



**Agricultural Superintendent (Inspector)  
Certification Programme  
Oils and Fats**

**Training Record Book**

Second Edition March 2016

**Name:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Agricultural Superintendent (Inspector)  
Certification Programme  
Oils and Fats  
Training Record Book**

Second Edition March 2016

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## **INTRODUCTION**

As part of the Superintendent (Inspector) Certification process, IFIA requires all candidates to have completed all the training tasks in the Superintendent Training Requirements List. All candidates working for companies which are not members of IFIA are required to submit company training records to show that this has been done. In addition, IFIA carries out random checks on the company training records of candidates who take the Superintendent (Inspector) Certification examination, including those candidates who work for IFIA members.

Companies may submit their own in-house training records (translated into English where necessary), which should show a date and signature to confirm completion of each individual training task.

However, companies may wish to use this Training Record Book, which includes all the required training tasks, and which can also be used to record additional training carried out by the candidate.

## **INSTRUCTIONS**

A box is provided to indicate each training skill or knowledge item that is required before an inspector can become certified by IFIA

The book is divided into sections covering *safety training*, *classroom training* and *field training*.

Under the *date* column, the trainer will indicate the date that the inspector was witnessed to have the knowledge and/or performed the skill indicated on the appropriate line.

Under the *signed* column, the signature of the trainer will be entered, verifying the candidate's ability to perform each skill.

Each trainer must enter their full name, employer and location in the final section of the book.

## **CONTENTS**

Safety Training

Classroom Training

Field Training

- Equipment Calibration

- Gauging Equipment

- Manual Sampling Equipment

- Sample Containers

- Sampling General

- Sampling Methods

- Quality and Condition

- Sampling Ships and Barges

- Sample Handling

- Gauging Techniques

- Temperature Measurement

- Vessel Inspection General

- Vessel Loading

- Vessel Discharge

Additional Training

Trainers' Details

**SAFETY TRAINING**

<b>Item</b>	<b>Date</b>	<b>Signed</b>
Hazard awareness and reporting		
Personal protective equipment		
Drug/alcohol abuse awareness		
Respiratory protection		
Static electricity awareness and precautions (eg ethanol and FAME)		
Confined spaces awareness		

**CLASSROOM TRAINING**

Item	Date	Signed
Ethics		
Tank entry procedures and permits		

**FIELD TRAINING**

<b>Equipment Calibration</b>	<b>Date</b>	<b>Signed</b>
Gauging tape verification and calibration		
Thermometer verification and calibration		

<b>Use of Gauging Equipment</b>	<b>Date</b>	<b>Signed</b>
Manual gauging equipment		
Electronic gauging tapes (PMUs)		

<b>Sampling Equipment</b>	<b>Date</b>	<b>Signed</b>
Bottle and cage		
Bottom samplers		
Sample containers		

<b>Sampling General</b>	<b>Date</b>	<b>Signed</b>
Care of sampling equipment		
Sample labels		
Sampling techniques		

<b>Sampling Methods</b>	<b>Date</b>	<b>Signed</b>
Sampling ships' 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		

<b>Quality and Condition</b>	<b>Date</b>	<b>Signed</b>
Organoleptic control (smell, colour, etc.)		



<b>Sampling Ships and Barges</b>	<b>Date</b>	<b>Signed</b>
Vessel composites		
First foot samples		
ROB sampling		

<b>Sampling Handling</b>	<b>Date</b>	<b>Signed</b>
Sample tags/labels		
Sample receipts		
Sample segregation		
Sample security/sealing		
Sample distribution		

<b>Gauging Techniques</b>	<b>Date</b>	<b>Signed</b>
Dipping and ullaging		
Converting ullage to dip (innage)		
Reference height determination and comparison		
Free water measurement		
Rolling gauges		

<b>Temperature Measurement</b>	<b>Date</b>	<b>Signed</b>
Liquid-in-glass thermometers		
PET/UTI equipment		
Number of measurements to make		

<b>Vessel Inspection General</b>	<b>Date</b>	<b>Signed</b>
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		

<b>Vessel Loading</b>	<b>Date</b>	<b>Signed</b>
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		

<b>Vessel Discharge</b>	<b>Date</b>	<b>Signed</b>
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		

<b>Item</b>	<b>Date</b>	<b>Signed</b>

**TRAINERS' DETAILS**

<b>Full Name</b>	<b>Company/Address</b>
<b>Signature</b>	

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