



INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

(Promoted by IRDA, Govt. of India)

CIRCULAR

To
All Members,

Dt: 01-08-2023

The Institute hereby through this circular makes the clarification, Dos and Don'ts and also the objective and procedure (**SOP**) for all those members who accept themselves as a Trainer, and also the candidate who approaches you as a trainee.

The Standard Operating Procedure (**SOP**) is hereby published, and all are to abide by this SOP effective 01-09-2023. That trainer having (**trainee who has not applied for student membership**) as of today is hereby ordered to inform their trainee to apply for student membership immediately. After 01-09-2023, no cases of trainee application of back date or who has not applied within this window period, will be the responsibility of the Institute, and no challenge on the same will be under the purview of the Institute.

Effective 01-09-2023 the SOP will be the guideline and no deviation from the SOP will be entertained by the Institute.

Attached Below :

- The SOP for the Trainer.
- The Sop for the Trainee.

Regards

Lalit Gupta
President- IIISLA



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STANDARD OPERATING PROCEDURE (SOP) FOR TRAINERS-IIISLA:

For Trainers

The trainers who wish to impart training to any Trainee may make note of the following:

- First step is to intimate the unit and obtain the unit's consent to impart training for the Trainee.
- Trainer should not have more than **Two Trainee** at any point of time under him, and the trainee's must be from the same town / nearest town and should be residing within a radius of less than 100km from the Trainer place of residence.
- Ensure that the Trainee has the necessary educational qualifications as stipulated in the regulations, amended from time to time.
- Ensure that the Trainee (should be less than 55 years of age) is worth becoming a surveyor and with respect to his interest in the profession, awareness, skill set, communication skills, manners etc. Trainer appraisal about the trainee should be submitted to the unit. This is to ensure that we bring in qualitative manpower to this field.
- Ensure that the Trainee is a full-time trainee and not employed anywhere in any status, including insurance companies/corporate companies. The trainer must obtain a declaration from the trainee, in the form of an affidavit confirming the above.
- Ensure that the Trainee applies for student membership within one month of IRDAI enrollment date. The trainer should ensure that the trainee is made to understand the importance of maintaining all hard copies of his application submitted to IIISLA.
- The trainer should train the Trainee in the respective department's policies, terms, and conditions, while conducting the survey, in report writing etc. in addition to the prescribed course. Trainers should conduct periodic tests.
- While forwarding the student application to the Unit/ Chapter the trainer's self-declaration affidavit from the Trainer, must be submitted affirming that he has selected an eligible candidate as Trainee and he/she is not an employee anywhere.



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STANDARD OPERATING PROCEDURE (SOP) FOR TRAINEES-IIISLA:

For Trainees

- Eligible Trainee must ensure that the trainer is from his home town/ from the nearest/less than 100km radius.
- Trainee must provide an affidavit to the trainer that he/she is not employed anywhere and is a full time trainee.
- Trainee must apply for student membership within 1month of his enrollment date with IRDAI.
- Trainee must keep all records of training, trainer acceptance/training completion and application for student membership etc in hard copies for a minimum of three years.
- Trainee should not be employed anywhere while continuing as a member, either student or any other level of membership. He is required to surrender his membership, once chooses to be employee of any concern.
- Every Trainee is bound to enroll for practical training only with Bonafide IIISLA member who is an Associate / Fellow with IIISLA.