



National Highway Traffic Safety Administration
Office of Defects Investigation, NVS 217
1200 New Jersey Ave, SE
Washington, DC 20590
(202) 366-3348



Early Warning Reporting Account Application For EWR Identification and Password

*To be completed by all companies or manufacturers required to submit EWR data.
Please type or print legibly and return to the Office of Defects Investigation:*

Email odi.ewr@dot.gov
FAX (202) 366-7882

IMPORTANT NOTE FOR EQUIPMENT AND LOW VOLUME MOTOR VEHICLE MANUFACTURERS:

An EWR Account **WILL NOT BE ESTABLISHED** for motor vehicle equipment manufacturers or some low volume motor vehicle manufacturers until an incident involving one or more deaths is identified in a claim against and received by the manufacturer, or in a notice received by the manufacturer. Motor vehicle equipment and low volume motor vehicle manufacturers (whose aggregate number of vehicles manufactured for sale, offered for sale, imported or sold, in the United States, during the calendar year of the reporting period or either of the prior two calendar years is less than 500) are responsible only for the reporting of such death claims or notices to NHTSA. For the claim or notice to be reportable, it must allege or prove that the death was caused by a possible defect in the manufacturer's equipment or motor vehicle. The death must have occurred in the United States, or, if in a foreign country, involved equipment or motor vehicles that are identical or substantially similar to those sold in the United States (Refer to §579.27).

When a motor vehicle equipment or low volume motor vehicle manufacturer has a death claim or notice to report, the EWR Account Application must be completed and submitted to NHTSA together with a comment indicating that a death claim or notice must be reported. An EWR account will then be established and a manufacturer ID and account password created.

An EWR Account **WILL BE ESTABLISHED** for low volume motor vehicle manufacturers who sell or plan to sell motor vehicles in a foreign country that are identical or substantially similar to those sold in the United States. These manufacturers are responsible for providing NHTSA with an annual list of such vehicles, and an EWR Account Application must be completed and submitted (Refer to §579.11). Data on foreign sales are referenced on page 2 of the EWR Account Application.

Reporting Manufacturer's Account Information

Corporate Name (Reporting Manufacturer)				
Address (Line 1)				
Address (Line 2)				
City, State, Zip				
Country	United States <input type="checkbox"/> Other:			
Data Submission Format	Excel Format <input type="checkbox"/>		XML Format <input type="checkbox"/>	
Primary Contact ¹ (Name)				
Address (Street)				
Address (City, State, Zip,)				
Telephone Number	()	-		
Fax Number	()	-		
E-mail Address				
Secondary Contact (Name)				
Address (Street)				
Address (City, State, Zip,)				
Telephone Number	()	-		
Fax Number	()	-		
E-mail Address				

Please see pages 4 & 5 for directions on completing the EWR Account Application

¹ EWR Account ID and Temporary Password will be sent only to the primary contact.

	<i>Reporting Manufacturer</i>	<i>Parent Corporation (if applicable)</i>	<i>Other Affiliate(s) and Relationship (if applicable)</i>
Name			
Address			
Primary Contact			
Contact Telephone Number		() -	() -
Contact E-mail Address			
Brief Description of Product			
Intended Reporting Categories ²			
Approximate Annual Production			
Do you sell or distribute Substantially Similar Vehicles in foreign countries?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
For reporting categories including Tires, Child Restraint Systems, or Equipment: if entity is less than 5 years old, when did production begin (mm/yy)?			
For all other reporting categories: if entity is less than 10 years old, when did production begin (mm/yy)?			

Directions for Completing the EWR Account Application

<u>Heading</u>	<u>Required Data</u>
Corporate Name	Provide the name of manufacturer reporting EWR information.
Address, City, State, Zip Code and Country	Provide the primary address of reporting manufacturer.
Data Submission Format	Indicate the intended format in which EWR submissions (templates) will be prepared – either Excel (spreadsheet) or XML (extensible markup language).
Primary Contact (Name)	Provide the name (First, MI, Last) of the individual to serve as the manufacturer’s primary contact for EWR. This individual should be familiar with the company’s EWR submission and will serve as ODI’s point of contact regarding all EWR inquiries. NOTE – The EWR account ID and temporary password will be sent to this individual <u>only</u> .
(Primary) Contact Address, Telephone/FAX Number and Email Address	Indicate the mailing address, daytime phone number and FAX number for the primary contact individual. Also, include an email address for this person (whenever possible, electronic communication is preferred).
Secondary Contact (Name)	Provide the name (First, MI, Last) of the individual to serve as the secondary or back up to the manufacturer’s primary contact for EWR. This individual should also be familiar with the company’s EWR submission and will serve as ODI’s second point of contact regarding all EWR inquiries. NOTE – The EWR account ID and temporary password issued by ODI will <u>not</u> be sent to this individual. The <u>manufacturer</u> may provide this person with the information, if desired.
(Secondary) Contact Address, Telephone/FAX Number and Email Address	Indicate the mailing address, daytime phone number and FAX number for the secondary contact individual. Also, include an email address for this person (whenever possible, electronic communication is preferred).

Page 3 Data

<u>Heading</u>	<u>Required Data</u>
Reporting Manufacturer [Column One]	Provide answers to the questions explained below. This data will be used solely to assist ODI with creating the EWR account.
Brief Product Description	Provide a brief description of the types of products manufactured, upon which reporting will be based (i.e., “enclosed cargo trailer” or “boat trailer”). For motor vehicle equipment, describe with sufficient detail to clearly illustrate the function or applicability of the equipment (i.e., “door hinge”, as opposed to “structural component”).

Heading

Required Data

Intended Reporting Category²

Identify all reporting categories for which EWR information will be submitted, choosing from the following: light vehicles, medium-heavy vehicles/buses, motorcycles, trailers, tires, child safety systems, equipment, or low volume (below threshold) vehicle production.

Approximate Annual Production (per Reporting Category)

State the approximate total aggregate annual production for each reporting category listed.

Distribute/Sell **Substantially Similar** Vehicles in Foreign Countries as Those Sold in the U.S.

Indicate (Yes/No) whether or not the reporting manufacturer distributes or sells vehicles in foreign countries that are identical or substantially similar to any vehicles sold in the U.S.

Year/Month Production Began for Manufacturers of **Tires and Child Restraint Systems** Less Than 5 Years Old

For manufacturers of tires or child restraint systems that began production or were acquired less than 5 years ago, identify the month and year that production began or liability was assumed.

Year/Month Production Began for Vehicle Manufacturers Less Than 10 Years Old

For vehicle manufacturers that began production or were acquired less than 10 years ago, identify the month and year that production began or liability was assumed.

Parent Corporation [Column Two]

In the appropriate column identify: any corporation which the reporting manufacturer is a subsidiary or division of, or an importer/distributor for (including foreign companies). Include the parent corporation's name, full mailing address, and primary contact person, including that individual's telephone number and email address, and the reporting manufacturer's relationship to the parent corporation. Provide answers to the subsequent questions as described above. Page 2 may be duplicated if additional columns are required.

Other Affiliate(s) and Relationship [Column Three]

In the appropriate column identify: any subsidiary, division, brand name, or importer/distributor(s) for which the reporting manufacturer intends to submit EWR information. Include the company's name, full mailing address, and primary contact person, including that individual's telephone number and email address, and its relationship to the reporting manufacturer. Provide answers to the subsequent questions as described above. Page 2 may be duplicated if additional columns are required.

Refer to 49 CFR §579 Subpart C for additional information on the submission of EWR reports.