



## **Africa-Asia-Europe Regional Technical Committee**

# **Petroleum Inspector Certification Programme**

## **Requirements and Guidelines**

International Seventh Edition November 2012

### **Notice to Candidates**

You must present the following documents to the examination supervisor to be eligible to sit for the examination

For computer based examinations:

1. Photographic identification, such as a driver's license or passport

For paper examinations:

1. Photographic identification, such as a driver's license or passport
2. Completed "Application for Certification"

**Certification Programme run in conjunction with the Energy Institute**



## **Introduction**

The IFIA Petroleum Inspector Certification Programme provides uniform evaluation of the academic and field performance levels of petroleum and petrochemical inspectors by means of an independently monitored examination and confirmation of experience by the employer.

The Programme is international and IFIA provides opportunities for certification worldwide.

The Programme is run in conjunction with the Energy Institute based in London (formerly the Institute of Petroleum).

Details of the Programme can be found at [www.ifa-federation.org](http://www.ifa-federation.org).

The Programme for the Americas (Canada, USA and South America) is administered from the USA. There will be minor regional differences in the examination and training requirements but the qualification “Certified Inspector of Petroleum” is recognised as an international qualification.

Notwithstanding the above, it will remain the responsibility of the employer to ensure that Petroleum Inspectors are appropriately trained and qualified in accordance with local standards and requirements to carry out their particular duties.

## **Management**

The Programme is managed by the IFIA Petroleum and Petrochemical Committee (IFIA PetCom), as directed by the IFIA Council and assisted by Technical Advisory Boards.

### **Technical Advisory Board**

The function of the Technical Advisory Boards is to provide input and assistance of a technical and practical nature to ensure that the Programme is applicable and effective in meeting its aims as a service to IFIA Member Companies and the Petroleum Industry.

The Technical Advisory Board for the Africa-Asia-Europe region consists of four members from the IFIA PetCom, two members from the Petroleum Industry and one member from the Energy Institute.

Membership and makeup of the Technical Advisory Board is at the invitation and discretion of the IFIA PetCom.

## **Applicability**

Certification will be granted to anyone who meets the requirements for certification, as determined by the IFIA PetCom. Certification will also be subject to the payment of all fees.

## Requirements for Certification

- A) The candidate must have a minimum of 6 months experience as a Petroleum Inspector and must be working for an independent inspection organisation.
- B) The candidate's employer must attest that all the requirements and Training Tasks noted in the IFIA Petroleum Inspector Training Requirements List have been completed and are fully documented in the employer's internal training records. This confirms that the candidate has received training in a range of safety and field skills.

Note:

IFIA will also request copies of internal training records for all candidates from non-IFIA members and on a random basis for IFIA Members. These records must show that each of the Training Tasks has been completed with each task signed and dated.

- C) The candidate must take and pass a qualifying examination composed by IFIA and administered by the Energy Institute. The minimum passing grade is 75%.

## Examination Implementation

Examinations are two hours in length and are held as required, according to the published schedule.

The Energy Institute or IFIA will arrange or provide:

The location and time(s) when examinations are available

An on-line examination at an examination centre, or a paper examination where on-line facilities are not available

Invigilation of the examination

Grading of the examination

Certificates for successful candidates

Examination details are published on the IFIA website at [www.ifa-federation.org](http://www.ifa-federation.org).

Each candidate is responsible for bringing to the examination location:

For computer based examinations:

1. Government issued photographic identification, such as a driver's license or passport

For paper examinations:

1. Government issued photographic identification, such as a driver's license or passport
2. Completed "Application for Certification"

Candidates without the above will be refused entry to the examination. The documents will be reviewed at the time of the examination by a representative from, or appointed by, the Energy Institute or IFIA.

Candidates who fail the examination must wait a minimum of one month to retake the examination.

## **Test Questions**

The examination will consist of 100 questions selected at random from a database of more than 400 questions. Copies of the full set of test questions are available for download from the IFIA website.

The test question set is maintained by the IFIA PetCom and is reviewed regularly by the Technical Advisory Board.

## **Certification Period**

Certificates will be valid for a period of five years from the date of the examination. Recertification will involve retaking the examination and achieving a pass grade as defined above.

## **Program Review**

The IFIA Petroleum and Petrochemical Committee, along with the Technical Advisory Board, will review the Programme periodically to ensure that it remains current and appropriate. IFIA Member Companies are invited to make suggestions for changes or improvements to the Programme at any time through their IFIA PetCom representative. Interested parties who are not IFIA Members should contact the IFIA PetCom Secretary with comments about the Programme.

## **Application Process - IFIA Members**

### On-line examinations:

Member companies can book places up to the start of the examination period by contacting the IFIA Pet Com Secretary by email, providing a completed branch booking form and completing an application form for each candidate.

It is not possible to make late bookings. However, It will be possible to register a substitute candidate up to the start of the examination period by contacting the IFIA PetCom Secretary. An application form must be completed for the substitute candidate.

### Paper examinations:

Member companies can book places up to two weeks before the examination date. It is not possible to cancel places after this date, but substitute candidates can be registered up to two days before the examination date. The IFIA PetCom Secretary must be informed of all substitutions and an Application Form submitted.

### For all examinations:

In order to ensure that all candidates have completed the required training, training records will be requested for every 50<sup>th</sup> candidate put forward for examination. Any company which fails to provide adequate training records will be referred to IFIA PetCom.

## **Registration Process – non IFIA members**

Companies which are not IFIA members must register with IFIA in order to put forward candidates for examination. Companies must be independent inspection organisations providing inspection services for at least three commercial clients, inspecting waterborne bulk cargoes of crude oil and/or petroleum products for custody transfer.

Companies must provide the following information on request:

- Company registration details

- Brief description of commercial activities demonstrating provision of independent petroleum inspection services

- References from three companies to which independent inspection services have been provided

Non IFIA member companies which provide this information and satisfy the requirements noted above will be registered with IFIA and will be permitted to submit candidates for examination and certification. A single registration fee will be charged for each company. Registration will be subject to renewal after 5 years.

Companies which are unable to provide this information will not be permitted to submit candidates for examination.

All information supplied will be treated in the strictest confidence.

## **Application Process – non IFIA members**

### On-line examinations:

Companies which have completed the registration process can book places up to a minimum of four weeks before the start of the examination period by contacting the IFIA Pet Com Secretary by email, completing a branch booking form and an application form for each candidate, and providing a copy of the candidate's training record, showing that they have completed all the tasks on the International Training List. It is not possible to make late bookings.

It will be possible to register a substitute candidate up to two weeks before the start of the examination period by contacting the IFIA PetCom Secretary. An application form must be completed and training records must be submitted for the substitute candidate.

### Paper examinations:

Non IFIA member companies can book places up to four weeks before the examination date. It is not possible to cancel places after this date, but substitute candidates can be registered up to two weeks before the examination date. The IFIA PetCom Secretary must be informed of all substitutions, and an application form and training record must be submitted for the substitute candidate.

## Invoicing

IFIA members will be invoiced for all vouchers issued for on-line examinations at the beginning of the examination period. Invoices for paper examinations will be issued soon after the examination date. Companies will be invoiced for all examination places booked.

Non IFIA members will be invoiced for all examinations four weeks before the beginning of the examination period or examination date. Payment must be received two weeks before the start of the examination period (for on-line examinations) or the examination date (for paper examinations).

## Refund Policy - Non IFIA Members

No refunds are payable to IFIA members or non-IFIA members once voucher and candidate numbers have been issued for on-line testing.

For paper examinations: IFIA members are not eligible for refunds; non-IFIA members may request a refund (less a £10 per application handling fee) if a request is received at least two weeks before the requested examination date.

## Fee Schedule

The following fee schedule applies. Cheques should be made payable to "IFIA" and sent to the address given below.

Item	IFIA Members	Non-Members
Scheduled Examination Worldwide	£120 + VAT	£300 + VAT
Non IFIA member registration		£150 +VAT
Re-issue of Certificate *	£25 + VAT	£25 + VAT

\* Requests for reissuing certificates that were never received (i.e., lost in the mail, etc.) must be received within eight weeks from the date of the examination to avoid this fee.

## Contacts

For further information regarding the international Programme contact the IFIA PetCom Secretary by email on [petcomadmin@ifia-federation.org](mailto:petcomadmin@ifia-federation.org)

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