

AUTORIDAD DEL CANAL DE PANAMÁ

PROCEDURES FOR SECURING A HANDLINE TRANSIT OF THE PANAMA CANAL

Small craft are vessels up to 38.1 meters (125 feet) in length overall, which normally transits the Canal as *handlines*, and do not use locomotives in the locks. Handlines under 20 meters (65 feet) in length overall will normally transit the Canal with a transit advisor; while handlines of 20 meters (65 feet) or more will normally require a pilot. The following are guidelines for yacht and other handlines interested in transiting the Panama Canal:

1. GUIDELINES FOR TRANSITING HANDLINES UNDER 125 FEET

- a. **Before Arrival:** All information required for transiting the Panama Canal must be submitted utilizing the Maritime Service Portal, at least 96 hours prior to arrival at Panama Canal waters. Since many small craft do not have a computer on board, the Admeasurement Office (Atlantic and Pacific), is available for assistance to collect all the information necessary to be introduced so it can be assigned an estimated time of arrival to the small craft, which allows to be inspected and subsequently be able to perform the transit. For more details, please read in our web-page <http://www.pancanal.com/eng/maritime/advisories/index.html> all the advisories relating to the Maritime Service Portal.
- b. **Arrival:** Upon arrival at the Balboa Anchorage or Cristobal Breakwater, the vessel must contact the appropriate Signal Station announcing its arrival and requesting anchoring instructions. The Signal Station will direct the vessel to the anchorage and give any operational restrictions that may be in effect. In no case shall handlines be allowed to pass beyond the Bridge of the Americas northbound, or beyond buoys 3 and 6, Limon Bay, southbound, without the services of a Canal Pilot or Transit Advisor.
- c. **Transit Hours:** Handlines will normally be scheduled to transit during the evening hours in the southbound direction, and in the morning hours in the northbound direction. Southbound handlines will normally be scheduled to transit in two days, the second portion generally carried out during daylight. Northbound handlines may be scheduled to finish transit in one day, depending on lockage availability and speed of the handline.
- d. **Speed:** The Panama Canal Authority has determined that the minimum full ahead speed required for vessels in order to complete transit in standard times is 8 knots. The Panama Canal Authority shall deny transit if a handline vessel cannot maintain a minimum speed of 5 knots. However, a vessel may be towed through the Canal by another handline vessel if it can tow her at 5 or more knots, or make arrangements to be towed, at their own expense, by a Panama Canal Authority launch. Sailboats cannot transit the Canal under sail. They must transit with motor propulsion. If the vessel is equipped with an outboard motor as its primary

propulsion, it must have a means of reversing the engine. The operator must be able to control the outboard motor from the cockpit, or else, the vessel may need a Port Captain's inspection. Make sure to tell the Canal Inspector the correct top speed that your vessel can sustain. There can be hazardous currents associated with the transit, and it is important that your vessel be able to maintain a safe speed at all times. If, at the beginning of the transit, the craft cannot maintain a safe speed, as reported to the Canal Inspector, the craft will be turned around and returned to the starting point. If this occurs, an aborted transit charge will be billed to the craft and any other related charges. Sailboats and other slow vessels, normally will transit in two days. If the vessel must anchor for the night at Gamboa or Gatun Anchorage, no one other than Panama Canal Authority personnel is allowed to go ashore without the Port Captains' permission and on ACP launches only. No dinghies or rowboats are permitted.

- e. **Transit Advisor:** Small crafts less than 20 meters (65 feet) in length shall be assigned a Transit Advisor, who will function as an advisor to the skipper; providing knowledge of the Canal operating area, and procedures to follow. He also provides communications with the locks, transiting vessels and Authority Transit Controllers. These vessels will be assigned a Panama Canal Pilot only under special circumstances.
- f. **Radio:** You must stand by channel 12 VHF while in Canal waters.

2. EQUIPMENT REQUIREMENTS

All handlines vessels are required to be equipped with 4 ropes, of adequate strength for the size of the vessel to maintain it stable in the lock chamber under strong turbulence. These ropes must be a minimum of 125 feet (38 meters) long and have a loop tied on one end about 3 feet in diameter. The ropes must be free of knots or splices in order to pass freely through the chocks.

The vessel must be equipped with adequate fenders, at least 4 to prevent damage from making contact with the chamber walls during lockages. Normally, ropes and tires for fenders can be rented from local yacht clubs, or shipping agents if needed. It is the vessel's responsibility to have enough fenders on board and properly placed. All vessels must have an anchor capable of being retrieved without delay.

The vessel must be equipped with a working whistle or horn. The vessel must have a toilet on board or they could experience delays while relieving the Pilot or Transit Advisor. The vessel must provide the Pilot or Transit Advisor with a meal and bottled water, or there could be an additional charge to provide these items for them. An awning must be installed over the cockpit to provide the Transit Advisor and crew with shelter from the sun and rain. Vessel must maintain its schedule, regardless of weather conditions.

3. TRANSIT REQUIREMENTS

After inspection, the Canal Port Captain or his designee will determine whether your vessel transits the Canal as a “center chamber” or “sidewall” handline lockage. This determination is based on hull configuration, protruding railings, awnings, tall masts, spars or anything else, which could be damaged when made fast alongside chamber walls.

On up-lockages, heavy turbulence is encountered. Consequently, all lines should be inspected for condition and should be of sufficient size and strength to hold the vessel under heavy strain, size not less than 7/8” in diameter, nor larger than 1 ½” in diameter is mandatory. Line handlers must have enough strength and skill to control lines during times of turbulence. Regardless of the type of lockage planned, every vessel must be equipped for center chamber lockage, especially with regard to number of linehandlers and mooring lines.

4. ADMEASUREMENT AND CLEARANCES

- a. **Boarding:** All vessels desiring to transit the Panama Canal must be boarded and cleared by an Admeasurer. Vessels must be measured prior to their initial transit or their first transit after structural changes were made.
- b. **Vessels without a local agent:**
 - b.1. **Atlantic Side:** Customers should call the Cristobal Admeasurement Office at (507) 443-2293 to make an appointment to have their vessels inspected, measured and cleared. Before the inspection, the customer has to complete the form 4405 (Necessary Information to create a visit for small craft) and provide a valid ID copy (Passport or seaman license) of the captain of the small craft. An Admeasurement Clearance and Handline Inspection form 4614 will be issued upon completion of inspection. This form is required for payment to the Panama Canal Authority bank account. There is no fee for the issuance of this form, which must be re-issued for each transit and is valid for two months (60 days).
 - b.2. **Pacific Side:** Customers should call the Balboa Admeasurement Office at (507) 272- 4571 to make an appointment to have their vessels inspected, measured and cleared. Before the inspection, the customer has to complete the form 4405 (Necessary Information to create a visit for small craft) and the attachment to form 4614 properly signed and provide a valid ID copy (Passport or seaman license) of the captain of the vessel and the bank account beneficiary for the buffer. An Admeasurement Clearance and Handline Inspection form 4614 will be issued upon completion of inspection with the total deposit required. This form is required for payment to the Panama Canal Authority bank account. There is no fee for the issuance of this form, which must be re-issued for each transit and is valid for two months (60 days).
- c. **Vessels with a local agent:** The agent will give an ETA. Vessel will be boarded, inspected, measured and cleared shortly after arrival by an Admeasurer. The Agent will guarantee the proper payments required for transit.

d. Measurement and inspections: Depending upon the particular circumstances of the case, the Admeasurer will visit the vessel to perform any necessary paperwork, measurements and inspections. Such visits will be conducted only between the hours of 7:00 a.m. and 2:00 p.m. local time, and are subject to deferral due to anticipated workload changes. There is a fee for performing admeasurement inspections after normal working hours when resources are available. The fee is \$85.00 per hour with a 2- hour minimum. In most cases, the transit criteria will be established during this visit, and the owner/skipper will be noticed of the requirements for transit.

e. Forms:

Admeasurement Clearance and Handline Inspection form (No Agents 4614). This form is required for payment of Canal tolls and fees.

Handline Lockage Request. This form includes the type of lockage, a physical description of the vessel, and the equipment required aboard during the transit. The Canal Port Captain must approve it.

Handline Undertaking to Release and Indemnify. It identifies several characteristics that are common to small vessels but that do not comply with Canal regulations. Transit may only be allowed if the skipper signs this form releasing the Panama Canal Authority from liability in case of any accident, damage or injury, caused by use of equipment aboard the vessel that does not meet Panama Canal requirements.

5. ASSESSMENT OF TOLLS AND OTHER TRANSIT RELATED CHARGES

Tolls: The Panama Canal tolls are assessed on PC/UMS Net Tonnage, which is based on the internal volume of the vessel and also whether the vessel is laden or in ballast, as determined by the Admeasurer. Tolls for small craft of up to 864 PC/UMS Net Tons when laden or 990 PC/UMS when in ballast, are based on their length overall.

a. Deposit Fee: The total deposit fee required for small craft includes the tolls, transit vessel inspection (TVI) and security fees, and the buffer. The buffer is to be used in case additional charges are incurred during transit. The estimated time for refunding the buffer is 2 to 3 weeks after the transit date, as long as there are no extraordinary charges. The total **deposit fee** is based on Length Overall.

Lenght Overall (in feet)	Transit Tolls	TVI Inspection Charge	Security Charge	Buffer	Total Deposit Required
Up to 65	\$1600.00	\$54.00	\$130.00	\$891.00	\$2675.00
65 ≤ length ≤ 80	\$2400.00	\$54.00	\$130.00	\$891.00	\$3475.00
80 < length ≤ 100	\$3500.00	\$54.00	\$130.00	\$891.00	\$4575.00
Length > 100	\$4100.00	\$54.00	\$130.00	\$891.00	\$5175.00

b. To receive your refund of the buffer without delays it is necessary that you provide us with clear **and correct information** of your bank and electronic mailing address in the Admeasurement Clearance and Handline Inspection form (4614). You must select one of the following options in order to receive your refund:

i. Wire transfer the fund to your personal bank account: the refund is done in US dollars only and will have a cost of \$25.00 which will be deducted from the amount to be refunded. All customers must state in the Form 4614 that you have selected this payment method by marking this option and provide us with the following information:

- Beneficiary name
- Bank account name
- Beneficiary Bank name Bank account number
- Beneficiary Bank Code (ABA, SWIFT code, CHIPS)
- IBAN #
- Intermediary Bank Name
- Intermediary Bank Code (ABA, SWIFT code, CHIPS) If applicable

Note: The stated bank account should be able to receive transfers in US Dollars. Please take into account that the intermediary bank charges a commission for their services.

ii. Electronic (ACH/EFT) payment (electronic funds transfer to local or USA banks):

The following information is required:

- Beneficiary Name
- R.U.C. and D.V. (local) -
- Bank account name
- Bank name
- Bank Account Number
- Account type (savings, checking)
- ABA or Bank number (routing and transit number for local banks) -
- SWIFT Code
- Intermediary Bank Name (if applicable) -
- Intermediary Bank SWIFT Code

Note: Refund through checks have been discontinued effective July 1, 2012.

The total deposit fee is based on Length Overall. (See table at 5.b. Deposit Fee)

If you have any further questions in regards to these instructions, please contact the customer deposit team in the Accounts Receivable and Payable Section, telephone 272-7857 or 272-7308 or write to our e-mail account Customerdeps@pancanal.com.

d. Other related charges: Whenever owners or representatives of handline vessels that would normally transit with transit advisors request the assignment of a regular pilot instead, that assignment will be charged at the rate of \$2,410.00 if sufficient notification has been provided, as specified on Tariff 1060.0040, or otherwise at the rate of \$4,815.00, if insufficient notice has been provided as specified on Tariff 1060.0045.

Whenever owners or representatives of handline vessels request to stop in the Canal interrupting their transit, or whenever handline vessels present some deficiency or condition that prevent the completion of their transit as scheduled, they will be assessed the tariff for transit delay of \$471.00 and other related charges, such as launch and moorage. However, if the transit is interrupted due to Canal scheduling considerations, these charges will not be applied.

The following are some deficiencies or conditions that may require the assignment of additional pilots or transit advisors in order for the vessel to complete their transit:

- i. Restricted visibility
- ii. Inadequate sanitary facilities
- iii. Inability to develop and maintain the minimum full ahead speed required to complete the transit in standard time. (8 knots)

e. Payment: Tolls payment and other services provided during the transit can be arranged through a local bonded agent or paid directly to the ACP using the following payment options:

1. International wire tranfer

INTERMEDIARY BANK NAME	CITIBANK N.A. NEW YORK
CITIBANK NEW YORK ADDRESS	N.Y.111 Wall Street NY, 10043
INTERMEDIARY BANK ABA CODE	021000089
INTERMEDIARY BANK SWIFT CODE	CITIUS33
BENEFICIARY BANK NAME	CITIBANK N.A. PANAMA
CITIBANK PANAMA ACCOUNT IN CITIBANK NEW YORK	10991266
FINAL BENEFICIARY ACCOUNT NUMBER	0550305054
FINAL BENEFICIARY ACCOUNT NAME	Autoridad del Canal de Panamá
REFERENCE	SMALL CRAFT (VESSEL NAME)

The international wire transfer charges must be paid by the customer. The total amount to be deposited must coincide with the amount stated in form 4614 free of charges.

2. ACH Transfer Local Bank

BENEFICIARY BANK NAME	CITIBANK N.A. PANAMA
FINAL BENEFICIARY ACCOUNT NUMBER	0550305054
BANK NUMBER (DIRECTION AND TRANSIT)	003
FINAL BENEFICIARY ACCOUNT NAME	Autoridad del Canal de Panamá
REFERENCE	SMALL CRAFT (VESSEL NAME)

The local wire transfer charges must be paid by the customer. The total amount to be deposited must coincide with the amount stated in form 4614 free of charges.

2. Cash payment. The customer has the option to make a cash payment in US Dollars. This cash payment must coincide with the amount reflected in form 4614. You must present the proper form 4614 (Admeasurement Clearance and handline Inspection form) duly filled. The ACP checking account numbers from the authorized banks are the followings:

<u>BENEFICIARY BANK</u>	<u>CHECKING ACCOUNT</u>
CITIBANK N.A. PANAMÁ	0550305054
BANISTMO	0101170851

When the slip form from the bank is completed, you must transcribe the SIN (Ship Identification Number) reflected in the form 4614.

a. Pacific Side branches locations:

1. Citibank Plaza Panamá is located in Plaza Panama, Edificio Inteligente, Calle 50, ground Floor. Telephone number: (507) 301-9400. Schedule: from 8:00 a.m. to 3:30 p.m.
2. Banistmo Balboa is located in Arnulfo Arias Madrid Avenue, Balboa. Telephone number: (507) 228-4510. Schedule: from 8:00 a.m. to 3:30 p.m.
3. Banistmo Albrook Mall is located in Fountain Aisle (Pasillo de la Fuente), Albrook Mall. Telephone number: (507) 314-6925. Schedule: 9:30 a.m. a 5:00 p.m.
4. Banistmo Albrook Mall 2 is located in Penguin Aisle (Pasillo del Pingüino), Albrook Mall. Telephone number: (507) 314-6925. Schedule: 10:00 a.m. a 5:00 p.m.

b. Atlantic Side branch location: The Citibank is located next to the Cristobal piers entrance. The telephone numbers are (507) 441-6303 and (507) 441-6144. Schedule: from 8:30 a.m. to 3:30 p.m

f. Bank schedules: Tolls may be paid from Monday to Friday in the schedules provided previously. The offices are closed for business on weekends and recognized holidays.

6. TRANSIT SCHEDULE INFORMATION

Information regarding transit date and time can be obtained from the Marine Traffic Scheduler only after the vessel has been cleared, transit requested and tolls paid. The telephone number of the scheduler is (507) 272-4202 and should be contacted after 1800 hours the day of the payment but prior to 60 days after the issuing date of the Handline Inspection form.

7. HANDLINE LOCKAGE PROCEDURES

a. Types of Lockages

There are three types of lockages available to yachts under 125' L.O.A. when transiting the Canal. They are: center chamber; sidewall, or alongside an ACP Tug. All vessels will be required to be capable of making a center chamber lockage. The other two options will be at the discretion of the Canal Port Captain.

1. **Center-Chamber Lockage:** The vessel is held in the center of the chamber by two bow and two stern lines. This type of lockage requires four 125-foot lines, recommended size not less than 7/8" in diameter, nor larger than 1 1/2" in diameter. Locks personnel cannot handle lines any larger in diameter than this.
 - 1.1 **Nested Center-Chamber Lockage:** This is where two or more handlines vessels perform the entire lockage tied up or "nested" alongside each other. This type of lockage is used when several handlines are transiting at the same time.
2. **Sidewall Lockage:** This type of lockage uses two of the required 125-foot lines to hold the vessel alongside the sidewall in the chamber, recommended rope size of not less than 7/8" in diameter, nor larger than 1 1/2" in diameter. The walls of the locks are rough unfinished concrete, which can cause considerable damage to vessels not properly protected by fenders. Damage to masts or rigging on sailboats may also occur, if the turbulence causes the vessels to roll and strike the sidewall.
3. **Alongside an ACP Tug:** This type of lockage, when available, also uses two of the required 125-foot lines, recommended size of not less than 7/8" in diameter, nor larger than 1 1/2" in diameter rope. Availability of this type of lockage depends on the ship traffic for the day, and as such cannot be scheduled.

b. Picking Up Mooring Lines

Following a ship into a chamber, the crew of the handline vessel passes the first bow and stern lines to linehandlers on the approach wall at position 1. At position 2, crew passes the second set of bow and stern lines to linehandlers on sidewall of chamber. At position 3 all lines are made fast on board and ashore for flooding operation. Sufficient experienced and capable crewmembers must be on board to provide four linehandlers and a competent operator at all times. Chocks and bitts or cleats shall be inspected to make sure all fittings are in good condition and fasteners well secured. They will be under heavy strain during the transit. The area around these fittings must be clear of gear so that the lines can be safely and efficiently handled. Remember it is your yacht. If it is damaged due to faulty or insufficient equipment or improper handling of boat or equipment by the crew, the loss of time and expense will be yours. You must have your vessel in top shape. Your cooperation with Canal officials will not only save time and expense, but will result in a much smoother transit for all concerned.