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Ref. Circular Letter No.3547
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To: All IMO Member States and Associate Members

Subject: **Invitation for the nomination of qualified auditors pursuant to section 4.3 of the Procedures for the IMO Member State Audit**

1 At its 113th regular session (1 to 5 December 2014), the Council noted that, although the number of individuals that had been nominated by Member States and placed on the roster was on the increase during the preceding biennium, in response to the second invitation to Member States (Circular Letter No.3301, of 31 July 2012), there was still a trend for some Member States to nominate other individuals and not those who were trained as auditors under the Scheme through the regional training courses.

2 To ensure that the Scheme is supported by sufficient numbers of qualified auditors, particularly with the required language skills and from a broader range of Member States, the Council reiterated its invitation to Member States to nominate suitably qualified individuals as auditors, in particular those who have been trained as IMSAS auditors, taking into account the criteria established in the Procedures for the IMO Member State audit (resolution A.1067(28), annex, part II), which also include demonstrable auditing skills and techniques.

3 In nominating potential auditors, Member States are to ensure that the backgrounds of the nominees are in line with the qualifications and criteria as set out in section 4.3 of the Procedures, particularly with regard to proficiency in at least one of the six official IMO languages; knowledge of international conventions; functions of a maritime administration and previous auditing skills and experience.

4 To facilitate the provision of the right information by individuals who are to be nominated by Member States, the online E-roster of experts and consultants is now available for use by nominees. Guidance on the procedure for nominations of auditors is set out in the annex.

ANNEX

GUIDELINES FOR THE NOMINATION OF QUALIFIED INDIVIDUALS AS AUDITORS UNDER THE SCHEME

Qualifications

1 Individuals who will be nominated as auditors under the Scheme should possess the qualifications and meet the criteria as set out in section 4.3 of the Procedures for the IMO Member State audit, which is reproduced below.

"4.3 Nomination of auditors

4.3.1 When a Member State nominates an auditor, who shall have demonstrable auditing skills and techniques, as for example obtained from a management system auditor training course, ISM Code auditor training course or IMO Member State auditor training course, the following personal qualities and qualifications should be taken into account:

- .1 initiative, judgement, tact, sensitivity and the ability to maintain harmonious working relations when meeting intended or unintended obstacles during the audit, and when working in a multicultural environment;
- .2 proven skills at managerial and/or senior level;
- .3 demonstrated motivation and the ability to write clearly and concisely;
- .4 full command of at least one of the six official IMO languages;
- .5 in-depth knowledge of the functions of an Administration;
- .6 good knowledge of the IMO's regulatory framework, including relevant instruments; and
- .7 computer literacy."

How to nominate an auditor

2 With respect to the procedure for the nomination of auditors, Member States should continue to nominate auditors through an official communication to the Secretary General and signed by an appropriate government official.

3 In addition, individuals nominated should enter their personal details through the E-roster of experts and consultants, which will be validated by the Secretariat after the official communication referred to above has been received from the Member State concerned.

4 The online Personal History Form (PHF) in the E-roster of experts and consultants contains a complete record of the profile of the applicant, organized into sections, including personal information, professional experience, skill and competence, relevant qualifications and expertise.

5 E-Roster can be accessed through the same account used to access IMODOCS and GISIS. If an individual who is nominated as an auditor does not have an account, one can be created by registering at <http://roster.imo.org>.

6 After logging in, the link "Roster of Consultants public registration and self-management" should be chosen and personal details inserted into the online PHF. The PHF will then be saved in "Draft" mode. Once the individual has completed the information in the PHF, the "Submit" tab should be used to place the PHF in the system. All PHFs submitted will be assessed by the Secretariat and those nominees who meet the criteria for auditors under the Scheme will be added to the E-Roster, which will be directly linked to the auditors' profile kept on the new GISIS module on the Member State Audit, where additional audit-related information may be inserted by the Secretariat.

7 In particular, relevant information to support audit related qualifications and experience including those obtained from a management system auditor training course, ISM Code auditor training course or IMO Member State auditor training course, should be inserted under the "Education" section in the online PHF.

8 In addition, knowledge of IMO regulatory framework should be clearly inserted under the "Experiences" section, including all IMO instruments for which the individual has working knowledge. How the individual gained an in-depth knowledge of the functions of an Administration should also be clearly indicated, as well as previous auditing experience.

9 Individuals who will be nominated as auditors need to be fluent in one or more of the IMO official languages: Arabic, Chinese, English, French, Russian and Spanish and relevant information should be included under the "Language skills" section of the online PHF.
