#### Your

# Professional Qualification in Yacht & Small Craft Marine Surveying



awarded by the International Institute of Marine Surveying Starts here



**International Institute of Marine Surveying**Murrills House | 48 East Street | Portchester
Hampshire | PO16 9XS | United Kingdom

Web: www.iims.org.uk
Tel: + 44 (0) 23 9238 5223
Email: education@iims.org.uk



# Introduction to the International Institute of Marine Surveying

The International Institute of Marine Surveying (IIMS) is an independent, non-political organisation promoting the professionalism, recognition and training of marine surveyors worldwide. As a membership organisation, the Institute provides a range of benefits for those who are part of it.

Formed in 1991, and therefore celebrating its Silver Jubilee in 2016, IIMS is the recognised and largest professional body of its kind for the marine surveying profession worldwide, representing the interests of 1,000 members in over 90 countries.

The IIMS understands and takes seriously the responsibility to promote the profession and to provide opportunities to develop and educate those professionals in it to the highest possible level. There is no obligation to become a member of the Institute to study for this qualification.

#### Broad aims of the Institute:

- To promote professionalism and the sharing of knowledge in the profession of marine surveying at every opportunity
- Organising and evaluating the training of future marine surveyors
- Maintaining high professional standards that are set out in a Code of Conduct
- Putting into practice and ensuring the high standards of the Institute are maintained
- Conferring professional status on those who can demonstrate competency in marine surveying and who contribute to the industry
- Bringing together experts to share experience and best practice
- To be recognised by Government and NGO Organisations as the authority in the field of surveying

# About the **Professional Qualification in Yacht & Small Craft Marine Surveying** qualification

The IIMS is a recognised educator of marine surveyors and has been doing so successfully for more than 15 years. The course material is current, accurate and is regarded to be the best material of its kind anywhere in the world. Furthermore, IIMS is the only professional body to offer a formal marine surveying qualification. It has been produced by authors who are passionate and knowledgeable about their specialisms and who are recognised experts in their fields. The course has been written to produce the best possible learning outcome for those who study it.

The Professional Qualification in Yacht & Small Craft Marine Surveying course allows you to decide when and where you want to study.

To achieve the qualification you are required to study and pass four CORE units plus an additional four SPECIALIST units of your choice from the ten that are available. Students have two years to complete the course. It is then possible to upgrade your qualification to an *Advanced Professional Qualification in Yacht & Small Craft Marine Surveying*. This means a further one year of study and an additional four SPECIALIST units to pass.

If you travel, you can take the units with you to continue studying and make good use of your travelling time.

The benefits of studying with the Institute are that you become a Student Member of the IIMS whilst training and you can therefore participate in all the Institute's activities, including one day training courses, seminars and conferences.

One of the most beneficial factors of distance learning study is that you apply your learning immediately. So, as the course progresses you can apply the knowledge, skills and expertise gained to your work.

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'Many thanks for the feedback and all your support over the duration of the course. To say that I am delighted is an understatement as I am over the moon with delight'.

Mr J O'Sullivan

'I would like to thank all involved in the very valuable and excellent course. I certainly lived up to my expectations and more'.

Mr G Parrotte

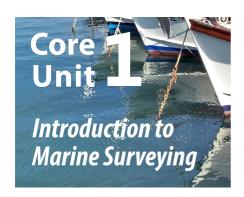
'Thank you for the opportunity to take part in the course. I have really enjoyed completing the assignments. It was a very thorough and well thought out introduction to the marine surveying profession'.

Mr K Butterfield

And if you are still not persuaded of the value of the *Professional Qualification in Yacht & Small Craft Marine Surveying*, there is the option to buy single units from the course to brush up your skill set in a particular area of marine surveying.

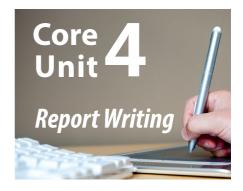
See the web site for more details: http://iims.org.uk/education/buy-unit



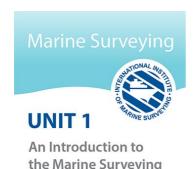


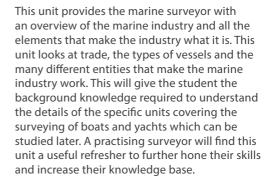






# Core Unit 1 - Introduction to Marine Surveying







Profession

Unit 1 concentrates on the role of the marine surveyor as opposed to the marine consultant. These two titles often cause confusion as to the differing roles they play.

For the sake of good order the following simple definitions for these two titles are:

"The marine surveyor is someone who measures, assesses, surveys, inspects, examines and reports on the subject of survey based on the client's instructions"

"The marine consultant offers their skills and services based on their knowledge and experience in a specific field, providing advice and knowledge that the client does not have"

#### Topics covered include:

- Marine Regulation & Safety
   The Purchase of a Vessel
   The Law and the Marine Industry
   Health and Safety of the Marine Surveyor
   Survey Organisations
- The Marine Surveyor in Practice Business Management Marketing your Business
- Being prepared SWOT Analysis Finance

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### Core Unit 2 - Materials and Corrosion



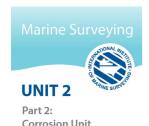


#### Unit 2: Part I - Materials

Naval architects, boat builders and marine surveyors are confronted with a wide range of construction materials, manufacturing processes, load mechanisms and environments in which the structures must operate. A marine surveyor is not merely expected to inspect a structure and report his/her findings. He/she must be a detective and be able to identify faults before they lead to catastrophic failure as well as analysing a failure and establishing probable cause. To do this the surveyor must have a sound knowledge of material science, engineering and construction.

#### The purpose of this module is to:

- introduce wide range of materials and their microstructures establish how their properties are derived and modified describe general manufacturing techniques
- outline methods of preventing material failure outline non-destructive test methods available enable the student to make informed decisions on the suitability of a given material application and where to find additional information
- identify a range of failures and probable causes.





#### Unit 2: Part II - Corrosion

This topic is one with which all surveyors need to be conversant with. The marine environment is harsh. However, it is important to realise that it is not just the environment that presents problems. In many cases it is the poor material selection which can have severe consequences. As a surveyor you will frequently be presented with a situation where the onset of corrosion is either the primary cause of concern, or physical failure resulting directly from corrosion. You must be able to identify types of corrosion but equally you must understand under what conditions corrosion is likely to occur. It should be realised that this unit is a general introduction to the topic of corrosion.

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# Core Unit 3 - **Stability**





Traditionally naval architecture was regarded more as a craft than a science with a hull form derived from half block models and much store being held in the saying "if it looks right, it is right". However, as ships and other floating structures developed both in size and complexity, the craft developed into a science and the naval architect of the twenty first century is very much a multi-disciplined professional.

A marine surveyor has a responsibility to inspect and comment on the structure, machinery and systems of vessels both existing and under construction; making recommendations, if necessary, for the rectification of defects. The surveyor can on occasions be requested to advise on modifications to craft, or their suitability for a particular duty and it is for this reason, among others, that a marine surveyor

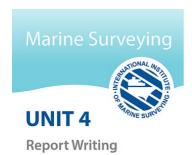
needs a basic understanding of the principles of naval architecture.

The aim of this module is to provide the student with a grounding in the fundamentals of marine craft and floating structure design, in particular the basic scientific principles and mathematics so that a realistic assessment of a vessel's suitability for purpose can he derived

#### The areas covered in this unit include:

- Shape and Size Definitions Tonnage The Calculation of Areas and Volumes
- Moments and Centres Stability Resistance and Propulsion

# Core Unit 4 - Report Writing





'A picture speaks a thousand words' is an adage which has most probably been used by almost everyone at some stage or another. Is it correct however? Is it possible to achieve that same impact as a picture with, for example, just ten words? Does this devalue the picture or enhance the value of the written word?

As a practising surveyor, your product is your report. It is the survey report that will define the surveyor and on which the surveyor's competence will be judged. As an industry professional, your entire career and reputation is based on the quality of your product just like any other industrial sector and there are often no second chances. It is vital to get it right each and every time.

This module has been produced to assist the practising surveyor, regardless of career level, in ensuring the report produced under your name is the best possible example. The areas covered will enhance the understanding and appreciation for the requirement of effective report writing.

It is the intention of this module to extend the student's knowledge and understanding of the basics of report writing, the various types of reports, their purpose, format and consequences. After successfully studying this unit you will have a better understanding of the reasons for writing a report, be aware of the different types of survey and report layouts, and appreciate the need to understand your client and their requirements with regard to the information gathering and documenting process.

#### The topics covered in this unit are:

- Effective Writing and Reporting
- Information Technology in Marine Surveying
- Structure of Reports



# Specialist Unit 18 - Marine Incident Investigation





An accident is described as "an unplanned, uncontrolled event which has led to or could have led to injury to people, damage to plant, machinery or the environment and/or some other loss." In this module we consider this statement and introduce a basic understanding of what is meant by human error, human factors and the human element. We show that all accidents, even those attributed to "acts of God", have some human element in the causal chain. The aim of marine accident and incident investigations is to prevent recurrence of similar events. Open, systematic and fair investigations, which are not aimed at apportioning liability or blame, have proved effective in the other industries and transportation modes. This module aims to introduce students to a system of investigation, which may help to prevent future accidents.

# Specialist Unit 21 - Marine Coatings





The aim of this module is to give the learner a broad understanding of all aspects of corrosion prevention by the use of marine coatings.

Assessor, Peter Morgan, has been given permission to utilize for the IIMS Diploma, the 'ABS Guidance Notes on the Inspection, Application and Maintenance of Marine Coating Systems – 3rd Edition'.

This is an excellent comprehensive document that covers all the salient points related to the subject of marine coating that a marine surveyor should understand.

# Specialist Unit 23 - Inspecting Yacht & Small Craft Engines





**Craft Engines** 

The survey may be pre-purchase, insurance, valuation, damage or repair. There are surveyors who restrict themselves to either hull or machinery, however clients generally expect their surveyor to cover both disciplines. The surveyor will be expected to comment on the condition of the vessel. He/she should also be able to advise on the current condition of the machinery and systems and to comment on their practicality or deficiencies.

The report must of course bring to the attention of the instructing client any defects found but also problems that the surveyor considers may arise in service. It can be a daunting task to climb aboard a strange vessel and attempt to find all the systems and their components, to get them working, and to discover any problems.

## Specialist Unit 24 – Surveying Small Craft Systems & Mechanical Installations



Surveying Small Craft Systems and Mechanical Installations



Early diesel yachts fitted funnels as a left-over function from the design of the steam yacht where it served as a focal point of the profile. The exhaust from a diesel engine is less voluminous than the coal or oil-fired steam boiler, and it has more gas velocity so it would be less of a problem in almost every way. However, just as a boiler would issue sooty smuts that would foul awnings and scrubbed teak decks, so would the diesel engine, particularly on start-up after the pipe-work and silencer had cooled and carbon had deposited on the internal bores.

This unit on exhausts will try to help the surveyor identify any serious potential problems, which will need to be mentioned in the report.

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# Specialist Unit 25 - Surveying FRP Craft





The term 'FRP' is a universal abbreviation for Fibreglass Reinforced Plastic, which is by far the most popular type of composite used in the production of small craft. However, many people know this material as 'fibreglass', or 'glass fibre', which of course only refers to the reinforcing fabric, and not to the resin which holds it all together!

In practice, nearly all production FRP craft are 'laid up' using unsaturated polyester resins, although there are a few notable exceptions. Several different types of polyester resin have been used in boatbuilding over the past fifty years, all with differing properties. It is essential, therefore, that the marine surveyor is aware of these resins, when they were used and why, as there are subtle, but important differences in their behaviour. This unit will provide the knowledge.

# Specialist Unit 26 - Surveying Steel & Aluminium Alloy Small Craft





The survey may be pre-purchase, insurance, valuation, damage or repair. The surveyor will be expected to comment on the condition of the vessel and the current condition of the hull. The report must of course bring to the attention of the instructing client any defects found and also problems that the surveyor considers may arise in service. It can be a daunting task to climb aboard a strange vessel and attempt to discover all the problems. This surveying module is based on a non-destructive examination; only portable structure is removed for access and the surveyor does not dismantle equipment unless this has been specifically agreed. The surveyor examines the structure for general appearance and the condition of the paintwork; to detect what is not right, the surveyor has to have good working knowledge of what is correct.

# Specialist Unit 28 - Inspecting Small Craft Rigs & Sails





A rig comprises of the mast(s), boom(s), pole(s) and the attendant standing and running rigging. Inspecting the rig is exactly like surveying the rest of the boat; just observe and take notes, compare what you see to what you should be seeing, use your knowledge and experience to evaluate what you see and report the facts back to your client. Some surveyors, excellent observers and otherwise very good at their jobs, simply do not climb masts. This is fine as long as it is agreed with the client beforehand. It is no good to report on the mast up to eye height when the client wants to know what is at the top. You must be clear with your client about the limitations of your survey. Other surveyors happily climb masts and assume it to be a natural part of the survey – they too must make clear what they consider to be naturally included in the survey – be it pre-purchase, condition or otherwise.

# Specialist Unit 29 - Surveying Wooden Craft



The history of boats and ships goes back tens of thousands of years. During these millennia many experiments have been made and much development work has taken place. By their nature, boats and ships are often relatively safe when close to the shore. However, when an experiment fails, partly or fully, the vessel can sometimes be beached and often the crew have been able to get ashore, maybe sadder but almost certainly wiser.

Mainly thanks to improvements in materials, progress continues to this day. Although this advance is intermittent, it means that what is written on Monday can be, at least slightly, out-of-date by Wednesday. Surveyors have to make constant efforts to keep up with changes by reading, talking to other surveyors and keeping comprehensive records.

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# Specialist Unit 31 - Maritime Law & Insurance





As a professional surveyor one cannot get away from the reality that what you do in your everyday work may have legal implications, whether it be as an expert witness, a claim made by you for unpaid fees, or indeed one made against you which might lead to your involvement in legal claims. This unit aims to provide a broad understanding of English and international law. We look at the general principles of marine law and regulation and, to assist understanding, practical maritime based examples are used.

This unit focuses on the basics of the law of contract and tort and how these legal concepts may impinge upon the duties of the marine surveyor. In this unit, marine insurance and in particular the insurance policy is considered.

# Specialist Unit 32 - Hulls & Machine Damage Claims



**Hulls and Machine Damage Claims** 



This unit looks at surveys carried out for insurance claims on commercial vessels and especially with the role of the surveyor in connection with them. This unit is not intended to provide the surveyor with the technical skills or the specific details to look for during a survey which comes from the discipline in which he/she has been trained. It is intended here to assist an understanding of the culture of surveying, the manner in which a survey should be carried out so as to provide appointing principals with information required to consider insurance claims.

This unit is in two main parts:

**Part 1** - Hull surveys with some background understanding of their purpose and the use to which they are put. **Part 2** - An introduction to marine hull insurance to further the understanding of this background.

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# Frequently asked questions about the Professional Qualification in Yacht & Small Craft Marine Surveying course

#### What level is the course?

The qualification is a level 4/5, just one below degree level.

#### When does the course start?

There are four intakes each year, so you can start the course in January, April, July and October to suit yourself.

#### How long does the course run?

You have two years in which to complete the course and a further one year if you choose to upgrade to an Advanced Professional qualification.

# What qualifications do I need to apply for the course?

You need at least a Senior school education to include two or three A levels (or equivalent) in appropriate science subjects, a Level 3 Diploma qualification or an equivalent are necessary. Some experience of the marine environment, either leisure or commercial would be an advantage. English is used throughout the course and you should be able to communicate both verbally and in writing in English. Each Unit has an assignment that is technical in nature and must be submitted in English.

#### What language is the course run in?

All course materials and student help is available in English only. If you do not have a good grasp of the English language you are likely to struggle and be unsuccessful with the course and should not apply.

#### How much does the course cost?

The cost of the course is £2,500. If you wish to upgrade your qualification to an Advanced Professional qualification, the cost is an additional £1,000. Hard copies of the course units incur an extra charge. There is a payment plan to help students spread the cost. Course fees are VAT exempt.

#### What is included in the course fees?

Your fees cover all course material, assessing, marking and access to the education support team if required. It is recommended that you could benefit from additional reading and suggest research material

at your own expense, but you may be able to get access to these from your local library.



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# Where is the Professional Qualification in Yacht & Small Craft Marine Surveying recognised?

The IIMS is recognised worldwide and the Institute has 1,000 members. It is accepted by insurance companies and the maritime industry in most countries.

#### How do I study if I am not in the UK?

This course is delivered online by distance learning and all students are given a website area to download/upload the course material. As long as you are able to access the internet you can study the course.

# Can I have my course material in hard copy?

Yes, you can have you course material in hard copy but there is an additional charge for this.

#### How do I take my examination?

There is NO examination in this course. You are assessed by your assignments in order to pass.

#### How do I submit my assignments?

Once completed, you submit your assignments by email. When it has been marked it will be uploaded to your web area and an automated email will inform you that it is there.

# What happens if I do not pass an assignment?

If you do not pass an assignment you are given the opportunity to resubmit. The marker will give you guidance as to where you have gone wrong to help you.

# Is there any contact for support and advice?

Yes, there is support from the IIMS. The education team is always happy to give advice and information to students. They can also answer any questions you may have while completing the course. There is also a LinkedIn discussion group especially for students that they are encouraged to join. Markers feed back comments to students to help them.

#### Is there any practical training?

IIMS is very aware of the need for practical training and would recommend that students on the course get as much contact with the marine industry as they can. IIMS runs practical courses at the Portchester office and elsewhere. There could however be additional cost in gaining practical knowledge.

# Can I purchase any of the course material without doing the whole course?

Yes you can. We realise that not everyone has the time or desire to study for the formal qualification; so it is possible to purchase individual course units. See the buy a unit page on the website for details: http://iims.org.uk/education/buy-unit

## Why should I study your course over others?

IIMS has a proven track record in helping hundreds of students to gain formal qualifications in marine surveying over many years. The course material is current and accurate - and is regarded as the most comprehensive study material of its kind at this level. Experienced authors, markers and assessors. Less expensive than other comparable courses. The only professional body to offer a formal marine surveying qualification.

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# Terms & Conditions

#### What do I do next?

To register your expression of interest in the course or for further information, please apply through the website at http://iims.org.uk/application-for-enrolment-stage-1 and we will be in touch.

#### **Course Content and Study Time**

Core and Specialist units are expected to take 60+ hours each to study, including completion of the assignment. The content of the course is subject to change at the discretion of the IIMS Education Committee.

#### Language of the Course

The course will be conducted entirely in verbal and written English, so a good level of the spoken and written English language is essential.

#### **Entry Criteria**

- · A level standard or equivalent (High School)
- Five years plus of relevant experience
- NVQ Level 4 or equivalent and minimum DTI Class Two Certificate of Competency
- Candidates with no formal qualifications but who can demonstrate a number of years relevant industry experience are more than welcome to apply.

These are a guideline only as all applicants will be vetted by the IIMS Education Team who will make the final decision on acceptance.

#### **Course Start Dates**

New course programmes start on the following dates each year: 10th January | 10th April | 10th July | 10th October Applicants may opt for any start date.

#### Confidentiality

Students are advised that assignments are processed as confidential and will not be shared with any third party outside of the IIMS.

#### **Course Fees**

When your application is approved, you will be contacted and given details on the ways to pay for your course.

The investment in your Professional Qualification in Yacht & Small Craft Marine Surveying is £2,500 and you have two years to complete your studies. For this you receive four CORE units and four SPECIALIST units of your choice that can be studied in any order.

#### What's not included in the fees:

Reading and reference material. It is strongly recommended that you read as many relevant books as possible to enhance your knowledge base. You can purchase recommended books new, or second-hand, or borrow them from a library.

For those students who want to gain the Advanced Professional Qualification, there is an additional charge of £1,000 and a further one year to complete the additional four SPECIALIST units. Course fees are exempt from VAT.

#### **Payment Methods**

Do not attempt to send any money with your application. When your application is approved you will be contacted by email with a pro-forma invoice explaining the payment options.

#### **Payment Plan**

You may choose to pay the entire cost of the course upfront, or elect to pay 50% of your total fees (£1,250) before your start date, followed by payment of the remaining fees three months later.

#### How to pay

By Cheque

Cheques should be made payable to: IIMS Ltd. and must be in sterling and drawn on a British bank.

Or by Bank Transfer to the IIMS account at:

Bank Transfer Lloyds Bank, 20-24 High Street, Gosport, Hampshire PO12 1DE Account Number: 02161333 | Sort code: 30-93-56 | BIC Number: LOYDGB21292 Please note this may incur a charge.

#### By Credit or Debit Card

Payment may be made via Visa or Master Card debit or credit cards only. Payments to include card type and number, expiry date, 3 digit security code and name of the card holder on the card. You can also call our office direct to make credit/debit card payments, or we will call you.

#### **Cancellation Policy**

Application to be made in writing before the start date of the course and applicant will receive a full refund less an administrative charge of £250. Cancellation after the start of the course will incur an administration cost of £250 plus £250 for every unit uploaded to the student site. After four units have been uploaded no refund will be issued.

The IIMS reserves the right to change and update either the Course Handbook or Terms and Conditions as necessary. At all times the latest version will apply.

So, act now and start your journey to becoming an even better marine surveying professional! You can register your interest to study the course by going to the IIMS web site www.iims.org.uk. Select the education tab from the menu options and then click the Application for Enrolment option. Complete the simple online form and click send. You are not making a formal commitment to study at this point. We will then make contact with you.

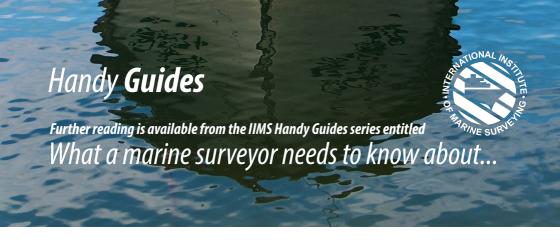
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What a marine surveyor needs to know about small craft metal hulls and ultrasonics by Jeffrey Casciani-Wood

ISBN: 978-1-911058-03-8 64 pages Published at £25



What a marine surveyor needs to know about working in enclosed spaces by Capt Michael Lloyd and Adam Allan

ISBN: 978-1-911058-00-7 68 pages Published at £25



What a marine surveyor needs to know about imaging techniques by Milind Tambe

ISBN: 978-1-911058-02-1 96 pages Published at £27



What a marine surveyor needs to know about small craft, ship and boat-building terminology

by Jeffrey Casciani-Wood

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Available to buy online at: http://iims.org.uk/education/buy-iims-handy-guides More titles available soon

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