

# IMO - VMSAS

## CORRECTIVE ACTION PLAN AND FOLLOW UP ACTION

(Form B)

<b>CORRECTIVE ACTION</b>	
<b>Member State: 0851</b>  <b>Ministry/Organization</b> Bureau of Maritime Affairs Liberian International Ship and Corporate Registry	<b>Audit Period:</b> 26 February – 5 March  <b>Department/Section</b> Technical Dept.
<b>Non- Conformity No.:</b>	<b>Observation No.: 3</b>
<b>Proposal:</b>  1. To develop and maintain a documented RO/RSO oversight program. The program will be incorporated in the LISCR ISO 9001-2000 QMS. The following actions will be included in the program: <ul style="list-style-type: none"> <li>a. Audit of at three/four of the ROs head offices each year. The RO to be audited will be chosen based on the last previous audit of the RO attended by the Administration and a review of actions (detentions, casualties, inspections, administrative issues, etc.) that may have involved vessels or companies surveyed or audited the RO during the previous 24 months. The Administration's goal is to audit each RO's head office at least once every three years</li> <li>b. Development of procedures and checksheets for use when auditing an RO/RSO</li> <li>c. Development of a matrix, using its LISCR Information System (LIS) database, of ROs identifying Liberian:                             <ul style="list-style-type: none"> <li>i. vessels classed by the RO involved in major port state control incident</li> <li>ii. vessels audited by RO/RSO for ISPS or ISM compliance</li> <li>iii. classed by the RO involved in a serious casualty or severe pollution incident</li> <li>iv. classed by the RO found to serious or numerous deficiencies by Liberian nautical inspectors</li> </ul> </li> <li>d. Using the criteria listed in item c above, in addition to the audits mentioned in item a above, select specific RO ship surveys and audits and company audits to monitor on sight.</li> <li>e. Obtain and review copies of each ROs annual QSCS audit report</li> <li>f. Development of a matrix, using its LIS database, of ROs completed and scheduled audits, non-conformities and observations found, and corrective actions taken.</li> </ul>	
2. LISCR has at least six employees with maritime backgrounds who are also qualified ISO and/or ISM and ISPS auditors that will be used to assist in the auditing of the ROs. One of these employees recently conducted an audit of ROs GL and RINA. The Administration will be able to use its pool of	

qualified ISO/ISM/ISPS auditors (who are also qualified nautical inspectors) to monitor selected ship surveys and audits and selected company audits

3. The Administration again requested and ROs agreed during the annual meeting with ROs in September 2007, to make available to the Administration copies of certificates and survey reports via their websites to the maximum extent possible. Web access to copies of certificates and survey reports will be tested to ensure availability. It should be noted that all of the ROs are required by the Agreement between the Administration and the RO to provide the Administration copies of the certificates issued on behalf of Liberia. All of the ROs currently provide survey and audit report to the Administration upon request.

4. The Administration will develop a program for sampling at least 5% of the survey reports and 5% of the audit reports each year conducted by an RO on behalf of the Administration. The Administration currently reviews reports for vessel involved major port state control actions, serious casualties, severe pollution incidents, or found to have numerous deficiencies by Liberian Nautical Inspectors.

**Date for Completion:**

1a - Commenced October 2007. Complete additional 8 audits by end of 2010. – Two RO head offices audited since October 2007

1b - 31 December 2007 – Prototype checksheets and instructions used during 2007 audits to be finalized by March 2008

1c - Meet with IT December 2007 – LIS implementation estimated by May of 2009.

1d - Commenced 1 Nov 2007 using existing data – Meet with IT Dec 2007. LIS implementation estimated by May of 2009.

1e – Administration will request copies of 2007 QSCS audits in January 2008.

1f - Meet with IT December 2007 – LIS implementation estimated by May of 2009.

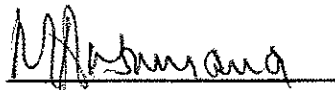
2. - Completed

3. - In progress – Final completion dependent upon RO upgrade of their database systems

4. - To commence 1 January 2008.

**On behalf of Member State**

Signature(s)



Margaret Ansumana  
Deputy Commissioner of  
Maritime Affairs

Date

24 JAN 2008

**Where applicable: Results of investigation into Root Cause and Preventive action taken:**

**Action Plan submitted:**

By	<u>LISCR</u>	Date	<u>21-01-08</u>
To	<u><i>P. Smith</i></u>	Audit Team Leader	
Info	_____	IMO Secretariat	

**Action Plan Agreed**

By	<u><i>P. Smith</i></u>	Date	<u>24-01-08</u>
To	_____	MS Liaison Officer	
Info	_____	IMO Secretariat	

**Verification and Close Out**

Corrective action as detailed above has now been completed objective evidence in support of this is attached.

By	_____	Date	_____
Agreed	_____	Audit Team Leader	
Info	_____	IMO Secretariat	