



Society of Offshore Marine Warranty Surveyors

Guidelines for Application for Full Membership

Society of Offshore Marine Warranty Surveyors

Guidelines for Application for Full Membership

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

Appendices

- 1 Guidance on Qualifications and Experience
- 2 Guidance on the Application Form
- 3 Guidance on the Experience Description Forms

1. PURPOSE OF THIS DOCUMENT

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

- Categories of full 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 FULL MEMBERSHIP

2.1 The categories of full membership of SOMWS are as follows.

- **Project Cargo (C)**
For the purposes of membership of SOMWS, the Project Cargo (C) category is for Marine Operations where the relevant JRC scope of work has applied, but which are of a lower level of complexity and of a more “routine” nature. Examples of this category would include items such as pipe joints, skids, equipment packages, cable reels etc, handled using shoreside or ships cranes or simple skidding or trailer arrangements, and secured using chain or simple seafastenings, such as clips, for transport. The engineering and analysis required for Project Cargo category marine operations would be of a fairly fundamental nature and the use of specialist software would not be required.
- **Oil and Gas Projects (P)**
For the purposes of membership of SOMWS, the Oil and Gas Projects (P) category is for Marine Operations where the relevant JRC scope of work has applied which are of a higher level of complexity. Examples of this category would include marine operations involving large and complex structures including jackets and topsides, pipelines and risers, floating assets such as TLPs, semisubmersibles, FPSOs and Spars and subsea facilities. The engineering and analysis required for Oil and Gas Projects category marine operations would be significant and specific to the marine operation in question, and requiring the use of specialist software and professionally qualified engineering personnel.
- **Rigs / MODU (R)**
For the purposes of membership of SOMWS, the Rigs / MODU (R) category is for Marine Operations where the relevant JRC scope of work has applied which are of a higher level of complexity. Examples of this category would include marine operations primarily involving jack up units, with a focus on moving, positioning and jack-up / jack –down operations in the field. Other examples would include moored semisubmersible units, and rig dry transport by HLV. The engineering and analysis required for Rigs / MODU category marine operations would be significant and specific to the marine operation in question, and requiring the use of specialist software and professionally qualified engineering personnel.

It should be noted that experience with jack up rigs and their towing, positioning and jacking-up / jacking down operations in the field is considered an essential requirement for this category.

- **Renewables Projects (W)**

For the purposes of membership of SOMWS, the Renewables Projects (P) category is for Marine Operations where a relevant JRC (or Underwriter endorsed) scope of work has applied which are of a higher level of complexity. Examples of this category would include marine operations for offshore wind farms, involving structures including fixed and floating foundations, towers, nacelles and rotors, cable arrays, substation jackets and topsides. The engineering and analysis required for Renewables category marine operations would be significant and specific to the marine operation in question, and requiring the use of specialist software and professionally qualified engineering personnel.

2.2 Applicants may apply for one or more categories of membership.

3. QUALIFICATIONS AND EXPERIENCE

3.1 Applicants must demonstrate appropriate minimum levels of qualification and experience in order to be considered for full 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 Full Membership

Category	Education / Qualification	Work Experience (on high value marine operations where relevant JRC scopes of work apply)
Required For All Categories	One or more of the following: <ul style="list-style-type: none"> Relevant University Degree Licensed Merchant Marine Relevant Military / Industry / Seagoing Experience 	<ul style="list-style-type: none"> 5 years⁽¹⁾ working in Offshore Oil & Gas of which at least 1 year⁽¹⁾ working as attending Marine Warranty Surveyor, or 3 years⁽¹⁾ working with a Marine Warranty Survey Company <p style="text-align: center;">AND</p>
Project Cargo	As above	<ul style="list-style-type: none"> Field attendance⁽²⁾ for the execution of at least 30 Project Cargo Marine Operations⁽³⁾, of which at least 10 were as the Marine Warranty Surveyor responsible for signing the Certificate of Approval to approve the marine operation
Oil & Gas Projects	As above	<ul style="list-style-type: none"> Field attendance⁽²⁾ for the execution of at least 30 Offshore Oil and Gas Projects Marine Operations⁽³⁾, of which at least 10 were as the Marine Warranty Surveyor responsible for signing the Certificate of Approval to approve the marine operation
Rigs/MODU	As above	<ul style="list-style-type: none"> Field attendance⁽²⁾ for the execution of at least 30 Rigs / MODU Marine Operations⁽³⁾, of which at least 50% were Jack-Up units and at least 10 were as the Marine Warranty Surveyor responsible for signing the Certificate of Approval to approve the marine operation
Renewables Projects	As above	<ul style="list-style-type: none"> Field attendance⁽²⁾ for the execution of at least 30 Renewables Projects Marine Operations⁽³⁾, of which at least 10 were as the Marine Warranty Surveyor responsible for signing the Certificate of Approval to approve the marine operation

(1) Applicable for a single category application only. If multiple categories are applied for, add 1 year to each time period for each additional category.

(2) Required number of attendances may be partially replaced by an equivalent number of operations planning, procedures and engineering work experience for “office based“ personnel. “Office based” personnel are personnel who have spent over 70% of their work experience in the office, working on the MWS review, planning, procedures and engineering of marine operations. Refer to the “Guidelines for Application”, to be found on the SOMWS website, for more detail.

(3) Marine operations involving repeat activities using the same engineering, procedures and equipment on the same project are considered to be a single marine operation in this context.

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 following forms, which are to be found on the SOMWS website, in accordance with any instructions the forms may have with respect to their completion.

- Application for Full Membership
- Category Specific Experience Description Form(s) - one for each Category of membership being applied for

Examples of completed sections of the forms, together with clarifying commentary as required, are given in Appendices 2 (the Application Form) and 3 (Experience Description Form).

4.2 In addition to the forms above, 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 strongly recommended that Applicants review their CV / Resume before submission to ensure that it provides appropriate emphasis and support to the category (or categories) of membership being applied for, 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 be sponsored by a full member of SOMWS, who by agreeing to sponsor the applicant is vouching that:

- *they believe the Applicant to be a fit and proper person to be considered for membership of SOMWS*
- *they concur with the Applicant's representation of his/her level of knowledge and experience as presented in the application*
- *to the best of their knowledge, the Applicant's professional qualifications / licenses and previous employment history, as presented in the application, is correct*
- *they fully support and endorse the Applicant's application for membership of SOMWS*

Applicants should ensure they have discussed their application with their sponsor prior to submission and that the sponsor agrees and concurs with the representations given above.

4.5 Applicants are also 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.

4.6 The completed application and category specific experience description form (or forms), 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.

6. RECEIPT OF THE APPLICATION BY SOMWS

- 6.1 Upon receipt of the Application, the SOMWS office will check the Application to confirm its completeness (forms 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.

- 6.2 The SOMWS office will also initiate standard enquiries to:

- verify the Applicant's qualifications
- the Applicant's sponsor, to confirm that they are fully aware of and agree to the representations made on their behalf in the application form.

- 6.3 Applications will not progress to the review and screening process until:

- a fully complete and paid Application
- qualification verification
- the sponsor's response to the standard enquiry

have all been received.

7. REVIEW AND SCREENING

- 7.1 Upon completion of the receipt process described above, the Application will be submitted to the SOMWS Membership Screening Committee for review and screening. The Committee will nominate a screening panel of 4 full technical SOMWS members, including at least one member of the Membership Screening Committee, for each Application, in accordance with the following principles:

- Panel members will not work for the same company as the Applicant
- Panel members will not be personal acquaintances of the Applicant, or have (or have had) a close working relationship with the applicant

In addition to the 4 full technical SOMWS members, the panel will also have access to a SOMWS member from the insurance market who will be available to advise and consult with the 4 technical members as may be necessary during the screening process.

- 7.2 Screening will be separately undertaken by each of the 4 technical members of the screening panel in accordance with the society's screening guidelines and the requirements set out for minimum acceptable qualifications and experience. The screening panel will then meet to discuss the results of their screening. Should they consider it necessary, the screening panel may also at this time request one or more of the following from the Applicant or the Applicant's Sponsor 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
- An interview / video conference with the Applicant's sponsor

8. RECOMMENDATION AND FORMAL APPROVAL FOR MEMBERSHIP

- 8.1 Upon completion of screening, the 4 technical members of the screening panel will vote on whether to recommend the Applicant to the SOMWS Board of Directors for full membership of SOMWS. For a recommendation to be made, a minimum of 3 votes of the 4 must be in favor. In instances where the Applicant has applied for multiple categories, the vote will be category specific, and may result in the Applicant being recommended for only some, but not all, of the categories applied for.
- 8.2 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 full membership of SOMWS, in the appropriate categories. Board approval requires only a simple majority in favor.
- 8.3 Once formally approved, the SOMWS office will notify the applicant of the result of their application and send them a full membership packet, consisting of a certificate of membership and a membership card, both giving the member's name and membership number, together with the categories of membership in which they are registered.

9. NON-RECOMMENDED APPLICANTS AND THE APPEALS PROCESS

- 9.1 In circumstances where the screening panel do not recommend an applicant for membership, the applicant will be notified of the decision following the screening panel vote. The notification will provide feedback to the applicant on the areas in which they fell short, to allow them to address these shortfalls and to re-apply should they subsequently wish to do so.
- 9.2 Should the applicant disagree with the screening panel's decision, 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.
- 9.3 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 any members of the screening panel who originally screened the applicant. The appeal panel's review may include interviews with the original screening panel and Applicant's sponsor, as well as other sources, as may be deemed relevant.
- 9.4 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 membership.
- 9.5 The decision of the appeals panel is final and no further appeal will be entertained.

Guidance on Qualifications and Experience

Society of Offshore Marine Warranty Surveyors (SOMWS)

Minimum Qualifications and Experience Requirements for Full Membership

Category	Education / Qualification	Work Experience (on high value marine operations where JRC scopes of work apply)
Required For All Categories	One or more of the following: <ul style="list-style-type: none"> Relevant University Degree Licensed Merchant Marine Relevant Military / Industry / Seagoing Experience 	<ul style="list-style-type: none"> 5 years⁽¹⁾ working in Offshore Oil & Gas of which at least 1 year⁽¹⁾ working as a Marine Warranty Surveyor, or 3 years⁽¹⁾ working with a Marine Warranty Survey Company <p style="text-align: center;">AND</p>
Project Cargo	As above	<ul style="list-style-type: none"> Field attendance⁽²⁾ for the execution of at least 30 Project Cargo Marine Operations⁽³⁾, of which at least 10 were as the Marine Warranty Surveyor responsible for signing the Certificate of Approval to approve the marine operation
Oil & Gas Projects	As above	<ul style="list-style-type: none"> Field attendance⁽²⁾ for the execution of at least 30 Offshore Oil and Gas Projects Marine Operations⁽³⁾, of which at least 10 were as the Marine Warranty Surveyor responsible for signing the Certificate of Approval to approve the marine operation
Rigs/MODU	As above	<ul style="list-style-type: none"> Field attendance⁽²⁾ for the execution of at least 30 Rigs / MODU Marine Operations⁽³⁾, of which at least 50% were Jack-Up units and at least 10 were as the Marine Warranty Surveyor responsible for signing the Certificate of Approval to approve the marine operation
Renewables Projects	As above	<ul style="list-style-type: none"> Field attendance⁽²⁾ for the execution of at least 30 Renewables Projects Marine Operations⁽³⁾, of which at least 10 were as the Marine Warranty Surveyor responsible for signing the Certificate of Approval to approve the marine operation

This is the same – regardless of how many categories you apply for!!

Simply put, if you apply for:

- One Category – need 5 years including 1 year as MWS, or 3 years at MWS Company*
- Two Categories – need 6 years including 2 years as MWS, or 4 years at MWS Company*
- Three Categories – need 7 years including 3 years as MWS, or 5 years at MWS Company*
- Four Categories – need 8 years including 4 years as MWS, or 6 years at MWS Company*

Further explanation is given in the example Application and Experience Description Forms in Appendices 2 and 3

Examples would include such things as loadout of similar / identical items such as reels of product, equipment skids, trees, etc, piling out a jacket, laying a multi leg mooring system, loading / transporting pipe joints, laying infield flowlines / pipelines / umbilicals / cables (in uniform water depths) etc

See Marine Operations Attendance No 2 in the Example Experience Description Form.

(1) Applicable for a single category application only. If multiple categories are applied for, add 1 year to each time period for each additional category.

(2) Required number of attendances may be partially replaced by an equivalent number of operations planning, procedures and engineering work experience for “office based“ personnel. “Office based” personnel are personnel who have spent over 70% of their work experience in the office, working on the MWS review, planning, procedures and engineering of marine operations. Refer to the “Guidelines for Application”, to be found on the SOMWS website, for more detail.

(3) Marine operations involving repeat activities using the same engineering, procedures and equipment are considered to be a single marine operation in this context.

Guidance on the Application Form

SOMWS – Application for Full Membership

<i>Applicant Name</i>	<i>Applicant Ref No</i>
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Applicant Reference Number (for SOMWS use only)

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INSTRUCTIONS AND CHECKLIST FOR APPLICANTS

<p>ALL Applicants must submit the following documentation:</p> <ul style="list-style-type: none"> • A fully completed Application for Full Membership (this form) • A fully completed Experience Description Form for each category you are applying for. (note that Experience Description Forms are category specific and a separate form is required for each category) • A copy of your CV / Resume, with appropriate emphasis on the category / categories of membership for which you are applying • A recent passport style image of yourself, in electronic format (.jpg) <p>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.</p>	<p align="center">Included??</p> <p align="center">YES / NO</p> <p align="center">YES / NO</p> <p align="center">YES / NO</p> <p align="center">YES / NO</p> <p align="center">YES / NO</p>
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Applicant Information

Full Name:	
Address:	
Contact Telephone (including country code):	
E-Mail address:	
<p>Category / Categories of membership being applied for (please circle as appropriate):</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; color: red;"> <p>Please CIRCLE the category (or categories) you are applying for – highlighting or checking can be unclear!!!</p> </div>	<p>PROJECT CARGO (C)</p> <p>OIL AND GAS PROJECTS (P)</p> <p>RIGS / MODU (R)</p> <p>RENEWABLES PROJECTS (W)</p>

SOMWS – Application for Full Membership	
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<i>Applicant Name</i>	<i>Applicant Ref No</i>
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Professional Qualifications / Licenses	
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University Degree	
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Type and Subject of Degree:	
University of Study <i>(Name, City, Country)</i>	
Year of Graduation:	

Professional / Chartered Engineer	
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Professional / Chartered Engineer Qualification:	
Institution, Professional Organization or State Licensing Board conferring professional / chartered status: <i>(Name, City, Country)</i>	
Registration / Membership Number:	
Dates held: <i>(from MM:YYYY – to MM:YYYY)</i>	

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Professional / Licensed Merchant Marine	
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Highest Licensed Rank:	
Limitations / Endorsements:	
STCW Endorsed:	
Dates held: <i>(from MM:YYYY – to MM:YYYY)</i>	
License Issued by:	
Registration / Membership Number:	
Dates held <i>(from MM:YYYY– to MM:YYYY):</i>	

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Other (Relevant Military / Industrial / Seagoing experience)	
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Highest Rank / Qualification:	
Institution, Organization, Branch of the Military conferring the above: <i>(Name, City, Country)</i>	
Dates held <i>(from MM:YYYY– to MM:YYYY):</i>	
Other:	

SOMWS – Application for Full Membership

Applicant Name

Applicant Ref No

This is your best estimate of the amount of time you spent undertaking MWS activities whilst with this employer. In the first (red) example below, the total time employed is from 09: 2007 to 06:2014, a total of 82 months, of which 60 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 T&I Contractor
Website:	
Dates of Employment: (from MM:YYYY – to MM:YYYY)	09:2011 – 06:2018 (82 months)
Position / Title:	Naval Architect and Installation Engineer
Type of Work undertaken:	Transportation analyses, jacket launch analysis, procedures preparation, general naval architecture
Estimated time spent on MWS activities (months):	60 months
Employer: (Name, City Country)	A MWS company
Website:	
Dates of Employment: (from MM:YYYY – to MM:YYYY)	04:2010 – 08:2011 (17 months)
Position / Title:	Naval Architect
Type of Work undertaken:	MWS
Estimated time spent on MWS activities (months):	18 months
Employer: (Name, City Country)	A Fabrication Yard
Website:	
Dates of Employment: (from MM:YYYY – to MM:YYYY)	05:2008 - 03:2010
Position / Title:	Field Engineer
Type of Work undertaken:	Load out engineering and procedures, bulkhead construction
Estimated time spent on MWS activities (months):	13 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

Note the TOTAL estimated time spent on MWS activities from your entire employment – this needs to correlate with Knowledge and Experience overleaf!! Assuming the correct answer to the green example is 17 months, then the total is 60 + 17 + 13 = 90 months

SOMWS – Application for Full Membership

Applicant Name

Applicant Ref No

Knowledge and Experience

Do you understand the following (YES / NO):

- The role and responsibilities of the MWS
- The JRC MWS Code of Practice
- The general subjects / items to be addressed during the overall MWS review / approval process which leads to a MWS Certificate of Approval
- The implications of issuance of a Certificate of Approval

The definition of “MWS Activity” here is the same as given for “Employment History” on the previous page.

Indicate your relative experience / knowledge of each of the following, with respect to the planning, design and execution of marine operations, by filling the box which best represents the total time you have spent on that aspect of MWS activities in your career to date. (Note that the overall total of months should correlate with the total estimated time spent on MWS activities provided in your employment history):

<i>Time (Months):</i>	Less than	3 to	6 to	9 to	12 to	18 to	24 to	36 to	More than
	3	5	8	11	17	23	35	59	59
MWS Activity:									
• Document review - Methodology / procedures:					12				
• Document review - Design / engineering / analysis:						20			
• Suitability Surveys of Vessels / Equipment:			6						
• Risk Assessment – eg: HAZIDs, project risk assessments, etc:		4							
• Site attendance - loadout / offload operations:					14				
• Site attendance - Voyage preparation / sailaway / marine transport operations:				10					
• Site attendance - Installation / removal operations:							24		

The boxes marked in the table above sum to 90 months – correlating with the TOTAL estimated time spent working on MWS activities in the Employment History section of the form.

For “office based” candidates (see Experience Description Forms), the document activities (in green) should be over 70% of the total. In this example, we have (12+20)/(12+20+6+4+14+10+24), which is 22/90 = 24%. This candidate would NOT qualify as office based!

SOMWS – Application for Full 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 Full Membership	
Applicant Name	Applicant Ref No

Sponsors	
<p>You must be sponsored by a full member of SOMWS whose membership is in good standing. Please provide their name, membership number and information below.</p>	
<p>By sponsoring your application, your sponsor is confirming that:</p> <ul style="list-style-type: none"> • they believe you are a fit and proper person to be considered for membership of SOMWS • they concur with your representation of your level of knowledge and experience as presented in this application • to the best of their knowledge, your professional qualifications / licenses and previous employment history, as presented in this application, is correct • they fully support and endorse your application for membership of SOMWS 	
<p>Before putting their name forward, please ensure that your sponsor:</p> <ul style="list-style-type: none"> • is fully aware of the obligations listed above • has confirmed their agreement to sponsor your application • agrees to SOMWS reserving the right to contact him / her in connection with this application, should SOMWS wish to do so 	
<p>Sponsor</p>	
Full Name:	
SOMWS Membership Number:	
e-mail Address:	
Contact Telephone (including country code):	

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
<p>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 for full details.</p>

SOMWS – Application for Full Membership	
<i>Applicant Name</i>	<i>Applicant Ref No</i>

I hereby certify that the information contained in this application for full 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 full membership will be sufficient cause for rejection of my application.

I hereby give my permission for SOMWS to contact my sponsor, present and former employers and other relevant parties as SOMWS may deem necessary to support its evaluation of my application for full 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

Guidance on the Experience Description Forms

Society of Offshore Marine Warranty Surveyors (SOMWS)

Application for Full Membership

Experience Description Form – Oil & Gas Projects Category

See the explanation of the 70% in the guidance notes for the Application Form – Knowledge and Experience

The same guidance applies for ALL categories!!!

General

The intention of this experience description form is to allow applicants to provide more detail regarding their experience **in the field** for the actual MWS approval and execution of marine operations**.

However, it is also recognized that some candidates may have developed their experience of marine operations** though a predominantly office based support role. For SOMWS purposes, predominantly office based means that over 70% of your work is on preparation or MWS review and approval of design, analysis, engineering and procedures documentation for marine operations** (ie: the percentage of time shown for “document review” under the “Knowledge and Experience” part of the Application Form will be greater than 70%). In such circumstances applicants may elect to follow the instructions below for “Office Based Applicants”.

If eligible, do you wish to apply as an “Office Based Applicant”? YES / NO

** For the purposes of the Oil & Gas Projects category, Marine Operations are specific operations such as a loadout, transportation or installation, which are of a medium or higher level of complexity involving high value assets and where the relevant JRC scope of work has applied. Also note that marine operations involving repeat activities (such as piling out a jacket, laying a multi-point mooring system, etc) are considered a single marine operation for the purpose of this application.

Overall Marine Operations Experience in the Oil & Gas Projects Category

Please circle or highlight below your estimate of the total number of marine operations** in the Oil & Gas Projects category you have had a significant direct involvement with in your career to date. 30 is the minimum acceptable number for this category.

30 - 50

51 - 100

101 - 500

> 500

Overall Marine Operations Experience as a MWS in the Oil & Gas Projects category

Please circle or highlight below your estimate of the total number of marine operations** in the Oil & Gas Projects category where **you have been the MWS** responsible for signing the Certificate of Approval to approve the marine operation in your career to date. 10 is the minimum acceptable number for this category.

10 - 30

31 - 50

51 - 100

101 - 500

> 500

See Marine Operations Attendance No 2 below for an example

Please CIRCLE the range you are estimating – highlighting or checking can be unclear!!!

Experience Description Form – Oil & Gas Projects Category

Applicant Name

Applicant Ref No

Specific Marine Operations Experience in the Oil & Gas Projects category

Provide details of 10 marine operations** attendances you have undertaken which you consider most relevant to the Oil & Gas Projects category. **The attendances must have occurred on at least 4 different projects and at least 4 of the 10 must be for marine operations** where you were the MWS responsible for signing the Certificate of Approval to approve the marine operation.**

Office Based Applicants

If you are an office based applicant (as defined in “General” above) please provide details of at least 4 marine operations** attendances you have undertaken which you consider most relevant to the Oil & Gas Projects category and then complete the remaining attendances with details of the design, analysis, engineering and procedures preparations or MWS reviews you have undertaken for other specific marine operations** which you consider most relevant to the Oil & Gas Projects category. **The work must have occurred on at least 4 different projects and at least 4 of the 10 must be for marine operations** where you were the MWS responsible for signing the Certificate of Approval to approve the marine operation.**

You are encouraged to use this part of the form to highlight a variety of different types of marine operations** of a suitable level of complexity and involving a variety of structures / assets and methods, in order to demonstrate your experience on high value projects where relevant JRC scope of work activities have applied.

Marine operations attendance no 1

• Project Name:	ABC Project
• Client:	XYZ Exploration & Production Co
• EPCI or T&I Contractor:	MNO Heavy Lift and Transport
• Structure / Asset (eg: jacket, topsides, pipeline, etc):	Jacket
• Size / Weight:	800ft, 18,000t
• Marine Operation (eg: loadout, sailaway, installation, etc):	Installation
• Methodology (eg: launch, lift, floatover, etc)	Launch, Crane Assist Upend and Setdown
• Location:	Gulf of Mexico
• Installed water depth:	720ft
• Role (eg: MWS, Client Rep, Project Engineer, etc)	Installation Engineer
• If MWS, were you responsible for signing the CoA to approve the operation? (YES / NO)	N/A

• Brief Details:

Attended offshore to support execution of the installation campaign and in particular the jacket installation. Also undertook the launch and upend analysis, and upend rigging design. Assisted in writing installation procedures.

Launch barge was “X123”. Crane barge was “D4567”

Highlight your most interesting and complex marine operations relevant to the category. This is the opportunity to showcase your experience and knowledge!!

Experience Description Form – Oil & Gas Projects Category

Applicant Name

Applicant Ref No

Marine operations attendance no 2

• Project Name:	DEF Project
• Client:	ABC Exploration & Production Co
• EPCI or T&I Contractor:	THE Offshore Installation Co
• Structure / Asset (eg: jacket, topsides, pipeline, etc):	12 leg mooring system
• Size / Weight:	Pile anchor, chain, steel wire rope, chain configuration
• Marine Operation (eg: loadout, sailaway, installation, etc):	Prelay and temporary abandonment
• Methodology (eg: launch, lift, floatover, etc)	See below
• Location:	Offshore Nigeria
• Installed water depth:	1000ft
• Role (eg: MWS, Client Rep, Project Engineer, etc	MWS
• If MWS, were you responsible for signing the CoA to approve the operation? (YES / NO)	YES
• Brief Details:	<p>Procedure reviews and approvals, and attendance offshore to witness and issue Certificates of Approval for the installation and temporary abandonment of each leg of a 12 leg spread mooring system for a FPSO.</p> <p>Installation vessel was AHTS “R888”. Installation method consisted of subsea connection of chain to preinstalled pile, connection of wire to chain and reel laying along predetermined laydown corridor for each leg, and connection, overboarding and lowering to seabed of top chain with recovery rigging for subsequent recovery.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><i>Repeat activities. The installation of a 12 leg mooring system is considered a single marine operation, not 12 separate ones, for the purposes of this application</i></p> </div>

Marine operations attendance no 3

• Project Name:	456 Project
• Client:	DEW Oil Co
• EPCI or T&I Contractor:	FGH Engineering & Construction
• Structure / Asset (eg: jacket, topsides, pipeline, etc):	Topsides
• Size / Weight:	6,250t
• Marine Operation (eg: loadout, sailaway, installation, etc):	Transportation
• Methodology (eg: launch, lift, floatover, etc)	Barge and Tug
• Location:	Korea to Angola
• Installed water depth:	N/A
• Role (eg: MWS, Client Rep, Project Engineer, etc	Naval Architect
• If MWS, were you responsible for signing the CoA to approve the operation? (YES / NO)	
• Brief Details:	<p>Transportation engineering for the barge transport of the topsides from HHI, Korea to offshore Angola for installation. Work included motions response analysis, barge stability analyses, local reinforcement design, topsides grillage and seafastening design and assessment of bollard pull requirements. Assisted in drafting of transport manual.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><i>“Office based” example. No mention of attendance as in examples 1 and 2</i></p> </div>

Experience Description Form – Oil & Gas Projects Category

Applicant Name

Applicant Ref No

Marine operations attendance no 4

• Project Name:	Great Project
• Client:	FGH Engineering & Construction
• EPCI or T&I Contractor:	▲ FGH Engineering & Construction
• Structure / Asset (eg: jacket, topsides, pipeline, etc):	Semisub Production Unit
• Size / Weight:	90 * 90m, 55,000t
• Marine Operation (eg: loadout, sailaway, installation, etc):	Transportation
• Methodology (eg: launch, lift, floatover, etc)	Wet Tow
• Location:	Stavanger No to site
• Installed water depth:	650m
• Role (eg: MWS, Client Rep, Project Engineer, etc	MWS
• If MWS, were you responsible for signing the CoA to approve the operation? (YES / NO)	NO – Issued by the lead MWS
• Brief Details:	<p>Attended as assisting MWS for the preparation for departure, and then on board lead tug for tow to field. Also responsible for review of tow procedures, and suitability surveys of 3 tugs from the 6 tug tow fleet.</p> <p>Ultimate client was XYZ Oil and gas production Co</p>

In this instance, the client and the EPCI Contractor are one and the same. Worth noting the name of the ultimate client if known.

Marine operations attendance no 5

• Project Name:	
• Client:	
• EPCI or T&I Contractor:	
• Structure / Asset (eg: jacket, topsides, pipeline, etc):	
• Size / Weight:	
• Marine Operation (eg: loadout, sailaway, installation, etc):	
• Methodology (eg: launch, lift, floatover, etc)	
• Location:	
• Installed water depth:	
• Role (eg: MWS, Client Rep, Project Engineer, etc	
• If MWS, were you responsible for signing the CoA to approve the operation? (YES / NO)	
• Brief Details:	

Experience Description Form – Oil & Gas Projects Category

Applicant Name

Applicant Ref No

Marine operations attendance no 6

- Project Name:
- Client:
- EPCI or T&I Contractor:
- Structure / Asset (eg: jacket, topsides, pipeline, etc):
- Size / Weight:
- Marine Operation (eg: loadout, sailaway, installation, etc):
- Methodology (eg: launch, lift, floatover, etc)
- Location:
- Installed water depth:
- Role (eg: MWS, Client Rep, Project Engineer, etc
- If MWS, were you responsible for signing the CoA to approve the operation? (YES / NO)
- Brief Details:

Marine operations attendance no 7

- Project Name:
- Client:
- EPCI or T&I Contractor:
- Structure / Asset (eg: jacket, topsides, pipeline, etc):
- Size / Weight:
- Marine Operation (eg: loadout, sailaway, installation, etc):
- Methodology (eg: launch, lift, floatover, etc)
- Location:
- Installed water depth:
- Role (eg: MWS, Client Rep, Project Engineer, etc
- If MWS, were you responsible for signing the CoA to approve the operation? (YES / NO)
- Brief Details:

Experience Description Form – Oil & Gas Projects Category

Applicant Name

Applicant Ref No

Marine operations attendance no 8

- Project Name:
- Client:
- EPCI or T&I Contractor:
- Structure / Asset (eg: jacket, topsides, pipeline, etc):
- Size / Weight:
- Marine Operation (eg: loadout, sailaway, installation, etc):
- Methodology (eg: launch, lift, floatover, etc)
- Location:
- Installed water depth:
- Role (eg: MWS, Client Rep, Project Engineer, etc
- If MWS, were you responsible for signing the CoA to approve the operation? (YES / NO)
- Brief Details:

Marine operations attendance no 9

- Project Name:
- Client:
- EPCI or T&I Contractor:
- Structure / Asset (eg: jacket, topsides, pipeline, etc):
- Size / Weight:
- Marine Operation (eg: loadout, sailaway, installation, etc):
- Methodology (eg: launch, lift, floatover, etc)
- Location:
- Installed water depth:
- Role (eg: MWS, Client Rep, Project Engineer, etc
- If MWS, were you responsible for signing the CoA to approve the operation? (YES / NO)
- Brief Details:

Experience Description Form – Oil & Gas Projects Category

Applicant Name

Applicant Ref No

Marine operations attendance no 10

- | | |
|---|--|
| • Project Name: | |
| • Client: | |
| • EPCI or T&I Contractor: | |
| • Structure / Asset (eg: jacket, topsides, pipeline, etc): | |
| • Size / Weight: | |
| • Marine Operation (eg: loadout, sailaway, installation, etc): | |
| • Methodology (eg: launch, lift, floatover, etc) | |
| • Location: | |
| • Installed water depth: | |
| • Role (eg: MWS, Client Rep, Project Engineer, etc | |
| • If MWS, were you responsible for signing the CoA to approve the operation? (YES / NO) | |
| • Brief Details: | |