



Protecting, Preserving and Promoting the use of Historic Vehicles

FIVA TECHNICAL COMMISSION

FIVA. Scrutineers Handbook.

Content List.

1. Vehicle Scrutineer requirements.
2. Username and Password.
3. Log in Instructions.
4. Personal Details and Password.
5. Home Page and Communication.
6. Vehicle Details. (FIVA Registration Number)
7. Application Form Content.
8. Application Form Questions.
9. ANF Allocated Vehicle.
10. Scrutineers Duties
11. Scrutineers Notes.
12. Scrutineers Check sheet

Note.! All information entered on the Application Form must be in English.

Note.! A Scrutineer may also be known as a Vehicle Inspector.
For this handbook, they will be referred to as a Scrutineer.

1. Vehicle Scrutineer requirements.

2. Have a good mechanical knowledge of motor vehicles.
3. They will need to own and be able to use a computer, laptop, or tablet.
4. Be able to speak and understand the English language.
5. They must agree and sign the FIVA database privacy & protection document.
6. Have downloaded and understood the 2020 FIVA Technical Code.
7. They must be impartial and have no financial involvement with the application.
(Conflict of Interest)
8. Any inspections must be treated confidentially between the vehicle's owner and the scrutineer.
9. A vehicle to be inspected will be allocated to the Scrutineer by the ANF. That is the only vehicle that they will be able to view in the database.

2. Username and Password.

Each individual scrutineer will be allocated their own unique log in username and password by their ANF.

This will permit them access the application system.

The ANF will send them a Data Privacy Protection Statement form.

This must be completed and returned to your ANF.


Your access to the system will be blocked until this is completed and returned.

3. Log in Instructions.

The system can be accessed via www.fivamembers.org/admin


The following window will appear:

Admin portal : Login



username

password



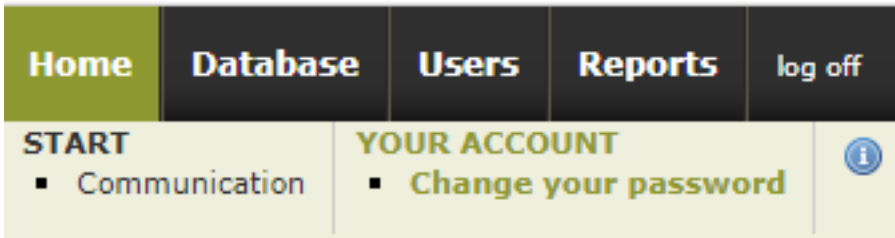
**Welcome to the all-new
FIVA card application system.**

(For demonstration purposes the U/K (FBHVC) log in has been used.)

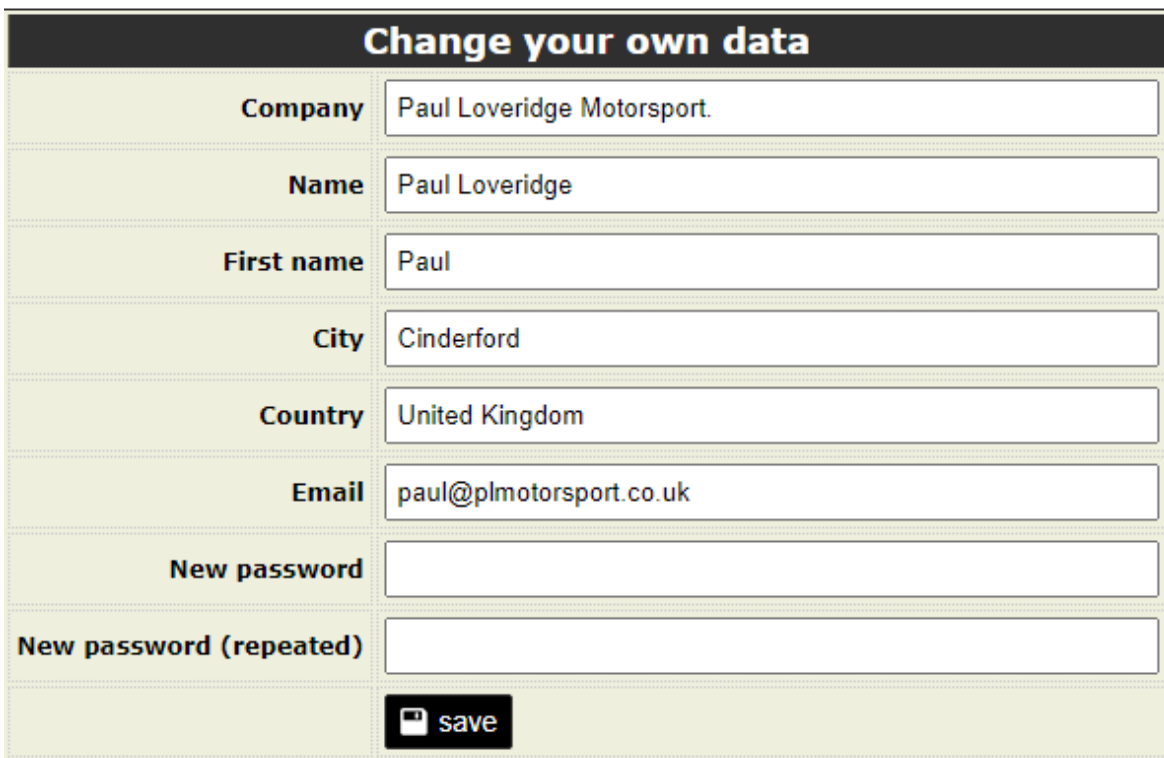
4. Personal Details and Password.

It is highly recommended that the Scrutineer change their allocated password to one of their own preference. They can also change their own details.

To do this log into the system as described in 3.
The following window will appear.



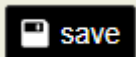
Select **Change your password**, the following window will appear.



The image shows a form titled 'Change your own data' with a dark header. The form contains several input fields for user details:

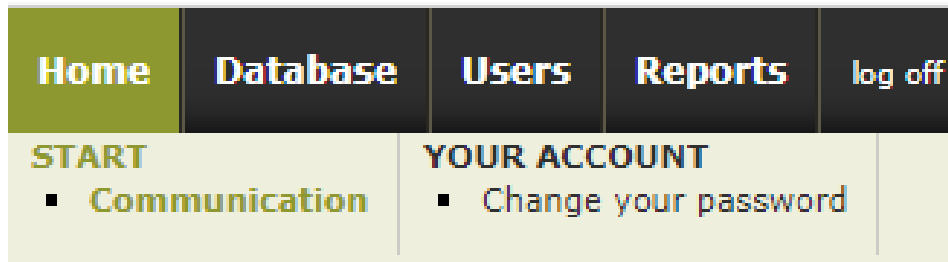
Change your own data	
Company	Paul Loveridge Motorsport.
Name	Paul Loveridge
First name	Paul
City	Cinderford
Country	United Kingdom
Email	paul@plmotorsport.co.uk
New password	<input type="password"/>
New password (repeated)	<input type="password"/>
<input type="button" value="save"/>	

It is now possible to change your details and password.

Remember to press  !!

5. Home Page and Communication.

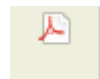
When the Scrutineer logs onto the system they are automatically taken to the Home page as shown below. Select Communication.



The following information window will appear.
This is a list of documents that are relevant to the on-line application system.

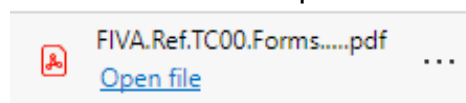
id	order	date	
15	130	01/12/2020	FIVA Ref.TC/00. On-Line Reference Forms Index.
29	140	11/06/2020	TC/01. FIVA Card System Users Agreement. TC/02. FIVA GDPR Statement.
20	150	01/12/2020	TC/03. FIVA Technical Code 2020. Only to be used with On/Line application system.
24	160	18/06/2020	TC/04. ANF. Details & Structure. TC/05 Set Up, Password, Supplies, Other information. TC/06 Add Scrutineers.
39	170	23/06/2020	TC/07. Sub Account. TC/08. FIVA Card Creation. TC/09. Printer & Settings.
23	180	26/11/2020	TC/10. ANF. Application Process Operating Instructions. Applicants Log in information. TC/11. Part 1. TC/12. Part 2. TC/13. Part 3.
18	190	26/07/2020	TC/14. Applicants Full Instruction Manual. TC/15. Youngtimer Registration Card. TC/16 Motorcycle Application Instruction.
33	200	24/03/2020	TC/17. Microsoft Teams. TC/18. On-Line Tutorial. TC/19. Booking Form
31	210	01/12/2020	TC/20. Application Power Point Presentation. TC/21. ANF. Letters & Compilation. TC/22. Provisional FIVA.Card. TC/23. 2015 Technical Code.
34	230	09/06/2019	Applicant. Lost or change Password. Changes of Information
38	240	16/10/2019	ANF. Vehicle check sheet. Engine capacity calculator. FIA Homologation Forms
35	250	25/11/2020	ANF. Newsletters. 17 - 21

To the right of the window are the titles of PDF files relating to each item displayed.



When your mouse pointer is hovered over each PDF file a description box will appear.

Select the PDF document and open the file.



This window displays the current list of current PDF documents,

It is recommended that this section is visited regularly to check for new updates.

6. Vehicle Details. (FIVA Registration Number)

When a new vehicle is entered onto the system database it is allocated a FIVA registration Number. This is often referred to as its **FRN** number.

This number will stay with the vehicle for the rest of its life.

It is therefore to always use this number in any correspondence associated with a vehicle.

7. Application Form Content.

The content of the application form is described as follows:

There are five main sections to the application as follows.

“B”

Summary Vehicle Components

“C”

Primary Vehicle Components

“D”

Secondary Vehicle Components

“E”

Ownership History

“F”

Reference Materials. (Photographic Documentation)

There are a total of **55 required fields** in those five sections.

The required fields have a highlighted orange background.

These must be filled in.

The following **6 pictures** are required fields, contained in Section F.

1. Front $\frac{3}{4}$ view from driver's side.
2. Rear $\frac{3}{4}$ view from passenger's side.
3. Chassis plate or stamped number.
4. Engine from the left-hand side.
5. Engine from the right-hand side.
6. Main instrument panel as seen by the driver.

The other 49 required questions/answers are divided into the following sections.

1. Section: B. B1 Type of vehicle
2. Section: B. B2 Manufacturer/Constructor
3. Section: B. B3 Registration. (A copy of the Vehicles registration document is required)
4. Section: C. C1 Chassis/Frame/Unibody
5. Section: C. C2 Engine
6. Section: C. C3 Transmission
7. Section: C. C4 Front Suspension and Steering
8. Section: C. C5 Rear Suspension
9. Section: C. C6 Body Configuration
10. Section: D. D1 Fuel & Exhaust system
11. Section: D. D2 Wheel Rims, Tyres & Brakes
12. Section: D. D3 Electrical System
13. Section: D. D4 Driver and Passenger Compartment
14. Section: D. D5 Accessories and/or Competition Equip
15. Section: E. E1 Vehicle General History
16. Section: E. E2 Ownership History
17. Section: E. E3 Significant Event History
18. Section: E. E4 Significant Restoration, Modifications or Repair Work
18. Section: F. F1 Photographic Documentation
19. Section: F. F2 Specification Documents
20. Section: F. F3 Applicant or Agent Declaration

There are other questions and pictures that are not required; it is however good practice to ask for these questions to be answered.

This will give a much more accurate description of the vehicle's specification etc.

A FIVA Identity Card or Youngtimers Registration Document cannot be produced until the **55 required fields** have been completed.

8. Application Form Question

Many of the questions are multiple choice; these require the Applicant to select the correct component from the given options.

As an example, the first question on the application is under Section B. (Summary Vehicle Information)

The vehicle type has four options for the applicant to select.

Section B.
(Summary Vehicle Information)
B1 Type of Vehicle

**Please remember that all information must be entered in English.
Please provide as much information as possible.!**

[?] Vehicle Type [249]

Automobile Motorcycle Utilitarian. Describe Other Describe

The applicant has selected Automobile, this is displayed on an orange background.

The information is a required field, when entered and saved the total required fields indicator at the top of the application form will automatically be updated.

[?] Vehicle Type [249]

Automobile Motorcycle Utilitarian. Describe Other Describe

There are also multi choice drop down boxes for various components fitted to the vehicle.

[9] Mode of power [635]

-- please make a choice -- ▾

The mode of power is one of these questions.

When - **please make a choice** - is selected several options drop down as follows:

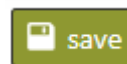
Petrol/Gasoline
Diesel
Steam
Electric
Hybrid
Gas
TVO
Hot Bulb
Other

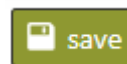
The applicant may now select the correct one for the vehicle.

In this instance Petrol Gasoline was selected.

[9] Mode of power [635]

Petrol/Gasoline ▼

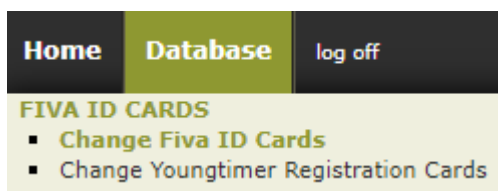


All entered information must be saved, this is achieved by selecting the  icon that is positioned on the right of the application form.

9. ANF Allocated Vehicle.

The Scrutineer will be notified by their ANF that they have been assigned a vehicle to be inspected. The vehicle will be identified by its FRN number. This is a nine-digit number that is unique to this vehicle. Once an FRN is allocated, it will remain with this vehicle for the rest of its life.

To access the allocated vehicle the Scrutineer will need to log onto the system. From the Home Page select **Database** and then **Change FIVA ID Cards**.



The following window will open displaying any vehicle that has been allocated to you. As can be seen the vehicle is not described only the FRN number is present, in this case 101FRN193.

	id ↕	Vehicle	Person / Company	Issuing ANF	
	1277	101FRN193	502 Paul Loveridge	Federation British Historic Vehicle Clubs	

Select

The application will now be opened.

Question list	Additional info	Scrutineers Notes
Vehicle, FIVA Registration Number	101FRN193	
Application Status	Pre-Paid. In Progress	
Questions and Answers	Total required fields filled in 24/55	

The vehicles unique FRN number is shown followed by the Application status.

In this instance it is Pre-Paid. In Progress.

The Questions and Answers shows, Total of required fields filled in 24/55.

This indicates that 24 of the 55 required fields have been completed.

10. Scrutineers Duties.

A scrutineer is required to check the information that has been given by the applicant against the vehicle to be inspected.

As an example, one of the most critical sections regarding declared information is D3 Electrical System

D3 Electrical System

This section covers the following electrical components fitted to the vehicle. These include: **Charging, Ignition, Starting** and **Cooling** systems.

The Charging System Type gives the following options.

[153] Charging System Type [429]

Dynamo Alternator Dynator. (Alternator disguised as a Dynamo) None Fitted. Other. Please describe in other information below.

The Applicant has selected Dynamo, this is correct for the vehicle.

The Current Charging System gives the following options.

[154] Current Charging System [718]

Original to this vehicle Original type Period Modified Period Type Modified Non Period type modified

The Applicant has selected Original to this vehicle, this would also be correct providing the original dynamo is still fitted. In the event of a obvious rebuilt unit being fitted then Original Type would be selected.

It is not uncommon for an applicant to select Dynamo only for the Scrutineer to discover that it is in fact fitted with a Dynator.

In This situation the Scrutineer would correct the application by re-selecting Dynator.

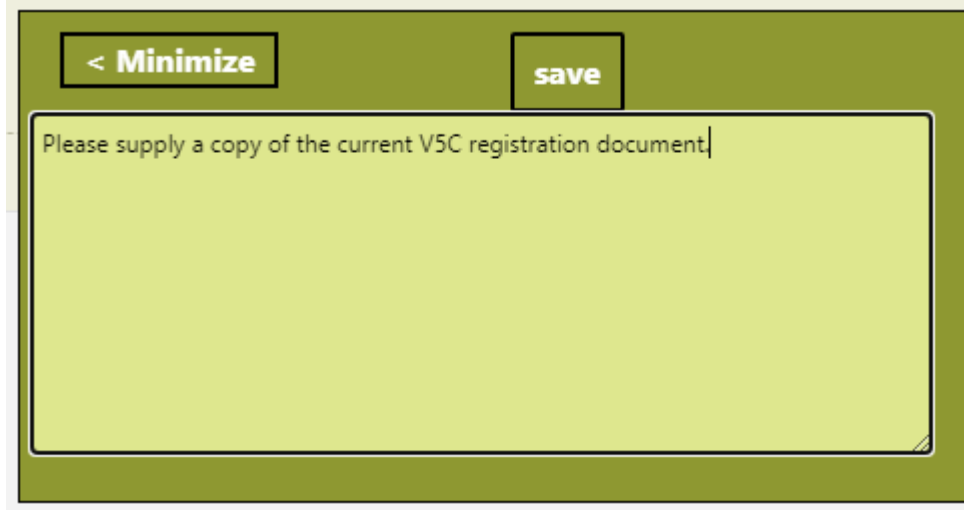
The Current Charging System would then be changed to Non Period type modified

11. Scrutineers Notes.

This is a floating notepad that can be found on the application.

A rectangular button with a dark green background and white text that reads "< Scrutineers Notes".

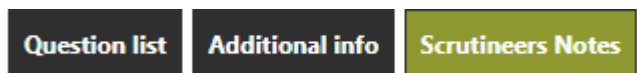
The notepad is positioned on the right-hand side of the page. When opened the following appears:

A screenshot of a floating notepad window. The window has a dark green border and a light green background. At the top left is a button labeled "< Minimize". At the top right is a button labeled "save". The main area is a text input field containing the text "Please supply a copy of the current V5C registration document|".

The ANF's Technical administrator may enter any information they chose to in the box, this is particularly useful when checking the application details.

The information is then stored on the notepad for future reference.

The information is also duplicated and displayed under the Scrutineers Notes headings.



The Scrutineers Note pad will be present on any application that has been allocated to him. The ANF Technical administrator may also have put specific information onto the note pad that they would like the scrutineer to check.

12. Scrutineers Check Sheet. Ref:FIVA.TC/24

This is a two-page form that has been created by the Technical Commission.

The following is a blank copy of the form, as can be seen it comprises the owners name, vehicle and Scrutineers/Inspectors details.

These may be printed out as a hard copy before a vehicle is inspected.

Alternatively provided a WIFI signal is present you can work directly off your laptop or tablet device.

Scrutineer, Inspection Report Form

Ref: FIVA.TC/24

ANF: ANF Ref:

FIVA ID Card Youngtimers Registration Card Inspection Date: / / **2021**

Vehicle Owner:

Vehicle Make: Vehicle Model:

Vehicle Registration Number: FRN No: **101FRN**

Vehicle Chassis Number:

Vehicle Engine Number:

Scrutineers/Inspectors Name:

Contact number: E Mail:

I confirm that I have carried out an inspection of the above vehicle.
I can report that at the time of the inspection, the vehicle complied with the 2020 Technical Code.

Scrutineers/Inspectors Signature:

Inspection Notes:

Scrutineer, Inspection Report Form

Continuation of Inspection notes.

A large, empty rectangular box with a thin black border, intended for the user to enter their inspection notes. The box is currently blank.

The following is an example of a Scrutineers Inspection report form that has some information entered on it.

Scrutineer, Inspection Report Form

Ref: FIVA.TC/24

ANF: **FBHVC**

ANF Ref: **NG33 4LX**

FIVA ID Card Youngtimers Registration Card Inspection Date: **19/01/ 2021**

Vehicle Owner: **Mr Ian Smith**

Vehicle Make: **MG**

Vehicle Model: **TB**

Vehicle Registration Number: **MXS 907**

FRN No: **101FRN 007**

Vehicle Chassis Number: **TB0561**

Vehicle Engine Number: **XPAG 649**

Scrutineers/Inspectors Name:

Contact number:

E Mail:

I confirm that I have carried out an inspection of the above vehicle.
I can report that at the time of the inspection, the vehicle complied with the 2020 Technical Code.

Scrutineers/Inspectors Signature:

Inspection Notes:

Continuation of Inspection notes.

Who actually owns the car.?

The application is in the name of Mr Ian smith.

The registration document shows A Jones as being the owner.?

There is no previous owner's name. It must have been purchased from somebody.?

We require a previous owners name, etc.

Is there any competition history.?

When the scrutineer has completed the inspection, their signature is required as well as the date of the inspection.

Any correspondence associated with an inspection must always use the FIVA Registration number as a means of reference.

Please remember that when inspecting a vehicle, it is important to keep the owner/agent informed of any changes that you intend to make to the application form.

Changes should be discussed, and reasons given as to why you believe the changes are necessary.

Do not be afraid to ask for additional information, after all the purpose of the FIVA card is to accurately record the vehicles details etc.

Your ANF Technical Administrator is there to help you with any issues you may have with the application.