

DSM INSTRUCTION MANUAL FOR AUDITORS

DOCUMENT REVIEW CHECKLIST

Section: Annex A Page No: 1 of 7

Dt Revised:28.02.2014

Dt Effective:31.03.2014

Prepared by: E&SS(R)
Released by: DyCS(S)

COL	MD	۸	NIV	NIA	NA	F.

COMPANY N DSM Code Para	DSM Code Requirement	Documented Yes/No	Remark	S
12.4	Objectives has visited, an installed	Company esta	Has the	1.6.1
12.4.1	Are the objectives of the Code documented?	nottenego girla	etas to l	
12.4.2	Does the safety management objective of the Company include all the elements of Paragraph 12.4.2?	Head of the Con Company docum policy is unders	ediseH ediseH edisedi	
	Has the Company put in place a mechanism for ensuring compliance with mandatory rules/ regulations?	ned at all levels of sed and shore-ba NY RESPONSIB RITY	COLERA AUTHO AUTHO	
	Do the documented procedures ensure that applicable codes, guidelines etc. of flag state, classification societies, industry associations are implemented?	Wher has assigned selements of SMS, inted and relevant eporting procedur	O orti 11 Suchev docume	
	Does the Company have procedure for maintaining the condition of ship and equipment between surveys?	ny (DOOC hedde) tracted SMS refe	Conpai	
12.2	APPLICATION	of all personnel	channel	
	Have the requirements of DSM Code been applied to various ship -types operated by the Company? What are the said ship types?	te one (2000). See to here of been beniled to	nomine eperism Moetoro	
12.5	FUNCTIONAL REQUIREMENTS FOR A SAFETY- MANAGEMENT SYSTEM	nieb lennosieg bit	sodona no ne ei	
	For Type 1 & 2 River Sea vessels: Does the documented system address all the functional requirements of the DSM Code?	ini annels and ini	re driin includer	
	For Type 1 & 2: Are there written procedures and work instructions to facilitate safe practices being taken into account in ship operation?	Company decim sdequate resource	te ks in	



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DSM Code Requirement	Documented	Remarks
	Yes/No	ANY NAME:
SAFETY AND ENVIRONMENTAL- PROTECTION POLICY	ade Requirement	ode DSM C
Has the Company established its safety and environment protection policy with the objective of safe ship operation and the prevention of pollution?	ives s objectives of the	Object
Has the Head of the Company authorized it?	egenem yletes en	1.1900
Has the Company documented how it ensures that the policy is understood, implemented and maintained at all levels of the Company, both ship-based and shore-based?	any include all the	Con pr
COMPANY RESPONSIBILITIES AND AUTHORITY	ng compliance will tions?	huane elirgen
If the Owner has assigned responsibilities for various elements of SMS, are they appropriately documented and relevant entities identified?	adocumented prod able codes, guidel fication societies, a mented?	Do he application of the classes into th
Do the reporting procedures ensure that the Company (DDOC holder) is in full control of all sub-contracted SMS related activities?	the Company have	auoG
Is the responsibility, authority and reporting channel of all personnel on shore (Head and Branch Offices) and at River/sea involved in the management of safety and environment protection defined and documented?	en surveys? ICATION the requirements ed to various ship pany?	Swisd Jega Swish Higgs 1100
Is the interface between shore staff and key shipboard personnel defined?		IO NV
Is an organizational chart describing the reporting channels and interrelationships included?		1 158 1 158 100b
Is the required level of competence for various tasks involved defined?	20 art to ameme	Upen
Has the Company documented its obligation to provide adequate resources, hardware as well as human resources?	Type 1 & 2 Are and work in a coon. It sken into accoun	ble med
	Has the Company established its safety and environment protection policy with the objective of safe ship operation and the prevention of pollution? Has the Head of the Company authorized it? Has the Company documented how it ensures that the policy is understood, implemented and maintained at all levels of the Company, both ship-based and shore-based? COMPANY RESPONSIBILITIES AND AUTHORITY If the Owner has assigned responsibilities for various elements of SMS, are they appropriately documented and relevant entities identified? Do the reporting procedures ensure that the Company (DDOC holder) is in full control of all sub-contracted SMS related activities? Is the responsibility, authority and reporting channel of all personnel on shore (Head and Branch Offices) and at River/sea involved in the management of safety and environment protection defined and documented? Is the interface between shore staff and key shipboard personnel defined? Is an organizational chart describing the reporting channels and interrelationships included? Is the required level of competence for various tasks involved defined? Has the Company documented its obligation to provide adequate resources, hardware as well	Has the Company established its safety and environment protection policy with the objective of safe ship operation and the prevention of pollution? Has the Head of the Company authorized it? Has the Company documented how it ensures that the policy is understood, implemented and maintained at all levels of the Company, both ship-based and shore-based? COMPANY RESPONSIBILITIES AND AUTHORITY If the Owner has assigned responsibilities for various elements of SMS, are they appropriately documented and relevant entities identified? Do the reporting procedures ensure that the Company (DDOC holder) is in full control of all sub-contracted SMS related activities? Is the responsibility, authority and reporting channel of all personnel on shore (Head and Branch Offices) and at River/sea involved in the management of safety and environment protection defined and documented? Is the interface between shore staff and key shipboard personnel defined? Is an organizational chart describing the reporting channels and interrelationships included? Is the required level of competence for various tasks involved defined? Has the Company documented its obligation to provide adequate resources, hardware as well



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	NAME:	Documented	Remarks
DSM Code	DSM Code Requirement	Yes/No	30 2001 03.13
Para	DESIGNATED PERSON (S) (DP)	catholic A 18 at	20 1 1 U.S.
12.8	DESIGNATED LEROSK (5) (21)	ent rittle cons	Shi kwao
	Is the appointment of the Designated Person in line with the requirements of code w.r.t appropriate knowledge on river-sea vessel operation?	nted? If you not to their or a procedure to	documents of the comments of t
	Does the Designated Person have access to the highest level of management and is it documented?	San p at Inomitoes komp, will seek	STEP LOSS
	Do the responsibilities of the DP include:	Ineps ent tent g	niyî rav
	 Monitoring of SMS and safe operation of river-sea vessels; 	of whomboone in	oter si E.O.S. B. oter Sionus
	 Providing a link between ship and shore in matters related to safety and pollution prevention; 	ard equiproents in arrangements in contact of their	edorfe te foi money
	Is his commensurate authority and independence adequately documented?	ad to those outle fire procedure	69 KO 1
12.9	MASTER'S RESPONSIBILITY AND AUTHORITY	iel SWS Rent of t	
f s	Is the Master's responsibility for the following tasks documented:	MANISHO CRAO.	eran a n/ en er
	 Implementing safety and environment protection policy. 	t massang s si	ed) ti
	2. Safe operation of ship.	res enelo enero	rit. en A
	Is there a clear statement emphasizing the Master's overriding authority pertaining to SMS	y gendona gine	lodges ant to
	Is there a statement emphasizing his responsibility to take decisions with respect to SMS and request for Company's assistance when deemed necessary?	he procedule institutional experience in	ray book



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DSM Code	DSM Code Requirement	Documented	Remarks
Para	Down Gode Requirement	Yes/No	BANAU YMAGAN
12.10	RESOURCES AND PERSONNEL	age Requirement	0 1/20 ebe 3 ta
12.10.1	Is the manning of each ship with qualified, medically fit & suitably experienced seafarers in accordance with the relevant rules as documented? Is there a procedure to ensure that seafarers are medically fit prior to their engagement?	SNATED PERSOn the special continues of the requirement	DIRECT SI
	Is there a procedure to ensure the veracity and authenticity of Certificate of Competencies of seafarers?	enate knowledge on? Ne Designated P	reseque reseque
	Where recruitment is done through a manning agent, does the company have a procedure for verifying that the agent follows its policy?	Course control of the course o	Ru liob
12.10.2	Is there a procedure to ensure that all seafarers who are newly employed onboard are given sufficient opportunity to become familiar with the shipboard equipment, operating procedures and other arrangements needed for the proper performance of their duties, before being assigned to those duties?	enitoring of BMS ver see vessels; royding a link br regiters related revention; inis commensura	
	Does the procedure include familiarization applicable to new or transferred shore staff with respect to their SMS related responsibilities?	dependence ade	N PSI
12.11	DEVELOPMENT OF PLANS FOR SHIPBOARD OPERATIONS Has the Company identified the key shipboard operations? Is there a procedure for identification of key shipboard operations? Are there plans and instructions, which may include procedures and checklists that govern or support shipboard activities related to the safety of the ship and the prevention of pollution? Is there a procedure for the preparation of plans and instructions? Does the procedure ensure that the plans and Instructions are kept updated based on its operational experience and regulatory changes? Has the Company established qualification requirements for those who are assigned to develop, review and approve such plans and	inplanation protection protection protection policy or statement as a statement or some of and request for the general received r	



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COMPANY N	AME:	Documented	Remarks
DSM Code	DSM Code Requirement	Yes/No	THE MAIN VIEWS
Para	EMERGENCY PREPAREDNESS	Institution and	53 M20 NK-3 M2
12.12 12.12.1	Has the Company established procedures to identify, describe and respond to potential emergency shipboard situations?	Company estate	2.12.2 Has the drift an
	Has the Company considered potential emergencies likely to be encountered by River-Sea vessels?	ropeny establish- igs which where	22,32.8 I dias con // (22,32.8) // (23,02.10)
	Are the emergency shipboard situations identified, appropriate for the type of ship and its operation?		Dore tin
	Does the contingency plans include the following, as applicable:	e its shipe?	libhated nivleys
	 procedures to be followed in response to different types of emergency situations; 	onspalinos and	Description
	 procedure for establishing and maintaining contact between ship and ashore; 	ational structure, but the same of the sam	the po
	 checklists appropriate to the type of emergency, which may assist in ensuring that no steps in emergency response procedure is omitted. 	the breeding state	off eld
	 Updated list of names and contact details of all pertinent organizations ex- Insurance, P & I Club, Salvag Association; Classification Society; Fla State; Media consultant; Legal advisor Manning agent; Coastal State authorisetc. 	ge ge ag s;	12.13 FEPO
	 the composition and duties of the persons acting within the contingency plan; 	ser bas eathr fleeby arti to nond reviso bas svidos an lidianooso; en	inologi Inologi nog to I evis-
	 procedure for notifying and liaising w next of kin; 		Sylide
	 procedure for issuing press statements and answering media and public; back up arrangement after the Company's initial response in the case of a protracted emergency. 	tios megnico e To merce tro s	12.14 CERTI 12.14.7 rise to cenym system



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DSM Code	DSM Code Requirement	Documented	Remarks
Para	di serupagan bengini	Yes/No	M TIME
12.12.2	Has the Company established programmes for drills and exercises to prepare for emergency actions and evacuation from River Sea vessels?	bno ednoceb la bisoduide youe	iderliñ emerg
12.12.3	Has company established programmes for drills /exercises which, where possible, would include all personnel ashore and onboard?	engles likely to be essele?	griens
	Does the contingency plan provide for measures ensuring that the Company's shore side organization can respond at any time to hazards, accidents and emergency situations involving its ships?	the epropriate to non? the contingency to the continue to the conti	and
	Does the contingency plan ensure that the Company has available the shore side organizational structure, resources, means and procedures for communications and equipment for responding to a shipboard emergency?	See A ST TO STATE OF THE	
	Are the shipboard contingency plan and shore side contingency plan compatible with each other?		
12.12.4	Does the SMS require maintenance of record of drills having been carried out and are available for verification?		
12.13	REPORTING OF ACCIDENTS	President and a service of the servi	
12.13.1	Does the system for reporting of accidents, non- conformities and near misses include a description of the possible causes and proposal for corrective and preventive actions? Have the responsibilities for reporting and analyzing been identified?		
12.14	CERTIFICATION AND REVIEW	i i minesonii e	
12.14.7	Has the company established requirement for carrying out review of its safety management system at least once every five years?		
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