



IRCA

INTERNATIONAL
REGISTER OF
CERTIFICATED
AUDITORS



Certification as a

Maritime Auditor



The Maritime Safety Management Systems (ISM Code) Sector Scheme

Criteria for Certification as a Maritime Auditor

The Maritime Safety Management Systems (ISM Code) Sector Scheme (the scheme) has been developed for the purposes of certifying auditors trained in the principles and practices of auditing within the marine industry sector.

The scheme is based on the International Management Code for the Safe Operation of Ships and for Pollution Prevention (abbreviated to International Safety Management Code - ISM Code) and certification is performed by IRCA in conjunction with The Nautical Institute.

General Information about IRCA and the Maritime Auditor Certification Programme

IRCA and Auditor Certification

History:

The International Register of Certificated Auditors (IRCA) began certifying auditors in 1984. It was set up as part of an initiative by the UK government to make business and industry more competitive. The aim of this initiative was to achieve efficiencies by reducing the costs of supplier audits by replacing them with a fewer number of third party audits. Each third party audit of a supplier would then be accepted and recognized by all customers of that supplier.

In addition to IRCA, the other bodies involved in this new structure included an accreditation body (now UKAS), a national standards making body (BSI Standards) and a number of certification bodies. The quality management standard used was the British standard BS 5750, which later became ISO 9001.

This quality infrastructure proved to be extremely successful and is now recognized worldwide to be the most effective and most commonly used method for assuring the quality of supplier organizations. This same structure is now used in other contexts, e.g. to assure the compliance of organizations' management systems to occupational health & safety, food safety and environmental requirements. But whatever the context, because the structure relies heavily on competent auditors and consultants, the role played by IRCA has been essential to its success.

During the years since its establishment, IRCA has earned a reputation for integrity and for adding value. The evaluation and certification methods developed and used by IRCA have been adopted by most other auditor certification bodies. Although most countries now offer alternatives to IRCA through their own national auditor certification programmes, IRCA certification remains internationally as popular as ever. Around 30,000 auditors have been awarded certification since 1984, and over 120 countries are currently represented on the IRCA register. IRCA is the only auditor certification body that has international recognition and remains the certification that supplier organizations, certification bodies and auditors value most.

IRCA Training:

IRCA certification of auditor training courses is recognized and valued internationally. Although developed originally to support auditor certification, IRCA has evolved certification of training to become an independent activity, successful in its own right. Originally designed for auditors wishing to become certified, the courses proved very popular with students who were seeking information on quality, environmental and health & safety management for a variety of reasons. Now only a small minority of students attending these courses are auditors. Training organizations in many parts of the world regard IRCA certification as an essential requirement for trading. The number of courses IRCA offers has increased to cover a wide range of applications and continues to expand as training organizations demand certification for an increasing range of course types. Around 60,000 students a year attend IRCA certified training in all parts of the world.

Links with the CQI:

IRCA is the Chartered Quality Institute's (CQI) personnel certification body. The CQI in its own right is recognized worldwide as one of the international champions of quality. Together, in their respective roles, IRCA and the CQI provide a successful contribution to business and industry based on integrity, absolute impartiality and adding value to the business process.



Certification Criteria

All applicants are required to consider the certification criteria stated in this document in conjunction with the core scheme criteria detailed in **IRCA/102**; *Criteria for Certification as a Quality Management Systems (QMS) Auditor*.

Applicants for this scheme are **not** required to have existing certification as quality management systems auditors. Maritime auditors are certified to operate only within this sector (and not as a general quality management systems auditor, or within any other sector environment).

A. Academic Qualifications

Core scheme requirements apply, except that there is **no** provision for alternative route by interview where the requirements are not fully met.

In addition applicants are expected to hold at least one of the following:

- a. Degree in Nautical Science, Marine Engineering or Naval Architecture
- b. Under STCW 95, Deck Officer Certificate II/2 or Engineer Officer Certificate III/2 or recognized equivalent.

B. Work Experience

A minimum of 4 years experience is required in one or more of the following activities together with demonstrable practical knowledge of ship management and/or ship operations:

- a. Full-time experience as Master, Chief Engineer, First Mate, Second Engineer, Superintendent or Manager, engaged in organising, managing and operating ships, surveying ships or providing specific marine consultancy.
- b. Related experience in Quality Assurance, Marine Safety or Environmental Management.
- c. Experience in auditing to the Marine Safety Management Code (ISM Code).
- d. Principal or Senior Lecturer in a Maritime College teaching courses that lead to the qualifications stated in **A**.

If you are a member of an Institute, please state your membership grade and number.

Experience as a cargo surveyor, ship builder, ship designer, or ship repairer is **not** acceptable.

C. Quality Experience

No specific quality experience required, except as that stated in **B**. above.

D. Auditor Training

Core scheme requirements apply. In addition, applicants must have successfully completed the **Auditing Maritime Safety Management Systems** training module. As an alternative, applicants may have taken a variant of the core *Auditor/Lead Auditor* course that was specifically designed for auditors in the maritime environment. This variant course will no longer be available from the end of March, 2000.

Successful completion of formal auditor training must have occurred within the 3 year period immediately prior to application for certification. Where an applicant has successfully completed the requisite training course(s) prior to 1 January 1998, and where the period between completing the course and applying for certification exceeds 3 years, a concession may be granted in instances where the applicant is able to demonstrate maintenance of auditing skills and knowledge during that period.

E. Auditing Experience

The following requirements apply:

Auditor (Maritime)

Requires a minimum of 5 audits, consisting of a maximum of 4 against the ISM Code for the issue of the Ships Safety Management Certificate and a maximum of 2 audits for the purpose of issuing the Document of Compliance for the Shipping Company, all of which shall have been completed within the 3 year period prior to application. Applicants shall state on their audit log sheets (IRCA/106) which certificate has been issued for each audit, and further details of at least 5 audits shall be included on the Supplementary Audit log form (IRCA/150).

Lead Auditor (Maritime)

Requires a minimum of a further 5 audits (in addition to those specified above) as team leader, leading a team of 2 or more auditors. The overall total of 10 audits shall include 1 audit (as team leader) for issuing the Document of Compliance to a company managing a minimum of 10 vessels or

include 2 audits (as team leader) for issuing the Document of Compliance for companies managing less than 10 vessels.

Provisional Auditor (Maritime)

Applicants who meet the requirements of **A. - D.** above, but cannot satisfy **E.** Audit Experience, may be offered the grade of Provisional Auditor (Maritime).

(Provisional Auditors may apply for upgrade at any time, but must meet the relevant criteria specified at the time of application.)

First, second and third party and consultancy audits carried out in accordance with IRCA/102 Appendix 2 will be accepted for certification provided they are performed against a management system that includes all the elements of the ISM Code.

ISO9001/2 audits are **not** acceptable.

Renewal of Certification

The core scheme requirements for renewal of certification apply, although all qualifying audits shall have been performed against a management system that includes all the elements of the ISM code. In addition to the IRCA/106 audit log sheet, all auditors are required to complete the IRCA/150 supplementary Maritime (ISM) audit log form for each audit claimed.

All auditors shall maintain currency of knowledge of developments relevant to this scheme by completing at least 45 hours of continuing professional development (CPD) spread equally over the 3 year renewal of certification period. Successful completion of an IRCA certified *Updating Auditor Skills* course would fulfil part of the CPD requirement. Further details on CPD may be obtained from the IRCA Secretariat.