



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 the Australasian Institute of Marine Surveyors (AIMS) under the Accredited Grain Surveyor Assurance (AGSA) Scheme; and
 - (b) by which AIMS must assess 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 are for 2 years and lapse on 30 June. Accredited Marine Surveyors must reapply prior to 15 June in the accreditation year to maintain their accreditation.
- 1.4 Definitions of key terms and abbreviations used in this document are provided at the end of this document to support consistent interpretation.

2. Eligibility for accreditation

- 2.1 To be eligible for accreditation, an Applicant must meet the following requirements:
 - (a) they must be a natural person;
 - (b) they must have completed at least 10 dry bulk vessel surveys over a period of no less than 2 months and no more than 2 years under the guidance of an accredited marine surveyor;
 - (c) they must have:
 - (i) at least 12 months' experience serving on a bulk vessel, including at least 6 months as Chief Officer; or
 - (ii) have at least 3 years' experience as a marine surveyor of bulk vessels loading bulk dry consumable commodities;
 - (d) they must hold at least one of the following qualifications, or equivalent:
 - (i) a Master Class 1 (Unrestricted) Certificate (within the meaning of the Uniform Shipping Laws Code 2008 (Cth));
 - (ii) an Advanced Diploma of Maritime Operations (Master Unlimited);
 - (iii) a Diploma of Maritime Operations (Watchkeeper Deck); or

- (iv) an Advanced Diploma or Diploma of Maritime Surveying, including completion of modules in basic stability, dry bulk cargo and bulk dry consumable commodities.

2.2 The Applicant must also not:

- (a) have their AGSA accreditation suspended; and
- (b) be prohibited by AIMS from applying for accreditation under the AGSA Complaint Handling and Investigation Policy.

Before granting accreditation, AIMS must use reasonable endeavours to verify the Applicant's eligibility.

2.3 A person is not required to be a member of AIMS 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:

- (a) that person has not had an accreditation application rejected by AIMS under this policy within the 30 days before 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 4 accreditation applications to AIMS during the preceding 12-month period.

3.2 To submit an accreditation application, the Applicant must:

- (a) pay the applicable Fees to AIMS in accordance with clause 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 Applicants must pay the applicable Fees to AIMS by the method specified in clause 4.3 when submitting an accreditation application.

4.2 The Fees payable under clause 4.1 are as follows:

- (a) If the applicant is not accredited and has not been accredited in the preceding 12-month period, they must pay:
 - (i) the Initial Fee; and
 - (ii) the Accreditation Fee.
- (b) If the applicant is accredited or has been accredited in the preceding 12-month period, they must pay the Annual Fee only.

4.3 The Fees payable in accordance with this clause must be paid to AIMS by bank transfer to the following bank account., The deposit reference must include the applicant's first initial and surname:

Account Name: AIMS
 BSB: 032-719
 Account No.: 543029
 Reference: _____

Example:

- Paul Smith must reference their deposit 'PSmith'.
- Jane Doe must reference their deposit 'JDoe'.

5. Required Documents

5.1 When submitting an accreditation application, Applicants must provide true copies of the following documents together with their completed *Application for Accreditation Form* to AIMS:

- (a) a certified copy of the Applicant's current and valid photograph identification document which must be government-issued or from a recognised official body and contain their full name and date of birth;
- (b) a copy of either:
 - (i) the Applicant's current curriculum vitae which includes a record of the Applicant's experience satisfying either clause 2.1(c)(i) or 2.1(c)(ii); or
 - (ii) written references from employers evidencing the Applicant's experience satisfying either clause 2.1(c)(i) or 2.1(c)(ii);
- (c) a copy of a report or certificate completed by the Applicant for at least 10 bulk vessel surveys. For any bulk vessel survey performed after 1 July 2023, the document must show that the survey was completed while accompanied by an Accredited Marine Surveyor;
- (d) certified copies of the following documents in respect of the Applicant's qualification satisfying clause 2.1(d):
 - (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;
- (e) a certificate of currency evidencing that the Applicant holds the Required Insurance Policy;
- (f) 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 they 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;
- (g) 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 an Accredited Marine Surveyor or in connection with the AGSA Scheme;
 - (iii) any misrepresentation, including but not limited to any fraudulent, false, misleading, deceptive, or incomplete representation by the Applicant (whether or not the representation was known or intended by the Applicant to be fraudulent, false, misleading, deceptive or incomplete) in respect of their qualifications, identity, eligibility for Accreditation, or Accreditation;
- (h) evidence, such as a remittance advice or receipt, of payment by the Applicant of the applicable Fees to AIMS; and
- (i) 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 5 years prior to the date of the accreditation application;
 - (vi) which is not poor quality or unable to be printed; and
 - (vii) which, shows the Applicant wearing untinted corrective lenses, if they normally wear them.
- (j) signed AGSA Code of Conduct.
- 5.2 Where a certified copy of a document is required to be provided under clause 5.1, the Applicant may produce either:
- (a) a copy certified by a Justice of the Peace, solicitor, barrister, or any other person authorised in the Applicant's jurisdiction to certify documents as being true copies of the original document; or
 - (b) an uncertified copy of that document accompanied by a statutory declaration made by the Applicant, containing statements consistent with Schedule 2 to this policy.

6. Initial Assessment of Application

- 6.1 When an accreditation application is submitted in accordance with clause 3 and received by AIMS, AIMS will undertake an initial assessment of the application and its records relating to the Applicant to:
- (a) confirm that the applicable Fees have been paid by the Applicant;
 - (b) confirm 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) confirm that the *Application for Accreditation Form* has been completed with all the required information;
 - (d) confirm that the Applicant has submitted all the required documents, as per clause 5; and
 - (e) confirm 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 clause 2; and/or
 - (d) in support of the accreditation application,
- within 14 days (Request for Information).
- 6.3 If the Applicant does not provide the requested information or documents in accordance with the Request for Information (including within the time specified in that Request for Information), the application will be taken to have been withdrawn and will not be processed by AIMS.
- 6.4 If an application is taken to have been withdrawn under clause 6.3 and the Applicant wishes to continue with their application for accreditation, they must submit a new accreditation application in accordance with clause 3, as though the withdrawn application had not been submitted.

7. Determination of Application

- 7.1 Once the accreditation application has undergone an initial assessment, and provided it has not been withdrawn under clause 6.3, or voluntarily withdrawn under clause 8.1, AIMS must determine the application by either:
- (a) rejecting the application and not granting accreditation if any one or more of the following circumstances apply:
 - (i) the Applicant is not an eligible person;
 - (ii) AIMS is unable to verify:
 - (A) the Applicant's identity;
 - (B) the Applicant's eligibility under clause 2; or
 - (C) the information provided by the Applicant in the application.
 - (iii) the application was not submitted in accordance with this policy; and/or
 - (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)

OR

- (b) approving the application if none of the circumstances stated in clause 7.1(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 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 clause 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 14 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 14 days to request written reasons for the Accreditation Determination.

7.3 If the Applicant requests written reasons for the Accreditation Determination within 14 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 14 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 clause 8.1 or otherwise by operation of clause 6.3:

- (a) AIMS is not required to process, or continue processing that application
- (b) AIMS will:
 - (i) not make a determination in respect of that application; or
 - (ii) if a determination in respect of that application has already been made, will cancel the Accreditation (if granted) immediately by issuing a Cancellation Notice to the Applicant;
- (c) subject to clause 8.3, the Fees paid by the Applicant may be refunded, in whole or in part, at AIMS's discretion; and
- (d) AIMS will keep a copy of the documents, records and information in respect of the withdrawn application for a period of 3 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 clause 8.2, AIMS will have regard to the following factors (without limitation):

- (a) the stage at which the 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 application; and
- (c) the resources and position of AIMS at the time of the withdrawal.

8.4 Any decision made under this clause 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 under the AGSA Scheme are for 2 years and lapse on 30 June. 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, under this policy, will take effect on the date specified in the following table (as applicable):

Category	Definition	Accreditation Commencement	Accreditation Expiry
A	If: (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 after 2 years
B	If: (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 clause 9.2:

Example 1 (Category A):

Jane Doe is currently an Accredited Marine Surveyor, and their current Accreditation will expire on 30 June 2026. They submit an accreditation application to renew their accreditation on 1 March 2026. AIMS approves the application on 20 March 2026 and issues a Notice of Decision to Jane Doe on 22 March 2026.

This is a Category A circumstance, as Jane Doe was an Accredited Marine Surveyor at the time they submitted their application.

Jane Doe's new accreditation will take effect from 1 July 2026 and will expire on 30 June 2028. The accreditation that they currently hold will continue to apply until 30 June 2026.

Example 2 (Category A):

Paul Scott is not currently an Accredited Marine Surveyor. They submit an accreditation application to obtain Accreditation on 5 May 2026. AIMS approves the application on 10 May 2026 and issues a Notice of Decision to Paul Scott on 16 May 2026.

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

Therefore, Paul Scott's Accreditation will take effect from 1 July 2026 and will expire on 30 June 2028. Paul will not hold any Accreditation until 1 July 2026.

Example 3 (Category B):

John Smith is not currently accredited under the AGSA Scheme. They submit an accreditation application in accordance with this policy on 1 March 2026. AIMS approves the application and issues a Notice of Decision to John Smith on 21 March 2026.

This is a Category B circumstance, as John Smith is not an Accredited Marine Surveyor and they submitted their application on 1 March 2026 (not during the period between 1 May 2026 and 30 June 2026).

John Smith's accreditation takes effect from 21 March 2026 (being the day after the application was approved by AIMS) and will expire on 30 June 2026.

John Smith will need to renew their accreditation prior to the expiry date of June 30, 2026, in order for AIMS to process the renewal. Once approval is issued by AIMS, John's new expiry date will be 30 June 2028.

- 9.3 AIMS will use its reasonable endeavours to process and determine accreditation applications within 28 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.

10. End of Accreditation

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

- (a) expiry every 2 years on the 30 June after the Accreditation was granted;
- (b) cancellation by AIMS in accordance with clause 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 clause 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 clause 5.1(h);
 - (c) the relevant Accreditation ID Number; and
 - (d) the date upon which the Accreditation will expire.
- 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 Department of Agriculture, Fisheries and Forestry (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 department, or any authorised representative of AIMS or the department, their current identification card.

11.4 If an Accredited Marine Surveyor's identification card is lost, damaged to the extent that the information is no longer clearly visible, or destroyed:

- (a) The Accredited Marine Surveyor must apply to AIMS for a replacement identification card at their own cost; and
- (b) By applying for a replacement card, the Accredited Marine Surveyor warrants that they will destroy or return to AIMS, at their own cost, any other copies of the identification card that they hold or later find or repair.

11.5 When a person's Accreditation ends under clause 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 identification card issued in respect of that Accreditation automatically expires on the date the Accreditation ended (expired identification card), and that person must immediately:

- (a) cease using that expired identification card; and
- (b) either:
 - (i) destroy the expired identification card; or
 - (ii) return the expired identification card to AIMS at that person's own cost.

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 department

11.7 While a person is an Accredited Marine Surveyor, they must at all times:

- (a) be courteous, honest, diligent and prompt in all dealings and correspondence with AIMS and/or the department;
- (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 department 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. Definitions and Abbreviations

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 Application** means an application for accreditation as a marine surveyor by AIMS under the AGSA Scheme.
- (c) **Accreditation Determination** means a decision made by AIMS to determine an application submitted by an Applicant.
- (d) **Accreditation Fee** means the sum required for accreditation.
- (e) **Accreditation ID Number** means the unique reference number given by AIMS to an Accredited Marine Surveyor upon that marine surveyor being granted Accreditation.
- (f) **Accredited Marine Surveyor** means a marine surveyor who is accredited by AIMS under the AGSA Scheme.
- (g) **AGSA Scheme** means the Accredited Grain Surveyor Assurance Scheme operated by AIMS for the accreditation of marine surveyors.
- (h) **AIMS** means the Australasian Institute of Marine Surveyors.
- (i) **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.
- (j) **Annual Fee** means the sum payable to AIMS on an annual basis.
- (k) **Applicant** means an Eligible Person who has made an Accreditation Application.
- (l) **Bulk Vessel** has the same meaning as the Plant Rules, that is, a vessel that is designed to be used to transport prescribed plants or plant products in bulk from Australian territory to a final overseas destination
- (m) **Bulk Vessel Survey** means the survey of a bulk vessel by an Accredited Marine Surveyor.
- (n) **Cancellation Notice** means a written notice issued by AIMS under AGSA Complaint Handling and Investigation Policy, to an Accredited Marine Surveyor notifying them that their accreditation has been cancelled and advising the terms and conditions of that cancellation.
- (o) **Commonwealth Statutory Declaration** means a formal written statement of facts under the *Statutory Declarations Act 1959*, that are declared to be true and accurate.
- (p) **DAFF, or the department** means the Department of Agriculture, Fisheries and Forestry, or such other Commonwealth Government department overseeing the AGSA Scheme at the relevant time.
- (q) **Days** means calendar days except where the last day of any period prescribed falls on a Saturday, Sunday or public holiday, the action may be done on the first following day which is not a Saturday, Sunday or public holiday.
- (r) **Eligible Person** means a person who, at the time of submitting the relevant Accreditation Application, satisfies the eligibility criteria stated in this policy.

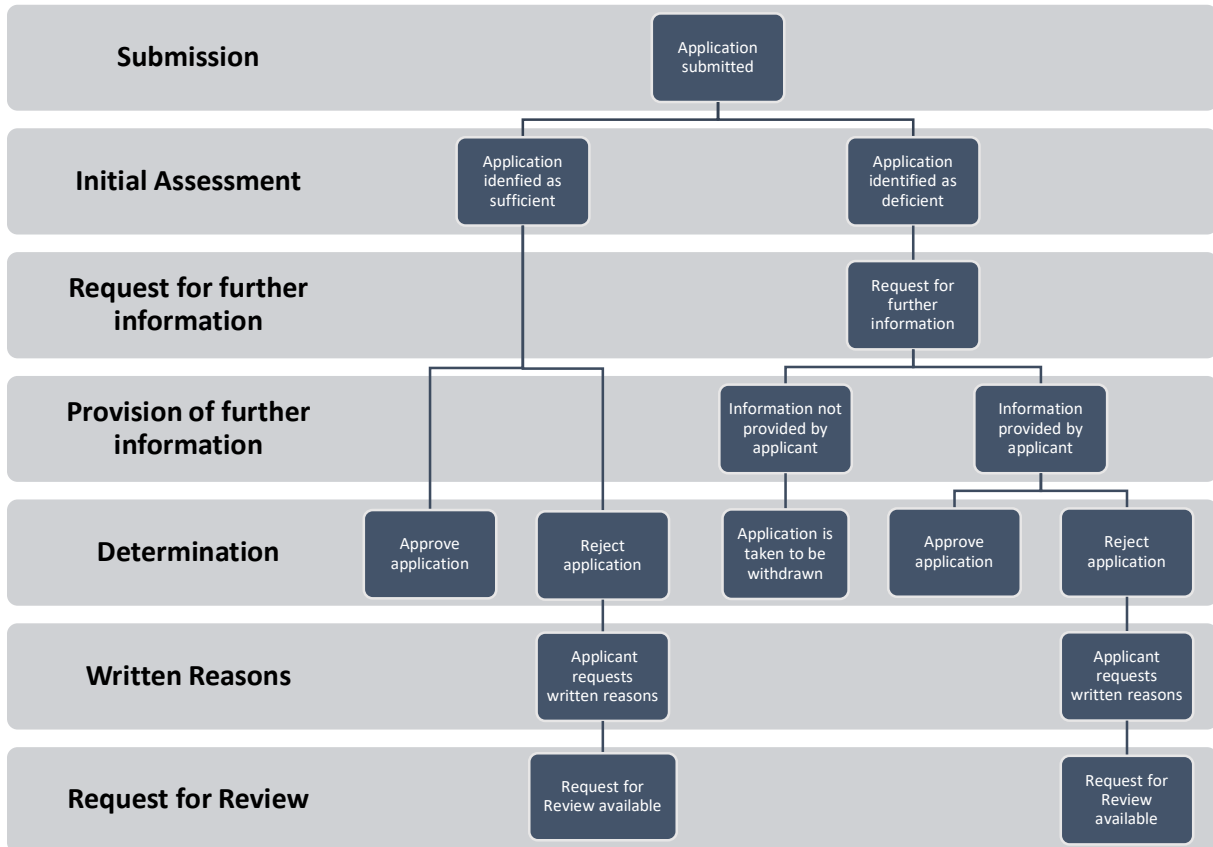
- (s) **Expired Identification Card** means a card issued by AIMS under the AGSA Scheme that has reached the expiry date stated on that card.
- (t) **Fees** mean any Initial Fees and Annual Fees payable in accordance with this policy (as applicable).
- (u) **Grain Accredited Marine Surveyor List** means the list of current Accredited Marine Surveyors published on the AIMS Website.
- (v) **Identification Card** means the document issued by AIMS to an Accredited Marine Surveyor in respect of their Accreditation which contains, without limitation, the information specified in this policy.
- (w) **Initial Fee** means the sum to process accreditation.
- (x) **Non-Reviewable Decision** means a decision made under this policy, or any other policy in force at the time, in relation to the AGSA Scheme that cannot be appealed or reconsidered.
- (y) **Notice of Decision** means a written notice issued by AIMS to an Accredited Marine Surveyor notifying that marine surveyor of outcome of a decision.
- (z) **Prohibition Notice** means a written notice issued by AIMS under *AGSA Complaint Handling and Investigation Policy* to a marine surveyor notifying them that they are prohibited from making an application for accreditation and advising the terms and conditions of that prohibition.
- (aa) **Provided Documents** means the set of documents submitted by the Applicant, as required by AIMS, for AIMS to consider accreditation of the marine surveyor under the AGSA Scheme.
- (bb) **Relevant Legislation** means all applicable statutes and statutory instruments (including any rules and regulations) in force from time to time that relate to the functions of marine surveyors, including (but not limited to) the conduct of bulk vessel surveys, and includes the *Export Control (Plants and Plant Products) Rules 2021 (Cth)* means all applicable statutes and statutory instruments (including any rules and regulations) in force from time to time which create or impose obligations upon marine surveyors, including (but not limited to) the conduct of bulk vessel surveys, and includes the *Export Control (Plants and Plant Products) Rules 2021 (Cth)*.
- (cc) **Request for Information** means a formal request issued by AIMS requiring a person to provide information, documents or evidence relevant to the assessment of a complaint, application or renewal.
- (dd) **Required Documents** means all of the documents which an Applicant is required to submit in their Accreditation Application, under this policy.
- (ee) **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.
- (ff) **Suspension Notice** means a written notice issued by AIMS under *AGSA Complaint Handling and Investigation Policy* to an Accredited Marine Surveyor notifying them that

their accreditation has been suspended and advising the terms and conditions of that suspension.

(gg) **Written Reasons** means, in respect of any decision or determination, a written summary of the reasons for that decision or determination, which must 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.