



Amendment 5 ISPO Control Manual, Chapter 6

Pilot organizations that operate (branches/sites) under a holding pilot organization with one management system must be able to apply for multi-site certification under certain conditions.

Definition and conditions must be included in the ISPO Control Manual.

It is proposed to add an extra paragraph in chapter 6 for multi-site certification.

OLD:



International Standard for maritime Pilot Organizations

Quotations of Contract

- 6.1.7 The scope of the ISPO certification must be used for the third-party audit. If discrepancy occurs by doubling of tasks within the different activities described in the scope, priority should be given to the highest qualification or capacity.

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 document review, always with a minimum of two days:

NEW:



International Standard for maritime Pilot Organizations

Quotations of Contract

- 6.1.7 The scope of the ISPO certification must be used for the third-party audit. If discrepancy occurs by doubling of tasks within the different activities described in the scope, priority should be given to the highest qualification or capacity.

6.2 Multi-site certification

- 6.2.1 If a pilot organization consists of several sites, it can, under certain conditions, be regarded as a multi-site pilot organization and can choose to have all its sites certified on one multi-site certificate.



6.2.2 To be eligible for ~~such~~ multi-site certification, the multi-site pilot organization must meet at least the following conditions:

- The pilot services offered at the various sites are substantially of the same nature and are achieved using virtually the same methods and procedures.
- The multi-site pilot organization shall have a single management system which shall be subject to a centralized management review.
- The multi-site pilot organization shall appoint a head office.
- Legal or contractual evidence must be available to prove that all the included/~~associated pilot organizations sites~~ are indeed part of the same “multi-site organization group” and are linked with the ~~central function~~ head office. ~~of the multi-site pilot organization.~~
- The ~~central function~~ head office has the necessary operational authority to define, establish and maintain the single management system.
- All sites shall be subject to the multi-site pilot organization’s internal audit program.
- The ~~central function~~ head office shall be responsible for ensuring that data is collected and analyzed from all sites and, if necessary, initiate organizational changes as required in regard, but not limited, to:
 - system documentation and system changes;
 - management review;
 - complains;
 - evaluations of corrective actions;
 - internal audit planning and evaluation of the results;
 - statutory and regulatory requirements pertaining to the applicable standard(s).
- Findings found at one location apply to all locations. In the event of findings, the investigation into the cause of the finding must be investigated at all ~~branches~~ sites to see whether it is also relevant there.

Note: ~~The central function head office is where operational control and authority from the top management of the multi-site pilot organization is exerted over every site. There is no requirement for the central function to be located in a single site.~~

6.3 Audit Man-days

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

Motivation:

To allow multi-site certification an extra paragraph in the ISPO Control Manual, chapter 6 is added to create a equal playing field. The matrix is maintained for the audit man days. The minimum of the number of audit days is still shown for the total number of pilots and operations of all multi-site organizations. It is up to the Classification Societies to determine how the minimum number of audit days will be distributed among the multi-site organizations to meet the requirements.