

**Voluntary Disclosure
Reporting Program (VDRP)
[For Air Carriers]**

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
	Part 1 - INR Form sent to SOM	10
	Part 2 - Senior Office Manager Approval	15
Stage 3:	Written Report	18
Stage 4:	Written Report Review	29
Stage 5:	Surveillance	33
Stage 6:	Inspector Signoff	36
	Part 1 - Sign-off form sent to SOM	36
	Part 2 - Senior Office Manager Approval	40

NOTE: THIS VDRP INTRODUCTION GUIDE IS APPLICABLE TO U.S. CERTIFICATED AIR CARRIERS OPERATING UNDER 14 CFR PART 121 OR PART 135. 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

Stage 1 accomplishment is applicable to designated representative of the air carrier.

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:

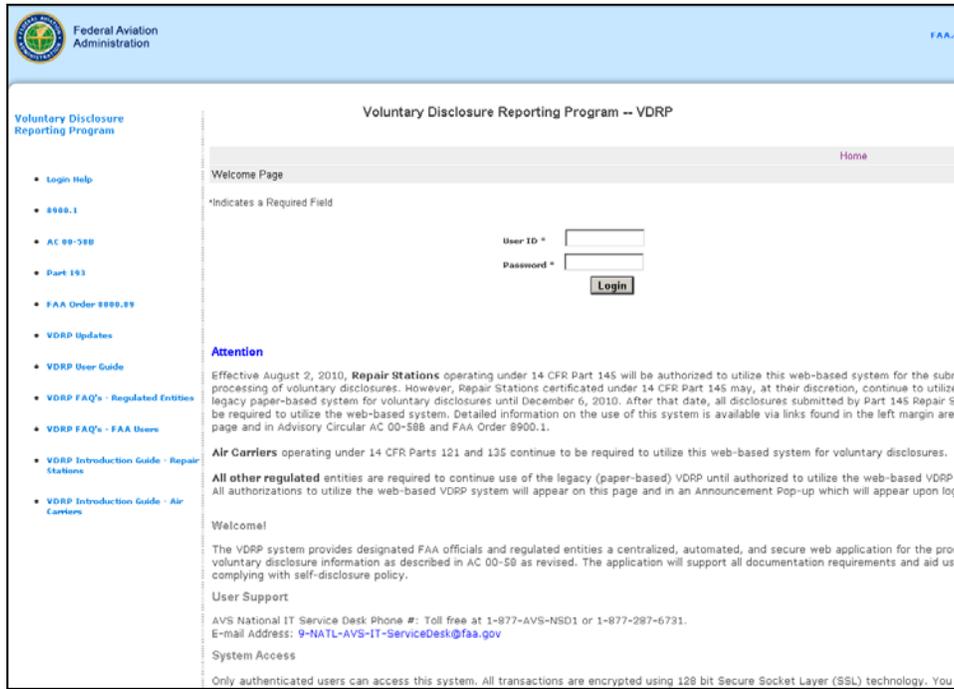


Figure 1: VDRP Login Page

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:

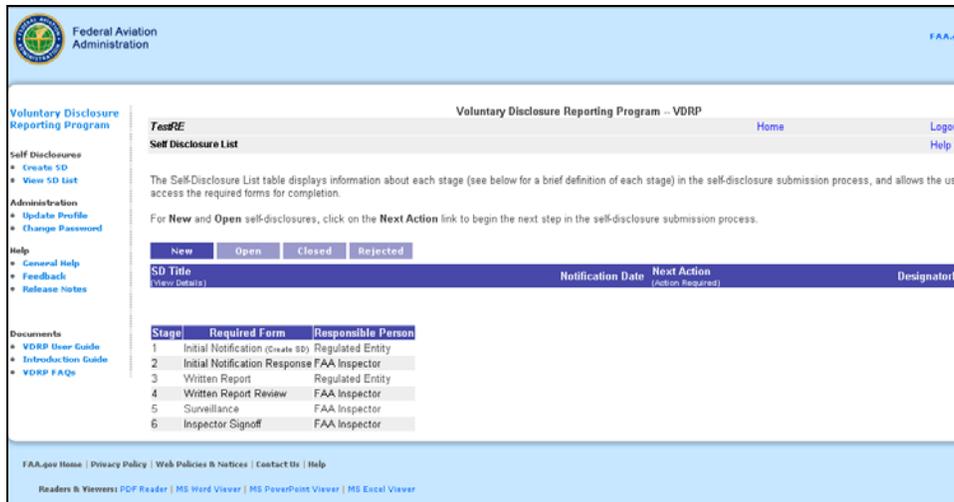


Figure 2: VDRP Self Disclosure List Page Regulated Entity View

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.

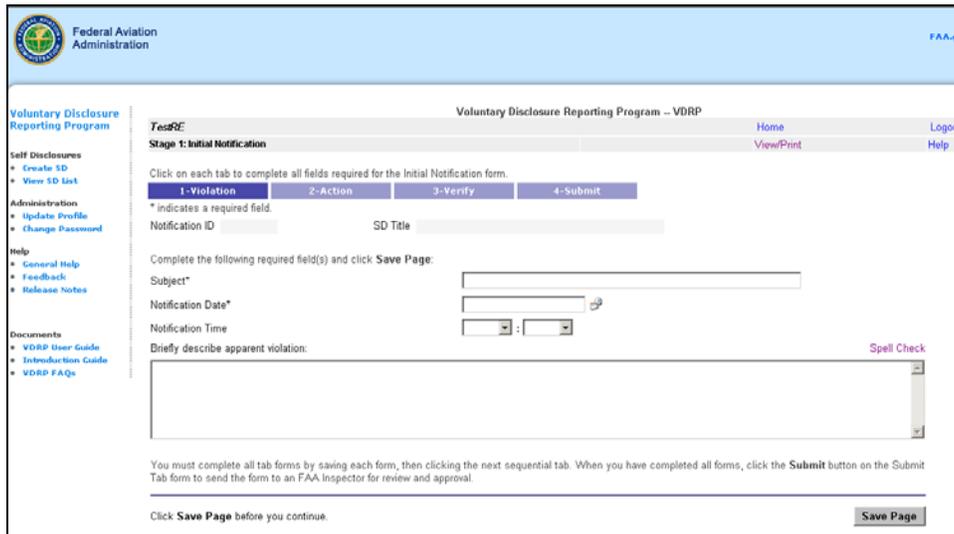


Figure 3: Initial Notification Screen

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.

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. If submitter is a Part 119.65 or 119.69 Company Official, select your name from the drop-down. If not a Part 119 Official, select None.
22. If your name does not appear as a 119 Official in the preceding drop-down box (in item 21), enter your Last Name in this box.
23. If your name does not appear as a 119 Official drop-down box (in item 21), enter your First Name in this box.
24. Enter your email address (or company phone number if no email address) in the "Contact Information" box
25. File Upload: If you are not a Part 119 Official, you must upload a letter signed by one of named Part 119 Company officials as provided in AC 00-58B, Appendix 1. If required, 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.

26. Click the  button.

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

27. Click the  button.

A VDRP Confirmation screen appears.



Figure 7: VDRP Confirmation Screen

28. Click OK. A VDRP Record Submission screen appears

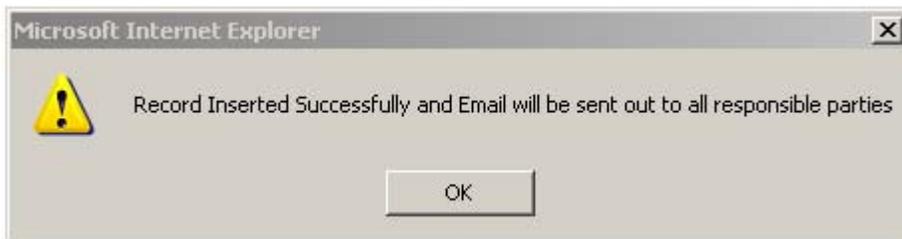


Figure 8: VDRP Record Submission Screen

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 process begins with completion of the necessary fields for Stage 2 submission by the FAA Principal Inspector (PI). Upon submission by the inspector, the system automatically advances the submission to the SOM (Part 1)

Upon receipt of the submission from the PI, the SOM (or designee) reviews the file and concurs with the Principal's decision or returns the case to the Inspector for further action as agreed upon (Part 2)

PART 1 - COMPLETION OF INITIAL NOTIFICATION RESPONSE (PI)

The objective of this review is to enable an FAA Inspector to respond to self disclosure previously submitted by the Regulated Entity.

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

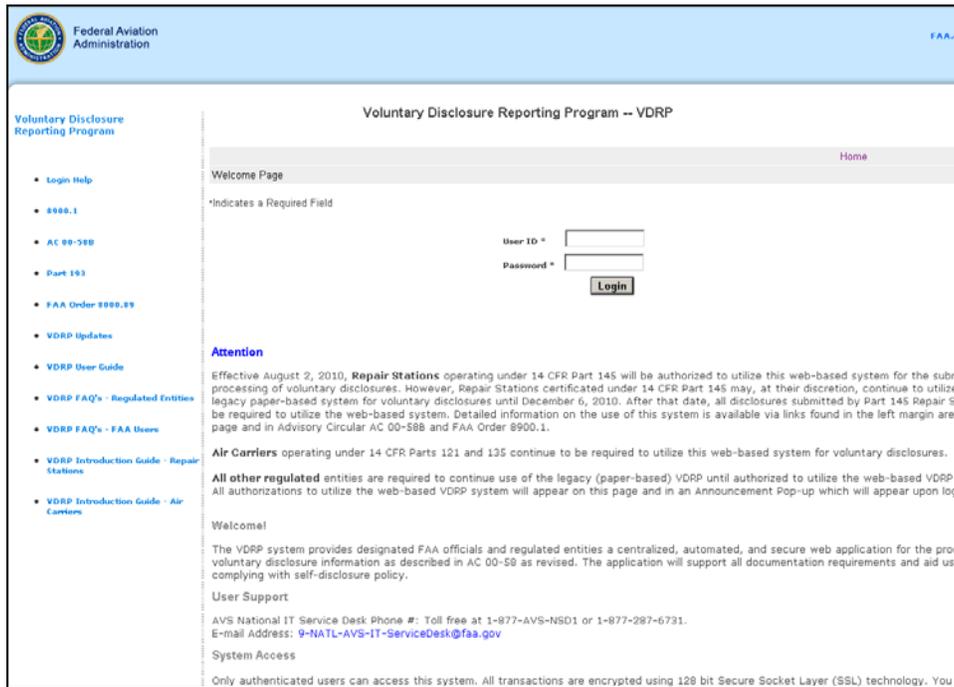


Figure 9: VDRP Login Page

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

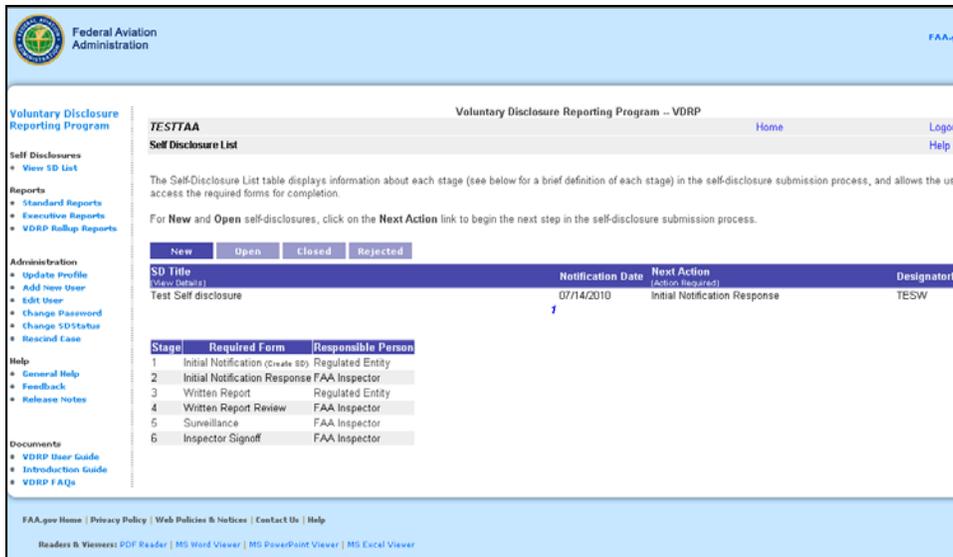


Figure 10: VDRP Self Disclosure List Page FAA View

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.

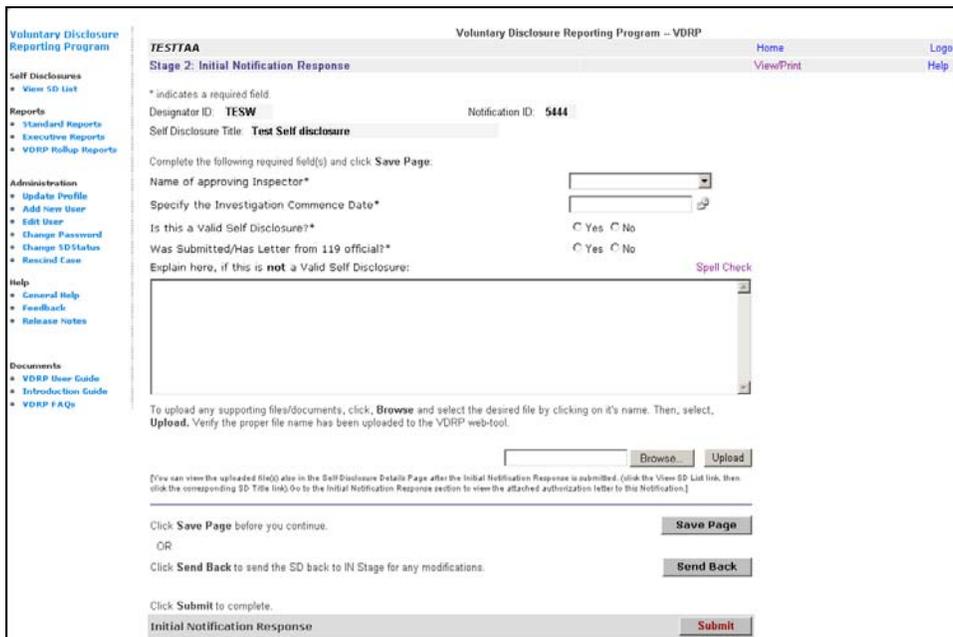
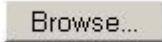
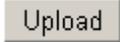


Figure 11: Initial Notification Response Screen

5. Select the name of the Principal Inspector (PAI, POI or PMI) reviewing the case in 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  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

If the disclosure was submitted by a 119 Official or the submission was submitted by a 119 Official, the file should reflect the "Yes" button as selected. If the "No" button is selected, and the inspector is aware that the submission was from a 119 Official or the appropriate letter from a 119 Official was attached, the inspector will select the "Yes" button (which will de-select the "No" button). If the record should reflect "No" but reflects, "Yes", the inspector will edit the record to reflect, "No".

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

NOTE: USING THE  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. If there is no SOM user in the database for a specified CHDO, an alert message is displayed when FAA user clicks on submit button and user is not allowed to submit for completion of the INR stage until SOM user is added via "Add New User" screen functionality (see VDRP User Guide for "Add New User" and for SOM functionality).



Figure 12: No SOM User - Alert message

11. Click . A VDRP confirmation screen appears.



Figure 13: VDRP Confirmation Screen

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



Figure 14: INR Submission Confirmation Screen

13. Click OK.
This concludes Stage 2, Initial Notification Response Part 1.
Once a completed first part of Initial Notification Response stage is submitted by Principal Inspector, the Self-disclosure is ready for the second part of Initial Notification Response stage which requires SOM Approval via "Senior Office Manager Approval" screen

STAGE 2 - INITIAL NOTIFICATION RESPONSE

PART 2 - SENIOR OFFICE MANAGER APPROVAL (SOM)

The second part of Stage 2 requires the SOM to concur with the Principal Inspector by optionally entering any comments and clicking on Submit/Return button based on concurrence or non-concurrence with Principal Inspector's determination of the self-disclosure.

The Office Manager must, in concert with the Principal Inspector assigned to the certificate, and must determine whether, based on the information available at FAA at the time, the initial submission of self-disclosure does or does not meet the criteria for acceptance under the FAA's voluntary disclosure policy.

The objective of this lesson is to successfully log into VDRP as a Senior Office Manager (SOM) and respond to the submission of self disclosure by Principal Inspector.

PREREQUISITES

Before a SOM can access VDRP, they must be assigned a user ID and password. The SOM and an alternate SOM are normally added to the VDRP system by one of the Principal Inspectors in that office.

User ID: Enter UserID as assigned

Password: Enter Password as assigned

PROCEDURE

Perform the following steps to log into the VDRP application:

1. Specify the VDRP-designated URL in the Address field of Internet Explorer:

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

The VDRP Login page displays:

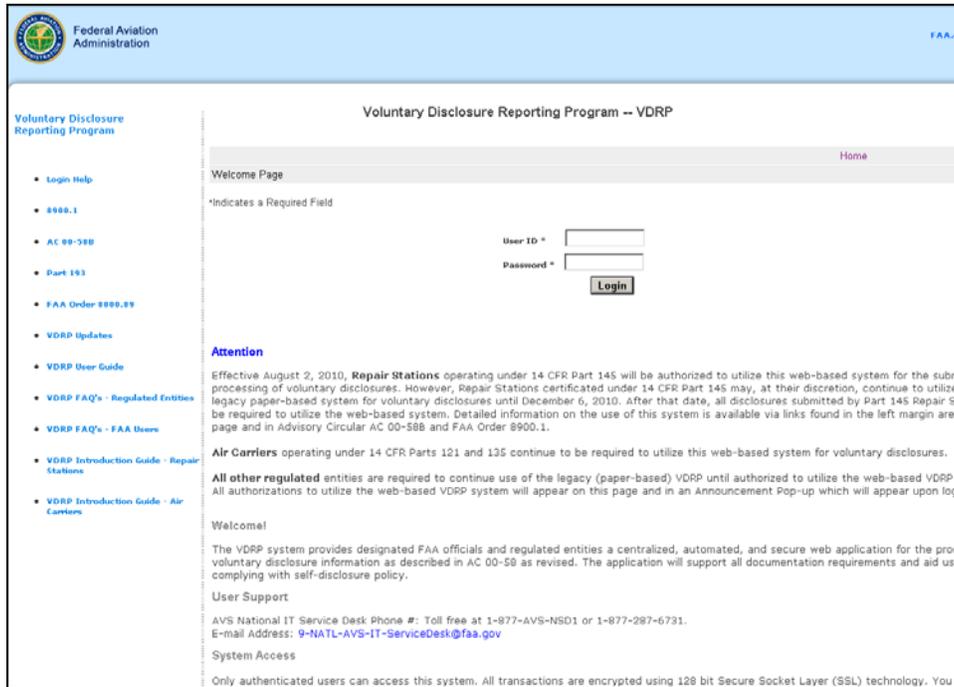


Figure 15: VDRP Login Page

2. Enter your assigned User Name in the User ID field, then press the TAB key.

3. Enter your assigned password in the Password field and click  .

4. Click the View SD List on the left side of the screen.

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

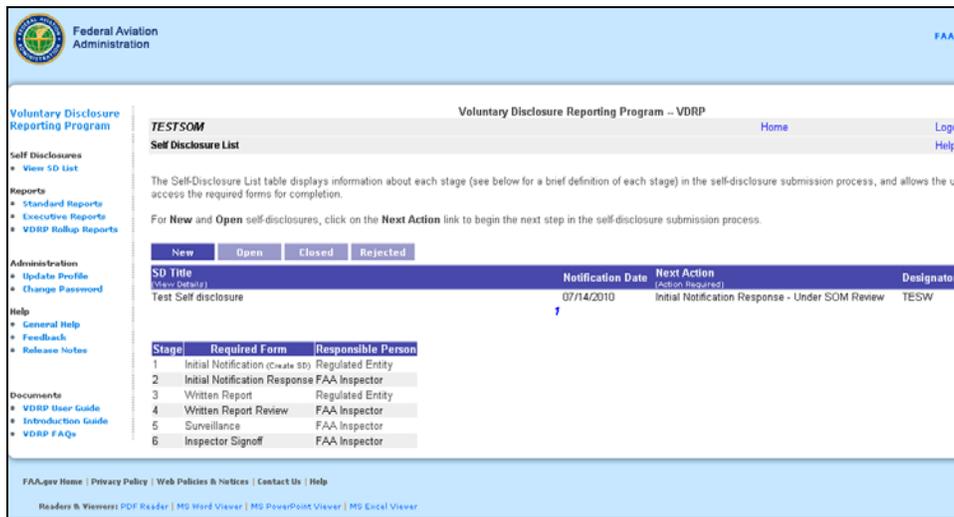


Figure 16: VDRP Self Disclosure List Page FAA View

- Click on the **Initial Notification Response - Under SOM Review** link, in the Next Action column, next to **Test Self disclosure**. The **Senior Office Manager Approval** screen appears.

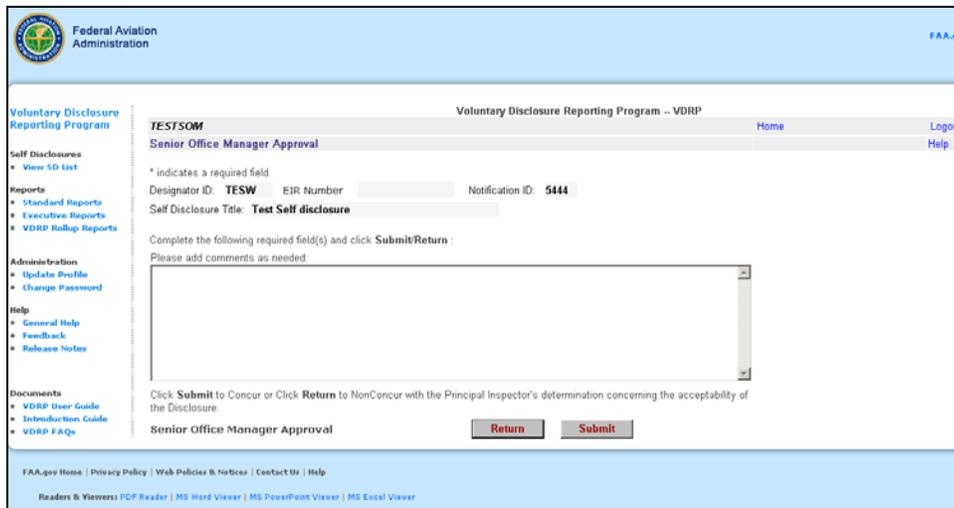


Figure 17: Senior Office Manager Approval

- Enter SOM comments as desired. When returning file to Inspector for edits, SOM may wish to offer comments or suggestions in this text box to explain reasons for the return.
- Click on **Return** button indicating SOM's non-concurrence with PI's determination about the self disclosure. The self disclosure then returns to the Initial

Notification response stage, allowing the Principal Inspector to edit the INR form as necessary prior to re-submission for SOM review/concurrence.

8. Click on  button indicating SOM's concurrence with advancing the case into the Written Report Stage. SOM submission completes the second part of INR stage.
9. A VDRP confirmation screen appears.

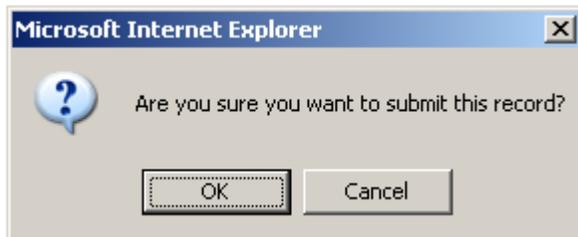


Figure 18: VDRP Confirmation Screen

10. Click **OK**. Another confirmation screen appears with tracking data and email confirmation information.
Click **OK**.
This concludes Stage 2, Initial Notification Response. Proceed to the next exercise for Stage 3, Written Report.

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:

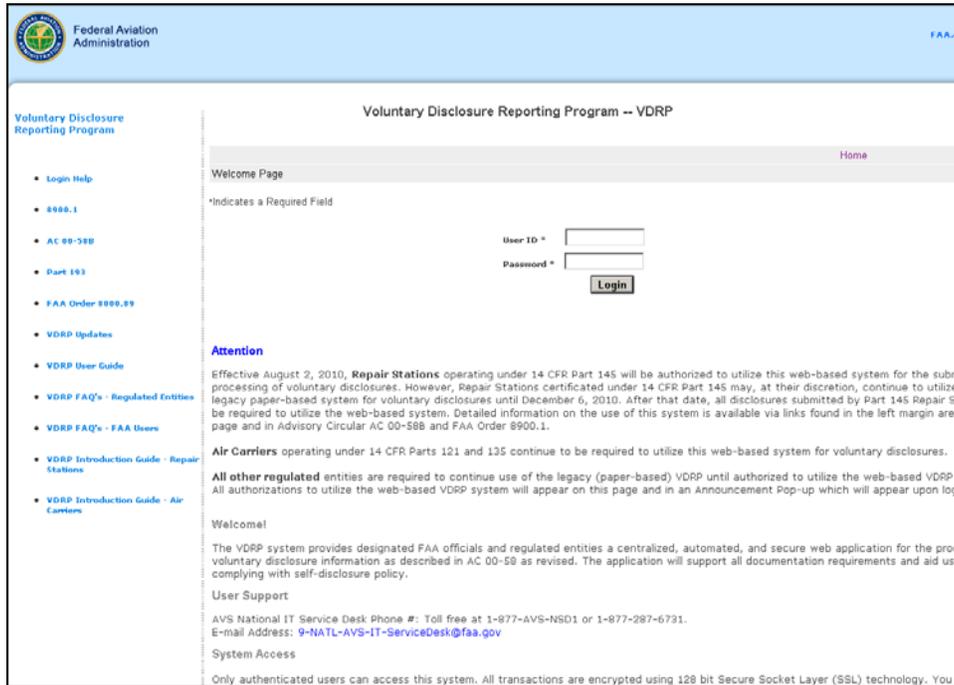


Figure 20: VDRP Login Page

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:

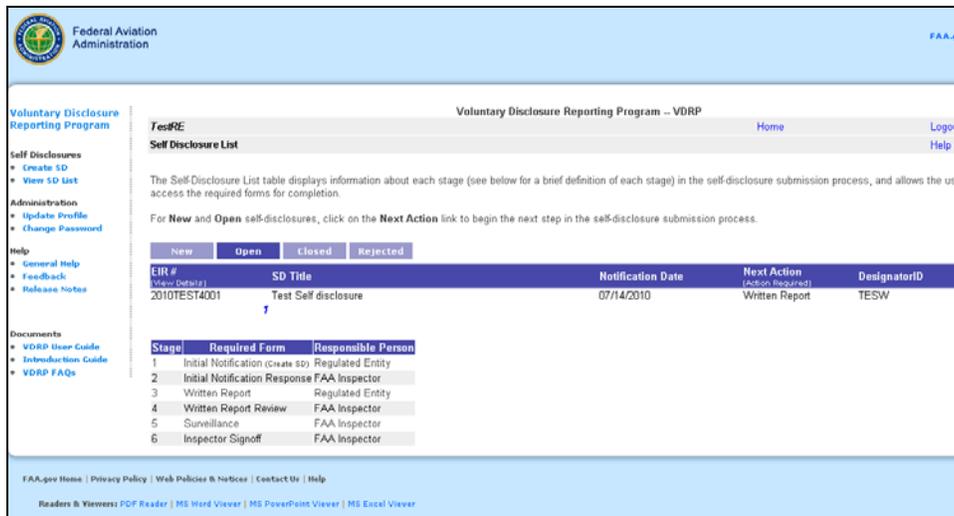


Figure 21: VDRP Self Disclosure List Page FAA View

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.

Open

4. Click on the **Open** 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.

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

EIR Number: 2010TEST4001 SD Title: Test Self disclosure

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

Written Report Date: 7/14/2010

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
<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.

Figure 22: 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  button.
20. Click the  Tab. The Description Screen appears, with some populated data.

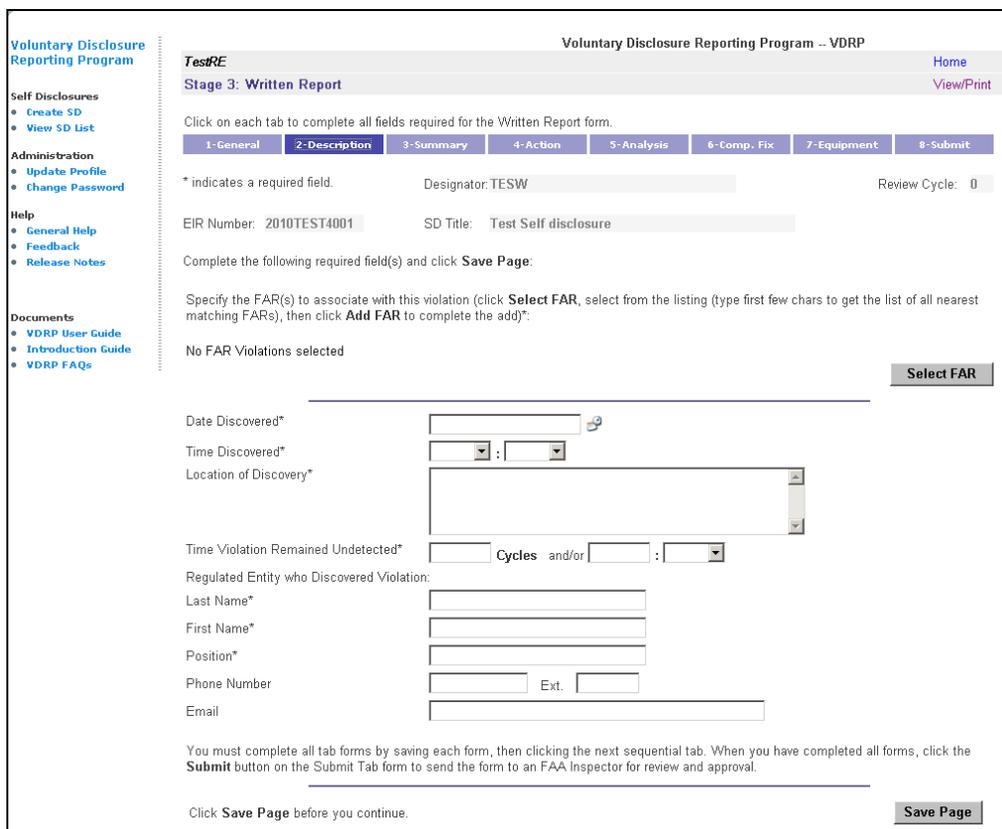


Figure 23: Written Report Description Screen

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  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

Home Logout Help

Stage 3: Written Report

View/Print

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. File 7- Equipment 8- Submit

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

EIR Number: 2010TEST4001 SD Title: Test Self 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 24: 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 **4- Action** button. The **Written Report Action** screen appears.

Voluntary Disclosure Reporting Program -- VDRP

Test#E Home Logout

Stage 3: Written Report ViewPrint 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. File 7- Equipment 8- Submit

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

EIR Number: 2010TEST4001 SD Title: Test Self disclosure

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

Immediate Action Date*

Description of Immediate Action* Spell Check

Regulated Entity Responsible for Immediate Action:

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 25: 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.

Figure 26: 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  button.
54. Select the  tab. The Written Report Comprehensive Fix screen appears.

Figure 27: 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.

Voluntary Disclosure Reporting Program -- VDRP

TestRE

Stage 3: Written Report

Home | Logout | ViewPrint | Help

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

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

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

EIR Number: 2010TEST4001 SD Title: Test Self 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*

Fix Begin Date*

Fix End Date*

Comprehensive Fix Detail Description*

Regulated Entity Responsible for Implementing Fix:

Last Name*

First Name*

Department

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** **Cancel**

Figure 28: 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.

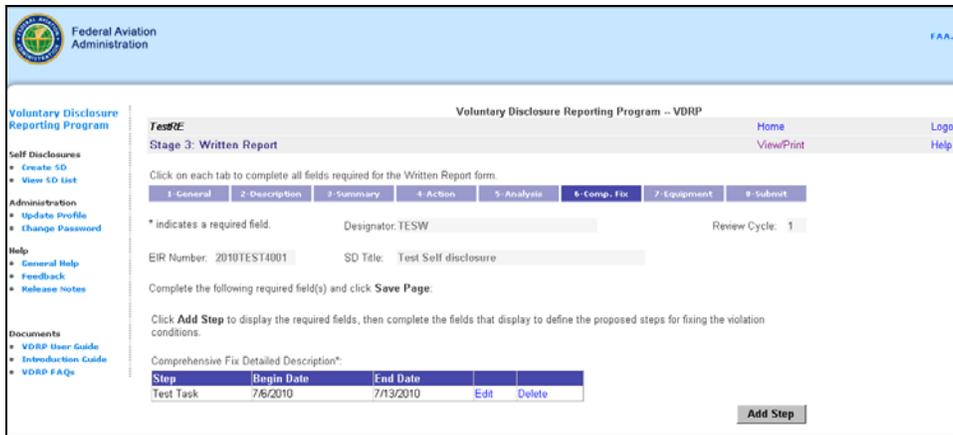


Figure 29: Written Report Comprehensive Fix Screen with Edited Step

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

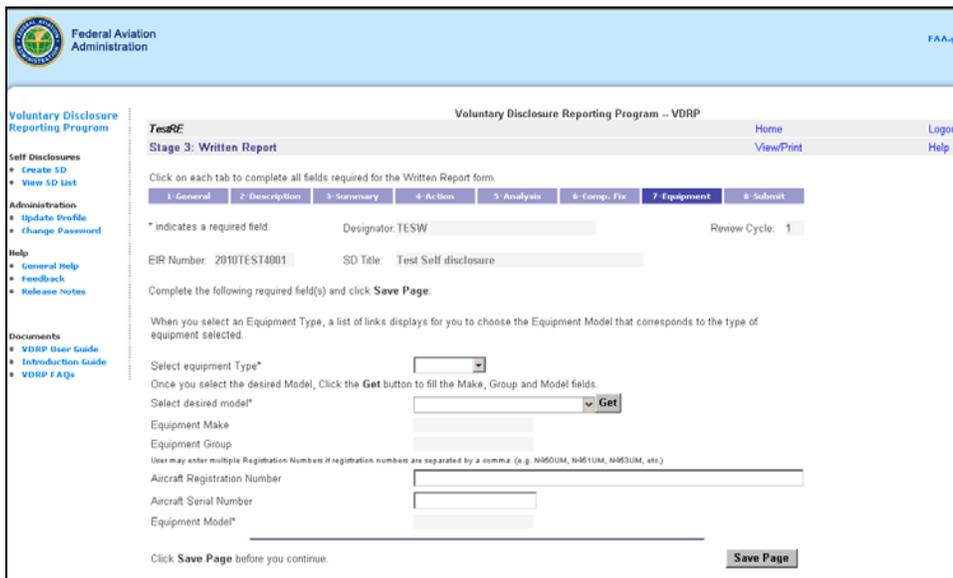


Figure 30: Written Report Equipment Screen

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.

Figure 31: 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  button.
72. Click the  button. A confirmation window appears.
73. Click OK. A confirmation screen appears denoting successful completion of this stage.



Figure 32: 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:

Federal Aviation Administration

Voluntary Disclosure Reporting Program -- VDRP

Welcome Page [Home](#)

*Indicates a Required Field

User ID *

Password *

Attention

Effective August 2, 2010, **Repair Stations** operating under 14 CFR Part 145 will be authorized to utilize this web-based system for the submission and processing of voluntary disclosures. However, Repair Stations certificated under 14 CFR Part 145 may, at their discretion, continue to utilize the legacy paper-based system for voluntary disclosures until December 6, 2010. After that date, all disclosures submitted by Part 145 Repair Stations will be required to utilize the web-based system. Detailed information on the use of this system is available via links found in the left margin area of this page and in Advisory Circular AC 00-588 and FAA Order 8900.1.

Air Carriers operating under 14 CFR Parts 121 and 135 continue to be required to utilize this web-based system for voluntary disclosures.

All other regulated entities are required to continue use of the legacy (paper-based) VDRP until authorized to utilize the web-based VDRP system. All authorizations to utilize the web-based VDRP system will appear on this page and in an Announcement Pop-up which will appear upon login.

Welcome!

The VDRP system provides designated FAA officials and regulated entities a centralized, automated, and secure web application for the processing and submission of voluntary disclosure information as described in AC 00-58 as revised. The application will support all documentation requirements and aid users in complying with self-disclosure policy.

User Support

AVS National IT Service Desk Phone #: Toll free at 1-877-AVS-NSD1 or 1-877-287-6731.
E-mail Address: 9-NATL-AVS-IT-ServiceDesk@faa.gov

System Access

Only authenticated users can access this system. All transactions are encrypted using 128 bit Secure Socket Layer (SSL) technology. You

Figure 33: VDRP Login Page

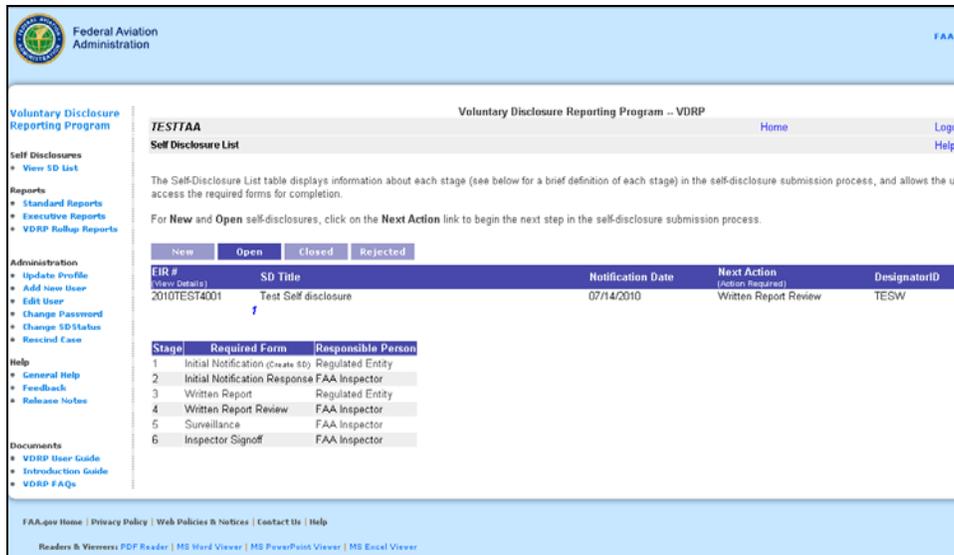


Figure 34: VDRP Self Disclosure List Page FAA View

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 **2010TEST4001** Review Cycle **1** Designator ID **TESW**

Self Disclosure Title: **Test Self 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 **None**

Equipment Make _____

Equipment Model **None**

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.

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

Figure 35: 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.

Figure 36: 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 37: 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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Voluntary Disclosure Reporting Program -- VDRP

Home Logout

Self Disclosure List Help

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
EIR #	SD Title	Notification Date	Next Action
View Details			(Action Required)
2010TEST4001	Test Self disclosure	07/14/2010	Surveillance
			TESW

Stage	Required Form	Responsible Person
1	Initial Notification (create only)	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 38: VDRP Self Disclosure List Page

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

Figure 39: 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 40: 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 Stage begins with the PI completing the necessary inputs for submission of the Inspector Sign Off (Part 1). Upon submission by the Inspector, the system automatically advances the submission to the SOM (Part 1)

Upon receipt of the submission from the PI, the SOM reviews the file and concurs with the PI's decision or returns the case to the PI for further action as agreed upon (Part 2). If returned to the PI, upon re-submission by the PI, the case returns to the SOM for concurrence.

PART 1 - INSPECTOR SIGN-OFF (PI)

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.

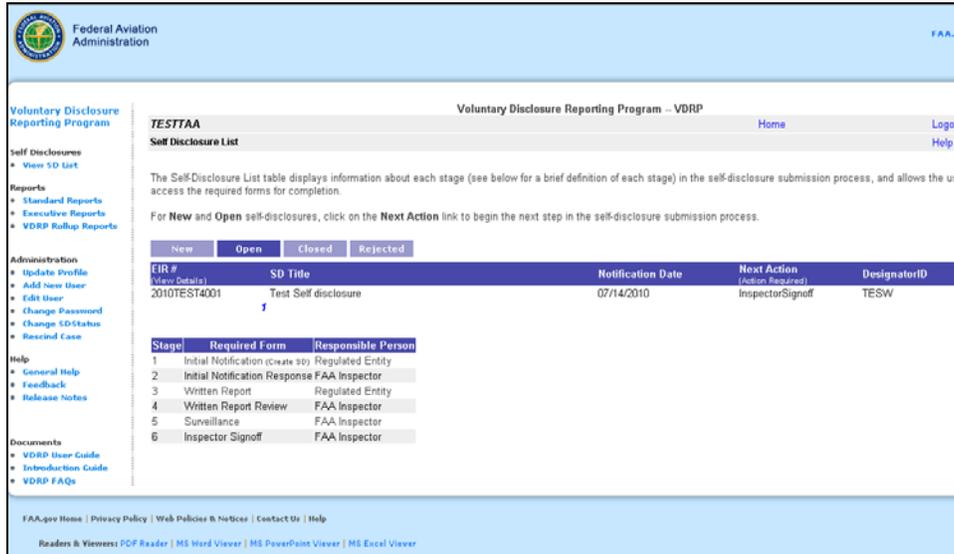


Figure 41: VDRP Self Disclosure List Page

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

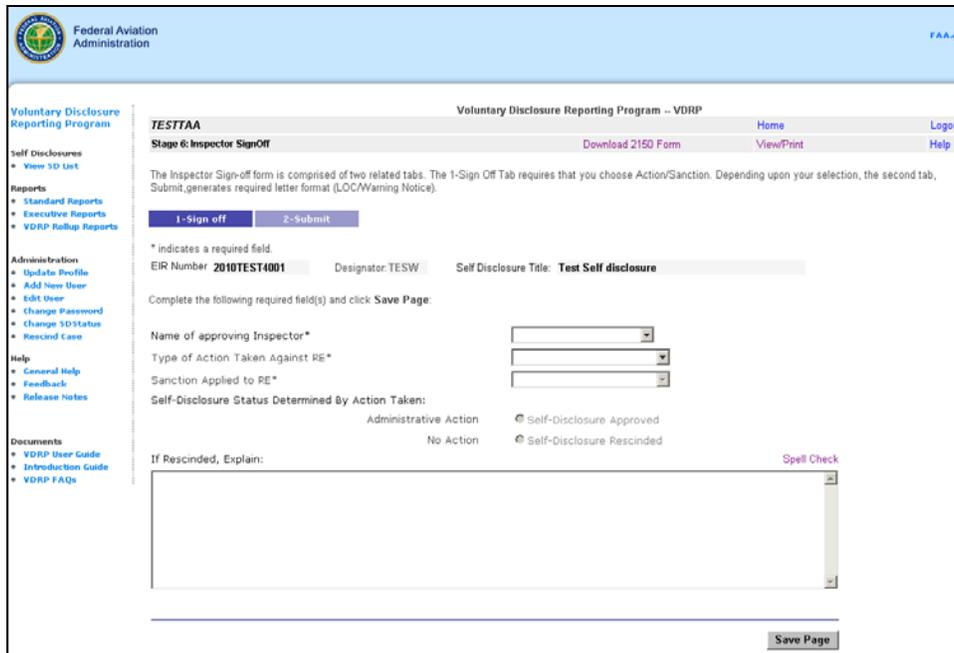


Figure 42: Inspector Signoff Screen

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.

Federal Aviation Administration

Voluntary Disclosure Reporting Program -- VDRP

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Stage 6: Inspector Signoff

Download 2150 Form View/Print Help

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 2010TEST4001 Designator:TESW Self Disclosure Title: Test Self disclosure

btnAddFile

This page allows you to generate a Letter of Correction (LOC)/Warning Notice document in MS Word. The generated document can be modified and uploaded.

Generate Letter Of Correction

No Attachments

You can upload an LOC, 2150 Form or Other Documents as desired. To Upload any supporting files/documents, choose Other Documents. Click **Browse**, select the file to be uploaded, then click Upload to complete.

Choose the type of the upload file* LOC/Warning Notice 2150 Form Other Documents

Browse Upload

Once a Completed Inspector Sign-Off is submitted, you can view the uploaded files by opening the Self-Disclosure Details Page.

Click **Submit** to complete. Once submitted, the Regulated Entity is notified via email of completion.

Inspector Sign-Off Submit

Figure 43: 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

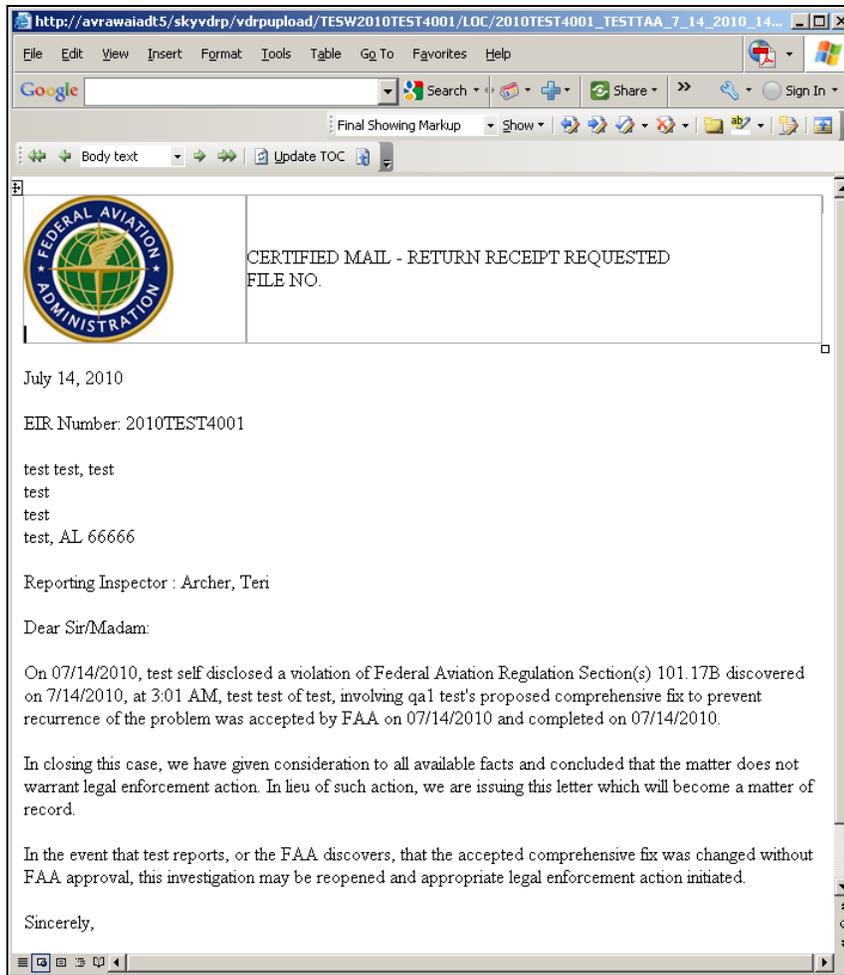


Figure 42: Letter of Correction Example

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.

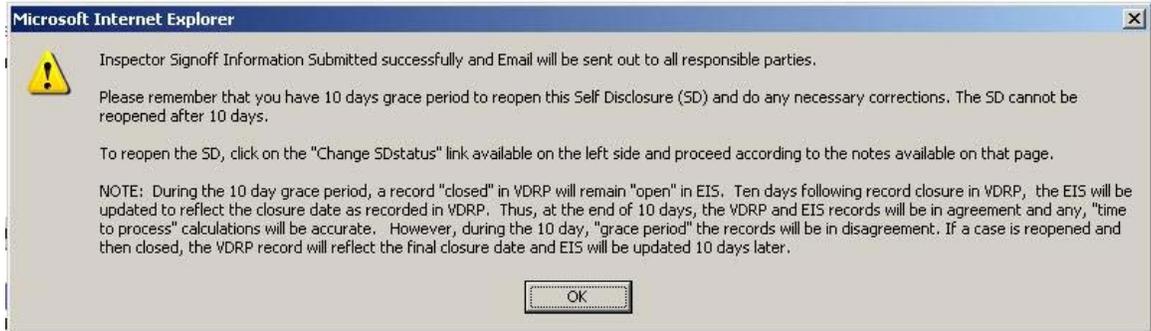


Figure 43: Inspector Signoff Submission Confirmation Screen

14. Click OK.

This concludes Stage 6, Inspector Sign off Part 1.

STAGE 6: INSPECTOR SIGNOFF (SOM) PART 2 – SENIOR OFFICE MANAGER APPROVAL

An Office Manager with oversight responsibility for operators certificated under 14 CFR Part 119 for operations under part 121 or part 135, is required to accomplish the final sign-off function in Stage VI of the VDRP system.

At this stage, the SOM has the option to concur or not concur with the actions taken by the PI. If the Manager concurs and submits the file, the file is closed in VDRP and subsequently closed in EIS. If the Manager does not concur, the file is returned to the PI for revision or action as agreed upon between the PI and the SOM.

PREREQUISITES

Before a SOM can access VDRP, they must be assigned a user ID and password. The SOM and an alternate SOM are normally added to the VDRP system by one of the Principal Inspectors in that office.

User ID: Enter UserID as assigned

Password: Enter Password as assigned

PROCEDURE

Perform the following steps to log into the VDRP application:

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

The VDRP Login page displays:

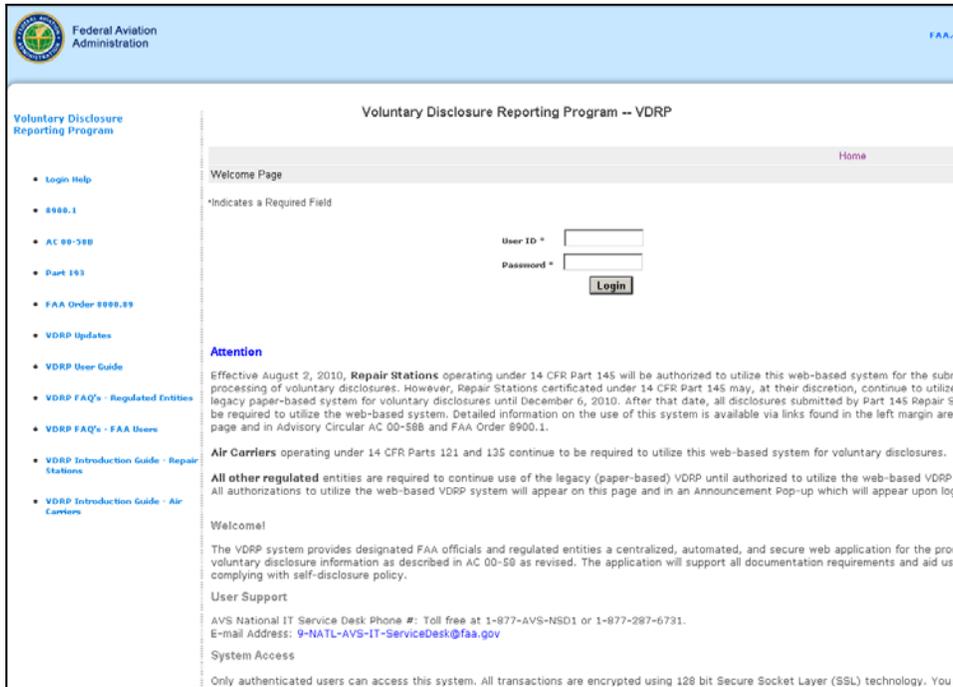


Figure 44: VDRP Login Page

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 .
4. Click the View SD List on the left side of the screen.

The VDRP Self Disclosure page displays:

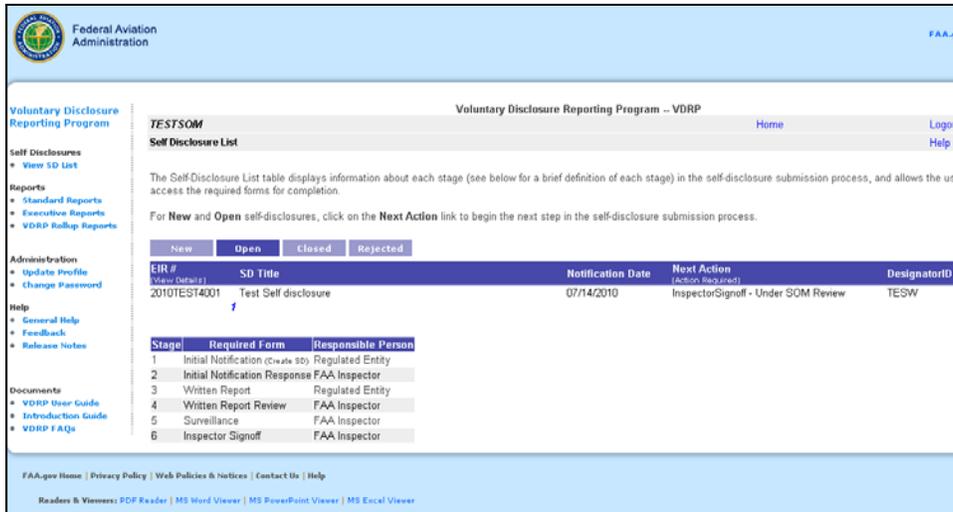


Figure 45: VDRP Self Disclosure List Page FAA View

The VDRP Self-Disclosure List page shows a listing of all new self-disclosures that relate to your organization. Navigational tabs also display and allows you to view and access New, Open, Closed, and Rejected self-disclosures.

5. Assure the “Open” tab is selected and locate the “Next Action” column. Click on the **Inspector Signoff - Under SOM Review** link, which will be found in the Next Action column. The **Senior Office Manager Approval** screen appears after selection of the SOM Review link.

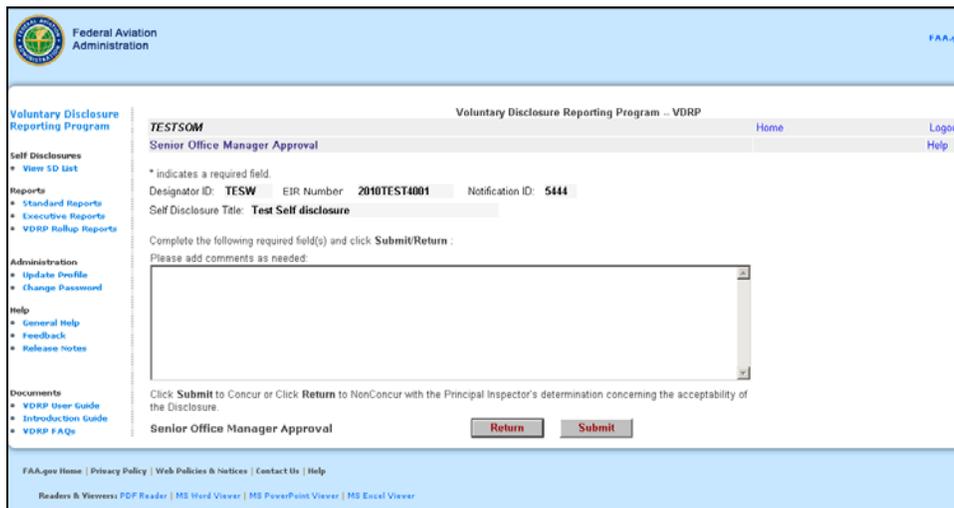


Figure 46: Senior Office Manager Approval

6. Enter SOM comments as desired. Prior returning file to Inspector for edits, SOM may wish to offer comments or suggestions in this text box to explain reasons for the return.
7. If the SOM does not concur with the PI’s submission, the SOM will click on the  button and the file will be returned to the Inspector Sign off stage (Part 1). The Principal is alerted by the VDRPP system via email of the return. The PI may then revise or edit the file as deemed necessary prior to submission for SOM review/concurrence.
8. When the SOM concurs with the PI’s submission, the SOM will click on  button indicating SOM’s concurrence with PI’s determination about the self disclosure. The self disclosure is closed after SOM submits the self disclosure via SOM Approval screen which completes the second part of Inspector Sign off stage.
9. Click **OK**. Another confirmation screen appears with tracking data and email confirmation information.



Figure 47: Stage 6 SOM Submission Confirmation Screen

10. Click OK.

This concludes Stage 6, Inspector Signoff and completes all stages of the VDRP process