Your

Professional Qualification in Commercial Ship Marine Surveying

awarded by the

International Institute of Marine Surveying *starts here*

- **Distance learning - study online from home**
- **No obligation to be a member of IIMS to apply**
- **IIMS Student Membership included**
- **The only professional body to offer a formal marine surveying qualification**
- **Learn and become a master of your profession**

Committed to delivering the best education for Commercial Ship Marine Surveyors

International Institute of Marine Surveying
Murrills House | 48 East Street | Portchester
Hampshire | PO16 9XS | United Kingdom

Web: www.iims.org.uk
Tel: + 44 (0) 23 9238 5223
Email: education@iims.org.uk

Introduction to the International Institute of Marine Surveying

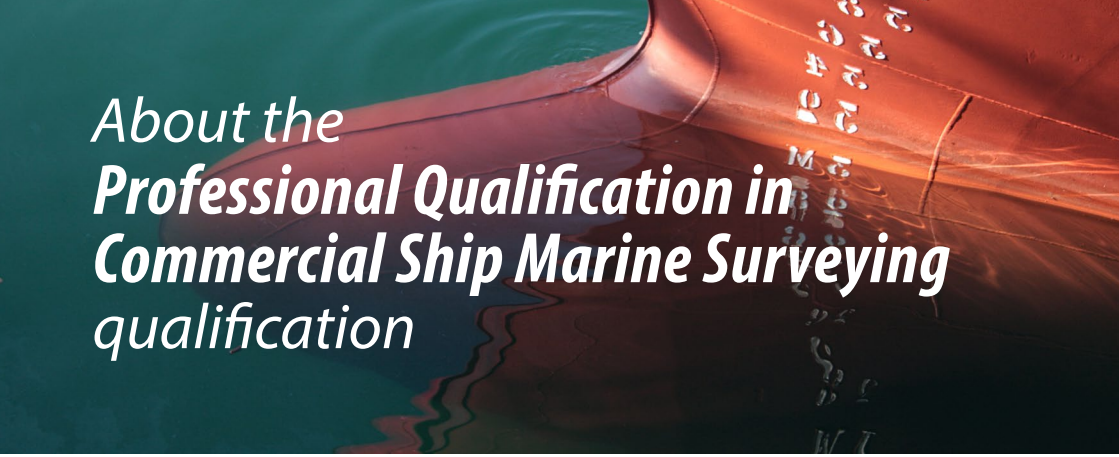
The International Institute of Marine Surveying (IIMS) is an independent, non-political organisation promoting the professionalism, recognition and training of marine surveyors worldwide. As a membership organisation, the Institute provides a range of benefits for those who are part of it.

Formed in 1991, and therefore celebrating its Silver Jubilee in 2016, IIMS is the recognised and largest professional body of its kind for the marine surveying profession worldwide, representing the interests of 1,000 members in over 90 countries.

The IIMS understands and takes seriously the responsibility to promote the profession and to provide opportunities to develop and educate those professionals in it to the highest possible level. There is no obligation to become a member of the Institute to study for this qualification.

Broad aims of the Institute:

- To promote professionalism and the sharing of knowledge in the profession of marine surveying at every opportunity
- Organising and evaluating the training of future marine surveyors
- Maintaining high professional standards that are set out in a Code of Conduct
- Putting into practice and ensuring the high standards of the Institute are maintained
- Conferring professional status on those who can demonstrate competency in marine surveying and who contribute to the industry
- Bringing together experts to share experience and best practice
- To be recognised by Government and NGO Organisations as the authority in the field of surveying



About the ***Professional Qualification in Commercial Ship Marine Surveying*** *qualification*

The IIMS is a recognised educator of marine surveyors and has been doing so successfully for more than 15 years. The course material is current, accurate and is regarded to be the best material of its kind anywhere in the world at this level. Furthermore, IIMS is the only professional body to offer a formal marine surveying qualification. It has been produced by authors who are passionate and knowledgeable about their specialisms and who are recognised experts in their fields. The course has been written to produce the best possible learning outcome for those who study it.

The *Professional Qualification in Commercial Ship Marine Surveying* course allows you to decide when and where you want to study.

To achieve the qualification you are required to study and pass four CORE units plus an additional four SPECIALIST units of your choice from the twenty seven that are available. Students have two years to complete the course. It is then possible to upgrade your qualification to an *Advanced Professional Qualification in Commercial Ship Marine Surveying*. This means a further one year of study and an additional four SPECIALIST units to pass.

If you travel, or spend time at sea, you can take the units with you to continue studying and make good use of your travelling time.

The benefits of studying with the Institute are that you become a Student Member of the IIMS whilst training and you can therefore participate in all the Institute's activities, including one day training courses, seminars and conferences.

One of the most beneficial factors of distance learning study is that you apply your learning immediately. So, as the course progresses you can apply the knowledge, skills and expertise gained to your work.

Student comments

'Many thanks for the feedback and all your support over the duration of the course. To say that I am delighted is an understatement as I am over the moon with delight'.

Mr J O'Sullivan

'I would like to thank all involved in the very valuable and excellent course. I certainly lived up to my expectations and more'.

Mr G Parrotte

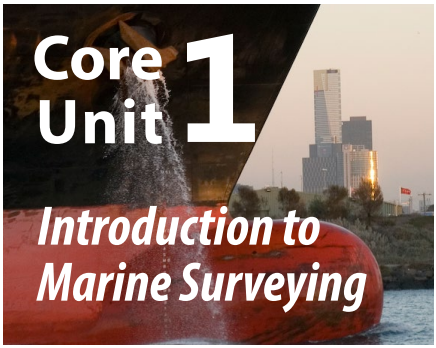
'Thank you for the opportunity to take part in the course. I have really enjoyed completing the assignments. It was a very thorough and well thought out introduction to the marine surveying profession'.

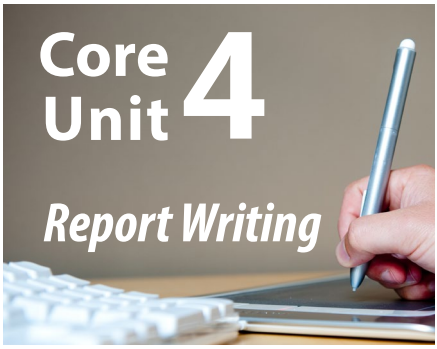
Mr K Butterfield

And if you are still not persuaded of the value of the *Professional Qualification in Commercial Ship Marine Surveying*, there is the option to buy single units from the course to brush up your skill set in a particular area of marine surveying.

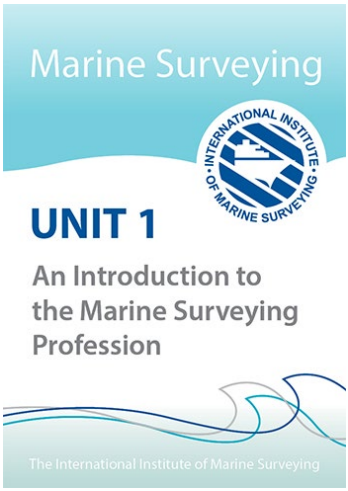
See the web site for more details: **http://iims.org.uk/education/buy-unit**

The **CORE** Units





Core Unit 1 - ***Introduction to Marine Surveying***



This unit provides the marine surveyor with an overview of the marine industry and all the elements that make the industry what it is. This unit looks at trade, the types of vessels and the many different entities that make the marine industry work. This will give the student the background knowledge required to understand the details of the specific units covering the surveying of ships and commercial vessels which can be studied later. A practising surveyor will find this unit a useful refresher to further hone their skills and increase their knowledge base.

Unit 1 concentrates on the role of the marine surveyor as opposed to the marine consultant. These two titles often cause confusion as to the differing roles they play.

For the sake of good order the following simple definitions for these two titles are:

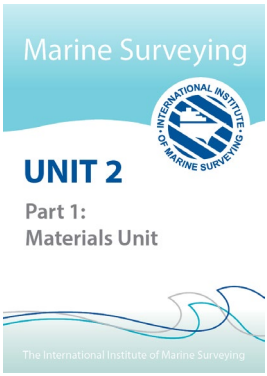
"The marine surveyor is someone who measures, assesses, surveys, inspects, examines and reports on the subject of survey based on the client's instructions"

"The marine consultant offers their skills and services based on their knowledge and experience in a specific field, providing advice and knowledge that the client does not have"

Topics covered include:

• Marine Regulation & Safety • The Purchase of a Vessel • The Law and the Marine Industry • Health and Safety of the Marine Surveyor • Survey Organisations • The Marine Surveyor in Practice • Business Management • Marketing your Business • Being prepared – SWOT Analysis • Finance

Core Unit 2 - **Materials and Corrosion**



Unit 2: Part I – Materials

Naval architects, boat builders and marine surveyors are confronted with a wide range of construction materials, manufacturing processes, load mechanisms and environments in which the structures must operate. A marine surveyor is not merely expected to inspect a structure and report his/her findings. He/she must be a detective and be able to identify faults before they lead to catastrophic failure as well as analysing a failure and establishing probable cause. To do this the surveyor must have a sound knowledge of material science, engineering and construction.

The purpose of this module is to:
• introduce wide range of materials and their microstructures • establish how their properties are derived and modified • describe general manufacturing techniques • outline methods of preventing material failure • outline non-destructive test methods available • enable the student to make informed decisions on the suitability of a given material • application and where to find additional information • identify a range of failures and probable causes.

Unit 2: Part II – Corrosion

This topic is one with which all surveyors need to be conversant with. The marine environment is harsh. However, it is important to realise that it is not just the environment that presents problems. In many cases it is the poor material selection which can have severe consequences. As a surveyor you will frequently be presented with a situation where the onset of corrosion is either the primary cause of concern, or physical failure resulting directly from corrosion. You must be able to identify types of corrosion but equally you must understand under what conditions corrosion is likely to occur. It should be realised that this unit is a general introduction to the topic of corrosion.

Core Unit 3 - **Stability**

Traditionally naval architecture was regarded more as a craft than a science with a hull form derived from half block models and much store being held in the saying "if it looks right, it is right". However, as ships and other floating structures developed both in size and complexity, the craft developed into a science and the naval architect of the twenty first century is very much a multi-disciplined professional.

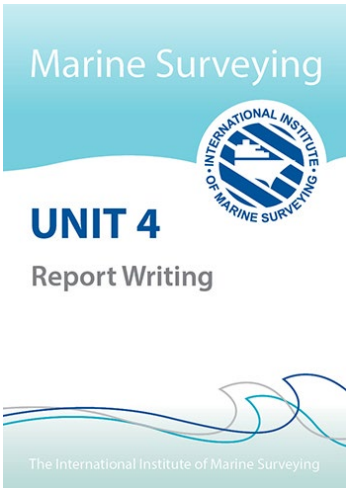
A marine surveyor has a responsibility to inspect and comment on the structure, machinery and systems of vessels both existing and under construction; making recommendations, if necessary, for the rectification of defects. The surveyor can on occasions be requested to advise on modifications to craft, or their suitability for a particular duty and it is for this reason, among others, that a marine surveyor needs a basic understanding of the principles of naval architecture.

The aim of this module is to provide the student with a grounding in the fundamentals of marine craft and floating structure design, in particular the basic scientific principles and mathematics so that a realistic assessment of a vessel's suitability for purpose can be derived.

The areas covered in this unit include:

• Shape and Size Definitions • Tonnage • The Calculation of Areas and Volumes
• Moments and Centres • Stability • Resistance and Propulsion

*Core Unit 4 - **Report Writing***



'A picture speaks a thousand words' is an adage which has most probably been used by almost everyone at some stage or another. Is it correct however? Is it possible to achieve that same impact as a picture with, for example, just ten words? Does this devalue the picture or enhance the value of the written word?

As a practising surveyor, your product is your report. It is the survey report that will define the surveyor and on which the surveyor's competence will be judged. As an industry professional, your entire career and reputation is based on the quality of your product just like any other industrial sector and there are often no second chances. It is vital to get it right each and every time.

This module has been produced to assist the practising surveyor, regardless of career level, in ensuring the report produced under your name is the best possible example. The areas covered will enhance the understanding and appreciation for the requirement of effective report writing.

It is the intention of this module to extend the student's knowledge and understanding of the basics of report writing, the various types of reports, their purpose, format and consequences. After successfully studying this unit you will have a better understanding of the reasons for writing a report, be aware of the different types of survey and report layouts, and appreciate the need to understand your client and their requirements with regard to the information gathering and documenting process.

The topics covered in this unit are:
- Effective Writing and Reporting
- Information Technology in Marine Surveying
- Structure of Reports

The ***SPECIALIST*** *Units*

Specialist Unit 5 - **Draught Surveying**

At the end of this module students should be able to perform and calculate a draught survey. However there is no substitute for experience in some of the operations needed to obtain the draughts and data required for the calculation. It is strongly recommended that students spend as much time as possible with an experienced surveyor in order to become familiar with the practical aspects of reading draughts, sounding tanks, understanding the large variety of hydrostatic particulars and many other aspects of the procedure.

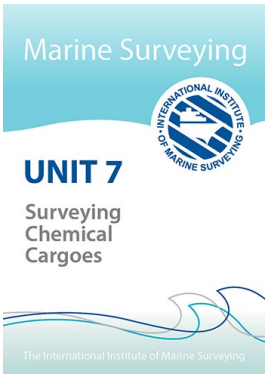
NOTE: *This module has been written for students who have not had seagoing experience and are not familiar with ships and thus ex seafarers may find some of the content a bit obvious. However it is hoped that they will still gain from carrying out the study.*

Specialist Unit 6 - **Surveying Dry Bulk Cargoes**

Just a quick overview of the main parts of this Unit:

CARGOES *• Understand some of the main characteristics of the dry bulk cargoes most commonly carried at sea • Be familiar with some of the specific hazards associated with many dry bulk cargoes* ***GRAIN*** *• Understand the background to the international bulk trade* ***COAL*** *• Learn about the different types of coal and its transportation and attendant hazards* ***IRON ORE*** *• Develop a knowledge of Iron ore types, movement in bulk and attendant hazards* ***FISHMEAL*** *• Learn to understand the problems and regulations to be aware of when handling and transporting fishmeal* ***ORES*** *• Understand the types of ores and their characteristics and hazards encountered during bulk transport* ***SAFETY AND SAFE PRACTICE*** *• Be aware of where to find information regarding the dangers associated with some dry bulk cargoes • Be familiar with basic safety practices when dealing with such cargoes* ***SHIP TYPES*** *• Learn to be able to identify the main types of vessel engaged in the bulk cargo trade.*

Specialist Unit 7 - ***Surveying Chemical Cargoes***



In this unit the complexity of bulk chemical liquid cargo surveys is addressed. Many of the same principles should be used when surveying package chemical cargoes as found in tank containers which fall under the IMDG Code. The focus is towards the management of surveys on chemical tankers but much can and does cross the soft boundary between other liquid cargoes carried in all types of tankers. Health and safety aspects, which all Surveyors must appreciate, are also addressed.

The Chemical Tanker - *Training is critical to the ongoing safety of operations on these vessels and, as such, marine Surveyors undertaking work in this area are strongly advised to acquire extensive knowledge so as not to jeopardise either their own safety or that of the personnel onboard.*

Specialist Unit 8 - ***Petroleum Products, Crude & Refined Oils***

In this module we address the survey of bulk oil and petroleum products. Petroleum products are included in this module as the same principles can be applied to their carriage in 'black ships' – crude oil carrier. The reason for indicating this is two fold:

1. *As surveyors of bulk liquid products you may come across many products that can be carried in product carriers and oil tankers including black oils and clean oils and nearly all clean oils can be transported in chemical carriers.*
2. *Pumping and line systems of product and oil tankers are relatively similar. Product carriers are usually on a ring-main system like oil tankers. This allows for fast out turn of cargo that is for the most homogenous. V/ULCC adopt other cargo systems as we will see later.*

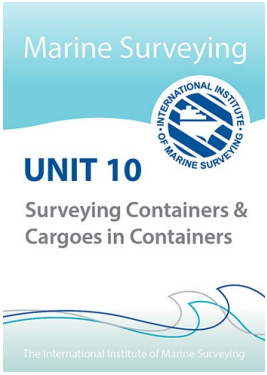
The focus is towards the management of surveys on oil/product tankers but much can and does cross the soft boundary between other liquid cargoes carried in all types of tankers.

Specialist Unit 9 - The Carriage of Refrigerated Cargoes

Refrigerated cargo transported 'deep' sea is exclusively in either refrigerated containers or conventional refrigerated ships.

There are three milestones that are often quoted in the history of meat transportation; the voyage by the Strathleven from Australia to the UK in 1879, the Dunedin from New Zealand in 1882 and the Paraguay from South America in 1877. All of these ships had one common factor; the means of transferring heat from the commodity to the refrigeration system was air. Over 100 years later air is still the medium by which heat is transferred from the product, albeit that the refrigeration process is somewhat different.

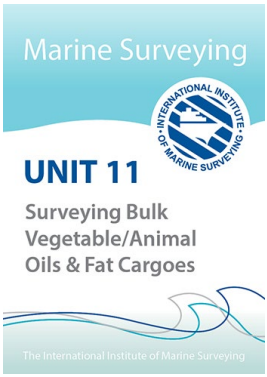
Specialist Unit 10 - Surveying Containers & Cargoes in Containers



As Van den Berg stated in his book 'Containerisation and Other Unit Transport'; Containerisation is the modern contribution to the historic trend of diminishing transport costs and is, therefore, irresistible.

Overall the unit will introduce the student to the different types of intermodal freight containers involved with the shipping industry. It is intended that the student will have an understanding of the rules of construction of the different containers, the overall inspection regime, repair assessment and requirements. We will look at some depth into the Convention of Safe Containers with regard to testing, approval, structural and maintenance requirements.

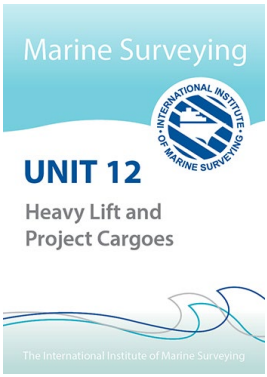
*Specialist Unit 11 - **Surveying Bulk Vegetable, Animal Oils & Fat Cargoes***



At one time the shipments of fish/whale oils far exceeded those of vegetable/animal oils. As new processing methods and increased efficiency for both vegetable and animal farming increased, so did the volume of trade in vegetable oils and fats. Much of the work in regulating the transportation of oils and fats has taken place in Europe mainly with the Federation of Oils, Seeds and Fats Associations Limited (FOSFA).

In this module we address the complexity of bulk vegetable/animal/marine oil cargo surveys. Many of the same principles should be used when surveying packaged edible cargoes as found in tank containers being the subject of the requirements of the IMDG Code (Dangerous Goods Code).

*Specialist Unit 12 - **Heavy Lift & Project Cargoes***



The purpose of this module is to introduce the student to the aspects of Heavy Lifts and Project Cargoes which take place within the marine environment. While it is realised that the shipping industry is involved in many heavy lifting operations by means of synchro-lifts, floating docks, hydro lifts etc., the function of this unit is to concentrate on the commercial movement and transport of specialist, heavy cargoes.

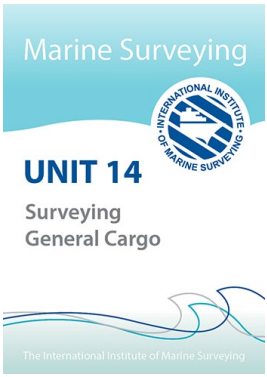
The function of the surveyor is to assess whether the transport system proposed is capable of meeting the criteria for the movement and correct delivery of the load. It should be realised from the onset that the unit must be capable of loading the load, with all the stability and securing requirements met and also transporting the load via a passage plan, towards a delivery site.

Specialist Unit 13 - ***Transportation of LNG & LPG Cargoes***

In this unit we address the complexity of liquefied gas cargo surveys. Many of the same principles should be used when surveying packaged liquefied gas cargoes as found in tank containers (tanktainers) which fall under the IMDG Code, in relation to the commodity, but gas ships are quite a different breed from other tankers.

The focus is primarily on the management of surveys on liquefied gas tankers but much can and does cross the soft boundary between other liquid cargoes carried in chemical carriers. Health and safety aspects, which all surveyors must appreciate, are also addressed but these are the subject of other modules.

Specialist Unit 14 - ***Surveying General Cargo***



In this unit students will acquire the knowledge and understanding in the principles of surveying general and specific cargoes and will learn how to undertake hatch cover lean detection tests.

The unit introduces students to the principles, rules and regulations of the carriage of goods by sea; including handling, stowage and the securing of general and specific cargoes. Students will consider trading patterns; the different kind of ships in the general and specific cargo trades as well as the types and causes of cargo damage that occur.

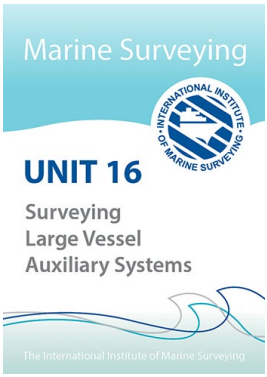
The unit also covers hatch coves; hatch cover types, weather tightness and leak detection tests.

Specialist Unit 15 - ***Surveying Large Vessel Main Engines***

This module is designed to assist the student to develop the skills required to conduct a survey of a ship's machinery. The primary focus of this module is to offer an introduction to the engine and associated propulsion installations typically encountered in large commercial vessel applications, which intends to provide an overview of the engineering aspects of the modern ship and define the role and responsibilities of the Marine Engineering Surveyor.

The survey of main machinery will generally be on the basis of non-intrusive examination of equipment. Key considerations when inspecting any piece of equipment are its efficacy and condition; it must be ascertained whether the item is 'fit for purpose' from an operational and maintenance perspective and in 'serviceable' condition.

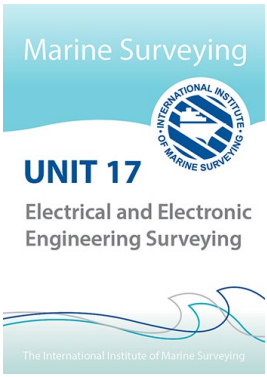
Specialist Unit 16 - ***Surveying Large Vessel Auxiliary Systems***



This module covers part of this wide ranging subject as part of 'outside machinery' i.e. machinery situated outside of machinery spaces and apart from bow thrusters under the sub group 'deck machinery.'

A basic understanding of both hydraulic and electrical systems is required most importantly because these installations are often remote from their source of power. In all of these installations a major concern for the surveyor is the strength of the surrounding ships structure. The purpose of this module therefore is to give the Marine Engineering Surveyor an outline understanding of the variety of installations and constructions to enable them to identify where to look for defects but also to understand why defects are most likely to occur in these areas.

Specialist Unit 17 - Electrical & Electronic Engineering Surveying



(Unit has two parts)

Part 1. Electrical Engineering

The main purpose of the module is to give students of Marine Surveying a basic knowledge of Electrical and Electronic Systems Surveys on ships. The overall intention of the module is not to produce electrical or electronic engineers, but to give a Surveyor the theoretical and practical knowledge to enable them to make an assessment of what they are surveying.

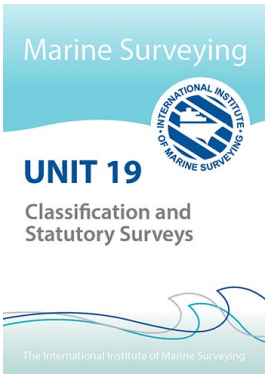
Part 2. Electronic Engineering

Electronics are used widely in the marine industry. As fast as the industry adopts new technology, new innovations are brought on to the market and Surveyors need to continue to update their knowledge to keep up with these developments. In this module a number of different systems will be examined with an explanation of why and how electronics are used, some fundamental principles of operation are.

Specialist Unit 18 - Marine Incident Investigation

An accident is described as "an unplanned, uncontrolled event which has led to or could have led to injury to people, damage to plant, machinery or the environment and/or some other loss." In this module we consider this statement and introduce a basic understanding of what is meant by human error, human factors and the human element. We show that all accidents, even those attributed to "acts of God", have some human element in the causal chain.
The aim of marine accident and incident investigations is to prevent recurrence of similar events. Open, systematic and fair investigations, which are not aimed at apportioning liability or blame, have proved effective in the other industries and transportation modes. This module aims to introduce students to a system of investigation, which may help to prevent future accidents.

Specialist Unit 19 - Classifications, Statutory Surveys & Inspections



The aim of this specialist module is to provide the student with an insight into the work carried out by classification societies, what they are, their regulation and some detail as to the types of surveys carried out.

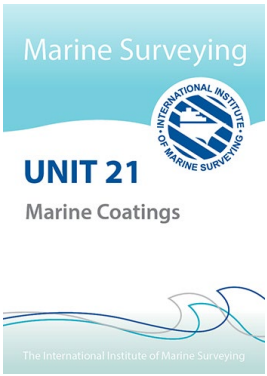
We will see that there are many classification societies operating throughout the world but that they have common standards. The majority of the information in this module is related to the classification societies' rules and regulations for the building and continued operation of merchant ships, but we will also introduce aspects to show areas where the classification societies operate rules for the construction and operation of offshore platforms, special service craft and their work in the marine related industries.

Specialist Unit 20 - The International Safety Management Code

This module is intended to prepare the marine surveyor to understand the implementation and assessment of the International Safety Management (ISM) Code. An excellent introduction to the ISM Code is given by the former Secretary General of the International Maritime Organization (IMO), Mr William O'Neil:

"The ISM Code is one of two features that have been designed specifically to address the human element in safety at sea – which continues to be cited as a causal factor in the majority of all transport accidents. The ISM Code provides an international standard for the safe management and operation of ships and for pollution prevention. It places direct responsibility on shore side management to ensure that its ships operate to the prescribed level of safety."

Specialist Unit 21 - **Marine Coatings**



The aim of this module is to give the learner a broad understanding of all aspects of corrosion prevention by the use of marine coatings.

Assessor, Peter Morgan, has been given permission to utilize for the IIMS Diploma, the 'ABS Guidance Notes on the Inspection, Application and Maintenance of Marine Coating Systems – 3rd Edition'.

This is an excellent comprehensive document that covers all the salient points related to the subject of marine coating that a marine surveyor should understand.

Specialist Unit 22 - *Warranty Surveying in the Offshore Industry*

The aim of this unit is to provide the student with a description of the principles involved in marine warranty surveying and the processes and procedures employed by the warranty company and the warranty surveyor to enable them to complete their primary function.

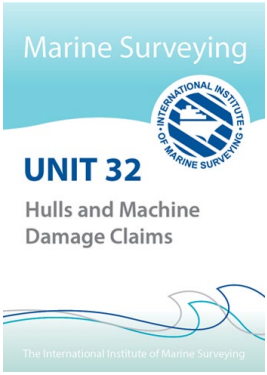
The role of the marine warranty surveyor is to act on behalf of the insurer and the assured to ensure that specific operations are carried out to recognised codes of practice, industry standards and to acceptable risk levels. These risk levels need to be tolerable to the insurance interests, the offshore industry and to the rules and regulations of any national or international authority.

Specialist Unit 31 - ***Maritime Law & Insurance***

As a professional surveyor one cannot get away from the reality that what you do in your everyday work may have legal implications, whether it be as an expert witness, a claim made by you for unpaid fees, or indeed one made against you which might lead to your involvement in legal claims. This unit aims to provide a broad understanding of English and international law. We look at the general principles of marine law and regulation and, to assist understanding, practical maritime based examples are used.

This unit focuses on the basics of the law of contract and tort and how these legal concepts may impinge upon the duties of the marine surveyor. In this unit, marine insurance and in particular the insurance policy is considered.

Specialist Unit 32 - ***Hulls & Machine Damage Claims***



This unit looks at surveys carried out for insurance claims on commercial vessels and especially with the role of the surveyor in connection with them. This unit is not intended to provide the surveyor with the technical skills or the specific details to look for during a survey which comes from the discipline in which he/she has been trained. It is intended here to assist an understanding of the culture of surveying, the manner in which a survey should be carried out so as to provide appointing principals with information required to consider insurance claims.

This unit is in two main parts:
***Part 1** - Hull surveys with some background understanding of their purpose and the use to which they are put.* ***Part 2** - An introduction to marine hull insurance to further the understanding of this background.*

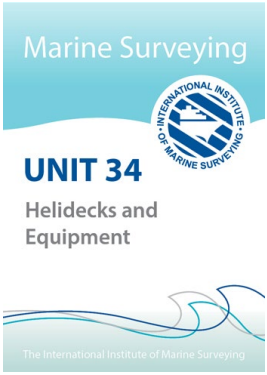
Specialist Unit 33 - **Cargo Damage Claims**

This unit sets out to provide students with an understanding of cargo claims in the marine industry, how they arise, the process by which they are resolved and the role of the marine surveyor in handling them.

The unit provides the theoretical knowledge to act as a surveyor attending a cargo survey on behalf of an instructing principal. It will also provide sufficient information to enable the surveyor to adjust an insurance claim associated with the loss upon which he/she is reporting, if instructed to do so.

The unit will enable the surveyor to advise the assured on the preparation of a claim against the third party responsible for the loss.

Specialist Unit 34 - **Helidecks & Equipment**



This unit will provide students with an understanding of helicopter operations and the regulation pertaining to vessels and offshore platforms, helideck design and equipment and how to conduct a helideck survey.

Students will understand the requirements of a helideck used for take-off and landing. They will understand the factors affecting helideck design and appreciate the organisations and codes that regulate their construction and use. The specialist equipment needed to operate a helideck safely is described along with the principles of evaluating a helideck's fitness to operate.

IIMS **Membership** Benefits

- Monthly member e-news and pdf bulletins
- Quarterly Report Magazine
- Photo identity card
- Membership travel scheme
- Web site full of resources with member and marine news
- Inexpensive web building service
- Access to YouTube channel
- Access to LinkedIn discussion group
- Access to IIMS Twitter feed
- Continuing professional development programme
- Conferences, seminars, events and networking at worldwide locations

Handy **Guides**

Further reading is available from the IIMS Handy Guides series entitled

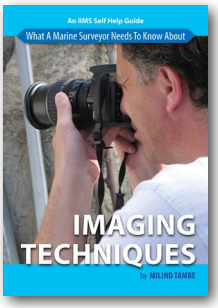
What a marine surveyor needs to know about...

What a marine surveyor needs to know about
small craft metal hulls and ultrasonics
by Jeffrey Casciani-Wood

ISBN: 978-1-911058-03-8
64 pages
Published at £25

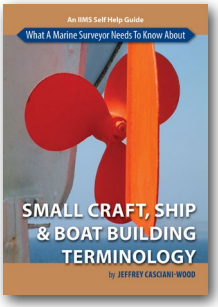
What a marine surveyor needs to know about
working in enclosed spaces
by Capt Michael Lloyd and Adam Allan

ISBN: 978-1-911058-00-7
68 pages
Published at £25



What a marine surveyor needs to know about
imaging techniques
by Milind Tambe

ISBN: 978-1-911058-02-1
96 pages
Published at £27



What a marine surveyor needs to know about
small craft, ship and boat-building terminology
by Jeffrey Casciani-Wood

ISBN: 978-1-911058-01-4
148 pages
Published at £30

Available to buy online at: **http://iims.org.uk/education/buy-iims-handy-guides** More titles available soon

Frequently asked questions about the ***Professional Qualification in Commercial Ship Marine Surveying*** *course*

What level is the course?
The qualification is a level 4/5, just one below degree level.

When does the course start?
There are four intakes each year, so you can start the course in January, April, July and October to suit yourself.

How long does the course run?
You have two years in which to complete the course and a further one year if you choose to upgrade to an Advanced Professional qualification.

What qualifications do I need to apply for the course?
You need at least a Senior school education to include two or three A levels (or equivalent) in appropriate science subjects, a Level 3 Diploma qualification or an equivalent are necessary. Some experience of the marine environment, either leisure or commercial would be an advantage. English is used throughout the course and you should be able to communicate both verbally and in writing in English. Each Unit has an assignment that is technical in nature and must be submitted in English.

What language is the course run in?
All course materials and student help is available in English only. If you do not have a good grasp of the English language you are likely to struggle and be unsuccessful with the course and should not apply.

How much does the course cost?
The cost of the course is £2,500. If you wish to upgrade your qualification to an Advanced Professional qualification, the cost is an additional £1,000. Hard copies of the course units incur an extra charge. There is a payment plan to help students spread the cost. Course fees are VAT exempt.

What is included in the course fees?
Your fees cover all course material, assessing, marking and access to the education support team if required. It is recommended that you could benefit from additional reading and suggest research material at your own expense, but you may be able to get access to these from your local library.

International Institute of Marine Surveying
Murrills House | 48 East Street | Portchester
Hampshire | PO16 9XS | United Kingdom

Web: www.iims.org.uk
Tel: + 44 (0) 23 9238 5223
Email: education@iims.org.uk

Where is the Professional Qualification in Commercial Ship Marine Surveying recognised?
The IIMS is recognised worldwide and the Institute has 1,000 members. It is accepted by insurance companies and the maritime industry in most countries.

How do I study if I am not in the UK?
This course is delivered online by distance learning and all students are given a website area to download/upload the course material. As long as you are able to access the internet you can study the course.

Can I have my course material in hard copy?
Yes, you can have you course material in hard copy but there is an additional charge for this.

How do I take my examination?
There is NO examination in this course. You are assessed by your assignments in order to pass.

How do I submit my assignments?
Once completed, you submit your assignments by email. When it has been marked it will be uploaded to your web area and an automated email will inform you that it is there.

What happens if I do not pass an assignment?
If you do not pass an assignment you are given the opportunity to resubmit. The marker will give you guidance as to where you have gone wrong to help you.

Is there any contact for support and advice?
Yes, there is support from the IIMS. The education team is always happy to give advice and information to students. They can also answer any questions you may have while completing the course. There is also a LinkedIn discussion group especially for students that they are encouraged to join. Markers feed back comments to students to help them.

Is there any practical training?
IIMS is very aware of the need for practical training and would recommend that students on the course get as much contact with the marine industry as they can. IIMS runs practical courses at the Portchester office and elsewhere. There could however be additional cost in gaining practical knowledge.

Can I purchase any of the course material without doing the whole course?
Yes you can. We realise that not everyone has the time or desire to study for the formal qualification; so it is possible to purchase individual course units. See the buy a unit page on the website for details: http://iims.org.uk/education/buy-unit

Why should I study your course over others?
IIMS has a proven track record in helping hundreds of students to gain formal qualifications in marine surveying over many years. The course material is current and accurate - and is regarded as the most comprehensive study material of its kind at this level. Experienced authors, markers and assessors. Less expensive than other comparable courses. The only professional body to offer a formal marine surveying qualification.

Terms & **Conditions**

What do I do next?
To register your expression of interest in the course or for further information, please apply through the website at http://iims.org.uk/application-for-enrolment-stage-1 and we will be in touch.

Course Content and Study Time
Core and Specialist units are expected to take 60+ hours each to study, including completion of the assignment. The content of the course is subject to change at the discretion of the IIMS Education Committee.

Language of the Course
The course will be conducted entirely in verbal and written English, so a good level of the spoken and written English language is essential.

Entry Criteria
- A level standard or equivalent (High School)
- Five years plus of relevant experience
- NVQ Level 4 or equivalent and minimum DTI Class Two Certificate of Competency
- Candidates with no formal qualifications but who can demonstrate a number of years relevant industry experience are more than welcome to apply.

These are a guideline only as all applicants will be vetted by the IIMS Education Team who will make the final decision on acceptance.

Course Start Dates
New course programmes start on the following dates each year:
10th January | 10th April | 10th July | 10th October
Applicants may opt for any start date.

Confidentiality
Students are advised that assignments are processed as confidential and will not be shared with any third party outside of the IIMS.

Course Fees
When your application is approved, you will be contacted and given details on the ways to pay for your course.

The investment in your Professional Qualification in Commercial Ship Marine Surveying is £2,500 and you have two years to complete your studies. For this you receive four CORE units and four SPECIALIST units of your choice that can be studied in any order.

What's not included in the fees:
Reading and reference material. It is strongly recommended that you read as many relevant books as possible to enhance your knowledge base. You can purchase recommended books new, or second-hand, or borrow them from a library.

For those students who want to gain the Advanced Professional Qualification, there is an additional charge of £1,000 and a further one year to complete the additional four SPECIALIST units.
Course fees are exempt from VAT.

Payment Methods
Do not attempt to send any money with your application. When your application is approved you will be contacted by email with a pro-forma invoice explaining the payment options.

Payment Plan
You may choose to pay the entire cost of the course upfront, or elect to pay 50% of your total fees (£1,250) before your start date, followed by payment of the remaining fees three months later.

How to pay
By Cheque
Cheques should be made payable to: IIMS Ltd. and must be in sterling and drawn on a British bank.

Or by Bank Transfer to the IIMS account at:
Bank Transfer Lloyds Bank, 20-24 High Street, Gosport, Hampshire PO12 1DE
Account Number: 02161333 | Sort code: 30-93-56 | BIC Number: LOYDGB21292
Please note this may incur a charge.

By Credit or Debit Card
Payment may be made via Visa or Master Card debit or credit cards only. Payments to include card type and number, expiry date, 3 digit security code and name of the card holder on the card. You can also call our office direct to make credit/debit card payments, or we will call you.

Cancellation Policy
Application to be made in writing before the start date of the course and applicant will receive a full refund less an administrative charge of £250. Cancellation after the start of the course will incur an administration cost of £250 plus £250 for every unit uploaded to the student site. After four units have been uploaded no refund will be issued.

The IIMS reserves the right to change and update either the Course Handbook or Terms and Conditions as necessary. At all times the latest version will apply.

So, act now and start your journey to becoming an even better marine surveying professional!
You can register your interest to study the course by going to the IIMS web site www.iims.org.uk. Select the education tab from the menu options and then click the Application for Enrolment option. Complete the simple online form and click send. You are not making a formal commitment to study at this point. We will then make contact with you.

International Institute of Marine Surveying
Murrills House
48 East Street
Portchester
Hampshire
PO16 9XS
United Kingdom

Tel: **+ 44 (0) 23 9238 5223**
Email: **education@iims.org.uk**
Web: **www.iims.org.uk** and click the education tab from the menu options

Committed to delivering the best education for Commercial Ship Marine Surveyors

International Institute of Marine Surveying
Murrills House | 48 East Street | Portchester
Hampshire | PO16 9XS | United Kingdom

Web: www.iims.org.uk
Tel: + 44 (0) 23 9238 5223
Email: education@iims.org.uk