



## HSE DEPARTMENT

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Date: 21-01-2014

### **CIRCULAR** (HSE 02/2014)

**Sub: Internal Audits**

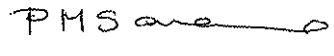
As per Sec. 12.1 of Safety Management Manual (SMM), Internal Safety Audits of the Vessel, Project Offices and Departments at Head office are required to be carried out at an interval of every six months. The purpose of the Internal Audit is to verify compliance to the ISM Code. The detailed procedure on internal audit is given in Sec. 3.0 of Company Procedure Manual (CPM).

During the external audit of one of our vessels, it was observed that during the internal audits, Auditors are only listing the deficiencies and not mentioning the requirement of the Code or Company Procedure. Also, the Auditees concerned are not taking corrective / preventive action as per Sec. 8.0 of CPM.

Auditees are required to maintain record of the corrective / preventive action reports in original for minimum of 3 years. Same are required to be produced to the auditors during any third party audits / inspections.

Prior to any third party audits or internal audits all Auditees shall ensure that all the NC reports along with the closure reports are filed and record maintained as per GEN-011 of SMS Checklist Manual. Auditors shall ensure that the Audits and Non-conformities are reported as per GEN – 13 and GEN-010 respectively.

Compliance to the above shall be verified during Internal Audits / DP visits.

*PMS*  21/01/14  
Jt. General Manager (HSE)

**To: All Masters / CEOs / PICs / GM (Ops / FS)/ GM (Mat) / HOD (T)**

**Copy for information to: CMD/DOT**