



## Training Course Information Form

### Course Information

**Course Name:** ISM – Level 3-1 (ISM Internal Audit Course)

**Institute/Centre:** Maritime Safety Institute      **Course Code:** MSIOC 822

**Type:**       Program       Course       Workshop

**Course Duration:**       5 days       3 days       1 days       Other: --

**Course Conducted:**       Local       International  
Indicate: -----

**Course Venue:** \_\_\_\_\_

**Course Language:**       English       Arabic       Both       Other: -----

### Course Description

#### Course Outlines:

- Definitions and objectives,
- Types of audits and scopes,
- Internal auditing requirements, and process (preparation, plan, implementation, reporting and execution)
- Non-comfirmities, corrective action follow up and certificate withdrawal,
- Case study and workshop in auditing,
- Examination.

#### Course Objectives:

This course is designed for shipping and offshore company employees. It aims at providing them with the necessary knowledge and tools required for performing and managing internal auditing procedures.

#### Learning outcomes:

The participants should be able to:

- Know the verification principles and the methods of implementing both formal and informal audit procedures.
- Understand auditing techniques and processes, in addition to mastering the techniques of managing an internal audit programme.

**Course includes:**  Theoretical       Tutorial       Laboratory       Workshop       Site Visit

**Course Prerequisites:**

Successfully attendance of ISM Level 1 and 2 courses.

**Who should attend:**

All personnel who need comprehensive understanding of the auditing processes according to the requirements of ISM Code.

**Course References:**

- IMO – The International Safety Management Code.

No. of Participants/course:  5-10       10-15       15-20       Other: -----

**Qualifications of Participants:**

Not limited

No. of Lecturer:  1       2       3

No. of Assistance:  1       2       3

**Course Facilities**

White Board       V. Projector       Data show       PC       Manual       Handouts  
 Books       Handouts       Flip charts       S/W       Other: -----

**Course Evaluation**

Written Examination       Written Report(s)       Oral Presentation       Attendance  
 Delegates Participation

Certificate Issue:  Local Premises       AASTMT       International

**Course Registration**

Registration:       AAST Admission Registration       Online       Other: ---local-----

Fees :

Documents required:       Registration form       ID/Passport copy       Photo