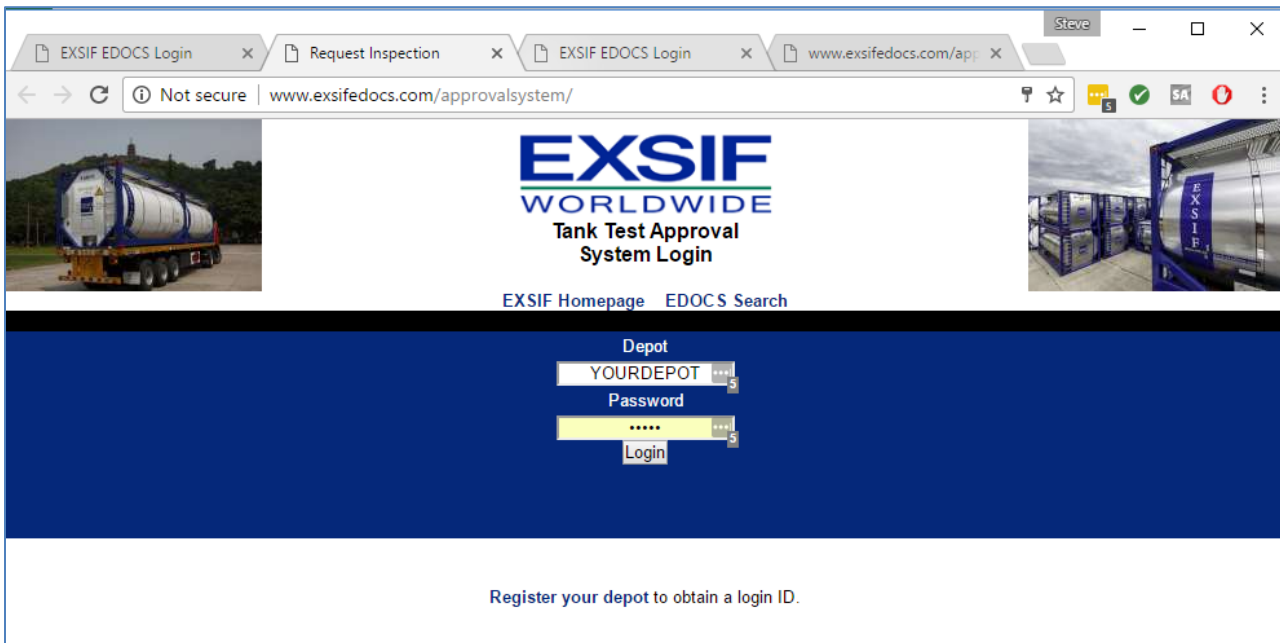


# EXSIF Tank Test Approval System

This system is used to facilitate the testing of tanks in the EXSIF fleet. Your depot needs to obtain an approval number before you can inspect a tank. This system can automate the approval to do an inspection and provide you a reference approval number. If the tank is not automatically approved for inspection you have the option to request a manual review and approval for the tank.

Location: <http://www.EXSIFedocs.com/approvalsystem>

## 1. Login with ID and password



The screenshot shows a web browser window with the URL [www.exsifedocs.com/approvalsystem/](http://www.exsifedocs.com/approvalsystem/). The page features the EXSIF WORLDWIDE logo and the text "Tank Test Approval System Login". Below the logo, there are links for "EXSIF Homepage" and "EDocs Search". The login form consists of a "Depot" field with the value "YOURDEPOT", a "Password" field with masked characters "\*\*\*\*\*", and a "Login" button. At the bottom of the page, there is a link that says "Register your depot to obtain a login ID."

## 2. Enter 1 or more unit numbers to request an approval number to perform an inspection



The screenshot shows a web browser window with the URL [www.exsifedocs.com/approvalsystem/searchform.asp](http://www.exsifedocs.com/approvalsystem/searchform.asp). The page features the EXSIF WORLDWIDE logo and the text "Enter Tank Information For Approval Verification". Below the logo, there is a table with two columns: "Unit Number" and "Description". The first row contains the unit number "EXFU022473" and the description "EXFU022472". There are three empty rows below. At the bottom of the table, there is a "Check" button. Below the table, there is a note that says "Enter 1 Unit Number Per Line (Format = XXXX123456)".

3. Information about the tank(s) is given. The screen below shows 2 outcomes. The first unit number is automatically approved for a 5 year test. The second unit number is NOT approved “NO”. In this case it shows “not yet due”. If a request is not automatically approved then the depot can choose “YES” to ask for a manual review and approval (MRA) by the EXSIF test coordinator. You can enter comments about the unit number (e.g. reasons why it should be approved for inspection).

Approved	Unit Number	Details	Most Recent Date	Next Survey Type	Do Hydro
<b>1 - EXFU022472</b>					
YES	EXFU022472		29-Jul-14	5YR	
<b>2 - EXFU022473</b>					
	EXFU022473	NOT YET DUE (DUE:01-Oct-17)			
NO		Comments:			
			YES	Request manual review and approval.	

**IF APPROVAL IS 'NO', PLEASE CHANGE THE ABOVE DROP DOWN TO YES, TO REQUEST A MANUAL APPROVAL BY EXSIF ADMIN**

Change this to YES if you need an EXSIF administrator to review your request and approve it manually.

You will see additional info on the screen after clicking the submit button. In this example, there is (1) one approval number #7200 for EXFU022472 and (2) confirmation that the EXSIF test coordinator has been informed about tank EXFU022473 needing review.

**EXFU022472**  
Approved 5YR – Approval # 7200

**EXFU022473**  
Automatic Approval Denied \*Test coordinator has been instructed to review this unit number.

You will receive an email with information about the tank(s).

The screenshot shows an Outlook email window with the following details:

- Subject:** EAS / \*MRA\* [Superseded] Approval #7200 for EXFU022472
- From:** AUTO@EXSIFEDOCS.COM
- To:** [Redacted]
- Content:** "Here are your approvals for Monday, February 06, 2017:"

UNIT NUMBER	APPROVAL NUMBER	TEST TYPE	COMMENTS
EXFU022472	7200	5YR	
EXFU022473	DENIED	5YR	NOT YET DUE (DUE:01-Oct-17)

Manual review and approval is requested.

Rates are based on previously agreed amount.

If a unit was DENIED and you still need to have it inspected, contact your Test Coordinator. All inquiries should be made to: [sherene.robinson@exsifedocs.com](mailto:sherene.robinson@exsifedocs.com)

SILVER/CIMS (DNV-GL) must be the approval agency used. However, if SILVER/CIMS (DNV-GL) is unable to satisfy the requirement within 24

If you have requested that an EXSIF test coordinator review your request, they will review it and respond via email usually within a few hours.