



## Executive report

### Assessment outcome:

At the request of the company Szkoła Morska w Gdyni Sp . z o.o. which is certified by LRQA to ISO 9001 : 2008 the special surveillance visit was carried out to assess the degree of compliance of the Basic Offshore Safety Induction Emergency Training and HUET as provided by Szkoła Morska w Gdyni Sp zo.o. with the OPITO Approved Standard BOSIET /FOET.

For this purpose the Szkoła Morska w Gdyni Sp zo.o has prepared the OPITO Self assessment form which was reviewed together with the LRQA assessor .

During the audit the company demonstrated that the training In the Basic Offshore Safety Induction Emergency Training and Helicopter Escape Emergency Training as provided by Szkoła Morska w Gdyni Sp z o.o. is in general compatible with the requirements specified in the OPITO Approved Standard BOSIET /FOET .

The discrepancies between programmes are specified in the OPITO DESKTOP AUDIT APPROVAL - GUIDANCE MATRIX prepared by the company.

The main areas of discrepancies are :

- A) Use of the harbour basin (sea water) for the practical training.
- B) no written test for Module 1 Safety Induction

It was stressed by the Auditor that the formal assessment of compliance with the OPITO standard can only be done by the OPITO as owner of the standard this review was done , as an assistance in preparation to the formal OPITO audit.

### System effectiveness and continual improvement:

System efficiency and the continual improvement were not assessed during his visit.

### Areas for management attention:

There were no specific issues requiring the actions by the Top Management and resulting from his visit,



# Special Surveillance

Report for:

**Szkoła Morska w Gdyni Sp. zo.o.**

**LRQA reference:** GDK 0003466/ 0007  
**Assessment dates:** 6/02/2012  
**Assessment location:** Gdynia  
**Assessment criteria:** ISO 9001:2008  
**Assessment team:** Leszek Sitkowski

**LRQA office:** Sopot



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<b>Attachments</b>

<b>This report was presented to and accepted by:</b>	
Name:	Alfred Naskręt
Job title:	Managing Director

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For this purpose the Szkoła Morska w Gdyni Sp zo.o has prepared the OPITO Self assessment form which was reviewed together with the LRQA assessor .

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The discrepancies between programmes are specified in the OPITO DESKTOP AUDIT APPROVAL - GUIDANCE MATRIX prepared by the company.

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A) Use of the harbour basin (sea water) for the practical training.

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It was stressed by the Auditor that the formal assessment of compliance with the OPITO standard can only be done by the OPITO as owner of the standard this review was done , as an assistance in preparation to the formal OPITO audit.

### System effectiveness and continual improvement:

System efficiency and the continual improvement were not assessed during his visit.

### Areas for management attention:

There were no specific issues requiring the actions by the Top Management and resulting from his visit,



## Assessment summary

### Introduction:

At the request of the company Szkoła Morska w Gdyni Sp. z o.o. which is certified by LRQA to ISO 9001 : 2008 the special surveillance visit was carried out to assess the degree of compliance of the Basic Offshore Safety Induction Emergency Training and HUET as provided by Szkoła Morska w Gdyni Sp zo.o. with the OPITO Approved Standard BOSIET /FOET.

Whilst the auditor stressed that the formal assessment of compliance with the OPITO standard can only be done by the OPITO as owner of the standard, the review of the OPITO DESKTOP AUDIT APPROVAL - GUIDANCE MATRIX as prepared by the company was carried out, as an assistance in preparation to the formal OPITO audit.

### Assessor:

### Assessment of:

Documentation of the training

### Auditee(s):

A. Pawlik, A. Naskret

### Audit trails and sources of evidence:

OPITO Approved Standard BOSIET/FOET.  
Instrukcja dostosowania szkoleń do standardów OPITO.  
Księga jakości.  
Ewidencja pracowników  
Programy szkoleniowe.  
Students manuals

Ewidencja sprzętu szkoleniowego.  
Dziennik konserwacji i naprawy sprzętu ratowniczego.  
Zeszyt przeglądów technicznych sprzętu nurkowego i napełnienia butli.  
Dziennik przeglądów technicznych symulator kabiny śmigłowca.  
Approval by Polish Salvage Company dated 14/04/2009  
Approval by Boarder Guard Maritime Unit.  
Client recommendations from:  
Saga, Klaipeda  
Norspol Warsaw  
Harris Pye Gdynia  
Jednostka Wojskowa no 4651.  
Nordwegr Ltd Kaliningrad.

### Evaluation and conclusions:

Specified In the OPITO DESKTOP AUDIT APPROVAL - GUIDANCE MATRIX.