



## Amendment 1. ISPO Control Manual, Chapter 6, par.6.2.

It is not clear what requirements are set for the external audits of a multi-site pilot organization. It must be clear that the head office must be subject annually of the external audit and all other sites must be audited during the certification cycle. This is not described in par. 6.2. Multi-certification.

It is proposed to add a new dot 6.2.3 to make clear that the head office must be visited annually on the external audit and all sites once during the certification cycle.

### OLD:



#### International Standard for maritime Pilot Organizations

#### Quotations of Contract

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### 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 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 must have a single management system which must be subject to a centralized management review.
  - The multi-site pilot organization must appoint a head office.
  - Legal or contractual evidence must be available to prove that all the included sites are indeed part of the same “multi-site organization” and are linked with the head office.
  - The head office has the necessary operational authority to define, establish and maintain the single management system.
  - All sites must be subject to the multi-site pilot organization’s internal audit program.



## NEW:



### International Standard for maritime Pilot Organizations

#### Quotations of Contract

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  - The multi-site pilot organization must appoint a head office.
  - Legal or contractual evidence must be available to prove that all the included sites are indeed part of the same “multi-site organization” and are linked with the head office.
  - The head office has the necessary operational authority to define, establish and maintain the single management system.
  - All sites must be subject to the multi-site pilot organization’s internal audit program.
- 6.2.3 The head office shall be annually subject to the external audit, all other sites shall be audited at least once during the certification cycle.

#### **Motivation:**

Adding 6.2.3 clarifies that requirements apply to external audits for multi-site pilot organizations. The head office must be subject of the annually external audit and all sites must be audited at least once during the certification cycle. The certificate is also aligned with this requirement.