



HSE DEPARTMENT

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CIRCULAR (HSE 05/2014)

Sub: Internal Audit Schedule

As per Sec. 12.1 of Safety Management Manual (SMM), Internal Safety Audits of the Vessel, Project Offices and Departments at Head office are required to be carried out at an interval of every six months. The purpose of the Internal Audit is to verify compliance to the ISM Code and Continual Improvement of the Company's Safety Performance.

As per the SMS requirement Designated Person (DP) nominates the trained Internal Auditors to carry out the ISM/ISPS audits of Vessels/Projects/Departments and circulates the IA schedule approved by competent authority to all the concerned, once in six months covering the next half year.

While analyzing the planned and actual dates of audits and the auditors who have carried out the audits, it has been observed that the audits are not being done as planned and thus, effecting the six month cycle of audits. This eventually, disturbs the next cycle and the very purpose of verification of SMS compliance at the periodicity of 6 months gets lost.

The Auditees/Auditors should strictly ensure that the audits are carried out as per the given schedule. The HODs under whose control the auditors are working should relieve the auditors and if they cannot do so, then the same must be informed to the DP in writing, who will make alternate arrangements. Also, any deviation in the audit schedule should be approved by DP and intimated to Competent Authority.

The audits which are not done as per the schedule either due to reasons given by Auditors or Auditees shall be informed to Top Management and action taken accordingly. Further, it may be noted that non-compliance to this most important SMS requirement will be treated as a Non-conformity during SMC/DOC Audits and lead to unpleasant situations.

All concerned should ensure compliance to the above and same shall be verified at the end of each half yearly cycle and matter put up to the Top Management during Management Review Meeting. Masters/PICs/HODs to ensure circulation of this circular to all the employees in their Vessels/Projects/Departments.

This circular is issued with the approval of the Competent Authority.

PH Sarma 11/7/14
Jt. General Manager (HSE)

To: All Masters / CEOs / PICs / HODs

Copy for information to: CMD/DOT