



Petroleum Inspector Certification Programme

Inspector Training Record Book

International Third Edition August 2017

(replaces International Second Edition (2011) and Americas Sixth Edition 2010)

Name: _____

Employer: _____

Location: _____

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Petroleum Inspector Certification Programme

Inspector Training Record Book

International Third Edition August 2017

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UK First Edition published February 2003

International First Edition published October 2004 (fully compatible)

International Second Edition published December 2011

International Third Edition August 2017

(replaces International Second Edition and Americas Sixth Edition 2010)

INTRODUCTION

As part of the Inspector Certification process, IFIA requires all candidates to have completed all the training tasks in the Inspector Training Requirements List. Applications for all candidates include an attestation that this training has been completed. IFIA carries out random checks on the company training records of new candidates, including those candidates who work for IFIA members.

IFIA also requests information regarding the latest field audit for all candidates and, again, will request additional details of these audits for candidates on a random basis.

When details of training are requested, companies may submit in-house training records (translated into English where necessary), which must 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 can also be used to record additional training carried out by the candidate.

INSTRUCTIONS

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

All training shall be carried out with reference to current applicable national and international standards, eg, ISO, API, EI, ASTM, GOST and with particular regard to applicable safety standards and guidelines.

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 that the candidate has satisfactorily completed each training task.

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

CONTENTS

Health and Safety Training

Classroom Training

Field Training

- Equipment Calibration

- Use of Gauging Equipment

- Shore Tank Gauging

- Marine Vessel Gauging

- Tank Temperature Measurement

- Sampling General

- Manual Sampling Equipment

- Automatic Sampling Equipment and Procedures

- Sample Containers

- Manual Sampling Procedures

- Sampling Ships and Barges

- Sample Handling

- Vessel Loading

- Vessel Discharge

- General Vessel Operations

Additional Training

Trainers' Details

HEALTH AND SAFETY TRAINING

Item	Date	Signed
Hazard awareness and reporting, including Stop Work Authorities		
Personal protective equipment		
Sample transportation		
Respiratory protection		
Drug/alcohol abuse awareness		
Static electricity awareness and precautions		
Safety Data Sheets		
Confined spaces awareness		

CLASSROOM TRAINING

Item	Date	Signed
Ethics		
Tank entry procedures and permits		
Wall wash equipment and methods		

FIELD TRAINING

Equipment Calibration	Date	Signed
Gauging tape verification		
Glass thermometer laboratory calibration		
Glass thermometer field check		
PET laboratory calibration		
PET field check		

Use of Gauging Equipment	Date	Signed
Manual gauging tapes (for innage and ullage)		
Electronic gauging tapes (PEGDs) (for innage and ullage)		
Ullage/Temperature/Interface equipment (UTIs)		
Operation of vapour control valves		

Shore Tank Gauging	Date	Signed
Dipping and ullaging		
Electronic gauge tapes (PEGDs and UTIs)		
Converting ullage to dip or innage		
Reference height determination and comparison		
Free water measurement		
Line fill calculations		
Floating roof corrections		
Gauging temperature corrections (tank shell, gauge tape)		

Marine Vessel Gauging	Date	Signed
Manual gauging - open systems		
Manual gauging - restricted systems		
Manual gauging - closed systems		
Using automatic systems		
Gauging moving liquid (rolling vessels)		
OBQ and ROB Gauging		
Use of vessel equipment – checks and reporting.		

Tank Temperature Measurement	Date	Signed
Liquid-in-glass thermometers		
PET/UTI equipment		

Sampling General	Date	Signed
Crude oil		
Refined products		

Manual Sampling Equipment	Date	Signed
Bottle & cage		
Sampling cans/Beakers		
Closed and restricted system equipment		
Zone samplers		
Dead-bottom samplers		
Drum samplers		

Automatic Sampling Equipment and Procedures	Date	Signed
Note: Classroom training is accepted for these tasks where local equipment is not available.		
Automatic samplers (portable and fixed)		
Autosampler sample cans		

Sample Containers	Date	Signed
Types of containers:		
Glass		
Polyethylene		
Polypropylene		
Metal cans		
Autosampler cans		

Sampling Procedures	Date	Signed
Care of equipment while sampling (cleanliness)		
Upper, middle, lower spot samples – position calculation		
Bottom sampling		
Interface sampling		
Tank side tap sampling		
All-levels samples		
Running samples		
Line samples		

Sampling Ships and Barges	Date	Signed
Vessel composites		
Blended cargoes (non-homogenous)		
First-foot samples		
OBQ-ROB sampling		
Closed and Restricted systems		
Vapour pressure samples		

Sampling Handling	Date	Signed
Sample tags/labels		
Sample receipts		
Transportation documents		
Transportation containers		
Sample segregation		
Sample security		
Sample distribution		

Vessel Loading	Date	Signed
Cargo history		
Non-cargo spaces		
Bunker measurement and sampling		
Sampling shore lines (jetty headers)		
Monitoring min/max cargoes		
Vessel Experience Factor (Load)		

Vessel Discharge	Date	Signed
Collecting load port samples		
ROB/Cargo retention statements		
Vessel Experience Factor (Discharge)		

General Vessel Operations	Date	Signed
Key meeting		
Deck inspection		
Time report/Statements of facts		
Sealing valves/hatches/lines		
Reading drafts		
Letters of protest		
Notice of apparent discrepancy		
Weight conversion factors		
Trim correction calculation		
Wedge formula calculation		
Using tank capacity tables		
Calculating cargo quantities		
Documentation		

ADDITIONAL TRAINING

Item	Date	Signed

TRAINERS' DETAILS

Full Name	Company/Address
Signature	

Full Name	Company/Address
Signature	

Full Name	Company/Address
Signature	

Full Name	Company/Address
Signature	

Full Name	Company/Address
Signature	

Full Name	Company/Address
Signature	

Full Name	Company/Address
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Full Name	Company/Address
Signature	

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