

**General Directorate of Seafarers**

DEALM-G-03 | Version 01 | Effective date: July 26, 2024

**GUIDE FOR THE CERTIFICATION OF SEAFARERS BY MEDICAL PRACTITIONERS AUTHORIZED BY THE PANAMA MARITIME AUTHORITY**

**Prepared by:**

Maholy Vásquez

Administrative Assistant:

Maritime Labour Affairs

July 18, 2024

**Reviewed by:**

Angie Echevers / Elvis Jaén

Quality Analyst, Supervisor / Quality Analyst

July 23, 2024

**Approved by:**

Mayte Burgos

Maritime Labour Affairs - Chief

July 26, 2024

**ORIGINAL SIGNED**

**ORIGINAL SIGNED**

**ORIGINAL SIGNED**

1. **OBJECTIVE**

Establish the criteria or method for the medical examination of seafarers to ensure that the seafarer is physically fit to perform routine and emergency duties at sea.

1. **SCOPE**

Applies to medical practitioners recognized by the Panama Maritime Authority.

1. **REFERENCES**
   1. **Resolution ADM No. 033-2021 dated March 25, 2021.** Procedure for qualified medical examination for issuance of medical certificates for seafarers in the Republic of the Philippines, Republic of Indonesia, Republic of India, Republic of the Union of Myanmar, Socialist Republic of Vietnam and the Republic of South Korea.
   2. **Resolution J.D. No. 058-2021 of August 28, 2021.** Whereby the Administrator of the Panama Maritime Authority is authorized to regulate the procedure by which the medical certificate of seafarers is issued and the recognition of medical practitioners to issue medical certificates in the Republic of Panama; and develop the National Guidelines for the conduct of medical examinations of seafarers, which shall be mandatory for the issuance of medical certificates, in accordance with Regulation A-I/9 of the STCW'78 Convention, as amended, and Section A-I/9 of the STCW Code, and the Maritime Labour Convention, 2006, as amended (MLC 2006, as amended).
   3. **Resolution ADM No. 185-2021 of September 20, 2021.** Whereby the regulation establishing the procedure by which the Panama Maritime Authority recognizes medical practitioners to issue medical certificates for seafarers in the Republic of Panama and the procedure for the issuance of the medical certificate for seafarers to be complied with by all medical practitioners recognized by the Panama Maritime Authority is approved, within and outside the Republic of Panama, in accordance with Regulation A-I/9 of the STCW'78 Convention, as amended and Section A-I/9 of the STCW Code, and the Maritime Labour Convention, 2006, as amended (MLC 2006, as amended).
   4. **Resolution ADM No. 015-2023 of January 16, 2023.** Whereby articles Thirty-Fifth, Thirty-Sixth, Thirty-Seventh, Fortieth and Forty-First of Resolution ADM No. 185-2021 of September 20, 2021 are amended.
   5. **Resolution ADM No. 006-2023 of January 12, 2023.** Whereby the Second, Third, Fifth and Eighth Articles of Resolution ADM No. 033-2021 of March 25, 2021 are modified, and additionally the Sixteenth Article is added.
   6. **DEALM-P-01:** Procedure to authorize medical practitioners to issue medical and physical fitness certificates to seafarers.
2. **DEFINITIONS**
   1. **DEALM:** Department of Maritime Labour Affairs.
   2. **PMA:** Panama Maritime Authority.
   3. **Medical Certificate:** Document issued by a qualified medical practitioner, accredited by the Panama Maritime Authority, certifying the seafarer's good physical condition and aptitude to perform his/her work on board a vessel.
   4. **STCW'78 Convention, as amended**: International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended.
   5. **MLC Convention, 2006, as amended:** Maritime Labour Convention, 2006, as amended.
   6. **DGGM:** General Directorate of Seafarers.
   7. **Medical Evaluation:** Process by which the medical practitioner authorized by the PMA certifies the seafarer's physical and physiological fitness as a fundamental requirement for work on board a vessel.
   8. **Cabinet Examinations:** Reported Chest X-ray, audiometry and visual acuity, Reported EKG.
   9. **Laboratory Tests:** complete blood count, general stool examination, general urine examination, hemoglobin solubility, glucose, creatinine, urea nitrogen, lipid profile, VDRL, HIV, Typing and Rh, pregnancy test (female), anti-doping (cocaine and marijuana).
   10. **Authorized Medical Practitioner:** Professional qualified to practice medicine, recognized by the PMA, to perform medical examinations of seafarers and issue medical certificates.
   11. **Secretary:** Person, who is responsible for carrying out elementary activities in the clinical facility, receives the seafarers who will undergo the medical examination and is in charge of the seafarers' medical documentation files.
3. **RESPONSABILITIES**
   1. **It is the responsibility of the Medical Practitioner:** 
      1. To certify the state of health of the officer/rating aspiring to the certificate of good health; taking into account the general concept of health and what is established in the National Medical Guidelines for the Conduct of Medical Examinations of Seafarers in those cases that warrant it.
      2. Evaluate physically and by means of laboratory and cabinet examinations, any officer or seafarer, who requests the “Medical Certificate for Service on Board” from the Panama Maritime Authority (PMA), taking into account the general concept of health and that established in the National Medical Guidelines for the Conduct of Medical Examinations.
      3. Issue medical certificates for service on board of the Panama Maritime Authority (PMA) and keep a sequential record of the same.
      4. Maintain all medical records of officers/ratings/seafarers up to date.
   2. **It is the responsibility of the Medical Secretary:**
      1. Coordinate appointments for care.
      2. Deliver to the patient (rating or officer evaluated), the Form (F-102 or F-103), as the case may be) of Registration of Medical Examinations of Seafarers of the Republic of Panama in its two (02) English and Spanish versions, as appropriate, and provide guidance for its completion.
      3. Verify that the laboratory and cabinet examinations are complete and up to date.
      4. File in the patient's file, the results of medical examinations and medical examination record forms.
   3. **Responsibility of the Maritime Labour Affairs Department:**
      1. Conduct inspections of PMA recognized medical practitioners.
      2. Schedule and execute initial and follow-up inspections of clinical facilities.
      3. Update the seafarer medical examination record format.
      4. Ensure compliance with the “National Medical Guidelines for Seafarers' Examination.
      5. Ensure compliance with this procedure through inspections of recognized medical practitioners.
4. **REQUIREMENTS**
   1. Standard A1.2 “Medical Certificate” of the Maritime Labour Convention, 2006, as amended, states that the certificate shall be issued by a duly certified medical practitioner recognized by the competent authority.
   2. Seafarers shall not work on board a ship unless they are in possession of a valid medical certificate attesting to their fitness to perform their duties.
   3. Respect the fundamental rights, standards of protection, principles and rights in employment and social rights outlined in Article III and IV of the MLC, 2006.
   4. The IMO STCW Convention, 1978 as amended (STCW Convention) includes requirements for the medical examination of seafarers and the issuance of medical certificates.
   5. All seafarers holding a certificate issued under the terms of the STCW who are serving at sea are also required to hold a valid medical certificate issued in accordance with Regulation I/9 of the STCW and section A-I/9 of the STCW Code.
   6. The assessment of the seafarer must be carried out by a medical practitioner approved by the competent authority.
   7. The recognized medical practitioner shall complete, depending on the language of use (English or Spanish), form F-102 “Recording Medical Examination of Seafarers” or form F-103 “Recording Medical Examination of Seafarers”. This document shall be kept in the file of the seafarer or officer examined.
   8. The storage location of seafarers' records should be protected and guarded by competent personnel.
   9. The medical regulations should be read and understood by the seafarer applying for the medical certificate.
   10. The medical practitioner should carry out the physical assessment by laboratory examinations and cabinet tests on any seafarer applying for the medical certificate of fitness for shipboard work.
   11. Inform seafarers aspiring for a medical certificate of the medical limitations that prevent the issuance of the certificate of good health.
   12. To issue medical certificates for shipboard service and to keep a sequential record of them.
5. **PROCEDURE**
   1. **PROCEDURE FOR CERTIFICATION OF SEAFARERS**

| **Step**  **No.** | **Responsible** | **Activity Description** |
| --- | --- | --- |
| 1 | Secretary | Receives the applicant (officer or rating) and orients him/her to the examinations indicated on the F-102 “Recording Medical Examination of Seafarers” or F-103 “Recording Medical Examination of Seafarers” form, which are in accordance with the National Guidelines for the Conduct of Medical Examinations of Seafarers. |
| 2 | Secretary | Once the applicant is presented with the test results, verify that they are complete.  Provides the patient (officer/rating), depending on the language of use (Spanish or English), the form F-102 “Recording Medical Examination of Seafarers” or form F-103 “Recording Medical Examination of Seafarers”, of the Republic of Panama, instructing him/her to complete the information on the first two pages, sign and date the day of the medical evaluation.  Sign as a witness and pass the file to the medical practitioner and inform the officer/rating to proceed to the office. |
| 3 | Authorized Medical Practitioner | Receives the file and the patient (officer/rating). Records it in the log book.  Performs review of the patient's (officer/rating) statement, in the authorized record format completing the patient's medical history.  Performs review of complete vital signs, somatometric review, visual acuity tests, audiometry test, performs the cabinet and laboratory tests.  Proceeds to record the results in the Registration Form for Medical Examinations of Seafarers of the Republic of Panama in either of its two (02) English or Spanish versions, as appropriate.  The international vaccination card of the rating or officer under evaluation must be reviewed so that it can be updated in the file, with a copy of the same.  Note: All officers or seafarers must carry their international vaccination card (yellow fever, Covid-19; among others).  The doctor must verify the dates and evaluate if any booster is needed, then the recent vaccination record is updated. |
| 4 | Authorized Medical Practitioner | Performs a physical examination and reviews laboratory and office tests.  Completes, depending on the language of use (Spanish or English), Form F-102 “Recording Medical Examination of Seafarers” or Form F-103 “Recording Medical Examination of Seafarers” of the Republic of Panama.  If the patient COMPLIES with the physical fitness evaluations for the medical examinations of seafarers, he/she is granted the “Medical Certificate for Shipboard Service of the Republic of Panama”, signs and seals the registration form adopted in a single format with Spanish and English version.  If the patient DOES NOT COMPLY with the physical fitness evaluations for the seafarers' medical examinations, the corresponding declaration of disability is issued.  If the patient does not comply, the certificate declares him/her NOT FIT and proceeds according to the applicable national regulations.  Signs and seals the registration form.  Delivers file to the secretary for filing. |
| 5 | Secretary | File the record of the requesting rating or officer in the appropriate file.  **--End of Guide--** |

* 1. **PROCEDURE FOR THE ISSUANCE OF THE MEDICAL CERTIFICATE**

| **Step**  **No.** | **Responsible** | **Activity Description** |
| --- | --- | --- |
| 1 | Authorized Medical Practitioner | For overseas recognized medical practitioners: Captures the seafarer's data in the medical certificate issuance platform of the third-party online database software provider and prints the medical certificate. wireless headset.  Once printed, proceeds to sign it and then hands it to the seafarer to sign as well.  Delivers the original of the medical certificate with both signatures to the seafarer and keeps a copy in the seafarer's physical and/or digital file.  For medical practitioners recognized in Panama: Captures the seafarer's data in the Panama Maritime Authority's medical certificate issuance platform and prints the medical certificate.  Once printed, proceed to sign it and then give it to the seafarer to sign as well.  Delivers the original of the medical certificate with both signatures to the seafarer and keeps a copy in the seafarer's physical and/or digital file. |
| 2 | Authorized Medical Practitioner | For medical practitioners recognized in Panama: In the event that the printed certificate has a data error, it must be reprinted.  The document with the error will be reported to the Department of Labour Affairs as a Non-Conforming Outputs and will be recorded on form F-11: Non-Conforming Outputs Record.  You must keep the original damaged document and the original of the form F-11 Record of Nonconforming Outputs in your records.  You must send a copy of the F-11 Nonconforming Outputs Record form to the Maritime Labour Affairs physically at the main offices or electronically (digital) to the following e-mail address [medicals@amp.gob.pa](mailto:medicals@amp.gob.pa) |
| 3 | DEALM Personnel | Receives, from the medical practitioner, the copy of form F-11: Record of Nonconforming Outputs and keeps it fully identified in DEALM files.  A copy should be forwarded to the Quality Department of the DGGM.  ---End of Guide --- |

1. **RECORDS, REPORTS AND FORMS**

| **Form.**  **No.** | **Name** | **Time of File** | **Place of File** | **Type of File** | **Responsible of the File** |
| --- | --- | --- | --- | --- | --- |
| F-11 | Record of Nonconforming Outputs | 3 years | DEALM | Paper / electronic | DEALM |
| F-102 | Seafarer's Medical Examination Record Form | 5 years | Record of seafarer | Paper | Authorized Medical Practitioner |
| F-103 | Recording Medical Examination of Seafarers | 5 years | Record of seafarer | Paper | Authorized Medical Practitioner |
| N/A | Verification of laboratory and cabinet tests | 5 years | Record of seafarer | Paper | Authorized Medical Practitioner |

1. **HISTORY OF CHANGES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Modified Version** | **Brief description of the change** | **Responsible QMS Analyst** |
| 07/26/2024 | 00 | Update on the following points:  3. References: Resolutions 3.4 and 3.5 are added.  4. Definitions: ALM code is updated to DEALM.  5. Responsibilities: 5.1.1 and 5.1.2.7. Procedure: 7.1.3, 7.1.4, 7.2.1 | Elvis Jaén /Angie Echevers |