

Course Syllabus

Course Title:	ISM Lead Auditor Course
----------------------	--------------------------------

Course Duration:	<i>19.0 Hours</i>
Course Difficulty:	<i>Advanced</i>
Course Category:	<i>Leadership</i>

Learning Outcomes

- Satisfy and retain customers by addressing their current and future needs*
- Recognize the objectives and benefits of a combined audit for ISM*
- Interpret audit requirements for application*
- Plan, execute, and follow-up on auditing activities that offer real value*
- Utilize the latest auditor techniques and identify appropriate applications*
- Boost stakeholder confidence by managing processes in line with the latest requirements*

References:	- ISM Code - STCW Convention - ISO 19011:2026 - SOLAS
--------------------	--

Course Subject	Time
Introduction - Course overview - Competences to be achieved	
Chapter 1: Introduction to ISM Internal Auditing - Key Principles of the ISM Code - Audit Principles under the ISM Code - Audit Types and Purpose under the ISM Code - The Safety Management Cycle and the Role of Auditing in Continuous Improvement	1.25 Hour
Chapter 2: International & National Regulatory Framework - General Requirements for the Safety Management System (SMS) - Flag State Expectations in the Implementation of the ISM Code - Classification Societies (Recognized Organizations) Approach to ISM Auditing - Port State Control (PSC) Approach to ISM Code Compliance - Roles and Responsibilities of the Internal Auditor - ISM Code, Paragraph 12 – A Detailed Overview	1.5 Hour

Chapter 3: Planning and Preparing for the Audit • Planning and Preparing an ISM Audit • Document Review – Preliminary Examination of the Safety Management System • Audit Checklists – Structured Guidance and Risk-Based Flexibility • Team and Logistics – Assembling, Managing, and Supporting the Audit Process • Conducting the Opening Meeting – Establishing Clarity and Cooperation	1.5 Hour
Chapter 4: Conducting the Audit • Conducting the Audit – Techniques and Best Practices • Auditor Techniques – Mastering Observation and Interviewing Skills • Sampling and Evidence – The Foundation of Audit Credibility • Focusing on Effectiveness – Auditing Beyond Compliance • Managing the Audit Process – Maintaining Control, Professionalism, and Integrity • Preparing for the Closing Meeting – Organizing Findings and Final Review • ISM Code Paragraph 13: Certification and Periodical Verification - Detailed Overview • Safety Management Audits – An Overview and Guide • Certificate Formats According to ISM Code	2.5 Hours
Chapter 5: Audit Findings – Non-Conformities and Reporting • Audit Findings – Non-Conformities and Reporting • Real-World Examples of ISM Audit Non-Conformities • Reporting Non-Conformities – Writing Clear and Professional Findings • Corrective Action Requests – From Identification to Closure • Audit Report Writing – Structure, Purpose, and Professional Standards • Management Review and Continual Improvement	2.0 Hours
Chapter 6: Lead Auditor Responsibilities and External Audit Process • Role of the Lead Auditor • Auditor Competency • Auditor Ethics • Code of Conduct • Auditor Training and Certification • Managing the Audit Team • External Audit and Certification • Handling External Findings • Communication and Closing Meeting	2.5 Hours

Chapter 7: Audit Program Management • Audit Program Development • Audit Program Implementation • Audit Program Monitoring and Review • Audit Program Improvement	1.0 Hour
Chapter 8: Audit Program Evaluation • Audit Program Evaluation • Continuous Improvement • Management Review • Audit Program Improvement Plan	1.0 Hour
Chapter 9 Case Study – Comprehensive ISM Audit Simulation • Case Study – Identifying Non-Conformities in Context • Case Study – Reporting and Presentation of Audit Findings • Case Study – Decision-Making and Corrective Actions	1.25 Hour
Chapter 10: Remote, Hybrid, and Technology-Assisted Auditing • Remote and Hybrid Auditing • Selecting the Appropriate Audit Method • Planning a Remote or Hybrid Audit • Collecting Objective Evidence Remotely • Auditing Virtual Locations • Risks and Limitations of Remote Auditing • Best Practices for ISM Lead Internal Auditors • Practical Maritime Case Studies	4.0 Hours
Course Final Assessment	1.0 Hour