



IFIA Agricultural Superintendent (Inspector) Certification Programme Oils and Fats

Training Record Book

Third Edition January 2020

Name: _____

Employer: _____

Location: _____

**IFIA Agricultural Superintendent (Inspector)
Certification Programme
Oils and Fats
Training Record Book**

Third Edition January 2020

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INTRODUCTION

As part of the Superintendent (Inspector) Certification process, TIC Council requires all candidates to have completed all the training tasks in the Superintendent Training Requirements List. All candidates working for companies which are not members of TIC Council are required to submit company training records to show that this has been done. In addition, TIC Council carries out random checks on the company training records of candidates who take the Superintendent (Inspector) Certification examination, including those candidates who work for TIC Council members.

Companies may submit their own in-house training records (translated into English where necessary), which should 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 which can also be used to record additional training carried out by the candidate.

INSTRUCTIONS

A box is provided to indicate each training skill or knowledge item that is required before an inspector can become certified by TIC Council

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

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 the candidate's ability to perform each skill.

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
- Gauging Equipment
- Manual Sampling Equipment
- Sample Containers
- Sampling General
- Sampling Methods
- Quality and Condition
- Sampling Ships and Barges
- Sample Handling
- Gauging Techniques
- Temperature Measurement
- Vessel Inspection General
- Vessel Loading
- Vessel Discharge

Additional Training

Trainers' Details

HEALTH AND SAFETY TRAINING

Item	Date	Signed
Hazard awareness and reporting		
Personal protective equipment		
Drug/alcohol abuse awareness		
Respiratory protection		
Static electricity awareness and precautions (eg ethanol and FAME)		
Slips, Trips and Falls		
Confined Space Awareness and Entry		
Vessel Access (On and Off Shore)		
Working at Height		
Road tankers/ Rail tankers		
Intrinsically Safe Equipment and Static Electricity		
Ergonomics (lifting and carrying)		
Driving and Journey Planning		
Hazard Awareness and Analysis (dynamic risk assessment)		
Intervention and Stop Work Authority (SWA)		
Indemnities and waivers		

CLASSROOM TRAINING

Item	Date	Signed
Ethics		
Tank entry procedures and permits		

FIELD TRAINING

Equipment Calibration	Date	Signed
Gauging tape verification and calibration		
Thermometer verification and calibration		

Use of Gauging Equipment	Date	Signed
Manual gauging equipment		
Electronic gauging tapes (PMUs)		

Sampling Equipment	Date	Signed
Bottle and cage		
Bottom samplers		
Sample containers		

Sampling General	Date	Signed
Care of sampling equipment		
Sample labels		
Sampling techniques		

Sampling Methods	Date	Signed
Sampling ships' tanks		
Sampling shore tanks		
Pipeline samples		
Sampling Flexitanks		
Sampling packages (barrels, drums, bottles)		
Sampling tank cars		
Water detection		
Sediment detection		
Top-middle-bottom calculations		
Homogeneous and non-homogeneous cargos		
Vessel samples and composites		
Pipeline samples and composites		
Sample packing		

Quality and Condition	Date	Signed
Organoleptic control (smell, colour, etc.)		

Sampling Ships and Barges	Date	Signed
Vessel composites		
First foot samples		
ROB sampling		

Sampling Handling	Date	Signed
Sample tags/labels		
Sample receipts		
Sample segregation		
Sample security/sealing		
Sample distribution		

Gauging Techniques	Date	Signed
Dipping and ullaging		
Converting ullage to dip (innage)		
Reference height determination and comparison		
Free water measurement		
Rolling gauges		

Temperature Measurement	Date	Signed
Liquid-in-glass thermometers		
PET/UTI equipment		
Number of measurements to make		

Vessel Inspection General	Date	Signed
Key meeting		
Time report/ Statements of facts		
Sealing valves/hatches/lines		
Reading drafts		
Shore line fill verification		
Vessel experience factors		
Letters of protest/ Letters of reserve/ Notice of apparent discrepancy		
Temperature correction factors for density		
Trim correction calculation		
Weighing scale calibrations		
Using tank capacity tables		
Calculating cargo quantities		
Document distribution		
Terminal acknowledgement of measurements		
Master combined certificate		
Heating instructions		
Banned/acceptable cargoes		

Vessel Loading	Date	Signed
Cargo history		
Non-cargo spaces		
Gauging and sampling before loading		
Bunker measurement and sampling		
Sampling shore lines (jetty headers)		
Gauging and sampling after loading		
Load port samples		

Vessel Discharge	Date	Signed
Gauging and sampling before discharge		
Non-cargo spaces		
Bunker measurement and sampling		
Sampling shore lines		
Gauging and sampling after discharge		
Collecting load port samples		
Pressure/cargo pumping reports		
ROB/pumpability statements		

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	