

Petroleum and Petrochemical Bulletin

Signing Non-Company Documents

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TIC Council members are frequently asked to sign documents not prepared by them in the course of performing inspections.

It is the policy of the members of TIC Council not to sign/countersign documents prepared by third parties such as terminals, refineries, vessels, agents, etc. (unless special arrangements have been made with the client) for the following reasons:

- All relevant data required of the TIC Council member company is produced on forms provided by the member company,
- Multiple signed documents purporting to contain the same information are confusing, can be contradictory (e.g.: conflicting times for a single event in a timelog), and add time and expense to the inspection,
- Ordinarily TIC Council member company personnel are not authorized to and do not act as agents for any party in their conduct of usual and customary business,
- Insurance underwriters require that inspection companies have direct, traceable verification of all data in the subject inspection

There are occasional exceptions to the TIC Council policy. These are rare. An example is the signing of terminal gauge tickets as witnesses where joint gauging has occurred.

If circumstances occur where it is impossible to avoid signing a non-company document the following disclaimer should be used: "Signed for receipt only, which does not imply approval, and issued [TIC Council member company] document will take precedence.

The following is a list (not exhaustive) of commonly used non-company documents that TIC Council member companies should not be required to sign:

- Timelogs
- Tank Inspection Certificates or Dry Certificates
- Certificates of Origin
- Notices of Readiness
- Agents "Statements of Fact"
- Dead Freight Claims
- Tank Cleanliness Certificates that include the term "suitable"
- Bills of Lading
- ROB/OBQ/Ullage Reports
- Ship's Pumping Logs
- Collateral Documents, or
- Any other documents that do not directly involve the physical inspection at hand

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Revisions/Reaffirmations

Rev. 0	Nov 2006
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