

# QUICK GUIDE TO THE ONE-STOP SHOP

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**- SSC application process -**

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In order to access the functions of the OSS, you need to have an updated **Google Chrome** or **Mozilla Firefox** browser.

Using other internet browsers might result in poor performance or errors.

Basic information \*

Type of application \*  1

EIN of the previous certificate(s) \*  + 2

Expected date of starting services/operations \*  3

Member State(s) concerned with the intended area of operation

Warning: You may select one or more Member States that have notified the Agency the submission of your application for a single safety certificate through the OS case of doubts, please contact the Agency and/or the national safety authority period.

Member State(s) concerned by the intended area of operation

<input type="checkbox"/> Austria (AT)	<input checked="" type="checkbox"/> Germany (DE)	<input checked="" type="checkbox"/> Poland (PL)
<input type="checkbox"/> Belgium (BE)	<input type="checkbox"/> Greece (EL)	<input type="checkbox"/> Portugal (PT)
<input type="checkbox"/> Bulgaria (BG)	<input type="checkbox"/> Hungary (HU)	<input type="checkbox"/> Romania (RO)
<input type="checkbox"/> Channel Tunnel (CT)	<input type="checkbox"/> Ireland (IE)	<input type="checkbox"/> Slovakia (SK)
<input type="checkbox"/> Croatia (HR)	<input type="checkbox"/> Italy (IT)	<input type="checkbox"/> Slovenia (SI)
<input type="checkbox"/> Czech Republic (CZ)	<input type="checkbox"/> Latvia (LV)	<input type="checkbox"/> Spain (ES)
<input type="checkbox"/> Denmark (DK)	<input type="checkbox"/> Lithuania (LT)	<input type="checkbox"/> Sweden (SE)
<input type="checkbox"/> Estonia (EE)	<input type="checkbox"/> Luxembourg (LU)	<input type="checkbox"/> Switzerland (CH)
<input type="checkbox"/> Finland (FI)	<input type="checkbox"/> Netherlands (NL)	<input type="checkbox"/> United Kingdom (UK)
<input type="checkbox"/> France (FR)	<input type="checkbox"/> Norway (NO)	

Type of operation requested (select one or more) \*

Select at least one or more services requested

Passenger transport

Including high speed services  Excluding high speed services

Freight transport


Shunting only

Other



1. Select the **type of application** (new / update / renewal).
2. Specify the **European Identification Number(s) [EINs]** of previous certificates (Part A, Part(s) B or the SSC). In the transitional period between 16/06/2019 and 16/06/2020 provide **only** the EIN(s) of the certificates issued by the Member States that have transposed the Directive 2016/798 (BG, EL, FI, FR, IT, NL, RO and SI).
3. Specify the intended **date of starting services** or the expiry date of your certificate. **It's recommended to submit an application 6 months in advance to the specified date.**
4. Specify the Member States concerned with the intended **area of operation**. In the transitional period between 16/06/2019 and 16/06/2020 select **only** the Member States that have transposed Directive (EU) 2016/798 on railway safety by 16 June 2019 (i.e. BG, EL, FI, FR, IT, NL, RO and SI). Please note that **after submitting an application you will not be able to change the selected Member States.**
5. Specify the **type(s) of operation separately** for each of the Member States selected in the previous step. Use the tab with the name of the Member State   to switch from one to another Member State.
6. When applicable, select „Other” and fill in the associated text box if you intend to include in the safety assessment process:
  - Verification of the compliance with particular national requirements relating to other types of operations (e.g. exceptional transport, test train)
  - Recognition of the training center in accordance with Art. 5 of Decision 2011/765/EU


Rail transport operations

Definition of the intended area of operation

Whole publicly available railway network in Poland.  **7**

Station(s) in neighbouring Member State(s)

Czech Republic  Border Station 1  
Border Station 2  **8**




 Add neighbouring member state



Issuing authority \*

European Union Agency for Railways **9**  
 National Safety Authority

Language \*

English **11**

 Exit  Save  Save & next step

- Define **separately** for each of the Member States the **intended area of operation** (e.g. whole railway network, networks managed by the specific infrastructure managers or – when justified by the business needs – a set of lines). Use the tab with the name of the Member State  to switch from one Member State to another.
- Specify **separately** for each of the Member States the neighbouring **border station(s)** to which you intend to operate. Before providing this information consult the National Safety Authority to check if any planned border stations are covered by the relevant cross-border agreement or can be covered by the ad-hoc agreement between the NSAs. If not, you need to include the Member State(s) in which the border station(s) are located as a part of the area of operation. Use the tab with the name of the Member State to switch  from one Member State to another.
- Select the **safety certification body** (i.e. the entity issuing the single safety certificate). For applications with an area of operation of more than one Member State the Agency is automatically selected. You cannot change it.
- Select the **language** in which the decision (incl. the single safety certificate) shall be issued.

Please bear in mind that it is not possible to change the list of selected Member States concerned with the intended area of operation after the submission of your application.

Before submitting an application including one or more border stations please enquire about possible agreements between the concerned national safety authorities.



## Applicant's information

Legal denomination *	EXAMPLE RAILWAYS	Phone *	+48 22 100 200 300
Acronym	ER	Email *	ER@er.com
VAT number	123456789	Fax	+48 22 100 200 301
National registration number *	PL10293847	Website	www.examplerailways.com
Street address *	120 Railway Street	Financial contact	Mr. Adam Dollar, +48 22 100 200 302, adam.dollar@er.com
City *	Warsaw		
Postal code *	00-928		
Country *	Poland		

1

## Contact person's information

First name *	Mister	Postal code *	59300
Last name *	Applicant	City *	Valenciennes
Job title	Mr.	Country *	France
Language(s) spoken *	Polish ✕ English ✕	Phone *	+33 327 09 665 40
Street address *	120 Rune Marc Lefrancq	Email *	ERA.Applicant@gmail.com
		Fax	

2

1. Provide **company details** corresponding to the ones that are recorded in the relevant national register of companies. It's especially important to provide correct:

- legal denomination of the company
- national registration number
- VAT number (if exist)

These data must be accurate as they will appear in the single safety certificate.

Please provide also the correct contact details (name, surname, e-mail address and phone number) of a person in charge of **financial matters** in your company (preferably in your finance department), to facilitate contacts for the processing of invoices.

2. Check if your **contact details** are correct. All communication concerning an application including planning (milestones), specific questions in relation to your application or requests for its update, will be addressed to you through the one-stop shop.

It's important that a contact person (or any other person within an organisation with whom an application has been formally shared) is available during the whole assessment process.

Please check the OSS on a regular basis after submission of an application as e-mail notifications (if set in your user profile) may be considered as spam by your e-mail server.



Documentary evidence: **SMS and TSI OPE**

**Evidence** SMS and TSI OPE Mapping Table

Description of the Safety Management System and other documents demonstrating compliance with the requirements set out in point (a) of Article 10(3) of [Directive \(EU\) 2016/798](#) and showing how those requirements are met.

Show document descriptions

**1**

**2**

**Add file(s)**

File upload rules

- Supported file extensions: msg, tiff, bmp, emi, gif, avi, mov, jpeg, jpg, zip, stlx, xlsx, rar, rtf, fodp, fods, png, fodt, docx, pptx, mp4, txt, flv, pdf, ppt, doc, odp, xls, ods, ods.
- Maximum file size 2048MB

Drop your file(s) here or click the button to browse

OR Choose file(s)...

File

Add file(s) Cancel

Previous step Save Save & next step



1. Upload a set of documents providing evidence that your company has established a **safety management system**, including:

- description of the safety management system
- other documents demonstrating compliance with the safety management system requirements (Regulation (EU) 2018/763)
- the status of action plans established after previous assessment or supervision (only when an application is for update or renewal)
- description of changes implemented since the last certification process (only when application is for update or renewal)

It is recommended to prepare a clear structure of files, with documents easily identifiable by their file name, before uploading them in the one-stop shop.



2. Before submission of an application it's possible to:

- update the title of the file and provide description 
- delete the uploaded file 

Both before and after the submission of an application it's possible to:

- download the recorded file 

## Documentary evidence: SMS and TSI OPE

Evidence **SMS and TSI OPE Mapping Table**

In considering how to complete the sections below relating to the technical specifications for interoperability relating to the "operation and traffic management" subsystem (TSI OPE) and its implementation in the safety management system, applicants needs to consider the TSI OPE in force at the date of the application. Where there is a National Implementation Plan made under [Regulation \(EU\) 2015/995](#), the applicant will need to consider the dates for implementation in that plan at the time of the application and how these impact on their safety management system. Principles for managing operational safety are introduced to ease the integration of the provisions of the TSI OPE into the safety management system.

Reference Number	Requirement (Requirement laid down in Annex I to Regulation (EU) 2018/762)	Documentary evidence (Link to the uploaded document)	Reference and description (Reference(s) inside the document(s) and description)
1.	<b>CONTEXT OF THE ORGANISATION</b>		
1.1	The organisation shall:		
	(a) describe the type, extent and area of its operations; (b) identify the serious risks for safety posed by its railway operations whether they are carried out by the organisation itself, or by contractors, partners or suppliers under its control; (c) identify interested parties (e.g. regulatory bodies, authorities, infrastructure managers, contractors, suppliers, partners), including those parties external to the railway system, that are relevant to the safety management system; (d) identify and maintain legal and other requirements related to safety from the interested parties referred to in point (c); (e) ensure that the requirements referred to in point (d) are taken into account in developing, implementing and maintaining the safety management system; (f) describe the scope of the safety management system, indicating which part of the business is included or not in its scope and taking into account the requirements referred to in point (d).	01 Context of Organisation.pdf	Whole document addresses requirements 1.1. a - f
7.2.2	The organisation shall provide means to motivating staff and other interested parties to be active in improving safety as part of its organisational learning.	SMS Description.pdf	Part 1, Chapter 2
7.2.3	The organisation shall provide a strategy to continually improve its safety culture, relying on the use of expertise and recognised methods to identify behavioural issues affecting the different parts of the safety management system and to put in place measures to address these.	SMS Description.pdf	Part 2, Chapter 1, points 1-6

1

2

+

+

3



Save


Save &amp; next step



Previous step

1. **Cross-reference** the submitted evidence against the SMS requirements and the relevant TSI OPE requirements. For each requirement:

- select the relevant document from the drop-down list
- Provide a reference to information in the selected document

2. It is possible to cross-reference more than one document against each of the listed requirements. In order to add another reference to the same requirement, use the  button on the right.

3. To mitigate the risk of losing information due to an automatic log-out, remember to **save your work** each time you have a long break in the process of completing the application. The relevant button is available at the bottom of the table:





## Documentary evidence: National part

Poland Germany

Evidence Mapping table (Poland)

Import the evidence for the national part

Description or other demonstration of how the safety management system arrangements address the relevant national rules notified in accordance with Article 8 of [Directive \(EU\) 2016/798](#).

Show document descriptions

Evidence for national part Poland

- PL Compliance with rule 1.pdf
- PL Compliance with rule 2.pdf
- PL Compliance with rule 3.pdf

Previous step Save Save & next step

1

2

- For each Member State concerned with the intended area of operation (e.g. **Poland** **Germany** ), **upload** a set of documents providing evidence that the safety management system arrangements address the requirements set by the relevant notified national safety rules.

It is recommended to prepare a clear structure of files, with documents easily identifiable by their file name, before uploading them in the one-stop shop.



- Before submission of an application it's possible to:

- update the title of the file and provide description
- delete the uploaded file

Both before and after the submission of an application it's possible to:

- download the recorded file

## Documentary evidence: National part

Poland Germany

Evidence **Mapping table (Germany)** 1

Select Method

[Fill-in the web form](#)  
Use the web form to fill in the Mapping Table

[Import Mapping Table file](#)  
Upload the filled-in copy of your Mapping Table in document format.

2

Add file(s)

File upload rules

- Supported file extensions: msg, tiff, bmp, emi, gif, avi, mov, jpeg, jpg, zip, xlsx, wmv, rar, rtf, fodp, fods, png, fodt, docx, pptx, mp4, txt, fiv, pdf, doc, odp, xls, odt, ods.
- Maximum file size 2048MB

Drop your file(s) here or click the button to browse OR Choose file(s)...

File

Add file(s) Cancel

Poland Germany

Evidence **Mapping table (Poland)**

3

	Reference	Requirements	Documentary evidence	Reference and description
	(Reference to the applicable notified national safety rule)	(Requirement laid down in the applicable notified national safety rule)	(Link to the uploaded document)	(Reference(s) inside the document(s) and description)
-	Notified Safety Rule No. 1/2015	Requirement concerning ....	PL Compliance with rule 1.pdf	See Chapter 1 and annex 2
-	Notified Safety Rule No. 2/2015	Requirement concerning ....	PL Compliance with rule 2.pdf	Whole document
-	Notified Safety Rule No. 3/2015	Requirement concerning ....	PL Compliance with rule 3.pdf	See Part 1 "Network ..."

+ Add requirement

- For each Member State concerned with the intended area of operation (e.g. **Poland** **Germany** ) **cross-reference** the submitted evidence against the relevant requirements set by the relevant notified national safety rules either by:

- (2) uploading a pre-filled mapping table
- (3) completing the relevant web-form in the one-stop shop

The mapping table should provide information on the relevant national requirements, submitted documents should be evidence of meeting those requirements and give the relevant internal references.

The list of relevant national requirements together with their explanations shall be provided by each of the National Safety Authorities in their application guides.







Sign and submit the application

Scope of application

Type of application Renewal of safety certificate(s)	Expected date of starting services/operations 15-11-2019
EIN of the previous certificate(s) PL1120150001	Area of operation Poland, Germany
Member State(s) concerned with the intended area of operation (select one or more) Poland	Issuing authority European Union Agency for Railways
Type of operation requested (select one or more) Passenger transport (including high speed services)	Language English
Definition of the intended area of operation Whole publicly available railway network in Poland.	Station(s) in neighbouring Member State(s) Czech Republic (Border Station 1 Border Station 2)

Applicant's details

Documentary evidence: SMS part

Evidence **SMS and TSI OPE Mapping Table**

Show document descriptions

- [-] SMS Description
  - [+] SMS Description.pdf
- [-] Other SMS documents
  - [+] 01 Context of Organisation.pdf
  - [+] 02 Organisational Scheme.pdf
  - [+] 03 Roles and responsibilities.pdf
  - [+] 04 Safety Policy.pdf
  - [+] 05 Leadership.pdf
  - [+] 06 Risk management.pdf
  - [+] 07 Risk register.pdf
  - [+] 08 Change Management.pdf
  - [+] 09 Objectives and planning.pdf
  - [+] 10 Asset Management.pdf
  - [+] 11 Competence Management.pdf
  - [+] 12 Information Management.pdf
  - [+] 13 Document Management System.pdf
  - [+] 14 Human and organisational factors.pdf
  - [+] 15 Operations.pdf
  - [+] 16 Management of contractors.pdf
  - [+] 17 Emergency Management.pdf
  - [+] 18 Monitoring.pdf
  - [+] 19 Management review.pdf
  - [+] 20 Continual improvement.pdf
- [-] Description of changes
  - [+] Outline of changes.pdf

Documentary evidence: National part

Other administrative documents

Previous step

Submit

1

1. Check the provided information
2. Submit the file

Once you have submitted the file the project manager will contact you to discuss the next steps.

### REMINDER

Please bear in mind that after the submission of your application file you will not be able to change any information provided unless relevant issue will be created in the issue log.



Please bear in mind that it's not possible to change the list of selected Member States concerned with the intended area of operation after the submission on an application.



Please check the OSS on a regular basis after submission of an application as e-mail notifications (if set in your user profile) may be considered as spam by your e-mail server



2

**THANK YOU  
FOR FOLLOWING THESE HINTS**