



Subchapter M Audit and Survey Timelines

AUDITS				
	Event	Regulatory Required Frequency <i>(Allow ample time to ensure report distribution by deadline)</i>	Timeframe for Submitting to TVIB	Report Distribution Notes
INTERNAL	Internal Management Audit §138.310(a)	Annually - within 3 months of the anniversary date of the TSMS Certificate	N/A	Reports must be made available to TVIB upon request
	Internal Vessel Audit §138.310(b)	Annually	N/A	
EXTERNAL	External Management Audit §138.315(a)(1)	Prior to issuance of initial TSMS Certificate or subsequent renewals (every 5 Years)	Within 5 days of performing audit.	Must be submitted to TVNCOE within 30 days of audit completion (i.e., final report produced) §138.505(a)
	External Mid-Period Management Audit §138.315(a)(2)	Between the 27th and 33rd Month	Within 5 days of performing audit.	
	External Vessel Audit §138.315(b)(1), (2), and (3)	<u>Vessel Operated by TSMS Certificate Holder ≥6 Months</u> Prior to COI issuance & Once in 5 Years* <hr/> <u>Vessel Operated by TSMS Certificate Holder <6 Months</u> Within 6 months of COI issuance or COI amendment for change to the TSMS Certificate holder & Once in 5 years *	Within 5 days of performing audit <i>At least 30 days prior to scheduled COI issuance</i> <hr/> Within 5 days of performing audit <i>No later than 5 ½ months after COI issuance/amendment</i>	Must be submitted to OCMI within 30 days of audit completion (i.e., final report produced) §138.505(b)
		* Selected randomly and distributed evenly as possible (§138.315(b)(3)). Per CG-CVC Policy Letter 18-01 these will not start until July 21, 2022.		



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SURVEYS				
Event	Regulatory Required Frequency <i>(Allow ample time to ensure report distribution by deadline)</i>	Timeframe for Submitting to TVIB	Report Distribution Notes	
INTERNAL OR EXTERNAL SURVEY PROGRAM	Annual Survey §137.205 (External) §137.210 (Internal)	<p style="text-align: center;"><u>External Survey</u></p> <p style="text-align: center;">Within 5 days of conducting survey <i>(Corrective Action Plan within 10 days of TVIB initial report review)</i></p> <p style="text-align: center;"><i>(If used for COI application, submit at least 30 days prior to applying for COI)</i></p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;"><u>Internal Survey</u> **</p> <p style="text-align: center;">Within 30 days of conducting survey <i>(Corrective Action Plan submitted with survey report)</i></p> <p style="text-align: center;"><i>(If used for COI application, submit at least 30 days prior to applying for COI)</i></p>	Final report distributed to TPO Customer	
	Drydock/Internal Structural Examination (ISE)	<p style="text-align: center;"><u>Salt Water Service</u></p> <p style="text-align: center;">Twice every 5 years (exposed to salt water >6 months in ANY 12-month period since initial or last examination) §137.300(a)(1)</p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;"><u>Fresh Water Service</u></p> <p style="text-align: center;">Once in 5 years (NOT exposed to salt water >6 months in ANY 12-month period since initial or last examination) §137.300(a)(2)</p>	<p style="text-align: center;">As soon as possible upon completion of repairs Should not exceed 30 days from date of first visit to vessel</p> <p style="text-align: center;">At least 30 days prior to COI renewal</p>	Final report distributed to TPO Customer
	Underwater Survey In Lieu of Drydocking (UWILD) §137.335	Eligibility Requirements §137.335(a)	<p style="text-align: center;">As soon as possible upon completion of repairs Should not exceed 30 days from date of first visit to vessel</p> <p style="text-align: center;">At least 30 days prior to COI renewal</p>	Final report distributed to TPO Customer
** TVIB's Corrective Action Plan Working Group recommendations may create a slight adjustment				