



CROMERR & Verify's New Request for Certificate (RFC) Module

NRCI and Locomotive Manufacturer Webinar
June 2016



CROMERR Request for Certificate Process



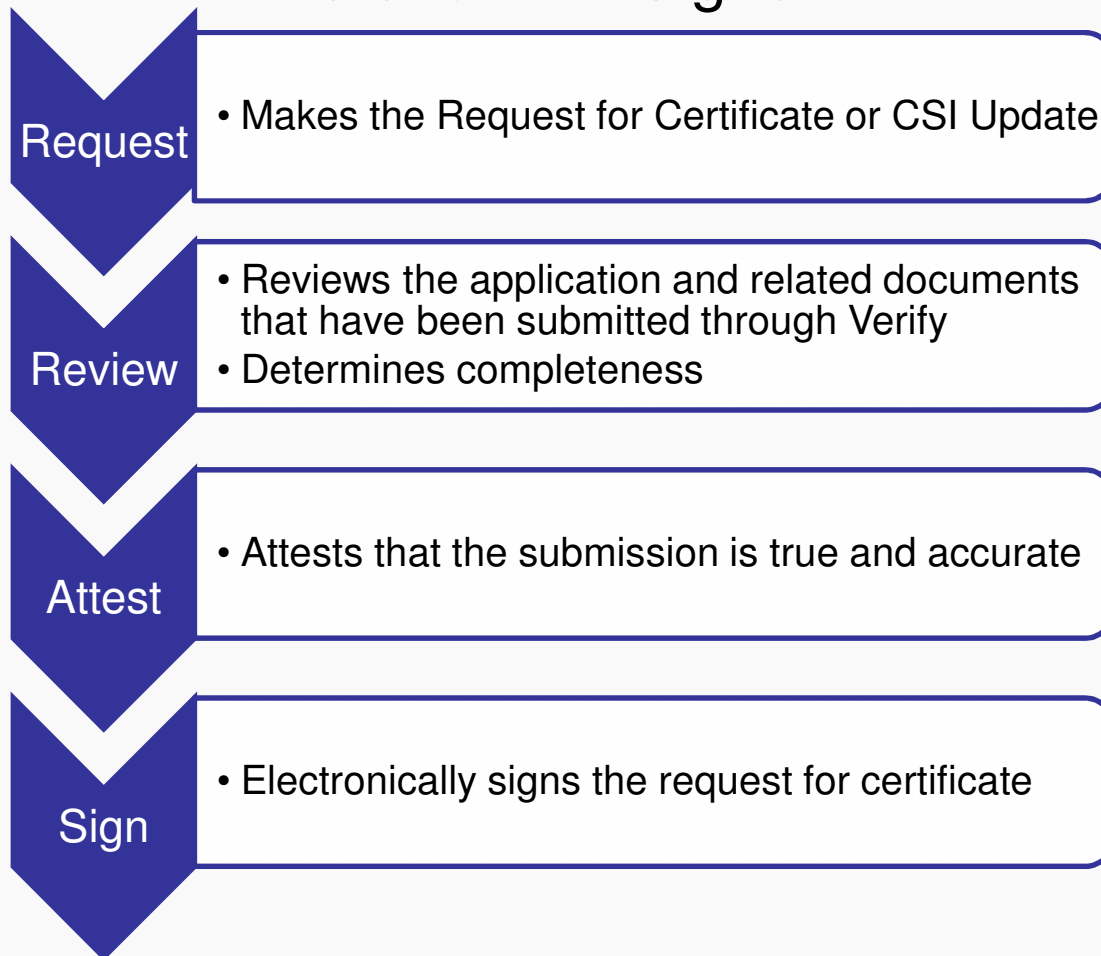
Request for Certificate Process

- Prerequisites
 - The full amount of the certification fee is paid for the Family
 - The Family Dataset for the Family being certified must have been accepted by the system
 - All of the required documents must have been accepted by the system
 - Pass/Fail determination must equal “Pass” for all test results
 - User submitting the Request for Certificate must have the “CROMERR Signer” Role in Verify



CROMERR Signer Role in Request for Certificate Module

The CROMERR Signer





Request for Certificate – CROMERR Package

- The CROMERR package is compiled and stored in the CROMERR Archive when a Request for Certificate (or Revised Certificate) is completed and includes:
 - Formatted Certificate Summary Information (CSI) PDF report
 - Supporting certification documents
 - RFC Compliance Statement Answers
 - Encrypted electronic signature information
- A link to the CROMERR package will be sent to the CROMERR signer's CDX in-box



Request for Certificate Process Codes

Request for New Certificate

- Request a certificate for a Family that has not been previously certified

Request for Revised Certificate

- Request a revised certificate for a certified Family if any fields displayed on the certificate have changed

Request for CSI Update

Request a Certificate Summary Information (CSI) update for a certified Family where updates have been made to the Family dataset and/or certification documents but no changes to any fields displayed on the certificate

Delete Request for Certificate

- Delete a request for a certificate (only for a Family that has not been acted upon by EPA)



Post-Certification Updates

- Any updates to either the family dataset or supporting certification documents must be completed by submitting a Request for CSI Update or Request for Revised Certificate as applicable
 - CDX in-box notifications will remind the CROMERR Signer who submitted the original request for certificate to complete the required update
 - If a Request for Revised Certificate or Request for CSI Update are not completed by the required date, the family updates will be deleted
 - Submitting the applicable request recompiles the CROMERR package with the updated information