

TVIB Audit/Survey Committee Meeting

Thursday May 8, 2025

1. Mission Statement:

The TVIB Audit/Survey Committee will take on tasks that are assigned by TVIB leadership and/or membership that will assist TVIB to ensure the quality, and integrity of audits and surveys while providing guidance to our members.

2. Current Objectives:

a. Objective #1: Evaluate the current Midperiod Management Audit Process and tools to determine if there are areas that can be improved.

i. Questions to answer:

1. Does Subchapter M allow a different scope audit for a midperiod vs a 5-year renewal.
 - a. Currently the process of doing a TVIB midperiod audit is the same as doing the 5-year renewal audit, can they be different?
2. If the scope of the midperiod audit was changed, what types of things would the audit focus on? Possible answers might be:
 - a. Look at changes to the TSMS since the last management audit.
 - b. Look at the Corrective Action Process
 - i. Verifying that findings have been addressed on other internal audits, surveys and external audits.
 - c. Look at a random sample of the following to ensure that they are completed in accordance with the company's TSMS:
 - i. Internal Audits that were completed
 - ii. Annual Surveys that were completed
 - iii. DD/ISE Surveys that were completed
 - iv. Emergency Drills
 - v. Training
 - d. Look at Accident/Incidents that have occurred since the last meeting and that they were handled in accordance with the TSMS.
3. If a new process is developed, we will need to develop a tool to use for conducting the audit.
 - a. Once that tool is developed it will need to be put into the electronic form process.

b. Objective #2: Consider developing a process that would allow a different type of annual survey report to be submitted to TVIB by a Surveyor in lieu of the annual survey checklist.

i. Questions to answer:

1. Does a surveyor need to check all the boxes on the survey document and provide that to TVIB as the report (basically this is how it works now)?
 - a. Possible options that could be considered in lieu of #1 above:
 - i. Does the surveyor check all the boxes on the survey document, keep that document for a period of time on file and submit a report to TVIB that says they checked all the boxes and lists the findings.
 - ii. Does the surveyor check all the boxes on the survey document and not keep that form but only send a report to TVIB that says they checked all the boxes and listed the findings.

ii. Automating the Survey Tool

1. TVIB is struggling with how to automate the tool (to make it like the audit tool) because of the complexities of the internal survey programs that most of the members use. This is a very heavy lift that would take a lot of time and money to develop.
2. If we choose a different path forward the TVIB reporting process might be easier to develop.
 - a. This might allow the findings to go directly into QuickBase and streamline the process for TVIB.