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

Introduction Guide

July 2010

Contents

FAA Inspector/Regulated Entity Activities 4

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:

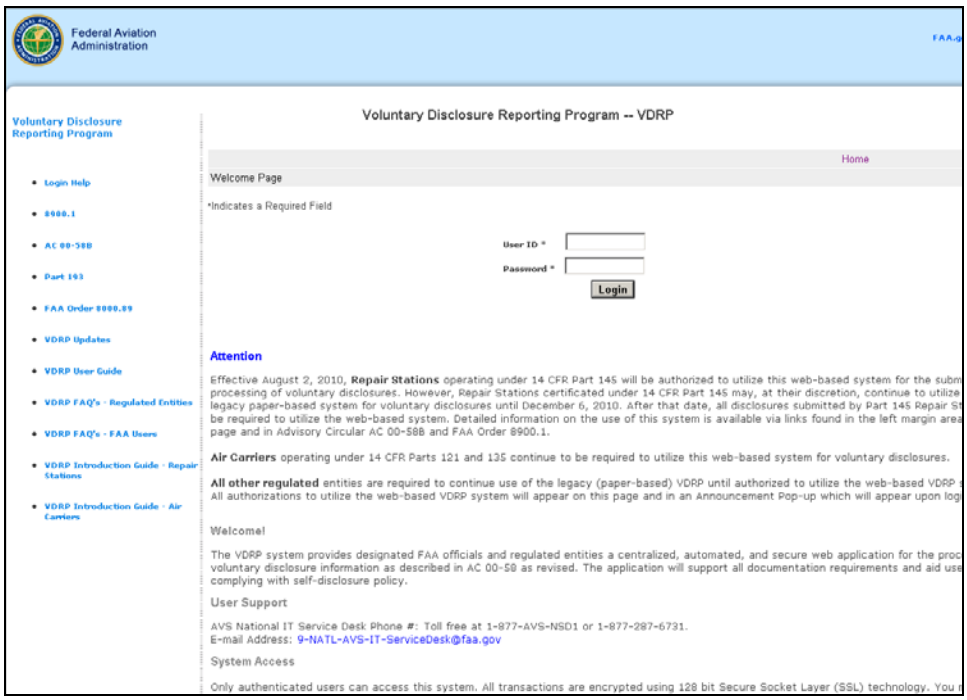


Figure 1: VDRP Login Page

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 **Login**.

   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:

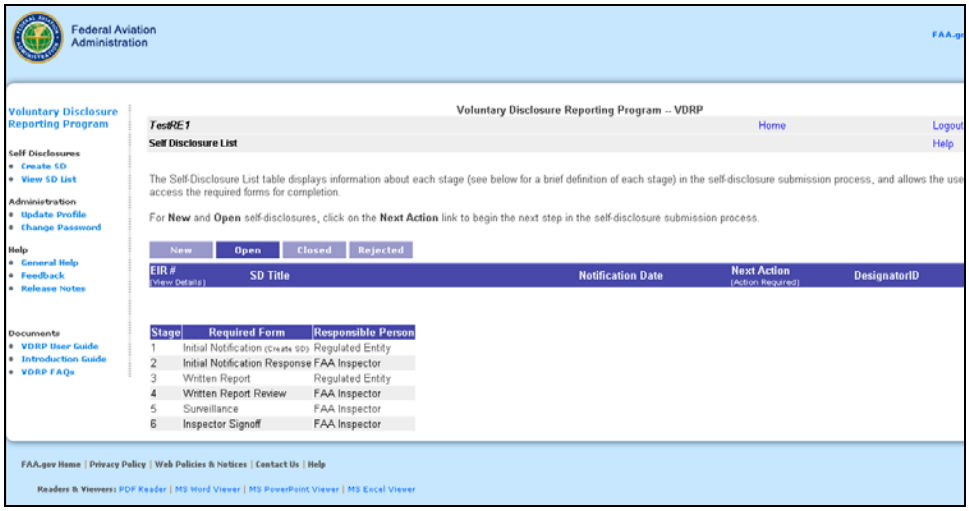


Figure 2: VDRP Self Disclosure List Page Regulated Entity View

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.

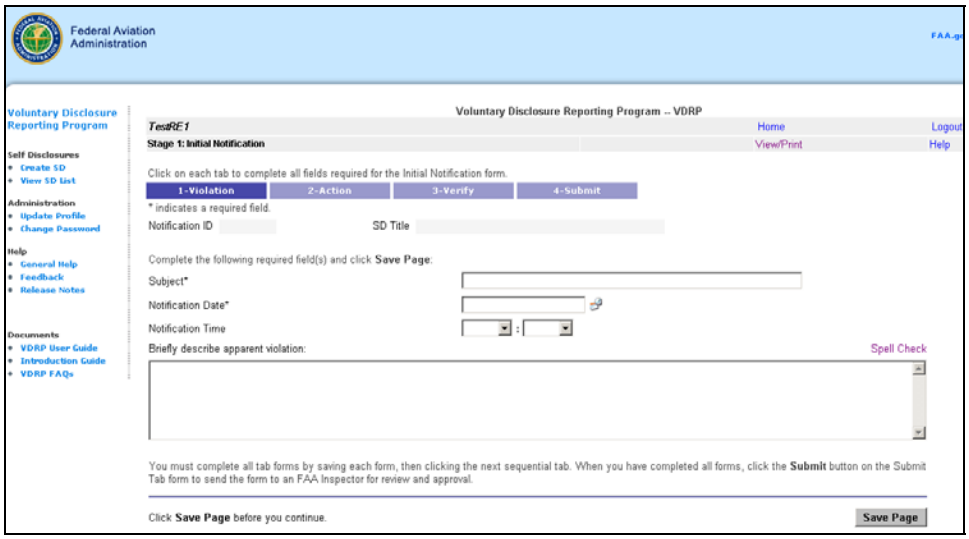


Figure 3: Initial Notification Screen

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 Save Page. The information you entered has now been saved, and a new Notification ID and SD Title are generated.
11. Click the 2-Action tab, to navigate to the next page. The Initial **Notification Action** Screen appears.

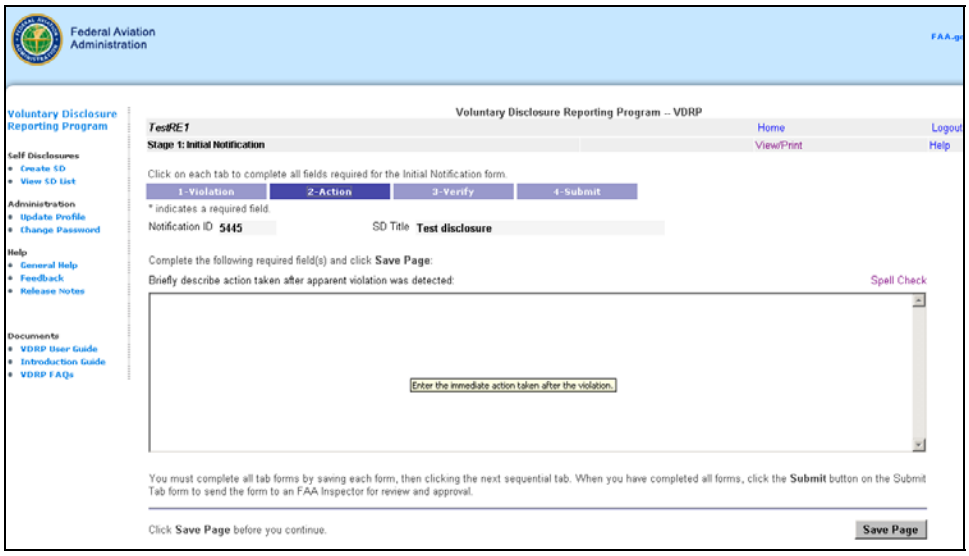


Figure 4: Initial Notification Action Screen

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.

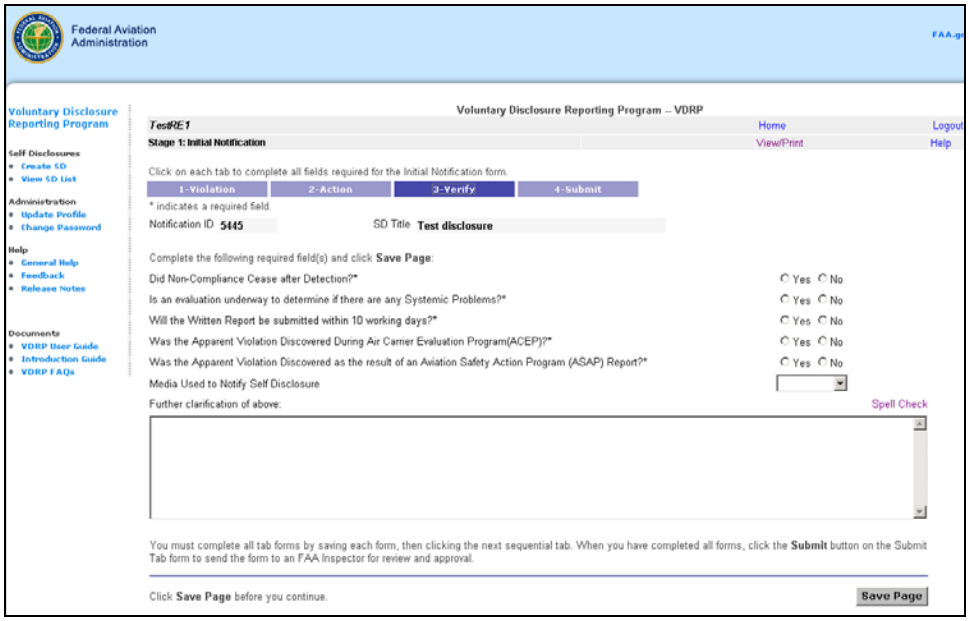


Figure 5: Initial Notification Verify Screen

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.
18. Click 4-Submit, which will display the **Initial Notification Submit** screen.

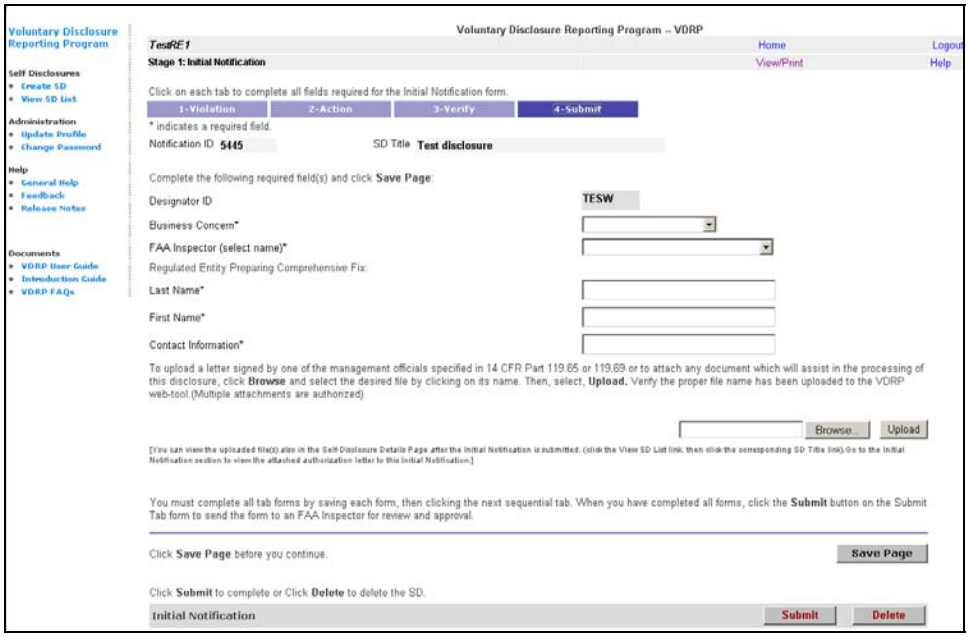


Figure 6: Initial Notification Submit Screen

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 AVIALABLE FOR ATTACHMENT OF ANY FILE, PHOTOS OR OTHER DOCUMENT WHICH WILL AID THE FAA IN MAKING A DETERMINATION REGARDING ACCEPTANCE OG THE VOLUNTARY DISCLOSURE.

25. Click the Save Page button.

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

26. Click the Submit button.

    A VDRP Confirmation screen appears.

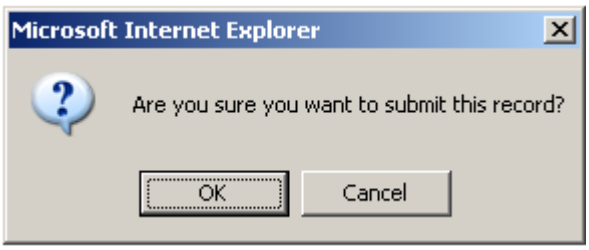


Figure 7: VDRP Confirmation Screen

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**

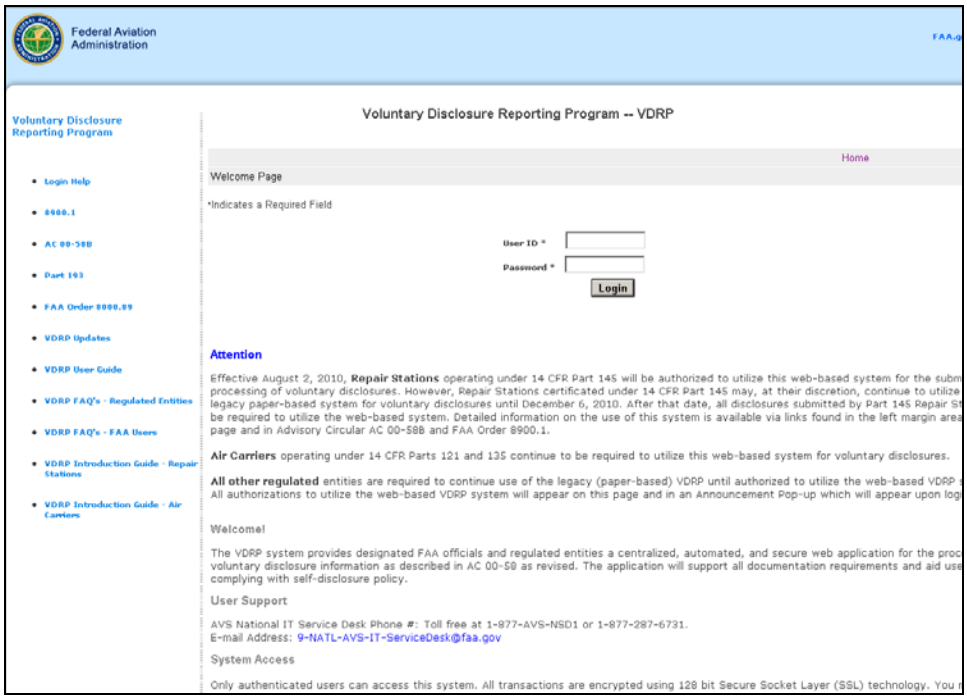


Figure 9: VDRP Login Page

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 Login .

3. Click the **View SD List** on the left side of the screen.

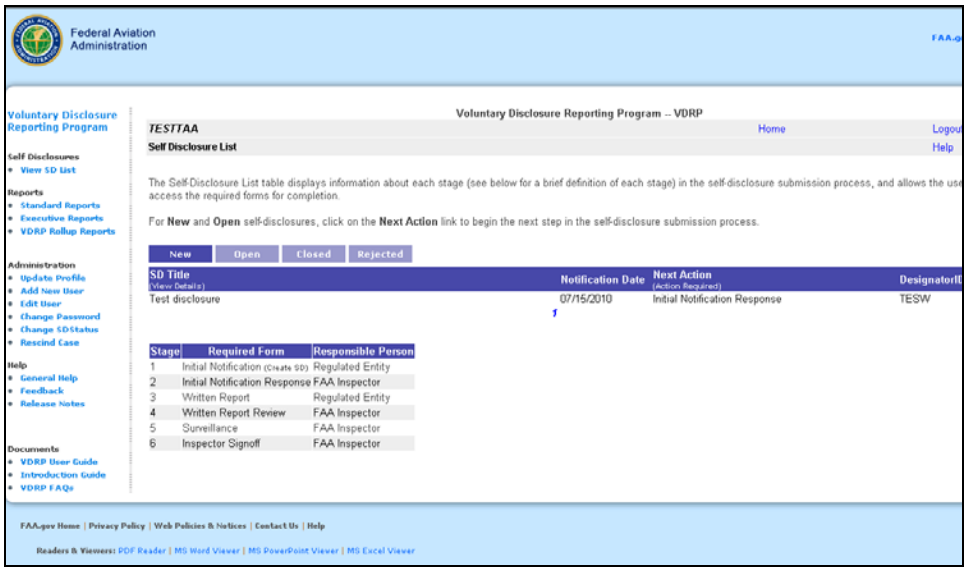


Figure 10: VDRP Self Disclosure List Page FAA View

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.

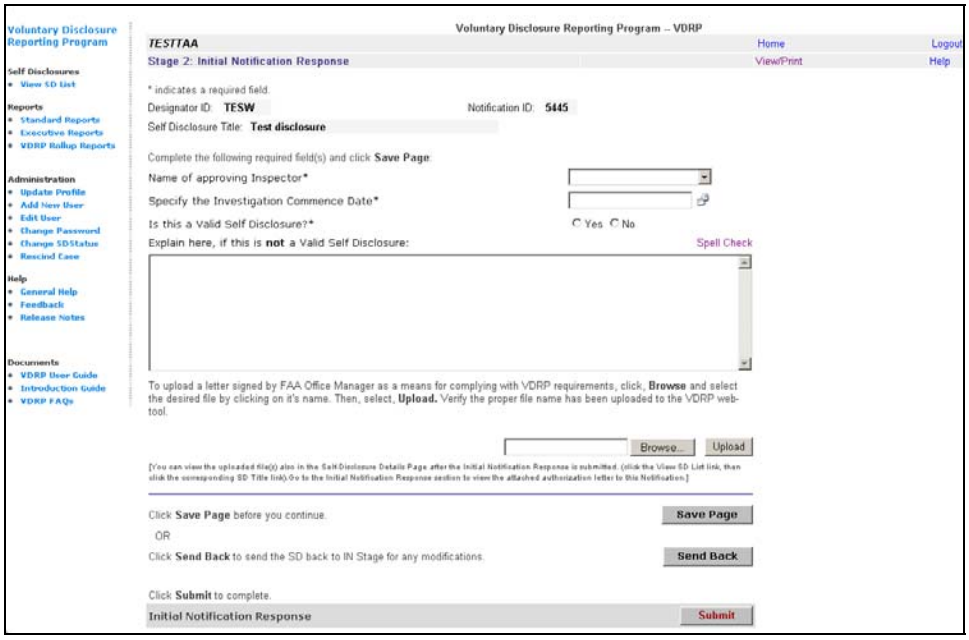


Figure 11: Initial Notification Response Screen

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.

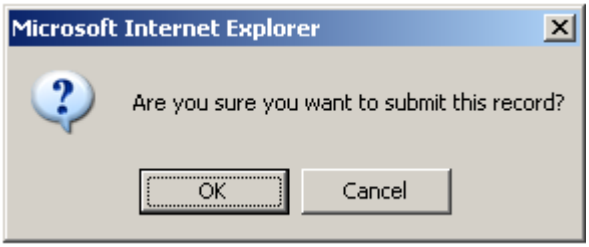


Figure 12: VDRP Confirmation Screen

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

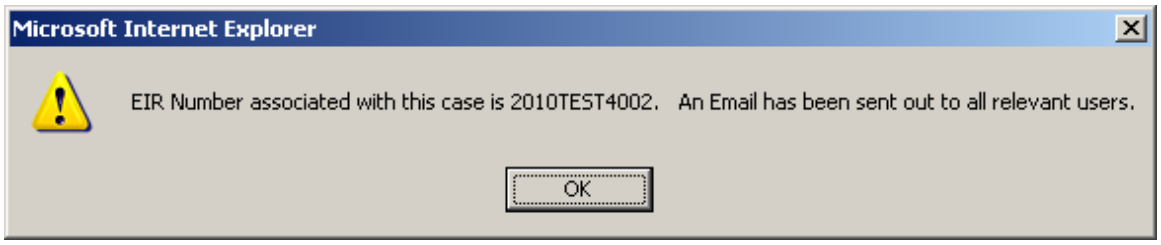


Figure 13: INR Submission Confirmation Screen

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 he 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:

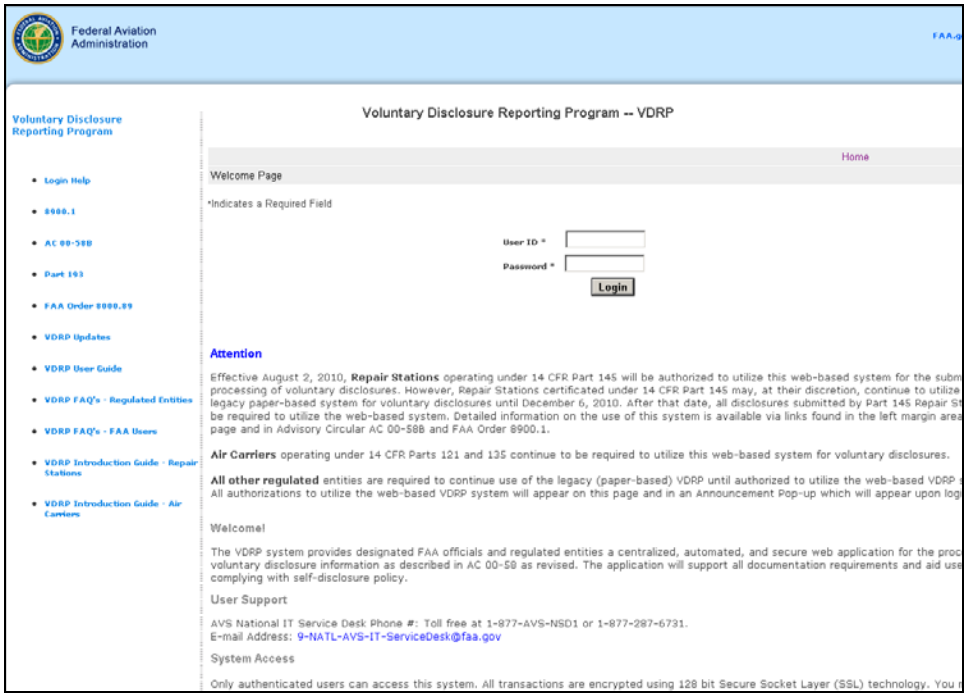


Figure 14: VDRP Login Page

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 Login .

3. Click on the **View SD List** link on the left side of the screen.

The **VDRP Self Disclosure** page displays:

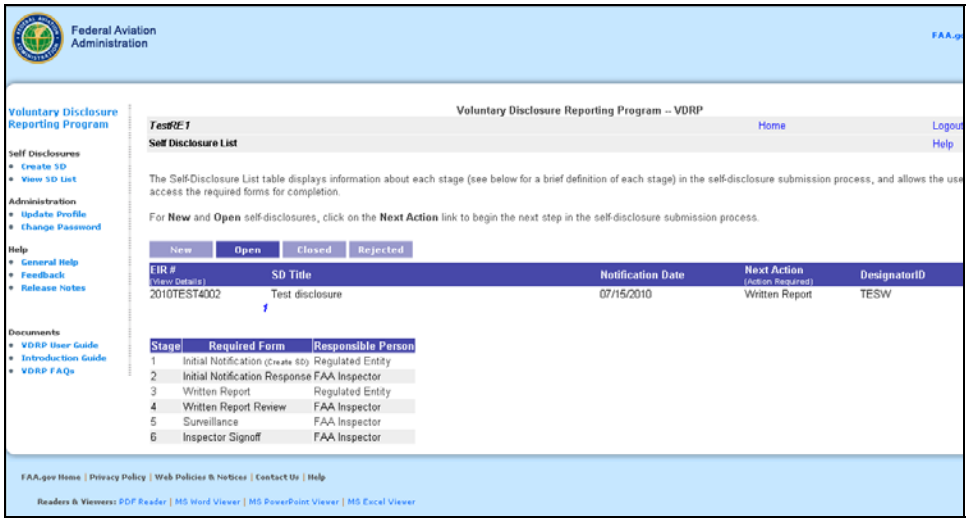
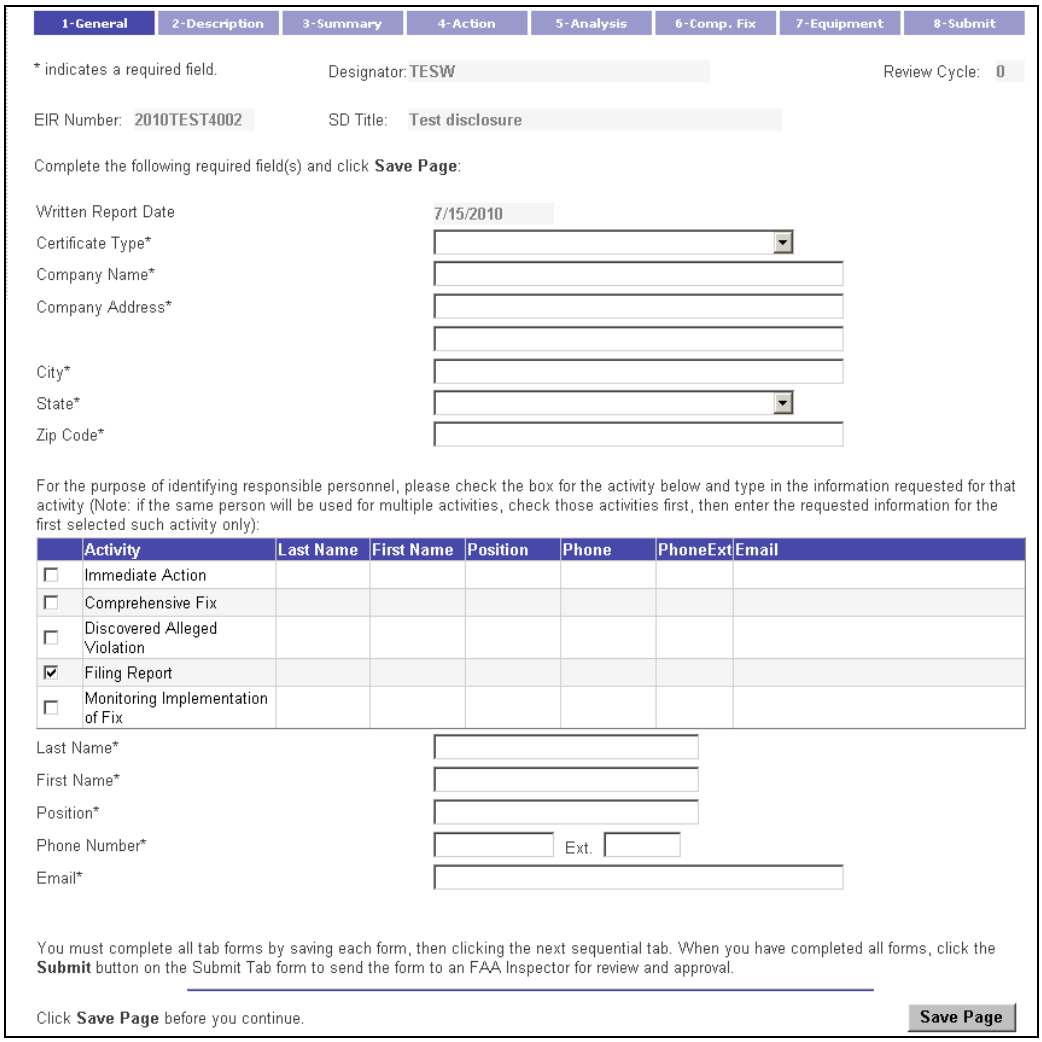


Figure 15: VDRP Self Disclosure List Page FAA View

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

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

EIR Number: 2010TEST4002 SD Title: Test disclosure

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

Written Report Date 7/15/2010
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
☐	Immediate Action						
☐	Comprehensive Fix						
☐	Discovered Alleged Violation						
☑	Filing Report						
☐	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.

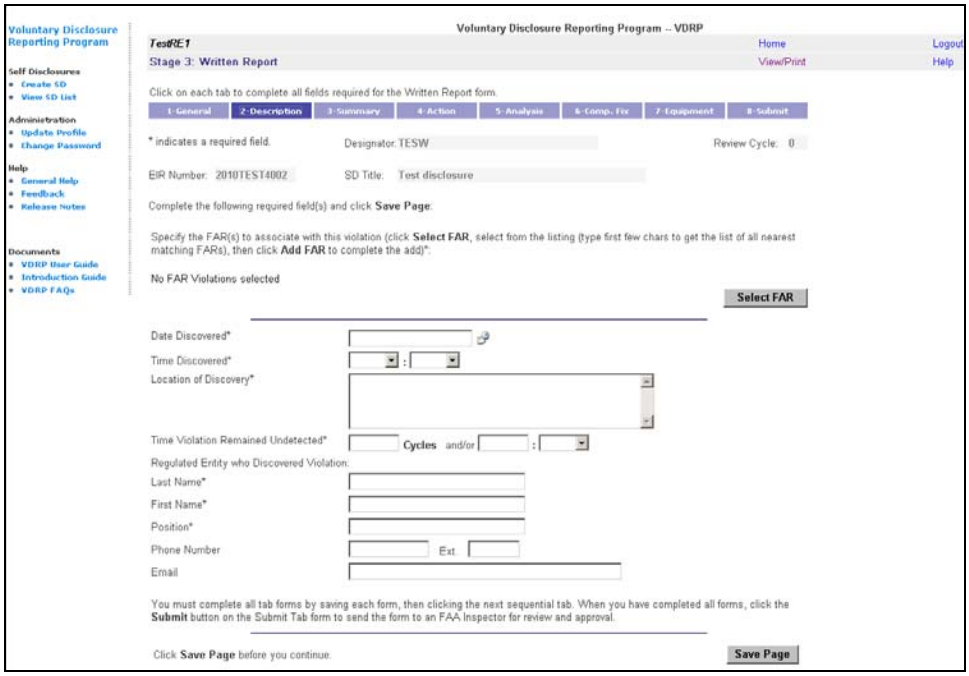


Figure 17: Written Report Description Screen

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.

24. Click the **Add FAR** 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.
35. Click the **Save Page** button.
36. Select the **3-Summary** tab. The **Written Report Summary** Screen displays.

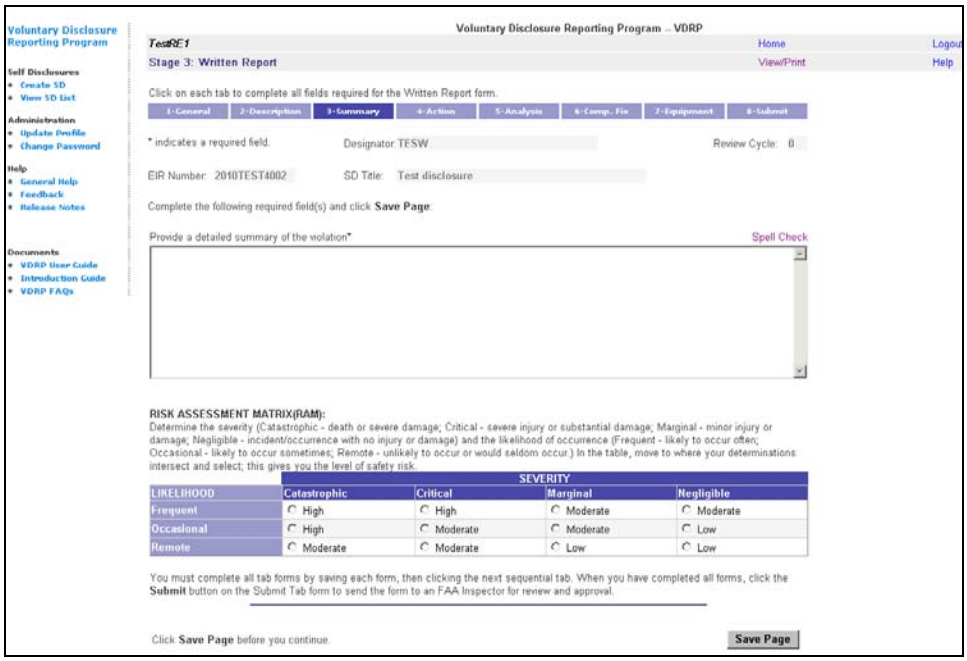


Figure 18: Written Report Summary Screen

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.

40. Select the

button. The **Written Report Action** screen appears.

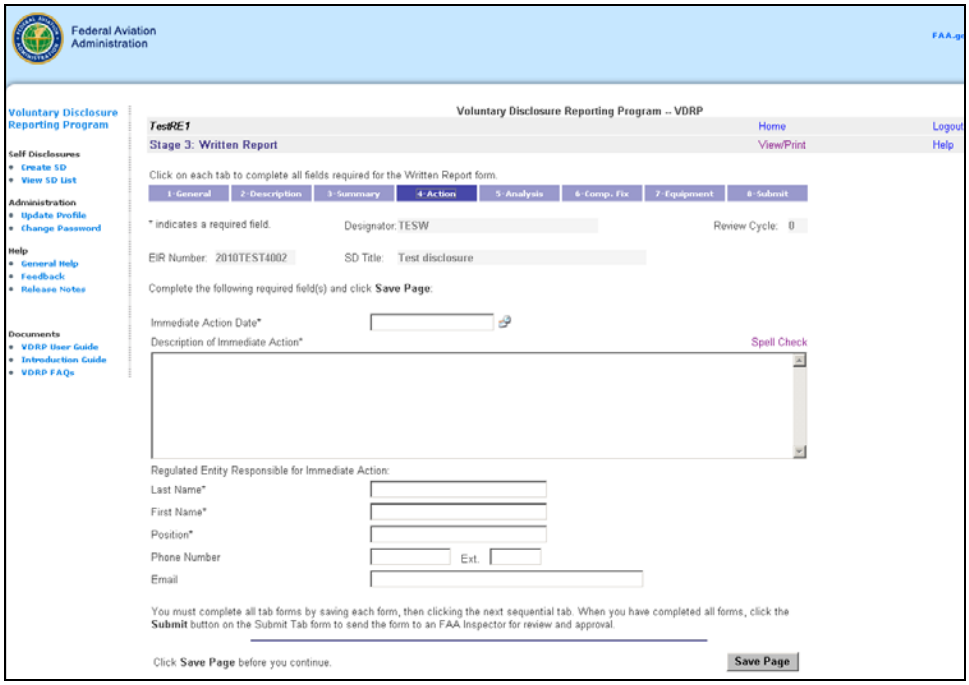


Figure 19: Written Report Action Screen

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

button.
49. Select the

button. The **Written Report Analysis** screen appears.

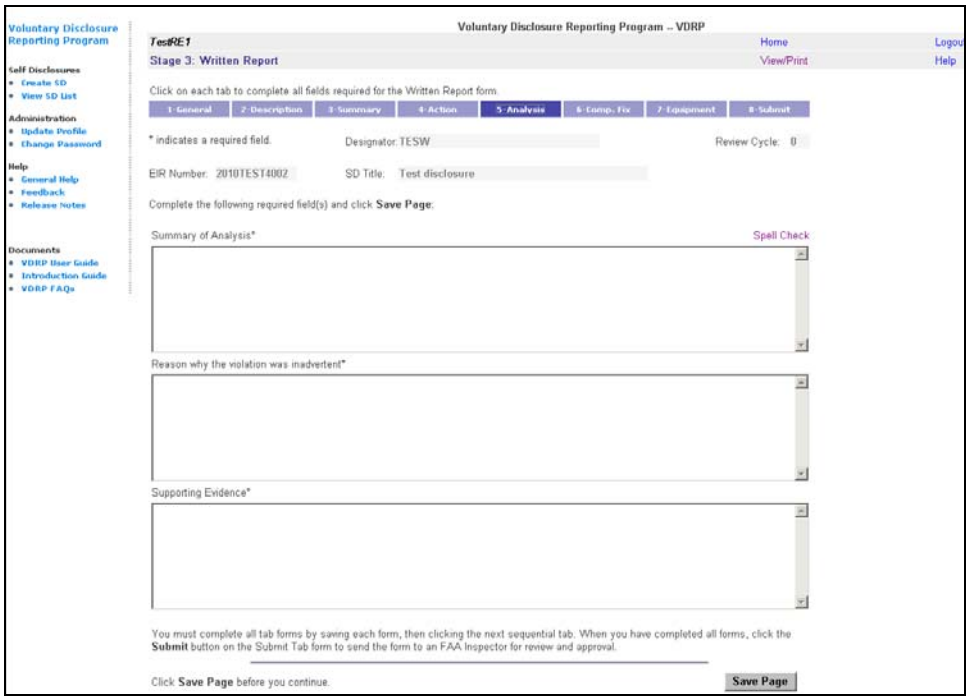


Figure 20: Written Report Analysis Screen

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.

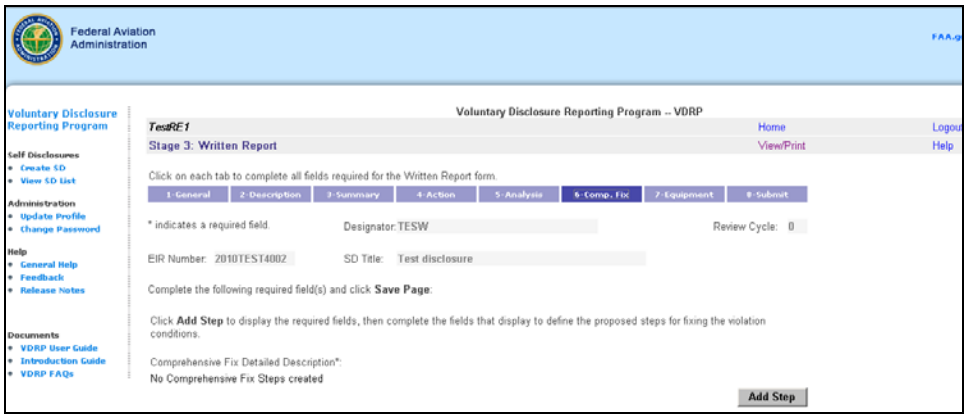


Figure 21: Written Report Comprehensive Fix Screen

55. Click the

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

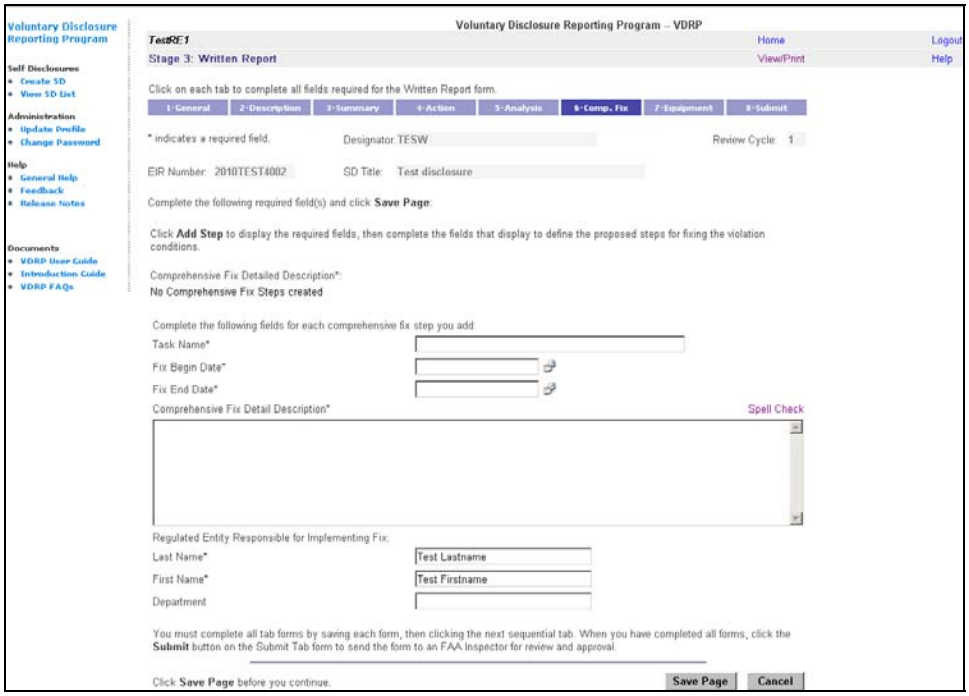


Figure 22: Written Report Comprehensive Fix Screen with Additional Steps

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

button. The Comprehensive Fix screen appears.

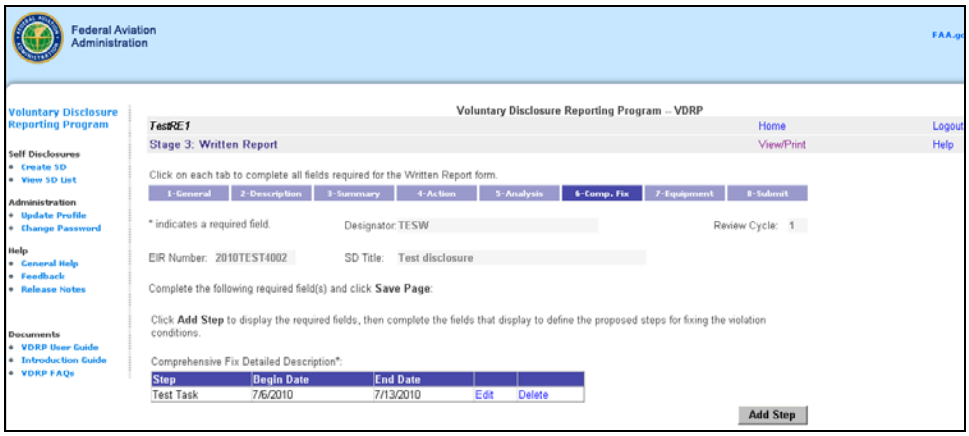


Figure 23: Written Report Comprehensive Fix Screen with Edited Step

63. Click the

tab. The **Written Report Equipment** screen appears.

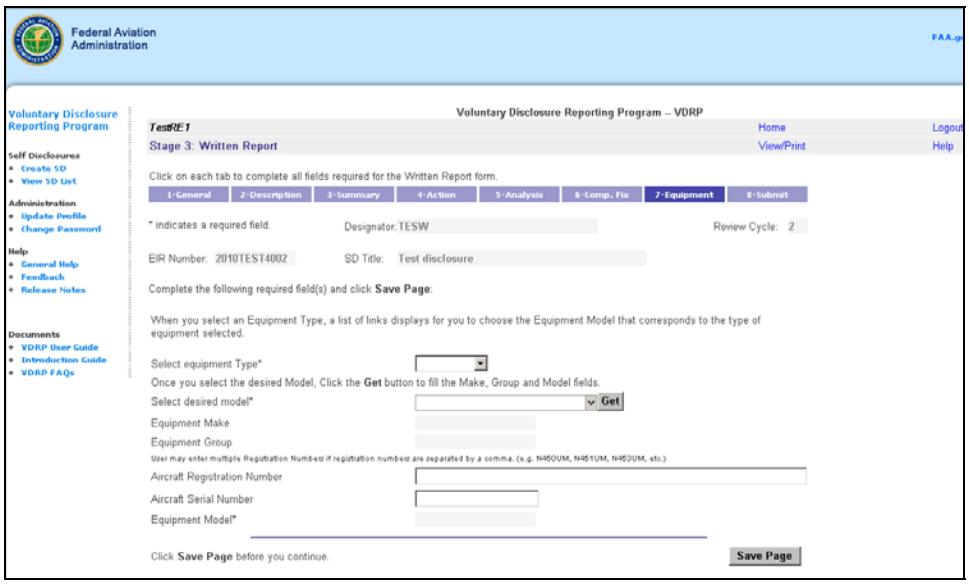


Figure 24: Written Report Equipment Screen

64. Enter the **Equipment Type**.
65. Enter the **Aircraft Registration Number** and **Aircraft Serial Number**.
66. Click the

button.
67. Click the

tab. The **Written Report Submit** screen appears.

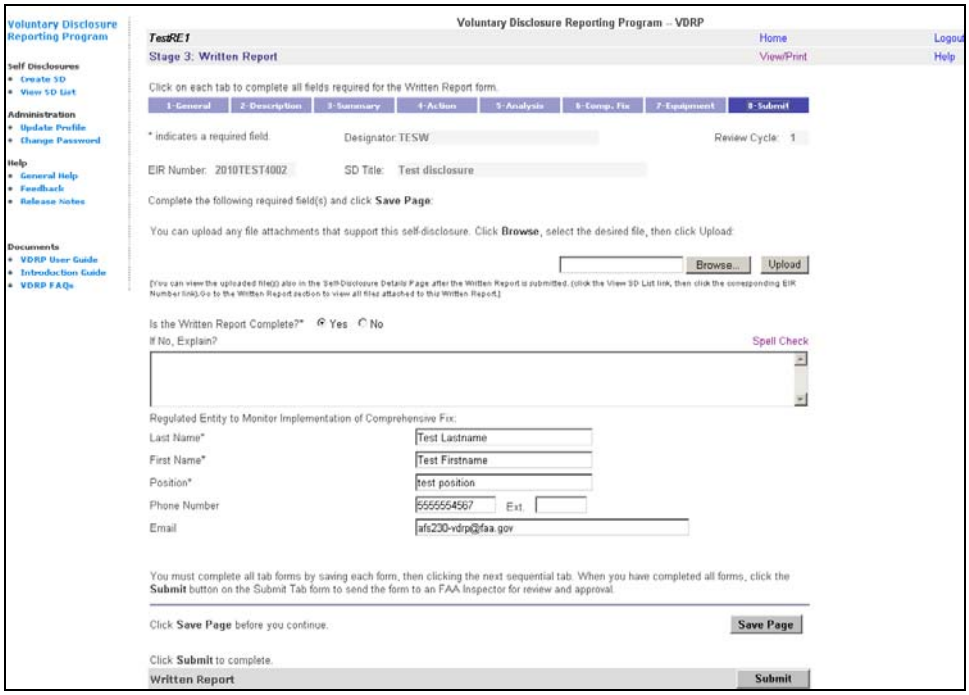


Figure 25: Written Report Submit Screen

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:

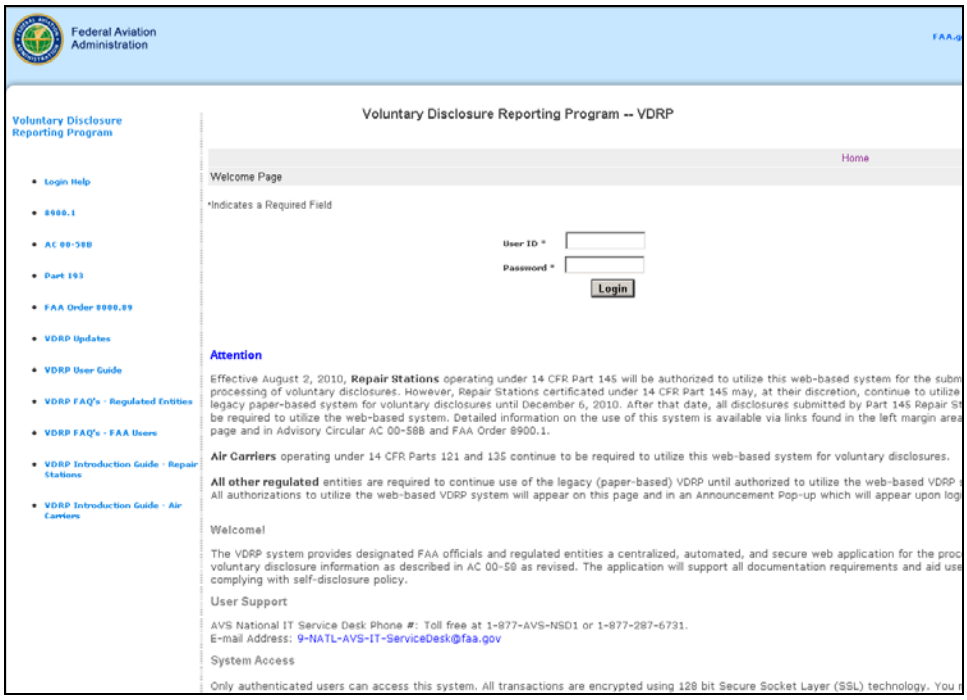


Figure 27: VDRP Login Page

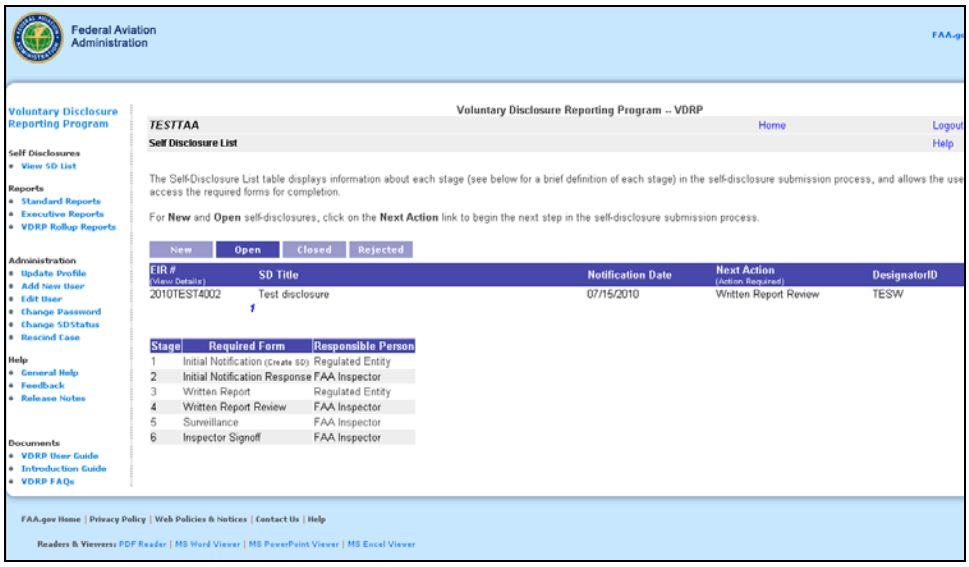
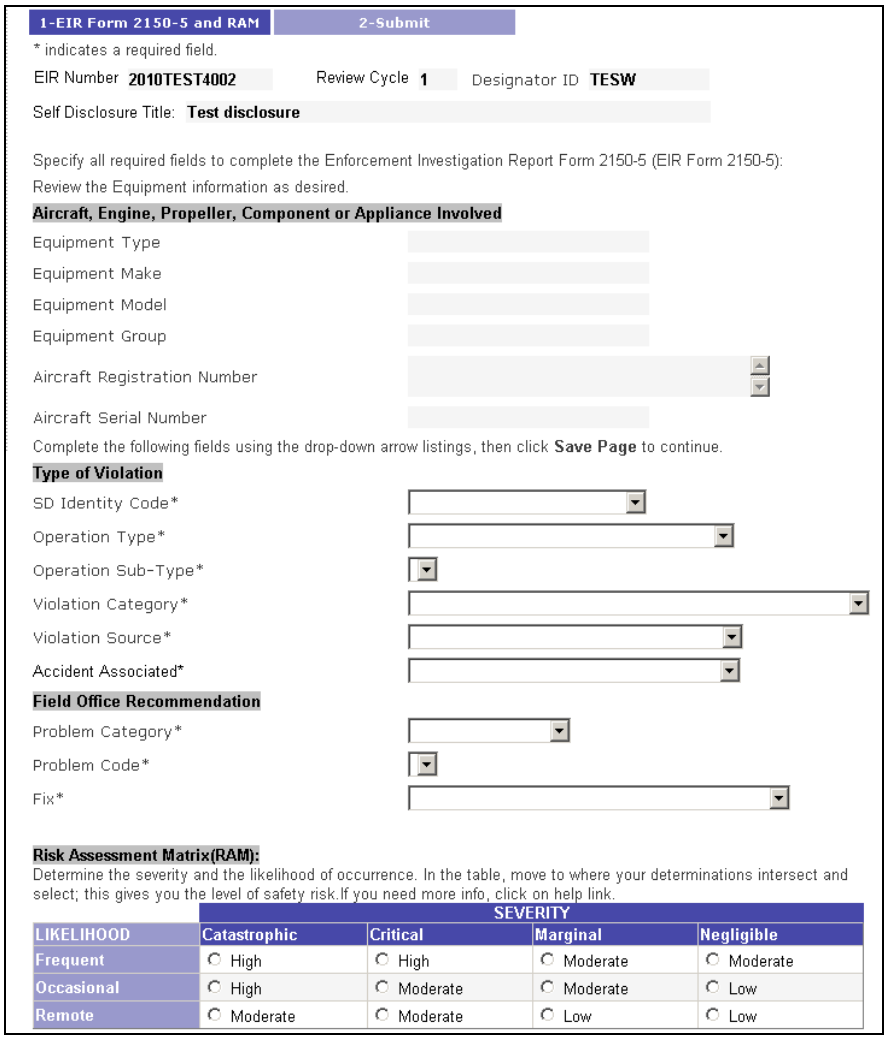


Figure 28: VDRP Self Disclosure List Page FAA View

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	High	High	Moderate	Moderate
Occasional	High	Moderate	Moderate	Low
Remote	Moderate	Moderate	Low	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 Save Page button.
13. Click the 2-Submit Tab. The **Written Report Review Submit** screen appears.

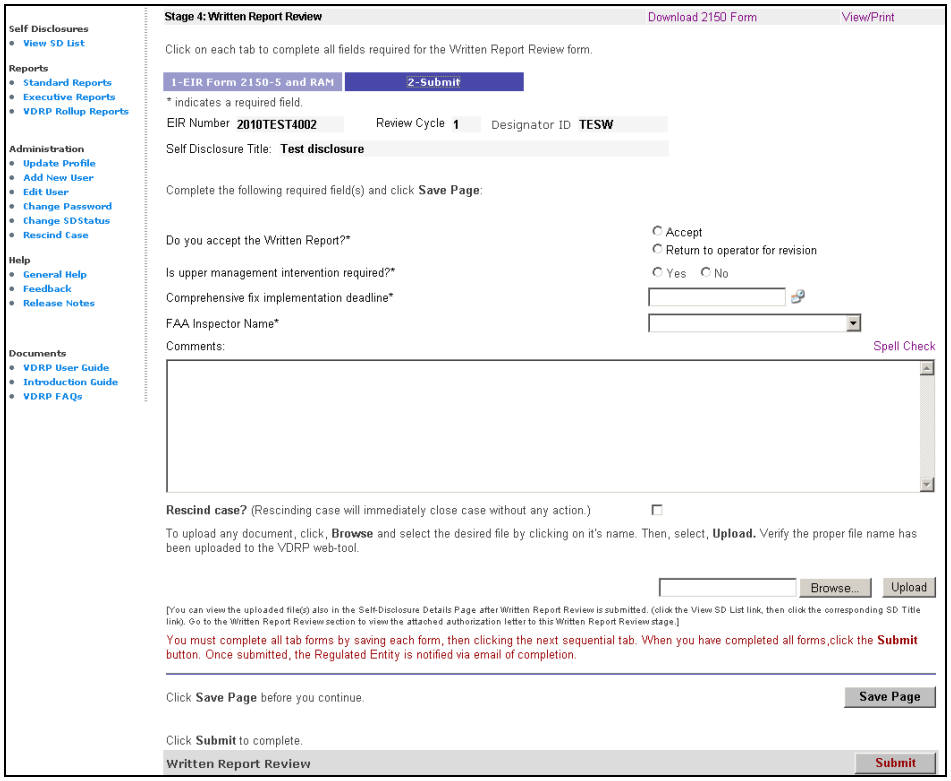


Figure 30: Written Report Review Submit Screen

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 Save Page button.
21. Click Submit 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.

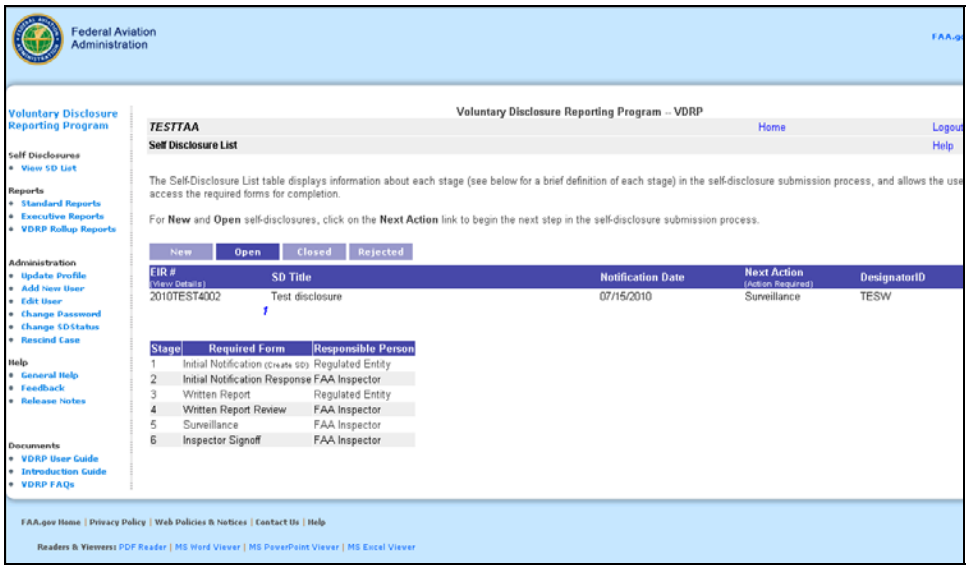


Figure 32: VDRP Self Disclosure List Page

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

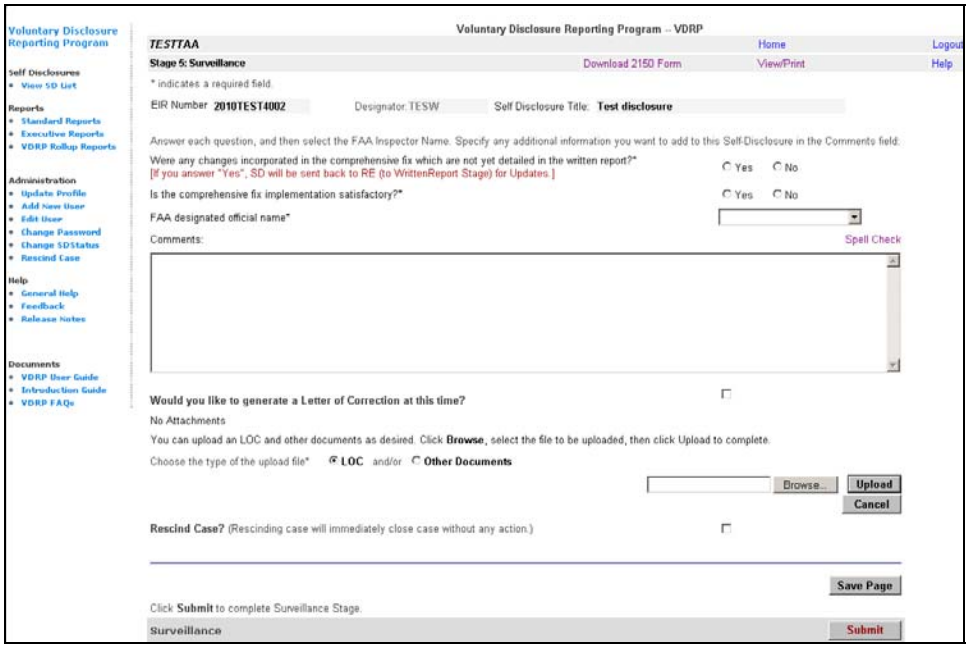


Figure 33: Surveillance Screen

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 Save Page button.
8. Click the Submit 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.

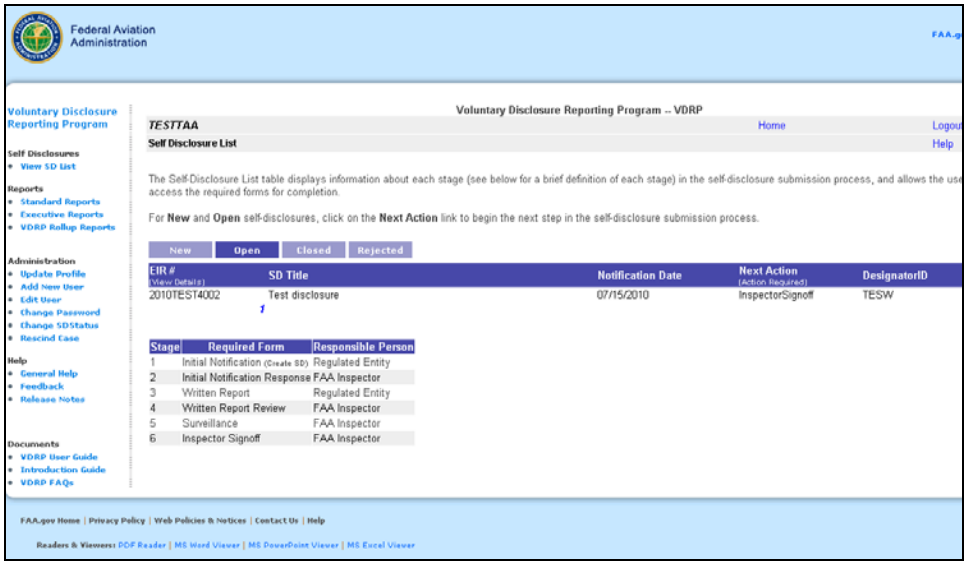


Figure 35: VDRP Self Disclosure List Page

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

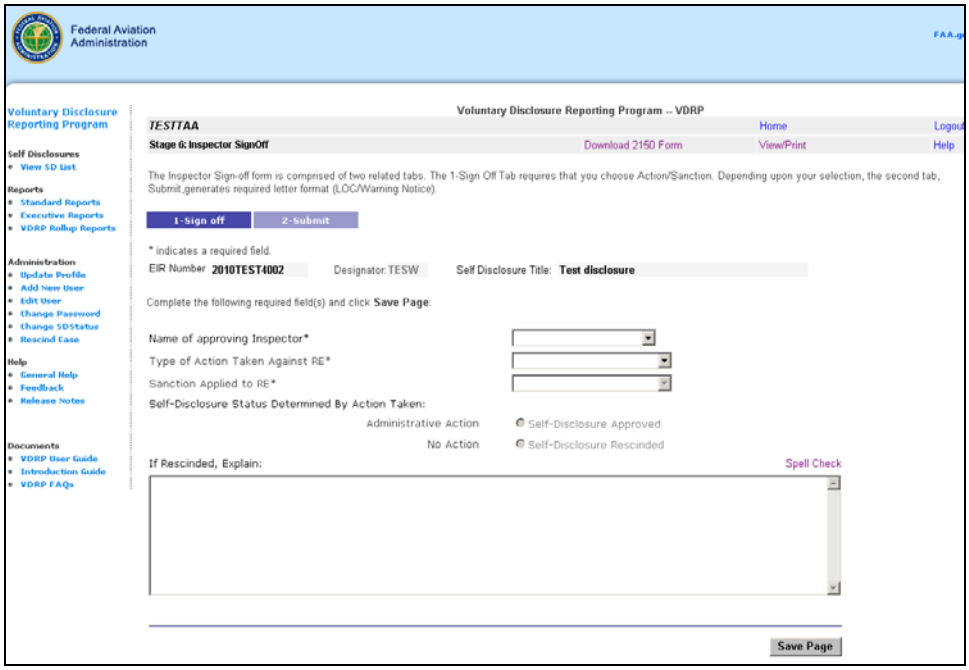


Figure 36: Inspector Signoff Screen

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.

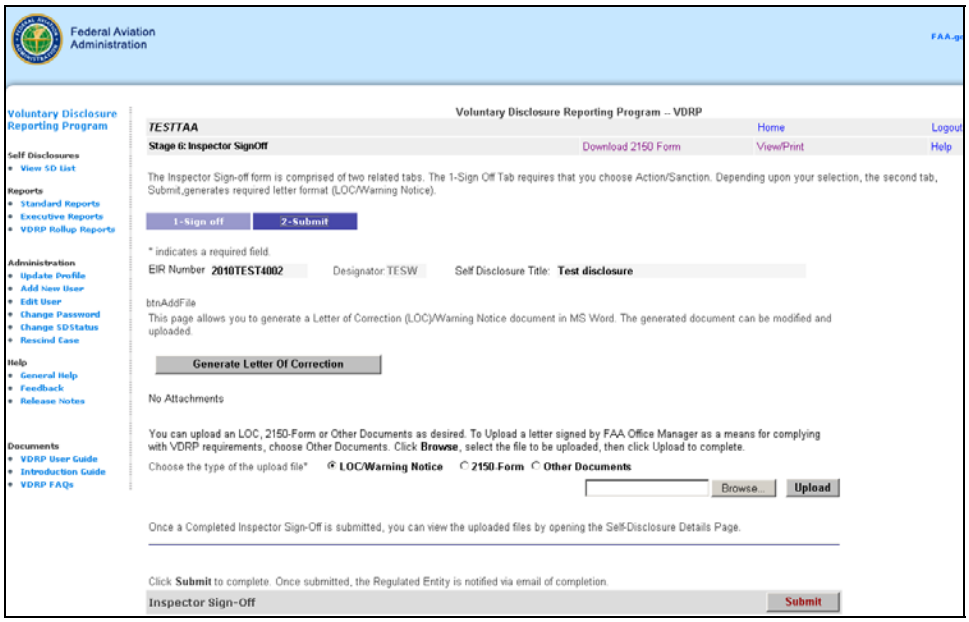


Figure 37: Inspector Signoff Administrative Action Screen

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

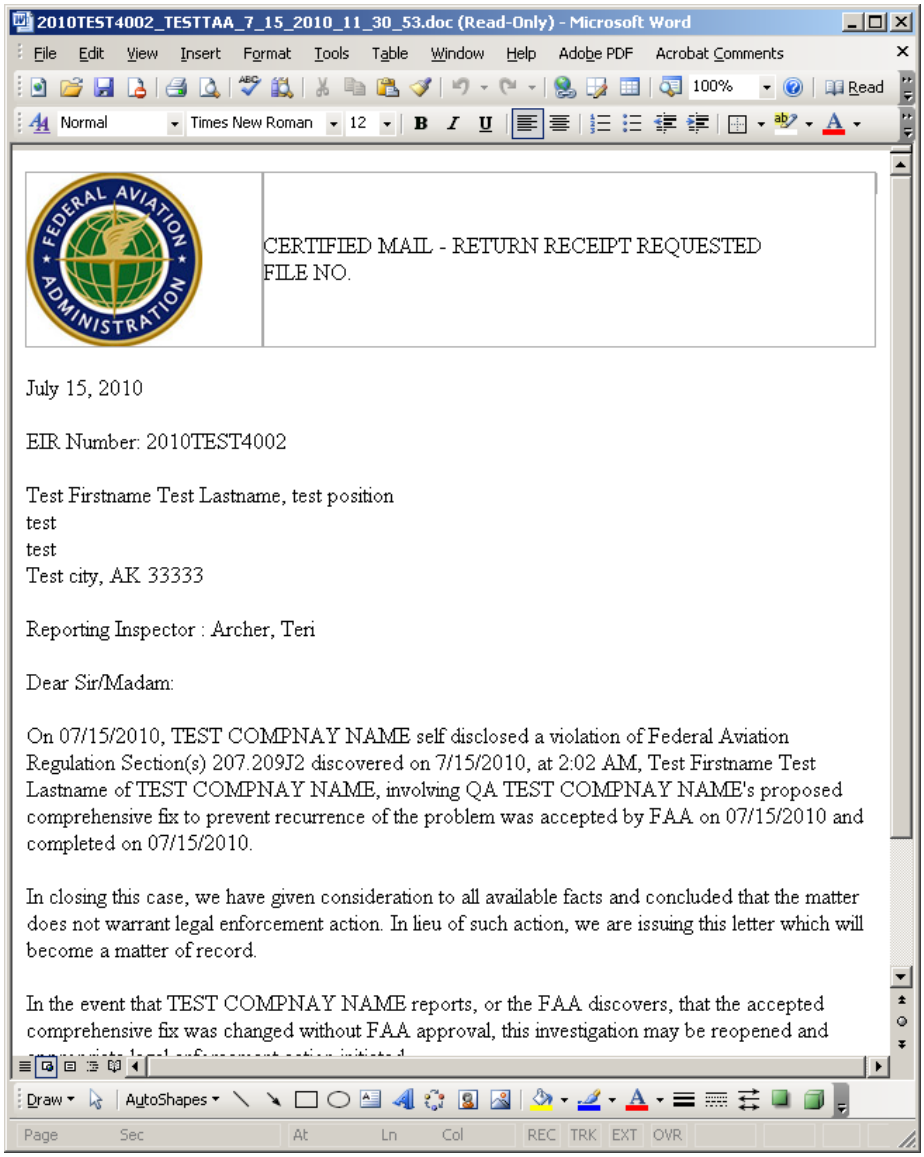


Figure 38: Letter of Correction Example

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.
14. Click the

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

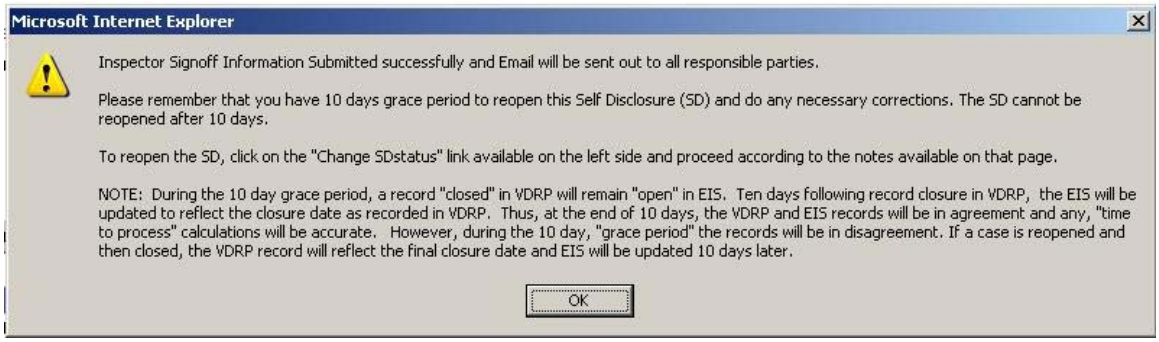


Figure 39: Inspector Signoff Submission Confirmation Screen

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