



National Highway Traffic Safety Administration
 Office of Defects Investigation, NVS-211
 400 7th Street, S.W.
 Washington, DC 20590

**Early Warning Reporting Manufacturer Account Application
 For Manufacturer EWR Identification and Password**

To be completed by all manufacturers required to submit EWR data. Type or print legibly and return to the Office of Defects Investigation:

via email “odi.ewr@nhtsa.dot.gov”
 or FAX 202-366-7882

Corporate Name (Reporting Company)					
Address (Line 1)					
Address (Line 2)					
City					
State		Zip Code		Country	
Data Workbook Format (Type to be used)		Excel Format <input type="checkbox"/>		XML Format <input type="checkbox"/>	
Parent Company (U.S. Corporation Only)					
Primary Contact ¹ (Name)					
Contact Address (Street)					
Contact Address (City, State, Zip,)					
Telephone Number					
Fax Number					
E-mail Address					
Secondary Contact (Name)					
Contact Address (Street)					
Contact Address (City, State, Zip,)					
Telephone Number					
Fax Number					
E-mail Address					

¹ EWR Account ID and Temporary Password will be sent only to the primary contact.

	<i>Reporting Company</i>	<i>Subsidiary, Division or Brand Name</i>	<i>Subsidiary, Division or Brand Name</i>
Entity Name			
Entity Address			
Contact Person			
Contact Telephone Number			
Contact E-mail Address			
Brief Description of Product			
Intended Reporting Categories			
Approximate Annual Production			
Do you sell or distribute Substantially Similar products in foreign countries?			
For reporting categories that include Tires, Child Restraint Systems or Equipment, if the entity is less than 5 years old, when did production begin (mm/yy)?			
For all other reporting categories, if the entity is less than 10 years old, when did production begin (mm/yy)?			

IMPORTANT NOTE FOR MANUFACTURERS OF EQUIPMENT AND LOW VOLUME MOTOR VEHICLES:

An EWR Manufacturer Account **WILL NOT BE ESTABLISHED** for motor vehicle equipment and some “low volume” motor vehicle manufacturers until a report of death claim or notice is necessary. Motor vehicle equipment and “Low volume” vehicle (defined as having an annual production under 500) manufacturers are responsible only for the reporting of death claims or notices to NHTSA. For the claim of notice to be reportable, it must allege or prove that the death was caused by a possible defect in the manufacturer’s equipment or motor vehicle. The death must have occurred in the United States or a foreign country involving equipment or motor vehicles that are identical or substantially similar to that which is sold in the United States. (Refer to §579.27)

When a manufacturer of motor vehicle equipment or low volume motor vehicles has a death claim or notice to report, the EWR Manufacturer Account Application should be completed and forwarded to NHTSA with a comment that a death claim or notice will be reported. An EWR account will then established and a manufacturer ID and account password established.

An EWR Manufacturers Account, however, **WILL BE ESTABLISHED** for manufacturers of low volume vehicles who sell or plan to vehicles in a foreign country that are “identical” or “substantially similar” to motor vehicles offered for sale in the United States. These manufacturers are responsible for providing to NHTSA an annual list of these vehicles. (Refer to §579.11) Data on foreign sales are referenced on page 2 of the EWR Manufacturer Account Application.

Directions for Completing the EWR Manufacturer Account Application

<u>Heading</u>	<u>Required Data</u>
Corporate Name	Name of manufacturer or company reporting EWR information
Address, City, State, Zip Code and Country	Primary address for reporting corporation or company
Data Workbook Format	Indicate the intended format in which EWR submissions (templates) will be prepared – either Excel or XML (extensible markup language)
Parent Company	List the name of any U.S. company or corporation that owns or controls the reporting company.
Primary Contact (Name)	Name (First, MI, Last) of individual who serves as the manufacturer’s or company’s primary contact for EWR. This individual should be familiar with the company’s EWR submission and will serve as ODI’s point of contact regarding all EWR inquiries. NOTE – The Manufacturer’s EWR account ID and temporary password issued by ODI will be sent to this individual only.

Heading

Required Data

Contact Address, Telephone/FAX Number and Email Address	Indicate the mailing address, daytime phone number and FAX number for the primary contact individual. Also, include an email address for this person. (When feasible, electronic communication is preferred)
Secondary Contact (Name)	Name (First, MI, Last) of individual who serves as a secondary or back up to the manufacturer's or company's primary contact for EWR. This individual should also be familiar with the company's EWR submission and will serve as ODI's second point of contact regarding all EWR inquiries. NOTE – The Manufacturer's EWR account ID and temporary password issued by ODI will <u>not</u> be sent to this individual. The <u>company</u> may provide this person with the information if desired.
(Secondary) Contact Telephone/FAX Number and Email Address	Indicate the daytime phone number and FAX number for the secondary contact individual. Also, include an email address for this person. (When feasible, electronic communication is preferred)

Page 2 Data

Reporting Company (Column 1)	Provide answers to the questions posed below. This data will be used solely to assist ODI with creating the EWR account.
Brief Product Description	Provide a brief description of the types of products manufactured and upon which reporting will be based (i.e., "enclosed cargo trailer" or "boat trailer"). For motor vehicle equipment, describe with sufficient detail to illustrate the function or applicability of the equipment (i.e., "door hinge" not "structural component")
Intended Reporting Category	Identify the all reporting categories for which EWR information will be submitted, i.e., light vehicles, medium-heavy truck/bus, motorcycle, trailer, tire, child safety system, equipment or low volume (below threshold vehicle production).
Approximate Annual Production (per Reporting Category)	State an <u>approximate</u> total annual production for each reporting category.
Distribute/Sell "Substantially Similar" Vehicles in Foreign Countries as Those Sold in the U.S.	Indicate (Yes/No) whether the reporting manufacturer distributes or sells vehicles in foreign countries that are substantially similar to any vehicles that are sold in U.S.

Heading

Required Data

Year/Month Production
Began for Manufacturers of
**Tires and Child Restraint
Systems** Less Than 5 Years
Old

For manufacturers of tires or child restraint systems that began production or were acquired less than 5 years ago, identify the month and year that production began or liability was assumed.

Year/Month Production
Began for **Vehicle
Manufacturers** Less Than
10 Years Old

For vehicle manufacturers that began production or were acquired less than 10 years ago, identify the month and year that production began or liability was assumed.

Subsidiary, Division and/or
Brand Names
(Column 2 +)

In the subsequent columns identify: any subsidiary, division, or Brand names for whom the reporting manufacturer intends to include in the EWR submission. Include the company name (parent, subsidiary, division) or Brand name, mailing address, and identity of a contact person including that individual's telephone number and email address. Provide answers to the subsequent questions as described above. Page 2 may be duplicated if additional columns are required.

- ODI – NHTSA Office of Defects Investigation