



SAFETY MANAGEMENT MANUAL

12.2 – Internal Audit Procedures

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1. Purpose

The purpose of this procedure is to set forth guidelines for conducting Internal Audits on the Safety Management System of Woods Hole Oceanographic Institution.

2. Scope

This procedure applies to all aspects of the Safety Management System.

3. Responsibility

The Designated Person is responsible for maintaining the Internal Audit schedule and notifying auditors of their scheduled time to audit. The Safety Management Representative will recommend the schedule to the Designated Person. Only individuals who have been trained to conduct internal audits will be assigned. Each auditor is responsible for following the procedure for auditing and providing the proper reports. When more than one auditor is assigned, one will be designated as the lead auditor. The lead auditor is responsible for the entire audit report.

4. Procedure

A. Audit Scheduling

1. An audit schedule shall be maintained to ensure that an internal audit of each unit (vessel or office) is conducted at intervals not exceeding twelve months. In exceptional circumstances, this interval may be exceeded by not more than three months.
2. This schedule shall be developed by the Safety Management Representative and approved by the Designated Person, and will indicate the tentative date of the audit, what unit will be audited, what elements of the ISM Code will be addressed, and the appointed auditor(s).
3. All auditors shall be independent of the area they are assigned to audit.

B. Audit Preparation

1. Prior to the audit, the auditor(s) shall review the pertinent sections of the Safety Management Manual, Common Procedures, the Vessel Procedures (if applicable), and any previous audit reports relevant to this unit. The Safety Management Representative shall have prepared an audit note book to be used to guide in the audit.
2. The note book shall include standard forms to record opening and closing meeting attendance, interviewee list and a checklist/auditor's notes.
3. The note book shall also include the unit's most recent management review from NS5 and the last internal audit report and last external audit report. All open Corrective Action Reports (CAR) will be included.

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Manuals Combined: U.S. Coast Guard Marine Safety Manual Volumes I, II and III , Over 2 300 total pages Titles included Marine Safety Manual Volume I Administration And Management Marine Safety Manual Volume II Materiel Inspection Marine Safety Manual Volume III Marine Industry Personnel **Marine safety manual** United States. Coast Guard,1985 **Port State Control** Oya Özçayır,2018-05-08 Port State Control Second Edition is a comprehensive publication dealing with the full implications and regulations of port State control It provides a detailed analysis of the legal framework relating to port State control including the most recent developments in this area It covers not only the regional agreements on port State control and the EU legislation on this subject but also the background of the port State control process its implications in practice and its effect on the ISM Code and the classification societies The book covers topics such as Amendments and changes to the regional port state control systems The addition of an appeal procedure to the Paris MOU Issues related to the ports of refuge and the urgency for authorities to draw up appropriate plans for places of refuge following the recent incidents The ISPS Code for maritime security in the light of newly recognised vulnerability against terrorist attacks Update to Equasis Progress with Qualship regime under US Port State Control system This book will be an invaluable reference tool for shipping lawyers around the world Federal Register ,1997-05 Oversight of U.S. Coast Guard Marine Environmental Protection and Compliance Programs United States. Congress. House. Committee on Transportation and Infrastructure. Subcommittee on Coast Guard and Maritime Transportation,1998 Worker Safety at DOE Nuclear Facilities United States. Congress. House. Committee on Commerce. Subcommittee on Oversight and Investigations,1999 **Report and Accounts** Mauritius Commercial Bank Limited,2003 **Asian Shipping** ,2000 **Audit Report, State of Nevada, Department of Employment, Training and Rehabilitation, Nevada Equal Rights Commission** Nevada. Legislature. Legislative Auditor,2001 *Economic and Operations Report* Bank of Tanzania,1990 Each issue covers economic developments June issue also covers operations for the entire fiscal year **Fraudulent Financial Reporting: 1987-1997** Mark S. Beasley,Joseph V. Carcello,Dana R. Hermanson,1999 **Directives and Forms Catalog** United States Postal Service,1990 Report of the Workshop on the Role of Maritime Administrations in Safety Standards and Surveying, Nadi, Fiji Islands, 11-15 November 2002 ,2002 **Audit Report** ,1991 **The Motor Ship** ,1997 *Report - State of Hawaii, Legislative Reference Bureau* ,2004 **Oversight of the Accounting Profession** United States. Congress. Senate. Committee on Governmental Affairs. Subcommittee on Governmental Efficiency and the District of Columbia,1979 **Duties and Responsibilities of Outside Directors** Avery S. Cohen,1977 RoRo98 BML Business Meetings, Limited,1998 *Annual Activity Report* European Court of Auditors,2015

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