



TOWING VESSEL INSPECTION BUREAU (TVIB)

**The Recognized Professional Organization of Marine
Auditors**

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Auditor Membership Application

FOR OFFICE USE ONLY

Applicant Name: _____

Date Received: _____

ABOUT THE TOWING VESSEL INSPECTION BUREAU

The Towing Vessel Inspection Bureau (TVIB) is a non-profit professional trade organization of marine auditors. TVIB has two classes of members: professionals directly involved with marine auditing, and companies interested in enhancing the level of professionalism of marine auditing and inspection.

TVIB's mission is to train and certify auditors, and provide the best possible audit checklists and audit tools for use in conducting various types of marine related inspections and audits of marine safety management systems.

TVIB has established a Code of Ethics to guide the actions of its members. TVIB has also developed a curriculum for its members to provide training and continuing education in auditing practices and procedures to ensure a consistent work product in the marine audit field.

TVIB appreciates your interest in becoming a part of our association. This document will provide information that explains membership in TVIB. Please read through the following information, and then fill out the membership application form.

TVIB has the following memberships:

- Auditor Members
 - **Auditors and Surveyors** **\$500 annual dues**
 - Individuals seeking certification to perform marine inspections and various types of audits such as AWO RCP audits, or Subchapter M audits.
 - **Apprentice Auditors** **\$250 annual dues**
 - Those individuals who desire certification but do not have the required experience or training.
- Supporting Organization Members
 - **Professional Organizations** **\$1000 annual dues**
 - Marine auditing companies that provide marine auditing services and employ marine auditors
 - Marine surveying companies that provide survey services and employ surveyors and marine inspectors
 - Naval architects
 - Engineering firms
 - Other stakeholders interested in promoting safety and compliance with government regulations and industry trade practices

- **Marine Equipment Operating Companies**

Annual dues are calculated on the number of vessels a company operates:	
0-5 vessels	\$1500 annual dues
6-10 vessels	\$2500 annual dues
11+ vessels	\$3500 annual dues

- Barge lines and towing companies
- Shippers that utilize domestic waterborne transportations
- Tank barge owners and operators
- Fleeting and harbor services companies
- Shipyards
- Barge cleaning facilities
- Other equipment operators that want to participate in the development of audit standards, periodically require the services of a TVIB Certified Auditor, and are seeking a source of training for their internal audit and compliance employees.

Individuals seeking TVIB Auditor Certification must join TVIB as an Auditor Member. Auditor Membership in TVIB is an individual membership held in the name of the TVIB auditor certified by TVIB.

TVIB Auditor Members will choose which endorsement they are seeking for completing those kinds of audits. For example, the AWO RCP Auditor Certification is only available to auditors that have completed the requirements contained in the Auditor Member application, successfully completed the TVIB AWO RCP orientation training and passed the TVIB AWO RCP auditor certification exam.

Likewise, the Supporting Organization category of membership is for companies only, and not for auditors seeking a specific third party endorsement. A Supporting Organization may employ one or more TVIB Auditors, and is encouraged to support TVIB by joining as a Supporting Organization under the Professional Organization category.

Auditor Members may advertise themselves as a TVIB Certified Auditor Member only upon final certification. The Auditor Member must remain a member in good standing with TVIB to enjoy the benefits of membership. TVIB maintains a list of currently certified Auditor Members in good standing on its website. TVIB envisions various certification endorsements within the Auditor Membership Classification. Each endorsement on an Auditor Member's Certification may have different requirements. The following is a list of our current certification endorsements:

- TVIB-Certified AWO RCP Auditor Endorsement (*AWO RCP: American Waterways Operators Responsible Carrier Program*)
- TVIB-Certified Marine Internal Lead Auditor
- **PROPOSED:** USCG Subchapter M Auditor Endorsement (*following promulgation of the rule and subsequent approval by the USCG*).

AUDITOR MEMBER BENEFITS

- TVIB training increases the auditor's knowledge and understanding of the intent of the AWO RCP.
- The TVIB audit process provides a complete set of audit tools to provide consistent audits.
- TVIB RCP Auditor Certification signifies a commitment of the marine auditor to continuous improvement and added professionalism.
- TVIB Certification as a TVIB Certified Subchapter M Auditor (when developed and offered by TVIB) will serve as a recognized credential for those auditors performing Coast Guard Subchapter M audits for Coast Guard approved third-party organizations.
- TVIB auditors operate under the TVIB Code of Ethics and have TVIB available to resolve conflicts involving the interpretation of standards with clients.
- Auditor members receive access to industry leading training in auditing techniques.
- Auditor members may serve on the TVIB Board of Directors, or hold a position as an officer of TVIB.
- Auditor members may attend and participate in all TVIB functions, including annual membership meetings, committee meetings, and Board of Directors meetings.
- Auditor members may serve as a member of our standing committees, which is where the fundamental work of the association is done. TVIB has two main committees, each with three sub-committees:
 - Auditor Accreditation Committee, which is responsible for the following core areas:
 - Auditor Certification
 - Auditor Training
 - Auditor Oversight and Quality Control
 - Auditor Resources Committee, which is responsible for the following core areas:
 - Audit Process
 - Audit Checklist
 - Continuing Education
- Auditor members receive a subscription to the TVIB newsletter, which will keep them informed of the latest developments in our industry and in our association.
- Auditor members receive the association's Annual Report, and other valuable publications and resources.
- Auditor members are entitled to use the TVIB logo in their advertising on their website, stationery and business cards.
- Certified Auditor members will receive a personalized TVIB auditor stamp for use in completing their audits with the official TVIB seal on each audit performed.
- Auditor members and their contact information will be listed on the TVIB website, with links to their website, where applicable.
- Auditor members receive discounted member services.

MEMBERSHIP FEES

Certified Auditor / Apprentice Member - Application Fee	\$450
Certified Auditor / Apprentice Member - Annual Dues	\$500/\$250

All applicants are required to submit a non-refundable application fee with their application. An application will not be processed until TVIB has received the application fee along with all supporting documentation. The application fee includes the tuition cost to attend the first TVIB endorsement specific class, for example the TVIB RCP Certification course.

Membership dues are collected after the application has been approved. The first year dues are prorated quarterly based upon the date TVIB received the membership application. Subsequently, annual membership dues will be invoiced on the first day of January with payment expected by January 31. In order for an Auditor or Apprentice member to remain a member in good standing, entitled to all member benefits, all dues must be paid on a timely basis. If member's annual dues become delinquent, the member will be in jeopardy of having his/her membership terminated. Apprentice members will be billed at the lower rate until they become Certified Auditors. Additional information about member dues can be found in the TVIB Bylaws, a copy of which is posted on our website.

For any returned checks, a charge of \$35.00 will take place along with suspension of membership in the event that annual dues are unpaid for more than one month after the due date.

BASIC MEMBERSHIP REQUIREMENTS

TVIB has two categories of active auditor membership – Apprentice and Certified Auditors. Basic membership requirements for each are as follows:

Apprentice: Apprentice Applicants must first acquire sponsorship from a TVIB Certified Auditor, who will actively direct and supervise the Apprentice member's marine auditing activities. The applicant's application must be screened by the TVIB Auditor Accreditation – Certification committee and approved by the TVIB Membership Committee. The apprenticeship will begin under the direction and guidance of the sponsor. During the apprenticeship, the Apprentice may be required to take selected TVIB training courses in order to progress through the apprenticeship.

Applicants may choose to apply as an Apprentice if they lack auditing or maritime experience. The Accreditation – Certification committee of TVIB also may decide that an Auditor applicant lacks the necessary experience to be approved as a Certified Auditor and offer the applicant the opportunity to participate in the TVIB Apprentice program to gain the additional auditing experience required to become a Certified Auditor.

Apprentice members are required to pay annual dues to keep their membership active. At the completion of the Apprentice Program, the Apprentice will need to complete the membership requirements to obtain full Certified Auditor status.

Membership dues for the year of completing the apprenticeship will be prorated between the apprentice level of dues and that for certified auditors based on the date of becoming certificated as a certified TVIB auditor.

Certified Auditor To apply for Certified Auditor status, individuals must have experience as outlined in the section below. The applicant must provide a signed application with all requested information and supporting documents, complete a phone interview with the Executive Director and the TVIB Auditor Accreditation – Certification sub-committee, and be recommended by the Committee for membership. Once recommended by the Certification committee, the applicant's name will be submitted to the TVIB Membership Committee for membership approval.

After an auditor's membership is approved, s/he will need to pay the annual membership dues, attend the relevant endorsement-specific certification course, and pass a certification course examination. The auditor will also need to sign the auditor Code of Ethics Acknowledgment document, stating that the auditor will adhere to the TVIB Code of Ethics. Additional endorsement-specific requirements may also need to be met, depending on the endorsement sought.

Certified Auditor applicants must show satisfactory evidence of ALL of the following:

1. High school graduation or GED.
2. Non-expired valid Transportation Worker Identification Credential (TWIC).
3. Four years of experience working on towing vessels or other relevant marine experience.
4. Documented experience auditing the ISM Code, the American Waterways Operators Responsible Carrier Program, or other equivalent safety management systems, consisting of at least two management audits and six vessel audits within the past 5 years.
5. Successful completion of a recognized lead auditor training course, which TVIB has determined to be a 32-40 hour lead auditor/assessor course that is RABQSA or IRCA Certified, or an approved class society certified lead auditor course. These courses are either ISO 9001 or ISO 14001 courses and a minimum of 4-5 days in length. Lead Auditor Courses meeting the minimum requirements above from the following organizations are acceptable for TVIB Auditor certifications:
 - a. ABS Consulting
 - b. DNV (Det Norske Veritas)
 - c. Bureau Veritas North America
 - d. SAI Global
 - e. ASQ (American Society for Quality)
 - f. TVIB Sponsored Lead Auditor Courses, or other courses with similar content and course objectives as may be approved by TVIB.
6. A minimum of three letters of recommendation from TVIB members or other marine equipment operating companies in a position to evaluate the applicant's suitability to conduct safety management system audits. A letter of recommendation from an applicant's employer will not count towards the three letter requirement.

Endorsement Specific Requirements

TVIB-Certified American Waterways Operators RCP Auditor Endorsement

- Certification - To achieve certification as a TVIB Certified AWO Responsible Carrier Program Auditor, you will be required to attend the TVIB RCP Certification course, and pass the TVIB RCP Certification examination. All Certified Auditors are also required to attend periodic refresher training presented by TVIB covering the content and administration of the AWO Responsible Carrier Program, the TVIB Responsible Carrier Program Audit process and the use of the TVIB Responsible Carrier Program audit tools.
- AWO RCP Certified Auditors will be required to sign the RCP Addendum D Acknowledgment Form.

TVIB-Certified Marine Internal Lead Auditor

- Certification – Auditors will be required to attend the TVIB-Certified Marine Internal Lead Auditor course and pass the certification examination.

USCG Subchapter M Auditor Endorsement

- To be determined.

INSTRUCTIONS FOR COMPLETING THE AUDITOR MEMBERSHIP APPLICATION

1. All answers must be typed, except for the signature requested, which may be conveyed electronically or handwritten. Handwritten applications will not be accepted.
2. Applications and supporting documents should be emailed to TVIB if possible via Info@thetvib.org
3. The application fee must be received by TVIB before TVIB will begin to process the application. The application fee is non-refundable.
4. Please submit copies of all documents requested. TVIB will not be able to return any documents to an applicant.
5. Please be aware that TVIB may attempt to contact all references listed in the application. We appreciate you supplying accurate, current contact information to help expedite the application process.
6. TVIB will conduct two telephone interviews while the application review is pending. Please plan to make yourself available for both interviews by the TVIB Executive Director and the Accreditation Sub-Committee Chairman or their designee.
7. Our average timeline from date of receiving the completed application to issuing a final determination is 90 days, if all information requested is provided with the application. An applicant must have their application approved prior to being able to take the relevant certification course. Thus, please be aware that TVIB reserves the right to suspend accepting new applications two to three months prior to a certification course in order to ensure each application has time to make it through the approval process prior to the certification course date. You will be notified if your application will not be accepted for processing in time for the next certification class upon our receipt of the application.

CHECKLIST OF APPLICATION ITEMS REQUIRED

Please use the checklist below to make sure you are including all necessary documents with your application.

An application will NOT be reviewed until TVIB has received ALL supporting documents. It is the applicant's responsibility to ensure that the application is complete.

- \$450 Application fee
- High School Diploma / GED
- Copy of non-expired valid Transportation Worker Identification Credential (TWIC).
- Four years of experience working on towing vessels or other relevant marine experience. Please describe your work history and/or military service that is relevant to the marine industry.
- Audit reports or other documentation of auditing experience during the past five years, consisting of:
 - at least* two management audits – attach reports or documentation
 - at least* six vessel audits – attach reports or documentation
- Three letters of recommendation
- Three professional references
- RABQSA, IRCA or TVIB Sponsored Certified Lead Auditor course certificate
- Copies of certificates or licenses obtained
- APPRENTICE applicants must also include the signed Sponsor page with their application

TVIB Auditor Member Application

Please select whether you are seeking:

TVIB Certified Auditor status OR TVIB Apprentice Auditor status

\$450 Application Fee Included

Please type your answers. Handwritten applications will not be accepted.

SECTION 1: Personal Information

Full Legal Name: _____

Nickname (If different from above): _____

Employer: _____

Job Title: _____

Official Mailing Address: _____

Business Phone (Including Area Code): _____

Cell Phone (Including Area Code): _____

Fax Number (Including Area Code): _____

Email Address: _____

Websites: _____

Date & Place of Birth: _____

Are you a member of any other professional maritime related organizations?

AWO NAMS SAMS GNOBFA Waterways Council

Other: _____

SECTION 2: Education

A high school diploma or GED is required. Attach additional pages, if necessary.

High School Graduation/GED

Name of High School _____ Year completed _____

City/State _____

Trade School

Name of School: _____

City/State: _____

Program: _____

Years Attended: _____

College/University

Name of School: _____

City/State: _____

Years Attended: _____ Graduation Date: _____

Degree Obtained: _____

College/University

Name of School: _____

City/State: _____

Years Attended: _____ Graduation Date: _____

Degree Obtained: _____

Attach additional education detail you feel we should consider in reviewing your application.

SECTION 3: Professional References

List a minimum of three professional references, not including relatives or clients listed elsewhere in this application, who have known you for at least three years, including address, phone number, and email. *TVIB will be contacting the references listed. Attach additional pages if necessary.*

SECTION 4: Certifications and/or Licenses Held Relevant to Marine Auditing -

Attach additional pages if necessary. Provide copies of all certifications and/or licenses as originals will not be returned. Applicants must have successfully completed a 32-40 hour ISO 9001 or ISO 14001 Lead Auditor/assessor course that is RABQSA or IRCA certified or a Coast Guard equivalent within one year of completing the TVIB Certification course.

Lead Auditor Course *(Attach copy of Certificate of Completion)*

Completed: YES NO

Auditor Training Course _____

Dates attended: From _____ To _____

Location of Course _____ Telephone Number _____

Valid Transportation Worker Identification Credential (TWIC) *(attach a copy)*

Valid Merchant Mariner Credential (MMC) if available *(attach a copy)*

Additional Auditing Courses completed: Type Course Dates Completed

<i>Additional Auditing Courses completed:</i>	<i>Type Course</i>	<i>Dates Completed</i>

SECTION 5: Audit/Inspection History

List your auditing or inspecting experience for at least the past five years. Apprentices may not have any experience. Auditors must provide documentation of at least two management audits and six vessel audits auditing the ISM Code, American Waterways Operators Responsible Carrier Program or equivalent safety management systems. Auditing history will be verified by the Auditor Accreditation – Sub-Certification committee. Please include copies of audit reports or relevant documents for the audits listed below.

Examples of Internal Audits Conducted in the last five years, if any:					
Client	Number of Shoreside Management Audits	Number of Vessel Audits	Audit Protocol Followed	Dates of Audit	Audit Report Attached?

Examples of Third Party Audits conducted in the last five years, if any:					
Client	Number of Shoreside Management Audits	Number of Vessel Audits	Audit Protocol Followed	Dates of Audit	Audit Report Attached?

Other Auditing/Inspection Experience			
Client	Dates	Audit Protocol Followed	Audit Report Attached?

Please provide a contact name, telephone number and email address for each of your auditing experience listed above. TVIB will be contacting those individuals listed.

SECTION 6: Maritime Experience

Four years of experience working on towing vessels or other relevant maritime experience, such as a Coast Guard marine inspector, Military personnel with relevant maritime experience, or Marine surveyor is required to become a TVIB Certified Auditor. Apprentices may not have four years of maritime experience at the time of their application, but will need the required four years of experience prior to moving to the Certified Auditor status. TVIB will contact references listed below, but the applicant may request that we not contact a current employer.

Please describe in detail:

1. Current Employer _____ From _____

Position Held _____

Company Name _____

Contact Person or Supervisor _____

Address _____

Telephone Number _____

Licenses Obtained/Held in this Position: _____

Responsibilities _____

Is your work primarily shoreside or on a vessel? _____

May we contact this employer? YES NO

2. Position Held _____ From _____ To _____

Company Name _____

Contact Person or Supervisor _____

Address _____

Telephone Number _____

Responsibilities _____

Reason for Leaving _____

3. Position Held _____ From _____ To _____

Company Name _____

Contact Person or Supervisor _____

Address _____

Telephone Number _____

Responsibilities _____

Reason for Leaving: _____

4. Position Held _____ From _____ To _____

Company Name _____

Contact Person or Supervisor _____

Address _____

Telephone Number _____

Responsibilities _____

Reason for Leaving _____

TVIB is a membership owned and operated organization that depends on the participation of its membership to design audit tools, develop audits processes, and create appropriate training and administration procedures for the operation of the organization. As an auditor member, we encourage your input and participation. If you are interested in serving on one or more of our committees, please indicate so below, and the chairman of the committee will contact you as projects are identified.

Auditor Accreditation and Oversight		Auditor Resources	
Auditor Certification	<input type="checkbox"/>	Audit Process	<input type="checkbox"/>
Auditor Training	<input type="checkbox"/>	Audit Checklist	<input type="checkbox"/>
Auditor Quality Control and Oversight	<input type="checkbox"/>	Continuing Education	<input type="checkbox"/>

SECTION 7: Certification Endorsements Sought

Please indicate the certification endorsement(s) you are interested in pursuing:

- TVIB Certified American Waterways Operators Responsible Carrier Program Certified Auditor
- American Chemistry Council Responsible Care Joint Audit Program (the training for this certification is held in conjunction with the RCP certification training, but the credential will be issued by the ACC).
- Marine Internal Lead Auditor Certification

SECTION 8: Membership Agreement

I have reviewed all of the information included in this application. I consent that you may contact references, former employers and educational institutions listed regarding this application. I further authorize the Towing Vessel Inspection Bureau to rely upon and use, as it sees fit, any information received from such contacts. If any further information or clarity is needed, I will gladly provide it. I will make myself available for a phone interview with TVIB staff and the TVIB Auditor Certification committee.

I swear that all information given in this submission is genuine and correct. Should I be accepted, I will promise to adhere to the TVIB Code of Ethics.

If any information provided is found to be untrue at any time, I can be discharged from TVIB association. I understand that I can also be discharged if I fail to pay any dues, fees, or I am found to be in non-compliance of TVIB's Code of Ethics.

Signature of Applicant _____ Date _____

**Please email this application and all supporting information to info@thetvib.org
If you must submit via mail, please use the address below:**

Towing Vessel Inspection Bureau
Attention: Membership
1819 Clarkson Road, Suite 202
Chesterfield, MO 63017

636.778.9772 office
636.728.0305 fax

info@thetvib.org
www.thetvib.org

The below section is for use of TVIB Sponsors

I, the undersigned, being a TVIB Certified Auditor member in good standing, agree to sponsor _____ and to provide the applicant with all necessary support in their pursuit of TVIB auditor certification.

I have known the applicant for _____ years, and I believe from personal knowledge that the applicant is fit and a proper person to be certified as a TVIB Auditor.

OR

I do not have any personal knowledge of the Applicant, however I have reviewed the application and supporting documents and have personally contacted the applicant, and based on this information agree to sponsor him/her.

I further attest to adhering to the TVIB Apprentice Program criteria during the time of sponsorship.

Print Sponsor Name: _____

TVIB Auditor #: _____

Sponsor Telephone (best number to call): _____

Sponsor Email Address: _____

Sponsor Signature: _____

Date: _____