



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

# **Petroleum Inspector Certification Programme**

## **Requirements and Guidelines**

International Sixth Edition July 2012

### **Notice to Candidates**

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

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.ifia-federation.org](http://www.ifia-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) of the examination
- 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:

- 1) A completed Application Form.
- 2) Photo identification.

Candidates without the above may be refused entry to the exam and will not be certified. 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 written 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**

Member companies can book places up to a minimum of two weeks prior to the examination by contacting the IFIA PetCom Secretary by email, specifying the number of places required. Member fees are given below and members will be invoiced based on the number of places booked. It will not be necessary to provide the names of individual candidates until two days before the examination. No substitutions will be allowed after this time. Candidates must submit their completed Application Forms on the day of the examination.

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.

## **Application Process - Non IFIA Members**

Companies which are not IFIA members may 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.

Each candidate must be registered by their employers by email a minimum of three weeks prior to the examination. Copies of training records must be provided for all candidates submitted for examination. The required examination fee must be paid a minimum of two weeks in advance of the examination date to IFIA at the address shown below. Candidates must submit their completed Application Forms on the day of the examination.

## **Refund Policy - IFIA Members**

IFIA Members will not be eligible for refunds.

## **Refund Policy - Non IFIA Members**

Examination fees, less a £10.00 per application handling fee, will be refunded if a refund request is received two weeks before the requested examination date. No refund of application fees will be given within two weeks of the requested examination date. However, substitutions will be allowed, up to one week prior to the examination, subject to a £10.00 administrative fee.

## 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	£150 + 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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