



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.

Ism External Audit Report

Yi-Tong Ma



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