



INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

(Promoted by IRDA, Govt. of India)

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.