

GUIDANCE NOTES FOR COMPLETING MEMBERSHIP APPLICATION FORMS

PLEASE READ CAREFULLY

If you have any difficulty completing the form please contact the Institute Membership Secretary
Tel: +44(0) 2392 313013 or email: membership@iims.org.uk

Applicants should read these guidelines BEFORE completing their application form. Failure to complete the application form correctly may lead to significant delays.

A continuation sheet can be used for any section. Sheets should be marked with the applicant's name & section number.

The form must be hand printed in BLOCK CAPITALS using BLACK ballpoint pen. Typed completion is also acceptable.

It is recommended that "Registered post or courier" is used to deliver the documents and that the applicants keep copies of all items despatched.

This form is **NOT** to be used by Members seeking an **UPGRADE** or by organisations applying for **CORPORATE MEMBERSHIP**. See Appendices A & B.

Section I Personal Details

To be completed by all applicants. It is requested that two passport sized photographs be provided (the signature of the applicant should be on the rear of each photograph). **These are now supplied by email so this statement become irrelevant can this be removed?**

Section II Education and Qualifications

a. List your qualifications relevant to your application. Documentary evidence of qualifying examinations must be attached to this form, **using photocopies** of the originals.
Do not send Original Certificates. Photocopies should be verified as true copies in one of the following ways:

For Applicants from within the UK

Attested by a Notary Public.

Attested by their National Embassy in the UK

Personal call at the Institute's office, noted by staff.

For Applicants from outside of the UK:

Attested by a British Council Office in their country.

Attested by a British Embassy or Consulate Office.

Attested by the Local Chamber of Commerce or Town Hall (EC Countries).

Attested by a Notary Public

b. For Marine Qualifications, in addition to the photocopies, applicants should record the Grade, Number, Date and Country of issue for their certificates or licences on the application form.

Section III Non-Marine Surveying Employment

Please list all employment in chronological order.

Section IV Marine Surveying Employment

Applicants should list their marine surveying employment in chronological order.

Additionally, applicants must supply:

- a. A CV or an Experience Review.
- b. A typed list of surveys carried out
 - i. During the last five years for applicants for Full Membership
 - ii. During the last three years for applicants for Associate Membership

For Hull & Machinery, Cargo and other Specialist Surveyors, the list should include:

- a. Date of survey
- b. Type of survey
- c. Location

For small Craft Surveyors, the list of surveys should include:

- a. Name or Number of Vessel
- b. Type of vessel i.e. sail, motor etc, type of construction (wood, FRP, steel/alloy)
- c. Year of build
- d. Date of survey
- e. Type of survey i.e. pre-purchase, structural, condition etc.

Applicants are advised that their CV or Experience review should include:

- a. Details of the types of work carried out and if full or part time
- b. Include any periods of training and courses attended & qualifications gained
- c. If employed please include an organisation tree showing your position
- d. Please include any details of papers, abstracts or patents submitted
- e. Please do not use jargon or abbreviations

Section V Areas of Marine Surveying in which Applicants claim Experience and Expertise

These details will be recorded on the website as “Types of Surveys Undertaken”.

Only full time experience is counted towards experience. Sea time will not normally count as surveying experience

Thus Supporting Member applicants may feel a Full Member or Associate Member application may be more appropriate.

Section VI & VII Consultancy/Specialisations, Expert Testimony/Other Information

Please detail your consultancy fields plus any other specific areas of marine surveying not covered by the codes in Section V

Section VIII Referees

Your choice of referees should be from the following:

- a. A member of the Institute to whom you are known or a former employer or a professional Member of a recognized marine related Institute or Learned Society i.e. RINA, SCMS etc.
- b. An Independent Trade Reference should also be supplied– NOT YOUR EMPLOYER or Previous EMPLOYER
- c. At least one of your referees should be able to support your claimed areas of expertise.

Section IX Obligations and Declaration

Read this section carefully and if in agreement, sign the declaration and date the application.

Applicants should send their form with the CV or experience review to the IIMS Head Office.