

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

## **Introduction Guide**

**December 2021**

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**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.

### Login PROCEDURE

Perform the following steps to log into the VDRP application:

Enter the VDRP address/URL into Internet Explorer or Chrome:

<https://vdrp.faa.gov>

The VDRP Login page will appear as follows:

The screenshot shows the VDRP login page. On the left is a navigation menu with links like '8900.1', 'AC 60-58B', 'Part 193', 'FAA Order 8900.89', 'VDRP User Guide', 'VDRP FAQ's - Regulated Entities', 'VDRP FAQ's - FAA Users', 'VDRP Introduction Guide - Repair Stations', 'VDRP Introduction Guide - Air Carriers', 'Password Reset', and 'Instructions'. The main content area has a header 'VDRP - Voluntary Disclosure Reporting Program' and a large warning box with the text: 'WARNING WARNING WARNING. You are accessing a U.S. Government information system... Unauthorized or improper use of this system may result in disciplinary action... By logging in and using this information system, you understand and consent to the following: You have no reasonable expectation of privacy... At any time, and for any lawful Government purpose, communication between the user and this information system... Any communications or information... may be disclosed or used for any lawful government purpose.' At the bottom of the warning box are 'I Agree' and 'I Decline' buttons.

Figure 1: VDRP Login Page

Click on Agree.

Enter your email address and click on Next.

Figure 2: VDRP Login Page

Figure 3: VDRP Login Page

1. 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 (security questions) in your user profile.

The VDRP Self Disclosure page displays:

Notification ID	SD Title	Notification Date	Next Action (Action Required)	DesignatorID	SD Type
2858	MD88, N966TW, RII Not Accomplished	7/2/2008	Initial Notification	AALA	PIStds
19725	Stowage	9/1/2016	Initial Notification	YENA	Hazmat
20152	OVER FLOW TASK CARDS	2/16/2017	Initial Notification	YENA	PIStds

Figure 4: 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.

**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.

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

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 SD Title

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

Subject\* Notification Date\* Notification Time

Briefly describe apparent violation:

Spell Check

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 Screen**

3. Type a title for your report in the **Subject** field and press **Tab**.
4. Select the date of notification in the **Notification Date** field manually or using Calendar Icon .
5. Enter the time of notification in the **Notification Time** field.
6. Enter a brief description of the apparent violation in the list box.
7. Click **Save Page** . The information you entered has now been saved, and a new Notification ID and SD Title are generated.
8. Click the **2-Action** tab, to navigate to the next page. The Initial Notification Action Screen appears.

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:

Spell Check

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.


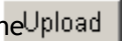
**Save Page**

**Figure 6: Initial Notification Action Screen**

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


12. Answer each question by selecting either Yes or No.
13. Select the appropriate option from the drop-down options to indicate the, “Media Used to Notify Self-Disclosure” option field.
14. Type additional sample explanatory text, in the clarification text field and click the **Save Page** button.
15. Click **4-Submit**, which will display the Initial Notification Submit screen.

16. Select the appropriate business category. Select “Help” in upper right corner of the page to determine the appropriate selection for your business.
17. Select the name of the Principal Inspector most likely to be responsible for handing the initial review and acceptance of the disclosure being submitted.
18. Enter your **Last Name** in this box.
19. Enter your **First Name** in this box.
20. Enter your email address (or company phone number if no email address) in the “Contact Information” box

21. Upload the required letter by use of the  button to select the desired file and upload the document via selection of the  button.

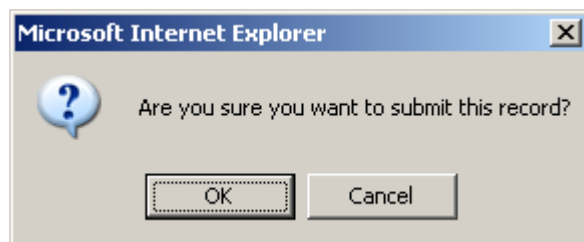
**NOTE: THE UPLOAD FUNCTION IS ALSO AVAILABLE FOR ATTACHMENT OF ANY FILE, PHOTOS OR OTHER DOCUMENT WHICH WILL AID THE FAA IN MAKING A DETERMINATION REGARDING ACCEPTANCE OF THE VOLUNTARY DISCLOSURE.**

22. Click the  button.

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

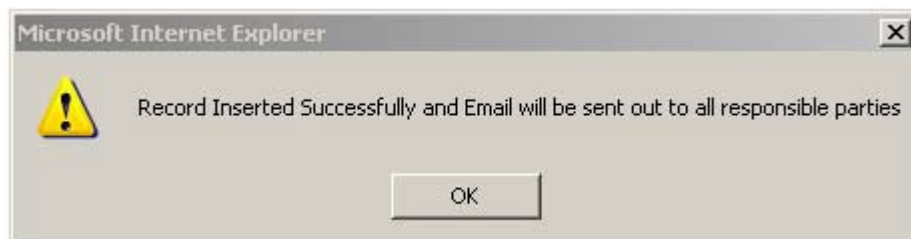


A VDRP Confirmation screen appears.



**Figure 9: VDRP Confirmation Screen**

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



**Figure 10: 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

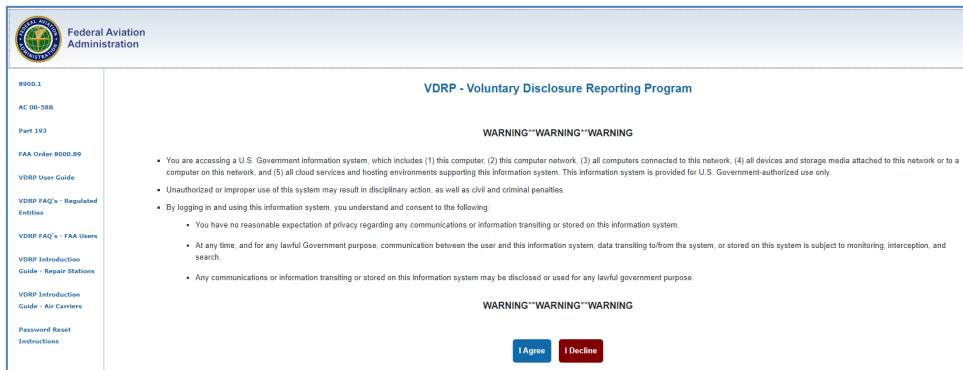
Before an FAA Inspector can access VDRP, they must be assigned a user ID and password. Principal Inspectors have access based on their assignment as a PI in WebOPSS. Principals needing access to the system should contact the VDRP User Support at (844) 322-6948. Other inspectors are granted access to VDRP by a PI with authority on the Certificate(s) they will work.

## Login PROCEDURE

Perform the following steps to log into the VDRP application:

Enter the VDRP address/URL into Internet Explorer or Chrome:

<https://vdrp.faa.gov>



**Figure 11: VDRP Login Page**

Click on Agree.



Enter your email address and click on Next.

**VDRP - Voluntary Disclosure Reporting Program**

**Attention**

Air Carriers operating under 14 CFR Parts 121 and 135 and Repair Stations operating under 14 CFR Part 145 are required to utilize this web-based system for all non-hazmat voluntary disclosures. Hazmat disclosures by air carriers operating under 14 CFR Parts 121, 135, and 129, use of this web-based system is required. All other authorized users of the non-hazmat Voluntary Disclosure Reporting Program (VDRP) are required to use the legacy (paper-based) VDRP process until authorized to utilize this web-based VDRP system.

**Login to VDRP**

Please enter your email to login  **Next**

**User Support**

FAA MyIT Service Center  
Phone: 1-844-FAA-MYIT (322-6946)  
E-mail Address: [helpdesk@faa.gov](mailto:helpdesk@faa.gov)  
<http://myit.faa.gov>

**Welcome!**

The VDRP system provides designated FAA officials and regulated entities a centralized, automated, and secure web application for the processing 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.

**System Access**

Only authenticated users can access this system. All transactions are encrypted using 128 bit Secure Socket Layer (SSL) technology. You must be an approved user to access this system. If you have a username and password, you may login now.

All new Principal Inspector (PI) Users will be initially kept in an Inactive State. You will need to contact the HelpDesk to make your status Active and then login to the VDRP System. Other Inspectors who are not Principals who need access to VDRP will need to request that their Principals add them to the system.

If you are a Regulated Entity User, please contact your Designated FAA Officials to gain access to the system.

Figure 12: VDRP Login Page

In the next screen click on Agree and Continue.

United States Department of Transportation

MyAccess  
What is MyAccess?

**Sign In**

By signing in here with MyAccess, you will have access to all participating MyAccess applications that you are authorized to use. By clicking Agree & Continue, you accept the Government warning below.

**DOT Employees and Contractors Use Your PIV Card**

DOT employees insert your PIV card into your smart card reader before attempting to login.

**Use Your Email Address\***

**Agree & Continue**

\* Federal personnel enter your Federal email address. External users enter your email address you used to register with MyAccess

Forgot your MyAccess account credentials? [Reset here](#)

[Need Help Logging In?](#) [Help Desk Information](#)

Figure 13: VDRP Login Page

1. Type your PIN associated with your VIP card.

ActivClient Login

ActivID\*  
ActivClient\*

Please enter your PIN.

PIN

OK Cancel

Figure 14: VDRP Login

2. Click on ok.

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

**Federal Aviation Administration**

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	DesignatorID
Test disclosure	07/15/2010	Initial Notification Response	TESW

Stage	Required Form	Responsible Person
1	Initial Notification (civats 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 15: VDRP Self Disclosure List Page FAA View**

The **VDRP Self-Disclosure List** page shows a listing of all new self-disclosures that are 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.

**Federal Aviation Administration**

Voluntary Disclosure Reporting Program -- VDRP

**Stage 2: Initial Notification Response**

\* indicates a required field.

Designator ID: **TESW** Notification ID: **5445**

Self Disclosure Title: **Test disclosure**

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

Name of approving Inspector\*

Specify the Investigation Commence Date\*

Is this a Valid Self Disclosure?\* ☐ Yes ☐ No

Explain here, if this is **not** a Valid Self Disclosure:

Spell Check

To upload a letter signed by FAA Office Manager as a means for complying with VDRP requirements, 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 the Initial Notification Response is submitted. (click the View SD List link, then click the corresponding SD Title link) Or to the Initial Notification Response section to view the attached authorization letter to this Notification.]

Click **Save Page** before you continue.

OR

Click **Send Back** to send the SD back to IN Stage for any modifications.

Click **Submit** to complete.

**Initial Notification Response** **Submit**

**Figure 16: Initial Notification Response Screen**


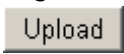

5. Select the name of the Principal Inspector (PAI, POI or PMI) reviewing the case from the drop-down in the **Name of approving Inspector** field.
6. Type today's date in the **Specify the Investigation Commence Date** field.
7. Click the **Yes** radio button in the **Is this a Valid Self Disclosure** 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  BUTTON IS DISABLED. IF THE DISCLOSURE IS INVALID, FAA USER SHOULD NOT SEND THE CASE BACK TO THE REGULATED ENTITY.

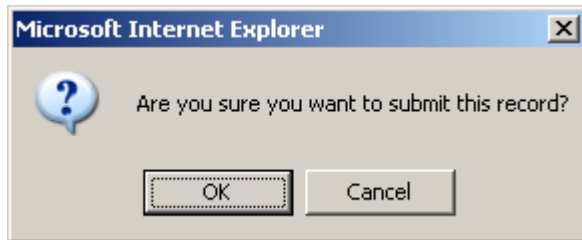
THE “SEND BACK” BUTTON IS TO BE USED TO RETURN THE CASE TO THE REGULATED ENTITY FOR EDITING AND RE-SUBMISSION

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

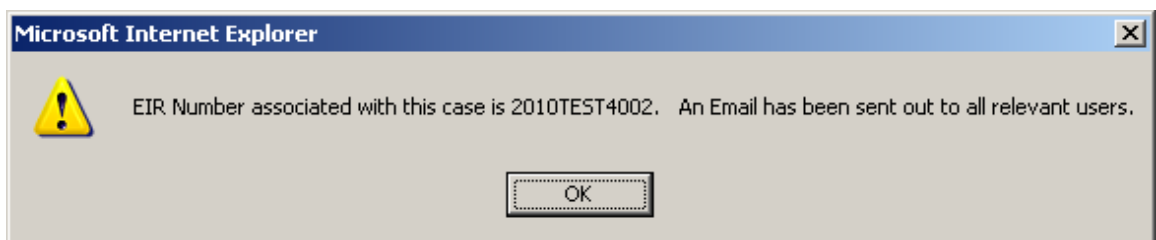
**NOTE: USING THE  BUTTON, THE FAA INSPECTOR SENDS THE**

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.

1. Click . A VDRP confirmation screen appears.



**Figure 17:** VDRP Confirmation Screen



**Figure 18:** INR Submission Confirmation Screen

3. 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.

## 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 (844) 322-6948. Other inspectors are granted access to VDRP by a PI with authority on the Certificate(s) they will work.

## Login PROCEDURE

Enter the VDRP address/URL into Internet Explorer or Chrome:

<https://vdrp.faa.gov>

Please refer to Login Procedure under Stage 2 Initial Notification Response section, page 8.

After you logged into the VDRP system successfully perform the following steps:

After you successfully logged into VDRP perform the following steps:

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

The VDRP Login page displays:

The screenshot displays the 'Voluntary Disclosure Reporting Program -- VDRP' interface. On the left is a sidebar with navigation links: 'Self Disclosures' (Create SD, View SD List), 'Administration' (Update Profile, Change Password), 'Help' (General Help, Feedback, Release Notes), and 'Documents' (VDRP User Guide, Introduction Guide, VDRP FAQs). The main content area is titled 'Self Disclosure List' and includes a 'TestRE:1' label. It contains a table of self-disclosure submissions. Below the table is a 'Stage' section with a list of steps and responsible parties.

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


  

Stage	Required Form	Responsible Person
1	Initial Notification (www.faa.gov)	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 19: 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.



1. Click on the  icon tab. The current list of VDRP open self-disclosures appears.
2. 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
<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 20: 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.

- 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**.
- Enter the **Company Name** field.
- Enter the **Company Address** field.
- Enter **City**.
- Enter **State** from drop-down list.
- Enter **Zip Code**.
- 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.

10. 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.
11. Enter the individual's **Last Name**.
12. Enter the individual's **First Name**.
13. Enter the individual's **Position**.
14. Enter the individual's **Phone Number** and extension if applicable.
15. Enter the individual's Email address.

16. Click the **Save Page** button.

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

The screenshot shows the 'Voluntary Disclosure Reporting Program -- VDRP' interface. The main heading is 'Test001 Stage 3: Written Report'. Below this, there are tabs for '1-General', '2-Description', '3-Summary', '4-Action', '5-Analyze', '6-Comp. Fee', '7-Equipment', and '8-Submit'. The '2-Description' tab is active. The form contains several required fields marked with an asterisk (\*). The 'Date Discovered\*' field has a calendar icon. The 'Time Discovered\*' field has a dropdown menu. The 'Location of Discovery\*' field is a text box. The 'Time Violation Remained Undetected\*' field has a dropdown menu for 'Cycles' and/or a dropdown for 'Time'. The 'Regulated Entity who Discovered Violation' section includes fields for 'Last Name\*', 'First Name\*', 'Position\*', 'Phone Number' (with an 'Ext.' field), and 'Email'. A 'Select FAR' button is located below the 'Location of Discovery' field. At the bottom, there is a 'Save Page' button and 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.'

**Figure 21: 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.

18. Click the **Select FAR** button. A FARs list box appears.
19. 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.



**Add FAR**

21. Click the button. The FAR is displayed on the page.
22. 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.
23. Enter the date when the apparent violation was discovered as the **Date Discovered**.
24. Select the **Time Discovered**.
25. Enter the **Location of Discovery** field.
26. Enter the cycles and/or select the time the violation remained undetected.
27. Enter **Last Name** of individual who discovered the apparent violation.
28. Enter **First Name**.
29. Enter **Position** of individual.
30. Enter the **Phone Number** and extension if applicable.
31. Enter the email address of the individual.

**Save Page**

32. Click the button.

**3-Summary**

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

Voluntary Disclosure Reporting Program -- VDRP

TEST01

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-Analyze 6-Comp. File 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 22: Written Report Summary Screen**

34. 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.
35. 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.
36. Click the **Save Page** button.

#### 4-Action

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

The screenshot shows the FAA Voluntary Disclosure Reporting Program (VDRP) interface. The top header includes the FAA logo and the text "Federal Aviation Administration". The main title is "Voluntary Disclosure Reporting Program -- VDRP". Below this, there's a navigation bar with tabs: "1- General", "2- Description", "3- Summary", "4- Action" (which is highlighted), "5- Analysis", "6- Comp., Fix", "7- Equipment", and "8- Submit". The current stage is "Stage 3: Written Report".

On the left side, there's a sidebar with links for "Self Disclosures" (Create SD, View SD List), "Administration" (Update Profile, Change Password), "Help" (General Help, Feedback, Release Notes), and "Documents" (VDRP User Guide, Introduction Guide, VDRP FAQs).

The main content area contains the following fields and instructions:

- Click on each tab to complete all fields required for the Written Report form.
- \* 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**.
- Immediate Action Date\* (text input field)
- Description of Immediate Action\* (large text area with a "Spell Check" link)
- Regulated Entity Responsible for Immediate Action:

  - Last Name\* (text input field)
  - First Name\* (text input field)
  - Position\* (text input field)
  - Phone Number (text input field) and Ext. (text input field)
  - Email (text input field)

- 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** button.

Figure 23: Written Report Action Screen

38. Enter the **Action Date**.

39. Enter descriptive text for the action in the Description field.

40. Enter the individual's **Last Name**.

41. Enter the individual's **First Name**.

42. Enter the individual's position title in the **Position** field.

43. Enter the individual's **Phone Number** and extension if applicable.

44. Enter the individual's **Email** address.

45. Click the **Save Page** button.

#### 5-Analysis

46. Select the button. The **Written Report Analysis** screen appears.

Voluntary Disclosure Reporting Program -- VDRP

Home Logout Help

Test#E1

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: 2010TEST4002 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 24: Written Report Analysis Screen

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

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Test#E1

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: 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

**Add Step**

Figure 25: Written Report Comprehensive Fix Screen

## Add Step

52. 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.

**Figure 26: 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.

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

**Voluntary Disclosure Reporting Program -- VDRP**

Home Logout Help

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 27: Written Report Comprehensive Fix Screen with Edited Step

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

**Voluntary Disclosure Reporting Program -- VDRP**

Home Logout Help

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

User may enter multiple Registration Numbers if registration numbers are separated by a comma. (e.g. N450UM, N451UM, N452UM, etc.)

Aircraft Registration Number

Aircraft Serial Number

Equipment Model\*

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

Figure 28: Written Report Equipment Screen



61. Enter the **Equipment Type**.

62. Enter the **Aircraft Registration Number** and **Aircraft Serial Number**.

63. Click the **Save Page** button.

64. Click the **8-Submit** tab. The **Written Report Submit** screen appears.

**Figure 29: Written Report Submit Screen**

65. Optionally, you may attach supporting documents (digital photos, documents, etc.)
66. 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.
67. The contact information fields should already be populated with previously entered data.
68. Click the  button.
69. Click the  button. A confirmation window appears.
70. Click **OK**. A confirmation screen appears denoting successful completion of this stage.



**Figure 30: 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.

## 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 (844) 322-6948. Other inspectors are granted access to VDRP by a PI with authority on the Certificate(s) they will work.

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 PROCEDURE

Enter the VDRP address/URL into Internet Explorer or Chrome:

<https://vdrp.faa.gov>

Please refer to Login Procedure under Stage 2 Initial Notification Response section, page 8.

After you logged into the VDRP system successfully perform the following steps:

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

The screenshot displays the 'Voluntary Disclosure Reporting Program -- VDRP' interface. On the left, a sidebar lists navigation options: Self Disclosures (with 'View SD List' highlighted), Reports (Standard Reports, Executive Reports, VDRP Rollup Reports), Administration (Update Profile, Add New User, Edit User, Change Password, Change SD Status, Recind Case), Help (General Help, Feedback, Release Notes), and Documents (VDRP User Guide, Introduction Guide, VDRP FAQs). The main content area is titled 'Self Disclosure List' and includes a description of the table and instructions for new and open self-disclosures. Below this, there are tabs for 'New', 'Open', 'Closed', and 'Rejected'. A table lists a single entry with EIR # 2010TEST4002, SD Title 'Test disclosure', Notification Date '07/15/2010', Next Action 'Written Report Review', and DesignatorID 'TESW'. At the bottom, a 'Stage' table lists the six steps of the process: 1. Initial Notification (create so) - 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.

EIR # (View Details)	SD Title	Notification Date	Next Action (Action Required)	DesignatorID
2010TEST4002	Test disclosure	07/15/2010	Written Report Review	TESW

Stage	Required Form	Responsible Person
1	Initial Notification (create so)	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 31: 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.

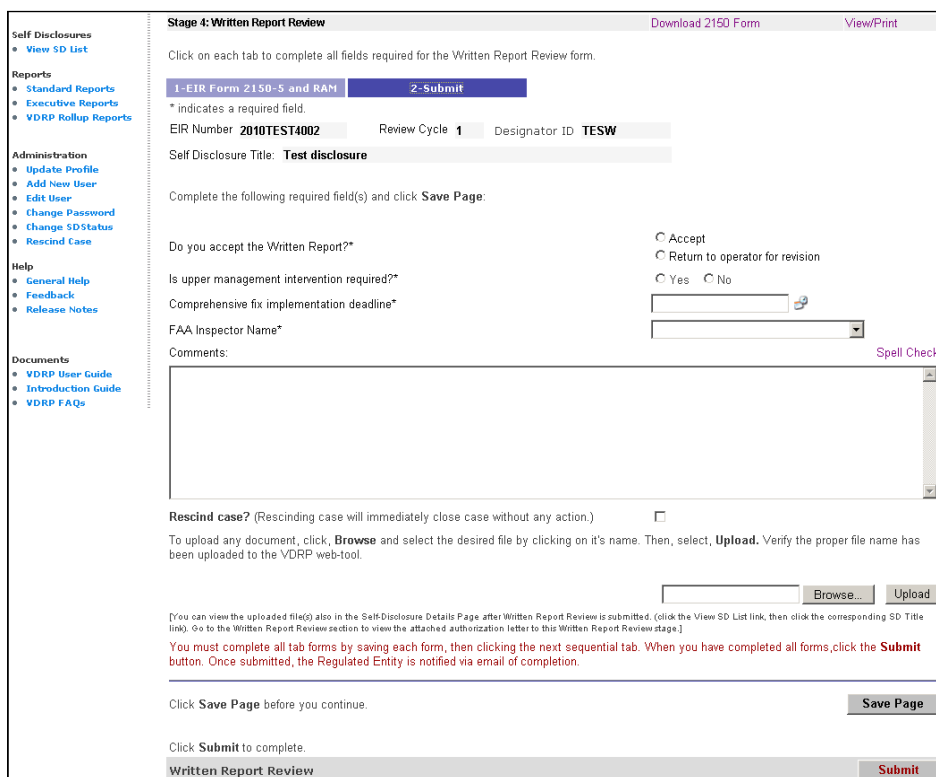
	SEVERITY			
LIKELIHOOD	Catastrophic	Critical	Marginal	Negligible
Frequent	<input type="radio"/> High	<input type="radio"/> High	<input type="radio"/> Moderate	<input type="radio"/> Moderate
Occasional	<input type="radio"/> High	<input type="radio"/> Moderate	<input type="radio"/> Moderate	<input type="radio"/>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

**Figure 32: 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 33: 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 34:** 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

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 (844) 322-6948. Other inspectors are granted access to VDRP by a PI with authority on the Certificate(s) they will work.

## Login PROCEDURE

Enter the VDRP address/URL into Internet Explorer or Chrome:


<https://vdrp.faa.gov>

Please refer to Login Procedure under Stage 2 Initial Notification Response section, page 8.

After you logged into the VDRP system successfully perform the following steps:

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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[Introduction Guide](#)
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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

SDIR # <small>(View Details)</small>	SD Title	Notification Date	Next Action <small>(Action Required)</small>	DesignatorID
2010TEST4002	Test disclosure	07/15/2010	Surveillance	TESW

Stage	Required Form	Responsible Person
1	Initial Notification (create so)	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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Figure 35: VDRP Self Disclosure List Page



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

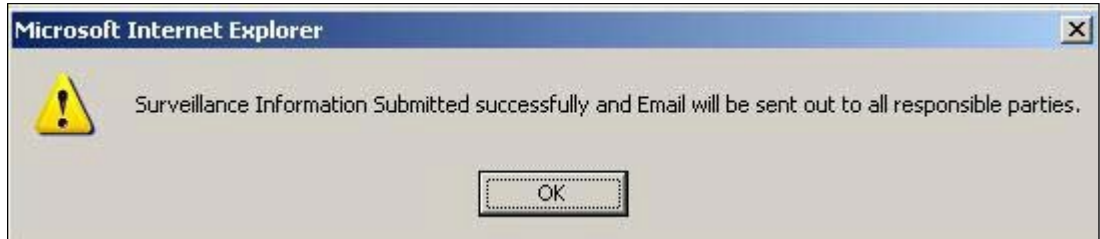
Figure 36: Surveillance Screen

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 37:** 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.

## Login PROCEDURE

Enter the VDRP address/URL into Internet Explorer or Chrome:

<https://vdrp.faa.gov>

Please refer to Login Procedure under Stage 2 Initial Notification Response section, page 8.

After you logged into the VDRP system successfully perform the following steps:

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.

The screenshot shows the 'Voluntary Disclosure Reporting Program -- VDRP' interface. The left sidebar contains links for 'Self Disclosures', 'Reports', 'Administration', and 'Help'. The main content area displays a table of disclosures. The table has columns for 'EIR #', 'SD Title', 'Notification Date', 'Next Action', and 'DesignatorID'. Below the table is a 'Stage' section with a list of stages and responsible persons.

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

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 38: VDRP Self Disclosure List Page

2. Click on **Inspector Signoff** link for the Self-Disclosure.



3. The Inspector Signoff screen appears.

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Stage 6: Inspector SignOff

Download 2150 Form

Home

Logout

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: 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:

Spell Check

Save Page

Figure 39: 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 Actionscreen appears.

The screenshot shows the 'Voluntary Disclosure Reporting Program - VDRP' interface. The main content area is titled 'Stage 6: Inspector Sign-Off'. It includes a 'Download 2150 Form' link and a 'View/Print' link. Below this, there is a section for '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)'. There are two tabs: '1-Sign off' and '2-Submit'. The '2-Submit' tab is selected. Below the tabs, there is a section for 'Generate Letter Of Correction' with a button labeled 'Generate Letter Of Correction'. The page also includes a sidebar with navigation links and a footer with the FAA logo.

**Figure 40: 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

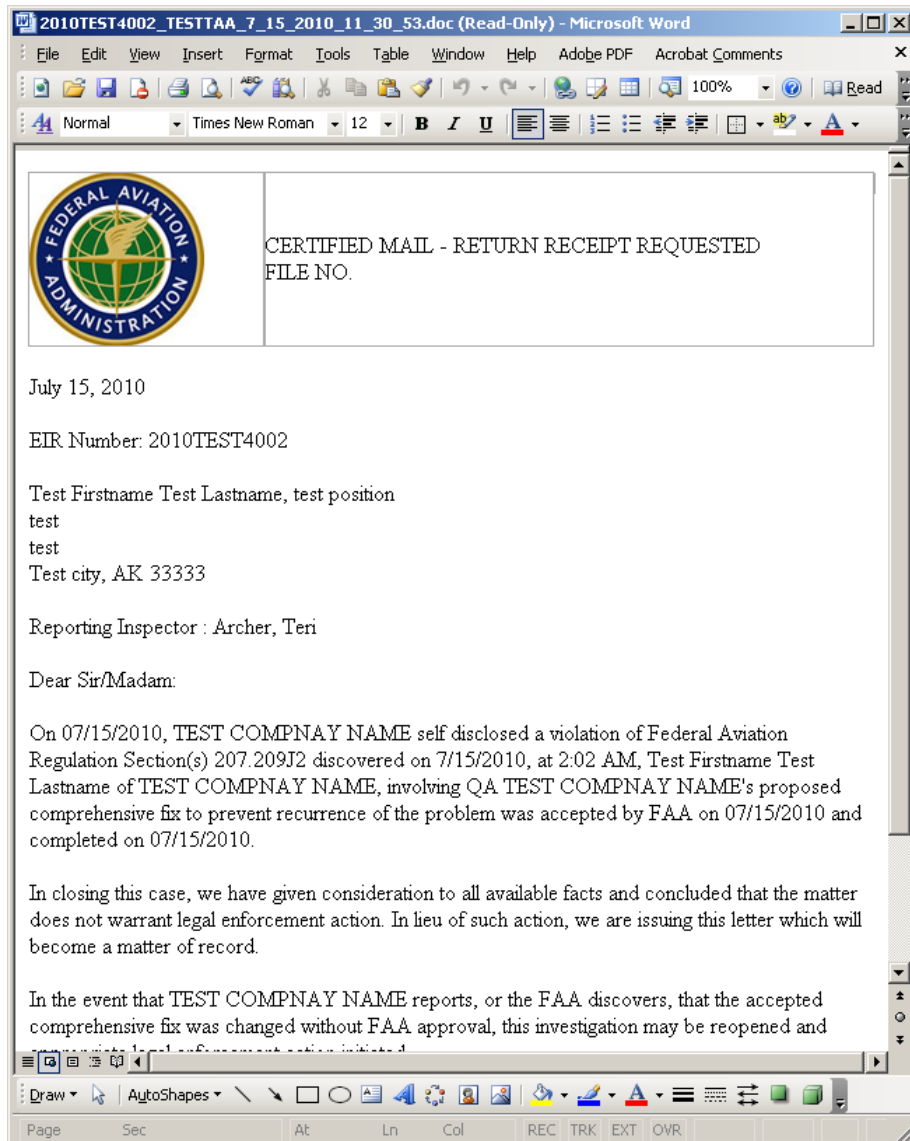

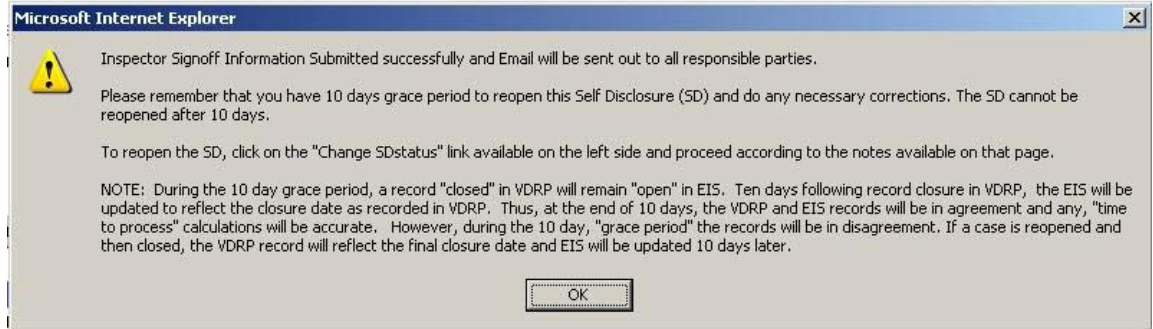


Figure 41: Letter of Correction Example

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 42: Inspector Signoff Submission Confirmation Screen**

**13. Click OK.**

This concludes Stage 6, Inspector Sign off Part 1.