

# User Manual - ERADIS Safety Documents

ERADIS-ECM

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# **Table of Contents**

Do	cument	Information	1
Do	cument	History	2
Do	cument	Distribution List	2
Do	cument	Review and Approval	2
Та	ble of Co	ontents	4
1	About	ERADIS	9
2	Log i	n to ERADIS	10
3	Safet	y Certificates A & B	3
3	3.1 Ai	uthorised users	3
	3.1.1	Safety Certificates main page	3
	3.1.2	Searching for a certificate	4
	3.1.2	.1 Quick search	4
	3.1.2	.2 Advanced search	5
	3.1.3	Submitting a new certificate Part A	
	3.1.4	Submitting a new certificate Part A starting from the ECM certificate	
	3.1.5	Submitting a new certificate Part B	
	3.1.6	Save as template	
	3.1.7	Open template	
	3.1.8	Add attachments	
	3.1.9	Print a certificate	
		Save a certificate to an Excel file	
		Export to PDF View RU Licences	
		View ECM Certificates	
		Activate / Deactivate a certificate (ERA Administrator only)	
		Validating a certificate (ERA Safety Administrator only)	
		Send Email to User	
		Modifying a certificate	
		Amending a certificate	
		Renewing a certificate	
		Revoking a certificate	
		Invalidating a certificate (ERA Safety Administrator only)	
	3.1.22	Deleting a certificate (ERA Safety Administrator only)	
	3.1.23	Perform data quality check (ERA Safety Administrator only)	
	3.1.24	Downloading an electronic form	23
	3.1.25	Filling in an electronic questionnaire	24
	3.1.26	Uploading an electronic form	25
	3.1.27	Statistics	
	3.1.2	7.1 Navigate through the statistic report	
	3.1.2		
	3.1.2	<b>-</b>	
	3.1.2	7.4 Generating Statistics on valid Safety Certificates B	

		¥¥
	Table of Contents	**
3.1.27	.5 Generating Statistics on Safety Certificates A versus Safety Certificates B	29
3.1.27	.6 Generating Statistics on Safety Certificates B versus Safety Certificates A	30
3.1.27	.7 Generating Statistics on valid Safety Certificates A and B	31
3.1.27	.8 Generating Statistics on valid Safety Certificates A and B domestic vs. cross-border	33
3.1.27	.9 Generating Statistics on valid Safety Certificates B international operations vs. tota	1
numb	er of Certificates B	
3.1.27		
applyi	ng for more than one type of services	
3.1.27		t
sectio		
3.1.27	.12 Generating Statistics on cross-border operations	39
3.2 An	onymous or non-authorised users	42
3.2.1 9	Safety Certificates main page	42
3.2.2 9	Searching for a certificate	42
3.2.2.2	L Quick search	42
3.2.2.2	2 Advanced search	45
	Print a certificate	
3.2.4 E	Export to PDF	46
3.2.5 9	statistics	
3.2.5.2		
3.2.5.2		
3.2.5.3		
3.2.5.4		
3.2.5.5		
3.2.5.6		
3.2.5.7		
3.2.5.8		
3.2.5.9		
	er of Certificates B	
3.2.5.1 annlui	10 Generating Statistics on valid Safety Certificates A vs. valid Safety Certificates Part and for more than one type of services	
3.2.5.2		
	n E.1	57
	12 Generating Statistics on cross-border operations	
4 Licenc	ces	60
4.1 Au	thorised users	61
4.1.1 L	icences main page	61
4.1.2 9	Searching for a licence	61
4.1.2.2	L Quick search	61
4.1.2.2	2 Advanced search	62
4.1.3 9	Submitting a new licence	63
	Save as template	
	Dpen template	
	Add attachments	
	Print a licence	
	Save a licence to an Excel file	
	/alidating a licence (ERA Safety Administrator only) Send Email to User	
		/11

J	U:			
ヺ	* <sup>*</sup> Tab	le of	Contents	
	4.1.12	Mod	lifying a licence	71
	4.1.13	Ame	nding a licence	72
	4.1.14	Susp	ending a licence	73
	4.1.15	Revo	oking a licence	74
	4.1.16	Inva	lidating a licence (ERA Safety Administrator only)	74
	4.1.17	Dele	ting a licence (ERA Safety Administrator only)	74
	4.1.18	Perf	orm data quality check (ERA Safety Administrator only)	74
	4.1.19	Dow	nloading an electronic form	75
	4.1.20	Fillir	g in an electronic questionnaire	75
	4.1.21	Uplo	bading an electronic form	76
	4.1.22	Add	ing insurance annexes to the licence	77
	4.1.23	Mod	lifying an insurance annex	78
	4.1.24	Dele	ting an insurance annex	79
	4.1.25	Stati	stics	80
	4.1.2	25.1	Navigate through the statistic report	80
	4.1.2	25.2	Export the statistic report	
	4.1.2	25.3	Generating Statistics on 'Number of valid licences per country' report	
	4.1.2	25.4	Generating Statistics on 'Number of valid licences in the reporting period per	
	repo	ort	83	,
	-			
2	1.2 A	-	mous or non-authorised users	
	4.2.1	Lice	nces main page	85
	4.2.2	Sear	ching for a licence	
	4.2.2		Quick search	86
	4.2.2		Advanced search	
	4.2.3		vate / Deactivate a licence (ERA Administrator only)	
	4.2.4		t a licence	
	4.2.5	Ехро	ort to PDF	89
	4.2.6	Stati	stics	89
5	ЕСМ			
5	5.1 S	chem	la	90
	5.1.1	Auth	norised users	90
	5.1.3	1.1	Schemas main page	
	5.1.3	1.2	Searching for a schema	
	5.1.3	1.3	Submitting a new schema (ERA Safety Administrator only)	91
	5.1.3	1.4	Modifying a schema (ERA Safety Administrator only)	
	5.1.3	1.5	Amending a schema (ERA Safety Administrator only)	92
	5.1.3	1.6	Deleting a schema (ERA Safety Administrator only)	93
	5.1.2	Ano	nymous or non-authorised users	
	5.1.2	2.1	Schemas main page	
	5.1.2	2.2	Searching for a schema	93
	5.2 C	ortifi	cation bodies	94
-	5.2.1		norised users	
	5.2.1		Certification bodies main page	
	5.2.		Searching for a certification body	
	5.2.		Submitting a new certification body	
	5.2.	-	Save as template	
	5.2.		Open template	
	5.2.	-	Add attachments	
	J.Z.	1.0		

5.2.1.7	Print a certification body	
5.2.1.8	Export to PDF	
5.2.1.9	Validating a certification body (ERA Safety Administrator only)	
5.2.1.10	Send Email to User	
5.2.1.11	Modifying a certification body	
5.2.1.12	Amending a certification body	
5.2.1.13	Suspending a certification body	
5.2.1.14	Renewing a certification body	
5.2.1.15	Revoking a certification body	
5.2.1.16	Invalidating a certification body (ERA Safety Administrator only)	
5.2.1.17	Deleting a certification body (ERA Safety Administrator only)	
5.2.2 An	onymous or non-authorised users	
5.2.2.1	Certification bodies main page	
5.2.2.2	Searching for a certification body	
5.2.2.3	Print a certification body	
5.2.2.4	Export to PDF	
5.3 Certi	ficates	
5.3.1 EC	M Certificates	
5.3.1.1	Authorised users	
5.3.1.2	Anonymous or non-authorised users	
5.3.2 EC	M MoU Certificates	
5.3.2.1	Authorised users	
5.3.2.2	Anonymous or non-authorised users	147
5.3.3 Ma	intenance functions certificates	
5.3.3.1	Authorised users	
5.3.3.2	Anonymous or non-authorised users	
5.3.4 Sta	itistics	
5.3.4.1	Authorised users	154
5.3.4.2	Anonymous or non-authorised users	158
5.4 Reco	mmendations for use	161
	M Recommendations for use	
5.4.1.1	Authorised users	
5.4.1.2	Anonymous or non-authorised users	-
-		
6 Assess	ment	184
6.1 MS d	ecision	
	thorised users	
6.1.1.1	MS decision main page	
6.1.1.2	Searching for a MS decision	
6.1.1.3	Submitting a new MS decision	
6.1.1.4	Modifying a MS decision	
6.1.1.5	Amending a MS decision	
6.1.1.6	Deleting a MS decision	
	onymous or non-authorised users	
6.1.2.1	, MS decision main page	
6.1.2.2	Searching for a MS decision	
6.2 Asse	ssment bodies	
	thorised users	
6.2.1 Au	Assessment bodies main page	
0.2.1.1	Assessment boulds main page	

¥.			
7**		Contents	
	6.2.1.2	Searching for an assessment body	
	6.2.1.3	Submitting a new assessment body	
	6.2.1.4	Save as template	
	6.2.1.5	Open template	
	6.2.1.6	Add attachments	
	6.2.1.7	Print an assessment body	
	6.2.1.8	Export to PDF	
	6.2.1.9	Validating an assessment body (ERA Safety Administrator only)	
	6.2.1.10	Send Email to User	
	6.2.1.11	Modifying an assessment body	
	6.2.1.12	Amending an assessment body	
	6.2.1.13	Suspending an assessment body	
	6.2.1.14	Renewing an assessment body	
	6.2.1.15	Revoking an assessment body	
	6.2.1.16	Invalidating an assessment body (ERA Safety Administrator only)	
<i>c</i> .	6.2.1.17	Deleting an assessment body (ERA Safety Administrator only)	
6.,		nymous or non-authorised users	
	6.2.2.1	Assessment bodies main page	
	6.2.2.2 6.2.2.3	Searching for an assessment body Print an assessment body	
	6.2.2.3	Export to PDF	
	-	•	
7 N	SA & N	IB Reports	
7.1	Autho	rised users	208
7.:	1.1 NSA	& NIB Reports main page	
7.:	1.2 Sear	rching for a report	
	7.1.2.1	Quick search	
7.:		mitting a new NSA annual report	
7.:		mitting a new NIB annual report	
		dating a NSA report (ERA Safety Administrator only)	
		dating a NIB report (ERA Safety Administrator only)	
		lidating a NSA report (ERA Safety Administrator only)	
		lidating a NIB report (ERA Safety Administrator only)	
		eting a NSA report (ERA Safety Administrator only)	
7.:		eting a NIB report (ERA Safety Administrator only)	
7.2	Anony	mous or non-authorised users	216
7.2	2.1 NSA	& NIB Reports main page	
7.2	2.2 Sear	rching for report	
	7.2.2.1	Quick search	
8 D	ata Min	ing Reports	219
8.1	Docum	nent version(s) containing Organisation	219
8.2	Part A	Certificate including ECM Certificate	220
8.3		Declarations including ECM	

#### **1 About ERADIS**

The ERADIS is a public database of safety and interoperability documents developed and managed by the Agency. The application is available from both the Agency's public website (<u>www.era.europa.eu</u>) or directly at the new WEB address: <u>https://eradis.era.europa.eu</u>. The ERADIS database ensures that the information relevant to the safety and interoperability of the railways in the Member States is accessible and transparent for all interested parties and stakeholders in the railway; therefore the consultation of the ERADIS is open to all public users.

# 2 Log in to ERADIS

The ERADIS users can be grouped into 3 role categories, each one is divided into several subcategories:

• ERA Internal

An internal actor (ERA) is a user within the Agency. The types of internal actors are as follows:

- ERADIS Administrator who manages the reference data of ERADIS
- o Safety Administrator who handles actively the Safety documents
- Interoperability Administrator who handles actively the Interoperability documents.

All types of internal actors need a secured access to the application by providing a login name and a password.

• ERA External:

An external actor (ERA-EXT) is a user who receives a secured access to ERADIS application by providing a login name and a password and is requested to provide Interoperability or Safety information; an external actor can belong to one of the following categories:

- National Safety Authority (NSA)
- Licencing Authority
- Annual Reports
- National Investigation Body (NAIB)
- Entity in Charge of Maintenance (ECM)
- Assessment
- o Manufacturer
- Railway Undertaking Service Quality reports
- National Enforcement Body
- Anonymous

Anonymous is a user who can access the ERADIS application without providing a login name and a password: this actor can browse and consult any published (validated) Safety and Interoperability documents

Each category, depending on the given privileges, has different access to the various application modules in which the user can handle the information, as summarised in the following table:



Category Module	Anonymous / ERA-EXT NEB	ERA ERADIS Admin.	ERA Safety Admin.	ERA Interoperab ility Admin.	ERA-EXT NAIB	ERA-EXT NSA	ERA-EXT Licencing Authority	ERA-EXT Annual Reports	ERA-EXT Assessment	ERA-EXT Manufacturer	ERA-EXT ECM	ERA-EXT RU SQP reports
Administration		Х										
Search	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Safety Certificates			Х			Х						
Licences			Х				Х					
Schema			Х									
Certification Bodies			Х								Х	
ECM Certificates			Х								Х	
ECM MoU Certificates			Х									
Maintenance functions certificates			Х								Х	
MS Decision			Х									
Assessment Bodies			Х						Х			
Safety Indicators			Х			Х						
Investigation Reports			Х		Х							
NSA & NIB Reports			Х					Х				
EC Verification Subsystems				Х		Х				Х		
EC Conformity Constituents				Х		Х				Х		
EC Suitability				Х		Х				Х		

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Category Module	Anonymous / ERA-EXT NEB	ERA ERADIS Admin.	ERA Safety Admin.	ERA Interoperab ility Admin.	ERA-EXT NAIB	ERA-EXT NSA	ERA-EXT Licencing Authority	ERA-EXT Annual Reports	ERA-EXT Assessment	ERA-EXT Manufacturer	ERA-EXT ECM	ERA-EXT RU SQP reports
Constituents												
Authorisation				Х		Х						
Railway Undertaking Service Quality reports				х								Х
Data Quality Check			Х									
Data Mining Repots			Х	Х								
Statistics		Х										



The ERADIS application is developed in a WYSIWYCP way (What You See Is What You Can Perform), that is, the current user will be able to perform only those actions that are allowed by the category he belongs to.

In order to access the ERADIS as ERA or ERA-EXT user, it is necessary to be logged in. Login page is accessible from the menu on the main page by clicking on the menu item or click on the icon as illustrated below:



The Login screen will be displayed:

$\lambda \mu \star$		上 Login   Help   english (en) 💌
ERADIS - European I	Railway Agency Database of Interoperabilit	y and Safety
Home > Login		
<ul> <li>✓ Home</li> <li>&gt; Login</li> <li>&gt; Safety Authonities and Investigation Bodies</li> <li>&gt; Other Organisations and Bodies</li> <li>&gt; Safety documents</li> <li>&gt; Inter-operability documents</li> <li>&gt; Railway Undertaking Service Quality reports</li> <li>&gt; National Rules</li> </ul>	Log In Log in as: External user User Name: Password: Log In of Safety unit, and/or the ERA Data protection off As regards the processing of your personal data,	When the notification form prepared by the Agency is used to notify national safety rules/ Investigation reports, the Agency would like to draw your attention to the fact that the Agency respects the protection of personal data and applies Regulation (EC) (42/2001 when processing such data. In the declaration form the information relating to the reporting persons' name and contact details are considered as personal data. This information is only accessible to the Agency. It will not be made available to third particles and users of the PDB. Before providing these data, please read carefully the following privacy statement: "This data will be processed in accordance with the requirements of Regulation (EC) 42/2011 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data. Processing of this data is necessary to ensure the compliance with Article 11 d) of the Regulation establishing a European Railway Agency. The Agency only keeps this data for the time necessary to fulfill the purpose of collecting and processing, according to this article. You may, you nequect, obtain the data is of your personal data and rectify any inaccurate or incomplete personal data. Should you have any queries concerning the processing of your personal data, please address them to the ERA data controller, the Head cer (dataprotectionoffice) <sup>Rence</sup> nerope.eu). you have a right to recourse at any time to the European Data Protection Supervisor.
Links = Internet portal of the European Railway Agency = Rail Transport and Interoperability = European Commission = EEADIS - European Railway Agency Database of Interoperability and Safety - Archive		

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Select an item in "Log in as" list (ERA internal or ERA external), provide user name/password of a user and click on the "Log In" button.

If the user is logged in successfully, the welcome screen will be displayed:



According to the role(s) of the connected user, the privileges are granted to the user in order to give access to information or functionalities reserved for advanced ERADIS users identified either as an internal user (ERA staff - ERA) or as an external user (not ERA staff - ERA-EXT).

If an error occurs (from username or password, etc.), an error message will be displayed:



# 3 Safety Certificates A & B

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search for certificates
		Submit new certificates
		Renew/amend/modify/revoke existing certificates
		Validate/invalidate/delete certificates
		Perform data quality check
ERA Administrator		Search for certificates
		Activate/deactivate certificates
ERA-EXT NSA	Safety	Search for certificates
	Certificates	Submit new certificates
		Renew/amend/update/revoke existing certificates
Anonymous		Search for certificates
Non-Authorised User		

Each submitted/renewed/amended/revoked certificate will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated certificates.

#### 3.1 Authorised users

#### 3.1.1 Safety Certificates main page

The following screenshot displays the Safety Certificates main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the NSA-Safety Certificate role is granted. Among these users, only those who belong to the same organisation as the certificate issuer have the authority to modify/amend/renew/revoke.

				Kelcome eradev Logout Help english	(en)
* * ERADIS - Europear	n Railway Agency Da	tabase of Interop	perability and Safety	Search in Eradis	
e > Safety documents > Safety Ce	rtificates				
Home	Safety Certifi	cates Databas	ie		
<ul> <li>Login</li> <li>Safety Authorities and Investigation Bodies</li> </ul>	confirmation that the on the network. The	railway undertaking safety certificate com	rder to be granted access to the railway infrastructure, a railway undertal has established its safety management system and is able to comply with prises Part A (confirmation of acceptance of the railway undertaking's saf king to meet specific requirements necessary for the safe operation of the	relevant safety standards and rules in order to control risks and oper ety management system) and Part B (confirmation of acceptance of t	rate sa
Other Organisations and Bodies	Submit a new Ce	rtificate part A 🔤 Su	Ibmit a new Certificate part B 🛗 Amend an existing certificate 🛗 Rene	wan existing certificate XRevoke an existing certificate	
Statistics Dashboard					
✓ Manage	Download electro	nic form 🔤 Up	sload electronic form		
b Users	Ouick search				
Electronic questionnaires	Quick search				
Translations		ows for a simple searce and use the Advanced (	ch of issued safety certificates per country (all or a selected one) and per Search option	type of the certificate (Part A and/or Part B). To find out more specifi	0
Notifications					
Reference Data	Issuing country	All countries	Ŧ		
Messages	Certificate type	All	Ŧ		
Search result lists	Validation status	All	¥		
Audit Trail Logs	Validity	Valid	•		
Audit Trail Logs Parameters	validicy	valid			
<ul> <li>Safety documents</li> </ul>			Search		
Data quality check					
✓ Safety Certificates	Advanced				
<ul> <li>Submit a new Certificate part A</li> </ul>					
Submit a new Certificate part B	Statisti	cs ,			





## 3.1.2 Searching for a certificate

#### 3.1.2.1 Quick search

The quick search allows you to quickly find a certificate A and/or certificate B issued by a certain country and/or in a certain validation status and/or certain validity.

On the main page (Figure 1), select an issuing country and/or a certificate and/or a validation status and/or validity<sup>1</sup> from the lists.

Quick search		
		earch of issued safety certificates per country (all or a selected one) and per type of the certificate (Part A ic information you should use the Advanced Search option.
Issuing country	All countries	T
Certificate type	All	T
Validation status	All	Ŧ
Validity	Valid	Ŧ
Advanced s		Search
And press the	Search	button: a list will be displayed like in Figure 2.

Safety Authorities and	Print	Export to Excel											Items per page 10
Investigation Bodies	Country	RU Name	EU ID	History	Certificate	Date	Valid from	Valid until	Validity	Pass/ Freight/	Type of	Validated	Attachments
Other Organisations and Bodies	Country	KU Name	Number	HISLOTY	language	issued	valid from	valid until	validity	Shunting	Certificate	Validated	Attachments
<ul> <li>Safety documents</li> <li>Safety Certificates</li> </ul>	Austria	Aktiengesellschaft der Wiener Lokalbahnen	AT 12 2017	Renewed	English	14/12/2015	20/12/2015	20/12/2020	Valid	Passenger / Freight	Туре В	Yes	
Advanced search			0003							, margine			
<ul> <li>Statistics</li> <li>Licences</li> </ul>		Aktiengesellschaft der Wiener Lokalbahnen	AT 12 2015 0017	Renewed	English	14/12/2015	17/12/2015	21/12/2016		Passenger / Freight	Туре В	Yes	Bescheid WLB.pdf Streckenverzeicht WLB.pdf
													wcb.pu
<ul> <li>ECM</li> <li>Assessment</li> </ul>		Aktiengesellschaft der Wiener Lokalbahnen	AT 11 2015 0008	Renewed	English	14/12/2015	17/12/2015	17/12/2020	Valid	Passenger / Freight	Type A	Yes	
<ul> <li>Safety Indicators</li> <li>Investigation reports</li> </ul>		Aktiengesellschaft der Wiener Lokalbahnen	AT 1 2 2010 0005	New	English	16/12/2010	16/12/2010	16/12/2015	Expired	Passenger / Freight	Туре В	Yes	Bescheid WLB.pdf
<ul> <li>NSA &amp; NIB reports</li> <li>Inter-operability documents</li> <li>EC declarations of</li> </ul>		Aktiengesellschaft der Wiener Lokalbahnen	AT 1 1 2010 0005	New	English	16/12/2010	16/12/2010	16/12/2015	Expired	Passenger / Freight	Type A	Yes	
<ul> <li>verification of subsystems</li> <li>EC declaration of conformity of interoperability</li> </ul>		Alpine Bau GmbH, Zweigniederlassung Alpine Logistik	AT 12 2011 0005	New	English	20/12/2011	20/12/2011	14/11/2014		Freight	Type B	Yes	Bescheid.pdf
constituents EC declaration of suitability for use of interoperability constituents		Bayerische Oberlandbahn GmbH	AT 12 2013 0005	New	German	10/10/2013	10/10/2013	21/12/2016		Passenger	Type B	Yes	Beischeid BOB.pd Streckenverzeichr BOB.pdf
<ul> <li>Authorisation for placing in service</li> </ul>		Cargo Service GmbH	AT 12 2015 0002	Renewed	English	22/04/2015	01/05/2015	21/12/2016	Expired	Freight	Type B	Yes	Streckenverzeichnis.
<ul> <li>Virtual Vehicle Register</li> <li>Railway Undertaking Service Quality reports</li> </ul>		Cargo Service GmbH	AT 11 2015 0002	Renewed	English	22/04/2015	01/05/2015	21/12/2016	Expired	Freight	Type A	Yes	
National Rules		Cargo Service GmbH	AT 12 2013 0001	New	English	04/04/2013	04/04/2013	30/04/2015		Freight	Type B	Yes	Bescheid.pdf
nks						12	3456789:	10 Next>					



The search results are grouped in pages:

<sup>&</sup>lt;sup>1</sup> Valid certificate means: Validated AND Not Revoked AND Not expired (based on the "Validity To" date) and active.

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 💙 list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To view a certificate, click on the "History" field of the certificate you want to view

#### 3.1.2.2 Advanced search

The advanced search allows you to find a certificate satisfying multiple criteria.

On the main page (Figure 1), click on the	Advanced search	button: a page will be
displayed.		

	Safety Certificates	Advanced sear	ch			
▶ Login						
Safety Authorities and						
Investigation Bodies	CERTIFICATES					
Other Organisations and Bodies						-defined criteria or a combination of them. These criteria include among / revoked), type and extent of the services covered by the certificate, issuing
<ul> <li>Safety documents</li> </ul>	dates or validity periods of					
<ul> <li>Safety Certificates</li> </ul>	Search for	All certificates	•	EU Identification Number		
Advanced search	Validation status	All	•	Country Issuing The Safety Certificate	All countries	
Statistics	Certificate type	All		ECM Certificate Number		
Licences		All languages	-			
► ECM						
<ul> <li>Assessment</li> </ul>	RAILWAY UNDERTAKING					
Safety Indicators	Railway undertaking					
Investigation reports	name			Acronym		
NSA & NIB reports	National Registration No			VAT No		
▼ Inter-operability documents						
<ul> <li>EC declarations of verification of subsystems</li> </ul>	VALIDITY					
<ul> <li>EC declaration of conformity</li> </ul>	From	Ľ		То	🗳 🔲 Valid	l i i i i i i i i i i i i i i i i i i i
of interoperability						
constituents	TYPE AND EXTENT OF SE	RVICE				
<ul> <li>EC declaration of suitability for use of interoperability</li> </ul>	Railway Undertaking Size	All		•		
constituents	Passenger transport					
Authorisation for placing in	Include high speed serv	vice	т	ransportation Volume Plea	se select	Y
service	Exclude high speed serv	vice				
Virtual Vehicle Register	Freight transport					
<ul> <li>Railway Undertaking Service Quality reports</li> </ul>	Include dangerous good		т	ransportation Volume Plea	se select	v
National Rules	Exclude dangerous good	ds				
	Shunting only					
Links						
= Internet portal of the European	ISSUING ORGANIZATION	•				
Railway Agency Rail Transport and Interoperability	Organization name					
<ul> <li>European Commission</li> </ul>						
<ul> <li>ERADIS - European Railway Agency Database of</li> </ul>	Date Issued					
Interoperability and Safety -	From	Ľ		То	<b>B</b>	
Archive						
	Internal reference No					
	Free text					
	Search Reset					

Figure 3

# ¥ ★ ★ Safety Certificates A & B

Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 2. By default, only valid<sup>2</sup> certificates will be shown in the results. Only if "All" is checked in the "Validity" section, the system may display certificates which are inactive, or expired or revoked or not validated.

The Actor can see not validated certificates provided that he/she belongs to the issuing organisation referenced in the document or that he/she has the delegation right in the name of the creator of the certificate or that he/she has the role ERA Safety User.

#### 3.1.3 Submitting a new certificate Part A

This feature allows the submission of new safety certificate A.

Since the Safety Certificates are issued on national language usually, the ERADIS will allow user to choose on what language he/she would like to provide certificate data.

On the main page (Figure 1), click on the <sup>submit a new Certificate part A</sup> link: the following page will be displayed (Figure 4).

For ERA Safety Administrator the fields 1.1 (New Certificate), 1.2 (Renewed Certificate), 1.3 (Update/Amend Certificate) and 1.4 (EU identification number of the previous certificate) will be editable. If the Safety Administrator selects either 1.2 (Renewed Certificate) or 1.3 (Update/Amend Certificate) then a Select previous Certificate EU id number button will be displayed next to 1.4 (EU identification number of the previous certificate). To select the EU id number of the previous certificate click on the button. A table with the available certificates will appear. Select the desired certificate by clicking on the respective "Select" link. The details of the selected certificate will be loaded in the form.

To select an ECM certificate click on the Select ECM Certificate button. A table with ECM certificates and ECM MOU certificates will appear. Select the country and click on the select button under field "history". If the ECM certificate has expired or revoked, confirm the action. The ECM number will then appear in field 1.7 ECM certificate number.

Fill in all the required fields and press the **Send to ERA** button:

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):
  - 1.5 EU Identification Number is required
  - 4.9 Service to begin date in wrong format
  - 6.4 Organisation Phone number is required
- If no error occurs, a confirmation message will be displayed:

The safety certificate has been created successfully. <u>View created certificate</u>

<sup>&</sup>lt;sup>2</sup> Valid certificate means: Validated AND Not Revoked AND Not expired (based on the "Validity To" date) and active

X:	Safety Certificates A & B
7**	Safety Certificates A & B

For the fields marked by two actoris	k, information is manda				
for the fields marked by two asterio		ast one field is required			
	rtificate confirming acce the European Union in	TIFICATE - PART eptance of the Safety Man conformity with Directive le national legislation	agement System		
tificate language English					
IS IS A					
1.1 New Certificate	)	1.5 EU Identification	n Number*		
1.2 Renewed Certificate		1.6 Country Issuing	The Safety		
1.3 Update/Amend Certificate C	)	Certificate*	Please	e select	•
1.4 EU identification number of the previous certificate					
1.7 ECM certificate number		Select ECM Certi	ficate Clear	- ECM Certificate	
ILWAY UNDERTAKING					
ease select existing Railway	Other		•		
ndertaking 1 Legal Denomination*	otherm				
			2.5.4		
2 Railway undertaking*			2.5 Acronym		
3 National Registration No** 4 Website			2.6 VAT no.**		
	_				
L From 🗳 3.2 To	ľ				
PE AND EXTENT OF SERVICE 1 Railway Undertaking Size* Micro	enterprise	•			
4.2 Including high-speed se	rvices	4 d Transportation	Volume		
assenger Transport 4.3 Excluding high-speed se		4.4 Transportation Please select	volume		Ŧ
4.5 Including dangerous go					
rvices		4.7 Transportation	Volume		
eight Transport 4.6 Excluding dangerous go	ods 🔲	Please select			-
rvices					
8 Shunting only 🔲					
to gravitate havin in	<b>E</b>				
10 Service/s to begin in					
HER					
HER 1 Applicable national legislation*					
1 Applicable national legislation*					
					.12
1 Applicable national legislation*					.11
1 Applicable national legislation*					
1 Applicable national legislation*					
1 Applicable national legislation*					14
1 Applicable national legislation*         2 Additional information         5UING ORGANIZATION					11 11
1 Applicable national legislation*	her	×			
Applicable national legislation* Additional information SUING ORGANIZATION ease select issuing organization Ot .1	her				11 11
1 Applicable national legislation*         2 Additional information         2 SUING ORGANIZATION         case select issuing organization	her		6.4		
Applicable national legislation* Additional information SUING ORGANIZATION ease select issuing organization I ganisation* .2 Address*	her		6.4 Phone* 6.5		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
Applicable national legislation* Additional information SUING ORGANIZATION ease select issuing organization Ot arganisation*	her		Phone*		.tl
1 Applicable national legislation*         2 Additional information         2 Additional information         SUING ORGANIZATION         ease select issuing organization Ot         .1         rganisation*         .2 Address*         .3 Email         Date issued*	her		Phone* 6.5		
Applicable national legislation* Additional information Additional information SUING ORGANIZATION ease select issuing organization I ganisation* .2 Address* .3 Email	her		Phone* 6.5		
1 Applicable national legislation*         2 Additional information         2 Additional information         SUING ORGANIZATION         ease select issuing organization Ot         .1         rganisation*         .2 Address*         .3 Email         Date issued*	her		Phone* 6.5		.11
1 Applicable national legislation*         2 Additional information         2 Additional information         SUING ORGANIZATION         ease select issuing organization         11         rganisation*         .2 Address*         .3 Email         Date issued*	her		Phone* 6.5		
1 Applicable national legislation*         2 Additional information         2 Additional information         SUING ORGANIZATION         ease select issuing organization Oti         .1         rganisation*         .2 Address*         .3 Email         Date issued*         Internal reference Number*	her		Phone* 6.5		.11
1 Applicable national legislation*         2 Additional information         2 Additional information         SUING ORGANIZATION         ease select issuing organization         11         rganisation*         .2 Address*         .3 Email         Date issued*	her		Phone* 6.5		.#

Figure 4

You can click on the <u>View created certificate</u> link to view the newly created certificate: the following page will be displayed

	SAFETY CERTIFICATE - PART A	
ety Certificate confirming acceptance of the Safety Ma		
hin the European Union in conformity with Directive 200 applicable national legislation	lagemen System 4/49/EC	
Certificate - Part A		
	EU IDENTIFICATION	NUMBER FR1120120063
I. CERTIFIED RAILWAY UNDERTAKING		
Legal denomination: ATIR-RAIL		
Railway undertaking name: ATIR-RAIL	Acronym:ATIR-RAIL	
National registration number: FR 123456	VAT No:	
2. CERTIFICATE ISSUING ORGANIZATION		
Organisation: EPSF		
Country: France		
3. CERTIFICATE INFORMATION		
- new certificate	M (entity in charge of maintenance) certificate : Yes	
This is a - renewed certificate	M Certificate Number : FR/31/0112/0002	
- update/amend certificate 🗌 EL	Identification Number the previous certificate:	
Validity from: 01/01/2012 to:	01/05/2012	
Type(s) of services: Passenger transport - Includ Freight transport - Including dangerous goods se	vices	
Transportation Volume: Less than 200 million pas Less than 500 million tonne-km per year	senger-km per year	
Railway Undertaking Size: Micro enterprise		
Scope of ECM Activities:		
Covers other wagons specialised in transport of o	angerous goods	
4. APPLICABLE NATIONAL LEGISLATION		
FDQWEF		
rDQwer		
5. ADDITIONAL INFORMATION		
Date issued 01/01/2012		
Internal reference Number		
WD		
Attachments		
A-FR-20120529-2.xls		
ValidateB resource.jpg		

#### Figure 5

At the successful submission of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

#### 3.1.4 Submitting a new certificate Part A starting from the ECM certificate

The user can submit a safety certificate part A starting from the ECM certificate. This covers the cases where the certification body which has issued the ECM certificate is the same NSA which issue the safety certificate part A. To initiate the process, click on the **Issue Safety Certificate Part A** button, while viewing the details of an ECM Certificate (Figure 54). Then the page for the submission of a Certificate Part A is displayed, where the field "1.7 ECM certificate number" is pre-filled with the "Internal Reference Number" of the ECM Certificate (Figure 6). To fill in the form, follow the steps that are described in §3.1.3

	risk, information is mand	https:/	
For the fields marked by two ast			
Safety wit	Certificate confirming ac	RTIFICATE - PART A ceptance of the Safety Management System n conformity with Directive 2004/49/EC ble national legislation	
ertificate language English			
HIS IS A			
1.1 New Certificate 1.2 Renewed Certificate	•	1.5 EU Identification Number*	
1.3 Update/Amend Certificate	0	1.6 Country Issuing The Safety Please select	-
1.4 EU identification number of	-	Certificate* Please select	
the previous certificate			
1.7 ECM certificate number	AT/31/0216/0006	Select ECM Certificate Clear ECM Certi	ficate
AILWAY UNDERTAKING			
Please select existing Railway Jndertaking	Other	•	
2.1 Legal Denomination*			
2.2 Railway undertaking*		2.5 Acronym	
2.3 National Registration No**		2.6 VAT no.**	
2.4 Website			
ALIDITY .1 From 3.2 To			
TYPE AND EXTENT OF SERVICE			
1.1 Railway Undertaking Size* Mi	cro enterprise	•	
4.2 Including high-speed	services	4.4 Transportation Volume	
Passenger Transport 4.3 Excluding high-speed		Please select	-
4.5 Including dangerous	goods		
services Freight Transport		4.7 Transportation Volume Please select	
4.6 Excluding dangerous services	; goods	Please select	
4.8 Shunting only			
4.8 Shunting only 🔲 4.10 Service/s to begin in	S.		
4.10 Service/s to begin in			
4.10 Service/s to begin in			
4.10 Service/s to begin in			
4.10 Service/s to begin in			
4.10 Service/s to begin in			
4.10 Service/s to begin in			
4.10 Service/s to begin in			
4.10 Service/s to begin in			
4.10 Service/s to begin in			
4.10 Service/s to begin in			
4.10 Service/s to begin in			
4.10 Service/s to begin in THER 5.1 Applicable national legislation* 5.2 Additional information SSUING ORGANIZATION	· · · · · · · · · · · · · · · · · · ·		
4.10 Service/s to begin in THER 5.1 Applicable national legislation* 5.2 Additional information SSUING ORGANIZATION Please select issuing organization 6.1	· · · · · · · · · · · · · · · · · · ·	-	
4.10 Service/s to begin in THER 5.1 Applicable national legislation* 5.2 Additional information SSUING ORGANIZATION Please select issuing organization 5.1 Organisation*	· · · · · · · · · · · · · · · · · · ·	6.4	
10 Service/s to begin in      THER      11 Applicable national legislation*      5.2 Additional information      SulING ORGANIZATION  Please select issuing organization      5.1  Organisation*      5.2 Address*	· · · · · · · · · · · · · · · · · · ·	6.4 Phone*	
10 Service/s to begin in      THER      11 Applicable national legislation*      5.2 Additional information      SulING ORGANIZATION  Please select issuing organization      5.1  Organisation*      5.2 Address*	· · · · · · · · · · · · · · · · · · ·	6.4	
4.10 Service/s to begin in         JTHER         5.1 Applicable national legislation*         5.2 Additional information         SSUING ORGANIZATION         Please select issuing organization         5.1 Organization*         5.2 Address*         5.3 Email	· · · · · · · · · · · · · · · · · · ·	6.4 Phone 6.5	
10 Service/s to begin in      THER      11 Applicable national legislation*      5.2 Additional information      SulING ORGANIZATION  Please select issuing organization      5.1  Organisation*      5.2 Address*	· · · · · · · · · · · · · · · · · · ·	6.4 Phone 6.5	
4.10 Service/s to begin in	· · · · · · · · · · · · · · · · · · ·	6.4 Phone 6.5	
4.10 Service/s to begin in	· · · · · · · · · · · · · · · · · · ·	6.4 Phone 6.5	
4.10 Service/s to begin in	· · · · · · · · · · · · · · · · · · ·	6.4 Phone 6.5	
4.10 Service/s to begin in         STHER         5.1 Applicable national legislation*         5.2 Additional information         SSUING ORGANIZATION         Please select issuing organization         5 .1         Organisation*         5 .2 Address*         5 .3 Email         Date issued*         Internal reference Number*	· · · · · · · · · · · · · · · · · · ·	6.4 Phone 6.5	
4.10 Service/s to begin in         STHER         5.1 Applicable national legislation*         5.2 Additional information         SSUING ORGANIZATION         Please select issuing organization         5.1         Organisation*         5.2 Address*         5.3 Email         Date issued*         Internal reference Number*	· · · · · · · · · · · · · · · · · · ·	6.4 Phone 6.5	



#### 3.1.5 Submitting a new certificate Part B

This feature allows the user to create and send to the Agency a Certificate part B based on information related to a Certificate part A, by using the online web form.

The main principle is that any National Safety Authority could issue a Certificate part B for any Railway Undertaking regardless its location. The Certificate part B, describing additional regional requirements can be issue for the same country or another one, where individual Railway Undertaking is applying for operation. Following the EU legislation the Certificate part B can only be issued if the Railway Undertaking is in possession of the active Certificate part A. In addition, "type" and "extent" of services of the Certificate Part B carried out by the same

railway undertaking in one or more states must be covered by the "type" and "extent" of services of the Certificate Part A.

A Certificate part B can be issued by a certificate A if the following condition is met:

- The Certificate part A is active
- The Certificate part A has the status submitted (not validated yet by ERA). This option is only applicable for safety certificates part B issued by the same organisation as the relevant safety certificate part A.

The Certificate part A can be expired or revoked. In this case, a warning message informs the actor of the status of the certificate:

Message	e from webpage 🛛 🔀
2	The certificate Part A is expired or revoked. Do you wish to continue?
	OK Cancel

Since the Safety Certificates are issued on national language usually, the ERADIS will allow user to choose on what language he/she would like to provide certificate data.

To issue a certificate B, on the main page (Figure 1) click on the Submit a new Certificate part B link: the following page will be displayed

Submit a new certificate part B		
This page allows you to easily find the Safety Certificate part A for whi criteria or by browsing all of the database certificates which may be sup	ich you would like to submit Safety Certificate part B. You may find Safe pplemented with Part B.	ety Certificate part A by specifying search
Certificate part A search information (enter at least one)	Browse Safety Certificates	
EU Identification Number	Please click Browse button bellow if you would like to retrieve list of all existing Safety Certificates part A which may be	
Internal reference Number	supplemented with part B	
Open certificate	Browse certificates	

There are two options to find the Safety Certificate A for issuing a certificate B.

First option is to enter the "EU identification Number" or the "Internal reference Number" of a certificate A you want to be issued by a certificate Band press the **Open certificate** button: a page similar to the one in Figure 7 will be displayed.

Second option is to browse candidate certificates A for issuing a certificate B. Press the Browse certificates button: the following page will be displayed

Safety Certificates which can be submited

					Type of Certificate
France	ATIR-RAIL	isubmit	FR1120120063	01/01/2012	Туре А
	COLAS RAIL	isubmit	FR1120120010	30/05/2012	Туре А
	Société Nationale des Chemins de fer Français	isubmit	FR1120120021	04/12/2009	Type A
	VFLI	isubmit	FR1120100013	10/02/2012	Type A
		isubmit	43543534	10/02/2012	Type A

Version 0.17 - 2017-10-30



Select **submit** link in the list: the submission form for issuing a certificate B is displayed in which the information related to the railway Undertaking of the selected certificate A has been automatically filled in:

ite :		
For the fields marked by an asterisk, For the fields marked by two asterisk	information is mandatory 5, information in at least one field is required	
	SAFETY CERTIFICATE - PART B	•
to meet specific requ	confirming acceptance of the provisions adopted by irements necessary for the safe operation on the re	the Railway Undertaking elevant network in conformity
	Directive 2004/49/EC and applicable national legisla	tion - Part B
IIS IS A	<u> </u>	
1.1 New Certificate ()	1.5 EU Identification Numbe	r*
1.2 Renewed Certificate		
1.3 Update/Amend Certificate 💿	1.6 Country Issuing The Sa Certificate*	Please select
1.4 EU identification number of the previous certificate		
ILWAY UNDERTAKING		
ase select existing Railway Undertak	ing Other	
Legal Denomination*	Aktiengesellschaft der Wiener Lokalbahnen	
2 Railway undertaking*	Aktiengesellschaft der Wiener Lokalbahne	2.5 Acronym WLB
3 National Registration No**	FN 128256 m	2.6 VAT no.** ATU 15417608
Website		
LIDITY OF CERTIFICATE		
From 3.2 To *		
PE OF SERVICE		
4.2 Including high-speed serv ssenger Transport		
4.3 Excluding high-speed serv	ices	
4.5 Including dangerous good	s services	
4.6 Excluding dangerous good	Is services	
Shunting only		
LINES OPERATED		
LINES OPERATED		
10 Service/s to begin in	e e e e e e e e e e e e e e e e e e e	
FETY CERTIFICATE PART A		
LEU IDENTIFICATION N.* AT 1 1 20:	0 0005 Select Safety Certificates A	
2 From 16/12/2010 5.3 To (dd/mm/	anny)* 16/12/2011	
	10/12/201	
HER 1 SPECIFIC CONDITIONS AND OBLIGA	TIONS	
Applicable national legislation*		422
UING ORGANIZATION		
ase select issuing organization Othe	····	
1		
ganisation*		
2 Address*		7.4 Phone*
3 Email		7 .5 Fax*
Date issued*		
Internal reference Number*		
TACHED FILES attached files		
end to ERA Attachments	Open Template Save As Template	<b>a</b>

Figure 7

Fill any relevant fields and press the Send to ERA button:

• If an error occurs (a mandatory field has been left empty, etc.), an error message will be displayed, giving details about the error(s). The following figure displays the case where the type of services declared for part B is not covered by the corresponding part A.

• Type of services declared for Part B certificate is not covered by the corresponding Part A certificate. Please correct the declared information.

• If no errors occur, a confirmation message will appear

The safety certificate has been created successfully. <u>View created certificate</u>

You can click on the <u>View created certificate</u> link to view the newly created certificate: the following page will be displayed

ety Certificate confirming acceptance of the provisions adopted by the Railway Undertaking must acceptance of the serior and the information acceptance of the serior and the information acceptance of the serior and the information acceptance of the series and the information acceptance of the series and the information acceptance of the series	SAFETY	TIFICATE - PART B	
wate specific requirements mecassary for the soft operation on the relevant network in conformity  Certificate - Part A FR1220120001 FR1220120001  EU IDENTIFICATIO  CERTIFIED RAILWAY UNDERTAKING			
Certificate - Part A       FR1220120001       FR1220120001         EU IDENTIFICATIO         C. CERTIFICATE INFORMATION         Organisation: EPSF         Country: France         CERTIFICATE INFORMATION         Certificate INFORMATION         Certificate INFORMATION         Organisation: PSF         Country: France         Certificate INFORMATION         Order c	equirements necessary for the safe operation on the relevant network in	mity	
L. CERTIFIED RAILWAY UNDERTAKING         Legal denomination:       SNCF         Sailway undertaking name:       Société Nationale des Chemins de fer Français       Acronym:       SNCF         National registration number:       SS2 049 447       VAT No:       FR 35 552 0         Certificate ISSUING ORGANIZATION       Creation       Certificate			
	Part A FR1220120001 FR1220120001		
Legal denomination: SNCF Saliway undertaking name: Société Nationale des Chemins de fer Français Acronym: SNCF Vational registration number: S52 049 447 VAT No: FR 35 552 0 VAT No: FR 35 552 0 Country: France Country: France COUNTY: France COUNTY		EU IDENTIFICATION NUMBER	FR1220120001
National registration number: Société Nationale des Chemins de fer Français Acronym: SNCF   National registration number: SS2 049 447 VAT No: FR 35 S52 0   2. CERTIFICATE ISSUING ORGANIZATION   Organisation: EPSF   Country: France   3. CERTIFICATE INFORMATION   - new certificate   - update/amend certificate   - SAFETY CERTIFICATE - PART A (acceptance of the Safety Management System)   EU Identification Number:   - S. SPECIFIC CONDITIONS AND OBLIGATIONS     - Date issued  <	D RAILWAY UNDERTAKING		
Valional registration number: 552 049 447 VAT No: FR 35 552 0 VAT No: FR 35 552 0 CERTIFICATE ISSUING ORGANIZATION Organisation: EPSF Country: France  . Certificate INFORMATION  . new certificate . update/amend .	nation: SNCF		
A       1         CERTIFICATE ISSUING ORGANIZATION       Organisation: EPSF         Country: France       EU Identification Number         - update/armend certificate       EU Identification Number         - update/armend certificate       of the previous certificate:         validity from:       12/05/2012         Type(s) of services:       Passenger transport - Including high-speed services         Freight transport - Including dangerous goods services         A. SAFETY CERTIFICATE - PART A (acceptance of the Safety Management System)         EU Identification Number:         Freight transport - Including dangerous goods services         Aspectific Conditions And Obligations         S. SPECIFIC CONDITIONS AND Obligations         S. SPECIFIC CONDITIONS AND Obligations         Contension         Contension         Tread         Contension         Contension         Conditions	rtaking name: Société Nationale des Chemins de fer Français	Acronym: SNCF	
Drganisation: EPSF Country: France Country: Fr	tration number: 552 049 447	VAT No: FR 35 552 049 447	
Drganisation: EPSF Country: France Country: Fr	ATE ISSUING ORGANIZATION		
Inis is a - new certificate   Inis is a - new certificate   of the previous certificate:   validity from: 12/05/2012   to: 12/05/2013   Treight transport - Including high-speed services Freight transport - Including dangerous goods services SAFETY CERTIFICATE - PART A (acceptance of the Safety Management System) EU Identification Number: FR1120120021 S. LINES OPERATED S. SPECIFIC CONDITIONS AND OBLIGATIONS APPLICABLE NATIONAL LEGISLATION Tresf Date issued 12/05/2012 Internal reference Number testo1 Attachments Attachments	ince		
Inis is a - new certificate   Inis is a - new certificate   of the previous certificate:   validity from: 12/05/2012   to: 12/05/2013   Treight transport - Including high-speed services Freight transport - Including dangerous goods services SAFETY CERTIFICATE - PART A (acceptance of the Safety Management System) EU Identification Number: FR1120120021 S. LINES OPERATED S. SPECIFIC CONDITIONS AND OBLIGATIONS APPLICABLE NATIONAL LEGISLATION Tresf Date issued 12/05/2012 Internal reference Number testo1 Attachments Attachments			
- update/amend certificate i of the previous certificate: Validity from: 12/05/2012 to: 12/05/2013 Type(s) of services: Preight transport - Including dangerous goods services Freight transport - Including dangerous goods services I. SAFETY CERTIFICATE - PART A (acceptance of the Safety Management System) EU Identification Number: FR1120120021 S. LINES OPERATED S. SPECIFIC CONDITIONS AND OBLIGATIONS P. APPLICABLE NATIONAL LEGISLATION fresf Cate issued 12/05/2012 Internal reference Number test01 Cate issued Cate issue C			
Validity from: 12/05/2012 to: 12/05/2013 Type(s) of services: Passenger transport - Including high-speed services Preight transport - Including dangerous goods services S. SAFETY CERTIFICATE - PART A (acceptance of the Safety Management System) EU Identification Number: FR1120120021 S. LINES OPERATED S. SPECIFIC CONDITIONS AND OBLIGATIONS C. APPLICABLE NATIONAL LEGISLATION Fresf Date issued 12/05/2012 Internal reference Number test01 Attachments			
Type(s) of services: Passenger transport - Including high-speed services Freight transport - Including dangerous goods services  I. SAFETY CERTIFICATE - PART A (acceptance of the Safety Management System)  EU Identification Number: FR1120120021  S. LINES OPERATED  S. SPECIFIC CONDITIONS AND OBLIGATIONS  7. APPLICABLE NATIONAL LEGISLATION  fresf  Date issued 12/05/2012 Internal reference Number test01  Attachments	l I		
Freight transport - Including dangerous goods services  SAFETY CERTIFICATE - PART A (acceptance of the Safety Management System)  EU Identification Number: FR1120120021  S. LINES OPERATED  S. SPECIFIC CONDITIONS AND OBLIGATIONS  S. SPECIFIC CONDITIONS AND OBLIGATIONS  7. APPLICABLE NATIONAL LEGISLATION  fresf  Date issued 12/05/2012 Internal reference Number test01  Attachments	y: France TIFICATE INFORMATION  - new certificate  - renewed certificate  - update/amend certificate  from: 12/05/2012 to: 12/05/2013 of services: Passenger transport - Including high-speed services Freight transport - Including dangerous goods services		
EU Identification Number: FR1120120021  5. LINES OPERATED  5. SPECIFIC CONDITIONS AND OBLIGATIONS  7. APPLICABLE NATIONAL LEGISLATION  fresf  Date issued 12/05/2012 Internal reference Number test01  Attachments	rreight transport - Including dangerous goods service		
5. LINES OPERATED  5. SPECIFIC CONDITIONS AND OBLIGATIONS  7. APPLICABLE NATIONAL LEGISLATION  fresf  Date issued 12/05/2012 Internal reference Number test01  Attachments		nt System)	
5. SPECIFIC CONDITIONS AND OBLIGATIONS  7. APPLICABLE NATIONAL LEGISLATION  fresf  Date issued 12/05/2012 Internal reference Number test01  Attachments	ion Number: FR1120120021		
7. APPLICABLE NATIONAL LEGISLATION  fresf  Date issued 12/05/2012 Internal reference Number test01  Attachments	ERATED		
7. APPLICABLE NATIONAL LEGISLATION  fresf  Date issued 12/05/2012 Internal reference Number test01  Attachments			
7. APPLICABLE NATIONAL LEGISLATION  fresf  Date issued 12/05/2012 Internal reference Number test01  Attachments			
7. APPLICABLE NATIONAL LEGISLATION  fresf  Date issued 12/05/2012 Internal reference Number test01  Attachments			
fresf Date issued 12/05/2012 Internal reference Number test01 Attachments	CONDITIONS AND OBLIGATIONS		
fresf Date issued 12/05/2012 Internal reference Number test01 Attachments			
fresf Date issued 12/05/2012 Internal reference Number test01 Attachments			
fresf Date issued 12/05/2012 Internal reference Number test01 Attachments			
Date issued 12/05/2012 Internal reference Number test01 Attachments	SLE NATIONAL LEGISLATION		
12/05/2012 Internal reference Number test01 Attachments			
Internal reference Number test01 Attachments			
test01 Attachments	ence Number		
	5		

#### Figure 8

Another way to perform this task is to search for the certificate A view: open its details (Figure 5) and press the Issue Part B button.

# \*\*\* Safety Certificates A & B

At the successful submission of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

#### 3.1.6 Save as template

You can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new declaration. It is not necessary to fill in all the fields to save a template: also, incomplete declarations can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm.

#### 3.1.7 Open template

To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed

Oper	ı ten	nplat	e
< Back	to the	e Certif	ïcate form
			Template Name
Ø	P	×	fr-template

Where you can choose the template to load by clicking on the  $\Im$  icon.

To rename a template, click on the 🥖 icon.

To delete a template, click on the  $\times$  icon.

#### 3.1.8 Add attachments

You can add electronic attachments to the certificate by pressing the Attachments button: the following window will be displayed



To add a file, press the Browse... button, choose the file to attach

🖉 European Railway Agency - Windows Internet Explorer	
Note: You can attach files of size up to 4MB. The system will reject any file that exceeds this siz	e.
Name	Size (kb)
C:\Documents and Settings\nioan\Desktop\restrictions.pdf	Browse
Upload Close	

and click on the Upload button: the added file will be listed as shown in the following figure

🖉 European Railway Agency - Windows Internet Explorer		×
Note: You can attach files of size up to 4MB. The system will reject any file that exceeds this size		
Name	Size (kb)	
× restrictions.pdf	93	
	Browse	
Upload Close		

If by mistake the wrong file has been uploaded, you can remove it by clicking on the  $\times$  icon next to the file name.



Repeat the steps above to add any number of attachments: when finished, press the **Close** button to return to the previous screen, where all the attachments will be listed at the bottom of the page as shown on the figure below.

ATTACHED FILES

#### 3.1.9 Print a certificate

You can print at any time the information on the screen, by clicking on the  $\frac{\text{Print}}{\text{Print}}$  link at the top of the page.

#### 3.1.10 Save a certificate to an Excel file

You can export at any time the information on the screen into an Excel file, by clicking on the Save to file link at the top of the page.

You may choose this function in order to send the certificate to ERA by email or to keep it for local storage.

#### 3.1.11 Export to PDF

You can export the Certificate from view page (Figure 5 or Figure 8), by clicking on the

Export to PDF link at the top of the page.

#### 3.1.12 View RU Licences

You can view the RU Licences from view page (Figure 5 or Figure 8), by clicking on the  $Q_{View RU Licences}$  link at the top of the page.

#### 3.1.13 View ECM Certificates

You can view the ECM Certificates from view page (Figure 5 or Figure 8), by clicking on the  $Q_{View ECM Certificates}$  link at the top of the page.

#### 3.1.14 Activate / Deactivate a certificate (ERA Administrator only)

When viewing the details of a certificate (either part A (Figure 17) or part B (Figure 18)), the ERA Administrator has the option to deactivate the certificate (in case the certificate is active) or activate it (in case the certificate is inactive) by clicking on the **Deactivate Certificate** button or **Activate Certificate** button respectively, available at the bottom of the page.

#### 3.1.15 Validating a certificate (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided certificates and make these publicly available on the ERADIS web site.

During the process of validation the ERA users will be able to create new reference data entries in case that a certificate will contain new information which was not stored previously within the ERADIS reference data database. To validate a temporary certificate, search for the non-validated certificate and display its properties: a page similar to the one in Figure 5 (if certificate A) or Figure 8 (if certificate B) will be displayed. Press the **Go to Validation task** button: a page similar to the one in Figure 4 (if certificate A) or Figure 7 (if certificate B) will be displayed, where you can update any relevant field before final validation.

To cancel validation, click on the Undo changes button.

To confirm validation, click on the **Validate** button: a confirmation message will be displayed

The safety certificate has been validate successfully. <u>View registered certificate</u>

You can click on the <u>View registered certificate</u> link to view the validated certificate: the following page will be displayed for certificates Part A

S/	AFETY CERTIFICATE - PART A	
ety Certificate confirming acceptance of the Safety Management System hin the European Union in conformity with Directive 2004/49/EC		
applicable national legislation		
Certificate - Part A		
	EU IDENTIFICATION NUMBER	FR1120100013
. CERTIFIED RAILWAY UNDERTAKING		
egal denomination: VFLI		
Railway undertaking name: VFLI	Acronym: VFLI	
lational registration number: 408 169 043	VAT No: FR93408169043	
. CERTIFICATE ISSUING ORGANIZATION		
Organisation: EPSF		
Country: France		
CERTIFICATE INFORMATION		
	ge of maintenance) certificate : Yes	
- new certificate		
nis is a - renewed certificate	nber : FR/31/0012/2013	
- update/amend certificate  EU Identification Nur of the previous certi	mber ificate:	
/alidity from: 14/02/2012 to: 14/02/2014		
Type(s) of services: Passenger transport - Including high-speed ser reight transport - Including dangerous goods services	rvices	
Fransportation Volume: Less than 200 million passenger-km per ye .ess than 500 million tonne-km per year	sar	
Railway Undertaking Size: Micro enterprise		
Scope of ECM Activities:		
Cover tank wagons for dangerous goods		
APPLICABLE NATIONAL LEGISLATION		
SEW		
5. ADDITIONAL INFORMATION		
<u> </u>		
Date issued		
10/02/2012		
internal reference Number RFEWF		
KFE WF		
Attachments No attached files		
vo attacina 1165		
nend Certificate Renew Certificate Revoke Cert	tificate Invalidate Certificate Issue Part B	

Figure 9

For certificates Part B the following picture will be displayed



Safety Certificate details

€ Go Back to Search Results | QView ECM Certificates | QView RU Licences | Export to PDF | APrint

		SAFETY CERTIFIC	ATE - PART B
neet specific requirement	ng acceptance of the provisi nts necessary for the safe op and applicable national legis	ions adopted by the Railway Undertaking peration on the relevant network in conformity slation - Part B	
Certificate - Part A	FR1220120088		
		6	EU IDENTIFICATION NUMBER FR1220120088
	WAY UNDERTAKING		
Legal denomination:			
- Railway undertaking i			Acronym:
National registration r	number: 632 049 128 R	CS VERSAILLES	VAT No:
CEDTIFICATE IS	SUING ORGANIZATIO		
Organisation: EPSF	SUING ORGANIZATIO	<u> </u>	
Country: France			
3. CERTIFICATE IN	certificate		
	wed certificate	EU Identification Number	
- upda	ate/amend certificate 🗌	of the previous certificate:	
Validity from: 30/04,	/2012	to: 01/01/2013	
Type(s) of services:		cluding high-speed services	
	Freight transport -Exclu	ding dangerous goods services	
4. SAFETY CERTIF	CATE - PART A (acce	ptance of the Safety Management Syste	em)
EU Identification Num			_ /
5. LINES OPERATE	P		
5. LINES OPERATE	0		
L			
6. SPECIFIC COND	ITIONS AND OBLIGA	TIONS	
1			
7. APPLICABLE NA	TIONAL LEGISLATIO	N	
	TIONAL LEGISLATIO	N	
<b>7. APPLICABLE NA</b>	TIONAL LEGISLATIO	N	
	TIONAL LEGISLATIO	N	
	TIONAL LEGISLATIO	N	
	TIONAL LEGISLATIO	N	
djwf	TIONAL LEGISLATIO	<u>N</u>	
djwf Date issued 30/03/2012 Internal reference Nu		N	
djwf Date issued 30/03/2012		N	
djwf Date issued 30/03/2012 Internal reference Nu		N	
djwf Date issued 30/03/2012 Internal reference Nu		N	
djwf Date issued 30/03/2012 Internal reference Nu 12/88	mber	N	
djwf Date issued 30/03/2012 Internal reference Nu 12/88 Attachments	mber	N	

Figure 10

At the successful validation of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates and to the submitter of the certificate.

The new status of a certificate becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

In addition, If the validated Certificate A was "amended" or "renewed" or "revoked" and has active and validated international parts B (i.e. parts B issued by an NSA from different country than the NSA that issued the corresponding part A), then the system sends an email notification to the users of the organisation that issued the parts B, informing them that the part A for which their organisation have issued part B, has been modified. Furthermore, in case of "revoked" part A, the active and validated international part B is automatically deactivated by the system.

#### 3.1.16 Send Email to User

Send

To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 5 (if certificate A) or Figure 8 (if certificate B) will be displayed. Press the

oient: <pre></pre>
vients in Cc: ect: DIS declaration – request for correction before validation : Dear Chank you for submitting the ECM Certification Bodies declaration to ERADIS database: http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodie view.aspx?id=43
ect: DIS declaration – request for correction before validation : Dear
DIS declaration – request for correction before validation Dear
Dear . Thank you for submitting the ECM Certification Bodies declaration to ERADIS database: http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodie view.aspx?id=43
Thank you for submitting the <b>ECM Certification Bodies</b> declaration to SRADIS database: <u>http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodie</u> <u>view.aspx?id=43</u>
Thank you for submitting the <b>ECM Certification Bodies</b> declaration to SRADIS database: <u>http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodie</u> <u>view.aspx?id=43</u>
ERADIS database: <u>http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodie</u> view.aspx?id=43
view.aspx?id=43
The ERA validators have proceeded with validation of submitted declaration he following <b>issues have been identified</b> :
To proceed with validation of the declaration, we would like to kindly ask yo to correct the declaration according to the above instructions.
in case of any questions, don't hesitate to contact us:
Kind regards,

#### Figure 11

A page similar to the one in Figure 11 will be displayed. Fill any relevant notes for the user in

the text area field and press the Send Email button. Press the Cancel button for closing the email form.

If the email was sent successfully, a notification message is sent to the appropriate user and ERA Safety Administrator(s) in charge of the certificates.

#### **3.1.17** Modifying a certificate

To modify a certificate, search for the non-validated certificate and display its properties: a page similar to the one in Figure 5 (if certificate A) or Figure 8 (if certificate B) will be displayed. Press the Modify this certificate button; a page similar to the one in Figure 4 (if certificate A) or Figure 7 (if certificate B) will be displayed. Update any relevant field and press the Save changes button: a confirmation message will be displayed

> The safety certificate has been modified successfully. <u>View modified certificate</u>

At the successful save of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.



#### 3.1.18 Amending a certificate

This feature allows user to amend already issued certificate which has been validated by ERA. All users who belong to the same organisation and country as a certificate issuer, as well as the ERA users, will be able to amend an existing safety certificate.

For a Railway Undertaking that a certificate has been amended, a new entry will be created within the ERADIS system.

To amend a certificate, on the main page (Figure 1) click on the Amend an existing certificate link: the following page will be displayed

Amend an existing Certificate		
This page allows you to easily find a Safety Certificate you would like which you canamend.	toamend.You may find Safety Certificate by specifying search criteria	or by browsing all of the PDB certificates
Certificate search information (enter at least one)	Browse Safety Certificates	
EU Identification Number Internal reference Number Open certificate	Please click Browse button bellow if you would like to retrieve list of all existing Safety Certificates which you can amend. Browse certificates	

There are two options to find the Safety Certificate for amending.

First option is to enter the "EU identification Number" or the "Internal reference Number" of the certificate you want to amend and press the **Open certificate** button: a page similar to the one in Figure 4 (if certificate A) or Figure 7 (if certificate B) will be displayed.

Second option is to browse available certificates for amend. Press the Browse certificates button: the following page will be displayed

					Type of Certificate	
rance	COLAS RAIL	Mamend	FR1120120010	30/05/2012	Type A	
		amend	FR1220120088	30/03/2012	Туре В	
	EuroCargoRail	amend	Part B1	01/05/2013	Туре В	
	Société Nationale des Chemins de fer Français	amend	FR12201100140	24/08/2011	Туре В	
		amend	FR1120120021	04/12/2009	Туре А	
		amend	FR1220120001	12/05/2012	Туре В	
	VFLI	amend	FR1120100013	10/02/2012	Туре А	

🖲 Go back to the "amend certificate" page

Safety Certificates which can be amended

Select <sup>mend</sup> link in the list and a page similar to the one in Figure 4 (if certificate A) or Figure 7 (if certificate B) will be displayed.

Update any relevant fields and press the Send to ERA button: a confirmation message will appear

The safery certificate has been amended successfully. <u>View amended certificate</u>

To add the ECM data please select the ECM certificate as described in §3.1.3.

As in the case of submitting a new certificate (either part A or part B) for the ERA Safety Administrator the fields 1.1 (New Certificate), 1.2 (Renewed Certificate), 1.3 (Update/Amend Certificate) and 1.4 (EU identification number of the previous certificate) will be editable. To add another EU identification number of the previous certificate follow the process described in §3.1.3. If the Safety Administrator selects the "1.1 (New Certificate)" option then, the submit certificate page is loaded and any changes will be discarded.

At the successful submission of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

Another way to perform this task is to search for the certificate view its details (Figure 9 if certificate A or Figure 10 if certificate B) and press the **Amend Certificate** button.

#### 3.1.19 Renewing a certificate

This feature allows user to renew already issued certificate which has been validated by ERA.

All users who belong to the same organisation and country as a certificate issuer, as well as the ERA users, will be able to renew an existing safety certificate.

For a Railway Undertaking that a certificate has been renewed, a new entry will be created within the ERADIS system.

To renew a certificate, on the main page (Figure 1) click on the Renew an existing certificate link, browse or search for the certificate to renew (in the same way as described in §3.1.18), update any relevant field and press the Send to ERA button: a confirmation message will appear

The safery certificate has been renewed successfully. <u>View renewed certificate</u>

To add the ECM data please select the ECM certificate as described in §3.1.3.

As in the case of submitting a new certificate (either part A or part B) for the ERA Safety Administrator the fields 1.1 (New Certificate), 1.2 (Renewed Certificate), 1.3 (Update/Amend Certificate) and 1.4 (EU identification number of the previous certificate) will be editable. To add another EU identification number of the previous certificate follow the process described in §3.1.3. If the Safety Administrator selects the "1.1 (New Certificate)" option then, the submit certificate page is loaded and any changes will be discarded.

At the successful submission of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

Another way to perform this task is to search for the certificate, view its details (Figure 9 if certificate A or Figure 10 if certificate B) and press the Renew Certificate button.

#### 3.1.20 Revoking a certificate

This feature allows user to change status of already issued certificate which has been validated by ERA. All users who belong to the same organisation and country as a certificate issuer, as well as the ERA users, will be able to revoke an existing safety certificate.



For a Railway Undertaking that a certificate has been revoked, a new entry will be created within the ERADIS system.

To revoke a certificate, on the main page (Figure 1) click on the  $\times$ Revoke an existing certificate link, browse or search for the certificate to revoke (in the same way as described in §3.1.18), update any relevant field and press the Send to ERA button: a confirmation message will appear

The safety certificate has been revoke successfully. <u>View revoked certificate</u>

At the successful submission of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

Another way to perform this task is to search for the certificate, view its details (Figure 9 if certificate A or Figure 10 if certificate B) and press the Revoke Certificate button.

#### 3.1.21 Invalidating a certificate (ERA Safety Administrator only)

To invalidate a certificate, search for the validated certificate, view its details (Figure 5 if certificate A or Figure 8 if certificate B) and press the Invalidate Certificate button.

At the successful invalidation of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

#### 3.1.22 Deleting a certificate (ERA Safety Administrator only)

To delete a certificate, search for the non-validated certificate, and view its details (Figure 5 if certificate A or Figure 8 if certificate B) and press the Delete Certificate button: a confirmation message will appear.

If confirmation, the below message will appear on the top of the page:

The safety certificate has been deleted successfully.

At the successful deletion of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

#### 3.1.23 Perform data quality check (ERA Safety Administrator only)

To perform data quality check, on the main page (Figure 1) click on the Data quality check option below the Safety documents menu. Then, the respective page is displayed.

				Safet	y Certificates	: A 8	ь f	*	
	V/*			Surce	Welcome ERA4 Logout	Help	english (en)	•	
	7*** ERADIS - European F	Railway Agency Databas	e of Interoperability and Safety		Search in Eradis			P	
н	Home > Safety documents > Data qualit	y check							
	r Home	Data Quality Chec	k						
	▷ Login	This data quality check functionality allows the ERA Safety User to verify the completeness of the safety documents database.							
1	<ul> <li>Safety Authorities and Investigation Bodies</li> </ul>	Data Quality Search							
1	Other Organisations and Bodies	Type of quality check							
	Statistics Dashboard	Each Railway Undertakin Country	ng granted with Part A Safety Certific 💌						
	<ul> <li>Safety documents</li> </ul>		-						
	Data quality check		То						
	Safety Certificates	01/01/2007	01/12/2016						
	▶ Licences	Check Data							
	► ECM	Спеск рата							
	Assessment								
	Safety Indicators								
	Investigation reports								
	NSA & NIB reports								
	Inter-operability documents								
	<ul> <li>Railway Undertaking Service Quality reports</li> </ul>								
	Data mining reports								
	National Rules								

#### Figure 12

Retain the option "Each Railway Undertaking granted with Part A Safety Certificate has at least a valid domestic Part B Safety Certificate" selected as type of quality check, and select a country and/or date of submission.

Finally, press the Check Data button: a list will be displayed containing the Railway Undertakings not fulfilling the selected criteria.





The search results are grouped in pages:

- To go to a specific page, click on the page number (12) at the bottom of the list
- To move to the next/previous page, click on the Next> / 
   Previous
   Ink at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 15 v list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To view a document (Part A Certificate), click on the "Certificate" link under the Document header of the desired Railway Undertaking

#### 3.1.24 Downloading an electronic form

Users may use this feature for the Safety Certificates Part A only.

1 ....



In case the user prefers to submit a new declaration by using an MS Excel form to be filled in offline, instead of using the web based form, the ERADIS will allow downloading of an appropriate electronic version of the form.

To download the electronic form, on the main page (Figure 1) click on the <u>Download electronic form</u> link, choose the questionnaire language

#### Download Safety Certificates electronic questionnaire

This form allows download of a Safety Certificates electronic questionnaire in Microsoft Excel format. You may choose language version of a questionnaire if you want to make certificate declaration by using other language than English.

NOTE: Please note that you shall respect the exact structure of the downloaded MS Excel file as well as structure of a generated workbook that you will upload in order to submit new certificate declarations. The PDB system will validate and reject the submitted MS excel file in case that structural changes have been made.

Download	electronic questionnaire	
	Download	

And press the **Download** button: you will be prompted to save the file.

#### 3.1.25 Filling in an electronic questionnaire

To fill in offline the previously downloaded electronic questionnaire (see §3.1.24), open it in Excel.

Depending on the Excel version:

• The following dialog appears



Click on "Enable Macros"

• The following warning appears on the top of the Excel sheet



Click on the "Enable Content" button

MS Excel will open document, ready to edit.
	Safety Certificates A 8	kΒ /*
<b>C</b> .,	Safety Certificate PART A - EN.xls [Compatibility Mode] - Microsoft Excel	- = ×
	Home Insert Page Layout Formulas Data Review View Developer	) – = x
Pas V	- ダ 「	T A Find & ter * Select * diting
	A1 $- \int_{-\infty}^{\infty} f_{x} x$	*
	ALC DEFGHIJKLM NOPQRSTUVWXYZAAAEACAE	AE AF /
4 5 6 7	SAFETY CERTIFICATE - PART A	
8	Safety Certificate confirming acceptance of the Safety Management System within the European Union in conformity with Directive 2004/49/EC and applicable national legislation	
10 11 12 13 14	11     NEW CERTIFICATE     1.5     EU IDENTIFICATION NUMBER       THIS IS A 12     RENEWED CERTIFICATE	
16	13     UPDATE/AMEND CERTIFICATE     16     COUNTRY ISSUING THE SAFETY CERTIFICATE     Please select	
19	1.4 EU IDENTIFICATION NUMBER OF THE PREVIOUS CERTIFICATE	
21		
22	RAILWAY UNDERTAKING	
24	2.1         LEGAL DENOMINATION           2.2         RAILWAY UNDERTAKII           2.5         ACRONYM	
26 27 28	2.2 NATIONAL REGISTRATION NO 2.6 VAT N	
30		
31		
32	VALIDITY	
34 35	3.1 FROM 3.2 TO	
36	TYPE AND EXTENT OF SERVICE	
20	A1 RAIL WAY IMPERTAKING SIZE Interse color:	► <b>□</b>

Fill in all the required fields and then press the **Save** button: you will be prompted to provide the file name.

Before saving the electronic form, you have two options:

- Save the file
- Save and print the file

As shown in the following figure

	Save
Your declaration is saved in the following location: T:\4. Activity 6 (SafeCert)\Phase 2 - Harmonised Form When "Save" button is used your certificate will be: Printed and Saved	N' 3

#### **3.1.26** Uploading an electronic form

Users may use this feature for the Safety Certificates Part A only.

# ¥ ★ ★ Safety Certificates A & B

After filling in the electronic form (see § 3.1.25), the user will be able to send saved information to the ERADIS system (obviously ERA has to validate information before it goes on the public). The ERADIS system will populate provided information and inform user about operation success. Users will be able to use the web based form in case that he/she will need to update some of the provided information. According to provided electronic form the ERADIS will automatically identify if user is creating new certificate or renewing or amending an existing certificate.

To upload an electronic form filled in offline, on the main page (Figure 1) click on the Upload electronic form link, browse for the file

Upload Safety Certificate el	ectronic questionnai	re
		estionnaire to the Public Database Of Safety Documents. The database requires preparation of the electroni led from this Web site. Therefore the database will reject submission of the files which do not have appropriat
NOTE: The PDB system will validate an	d reject the submitted MS e>	cel file in case that structural changes have been made.
Please select a questionnaire to u	ıpload	
3	Browse	
Upload		

And press the **Upload** button:

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s);
- If no error occurs, a confirmation message will be displayed.

At the successful submission of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

# 3.1.27 Statistics

This feature allows the user to generate statistic reports on existing Safety Certificates A & B based on specific criteria.

#### 3.1.27.1 Navigate through the statistic report

Once the report is displayed, several navigation buttons are available on the report:





• To view a certificate, click on the value displayed in a cell In case of a sum:



If the number equals to zero: no link to certificate available

If the number equals to one: the certificate view is displayed as show in Figure 9 (if certificate A) or Figure 10 (if certificate B)

If the number is greater than one: the list of certificates is displayed as show in Figure 2

In case of an EU Identification Number:

EU Number of	Part A	EU Number of Part B $\Leftrightarrow$
UK1120080061		BE1220080099
		FR1120080099
UK1120080063		
11//1120080049		

The certificate view is displayed as show in Figure 9 (if certificate A) or Figure 10 (if certificate B)

#### 3.1.27.2 Export the statistic report

Once the report is displayed, it is possible to export the result in several output formats:

[4 4 1 of 1 ▷ ▷] 100%	<b>V</b>	Find   Next 🛃 🗸 🛞 🔒

 To export the report into a file, click on the button and select an available output format in the list



From the generated file (PDF, Excel, Word, MHTML), the user can view a certificate by clicking on a number displayed in a cell: see the above "To view a certificate" bullet.

#### 3.1.27.3 Generating Statistics on valid Safety Certificates A

This report displays a list of valid Safety Certificate A per Member State (Issuing state) and per certificate's type (new, amended, revoked, renewed).

To generate the report, on the main page (Figure 1) click on the **Statistics** button, and then click on the link:

Number of valid Part A Safety Certificates issued within selected period: new, amended, renewed and revoked



Report from	ERADIS Databas	e		
Year	All 💌			
RU size	All	*		
Type of operation	All		~	View report

Number of valid Part A Safety Certificates: new, amended, renewed and revoked

On the above page, select a year and/or a railway undertaking size and/or a type of operations from the list.



Report from	n E <b>RADIS</b> Databa	se	
Year	All 💌		
RU size	All	~	
Type of operati	on All		View report
Certificates	s part A		
<b>I</b> ⊲ ⊲ 1	of 1 ▷ ▷ 10	0%	Find   Next 🛃 🔹 💿 🚔

Licences and Certificates: Statistics

Reporting Year	All
Reporting RU size	All
Reporting Type of operation	All

Country ÷	N	umber of cer	tificates Part	t A
	Number of part A New <sup>♀</sup>	Number of part A     ≎ Amended	Number of part A     ≎ Renewed	Number of part A Revoked
France	1	0	0	0
Total Sum	1	0	0	0

Date of report creation: 05/12/2013

#### 3.1.27.4 Generating Statistics on valid Safety Certificates B

This report displays a list of valid Safety Certificate B per Member State (issuing state) and per certificate's type (new, amended, revoked, renewed).

To generate the report, on the main page (Figure 1) click on the button, and then click on the link:

Number of valid Part B Safety Certificates issued within selected period: new, amended, renewed and revoked The below page is displayed:

Statistics

1/1

			Safety Certificates A & B
Report f	rom ERADIS Data	base	
Year	All		
Type of ope	eration All		View report
Number	of valid Part B Sat	ety Certificate	s: new, amended, renewed and revoked
n the abov	ve page, select a yea	r and/or a type c	of operations from the list.
nd press th	ne <sup>View report</sup> butt	on: the report wi	ill be displayed.
Report from	n <mark>ERADIS</mark> Database	!	
Year	All		
Гуре of operati	on All		View report
lumber of	valid Part B Safety	Certificates: new	v, amended, renewed and revoked
I4 4 1	of 1 ▷ ▷ 100%		Find   Next 🔍 🔹 🖨
Number o	of valid Part B Safe	ety Certificates	s: new, amended, renewed and revoked
	Reporting Year	All	
	Reporting Type of operation	ation All	

Country ÷	Nu	umber of cert	tificates Part	B
	Number of part B New <sup>♀</sup>	Number of part B     ≎ Amended	Number of part B     ≑ Renewed	Number of part B     ≑ Revoked
Estonia	4	0	1	1
France	1	0	0	0
Italy	3	1	0	1
Total Sum	8	1	1	2

Date of report creation: 10/04/2014

#### 3.1.27.5 Generating Statistics on Safety Certificates A versus Safety Certificates B

This report displays a list of Safety Certificates B per Safety Certificate A and per Railway Undertaking.

To generate the report, on the main page (Figure 1) click on the **button**, and then click on the link:

Statistics - Certificates A vs Certificates B issued within selected period

The below page is displayed:

1/1

Statistics

	porting Issuing Stat		EU Number of Part A 4674 6438 68678	EU Number of Part B 3 4654 4654 8678 65756
Re			4674	4654 4654
Re				4654
Re				
Re				
	porting Year	All		
	Certif	icates Part A	vs. certificates Part B	
[]4] 4] 1 of 1	▶ ▷ 1009	%	Find   Next 🛃 🔹 📀	¢
Certificates Part	A vs. certifica	ates Part B		
Issuing State All coun	tries 💟 View re	port		
Year All 💌		_		
Report from ER/	ADIS Databas	e		
	Dutte	n. the report	will be displayed.	
View	report but		will be displayed.	
he above page,	select a year	and/or an issu	uing state from the list.	
	Ceruncau	25 Part A V5	a certificates Part B	
	Contificate	oo Dowt A us	. certificates Part B	
	Issuing State	All countries		
	Year	All 🔽	View report	
	Report in	om ERADIS	Database	

Date of report creation: 10/04/2014

1/1

### 3.1.27.6 Generating Statistics on Safety Certificates B versus Safety Certificates A

This report displays a list of Safety Certificates A per Safety Certificate B and per Railway Undertaking.

To generate the report, on the main page (Figure 1) click on the **Statistics** button, and then click on the link:

IT RU

Statistics - Certificates B vs Certificates A issued within selected period

The below page is displayed:

Report from ERADIS Database						
Year	All 💌					
Issuing State	All countries	*	¥iew report			

Certificates Part B vs. certificates Part A

On the above page, select a year and/or an issuing state from the list.

And press the **View report** button: the report will be displayed.

Report fro	m ERADIS D	atabase				
Year	All 💌					
Issuing State	All countries 💌	View report				
Certificate	s Part B vs. (	ertificates	5 Part A			

#### Certificates Part B vs. certificates Part A

Reporting Year	All
Reporting Issuing State	All countries

RU names ≑	EU Number of Part B 🖨	EU Number of Part A ≑
	65756	68678
	8678	6438
	4654	4674
EE RU	45667	68678
	564512	68678
	4654	4674
FRRU	123124124	123123
	6575765	333
	999	123
IT RU	645645	54654645
	999	123
	67657	333

Date of report creation: 10/04/2014

# 3.1.27.7 Generating Statistics on valid Safety Certificates A and B

This report displays a list of valid Safety Certificates A and B per Member State.

To generate the report, on the main page (Figure 1) click on the **Statistics** button, and then click on the link:

1/1



The below page is displayed:



On the above page, select a year from the list.

And press the **View report** button: the report will be displayed (also in a graph format).

 Year All
 View report

 Number of valid safety certificates
 Image: Second second

Number of valid safety certificates

Reporting Year

Report from ERADIS Database

All

			Certificate Part					Certificate Part		
	Passenge	r Transport	Freight 1	Fransport		Passenge	er Transport	Freight	Transport	
Country ¢	Including high-speed \$ services	Excluding high-speed \$ services	Including dangerous goods	Excluding dangerous goods	Shunting services	Including high-speed \$ services	Excluding high -speed \$ services	Including dangerous goods	Excluding dangerous goods	Shunting services
Andora	0	0	0	0	0	0	0	0	0	0
Albania	0	0	0	0	0	0	0	0	0	0
Belgium	0	0	0	0	0	0	0	0	0	0
Bolivia	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	0	0	0	0	0	0	0
WITZERLAND	0	0	0	0	0	0	0	0	0	0
colombia	0	0	0	0	0	0	0	0	0	0
Cuba	0	0	0	0	0	0	0	0	0	0
Cyprus	0	0	0	0	0	0	0	0	0	0
Germany	0	0	0	0	0	0	0	0	0	0
Estonia	1	1	1	1	1	0	2	0	2	2
Greece	0	0	0	0	0	0	0	0	0	0
France	1	0	1	0	0	0	0	0	0	0
Georgia	0	0	0	0	0	0	0	0	0	0
India	0	0	0	0	0	0	0	0	0	0
Italy	1	2	1	2	0	1	2	1	2	0
JAMAICA	0	0	0	0	0	0	0	0	0	0
JORDAN	0	0	0	0	0	0	0	0	0	0
Japan	0	0	0	0	0	0	0	0	0	0
Lithuania	0	0	0	0	0	0	0	0	0	0
Luxemburg	0	0	0	0	0	0	0	0	0	0
Latvia	0	0	0	0	0	0	0	0	0	0
Monaco	0	0	0	0	0	0	0	0	0	0
Malta	0	0	0	0	0	0	0	0	0	0
Mexico	0	0	0	0	0	0	0	0	0	0
THAILAND	0	0	0	0	0	0	0	0	0	0
Turkey	0	0	0	0	0	0	0	0	0	0
Uganda	0	0	0	0	0	0	0	0	0	0
USA	0	0	0	0	0	0	0	0	0	0
ALL	3	3	3	3	1	1	4	1	4	2
6 4 2				Ì						
0	AD AL BE	во са сн	CO cu CY	DE EE EL	FR GE ID	J T JM J	D JP LT L	u LV MO N	пт мх тн т	R UA US

Date of report creation: 10/04/2014

### 3.1.27.8 Generating Statistics on valid Safety Certificates A and B domestic vs. crossborder

This report displays a list of valid Safety Certificates A and B domestic vs. cross-border per type of service.

To generate the report, on the main page (Figure 1) click on the **u** button, and then click on the link:

Statistics

1/1



Number of valid safety certificates issued within selected period - Parts A and B, domestic vs. cross-border operations, per type of service

#### The below page is displayed:

Report from ERADIS Database

Year All 💟 View report

Number of valid safety certificates - Parts A and B, domestic vs. cross-border operations, per type of service

On the above page, select a year from the list.

And press the **View report** button: the report will be displayed (also in a graph format (only the total for all Member States)).

Report from ERADIS Database

Year 2012 View report

Number of valid safety certificates - Parts A and B, domestic vs. cross-border operations, per type of service

I4 4 1 of 1 ▷ ▷I 100% 🖳 - 📀 🌐 ~ Find | Next

#### Number of valid safety certificates — Parts A and B, domestic vs. cross-border operations, per type of service



Date of report creation: 05/12/2013

# 3.1.27.9 Generating Statistics on valid Safety Certificates B international operations vs. total number of Certificates B

This report displays a list of valid Safety Certificates B international operations vs. total number of Certificates B for passenger transport (including and excluding high-speed services).



🖺 Number of valid Part B Safety Certificates issued within selected period, international operations vs. total number of Part B certificates, for passenger transport (including and cluding high-speed services)



The below page is displayed:

Report from ERADIS Database

Year All 💟 View report

Number of valid Part B Safety Certificates, international operations vs. total number of Part B certificates, for passenger transport (including and excluding high-speed services)

On the above page, select a year from the list.

And press the **Yiew report** button: the report will be displayed (also in a graph format).

Report from ERADIS Database

Year All 💟 View report

Number of valid Part B Safety Certificates, international operations vs. total number of Part B certificates, for passenger transport (including and excluding high-speed services)

🔢 4 1 of 1 🕅 🕅 100% 💌 🛛 Find | Next 🔍 🔹 🎧

Number of valid Part B Safety Certificates, international operations vs. total number of Part B certificates, for passenger transport (including and excluding high-speed services)

Reporting Year All

Country ¢	Part B certificates for passenger transport for cross-border services only	Part B certificates for passenger transport $ \diamondsuit $
Andora	0	0
Albania	0	0
Belgium	0	0
Bolivia	0	0
Canada	0	0
SWITZERLAND	0	0
colombia	0	0
Cuba	0	0
Cyprus	0	0
Germany	0	0
Estonia	0	2
Greece	0	0
France	0	0
Georgia	0	0
India	0	0
Italy	0	3
JAMAICA	0	0
JORDAN	0	0
Japan	0	0
Lithuania	0	0
Luxemburg	0	0
Latvia	0	0
Monaco	0	0
Malta	0	0
Mexico	0	0
THAILAND	0	0
Turkey	0	0
Uganda	0	0
USA	0	0
ALL	0	5



Date of report creation: 10/04/2014

1/1

# 3.1.27.10 Generating Statistics on valid Safety Certificates A vs. valid Safety Certificates Part A applying for more than one type of services

This report displays a list of valid Safety Certificates A vs. valid Safety Certificates Part A applying for more than one type of services.



To generate the report, on the main page (Figure 1) click on the **Statistics** button, and then click on the link:

🖺 Number of total valid Safety Certificates Part A vs. valid Safety Certificates Part A issued within selected period and applying for more than one type of services

#### The below page is displayed:

Report from ERADIS Database

Year All 💟 View report

Number of total valid Safety Certificates Part A vs. valid Safety Certificates Part A applying for more than one type of services

#### On the above page, select a year from the list.

And press the **View report** button: the report will be displayed.

Report from ERADIS Database

Year 2012 View report

Number of total valid Safety Certificates Part A vs. valid Safety Certificates Part A applying for more than one type of services

 Id
 4
 1
 of 1
 ▷
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 100%
 I
 Find | Next
 I
 I

 Number of total valid Safety Certificates Part A vs. valid Safety

Certificates Part A applying for more than one type of services

Reporting Year 2012

Country	Number of all valid Part A certificates	Number of valid Part A certificates issued for more than one type of service
Austria	0	0
Belgium	0	0
Bulgaria	0	0
Czech Republic	0	0
Germany	0	0
Denmark	0	0
Estonia	0	0
Greece	0	0
Spain	0	0
Finland	0	0
France	1	1
Hungary	0	0
Ireland	0	0
Italy	0	0
Lithuania	0	0
Latvia	0	0
Romania	0	0
Sweden	0	0
United Kingdom	0	0
ALL	1	1

# 3.1.27.11 Generating Statistics on safety certification for Annex E of the NSA annual report section E.1

This report displays a list of Safety Certificates A and B fulfilling specific criteria.

To generate the report, on the main page (Figure 1) click on the **Statistics** button, and then click on the link:

BNumerical data issued within selected period on safety certification for Annex E of the NSA annual report, section E.1: Safety Certificates according to Directive 2004/49/EC

The below page is displayed:

Report from ERADIS Database Year 2012 View report

Numerical data on safety certification for Annex E of the NSA annual report, section E.1: Safety Certificates according to Directive 2004/49/EC

On the above page, select a year and/or a Member State from the list.

And press the **Yiew report** button: the report will be displayed.

Report from ERADIS Database

Year 2014 💌 Member States All countries 💌 View report

Numerical data on safety certification for Annex E of the NSA annual report, section E.1: Safety Certificates according to Directive 2004/49/EC

🔢 4 1 of 1 🕨 🕅 100% 💌 🛛 Find | Next 🔍 🗸 🔇 🌐



States All countries					
			new	updated/ammended	renewe
		issued in the reporting year	5	1	0
E 1.1. Number of safety certificates Part A issued in the reporting year and in previous years and remain valid at the end of reporting year		issued in previous years	0	0	1
			new	updated/ammended	renewe
		issued in the reporting year	6	0	0
Number of certificates Part b, for which Part A has been issued in All countries	issued in previous years	1	0	0	
		issued in the reporting year	6	0	0
E 1.2. Number of safety certificates Part B issued in the reporting year and in previous years and remain valid at the end of reporting year		issued in previous years	1	0	0
E 1.5. Number of certificates Part A revoked in the reporting year	1				
E 1.6. Number of certificates Part B revoked in the reporting year	2				

#### 3.1.27.12 Generating Statistics on cross-border operations

Not relevant

Member State where certificate

Part A was issued

Estonia

Italy

This report displays a list of valid Safety Certificate A and the corresponding valid or expired Safety Certificates B per Railway Undertaking where at least one Safety Certificate B is of different country than the Safety Certificate A.

To generate the report, on the main page (Figure 1) click on the **Statistics** button, and then click on the link:

Name of Railway

Undertaking

EE RU

IT RU

Cross-border operations issued within selected period

#### The below page is displayed:

Home	Cross-border o	perations								
<ul> <li>Login</li> <li>Safety Authorities and Investigation Bodies</li> </ul>	Country	All countries		ificate type Par	t A	T				View Repor
Other Organisations and Bodies		All languages		dity of part B All		•				
Statistics Dashboard	Order Parts B by	Country	▼ RU	graphs Coll	apse	v				
👻 Manage	4 4 1 of 1		Find	Next 🔍 - 🤇						
Users										
Electronic questionnaires										
Translations	Cross-border	Onorations								
Notifications	Cross-border	operations								
Reference Data	RU Name	Certificate	EU ID Number	Country	History	Date Issued	Validity From	Validity To	Type(s) of	Certificate
Messages		Туре							services	Language
Search result lists	Rail Cargo Austria AG	Part A	AT 11 2014 0005	Austria	Renewed	27/11/2014	24/12/2014	23/12/2019	Freight transport	English
<ul> <li>Audit Trail Logs</li> <li>Audit Trail Logs Parameters</li> </ul>		Part B	AT 12 2017 0001	Austria	Renewed	08/08/2017	24/12/2014	23/12/2019	Freight transport	German
<ul> <li>Safety documents</li> <li>Data quality check</li> </ul>		Part B	BG 12 2014 0004	Bulgaria	Renewed	11/12/2014	24/12/2014	23/12/2019	Freight transport	Bulgarian
<ul> <li>Data quality check</li> <li>Safety Certificates</li> </ul>		Part B	SI1220140005	Slovenia	Renewed	09/12/2014	24/12/2014	23/12/2019	Freight	Slovenian
Submit a new Certificate part A	RTS Rail	Part A	AT 11 2014	Austria	Renewed	18/11/2014	01/01/2015	01/01/2020	transport Freight	German
Submit a new Certificate	Transport Service GmbH		0004						transport	
part B Amend certificate	Service Onbit	Part B	AT 12 2014 0008	Austria	Renewed	18/11/2014	01/01/2015	01/01/2020	Freight transport	German
Renew certificate		Part B	HR1220140006	Croatia	Renewed	22/12/2014	01/01/2015	01/01/2017	Freight transport	English
<ul> <li>Revoke certificate</li> <li>Download electronic form</li> </ul>		Part B	DE1220140011	Germany	New	12/12/2014	01/01/2015	01/01/2020	Freight transport	German
Upload electronic form		Part B	SK1220140016	Slovak Republic	Renewed	16/12/2014	02/01/2015	01/01/2020	Freight	English
Advanced search		-							transport	-
<ul> <li>Statistics</li> <li>Number of valid Part</li> </ul>		Part B	SI 12 2015 0001	Slovenia	New	02/06/2015	02/06/2015	02/06/2017	Freight transport	English
A Safety Certificates: new, amended,		Part B	NL12 2014 4381	The Netherlands	Renewed	15/12/2014	01/01/2015	01/01/2020	Freight transport	Nederlands

By default, all the available valid Safety Certificates which reveal cross-border operations are displayed. Additionally, the graphs displaying the validity period of the certificates, are collapsed. At the end of the report, the total number of displayed Railway Undertakings is shown.

The corresponding Safety Certificates Part B of each Safety Certificate Part A are all valid or expired and ordered by the name of their country. These certificates can be alternatively ordered by the end of validity period ("Valid to" option in the "Order Parts B by" dropdown list).

Select "Expired" or "Valid" in the "Validity of Part B" dropdown list and then **View report**. for the report to display only the expired<sup>3</sup> Safety Certificates Part B or only valid<sup>4</sup> Safety Certificates Part B, respectively.

Select a certificate type: Part A or Part B (Part B option is available only if Country criterion is filled with a specific country). Additionally, specify a country and/or a certificate language. These two criteria refer to the Certificate type defined in the respective filters. In the RU graphs, select "Expand", for the visual representation of validity periods to be displayed. Press the

**View report** button: the report will be displayed, like in Figure 14.

The report displays the valid Safety Certificates of the Railway Undertakings which perform cross-border operations for which at least one Safety Certificate Part B is from Belgium, its language is French and the corresponding Safety Certificate Part A is from other country than Belgium.

<sup>&</sup>lt;sup>3</sup> Expired means: active AND validated AND expired AND not suspended AND not revoked AND not further renewed/amended.

<sup>&</sup>lt;sup>4</sup> Valid means: active AND validated AND not expired AND not suspended AND not revoked.

	Belgium	▼ Cert	ificate type	Part B	•				View Report
ificate language	Nederlands	▼ Vali	dity of part B	All	•				them respond
er Parts B by	Country	▼ RU g	graphs	Expand	•				
4 1 of 1	1 🕨 🕅	Find I	Next 🛃 -	۲					
Cross-borde	r Operations	5							
RU Name	Certificate Type	EU ID Number	Country	History	Date Issued	Validity From	Validity To	Type(s) of services	Certificate Language
Rotterdam Rail Feeding BV	Part A	NL11 2013 3009	The Netherlands	Renewed	26/04/2013	01/05/2013	01/05/2018	Freight transport	Nederlands
	Part B	BE 12 2013 0011	Belgium	Renewed	13/08/2013	16/11/2013	15/11/2016	Freight transport	Nederlands
	Part B	DE1220130009	Germany	New	03/12/2013			transport	German
	Part B	NL12 2013 3009	The Netherlands	Renewed	26/04/2013	01/05/2013	01/05/2018	Freight transport	Nederlands
	Rotterdar	n Rail Feeding BV							
	Part /	A (The Netherlands)	01/05/2013					01/0	5/2018
		Part B (Belgium)	16/1	1/2013			15/11/2016		
		Part B (Germany)	03/1	2/2013				01/0	5/2018
	Part I	3 (The Netherlands)	01/05/2013					01/0	5/2018
									5/2010
DB Schenker	Part A	NL11 2013 3172	The Netherlands	Renewed	12/12/2013			transport	Nederlands
DB Schenker	Part B	3172 BE 12 2015 0007	Netherlands Belgium	Renewed	23/07/2015	27/07/2015	26/07/2018	transport Freight transport	Nederlands
DB Schenker	Part B Part B	3172 BE 12 2015 0007 FR1220140007	Netherlands Belgium France	Renewed New	23/07/2015 21/10/2014	27/07/2015 21/10/2014	26/07/2018	transport Freight transport Freight transport	Nederlands Nederlands French
DB Schenker	Part B	3172 BE 12 2015 0007	Netherlands Belgium	Renewed	23/07/2015	27/07/2015 21/10/2014	26/07/2018	transport Freight transport Freight transport	Nederlands
DB Schenker	Part B Part B	3172 BE 12 2015 0007 FR1220140007 NL12 2013 3172	Netherlands Belgium France The	Renewed New	23/07/2015 21/10/2014	27/07/2015 21/10/2014	26/07/2018	transport Freight transport Freight transport Freight	Nederlands Nederlands French
DB Schenker	Part B Part B Part B DB Scher	3172 BE 12 2015 0007 FR1220140007 NL12 2013 3172	Netherlands Belgium France The Netherlands	Renewed New	23/07/2015 21/10/2014	27/07/2015 21/10/2014	26/07/2018	transport Freight transport Freight transport Freight	Nederlands Nederlands French
DB Schenker	Part B Part B Part B DB Scher	3172 BE 12 2015 0007 FR1220140007 NL12 2013 3172	Netherlands Belgium France The Netherlands	Renewed New	23/07/2015 21/10/2014 12/12/2013	27/07/2015 21/10/2014	26/07/2018	transport Freight transport Freight transport Freight transport	Nederlands Nederlands French
DB Schenker	Part B Part B Part B DB Scher	3172 BE 12 2015 0007 FR1220140007 NL12 2013 3172 Nker A (The Netherlands)	Netherlands Belgium France The Netherlands	Renewed New Renewed	23/07/2015 21/10/2014 12/12/2013	27/07/2015 21/10/2014	26/07/2018 21/10/2019 12/12/2018	transport Freight Freight Freight Freight transport Freight transport 12/12/2018 2018	Nederlands Nederlands French

Figure 14

# ¥★★\* Safety Certificates A & B

#### 3.2 Anonymous or non-authorised users

#### 3.2.1 Safety Certificates main page

The following screenshot displays the Safety Certificates main page for the following user:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the NSA-Safety Certificate role is not granted

#### Safety Certificates Database

As required by Directive 2004/49/EC, in order to be granted access to the railway infrastructure, a railway undertaking must hold a safety certificate. The award of a safety certificate, gives confirmation that the railway undertaking has established its safety management system and is able to comply with relevant safety standards and rules in order to control risks and operate safely on the network. The safety certificate comprises Part A (confirmation of acceptance of the railway undertaking's safety management system) and Part B (confirmation of acceptance of the provisions adopted by the railway undertaking to meet specific requirements necessary for the safe operation of the relevant network).

#### Quick search

The Quick Search allows for a simple search of issued safety certificates per country (all or a selected one) and per type of the certificate (Part A and/or Part B). To find out more specific information you should use the Advanced Search option.

Issuing country	All countries	•
Certificate type	All	•
		Search
Advanced se	earch	
Statistic	s	



#### 3.2.2 Searching for a certificate

#### 3.2.2.1 Quick search

The quick search allows you to quickly find a certificate A and/or certificate B issued by a certain country.

On the main page (Figure 15), select an issuing country and/or a certificate type from the list.

Quick search		
		arch of issued safety certificates per country (all or a selected one) and per type of the certificate (Part A c information you should use the Advanced Search option.
Issuing country	All countries	Ŧ
Certificate type	All	T
		Search
Advanced s	search	
statisti	ics	

Print	Export to	Excel									Items per page 15
Country	RU Name	EU ID Number	History	Certificate language	Date issued	Valid from	Valid until	Validity	Pass/ Freight/ Shunting	Type of Certificate	Attachments
Greece	TRAINOSE	EL 12 2013 0001	New	Greek	04/01/2013	01/01/2013	31/12/2017	Valid	Passenger / Freight	Туре В	Safety Certificate Part B TRAINOSE.pdf
	TRAINOSE	EL 11 2013 0001	New	Greek	04/01/2013	01/01/2013	31/12/2017	Valid	Passenger / Freight	Type A	Safety Certificate Part A TRAINOSE.pdf

🕑 Go back to Quick Search

#### Figure 16

Only valid certificates are displayed in the search results. Valid certificate means: Validated AND Not Revoked AND Not expired (based on the "Validity To" date) and active.

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 v list at top of the list
- To **print the list**, click on the Print link at the top of the list
- To **export the list** into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To **view a certificate**, click on the "History" field of the certificate you want to view According to the certificate's type (Part A or Part B), the page will be displayed:



Safety Certificate details

🕙 Go Back to Search Results   🔍 View ECM Certificates   🔍 View RU Licen	es   Export to PDF   🚔 Print
---	------------------------------

		SAFETY CERTIFICATE - P	ART A	
ety Certificate confirming a hin the European Union in co applicable national legislat	onformity with Directive	y Management System : 2004/49/EC		
Certificate - Part A	FR1220090008			
	,		EU IDENTIFICATION NUMBER FR112009000	07
CERTIFIED RAILWA eqal denomination: COL				
Railway undertaking nam			Acronym:	
National registration num		CS VERSAILLES	VAT No:	
2. CERTIFICATE ISSU Organisation: EPSF	ING ORGANIZATI	DN		
Country: France				
3. CERTIFICATE INFO	RMATION			
		ECM (entity in charge of maintenance) certificate : Yes	:	
- new cer		ECM Certificate Number : FR/31/0512/0020		
	d certificate 🗌 'amend certificate 🗌			
- upuace/	amena certificate 🗋	EU Identification Number of the previous certificate:		
Validity from: 01/02/201	2	to: 01/05/2012		
		cluding high-speed services		
Freight transport -Exclud				
Transportation Volume: L Less than 500 million ton		passenger-km per year		
Railway Undertaking Size	e: Micro enterprise			
Scope of ECM Activities:				
Covers other wagons sp	ecialised in transport	ot dangerous goods		
4. APPLICABLE NATIO	NAL LEGISLATIO	N		
national decree				
5. ADDITIONAL INFO	RMATION			
Date issued				
30/01/2012				
Internal reference Numb internal nu 19	er			
Attachments				
🔀 Guidance on Good R	eporting Practice 1.0	-DE pdf		
Saluance on 6000 K	operang Pracade 110	e e por		

and <u>Print</u>



Safety	Certificate	details

🗄 Go Back to Search Results | 🔍 view ECM Certificates | 🔍 view RU Licences | Export to PDE | 🚔 Print

fety Certificate confirmin	ng acceptance of the	SAFETY CERTIFICA provisions adopted by the Railway Undertaking safe operation on the relevant network in conformity	ATE - PART B	
th Directive 2004/49/EC	and applicable natio	nal legislation - Part B		
Certificate - Part A	56756765			
			EU IDENTIFICATION NUMBER	56756765
L CERTIFIED RAIL	WAY UNDERTA	KING		
egal denomination:				
Railway undertaking r	ame: VFLI		Acronym: VFLI	
National registration r	umber: 408 169	043	VAT No: FR93408169043	
2. CERTIFICATE IS	SUINC ORCANI	ZATION		
Organisation: EPSF		<u>LATION</u>		
Country: France				
	CORMATION			
3. CERTIFICATE IN	Certificate	x		
	wed certificate	EU Identification Number		
- upda	te/amend certific			
Validity from: 04/12/	2013	to: 21/03/2014		
Type(s) of services:	Passenger transp	ort - Including high-speed services		
4. SAFETY CERTIFI	CATE - PART A	(acceptance of the Safety Management Syste	em)	
EU Identification Num	ber: FR11201000:	13		
5. LINES OPERATE	0			
J. LINES OFERATE	,			
6. SPECIFIC COND		ALIGATIONS		
7. APPLICABLE NA	FIONAL LEGISL	ATION		
test				
Date issued				
04/12/2013				
Internal reference Nu	mber			
re				
Attachments				
No attached files				

and <u>Print</u>

# Figure 18

#### 3.2.2.2 Advanced search

The advanced search allows you to find a certificate satisfying multiple criteria.

On the	main	page	(Figure	15),	click	on	the
display	ed.						

Advanced search

button: a page will be



CERTIFICATES							
/ amended / renewed / re	voked), type ar	nd extent of the	services covered by the certif	asis of a set of pre- licate, issuing dates	defined cri or validity	d criteria or a combination of them. These criteria include among others the type of certificate (Part A and / or Part B), status of the c idity periods of the certificate, as well as information on the issuing authority and the certificate holder.	certificate (new
Search for	All certificate	s <b>v</b>	EU Identification Number				
Validation status	All	۲	Country Issuing The Safety Certificate	All countries	•	Ŧ	
Certificate type	All	•	ECM Certificate Number				
Certificate language	All languages	; <b>T</b>					
RAILWAY UNDERTAKIN	IG						
Railway undertaking name	2		Acronym				
National Registration No			VAT No				
VALIDITY							
From		Ľ	То	🗳 🗉 All			
TYPE AND EXTENT OF S	ERVICE						
Railway Undertaking Size	All						
Passenger transport							
Include high speed ser			Transpor	tation Volume Plei	ase select	ect T	
Exclude high speed set Freight transport	rvice						
Include dangerous goo	ds		_				
Exclude dangerous go			Transpor	tation Volume Plea	ase select	ect Y	
Shunting only							
ISSUING ORGANIZATIO	ON						
Organization name							
Date Issued							
From		et 1	То	Ľ			
Internal reference No							
Free text							
FICE CEAC							
Search Reset							

Figure 19

Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 16.

By default, only valid certificates are displayed in the search results. Valid certificate means: Validated AND Not Revoked AND Not expired (based on the "Validity To" date) and active. If "All" option is checked in the "Validity" section, the system may display certificates which are inactive, or expired<sup>5</sup> or revoked or not validated.

The Actor can see not validated certificates provided that he/she has the delegation right in the name of the creator of the certificate.

#### 3.2.3 Print a certificate

You can print at any time the information on the screen, by clicking on the  $\frac{\text{Print}}{\text{Print}}$  link at the top of the page.

#### 3.2.4 Export to PDF

You can export the Certificate from view page (Figure 17 or Figure 18), by clicking on the Export to PDF link at the ten of the page

link at the top of the page.

#### 3.2.5 Statistics

This feature allows the user to generate statistic reports on existing Safety Certificates A & B based on specific criteria.

#### 3.2.5.1 Navigate through the statistic report

Once the report is displayed, several navigation buttons are available on the report:

<sup>&</sup>lt;sup>5</sup> Expired certificate means: Validated AND Not Revoked AND active AND "Validity To" date is in the past.



- To go to a specific page of the report, type a page number
   (1 of 1 ) ) on the yellow band and press the Enter key \_\_\_\_\_
- To move to the next/previous page of the report, click on the **D** / **I** / **I** Ink on the yellow band
- To **find a string in the report**, type a text in the Find | Next field and click the Find link. Click on the Next link to find the next occurrence
- To resize the page of the report, select a width in the 100% Iist
- To print the report, click on the 🔤 button
- To **refresh the report**, click on the 🙆 button
- To sort the list, click on the arrow in field header you want to sort by



• To view a certificate, click on the value displayed in a cell In case of a sum:



If the number equals to zero: no link to certificate available

If the number equals to one: the certificate view is displayed as show in Figure 17 (if certificate A) or Figure 18 (if certificate B)

If the number is greater than one: the list of certificates is displayed as show in Figure 16

In case of an EU Identification Number:

EU Number of	Part A	EU Number of Part B $\updownarrow$
UK1120080061		BE1220080099
		FR1120080099
UK1120080063		
111/1120080040		

The certificate view is displayed as show in Figure 17 (if certificate A) or Figure 18 (if certificate B)

# 3.2.5.2 Export the statistic report

Once the report is displayed, it is possible to export the result in several output formats:



• To **export the report** into a file, click on the button and select an available output format in the list



From the generated file (PDF, Excel, Word, MHTML), the user can view a certificate by clicking on a number displayed in a cell: see the above "To view a certificate" bullet.

### 3.2.5.3 Statistics - Certificates A

This report displays a list of valid Safety Certificate A per Member State and per certificate's type (new, amended, revoked, renewed).

To generate the report, on the main page (Figure 15) click on the Statistics button, and then click on the link:

Number of valid Part A Safety Certificates issued within selected period: new, amended, renewed and revoked

The below page is displayed:

Report from	ERADIS Databas	e	
Year	All 🔽		
RU size	All	*	
			View report
Type of operation	All		V Hew report
Certificates p	art A		

On the above page, select a year and/or a railway undertaking size and/or a type of operations from the list.

And press the **View report** button: the report will be displayed.

			Safety Certificates A & B
Report from	E <b>RADIS</b> Data	base	
Year	All 💌		
RU size	All	~	
Type of operation	All		View report

Number of valid Part A Safety Certificates: new, amended, renewed and revoked

<b>I</b> ⊲ ⊲ 1	of 1 👂 🕅	100%	¥	Find   Next	-	٢	<b>.</b>

#### Number of valid Part A Safety Certificates: new, amended, renewed and revoked

Reporting Year	All
Reporting RU size	All
Reporting Type of operation	All

Country ≑	N	umber of cer	tificates Part	t A
	Number of part A New <sup>≑</sup>	Number of part A     ≎ Amended	Number of part A     ≎ Renewed	Number of part A     ≎ Revoked
Estonia	3	0	0	1
France	1	0	1	0
Italy	2	1	0	0
Total Sum	6	1	1	1

Date of report creation: 10/04/2014

#### 3.2.5.4 Statistics - Certificates B

This report displays a list of valid Safety Certificate B per Member State (issuing state) and per certificate's type (new, amended, revoked, renewed).

To generate the report, on the main page (Figure 15) click on the **Statistics** button , and then click on the link:

Number of valid Part B Safety Certificates issued within selected period: new, amended, renewed and revoked

The below page is displayed:

<b>Report from</b>	ERADIS Database	
Year	All 💌	
Type of operation	All	View report

Number of valid Part B Safety Certificates: new, amended, renewed and revoked

On the above page, select a year and/or a type of operations from the list.

And press the **View report** button: the report will be displayed.

1/1

Year All 💌	
Type of operation All View report	

Number of valid Part B Safety Certificates: new, amended, renewed and revoked

Reporting Year All				
Reporting Type of operation All				
Country ≑	N	umber of cer	tificates Part	В
	Number of part B New <sup>⊜</sup>	Number of part B     ≑ Amended	Number of part B     ≑ Renewed	Number of part B     ≎ Revoked
Estonia	4	0	1	1
France	1	0	0	0
Italy	3	1	0	1
Total Sum	8	1	1	2

Date of report creation: 10/04/2014

1/1

Statistics

#### 3.2.5.5 Statistics - Certificates A versus Certificates B

This report displays a list of Safety Certificates B per Safety Certificate A and per Railway Undertaking.

To generate the report, on the main page (Figure 15) click on the **set** button , and then click on the link:

Statistics - Certificates A vs Certificates B issued within selected period

The below page is displayed:

Report from ERADIS Database				
Year	All 💌			
Issuing State	All countries	~	¥iew report	

Certificates Part A vs. certificates Part B

On the above page, select a year and/or an issuing state from the list.

And press the **View report** button: the report will be displayed.

Statistics	- Certifi	icates	B vs	Certif	icates	А	issued	within	selected	perio
e below	page is	displa	ayed	:						

Issuing State	All countries 💌	View report	

Reporting Year

14	4 1	c	of1 ♭	$\mathbb{D}[]$	100%	*	Find   Next	- 🔍	٢	٠	

# Certificates Part A vs. certificates Part B

Reporting Issuing State All countries

All

RU names ≑	EU Number of Part A	EU Number of Part B ≎
EE RU	4674	4654
	6438	8678
	68678	65756
		45667
FRRU	123123	123124124
	55471	
	56756	
IT RU	123	999
	222	
	333	67657
		6575765
	54654645	

3.2.5.6 Statistics - Certificates B versus Certificates A

Date of report creation: 10/04/2014

This report displays a list of Safety Certificates A per Safety Certificate B and per Railway Undertaking.

Statistics To generate the report, on the main page (Figure 15) click on the button , and then click on the link:

₿<u>St</u> bd

The

Report from ERADIS Database

Year	All 💌		
Issuing State	All countries	*	View report

Certificates Part B vs. certificates Part A

1/1

Safety Certificates A & E

Report from ERADIS Database Year All 🔽

On the above page, select a year and/or an issuing state from the list.

And press the **View report** button: the report will be displayed.

#### Report from ERADIS Database

Year	All 💌
Issuing State	e All countries View report
Certificat	tes Part B vs. certificates Part A

# 🕅 🖣 1 of 1 🕨 🕅 100% 💌 🛛 Find | Next 🔍 - 🛞 🚔

#### Certificates Part B vs. certificates Part A

	Reporting Year	All		
	Reporting Issuing State	All countries		
	RU names ≑		EU Number of Part B $\updownarrow$	EU Number of Part A 🗘
			65756	68678
EE RU			8678	6438
EE RU			4654	4674
			45667	<mark>68678</mark>
FRRU			123124124	123123
			6575765	333
IT RU			999	123
			67657	333

Date of report creation: 10/04/2014

#### 3.2.5.7 Generating Statistics on valid Safety Certificates A and B

This report displays a list of valid Safety Certificates A and B per Member State.

To generate the report, on the main page (Figure 15) click on the **Equation** button , and then click on the link:

Number of valid certificates issued within selected period

The below page is displayed:

Report from ERADIS Database

Year All 🔽 View report



On the above page, select a year from the list.

And press the **View report** button: the report will be displayed (also in a graph format).

Statistics

Report from ERADIS Database

Year All 🔽 View report

Number of valid safety certificates

All

¥

I4 4 1 of 1 ▷ ▷I 100%

Find | Next 🖳 - 🚯 🖨 Number of valid safety certificates

Reporting Year	
----------------	--

			Certificate Part	А				Certificate Part	В	
	Passenge	r Transport	Freight	Transport		Passen	ger Transport	Freight	Transport	
Country \$	Including high-speed \$ services	Excluding high-speed services	Including dangerous goods	Excluding dangerous goods	Shunting services	Including high-speed services	<ul> <li>Excluding</li> <li>high -speed \$</li> <li>services</li> </ul>	Including dangerous goods	Excluding dangerous goods	Shunting services \$
Andora	0	0	0	0	0	0	0	0	0	0
Albania	0	0	0	0	0	0	0	0	0	0
Belgium	0	0	0	0	0	0	0	0	0	0
Bolivia	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	0	0	0	0	0	0	0
WITZERLAND	0	0	0	0	0	0	0	0	0	0
colombia	0	0	0	0	0	0	0	0	0	0
Cuba	0	0	0	0	0	0	0	0	0	0
Cyprus	0	0	0	0	0	0	0	0	0	0
Germany	0	0	0	0	0	0	0	0	0	0
Estonia	1	1	1	1	1	0	2	0	2	2
Greece	0	0	0	0	0	0	0	0	0	0
France	1	0	1	0	0	0	0	0	0	0
Georgia	0	0	0	0	0	0	0	0	0	0
India	0	0	0	0	0	0	0	0	0	0
Italy	1	2	1	2	0	1	2	1	2	0
JAMAICA	0	0	0	0	0	0	0	0	0	0
JORDAN	0	0	0	0	0	0	0	0	0	0
Japan	0	0	0	0	0	0	0	0	0	0
Lithuania	0	0	0	0	0	0	0	0	0	0
Luxemburg	0	0	0	0	0	0	0	0	0	0
Latvia	0	0	0	0	0	0	0	0	0	0
Monaco	0	0	0	0	0	0	0	0	0	0
Malta	0	0	0	0	0	0	0	0	0	0
Mexico	0	0	0	0	0	0	0	0	0	0
THAILAND	0	0	0	0	0	0	0	0	0	0
Turkey	0	0	0	0	0	0	0	0	0	0
Uganda	0	0	0	0	0	0	0	0	0	0
USA	0	0	0	0	0	0	0	0	0	0
ALL	3	3	3	3	1	1	4	1	4	2
ALL	3	3	3	5		-	4		+	2
8				I						
0	AD AL BE	во са сн	CO cu CY					u LV MO N	ит мх тн т	R UA US
				Part A safet	ty cerificates	Part B safety ce	rificates			

### 3.2.5.8 Generating Statistics on valid Safety Certificates A and B domestic vs. crossborder

This report displays a list of valid Safety Certificates A and B domestic vs. cross-border per type of service.

To generate the report, on the main page (Figure 15) click on the button , and then click on the link:

Statistics



Number of valid safety certificates issued within selected period - Parts A and B, domestic vs. cross-border operations, per type of service

#### The below page is displayed:

Report from ERADIS Database

Year All 💟 View report

Number of valid safety certificates - Parts A and B, domestic vs. cross-border operations, per type of service

On the above page, select a year from the list.

And press the **View report** button: the report will be displayed (also in a graph format (only the total for all Member States)).

Report from ERADIS Database

Year 2012 View report

Number of valid safety certificates - Parts A and B, domestic vs. cross-border operations, per type of service

||4 4 1 of 1 ▷ ▷|| 100% Find | Next 🔍 🗸 👶 ~

#### Number of valid safety certificates - Parts A and B, domestic vs. cross-border operations, per type of service

g High-Speed												
ervices	Exclu	uding High-S Services	peed	Inclu	iding High-S Services	Speed	Exclu	iding High-S Services	Speed	Shunting services		
Part B mestic border	Part A	Part B domestic	Part B cross- border	Part A	Part B domestic	Part B cross- border	Part A	Part B domestic	Part B cross- border	Part A	Part B domestic	Part I cross borde
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	1	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	0	0	0	0	0	0	0	0	0
0 0	0	0	0	1	0	0	0	0	0	0	0	0
Passenger transport excluding high-spee services	id i	ncluding high services	-speed	exclud goo	ing dangerous ds s ervices	; ir	cluding da goods se	ngerous rvices	Shuntir	ng services		
exclud	ling high-spee	ling high-speed i services	ting high-speed including high services services Validated Part Bsaf	services validated Part Bsafety certifica	Ing high-speed including high-speed exclud services services goo	ing high-speed including high-speed excluding dangerous services goods services	Ing high-speed including high-speed excluding dangerous in services services goods services	ling high-speed including high-speed excluding dangerous including da services goods services goods services goods services with the service service service service services service	Ing high-speed including high-speed excluding dangerous including dangerous services goods services goods services goods services	ing high-speed including high-speed excluding dangerous including dangerous services goods services goods services Validated Part Bsafety certificate(cross-border Validated Part A safety certificate	ing high-speed including high-speed excluding dangerous including dangerous services goods services goods services	Iing high-speed       including high-speed       excluding dangerous       including dangerous         services       services       goods services       goods services

# 3.2.5.9 Generating Statistics on valid Safety Certificates B international operations vs. total number of Certificates B

This report displays a list of valid Safety Certificates B international operations vs. total number of Certificates B for passenger transport (including and excluding high-speed services).

Statistics To generate the report, on the main page (Figure 15) click on the button , and then click on the link:

Number of valid Part B Safety Certificates issued within selected period, international operations vs. total number of Part B certificates, for passenger transport (including and cluding high-speed services)



Report from ERADIS Database

Year All 💟 View report

Number of valid Part B Safety Certificates, international operations vs. total number of Part B certificates, for passenger transport (including and excluding high-speed services)

On the above page, select a year from the list.

And press the **View report** button: the report will be displayed (also in a graph format). Report from ERADIS Database Year All 💉 View report Number of valid Part B Safety Certificates, international operations vs. total number of Part B certificates, for passenger transport (including and excluding high-speed services) ~ Find | Next 🔍 🚽 😨 🌐 Number of valid Part B Safety Certificates, international operations vs. total number of Part B certificates, for passenger transport (including and excluding high-speed services) Reporting Year All Part B certificates for passenger transport for cross-border services only Part B certificates for passenger transport \$ Country \$ Andora 0 Albania Belgium 0 Bolivia 0 Canada SWITZERLAND colombia Cuba Cyprus Germany Estonia Greece France Georgia India Italy JAMAICA JORDAN Japan Lithuania Luxemburg Latvia Monaco Malta Mexico THAILAND Turkey Uganda USA ALL 3 Validated Part B Safety Certificates (cross-border only) for passenger transport includinglexcluding high-speed services Validated Part B Safety Certificates for passenger transport includinglexcluding high-speed services 2.



1.

n

AD

Date of report creation: 10/04/2014

во CH

BE CA DE

CY EE

со

Safety Certificates A & B  $\mathcal{F}^{**}$ 

### 3.2.5.10 Generating Statistics on valid Safety Certificates A vs. valid Safety Certificates Part A applying for more than one type of services

This report displays a list of valid Safety Certificates A vs. valid Safety Certificates Part A applying for more than one type of services.

To generate the report, on the main page (Figure 15) click on the Statistics button , and then click on the link:

🖺 Number of total valid Safety Certificates Part A vs. valid Safety Certificates Part A issued within selected period and applying for more than one type of services

#### The below page is displayed:

Report from ERADIS Dat	tabase		
Year All 💟 View report			
Number of total valid Sa	fety Certificates Part A	vs. valid Safety Certificates Part A	applying for more than one type of services
On the above page	, select a year fro	om the list.	
And press the View	w report button:	the report will be displaye	d.
Report from ERADIS Da	atabase		
Year 2012 View report			
	fatu Cartificatos Daut (	A ve valid Cafety Contifeates Dart A	applying for more than one type of services
			applying for more than one type of services
<b>I</b>	100%	Find   Next 🛃 🗸 😨 👘	
Certificates Par Reporting Year 2012	t A applying for mor	e than one type of services	
Country	Number of all valid Part A certificates	Number of valid Part A certificates issued for more than one type of service	
Austria	0	0	
Belgium	0	0	
Bulgaria	0	0	
Czech Republic	0	0	
Germany	0	0	
Denmark	0	0	
Estonia	0	0	
Greece	0	0	
Spain	0	0	
Finland	0	0	
France	1	1	
Hungary	0	0	
Ireland	0	0	
Italy	0	0	
Lithuania	0	0	
Latvia	0	0	
Romania	0	0	
Swadaa	0	0	

ALL Date of report creation: 05/12/2013

Sweden

United Kingdom

1/1

# 3.2.5.11 Generating Statistics on safety certification for Annex E of the NSA annual report section E.1

0

0

This report displays a list of Safety Certificates A and B fulfilling specific criteria.

0



To generate the report, on the main page (Figure 15) click on the Statistics button , and then click on the link:

Image: Numerical data issued within selected period on safety certification for Annex E of the NSA annual report, section E.1: Safety Certificates according to Directive 2004/49/EC

 The below page is displayed:

 Report from ERADIS Database

 Year 2012 Member States All countries View report

 Numerical data on safety certification for Annex E of the NSA annual report, section E.1: Safety Certificates according to Directive 2004/49/EC

 On the above page, select a year and/or a Member State from the list.

And press the **View report** button: the report will be displayed.

Report from ERADIS Database

Year 2014 Vember States All countries View report

Numerical data on safety certification for Annex E of the NSA annual report, section E.1: Safety Certificates according to Directive 2004/49/EC

🛿 🖣 1 of 1 🕨 🕅 100% 💌 🛛 Find | Next 🛃 🕶 🚱 🌐

#### Numerical data on safety certification for Annex E of the NSA annual report, section E.1: Safety Certificates according to Directive 2004/49/EC

Reporting Year 2014 Member States All cou

			new	updated/ammended	renewed
		issued in the reporting year	5	1	0
E 1.1. Number of safety of issued in the reporting ye years and remain valid at year	ear and in previous	issued in previous years	0	0	1
			new	updated/ammended	renewed
		issued in the reporting year	6	0	0
	Number of certificates Part b, for which Part A has been issued in All countries	issued in previous years	1	0	0
		issued in the reporting year	6	0	0
E 1.2. Number of safety certificates Part B issued in the reporting year and in previous years and remain valid at the end of reporting year	Number of certificates Part b, for which Part A has been issued in another Member State	issued in previous years	1	0	0
E 1.5. Number of certificates Part A	1				

revoked in the reporting year				
E 1.6. Number of certificates Part B revoked in the reporting year	2			
	Not relevant			
Name of Railway Undertaking	Member State where certificat Part A was issued			
EE RU	Estonia			
IT RU	Italy			

### 3.2.5.12 Generating Statistics on cross-border operations

This report displays a list of valid Safety Certificate A and the corresponding valid or expired Safety Certificates B per Railway Undertaking where at least one Safety Certificate B is of different country than the Safety Certificate A.

The content of this statistics report is the same with the case of authorized users. For more information refer to <u>Generating Statistics on cross-border operations</u>

# 4 Licences

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search for licences
		Submit new licences
		Suspend/amend/modify/revoke existing licences
		Validate/invalidate/delete licences
		Perform data quality check
ERA Administrator		Search for licences
		Activate/deactivate licences
ERA-EXT NSA	Licencing	Search for licences
	Authority	Submit new licences
		Suspend/amend/modify/revoke existing licences
Anonymous		Search for licences
Non-Authorised User		

Each submitted/suspended/amended/revoked licence will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated licences.

It is important to note that one licence is related to a specific Railway Undertaking (RU).
# 4.1 Authorised users

# 4.1.1 Licences main page

The following screenshot displays the Licences main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the NSA-Safety Licence role is granted. Among these users, only those who belong to the same organisation as the licence issuer have the authority to modify/amend/suspend/revoke.

\//*			Logout Help eng	glish (en) 🔻
F*** ERADIS - European F	Railway Agency Da	abase of Interoperability and Safety	Search in Eradis	P
Home > Safety documents > Licences				
▼ Home	Licences Data	base		
<ul> <li>Login</li> <li>Safety Authorities and Investigation Bodies</li> <li>Other Organisations and Bodies</li> <li>Statistics Dashboard</li> </ul>	Additional historical i	formation on licenses issued in accordance with Directive 95/18/ nce declaration Amend an existing licence ×Suspend an ex		nal legislation.
✓ Manage b Users	Quick search			
<ul> <li>Users</li> <li>Electronic questionnaires</li> </ul>	The Quick Search all	ws for a simple search of issued licences for Railway Undertaking	s per country. To find out more specific information use the Advanced Sear	ch option.
Translations	Issuing country	All countries		
Notifications	Validation status	All		
<ul> <li>Reference Data</li> <li>Messages</li> </ul>	Validity	Valid		
Search result lists		Search		
Audit Trail Logs				
<ul> <li>Audit Trail Logs Parameters</li> <li>Safety documents</li> </ul>	Advanced s	earch		
<ul> <li>▷ Data quality check</li> <li>▶ Safety Certificates</li> <li>✓ Licences</li> <li>▶ Submit new licence</li> </ul>	Statisti	s		
Amend licence				•



### 4.1.2 Searching for a licence

# 4.1.2.1 Quick search

The quick search allows you to quickly find a licence issued by a certain country and/or in a certain validation status and/or certain validity.

On the main page (Figure 20), select an issuing country and/or a validation status and/or validity<sup>6</sup> from the lists.

Quick search									
The Quick Search all	lows for a simple sear	ch of issued licen	es for Railway Un	dertakings per cou	intry. To find out i	more specific info	mation use the	Advanced Sea	rch option.
Issuing country	All countries	Ŧ							
Validation status	All	Ŧ							
Validity	Valid	•							
Advanced s	_ '	Search							
Statisti	ics								

<sup>&</sup>lt;sup>6</sup> Valid licence means: Validated AND Not Revoked AND Not expired (based on the "Validity To" date) AND active.



And press the Search button: a list will be displayed.

Licences search results

Country	RU Name	National Licence Number	History	Issuing Date	Pass/Freight/TractionOnly	Insurance	Validated	Attachments	Validity
Belgium	Captrain Belgium	L-006-1	Amended	19/05/2010	Freight	Yes	Yes		Valid
	CMI Traction	L-004-3	Amended	16/05/2014	Freight	Yes	Yes	L004-3-Licence et couverture financière.pdf	Valid
	Crossrail Benelux NV	L-002-5	Amended	12/08/2010	Freight	Yes	Yes	L-002-5 bijlage vergunning.pdf L-002-5 vergunning.pdf	Valid
	Nationale Maatschappij der Belgische Spoorwegen (NMBS)	L-010	New	10/12/2013	Pass/Freight	Yes	Yes	L010 nmbs sncb.pdf	Valid
	NMBS Logistics	L-008	New	20/04/2010	Freight	Yes	Yes	L-008 - NMBS Logistics.pdf	Valid
	Railtraxx	L-007	New	18/01/2010	Freight	Yes	Yes	LOO7-Railtraxx.pdf	Valid
	Société Voyages Belgique	L-009	New	19/11/2012	Passenger	Yes	Yes	L-009 -SVB.pdf	Valid
	THI Factory S.A.	L-011	New	21/02/2014	Passenger	Yes	Yes	L-011 THI Factory	Valid
	Trainsport N.V.	L-005-2	Amended	15/07/2014	Freight	Yes	Yes	Trainsport.pdf	Valid

Total 9 item(s) found.

🕙 Go back to Quick Search

#### Figure 21

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 v list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To view a licence, click on the "History" field of the licence you want to view
- To open an attachment, click on the attachment's name

### 4.1.2.2 Advanced search

The advanced search allows you to find a licence satisfying multiple criteria.

On the main page (Figure 20), click on the Advanced search button: a page will be displayed.

Licences Advanced se	earch				
Issuing country Licence status Validation status	All countries   All licences  All	¥	Decision identification EC licence-notification No		
Railway undertaking name National Registration No			Acronym VAT No		
Valid from	1		Valid to	E.	All
Issuing organization name			Type of services	passenger     freight     traction only	
Date Issued From	e		Date Issued To	₿	
Free text					
Search Reset					

Figure 22

Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 21.

By default, only valid<sup>7</sup> licences will be shown in the results. Only if "All" is checked in the "Validity" section, the system may display licences which are inactive, or expired or revoked or not validated.

The Actor can see not validated licences provided that he/she belongs to the issuing organisation referenced in the document or that he/she has the delegation right in the name of the creator of the licence or that he/she has the role ERA Safety User.

# 4.1.3 Submitting a new licence

This feature allows the submission of new licence.

Since the licenses are issued on national language usually, ERADIS will allow user to choose on what language he/she want to provide licence data.

If Add Insurance is pressed, a new Tab "Insurance" appears

On the main page (Figure 20), click on the Submit a new licence declaration link: the following page will be displayed

<sup>&</sup>lt;sup>7</sup> Valid certificate means: Validated AND Not Revoked AND Not expired (based on the "Validity To" date) and active



ıbmit a new licence d	eclaration				Save to file
ite:					
For the fields marked by an	asterisk, information is mandatory				
- For the fields marked by two	asterisks, information in at least one	field is re	quired		
	Add Insurance			Licence language English	
				Licence language English	
Licence					
LICENCE INFORMATION FO	R THE PERFORMANCE OF RAIL TRA	ANSPORT	SERVICES		
Within the Union and the Euro	pean Economic Area according to Dire	ective 201	2/34/EU and the relevant nation	al legislation.	
1. 1. Licence issuing State					
Issuing State*	Please select	*	• New OAmended		
-	Flease select				
National licence No*			Decision identification*		
Applicable legislation*					
Licensing authority	Other	*	City*		
Organisation name*			Phone No*		
Postal address*			Facsimile No*		
Post Code*			E-mail		
2. 2. Licence holder					
Select railway undertaking	Other	~	Registration No**		
Railway undertaking name*			Phone No*		
Postal address*			Facsimile No*		
Post Code*			E-mail		
City*			VAT No**		
3. Validity					
	<b>िरी</b>				
Valid from*			Temporary licence	🔿 Yes 💿 No	
Type of services*	freight passenger traction	n only			
4. Amendments					
Amended on					
Description of amendment					
5. Conditions and obligation	ons				
				/34/EU should be mentioned	
Conditions and obligations*	here, or reference should	be giv	en to where documentati	on is available	
EC licence-notification No			Date*		
In accordance with the harmonise	d numbering system called European Identi	ification			
Number (EIN), as laid down in the	Appendix 2 of the Commission Decision		Name*		
2007/756/EC.					
2007/756/EC.					
ITACHED FILES					

Figure 23

Fill in all the required fields and press the **Send to ERA** button.

If the EC Number is not in conformity with the Commission Decision 2007/756/EC, the below popup window will appear: press the Ok Button to continue or the Cancel button to modify the current data entry.

Message	from webpage
?	Attention!!! The given EC number is not in conformity with COMMISSION DECISION (2007/756/EC) of 9 November 2007. You may continue with the provided EC notification number or cancel to change it.
	OK Cancel

If Cancel is chosen, the message appears on the top of the page:

• The notification number is invalid (format: country code+"01" + year + 0000)

If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):

- Valid From Date is in wrong format
- Name is required

If no error occurs, a confirmation message will be displayed:



You can click on the <u>View created licence</u> link to view the newly created licence: the following page will be displayed.

At the successful submission of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.



Licence details

Licence						
LICENCE INFORMATI	ON FOR THE PERFORMANCE OF RAIL TRANSPORT	SERVICES				
Within the Union and th	Within the Union and the European Economic Area according to Directive 2012/34/EU and the relevant national legislation.					
1. Licence issuing St	ate					
Issuing State	France	🗙 New 🗌 Amended				
National licence No	5345345	Decision identification	65756765			
Applicable legislation	EU Directive					
Licensing authority	MINISTÈRE DE L'ÉCOLOGIE, DE L'ÉNERGIE, DU DÉVELOPPEMENT DURABLE ET DE LA MER, EN CHARGE DES TECHNOLOGIES VERTES ET DES NÉGOCIATIONS SUR LE CLIMAT Direction générale des infrastructures, des transports et de la mer Direction des services de transport	Phone No	+ 33(0)1.40.81.22.22			
Postal address	Arche Sud	Facsimile No				
Post Code and city	F-92055 LA DEFENSE CEDEX	E-mail				
2. Licence holder						
Railway undertaking	COLAS RAIL	Phone No	+33.1.34.93.83.00			
Postal address	38-44 rue Jean Mermoz	Facsimile No	+33.1.34.93.82.99			
Post Code and city	78600 MAISONS LAFFITTE	E-mail				
Registration No	632 049 128 RCS VERSAILLES	VAT No	FR29632049128			
3. Validity						
Valid from	22/04/2015	Temporary licence	Yes X No			
Type of services freight passen	ger 🗌 traction only					
Suspended on		Revoked on				
4. Amendments						
Amended on						
Description of amendment						
5. Conditions and ob	ligations					
	o Article 23(2) of Directive 2012/34/EU should be ment	ioned here, or reference	e should be given to where documentation is available			
		22/04/2015				
		Date	Signature			
		Name John Whee	-			
EC licence-notification	No 11001100100	1				
L						

Attachments No attached files

Modify this licence Go to Validation task





#### 4.1.4 Save as template

You can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new declaration. It is not necessary to fill in all the fields to save a template: incomplete declarations can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm.

### 4.1.5 Open template

To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed

# My Licence Templates < Back to the Licence form</td> Image: State St

Where you can choose the template to load by clicking on the  $\Im$  icon.

To rename a template, click on the 🥒 icon.

To delete a template, click on the  $\times$  icon.

# 4.1.6 Add attachments

You can add electronic attachments to the licence by pressing the **Attachments** button: the following window will be displayed

🖉 European Railway Agency - Windows Internet Explorer	_ 🗆 🔀
Note: You can attach files of size up to 4MB. The system will reject any file that exceeds this size	
Name S	Size (kb)
	Browse
Upload Close	

To add a file, press the Browse... button, choose the file to attach





and click on the Upload Upload

button: the added file will be listed as shown in the

following figure

🖉 European Railway Agency - Windows Internet Explorer	
Note: You can attach files of size up to 4MB. The system will reject any file that exceeds this size	e.
Name	Size (kb)
➤ restrictions.pdf	93
	Browse
Upload Close	

If by mistake the wrong file has been uploaded, you can remove it by clicking on the  $\times$  icon next to the file name.

Repeat the steps above to add any number of attachments: when finished, press the **Close** button to return to the previous screen, where all the attachments will be listed at the bottom of the page as shown on the figure below.



# 4.1.7 Print a licence

You can print at any time the information on the screen, by clicking on the  $\frac{\text{Print}}{\text{Print}}$  link at the top of the page.

### 4.1.8 Save a licence to an Excel file

You can export at any time the information on the screen into an Excel file, by clicking on the Save to file link at the top of the page.

You may choose this function in order to send the licence to ERA by email or to keep it for local storage.

# 4.1.9 Export to PDF

You can export the licence from view page (Figure 24), by clicking on the  $\frac{\text{Export to PDF}}{\text{Ink at}}$  link at the top of the page.

# 4.1.10 Validating a licence (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided licences and make these publicly available on the ERADIS web site.

During the process of validation the ERA users will be able to create new reference data entries in case that a licence will contain new information which was not stored previously within the ERADIS reference data database.

To validate a temporary licence, search for the non-validated licence and display its properties:

a page similar to the one in Figure 24 will be displayed. Press the **Go to Validation task** button: a page similar to the one in Figure 23 will be displayed, where you can update any relevant field before final validation.

To cancel validation, click on the Undo changes button.

To confirm validation, click on the **Validate** button.

If the EC Number is not in conformity with the Commission Decision 2007/756/EC, the below popup window will appear: press the Ok Button to continue or the Cancel button to modify the current data entry.

Message	from webpage
?	Attention!!! The given EC number is not in conformity with COMMISSION DECISION (2007/756/EC) of 9 November 2007. You may continue with the provided EC notification number or cancel to change it.
	OK Cancel

If Cancel is chosen, the message appears on the top of the page:

The notification number is invalid (format: country code+"01" + year + 0000)

If Ok is chosen, a confirmation message will be displayed in case of no errors.



You can click on the View registered licence link to view the validated licence: the following page will be displayed



Licence details

ICENCE INFORMAT	ION FOR THE PERFORMANCE OF RAIL TRANSPORT	SERVICES	
Within the Union and t	he European Economic Area according to Directive 2013	2/34/EU and the relevant	t national legislation.
l. Licence issuing S	tate		
Issuing State	France	🗙 New 🗌 Amended	
National licence No	5345345	Decision identification	65756765
Applicable legislation	EU Directive		
Licensing authority	MINISTÈRE DE L'ÉCOLOGIE, DE L'ÉNERGIE, DU DÉVELOPPEMENT DURABLE ET DE LA MER, EN CHARGE DES TECHNOLOGIES VERTES ET DES NÉGOCIATIONS SUR LE CLIMAT Direction générale des infrastructures, des transports et de la mer Direction des services de transport	Phone No	+ 33(0)1.40.81.22.22
Postal address	Arche Sud	Facsimile No	
Post Code and city	F-92055 LA DEFENSE CEDEX	E-mail	
2. Licence holder			
Railway undertaking	COLAS RAIL	Phone No	+33.1.34.93.83.00
Postal address	38-44 rue Jean Mermoz	Facsimile No	+33.1.34.93.82.99
Post Code and city	78600 MAISONS LAFFITTE	E-mail	
Registration No	632 049 128 RCS VERSAILLES	VAT No	FR29632049128
3. Validity			
Valid from	22/04/2015	Temporary licence	Yes 🗙 No
Type of services 🗙 freight 🗌 passer	nger 🗌 traction only		
Suspended on		Revoked on	
4. Amendments			
Amended on			
Description of amendment			
5. Conditions and ol	aligations		
	to Article 23(2) of Directive 2012/34/EU should be ment	ioned here, or reference	should be given to where documentation is availa
		22/04/2015	
		Date	Signature
		Name John Whee	ms

No attached files

Invalidate Licence

<u>Print</u>

Figure 25

Revoke Licence

Suspend Licence

At the successful validation of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences and to the submitter of the licence.

The new status of a licence becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

### 4.1.11 Send Email to User

To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 24

button.

will be displayed. Press the Send email to user

Amend Licence

Sender: John Doe < >
Recipient: <xxxxxxx@xxxxxxxxxcom></xxxxxxx@xxxxxxxxxcom>
Recipients in Cc:
Subject: ERADIS declaration – request for correction before validation
Body:
Dear
Thank you for submitting the ECM Certification Bodies declaration to ERADIS database: <u>http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodies</u> /view.aspx?id=43
The ERA validators have proceeded with validation of submitted declaration – the following issues have been identified:
To proceed with validation of the declaration, we would like to kindly ask you to correct the declaration according to the above instructions.
In case of any questions, don't hesitate to contact us:
Kind regards, John Doe
European Railway Agency

Send Email Cancel

Figure 26

A page similar to the one in Figure 26 will be displayed. Fill any relevant notes for the user in the text area field and press the Send Email button. Press the Cancel button for closing the email form.

If the email was sent successfully, a notification message is sent to the appropriate user and ERA Safety Administrator(s) in charge of the certificates.

# 4.1.12 Modifying a licence

To modify a licence, search for the non-validated licence and display its properties: a page similar to the one in Figure 24 will be displayed. Press the Modify this licence button; a page similar to the one in Figure 23 will be displayed. Update any relevant field and press the Save changes button.

If the EC Number is not in conformity with the Commission Decision 2007/756/EC, the below popup window will appear: press the Ok Button to continue or the Cancel button to modify the current data entry.

Message	e from webpage
?	Attention!!! The given EC number is not in conformity with COMMISSION DECISION (2007/756/EC) of 9 November 2007. You may continue with the provided EC notification number or cancel to change it.
	OK Cancel



If Cancel is chosen, the message appears on the top of the page:

The notification number is invalid (format: country code+"01" + year + 0000)

If Ok is chosen, a confirmation message will be displayed



At the successful save of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

#### 4.1.13 Amending a licence

This feature allows user to amend already issued and validated licence. All users who belong to the same organisation and country as a licence issuer, as well as the ERA users, will be able to amend an existing licence.

For a Railway Undertaking which licence has been amended, a new entry will be created within the ERADIS system.

To amend a licence, on the main page (Figure 20) click on the <u>Amend an existing licence</u> link: the following page will be displayed

Amend an existing licence					
This page allows you to easily find a Licence you would like to amend. You may find Licence by specifying search criteria or by browsing all of the PDB Licences which you can amend.					
Licence search information (enter at least one)	Browse Licences				
National licence No	Please click Browse button bellow if you would like to retrieve list of all existing Licences which you can amend.				
EC licence-notification No					
Open licence	Browse licences				

There are two options to find the licence for amending.

First option is to enter the "National licence No" or the "EC licence-notification No" of the licence you want to amend and press the **Open licence** button: a page similar to the one in Figure 23 will be displayed.

Second option is to browse available licences for amend. Press the **Browse licences** button: the following page will be displayed

Licence	es which ca	an be arr	iended	
Print_	Export to E	cel		
Country			National Licence Number	
Greece	RU 1 Greece	amend	EL-2013-1	01/01/2013
	RU 2 Greece	amend	EL-2013-2	01/01/2013
	em(s) found.			
🖭 Go bao	k to the "amer	nd licence" p	age	
	- "			
Selec	t 🎬 ame	nd link	in the list and	l a page

Update any relevant fields and press the Send to ERA button.

If the EC Number is not in conformity with the Commission Decision 2007/756/EC, the below popup window will appear: press the Ok Button to continue or the Cancel button to modify the current data entry.

Message	from webpage
?	Attention!!! The given EC number is not in conformity with COMMISSION DECISION (2007/756/EC) of 9 November 2007. You may continue with the provided EC notification number or cancel to change it.
	OK Cancel

If Cancel is chosen, the message appears on the top of the page:

The notification number is invalid (format: country code+"01" + year + 0000)

If OK chosen, a confirmation message will appear



At the successful submission of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

Another way to perform this task is to search for the licence view its details (Figure 25) and press the Amend Licence button.

# 4.1.14 Suspending a licence

This feature allows user to suspend already issued and validated licence.

All users who belong to the same organisation and country as a licence issuer, as well as the ERA users, will be able to suspend an existing licence.

For a Railway Undertaking which licence has been suspended a new entry will be created within the ERADIS system.

To suspend a licence, on the main page (Figure 20) click on the ×Suspend an existing licence link, browse or search for the licence to suspend, update any relevant field and press the Send to ERA

button: a confirmation message will appear



At the successful submission of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

Another way to perform this task is to search for the certificate, view its details (Figure 25) and press the **Suspend Licence** button.



# 4.1.15 Revoking a licence

This feature allows user to change status of already issued and validated licence. All users who belong to the same organisation and country as a licence issuer, as well as the ERA users, will be able to revoke an existing licence.

For a Railway Undertaking which licence has been revoked a new entry will be created within the ERADIS system.

To revoke a licence, on the main page (Figure 20) click on the <u>Revoke an existing licence</u> link, browse or search for the licence to revoke, update any relevant field and press the <u>Send to ERA</u> buttons a confirmation message will appear

button: a confirmation message will appear



At the successful submission of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

Another way to perform this task is to search for the certificate, view its details (Figure 25) and press the Revoke Licence button.

### 4.1.16 Invalidating a licence (ERA Safety Administrator only)

To invalidate a licence, search for the validated licence, view its details (Figure 24) and press the

Invalidate Licence button: a confirmation message will appear



At the successful invalidation of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

### 4.1.17 Deleting a licence (ERA Safety Administrator only)

To delete a licence, search for the non-validated licence, and view its details (Figure 24) and press the **Delete Licence** button: a confirmation message will appear

Licence has been deleted successfully.

At the successful deletion of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

### 4.1.18 Perform data quality check (ERA Safety Administrator only)

The process is similar to the one described in section §3.1.23 for the case of Safety Certificates. The only difference is that for the Licences, the option "Each Railway Undertaking granted with Part A Safety Certificate has a licence" has to be selected as type of quality check.

#### 4.1.19 Downloading an electronic form

In case the user prefers to submit a new declaration by using an MS Excel form to be filled in offline, instead of using the web based form, the ERADIS will allow downloading of an appropriate electronic version of the form.

To download the electronic form, on the main page (Figure 20) click on the <u>Download electronic form</u> link. A screen like below will be shown.

Download Licence/Insurance electronic questi	onnaire
This page allows download of a Licences/Insurances electronic questionn	aire in Microsoft Excel format. You may choose language version of a questionnaire if you want to make certificate declaration by using other language than English.
${\rm NOTE}:$ Please note that you shall respect the exact structure of the down MS excel file in case that structural changes have been made.	loaded MS Excel file as well as structure of a generated workbook that you will upload in order to submit new certificate declarations. The PDB system will validate and reject the submitted
Download electronic questionnaire	
Download	

Press the **Download** button: you will be prompted to save the file.

## 4.1.20 Filling in an electronic questionnaire

To fill in offline the previously downloaded electronic questionnaire (see §4.1.19), open it in Excel.

Depending on the Excel version:

• The following dialog appears



Click on "Enable Macros"

• The following warning appears on the top of the Excel sheet



Click on the "Enable Content" button

MS Excel will open document, ready to edit.



🕅 🛃 🔊 - 🕫 - 🖨 🗋 🚰 I	<ul> <li>Licence_insurance_form</li> </ul>	ms-EN.xls [Co	mpatibility Mode] - Microso	ft Excel	_ 0 %
File Home Insert	Page Layout Formulas	Data Revi	iew View Developer	Acrobat	۵ 🕤 🗆 🗗 ۵
$\begin{array}{c c} & & \\ & & \\ & & \\ & \\ Paste \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ $		General ▼	<ul> <li>East Conditional Formatting ▼</li> <li>Format as Table ▼</li> <li>Cell Styles ▼</li> </ul>	∎ Insert * Σ * Delete * ■ * Format * 2*	Sort & Find & Filter * Select *
Clipboard 😨 Font	🖬 Alignment 🗔	Number 🛛 🛱	Styles	Cells	Editing
	f≰ H I J	K L	MN 0 P(	R S	T UV VE
	1 1 3	K L		н э	
3 4 5 6 7 8 LICENCE FOR THE PE Within the European Union relevant national legislation			BERVICES g to Directive 95/18/EC, as ame	anded by Directive 201	01/13/EC and the
10 11 1. Licence issuing Stat	e				
13 Issuing State			New licence	Amended licence	
14 15 National licence No			Decision identification		
Applicable legislation					
Licence issuing authority	,		Phone No		
21 Postal address			Facsimile No		
23 Post Code	and city		E-mail		
25 26 2. Licence holder					
Railway undertaking			Phone No		
Postal address			Facsimile No		
32 Post Code	and city	00	E-mail		
33 34 Registration No		au	VAT No		
36 37 38. Validity					
39 Valid from 40			Temporary licence:	res No	
41 Type of services: 42					
43 freight	passenger				
45 Suspended on			Revoked on		
Ready	e 🧹 Licence printed version	n / Insurance	e printed version 🖉 🕅 🖣 🗌	Ⅲ □ 🛄 75% 🕞	

Fill in all the required fields and then press the Save & Create New button: you will be prompted to provide the file name.

• You can also only print the file by pressing the **Print** button.

# 4.1.21 Uploading an electronic form

After filling in the electronic form (see § 4.1.20), the user will be able to send saved information to the ERADIS system (obviously ERA has to validate information before it goes on the public). The ERADIS system will populate provided information and inform user about operation success. User will be able to use web based form in case that he/she will need to update some of provided information. According to provided form the ERADIS will automatically identify if the user is creating new licence or amending, suspending or revoking an existing licence.

To upload an electronic form filled in offline, on the main page (Figure 20) click on the Upload electronic form link, browse for the file(s)

#### Upload Licence electronic questionnaire

This page allows submission of a prepared Licence questionnaire to the Public Database Of Safety Documents. The database requires preparation of the electronic questionnaire by using the Excel workbook that shall be downloaded from this Web site. Therefore the database will reject submission of the files which do not have appropriate format. NOTE: The PDB system will validate and reject the submitted MS excel file in case that structural changes have been made.

Please select questionnaires to upload				
orm to the PDB system it and related IIy. In case that you e as a licence, you will at the later stage.				
Browse				
Related insurance				
Browse				

And press the **Upload** button:

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s);
- If no error occurs, a confirmation message will be displayed.

At the successful submission of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

#### 4.1.22 Adding insurance annexes to the licence

The user will be able to provide one or more insurance forms for specified Railway Undertaking while providing licence information: The system will allow submission of the insurance annexes during the creation of the new licence or during amending/revoking/suspending/modifying or validating an existing, active licence.

If you want to add an insurance annex, press the Add Insurance button at the top of the licence page similar to Figure 23: an "Insurance" tab will be added to the existing "Licence" tab next to the others (if any) "Insurance" tabs and will be numbered accordingly (e.g. Insurance 1, Insurance 2, etc)



bmit a new licence declarati	on	Save to fil
©!		
or the fields marked by an asterisk, inform		
or the fields marked by two asterisks, info	rmation in at least one field is required	
	Add Insurance	
		icence language English V
cence Insurance 1 Insurance	2	
cence		
nancial cover for liability		
incerning licence to perform rall transport :	services within the Union and the European Economic Area according to Directive 2012/34/EU and the relevant national	
Islation		
ability Annex No*		
1. Licence issuing State suing State	Please select Licensing authority	
stong state	Decision Identification	
plicable legislation	Decision identification	
picable legislation		
2. Licence holder		
allway undertaking name		
gistration No	VAT No	
Licensing authority (if other than in p	oint 1)	
Other than licensing authority in 1		
elect licensing uthority Other	V State* Please select V	
censing authority*	Phone No*	
ostal address*	Facsimile No*	
st Code*	E-mail	
ty*	Applicable	
Financial cover for liability	legislation*	
	Guarantees under market conditions	
ancial cover, amount*	(short description)*	
ographical coverage*		
IId from*	Valid until* O unlimited O until	
Conditions and obligations		
nditions and obligations	National conditions according to Article 22, Article 23(2) and/or (3) of Directive 2012/34/EU should be mentio should be given to where documentation is available	ned here, or reference
•	••••••••••••••••••••••••••••••••••••••	//
licence-notification No	Date"	
	Name*	
ACHED FILES		
attached files		
d to ERA Attachments Oper	n Template Save As Template	

# Figure 27

# 4.1.23 Modifying an insurance annex

When the insurance annex is in view mode, the user will be able to modify the insurance annex of an active licence by pressing the Modify Insurance button available at the top of the page (Figure 28).

Licence	detaile
Licence	uetalis

Licence In	surance	1	
			LICENCE
Insurance Ann	iex No 34	543 Modify Insurance	
Financial cover Concerning licen national legislatic	ce to perfo		nion and the European Economic Area according to Directive 2012/34/EU and the releva
1. Licence issu	ing State		
Issuing State	Gr	eece	Licensing authority Department of Railway Safety
National licence	No 12	3321	Decision identification 123321
Applicable legisl	ation 12	3321	
2. Licence hold	er		
Railway underta	king TR	AINOSE	
Registration No	59	777/01/B/05/584	VAT No 999645865
3. Licensing au	uthority (	if other than in point 1) (if other th	an licensing authority in 1)
Licensing author	ity		Phone No
Postal address			Facsimile No
Post Code and city			E-mail
State			Applicable legislation
4. Financial co	ver for lia	ability	
Financial cover, amount	50	00	Guarantees under market conditions none (short description)
Geographical coverage	EU		
Valid from	22,	/04/2015	Valid until 27/04/2018
5. Conditions a	nd obliga	tions	
	ns accordi	ng to Article 22, Article 23(2) and/or (:	3) of Directive 2012/34/EU should be mentioned here, or reference should be given to
			22/04/2015
			Date Signature
			Name Paul Ireson
EC licence-notifi	cation No.		
EC licence-notifi	cation No		
<b>ttachments</b> o attached files			



# 4.1.24 Deleting an insurance annex

When the insurance annex is in edit mode during modification of an active licence, the user will

be able to delete the insurance annex by pressing the **Delete Insurance** button available at the top right of the page (Figure 29).

			Go Back to Search Results
: or the fields marked by an asterisk, inf or the fields marked by two asterisks, i	ormation is mandatory nformation in at least one field is required		
ence Insurance 1			Licence language (German
ence ancial cover for liability cerning licence to perform rail transpo	rt services within the Union and the European Economic Area according	g to Directive 2012/34/EU and the relevant national legislation	Delete Insurance
lity Annex No*	12		
Licence issuing State ing State	Austria	Licensing authority	Bundesministerium für Verkehr, Innovation und Technologie, Oberste Eiseni
onal licence No	BMVIT-221.927/0001-IV/SCH5/2011	Decision identification	BMVIT-221.927/0001-IV/SCH5/2011
able legislation	§ 15 EisbG 1957, § 15 b EisbG 1957, § 2 AVO Verkehr 2	2011	
Licence holder			
ay undertaking name tration No	MEV Independent Railway Services GmbH 267592v	VAT No.	ATU 62047877
stration No	2673929	VATING	A10 6204/6/7
icensing authority (if other than i	point 1)		
Other than licensing authority in 1			
oct licensing Other	V State* Please select V		
nsing authority*	Phone No*		
al address*	Facsimile No*		
	E-mail		
Code*	Applicable		
	legislation*		
nancial cover for liability	-	Guarantees under market conditions (short	fadafaadt
* inancial cover for liability incial cover, amount <sup>#</sup>	fffadfaad	Guarantees under market conditions (short description)*	fsdafasdf
* inancial cover for liability ncial cover, amount <sup>®</sup> graphical coverage <sup>*</sup>	- fffsdfaad asdfaadf	description)*	
* inancial cover for liability incial cover, amount* graphical coverage*	fffadfaad	Guarantees under market conditions (short description)* Valid until*	fadelaad @ until
* inancial cover for liability ncial cover, amount* graphical coverage* d from*	ffisdfaad aadfaad ₩ 03/10/2037	description)* Valid until*	unlimited      until
" nancial cover for liability ncial cover, amount" raphical coverage" from" onditions and obligations	- mediaad asdeadf C0210/2017 Neticnel conditions according to Art	description)* Valid until*	
" inancial cover for liability ncial cover, amount" graphical coverage" d from" conditions and obligations	ffisdfaad aadfaad ₩ 03/10/2037	description)* Valid until*	unlimited      until
st Code" y* Financial cover for liability prophical coverage" id from" Conditions and obligations fultions and obligations	- mediaad asdeadf C0210/2017 Neticnel conditions according to Art	description)* Valid until*	unlimited      until

Figure 29

# 4.1.25 Statistics

۱.,

This feature allows the user to generate a statistic report on existing licences based on specific criteria.

# 4.1.25.1 Navigate through the statistic report

Once the report is displayed, several navigation buttons are available on the report:

[]⊲] ⊲[]1	of 1 👂 🕅 100% 💌 Find   Next 🔍 🗸 😨 🖨
•	To <b>go to a specific page of the report</b> , type a page number $(1 \neq 1  of 1  b \in D$ ) on the yellow band and press the Enter key
•	To move to the next/previous page of the report, click on the PDI / II III IIIK on the yellow band
•	To <b>find a string in the report</b> , type a text in the Find Next field and click the Find link. Click on the Next link to find the next occurrence
•	To <b>resize the page of the report</b> , select a width in the 100% Iist
•	To <b>print the report</b> , click on the button
•	To <b>refresh the report</b> , click on the 🧭 button
•	To <b>sort the list</b> , click on the arrow in field header you want to sort by Number of licen Nev   Amended   Susper
	3 2
•	To <b>view a licence</b> , click on the value displayed in a cell New ⊕ Amended ⊕
	3 2

If the number equals to zero: no link to certificate available

If the number equals to one: the certificate view is displayed as show in Figure 24

If the number is greater than one: the list of certificates is displayed as show in the figure below.

Country	RU Name	National Licence Number	History	Issuing Date	Pass/Freight/TractionOnly	Insurance	Attachments
Latvia	A/S "Baltijas ekspresis"	12	New	30/08/2014	Freight	Yes	AS Balt-expresis-annex.pdf
	A/S "Baltijas tranzīta serviss"	9	New	02/09/2011	Freight	Yes	BTS RU licence No9&Annex.pdf
	SIA "LDZ Cargo"	8	Amended	02/09/2011	Freight	Yes	LDz Cargo RU licese No8Annex.pdf

🗉 Go back to Statistics

Once being in the licences search results, it is possible to go back to the statistics report by

clicking on the 
Go back to Statistics link.

### 4.1.25.2 Export the statistic report

Once the report is displayed, it is possible to export the result in several output formats:

🔢 🖣 1 of 1 🕨 🕅 100% 💌 🛛 Find | Next 🔍 🗸 🎲 🊔

• To **export the report** into a file, click on the button and select an available output format in the list



From the generated file (PDF, Excel, Word, MHTML), the user can view a licence by clicking on a number displayed in a cell: see the above "To view a licence" bullet

# 4.1.25.3 Generating Statistics on 'Number of valid licences per country' report

This report displays a list of valid Licences per Member State (Issuing state) and per licence's type (new, amended, revoked, and suspended).

To generate the report, on the main page (Figure 20) click on the Statistics link, and then click on the Number of valid licences per country link. The below page is displayed:

# Report from ERADIS Database



Number of valid licences per country



On the above page, select a year and/or a type of services from the list.

And press the **View report** button: the report will be displayed.

#### Number of valid licences per country

of 1 ▷ ▷[	Find   Next 🛛 🛃 👻 📀	

# Number of valid licences per country

Reporting Year	2015

Reporting Type of service All

Country ÷		Number o	of licences	
	New ≑	Amended \$	Suspended \$	Revoked 😂
Bulgaria	1	3	0	1
Croatia	0	1	0	0
Czech Republic	14	2	0	2
Denmark	1	0	0	0
Finland	1	0	0	0
France	3	2	0	0
Germany	16	14	0	7
Greece	1	0	0	0
Hungary	1	0	0	1
Italy	0	1	0	3
Latvia	0	1	0	0
Lithuania	0	1	3	2
Poland	6	5	0	3
Romania	1	6	0	3
Slovak Republic	1	1	0	1
Spain	9	0	0	0
Sweden	0	2	0	2
The Netherlands	3	2	0	1
United Kingdom	2	2	0	0
Total Sum	60	43	3	26

Date of report creation: 05/05/2017

Click on the value of a cell (eg Lithuania, Suspended). The system displays the licences of Lithuania that have been suspended within the reporting period in a list like below.

1/1

#### Licences search results

Print	Export to Excel						
Country	RU Name	National Licence Number	History	Issuing Date	Pass/Freight/TractionOnly	Insurance	Attachments
Lithuania	LKAB "Klaipedos Smelte"	1	Suspended	08/01/2008	Freight	Yes	VS-879.adoc
	PLC Maltosa	L-31	Suspended	18/07/2012	Freight	Yes	
	UAB "Alkesta"	L-14	Suspended	19/02/2009	Freight	Yes	VS-826.adoc

Total 3 item(s) found.

€ Go back to Statistics

Press Go back to Statistics and the system displays the below page:

# Report from ERADIS Database



Number of valid licences per country

The previously specified year and/or type of service are cleared.

# 4.1.25.4 Generating Statistics on 'Number of valid licences in the reporting period per country' report

This report displays a list of valid Licences per Member State (Issuing state) and per licence's type (Valid licences in the beginning, new, amended, revoked, suspended, valid licences at the end) of the reporting period.

To generate the report, on the main page (Figure 20) click on the Statistics link, and then click on the Number of valid licences in the reporting period per country link. The below page is displayed:

# Report from ERADIS Database Reporting period Year Year Other From To Type of service All

# Number of valid licences in the reporting period per country



On the above page, select a year, month or specific date range and/or a type of services from the list.

And press the **View report** button: the report will be displayed.

Number of valid licences in the reporting period per country

🕅 4 1 of 1 🕨 🕅 Find | Next 🔍 - 🌍

#### Number of valid licences in the reporting period per country

Reporting Year	2015
Reporting Month	-
Reporting Other	-
Reporting Type of service	All

Country 0			Number o	f licences		
	Active(Begin) 🗘	New \$	Amended \$	Suspended 🗘	Revoked \$	Active(End) \$
Austria	26	0	0	0	0	26
Belgium	9	0	0	0	0	9
Bulgaria	10	3	4	0	1	12
Croatia	3	2	1	0	0	5
Czech Republic	71	14	2	0	2	83
Denmark	10	1	0	0	0	11
Estonia	8	0	0	0	0	8
Finland	2	1	0	0	0	3
France	21	5	2	0	0	26
Germany	344	16	14	0	8	359
Greece	2	1	0	0	0	3
Hungary	41	2	0	0	1	42
Italy	38	0	2	1	3	36
Latvia	3	0	1	0	0	3
Lithuania	17	0	1	4	2	12
Luxembourg	2	0	0	0	0	2
Norway	7	0	0	0	0	7
Poland	106	5	5	1	3	109
Portugal	5	0	0	0	0	5
Romania	29	2	6	0	3	28
Slovak Republic	33	2	1	0	1	34
Slovenia	5	0	0	0	0	5
Spain	28	9	0	0	0	37
Sweden	35	2	2	0	2	35
The Netherlands	28	3	2	0	1	30
United Kingdom	29	3	2	0	0	32
Total Sum	912	71	45	6	27	962

Click on the value of a cell (eg Latvia, Active(Begin)). The system displays the licences of Latvia that were valid at the beginning of the reporting period in a list like below.

ountry	RU Name	National Licence Number	History	Issuing Date	Pass/Freight/TractionOnly	Insurance	Attachments
Latvia	A/S "Baltijas ekspresis"	12	New	30/08/2014	Freight	Yes	AS Balt-expresis-annex.pdf
	A/S "Baltijas tranzīta serviss"	9	New	02/09/2011	Freight	Yes	BTS RU licence No9&Annex.pdf
	SIA "LDZ Cargo"	8	Amended	02/09/2011	Freight	Yes	LDz Cargo RU licese No8Annex.pdf

Press Go back to Statistics and the system displays the below page:

# Report from ERADIS Database



# Number of valid licences in the reporting period per country

The previously specified reporting period and/or type of service are cleared.

# 4.2 Anonymous or non-authorised users

### 4.2.1 Licences main page

The following screenshot displays the Licence main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the NSA-Safety Licence role is not granted

$\lambda \mu \star$	Login Help english (en) 🔻
T***	Search in Eradis
ERADIS - European F	Railway Agency Database of Interoperability and Safety
Home > Safety documents > Licences	
➡ Home	Licences Database
<ul> <li>▷ Login</li> <li>▷ Safety Authorities and Investigation Bodies</li> </ul>	Licence for the performance of rail transport services within the Union and the European Economic Area according to Directive 2012/34/EU and the relevant national legislation. Additional historical information on licenses issued in accordance with Directive 95/18/EC hosted up to 2007 by the DG TREN is moved on the ERA web
b Other Organisations and Bodies	
	Quick search
<ul> <li>Safety Certificates</li> <li>Licences</li> </ul>	The Quick Search allows for a simple search of issued licences for Railway Undertakings per country. To find out more specific information use the Advanced Search option.
Advanced search	Issuing country All countries
<ul> <li>Statistics</li> </ul>	Search
► ECM	
<ul> <li>Assessment</li> </ul>	
Safety Indicators	Advanced search
Investigation reports	
▷ NSA & NIB reports	Statistics





# 4.2.2 Searching for a licence

# 4.2.2.1 Quick search

The quick search allows you to quickly find a licence issued by a certain country.

On the main page (Figure 30), select an issuing country from the list.

	lows for a simple search of issued licences for Railway Undertakings per country. To find out ation use the Advanced Search option.
Issuing country	All countries
	Search
Advanced	search
Statist	ics
d press the Sea	button: a list will be displayed.
Licences search res	ults

Country	RU Name	National Licence Number	History	Issuing Date	Pass/Freight/TractionOnly	Insurance	Validity	Attachments
Finland	Proxion Train Oy	003	New	26/03/2015	Freight	No	Valid	Fennia Rail toimilupa.doc
	Ratarahti Oy	002	New	15/05/2012	Freight	No	Valid	Ratarahti toimilupa.doc
	VR Group Ltd	001	Amended	20/07/2012	Pass/Freight	Yes	Valid	WR-Yhtymä toimilupa.doc

#### Figure 31

Only valid licences are displayed in the search results. Valid licences means: Validated AND Not Revoked AND Not expired (based on the "Validity To" date) and active.

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 v list at top of the list
- To **print the list**, click on the <sup>here</sup> link at the top of the list
- To export the list into an Excel file, click on the Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To view a licence, click on the "History" field of the licence you want to view
- To **open an attachment**, click on the attachment's name

Licence details

⊕ Go Back to Search Results | QView RU Certificates | Export to PDF

CENCE UNFORMATION FOR THE PERFORMANCE OF RAIL TRANSPORT SERVICES         Within the Union and the European Economic Area according to Directive 2012/34/EU and the relevant national legislation.         Issuing State         Austinal       Image: Amended         National licence No       0232323         Decision infection       0232323         Licensing subority       Bundesministerium für Verkehr, Innovation und Applicable legislation       223223         Licensing subority       Bundesministerium für Verkehr, Innovation und Technologia, Oberste Eisenbehnbehorde       Phone No       443.17.11.62.65.22.04         Postal address       Radetxkyrtz. 2, Postfach 3000       Facsimile No       443.17.11.62.65.22.96         Postal address       Radetxkyrtz. 2, Postfach 3000       Facsimile No       443.19.0444 - 0         Postal address       Eichenstraße 1       Facsimile No       443.19.0444 - 0         Postal address       Eichenstraße 1       Facsimile No       443.19.0444 - 50         Postal address       Eichenstraße 1       Facsimile No       443.19.0444 - 50         Postal address       Eichenstraße 1       Facsimile No       443.19.0444 - 50         Postal address       Eichenstraße 1       Facsimile No       443.19.0444 - 50         Postal address       Eichenstraße 1       Facsimile No<	Licence Insura	nce 1 Insurance 2		
I. Licence Issuing State       Austria       ■ New □ Amended         National licence No       3232323       Decision identification       3232323         Applicable legislation       3232323       Decision identification       3232323         Licensing authority       Busensinisterium für Verkehr, Innovation und       Phone No       +43.17.11.62.65.22.04         Postal address       Radetkrystr. 2, Postfach 3000       Facsimile No       +43.17.11.62.65.22.08         Postal address       Radetkrystr. 2, Postfach 3000       Facsimile No       +43.17.11.62.65.22.08         Postal address       Radetkrystr. 2, Postfach 3000       Facsimile No       +43.17.11.62.65.22.08         Postal address       Radetkrystr. 2, Postfach 3000       Facsimile No       +43.19.0444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.19.0444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.19.0444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.19.0444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.19.0444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.19.0444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.19.0444 - 0 <t< th=""><th>LICENCE INFORMAT</th><th>ION FOR THE PERFORMANCE OF RAIL TRANSPOR</th><th>T SERVICES</th><th></th></t<>	LICENCE INFORMAT	ION FOR THE PERFORMANCE OF RAIL TRANSPOR	T SERVICES	
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National licence No       3232323         Applicable legislation       3232323         Applicable legislation       3232323         Licensing authority       Bundesministerium für Verkehr, Innovation und Technologie, Oberste Eisenbahnbehörde       Phone No       +43.17.11.62.65.22.04         Postal address       Radetzkystr. 2, Postfach 3000       Facsimile No       +43.17.11.62.65.22.98         Post Code and dity       A-1030 Wien       E-mail       post@bmwit.gv.at         2. Licence holder       Railway undertaking       Aktiengesellschaft der Wiener Lokalbahnen       Phone No       +43.19.0.444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.19.0.444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.19.0.444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.19.0.444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.19.0.444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.19.0.444 - 0         Registration No       N 128256 m       VAT No       ATU 15417608         3. Validity       Suspended on       Revoked on       4.         Amended on       Description of amendment       Stonditions according to Article 23(2) of Directive 2012/34/EU sho		· · · ·		-
Applicable legislation 3232323 Licensing authority Bundesministerium für Verkehr, Innovation und Technologie, Oberste Eisenbahnbehörde Phone No 4+43.17.11.62.65.22.04 Postal address Radetakystr. 2, Postfach 3000 Facsimile No 4+43.17.11.62.65.22.98 Post Code and city A-1030 Wien E-mail post@bmvit.gv.at  2. Licence holder Railway undertaking Aktiengesellschaft der Wiener Lokalbahnen Phone No 4+43.19.0444 - 0 Postal address Eichenstraße 1 Facsimile No 4+43.19.0444 - 53999 Post Code and city A-1120 Wien E-mail office@wlb.at Registration No FN 128256 m VAT No ATU 15417608 3. Validity Valid from 21/04/2015 Temporary licence Yes X No Type of services Type of services Type of services Amended on Revoked on Revoked on Conditions according to Article 23(2) of Directive 2012/34/EU should be mentioned here, or reference should be given to where documentation is available 23/04/2015 Date Signature Name equweqe	Issuing State	Austria	🗙 New 🗌 Amende	d
Licensing authority       Bundesministerium für Verkehr, Innovation und Technologie, Oberste Eisenbahnbehörde       Phone No       +43.17.11.62.65.22.04         Postal address       Radetzkystr. 2, Postfach 3000       Facsimile No       +43.17.11.62.65.22.98         Post Code and city       A-1030 Wien       E-mail       post@bmvit.gv.at         2. Licence holder         Railway undertaking       Aktiengesellschaft der Wiener Lokalbahnen       Phone No       +43.19.0.444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.19.0.444 - 53999         Post Code and city       A-1120 Wien       E-mail       office@wlb.at         Registration No       FN 128256 m       VAT No       ATU 15417608         3. Validity       Valid from       21/04/2015       Temporary licence       Yes       No         Type of services	National licence No	3232323	Decision identificatio	n 3232323
Licensing authority       Technologie, Oberste Eisenbahnbehörde       Priore No       443.17.11.62.65.22.04         Postal address       Radetzkystr. 2, Postfach 3000       Facsimile No       443.17.11.62.65.22.98         Post Code and city       A-1030 Wien       E-mail       post@bmvit.gv.at         2. Licence holder         Railway undertaking       Aktiengesellschaft der Wiener Lokalbahnen       Phone No       +43.1.9.0.444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43.1.9.0.444 - 53999         Post Code and city       A-1120 Wien       E-mail       office@wilb.at         Registration No       FN 128256 m       VAT No       ATU 15417608         3. Validty       Valid from       21/04/2015       Temporary licence       Yes       No         Yalid from       21/04/2015       Temporary licence       Yes       No       Atuence         Supended on       Revoked on             Anendments       Sconditions according to Article 23(2) of Directive 2012/34/EU should be mentioned here, or reference should be given to where documentation is available          23/04/2015       Date       Signature          Name       eqwweqe	Applicable legislation	3232323		
Post Code and city       A-1030 Wien       E-mail       post@bmvit.gv.at         2. Licence holder         Railway undertaking       Aktiengesellschaft der Wiener Lokalbahnen       Phone No       +43 1 90 444 - 0         Post Code and city       A-1120 Wien       E-mail       office@wlb.at         Registration No       FN 128256 m       VAT No       ATU 15417608         3. Validity       Valid from       21/04/2015       Temporary licence       Yes       No         Type of services       If registration only       Revoked on       Image: Second city       No         4. Amendments       Amendments       Amendments       Image: Second city       Second city       Image: Seco	Licensing authority		Phone No	+43.17.11.62.65.22.04
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Railway undertaking Aktiengesellschaft der Wiener Lokalbahnen       Phone No       +43 1 90 444 - 0         Postal address       Eichenstraße 1       Facsimile No       +43 1 90 444 - 53999         Post Code and city       A-1120 Wien       E-mail       office@wlb.at         Registration No       FN 128256 m       VAT No       ATU 15417608         3. Validity         Valid from       21/04/2015       Temporary licence       Yes       No         Type of services       freight       passenger       Temporary licence       Yes       No         Suspended on       Revoked on       Revoked on            4. Amendments       Amendment              S. Conditions and obligations       Conditions according to Article 23(2) of Directive 2012/34/EU should be mentioned here, or reference should be given to where documentation is available           23/04/2015       Date       Signature           Name       eqwwege	Post Code and city	A-1030 Wien	E-mail	post@bmvit.gv.at
Postal address       Eichenstraße 1       Facsimile No       +43 1 90 444 - 53999         Post Code and city       A-1120 Wien       E-mail       office@wlb.at         Registration No       FN 128256 m       VAT No       ATU 15417608         3. Yalidity         Valid from       21/04/2015       Temporary licence       Yes       No         Type of services       freight       Temporary licence       Yes       No         Juspended on       Revoked on       Revoked on       Annendments         Amendments       Amendment       Sconditions and obligations       Sconditions according to Article 23(2) of Directive 2012/34/EU should be mentioned here, or reference should be given to where documentation is available         23/04/2015       Date       Signature         Name       eqwweqe       Signature	2. Licence holder			
Post Code and city       A-1120 Wien       E-mail       office@wlb.at         Registration No       FN 128256 m       VAT No       ATU 15417608         3. Validity       Valid from       21/04/2015       Temporary licence       Yes       No         Type of services       Ifreight is passenger is traction only       Temporary licence       Yes       No         Suspended on       Revoked on       Revoked on       Image: Second seco	Railway undertaking	Aktiengesellschaft der Wiener Lokalbahnen	Phone No	+43 1 90 444 - 0
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Valid from       21/04/2015       Temporary licence       Yes       No         Type of services       Ifreight       Image: Temporary licence       Yes       No         Suspended on       Revoked on       Revoked on         4. Amendments       Amended on       Image: Temporary licence       Image: T	Registration No	FN 128256 m	VAT No	ATU 15417608
Type of services       Image: Services         Image: freight image: Freight image: Services       Revoked on         Suspended on       Revoked on         4. Amendments       Amended on         Description of amendment       Services         5. Conditions and obligations       Conditions according to Article 23(2) of Directive 2012/34/EU should be mentioned here, or reference should be given to where documentation is available         23/04/2015       Date         Signature         Name       eqwweqe	3. Validity		·	
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Amended on         Description of amendment         5. Conditions and obligations         Conditions according to Article 23(2) of Directive 2012/34/EU should be mentioned here, or reference should be given to where documentation is available         23/04/2015         Date       Signature         Name       eqwweqe	4. Amondananta			
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Conditions according to Article 23(2) of Directive 2012/34/EU should be mentioned here, or reference should be given to where documentation is available           23/04/2015           Date         Signature           Name         eqwweqe		PP		
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Date Signature Name eqwweqe	_			-
Date Signature Name eqwweqe				
Name eqwweqe			23/04/2015	
			Date	Signature
EC licence-notification No qweqweq			Name eqwweqe	•
	EC licence-notification	n No qweqweq		

Attachments No attached files

# Figure 32

# 4.2.2.2 Advanced search

The advanced search allows you to find a certificate satisfying multiple criteria.

On the main page (Figure 30), click on the

Advanced search

button: a page will be

displayed.

¥\*\*\* Licences

Licences	Advanced	search
----------	----------	--------

Issuing country	All countries	•	Decision identification		
Licence status	All licences	•	EC licence-notification No		
Railway undertaking name			Acronym		
National Registration No			VAT No		
Valid from	ľ	ł	Valid to	ľ	All
Issuing organization name			Type of services	passenger freight traction only	
Date Issued From	<b>§</b>	ł	Date Issued To		
Free text					
Search Reset					
		Figure	e 33		

Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 31.

By default, only valid licences are displayed in the search results. Valid licence means: Validated AND Not Revoked AND Not expired (based on the "Validity To" date) and active. If "All" option is checked in the "Validity" section, the system may display licences which are inactive, or expired<sup>8</sup> or revoked or not validated.

The Actor can see not validated licences provided that he/she has the delegation right in the name of the creator of the licence.

### 4.2.3 Activate / Deactivate a licence (ERA Administrator only)

When viewing the details of a licence (Figure 32), the ERA Administrator has the option to deactivate the licence (in case the licence is active) or activate it (in case the licence is inactive) by clicking on the **Deactivate Licence** button or **Activate Licence** button respectively, available at the bottom of the page.

### 4.2.4 Print a licence

You can print at any time the information on the screen, by clicking on the  $\frac{\text{Print}}{\text{Print}}$  link at the top of the page.

<sup>&</sup>lt;sup>8</sup> Expired certificate means: Validated AND Not Revoked AND active AND "Validity To" date is in the past.

# 4.2.5 Export to PDF

You can export the licence from view page (Figure 32), by clicking on the  $\frac{\text{Export to PDF}}{\text{Ink at}}$  link at the top of the page.

# 4.2.6 Statistics

This feature allows the user to generate a statistic report on existing, valid licences based on specific criteria. The functionality of statistics for anonymous or non-authorized users is the same with the functionality for authorized users. More information can be found in <u>Statistics</u>.



#### **ECM** 5

# 5.1 Schema

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search for schemas Submit new schemas Amend/modify/delete/view existing schemas
Anonymous Non-Authorised User		Search for schemas

#### 5.1.1 Authorised users

#### 5.1.1.1 Schemas main page

The following screenshot displays the Schemas main page for the following user:

• Any ERA user for which the Safety Administrator role is granted

\//*	上 Welcome eradev 🛛 Logout 👘 Help 👘 e	nglish (en) 🔹 🔻
F*** ERADIS - European	Railway Agency Database of Interoperability and Safety Search in Eradis	P
Home > Safety documents > ECM > Sche	ema	
<ul> <li>Home</li> <li>Login</li> <li>Safety Authorities and Investigation Bodies</li> <li>Other Organisations and Bodies</li> <li>Statistics Dashboard</li> <li>Manage</li> <li>Users</li> <li>Electronic questionnaires</li> <li>Translations</li> <li>Notifications</li> <li>Reference Data</li> </ul>	Schemas chosen to award ECM Certificates in each member state According to Article 10.1 of Commission Regulation (EU) No 445/2011 of 10 May 2011 "on a system of certification charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007", the EU Member States sh between accreditation or recognition or shall nominate the NSA as the certification body. According to Article 10.1 of the OTIF regulation ATMF Annex A "Uniform Rules set out in accordance with Article 11 Certification and auditing of Entities in Charge of Maintenance (ECM)", document A 94-30/1.2012, the OTIF non-E States shall notify the Secretary General of certification bodies having their place of business on their territory and certification bodies are accredited bodies, recognised bodies or national safety authorities. They shall also notify at situation.  Submit new schema Quick Search The Quick Search allows for a simple search of Schemas chosen to award ECM certificates per country.	all choose 5 § 2 - U Contracting d whether the
<ul><li>▷ Messages</li><li>▷ Search result lists</li></ul>	Search	



# 5.1.1.2 Searching for a schema

# 5.1.1.2.1 Quick search

The quick search allows you to quickly find a schema of a certain country.

On the main page (Figure 34), select a country from the list.

Quick Searc	h		
The Quick Searc	h allows for a simple sear	ch of Schemas chosen	to award ECM certificates per country.
Country	All countries	T	
		Search	
And press the	Search button: a list	t will be displayed.	
90			version 0.17 – 2017-10-30



Items per page 15 🔻

#### Schema search results

Schemas Accreditation	Schema Information	Date of Member State notification	Remark	Legislation
	New			Legislation
		07/11/2011		R-1279340-(S-1333455)-BE-ECM.pdf
VSA	New	20/06/2012		BiH-ECM_Certfication_body.pdf
NSA	New	06/12/2011		🔀 R-2060-BG-A1334147.pdf
NSA	New	10/05/2013		Croatian NSA - nomination as ECM certification body.pdf
NSA	New	16/01/2012		R-96430-CZ-ECM.pdf
Accreditation	New	30/11/2011		R-1392294-DK-ECM.pdf
NSA	New	08/12/2011		🔀 R-2086-EE-A1356487.pdf
Accreditation, NSA	Amended	07/05/2013		Pinland-amended-schema.pdf
Accreditation	New	08/09/2011		🔀 R-1010364-FI- ECM.pdf
Accreditation, NSA limited to RU/IMs	Amended	23/10/2015		NAF_TREG 772.pdf
Accreditation	New	15/11/2012		S-117881_JEP_FR-15112012.pdf
Recognition, NSA	New	28/11/2011		R-1474942-DE-ECM.pdf
Accreditation	New	30/11/2011		🔀 R-1827-GR-A1327384.pdf
NSA	New	19/09/2012		S-118208_SP_HU-19092012.pdf
NSA	New	28/11/2011		R-1390380-IRL-ECM.pdf
1 2 3 Next>				
	SA SA SA SA Correditation SA correditation, NSA correditation, NSA correditation, NSA correditation ecognition, NSA correditation SA	SA New SA New SA New SA New SA New Correditation NSA New Correditation, NSA New Correditation, NSA New Correditation, NSA New Correditation, NSA New Correditation New Corredi	New         06/12/2011           SA         New         06/12/2013           SA         New         10/05/2013           SA         New         16/12/2012           SA         New         30/11/2011           SA         New         08/12/2011           ccreditation         New         08/12/2011           ccreditation, NSA         Amended         07/05/2013           ccreditation, NSA         New         08/09/2011           ccreditation, NSA         New         23/10/2015           ccreditation, NSA         New         28/11/2011           ccreditation         New         28/11/2011           ccreditation         New         30/11/2011           sA         New         30/11/2011           ccreditation         New         30/11/2011           SA         New         19/09/2012	SA         New         06/12/2011         Image: SA           SA         New         10/05/2013         Image: SA           SA         New         16/01/2012         Image: SA           SA         New         30/11/2011         Image: SA           SA         New         08/12/2011         Image: SA           SA         New         08/12/2011         Image: SA           Correditation, NSA         Amended         07/05/2013         Image: SA           correditation, NSA         Amended         23/10/2015         Image: SA           correditation, NSA         New         23/11/2011         Image: SA           correditation, NSA         New         28/11/2011         Image: SA           correditation, NSA         New         28/11/2011         Image: SA           SA         New         30/11/2011         Image: SA           SA         New         19/09/2012         Image: SA

Go back to Ouick Search

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 ✓ list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To open a legislation, click on the legislation's name
- To view the details of a country's organisation that has the same type as the schema, click on the links under "Schemas" column.
- To **view a schema**, click on the "Schema Information" field of the schema you want to view. The following page will be displayed:

Schema Information	
Country: Greece Reference to relevant legislation: 🗓 CSB_R01220110061.pdf	•
Schema: 🕱 Accreditation 🗌 Recognition 🕱 NSA limited to RU/IMs 🗌 NSA	
Remark:	
Some remarks exist in the national legislation:	
Date of Member State notification (dd/mm/yyyy): 07/05/2012	
Nodify schema Amend schema	Delete

Figure 35

# *5.1.1.3 Submitting a new schema (ERA Safety Administrator only)* This feature allows the submission of new schema.

On the main page (Figure 34), click on the Submit new scheme link: the following page will be displayed

	E Go Back to Search Re
For the fields marked by an asterisk, information is mandatory	
Schema Information	
ountry* Please select   Reference to relevant legislation* Browse No file select	ected.
chema*  □ Accreditation  □ Recognition  □ NSA limited to RU/IMs  □ NSA	
emark:	
ate of Member State notification	

#### Figure 36

Fill in all the required fields and press the Save changes button:

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):
  - Country is required
    Reference to relevant legislation is required
    Schema selection is not valid
    Notification Date is required
- If no error occurs, a confirmation message will be displayed:

New schema saved successfully.

# 5.1.1.4 Modifying a schema (ERA Safety Administrator only)

To modify a schema, search for the schema and display its properties: a page similar to the one in Figure 35 will be displayed

Press the Modify schema button; a page similar to the one in Figure 36 will be displayed. Update any relevant field and press the Save changes button: a confirmation message will be displayed



### 5.1.1.5 Amending a schema (ERA Safety Administrator only)

To amend a schema, search for the schema and display its properties: a page similar to the one in Figure 35 will be displayed. Press the Amend schema button; a page similar to the one in Figure 36 will be displayed. Update any relevant field and press the Create amendment button: a confirmation message will be displayed



For a schema that has been amended, a new entry will be created within the ERADIS system.

# 5.1.1.6 Deleting a schema (ERA Safety Administrator only)

To delete a schema, search for the schema and display its properties: a page similar to the one in Figure 35 will be displayed. Press the **Delete** button; a confirmation message will appear.

If confirmed, the below message will appear on the top of the main page (Figure 34):



#### 5.1.2 Anonymous or non-authorised users

# 5.1.2.1 Schemas main page

The following screenshot displays the Schemas main page for the following user:

- Anonymous: user not logged to the application •
- Any ERA user for which the Safety Administrator role is not granted

$\mathcal{Y}_{*}$		Login Help englis	h (en) 🔻
<b>7</b> ***		Search in Eradis	P
ERADIS - European	Railway Agency Database of Interoperability and	d Safety	
Home > Safety documents > ECM > Sche	ma		
▼ Home	Schemas chosen to award ECM Certif	icates in each member stat	te
<ul> <li>Login</li> <li>Safety Authorities and Investigation Bodies</li> <li>Other Organisations and Bodies</li> <li>Safety documents         <ul> <li>Safety Certificates</li> <li>Licences</li> <li>ECM</li> <li>Schema</li> <li>Certification bodies</li> <li>Certificates</li> </ul> </li> </ul>	According to Article 10.1 of Commission Regulation (EU) I certification of entities in charge of maintenance for freigh 653/2007", the EU Member States shall choose between i as the certification body. According to Article 10.1 of the OTIF regulation ATMF Anr 15 § 2 - Certification and auditing of Entities in Charge of OTIF non-EU Contracting States shall notify the Secretary business on their territory and whether the certification b national safety authorities. They shall also notify any char Quick Search The Quick Search allows for a simple search of Schemas of Country All countries	nt wagons and amending Regulation (EC) accreditation or recognition or shall nomin nex A "Uniform Rules set out in accordanc. Maintenance (ECM)", document A 94-30/ General of certification bodies having the odies are accredited bodies, recognised bo nge in this situation.	No late the NSA e with Article 1.2012, the ir place of odies or
<ul> <li>Recommendations for use</li> <li>Assessment</li> </ul>	Search		

Figure 37

# 5.1.2.2 Searching for a schema

# 5.1.2.2.1 Quick search

The quick search allows you to quickly find a schema of a certain country.

On the main page (Figure 37), select a country from the list.

Quick Searc	h		
The Quick Searc	h allows for a simple searc	ch of Schemas chosen to award ECM cert	ificates per country.
Country	All countries	T	
		Search	
And press the	Search button: a	list will be displayed.	
Version 0.17 –	2017-10-30		93



Schema search results

	Schemas	Schema Information	Date of Member State notification
Belgium	Accreditation, NSA	New	10/03/2012
	Recognition, NSA limited to RU/IMs	Amended	08/05/2016
France	Recognition, NSA limited to RU/IMs	Amended	08/05/2013
	Accreditation, NSA	New	08/05/2012
Germany	Accreditation	New	28/05/2012
Greece	Accreditation, NSA limited to RU/IMs	New	07/05/2012

🕤 Go back to Quick Search

Figure 38

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page</li>
- To display more/less items per page, chose the number of items in the Items per page 10 v list at top of the list
- To **print the list**, click on the Print link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search (quick search & advance search) for certification bodies View certification bodies
		Submit new certification bodies Suspend/amend/modify/renew/revoke existing certification bodies Validate/invalidate/delete certification bodies
ERA-EXT ECM	Accreditation Body Recognition Body	Search (quick search & advance search) for certification bodies View certification bodies Submit new certification bodies Suspend/amend/modify/renew/revoke existing certification bodies issued by their organisation
	Member State body	Search for certification bodies View certification bodies Submit new certification bodies Suspend/amend/modify/revoke existing certification bodies issued by their organisation
Anonymous Non-Authorised User		Search (quick search & advance search) for certification bodies View certification bodies

# 5.2 Certification bodies

Items per page 🛛 15 🛛 💌

Each submitted/suspended/renewed/amended/revoked certification body will need to pass an ERA validation first to become available to the public. Public users will only have access to validated certification bodies.

# 5.2.1 Authorised users

# 5.2.1.1 Certification bodies main page

The following screenshot displays the Certification bodies main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the Accreditation Body role is granted. Among these
  users, only those who belong to the same organisation as the certification body
  issuer have the authority to suspend/amend/modify/renew/revoke
- Any ERA-EXT user for which the Recognition Body role is granted. Among these
  users, only those who belong to the same organisation as the certification body
  issuer have the authority to suspend/amend/modify/renew/revoke
- Any ERA-EXT user for which the Member State Body role is granted. Among these
  users, only those who belong to the same organisation as the certification body
  issuer have the authority to suspend/amend/modify/revoke

)//*						上 Welcome eradev	Logout	Help	english (en)	۲
F*** ERADIS - European R	ailway Agency Dat	abase of Interope	erability a	and Safety		Search in	n Eradis			P
Home > Safety documents > ECM > Certif	ication bodies									
Home > Safety documents > ECM > Certif Home I Login Safety Authonities and Investigation Bodies Statistics Dashboard Manage Uters Electronic questionnaires Translations Notifications Notifications Reference Data Messages Sarch result lists Audit Trail Logs Audit Tra	Certification bdies a Unform Rules seto Certification bodies a Unform Rules seto According to Article 1 weithin 1 month of the According to Article 1 document A 94-30(1) Secretary General di Secretary General di Submit a new Cer XSuspend a Certific Quick Search	It in accordance with A CO. 2 of Commission Re editation bodies as de editation bodies as de CO. 2 of the OTTF regula 2012 the OTTF regula 2012 the OTTF regula 2012 the certification body X Rev within body X Rev wis for a simple search [All countries All [All] [Valid]	ed or are t tricle 15 § gulation (Ef fined in Rey tion ATMF / later than ies with pla in bodies ac rend a Certi oke a Certi	he National Safety Authority according to Article 1 2 - certification and auditing of Entities in Charge 10) No 445/2011 of 10 May 2011 Provolate Han audation (EC) No 765/2008 shall inform the Agent Annes A "Uniform Hue date of entry into force of income of business on the territory of that Contracting coredited. Any change shall also be notified to the ification body ification body ation Bodies per country and per category of Cert	: of Maintenance (ECM) 31/05/2012, Member y of the certification b n Article 15 § 2 - Certif his Annex to ATMF (w State, which have bee Secretary General with	". States shall notify the <i>i</i> odies accredited. Any ch ication and auditing of i hich was 31 July 2012), an recognised. The accr nin one month of the ch	Agency of the ange shall als Entities in Cha every Contra editation bodi ange."	certificati so be noti arge of Mi icting Sta es shall (	ion bodies fied to the Age aintenance (ECI te shall notify t also) inform the	mcy M)", the e
➡ ECM ▷ Schema	Advanced s	earch								

Figure 39

# 5.2.1.2 Searching for a certification body

# 5.2.1.2.1 Quick search

The quick search allows you to quickly find a certification body of a certain country and/or of a certain category (accredited, recognised or NSA) and/or in a certain validation status (validated, not validated only available to authorised users) and/or in certain validity status (valid<sup>9</sup>, all: available only to authorised users).

<sup>&</sup>lt;sup>9</sup> Valid certification body means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active.



On the main page (Figure 39), select a country and/or a category and/or a validation status and/or validity from the lists.

Quick Search			
The Quick Search all	ows for a simple searc	ch of Certificat	tion Bodies per country and per category of Certification Body. To find out more specific information use the Advanced Search option.
Country	All countries	•	
Category	All	•	
Validation status	All	•	
Validity	Valid	•	
		Search	
	-		
Advanced s	search		
	Sear	ch .	
And press	the	b	utton: a list will be displayed.

Certification bodies search results

Country	EU ID number	Certification Body Name	History	Date issued	Validity	Category	Validated
Austria	AT/30/0313/0001	Quality Austria - Trainings, Zertifizierungs und Begutachtungs GmbH	Amended	13/12/2013	Valid	Accredited	Yes
Croatia	HR/30/0013/0001	Agencija za sigurnost željezničkog prometa / Croatian Railway Safety Agency	New	10/05/2013	Valid	NSA	Yes
Denmark	DK/30/0014/0001	Trafikstyrelsen/Danish Transport Authority	New	16/12/2014	Valid	NSA	Yes
Finland	FI/30/0014/0001	Finnish Transport Safety Agency	New	03/02/2014	Valid	NSA	Yes
France	FR/30/0015/0001	Etablissement Public de Sécurité Ferroviaire	New	23/10/2015	Valid	NSA	Yes
	FR/30/0217/0001	Test CERTIFER SA	Amended	25/09/2017	Valid	Accredited	Yes
Greece	EL/30/0115/0002	Bureau Veritas Certification France	Renewed	17/04/2015	Valid	Accredited	Yes
	EL/30/0217/0003	First Last2	Amended	29/09/2017	Valid	Accredited	Yes
	EL/30/0013/0001	Regulatory Authority for Railways (RAS)	Amended	11/10/2013	Valid	NSA	Yes
Italy	IT/30/0113/0001	Bureau Veritas Italia S.p.A	New	15/03/2013	Valid	Recognised	Yes
	IT/30/0515/0001	IIS CERT s.r.l.	New	02/11/2015	Valid	Recognised	Yes
	IT/30/0413/0001	ISARail S.p.A.	New	04/04/2013	Valid	Recognised	Yes
	IT/30/0313/0001	Italcertifer S.p.A.	New	21/03/2013	Valid	Recognised	Yes
	IT/30/0213/0014	RINA Services S.P.A.	Renewed	27/03/2013	Valid	Recognised	Yes
Romania	RO/30/0013/0001	ROMANIAN RAILWAY SAFETY AUTHORITY - CERTIFICATING BODY	New	22/03/2013	Valid	NSA	Yes

Go back to Quick Search

#### Figure 40

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 v list at top of the list
- To **print the list**, click on the <sup>here</sup> link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To sort the list, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To **view a certification body**, click on the "History" field of the certification body you want to view

#### 5.2.1.2.2 Advanced search

The advanced search allows you to find a certification body satisfying multiple criteria.


On the main page (Figure 39), click on the be displayed.

Certification	Bodies advanced search		
<b>ID data</b> EIN number Validation status	All Y	Country	Any Country
Certification Boo Name	y	Registration Number	
Accreditation / I Name	Recognition / Member State Body	Registration Number	
Category Category	Accredited Recognised NSA		
Scope of certific		_	
Scope		Fleet maintenance management Maintenance delivery/work	
Category Subcategory	CR freight wagons HS freight wag Covers tank wagons for dangerous good Covers other wagons specialised in trans		HS venicles U OTMs U Other
Validity Validity from	L.	Validity to	All
Date Issued Date of decision Free text Search	Effective and the set		

### Figure 41

Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 40.

By default, only valid<sup>10</sup> certification bodies will be shown in the results. Only if "All" is checked in the "Validity" section, the system may display certificates which are inactive, or expired or revoked or not validated.

The Actor can see not validated certification bodies if he/she belongs to the issuing organisation referenced in the document or that he/she has the role ERA Safety User.

# 5.2.1.3 Submitting a new certification body

This feature allows the submission of new certification body. Prior the submission of the certification body the Accreditation/Recognition/Member State Body should be created in the "manage organisation" under the "Reference Data" by ERADIS administrator and a user should be granted with access rights.

On the main page (Figure 39), click on the Submit a new Certification body link: the following page will be displayed

<sup>&</sup>lt;sup>10</sup> Valid certificate means: Validated AND Not Revoked AND Not expired (based on the "Validity To" date) and active

¥.	
7**	ECM

🕂 Go Back to Search Results | 🚔 Print

Submit a new Certific	ation Body				(+) Go Back to Search Results   Car P
	asterisk, information is mandal 1 point 4. Category before filling	tory g in the details in point 2. Certification Bc	ody		
Certfication Body					
1. ID data					
EIN number*					
2. Certification Body Country*	Please select				
Please select existing					
certification body	Other				٣
Name*			Registration Number		
Postal address*			Postal Code*		
City*			Fax*		
Phone*			Website		
Email*					
3. Accreditation / Recognitio	on / Member State Body				
Country*	Please select •				
Please select existing accreditation / recognition / member state body	Other				¥
Name*			Registration Number		
Postal address*			Postal Code*		
City*			Fax*		
Fax*			Website		
Email*					
4. Category of ECM activities					
Category*	Accredited Recognised NSA				
5. Scope of certification					
Scope*	ECM Maintenance dev	elopment 🔲 Fleet maintenance manager	ment 🔲 Maintenance delivery/workshops 🔲 M	4oU	
Category*	CR freight wagons 🔲 HS	freight wagons 🔲 CR Loc 🔲 CR Multipl	e Units 🔲 CR Passenger carriages 🔲 HS vehi	cles 🔲 OTMs 🔲 Other	
	Covers tank wagons for d	angerous goods			
Subcategory		cialised in transport of dangerous goods			
6. Applicable national legisla	ation				
Applicable national legislation					
					<i>k</i>
7. Validity					
Validity from	3		Validity to		
8. Additional information					
Date of decision					
9. Attached files					
Send to ERA Attachme	nts Save As Template				

Figure 42

Fill in all the required fields<sup>11</sup> and press the **Send to ERA** button:

- Initially select a category at section 4.
- Based on the selection at the previous step the field "Please select existing accreditation / recognition / member state body" at section 3 is filtered accordingly.
- All fields with an asterisk are mandatory.
- Under 5 Scope of certification, click on the provided choices only if they are relevant.

<sup>&</sup>lt;sup>11</sup> If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition / member state body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):
  - EIN number is required
  - Certification Body Registration Number is required
  - Organisation Country is required
  - Organisation selection is required
  - Organisation Name is required
  - Organisation Registration Number is required
- The specifications of the EIN number are specified in the document "ECM certification Structure of an EIN for ECM certificate and other certificates defined in European Legislation 445/2011 of 10 May 2011". Please use the "/" characters as indicated in the document.
- If no error occurs, a confirmation message will be displayed:

The Certification Body has been created successfully. <u>View created certification body</u>

You can click on the <u>View created certification body</u> link to view the newly created and non-validated certification body: the following page will be displayed

ECM Certification	Body			+	Go Back to Search Results	🖲 <u>Export to PDF form</u>	
1 10 0474							
1. ID DATA EIN number	FR/30/0312/0004						
2. CERTIFICATION BO							
Name	EPSF						
Country	France	Postal addi	ress	45, rue de l	Rivoli		
Postal Code	62300 City Amiens						
Phone	32456 789						
Email	-	Website					
Registration Number	77889944						
	RECOGNITION / MEMEBER STATE B	ODY					
Name	Ministry of Transport						
Country	France		Postal address		13 rue Pilette		
Postal Code	59301		City		Paris		
Phone	+33 213 56 89		Fax		+33 213 56 88		
Email	ewfwef		Website				
Registration Number	123456						
	ACTIVITIES						
4. CATEGORY OF ECM							
Category	NSA						
5. SCOPE OF CERTIFI	CATION						
Scope	ECM						
Category	HS freight wagons						
Subcategory							
6. APPLICABLE NATIO	INAL LEGISLATION						
this is based on							
7. VALIDITY			h				
From: 29/06/2012			to: 28/02/2013	3			
8. ADDITIONAL INFO	PMATION						
Date of decision: 17/05/2							
Date of decision. 17/03/2	2012						
9. ATTACHED FILES							
💈 build-a-javascript-fra	amework.pdf						
DOI management - o							
10. INFORMATION DE							
Date of amendment:	01/03/2013						
Amendment Reason							
Modify Information	Go to ¥alidation task					Delete Informa	ation



At the successful submission of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

# 5.2.1.4 Save as template

You can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new declaration. It is not necessary to fill in all the fields to save a template: also incomplete declarations can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm.

### 5.2.1.5 Open template

To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed

< Back	to the	Certification	Bodies	form

			Template Name
Ø	Ø	×	CB_FR_Temp
Ø	P	×	Cert_Body_Temp1

Where you can choose the template to load by clicking on the  $\Im$  icon.

To rename a template, click on the 🥓 icon. Then click "update" to save changes or "cancel" to cancel changes.

To delete a template, click on the  $\times$  icon. Then confirm action or cancel action.

# 5.2.1.6 Add attachments

You can add electronic attachments to the certification body by pressing the Attachments button: the following window will be displayed





To add a file, press the Browse... button, choose the file to attach



and click on the Upload button: the added file will be listed as shown in the following figure



If by mistake the wrong file has been uploaded, you can remove it by clicking on the  $\times$  icon next to the file name.

Repeat the steps above to add any number of attachments: when finished, press the **Close** button to return to the previous screen, where all the attachments will be listed at the bottom of the page as shown on the figure below.



To be able to attach documents in a submitted certification body click on the Modify Information button.

# 5.2.1.7 Print a certification body

You can print at any time the information on the screen, by clicking on the <sup>mPrint</sup> link at the top of the page.

# 5.2.1.8 Export to PDF

FCM

You can export the certification body from the view page (Figure 43), by clicking on the  $\boxed{B}_{Export to PDF form}$  link at the top of the page.

### 5.2.1.9 Validating a certification body (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided certification bodies and make them publicly available on the ERADIS web site.

During the process of validation the ERA users will be able to create new reference data entries in case that a certification body will contain new information which was not stored previously within the ERADIS reference data database. In addition, the ERA users will be able to update existing reference data entries in case that a certification body will contain information which have inconsistencies with information previously stored within the ERADIS reference data database.

To validate a temporary certification body, search for the non-validated certification body and display its properties: a page similar to the one in Figure 43 will be displayed. Press the **Go to Validation task** button: a page like the one in Figure 42 will be displayed, where you can update any relevant field (11) before final validation.

To cancel validation, click on the Undo changes button.

To confirm validation, click on the **Validate** button: a confirmation message will be displayed.



You can click on the <u>View registered certification body</u> link to view the validated certification body: the following page will be displayed

. ID DATA			
IN number	EL/30/1113/5896		
. CERTIFICATION E	JODY		
lame	GR_ECM_Org		
Country	Greece	Postal address	test add
ostal Code	654 56	City	test city
hone	44561321	Fax	2423432
mail	test@test.te	Website	
egistration Number		· · · · · · · · · · · · · · · · · · ·	
. ACCREDITATION	/ RECOGNITION / MEMEBER STATE BODY		
lame	GR_ECM_Org		
Country	Greece	Postal address	test add
ostal Code	654 56	City	test city
hone	44561321	Fax	2423432
mail	test@test.te	Website	
egistration Number			
. CATEGORY OF EC	MACTIVITIES		
Category	Accredited		
	ł		
SCOPE OF CERTIN			
Cope	ECM		
Category	HS freight wagons		
Subcategory	Covers other wagons specialised in transport	t of dangerous goods, Covers tank wagons for	dangerous goods
	IONAL LEGISLATION		
APPLICABLE NAT	IONAL LEGISLATION		
. VALIDITY			
rom: 15/06/2010		to: 25/11/2021	
ADDITIONAL INF	OPMATION		
Date of decision: 28/1:			
sate of decision, 20/1.			
ATTACHED FILES			
No attached files			
	on Amend Information Renew Info	ormation Suspend Information	Revoke Information
nvalidate Informati			

Figure 44



At the successful validation of the certification body, a notification message is sent to the submitter of the certification body, to the validator of the certification body and to the emails referenced in the Manage-Notification page under the section "ECM".

The new status of a certification body becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

For a certification body that has been validated, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the certification body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous certification body.

### 5.2.1.10 Send Email to User

will be

To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 24

n Doe <	< and the Household III is a second secon						
cipient:							
and the second of the	<xxxxxxxx@xxxxxxxxxxxxcom></xxxxxxxx@xxxxxxxxxxxxcom>						
ipients in Cc:	and the design of the second design of the second design of						
<b>ject:</b> ADIS declaration	- request for correction before validation						
ly:							
Dear							
Dear							
ERADIS databa	ubmitting the ECM Certification Bodies declaration to se: <u>http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodies</u> <u>3</u> tors have proceeded with validation of submitted declaration –						
the following issues have been identified:							
	validation of the declaration, we would like to kindly ask you eclaration according to the above instructions.						
to correct the d							
to correct the d	eclaration according to the above instructions.						

### Figure 45

A page similar to the one in Figure 45 will be displayed. Fill any relevant notes for the user in

the text area field and press the Send Email button. Press the Cancel button for closing the email form.

If the email was sent successfully, a notification message is sent to the appropriate user and ERA Safety Administrator(s) in charge of the certificates.

### 5.2.1.11 Modifying a certification body

To modify a certification body, search for the non-validated certification body and display its properties: a page like the one in Figure 43 will be displayed. Press the Modify Information button; a page like the one in Figure 42 will be displayed. Update any relevant field (11) and press the Save changes button: a confirmation message will be displayed

The Certification Body has been modified successfully. <u>View modified certification body</u>

At the successful save of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

# 5.2.1.12 Amending a certification body

This feature allows user to amend already issued certification body which has been validated by ERA. All users who belong to the same organisation and country as a certification body issuer, as well as the ERA users, will be able to amend an existing certification body.

A certification body can be amended if it is not revoked.

To amend a certification body, on the main page (Figure 40) click on the Maxim Amend a Certification body link: the following page will be displayed

Amend an existing Certification Body									
This page allows you to easily find a Certification Body you would like to amend. You may find Certification Bodies by specifying search criteria or by browsing all of the Certification Bodies which you can amend.									
Certification Body search information	Browse Certification Bodies								
EIN Number	Please click Browse button bellow if you would like to retrieve list of all existing Certification Bodies which you can amend.								
Open Certification Body	Browse Certification Bodies								

There are two options to find the certification body for amending.

First option is to enter the "EIN Number" of the certification body you want to amend and press the **Open Certification Body** button: a page similar to the one in Figure 42 will be displayed.

Second option is to browse available certification bodies for amend. Press the **Browse Certification Bodies** button: the following page will be displayed

Certification Bodies which can be amended

						Category
France	Bureau Veritas	Mamend	FR/30/0212/0031	Amended	30/09/2012	Recognised
	EPSF	amend	FR/30/0312/0003	Suspended	17/05/2012	
Greece	Department Head on Inland Transport Safety	amend	EL/30/0012/0001	New	20/04/2012	NSA
	GR_ECM_Org	amend	EL/30/1113/5896	Renewed	28/11/2013	Accredited

Version 0.17 – 2017-10-30



Select <sup>mend</sup> link in the list and a page similar to the one in Figure 42 will be displayed.

Update any relevant field (11) (please provide also a new EIN number) and press the **Send to ERA** button: a confirmation message will appear

The Certification Body has been amended successfully. <u>View amended certification body</u>

At the successful submission of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

Another way to perform this task is to search for the certification body view its details (Figure 44) and press the Amend Information button.

For a certification body that has been amended, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the certification body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous certification body.

### 5.2.1.13 Suspending a certification body

This feature allows user to suspend already issued and validated certification body.

All users who belong to the same organisation and country as a certification body issuer, as well as the ERA users, will be able to suspend an existing certification body.

A certification body can be suspended if it is not revoked or suspended.

To suspend a certification body, on the main page (Figure 40) click on the <u>Suspend a Certification body</u> link, browse or search for the certification body to suspend (in the same way as described in §5.2.1.12), update any relevant field (11) (suspended on date, suspension reason, new EIN number) and press the **Send to ERA** button: a confirmation message will appear

> The Certification Body has been suspended successfully. <u>View suspended certification body</u>

At the successful submission of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

Another way to perform this task is to search for the certification body view its details (Figure 44) and press the Suspend Information button.

For a certification body that has been suspended, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the certification body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous certification body.

### 5.2.1.14 Renewing a certification body

This feature allows user to renew already issued certification body which has been validated by ERA.

All users who belong to the same organisation and country as a certification body issuer, as well as the ERA users, will be able to renew an existing certification body.

A certification body can be renewed if it is not revoked or suspended.

To renew a certification body, on the main page (Figure 40) click on the Renew a Certification body link, browse or search for the certification body to renew (in the same way as described in §5.2.1.12), update any relevant field (11) (please provide also a new EIN number) and press the Send to ERA button: a confirmation message will appear

> The Certification Body has been renewed successfully. <u>View renewed certification body</u>

At the successful submission of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

Another way to perform this task is to search for the certification body, view its details (Figure 44) and press the Renew Information button.

For a certification body that has been renewed, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the certification body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous certification body.

# 5.2.1.15 Revoking a certification body

This feature allows user to change status of already issued and validated certification body. All users who belong to the same organisation and country as a certification body issuer, as well as the ERA users, will be able to revoke an existing certification body.

To revoke a certification body, on the main page (Figure 40) click on the <u>Revoke a Certification body</u> link, browse or search for the certification body to revoke (in the same way as described in §5.2.1.12), update any relevant field (11) (revoked on date, revoke reason, new EIN number) and press the **Send to ERA** button: a confirmation message will appear

> The Certification Body has been revoked successfully. <u>View revoked certification body</u>

At the successful submission of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

Another way to perform this task is to search for the certification body, view its details (Figure 44) and press the **Revoke Information** button.



For a certification body that has been revoked, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the certification body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous certification body.

### 5.2.1.16 Invalidating a certification body (ERA Safety Administrator only)

To invalidate a certification body, search for the validated certification body, view its details (Figure 44) and press the **Invalidate Information** button: the non-validated version of the certification body is displayed (Figure 43) and the new available actions (buttons) are presented at the bottom of the page.

At the successful invalidation of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

### 5.2.1.17 Deleting a certification body (ERA Safety Administrator only)

To delete a certification body, search for the non-validated certification body, view its details (Figure 43) and press the **Delete Information** button: a confirmation message will appear

If confirmation, the below message will appear on the top of the page:

The Certification Body has been deleted successfully.

At the successful deletion of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

### 5.2.2 Anonymous or non-authorised users

### 5.2.2.1 Certification bodies main page

The following screenshot displays the certification body main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the Accreditation Body role is not granted
- Any ERA-EXT user for which the Recognition Body role is not granted
- Any ERA-EXT user for which the Member State Body role is not granted

				ecm 7**
)//*			上 Login 🛛 Help	english (en) 🛛 🔻
F*** ERADIS - European	Railway Agency Database of In	teroperability and Safety	Search in Eradis	P
Home > Safety documents > ECM > Cert	fication bodies			
➡ Home	Certification bodies dat	tabase		
<ul> <li>Login</li> <li>Safety Authorities and Investigation Bodies</li> <li>Other Organisations and Bodies</li> <li>Safety documents</li> <li>Safety certificates</li> <li>Licences</li> <li>ECM</li> </ul>	and according to OTIF regulation AT Entities in Charge of Maintenance (E According to Article 10.2 of Commis notify the Agency of the certification the Agency of the certification bodie According to Article 10.2 of the OTI auditing of Entities in Charge of Mai entry into force of this Annex to ATI certification bodies with place of bus	TMF Ännex A "Uniform Rules set out in acc ECM)". ECM)". The accreditation (EU) No 445/2011 of 10 1 bodies recognised". The accreditation b as accredited. Any change shall also be no F regulation ATMF Annex A "Uniform Rulei intenance (ECM)", document A 94-30/1.20 MF (which was 31 July 2012), every Contri siness on the territory of that Contracting nerval directly of the certification bodies as	hority according to Article 14(a) 4 of the Rai cordance with Article 15 § 2 - Certification an May 2011 ""by no later than 31/05/2012, M rodies as defined in Regulation (EC) No 765/ tified to the Agency within 1 month of the c) set out in accordance with Article 15 § 2 - 012 the OTIF "By no later than three month- racting State shall notify the Secretary Gene State, which have been recognised. The acc ccredited. Any change shall also be notified	nd auditing of ember States shall /2008 shall inform change. Certification and s from the date of eral of those creditation bodies
<ul> <li>Schema</li> <li>Certification bodies</li> <li>Certificates</li> <li>Recommendations for use</li> <li>Assessment</li> <li>Safety Indicators</li> <li>Investigation reports</li> <li>NSA &amp; NIB reports</li> <li>Inter-operability documents</li> <li>EC declarations of verification of subsystems</li> </ul>	Quick Search The Quick Search allows for a simpl specific information use the Advance Country All countries Category All Search Cearch Advanced search		ry and per category of Certification Body. To	) find out more

Figure 46

# 5.2.2.2 Searching for a certification body

### 5.2.2.2.1 Quick search

The quick search allows you to quickly find a certification body of a certain country and/or of a certain category (all, accredited, recognised, NSA).

On the main page (Figure 46), select a country and/or a category from the lists.

#### Quick Search

The Quick Search allows for a simple search of Certification Bodies per country and per category of Certification Body. To find out more specific information use the Advanced Search option.



And press the

button: a list will be displayed.

Certification bodies search results

					Validity	Category
Belgium	BE/30/0112/0006	Wagon Care	Revoked	31/05/2012	Expired	Accredited, NSA
France	FR/30/0212/0031	Bureau Veritas	Amended	30/09/2012	Expired	Recognised
	FR/30/0312/0003	EPSF	Suspended	17/05/2012	Expired	Recognised, NSA
	FR/30/0012/0025	sqs	Revoked	01/05/2012	Expired	Recognised, NSA
Greece	EL/30/0012/0001	Department Head on Inland Transport Safety	New	20/04/2012	Expired	NSA
	EL/30/1113/5896	GR_ECM_Org	Renewed	28/11/2013	Valid	Accredited

🕑 Go back to Quick Search

Figure 47

Items per page 15 💌



Only valid<sup>12</sup> certification bodies are displayed in the results.

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 v list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To sort the list, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To view a certification body, click on the "History" field of the certification body you want to view

ECM Certification Body

1. ID DATA EL/30/1113/5896 EIN number 2. CERTIFICATION BODY GR\_ECM\_Org Name Greece Postal address Country test add Postal Code 654 56 City test city Fax 4456132 2423432 Phone Email test@test.t Website

Registration Number				
3. ACCREDITATION /	RECOGNITION / MEMEBER STATE BO	)DY		
Name	GR_ECM_Org			
Country	Greece	Postal address	test add	
Postal Code	654 56	City	test city	
Phone	44561321	Fax	2423432	
Email	test@test.te	Website		
Registration Number				
Registration Number				

#### 4. CATEGORY OF ECM ACTIVITIES

Category	Accredited
5. SCOPE OF CERTIFICATI	ION

5. SCOPE OF CERTIFICAT	ION
Scope	есм
Category	HS freight wagons
Subcategory	Covers other wagons specialised in transport of dangerous goods, Covers tank wagons for dangerous goods

#### 6. APPLICABLE NATIONAL LEGISLATION

7. VALIDITY From: 15/06/2010

to: 25/11/2021

#### 8. ADDITIONAL INFORMATION Date of decision: 28/11/2013

9. ATTACHED FILES

#### Figure 48

🕙 Go Back to Search Results | 🖾 Export to PDF form | 🚔 Print

<sup>&</sup>lt;sup>12</sup> Valid certification body means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active.

# 5.2.2.2.2 Advanced search

The advanced search allows you to find a certification body satisfying multiple criteria.

Certificatio	n Bodies advanced searc	h		
<b>ID data</b> EIN number		Country	Any Country	•
Certification B	Body	Registration Number		
	/ Recognition / Member State Bo			
Name		Registration Number		
Category Category	CACCTEDITED			
Scope of certi Scope		ent 🔲 Fleet maintenance management 🔲 Maintenance o	delivery/workshops MoU	
Category		it wagons CR Loc CR Multiple Units CR Passeng		OTMs Other
Subcategory	Covers tank wagons for dangerou Covers other wagons specialised i	s goods Yes No n transport of dangerous goods Yes No		
Validity Validity from	Ľ	Validity to	Valid	
Date Issued	ľ			
Free text				

Figure 49

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 47.

By default, only valid certification bodies will be shown in the results. Only if "All" is checked in the "Validity" section, the system may display certification bodies which are validated and may be inactive, or expired or revoked or suspended.

### 5.2.2.3 Print a certification body

You can print at any time the information on the screen, by clicking on the <sup>Print</sup> link at the top of the page.

#### 5.2.2.4 Export to PDF

You can export the certification body document from view page (Figure 48), by clicking on the Export to PDF form link at the top of the page.

#### 5.3 Certificates

#### 5.3.1 ECM Certificates

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search for ECM certificates



User Category	User Role	Allowed Actions
		View ECM certificates Submit new ECM certificates Suspend/amend/modify/renew/revoke existing ECM certificates Validate/invalidate/delete ECM certificates
ERA-EXT ECM	NSA acting as certification body Certification body	Search for ECM certificates View ECM certificates Submit new ECM certificates Suspend/amend/modify/renew/revoke existing ECM certificates
ERA Administrator		Search for ECM certificates View ECM certificates Activate/deactivate ECM certificates
Anonymous Non-Authorised User		Search for ECM certificates View ECM certificates

Each submitted/suspended/renewed/amended/revoked ECM certificate will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated ECM certificates.

### 5.3.1.1 Authorised users

### 5.3.1.1.1 ECM certificates main page

The following screenshot displays the ECM certificates main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the NSA acting as certification body role is granted. Among these users, only those who belong to the same organisation as the ECM certificate issuer have the authority to suspend/amend/modify/renew/revoke
- Any ERA-EXT user for which the Certification Body role is granted. Among these users, only those who belong to the same organisation as the ECM certificate issuer have the authority to suspend/amend/modify/renew/revoke



)//*	L Welcome eradev Logout Help english (en) 🔻	
7*** ERADIS - European I	Railway Agency Database of Interoperability and Safety Search in Eradis	
Home > Safety documents > ECM > Certi	ificates > ECM certificates	
- Home	ECM Certificate Database	
▷ Login	This database has been developed in accordance with Article 10.4 of Commission Regulation (EU) No 445/2011 of 10 May 2011 "on	
<ul> <li>Safety Authorities and Investigation Bodies</li> </ul>	a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007" and Article 10.4 of the OTIF regulation ATMF Annex A "Uniform Rules set out in accordance with Article 15 § 2 - Certification and auditing of Entities in Charge of Maintenance (ECM)", document A 94-30/1.2012.	
Other Organisations and Bodies		
Statistics Dashboard	🕍 Submit a new ECM Certificate 📲 Amend an ECM Certificate 📲 Download electronic form	
👻 Manage	×Revoke an ECM Certificate Suspend an ECM Certificate Upload electronic form	
b Users		
Electronic questionnaires	Quick Search	
Translations	The Quick Search allows for a simple search of issued ECM certificates per ECM country. To find out more specific information use the Advanced Search option.	
Notifications		
Reference Data	Country All countries	
Messages	Validation All	
> Search result lists	Validity Valid •	
Audit Trail Logs	Course la course de	
Audit Trail Logs Parameters	Search	
<ul> <li>Safety documents</li> </ul>		
Data quality check	C Advanced search	
Safety Certificates		
Licences	Statistics	

Figure 50

### 5.3.1.1.2 Searching for an ECM certificate

### 5.3.1.1.2.1 Quick search

The quick search allows you to quickly find an ECM certificate of a certain country and/or in a certain validation status (validated, not validated) and/or certain validity (valid<sup>13</sup>, all).

On the main page (Figure 50), select an ECM country and/or a validation status and/or validity from the lists.

Quick Se	earch						
	Search allows for a s ed Search option.	imple search of	issued ECM certif	ficates per ECM c	ountry. To find ou	t more specific i	nformation use
ECM Country	All countries	•					
Validation status	All	T					
Validity	Valid	•					
Ad	S Ivanced search	Search					
- 1	Statistics						

<sup>13</sup> Valid ECM Certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active.



And press the Search

button: a list will be displayed.

ECM Certification search results

			History	Date issued	Validity				Validated	Attachments
	ATIR-RAIL	EL/31/0112/0003	Suspended	26/03/2012	Not Valid	Keeper, Maintenance Supplier	Yes	Yes	No	
	ATIR-RAIL	FR/31/0113/0403	Renewed	29/11/2013	Not Valid	Keeper, Maintenance Supplier	Yes	Yes	No	
	ATIR-RAIL	FR/31/0112/0004	Amended	26/03/2012	Not Valid	Keeper, Maintenance Supplier	No	Yes	No	
	ATIR-RAIL	FR/31/0115/0005	Suspended	26/03/2015	Not Valid	Keeper, Maintenance Supplier	No	Yes	No	B Guidance on Good Reporting Practice 1.0-DE.pdf
	ATIR-RAIL	FR/31/0115/0004	Renewed	26/03/2015	Not Valid	Keeper, Maintenance Supplier	No	Yes	No	Weekly programme.doo
	ATIR-RAIL	FR/31/0112/0003	Amended	26/03/2012	Valid	Keeper, Maintenance Supplier	No	Yes	Yes	
France	ATIR-RAIL	FR/31/0112/0002	New	26/03/2012		Keeper, Maintenance Supplier	No	Yes	Yes	CSB_R01220110061.pd Flexitime Leave Form.doc
	COLAS RAIL	FR/31/0512/0020	Renewed	01/01/2012	Expired	Railway Undertaking	No	Yes	Yes	
	COLAS RAIL	FR/31/0512/0001	New	01/01/2012		Railway Undertaking	No	Yes	Yes	
	ERMEWA	FR/31/0113/0002	New	08/05/2013	Not Valid	Keeper, Other	Yes	No	No	
	EuroCargoRail	FR/31/0013/0999	New	01/01/2013	Valid	Keeper, Maintenance Supplier	No	Yes	Yes	
	Org1	FR/31/0212/0030	New	01/05/2012	Not Valid	Railway Undertaking	No	No	No	
	Société Nationale des Chemins de fer Français	BE/31/1012/0001	New	20/02/2012	Valid	Railway Undertaking	Yes	No	Yes	
	VFLI	FR/31/0012/2013	New	01/02/2012	Expired	Railway Undertaking, Maintenance Supplier	Yes	No	Yes	B-FR-201205029-2.xls
Greece	Hellenic Railways SA	EL/31/2213/2225	Amended	29/11/2013	Not Valid	Railway Undertaking	No	No	No	

Total 17 item(s) found.

🖲 Go back to Quick Search

#### Figure 51

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 💙 list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To **view an ECM certificate**, click on the "History" field of the ECM certificate you want to view
- To open an attachment, click on the attachment's name

### 5.3.1.1.2.2 Advanced search

The advanced search allows you to find an ECM certificate satisfying multiple criteria.

	page (Figure 50), click on the Advanced search button: a page will be
displayed.	
ECM Declarat	ions Advanced Search
CERTIFICATE TYPE	
Search for	🖉 ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE 🔲 ECM MoU Certificate 🔲 Maintenance Functions Certificate
Validation status	All
ECM Country	Any Country 🔻
INFORMATION OF	THE CERTIFIED ENTITY
Legal title	Commercial designation or
Registration business number	acronym VAT No
CERTIFICATION B	YDC
Legal title	Certification body reference number
CERTIFICATE INFO	RMATION
Certificate type	All certificates 🔻
Valid from	🗳 Valid to 🗳 🔲 All
Type of company	🗌 Railway undertaking 🔲 Infrastructure manager 🔛 Keeper 🔛 Maintenance supplier 💭 Manufacturer 🗔 Other
SCOPE	
Category 🛛 🗌 CR f	reight wagons 🔲 HS freight wagons 📄 CR Loc 📄 CR Multiple Units 📄 CR Passenger carriages 📄 HS vehicles 🗐 OTMs 🗐 Other
Covers	tank wagons for dangerous goods 🛛 Yes 📄 No
Subcategory Covers	other wagons specialised in transport of dangerous goods 🔲 Yes 📄 No
Date Issued	
Internal Reference N	umber
(EIN number)	
Free text	
Search Re	set

#### Figure 52

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 51.

By default, only valid<sup>14</sup> certificates will be shown in the results. Only if "All" is checked in the "Validity" section, the system may display certificates which are inactive, or expired or revoked or suspended or not validated.

The Actor can see not validated certificates if he/she belongs to the issuing organisation referenced in the document or that he/she has the role ERA Safety User.

<sup>&</sup>lt;sup>14</sup> Valid certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active



5.3.1.1.3 Submitting a new ECM certificate This feature allows the submission of new ECM certificate.

On the main page (Figure 50), click on the Submit a new ECM Certificate link: the following page will be displayed

ubmit a new E	CM Declaration	← <u>Go Back to Search Results</u>   ▲ <u>Sav</u>	<u>e to file</u>   🚔 <u>Pri</u>
ote: - For the fields marke	d by an asterisk, infor	mation is mandatory	
	•	ormation in at least one field is required	
onfirming acceptanc	e of the maintanance s the	F MAINTENANCE CERTIFICA system of an entity in charge of maintenance e European Union	
		004/49/EC and Regulation (EU) No 445/2011	
his is a	☑ 1.1 ENTITY II	N CHARGE OF MAINTENANCE CERTIFICATE	1.2 ECM
2. INFORMATION OF	THE CERTIFIED ENTIT	Ŷ	
2.1 Country*	Please select	▼.	
2.2 Please select an existing ECM	Other		•
2.3 Legal title*		2.4 Commercial	
2.5 Street address*		designation or acronym 2.6 Postal code*	
2.7 City*			
2.8 Registration ousiness number**		2.9 VAT No**	
3. CERTIFICATION BO	DDY		
.1 Country*	Please select		
3.2 Please select an existing Certification Body	Other		•
3.3 Legal title*		3.4 Certification body reference number*	
3.5 Street address*		3.6 Postal code*	
8.7 City*			
A. CERTIFICATE INFO	RMATION		
1.1 Certificate type 1.2 ECM identification (	New		
the previous certificate			
1.3 Valid from		4.4 Valid to	E*
4.5 Type of company*		undertaking 🔲 Infrastructure manager 🗐 Ke a supplier 🗐 Manufacturer 🗐 Other	eper 🗖
5. SCOPE			
Passen	ger carriages 🗏 HS ve	freight wagons 🔲 CR Loc 🔲 CR Multiple Uni Phicles 🔲 OTMs 💭 Other	ts 🔲 CR
	ers tank wagons for da ers other wagons spec	angerous goods cialised in transport of dangerous goods	
5. OTHER			
.1Additional Information	on		
Date Issued		<b>B</b>	
Internal Reference	Number (EIN number)	*	

Figure 53



Fill in all the required fields<sup>15</sup> and press the **Send to ERA** button.

The fields with the asterisk are mandatory.

If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):

- Certification Body reference number is required
- Type of company is required
- Scope Category is required
  Date Issued is required
- Date issued is required
   Internal reference number is required.

**Important note:** In field "Internal reference number" please add the EIN number of the ECM certificate. The specifications of the EIN number are specified in the document "ECM certification – Structure of an EIN for ECM certificate and other certificates defined in European Legislation 445/2011 of 10 May 2011". Please use the "/" characters as indicated in the document.<sup>16</sup>

If no error occurs, a confirmation message will be displayed:

The ECM Declaration has been created successfully. <u>View created ECM Declaration</u>

You can click on the <u>View created ECM Declaration</u> link to view the newly created and non-validated ECM certificate: the following page will be displayed.

At the successful submission of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

<sup>&</sup>lt;sup>15</sup> If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing Certification Body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

<sup>&</sup>lt;sup>16</sup> For ECM declarations when we refer in the manual to the EIN number, this is always the number which exists in the field "Internal reference number".



ECM Declaration Details

🕙 Go Back to Search Results | 🕮 Export to PDF form | 🚔 Prin

ECM Cer	rtificate
4 Certificate confirming acceptance of the maintanance system of an entity in charge of maintenanc onformity with Directive 2004/49/EC and Regulation (EU) No 445/2011	:e (ECM) within the European Union
1. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE	
Legal Title: Org1	
Commercial designation or acronym (voluntary): Org1	
Street Address: street	Postal Code: 01234
City: Lille	Country: France
Registration business number: 12345678	VAT No:
2. CERTIFICATION BODY	
Legal Title: Bureau Veritas	
Street Address: 67 Boulevard du Chateau	Postal Code: 92200
City: Neuilly sur Seine et test	Country: France
Certification body reference number: FR/30/0212/0030	
3. CERTIFICATE INFORMATION	
- new certificate This is a - renewed certificate - update/amend certificate ECM Identification Number of the previou	us certificate:
Valid from: 01/05/2012 Valid to: 31/05/2012	
Type of company: Railway undertaking	
4. SCOPE OF ECM ACTIVITIES	
CR Loc	
5. ADDITIONAL INFORMATION	
additional	
Date Issued	
01/05/2012 Internal reference number	
FR/31/0212/0030	
FR/31/0212/0030	
FR/31/0212/0030 Attachments	



#### 5.3.1.1.4 Save as template

You can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new declaration. It is not necessary to fill in all the fields to save a template: also incomplete declarations can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm.

#### 5.3.1.1.5 Open template

To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed

#### My ECM Declarations Templates

< Back	to for	m	
			Template Name
Ø	Ø	×	template_7596
Ø	ø	×	new_template_9325
Ø	ø	×	eradisuser20_1869

Where you can choose the template to load by clicking on the  $\Im$  icon.



To rename a template, click on the 🥓 icon. Then click "update" to save changes or "cancel" to cancel changes

To delete a template, click on the  $\times$  icon. Then confirm action or cancel action.

### 5.3.1.1.6 Add attachments

You can add electronic attachments to the ECM certificate by pressing the Attachments button: the following window will be displayed



To add a file, press the Browse... button, choose the file to attach



And click on the Upload button: the added file will be listed as shown in the following figure



If by mistake the wrong file has been uploaded, you can remove it by clicking on the  $\times$  icon next to the file name.

Repeat the steps above to add any number of attachments: when finished, press the **close** button to return to the previous screen, where all the attachments will be listed at the bottom of the page as shown on the figure below.



To be able to attach documents in a submitted ECM certificate click on the Modify this Certificate button

### 5.3.1.1.7 Print an ECM certificate

You can print at any time the information on the screen, by clicking on the <sup>mprint</sup> link at the top of the page.

### 5.3.1.1.8 Save an ECM certificate to an Excel file

You can export at any time the information on the screen into an Excel file, by clicking on the

Save to file link at the top of the page.

You may choose this function in order to send the ECM certificate to ERA by email or to keep it for local storage.

### 5.3.1.1.9 Export to PDF

You can export the ECM certificate from view page (Figure 54), by clicking on the  $\boxed{\mathbb{B}_{\text{Export to PDF form}}}$  link at the top of the page.

# 5.3.1.1.10 Validating an ECM certificate (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided ECM certificates and make them publicly available on the ERADIS web site.



During the process of validation the ERA users will be able to create new reference data entries in case that an ECM certificate will contain new information on the certified entity which was not stored previously within the ERADIS reference data database.

In addition, the ERA users will be able to update existing reference data entries in case that an ECM certificate will contain information which have inconsistencies with information previously stored within the ERADIS reference data database.

To validate a temporary ECM certificate, search for the non-validated ECM certificate and display its properties: a page similar to the one in Figure 54 will be displayed. Press the **Go to Validation task** button: a page similar to the one in Figure 53 will be displayed, where

you can update any relevant field (15) before final validation.

To cancel validation, click on the Undo changes button.

To confirm validation, click on the **Validate** button: a confirmation message will be displayed.



You can click on the <u>View registered ECM Declaration</u> link to view the validated ECM Certificate: the following page will be displayed

ECI	M Certificate
I Certificate confirming acceptance of the maintanance system of an entity in charge of ma onformity with Directive 2004/49/EC and Regulation (EU) No 445/2011	aintenance (ECM) within the European Union
. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE	
.egal Title: VFLI	
Commercial designation or acronym (voluntary): VFLI	
Street Address: Paris ave 201	Postal Code: 58600
City: Paris	Country: France
Registration business number: 45830695	VAT No:
CERTIFICATION BODY	
egal Title: EPSF	
Street Address: 45, rue de Rivoli	Postal Code: 62300
City: Amiens	Country: France
Certification body reference number: FR/30/0312/0003	
. CERTIFICATE INFORMATION	
- new certificate	
his is a - renewed certificate - update/amend certificate ECM Identification Number of the	previous certificate:
/alid from: 10/02/2012 Valid to: 10/05/2012	
Type of company: Railway undertaking, Maintenance supplier	
the construction of a construction of the cons	
SCOPE OF ECM ACTIVITIES	
CR freight wagons	
Cover tank wagons for dangerous goods	
. ADDITIONAL INFORMATION	
Date Issued	
1/02/2012	
nternal reference number	
R/31/0012/2013	
Attachments	
TFR-201205029-2.xls	
E-FR-201205029-2.xls	

Figure 55

At the successful validation of the ECM certificate, a notification message is sent to the submitter of the ECM certificate, to the validator of the ECM certificate and to the emails referenced in the Manage-Notification page under the section "ECM".

The new status of an ECM certificate becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

### 5.3.1.1.11 Send Email to User

To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 54

	nder: nn Doe < >
Re	cipient:
Re	<xxxxxxx@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx< th=""></xxxxxxx@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx<>
	ale Britesi na andro Britesi na mar Brangh na mar Bran
	bject: ADIS declaration – request for correction before validation
Bo	dy:
	Dear ,
	Thank you for submitting the ECM Certification Bodies declaration to
	ERADIS database: http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodie /view.aspx?id=43
	The FRA validators have proceeded with validation of submitted declaration
	The ERA validators have proceeded with validation of submitted declaration the following issues have been identified:
	-
	-
	-
	-
	-
	-
	the following issues have been identified:
	the following issues have been identified:
	the following issues have been identified: To proceed with validation of the declaration, we would like to kindly ask yo to correct the declaration according to the above instructions.
	the following issues have been identified: To proceed with validation of the declaration, we would like to kindly ask yo to correct the declaration according to the above instructions.

Send Email Cancel

#### Figure 56

A page similar to the one in Figure 56 will be displayed. Fill any relevant notes for the user in the text area field and press the Send Email button. Press the Cancel button for closing the email form.

If the email was sent successfully, a notification message is sent to the appropriate user and ERA Safety Administrator(s) in charge of the certificates.

# 5.3.1.1.12 Modifying an ECM certificate

To modify an ECM certificate, search for the non-validated ECM certificate and display its properties: a page similar to the one in Figure 54 will be displayed. Press the



Modify this Certificatebutton; a page similar to the one in Figure 53 will be displayed.Update any relevant field (15) and press theSave changesbutton: a confirmation messagewill be displayed

The ECM Declaration has been modified successfully. <u>View modified ECM Declaration</u>

At the successful save of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

#### 5.3.1.1.13 Amending an ECM certificate

This feature allows user to amend already issued ECM certificate which has been validated by ERA. All users who belong to the same organisation and country as an ECM certificate issuer, as well as the ERA users, will be able to amend an existing ECM certificate.

An ECM certificate can be amended if it is not revoked.

To amend an ECM certificate, on the main page (Figure 50) click on the <u>Amend an ECM Certificate</u> link: the following page will be displayed

Amend an existing ECM Declaration					
This page allows you to easily find an ECM Declaration you would like to amend. You may find declarations by specifying search criteria or by browsing all of the declarations which you can amend.					
ECM Declaration search information	Browse ECM Declaration				
Internal Reference Number Open ECM Declaration	Please click Browse button bellow if you would like to retrieve list of all existing ECM Declarations which you can amend. Browse ECM Declarations				

There are two options to find the ECM certificate for amending.

First option is to enter the "Internal Reference Number" of the ECM certificate you want to amend and press the **Open ECM Declaration** button: a page similar to the one in Figure 53 will be displayed.

Second option is to browse available ECM certificates for amend. Press the Browse ECM Declarations button: the following page will be displayed

Print	Export to Excel					Items per page 15
					Type of Company	
rance	ATIR-RAIL	Mamend	FR/31/0112/0003	26/03/2012	Keeper, Maintenance Supplier	
	COLAS RAIL	amend	FR/31/0512/0020	01/01/2012	Railway Undertaking	
	EuroCargoRail	amend	FR/31/0013/0999	01/01/2013	Keeper, Maintenance Supplier	
	Société Nationale des Chemins de fer Français	amend	BE/31/1012/0001	20/02/2012	Railway Undertaking	
	VFLI	amend	FR/31/0012/2013	01/02/2012	Railway Undertaking, Maintenance Supplier	
Greece	Hellenic Railways SA	amend	EL/31/2213/2223	29/11/2013	Railway Undertaking	

🕤 Go back to the "amend ECM Declaration" page

FOM De devention subjet de la companya de la

Select <sup>manend</sup> link in the list and a page similar to the one in Figure 53 will be displayed.

Update any relevant field (15) (please provide also a new EIN number) and press the **Send to ERA** button: a confirmation message will appear

The ECM Declaration has been amended successfully. <u>View amended ECM Declaration</u>

At the successful submission of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

Another way to perform this task is to search for the ECM certificate view its details (Figure 55) and press the Amend Certificate button.

For an ECM certificate that has been amended, a new entry will be created within the ERADIS system.

# 5.3.1.1.14 Suspending an ECM certificate

This feature allows user to suspend already issued and validated ECM certificate.

All users who belong to the same organisation and country as an ECM certificate issuer, as well as the ERA users, will be able to suspend an existing ECM certificate.

An ECM certificate can be suspended if it is not revoked or suspended.

To suspend an ECM certificate, on the main page (Figure 50) click on the <u>Suspend an ECM Certificate</u> link, browse or search for the ECM certificate to suspend (in the same way as described in §5.3.1.1.13), update any relevant field (15) (suspended on date, suspension reason, new EIN number) and press the **Send to ERA** button: a confirmation message will appear

> The ECM Declaration has been suspended successfully. <u>View suspended ECM Declaration</u>

At the successful submission of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

Another way to perform this task is to search for the ECM certificate view its details (Figure 55) and press the Suspend Certificate button.

For an ECM certificate that has been suspended, a new entry will be created within the ERADIS system.

### 5.3.1.1.15 Renewing an ECM certificate

This feature allows user to renew already issued ECM certificate which has been validated by ERA.

All users who belong to the same organisation and country as an ECM certificate issuer, as well as the ERA users, will be able to renew an existing ECM certificate.

An ECM certificate can be renewed if it is not revoked or suspended.



To renew an ECM certificate, on the main page (Figure 50) click on the Renew an ECM Certificate link, browse or search for the ECM certificate to renew (in the same way as described in §5.3.1.1.13), update any relevant field (15) (please provide also a new EIN number) and press the Send to ERA button: a confirmation message will appear

> The ECM Declaration has been renewed successfully. <u>View renewed ECM Declaration</u>

At the successful submission of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

Another way to perform this task is to search for the ECM certificate, view its details (Figure 55) and press the Renew Information button.

For an ECM certificate that has been renewed, a new entry will be created within the ERADIS system.

### 5.3.1.1.16 Revoking an ECM certificate

This feature allows user to change status of already issued and validated ECM certificate. All users who belong to the same organisation and country as an ECM certificate issuer, as well as the ERA users, will be able to revoke an existing ECM certificate.

To revoke an ECM certificate, on the main page (Figure 50) click on the <u>Revoke an ECM Certificate</u> link, browse or search for the ECM certificate to revoke (in the same way as described in §5.3.1.1.13), update any relevant field (15) (revoked on date, revoke reason, new EIN number) and press the **Send to ERA** button: a confirmation message will appear

> The ECM Declaration has been revoked successfully. <u>View revoked ECM Declaration</u>

At the successful submission of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

Another way to perform this task is to search for the ECM certificate, view its details (Figure 55) and press the **Revoke Certificate** button.

For an ECM certificate that has been revoked, a new entry will be created within the ERADIS system.

### 5.3.1.1.17 Invalidating an ECM certificate (ERA Safety Administrator only)

To invalidate an ECM certificate, search for the validated ECM certificate, view its details (Figure 55) and press the **Invalidate Certificate** button: the non-validated version of the ECM certificate is displayed (Figure 54) and the new available actions (buttons) are presented at the bottom of the page.

At the successful invalidation of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

5.3.1.1.18 Deleting an ECM certificate (ERA Safety Administrator only)
To delete an ECM certificate, search for the non-validated ECM certificate, view its details
(Figure 54) and press the Delete Information button: a confirmation message will appear

If confirmation, the below message will appear on the top of the page:

The ECM Declaration has been deleted successfully.

At the successful deletion of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

### 5.3.1.1.19 Downloading an electronic form

In case the user prefers to submit a new declaration by using an MS Excel form to be filled in offline, instead of using the web based form, the ERADIS will allow downloading of an appropriate electronic version of the form.

To download the electronic form, on the main page (Figure 50) click on the <u>Download electronic form</u> link

Download ECM Certificates electronic questionnaire				
This form allows download of an ECM Certificates electronic questionn	aire in Microsoft Excel format.			
	wnloaded MS Excel file as well as structure of a generated workbook that you will upload in order to submit new Ibmitted MS excel file in case that structural changes have been made.			
🖏 Download electronic questionnaire				
Download				

And press the **Download** button: you will be prompted to save the file.

### 5.3.1.1.20 Filling in an electronic questionnaire

To fill in offline the previously downloaded electronic questionnaire (see §5.3.1.1.19), open it in Excel.

Depending on the Excel version:

• The following warning appears on the top of the Excel sheet



Click on "options"

• The following dialog appears



Microsoft Office Security Options
Security Alert - Macro
Macro Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.
Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.
More information File Path: C:\ and Settings\nioan\My Documents\Downloads\ECM Certificate - EN.xls
<ul> <li>Help protect me from unknown content (recommended)</li> <li>Enable this content</li> </ul>
Open the Trust Center OK Cancel

Select the "Enable this content" option and click on the "OK" button

The MS Excel is ready for editing.

	ECM Certificate - EN.xls			Microsoft Exc	el			- = >
	ormulas Data Review	View	Developer			¦ata Insert →	Σ - Α	_ = 2
Wingdings v 12 v A A		Genera				B* Delete *		ίπ h
• → → B I U · · · · · ·		\$ - 1		Conditional Formatting *	Format Cell as Table * Styles *	Format 🔹	Sort i	& Find & * Select *
pboard 🖻 Font 🕠	Alignment 😡	N	umber 😼	9	styles	Cells	Editi	-
Z76 - fx AECDEFGHIJKLMN	O P Q R S T U V	W X	Y Z AA A	BACAT AF		AJ AKALANAN		AR AS A
		VV //	1 2 /0()(		///////////////////////////////////////	10 10 10 00	710 7 9 10 7	
$\begin{array}{c} & & & & \\ & & & & \\ & & & & \\ & & & & $	TITY IN CHARGE OF	MAIN	TENANCE C	ERTIFIC	ATE			
confirming acceptance of the r	naintenance system within Regulation			conformity	with Directive	e 2004/49/EC	and	
1. CERTIFICATE TYPE								
This is an ECM Certificate								
2. INFORMATION OF THE CERTIF	IED ENTITY							
2.1 Country	Please select	-						
2.2 Legal Title		2.3	Comercial designation o	or acronym				
2.4 Street Address		2.5	Postal Code					
2.6 City								
2.7 Registration business number		2.8	VAT No					
3. CERTIFICATION BODY								
2.1 Country	Please select	-						
2.2 Legal Title		2.3	Certification Body Num	ber				
2.4 Street Address		2.5	Postal Code					
2.6 City								
4. CERTIFICATE INFORMATION								
4.1 New Certificate								
← → → ECM Certificate ECM Certificate	paper version 🛛 🐑							
ady 🛅						100% 🕞		

Fill in all the required fields and then press the save button. In case of no error, a message will be displayed:



Click on the "OK" button. An informative message will be displayed upon successful save.

Confirmation message
Your declaration was saved, thank you!
ОК

Save You may also print the file upon clicking on the button, if you have previously selected the "Printed and Saved" option at the bottom of the Excel file.

Your declaration is saved in the following location: C:\Documents and Settings\nioan\My Documents\	N'	2
When "Save" button is used your certificate will be: Printed and Saved		
Saved only		

### 5.3.1.1.21 Uploading an electronic form

After filling in the electronic form (see § 5.3.1.1.20), the user will be able to send the saved information to the ERADIS system (obviously ERA has to validate information before it goes on the public). The ERADIS system will populate the provided information and inform the user about operation success. The user will be able to use a web based form in case that he/she will need to update some of provided information. According to the provided form the ERADIS will automatically identify if the user is creating a new ECM certificate or amending, renewing, suspending or revoking an existing ECM certificate.

To upload an electronic form filled in offline, on the main page (Figure 50) click on the Upload electronic form

link, browse for the file

Upload ECM Certificate electron	ic questionnaire	2
		uestionnaire to the Public Database Of Safety Documents. The database requires preparation of the electronic aded from this Web site. Therefore the database will reject submission of the files which do not have appropriat
NOTE: The PDB system will validate and reje	ect the submitted MS (	excel file in case that structural changes have been made.
Please select a questionnaire to uploa	d	
8	Browse	
Upload		

And press the Upload button:

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), • an error message will be displayed, giving details about the error(s);
- If no error occurs, a confirmation message will be displayed. •

At the successful submission of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".



5.3.1.2 Anonymous or non-authorised users

### 5.3.1.2.1 ECM certificates main page

The following screenshot displays the ECM certificates main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the NSA acting as certification body role is not granted
- Any ERA-EXT user for which the Certification Body role is not granted

#### ECM Certificate Database

This database has been developed in accordance with Article 10.4 of Commission Regulation (EU) No 445/2011 of 10 May 2011 "on a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007" and Article 10.4 of the OTIF regulation ATMF Annex A "Uniform Rules set out in accordance with Article 15 § 2 - Certification and auditing of Entities in Charge of Maintenance (ECM)", document A 94-30/1.2012.

#### Quick Search

The Quick Search allows for a simple search of issued ECM certificates per ECM country. To find out more specific information use the Advanced Search option.



Figure 57



### 5.3.1.2.2 Searching for an ECM certificate

### 5.3.1.2.2.1 Quick search

The quick search allows you to quickly find an ECM certificate of a certain country.

On the main page (Figure 57), select a country from the list.

Quick Search
The Quick Search allows for a simple search of issued ECM certificates per ECM country. To find out more specific information use the Advanced Search option.
Country All countries  Search
Advanced search
Statistics
And press the Search button: a list will be displayed.

ECM Certification search results

					Validity				Attachments
France	ATIR-RAIL	FR/31/0112/0003	Amended	26/03/2012	Valid	Keeper, Maintenance Supplier	No	Yes	
	COLAS RAIL	FR/31/0512/0020	Renewed	01/01/2012	Expired	Railway Undertaking	No	Yes	
	EuroCargoRail	FR/31/0013/0999	New	01/01/2013	Valid	Keeper, Maintenance Supplier	No	Yes	
	Société Nationale des Chemins de fer Français	BE/31/1012/0001	New	20/02/2012	Valid	Railway Undertaking	Yes	No	
	VFLI	FR/31/0012/2013	New	01/02/2012	Expired	Railway Undertaking, Maintenance Supplier	Yes	No	E-FR-201205029-2.×I
Greece	Hellenic Railways SA	EL/31/2213/2223	Renewed	29/11/2013	Valid	Railway Undertaking	No	No	

🛨 Go back to Quick Search

#### Figure 58

Only valid<sup>17</sup> certificates are displayed in the results.

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 v list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list

<sup>&</sup>lt;sup>17</sup> Valid certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active.



ECM Declaration Details

- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To view an ECM certificate, click on the "History" field of the ECM certificate you want to view
- To **open an attachment**, click on the attachment's name

⊕<u>Go Back to Search Results</u> | <mark>™</mark>Export to PDF form | → Print

ECM Certificate						
CM Certificate confirming acceptance of the maintanance system of an entity in charge of maintenance (ECM) within the European Union Conformity with Directive 2004/49/EC and Regulation (EU) No 445/2011						
1. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE Legal Title: Société Nationale des Chemins de fer Français						
Commercial designation or acronym (voluntary): SNCF						
Street Address: 13 rue	Postal Code: 58966					
City: Paris	Country: France					
Registration business number: 552 049 447	VAT No:					
2. CERTIFICATION BODY Legal Title: Wagon Care						
Street Address: address be	Postal Code: 8523					
City: brussels	Country: Belgium					
Certification body reference number: BE/30/0112/0006						
This is a - renewed certificate - update/amend certificate ECM Identification Number of the previo Valid from: 10/03/2012 Valid to: 10/03/2015 Type of company: Railway undertaking  4. SCOPE OF ECM ACTIVITIES CR freight wagons, HS freight wagons Cover tank wagons for dangerous goods  5. ADDITIONAL INFORMATION	us certificate:					
dgde  Date Issued 20/02/2012 Internal reference number BE/31/1012/0001						
Attachments No attached files						

Figure 59

### 5.3.1.2.2.2 Advanced search

The advanced search allows you to find an ECM certificate satisfying multiple criteria.

On the main page (Figure 57), click on the displayed.

Advanced search

button: a page will be
#### ECM Declarations Advanced Search

Search for	
Search for	🖉 ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE 📄 ECM MoU Certificate 🛑 Maintenance Functions Certificate
ECM Country	Any Country
INFORMATION C	F THE CERTIFIED ENTITY
Legal title	Commercial designation or acronym
Registration busine number	
CERTIFICATION	30DY
Legal title	Certification body reference number
CERTIFICATE IN	ORMATION
Certificate type	All certificates
Valid from	🗳 Valid to 🗳 🗌 All
Type of company	🗌 Railway undertaking 🗌 Infrastructure manager 🗌 Keeper 🔲 Maintenance supplier 🗌 Manufacturer 🗌 Other
SCOPE	
	freight wagons 🗍 HS freight wagons 🗍 CR Loc 🗍 CR Multiple Units 🗍 CR Passenger carriages 🗍 HS vehicles 🗍 OTMs 🗍 C
Category Cover	freight wagons 🗍 HS freight wagons 📄 CR Loc 📄 CR Multiple Units 📄 CR Passenger carriages 💭 HS vehicles 💭 OTMs 📄 C s tank wagons for dangerous goods 👘 Yes 📄 No s other wagons specialised in transport of dangerous goods 💭 Yes 💭 No
Category Cover	s tank wagons for dangerous goods 🛛 Yes 🗋 No
Category Cover Subcategory Cover	s tank wagons for dangerous goods Yes No s other wagons specialised in transport of dangerous goods Yes No
Category Cover Subcategory Cover Date Issued Internal Reference (EIN number) Free text	s tank wagons for dangerous goods Yes No s other wagons specialised in transport of dangerous goods Yes No

Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 58.

By default, only valid certificates will be shown in the results. Only if "All" is checked in the "Validity" section, the system may display certificates which are validated and may be inactive, or expired or revoked or suspended.

#### 5.3.1.2.3 Activate / Deactivate an ECM certificate (ERA Administrator only)

When viewing the details of an ECM certificate (Figure 59), the ERA Administrator has the option to deactivate the ECM certificate (in case the ECM certificate is active) or activate it (in case the ECM certificate is inactive) by clicking on the **Deactivate Certificate** button or

Activate Certificate button respectively, available at the bottom of the page.

#### 5.3.1.2.4 Print an ECM certificate

You can print at any time the information on the screen, by clicking on the <sup>mprint</sup> link at the top of the page.

#### 5.3.1.2.5 Export to PDF

You can export the ECM certificate from view page (Figure 59), by clicking on the  $\boxed{\mathbb{B}_{\text{Export to PDF form}}}$  link at the top of the page.



5.3.2 ECM MoU Certificates

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search for ECM MoU certificates View ECM MoU certificates Submit new ECM certificates Suspend/amend/modify/revoke existing ECM MoU certificates Validate/invalidate/delete ECM MoU certificates
ERA Administrator		Search for ECM MoU certificates View ECM MoU certificates Activate/deactivate ECM MoU certificates
Anonymous Non-Authorised User		Search for ECM MoU certificates View ECM MoU certificates

Each submitted/suspended/amended/revoked ECM MoU certificate will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated ECM MoU certificates.

## 5.3.2.1 Authorised users

#### 5.3.2.1.1 ECM MoU certificates main page

The following screenshot displays the ECM MoU certificates main page for the following users:

• Any ERA user for which the Safety Administrator role is granted

#### ECM MoU Certificate Database

This database has been developed in application of the Article 10.4 of the Commission Regulation (EU) No 445/2011 of 10 May 2011 "On a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007".

Submit a new ECM MoU Certificate Amend an ECM MoU Certificate Revoke an ECM MoU Certificate Suspend an ECM MoU Certificate

#### Quick Search

The Quick Search allows for a simple search of issued ECM MoU certificates per ECM country. To find out more specific information use the Advanced Search option.

ECM
Country
Validation
All
Valid
Valid
Valid
Valid
Valid
Valid
Advanced search

Figure 61

#### 5.3.2.1.2 Searching for an ECM MoU certificate

## 5.3.2.1.2.1 Quick search

The quick search allows you to quickly find an ECM MoU certificate of a certain country and/or in a certain validation status (all, validated, not validated) and or in certain validity (all, valid<sup>18</sup>).

On the main page (Figure 61), select an ECM country and/or a validation status from the lists.

Quiel: Conneb	
Quick Search	
The Quick Search allows for a sim Advanced Search option.	ple search of issued ECM certificates per ECM country. To find out more specific information use the
ECM Country	
All countries	Y
Validation status	
All	Y
Search	
And press the Search	button: a list will be displayed.

MoU Certificates search results

					Validity			Attachments
Belgium	SBE CARGO	EL/34/7713/7722	Suspended	28/11/2011	Not Valid	Railway Undertaking	No	
eigium	SBE CARGO	EL/34/7711/7777	New	28/11/2011	Valid	Railway Undertaking	Yes	
	ATIR-RAIL	EL/34/3611/8520	New	23/12/2011	Not Valid	Railway Undertaking	No	
	Société Nationale des Chemins de fer Français	FR/34/0113/8888	Amended	30/06/2012	Not Valid	Railway Undertaking	No	
rance	Société Nationale des Chemins de fer Français	FR/34/1112/8569	New	07/06/2012	Not Valid	Railway Undertaking	No	
rance	Société Nationale des Chemins de fer Français	FR/34/0112/0003	Suspended	30/06/2012	Expired	Railway Undertaking	Yes	
	Société Nationale des Chemins de fer Français	FR/34/0112/0002	Amended	30/06/2012		Railway Undertaking	Yes	
	Société Nationale des Chemins de fer Français	FR/34/0112/0001	New	30/03/2012		Railway Undertaking	Yes	

🗉 Go back to Quick Search

#### Figure 62

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 V list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To **export the list** into an Excel file, click on the Export to Excel link at the top of the list

<sup>&</sup>lt;sup>18</sup> Valid certificate means: Validated AND Active AND Not Revoked AND Not Suspended AND Not Expired (based on "Validity To" date)



- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To view an ECM MoU certificate, click on the "History" field of the ECM MoU certificate you want to view
- To open an attachment, click on the attachment's name

#### 5.3.2.1.2.2 Advanced search

The advanced search allows you to find an ECM MoU certificate satisfying multiple criteria.

On the main	page (Figure 61), click on the Advanced search button: a page will be
displayed.	
ECM Declarat	tions Advanced Search
CERTIFICATE TYP	_
Search for Validation status	ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE      ECM MoU Certificate      Maintenance Functions Certificate
ECM Country	Any Country T
INFORMATION OF	THE CERTIFIED ENTITY
Legal title	Commercial designation or
Registration busines number	acronym VAT No
CERTIFICATION B	IODY
Legal title	Certification body reference number
CERTIFICATE INF	ORMATION
Certificate type	All certificates
Valid from	🗳 Valid to 🗳 🛛 All
Type of company	🗌 Railway undertaking 🔲 Infrastructure manager 🗌 Keeper 🗌 Maintenance supplier 🗌 Manufacturer 🗌 Other
Maintenance is	done with own means contracted out
SCOPE	
Category	CR freight wagons 🗍 HS freight wagons
Subcategory	Covers tank wagons for dangerous goods 🛛 Yes 🗋 No
Subcategory	Covers other wagons specialised in transport of dangerous goods 📃 Yes 📃 No
Date Issued	
Internal Reference N	
(EIN number)	
Free text	
Search Re	eset

#### Figure 63

Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 62.

By default, only valid<sup>19</sup> certificates will be shown in the results. Only if "All" is checked in the "Validity" section, the system may display certificates which are inactive, or expired or revoked or suspended or not validated.

<sup>&</sup>lt;sup>19</sup> Valid certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active

The Actor can see not validated certificates if he/she belongs to the issuing organisation referenced in the document or that he/she has the role ERA Safety User.

# 5.3.2.1.3 Submitting a new ECM MoU certificate (ERA Safety Administrator only) This feature allows the submission of new ECM MoU certificate.

On the main page (Figure 61), click on the Submit a new ECM MoU Certificate link: the following page will be displayed

Submit a new ECM	Decla	ration	Go Back to Search Re	sults   🖲 Save to file
Note:				
- For the fields marked by				
- For the fields marked by	two ast		n in at least one field is required	
confirming acc	ontanco		oU Certificate ce System within the European Uni	on in conformity
			ding and its national implementatio	
1. CERTIFICATE TYPE				
This is a		ENTITY IN CHARGE Maintenance Fund	OF MAINTENANCE CERTIFICATE	1.2 ECM MoU Certifica
EU Identification	- 1.51			
Number*				
2. INFORMATION OF THE 2.1 Country*	-	IED ENTITY	•	
2.2 Please select an existin				
ECM	oche	••••	2.4 Commercial designation or	
2.3 Legal title*			acronym	
2.5 Street address* 2.7 City*			2.6 Postal code*	
2.8 Registration business			2.9 VAT No**	
number**				
3. CERTIFICATION BODY	DI-	lt		
3.1 Country* 3.2 Please select an	Other.		•	
existing Certification Body	other.	••		
3.3 Legal title*			3.4 Certification body reference number*	ST FIN
3.5 Street address* 3.7 City*			3.6 Postal code*	
S./ City				
4. CERTIFICATE INFORMA	TION			
<ul><li>4.1 Certificate type</li><li>4.2 ECM identification numb</li></ul>	per of	New		
the previous certificate 4.3 Valid from			4.4 Valid to	<b>B</b>
		•	ertaking 🔲 Infrastructure manager	-
4.5 Type of company*			oplier 🔲 Manufacturer 🔲 Other	
		done with o		
4.6 Maintenance is*		contracted of the second se	but	
4.6 Maintenance is*				
5. SCOPE				
5. SCOPE 5.1 Category*		t wagons 🔲 HS fr		
5. SCOPE 5.1 Category*	overs ta	ank wagons for da		oods
5. SCOPE 5.1 Category*	overs ta	ank wagons for da	ngerous goods	oods
5. SCOPE 5.1 Category* C 5.2 Subcategory C 6. OTHER	overs ta	ank wagons for da ther wagons spec	ngerous goods	oods
5. SCOPE 5.1 Category* C 5.2 Subcategory C	overs ta	ank wagons for da ther wagons spec	ngerous goods	oods
5. SCOPE 5.1 Category* C 5.2 Subcategory C 6. OTHER	overs ta	ank wagons for da ther wagons spec	ngerous goods	oods
5. SCOPE 5.1 Category C 5.2 Subcategory C 6. OTHER 6.1 Applicable National Imp	overs ta	ank wagons for da ther wagons spec	ngerous goods	pods
5. SCOPE 5.1 Category* C 5.2 Subcategory C 6. OTHER	overs ta	ank wagons for da ther wagons spec	ngerous goods	pods
5. SCOPE 5.1 Category C 5.2 Subcategory C 6. OTHER 6.1 Applicable National Imp	overs ta	ank wagons for da ther wagons spec	ngerous goods	pods
5. SCOPE 5.1 Category C 5.2 Subcategory C 6. OTHER 6.1 Applicable National Imp	overs ta	ank wagons for da ther wagons spec	ngerous goods	nods
5. SCOPE 5.1 Category C 5.2 Subcategory C 6. OTHER 6.1 Applicable National Imp	overs ta	ank wagons for da ther wagons spec	ngerous goods	bods
5. SCOPE 5.1 Category* C 5.2 Subcategory C 6. OTHER 6.1 Applicable National Imp 6.2Additional Information	overs ta	ink wagons for da ther wagons spec tion Measures	ngerous goods ialised in transport of dangerous g	pods
5. SCOPE 5.1 Category* C 5.2 Subcategory C 6. OTHER 6.1 Applicable National Imp 6.2Additional Information Date Issued	overs ta	ink wagons for da ther wagons spec tion Measures	ngerous goods ialised in transport of dangerous g	pods
5. SCOPE 5.1 Category* C 5.2 Subcategory C 6. OTHER 6.1 Applicable National Imp 6.2Additional Information Date Issued	overs ta	ink wagons for da ther wagons spec tion Measures	ngerous goods ialised in transport of dangerous g	bods
5. SCOPE 5.1 Category* C 5.2 Subcategory  6. OTHER 6.1 Applicable National Imp 6.2Additional Information Date Issued Internal Reference Nur	overs ta	ink wagons for da ther wagons spec tion Measures	ngerous goods ialised in transport of dangerous g	pods

Figure 64

Fill in all the required fields (15) and press the Send to ERA button.

If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):

- EU Identification Number is required
- Type of company is required
- Maintenance is required
- Scope Category is required
   Internal reference number is required

All fields with an asterisk are mandatory.

The specifications of the EIN number are specified in the document "ECM certification – Structure of an EIN for ECM certificate and other certificates defined in European Legislation 445/2011 of 10 May 2011". Please use the "/" characters as indicated in the document.

If no error occurs, a confirmation message will be displayed:

The ECM Declaration has been created successfully. <u>View created ECM Declaration</u>

You can click on the <u>View created ECM Declaration</u> link to view the newly created and non-validated ECM MoU certificate: the following page will be displayed.

At the successful submission of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

ECM Declaration Details

🕙 Go Back to Search Results | 🔀 Export to PDF form | 🚔 Print

irming acceptance of the Maintanance System within the European Union in conformity the Memorandum of Understanding and its national implementation measures	
	EU IDENTIFICATION NUMBER EL/34/3611/85
. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE eqal Title: ATIR-RAIL	
egai litte: Alik-RAIL Commercial designation or acronym (voluntary): ATIR-RAIL	
treet Address: 21 rue de Clichy	Postal Code: 75009
ity: Paris	Country: France
egistration business number: FR44328987862	VAT No:
. CERTIFICATION BODY	
egal Title: GR_ECM_Org	
treet Address: test add	Postal Code: 654 56
City: test city	Country: Greece
Certification body reference number: EL/30/1113/1111	
. CERTIFICATE INFORMATION  - new certificate his is a - renewed certificate - update/amend certificate ECM Identification Number of the prev	ious certificate:
alid from: 01/12/2012 Valid to: 17/11/2015	
ype of company: Railway undertaking	
laintenance is: done with own means	
. CATEGORY	
S freight wagons	
over tank wagons for dangerous goods	
overs other wagons specialised in transport of dangerous goods	
APPLICABLE NATIONAL IMPLEMENTATION MEASURES	
ADDITIONAL INFORMATION	
Pate Issued	
3/12/2011	
nternal reference number 24234234	
ittachments	
attachments Io attached files	



#### 5.3.2.1.4 Save as template

You can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new declaration. It is not necessary to fill in all the fields to save a template: also incomplete declarations can be saved as templates.

To save the current page as a template, press the Save As Template button, provide a name for the template and confirm.

## 5.3.2.1.5 Open template

To load the current page with information contained in a template, click on the Open Template button: the following page will be displayed

< Back to form Template Name Ø × template\_7596 Ŵ new\_template\_9325 × (2)× eradisuser20 1869

My ECM Declarations Templates

Where you can choose the template to load by clicking on the 💴 icon.

To rename a template, click on the 🧪 icon. Then click "update" to save changes or "cancel" to cancel changes.

To delete a template, click on the  $\times$  icon. Then confirm action or cancel action.

#### 5.3.2.1.6 Add attachments

Attachments You can add electronic attachments to the ECM MoU certificate by pressing the button: the following window will be displayed

🖉 European Railway Agency - Windows Internet Explore	r 💶 🖂
Note: You can attach files of size up to 4MB. The system will reject any file that exceeds this size	ze.
Name	Size (kb)
	Browse
Upload Close	

To add a file, press the Browse... button, choose the file to attach





And click on the Upload button: the added file will be listed as shown in the following figure

🖉 European Railway Agency - Windows Internet Explorer	
Note: You can attach files of size up to 4MB. The system will reject any file that exceeds this size	
Name	Size (kb)
➤ restrictions.pdf	93
	Browse
Upload Close	

If by mistake the wrong file has been uploaded, you can remove it by clicking on the  $\times$  icon next to the file name.

Repeat the steps above to add any number of attachments: when finished, press the button to return to the previous screen, where all the attachments will be listed at the bottom of the page as shown on the figure below.



To be able to attach documents in a submitted ECM MoU certificate click on the Modify this Certificate button.

## 5.3.2.1.7 Print an ECM MoU certificate

You can print at any time the information on the screen, by clicking on the  $\frac{\text{Print}}{\text{Print}}$  link at the top of the page.



5.3.2.1.8 Save an ECM MoU certificate to an Excel file

You can export at any time the information on the screen into an Excel file, by clicking on the Save to file link at the top of the page.

You may choose this function in order to send the licence to ERA by email or to keep it for local storage.

## 5.3.2.1.9 Export to PDF

You can export the ECM MoU certificate from view page (Figure 65), by clicking on the Export to PDF form link at the top of the page.

## 5.3.2.1.10 Validating an ECM MoU certificate (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided ECM MoU certificates and make them publicly available on the ERADIS web site.

During the process of validation the ERA users will be able to create new reference data entries in case that an ECM MoU certificate will contain new information on the certified entity which was not stored previously within the ERADIS reference data database.

In addition, the ERA users will be able to update existing reference data entries in case that an ECM MoU certificate will contain information which have inconsistencies with information previously stored within the ERADIS reference data database.

To validate a temporary ECM MoU certificate, search for the non-validated ECM MoU certificate and display its properties: a page similar to the one in Figure 65 will be displayed. Press the

**Go to Validation task** button: a page similar to the one in Figure 64 will be displayed, where you can update any relevant field (15) before final validation.

To cancel validation, click on the **Undo changes** button.

To confirm validation, click on the **Validate** button: a confirmation message will be displayed.



You can click on the <u>View registered ECM Declaration</u> link to view the validated ECM MoU Certificate: the following page will be displayed



ECM Declaration Details

🕙 Go Back to Search Results | 🕮 Export to PDF form | 🚔 Print

ECM MoU Ce	ertificate
nfirming acceptance of the Maintanance System within the European Union in conformity th the Memorandum of Understanding and its national implementation measures	
CEDITETED ENTITY IN CHARGE OF MAINTENANCE	EU IDENTIFICATION NUMBER EL/34/7711/777
L. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE Legal Title: SBE CARGO	
Commercial designation or acronym (voluntary): SBE	
Street Address: 21 rue de Clichy	Postal Code: 523
City: Brussels	Country: Belgium
Registration business number: 5920622020004	VAT No:
2. CERTIFICATION BODY	
Legal Title: GR_ECM_Org	
Street Address: test add	Postal Code: 654 56
City: test city	Country: Greece
Certification body reference number: EL/30/1113/5896	
3. CERTIFICATE INFORMATION	
- new certificate	
This is a - renewed certificate 🔲	
- update/amend certificate 🔲 ECM Identification Number of the previous	certificate:
Valid from: 06/11/2012 Valid to: 16/11/2017	
Type of company: Railway undertaking	
Maintenance is: done with own means	
4. CATEGORY	
HS freight wagons Cover tank wagons for dangerous goods	
Covers other wagons for dangerous goods Covers other wagons specialised in transport of dangerous goods	
5. APPLICABLE NATIONAL IMPLEMENTATION MEASURES	
5. ADDITIONAL INFORMATION	
to be suspended	
Date Issued	
28/11/2011	
Internal reference number	
3242342	
Attachments	
No attached files	

#### Figure 66

At the successful validation of the ECM MoU certificate, a notification message is sent to the submitter of the ECM MoU certificate, to the validator of the ECM MoU certificate and to the emails referenced in the Manage-Notification page under the section "ECM".

The new status of an ECM MoU certificate becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

#### 5.3.2.1.11 Send Email to User

To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 65

will be displayed. Press the Send email to user button.

	CM
	Sender: John Doe < >
	Recipient: <xxxxxxx@xxxxxxxxx.com></xxxxxxx@xxxxxxxxx.com>
	Recipients in Cc:
E	Subject: ERADIS declaration – request for correction before validation Body:
	boay:
	Dear ,
	Thank you for submitting the ECM Certification Bodies declaration to
	ERADIS database: http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodies /view.aspx?id=43 The ERA validators have proceeded with validation of submitted declaration – the following issues have been identified:
	/view.aspx?id=43 The ERA validators have proceeded with validation of submitted declaration – the following issues have been identified:
	/view.aspx?id=43         The ERA validators have proceeded with validation of submitted declaration – the following issues have been identified:         To proceed with validation of the declaration, we would like to kindly ask you to correct the declaration according to the above instructions.
	/view.aspx?id=43 The ERA validators have proceeded with validation of submitted declaration – the following issues have been identified: To proceed with validation of the declaration, we would like to kindly ask you
	/view.aspx?id=43         The ERA validators have proceeded with validation of submitted declaration – the following issues have been identified:         To proceed with validation of the declaration, we would like to kindly ask you to correct the declaration according to the above instructions.         In case of any questions, don't hesitate to contact us:
	/view.aspx?id=43         The ERA validators have proceeded with validation of submitted declaration – the following issues have been identified:         To proceed with validation of the declaration, we would like to kindly ask you to correct the declaration according to the above instructions.

#### Figure 67

A page similar to the one in Figure 67 will be displayed. Fill any relevant notes for the user in the text area field and press the Send Email button. Press the Cancel button for closing the email form.

If the email was sent successfully, a notification message is sent to the appropriate user and ERA Safety Administrator(s) in charge of the certificates.

## 5.3.2.1.12 Modifying an ECM MoU certificate (ERA Safety Administrator only)

To modify an ECM MoU certificate, search for the non-validated ECM MoU certificate and display its properties: a page similar to the one in Figure 65 will be displayed. Press the **Modify this Certificate** button; a page similar to the one in Figure 64 will be displayed. Update any relevant field (15) and press the **Save changes** button: a confirmation message will be displayed

The ECM Declaration has been modified successfully. <u>View modified ECM Declaration</u>

At the successful save of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

Send Email Cancel

5.3.2.1.13 Amending an ECM MoU certificate (ERA Safety Administrator only) This feature allows user to amend already issued ECM MoU certificate which has been validated by ERA.

An ECM MoU certificate can be amended if it is not revoked.

To amend an ECM MoU certificate, on the main page (Figure 61) click on the Mou certificate link: the following page will be displayed

Amend an existing ECM Declaration								
This page allows you to easily find an ECM Declaration you would like to amend. You may find declarations by specifying search criteria or by browsing all of the declarations which you can amend.								
ECM Declaration search information	Browse ECM Declaration							
Internal Reference Number Open ECM Declaration	Please click Browse button bellow if you would like to retrieve list of all existing ECM Declarations which you can amend. Browse ECM Declarations							

There are two options to find the ECM MoU certificate for amending.

First option is to enter the "Internal Reference Number" of the ECM MoU certificate you want to amend and press the **Open ECM Declaration** button: a page similar to the one in Figure 64 will be displayed.

Second option is to browse available ECM MoU certificates for amend. Press the **Browse ECM Declarations** button: the following page will be displayed

ECM De	eclaration which can be amended				
Print	Export to Excel				
					Type of Company
Belgium	SBE CARGO	amend	EL/34/7711/7777	28/11/2011	Railway Undertaking
France	Société Nationale des Chemins de fer Français	amend	FR/34/0112/0003	30/06/2012	Railway Undertaking
	m(s) found.				
🕙 Go bac	k to the "amend ECM Declaration" page				

Select select select for the list and a page similar to the one in Figure 64 will be displayed.

Update any relevant field (15) (please provide also a new EU Identification Number) and press the **Send to ERA** button: a confirmation message will appear

The ECM Declaration has been amended successfully. <u>View amended ECM Declaration</u>

At the successful submission of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

Another way to perform this task is to search for the ECM MoU certificate view its details (Figure 66) and press the **Amend Certificate** button.

For an ECM MoU certificate that has been amended, a new entry will be created within the ERADIS system.



5.3.2.1.14 Suspending an ECM MoU certificate (ERA Safety Administrator only) This feature allows user to suspend already issued and validated ECM MoU certificate. Only ERA users are able to suspend an existing ECM MoU certificate.

An ECM MoU certificate can be suspended if it is not revoked or suspended.

To suspend an ECM certificate, on the main page (Figure 61) click on the <u>Suspend an ECM MoU Certificate</u> link, browse or search for the ECM MoU certificate to suspend (in the same way as described in §5.3.2.1.13), update any relevant field (15) (suspended on date, suspension reason, new EU Identification Number) and press the <u>Send to ERA</u> button: a confirmation message will appear

> The ECM Declaration has been suspended successfully. <u>View suspended ECM Declaration</u>

At the successful submission of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

Another way to perform this task is to search for the ECM MoU certificate view its details (Figure 66) and press the **Suspend Certificate** button.

For an ECM MoU certificate that has been suspended, a new entry will be created within the ERADIS system.

#### 5.3.2.1.15 Revoking an ECM MoU certificate (ERA Safety Administrator only)

This feature allows user to change status of already issued and validated ECM MoU certificate. Only the ERA users are able to revoke an existing ECM MoU certificate.

To revoke an ECM MoU certificate, on the main page (Figure 61) click on the <u>Revoke an ECM MoU Certificate</u> link, browse or search for the ECM MoU certificate to revoke (in the same way as described in §5.3.2.1.13), update any relevant field (15) (revoked on date, revoke reason, new EU Identification Number) and press the <u>Send to ERA</u> button: a confirmation message will appear

> The ECM Declaration has been revoked successfully. <u>View revoked ECM Declaration</u>

At the successful submission of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

Another way to perform this task is to search for the ECM MoU certificate, view its details (Figure 65) and press the Revoke Certificate button.

For an ECM MoU certificate that has been revoked, a new entry will be created within the ERADIS system.

#### 5.3.2.1.16 Invalidating an ECM MoU certificate (ERA Safety Administrator only)

To invalidate an ECM MoU certificate, search for the validated ECM MoU certificate, view its details (Figure 66) and press the Invalidate Certificate button: the non-validated version of

the ECM MoU certificate is displayed (Figure 65) and the new available actions (buttons) are presented at the bottom of the page.

At the successful invalidation of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

# 5.3.2.1.17 Deleting an ECM MoU certificate (ERA Safety Administrator only)

To delete an ECM MoU certificate, search for the non-validated ECM MoU certificate, view its details (Figure 65) and press the **Delete Information** button: a confirmation message will appear

If confirmation, the below message will appear on the top of the page:

The ECM Declaration has been deleted successfully.

At the successful deletion of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

# 5.3.2.2 Anonymous or non-authorised users

#### 5.3.2.2.1 ECM MoU certificates main page

The following screenshot displays the ECM MoU Certificates main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted

#### ECM MoU Certificate Database

This database has been developed in application of the Article 10.4 of the Commission Regulation (EU) No 445/2011 of 10 May 2011 "On a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007".

#### Quick Search

The Quic Search o		simple search of issued ECM MoU certificates per ECM country. To find out more specific information use the Advance	d
ECM Country	All countries	v earch	
Ö	Advanced searc		

Figure 68



5.3.2.2.2 Searching for an ECM MoU certificate

## 5.3.2.2.2.1 Quick search

The quick search allows you to quickly find an ECM MoU certificate of a certain country.

On the main page (Figure 68), select a country from the list.

Quick	Quick Search							
The Qui Search	ck Search allows for a simple search of i option.	ssued ECM MoU	certificates	per ECM co	ountry.	To find out more sp	pecific inform	nation use the Advanced
ECM Country								
Q	Advanced search							
	And press the Search button: a list will be displayed.							
Print	Export to Excel							Items per page 15 💌
Country	ECM Name	Certificate EIN	History	Date issued	Validity	Type of Company	Attachments	
Belgium	SBE CARGO	EL/34/7711/7777	New	28/11/2011	Valid	Railway Undertaking		
France	Société Nationale des Chemins de fer Français	FR/34/0112/0003	Suspended	30/06/2012	Expired	Railway Undertaking		
Total 2 ite	m(s) found.							
🕣 Go bad	k to Quick Search							

Figure 69

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 v list at top of the list
- To **print the list**, click on the Print link at the top of the list
- To **export the list** into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To **view an ECM MoU certificate**, click on the "History" field of the ECM MoU certificate you want to view
- To **open an attachment**, click on the attachment's name



ECM Declaration Details

🕙 Go Back to Search Results | 🖺 Export to PDF form | 🚔 Print

ECM MoU Cer	rtificate			
onfirming acceptance of the Maintanance System within the European Union in conformity with the Memorandum of Understanding and its national implementation measures				
1. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE	EU IDENTIFICATION NUMBER EL/34/7711/7777			
Legal Title: SBE CARGO				
Commercial designation or acronym (voluntary): SBE				
Street Address: 21 rue de Clichy	Postal Code: 523			
City: Brussels	Country: Belgium			
Registration business number: 5920622020004	VAT No:			
2. CERTIFICATION BODY				
Legal Title: GR_ECM_Org				
Street Address: test add	Postal Code: 654 56			
City: test city	Country: Greece			
Certification body reference number: EL/30/1113/5896				
3. CERTIFICATE INFORMATION				
- new certificate				
This is a - renewed certificate				
- update/amend certificate  ECM Identification Number of the previous c	sertificate:			
Valid from: 06/11/2012 Valid to: 16/11/2017				
Type of company: Railway undertaking				
Maintenance is: done with own means				
4. CATEGORY				
HS freight wagons				
Cover tank wagons for dangerous goods				
Covers other wagons specialised in transport of dangerous goods				
E ADDI ICARI E NATIONAL IMPLEMENTATION MEASURES				
5. APPLICABLE NATIONAL IMPLEMENTATION MEASURES				
6. ADDITIONAL INFORMATION				
to be suspended				
Date Issued				
28/11/2011				
Internal reference number 3242342				
Attachments				
No attached files				

## Figure 70

#### 5.3.2.2.2.2 Advanced search

The advanced search allows you to find an ECM MoU certificate satisfying multiple criteria.

On the main page (Figure 68), click on the displayed.

Advanced search

button: a page will be

ECM Declaratio	ns Advanced Search
CERTIFICATE TYPE	
Search for	🛛 ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE 🗹 ECM MOU Certificate 🗔 Maintenance Functions Certificate
ECM Country	iny Country
INFORMATION OF TH	e certified entity
Legal title	Commercial designation or acronym
Registration business number	VAT No
CERTIFICATION BOD	
Legal title	Certification body reference number
CERTIFICATE INFORM	АПОЛ
Certificate type	All certificates
Valid from	🗳 Valid to 🗳 🖬 Valid
Type of company	🖥 Railway undertaking 🖾 Infrastructure manager 🖷 Keeper 🖷 Maintenance supplier 🖺 Manufacturer 🖷 Other
Maintenance is	a done with own means a contracted out
SCOPE	
Category	🔲 CR freight wagons 👘 HS freight wagons
	Covers tank wagons for dangerous goods 🛛 Yes 🗖 No
Subcategory	Covers other wagons specialised in transport of dangerous goods 🖷 Yes 🔲 No
Date Issued	
Internal Reference Number (EIN number)	
Free text	
Search	3



Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 69.

By default, only valid certificates will be shown in the results. Only if "All" is checked in the "Validity" section, the system may display certificates which are validated and may be inactive, or expired or revoked or suspended.

# 5.3.2.2.3 Activate / Deactivate ECM MoU certificate (ERA Administrator only)

When viewing the details of an ECM MoU certificate (Figure 70), the ERA Administrator has the option to deactivate the ECM MoU certificate (in case the ECM MoU certificate is active) or activate it (in case the ECM MoU certificate is inactive) by clicking on the **Deactivate Certificate** button or **Activate Certificate** button respectively, available at the bottom of the page.

## 5.3.2.2.4 Print an ECM MoU certificate

You can print at any time the information on the screen, by clicking on the <sup>Print</sup> link at the top of the page.

#### 5.3.2.2.5 Export to PDF

K\*\* FCM

You can export the ECM MoU certificate from view page (Figure 70), by clicking on the Export to PDF form link at the top of the page.

#### 5.3.3 Maintenance functions certificates

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search for Maintenance functions certificates View Maintenance functions certificates Submit new Maintenance functions certificates

		LCIVI
User Category	User Role	Allowed Actions
		Suspend/amend/modify/renew/revoke existing Maintenance functions certificates Validate/invalidate/delete Maintenance functions certificates
ERA-EXT ECM	NSA acting as certification body Certification body	Search for Maintenance functions certificates View Maintenance functions certificates Submit new Maintenance functions certificates Suspend/amend/modify/renew/revoke existing Maintenance functions certificates
ERA Administrator		Search for Maintenance functions certificates View Maintenance functions certificates Activate/deactivate Maintenance functions certificates
Anonymous Non-Authorised User		Search for Maintenance functions certificates View Maintenance functions certificates

Each submitted/suspended/renewed/amended/revoked maintenance functions certificate will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated maintenance functions certificates.

# 5.3.3.1 Authorised users

## 5.3.3.1.1 Maintenance functions certificates main page

The following screenshot displays the maintenance functions certificates main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the NSA acting as certification body role is granted. Among these users, only those who belong to the same organisation as the maintenance functions certificate issuer have the authority to suspend/ amend/modify/renew/revoke
- Any ERA-EXT user for which the Certification Body role is granted. Among these users, only those who belong to the same organisation as the maintenance functions certificate issuer have the authority to suspend/amend/modify/renew/ revoke



#### Maintenance Functions Certificate Database

This database has been developed in accordance with Article 10.4 of Commission Regulation (EU) No 445/2011 of 10 May 2011 "on a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007" and Article 10.4 of the OTIF regulation ATMF Annex A "Uniform Rules set out in accordance with Article 15 § 2 - Certification and auditing of Entities in Charge of Maintenance (ECM)", document A 94-30/1.2012.

Submit a new Maintenance Functions Certificate	Manend a Maintenance Functions Certificate	Renew a Maintenance Functions Certificate	Download electronic form
×Revoke a Maintenance Functions Certificate	×Suspend a Maintenance Functions Certificate	Upload electronic form	

#### Quick Search

The Quick Search allows for a simple search of issued Maintenance Functions certificates per ECM country and per maintenance function. To find out more specific information use the Advanced Search option.

ECM Country	All countries	Ŧ
Maintenance functions	All	Ŧ
Validation status	All	•
Validity	Valid	T
		Search

Ò	Advanced search	
	Statistics	

#### Figure 72

#### 5.3.3.1.2 Searching for a maintenance function certificate

#### 5.3.3.1.2.1 Quick search

The process is similar to the one described in §5.3.1.1.2.1 for the ECM certificate.

#### 5.3.3.1.2.2 Advanced search

The process is similar to the one described in §5.3.1.1.2.2 for the ECM certificate.

#### 5.3.3.1.3 Submitting a new maintenance function certificate

The process is similar to the one described in §5.3.1.1.3 for the ECM certificate.

#### 5.3.3.1.4 Save as template

The process is similar to the one described in §5.3.1.1.4 for the ECM certificate.

#### 5.3.3.1.5 Open template

The process is similar to the one described in §5.3.1.1.5 for the ECM certificate.

#### 5.3.3.1.6 Add attachments

The process is similar to the one described in §5.3.1.1.6 for the ECM certificate.

#### 5.3.3.1.7 Print a maintenance functions certificate

The process is similar to the one described in §5.3.1.1.7 for the ECM certificate.

#### 5.3.3.1.8 Save a maintenance functions certificate to an Excel file

The process is similar to the one described in §5.3.1.1.8 for the ECM certificate.

#### 5.3.3.1.9 Export to PDF

The process is similar to the one described in §5.3.1.1.9 for the ECM certificate.

5.3.3.1.10 Validating a maintenance functions certificate (ERA Safety Administrator only) The process is similar to the one described in §5.3.1.1.10 for the ECM certificate.

## 5.3.3.1.11 Send Email to user

The process is similar to the one described in §5.3.1.1.11 for the ECM certificate.

5.3.3.1.12 Modifying a maintenance functions certificate The process is similar to the one described in §5.3.1.1.12 for the ECM certificate.

5.3.3.1.13 Amending a maintenance functions certificate The process is similar to the one described in §5.3.1.1.13 for the ECM certificate.

5.3.3.1.14 Suspending a maintenance functions certificate The process is similar to the one described in §5.3.1.1.14 for the ECM certificate.

5.3.3.1.15 Renewing a maintenance functions certificate The process is similar to the one described in §5.3.1.1.15 for the ECM certificate.

5.3.3.1.16 Revoking a maintenance functions certificate The process is similar to the one described in §5.3.1.1.16 for the ECM certificate.

5.3.3.1.17 Invalidating a maintenance functions certificate (ERA Safety Administrator only) The process is similar to the one described in §5.3.1.1.17 for the ECM certificate.

5.3.3.1.18 Deleting a maintenance functions certificate (ERA Safety Administrator only) The process is similar to the one described in §5.3.1.1.18 for the ECM certificate.

5.3.3.1.19 Downloading an electronic form

The process is similar to the one described in §5.3.1.1.19 for the ECM certificate.

5.3.3.1.20 Filling in an electronic questionnaire

The process is similar to the one described in §5.3.1.1.20 for the ECM certificate.

5.3.3.1.21 Uploading an electronic form

The process is similar to the one described in §5.3.1.1.21 for the ECM certificate.

## 5.3.3.2 Anonymous or non-authorised users

#### 5.3.3.2.1 Maintenance functions certificates main page

The following screenshot displays the maintenance functions certificates main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the NSA acting as certification body role is not granted
- Any ERA-EXT user for which the Certification Body role is not granted



#### Maintenance Functions Certificate Database

This database has been developed in accordance with Article 10.4 of Commission Regulation (EU) No 445/2011 of 10 May 2011 "on a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007" and Article 10.4 of the OTIF regulation ATMF Annex A "Uniform Rules set out in accordance with Article 15 § 2 - Certification and auditing of Entities in Charge of Maintenance (ECM)", document A 94-30/1.2012.

#### Quick Search

The Quick Search allows for a simple search of issued Maintenance Functions certificates per ECM country and per maintenance function. To find out more specific information use the Advanced Search option.

ECM Country	All countries	¥
Maintenance functions	All	¥
		Search
C Adv	anced search	
<b>. 1</b>	Statistics	

Figure 73

#### 5.3.3.2.2 Searching for a maintenance function certificate

#### 5.3.3.2.2.1 Quick search

The process is similar to the one described in §5.3.1.2.2.1 for the ECM certificate.

#### 5.3.3.2.2.2 Advanced search

The process is similar to the one described in §5.3.1.2.2.2 for the ECM certificate.

#### 5.3.3.2.3 Activate / Deactivate maintenance functions certificate

The process is similar to the one described in §5.3.1.2.3 for the ECM certificate.

#### 5.3.3.2.4 Print a maintenance functions certificate

The process is similar to the one described in §5.3.1.2.4 for the ECM certificate.

#### 5.3.3.2.5 Export to PDF

The process is similar to the one described in §5.3.1.2.5 for the ECM certificate.

#### 5.3.4 Statistics

#### 5.3.4.1 Authorised users

This feature allows the user to generate statistic reports on existing valid ECM Certificates based on specific criteria.

#### 5.3.4.1.1 Navigate through the statistic report

Once the report is displayed, several navigation buttons are available on the report:

🕅 🖣 1 of 1 👂 🖗 100% 💌 🛛 Find | Next 🛃 🕶 🚯 🌐

- To go to a specific page of the report, type a page number
   (14 4 1 of 1 >>>) on the yellow band and press the Enter key
- To **find a string in the report**, type a text in the Find | Next field and click the Find link. Click on the Next link to find the next occurrence

- ЕСМ ¥\*\*
- To resize the page of the report, select a width in the 100% Iist
- To print the report, click on the 🔤 button
- To **refresh the report**, click on the 🙆 button
- To sort the list, click on the arrow in field header you want to sort by
- To view an ECM Certificate, click on the value displayed in a cell



If the number equals to zero: no link to certificate available

If the number equals to one: the certificate view is displayed as show in Figure 54 or Figure 65

If the number is greater than one: the list of certificates is displayed as show in Figure 51 or Figure 62

#### 5.3.4.1.2 Export the statistic report

Once the report is displayed, it is possible to export the result in several output formats:



From the generated file (PDF, Excel, Word, MHTML), the user can view an ECM Certificate by clicking on a number displayed in a cell: see the above "To view an ECM Certificate" bullet

#### 5.3.4.1.3 Statistics on valid ECM Certificates per type, per Member State

This report displays a list of valid ECM Certificates (ECM Certificates, ECM MoU Certificates, Maintenance Functions Certificate) per Member State (Issuing state) and per ECM Certificate's type (new, amended, revoked, suspended).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on

the Statistics link, and then click on the Number of valid ECM Certificates per type, per Member State link. The below page is displayed:

Report from ERADIS Database				
Year	All 💌			
Document Type	ECM Certificate	~	View Report	

Number of valid ECM Certificates per type, per Member State



On the above page, select a year and/or a document type from the list.

And press the **View report** button: the report will be displayed.

Report from	n ERADIS Data	base					
Year	All 💌						
Document Type	ECM Certificate	*	View Report	I			
Number of	valid ECM Certi	ficates per ty	pe, per Men	nber State			
I4 4 1	of 1 👂 🕅	100%		Find   Next	<b>.</b> . ©		

## Number of valid ECM Certificates per type, per Member State

Year All

Document ECM Certificate
Type

Number of ECM Certificates									
Country \$	New \$	Amended \$	Renewed \$	Revoked \$	Suspended \$				
Estonia	0	1	0	0	0				
France	1	0	0	0	0				
Germany	1	0	0	0	0				
ALL	2	1	0	0	0				

# 5.3.4.1.4 Statistics on valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM

This report displays a list of valid ECM Certificates (only ECM Certificates) per Member State (Issuing state).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on

the	•	Statistics	link,	and	then	click	on	the
Number of valid	ECM	Certificates per Me	mber State granted by a	accredited certificati	on bodies of the same	e or other Member St	ate than the ECM	link.
The below	pag	ge is displaye	ed:					
Report from E	RAD	IS Database						
Year All 💌 🔽	ew Re	port						
Number of val than the ECM	id EC	M Certificates p	er Member State gr	anted by accredi	ted certification b	odies of the same	e or other Memb	er State
On the abo	ove	page, select	a year from th	e list.				

And press the **View report** button: the report will be displayed.

 Report from ERADIS Database

 Year All View Report

 Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM

 I4 4 1 of 1 D DI 100% Pind | Next + \* \* #

Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM

Year All

Country 🗢	Number of valid ECM Certificates granted by accredited or recognized certification body of the same Member State	Number of valid ECM Certificates granted by accredited certification bodies of the same or other Member State than the ECM
Estonia	1	0
France	2	0
Germany	2	0
ALL	6	0

# 5.3.4.1.5 Statistics on ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

This report displays a list of valid ECM Certificates (ECM Certificates, ECM MoU Certificates, Maintenance Functions Certificate) per Member State (Issuing state).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on

the	- Statistics	link,	and	then	click	on	the
Number of val	id ECM Certificates per	Member State granted	by accredited ce	ertification bodies of th	ne same or other	Member State th	an the ECM
link. The be	elow page is dis	played:					
Report from E	RADIS Database						
Year All 💌 🔽	iew Report						
Number of ECM	Ms (including mainter	nance workshops) v	s. number of EC	Ms (excluding main	tenance works	hops) per Meml	oer State
On the abo	ove page, select	a year from th	e list.				
And press t	View report	button: the re	eport will b	e displayed.			
Report from E	RADIS Database						
Year All 🔽 Vie	ew Report						
	Ms (including mainter				ntenance works	snops) per Mem	ber State
[] 4	f1 ▷ ▷ 100%	Find	Next 🖳 🗸 🤇	9 🖓			
Number o Year All		i maintenance wor enance workshop			(excluding		
	Country 🗘	Number of ECMs i maintenance wo		Number of ECMs ex maintenance worl			
	Canada	0		1			
	Estonia	0		1			
	France	0		1			
	Germany	0		1			
	ALL	0		4			



5.3.4.2 Anonymous or non-authorised users

This feature allows the user to generate statistic reports on existing valid ECM Certificates based on specific criteria.

#### 5.3.4.2.1 Navigate through the statistic report

Once the report is displayed, several navigation buttons are available on the report:

I4 4 1	of 1 👂 🕅 100% 💌 Find   Next 🛃 🗸 🚱 🚑
•	To <b>go to a specific page of the report</b> , type a page number (14 4 1 of 1 > >1) on the yellow band and press the Enter key
•	To <b>move to the next/previous page of the report</b> , click on the <b>D</b> / <b>D</b> / <b>I</b> < <b>I</b> link on the yellow band
•	To <b>find a string in the report</b> , type a text in the Find   Next field and click the Find link. Click on the Next link to find the next occurrence
•	To <b>resize the page of the report</b> , select a width in the 100% IIISt To <b>print the report</b> , click on the button
•	To <b>refresh the report</b> , click on the 🐼 button To <b>sort the list</b> , click on the arrow in field header you want to sort by
•	To view an ECM Certificate, click on the value displayed in a cell New Amended
	1 0 2 1
	If the number equals to zero: no link to certificate available If the number equals to one: the certificate view is displayed as show in Figure 59 or Figure 70
	If the number is greater than one: the list of certificates is displayed as show in Figure 58 or Figure 69
E 2 1 2 2	Export the statistic report

#### 5.3.4.2.2 Export the statistic report

Once the report is displayed, it is possible to export the result in several output formats:



From the generated file (PDF, Excel, Word, MHTML), the user can view an ECM Certificate by clicking on a number displayed in a cell: see the above "To view an ECM Certificate" bullet

5.3.4.2.3 Statistics on valid ECM Certificates per type, per Member State

This report displays a list of valid ECM Certificates (ECM Certificates, ECM MoU Certificates, Maintenance Functions Certificate) per Member State (Issuing state) and per ECM Certificate's type (new, amended, revoked, suspended).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on

the Statistics link, and then click on the Number of valid ECM Certificates per type, per Member State link. The below page is displayed:

Report from	Report from ERADIS Database							
Year	All 💌							
Document Type	ECM Certificate	*	View Report					

Number of valid ECM Certificates per type, per Member State

On the above page, select a year and/or a document type from the list.

And press the **View report** button: the report will be displayed.

Report from	n ERADIS Database
Year	All 💌
Document Type	ECM Certificate View Report
Number of	valid ECM Certificates per type, per Member State
11 A A	rielly and A

## Number of valid ECM Certificates per type, per Member State

Year All						
Document Type	ECM Certificate					
			Number of ECM	I Certificates		
Country 🗘	New	\$	Amended \$	Renewed \$	Revoked \$	Suspended 🗘
Estonia		0	1	0	0	

Estonia	0	1	0	0	0
France	1	0	0	0	0
Germany	1	0	0	0	0
ALL	2	1	0	0	0

5.3.4.2.4 Statistics on valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECMThis report displays a list of valid ECM Certificates (only ECM Certificates) per Member State

Version 0.17 – 2017-10-30

(Issuing state).

¥.	* ECM				
To gei	nerate the report, on the lef	t menu of the	ECM Certifica	tes (Figure 50 or Figure 61)	click on
the	✓ Statistics lir			click on	the
_	r of valid ECM Certificates per Member St he below page is displayed:	ate granted by accre	dited certification bod	ies of the same or other Member State the	an the ECM
Report	from ERADIS Database				
Year All	View Report				
Number than the	of valid ECM Certificates per Member ECM	State granted by	accredited certificat	ion bodies of the same or other Meml	ber State
On the	e above page, select a year t	rom the list.			
•	ress the <b>View report</b> button	n: the report v	vill be displaye	d.	
Year A	II View Report				
	per of valid ECM Certificates per Mem than the ECM	ber State granted	by accredited certi	ication bodies of the same or other N	lember
14	∜ 1 of 1 ▷ ▷〗 100% 💌	Find   Next	<b>.</b>		
	Number of valid ECM Certificate the sa		tate granted by a ber State than th		
	Country ¢	Number of valid ECM by accredited or reco body of the same	gnized certification 💲	Number of valid ECM Certificates granted by accredited certification bodies of the same or other Member State than the ECM	
	Estonia		1	0	
	France		2	0	
	Germany		2	0	
	ALL		5	0	

# 5.3.4.2.5 Statistics on ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

This report displays a list of valid ECM Certificates (ECM Certificates, ECM MoU Certificates, Maintenance Functions Certificate) per Member State (Issuing state).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on

the	▼ Statistics	link,	and	then	click	on	the			
Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM link. The below page is displayed:										
	ERADIS Database View Report									

Number of ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

On the above page, select a year from the list.

And press the **View report** button: the report will be displayed.

Report from ERADIS Database

Year All 🔽 View Report

Number of ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member

I4 4 1 of 1 ▷ ▷ 100% 💌 Find | Next 🔍 🗘

# Number of ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

Year All

Country \$	Number of ECMs including anintenance workshops	Number of ECMs excluding maintenance workshops
Canada	0	1
Estonia	0	1
France	0	1
Germany	0	1
ALL	0	4

# 5.4 Recommendations for use

#### 5.4.1 ECM Recommendations for use

User Category	User Role	Allowed Actions
ERA Safety User		Search for ECM recommendations for use View ECM recommendations for use Submit to ERA/Technical Committee/CCB plenary vote new ECM recommendations for use Modify/Request more details/Close ECM recommendations for use
ERA-EXT ECM	NSA acting as certification body Certification body	Search for ECM recommendations for use View ECM recommendations for use Submit to ERA ECM recommendations for use
CCB Technical Committee		Search for ECM recommendations for use View ECM recommendations for use Add/edit/delete Comment to Expert Opinions Submit to CCB plenary vote new ECM recommendations for use Request more details/Close ECM recommendations for use
Anonymous Non-Authorised User		Search for ECM recommendations for use View Accepted-Rejected CCB Plenary vote for existing ECM recommendations for use

Each ECM Recommendations for use enquiry will need to submit to Technical Committee first in order to become available to the public. Public users will only have access to ECM Recommendations for use enquiry with status Submitted to CCB, Accepted or Rejected by CCB plenary vote.



#### 5.4.1.1.1 ECM Recommendations for use enquiry for use main page

The following screenshot displays the ECM recommendations for use enquiry main page for the following users:

- Any ERA user for which the Safety User role is granted (the submit full enquiry action is also available Submit Full Enquiry )
- Any ERA-EXT user for which the NSA acting as certification body role is granted.
- Any ERA-EXT user for which the CCB Technical Committee role is granted.

#### ECM Recommendations for use

cooperate with each of agreed on the need of developed a process	According to article 6(4) of ECM Regulation 445/2011, "in order to harmonise approaches to the assessment of applications, the certification bodies shall cooperate with each other both within the Member States and across the Union". The network of Cooperation of ECM Certification Bodies (CCB) has agreed on the need of a framework and methodology to formalise a consensus solutions to identified issues. For this purpose, the CCB network has developed a process for structured and systematic formalisation of Recommendations for use. The Recommendations approved by the CCB network shall be applied by the Certification Bodies in order to allow a harmonised implementation of the ECM Regulation.						
Submit Full Enquir	ry 📴 Submit a new enquiry 📑 Modify an enquiry						
Quick Search							
	ows for a simple search of Recommendations For Use per type of request and per decision of CCB. To find out more specific Advanced Search option.						
Type of Request	All						
Status of enquiry	All						
	Search						
Advanced s	earch						

Figure 74

#### 5.4.1.1.2 Searching for an ECM Recommendations for use enquiry

#### 5.4.1.1.2.1 Quick search

The quick search allows you to quickly find an ECM Recommendations. Based on the user role the available search criteria may vary (see also section 5.4.1.2). For ERA Safety user, ECM users (ECM Certification body and NSA-ECM Certification body) and CCB Technical Committee users the Type of Request and the status of the enquiry filters are available.

Quick Search						
The Quick Search all information use the A			endations For Use p	er type of request and	per decision of CCE	3. To find out more specific
Type of Request	All	Ŧ				
Status of enquiry	All	٣				
		Search				
Advanced s	earch					

## Figure 75

On the main page (Figure 74) and based on the role select the available filters and press the

Search button: a list will be displayed.



Print Sex	port to Excel																	Items per page 15 🐷	
Date Of Decision	First name	Last name	Organisation	Affected Documents	Enquiry	Date Of Submission To ERA	Date Of Venfication By ERA	Classification Of The Enquiry	Title	Description	Log Number Reference	Proposed Solution	Solution	Status	Decision Explanation		Verification Commant	Attachments	Vie
3/12/2016	Anaxagoras	Anaxagoras	European Union Agency for Railways		347	13/12/2016		Rule	3	1	456		some solution	Rajected by CC8 plenary vote		342		n/a	va
3/12/2016	Алахадогаз	Anaxagoras	European Union Agency for Railways		361	09/12/2016		Rule	Test Enquiry - atsi li 09/12		3421			Rejected by CCB plenary vote		543		n/a	Va
14/12/2016	Antxagoras	Anaxagoras	European Union Agency for Ratiways		403	14/12/2016		Rule	test kv 1	When can make WYSTWYG editing a valiable to user, usually by mean of JavaScript control that translates graphically exared formatting instru- ctions into the corresponding HTML tags or withous. In those implement alions, the markup of a neely added, marked-up version of the page is go marked-up version of the page is go marked-up version of the page is go transparently, shielding the user fro- this tachnical decal. An example	432/1		within blocks on the first which [1,2], which can engine an started development of within the started development of the started started of the started and the started by Canningham, as her remembered a Hospital Internation of the started by Canningham, as her remembered a Hospital Internation of her to take the depart with the utiliship core but that must between the autoroff. 2019 sterminist. According	Rejected by CCB planary vote		123		n/a	Vie
9/12/2016	Anaxagoras	Anaxagoras	European Union Agency for Railways		405	19/12/2016		Clarification	Test Enquiry		1			Rejected by CCB plenary vote		12		Bealution.txt	Vi
12/12/2016	Anaxagoras	Anaxagoras	European Union Agency for Railways		412	01/12/2016		Rule	Test enquiry erade v	Lorem (psum dolor siz anne, consect tata adipisian elite. Null as ume fi nibus nequa, non cursus ast. Ut into ridum diam visura adip posuare visu utata. Ut imperdet nibi vel elit ultr dia. ut lutam ligula codimentum. Nulla facilisi. Amenan ligula dui, vela dici. Integer mil elimi. Finibus vitae pellenceque a. Imperdet a ligula, vitae pellenceque a. Imperdet a ligula, vitae pellenceque a. Imperdet a ligula.	2312/45		helikotesque nui al dic ruturni ut com moto spet, terrini a tuta i puno. Den o erci orci, cursus au dipinistim set alementum neuraris. Mariai si mare e molito I guila at aliquet velit imper data au. Done uma lorem, utiliamerop er non massa sed, tempia siliquem as a cursus sed. Sempia siliquem so at jueto soptistic, in facilitat put a digina sim. Planellus et asagine veli	Rejected by CCB plenary vota		98721		nia	Vie
4/12/2016	NSA	AT	ERC GmbH		348	09/12/2016		Rule	test link full profile		4563216			Rejected by CCB plenary yote		412		n/a	Va
9/12/2016	0	laperk	Office of Rail Regulation (ORR)	Intrasoft International SA	413	23/12/2016		Rule	Report Test Enquir Y	this is a simple paragraph that is me ant to be nice and many to type whice indo a raw copical latters as upus a a this means that it cannot really be rise of run on sentences this should help you get fatter at typing as in the you are at the set of the should be rise of run on sentences this should help you get fatter at typing as in the you are at the set of the should be and you get the set of the should be and you are at the set of the set of the set of the you are at the set of the set of the set of the you are at the set of the set of the set of the set making is the set of the set			this is a simple paragraph that is me and to be nice and gazy to type white mode or any constraints of the paragraph of the paragraph of the paragraph of the one of the paragraph but you to an rise of run on sentences this should help you get facts at typing as in the you get to use to this that is not you and the test at typing as in the you get to use to this that is not you are to use to this that is not you are to use to this that is not you are the test of the test of the paragraph.	Rejected by CCB plenary vote		8888		BCMFullTemplaceEnquiry.pdf B ECMFullTemplaceEnquiryExpertAnalysis.pdf	vie

Figure 76

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list •
- To move to the next/previous page, click on the Next> / <Previous link at the • bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 💌 list at top of the list
- To **print the list**, click on the  $\frac{\text{Print}}{\text{Print}}$  link at the top of the list
- To **export the list** into an Excel file, click on the Export to Excel link at the top of the list
- To sort the list, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking
- To view an ECM Recommendations for use enquiry, click on the "View" field of the enquiry you want to view
- To open an attachment, click on the attachment's name

## 5.4.1.1.2.2 Advanced search

The advanced search allows you to find an ECM Recommendations for use enquiry satisfying multiple criteria.

Advanced search

button: a page will be

On the main page (Figure 74), click on the displayed. Depending on the user role the advanced search form may vary. For ERA Safety user the following advanced search form is available.



## ECM Recommendations for use Advanced Search

INFORMATION OF THE ENQUIRY							
Log reference number:							
Enquiry Title:							
Enquiry Description							
Submitted by:	Select User 🔻						
Date of submission to ERA	From	То	3				
Date of verification	From	То	3				
Classification of enquiry	All						
Date of decision	From	То	7				
Status of enquiry	All						
Search Reset							

## Figure 77

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 76. For ECM users the following advanced search form is available.

#### ECM Recommendations for use Advanced Search

INFORMATION OF THE EN	IQUIRY	
Log reference number:		
Enquiry Title:		
Enquiry Description		
Country	Select Country	
Organisation	Select Organisation 🔻	
Date of submission to ERA	From	то
Classification of enquiry	All	
Date of decision	From	то
Decision of CCB:	All	
Search Reset		

## Figure 78

# 5.4.1.1.3 Submitting a new ECM Recommendations for use enquiry

This feature allows the submission of new ECM Recommendations for use enquiry.

On the main page (Figure 74), click on the Submit a new enquiry link: the following page will be displayed

lote:		
- For the fields marked by an asterisk, information		
- For the fields marked by two asterisks, informatio	in at least one field is required	
	ENQUIRY FORM	
1. REQUEST		
Submitted by:		
User:	Norbert Mueller	
Organisation:	ERC GmbH	
Country:	Austria	
Enquiry Title:*		
Annex Documents:		
Affected Documents:		
Date of submission:*	18/11/2016	
og number reference of previous related enquiry:	not relevant	
inquiry description:*		
Proposed solution:		

#### Figure 79

Fill in all the required fields<sup>20</sup> and press the Send to ERA button.

The fields with the asterisk are mandatory.

If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):

- The Enquiry Title field is required
- The date is not valid
- The Enquiry description field is required
- The Proposed solution field is required

If no error occurs the user will be redirected to the Quick Search page and a confirmation message will be displayed:

The Enquiry "\_\_\_\_\_ has been successfully submitted to ERA.

At the successful submission of the ECM Recommendations for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

ECM Recommenda	ations for use	
The Enquiry "test for View ECM Enquiry.	r manual" has been successfully s	ubmitted to ERA.
Quick Search Type of Request All Status of enquiry	V	According to article 6(4) of ECM Regulation 445/2011, "in order to harmonise approaches to the assessment of applications, the certification bodies shall cooperate with each other both within the Member States and across the Union". The network of Cooperation of ECM Certification Bodies (CCB) has agreed on the need of a framework and methodology to formalise a consensus solutions to identified issues. For this purpose, the CCB network has developed a process for structured and systematic formalisation of Recommendations for use. The Recommendations approved by the CCB network shall be applied by the Certification Bodies in order to allow a harmonised implementation of the ECM Regulation.
All Go	×	Submit Full Enquiry
Advanced Search		Modify an enquiry

#### Figure 80

<sup>&</sup>lt;sup>20</sup> Fields Submitted by, Organisation and Country are prefilled automatically by the system and they are not editable.



5.4.1.1.4 Submitting a full ECM Recommendations for use enquiry

ERA Safety User can create and finalise a submitted ECM Recommendations for use enquiry, without applying the standard workflow, in order to publish it and make it available to Public users. Clicking on the "Submit full enquiry" link the application presents the full template where the Safety User can enter all information of the enquiry needed and then the user can either finalise the enquiry given or create over a new one in very simple steps. The template of the inquiry includes the following fields and buttons:

- 1. Request
  - Submitted by:
    - User
    - Organisation
    - Country
  - Enquiry Title (required)
  - o Affected documents
  - Date of submission (auto-field with the current date; required)
  - Log Reference Number of previous related enquiry
  - Enquiry description (required)
  - Proposed solution
  - o Annex documents
  - "Attachments" button
- 2. Verification of Completeness
  - o Enquiry complete
  - Comment (required if enquiry not complete)
  - Log Number Ref. (required)
  - Checked by
  - Date of verification(auto-field with the current date; required)
- 3. Experts analysis and solution
  - o Classification
  - Solution (required)
- 4. Decision of Cooperation of Certification Bodies (CCB) plenary
  - Decision of Cooperation of Certification Bodies (CCB) plenary: Agree or Not Agree
  - Plenary Meeting Number (required)
  - Decision explanation (required if decision not agree)
  - Date (required)
- "Finalize Enquiry" button
- "Finalize Enquiry and create new enquiry" button
- "Attachments" button

If user wants to add attachment(s) in Part 3, they may click on the "Attachments" button at the bottom of the form.



When user clicks on the "Finalise the enquiry" button the application redirects the user to the default page of ECM Recommendations of use after proceeding with the publication of the enquiry. If user wishes to finalise and create a new enquiry the "Finalise the enquiry and create a new enquiry" option is available where by choosing this option, the enquiry is submitted and the template is cleared and available for a new enquiry submission. In all steps the validation is presented and active.

	ENQUIRY FORM
1. REQUEST	
Submitted by:	
User:	Anaxagoras Dijssebloem 🔻
Organisation:	European Union Agency for Railways
Country:	France
Enquiry Title:*	
Affected Documents:	E.A.
Date of submission:*	10/03/2017
Log number reference of previous related enquiry:	not relevant
Enquiry description:*	
	/
Despected solution :	//
Proposed solution:	
	,
Annex Documents:	//
Attachments	
2. VERIFICATION OF C	
Enquiry complete:	🖉 Yes 🔍 No
Comment:	
Log Number Ref:*	
Checked by:	Anaxagoras Dijsselbloem
Date of verification:*	10/03/2017
3. EXPERT ANALYSIS	ND SOLUTION
Classification :	Rule
Solution:*	
Solution.	
4. DECISION OF THE C	COOPERATION OF CERTIFICATION BODIES (CCB) PLENARY
Decision of Cooperation of	
Certification Bodies (CCB) plenary:	🖉 Agree 🔟 Not Agree
Plenary meeting number:*	
Decision explanation:*	
Date:*	
Finalise Enquiry	Finalise Enquiry and create new enquiry Attachments



#### 5.4.1.1.5 Save as template

User can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new enquiry. It is not necessary to fill in all the fields to save a template: also incomplete enquiries can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm. If no error occurs a confirmation message will be displayed:

The template eradev\_9085 created successfully.

#### 5.4.1.1.6 Open template

To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed

			ENQU	IRY FORM
Tem	plate	es		
< Back	to for	m		_
			Template Name	
Ø	1	×		

where you can choose the template to load by clicking on the  $\Im$  icon.

To rename a template, click on the 🥓 icon. Then click "update" to save changes or "cancel" to cancel changes.

To delete a template, click on the  $\times$  icon. Then confirm action or cancel action.

## 5.4.1.1.7 Add attachments

You can add electronic attachments to the ECM Recommendations for use enquiry by pressing

the Attachments button: the following window will be displayed


🖉 European Railway Agency - Windows Internet Explorer	
Note: You can attach files of size up to 4MB. The system will reject any file that exceeds this size	e.
Name	Size (kb)
	Browse
Upload Close	

To add a file, press the Browse... button, choose the file to attach



And click on the Upload button: the added file will be listed as shown in the following figure



If by mistake the wrong file has been uploaded, you can remove it by clicking on the  $\times$  icon next to the file name.

Repeat the steps above to add any number of attachments: when finished, press the **Close** button to return to the previous screen, where all the attachments will be listed at the bottom of the page as shown on the figure below.



# 5.4.1.1.8 Print an ECM Recommendations for use enquiry

You can print after submitting to ERA the information on the screen, by clicking on the  $\frac{\text{Print}}{\text{link}}$  link at the top of the page.

# 5.4.1.1.9 Export to PDF

FCM

You can export the ECM Recommendations for use enquiry from view page (Figure 80) or from modify page (Figure 83), by clicking on the  $\boxed{\square}$  Export to PDF form link at the top of the page.

# 5.4.1.1.10 Open enquiry

This feature allows the users to open provided ECM Recommendations enquiry for use in order to Request more details, Submit to Technical Committee or Close Enquiry.

To open an ECM Recommendations for use enquiry, search for ECM Recommendations for use enquiry enquiries with status 'Submitted to ERA' or open the given notification link and display its properties: a page similar to the following will be displayed.



ECM Recommendations for use	ECM	Recommendations	for	use
-----------------------------	-----	-----------------	-----	-----

🕙 Go Back to Search Results | 📴 Export to PDF form | 🚔 Pri

ENQUIRY FORM			
1. REQUEST			
Enquiry Title:	Enquiry Title:*		
Submitted by:			
User:	James Smith		
Organisation:	European Railway Agency		
Country:	France		
Date of submission:	24/10/2016	Log number reference of not relevant previous related enquiry:	
Affected Documents:		· ·	
Enquiry description:			
description:*			
Proposed solution:			
Annex Documents:	No attached files		

Open enquiry

# Figure 81

Press the <sup>Open enquiry</sup> button: a page similar to the one in Figure 82 will be displayed, where you can select an action to perform.

endations for use	
asterisk, information is mandatory o asterisks, information in at least one field is required	
ENQUIRY FORM	
test enquiry	
Norbert Mueller ERC GmbH Austria	
18/11/2016	
ous not relevant	
	l.
	li I
No attached files	ja Ja
No attached files PLETENESS ● Yes ◎ No	
PLETENESS	
PLETENESS	
PLETENESS	
PLETENESS	
	a asterisks, information in at least one field is required ENQUIRY FORM test enquiry Norbert Mueller ERC GmbH Austria 18/11/2016

Figure 82



5.4.1.11 Request more details an ECM Recommendation for use enquiry When the user opens an ECM Recommendation for use enquiry with status 'Submitted to ERA' or 'Submit to Technical Committee' can request more details from the submitter: To request more details the user presses the **Request more details** button. For an enquiry with status 'Submitted to ERA' the following 'Send Request' button **Send Request** will appear next to 'Close Enquiry' button. The user types in the request to submitter in the 'Comment' field as shown in Figure 82 and clicks the **Send Request** button. For an enquiry with status 'Submit to Technical Committee', when the user clicks on the 'Request more details' button, an editable section will appear similar to the following image:

Request to submitter	Send Request

Fill in the "Request to submitter" textbox and press the "Send Request" button to request more details from the submitter of the enquiry. At the successful Request more details of the ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

# 5.4.1.1.12 Modify an ECM Recommendation for use enquiry

This feature allow user to modify an ECM Recommendations for use enquiry which has status 'Requested more details'. All users who belong to the same organisation and country as an ECM Enquiry submitter, as well as the ERA Safety users, will be able to modify an existing ECM Recommendation for use enquiry.

To modify an ECM Recommendation for use enquiry, on the main page (Figure 69) click on the Modify an enquiry link: the following page will be displayed

Modify an existing ECM Enquiry					
This page allows you to easily find an ECM Enquiry you would like to modify. You may find ECM Enquiries by specifying search criteria or by browsing all of the ECM Enquiries which you can modify.					
ECM Enquiry search information	Browse ECM Enquiry				
Log Reference Number Open ECM Enquiry	Please click Browse button bellow if you would like to retrieve list of all existing ECM Enquiries which you can modify. Browse ECM Enquiries				

There are two options to find the ECM Recommendation for use enquiry for modification. First option is to enter the "Log Reference Number" of the ECM Recommendation for use enquiry you want to modify and press the Open ECM Enquiry button: the following page will be displayed.



ECM	Recommendations	for	use	

Go Back to Search Results | BExport to PDF form | 
 Appendix Print

REQUEST			
Enquiry Title:	test enquiry 09/01/2017		
Submitted by:			
User:	Anaxagoras Dijsselbloem		
Organisation:	European Union Agency for Rail	ways	
Country:	France		
Date of submission:	09/01/2017	Log number reference of previous related enquiry:	not relevant
Affected Documents:			
Enquiry description:			
Enquiry description	09/01/2017		
Proposed solution:			
Proposed solution,	09/01/2017		
Annex Documents:	No attached files		
. VERIFICATION O	PF COMPLETENESS		
log reference number:	675849		
Comment:			
The enquiry is read	y to be published		
Date of verification:	09/01/2017	Country:	France
Date of verification: Verified By:	09/01/2017 Anaxagoras Dijsselbloem	Country: Organisation:	France European Union Agency for Railways
	Anaxagoras Dijsselbloem		European Union Agency for
Verified By:	Anaxagoras Dijsselbloem		European Union Agency for
Verified By:	Anaxagoras Dijsselbloem		European Union Agency for
Verified By: <b>. EXPERT ANALYS</b> Expert Opinions:	Anaxagoras Dijsselbloem		European Union Agency for
Verified By: <b>3. EXPERT ANALYS</b> Expert Opinions: Expert name:	Anaxagoras Dijsselbloem IS AND SOLUTION NSA AT		European Union Agency for
Verified By: <b>EXPERT ANALYS</b> Expert Opinions: Expert name: Date:	Anaxagoras Dijsselbloem IS AND SOLUTION NSA AT 13/01/2017		European Union Agency for
Expert ANALYSI Expert Opinions: Expert name: Date: Comment:	Anaxagoras Dijsselbloem IS AND SOLUTION NSA AT 13/01/2017 NSA AT		European Union Agency for
Expert ANALYSI Expert Opinions: Expert name: Date: Comment:	Anaxagoras Dijsselbloem IS AND SOLUTION NSA AT 13/01/2017 NSA AT © commentAttachment1.txt		European Union Agency for
Expert ANALYSI Expert Opinions: Expert name: Date: Comment: comment from N	Anaxagoras Dijsselbloem IS AND SOLUTION NSA AT 13/01/2017 NSA AT		European Union Agency for
Expert ANALYSI Expert Opinions: Expert name: Date: Comment: comment from N	Anaxagoras Dijsselbloem IS AND SOLUTION NSA AT 13/01/2017 NSA AT CommentAttachment1.txt commentAttachment2.txt		European Union Agency for
Expert ANALYSI Expert Opinions: Expert name: Date: Comment: comment from N	Anaxagoras Dijsselbloem IS AND SOLUTION NSA AT 13/01/2017 NSA AT CommentAttachment1.bxt commentAttachment2.txt Rule		European Union Agency for
Verified By: 3. EXPERT ANALYSI Expert Opinions: Expert name: Date: Comment: comment from M Attachments: Classification:	Anaxagoras Dijsselbloem IS AND SOLUTION NSA AT 13/01/2017 NSA AT CommentAttachment1.txt commentAttachment2.txt		European Union Agency for
Attachments:	Anaxagoras Dijsselbloem IS AND SOLUTION NSA AT 13/01/2017 NSA AT CommentAttachment1.bxt commentAttachment2.txt Rule		European Union Agency for
Verified By: 3. EXPERT ANALYSI Expert Opinions: Expert name: Date: Comment: comment from M Attachments: Classification:	Anaxagoras Dijsselbloem IS AND SOLUTION NSA AT 13/01/2017 NSA AT CommentAttachment1.bxt commentAttachment2.txt Rule		European Union Agency for

#### Figure 83

Second option is to browse available ECM Recommendation for use enquiry for modification. Press the Browse ECM Enquiries button: a page similar to the one in Figure 76 will be displayed. All enquiries listed with status 'Requested more details'.

Select view link in the list and a page similar to the one in Figure 83 will be displayed.

Alternatively, open the given notification link. The layout of the modify enquiry page depends on the status before the request was made.

Press the Modify enquiry button: three additional buttons appear Save, Undo Changes and Attachments. Update all relative fields and press Save button to modify the enquiry data, press Undo changes button to cancel the modify procedure and be redirected to the view mode of the enquiry or press the Attachments button to update the attachments.

At the modification of the ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

# 5.4.1.1.13 Submit to Technical Committee an ECM Recommendation for use enquiry

To submit to Technical Committee an ECM Recommendation for use enquiry, search for ECM Recommendations for use enquiries with status 'Submitted to ERA' or open the given notification link and display its properties: a page similar to the one in Figure 81 will be displayed. Press the **Open enquiry** button; a page similar to the one in Figure 82 will be displayed. Fill all the required fields and press the **Submit to Technical Committee** button: a confirmation message will be displayed

The Enquiry " has been successfully submitted to the Technical Commitee.

At the successful Submit to Technical Committee of the ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

# 5.4.1.1.14 Close Enquiry for an ECM Recommendation for use enquiry

To close an ECM Recommendation for use enquiry, search for ECM Recommendations for use enquiries with status 'Submitted to ERA' or open the given notification link and display its properties: a page similar to the one in Figure 81 will be displayed. Press the <sup>Open enquiry</sup> button; a page similar to the one in Figure 82 will be displayed. Fill all the required fields and press the <sup>Close Enquiry</sup> button: a confirmation message will be displayed

The Enquiry " has been closed by ERA.

At the successful closed ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

# 5.4.1.1.15 Submit an ECM Recommendation for use enquiry to CCB

To submit an ECM Recommendation for use enquiry to CCB, search for ECM Recommendations for use enquiries with status 'Submit to Technical Committee' or open the given notification link and display its properties: a page similar to the following will be displayed.



		ENQUIRY FORM		
1. REQUEST				
Enquiry Title:	Test Enquiry			
Submitted by:				
User:	pdbadmin admin			
Organisation:	European Railway Agency			
Country:	France			
Date of submission:	21/11/2016	Log number reference o previous related enquiry	of not relevant y:	
Affected Documents:				
Enquiry description:				
description				
Proposed solution:				
Annex Documents:	No attached files			
2. VERIFICATION OF CO	MPLETENESS			
Log reference number:	1			
Comment:				
Comment				
Date:	21/11/2016	Country:	France	
Verified By:	pdbadmin admin	Organisation:	European Railway Age	ncy
3. EXPERT ANALYSIS AN	ID SOLUTION			
Expert Opinions:				

Open enquiry

# Figure 84

Press the Open enquiry button; a page similar to the one in Figure 85 will be displayed.



lote:			
<ul> <li>For the fields marked by an asterisk, information</li> <li>For the fields marked by two asterisks, informatio</li> </ul>			
		ENQUIR	RY FORM
REQUEST			
inguiry Title: iubmitted by:	Test Enquiry		
User:	pdbadmin admin		
Organisation:	European Railway Agency		
Country:	France		
Date of submission:	21/11/2016		
og number reference of previous related enquiry: Affected Documents: Enquiry description:	not relevant		
description			
Proposed solution:			
2. VERIFICATION OF COMPLETENESS	No attached files		
VERIFICATION OF COMPLETENESS     og reference number:	No attached files		
e. VERIFICATION OF COMPLETENESS			
. VERIFICATION OF COMPLETENESS og reference number: omment: Comment	1		
Description of COMPLETENESS og reference number: omment: Comment late:	1 21/11/2016		
. VERIFICATION OF COMPLETENESS og reference number: omment: Comment vate: erified By:	1 21/11/2016 pdbadmin admin		
e. VERIFICATION OF COMPLETENESS og reference number: comment: Comment Nate: erified By: country:	1 21/11/2016 pdbadmin admin France		
e. VERIFICATION OF COMPLETENESS og reference number: fomment: Comment Vate: ferified By: fountry: prganisation:	1 21/11/2016 pdbadmin admin		
2. VERIFICATION OF COMPLETENESS ag reference number: comment: Comment Date: everified By: country: organisation: inquiry complete:	1 21/11/2016 pdbadmin admin France European Railway Agency		
2. VERIFICATION OF COMPLETENESS Log reference number: Comment: Comment Date: /erified By: Country: Organisation: inquiry complete: B. EXPERT ANALYSIS AND SOLUTION	1 21/11/2016 pdbadmin admin France European Railway Agency		
2. VERIFICATION OF COMPLETENESS og reference number: fomment: Comment vate: erified By: fountry: ryganisation: nquiry complete: E. EXPERT ANALYSIS AND SOLUTION	1 21/11/2016 pdbadmin admin France European Railway Agency ☞ Yes ■ No		
2. VERIFICATION OF COMPLETENESS og reference number: fomment: Comment vate: erified By: fountry: ryganisation: nquiry complete: E. EXPERT ANALYSIS AND SOLUTION	1 21/11/2016 pdbadmin admin France European Railway Agency ☞ Yes ■ No		
2. VERIFICATION OF COMPLETENESS ag reference number: Comment: Date: (erified By: Duatry: Drganisation: inquiry complete: B. EXPERT ANALYSIS AND SOLUTION Classification of the enquiry	1 21/11/2016 pdbadmin admin France European Railway Agency ☞ Yes ■ No		
2. VERIFICATION OF COMPLETENESS ag reference number: Comment: Date: (erified By: Duatry: Drganisation: inquiry complete: B. EXPERT ANALYSIS AND SOLUTION Classification of the enquiry	1 21/11/2016 pdbadmin admin France European Railway Agency ☞ Yes ■ No		
2. VERIFICATION OF COMPLETENESS 	1 21/11/2016 pdbadmin admin France European Railway Agency ☞ Yes ■ No		
Annex Documents: 2. VERIFICATION OF COMPLETENESS .og reference number: Comment: Comment Date: /erified By: Dountry: Diganisation: Enquiry complete: 3. EXPERT ANALYSIS AND SOLUTION Classification of the enquiry Solution:	1 21/11/2016 pdbadmin admin France European Railway Agency ☞ Yes ■ No		
2. VERIFICATION OF COMPLETENESS og reference number: comment: Comment vate: (erified By: country: Drganisation: inquiry complete: 3. EXPERT ANALYSIS AND SOLUTION Classification of the enquiry Solution:	1 21/11/2016 pdbadmin admin France European Railway Agency ☞ Yes ■ No		
. VERIFICATION OF COMPLETENESS og reference number: omment: Comment vate: erfied By: ountry: irganisation: nquiry complete: . EXPERT ANALYSIS AND SOLUTION lassification of the enquiry	1 21/11/2016 pdbadmin admin France European Railway Agency ☞ Yes ■ No		

Figure 85

The user has to fill the required fields of the 'Expert analysis and solution' section on the enquiry form:

- Classification of the enquiry (Rule, Clarification)
- Proposed solution

The user may also add Comments. For adding comments click the Add comment button; a new form will be displayed with some prefilled data (Expert, Date) Comment text area required field and attachments section.

For saving comment click the Save comment button. The comments grid will be update. For editing a comment click on the edit link option next to the comment in the comments grid. The same form with the add comment function is displayed. For saving the changes of the

comment click Save comment the button. The comments grid will be updated.

For deleting a comment click on the delete link option next to the comment in the comments grid. The comments grid will be updated. Click the save comment button for the deletion to be saved.

A user with the ERA safety user role may also add attachments to the 'Expert analysis and

solution' section. Attachments can be added by clicking on the Attachments button. The process is the same as described in section 5.4.1.1.7. The newly attached documents are displayed next to the 'solution' textarea as shown in the following picture:

3. EXPERT ANALYSIS AND S	OLUTION	
Classification of the enquiry	Rule	
		🗐 solution.txt 🖊
Solution:		
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
Add comment		

Figure 86

Fill all the required fields and click the **Submit to CCB** button: a confirmation message will be displayed

The Enquiry " has been successfully submitted to CCB.

# 5.4.1.1.15.1 Add Attachments to comments

You can add electronic attachments to a comment by pressing the Attachments button: the following window will be displayed

🖉 European Railway Agency - Windows Internet Explorer	
Note: You can attach files of size up to 4MB. The system will reject any file that exceeds this size.	
Name 5	Size (kb)
	Browse
Upload Close	

To add a file, press the Browse... button, choose the file to attach



and click on the Upload button: the added file will be listed as shown in the following figure

🖉 European Railway Agency - Windows Internet Explorer	
Note: You can attach files of size up to 4MB. The system will reject any file that exceeds this size	е.
Name	Size (kb)
× restrictions.pdf	93
	Browse
Upload Close	

If by mistake the wrong file has been uploaded, you can remove it by clicking on the  $\times$  icon next to the file name.

Repeat the steps above to add any number of attachments: when finished, press the **Close** button to return to the previous screen, where all the attachments will be listed at the bottom of the form at the attachments section as shown on the figure below.

	ERA4 14/11/2016	
	A new coment	
Comments:		Save comment
		Attachments
	2 🖸 rapport.pdf 🗙	
Attachments	: Maportorx	

# 5.4.1.1.16 Finalize an ECM Recommendation for use enquiry

To finalise an ECM Recommendation for use enquiry, search for ECM Recommendations for use enquiries with status 'Submitted to CCB plenary vote' or open the given notification link and display its properties: a page similar to the following will be displayed.



ECM Recommendations for use

🕙 Go Back to Search Results | 🕮 Export to PDF form | 🚔 Print

ENQUIRY FORM					
1. REQUEST					
Enquiry Title:	Test Enquiry				
Submitted by:					
User:	pdbadmin admin				
Organisation:	European Railway Agency				
Country:	France				
Date of submission:	21/11/2016				
Affected Documents:					
Enquiry description:					
description					
Annex Documents:					
2. TRACEABILITY					
Log reference number:	1				
3. SOLUTION					
	- X Rule				
Classification:	- 🗌 Clarification				
Solution:					
Solution					
Annex Documents:	asolution.txt				
Open enquiry View	w full template				

# Figure 87

Press the Open enquiry button; a page similar to the one in Figure 82 will be displayed.



#### Submit ECM Recommendations for use

🕙 Go Back to Search Results | | 🚔 Print

Note: - For the fields marked by an asterisk, information is mandatory - For the fields marked by two asterisks, information in at least one field is required				
		ENQUIRY FOR		
1. REQUEST				
Enquiry Title: Submitted by:	Test Enquiry			
User: Organisation: Country:	pdbadmin admin European Railway Agency France			
Date of submission:	21/11/2016			
Log number reference of previous related enquiry: Affected Documents: Enquiry description:	not relevant			

Date of submission:	21/11/2016
Log number reference of previous related enquiry: Affected Documents: Enquiry description:	not relevant
description	
Proposed solution:	

Finalise Enquiry and create new enquiry

	,
Annex Documents:	
2. VERIFICATION OF CO	MPLETENESS
Log reference number: Comment:	1
Comment	
Date: Verified By: Country: Organisation:	21/11/2016 pdbadmin admin France European Railway Agency
Enquiry complete:	∉ Yes No
3. EXPERT ANALYSIS AN Expert Opinions:	DISOLUTION
Classification: Rule Solution:	
Solution	
Annex Documents: 🗒 solution	n.txt
	OPERATION OF CERTIFICATION BODIES (CCB) PLENARY
Decision of Certification Coorporation group (CCB):	Agree Not Agree
Plenary meeting number:	
Decision explanation:	
Data	
Date	

**ENQUIRY FORM** 

## Figure 88

Fill all the required fields and press the Finalise Enquiry button: a confirmation message will be displayed.

> $\bigcirc$ The Enquiry " has been accepted by CCB.

Finalise Enquiry

and the second second

There is also Finalise Enquiry and create new enquiry button that finalise the enquiry and opens a form for submitting new ECM.

At the successful finalise of the ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

# 5.4.1.2 Anonymous or non-authorised users

## 5.4.1.2.1 ECM Recommendation for use enquiry main page

The following screenshot displays the ECM Recommendation for use enquiry main page for the following users:

• Anonymous: user not logged to the application

Annualize to esticle ((4) of FCM Recordships 445/2014 "is order to be recorded as

- Any ERA user for which the Safety Administrator role is not granted
- Any ERA user for which the CCB Technical Committee role is not granted
- Any ERA-EXT user for which the NSA acting as certification body role is not granted
- Any ERA-EXT user for which the Certification Body role is not granted

#### ECM Recommendations for use

cooperate with each other both within the Member States and across the Union". The network of Cooperation of ECM Certification Bodies (CCB) has agreed on the need of a framework and methodology to formalise a consensus solutions to identified issues. For this purpose, the CCB network has developed a process for structured and systematic formalisation of Recommendations for use. The Recommendations approved by the CCB network shall be applied by the Certification Bodies in order to allow a harmonised implementation of the ECM Regulation.					
Quick Search					
The Quick Search al information use the			indations For Use per type of request and per decision of CCB. To find out more specific		
Type of Request	All	T			
Decision of CCB:	All	٣			
		Search			
Advanced	search				

## Figure 89

# 5.4.1.2.2 Searching for an ECM Recommendations for use enquiry

# 5.4.1.2.2.1 Quick search

The quick search allows you to quickly find an ECM Recommendations of use for a certain Type of request and/or in a certain Decision of CCB status (Accepted, Rejected).



On the main page (Figure 89), select the Type of request and/or a Decision of CCB status from the lists.

#### Quick Search

The Quick Search allows for a simple search of Recommendations For Use per type of request and per decision of CCB. To find out more specific

Type of Request	All	٣
Decision of CCB:	All	٣
		Search
Advanced se	arch	

And press the Search button: a list will be displayed.

D	Title	Description	Status	Log Number Reference	Proposed Solution	Solution	Decision Of CCB	Date Of Decision	Decision Explanation	Plenary Meeting Number	Verification Comment	Attachments	Viev
3	test	asd	Accepted to CCB plenary vote		asd			10/08/2016	test	11	comment	IN 45.docx	Viev
3	Maxwell	equations	Submitted to CCB plenary vote	220285	differential equation						Gauss' Law	Bug.docx	Viev
6	Chara	cu	Submitted to CCB plenary vote	25255	22						gf	n/a	Viev
8	test france	sdfsdfsdsdfsdfsdf	Submitted to CCB plenary vote	1.1	fsdfsdfsdfsdfsdfsd						ок	n/a	Viev
9	Test UC252	Testing UC252	Rejected to CCB plenary vote	logNum001	Nothing			16/08/2016	expl	25645645	verified	n/a	Viev
0	Test UC - Submit Recommendations foe use	aaaaa	Accepted to CCB plenary vote	logNum002	bbbbb			16/08/2016	expl	12341234	enq Comment	European Union- Master.jpg	Viev
1	Test UC248	test	Accepted to CCB plenary vote	logNum003	prop sol			18/08/2016	dfgdfgdfg	25645645	Comments ghdfh	n/a	Viev
1	New	desc	Accepted to CCB plenary vote	11	solution			17/08/2016	ок	11	asdas	n/a	Viev
6	Submit Full Steps	description	Accepted to CCB plenary vote	1234	solution			17/08/2016	dsdasdasd	1234	Comment	n/a	Viev
3	Test Enquiry 2	test	Submitted to CCB plenary vote	logNum021	test			18/08/2016			Comment	n/a	Viev

Go back to Quick Search

#### Figure 90

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page</li>
- To display more/less items per page, chose the number of items in the Items per page 10 v list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To view an ECM Recommendations for use enquiry, click on the "History" field of the ECM recommendations for use you want to view
- To **open an attachment**, click on the attachment's name

# 5.4.1.2.2.2 Advanced search

The advanced search allows you to find an ECM Recommendations for use enquiry satisfying multiple criteria.

On the main	nage (Figure	89) click	on the	Advanced search	button: a page will be
	page (ligure	<i>.</i> 0 <i>57,</i> circk	on the		
displayed.					
ECM Recommenda	tions for use Advan	ced Search			
INFORMATION OF THE E	NQUIRY				
Log reference number:					
Enquiry Title:					
Enquiry Description					
Country	Select Country				
Organisation	Select Organisation		То		
Date of submission to ERA Classification of enquiry	From III		То		
Date of decision	From		то		
Decision of CCB:					
Search Reset					

# Figure 91

Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 90.

# 6 Assessment

## 6.1 MS decision

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search for MS decision Submit new MS decision Amend/modify/delete/view existing MS decisions
Anonymous Non-Authorised User		Search for MS decisions View MS decisions

#### 6.1.1 Authorised users

## 6.1.1.1 MS decision main page

The following screenshot displays the MS decision main page for the following user:

• Any ERA user for which the Safety Administrator role is granted

# EU Member State and OTIF non-EU Contracting State decision concerning the use of accreditation or recognition

This part of the database registers the decision of both, EU Member States and OTIF non-EU Contracting States, on the use of accreditation or recognition or any combination of these two options for acknowledging the competence of CSM assessment bodies in their territory. In EU, according to Article 13 of "Commission implementing Regulation (EU) No 402/2013 of 30 April 2013 on the common safety method for risk evaluation and assessment and repealing Regulation (EC) No 352/2009", where applicable, by no later than 21 May 2015, the EU Member States are required to inform the European Railway Agency which is their national accreditation body and/or recognition body or recognition bodies for the purposes of that Regulation, as well as of the CSM assessment bodies directly recognised (if any) by the EU Member States in conformity with Article 9(1)(a) of that Regulation. The EU Member States are also required to notify any change to that situation within one month of the change. Similarly, in OTIF non-EU Contracting States, according to section 13 of the "OTIF UTP GEN-G of 1.1.2014 on the Common Safety Method (CSM) for risk assessment where applicable, by no later than 21 May 2015, the OTIF non-EU Contracting States are required to inform the Secretary General which is their national accreditation body and/or recognition body and/or recognition body and/or recognition body or recognition bodies for the purposes of that Regulation, as well as of the CSM assessment bodies directly recognised (if any) by the CUTP GEN-G. The Contracting States are also required to notify any change to that situation within one month of the CSM assessment bodies directly recognition body and/or recognition body or recognition bodies for the purposes of that Regulation, as well as of the CSM assessment bodies directly recognised (if any) by the CONtracting States are also required to notify any change to that situation within one month of the change.

Submit new MS decision

#### Quick Search

The Quick Search allows for a simple search of Member State Decisions concerning the use of accreditation or recognition for acknowledging the competence of CSM Assessment Bodies per country.

Country

All countries 
V
Search

## Figure 92

# 6.1.1.2 Searching for a MS decision

# 6.1.1.2.1 Quick search

The quick search allows you to quickly find a MS decision of a certain country.

On the main page (Figure 92), select a country from the list.

Quick Search	
	ws for a simple search of Member State Decisions concerning the use of accreditation or recognition for acknowledging the ssessment Bodies per country.
Country	All countries
And press the	Search button: a list will be displayed.

#### MS decision search results

Country	MS decisions	MS decision Information	Date of Member State notification	Remark	Legislation
Austria	Accreditation, Recognition	Amended	16/03/2015	testing feedback modified also amended	restrictions2.pdf
	Accreditation	New	13/03/2015	testing feedback modified	😰 restrictions.pdf
D a la ivaz	Accreditation	Amended	06/03/2015	test 05/03	restrictions3.pdf
Belgium	Accreditation, Recognition	New	05/03/2015	test 05/03	restrictions2.pdf
Channel Tunnel*	Accreditation	New	16/04/2015		🗐 1new1.zip
Denmark	Accreditation, Recognition	New	04/05/2015	Denmark test	Test0304.txt
France	Accreditation	New	13/03/2015		🗐 1new1.zip
Germany	Accreditation	New	06/03/2015	German Accr	🖾 restrictions.pdf
Greece	Accreditation, Recognition	Amended	06/05/2015	Test	E Test.txt
	Accreditation	New	30/03/2015	Test	🗐 1new1.zip

Total 12 item(s) found.

🕤 Go back to Quick Search

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 😪 list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country
- To open a legislation, click on the legislation's name
- To **view a MS decision information**, click on the "MS decision Information" field of the MS decision you want to view. The following page will be displayed:

		Go Back to Search Res
	MS decision Information	
Country: Germany	Reference to relevant legislation: 🔞 restrictions.pdf 🖡	
MS decision: 🗶 Accreditation	Recognition	
Remark:		
German Accr		
ate of Member State notifica	tion* 06/03/2015	
Modify MS decision Am	end MS decision	Delete

Figure 93

## 6.1.1.3 Submitting a new MS decision

This feature allows the submission of new MS decision.

On the main page (Figure 92), click on the **Submit new MS decision** link: the following page will be displayed

<b>tote :</b> For the fields marked by an asterisk, information is mandatory	
MS decision Information	1
Country* Please select  Reference to relevant legislation* MS decision* Accreditation Recognition	Browse
Remark:	
	8
Date of Member State notification*	

#### Figure 94

Fill in all the required fields and press the **Save changes** button:

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):
  - Country is required
     Reference to relevant legislation is required
  - Reference to relevant legislation i
     MS decision selection is not valid
  - Date of Member State notification is required
- If no error occurs, a confirmation message will be displayed:

New MS decision saved successfully.

# 6.1.1.4 Modifying a MS decision

**\**]//\*

To modify a MS decision, search for the MS decision and display its properties: a page similar to the one in Figure 93 will be displayed.

Press the Modify MS decision button; a page similar to the one in Figure 94 will be displayed. Update any relevant field and press the Save changes button: a confirmation message will be displayed

MS decision updated successfully.

# 6.1.1.5 Amending a MS decision

To amend a MS decision, search for the MS decision and display its properties: a page similar to the one in Figure 93 will be displayed.

Press the **Amend MS decision** button; a page similar to the one in Figure 94 will be displayed.

Update any relevant field and press the **Create amendment** button: a confirmation message will be displayed

MS decision amended successfully.

For a MS decision that has been amended, a new entry will be created within the ERADIS system.

# 6.1.1.6 Deleting a MS decision

To delete a MS decision, search for the MS decision and display its properties: a page similar to the one in Figure 93 will be displayed.

Press the **Delete** button; a confirmation message will appear. If confirmed, the below message will appear on the top of the main page (Figure 92):

MS decision deleted successfully.

6.1.2 Anonymous or non-authorised users

#### 6.1.2.1 MS decision main page

The following screenshot displays the MS decisions main page for the following user:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted

# EU Member State and OTIF non-EU Contracting State decision concerning the use of accreditation or recognition

This part of the database registers the decision of both, EU Member States and OTIF non-EU Contracting States, on the use of accreditation or recognition or any combination of these two options for acknowledging the competence of CSM assessment bodies in their territory. In EU, according to Article 13 of "Commission implementing Regulation (EU) No 402/2013 of 30 April 2013 on the common safety method for risk evaluation and assessment and repealing Regulation (EU) No 402/2013 of 30 April 2013 on the common safety method for risk evaluation and assessment and repealing Regulation (EC) No 352/2009", where applicable, by no later than 21 May 2015, the EU Member States are required to inform the European Railway Agency which is their national accreditation body and/or recognition body or recognition bodies for the purposes of that Regulation, as well as of the CSM assessment bodies directly recognised (if any) by the EU Member States in conformity with Article 9(1)(a) of that Regulation. The EU Member States are also required to notify any change to that situation within one month of the change. Similarly, in OTIF non-EU Contracting States, according to section 13 of the "OTIF UTP GEN-G of 1.1.2014 on the Common Safety Method (CSM) for risk assessment", where applicable, by no later than 21 May 2015, the OTIF non-EU Contracting States are required to inform the Secretary General which is their national accreditation body and/or recognition body or recognition bodies for the purposes of that Regulation, as well as of the CSM assessment bodies directly recognised (if any) by the CUM enters are also required to notify any change to that situation, as well as of the CSM assessment obdies directly recognition body and/or recognition body or recognition body and/or recognition body or recognition body or recognition body or recognition body or recognition body or

#### Quick Search

The Quick Search allows for a simple search of Member State Decisions concerning the use of accreditation or recognition for acknowledging the competence of CSM Assessment Bodies per country.

Country	All countries	٣
	l	Search

## Figure 95

# 6.1.2.2 Searching for a MS decision

## 6.1.2.2.1 Quick search

The quick search allows you to quickly find a MS decision of a certain country.

On the main page (Figure 95), select a country from the list.

Quick Search	h	
	h allows for a simple sear SM Assessment Bodies pe	ch of Member State Decisions concerning the use of accreditation or recognition for acknowledging the ar country.
Country	All countries	Y
		Search
	-	
And press t	he Search b	utton: a list will be displayed.





MS decision search results

Print Export	t to Excel		
Country	MS decisions	MS decision Information	Date of Member State notification
Austria	Accreditation, Recognition	Amended	16/03/2015
Austria	Accreditation	New	13/03/2015
Balaisas	Accreditation	Amended	06/03/2015
Belgium	Accreditation, Recognition	New	05/03/2015
Channel Tunnel*	Accreditation	New	16/04/2015
Denmark	Accreditation, Recognition	New	04/05/2015
France	Accreditation	New	13/03/2015
Germany	Accreditation	New	06/03/2015
0	Accreditation, Recognition	Amended	06/05/2015
Greece	Accreditation	New	30/03/2015
Monaco	Accreditation, Recognition	New	30/03/2015
Poland	Accreditation, Recognition	New	28/04/2015
Sweden	Accreditation	New	28/04/2015

Total 13 item(s) found.

🖲 Go back to Quick Search

#### Figure 96

The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 v list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country
- To view a MS decision information in read-only mode, click on the "MS decision Information" field of the MS decision you want to view. The following page will be displayed:

			😑 Go Back to Search Result
		MS decision Information	
Country:	Germany	Reference to relevant legislation: 🛽 🔀 restrictions.pdf 🕹	
MS decision:	🗙 Accreditation	Recognition	
Remark:			
German Accr			
Date of Mem	ber State notific	ation* 06/03/2015	

Figure 97

## 6.2 Assessment bodies

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search (quick search & advance search) for assessment bodies
		View assessment bodies
		Submit new assessment bodies
		Suspend/amend/modify/renew/revoke existing

Items per page 15 💌

Assessment  $f^{\star}$ 

User Category	User Role	Allowed Actions
		assessment bodies Validate/invalidate/delete assessment bodies
ERA-EXT Assessment	Accreditation Body Recognition Body Assessment Body	Search (quick search & advance search) for assessment bodies View assessment bodies Submit new assessment bodies Suspend/amend/modify/renew/revoke existing assessment bodies issued by their organisation
Anonymous Non-Authorised User		Search (quick search & advance search) for assessment bodies View assessment bodies

Each submitted/suspended/renewed/amended/revoked assessment body will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated assessment bodies.

# 6.2.1 Authorised users

# 6.2.1.1 Assessment bodies main page

The following screenshot displays the Assessment bodies main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the Assessment Accreditation Body role is granted. Among these users, only those who belong to the same organisation as the certification body issuer have the authority to suspend / amend / modify / renew / revoke
- Any ERA-EXT user for which the Assessment Recognition Body role is granted. Among these users, only those who belong to the same organisation as the certification body issuer have the authority to suspend / amend / modify / renew / revoke



#### Register of CSM Assessment Bodies

This part of the database provides a register of all CSM assessment bodies accredited or recognised in the territory of both, the EU and the OTIF non-EU Contracting States. In EU, according to Article 7 of "Commission implementing Regulation (EU) No 402/2013 of 30 April 2013 on the common safety method for risk evaluation and assessment and repealing Regulation (EC) No 352/2009", a CSM assessment body shall be either: (a) accredited by the national accreditation body referred to in Article 13(1) using the criteria defined in Annex II of that Regulation; or (b) recognised by the recognition body referred to in Article 13 of that Regulation, by no later than 21 May 2015, the national ascreditation body is (respectively the recognised), as well as of the area of competence for which those CSM assessment bodies arecredited (respectively recognised), as well as of the area of competence for which those CSM assessment bodies are accredited (respectively recognised) as provided for in points 2 and 3 of Annex II of that Regulation. They are also required to notify any change to that situation within 1 month of the change. Fulfilment of those obligations enables the European Railway Agency to make this information publicly available. Similarly, in the OTIF non-EU Contracting States, according to section 7 of the "OTIF UTP GEN-G of 1.1.2014 on the Common Safety Method (CSM) for risk assessment. I of the UTP GEN-G; or (b) recognised by the recognition body referred to in section 13.1 using the criteria defined in Annex II of the UTP GEN-G; or (c) the national accreditation body is (respectively: recognised by the recognition body referred to in section 13.1 using the criteria defined in Annex II of the UTP GEN-G, by no later than 21 May 2015, the national accredited (respectively: recognised by the recognition body referred to in section 13.1 using the criteria defined in Annex II of the UTP GEN-G, by no later than 21 May 2015, the national accreditation body is (respectively: recognised) as revively is (respectively: rec

Submit a new Assessment body

XSuspend an Assessment body XRevoke an Assessment body

#### Quick Search

The Quick Search allows for a simple search of CSM Assessment Bodies per country and per category. To find out more specific information use the Advanced Search option.

Country	All countries	۲
Category	All	T
Validation status	All	T
Validity	Valid	Ŧ
		Search
B		
Advanced :	search	

#### Figure 98

#### 6.2.1.2 Searching for an assessment body

#### 6.2.1.2.1 Quick search

The quick search allows you to quickly find an assessment body of a certain country of accreditation/recognition body and/or of a certain category (accredited, recognised) and/or in a certain validation status (validated, not validated only available to authorised users) and/or in certain validity(valid<sup>21</sup>, all).

On the main page (Figure 98), select a country and/or a category and/or a validation status from the lists. The country criterion corresponds to the country of the Accreditation/Recognition Body.

Quick Search							
The Quick Search all Advanced Search op		rch of CSM Asse	ssment Bodies per o	country and per categ	ory. To find out more	e specific information us	se the
Country	All countries	•					
Category	All	¥					
Validation status	All	¥					
Validity	Valid	٣					
		Search					
	-						
Advanced s	search						

<sup>21</sup> Valid assessment body means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active.

Items per page 🛛 10 🛛 💌

# Press the Search button: a list will be displayed.

Assessment bodies search results

Country	EIN number	Assessment Body Name	History	Date issued	Validity	Category	Validated
Belgium	34543	Belgian Assess	New	12/03/2015	Not Valid	Accredited	No
	332234244	Belgian Assess	New	12/03/2015	Not Valid	Accredited	No
	12345678	Belgian Assess	Amended	06/03/2015	Valid	Accredited	Yes
	1234567	Belgian Assess	New	06/03/2015		Accredited	Yes
	02042015	Belgian Assess - AsBo	Renewed	12/03/2015	Expired	Accredited	Yes
	55555	Belgian Assess - AsBo	New	12/03/2015	Not Valid	Accredited	No
	111111111	Belgian Assess - AsBo	New	12/03/2015	Not Valid	Accredited	No
	11111	Belgian Assess - AsBo	New	12/03/2015		Accredited	Yes
	534534558	German AsBo	Suspended	06/03/2015	Valid	Accredited	Yes
	123456789	German AsBo	New	12/03/2015	Not Valid	Accredited	No
			1 2 3 Next>				

Go back to Quick Search

#### Figure 99

The Country column of the search results grid corresponds to the country of the Assessment Body.

The search results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 💙 list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country
- To **view an assessment body**, click on the "History" field of the assessment body you want to view

## 6.2.1.2.2 Advanced search

The advanced search allows you to find an assessment body satisfying multiple criteria.

On the main page (Figure 98), click on the Advanced search button: a page will be displayed.



nent Bodies advanced search

ID Data EIN number		Country	Any Country 🔻	
Validation status	All			
Assessment	Body			
Name		Registration Number		
Accreditation	n / Recognition Body	Registration Number		
Category				
Category	<ul> <li>Accredited</li> <li>Recognised</li> </ul>			
Classification	1			
Classification	Infrastructure Energy Control-command and signal Rolling stock Traffic operation and manage Maintenance System safe integration Other			
Validity				
Validity From	Ľ	Validity To	- All	
Date Issued Date of decisio Free text	on 📑			
Search	Reset			

#### Figure 100

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 99.

Similarly to the <u>Quick search</u>, the country criterion corresponds to the country of the Accreditation/Recognition Body while the Country column of the search results grid corresponds to the country of the Assessment Body.

By default, only valid<sup>22</sup> assessment bodies will be shown in the results. Only if "All" is checked in the "Validity" section, the system may display assessment bodies which are inactive, or expired or revoked or suspended or not validated.

The Actor can see not validated assessment bodies if he/she belongs to the issuing organisation referenced in the document or if he/she has the role ERA Safety User.

## 6.2.1.3 Submitting a new assessment body

This feature allows the submission of new assessment body. Prior the submission of the assessment body the Accreditation/Recognition/Assessment Body should be created in the "manage organisation" under the "Reference Data" by ERADIS administrator and a user should be granted with access rights.

<sup>&</sup>lt;sup>22</sup> Valid certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active

On the main page (Figure 98), click on the Submit a new Assessment body link: a page like Figure 101 will be displayed.

Fill in all the required fields<sup>23</sup> and press the **Send to ERA** button:

- Initially select a category at section 4.
- Based on the selection at the previous step the field "Accreditation / Recognition body" at section 3 is filtered accordingly.
- All fields with an asterisk are mandatory.
- If an error occurs (a mandatory field has been left empty, a date format is wrong, the EIN number is not according to specifications etc.), an error message will be displayed, giving details about the error(s):
  - EIN number is required
  - Validity From date is required
  - Validity To date is required
  - Date of decision is required
     Association (Decesition Red
  - Accreditation / Recognition Body address is required
  - Accreditation / Recognition Body city is required

The specifications of the EIN number are specified in the document "Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013". Please use the "/" characters as indicated in the document.

<sup>&</sup>lt;sup>23</sup> If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

¥.*	
7**	Assessment

€<u>Go Back to Search Results</u> | ≜<u>Print</u>

ubmit a new Assessr					
	,				
<b>ite:</b> - For the fields marked by a	n asterisk, information i	is mandatory			
- Please select the category	in point 4. Category be	fore filling in the details in	point 3. Accreditation / Recogn	ition Body (if editable)	
Assessment Body					
. ID Data					
EIN number*					
. Assessment Body					
Country*	Please select	~			
Please select existing assessment body	Other				٩
Name*			Registration Number		
Postal address*			Postal Code*		
City*			Fax*		
Phone*			Website		
Email*					
Accreditation / Recogni Country*	Please select	*			
Please select existing	The abor bollockin				
accreditation / recognition body	Other				•
Name*			Registration Number		
Postal address*			Postal Code*		
City*			Fax*		
Phone*			Website		
Email*					
4. Category	A severalized				
4. Category	Accredited	h the anney 1 of the stand	lard EN 17020 on Independence	s requirements for inspection hodies	
4. Category	Type in relation wit		lard EN 17020 on Independence	e requirements for inspection bodies	
4. Category			lard EN 17020 on Independence	e requirements for inspection bodies	
<b>4. Category</b> Category*	Type in relation wit		lard EN 17020 on Independence	requirements for inspection bodies	
	Type in relation wit		lard EN 17020 on Independence	requirements for inspection bodies	
	Type in relation wit	в 🗆 Туре С		requirements for inspection bodies	
	Type in relation wit	B □ Type C h the annex A of the stand			
Category*	Type in relation wit	B □ Type C h the annex A of the stand			
Category* 5. Classification	Type in relation wit	B □ Type C h the annex A of the stand			
Category*	Type in relation wit	B □ Type C h the annex A of the stand			
Category* 5. Classification Area(s) of competences: Infrastructure	Type in relation wit	B □ Type C h the annex A of the stand			
Category* 5. Classification Area(s) of competences: Infrastructure Energy Control-command and	Type in relation wit	B □ Type C h the annex A of the stand			
Category* 5. Classification Area(s) of competences: Infrastructure Energy Control-command and signaling	Type in relation wit	B □ Type C h the annex A of the stand			
Category* 5. Classification Area(s) of competences: Infrastructure Energy Control-command and signaling Rolling stock	Type in relation wit	B □ Type C h the annex A of the stand			
Category* 5. Classification Area(s) of competences: Infrastructure Energy Control-command and signaling Rolling stock Traffic operation and	Type in relation wit	B □ Type C h the annex A of the stand			
Category* 5. Classification Area(s) of competences: Infrastructure Energy Control-command and signaling Rolling stock Traffic operation and management	Type in relation wit	B □ Type C h the annex A of the stand			
Category* 5. Classification Area(s) of competences: Infrastructure Energy Control-command and signaling Rolling stock Traffic operation and management Maintenance	Type in relation wit	B □ Type C h the annex A of the stand			
Category* 5. Classification Area(s) of competences: Infrastructure Energy Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration	Type in relation wit	B □ Type C h the annex A of the stand			
Category*  5. Classification Area(s) of competences: Infrastructure Energy Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other 5. Validity	Type in relation wit	B □ Type C h the annex A of the stand	lard EN 17020 on Independence	e requirements for inspection bodies	
Category*  5. Classification Area(s) of competences: Infrastructure Energy Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other 5. Validity	Type in relation wit	B □ Type C h the annex A of the stand	lard EN 17020 on Independence		
Category*  5. Classification Area(s) of competences: Infrastructure Energy Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other 5. Validity Validity From	Type in relation wit	B □ Type C h the annex A of the stand	lard EN 17020 on Independence	e requirements for inspection bodies	
Category*  S. Classification Area(s) of competences: Infrastructure Energy Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other  S. Validity Validity From	Type in relation wit	B □ Type C h the annex A of the stand	lard EN 17020 on Independence	e requirements for inspection bodies	
5. Classification Area(s) of competences: Infrastructure Energy Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other 6. Validity Validity From	Type in relation wit	B □ Type C h the annex A of the stand	lard EN 17020 on Independence	e requirements for inspection bodies	

Figure 101

• If no error occurs, a confirmation message will be displayed:

The Assessment Body has been created successfully. View created assessment body

You can click on the View created assessment body link to view the newly created and non-validated assessment body: the following page will be displayed

. ID DATA				
EIN number	10987654321			
ASSESSMENT BODY				
Vame	German AsBo			
Country	Germany	Postal address	buch 87	
Postal Code	235 66	City	Koln	
Phone	564654	Fax	7897984	
Email	In@ee.lp	Website	www.iuy.ff	
Registration Number	4534534534	ł		
3. ACCREDITATION / F				
Name	German Assess - Accr			
Country	Germany	Postal address	tor 34	
Postal Code	5654654	City	Koln	
Phone	5645612	Fax	8979812	
Email	qw@rr.tt	Website	qqq.dd.ff	
Registration Number	12321312			
I. CATEGORY				
Category	Accredited			
Туре	A			
5. Classification				
Infrastructure	No			
Energy	Yes			
Energy Control-command and signaling	Yes No			
Control-command and				
Control-command and signaling	No			
Control-command and signaling Rolling stock Traffic operation and	No No			
Control-command and signaling Rolling stock Traffic operation and management	No No Yes			
Control-command and signaling Rolling stock Traffic operation and management Maintenance	No No Yes Yes			
Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other	No No Yes Yes			
Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other 5. VALIDITY	No No Yes Yes	To 30/05/2018		
Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other	No No Yes Yes	To 30/05/2018		
Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other 5. VALIDITY	No No Yes Yes No	To 30/05/2018		
Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other 5. VALIDITY From 05/04/2015	No No Yes Yes No MATION	To 30/05/2018		
Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other 5. VALIDITY From 05/04/2015 7. ADDITIONAL INFOR Date of decision 14/04/2	No No Yes Yes No MATION	To 30/05/2018		
Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other Contegration System 05/04/2015 Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegration Contegratio Contegration Contegration Contegration Contegration	No No Yes Yes No MATION	To 30/05/2018		
Control-command and signaling Rolling stock Traffic operation and management Maintenance System safe integration Other 5. VALIDITY From 05/04/2015 7. ADDITIONAL INFOR Date of decision 14/04/2	No No Yes Yes No MATION	To 30/05/2018		

## Figure 102

At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "Assessment Bodies".



## 6.2.1.4 Save as template

You can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new assessment body. It is not necessary to fill in all the fields to save a template: also incomplete assessment bodies can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm.

# 6.2.1.5 Open template

To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed

<	Back	to	the	Assessment	Bodies form	
---	------	----	-----	------------	-------------	--

			Template Name
Ø	ø	×	Assessment Bodies_5282
Ø	ø	×	Assessment Bodies_5184

Where you can choose the template to load by clicking on the 💴 icon.

To rename a template, click on the 🥓 icon. Then click "update" to save changes or "cancel" to cancel changes.

To delete a template, click on the  $\times$  icon. Then confirm action or cancel action.

# 6.2.1.6 Add attachments

By clicking the <u>Add attachment</u> link the following window is displayed and electronic attachments can be added to the declaration:



To add a file, press the Browse... button, choose the file to attach and check the "Set to front page" option, since at least one attachment of type Front Page is required.



Press the OK

button in order to close the pop up window.

If by mistake the wrong file has been uploaded, it can be removed by clicking on the  $\times$  <u>Delete</u> icon next to the file name, as it is shown in the following figure:



By repeating the above steps, any number of attachments can be added. When finished, all the attachments will be listed at the bottom of the page as shown in the following figure:

8. Attached files			
🔀 restrictions3.pdf			
🔀 restrictions2.pdf			
Add attachment			

To be able to attach documents in a submitted assessment body click on the Modify Information button.

# 6.2.1.7 Print an assessment body

You can print at any time the information on the screen, by clicking on the  $\frac{\text{Print}}{\text{Print}}$  link at the top of the page.

# 6.2.1.8 Export to PDF

You can export the certification body from the view page (Figure 102), by clicking on the  $\boxed{B}_{Export to PDF form}$  link at the top of the page.

# 6.2.1.9 Validating an assessment body (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided assessment bodies and make them publicly available on the ERADIS web site.

During the process of validation the ERA users will be able to create new reference data entries in case that an assessment body will contain new information which was not stored previously within the ERADIS reference data database.

In addition, the ERA users will be able to update existing reference data entries in case that an assessment body will contain information which have inconsistencies with information previously stored within the ERADIS reference data database.



To validate a temporary assessment body, search for the non-validated assessment body and display its properties: a page similar to the one in Figure 102 will be displayed. Press the Go to Validation task button: a page similar to the one in Figure 101 will be displayed, where you can update any relevant field before final validation.

To cancel validation, click on the Undo changes button.

**Validate** button: a confirmation message will be displayed. To confirm validation, click on the

> The Assessment Body has been validate successfully. View registered assessment body

You can click on the View registered assessment body link to view the validated assessment body: the following page will be displayed

Assessment Body			🕒 <u>Go Back to</u>	) Search Results   🖻	Export to PDF form	📟 <u>Prir</u>
1. ID DATA						
EIN number	777777000					
2. ASSESSMENT BODY						
Name	Test0604201501					
Country	Monaco	Postal address	Т	est		
Postal Code	5656	City	Те	est		
Phone	987979797	Fax	6	53200000		
Email	www.test.com	Website				
Registration Number		·	·			
3. ACCREDITATION / RE	COGNITION BODY					
Name	Test2210_01					
Country	Greece	Postal address	Те	est2210_01		

Name	Test2210_01		
Country	Greece	Postal address	Test2210_01
Postal Code	15935	City	Test2210_01
Phone	+30 2104564561	Fax	+30 2108596320
Email	test@test.gr	Website	
Registration Number	741		

#### 

Category	Recognised
Туре	в

#### 5. Classification

Infrastructure	Yes
Energy	Yes
Control-command and signaling	No
Rolling stock	No
Traffic operation and management	Yes
Maintenance	No
System safe integration	No
Other	

6. VAI	IDITY
From	26/01/2015

To 29/04/2016

#### 7. ADDITIONAL INFORMATION

Date of decision 17/02/2015

B. ATTACHED FILES

Invalidate Information Amend Information Renew Information Suspend Information

ምን

Figure 103

At the successful validation of the assessment body, a notification message is sent to the submitter of the assessment body, to the validator of the assessment body and to the emails referenced in the Manage-Notification page under the section "Assessment Bodies".

The new status of an assessment body becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

# 6.2.1.10 Send Email to User

To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure

Sender:
John Doe < >
Recipient: <xxxxxxx@xxxxxxxxcom></xxxxxxx@xxxxxxxxcom>
Recipients in Cc:
Subject: ERADIS declaration – request for correction before validation
Body:
Dear ,
Thank you for submitting the ECM Certification Bodies declaration to ERADIS database: <u>http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodies</u> /view.aspx?id=43
The ERA validators have proceeded with validation of submitted declaration – the following <b>issues have been identified</b> :
To proceed with validation of the declaration, we would like to kindly ask you to correct the declaration according to the above instructions.
In case of any questions, don't hesitate to contact us:
Kind regards,

Send Email Cancel

## Figure 104

A page similar to the one in Figure 104 will be displayed. Fill any relevant notes for the user in the text area field and press the Send Email button. Press the Cancel button for closing the email form.

If the email was sent successfully, a notification message is sent to the appropriate user and ERA Safety Administrator(s) in charge of the certificates.

# 6.2.1.11 Modifying an assessment body

To modify an assessment body, search for the non-validated assessment body and display its properties: a page like the one in Figure 102 will be displayed. Press the Modify Information

Assessment button; a page like the one in Figure 101 will be displayed. Update any relevant fields<sup>25</sup> and press the **Save changes** button: a confirmation message will be displayed

> The Assessment Body has been modified successfully. View modified assessment body

At the successful save of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "Assessment Bodies".

# 6.2.1.12 Amending an assessment body

This feature allows the user to amend already issued assessment body which has been validated by ERA. All users who belong to the same organisation and country as an assessment body issuer, as well as the ERA users, will be able to amend an existing assessment body.

An assessment body can be amended if it is not revoked.

To amend an assessment body, on the main page (Figure 40) click on the Amend an Assessment body link: the following page will be displayed

Amend an existing Assessment Body								
This page allows you to easily find an Assessment Body you would like to amend. You may find Assessment Bodies by specifying search criteria or by browsing all of the Assessment Bodies which you can amend.								
Assessment Body search information	Browse Assessment Bodies							
EIN number Open Assessment Body	Please click Browse button bellow if you would like to retrieve list of all existing Assessment Bodies which you can amend.							
	Browse Assessment Bodies							

There are two options to find the assessment body for amending.

First option is to enter the "EIN Number" of the assessment body you want to amend and press the Open Assessment Body button: a page similar to the one in Figure 101 will be displayed.

Second option is to browse available assessment bodies for amend. Press the Browse Assessment Bodies button: the following page will be displayed

Assessment Bodies which can be amended

Country	Assessment Body Name		EIN number	History	Date issued	Category
Belgium	Belgian Assess	amend	12345678	Amended	06/03/2015	Accredited
	Belgian Assess - AsBo	amend	02042015	Renewed	12/03/2015	Accredited
	German AsBo	i≝amend	534534558	Suspended	06/03/2015	Accredited
Germany	German AsBo	amend	34566777888	Amended	09/03/2015	Accredited
Monaco	Test0604201501	amend	1604001	New	16/04/2015	Recognised
	Testing 0704002	amend	Tesing0704002	Renewed	01/04/2015	Recognised
	Testing0704001	amend	7897890011	Amended	28/03/2018	Recognised

Total 7 item(s) found.

Go back to the "amend Assessment Body" page

Items per page 15 💌

<sup>&</sup>lt;sup>25</sup> If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

Select select select fink in the list and a page similar to the one in Figure 101 will be displayed.

Update any relevant fields<sup>26</sup> (please provide also a new EIN number according to the specifications of the document "Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013". ) and press the **Send to ERA** button: a confirmation message will be displayed

The Assessment Body has been amended successfully. View amended assessment body

At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "Assessment Bodies".

Another way to perform this task is to search for the certification body view its details (Figure 103) and press the Amend Information button.

For an assessment body that has been amended, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the assessment body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous assessment body.

# 6.2.1.13 Suspending an assessment body

This feature allows the user to suspend already issued and validated assessment body.

All users who belong to the same organisation and country as an assessment body issuer, as well as the ERA users, will be able to suspend an existing assessment body.

An assessment body can be suspended if it is not revoked or suspended.

To suspend an assessment body, on the main page (Figure 40) click on the **Suspend an Assessment body** link, browse or search for the assessment body to suspend (in the same way as described in §6.2.1.12), update any relevant fields<sup>27</sup> (suspended on date, suspension reason, new EIN number) and press the **Send to ERA** button.

The provided EIN number should be according to the specifications of the document "Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013". ) . Otherwise, a validation error is thrown.

Upon suspension, of a confirmation message will appear like below:

<sup>&</sup>lt;sup>26</sup> If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

<sup>&</sup>lt;sup>27</sup> If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.



The Assessment Body has been suspended successfully. View suspended assessment body

At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "Assessment Bodies".

Another way to perform this task is to search for the assessment body view its details (Figure 103) and press the **Suspend Information** button.

For an assessment body that has been suspended, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the assessment body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous assessment body.

# 6.2.1.14 Renewing an assessment body

This feature allows the user to renew already issued assessment body which has been validated by ERA.

All users who belong to the same organisation and country as an assessment body issuer, as well as the ERA users, will be able to renew an existing assessment body.

An assessment body can be renewed if it is not revoked or suspended.

To renew an assessment body, on the main page (Figure 40) click on the **Example 1** Renew an Assessment body link, browse or search for the assessment body to renew (in the same way as described in §6.2.1.12), update any relevant fields<sup>28</sup> (and press the **Send to ERA** button.

The provided EIN number should be according to the specifications of the document "Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013" ). Otherwise, a validation error is thrown.

Upon renewal, a confirmation message will appear

The Assessment Body has been renewed successfully. View renewed assessment body

At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "Assessment Bodies".

Another way to perform this task is to search for the assessment body, view its details (Figure 103) and press the Renew Information button.

<sup>&</sup>lt;sup>28</sup> If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

For an assessment body that has been renewed, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the assessment body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous assessment body.

# 6.2.1.15 Revoking an assessment body

This feature allows the user to change status of already issued and validated assessment body. All users who belong to the same organisation and country as an assessment body issuer, as well as the ERA users, will be able to revoke an existing assessment body.

To revoke an assessment body, on the main page (Figure 40) click on the **Revoke an Assessment body** link, browse or search for the assessment body to revoke (in the same way as described in §6.2.1.12), update any relevant fields<sup>29</sup> (revoked on date, revoke reason, new EIN number) and press the **Send to ERA** button.

The provided EIN number should be according to the specifications of the document "Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013" ). Otherwise, a validation error is thrown.

Upon revocation, a confirmation message will appear:

The Assessment Body has been revoked successfully. View revoked assessment body

At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "Assessment Bodies".

Another way to perform this task is to search for the assessment body, view its details (Figure 103) and press the Revoke Information button.

For an assessment body that has been revoked, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the assessment body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous assessment body.

# 6.2.1.16 Invalidating an assessment body (ERA Safety Administrator only)

To invalidate an assessment body, search for the validated assessment body, view its details (Figure 103) and press the **Invalidate Information** button: the non-validated version of the assessment body is displayed (Figure 102) and the new available actions (buttons) are presented at the bottom of the page.

<sup>&</sup>lt;sup>29</sup> If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.



At the successful invalidation of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "Assessment Bodies".

# 6.2.1.17 Deleting an assessment body (ERA Safety Administrator only)

To delete an assessment body, search for the non-validated assessment body, view its details (Figure 102) and press the **Delete Information** button: a confirmation message will appear

If confirmation, the below message will appear on the top of the page:



At the successful deletion of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section "Assessment Bodies".

## 6.2.2 Anonymous or non-authorised users

## 6.2.2.1 Assessment bodies main page

The following screenshot displays the Assessment bodies main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the Assessment Accreditation Body role is not granted
- Any ERA-EXT user for which the Assessment Recognition Body role is not granted
- Any ERA-EXT user for which the Assessment Assessment Body role is not granted

Home > Safety documents > Assessment > Ass	ay Agency Database of Interoperability and Safety essment Bodies	Login I Search in Eradis	Help english (en) 🔽
Login     Login     Safety Authorities and     Investigation Bodies     Safety documents     Safety documents     Safety Certificates     Stafety Indicators     Safety Indicators     Safety Indicators     Investigation reports     Inter-operability documents	egister of CSM Assessment Bodies s part of the database provides a register of all CSM assessment bodies accredited or recognised in the territory of both, the EU and divide 7 of "Commission implementing Regulation (UU) No 402/2013 of 30 April 2013 on the common safety method for risk evaluat 2/2009°, a CSM assessment body shall be either: (a) accredited by the national accreditation body referred to in Article 13(1) using 1 egister of the database provides a register of all CSM assessment bodies accreditation body referred to in Article 13(1) using 1 egister of the database provides a recercivel (regretively recognised) as provided for in points 2 and 3 of Annex II of that Regulation. They are all hin 1 month of the change, Fulfilment of those obligations enables the European Railway Agency to make this information publicly as according to section. Joint the Strucpean Railway Agency of the CSM assessment bodies accredited (respectively recognised), as well as according to section. Joint the Strucpean Railway Agency of that Regulation. They are all hin 1 month of the change, Fulfilment of those obligations enables the European Railway Agency of that Regulation. They are all hin 1 month of the change, Fulfilment of those obligations enables the European Railway Agency of that Regulation. They are all hin 1 month of the change. Fulfilment of those obligations enables the European Railway Agency of that Regulation. They are all hin 1 month of the change. Fulfilment of those obligations enables the European Railway Agency of that Regulation. They are all hin 1 month of the change. Fulfilment of those obligations enables the European Railway Agency of that Regulation. They are all hin 1 month of the change. Fulfilment of those obligations enables the secondary of control accreditation body is (respectively): comparised, as well here a defined in Annex II of the UTP GEN-G, or (2) intensity. The fulfilment of the utper Genetic for which those CSM assessment def for in points 2 and 3 of Annex II of the UTP GEN-G, as re	ion and assessment and ru he ortheria defined in Anne titonal safety authority uni is (respectively the recog Il as of the area of compet so required to notify any vy ailable. Similarly, in the O section 9.2 of the UTP GE odies are) required to info dodes are) required to info the odies are accidited (ru h of the change. Fulfilmer	epealing Regulation (EC) No ex II of that Regulation; or der the requirement of inition body or recognition change to that situation 701F non-EU Contracting either: (a) accredited by the to in section 131 using the N-G. According to section 13 mm the Secretary General of and those obligations at of those obligations



On the main page (Figure 105), select a country and/or a category from the lists.

# 6.2.2.2 Searching for an assessment body

# 6.2.2.2.1 Quick search

The quick search allows you to quickly find an assessment body of a certain country and/or of a certain category (all, accredited, recognised).
Y

Q	uick Sea	arch					
							essment Bodies per country and per Advanced Search option.
С	ountry						
	All countrie	s 🗸	•				
-							
C	ategory						
A	All	~	•				
And pr	_	vanced search Search butt	con: a l	ist will k	be dis	played.	
Assessi	ment bodies	search results					
	Export to Excel						Items per page 10
Country	EIN number	Assessment Body Name	History	Date issued	Validity	Category	
Belgium	123456755	Belgian Assess	Amended	06/03/2015	Valid	Accredited	
	332234244	Belgian Assess	New	12/03/2015	Valid	Accredited	
	02042015	Belgian Assess - AsBo	Renewed	12/03/2015	Expired	Accredited	
	55555	Belgian Assess - AsBo	New	12/03/2015	Valid	Accredited	
	534523434558	German AsBo	Revoked	06/03/2015	Valid	Accredited	
	123456789	German AsBo	New	12/03/2015	Valid	Accredited	
France	88888	432	Revoked	13/03/2015	Expired	Accredited	
Germany	34566777888	German AsBo	Amended	09/03/2015	Expired	Accredited	
Monaco	1604001	Test0604201501	New	16/04/2015	Valid	Recognised	
	Tesing0704002	Testing 0704002	Renewed	01/04/2015	Valid	Recognised	

Total 11 item(s) found.

🕙 Go back to Quick Search

#### Figure 106

The search results are grouped in pages:

1 2 Next>

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list •
- To move to the next/previous page, click on the Next> / <Previous link at the • bottom of the page
- To display more/less items per page, chose the number of items in the • Items per page 10 💌 list at top of the list
- To **print the list**, click on the <u>Print</u> link at the top of the list •
- To **export the list** into an Excel file, click on the Export to Excel link at the top of • the list
- To sort the list, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country
- To view an assessment body, click on the "History" field of the assessment body • you want to view



Assessment Body

🕙 <u>Go Back to Search Results</u> | 🔀 <u>Export to PDF form</u> | 🚔 <u>Print</u>

Belgian Assess	1	r	
Belgium	Postal address	test33	
		Antwerp	
wew@ff.rr	Website	www.fff.hh	
787878			
COGNITION BODY			
Belgian Assess - Accr			
Belgium	Postal address	Rase 12	
15 478	City	Brussels	
5345345	Fax	76576576	
qw@rr.yt	Website	www.test.ee	
4234324	L.		
Accredited			
A			
Yes			
Yes			
No			
Yes			
Yes			
No			
Yes			
test 06/03			
	To 21/03/2019		
15			
	787878   COGNITION BODY   Belgian Assess - Accr   Belgium   15 478   5345345   qw@rr.yt   4234324     Accredited   A   Yes   Yes   Yes   Yes   Yes   No   Yes   No   Yes   Yes	6546545     Fax       wew@ff.rr     Website       787878     787878       COGNITION BODY       Belgian Assess - Accr     Belgian Assess - Accr       Belgium     Postal address       15 478     City       5345345     Fax       qw@rr.yt     Website       4234324     Accredited       A	6546545     Fax     65455467       wew@ff.rr     Website     www.fff.hh       787878     7878       COGNITION BODY       Belgian Assess - Accr     Belgium     Postal address     Rase 12       15 478     City     Brussels     5345345     Fax     76576576       qw@rr.yt     Website     www.test.ee     4234324     4234324     4234324

9. INFORMATION DETAILS	5
Date of Amendment	11/05/2015
Amendment reason	Revalidation

# Figure 107

# 6.2.2.2.2 Advanced search

The advanced search allows you to find an assessment body satisfying multiple criteria.

On the main page (Figure 105), click on the	Advanced search	button: a page will be
displayed.		

Assessmen	t Bodies advanced	search			
<b>ID Data</b> EIN number		Cou	intry	Any Country	×
Assessment B	ody				
Name		F	Registration Number		
Accreditation Name	/ Recognition Body	F	Registration Number		
<b>Category</b> Category	Accredited Recognised				
Validity Validity From	ľ	Validity To	e	🔲 Valid	
Date Issued Date of decision	ľ				
Free text					
Search	Reset				

Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 106.

# 6.2.2.3 Print an assessment body

You can print at any time the information on the screen, by clicking on the  $\stackrel{\text{Print}}{=}$  link at the top of the page.

## 6.2.2.4 Export to PDF

You can export the certification body document from view page (Figure 107), by clicking on the  $\boxed{\mathbb{B}_{\text{Export to PDF form}}}$  link at the top of the page.

# 7 NSA & NIB Reports

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search for NSA & NIB reports Submit new NSA & NIB reports Validate/invalidate/delete NSA & NIB reports
ERA-EXT NSA	Annual Reports	Search for NSA & NIB reports Submit new NSA & NIB reports
Anonymous Non-Authorised User		Search for NSA & NIB reports

# 7.1 Authorised users

## 7.1.1 NSA & NIB Reports main page

The following screenshot displays the NSA & NIB Reports main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the NSA role is granted. Among these users, only those who belong to the same organisation as the report issuer have the authority to modify.

# National Safety Authorities and National Investigation Bodies Annual Reports

According to Article 18 of the Railway Safety Directive (2004/49/EC) - each year the safety authority shall publish an annual report concerning its activities in the preceding year and send it to the Agency by 30 September at the latest. According to Article 23 (3) - each year the investigating body shall publish by 30 September at the latest an annual report accounting for the investigations carried out in the preceding year, the safety recommendations that were issued and actions taken in accordance with recommendations issued previously.

Submit a new annual reports

#### Quick Search

The Quick Search allows for a simple search of Annual Reports issued by the National Safety Authorities and the National Investigation Bodies per reporting country, reporting year and reporting type.

		Search
Status	All	۲
Reporting type	All types	•
Reporting year	Any year	۲
Reporting country	All countries	۲



## 7.1.2 Searching for a report

# 7.1.2.1 Quick search

The quick search allows you to quickly find a report issued by a certain country and/or in a certain year and/or in a certain reporting type and/or in a certain report status.

On the main page (Figure 109), select a reporting country and/or a reporting year and/or a reporting type and/or a report status from the lists.

To display only NSA report: select "NSA" in the reporting type list.

To display only NIB report: select "NIB" in the reporting type list.

Quick Search				
The Quick Search allo National Investigatio				Authorities and the
Reporting country	All countries	•		
Reporting year	Any year	¥		
Reporting type	All types	¥		
Status	All	¥		
		Search		
And press the	arch button: a	list will be dis	splayed.	

Annual Reports search results

		NSA	NIB
Austria	2010	Report(DE) CSI(DE)	n.a.
	2012	n.a.	Report(DE) Note
Belgium	2011	Report(FR) CSI	n.a.
	2012	Report(NL) CSI	n.a.
France	2006	n.a.	Report(EN)
	2012	Report(EN) CSI Note	Report(EN) Note
Sweden	2011	n.a.	Report(SW)
otal 7 ite	m(s) fa	und.	

Figure 110

The search results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 10 💙 list at top of the list
- To **print the list**, click on the Print link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list

Items per page 15 💌

\* \* NSA & NIB Reports

- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country
- To **view a NSA report**, click on the "Report" link (under the "NSA" column) for the report you want to view

Note : 'Required information for the Annual Report				
		Annual Report Form		
Reporting Country :*	Reporting Year :*		Reporting Type :*	
Austria 💌	2010	<b>v</b>	NSA	$\checkmark$
ISA reports				
German 💙 restrictions3.pdf		🗙 Add attachment		
Please select language 💙		Add attachment		
Please select language 💙		Add attachment		
SI reports				
German v restrictions2.pdf		🗙 Add attachment		
Please select language 💙		Add attachment		
Please select language 💙		Add attachment		
comment				
L				

#### Figure 111

- To view a CSI report, click on the "CSI" link (under the "NSA" column) for the report you want to view. Note that the link is disabled if at least one CSI report electronic file is attached to the NSA report. Otherwise, the link redirects to the CSI main page
- To **open an attached NSA report electronic file**, click on a language code link next to "Report" text (under the "NSA" column) for the file you want to open
- To **open an attached CSI report electronic file**, click on a language code link next to "CSI" text (under the "NSA" column) for the file you want to open
- To **view a NSA note**, click on the "Note" link (under the "NSA" column) for the note you want to view
- To **view a NIB report**, click on the "Report" link (under the "NIB" column) for the report you want to view

		Annual Report Form			
eporting Country :*	Reporting Y		Reporting Ty		
Sweden 💌	2011	<b>*</b>	NIB	*	
(B reports					
Swedish restrictions.pdf		🗙 Add attachment			
swearsh restrictions.put		× wad attachment			
Please select language 💌		Add attachment			
Please select language 💌		Add attachment			
omment					

- To **open an attached NIB report electronic file**, click on a language code link next to "Report" text (under the "NIB" column) for the file you want to open
- To **view a NIB note**, click on the "Note" link (under the "NIB" column) for the note you want to view

## 7.1.3 Submitting a new NSA annual report

This feature allows annual reports to be submitted to the ERADIS system.

On the main page (Figure 109), click on the Submit a new annual reports link: the following page will be displayed

ote : Required information for the Annual Report			
Required mormation for the Annual Report			
	Annual Rep	oort Form	
eporting Country :*	Reporting Year :*	Reporting Type :*	
Please select 💙	2012 💙	Please select 💙	

Send to ERA

All fields mark with one star "\*" are obligatory for the successful report completing.

Choose a reporting country, a reporting year and select "NSA" as reporting type: the below screen will be displayed:

ubmit an annual report				• <u> </u>	io Back to Search Resu
<b>Note</b> : *Required information for the Annual Report					
		Annual Report Form			
Reporting Country :*	Reporting Y	ear:*	Reporting Ty	ре:*	
United Kingdom 💌	2012	*	NSA	Y	
NSA reports					
Please select language 🗸		Add attachment			
Please select language 💌		Add attachment			
Please select language 💌		Add attachment			
CSI reports					
Please select language 💌		Add attachment			
Please select language 💌		Add attachment			
Please select language 💌		Add attachment			

Fill in all the required fields and press the Send to ERA button.

If an error occurs (a mandatory field has been left empty, etc.), an error message will be displayed, giving details about the error(s):



If no error occurs, a confirmation message will be displayed:



You can click on the <u>View Annual report</u> link to view the newly created report.

At the successful submission of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

#### 7.1.4 Submitting a new NIB annual report

This feature allows annual reports to be submitted to the ERADIS system.

On the main page (Figure 109), click on the Submit a new annual reports link: the following page will be displayed

ubmit an annual report		e <u>Go Back</u>	to Search Result:
lote : Required information for the Annual Repo	rt		
	Annual Report For	m	
Reporting Country :*	Reporting Year :*	Reporting Type :*	
Please select 💌	2012	Please select 💌	

All fields mark with one star "\*" are obligatory for the successful report completing.

Choose a reporting country, a reporting year and select "NIB" as reporting type: the below screen will be displayed:

Note : *Required information for the Annual Report					
		Annual Report Form			
Reporting Country :*	Reporting Ye	ar:*	Reporting T	уре:*	
United Kingdom 💌	2012	~	NIB	~	
NIB reports					
Please select language 💌		Add attachment			
Please select language 💌		Add attachment			
Please select language 💌		Add attachment			
Comment					

## Figure 114

Fill in all the required fields and press the Send to ERA button.

If an error occurs (a mandatory field has been left empty, etc.), an error message will be displayed, giving details about the error(s):



If no error occurs, a confirmation message will be displayed:



You can click on the View Annual report link to view the newly created report.

At the successful submission of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

## 7.1.5 Validating a NSA report (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided NSA report and make these public on the ERADIS web site.



To validate a temporary report, search for the non-validated NSA reports ("NSA" as reporting type and "Not Validated" as status) and display its properties by clicking on the "Report" link under the "NSA" column (Figure 110): a page similar to the one in Figure 111 will be displayed, where you can update any relevant field before final registration.

Press the Validate button.

A confirmation message will be displayed in case of no errors.



At the successful registration of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

The new status of a notification becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

# 7.1.6 Validating a NIB report (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided NIB report and make these public on the ERADIS web site.

To validate a temporary report, search for the non-validated NIB reports ("NIB" as reporting type and "Not Validated" as status) and display its properties by clicking on the "Report" link under the "NIB" column (Figure 110): a page similar to the one in Figure 112 will be displayed, where you can update any relevant field before final registration.

Press the **Validate** button.

A confirmation message will be displayed in case of no errors.

The annual report has been validated successfully. <u>View Annual report</u>

At the successful registration of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

The new status of a notification becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

# 7.1.7 Invalidating a NSA report (ERA Safety Administrator only)

If the ERA personnel or the user discover that there is an error in the data in the report after it has been validated, this function allows the ERA Safety Administrator to invalidate the report to permit changes to be made by users. Once invalidated, the report in the ERADIS will not be accessible to the non-authorised users until it is re-validated.

To invalidate a report, search for the validated NSA report ("NSA" as reporting type and "Validated" as status) and view its details by clicking on the "Report" link under the "NSA" column (Figure 110): a page similar to the Figure 111 will be displayed.



At the successful invalidation of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

# 7.1.8 Invalidating a NIB report (ERA Safety Administrator only)

If the ERA personnel or the user discover that there is an error in the data in the report after it has been validated, this function allows the ERA Safety Administrator to invalidate the report to permit changes to be made by users. Once invalidated, the report in the ERADIS will not be accessible to the non-authorised users until it is re-validated.

To invalidate a report, search for the validated NIB report ("NIB" as reporting type and "Validated" as status) and view its details by clicking on the "Report" link under the "NIB" column (Figure 110): a page similar to the Figure 112 will be displayed.

Press the **Invalidate** button: a confirmation message will appear

The annual report has been invalidated successfully. <u>View Annual report</u>

At the successful invalidation of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

# 7.1.9 Deleting a NSA report (ERA Safety Administrator only)

Only ERA Safety Administrator is allowed to delete a report. To delete one of your reports, you have to ask ERA for this service.

To delete temporary report, search for the non-validated NSA reports ("NSA" as reporting type and "Not Validated" as status) and display its properties by clicking on the "Report" link under the "NSA" column (Figure 110): a page similar to the one in Figure 111 will be displayed.

Press the Delete button.

A confirmation message will be displayed in case of no errors.

The annual report has been deleted successfully.

At the successful deletion of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.



7.1.10 Deleting a NIB report (ERA Safety Administrator only)

Only ERA Safety Administrator is allowed to delete a report. To delete one of your reports, you have to ask ERA for this service.

To delete temporary report, search for the non-validated NIB reports ("NIB" as reporting type and "Not Validated" as status) and display its properties by clicking on the "Report" link under the "NIB" column (Figure 110): a page similar to the one in Figure 112 will be displayed.

Press the Delete button.

A confirmation message will be displayed in case of no errors.

The annual report has been deleted successfully.

At the successful deletion of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

# 7.2 Anonymous or non-authorised users

### 7.2.1 NSA & NIB Reports main page

The following screenshot displays the NSA & NIB Reports main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the NSA-Annual Report role is not granted

# National Safety Authorities and National Investigation Bodies Annual Reports

According to Article 18 of the Railway Safety Directive (2004/49/EC) - each year the safety authority shall publish an annual report concerning its activities in the preceding year and send it to the Agency by 30 September at the latest. According to Article 23 (3) - each year the investigating body shall publish by 30 September at the latest an annual report accounting for the investigations carried out in the preceding year, the safety recommendations that were issued and actions taken in accordance with recommendations issued previously.

#### Quick Search

The Quick Search allows for a simple search of Annual Reports issued by the National Safety Authorities and the National Investigation Bodies per reporting country, reporting year and reporting type.

Reporting country	All countries	٣
Reporting year	Any year	•
Reporting type	All types	•
		Search



## 7.2.2 Searching for report

# 7.2.2.1 Quick search

The quick search allows you to quickly find a report issued by a certain country and/or in a certain year and/or in a certain reporting type.

On the main page (Figure 115), select an issuing country and/or a reporting year and/or a reporting type from the lists.

Quick Search	
•	ows for a simple search of Annual Reports issued by the National Safety Authorities and the n Bodies per reporting country, reporting year and reporting type.
Reporting country	All countries
Reporting year	Any year 🔻
Reporting type	All types 🔻
	Search
And press the s	earch button: a list will be displayed.
Annual Reports se	arch results





The search results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To **display more/less items per page**, chose the number of items in the Items per page 10 V list at top of the list
- To **print the list**, click on the <sup>Print</sup> link at the top of the list
- To **export the list** into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country
- To **open an attached NSA report electronic file**, click on a language code link next to "Report" text (under the "NSA" column) for the file you want to open
- To **open an attached CSI report electronic file**, click on a language code link next to "CSI" text (under the "NSA" column) for the report you want to open. Note that if no CSI report electronic file is attached, the "CSI" link is enabled and redirects to the CSI main page



- To **view a NSA note**, click on the "Note" link (under the "NSA" column) for the note you want to view
- To **open an attached NIB report electronic file**, click on a language code link next to "Report" text (under the "NIB" column) for the file you want to open
- To **view a NIB note**, click on the "Note" link (under the "NIB" column) for the note you want to view

# 8 Data Mining Reports

A set of reports has been created in order to provide ERADIS users with a better overview of the information available in the ERADIS database. The functionality of these reports is similar to the functionality of "Data quality check".

The following reports are available:

- Document version(s) containing Organisations
- Part A Certificates including ECM Certificate
- ECM Declarations including ECM



# Figure 117

In the next sections the available Data Mining Reports are descried.

# 8.1 Document version(s) containing Organisation

In order to generate the report click on the Document version(s) containing Organisation link on the "Data Mining Reports" page (Figure 117). For each Organisation under reference data the specific report locates the document version(s) in which the organisation is referenced.

Document version(s) containing Organisation

This data mining report displays all the o	organisations which are refere	nced under a specific document type.
Data Mining Report		
Document Type		
Certificates Part A		
Go		

## Figure 118

The user provides the preferred Document Type, clicks on the **Go** button (Figure 118) and the report is exported as shown in Figure 119:



Document version(s) containing Organisation data report

≜ <u>Print</u> ®E×	port to Excel
	Document
	FR1120090021
	FR1120120021
	FR1120090007
EPSF	FR1120120010
	FR1120100003
	FR1120100013
	43543534
otal 7 item(s)	found.

Go back to Data mining report search

### Figure 119

The report results are grouped in pages:

- To go to a specific page, click on the page number  $(1 \ 2 \ 3 \ 4)$  at the bottom of the list.
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page.
- To **display more/less items per page**, chose the number of items in the Items per page 10 aropdown at top of the list.
- To **print the list**, click on the  $\frac{Print}{Print}$  link at the top of the list.
- To **export the list** into an Excel file, click on the Export to Excel link at the top of the list.
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the Organisation.

The report results table contains the following fields:

- Organisation
- Document

In order to view a document, the user must click on the respective link under the "Document" column.

# 8.2 Part A Certificate including ECM Certificate

In order to generate the report click on the Part A Certificates including ECM Certificate link on the "Data Mining Reports" page (Figure 117). The specific report provides the list of all Part A Safety Certificates which have the provided ECM Certificate EIN.

This data mining report displays all Part A Safety Certificates which ha	ve the provided ECM Certificate EIN
Data Mining Report	
ECM Certificate EIN	
Go	

## Figure 120

The user provides the ECM Certificate EIN, clicks on the **Go** button (Figure 120) and the report is exported as shown in Figure 121:

					Validity		Type of Certificate		Attachments
France	COLAS RAIL	FR1120120010	Renewed	30/05/2012	Expired	Passenger / Freight	Туре А	Yes	
	COLAS RAIL	FR1120090007	New	30/01/2012		Passenger / Freight	Туре А	Yes	BGuidance on Good Reporting Practice 1.0-DE.pc

Safety Certificates search results

#### Figure 121

The report results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list.
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page.
- To **display more/less items per page**, chose the number of items in the Items per page 10 v dropdown at top of the list.
- To **print the list**, click on the  $\frac{Print}{P}$  link at the top of the list.
- To **export the list** into an Excel file, click on the Export to Excel link at the top of the list.
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the Country.

The report results table contains the following fields:

- Country
- Railway Undertaking Name
- EU ID Number
- History
- Date issued
- Validity
- Pass/ Freight. Shunting
- Type of certificate
- Validated
- Attachments

In order to view a certificate, the user must click on the respective link under the "History" column.

# 8.3 ECM Declarations including ECM

In order to generate the report click on the BECM Declarations including ECM link on the "Data Mining Reports" page (Figure 117). For each ECM under reference data, the specific report lists the ECM Declarations in which the ECM is referenced.

ECM Declarations including ECM	
This data mining report displays all the ECM which are referenced und	er a specific ECM declaration.
Data Mining Report	
ECM Name	
Go	



The user provides the ECM Name, clicks on the **Go** button (Figure 122) and the report is exported as shown in Figure 123:

ECM Declarations	including	ECM	data	renort
Low Decidiations	maaang	L (31*1	aata	report

					Validity			Attachments	
Belgium	SBE CARGO	BE/33/0212/0012	New	01/05/2012	-	Railway Undertaking, Keeper	Yes	2 CSB_R01220110061.pdf	Maintenance Functions Certificate
	SBE CARGO	BE/33/0213/0012	Amended	01/05/2013	Valid	Railway Undertaking, Keeper	Yes		Maintenance Functions Certificate
	SBE CARGO	EL/34/7711/7777	New	28/11/2011	Valid	Railway Undertaking	Yes		ECM MoU Certificate
	SBE CARGO	EL/34/7713/7722	Suspended	28/11/2011	Not Valid	Railway Undertaking	No		ECM MoU Certificate

Total 4 item(s) found.

🕤 Go back to Data mining report search

### Figure 123

The report results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list.
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page.
- To **display more/less items per page**, chose the number of items in the Items per page 10 aropdown at top of the list.
- To **print the list**, click on the <sup>Print</sup> link at the top of the list.
- To **export the list** into an Excel file, click on the Export to Excel link at the top of the list.
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the Country.

The report results table contains the following fields:

- Country
- ECM Name
- Internal Reference Number
- History
- Date issued
- Validity
- Type of Company
- Validated
- Attachments
- Document Type

In order to view a declaration, the user must click on the respective link under the "History" column.