



**USCG Office of Commercial Vessel Compliance (CG-CVC)
Mission Management System (MMS) Form (FM)**



Category	Domestic Vessel Inspections				
Title	Vertical Contract Audit Job Aid				
Serial	CVC-FM-007(1)	Orig. Date	22JUL19	Rev. Date	N/A

Date	
Recognized Org (RO) or Third Party Org (TPO):	
Name of RO or TPO Representative:	
Date of Last Internal Monitoring by RO or TPO:	
Associated Vessel or Company:	
Associated Vessel or Company IMO #:	
Statutory Certification, Service, or Delegated Function subject to VCA:	
Audit Location:	
USCG Lead Auditor:	
MISLE Activity #:	

Preparation	
Was the statutory certification, service, or other delegated function scheduled in accordance with the QMS process?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the assigned surveyor or auditor competent and qualified to perform the type of service being carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the assigned surveyor or auditor free from any conflict of interests as it relates to the services being carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Was the Coast Guard notified of the survey or audit in a timely fashion?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Did the surveyor or auditor review relevant supporting documentation, vessel and company files, survey status, SMS or TSMS history, relevant drawings, as applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will the surveyor or auditor use a checklist to complete the service being carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Was the surveyor or auditor provided any special instructions either by the flag Administration or the relevant head or regional office related to the service being carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the surveyor or auditor aware of any flag State policies related to the service being carried out (NVICs, Policy Letters, CVC-MMS-WIs, TPO Guidebook, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

