



**COURSE OVERVIEW OE0003-3D**

**Internal Auditor (ISM, ISPS, MLC) for Shipping Companies**

**Course Title**

Internal Auditor (ISM, ISPS, MLC) for Shipping Companies

**Course Date/Venue**

August 05-07, 2024/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

**Course Reference**

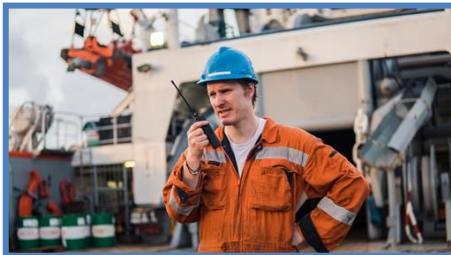
OE0003-3D



**Course Duration/Credits**

Three days/1.8 CEUs/18 PDHs

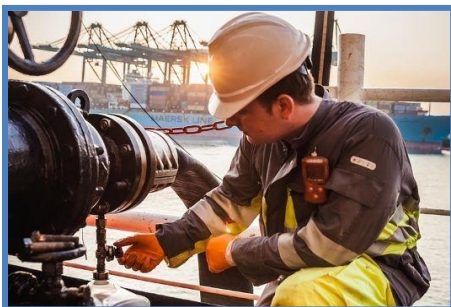
**Course Description**



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***



This course is designed to provide delegates with a detailed and up-to-date overview of Internal Auditor (ISM, ISPS, MLC) for Shipping Companies. It covers the ISM Code and its role in the safe management and operation of ships and pollution prevention; the key elements of the ISM code; the roles of shipping companies and port facilities in enhancing maritime security; the detailed requirements of the ISPS code; and the maritime labour convention 2006, its key principles and objectives to ensure seafarers' welfare and fair working conditions.



Further, the course will also discuss the MLC's comprehensive provisions; the employment conditions, accommodation, recreational facilities, food and catering, health protection, medical care, welfare & social security protection; the SMS in compliance with the ISM code; the security assessments and the security plans as per the ISPS code; the MLC 2006 standards in shipping operations; and the internal audits including planning, documentation review and communication strategies.



During this interactive course, participants will learn the effective internal audits including evidence collection, interview techniques and observation skills; the non-conformities, deficiencies and areas for improvement during audits; the corrective action plans to address non-conformities identified during audits and to ensure effective implementation and compliance; and the importance of management review meetings in the internal audit process.

### **Course Objectives**

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a “*Certified Internal Auditor (ISM, ISPS, MLC)*”
- Discuss the ISM Code and its role in the safe management and operation of ships and pollution prevention
- Identify the key elements of the ISM code covering company responsibility, safety management objectives and the requirements for a safety management system (SMS)
- Recognize the roles of shipping companies and port facilities in enhancing maritime security
- Discuss the detailed requirements of the ISPS code including security levels, security assessments and security plans
- Explain the maritime labour convention 2006, its key principles and objectives to ensure seafarers' welfare and fair working conditions
- Examine the MLC's comprehensive provisions including employment conditions, accommodation, recreational facilities, food and catering, health protection, medical care, welfare & social security protection
- Develop, implement and maintain an SMS in Compliance with the ISM Code
- Conduct security assessments and develop, implement and review security plans as per the ISPS code
- Implement MLC 2006 standards in shipping operations including compliance with health, safety and welfare requirements
- Prepare for internal audits including planning, documentation review and communication strategies
- Conduct effective internal audits including evidence collection, interview techniques and observation skills
- Identify, document and report non-conformities, deficiencies and areas for improvement during audits
- Develop corrective action plans to address non-conformities identified during audits
- Follow-up and verify corrective actions to ensure effective implementation and compliance
- Discuss the importance of management review meetings in the internal audit process for continuous improvement of the SMS, security practices and MLC compliance

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

### Who Should Attend

This course provides an overview of all significant aspects and considerations of internal auditing (ISM, ISPS, MLC) for shipping companies for safety managers, ship managers, port facility managers, crewing managers, quality assurance managers, consultants, maritime lawyers, internal auditors, compliance officers and maritime regulators.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### Course Fee

**US\$ 5,250** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

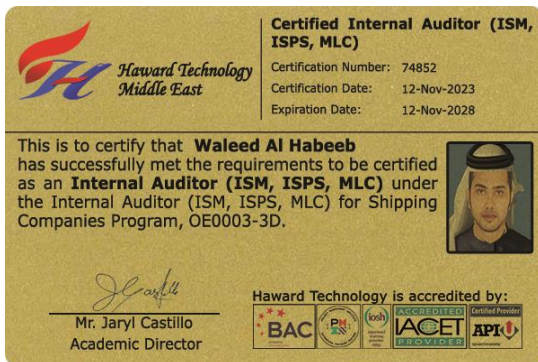
**Course Certificate(s)**

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a “*Certified Internal Auditor (ISM, ISPS, MLC)*”. Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

**Sample of Certificates**

The following are samples of the certificates that will be awarded to course participants:-





- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

\* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \*

### Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

## CEU Official Transcript of Records

CEUs

**TOR Issuance Date:** 12-Nov-23  
**HTME No.** 74852  
**Participant Name:** Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
OE0003-3D	Internal Auditor (ISM, ISPS, MLC) for Shipping Companies	November 10-12, 2023	18	1.8

**Total No. of CEU's Earned as of TOR Issuance Date** **1.8**

**TRUE COPY**

Jaryl Castillo  
Academic Director

Haward Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2018 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by


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### Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -


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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

**Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Captain Sergey Kole**, is an **International Expert** in **Port Operations & Management** with over **25 years** of **onshore** and **offshore** experience within the **Oil & Gas, Petroleum** and **Refinery** industry. His expertise widely covers in the areas of **Tanker Vetting & Inspection, International Ship and Port Facility Security Code (ISPS) Code, Marine Vetting & Audit Criteria Manual for Tank Ships, Marine & Ship Vetting, Vetting Process & Marine Safety Criteria, Tanker Vetting for Terminals, Ship Vetting, Marine Terminal Operations & Management, Marine Hazards Prevention & Control, Marine Communication Systems, Marine Safety, Ship Management, Oil Terminal Planning, Vessels Operations, Terminal Management & Support Operations, Oil Spill Contingency & Emergency Response Plan, Qualitative & Quantitative Risk Assessments, Terminal Planning, Oil Tanker Storage Planning, Cargo Transfer Handling, Loading & Discharging, Ballasting, Tank Cleaning, Crude Oil Washing, Ship Handling, Radar Navigation, Navigational Aids, Meteorological Data Review, Sea & Weather Condition Monitoring, ERT Vessel Coordination and Transport & Distribution Carrier**. Further, he is well-versed in **Sea-going Personnel Human Resource Management, Survival Craft & Rescue Boats, Dynamic Positioning, Anti-Piracy Preparedness & Response, Shipping Maintenance System, Oil & Chemical Tanker, Liquefied Gas Tanker, Inert Gas System, Crude Oil Tanker & Gas Carrier, Offshore Logistics & Supply Management, Marine Fleet Management & Operations, International Maritime Conventions & Codes, Marine Radar, Port Traffic Control Systems & Instrumentation, H<sup>2</sup>S Hazard Awareness, Firefighting, Medical Care Onboard, Carriage of Dangerous & Hazardous Substances and Ballast Water & Sediment Management**.

During his career life, Captain Sergey has gained his technical and marine expertise through various challenging key positions such as being the **Captain, Operations Director, Project Manager, Port Supervisor, Master** of General Cargo Ship, **Master** of Container Ship, **Chief Officer, Marine Operations Specialist, Marine Coordinator, On-call Duty Officer, Crewing Consultant, 2<sup>nd</sup> Officer, Ship Chandler** and **Senior Instructor/Trainer** for several international companies such as **ZADCO, AMEC Foster Wheeler, Fircroft Engineering Services, Ltd., Rusalina Yacht Company, Van Oord Offshore, Exxon Neftegaz Ltd (ENL), Jr Shipping, Carisbrooke Shipping, Unicorn Petrol ve Kimya, Q Shipping BV, m/v Tradeport, Miedema Shipping CV, Rah Management BV, Petrobulk Maritime Inc., Empross Lines Ship Management, Melcard Ltd., Aquarian Shell Marine Inc., Mercy Baaba and Square Ltd.**

Captain Sergey has a **Bachelor's** degree in **Navigation in Nautical Studies** from the **Kiev State Academy of Water Transport, Ukraine** and holds a **Master Mariner (Unlimited)** Certificates of Equivalent Competency from the **MCA, UK** and **NSI, Netherlands**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** and has delivered various trainings, courses, seminars, workshops and conferences internationally.

**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1: Monday, 05<sup>th</sup> of August 2024**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>ISM Code:</b> Introduction to the ISM Code's History, Objectives & its Critical Role in the Safe Management & Operation of Ships & Pollution Prevention
0930 – 0945	Break
0945 – 1030	<b>Key Elements of the ISM Code:</b> Detailed Exploration of the ISM Code's Key Elements including Company Responsibility, Safety Management Objectives & the Requirements for a Safety Management System (SMS)
1030 – 1130	<b>ISPS Code:</b> Overview of the ISPS Code, its Background, Objectives & the Roles of Shipping Companies & Port Facilities in Enhancing Maritime Security
1130 – 1230	<b>Key Requirements of the ISPS Code:</b> The Detailed Requirements of the ISPS Code including Security Levels, Security Assessments & Security Plans
1230 – 1245	Break
1245 – 1330	<b>MLC 2006:</b> Explanation of the Maritime Labour Convention 2006, its Key Principles & Objectives to Ensure Seafarers' Welfare & Fair Working Conditions
1330 – 1420	<b>Key Provisions of the MLC 2006:</b> Examination of the MLC's Comprehensive Provisions including Employment Conditions, Accommodation, Recreational Facilities, Food & Catering, Health Protection, Medical Care, Welfare & Social Security Protection
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day One

**Day 2: Tuesday, 06<sup>th</sup> of August 2024**

0730 – 0830	<b>Developing &amp; Implementing a Safety Management System (SMS):</b> Strategies for Developing, Implementing & Maintaining an SMS in Compliance with the ISM Code
0830 – 0930	<b>Conducting ISPS Security Assessments &amp; Planning:</b> Step-By-Step Guidance on Conducting Security Assessments & Developing, Implementing & Reviewing Security Plans as per the ISPS Code
0930 – 0945	Break
0945 – 1100	<b>Implementing MLC 2006 Standards in Shipping Operations:</b> Best Practices for Implementing MLC 2006 Standards in Shipping Operations, Including Compliance with Health, Safety & Welfare Requirements
1100 – 1230	<b>Preparation for Internal Audits:</b> Preparing for Internal Audits including Planning, Documentation Review & Communication Strategies
1230 – 1245	Break
1245 – 1330	<b>Internal Auditing Techniques:</b> Techniques & Tools for Conducting Effective Internal Audits including Evidence Collection, Interview Techniques & Observation Skills
1330 – 1420	<b>Identifying Non-Conformities &amp; Reporting:</b> Methods for Identifying, Documenting & Reporting Non-Conformities, Deficiencies & Areas for Improvement During Audits
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

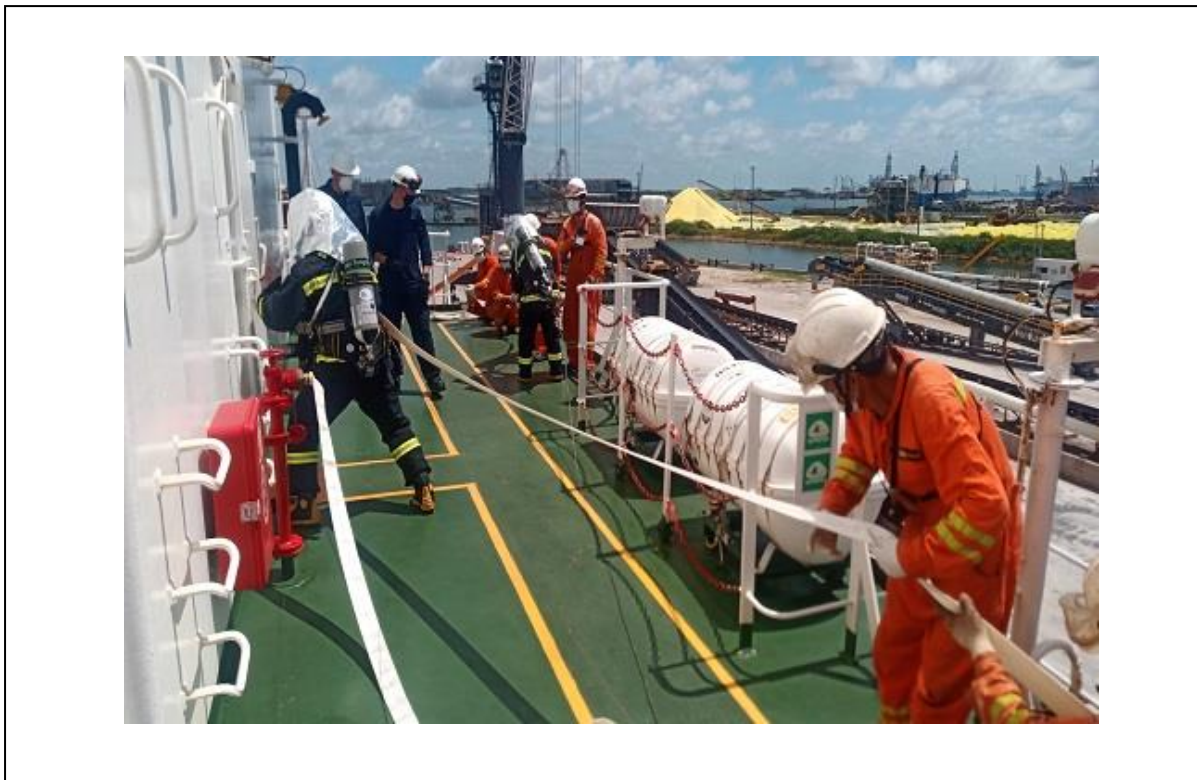


**Day 3: Wednesday, 07<sup>th</sup> of August 2024**

0730 – 0830	<b>Developing Corrective Action Plans:</b> Guidelines for Developing Corrective Action Plans to Address Non-Conformities Identified During Audits
0830 – 0930	<b>Follow-Up &amp; Verification of Corrective Actions:</b> Strategies for the Follow-Up & Verification of Corrective Actions to Ensure Effective Implementation & Compliance
0930 – 0945	Break
0945 – 1030	<b>Management Review &amp; Continuous Improvement:</b> Importance of Management Review Meetings in the Internal Audit Process for Continuous Improvement of the SMS, Security Practices & MLC Compliance
1030 – 1215	<b>Case Studies &amp; Best Practices:</b> Analysis of Case Studies to Illustrate Best Practices & Lessons Learned in the Implementation of ISM, ISPS & MLC Standards
1215 – 1230	Break
1230 – 1300	<b>Interactive Audit Simulation Exercise:</b> Participants Engage in an Interactive Simulation Exercise to Apply their Learning in Conducting a Mock Internal Audit including Planning, Execution, Reporting & Follow-Up
1300 – 1315	<b>Course Conclusion</b>
1315– 1415	<b>COMPETENCY EXAM</b>
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

**Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



**Course Coordinator**

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