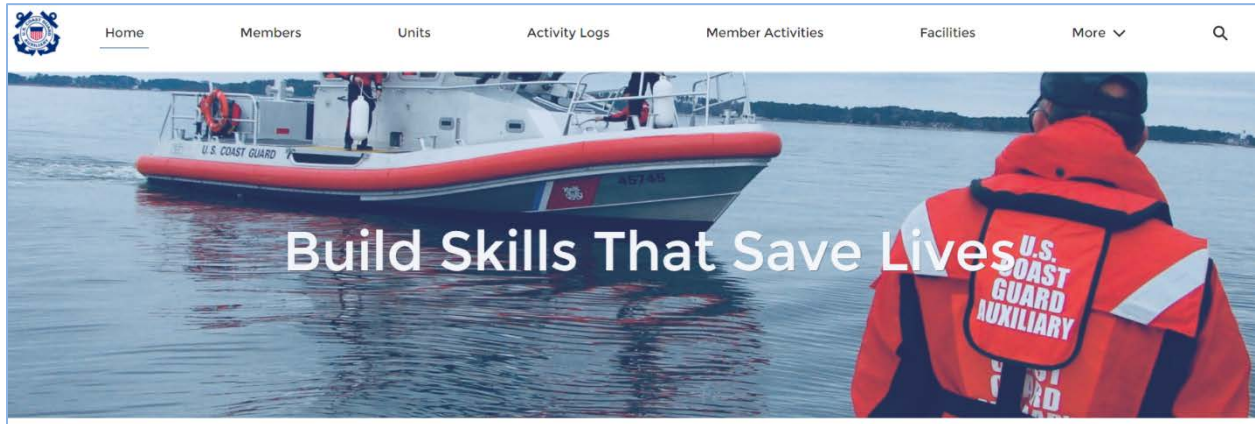# How to Request and Submit a Facility Inspection in AUXDATA II

Welcome to AUXDATA II. This system allows you to request a Facility Inspection of a vessel, aircraft or radio and submit the inspection for approval. This is a multi-step process that involves the facility owner, facility inspector, District and National Staff Officers, and DIRAUX each doing their part in AUXDATA II.

This document will walk you, as the **Facility Owner**, through the process of requesting a facility inspection and submitting for approval in AUXDATA II. It will also walk the **Facility Inspector** through the steps of Approving or Rejecting the Facility Inspection.

Getting Started:

Before requesting the inspection, the completion of the paper forms is still required. The completed form must be signed by the owner and facility inspector, and when completed, the form will be uploaded to the facility record in AUXDATA II. Download and complete the appropriate form before requesting the inspection.

The forms to be used are:
- ANSC 7003 – Vessel Facility Inspection and Offer for Use
- ANSC 7004 – Offer of Radio Facility Use and Inspection
- ANSC 7005 – Auxiliary Aircraft Facility Inspection and Offer for Use
- ANSC 7065 – Vehicle Facility Offer for Use

These forms can be found on the National website in the [Forms Warehouse](#).

If this is a new facility that needs to be entered into AUXDATA II, please refer to the "How to Enter a New Facility into AUXDATA II" guide for instructions.

AUXDATA II GENERAL - SCREEN ICONS

AUXDATA II uses several Icons to help the user.

- ⓘ First and foremost is the Information Icon. Where this Icon appears, help text is provided to assist the user in providing the correct information for the field.
- ✏ Also important is the Pencil Icon. The user can edit a field by clicking on the Pencil Icon.
- ✱ The Red Asterisk is used to identify fields that must be completed. Failure to complete a required field will result in an error message when the user tries to save or submit the data.
- 📅 The calendar icon can be used to select a date.

FACILITY OWNER - REQUESTING AN INSPECTION

Begin with the "Home" Page

Step 1 - Logging into AUXDATA II will automatically take you to the "Home" page. On this page, click on "**Facilities**" at the top of the screen. If you do not see "Facilities", click "More", and then "Facilities".
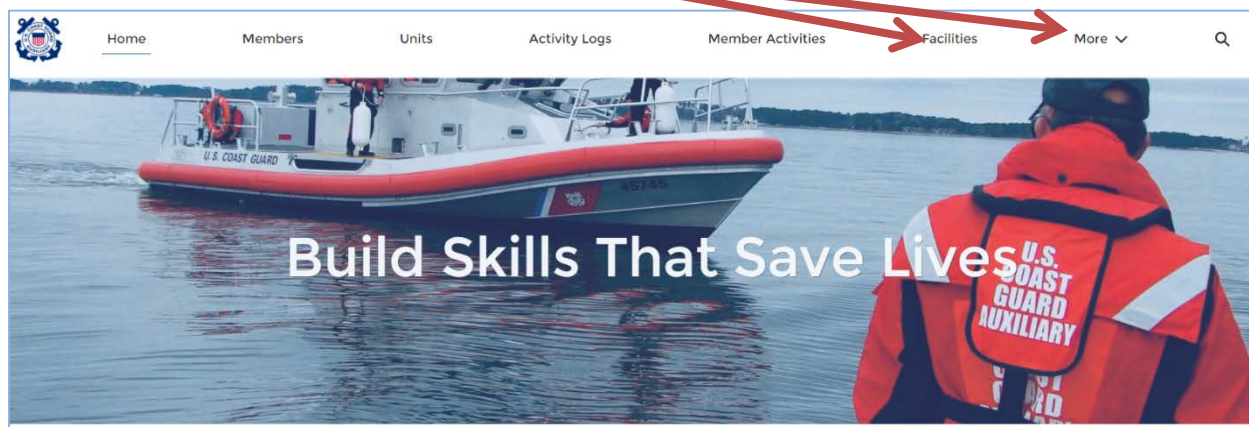
You will be taken to the "Recently Viewed" page for "Facilities". If this is your first visit to this screen, it will be blank. Over time it will populate with the facilities you have viewed.

Step 2 - Locate your facility. If your facility is in the "Recently Viewed" list, click on the **"Facility Record Number".** If your facility is not listed, type the bow number, tail number, radio number, license plate number, or documentation number into the "Global Search" bar and click the magnifying glass or press enter on your keyboard.
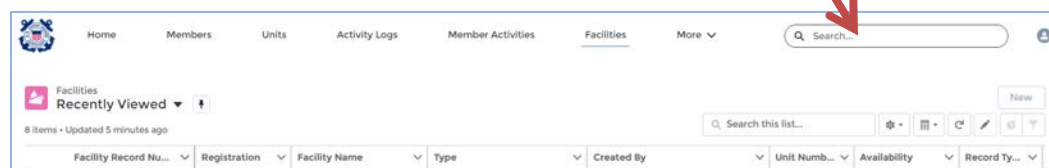
In the search results list, click on your facility.

Step 3 - Review all the details for your facility. The left side of the screen shows the details of the facility, and the right side shows the details of the equipment aboard the facility, including sections for the NavAids, Engines, and Onboard Radios. If there are updates or corrections that need to be made, create a list, and upload the list to the file section, then contact your DIRAUX office via "Chatter" or email, as they are the only ones able to make changes in AUXDATA II to a previously approved facility.

Step 4 - In the Facility Ownership section, click "View All" to review the Facility Owners. This section lists the Owners as well as those certified members that you have authorized to request orders for patrol on the facility, they will be listed as Operators. If changes to Owners or Operators need to be made, create a list, or add the names to the list of updates for the facility, and upload the list to the file section, then contact your DIRAUX office.

Step 5 - In the "Files" section, upload the necessary documents. These requirements vary by district, but may include photos of the facility, the vessel registration or documentation papers, proof of insurance, etc. Check with your district for the specific requirements in your area.

Step 6 - When the facility details are correct, and you are ready for a facility inspection click **"New"** in the Facility Inspections section.

Step 7 - In the "New Facility Inspection" window, select the **Type of Facility**, and click **"Next".**

New Facility Inspection

Select record type

○ Aircraft
◉ Boat
○ Radio

Cancel   Next

The next steps will vary slightly depending on the type of facility.

Vessel Facility Inspection

In the "New Facility Inspection: Boat" window, the Facility record number will be auto populated.

Step 8 - Use the calendar icon to select the requested date of the facility inspection. You should have discussed this with the Vessel Examiner prior to requesting the inspection.

New Facility Inspection: Boat

Information

* Facility
F-20824   ×

Status
New

* Requested Inspection Date
3/13/2021   📅

RAUX
Search Members...   🔍

* Vessel Examiner
JANE V DOE   ×

Inspection Date
                                      📅

System Information

Facility Inspection Record Number

Record Type
Boat

Cancel   Save & New   Save

Step 9 - In the "Vessel Examiner" field, type the member number, or name, of the **qualified vessel examiner** that will be conducting the facility inspection. Because many of our members share the same or similar names, it is best to use the member number to ensure you have selected the correct name.

Step 10 - Leave the "Inspection Date" field blank. This will be entered by the Vessel Examiner after the inspection.

Step 11 - In the "DIRAUX" field, type the name of the **DIRAUX or OTO**, Operations Training Officer, at your local DIRAUX office. AUXDATA II will match the name as you type. If you do not find a match, contact your OTO.

Step 12 - Click **"Save".** You will automatically be taken to the Details page of your facility.

Step 13 - In the Facility Inspections section, click on the **"Facility Inspection Record Number"** (FI-xxxxx) that was just created. It will have a Status of "New".

Step 14 - The "Facility Inspection" record screen appears. Review the information and click **"Submit for Approval"**.

Step 15 - Add any comments in the "Submit for Approval" window and click **"Submit".** This can be left blank.

An email notification will now be sent to the Facility Inspector indicating that a Facility Inspection is awaiting their action.

You can view the Facility Inspection status in the "Approval History" section of the "Facility Inspection Record.

Clicking **"View All"** will open the "Approval History" window for more detail.

REASSIGN AND RECALL

If the requested Facility Inspector is not able to perform the inspection, you may reassign the inspection request to another Certified Facility Inspector by clicking the **"Reassign"** button and repeating steps 8-15.

Another option you have as the facility owner, is the option to **"Recall"** the Inspection Request. To reinitiate the inspection process after a recall, click **"Submit for Approval"** from the "Facility Inspection Record" screen.

Radio Facility Inspection

For Radio Facility Inspections, the overall process would be the same as for vessels described above, with additional items.

The name of the DSO-CM must be added and if the radio is an HF (High Frequency) radio, in the "New Facility Inspection: Radio" window, in addition to the DIRAUX or OTO and DSO-CM, the names of the **Branch Chief – Integration (BC-RTI)** and **Division Chief – Telecommunications (DVC-RT)** must be added. Use AUXDIRECTORY to locate the names of these staff officers.

Aircraft Facility Inspection

For Aircraft Facility Inspections, the overall process would be the same as for vessels described above, with an additional item.

In the "New Facility Inspection: Aircraft" window, in addition to the DIRAUX or OTO, the name of the **District Staff Officer – Aviation (DSO-AV)** must be added. Use AUXDIRECTORY to identify the name of your DSO.


FACILITY INSPECTOR – APPROVING OR DENYING AN INSPECTION

The inspection process now moves to the Facility Inspector. This section of the document will walk the Facility Inspector through the process of Approving or Denying the Facility Inspection.

The certified Facility Inspector will meet with the facility owner and conduct the physical inspection of the facility. The facility owner shall provide the inspector with the filled-out facility inspection form (I.e.; 7003, 7004, 7005 etc.). Once the actual inspection is complete the Facility Inspector will follow these steps in AUXDATA II to Approve or Reject the inspection.

Using the facility inspection form the owner created for the facility in hand, **Begin with the "Home" Page**

Step 1 - Logging into AUXDATA II will automatically take you to the "Home" page. On this page, click on "**Facilities**" at the top of the screen. If you do not see "Facilities", click "More", and then "Facilities".
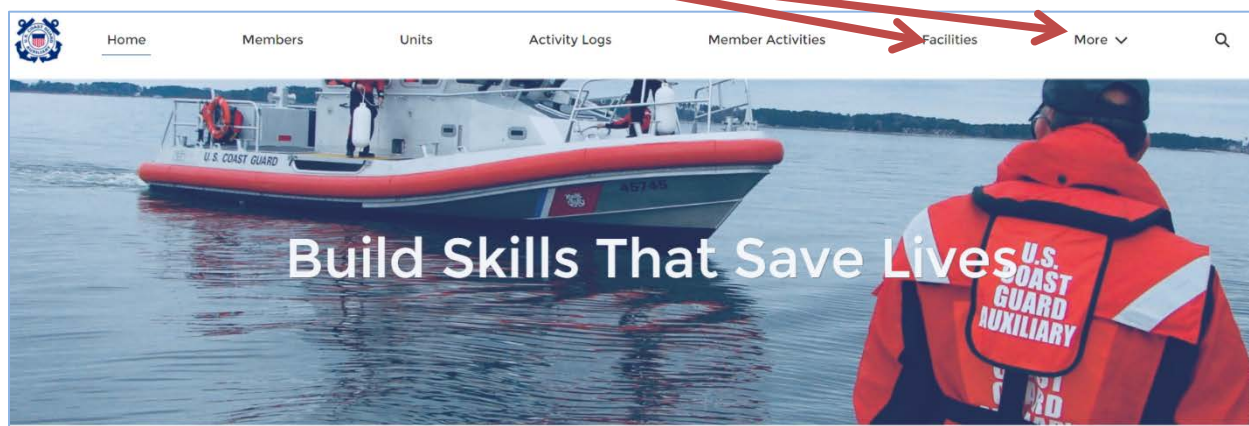
You will be taken to the "Recently Viewed" page for "Facilities". If this is your first visit to this screen, it will be blank. Over time it will populate with the facilities you have viewed.

Step 2 - Locate the facility you have performed the inspection of. If the facility is in the "Recently Viewed" list, click on the **"Facility Record Number".** If the facility is not listed, type the bow number, tail number, radio number, license plate number, or documentation number into the "Global Search" bar and click the magnifying glass or press enter on your keyboard.
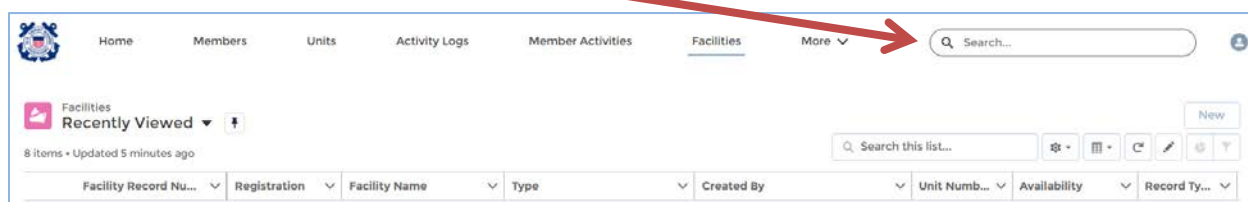
In the search results list, click on the facility.

Step 3 - Review all the details for the facility. The left side of the screen shows the details of the facility, and the right side shows the details of the equipment aboard the facility, including sections for the NavAids, Engines, Onboard Radios, and uploaded files. Compare the information in AUXDATA II with the information provided on the Facility Inspection Form. If there are updates or corrections that need to be made, notify the facility owner so that they may upload a list of corrections and contact their DIRAUX office via "Chatter" or

email, as they are the only ones able to make changes to a previously approved facility in AUXDATA II.

If the facility data in AUXDATA II is correct, and the facility passed the inspection, the next step is to "Approve" the Facility inspection.

Step 4 - On the Facility Detail page, click on the **"Facility Inspection Record Number"** in the "Facility Inspection" section. It will have the "Under Inspection" status.

Step 5 - In the "File" section of the Facility Inspection page, upload the signed Facility Inspection form. This must be signed by the facility owner and the inspector.

Step 6 - Click the Pencil icon in the **"Inspection Date"** field, then click on the "Calendar" icon to enter the date the facility inspection was conducted and click **"Save".**

Step 7 - Click **"Approve"** to approve the Facility Inspection and move it to the next level in the process.

If the facility data in AUXDATA II is incorrect, or the facility does not pass the inspection, the next step is to "Reject" the Facility inspection.

Step 8 - On the Facility Detail page, click on the **"Facility Inspection Record Number"** in the "Facility Inspection" section. It will have the "Under Inspection" status.

Step 9 - Click **"Reject"** to indicate that the Facility failed its Inspection.

If the facility inspection is rejected, the facility owner must resolve the issues that caused the failure and begin the process again starting at Step 2 in the previous section.

Once the Facility Inspector has approved the facility, the next person in the process will receive notification that a Facility Inspection is awaiting their action. For a vessel or radio, the next step is the DIRAUX. For an HF Radio the next step is the BC-RTI followed by the DVC-RT and then the DIRAUX. For an aircraft the next step is the DSO-AV and then the DIRAUX. AUXDATA II will automatically notify the next person in the process, no action is needed by the owner or Facility Inspector.

In all cases the final approval authority rests with DIRAUX and the facility is not considered "Operational" until it has been approved by DIRAUX.

See "How to Add a New Facility" for more information on adding a new facility to AUXDATA II.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR IS OFFICER