

TECHNICAL CIRCULAR No.5/04

TO: All PMDS/IMB Surveyors, ISM-Code Auditors
FROM: Technical Department / Operations Department
SUBJECT: UP DATING DATA FOR PMDS/IMB AUTHORIZED SURVEYORS/AUDITORS FOR 2004 ANNUAL EVALUATION.
DATE: JUN 01, 2004.

In accordance with PMDS/IMB Quality manual it is necessary and MANDATORY for all PMDS/IMB Surveyors, ISM-Code Auditors to send updating data every two years to the Operations Department.

This updating may be through: In-House Training Courses, Additional or Refreshment Courses, Distant Learning System using internet or other suitable recognized method.

Considering recommendations by Flag States, we are in the process of reviewing some Procedures/Instructive including evaluation and authorized activities of approved PMDS/IMB Surveyors and ISM Auditors consequently for 2004 annual evaluation, we need you to submit before 1/July/2004 the following documents:

- 1.- Complete and submit the form Application/Updating Form (F-SSC-01/Rev.3) only on those items with changes or amendments including Technical education, working experience see attached sample).
- 2.- Curriculum Vitae updated.
- 3.- Copy of any Course attended and successfully completed.
- 4.- Two (2) color photos.

These documents must be send by mail to Miss Patricia Ricord and received before 1/July/2004.

Please, kindly confirm receipt of this Technical Circular to Miss Patricia Ricord (E-mail: paty@panamamaritime.com).

Depending on the information/updating submitted a revised authorized activities will be issued at end of July 2004.

Best Regards,

Doris Torrijos
Deputy General Manager

Jose Delgado
Technical Manager