



## Training Course Information Form

### Course Information

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

**Institute/Centre:** Maritime Safety Institute      **Course Code:** MSIOC 823

**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)
- Objective evidence Non-conformities, corrective action follow up and certificate withdrawal,
- Case study and workshop in auditing,

#### 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 attended of ISM Level 1 and 2 courses.

**Who should attend:**

All personnel who need comprehensive understanding of the auditing processes and requirements.

**Course References:**

- IMO – The International Safety Management Code.
- IMO – The ISPS.

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**

- |   |                                       |   |  |  |  |
|---|---------------------------------------|---|--|--|--|
| <input checked="" type="checkbox"/> White Board | <input type="checkbox"/> V. Projector | <input checked="" type="checkbox"/> Data show | <input checked="" type="checkbox"/> PC | <input checked="" type="checkbox"/> Manual | <input checked="" type="checkbox"/> Handouts |
| <input type="checkbox"/> Books                  | <input type="checkbox"/> Handouts     | <input type="checkbox"/> Flip charts          | <input type="checkbox"/> S/W           | <input type="checkbox"/> 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