



ISO 9001 Certified

July 17, 2019

JOB POSTING: In-House Auditor/Surveyor

TVIB is periodically requested by our customers to perform audits and surveys as part of our role as a TPO (In-House audits and surveys), rather than contracting directly with one of TVIB’s third party certified auditors or surveyors. TVIB is seeking an experienced individual to conduct both Vessel and Management In-House audits as well as conduct compliance surveys on Towing vessels for compliance with subchapter M.

This position will also participate in training of auditors and surveyors, including attending a sample of audits and surveys to provide oversight and quality control for TPO customer’s internal surveyors and TVIB certified auditors and surveyors.

This position will also participate in TVIB’s efforts to manage the processing of compliance audits reports (management and vessel) and to review the effectiveness and accuracy of towing vessel surveys reports. The successful candidate for this position will possess the following attributes and skill set:

- A passion for the towing industry and the desire to enhance the safety of vessel operations and compliance with regulatory requirements.
- Possess a TWIC, valid driver’s license, pass a company physical including a drug test and appropriate background check.
- Self-starter with ability to work both independently and as part of a team.
- Preferably, the successful candidate would reside close to our main office in the Houston area, but working from a home office is possible if located in close proximity to a major inland port area that our TPO customers operate.
- Ability to follow TVIB procedures, work within timelines, and edit the work product of TPO customers internal surveyors and third-party auditors and surveyors for accuracy and proper spelling and grammar. Provide constructive input and opportunities for additional training when required to enhance skills.
- Familiarity with Coast Guard Regulations, with emphasis on Subchapter M and other laws and regulations governing waterborne commerce including marine casualty reporting.
- Help TPO customers with clearing 835Vs, as periodically requested by the Coast Guard and or our customers. The clearing of 835Vs may involve work outside of normal business hours in order to support our customers need to return vessels to service as efficiently as possible.
- Ability to provide oversight and training of both third party and internal auditors and surveyors by reviewing audit and survey reports for accuracy, consistency, and proper reporting findings in an objective and correct manner, as outlined in the TVIB quality management system.
- Possess excellent verbal and written skills to effectively communicate with customers, the U.S. Coast Guard, and other relevant stakeholders, acting as both a representative of TVIB as a TPO and as a mentor to TPO customers and auditors/surveyors learning how to implement a towing safety management system, or that may have questions while conducting audits or surveys.
- Previous experience operating as a master of towing vessels or licensed engineer, or equivalent experience preferred.
- Experience with towing vessel operations.
- Experience with towing vessel repairs, including conducting repairs in accordance with NVIC 7-68 and other relevant standards.
- Experience utilizing Microsoft Office 365, with the ability to create Word documents, Excel spreadsheets, and PowerPoint presentations.
- Possess the necessary skills to create process documents within an ISO 9001:2015 framework and collaborate on the development of training and TPO program materials.
- Flexibility to travel occasionally for audit and surveys assignments, and to attend business meetings or to participate in TVIB training sessions.
- Experience conducting management and towing vessel audits, for compliance with the AWO RCP Program, ISM Code, and/or subchapter M regulations, or equivalent programs.

15201 East Freeway, Suite 213
 Channelview, TX 77530
 Office: 832.323.3992
 Fax: 832.323.3994
www.thetvib.org

- Experience conducting internal audits of a Quality Management System, or other audited management systems, to ensure compliance with the organization's ISO 9001:2015 certification.
- Experience conducting training in a traditional classroom setting, webinars, and industry meetings.
- Experience conducting surveys:
 - Subchapter M topside towing vessel annual surveys,
 - Subchapter M dry dock surveys,
 - Conducting internal structural exams of towing vessels or similar vessels.
- Individuals that have achieved TVIB status as Certified Lead auditors, and/or TVIB certified Dry Dock/ ISE certified, or equivalent levels of certification are preferred.
 - For those without previous TVIB certification, the successful applicant will be required to achieve these certifications as soon as possible following employment with TVIB.
 - TVIB will provide training at TVIB's expense to achieve these certifications.

Serious Inquiries Only

- For consideration, send cover letter, resume and salary requirements to: tavaf@thetvib.org
- Inquiries submitted without a cover letter, resume and salary requirements will not be considered
- If selected for an interview, must complete an application and provide references for persons that can speak to recent and relevant work experience, *references will be contacted*