



Society of Offshore Marine Warranty Surveyors

Guidelines for Application for Associate Membership

Society of Offshore Marine Warranty Surveyors  
Guidelines for Application for Associate Membership

<b>Index</b>	<b>Page</b>
1. Purpose of this Document	3
2. Categories of Membership	3
3. Qualifications and Experience	3
4. The Application	5
5. Application Fee	5
6. Receipt of the Application by SOMWS	5
7. Review and Screening	6
8. Recommendation & Formal Approval for Associate Membership	6
9. Non-Recommended Applicants and the Appeals Process	6

**Appendices**

- 1 Guidance on the Application Form

## **1. PURPOSE OF THIS DOCUMENT**

1.1 These Guidelines for Application for Associate Membership of SOMWS have been prepared to provide applicants and prospective applicants for associate membership of SOMWS with information and guidance on the following:

- Categories of membership
- Minimum qualifications and levels of experience required
- Application preparation and application submission
- The review and screening process
- Recommendation and formal approval for membership
- Non-recommended applicants and the appeals process
- Definitions of terms used

1.2 The guidance and information provided in the following sections is supplemented by example applications with clarifying commentary as appropriate, in the appendices to this document.

## **2. CATEGORIES OF MEMBERSHIP**

2.1 There are no specific technical categories of membership for associate status. Specific categories of membership are applicable for full membership of SOMWS only.

2.2 However, associate members should familiarize themselves with the details of the categories of full membership as they will need present records of their experience in these categories when applying for full membership (further details are provided upon acceptance into SOMWS as an Associate Member).

## **3. QUALIFICATIONS AND EXPERIENCE**

3.1 Applicants must demonstrate appropriate minimum levels of qualification and experience in order to be considered for associate membership of SOMWS. The minimum acceptable qualifications and levels of experience are elaborated in Table 3.1 overleaf, and further guidance is given in the Appendices to this document.

# Society of Offshore Marine Warranty Surveyors (SOMWS)

## Minimum Qualifications and Experience Requirements for Associate Membership

Category	Education / Qualification	Work Experience
<b>Associate</b>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>• Relevant University Degree</li> <li>• Licensed Merchant Marine</li> <li>• Relevant Military / Industry / Seagoing Experience</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of 3 years marine related experience is required, as follows:</li> </ul> <p>Relevant employment in the maritime or offshore oil and gas industry</p> <p><b>OR</b></p> <p>Full time study for a university degree or other equivalent qualification relevant to the maritime or offshore oil and gas industry</p> <p><b>OR</b></p> <p>A combination of the above</p>

**Table 3.1 - Minimum Qualification and Experience Requirements**

## **4. THE APPLICATION**

- 4.1 Before commencing the application process, Applicants should satisfy themselves that they meet or exceed the minimum qualifications and experience requirements given in section 3. They should then complete the application for associate membership form, which is to be found on the SOMWS website, in accordance with any instructions the form may have with respect to their completion.

Examples of completed sections of the form, together with clarifying commentary as required, are given in Appendix 1.

- 4.2 In addition to the application form, Applicants will also need to provide:
- A recent passport style photograph of themselves, in electronic (.jpg) format
  - A copy of their CV / Resume. It is recommended that Applicants review their CV / Resume before submission to ensure that it provides appropriate emphasis and support to their application, and edit / update it as required.
- 4.3 Applicants are also free to provide any further information they feel is relevant and useful in supporting their application.
- 4.4 Applicants are required to give their signed agreement to be bound by the SOMWS Code of Ethics as a condition of membership of the Society. Breach of the Code of Ethics by a member may lead to disciplinary action or even termination of their membership.
- 4.5 The completed application form, electronic photograph, CV / Resume and any additional supporting information should be submitted to SOMWS, in accordance with the instructions given on the website.

## **5. APPLICATION FEE**

- 5.1 A non-refundable application fee will also need to be paid at the same time the completed Application is submitted. This fee is to cover the cost of various verification checks performed as part of the processing of the Application, and details of the current fee amount (in British Pounds Sterling - GBP) and online method of payment are given on the SOMWS website.

## **5. RECEIPT OF THE APPLICATION BY SOMWS**

- 5.1 Upon receipt of the Application, the SOMWS office will check the Application to confirm its completeness (form filled out and signed, electronic photograph provided, CV / resume provided, application fee paid) and shall confirm receipt to the Applicant. In the event that the application is incomplete, the SOMWS office will identify the missing information to the Applicant so that they can rectify and re-submit.
- 5.2 The SOMWS office will also initiate standard enquiries to verify the Applicant's qualifications.
- 5.3 Applications will not progress to the review and screening process until a fully complete and paid Application and qualifications verification have been received.

## **6. REVIEW AND SCREENING**

- 6.1 Upon completion of the receipt process described above, the Application will be submitted to the SOMWS Membership Screening Committee for review and screening.
- 6.2 Screening will be undertaken by a member of the screening committee in accordance with the society's screening guidelines and the requirements set out for minimum acceptable qualifications and experience. Should it be considered necessary, the screening committee may request one or more of the following from the Applicant to enable them to conclude the screening process:
  - Further information on or clarification of any aspect of the Application
  - An interview / video conference with the Applicant

## **7. RECOMMENDATION AND FORMAL APPROVAL FOR ASSOCIATE MEMBERSHIP**

- 7.1 Upon completion of screening, the screening committee will decide whether to recommend the Applicant to the SOMWS Board of Directors for associate membership of SOMWS.
- 7.2 Recommendations are forwarded to the SOMWS Secretary, and are put forward at the next SOMWS Board of Directors meeting for formal Board approval for admission to associate membership of SOMWS. Board approval requires only a simple majority in favor.
- 7.3 Once formally approved, the SOMWS office will notify the applicant of the result of their application and send them an associate membership packet, consisting of a certificate of associate membership and an associate membership card, and guidance on how to progress to full SOMWS membership.

## **8. NON-RECOMMENDED APPLICANTS AND THE APPEALS PROCESS**

- 8.1 In circumstances where the screening committee does not recommend an applicant for associate membership, the applicant will be notified of the decision.
- 8.2 Should the applicant disagree, they have the right to appeal. Appeals should be submitted in writing to the SOMWS office, stating why the applicant believes their application should have been recommended and providing supporting information to substantiate this opinion.
- 8.3 Appeals will be passed to the Chair of the Membership Screening Committee for review. The Chair will form an appeals panel consisting of himself and 3 other members of the Membership Screening Committee, but excluding the member of the screening committee who originally screened the applicant. The appeal panel's review may include interviews with the original screener, as well as other sources, as may be deemed relevant.
- 8.4 Upon completion of the review process, a vote will be taken, with a minimum of 3 votes of the appeals panel being required to be in favor for the appeal to be successful and the candidate to be recommended for associate membership.
- 8.5 The decision of the appeals panel is final and no further appeal will be entertained.

**Guidance on the Application Form**

SOMWS – Application for Associate Membership	
Applicant Name	Applicant Ref No

Applicant Reference Number <i>(for SOMWS use only)</i>

INSTRUCTIONS AND CHECKLIST FOR APPLICANTS	
<p><b>ALL Applicants must submit the following documentation:</b></p> <ul style="list-style-type: none"> <li>• A fully completed Application for Associate Membership (this form)</li> <li>• A copy of your CV / Resume</li> <li>• A recent passport style image of yourself, in electronic format (.jpg)</li> </ul> <p><i>Applicants may also submit other additional information they consider to be of relevance in support of their application. If additional information is submitted, please ensure the particular purpose and relevance of the information in supporting the application is clear.</i></p>	<p><b>Included??</b></p> <p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p>

Applicant Information	
Full Name:	
Date of Birth:	
Address:	
Contact Telephone <i>(including country code)</i> :	
E-Mail address:	

**SOMWS – Application for Associate Membership**

*Applicant Name*

*Applicant Ref No*

**Professional Qualifications / Licenses**

**University Degree**

Type and Subject of Degree:

University of Study  
*(Name, City, Country)*

Year of Graduation:

**Professional / Chartered Engineer**

Professional / Chartered Engineer Qualification:

Institution, Professional Organization or State  
Licensing Board conferring professional /  
chartered status:  
*(Name, City, Country)*

Registration / Membership Number:

Dates held: *(from MM:YYYY – to MM:YYYY)*

**Professional / Licensed Merchant Marine**

Highest Licensed Rank:

Limitations / Endorsements:

STCW Endorsed:

Dates held: *(from MM:YYYY – to MM:YYYY)*

License Issued by:

Registration / Membership Number:

Dates held *(from MM:YYYY– to MM:YYYY):*

**Other (Relevant Military / Industrial / Seagoing experience)**

Highest Rank / Qualification:

Institution, Organization, Branch of the Military  
conferring the above:  
*(Name, City, Country)*

Dates held *(from MM:YYYY– to MM:YYYY):*

Other:

## SOMWS – Application for Associate Membership

Applicant Name

Applicant Ref No

*This is your best estimate of the amount of time you spent, if any, undertaking MWS activities whilst with this employer.*

*In the first (red) example below, the total time employed is from 09: 2017 to 03:2019, a total of 18 months, of which 6 months were spent on MWS activities*

*In the second (green) example, something is obviously wrong - obviously, the time spent on MWS activities cannot exceed the number of months for which you were employed!!*

### Employment History (most recent first)

Employer: (Name, City Country)	A.N. Engineering Contractor
Website:	
Dates of Employment: (from MM:YYYY – to MM:YYYY)	09:2017 – 03:2019 (18 months)
Position / Title:	Graduate Naval Architect
Type of Work undertaken:	Stability checks, transport analysis
Estimated time spent on MWS activities (months):	6 months
Employer: (Name, City Country)	A MWS company
Website:	
Dates of Employment: (from MM:YYYY – to MM:YYYY)	04:2019 – 06:2019 (3 months)
Position / Title:	Naval Architect
Type of Work undertaken:	MWS
Estimated time spent on MWS activities (months):	6 months
Employer: (Name, City Country)	
Website:	
Dates of Employment: (from MM:YYYY – to MM:YYYY)	
Position / Title:	
Type of Work undertaken:	
Estimated time spent on MWS activities (months):	

#### What are “MWS Activities”?

*In this context, they are work on marine operations in which you had direct involvement and where the relevant JRC scope of work applies. As well as being the actual MWS, such work could have been performed in a client or contractor role and include work such as marine operations engineering, design, preparation of procedures and attendance as client representative or contractor field personnel.*

**SOMWS – Application for Associate Membership**

Applicant Name

Applicant Ref No

**SOMWS Code Of Ethics**

*It is a condition of membership of the Society of Offshore Marine Warranty Surveyors (SOMWS) that all members have read, understood and agreed to be bound by the Society's Code of Ethics. The Code of Ethics is reproduced below. Please read carefully and ensure that you fully understand the requirements and obligations this Code places upon you before signing. Your signature below confirms your agreement to be bound by this Code should you be accepted for membership.*

**Code Of Ethics**

All members of the Society agree to be bound by the following Code. In doing so you are making a promise, to yourself and to the other Members of the Society, which you should make every effort to keep to the best of your ability.

1. A Member shall not conduct themselves at any time in a manner likely to prejudice their professional status as a Marine Warranty Surveyor or the reputation of their profession.
2. A Member will pledge a complete confidential relationship to those they are called upon to serve.
3. A Member shall not solicit orders nor employ any person to do so on their behalf, nor shall they either offer to give any reward for any recommendations.
4. A Member undertakes to abide by the Rules of the Society and to support, to the best of their ability, any meeting or gathering arranged by them.
5. A Member shall only perform services in areas of their competence.
6. A Member shall not take any position contrary to his or own professional knowledge or opinion.
7. A Member shall not engage so as to create conflicts of interest unless fully disclosed to and with the prior agreement of all affected principals.
8. A Member shall not engage in any practice that may be construed to not be in compliance with the principles of free and fair competition.
9. A Member shall not offer, promise, give, authorize, solicit or accept any undue pecuniary or other advantage of any kind in order to obtain or retain business or gain other improper advantage for any party.

**I agree to comply with the SOMWS Code of Ethics and further agree that in the event it is evidenced that I have breached the code, I will be subject to an adjudication process in accordance with the Rules of the Society which may result in the termination of my membership of the Society.**

Signed:

Date:

**SOMWS – Application for Associate Membership**

<i>Applicant Name</i>	<i>Applicant Ref No</i>
-----------------------	-------------------------

**Notification of Products and Services**

<p>SOMWS products and services are enjoyed by our members and customers globally. However if you do not wish to receive notification of products and services which may be of interest and benefit to you (by post or electronic means) please tick this box.</p>	<input type="checkbox"/>
---	--------------------------

**Data Protection**

Please note that by providing your data in this application form we will make use of this in relation to your membership, if awarded. If your application is not successful your data will be deleted. Members’ photos will be used for the purposes of an online search facility to enable a member’s status and qualifications to be verified by third parties. Please see our privacy policy at [www.somws.org](http://www.somws.org) for full details.

I hereby certify that the information contained in this application for associate membership of the Society of Offshore Marine Warranty Surveyors (SOMWS) is true and correct. I understand that any untrue information or untrue statement(s) made in the application for associate membership will be sufficient cause for rejection of my application.

I hereby give my permission for SOMWS to contact my present and former employers and other relevant parties as SOMWS may deem necessary to support its evaluation of my application for associate membership, and I hereby agree to provide any additional pertinent data that may be requested as part of the application evaluation process.

I understand and consent to the information provided on this form being processed by SOMWS for its sole use for the purpose of promoting, delivering and improving my experience of SOMWS and its product and services or such other purposes as are described in the SOMWS Data Protection policy. If either now or in the future I am based outside the European Economic Area (the “EEA”), my information may be transferred outside the EEA to enable me to benefit from SOMWS opportunities overseas or, where required, to enable SOMWS to meet any legal or other legitimate obligations in that country.

.....  
Applicant Signature

.....  
Date