

Voluntary Disclosure Reporting Program (VDRP) [For Repair Stations]

Introduction Guide
July 2010

Contents

FAA Inspector/Regulated Entity Activities	4
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Stage 1:	Creating a New Self Disclosure	4
Stage 2:	Initial Notification Response	10
Stage 3:	Written Report	14
Stage 4:	Written Report Review	24
Stage 5:	Surveillance	28
Stage 6:	Inspector Signoff	31

NOTE: THIS VDRP INTRODUCTION GUIDE IS APPLICABLE TO U.S. CERTIFICATED AIR CARRIERS OPERATING UNDER 14 CFR PART 145. ALL SUCH OPERATORS ARE REQUIRED TO UTILIZE THE WEB-BASED VDRP FOR ALL VOLUNTARY DISCLOSURES.

INSPECTOR/REGULATED ENTITY ACTIVITIES

The next six exercises highlight the FAA Inspector and Regulated Entity activities as it relates to VDRP.

STAGE 1: CREATING A NEW SELF DISCLOSURE

The objective of this review is to enable the user to successfully log into the web-based VDRP as a Regulated Entity and create a new self-disclosure.

PREREQUISITES

Before a representative of the Regulated Entity can access the web-based VDRP, he/she must be assigned a user ID and password by a Principal Inspector with responsibility for oversight of that regulated entity.

User ID: Enter UserID as assigned
Password: Enter Password as assigned

PROCEDURE


Perform the following steps to log into the VDRP application:

1. Enter the following VDRP-designated URL in the **Address** field of Internet Explorer:

<https://av-info.faa.gov/vdrp>

The **VDRP Login** page will appear as follows:

Figure 1: VDRP Login Page

2. Type your assigned User Name in the **User ID** field, then press the TAB key.
3. Type your assigned password in the **Password** field and click .

If it is your first time logging in, you will get a password confirmation screen which will require you to provide a new password and complete and/or verify the data contained in your user profile.

4. Click the **Create SD** link on the left side of the screen.

The VDRP Self Disclosure page displays:




Stage	Required Form	Responsible Person
1	Initial Notification (create SD)	Regulated Entity
2	Initial Notification Response	FAA Inspector
3	Written Report	Regulated Entity
4	Written Report Review	FAA Inspector
5	Surveillance	FAA Inspector
6	Inspector Signoff	FAA Inspector

Figure 2: VDRP Self Disclosure List Page Regulated Entity View

The **VDRP Self-Disclosure List** page shows a listing of all new self-disclosures associated with your organization. Navigational tabs are also displayed, allowing you to view and access Open, Closed, and Rejected self-disclosures.

5. Click on the **Create SD** link on the upper left side of the screen. The **Initial Notification** screen appears.

Figure 3: Initial Notification Screen

6. Type a title for your report in the **Subject** field and press **Tab**.
7. Select the date of notification in the **Notification Date** field manually or using Calendar Icon  .
8. Enter the time of notification in the **Notification Time** field.
9. Enter a brief description of the apparent violation in the list box.
10. Click  . The information you entered has now been saved, and a new Notification ID and SD Title are generated.
11. Click the  tab, to navigate to the next page. The **Initial Notification Action** Screen appears.

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Voluntary Disclosure Reporting Program – VDRP

Stage 1: Initial Notification

Click on each tab to complete all fields required for the Initial Notification form.

1-Violation 2-Action 3-Verify 4-Submit

* indicates a required field.

Notification ID **5445** SD Title **Test disclosure**

Complete the following required field(s) and click **Save Page**:

Briefly describe action taken after apparent violation was detected:

Enter the immediate action taken after the violation.

You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the **Submit** button on the Submit Tab form to send the form to an FAA Inspector for review and approval.

Click **Save Page** before you continue.

Save Page

Figure 4: Initial Notification Action Screen

12. In the text field, enter text explaining the action taken after a violation was detected.
13. Click the **Save Page** button.
14. Click **3-Verify**. The Initial Notification Verify screen appears.

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Voluntary Disclosure Reporting Program – VDRP

Stage 1: Initial Notification

Click on each tab to complete all fields required for the Initial Notification form.

1-Violation 2-Action 3-Verify 4-Submit

* indicates a required field.

Notification ID **5445** SD Title **Test disclosure**

Complete the following required field(s) and click **Save Page**:

Did Non-Compliance Cease after Detection? ☐ Yes ☐ No

Is an evaluation underway to determine if there are any Systemic Problems? ☐ Yes ☐ No

Will the Written Report be submitted within 10 working days? ☐ Yes ☐ No

Was the Apparent Violation Discovered During Air Carrier Evaluation Program (ACEP)? ☐ Yes ☐ No

Was the Apparent Violation Discovered as the result of an Aviation Safety Action Program (ASAP) Report? ☐ Yes ☐ No

Media Used to Notify Self Disclosure

Further clarification of above:

You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the **Submit** button on the Submit Tab form to send the form to an FAA Inspector for review and approval.

Click **Save Page** before you continue.

Save Page

Figure 5: Initial Notification Verify Screen

15. Answer each question by selecting either Yes or No.

16. Select the appropriate option from the drop-down options to indicate the, “Media Used to Notify Self-Disclosure” option field.

17. Type additional sample explanatory text, in the clarification text field and click the

Save Page

button.

4-Submit

18. Click , which will display the Initial Notification Submit screen.

Figure 6: Initial Notification Submit Screen

19. Select the appropriate business category. Select “Help” in upper right corner of the page to determine the appropriate selection for your business.

20. Select the name of the Principal Inspector most likely to be responsible for handing the initial review and acceptance of the disclosure being submitted.

21. Enter your **Last Name** in this box.

22. Enter your **First Name** in this box.

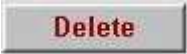
23. Enter your email address (or company phone number if no email address) in the “Contact Information” box

24. Upload the required letter by use of the **Browse...** button to select the desired file

and upload the document via selection of the **Upload** button.

NOTE: THE UPLOAD FUNCTION IS ALSO AVAILABLE FOR ATTACHMENT OF ANY FILE, PHOTOS OR OTHER DOCUMENT WHICH WILL AID THE FAA IN MAKING A DETERMINATION REGARDING ACCEPTANCE OF THE VOLUNTARY DISCLOSURE.

25. Click the **Save Page** button.

NOTE: THE  BUTTON ALLOWS THE REGULATED ENTITY TO DELETE THE CASE IN INITIAL NOTIFICATION STAGE BEFORE SENDING IT TO FAA INSPECTOR.

26. Click the  button.

A VDRP Confirmation screen appears.

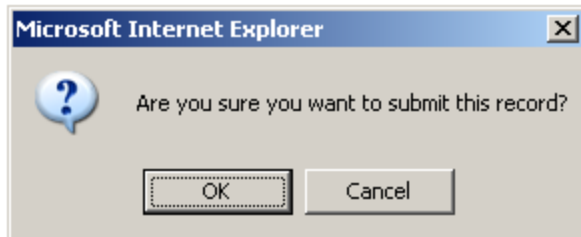


Figure 7: VDRP Confirmation Screen

27. Click **OK**. A VDRP Record Submission screen appears



Figure 8: VDRP Record Submission Screen

If all information was entered correctly, VDRP confirms record submission and automatically generates an email for all pertinent parties. If the information was not entered completely or correctly VDRP identifies that data, and you will be prompted to make the necessary corrections.

STAGE 2: INITIAL NOTIFICATION RESPONSE

The objective of this lesson is to successfully log into VDRP as a FAA Inspector and respond to a previously created self disclosure. This stage is called Initial Notification Response. Upon completion of this stage, an email is generated and automatically sent to the Regulated Entity of record.

PREREQUISITES

Before an FAA Inspector can access VDRP, they must be assigned a user ID and password. Principal Inspectors have access based on their assignment as a PI in WebOPSS. Principals needing access to the system should contact the VDRP User Support at (877) 287-6731. Other inspectors are granted access to VDRP by a PI with authority on the Certificate(s) they will work.

PROCEDURE

Perform the following steps to log into the VDRP application:

Enter the VDRP address URL into Internet Explorer: <https://av-info.faa.gov/vdrp>

User ID: Enter UserID as assigned

Password: Enter Password as assigned

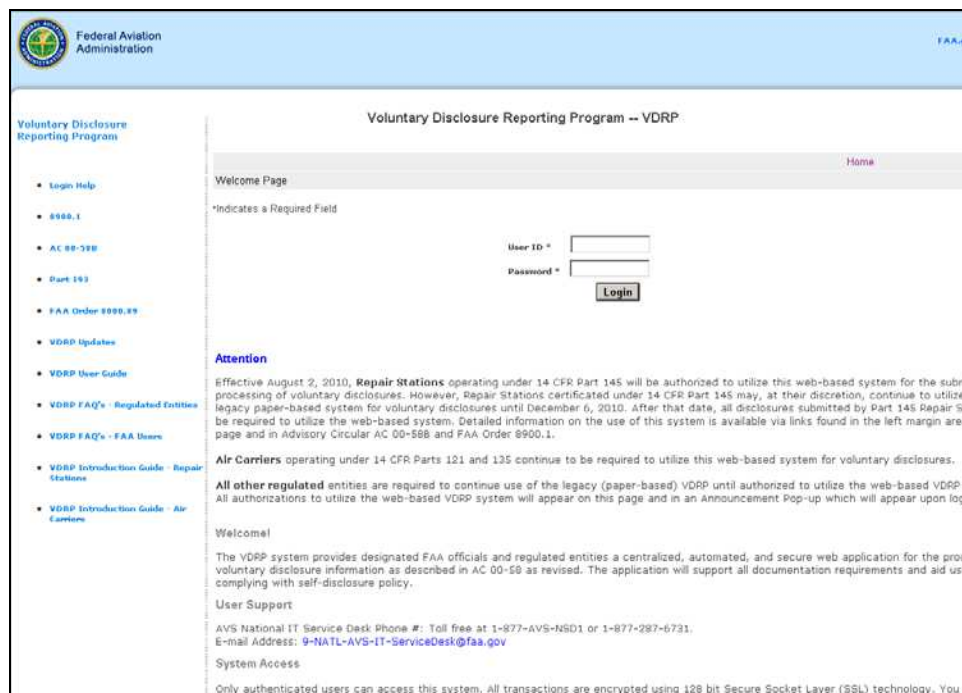
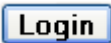
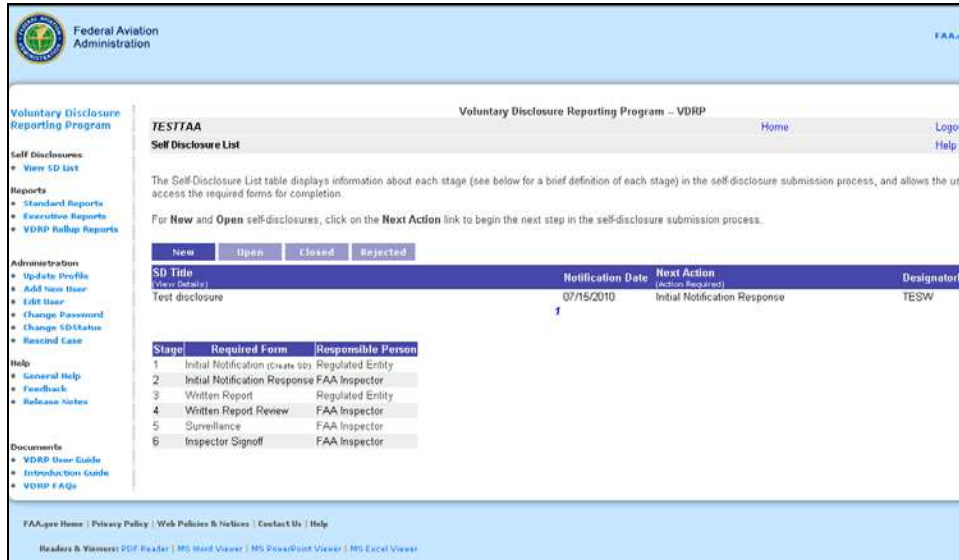
The screenshot shows the VDRP (Voluntary Disclosure Reporting Program) login page. At the top, there is a header with the Federal Aviation Administration logo and the text "Federal Aviation Administration" and "FAA.gov". Below the header, the page title is "Voluntary Disclosure Reporting Program -- VDRP". On the left side, there is a navigation menu with links: "Login Help", "8900.1", "AC 89-58B", "Part 145", "FAA Order 8900.29", "VDRP Updates", "VDRP User Guide", "VDRP FAQ's - Regulated Entities", "VDRP FAQ's - FAA Users", "VDRP Introduction Guide - Repair Stations", and "VDRP Introduction Guide - Air Carriers". The main content area is titled "Welcome Page" and includes a "Home" link. It features a login form with fields for "User ID" and "Password", and a "Login" button. Below the login form, there is an "Attention" section with text regarding the transition to the web-based system for repair stations and air carriers. At the bottom, there is a "User Support" section with contact information for AVS National IT Service Desk.

Figure 9: VDRP Login Page

1. Type your assigned User Name in the **User ID** field, then press the TAB key.
2. Type your assigned password in the **Password** field and click  .
3. Click the **View SD List** on the left side of the screen.



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Voluntary Disclosure Reporting Program – VDRP

Self Disclosure List

The Self-Disclosure List table displays information about each stage (see below for a brief definition of each stage) in the self-disclosure submission process, and allows the user to access the required forms for completion.

For **New** and **Open** self-disclosures, click on the **Next Action** link to begin the next step in the self-disclosure submission process.

SD Title	Notification Date	Next Action	Designator
Test disclosure	07/15/2010	Initial Notification Response	TESW

Stage Required Form Responsible Person

1	Initial Notification (created by)	Regulated Entity
2	Initial Notification Response	FAA Inspector
3	Written Report	Regulated Entity
4	Written Report Review	FAA Inspector
5	Surveillance	FAA Inspector
6	Inspector Signoff	FAA Inspector

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Readers & Viewers: PDF Reader | MS Word Viewer | MS PowerPoint Viewer | MS Excel Viewer

Figure 10: VDRP Self Disclosure List Page FAA View

The **VDRP Self-Disclosure List** page shows a listing of all new self-disclosures that associated with certificate holders to whom the FAA inspector is assigned. Navigational tabs are provided to, allowing you to view and access New, Open, Closed, and Rejected self-disclosures.

4. The SD List page will open to the “New” Tab. Click **Initial Notification Response** link, in the Next Action column, next to **Test Self disclosure**. The first page of the **Initial Notification Response** screen appears.

Figure 11: Initial Notification Response Screen

5. Select the name of the Principal Inspector (PAI, POI or PMI) reviewing the case from the drop-down in the **Name of approving Inspector** field.
6. Type today's date in the **Specify the Investigation Commence Date** field.
7. Click the **Yes** radio button in the **Is this a Valid Self Disclosure** field.

If the submission is deemed valid, select the “Yes” button. If the FAA Inspector noted missing information, invalid data or has a basis for rejecting the disclosure, select the “No” option and the text field should be completed with explanatory information in the **Explain here, if this is not a Valid Self Disclosure** field.

NOTE: IF THE FAA INSPECTOR SELECTS THE “NO” OPTION FOR “IS THIS A VALID SELF DISCLOSURE”

FIELD, ENSURE THAT THE **Send Back** BUTTON IS DISABLED. IF THE DISCLOSURE IS INVALID, FAA USER SHOULD NOT SEND THE CASE BACK TO THE REGULATED ENTITY.

THE “SEND BACK” BUTTON IS TO BE USED TO RETURN THE CASE TO THE REGULATED ENTITY FOR EDITING AND RE-SUBMISSION

8. Optionally, upload any supporting files/documents if needed using **Browse...** button to select the desired file and upload the document via **Upload** button.
9. Click the **Save Page** button.

NOTE: USING THE **Send Back BUTTON, THE FAA INSPECTOR SENDS THE**

CASE BACK TO REGULATED ENTITY FOR ANY REVISIONS OR ATTACHEMENTS. RETURN OF THE FILE ALSO RETURNS THE FILE TO THE INITIAL NOTIFICATION STAGE FOR COMPLETION AND RESUBMISSION BY THE REGULATED ENTITY.



10. Click . A VDRP confirmation screen appears.

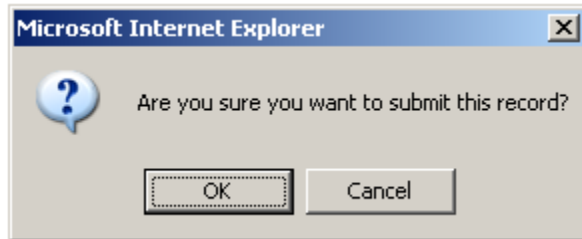


Figure 12: VDRP Confirmation Screen

11. Click **OK**. Another confirmation screen appears with tracking data and email confirmation information.

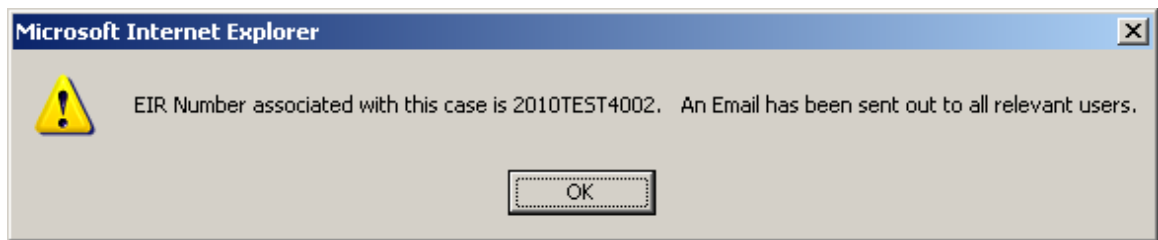


Figure 13: INR Submission Confirmation Screen

12. Click **OK**.
This concludes Stage 2, Initial Notification Response Part 1.

STAGE 3: WRITTEN REPORT

The third stage of the VDRP process is Written Report. This stage provides more detail about the self disclosure and must be completed by the Regulated Entity.

PROCEDURE

LOGIN TO VDRP

URL: <https://av-info.faa.gov/vdrp>

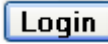
User ID: Enter UserID as assigned

Password: Enter Password as assigned

The VDRP Login page displays:

The screenshot shows the VDRP Login page. The header includes the FAA logo and the title 'Voluntary Disclosure Reporting Program -- VDRP'. The left sidebar lists various links related to the program. The main content area features a 'Welcome Page' with a 'User ID' field, a 'Password' field, and a 'Login' button. Below the login fields is an 'Attention' section with text about the system's use by Repair Stations and Air Carriers. At the bottom, there is a 'User Support' section with contact information for AVS National IT Service Desk and a 'System Access' section stating that only authenticated users can access the system.

Figure 14: VDRP Login Page

1. Type your assigned User Name in the **User ID** field, then press the TAB key.
2. Type your assigned password in the **Password** field and click .
3. Click on the **View SD List** link on the left side of the screen.

The VDRP Self Disclosure page displays:

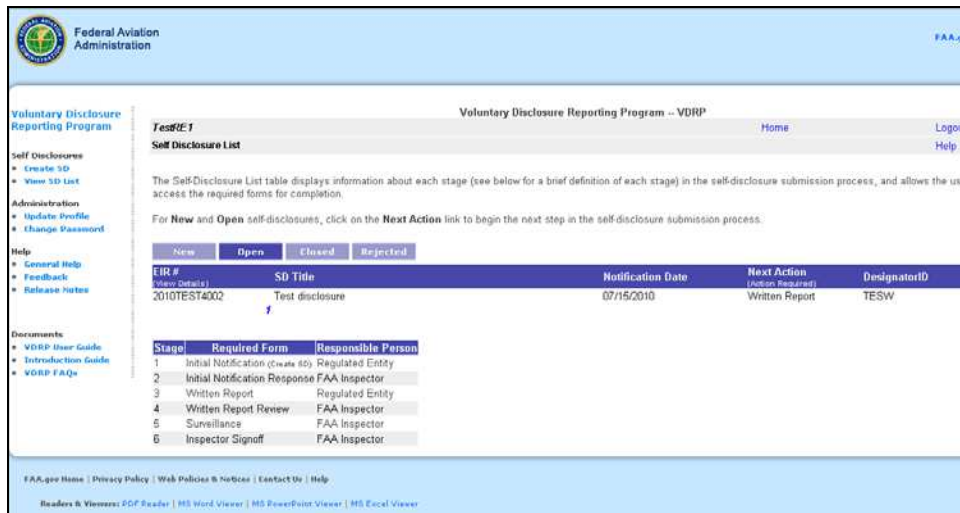



Figure 15: VDRP Self Disclosure List Page FAA View

Upon entry, the **VDRP Self-Disclosure List** page shows a listing of all new self-disclosures that relate to your organization. Navigational tabs are also displayed, allowing you to view and access Open, Closed, and Rejected self-disclosures.

4. Click on the  icon tab. The current list of VDRP open self-disclosures appears.
5. Click on **Written Report** in the Next Action column next to the **Test Self disclosure**. The first page of the **Written Report** screen appears.

1-General	2-Description	3-Summary	4-Action	5-Analysis	6-Comp. Fix	7-Equipment	8-Submit
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* indicates a required field. Designator: Review Cycle:

EIR Number: SD Title:

Complete the following required field(s) and click **Save Page**:

Written Report Date

Certificate Type*

Company Name*

Company Address*

City*

State*

Zip Code*

For the purpose of identifying responsible personnel, please check the box for the activity below and type in the information requested for that activity (Note: if the same person will be used for multiple activities, check those activities first, then enter the requested information for the first selected such activity only):

	Activity	Last Name	First Name	Position	Phone	PhoneExt	Email
<input type="checkbox"/>	Immediate Action						
<input type="checkbox"/>	Comprehensive Fix						
<input type="checkbox"/>	Discovered Alleged Violation						
<input checked="" type="checkbox"/>	Filing Report						
<input type="checkbox"/>	Monitoring Implementation of Fix						

Last Name*

First Name*

Position*

Phone Number* Ext.

Email*

You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the **Submit** button on the Submit Tab form to send the form to an FAA Inspector for review and approval.

Click **Save Page** before you continue. **Save Page**

Figure 16: Written Report Screen

There are eight tabs that contain screens that have to be updated for this stage.

Certificate Data (Name, Address, etc., should be pre-populated from the WebOPSS database, but the data must be checked by the RE User for accuracy and entered if incorrect or absent.

6. Under the **General** tab, from the **Certificate Type** field, select the certificate type that most closely reflects the type of certificate held by your office. For the purposes of this exercise, select **Other**.
7. Enter the **Company Name** field.
8. Enter the **Company Address** field.
9. Enter **City**.
10. Enter **State** from drop-down list.
11. Enter **Zip Code**.
12. Select the checkboxes appropriate to the individual whose name is being entered. Thus, if one individual will be responsible for all listed activities, check all activities, then enter the Individual's name, position and contact data. Having checked multiple boxes will preclude having to enter the same data multiple times.

13. Once the checkbox or checkboxes applicable to the individual have been checked, complete the name and contact data. If each activity is associated with a different individual, each will require completion of the name and contact data and will require the user to check a box and then enter the applicable individual's data.
14. Enter the individual's **Last Name**.
15. Enter the individual's **First Name**.
16. Enter the individual's **Position**.
17. Enter the individual's **Phone Number** and extension if applicable.
18. Enter the individual's Email address.

19. Click the **Save Page** button.

20. Click the **2-Description** Tab. The Description Screen appears, with some populated data.

Figure 17: Written Report Description Screen

For this exercise we will specify a FAR (Federal Aviation Regulation) to associate the violation with. To specify a FAR, perform the following steps, and then continue with the remaining steps to complete this exercise.

21. Click the **Select FAR** button. A FARs list box appears.
22. Select a FAR from the the listbox.

Hint: Begin typing the FAR number you wish to enter (e.g. entering 121 will limit the list to only 121 regulations, or entering 121.3 will limit the list to those regulations which begin with 121.3 through 121.399. Entering a portion of the regulation will significantly speed the selection process.

Note: This might take a few minutes for the listbox to populate.

23. Once the appropriate FAR is displayed on the list, select it from the list.

Add FAR

24. Click the button. The FAR is displayed on the page.
25. If additional FAR's are to be cited, repeat the process until all applicable FAR's have been added and then proceed to the next step.
26. Enter the date when the apparent violation was discovered as the **Date Discovered**.
27. Select the **Time Discovered**.
28. Enter the **Location of Discovery** field.
29. Enter the cycles and/or select the time the violation remained undetected.
30. Enter **Last Name** of individual who discovered the apparent violation.
31. Enter **First Name**.
32. Enter **Position** of individual.
33. Enter the **Phone Number** and extension if applicable.
34. Enter the email address of the individual.

Save Page

35. Click the button.

3-Summary

36. Select the tab. The **Written Report Summary** Screen displays.

Voluntary Disclosure Reporting Program - VDRP

TestSE1

Stage 3: Written Report

Click on each tab to complete all fields required for the Written Report form.

1-General 2-Description 3-Summary 4-Action 5-Analysis 6-Comp. Fix 7-Equipment 8-Submit

* indicates a required field. Designator: TFSW. Review Cycle: 0

EIR Number: 2010TEST4002 SD Title: Test disclosure

Complete the following required field(s) and click **Save Page**.

Provide a detailed summary of the violation*

Spell Check

RISK ASSESSMENT MATRIX(RAM):
Determine the severity (Catastrophic - death or severe damage; Critical - severe injury or substantial damage; Marginal - minor injury or damage; Negligible - incident/occurrence with no injury or damage) and the likelihood of occurrence (Frequent - likely to occur often; Occasional - likely to occur sometimes; Remote - unlikely to occur or would seldom occur.) In the table, move to where your determinations intersect and select; this gives you the level of safety risk.

LIKELIHOOD	SEVERITY			
	Catastrophic	Critical	Marginal	Negligible
Frequent	<input type="radio"/> High	<input type="radio"/> High	<input type="radio"/> Moderate	<input type="radio"/> Moderate
Occasional	<input type="radio"/> High	<input type="radio"/> Moderate	<input type="radio"/> Moderate	<input type="radio"/> Low
Remote	<input type="radio"/> Moderate	<input type="radio"/> Moderate	<input type="radio"/> Low	<input type="radio"/> Low

You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the **Submit** button on the Submit Tab form to send the form to an FAA Inspector for review and approval.

Click **Save Page** before you continue. **Save Page**

Figure 18: Written Report Summary Screen

37. Enter a detailed summary of the incident in the Summary Violation field.
Note: You may cut and paste text into this box or edit within the box.
38. Complete the Risk Assessment Module by selecting the appropriate button in the Risk Assessment Table for the likelihood or occurrence and potential severity posed by the violation(s) as presented in this disclosure.
39. Click the **Save Page** button.

4-Action

40. Select the button. The **Written Report Action** screen appears.

The screenshot displays the 'Voluntary Disclosure Reporting Program -- VDRP' interface. The user is logged in as 'Test#RE1'. The current stage is 'Stage 3: Written Report'. The form is divided into several sections: 'General' (Designator: TESW, Review Cycle: 0), 'Description' (EIR Number: 2010TEST4002, SD Title: Test disclosure), and 'Action' (Immediate Action Date, Description of Immediate Action). The 'Regulated Entity Responsible for Immediate Action' section includes fields for Last Name, First Name, Position, Phone Number, and Email. A 'Save Page' button is located at the bottom right of the form.

Figure 19: Written Report Action Screen

41. Enter the **Action Date**.
42. Enter descriptive text for the action in the Description field.
43. Enter the individual's **Last Name**.
44. Enter the individual's **First Name**.
45. Enter the individual's position title in the **Position** field.
46. Enter the individual's **Phone Number** and extension if applicable.
47. Enter the individual's **Email** address.
48. Click the **Save Page** button.
49. Select the **5-Analysis** button. The **Written Report Analysis** screen appears.

Voluntary Disclosure Reporting Program -- VDRP

TestRE1

Stage 3: Written Report

Click on each tab to complete all fields required for the Written Report form.

1 General 2 Description 3 Summary 4 Action 5 Analysis 6 Comp. Fix 7 Equipment 8 Submit

* indicates a required field. Designator: TESW Review Cycle: 0

EIR Number: 2010TEST400Z SD Title: Test disclosure

Complete the following required field(s) and click **Save Page**:

Summary of Analysis* Spell Check

Reason why the violation was inadvertent*

Supporting Evidence*

You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the **Submit** button on the Submit Tab form to send the form to an FAA Inspector for review and approval.

Click **Save Page** before you continue. Save Page

Figure 20: Written Report Analysis Screen

50. Enter a summary of your root-cause analysis.
51. Enter a brief summary of why the event should be considered accidental or inadvertent.
52. Enter any supporting evidence for the conclusion that the event was accidental.
53. Click the Save Page button.
54. Select the 6-Comp. Fix tab. The **Written Report Comprehensive Fix** screen appears.

Federal Aviation Administration

Voluntary Disclosure Reporting Program -- VDRP

TestRE1

Stage 3: Written Report

Click on each tab to complete all fields required for the Written Report form.

1 General 2 Description 3 Summary 4 Action 5 Analysis 6 Comp. Fix 7 Equipment 8 Submit

* indicates a required field. Designator: TESW Review Cycle: 0

EIR Number: 2010TEST400Z SD Title: Test disclosure

Complete the following required field(s) and click **Save Page**:

Click **Add Step** to display the required fields, then complete the fields that display to define the proposed steps for fixing the violation conditions.

Comprehensive Fix Detailed Description*

No Comprehensive Fix Steps created

Add Step

Figure 21: Written Report Comprehensive Fix Screen

Add Step

55. Click the **Add Step** button. The Written Report Comprehensive Screen with additional steps appears. This provides for dividing the implementation of the corrective action into detailed steps.

The screenshot shows the 'Voluntary Disclosure Reporting Program - VDRP' interface. The main heading is 'Stage 3: Written Report'. Below this, there are instructions to click on each tab to complete all fields required for the Written Report form. A row of tabs is visible: 1-General, 2-Description, 3-Summary, 4-Action, 5-Analysis, 6-Comp. Fix (selected), 7-Equipment, and 8-Submit. The '6-Comp. Fix' tab contains the following fields and instructions:

- * indicates a required field. Designator: YESW. Review Cycle: 1
- EIR Number: 2010TEST4002. SD Title: Test disclosure.
- Complete the following required field(s) and click **Save Page**.
- Click **Add Step** to display the required fields, then complete the fields that display to define the proposed steps for fixing the violation conditions.
- Comprehensive Fix Detailed Description*: No Comprehensive Fix Steps created.
- Complete the following fields for each comprehensive fix step you add:
 - Task Name* (text input)
 - Fix Begin Date* (date input)
 - Fix End Date* (date input)
 - Comprehensive Fix Detail Description* (large text area)
- Regulated Entity Responsible for Implementing Fix:
 - Last Name* (text input, populated with 'Test Lastname')
 - First Name* (text input, populated with 'Test Firstname')
 - Department (text input)

At the bottom, there is a note: 'You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the **Submit** button on the Submit Tab form to send the form to an FAA Inspector for review and approval.' Below this note are buttons for 'Click Save Page before you continue.', 'Save Page', and 'Cancel'.

Figure 22: Written Report Comprehensive Fix Screen with Additional Steps

Note: The Comprehensive Fix may have only one step to address the identified deficiencies or it may have many steps. The system allows for addressing multiple unique steps with differing beginning and start dates.

56. Enter the **Task Name**.
57. Enter the **Task Fix Beginning Date**.
58. Enter the **Fix End Date**.
59. Enter a description of the Comprehensive Fix in the next field.
60. The **Last Name** field is populated from General tab field.
61. The **First Name** field is populated from General tab field.
62. Click the **Save Page** button. The Comprehensive Fix screen appears.

Voluntary Disclosure Reporting Program -- VDRP

Home Logout View/Print Help

Test#1
Stage 3: Written Report

Click on each tab to complete all fields required for the Written Report form.

1-General 2-Description 3-Summary 4-Action 5-Analysis 6-Comp. Fix 7-Equipment 8-Submit

* indicates a required field. Designator: TESW Review Cycle: 1

EIR Number: 2010TEST4002 SD Title: Test disclosure

Complete the following required field(s) and click **Save Page**:

Click **Add Step** to display the required fields, then complete the fields that display to define the proposed steps for fixing the violation conditions.

Comprehensive Fix Detailed Description*

Step	Begin Date	End Date	Edit	Delete
Test Task	7/6/2010	7/13/2010	Edit	Delete

Add Step

Figure 23: Written Report Comprehensive Fix Screen with Edited Step

63. Click the **7 - Equipment** tab. The **Written Report Equipment** screen appears.

Voluntary Disclosure Reporting Program -- VDRP

Home Logout View/Print Help

Test#1
Stage 3: Written Report

Click on each tab to complete all fields required for the Written Report form.

1-General 2-Description 3-Summary 4-Action 5-Analysis 6-Comp. Fix 7-Equipment 8-Submit

* indicates a required field. Designator: TESW Review Cycle: 2

EIR Number: 2010TEST4002 SD Title: Test disclosure

Complete the following required field(s) and click **Save Page**:

When you select an Equipment Type, a list of links displays for you to choose the Equipment Model that corresponds to the type of equipment selected.

Select equipment Type* **Get**

Once you select the desired Model, Click the **Get** button to fill the Make, Group and Model fields.

Select desired model* **Get**

Equipment Make

Equipment Group

Use may enter multiple Registration Numbers if registration numbers are separated by a comma. (e.g. N4500M, N4510M, N4520M, etc.)

Aircraft Registration Number

Aircraft Serial Number

Equipment Model*

Click **Save Page** before you continue. **Save Page**

Figure 24: Written Report Equipment Screen

64. Enter the **Equipment Type**.
65. Enter the **Aircraft Registration Number** and **Aircraft Serial Number**.
66. Click the **Save Page** button.
67. Click the **8 - Submit** tab. The **Written Report Submit** screen appears.

Voluntary Disclosure Reporting Program - VDRP

TestRE1 Home Logged
Stage 3: Written Report View/Print Help

Click on each tab to complete all fields required for the Written Report form.

1 General 2 Description 3 Summary 4 Action 5 Analysis 6 Comp. Etc 7 Equipment 8 Submit

* indicates a required field. Designator: TESW Review Cycle: 1

EIR Number: 2010TEST4002 SD Title: Test disclosure

Complete the following required field(s) and click **Save Page**:

You can upload any file attachments that support this self-disclosure. Click **Browse**, select the desired file, then click **Upload**.

(You can view the uploaded file(s) also in the Self-Disclosure Details Page after the Written Report is submitted. (Click the View SD List link, then click the corresponding EIR Number link to go to the Written Report of course to view all files attached to this Written Report.)

Is the Written Report Complete?* ☒ Yes ☐ No Spell Check

If No, Explain?

Regulated Entity to Monitor Implementation of Comprehensive Fix:

Last Name* Test Lastname
 First Name* Test Firstname
 Position* Test position
 Phone Number 5555554567 Ext.
 Email jfs200-vdrp@faa.gov

You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the **Submit** button on the Submit Tab form to send the form to an FAA Inspector for review and approval.

Click **Save Page** before you continue. **Save Page**

Click **Submit** to complete. **Submit**

Figure 25: Written Report Submit Screen

68. Optionally, you may attach supporting documents (digital photos, documents, etc.)
69. Select the **Yes** or **No** radio button option for “Is the Written Report Complete?” If the report is not complete, it may not be accepted by the system and/or may be subsequently rejected and returned to the RE by the reviewing inspector.
70. The contact information fields should already be populated with previously entered data.

71. Click the **Save Page** button.
72. Click the **Submit** button. A confirmation window appears.
73. Click **OK**. A confirmation screen appears denoting successful completion of this stage.



Figure 26: WR Submission Confirmation Screen

This concludes Stage 3, Written Report. Proceed to the next exercise for Stage 4, Written Report Review.

STAGE 4: WRITTEN REPORT REVIEW

The fourth stage of the VDRP process is Written Report Review. This stage provides more detail about the self disclosure and must be completed by the FAA Inspector.

PROCEDURE

To complete the Written Report Review stage, there must be a previously submitted Written Report, and you must be logged in as an FAA Inspector, to view that report.

Login URL: <https://av-info.faa.gov/vdrp>

User ID: Enter UserID as assigned

Password: Enter Password as assigned

The VDRP Login page displays:

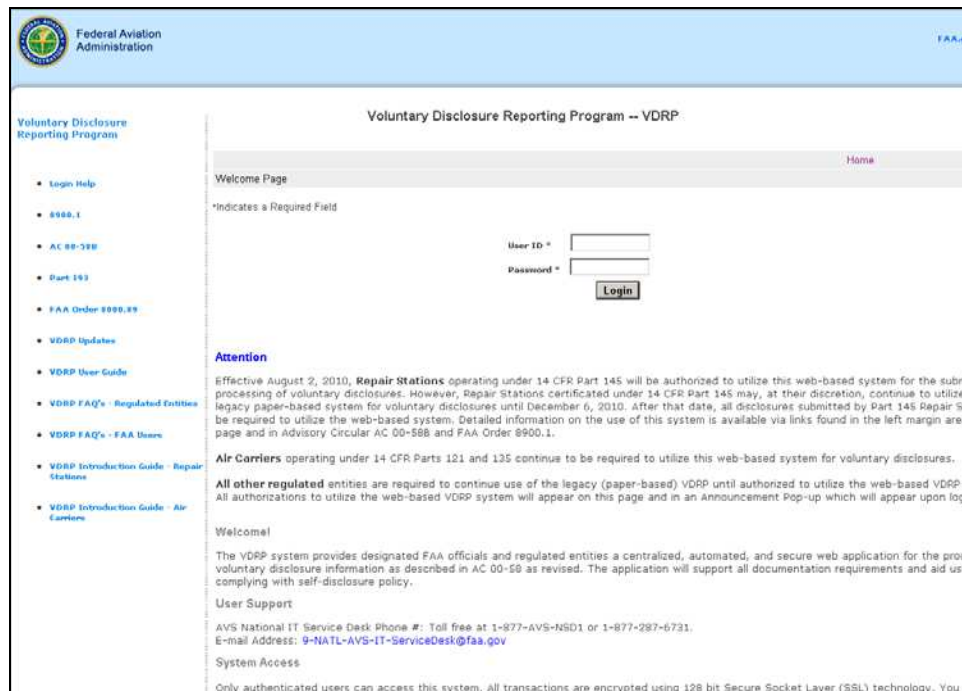
The screenshot shows the VDRP login page. At the top is the Federal Aviation Administration logo and the text "Federal Aviation Administration". Below this is a navigation menu on the left with links like "Login Help", "8900.1", "AC 89-53B", "Part 193", "FAA Order 8900.89", "VDRP Updates", "VDRP User Guide", "VDRP FAQ's - Regulated Entities", "VDRP FAQ's - FAA Users", "VDRP Introduction Guide - Repair Stations", and "VDRP Introduction Guide - Air Carriers". The main content area is titled "Voluntary Disclosure Reporting Program -- VDRP" and includes a "Welcome Page" section with a "Home" link. Below this is a login form with fields for "User ID" and "Password", and a "Login" button. There is also an "Attention" section with text about the system's use by repair stations and other regulated entities, and a "User Support" section with contact information for the AVS National IT Service Desk.

Figure 27: VDRP Login Page

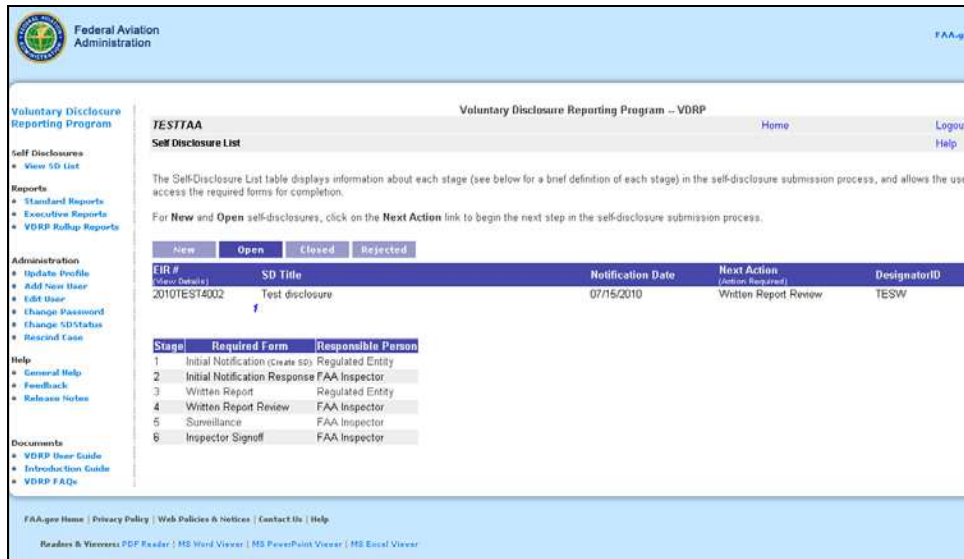


Figure 28: VDRP Self Disclosure List Page FAA View

The **VDRP Self-Disclosure List** page shows a listing of all new self-disclosures and provides navigational tabs to view and access Open, Closed, and Rejected self-disclosures.

1. If the Open tab is not selected, select it now. Then, click on the self disclosure that displays **Written Report Review** in the Next Action column. The edited version of that self disclosure is then displayed.

1-EIR Form 2150-5 and RAM

2-Submit

* indicates a required field.

EIR Number **2010TEST4002** Review Cycle **1** Designator ID **TESW**

Self Disclosure Title: **Test disclosure**

Specify all required fields to complete the Enforcement Investigation Report Form 2150-5 (EIR Form 2150-5):
Review the Equipment information as desired.

Aircraft, Engine, Propeller, Component or Appliance Involved

Equipment Type

Equipment Make

Equipment Model

Equipment Group

Aircraft Registration Number

Aircraft Serial Number

Complete the following fields using the drop-down arrow listings, then click **Save Page** to continue.

Type of Violation

SD Identity Code*

Operation Type*

Operation Sub-Type*

Violation Category*

Violation Source*

Accident Associated*

Field Office Recommendation

Problem Category*

Problem Code*

Fix*



Risk Assessment Matrix(RAM):
Determine the severity and the likelihood of occurrence. In the table, move to where your determinations intersect and select; this gives you the level of safety risk.If you need more info, click on help link.

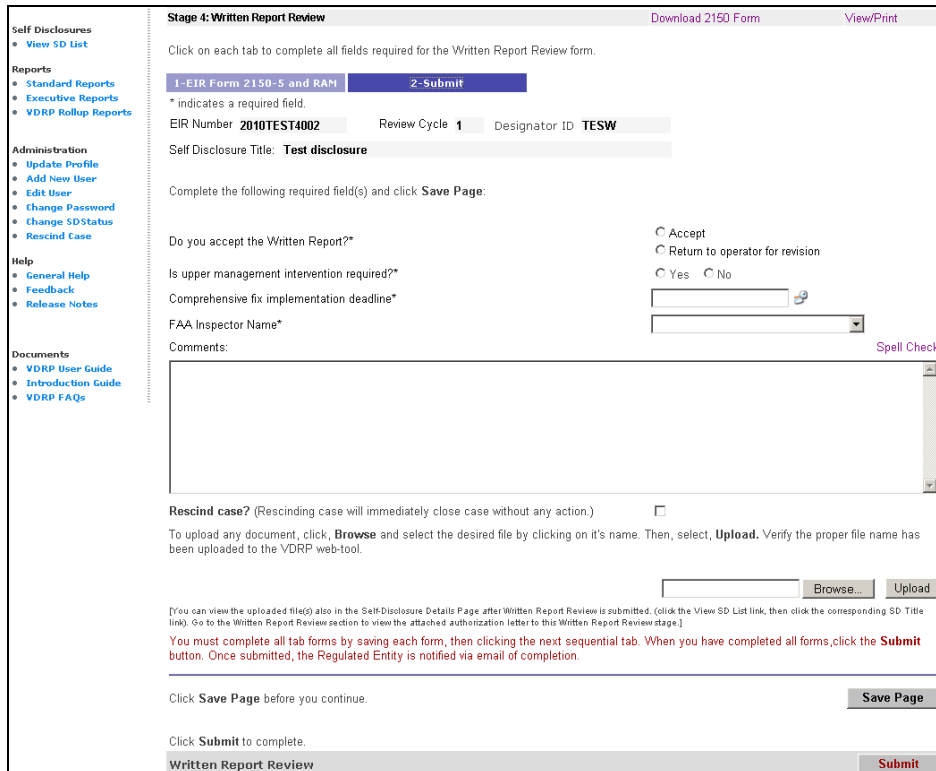
	SEVERITY			
LIKELIHOOD	Catastrophic	Critical	Marginal	Negligible
Frequent	<input type="radio"/> High	<input type="radio"/> High	<input type="radio"/> Moderate	<input type="radio"/> Moderate
Occasional	<input type="radio"/> High	<input type="radio"/> Moderate	<input type="radio"/> Moderate	<input type="radio"/> Low
Remote	<input type="radio"/> Moderate	<input type="radio"/> Moderate	<input type="radio"/> Low	<input type="radio"/> Low

Figure 29: Written Report Review Screen (page 1)

The **Written Report Review** page displays. The **Equipment Type**, **Equipment Make**, **Equipment Model**, and **Equipment Group** fields display with values previously selected by the Regulated Entity when completing the **7-Equipment Tab** page of the **Written Report**. If corrections are required, see the VDRP User Guide for instructions on how to use the “Change Status” functionality to return the case to a prior stage for editing.

2. Select the appropriate **SD Identity Code** from dropdown list.
3. Select the appropriate **Operation Type** from dropdown list.
4. Select the appropriate **Operation Sub-Type** from dropdown list.
5. Select the appropriate **Violation Category** from dropdown list.
6. Select the appropriate **Violation Source** from dropdown list.
7. Select the appropriate **Accident Associated** option from dropdown list.
8. Select the appropriate **Problem Category** from dropdown list.
9. Select the appropriate **Problem Code** from dropdown list.
10. Select the appropriate **Fix** from the dropdown list.

11. Complete the Risk Assessment Module by selecting the appropriate button in the Risk Assessment Table for the likelihood or occurrence and the potential severity posed by the violation(s) as presented in this disclosure.
12. Click the  button.
13. Click the  Tab. The **Written Report Review Submit** screen appears.



Stage 4: Written Report Review [Download 2150 Form](#) [View/Print](#)

Click on each tab to complete all fields required for the Written Report Review form.

1-EIR Form 2150-5 and RAM **2-Submit**

* Indicates a required field.

EIR Number **2010TEST4002** Review Cycle **1** Designator ID **TESW**

Self Disclosure Title: **Test disclosure**

Complete the following required field(s) and click **Save Page**:

Do you accept the Written Report?*

☐ Accept
☐ Return to operator for revision

Is upper management intervention required?*

☐ Yes ☐ No

Comprehensive fix implementation deadline*

FAA Inspector Name*

Comments:

[Spell Check](#)

Rescind case? (Rescinding case will immediately close case without any action.) ☐

To upload any document, click, **Browse** and select the desired file by clicking on it's name. Then, select, **Upload**. Verify the proper file name has been uploaded to the VDRP web-tool.

[Browse...](#) [Upload](#)

[You can view the uploaded file(s) also in the Self-Disclosure Details Page after Written Report Review is submitted. (click the View SD List link, then click the corresponding SD Title link). Go to the Written Report Review section to view the attached authorization letter to this Written Report Review stage.]

You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the Submit button. Once submitted, the Regulated Entity is notified via email of completion.

Click **Save Page** before you continue. [Save Page](#)

Click **Submit** to complete. [Submit](#)

Written Report Review [Submit](#)

Figure 30: Written Report Review Submit Screen

You can either accept this Written Report, or return the report for further updates or revision. For this exercise we will accept the report.

14. Select option of Accepting the written report or Returning it to RE for Revision(s).
15. Select the option of requesting upper management intervention.
16. Enter a **Comprehensive fix implementation deadline**.
17. Select the Responsible Principal Inspector's name from the **FAA Inspector Name** dropdown list. (This list is generated from WebOPSS data).
18. Enter any comments which will aid in understanding the handling of the case in this stage. (eg. If the case is returned to the RE for revision, what revisions are required? Or, if the inspector and RE conclude, based on the investigation surrounding the written report, that no violation took place and the Inspector could enter an explanation for that conclusion in the comment box. (See the VDRP User Guide for an explanation of the "Rescind Case" functionality.)
19. The inspector may also attach any documents he/she desires to make a part of the record by selecting those records and uploading them to the file.



20. Click the  button.
21. Click  button to complete this stage. Your file is saved and an email is sent to all pertinent parties.



Figure 31: WRR Submission Confirmation Screen

22. This completes Stage 4, Written Report Review. Continue to Exercise 5, Surveillance.

STAGE 5: SURVEILLANCE

The fifth stage of the VDRP process is Surveillance. The purpose of this stage is to ensure that the steps defined in the Written Report are being implemented. This stage must be completed by the FAA Inspector.

PREREQUISITES

To complete the Surveillance stage, the Written Report has to previously been reviewed and submitted.

PROCEDURE


Login URL: <https://av-info.faa.gov/vdrp>

User ID: Enter UserID as assigned

Password: Enter Password as assigned

From the Self-Disclosure List Page, perform the following steps:

1. Click the **View SD List** link in the left column. The available self-disclosures, along with their current stages are displayed. If not already displayed, select the "Open" navigation tab.



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Administration

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Voluntary Disclosure
Reporting Program

Voluntary Disclosure Reporting Program -- VDRP

Home

Logout

Help

Self Disclosure

View SD List

Reports

Standard Reports

Executive Reports

VDRP Rollup Reports

Administration

Update Profile

Add New User

Edit User

Change Password

Change ID Status

Rescind Case

Help

General Help

Feedback

Release Notes

Documents

VDRP User Guide

Introduction Guide

VDRP FAQs

TESTTAA

Self Disclosure List

The Self-Disclosure List table displays information about each stage (see below for a brief definition of each stage) in the self-disclosure submission process, and allows the user to access the required forms for completion.

For **New** and **Open** self-disclosures, click on the **Next Action** link to begin the next step in the self-disclosure submission process.

New

Open

Closed

Rejected

SD #	SD Title	Notification Date	Next Action	DesignatorID
2010TEST4002	Test disclosure	07/15/2010	Surveillance	TESW

Stage	Required Form	Responsible Person
1	Initial Notification (create sdr)	Regulated Entity
2	Initial Notification Response	FAA Inspector
3	Written Report	Regulated Entity
4	Written Report Review	FAA Inspector
5	Surveillance	FAA Inspector
6	Inspector Signoff	FAA Inspector

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Readers & Viewers: PDF Reader | MS Word Viewer | MS PowerPoint Viewer | MS Excel Viewer

Figure 32: VDRP Self Disclosure List Page

- Click on **Surveillance** link for the Self-Disclosure entitled **Test Self disclosure**. The Surveillance screen appears.

Figure 33: Surveillance Screen

3. Select the appropriate button for whether there were any changes incorporated to the Comprehensive Fix during implementation (Yes or No). If changes were made, it is recommended that the changes be documented in the Letter of Correction and/or other attached documents.
4. Select the appropriate button (Yes or No) for **Is the comprehensive fix implementation satisfactory?**
Note: If, “No” is selected, some follow-up action should result.
5. Select the appropriate Principal Inspector from the FAA designated official name dropdown list.
6. User has an option to send a LOC from this stage as described in the Note below.
NOTE: If the inspector wishes to issue a Letter of Correction in the Surveillance Stage, he/she may generate a Letter of Correction as noted below or may attach a Letter of Correction of their choosing using the Upload option.
 - a. If User selects “Would you like to generate a Letter of Correction at this date?” checkbox, then **Generate Letter Of Correction** button is displayed.
 - b. Selection of the Generate Letter of Correction Button will cause the system to generate a Letter of Correction (LOC) from the data submitted to this Stage. However, the letter is likely to require some editing. For that purpose, an onscreen editor is provided. Once editing is complete, save the edited letter to your computer and then upload it using the Browse and Upload capabilities. The edits made on the LOC will not be incorporated in the LOC sent by the system unless the edited version is uploaded to the system as the LOC. See User Guide for information regarding generation and upload of the Letter of Correction.

- c. If changes to the Comprehensive Fix occur after issuance of the LOC in Stage 5, the option is given to issue or re-issue a LOC in Stage 6.



7. Click the  button.
8. Click the  button. A confirmation screen appears.
9. Click **OK**. Your data has been saved, and an email to the pertinent parties has been delivered.



Figure 34: Surveillance Submission Confirmation Screen

10. This concludes Stage 5, Surveillance. Proceed to the next exercise for Stage 6, Inspector Signoff.

STAGE 6: INSPECTOR SIGNOFF

The sixth stage of the VDRP process is Inspector Signoff. The purpose of this stage is to ensure all stages have been completed. This is the final stage in the VDRP process and must be completed by the FAA Inspector

PREREQUISITES

To complete the Inspector Signoff stage, the Surveillance stage has to be completed by the FAA Inspector.

PROCEDURE

Inspector Login to the VDRP system at <https://av-info.faa.gov/vdrp>

From the Self-Disclosure List Page, perform the following steps:

1. Click the **View SD List** link in the left column. The available self-disclosures, along with their current stages are displayed.

Voluntary Disclosure Reporting Program -- VDRP

Self Disclosure List

The Self Disclosure List table displays information about each stage (see below for a brief definition of each stage) in the self-disclosure submission process, and allows the user to access the required forms for completion.

For **New** and **Open** self-disclosures, click on the **Next Action** link to begin the next step in the self-disclosure submission process.

ERR #	SD Title	Notification Date	Next Action	DesignatorID
2010TEST4002	Test disclosure	07/15/2010	Inspector Signoff	TESW

Stage Required Form Responsible Person

1	Initial Notification (owale sty)	Regulated Entity
2	Initial Notification Response	FAA Inspector
3	Written Report	Regulated Entity
4	Written Report Review	FAA Inspector
5	Surveillance	FAA Inspector
6	Inspector Signoff	FAA Inspector

Figure 35: VDRP Self Disclosure List Page

2. Click on **Inspector Signoff** link for the Self-Disclosure.
3. The Inspector Signoff screen appears.

Voluntary Disclosure Reporting Program -- VDRP

Stage 6: Inspector Signoff

The Inspector Sign-off form is comprised of two related tabs. The 1-Sign Off Tab requires that you choose Action/Sanction. Depending upon your selection, the second tab, Submit, generates required letter format (LOC/Warning Notice).

1-Sign off **2-Submit**

* indicates a required field.

EIR Number: **2010TEST4002** Designator: **TESW** Self Disclosure Title: **Test disclosure**

Complete the following required field(s) and click **Save Page**:

Name of approving Inspector*

Type of Action Taken Against RE*

Sanction Applied to RE*

Self-Disclosure Status Determined By Action Taken:

☐ Administrative Action ☐ Self-Disclosure Approved

☐ No Action ☐ Self-Disclosure Rescinded

If Rescinded, Explain:

Save Page

Figure 36: Inspector Signoff Screen

4. Select the **Name of approving Inspector** from the dropdown list.
5. Select **Administrative Action** from the **Type of Action Taken** from the dropdown list.
6. Select **Letter of Correction (or Warning Letter)** from the **Sanction** dropdown list.

7. Click the **Save Page** button.
8. Click the **2-Submit** tab. The Inspector Signoff Administrative Action screen appears.

Figure 37: Inspector Signoff Administrative Action Screen

9. Click the **Generate Letter Of Correction** button. The new window opens up with Letter of Correction content.
10. The letter is uploaded in the attachment table for the user with **View** and **Delete** options.
11. A sample letter of correction is displayed on a new pop up window



Figure 38: Letter of Correction Example

12. Review the Letter of Correction for accuracy, language and punctuation. Edit the LOC as necessary to achieve desired result and save to User's desktop.
13. Upload the edited LOC or create and upload a custom LOC from the User's desktop using the browse and upload functions.

Submit

14. Click the **Submit** button. A confirmation screen appears.
15. Click **OK**. Your data has been saved, and an email has been delivered to the pertinent parties.

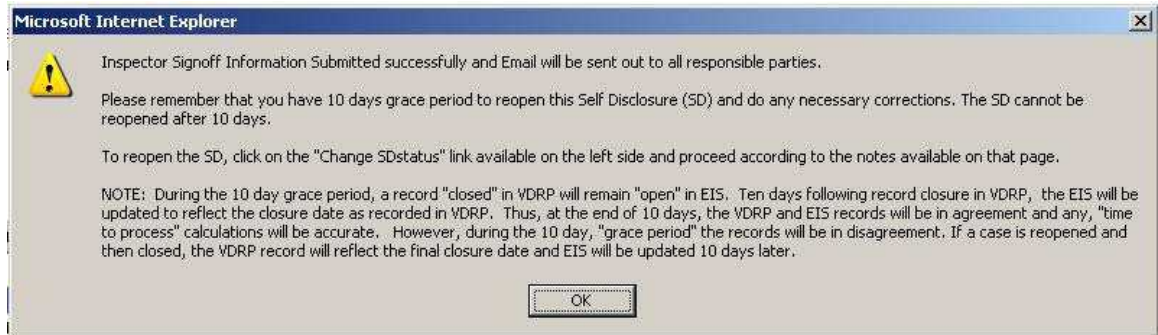


Figure 39: Inspector Signoff Submission Confirmation Screen

13. Click **OK**.
This concludes Stage 6, Inspector Sign off Part 1.