PART 7 CHAPTER 6

ISM
MANAGEMENT OF
SAFE SHIP OPERATION AND
POLLUTION PREVENTION

JULY 1996

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CHANGES IN THE RULES

General

This chapter is valid until superseded by a revised chapter. Supplements will not be issued except for an updated list of corrections presented in the introduction booklet. The introduction booklet is normally revised in January and July each year.

Revised chapters will be forwarded to all subscribers to the Rules. Buyers of reprints are advised to check the updated list of Rule chapters printed in Pt.0 Ch.1 Sec.1 to ensure that the chapter is current.

Main Changes
A complete revision of the entire chapter on ISM Management of Safe Ship Operation and Pollution Prevention has been carried out.

The previous edition (July 1994) of these rules was primarily based on IMO resolution A.741(18) - the ISM Code. Since the adoption of res. A.741(18), a new Chapter IX to the SOLAS Convention is introduced, making the ISM Code mandatory for specified ship types and entering into force within the period from 1998 to 2002.

IMO's 19th Assembly adopted resolution A.788(19) - Guidelines on Implementation of the International Safety Management (ISM) Code by Administrations in November 1995. Although this resolution has no bearings on the statutory application of the ISM Code, it was agreed by the parties to apply it as if it was a mandatory requirement.

Based on this resolution, IACS last year issued procedural requirement No.9 (1995) - Procedural Guidelines for ISM Code Certification. The IACS procedural requirements with which DNV is obliged to comply have been included in the rules.

This revision brings the DNV rules for ISM Code certification fully in compliance with internationally agreed requirements and recommendations for performing the certification.
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CERTIFICATION

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A. General

101 The requirements of this chapter are in compliance with:

a) The International Convention for the Safety of Life at Sea, 1974, chapter IX (SOLAS IX);

b) The International Management Code for the Safe Operation of Ships and for Pollution Prevention, resolution A.741(18), (ISM Code);

c) Guidelines on Implementation of the International Safety Management Code (ISM) by Administrations, resolution A.788(19), (IMO Guidelines); and


102 Paragraphs of SOLAS IX, ISM Code and IMO Guidelines are included in the rule text printed in italics. Appropriate references to the instruments listed in 101 are included.

103 Whenever the word should is being used in the ISM Code, it is understood to be a mandatory requirement.

104 The term Administration, as used in IMO instruments, has for the sake of these rules been substituted with the term «Society», whenever relevant.

A 200 Definitions

201 «Passenger ship» means a ship as defined in Ch.2 Sec.1.

202 «Oil tanker» means an oil tanker as defined in regulation (SOLAS) II-1/2.12. (SOLAS IX/1)

203 «Chemical tanker» means a chemical tanker as defined in regulation (SOLAS) VII/8.2. (SOLAS IX/1)

204 «Gas carrier» means a gas carrier as defined in regulation (SOLAS) VII/11.2. (SOLAS IX/1)

205 «Bulk carrier» means a ship which is constructed generally with single deck, top-side tanks and hopper side tanks in cargo spaces, and is intended primarily to carry dry cargo in bulk, and includes such types as ore carriers and combination carriers. (SOLAS IX/1)

206 «Mobile offshore drilling unit (MODU)» means a vessel capable of engaging in drilling operations for the exploration or exploitation of resources beneath the sea-bed such as liquid or gaseous hydrocarbons, sulphur or salt. (SOLAS IX/1)

207 «High speed craft» means a craft as defined in regulation (SOLAS) X/1/2. (SOLAS IX/1)

208 «International Safety Management (ISM) Code» means the International Management Code for the Safe Operation of Ships and for Pollution Prevention as adopted by the Organization (IMO) by resolution A.741(18), as may be amended by the Organization. (ISM Code 1.1)

209 «Company» means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who, on assuming such responsibility, has agreed to take over all the duties and responsibilities imposed by the Code. (ISM Code 1.1)

210 «Administration» means the government of the state whose flag the ship is entitled to fly. (ISM Code 1.1)

211 «Safety Management System (SMS)» means a structured and documented system enabling company personnel to effectively implement the Company Safety and Environmental Protection Policy. (IMO Guidelines 1.1)

212 «Document of Compliance (DOC)» means a document issued to a company which complies with the requirements of the ISM Code. (IMO Guidelines 1.1)

213 «Safety Management Certificate (SMC)» means a document issued to a ship which signifies that the company and its shipboard management operate in accordance with the approved SMS. (IMO Guidelines 1.1)

214 «Safety management audit» means a systematic and independent examination to determine whether the SMS activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives. (IMO Guidelines 1.1)

215 «Observation» means a statement of fact made during a safety management audit and substantiated by objective evidence. (IMO Guidelines 1.1)

216 «Objective evidence» means quantitative or qualitative information, records or statements of fact pertaining to safety or to the existence and implementation of a SMS element, which is based on observation, measurement or test and which can be verified. (IMO Guidelines 1.1)
217 «Non-conformity» means an observed situation where objective evidence indicates the non-fulfilment of a specified requirement.
(IMO Guidelines 1.1)

218 «Major non-conformity» means an identifiable deviation which poses a serious threat to personnel or ship safety or a serious risk to the environment and requires immediate corrective action; in addition, the lack of effective and systematic implementation of a requirement of the ISM Code is also considered as a major non-conformity.
(IMO Guidelines 1.1)

219 «Auditor» means a person performing verification of compliance with the requirements of the ISM Code and who fulfils the personal qualification and other pertinent requirements contained in the annex (to IMO Guidelines).
(IACS PG No.9, 2)

220 «Finding» is a non-fulfilment of objectives or requirements defined by the company which goes beyond what should be subject to mandatory ISM Code certification. It does not affect the issue or renewal of a DOC and/or SMC.
(IACS PG No.9, 2)

A 300 Objectives

301 The objectives of the Code are to ensure safety at sea, prevention of human injury or loss of life, and avoidance of damage to the environment, in particular, to the marine environment, and to property.
(ISM Code 1.2.1)

302 The appropriate organisation of management, ashore and on board, is needed to ensure adequate standards of safety. A systematic approach to management by those responsible for management of ships is therefore required. The objectives of the mandatory application of the ISM Code are to ensure:

1. compliance with mandatory rules and regulations related to the safe operation of ships and protection of the environment; and
2. the effective implementation and enforcement thereof by the Society.
(IMO Guidelines Introduction)

303 Effective enforcement by the Society must include verification that the Safety Management System (SMS) complies with the requirements as stipulated in the ISM Code, as well as verification of compliance with mandatory rules and regulations.
(IMO Guidelines Introduction)

304 The mandatory application of the ISM Code should ensure, support and encourage that applicable codes, guidelines and standards recommended by the Organization, Administrations, classification societies and maritime industry organisations are taken into account.
(IMO Guidelines Introduction)

A 400 Scope

401 These rules form the basis on which DNV may verify compliance with the requirements of 1 to 12 of the ISM Code (Sec 200, 300, B200, B300 and Sec.2 A to L).

402 These rules establish basic principles for verifying that the Safety Management System (SMS) of a company is responsible for the operation of ships or the SMS of the ship or ships controlled by the company complies with the ISM Code.
(IMO Guidelines 1.2)

403 These rules form the basis for:

a) issuing Documents of Compliance to companies on behalf of a flag State Administration when the Society is recognised by that Administration;

b) issuing Safety Management Certificates to ships on behalf of the flag State Administration when the Society is recognised by that Administration; and

c) issuing Safety Management Certificates and Documents of Compliance to ships and companies not subject to mandatory ISM Code certification.

A 500 Application

501 This chapter applies to ships, regardless of the date of construction, as follows:

1. passenger ships including passenger high speed craft, not later than 1 July 1998;
2. oil tankers, chemical tankers, gas carriers, bulk carriers and cargo high speed craft of 500 gross tonnage and upwards, not later than 1 July 1998; and
3. other cargo ships and mobile offshore drilling units of 500 gross tonnage and upwards, not later than 1 July 2002.
(SOLAS IX/2)

502 This chapter does not apply to government-operated ships used for non-commercial purposes.
(SOLAS IX/2)

B 100 Criteria for verification

101 Verification of compliance with the ISM Code is designed for the following purposes:

a) to determine the compliance of the SMS with the specified requirements of the ISM Code; and

b) to determine the effectiveness of the implemented SMS in meeting specified objectives.
(IACS PG No.9, 3.2)

102 All records having the potential to facilitate verification of compliance with the ISM Code shall be open to scrutiny during an examination. For this purpose, the company shall provide auditors with statutory and classification records relevant to actions taken by the company to ensure that compliance with mandatory rules and regulations is maintained. In this regard, records may be examined to substantiate their authenticity and veracity.
(IMO Guidelines 2.3.2)

103 If DOC and/or SMC are not issued by the same organisation which issues statutory and classification certificates, the company shall ensure access to statutory and classification records.
(IACS PG No.9, 3.3)

104 Some mandatory requirements may not be subject to statutory or classification surveys, such as:

1. maintaining the condition of ship and equipment between surveys; and
2. certain operational requirements.
Specific arrangements may be required to ensure compliance and to provide for the objective evidence needed for verification in these cases, such as:

1. documented procedures and instructions; and
2. documentation of the verification carried out by senior officers of day-to-day operation when relevant to ensure compliance.
(IMO Guidelines 2.3.3)
Document of compliance (DOC) (Company)

201. The ship should be operated by a company which is issued with a document of compliance relevant to that ship. (ISM Code 13.1)

202. A document of compliance should be issued for every company complying with the requirements of the ISM Code by the Administration, by an organization recognized by the Administration or by the government of the country, acting on behalf of the Administration in which the company has chosen to conduct its business. This document should be accepted as evidence that the company is capable of complying with the requirements of the Code. (ISM Code 13.2)

203. A copy of such a document should be placed on board in order that the master, if so asked, may produce it for the verification of the Administration or organizations recognized by it. (ISM Code 13.3)

204. The DOC should be issued to a company following an initial verification of compliance with the requirements of the ISM Code. (IMO Guidelines 3.1.1)

205. The DOC should be issued following verification that the SMS of the company complies with the requirements of the ISM Code and determination of objective evidence proving that it is effectively implemented. The verification should include objective evidence demonstrating that the company SMS has been in operation for at least three months, and an SMS has been in operation on board at least one ship of each type operated by the company for at least three months. The objective evidence should, inter alia, include records from the internal annual audit performed by the company, ashore and on board. (IMO Guidelines 3.1.2)

206. The DOC is valid for the types of ships on which the initial verification was based. (IMO Guidelines 3.1.3)

207. The validity of a DOC may be extended to cover additional ship types after verification of the company's capability to comply with the requirements of the ISM Code for such ship types. In this context, ship types are those referred to in SOLAS chapter IX. (IMO Guidelines 3.1.4)

208. The DOC is valid for a period of five years. (IMO Guidelines 3.1.5)

209. The validity of the DOC is subject to annual verification within three months before or after the anniversary date to confirm the effective functioning of the SMS. This should include examining and verifying the correctness of the statutory and classification records presented for at least one ship of each type to which the DOC applies. Corrective actions and modifications to the SMS carried out since the previous verification should be verified. (IMO Guidelines 3.1.6)

210. Renewal of the DOC for further period of five years should include assessment of all the elements of the SMS regarding its effectiveness in meeting the objectives specified in the ISM Code. (IMO Guidelines 3.1.7)

211. Only the issuing Society may withdraw the DOC. The issuing Society should withdraw the DOC if the periodical verification is not requested or if there is evidence of major non-conformity with the ISM Code. The SMSs associated with the DOC should also be invalidated and withdrawn. (IMO Guidelines 3.1.8)

Guidance note:

When a DOC has been issued on behalf of an Administration, the DOC may be withdrawn by that Administration only, e.g. following a recommendation from the Society.

Safety management certificate (SMC) (Shipboard)

212. In addition, a DOC may be declared invalid if:

a) corrective actions are not completed within the agreed schedule.
b) amendments to the ISM Code are not taken into account. (IACS PG No.9, 4.1)

300. Safety management certificate (SMC) (Shipboard)

301. A certificate, called a safety management certificate, should be issued to a ship by the Administration or organization recognized by the Administration. The Society should, when issuing a certificate, verify that the company and its shipboard management operate in accordance with the approved SMS. (ISM Code 13.4)

302. The SMC should be issued to a ship following an initial verification of compliance with the requirements of the ISM Code. This includes the verification that the DOC for the company responsible for the operation of the ship is applicable to that particular type of ship, and assessment of the shipboard SMS to verify that it complies with the requirements of the ISM Code, and that it is implemented. Objective evidence demonstrating that the Company's SMS has been functioning effectively for at least three months on board the ship should be available, including, inter alia, records from the internal audit performed by the Company. (IMO Guidelines 3.2.1)

303. The SMC is valid for a period of five years. (IMO Guidelines 3.2.2)

304. The validity of the SMC is subject to at least one intermediate verification, confirming the effective functioning of the SMS, and that any modifications carried out since the previous verification comply with the requirements of the ISM Code. In certain cases, particularly during the initial period of operation under the SMS, the Society may find it necessary to increase the frequency of the intermediate verification. Additionally, the nature of non-conformities may also provide a basis for increasing the frequency of intermediate verifications. (IMO Guidelines 3.2.3)

305. Renewal of the SMC for a further period of five years should include an assessment of all elements of the SMS pertaining to that ship and regarding its effectiveness of the SMS in meeting the objectives specified in the ISM Code. (IMO Guidelines 3.2.4)

306. Only the issuing Society may withdraw the SMC. The issuing Society should withdraw the SMC if intermediate verification is not requested or if there is evidence of major non-conformity with the ISM Code. (IMO Guidelines 3.2.5)

Guidance note:

When a SMC has been issued on behalf of an Administration, the SMC may be withdrawn by that Administration only, e.g. following a recommendation from the Society.

307. In addition, a SMC may be declared invalid if:

a) corrective actions are not completed within the agreed schedule.
b) amendments to the ISM Code are not taken into account. (IACS PG No.9, 4.2)

Interim DOC and SMC

401. In cases of change of flag or company, special transitional arrangements should be made in accordance with these Guidelines. (IMO Guidelines 3.3.1)
402 An interim DOC may be issued to facilitate initial implementation of the ISM Code and implementation where a company is newly established or where new ship types are added to an existing DOC. *(IMO Guidelines 3.3.2)*

403 The Society may issue an Interim DOC, valid for no more than twelve months, to a company following a demonstration that the company has an SMS that meets the objectives of paragraph 1.2.3 of the ISM Code (Sec.2 A102). The Society should require the company to demonstrate plans to implement an SMS meeting the full requirements of the ISM Code within the period of validity of the Interim DOC. *(IMO Guidelines 3.3.3)*

404 An Interim SMC, valid for not more than six months, may be issued to new ships on delivery, and when a company takes on the responsibility for the management of a ship which is new to the company. In special cases the Society may extend the validity of the Interim SMC for a further six months. *(IMO Guidelines 3.3.4)*

405 Before issuing an Interim SMC, the Society should verify that:

1. the DOC, or the Interim DOC, is relevant to that ship;
2. the SMS provided by the company for the ship includes key elements of the ISM Code and has been assessed during the audit for issuance of the DOC or demonstrated for issuance of the Interim DOC *(see 3.3.3)* (403);
3. the master and relevant senior officers are familiar with the SMS and the planned arrangements for its implementation;
4. instructions which have been identified as essential to be provided prior to sailing have been given;
5. plans for company audit of the ship within three months exist; and
6. the relevant information on the SMS is given in a working language or languages understood by the ship’s personnel. *(IMO Guidelines 3.3.5)*

C Certification Process

100 Certification activities

101 The certification process relevant for the issuance of a DOC for a company and an SMC to a ship will normally involve the following steps:

1. initial verification;
2. periodical or intermediate verification; and
3. renewal verification *(IMO Guidelines 4.1.1)*

102 These verifications are carried out at the request of the company to the Administration, or to the organization recognized by the Administration to perform certification functions under the ISM Code. *(IMO Guidelines 4.1.1)*

103 The verifications will include an audit of the SMS. *(IMO Guidelines 4.1.1)*

200 Initial verification

201 The company should apply for ISM Code certification to the Society. *(IMO Guidelines 4.2.1)*

202 An assessment of the shore side management system undertaken by the Society would necessitate assessment of the offices where such management is carried out and possibly other locations depending on the company’s organization and functions of the various locations. *(IMO Guidelines 4.2.2)*

203 On satisfactory completion of the assessment of the shore side SMS, arrangements/planning may commence for the assessment of the company’s ships. *(IMO Guidelines 4.2.3)*

204 On satisfactory completion of the assessment, a DOC will be issued to the company, copies of which should be forwarded to each shore side premises and each ship in the company’s fleet. As each ship is assessed and issued with an SMC, a copy of it should also be forwarded to the company’s head office. *(IMO Guidelines 4.2.4)*

205 In cases where certificates are issued by a recognized organization, copies of all certificates should also be sent to the Administration. *(IMO Guidelines 4.2.5)*

206 The safety management audit for the company and for a ship will involve the same basic steps. The purpose is to verify that a company or a ship comply with the requirements of the ISM Code. The audits include:

1. the conformity of the company’s SMS with the requirements of the ISM Code; and
2. that the SMS ensures that the objectives defined in paragraph 1.2.3 of the ISM Code *(Sec.2 A102)* are met. *(IMO Guidelines 4.2.6)*

C 300 Periodical verification of DOC

301 Periodical safety management audits are to be carried out to maintain the validity of the DOC. The purpose of these audits is to verify the effective functioning of the SMS, and that any modifications made to the SMS comply with the requirements of the ISM Code. *(IMO Guidelines 4.3.1)*

302 Periodical verification is to be carried out within three months before and after each anniversary date of DOC. A schedule not exceeding three months is to be agreed for completion of the necessary corrective actions. *(IMO Guidelines 4.3.2)*

303 Where the company has more than one shore side premises, each of which may not have been visited at the initial assessment, the periodical assessments should endeavour to ensure that all sites are visited during the period of validity of the DOC. *(IMO Guidelines 4.3.3)*

C 400 Intermediate verification of SMC

401 Intermediate safety management audits should be carried out to maintain the validity of the SMC. The purpose of these audits is to verify the effective functioning of the SMS and that any modifications made to the SMS comply with the requirements of the ISM Code. *(IMO Guidelines 4.4.1)*

402 If only one intermediate verification is to be carried out, it should take place between the second and third anniversary date of the issue of the SMC. *(IMO Guidelines 4.4.2)*

C 500 Renewal verification

501 Renewal verifications are to be performed before the validity of the DOC or the SMC expires. The renewal verification will address all the elements of the SMS and the activities to which the requirements of the ISM Code apply. Renewal verification may be carried out from six months
before the expiry date of the DOC or the SMC and should be completed before their expiry date. (IMO Guidelines 4.5)

C 600 Company responsibilities

601 The verification of compliance with the requirements of the ISM Code does not relieve the company, management, officers or seafarers of their obligations as to compliance with national and international legislation related to safety and protection of the environment.

602 The company is responsible for:

1. informing relevant employees about the objectives and scope of the ISM Code certification;

2. appointing responsible members of staff to accompany members of the team performing the certification;

3. providing the resources needed by those performing the certification to ensure an effective and efficient verification process;

4. providing access and evidential material as requested by those performing the certification; and

5. co-operating with the verification team to permit the certification objectives to be achieved.

(IMO Guidelines 4.13.2)
SECTION 2
SAFETY MANAGEMENT SYSTEM

A. General

100 Objectives

1. Safety management objectives of the company should, inter alia:

.1 provide for safe practices in ship operation and a safe working environment;

.2 establish safeguards against all identified risks; and

.3 continuously improve safety management skills of personnel on board and ensure sufficient preparation for emergencies related to both safety and environmental protection.

(ISM Code 1.2.2)

102 The safety-management system should ensure:

.1 compliance with mandatory rules and regulations; and

.2 that applicable codes, guidelines and standards recommended by the Organization, Administrations, classification societies and maritime industry organizations are taken into account.

(ISM Code 1.2.3)

B. Safety and Environmental Protection Policy

100 Safety and environmental protection policy

101 The company should establish a safety and environmental protection policy which describes how the objectives, given in paragraph 1.2 (A100) will be achieved.

(ISM Code 2.1)

102 The company should ensure that the policy is implemented and maintained at all levels of the organization both ship based as well as shore based.

(ISM Code 2.2)

C. Company Responsibilities and Authority

100 Company responsibilities and authority

101 If the entity who is responsible for the operation of the ship is other than the owner, the owner must report the full name and details of such entity to the Society.

(ISM Code 3.1)

102 The company should define and document the responsibility, authority and interrelation of all personnel who manage, perform and verify work relating to and affecting safety and pollution prevention.

(ISM Code 3.2)

103 The company is responsible for ensuring that adequate resources and shore based support are provided to enable the designated person or persons to carry out their functions.

(ISM Code 3.3)

D. Designated Person(s)

100 Designated person(s)

101 To ensure the safe operation of each ship and to provide a link between the company and those on board, every company, as appropriate, should designate a person or per-
sons ashore having direct access to the highest level of management. The responsibility and authority of the designated person or persons should include monitoring the safety and pollution prevention aspects of the operation of each ship and to ensure that adequate resources and shore based support are applied, as required.

(ISM Code 4)

E. Master's Responsibility and Authority

E 100 Master's responsibility and authority

101 The company should clearly define and document the master's responsibility with regard to:
   .1 implementing the safety and environmental protection policy of the company;
   .2 motivating the crew in the observation of that policy;
   .3 issuing appropriate orders and instructions in a clear and simple manner;
   .4 verifying that specified requirements are observed; and
   .5 reviewing the SMS and reporting its deficiencies to the shore based management.

(ISM Code 5.1)

102 The company should ensure that the SMS operating on board the ship contains a clear statement emphasizing the master's authority. The company should establish in the SMS that the master has the overriding authority and the responsibility to make decisions with respect to safety and pollution prevention and to request the company's assistance as may be necessary.

(ISM Code 5.2)

F. Resources and Personnel

F 100 Resources and personnel

101 The company should ensure that the master is:
   .1 properly qualified for command;
   .2 fully conversant with the company's SMS; and
   .3 given the necessary support so that the master's duties can be safely performed.

(ISM Code 6.1)

102 The company should ensure that each ship is manned with qualified, certificated and medically fit seafarers in accordance with national and international requirements.

(ISM Code 6.2)

103 The company should establish procedures to ensure that new personnel and personnel transferred to new assignments related to safety and protection of the environment are given proper familiarization with their duties. Instructions which are essential to be provided prior to sailing should be identified, documented and given.

(ISM Code 6.3)

104 The company should ensure that all personnel involved in the company's SMS have an adequate understanding of relevant rules, regulations, codes and guidelines.

(ISM Code 6.4)

105 The company should establish and maintain procedures for identifying any training which may be required in support of the SMS and ensure that such training is provided for all personnel concerned.

(ISM Code 6.5)

106 The company should establish procedures by which the ship's personnel receive relevant information on the SMS in a working language or languages understood by them.

(ISM Code 6.6)

107 The company should ensure that the ship's personnel are able to communicate effectively in the execution of their duties related to the SMS.

(ISM Code 6.7)

G. Development of Plans for Shipboard Operations

G 100 Development of plans for shipboard operations

101 The company should establish procedures for the preparation of plans and instructions for key shipboard operations concerning the safety of the ship and the prevention of pollution. The various tasks involved should be defined and assigned to qualified personnel.

(ISM Code 7)

H. Emergency Preparedness

H 100 Emergency preparedness

101 The company should establish procedures to identify, describe and respond to potential emergency shipboard situations.

(ISM Code 8.1)

102 The company should establish programmes for drills and exercises to prepare for emergency actions.

(ISM Code 8.2)

103 The SMS should provide for measures ensuring that the company's organization can respond at any time to hazards, accidents and emergency situations involving its ships.

(ISM Code 8.3)

I. Reports and Analysis of Non-Conformities, Accidents and Hazardous Occurrences

I 100 Reports and analysis of non-conformities, accidents and hazardous occurrences

101 The SMS should include procedures ensuring that non-conformities, accidents and hazardous situations are reported to the company, investigated and analyzed with the objective of improving safety and pollution prevention.

(ISM Code 9.1)

102 The company should establish procedures for the implementation of corrective action.

(ISM Code 9.2)

J. Maintenance of the Ship and Equipment

J 100 Maintenance of the ship and equipment

101 The company should establish procedures to ensure that the ship is maintained in conformity with the provisions of the relevant rules and regulations and with any additional requirements which may be established by the company.

(ISM Code 10.1)

102 In meeting these requirements the company should ensure that:
   .1 inspections are held at appropriate intervals;
.2 any non-conformity is reported with its possible cause, if known;
.3 appropriate corrective action is taken; and
.4 records of these activities are maintained.

(ISM Code 10.2)

103 The company should establish procedures in SMS to identify equipment and technical systems the sudden operational failure of which may result in hazardous situations. The SMS should provide for specific measures aimed at promoting the reliability of such equipment or systems. These measures should include the regular testing of stand-by arrangements and equipment or technical systems that are not in continuous use.

(ISM Code 10.3)

104 The inspections mentioned in 10.2 (102) as well as the measures referred to 10.3 (103) should be integrated in the ship's operational maintenance routine.

(ISM Code 10.4)

K. Documentation

K 100 Documentation

101 The company should establish and maintain procedures to control all documents and data which are relevant to the SMS.

(ISM Code 11.1)

102 The company should ensure that:
.1 valid documents are available at all relevant locations;
.2 changes to documents are reviewed and approved by authorized personnel; and
.3 obsolete documents are promptly removed.

(ISM Code 11.2)

103 The documents used to describe and implement the SMS may be referred to as the «Safety Management Manual». Documentation should be kept in a form that the company considers most effective. Each ship should carry on board all documentation relevant to that ship.

(ISM Code 11.3)

L. Company Verification, Review and Evaluation

L 100 Company verification, review and evaluation

101 The company should carry out internal safety audits to verify whether safety and pollution prevention activities comply with the SMS.

(ISM Code 12.1)

102 The company should periodically evaluate the efficiency and when needed review the SMS in accordance with procedures established by the company.

(ISM Code 12.2)

103 The audits and possible corrective actions should be carried out in accordance with documented procedures.

(ISM Code 12.3)

104 Personnel carrying out audits should be independent of the areas being audited unless this is impracticable due to the size and the nature of the company.

(ISM Code 12.4)

105 The results of the audits and reviews should be brought to the attention of all personnel having responsibility in the area involved.

(ISM Code 12.5)

106 The management personnel responsible for the area involved should take timely corrective action on deficiencies found.

(ISM Code 12.6)