
GUIDANCE FOR THE AUDIT AND REGISTRATION OF SAFETY MANAGEMENT SYSTEMS

GUIDANCE

2008 AMENDMENT NO.1

Notice No.88

26th December 2008

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AMENDMENT TO THE GUIDANCE FOR THE AUDIT AND REGISTRATION OF SAFETY MANAGEMENT SYSTEMS

“Guidance for the audit and registration of safety management systems” has been partly amended as follows:

Chapter 2 REGISTRATION OF SAFETY MANAGEMENT SYSTEMS

Section 2.1 has been amended as follows.

2.1 Registration of Safety Management Systems

1 If a multiple number of offices are covered by the SMS of the Company being registered, all offices are to be indicated in the Safety Management System Register Book.

2 The following items are to be noted regarding the Company in the Safety Management System Register Book (Company).

- (1) ~~DOC Number~~ ISM company registration number
- (2) Name and address of the Company and each office
- (3) IMO company identification number
- ~~(4)~~ Types of the ships under management of the Company
- ~~(4)~~ Date of ISM registration

3 The following items are to be noted regarding the ship in the Safety Management System Register Book (Ship).

- (1) ~~SMC Number~~ ISM ship registration number
- (2) Name and type of the ship
- (3) Distinctive number(s) of the ship or signal letters
- (4) Port of registry
- (5) Gross tonnage
- (6) Date of the ISM registration
- (7) Name and address of the company
- (8) ~~DOC Number~~ IMO company identification number
- (9) ~~IMO Number~~ IMO ship identification number

2.3 Documents and Certificates

Paragraph 2.3.1 has been amended as follows.

2.3.1 Issuance of DOCs and SMCs

1 The following items are to be stated on the DOC.

- (1) DOC Number
- (2) Name and address of the Company
- (3) IMO company identification number
- ~~(4)~~ Date and place of issuance of the DOC
- ~~(4)~~ Period of validity of the DOC
- (6) Completion date of the verification of the DOC
- ~~(5)~~ Type(s) of ship(s) under management of the Company

- 2 The following items are to be stated on the SMC.
- (1) SMC Number
 - (2) Name and type of the ship
 - (3) Distinctive number(s) of the ship or signal letters
 - (4) Port of registry of the ship
 - (5) Gross tonnage of the ship
 - (6) Name and address of the Company
 - (7) IMO company identification number
 - (~~8~~) Period of validity of the SMC
 - (9) Completion date of the verification of the SMC
 - (~~7~~10) Date and place of issuance of the SMC
 - (~~8~~11) ~~IMO Number~~ IMO ship identification number

Chapter 4 AUDIT OF COMPANY SMS

4.1 Initial Audit of Company

4.1.4 Execution of Company Audit

Sub-paragraph 4.1.4-2 has been amended as follows.

2 A Company Audit is to be carried out on all the sections of the organization related to the SMS described in the Safety Management Manual ~~and is to include visits of those sections included in the main office (where the designated person for the SMS is stationed)~~. In cases where there are several sections performing the same activities, the sections to be visited are to be determined in accordance with **Table 1**.

Table 1 Number of sections to be audited when more than one section performs the same function

Number of sections performing the same activities	Number of sections to be audited
2 ~ 3	2
4 ~ 6	3
7 or more	To be determined in consultation with the applicant on a case by case basis

EFFECTIVE DATE AND APPLICATION

1. The effective date of the amendments is 1 January 2009.