

Accredited Grain Surveyor Assurance Scheme Accreditation Policy

1. Purpose and objectives

- 1.1 The purpose of this policy is to establish the process:
- (a) for eligible persons to apply for Accreditation by AIMS under the AGSA Scheme; and
 - (b) by which AIMS must assess and consider Accreditation Applications and, where appropriate, grant Accreditation.
- 1.2 From 1 July 2023, all marine surveyors in Australia who undertake the survey of empty bulk vessels intended to load prescribed plants or plant products are required to be Accredited.
- 1.3 All Accreditations under the AGSA Scheme lapse on 30 June each year, and marine surveyors required to be Accredited must reapply prior to the expiry of their Accreditation each year in order to maintain their Accreditation.
- 1.4 The dictionary contained at the conclusion of this policy informs the interpretation of the rules contained in the policy and, unless otherwise defined, capitalised terms have the meanings they are given in that dictionary.

2. Eligibility for Accreditation

- 2.1 A person may only submit an Accreditation Application if they meet all of the following criteria:
- (a) they are a natural person (not a corporation or other legal entity); **and**
 - (b) the person has either:
 - (i) at least twelve months' experience serving on a bulk vessel, with at least six months of that experience being service as the Chief Officer of a bulk vessel; **or**
 - (ii) at least three years' experience as a marine surveyor of bulk vessels; **and**
 - (c) the person holds (or, if applicable, has held) either:
 - (i) a Master Class 1 (Unrestricted) Certificate within the meaning of the *Uniform Shippings Laws Code 2008* (Cth); **or**
 - (ii) a master graduates Certificate of Competency as outlined in Schedule 1 of the *Marine Orders 71 (Masters and Deck Officers) 2014* (Cth) made under the *Navigations Act 2021* (Cth); **or**
 - (iii) an Advanced Diploma of Maritime Operations (Master Unlimited); **or**
 - (iv) a Diploma or Advanced Diploma of Marine Surveying with having completed the modules for dry bulk cargo and grain operations; **or**
 - (v) a Diploma of Maritime Operations (Watchkeeper Deck) with having completed the modules for dry bulk cargo and grain operations; **and**

- (vi) Can provide evidence of performing a minimum of 10 bulk vessel surveys in no less than 2 months and no more than 2 years under the mentorship of an Accredited Marine Surveyor. (There is no requirement for the applicant to complete all 10 surveys with the same Accredited Marine Surveyor, but to ensure a consistent level and standard of training, all surveys must be conducted in accordance with the Standard for Empty Bulk Vessel Surveys.

NOTE: Applicants who have previously completed their 10 bulk vessel surveys MORE than 3 years prior to applying for accreditation must provide verifiable FTL certificates for 3 vessels for surveys that have been undertaken no more than 3 years prior to the date of application for accreditation.

- (d) the person:
 - (i) does not, at the time of submitting the Accreditation Application, have their Accreditation suspended under rule 8.1 of the *AGSA Complaint Handling and Investigation Policy*; **and**
 - (ii) is not, at the time of submitting the Accreditation Application, prohibited from applying for Accreditation under rule 8.3 of the *AGSA Complaint Handling and Investigation Policy*.

2.2 A person is **not** required to be a member of AIMS in order to apply for, and obtain, Accreditation under the AGSA Scheme.

3. Submission of Applications

3.1 An Eligible Person may apply for Accreditation to AIMS at any time in accordance with this policy, provided that:

- (a) that person has not had an Accreditation Application rejected by AIMS under this policy at any time during the thirty days prior to the submission of their new Accreditation Application; and
- (b) that person has not already submitted an Accreditation Application to AIMS which application is yet to be determined; and
- (c) that person has not submitted more than four Accreditation Applications to AIMS during the preceding twelve-month period.

3.2 To submit an Accreditation Application, the Applicant must:

- (a) pay the applicable Fees to AIMS in accordance with rule 4; and
- (b) complete the *Application for Accreditation Form* published by AIMS and submit that form, together with the Required Documents to AIMS online.

4. Application Fees

4.1 On or prior to the submission of an Accreditation Application, Applicants must pay the applicable Fees to AIMS by the method specified in rule 4.3.

4.2 The Fees payable under rule 4.1 are as follows:

- (a) If, at the time of submitting the Accreditation Application, the Applicant is not Accredited and has not been Accredited at any time in the preceding twelve-month period, then the Applicant must pay:
 - (i) the Initial Application Fee; and

- (ii) the Annual Fee as outlined on the AIMS website page for accredited grain surveyors.
 - (b) If, at the time of submitting the Accreditation Application, the Applicant is Accredited or has been Accredited at any time in the preceding twelve-month period, then the Applicant must pay the Annual Fee only.
- 4.3 The Fees payable in accordance with this rule 4 must be paid to AIMS by deposit as per the invoice issued to them.

5. Required Documents

- 5.1 When submitting an Accreditation Application, Applicants must provide Certified copies of the following documents together with their completed *Application for Accreditation Form* to AIMS:
- (a) Your employment contract or written references from employers evidencing the Applicant's experience satisfying either rule 2.1(b)(i) or 2.1(b)(ii);
 - (b) Your business registration certificate,
 - (c) Your 10 ship survey record (new bulk vessel surveyors), or
 - (d) Where your 10-ship survey record is more than 3 years old you must supply 1 verifiable FTL certificate for each of the previous 3 years
 - (e) Your resume or
 - (i) a copy of either the Applicant's current curriculum vitae which includes a record of the Applicant's experience satisfying either rule 2.1(b)(i) or 2.1(b)(ii); or
 - (f) Your photo identification.
 - (g) A copy of the following documents in respect of the Applicant's qualification satisfying rule 2.1(c):
 - (i) the Applicant's academic transcript in respect of the completion of training for that qualification; and
 - (ii) a certificate or other document evidencing the Applicant's successful completion, and holding, of that qualification;
 - (h) a certificate of currency evidencing that the Applicant holds the Required Insurance Policy;
 - (i) a warranty in the form as annexed to the *Application for Accreditation Form* signed by the Applicant, by which the Applicant warrants to AIMS that it will, for as long as they are Accredited:
 - (i) maintain the Required Insurance Policy; and
 - (ii) when reasonably requested to do so by AIMS, provide evidence of the currency of the Required Insurance Policy;
 - (j) An acknowledgement of receipt and understanding of the Standards for Empty Bulk Vessels, Guidance Notes, and this policy and other documents as required from time to time.

- (k) an indemnity in the form as annexed to the *Application for Accreditation Form* in favour of AIMS, signed by the Applicant, by which the Applicant indemnifies AIMS against all Claims made against AIMS which arise from or in connection with:
 - (i) the Applicant's eligibility for Accreditation or any representation made by the Applicant in respect of that eligibility;
 - (ii) any act or omission (whether or not negligent) of the Applicant which is done or omitted to be done in the course of, or in connection (whether directly or indirectly) with, the Applicant's work as a marine surveyor, including but not limited to the performance of Bulk Vessel Surveys;
 - (iii) any representation, including any fraudulent representation, by the Applicant in respect of their qualifications, identity or Accreditation;
- (l) evidence, such as a remittance advice or receipt, of payment by the Applicant of the applicable Fees to AIMS; and
- (m) an identification photograph:
 - (i) taken from the front of the Applicant;
 - (ii) with a plain and solid-colour background;
 - (iii) which shows the Applicant's whole face and shoulders;
 - (iv) in which the Applicant's face is clearly visible and in sharp focus;
 - (v) which was taken of the Applicant no more than five years prior to the date of the Accreditation Application;
 - (vi) which is not poor quality or unable to be printed; and
 - (vii) which, if the Applicant normally wears corrective lenses, shows the Applicant wearing untinted corrective lenses.

5.2 Where a certified copy of a document is required to be provided under rule 5.1, the Applicant may produce either:

- (a) a formally certified copy of that document, certified by a Justice of the Peace, solicitor, barrister, or any other person qualified in the Applicant's jurisdiction to certify documents as being true copies of the original document; or
- (b) an uncertified copy of that document together with a statutory declaration duly executed by the Applicant, containing statements to the effect of the statements included in Schedule 2 to this policy.

6. Initial Assessment of Application

6.1 When an Accreditation Application is submitted in accordance with rule 3 and received by AIMS, AIMS will undertake an initial assessment of that Accreditation Application and the records held by AIMS in respect of the Applicant for the purposes of:

- (a) confirming that the applicable Fees have been paid by the Applicant;
- (b) confirming that the Applicant is an Eligible Person, including by:
 - (i) confirming that the Applicant is not prohibited from applying for Accreditation (either pursuant to a Prohibition Notice or Suspension Notice); and

- (ii) confirming that the Applicant has not already submitted an Accreditation Application which has not yet been determined;
 - (c) confirming that the *Application for Accreditation Form* has been completed with all the required information;
 - (d) confirming that the Applicant has submitted all of the Required Documents; and
 - (e) confirming that there are no other deficiencies or issues arising from the Accreditation Application.
- 6.2 If, following the initial assessment of the Accreditation Application, AIMS forms the view that:
- (a) the Applicant does not appear to be an Eligible Person; or
 - (b) the Accreditation Application is deficient in any manner whatsoever,
- AIMS will notify the Applicant in writing and request that the Applicant provide additional information or documents:
- (c) which evidence the Applicant's eligibility under rule 2; and/or
 - (d) in support of the Accreditation Application,
- (as necessary and applicable) within fourteen days (**Request for Information**).
- 6.3 If the Applicant does not provide the additional information or further supporting documents to AIMS in accordance with the Request for Information (including within the time specified in that Request for Information), the Accreditation Application will be taken to have been withdrawn by the Applicant and will not be processed by AIMS.
- 6.4 If an Accreditation Application is taken to have been withdrawn by the Applicant in accordance with rule 6.3 and the Applicant wishes to continue with their application for Accreditation, the Applicant must submit a new Accreditation Application in accordance with rule 3 as though the withdrawn application had never been submitted.

7. Determination of Application

- 7.1 Once the Accreditation Application has undergone an initial assessment, and subject to that application not being withdrawn by operation of rule 6.3 or voluntarily pursuant to rule 8.1, AIMS must determine the Accreditation Application being **either**:
- (a) rejecting the Accreditation Application if any one or more of the following circumstances apply:
 - (i) the Applicant is not an Eligible Person;
 - (ii) AIMS was unable to verify any of:
 - (A) the Applicant's identity;
 - (B) the Applicant's eligibility for Accreditation under rule 2; or
 - (C) the information provided by the Applicant in the Accreditation Application;
 - (iii) the Accreditation Application was not submitted in accordance with this policy;
 - (iv) AIMS has reason to believe that the Applicant had engaged in fraud or had otherwise not provided honest, accurate and complete information (whether intentionally, negligently or recklessly) in completing and submitting the Accreditation Application; and/or

(v) the DAFF has directed AIMS not to grant the Applicant Accreditation, in which case the Applicant will not be granted Accreditation;

OR

(b) approving the Accreditation Application if none of the circumstances stated in rule 7.2(a) apply, in which case the Applicant will be granted Accreditation,

(Accreditation Determination).

7.2 After the Accreditation Determination has been made, AIMS will give the Applicant notice of the Accreditation Determination in writing (**Notice of Decision**), which notice will:

- (a) state whether the Accreditation Application is rejected or approved; and
- (b) if the Accreditation Application is approved:
 - (i) state the date upon which the Applicant's Accreditation will be effective in accordance with rule 9;
 - (ii) inform the Applicant of its unique Accreditation ID Number;
 - (iii) state the Applicant's details as will be published on the Grain Accredited Marine Surveyor List and request that the Applicant advise of any necessary changes to those details within fourteen days of the Notice of Decision; and
 - (iv) provide an Identification Card issued in respect of the Accreditation;
- (c) if the Accreditation Application is rejected, advise the Applicant that they have a period of fourteen days to request Written Reasons for the Accreditation Determination.

7.3 If the Applicant requests written reasons for the Accreditation Determination within fourteen days of receiving the Notice of Decision, AIMS must:

- (a) provide Written Reasons for the Accreditation Determination to the Applicant; and
- (b) notify the Applicant in writing that they have a period of fourteen days from the date that they received the Written Reasons to request a review of the Accreditation Determination in accordance with the policies and procedures set out in the *AGSA Complaint Handling and Investigation Policy*.

8. Withdrawal of Application

8.1 An Applicant may, at any time prior to receiving the Notice of Decision in respect of Accreditation Application, withdraw that application by notice to AIMS in writing.

8.2 Where an Accreditation Application has been withdrawn, either voluntarily by the Applicant in accordance with rule 8.1 or otherwise by operation of rule 6.3:

- (a) AIMS is not required to process, or continue processing, that Accreditation Application;
- (b) AIMS will:
 - (i) not make a determination in respect of that Accreditation Application; or
 - (ii) if a determination in respect of that Accreditation Application has already been made, will cancel the Accreditation (if granted) immediately by issuing a Cancellation Notice to the Applicant;

- (c) subject to rule 8.3, the Fees paid by the Applicant may, but need not, be refunded (whether in whole or in part) to the Applicant by AIMS; and
- (d) AIMS will keep a copy of the documents, records and information in respect of the withdrawn Accreditation Application for a period of three years, after which date AIMS may destroy those records.

8.3 In exercising its discretion to elect to refund or not refund the whole or any part of the Fees paid to the Applicant under rule 8.2, AIMS will have regard for the following factors (without limitation):

- (a) the stage at which the Accreditation Application was withdrawn, and any steps taken by AIMS to process that application prior to the withdrawal;
- (b) the resources expended by AIMS in assessing, giving notices, and otherwise dealing with the Applicant in respect of the Accreditation Application; and
- (c) the resources and position of AIMS at the time of the withdrawal.

8.4 Any decision made under this rule 8, including a decision in respect of Fees, shall be final and binding, and is a Non-Reviewable Decision.

9. Timing of Applications for Accreditation

9.1 All Accreditations automatically expire at midnight on 30 June each year. In the event that an Accredited Marine Surveyor wishes to renew their Accreditation, they must submit a new Accreditation Application to AIMS in accordance with this policy.

9.2 A person's Accreditation, following the approval of their Accreditation Application by AIMS under this policy, will take effect on the date specified in the following table (as applicable):

Category	Definition	Accreditation Commencement	Accreditation Expiry
A	<p>If:</p> <ul style="list-style-type: none"> (a) The Applicant was an Accredited Marine Surveyor at the time of submitting the Accreditation Application; or (b) the relevant Accreditation Application was submitted between 1 May and 30 June in any given year (whether or not the Applicant was an Accredited Marine Surveyor when it was submitted) 	1 July	The next occurring 30 June
B	<p>If:</p> <ul style="list-style-type: none"> (a) the Applicant is not an Accredited Marine Surveyor at the time of submitting the Accreditation Application; and (b) the Accreditation Application is not submitted between 1 May and 30 June in any given year. 	The day after the Accreditation Determination was made	The next occurring 30 June

The following examples assist in understanding when Accreditation will take effect in accordance with rule 9.2:

Example 1 (Category A):

Jane Doe is currently an Accredited Marine Surveyor, and her current Accreditation will expire on 30 June 2024. She submits an Accreditation Application to renew her accreditation on 1 March 2024. AIMS approves the Accreditation Application on 20 March 2024 and issues a Notice of Decision to Jane Doe on 22 March 2024.

This is a Category A circumstance, as Jane Doe was an Accredited Marine Surveyor at the time she submitted her Accreditation Application.

Jane Doe's new accreditation will take effect from 1 July 2024 and will expire on 30 June 2025. The accreditation that she currently holds will continue to apply until 30 June 2024.

Example 2 (Category A):

Paul Scott is not currently an Accredited Marine Surveyor. He submits an Accreditation Application to obtain Accreditation on 5 May 2024. AIMS approves the Accreditation Application on 10 May 2024 and issues a Notice of Decision to Paul Scott on 16 May 2024.

This is a Category A circumstance, as although Paul Scott was not an Accredited Marine Surveyor at the time he submitted his Accreditation Application, it was submitted between 1 May and 30 June.

Therefore, Paul Scott's Accreditation will take effect from 1 July 2024 and will expire on 30 June 2025. Paul will not hold any Accreditation until 1 July 2024.

Example 3 (Category B):

John Smith is not currently accredited under the AGSA Scheme. He submits an Accreditation Application in accordance with this policy on 1 March 2024. AIMS approves the Accreditation Application on 20 March 2024 and issues a Notice of Decision to John Smith on 21 March 2024.

This is a Category B circumstance, as John Smith is not an Accredited Marine Surveyor and he submitted his Accreditation Application on 1 March 2024 (not during the period between 1 May 2024 and 30 June 2024).

John Smith's accreditation takes effect from 21 March 2024 (being the day after his Accreditation Application was approved by AIMS) and will expire on 30 June 2024.

9.3 AIMS will use its reasonable endeavours to process and determine Accreditation Applications within twenty-eight days of receiving an application, however makes no guarantees in respect of the timing or potential delays affecting the processing of applications. Accredited Marine Surveyors should take care to apply for renewal of their expiring Accreditation well in advance of 30 June to allow sufficient time for processing prior to that date.

10. End of Accreditation

10.1 An Accredited Marine Surveyor's Accreditation under the AGSA Scheme ends on the earlier of:

- (a) expiry on the 30 June after the Accreditation was granted;
- (b) cancellation by AIMS in accordance with rule 10.2.

10.2 AIMS may cancel an Accredited Marine Surveyor's Accreditation at any time:

- (a) if AIMS believes on reasonable grounds that the Accredited Marine Surveyor:

- (i) has committed a serious breach or failed to comply with any provision of, or obligation arising under, the Relevant Legislation;
 - (ii) fraudulently used an Identification Card;
 - (iii) enabled any person to fraudulently use their Identification Card;
 - (iv) aided, assisted, directed, encouraged or otherwise comprised to enable a person who, at the relevant time, did not hold Accreditation to perform a Bulk Vessel Survey or any other task or duty that is not able to be performed by any person other than an Accredited Marine Surveyor; or
- (b) otherwise in accordance with the *AGSA Complaint Handling and Investigation Policy*.
- 10.3 Where AIMS has cancelled an Accredited Marine Surveyor's Accreditation pursuant to rule 9.2, it will issue a Cancellation Notice and the *AGSA Complaint Handling and Investigation Policy* will apply in respect of that cancellation and any request for a review of the decision to cancel the Accreditation.
- 10.4 Upon submission of an Accreditation Application, the Applicant agrees to do all things necessary to comply with their obligations at the end of the period of their Accreditation in accordance with this policy and any other applicable policies in force under the AGSA Scheme at any given time.

11. Terms and Conditions of Accreditation

Identification Cards

- 11.1 Upon granting a person Accreditation in accordance with this policy, AIMS will provide the Accredited Marine Surveyor with an Identification Card which will clearly display:
- (a) the Accredited Marine Surveyor's full name;
 - (b) the identification photograph submitted by the Accredited Marine Surveyor in their Accreditation Application which meets the requirements of rule 5.1(h);
 - (c) the relevant Accreditation ID Number; and
 - (d) the date upon which the Accreditation will expire (being the next 1 July occurring after the Accreditation was granted).
- 11.2 An Accredited Marine Surveyor must at all times use their Identification Card:
- (a) only while their Accreditation is current, and not after the cancellation or expiry of their Accreditation;
 - (b) in good faith and for a proper purpose;
 - (c) in accordance with all applicable AGSA Scheme policies in force at any given time; and
 - (d) in a manner that:
 - (i) is not misleading or deceptive, or is reasonably likely to mislead or deceive;
 - (ii) is not dishonest, unprofessional or unethical;
 - (iii) does not, and is not likely to, bring the marine surveyors industry in Australia into disrepute; and
 - (iv) does not, and is not likely to, cause harm to the reputation of AIMS or the DAFF.

- 11.3 All Accredited Marine Surveyors must at all times during the term of their Accreditation:
- (a) hold and maintain their current Identification Card; and
 - (b) carry their current Identification Card when carrying out their duties or work as a marine surveyor; and
 - (c) produce for inspection upon request by AIMS or the DAFF (or any authorised representative of AIMS or the DAFF) their current Identification Card.
- 11.4 If an Accredited Marine Surveyor has lost, damaged (in a manner or to the extent that the information on that card is no longer clearly visible and able to be read and understood) or destroyed their current Identification Card:
- (a) that Accredited Marine Surveyor must apply to AIMS for a replacement Identification Card to be issued at the Accredited Marine Surveyor's own cost; and
 - (b) upon application to AIMS for a replacement Identification Card, the Accredited Marine Surveyor warrants to AIMS that it will destroy or return to AIMS at the Accredited Marine Surveyor's own cost all other copies of the Identification Card that it holds or later finds or repairs.
- 11.5 When a person's Accreditation ends under rule 9.1 (irrespective of whether that person has applied for the renewal of and/or been granted renewal Accreditation for the period immediately following the expiry or Cancellation date), the Accreditation Card issued in respect of that Accreditation automatically expires on the date the Accreditation ended (**Expired Accreditation Card**), and that person must immediately:
- (a) cease using that Expired Accreditation Card; and
 - (b) either:
 - (i) destroy the Expired Accreditation Card; or
 - (ii) return the Expired Accreditation Card to AIMS at that person's own cost.

Updating Personal Information

- 11.6 While a person is an Accredited Marine Surveyor, they must at all times keep AIMS updated in respect of any changes to their personal information, including any change to their name, address or contact information. Accredited Marine Surveyors must notify AIMS as soon as practicable after the relevant change occurs so that AIMS may update its records.

Dealings with AIMS and the DAFF

- 11.7 While a person is an Accredited Marine Surveyor, they must at all times:
- (a) be honest, diligent and prompt in all dealings and correspondence with AIMS and/or the DAFF;
 - (b) comply with all policies in force in respect of the AGSA Scheme at any given time;
 - (c) comply with all reasonable directions of the DAFF from time to time as applicable;
 - (d) where a complaint is made or brought against the Accredited Marine Surveyor under the *AGSA Complaint Handling and Investigation Policy*, participate in the complaint handling process set out in that policy in good faith; and
 - (e) maintain the Required Insurance Policy.

12. Dictionary

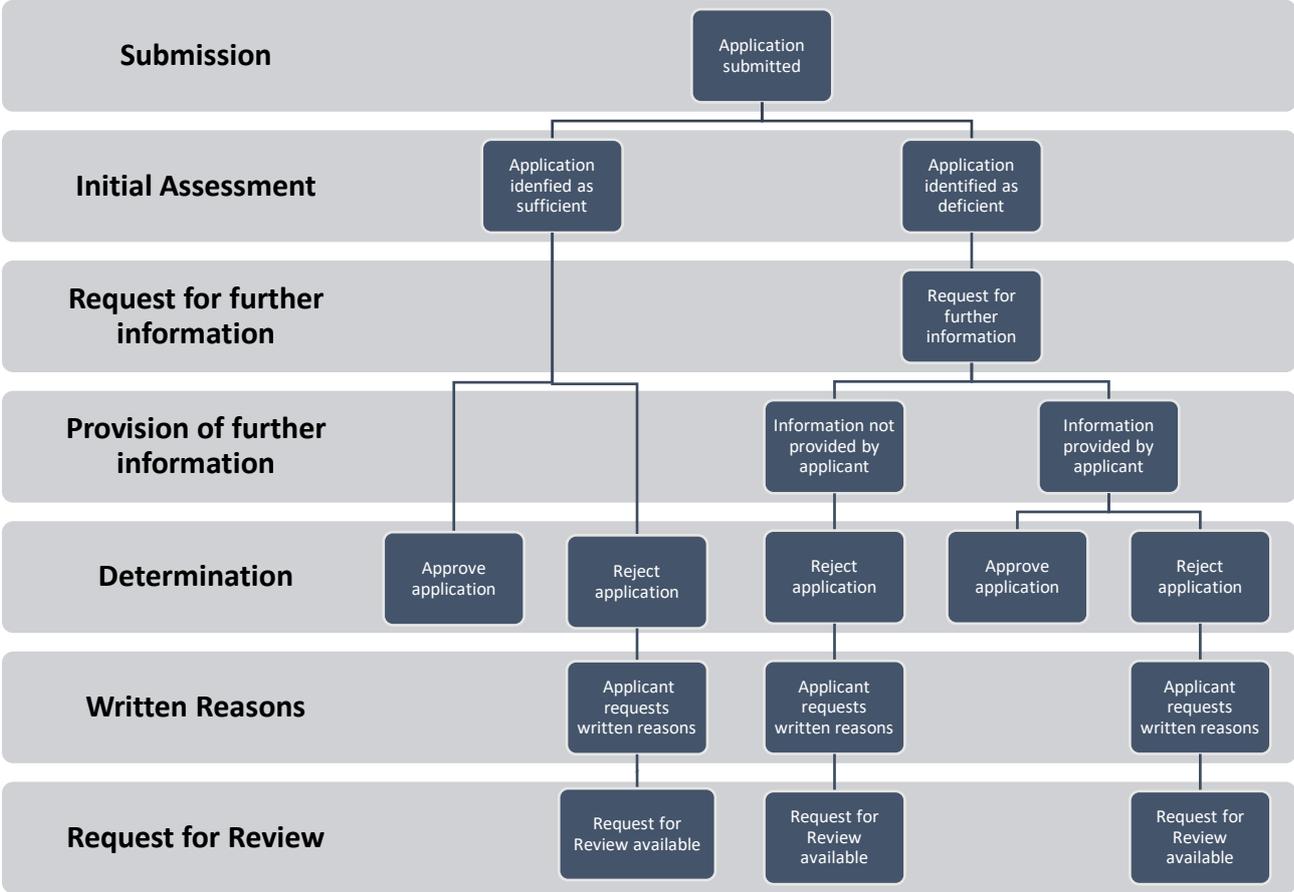
12.1 In this policy, unless context requires otherwise:

- (a) **Accreditation** means accreditation as a marine surveyor granted by AIMS under the AGSA Scheme.
- (b) **Accreditation ID Number** means the unique reference number given by AIMS to an Accredited Marine Surveyor upon that marine surveyor being granted Accreditation.
- (c) **Accredited Marine Surveyor** means a marine surveyor who, at the relevant time, is accredited under the AGSA Accreditation.
- (d) **AGSA Scheme** means the Accredited Grain Surveyor Assurance scheme operated by AIMS for the accreditation of marine surveyors.
- (e) **AIMS** means the Australasian Institute of Marine Surveyors.
- (f) **AIMS Website** means the online website of AIMS, hosted at the unique resource locator (URL) address www.aimsurveyors.com.au, or as otherwise advised by AIMS from time to time.
- (g) **Annual Fee** means the sum of \$250.00 (inclusive of GST).
- (h) **Cancellation Notice** means a written notice given by AIMS to an Accredited Marine Surveyor notifying that marine surveyor that their Accreditation has been cancelled and advising the terms and conditions of that cancellation, issued in accordance with the *AGSA Complaint Handling and Investigation Policy*.
- (i) **DAFF** means the Department of Agriculture, Fisheries and Forestry, or such other Commonwealth Government department overseeing the AGSA Scheme at the relevant time.
- (j) **Eligible Person** means a person who, at the time of submitting the relevant Accreditation Application, satisfies the eligibility criteria stated in rule 2 of this policy.
- (k) **Fees** mean any Initial Fees and Annual Fees payable in accordance with this policy (as applicable).
- (l) **Grain Accredited Marine Surveyor List** means the list of current Accredited Marine Surveyors published on the AIMS Website.
- (m) **Identification Card** means the card issued by AIMS to an Accreditation Marine Surveyor in respect of their Accreditation which contains, without limitation, the information specified in rule 10.1 of this policy.
- (n) **Initial Fee** means the sum of \$150.00 (inclusive of GST).
- (o) **Non-Reviewable Decision** means a decision made by AIMS is not able to be the subject of, and in relation to which a person is not entitled to bring, a review under the *AGSA Complaint Handling and Investigation Policy*.
- (p) **Prohibition Notice** means a written notice given by AIMS to an Accredited Marine Surveyor notifying that marine surveyor that they are prohibited from making an

application for Accreditation and advising the terms and conditions of that prohibition, issued in accordance with the *AGSA Complaint Handling and Investigation Policy*.

- (q) **Relevant Legislation** means any and all statutes and statutory instruments (including without limitation any rules and regulations) in force from time to time which create or impose obligations upon marine surveyors in Australia which obligations relate (either directly or indirectly) to their performance work as marine surveyors (including but not limited to the performance of bulk vessel surveys) and includes the *Export Control (Plant and Plant Products) Rules 2021 (Cth)*.
- (r) **Required Documents** means all of the documents which an Applicant is required to submit in their Accreditation Application, as prescribed by rule 5 of this policy.
- (s) **Required Insurance Policy** means a current professional indemnity insurance policy in respect of their work as a marine surveyor, taken out with a reputable insurer and with a limit of not less than \$1,000,000.00.
- (t) **Written Reasons** means, in respect of any decision or determination, a written summary of the reasons for that decision or determination, which may include (without limitation):
 - (i) a summary of the evidence which the person(s) making the decision relied upon in making the decision or determination; and
 - (ii) a summary of the factors which the person(s) making the decision had regard to in making the decision or determination.

Schedule 1 – Overview of Accreditation Application Process



Schedule 2 – Statements for Statutory Declaration

Please complete the Commonwealth Statutory Declaration Form and include statements to the following effect (provided that such statements are true):

1. The following documents provided by me in support of my application for accreditation by AIMS under the AGSA Scheme (together, the **Provided Documents**) are true, complete and accurate copies of the original documents held by me:
 - (a) [List documents provided in sufficient detail that those documents can be identified (eg. NSW Driver's Licence Number 34567890)]
2. The Provided Documents are my own documents, and are accurate records of my identity, experience and qualifications.
3. I am able to produce for inspection by any person the original Provided Documents upon request.
4. I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959 (Cth) and I believe that the statements in this declaration are true in every particular.