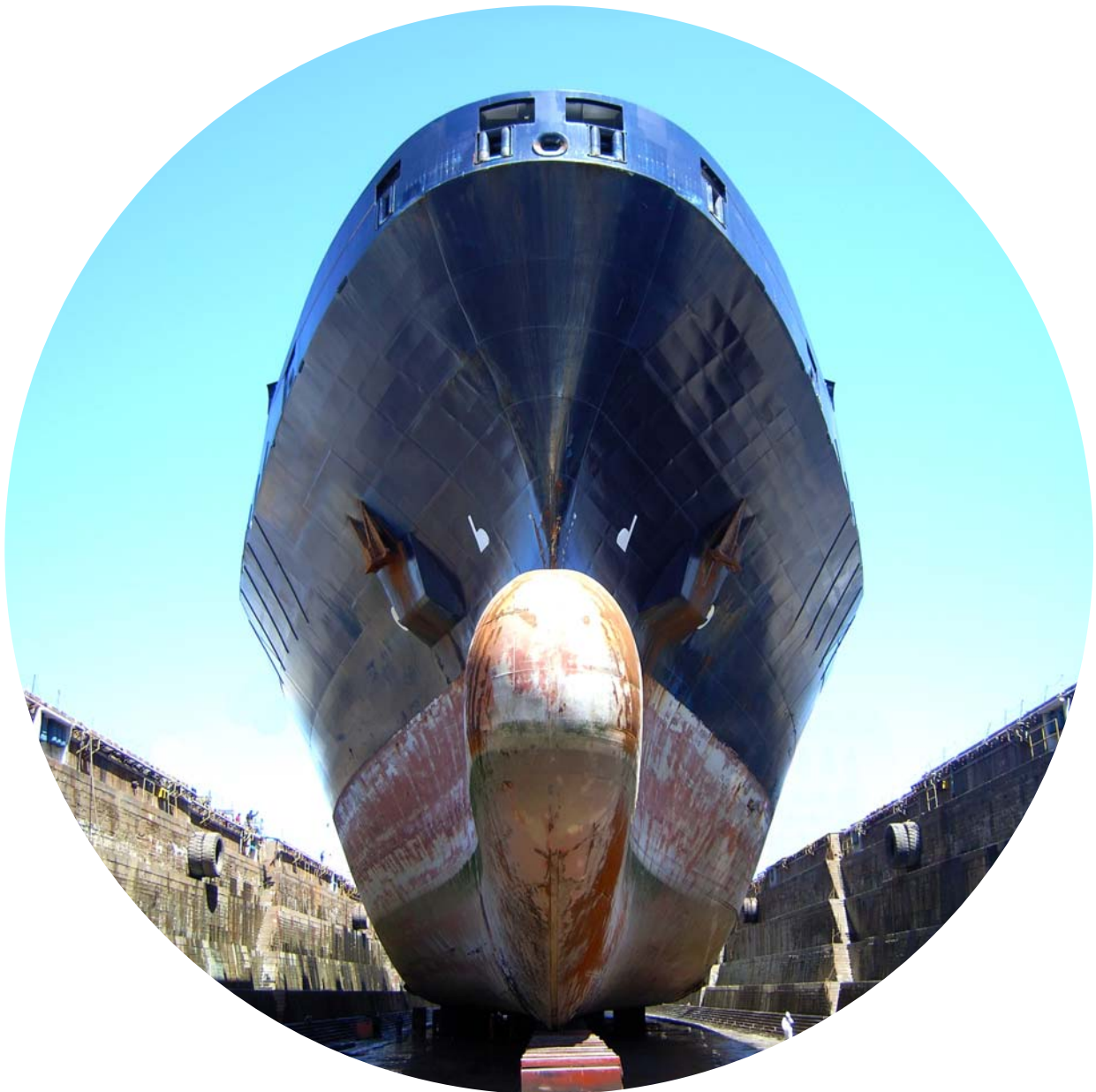

Member Application Pack

May 2010



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The information contained in this document is believed to be correct at the present time but the accuracy is not guaranteed. IICIN its employees and subcontractors cannot accept liability for loss suffered in consequence of reliance on the information contained given here. This document does not release the receiver of the need to make further appropriate enquiries and inspections. All information is supplied in accordance with our standard terms and conditions (a link to these can be found at the foot of our web site).

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Member Application Pack

1.0 Introduction

The International Independent Coating Inspectors Network (IICIN) is a single point of contact for managing industrial and marine coating inspections work, worldwide.

IICIN manages a global network enabling clients requiring coating inspections anywhere in the world to obtain the services of a qualified inspector.

This document contains the application form to become a Member of IICIN and also provides additional information regarding it's completion on page 6. Before completing the form we advise you read these guidance notes to assist you in the application process.

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2.0 Benefits of Membership

IICIN Members can gain much from membership to the network. Apart from the significant marketing advantage of being able to use the Association's logo as a sign of credibility, membership also opens up a whole range of opportunities to advance your business knowledge and learn from the experience of others. Each Member will also be entitled to the Annual Membership Certificate for framing and display at Members offices.

Guaranteed Allocation Survey Contracts

All Members will receive work instructions direct from the IICIN administration centre. The IICIN will be responsible for obtaining and administering all work instructions for its network Members. Members will not be required to undertake sales or marketing tasks on behalf of the IICIN. Thus public enquiries through the IICIN will only ever be promoted to its Members.

Exclusive Location/Region Rights

Each Member will receive exclusive rights to an international sector or region. Each Member will have full control over work undertaken in their allocated sector and hold the right to refuse contracts if not appropriate. Each Member will also have the right to allow other IICIN Members to undertake work within their region on their behalf.

Technical Backing

The IICIN has a comprehensive collection of reliable sources of information and knowledge pertaining to the industry, which will be at your disposal. IICIN Members have access via e-mail to numerous experts across the world who are committed to the success of the network, and are willing to share their knowledge and expertise with IICIN Members. This will put you in contact with people who are knowledgeable in all facets of the coating industry who are available to provide answers to your questions. As well, an in house technical consultant is available to answer Member's questions at all times.

Membership Logo

High profile marketable credibility is achieved through use of the IICIN Members logo. This identifies you as a Member of the International Network and allows you to exploit the competitive advantages offered from such membership.

Members hold the right to include the logo on letterheads, business cards, brochures, disclosure documents, advertisements and other appropriate material.

Representation

The IICIN will provide a collective voice to International media to help ensure that the network is properly promoted and its image is enhanced to the benefit of its Members. A regular newsletter is produced for Members full of IICIN specific news, information and advice on specific issues.

Quality Control

One of the obstacles for small consultancies is that more and more public sector bodies are insisting that their suppliers have ISO9001 certification. ISO 9001:2000 is the internationally recognised standard for quality, and is the preferred business management framework for over half a million organisations in 149 countries.

The IICIN operates under the UKAS-accredited ISO9001 certification scheme for its Members. The scheme has been designed and developed specifically to meet the needs and working practices of the independent contracting and consulting sector. All work undertaken by IICIN Members will therefore be accredited to ISO9001:2000.

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3.0 Guidance Notes

This form can be completed either manually or on screen. To manually complete the form fill in all of the required fields in BLOCK CAPITALS and either fax or post along with copies of all of the required additional documentation (see the checklist on page 17) to the following address:

IICIN, 5a Oldgate, Morpeth, Northumberland, NE61 1PY, England.

To complete this document on screen you need the software Adobe Acrobat Reader installed on your system. Most systems come with Acrobat Reader pre-installed, however if you don't have this software it is available as a free download from Adobe (<http://get.adobe.com/reader/>). Adobe Acrobat Reader enables you to input your details on screen and save a copy of the application form as a file on your local hard drive. You can then print the completed form, sign where applicable and fax to +44 1670 51 99 11 or post to the address above.

Alternatively, if you have the facility, you can scan the completed application form along with all of the additional documents required on the checklist and email to enquiries@iicin.com.

Below is some additional guidance for the information required on the Members application form.

a) **4.0 Contact Details**

4.1 Applicants Details

Provide general company contact details.

4.2 Inspector Contact Details

Provide direct contact details for each of the proposed inspectors. Please ensure that you include copies of FROSIO or NACE certification details for each inspector

b) **5.0 General Information**

5.1 Region of Interest

Define the region(s) of interest by ticking the appropriate boxes from 1 – 12. If you wish another region or country to be considered, please enter this in 13 but keep in mind that the associated costs of travel may make you uncompetitive in comparison to someone closer to that country or region.

You may wish to be considered for one or more regions in this application if so please number in order of preference 1 – 5 in the preference (Pref:) column. There is a limit of five individual regions for consideration per applicant.

5.2 Scope of Work Undertaken

The scope can be any or all indicate assuming suitable experience and capability can be demonstrated and proven by the applicant(s) CVs. Please provide additional comment if necessary against each scope selected.

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3.0 Guidance Notes

b) 5.0 General Information (continued)

5.3 CV Details

The following list provides the basic information required to be submitted, for each inspectors application. Information should be presented in CV format (.doc or .pdf if submitting electronically) and the CV must be written in English. The CV should be included with the Application form. As a minimum the IICIN require the CV to contain the following information:

- a. Name
- b. Professional Qualification Details eg.
 - i. Frosio
 - ii. Nace
 - iii. Others e.g. confined space entry, use of Breathing Apparatus, Diving etc.
- c. Copy of any professional certificates with membership numbers and expiry dates
- d. Academic Qualifications eg.
 - i. BSc, BEng etc
 - ii. University Name and Location
 - iii. Course title
 - iv. Date of Graduation or Completion
 - v. Copy of certificate
- e. Professional society membership
- f. Evidence of continuing professional development (CPD)
- g. Description of inspecting experience including the types of structures inspected and number of years experience.
- h. Language ability

Data Limitations

Membership of the IICIN is gained by assessing and accrediting the applicant, not the parent company therefore information is to be provided for each person in the company that has been proposed as a Member of the IICIN. Non-approved inspectors cannot be used on IICIN work. If personnel change within the sponsoring company then a new application and relevant CV's must be submitted for approval as necessary.

All IICIN Members are bound by its Terms and Conditions for Members and as such any Member discovered to be using non-approved inspectors will risk losing IICIN membership, unless permission to use such persons has been agreed and approved by IICIN prior to any IICIN activity work commencing.

5.4 Measure of independence

It is essential for the IICIN, and its Members, to remain truly independent in their work and investigations. Therefore evidence of the applicant's independence will be required by the IICIN. A signed witness statement will be required to confirm applicant's independent status.

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3.0 Guidance Notes

b) 5.0 General Information (continued)

5.5 Daily Charge out Rates

Current daily charge out rates excluding expenses are to be clearly defined. Also indicate if there will be any tax applied (for example VAT in Europe, or state tax in the USA).

5.6 Insurance

Members are responsible for their own insurance cover in order to undertake inspection work.

5.7 Quality Assurance Management System (QAMS)

If the company has a QAMS, please provide a copy of the certificate and it's expiry date. This is desirable but not essential.

c) 6.0 Additional Information

6.1 Further information

Please add any further information you believe to be relevant, to this application. This may include, for example, evidence of previous survey work undertaken, papers and spreadsheets written by the applicant or information you believe should be given further consideration, by the IICIN, when assessing this application.

d) 7.0 Terms and Conditions

7.1 Member Terms and Conditions

Please read the terms and conditions

7.2 Agreement to Conditions of Membership

Please sign and complete to indicate your agreement with the terms and conditions as stated.

e) 8.0 What Next?

8.1 Checklist

Complete the checklist to ensure all information requirements have been completed. Failure to provide necessary information will result in returned application forms and delay the application process.

8.2 Submitting the Application

Details the three methods that can be used to submit the application.

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4.0 Contact Details

4.1 Applicants Details

Company Name:

Company Contact:

Business Address:

City:

Country:

Postcode / Zip:

Telephone Number:

Fax Number:

Website Address:

Proposed number of Inspector(s):

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4.0 Contact Details

4.2 Inspectors Details

1.	Name:	<hr/>			
	Email:	<hr/>			
	Telephone Number:	<hr/>		Mobile Number:	<hr/>
	FROSIO/NACE Membership Number:	<hr/>		Expiry Date:	<hr/>
2.	Name:	<hr/>			
	Email:	<hr/>			
	Telephone Number:	<hr/>		Mobile Number:	<hr/>
	FROSIO/NACE Membership Number:	<hr/>		Expiry Date:	<hr/>
3.	Name:	<hr/>			
	Email:	<hr/>			
	Telephone Number:	<hr/>		Mobile Number:	<hr/>
	FROSIO/NACE Membership Number:	<hr/>		Expiry Date:	<hr/>
4.	Name:	<hr/>			
	Email:	<hr/>			
	Telephone Number:	<hr/>		Mobile Number:	<hr/>
	FROSIO/NACE Membership Number:	<hr/>		Expiry Date:	<hr/>
5.	Name:	<hr/>			
	Email:	<hr/>			
	Telephone Number:	<hr/>		Mobile Number:	<hr/>
	FROSIO/NACE Membership Number:	<hr/>		Expiry Date:	<hr/>
6.	Name:	<hr/>			
	Email:	<hr/>			
	Telephone Number:	<hr/>		Mobile Number:	<hr/>
	FROSIO/NACE Membership Number:	<hr/>		Expiry Date:	<hr/>

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5.0 General Information

5.1 Region of Interest

Please tick the relevant region(s)

Pref:

Pref:

1	Japan	<input type="checkbox"/>
2	China north	<input type="checkbox"/>
3	China south	<input type="checkbox"/>
4	China central	<input type="checkbox"/>
5	S. Korea	<input type="checkbox"/>
6	Singapore	<input type="checkbox"/>
7	Middle East	<input type="checkbox"/>
8	Turkey	<input type="checkbox"/>

9	Europe south	<input type="checkbox"/>
10	Europe North	<input type="checkbox"/>
11	Europe East	<input type="checkbox"/>
12	Worldwide	<input type="checkbox"/>
13	Other please specify:	<input type="checkbox"/>

5.2 Scope of Work Undertaken

Scope:

Interest:

Comment:

1	Ocean going ships and inland water way craft	<input type="checkbox"/>
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2	Offshore installations	<input type="checkbox"/>
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3	Mega Yacht	<input type="checkbox"/>
---	------------	--------------------------

4	Industrial	<input type="checkbox"/>
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5	Other please specify:	<input type="checkbox"/>
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6	Other please specify:	<input type="checkbox"/>
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Member Application Pack

5.0 General Information

5.3 CV Details

A CV for each inspector named should be included with this application¹ and must include the appropriate details of their FROSIO or NACE Licence number and expiry date (minimum FROSIO Level III or NACE Level II).

Number of CV(s) included with this application:

5.4 Measure of Independence

To be completed by a non-employee of the company acting as a reference.

Name: _____

Position: _____

Company: _____

Date: _____

Statement: To the best of my knowledge I know of no instances where the applicant has entered into an enabling agreement, is tied in or contractually bound into a particular shipyard, contractor, paint company or major client that may influence decisions and conclusions reached whilst acting as a Member of the IICIN.

Signed _____

5.5 Daily charge out rates

Daily Rate (excluding travel and subsistence): _____

Local tax and tax rate % (e.g. UK VAT 17.5%): _____

Member Application Pack

5.0 General Information

5.6 Insurance

- I confirm the company has the required insurance to undertake the work indicated in this application (Please tick the check box to confirm).
-

5.7 Quality Assurance Management System (QAMS) if available

QAMS held:

Accreditation Date:

Accredited By:

Expiry Date:

- QAMS Certificate Included (please tick).
-

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6.0 Additional Information

6.1 Please add any further information you believe to be relevant, to this application:

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7.0 Terms and Conditions

7.1 Terms and Conditions

- 1 Membership of the IICIN is conditional upon the Member accepting and abiding by these terms and conditions and the Member acknowledges that these Terms and Conditions are binding upon and enforceable against the Member by the IICIN;
- 2 Membership to the IICIN is not mandatory for Clients who wish to make use of the IICIN. However Clients will receive additional benefits and reduced fees for services from IICIN.
- 3 A Client application must be completed and approved before access to IICIN can be granted at the reduced rates. Forms can be obtained from the company's website www.IICIN.com or by writing to;

IICIN, 5a Oldgate, Morpeth NE61 1PY England
- 4 Registration and subsequent annual renewal fees are to be paid according to Fee schedule that will apply.
- 5 IICIN Clients should at all times conduct themselves in their relations with Members, or any other persons or companies, in a manner compatible with the code of conduct outlined in these Terms and Conditions. In particular Members should endeavour to conduct their affairs so as to maintain the ethical business standard contained in this code of conduct;
- 6 No IICIN Member can undertake work under the IICIN umbrella that would put IICIN in conflict with an existing Client. A Member may choose to undertake such work, but in that case it cannot be conducted under the auspices of the IICIN nor will IICIN offer any support to that Member in the conduct of that work.
- 7 Membership is renewable every 12 months.
- 8 Work on behalf of IICIN can only be carried out by inspectors registered with IICIN through the IICIN membership process. Work carried out by non-declared inspectors is not subject to any cover or support by IICIN and may result in a loss of membership if not declared.
- 9 Members will not (except in the proper course of their duties hereunder) use or divulge or communicate to any person any confidential information, which belongs to the IICIN or its clients or any supplier of the IICIN and its clients. Such confidential information includes but is not limited to information concerning the business, accounts, finance or contractual arrangements, market or production research, product development, information about goods and services brought in from suppliers and information about customers of the IICIN which may come to the Members knowledge and whether or not received by you directly or indirectly during the course of your employment with the Company. Members must not release or misuse confidential information given by your client during the process of conducting your duties for the IICIN without the client's permission – unless legally required to do so.
- 10 Members must keep clear and full written records of all inspections, reports and notes and produce them if and when required by the IICIN.
- 11 All IICIN reports will be submitted on an IICIN approved template (when available) and can be audited by IICIN at any time. Should a Client wish customised reports this can be agreed upon against a suitable fee

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7.0 Terms and Conditions

- 12 No report (final or draft) will be issued to a Client until the Client has paid all appropriate fees. If this confirmation is not obtained, then reports will be withheld and the Client risks loss of membership.
- 13 Where available IICIN templates will be used to ensure consistency of reporting.
- 14 The IICIN reserves the right to suspend or terminate the Services and remove or prevent access to any material from its website at any time, without prior notice or liability, for any conduct that IICIN, in its sole discretion, believes violates the Networks' rules or believes is otherwise harmful to IICIN's interests or the interests of other IICIN Members.
- 15 If a Member membership has been cancelled or suspended due to a violation of these Terms and Conditions no refunds will be given on any pre-paid term of membership but all outstanding valid invoices will be settled.
- 16 All Members should ensure that in the pursuit of their outside interests they do not compromise the independence of the IICIN. The IICIN should be notified if a Member has any concerns.
- 17 Members must not use information obtained in the course of their functions for personal gain
- 18 The principles governing the acceptance of gifts and hospitality are that the conduct of Clients should not foster the suspicion of any conflict between IICIN Member duties and their private interests;
- 19 Neither a Member nor his or her family should accept a gift or hospitality from a Client, which may, or may appear to, compromise the Members' or the IICIN's impartiality in dealing with any investigation. The primary responsibility for deciding whether gifts or hospitality should be accepted lies with the Member. If the Member or Client has any doubt, then either the gift or hospitality should be refused or the Member may consult the IICIN for further guidance.
- 20 The IICIN is committed to the avoidance of corrupt practices in all its commercial and business dealings. The offer or acceptance of any gift or benefit in kind as a bribe or inducement to doing business is expressly forbidden as is the offer or acceptance of cash or improper use of IICIN funds or assets.
- 21 If there is any doubt about the propriety of accepting a gift or hospitality it should be refused.
- 22 If the IICIN has reasonable grounds for believing that the Member is not complying with these Rules, then the IICIN may notify the Member of such non-compliance in sufficient detail to allow the Member to take appropriate remedial action. Following receipt of such notice, the Member must promptly and in any event within 30 days of such notice, remedy the non-compliance. If the Member has not remedied the non-compliance to the IICINs' reasonable satisfaction within 30 days of the notice, then the IICIN may terminate the Members membership of the network.
- 23 Members will undertake not to work with any other Company or business that brings about a conflict of interest between the IICIN and that party, without first declaring such instances to IICIN.
- 24 Company details, as provided by you, are held on computer, and will be published in printed lists and via the Internet and maybe used by IICIN to promote the Network to prospective Clients and Members

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7.0 Terms and Conditions

- 25 All Members agree, when joining, that their details will be held on the IICIN computerised database. It is accepted by Members that select data will be made available to Members of the Public via the website or via phone queries;
- 26 All computerised data held by IICIN is available for your inspection by visiting the IICIN website and logging on as a Client to inspect your online profile.
- 27 In the absence of any negligence or breach of any other legal duty of the IICIN. The use by the Member of any of the IICIN's equipment or facilities is entirely at the Member's own risk.
- 28 The IICIN will not be held responsible for any loss or injury to the Member to the extent that it is caused by their own unsafe or improper use of the equipment or the facilities;
- 29 In the absence of any negligence or breach of any other legal duty, the IICIN shall not be responsible for or liable to the Member for any loss or damage to a Member'S possessions.
- 30 The IICIN may, publish amendments to these Rules from time to time, which will become binding upon the Member upon publication. The Federation Operator will make the latest version of these Rules available on the IICIN website <http://www.IICIN.com>

7.2 Agreement to conditions of membership

I have read the Terms and conditions for the International Independent Coating Inspector Network (IICIN), and fully understand that it is binding on all Members of the Network. I agree that as a Member I will sincerely and faithfully follow that code in all our business transactions, both with IICIN customers and with other IICIN Members. I accept without any reservation that should the IICIN consider that a Member has broken that Code, the IICIN is empowered to expel the Member or impose some lesser penalty: and that after such decision such a Member has no further right of appeal.

Signature:

Name (IN CAPITALS PLEASE):

On behalf of (Company Name):

Address:

Date (DD/MM/YYYY):

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8.0 What Next?

8.1 Checklist

Please check that the following items have been completed or included:

- Application form sections 4.0, 5.0, 6.0 and 7.0 (pages 8 – 16) completed in full and printed.
- 5.4 Measure of Independence signed by named reference.
- 7.2 Agreement to conditions of membership signed and dated.
- CVs for each inspector to be registered including their FROSIO or NACE certification details along with copies of any other relevant documents.
- Copy of QAMS certificate included (if available).

8.2 Submitting the Application

To submit the application you can either:

Fax to IICIN on **+44 1670 519911**

or

Post to IICIN at **5a Oldgate, Morpeth, Northumberland, NE61 1PY, England**

or

Email the scanned documents to **enquiries@iicin.com**

To ensure your application is processed without delay please make sure that you include CVs, including FROSIO or NACE certification details for each inspector and signed terms and conditions along with the application form on pages 8 - 16 of this application pack.

8.3 Approval Process

Approval for membership will only be confirmed by the IICIN. The application must be completed (by the applicant) and the assessment completed by IICIN

If your application is successful you will be informed by an email to which will be attached a confidentiality agreement and invoice. Following receipt of the signed confidentiality agreement and payment of the invoice IICIN will issue your certificate and membership pack.

If your application to join IICIN is declined you will receive an email explaining the reasons why and if appropriate outlining the measures that need to be taken or the documents/certificates required in order to resubmit.