



Society of Offshore Marine Warranty Surveyors

Guidelines for Application for Associate Membership

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Index	Page
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
Associate	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Relevant University Degree • Licensed Merchant Marine • Relevant Military / Industry / Seagoing Experience 	<ul style="list-style-type: none"> • A minimum of 3 years marine related experience is required, as follows: <p>Relevant employment in the maritime or offshore oil and gas industry</p> <p>OR</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>OR</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