



Agricultural Superintendent (Inspector) Certification Programme

Training Requirements List

First Edition March 2016

Training Requirements List:
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REQUIREMENTS FOR CERTIFICATION AS AN IFIA CERTIFIED AGRICULTURAL SUPERINTENDENT (Oils and Fats)

The candidate's employer must have completed the IFIA agricultural superintendent certification program, "Application for Certification" and must verify that all information contained in it is true and correct.

The Application must be submitted for review when booking an examination and presented to the invigilator at the time of the examination.

The candidate must take and pass the qualifying examination. The minimum passing grade is 75%.

IFIA requires the employer to attest that each candidate:

- has completed all of the Training Tasks noted in this document
- is aware and conversant with specific health and safety requirements laid down by national, regional or international regulatory bodies operative in the location of normal employment
- has received appropriate training in the use of respiratory apparatus should this be a normal working requirement.
- is qualified to work under such regulations as may be specified locally in the normal place of employment by such bodies as port or customs authorities
- has a minimum of six months field experience working as an agricultural superintendent

Any incorrect attestation by the candidate's employer will result in possible disciplinary action by IFIA, up to and including disbarment from membership.

IFIA reserves the right to request submission of internal training records for audit and to support the attestation. These must be presented to IFIA within 2 days of a request.

INSTRUCTIONS

Candidate's employers must ensure that each candidate has completed all of the Training Tasks in the following list. A record of that training must be maintained by the employer and shall be made available for review by IFIA on request.

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Sample Handling

Gauging Techniques

Temperature Measurement

Tank Inspections

Vessel Inspection General

Vessel Loading

Vessel Discharge

SAFETY TRAINING

Item	
Hazard awareness and reporting	
Personal protective equipment	
Drug/alcohol abuse awareness	
Respiratory protection	
Static electricity awareness and precautions (e.g. ethanol and FAME)	
Confined spaces awareness	

CLASSROOM TRAINING

Item	
Ethics	
Tank entry procedures and permits	

FIELD TRAINING

Equipment Calibration	
Gauging tape verification and calibration	
Thermometer verification and calibration	

Gauging Equipment	
Manual gauging equipment	
Electronic gauging tapes (PMUs)	

Sampling Equipment	
Bottle and cage	
Bottom samplers	
Sample containers	

Sampling General	
Care of sampling equipment	
Sample labels	
Sampling techniques	

Sampling Methods	
Sampling ship's tanks	
Sampling shore tanks	
Pipeline samples	
Sampling packages (barrels, drums, bottles)	
Sampling tank cars	
Water detection	
Sediment detection	
Top-middle-bottom calculations	
Homogeneous and non-homogeneous cargos	
Vessel samples and composites	
Pipeline samples and composites	
Sample packing	

Quality and Condition	
Organoleptic control (smell, colour ...)	

Sampling Ships and Barges	
Vessel composites	
First foot samples	
ROB sampling	

Sample Handling	
Sample tags/labels	
Sample receipts	
Sample segregation	
Sample security/sealing	
Sample distribution	

Gauging Techniques	
Dipping and ullaging	
Converting ullage to dip (innage)	
Reference height determination and comparison	
Free water measurement	
Rolling gauges	

Temperature Measurement	
Liquid-in-glass thermometers	
PET/UTI equipment	
Number of measurements to make	

Vessel Inspection General	
Key meeting	
Time report/Statements of facts	
Sealing valves/hatches/lines	
Reading drafts	
Shore line fill verification	
Vessel experience factors	
Letters of protest/ Letters of reserve/ Notice of apparent discrepancy	
Temperature correction factors for density	
Trim correction calculation	
Weighing scale calibrations	
Using tank capacity tables	
Calculating cargo quantities	
Document distribution	
Terminal acknowledgement of measurements	
Master combined certificate	
Heating instructions	
Banned/acceptable cargoes	

Vessel Loading	
Cargo history	
Non-cargo spaces	
Gauging and sampling before loading	
Bunker measurement and sampling	
Sampling shore lines (jetty headers)	
Gauging and sampling after loading	
Load port samples	

Vessel Discharge	
Gauging and sampling before discharge	
Non-cargo spaces	
Bunker measurement and sampling	
Sampling shore lines	
Gauging and sampling after discharge	
Collecting load port samples	
Pressure/cargo pumping reports	
ROB/pumpability statements	