

# Procedures for securing a Handline Transit of the Panama Canal



**Small crafts** are vessels up to 38.1 meters (125 feet) in length overall, which normally transit the Canal as handlines, and do not use locomotives in the locks. The following are procedures and regulations for small crafts interested in transiting through the Panama Canal.

## Content

I.	Transit Requirements.....	3
II.	Procedures for transit through the Panama Canal.....	5
1.	Before arrival.....	5
1.1	Visit creation .....	5
1.2	General Declaration .....	5
1.3	Inspection and Transit Request .....	5
2.	On arrival.....	6
3.	After arrival .....	6
3.1	Toll payment and Other Transit Related Charges.....	6
3.2	Payment confirmation and deposit refund .....	7
3.3.	Transit Scheduling.....	8
3.3.3.	Transit Hours.....	8
3.4.	Small craft transit.....	9
III.	Annexes.....	11
	Annex 1 – Types of Lockages .....	11
	Annex 2 – Cash only at Citibank.....	12

## Procedures for securing a Handline Transit of the Panama Canal

Annex 3 –Available Accounts for Payments. International Transfers and ACH Payments (local bank transfer). .....	13
Annex 4 – Branches available for toll payment .....	14
Annex 5 – Electronic forms for deposit refund .....	14
Annex 6 – Example of Y-Job Vessel Approval Process in VUMPA .....	16
Annex 7 – Example of transit scheduling flow from VUMPA .....	23
Annex 8 – User creation example in ASEM .....	27
Annex 9 – Example of ASEM approval flow .....	31
Annex 10 – Example of transit scheduling flow from ASEM .....	38

## Procedures for securing a Handline Transit of the Panama Canal

### I. Transit Requirements.

All small crafts that wish to transit through the Panama Canal must comply with the requirements detailed in this section. In case of breaching any of them, the transit may be delayed, canceled, or incur additional charges that must be covered by the customer before completing the transit. For inquiries you can contact the Admeasurement Unit through the following emails:

- Pacific side: [optt-arp@pancanal.com](mailto:optt-arp@pancanal.com)
- Atlantic side: [optt-ara@pancanal.com](mailto:optt-ara@pancanal.com)

Following are the requirements that must comply for transit:

- **Navigation lights:** it must have the mandatory navigation lights as established by international regulations and the Panama Canal. They must be in good condition and functional.
- **4 mooring ropes:** all small crafts are required to be equipped with 4 mooring ropes of adequate strength for the size of the small craft to maintain it stable in the lock chamber under strong turbulence. These ropes must be a minimum of 125 feet (38.1 meters) long and have a loop tied on one end about 3 feet in diameter. Its minimum diameter should be 7/8" and maximum 1 1/2", these must be free of knots or splices so that they pass freely through the chocks.
- **Chocks and bitts or cleats:** there must be at least one set of chocks and bitts at the 4 ends of the small craft, that is, portside and starboard side, both bow and stern. The use of cleats will also be allowed instead. All fittings must be in good condition and fasteners well secured, as they will be under heavy strain during transit. The area around these fittings must be clear of gear so that the lines can be safely and efficiently handled.
- **Fenders:** a minimum 4 units is required for transit; however, it is the customer responsibility to provide adequately the amount that you consider necessary to prevent possible damage when contacting the walls of the chamber during the lockage or other structures during transit. Mooring lines and fender rims can usually be hired from local yacht clubs or shipping agents.
- **Anchor:** all small crafts must have at least one anchor capable of being raised without delay.
- **Boarding Facilities:** if the small craft has a freeboard greater than 1.5 meters, it must have a pilot ladder, as established in the Panama Canal regulations and international regulations. ([Notice to Shipping 1 – Vessel Requirements, Capítulo 10.](#))
- **Whistle or horn:** in the event that the small craft doesn't have a fixed one, it will be allowed to use the portable type. Those that require to be blown through the mouth will not be allowed.
- **Captain and line handlers:** line handlers must be older than 16 years old and should have enough strength and skill to make knots and control lines during times of turbulence.

## Procedures for securing a Handline Transit of the Panama Canal

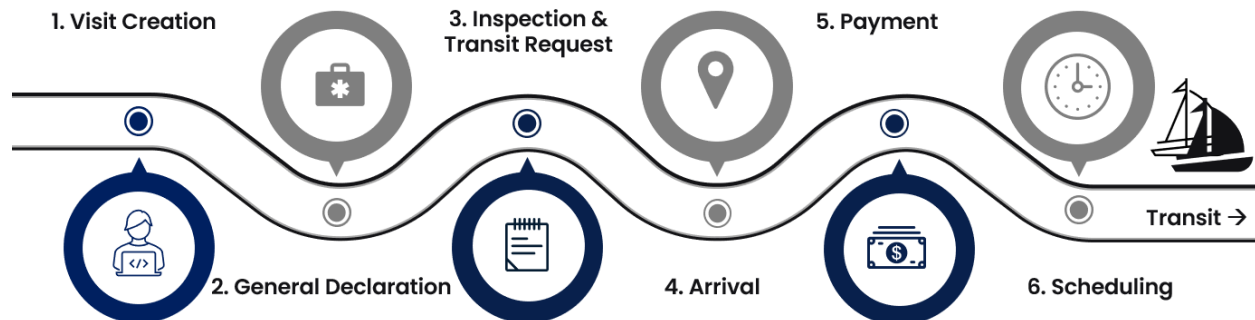
- **Sanitary Facility:** it must be a Western – type toilet that has a storage tank of sufficient capacity during transit, so as not to incur delays or additional charges when having to relieve the Pilot or Transit Advisor.
- **Awning:** a shelter area against the sun and rain must be enabled over the cabin for the transit advisor and the crew. The small craft must maintain its transit itinerary, despite the weather conditions.
- **Meal available:** a complete hot meal with protein, including breakfast, lunch and dinner, conditioned by transit schedule, otherwise, there may be additional charges for this service.
- **Drinking water:** must be individual sealed bottles of water, at least 3 liters per day for the consumption of the transit advisor or pilot, otherwise, there may be additional charges for this service.
- **Radio:** you must monitor the following channels: Channel 12 (156.600 MHz), channel 13 (156.650 MHz) and channel 16 (156-800 MHZ) while in Panama Canal Waters.
- **Speed:** it refers to the maximum speed that your small craft can sustain safely during the entire transit (without overloading the engine), taking into consideration that it will be able to face conditions of headwinds and currents. The Panama Canal Authority has determined that the minimum full ahead speed required for small crafts in order to complete transit in standard times is 8 knots.

The minimum accepted speed is 5 knots. However, a vessel may be towed through the Canal by another small craft 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.

Sail small crafts cannot transit the Canal under sail. They must transit with motor propulsion. If the small craft 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 small craft may need a Port Captain's inspection. If this is your case, you must notify the Admeasurement Unit in the previously detailed emails.

## Procedures for securing a Handline Transit of the Panama Canal

### II. Procedures for transit through the Panama Canal.



#### 1. Before arrival

You must complete the steps between point 1 and point 3, that is, up to the Inspection and Transit Request.

Small crafts with a shipping agency must process their requests through the Maritime Single Window of Panama (VUMPA); while those small craft that don't have the service of a shipping agency must use ASEM, create their user account and process everything require for their transit.

The application links are:

- For small craft with Shipping Agency: <https://serviceportal.pancanal.com>
- For small craft without Shipping Agency: <https://asem.pancanal.com>

#### 1.1 Visit creation

It includes details related to your estimated arrival date (ETA), arrival side (Pacific or Atlantic) and the locations you will visit within the Panama Canal Waters. In case it is a small craft that doesn't exist in our database, you must also complete the small craft Creation.

#### 1.2 General Declaration

You must specify all details related to crew members, passengers, their health conditions, ports visited, destination port, and arrival conditions, as all this information is required to process the ship's arrival.

#### 1.3 Inspection and Transit Request

Inspection must be digitally completed by declaring the condition of the small craft and confirming compliance with transit requirements. Additionally, you will provide a current photograph of the small craft, specify the acceptable lockage types and complete the acceptance of the undertaking to release and indemnify terms for the Panama Canal. Physical inspections may be carried out in cases requiring confirmation of measurements or conditions

## Procedures for securing a Handline Transit of the Panama Canal

reported in the application. The regular process does not include a physical visit.

### 2. On arrival

Upon arrival at the Balboa anchorage or Cristobal breakwater, the small craft must contact the corresponding signal station via radio using the 156-162 MHz frequency band. The channels to be used are Channel 12 (156.600 MHz), channel 13 (156.650 MHz) and channel 16 (156.800 MHz) to announce your arrival and request anchoring instructions. The signal stations are as follows:

- Pacific signal station: **Flamenco Signal Station**
- Atlantic signal station: **Cristobal Signal Station**

The signal station will give instructions to drop anchor in the anchorage and inform you of any restrictions. Small crafts under any circumstances may not cross the America Bridge moving north, nor buoys 3 and 6 in Limon Bay moving south, if they don't have a Canal Pilot or transit advisor on board.

**Note: The customer must confirm the arrival date at the Admeasurement Unit.**

- **Shipping Agencies:** they will notify the arrival date to the Admeasurement Unit through the traditional method of communication (by email).
- **Users without Shipping agency:** they must confirm the arrival date through the ASEM application.

**Such notification and the physical arrival of the small craft in Panama Canal waters are mandatory to obtain transit scheduling.**

### 3. After arrival

You must complete points 5 and 6 of the process, that is, the corresponding payment and the coordination of the transit scheduling. Following, we present the detail:

#### 3.1 Toll payment and Other Transit Related Charges.

The payment for transit includes the toll fee, transit vessel inspection service charge (TVI), the security charge and the reservation fee.

##### 3.1.1 Payment Method

- **Bank Guarantee:** payment method only available for shipping agencies.
- **International Transfer/ACH Payment:** for electronic payment via ACH (local transfer), the customer must cover the amount of the toll and any additional charge resulting from the bank transfer. The net amount indicated on form 4614 must be received in the ACP account, free of any bank charges. See [Annex 3](#).
- **Payment in cash:** available for customers who don't have the service of a shipping agency. It must be presented at the branches specified in [Annex 4](#) of the authorized Banks to make a

## Procedures for securing a Handline Transit of the Panama Canal

deposit to the Panama Canal account. See [Annex 2](#). You must submit form 4614, obtained from the ASEM application, with the amount to be paid.

### 3.1.2 Toll tariff and other transit related charges

Length Overall (in feet)	Transit Tolls	TVI Inspection Charge	Security Charge	Scheduling fee	Buffer	Total Deposit Required
<65	\$2,130.00	\$120.00	\$165.00	\$500.00	\$1,060.00	\$3,975.00
=> 65 hasta =<80	\$3,200.00	\$120.00	\$165.00	\$500.00	\$1,060.00	\$5,045.00
>80 hasta =<100	\$4,660.00	\$120.00	\$165.00	\$500.00	\$1,060.00	\$6,505.00
>100	\$6,000.00	\$120.00	\$165.00	\$500.00	\$1,060.00	\$7,845.00

### 3.1.3 Other transit related charges

- **Pilotage (Tariff 1060.IPD2):** Whenever owners or representatives of small craft request to stop in the Canal interrupting their transit, or whenever small craft present some deficiency or condition that prevent the completion of their transit as scheduled, they will be assessed the tariff for transit delay of \$550.00; as specified on Tariff 1060.IPD2, 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 could require the additional assignment of pilots or transit advisors to complete the small craft's transit: restricted visibility, inadequate sanitary facilities, inability to develop and maintain the minimum required speed to complete the transit within the standard time (8 knots), after having planned the transit in that manner.

### 3.2 Payment confirmation and deposit refund

Once you have completed the payment, you must attach a photograph of the receipt for verification by our accounting office. **Verification is only carried out during business hours from 0800 to 1400 hrs. If you do not attach it during these hours, you will have to wait until the next business day.** If you do not attach it in the app, the transit will not be scheduled.

If you use a payment method other than a bank guarantee, a deposit will be included in the payment to cover possible eventualities during transit. If it isn't used, it will be returned within an estimated period of 60 days, after the transit date.

You are also required to complete a series of fields in the ASEM application and attach a

## Procedures for securing a Handline Transit of the Panama Canal

photograph of the passport of the person to whom the deposit will be refunded, as shown in [Annex 5](#).

### 3.3. Transit Scheduling

#### 3.3.1. Date and time

Information regarding transit date and time can be obtained from the Marine Traffic Scheduler **only after completing all the previous processes, which include creating a visit, general declaration, inspection, transit request, arrival (both physical and in the system), payment and payment confirmation.**

The telephone number of the scheduler is (+507) 272-4202 and should be contacted after 1800 hours.

#### 3.3.2. Transit advisor or pilot assignment

Small craft under 19.812 meters (65 feet) in length overall will be assigned a Transit Advisor, while larger ones will be assigned a Pilot, who will advise the captain with knowledge of the Canal's operating area and the procedures to be followed. Additionally, the Transit Advisor will be responsible for communication with the locks, vessels in transit and the Marine Traffic Center.

#### 3.3.3. Transit Hours

Small craft will normally be scheduled to transit during the evening hours in the southbound direction, and in the morning hours in the northbound direction. Southbound small craft will normally be scheduled to transit in two days, the second portion generally carried out during daylight. Northbound small craft may be scheduled to finish transit in one day, depending on lockage availability and speed of the small craft.

Sailsmall crafts and other slow small crafts will normally transit in two days. If the small craft 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 rowsmall crafts are permitted.

#### 3.3.4. Assignment of Lockage Type

The Canal Port Captain or his designee will determine whether your small craft 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 that could be damaged when made fast alongside chamber walls.

Regardless of the type of lockage, each small craft must be equipped for a "center chamber lockage", which requires 5 crew members and 4 mooring lines.



## Procedures for securing a Handline Transit of the Panama Canal

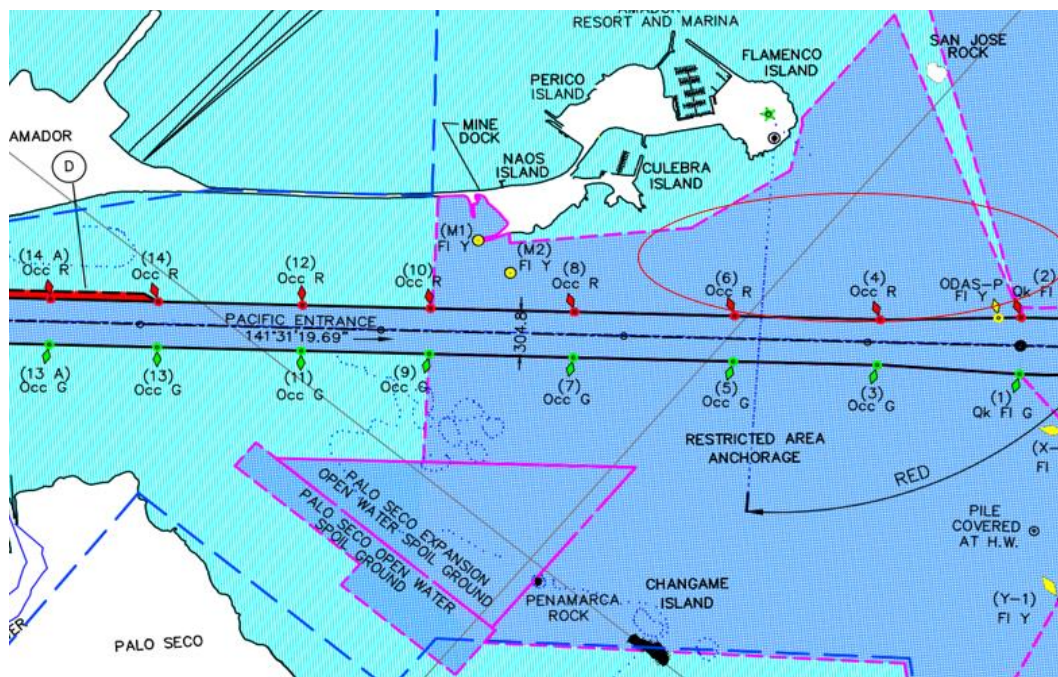
### 3.4. Small craft transit

#### 3.4.1. Assigned positions for the start of transit

On the day of transit, the small craft must arrive on time, at the place and time established by the transit scheduler and comply with all the established requirements. In relation to the safe speed, if at the beginning of the transit, the small craft cannot maintain the minimum speed of 5 knots, it will be turned around and return to its starting point. If this event happens, the small craft will be charged for aborted transit, launches, as well as any other related charges.

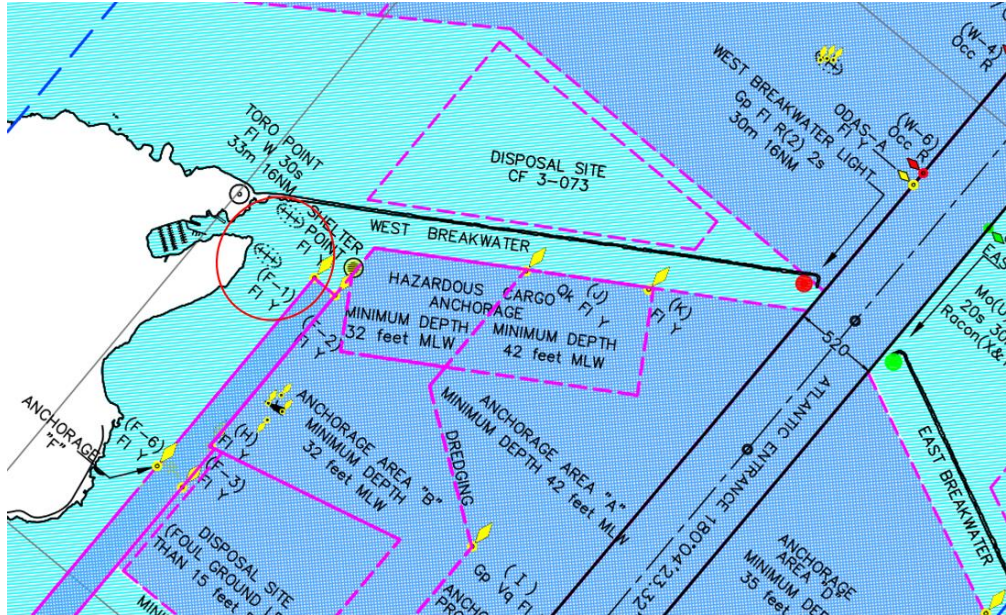
Just for reference, normally the starting points where the pilot or transit advisor will board are the following:

**Pacific Side:** At the Balboa anchorage in front of buoy 2 and buoy 6, they must wait with their respective fenders ready for the Panama Canal launch to approach safely.



## Procedures for securing a Handline Transit of the Panama Canal

**Atlantic side:** in the anchorage for small crafts “Flats” within the breakwater, inside Cristobal Anchorage, they must wait with their respective fenders ready for the Panama Canal launch to approach safely.



### 3.4.2. Picking up Mooring Lines

Upon entering the lock:

- **In position 1:** the crew members must pass the first bow and stern lines to the line handlers on the entrance wall at position 1.
- **In position 2:** the crew members pass the second set of bow and stern lines to the line handlers on the side wall of the chamber.
- **In position 3:** all lines are secured on board and ashore before the filling operation.

There must be crew members on board with sufficient skill and experience to perform mooring functions at all times.

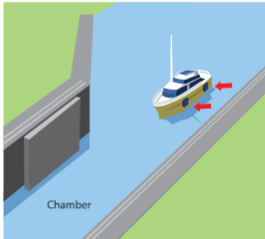
**Remember that if damages occur due to defective or insufficient equipment or due to mishandling of the small craft or its equipment, the Panama Canal will not be responsible for such damages; the vessel must be in optimal condition.**

# Procedures for securing a Handline Transit of the Panama Canal

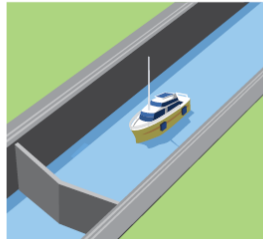
## III. Annexes

### Annex 1 – Types of Lockages

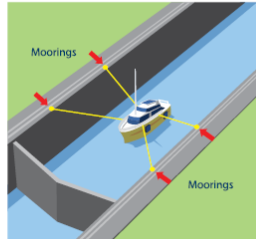
#### Center chamber transit



**1** Small craft approaches the chamber with required fenders at sides

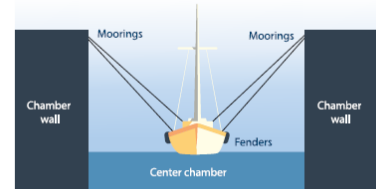


**2** Enters the chamber and locates in the middle to be tied up



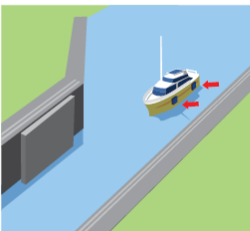
**3** Small craft is tied using 4 lines (2 at each end – bow and stern)

Front view – center chamber transit

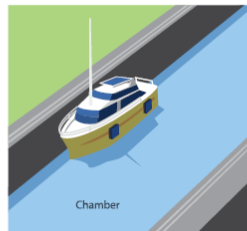


Fenders are placed before entering the lock to protect the hull and integrity of the small craft

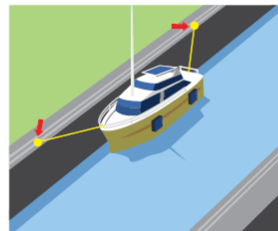
#### Sidewall transit



**1** Small craft approaches the chamber with required fenders at sides

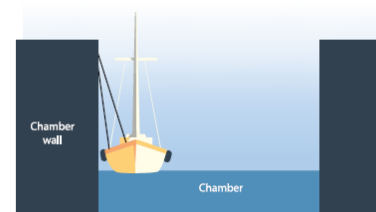


**2** Enters the chamber and it is positioned at one side of the wall



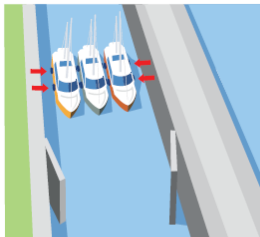
**3** It is tied with 2 ropes (1 at bow and 1 at stern) and 2 replacement ropes on deck

Front view – sidewall transit

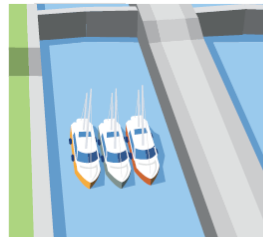


Small craft is positioned and tied sidewall

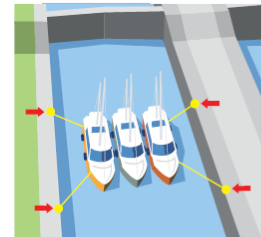
#### Nested transit



**1** Small crafts approach the chamber tied up with required fenders at sides (and between them)

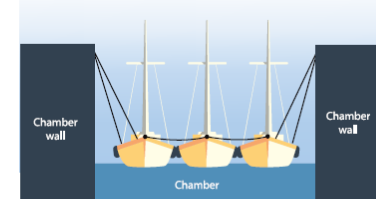


**2** Enters the chamber and stands at the center



**3** Then they are tied up at the center of the chamber (2 ropes each side of the outermost small crafts)

Front view – Nested transit



Small crafts will be positioned and tied at the center of the chamber

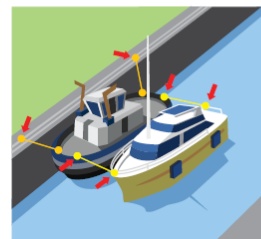
#### Transit alongside a tug



**1** Small craft approaches the chamber behind the Tug and with required fenders

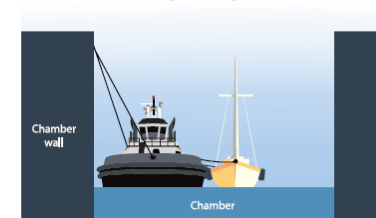


**2** Small craft is tied up to the Tug, which is positioned at the side of the wall



**3** The tug is tied up to the sidewall (1 rope at the bow and 1 at stern) and 2 replacement ropes on deck

Front view – Transit along side a Tug



Small craft is positioned and tied at the side of a Panama Canal Tug

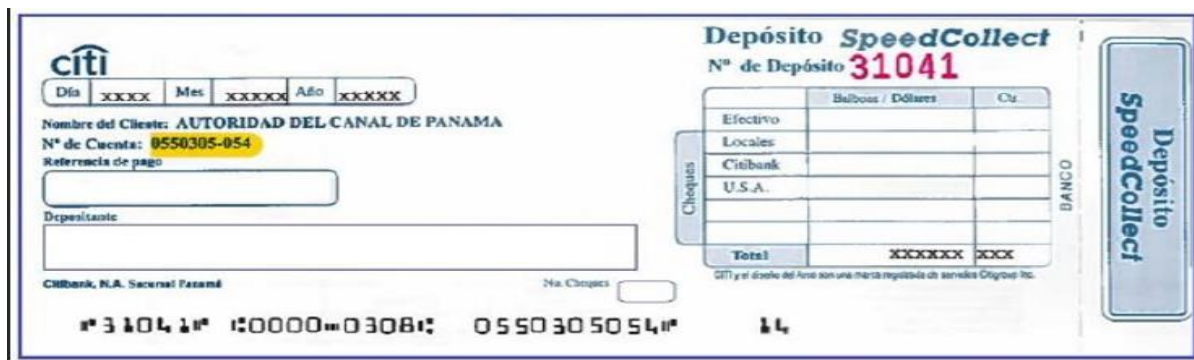


## Procedures for securing a Handline Transit of the Panama Canal

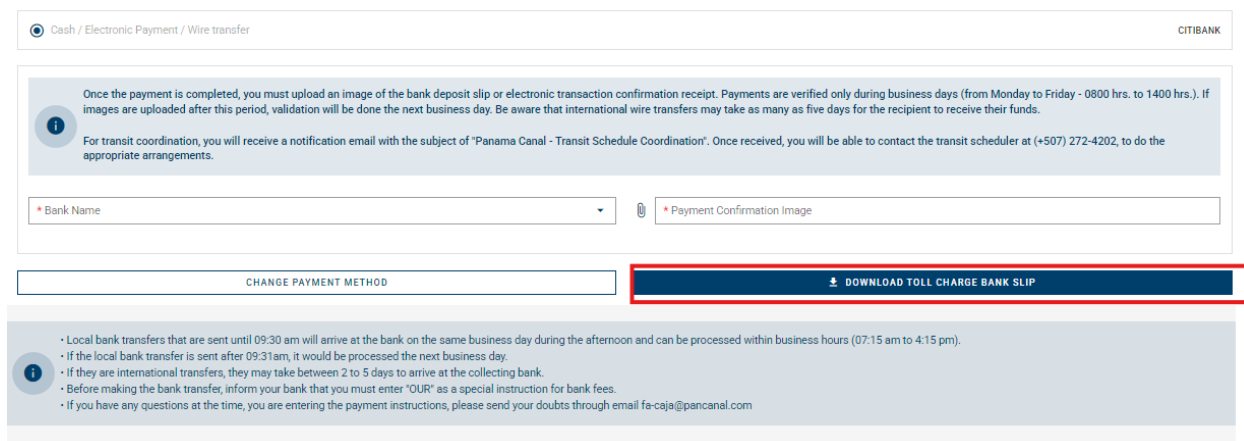
### Annex 2 – Cash only at Citibank

You must use the SpeedCollect slip with the ACP account number **0550305054**, which you will complete as follows:

- **Payment Reference:** Enter the "Customer No." that appears on form 4614 "ASEMXXXXX."
- **Depositor:** Enter your full name.
- **Cash:** Enter the amount that appears on form 4614 as "Pay this Amount."
- **Total:** Enter the amount that appears on form 4614 as "Pay this Amount."



Additionally, you must bring the ASEM form 4614 (DOWNLOAD TOLL CHARGE BANK SLIP) and your identification (ID card or passport).



## Procedures for securing a Handline Transit of the Panama Canal

**Annex 3 –Available Accounts for Payments. International Transfers and ACH Payments (local bank transfer).**

### International Transfers

#### Beneficiary Bank

<b>Bank name:</b>	CITIBANK, N.A. PANAMA
<b>Swift address:</b>	CITIPAPA
<b>Beneficiary name:</b>	AUTORIDAD DEL CANAL DE PANAMA
<b>Account number:</b>	0550305054
<b>Bank Country:</b>	PANAMA
<b>Country:</b>	Panamá
<b>City:</b>	Panamá
<b>Address:</b>	Administration Building, Building 101, Office 343, Balboa, Ancon, Republic of Panama

#### **Notes:**

- Before making the wire transfer, please inform your bank that you will use special instruction “**OUR**” for bank fees. The special instruction “**OUR**” means your company will be paying all expenses from all banks participating in the wire transfer.
- Once the payment has been made, you must send your payment receipt to the following email inboxes to confirm receipt of the funds.

[FA-CAJA@pancanal.com](mailto:FA-CAJA@pancanal.com); [Gestion de cobros@pancanal.com](mailto:Gestion de cobros@pancanal.com)

## Procedures for securing a Handline Transit of the Panama Canal

### **Transfer from Local Bank (ACH)**

Beneficiary Bank	Citibank N.A. Panama
Final Beneficiary Account Number	0550305054
Bank Number (Routing and Transit)	003
Final Beneficiary Account Name	Autoridad del Canal de Panama
Reference	Customer Number & SIN from form 4614

#### **Note:**

- Once the payment is made, you must send an email to the following email address to obtain confirmation of the receipt of the funds.

[FA-CAJA@pancanal.com](mailto:FA-CAJA@pancanal.com); [Gestion de cobros@pancanal.com](mailto:Gestion de cobros@pancanal.com)

### **Annex 4 – Branches available for toll payment**

#### **Pacific Side:**

1. The Citibank branch is located in the Torre de las Americas Building, Tower B, 12th Floor. Telephone: (507) 210-5900. Monday to Friday, hours: 8:30 a.m. to 3:30 p.m.

#### **Atlantic Side:**

1. Citibank is located next to the entrance of the Cristobal docks on the Atlantic side of the Isthmus. Telephone numbers: (507) 800-5636. Hours: 8:30 a.m. to 3:30 p.m.

**Note:** Citibank branches do not operate on public holidays.

If you have questions related to the receipt of your payments or deposit refunds, you can contact the Accounts Receivable and Payable Section (FICC) of the Accounting Division, Monday to Friday, during the hours of 7:15 a.m. - 11:45 a.m. and 12:45 p.m. - 4:00 p.m.

**Phone numbers:** (+507) 272-7305, (+507) 272-7308, (+507) 272-7883

**Email:** [fa-caja@pancanal.com](mailto:fa-caja@pancanal.com)

### **Annex 5 – Electronic forms for deposit refund**

It is important to note that refunds are exclusively made in US dollars, with a cost of \$25.00, which

## Procedures for securing a Handline Transit of the Panama Canal

will be deducted from the amount to be refunded. The estimated time for the refund is 60 days after the vessel's transit, provided there are no extraordinary charges.

To ensure your refund is processed smoothly, it is essential to provide accurate and correct banking information through the ASEM application and attach a copy of the passport of the person to whom the refund is to be made. You must select one of the following options to receive your refund:

### Refund

Complete your bank information for refunding buffer. Estimated time 60 days after the transit date.

Refund Method:

- ☒ Electronic Payment  
☐ Wire transfer



\* Passport Image

### International Transfer

#### Refund

If not used, the estimated time for refunding is 60 days after the transit date

Refund Method

- ☐ Electronic Payment ☒ Wire transfer

* Beneficiary Name 0 / 35	* R.U.C. and D.V. (local) / TaxpayerID 0 / 35
* Bank Account Name 0 / 35	* Bank Name 0 / 35
* Bank Account Number 0 / 35	* Account Type 0 / 15
* Beneficiary Bank code (SWIFT Code) 0 / 45	* IBAN Number 0 / 45
Intermediary Bank Name (if applicable) 0 / 35	Intermediary Bank SWIFT Code (if applicable) 0 / 15



Failure to complete the information will jeopardize the refund

### ACH – Transfer from Local Bank

## Procedures for securing a Handline Transit of the Panama Canal

**Refund**  
If not used, the estimated time for refunding is 60 days after the transit date

Refund Method

☒ Electronic Payment ☐ Wire transfer

\* Beneficiary Name

0 / 35

\* R.U.C. and D.V. (local) / TaxpayerID

0 / 35

\* Bank Account Name

0 / 35

\* Bank Name

0 / 35

\* Bank Account Number

0 / 35

\* Account Type

0 / 15

ABA or Bank Number

0 / 15

IBAN Number


0 / 45

Intermediary Bank Name (if applicable)

0 / 35

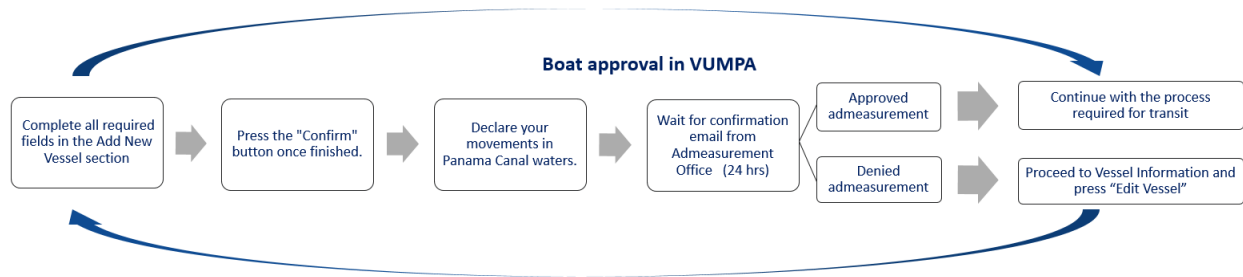
Intermediary Bank SWIFT Code (if applicable)

0 / 15

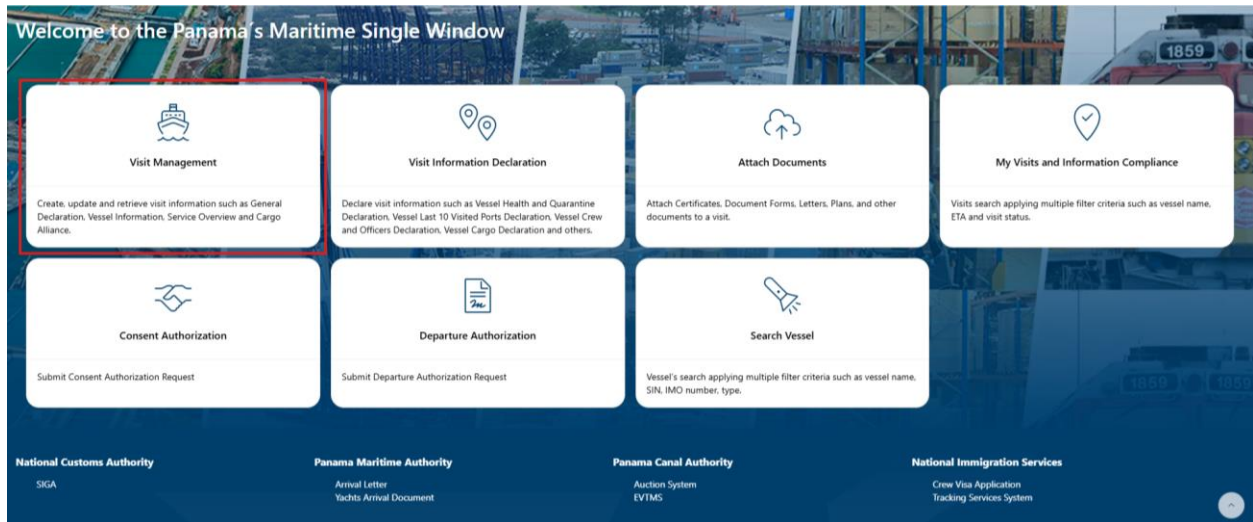
 Failure to complete the information will jeopardize the refund



## Procedures for securing a Handline Transit of the Panama Canal



Go to the Visit Management section



Press the "Create a Visit" button

Home \ **Visit Management**

Navigation Menu

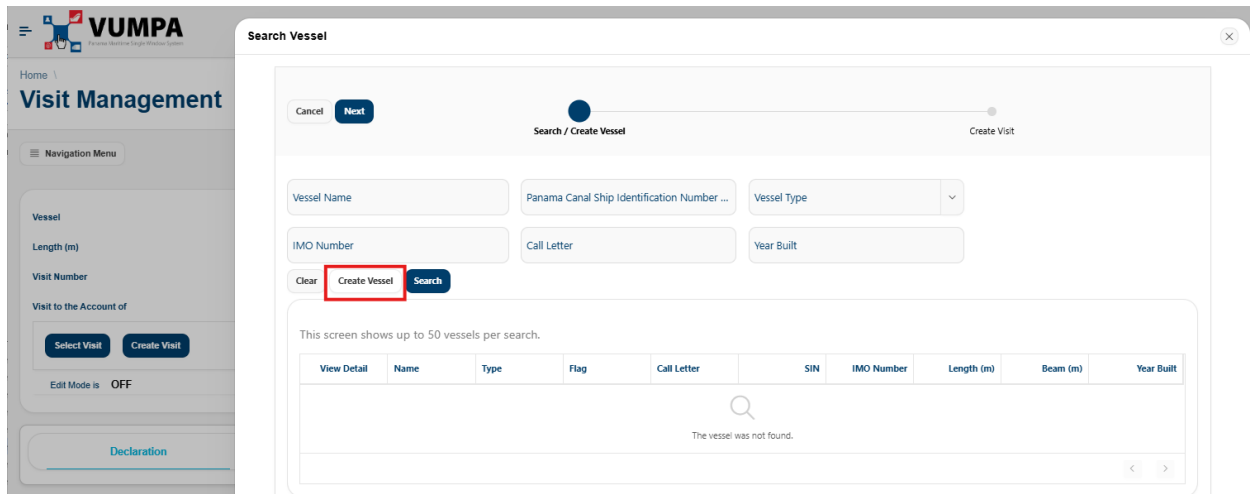
Vessel	SIN	Type	TXN No.
Length (m)	Beam (m)	Arrival Location	Visit Status
Visit Number	Service Order No.	ETA	Arrival Date
Visit to the Account of	Agency	Sea Time	

Edit Mode is OFF

[Declaration](#)
[Vessel Information](#)
[Visit Information](#)
[Service Overview](#)
[Cargo Alliance](#)
[DTU Components](#)

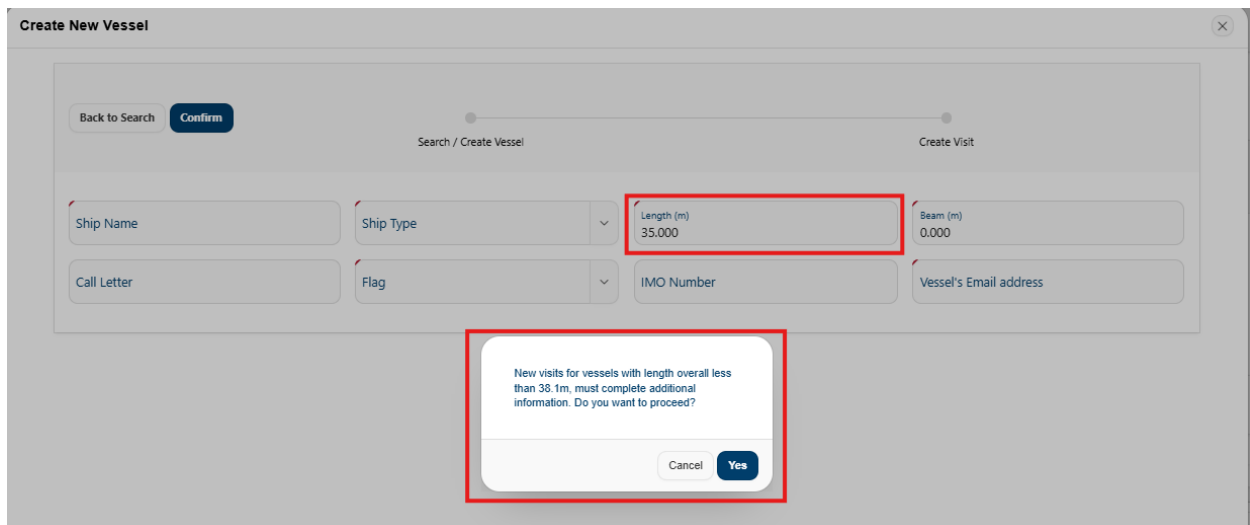
Press the "Create Vessel" button.

## Procedures for securing a Handline Transit of the Panama Canal



The screenshot shows the 'Search Vessel' window in the VUMPA system. The 'Create Vessel' button is highlighted with a red box. The interface includes a sidebar with 'Visit Management' and a main search area with various input fields and a search button.

Enter the basic information of the vessel



The screenshot shows the 'Create New Vessel' form. The 'Length (m)' field is highlighted with a red box. A modal dialog is also highlighted with a red box, asking for confirmation to proceed with new visits for vessels with length overall less than 38.1m.

Complete the required fields (those marked with a red asterisk are mandatory)

# Procedures for securing a Handline Transit of the Panama Canal

Create New Vessel

Back to Search

Confirm

Search / Create Vessel

Create Visit

Ship Name

PANAMA CANAL HL

Ship Type

(21) Yacht

Length (m)

35.000

Beam (m)

6.000

Call Letter

ACP507

Flag

PANAMA

IMO Number

5075070

Vessel's Email address

ACP@PANCANAL.COM

Maximum Speed (Knots)

8.0

Type for Small Craft

Pleasure Yacht

Remark

Owner Name

PANAMA CANAL

Hull Material

Fiberglass

Hull Color

WHITE

Builder

INTERNATIONAL MARITIME REGISTER (

Country Built

PANAMA

Documented Length (m)

35.000

Documented Breadth (m)

6.000

Issuing Authority

PANAMA GOVERNMENT

Issue Date

01-Feb-2025

Gross Tons

250

Net Tons

200

Depth

2.5

Year Built

2025

Boat Picture \*

View

yates-en-peru-1.webp

Boat Register (ITC-69) \*

View

register.png

Additional Dimensions Declaration

Size of any permanent additional extensions protruding beyond hull. (Length from hull end to beginning of the structure, if more than one you must consider the critical one). Please attach a picture of each additional extension.

Forward Extensions Image

Choose Image

AFT Extensions Image

Choose Image

Side Extensions Image

Choose Image

Air Draft Image \*

View

yates-en-peru-1.webp

Forward Extensions Type

AFT Extensions Type

Side Extensions Type

Air Draft Type

Forward Extensions Value (m)

AFT Extensions Value (m)

Side Extensions Value (m)

Air Draft Value (m)

15.000

Engine Information

Engine Type

Diesel

Engine Quantity

1

Power (HP)

600

Fuel Tanks Cap.

1200

Liters

Cruise Speed (Knots)

8.0

Cruise Speed (RPM)

Propeller Quantity

Boat Specifications

☒ Navigation Lights

☒ Bitts

☒ Cleats

☒ Anchor

☒ Bow Thruster

☒ Awning

☒ VHF

☒ Magnetic Compass

☒ Gyro Compass

☒ AIS

☒ Radar

Final Dimensions

Boat dimensions after including declared additional structures.

Length Overall

35.000

Extreme Beam

6.000

Cruise Speed (Knots)

8

Air Draft

15.000

Verify that all the data is correct and press the “Confirm” button once finished.

Declare the movements of your visit.

## Procedures for securing a Handline Transit of the Panama Canal

Cancel

✓

Search / Create Vessel

Create Visit

Vessel

Name	Type	Length (m)	Beam (m)	IMO Number	SIN
PANAMA CANAL HL	Yacht	35.000	6.000	5075070	

Arrival Information

Service Order No.  
MVIS-2025-02344

TXN No.  
2772056

Arrival Location  
Pacific

Estimated Time of Arrival (ETA)  
28-Feb-2025 1115

Other Arrival Location

Exceed IMO Visibility

☐ Yes
 ☐ No
 ☐ N/A

Third Party

Visit to the Account of  
TBA - TO BE ASSIGNED

Operator

Charterer

Agency  
MASTER - MASTER OF VESSEL (YACHTS)

Selected Services

Add Transit

Add Anchorage

Add Dock

☐ Ready on Arrival

Actions	Order ↑	Service	From	To	Ready Time	Ready Status	Direction	Reason Data	Agency	Customer
	1	Transit	PSEA - PACIFIC SEA	ASEA - ATLANTIC SEA			Northbound		MASTER	TBA

1 rows selected

1 - 1

Dead Tow Visit

Delete Draft

Save as Draft

Continue

Submit

Admeasurement unit will receive an approval request only if there are transit movements; if only local movements are included, it is not required.

You will receive an email notification to the email address that you entered in the field "Vessel email address", with the confirmation of approved or denied admeasurement within a period of 24 hours.

## Procedures for securing a Handline Transit of the Panama Canal

**Dear Customer,**

Your Boat Approval Request for MV PANAMA CANAL HL - SIN 6027077, has been revised by Panama Canal.

Admeasurement was **successfully approved**; final dimensions as follows:

**Length Overall:** 35.000 m / 114.83 ft

**Extreme beam:** 6.000 m / 19.69 ft

**Air Draft:** 15.00 m / 49.21 ft

**Please proceed to complete required forms for transiting:**

**ASEM Users:** <https://asem.pancanal.com/>

**VUMPA Users:** <https://serviceportal.pancanal.com/>

Best regards,

Admeasurement Office  
[OPTT-AS@pancanal.com](mailto:OPTT-AS@pancanal.com)

If the admeasurement is approved, continue with the process detailed in the [Annex 7](#).

**Dear Customer,**

Your Boat Approval Request for MV PANAMA CANAL HL - SIN 6027077, has been revised by Panama Canal.

Unfortunately, Admeasurement was **denied**, see our following comments:

Comments
Vessel was denied due to .....

**Please proceed to submit again a request:**

**ASEM Users:** <https://asem.pancanal.com/>


**VUMPA Users:** <https://serviceportal.pancanal.com/>

Best regards,

Admeasurement Office  
[OPTT-AS@pancanal.com](mailto:OPTT-AS@pancanal.com)

# Procedures for securing a Handline Transit of the Panama Canal

If it is denied, you must enter VUMPA again and from the **"Vessel information"** section, press the **"Edit Vessel"** button to make the necessary adjustments and press the **"Confirm"** button again to send the request again. The admeasurement request will be evaluated again in a maximum period of 24 hours.



Home \

## Visit Management

Navigation Menu

Vessel PANAMA CANAL HL	SIN 6.000	Type Yacht	TXN No. 2772056
Length (m) 35.000	Beam (m) 6.000	Arrival Location Pacific	Visit Status
Visit Number	Service Order No. MVIS-2025-02344	ETA 28-Feb-2025 1115	Arrival Date
Visit to the Account of TBA	Agency MASTER	Sea Time	

Edit Mode is **ON**

Declaration

Vessel Information

Visit Information

Service Overview

Cargo Alliance

Edit Vessel Information

Name  
PANAMA CANAL HL


Call Letter  
ACPS07

Maximum Speed (knots)  
8

Hull Material  
Fiberglass

Documented Length (m)  
35.000

Gross Tons  
250

Boat Picture  


Type  
Yacht


Flag  
PANAMA

Type for Small Craft  
Pleasure Yacht

Hull Color  
WHITE

Documented Breadth (m)  
6.000

Net Tons  
200

Boat Register (ITC-68)  


Length Overall  
35.000

IMO Number  
5075070

Remark

Builder  
INTERNATIONAL MARITIME REGISTER (PANAMA)

Issuing Authority  
PANAMA GOVERNMENT

Depth  
2.500

Extreme Beam  
6.000

Vessel's Email address  
ACP@PANCANAL.COM

Owner Name  
PANAMA CANAL

Country Built  
PANAMA

Issue Date  
01-Feb-2025


Year Built  
2025


Gross Tons  
250

Net Tons  
200


Depth  
2.5


Year Built  
2025


Boat Picture  



Boat Register (ITC-68)  


Additional Dimensions Declaration

Forward Extensions (m)  


AFT Extensions Image  


Side Extensions Image  


Air Draft Image  


Forward Extensions Type  
▼

AFT Extensions Type  
▼

Side Extensions Type  
▼

Air Draft Type  
Antenna

Forward Extensions Value (m)

AFT Extensions Value (m)

Side Extensions Value (m)

Air Draft Value (m)  
15.000

Engine Information

Engine Type  
Diesel

Engine Quantity  
1

Power (HP)  
600

Propeller Quantity  
1

Cruise Speed (Knots)  
8

Cruise Speed (RPM)  
1800

Fuel Tanks Cap.  
1200

Fuel Tanks Cap Type  
Liters

Boat Specifications

☒ Navigation Lights

☒ Bitts

☒ Cleats

☒ Anchor

☒ Bow Thruster

☒ Awning

☒ VHF

☒ Magnetic Compass

☒ Gyro Compass

☒ AIS

☒ Radar

Final Dimensions

Boat dimensions after including declared additional structures.

Length Overall  
35.000

Extreme Beam  
6.000

Cruise Speed (Knots)  
8

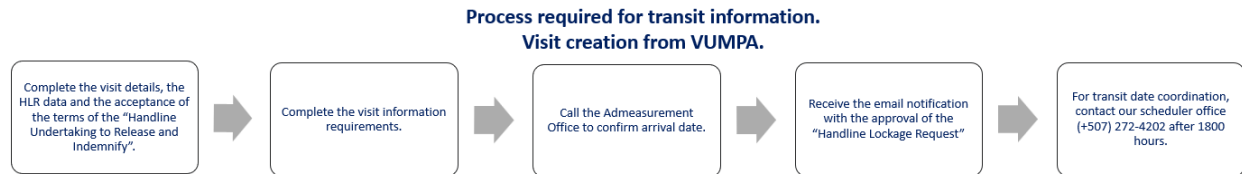
Air Draft  
15.000

Cancel

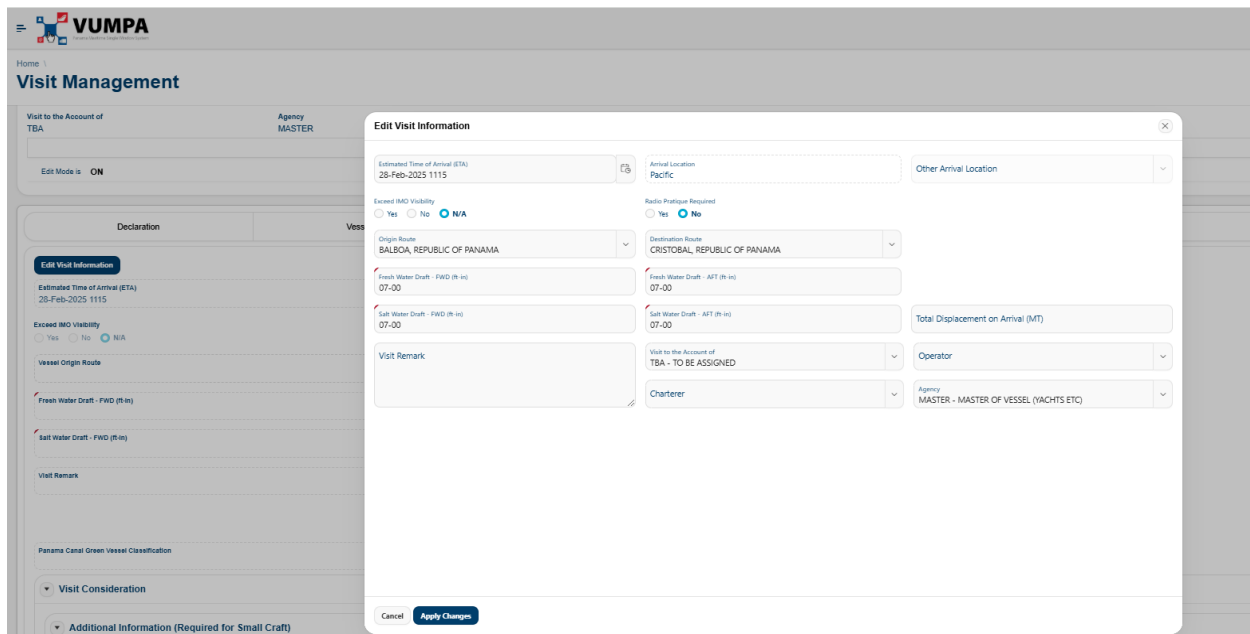
Confirm

# Procedures for securing a Handline Transit of the Panama Canal

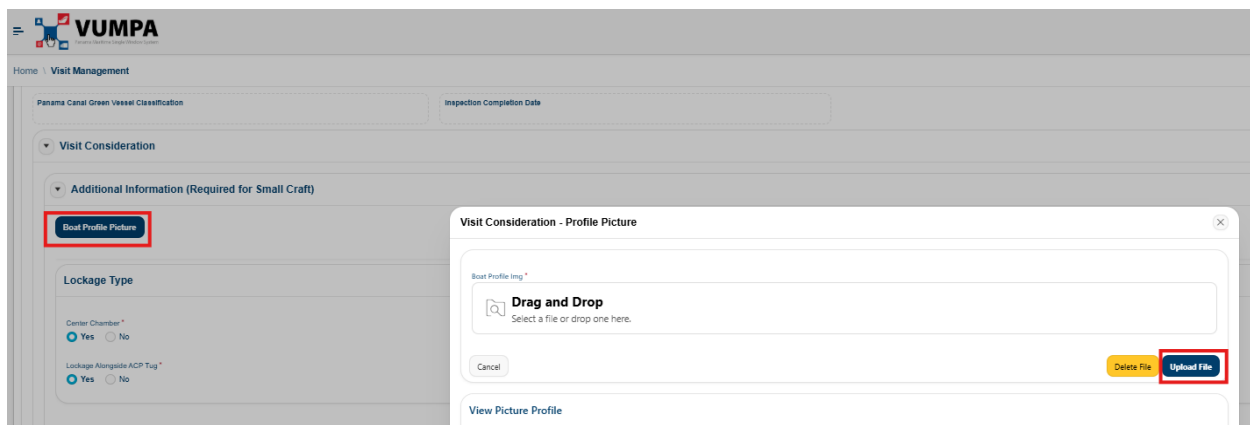
## Annex 7 – Example of transit scheduling flow from VUMPA



## Complete all the required details

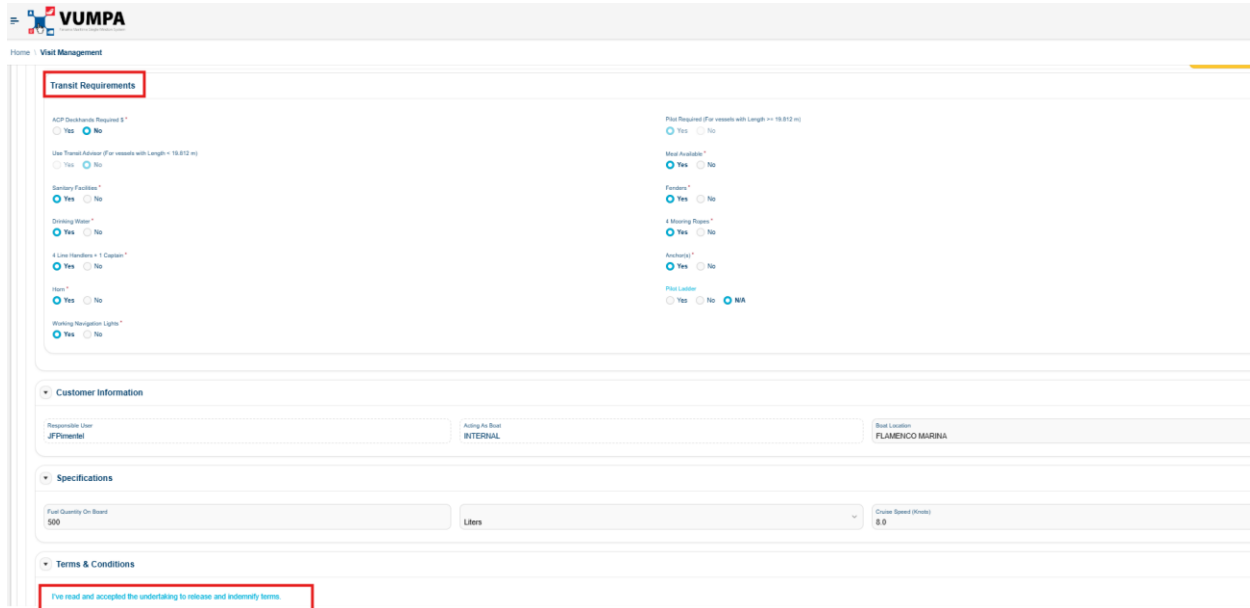


## Upload a current photograph of the small craft



# Procedures for securing a Handline Transit of the Panama Canal

Select the corresponding data for the Handline Lockage Request.



**Transit Requirements**

ACP Deckhands Required? ☐ Yes ☒ No

Use Transit Advisor (For vessels with Length > 10,012 m) ☐ Yes ☒ No

Sanitary Facilities? ☒ Yes ☐ No

Drinking Water? ☒ Yes ☐ No

4 Line Handlers x 1 Captain? ☒ Yes ☐ No

Helm? ☒ Yes ☐ No

Working Navigation Lights? ☒ Yes ☐ No

Pilot Required (For vessels with Length > 10,012 m) ☒ Yes ☐ No

Moat Available? ☒ Yes ☐ No

Fenders? ☒ Yes ☐ No

4 Mooring Pipes? ☒ Yes ☐ No

Anchor(s)? ☒ Yes ☐ No

Pilot Ladder ☐ Yes ☒ No ☐ N/A

**Customer Information**

Responsible User: JFPimentel

Agent on Board: INTERNAL

Boat Location: FLAMENCO MARINA

**Specifications**

Fuel Quantity On Board: 500

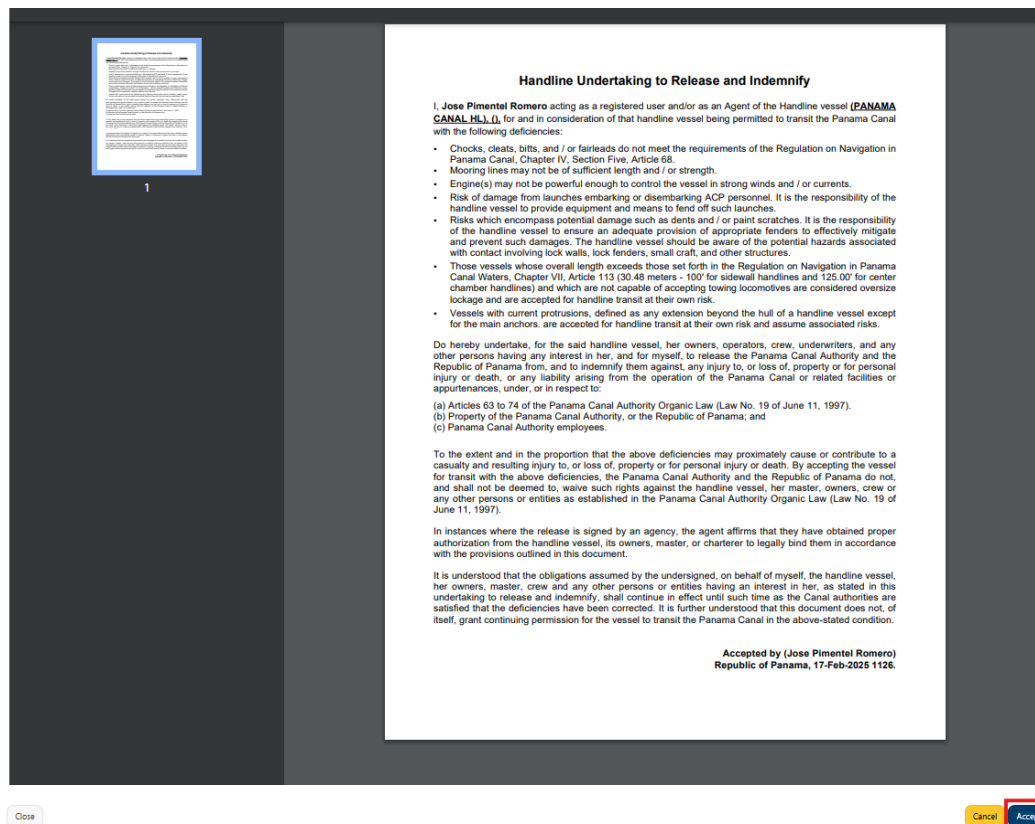
Liters

Cruise Speed (Knots): 8.0

**Terms & Conditions**

☒ I've read and accepted the undertaking to release and indemnify terms.

Then, you must accept the terms of the “Handline Undertaking to Release and Indemnify.”



**Handline Undertaking to Release and Indemnify**

I, **Jose Pimentel Romero** acting as a registered user and/or as an Agent of the Handline vessel (**PANAMA CANAL H.L.I.**), for and in consideration of that handline vessel being permitted to transit the Panama Canal with the following deficiencies:

- Chocks, cleats, bits, and / or fairleads do not meet the requirements of the Regulation on Navigation in Panama Canal, Chapter IV, Section Five, Article 68.
- Mooring lines may not be of sufficient length and / or strength.
- Engine(s) may not be powerful enough to control the vessel in strong winds and / or currents.
- Risk of damage from launches embarking or disembarking ACP personnel. It is the responsibility of the handline vessel to provide equipment and means to fend off such launches.
- Risks which encompass potential damage such as dents and / or paint scratches. It is the responsibility of the handline vessel to ensure an adequate provision of appropriate fenders to effectively mitigate and prevent such damages. The handline vessel should be aware of the potential hazards associated with contact involving lock walls, lock fenders, small craft, and other structures.
- Those vessels whose overall length exceeds those set forth in the Regulation on Navigation in Panama Canal Waters, Chapter VII, Article 113 (30.48 meters - 100' for sidewall handlines and 125.00' for center chamber handlines) and which are not capable of accepting towing locomotives are considered oversize lockage and are accepted for handline transit at their own risk.
- Vessels with current protrusions, defined as any extension beyond the hull of a handline vessel except for the main anchors, are accepted for handline transit at their own risk and assume associated risks.

Do hereby undertake, for the said handline vessel, her owners, operators, crew, underwriters, and any other persons having any interest in her, and for myself, to release the Panama Canal Authority and the Republic of Panama from, and to indemnify them against, any injury to, or loss of, property or for personal injury or death, or any liability arising from the operation of the Panama Canal or related facilities or appurtenances, under, or in respect to:

(a) Articles 63 to 74 of the Panama Canal Authority Organic Law (Law No. 19 of June 11, 1997).  
(b) Property of the Panama Canal Authority, or the Republic of Panama; and  
(c) Panama Canal Authority employees.

To the extent and in the proportion that the above deficiencies may proximately cause or contribute to a casualty and resulting injury to, or loss of, property or for personal injury or death. By accepting the vessel for transit with the above deficiencies, the Panama Canal Authority and the Republic of Panama do not, and shall not be deemed to, waive such rights against the handline vessel, her master, owners, crew or any other persons or entities as established in the Panama Canal Authority Organic Law (Law No. 19 of June 11, 1997).

In instances where the release is signed by an agency, the agent affirms that they have obtained proper authorization from the handline vessel, its owners, master, or charterer to legally bind them in accordance with the provisions outlined in this document.

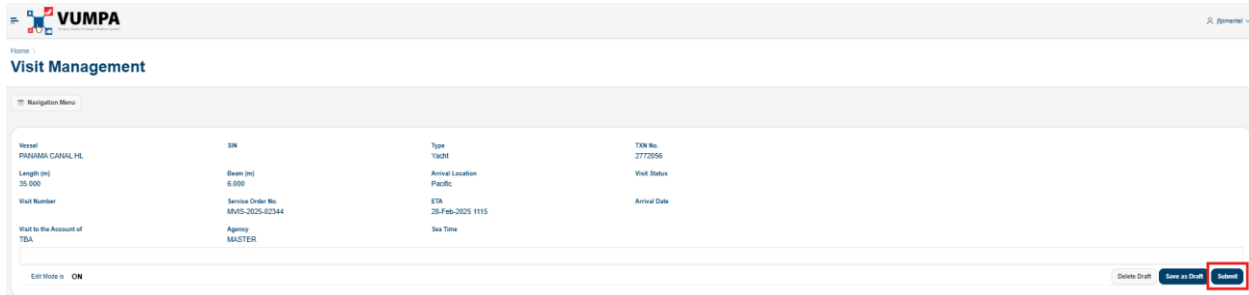
It is understood that the obligations assumed by the undersigned, on behalf of myself, the handline vessel, her owners, master, crew and any other persons or entities having an interest in her, as stated in this undertaking to release and indemnify, shall continue in effect until such time as the Canal authorities are satisfied that the deficiencies have been corrected. It is further understood that this document does not, of itself, grant continuing permission for the vessel to transit the Panama Canal in the above-stated condition.

Accepted by (**Jose Pimentel Romero**)  
Republic of Panama, 17-Feb-2025 1126.

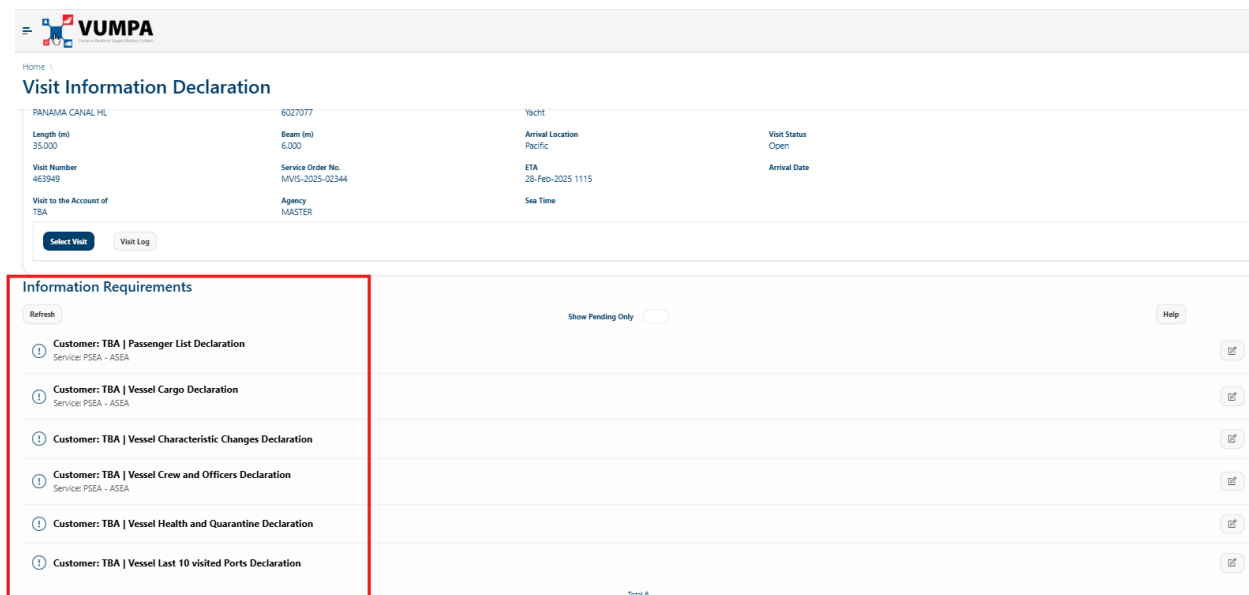


# Procedures for securing a Handline Transit of the Panama Canal

Press the “Submit” button to send the data.



**Complete the visit information requirements:** You must declare crew members, passengers, their health conditions, ports visited, destination port, and arrival conditions, as all this information will be verified when requesting the arrival of the small craft.



## Disclaimer

Hereby it is understood that all information provided above is true and accurate. Withholding information required by Panama Canal Authority (ACP) regulations, or requested by the Republic of Panama upon a vessel's arrival, or providing incorrect, false, or deficient information constitutes an offense associated with maritime safety and is considered a violation of the provisions on safety of navigation in Panama waters and shall be subject to fines and/or delays, accordingly.

It is accepted that the Authorized Shipping Agent or the person requesting the ACP to provide a service for the vessel he represents is responsible for paying all charges for the services he requests as well as for the payment of other charges that may result of such visit.

Once the declaration is completed, you must send an email to the Admeasurement Unit of the Panama Canal to request the arrival date (in the system); this step is essential for the scheduling to take place.

- Pacific side: [optt-arp@pancanal.com](mailto:optt-arp@pancanal.com)
- Atlantic side: [optt-ara@pancanal.com](mailto:optt-ara@pancanal.com)

## Procedures for securing a Handline Transit of the Panama Canal

The compliance with the declaration of the visit's data, including quarantine, crew, passengers, cargo condition, etc., will be verified, and the physical location of the small craft will be confirmed.

### **Important Note:**

If the visit does not arrive within 7 days from the last recorded ETA, the system will automatically cancel it, and the initial visit creation process will need to be restarted.

Once the vessel has arrived, the CPC will proceed to evaluate the request, and once approved, you will receive an email notification with copies of the following: the “Handline Lockage Request” form, a photograph of the vessel, and the “Undertaking to Release and Indemnify” form.

Dear Sirs:

Attached you will find a copy of the Handline Lockage Request, vessel picture and the Undertaking to release and indemnify form for the following Small Craft:

**PANAMA CANAL HL**

**SIN 6027077**

Arrival datetime

**28-Feb-2025 12:00**

For transit Schedule information, please contact Panama Canal Scheduler at (+507) 272-4202.

Best regards

Admeasurement Unit

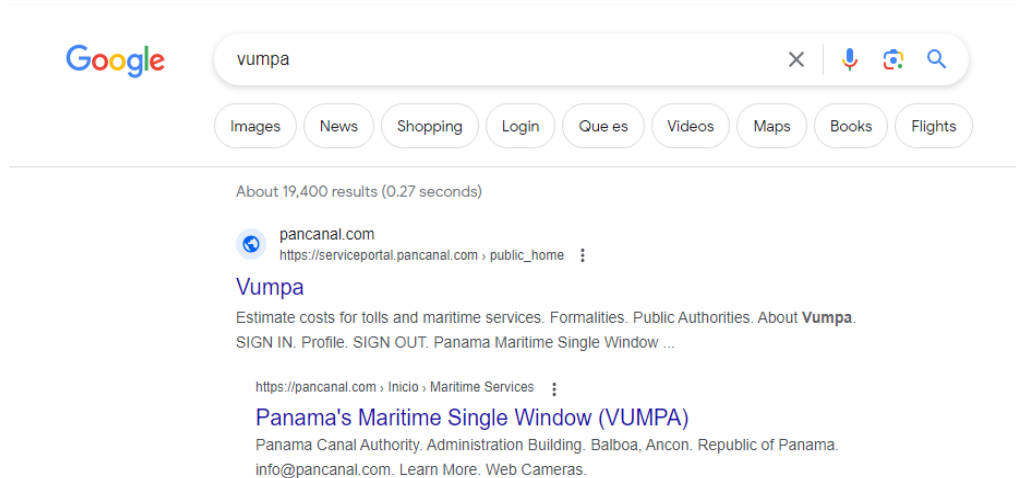
Panama Canal

Finally, you may call the scheduler's office to coordinate the date and time of the transit. (+507) 272-4202.

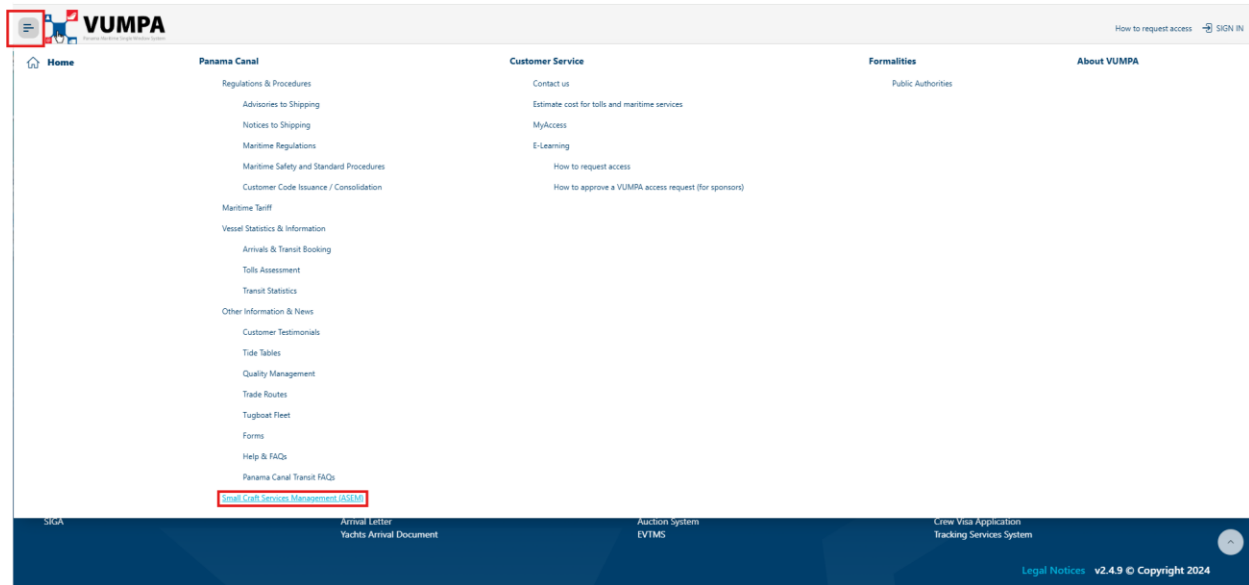
# Procedures for securing a Handline Transit of the Panama Canal

## Annex 8 – User creation example in ASEM

Search VUMPA home page using your preferred browser

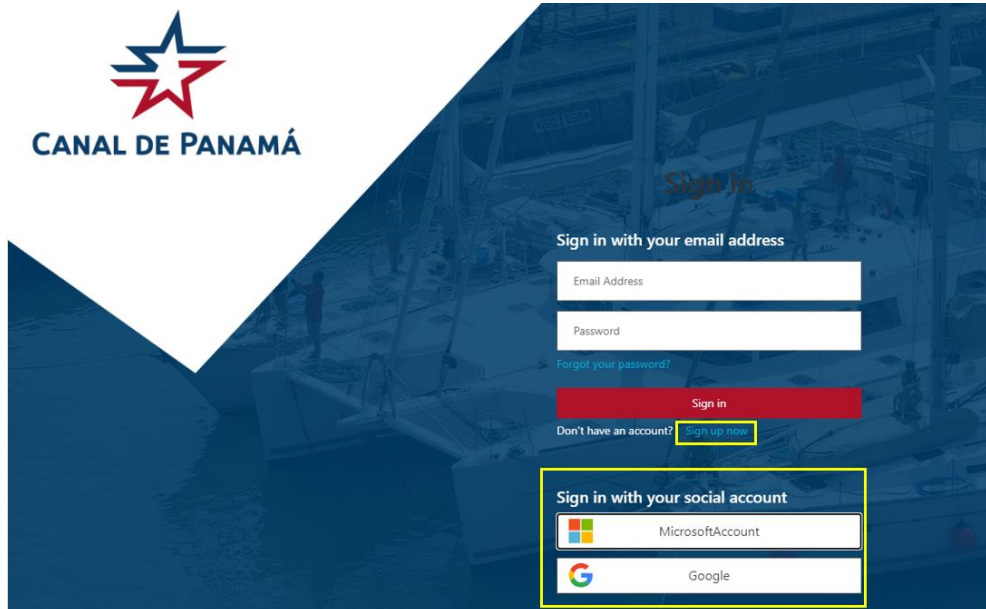


Once you log in, go to the menu tab and press **“Small Craft Services Management (ASEM)”**.

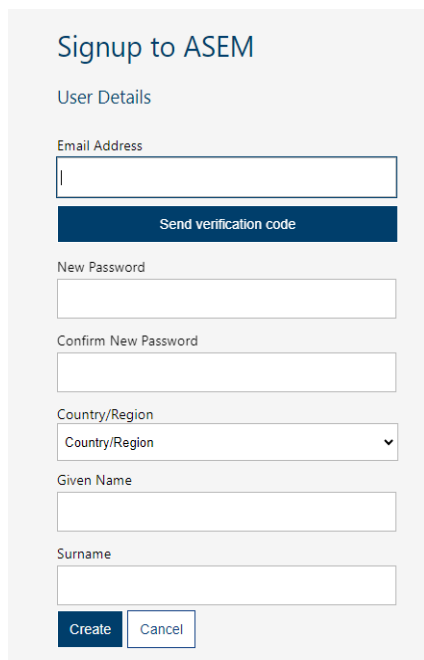


## Procedures for securing a Handline Transit of the Panama Canal

You will be redirected to the ASEM application, where you can create a user account using the **“Sign up now”** option for an email account from any service provider, or more quickly by using your Google or Microsoft account.



Complete the fields required by the application and press **“Send verification code”** to obtain a security code.



## Procedures for securing a Handline Transit of the Panama Canal

You will receive a message in your email account with the required code.

Autoridad Del Canal de Panamá - Dev account email verification code



Microsoft on behalf of Autoridad Del Canal de Panamá - Dev <msonlineserviceteam@microsoftonline.co  
To

Reply Reply All Forward

Thu 7/13/2023 1:21 PM

This sender msonlineserviceteam@microsoftonline.com is from outside your organization.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Translate message to: English Never translate from: Spanish Translation preferences

**Atención:** Este correo electrónico procede de una fuente externa a la organización. Por favor, tenga cuidado al abrir los enlaces o archivos adjuntos. Si tiene alguna duda, contacte a la Mesa de Servicio al teléfono: 272-7777.

### Verify your email address

Thanks for verifying your account!

**Your code is: 283358**

Sincerely,  
Autoridad Del Canal de Panamá - Dev

Enter the code in the "Verification Code" field and press the "Verify code" button.

### Signup to ASEM

#### User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

ravergara@pancanal.com

Verification Code

Verify code

Send new code

New Password

Confirm New Password

Country/Region

Country/Region

Given Name

Surname

Create

Cancel

Once you have completed all the fields you must press the "Create" button.

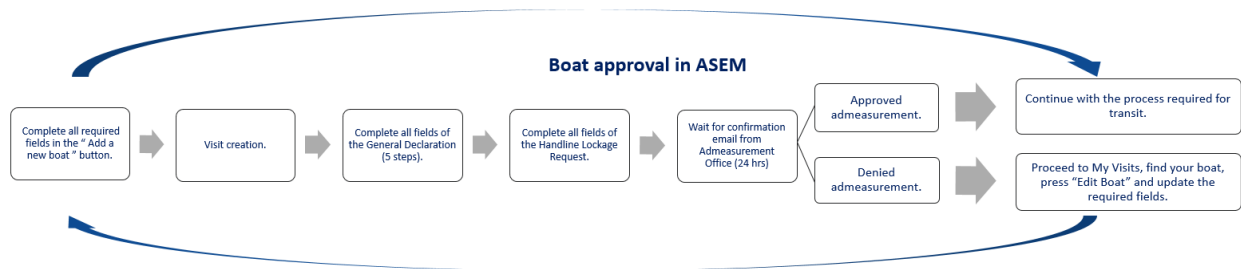
The ASEM terms and conditions screen will automatically appear, you must read them and check the option to accept, complete the required information at the bottom of the screen and press the "Accept and Continue" button.

Finally, the confirmation of the creation of your account and a welcome message will appear.

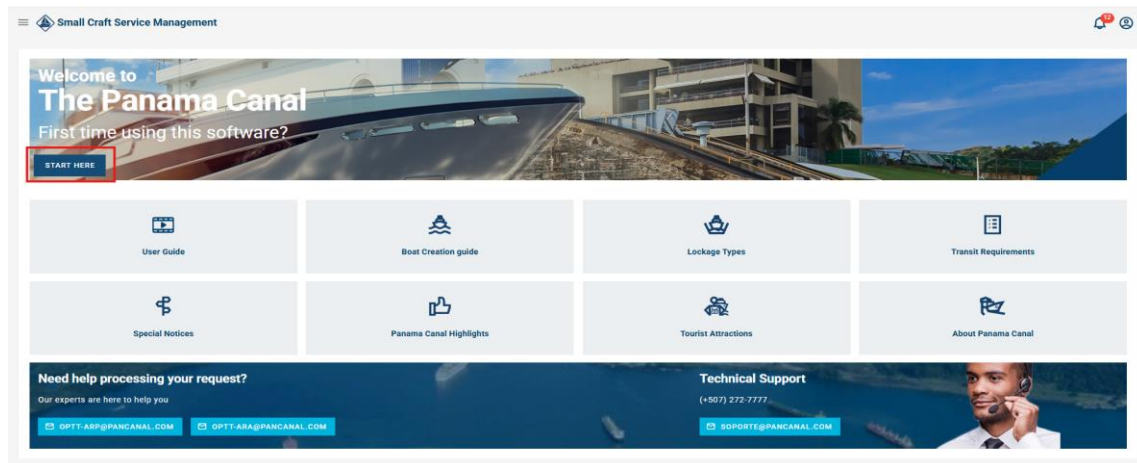
Press the continue button to advance.

# Procedures for securing a Handline Transit of the Panama Canal

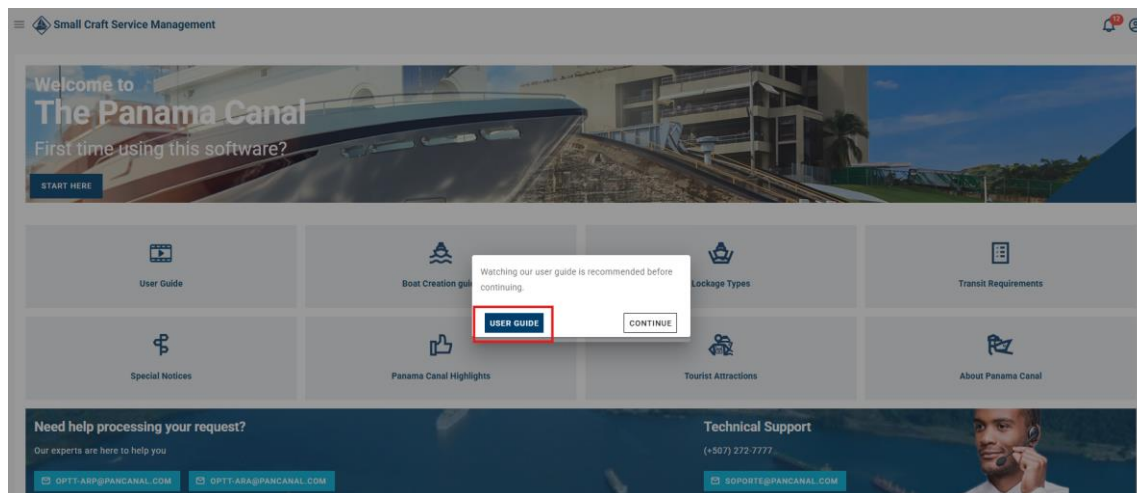
## Annex 9 – Example of ASEM approval flow



On the main menu, press the **“Start here”** button.

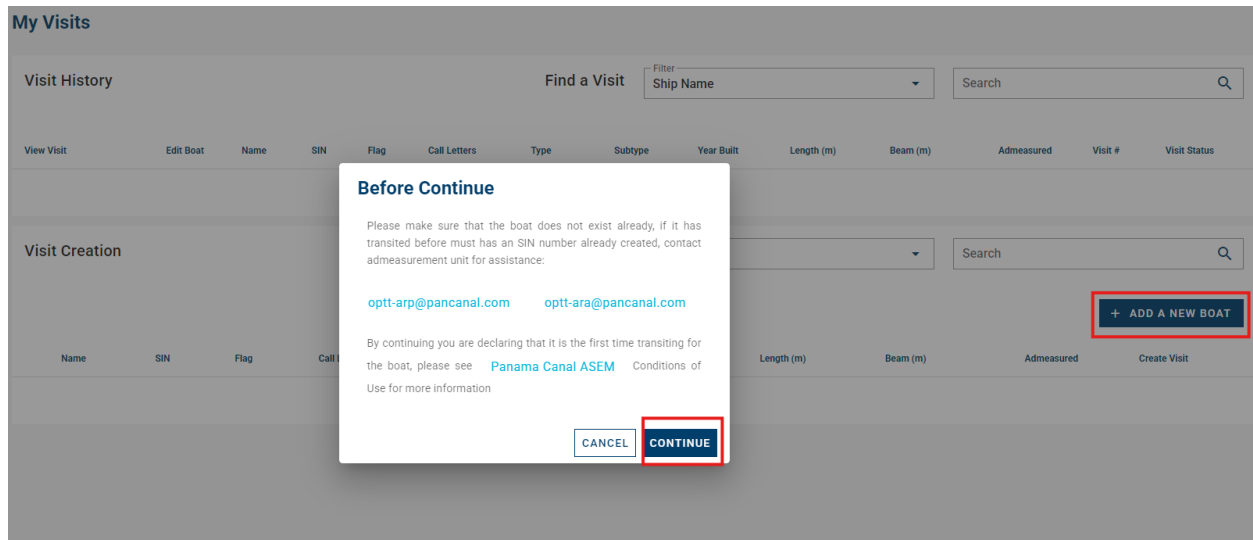


If this is your first time using the application, it is recommended to view the user guide. Otherwise, press **“Continue”**.



## Procedures for securing a Handline Transit of the Panama Canal

On the “My Visits” screen, press the “+ ADD A NEW BOAT” button. Confirm that you have verified the boat does not exist in the database and press the “Continue” button.



**My Visits**

Visit History

Find a Visit

Filter: Ship Name

Search

View Visit Edit Boat Name SIN Flag Call Letters Type Subtype Year Built Length (m) Beam (m) Admeasured Visit # Visit Status

**Before Continue**

Please make sure that the boat does not exist already, if it has transited before must has an SIN number already created, contact admeasurement unit for assistance:

[optt-arp@pancanal.com](mailto:optt-arp@pancanal.com) [optt-ara@pancanal.com](mailto:optt-ara@pancanal.com)

By continuing you are declaring that it is the first time transiting for the boat, please see [Panama Canal ASEM](#) Conditions of Use for more information

CANCEL CONTINUE

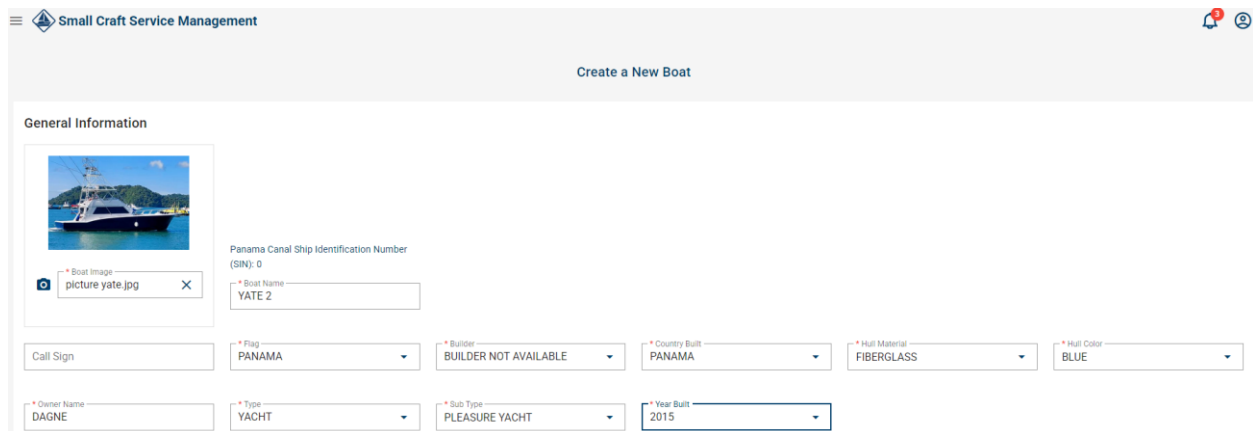
+ ADD A NEW BOAT

Visit Creation

Name SIN Flag Call Letters Type Subtype Year Built Length (m) Beam (m) Admeasured Visit # Visit Status

Create Visit

Complete the required fields in the General Information section.



**Small Craft Service Management**

Create a New Boat

**General Information**

Boat Image: picture yate.jpg

Panama Canal Ship Identification Number (SIN): 0

Boat Name: YATE 2

Call Sign:

Flag: PANAMA

Builder: BUILDER NOT AVAILABLE

Country Built: PANAMA

Hull Material: FIBERGLASS

Hull Color: BLUE

Owner Name: DAGNE

Type: YACHT

Sub Type: PLEASURE YACHT

Year Built: 2015

Complete the required information related to the Registry Certificate.



**Register Information**

Certificate of Registry: registre.jpg

Length: 25.000 m

Beam: 15.000 m

Depth: 0.000 m

Authority/Government: AUTHORITY NAME NOT AVAILABLE

Date: 20-Dec-2023

Gross tons: 10

Net tons: 0












## Procedures for securing a Handline Transit of the Panama Canal


Declare the dimensions, type and upload the picture of any permanent structure located beyond the hull of the small craft. This includes the bow, stern and the sides.


### Additional Dimensions Declaration

Size of any permanent additional extensions protruding beyond hull. (Length from hull end to beginning of the structure, if more than one you must consider the critical one). Please attach a picture of each additional extension.

FWD Extensions	AFT Extensions	Side Extensions	Air Draft
			
 Image	 Image	 Image	 Image picture yate.jpg 
FWD Extensions 0.000 m 0.000 ft	AFT Extensions 0.000 m 0.000 ft	Side Extensions 0.000 m 0.000 ft	Air Draft 3.000 m 9.843 ft
Type NOT AVAILABLE	Type NOT AVAILABLE	Type NOT AVAILABLE	Type OTHER

You will find a display once the **“Additional Dimensions Declaration”** button is pressed.



**Small Craft Service Management**

 **Certificate of Registry**



**\* Length**  
0.000  
0.000 ft

**\* Gross tons**  
0

**Net tons**  
0


**Additional Dimensions Declaration** 


Size of any permanent additional extensions protruding beyond hull. (Length from hull


**FWD Extensions**

 Image


FWD Extensions  
0.000 m  
0.000 ft


Type  
NOT AVAILABLE


 Pulpit

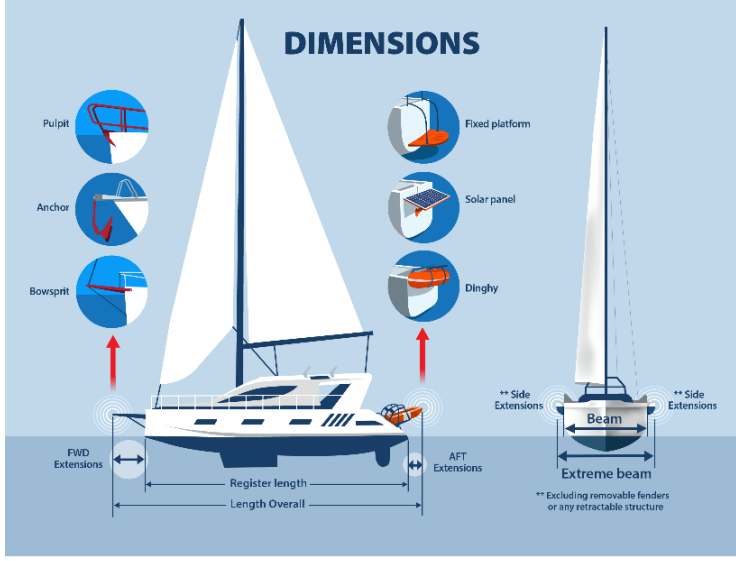
 Anchor

 Bowsprit

 Fixed platform

 Solar panel

 Dinghy



**DIMENSIONS**

Diagram illustrating the dimensions of a small craft, including Pulpit, Anchor, Bowsprit, Fixed platform, Solar panel, Dinghy, FWD Extensions, Register length, Length Overall, AFT Extensions, Side Extensions, Beam, and Extreme beam. \*\* Excluding removable fenders or any retractable structure.

CLOSE

## Procedures for securing a Handline Transit of the Panama Canal

Confirm the small craft specifications:

### Boat Specification

Mark the available equipment		Engine Information	
<input checked="" type="checkbox"/> Navigation Lights	<input checked="" type="checkbox"/> Bitts	Type <sup>*</sup> DIESEL	
<input checked="" type="checkbox"/> Cleats	<input checked="" type="checkbox"/> Anchor	<sup>*</sup> Quantity 2	<sup>*</sup> Power 200 HP
<input type="checkbox"/> Bow Thruster	<input checked="" type="checkbox"/> Awning	<sup>*</sup> Fuel tank(s) Capacity 100	<sup>*</sup> Unit GA
<input checked="" type="checkbox"/> VHF	<input checked="" type="checkbox"/> Magnetic Compass	<sup>*</sup> Cruise Speed 15.0	Knots
<input checked="" type="checkbox"/> Gyro Compass	<input checked="" type="checkbox"/> AIS	<sup>*</sup> Cruise Speed RPM 1,500	RPM
<input checked="" type="checkbox"/> Radar		<sup>*</sup> Propeller quantity 2	

Please verify if final dimensions are correct; confirm the acceptance of terms and conditions and press the **“Proceed to create a new boat”** button.

### Final Dimensions

Boat dimensions after including declared additional structures

Length Overall	Extreme Beam	Cruise Speed	Air Draft
25.000 m 82.021 ft	15.000 m 49.213 ft	15.0 Knots	3.000 m 9.843 ft

☒ I have read and accept the [Panama Canal ASEM of use and privacy notice](#)

## Procedures for securing a Handline Transit of the Panama Canal

The app will confirm the creation of the small craft, and the Panama Canal SIN Number will be displayed.



The Small Craft: YATE 2

has been successfully created.

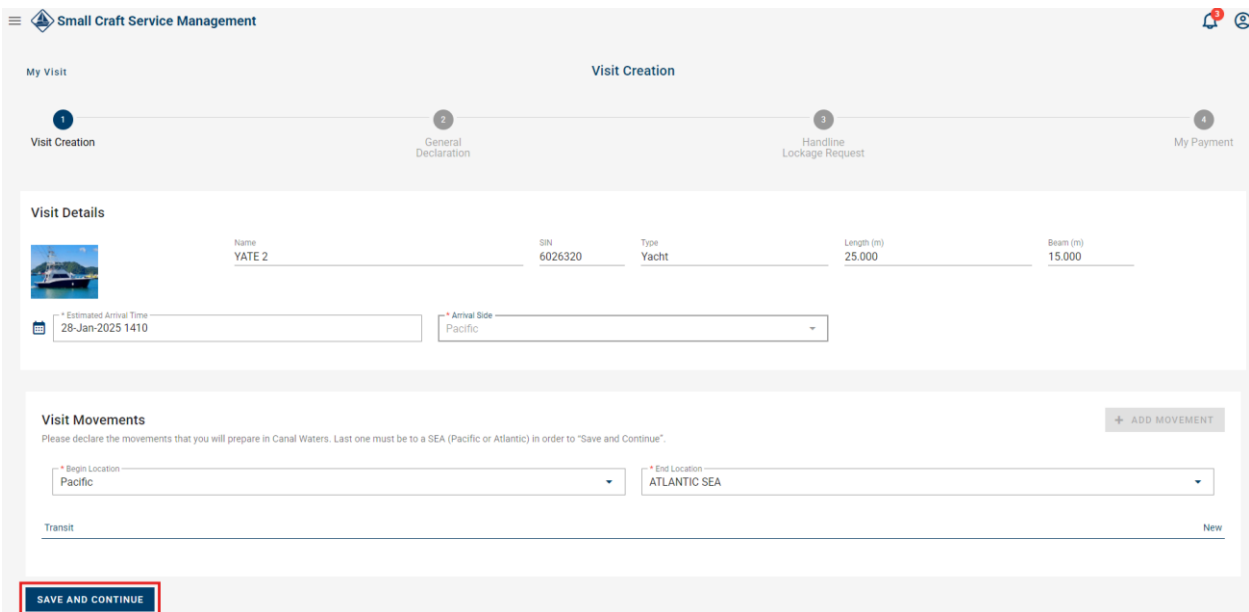
Your Panama Canal Ship Identification Number (SIN) is: 6026320

CONTINUE

PROCEED TO CREATE A NEW VISIT

You must press the **“Proceed to create a new visit”** button to continue with the visit creation process.

Select the movements you wish to perform during your visit.



The screenshot shows the 'Small Craft Service Management' app interface. At the top, there's a navigation bar with a menu icon and the title 'Small Craft Service Management'. Below this, a progress bar indicates the current step is 'Visit Creation' (Step 1), with other steps being 'General Declaration' (Step 2), 'Handline Lockage Request' (Step 3), and 'My Payment' (Step 4). The main content area is titled 'Visit Details' and contains a form for creating a new visit. It includes a small image of a boat, a table with fields for Name (YATE 2), SIN (6026320), Type (Yacht), Length (m) (25,000), and Beam (m) (15,000). Below this, there are fields for Estimated Arrival Time (28-Jan-2025 1410) and Arrival Side (Pacific). At the bottom, there's a section for 'Visit Movements' with a note: 'Please declare the movements that you will prepare in Canal Waters. Last one must be to a SEA (Pacific or Atlantic) in order to "Save and Continue".' It includes a '+ ADD MOVEMENT' button and two dropdown menus for 'Begin Location' (Pacific) and 'End Location' (ATLANTIC SEA). At the very bottom, there is a 'SAVE AND CONTINUE' button highlighted with a red border.

Press the **“Save and Continue”** button.

## Procedures for securing a Handline Transit of the Panama Canal

Within the next 24 hours, you will receive via email an evaluation from the Panama Canal Admeasurement Unit as shown below:

**Dear Customer,**

Your Boat Approval Request for MV YATE 2 - SIN 6026320, has been revised by Panama Canal.

Admeasurement was **successfully approved**; final dimensions as follows:

**Length Overall:** 25.000 m / 82.02 ft

**Extreme beam:** 15.00 m / 49.21 ft

**Air Draft:** 3.00 m / 9.84 ft

**Please proceed to complete required forms for transiting:**

**ASEM Users:** <https://asem.pancanal.com/>

**VUMPA Users:** <https://serviceportal.pancanal.com/>

Best regards,

Admeasurement Office

[OPTT-AS@pancanal.com](mailto:OPTT-AS@pancanal.com)

If approved, continue with the process described in [Annex 10](#).

If denied, you must go to “My Visits” section and then press the button “**Edit boat**”, proceed to prepare the changes and submitting again the request.

**Dear Customer,**

Your Boat Approval Request for MV YATE 2 - SIN 60260320, has been revised by Panama Canal.

Unfortunately, Admeasurement was **denied**, see our following comments:

Comments
Vessel was denied due to .....

**Please proceed to submit again a request:**

**ASEM Users:** <https://asem.pancanal.com/>

**VUMPA Users:** <https://serviceportal.pancanal.com/>

Best regards,

Admeasurement Office

[OPTT-AS@pancanal.com](mailto:OPTT-AS@pancanal.com)

## Procedures for securing a Handline Transit of the Panama Canal

Small Craft Service Management


My Visits

Visit History

Find a Visit

Filter Ship Name

Search YATE2

View Visit	Edit Boat	Name	SN	Flag	Call Letters	Type	Subtype	Year Built	Length (m)	Beam (m)	Admeasured	Visit #	Visit Status
<a href="#">VIEW</a>		YATE 2	6026320	PANAMA		Yacht	Pleasure Yacht	2015	25.000	15.000	NO	461737	Open

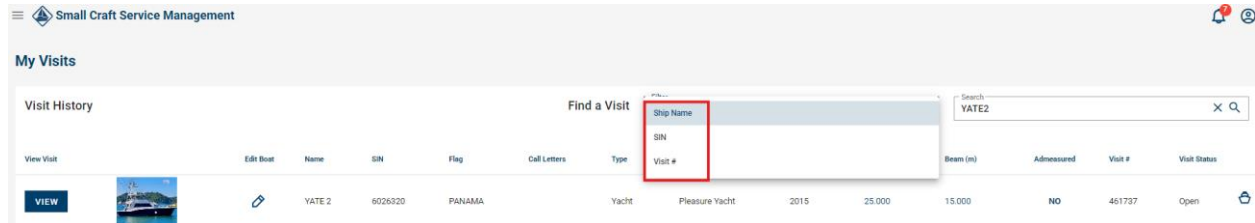
### **Important Note:**

Regardless of the admeasurement evaluation result, you may continue with the process up to the “Handline lockage request” stage. To continue with the payment stage, you must have received the small craft approval.

# Procedures for securing a Handline Transit of the Panama Canal

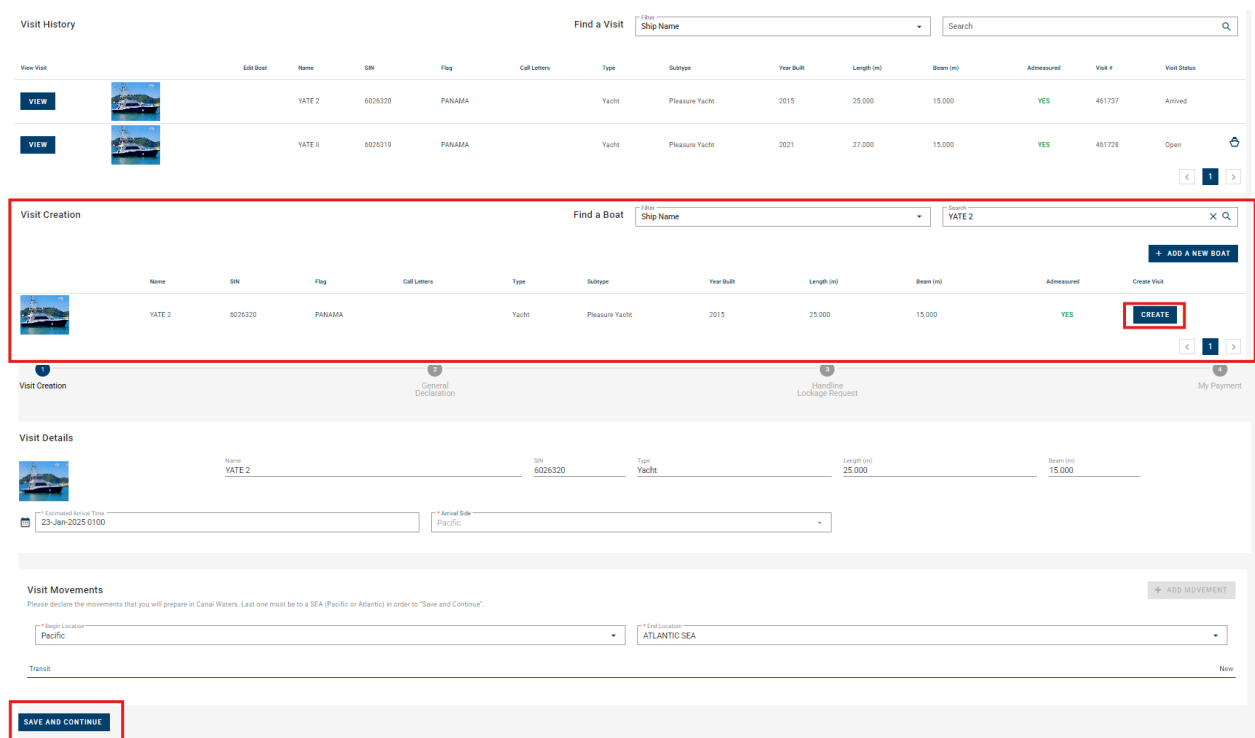
## Annex 10 – Example of transit scheduling flow from ASEM

In the case of an existing small craft, you must search its identity by filtering by “Ship name, SIN, Visit #”.



Visit History	Find a Visit	Search
<div> <div>VIEW</div> <div>YATE 2</div> <div>6026320</div> <div>PANAMA</div> <div>Yacht</div> <div>Pleasure Yacht</div> <div>2015</div> <div>25,000</div> <div>15,000</div> <div>NO</div> <div>461737</div> <div>Open</div> </div>	<div>Ship Name</div> <div>SIN</div> <div>Visit #</div>	<div>YATE2</div>

Once the small craft has been identified, press the “Create” button and proceed to detail the different movements to be performed in Canal waters. Then, press “Save and Continue” button.



Visit History	Find a Visit	Search
<div>VIEW</div> <div>YATE 2</div> <div>6026320</div> <div>PANAMA</div> <div>Yacht</div> <div>Pleasure Yacht</div> <div>2015</div> <div>25,000</div> <div>15,000</div> <div>YES</div> <div>461737</div> <div>Arrived</div>	<div>Ship Name</div>	<div>YATE 2</div>
<div>VIEW</div> <div>YATE 2</div> <div>6026319</div> <div>PANAMA</div> <div>Yacht</div> <div>Pleasure Yacht</div> <div>2021</div> <div>27,000</div> <div>15,000</div> <div>YES</div> <div>461728</div> <div>Open</div>		

Visit Creation	Find a Boat	Search
<div>ADD A NEW BOAT</div> <div>YATE 2</div> <div>6026320</div> <div>PANAMA</div> <div>Yacht</div> <div>Pleasure Yacht</div> <div>2015</div> <div>25,000</div> <div>15,000</div> <div>YES</div> <div>CREATE</div>	<div>Ship Name</div>	<div>YATE 2</div>

Visit Details
<div>YATE 2</div> <div>6026320</div> <div>Yacht</div> <div>25,000</div> <div>15,000</div> <div>23-Jan-2025 0100</div> <div>Pacific</div>

Visit Movements
<div>Pacific</div> <div>ATLANTIC SEA</div> <div>Transit</div> <div>Now</div>

SAVE AND CONTINUE

## Procedures for securing a Handline Transit of the Panama Canal

While the information is being processed, some information videos will be displayed.



We are processing your visit, it may take a few minutes, wait for close and continue button.

**CLOSE AND CONTINUE**

Once the “Close and Continue” button is displayed, you proceed with the next step. Five steps for the general declaration must be followed.

My Visit

Visit Creation

2

General Declaration


3

Handline Lockage Request

4

My Payment

Visit Details



Visit #

461737

Name

YATE 2

SIN

6026320

Type

Yacht

Length (m)

25,000

Beam (m)

15,000

28-Jan-2025 14:10

\* Arrival Side

Pacific

EDIT MY VISIT

- Health questions:** Please answer the YES/No questions related to quarantine. Additional information, if required, must be input.

### Health Questions

1. Is there any case of illness, sickness or has anyone died during this voyage?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Are there any animals on board?	<input type="radio"/> Yes <input checked="" type="radio"/> No
3. Have any stowaways been found on board?	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Is there any meat and/or ship's store in this voyage?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**SAVE AND CONTINUE**

## Procedures for securing a Handline Transit of the Panama Canal

- Next and last port:** Complete the information related to the next port and previous ports visited.

**Visit Details**

Visit # 461737 Name YATE 2 SN 6026320 Type Yacht Length (m) 25.000 Beam (m) 15.000

28-Jan-2025 1410

Arrival Side Pacific

**Next & Last Port**

**Next Port**

Next Port Name/Country ACAPULCO

**Last ports**

Port Of Call	Departure Date
TABOQUILLA	19-Dec-2024

**SAVE AND CONTINUE**

**Last Port**

Port name ABU DHABI

Date Departure 01-Jun-2023

**CANCEL** **ADD PORT**

- Persons on board.** Complete the information related to crew

**Small Craft Service Management**

**Visit Creation**

**Visit Details**

Visit # 461737 Name YATE 2 SN 6026320 Type Yacht Length (m) 25.000 Beam (m) 15.000

28-Jan-2025 1410

**Persons on board - Crew**

Last Name SMITH First Name EDUARS Capacity or Duty CAPTAIN

Birthplace Country CANADA Birthdate 18-May-1972 Nationality CANADIAN

Identification Number CA-4241589 Identification Type CITIZENSHIP CERTIFICATE

**CANCEL** **ADD CREW**

**Persons on board - Crew**

Declared information

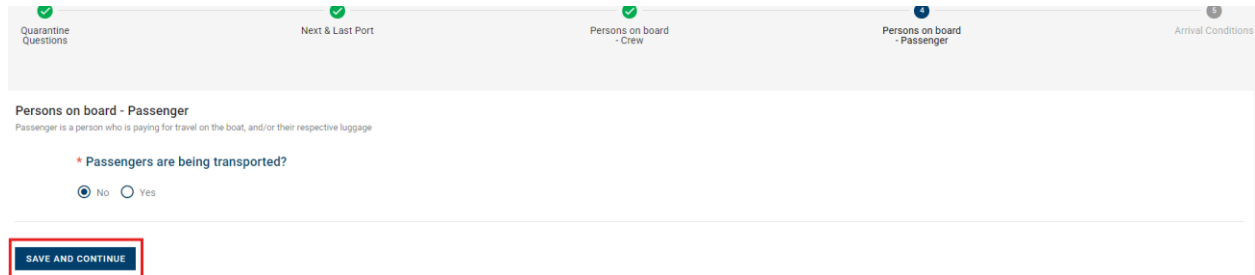
S/N	Last Name	First Name	Capacity or Duty	Birthplace Country	Birthdate	Nationality	Identification Type	Identification Number
No data available								

**SAVE AND CONTINUE**



## Procedures for securing a Handline Transit of the Panama Canal

- Passengers on board:** Complete all information related to passengers. For Panama Canal purposes, a passenger is a person paying to ride on the small craft.



Persons on board - Passenger

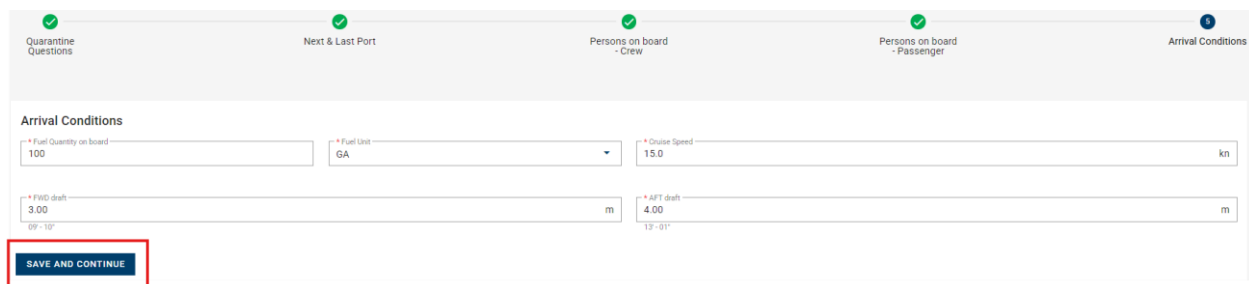
Passenger is a person who is paying for travel on the boat, and/or their respective luggage

\* Passengers are being transported?

☒ No ☐ Yes

**SAVE AND CONTINUE**

- Arrival Conditions:** Complete the information related to drafts, fuel on board and cruise speed.



Arrival Conditions

\* Fuel Quantity on board: 100

\* Fuel Unit: GA

\* Cruise Speed: 15.0 kn

\* FWD draft: 3.00 m

\* AFT draft: 4.00 m

**SAVE AND CONTINUE**

Press the **“Save and Continue”** button and wait for the **“Close and Continue”** button to show up to continue to the next stage.



We are processing your visit, it may take a few minutes, wait for close and continue button.

**CLOSE AND CONTINUE**

## Procedures for securing a Handline Transit of the Panama Canal

Complete the required fields to finish the transit request and include an updated profile picture of the boat, which will be used for approval.

Handline Lockage Request

### Lockage Types

Choose your options

\* Center Chamber ☒ Yes ☐ No


\* Lockage Alongside ACP Tug ☒ Yes ☐ No

\* Sidewall ☒ Yes ☐ No

\* Nested ☒ Yes ☐ No

*Selection is subject to Canal Port Captain approval and changes may be applied.*

### Boat Picture



\* Boat Profile Picture  
picture.yate.jpg

### Transit Requirements

Confirm availability of the following items

\* 4 Mooring Ropes ☒ Yes ☐ No

\* 4 Line Handlers + 1 Captain ☒ Yes ☐ No

\* Fenders ☒ Yes ☐ No

\* Able to Anchor ☒ Yes ☐ No

\* Horn ☒ Yes ☐ No

\* Drinking Water ☒ Yes ☐ No

\* Meal Available ☒ Yes ☐ No

\* Sanitary Facility ☒ Yes ☐ No

\* Pilot Ladder ☐ Yes ☐ No ☒ N/A

\* Working Navigation Lights ☒ Yes ☐ No

### Customer Information

Customer Details

Responsible User  
savaas Vasquez

\* Acting as Boat  
Owner

\* Boat Location  
FLAMENCO MARINA

\* Phone number  
65367842


\* E-mail  
hy21@gmail.com

Please accept the release of indemnity and press the “Save and Continue” button.

\* Nested ☒ Yes

*Selection is subject to Canal Port Captain approval and changes may be applied.*

### Boat Picture



\* Boat Profile Picture  
picture.yate.jpg

☒ Please read and accept the undertaking to release and indemnify terms

**SAVE AND CONTINUE**

Please read and accept the undertaking to Release and Indemnify Terms

### Handline Undertaking to Release and Indemnify Terms

I, **savaas Vasquez** acting as a registered user and as an Owner, Master or Agent of the Handline vessel **YATE 2 SIN 6026320**, for and in consideration of that handline vessel being permitted to transit the Panama Canal with the following deficiencies:

- Chocks, cleats, bits, and / or fairleads do not meet the requirements of the Regulation on Navigation in Panama Canal, Chapter IV, Section Five, Article 68.
- Mooring lines may not be of sufficient length and / or strength.
- Engine(s) may not be powerful enough to control the vessel in strong winds and / or currents.
- Risk of damage from launches embarking or disembarking ACP personnel. It is the responsibility of the handline vessel to provide equipment and means to fend off such launches.
- Risks which encompass potential damage such as dents and / or paint scratches. It is the responsibility of the handline vessel to ensure an adequate provision of appropriate fenders to effectively mitigate and prevent such damages. The handline vessel should be aware of the potential hazards associated with contact involving lock walls, lock fenders, small craft, and other structures.
- Those vessels whose overall length exceeds those set forth in the Regulation on Navigation in Panama Canal Waters, Chapter VII, Article 113 (30.48 meters - 100' for sidewall handlines and 125.00' for center chamber handlines) and which are not capable of accepting towing locomotives are considered oversized lockage and are accepted for handline transit at their own risk.
- Vessels with current protrusions, defined as any extension beyond the hull of a handline vessel except for the main anchors, are accepted for handline transit at their own risk and assume associated risks.

Do hereby undertake, for the said handline vessel, her owners, operators, crew, underwriters, and any other persons having any interest in her, and for myself, to release the Panama Canal Authority and the Republic of Panama from, and to indemnify them against, any injury to, or loss of, property or for personal injury or death, or any liability arising from the operation of the Panama Canal or related facilities or appurtenances, under, or in respect to:

(a) Articles 63 to 74 of the Panama Canal Authority Organic Law (Law No. 19 of June 11, 1997).

**ACCEPT TERMS** CANCEL

## Procedures for securing a Handline Transit of the Panama Canal

Wait for the data to be processed and press the “Close and Continue” button once enabled.



We are processing your visit, it may take a few minutes, wait for close and continue button.

**CLOSE AND CONTINUE**

If the small craft is transiting for the first time, a 24-hour waiting period is required or wait for the approval or denial e-mail. This is required to proceed with the payment.

Small Craft Service Management

My Visit

Visit Creation


Visit Creation

General Declaration

Handline Lockage Request

My Payment

Visit Details



Visit #

461737

Name

YATE 2

SIN

6026320

Type

Yacht

Length (m)

25.000

Beam (m)

15.000

28-Jan-2025 14:10

\* Arrival Side

Pacific

Admeasurement in progress, please wait for approval in order to continue with your payment process. You will receive a notification email with the approval or disapproval in the next 24 hours.

If the small craft has previously transited or if a confirmation e-mail has been received, you may proceed with the payment.

If the small craft has been disapproved, you should go to the “My Visits” menu and edit the information as specified in the e-mail.

# Procedures for securing a Handline Transit of the Panama Canal

Small Craft Service Management

My Visits

Visit History

Find a Visit

Filter: Ship Name

Search: YATE2

View Visit	Edit Boat	Name	SIN	Flag	Call Letters	Type	Subtype	Year Built	Length (m)	Beam (m)	Admeasured	Visit #	Visit Status
<a href="#">VIEW</a>	<a href="#">EDIT</a>	YATE 2	6026320	PANAMA		Yacht	Pleasure Yacht	2015	25.000	15.000	NO	461737	Open

Please update all required fields and accept the terms and conditions by pressing the “save and continue”.

I've read and accept the [undertaking to release and indemnify terms](#)

**SAVE AND CONTINUE**

Small Craft Service Management

My Visit

Visit Creation

General Declaration

Handline Lockage Request

My Payment

Visit Details

Visit # 461737

Name YATE 2

SIN 6026320

Type Yacht

Length (m) 25.000

Beam (m) 15.000

28-Jan-2025 1410

Annual Side Pacific

Admeasurement in progress, please wait for approval in order to continue with your payment process. You will receive a notification email with the approval or disapproval in the next 24 hours.

We will receive the request back and a hold of 24 hours is required to have it evaluated for approval. (If the screen stays like this and does not allow you to advance, you must refresh). An e-mail notification will be sent. Once approved you can continue to “My Payments” section. You will see a summary of charges, please complete the billing address information in the top right corner of the screen.

Visit Details

Visit # 461737

Name YATE 2

SIN 6026320

Type Yacht

Length (m) 25.000

Beam (m) 15.000

28-Jan-2025 1410

Annual Side Pacific

Transit Bill List (POEA - ASEA)

Transit Bills Completed: (0 / 1) 0

5 items in card

Date	Description	Amount
28-Jan-2025	Tolls (Minimum - Ballast) Panama Canal, Length Overall More Than 24.38 Meters (80 Ft) And Up To 30.48 Meters (100 Ft)	\$4,660.00
28-Jan-2025	Security Charge For Transiting Vessels With Less Than 3,000 Pcs/Gms Tons Or With Less Than 5,392 Maximum Displacement Tons	\$165.00
28-Jan-2025	Vessel Inspection Service - Small Vessels That Pay Tolls Based Upon Their Length Overall	\$120.00
28-Jan-2025	Scheduling Fee - Small Vessels As Defined in Toll Rates (Excludes Vessels From The Intra Maritime Cluster)	\$900.00
28-Jan-2025	Buffer (Retention Fee)	\$1,060.00

Billing Address

Declare your billing information.

Customer File

First Name EDUARS

Last Name SMITH

E-mail Address hy21@gmail.com

Street 4

City PANAMA

Country PANAMA

Zip Code 4253

Phone Number +507 62934566

## Procedures for securing a Handline Transit of the Panama Canal

Select your preferred payment method. Currently, the functionality is only enabled for the following forms of payment: **Cash/Electronic Payment/Wire Transfer**.

### Payment Method

Pending

☒ Cash / Electronic Payment / Wire transfer

Proceed to select your preferred method for receiving the deposit refund and complete the corresponding fields. You must also attach an image with a copy of the passport or identification document of the person to whom the deposit will be refunded.

### Refund

Complete your bank information for refunding buffer. Estimated time 60 days after the transit date.

Refund Method:

- ☒ Electronic Payment  
☐ Wire transfer



* Beneficiary Name SARAH MARTIN 12 / 35	* R.U.C. and D.V. (local) / TaxpayerID AD-1234567
* Bank Account Name 1234567 7 / 35	* Bank Name BANK OF PANAMA
* Bank Account Number 1234567 7 / 35	* Account Type SAVINGS
* BA or Bank Number (if local bank, please repeat your bank account number) 1234567 7 / 15	IBAN Number
Intermediary Bank Name (if applicable) 0 / 35	Intermediary Bank SWIFT Code (if applicable)

 Failure to complete the information will jeopardize the refund

Accept terms and conditions and press the **“Save and Continue to Pay”** button.

### Billing Summary

Subtotal	\$6,505.00
<b>Electronic Transaction Fee</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$6,505.00</b>

Order Comment

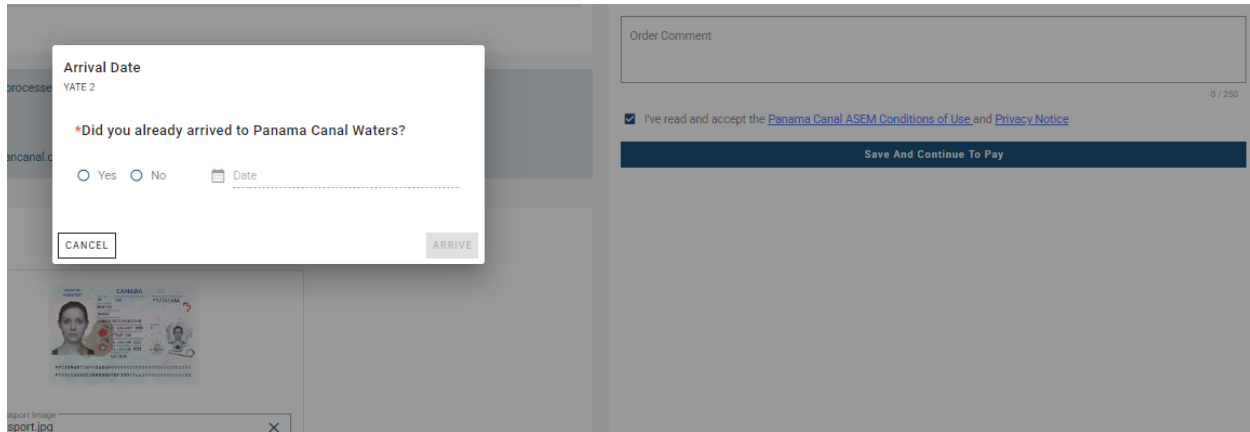
0 / 250

☒ I've read and accept the [Panama Canal ASEM Conditions of Use](#) and [Privacy Notice](#)


**Save And Continue To Pay**

## Procedures for securing a Handline Transit of the Panama Canal


The app will ask you to confirm if the small craft has arrived at Panama Canal waters.



If you confirm that you have not arrived yet, a reminder will be sent to let you know that it is mandatory to complete the process. **Without arrival confirmation boats will not be scheduled!**




**Arrival Confirmation will be Required!**

You did not arrive yet to Panama Canal Waters; upon arrival your confirmation is required for completing your process. Please make sure to submit it through the arrival icon located in "My Visits" principal page. 

CLOSE

If you have already arrived the application will send the arrival confirmation and will specify the next steps.



**Arrival Confirmation Received!**

Toll payment must be completed and verified by our accounting office for transit coordination. Make sure to complete all the required information in "My Payment" section.


**Note:** If you have chosen Cash as your payment method, a picture of the bank slip (deposit confirmation) and passport must be attached for payment verification and transit coordination. Payments are verified only during business days (From Monday to Friday - 0800 hrs to 1600 hrs).

Once completed this action wait until 16:00 hrs. for contacting transit scheduler at the following phone number: (+507) 272-4202.

CLOSE

## Procedures for securing a Handline Transit of the Panama Canal

Following, form 4614 will be generated. This form must be printed to make the payment at the Bank or use as a reference for your bank transfer.



**Panama Canal Authority**

Transit Operations Division  
Admeasurement Unit

**Handline Toll Charge Bank Slip (no agents)**

**Arrival Side**  
Pacific

**Arrival Date**

**Arrival Time**

**Customer No.**  
ASEM01626

SIN	Vessel Name	LOA (m/ft)	Beam (m/ft)	Draft (m/ft)	Cruise Speed (Knots)	Air Draft (m/ft)
6026320	YATE 2	25.00 / 82.02	15.00 / 49.21	4.00 / 13-01	15.0	3.00 / 9.84

Transaction Detail		
Date	Description	Amount
28-Jan-2025	TOLLS (MINIMUM - BALLAST) PANAMA CANAL, LENGTH OVERALL MORE THAN 24.38 METERS (80 FT) AND UP TO 30.48 METERS (100 FT)	\$4,660.00
28-Jan-2025	SECURITY CHARGE FOR TRANSITING VESSELS WITH LESS THAN 3,000 PC/UMS TONS OR WITH LESS THAN 5,392 MAXIMUM DISPLACEMENT TONS	\$165.00
28-Jan-2025	VESSEL INSPECTION SERVICE - SMALL VESSELS THAT PAY TOLLS BASED UPON THEIR LENGTH OVERALL	\$120.00
28-Jan-2025	SCHEDULING FEE - SMALL VESSELS AS DEFINED IN TOLL RATES (EXCLUDES VESSELS FROM THE INTRA MARITIME CLUSTER)	\$500.00
28-Jan-2025	BUFFER (RETENTION FEE)	\$1,060.00
<b>Pay this Amount</b>		<b>\$6,505.00</b>

**Customer Information**

<b>First Name:</b> EDUARS	<b>Last Name:</b> SMITH
<b>Street:</b> 4	<b>City:</b> PANAMA
<b>Country:</b> PA	<b>Zip Code:</b> 4529
<b>Phone Number:</b> +50763612594	<b>E-mail Address:</b> SMITH@GMAIL.COM

**Refund Information:** The estimated time for refunding is 60 days after the transit date (if buffer is not used). The user is responsible for providing accurate information. Failure to complete correctly the required fields will jeopardize the refund.

**Refund Method:** Electronic Payment

<b>Beneficiary Name:</b> SARAH MARTIN	<b>R.U.C. and D.V. (Local) / Taxpayer ID:</b> AD-1234567
<b>Bank Account Name:</b> 1234567	<b>Bank Name:</b> BANK OF PANAMA
<b>Bank Account Number:</b> 1234567	<b>Account Type (savings, checking):</b> SAVINGS
<b>ABA or Bank Number:</b> 1234567	<b>IBAN Number:</b>
<b>Intermediary Bank name (if applicable):</b>	<b>Intermediary Bank SWIFT Code (if applicable):</b>

After making the payment at the bank or bank transfer, you must upload a photo of the confirmation slip of the deposit or transfer made in the application, in the **“Payment Confirmation Image”** field, then press the **“Submit and Finish”** button.

**Payment Method**

Payment No ASEM-2025-0000174 On Process

☒ Cash / Electronic Payment / Wire transfer CTIBANK

Once the payment is completed, you must upload an image of the bank deposit slip or electronic transaction confirmation receipt. Payments are verified only during business days (from Monday to Friday - 0800 hrs. to 1400 hrs.). If images are uploaded after this period, validation will be done the next business day. Be aware that international wire transfers may take as many as five days for the recipient to receive their funds.

For transit coordination, you will receive a notification email with the subject of "Panama Canal - Transit Schedule Coordinator". Once received, you will be able to contact the transit scheduler at (+507) 272-4202, to do the appropriate arrangements.

Back to home  
CTIBANK N.A.

Payment Confirmation Image  
SLIP.jpg

CHANGE PAYMENT METHOD

DOWNLOAD TOLL CHARGE BANK SLIP

- Local bank transfers that are sent until 09:30 am will arrive at the bank on the same business day during the afternoon and can be processed within business hours (07:15 am to 4:15 pm).
- If the local bank transfer is sent after 09:30 am, it would be processed the next business day.
- If they are international transfers, they may take between 2 to 5 days to arrive at the collecting bank.
- Before making the bank transfer, inform your bank that you must enter "OUR" as a special instruction for bank fees.
- If you have any questions at the time, you are entering the payment instructions, please send your doubts through email fa-c@cpa@pancanal.com

**Billing Summary**

Subtotal	\$6,505.00
Electronic Transaction Fee	\$0.00
<b>Grand Total</b>	<b>\$6,505.00</b>

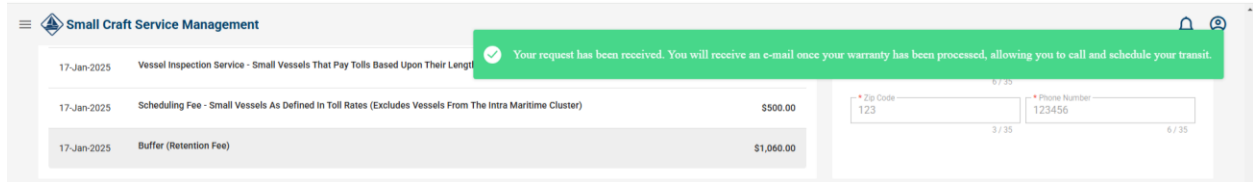
Order Comment

I have read and accept the [Panama Canal ASRM Conditions of Use](#) and [Privacy Notice](#)

Submit And Finish

## Procedures for securing a Handline Transit of the Panama Canal

You will receive confirmation of the successful completion of the transaction.



**Small Craft Service Management**

✓ Your request has been received. You will receive an e-mail once your warranty has been processed, allowing you to call and schedule your transit.


Date	Description	Amount
17-Jan-2025	Vessel Inspection Service - Small Vessels That Pay Tolls Based Upon Their Length	
17-Jan-2025	Scheduling Fee - Small Vessels As Defined in Toll Rates (Excludes Vessels From The Intra Maritime Cluster)	\$500.00
17-Jan-2025	Buffer (Retention Fee)	\$1,060.00

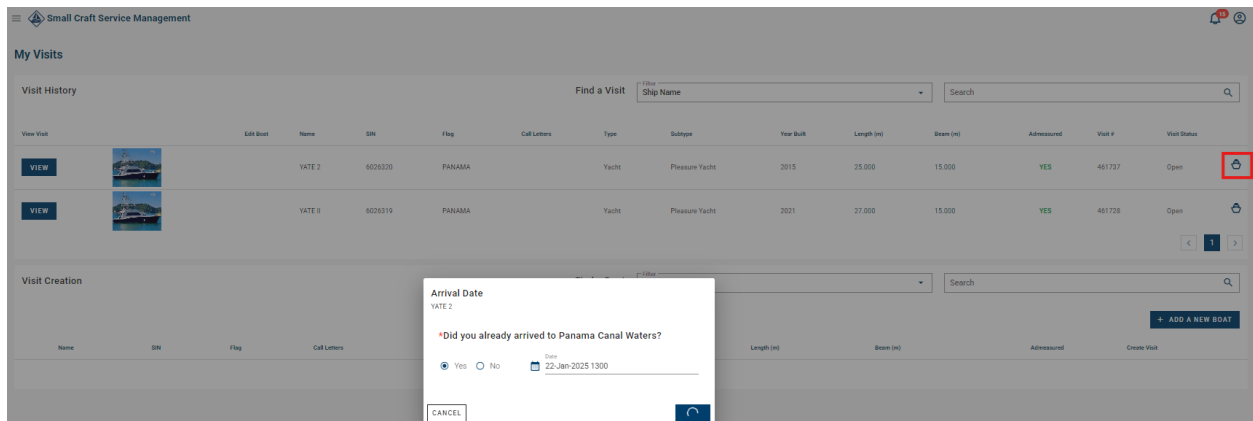
Zip Code: 123 Phone Number: 123456

### Important Note:

Our Accounting department will verify the receipt of funds in our account and will only do so once you submit the proof of payment through the app.

The verification schedule is from 08:00 hrs to 14:00 hrs. If this requirement is not completed within the established schedule, you will have to wait until the next business day for verification and, consequently, for the transit scheduling.







Finally, if you have not done so already, you must confirm the arrival in the waters of the Panama Canal. Go to the “My Visits” screen and select the icon  in “Visit Status”.



**My Visits**

Visit History

Find a Visit Ship Name Search


View Visit	Edit Boat	Name	SN	Flag	Call Letters	Type	Subtype	Year Built	Length (m)	Beam (m)	Admeasured	Visit #	Visit Status
		YATE 2	6026320	PANAMA		Yacht	Pleasure Yacht	2015	25.000	15.000	YES	481737	Open 
		YATE 8	6026319	PANAMA		Yacht	Pleasure Yacht	2021	27.000	15.000	YES	481728	Open 

Visit Creation

Arrival Date YATE 2

\*Did you already arrived to Panama Canal Waters?

☒ Yes ☐ No Date: 22-Jan-2025 13:00

CANCEL 

+ ADD A NEW BOAT



## Procedures for securing a Handline Transit of the Panama Canal

Confirm the arrival date and time

Arrival Date

YATE II

\*Did you already arrived to Panama Canal Waters?

☒ Yes ☐ No

Date  
22-Jan-2025 1300

CANCEL

ARRIVE

You will receive confirmation of your arrival and the instructions to call the Transit Scheduler at the phone number (+507) 272-4202 after 1800 hours.



### Arrival Confirmation Received!

Toll payment must be completed and verified by our accounting office for transit coordination. Make sure to complete all the required information in "My Payment" section.

**Note:** If you have chosen Cash as your payment method, a picture of the bank slip (deposit confirmation) and passport must be attached for payment verification and transit coordination. Payments are verified only during business days (From Monday to Friday - 0800 hrs to 1600 hrs).

Once completed this action wait until 18:00 hrs. for contacting transit scheduler at the following phone number: (+507) 272-4202

CLOSE

### **Important note:**

If the visit doesn't arrive within a period of 7 days from the last registered ETA, the system automatically cancels your visit and will require you to return to the initial visit creation process.