



Protecting, Preserving and Promoting the use of Historic Vehicles

FIVA TECHNICAL COMMISSION

## **FIVA. Scrutineers Handbook.**

### **Content List.**

- 1. Vehicle Scrutineer requirements.**
- 2. Account and Password.**
- 3. Log in Instructions.**
- 4. System Overview.**
- 5. Vehicle Details. (FIVA Registration Number).**
- 6. Application Content.**
- 7. Application Question List.**
- 8. Scrutineers Duties**
- 9. Scrutineers Notes.**

**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.

**E mail: [technical@fiva.org](mailto:technical@fiva.org)**

## 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.

## 2. Account and Password.

Each individual scrutineer will be allocated their own unique account and password by their ANF. This will permit them access the application system.

There are two separate cases to observe:

- **The scrutineer already has an account as an applicant:**  
For scrutineers that already have an account as an applicant in the system, they may ask their ANF to increase the rights of their existing account to Scrutineer level. Each person is only allowed 1 account in the system.
- **The Scrutineer has no account yet:**  
In this case the ANF will create an account for the scrutineer with the email the scrutineer provided. The ANF will then send the scrutineer a password reset link that will be valid for 24 hours. If the scrutineer doesn't set his password in the 24 hour time window, he will need to click the 'Forgot Password' button on the login page and enter his email to receive a new reset link.

Before getting Scrutineer access, the ANF will send each Scrutineer 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.

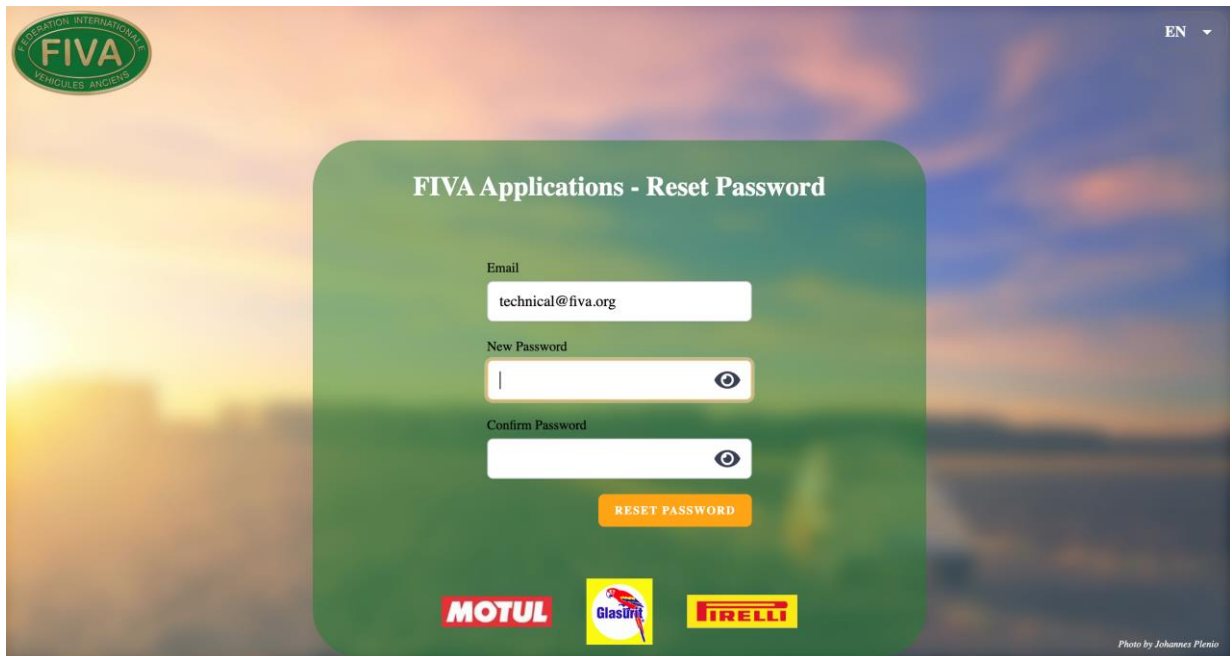
Once you receive your password reset link, visit the link in your browser. The window shown below will appear. (Depending on the language settings of your browser, you may see the website in your own language instead of in English). Simply enter a password and confirm it and click the reset password button.

The password requirements of the system are the following:

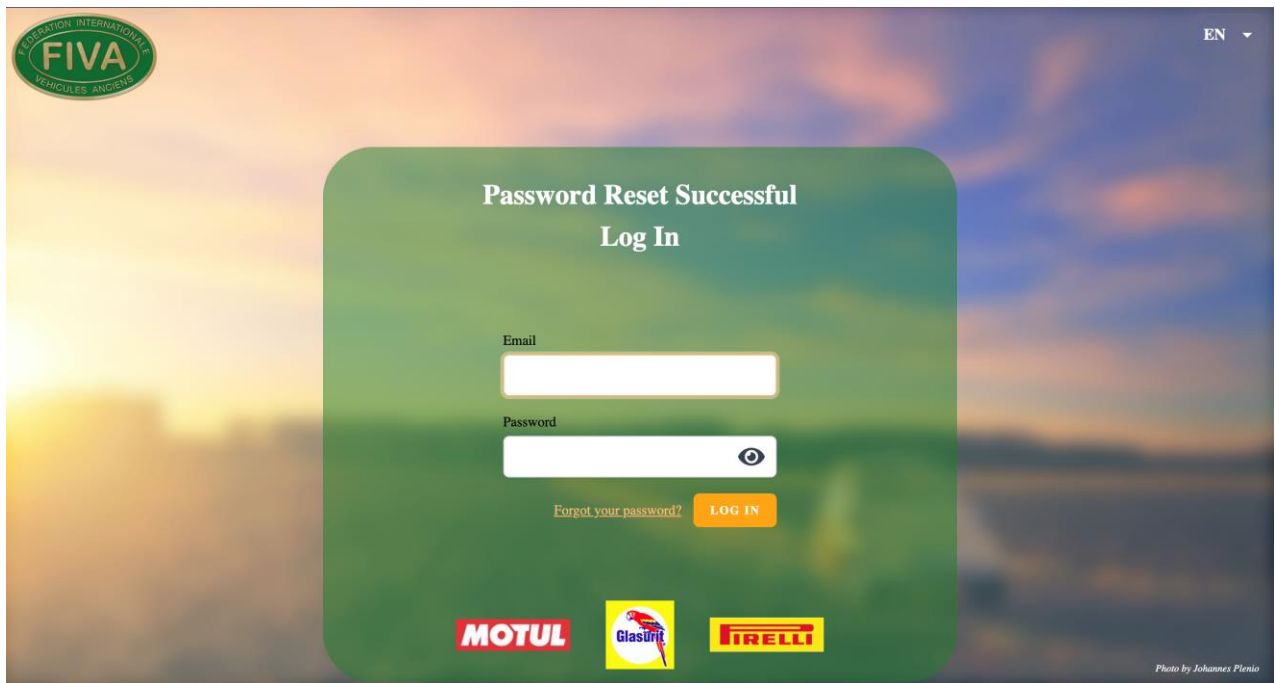
- The password must be minimum 12 characters long
- The password must contain at least 1 upper case and 1 lower case letter.
- The password may not be a password that appeared in a previous password leak online.

**Note:** If you did not reset your password within 24 hours of receiving the link, the following error message will appear when trying to change your password: “**This password reset link has expired**”. If this is case visit [applications.fiva.org/forgot-password](https://applications.fiva.org/forgot-password) and enter your email address to request a fresh reset link.

**IMPORTANT! Definitely also check your junk-mail folder if you do not receive an email after 5 minutes.**

The image shows a web form titled "FIVA Applications - Reset Password" overlaid on a blurred background of a sunset or sunrise over water. In the top left corner is the FIVA logo (Fédération Internationale des Véhicules Anciens). In the top right corner is a language dropdown menu set to "EN". The form contains three input fields: "Email" with the text "technical@fiva.org", "New Password" with a single character and a toggle icon, and "Confirm Password" with a single character and a toggle icon. Below these fields is an orange button labeled "RESET PASSWORD". At the bottom of the form are three logos: "MOTUL", "Glasurit", and "PIRELLI". A small credit "Photo by Johannes Plenio" is in the bottom right corner of the image area.

Once you successfully changed your password you will see the screen below. Here you can enter your username/email and the password you just set up to log into the system.



#### 4. System Overview.

Once you are logged in, you will see a screen similar to the one below.

**FIVA Identity Cards**

Sort by: Date ↑↓ Search:

FRN: 110FRN183 RegNo: ABC-123	Applicant: Jane Doe Automobile: Mercedes-Benz E200 1988 / WPXAJF99RPX	Status: 1/7 <span>🔍</span> Download: <span>📄</span>
FRN: 110FRN178 RegNo: 123987555	Applicant: Jeff Doe Automobile: Jaguar XK 140 1955 / 22326327637	Status: 0/7 <span>🔍</span> Download: <span>📄</span>

**Filter**

Status: All

Sub Status: All

Vehicle Make: All

**Menu:**

- 1 FIVA Identity Cards
- 2 Youngtimer Registration Documents
- 3 Archive
- 4 Personal Applications
- 5 My Account

On the left side of the screen is the menu, where you can navigate between different parts of the system. The menu is divided into 5 parts:

1. The first menu item is “FIVA Identity Cards”. This is the section where you will be doing most of your work in. It contains all the ongoing applications for FIVA Identity Cards for which you are assigned as a Scrutineer.

2. The second menu item is “Youngtimer Registration Documents” screen. Similar to the FIVA Identity Cards screen, this screen contains all the ongoing applications for Youngtimer Registration Documents for which you are assigned as a Scrutineer.
3. The third menu item is ‘Archive’. This screen contains a basic overview of all the applications you completed in the past. Once an application has been processed, you will no longer be able to view the full question list. Only the basic vehicle details (make, model, build year) will remain available, along with the date where you finished processing that application.
4. The fourth menu item is “Personal Applications”. As the name indicates, this screen allows you to submit a personal application for a FIVA Identity Card or Youngtimer Registration Document for a vehicle that you personally own. It also contains an overview of all your past applications if you have any.
5. The fifth menu item is the “My Account” page. On this page you can change your personal details, as well as your password.

Then on the right side of the screen are the search (6) and filter (7) functions. If you have many applications, you can use these to find the application you want to process. The search function allows searching by the following fields:

- FRN Number
- User details such as name, first name, email
- Vehicle details such as make, model, build year, chassis number, and registration number.

Finally at the top of the screen you have the log out button (8) and the messages section (the bell icon on the right side of number 9). The log out button simply displays your name when in the application, but as soon as you hover over it, your name will change to the text “Log Out”.

**NOTE: If you are inactive for over 10 minutes, the system will log you out automatically.**

## 5. 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 important to always use this number in any correspondence associated with a vehicle.

## 6. Application Content

To start processing an application, simply click on it in the overview. Once you do, a screen like the one shown below will open.

## FIVA Identity Cards

[< Back to overview](#)

FRN: 110FRN183  
RegNo: ABC-123

Applicant: Jane Doe  
Automobile: Mercedes-Benz E200 1988 / WPXAJF99RPX

Status: 1/7  
Download:

General

Question List

Additional Info

Locked Status:
Substatus: Awaiting applicant info
Status Note:

Owner Info
Vehicle Info

Priority: No
Paid: No

Downloads:
Upload: Scrutineer Report

Scrutineer notes

This screen is subdivided into three different sections: General, Question List, and Additional Info, along with a 'Scrutineer notes' button at the bottom right side of the screen that will be available in all sections. The General section contains the basic application information, such as the status, whether or not it's a priority application, along with a summary of the owner and vehicle info, and a button to upload your Scrutineer Inspection Report. The Question List section contains all the information the applicant provided about his vehicle. The Additional Info section contains ANF-specific information and allows you to describe additional vehicle modifications. In the example above, the applicant only completed 1 out of the 7 sections of the question list. Once the application has been filled in completely, a new 'Finish and Submit to ANF' button will appear, as shown below. Once you are finished processing the application, click this button to notify your ANF.

**Note:** Once you click this button, the application will be locked for editing for you as a Scrutineer.

## 7. Application Question List

The most important thing when processing applications is the Question List section, shown below. As you can see in the screenshot, the question list is split into 7 different sections: Basic Info, Chassis/Body, Engine/Transmission, Suspension/Wheels, Electrics/Fuel/Int (Int stands for Interior), Accessories/History, and finally Photos & Documents. Each section contains the questions relevant to that section. At the top of each section there is also always shown a reminder that all questions need to be answered in English.

## FIVA Identity Cards

### Youngtimer Registration Documents

### Archive

### Personal Applications

### My Account

## FIVA Identity Cards

[< Back to overview](#)

FRN: 110FRN183  
RegNo: ABC-123

Applicant: Jane Doe  
Automobile: Mercedes-Benz E200 1988 / WPXAJF99RPX

Status: 1/7  
Download:

### General

### Question List

### Additional Info

#### Basic Info

#### Chassis / Body

#### Engine / Transmission

#### Suspension / Wheels

#### Electrics / Fuel / Int.

#### Accessories / History

#### Photos & Documents

All questions need to be answered in English

Chassis / Frame / Unibody [21]

☐ Original to this vehicle ☐ Original type ☐ Modified

Manufacturer / Constructor\* [33]

Year constructed/modified\* [32]

Wheelbase\* [7]

Front track\* [8]

Rear track\* [9]

Scrutineer notes

If all mandatory questions in a section have been completed, the section will be marked with a green line below it (see the section 'Basic Info' in the example). If there are still some mandatory questions left unanswered in a section, the section will be marked with a grey line (see sections like for example Engine/Transmission, Suspension/Wheels, etc... in the example). Finally, an orange marking indicates the section you are currently in (see 'Chassis/Body' in the example).

All mandatory questions are indicated with a red Asterix next to the question's text, and a red border around the text fields/radio buttons/checkboxes/upload-buttons (see for example the questions 'Wheelbase [7]' or 'Kerb Weight [205]' in the example below). If a question is not mandatory, it will not have this red Asterix next to it, and the border of the text fields/radio buttons/etc. will be green instead (see for example the questions 'Chassis/Frame/Unibody [21]' and 'Height [204]' in the example below).

Chassis / Frame / Unibody [21]

☐ Original to this vehicle ☐ Original type ☐ Modified

Manufacturer / Constructor\* [33]

Year constructed/modified\* [32]

Wheelbase\* [7]

Front track\* [8]

Rear track\* [9]

Length\* [203]

Height [204]


Kerb Weight\* [205]


Where is the chassis number located [10]

Other Information. If modified, please state changes. This information may also be recorded in question 218 of the History section. [22]


In the entire question list there are a total of 56 questions that are mandatory by default. Depending

on which answers are chosen, this number of required questions can increase to 73. For example take the mandatory question 'Body Type [277]' shown below.


Body Type\* [277] 

Please select 


Total number of Passengers Seats [67]


Body Number [65] 

Where is the number located [66]


Year of Body Manufacture/Construction\* [63] 

If you select the option 'Other. Please describe body type as per the manufacturer's information, a new mandatory question 'Specify Other [199]' will appear beside it where you need to describe the 'Other' body type you selected, as shown below.


Body Type\* [277]  Specify Other\* [199]

Other. Please describe body type as per 

Total number of Passengers Seats [67]


Body Number [65] 

Where is the number located [66]

Year of Body Manufacture/Construction\* [63] 

## 8. 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 the electrical system, the questions for which can be found in the section 'Electrics/Fuel/Int.' in the question list. This section covers, among others, the following electrical components fitted to the vehicle: Charging, Ignition, Starting, and Cooling systems.

Current Charging System [256] 

☒ Original to this vehicle ☐ Original type ☐ Period modified

☐ Period Type modified ☐ Non-Period Type modified

Charging System Type\* [136]

☒ Dynamo ☐ Alternator ☐ Dynator (Alternator disguised as a Dynamo)

☐ None Fitted ☐ Other. Please describe in other information below.

Let's take the screenshot above as an example to the Charging System. In the example the applicant has selected the option 'Original to this vehicle' as the answer to the 'Current Charging System [256]' question, and the option 'Dynamo' as the answer to the question 'Charging System Type [136]'. This would be correct, provided the original Dynamo is still fitted to the vehicle. In the



event of an obvious rebuilt unit being fitted, then the option 'Original type' should be selected. (ps: 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 changing the option to question 136, from 'Dynamo' to 'Dynator (Alternator disguised as a Dynamo)'. The 'Current Charging System [256]' question would then be changed from 'Original to this vehicle' to 'Non-period modified'.

## 9. Scrutineers Notes.

As described earlier, in the bottom right of the screen of every application, there is a 'Scrutineer notes' button (see screenshot below). This is a floating notepad which can be used by both the Scrutineer and the Technical Administrator to communicate with each other, or just to keep notes for personal reference during the processing of an application.

Once you click the 'Scrutineer notes' button, the notepad will automatically open a popup window where you can type in your notes (see screenshot below). Everything you type in will automatically be saved as you type. And you may close the window again, by clicking anywhere outside of it.


**Note: The ANF Technical Administrator may also put specific information relevant to the application in this notepad for the Scrutineer to read, so it is a good idea to always check it before starting an application.**

## FIVA Identity

FRN: 110FRN18  
RegNo: ABC-12

Write scrutineer notes here...  
Changes will be saved automatically and you may close this window by clicking anywhere outside of it.

[< Back to overview](#)

Status: 1/7  
Download: 

### General

#### Basic Info

#### Chassis / Body

#### Engine / Transmission

#### Suspension / Wheels

#### Electrics / Fuel / Int.

#### Accessories / History

#### Photos & Documents

All questions need to be answered in English

Chassis / Frame / Unibody [21]

☐ Original to this vehicle ☐ Original type ☐ Modified

Manufacturer / Constructor\* [33]

Year constructed/modified\* [32]

Wheelbase\* [7] 

Front track\* [8] 

Rear track\* [9] 

## 10. Scrutineers Check Sheet. Ref:FIVA.TC/24

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

On the next page 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 Wi-Fi signal is present you can work directly off of your laptop or tablet device.

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 when inspecting a vehicle, it is important to keep the owner/agent informed of any changes that you intend to make to the question list.

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 purposes of the FIVA Identity Card is to accurately record the vehicle's details etc.

# 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 continuation of inspection notes.

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 / 2020**

Vehicle Owner:

Vehicle Make:

Vehicle Model:

Vehicle Registration Number:

FRN No:

**101FRN 246**

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:

**Vehicle information:** [ID: 24412] [\[click here to edit\]](#)

Make	MG
Model	TB
Chassis number	TB0464
Engine number	XPAG712
Registration number	MXS 907
Construction year	1939
FIVA Registration N°	101FRN246

Continuation of Inspection notes.

Who actually owns the car.?

The application is in the name of G Acevedo.

The registration document shows S Baker 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.?