



AGSA Scheme conflicts of interest disclosure and management form

PART A - Disclosure

Part A of this conflict of interest disclosure form will enable you to:

- disclose your real or apparent conflicts of interest
- record if you do not have any conflicts of interest
- enable you to record any changes to your circumstances.

You must complete this form and submit it to the Australasian Institute of Marine Surveyors (AIMS) when applying for your initial accreditation and subsequently at each renewal of accreditation or if your circumstances change. By submitting this form to AIMS, you acknowledge that you have read the following information related to the management of conflicts of interest under the Accredited Grain Surveyor Assurance (AGSA) Scheme:

- AGSA conflicts of interest guidance note
- AGSA conflicts of interest risk assessment matrix
- AGSA conflicts of interest risk management strategies.

Once you complete this form, and where you have identified interests, self-assess your conflicts of interest using the risk assessment matrix and determine appropriate risk management strategies that will help you to manage your interests. These strategies will then help you draft your individual conflict of interest management plan at Part B of this form.

Section 1: Accredited Marine Surveyor details	
Surname:	Given Name:
Employer (if applicable):	Accreditation number:

Section 2: Disclosure of conflict of interest	
You are required to notify AIMS when an interest could affect your job	<input type="checkbox"/> I wish to declare a conflict of interest <input type="checkbox"/> I do not have a conflict of interest (proceed to Section 3)

Section 3: Accredited Marine Surveyor declaration

I acknowledge that I have read the AGSA Scheme conflicts of interest guidance note, and hereby declare that:

- the above details are correct to the best of my knowledge
- I will immediately inform AIMS of any changes to my circumstances that could affect this disclosure and will provide an amended disclosure using Part A of this form
- I make this declaration in good faith and, where applicable, commit to implement the management strategies agreed in my management plan at Part B of this form
- I have received and appropriately noted this declaration and confirm the management actions.

Full name:

Signature:

Date:

Section 4: AIMS use only

Has a conflict of interest been identified?
(real or apparent)

Yes

No

If yes, has Part B submitted for AIMS review?

Yes

No

Comments:

Full name:

Signature:

Date:


AGSA Scheme conflicts of interest
PART B - Management plan

Part B, conflict of interest management plan, helps you to address and mitigate any risks that may arise from a real or apparent conflict of interest. This form is intended to document the conflict, outline strategies for managing it, and ensure transparency in the process. Please discuss your management plan with AIMS as part of establishing and maintaining your accreditation.

The management strategies focus on documentation and disclosure, consideration of adjusting your level of involvement related to your conflicts, consideration of independent review, adjusting your scope of work, and redistributing work related to the conflict to others.

Section 1: Accredited Marine Surveyor details	
Surname:	Given Name:
Employer (if applicable):	Accreditation number:

Section 2: Conflict of interest risk assessment
Provide specific details relating to the conflict(s) of interest you disclosed in Section 2 Part A.

Conflict of interest risk assessment – provide details below	
Have you completed an assessment of your interests using the AGSA Scheme conflicts of interest risk assessment matrix?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What was your overall risk assessment rating?	<input type="checkbox"/> Low risk <input type="checkbox"/> Medium risk <input type="checkbox"/> High risk

Section 3: Conflicts of interest management plan
Complete the relevant fields below that correspond to your assessed risk. Depending on the level of risk, your management strategies will vary to address the specific risks.
Document and disclosure <input type="checkbox"/> I have documented and disclosed all identified conflicts of interest in Part A.
Level of involvement <input type="checkbox"/> No change <input type="checkbox"/> I will restrict my involvement in discussions or decisions related to the conflict. <input type="checkbox"/> I will remove myself from access to information related to the conflict. <input type="checkbox"/> Other, please provide details:
Independent review <input type="checkbox"/> I will engage an independent third party to review my work connected to the conflict.
Scope of work <input type="checkbox"/> I will adjust my scope of work to avoid activities or decisions that relate to my conflict. Provide details:

Work redistribution

I will ensure work related to the conflict is assigned to another individual.

Additional information – please provide any other management strategies not covered above:

Section 4: Accredited Marine Surveyor declaration

I acknowledge that I have read the AGSA Scheme conflicts of interest guidance note, and hereby declare that:

- I agree to comply with my management plan outlined above to effectively manage the identified conflicts.
- I will immediately inform AIMS of any changes to my circumstances that could affect the contents of this management plan, using Part A of this form.

Full name:

Signature:

Accreditation number:

Date:

Section 5: AIMS use only

I approve this management plan as a suitable approach to address the conflict.

Full name:

Signature:

Date: