

**AUTORIDAD DEL CANAL DE PANAMÁ  
OPERATIONS DEPARTMENT**

**ADVISORY TO SHIPPING No. A-21-2012**

August 23, 2012

**TO :** All Shipping Agents, Owners, and Operators

**SUBJECT: Required Documentation for Initial Transit in Electronic Format**

In a continuing effort to provide the best possible service, the Panama Canal Authority (ACP) advises the maritime community that effective September 1, 2012, all vessels transiting the Panama Canal for the first time shall provide the following documents in electronic format utilizing WORD, EXCEL, PDF, TIFF, JPEG or similar format:

- International Tonnage Certificate (ITC-69)
- PC/UMS Documentation of Total Volume, Suitable Substitute
- Volume calculations (If available)
- Suez Canal Certificate (If available)
- Load Line Certificate (If multiple Load Lines exist, provide the one with least freeboard)
- Pilot Card (Vessels speed and general information)
- Ship Particulars
- Certificate of Registry
- Ship Classification Certificate
- Minimum Crew Safe Manning Certificate
- International Sewage Pollution Prevention Certificate
- Passenger Ship Safety Certificate – Form P (for passenger vessels)
- International Oil Pollution Prevention Certificate
- Certificate of Fitness (for tanker vessels)

The following drawings (plans) shall be provided in PDF or AUTOCAD format only, in one plan (not sections), in order to allow for precise calculations:

- General Arrangement Plan
- Capacity Plan with deadweight scale
- Midship Section Plan
- Lines Plan
- Shell Expansion Plan

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- Docking Plan
- Trim and stability booklet or hydrostatic information (summer loaded figures at zero trim for extreme draft, displacement, deadweight and tons of immersion)
- Container Loading or Stowage Plan when fully loaded (full container vessels only)
- Cargo Securing Manual (full container vessels only - All pages regarding container information above and below deck and all combinations available)

The documents must be legible, of good quality, and shall include all pages. Please specify in the subject of the message, the vessel's current name, IMO number, and, if available, the vessel's SIN (Panama Canal Ship Identification Number).

The abovementioned documentation shall be submitted to [Arqueadores@pancanal.com](mailto:Arqueadores@pancanal.com) and [ACP-Shipplans@pancanal.com](mailto:ACP-Shipplans@pancanal.com) at least 96 hours prior to arrival at Panama Canal waters.

Receiving this information in advance will allow us to expedite the vessel's scheduling process, the calculations required for the proper assessment of tolls, and facilitate the inspection process on arrival.

Your efforts to guarantee that the above is adhered to are greatly appreciated and we look forward to continue doing business with you.

**ORIGINAL SIGNED**

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Manuel E. Benítez  
Executive Vice President of Operations