

Port Security Audit



Introduction to Audit

- Once a Security Plan has been developed and implemented, the only possible way an Organization can verify the effectiveness of the plan and implementation is to carry out regular Audits.
- It will be necessary, therefore, for the Organisation to develop an audit capability to manage it's entire process.
- This Audit function should be independent from and have no direct responsibility for the implementation of the system elements.

Introduction to Audit

- What is an Audit
 - Type of Audits
 - Audit Concept
 - Audit Objective & Scope
 - Depth of Audit
 - Audit Schedule

What is an Audit ?

Audit is a systematic, independent and documented **Process** for obtaining **Evidence** and evaluating it **objectively** to determine the extent to which **Audit Criteria** are fulfilled.

Audit Evidence & Criteria

AUDIT EVIDENCE :

- Records, statements of fact or other information which are relevant to the audit criteria and verifiable.

AUDIT CRITERIA :

- Set of policies procedures or requirements used as a reference against which audit evidence is compared.

“IN GOD WE TRUST”

BUT IN HUMANS
WE REQUIRE

OBJECTIVE EVIDENCE

And it need to be
INDEPENDENT

Objective Evidence

Objective evidence is information that shows or proves that something exists or is true.

“OBJECTIVE EVIDENCE” means quantitative or qualitative information, records or statements of fact which is based on observation, measurement, analyst or test and which can be **verified**..

Objective Evidence

How to Collect Objective Evidence?

- **Interviews**

- Testimonial Evidence

- **Observation of activities**

- Physical Evidence

- **Review of documents**

- Documentary Evidence

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Types Of Audit

1ST PARTY

2ND PARTY

3RD PARTY

Types Of Audit

1ST PARTY

- First Party Audits, are conducted by, or on behalf of, the Organisation **itself for internal purposes**.
- It form the basis for an Organisation's self declaration of Conformity

Types Of Audit

1ST PARTY

2ND PARTY

- Second Party Audits, are conducted by parties having an interest in the Organisation, such as **Customers**.

Types Of Audit

1ST PARTY

2ND PARTY

3RD PARTY

- Third Party Audits are conducted by **External Independent Organisations** that provides Certification or Registration of conformity with requirements such as those of ISM, ISPS, ISO 9001, ISO 14001 and OHSAS 18001.

Types Of Audit

1ST PARTY

“First Party Audits” are generally termed as
INTERNAL AUDIT.

2ND PARTY

3RD PARTY

“Second” or “Third Party Audits” are
generally termed as
EXTERNAL AUDITS.

Discussion

An **Internal Auditor** and an **External Auditor** conducts an audit with different objectives?



Internal Audit Objectives

- To determine the **implementation and effectiveness** of one's own management system.
- To determine the **conformance or non-conformance** of management system elements as specified in contractual, legislative requirements.
- To provide **a basis for continuous improvement** of the management system.
- To meet **regulatory and legislative requirements**.
- **To achieve** second or third party registration / certification.

External Audit Objective

- To verify that a client's management system meets or continues to **meet** specified requirements **and is being** effectively implemented.

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The Audit Concept

INTERNAL OR EXTERNAL, DURING THE AUDIT PROCESS, THE AUDITOR SEEKS EVIDENCE OF :-

- Clearly defined responsibility & authority.
- Documented procedures, instructions & controls.
- Knowledge and understanding of responsibilities, authority, procedures, instructions, etc.
- Correct operation of procedures and processes by authorised and responsible personnel.
- Adequacy of personnel, equipment, facilities and general resources.
- Effectiveness of the system when correctly operated.

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Audit Objective

- The audit objective forms the basis of an audit.
- Audit Objectives are normally expressed in terms of what you are trying to achieve.
- Audit objectives should be realistic and achievable
- Each audit would have one audit objective that provides a clear focus
- Should be written as clearly and concisely as possible
- They must be defined in a way that will allow the audit team to reach conclusions about each objective.

Audit Objective

- Examples of objectives include:
 - To determine whether ABC Port facility comply with the requirements of the ISPS code.
 - To determine if the access control during peak period and nighttime of ABC Port Facility is effective and meet the requirement of the Port Facility Security Plan.
 - To determine that the conduct and effectiveness of security drills and exercises are in compliance with the ISPS code.
 - To determine the effectiveness of XYZ Port Facility perimeter protection.

Audit Scope

- Describes the extent and the boundaries of the audit in terms of:
 - elements of the management system or security plan
 - area of relevance to the audit objective
 - physical location of activities and documentation
 - organizational and functional units that will be examined,
 - equipment, processes and activities that will be included, and
 - time period that will be covered.

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“Depths” of Audit

SYSTEMS AUDIT

The System Audit is a superficial or "shallow" Audit and generally conducted get the "feel" of a Q-EHS-S System.

CONFORMANCE AUDIT

This "Adherence" or "Conformance" Audit is a "Deep" Audit. It is conducted to confirm whether or not a Procedure or Job Instruction is actually being implemented and is effective. It gets down to the nitty-gritty so to speak.

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The Audit Schedule

INTERNAL OR EXTERNAL, THE AUDIT CAN BE CONDUCTED AS:-

A Scheduled Audit:

- Planned audit usually drawn up by the CSO or PFSO.
- Schedule should cover **ALL** activities and procedures concerned with the ISPS Code, Security Plan and national requirements.

The Audit Schedule

INTERNAL OR EXTERNAL, THE AUDIT CAN BE CONDUCTED AS:-

A Scheduled Audit

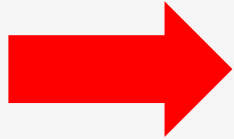
An Unscheduled Audit:

- Performed upon request in response to:
 - complaints from customer or maritime administration
 - a serious breach in security
 - an accident or casualty incident
 - results of the management review ;
 - a serious deficiency or major nonconformity of a management system
- Include investigative to verify the cause of such event

Principle Phases of an Audit



4 Phases of an Audit Process



Phase 1 - Planning and Preparation

1. Preparing the Audit Plan
2. Establishing the Audit Team
3. Assigning work to Audit Team
4. Initial Contact with Auditee
5. Preparing work documents / checklist
6. Brief the Audit Team members

Phase 2 - Audit Performance

1. Opening Meeting
2. Conduct of Audit
3. Evaluation of Results
4. Closing Meeting

↑
On-Site
Activities
↓

Phase 3 - Audit Reporting

1. Writing the Audit Report

Phase 4 - Audit Follow-Up

1. Closing the Audit Findings

Phase I : Planning & Preparation

- This phase of the Audit Process is itself divided into six subsidiary activities as follows:

- Preparing the Audit Plan;
- Establishing the Audit Team;
- Assigning work to Audit Team;
- Initial Contact with Auditee;
- Preparing work documents / checklist;
- Brief the Audit Team members.

Preparing the Audit Plan

- Audit team leader shall prepare an audit plan
- An Audit Plan is a description of the activities and arrangements for an audit.
- Purpose of Audit Plan
 - To provides detailed information to the audit team, auditee and audit client.
 - To provide details of what has been agreed on among the audit team and auditee.
 - To facilitate scheduling and coordination of the audit activities.

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Preparing Work Documents

- Types of information that should be reviewed:
 - site details, such as maps and descriptions;
 - security plan and procedures;
 - industry best practice and relevant standards;
 - previous audits and compliance history;
 - evidence of past performance, such as inspections and complaints;
 - national statutory and other requirements;
 - auditee's working language, social and cultural characteristics.

Preparing Work Documents

- Using background information and knowledge of auditee's operation, the Working documents should be prepared to guide and support the audit.
- Example of working documents:
 - Audit Checklist;
 - Audit Questionnaire;
 - Audit sampling plans;
 - Forms for recording information, such as supporting evidence, audit findings and records of meetings;
 - Template for the Audit Report.

Preparing Work Documents

- The Audit Checklist is a generic checklist containing lists of audit criteria that need to be verified against audit evidence during the conduct of an audit.
- The use of such checklists and forms **should not restrict the extent of audit activities**, which can change as a result of information collected during the audit.

Preparing Work Documents

Checklist with closed-ended questions

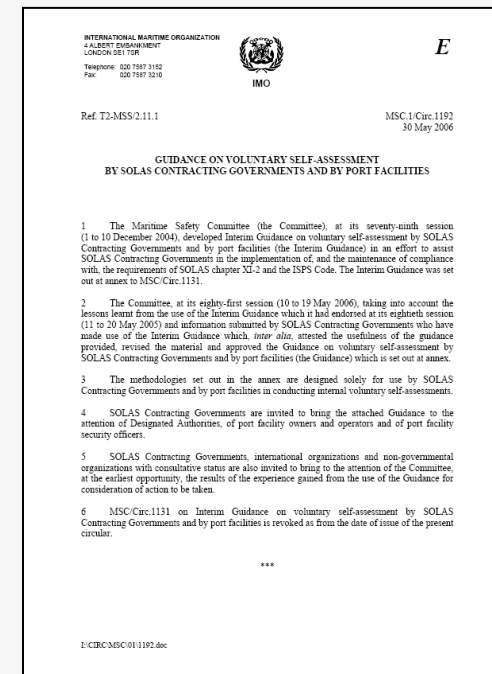
- Common mistake is to ask the questions directly from a closed-ended question checklist.
- When this happens, the Audit becomes a mechanical exercise on the part of the Auditor, with the Auditee becoming little more than an answering machine with a reply of a YES or a NO.

DANGER



Preparing Work Documents

- MSC .1/ Circ1192
- Guidance on voluntary self-assessment by SOLAS Contracting Governments and by port facilities

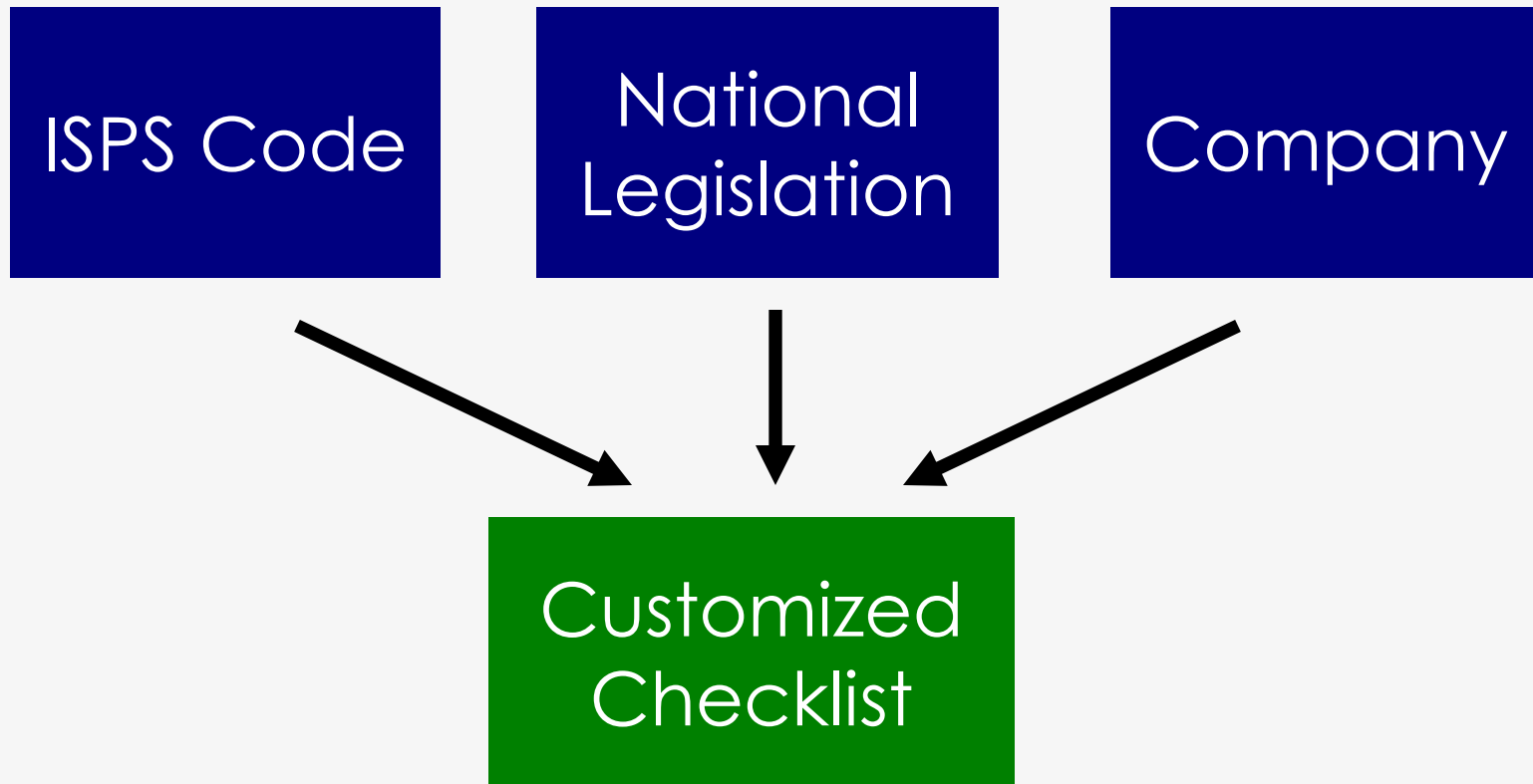


MSC.1/Circ.1192 - CHECKLIST

Part B – Organization of Port Facility Security Duties (ISPS Code, paragraph B/16.8)	
<p>.5 Has the port facility established the role and structure of the security organization? (ISPS Code, paragraph B/16.8.1)</p> <p>Comments:</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>.6 Has the port facility established the duties and responsibilities for personnel with security roles? (ISPS Code, paragraph B/16.8.2)</p> <p>Comments:</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>.7 Has the port facility established the training requirements for personnel with security roles? (ISPS Code, sections A/18.1, A/18.2, A/18.3 and paragraph B/16.8.2)</p> <p>Comments:</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>.8 Has the port facility established the performance measures needed to assess the individual effectiveness of personnel with security roles? (ISPS Code, paragraph B/16.8.2)</p> <p>Comments:</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Preparing Work Documents

Develop Audit Checklist



SAY WHAT YOU DO

DO WHAT YOU SAY

HAVE RECORDS TO PROOF IT

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Lead Auditor Responsibility

- Lead Auditor's Responsibilities include:
 - Assisting with selection of audit team members;
 - Brief the audit team on their responsibility;
 - Review documentation to determine adequacy;
 - Preparing audit plan and working documents;
 - Report critical nonconformities or difficulties;
 - Determine categories of non-conformances;
 - Report on audit results and submit audit report;
 - Direct follow-up actions as and when required.

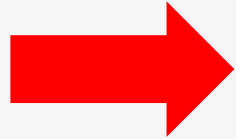
Brief Audit Team Members

- The Lead Auditor should brief audit team on the following:
 - Comply with applicable audit requirements;
 - Communicate and clarify audit requirements;
 - Remain within the audit scopes;
 - Carry out responsibilities effectively and efficiently;
 - Document all relevant observations;
 - Exercise objectivity;

Brief Audit Team Members

- The Lead Auditor should brief audit team on the following: (continue)
 - Document, identify and collect evidence;
 - Report the audit results;
 - Evaluate effectiveness of corrective actions;
 - Safeguarding confidential documents;
 - Treat privileged information with discretion;
 - Cooperate with and support the lead auditor;
 - Act in a professional and ethical manner.

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Phase 4 - Audit Follow-Up

1. Closing the Audit Findings



ISPS Code Quiz

It's Quiz Time !

**How well do
you know your
ISPS Code ?**



Question No 1

- When conducting Port Facility Security Audit, both the internal auditor and the external auditors have the same objectives

True or False ?

Question No 1

- When conducting Port Facility Security Audit, both the internal auditor and the external auditors have the same objectives

False

Question No 2

- When conducting a port facility security audit, the audit criteria is the ISPS Code .

True or False ?

Question No 2

- When conducting a port facility security audit ,the audit criteria is the ISPS Code

False