

APPENDIX A

GUIDANCE NOTES FOR MEMBERS APPLYING FOR UPGRADE OF MEMBERSHIP

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.

Please ensure that you use the UPGRADE form and not the application for membership form. A copy of this form can be found on the website or from the IIMS Membership Secretary.

Section I Personal Details

To be completed by all applicants.

Section II Education and Qualifications

List your qualifications achieved since your original 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.

c. CPD. You must complete this section. Confirmation of your CPD scores can be requested from the Membership Administrator on membership@iims.org.uk

d. Small Craft applicants must submit evidence of an in date Professional Indemnity Policy at the time of the application. (in accordance with the IIMS Code of Conduct)

Section III Non-Marine Surveying Employment

Please list all employment since your original application in chronological order

Section IV Marine Surveying: Employment

Applicants should list their marine surveying employment in chronological order. Indicate whether this has been full time or part time.

Applicants must also submit a typed list of 50 surveys that have been undertaken. The list of surveys must include:

Name or Number of Vessel

Type of vessel i.e. sail, motor etc. and type of construction (wood, FRP, steel/alloy etc.)

Year of build

Date of survey

Type of survey i.e. pre-purchase, structural, condition etc.

From the submitted list the PAC Committee will select at random four or five vessels/survey reports for review. *The IIMS confirms that such documentation will remain confidential and will not be passed to any third party.*

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 Carried Out”.

Only full time experience is counted towards 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 to the IIMS Head Office.

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

Please note that the IIMS Professional Assessment Committee reserve the right to request the applicant Company to attend for an interview.