Kraftfahrt-Bundesamt

E-Typ

- User manual -

Version: August 2021

Content

0 Change directory

Version	Date	Changed section	Change	Name
August 2018		Whole document	New publication	A. Förster
August 2021		Whole document	Revision	D. Fricke

1 Enclosure list

Appendix 1: **Application for the issue of a type approval (extract from MAB)**

2   Abbreviations

APP	Approval (approval certificate)
I.e.	id est, "in other words"
EC	European Community
Email	Electronic mail
EO	Expert opinion
GTM	German Trailer Mass
HTTPS	Hypertext Transfer Protocol Secure
IF	Information Folder
Incl.	Inclusive
KBA	Kraftfahrt-Bundesamt (Federal Motor Transport Authority)
MAB	Information sheet on initial assessment (Merkblatt zur Anfangsbewertung)
OBD	On-Board Diagnostics System
TR	Test report
PDF	Portable Document Format
TV	Test results
REF	Reference
TAP	Type Approval Procedure

3 Introduction

Since 1997 the Kraftfahrt-Bundesamt carries out the electronic exchange of documents with its partners in the E-Typ approval procedure.

By using the application E-Typ the document exchange shall be extended and improved continuously. The document exchange in E-Typ shall replace the document exchange already carried out by e-mail and paper form.
Its advantage is it offers a secure exchange of documents with the protocol HTTPS without any restrictions of file sizes.

By using E-Typ for the exchange of documents discontinuity of media is avoided and IT based handling of the documents is made easier. Mail running times are reduced.

E-Typ uses the software TypMaster/DD offered by T-Systems. The current version is E-Typ 3.1.

This manual shall help users getting a quick access to the application E-Typ and it helps to become acquainted with the user interface.

4 Description of the process E-Typ

On application for participation the access to the system E-Typ is established by the KBA for the respective partners (manufacturer (applicant for type approval) and/or technical service). The participants are provided with the access information (user name, password).[1]

The access is carried out via the web using the protocol HTTPS, i.e. data transfer is encrypted.

If a user works together with more than one partner in the type approval process (for example a manufacturer with several technical services), it is necessary to keep the secrecy by granting/revoking rights for the documents. In this way only the applicant, the responsible technical service and the KBA have got access to the document (multi-client-capability).
All other users of the application have no access to the documents.

In the type approval procedure the documents are shared via E-Typ in the following way:

For every approval procedure the applicant creates a new document in the system and puts the information folder into it.
The technical service completes the document by adding the test report. After that the applicant informs the KBA by sending the application via e-mail (see enclosure 1).

After receiving the application the KBA staff starts creating the type approval. the document is checked out, i.e. the attributes and document parts cannot be changed anymore. The formatting of the data record changes to bold/italic.

After granting the KBA puts the complete approval into the document (check in). The approval owner and the technical service can save a copy of the granted approval on their local systems. The cost notification is transferred to the applicant via e-mail.

6 months after granting the approval by KBA the document is put into the E-Typ archive.

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[1] Note:
Users get the access information not until they are acquainted with the KBA.

Manufacturers become acquainted once the procedure of initial assessment has been run through. Technical services get access once they have been accredited by the KBA. You can get further information on our homepage under Vehicle Technology.

4.1 Assigning rights

The creator of the document or document part possesses update rights. Non-creators only possess read rights.

To ensure a smooth course of proceedings it must be ensured that the KBA receives the correspondingly required authorizations. To check a document out and subsequently be able to change its attributes, update authorization for the document and document parts is required.

The accompanying document parts must be deleted by the KBA and it must be possible to provide a new document part – the type approval.

The required rights can be pre-set by the respective system operator, so that the KBA does not need to make any changes here.

4.2 Responsibilities

Every participant is responsible for storing a copy of the document parts created by himself.

4.3 Troubleshooting

Please inform the KBA by mail to **TAA-Admin@kba.de** or phone +49 461-316 1784 when noticing problems with the system.

The users are informed by e-mail about planned and unplanned outages.

5   Application for granting an approval

The application is made by the applicant, or by a technical service authorised to do so, by Email.

The application may only be submitted to the KBA if all of the application documents are ready to be checked-out.

A sample application form, in its currently applicable version, can be found on the KBA website (www.kba.de/Typgenehmigung/Zum_Herunterladen).

According to the product the application is to be sent to one of the following e-mail addresses:

- **Area 421**
  for cars and light trucks
  Email: 421@kba.de

- **Area 422**
  for all types of vehicle (except cars and light trucks)
  Email: 422@kba.de
- **Area 423**
- **The following address can be used for all other cases:**

5.1 Requirements concerning the application for granting of a type approval

- The application for granting of a type approval is accepted formless via e-mail. At least it has to contain the following information:
- legal form and address of the applicant
- type of the product and the directive or regulation the type approval is based on
- In addition to the details already mentioned the application must contain the following information:
- additional e-mail addresses if further persons beside the sender of the e-mail are to be informed about the granting/refusal of the approval.
- name and telephone number of the contact person
- ID of document containing the respective application documentation. That information allows KBA staff to locate the application documentation. The document-ID also shows which documents belong together.
- The following text: "Please send us a copy of the approval. The original remains with you."
- Further information is allowed (e.g.: Do not publish as type-sheet before MM.DD.YY).

The application does not need to be signed and it may also accepted in English.

5.2 Requirements concerning the subject of the e-mail

- For further handling following information is required in the subject field in the given order separated by a semicolon (;):

- 1. Applicant/manufacturer (name manufacturer if applicant and manufacturer are not the same)
- 2. ID
- 3. Type
- 4. Directives or regulation
- 5. Approval number (if known)

6 Requirements concerning the application documents

6.1 Conventions of names

A document can contain several document parts. Not every document part has to be included in a document.

The document parts' names are to be chosen in the following way:

- Information folder (including appendixes): BB-00 or IF-00
- Test report (including appendixes): PB-00 or TR-00
- Expert report (including appendixes): GA-00
- Certificate of approval: APP-00
- Reference approvals: REF-00
- Test results in Word or Excel: PE-00 or TV-00
- Documents about On Board Diagnose system: OBD
- Documents about increased towing capacity: GTM
- The version counter (in this case: 00) has to be set as mentioned in chapter 11.1.

6.2 Format of documents

Test results relating to whole vehicle type approvals are required in the form of MS Word documents.

PDF-documents have to be provided without PDF-protection. Otherwise the KBA cannot combine the different document parts in one approval document.

When opening a file thumbnail should be visible in the correct page orientation and the document shown as a complete page.

6.3 Requirements concerning the test report

7 Starting the system, login, changing your password

Enter the following URL into the address line of your browser:

www.e-typ.eu

The E-Typ web application initial screen appears:

Just click anywhere within this screen:

After clicking the opening screen the login dialogue is shown:

After entering your valid user name, password and confirming with "Ok" you enter the application.

If you enter your user name and/or password wrong following message appears:

If you enter your password incorrectly three times, the user account will be blocked.
You will then be unable to log in, even with the correct password. In this case please contact the system administrators to unblock the account (see 4.2).

For changing your password give in your user name and press "Change…".
Following window will appear:

Please enter your old password and the new one twice.
Following rules to create a password have to be observed:

- minimum length is 8 signs. Please use the following signs:

  o at least 1 capital letter from the character repertoire: ABCDEFGHIJKLMNOPQRSTU-VWXYZ
  o at least 1 digget from: 0123456789
  o at least 1 special sign from: <>|,.-;:_#+'*~!\"$%&/()=?{[]}
  o small letters

If the password is not confirmed correctly you will see following message:

Not available

⚠ Password could not be changed.

[Ok]
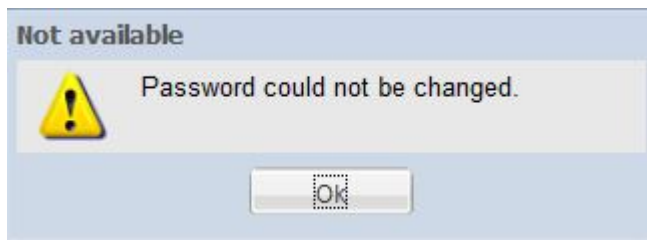
The validity of the password is limited to 42 days.
If the password is expired the screen for changing the password opens after giving in your user name and up to that time valid password.

8 General information

After logging in successfully you reach the main menu of the E-Typ application.
For navigation please only use the buttons and menus of the application and not the buttons of your browser.

8.1 Toolbar

You can reach the main functions of the application by using the symbols in the toolbar in the right corner of your screen: You get more detailed information about the symbols when you hold the mouse button for a short time at a symbol.

8.1.1 UI setting
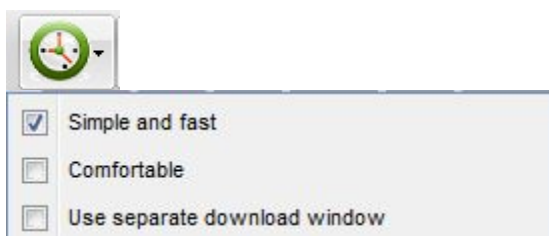
Choosing the option "Simple and fast" increases the performance of the application especially on older systems.

8.1.2 Language

You can select the German or English user interface by choosing the English or the German flag.

8.1.3 Refresh window
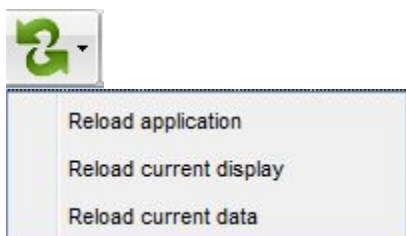
With this button you can reload either the whole application, the current display or current data without logging out.

8.1.4 Selecting/deselection

By using the left button of your mouse you can select an object (document, document part, news). Selected objects are highlighted.
Click on the selected object and push the Strg-button at the same time to deselect the object.

8.1.5 Logout from server

Use this symbol to leave the application.

8.1.6 Help
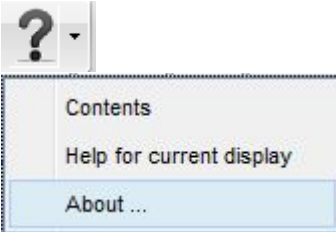
If you have further questions to the application you can use the help button to get additional information.

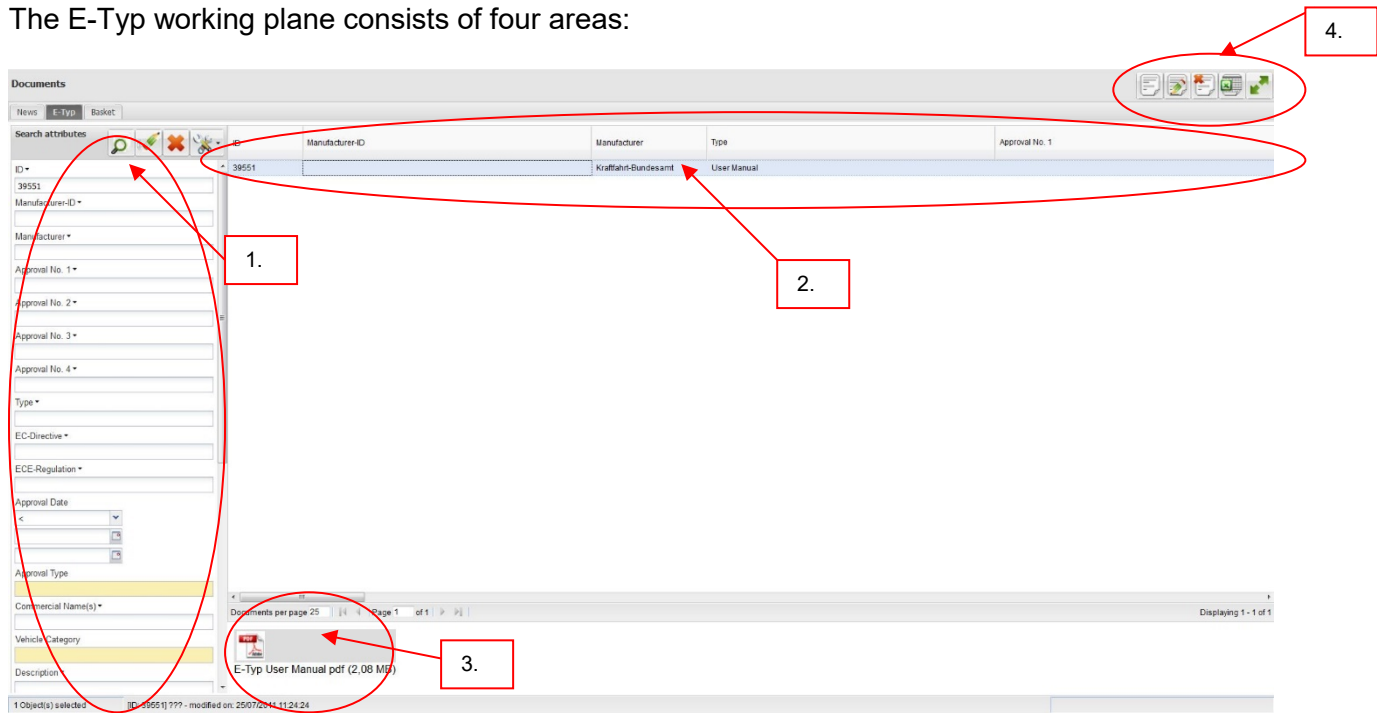You also find further information in the document "TMDD_3.1_UserManual.pdf".

8.2 E-Typ working plane

After selecting the tab „E-Typ" you enter following working plane:
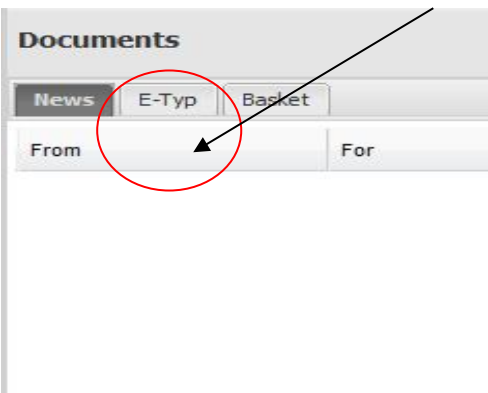
The E-Typ working plane consists of four areas:

1. On the left you find several input fields to start a search for documents. You start the search with the magnifying glass symbol.

2. In the centre of the working plane the search results with its meta data like document id, manufacturer or approval number are displayed.

3. Once you select a document the document parts belonging to that document are displayed in the area below.

4. Use the symbols in the toolbar to create, edit or delete new documents or document parts in E-Typ.

9 Providing information folder by the manufacturer

The applicant creates a new document for every application process. All required document parts (information folder) are added to that document.
A new document is created by selecting the symbol "New" in the toolbar.

Using this button will start a wizard that takes you step-by-step through the creation:

If a manufacturer is collaborating with several technical services during the type approval procedure, it is possible – before the first step – to select the technical service with which the manufacturer is collaborating in this application procedure.

Then the technical service and the authority are added automatically by the system. Confirm with "Next".

In the second step attribute values are assigned to the document in order to facilitate research in the system.

The field "Manufacturer" is a mandatory field that has to be filled.
Usually it is given by the system.

Besides that here the applicant added "Type", "EC-Directive", "Vehicle Category", the Approval Type and also the document's state.
During creation the state should be set on "In construction".

Then it is confirmed with "Next".

In step 3 you have to upload the information folder as a document part to the document:
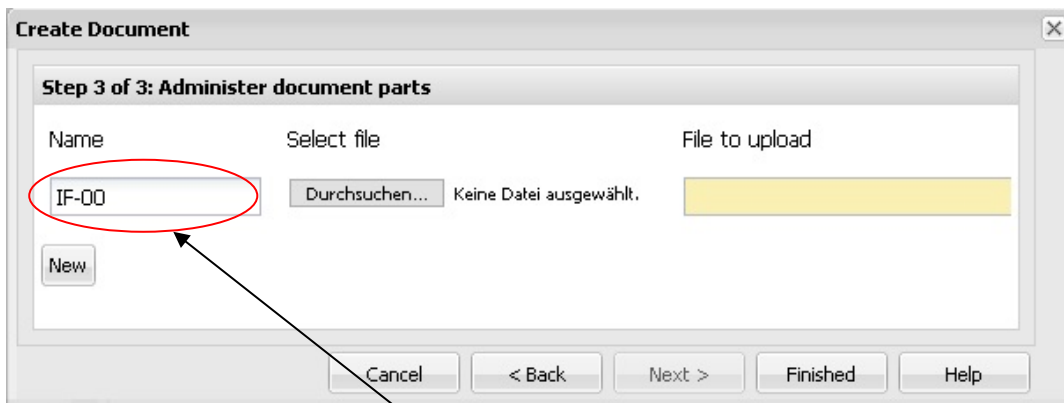
First you have to enter the name of the document part you want to upload.
Creating a new document part the name has to be given considering the rules mentioned in chapter 6. In this case a document part containing the information folder (IF-00) is put into the system by the applicant.

The file containing the information folder can be chosen from the local file system and is copied as a document part into the system by using the button "Durchsuchen" (Search).
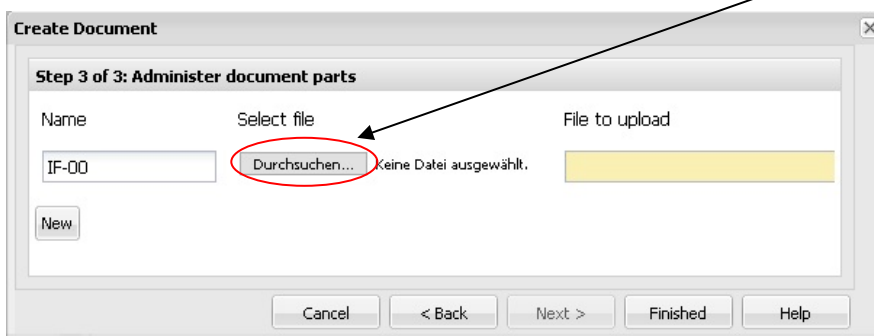
Select the information folder from your file system and click "Open".
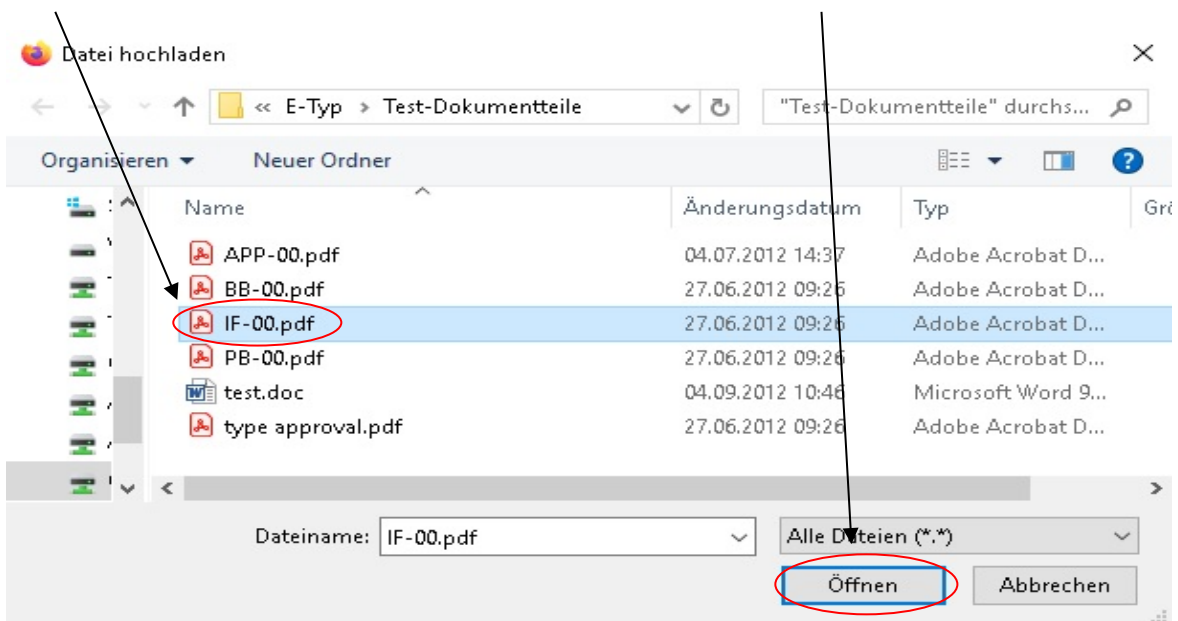
The information folder is now added to the document as a document part. By using the red cross you can cancel your selection and delete the document part. Using the "New" button further documents can be added as necessary.
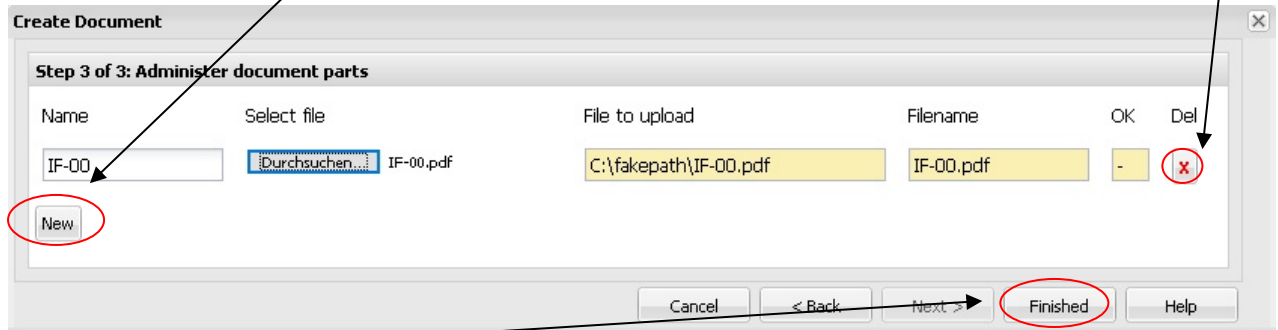
Click "Finish" if you do not wish to add any more document parts.

The document with the information folder as a document part is now created and is displayed in the E-Typ working plane:
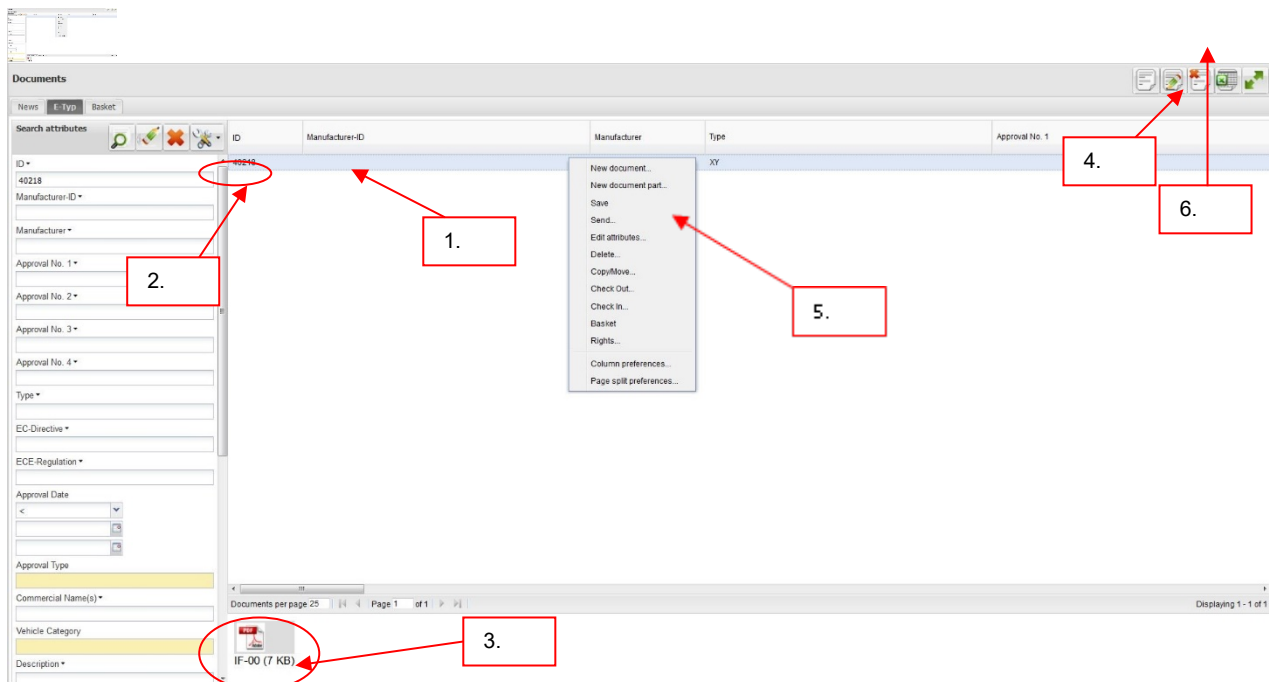

1. The attributes of the created document are shown in the area "Documents".

2. In the column "ID" the unique ID of the document is shown. The ID is created by the system.

3. The added document part is shown in the area "Document part".

4. Using the button "Edit" you find options to change the attributes or rights of the document. Using the button "Delete" you can delete the document including its document parts. You find those options as well in the context menu using the right mouse button on the attributes.

5. When selecting a document part using the right mouse button you find the options for copying, deleting or changing the rights in the menu "Document part".

6. The technical service has to be informed so he can add the technical report. You can close the application by using the button with the door symbol.

10 Providing the technical information by the technical service

After providing the information folder by the applicant and informing the technical service about the ID of the document the technical service logs into the application (see chapter 6) and changes to the E-Typ working plane.
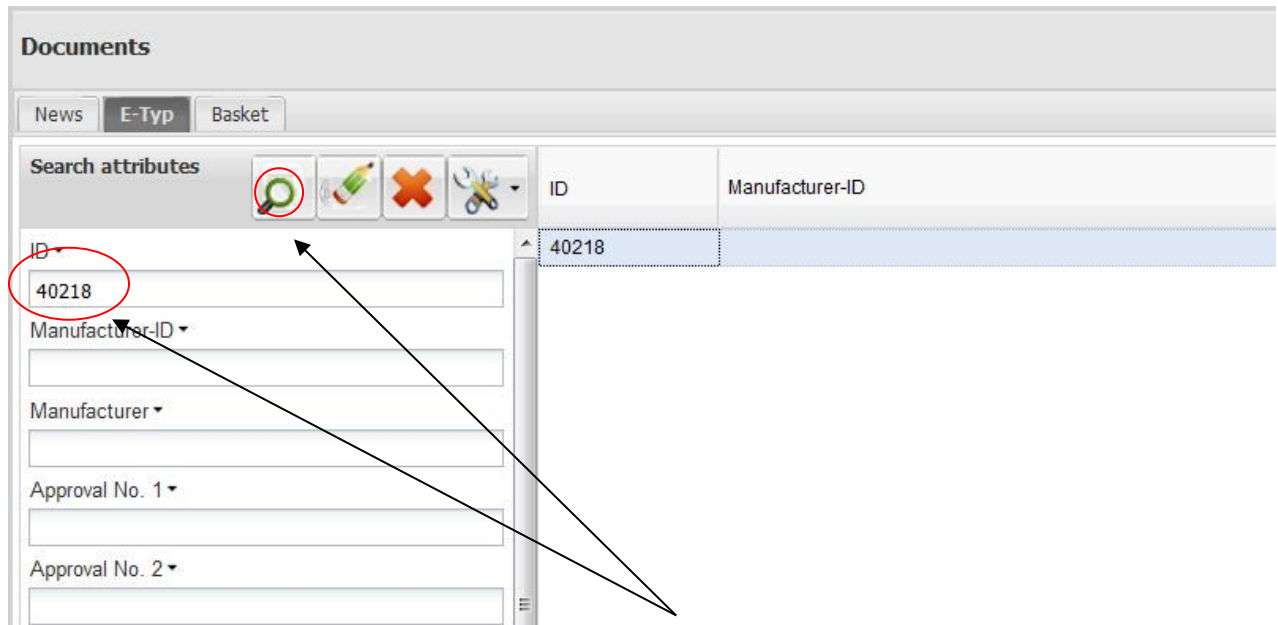
After typing the document-ID and pushing the "Start search" button the wanted document is shown.
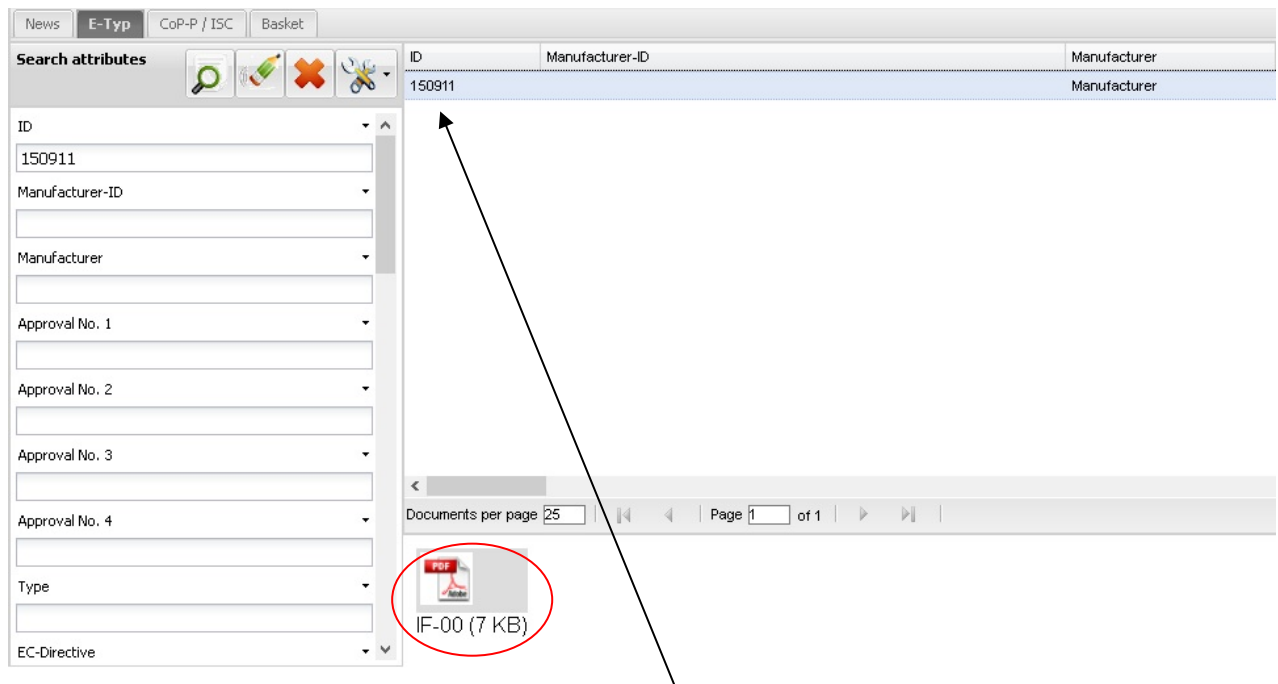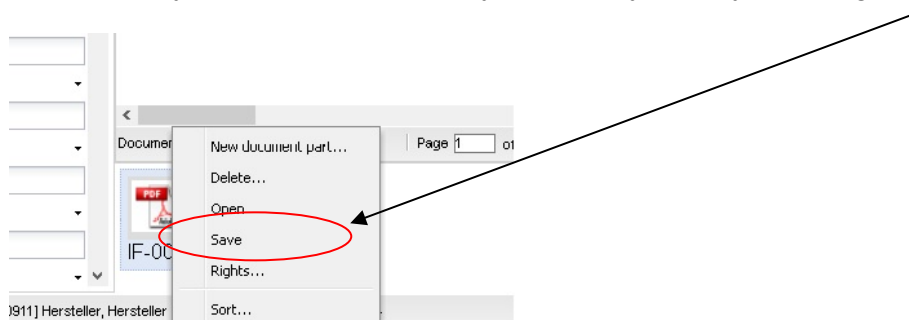

After selecting the document, the included document parts are shown in the area "Document parts".

You can open the document part in your browser by double-clicking it.

By using the right mouse button you open a context menu.
You can copy the document part on your local system by selecting "Save" from the context menu.
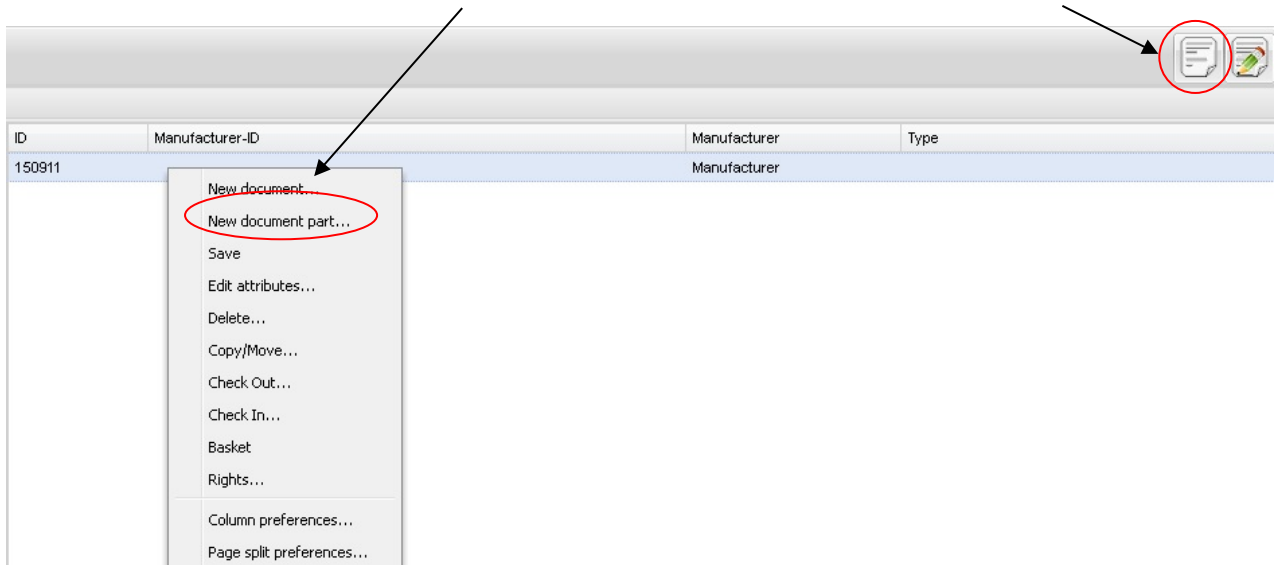

Then select whether you wish to open ("Öffnen") the PDF file with Adobe Acrobat or Reader or whether you wish to save ("Speichern") the file directly to your system.

You can add the technical report to the document by selecting the document.
You either click "New document part…" in the context menu or the button "New" from the toolbar.

A wizard will take you step-by-step through the creation of a document part:

1. At first you have to name the document part considering the rules mentioned in chapter 6.
In this case a document part containing the technical report (TR) is put into the system.

2. Select the concerning file from your local file system by selecting the button "Durchsuchen…" (Search).
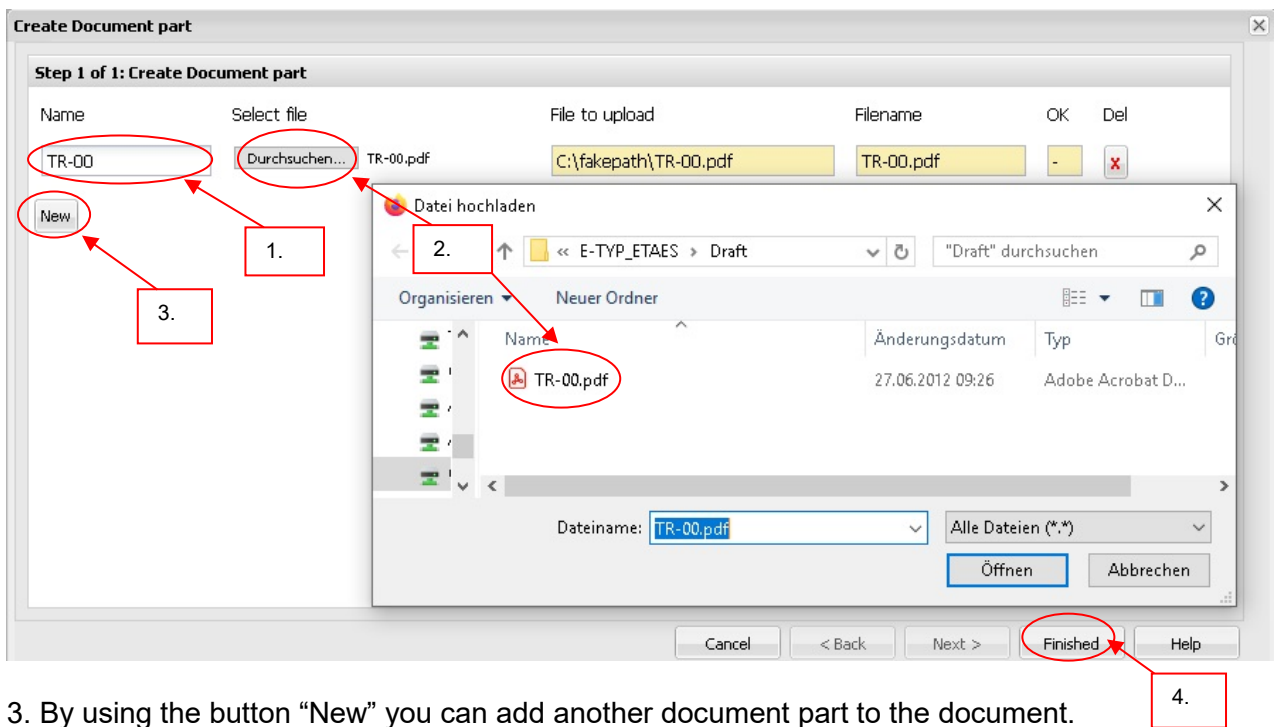
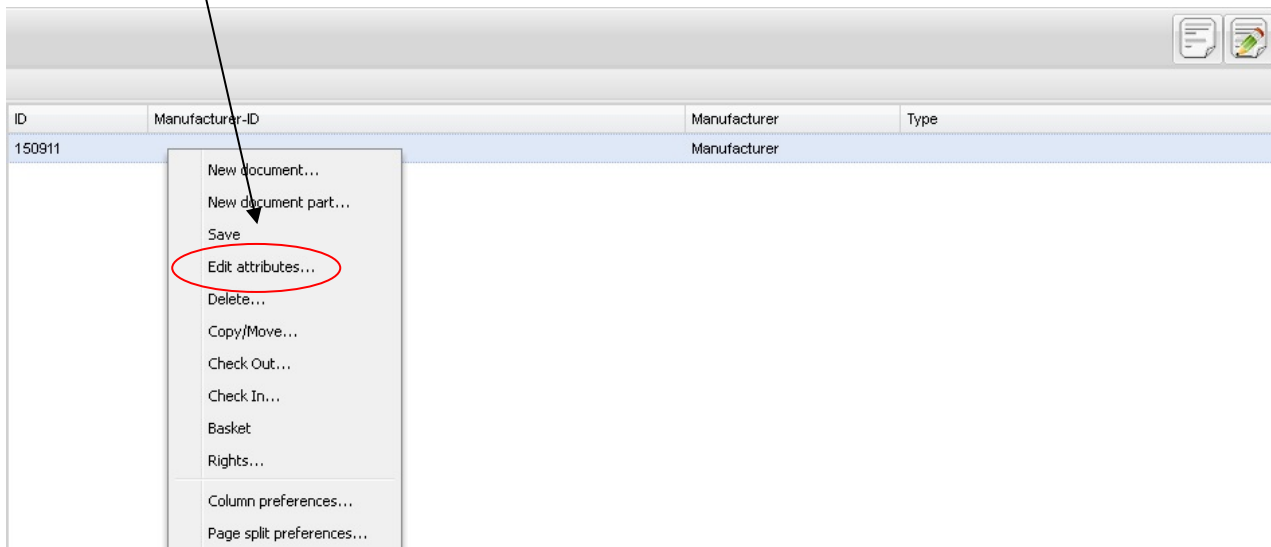3. By using the button "New" you can add another document part to the document.

4. Confirm with "Finished".

You can then use the "Browse..." button to select the file containing the information folder from your file system and and paste it as a document part.

Now the technical report is added to the document and is displayed in the area document-parts:
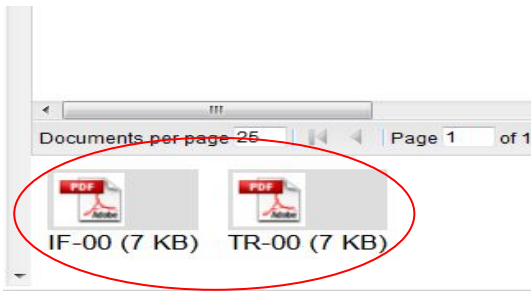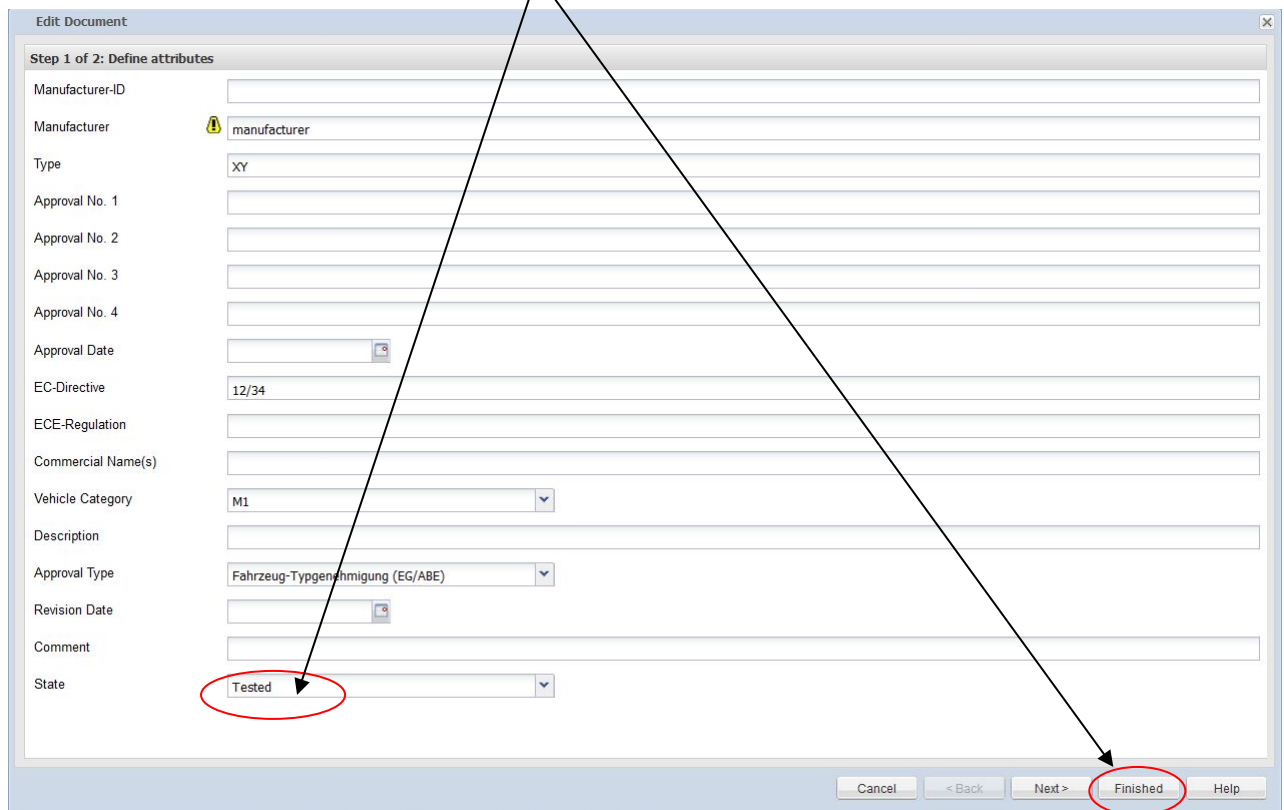

Select the option "Edit attributes" in the context menu "Document" for changing or adding attributes.

Select "Tested" in the field "State" and confirm with "Finished"

The document with the test report as document part is now created. You can close the application E-Typ by using the door symbol in the toolbar.
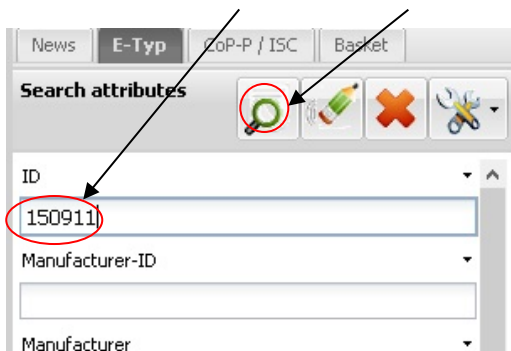
As soon as the formatting of the document changes to bold-italic the granting of the type approval is in process inside the KBA.

11   Obtaining the type approval by the applicant

Once the type approval procedure is run through inside the KBA and the type approval was put into the application E-Typ the applicant is informed about the granting via e-mail. The KBA also informs the applicant about the outstanding fee via cost notification.

Please log into E-Typ as shown in chapter 6 to get a copy of the approval.

After giving in the ID of the document and selecting the "Start search"-button the document is shown in the area Documents.

After selecting the document, the approval (APP-00) is shown in the area "Document parts".

If you highlight the applicable line in the 'Documents' area the existing completed type approval will be displayed in the 'document part' area.

The applicant can save a copy of the type approval on his local file system. Click right on the document part and select "Save" from the context menu.
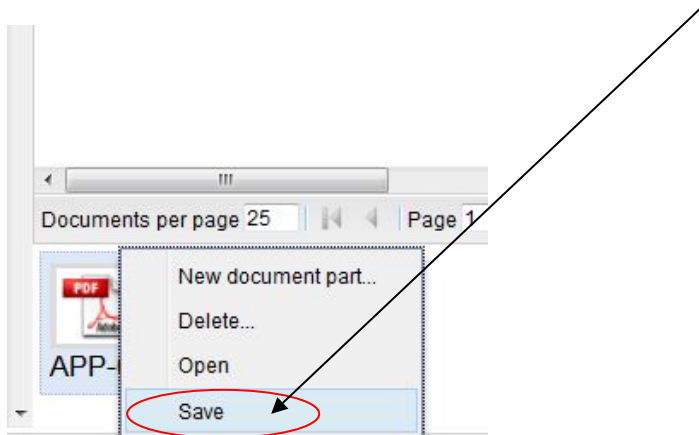
Select the folder from your local file system where the approval is to be stored and confirm with "OK".
Then the application E-Typ can be closed.

12 Correction of documents

12.1 Correction of documents before granting

If you notice any errors in the documents during the process these documents have to be put into E-Typ again in corrected form. In this case please proceed as follows:

The document has to be checked in by the KBA. Then the whole new document part is put into the system, the old document part is deleted.

1. If only the information folder is concerned the name of that document part is changed from
   IF-00 to IF-01.
2. If both information folder and technical report are concerned the names must be changed
   from IF-00 to IF-01 and TR-00 to TR-01.
3. If only the technical report is concerned only that name has to be changed from TR-00 to TR-01.

In each case the technical service has to be involved in the process and has to be listed as last modifier in the attributes of that document.

After changes have been made the KBA has to be informed by e-mail which contains the document ID, the approval number and the modified pages of the document. The e-mail is to be sent to one of the former mentioned addresses.
The KBA expects that the documents are only changed as agreed with the KBA.

After correction the document is checked out by the KBA (continue as described in chapter 10).

12.2 Correction of documents after granting

As an example the correction of a page of the information folder is described. If several pages, the technical report or the approval are concerned it has to be proceeded in the same way.

The concerned page of the information folder in corrected form together with the approval (APP) on which the change is based has to be put into E-Typ as a single document part in PDF format as described in chapter 5. The name for the document part has to be set to IF-01 for the first change.

After changes have been made KBA has to be informed by e-mail containing the document ID, the approval number and the modified pages of the document. The e-mail is to be sent to one of the former named addresses.
The KBA expects that the documents are only changed as agreed with the KBA.

The KBA checks out and stores that document.

The concerned page originally stored in the KBA is marked as invalid.
The corrected page supplied by the applicant is marked as 2nd version and added to the stored file.

After correction the document is checked out by the KBA (continue as described in chapter 10).

13 Periodic Deletion of User Archives in E-Typ

The Kraftfahrt-Bundesamt (KBA) [Federal Motor Transport Authority] has made the IT application 'E-Typ' available to manufacturers and technical services for the exchange of documents in the type-approval procedure.
This application ensures the secure and rule-based exchange of documents in the type-approval procedure.

Instructions for use describing the use of and rules for working with E-Typ are available to all users. Contrary to these, E-Typ is increasingly being used for the archiving of documents in which manufacturers store the type approvals granted by the KBA and related documentation.
The IT application 'E-Typ' may only be used by the KBA in accordance with the licensing conditions of the licensor.

These do not permit the use of the application as an archive for storing type approvals granted by the KBA.
To comply with the licensing conditions, the KBA will in future have to delete such documents periodically.

If an ID has the status "Approved", all IDs will be deleted that have an approval date older than 6 months. Deletion dates are the 30.06 and 31.12 of each respective calendar year.

IDs with a status not equal to "Approved" will be deleted when the "Changed on" date is older than 12 months. The deletion date is the 31.12 of each respective calendar year.