

DMS and E-Cert Update

2011 EMA Certification Workshop

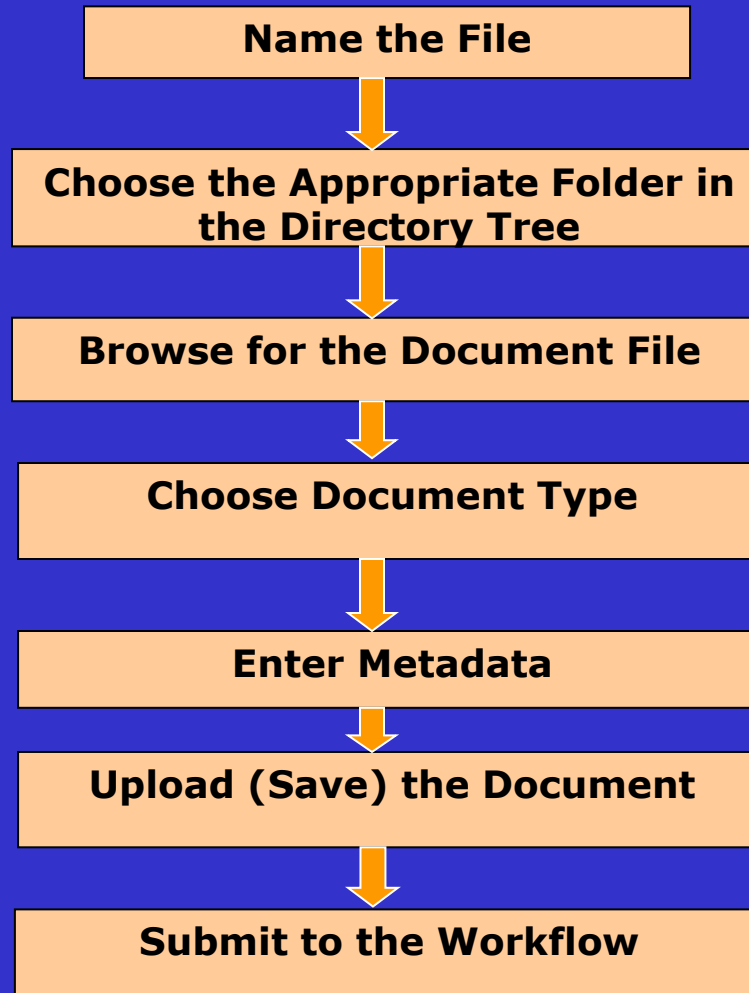
May 5, 2011

California Environmental Protection Agency

 **Air Resources Board**

Document Management System (DMS)

Major Steps of Document Submission



Document Management System (DMS)

Reminders

- Staff will review an application when it is submitted to a workflow process
 - Not adequate to just upload to DMS
 - File and workflow must follow naming convention
 - Upload documents in appropriate folders
- Excel Contact Sheet
 - Manufacturers should review and update contact sheet. Include all active contacts and identify inactive contacts.
 - Only manufacturer's authorized representative should submit information

Document Management System (DMS)

Reminders

- Electronic Signature Letter
 - Manufacturer states that all electronic signatures on documents submitted to DMS are legally valid
 - Update when manufacturer's representatives join/leave
 - ARB may request manufacturers to update letter and mail updated version
 - Include in letter, on company letterhead:
 - Name and actual signatures of all persons authorized to sign documents submitted to DMS
 - Specify certification categories
 - Wet signature by manufacturer's authorized company representative (not third party consultants)

Document Management System (DMS)

Reminders

- Manufacturer company name change
 - Official letter from manufacturer's authorized representative on company letterhead
 - Specify start date of new name
- DMS web based training for manufacturers' representatives offered each month

E-Cert Status

- Next Steps
 - Heavy-Duty
 - Off-Road Compression-Ignition Engines
 - Large Spark-Ignition Engines
 - Small Spark-Ignition Engines

- Staff reevaluating