



Section  
1

## General Information

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### 1.1 Executive Vice Presidency for Operations Organization and Responsibility

a. The *Executive Vice Presidency for Operations (OP)* of the Panama Canal Authority, under the supervision of the Executive Vice President for Operations, is the organizational unit responsible for:

(1) Control and support of maritime traffic through the Canal, its terminal ports and Canal operating waters;

(2) Administration of rules and regulations related to navigation and transit of the Canal, its terminal harbors, and adjacent waters;

(3) Administration of the rules of admeasurement pursuant to Authority regulations;

(4) Marine salvage operations;

(5) Administration of the Board of Inspectors in its functions of conducting official inquiries of maritime accidents which occur in the Canal operation compatibility area, including locks, harbors, anchorages and adjacent areas, involving Authority personnel and/or equipment; and issuing official marine credentials and licenses in connection with the employment of Authority personnel, and certificates to non-Authority personnel operating

in Canal waters, as well as inspections and certification of all Authority floating equipment, as well as third party floating equipment operating in Canal waters;

(6) The operation and maintenance of the locks, spillways, dams and related installations and facilities, including locks overhaul;

(7) Fleet and equipment maintenance, which includes the activities and operations of the shipyard, the main repair and industrial diving facility, the land transportation maintenance, and motor transportation operations for all Authority units;

(8) Dredging of the navigable channels and installation and maintenance of aids to navigations along the waterway;

(9) Provisions of Canal security and fire protection and rescue operations, including prevention and spill control; and

(10) Administrate the Panama Canal Authority Contingency Plan.

**b.** In addition to the Office of the Executive Vice President for Operations, the Executive Vice Presidency for Operations is composed of the Locks and Facilities Maintenance Division, Transit Operations Division, Dredging Division, Fleet and Equipment Maintenance Division, Protection and Emergency Response Division, Transit Resources Division, the Board of Inspectors and the Resources and Projects Management Section. Their areas of responsibilities are listed below:

(1) The *Locks and Facilities Maintenance Division* is under the direction of an executive manager who is responsible for:

(a) Operation of all locks complexes and handling of all vessels in the locks, in coordination with the Transit Operations Division. This includes operations of the Miraflores Spillway and the Gatun Vehicular Bridge;

(b) Regular maintenance, rehabilitation and overhaul of equipment and facilities at all locks complexes and other ACP installations;

(c) Assistance as required to control the Gatun Lake level by means of spills through the lock culverts at Gatun and Pedro Miguel in the event of extreme flooding that cannot be controlled by the Gatun Dam;

(d) Asset management of all major operational locks equipment (i.e. locomotives, hydraulic operators, electrical systems) including all necessary replacement, modernization, rehabilitation and maintenance programs. This include the management of the Cucaracha and Cartagena tie up stations;

(e) Sanitation, vector-control and vegetation management.

(2) The *Transit Operations Division* is under the direction of the executive manager who, as the Canal Operation Captain or senior operations officer, is responsible of all maritime operations throughout the Canal, including the terminal ports of Balboa and Cristobal, and is also responsible for:

(a) Vessel movements in Canal waters, having full authority to coordinate all activities and to provide operational supervision over all personnel engaged in daily transit operations;

(b) Supervision and enforcement of rules and regulations governing the navigation of the Canal; resolution of any differences in interpretation of rules and regulations and approval of any departure from prescribed operating procedures;

(c) Approval for transit of new constructions including chocks and bits, boarding facilities, wheelhouse design features, visibility requirements and determination of maximum authorized draft;

(d) Monitoring the condition of aids to navigation throughout the Canal, water depths and conditions of Canal channels and anchorages; coordinating with Dredging Division Aids to Navigation Unit and Engineering Division's Topographic, Hydrographic and Cartographic Section personnel the maintenance of these aids and depths;

(e) Gathering and updating information of the particulars of all vessels arriving to Panama Canal waters, as well the adequate dissemination of the information;

(f) Ascertaining the correct Panama Canal tonnage of vessels transiting the Canal;

(g) Boarding and clearing of vessels as part of the medical surveillance responsibilities;

(h) Calculation and determination of the visibility from the navigation bridge of vessels transiting the Canal or docking in the ports of the Pacific and Atlantic entrances, and verification of compliance with the requirements established by the Maritime Regulations for the Operations of the Panama Canal;

(i) Verification of compliance with Canal rules and regulations for various safety and operational requirements, but not limited to e.g. boarding facilities, dangerous cargo reporting, proper deck load, required chocks and bits, communications compliance, steering lights, rudder angle and RPM indicators, validity and compliance of magnetic compass calibration cards, gyro compass requirements, rudder movement, drafts protrusions, anchors, AIS (Automatic Identification Systems) and other items required for the expedite safe transit of vessels.

- (j) Generating billing invoices for transits and related services;
  - (k) Auditing, validating and investigating, if necessary, charges originated by internal customers and other marine services charges as well;
  - (l) Scheduling, monitoring and coordinating all vessel movement within Canal operating areas and their terminal ports of Balboa and Cristobal;
  - (m) The development, enhancement and implementation of a comprehensive traffic management system;
  - (n) The safe and efficient performance of the Authority transit pilot force; and
  - (o) Rotation and scheduling of the pilot force.
- (3) The *Fleet and Equipment Maintenance Division* is under the direction of an executive manager who is responsible for the activities and operations of the Shipyard, the main Repair and Industrial Diving facilities and the land transportation maintenance for the Panama Canal Authority. The Division is composed of the following sections:
- (a) The *Fleet Management Section* provides programming services, coordination, audits, standardization and the establishment of corporate maintenance contracts for the land transportation, and industrial and floating fleets for the ACP;
  - (b) The *Industrial and Small Craft Maintenance Section* is responsible for the rehabilitation and maintenance services of all the launches, the miter gates, locks and spillways, as well as maintenance of smaller equipment;
  - (c) The *Engineering and Naval Architectural Section* is in charge of the design and inspection of all floating and industrial equipment, confined spaces, investment programs, and maintenance of plant and infrastructure;
  - (d) The *Project Management Section* diagnoses and provides quality assurance inspections, provides customer service, undertakes analysis and projections, planning, estimates, and tool fabrication;
  - (e) The *Land Transportation Maintenance Section* is in charge of the maintenance of rolling stock, and diagnostics and quality inspections; and
  - (f) The *Floating Equipment Maintenance Section* This section manages and aims the resources assigned for the reconstruction, maintenance, repair, fabrication and/or modification of major floating equipment (tugs, rigs, floating cranes, dredges, and drilling rigs).

(4) The *Security and Emergency Response Division*, headed by the Security and Emergency Response Executive Manager, is responsible for providing security, emergency services, oil and aquatic vegetation control to the Panama Canal Authority and its customers, and administrate the Panama Canal Authority Contingency Plan, and is composed of the following sections:

(a) The *Fire Section*, headed by the Fire Section Manager, and deputies at Northern and Southern Fire Section District Commanders is responsible for fire education, training, prevention and suppression services for all locks, Authority buildings, installations and facilities; as well as providing rescue and extrication services, emergency medical response services, evacuation and mitigation of emergencies involving hazardous materials; and support activities in Panama Canal areas that are under joint responsibilities with the Panama and Colon Fire Departments;

(b) The *Prevention and Spill Control Section*, headed by the Prevention and Spill Control Section Manager, provides scientific support during hazardous materials and oil spill response, aquatic vegetation control and oil spill field response operations. This Section manages the Panama Canal Authority Contingency Plan and the Panama Canal Shipboard Oil Pollution Emergency Plan (PCSOPEP) program; and

(c) The *Security Section*, headed by the Security Branch Manager, and deputies at Northern and Southern Districts Security Section Supervisors, is responsible for providing protection to Canal installations and personnel, including the anchorages, berths, main channel, and vessels in transit.

(5) The *Dredging Division*, headed by the Dredging Division Executive Manager, plans and executes the dredging and disposal of dredged material from Canal navigational channels and for the maintenance and operation of navigational aids in the Canal. This Division is composed of the following sections;

(a) The *Support Section*, headed by the Support Section Manager, which is responsible for providing routine maintenance to all floating and plant equipment within the Dredging Division provides tugboats and launch support to dredging, blasting, aids to navigation, and heavy lift marine operations; communication and coordination support and providing reliable aids to navigation in the navigational channels and anchorages;

(b) The *Dredging and Cranes Section*, headed by the Dredging and Cranes Section Manager, is in charge of maintaining and improving the navigational channels, and assisting heavy lift marine operations with the floating cranes; and

(c) The *Drilling and Blasting Section*, headed by the Drilling and Blasting Section Manager, is responsible for performing land and water drilling and blasting operations to support the dredging operations, and occasionally executes geotechnical sampling in underwater areas as required.

(6) The *Transit Resources Division* is under the direction of an executive manager who is responsible for:

- (a) The operation of the towboat and launch fleet, and related shore facilities;
- (b) Deckhand operations and related shore facilities throughout the Canal operating area;
- (c) The operation of the Cartagena and Cucaracha vessel tie-up station and the mooring station in Miraflores Lake;
- (d) Screening and approval of all requests for official motor vehicle transportation not regularly assigned on a continuing and proprietary basis;
- (e) Land transportation of pilots, tug crews and other official related to vessel's transit;
- (f) Administration of a trans-isthmian bus service for ACP employees, and
- (g) Administration of the fueling service for all ACP motor vehicles.

(7) The *Board of Inspectors*, headed by an executive manager/chairman, is responsible for conducting investigations of serious maritime accidents that occur in the Canal operation compatibility area, for administering ACP maritime examinations and issuing licenses and certificates, and providing inspections and issuing operating certificates to vessels and motor craft that will operate in Panama Canal waters through the Maritime Safety Unit, and

(8) The *Resources and Projects Management Section*, headed by a manager, is in charge of the department's budget, operational analysis, manpower, and computer network processes.

## **1.2 Standard Procedures for Issuing Operations Directives, Notices, Memorandums, and Advisories**

### **a. Definitions**

(1) *Operations Manual* – A reference guide issued by the Executive Vice President for Operations for executive managers, managers and supervisors containing rules regulating Canal operations.

(2) *Operations Directives* – Internal correspondence issued by the Executive Vice President for Operations dealing primarily with Canal operations matters. Major additions and deletions to the Operations Manual will be announced in Operations Directives.

(3) *Executive Vice President of Operations' Notices to Shipping* — Correspondence issued by the Executive Vice President for Operations to vessel agents, owners, and operators to keep them informed as to vessel requirements, Canal conditions, additions and changes to Maritime Regulations for the Operation of the Panama Canal (MROPC), and subjects of interest to the shipping world. These notices contain information of a permanent and/or long-term nature. A revised set of Notices to Shipping is normally published on January 1<sup>st</sup>, every year.

(4) *Executive Vice President of Operations' Advisories to Shipping* – Numbered advisories issued by the Executive Vice President for Operations to vessel agents, owners, and operators informing them of monthly Canal status, locks outages, tariff rate changes and other non-permanent/transient information of interest to the shipping world. Changes of a permanent nature that are published throughout the year are incorporated to the corresponding Notice to Shipping the following year.

(5) *Division Directives* – Correspondence issued by Division Executive Managers, which affect only to their own divisions. Directives that affect Canal operations, other OP Divisions, or agencies outside OP, must be forwarded to the Executive Vice President for Operations for approval and signature.

(6) *Memorandums* - Correspondence issued by any executive manager for the purpose of relaying information to employees of that unit.

**b. Procedures**

(1) The Chairman of the Board of Inspectors is the OP Document Control Officer.

(2) The Operations Document Control Officer will coordinate with other Operations units in maintaining and ensuring the prompt issuance of Operations Directives, Executive Vice President for Operations' Notices to Shipping, Division Directives, handbooks, manuals, and any other memorandums affecting Canal operations. Documents that require notification or consultation with recognized labor organizations within the Authority will be cleared through the Operations Document Control Officer prior to issuance.

(3) Operations divisions should not issue directives or memorandums which affect Canal operating procedures, other Operations units, or outside agencies. All such directives and memorandums should be forwarded to the Operations Document Control Officer for review to ensure continuity of language, formatting, numbering, distribution and filing, and refer them to the Executive Vice President for Operations for approval and signature before they are issued.

(4) Newly issued directives, memorandums, and notices will be promptly distributed to all affected Operations units, employees, and agencies outside the Operations Department.

(5) When an Operations Directive, Executive Vice President for Operations' Notice to Shipping or a directive from another Operations Division has been issued, all previous directives and memorandums and notices to shipping on these subjects will be cancelled and all affected Operations units, employees and outside agencies will be promptly notified of the change.

(6) All directives, memorandums, notices and advisories shall be numbered consecutively during each calendar year, filed by category and maintained with an updated index, which lists the date, number, and subject of each directive, memorandum, notice and advisory. Cancelled directives, memorandums, notices, and advisories shall be stamped "**Cancelled**" with a notation of the document currently in effect, removed from the file and replaced by the current document. The cancelled documents will be filed separately for reference.

(7) The Operations Document Control Officer will:

(a) Maintain the *Operations Manual* and distribute changes to organizations and units that have copies of these manuals.

(b) Review all directives, memorandums and notices at the end of each calendar year and will issue a list of those directives, memorandums and notices currently in effect.

(c) Maintain an updated distribution list of organizations that periodically receive documents issued by the Operations Department.

(8) The Operations Document Control Officer will review all directives, memorandums, and notices at the end of each calendar year or when applicable, and will issue a list of those directives, memorandums, and notices that will continue to be in effect for the following year.

(9) Division and section managers are responsible for keeping the Operations Document Control Officer fully apprised of changes which may be necessary to any of the above-described documents. In addition, they have the responsibility to promptly incorporate all changes in their own internal manuals to ensure uniformity and consistency in all Operations Department documents.



### 1.3 Office Symbols

<b>SYMBOL</b>	<b>OFFICE NAME</b>
<b>OP</b>	<b>EXECUTIVE VICE PRESIDENCY FOR OPERATIONS</b>
OPXL	Administrative and Labor Management Affairs Unit
RHRX-OP	Human Resources Team
FAPO-OP	Operating Budget Team
FAPI-OP	Investment Program Team
OPXI	Board of Inspectors
OPXI-S	Maritime Safety Unit
OPXR	Resources and Projects Management Section
OPXR-C	Productivity and Operational Efficiency
OPXR-E	Processes and Maritime Customers Liaison Office
OPXR-ISO	Quality Management Systems Unit
OPXR-O	Operations Analysis Unit
OPXR-S	Process Simulations
<b>OPE</b>	<b>LOCKS AND FACILITIES MAINTENANCE DIVISION</b>
RHRX-OPE	Human Resources Team
FAPO-OPE	Operating Budget Team
OPEI	Projects Management and Planning Unit
OPED	Facilities Management Unit
OPEP	Pacific Locks Section
RHRX-OPEP	Human Resources Team
OPEP-MM	Miraflores Maintenance Unit
OPEP-MO	Miraflores Operations Unit
OPEP-PM	Pedro Miguel Maintenance Unit
OPEP-PO	Pedro Miguel Operations Unit
OPEM	Facilities Maintenance and Civil Works Section
RHRX-OPEM	Administrative Unit
OPEM-S	Sanitation, Vector and Vegetation Control Unit
OPEM-P	Pacific Exterior Construction and Maintenance Unit
OPEM-E	Buildings Maintenance and Contracts Unit
OPEM-A	Atlantic Exterior Construction and Maintenance Unit
OPEA	Atlantic Locks Section
RHRX-OPEA	Administrative Unit
OPEA-M	Gatun Maintenance Unit
OPEA-O	Gatun Operations Unit
<b>OPT</b>	<b>TRANSIT OPERATIONS DIVISION</b>
RHRX-OPT	Human Resources Team
OPTS	Port Captain, South
OPTN	Port Captain, North
OPTP	Pilot Section
OPTC	Maritime Traffic and Admeasurement Section
OPTC-A	Admeasurement and Billing Unit
OPTC-T	Maritime Traffic Control Unit
FAPO-OPT	Operating Budget Team

<b>SYMBOL</b>	<b>OFFICE NAME</b>
<b>OPR</b>	<b>TRANSIT RESOURCES DIVISION</b>
OPRR	Tugboat Section
OPRR-P	Tugboat Operations Unit, Pacific
OPRR-A	Tugboat Operations Unit, Atlantic
OPRT	Transportation and Deck Assistance Section
OPRT-P	Launch and Line handling Operations Unit, Pacific
OPRT-A	Launch and Line handling Operations Unit, Atlantic
OPRT-T	Land Transportation Unit
RHRX-OPR	Human Resources Team
FAPO-OPR	Operating Budget Team
<b>OPD</b>	<b>DREDGING DIVISION</b>
RHRX-OPD	Human Resources Team
FAPO-OPD	Operating Budget Team
OPDR	Resources and Equipment Management Section
OPDR-AR	Resources Management Unit
OPDR-IP	Plant Engineering Unit
OPDR-PI	Internal Supply Unit
OPDA	Support Section
OPDA-SM	Aids to Navigation Unit
OPDA-L	Launch Unit
OPDA-COM	Communication and Coordination Unit
OPDD	Dredging, Cranes and Tugboat Section
OPDD-RE	Tugboat Unit
OPDD-GR	Cranes Unit
OPDV	Drilling and Blasting Section
<b>OPM</b>	<b>FLEET AND EQUIPMENT MAINTENANCE DIVISION</b>
RHRX-OPMX	Human Resources Team
FAPO-OPM	Operating Budget Team
OPMX-D	Purchasing Unit
OPMA	Fleet Management Section
TISI-R/OPM	Network Management Unit
OPMF	Floating Equipment Maintenance Section
OPMF-I	Maritime Engineering Unit, South
OPMF-I	Maritime Engineering Unit, North
OPMF-M	Mechanical Services Unit
OPMF-T	Metallurgical Services Unit
OPMF-R	Industrial Coating Unit
OPMF-E	Electric Services Unit
OPMI	Industrial and Small Craft Maintenance Section
OPMI-C	Locks Components Unit
OPMI-M	Miraflores Repair and Maintenance Unit
OPMI-R	Dams Maintenance Unit
OPMI-B	Salvage and Diving Unit
OPMI-H	Sheet Metal Unit
OPMI-L	Boat Maintenance Repair Unit
OPMI-D	Motors, Transmissions and Components Repair Unit
OPMI-V	Drydocking Unit
OPMN	Engineering and Naval Architectural Section
OPMN-I	Plant Engineering Unit
OPMN-M	Plant Maintenance Unit

<b>SYMBOL</b>	<b>OFFICE NAME</b>
OPMT	Land Transportation Maintenance Section
OPMT-S	Repair Unit, South
OPMT-N	Repair Unit, North
OPMP	Projects Management Section
OPMP-I	Instrumentation and Calibration Unit
OPMP-E	Planning and Management Unit
OPMP-A	Analysis and Projections Unit
<b>OPP</b>	<b>SECURITY AND EMERGENCY RESPONSE DIVISION</b>
RHRX-OPP	Human Resources Team
FAPO-OPP	Operating Budget Team
OPPE	Liaison and Information Analysis Unit
OPPS	Specialized Security Systems and Fire Safety Unit
OPPD	Prevention and Spill Control Section
OPPD-P	Planning, Preparedness and Emergency Response Unit
OPPD-C	Oil Pollution Control Unit
OPPV	Security Section
OPPV-S	Security Unit, South
OPPV-N	Security Unit, North
OPPB	Fire Section
OPPB-S	Fire Unit, South
OPPB-N	Fire Unit, North