



Hydrographic Professional Accreditation Scheme

Applicant Guide

November 2021 | Revision D

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1. Introduction

The International Federation of Hydrographic Societies (IFHS) has developed the Hydrographic Professional Accreditation Scheme (HPAS) to assist and support individual qualified and experienced hydrographic professionals in demonstrating their competency, capability and development of their careers.

It is the aim of HPAS to be recognised by the FIG/IHO/ICA International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC). Primarily HPAS is designed to evaluate and assess applicants against the IHO-FIG-ICA S-5 Standards with pathways and competency levels developed to reflect knowledge and experience. In addition, HPAS will support reciprocal mutual recognition agreements with the other individual schemes, such as the Canadian (ACLS) Scheme and the Australasian (AHSCP) scheme, already in place.

The IFHS has overall responsibility of HPAS, with delivery supervised by IFHS's UK based society member (THS:UKI) and overseen by the HPAS Steering Committee. Hydrographic professionals will be able to apply for one of three levels of Accreditation and will be assessed by a panel of experts drawn from IFHS society members against a published framework. As well as providing a valuable international framework to individual hydrographic professionals, the hydrographic community and wider profession, the scheme aims to raise the profile and relevance of the IFHS and the national member societies to support sustainable capacity building and development.

More detailed information on HPAS can be found in the HPAS Framework Document.

2. Making an Application

Q1. I want to apply where do I start?

All applications are submitted to the HPAS Secretariat and must be deposited by the published deadline. Application forms and associated documentation are available for download from the HPAS [website](#). This guide is designed to assist in the general process of applying. If you are relatively new to hydrographic surveying and perhaps still training or in full time education, then the application process is explained in Section 4 Applying for Affiliate level.

A HPAS application comprises the following:

- **A signed letter** of application including your society membership number or reference when appropriate;
- A completed **online HPAS application form**;
- A **full and up to date CV** including referees;
- A **logbook of your experience**. It must cover the appropriate period of time and demonstrate your work experience of the hydrographic subjects. Activities and experience will normally be expected to have been witnessed or supervised to indicate completion and any specific outcomes or learnings. An example logbook is included on the HPAS [website](#);
- **Sample survey reports (or alternative documents)**. These should be restricted to the technical aspects of the project, the requirements and objectives, the methods, critical reasoning and lessons learnt. It should avoid repetitive operational and data descriptions and listings. It is acknowledged by the HPAS Panel that some surveys may involve work of a sensitive nature or be subject to security restrictions thereby limiting some of the context of the content.

However, with planning and appropriate editing, it should still be possible to provide a useful example project;

- **Critique;**
- **Experience Matrix Form;**
- **A certified copy of any original certificates** received from relevant formal education. For non-Category A or Category B courses, the application must be accompanied by a description of the course and a completed HPAS Qualification Mapping Form that lists all the hydrographic survey subjects, showing which subjects have been covered and to what level of competency;
- **Individual CPD records** should be up to date and submitted where appropriate. Note that the CPD includes a compliance list of the hydrographic survey subjects that should be covered and the applicant can indicate the level;

These documents should be compiled and submitted along with the online HPAS application form in time for the HPAS Secretariat to carry out a check against the required application items. Note this is purely an administrative check and not any form of technical assessment.

Each item of the documentation should be clearly marked with the applicant's name.

Q2. What happens when I apply?

On receipt of the completed forms, documents and fees, the HPAS secretariat checks the items for completeness. In case of a missing or

incomplete document, the applicant will be contacted by the HPAS Secretariat to request the additional item(s) and/or information.

Once confirmed to be complete, the documentation is then passed, securely, to the HPAS Panel for technical review and assessment. At this stage the technical subjects are assessed by the evidence submitted and the HPAS Panel will determine if there is any additional material or evidence required to make a decision. The HPAS Panel may, during this assessment period, contact the referees included in the CV.

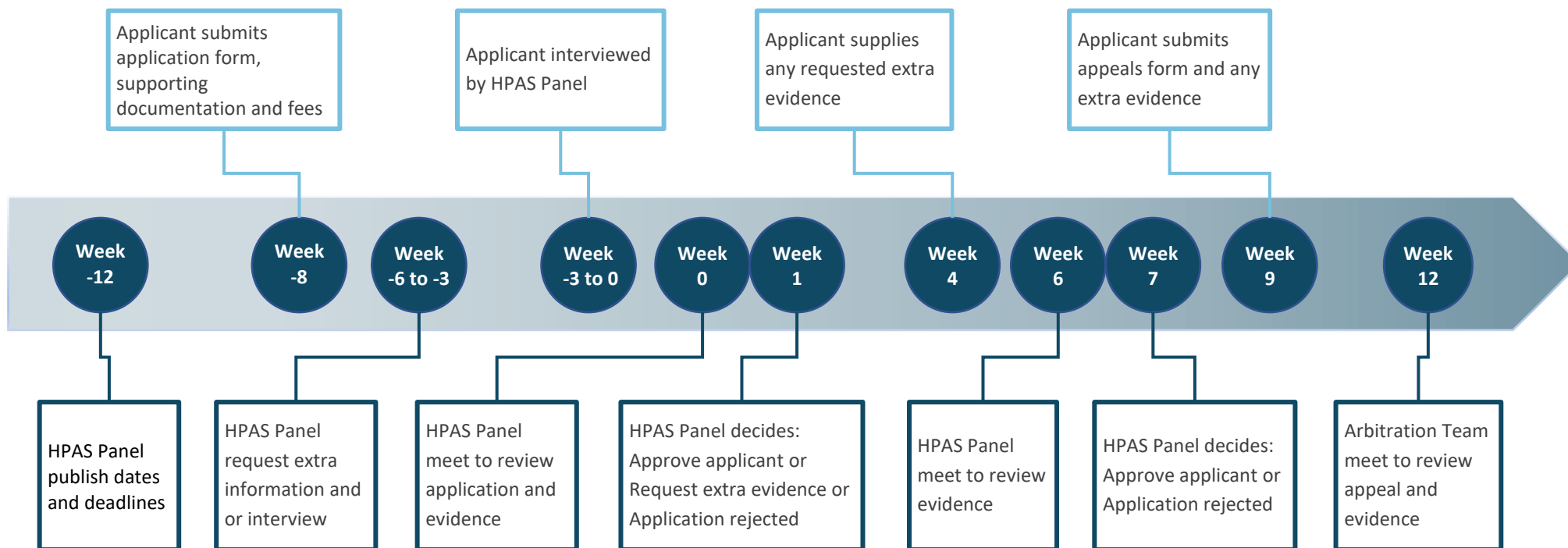
On the basis of the review and consultation within the HPAS Panel members, the applicant may be invited to an interview to clarify and respond to queries raised by the HPAS Panel.

The HPAS Panel will meet and agree the outcome of each application and inform the HPAS Secretariat who will then inform the applicant of the decision.

Q3. How long does an application take?

Once HPAS has published an application deadline the process will take as little as 9 weeks but more usually 15 weeks from applying to being informed of a decision. In the event of an appeal this could extend the evaluation period by a further 4 to 6 weeks. The image below shows the timeline outlining the general steps in the application process from initial notification through to a final decision from the HPAS Panel or Arbitration Team in the case of an appeal.

Contents	Introduction	Application	Pathways	Documentation	Review	Decision	Appeals	Retention
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Q4. In case of unsuccessful application, what are my options?

The decision of the HPAS Panel will be recorded and if an application is not successful, an explanation will be provided indicating what areas for improvement were noted and where further coverage (experience or education) is required.

An appeal is possible if the decision is not accepted and it is felt that there are grounds for a further review.

In such cases the applicant should request the appropriate form from the HPAS Secretariat who will also provide a deadline date for the submission of the document to support an appeal. The appeal form should be

completed with the reasons for the appeal and must be lodged back with the HPAS Secretariat by the due date.

The HPAS Panel Chair shall appoint an arbitration team to investigate the application and assess the review and decision of the HPAS Panel. The Arbitration Team may contact the applicant as part of its work to fully understand all the aspects of the application. Once the Arbitration Team has concluded its analysis, the HPAS Chair shall be informed. The applicant will be notified shortly thereafter of the outcome of the appeal.

3. Entrance Pathways

Eligibility

HPAS is open to any hydrographic surveyor or person who is planning to become a hydrographic surveying professional. Although the initial region of coverage for HPAS focuses on IFHS member societies, it is planned to allow as wide a membership as possible.

Entry and application for accreditation requires several forms and documents to be completed and provided. Referees known to the applicant should endorse the application. To aid the applicant in compiling the necessary evidence, an application checklist is available on the HPAS [website](#).

Minimum Entry Requirements

In developing the levels for accreditation, consideration is given to education, training and experience which when coupled with an ongoing professional and ethical approach will represent an individual at a certain level of ability, competency and capability in hydrographic surveying. See the points below that summarise the entry elements.

The assessment of an applicant's competences is made against the IHO-FIG-ICA S-5 Standard and the subjects listed in the S-5B and the S-5A versions of the Standards. The minimum entry requirements, summarised here, are quite generic, so it is important to remember that a variety of distinct types of experience, training courses and ongoing development can contribute to the required coverage of the subjects.

The three main elements of entry include:

1. **Educational** – an IHO-FIG-ICA Category A or Category B recognised programme, or the applicant will be required to show how the subjects of S-5 have been covered, normally by a relevant graduate or postgraduate qualification;
2. **Experience** – usually this is evidenced by a personal CV, an up-to-date logbook covering the period of experience, an example project (or projects) and, if already enrolled, CPD which is required to be maintained;
3. **Certification** – certified copies of relevant certificates for the completed courses and studies will be required. These must be certified copies (advice on certifying a document can be found in the Application and Documentation Guidance Notes section). Numerous courses could contribute to an applicant's portfolio. Short term specialist courses such as MBES, STCW, Acoustics or GIS or longer more comprehensive courses such as Project Management, Data Analytics or Ocean Science could be appropriate.

For the elements above the applicant will be required to enter the subjects covered into a Qualification Mapping Form and Experience Matrix that represents the S-5 Standard subjects. These forms are available for download on the HPAS [website](#) and allows appraisal by the applicant of the possible gaps or shortcomings that may need to be further developed.

It is accepted that an applicant can reach the levels of Accreditation from different paths, experiences and courses. These pathways are potentially quite varied so the applicant must ensure that the evidence is as thorough, complete and clear as possible.

Pathways

The figure below presents an overview of the pathways an applicant may take to gain accreditation at each of the four levels.

		Applicant Qualification and Experience			
		Category A	Category B	Surveying Degree	Certificates/Diplomas
Affiliate		Certificate or proof of study.	Certificate or proof of study.	Certificate or proof of study.	Certificate or proof of study.
Level 2		1 years relevant experience.	2 years relevant experience.	Additional formal courses. 3 years relevant experience.	Additional formal courses. 4 years relevant experience.
Level 1		2 years relevant experience including supervisory time.	Additional formal courses. 3 years relevant experience including supervisory time.	Additional formal courses. 5 years relevant experience including supervisory time.	Additional formal courses. 7 years relevant experience including supervisory time.
Level 0		10 years relevant experience including supervisory time.	15 years relevant experience including supervisory time.	16 years relevant experience including supervisory time.	N/A

Contents	Introduction	Application	Pathways	Documentation	Review	Decision	Appeals	Retention
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Affiliate

An Affiliate applicant will have an interest in working in hydrography and will likely be just starting out on such a career.

Joining HPAS as an Affiliate shows commitment to the profession and provides a framework for building up a formal portfolio of continued professional development.

Considered starting points include:

- A student on an IBSC recognised Category A or Category B programme;
- A student on a non IBSC recognised hydrographic themed course;
- A student on a surveying or affiliated subject;
- A trainee or apprentice;
- An experienced surveyor adapting to specialise in hydrography.

Each of these can have varied levels of understanding but at Affiliate, no significant experience is required.

Being registered as Affiliate does not provides any Accredited Hydrographic Professional status.

Level 2

An Accredited Level 2 hydrographic professional will be a practical surveyor capable of performing various survey tasks and executing survey instructions for field survey projects. A Level 2 hydrographic professional will have maintained a logbook of relevant applied experience on top of qualifications and have attained Accreditation through one of 5 pathways, namely:

1. Completion of an IHO-FIG-ICA Category A recognised programme and 1 year of relevant experience;
2. Completion of an IHO-FIG-ICA Category B recognised programme and a minimum of 2 years' relevant experience;
3. Completion of a Surveying degree and additional formal courses plus a minimum of 3 years' relevant experience (2 of which should be in practical hydrographic surveying);
4. Completion of a non-cognate degree, certificate course or diploma course and additional formal courses plus a minimum of 4 years' relevant experience (3 of which should be in practical hydrographic surveying);

Being Accredited enables the holder to use the post-nominal AH-L2.

Level 1

Level 1 is an advanced survey level for those who have the required educational basis and have maintained their experience through CPD and a logbook. They will have built upon their initial formal survey qualifications, gained relevant experience, and developed their career which should have progressed to a supervisory or senior level. A Level 1 hydrographic survey professional will be able to plan, execute and lead complex multi-disciplinary field projects for a variety of different sectors. There are four pathways to attaining Accreditation at Level 1, namely:

1. Completion of an IHO-FIG-ICA Category A recognised programme and 2 years of relevant experience. A proportion of 60 % of the practical time should demonstrate the applicant gaining relevant in-charge experience;

2. Completion of an IHO-FIG-ICA Category B recognised programme and additional formal courses plus a minimum of 3 years' relevant experience. A proportion of 60 % of the practical time should demonstrate the applicant gaining relevant in-charge experience;
3. Completion of a Surveying degree course with options or specialist modules in hydrographic surveying and additional formal courses plus a minimum of 5 years' relevant experience (2 of which should be in practical hydrographic surveying). A proportion of 60 % of the practical time should demonstrate the applicant gaining relevant in-charge experience;
4. Completion of a non-cognate degree, certificate course or diploma course and additional formal courses plus a minimum of 7 years' relevant experience (4 of which should be in practical hydrographic surveying). A proportion of 60 % of the practical time should demonstrate the applicant gaining relevant in-charge experience.

Being Accredited enables the holder to use the post-nominal AH-L1.

Level Ø

Level Ø is the most advanced or highest level attainable. It is for those hydrographic survey professionals who have continued to develop and advance their technical skills and knowledge whilst also developing management and leadership attributes that have allowed them to become people of repute and influence in the profession. There are three routes to attaining Accreditation at Level Ø, namely:

1. Completion of an IHO-FIG-ICA Category A recognised programme and 10 years suitable experience involving hydrographic surveys

and management. The applicant would have relevant in-charge experience for 8 years of that time;

2. Completion of an IHO-FIG-ICA Category B recognised programme and additional formal courses plus a minimum of 15 years of suitable experience involving hydrographic surveys and management. The applicant would have relevant in-charge experience for at least 12 years;
3. Completion of a Surveying degree with options or specialist modules. The minimum appropriate period of experience required is 16 years of experience of which 12 years would be relevant in-charge practical hydrographic surveying and management. Successful completion of additional hydrographic training courses may be expected.

Being Accredited enables the holder to use the post-nominal AH-LØ.

Pathways for Applicants

When applying, there are several possible scenarios and options depending upon the educational courses you have completed and the experiences you have gained. These are described here to assist in gaining an understanding of the evidence and application requirements.

Education - Surveying Degree

The graduate will have completed a course that includes a considerable amount (or all) of the various syllabus topics and subjects required of a IHO-FIG-ICA Category A or Category B programme. However, the considered course has not received the IHO-FIG-ICA certification.

Therefore, the applicant should provide as much supporting information as possible to demonstrate:

- The level of knowledge of the considered course (Master of Science, Bachelor of Science, Engineering degree, etc);
- The relevant subjects and their learning outcomes with regards of IHO-FIG-ICA S-5 competencies.

This education plus the experience of relevant hydrographic survey work will form the main portion of an application. The logbook and CV will demonstrate coverage of topics and the example survey report (with description, data examples and critique) will also consolidate this into a practical form. The evidence should include an indication of the levels of responsibility and seniority of the applicant.

Additional formal qualifications are often specialised in their nature and therefore details of content and the course syllabus or subject modules should also be included in the supporting documentation.

A Non-cognate Degree, Certificate Course or Diploma Course

The certificate holder, diploma holder or graduate will have completed a course that does not include all the necessary syllabus topics and subjects required of a Category A or Category B programme.

However, some coverage of Basic subjects (such as mathematics and ocean sciences) or Essential subjects may have been possible. Courses that involve affiliate subjects such as engineering, ocean sciences, geography etc. should be described and the applicant should provide as much supporting information as possible to demonstrate the relevant IHO-FIG-ICA S-5 subjects and their learning outcomes and level of knowledge on

the course (Master of Science, Bachelor of Science, Engineering degree, etc) to be fully considered by the HPAS Panel during the assessment phase. When possible, the relevant subjects of the course and their learning outcomes with regards of IHO-FIG-ICA S-5 competencies should be added.

If the course completed is at a diploma or certificate level, made up of various optional and multiple modules then a list of these completed and being relied upon as evidence of subject knowledge is required.

A verified copy of the original certificate of completion for a non-affiliate course will not suffice if the course is relied upon for coverage of the subjects. Clear descriptions of any modules or course content, that provide key subject matter cover, should be supplied.

The formal education and extra formal training and educational courses and modules will, plus the experience of relevant hydrographic survey work, form the main portion of an application. Building on these theoretical bases, the logbook, survey report and CV together summarised in the Experience Matrix, will be required to demonstrate that all the necessary coverage of topics has been achieved as well as the role of the applicant and the level of responsibility.

Non-Category A or Category B Applicant Pathways

The emphasis in HPAS is on adoption of the IBSC Standards and to have applicants who have successfully completed one of the recognised programmes. Although HPAS follows and has adopted the main framework of the IHO-FIG-ICA Standards of Competence (the IHO-FIG-ICA S-5A and S-5B) for the Accreditation of an individual's competencies, it is acknowledged that not all persons can attend and complete such programmes.

Consequently, HPAS has had to determine an approach that allows the inclusion of other certificate holders, diploma holders and graduates from other courses and experienced individuals. The approach has been designed in an appropriate manner with qualification mapping, to maintain the status and preferred Category A and Category B pathways. Evidence therefore includes the project work as demonstrated in a logbook, a minimum of one example report, a CV and referees. The evidence is to be summarised in the Experience Matrix Form.

For applicants of Level 2 and Level 1 the evidence supplied should include coverage of all the required technical subjects of the appropriate knowledge level. For Level 1, the logbook, Survey Project example and CV should also indicate progress of the applicant's responsibility and seniority with respect to decision making, leadership and management of operational project situations.

The applicant must provide evidence that they have covered the necessary hydrographic survey subjects to meet the desired Accreditation level of competency. This evidence can be accumulated through various means including completion of relevant training courses, mentored and supervised project work recorded on a survey logbook or similar and CPD. The HPAS Qualification Mapping Form provides a listing of the subjects and their level of knowledge that is required. The applicant should complete this form as completely as possible, noting how the competency has been achieved (education, experience etc.).

The applicant must have developed a level of knowledge from a varied experience of hydrographic surveying projects and had some exposure to and completed, extra formal modules and courses to ensure coverage of the requisite subjects. Courses that involve affiliate subjects and topics

such as ocean sciences, acoustics, environment, geography etc. should be described and the applicant should provide as much supporting information as possible to demonstrate any relevant subjects and their Learning Outcomes and level of knowledge on the course.

A verified true copy of the certificate of completion for a non-affiliate course will not suffice if the course is relied upon for coverage of the subjects. Clear descriptions of any modules or course content that provides key subject matter cover should be supplied.

Experience in Hydrographic Surveying

The formal education and extra formal training and educational courses and modules will, plus the experience of relevant hydrographic survey work, form the main portion of an application. Building on these theoretical bases, the logbook and CV will be required to demonstrate that all the necessary coverage of topics has been achieved as well as the role of the applicant and the level of responsibility. HPAS requires a minimum of one recent example projects (description, deliverables, critique and reports) to demonstrate the level of work being undertaken in a practical form including an indication of the levels of responsibility and seniority of the applicant.

Applying for Accreditation requires the applicant to collect and compile various documents, complete several forms and supply evidence to support the application appropriate to the selected level. The evidence submitted should be of sufficient detail to demonstrate that the applicant can meet the HPAS criteria for the level being applied for. HPAS has adopted the IHO-FIG-ICA S-5 Standards and so adherence to the subject topics of the IHO-FIG-ICA S-5 Standards is critical. The Qualification Mapping Form and Experience Matrix are to assist in establishing what knowledge or experience gaps may exist, or where improvements are required. These may be cross referenced to the other documentation to facilitate the review.

4. Application Documentation

The minimum required forms and supporting evidence required are dependent on the level and pathway of the application. Taking each level in turn, this section first details these minimum requirements. Guidance notes on completing the required application documentation are also provided in this section.

Applying for Affiliate

An application to be an Affiliate of HPAS Accreditation is made by submitting several items of documentation including:

- A signed letter of application including Society membership number or reference when appropriate;
- A letter of support from an educational institution or employer confirming status;
- A HPAS Application Form;
- A full and up to date CV including one referee;
- A certified copy of any certificates received from relevant formal education may be included but is not mandatory at this stage.

An Affiliate hydrographic professional is at an early stage of a career in hydrography and related activities and commencing the accumulation of work experience, there is no requirement for a logbook or survey report. At the time of applying the CPD will be activated in order that this may be recorded and the applicant will be required to follow the rules and codes of HPAS.

Administration	Completed online HPAS application form https://hydrography.earth/hpas/
Educational Qualifications	Not required
Relevant Experience	Not required
Documentation	<ul style="list-style-type: none"> • Up to date CV • A letter on headed paper from the educational institution confirming the applicant's status, start date and expected completion date. Note an email will not suffice. <p>Or</p> <ul style="list-style-type: none"> • If already working in the profession, a letter of confirmation and support from the employer organisation, along with a start date, is required.
References	One nominated referee or reference to formally support the application.
Renewal	In order to maintain HPAS registration, Affiliated professionals are expected to update their profile annually with the provision of CPD records.

Applying for Level 2

The requirements for HPAS Level 2 applications are dependent on the pathways stated above. For all pathways, a CV, referees, logbook, example survey project(s), critique and Experience Matrix Form would be required to be submitted. If applying as an HPAS Affiliate the application must also be supported by a compliant CPD record.

Applicants who have not completed an IHO-FIG-ICA Category A programme will be required to complete a Qualification Mapping Form in addition to the documentation stated above.

Guidance notes on completing the application documentation and further information and considerations for Non-Category A and Category B pathways is provided in the next section.

On receipt of an application, by the stated deadline, the HPAS Secretariat shall inform the applicant of receipt of their submission and shall inform the HPAS Panel of the application’s availability for assessment.

Administration	Completed online HPAS application form https://hydrography.earth/hpas/								
Educational Qualifications	A certified true copy of all certificates plus additional certification as appropriate (e.g., STCW, MBES, etc.)								
Minimum Relevant Experience	<table border="0"> <tr> <td>1 year</td> <td>(IHO-FIG-ICA Category A)</td> </tr> <tr> <td>2 years</td> <td>(IHO-FIG-ICA Category B)</td> </tr> <tr> <td>3 years</td> <td>(Surveying degree)</td> </tr> <tr> <td>4 years</td> <td>(Certificate/Diploma)</td> </tr> </table>	1 year	(IHO-FIG-ICA Category A)	2 years	(IHO-FIG-ICA Category B)	3 years	(Surveying degree)	4 years	(Certificate/Diploma)
1 year	(IHO-FIG-ICA Category A)								
2 years	(IHO-FIG-ICA Category B)								
3 years	(Surveying degree)								
4 years	(Certificate/Diploma)								
Documentation	<ul style="list-style-type: none"> • Full up-to-date CV • A logbook of hydrographic surveying activities and experience (covering appropriate period) • Example of a survey report(s) • Critique • Completed Experience Matrix • Completed Qualification Mapping Form, section S-5B (for applicants who have not completed an IHO-FIG-ICA Category A or Category B programme) • CPD record (Affiliate transition applicants) 								
References	Two nominated referees to formally support the application.								

Applying for Level 1

The requirements for HPAS Level 1 applications are dependent on the pathways stated above. For all pathways, a CV, referees, logbook, example survey project(s), critique and Experience Matrix Form would be required to be submitted. If applying from Level 2 or as an HPAS Affiliate, the application must also be supported by a compliant CPD record.

Applicants who have not completed an IHO-FIG-ICA Category A programme will be required to complete a Qualification Mapping Form in addition to the documentation stated above.

Guidance notes on completing the application documentation and further information and considerations for Non-Category A and Category B pathways is provided in the next section.

On receipt of an application, by the stated deadline, the HPAS Secretariat shall inform the applicant of receipt of their submission and shall inform the HPAS Panel of the application's availability for assessment.

Administration	Completed online HPAS application form https://hydrography.earth/hpas/								
Educational Qualifications	A certified true copy of all certificates plus additional certification as appropriate (e.g., STCW, MBES, etc.)								
Minimum Relevant Experience	<table border="0"> <tr> <td>2 years</td> <td>(IHO-FIG-ICA Category A)</td> </tr> <tr> <td>3 years</td> <td>(IHO-FIG-ICA Category B)</td> </tr> <tr> <td>5 years</td> <td>(Surveying degree)</td> </tr> <tr> <td>7 years</td> <td>(Certificate/Diploma)</td> </tr> </table>	2 years	(IHO-FIG-ICA Category A)	3 years	(IHO-FIG-ICA Category B)	5 years	(Surveying degree)	7 years	(Certificate/Diploma)
2 years	(IHO-FIG-ICA Category A)								
3 years	(IHO-FIG-ICA Category B)								
5 years	(Surveying degree)								
7 years	(Certificate/Diploma)								
Documentation	<ul style="list-style-type: none"> • Full up-to-date CV • A logbook of hydrographic surveying activities and experience (covering appropriate period) • Example of a survey report(s) • Critique • Completed Experience Matrix • Completed Qualification Mapping Form, section S-5A (for applicants who have not completed an IHO-FIG-ICA Category A recognised programme) • CPD record (Affiliate and Level 2 transition applicants) 								
References	Two nominated referees with the application, who is known to them and will formally support the application.								

Applying for Level Ø

For applicants on this pathway an extended CV, referees, a critique and two examples of delivered materials, findings or survey reports would be required to be submitted and if applying from a lower level, the application must be supported by a compliant CPD record.

At level Ø the logbook is optional as for some roles it may no longer be relevant instead the extended CV should show the breadth of experience throughout an applicant’s career.

Guidance notes on completing the application documentation and further information and considerations for Non-Category A and Category B pathways is provided in the next section.

On receipt of an application, by the stated deadline, the HPAS Secretariat shall inform the applicant of receipt of their submission and shall inform the HPAS Panel of the application’s availability for assessment.

Administration	Completed online HPAS application form https://hydrography.earth/hpas/
Educational Qualifications	A certified true copy of all certificates, plus additional certification as appropriate (e.g., Project Management, STCW)
Minimum Relevant Experience	10 years (IHO-FIG-ICA Category A) 15 years (IHO-FIG-ICA Category B) 16 years (Surveying degree)
Documentation	<ul style="list-style-type: none"> • A short form CV • An extended CV with details of relevant projects and descriptions of roles and responsibilities • Two examples of delivered material, findings, or survey reports • Critique • Completed Qualification Mapping Form, section S-5A (for applicants who have not completed an IHO-FIG-ICA Category A programme) • Completed Experience Matrix • CPD record (for applicants transitioning from another level) <p><u>Optional:</u> Logbook (or equivalent records) of hydrographic surveying experience if within the last five years.</p>
References	A minimum of three references and referees from recent projects

Application and Documentation Guidance Notes

The guidance notes provided in this section aim to aid the applicant in completing the required documentation and supporting evidence for a HPAS application.

HPAS Application Form

This is a summary form that is designed for information relating to the application. It includes some limited personal and contact details of the applicant and referees. It also acts as the starting point for most applications as once completed, dated, signed and then submitted it becomes the first part of the application process.

CV

The CV represents a summary of the technical and professional work carried out by the applicant. It is not expected to be of great detail but to represent the work experience at the levels and across the hydrographic related disciplines that will support the application. Ideally it should provide the professional work profile of the general tasks, responsibilities and actions undertaken, the employer organisations and the technical systems of which relevant experience has been gained. Over time the roles and responsibilities may change and indicate an increase in seniority and complexity of project work activities. It is important that the CV covers, chronologically, the complete period of times representing your experience in relation to the application. If you have had a gap of unemployment, moved out of the profession and returned, or been on extended leave, these times should also be noted. Each page should be

numbered and the Applicants membership number (or name) included on each page in a footer or header. Other items can include training and educational courses, publications and affiliations. The CV should include the appropriate number of references or referees, that you know and who may be contacted by the HPAS Panel. Personal information should be limited as much as possible.

Referees

The Referees should be known to you but should not be members of your family or immediate work colleagues or supervisor.

The referees that you provide should be hydrographic professionals whom you can use as referees and should be included on the Application Form and on the CV document. The number of required referees is dependent on the Level of application, applicants should refer to the requirements detailed for each level. Note that it is normal for the HPAS Panel to contact referees for some information and to answer some questions about the applicant.

If you feel you are not able to obtain the support of the required number of referees, then please contact the HPAS Secretariat to inform them of the situation.

Logbook

To provide the necessary evidence to maintain currency, an individual must maintain a record of work, methods, technologies, roles and responsibilities along with critical elements in a logbook. The project logbook is expected to be maintained up-to-date and is required as part of an application to the HPAS Panel. The logbook could be an item that is

already used by the individual or provided by their employer organisation. A pro forma template to use as the basis of a logbook is available for download from the HPAS [website](#). Note a key element of the logbook will be its subject listing mapped to the S-5 hydrographic survey subjects and the signatures and comments of the supervisors, mentors and witnesses. The example template provided includes a project supervisor signature as well as an overall logbook signature by a manager or professional mentor.

Survey Report

The requirement to submit an example survey report(s) is so that the HPAS Panel may understand and appreciate the quality and level of competency being applied in an applicant's work. When only one report is requested, an applicant may choose to submit more than one survey report to better demonstrate the areas of competency being covered. The key elements that the HPAS Panel members wish to see demonstrated in the reports are indicators as to the level of competency being applied by the applicant.

The applicant should describe their personal role and responsibility in the project and provide an associated critique of the survey project (see below). The main survey project should include the whole project from the initial instructions and requirements, specifications, planning and mobilisation, operations, data rendering, data QC, data deliverables and a summary of the conclusions.

In some cases, for a Level Ø application, an applicant may not be able to use recent survey examples. In such cases, applicants can choose an alternative project or activity with a written report output to demonstrate their competence and experience and should adapt the framework below for their critique accordingly.

Critique

Each HPAS Applicant (Level 2 to Ø) is required to submit a critique for one of the surveys undertaken where the sample survey report or relevant alternative document has been submitted as part of the application. This needs to provide a clear context for the survey requirements, the rationale for the survey methodology adopted and a critique of any aspects considered relevant to demonstrate the competency of the applicant are required. There is also an opportunity at the end of the critique to describe more widely your overall contribution to the profession.

The critique is intended to give the panel a view as to the competencies and experiences of the applicant and how those competencies and experiences are applied to real-world survey issues. Where the CV, logbook and experience matrix describe the competencies in a more quantitative form, the purpose of the critique is to describe them in a qualitative sense.

The critique should cover the whole project from the initial instructions, planning and preparation to data deliverables and conclusions with a clear context for the survey requirements, the rationale for the survey methodology adopted, a general assessment of the risks and how these were mitigated as well as an appraisal of the performance and suitability of the survey, including data examples where possible. Aspects considered relevant and demonstrate the knowledge, understanding and competency of the applicant are key.

Experience Matrix Form

A key element of any application for Accreditation is the documented experience and how they match to the IHO-FIG-ICA S-5 Standards. An

applicant will be required to complete the Experience Matrix Form to show that they have had sufficient practical experience at the required level.

An example completed form can be downloaded from the HPAS [website](#) along with a blank form for completion. The completed example illustrates a portion of the Matrix for a Level 2 application indicating where the IHO-FIG-ICA S-5 Standard subjects have been obtained. It is worth noting here that the form allows a reference to a work project, reports and logbook entries and this assists in evaluating an application. In the example Experience Form provided the large Ghana project represents three activity types and the cells are highlighted in green. So, what is required for a large complex and possibly lengthy project is to apply the time in a way that adds to the total across the relevant activities i.e., for Ghana (30 weeks) it is made up of 12, 12 and 6 (rather than 30, 30 and 30) weeks. If your experience involves activities not specifically listed in Section 1 then include these in the 'Other' data rows.

The Qualification Mapping Form

Where an applicant does not hold a primary qualification, they will need to show that they have covered the same subjects as laid out in the IHO-FIG-ICA S-5 Standards. To this end a form is provided which lists the S-5 subjects, along with the standards of knowledge required of each subject, namely Advanced, Intermediate or Basic. Applicants will be required to list the course and qualifications they hold that most closely meets the subject covered. The form only shows the subject, for full details of the learning outcomes reference should be made to the full S-5 text.

Applicants applying for Level Ø or Level 1 who do not have an IHO-FIG-ICA Category A qualification must complete the S-5A section of Qualification Mapping Form.

Applicants applying for a level 2 who do not have an IHO-FIG-ICA Category A or Category B qualification must complete the S-5B section of the Qualification Mapping Form.

In this example extract of the form, it has been completed for a Level 2 applicant.

Advice on Certifying a Document

Certify a document, as a true copy of the original, by getting it signed and dated, by a professional person, like a solicitor. The document must be certified by a professional person or someone well-respected in your community ('of good standing') and can include a Chair of a national hydrographic society. Various options could exist according to the country you live in.

The HPAS Accreditation application will accept a certified document as long as the person authenticating it is independent and not one of the following:

- Related to you;
- Living at the same address;
- A working colleague;
- In a relationship with you.

To comply with HPAS application a full size, clearly legible, colour copy of the original document is required to be signed and the person signing should:

Write in their own hand the following mention or equivalent in its own official language, as illustrated below:

'Certified to be a true copy of the original seen by me' (English version);

'Copie certifié conforme à l'original' (French version);

- Sign and date it;
- Print their name under the signature;
- Add their occupation, address and contact telephone number (not email address).

5. Application Review

HPAS Panel

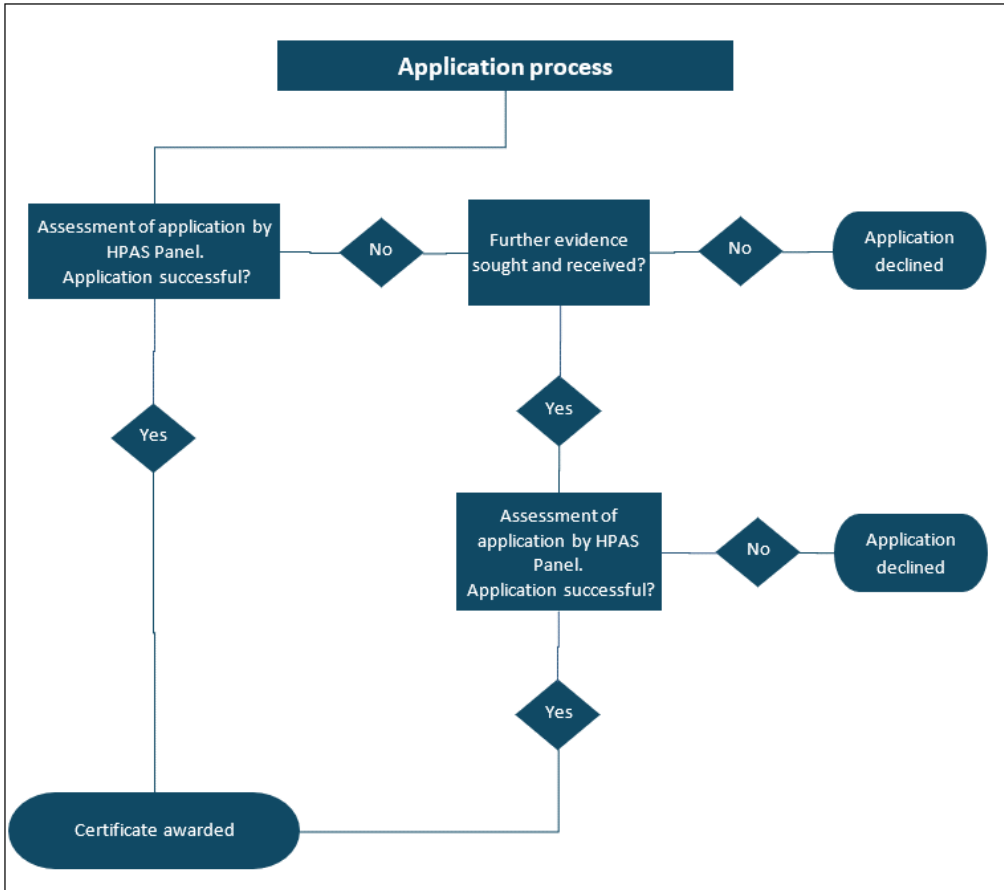
The HPAS Panel is a key element in the operation of HPAS. The HPAS Panel shall comprise of eight members selected from Society members apart from the sitting Chair who will be a National Hydrographer (or a nominated qualified Hydrographic Surveyor from that office).

The HPAS Panel shall be expected to review applications for accreditation and to sit formally at least once per year to assess, review and accept applicants in to HPAS. Panel members shall submit their reviews and assessment forms (in respect of assessment of applicants) prior to the meeting.

Noting that the assessment of the individual may also involve interviews, tests and contacting referees. On assessing an application, if the HPAS Panel members are unable to determine an individual's competency level, the HPAS Panel may opt to invite the applicant for an interview. The formal interview, if required, will be held with the applicant and a minimum of three HPAS Panel members. The HPAS Panel shall contact references and referees for additional input and to answer any specific questions.

After the reviews, interviews and checks are completed the formal HPAS Panel meeting shall determine the eligibility of the applicant reaching a decision through consensus or a majority vote.

The applicant shall then be informed of the decision of the HPAS Panel.



Timings

The HPAS Panel shall meet regularly, at least once per year and most likely twice per year. The dates shall be publicised for the meeting and the deadline for any applications prior to that. Usually two months prior to the meeting.

Once the applicant has provided all the evidence and fees the review period commences.

Between 6 weeks and not later than 3 weeks before the HPAS Panel meeting an applicant may be asked for more evidence or to attend an interview. If an applicant is to be interviewed, they will be contacted, not less than 3 weeks prior to the interview to arrange a time.

The HPAS Panel may require to check and to verify submitted evidence and could therefore request some further material. Such a request for further reports, or evidence to support the claim would be made within two weeks of the HPAS Panel meeting. Any additional material should be submitted within 3 weeks of the request. Once the HPAS Panel has met, all decisions regarding applications will be issued to the individuals not later than two weeks after the meeting.

6. Decision

After the reviews, interviews and checks are completed the formal HPAS Panel meeting shall determine the eligibility of the applicant reaching a decision through consensus or a majority vote.

Each HPAS Panel member will conduct an independent assessment of an Individual application based on the presented material. An assessment will be submitted by each Reviewer to the HPAS Panel for consideration in a closed meeting. Normally the decisions of the HPAS Panel will be by consensus of the eligible participating HPAS Panel members. Members are bound by the decision of the HPAS Panel. Once the HPAS Panel has reached a decision the applicant shall be notified of the decision, the reasons for any failure and recommendations to alter, improve and develop the application. Notification will be from the HPAS Secretariat.

The applicant shall then be informed of the decision of the HPAS Panel.

7. Appeals

In case of a rejection of an application for accreditation by the HPAS Panel, the applicant has the possibility to appeal the HPAS Panel decision and to have the application reconsidered. This has two stages, an initial stage to question and check the decision of the HPAS Panel and then, if requested, a more formal appeal for a full reassessment. The request for a check shall be formally notified through a letter of referral to the HPAS Secretariat. Such a request shall then be submitted to the HPAS Panel chair for reconsideration and approval. The concerned applicant will be notified of the decision and any recommendations from the HPAS Panel.

If the applicant is still unsatisfied with the process of the HPAS Panel they may seek a further and final assessment review by an independent Arbitration Team appointed by the HPAS Steering Committee. No further appeal will be possible beyond this stage.

8. Retention of Individual Accreditation Status

General Retention Requirements

Retaining the status of an Accredited Hydrographic Professional requires a commitment and obligation to maintain the required standards and adherence to the code of ethics. To do so, each Accredited individual needs to subscribe through the online HPAS renewal form completed by the requested summary documents.

For levels that require field survey experience, this will be recorded in a Logbook form which is to be available for submission each year, at the request of the HPAS Panel, along with any other accompanying documentation.

Continuous Professional Development

HPAS requires that all enrolled members complete and maintain a record of their Continuing Professional Development (CPD). It is a commitment of each Accredited Individual to continually update skills and knowledge to remain professionally competent. Although the CPD should include various IHO-FIG-ICA S-5 Standard subjects being covered, it is expected that the ethical and professional aspects of an individual's activity be included.

The objective of maintaining CPD is to ensure members of HPAS maintain currency of knowledge and practical experience of the latest developments in survey technology and the requirements and uses for data.

Qualifying CPD Activities

In each calendar year the Accredited professional surveyor must complete both formal and informal CPD time. The time is recorded in hours with the minimum set as 40 hours of which a minimum of 20 hours must be formal or structured with an outcome and supporting attendance or completion certificate. The remaining 20 hours may be made up from a variety of activities. The examples below describe several of the possible activities that could be included in a CPD diary. The list is not exhaustive but provides some examples to assist in understanding the difference between informal and formal activities. Any CPD activity, whether formal or informal, should be planned wherever possible and be relevant to your role or sector. Activity that has a clear learning objective and that relates to your role or sector would be appropriate.

- Conferences, workshops, exhibitions and seminars. Day 6 hrs, evening 2 hrs;
- Generic survey training courses Day 6 hours;
- Manufacturers training courses. Day 6 hrs, part day 3 hours;
- Equipment demonstrations. Up to 6 hours per day;
- Reading professional publications (Hydro Intl, IHR, Soundings). Up to 12 hours p.a.;
- Lecturing/training. Day 6 hrs, part day 3 hours.

The above activities, if they include a documented learning objective, include a certificate of completion or are organised on a formal basis by the Society could be considered formal. Self-study time, technical reading and perhaps equipment demonstrations would be considered as informal periods of time for CPD. In addition to these types of activities, more

informal activities such as networking, social events, informal team building or planning events might count as informal CPD.

The online training CPD log shall detail the date, venue, organiser, subject matter, time claimed and learning outcomes. The Scheme provides a pro-forma logbook (available for download from the HPAS [website](#)) for members to use.

Where a candidate has not been able to maintain the required CPD levels during any particular year due to deployment circumstances, a career break or similar, a rolling average CPD over a period of up to three years may be used instead.

Non-qualifying CPD Activities

All CPD activities, whether formal or informal, should be planned wherever possible and be relevant to your professional role or working sector. Any activity that does not have a clear learning objective that can be related to your general work activities would not be considered eligible as CPD. Time involved on boards, committees or clubs that have little or no relevance to your hydrographic professional activities and sector will not be able to count towards CPD.

Logbooks

For recording hydrographic survey work and projects a formal logbook should be maintained that lists the work in chronological order, allows for a brief description of the work, the key subjects involved and the period to which the work applies. The logbook should be signed and reviewed by a supervisor, mentor or manager and any comments or notes included along with their signature.

A logbook may be inspected in any year by the request of the HPAS Panel to ensure it is maintained properly and reflects the appropriate levels of competence.

Fees

HPAS application requires the payment of appropriate fees while completing the online HPAS application form.

The appropriate fees are dependent upon the status of the applicant:

- Renewal fees for registered HPAS accredited individual;
- Application fees for new HPAS applicant.

All the timings and deadlines for submitting information are posted on the [website](#). All applicants should familiarise themselves with the application process and if unsure, contact the HPAS Secretariat.