

Course Syllabus

Course Title: ISM & Designated Person Ashore (DPA) Training Course



Course Duration:	14 Hours
Course Difficulty:	Advanced
Course Category:	Leadership



Learning Objectives

1. Demonstrate knowledge and understanding of the ISM Code and its application in maritime safety management.
2. Identify and apply mandatory rules, regulations, codes, guidelines, and standards relevant to the maritime industry.
3. Utilize assessment techniques, including examining, questioning, evaluating, and reporting, to ensure compliance with safety and operational standards.
4. Analyze technical and operational aspects of safety management systems in the maritime context.
5. Exhibit appropriate knowledge of shipping practices and shipboard operations essential for the Designated Person Ashore role.
6. Receive principles and methodologies of marine-related management system audits to evaluate compliance and effectiveness.
7. Communicate effectively with shipboard staff and senior management to support the implementation and oversight of safety management systems.

References:

- ISM Code
- STCW Convention
- SOLAS Convention
- MLC 2006
- MARPOL
- IMO
- MCA (UK)
- Transport Canada
- EU Directive

Course Subject	Time
Introduction • Course overview • Competences to be achieved • Application	0.5 Hour
Chapter 1 ISM Introduction • What is the ISM Code • Definitions • Mandatory Application of the ISM Code • Safety Management Systems(SMS) in Shipping & Requirements for Companies • Safety and environmental protection policy	1.75 Hour

Chapter 2 Responsibilities and Authority • Company Responsibilities & Authority • Designated Person Ashore ○ Who is DPA ? ○ What DPA verifies and monitors ○ What the Company should provide to DPA ○ DPA Qualifications ○ DPA Training ○ DPA Experience • Master • Ressource & Personnel ○ Qualifications, Training & Experience for Crew and Persons Ashore ○ Working Language in SMS ○ ISM Chapter 6 & STCW ○ STCW Compliance ○ New STCW requirement for Engine Room ○ New STCW requirement for Bridge ○ What is “Company” for STCW? • MLC & ISM	2.75 Hour
Chapter 3 Shipboard Operations • Plans & Procedures Preparation	1.25 Hour
Chapter 4 Emergency Preparedness • Comments for Emergencies • Comments on Near misses • Hazardous Situations • Near miss Pros & Cons • Near miss and Companies • Defining near miss • General examples of a near-miss • Barriers to reporting near-misses • Barriers and management initiatives • Near miss investigation process • Identifying causal factors • Completing the investigation – Final Report Basic Elements	2.0 Hours

Chapter 5 Report & Analysis of Non-Conformities, Accidents & Hazardous Occurrences • Reporting & Analysing of NCs, Observations, Accidents and Hazardous Occurrences • Result of Evaluation Report • Major Non Conformities (MNC) • MNC and DoC • MNC and SMC • Assessments of Risks and Non Conformities • The Power of the Non-Conformity • Risk Categories • Risk management: Risk Control Measures • How/What to Report in a NC report • What to Include in a Conformity Report	0.75 Hours
Chapter 6 Maintenance of the Ship & Equipment • Maintenance planning - Areas to be included • Maintenance planning - Examples • Maintenance planning - Key Issues • Maintenance planning & reports • Maintenance planning & Critical Equipment	0.75 Hours
Chapter 7 Documentation • Records & Verification • What Company should provide	0.5 Hours
Chapter 8 Company Verification, Review & Evaluation • Review of Safety Management System (SMS) • Internal Audits Intervals Key Issues • Internal Audit? at which extent? • Internal Audit Why? • Internal audit before an external audit • What about DPA and Audits?	1.25 Hour

Chapter 9 Certification & Verification • Requirements for SMC • Requirements for DoC • Interim DoC • Interim SMC • Document of Compliance • Safety Management Certificate • Interim Document of Compliance • Interim Safety Management Certificate	0.5 Hours
Chapter 10 Verification • Audit report • Corrective action follow-up • More Company responsibilities pertaining to safety management audits • Responsibilities of the Organization (or Flag) performing the ISM Code certification • Standards of Management for the Organization performing Certification • Qualification Arrangements • Certification Procedures & Instructions • Responsibilities of the verification team & Lead Auditor • More Guidance for Certification / Verifications • Standards for Auditors • Standards of Competence for Auditors	1.75 Hours
Course Final Assessment	1.0 Hour