

Course Material on the Micro Credit Course

ISM Internal Auditor Course (Total duration 15 hours)

Introduction and text:

ISM Internal Auditor course is extremely important course for the shipping industry as well as for the maritime students.

As per curriculum, there are two units covering the entire procedure of ISM internal audit.

Unit 1

- 1.1 Purpose of ISM audit is very vast, as audit and implementation of ISM elements will enhance the safety on ships and in maritime organization. ISM auditor will check that company is having safety and environment protection policy; existence of safety management manuals; following manuals must be on board like, safety and apex manual; sms manual on safe operation; sms manual on technical; sms manual on contingency control; sms manual on fleet personnel etc. Auditor will be fully familiar with the ISM-code all elements to conduct the audit.
- 1.2 As an auditor he will check that company can show the proof that there is a compliance on the part of company's responsibilities and authorities. Company should define the organizational charts and interrelation of personnel working on it. Company will be providing sufficient resources to the ships.
- 1.3 Auditor will check that shipboard staff understand the importance of designated person on board. The contact detail of DPA is available to all. It is not the confidential matter.
- 1.4 Auditor will check that master knows that he is responsible for implementation of ISM code on the ship, master knows that he also has overriding authority, master knows how to issue the lawful orders and instruction on the ship
- 1.5 Auditor will check that master and compliment is properly qualified; fully conversant with the company's safety management system.
- 1.6 Auditor will check that company / ship has developed checklist or adequate means for familiarization of new personnel.
- 1.7 Auditor will check that company is providing training to his personnel at time to time, it can be just prior joining the vessel which must have very good impact on the seafarers.
- 1.8 Auditor will check that ship-personnel can communicate with the company and company can communicate with the ship irrespective of geographic distances between these two identities.
- 1.9 Auditor will check that organization is maintaining all the certificates required for the ship.

1.10 Auditor will check that relevant ranks are knowing their duties thoroughly and are fully conversant to shipboard operation.

Unit 2

2.1 Auditor will be conducting the audit as per meeting and plan;

2.2 Auditor will check that organization is having procedure for emergency preparedness;

2.3 Auditor will check that organization has a record of drills, exercises, meetings and risk assessments etc.

2.4 Auditor will check that ship staff can function effectively even in the emergencies: these emergencies means abandon-ship; fire; grounding; collision; pollution; man over board; main engine failure; steering gear failure.

2.5 Auditor will check that company and ship has well developed forms and method to report the non-conformities, near miss, observations.

2.6 Auditor will check that ship-staff is very sensitive to observations and NCs, Ncs are not kept open and closed at the soonest.

2.7 Auditor will check that company has procedure for the maintenance of ship-board equipments.

2.8 Auditor will check that maintenance is approved type and has a good standard.

2.9 Auditor will check that list of critical equipments are separately listed: like emergency generator; emergency batteries; GMDSS equipments etc.

2.10 Auditor will check that ship and company is having valid safety management certificate and document of compliance.

2.11 Auditor will check that company understand requirement of documents given in FAL 2 /Circular 127,MEPC.1/Circular.817 and MSC 1 /Circular.1462

2.12 Auditor will check that company has method of ism verification by internal audits and also by external audits. This course becomes very important course as per this element of ISM code, this course is going to give strong backbone to auditors belonging to company in doing perfect audits.

2.13 Any NC issued must have a window period of closing, there should not be an open NC not specifying the closing period.

2.14 Auditor should know that even interim ISM certificate is a valid certificate issued to an organization which is newly established;

2.15 When a flag is just changed.

2.16 Auditor should check that verifications had been done timely.

2.17 Auditor is free to check reports of flag state inspection; report of port state inspections of vessel.

2.18 Auditor will be physical taking rounds on the deck, cargo hold, store rooms and all places to verify that safety is maintained at all places on deck.

2.19 Auditor will be physical taking rounds in the engine room to verify the safeties.

2.20 Auditor will be taking rounds in the accommodation to verify the safeties, especially in galley.

2.21 Auditor will be taking physical rounds to check the safeties in the bridge.

2.22 Auditor will be completing the closing meeting with handing over of audit report.