

**SKILLS FRAMEWORK FOR SEA TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

| | | | | | | |
|------------------------------------|---|----------------|---|--|---|----------------|
| TSC Category | Shipboard Safety Management Systems | | | | | |
| TSC | Ship Safety Management Systems Audit | | | | | |
| TSC Description | Carry out audits of shipboard safety management systems to ensure compliance with regulatory requirements | | | | | |
| TSC Proficiency Description | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Level 6 |
| | | | STP-SFY-3001-1.1 | STP-SFY-4001-1.1 | STP-SFY-5001-1.1 | |
| | | | Conduct regulatory audits of safety management systems (SMS) on board vessels which involves determining conformance with planned arrangements and effectiveness of approaches to managing operational safety | Implement systematic approaches to the audit of safety management systems (SMS) on board vessels which includes advising vessel owners on the requirements for developing and implementing appropriate safety management systems and plans | Conduct regulatory audits of the safety management systems (SMSs) on board vessels through a systematic examination and audit criteria to determine conformance to planned arrangements | |
| Knowledge | | | <ul style="list-style-type: none"> • Development of tools such as positive performance indicators (PPIs) in assessing safety management performance • Vessel characteristics and certificate of operations which may impact Safety Management Systems (SMSs) • Maritime legislative requirements for safety management plans and compliance methods • Evidence of compliance with maritime and Workplace Safety and Health (WSH) legislation • Nature and use of information and data that provides valid and reliable results on safety | <ul style="list-style-type: none"> • Internal and external sources of SMS information and data • Internal and external survey environment • Legislative requirements for compliance timeframes • Organisational policies and procedures for the audit of SMSs • Principles and practices of systematic approaches to surveying and improving SMSs for commercial vessels • Principles relating to hazard identification, hierarchy of control and risk management • Systematic approaches to SMSs | <ul style="list-style-type: none"> • Development of tools such as positive performance indicators (PPIs) in assessing safety management performance • Vessel characteristics and certificate of operations which may impact Safety Management Systems (SMSs) • Maritime legislative requirements for safety management plans and compliance methods • Evidence of compliance with maritime and Workplace Safety and Health (WSH) legislation • Nature and use of information and data that provides valid and reliable results on safety | |

**SKILLS FRAMEWORK FOR SEA TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

| | | | | | | |
|--|--|--|---|---|---|--|
| | | | <p>management performance processes</p> <ul style="list-style-type: none"> • Nature of maritime and vessel work requirements and processes • Functional areas that impact safety management plans, systems and processes • Principles and practices of a systematic approach to managing safety • Range of risk analysis or assessment techniques and tools, application and limitations of these techniques and tools, and auditing methods and techniques • Sampling methodologies, applications and related statistical measures • SMS standards, audit requirements and regulations • Types of hazard identification tools • WSH policies, procedures and regulations | <ul style="list-style-type: none"> • Relevant legislation, codes of practice and standards • Roles and responsibilities of surveyors as specified in relevant legislation • Workplace Safety and Health (WSH) policies, procedures and regulations | <p>management performance processes</p> <ul style="list-style-type: none"> • Nature of maritime and vessel work requirements and processes • Functional areas that impact safety management plans, systems and processes • Principles and practices of a systematic approach to managing safety • Range of risk analysis or assessment techniques and tools, application and limitations of these techniques and tools, and auditing methods and techniques • Sampling methodologies, applications and related statistical measures • SMS standards, audit requirements and regulations • Types of hazard identification tools • WSH policies, procedures and regulations • Components of SMS audit plan • Types of corrective action to address SMS inadequacies | |
|--|--|--|---|---|---|--|

**SKILLS FRAMEWORK FOR SEA TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

| | | | | | | |
|-------------------------|--|--|---|---|---|--|
| <p>Abilities</p> | | | <ul style="list-style-type: none"> • Carry out preliminary planning for the conduct of SMS audits • Identify and arrange for resources required to conduct audits • Carry out interviews and document evidence and findings • Examine processes and systems to determine hazards of long latency and low frequency or high consequence • Identify organisational factors that impact safety management systems • Analyse risk controls in relation to the organisational SMS • Identify areas of compliance and non-compliance • Document audit outcomes and report to stakeholders | <ul style="list-style-type: none"> • Determine and scope legislative and regulatory framework for audit of SMSs • Determine safety management priorities and identify implementation plans • Determine safety management priorities • Identify implementation plans to ensure preparedness for SMS audits • Consult with vessel operators and owners exercise powers to enforce compliance requirements • Audit vessel SMSs for vessel operations • Provide advice to control risks • Handle disputes relating to SMS implementation issues • Update regulatory documentation and vessel history • Document areas for improvement | <ul style="list-style-type: none"> • Develop SMS audit plan • Develop SMS audit tools • Ensure audit tools focus on evaluation of performance of SMS • Evaluate and advise on effectiveness of approach to safety and risk management • Advise on impact of legislation and standards on safety management plans • Recommend corrective actions and follow-up processes | |
|-------------------------|--|--|---|---|---|--|