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Requirements for the Certification of IICS 4.1A Certified Associate Offshore Crane Inspector and IICS 4.1 Certified Offshore Crane Inspector in accordance with the requirements of API Recommended Practice 2D 7th Edition, December 2014

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Issued under the authority of the Governing Board for Certification
All correspondence should be addressed to:

TUV NORD (Malaysia) Sdn. Bhd.
20, Jalan Tiara 3, Taman Perindustrian Uep,
47600 Subang Jaya, Selangor, MALAYSIA

Phone: +60 (3) 8023 2124
Fax: +60 (3) 8023 4410
Email: malaysia@tuv-nord.com
Website: <http://www.tuv-nord.com/my>

IICS is administered by TUV NORD (Malaysia) Sdn. Bhd.

FOREWORD

The International Inspector Certification Scheme (IICS) is a comprehensive scheme which provides for the examination and certification of individuals seeking to demonstrate their knowledge and/or competence in their field of operation. The scope of IICS includes Welding Inspectors, Crane Inspectors, Corrosion engineers, Piping Engineers Plant Inspectors and other certification schemas.

IICS is managed by certification board of TUV Nord Malaysia Sdn. Bhd., which acts as the governing certification body, in keeping with the requirements of the industries served by the scheme.

The current document covers the Certification of IICS 4.1A Certified Associate Offshore Crane Inspector and IICS 4.1 Certified Offshore Crane Inspector.

CERTIFICATION CRITERIA

The sole criteria for certification are given in the document (and any subsequent amendments) and no other criteria will be applied. Certification is not conditional on the candidate applying for other services from TUV Nord Malaysia Sdn. Bhd., its parent, or any other groups or associations.

1 GENERAL

1.1. Scope

This document prescribes procedures by which personnel may be examined, and, if successful, certificated for the duties of Associate Offshore Crane Inspector or Offshore Crane Inspector, as defined in Clause 1.2. The examinations are primarily intended for inspectors acc. to API RP 2D, § 8.3.

1.2. Responsibilities of personnel

Typical areas of work activity of personnel for whom IICS Offshore Crane certifications would be suitable are given below:

1.2.1 Associate Offshore Crane Inspector

Under the supervision of an Offshore Crane Inspector or Senior Offshore Crane Inspector:

- a) Conducts the necessary inspection of cranes based on usage, condition, and performance to ensure conformance with manufacturer's specifications, regulatory requirements (as applicable), any other pertinent criteria, and the provisions of the applicable code requirements.

1.2.2 Offshore Crane Inspector

Those given above plus:

- a) Supervision of Associate Offshore Crane Inspectors in the conduct of above mentioned activities.
- b) Develop inspection programs and inspection plans
- c) Witnessing and supervision of Non-Destructive Testing
- d) Witnessing and supervision of repair activities.
- e) Reports
Preparation of inspection report

1.3 Requirements prior to taking a certification test

Job responsibilities and experience criteria for examination eligibility as given below are strictly adhered to and enforced.

1.3.1 IICS 4.1 A Certified Associate Offshore Crane Inspector

No specific experience is required. Candidates with less or minimal experience in the field of crane inspection are encouraged to apply. In addition, candidates must attend an IICS approved training course at the appropriate level prior to examination. Details of such courses are available upon request.

1.3.2 IICS 4.1 Certified Offshore Crane Inspector

Associated Crane Inspector for a minimum of 2 years (within the recent 3 years) with experience in crane related assignments, or related to the duties and responsibilities listed in Clause 1.2.1 under qualified supervision, independently verified.

or

Offshore Crane Inspector for a minimum of 2 years (within the recent 3 years) with job responsibilities in the areas listed in 1.2.1 and 1.2.2 above.

or

Crane Operators or Maintenance Technicians & Supervisors, QA/QC Personnel in the field of crane manufacturing or maintenance with a minimum of 2 years (within the recent 3 years).

1.3.3 Health/Eyesight

Candidates need to be in satisfactory physical condition and the person completing the application form will be required to signify that the candidate's health and eyesight are adequate to enable him/her to carry out his/her duties. An eyesight test certificate must be submitted with the application form issued by a medically recognized person, to provide proof of near visual acuity unaided, uncorrected or corrected in at least one eye, such that the candidate is capable of reading Times Roman N 4.5 fonts or Jaeger number 1 fonts or equivalent sized letters. These letters shall have a height of 1.6 mm at a distance of not less than 30 cm with one or both eyes on a standard reading test chart.

2. EXAMINATION PROCEDURE

2.1 IICS Examination Format

The examination format for the IICS 4.1A Certified Associate Offshore Crane Inspector and IICS 4.1 Certified Offshore Crane Inspector consists of written and practical examinations, which is designed to test the candidate's knowledge of the syllabus, and applicable codes and standards.

Please refer to Appendix 1 for details of the examination format.

2.2 Application for IICS Examination

Candidates will be required to submit an application form. All the information requested must be on these forms. No applications can be considered confirmed until receipt of correctly completed documents. Application forms ask for specific details of work experience and must be verified by current employer. Candidate must provide supervisor's contact information of previous employments or projects, which is meant for verification purposes by exam administrator.

In the event of a false statement being discovered on forms, any examination undertaken will be declared null and void.

Candidates proved to have cheated, or found to have attempted to remove or found to have removed examination material in an IICS examination will not be accepted as a candidate for any IICS examination for a minimum period of five years from the date of the examination where cheating, attempt to remove or removal of examination material, was established to have taken place.

Examination may be taken at any approved Test Centers. List is available on request.

3. CATEGORIES OF IICS CERTIFICATION AND FEES

Candidates may apply for one of the following certification categories:

Certification			IICS 4.1A		IICS 4.1	
Validity Term			3 years (RM)	3 years (USD)	3 years (RM)	3 years (USD)
Certification Fee per Candidate	Initial	IDC Participant	850	250	850	250
		Non-IDC Participant	1,600	400	1,600	400
	Retest		500	150	500	150
	Reschedule to another exam window stated by IICS		NIL			
	Reschedule to a preferred exam window		1,600	400	1,600	400
	Upgrade		500	150	NIL	
	3-year Renewal		NIL		500	150
6-year Recertification		NIL		850	250	

3.1 Initial Certification

Refers to candidate's first attempt in taking the particular IICS Certification.

3.2 Retest

Refers to candidate who fail in the initial certification. Candidate may attempt a maximum of two retests of the part which was failed within 12-month period from the first scheduled examination date.

3.3 Upgrade

Refers to IICS Level 1 Certificate holder who wishes to advance to IICS Level 2 Certification.

Candidate does not need to sit for an examination. Candidate must provide evidence in accordance with Clause 1.3.2. This can be satisfied by submitting a log sheet of relevant work activity covering the period of validity of the certificate.

3.4 Three-Year Renewal

Refers to IICS Level 2 Certificate holder who needs to renew his/her certificate before its expiry.

Candidate does not need to sit for an examination. Candidate has to demonstrate that he/she has maintained his/her competence by providing evidence of continuous work activity in welding inspection. This can be satisfied by submitting a log sheet of relevant work activity covering minimum 2 years' experience within the recent 3 years.

The certificate will not be renewed without further test if a substantiated complaint is notified by the Governing Board during the period of its validity. Further instruction and retest may then be required.

3.5 Six-Year Recertification

Refers to IICS Level 2 Certificate holder who needs to be recertified beyond six years from the initial examination (or 3 years from a previous three-year renewal).

Candidate has to demonstrate that he/she has maintained his/her competence by providing evidence of continuous work activity in welding inspection. This can be satisfied by submitting a log sheet of relevant work activity covering minimum 2 years' experience within the recent 3 years.

If qualify for 6-year recertification with the complete application, candidate will be required to take an online examination. The 6-year recertification online examination for Certified Offshore Crane Inspector consists of 30 multiple choice questions.

Note: As a guide, 'reasonable continuity' in any given six year period means that absences from work for which the certificate was granted should not exceed one year in one or several periods.

4. IICS CERTIFICATION POLICIES

4.1 Payment Policy

- a) Applications will not be processed until payment is received and applied.
- b) Applicants are responsible for all taxes, banking or other service fees, including all applicable withholding taxes.
- c) Penalty fee of RM 150 will be imposed on application and payment received after the examination deadline.

4.2 Refund Policy

- a) All refund requests must be submitted to the approved test center by e-mail within three (3) months from the date of payment.
- b) For refund requests made before the application deadline, you will be refunded the initial New Application fee minus RM 150 for processing.
- c) For refund requests made after the application deadline, you will be refunded 50% of the initial New Application fee.
- d) If you are found to be unqualified, you will be refunded the initial New Application fee minus RM 150 for processing.
- e) Reschedule application fees are non-refundable.
- f) Refunds will not be issued under the following circumstances:
 - If request is made three months or more after your initial payment date
 - If request is made less than five days before a scheduled exam appointment, or any time after a scheduled appointment
 - If you did not show up for your exam
 - If you have already taken your exam
- g) Refund requests have to come directly from the paying party, either the candidate or the organization that paid the examination fee (if not paid by candidate).

4.3 Examination Policies and Notifications

- a) Examination Cycle
 - Each candidate is allowed 12 consecutive months to pass an examination.
 - This 12-month period begins with the first scheduled examination date.
- b) Retest
 - Candidate who does not pass the initial examination may attempt a maximum of 2 retests (on those parts of the examination in which success was not achieved) within the allowable 12-month period.
 - If candidate is unsuccessful within the allotted 12 months, he/she is required to re-take the full IICS approved training course in accordance with section 1.3.3, followed by a new application for the examination.
- c) Reschedule
 - If candidate cannot attend the examination as scheduled, he/she has to notify the approved testing center at least 2 weeks prior to examination date.
 - Reschedule fee of RM 150 apply and is non-refundable.
- d) Examination Results
 - Examination results will be emailed to candidate within 2-4 weeks after the examination date.
- e) Certificate of Proficiency and Certified Personal ID Card
 - A paper certificate and personal ID Card will be issued to the candidate who passed the examination.
 - The items will be mailed out to the candidate or the organization that paid the examination fee (if not paid by candidate), approximately 2-4 weeks from announcement date of examination results.
 - Penalty fee of RM 350 will be imposed on requests for reissuance of Certificate of Proficiency and/or Certified Personal ID Card.
- f) Term of Certification
 - Level 1 Certification is valid for two years.
 - Level 2 Certification is valid for three years.
- g) Renewal or Recertification
 - Renewal or Recertification of IICS Certificate must take place not later than 30 days after the date of expiry.
 - It is the certificate holder's responsibility to ensure that renewal takes place at the appropriate time.
 - Penalty fee of RM 150 will be imposed on renewal or recertification application received more than 30 days after the date of expiry.

4.4 Grievances and Appeals

- a) Appeals against failure to certify or against non-renewal of the certificate may be made by the inspector or the employer upon application in writing to the Governing Board.
- b) The contents of a failed exam will not be disclosed or returned to any candidate.
- c) An aggrieved party in a dispute which considers itself to have reasonable grounds for questioning the competency of an IICS qualified person may petition the Governing Board for non-renewal of the certificate. Such a petition must be accompanied by all relevant facts, and if in the opinion of the Board an adequate case has been presented, a full investigation of the circumstances under dispute will be initiated. If the petition is substantiated to the satisfaction of the Board, the certificate will not be renewed without further test.

5. RECORDS

TUV NORD (Malaysia) Sdn. Bhd. maintains records of successful and unsuccessful candidates. These records are accessible to the Governing Board or its nominees at all reasonable times.

6. REFERENCES

¹ API Recommended Practice 2D: 7th Edition, December 2014

7. ADDRESSES

For further general information contact:

TUV NORD (Malaysia) Sdn. Bhd.

20, Jalan Tiara 3,
Taman Perindustrian Uep,
47600 Subang Jaya,
Selangor, MALAYSIA

Phone: +60 (3) 8023 2124
Email: malaysia@tuv-nord.com

Fax: +60 (3) 8023 4410
Website: <http://www.tuv-nord.com/my>

For specific information on examinations and tests and arranging for them to be carried out, please contact the approved Test Center(s):

IDC Training House Sdn. Bhd.
No 7, Unit 8,
Jalan Industri PBP 3,
Taman Industri Pusat Bandar Puchong,
47100 Puchong,
Selangor, MALAYSIA

Phone: +60 (3) 8061 5126 / 8061
Email: info@idc-training.com

Fax: +60 (3) 8068 7720
Website: www.idc-training.com



Examination Format for the Certification of IICS 4.1A Certified Associate Offshore Crane Inspector and IICS 4.1 Certified Offshore Crane Inspector

Appendix to Document No. IICS-WI-16-03

Appendix 1: Examination Format for IICS 4.1A and 4.1 Offshore Crane Inspectors

APPENDIX 1: EXAMINATION FORMAT

1. IICS 4.1A Certified Associate Offshore Crane Inspector and IICS 4.1 Certified Offshore Crane Inspector

Examination Format	Time Allowed	Details
Theoretical Part A (Open Book)	2 hours	<p>30 multiple choice questions</p> <p>Ability to work with the applicable codes and standards:</p> <ul style="list-style-type: none"> • API RECOMMENDED PRACTICE 2D “Operation and Maintenance of Offshore Cranes” • API SPECIFICATION 2C “Offshore Pedestal-mounted Cranes” • API RECOMMENDED PRACTICE 8B “Recommended Practice for Procedures for Inspections, Maintenance, Repair, and Remanufacture of Hoisting Equipment” • API SPECIFICATION 9A “Specification for Wire Rope” • ASME B30.4 “Portal and Pedestal Cranes” • ASME B18.15 “Forged Eyebolts” • ASME B30.9 “Slings” • ASME B30.10 “Hooks” • BS 7121-2-1 “Code of practice for the safe use of cranes Part 2-1: Inspection, maintenance and thorough examination – General” • BS EN 13414-1 “Steel wire rope slings - Safety - Part 1: Slings for general lifting service” • BS ISO 4309 “Cranes — Wire ropes — Care and maintenance, inspection and discard” • BS EN 13889 “Forged steel shackles for general lifting purposes”
Theoretical Part B (Closed Book)	2 hours	<p>70 multiple choice questions</p> <p>General & specific crane and lifting appliances theory, Code content, Responsibilities, Testing and Inspection of lifting appliances, NDT, Crane repair QA/QC, Hand signals</p>
	30 minutes	Crane parts (term crane parts)
Practical Part A	1 hour	<ul style="list-style-type: none"> • Carry out a crane inspection • Fill out a certificate of thorough crane examination and test.

Pass mark for all individual parts is 70%