

Information for carriers - new vehicle data registration system

As of 22 February 2018 ČEPRO, a.s. has updated the data on vehicles registered in our warehouses to meet new PHL laws. This measure is necessary in order to increase the security of Tank Truck (AC) filling and to meet the requirements of the applicable ADR legislation and Act No. 111/1994 Coll. as amended.

Update of data on vehicles currently registered in the ČEPRO, a.s. system:

Termination of previous practice - updates according to the documents submitted by the driver to the warehouse operator

- Previously established procedure - setting up a new vehicle at the headquarters of the company followed by the submission of vehicle documents to the warehouse operator and updating the validity period of the ADR vehicle certificate for warehouse operators will be terminated **as of 22 February 2018**
- As of this date, a new vehicle of the carrier may only be registered on the basis of a web service request filled in by the carrier, where all valid vehicle documents shall be attached (as scanned electronic file).
- As of **22 February 2018** carriers will only be able to extend the validity of the ADR certificate for existing registered vehicles through a web service request (e.g. by filling out a request form and attaching all required valid vehicle documents (as scanned files)).
- The web service is here: <https://vjezdyac.ceproas.cz/en>

Necessary attachments (scans) must be in PDF, the size of each attachment is limited to 5 MB)

- **Scan of the Vehicle Registration Certificate in the PDF format („big“)**
- **Scan of the ADR Certificate according to ADR 9.1.3.5 in the PDF format**
- **Scan of the Inspection Certificate according to ADR 6.8.2.4.5 (PDF, only for tanks)**

Transition period to update existing vehicle data:

- From **22 February 2018 to 15 April 2018**, there will be a transition period for sending documents from carriers and updating data **for all existing vehicles registered in the ČEPRO system**.
- **After 15 April 2018** it will no longer be possible - for technical reasons – to fill a Tank Truck, which data has not been updated at ČEPRO warehouses.
- For each vehicle, the carrier needs to fill in required data in the web application, attach required valid vehicle documents (scans) and submit for processing.
- As a confirmation of successful submission of vehicle registration form, the carrier (submitted) will receive an automatically generated verification email, which will summarize the basic data of the vehicle to be registered.
- These requests will be processed gradually in a matter of weeks, but all have to be settled by **15 April 2018**.
- For the above reasons, we kindly ask the carriers to submit their vehicle data well in advance as soon as possible so that it is possible to process the data for all vehicles by this date. Applications will be processed gradually.

- **Urgent requests from carriers, requiring immediate attention** (e.g. updating of ADR validity and registration of new vehicles) will be handled as a priority (to the extent of our workforce capacity) following a written notice submitted by the carrier. This written notice must be submitted by the carrier as a response to the automatic e-mail confirmation of vehicle registration request in our web service.

Further information

- Warehouse operators will no longer deal with standard vehicle registration operations and the extension of the ADR Certificate. The operator will only deal with issues, where his/her co-operation is necessary.
- For vehicles registered **after 15 April 2018**, the validity of the ADR Certificate will be extended only by electronic means via the web service for carriers where the carrier will send the current vehicle documents (scanned copies).
- The development of the web service for carriers continues and in the first stage we will update the data of all currently used vehicles **by 15 April 2018**.
- **After 15 April 2018**, functions will be activated in the ČEPRO warehouse system, which will not allow loading of vehicles without updated data.

Expected FAQs:

- **Can the warehouse store operators extend the validity of ADR Certificate after 22 February 2018?**

No, they can not. **After 22 February 2018** warehouse operators will no longer have this permission in the system. Asking the warehouse operator to perform this operation after this date will only waste your driver's time. Only CD dispatcher will keep this authority but he or she will only be able to do this on the basis of the submission of the scans of required valid vehicle documents.

- **What happens when the vehicle arrives for loading to the warehouse between 22 February 2018 and 15 April 2018 without proper re-registration of all data in the ČEPRO, a.s. system and will only need to extend the validity of the ADR Certificate?**

It will not be possible to load the vehicle without updating the data, the operator can not extend the ADR Certificate validity as **of 22 February 2018**.

There are two options:

If the carrier submits the web application with the scanned documents immediately, the request will be processed by the CD dispatcher as soon as possible, but the processing speed can not be guaranteed. **This will result in a downtime for the carrier's vehicle** for which we can not take responsibility. However, the vehicle will be properly re-registered by this act and the validity of certificates will be extended by the validity period of the documents.

If the driver requests the co-operation of the warehouse operator and produces a valid original ADR certificate, the operator will send a scanned copy of this document to the CD dispatcher, who will extend the validity of the ADR certificate in our systems for a period of 7

days. Then the vehicle can be loaded. Within this 7 day period the carrier must update the vehicle data in the ČEPRO system as described above. This means that the ADR Certificate extension for the whole period of validity of the new ADR Certificate will only be performed following re-submission of the scanned vehicle documents through the web service. **Again, there will be vehicle downtime.**

- **What happens when the vehicle arrives for loading to the warehouse after 15 April 2018 without proper re-registration of all data in the ČEPRO, a.s. system but with the ADR Certificate still valid?**

It will not be possible to load the vehicle without updating the data.

Again, there are two options:

If the carrier submits the web application with the scanned documents immediately, the request will be processed by the CD dispatcher as soon as possible, but the processing speed can not be guaranteed. **This will result in a downtime for the carrier's vehicle** for which we can not take responsibility.

If the driver requests the co-operation of the warehouse operator and produces all required documents (copy of the Large Technical Certificate of the vehicle, ADR Certificate and TUV Inspection Certificate), the operator will send a scanned copy of these documents to the CD dispatcher, who will enter the vehicle in our systems for a period of 7 days (provisional registration). Then the vehicle can be loaded. Within this 7 day period the carrier must update the vehicle data in the ČEPRO system as described above. This means that the ADR Certificate extension for the whole period of validity of the new ADR Certificate will only be performed following re-submission of the scanned vehicle documents through the web service. **Again, there will be vehicle downtime** for which we cannot accept any liability.