



# SAFETY MANAGEMENT MANUAL

## 4.2 SAFETY MANAGEMENT SYSTEM REPRESENTATIVE

Originator:	Approved By:
Henry Ayers	Al Suchy

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### 1. Purpose

The purpose of this procedure is to identify the WHOI Ship Operations Group (SOG) individual that is considered the Safety Management System Representative (SMSR) and coordinate the necessary documentation.

### 2. General

The Safety Management System is the process that the SOG uses to manage the vessels under its control. The SMSR is the position within the SOG responsible for documenting the system and maintaining that documentation.

The SOG Marine Engineer shall be designated as the SMSR. Under the direction of the Director of Ship Operations (DSO), the SMSR shall maintain the current system documentation.

The SMSR shall be responsible for scheduling system audits, both internal and external. In coordination with the Marine Personnel Coordinator, the SMSR shall assign personnel to conduct the internal audits of the various ships and the Port Office. The SMSR shall manage the audit findings of non-conformity, near miss, and accident reporting system. The SMSR shall coordinate the results of those audits and initiate corrective actions. The SMSR shall arrange for third party external audits to verify that the system continues to comply with ISM.

### 3. Auditor Requirements

The SMSR shall maintain a list of qualified auditors to use for internal audits and system checks. Qualified auditors shall attend ABS Internal Auditor Training and upon completion provide a copy of their certificate to the SMSR for documentation records.

In order to be accepted as a WHOI Internal Auditor, the candidate must have as a minimum:

- 1) Either a qualification from a tertiary institution recognized by the Administration or by the Classification Society (ABS) within a relevant field of engineering or physical science (minimum two year program).
- 2) Or a qualification from a marine or nautical institution and relevant seagoing experience as a certificated ship's officer.



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In addition, the candidate must have at least five years' experience in areas relevant to the technical or operational aspects of shipboard operational management. Such experience may be gained in the following ways:

- 1) Ship classification or statutory surveys
- 2) Sea-going service as a certificated watch-keeping officer
- 3) Employment in a technical role (for example, technical manager, superintendent, operations manager) in a ship management company
- 4) Any combination of these three

Alternative qualifications and experience may be considered provided they are at least equivalent to those specified in the above paragraphs and are credible in the eyes of WHOI and ABS.

WHOI Internal Auditors shall demonstrate knowledge and understanding of:

- 1) The principles and practice of management systems and their auditing.
- 2) The requirements of the ISM and ISPS Codes and their interpretation and application.
- 3) Mandatory rules and regulations and applicable codes, guidelines and standards recommended by the IMO, Administrations, classification societies and maritime industry organizations.
- 4) Basic shipboard operations including emergency preparedness and response.

In addition, internal auditors must demonstrate that they have the ability to apply knowledge and understanding and that they are capable of carrying out effective verification audits of the shore-based and shipboard aspects of marine management systems against the ISM and ISPS Codes as applicable.