



# INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

(Promoted by IRDA, Govt. of India)

---

## 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.