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

Introduction Guide
December 2021

Contents

Contents

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.

Login PROCEDURE

Perform the following steps to log into the VDRP application:

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

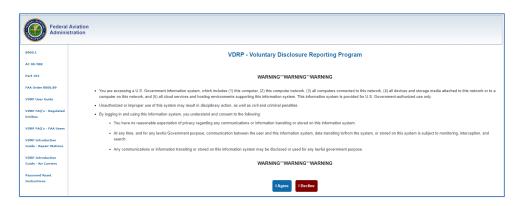https://vdrp.faa.gov

Figure 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 verifythe data contained (security questions) in your user profile.

The **VDRP Self Disclosure** page displays:

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 toview 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.
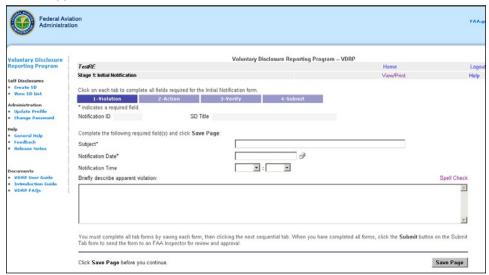

Figure 5: Initial Notification Screen

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 newNotification ID and SD Title are generated.
8. Click the **2-Action** tab, to navigate to the next page. The Initial **Notification Action** Screen appears.
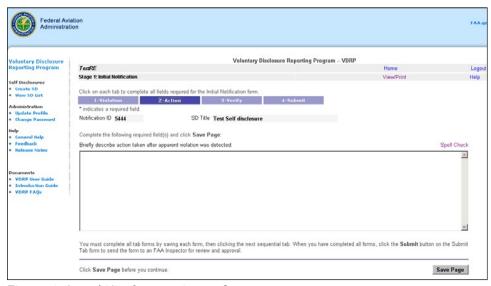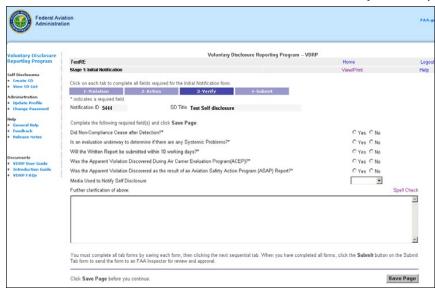

Figure 6: Initial Notification Action Screen

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.

Figure 8: 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. 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.**

19. 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.

20. If your name does not appear as a 119 Official drop-down box (in item 21), enter your First Name in this box.

21. Enter your email address (or company phone number if no email address) in the "Contact Information" box

22. 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 OTHERDOCUMENT WHICH WILL AID THE FAA IN MAKING A DETERMINATION REGARDING ACCEPTANCE OG THE VOLUNTARY DISCLOSURE.

23. Click the ‎ Save Page ‎ button.

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

‎ Submit ‎

Figure 9: VDRP Confirmation Screen

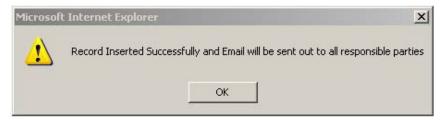25. Click **OK**. A VDRP Record Submission screen appears

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 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. 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:
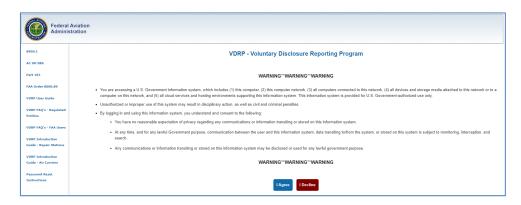
https://vdrp.faa.gov

Figure 11: *VDRP Login Page*
Click on Agree.

Enter your email address and click on Next.
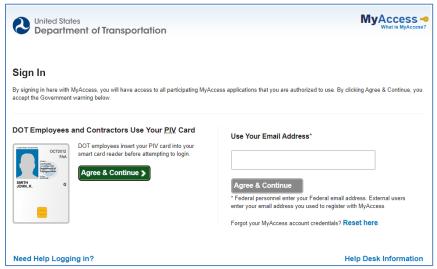

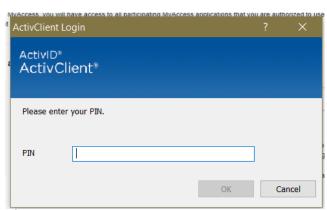*Figure 12: VDRP Login Page*

Figure 13: VDRP Login Page

Figure 14: VDRP Login

2. Click on ok.

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

Figure 15: 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 16: 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 `Send Back` BUTTON IS DISABLED. IF THE DISCLOSURE IS INVALID, FAA USER SHOULD NOT SEND THE CASE BACK TO THE REGULATED ENTITY.

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

   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

   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 `Browse...` button to select the desired file and upload the document via `Upload` button.

9. Click the `Save Page` button.

   NOTE: USING THE `Send Back` BUTTON, THE FAA INSPECTOR SENDS THE CASE BACK TO REGULATED ENTITY FOR ANY REVISIONS OR ATTACHEMENTS. RETURN OF THE FILE ALSO RETURNS THE FILE TO THE INITIAL NOTIFICATION STAGE FOR COMPLETION AND RESUBMISSION BY THE REGULATED ENTITY.

Figure 17: No SOM User – Alert message

11. Click **Submit**. A VDRP confirmation screen appears.

Figure 18: VDRP Confirmation Screen

Figure 19: 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. The SOM and an alternate SOM are normally added to the VDRP system by one of the Principal Inspectors in that office.

Login PROCEDURE

Please refer to Login Procedure under Stage 2 Initial Notification Response section Part I, page 9.

After you successfully logged into VDRP perform the following steps:

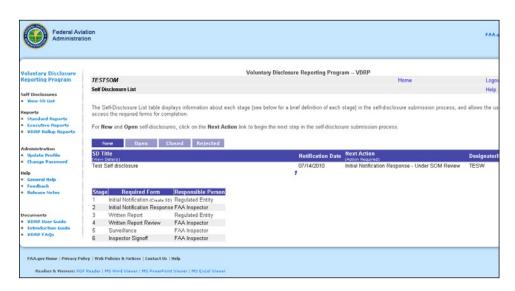1. Click the **View SD List** on the left side of the screen.

Figure 20: VDRP Self Disclosure List Page FAA View

2. Click on the **Initial Notification Response – Under SOM Review** link, in the Next Actioncolumn,

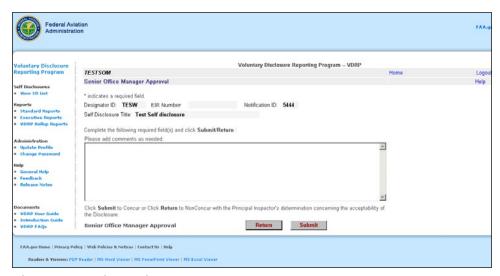next to **Test Self disclosure**. The **Senior Office Manager Approval** screen appears.

Figure 21: Senior Office Manager Approval

1. 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.

2. Click on **Return** button indicating SOM's non-concurrence with PI's determination about the self disclosure. The self disclosure then returns to the InitiaNotification response stage, allowing the Principal Inspector to edit the INR form asnecessary prior to re-submission for SOM review/concurrence.

3. Click on **Submit** button indicating SOM's concurrence with advancing the case into the Written Report Stage. SOM submission completes the second part of INR stage.

4. A VDRP confirmation screen appears.

Figure 22: VDRP Confirmation Screen

5. 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 he 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. 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

Please refer to Login Procedure under Stage 2 Initial Notification Response section Part I, page 9.

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.

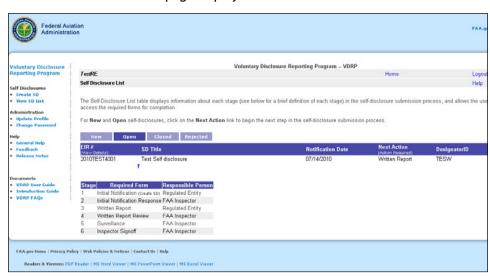   The **VDRP Self Disclosure** page displays:

Figure 23: 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.

2. Click on the **Open** icon tab. The current list of VDRP open self-disclosures appears.

3. Click on **Written Report** in the Next Action column next to the **Test Self disclosure**.

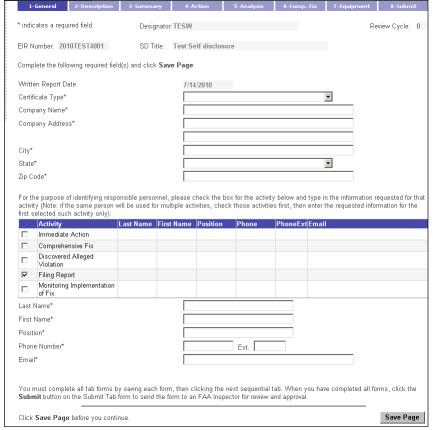The first page of the **Written Report** screen appears.

Figure 24: 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.

4. 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**.

5. Enter the **Company Name** field.

6. Enter the **Company Address** field.

7. Enter **City**.

8. Enter **State** from drop-down list.

9. Enter **Zip Code**.

10. 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.

11. 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.

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

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

14. Enter the individual's **Position**.
15. Enter the individual's **Phone Number** and extension if applicable.
16. Enter the individual's Email address.
17. Click the [Save Page] button.
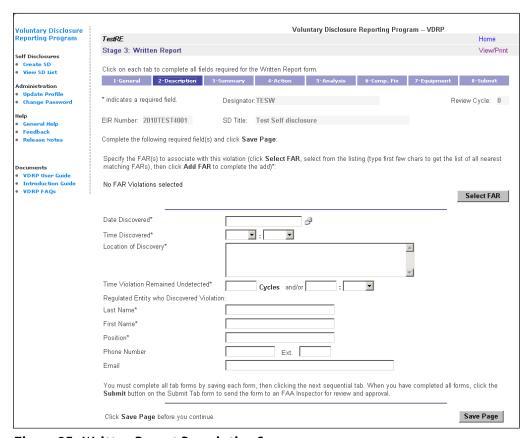18. Click the [2-Description] Tab. The Description Screen appears, with some populated data.

Figure 25: 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.

19. Click the [Select FAR] button. A FARs list box appears.

Note: This might take a few minutes for the listbox to populate.
21. Once the appropriate FAR is displayed on the list, select it from the list.

22. Click the **Add FAR** button. The FAR is displayed on the page.

23. 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.

24. Enter the date when the apparent violation was discovered as the **Date Discovered**.

25. Select the **Time Discovered**.

26. Enter the **Location of Discovery** field.

27. Enter the cycles and/or select the time the violation remained undetected.

28. Enter **Last Name** of individual who discovered the apparent violation.

29. Enter **First Name**.

30. Enter **Position** of individual.

31. Enter the **Phone Number** and extension if applicable.

32. Enter the email address of the individual.

33. Click the **Save Page** button.

34. Select the **3-Summary** tab. The **Written Report Summary** Screen displays.
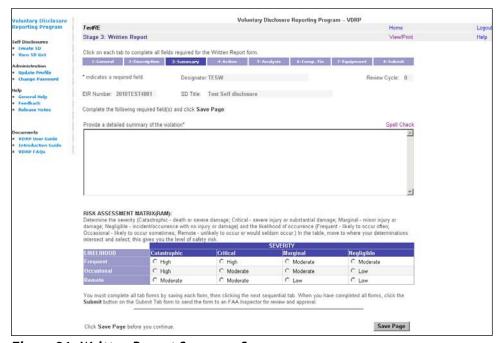

Figure 26: Written Report Summary Screen

35. 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.

Save Page

38. Select the **4-Action** button. The **Written Report Action** screen appears.

Figure 27: Written Report Action Screen

39. Enter the **Action Date**.
40. Enter descriptive text for the action in the Description field.
41. Enter the individual's **Last Name**.
42. Enter the individual's **First Name**.
43. Enter the individual's position title in the **Position** field.
44. Enter the individual's **Phone Number** and extension if applicable.
45. Enter the individual's **Email** address.

46. Click the **Save Page** button.

47. Select the **5-Analysis** button. The **Written Report Analysis** screen appears.

Figure 28: Written Report Analysis Screen

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

Figure 29: Written Report Comprehensive Fix Screen

VDRP Introduction Guide   Rev. December 2021

53. 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 30: 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.

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

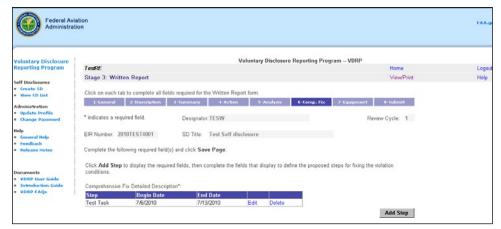60. Click the **Save Page** button. The Comprehensive Fix screen appears.

Figure 31: Written Report Comprehensive Fix Screen with Edited Step

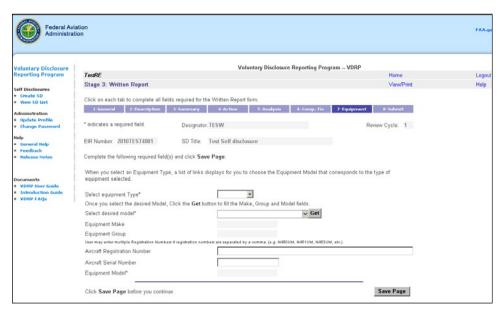61. Click the **7-Equipment** tab. The **Written Report Equipment** screen appears.

Figure 32: Written Report Equipment Screen

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

Figure 33: Written Report Submit Screen

66. Optionally, you may attach supporting documents (digital photos, documents, etc.)

67. 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.

68. The contact information fields should already be populated with previously entered data.

69. Click the **Save Page** button.

70. Click the **Submit** button. A confirmation window appears.

71. Click **OK.** A confirmation screen appears denoting successful completion of this stage.

Figure 34: 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. 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

Please refer to Login Procedure under Stage 2 Initial Notification Response section Part I, page 9.

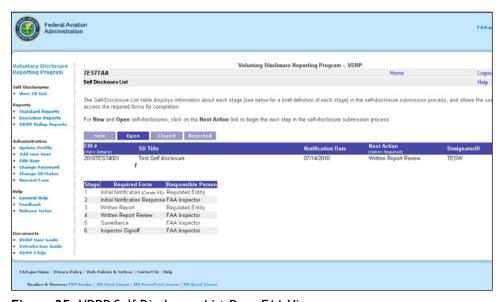After you successfully logged into VDRP perform the following

Figure 35: 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.
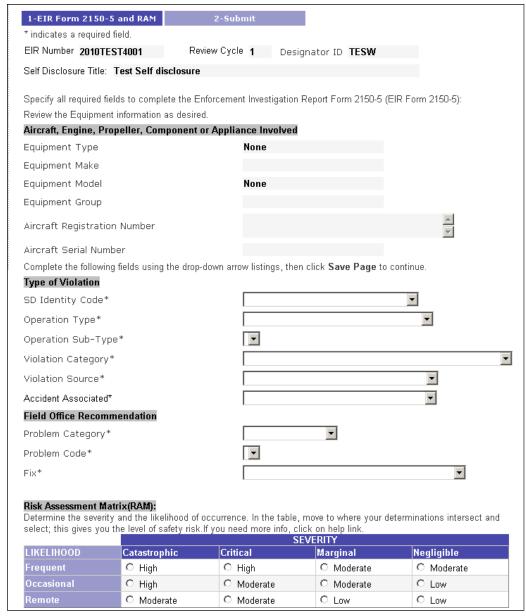
Figure 36: Written Report Review Screen (page 1)

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

2. Select the appropriate **SD Identity Code** from dropdown list.
3. Select the appropriate **Operation Type** from dropdown list.
4. Select the appropriate **Operation Sub-Type** from dropdown list.
5. Select the appropriate **Violation Category** from dropdown list.
6. Select the appropriate **Violation Source** from dropdown list.

7. Select the appropriate **Accident Associated** option from dropdown list.

8. Select the appropriate **Problem Category** from dropdown list.

9. Select the appropriate **Problem Code** from dropdown list.

10. Select the appropriate **Fix** from the dropdown list.

11. Complete the Risk Assessment Module by selecting the appropriate button in the Risk Assessment Table for the likelihood or occurrence and the potential severity posed by the violation(s) as presented in this disclosure.

12. Click the | Save Page | button.

13. Click the | 2-Submit | Tab. The **Written Report Review Submit** screen appears.
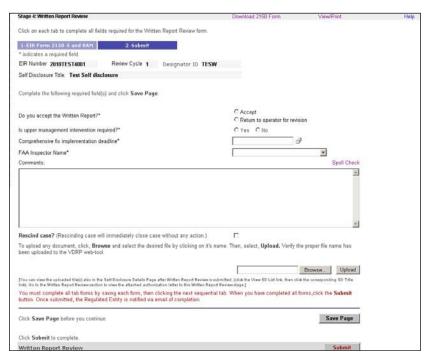

Figure 37: Written Report Review Submit Screen

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 38: 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.

Login PROCEDURE

Please refer to Login Procedure under Stage 2 Initial Notification Response section Part I, page 9.

After you successfully logged into VDRP 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.
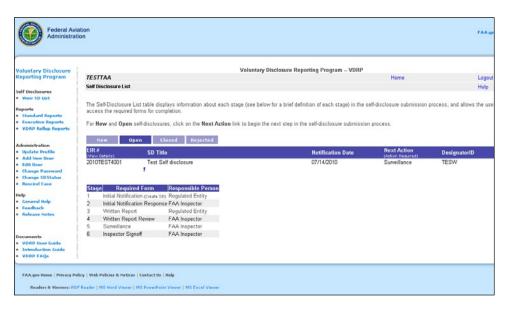

Figure 39: VDRP Self Disclosure List Page

2. Click on **Surveillance** link for the Self-Disclosure entitled **Test Self disclosure.** The Surveillance screen appears.
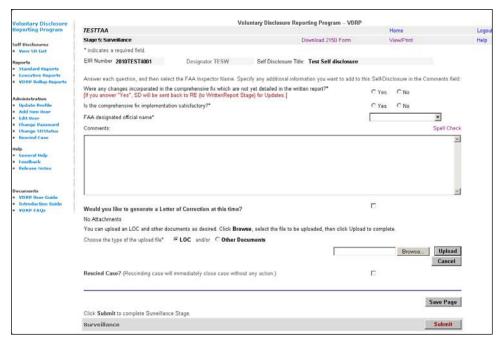
Figure 40: Surveillance Screen

3. Select the appropriate button for whether there were any changes incorporated to the Comprehensive Fix during implementation (Yes or No). If changes were made, it is recommended that the changes be documented in the Letter of Correction and/or other attached documents.

4. Select the appropriate button (Yes or No) for **Is the comprehensive fix implementation satisfactory**?

    Note: If, "No" is selected, some follow-up action should result.

5. Select the appropriate Principal Inspector from the FAA designated official name dropdown list.

6. User has an option to send a LOC from this stage as described in the Note below.

    NOTE: If the inspector wishes to issue a Letter of Correction in the Surveillance Stage, he/she may generate a Letter of Correction as noted below or may attach a Letter of Correction of their choosing using the Upload option.

    a. If User selects "Would you like to generate a Letter of Correction at this date?" checkbox, then **Generate Letter Of Correction** button is displayed.

    b. Selection of the Generate Letter of Correction Button will cause the system to generate a Letter of Correction (LOC) from the data submitted to this Stage. However, the letter is likely to require some editing. For that purpose, an onscreen editor is provided. Once editing is complete, save the edited letter to your computer and then upload it using the Browse and Upload capabilities. The edits made on the LOC will not be incorporated in the LOC sent by the system unless the edited version is uploaded to the system as the LOC. See User Guide for information regarding generation and upload of the Letter of Correction.

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

7. Click the **Save Page** button.

8. Click the **Submit** button. A confirmation screen appears.

9. Click **OK.** Your data has been saved, and an email to the pertinent parties has been delivered.

Figure 41: 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.

Inspector Login to the VDRP system at https://vdrp.faa.gov

Login PROCEDURE

Please refer to Login Procedure under Stage 2 Initial Notification Response section Part I, page 9.

After you successfully logged into VDRP 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.
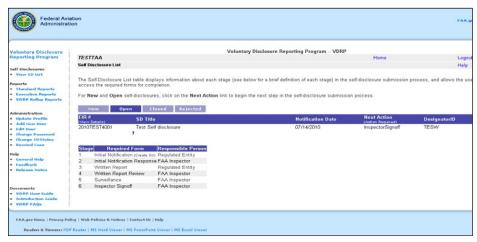

Figure 42: VDRP Self Disclosure List Page

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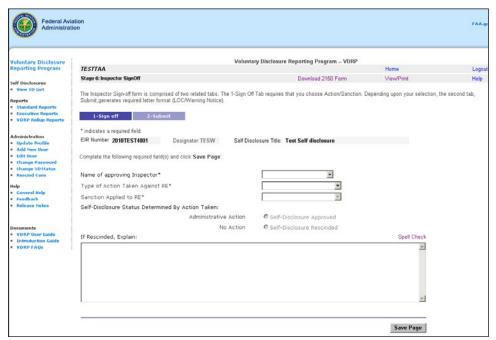3. The Inspector Signoff screen appears.

Figure 43: 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.
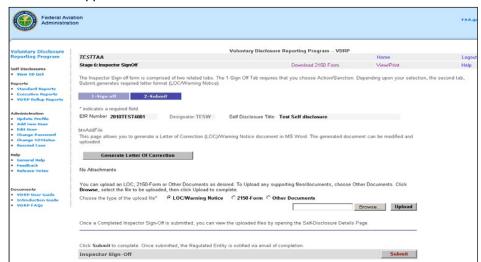

Figure 44: Inspector Signoff Administrative Action Screen

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.

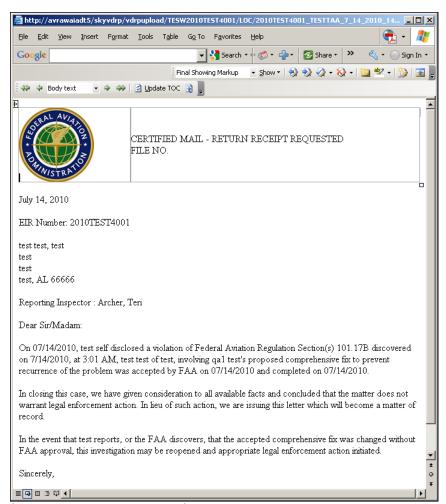11. A sample letter of correction is displayed on a new pop up window

Figure 45: 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 [Submit] button. A confirmation screen appears.

15. Click **OK.** Your data has been saved, and an email has been delivered to the pertinent parties.
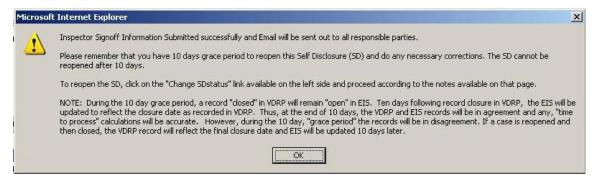
Figure 46: Inspector Signoff Submission Confirmation Screen

14. Click **OK**.

This concludes Stage 6, Inspector Sign off Part 1, page 9.

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.

Login PROCEDURE

After you successfully logged into VDRP perform the following steps:

1. Click the **View SD List** on the left side of the screen.
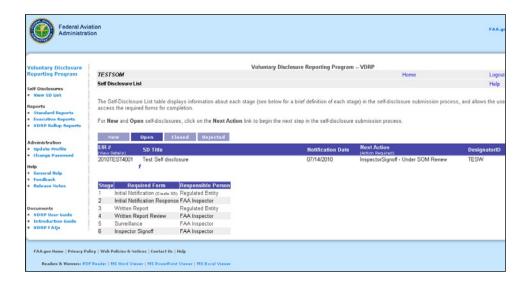
   The **VDRP Self Disclosure** page displays:

Figure 47: VDRP Self Disclosure List Page

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.

2. 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.
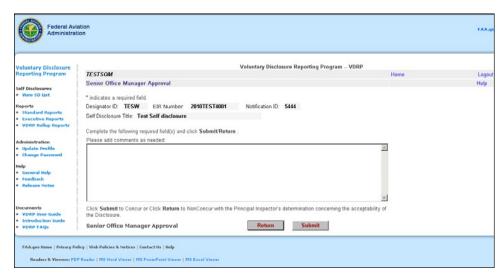

Figure 48: Senior Office Manager Approval

3. 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.

4. If the SOM does not concur with the PI's submission, the SOM will click on the

    Return 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.

5. When the SOM concurs with the PI's submission, the SOM will click on **Submit** 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.

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

Figure 49: Stage 6 SOM Submission Confirmation Screen

7. Click **OK**.

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