



PACIFIC MARINE SERVICES

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Date of issued SMC	XXXXXX	Identification Number	XXXXX
Name of Vessel	XXXXXX	DOC NO	XXXXX
Flag	TOGO	Issuing Body of the DOC-SMC-SSC	P.M.S
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(Guidelines for an ISM Audit on board vessels)

Please find attached guidelines for the preparation and the performance of an ism audit as well as a number of questions which could be asked either by a third party or by an internal auditor (e.g. DPA. Safety Officer). Of course the auditor could ask more questions, but according to our experience the questions provided attached cover the 90 %.

A. PREPERATION (few days before audit)

1. All the vessel's certificates (issued by the administrations or by class) should be valid.
2. All officers' original certificates and licenses including the medical certificate should be valid and on board the vessel.
3. All non-statutory diagrams and notices are provided on board, (e.g. Muster lists, station bills, standing orders etc.) should be signed and dated by the master, or the chief engineer, or the chief officer as required.
4. All vessels' drawings should be listed for easy identification and they should have the correct ship's name. (This is particular important if the ship is second hand).
5. All safety management system documentation (manuals) should be the current one and the latest changes should have been incorporated in all copies. All old editions should be destroyed.
6. The filling system should be in accordance with the company's administration manual
7. The master and the chief engineer should verify that they have issued the proper standing orders, which are countersigned by all deck and engineer officers respectively.
8. The safety committee meetings are scheduled and conducted as per company's requirements (e.g. At least one per month), and the minutes of the meetings are up to date and objective evidence that any outstanding points are being taken care by shore or ship management, should be noted.
9. Master should review the system (the implementation of ISM on board), once per six (6) months and report to the company any deficiencies or proposals. Copy of the reports should be in master's file.
10. All safety equipment, fire fighting and life saving appliances should be maintained properly and relevant records should be completed and available.
11. All deck and engine maintenance should be planned and conducted according to company's instructions and relevant) records should be kept, by the chief officer and the chief engineer respectively. C/O and C/E should be able to explain the maintenance system to the auditor.
12. The various log books, deck and engine, should be completed properly and with all required entries-by our system. Furthermore the oil record books should be completed according to the instructions included in the first pages of the books.
13. All charts should be corrected up to the latest notices to mariners on board and relevant records available.
14. Passage plans should be berth to berth and relevant forms available for all voyages.
15. All nautical publications should be checked to be the latest edition and an updated list should be available.
16. C/E and C/O should check all calibration records, which should be updated in accordance with instructions included maintenance manual.

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17. The familiarization and trading records as well as the drug and alcohol records should be completed for all the crew.
18. All chemical and paints should have the relevant safety data sheets.
19. All safety signs and posters should be in place. Furthermore the crew list in the fire plan containers should be updated.
20. The GMDSS log book as well the communications publications should be up to date.
21. All crew members including O/S, wiper and messmen should be aware of who and what is the DPA, their duties during an emergency situations and signals,
22. Obviously the items described above, should be in addition to the normal seamanship items which will be checked during rounds.

B. AUDIT PERFORMANCE (THE DAY OF THE AUDIT)

1. VESSEL'S GENERAL APPEARANCE: First impression of the auditor regarding the general condition of the vessel, should be at least "good". That means that you should try your best to maintain properly the vessel and especially the lifesaving and fire fighting equipment.
2. AUDITOR'S EMBARKATION: At least one officer in uniform should welcome the auditor on the gangway, issue him with a visitors badge and remind him to switch off his mobile phone. All crew on deck should wear helmets and safety shoes.
3. Opening meeting will be conducted in conference or master's room. Please ensure that Master, C/E and C/O will participate and if possible 2/O and 2/E. In this meeting the auditor will make the introduction and he will outline his program and schedule for the audit.
4. After the meeting and according to his program the auditor will go all around the ship (bridge, accommodation areas, main deck, poop deck, fore-castle, engine room, steering gear room, pump room, etc.) Accompanied by the Master, C/E and C/O in order to assess the general condition of the vessel and interview the lower crew. He will of course interview Master, C/E and C/O navigation officer and most probably GMDSS officer and 2/E. . He will probably ask for the emergency generator and fire pump and emergency steering gear to be started by a crew member selected in random.
5. After the completion of the audit the auditor will write his report and he will arrange for the closing meeting. In this meeting he will present his findings and he will discuss with the participants any observations and/or non-conformities as well as the required time for the completion of the corrective actions.



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C. QUESTIONS (TO BE ASKED DURING THE AUDIT)

MASTER .

1. Please show me the certificates.
2. Please show me the officer's and crewmember's licenses and certificates (using the sampling method).
3. Please show me the deck log book and the oil record book
4. Where is stated in the manual's your duties and responsibilities and where the overriding authority of the master
5. Who is the DPA of your company?
6. What are your duties in case of emergency (fire/oil spill / abandon ship etc).
7. Describe me the company's drug and alcohol policy. Could you show me evidence that this policy is followed on board this vessel.
8. Do you review the safety management system of your company. Pis show me evidence.
9. Are you conducting safety meetings? Please show me the minutes of the meetings.
10. What is the company's policy towards training?
11. What training is provided by your company ashore?
12. What training is undertaken on board. Pis show records for the training of the crew.
13. Pis show me the master's standing and night orders.
14. What familiarization is given to the new joiners? Pis show me tile records.
15. What is the frequency of company's safety inspections. Pis show me the inspections reports.
16. How you will act in an emergency situation.
17. Does your company provides you with a drill program. If yes, please show me evidence that you follow this program
18. What types of drill have you conducted this month?
19. Are all officers aware of the GMDSS emergency equipment? If yes, how often is the training carried out.
20. What do you have in mind regarding ISM code.
21. Pis show me the records of the oil major's inspections.
22. How do you follow up vssl's deficiencies?
23. How are you dealing with charters claims.
24. Is there a pilot card prepared when a pilot embark your vssl
25. What procedure do you follow before entering a port, before departure and during sailing in restricted waters.
26. Who prepares the passage plan, and who signs and acknowledges that they understand.
27. What is the smoking regulation onboard.
28. In case of personnel injury what is yo company's procedure. Pis show me records.



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CHIEF OFFICERS

1. What is your company's safety and environmental policy?
2. Describe me the company's drug and alcohol policy?
3. Where is stated in the ISM Manual your duties and responsibilities'!
4. Who is the DPA of your company?
5. What are your duties in case of emergency (fire/oil spill / abandon ship etc).
6. Who is the safety officer on board?
7. What are your main responsibilities as safety officer?
8. Describe me your company's policy regarding the maintenance of safety equipment and fire fighting appliances.
Please show me records.
9. How do you check the fire extinguishers (CO2, foam, etc)? Please show me records.
10. Who is maintaining the E/R fire extinguishers?
11. Who keep the master lists and the station bills up to date.
12. What is your company's policy about the portable equipment calibration? How do you calibrate your portable equipment (oxygen meter, explosion meter, etc). Please show me records.
13. How do you update medicines?
14. Where do you keep the drug medicines?
15. Is the medicine chest certificate valid?
16. How do you carry out loading & unloading & ballasting & unballasting operations and what records do you keep.
Please show me the records.
17. How do you prepare your loading or discharging plan and who signs it? Please show me.
18. What procedure do you follow before entering into enclosed space or cargo space? Do you keep records?
19. What procedure do you follow if you carry out hot work? Do you keep records?
20. How do you exchange information with shore authority? Do you keep records?
21. How do you check that your vessel is watertight when preparing for sea passage? Do you keep records? Please show me the records.
22. Before heavy weather what checks do you do? Please show me records.
23. Was any damage done to your ship or cargo during your presence or before? How do you keep records about this?
24. Are work and rest hours recorded? Please show me records.
25. How do you pass information to second officers during the off duty hours?
26. How do you dispose of paints, rags, plastic, etc?
27. When you grease crane wires, do you remove old grease and how do you dispose of that?
28. How often do you check the lifeboat radio? Please show me records.
29. What is your company's procedure regarding bunkering. What duties do you have during the bunkering operation?
30. Please show me the cargo gear register.
31. Do you have on board a garbage management plan? Do you follow the procedure for garbage disposal? Please show me the garbage log book
32. How-often do you inspect crew cabins and accommodation spaces? Where do you record the inspections? How do you follow up the deficiencies noted?



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CHIEF ENGINEER .

1. What is your company's safety and environmental policy?
2. Where is stated in the manual's, your duties and responsibilities?
3. Who is the DPA of your company?
4. What are your duties in case of emergency (fire/oil spill / abandon ship etc.)?
5. Please show me the engine log book
6. What do you have in your mind regarding ISM code?
7. How do you handle the engine bilge? Please show me the engine oil record book?
8. Planned maintenance system. Please show me your company's instructions about the maintenance of M/E, diesel generator and auxiliary engines. What forms does your company requires to be completed? Please show me the records.
9. How do you carry out the calibration of pressure and temperature gauges? Please show me records of the calibration.
10. Please show me the chief engineer's standing and night orders. Do the engine officers sign the standing. and night orders?
11. What is your company's procedure for bunkering? Do you follow the guidelines? Are you issuing a pre-bunkering plan? Do you fill the checklists? Please show me records.
12. What are your company's instructions in case of fire in the engine room?
13. What are the duties and responsibilities of engine crew in case of oil Spill?
14. During vessel's entering and departing port, what arrangements do you keep in the E/R?
15. Do you complete arrival and departure check lists? Please show me records?
16. How do you follow-up the requisitions? Show me records.

2ND OFFICER .

1. What is your company safety and environmental policy?
2. Where is stated in the manual's, your duties and responsibilities?
3. Who is the DPA of your company?
4. What are your duties in case of emergency (fire/oil spill / abandon ship etc).
5. Please describe me what procedure do you follow in order to maintain Charts and publications.
6. Are all charts corrected up to the latest notice to mariners? (he will Check a number of charts by sample).
7. Is your list of controlled publications updated'?
8. Do you have the latest issue of all navigational publications?
9. How often you check the navigational lights? Please show me records.
10. Please remove the port or starboard side navigation bulb to check the alarm.
11. How often do you check the navigation equipment? Please show me records.
12. Please show me the passage plan for the current voyage. Is this berth to berth?
13. Show me the compass error book /
14. Where do you keep the pyrotechnics and what procedure do you follow to control their expire dates?
15. Is the Aldus lamp in good working order"
16. Please test the alarms.
17. Do you complete the pre-arrival and pre-departure check lists? Please show me records.
18. What procedure do you follow in case of steering gear failure? Please show me where the steering gear change over procedure is posted,
19. Do you prepare a pilot card? Does the pilot signs it? Please show me records.



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20. Please show me GMDSS equipment and log book is the GMDSS log book completed correctly?
21. Please show me the battery room (he will check the battery condition and layout, gloves, goggles, water, apron etc.)
22. Do you complete any check list for passage in restricted waters? Please show me records.
23. Please show me the colreg.

COOK

1. Where is stated in the manual's, your duties and responsibilities?
2. Who is the DPA of your company?
3. What are your duties in case of emergency (fire/oil spill / abandon ship etc).
4. What do you do with the used oil from the deep fryer?
5. What chemical do you use in the galley for cleaning?
6. How do you clean galley's falters? How often?
7. What are you doing with plastics, tins, and bottles?
8. How many fire blankets do you have?
9. When do you throw food wastes overboard?
10. What number do you telephone in case of fire (at sea and/or in port)?

Other Crew Members

All crew members should know the following:

1. The name of the DPA (designated person ashore).
2. Their main duties and responsibilities.
3. Where they can find instructions about their duties in case of emergency (fire/oil spill / abandon ship etc).
4. Which boat they go in case of abandon ship.
5. What they are going to do in case that they detect a fire.
6. Where is the nearest alarm and fire extinguisher to the cabin.
7. Which is the emergency signal for fire and abandon ship.
8. Which kind of fire extinguisher they will use for the different kinds of fire.
9. Where is the emergency generator, the emergency fire pump and the emergency steering gear, and how operate them.
10. Which is the drug and alcohol policy of the company?

They should also be able to answer to questions like:

- a. What familiarization did you take, when you came on board?
- b. What-do you understand if you hear seven short and one long blasts?
- c. Have you ever participated in any drills? When was the late time?
- d. Where is the vessel's safety and training manuals? Have you ever read them?
- e. What seminars have you follow on board this vessel?

Note. this guideline to be placed on shipboard