

VSRA Safety Orientation FAQ's Sheet

Q. What is the purpose of this orientation?

A. The VSRA Safety Orientation is designed to save companies (both ship repairers and sub-contractors) money by consolidating the initial safety orientation into a one-source component so that employees will not have to take multiple safety orientations.

Q. How do I get immediate help?

A. The On-Line Users Guide located at <http://OTraining.VirginiaShipRepair.org> answers most set-up questions and should be used first, especially if you are short on time. You may also submit a Help Ticket or call our dedicated phone line at 757.233.6471

Q. What companies will accept this safety orientation as meeting their yard access criteria?

A. The companies are listed on the badge and in the orientation introduction.

Q. How do I sign-up if I am a VSRA member?

A. Click on the register here link at <http://OTraining.VirginiaShipRepair.org>

Q. What is the cost?

A. VSRA member pay \$3.00 per employee who takes the safety orientation. Members of other affiliated associations pay \$8.00 per person. Companies who do not belong to any ship repair associations pay \$15.

Q. How do I get assistance for Set-up?

A. You can get assistance for many issues by submitting a Help Ticket from the website. For set-up assistance the On-line Users Guide should answer all of your needs and is located on the home page at <http://OTraining.VirginiaShipRepair.org> or in the CD training tab when you log-in. However, if you require live registration assistance it will incur an additional set-up fee.

Q. What is the procedure if I want to conduct Live Class Training?

A. Register at <http://OTraining.VirginiaShipRepair.org> .You can download a hard copy version on-line. Or to be mailed a hard copy, enter your completed student names by logging in at <http://OTraining.VirginiaShipRepair.org> under company log-in and clicking Unused Codes.

Q. Do I need to send in the Live Class roster by fax or email to VSRA?

A. No. You only need to send the list if you were unable to record their names on-line when you login. Otherwise those rosters are for your records.

Q. Do I need to submit completed Safety Quizzes from Live Classes to VSRA?

A. No. You maintain your training records internally.

Q. Can I look up completed training for any employee, regardless of company affiliation?

A. Yes. When you login to the system you can access Training Logs and Search by company, employee name, access codes or completion dates. ONLY registered companies may view this information.

Q. If an employee from another company comes to work for my company do they need to retake the training?

A. This is up to your discretion. However the access codes indicate company sponsor and individual name. The badge they receive expires annually, but has a sponsoring company designator while active. We recommend the employee retake the orientation.

Q. How does an employee get specific safety information for each yard?

A. After the general Safety Orientation the employee has choices to access specific company information. This information is delivered according to each company's preferences. Some may have additional screens, some may link to their website and others may instruct the employee to report to the safety office.

Q. How long does it take to get the badge and are temporary certificates necessary?

A. Temporary Certificates will be issued during high volume periods as back-up documentation only. Once an employee has completed the orientation and been logged into the system they can be verified immediately on-line. The badges are only issued as a convenience in the case of systems being down or to facilitate easier entrance to a yard. Each yard will determine their check-in procedures at the gate. Badges will be mailed within 5 business days, however in the case of live training if VSRA is notified of a large group being submitted we can expedite the process and have them available for pick-up from our downtown office.

Q. What if an employee's on-line record or badge has incorrect information on it?

A. Only VSRA can make changes within the system in order to maintain security of the access codes. All requested changes must be submitted as a Help Ticket online. Changes requested after the Badges have been printed (done every Monday) will incur a \$10.00 reprint fee and must be ordered online.

Q. What if a Badge is lost?

We will issue a new Badge with a new code and void the old one. This will incur a \$10.00 reprint fee.