

VSC Online Submittal Instruction

June 15, 2006

Revised 02/06/2006 to change treatment of vessels with no registration number - Changes are shown in magenta.

Revised 06/15/2006 to explain how data flows to the online VSC Reports on the VSC web pages.

Background

Historically, all the data from the VSC completion forms (7012/204) was manually typed into a database at USPS headquarters. This process has been fraught with inefficiency, errors and time delays from the beginning. Your National VSC Committee worked with the headquarters staff and the IT department to create a much more reliable, efficient and timely process. This new process utilizes online recording of the VSC data by the districts or squadrons, whichever is your local procedure.

Remember

Data can only be submitted for certified Vessel Examiners. Please assure that all VEs have been previously certified, by submitting the properly signed VSC-2 form to headquarters, before attempting to submit their VSC completions.

The New Process

The District/Squadron VSC Chair is responsible to input and submit the VSC data. The responsibility for data integrity remains with the VSC Chairs. Where there is no Squadron VSC Chair, the Commander, or their designee, is responsible. The completed report forms cannot be saved to your computer, so you must print a copy for your own records. The 7012/204 forms are no longer to be sent to headquarters for any VSCs that have been recorded via this new process. *The original completed 7012/204 forms are to be retained at the local level for at least one year after the year the VSC was conducted as a back up system of checks and balance.*

We will maintain the ability to handle the receipt and recording of forms at headquarters, during the transition period.

This online form collects only the minimum amount of data required for headquarters record keeping. The data field descriptions are below:

Squadron Account – This is the four digit number assigned to your squadron for all of the national records. If your squadron's number is less than four digits, place zeros in the otherwise blank fields(00XX or 0XXX).

District – This is the one or two digit number for your district. Again, if your district has a single digit number, please enter it as two digits, (0X).

Date Submitted – The system automatically completes this field.

From this point on, complete the data for each VSC, then click the red **Add** button to move the data in the lower section. Then, enter the data for the next VSC, etc., etc., etc., until either the form is full or you have entered all the VSCs for this period. Note: Districts/squadrons should submit their data on a weekly basis.

This is a 24/7 system – your reports can be sent any time, day or night.

Member Certificate Number – The certificate number (one letter and six digits) for the VE who performed the VSC goes here for each individual VSC.

Boat Registration Number – The registration or documentation number of the vessel goes here . If 1)the vessel is one not required to register, such as small manually powered boats and small sailboats with no engine, or 2) if the owner has applied for either registration number or CG documentation but not yet received them, use "**NON-REGIST**" (all UPPER CASE with the dash) in place of the registration number.

Date – This is the date the VSC was performed.

Pass/Fail – These record whether the vessel passed or failed the VSC.

Once the data for one VSC has been entered, click the red **Add** button. Then enter the data for the next VSC and so on. When all the VSCs have been entered click the red **Print** button to create a printed a copy for your records. Next, after you have printed your copy click the red **Submit** button to send the data to headquarters.

The red **Add** button moves the completed data from input line to the body of the document

The red **Delete** button will delete any line of data that is highlighted.

The red **Print** button will print the current form including the data.

The red **Reset** button will reset/erase all data on the input line, including the member certificate number.

The Red **Submit** button submits the entire page to headquarters.

Your help, cooperation and adherence to these few new changes in the program will serve to significantly reduce errors and the unreasonable workload we are now imposing on our National Headquarters Staff.

The VSC completion data, once input via this process, will be merged & posted to the online Reports pages on Friday each week depending on headquarters workload. Please be patient if your data does not show up right away.

Questions regarding this process should be addressed to Stf/C Bob Miller ~ boatsafe@comcast.net .

Thanks, in advance, for your help and assistance, The Vessel Safety Check Committee.