



Technical Bulletin 05-3

International Federation of Inspection Agencies Petroleum and Petrochemical Committee

Position Paper Signing Non-Company Documents

From time to time, members of the Americas Committee of the International Federation of Inspection Agencies are asked to sign documents not prepared by them in the course of performing inspections.

It is the policy of the members of the IFIA AC not to sign documents prepared by others (unless special arrangements have been made with the client) for the following reasons:

- All relevant data required of the IFIA AC member company is produced on forms provided by the member company,
- Multiple signed documents purporting to contain the same information are confusing, can be contradictory, and add time and expense to the inspection,
- Ordinarily IFIA AC member company personnel are not authorized to and do not act as agents for any party in their conduct of usual and customary business,
- Insurance underwriters require that inspection companies have direct, traceable verification of all data in the subject inspection

There are occasional exceptions to the IFIA AC policy. These are rare. An example is the signing of terminal gauge tickets as witnesses where joint gauging has occurred.

The following is a list (not exhaustive) of commonly used documents that IFIA AC member companies do not normally sign:

- Dry certificates
- Certificates of Origin
- Notices of Readiness
- Agents "Statements of Fact"
- Dead Freight Claims
- Tank Cleanliness Certificates that include the term "suitable"
- Bills of Lading
- ROB/OBQ Certificates that include such terms as "pumpable", "unpumpable", "reachable by ship's equipment"
- Ship's Pumping Logs
- Collateral Documents, or
- Any other documents that do not directly involve the physical inspection at hand.

IFIA Americas Committee

Chairman: G. Lees - Executive Director: M. Bush
Secretary: C. Updike

3942 North Upland Street, Arlington, VA 22207

Tel: (703) 533-9539 Fax: (703) 533-1612

E-mail: lfianac@aol.com

Visit our web site at "<http://www.ifia-ac.org>"