



SAFETY MANAGEMENT MANUAL

12.2 – Internal Audit Procedures

Originator:	Approved By:
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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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Committee on Transportation and
Infrastructure. Subcommittee on
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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 *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 *Federal Register* ,1999-04 Once more unto the Breach Andrea Simmons,2015-02-05 The role of the information security manager has changed Have you The challenges you face as an information security manager ISM have increased enormously since the first edition of Once more unto the breach was published What seemed exceptional in 2011 is the norm in 2015 vulnerabilities have been experienced across all operating systems millions of individuals have been affected by data breaches and countless well known companies have fallen victim to cyber attacks It s your duty to ensure that your organisation isn t next The ISM s information security responsibilities now cover all aspects of the organisation and its operations and relate to the security of information in all forms locations and transactions across the organisation and beyond Topics covered include Project managementPhysical securityPassword managementConsumerisation BYOD Audit log managementVulnerability managementCloud computingIncident reportingPenetration testingLinking information security with records managementPrivacy impact assessmentsInternal auditing In this revised edition of Once more unto the breach Andrea C Simmons uses her extensive experience to provide an important insight into the changing role and responsibilities of the ISM walking you through a typical ISM s year and highlighting the challenges and pitfalls of an information security programme One of the key failures of security change management is that it is perceived as a project instead of a programme and is therefore mistakenly assumed to have an end Once more unto the breachexplains why information security is an ongoing process using the role of project manager on a

programme of change to highlight the various incidents and issues that arise on an almost daily basis and often go unnoticed. A major challenge for the ISM is achieving all important buy in from their colleagues. Once more unto the breach explains how to express the importance of the tasks you are undertaking in language that executive management will understand. You will also discover the importance of having a camera with you at all times. For too long security has been seen as more of an inhibitor than an enabler. Once more unto the breach is an invaluable resource that will help you improve this perception and achieve better overall information protection results as a result. About the author: Andrea C Simmons is an information governance specialist with extensive experience in the private and public sectors. She has made significant contributions to the development of standards and industry research and is currently working on a PhD in information assurance. She writes articles and blogs and presents at conferences, seminars and workshops. Andrea is a member of many professional bodies and has just been awarded Senior Member status by the Information Systems Security Association (ISSA). Buy this book and understand the latest challenges information security managers face.

The Maritime Engineering Reference Book

Anthony F. Molland, 2011-10-13. The Maritime Engineering Reference Book is a one stop source for engineers involved in marine engineering and naval architecture. In this essential reference, Anthony F Molland has brought together the work of a number of the world's leading writers in the field to create an inclusive volume for a wide audience of marine engineers, naval architects and those involved in marine operations, insurance and other related fields. Coverage ranges from the basics to more advanced topics in ship design, construction and operation. All the key areas are covered including ship flotation and stability, ship structures, propulsion, seakeeping and maneuvering. The marine environment and maritime safety are explored as well as new technologies such as computer aided ship design and remotely operated vehicles (ROVs). Facts, figures and data from world leading experts makes this an invaluable ready reference for those involved in the field of maritime engineering. Professor A F Molland BSc MSc PhD CEng FRINA is Emeritus Professor of Ship Design at the University of Southampton UK. He has lectured ship design and operation for many years. He has carried out extensive research and published widely on ship design and various aspects of ship hydrodynamics. A comprehensive overview from best selling authors including Bryan Barrass, Rawson and Tupper and David Eyres. Covers basic and advanced material on marine engineering and Naval Architecture topics. Have key facts, figures and data to hand in one complete reference book. Report and Accounts Mauritius Commercial Bank Limited, 2003. The Seamanship Examiner D. J. House, Farhan Saeed, 2005. Complete study and revision guide based on the International Standards of Training Certification and Watch Keeping (STCW).

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Worker Safety at DOE Nuclear Facilities United States. Congress. House. Committee on Commerce. Subcommittee on Oversight and Investigations,1999

Audit Report, State of Nevada, Department of Employment, Training and Rehabilitation, Nevada Equal Rights Commission Nevada. Legislature. Legislative Auditor,2001

Human Resource Management in Shipping Lijun Tang,Pengfei Zhang,2021-03-14 This book sheds light on the nature and causes of the issues and challenges in human resources in shipping and proposes fresh recommendations to manage them It explains the multiple forces at play including the global regulatory regime national institutional frameworks industrial practices trade union responses and pressures from customers and non governmental organisations Human Resource Management in Shipping integrates seafarer employment data released by national maritime authorities and a large body of literature that discusses discrete human resources issues in shipping into a single volume providing readers with a comprehensive understanding of the issues and challenges within human resources in shipping Beyond this the book also offers a fresh perspective on some of the long lasting HRM challenges in the industry such as skills shortage and seafarer recruitment and retention This book aims to provide readers with systematic and in depth knowledge of human resource management in shipping and offers researchers a valuable source of reference and a solid foundation on which further development can be built

Summary of GAO Reports Issued Since 1981 Pertaining to Farm Bill Legislation United States. General Accounting Office,1985

Asian Shipping ,2000 **Open Information Security Management Maturity Model O-ISM3** The Open Group,2011-05-05 The O ISM3 standard focuses on the common processes of information security It is technology neutral very practical and considers the business aspect in depth This means that practitioners can use O ISM3 with a wide variety of protection techniques used in the marketplace In addition it supports common frameworks such as ISO 9000 ISO 27000 COBIT and ITIL Covers risk management security controls security management and how to translate business drivers into security objectives and targets

Economic and Operations Report Bank of Tanzania,1990 Each issue covers economic developments June issue also covers operations for the entire fiscal year

Proceedings of the Marine Safety & Security Council ,2016 *Marine Safety Management Systems: Theory to practice A Technical Business Guide* Marcell Greeff,2023-09-30 The maritime industry stands as a testament to human ingenuity and determination It spans vast oceans navigates through unpredictable weather and transports goods and people across the globe However this industry s grandeur is balanced by its inherent risks and challenges from the powerful forces of nature to the intricacies of international regulations Safety in all its dimensions safety

health environment quality and energy SHEQE is paramount in ensuring not only the well being of seafarers but also the sustainability of marine operations Marine Safety Management Systems Theory to Practice offers comprehensive guidance to ship owners managers and operators on elevating SHEQE performance within their ship management and operations Dr Greeff s empirical research for his doctoral degree identified Safe Operating Procedures as a pivotal indicator of an organizational safety management system incorporated as SMS2 Resilient Work Practices into the author s Safety Culture Maturity Development Model This book bridges the gap between theory and practice synthesizing research with real world examples culminating in a robust Marine Safety Management System Framework grounded in practical insights Acknowledging the positive impact of effective management practices the primary aim of this Guide is to furnish the maritime industry with a model for implementing an Integrated Management System that addresses vital concerns Suitable for use by marine companies operating various types of ships its requirements are formulated broadly to ensure applicability across diverse ship operations and management approaches This book stems from extensive research conducted during the author s pursuit of a Bachelor of Technology BTech Degree in Safety Management and the empirically validated Marine Safety Management System Framework MSMSF The MSMSF encapsulates best practices and regulatory adherence encompassing the 13 mandatory elements of the ISM Code and providing essential tools for effective SMS procedures Through the integration of current marine legal requirements and best practices Dr Greeff augments the body of knowledge and presents a pragmatic approach to Resilient Work Practices in the marine industry The aim is to curtail incident frequency and accidents striving for zero harm Drawing upon examples and case studies this book illuminates the benefits and challenges of implementing SHEQE standards in the maritime realm By immersing themselves in this content and thoughtfully considering its recommendations organizations can adopt the MSMSF or develop an effective in house Resilient Work Practice Framework Safety culture indicators and steps to cultivate the maturity of risk management are detailed offering a holistic approach to safety culture development in the maritime sector Marine Safety Management Systems Theory to Practice is not just a guide but a vital resource for those engaged in or intrigued by the shipping sector propelling the maritime industry toward safer more sustainable and more resilient operations

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