

Guidance on Competence Assurance and Assessment for: **Common Marine Inspection Document (CMID) Inspector and Marine Inspector for Small Workboats**

Introduction

The purpose of the common marine inspection document (the 'CMID') as set out in *IMCA M 149 – Common marine inspection document* – is to provide a standardised industry format for vessel inspection reports and to reduce the frequency of inspections carried out on individual marine vessels.

The purpose of a marine inspection for small workboats as set out in *IMCA M 189 – Marine inspection for small workboats (Common marine inspection document for small workboats) (MISW)* – is to provide a standardised industry format for marine inspection standard for workboats less than 500 gross tonnage and/or less than 25 metres in length and are therefore not required to have either an International Safety Management (ISM) or an International Ship Security certificate.

For the purpose of this document the term 'Inspection' means either to carry out an inspection of a vessel using the CMID or to carry out an inspection of a small workboat using MISW, as appropriate. Likewise the term 'Inspector' means either an inspector using CMID or MISW, as appropriate.

A person should not carry out CMID or MISW inspections until they have met all the criteria as detailed in the Competence Framework/Acceptance Criteria. Competence to conduct inspections using one of the inspection procedures should not automatically assume competence to conduct inspection using the other procedure.

Competence of Inspectors

A competent and independent third party should complete the inspection. Inspector competence is a key part of delivering consistently good CMID and MISW reports.

This document sets out guidance on inspector competence requirements which is hosted under IMCA's Offshore Project and Supporting Roles (OPSR) competence assurance tables.

An individual's competence is a combination of qualifications, completion of appropriate training and the demonstration of knowledge and abilities through workplace assessment and verification. The sustainment of competence is through practitioner currency and appropriate re-validation of qualifications at a reasonable frequency. Inspectors should record their inspection/audit activity in an appropriate logbook or equivalent. This will provide evidence of currency and experience of inspection for different vessel types. Additionally any refresher/requalification activity, such as completing induction training to a new vessel type, should also be recorded in this logbook.

This document offers guidance on the combination of qualifications levels and industry certification and experience required to be deemed competent to carry out both types of inspection. It also offers guidance on the ways in which knowledge and abilities can be demonstrated through assessment and verification in the workplace. Following an inspection, the inspector should be given feedback by the vessel/organisation being inspected and the organisation employing the inspector with any suggested/recommended areas for improving the process being conscientiously considered and action taken as required.

Assessment of Inspectors

A formal, measurable and reasonable process for assessing an inspector should be used by organisations responsible for making such judgements. The assessor should be a supervisor or manager, or other person accepted by all parties, with the necessary knowledge and experience to be able to judge an inspector's competence and professional suitability for the inspection job they are expected to fulfil.

Some organisations employ or engage with specialist personnel such as training specialists or third party assessors (contact details of such providers can be found in the IMCA members' directory at www.imca-int.com).

Verification of Assessments

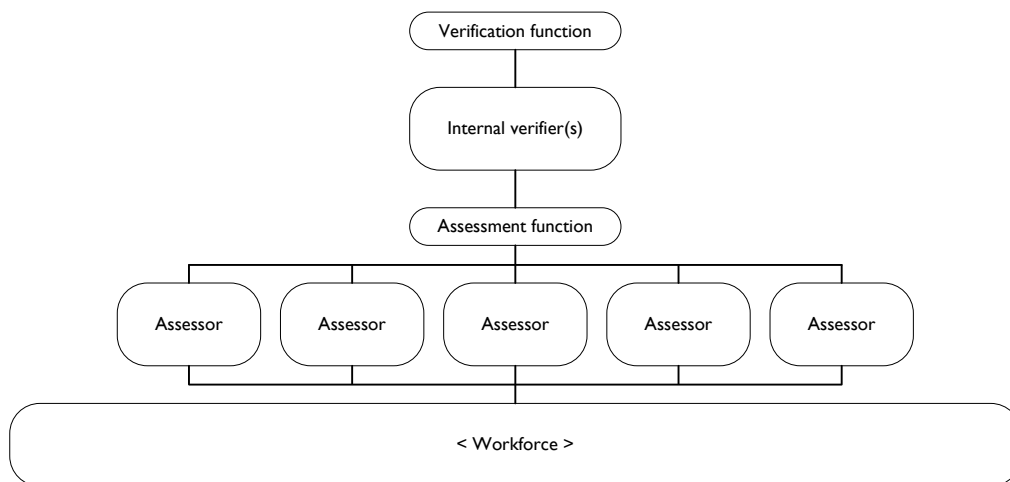
A company should have in place a verification method to ensure that there is a uniform and consistent approach to the competence assessment process. This process should be fulfilled by an internal verifier(s) whose function would normally form a part of the company's in-house audit/quality control arrangements.

Quality control is undertaken by checking the competence assessments undertaken and ensuring compliance with the required criteria. Quality assurance is undertaken by checking that the way the final assessment was conducted was itself authentic and correct.

It may also be necessary to review actual inspection reports submitted to ensure all relevant evidence to support the competence assessment of the inspector has been taken into consideration.

Verification should also ensure:

- ◆ all competence assessors are applying guidelines to the same standard;
- ◆ adequate support, advice and guidance to assessors when required;
- ◆ all assessments and records are accurate and complete;
- ◆ assessors and internal verifiers possess a sound knowledge of the subject matter and the assessment process.



*Diagram illustrating basic competence assurance functions
(number of verifiers and assessors will depend on the size of the company)*

For a more detailed overview of the assessor and verifiers roles and training criteria [IMCA C 007 – Guidance on assessor training](#) and [IMCA C 016 – Guidance on verifier training](#) – should be followed.

Job Function:

Job Category:

Common Marine Inspection Document (CMID) Inspector/ Marine Inspector for Small Workboats

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Competence Framework	Acceptance Criteria
Certification	<p>CMID¹ Inspector 500 GRT/25m in length or more: To hold or have held a Certificate of Competency or Certificate of Equivalent Competency, issued in accordance with STCW Reg. II/2 or III/2²</p> <p>Marine Inspector for Small Workboats Less than 500 GRT/up to 24m in length: To hold or have held a Certificate of Competency or Certificate of Equivalent Competency, issued in accordance with STCW Reg. II/3 or III/3²</p>
Qualification	Inspection/audit qualification (ISM or recognised industry equivalent)
Training and Experience	Understudy/observe a competent inspector on a minimum of <u>one</u> complete inspection
	Supported by a competent inspector on a minimum of <u>one</u> complete inspection
	Completion of a minimum of <u>two</u> inspections per year ³ to maintain currency and mitigate competence skill fade. Record completed inspection/audit activity in logbook or equivalent
	Record of competence as an inspector should take cognisance of flag and coastal state requirements at an operational level
	For inspection of a vessel type that the inspector is unfamiliar with, no matter how experienced, one additional inspection supported by a competent inspector is recommended before endorsing inspector's competence

¹ For the purpose of this document the term 'Inspection' means either to carry out a CMID inspection or to carry out a marine inspection of a small workboat, as appropriate. Likewise the term 'Inspector' means either a CMID inspector or an Inspector for small workboats, as appropriate.

² Evidence of alternative appropriate sea going qualifying expertise can be accepted on a case by case basis. IMCA Marine Division can provide advice on such acceptable equivalent criteria.

³ 'Lapsed currency' – When an inspector has not completed this minimum criterion they should be supported by a competent inspector for one complete inspection before being considered to have adequate currency to undertake inspections.

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Code	Competence	Knowledge	Ability	Demonstration
P3/000/01	Safety	<ul style="list-style-type: none"> ◆ Personal safe working practices and safety procedures in the offices and/or workshop/warehouse facilities ◆ Relevant legislation and guidance ◆ Company safety management systems 	<ul style="list-style-type: none"> ◆ Follow emergency procedures ◆ Adhere to company safety management systems ◆ Raise concerns when observing or identifying non-compliance that may affect safety of personnel or the environment 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Approved and documented in-service experience
P3/000/02	Audit, inspection and administration	<ul style="list-style-type: none"> ◆ Recognise common audit/inspection processes and procedures, to include: <ul style="list-style-type: none"> – Contracts and agreements relevant to the audit/inspection process – Relevant document requirements for the type of system being audited/inspected – International Safety Management (ISM) Code or equivalent system – Relevant administrative terminology, techniques and systems – Processes, products, including services of the vessel being audited/inspected – ISO 19011:2011 – Guidelines for auditing management systems 	<ul style="list-style-type: none"> ◆ Apply audit/inspection principles, procedures and techniques ◆ Apply relevant document requirements and guidance criteria for the type of system being audited/inspected ◆ Comply with the audit/inspection terms of reference ◆ Accurately record all information required and maintain confidentiality and security of the information obtained ◆ Plan the audit/inspection and make effective use of resources ◆ Conduct the audit/inspection and submit reports in appropriate formats within agreed procedures and timescales ◆ Collect objective audit evidence and verify accuracy of collected information ◆ Prioritise and focus on matters of significance ◆ Verify accuracy of collected information and report non-conformances ◆ Evaluate adequacy of audit evidence and other factors affecting audit findings and conclusions ◆ Take into account/be aware of broader issues, e.g. HSE concerns during the audit ◆ Ensure the inspection is accurate, meaningful and comprehensive 	<ul style="list-style-type: none"> ◆ Current certification as recognised by the International Safety Management (ISM) code or recognised equivalent ◆ Approved assessment by company official ◆ Approved and documented in-service experience

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Code	Competence	Knowledge	Ability	Demonstration
P3/000/03	Technical and operational	<ul style="list-style-type: none"> ◆ IMCA M 149 – <i>Common marine inspection document</i> ◆ IMCA M 189 – <i>Marine inspection for small workboats (Common marine inspection document for small workboats)</i> ◆ IMCA M 167 – <i>Guidance on using the eCMID and the CMID inspection report database</i> ◆ Appropriate vessel type and equipment 	<ul style="list-style-type: none"> ◆ Carry out an inspection taking note of the guidance available ◆ Determine findings in accordance with appropriate criteria such as ISM code ◆ Recognise the major features of the vessel and its equipment 	<ul style="list-style-type: none"> ◆ Appropriate seagoing qualification/certification ◆ Assessment by approved company assessor ◆ Approved and documented in-service experience
P3/000/04	Communication and personal skills	<ul style="list-style-type: none"> ◆ Principles of effective verbal and written communication techniques ◆ Principles of effective questioning ◆ Cultural, social and organisational customs of the audited party 	<ul style="list-style-type: none"> ◆ Communicate effectively with all appropriate personnel in order to carry out and complete audits/inspections ◆ Communicate audit/inspection approach findings clearly with the audited party and produce satisfactory reports ◆ Interface with or act as lead auditor/inspector if applicable ◆ Identify and communicate early any potential conflict of interest situations ◆ Recognise any limitations of their competence and when to request specialist assistance as needed 	<ul style="list-style-type: none"> ◆ Approved assessment by company official ◆ Approved and documented in-service experience ◆ Review completed reports