

Procedure for the assignment of location codes

Primary, subsidiary, retail and virtual location codes

V1.0

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1 Purpose

Article 9(2) of the TEL TSI requires the Agency to define, publish and apply the procedures for managing requests to assign codes and to update the associated data elements, including language arrangements and deadlines. This document is the internal procedure by which the Agency discharges that obligation for location codes.

It describes how the Agency, acting as custodian of the common reference data and as the allocation entity at Union level, receives, validates, decides upon, records and publishes requests concerning location codes, and how it maintains those codes over their life cycle.

The procedure is written to be auditable: every step identifies the acting role, the input, the check performed, the output and the record created.

2 Scope

2.1 In scope

This procedure covers the five categories of location code managed by the Agency under point 1.2.2 of the Annex to the TEL TSI and Chapter 4 of TD 103:

- Primary Location Codes (PLC) — locations forming part of the network of an infrastructure manager;
- Subsidiary Location Codes (SLC) — locations forming part of a primary location, always used in combination with a PLC;
- Retail Location Codes (RLC) — primary codes for retail locations used for ticketing, timetables, station access and PRM assistance, assigned whether or not the place is on the rail network, together with the retail-related subsidiary codes (e.g. reservation code, state border);
- Virtual location codes — codes assigned under Article 9(5) of the TEL TSI for locations in the Union that lie outside the scope of the Union rail network.
- European identifiers (EU-Ids) under Article 9(8) of the TEL TSI — the use of the codes above as the shared identifier when a passenger rail location is referred to as an access node or through a national access point.

It covers the following operations:

- first population with existing codes,
- assignment of new codes,
- amendment of codes and associated data elements,
- deactivation (logical closure) of codes, and
- enquiries to the reference dataset.

2.2 Out of scope

- Organisation codes (Chapter 5 of TD 103) and code lists for ticketing (point 4.8 of the Annex to the TEL TSI) — these follow their own procedures.
- Rolling Stock Reference Database and Intermodal Loading Unit reference data.
- The content of RINF itself; this procedure only requires the positioning of a location code against RINF infrastructure objects.
- The change control management procedure for updating TD 103, which is governed by Article 12 of the TEL TSI.

3 Legal basis and reference documents

Ref.	Document	Relevance
[1]	Commission Implementing Regulation (EU) 2026/253 (TEL TSI), Articles 8, 9 and 10 and Annex points 1.2, 1.5	Governance of common reference data; assignment of codes; data quality
[2]	Telematics TSI — Technical document TD 103, Reference data, v4.0	Location code definitions, use cases, process requirements, responsibilities
[3]	Telematics TSI — Technical document TD 105 and TD ERA Ontology	Data presentation and data catalogue for location data
[4]	Directive (EU) 2016/797, Article 49 and Annex I point 1	RINF; scope of the Union rail network
[5]	Regulation (EU) 2016/796, Article 74	Language arrangements
[6]	Commission Implementing Regulation (EU) 2019/777 (RINF) and the RINF Application Guide	Linking location codes to operational points and sections of line
[7]	Commission Delegated Regulation (EU) 2024/490, Article 2(25), amending the MMTIS Delegated Regulation (EU) 2017/1926	Use of location codes as EU-Ids via national access points
[8]	European Union Public Licence (EUPL) v1.2	Licence under which the reference data is published

Table 1 — Reference documents. For undated references the latest edition applies.

4 Terms and abbreviations

Term	Meaning
CAS	Central Administration Service — the service through which reference data is submitted, maintained and retrieved
CCR	Common central repository referred to in Article 8 of the TEL TSI
KG	ERA Knowledge Graph, the common reference file for all reference datasets
Location	A place, inside or outside the rail infrastructure, used for planning, technical, commercial, operating or administrative purposes
PLC	Primary Location Code
SLC	Subsidiary Location Code
RLC	Retail Location Code (primary code for a retail location)
Telematics stakeholder	Any actor listed in Article 3(9) of the TEL TSI
Requester	The telematics stakeholder submitting a request under this procedure
Deactivation	Logical closure of a code; the code remains in the historical record and is never reassigned
EU-Id	European identifier — a location code used, under Article 9(8) of the TEL TSI, as the common identifier for an access node or for data provided through a national access point
Access node	A location at which passengers transfer between transport services, referred to as such under Delegated Regulation (EU) 2017/1926
w.d.	Working day of the Agency

Table 2 — Terms and abbreviations used in this procedure.

5 Roles and responsibilities

The Agency is the assignment entity for reference codes at Union level. It is responsible for the creation and maintenance of the reference data and for the application of this procedure and of the associated service levels. The Agency may subcontract sector organisations, on the basis of defined service level agreements, to assign codes on its behalf or to host codes linked to an Agency register; any such arrangement does not transfer the responsibilities set out in this procedure.

Role	Held by	Responsibility under this procedure
Requester	Any telematics stakeholder (IM, RU, station manager, terminal or siding owner, public authority, workshop owner, freight customer via its RU or under contract)	Checks the location reference file before submitting; submits a complete request; replies to requests for information; keeps the associated data elements up to date
Responsible IM / RU	Infrastructure manager of the network concerned; RU for retail locations	Consulted on amendments and deactivations affecting its locations; entered as the organisation code for a PLC operating site
Code administrator	Agency staff with the System Administrator profile in the CAS	Registers, checks admissibility, performs technical validation, prepares the decision, records and publishes the code, notifies the requester
Validating officer	Agency project officer responsible for the reference dataset	Takes the assignment or rejection decision; approves amendments and deactivations; resolves conflicts between requests
RINF correspondent	Agency staff responsible for RINF	Confirms the positioning of the code against the relevant RINF operational point or section of line
External coordination point	Agency staff in contact with international organisations	Secures uniqueness for codes concerning non-EU countries or legacy coding ranges
Data quality officer	Agency staff responsible for reference data quality	Runs the recurrent quality checks in section 12 and reports deficiencies

Table 3 — Roles. One person may hold several roles, except that the code administrator and the validating officer for a given request shall not be the same person.

6 Location code types, structure and entitlement

6.1 General

Any reference to a geographical or operational point necessary for data sharing under the TEL TSI shall be identified with a location code. A code, once assigned, is never reused for a different location.

6.2 Relationships between the code types

The three code types are not a single hierarchy. Only the subsidiary code is dependent;

Code	Depends on	Position in RINF	Rule
Primary Location Code (PLC)	Nothing — assigned in its own right	Mandatory: RINF infrastructure objects	The location must be part of a network managed by an infrastructure manager
Subsidiary Location Code (SLC)	Exactly one active PLC — mandatory	Inherited from the parent PLC	An SLC cannot be created, and cannot survive, without its parent PLC
Virtual Location Codes (VLC)	Nothing — assigned in its own right	Not applicable	Assigned as virtual extension of the rail network.
Retail Location Code (RLC)	Exactly one active PLC or VLC — mandatory	Only where the retail location is itself a railway location	Assigned for ticketing, timetable and PRM assistance purposes, whether or not the place is on the rail network
Retail subsidiary codes (SLC 03, 39, 40)	The retail primary code they qualify	Not applicable	State border, reservation code and meta station attach to a retail primary code

Table 4 — Dependency between the code types.

The following rules follow from that table and govern the checks in section 8:

- (a) a subsidiary code shall not be assigned unless an active primary code exists for the location it belongs to, and a primary code shall not be closed while an active subsidiary code depends on it;
- (b) a retail location code shall not be refused, and its assignment shall not be delayed, on the sole ground that no primary location code exists for the same place — a retail location need not be on the rail network at all;
- (c) where the retail location is a railway location that already carries a primary code, the retail code shall reference that primary code and no second code shall be created for the same place; this doublet check runs in both directions, from retail to primary and from primary to retail;
- (d) where the retail location is not part of a network managed by an infrastructure manager — an airport, a port, a bus terminal or a metropolitan interchange used in integrated ticketing — no primary code and no RINF position exist, and the code is assigned as child of a virtual location code under section 6.6.

6.3 Primary Location Code

A PLC identifies, in a unique manner and by a unique code per country, a location that is part of the network managed by an infrastructure manager. Where more than one infrastructure manager operates within a Member State, the Agency coordinates the codes so that the same code is not assigned to more than one location.

6.4 Retail Location Code and code structure

Retail location codes serve rail ticketing, timetable and travel information, station access and PRM assistance.¹ They are assigned independently of the primary code dataset: a retail location may be a railway station, but it may equally be an airport with no railway station, a port, a bus terminal or a metropolitan interchange that appears in a timetable or in an integrated ticketing offer. Where such a place is not on the rail network, it carries no primary code and no RINF position, and section 6.6 applies.

Retail location codes are needed for rail ticketing, access to stations and PRM assistance processes. The primary code is compulsory for all relevant locations of an RU or an IM and is assigned by the Agency, which also defines an unambiguous and compulsory official location name; additional shortened names may be attributed.

The primary code contains seven digits, structured as follows:

Part	Length	Content
Country code	2 numeric	Country to which the location belongs, in accordance with code list B.9.1
Location number	5 numeric	Identifies the location within the country; assigned under section 8 of this procedure

Table 5 — Structure of the primary code. Primary and numerical subsidiary codes have a fixed length, right-justified and filled with leading zeros.

The retail-related subsidiary codes are the reservation code (SLC 39), the meta station (SLC 40) and the state border (SLC 03).

6.5 Subsidiary Location Code

An SLC identifies a location that is part of a primary location, such as a track, a junction, a signal or a platform. It is always used together with a PLC, and the existence of an active corresponding PLC is a pre-condition for creating it — this is the one genuine dependency in the model. Every subsidiary location must carry a type code.

The Agency is the allocation entity for all subsidiary type codes. The party entitled to request each type is set out in TD 103, Table 6. The most frequently used types are reproduced below for operational convenience; TD 103 remains the authoritative source.

Type	Name	Entitled requester
01	Track	IM
03	Border point	RU
04	Sorting code	IM or RU
05	Vehicle parking point	IM
06	Public loading place	IM
07	Private siding	Owner of the private siding
09	Depot	Owner of the depot
10	Switch / turnout	IM
15	Platform	Station manager or IM

¹ TD 103, section 4.10, first sentence: the location codes for retail are needed for rail ticketing, access to the stations and PRM assistance processes. Passenger travel information is covered by TD 103, section 4.1.1, third indent, which lists rail ticketing in relation to rail passenger services and rail passenger travel information among the uses of a location.

Type	Name	Entitled requester
22–29	Bridge, level crossing, tunnel, underpass, signal, sign and board, phase break	IM (station manager or IM for underpass)
33	Hot spot detector	IM
36	Freight yard	RU
37	Loading point	RU
39	Reservation code	RU
40	Meta station	RU
41	Company specific identifier	Owner of the legacy coding
42	DIUM station	RU
43–52	Service facilities (passenger car loading, sewage dump, refueling, mains and water supply, cleaning, car wash)	Owner of the facility

Table 6 — Extract of TD 103, Table 6. The Agency is the allocation entity for every type listed.

6.6 Virtual location codes

This is the route by which a retail location that is not on the rail network receives a code. Where a request concerns a location in the Union that lies outside the scope of the Union rail network as defined in Annex I, point 1, of Directive (EU) 2016/797, the Agency assigns a location code, or links to an existing location code used by other transport modes, as a virtual extension of the rail network in three cases only:²

- (a) where the location is used by transport services that replace rail transport services temporarily;
- (b) where the location is used by transport services sold as rail transport services that are not operated by railway undertakings;
- (c) where the location is considered a meta station.

An airport, port or bus terminal used in an integrated ticketing or timetable offer falls under point (b) or point (c). Where the place already carries an identifier used by another transport mode, the Agency links to that identifier rather than creating a competing one. Requests for a primary or subsidiary code for a location off the network fall outside those three cases and are rejected under section 8.7, since a PLC presupposes an infrastructure manager's network and an SLC presupposes a PLC. Virtual location codes are flagged as such in the reference dataset so that data users can distinguish them from codes positioned on the Union rail network.

6.7 Who may apply

Article 9(4) of the TEL TSI settles this: a telematics stakeholder shall submit to the Agency requests for the assignment of codes, and the request shall be in accordance with the specifications for common reference data set out in point 1.2 of the Annex.³

² The three cases are reproduced verbatim from Article 9(5) of the TEL TSI. Note the placement of “temporarily” in point (a): the test is a temporary replacement, so a permanent replacement of a rail service by another mode is not covered by that point and must be assessed under point (b) or point (c).

³ Article 9(4) of the TEL TSI. This provision governs for the purposes of this procedure. TD 103, section 3.2, states instead that a telematics stakeholder who needs a PLC must contact the responsible infrastructure manager and that the IM has to request the code from the Agency. That restriction is not reflected in Article 9(4) and is not applied here; see the drafting note below.

Any telematics stakeholder may therefore apply, for any type of location code, and applies in its own name. There is no requirement to route the request through the infrastructure manager or the railway undertaking, and no request is refused on the ground that the applicant is not the owner of the location. Article 3(9) of the TEL TSI defines the term exhaustively, as the following data holders or data recipients whose activities entail the use of telematics applications for passenger and freight services:

- railway undertakings; infrastructure managers; station managers;
- operators of rail freight service facilities; intermodal transport operators;
- applicants for railway infrastructure capacity or capacity in service facilities, and the bodies responsible for allocating it;
- railway undertakings or ticket vendors acting as retailer, distributor or issuer;
- entities in charge of maintenance;
- third-party service providers with operational responsibility in the functioning of the rail system or contracted to monitor train movements or the flow of passengers or goods;
- freight customers, and holders of a freight transport contract for a specific train or type of service;
- non-commercial third-party information aggregators providing independent, non-discriminatory, publicly available data on rail transport services;
- any other entity involved in the operation of telematics applications in relation to the subsystem elements referred to in point 2.6 of Annex II to Directive (EU) 2016/797.

Eligibility to apply is therefore the same for every code type. What varies by type is which party is expected to request in practice, and which party the Agency consults where the applicant is not the party responsible for the location:

Code type	Who applies	Party normally responsible for the location
PLC	Any telematics stakeholder	The infrastructure manager of the network concerned, entered as the organisation code for the operating site
SLC	Any telematics stakeholder	The party named for that type code in Table 6 — the IM, the RU, the station manager or the owner of the siding, depot or facility
RLC	Any telematics stakeholder	The railway undertaking, as owner of the retail location codes; also station managers and ticket vendors acting as retailer, distributor or issuer
Virtual location code	Any telematics stakeholder	None — the location is outside the scope of the Union rail network

Table 7 — Who may apply, by code type. The right-hand column identifies who the Agency consults where the applicant is a different party; it is not a restriction on who may apply.

An applicant may act through another party. Telematics stakeholders may subcontract a sector organisation to request a code from the Agency on their behalf, and freight customer primary rail points are included through the intervention of their RU suppliers or by the freight customers themselves under a contractual agreement with the entity hosting the database. Acting through an intermediary does not change who the applicant is for the purposes of this procedure.

6.8 European identifiers (EU-Ids)

Under Article 9(8) of the TEL TSI, where a telematics stakeholder refers, for passenger rail transport services, to an access node or to a data holder through a national access point, it shall use the common reference data managed and assigned by the Agency as European identifiers. Where a request relates to an access node, the identifier is therefore managed as an EU-Id, to be used also by the other transport services using that location.

An EU-Id is not a separate code range. It is one of the codes described in the preceding sections — most often a retail or virtual location code — designated as the shared identifier for that place across modes, so that the same location is not identified differently in rail and in multimodal data. Reference locations shared with other modes are exchanged in the format referenced in Appendix C, index [P.1] (NeTEx Part 1), in accordance with point 4.9 of the Annex.

7 Submission channels and language

Requests are submitted through the web application made available by the Agency under Article 9(1) of the TEL TSI, or through the common interface with the CAS for machine-to-machine submissions in the applicable Telematics TSI format. The Agency publishes a user manual describing the functions of the web application; that manual is the guidance referred to in Article 9(2) and is kept consistent with this procedure.

Until that application is in place, code assignment requests shall be made through the CRD application, operated by RNE. References in this procedure to the web application are to be read as references to the CRD for as long as the interim arrangement lasts.

Requests submitted by any other means, including by e-mail, are not admissible and are returned to the sender with a pointer to the application in use, except during a documented unavailability of that application.

Requests may be submitted in any official language of the Union in accordance with Article 74 of Regulation (EU) 2016/796. The location name and the associated data elements recorded in the reference dataset follow the naming rules of TD 103 and the ERA Ontology.

8 The assignment process

8.1 Overview

The process has eight steps. The process is the same for PLC, SLC, RLC and virtual codes; the differences lie in the entitlement check (step 8.3) and the technical checks (step 8.5). The admissibility and technical checks are performed by the CAS; registration, the decision, publication and notification are performed by the Agency.

8.2 Step 1 — Pre-submission check (requester)

Before submitting, the requester checks the location reference file and confirms that:

- the location genuinely requires a code for data sharing under the TEL TSI;
- for a PLC or an SLC, no code already exists for the location, and no retail code already codes the same railway location;
- for an SLC, an active parent PLC exists and the intended type code is the correct one;
- for an RLC, whether the place is a railway location — if it is, which primary code already covers it; if it is not, no primary code is sought and section 6.6 applies;
- for a location on the network, that it can be positioned against the relevant RINF operational point or section of line.

Where the request concerns an existing code held in a national or sector reference source, it is submitted as a first-population request under section 10.1 rather than as a new code request.

8.3 Step 2 — Submission and automated admissibility (requester, CAS)

The requester submits the request through the web application or the common interface, providing the data elements required by TD 105. The requester may propose a specific code value or leave the value blank, in which case the Agency assigns it.

On submission, the CAS checks that:

- all mandatory data elements are present and internally consistent;
- the requester is a telematics stakeholder within the meaning of Article 3(9) of the TEL TSI (section 6.7);
- the request is submitted in an admissible language.

8.4 Step 3 — Registration (code administrator)

The Agency registers the request, assigns it a unique reference and acknowledges receipt. This moment is T0 for the purposes of section 11.

If any element is missing, the Agency issues a single consolidated request for information. The deadline clock is suspended from the day the request for information is sent until the day a complete reply is received. If no complete reply is received within the period set in section 11, the request is rejected as inadmissible and closed; this does not prevent the requester from submitting a new request.

8.5 Step 4 — Technical validation (CAS, code administrator)

The checks depend on the code type, following the dependency rules in section 6.2. Common to all requests: the data elements comply with the data quality criteria and nominal values in point 1.5 of the Annex to the TEL TSI, and, where a specific code value has been proposed, that value is free for the country concerned.

Code type	Type-specific checks
PLC	The location is part of a network managed by an infrastructure manager; the CAS confirms that it is linked to the corresponding operational point or section of line in RINF; no PLC already covers it; no

Code type	Type-specific checks
	retail code already codes the same railway location; where several infrastructure managers operate in the Member State concerned, no competing request or existing assignment covers the same location
SLC	An active parent PLC exists and is identified in the request; the type code is one of the types in TD 103, Table 6; where the applicant is not the party named for that type, the Agency consults that party
RLC	Whether the place is a railway location. If it is: it is cross-referenced to the existing primary code and no second code is created. If it is not: the absence of a primary code is recorded as expected, not as a defect, and the request proceeds under section 6.6. In both cases, no retail code already covers the same place

Table 8 — Technical validation by code type. The doublet check applies between primary and retail codes only where the retail location is a railway location; it is recorded in the request file either way.

8.6 Step 5 — RINF harmonisation (RINF correspondent)

Where the location is part of a network managed by an infrastructure manager, the Agency ensures that the position of the code is specified in relation to the relevant infrastructure data available in RINF, in accordance with Article 9(6) of the TEL TSI and the RINF Application Guide, by linking it to an operational point or to a section of line.

Where the location is not on the network, this step does not apply. For a retail location this is a normal outcome, not a failure: the request is examined against the virtual location code criteria in section 6.6 and proceeds. For a primary or subsidiary code it is fatal, and the request is rejected.

8.7 Step 6 — Decision (validating officer)

The validating officer decides to assign or to reject. Where the request concerns a non-EU country or a legacy coding range adopted by international organisations, the decision is taken only after the external coordination point has confirmed uniqueness with the organisation concerned.

A rejection states the grounds, refers to the provision relied upon and informs the requester of the route for having the decision reviewed (section 14). The grounds for rejection are listed in Annex B.

Where the decision is to assign, the Agency assigns the value proposed by the requester if it is free and compliant, and otherwise the next available value for the country concerned.

8.8 Step 7 — Recording and publication (code administrator)

The assigned code and its associated data elements are recorded in the CAS and published in the common central repository, which under Article 8(1)(c) of the TEL TSI stores the common reference data managed by the Agency. The data is made publicly available and free of charge for reuse under the EUPL v1.2, in a transparent, fair, reasonable and non-discriminatory manner.

Assignment and hosting are distinct. The Agency is the assignment entity for every location code at Union level, and that does not change with the hosting arrangement. TD 103 allows the Agency to subcontract sector organisations, under defined service level agreements, to assign codes on its behalf or to host codes linked to an Agency register as the single Union-wide source; where a duplicate exists at sector level it is synchronised with the ERA Knowledge Graph.

8.9 Step 8 — Notification and closure (code administrator)

The Agency notifies the requester and, through the subscription mechanism referred to in Article 8(2) of the TEL TSI, any telematics stakeholder subscribed to automated notifications. The request file is then closed and archived in accordance with section 13.

9 Amendment and deactivation

Any telematics stakeholder may request an amendment to, or the deactivation of, a location code. For an SLC, the request is submitted after consultation and alignment with the originating requester, where that is a different party. Steps 8.3 to 8.9 apply unchanged, with the following additions.

- Amendment: the Agency verifies that the change does not create a duplicate and that the location continues to be correctly positioned in RINF. To ensure uniform and correct entry, only the infrastructure manager of an operating site may be entered, with its organisation code, for a given PLC.
- Deactivation is a logical closure. The code is marked as closed with an effective date and is retained in the reference dataset and in the history; it is never deleted physically and never reassigned.
- The Agency verifies, before closing a PLC, that no active SLC depends on it (section 6.2, rule (a)); dependent codes are closed in the same operation or the request is refused. Closing a PLC has no effect on a retail code covering the same place, which is closed only on its own merits.
- The effective date of an amendment or closure is set so that stakeholders replicating the data have time to adapt; the default notice period is set in section 11.

10 Specific situations

10.1 First population with existing codes

Telematics stakeholders may propose codes from their existing reference sources. The Agency validates the submitted set and inputs the validated codes. Freight customer primary rail points are included through their RU suppliers, or by the freight customers themselves under a contractual agreement with the entity hosting the database. Bulk submissions are handled as a single request with a consolidated validation report.

10.2 Legacy codes and RINF positioning

Under Article 9(7) of the TEL TSI, each infrastructure manager and each operator of rail freight service facilities, or another competent entity established in the Union designated by either, had to specify by 2 September 2026 the position, relative to the relevant RINF data, of the location codes assigned to them before the entry into force of the Regulation.

The Agency monitors completion, follows up with the entities concerned and reports the residual gap.

10.3 Non-EU countries and codes governed by other organisations

Where a PLC or SLC is requested for a non-EU country, the domain may be governed by other railway organisations such as UIC and RNE. Regular coordination with those organisations takes place to ensure that newly attributed codes are unique. The outcome of that coordination is recorded in the request file.

10.4 Enquiries

Anyone may make an enquiry to the reference dataset, through the human-computer interface or through the common interface with the CAS. Responses are filtered to exclude personal data, commercially sensitive data and data subject to national security measures. A replication of the dataset is available to allow stakeholders to synchronise their local copy against the central data.

11 Deadlines and service levels

Article 9(2) of the TEL TSI requires the Agency to publish the deadlines applying to the management of requests. The values below are proposed for adoption; they are counted in working days of the Agency from T0, and are suspended for the duration of any request for information.

Milestone	Target	Basis
Acknowledgement of receipt and registration	1 w.d.	Proposed — aligned with the one working day set in TD 103 for user validation
Admissibility check completed	5 w.d.	Proposed
Reply to a request for information	15 w.d. (requester)	Proposed
Decision on a standard request (single code, no external coordination)	20 w.d.	Proposed
Decision on a bulk or first-population request	40 w.d.	Proposed
Decision where external coordination is required	40 w.d.	Proposed
Publication after the decision	2 w.d.	Proposed
Notice before a deactivation takes effect	[to be set]	Open — see section 9
Availability of the system	99,9 % over any 28-day period	TD 103, section 8.2
Scheduled maintenance window	≤ 2 h per month, overnight on Sunday	TD 103, section 8.2
User account validation and allocation	1 w.d.	TD 103, section 4.2
Retention of the amendment history	≥ 1 year, retrievable	TD 103, section 3.4

Table 9 — Deadlines and service levels. Entries marked "proposed" require validation before publication.

12 Data quality assurance

The Agency ensures that the reference data complies with the data quality criteria and nominal values set out in point 1.5 of the Annex to the TEL TSI and meets an appropriate level of integrity and reliability. It establishes processes for recurrent quality assurance checks against each of the criteria, for at least a selection of routes and reference locations. Deficiencies identified are corrected as soon as possible.

The following checks are run at the frequency indicated and reported to the document owner:

Check	Frequency	Action on failure
Duplicate detection across PLC, RLC and SLC	Monthly	Investigate, deactivate the later code, notify holders
PLC without a RINF position	Monthly	Follow up with the responsible IM under section 10.2
SLC without an active parent PLC	Monthly	Deactivate or reattach after consultation with the IM
Codes with an organisation code that is no longer valid	Quarterly	Request an update from the holder
Completeness and accuracy against point 1.5 nominal values	Quarterly	Correction plan with the data holders
Consistency between the Agency dataset and sector duplicates	Quarterly	Synchronise with the ERA Knowledge Graph

Table 10 — Recurrent quality assurance checks.

13 Records, traceability and archiving

Each request generates a request file containing the submission, the evidence of alignment with the responsible IM or RU, the validation results, the RINF positioning, any external coordination, the decision and its grounds, and the notification. Amendments to the reference data are traceable and the history is archived and retrievable for at least one year from the data storage place.

Personal data contained in requests is processed in accordance with Regulation (EU) 2018/1725 and the Agency's records of processing activities.

14 Review of decisions

A requester who considers that a rejection or an assignment decision is incorrect may ask the Agency to re-examine it, stating the reasons, within 20 working days of the notification. The re-examination is carried out by a person who was not involved in the original decision. The outcome is notified with reasons.

15 Ownership, publication and review of this procedure

This procedure is owned by the unit responsible for the Telematics TSI, published by the Agency in accordance with Article 9(2) of the TEL TSI, and reviewed at least annually or whenever TD 103 is amended through the change control management procedure referred to in Article 12 of the TEL TSI. Changes to this procedure that affect the obligations of telematics stakeholders are announced through the subscription mechanism of the common central repository.

Annex A — Admissibility and validation checklist

#	Check	Step / evidence
1	Request submitted through the web application or the common interface (in the interim, the CRD)	7, 8.3
2	All mandatory data elements present and internally consistent	8.3 — TD 105
3	Requester is a telematics stakeholder under Art. 3(9)	8.3 — section 6.7
4	Location reference file checked before submission	8.2
5	Admissible language	8.3 — Art. 74 Reg. 2016/796
6	No code of the same type already covers the location	8.5
7	For an SLC: an active parent PLC exists and is identified; type code valid	8.5 — section 6.2 rule (a)
8	For a PLC: on an IM network; no competing assignment where several IMs operate in the Member State	8.5
9	For an RLC: is the place a railway location? If yes, cross-referenced to the existing PLC and no doublet created. If no, absence of a PLC recorded as expected	8.5 — section 6.2 rules (b)–(d)
10	Proposed code value free and within the country range	8.5
11	Data quality criteria of Annex point 1.5 met	8.5
12	For a location on the network: position specified against a RINF operational point or section of line	8.6 — Art. 9(6)
13	For a location off the network: virtual location code criteria met (RLC only)	6.6 — Art. 9(5)
14	If non-EU or legacy range: International organisations uniqueness confirmed	8.7
15	Decision recorded with grounds	8.7
16	Code recorded with the parent PLC link for an SLC, and published under EUPL 1.2 in the repository or the linked source	8.8
17	Requester and subscribers notified; file archived	8.9, 13

Annex B — Grounds for rejection

Ground	Explanation
Inadmissible request	Submitted outside the official channel, incomplete after a request for information, or in a language that cannot be accepted
Requester not a telematics stakeholder	The applicant does not fall within any category of Article 3(9) of the TEL TSI. Not being the owner of the location is not a ground for rejection — see section 6.7
Duplicate	A code of the same type already identifies the same location, or a retail code is requested for a railway location already carrying a primary code
No parent code	An SLC is requested without an existing, active parent PLC. This ground applies to subsidiary codes only and is never available against a retail location code
Not on the network	A primary or subsidiary code is requested for a location that is not part of a network managed by an infrastructure manager
Outside the scope of the TEL TSI	The location is not needed for data sharing under the Regulation and does not meet the virtual location code criteria of Article 9(5)

Ground	Explanation
Uniqueness not secured	Coordination with competent organisations could not confirm that the code is free
Data quality	The associated data elements do not meet the criteria of point 1.5 of the Annex and were not corrected

