



Technical Bulletin 06-04

International Federation of Inspection Agencies Petroleum and Petrochemical Committee

Signing Non-Company Documents

From time to time, members of the International Federation of Inspection Agencies are asked to sign documents not prepared by them in the course of performing inspections.

It is the policy of the members of IFIA not to sign documents prepared by others (unless special arrangements have been made with the client) for the following reasons:

- All relevant data required of the IFIA member company is produced on forms provided by the member company,
- Multiple signed documents purporting to contain the same information are confusing, can be contradictory, and add time and expense to the inspection,
- Ordinarily IFIA member company personnel are not authorized to and do not act as agents for any party in their conduct of usual and customary business,
- Insurance underwriters require that inspection companies have direct, traceable verification of all data in the subject inspection

There are occasional exceptions to the IFIA policy. These are rare. An example is the signing of terminal gauge tickets as witnesses where joint gauging has occurred.

If circumstances occur where it is impossible to avoid signing a non-company document the following disclaimer should be used; "Signed for receipt only. Signature does not imply approval of this document's contents by [IFIA member company] or its Principal. In the event that an [IFIA member company] document is issued regarding this subject then the [IFIA member company] document will take precedence in case of a dispute"

The following is a list (not exhaustive) of commonly used non-company documents that IFIA member companies should not be required to sign:

- Tank Inspection Certificates or Dry Certificates
- Certificates of Origin
- Notices of Readiness
- Agents "Statements of Fact"
- Dead Freight Claims
- Tank Cleanliness Certificates that include the term "suitable"
- Bills of Lading
- ROB/OBQ Certificates
- Ship's Pumping Logs
- Collateral Documents, or
- Any other documents that do not directly involve the physical inspection at hand

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