

PANAMA MARITIME AUTHORITY
GENERAL DIRECTORATE OF MERCHANT MARINE



PRE-ARRIVAL CHECKLIST FOR PANAMA FLAGGED VESSELS.

VESSEL NAME:

IMO NUMBER:

PREVIOUS PORT:

DATE OF DEPARTURE:

PORT OF ARRIVAL:

DATE OF ARRIVAL:

INOPERATIVE (OUT OF SERVICE) EQUIPMENT IF ANY:

YES

NO

1

Has your ship been detained in the last 12 months?

2

If the answer is yes, have all deficiencies been rectified already?

3

If the answer is no, please inform which elements are still pending and if require any authorization letter from us.

4

¿The ship has inspections with deficiencies (PSC, FSC or Class) in the Last 12 months?.

5

¿All deficiencies were closed following the ISM procedure (NCR)?.
(attach evidence).

6

If the answer is no, specify any condition of class, class notation and/or Conditional Certificate (if any)

7

Are the following items working and maintained in proper condition per the applicable international regulations

No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL	YES	NO	COMMENTS
1	DOCUMENT CHECK	Vessel certificates (on board and duly endorsed, Statement of Compliance for IMO DCS reporting, SEEMP PART II)	☐	☐	
2		Crew certificates (not expired and proper endorsements)	☐	☐	
3		ISM previous deficiencies and non-conformities have duly followed up and closed. Flag State and Company informed	☐	☐	
4		ISM internal and external audits held as required and reports are available on board	☐	☐	
5		SMS on board address cyber risk management	☐	☐	
6		Risk assessments records are available	☐	☐	
7		Personnel onboard meet the requirements of MSMC	☐	☐	
8		Work and rest hours records updated as required	☐	☐	
9		CSO and DPA contact details are available	☐	☐	
10		Continuous Synopsis Record (CSR) updated	☐	☐	
11		Seafarers Employment Agreements (SEA) valid and signed by all interested parties	☐	☐	
12		ISPS Security level set correctly as per Flag State and Port Authorities requirement	☐	☐	
13		Ballast water records are up to date and ballast plan is available	☐	☐	
14		Safety (fire, abandon, enclosed space, etc.) and Security	☐	☐	
15		Manuals (e.g. stability, SOPEP, damage control plan, etc.) available in latest version	☐	☐	

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No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL	YES	NO	COMMENTS
16	FIRE PROTECTION SYSTEM CHECK	Log books of firefighting equipment and Lifesaving appliances (LSA) is up to date	☐	☐	
17		Fire detectors, smoke detectors and heat detectors (with no temporary covers), and the crew must be familiarized with the procedures and equipment for test	☐	☐	
18		Fire dampers, Mechanical Ventilations (working and in good condition)	☐	☐	
19		Fixed fire extinguishing system (CO2 system connected and fully operational with no clogged or corroded nozzles)	☐	☐	
20		Fire doors not permanently locked, self-closing device in good order (gas tight, no worn packing, etc.)	☐	☐	
21		Fire extinguishers (Adequate cylinder pressure, also those located in machine room spaces, service certificate valid)	☐	☐	
22		Fire main system in good condition (hoses and isolation valve)	☐	☐	
23		Fire pumps and Emergency fire pump, its pipes in good order (Good pressure on deck and remote means of operation working correctly)	☐	☐	
24		Quick closing valves in good order (Remote control devices)	☐	☐	
25		Muster lists and Fire Plans (updated and posted)	☐	☐	
26	FIRE PROTECTION SYSTEM CHECK	All personnel familiar with signals, muster station and duties in case of emergencies	☐	☐	
27		Emergency escapes free of obstructions	☐	☐	
No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL	YES	NO	COMMENTS
28	LIFE SAVING APPLIANCES CHECK	Operational readiness of lifesaving appliances (engines, davits and falls ready to use)	☐	☐	
29		Rescue boats and lifeboats are in good condition (Lifeboat windows have good visibility, steering, lights, compass, propeller protection, etc.)	☐	☐	
30		Lifejackets and immersion suits are in good condition and available for the total number of crewmembers on board	☐	☐	
31		Inflatable life rafts (hydraulic release unit, embarkation ladder, required lifeboat inventory as required, current service period, no expired equipment, etc.)	☐	☐	
32		Launching and recovery arrangements for survival craft in good condition (NOT Wasted/Holed davit or defective winch brake)	☐	☐	
No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL	YES	NO	COMMENTS
33	ON DECK VERIFICATION	Gangway ladder and moorings (working and arranged properly)	☐	☐	
34		ISPS Access control procedures duly complied	☐	☐	
35		Outside decks (clean and well illuminated)	☐	☐	
36		Pilot transfer arrangements	☐	☐	
37		Garbage record book up to date and all areas well maintained	☐	☐	
38		Accommodations clean, in order and no door hooks in place	☐	☐	
No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL	YES	NO	COMMENTS
39	ON DECK VERIFICATION	Ventilators, air pipes, casings in good condition	☐	☐	
40		Weather tight doors are in good condition and close properly	☐	☐	
41		Hatch covers in good condition	☐	☐	
42		Emergency source of power - Emergency Generator (able to start automatically and manually)	☐	☐	
43		Emergency lighting (batteries and switches in good condition)	☐	☐	
44		International shore connection and standard discharge connection in good condition	☐	☐	

45		General lighting in good condition (no burned bulbs)		☐	☐	
No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL		YES	NO	COMMENTS
46	BRIDGE CHECK	Nautical Publications (latest editions on board)		☐	☐	
47		Lights, shapes and signals working properly and available		☐	☐	
48		Radio equipment, GMDSS, VHF/DSC, MF/HF, EPIRB, AIS, VDR, Radar Transponder, Echo sounder, Speed log, NAVTEX, MMSI number, etc. in good working order		☐	☐	
49		Voyage data recorder (VDR/S-VDR) and ship security alarm system (SSAS) operational, tested and not showing system errors		☐	☐	
50		LRIT working satisfactorily (conformance test on board)		☐	☐	
51		Nautical charts and ECDIS updated (ECDIS was checked for last ENC updates, PPI cross checked in ECDIS, ECA entries positions cross checked, passage plan, etc.)		☐	☐	
52		Deck Logbook (duly updated and accurate, indicating the working language, entries for ECA (changeover), entries for sewage discharge, etc.)		☐	☐	
No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL		YES	NO	COMMENTS
53	ENGINE ROOM CHECK	Oil Record Book (duly updated and accurate)		☐	☐	
54		Steering gear in good order		☐	☐	
55		Air pipes and ventilators in good order		☐	☐	
56		Cleanliness of machinery spaces		☐	☐	
57		Oil water separator / oil filtering equipment (engine crew has to be able to test it). If PSCOs discover unapproved modifications to the oily water separator piping system, criminal prosecution of the vessel and its crew may result.		☐	☐	
58		Jacketed piping system for high pressure fuel lines		☐	☐	
59		Oil Content Meter (engine crew has to be able to test it)		☐	☐	
60		Avoid imprudent amount of bilge water, accumulation of oil, fuel leaks, oil soaked lagging in the engine room space		☐	☐	
61		Alarm system of bilge high level working well		☐	☐	
62		Oil mist detector alarm working well		☐	☐	
63		Sewage treatment plant (operative, blower working well, cleaning agents, etc.)		☐	☐	
64		Remotely operated shutoff valves (ROSOV)		☐	☐	
65		TANKERS ONLY	Inert Gas system operational	☐	☐	
66			Overboard discharge monitoring and control equipment ODME working well	☐	☐	
67			Audio-visual alarms of high and high-high alarms	☐	☐	
68			Fixed gas detection system	☐	☐	
No.	AREA	ITEMS TO CHECK AND VERIFY BEFORE PORT ARRIVAL		YES	NO	COMMENTS
69	MLC	Sanitary facilities working well and clean		☐	☐	
70		Heating, air conditioning and ventilation in good order		☐	☐	

71		Hospital is clean and in order, medical chest is complete	☐	☐	
72		MLC Insurance certificates are valid	☐	☐	
73		Personal protective equipment (PPE)	☐	☐	
74		Stores available for the intended voyage and well kept (temperature and food segregation)	☐	☐	
75		Seafarers Employment Agreements (SEA) comply with collective bargain agreement (if applicable)	☐	☐	

8 Additionally to the present checklist, reference is made to Annexes I, II, III and IV which contain specific information on the most common deficiencies identified during Port State Control (PSC) inspections by the China Maritime Safety Administration (MSA), United States Coast Guard (USCG), the Australian Maritime Safety Authority (AMSA), and Paris MoU respectively, based on 2025 inspection results. These documents serve as guidance to identify critical compliance areas areas and to support the vessel’s pre-arrival preparation, with the aim of reducing the risk of deficiencies or detentions.

9 This checklist must be sent 120 hours before the arrival to the below contact information.
For voyages that last less than 96 hours, said document must be sent at least 24 hours before arrival in port.

10 This Administration invites companies and Masters, to report Flag State and Port Authorities in case there are any pending, malfunctioning or missing items which require additional verification; in case you require a technical assistance from our side e.g. authorization letter from the Flag State please also inform us. Our main objective is to reduce the likelihood of a Detention by the PSC.

11 Master and officers are reminded to ensure full compliance with SOLAS Regulation I/11, ISM Code/10 and all statutory requirements to avoid deficiencies and possible Port State Control (PSC) detention. Any accident, damage, or defect affecting the safety of the vessel or its statutory equipment (including life-saving and firefighting systems) must be reported without delay to the Panama Maritime Authority (nearest SEGUMAR Office - Merchant Marine Notice MMN-18/2021), the vessel’s Classification Society, and the Port State Authority when applicable.

Note: Objective evidence (photos) must be sent for the following areas: General condition of the engine room (cleaning), Main engine, Generators, fuel Purifiers, Sewage treatment plant, OWS, ballast, fire and cooling pumps, engine fire Doors, Steering gear, Emergency fire pump, Emergency generator, Lifeboat and Rescue boat.

Failure to comply with this requirement may result in administrative sanctions for the captain or chief engineer, including the possible suspension or revocation of corresponding licenses, certificates, or guarantees. The vessel's operating company may also be subject to proportional sanctions.

I certify that I have verified, prior to the port arrival, that all items on this list are as expressed above in good working order, except the ones specifically mentioned otherwise;

Clear form

Master Signature:_____ DPA Signature: _____

Master Name:_____ DPA Name: _____

Date:_____ Email:_____

24/7 Phone: _____

Date: _____

This Check-list and any inquiries concerning the subject of this Circular or any other request should be directed to:
Port State Control Section (Panama Office)
Navigation and Maritime Safety Department
Directorate General of Merchant Marine
Panama Maritime Authority prearrival@amp.gob.pa
Phone: +(507) 501-5092 / +(507)501-5084

ANNEX I - CHINA MSA			
TOP DEFICIENCIES DURING PSC DETENTION			
Are the following items working and maintained in proper condition?	YES	NO	COMMENTS
07109 - Fire safety (Fixed fire extinguishing installation)	☐	☐	
Are all fire-fighting and fire detection systems fully operational, including the fixed CO ₂ system with cylinders properly tested, pipelines in good condition, control and release arrangements functioning (manual and remote), adequate air pressure and interlocks, correct release capacity and alarms; the water mist system capable of manual and automatic operation with adequate pressure, no leaks, and proper alarm indication; the sprinkler system fully functional with clean and unobstructed nozzles, no corrosion or leaks, and adequate coverage including paint store protection; the water spray system operational with unblocked nozzles, intact pipelines, and sufficient coverage; the dry powder system in good condition with functional pipelines and monitor; and all fire detection and alarm systems working correctly with clear indication of activated zones?			
	YES	NO	COMMENTS
03108 - Ventilators, air pipes, casings	☐	☐	
Are the ventilation systems and air pipes fully compliant and operational, including all ventilators capable of being fully closed and secured weather-tight with functional closing devices, covers, and gaskets; all ventilators and air pipes free from corrosion, damage, or holes; self-closing devices operating correctly; air pipes for all tanks in good condition with effective sealing and functioning float mechanisms; required heights and coaming standards met; no missing or defective components; and ventilation arrangements for critical spaces (such as CO ₂ room, steering gear room, and engine room) fully operational without defects affecting safety or emergency response?			
	YES	NO	COMMENTS
07114 - Remote Means of control (opening, pumps, ventilation, etc.) Machinery spaces	☐	☐	
Are the quick-closing valves (QCVs) and fuel oil isolation systems fully operational and compliant, including all QCVs for fuel and lube oil tanks functioning correctly and capable of remote closure from designated control stations with tight sealing, not stuck or mechanically blocked, and successfully tested; the remote control system (air or mechanical) in good condition with intact air lines, sufficient pressure, no leaks, and properly functioning actuators; all fuel oil isolation valves for engines operational both locally and remotely, independent between engines, and functioning correctly during testing; system arrangements compliant with SOLAS requirements with QCVs correctly installed and all required valves provided; all systems tested and effective during drills; no defective, missing, or poorly maintained components; and associated systems such as fire dampers and ventilation arrangements in good condition without negatively affecting QCV performance?			
	YES	NO	COMMENTS
11101 - Lifeboats	☐	☐	
Are all lifeboats fully operational and compliant with SOLAS requirements, including engines capable of reliable starting (by batteries and alternative means) and proper running condition, starting systems and batteries in good order, release mechanisms and safety devices (including remote release and hydrostatic interlocks) functioning correctly, hull and structural integrity intact without cracks or holes and watertight closures effective, drainage systems and automatic valves working properly with functional float mechanisms, self-contained air systems connected and leak-free, steering and propulsion systems operating correctly without defects, launching appliances and winches in good condition and operational with emergency power where required, and all safety equipment, seating arrangements, and onboard conditions meeting required standards?			
	YES	NO	COMMENTS
07199 - Other (fire safety)	☐	☐	
Are the fuel oil systems, sounding arrangements, and level gauging devices fully compliant and operational, including sounding pipes properly fitted with functional self-closing devices and safe terminations, all level gauges in good condition and fitted with appropriate self-closing valves without the use of temporary or unsafe arrangements, fuel oil isolation and quick-closing valves operational and capable of effective local and remote closure, correct system arrangement in accordance with SOLAS requirements, no leakage in fuel oil systems, a clean and safe engine room environment free from excessive oily water accumulation, alarm systems functioning properly, and crew fully familiar with the operation of fuel isolation arrangements and safety procedures?			

ANNEX II - USCG			
TOP DEFICIENCIES DURING PSC DETENTION			
Are the following items working and maintained in proper condition?	YES	NO	COMMENTS
07105 - Fire Safety /Fire doors-openings in fire-resisting divisions Are all fire doors and fire integrity arrangements fully compliant with SOLAS requirements, including fire doors being self-closing and capable of proper latching without obstruction or unauthorized hold-back devices, functioning correctly under all conditions (including inclination), automatic and remote release systems operating effectively, door components (such as gaskets, crash bars, and sliding mechanisms) in good condition, stairway and escape route enclosures properly protected, no gaps or unsealed penetrations compromising fire-rated divisions, and electrical installations maintained safely without hazards that could affect fire protection?	☐	☐	
	YES	NO	COMMENTS
07126 - Fire Safety/Oil accumulation in engine room Are all machinery spaces maintained in full compliance with fire prevention requirements, including effective control of fuel and lubricating oil leaks, absence of oil accumulation or oily-water mixtures in bilges, proper housekeeping without oily rags or waste materials, no leaks in piping systems or machinery (including high-pressure lines and pumps), safe arrangements for overflow and discharge systems, no presence of oil near hot surfaces or electrical equipment, and all systems properly maintained to minimize the risk of ignition of flammable liquids?	☐	☐	
	YES	NO	COMMENTS
09209 - Working and Living Conditions/Electrical Are all electrical installations fully compliant and safely maintained, including proper insulation and protection of all wiring without exposed or spliced connections, equipment correctly installed and certified for the intended area (including hazardous zones), all electrical components protected from water ingress, no unsafe modifications or improper use of power connections, effective grounding and bonding arrangements in place, all panels properly enclosed, defective or out-of-service equipment correctly isolated and tagged, and overall conditions ensuring that no fire, explosion, or electrical shock hazards are present?	☐	☐	
	YES	NO	COMMENTS
07199 - Fire Safety/Other (fire safety) Are all means of escape fully compliant and maintained in a safe and operational condition, including escape routes kept clear of any obstructions, escape doors and devices (such as quick-release mechanisms and escape trunk releases) fully functional, adequate dimensions of passageways ensured, proper and visible escape route signage provided, low-location lighting (LLL) fully operational throughout all areas, and all arrangements ensuring safe, rapid, and unobstructed evacuation of persons in case of emergency?	☐	☐	
	YES	NO	COMMENTS
07120 - Fire Safety/Mean of escape Are all means of escape, including stairways, ladders, corridors, and access routes, fully compliant and maintained in a safe condition, with escape paths kept clear of any obstructions, all access doors and escape points fully operational, adequate and unobstructed low-location lighting (LLL) provided and functioning, clear and sufficient escape route signage installed, and all arrangements ensuring safe, continuous, and unobstructed access to muster and embarkation stations under emergency conditions?	☐	☐	

ANNEX III – AUSTRALIA (AMSA)			
TOP DEFICIENCIES DURING PSC DETENTION			
Are the following items working and maintained in proper condition?	YES	NO	COMMENTS
07 - Fire safety			
Are all fire-fighting systems and their components, including fire dampers, the emergency fire pump, fire main isolating valves, fire mains, hoses, nozzles, and associated priming systems, fully operational, properly maintained, and regularly tested, ensuring that fire dampers are free from corrosion or damage and operate smoothly, and that the emergency fire pump can adequately pressurize the fire main under all operating conditions and vessel draughts (without external priming unless approved), with all equipment in good condition and ready for immediate and effective use to prevent and control the spread of fire?	☐	☐	
	YES	NO	COMMENTS
11 - Life saving appliances			
Are all life-saving appliances, communication systems, and emergency power arrangements fully operational, properly maintained, and regularly tested, including lifeboats with correctly set and functioning release and interlock systems, operable hooks, painter release, propulsion and steering capabilities, properly maintained engines and batteries, and all components (including hydrostatic units and cables) in good condition; communication equipment (MF/HF DSC, VHF DSC, Inmarsat C, EPIRB) correctly installed, tested, operational on both main and reserve power with records maintained and crew familiar with their use; and emergency generators capable of reliable manual and automatic start, supplying the required power, voltage, and frequency, with crew fully trained and systems maintained in accordance with the safety management system to ensure readiness in emergency situations?	☐	☐	
	YES	NO	COMMENTS
141 - Pollution prevention - MARPOL Annex I			
Is the oily water separator (OWS) system fully operational and compliant with MARPOL requirements, including proper functioning of the separator and oil content monitoring device, discharge oil content not exceeding 15 ppm with no visible oil, alarm and automatic stopping device working correctly, all oil record book entries accurately completed, and the system free from any signs of bypass or malfunction, with all associated piping arrangements in proper condition and available for inspection if required?	☐	☐	
	YES	NO	COMMENTS
144 - Pollution prevention - MARPOL Annex IV			
Is the sewage treatment plant (STP) fully operational and managed in compliance with MARPOL requirements, including correct and continuous operation in accordance with manufacturer's instructions, no risk of untreated sewage discharge due to improper valve arrangements or internal deterioration, crew fully familiar with its operation and maintenance, and procedures incorporated into the safety management system to ensure effective and consistent performance?	☐	☐	
	YES	NO	COMMENTS
151 - ISM			
Is the Safety Management System (SMS) effectively implemented and maintained in full compliance with the ISM Code, including being up to date and ship-specific, covering all operational and emergency procedures, ensuring proper maintenance of the vessel and its equipment, readiness of life-saving, fire-fighting, and communication systems, effective crew training and awareness of duties, timely identification, reporting, and rectification of deficiencies, and demonstrating no recurring deficiencies that would indicate a failure in the system's implementation or effectiveness?	☐	☐	
	YES	NO	COMMENTS
03 - Water/Weathertight conditions			
Are all load line related arrangements and equipment fully compliant and properly maintained, including effective weathertight integrity, operational self-closing devices on air pipes, vents free from corrosion, holes or damage, hatch securing and sealing arrangements correctly aligned and functional, and the overall structure of the vessel in good condition to ensure safety, buoyancy, and protection of the ship, crew, and environment and Load Line marks are clear?	☐	☐	

ANNEX IV – PARIS MOU			
TOP DEFICIENCIES DURING PSC DETENTION			
Are the following items working and maintained in proper condition?	YES	NO	COMMENTS
11101 - Lifeboat			
Are ensured that lifeboats are maintained in sound structural condition and fully operational, including the proper installation and marking of drain plugs, clear condition of windows, correctly reset and well-maintained hook and launching systems without excessive wear, all equipment and supplies complete and properly secured, compass deviation within acceptable limits, and that the engine, its mountings, and launching arrangements are in good condition and ready for immediate use?	☐	☐	
	YES	NO	COMMENTS
07105 - Fire doors/openings in fire-resisting divisions			
Are ensured that all A-class fire doors are maintained in full compliance with SOLAS requirements, including properly functioning self-closing devices and hold-back systems, intact structural condition of doors and frames without damage, effective insulation and sealing, correct operation and latching from both sides, absence of unauthorized modifications, and that doors are not improperly held open (e.g., by wedges), ensuring they remain ready to close automatically at all times?	☐	☐	
	YES	NO	COMMENTS
15150 - ISM			
Is the Safety Management System (SMS) effectively implemented and maintained in full compliance with the ISM Code, including being up to date and ship-specific, covering all operational and emergency procedures, ensuring proper maintenance of the vessel and its equipment, readiness of life-saving, fire-fighting, and communication systems, effective crew training and awareness of duties, timely identification, reporting, and rectification of deficiencies, and demonstrating no recurring deficiencies that would indicate a failure in the system’s implementation or effectiveness?	☐	☐	
	YES	NO	COMMENTS
07109 - Fixed fire extinguishing installation			
Are ensured that all fixed fire-extinguishing systems (e.g., CO ₂ , foam, or water-based systems) are fully operational and properly maintained, including cylinders correctly filled and within validity, all valves, release mechanisms, piping, and components in good working condition, and that evidence of periodic servicing and testing is available; that the dedicated storage room for extinguishing media is used exclusively for its intended purpose; and that required safety features, such as automatic audible alarms prior to release, function correctly, ensuring the system is ready for immediate use at all times?	☐	☐	
	YES	NO	COMMENTS
10109 - Lights, shapes, sound-signals			
Are ensured that all navigation lights, day shapes, and sound signaling appliances are fully compliant with COLREG requirements, including correct operation, proper positioning and arc of visibility of lights, availability and good condition of required day shapes, operational readiness of sound signaling devices (whistle, bell, gong), and that lanterns and screens are correctly fitted with appropriate color and matte black coating, ensuring proper visibility and effectiveness at all times?	☐	☐	
	YES	NO	COMMENTS
13102 - Auxiliary engine			
Are ensured that the auxiliary engines are capable of starting promptly and within the required timeframes, is maintained in a state of immediate operational readiness, free from leaks and excessive wear, and that all associated safety devices—including alarms, automatic shutdowns, and protective governors—are fully functional and effective, ensuring safe and reliable operation at all times?	☐	☐	