



The TIC Council IFIA Chemical Cargo Inspector Certification Programme

Inspector Training Record Book

International First Edition July 2020

Name: _____

Employer: _____

Location: _____

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Chemical Cargo Inspector Certification Programme

Inspector Training Record Book

International First Edition July 2020

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INTRODUCTION

As part of the Chemical Cargo Inspector Certification process, TIC Council requires all candidates to have completed all the training tasks in the Inspector Training Requirements List. Applications for all candidates include an attestation that this training has been completed. TIC Council carries out random checks on the company training records of new candidates, including those candidates who work for TIC Council members.

When details of training are requested, companies may submit in-house training records (translated into English where necessary), which must 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 can also be used to record additional training carried out by the candidate.

INSTRUCTIONS

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

All training shall be carried out with reference to current applicable national and international standards, eg, ISO, API, EI, ASTM, GOST and with particular regard to applicable safety standards and guidelines.

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 that the candidate has satisfactorily completed each training task.

Each trainer must enter their full name, employer and location in the final section of the book.

CONTENTS

Health and Safety Training

Additional Classroom Training

Field Training

- Equipment Calibration

- Use of Gauging Equipment

- Shore Tank Gauging

- Marine Vessel Gauging

- Temperature Measurement

- Automatic Sampling Equipment and Procedures

- Manual Sampling Equipment

- Sampling General

- Sample Containers

- Manual Sampling Procedures

- Sampling Ships and Barges

- Sample Handling

- Vessel Loading

- Vessel Discharge

- General Vessel Operations

Additional Training

Trainers' Details

HEALTH AND SAFETY TRAINING

Item	Date	Signed
Chemical cargo hazards - Flammability		
Chemical cargo hazards - Corrosivity		
Chemical cargo hazards - Poisoning		
Chemical cargo hazards - Carcinogens		
First aid		
Exposure limits		
Safety Data Sheets		
Personal protective equipment - General		
Personal protective equipment - Splash protection		
Personal protective equipment - Respiratory protection		
Stop Work Authority		
Sample handling		
Static electricity		
Confined spaces awareness		
Working with road and rail wagons		

ADDITIONAL CLASSROOM TRAINING

Item	Date	Signed
Ethics and the IFIA Code of Practice		
Chemical cargo properties - Alcohols		
Chemical cargo properties - Oxygenates		
Chemical cargo properties - Aromatics/solvents		
Chemical cargo properties - Inhibited cargoes		
Chemical cargo properties - Acids and bases		
Cargo compatibility		
GHS labelling		
Cargo heating and stowage issues		
Sampling and sample containers		
Inhibitor calculations and certificates		
Tank passivation		
Tank entry procedures and permits		
Wall wash equipment and methods		
Inerting of tanks (nitrogen blanketing)		
Chemical vessel tank, pipework and pump room layout		
Tank coatings		

FIELD TRAINING

Use of Gauging Equipment	Date	Signed
Manual gauging tapes (for innage or dip and ullage)		
Electronic gauging tapes (PEGDs) (for innage or dip and ullage)		
Ullage/Temperature/Interface equipment (UTIs)		
Operation of vapour control valves		
Manual gauging tapes (for innage or dip and ullage)		

Shore Tank Gauging	Date	Signed
Dipping and ullaging		
Electronic gauge tapes (PEGDs and UTIs)		
Converting ullage to innage or dip		
Reference height determination and comparison		
Free water measurement		
Line fill calculations		
Line pigging		

Marine Vessel Gauging	Date	Signed
Manual gauging - open systems		
Manual gauging - restricted systems		
Manual gauging - closed systems		
Using automatic systems		
Gauging moving liquid (rolling vessel)		
OBQ and ROB Gauging		
Use of vessel equipment – checks and reporting.		

Tank Temperature Measurement	Date	Signed
Liquid-in-glass thermometers		
PET/UTI equipment		

Manual Sampling Equipment	Date	Signed
Bottle & cage		
Sampling cans/beakers		
Closed and restricted system equipment		
Drum samplers		

Automatic Sampling Equipment and Procedures	Date	Signed
Note: Classroom training is accepted for these tasks where local equipment is not available.		
Automatic samplers (portable and fixed)		
Autosampler sample cans		

Sample Containers	Date	Signed
Types of containers:		
Glass		
Polyethylene		
Polypropylene		
Metal cans		
Autosampler cans		

Manual Sampling Procedures	Date	Signed
Care of equipment while sampling (cleanliness)		
Upper, middle, lower spot samples – position calculation		
Tank side tap sampling		
All-levels samples		
Running samples		
Line and manifold samples		

Sampling Ships and Barges	Date	Signed
Composite samples		
First-foot samples		
OBQ-ROB sampling		
Closed and Restricted systems		

Sampling Handling	Date	Signed
Sample tags/labels		
Sample receipts		
Transportation documents		
Transportation containers		
Sample segregation		
Sample security		
Sample distribution		

Wall Washing	Date	Signed
Selection of wash locations		
Solvent selection		
Sample collection		

Vessel Loading	Date	Signed
Cargo history		
Non-cargo spaces		
Bunker measurement and sampling		
Sampling shore lines (jetty headers)		

Vessel Discharge	Date	Signed
Collecting load port samples		
ROB/Cargo retention statements		

General Vessel Operations	Date	Signed
Key meeting		
Deck inspection		
Stowage plan review		
Time report/Statements of facts		
Sealing valves/hatches/lines		
Reading drafts		
Letters of protest		
Notice of apparent discrepancy		
Weight conversion factors		
Calculating cargo quantities		
Documentation		

ADDITIONAL TRAINING

Item	Date	Signed

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
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