

# 2013 ISM Code Document of Compliance annual AUDIT

Company X

Genoa, December 18<sup>th</sup> to 19<sup>rd</sup>, 2013

Date	Activity	Participants	Time guideline
18/12/2013	- Opening Meeting	DPA and 23 persons	09.00 – 10.00 (Leonardo room)
18/12/2013	- Marine safety management - Third parties inspection management (PSC etc.) - Accident/incident management - Crisis management	Dpa,, Safety Managers, Fleet manager coordinator, Crises Manager	10.00 – 13.00
18/12/2013	- Documents review of SMS - Follow up of NC/OBS raised up from last R.O. external audit	3	14.00 – 16.30
18/12/2013	- Management policy review - Internal audit - Records filing control	4 (Internal Auditors)	16.30 – 18.30
19/12/2013	- Technical management - Maintenance planning - Anomalies/failures management - Ship's certificates	4 managers, Technical Superintendents,	09.00 – 11.30
19/12/2013	- Shipboard personnel management - Manning & recruitment - Crew certificates	9 persons	11.30 – 13.00 14.00 – 15.30

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19/12/2013	<ul style="list-style-type: none"><li>- Purchasing management</li><li>- Technical services</li><li>- Material/spare parts</li></ul>	2 persons	15.30 – 16.30
19/12/2013	<ul style="list-style-type: none"><li>- Auditor's meeting</li></ul>	Lead Auditor, Auditors	16.30 – 17.30
19/12/2013	<ul style="list-style-type: none"><li>- Closing Meeting</li></ul>	23 persons	17.30 – 18.00 (Piazza Coperta)

**NOTES:**