

2019 DAA Phone conference minutes

Date held: Thursday October 17, 2019

Venue: DOT Headquarters (Skype-phone meeting)

Agenda

Welcome Remarks *PHH 33 Chief Duane Cassidy.*

Creating a portal account *Transportation Specialist Diane Jones.*

GC creation / submission in the Portal *Transportation Specialist Irwin Pascal.*

Questions / feedback from participants.

Attendees:

- EEC Testing Services
- HSB
- Burdette & Associates
- SGS United Kingdom
- Burch Tank (did not receive an invite due to error)
- A.C.I Agence De Controle Independente (did not receive an invite due to error)
- Silver / Cims LLC
- Bureau Veritas (BV)
- Ocean Surveys and Management (OSM)
- Lloyds verification Limited
- Polar Service Centers
- American Bureau of Shipping
- Enviro-Tech
- British Engineering Services
- Michael S. Hauge dba IDC
- Western Cascade Truck, Inc.
- Control Union Industrial Inspections USA, LLC
- Island Certs (not in attendance)

The 2019 Design Approval Agency (DAA) phone conference, conducted via Skype was focused primarily on the competent authority portal (creating an account, submitting semiannual reports using the portal). Participants were also reminded that in-person conference-style meetings may occur in the future; however, a number of factors will determine the meeting format. It was tentatively agreed upon that the DAAs should expect to be part of a meeting where all are physically present in the same location, biennially. Since the switch from the FYI data entry

system occurred, the Pressure Vessels Branch has recognized that the portal is being under-utilized. To address this, a presentation was given to familiarize the DAAs with creating a portal account and utilizing their portal account to submit general correspondence (GC) (e.g., semiannual reports, other non-technical information) themselves instead of sending these requests in by mail or email. Another Key feature was an update on the “White Paper”.

Transportation specialist, Ms. Diane Jones, presented slides on how applicants can go about creating an account in the competent authority portal. She emphasized that Internet explorer 10 or more was preferred, even though it works on other platforms too. Applicants were reminded that in the “creation of a portal account”, they must see a verification page, where their user name is validated in order to proceed with the final steps.

The final presentation showed participants how to submit a General Correspondence request using the competent authority portal (CA portal). Participants were reminded that to access the portal to submit semiannual reports, **they need to first create a portal account** (demonstrated by Ms. Jones). They were informed that the utilization of the CA portal, in lieu of sending the request to the approvals email will result in quicker receipt and processing of requests. In addition, once they have submitted their semiannual reports they will instantaneously receive a tracking number that will serve as proof of timely submission of semiannual reports. Reporting periods are as follows: 1 January to 30 June and 1 July to 31 December.

Reports are to be submitted no later than 30 days after the above date. This is a condition of all approval letters. The Pressure Vessels Branch will begin ensuring adherence to the above requirements by issuing show cause letters and recommending termination if reports are not received in a timely manner.

The Pressure Vessels Branch has instituted mechanisms in the competent authority portal to assist DAA approval holders by having the system generate and send out a reminder 30 days before the due dates of when the semiannual reports are due. As such approval holders were asked to ensure that the point of contact for all correspondence when they submit applications, is the individual who is responsible for producing the semiannual reports.

Email notification will soon be sent to all approval holders 120 days prior to the expiration of their current approval, reminding them to submit their renewal in accordance with 49 CFR § 107.705(c), “at least 60 days prior to the expiration”, so in the unlikely event there needs to be a secondary review by Field Operations, the approval will not expire.

Questions from participants:

1. How much longer will approvals continue to accept semiannual reports using the approvals@dot.gov email?

Answer: This push is a new initiative to get approval holders to use the competent authority portal for the submission of their semiannual reports. However, we are aware it will take some time to get users up to speed; we do not want any late submissions, so for now continue to submit for now as you previously did. We are hoping that by January 1 2020, all DAAs would have created an account and familiarized themselves with submitting reports using the portal directly.

2. Do you need to put in any applications retroactively?

Answer: No. what is in the system already is in. Going forward for any modifications, renewals, we are kindly requesting them to be added using the applicant's portal account.

3. Is the number of authorized users limited per competent authority number?

Answer: No. What we recommend is that the point of contact that submits the semiannual reports or in the case where there are multiple locations the reports are coming from; that there is an individual that has overall control or visibility.

Another way to have positive control would be for the point of contact to create an account and share the log in information with the different sites that submit the reports. In such an instance, there would be version control.

In the event different locations choose to submit reports on their own, the username generated would be different for all (as username is based on the individual submitting the report); the competent authority number would be the same though. The important thing to remember.

4. What is the preferable file type to submit documents?

Answer: Any format except zip files; file size need to be under 10MB.