

**International Federation of
Inspection Agencies**



**Petroleum Inspector
Certification Program
Americas**

**Inspector
Training
Record
Book (Americas
version)**

Name: _____

Employer: _____

Location: _____

CAUTION

This training record book, along with the IFIA Americas Inspector Certification examination is intended solely for the use of Inspectors of Petroleum.

This program is not intended to be used for the training and certifying of non-inspection related personnel, such as Laboratory technicians or administrative staff.

Any incorrect attestation to this fact on the training record book by the candidate's employer will result in possible disciplinary action by IFIA, up to and including disbarment.

As such, a signed electronic copy of this Training Record Book must be submitted to IFIA within 48 hours of completion of the exam for verification and storage purposes.

All training records will be centrally stored for access in the case of dispute.

IFIA Council

REQUIREMENTS FOR CERTIFICATION AS AN
IFIA CERTIFIED INSPECTOR OF PETROLEUM (Americas)

The applicant’s employer must have completed the official “*IFIA Inspector Training Record Book (American version)*” and verify that all information contained in it is true and correct. The applicant must present the Training Record Book for review; at the time he or she takes the qualifying examination the applicant must take and pass a qualifying examination composed by IFIA and administered by an IFIA approved proctor.

IFIA requires employers of applicants for “Certified Inspector of Petroleum” to attest that each applicant:

- Meets industry standards for respiratory protection including fit test and use of respirators.
- Meets industry standards for transportation of hazardous materials.
- Meets Hazard Communication requirements.
- Has a minimum of six months hands on experience as a field inspector of petroleum.

EMPLOYER’S STATEMENT OF APPLICANT’S ELIGIBILITY

As the authorized representative of the employer of this applicant, I hereby verify that the applicant meets the above requirements. I understand that it is the employer’s responsibility to determine that the applicant continues to meet the above requirements to retain his or her standing as an IFIA Certified Inspector of Petroleum (Americas).

Print Name: _____ Title: _____

Signature: _____ Date: _____

INSTRUCTIONS

A line is provided to indicate each training skill or knowledge item that is required before an inspector can become certified by IFIA. When applicable, the skill or knowledge item shows a reference to the API or other standard that must have been applied when the inspector was trained.

The book is divided into two sections: **Safety Training and Field Training**. Only those items pre-printed in this book by IFIA AC are required for certification.

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 each line.

Under the **BY** column, the initials of the trainer will be entered verifying the trainee's ability to perform each skill according to the applicable standard.

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This book, properly completed, must be presented to the approved IFIA AC proctor at the time that the inspector takes the qualifying examination. (The contents of this book will not be revealed to or discussed with anyone except the inspector's employer.) Books will be returned to inspectors after completion of the examination.

PROCTOR REVIEW ACKNOWLEDGMENT

This training record book has been reviewed by me following the training requirements of IFIA for Certified Inspector of Petroleum. As attested by the employer named on the cover of this Inspector Training Record Book, the person whose name appears on the cover has been found to conform to IFIA requirements regarding inspector training and has been admitted to the IFIA examination on the date and at the location below.

Date: _____ Location: _____

Proctor: _____

IFIA Petroleum Inspection Certification Program
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SAFETY TRAINING	DATE	BY
Hazard Communication		
Personal Protective Equipment		
HazMat (Sample) Transportation		
Respiratory Protection		
Confined Space Entry		

FIELD TRAINING	(API/MPMS REF.)	DATE	BY
EQUIPMENT CALIBRATION			
Verifying gauge tape calibration	(3.1A)		
Lab calibration: glass thermometer	(7)		
Field check glass thermometer	(7)		
Lab calibration: P.E.T.	(7)		
Field check; P.E.T.	(7)		
USING GAUGING EQUIPMENT			
Manual ullage equipment	(3.1A)		
Manual innage equipment	(3.1A)		
Electronic Gauge Tapes (PMUs)	(17.2)		
Operating Vapor Control Valve	(17.2)		
MANUAL SAMPLING EQUIPMENT (8.1)			
Bottle & Cage			
Closed/Restricted System Equipment			
Bottle & Weight			
Beaker			

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FIELD TRAINING	(API/MPMS REF.)	DATE	BY
MANUAL SAMPLING EQUIPMENT (8.1)			
Zone (Flow-through) Sampler			
Bottom Samplers (Bacon Bomb, Tube)			
Core-type ("Tulsa") Thief Sampler			
Sample Containers (8.1 & 8.4)			
Types of containers			
Special usage containers			
SAMPLING - GENERAL (8.1 & 17.2)			
Care of equipment while sampling			
Sample Tags			
Sampling technique			
Crude oil			
Refined products			
Line samples			
AVERAGE SAMPLE METHODS (8.1)			
All-levels			
Running			
Restricted Opening Running			
SPOT SAMPLING METHODS (8.1)			
Definition			
Procedure			
Upper – Middle - Lower Calculation			
Tank Side Tap Sampling			

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FIELD TRAINING	(API/MPMS REF.)	DATE	BY
SAMPLING SHIPS & BARGES (8.1, 17.1, 17.2, & 17.4)			
Vessel composites			
Blended Cargoes			
First-foot samples			
OBQ-ROB Sampling			
Automatic samplers			
Closed / Restricted systems			
VAPOR PRESSURE SAMPLES (8.1)			
All-levels Samples			
Running Samples			
Spot samples			
Closed / Restricted systems			
SAMPLE HANDLING			
Sample tags / labels	(8.1)		
Sample Receipts	(17.1)		
Transportation Documents			
Transportation containers			
Sample segregation			
Sample security	(17.1)		
Sample distribution	(17.1)		

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FIELD TRAINING	API/MPMS REF.)	DATE	BY
GAUGING METHODS			
Manual Gauging - Open systems	(3.1A)		
Manual Gauging - Closed systems (3.1A & 17.2)			
Using automatic systems	(3.1B, 3.3, & 3.4)		
GAUGING TECHNIQUES (3.1A)			
Innages with Innage Equipment			
Ullages with Ullage Equipment			
Ullages with Innage Equipment			
Ullages with PMUs	(17.2)		
Converting Ullage to Innage			
Reference Height			
Free Water Measurement			
Rolling Gauges			
TEMPERATURE MEASUREMENT (7)			
Mercury-in-Glass thermometer immersion			
PET grounding			
PET immersion time			
Number of temperatures to take			
PRE-LOADING TANK INSPECTION (17.8)			
Deck Inspection Procedures			
Wall Wash equipment & methods			
Wall Wash samples			

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	DATE	BY
VESSEL INSPECTION GENERAL (17.1)		
Key Meeting		
Time Report / Statement of Facts		
Sealing valves / hatches / lines		
Shore Line Fill Verification (17.6)		
Reading Drafts		
Vessel Experience Factor		
Voyage Analysis Report (17.5)		
Letters of Protest		
Tank Shell Temp. Correction (12.1.1)		
Notice of Apparent Discrepancy		
Volume Correction Factors (11.1)		
Weight Conversion Factors (11.1)		
Floating Roof Corrections (12.1.1)		
Trim Correction Calculation (17.4)		
Wedge Formula Calculation (17.4)		
Using Tank Capacity Tables		
Calculating Cargo Quantities (12.1.1)		
Document Copies to the Vessel & Terminal		
Terminal Acknowledgment of Gauges		

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FIELD TRAINING (API/MPMS REF.)	DATE	BY
VESSEL LOADING INSPECTION (17.1)		
Cargo History		
Non-cargo Spaces		
Gauging & Sampling before loading		
Bunkers		
Sampling Shore Line		
Gauging & Sampling after loading		
Loadport Samples onboard		
VESSEL DISCHARGE INSPECTION (17.1)		
Gauging & Sampling before discharge		
Non-cargo Spaces		
Bunkers		
Sampling shore line		
Gauging & Sampling after discharge		
Collecting loadport samples		
Pressure / Cargo Pumping Reports		
ROB / Pumpability Statements		

ends