

AUDIT REPORT

DNV Id No:
10686423
Job Id:
1939159
Revision No:
1

Particulars of Audit:

Company Name:	Kvadraturen videregående skole
Company identification number:	
DNV Station:	West Norway FiS
Place of audit:	Kristiansand(NOR,Norway)-Head Office
Audit started:	2024-01-24
Audit completed:	2024-01-24
Lead auditor:	Jacobsen, Thomas Rørvik
Audit team:	

Annual MTP Audit

This is to confirm:

That the following have been carried out:

Certificates

Certificate Name	Flag	Endorsed	Issued/ Extended	New expiry date	UTN
Maritime training provider certificate		S2			n1592614-tox

Audits

Audit Code	Audit Name	Flag	Result
MTP.A	Maritime training providers annual audit		Complete

- Flag state authorisation(s) were verified
- Corrective actions from previous audits were verified

Non-Conformities, Conditions, Observations and Memoranda

Non-conformity(NC), Observation(OB)

OB 1

Deleted

Issued: 2021-10-26

Skolen baserer i dag sin identifisering av avvikende undervisning på elevundersøkelser og medarbeidersamtaler. Skolen bør inkludere flere metoder, for eksempel med at undervisningstimer blir monitorert av andre kvalifiserte lærere, for verifisere at undervisningen er ihht læreplaner og ønsket kvalitet.

Ref. DNVGL-ST-0029 2.6.5

Corrective Action:

Implementation of corrective actions verified during audit. JACOB 2024.01.24

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Name of Company: **Kvadraturen videregående skole****OB 2****Deleted****Issued: 2021-10-26**

Skolen har en del udokumentert faglig utvikling / opplæring av lærere på plass, slik som konferanser og samlinger blant maritime skoler lokalt og nasjonalt. Disse bør tas inn i styringssystemet, og dokumenteres som en del av den faglige utviklingen for lærere.
Ref. DNVGL-ST-0029 2.6.3

Corrective Action:

Implementation of corrective actions verified during audit. JACOB 2024.01.24

OB 3**Deleted****Issued: 2021-10-26**

Det bør utarbeides en klar definisjon over de kvalifikasjoner for personer som skal utføre intern revisjoner av skolen skal inneha. Her bør også formell opplæring som kurs inkluderes. Ref. DNVGL-ST-0029 2.1.8

Corrective Action:

Implementation of corrective actions verified during audit. JACOB 2024.01.24

NC**Severity: Normal****Imposed / Due date: 2024-04-24****DNV-ST-0029 Chapter 2.1.8: Internal audits**

The organization shall perform internal audits to monitor the correct implementation of the management system and determine its effectiveness. The audits and follow-up actions shall be documented and records kept. Audit frequency shall be established ensuring that internal audits are at least performed annually.

An audit plan or schedule shall be established and include all areas of the management system and training organisation. It shall cover the following items:

- specific areas/courses to be audited in a defined timeframe
- available internal auditors
- reported non-conformities, conclusions and recommendations

The qualifications of personnel performing internal audits shall be defined. Audits shall be carried out by qualified internal auditors who shall not be directly involved in / responsible for the area being audited.

Internal audits and verification shall include verification if learning programmes are achieving the agreed or stated objectives, are delivered as agreed and are being adequately maintained.

The results of the audits shall be brought to the attention of the manager responsible for the area audited. Responsible management shall take timely corrective action on the deficiencies found during the audit.

Finding Category:

Procedure not effectively implemented

Objective Evidence:

The Company's procedure KVA-KS-PRO-006 gives specific requirements regarding qualifications for the persons performing the internal audits. It could not be verified during the audit that such qualifications had been obtained by the auditors performing the Internal audits.

OB**Imposed**

The Company is using QM+ for handling findings / non-conformities, However, during the audit it was discovered that not all findings / non-conformities was recorded in QM+ for proper handling and follow-up; e.g. findings from latest Internal Audit and Management Review (Ledelsens Gjennomgang) was not handled in QM+. Hence the findings from these has not been handled.

Name of Company: **Kvadraturen videregående skole**

Corrective Action Plan

Agreed date for sending the corrective action plan for acceptance in the CAP tool found in the Company part of the Fleet in Service App or to Oslo Maritime and CAP (M-NN-NPSJ): **2024-02-14**

Narrative Report

The audit was carried out as per the attached audit programme agreed with the Company representative. Purpose of the audit was to assess the ability of the Management System (MS) to meet the provisions of the DNV-ST-0029 "Maritime Training Providers", and on a sampling basis, to verify that these were implemented and understood at all relevant levels of the organisation of the Company. Specific flag state requirements were audited on a sampling basis.

The following elements were verified and relevant samples reviewed during the audit:

- The company's MS documentation, with emphasis on all modifications and amendments since previous document review and compliance with the DNV-ST-0029.
- Discussion and interview with personnel at all levels in the company, holding responsibility for functions within the MS. Refer to audit plan for details.
- Examination of records, training programmes and plans performed on sampling basis.
- A physical tour of facilities, including work shops.
- Records of internal audits, management review, handling of non-conformities, effectiveness of corrective and preventive actions seen. See Audit Report for findings.

The management system was found to comply with the DNV-ST-0029 and relevant flag states' requirements.

The audit was based upon a sampling process. The audit resulted in 1 (One) Non-Conformity and 1 (one) Observation.

The Company is responsible for determining and initiating corrective action needed to correct any nonconformity and its cause.



for **DNV**

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