



Vehicle
Certification
Agency

User Guide - DGO Tanks Certification System

Contents

0	General Introduction	4
0.1	Who Should Read It?	4
0.2	Outline of System	4
0.3	Help Facility	5
0.4	Searching for Certificates	5
1	Tank Lifecycle	6
2	Walkthrough the different kinds of inspection	7
2.1	Type Approval Examination	8
2.2	Initial Inspection	8
2.3	Intermediate Inspection	9
2.4	Periodic Inspection	9
2.5	Exceptional Inspection	9
2.6	Basic Process Flowchart for System	10
3	Authentication	11
3.1	Log In Screen	11
3.2	Forgotten Password	12
3.3	User Locked Out	13
3.4	User Administration	13
4	Home Screen	14
4.1	Log Out	15
4.2	Change Password	15
5	Create New Inspection Record Screen	16
5.1	Selecting an AIB	17
5.2	Kind of inspection	17
6	Walkthrough - Intermediate Inspection	18
6.1	General Inspection Data Screen	18
6.2	Type Approval Data Screen	24
6.3	Inspection Data Screen	27
6.4	Approving an Inspection (or Refusal Notification)	32
6.5	Status Screen	35
6.6	Supervisor Approval Screen	37
7	Retrieving an Existing Inspection Record	40
7.1	List Inspections Screen	40
7.2	Actions	42
7.3	Filtering and Sorting Data	44
8	Publish Certificate	48
8.1	Revoke Certificate	49
9	Appendix – Mandatory Fields	52

9.1	General Inspection Data Screen	52
9.2	Type Approval Data Screen	53
9.3	Inspection Data Screen	54
10	Known Issues	55

0. General Introduction

The purpose of this document is to set out some guidance for users of the VCA DGO Certification System for tanks for the carriage of Dangerous Goods.

0.1 Who Should Read It?

The United Kingdom Department for Transport appoints Inspection Bodies for the purpose of inspecting tanks for the carriage of Dangerous Goods.

This document is aimed primarily at users associated with an Appointed Inspection Body (AIB).

However, the operators / users of tanks or other interested parties can use the system to search for and view certificates of tanks in service (where they were published after 1 July 2014).

Authenticated users (logged in) will have one or more of the following roles in the system;

- Data entry
- Inspector
- Supervisor
- Administrator (currently reserved)

The user rights are set according to the role held.

0.2 Outline of System

The system is a web based application which (since 1 July 2014) is available at;

<https://tanks.dft.gov.uk>

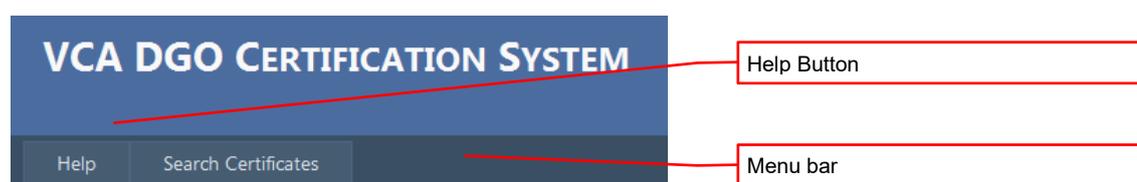
It can be viewed through most web browsers but is set up to work on Microsoft Internet Explorer (version 8 or above).

Data on tanks will be held centrally on the system and is protected by security features. Users need to go through an [3](#). Authentication (see below) process (log in) to use the system and can only be set up by an authorised administrator.

0.3 Help Facility

There is a comprehensive User Guide which is available through a 'Help' button available on every screen (the position of the 'Help' button will move to the right along the 'Menu' bar after login).

Users should familiarise with the contents of the User Guide.



0.4 Searching for Certificates

It is possible to locate and view certificates which exist in the system without the need to log in (unauthenticated user).

The user will need to provide three pieces of information in the relevant fields;

- Tank serial number
- The name of the Manufacturer
- The user's e-mail address

The information in the "Tank Serial Number" and "Manufacturer" should be available from the plate on the tank or on a certificate associated with the tank.

Care must be taken to match the data exactly, the system will not return records where the data does not match. Due to variations of how information has been recorded in the system it may be necessary to try more than one version of the Manufacturer's name, e.g.

Tasca, Tasca Tankers, Tasca Tankers Ltd, Tasca Tankers Ltd., Tasca Tankers Limited

1. Tank Lifecycle

Type Approval (Design Validation) Examination



Initial Inspection (entry into service)

↓ 2½ to 3 years

Intermediate Inspection

↓ 2½ to 3 years

Periodic Inspection

↓ 2½ to 3 years

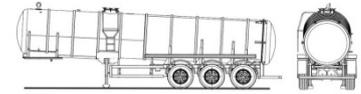
Intermediate

↓ 2½ to 3 years

Periodic Inspection



Non DG use, export, scrap, etc.



At any time;
- Exceptional Inspection
- Refusal Notification



The system is designed to record Inspection details and create and store certificates during the lifecycle of a tank.

For the first 3 – 4 years many tanks will not be 'known' in the system so it will be necessary to enter some fundamental (e.g. type approval) data for any 'unknown' tanks. Non UK type approvals must also be entered from known records or information sources.

Eventually the majority of existing type approvals will become 'known' to the system as users enter the details of tanks in service. For the convenience of users, where type approval information is known for a particular type of tank it will be automatically populated onto an Inspection Record if a known type approval number is entered into the Inspection Record.

Where type approval information is not known by the system the user will need enter this data on the Type Approval screen. This data can be collected from the Tank Record (which should be held by the owner / operator) and / or the type plate on the tank itself.

It is important to gather ALL the fundamental information (required fields) for a tank at the time of inspection as it will not be possible to approve an inspection if the required information is not recorded in the system. The required fields are listed in the [9. Appendix – Mandatory](#) Fields.

2. Walkthrough the different kinds of inspection

This guide will provide a user with a 'walkthrough' of the process of creation, completion and the approval of an Inspection Record, and the publication of a certificate.

The system caters for 5 different kinds of inspection which are aligned with the lifecycle of a tank;

- Type Approval Examination
- Initial Inspection
- Intermediate Inspection
- Periodic Inspection
- Exceptional Inspection

Each of these kinds of inspection will have available an appropriate certificate, alternatively a Refusal Notification. An outline of each kind of inspection is listed below.

Creating Inspection Records will be similar for most kinds of the differences are just that some inspections will require more or less information than others or information of a different kind. For the actual tank inspections themselves the differences are specified in EN12972:2007 at Annex F to that document.

For the purpose of an introduction to this system an Intermediate Inspection will be the main focus as all AIBs will be able to conduct Intermediate Inspections.

Before a certificate can be published in the system Inspection Records must be approved in two stages;

- firstly by the Inspector named on the Inspection Record

- secondly by a suitably qualified Supervisor (see section [0 6.4 Approving an Inspection \(or Refusal Notification\)](#) below)

The 'walkthrough' of the complete process commences at section 0 3. Authentication below, and continues through to section 0 8. Publish Certificate.

2.1 Type Approval Examination

Only certain AIBs are appointed to conduct type approval examinations, therefore some or all of the functions of the system will not be available to a number of AIBs. In this case, in the "New Inspection" screen the option "Type Approval" will not be available in the drop down list in "Type of Inspection" control.

With regard to the system the actions for Type Approval Inspections are similar to that for Intermediate Inspection.

The procedures for;

- Saving
- Editing
- Navigating
- Inspector Approval
- Supervisor Approval

are the same as for [2.3 Intermediate](#) Inspection below.

2.2 Initial Inspection

Only certain AIBs are appointed to conduct Initial Inspections, therefore some or all of the functions of the system will not be available to a number of AIBs.

In the "New Inspection" screen the option "Initial Inspection" will not be available in the "Type of Inspection" control.

The procedures for;

- Saving
- Editing

- Navigating
- Inspector Approval
- Supervisor Approval

are the same as for [2.3 Intermediate](#) Inspection below.

2.3 Intermediate Inspection

All AIBs are appointed to conduct Intermediate Inspections.

The procedures for;

- Saving
- Editing
- Navigating
- Inspector Approval
- Supervisor Approval

are the set out in the 6. Walkthrough - Intermediate Inspection below.

2.4 Periodic Inspection

With regard to the system the actions for Periodic Inspections are similar to that for Intermediate Inspection.

The procedures for;

- Saving
- Editing
- Navigating
- Inspector Approval
- Supervisor Approval

are the same as for [2.3 Intermediate](#) Inspection above.

2.5 Exceptional Inspection

Only certain AIBs are appointed to conduct Exceptional Inspections, therefore some or all of the functions of the system will not be available to a

number of AIBs.

In the “New Inspection” screen the option “Exceptional Inspection” will not be available in the “Type of Inspection” control.

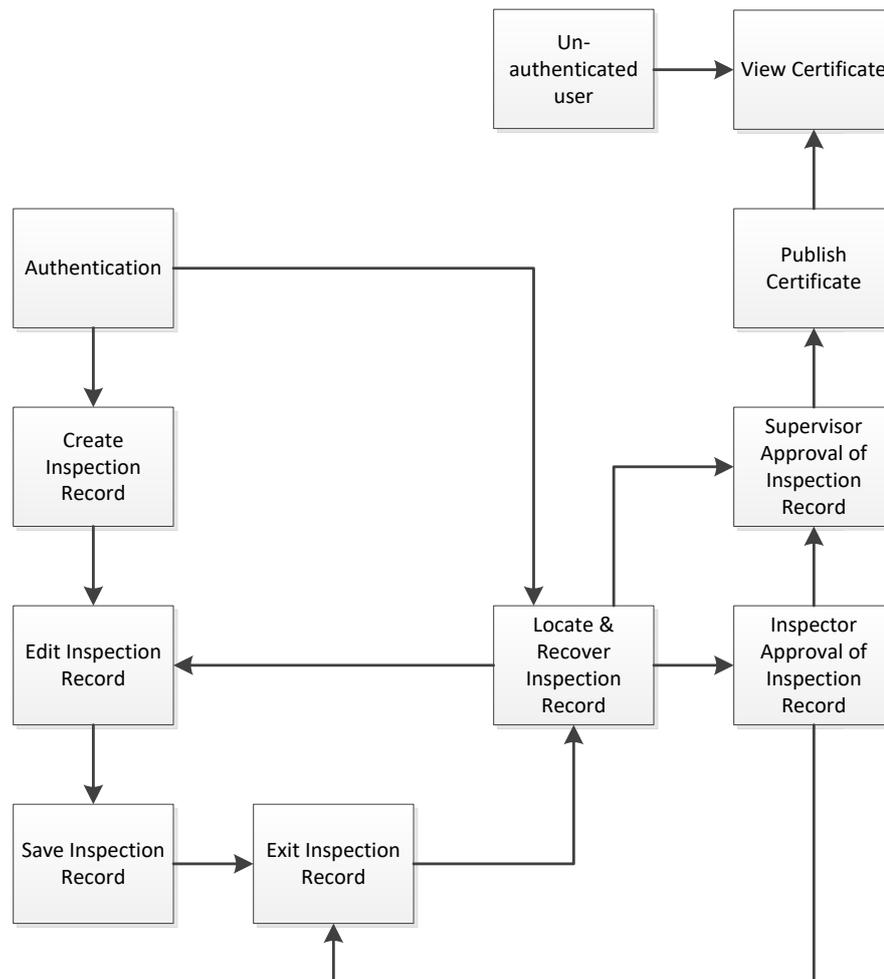
The procedures for;

- Saving
- Editing
- Navigating
- Inspector Approval
- Supervisor Approval

are the same as for [2.3 Intermediate](#) Inspection above.

2.6 Basic Process Flowchart for System

Below is a basic flowchart outlining the use of the system.



3. Authentication

In order to use the system the user will need to be 'known' to the system and will need to be authenticated (logged in).

The user will need to enter a valid user name (e-mail address) and password (at least 6 characters) in order to be authenticated.

AIBs have to inform VCA of user details before a user will be able to login. Registered users will be sent a password by e-mail.

Sometimes these notifications can be filtered by e-mail programs so if it appears a notification has not been sent it is recommended that the user should check their spam / junk mail folder.

When initially 'landing' in the system the default initial screen is the "Log In" screen.

3.1 Log In Screen

The "Log In" screen can be accessed at;

<https://tanks.dft.gov.uk>

Log in screen

VCA DGO CERTIFICATION SYSTEM [Log In]

Help Search Certificates

LOG IN

Account Information

User Name:

Password:

Keep me logged in

Log In

[Forgot Password ?](#)

User Name will be a valid e-mail address

Password must be at least 6 characters

Check this to stay logged in for session

The user should enter their user name and password as appropriate in the labelled fields and click on the "Log in" button.

By ticking a check box labelled "Keep me logged in" - before clicking the

“Log in” button - the user can choose to stay logged in for their session on that PC. This is not recommended for public or shared computers.

After the user has been successfully authenticated in the system (logged in) they will see the “[4. Home](#) Screen” (see the section below).

From time to time (usually monthly) there will be a short shutdown period for planned maintenance of the servers. A message on the log in screen will indicate this planned maintenance and will be displayed for a few days during the run up to the shutdown.

Maintenance Message on Log In Screen

3.2 Forgotten Password

If a user ‘known’ to the system has forgotten their password they can ask the system to send a reminder to their registered e-mail address.

The user may click on the “Forgot password ?” link at the bottom of the Login Screen, the following screen is displayed;

Reset Password Screen



VCA DGO CERTIFICATION SYSTEM [Log In]

RESET PASSWORD

Account Information

User Name:

Submit

The user should enter a valid user name and click on the “Submit” button.

Provided the user is registered in the system an e-mail will be sent to their registered e-mail with a new password and they will receive a confirmation message;

Password Reset



Your password was successfully reset and emailed to you.

After reading the message the user will need to use the “Log In” link in the top right hand corner of the screen to restart the login process.

If the on screen confirmation message is not received then it may be that the user is not registered in the system or is otherwise ‘locked out’ (see [3.3 User Locked Out](#) below).

Sometimes these e-mail notifications can be filtered out by e-mail programs so if it appears a notification has not been sent it is recommended that the user should check their spam / junk mail folder.

3.3 User Locked Out

Users may be locked out for one reason or another, if this is the case the user should contact their local Administrator (‘Champion’) for advice.

3.4 User Administration

Only VCA Administrators can make changes to user accounts in the system.

Only AIBs in the system may request changes to be made by VCA.

All requests must be sent by e-mail to;

tanks@vca.gov.uk

The following information must be provided;

3.4.1 Add / update a user:

- name (specified in the form as it should appear on published certificates; e.g. *given name family name* – Fred Smith)
- e-mail address
- role(s) – see 0 above for list of roles

3.4.2 Lock user

- name

e-mail address 4. Home Screen

After the user has been successfully authenticated in the system (logged in) they will see the “Home” screen;

Home Screen

In the title bar is a “Welcome” message for the authenticated user and their name is displayed alongside it.

The “Home” screen has the following functions;

- | | |
|----------------------------------|--|
| • Log out | Logs the user out of the system |
| • Change Password | The user can change their password |
| • Draft Inspections | The user can see lists of ‘Draft’
Inspection Records |
| • Inspector Approved Inspections | The user can see lists ‘Inspector
Approved’ Inspection Records |
| • Published Inspections | The user can see lists of ‘Published’
Inspection Records |
| • 5. Create New Inspection | Authorised users with the role
‘Inspector’ can create a new Inspection
Record (not available for all users) |
| • Delete draft inspections | Authorised users s with the role
‘Inspector’ can delete unwanted ‘Draft’
Inspection Records (not available for all
users) |

The user may navigate to certain functions by clicking on the appropriate button (where one exists) in the Menu Bar or on the appropriate link in the main part of the screen.

4.1 Log Out

The user can log out of the system by clicking on the “Log Out” link in the top right hand corner of the title bar. The user will no longer be authenticated and will be returned to the “3.1 Log In Screen” above.

4.2 Change Password

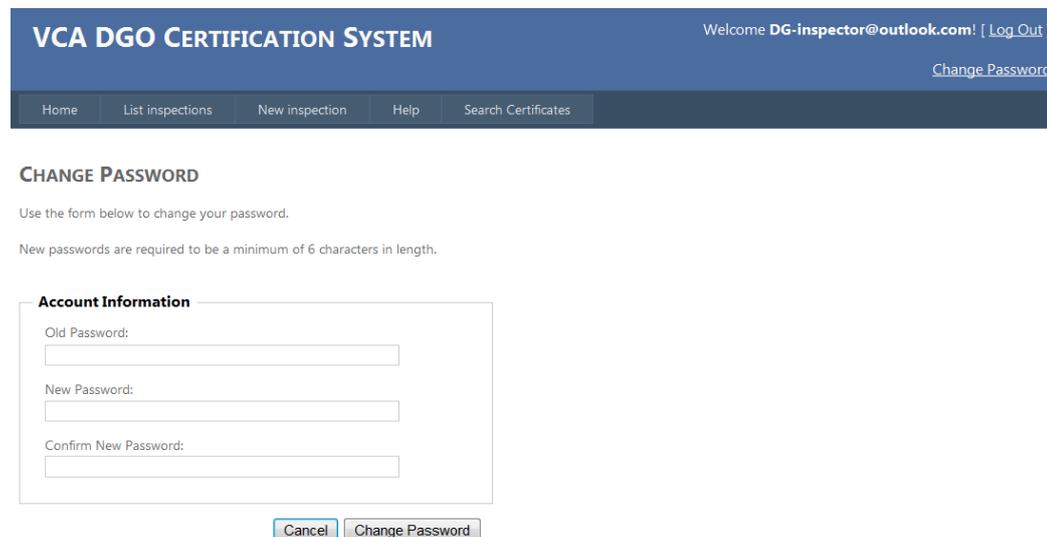
It is advisable to change a password every 3 to 6 months or if there is any suspicion that a password is no longer secure.



An authenticated user may click on the “Change Password” link.

The following screen is displayed;

Change Password Screen

A screenshot of the "CHANGE PASSWORD" screen in the VCA DGO CERTIFICATION SYSTEM. The screen has a dark blue header with the system name and user information. Below the header is a navigation bar with links for Home, List inspections, New inspection, Help, and Search Certificates. The main content area is titled "CHANGE PASSWORD" and contains instructions to use the form below to change the password. It notes that new passwords must be at least 6 characters long. The form has three input fields: "Old Password:", "New Password:", and "Confirm New Password:". Below the form are "Cancel" and "Change Password" buttons.

The user will need to enter their current password and a new password (twice) and then click on the “Change Password” button.

Alternatively, the user may click on the “Cancel” button or the browser “Back” button to return to the “[4. Home](#) Screen” without changing the password.

Passwords must be at least 6 characters in length.

If the password has been changed successfully the user will receive a confirmation message;

Password Changed Screen



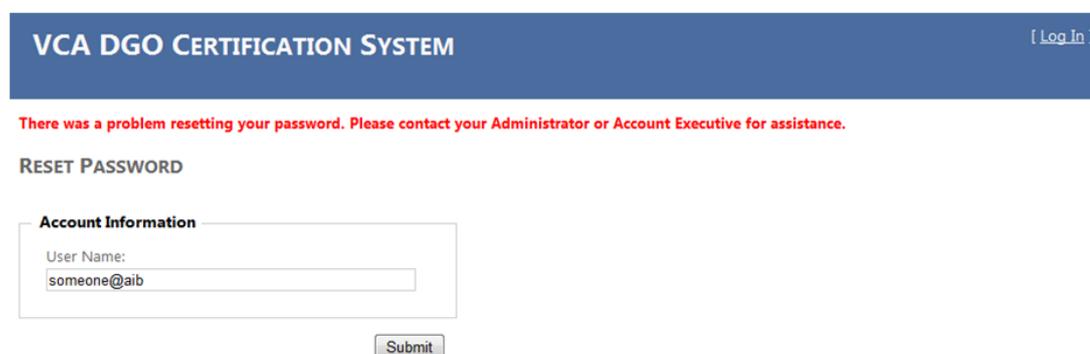
CHANGE PASSWORD

Your password has been changed successfully.

4.2.1 Password change Error

If there is a problem, such as an unknown user the following message will be displayed;

Password Change Error



In the case above the user has tried to use an e-mail address which is not valid.

The user can return to the “3.1 Log In Screen” by clicking on the “Log In” link in the top right hand corner of the title bar or the browser “Back” button.5. Create New Inspection Record Screen

The user will need to be authenticated (see [3. Authentication](#)).

From the “[4. Home](#) Screen”, click on the “Create a new inspection” link or “New Inspection” button in the menu bar.

A screen labelled “CREATE A NEW INSPECTION RECORD” will open with ‘drop

down' controls (marked in red box below) which the user can use to choose;

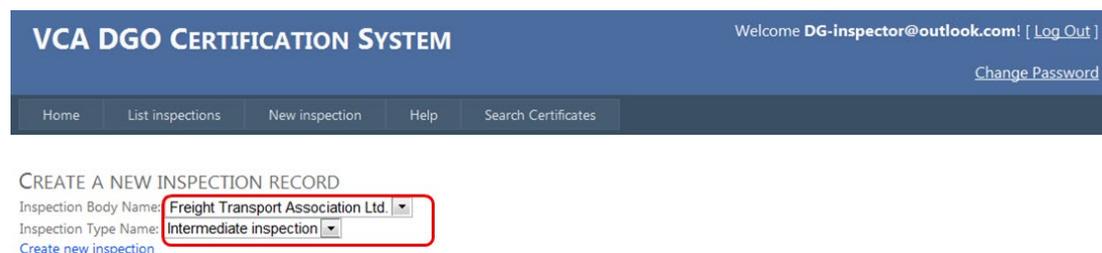
- the AIB (only applies if inspector is associated with more than one AIB)
- the type of inspection

5.1 Selecting an AIB

Some users will be associated with more than one AIB, so the system caters for this. Where the user is associated with more than one AIB the control will offer a choice of AIBs.

The user can make selections using the drop down controls by clicking on the downward pointing arrow on the right hand side of the control and then selecting the appropriate AIB from the list by pointing with the mouse and clicking on the appropriate selection;

Create New Inspection Screen



VCA DGO CERTIFICATION SYSTEM Welcome DG-inspector@outlook.com! [Log Out]
[Change Password](#)

Home List inspections New inspection Help Search Certificates

CREATE A NEW INSPECTION RECORD

Inspection Body Name: Freight Transport Association Ltd. ▾

Inspection Type Name: Intermediate inspection ▾

[Create new inspection](#)

5.2 Kind of inspection

The user is presented with a choice of different kinds of inspection and this is related to the scope of the organisation that they are associated with.



VCA DGO CERTIFICATION SYSTEM

Home List inspections New inspection

CREATE A NEW INSPECTION RECORD

Inspection Body Name: Test inspection body - A ▾

Inspection Type Name: Intermediate inspection ▾

[Create new inspection](#)

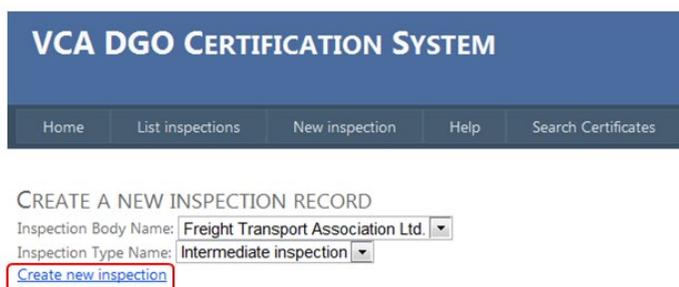
- Intermediate inspection
- Type approval
- Initial inspection
- Intermediate inspection
- Periodic inspection
- Exceptional inspection

For example, not all AIBs will be able to carry out Type Approval, Initial, or Exceptional Inspections, so some options may not be available.

For an Intermediate Inspection choose "Intermediate Inspection", from the drop down control;

Once the correct kind of inspection has been selected the user should click on the “Create new inspection” link in the main screen area (see red box below).

The user should choose carefully as once an Inspection Record has been created for a particular kind of inspection it cannot be changed to a different kind of inspection. For example, an Initial Inspection Record cannot be changed into an Intermediate Inspection Record.



VCA DGO CERTIFICATION SYSTEM

Home List inspections New inspection Help Search Certificates

CREATE A NEW INSPECTION RECORD

Inspection Body Name: Freight Transport Association Ltd. ▾

Inspection Type Name: Intermediate inspection ▾

Create new inspection

Note: If the “New Inspection” button is in the menu bar is clicked instead of the “Create new inspection” link, the drop down controls will be reset to their default state.

A new inspection record will be created in the system and a new screen labelled “[6.1 GENERAL INSPECTION DATA](#) Screen” is presented to the user.

6. Walkthrough - Intermediate Inspection

The following walkthrough will focus on an Intermediate Inspection but it will also serve to illustrate the general process for the other kinds of inspection.

6.1 General Inspection Data Screen

The General Inspection Data screen is the initial Inspection Record screen and is concerned with general Information about the Inspection, for example information about;

- the Inspector (the person which has overall responsibility for conducting the actual inspection)
- the AIB’s own reference number (job number, work order number, test report number, etc., which the AIB can use to link between the VCA DGO Certification System and the job or the customer in their own record)

keeping systems)

- the Tank (type, type approval number, manufacturer, serial number, etc.)
- Whether the AIB has subcontracted any part of the inspection

The logo of the AIB that the user is associated with (or has chosen if there is more than one association) is displayed to confirm which AIB will be responsible for the inspection (and to serve as a reminder where a user may be associated with more than one AIB).

The user should choose the Inspector carefully as only the selected Inspector can approve an Inspection Record and the name of the Inspector (as recorded in the system) will appear on the Published Certificate.

If the actual inspection was carried out by more than one Inspector the Inspector which takes responsibility for the inspection should be selected (other Inspectors associated with an actual inspection should be recorded in the AIB's own record keeping systems).

There are navigation links to other screens in the sidebar at the left hand side and navigation and "Save" buttons at the bottom of the screen.

Complete all the fields and click on "Save and go to next" at the bottom of the screen to navigate to the "[6.2 Type Approval Data](#) Screen", or use the navigation link in the sidebar (and data is saved automatically).

Data can be saved at any time by clicking on the "Save" button at the bottom of the screen.

The user can also exit without saving data by clicking on the "Cancel" button.

Note: There are mandatory fields which must be completed to enable approval of an Inspection Record – for list a list of these see [9. Appendix – Mandatory Fields](#). General Inspection Data Screen

The screenshot shows the 'GENERAL INSPECTION DATA' form in the VCA DGO CERTIFICATION SYSTEM. The form is divided into sections for 'Inspector', 'Owner', and 'Operator' information, along with technical details like 'Date of Manufacture', 'Date of Last Inspection', 'Tank ID', and 'Construction Standard(s) Used'. Red callout boxes provide specific instructions for various fields:

- Inspector Name:** Choose from drop down
- Report Reference:** Free text for reference
- Manufacturer:** Free text
- Country:** Choose from drop down see 6.1.1
- Date of Manufacture / Date of Last Inspection:** Must be Day/Month/Year
- Owner Name, Owner Country, Owner Postcode, Owner Address Line 1-3, Owner Town / City, Owner Telephone, Owner Website:** Name and Address fields
- Operator Name, Operator Country, Operator Postcode, Operator Address Line 1-3, Operator Town / City, Operator Telephone, Operator Website:** * Mandatory fields See 6.1.1 and 6.1.2
- Tank ID:** Free field for operator's/owners Tank reference (e.g. fleet number, VRN, trailer VIN or DVSA C Number etc.)
- Is any subcontracting taking place?:** Drop down to show if a subcontractor is used default blank (mandatory) 6.1.3
- Actual Capacity:** Actual capacity
- Construction Standard(s) Used:** Standard used for construction
- Buttons:** Controls to save, navigate to next screen

Names and addresses

Inspectors must now select a manufacturer from a drop down list. If the manufacturer is not listed then return to the Home page and click on “Request new manufacturer”

Complete the form and click on “Submit to VCA” (Fig 1) the green text indicates it has been sent.(Fig2).

Fig. 1

Fig 2

VCA receives an email notification (fig.3)

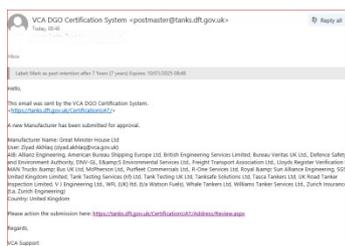


Fig 3

Submitted Date	Submitted By	Manufacturer Name	Country	Address	Telephone	Website	Action
12/01/2018	postmaster@vca.gov.uk	GMH Ltd	United Kingdom	Department For Transport Great Minster House 33 Horseferry Road LONDON SW1P 4DR	0300 330 3000 123 45	dft.gov.uk	Approve + Edit + Reject
12/01/2018	postmaster@vca.gov.uk	Great Minster House Ltd	United Kingdom	Department For Transport Great Minster House 33 Horseferry Road LONDON SW1P4DR	abcd (0)		Approve + Edit + Reject

Fig.4

VCA will action the request and has the choice of “Approve”, “Edit” or “Reject”.(fig 4) In all instances a response will return to the inspector who submitted it with an explanation if necessary.

Post codes must be included where they exist. A post code system exists in many countries and there is a list of countries which have such systems at the site listed below

<https://worldpostalcode.com/>

Once approved the name will be in the database and can be selected to complete a report

6.1.2 Owner and Operator addresses

Do not enter full address if they are already in the [list of Owners and Operators](#)

Owner Name:

Owner Country:

Owner Postcode:

Owner Address Line 1:

Owner Address Line 2:

Owner Address Line 3:

Owner Town / City:

Owner Telephone:

Owner Website:

Operator same as owner

Do not enter full address if they are already in the [list of Owners and Operators](#)

Operator Name:

Operator Country:

Operator Postcode:

Operator Address Line 1:

Operator Address Line 2:

Operator Address Line 3:

Operator Town / City:

Operator Telephone:

Operator Website:

Note message this will only appear when completing a report

United Kingdom is the first

UK post codes a separate drop down will allow a choice of addresses

Please select an address [Owners and Operators](#)

- V C A Cleeve Road
- E R A Bungalow Cleeve Road
- 90 Cleeve Road
- 92 Cleeve Road
- 94 Cleeve Road
- 96 Cleeve Road
- 98 Cleeve Road
- 100 Cleeve Road
- 102 Cleeve Road

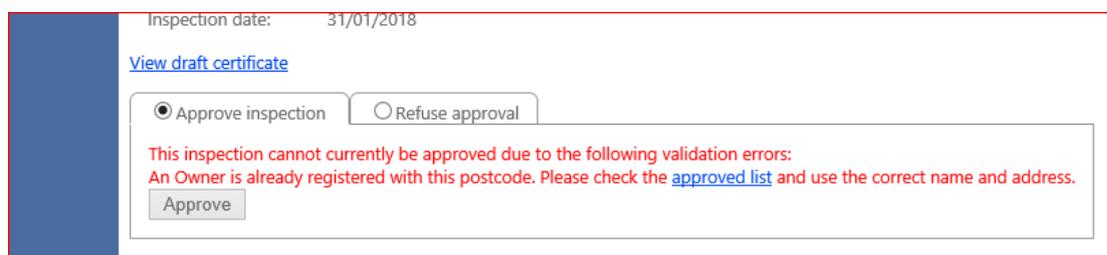
For foreign addresses the **country** and the **post code** must be shown Where there is no post code in a country then default is "XXXXX".

Country and post code must always be completed

On the Home screen there is a choice "Current owners and operators" If this is opened than a table appears. This enables an inspector to check whether addresses exist. This table can be sorted by clicking on the columns

VCA DGO CERTIFICATION SYSTEM						
CURRENT OWNERS AND OPERATORS						
Name	Country	Address	Telephone	Website	Type	
daffodil	Netherlands	1 hague road Rotterdam 16385				Owner
Yuri	Russian Federation	Kremlin St st Petersburg 5459				Owner
Denizi	Russian Federation	Putin Road Vladivostok 546				Operator
daff	Sweden	gottaburg st Malmo 3695				Owner and Operator
VCA	United Kingdom	Smithers 9/a Cleeve Road LEATHERHEAD KT22 7ru				Owner
Martins	United Kingdom	Allianz Insurance Meadow Bridge House 1-8 Fairmeadow MAIDSTONE ME14 3P				Owner
Martins	United Kingdom	Freight Transport Association Hermes House St Johns Road TUNBRIDGE WELLS TN4 9UZ				Owner
		Grosvenor road				Owner

If an address is incomplete then at the end of the process the inspector there will be an error message.



Inspection date: 31/01/2018

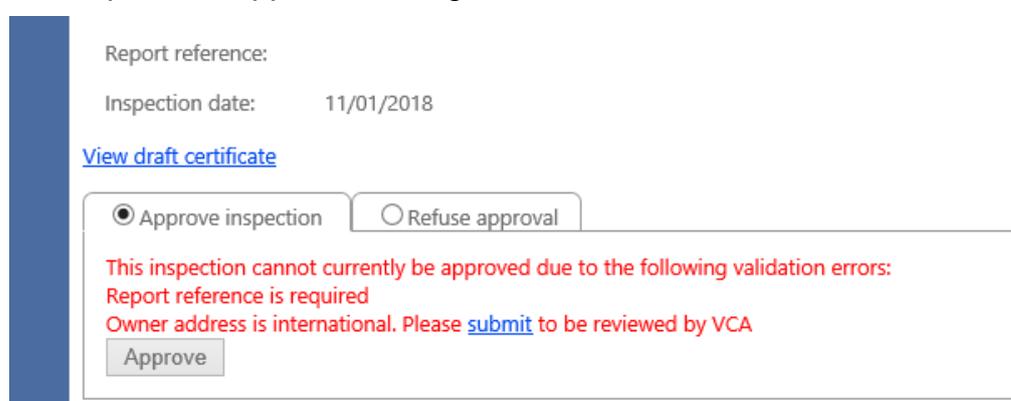
[View draft certificate](#)

Approve inspection Refuse approval

This inspection cannot currently be approved due to the following validation errors:
An Owner is already registered with this postcode. Please check the [approved list](#) and use the correct name and address.

Approve

Supervisor Approval –foreign addresses



Report reference:

Inspection date: 11/01/2018

[View draft certificate](#)

Approve inspection Refuse approval

This inspection cannot currently be approved due to the following validation errors:
Report reference is required
Owner address is international. Please [submit](#) to be reviewed by VCA

Approve

The inspector must apply for the foreign address to be registered; the process is the same as that for manufacturers.

The supervisor will be responsible for approving the certificate and will only be able to do so if the addresses are in the database.

Occasionally a UK address will be rejected because it is already in the system but under a different company name. In this instance contact tanks@vca.gov.uk directly and if we can confirm the two companies at the same post code we will allow two or more addresses to be added.

6.1.3 AIB Subcontracting

If an AIB subcontracts part of the Inspection to another party they must record this in the Inspection Record.

The user should click on the drop down control labelled “Is any subcontracting taking place?” and select “Yes” from the list.

A new field labelled “Subcontracting Information” will appear in the form in which the specific details must be recorded.

Subcontracted Work



Is any subcontracting taking place?

Subcontracting Information

Yes

Select "Yes" in the drop down if subcontractor used (mandatory)

Free text field to record details of subcontracting (mandatory)

6.2 Type Approval Data Screen

For Inspections other than Type Approval there are 2 likely scenarios whereby the Type Approval data for a tank is either;

- 'known' by the system
- NOT 'known' by the system

6.2.1 Type Approval data for a tank is 'known' by the system

Where type approval information is available in the system for a 'known' tank or type of tank it will be automatically populated onto a new Inspection Record if;

- a 'known' type approval number is entered into the Inspection Record
- or
- details for a tank, already 'known' to the system (by manufacturer and manufacturer's serial number), are entered into the Inspection Record

The user should confirm that the data is correct and if so advance to the "[6.3 Inspection Data](#) Screen" by clicking "Save and go to next" button at the bottom of the screen or use the "Inspection data" navigation link in the sidebar (and data is saved automatically).

If the data is not correct or otherwise inaccurate the user should proceed as for Type Approval data for a tank is NOT 'known' by the system below.

Note: Details for a tank only become 'known' to the system (and therefore available for use in other Inspection Records) only after an Inspection Record is Published.

6.2.2 Type Approval data for a tank is NOT ‘known’ by the system

Where type approval information is not known by the system (or is inaccurate) the user should enter or update this data on the Type Approval Data screen. This data can be collected from the Tank Record (should be held by the owner / operator) and / or from the type plate on the tank itself.

The data pertaining to any given tank may be different to that recorded in the system (as there is no central repository for type approval information). So the data recorded for any given tank can be changed by the user in favour of any type approval data available to the Inspector or the data on the plate where this has / shows different data to that stored in the system.

In these cases data in the system should be updated so the system records match the best available data. (The next instance of a tank with the same type approval number will access the updated information provided the data is saved in the Inspection Record.)

If Type Approval data is updated the user should advance to the [6.3 Inspection Data](#) Screen by clicking “Save and go to next” button at the bottom of the screen or use the “Inspection data” navigation link in the sidebar (and data is saved automatically).

Type Approval Data Screen (screen1)

The screenshot shows the 'Type Approval Data' screen in the VCA DGO Certification System. The page header includes 'VCA DGO CERTIFICATION SYSTEM' and a user welcome message. A navigation bar contains links for Home, List inspections, New inspection, Help, and Search Certificates. The main content area is divided into a sidebar with 'General info', 'Type approval', 'Inspector approval', and 'Status'. The 'Type approval' section displays inspection details: 'Inspection type: Type approval', 'Inspection body: Lloyds Register Verification Ltd.', and 'Inspection email: info@containerslr.org'. The 'GENERAL INSPECTION DATA' section contains a form with the following fields:

- Inspector Name: A dropdown menu with a checkmark icon.
- Report Reference: A free text input field.
- Manufacturer: A dropdown menu with a checkmark icon.
- Country: A dropdown menu.
- Is any subcontracting taking place?: A checkbox.
- Construction Standard(s) Used: A text input field with a note below it: '(ISO, EN, BS, ASME, etc. Year of issue must be shown e.g. EN13904 : 2012)'. A red box annotation points to this field with the text 'Standards must be EN, ISO, ASME etc.'

At the bottom of the form are three buttons: 'Save', 'Save and go to next >>', and 'Cancel'. Red callout boxes on the right side of the screen provide additional instructions:

- 'Select from drop down' points to the Inspector Name dropdown.
- 'Free field' points to the Report Reference input field.
- 'Manufacturers see 6.1.1' points to the Manufacturer dropdown.
- 'See 6.1.3' points to the Country dropdown.
- 'Standards must be EN, ISO, ASME etc.' points to the Construction Standard(s) Used text field.

Type Approval Data Screen 2 (upper)

The screenshot shows the 'TYPE APPROVAL DATA' section of a web application. The interface includes a sidebar with navigation options: 'General info', 'Type approval', 'Inspector approval', and 'Status'. The main content area displays the following fields and sections:

- General info:** Inspection type: Type approval; Inspection body: Lloyds Register Verification Ltd. (71 Fenchurch Street, London, EC3M 4BS); Inspection email: info@containerslr.org.
- TYPE APPROVAL DATA:**
 - Tank Type: ADR fixed tank (5.8) [dropdown]
 - RID/ADR tank code: [text field]
 - Does this tank meet IMO 6.8 requirements?: [checkbox]
 - Drawing number(s): [text field]
 - Shell material: [dropdown]
 - Dimensions:** Length, Width, Height [number fields]
 - Enter the minimum thickness values:** Shell thickness, End thicknesses, Partition thickness [number fields]
 - Pressures:** Maximum working pressure, Test/Calculation pressure, Minimum design pressure [number fields]
 - Maximum gross mass: [number field]
 - Tare mass: [number field]

Red callout boxes provide the following explanations for the fields:

- Drop-down to select kind of Tank
- Free-text for Tank Code e.g. LGRE
- Drop-down to cover IMO tanks (if 'Yes' a supplementary control is displayed to select Type 4, 6 or 8)
- Free-text field for Type Approval drawing numbers (e.g. General Arrangement drawing, etc.)
- Drop-down to choose material (default is blank)
- Number fields for dimensions of the tank (up to 3 decimal places)
- Number fields for the design thicknesses of the tank (up to 3 decimal places)
- Drop-down to choose units; bar or kPa (default is blank)
- Number fields for pressures (up to 2 decimal places)
- Number field for Maximum Gross Mass in kg (integer)
- Number field for Tare Mass in kg (integer)

Type Approval Data Screen 2 (lower)

The screenshot shows the 'Type Approval Data Screen 2 (lower)' with several fields and controls. Red callout boxes provide detailed instructions for each:

- Density field and adjacent drop down to enter density & choose units, use;**
 - kg/l for gases and liquids (enter numbers to two decimal places)
 - kg/m³ for solids (enter integers) (drop down default is blank)
 - Example;
 - liquid density 1 = 1.00
 - solid density 1 = 1000
 - Number field for the nominal design total capacity in litres (integer)
- Number field for maximum design capacity in litres (integer)**
- Enter the maximum volume of the compartment(s) in litres (integer). If a tank has more than one compartment click "Add compartment" button**
- Number field for Temperatures, if data is entered in one the other must also be completed (integer)**
- Free text fields for Internal Lining, External Insulation (if fitted)**
 - type of External Insulation (if fitted)
 - Securing Method (demountables only)
 - Any other comments/ remarks (comments do not appear on certificate)
- Free text field for UN numbers**
- Enter inspection date and expiry is 10 years maximum**
- Controls to save, navigate to previous or next screen & quit without saving record**

The form fields include:

- Maximum permitted density: [] [v]
- Maximum design capacity: []
- For all tanks carrying liquids (including vacuum insulated)
- Compartment: Capacity (litres): []
- + Add compartment - Remove compartment
- Maximum design temperature: []
- Minimum design temperature: []
- Has external insulation:
- Type of insulation: []
- Securing method (demountable tanks only): []
- Additional comments: []
- UN numbers: Please enter UN number, packing group and any applicable provisions. []
- Examples: For RID/ADR/Cld UK/New UK/Authorised tanks UN1790 I TU14, TU34, TC1, TE21,TA4, TT9,TM3 For all 6,7,old IMO tanks UN1224 II TP1, TP8 and TP28
- Inspection date: [] DD/MM/YYYY
- Expiry date: [] DD/MM/YYYY
- Navigation: << Save and go to previous Save and go to next >> Save Save and close Cancel

6.3 Inspection Data Screen

The Inspection Data screen is concerned with specific information about the Inspection, for example information about;

- where the Inspection took place (the postal address)
- the contact person at the site (e.g. owner's / operator's contact person, etc.) which may be used if needed in future
- documents inspected pertaining to the tank

- items inspected on the tank
- the results of tests and measurements performed, e.g. ;
 - leak test
 - hydraulic test (Intermediate Inspection does not include hydraulic tests)
 - material thicknesses
- any relevant notes
- date of next inspection

Note: The date of the next inspection will be pre-filled by the system. However, it may be changed but only where the transport (RID/ADR/IMDG) regulations provide a different period. If inspections are carried out more frequently (e.g. every 2 years) it is possible to accommodate this in the system. For example, some operators require inspections every 2 years such that the inspection regime follows the pattern;

Intermediate → Intermediate → Periodic

The date of the next inspection and the kind of inspection can be changed in the Inspection Record. The published certificate will indicate the user selection of a Periodic Inspection or an Intermediate Inspection.

To cater for the 'extra' Intermediate Inspection the user merely needs to select this kind of inspection at the time of creating a new inspection.

Inspection Data Screen (upper)

VCA DGO CERTIFICATION SYSTEM Welcome DG-inspector@outlook.com! [[Log Out](#)]

[Change Password](#)

UAT

[Home](#) | [List inspections](#) | [New inspection](#) | [Help](#) | [Search Certificates](#)

General info

Type approval

Inspection data

Inspector approval

Status

Inspection type: **Intermediate inspection**

Inspection body: **Freight Transport Association Ltd.**
Hermes House, St John's Road, Tunbridge Wells, Kent, TN4 9UZ

Inspection email: **twells.admin@fta.co.uk**



INSPECTION DATA

Inspection date DD/MM/YYYY

Location
Enter full postal address

Contact at site

Name

Phone number

Email

Documents inspected

Type approval ▼

Previous inspection ▼

Maintenance ▼

Design characteristics checked

Items inspected

Service equipment Tank exterior External Insulation

Tank interior

Leak test

Leak test method ▼

Tank vessel result ▼

Tank equipment result

Number fields for Leak Test pressures (up to 2 decimal places)

Inspection Data Screen (lower)

Hydraulic pressure test

- Note: These fields are not always visible (only for Initial, Periodic and Exceptional)
- Test method: Drop down to choose "Gas" or "Liquid" (default is blank, sometimes mandatory)
- Liquid or gas used: Free text field for fluid used
- Result: Number field for Hydraulic Test pressures (up to 1 decimal place)

Measured tank thicknesses

Enter the minimum values

- Shell: Number fields for thicknesses (up to 1 decimal place)
- Ends: Number fields for thicknesses (up to 1 decimal place – not available for vacuum insulated tanks)
- Partition: Number fields for thicknesses (up to 1 decimal place – not available for vacuum insulated tanks)

Structural equipment frame: Free text field for details of any structural frame (mandatory; may not apply in most cases, so enter "Not applicable")

CSC number: Free text field for CSC number (not applicable to all tanks - so not always visible, will appear on certificate)

Notes: Free text field for any notes relevant to the inspection (will appear on certificate)

Next inspection due: Date picker field, auto completed, can be overwritten, must follow format of day / month / year (DD/MM/YYYY) (mandatory)

Next Inspection Type: Drop down to choose next kind of inspection, "Intermediate" or "Periodic" (default is blank)

Controls to save, navigate to previous or next screen & quit without saving record

Buttons: << Save and go to previous, Save and go to next >>, Save, Save and close, Cancel

Once the data is entered to the satisfaction of the user (or at any other time) the record may / should be saved.

The next action will depend on the role of the user whom is logged in, either;

- the inspector that carried out the inspection (first entry on [6.1 General Inspection Data](#) Screen)

or

- an authenticated user not mentioned on the Inspection Record

6.3.1 Inspector that carried out the inspection

The Inspector can advance to the 'Inspector Approval' stage by clicking on the "Save and go to next" button at the bottom of the screen, or by clicking on the "Inspector Approval" navigation link in the sidebar.

The "Inspector Approval" screen is then displayed.

6.3.2 Authenticated user not mentioned on the Inspection Record

An authenticated user which is not mentioned as the Inspector on a particular Inspection Record cannot approve that Inspection Record.

Once the Inspection Record has been saved the user should notify the appropriate Inspector that an Inspection Record is awaiting their approval, this will need to be done outside of the system, e.g. via e-mail, telephone, surface mail, etc.

6.4 Exceptional Inspections

Certain AIBs may carry out Exceptional Inspections. The inspection procedure includes the records described above but with an additional screen for completion.

The screenshot displays the 'VCA DGO CERTIFICATION SYSTEM' interface. At the top, it says 'Welcome DGinspections@outlook.com! [Log Out]' and 'Change Password'. The navigation menu includes 'Home', 'List inspections', 'New inspection', 'Help', and 'Search Certificates'. The main content area shows 'General info' with 'Type approval' set to 'Exceptional inspection'. The 'Inspection type' is 'Exceptional inspection', the 'Inspection body' is 'Lloyds Register Verification Ltd.' (71 Fenchurch Street, London, EC3M 4BS), and the 'Inspection email' is 'info@containerslr.org'. The 'EXCEPTIONAL CHECKS' section has the following options:

- After damage or repair
- After repair or replacement of service equipment
- After application of heat
- After alteration to the tank
- After exchange or repair of frame or structural equipment
- Before and after repair or replacement of protective lining or coating

The 'Description Of Work' text area contains the following text:

De-Rating MAWP Vessel and Safety Valve. Fitting of New Certified Valve Chest & New Safety Valve. LR DAD Ref. COV1626935/COV1723249. Inservice alteration, acknowledgement of previous hydraulic test.

Navigation buttons at the bottom include '<< Go to previous', 'Go to next >>', and 'Cancel'.

One or more of the tick boxes must be marked and there must be a brief description of the work under taken in box provided, single words are not acceptable.

After damage or accident – there should be sentence explaining where the damage occurred (position) and how it was repaired

After repair or replacement of service equipment – what item what was the

repair

After application of heat – where and why

After alteration to the tank — what was altered, where and why

After exchange or repair of frame or structural equipment – reasons

Before and after repair or replacement of protective lining or coating -- explanation

6.5 Approving an Inspection (or Refusal Notification)

6.5.1 Approval

The Inspector Approval screen is to enable an Inspector to either approve an Inspection Record that they are responsible for, or to create a Refusal Notification and to give an opportunity to view data on a ‘DRAFT’ certificate – a ‘reality check’ to ensure the data is (and *looks*) correct.

To view the ‘DRAFT’ certificate click on the link “View draft certificate” at the bottom of the screen.

Inspector Approval Screen

The screenshot shows the 'Inspector Approval' screen in the VCA DGO Certification System. The interface includes a navigation menu on the left with options like 'General info', 'Type approval', 'Inspection data', 'Inspector approval', and 'Status'. The main content area displays inspection details for 'Freight Transport Association Ltd.' and includes a section for 'INSPECTOR APPROVAL'. A red box highlights the 'View draft certificate' link with the annotation: 'Link to enable viewing of DRAFT certificate'. Another red box highlights the 'Approve' button with the annotation: 'When authenticated user and Inspector match the “Approve” button is available'. A third red box highlights the navigation buttons ('<< Go to previous', 'Go to next >>', 'Cancel') with the annotation: 'Controls to navigate to previous or next screen & quit without saving record'. The top of the screen shows the user is logged in as 'DG-inspector@outlook.com'.

Note: Sometimes the system will display warnings if data appears inconsistent or is not complete. These warnings are prompts to the user to check the information or seek further advice.

In cases where the system is displaying warnings only the 'Approve' button is available and the Inspection Record can be approved.

It will not be possible to approve an Inspection Record if one or both of the following situations apply;

- Mandatory data is not completed – a list of missing items is displayed, the user will need to navigate to the appropriate screen (using the links in the sidebar or navigation buttons at the bottom of the screen) and complete the missing entries
- An inspector other than the one named on the Inspection Record is logged in as the user – only the Inspector named on the Inspection Record may approve an Inspection Record

In these situations the "Approve" button is not available.

Inspector Approval NOT Possible (1)

The screenshot shows the 'VCA DGO CERTIFICATION SYSTEM' interface. At the top right, the user is logged in as 'DG-data@outlook.com'. The main content area is titled 'INSPECTOR APPROVAL'. It displays inspection details: 'Intermediate inspection' by 'Freight Transport Association Ltd.' with email 'twells.admin@fta.co.uk'. The inspector name is 'DG-inspector@outlook.com'. Below this, there are radio buttons for 'Approve inspection' (selected) and 'Refuse approval'. A red box highlights the 'Approve' button, which is disabled. A text box explains that the 'Approve' button is not available because the inspector and authenticated user do not match and mandatory items are not completed. A validation error message states: 'This inspection cannot currently be approved due to the following validation errors: Inspection of tank exterior must be checked, Date of last inspection is required'. At the bottom, there are navigation buttons: '<< Go to previous', 'Go to next >>', and 'Cancel'.

6.5.1.1 Inspector that carried out the inspection

If it is apparent that some data needs to be revised or the user may navigate to the appropriate screen (using the links in the sidebar or navigation buttons at the bottom of the screen) and revise the relevant entries.

Once the Inspection Record has been completed to the satisfaction of the Inspector the Inspection Record may be approved by the Inspector clicking the “Approve” button in the “Approve inspection” tab towards the bottom of the screen.

Once the Inspector has approved an Inspection Record they should notify their Supervisor that an Inspection Record is awaiting their approval, this will need to be done outside of the system, e.g. via e-mail, telephone, surface mail, etc.

After approving an Inspection Record the “Status” screen is automatically displayed and the sidebar link “Inspector Approval” is automatically promoted to “Supervisor Approval”.

6.5.1.2 Authenticated user not mentioned on the Inspection Record

Only the Inspector named on the Inspection Record may approve an Inspection Record. So if an authenticated user which is not mentioned on the Inspection Record is logged in they will not be able to approve the Inspection Record. In this case the user should exit the Inspection Record using the “Save and close” button at the bottom of the screen.

The user should notify the appropriate Inspector that an Inspection Record is awaiting their approval, this will need to be done outside of the system, e.g. via e-mail, telephone, surface mail, etc.

6.5.2 Refusal Notification

A Refusal Notice may be issued at any stage during the population of an Inspection Record (there is very little mandatory data in this case).

To create and publish a Refusal Notification the Inspector should click on the “Refuse” button. After the “Refuse” button is clicked a field appears which requires a reason for refusal, the user should complete this free text field with relevant information.

A Refusal Notice may only be given by the Inspector named on the Inspection Record.

If any other authenticated user is logged in the “Refuse” button and text field labelled “Refusal reason:” are not available for use.

There is no need to obtain “Supervisor Approval” for a Refusal Notification.

Refusal Tab

VCA DGO CERTIFICATION SYSTEM Welcome **DG-inspector@outlook.com!** [[Log Out](#)]

[Home](#) | [List inspections](#) | [New inspection](#) | [Help](#) | [Search Certificates](#) | [Change Password](#)

General info
Type approval
Inspection data

Inspection type: **Intermediate inspection**
Inspection body: **Freight Transport Association Ltd.**
Hermes House, St John's Road, Tunbridge Wells, Kent, TN4 9UZ
Inspection email: **twells.admin@fta.co.uk**

INSPECTOR APPROVAL

The inspection may only be approved or refused by the named inspector.

Inspector name: DG-inspector@outlook.com
Report reference: 141113-1
Inspection date: 04/11/2014

[View draft certificate](#)

Approve inspection Refuse approval

Refusal of certification is final and cannot be reversed.

Refusal reason:

<< Go to previous Go to next >>

“Refuse Approval” tab

Note: “Approve” button is NOT available if Inspector and authenticated user do not match

Free text field to record reasons for refusal, data appears on notification of refusal document (mandatory)

6.6 Status Screen

The current ‘Status’ of an Inspection Record and, where one exists a Published certificate, can be quickly ascertained by viewing the Status page. It only has the functions of viewing the status of an Inspection Record, a DRAFT certificate or Published Certificate.

The Status Screen is automatically displayed after the approval of an Inspection Record.

Status Screen (1)

VCA DGO CERTIFICATION SYSTEM Welcome **DG-inspector@outlook.com!** [[Log Out](#)]
[Change Password](#)

Home | [List inspections](#) | [New inspection](#) | [Help](#) | [Search Certificates](#)

General info
 Type approval
 Inspection data
Status

Inspection type: **Intermediate inspection**
 Inspection body: **Freight Transport Association Ltd.**
 Hermes House, St John's Road, Tunbridge Wells, Kent, TN4 9UZ
 Inspection email: **twells.admin@fta.co.uk**

INSPECTION STATUS
 Inspection status : Inspector approved
 Inspector approved date : 13/11/2014
[View draft certificate](#)

<< Go to previous
 Cancel

Link to enable viewing of draft or Published certificate

The Status of an Inspection record can be one of the following;

- Draft
- Inspector Approved
- Published
- Refused

Where a Published certificate exists in respect of an Inspection Record the certificate number and date of publication is stated on the Status screen.

Once a certificate is Published or Refused this cannot be reversed and the Tank Inspection record is locked and cannot be edited.

If the authenticated user is a Supervisor there may be a variation of the Status screen. In this case there is an additional navigation link in the sidebar to the “6.6 Supervisor Approval Screen”.

After an Inspector has approved the Inspection Record the “Inspector Approval” navigation link in the sidebar is promoted to “Supervisor Approval” automatically.

Status Screen (2)

VCA DGO CERTIFICATION SYSTEM

Welcome DG-supervisor@outlook.com! [Log Out]

Change Password

Home List inspections New inspection Help Search Certificates

General info
Type approval
Inspection data
Supervisor approval
Status

Inspection type: **Intermediate inspection**
Inspection body: **Freight Transport Association Ltd.**
Hermes House, St John's Road, Tunbridge Wells, Kent, TN4 9UZ
Inspection email: **twells.admin@fta.co.uk**

INSPECTION STATUS
Inspection status : Inspector approved
Inspector approved date : 13/11/2014
[View draft certificate](#)

After Inspector has approved the Inspection Record the "Inspector Approval" link is promoted to "Supervisor Approval" automatically

<< Go to previous

Cancel

6.7 Supervisor Approval Screen

Once the Inspector has approved an Inspection Record it will be necessary to obtain a 'Supervisor Approval' to publish the certificate, this can only be done via the "Supervisor Approval" screen.

The Supervisor will need to be authenticated in the system (logged in – see [3. Authentication](#) above) and have sufficient user rights to carry out 'Supervisor Approval' in the system.

The Supervisor will need to locate the Inspection Record(s) which require approval, see [7. Retrieving an Existing Inspection](#) Record below.

Once an Inspection Record has been selected the Supervisor may choose to;

- approve the Inspection Record (and thus publish the certificate)
- revert the Inspection Record to a draft status

Supervisor Approval Screen

VCA DGO CERTIFICATION SYSTEM

Welcome **DG-supervisor@outlook.com** [Log Out]

Change Password

Home | List inspections | New inspection | Help | Search Certificates

General info
Type approval
Inspection data

Inspection type: **Intermediate inspection**
Inspection body: **Freight Transport Association Ltd.**
Hermes House, St John's Road, Tunbridge Wells, Kent, TN4 9UZ
Inspection email: **twells.admin@fta.co.uk**

Supervisor approval

Status

SUPERVISOR APPROVAL

Inspector name: **DG-supervisor@outlook.com**
Report reference: 141113
Inspection date: 04/11/2014

[View draft certificate](#)

Approve inspection Revert to draft

Approval of an inspection is final and cannot be reversed.
A supervisor cannot approve their own inspections

Approve

<< Go to previous | Go to next >> | Cancel

6.7.1 Approval and Publication

The Supervisor has an opportunity to view data on a 'DRAFT' certificate to ensure the data is (and *looks*) correct.

To view the 'DRAFT' certificate the Supervisor should click on the link "View draft certificate" at the bottom of the screen.

If the Inspection Record has been completed to the satisfaction of the Supervisor the Inspection Record may be approved by the Supervisor clicking the "Approve" button in the "Approve inspection" tab towards the bottom of the screen.

Published Status

VCA DGO CERTIFICATION SYSTEM Welcome **Supervisor1!** [[Log Out](#)]

UAT system [Change Password](#)

Home List inspections New inspection

General info
Type approval
Inspection data
Status

Inspection type: **Intermediate inspection**
Inspection body: **Test inspection body - A**
408 Star Avenue

AiB Logo

INSPECTION STATUS

Inspection status	: Published
Inspector approved date	: 02/06/2014
Authorising supervisor name	: Supervisor1
Published date	: 02/06/2014
Certificate number	: M/14/000014

[View published certificate](#)

Published certificate number, will be prefixed with 'GB'

Link to enable viewing of Published certificate

<< Go to previous
Cancel

6.7.2 Reversion to draft

If the Inspection Record has NOT been completed to the satisfaction of the Supervisor the Inspection Record should be rejected by the Supervisor and reverted to draft status.

To revert an Inspection Record to draft the Supervisor should click on the “Revert to draft” button.

After the “Revert to draft” button is clicked a field appears which requires a comment from the Supervisor (e.g. a reason for reversion). The Supervisor should complete this free text field with relevant information.

Supervisor Reversion

VCA DGO CERTIFICATION SYSTEM Welcome **Supervisor1!** [[Log Out](#)]

UAT system [Change Password](#)

Home List inspections New inspection

General info
Type approval
Inspection data

Inspection type: **Intermediate inspection**
Inspection body: **Test inspection body - A**
408 Star Avenue

Supervisor approval

Status

SUPERVISOR APPROVAL

Inspector name: mike.protheroe@vca.gov.uk
Report reference: 20140602/1
Inspection date: 02/06/2014

[View draft certificate](#)

Approve inspection Revert to draft

Supervisor comments:

7. Retrieving an Existing Inspection Record

Inspection Records with any status can be stored in the system.

Inspection Records which have the Status;

- Draft
- Inspector Approved

will effectively be at a 'work-in-progress' stage and will need to be retrieved from the system in order to progress to either Published or Refused states.

An authenticated user may access Inspection Records with any status via the "List Inspections" screen.

7.1 List Inspections Screen

The user may access the "List Inspections" screen after [3. Authentication](#) and it will only list inspections for the AIB(s) with which the authenticated

[user has an association.](#)

Where it is necessary for an AIB to view a certificate that was published by another AIB it is possible to use the “Search certificates” screen.

The authenticated user can navigate to the “List Inspections” screen by clicking the “List Inspections” button on the menu bar or via the links in the main area of the [4. Home](#) Screen.

These links will open the “List Inspections” screen and provide data filtered according to the link selected, i.e. will show only;

- Draft Inspections
- Inspector Approved Inspections
- Published Inspections



In the “List Inspections” screen data is displayed in 8 columns;

- Inspection date; The date of the inspection
- Status; The status of the Inspection Record
- Inspection type; The kind of Inspection
- Manufacturer; The manufacturer of the tank
- Tank Serial Number; Manufacturer’s serial number marked on tank
- Report Ref.; The AIB’s internal / job / report number
- Certificate Number Certificate numbers are displayed when available (after publication)
- [Unlabelled]; A series of links to enable the user to navigate quickly to perform actions on Inspection Records, e.g. edit, approve, view, revoke, etc.

An Inspection Record can be selected from the list of records displayed by clicking on one of the links for edit, approve, view, etc. according to the user need / action required.

7.2 Actions

The actions an authenticated user may perform on an Inspection Record will depend on the role that has been assigned in the system. The actions available are;

- View (all roles for authenticated users)
 - Inspection Record
 - Draft Certificate
 - Published Certificate
 - Refusal Notification
 - Revoked certificate
- Edit

Inspection Status	Role		
	Data Entry	Inspector	Supervisor
Draft	Y	Y	Y
Inspector Approved	N	N	Y
Published	N	N	N

- Approve (Inspector or Supervisor only)
- Refuse (Inspector or Supervisor only)
- Revoke (all roles for authenticated users but applies to Published Inspection Records / Certificates only)

To perform any of the above actions the user should click on an appropriately labelled link in the far right hand column of the table of Inspection Records.

List Inspections Screen

VCA DGO CERTIFICATION SYSTEM Welcome **DG-inspector@outlook.com!** [[Log Out](#)]
[Change Password](#)

Home | List inspections | New inspection | Help | Search Certificates

Status: Tank Type:
Inspection Body: Manufacturer:
Type of inspection: Owner:
Inspector: Operator:
Start inspection date: DD/MM/YYYY Tank Serial Number:
End inspection date: DD/MM/YYYY Certificate Number:
AIB Report Reference Number:

Inspection date	Status	Inspection type	Manufacturer	Tank serial no.	Report ref.	Certificate Number	
01/01/0001	Draft	Periodic inspection					Edit • Approve • Draft certificate
01/01/0001	Draft	Periodic inspection					Edit • Approve • Draft certificate
01/01/0001	Draft	Periodic inspection					Edit • Approve • Draft certificate
01/01/0001	Draft	Periodic inspection					Edit • Approve • Draft certificate
01/01/0001	Draft	Periodic inspection					Edit • Approve • Draft certificate
01/01/0001	Draft	Periodic inspection					Edit • Approve • Draft certificate
01/01/0001	Draft	Periodic inspection					Edit • Approve • Draft certificate
01/01/0001	Draft	Periodic inspection					Edit • Approve • Draft certificate
01/01/0001	Draft	Periodic inspection					Edit • Approve • Draft certificate
01/01/0001	Draft	Periodic inspection					Edit • Approve • Draft certificate
26/05/2014	Draft	Periodic inspection					Edit • Approve • Draft certificate

12
Total 11 Rows Returned

Click on a link to perform an action

Click on a link to move to the next screen

Total number of records returned

7.3 Filtering and Sorting Data

There are several ways in which the user can filter the information listed;

- 5 drop down controls, where an authenticated user can make selections from items in a prepopulated list to only return results matching the selection
- 2 date field controls, where an authenticated user can select Inspection Records according to date of inspection
- 6 text box fields, where an authenticated user can enter data to narrow the results returned according to the information typed in the text box; the more data that is entered the narrower are the results returned

The effect of the filters is cumulative, e.g. if a date range and a particular kind of inspection is chosen it will only return those records which match both criteria.

Note: the more filters are used the narrower are the results returned.

Data can be sorted in each of the columns simply by clicking the label at the head of each column, this will toggle between sort ascending / descending.

The sorting function is not cumulative e.g. you cannot sort by column 1, then by column 2, etc.

Note: Where an Inspection date is not completed in an Inspection Record the system will assign a default date of 01/01/0001.

List Inspections Screen– Filtering, Searching and Sorting Controls

VCA DGO CERTIFICATION SYSTEM Welcome DG-inspector@outlook.com! [Log Out]
[Change Password](#)

Home | List inspections | New inspection | Help | Search Certificates

Status:
 Inspection Body:
 Type of inspection:
 Inspector:
 Start inspection date: DD/MM/YYYY
 End inspection date: DD/MM/YYYY

Tank Type:
 Manufacturer:
 Owner:
 Operator:
 Tank Serial Number:
 Certificate Number:
 AIB Report Reference Number:

Inspection date	Status	Inspection type	Manufacturer	Tank serial no.	Report ref.	Certificate Number
01/01/0001	Draft	Periodic inspection				Edit • Approve • Draft certificate

Text field search / filter controls
 Date filter controls
 Sorting controls; click on column headers

7.3.1 Drop down controls

An authenticated user can use the drop down controls to filter data as follows;

- Status; Filter by All, Draft, Inspector Approved, Published, Refused. Default selection is “Draft” status
- Inspection Body List; Only applies if authenticated user is associated with more than one AIB. Filter by AIB
- Type of Inspection; Filter by All inspection, Type Approval, Initial inspection, Intermediate inspection, Periodic inspection, Exceptional inspection. Default is “All inspection”
- Inspector List; Filter by All inspectors or an Inspector’s e-mail address. Sorting by Inspector
- Type of Tank; Filter by All tank type or one tank type selected from the list of tank types. Special sorting by ADR clause; 6.7 then ADR 6.8, 6.9, etc., and then within these alphabetically, there are UK and IMO placed at the end.

The amount of data shown will be successively reduced by selecting particular filters (where available).

7.3.2 Date field controls

An authenticated user can use the date field controls to filter data as follows;

- Start inspection date; Use the date picker control to select a date or type in a date manually to filter out records with an inspection date **before** the selected date
- End inspection date; Use the date picker control to select a date or type in a date manually to filter out records with an inspection date **after** the selected date
- Date range; the user can select a range between two dates for the date of the inspection

Note: selections include the date(s) selected

7.3.3 Text field search controls

An authenticated user can use the text field controls to filter data as follows;

- Manufacturer
- Operator
- Owner
- Tank Serial Number
- Certificate Number
- AIB Report Ref. No.

In each of these fields the user can type **a few characters** of the chosen identifier(s) in a record to return all records matching the entry(ies) selected as filters.

The text search field controls are set to search on “contains” rather than “begins with”.

The text search field controls are not case sensitive.

Note: examination of the data entered in the fields above reveals variations of entries for essentially the same thing. For example there may be 1, 2, 3 ... (up to 7) entries for the name of 1 manufacturer, operator, owner, etc.

The number of rows returned in the search results is

For example; in the 'Manufacturer' search field searching for;

"ta"

Will return many results, such as;

Maidment **T**anker Services Ltd, Road **T**ankers Northern, **T**asca Tankers Ltd, and some other variations of these (including all variations of upper and lower case), etc.

Searching for;

"tas"

Will return versions of;

Tasca, **Tasca Tankers**, **Tasca Tankers Ltd**, **Tasca Tankers Limited**, and some other variations of these, etc.

Whereas searching for;

"tasca tankers l"

Will return a reduced set of information;

Tasca Tankers Ltd, **Tasca Tankers Limited**, etc. (Note that results such as **Tasca**, **Tasca Tankers** are excluded from this search as they don't match the 'contains' filter)

The filtering can be further refined by adding different filters or search terms in other fields.

For example, it is possible to search for Inspection Records where;

- the inspection was carried out within a particular date range, and
- the Type of Inspection is Periodic, and
- the Manufacturer is **Tasca**, and
- so on ...

7.3.4 Clearing All Filters

Where all the expected results are not displayed it may be because there are filters limiting the data displayed.

To clear any filters click on the “Clear all” button.

The screenshot shows a filter interface with two date input fields, each containing the placeholder text 'DD/MM/YYYY'. To the right of the second date field is a dropdown menu with a downward arrow and the letter 'C'. Below these fields is the text 'AIB Report R'. A 'Clear All' button is located below the text. At the bottom of the screenshot, there are two blue header boxes for a table: 'Manufacturer' and 'Tank serial no.'.

8. Publish Certificate

Once the Supervisor has approved an Inspection Record the certificate is allocated a number and the status is changed to “Published”.

The certificate resides in the system but may be exported as a Portable Document Format (PDF) file in a number of formats and delivered to the customer.

To export a certificate the user should select a record from the “7.1 List Inspections Screen” screen and click on the “Published Certificate” link (see 7.2 Actions above).

The browser will render an image of the certificate in a new window.

The user should click on the “Export Control” and then select PDF.

The system will create a PDF version of the certificate which may be saved to the user’s desktop, saved in another system, e-mailed to the customer, etc.

Viewing & Exporting a Certificate

Export control; select PDF from list

VCA DGO Certification System

1 of 1 100%

AiB Logo

Certificate of
Certificate

Department for Transport

Test inspection body - A
408 Star Avenue

This Tank Certificate is only valid whilst the tank remains an MOD tank.

This certificate is issued by a Department for Transport Appointed Inspection Body (AIB). Any queries regarding this certificate should be directed to the AIB.

Tank type:	ADR fixed tank (6.8)	Manufacturer:	Tanks-R-Us
Type approval number:	T/14/000011	Country:	Spain
RID/ADR tank code:	LGBF	Year of manufacture:	2014
Tank serial number:	TRU0123	Owner's/operator's tank identifier:	
Owner: Defence Safety and Environment Authority DSEA, DLSR, VCB, McIntosh, MOD Abbey Wood, BS34 8JH		Operator: Defence Safety and Environment Authority DSEA, DLSR, VCB, McIntosh, MOD Abbey Wood, BS34 8JH	

	Required	Measured		
Shell thickness (mm)	6	5.9	Max. working pressure ():	1.5
End thicknesses (mm)	4 and 3	4.9 and 4.9	Max. design pressure ():	1.8
Partition thickness (mm)	3	3.9	Calculation pressure ():	1.9

Actual capacity: 30000 litres	Compartment	1	2
	Capacity (litres)	10000	20000

Items inspected	Documents inspected	Hydraulic pressure test result (bar):
-----------------	---------------------	---------------------------------------

8.1 Revoke Certificate

There are no facilities in the system to delete a published certificate (or any Inspection Record other than those where the status id "Draft").

If a certificate has been published in error (e.g. an Intermediate Inspection Record created instead of a Periodic Inspection Record) or if it contains errors (such as the data it contains is incorrect) it cannot be edited or deleted after it has been published.

However, to handle situations such as where there are typographical errors on a certificate, etc., it is possible for a Supervisor to revoke and re-issue the certificate.

The Supervisor should access the List Inspections Screen (see section 0 [7.1 List Inspections](#) Screen above) and select the appropriate Inspection Record from the list (which may be filtered to show published Inspection Records

only)

Click on the link “Revoke”.

The ‘Revoke’ screen is displayed.

List Inspections Screen – Filtering, Searching and Sorting Controls

VCA DGO CERTIFICATION SYSTEM Welcome DG-inspector@outlook.com! [Log Out]
Change Password

Home List inspections New inspection Help Search Certificates

REVOKE

Inspection type: Intermediate inspection
Formatted certificate number: GB/M/14/000273
AIB name and address: Freight Transport Association Ltd.
Hermes House, St John's Road, Tunbridge Wells, Kent, TN4 9LZ

Revocation is final and cannot be reversed.

Revocation reason:

Reason for revocation (this must be completed)

Revoke button, click if certificate is to be revoked and not reissued

Reissue button click if certificate is to be revoked and then reissued as 'rev. x'

Reason for revocation (this must be completed)

Revoke Reissue Cancel

The Supervisor should check the details are correct for the certificate they wish to revoke, e.g. ensure it is the right one as once a Published Certificate is Revoked this cannot be reversed.

If the certificate is the correct one the Supervisor must enter a reason for the revocation, and then click on the one of the buttons at the bottom of the screen;

- “Revoke” button if the certificate is to be revoked and not re-issued
- “Re-issue” button if the certificate is to be re-issued after information has been corrected
- “Cancel” button if it is not the certificate is to be revoked (e.g. if it is not the correct certificate, etc.)

8.1.1 Revocation

If a certificate is revoked it is no longer available for viewing.

However, the Inspection Record remains available in the system and the ‘Status’ is recorded as “Revoked” (available as a filter in the “List Inspections” screen).

VCA DGO CERTIFICATION SYSTEM Welcome **DG-inspector@outlook.com!** [[Log Out](#)]

[Change Password](#)

Home | List inspections | New inspection | Help | Search Certificates

Status: **Revoked** (selected in filter control)

Inspection Body: Freight Transport Association Ltd.

Type of inspection: All inspection

Inspector: All inspectors

Start inspection date: DD/MM/YYYY

End inspection date: DD/MM/YYYY

Tank Type: All tank type

Manufacturer: [Redacted]

Owner: [Redacted]

Operator: [Redacted]

Tank Serial Number: [Redacted]

Certificate Number: [Redacted]

AIB Report Reference Number: [Redacted]

Inspection date	Status	Inspection type	Manufacturer	Tank serial no.	Report ref.	Certificate Number	
21/07/2014	Revoked	Intermediate inspection	TASCA TANKERS LTD	[Redacted]	[Redacted]	GB/M/14/000	View

Total 1 Rows Returned

Inspection Record is still available by clicking the "view" control

8.1.2 Reissue

This feature is to enable certificates to be reissued with updated information (e.g. to take account of typographical corrections and other updates). If a certificate is reissued the original certificate is automatically revoked and a new DRAFT Inspection Record is created and identified as a revision.

As the Inspection Record has 'Draft' status it will need to go through the normal 2 stage approval process, i.e approval by the inspector named on the Inspection Record then a Supervisor.

The certificate number will be carried over from the original certificate and will be given the suffix;

.../rev 1

This revision number will be displayed in the system, on the draft and on the certificate itself when finally published.

Where a certificate has been reissued already and is reissued again the revision number and suffix will increment accordingly.

9. Appendix – Mandatory Fields

9.1 General Inspection Data Screen

	Type Approval	Initial	Intermediate	Periodic	Exceptional
Country of manufacture is required	Y	Y	Y	Y	Y
Inspector is required	Y	Y	Y	Y	Y
Is any subcontracting taking place? is required	Y	Y	Y	Y	Y
Date of next inspection is required	Y	Y	Y	Y	Y
Report reference is required	Y	Y	Y	Y	Y
Tank type is required	Y	Y	Y	Y	Y
Manufacturer is required	Y	Y	Y	Y	Y
Type approval number is required		Y	Y	Y	
Date of manufacture is required		Y	Y	Y	
Manufacturer's serial number is required		Y	Y	Y	
Owner's name is required		Y	Y	Y	
Owner's address is required		Y	Y	Y	
Operator's name is required		Y	Y	Y	
Operator's address is required		Y	Y	Y	

9.2 Type Approval Data Screen

	Type Approval	Initial	Intermediate	Periodic	Exceptional
Drawing number(s) is required	Y				
RID/ADR tank code is required	Y				
Shell material is required	Y				
Length is required	Y				
Width is required	Y				
Height is required	Y				
Type approval shell thickness is required	Y				
Type approval end thickness is required	Y				
Type approval end thickness is required	Y				
Maximum working pressure is required	Y				
Maximum design pressure is required	Y				
Calculation pressure is required	Y				
Maximum working pressure unit is required	Y				
Maximum gross mass is required	Y				
Tare mass is required	Y				
Maximum permitted density is required	Y				
Maximum permitted density unit is required	Y				
Nominal design total capacity is required	Y				
Internal lining is required	Y				
External insulation is required	Y				
Securing method (demountable tanks only) is required	Y				
Compartment 1 capacity is required	Y				

9.3 Inspection Data Screen

	Type Approval	Initial	Intermediate	Periodic	Exceptional
Inspection of service equipment must be True			Y	Y	Y
Inspection of tank interior must be True			Y	Y	Y
Inspection of tank exterior must be True			Y	Y	Y
Tank vessel leak test result is required			Y	Y	
Tank vessel leak test result unit is required			Y	Y	
Leak test method is required			Y	Y	
Tank equipment leak test result is required			Y	Y	
Structural equipment frame is required			Y	Y	
Inspection of tank interior must be True			Y	Y	
Hydraulic pressure test result is required (does not apply to "Old UK tanks")				Y	
Hydraulic pressure test method is required (does not apply to "Old UK tanks")				Y	
Hydraulic pressure test liquid or gas used is required (does not apply to "Old UK tanks")				Y	
Measured shell thickness is required				Y	
Measured end thickness is required				Y	
Measured end thickness is required				Y	
Measured partition thickness is required (warning displayed if not completed)				Y	
Design characteristics checked must be True					Y
Date of last inspection is required			Y		
Date of next inspection is required					Y
Type approval document inspected must be Yes				Y	
Previous inspection document inspected is required			Y	Y	
Maintenance document inspected is required			Y	Y	

10. Known Issues