| **Management cell Internal audits and inspections schedule 2020/2021** | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Required** | **12 monthly** | | **12 monthly** | | **12 monthly** | | **12 monthly** | | **6 monthly** | | **12 monthly** | | **6 monthly** | | **6 monthly** | | **6 monthly** |
| **Type of inspection**  **or audit** | **ISPS**  **Audit** | | **Safety** **&** **Environmental** **Protection Inspection** (SEPI) | | **Navigation**  **(sailing)**  **Audit** | | **VMS Compliance**  **Audit**  (ISA)  (ISM + ISO) | | **Environmental Compliance** **(1)**  **Report** (ECR)  Section 1  (RSQ21) | | **Environmental** **Compliance** **(2)**  **Report** (ECR) sections **1 + 2**  (RSQ21) | | **Vessel (tech.)**  **Inspection** **(1)**  **(OP 3 )** | | **Vessel (tech.)**  **Inspection** **(2)**  **(OP 3 )** | | **Mooring/ Anchoring Operations Audit**  **(NAV19)** |
| **By whom** | DPA  or  QSE auditor | | | | DPA  (or QSE / Seatec)  (\*) | | DPA  (or QSE) | | DPA  or  Fleet Mngr  or  Fleet Suptd  or  QSE auditor | | DPA  or  Fleet Mngr  or  Fleet Suptd  or  QSE auditor | | Fleet Mngr  or  Fleet Sptd  or  QSE auditor | | Fleet Mngr  or  Fleet Sptd  or  QSE auditor | | DPA  or  Fleet Mngr  or  Fleet Suptd  or  QSE auditor |
| **Corresponding**  **Category for recording in**  **SHIPSURE** | “Internal ISPS audit” | | “Marine Supt Safety Inspection“ | | “Navigation audit – MSQ Sailing” | | “Internal ISM Audit” | | **“**Environmental  (RSQ21) Report” | | | | “Vessel  Inspection Report” | | | | Mooring Audit |
| **Forms and checklists** |  | |  | |  | |  | |  | | | |  | | | |  |
| **Explanatory notes** | *may be combined with* ***ECR*** *and* ***ISA*** | | | | *may be combined with* ***SEPI*** *(DPA) or with* ***ISA+ECR*** | | *at intervals not exceeding 12 months as per ISM Code;*  *may be combined with* ***ECR;*** | | *may be combined with* ***Nav. Audit*** *and/or*  ***Internal ISM audit*** ***(ISA)*** | | *In conjunction with one of the two* ***Vessel Inspections (OP 3)***  *Full report (sections 1 and 2) required on entry into management.* | | *In conjunction with* ***ECR*** | | *In conjunction with* ***ECR*** | | *In conjunction with* ***Vessel Inspections (OP 3)***  *or*  *ISM internal Audit* |
| **Nr. of visits / ship** | *1* | | | | *2* | | *3* | | | | 4 | | 5 | | 6 | |  |
| **Office Staff routine visits** (when not related to the above visits ) |  | | | | | | | | | | | | | | | | |
| **Note** | If ISO audits performed individually an “**Internal ISO9001/14001 Audit**” can be provided at request.    *(\*) Where a sailing audit has not been possible or where no other option for conducting an audit is immediately available, a remote VDR navigation audit can be considered in lieu of the sailing elements of the audit.* | | | | | | | | | | | | | | | | |
|  |  |  | |  | |  | |  | |  | |  | |  | |  |  |

The inspection forms and checklists are periodically revised. Before use any of the ones embedded, check if it is the latest version available