

Course Syllabus

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| Course Title: | ISM Certified Designated Person Ashore (DPA) |
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| Course Duration: | <i>14 Hours</i> |
| Course Difficulty: | <i>Advanced</i> |
| Course Category: | <i>Leadership</i> |

Learning Outcomes

1. *Understanding of the ISM Code;*
2. *Mandatory rules and regulations;*
3. *Applicable codes, guidelines, and standards as appropriate;*
4. *Assessment techniques of examining, questioning, evaluating and reporting;*
5. *Technical or operational aspects of safety management;*
6. *Appropriate knowledge of shipping and shipboard operations;*
7. *Participation in at least one marine-related management system audit; and*
8. *Effective communications with shipboard staff and senior management.*

References:

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

| Course Subject | Time |
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| Introduction <ul style="list-style-type: none"> • Course overview • Competences to be achieved • Application | 0.5 Hour |
| Chapter 1 ISM Introduction <ul style="list-style-type: none"> • 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 |

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| <p>Chapter 2 Responsibilities and Authority</p> <ul style="list-style-type: none"> • Company Responsibilities & Authority • Designated Person Ashore <ul style="list-style-type: none"> ○ Who is DPA ? ○ What DPA verifies and monitors ○ What the Company should provide to DPA ○ DPA Qualifications ○ DPA Training ○ DPA Experience • Master • Ressource & Personnel <ul style="list-style-type: none"> ○ 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 | <p>2.75 Hour</p> |
| <p>Chapter 3 Shipboard Operations</p> <ul style="list-style-type: none"> • Plans & Procedures Preparation | <p>1.25 Hour</p> |
| <p>Chapter 4 Emergency Preparedness</p> <ul style="list-style-type: none"> • 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 | <p>2.0 Hours</p> |

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| <p>Chapter 5 Report & Analysis of Non-Conformities, Accidents & Hazardous Occurrences</p> <ul style="list-style-type: none"> • 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 | <p>0.75 Hours</p> |
| <p>Chapter 6 Maintenance of the Ship & Equipment</p> <ul style="list-style-type: none"> • Maintenance planning - Areas to be included • Maintenance planning - Examples • Maintenance planning - Key Issues • Maintenance planning & reports • Maintenance planning & Critical Equipment | <p>0.75 Hours</p> |
| <p>Chapter 7 Documentation</p> <ul style="list-style-type: none"> • Records & Verification • What Company should provide | <p>0.5 Hours</p> |
| <p>Chapter 8 Company Verification, Review & Evaluation</p> <ul style="list-style-type: none"> • 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? | <p>1.25 Hour</p> |

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| <p>Chapter 9 Certification & Verification</p> <ul style="list-style-type: none"> • Requirements for SMC • Requirements for DoC • Interim DoC • Interim SMC • Document of Compliance • Safety Management Certificate • Interim Document of Compliance • Interim Safety Management Certificate | <p>0.5 Hours</p> |
| <p>Chapter 10 Verification</p> <ul style="list-style-type: none"> • 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 | <p>1.75 Hours</p> |
| <p>Course Final Assessment</p> | <p>1.0 Hour</p> |