



## **TECHNICAL CIRCULAR No. 614 of 6<sup>th</sup> March 2020**

To	All Surveyors/Auditors
Applicable to flag	All Flags
Title	<b>Opening Meeting Guidelines</b>
Reference	CONARINA - Instructions

### **Opening Meeting Guidelines**

- Introduce lead auditor and audit team
- Circulate the attendance list for this opening meeting. Request name and position or department be populated. Attach draft audit plan.
- Express appreciation for working with CONARINA

**Objective:** Gather objective evidence on the effective implementation of the management system.

**Method:** Deficiencies may still exist that may not be identified: review of documents and records; interview personnel; work about of the vessel; witness emergency drill.

**Escorts:** Role includes ensuring the on-site safety and security requirement are observed, establish contact and arrange visits, and where appropriate, acknowledge findings: escorts should not answer for auditees or interfere with the audit; MLC audit interviews will be held in private.

**Confirm language.** If our questions are unclear, ask us to clarify. We must avoid misunderstandings.

**Pictures:** I will be taking pictures to document objective evidence during the audit.

**Handling findings:** Finding will be brought to your attention as soon as they are known. A preliminary report including findings and any required actions, if any, will be presented during the closing meeting.

**Confidentiality:** Audit is confidential between CONARINA and the client.

**Confirm STCW responsibility:** Consider STCW rest hour requirements. If changes to operations or other activities occur, we will be flexible.

*Customer Service Center*  
 5201 Blue Lagoon Drive, 9<sup>TH</sup>. Floor,  
 Miami, Fl., 33126  
 Tel: 1 (305) 716 4116,  
 Fax: 1 (305) 716 4117,  
 E-Mail:

[joel@conarinagroup.com](mailto:joel@conarinagroup.com)

*Technical Head Office*  
 7111 Dekadine Ct.  
 Spring, Tx., 77379  
 Tel: 1 (832) 451 0185,  
 1 (713) 204 6380

E-Mail: [valbozen@hotmail.com](mailto:valbozen@hotmail.com)

**Confirm closing meeting schedule** time and any possible interim meetings.

Provide an opportunity for the auditees to ask questions.

**Request safety briefing.** In case there is an emergency during the audit, where should the audit team muster?

REFERENCES:

- CONARINA – Instructions- Courtesy of ABS.

- ATTACHMENTS: No

Kindest Regards,

Val Bozenovici  
Naval Architect – Conarina Technical Director

*Customer Service Center  
5201 Blue Lagoon Drive, 9<sup>TH</sup>. Floor,  
Miami, Fl., 33126  
Tel: 1 (305) 716 4116,  
Fax: 1 (305) 716 4117,  
E-Mail:*

[joel@conarinagroup.com](mailto:joel@conarinagroup.com)

*Technical Head Office  
7111 Dekadine Ct.  
Spring, Tx., 77379  
Tel: 1 (832) 451 0185,  
1 (713) 204 6380*

*E-Mail: [valbozen@hotmail.com](mailto:valbozen@hotmail.com)*