



# **TOWING VESSEL INSPECTION BUREAU (TVIB)**

**The Recognized Professional Organization  
of Marine Auditors and Surveyors**

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## **Surveyor Membership Application**

**FOR OFFICE USE ONLY**

Applicant Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

The Towing Vessel Inspection Bureau (TVIB) is a non-profit professional trade organization. TVIB has two classes of members: professionals directly involved with marine auditing and surveying, and companies interested in enhancing the level of professionalism of marine auditing and surveying. TVIB's mission is to train and certify auditors and surveyors, and provide the best possible resources for use in conducting various types of marine related audits of safety management systems and towing vessel surveys.

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 professional development in auditing and surveying practices and procedures to ensure a consistent work product.

TVIB appreciates your interest in becoming a part of our organization. This document will provide information that explains membership in TVIB. Please read through the following information, complete the membership application return to TVIB.

TVIB has the following auditor and surveyor certifications. Individuals may hold both auditor and surveyor certifications, and will receive discounted annual membership dues on the second certification.

### **Auditor Members**

#### **Certified Lead Auditors**

**\$500 annual dues**

- Individuals seeking certification to perform marine audits such as AWO RCP management and vessel audits, or Subchapter M management and vessel audits. This grade applies to auditors experienced at managing audits and leading audit teams, as well as conducting full management system audits.

#### **Certified Vessel Auditors**

**\$500 annual dues**

- Individuals seeking certification to perform vessel audits such as AWO RCP vessel audits, or Subchapter M vessel audits. This grade applies to auditors who have extensive experience conducting vessel audits, but do not have the requisite management audit experience.

#### **Apprentice Lead or Vessel Auditors**

**\$250 annual dues**

- Those individuals who desire certification but do not have the required experience or training to conduct full audits independently.

### **Surveyor Members**

**\$500 annual dues**

Individuals seeking certification to perform Subchapter M towing vessel surveys and examinations. Membership is open to individuals with a demonstrated history of working on or around commercial towing vessels. Current NAMS (National Association of Marine Surveyors) members with a Hull and Machinery designation, current SAMS (Society of Accredited Marine Surveyors) members with a Tug and Barge designation, professional engineers, naval architects, retired USCG inspectors and investigators, and other individuals who are able to provide alternate evidence of sufficient experience and education conducting surveys of commercial towing vessels are best suited for this certification. The endorsement awarded will be determined based on the Surveyor

Certification Subcommittee's review of the application, phone interview and experience.

**Certified Subchapter M Surveyor for Annual Surveys**

- This endorsement allows surveyors to conduct annual topsides and equipment surveys in accordance with 46 CFR 137.205 (External Survey Program) or 46 CFR 137.210 (Internal Survey Program).

**Certified Subchapter M Surveyor for 5 Year Drydock and Internal Structural Examinations (ISE)**

- This endorsement is available for surveyors who have documented experience working with and understanding towing vessel construction, hull repair, maintenance, and/or surveys on drydock. The endorsement allows certified surveyors to conduct drydock and internal structural examinations in accordance with 46 CFR 137.300.

**Apprentice Surveyor**

**\$250 annual dues**

- Those individuals who desire certification but have not yet acquired the experience or training to conduct annual surveys or drydock/internal structural examinations. TVIB Certified AWO RCP Lead Auditors and Vessel Auditors, as well as other individuals such as Coast Guard Marine Inspector of towing vessels, and shipyard personnel, may be approved as Apprentice Surveyors if unable to provide the required redacted survey reports. Upon completion of the apprentice program, individuals will be considered for full certification.

All applicants are required to submit an application fee with their application. The application fee covers a portion of the costs TVIB incurs to process the application. Certification class fees for each certification, if any, will be collected at the time of class registration. A list of certification class fees will be posted on the TVIB website as classes are scheduled. An application will not be processed until TVIB has received the application fee along with all supporting documentation. In the event that an application is rejected during a preliminary staff review, before it goes to the Surveyor Certification Subcommittee for full review, the application fee may, at the discretion of TVIB be refunded. TVIB members who currently hold one credential and are completing an application for a second credential will pay a reduced application fee of \$100.

Membership dues are invoiced after the application has been approved, the applicant has successfully completed the appropriate certification course and provided any outstanding required documentation. TVIB members who hold more than one credential will receive a 50% discount on the second credential dues. In order for a member to remain a member in good standing and entitled to all member benefits, all dues must be paid on a timely basis. If a 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 or Surveyors. Additional information about member dues can be found in the TVIB Bylaws.

In the event that membership dues remain unpaid for more than one month after the due date, membership will be suspended. A charge of \$35.00 will be assessed for any returned checks.

## INSTRUCTIONS FOR COMPLETING THE 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 at: [info@thetvib.org](mailto:info@thetvib.org)
3. The application fee must be received by TVIB before TVIB will begin to process the application.
4. Please submit copies of all documents requested. TVIB will not be able to return any documents to you.
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. While the application review is pending, you may be required to participate in telephone interviews with both the TVIB President and Surveyor Certification Subcommittee Chairman or his/her designee. Please provide the desired time of day and phone number for telephone interviews.
7. Our average timeline from the date of receiving the completed application to issuing a final determination is 90 days, provided all information requested is submitted with the application. You must have your application approved prior to taking the relevant certification course. Therefore, please be aware that TVIB reserves the right to suspend the acceptance of new applications two to three months prior to a certification course in order to ensure that 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. TVIB staff will perform an initial review of your application to ensure the application is complete and ready for review by the Surveyor Certification Subcommittee. The Surveyor Certification Subcommittee is made up of TVIB surveyors and Supporting Organization members that have experience in evaluating applicants and perform a confidential review of the application and supporting documents. The Surveyor Certification Subcommittee will complete its review and provide a decision on the acceptability of your application.
8. TVIB will send you the Surveyor Certification Subcommittee confirmation letter and the registration information for the next available certification class. Upon successful completion of the certification class and payment of your membership dues, you will receive your TVIB official certification number, be added to the TVIB website as a member certified by TVIB, receive your TVIB credential(s), and your name and background information will be provided to the TVNCOE as an approved TVIB certified surveyor to conduct Subchapter M surveys on behalf of TVIB TPO customers.

## 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.*

- All Applicants: Application fee of \$250 for first time applicants; \$100 for current members seeking an additional credential.
- All Applicants: High School Diploma/GED (or highest level of education completed)
- All Applicants: Copy of valid TWIC
- All Applicants: Copies of other certificates or licenses obtained
- All Applicants: Application is signed and dated

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Apprentice Surveyor applicants must also include:

- 1 letter of recommendation
- Signed and completed Sponsor page

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All Certified Subchapter M Surveyor applicants must also include:

- 3 letters of recommendation
- If applicable, NAMS or SAMS membership certificate including designation and official surveyor number
- Four years of work history and or military service working on towing vessels or other relevant marine experience.
- Surveying towing vessel history, including 5 towing vessel surveys within the past 3 years, as described in detail on page 14 of this application, including redacted survey reports.

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All Certified Subchapter M Surveyor for 5 Year Drydock and Internal Structural Examination applicants must include the above, plus the following:

- Documented experience conducting drydock and internal structural examination surveys on towing vessels, and/or
- Documented experience with towing vessel construction, hull repairs, welding, maintenance or any other shipyard work directly related to towing vessels.

# TVIB Surveyor Member Application

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

<b>SECTION 1: Personal Information</b>
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Full Legal Name: \_\_\_\_\_

Nickname (If different from above): \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Please indicate preferred number for phone interviews and best time of day for calls:

Business Phone (Including Area Code): \_\_\_\_\_

Cell Phone (Including Area Code): \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

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

- AWO     NAMS     SAMS     GNOBFA     Waterways Council

Other: \_\_\_\_\_

Official NAMS/SAMS Surveyor Number: \_\_\_\_\_

Other Professional Credential Number or Designation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2: Education**

*A high school diploma or GED is required for all certifications. Attach additional pages, if necessary. Note: If you have attained a secondary education degree(s), you do not need to provide your high school diploma.*

**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: Certification Endorsements Sought**

**Check the appropriate box(es) for the certification(s) and specific endorsement(s) you are seeking:**

**Certified Subchapter M Surveyor**

- Certified Subchapter M Surveyor for Annual Surveys (to conduct Subchapter M surveys in accordance with 46 CFR 137.220)
- Certified Subchapter M Surveyor for Drydock and Internal Structural Examinations (to conduct Subchapter M surveys in accordance with 46 CFR 137.330).

**Apprentice Surveyor**

- For those seeking to develop skills, knowledge, and experience to become Certified Surveyors.

**SECTION 4: Letters of Professional Recommendation**

**Minimum Number of Professional Recommendations required for each type certification:**

- 1 Apprentice Surveyor Applicants
- 3 Certified Subchapter M Surveyor – Annual Survey, Drydock and Internal Structural Examination Applicants (*only need three total letters*)

The letters of professional recommendation must be from non-relatives who are familiar with the type surveying work related to the credential you are seeking or who are able to provide evidence of your knowledge and experience working in the marine industry. These individuals should have known you for at least three years in a professional capacity and can speak to your qualifications and character. Please ensure their letters include their address, phone number, and email, as TVIB may contact the reference if additional information is needed. The letters can be included with your application or sent in directly from the reference to: [info@thetvib.org](mailto:info@thetvib.org). *The number of letters noted above are minimum requirements; additional may be included.*

**SECTION 5: Certifications and/or Licenses Held Relevant to Marine Surveying –**

*Possible courses include Non-Destructive Testing; Confined Space; ISO 9001 Lead Auditor, etc. Attach additional pages if necessary. Provide copies of all certifications and/or licenses as originals will not be returned. For previous Coast Guard service, provide qualifications completed with CG.*

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

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

**Additional Training Relevant to Marine Surveying (not required):**

1. Non-Destructive Testing training for correct interpretation of Ultrasonic Thickness Testing (*Attach copy of Certificate of Completion*) Completed: YES  NO
  
2. ABYC Standards Certification or equivalent  
Completed: YES  NO  Dates attended: From \_\_\_\_\_ To \_\_\_\_\_
  
3. ABYC Marine Electrical Certification or equivalent  
Completed: YES  NO  Dates attended: From \_\_\_\_\_ To \_\_\_\_\_
  
4. ABYC Marine Corrosion Certification or equivalent  
Completed: YES  NO  Dates attended: From \_\_\_\_\_ To \_\_\_\_\_

**SECTION 6: Maritime Experience** *(prior experience is not required for apprentices)*

TVIB Certified Surveyors\* must have four years of experience working on or around towing vessels or other relevant maritime experience, such as a Coast Guard marine inspector, professional engineer, naval architect or marine surveyor.

Apprentices may not have four years of maritime experience at the time of their application but will need to obtain the required four years of experience prior to moving to the certified status. TVIB will contact references listed below, but the applicant may request that we do not contact a current employer.

**Please describe in detail:**

1. Current Employer: \_\_\_\_\_

Employed From (Date): \_\_\_\_\_

Position Held: \_\_\_\_\_

Contact Person or Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number & Email Address: \_\_\_\_\_

Licenses Obtained/Held in this Position: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Is your work primarily shoreside or on a vessel? \_\_\_\_\_

May we contact this employer?     YES         NO

2. Company Name: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Contact Person or Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number & Email Address: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Company Name: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Contact Person or Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number & Email Address: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

4. Company Name: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Contact Person or Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number & Email Address: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**SECTION 7: Surveying History**

Surveyors without the NAMS Hull and Machinery Certification or the SAMS Tug and Barge Accreditation must provide evidence of conducting at least five surveys within the past three years. Only surveys conducted on commercial towing vessels will be considered. Other surveys, including cargo surveys, trip in tow surveys, draft surveys or surveys of recreational vessels will not be considered. Photos included as part of the survey report need not be included here. **A redacted survey OR a survey with the client's permission to release must be included as evidence.**

**General towing vessel surveys, including RCP vessel audits, conducted within past three years:** (required for all seeking the Annual Survey endorsement)

Client	Dates	Type of Survey	Survey Report Attached?

**Drydock and internal structural examinations conducted on towing vessels within past 3 years:** (required for all seeking the Drydock and Internal Structural Examination endorsement)

Client	Dates	Type of Survey	Survey Report Attached?

## 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 Surveyor Certification Subcommittee.

I swear that all information given in this submission is genuine and correct. Should I be accepted, I 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. 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 with TVIB's Code of Ethics.

After TVIB accepts my application, I will attend and successfully complete the relevant required certification training course pertaining to the credential I am seeking.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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

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[www.thetvib.org](http://www.thetvib.org)

**The section below is for TVIB Sponsors:** (An applicant must have someone other than him/herself as a sponsor.)

I, the undersigned, being a TVIB Certified Surveyor member in good standing, agree to sponsor \_\_\_\_\_ and to help the applicant navigate the surveyor application process, help the apprentice obtain and track their survey work history, serve as mentor in the apprentice's professional development as a surveyor, and provide the applicant with all necessary support in his/her pursuit of TVIB certification.

I have known the applicant for \_\_\_\_\_ years, and I believe from personal knowledge that the applicant is fit and competent to be certified as a TVIB Surveyor.

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/Surveyor #: \_\_\_\_\_

Sponsor Telephone (best number to call): \_\_\_\_\_

Sponsor Email Address: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_

Date: \_\_\_\_\_