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**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**

1 The Marine Environment Protection Committee at its fifty-sixth session (9 to 13 July 2007) and the Maritime Safety Committee at its eighty-third session (3 to 12 October 2007) noted that the Maritime Safety Committee, at its seventy-fourth session (30 May to 8 June 2001), agreed that the Designated Person has a key role in the development and implementation of the safety management system within a shipping company with a view to ensuring safety at sea, prevention of human injury or loss life, and avoidance of damage to the environment, in particular to the marine environment and to property.

2 The Committees also agreed that there was an urgent need to provide guidance to shipping companies on the qualifications, training and experience for undertaking the role of Designated Person under provisions of the International Safety Management (ISM) Code.

3 Accordingly, the Committees developed Guidance on the experience, qualifications and training for undertaking the role of Designated Person under the provisions of the International Safety Management (ISM) Code as set out in the annex.

4 Member Governments and international organizations concerned are recommended to bring this circular to the attention of all parties concerned.

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## ANNEX

### **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**

#### **1 INTRODUCTION**

The present Guidance applies to persons undertaking the role of the Designated Person under the provisions of the International Safety Management (ISM) Code.

#### **2 QUALIFICATIONS**

2.1 Designated Person should have a minimum of formal education as follows:

- .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 Watchkeeping for Seafarers (STCW), 1978, as amended, or
- .3 other formal education combined with not less than three years practical senior level experience in ship management operations.

#### **3 TRAINING**

3.1 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.

#### **4 EXPERIENCE**

##### 4.1 Designated Person should have experience to:

- .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.

#### **5 COMPANY REQUIREMENTS AND RECORDS**

5.1 The Company should provide training courses covering qualification, training and experience and the appropriate procedures connected to compliance with the ISM Code including practical training and continuous updating. The Company should also provide documentary evidence that the Designated Person has the relevant qualification, training and experience to undertake the duties under the provisions of the ISM Code.

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