

**TOWING VESSEL INSPECTION BUREAU**

**The Recognized Professional Organization**

**of Marine Auditors and Surveyors**

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info@thetvib.org

**Drydock/Internal Structural Examination (ISE)
Internal Surveyor Application**

**This application is only for employees of current TVIB TPO customers** **who want to have the employee conduct Subchapter M Drydock/Internal Structural Examinations on their own towing vessels.**

This endorsement is available for individuals who have documented experience working with and understanding towing vessel construction, hull repair, maintenance, and/or surveys on drydock.

The endorsement allows individuals to conduct drydock and internal structural examinations in accordance with 46 CFR 137.330 **for their current employer only**. Their name will not appear on the TVIB website as available for hire, and there are no membership dues associated with the credential.

**INSTRUCTIONS FOR COMPLETING THE APPLICATION**

1. All answers must be typed, except for the signature requested, which may be conveyed electronically or handwritten. Handwritten forms will not be accepted.
2. All documents should be emailed to TVIB at: info@thetvib.org
3. Please submit copies of all documents requested. TVIB will not be able to return any documents to you.
4. While the review is pending, you may be required to participate in telephone interviews with a TVIB Operations Manager.
5. TVIB will send you a confirmation letter and the registration information for the next available certification class.
6. Please refer to the ***TVIB Drydock and Internal Structural Examination Certification Program*** for additional details surrounding the complete certification process.

**CHECKLIST OF ITEMS REQUIRED**

*Please use the checklist below to make sure you are including all necessary documents.* **TVIB will NOT begin the review until we have received ALL supporting documents.**

[ ]  High School Diploma/GED (or highest level of education completed)

[ ]  1 letter from current employer that is endorsing the individual to become an internal drydock/internal structural examination surveyor for that company

[ ]  Four years of work history and or military service working with towing vessel construction, hull repairs, welding, maintenance or other shipyard work directly related to towing vessels, and/or

[ ]  Four years of documented experience conducting drydock and internal structural examination surveys on towing vessels, including 5 towing vessel surveys within the past 3 years, including redacted survey reports.

[ ]  Copy of valid TWIC

[ ]  Copies of other certificates or licenses obtained

[ ]  Application is signed and dated

**SECTION 1: Personal Information**

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. 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: Letter from Employer**

Please provide a letter on company letterhead from your employer who is sponsoring your acceptance as an Internal Drydock/ISE Surveyor. The letter must confirm dates of employment and the company’s reason for supporting your qualifications for this credential.

**SECTION 4: 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.*

**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 (*optional*):**

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 5: Maritime Experience**

Subchapter M Drydock/ISE 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.

**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?

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 6: Surveying History**

A redacted survey OR a survey with the client’s permission to release should be included as evidence to support the list below.

Drydock and internal structural examinations conducted on towing vessels within past 3 years:

|  |  |  |  |
| --- | --- | --- | --- |
| Customer | Dates | Type of Survey | Survey Report Attached? |
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**SECTION 7: Code of Conduct Agreement**

**Purpose**
To communicate the integrity, objectivity, confidentiality, and competence expected of internal surveyors, as well as, to provide a means for them to pledge their commitment to these principles.

**Integrity**
The integrity of internal surveyors establishes trust and provides the basis for relying on their judgment. As an internal surveyor, I pledge to:

1. Perform my surveys with honesty, accuracy, fairness, and discretion.
2. Not engage in activities that might discredit the surveyor program, the company I represent, or TVIB.
3. Report survey results truthfully and disclose any unresolved diverging opinions.
4. Act in a professional and courteous manner, even under adverse conditions.

**Objectivity**Internal surveyors must be objective in gathering, evaluating, and communicating information about the vessels being examined. They must make a balanced and impartial assessment of all the relevant facts and not be unduly influenced by their interests as an employee of the company who has asked them to conduct the examination in making judgments. As an internal surveyor, I pledge to:

1. Not accept anything that may impair, or appear to impair, my judgment.
2. Include all the material facts to avoid any distortion of my survey report.

**Confidentiality**
Internal surveyors must respect the value and ownership of the information they receive and not disclose it without the appropriate authority, unless obligated for legal or professional reasons. As an internal surveyor, I pledge to:

1. Exercise discretion in the use and protection of the information acquired during my survey duties.
2. Not use the information for personal gain or in any way detrimental to TVIB or the company.

**Competence**
Internal surveyors must apply their knowledge, skills, and experience in the performance of their survey duties. As an internal surveyor, I pledge to:

1. Perform survey/examination activities only if I possess the necessary knowledge, skills, and experience.
2. Perform surveys in accordance with 46 CFR Subchapter M and the procedures and practices of TVIB and my company.
3. Continually improve my proficiency and the quality of my survey practices.
4. Assist other surveyors under my supervision to develop their survey skills.
5. Use my surveying knowledge to help improve the performance of my company’s internal survey program.
6. Prepare well for my survey/examination activities and report findings using verifiable evidence.

I agree to act in accordance with this Code of Conduct to uphold the integrity of my company’s internal survey program and the ethical standards of TVIB.

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

I consent that you may contact references, current and 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.

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**