



SAFETY MANAGEMENT MANUAL

12.1 COMPANY VERIFICATION

Originator:	Approved By:
Theophilus Moniz III	Albert F. Suchy

1. Purpose

The purpose of this procedure is to establish how the Safety Management System is reviewed, verified and evaluated.

2. Responsibility

It is the responsibility of the Director of Ship Operations to ensure that the Safety Management System adequately documents all procedures and to ensure that it is reviewed through management reviews as well as internal and external audits. Management reviews are conducted to evaluate the effectiveness of the safety management system.

3. General

The Safety Management Manual contains the documentation of the safety management system of vessel operations at Woods Hole Oceanographic Institution. It contains information on the Safety Management System and procedures set forth therein. To ensure that the Port Office and all ships are adhering to the system and procedures, the following guidelines for verification will be employed.

A. Management Reviews

All Management Reviews shall be entered into NS5 under new audits and titled as "Ship - Management Review".

- Shore Side:

The Director of Ship Operations shall conduct Management Review of the system at least annually. The objective is to assess the state of the entire Safety Management System so that the Director of Ship Operations may emphasize actions and/or allocate resources and evaluate the effectiveness of the system. During the Management Review, all contact numbers shall be validated. The Director of Ship Operations shall submit a report to the Institution's top management and this report shall be incorporated in NS5.

- Shipboard:

The Master of each ship shall conduct an annual Management Review. This is not to be confused with an audit, although a review of past audits, non-conformities and corrective actions is a good starting point. The purpose is to assess the state of the Shipboard Safety Management System and its effectiveness. The Master shall submit a report with the results of this review to the Director of Ship Operations with recommendations as indicated. The Master's report shall be incorporated in NS5.



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B. Audits

- Internal Audits:
Internal audits shall be conducted annually by qualified (personnel who have received appropriate training) WHOI employees. Internal auditors must not have a conflict of interest with the unit being audited. Ship personnel will audit the Port Office and office or personnel from another ship will audit the ships. The Marine Engineer, with consultation of all involved, will schedule specific audit assignments. Internal audits shall be conducted using SMM 12.2 Internal Audit Procedures.
- External Audits:
An independent third party will conduct external audits. Currently, these are professional auditors of American Bureau of Shipping (ABS). The auditors will present a written report which will be entered into NS5.

C. Audit Follow-Up

The auditor or staff of the auditee will enter the complete results and findings of the audit in NS5 within 5 days of the audit. The auditee will generate corrective actions within 30 days or as otherwise specified by the auditor. The Corrective Action is a plan to indicate responsibility for specific actions and a date for final completion. Port Office personnel or ship personnel may actually enter these in NS5, but it remains the responsibility of the auditee. For internal audits, entering the corrective actions in NS5 constitutes submission. The Director of Ship Operations is the authority for accepting Corrective Actions. He may adjust final completion dates to accommodate scheduled shipyard availabilities, funding cycles, etc. For external audits, the corrective actions will be mailed to the external auditor. In the Ship Operations Group, the Marine Engineer, under direction of the Director of Ship Operations, shall be responsible for the maintenance of the audit records.