



PACIFIC MARINE SERVICES

For the initial audit for all companies under Togo & PMS must to be Ready to the following requirements:-

A- For carrying out ISM - (DOC) initial Audit .

Documents required to be ready during Audit Time .

1- The following points consider Major : -

- a- company manuals including approvals by the PMS to be ready
(company manual including checklist record & SOPEP manual & SSP manual & STCW Manual & vessel risk assessment manual)
- b- Attend DPA period the time of the initial audit
- c- Interim audit reports issued by PMS including non conformities if there is.
- d- Original DOC Certificate to be valid.
- e- DPA Certificate to be available
- f- Internal audit plan to be ready according to the company SMS Manual
- g- Exercises operations records between company and vessels to be ready . as ISM System and risk assessment
- h- SMS filing record schedule, (copy required).
- i- Shipboard safety management list for the office to be ready.
- j- Certificates & services certificates of the vessel to be ready.

If any item(A) to (J) above is found unsatisfactory or any NC is found, an Initial audit will be suspended and the fees will be calculated on owner account.

2- The following points consider minor :

- a- company manuals including approvals by the PMS to be ready
 - 1- **Emergency towing booklet manual – (vessels of the 500 gross tonnage and above) .**
 - 2- **Energy Efficiency manual - (vessels of the 400 gross tonnage and above) .**
 - 3- **MLC 2006 Manual. – (vessels of the 500 gross tonnage and above) .**
 - 4- **SOPEP Manual – (vessels of the 500 gross tonnage and above including have national tonnage) .**
 - 5- **Garbage management plan (vessels of the 150 gross tonnage and above) .**
 - 6- **Procedures of persons from the water (cargo ships of a gross tonnage below 500 engaged on any voyage)**
- b- Requirements documents & records of the vessel to be ready including the following manuals :-
**(MARPOL 73/78 , International Conference on Load Lines,1966 , International Conference on Tonnage Measurement of Ships, 1969 , LSA Code, Fire training manuals , Safety training manuals , SOLAS training manuals)
(Deck maintenance record book , Cargo loading & discharging record book ,Vessel maintenance record book)**
If the copies of the above required documents available in the office confirmed by PMS.
- c- Internal audit plan for last 6 months to be ready.
- d- Vessels Crew: 1- contracts 2- familiarization 3- medical.
- e- Company Policy to be signature by G.M to be ready .
- f- Management departments to be clear including technical department's procedures to be clear in the office.
- g- organization chart & contact details to be clear in the office.
- h- plans & dry docking reports of the vessel to be ready.

If any item(A) to (h) above is found unsatisfactory or any NC is found, an Initial audit will be stopped and DOC certificate will be continue extended.



PACIFIC MARINE SERVICES

For the initial audit for all companies under Togo & PMS must to be Ready to the following requirements:-

3- The following points consider observations :

- a- if the technical engineer & supervisor not available in the office
- b- if the general manager not available in the office
- c- any point different from above.

B- For carrying out ISPS initial Audit .

Documents required to be ready during Audit Time.

- a- Attend CSO period the time of the initial audit.
- b- CSO Certificate to be available
- c- Internal audit plan to be ready
- d- SSP Including approval copy to be available in the office
- e- Audit review reporting (Review SSA & Review SSP)
- f- Drills & exercises & Training Incidents location to be available in the office
- g- Declaration of the Company security Officer & vessel to be clear in the office.
- h- security awareness certificates of the crew to be available in the office
- i- Company Policy of the SSP to be signature by CSO Available in the office.
- j- Ensure the development and maintenance of Ship Security Plans by
- k- Arrange for internal audits and reviews of security activities.
- l- Ensure that the deficiencies and non-conformities identified during the internal audits. (periodic reviews , security inspections and verifications of compliance,).
- m- Ensure adequate training for personnel responsible for the security of the ship.

To the pacific marine services office - administration department .

The company : _____

Have been reading all the above terms to implemented for the carrying out initial audit.

And we will be ready on the date _____ To the carrying out initial audit of the company (DOC Certificate).

And this confirm by us to appoint the date _____ for start carrying out initial audit.

For the company :

Name of the Applicant :

Signature & stamp

Officially used for the PMS

Name of the auditor :

Confirm appointment on the date :

Signature of the auditor :

Copy to the account department of the PMS