

Process for Offer for Use Inspection Approval Reports

1. Do the usual inspection; be sure that the hull ID is correct.
2. Log into AuxData II
3. Click on "Facilities"
4. Click on dropdown menu-"Recently Viewed"
5. Drop down to "Facilities that require my approval"
 - a. If a request has been properly requested, the request will show up and take you to the vessel.
6. Double check that the data listed in the system matches the data on your sheet. If a correction needs to be made, you will need to let the OTO assigned to the vessel know what needs changing (Often the Hull ID # which did not transfer properly from old system to AuxData II.)
7. Also be sure that your form has the new Boat # on the form correctly.
 - i. If change is necessary, note along with any other changes in the "Submit Notes" section.