

Revised Internal Audit Procedures



EFFECTIVE INTERNAL AUDITS



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Presentation Agenda



- **Internal Audit Program minimum requirements**
- **New Responsible Carrier Program Provisions**
- **More items to consider**
- **Additional resources and assistance**



Internal Auditing Program must include:



- **Annually evaluate the effectiveness of the safety management system**
- **Review the safety management system in accordance with the established procedures of the company**
- **Review the annual management review meeting**
- **Require reporting of non-conformities**
- **Review the corrective action program**

New Provisions for the Internal Auditing Program:



- Conducted up to three (3) months before the original anniversary date and still maintain the original date
- The program must describe the auditor's qualifications and training
- The persons conducting the audit must be independent of the area being audited

Types and Frequency of Internal Audits



- Each managing office is audited annually by the anniversary of the last audit.
- Each vessel is audited annually by the anniversary of the last audit date.



The Actual Internal Management Audit



- Internal Management Audit Report example
 - Internal Vessel Audit Report example
- www.amercianwaterways.com – Quick Links
RCP Transition



Key Components:



- Internal Audit Guidelines - see a sample procedure at www.amercianwaterways.com -

Quick Links RCP Transition

- Internal Audit Checklist
- Internal Audit Record or Reports with a minimum retention period
- Nonconformity Guidelines
- Management Review Meeting documentation and / or agenda

Other Internal Auditing Procedures



- **Organizational responsibility for the Internal Auditing Program must be identified**
- **The complete corrective actions from Internal audits are included in the continuous improvement program of the organization**
- **Compare your program to the TVIB Internal Auditors Checklist (<http://www.thetvib.org/tvib>)**

So How Do We Get It Right?



Provide them with formal training from an outside your organization:



Towing Vessel Inspection Bureau (TVIB)

<http://www.thetvib.org/tvib-training>

(Supporting Organization Member's get three paid seats for training per year)

American Bureau of Shipping (ABS)

www.ABSAcademy.org

Pick employees with the right temperament to be an auditor

The End Result:



- A documented assessment of your Safety Management System
- A documented assessment of your Environmental Protection Program
- Skills, Competence and Training is being assessed
- Continuous improvement monitoring is documented
- Written confirmation your organization is competently doing what you say you do!
- Clients are confident to hire you



Conclusion



- Effective Internal Audits = Better Performance
- Better performance = More satisfied employees and managers

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QUESTIONS or COMMENTS

