



Amendment 3. ISPO Control Manual, Chapter 1, Definitions

In paragraph 6.3 the wording Man-day is renamed to Audit-day. The content of an Audit-day must be described.

It is proposed to add a new definition of audit-day.

OLD:



DEFINITIONS

The definitions applicable to the ISPO Control Manual:

- Administrator is designated by the Board on the responsibility of the Chairman for the administration of the IUG activities; the Administrator represents the IUG and is an advisor to all Associates.
- Associate is a member of the IUG.
- Head office is the site that is responsible for and centrally controls the single management system.
- International Users Group of ISPO-certified Organizations (IUG) is the body which is responsible for the ISPO on behalf of the ISPO-certified pilot organizations.
- IUG Board is a group of elected members responsible for management and conduct of the IUG.
- IUG Chairman is appointed by means of a binding proposal by the Meeting of Associates.
- Multi-site certification is a certification of an organization with multiple sites-under one certificate.
- Multi-site Pilot Organization is an organization of at least two sites covered by a single management system comprising an identified head office.
- Site is where a pilot organization performs work or from which a service is provided on a continuing basis.



NEW:



International Standard for maritime Pilot Organizations

Definitions

DEFINITIONS

The definitions applicable to the ISPO Control Manual:

- Administrator is designated by the Board on the responsibility of the Chairman for the administration of the IUG activities; the Administrator represents the IUG and is an advisor to all Associates.
- Associate is a member of the IUG.
- Audit-day is the amount of audit time conducted by one person in one day, excluding breaks, and equates to eight (8) hours.
- Head office is the site that is responsible for and centrally controls the single management system.
- International Users Group of ISPO-certified Organizations (IUG) is the body which is responsible for the ISPO on behalf of the ISPO-certified pilot organizations.
- IUG Board is a group of elected members responsible for management and conduct of the IUG.
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- Multi-site certification is a certification of an organization with multiple sites-under one certificate.
- Multi-site Pilot Organization is an organization of at least two sites covered by a single management system comprising an identified head office.
- Site is where a pilot organization performs work or from which a service is provided on a continuing basis.

Motivation:

Renaming Man-day to Audit-day is more appropriate in the current era. The content of Audit Day is described in the definition.