



Petroleum Inspector and Agricultural Superintendent Certification Programmes

Requirements and Guidelines

Eleventh Edition January 2018

Notice to Candidates

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

- Government issued photo ID (passport, driving license, identity card)
- Approved IFIA application for certification form (which includes the candidate/inspector/superintendent number)

Introduction

The IFIA Certification Programmes provide uniform evaluation of the academic and field performance levels of petroleum inspectors and agricultural superintendents by means of independently monitored examinations and confirmation of experience by the employer.

The Programmes are international and IFIA provides opportunities for certification worldwide. The Programmes are open to IFIA members and to non-member organisations who may register to submit candidates.

Details of the Programmes and all relevant documentation can be found at www.ifa-federation.org.

It remains the responsibility of the employer to ensure that Petroleum Inspectors and Agricultural Superintendents are appropriately trained and qualified in accordance with local standards and requirements to carry out their particular duties.

Management

The Petroleum Inspector Certification Programme is managed by the IFIA Petroleum and Petrochemical Committee, as directed by the IFIA Council.

The Agricultural Superintendent Certification Programme is managed by the IFIA Agricultural and Vegetable Oils Committee, also as directed by the IFIA Council.

Applicability

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

Requirements for certification

- A) The candidate must be working for an independent inspection organisation, must have a minimum of 6 months' inspection experience and must also be working as an inspector or superintendent.
- B) The candidate's employer must attest that all the requirements and training tasks noted in the relevant IFIA 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 request copies of internal training records for all first-time 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 and administered by IFIA. The minimum pass score is 75%.
- D) For Petroleum Inspectors only, the candidate's employer must attest that the inspector has undergone a field audit within the 18 months before the application date and must provide the date and location on the Application for Certification form.

Note:

IFIA will request copies of the Audit Summary for all candidates from non-IFIA members and on a random basis for IFIA Members.

Examination implementation

Examinations are 1 hour 45 minutes in length and are held according to a published schedule.

IFIA will arrange or provide:

- On-line registration of candidates
- Information and documentation necessary to enable examination appointment to be made
- An on-line examination at an examination centre
- Grading of the examination and notification of results
- Certificates for successful candidates

Examinations are hosted by PearsonVUE using their international network of test centres. Following registration of candidates with IFIA, the Branch Contact is responsible for making appointments directly with PearsonVUE.

An examination schedule is published on the IFIA website at www.ifa-federation.org.

For all regions **except** the US, US Territories and Canada, examinations are scheduled to take place twice each year. Examinations must be taken during the examination period shown for each region on the examination schedule on the IFIA website. Examinations in the United States and Canada may be taken at any time.

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

Test questions

Each examination will consist of 100 questions selected at random from a database of more than 400 questions. The Petroleum Inspector Certification examination is available in English, French, Portuguese, Russian and Spanish. The Agricultural Superintendent Certification examination is available in English. Copies of the all sets of test questions are available for download from the IFIA website.

The test question sets are maintained and reviewed by the relevant IFIA committee.

Certification period

Certificates are valid for a period of five years.

Recertification

Recertification involves retaking the examination and achieving a pass grade as defined above.

For Petroleum Inspectors confirmation of a recent field audit will also be required.

Programme review

The IFIA Petroleum and Agricultural and Vegetable Oils Committees review the Programmes periodically to ensure that they remain current and appropriate. IFIA member companies are invited to make suggestions for changes or improvements to the Programmes at any time through their IFIA representative. Interested parties who are not IFIA Members should contact IFIA at exams@ifia-federation.org with any comments about the Programmes.

Application process - IFIA members

Member companies are required to identify a Branch Contact for individual offices or regions to act as the IFIA contact for all issues relating to examinations.

The Branch Contact can register candidates up to the start of the examination period by completing an on-line application for certification form for each candidate. Once processed, an inspector/superintendent/candidate number will be issued to each candidate (this is a unique identifying number for each inspector/superintendent which will be used for all future examinations) and the approved application for certification form returned to the Branch Contact. Approval of the Application for Certification form qualifies the candidate for examination.

It is not possible to make late registrations, or to cancel an approved application. However, it is possible to register a substitute candidate up to the start of the examination period by contacting the IFIA at exams@ifia-federation.org. This applies outside the US and Canada only; it is not possible to nominate substitute candidates in the US and Canada.

In order to ensure that all candidates have completed the required training, etc. training records and/or audit summaries may be requested for review.

For Petroleum Inspectors, an Audit Summary will be requested for every 50th candidate, with training records also being required for candidates who are taking the examination for the first time.

For Agricultural Superintendents, training records will be requested for every 50th new candidate put forward for examination.

Any company which fails to provide adequate training records or audit summaries will be referred to the relevant IFIA committee.

Registration process – non IFIA members

Companies which are not IFIA members must register with IFIA in order to put forward candidates for examination. Detailed information on requirements are provided on the IFIA website. Companies must be independent inspection organisations.

Companies must complete a registration form and provide the following information:

- Company registration details
- Brief description of commercial activities, demonstrating provision of independent inspection services
- References from three companies to which independent inspection services have been provided
- Names and contact details of company safety and training officers

An application fee will be charged on receipt of the completed registration form and supporting documents. This fee must be paid before the registration application can be considered. Payment of the application fee does not imply or guarantee that an application for registration will be successful.

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. 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

Companies which have completed the registration process can register candidates during the appropriate application period for their country by contacting IFIA at exams@ifia-federation.org, completing an on-line Application for Certification form for each candidate, and providing a copy of the candidate's training record for all candidates taking the examination for the first time, showing that they have completed all the tasks on the relevant Training Requirements List.

Field Audit Summary sheets are also required for all Petroleum candidates.

It is not possible to make late bookings.

As with member companies, non-member companies are required to identify a Branch Contact for individual offices or regions to act as the IFIA contact for all issues relating to examinations.

Non-IFIA member companies are required to pay examination fees in full before any applications are approved. Non-IFIA member companies are therefore advised to make early applications in order to allow adequate time for payment to be made before the start of the examination period.

Substitute candidates may be registered up to the start of the examination period by contacting IFIA at exams@ifia-federation.org. An Application for Certification form must be completed for each substitute candidate and training records/field audit documents must also be submitted as detailed above.

Examination arrangements

It is the responsibility of the Branch Contact to ensure that examination appointments are made for all approved candidates, and that the candidate attends the examination appointment.

Candidates must take with them on the day of the examination:

- Government issued photo ID (valid passport, driving license, identity card)
- Approved IFIA application for certification form (which includes the candidate/inspector/superintendent number)

Candidates who attend without the required documentation will be refused entry to the examination.

Detailed information on making and rescheduling examination appointments can be found in the relevant Examination Guides available to download from the IFIA website.

Examination results and certificates

Examination results and links to download certificates for successful candidates are sent by email to the Branch Contact in the month following the examination period. The results emails contain links for downloading certificates (.pdf files). These links are open for one month only and it is the responsibility of the Branch Contact to download the certificates, to pass these to the candidates and to maintain copies appropriate records and copies of certificates.

Branch contacts are requested to contact exams@ifia-federation.org promptly if they have any questions regarding the examination results received.

IFIA does not issue hard copy certificates.

Invoicing

Companies will be invoiced for all candidates who have been approved for examination by IFIA and issued with an approved application for certification form.

IFIA members will be invoiced in the month following the relevant examination period. Non-IFIA members will be invoiced when application for certification forms and training records (and Audit Summaries for Petroleum Inspectors) are submitted to IFIA.

The Branch Booking Form allows registration of an alternate address and email contact for invoicing if required.

Refund Policy

No refunds are payable to IFIA members or non-IFIA members once candidates have been approved by IFIA and their approved application for certification form returned to the Branch Contact.

In the unlikely event that a scheduled examination is unable to go ahead due to technical issues at the test centre, and where no prior warning of the cancellation is given, IFIA will waive the fee for both the original examination appointment and for the replacement examination appointment. The Branch Contact is requested to contact the PearsonVUE emergency phone line and email address and to copy exams@ifia-federation.org with all correspondence if there is an issue at a test centre on the day of the examination.

IFIA will not be held responsible for any expenses relating to a candidate's travel, accommodation, loss of income or inconvenience if an examination appointment cannot go ahead or is cancelled.

Fees

The fees for examination are shown on the IFIA website and are regularly reviewed.

Replacement Certificates

Companies may request replacement certificates for individual inspectors and superintendents by contacting exams@ifia-federation.org. A fee is payable for each replacement certificate issued.

Contacts

For further information regarding the Petroleum Inspector and Agricultural Superintendent Programmes, please contact exams@ifia-federation.org.

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