

ISPO C par6.2 WORKING DOCUMENT

During the IUG Meeting of Associates in Kuwait it was pointed out that the formula for calculating the audit man-days as documented in ISPO Part C paragraph 6.2. is not really workable.

Besides the input to the formula (A, B, C and D) is not clearly defined.

The IUG Working Group has reviewed this paragraph (action 2016-12) and proposes to skip the formula and use a matrix instead.

When compiling this matrix the Working Group has used the data most of you sent following the request by e-mail on April 4th last.

PLEASE CHECK WHAT THE CONSEQUENCES ARE FOR YOUR ORGANIZATION!

Current text:

6.2 Audit Man-days

- 6.2.1 The following formula calculates an indication of the minimum amount of man-days needed for the initial certification audit, including the document review, always with a minimum of two days:

$$\frac{((\sqrt{A} \times \sqrt{B}) + C \times 60) \times (1 + (D \times 0,05))}{60 \times 8}$$

Where:

A = number of pilots

B = number of pilot voyages per year

C = number of operational management positions

D = number of operational locations

'60 x 8' converts the outcome in minutes to number of audit days.

- 6.2.2 The minimum amount of man-days needed for the annual periodical audits are $\frac{1}{3}$ of the amount calculated in paragraph 6.2.1, with a minimum of one day.
- 6.2.3 The minimum amount of man-days needed for the renewal audits are $\frac{2}{3}$ of the amount calculated in paragraph 6.2.1, with a minimum of one day.
- 6.2.4 The classification society must ensure that full coverage of the total scope of pilot services of the individual maritime pilot organization is taken into account for determining conformity or non-conformity with the ISPO requirements. The independent external third party audit should ensure that the assessment is based on determining the effectiveness of the management system in meeting the ISPO requirements.

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Proposed text:

6.2 Audit Man-days

6.2.1 The following matrix gives an indication of the minimum amount of man-days needed for the initial certification audit, including the document review, always with a minimum of two days:

		Number of pilot voyages per year								
		1 - 5.000	5.001 - 10.000	10.001 - 15.000	15.001 - 30.000	30.001 - 60.000	60.001 - 120.000	120.001 - 240.000	240.001 - 480.000	480.001 - 960.000
Number of pilots	1 - 5	2								
	6 - 10	2	2							
	11 - 15	2	2	2						
	16 - 30	2	2	2	3					
	31 - 60		3	3	4	5				
	61 - 120			4	5	6	7			
	121 - 240				6	7	9	11		
	241 - 480					9	11	13	15	
	481 - 960						13	15	17	19

6.2.2 The minimum amount of man-days can be reduced with $\frac{1}{3}$ if the pilot organization is also ISO certificated by the same classification society. The result of the calculation shall be rounded up and the minimum amount of man-days as mentioned in paragraphs 6.2.1, 6.2.3 and 6.2.4 must be respected.

6.2.3 The minimum amount of man-days needed for the annual periodical audits are $\frac{1}{3}$ of the amount calculated in paragraph 6.2.1, with a minimum of one day. The result of the calculation shall be rounded up.

6.2.4 The minimum amount of man-days needed for the renewal audits are $\frac{2}{3}$ of the amount calculated in paragraph 6.2.1, with a minimum of one day. The result of the calculation shall be rounded up.

6.2.5 The classification society must ensure that full coverage of the total scope of pilot services of the individual maritime pilot organization is taken into account for determining conformity or non-conformity with the ISPO requirements. The independent external third party audit should ensure that the assessment is based on determining the effectiveness of the management system in meeting the ISPO requirements.