



**LIBEROASSURANCE**

# **Certification Scheme**

## **Certification of Persons**

International Safety Management Code (ISM)

Designated Person Ashore (DPA)

# Work Instruction – WI0600 – ISM DPA Certification Scheme

## Contents

|  |   |
|--|---|
| Contents .....   | 1 |
| 1 Certification Scope.....   | 2 |
| 2 Eligibility of prospective Candidates .....  | 2 |
| 3 Competence.....  | 2 |
| 3.1 Formal education .....   | 2 |
| 3.2 Training.....  | 2 |
| 3.3 ISM - Designated Person should have undergone training relating to safety management elements in compliance with the requirements of the ISM Code, particularly with regard to:..... | 2 |
| 3.4 Experience.....  | 2 |
| 3.5 Junior Grades/Assistants .....   | 3 |
| 4 Code of Conduct .....  | 3 |
| 5 Candidate Rights and Duties.....   | 3 |
| 5.1 Rights .....   | 3 |
| 5.2 Obligations.....   | 3 |
| 6 Examiner qualification.....  | 4 |
| 7 Assessment methods for initial & Re-Certification .....  | 4 |
| 7.1 Online Examination and Duration of Exam.....   | 4 |
| 8 General Records.....   | 4 |
| 9 Legislative background.....  | 4 |
| 10 Recertification procedure.....  | 4 |
| 11 Decision Making Process.....  | 4 |
| 12 Suspending, withdrawing or reducing the scope of certification .....  | 5 |
| 13 Certification Scheme Owner.....   | 5 |
| 14 References.....   | 5 |
| 15 Enclosures .....  | 5 |
| 16 Formats/Exhibits .....  | 5 |
| 17 Revision History .....  | 5 |
| 18 Annex 1 – ISM DPA code of Ethics .....  | 5 |

## 1 Certification Scope

The scope of the present certification is to check & certify against the minimum requirements of the ISM - Designated Person Ashore as requested from various international maritime organisations

## 2 Eligibility of prospective Candidates

In order for a candidate to be eligible one has to fulfil the following requirements

1. Be at least 18 years of age
2. Have a valid travel document such as passport or seaman's Book.
3. Comply with the present certification scheme code of ethics.
4. Proof of training (if applicable).
5. Copy of previous certificate (if applicable).
6. Be fit (mentally and physically) to work
7. If the inquiry received from a company which is seeking certification services for its employees, **declaration of work experience** should be sent along with the application form filled in and signed by authorized personnel in the company to declare the experience of the applicants.

## 3 Competence

### 3.1 Formal education

1. Qualifications from a tertiary institution recognized by the Administration or by the recognized organization, within a relevant field of management, engineering or physical science, or
2. Qualifications and seagoing experience as a certified ship officer pursuant to the International Convention on Standards of Training, Certification and Watch keeping for Seafarers (STCW), 1978, as amended on 1995, or
3. Other formal education combined with not less than three years practical senior level experience in ship management operations.

### 3.2 Training

- 3.3 ISM - Designated Person should have undergone training relating to safety management elements in compliance with the requirements of the ISM Code, particularly with regard to:
1. Knowledge and 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

### 3.4 Experience

ISM - Designated Person should have experience to:

|  |                    |                             |                         |
|--|--------------------|-----------------------------|-------------------------|
| <i>Document ID: Work Instruction – WI0600 ISM DPA Certification Scheme</i> |                    | <i>Page 2 of 7</i>          |                         |
| <i>Version: 1</i>  | <i>Revision: 1</i> | <i>Controlled Copy: YES</i> | <i>Date: 14/01/2022</i> |

## Work Instruction – WI0600 – ISM DPA Certification Scheme

1. Present ISM matters to the highest level of management and gain sustained support for safety management system improvements;
2. Determine whether the safety management system elements meet the requirements of the ISM Code;
3. Determine the effectiveness of the safety management system within the Company and the ship by using established principles of internal audit and management review to ensure compliance with rules and regulations;
4. Assess the effectiveness of the safety management system in ensuring compliance with other rules and regulations which are not covered by statutory and classification surveys and enabling verification of compliance with these rules and regulations;
5. Assess whether the safe practices recommended by the Organization, Administrations, classification societies, other international bodies and maritime industry organizations to promote a safety culture had been taken into account; and
6. Gather and analyse data from hazardous occurrences, hazardous situations, near misses, incidents and accidents and apply the lessons learnt to improve the safety management system within the Company and its ships.

### 3.5 Junior Grades/Assistants

Failing with the prescribed requirements aforementioned, the candidate may be assigned as assistant DPA given that he/she has the appropriate qualifications and training but misses work experience.

## 4 Code of Conduct

The applicable code of conduct may be found in Annex 1.

## 5 Candidate Rights and Duties

### 5.1 Rights

1. All successful applicants will receive certification
2. The candidate has the right to reschedule the examination by informing LiberoAssurance with two days' notice prior the examination time
3. All information received from the applicants, candidates or certified persons and information obtained during the certification process is not disclosed to an unauthorized party without the written consent of the individual (applicant, candidate or certified person), except where the law requires such information to be disclosed
4. All applicants, candidates or certified persons can raise a complaint in case of any dissatisfaction by sending email to LiberoAssurance provided email address including all details of his complaints

### 5.2 Obligations

1. All candidates should provide true and valid information and details in the application form as they will be used to assess his competency for granting the certification
2. To inform the certification body, without delay, of matters that can affect candidate's capability to fulfil the certification requirements
3. Candidates should not use the certification in such a manner as to bring LiberoAssurance into disrepute and not to make any statement regarding the certification which the certification body considers misleading or unauthorized

|  |                    |                             |                         |
|--|--------------------|-----------------------------|-------------------------|
| <i>Document ID: Work Instruction – WI0600 ISM DPA Certification Scheme</i> |                    | <i>Page 3 of 7</i>          |                         |
| <i>Version: 1</i>  | <i>Revision: 1</i> | <i>Controlled Copy: YES</i> | <i>Date: 14/01/2022</i> |

## **6 Examiner qualification**

The examiner should have:

- a) Proven competence and training in dealing with ISM - DPAs role as part of he's work experience and/or;
- b) Being an approved Auditor/Inspector for ISM, ISPS MLC Management Systems

## **7 Assessment methods for initial & Re-Certification**

### **7.1 Online Examination and Duration of Exam**

Both online and normal examination last of 60 minutes without break. Passing mark of the written - oral exam has been set to 60%. Maximum tries have been set to 3. In order for the candidate to continue with additional tries, provision of proof of additional training that is not less than 1 day / 6 hours.

## **8 General Records**

1. Passport or national ID
2. Examination paper
3. Examination result
4. Certificate issued
5. 1 photo passport size
6. Proof of work experience

## **9 Legislative background**

The only document that specifies the requirements of the ISM - DPA as dictated by the ISM code chapter 4 is MSC-MEPC.7/Cir.6 guidance on the qualifications, training and experience necessary for undertaking the role of the designated person under the provisions of the international safety management (ISM) Code as amended.

## **10 Recertification procedure**

LiberoAssurance will contact the client in order to remind them of any expiring certification. In the event that the candidate wants to re-certify, application form will be sent to him to be duly filled and submitted. Candidate must complete all recertification requirements prior to the certification's expiration date. This includes:

1. Eligibility criteria
2. Passing the recertification Written/Oral exam
3. Recertification Written/Oral and practical examinations must be taken up to one month prior to the certification's expiration date

## **11 Decision Making Process**

Upon completion of the examination process, the invigilator will convey the exams to the examiner for scoring. The scoring will be done as the criteria set by the certification department of

|  |                    |                             |                         |
|--|--------------------|-----------------------------|-------------------------|
| <i>Document ID: Work Instruction – WI0600 ISM DPA Certification Scheme</i> |                    | <i>Page 4 of 7</i>          |                         |
| <i>Version: 1</i>  | <i>Revision: 1</i> | <i>Controlled Copy: YES</i> | <i>Date: 14/01/2022</i> |

## Work Instruction – WI0600 – ISM DPA Certification Scheme

LiberoAssurance with minimum passing score for written examination to be at 60%. The scoring results will be passed to the decision maker who will make his decision based on the examination score, complying with all requirements, and completion of the certification fees. If all requirements are met, the candidate will be deemed as competent and consequently his/her certificate will be issued. Once the certificate has been issued, its validity is determined to 3 years.

### 12 Suspending, withdrawing or reducing the scope of certification

LiberoAssurance has documented procedures for suspension or withdrawal of the certification, or reduction of the scope of certification. Failure to resolve the issues that have resulted in the suspension, in a time established by LiberoAssurance, shall result in withdrawal of the certification or reduction of the scope of the certification.

### 13 Certification Scheme Owner

LiberoAssurance has developed and maintains the certification scheme to cover the requirements of the ISM - DPA.

### 14 References

- MSC-MEPC.7/Cir.6 guidance on the qualifications, training and experience necessary for undertaking the role of the designated person under the provisions of the international safety management (ISM) Code as amended.
- Panama Maritime Authority - Merchant Marine Circular No. 160
- Other flag state requirements (Declaration of ISM DPA Working form)

### 15 Enclosures

- Annex 1 – ISM DPA code of Ethics

### 16 Formats/Exhibits

- WI\_0700 Invigilator guidelines
- WF\_2500\_Application

### 17 Revision History

| Rev No | Date       | Description  |
|--------|------------|--|
| 1      | 14/01/2022 | Inclusion of the wording ISM (International Safety Management) before the DPA (Designated Person Ashore) word. |
|        |            |  |

### 18 Annex 1 – ISM DPA code of Ethics

An ISM DPA certified by LiberoAssurance should:

|  |                    |                             |                         |
|--|--------------------|-----------------------------|-------------------------|
| <i>Document ID: Work Instruction – WI0600 ISM DPA Certification Scheme</i> |                    |                             | <i>Page 5 of 7</i>      |
| <i>Version: 1</i>  | <i>Revision: 1</i> | <i>Controlled Copy: YES</i> | <i>Date: 14/01/2022</i> |

## Work Instruction – WI0600 – ISM DPA Certification Scheme

1. Act professionally and ethically
2. Pursue recognition, development and enhance the reputation of the ISM DPA's profession
3. take over responsibilities that he/she is certified and do not use the certification in other roles that does not have the qualifications
4. Inform any interested parties of any conflicts of interest
5. Do not disclose any confidential information unless otherwise defined by the applicable law or by agreement with the stakeholders
6. Does not accept any form of pressure (money, gifts, etc.) by anyone, which could affect his professional judgment
7. Provide services based on objective criteria
8. Not act in a way that could affect or harm the reputation of the certification body
9. Cooperate with any investigation effort where there is a violation of Code of Conduct
10. Keep full and reliable file in terms of any complaints raised over the execution of his/her duties.

|  |                    |                             |                         |
|--|--------------------|-----------------------------|-------------------------|
| <i>Document ID: Work Instruction – WI0600 ISM DPA Certification Scheme</i> |                    |                             | <i>Page 6 of 7</i>      |
| <i>Version: 1</i>  | <i>Revision: 1</i> | <i>Controlled Copy: YES</i> | <i>Date: 14/01/2022</i> |