

Panama Maritime Documentation Services, Inc. INTERNATIONAL MARITIME BUREAU		Código: I-SSC-21(I) Revisión: 3 Fecha: 30/12/03 Pág. 1 de 6
QUALITY SYSTEM INSTRUCTIVE		
PREPARED BY: TA	REVISED AND APPROVED BY: TM	

1.0 TITLE

INSTRUCTIVE FOR THE APPLICATION OF EXEMPTION CERTIFICATES, WAIVERS AND AUTHORIZATION LETTERS.

2.0 OBJECTIVE

To establish an appropriate mechanism to accomplish and control systematically the completion of the corresponding application forms and Certificates.

3.0 RESPONSIBILITY

- 3.1 Is responsibility of the personnel of Technical Management to assure that all the processes contained in this INSTRUCTIVE are fulfilled for the Application of Exemption Certificates, Authorization letters and Waivers.
- 3.2 Is responsibility of the personnel of the Operations Management to support in the monitoring for compliance of the mechanisms for Application of Exemption Certificates, Authorization letters and Waivers.
- 3.3 Is responsibility of the surveyors to comply with the procedures contained in this instructive when carrying out the Application of Exemption Certificates, Authorization letters and Waivers.

4.0 DEFINITIONS

- 4.1 **PMDS**, Panama Maritime Documentation Services, Inc., Recognized Organization by the Maritime Administrations of Panama, Belize and Bolivia.
- 4.2 **IMB**, International Maritime Bureau, Classification Society.
- 4.3 **IMO**, International Maritime Organization. It is a specialized agency of the United Nations devoted to maritime matters.
- 4.4 **SOLAS 74/78**, International Convention for the Safety of Life at Sea, as amended and modified by its Protocol of 1978, and 1988.
- 4.5 **MARPOL 73/78**, International Convention for the prevention of Pollution from Ships, 1973, as amended and modified by the Protocol of 1978 relating thereto.
- 4.6 **ILL (66)**, International Convention on Load Lines, 1966 as modified by the 1988 Protocol and its amendments.

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4.7 Maritime Administration.

- 4.7.1 The Panama Maritime Authority (PMA) is the responsible to regulate all aspects related to the merchant marine of Panama, it has a representative office in New York for the matters of Maritime Safety known as EX-SEGUMAR.
- 4.7.2 The Maritime administration of Belize is in charge to regulate all aspects related to the merchant marine.
The International representation is performed by the International Merchant Marine Registry of Belize, IMMARBE.
- 4.7.3 The Maritime Administration of Bolivia, is the Registro Internacional Boliviano de Buques (RIBB).

4.8 NATIONAL REGULATIONS

Are those established by each Maritime Administration to implement IMO Regulations or to adopt standards not envisaged in International Conventions.

4.9 APPLICABLE REGULATIONS

- 4.9.1 The Application of Exemption Certificates, Authorization letters and Waivers, requires the compliance with of all applicable regulations in force according to the case. The most common Regulations and Conventions referred to the application of these Certificates, Waivers and Authorization letters are:
 - 4.9.1.1 **SOLAS 74/78** as amended
 - 4.9.1.2 **ILL 66** as Amended
 - 4.9.1.3 **MARPOL 73/78** as Amended

4.10 TYPE OF EXEMPTIONS, WAIVERS OR AUTHORIZATION LETTERS

4.10.1 EXEMPTION CERTIFICATES

- 4.10.1.1 Immersion Suit and Thermal Protective Aid, Exemption Certificates:
These immersion suits and thermal protective Aids need not be required if the ship complies with SOLAS 74/78, Chapter III, Regulations 22.4.1.1 and 22.4.1.2 (for Passenger Ships) and Regulations 32.3.2.1, 32.3.2.2 and 32.3.2.3 (for Cargo Ships).

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4.10.1.2 Life Boats, Exemption Certificates:

Ships of less than 85m in length other than Oil Tankers, Chemical Tankers and Gas Carriers in lieu of meeting the requirements of SOLAS 74/78, Chapter III, Regulation 31.1.1 may comply with SOLAS, Chapter III, Reg. 31.1.3.

4.10.1.3 Fixed-Gas Fire Extinguishing Appliances, (F.F.E.A) Exemption Certificates:

The Administration may exempt the requirements of F.F.E.A on cargo spaces of any ship if constructed and solely intended for carrying ore, coal, grain, unseasoned timber, non-combustible cargoes or cargoes which, in the opinion of the Administration, constitute a low fire risk, according to SOLAS 74/78, Chapter II-2, Regulation 10.7.1.4.

4.10.1.4 International Load Lines Compliance Exemption Certificates:

Ships with 24 meters in length or above may be exempted if comply with ILL-66, Article 6

4.10.2 WAIVERS

4.10.2.1 Ships may be Waived from MARPOL 73/78, Annex I, Regulation 15(1) to 15(3) if comply with Marpol 73/78, annex I, Regulation 15(5)

4.10.3 AUTHORIZATION LETTERS (or Permit to proceed):

Is Granted by the Administration on particular cases, mainly when a ship has been detained by Port State Control Authorities and requires an Official Note from the Flag State.

NOTE: The above mentioned Regulations in this instructive are in force and shall be applied to get the Exemption, Waivers or Authorization Letter. Upon the type of ship, may exist other cases to those mentioned on the present instructive; for such cases, it is necessary to consult the Regulations and International Conventions or Technical Circulars issued by the Administration of Belize and/or Panama.

4.10.3.1 Extension of Full Term Certificates

In the case of FTC, a new survey for the renewal shall be carried out before the expiration date, in order to avoid detention by PSC. Only in case that it is not possible to carry out a renewal survey at actual port, a request by interested party, duly supported, shall be presented to the H.O., through attending surveyor or Representative Office, in order to coordinate

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with respective Maritime Administration a Permit to Proceed or the granting of a limited extension.

4.11 TYPE AND VALIDITY OF THE CERTIFICATES

4.11.1 EXEMPTION CERTIFICATES:

Validity of this Certificates depends on the validity of the Statutory Certificates which the exemption applies. Exemptions are granted by Administrations only.

4.11.2 WAIVERS AND AUTHORIZATION LETTER:

According to the requested Waivers, the Administration evaluate each case in order to give the validity of the requested document. For the renewal of the Waivers when the deficiency persists, the Administration issue a document with a validity of 45 days and no longer.

5.0 ACTIVITIES

5.1 IDENTIFICATION OF THE ITEMS TO BE EXEMPTED:

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|-------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------|
| Interested Party/
Surveyor | 5.1.1 | Verifies the compliance of the requirements from Conventions and Regulations, according to the type of ship and related equipment. |
| | 5.1.2 | Identifies the item to be exempted and sends the application form as well as the related documentation to P.M.D.S. H.O. |

5.2 PROCESS FOR ISSUANCE OF EXEMPTION CERTIFICATES, WAIVERS AND AUTHORIZATION LETTERS.

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|-----------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| H.O. / Surveyor | 5.2.1 | Applies applicable items of Procedure P-CO-01. |
| OM / OA | 5.2.2 | Issues the Authorization No. for the remittance of the application to the Administration and inform to the Operation's Assistant the date of authorization. Delivers the application form to the Operations auxiliar. |
| Operat. Aux. | 5.2.3 | Receipts the application form and fill out the form Control of Documentation Sent and Received. |
| H.O. | 5.2.4 | Applies Items 5.1.8 to 5.1.15 of Procedure P-RS-01. |
| Operat. Aux.. | 5.2.5 | Delivers the application form to the Technical Department for the evaluation together with the form Control of Documentation Sent and Received, including the date when the documentation is send to Technical Department. |

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| TM/ TA | 5.2.6 | Analyze and evaluates the application form, based on the applicable regulations, according to the case.
Request to the interested party the necessary documentation for the granting of the exemption, Waivers, etc. If the documentation is incomplete, proceed to place the application form is Stand By (S/B). Notifies to the Operations Assistant when the documentation has been placed in S/B. |
| | 5.2.7 | Send to the respective Administration the application for Exemption (or Waiver, Authorization Letter), when the documentation complies with the requirements of applicable Regulations, by means of Fax indicating ship's name, requested exemption Area of Navigation, (depending on the case), applicable Regulations and the reasons for the application, and informs to the Operations Assistant the date of remittance to the Administration. In cases of deficiencies or not compliance neither with the Regulations nor Conventions, informs to the interested party the reasons of the deficiency. Once the corrections have been received, modifies the status with the Operation Assistant. |
| Segumar / Immarbe | 5.2.8 | Analyze and evaluate the application based on technical criteria. If it is in compliance, proceeds to the issuance of the Exemption Certificates or Waivers or Authorization letter according to the case and sends it to P.M.D.S |
| OA/OM | 5.2.9 | Receipts and Reviews the document verifying its regulations, endorsement and seal from the Administration. |
| | 5.2.10 | Informs to Operations Officer date of receipt from Administration. Sends the Statutory Certificates to the Interested party and notifies the sending date to Operations Officer. |
| OO | 5.2.11 | Files the documentations. |
| OM/OO | 5.2.12 | Gives follow up to the service. |

6.0 RECORD OF INFORMATION

- 6.1 Request for Survey
- 6.2 Quotation
- 6.3 Approval / Acceptance for survey
- 6.4 Authorization of survey
- 6.5 Application Form
- 6.6 Applicable Statutory Certificates
- 6.7 Control of Documentation Sent and Received

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6.8 Exemption Certificates, Waivers or Authorization Letter.

7.0 RELATED DOCUMENTATION

- 7.1 Request for Survey
- 7.2 Quotation
- 7.3 F-RS-01 Control of Documentation, Sent And Received
- 7.4 F-RS-03 Authorization for issuance of Full Term de Certificates.
- 7.5 P-CO-01(I) Procedure for the review of customer’s requirements..
- 7.6 P-RS-01 Procedure for verification and Statutory Certification.
- 7.7 Documents of external support (IMO, ILO, Administrations)

8.0 REFERENCE

- 8.1 P-SSC-03(I) Procedure for surveys and interim certification.
- 8.2 P-RS-01(I) Procedure for the verification and Statutory Certification.
- 8.3 Section, Process for Performing the services of PMDS/IMB Quality Manual