

Making the railway system work better for society.

# **1** User Manual - ERADIS Interoperability Documents

ERADIS-ECM

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## **Document History**

# **Document Distribution List**

Date	Name	Position	Organisation
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# **Document Review and Approval**

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[Clearly indicate the review by the System Owner or Project Steering Committee chair]

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## 2 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 (www.era.europa.eu) or directly at the new WEB address: https://eradis.era.europa.eu. 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.

## 2.1 Contact ERADIS team

For contacting ERADIS team, users can click on the "Contact ERADIS Team", which is located on the footer of each page.

Terms of Use	Copyright Notice	Privacy Statement	Contact ERADIS	Team
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# 3 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
- 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
- o Annual Reports
- National Investigation Body (NAIB)
- Entity in Charge of Maintenance (ECM)
- o 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:

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Category Module	Anonymous / ERA-EXT NEB	ERA ERADIS Admin.	ERA Safety Admin.	ERA Interoperabil ity 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	ERA-EXT Notified Bodies EC Certificates
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 Constituents				Х		Х				Х			
Authorisation				Х		Х							
NoBo EC Certifcates				Х									Х

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Category Module	Anonymous / ERA-EXT NEB	ERA ERADIS Admin.	ERA Safety Admin.	ERA Interoperabil ity 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	ERA-EXT Notified Bodies EC Certificates
Railway Undertaking Service Quality reports				Х								Х	
Data Quality Check			Х										
Data Mining Report			X	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:

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$\mathcal{W}^{\star}$		💄 Login Help english (en) 💌
7*** ERADIS - European F	Railway Agency Database of Interoperability	and Safety
Home > Login		
	Log In	When the notification form prepared by the Agency is used to notify national safety rules/ Investigation reports, the Agency
⊳ Login	Log in act External user	would like to draw your attention to the fact that the Agency respects the protection of personal data and applies Regulation (EC) 45/2001 when processing such data.
Safety Authorities and Investigation Reading	Log III as. External aser	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.
h Safety documente	User Name:	It will not be made available to third parties 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) 45/2001 on the
<ul> <li>Inter-operability documents</li> </ul>	1 033990 0.	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
<ul> <li>Railway Undertaking Service</li> </ul>		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
Quality reports	Log III	article. You may, upon request, obtain the details 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 EBA data controller.
National Rules	As regards the processing of your personal data, yo	the Head of Safety unit, and/or the ERA Data protection officer (dataprotectionofficer@era.europa.eu).
	is regards the processing of Joan Porsenan accel Jo	
Links		
<ul> <li>Internet portal of the European Railway Agency</li> </ul>		
= Rail Transport and Interoperability		
= European Commission		
= ERADIS - European Railway		
Interoperability and Safety -		
Archive		

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:

ERADIS - European Kaliway Agency Database of Interoperability and Safety      Home > Login      Home > Login      Log in as: External user view of the notification firm 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)     45/201 km processing such data.     Safety Authorities and     Investigation Bodes     Safety Authorities     Safety factorers     Safety Indicators     Safety Indicators     Safety Indicators     Supervisor.     Supervisor     Supervisor     Supervisor
Inter-operability documents     Ralway Undertaking Service     Quality res     National Rules

4	<b>EC Declarations</b>	of Verification	of Subsystems
---	------------------------	-----------------	---------------

User Category	User Role	Allowed Actions
ERA Interoperability Administrator		Search for EC Declaration Verification Subsystems Submit new EC Declaration Verification Subsystems Amend, request to revoke existing EC Declaration Verification Subsystems Validate, revoke, reject EC Declaration Verification Subsystems
ERA-EXT NSA	EC Verification Subsystems	Search for EC Declaration Verification Subsystems Submit new EC Declaration Verification Subsystems Amend, request to revoke existing EC Declaration Verification Subsystems
ERA-EXT Manufacturer	EC Verification Subsystems	Search for EC Declaration Verification Subsystems Submit new EC Declaration Verification Subsystems Amend, request to revoke existing EC Declaration Verification Subsystems
Anonymous Non-Authorised User		Search for EC Declaration Verification Subsystems

Each submitted/amended/requested to revoked EC Declaration will need to pass an ERA validation first in order to become available to the public, which will only be allowed to read existing EC Declaration that have been validated by ERA.

## 4.1 Authorised users

## 4.1.1 EC Declaration Verification Subsystems main page

The following screenshot displays the EC Declaration Verification Subsystems main page for the following users:

- Any ERA user for which the Interoperability Administrator role is granted
- Any ERA-EXT user for which the NSA-EC Verification Subsystems role is granted. Among these users, only those who belong to the same organisation as the EC Declaration issuer have the authority to amend/request to revoke.
- Any ERA-EXT user for which the Manufacturer-EC Verification Subsystems role is granted. Among these users, only those who belong to the same organisation as the EC Declaration applicant have the authority to amend/request to revoke.

$\lambda \mu \star$			Logout Welcome eradev	Help english (en)	•
F*** ERADIS - European I	Railway Agency Data	abase of Interoperability and Safety	Search in Eradis		P
Home > Inter-operability documents > E0	declarations of verificati	on of subsystems			
✓ Home	EC declaration	s of verification of subsystems			
<ul> <li>Login</li> <li>Safety Authorities and Investigation Bodies</li> </ul>	Submit new declaration	Amend existing declaration	Validate submitted declarations	Revoke existing declaration	
<ul> <li>Other Organisations and Bodies</li> <li>Statistics Dashboard</li> </ul>	🕍 Open saved draft	Validate requested to be revoke declarations	Download Template		
<ul><li>✓ Manage</li><li>b Users</li></ul>	Quick search				
<ul> <li>Electronic questionnaires</li> <li>Translations</li> <li>Notifications</li> </ul>	Issuing country Validation status	All countries			
<ul> <li>Reference Data</li> <li>Messages</li> </ul>		Search			
<ul> <li>▷ Search result lists</li> <li>▷ Audit Trail Logs</li> <li>▷ Audit Trail Logs Parameters</li> </ul>	Advanced se	sarch			

Figure 1

#### 4.1.2 Searching for an EC Declaration

#### 4.1.2.1 Quick search

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

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

Issuing country	All countries	Y
/alidation status	All	¥
	- 1	Search
Advanced	search	

And press the

Search

## button: a list will be displayed.

EC declarations of verification of subsystems search results

APrint Export	to Excel	🗖 L	arge Result List.			Items p	ber page 15 🚦
Applicant country	Document ID number	Applicant Name	Type of subsystem	Date of validity	Date of issue	Link to the technical annexes of doc	
France	FR/00000124578369/2013/000001	Alstom France	ccs	28/02/2013	01/02/2013	Etest.txt ⋒ testdata.csv ⋒ testLogo.jpg	
Italy	IT/0000000123456/2013/000002	Ferriere Cattaneo	ccs	07/08/2013	05/08/2013	Dummy Docv1.0.pdf	
	IT/0000000123456/2013/000011	Ferriere Cattaneo	ccs	10/07/2013	09/07/2013	Dummy Docv1.0.pdf	
	IT/0000000123456/2013/000011	Ferriere Cattaneo	ccs	10/07/2013	09/07/2013	Dummy Docv1.0.pdf	
	IT/0000001234566/2013/010111	Ferriere Cattaneo	ccs	-	06/11/2013	Project Management Guide.pdf	

Total 5 item(s) found. Go back to Quick Search

#### Figure 2

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 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 applicant country, by the Document identification number and then by the applicant name
- To view additional columns, tick the Large Result List flag on the top of the list
- To view an EC Declaration, click on the "Document identification number" field of the EC Declaration 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 an EC Declaration satisfying multiple criteria.

On the main page	ge (Figure 1), clic	k on the 🕻	Advanced	search	outton: a page	e will be
displayed.						
EC declarations of veri	fication of subsystems A	dvanced Search				
ID data						
Document ID number		Version number				
Document owner/holder Applicant Country Applicant Organisation Name	Please select					~
Applicant National Registration No						
Authorised representative Country Authorised representative Organisation Name	Please select 💌					~
Authorised representative National Registration No						
Description/title Type of subsystem	Control command and signalling					~
Certificate of conformity ID number of the Certificate of conformity issued for this declaration						
References						
To EC Directives To TSIs						
Signatories						
First name of signatory Surname of signatory						
Validity				-0		
Date of issue from	¥		Date of issue to	A state		
Uther searchable fields Status of the doc	All	~				
Date of publication in Database			Date of pu	ublication in Database	P	
from Name of the user who weleaded the dee			to		Ţ	
Organisation of the user, who uploaded the doc	Please select 🗸					
			*			
Search Reset						
		Figure	23			

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 2.

### 4.1.3 Submitting a new EC Declaration

This feature allows the submission of new EC Declaration. EC Declarations can be submitted either by applicant themselves or competent National authority.

On the main page (Figure 1), click on the Submit new declaration link: the following page will be displayed

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For the fields marked by an asterisk, in		bsystem	
	formation is mandatory		
Document owner/holder			
oplicant Country*	Please select	~	
oplicant Organisation*			×
oplicant Name*		Applicant National Registratio	n No*
oplicant Postal address*		Applicant Postal code*	
oplicant City*			
uthorised representative Country	Please select	<b>v</b>	
uthorised representative Organisation			×
uthorised representative Name		Authorised representative Na	tional Registration
uthorised representative Postal		Authorised representative Po	stal code
idress			
ithorised representative City			
Jescription/title			
pe Of subsystem*		×	
escription of the subsystem*			
escription of procedures followed in ord the subsystem	der to declare conformity		
			i
Approvals			
tified Body			
ountry * Please :	select 💌		
rganisation *			
ame *		Registration number *	
ostal address *		Postal code *	
ty *			
ebsite *			
proval(s) and/or EC certificate(s	) issued by Notified B	d <b>v</b>	
number of the EC certificate of itability for use issued for this claration*		Da	te of issue (dd/mm/yyyy)*
Add More			
Add more approval sets			
References			
EC Directives			
000/57/EC 5/48/EC			
01/10/20			
×			
t of documents in technical file			
TSIs			
TS1s 110/79/EC CCS			ii.
TSJs 10/79/8⊂ CCS △ 06/85J/8⊂ 06/679/8⊂ CCS CR			
TSIs 10/79/EC CCS A 06/851/EC 66/619/EC CCS CR			th.
TSIs 10/79/EC CCS 06/679/EC CCS CR			j
TS16 10079/EC CCS 60/651/EC 60/651/EC CCS CR			
TS16 10/79/EC CCS A 06/679/EC CCS CR			
15/5 13/77/RC CCS A 06/679/RC CCS CR			в.
TSIs J079/#C CCS 06/679/#C CCS CR			lt.
TSIs 10/79/EC CCS 60/67//EC CCS CR			.tt.
TS15 10/79/EC CCS 06/679/EC CCS CR 06/679/EC CCS CR			it.
Conditions of use			ii.
TSIs 10/79/EC CCS 06/679/EC CCS CR			یتہ۔ یتہ یہ۔
TSIs 10/79/EC CCS 06//67/EC CCS CR conditions of use			یر. بیر بیر
TSIS 10/79/EC CCS 06/679/EC CCS CR conditions of use			њ. "ш
tonditions of use			<u>ان</u> . ان. ان.
TSIs 10779/EC CCS 06/679/EC CCS CR 06/679/EC CCS CR conditions of use			یتہ۔ یتہ۔ یہ۔
TS15 10/79/EC CCS 06/631/EC CCS CR 06/639/EC CCS CR 06/639/EC CCS CR 0 0000000000000000000000000000000000			ید. بین بین بین
TSIS 10/79/EC CCS 06/679/EC CCS CR 06/679/EC CCS CR 07/679/EC CCS CR 07/67			н. 
TSIS DAY/RC CCS DAY/RC CCS CR DO6/679/EC CCS CR advector of use derogations derogations ached condition of use tel of issue (valid from dd/mm/yyyy)*		Date of validity (valid until dd/mm/yyy	ائی۔ ائی۔ ائی۔
TSIs 10779/EC CCS 10779/EC CCS CC 06/679/EC CCS CR ached conditions of use derogations ached condition of use raidity raidity to use valid from dd/mm/yyyy)*		Date of validity (valid until dd/mm/yyy	ائے۔ ایے۔ ایے۔
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TSIs 100/EC CCS 100/FC CCS CR 006/679/EC CCS CR conditions of use conditions of use derogations ached condition of use ralidity te of issue (valid from dd/mm/yyyy)* additional information st name of signatory		Date of validity (valid until dd/mm/yyy Sumame of signatory	الله. الم. الم. الم. الم. الم. الم. الم. الم
TSIS 10/79/EC CCS 00/621/EC 00/62 0		Date of validity (valid until dd/mm/yyy Surname of signatory	
TSIS IN/79/EC CCS D06/679/EC CCS CR D06/679/EC CCS CR derogations derogations ached condition of use faildity tet of issue (valid from dd/mm/yyyy)* Additional information st name of signatory D data boument ID number*		Date of validity (valid until dd/mm/yyy Surname of signatory	بنا. بنا بنا بنا بنا بنا بنا بنا بنا
Tols Dor/W/C/C CCS DOV/SE/ECCC DOV/SE/ECCC DOV/SE/		Date of validity (valid until dd/mm/vyy Surname of signatory	اللہ ۔ اللہ ۔ الہ ۔ اللہ ۔ اللہ ۔ اللہ ۔ اللہ ۔ اللہ ۔ اللہ ۔ اللہ ۔ اللہ ۔ الہ ۔ اللہ ۔ الہ ۔ اللہ ۔ الہ ۔ اللہ ۔ اللہ ۔ الہ ۔ ال
TSIS 10/79/EC CCS 00/65/FC CCS CR conditions of use conditions of use derogations ached condition of use ralidity te of issue (valid from dd/mm/ryyy)* Viditional information st name of signatory D data coument ID number*		Date of validity (valid until dd/mm/yyy Surname of signatory	
TSID 110/79/EC CCS D06/659/EC CCS CR D06/659/EC CCS CR derogations ached condition of use falidity te of issue (valid from dd/mm/yyys)* Viditional information st name of signatory D data cument ID number* Vitached files falidtes falidtes		Date of validity (valid until dd/mm/yyy Surname of signatory Generate	الــــــــــــــــــــــــــــــــــــ
TSIS SAVADACE CES GeVGaL/EC GeVGaL/EC GeVGaL/EC GeVGaL/EC GeVGaL/EC GeVGaL/EC GeVGAL/EC GEVGAL/EC GE		Date of validity (valid until dd/mm/yyy Surname of signatory	ال.       ال.   <



120 Rue Marc Lefrancq | BP 20392 | FR-59307 Valenciennes Cedex Tel. +33 (0)327 09 65 00 | era.europa.eu

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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):

- Applicant Country is required
- Applicant Organisation is required
- Applicant Name is required

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



EC declarations of verification of subsystems has been submitted successfully. <u>View submitted EC declarations of verification of subsystems</u>

You can click on the <u>View created EC declarations of verification of subsystems</u> link to view the newly created EC Declaration: the following page will be displayed.

At the successful submission of the EC Declaration, a notification message is sent to the issuer.

EC declarations of verification of subsystems

€ <u>Go Back to Search Results</u> | Export to PDF |

Date of issue 10/12/2013

#### User Manual

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1. ID data		
Document ID number	FR/00000124578369/2013/12:	Submission date : 11/12/2013 11:59:04
2. Document owner/holder		
Applicant Country	France	
Applicant Name	Alstom France	Applicant National Registration No

Applicant Name	Alstom France		Applicant National Registration No	124578369	
Applicant Postal address	45, rue L'Edifeur		Applicant Postal code	59300	
Applicant City	Valenciennes				
Authorised representative Country	France				
Authorised representative Name	Alstom France		Authorised representative National Registration No	124578369	
Authorised representative Postal address	45, rue L'Edifeur		Authorised representative Postal code	59300	
Authorised representative City	Valenciennes				
3. Description/title					
Turne of sub-sustains					

Type Of subsystem	Control command and signalling	
Description of the subsystem	test	
Description of procedures followed in order to declare conformity of the subsystem	test1	

4. Approvals	
Notified Body	

5 T

Notified Body					
Country	France				
Name	Certifer	Registration number	1800		
Postal address	89, rue Baudouine	Postal code	59300		
City	Valenciennes				
Website	ed.com				

Approv	al(s) and/or EC	certificate(s) issued	d by Notified Body	
ID num	ber of the appro	val or EC certificate	e issued for this declara	ation
1234				

Attached condition of use		
No attached files		
6. Validity		
Date of issue (valid from dd/mm/yyyy) 1	.0/12/2013	Date of validity (valid until dd/mm/yyyy) 07/12/2016
7. Additional information		
First name of signatory Tom		<b>Surname of signatory</b> Hatson
8. Attached files		
restrictions.pdf (Front page)		
9. Other fields		
Status of the doc		Submitted
Version Number		1
Validation Reason		i.
Date of publication in Database		
Name of the user, who uploaded the doc		eradis user 20
Organisation of the user, who uploaded th	e doc	European Railway Agency
Validate Reject Create	amendment	

## Figure 5

#### 4.1.4 Save an EC Declaration as draft

You can save the current page, as laid out on screen, as a draft which can be later retrieved when submitting a new declaration. It is necessary to fill in all the required fields (except the attachment as front page) to save a draft.

To save the current page as a draft, press the **Save as draft** button: the EC Declaration is saved but not still submitted to ERA for validation.

#### 4.1.5 Open an EC Declaration saved as draft

The quick search allows you to quickly find an EC Declaration saved as draft.

On the main page (Figure 1), click on the displayed as shown in Figure 2.

#### 4.1.6 Add attachments

By clicking the Add attachment link the following window is displayed and electronic attachments can be added to the EC 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:

↓ <u>Download</u> / <u>Edit</u> × <u>Delete</u>	Attachment1.txt Add attachment	(Front Page)

By clicking on the <u>Edit</u> icon next to the file name, the following window opens and the attached

document can be edit. When finished press the **Update** button in order to close the displayed window.

restrictions2.pdf (95252) Set to front page Confidential Confidential reason
Update Cancel

In case of a confidential uploaded file, the confidential reason can be provided.



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:



#### 4.1.7 Add a logo

This feature is only available for ERA-EXT users for which the Manufacturer-Verification Subsystems role is granted.

By clicking the Add attachment link the following window opens and an image representing the logo of the applicant organisation to the EC Declaration can be added:



To add a file, press the Browse... button, choose the file to attach and then select the "Logo" option.

<b>Note:</b> You can attach files of size up to 4MB. The system will reject any file that exceeds this size.				
C:\Documents and Settings\nioan\Desktop\Logc Browse				
Set to front page Confidential IV Logo Center CRight				
OK Cancel				

By selecting "Logo", the following logo alignment options are displayed:

- Left
- Center
- Right

After defining the desired position for the uploaded logo, press the ok button.

Repeat the steps above to add any number of attachments. When finished, all the attachments will be listed at the bottom of the page as shown in the figure below.

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8. Attached files	
Logo.JPG (Logo) Add attachment	

You can download, edit or delete the uploaded logo, by clicking the respective icons next to the file name, as the following figure displays:



In order to edit the uploaded logo, click on the <u>Edit</u> option and the following pop up window will open:

Logo.JPG (6789)
Confidential Confidential reason  Logo Center C Right
Update Cancer

Select the preferred option and press the **Update** button

## 4.1.8 Print an EC Declaration

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.

#### 4.1.9 Export to PDF

The feature is only available for an EC Declaration that is submitted to ERA or validated by ERA.

You can export the EC Declaration from view page (Figure 5), by clicking on the Export to PDF link at the top of the page.

## 4.1.10 Export to PDF from

The feature is only available for an EC Declaration that is not still submitted to ERA: the EC Declaration is either new or saved as draft. Also, it is not available for ERA-EXT users with the role NSA-EC Verification Subsystems.

You can export the EC Declaration from view page (Figure 5), by clicking on the  $\frac{B_{\text{Export to PDF form}}}{B_{\text{Export to PDF form}}}$  link at the top of the page.

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

#### 4.1.11 Validating an EC Declaration (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to validate provided EC Declarations and make these public 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 EC Declaration will contain new information which was not stored previously within the ERADIS reference data database.

To validate a temporary EC Declaration, search for the submitted EC Declarations (or click on the Validate submitted declarations link) in Figure 1 and display its properties by clicking on the EU Identification number you want to validate: a page similar to the one in Figure 5 will be displayed.

Enter the validation reason.

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

In case of no errors, a confirmation message will be displayed.



At the successful validation of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

The new status of an EC Declaration 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.

The following picture depicts a validated EC Declaration which can be accessed by clicking on the View validated EC declarations of verification of subsystems link.

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ID data						
Document ID number	FR/00000124578369/2013/00(					
. Document owner/holder	-					
opplicant Country	France					
Applicant Name	Alstom France		Applicant National Registra	ition No	124578369	
Applicant Postal address	45, rue Lealleur		Applicant Postal code		59300	
Applicant City	valenciennes					
Authorised representative						
Country Authorised representative	 I					
Name			Authorised representative	National Registration No		
Authorised representative Postal address			Authorised representative	Postal code		
Authorised representative	 I					
uity						
. Description/title		Control command	and signalling			
Description of the subsystem		test FD	ana signaming			
		CESC ED				
Description of procedures foll of the subsystem	owed in order to declare conformity					
. Approvals						
Notified Body	France					
Name	Certifer			Registration number	1800	
Postal address	89, rue Baudouine			Postal code	59300	
City	Valenciennes					
Website	test@ED.com					-
Approval(s) and/or EC cer	rtificate(s) issued by Notified B	ody				
ID number of the approva test ed	l or EC certificate issued for the	is declaration			Date of issu 26/02/2013	ue
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## Figure 6

### 4.1.12 Revoking an EC Declaration (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to revoke provided EC Declarations and make these public on the ERADIS web site.

To revoke a temporary EC Declaration, search for the requested to revoke EC Declarations (or click on the *Validate requested to be revoke declarations* link) in Figure 1 and display its properties by clicking on the EU Identification number you want to validate: a page similar to the one in Figure 5 will be displayed.

Enter revoke validation reason.

To confirm revocation, click on the Revoke button.

In case of no errors, a confirmation message will be displayed.



At the successful revocation of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

The new status of an EC Declaration 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.

## 4.1.13 Rejecting an EC Declaration (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to reject provided EC Declarations and make these not published on the ERADIS web site.

To reject a temporary EC Declaration, search for the submitted EC Declarations (or click on the

Validate submitted declarations link) or search for the requested to revoke EC Declarations (or

click on the *Validate requested to be revoke declarations* link) in Figure 1 and display its properties by clicking on the EU Identification number you want to validate: a page similar to the one in Figure 5 will be displayed.

Enter the validation reason.

To confirm validation, click on the Reject

button.

In case of no errors, a confirmation message will be displayed.



EC declarations of verification of subsystems has been rejected successfully. View rejected EC declarations of verification of subsystems

At the successful rejection of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

## 4.1.14 Amending an EC Declaration

This feature allows user to amend already issued EC Declaration. All users who belong to the same organisation as the EC Declaration issuer or the EC Declaration applicant, as well as the ERA users, will be able to amend an existing EC Declaration.

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

Amend an existing EC declaration of verification of subsystems						
This page allows you to easily find a declaration of verification you wo declarations of verifications which you can amend.	uld like to amend. You may find declaration of verification by specifyin	g search criteria or by browsing all of the				
Declarations of verifications search information	Browse declarations of verifications					
Document ID Open document	Please click Browse button bellow if you would like to retrieve a list of all existing declarations of verifications which you can amend. Browse declarations					

There are two options to find the EC Declaration for amending.

First option is to enter the "Document ID" of the EC Declaration you want to amend and press the

**Open document** button: a page similar to the one in Figure 2 will be displayed.

Second option is to browse available EC Declarations for amend. Press the **Browse declarations** button: a page similar to the one in Figure 2 will be displayed.

Click on the EU Identification number you want to amend and a page similar to the one in Figure 4 will be displayed.

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

A confirmation message will appear

EC declarations of verification of subsystems has been submitted successfully. <u>View submitted EC declarations of verification of subsystems</u>

At the successful submission of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

Another way to perform this task is to search for the EC Declaration, view its details (Figure 5 or Figure 6) and press the **Create amendment** button.

### 4.1.15 Requesting to Revoking an EC Declaration

This feature allows user to request to revoke already issued EC Declaration. All users who belong to the same organisation as the EC Declaration issuer or the EC Declaration applicant, as well as the ERA users, will be able to request to revoke an existing EC Declaration.

To request to revoke an EC Declaration, on the main page (Figure 1) click on the <u>Revoke existing declaration</u> link: the following page will be displayed

Revoke an existing EC declaration of verification of subsystems						
This page allows you to easily find a declaration of verification you would like to revoke. You may find declaration of verification by specifying search criteria or by browsing all of the declarations of verifications which you can revoke.						
Declarations of verifications search information	Browse declarations of verifications					
Document ID	Please click Browse button bellow if you would like to retrieve a list of all existing declarations of verifications which you can revoke.					
Open document	Browse declarations					

There are two options to find the EC Declaration for requesting to revoke.

First option is to enter the "Document ID" of the EC Declaration you want to request to revoke and press the Open document button: a page similar to the one in Figure 2 will be displayed. Second option is to browse available EC Declarations for request to revoke. Press the Browse declarations button: a page similar to the one in Figure 2 will be displayed.

Click on the EU Identification number you want to request to revoke and a page similar to the one in Figure 5 will be displayed.

Enter the revoke request reason and press the **Request Revoke** button.

A confirmation message will appear

EC declarations of verification of subsystems has been requested to be revoked successfully. <u>View revoke request EC declarations of verification of subsystems</u>

At the successful submission of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

Another way to perform this task is to search for the EC Declaration, view its details (Figure 6) and press the **Request Revoke** button.

## 4.1.16 Downloading an electronic form

In case the user prefers to submit a new declaration by using an electronic 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.

This feature is only available for ERA users for which the Interoperability Administrator role is granted or ERA-EXT users for which the Manufacturer-EC Verification Subsystems role is granted. 120 Rue Marc Lefrance | BP 20392 | FR-59307 Valenciennes Cedex 31 / 141 Tel. +33 (0)327 09 65 00 | era.europa.eu

To download the electronic form, on the main page (Figure 1) click on the link: you will be prompted to save the file.

#### 4.1.17 Filling in an electronic form

To fill in offline the previously downloaded electronic form (see §4.1.16), open it in MS-WORD.

Depending on the MS-WORD version:

• The following warning appears on the top of the MS-WORD document

i Protected View This file was opened from a potentially unsafe location. Click for more details. Enable Editing

Click on the "Enable Editing" button

MS-WORD will open document, ready to edit.

V 🗔 🤊 - O i	🖨 🗋 🞑 🖙 rapport[1].doc	Compatibility Mode] - Microsoft Word Table Tools 📼 🗉 🛙
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Paste Paste Ilipboard E 2 · · · 1 ·	es New Rom $\mathbf{v} \mid 1  \mathbf{A}  A$	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $
	EC declaration of CC/RRRRRRRRRRR	f verification of subsystems YYYY/NNNNNN – EC Declaration number
· - - - -	Applicant: Business name Full address	Authorised Representative: Business name Full address Of the applicant Business name Full address
	Declare under our own responsibilit Name/short	that the following subsystem: description of the subsystem
-	to which this declaration refers com Technical Specifications for Interope Title(s) of the Directive(s) Title(s) of the TSI(s)	lies with the relevant EU Directives and relevant ability:
44	has been assessed by Notified Body: Business name Registration number given by the Commissi Full address	n(optional)
3	Under following approval(s) and/or Unique certificate number(s), date(s) of issu	C certificate(s):
	The following conditions of use appl List of restrictions or provisions; in case of a demonation	: rogation(s), reference to the TSI(s) (or their parts) subject to

#### Fill in the fields

Save the file by clicking on File-Save (or File-Save As) in the menu.

## 4.2 Anonymous or non-authorised users

#### 4.2.1 EC Declaration Verification Subsystems main page

The following screenshot displays the EC Declaration Verification Subsystems main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Interoperability Administrator role is not granted
- Any ERA-EXT user for which the NSA-EC Verification Subsystems role is not granted
- Any ERA-EXT user for which the Manufacturer-EC Verification Subsystems role is not granted.

$\mathcal{M}^{\star}$			上 Login 🛛 Help 🛛 e	anglish (en) 🛛 🔻
F** ERADIS - European	Railway Agency Data	abase of Interoperability and Safety	Search in Eradis	0
<ul> <li>Home</li> <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> <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>	EC declaration Quick search Issuing country Validation status	s of verification of subsystems		

Figure 7

#### 4.2.2 Searching for an EC Declaration

### 4.2.2.1 Quick search

The quick search allows you to quickly find an EC Declaration issued by a certain country and/or a certain validation status.

On the main page (Figure 7), select an issuing country and/or a validation status from the lists.

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

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¥.							上 Login	Help 🕴 english (en) 💌
7*** ERADIS - European F	ailway Agency Da	atabase of Interoperability ar	id Safety				Search in Eradis	<i>P</i>
➡ Home	EC declaration	ns of verification of subsy	stems search	results				
⊳ Login								
Safety Authorities and Investigation Reduct	Print DExport	to Excel		Large Result List				Items per page 🛛 15 🛛 💌
<ul> <li>Safety documents</li> </ul>	Applicant country	Document ID number	Applicant Name	Type of subsystem	Date of validity	Date of issue		
👻 Inter-operability documents	Italy	IT/0000000123456/2013/000011	Ferriere Cattaneo	ccs	10/07/2013	09/07/2013		
▶ EC declarations of		IT/0000001234566/2013/010111	Ferriere Cattaneo	ccs		06/11/2013		
<ul> <li>EC declaration of conformity of interoperability constituents</li> <li>EC declaration of suitability for use of interoperability constituents</li> </ul>	Total 2 item(s) four € Go back to Quid	nd. k Search						

Figure 8

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 applicant country, by the Document identification number and then by the applicant name
- To view additional columns, tick the Large Result List flag on the top of the list
- To view an EC Declaration, click on the "Document identification number" field of the EC Declaration you want to view

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To derogations Attached condition of use No attached files S. Validity Date of issue (valid from dd/mm/yyyy) 7. Additional information First name of signatory 8. Attached files The Project Management Guid 9. Other fields	06/11/2013 e.pdf (Front page)	Date of valid	ity (valid until dd/mm/yyyy) Surname of signator			.1
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To derogations Attached condition of use No attached files 6. Validity Date of issue (valid from dd/mm/yyy) 7. Additional information First name of signatory 8. Attached files	06/11/2013	Date of valid	ity (valid until dd/mm/yyyy) Surname of signator			.1
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TO CONDITIONS OF ONE						
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To TSIs						
List of documents in technical	file					
2008/57/EC						
5. References To EC Directives						
-					01/10/2013	
ID number of the approva	I or EC certificate issued for this	declaration			Date of issue	в
	www.	4				
City	Valenciennes					
Postal address	89, rue Baudouine			Postal code	59300	
Country Name	France Certifer			Registration number	1800	
Notified Body						
. Approvals						
Description of procedures foll of the subsystem	owed in order to declare conformity					
		_				
Description of the subsystem		desxcri	ana arginaning			
3. Description/title		Control command	and signalling			
City						
Postal address Authorised representative		Authorised representative i				
Name Authorised representative			Authorised representative Rostal code			
Authorised representative			Authorised representative	National Registration No		
Authorised representative						
Applicant City	Milano					
Applicant Postal address	via		Applicant Postal code		20100	
Applicant Name	Ferriere Cattaneo		Applicant National Registra	ation No	1234566	
mppricane country	Italy					
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. ID data Document ID number . Document owner/holder						
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### Figure 9

11/12/2013

Date of publication in Database

### 4.2.2.2 Advanced search

The advanced search allows you to find an EC Declaration satisfying multiple criteria.

On the main pag	e (Figure 7), click on the Advanced search	vill be
displayed.		
EC declarations of veri	fication of subsystems Advanced Search	
ID data Document ID number		
Document owner/holder		
Applicant Country	Please select	
Applicant Organisation Name	8	
Applicant National Registration No		
Authorised representative Country	Please select	
Authorised representative Organisation Name	8	
Authorised representative National Registration No		
Description/title		
Type of subsystem	Control command and signalling	•
Certificate of conformity ID number of the Certificate of conformity issued for this declaration		
References		
To EC Directives		
To TSIs		
Signatories		
First name of signatory		
Surname of signatory		
¥alidity		
Date of issue from	Date of issue to	
Other searchable fields		
Status of the doc	In Force	
Search Reset		

### Figure 10

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 8.

#### 4.2.3 Print an EC Declaration

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

#### 4.2.4 Export to PDF

You can export the EC Declaration from view page (Figure 9), by clicking on the Export to PDF link at the top of the page.

# **5** EC Declarations of conformity of interoperability constituents

User Category	User Role	Allowed Actions
ERA Interoperability Administrator		Search for EC Declaration Conformity Constituents Submit new EC Declaration Conformity Constituents Amend, request to revoke existing EC Declaration Conformity Constituents Validate, revoke, reject EC Declaration Conformity Constituents
ERA-EXT NSA	EC Conformity Constituents	Search for EC Declaration Conformity Constituents Submit new EC Declaration Conformity Constituents Amend, request to revoke existing EC Declaration Conformity Constituents
ERA-EXT Manufacturer	EC Conformity Constituents	Search for EC Declaration Conformity Constituents Submit new EC Declaration Conformity Constituents Amend, request to revoke existing EC Declaration Conformity Constituents
Anonymous Non-Authorised User		Search for EC Declaration Conformity Constituents

Each submitted/amended/requested to revoked EC Declaration will need to pass an ERA validation first in order to become available to the public, which will only be allowed to read existing EC Declaration that have been validated by ERA.

## 5.1 Authorised users

## 5.1.1 EC Declaration Conformity Constituents main page

The following screenshot displays the EC Declaration Conformity Constituents main page for the following users:

- Any ERA user for which the Interoperability Administrator role is granted
- Any ERA-EXT user for which the NSA-EC Conformity Constituents role is granted. Among these users, only those who belong to the same organisation as the EC Declaration issuer have the authority to amend/request to revoke.
- Any ERA-EXT user for which the Manufacturer-EC Conformity Constituents role is granted. Among these users, only those who belong to the same organisation as the EC Declaration applicant have the authority to amend/request to revoke.

)//*			Logout Welcome eradev	Help english (en) 🔻	
ERADIS - European Railway Agency Database of Interoperability and Safety Search in Eradis					
Home > Inter-operability documents > E0	C declaration of conformity	of interoperability constituents			
v Home	EC declaration	of conformity of interoperab	ility constituents		
▷ Login ▷ Safety Authorities and Investigation Bodies	Submit new declaration	Amend existing declaration	Validate submitted declarations	Revoke existing declaration	
<ul> <li>Other Organisations and Bodies</li> <li>Statistics Dashboard</li> </ul>	🕍 Open saved draft	Validate requested to be revoke declarations	Download Template		
✓ Manage ▷ Users	Quick search				
<ul> <li>Electronic questionnaires</li> <li>Translations</li> <li>Notifications</li> <li>Reference Data</li> </ul>	Issuing country Validation status	All Countries  All  Search			
<ul> <li>Messages</li> <li>Search result lists</li> <li>Audit Trail Logs</li> <li>Audit Trail Logs Parameters</li> </ul>	Advanced sea	arch			

Figure 11
# 5.1.2 Searching for an EC Declaration

# 5.1.2.1 Quick search

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

On the main page (Figure 11), select an issuing country and/or a validation status from the lists.

	Quick search		
	Issuing country	All countries	•
	Validation status	All	T
			Search
	Advanced	search	
And press the	Search button: a list will	be displayed.	

Print Excel Items per page 15 💌 Large Result List Type of Applicant country Date of validity Date of issue Document ID number Applicant Name Link to the technical annexes of doo Belgium BE/00000321654987 /2013/000111 Alstom Belgium 30/07/2013 Dummy Docv1.0.pdf BE/00000321654987 /2013/999999 Alstom Belgium 12/04/2013 Etest.txt BE/00000321654987 /2013/999999 test.txt Dummy Docv1.0 - Copy.pdf Dummy Docv1.0 - Copy (8).pdf Alstom Belgium 12/04/2013 Export EC Declaration of conf of constit into PDF -BE/321654987/2012/000001 Alstom Belaium 28/02/2012 Italy IT/0000000123456 /2013/000200 Ferriere Cattaneo Dummy Docv1.0.pdf 01/07/2013 02/07/2013 IT/0000000123456 /2013/000200 Dummy Docv1.0.pdf Dummy Docv1.0 - Copy (11).pdf Ferriere Cattaneo 01/07/2013 02/07/2013

EC declaration of conformity of interoperability constituents search results

Total 6 item(s) found. Go back to Ouick Search

## Figure 12

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 applicant country, by the Document identification number and then by the applicant name
- To **view additional columns**, tick the Large Result List flag on the top of the list
- To view an EC Declaration, click on the "Document identification number" field of the EC Declaration you want to view
- To open an attachment, click on the attachment's name

# 5.1.2.2 Advanced search

The advanced search allows you to find an EC Declaration satisfying multiple criteria.

On the main	page (Figure 11)	click on the	Advanced search	button: a page will be
displayed.				
EC declarations of conf	ormity of constituents	Advanced Search		
ID data				
Document ID number		Version number		
Document owner/holder Applicant Country Applicant Organisation Name	Please select 💌			×
Applicant National Registration No				
Authorised representative Country Authorised representative Organisation Name	Please select			V
Authorised representative National Registration No				
Description/title				
Interoperability constituent	Please select 💌			
Description				
Certificate of conformity ID number of the Certificate of conformity issued for this declaration				
<b>References</b> To EC Directives				
To TSIs				
Signatories				
First name of signatory				
Surname of signatory				
Validity	<b>F9</b>			
Date of issue from			Date of issue to	
Other searchable fields	All			
Date of publication in Database			Date of publication in Database	E\$
from Name of the user who	¥		to	۲. ۲
uploaded the doc				
uploaded the doc	Please select 💌			
Search Reset			-	

Figure 13

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 12.

# 5.1.3 Submitting a new EC Declaration

This feature allows the submission of new EC Declaration. EC Declarations can be submitted either by applicant themselves or competent National authority.

On the main page (Figure 11), click on the Submit new declaration link: the following page will be displayed

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For the fields marked by an asterisk, in  Document owner/holder pplicant Country* pplicant Country* pplicant Country* pplicant Porstal address* pplicant City*  uthorised representative Country uthorised representative Country uthorised representative Name uthorised representative Name  statistic Solution  Approvals cotified Soly Country * Please s Same *	Please select	2010/79/EC CCS 2000/03/2C CCS 2000/079/EC CCS 2000/079/EC CCS	Applicant N Applicant P Authorised	ational Registration No* ostal code* representative National Registra representative Postal code nteroperability Please select constituent Please select	ation	× ×
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2008/57/EC 96/48/EC 2001/16/EC						
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Document ID number*		Generate				
Attached files						
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120 Rue Marc Lefrancq | BP 20392 | FR-59307 Valenciennes Cedex Tel. +33 (0)327 09 65 00 | era.europa.eu

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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):

- Applicant Country is required
- Applicant Organisation is required
- Applicant Name is required

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

EC declaration of conformity of interoperability constituents has been submitted successfully. <u>View submitted EC declaration of conformity of interoperability constituents</u>

You can click on the <u>View created EC declaration of conformity of interoperability constituents</u> link to view the newly created EC Declaration: the following page will be displayed.

At the successful submission of the EC Declaration, a notification message is sent to the issuer.

#### v 1.0

EC declaration of conformity of interoperability constituents

⊕Go Back to Search Results | Export to PDF | Print

Date of issue 02/12/2013

1. ID data						
Document ID number	FR/00000124578369/2013/98:			Submission date : 11/12/2013 15:16:34		
2. Document owner/holde	r					
Applicant Country	France					
Applicant Name	Alstom France		Applic	ant National Registration No	124578369	
Applicant Postal address	45, rue L'Edifeur		Applic	ant Postal code	59300	
Applicant City	Valenciennes					
Authorised representative Country	Belgium					
Authorised representative Name	Alstom Belgium		Autho	rised representative National Registration No	321654987	
Authorised representative Postal address	45, rue de Paris		Autho	rised representative Postal code	54800	
Authorised representative City	Mons					
3. Description/title						
Interoperability constituent		IC common to all T	SI (sele	ectable= Active)		
Description						
Description of procedures fo or suitability for use	llowed in order to declare conformity					

#### 4. Approvals

Notified Body			
Country	France		
Name	Certifer	Registration number	1800
Postal address	89, rue Baudouine	Postal code	59300
City	Valenciennes		
Website	www.dest.eq		

# Approval(s) and/or EC certificate(s) issued by Notified Body ID number of the approval or EC certificate issued for this declaration 54654

5. References	
To EC Directives 2001/16/EC	
	:
To TSIS 2006/679/EC CCS CR	
	:
To conditions of use	
	:
European specifications	
	.:
ttached condition of use	
No attached files	

# 6. ¥alidity

#### Date of issue (valid from dd/mm/yyyy) 03/12/2013 Date of validity (valid until dd/mm/yyyy) 29/12/2017

# 7. Additional information First name of signatory Alan

First name of signatory	Surname of signatory
8. Attached files	Feleisen
Restrictions.pdf (Front page)	
9. Other fields	
Status of the doc	Submitted
Version Number	1
Validation Reason	
Date of publication in Database	
Name of the user, who uploaded the doc	eradis user 20
Organisation of the user, who uploaded the doc	European Railway Agency
Validate         Reject         Create amendment	European Kaliway Agency

# Figure 15

# 5.1.4 Save an EC Declaration as draft

You can save the current page, as laid out on screen, as a draft which can be later retrieved when submitting a new declaration. It is necessary to fill in all the required fields (except the attachment as front page) to save a draft.

To save the current page as a draft, press the **Save as draft** button: the EC Declaration is saved but not still submitted to ERA for validation.

#### 5.1.5 Open an EC Declaration saved as draft

The quick search allows you to quickly find an EC Declaration saved as draft.

On the main page (Figure 11), click on the displayed as shown in Figure 12.

# 5.1.6 Add attachments

By clicking the <u>Add attachment</u> link the following window is displayed and electronic attachments can be added to the EC 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.





ERROR: 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:

↓ Download	Attachment1.txt	(Front Page)
<pre> <u>                                    </u></pre>	Add attachment	

By clicking on the <u>Edit</u> icon next to the file name, the following window opens and the attached document can be edit. When finished press the **Update** button in order to close the displayed window.



In case of a confidential uploaded file, the confidential reason can be provided.



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	
restrictions2.pdf	(Front Page) (Annex)

# 5.1.7 Add a logo

This feature is only available for ERA-EXT users for which the Manufacturer-EC Conformity Constituents role is granted.

By clicking the <u>Add attachment</u> link the following window opens and an image representing the logo of the applicant organisation to the EC Declaration can be added:



To add a file, press the Browse... button, choose the file to attach and then select the "Logo" option.



By selecting "Logo", the following logo alignment options are displayed:

- Left
- Center
- Right

After defining the desired position for the uploaded logo, press the **OK** button.

Repeat the steps above to add any number of attachments. When finished, all the attachments will be listed at the bottom of the page as shown in the figure below.

v 1.0

8. Attached files	
Logo.JPG (Logo) Add attachment	

You can download, edit or delete the uploaded logo, by clicking the respective icons next to the file name, as the following figure displays:



In order to edit the uploaded logo, click on the <u>Edit</u> option and the following pop up window will open:

Logo.JPG (6789) Set to front page Confidential Confidential reason Logo Center CRight
Update Cancel
select the preferred option and press the Update button

# 5.1.8 Print an EC Declaration

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.

# 5.1.9 Export to PDF

The feature is only available for an EC Declaration that is submitted to ERA or validated by ERA.

You can export the EC Declaration from view page (Figure 15), by clicking on the Export to PDF link at the top of the page.

# 5.1.10 Export to PDF from

The feature is only available for an EC Declaration that is not still submitted to ERA: the EC Declaration is either new or saved as draft. Also, it is not available for ERA-EXT users with the role NSA-EC Conformity Constituents.

You can export the EC Declaration from view page (Figure 15), by clicking on the  $\mathbb{B}_{\underline{\text{Export to PDF form}}}$  link at the top of the page.

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

# 5.1.11 Validating an EC Declaration (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to validate provided EC Declarations and make these public 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 EC Declaration will contain new information which was not stored previously within the ERADIS reference data database.

To validate a temporary EC Declaration, search for the submitted EC Declarations (or click on the Validate submitted declarations link) in Figure 11 and display its properties by clicking on the

EU Identification number you want to validate: a page similar to the one in Figure 15 will be displayed.

button.

Enter the validation reason.

To confirm validation, click on the Validate

In case of no errors, a confirmation message will be displayed.

EC declaration of conformity of interoperability constituents has been validated successfully. <u>View validated EC declaration of conformity of interoperability constituents</u>

At the successful validation of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

The new status of an EC Declaration 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.

The following picture depicts a validated EC Declaration which can be accessed by clicking on the View validated EC declaration of conformity of interoperability constituents link.

#### v 1.0

EC declaration of conformity of interoperability constituents

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

1. ID data					
Document ID number	BE/00000321654987/2013/99				
2. Document owner/holder					
Applicant Country	Belgium				
Applicant Name	Alstom Belgium		Applicant National Registra	ation No	321654987
Applicant Postal address	45, rue de Paris		Applicant Postal code		54800
Applicant City	Mons				
Authorised representative Country					
Authorised representative			Authorised representative	National Registration No	
Name					
Postal address			Authorised representative	Postal code	
Authorised representative					
Interoperability constituent					
Description					
beschpaon					
Description of procedures foll	owed in order to declare conform	ita			
or suitability for use		icy .			
4. Approvals Notified Body					
Country	Belgium				
Name	MY ECM		Registration number	123123123	
Postal address	aaa		Postal code	0000	
City	00000000				
website	213				
Approval(s) and/or EC ce	rtificate(s) issued by Notified	Body this declaration			Date of issue
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5. References					
To EC Directives					
					.::
To TOIS					ii.
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# Figure 16

# 5.1.12 Revoking an EC Declaration (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to revoke provided EC Declarations and make these public on the ERADIS web site.

To revoke a temporary EC Declaration, search for the requested to revoke EC Declarations (or click on the <u>Validate requested to be revoke declarations</u> link) in Figure 11 and display its properties by clicking on the EU Identification number you want to validate: a page similar to the one in Figure 15 will be displayed.

Enter revoke validation reason.

To confirm revocation, click on the Revoke button.

In case of no errors, a confirmation message will be displayed.

EC declaration of conformity of interoperability constituents has been revoked successfully. <u>View revoked EC declaration of conformity of interoperability constituents</u>

At the successful revocation of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

The new status of an EC Declaration 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.

# 5.1.13 Rejecting an EC Declaration (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to reject provided EC Declarations and make these not published on the ERADIS web site.

To reject a temporary EC Declaration, search for the submitted EC Declarations (or click on the Validate submitted declarations link) or search for the requested to revoke EC Declarations (or

click on the **Validate requested to be revoke declarations** link) in Figure 11 and display its properties by clicking on the EU Identification number you want to validate: a page similar to the one in Figure 15 will be displayed.

Enter the validation reason.

To confirm validation, click on the Reject button.

In case of no errors, a confirmation message will be displayed.



EC declaration of conformity of interoperability constituents has been rejected successfully. View rejected EC declaration of conformity of interoperability constituents

At the successful rejection of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

# 5.1.14 Amending an EC Declaration

This feature allows user to amend already issued EC Declaration. All users who belong to the same organisation as the EC Declaration issuer or the EC Declaration applicant, as well as the ERA users, will be able to amend an existing EC Declaration.

To amend an EC Declaration, on the main page (Figure 11) click on the <u>Amend existing declaration</u> link: the following page will be displayed

 Amend an existing declaration of conformity of constituents

 This page allows you to easily find a declaration of conformity of constituents you would like to amend. You may find declaration of conformity of constituents by specifying search criteria or by browsing all of the declarations of conformity of constituents which you can amend.

 Declaration of conformity of constituents search information
 Browse declarations of conformity of constituents

 Document ID
 Please click Browse button bellow if you would like to retrieve a list of all existing declarations of conformity of constituents which you can amend.

 Browse declarations
 Browse declarations

There are two options to find the EC Declaration for amending.

First option is to enter the "Document ID" of the EC Declaration you want to amend and press the

**Open document** button: a page similar to the one in Figure 12 will be displayed.

Second option is to browse available EC Declarations for amend. Press the **Browse declarations** button: a page similar to the one in Figure 12 will be displayed.

Click on the EU Identification number you want to amend and a page similar to the one in Figure 14 will be displayed.

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

A confirmation message will appear

EC declaration of conformity of interoperability constituents has been submitted successfully. <u>View submitted EC declaration of conformity of interoperability constituents</u>

At the successful submission of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

Another way to perform this task is to search for the EC Declaration, view its details (Figure 15 or Figure 16) and press the Create amendment button.

# 5.1.15 Requesting to Revoking an EC Declaration

This feature allows user to request to revoke already issued EC Declaration. All users who belong to the same organisation as the EC Declaration issuer or the EC Declaration applicant, as well as the ERA users, will be able to request to revoke an existing EC Declaration.

To request to revoke an EC Declaration, on the main page (Figure 11) click on the <u>Revoke existing declaration</u> link: the following page will be displayed

Revoke an existing declaration of conformity of co	nstituents
This page allows you to easily find a declaration of conformity of cons criteria or by browsing all of the declarations of conformity of constituer	tituents you would like to revoke. You may find declaration of conformity of constituents by specifying search Its which you can revoke.
Declaration of conformity of constituents search information	Browse declarations of conformity of constituents
Document ID	Please click Browse button bellow if you would like to retrieve a list of all existing declaration of conformity of constituents which you can revoke.
Open document	Browse declarations

There are two options to find the EC Declaration for requesting to revoke.

First option is to enter the "Document ID" of the EC Declaration you want to request to revoke and press the Open document button: a page similar to the one in Figure 12 will be displayed. Second option is to browse available EC Declarations for request to revoke. Press the Browse declarations button: a page similar to the one in Figure 12 will be displayed.

Click on the EU Identification number you want to request to revoke and a page similar to the one in Figure 15 will be displayed.

Enter the revoke request reason and press the Request Revoke button.

A confirmation message will appear

EC declaration of conformity of interoperability constituents has been requested to be revoked successfully. View revoke request EC declaration of conformity of interoperability constituents

At the successful submission of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

Another way to perform this task is to search for the EC Declaration, view its details (Figure 16) and press the Request Revoke button.

# 5.1.16 Downloading an electronic form

In case the user prefers to submit a new declaration by using an electronic 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.

This feature is only available for ERA users for which the Interoperability Administrator role is granted or ERA-EXT users for which the Manufacturer-EC Conformity Constituents role is granted. 120 Rue Marc Lefrance | BP 20392 | FR-59307 Valenciennes Cedex 53 / 141 Tel. +33 (0)327 09 65 00 | era.europa.eu

To download the electronic form, on the main page (Figure 11) click on the link: you will be prompted to save the file.

# 5.1.17 Filling in an electronic form

To fill in offline the previously downloaded electronic form (see §5.1.16), open it in MS-WORD.

Depending on the MS-WORD version:

• The following warning appears on the top of the MS-WORD document

Protected View This file was opened from a potentially unsafe location. Click for more details.
 Enable Editing

Click on the "Enable Editing" button

MS-WORD will open document, ready to edit.

W   🚽	り、 🖸 🌐	🗋 💁 🖙	rapport[1].d	loc [Compatib	oility Mode	] - Micro	soft Word		Tabl	le Tools			23
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	2 1		• 4 • 1 • 5 • 1	·6 単1 · 7 · 1	·8 #1 · 9#	1 • 10 • 1	· 11 · 1 · 12 ·	1 • 13 • 1 • 14 • 1	·#· · #	<u>₩   · 17 ·   ·</u>	18 • • •	J	
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<u></u>		We,			,					_			
6 5 4		Applicant: Business name Full address				Authoris Business n Full addre Of the ap Business n Full addre	ed Repress ame ss oplicant ame ss	entative:					
		Declare under our o Name/s	wn responsi hort descr	bility that th	ne followin nteroper	ng inter ability	operability constitue	constituent: ent/type					
10 1 - 9 -		to which this declar Specifications for In Title(s) of the Directive(s, Title(s) of the TSI(s)	ation refers teroperabilit )	complies wit ty:	th the EU	Directiv	es and rele	evant Techni	cal				
12 - 1 - 11	af 1 - 14/a - 1-	has been assessed b Business name Registration number giv	y Notified B	ody: mission(option	al)							(	* 0 *

# Fill in the fields

Save the file by clicking on File-Save (or File-Save As) in the menu.

# 5.2 Anonymous or non-authorised users

# 5.2.1 EC Declaration Conformity Constituents main page

The following screenshot displays the EC Declaration Conformity Constituents main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Interoperability Administrator role is not granted
- Any ERA-EXT user for which the NSA-EC Conformity Constituents role is not granted
- Any ERA-EXT user for which the Manufacturer-EC Conformity Constituents role is not granted.

W/*			上 Login   Help	english (en) 🛛 🔻
7*** ERADIS - European	Railway Agency Dat	tabase of Interoperability and Safety	Search in Eradis	0
Home > Inter-operability documents > B	EC declaration of conformi	ity of interoperability constituents		
<ul> <li>Home</li> <li>Login</li> <li>Safety Authorities and Investigation Bodies</li> <li>Other Organisations and Bodies</li> <li>Safety documents</li> <li>Safety documents</li> <li>Licences</li> <li>ECM</li> <li>Assessment</li> <li>Safety Indicators</li> <li>Investigation reports</li> <li>NSA &amp; NIB reports</li> </ul>	EC declaration Quick search Issuing country Validation status	n of conformity of interoperability co All countries In Force Search	onstituents	



# **5.2.2** Searching for an EC Declaration

# 5.2.2.1 Quick search

The quick search allows you to quickly find an EC Declaration issued by a certain country and/or a certain validation status.

On the main page (Figure 17), select an issuing country and/or a validation status from the lists.

And press the

Search button: a list will be displayed.

EC declaration of conformity of interoperability constituents search results

Arint Export	to Excel		arge Result List.		
Applicant country	Document ID number	Applicant Name	Type of constituent	Date of validity	Date of issue
Belgium	BE/00000321654987/2013/999999	Alstom Belgium	-	-	12/04/2013
	BE/321654987/2012/000001	Alstom Belgium	-	-	28/02/2012
Italy	IT/0000000123456/2013/000200	Ferriere Cattaneo	-	01/07/2013	02/07/2013
Total 3 item(s) four	nd.				

🖲 Go back to Quick Search

#### Figure 18

Items per page 15 💌

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 applicant country, by the Document identification number and then by the applicant name
- To view additional columns, tick the Large Result List flag on the top of the list
- To **view an EC Declaration**, click on the "Document identification number" field of the EC Declaration you want to view

FC.	declaration	of confor	mity of inte	roperability	constituents

🕙 Go Back to Search Results | Export to PDF | 🕮 Print

1. ID data						
Document ID number	IT/0000000123456/2013/00C					
2. Document owner/holder	r					
Applicant Country	Italy					
Applicant Name	Ferriere Cattaneo		Applicant National Registr	ation No	123456	
Applicant Postal address	via		Applicant Postal code		20100	
Applicant City	Milano					
Authorised representative Country						
Authorised representative			Authorised representative	National Registration No.		
Name			Mutionseu representative	National Registration No		
Authorised representative Postal address			Authorised representative	Postal code		
Authorised representative						
City						
Joteroperability constituent		Commuter not cele	ctable			
Description		dadada	ccable			
besenption		ususus				
Description of procedures foll	owed in order to declare conformity	- 4 - 4 -				
or suitability for use	owed in order to decidre conformity	sasas				
4. Approvals Notified Body						
Country	France					
Name	Certifer			Registration number	1800	
Postal address	89, rue Baudouine			Postal code	59300	
City	Valenciennes					
website	www.certifer.fr					
Approval(s) and/or EC ce	rtificate(s) issued by Notified Boo al or EC certificate issued for this	ly declaration			Date of issue	
To number of the upprove	in or ce certaincate issued for this	acciaración				
11					11/07/2013	
E Beferences					11/07/2013	
5. References					11/07/2013	]
5. References To EC Directives 2008/57/EC					11/07/2013	
5. References To EC Directives 2008/57/EC					11/07/2013	
5. References To EC Directives 2008/57/EC					.::	
5. References To EC Directives 2008/57/EC					11/07/2013	
5. References           To EC Directives           2008/57/EC           To TSIS           2006/661/EC					.::	
To TSIS 2006/861/EC					.::	
5. References To EC Directives 2008/57/EC To TSIs 2006/861/EC					.::	
5. References To EC Directives 2008/57/EC To TSIs 2006/861/EC					11/07/2013 .:: .::	
5. References To EC Directives 2008/57/EC To TSIS 2006/861/EC To conditions of use					11/07/2013 .:: .::	
To EC Directives 2008/57/EC To TSIS 2006/861/EC To conditions of use					11/07/2013 .:: .::	
S. References To EC Directives 2008/57/EC To TSIS 2006/861/EC To conditions of use					11/07/2013 .:: .::	
II         S. References         To EC Directives         2008/S7/EC         To TSIS         2006/861/EC         To conditions of use         European specifications					11/07/2013 .:: .:: .::	
II         S. References         To EC Directives         2008/S7/EC         To TSIS         2006/861/EC         To conditions of use         European specifications					11/07/2013 .:: .:: .::	
II         S. References         To EC Directives         2008/S7/EC         To TSIs         2006/861/EC         To conditions of use         European specifications					11/07/2013 .:: .:: .::	
II         5. References         To EC Directives         2008/57/EC         To TSIs         2006/861/EC         To conditions of use         European specifications					11/07/2013 .:: .:: .::	
II         S. References         To EC Directives         2008/57/EC         To TSIs         2006/861/EC         To conditions of use         European specifications         Attached condition of use         No attached files					11/07/2013 .:i .:i .:i	
II         5. References         To EC Directives         2008/57/EC         To TSIS         2006/861/EC         To conditions of use         European specifications         Attached condition of use         No attached files         6 Validity					11/07/2013 .:: .:: .::	
II         5. References         To EC Directives         2008/57/EC         To TSIS         2006/861/EC         To conditions of use         European specifications         Attached condition of use         No attached files         6. Validity         Date of issue (valid from					11/07/2013 .:: .:: .::	
II         5. References         To EC Directives         2008/57/EC         To TSIS         2006/861/EC         To conditions of use         European specifications         Attached condition of use         No attached files         6. Validity         Date of issue (valid from d/mm/yyyy)	02/07/2013	Date of validit	y (valid until dd/mm/yyyy)	01/07/2013	11/07/2013 .:: .:: .::	
II         5. References         To EC Directives         2008/57/EC         To TSIS         2006/861/EC         To conditions of use         European specifications         Attached condition of use         No attached files         6. Validity         Date of issue (valid from dd/mm/yyyy)         7. Additional information	02/07/2013	Date of validit	y (valid until dd/mm/yyyy)	01/07/2013	11/07/2013 .:: .:: .::	
II         5. References         To EC Directives         2008/57/EC         To TSIS         2006/861/EC         To conditions of use         European specifications         Attached condition of use         No attached files         6. Validity         Date of issue (valid from dd/mm/yyyy)         7. Additional information	02/07/2013	Date of validi	y (valid until dd/mm/yyyy)	01/07/2013	11/07/2013 .:: .:: .:: .::	
II         5. References         To EC Directives         2008/57/EC         To TSIS         2006/861/EC         To conditions of use         European specifications         Attached condition of use         No attached files         6. Validity         Date of issue (valid from dd/mm/yyyy)         7. Additional information         First name of signatory         8. Attached files	02/07/2013	Date of validi	y (valid until dd/mm/yyyy) Surname of signato	01/07/2013	11/07/2013 .:: .:: .:: .::	
Image: Signal Content of Signal Con	02/07/2013	Date of validit	:y (valid until dd/mm/yyyy) Surname of signato	01/07/2013	11/07/2013 .:: .:: .:: .::	
II         5. References         To EC Directives         2008/57/EC         To TSIS         2006/661/EC         To conditions of use         European specifications         Attached condition of use         No attached files         6. Validity         Date of issue (valid from di/mm/yyyy)         7. Additional information         First name of signatory         8. Attached files         20 Dummy Docv1.0.pdf (From direction)	02/07/2013	Date of validit	:y (valid until dd/mm/yyyy) Surname of signato	01/07/2013	11/07/2013 .:: .:: .:: .::	
Image: status of the doc         S. References         To EC Directives         2008/57/EC         To TSIS         2006/661/EC         To conditions of use         European specifications         Attached condition of use         No attached files         6. Validity         Date of issue (valid from di/mm/yyyy)         7. Additional information         First name of signatory         8. Attached files         Image: Dummy Docv1.0.pdf (From signatory)         Status of the doc	02/07/2013	Date of validit	:y (valid until dd/mm/yyyy) Surname of signato	01/07/2013	11/07/2013 .:: .:: .:: .::	
Image: style="text-align: center;">	02/07/2013	Date of validit	y (valid until dd/mm/yyyy) Surname of signato	01/07/2013	11/07/2013 .:: .:: .:: .::	

Figure 19

# 5.2.2.2 Advanced search

The advanced search allows you to find an EC Declaration satisfying multiple criteria.

٥n the main pa	ge (Figure 17), click on	the 🔟	Advanced search	button : a page	will be
displayed.					
EC declarations of con	ormity of constituents Advanced	l Search			
ID data Document ID number					
Document owner/holder					
Applicant Country	Please select 💌				
Applicant Organisation Name				8	*
Applicant National Registration No					
Authorised representative	Blasco coloct				
Country Authorised representative Organisation Name	Piedse select			3	•
Authorised representative National Registration No					
Description/title					
Interoperability constituent	Please select 💌				
Description					
Certificate of conformity ID number of the Certificate of conformity issued for this declaration					
References					
To EC Directives To TSIs					
Signatories					
First name of signatory					
Surname of signatory					
¥alidity			_		
Date of issue from			Date of issue to 🛛 🗳		
Other searchable fields					
Status of the doc	In Force	*			
Search Reset					

# Figure 20

Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 18.

# 5.2.3 Print an EC Declaration

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.

### 5.2.4 Export to PDF

You can export the EC Declaration from view page (Figure 19), by clicking on the Export to PDF link at the top of the page.

# 6 EC Declarations of suitability for use of interoperability constituents

User Category	User Role	Allowed Actions
ERA Interoperability Administrator		Search for EC Declaration Suitability Constituents Submit new EC Declaration Suitability Constituents Amend, request to revoke existing EC Declaration Suitability Constituents Validate, revoke, reject EC Declaration Suitability Constituents
ERA-EXT NSA	EC Suitability Constituents	Search for EC Declaration Suitability Constituents Submit new EC Declaration Suitability Constituents Amend, request to revoke existing EC Declaration Suitability Constituents
ERA-EXT Manufacturer	EC Suitability Constituents	Search for EC Declaration Suitability Constituents Submit new EC Declaration Suitability Constituents Amend, request to revoke existing EC Declaration Suitability Constituents
Anonymous Non-Authorised User		Search for EC Declaration Suitability Constituents

Each submitted/amended/requested to revoked EC Declaration will need to pass an ERA validation first in order to become available to the public, which will only be allowed to read existing EC Declaration that have been validated by ERA.

# 6.1 Authorised users

# 6.1.1 EC Declaration Suitability Constituents main page

The following screenshot displays the EC Declaration Suitability Constituents main page for the following users:

- Any ERA user for which the Interoperability Administrator role is granted
- Any ERA-EXT user for which the NSA-EC Suitability Constituents role is granted. Among these users, only those who belong to the same organisation as the EC Declaration issuer have the authority to amend/request to revoke.
- Any ERA-EXT user for which the Manufacturer-EC Suitability Constituents role is granted. Among these users, only those who belong to the same organisation as the EC Declaration applicant have the authority to amend/request to revoke.

ERADIS - European	Railway Agency Data	base of Interoperability and Safety	Welcome eradev Logou	t Help english (en)	•
Home > Inter-operability documents > E Home > Login Safety Authorities and Investigation Bodies Other Organisations and Bodies Statistics Dashboard Manage Users Electronic questionnaires Translations Reference Data Messages Search result lists Audit Trail Logs	C declaration of suitability I EC declaration C declaratio	or use of interoperability constituents of suitability for use of interv amend existing declaration advalidate requested to be revoke declarations All countries All Search arch	operability constituents	XRevoke existing declaration	
Audit Trail Logs Parameters					

Figure 21

# 6.1.2 Searching for an EC Declaration

# 6.1.2.1 Quick search

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

On the main page (Figure 21), select an issuing country and/or a validation status from the lists.

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

<u>Print</u> Expo	rt to Excel	l	Large Result List			Items per page 15
Applicant country	Document ID number	Applicant Name	Type of constituent	Date of validity	Date of issue	Link to the technical annexes of doc
Belgium	BE/321654987/2012/000002	Alstom Belgium	-	-	07/05/2012	Export EC Declaration of conf of constit into PDF - bug.png
France	FR/00000124578369 /2013/888888	Alstom France	-	-	17/04/2013	iestLogo.jpg
	FR/00000124578369 /2013/888888	Alstom France	-	-	17/04/2013	📾 testLogo.jpg
Italy	IT/000000001234 /2013/123456	Ferriere Cattaneo		10/08/2013	07/08/2013	Dummy Docv1.0 - Copy (2).pdf Dummy Docv1.0 - Copy (4).pdf Dummy Docv1.0 - Copy (3).pdf Dummy Docv1.0 - Copy (7).pdf Dummy Docv1.0 - Copy.pdf Dummy Docv1.0 - Copy (9).pdf Dummy Docv1.0 - Copy (4).pdf ERA-REP-100-ExistingVehiclesTypes-20130730.pdf ERA-REP-100-ExistingVehiclesTypes-20130730.pdf ERA-REP-100-ExistingVehiclesTypes-20130730.pdf
	IT/0000000123456 /2013/003001	Ferriere Cattaneo		10/07/2013	12/07/2013	Dummy Docv1.0.pdf

EC declaration of suitability for use of interoperability constituents search results

• Go back to Quick Search

#### Figure 22

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 applicant country, by the Document identification number and then by the applicant name
- To view additional columns, tick the Large Result List flag on the top of the list
- To **view an EC Declaration**, click on the "Document identification number" field of the EC Declaration you want to view
- To **open an attachment**, click on the attachment's name

# 6.1.2.2 Advanced search

The advanced search allows you to find an EC Declaration satisfying multiple criteria.

On the main	page (Fi	gure 21),	click on	the 🔍	Advanced searc	button: a	a page will b
aispiayea.	ability for		opto Adurra	od Coprob			
EC declarations of suite	adility for us	e or constitu	ents Auvanc	ed Search			
ID data Document ID number			Version number				
Document owner/holder Applicant Country Applicant Organisation Name	Please select	<b>v</b>					~
Applicant National Registration No							
Authorised representative Country Authorised representative Organisation Name	Please select	M					~
Authorised representative National Registration No							
Description/title Interoperability constituent Description	Please select	×					
Certificate of conformity ID number of the Certificate of conformity issued for this declaration							
References To EC Directives To TSIs To EC Declaration of conformity	of constituent						
<b>Signatories</b> First name of signatory Surname of signatory							
Validity Date of issue from Other searchable fields		3		Date of iss	ue to		
Date of publication in Database from Name of the user who		3		V	Date of publication in Data to	abase 📑	
uploaded the doc Organisation of the user, who uploaded the doc	Please select	~		×			
Search Reset							



Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 22.

# 6.1.3 Submitting a new EC Declaration

This feature allows the submission of new EC Declaration. EC Declarations can be submitted either by applicant themselves or competent National authority.

On the main page (Figure 21), click on the Submit new declaration link: the following page will be displayed

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For the fields marked by an asterisk, in	inormation is manadory		
Document owner/holder			
applicant Country"	Please select		
applicant Organisation		Applicant National Desistration Not	
Applicant Name -		Applicant National Registration No -	
Applicant City*		Applicant Postal Code	
Authorised representative Country	Please select 💌	4	
authorised representative Organisation		Authorised representative National Registration	×
Authorised representative Name		No	
Authorised representative Postal address		Authorised representative Postal code	
authorised representative City			
Description/title			
SI		2010/79/EC CCS 2006/85/EC 2005/65/EC CCS CR Interoperability Please select	×
		constituent	
Description	L		
			:
Jescription of procedures followed in oro	der to declare conformity or	r suitability for use	
			.::
Approvals lotified Body			
Country * Please	select 💌		
Organisation *			<b>v</b>
Name *		Registration number *	
Postal address *		Postal code *	
City *			
C certificate of suitability for use i 1. ID number of the Certificate of conformity issued for this declaration* Add More	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	ď
EC certificate of suitability for use i 1. ID number of the Cartificate of conformity issued for this declaration* Add hore Add more approval cels . References	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	ď
EE certificate of suitability for use i 1.1D number of the Certificate of contormity issues for this deducation* Add hore Add more approval vete References to EC Directives 2001/16/EC 2001/16/EC	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	,ii
EC certificate of suitability for use conformity issued for this declaration* Add tours References b EC Directives 2004/57/EC CCS 2005/657/EC CCS CR	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	<b>ت</b> 
EC conflicted of suitability for use of conformity issued for this declaration* Add more References to C Directives 2000/37/EC 2000/45/EC 2000/652/EC	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	<b>.</b>
EC conflicted of suitability for use i Add more approved sets Add more approved sets a Conformity issued for this declaration* Add more approved sets a EC Directives 2008/37/EC 2003/34/EC 2003/24/EC 2003/24/EC 2006/85/EC 20	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	<b>١</b>
EC conditions of use EC conditions of use conformity issued for this declaration* Add more Add more approval vets a conditions of use a conditions of use	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	<b>۲</b>
EC configuration of suitability for use I a. Do number of the Configuration of conformity issued for this declaration* Add more upproval color Beforences De C Directores 2000/3/6/EC 2000/3/6/EC 2000/3/9/EC	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	۲ 
EC configuration of use EC configuration of use Characteristics of use Characteristics of use EC conditions of use EC conditions of use EC conditions of use EC conditions of use	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	ш 
IC certificate of suitability for use I Li Durunkor of the Certificate of conformity issued for this declaration* Add source approach cetc References De C Directives De C Dir	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	ш 
EC certificate of suitability for use I La Dorumber of the Certificate of and there Add mune upproval cetc References B EC Directives 2009/57/EC CCS 2009/57/EC CCS CR D the EC declaration(s): b conditions of use conditions of use ttached condition of use Validity Additional information first name of signatory	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	۳۵ ۱:. ۱:.
EC certificate of suitability for use I L Doumber of the Certificate of and thore Add more approval cett References B EC Directives DaysArtE	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	
IC certificate of suitability for use I Li Durnithor of the Certificate of conformity issued for this declaration* Add hunce upproval cets References B C Directives D or TSIs D or TSI	ssued by Notified Body	Date of issue (dd/mm/yyyy)*         Date of issue (dd/mm/yyyy)*         Date of issue (dd/mm/yyyy)*         Date of validity (valid until dd/mm/yyyy)         Date of validity (valid until dd/mm/yyyy)         Surname of signatory         Cenerate	
C certificate of suitability for use I Li Drunktor of the Certificate of conformity issued for this declaration* Add more approval celc References DEC Directives DeC Directives Directives DeC Directives DeC Directives DeC Directives Directives Directives Directives DeC Directives	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	۳ ۱

Figure 24

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):

Applicant Country is required
 Applicant Organisation is required
 Applicant Name is required

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

EC declaration of suitability for use of interoperability constituents has been submitted successfully. <u>View submitted EC declaration of suitability for use of interoperability constituents</u>

You can click on the <u>View created EC declaration of suitability for use of interoperability constituents</u> link to view the newly created EC Declaration: the following page will be displayed.

At the successful submission of the EC Declaration, a notification message is sent to the issuer.

EC declaration of suitability for use of interoperability constituents

The document reference data don't match reference data database.

⊕<u>Go Back to Search Results</u> | <u>Export to PDF</u> | <sup>∰</sup>Print

#### User Manual

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The Authorised Represe - Address - National Registration I	entative Organisation details don't mato No	sh the reference data	databas	e details. The following fields don't match:	
1. ID data					
Document ID number	BE/00000321654987/2013/52:			Submission date : 12/12/2013 10:36:47	
2. Document owner/holde	er				
Applicant Country	Belgium				
Applicant Name	Alstom Belgium		Applica	ant National Registration No	321654987
Applicant Postal address	45, rue de Paris		Applic	ant Postal code	54800
Applicant City	Mons				
Authorised representative Country	Belgium		_		
	Add to Reference Data L	Jpdate Reference D	ata		
Authorised representative Name	Safety&InteropOraganization		Author	ised representative National Registration No	43544
Authorised representative Postal address	aaabb		Author	ised representative Postal code	0000
Authorised representative City	00000000				
3. Description/title			-		
Interoperability constituent		IC common to all T	SI (sele	ctable= Active)	
Description					

0	Description of procedures followed in order to declare conformity or suitability for use	testing functionality	
L			.::
4	. Approvals Notified Body		

Country	France		
Name	Certifer	Registration number	1800
Postal address	89, rue Baudouine	Postal code	59300
City	Valenciennes		
Website	www.cec.er		·

EC certificate of suitability for use issued by Notified Body
ID number of the EC certificate of suitability for use issued for this declaration
645654

ID number of the EC certific	ate of suitability for us	e issued for this declaration	Date of issue
645654			10/12/2013
Deferences			
o EC Directives			
Fo TSIs			
2006/679/EC CCS CR			
To the EC declaration(s):			
Fo conditions of use			
to contaidons of use			
ttached condition of use			
lo attached files			
. Validity			
Date of issue (valid from	11/12/2013	Date of validity (valid until dd/mm/yyyy) 25/02/20	16
id/mm/yyyy)	11/12/2010		
. Additional information			
First name of signatory		Surname of signatory	
1005		2011/2011	
Attached mes			
restrictions.pdf (Front page)			
. Other fields			
i odioi noido			
Status of the doc		Submitted	
Status of the doc		Submitted	

	/alidation Reason	
r	Date of publication in Database	
P	Name of the user, who uploaded the doc	eradis user 20
0	Drganisation of the user, who uploaded the doc	European Railway Agency
	Validate Beiect Create amendment	
	Date of publication in Database Name of the user, who uploaded the doc Organisation of the user, who uploaded the doc Validate Reject Create amendment	eradis user 20 European Railway Agency

# Figure 25

# 6.1.4 Save an EC Declaration as draft

You can save the current page, as laid out on screen, as a draft which can be later retrieved when submitting a new declaration. It is necessary to fill in all the required fields (except the attachment as front page) to save a draft.

To save the current page as a draft, press the **Save as draft** button: the EC Declaration is saved but not still submitted to ERA for validation.

# 6.1.5 Open an EC Declaration saved as draft

The quick search allows you to quickly find an EC Declaration saved as draft.

On the main page (Figure 21), click on the displayed as shown in Figure 22.

# 6.1.6 Add attachments

By clicking the <u>Add attachment</u> link the following window is displayed and electronic attachments can be added to the EC 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.





ERROR: 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  $\times$  Delete icon next to the file name, as it is shown in the following figure:

↓ Download	Attachment1.txt	(Front Page)
<u> ∕ Edit</u> X <u>Delete</u>	Add attachment	

By clicking on the <a>Let</a> icon next to the file name, the following window opens and the attached

Update button in order to close the displayed document can be edit. When finished press the window.



In case of a confidential uploaded file, the confidential reason can be provided.

<b>Note:</b> You can attach files of size up to 4MB. The system will reject any file that exceeds this a	size.
C:\Documents and Settings\nioan\Desktop\rest	rowse
Set to front page     ✓ Confidential     Confidential reason     OK Ca	ncel

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	
restrictions2.pdf	(Front Page) (Annex)

#### 6.1.7 Add a logo

This feature is only available for ERA-EXT users for which the Manufacturer-EC Suitability Constituents role is granted.

By clicking the Add attachment link the following window opens and an image representing the logo of the applicant organisation to the EC Declaration can be added:

Note: You can attach files of size up to The system will reject any file that exceeds	4MB. this size.
	Browse
Set to front page Confidential Logo	
ок	Cancel

To add a file, press the Browse... button, choose the file to attach and then select the "Logo" option.

<b>Note:</b> You can attach files of size up to 4MB. The system will reject any file that exceeds this size.
C:\Documents and Settings\nioan\Desktop\Logc Browse
<ul> <li>☐ Set to front page</li> <li>☐ Confidential</li> <li>✓ Logo</li> <li>✓ Left ○ Center ○ Right</li> </ul>
OK Cancel

By selecting "Logo", the following logo alignment options are displayed:

- Left
- Center
- Right

After defining the desired position for the uploaded logo, press the ok button.

Repeat the steps above to add any number of attachments. When finished, all the attachments will be listed at the bottom of the page as shown in the figure below.

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8. Attached file	es
Logo.JPG ( Add attachment	Logo)

You can download, edit or delete the uploaded logo, by clicking the respective icons next to the file name, as the following figure displays:



In order to edit the uploaded logo, click on the <u>Edit</u> option and the following pop up window will open:

	Logo.JPG (6789) Set to front page Confidential Confidential reason Logo Center Right Update Cancel
Select the preferred or	otion and press the Update button

# 6.1.8 Print an EC Declaration

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.

# 6.1.9 Export to PDF

The feature is only available for an EC Declaration that is submitted to ERA or validated by ERA.

You can export the EC Declaration from view page (Figure 25), by clicking on the link at the top of the page.

# 6.1.10 Export to PDF from

The feature is only available for an EC Declaration that is not still submitted to ERA: the EC Declaration is either new or saved as draft. Also, it is not available for ERA-EXT users with the role NSA-EC Suitability Constituents.

You can export the EC Declaration from view page (Figure 25), by clicking on the <u>Export to PDF form</u> link at the top of the page.

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

# 6.1.11 Validating an EC Declaration (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to validate provided EC Declarations and make these public 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 EC Declaration will contain new information which was not stored previously within the ERADIS reference data database.

To validate a temporary EC Declaration, search for the submitted EC Declarations (or click on the

Validate submitted declarations link) in Figure 21 and display its properties by clicking on the EU Identification number you want to validate: a page similar to the one in Figure 25 will be displayed.

Enter the validation reason.

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

In case of no errors, a confirmation message will be displayed.

D EC declaration of suitability for use of interoperability constituents has been validated successfully. <u>View validated EC declaration of suitability for use of interoperability constituents</u>

At the successful validation of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

The new status of an EC Declaration 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.

The following picture depicts a validated EC Declaration which can be accessed by clicking on the View validated EC declaration of suitability for use of interoperability constituents link.

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|--|

€<u>Go Back to Search Results</u> | <u>Export to PDF</u> | <sup>≜</sup>Print

1. ID data						
Document ID number BE/321654987/2012/000002						
2. Document owner/holder						
Applicant Country	Belgium		1			
Applicant Name	Alstom Belgium		Applicant National Registra	ation No	321654987	
Applicant Postal address	45, rue de Paris		Applicant Postal code		54800	
Applicant City	Mons					
Authorised representative Country						
Authorised representative Name			Authorised representative	National Registration No		
Authorised representative Postal address			Authorised representative	Postal code		
Authorised representative City						
3. Description/title						
Interoperability constituent						
Description	EVC IC1:ERTMS-ETCS On board					
Description of procedures follo or suitability for use	owed in order to declare conformit	Y Module H2				
4. Approvals Notified Body						
Country	France				I	
Name	Certifer			Registration number	1800	
Postal address	89, rue Baudouine Valenciennes			Postal code	59300	
Website	-					
EC certificate of suitability	for use issued by Notified Bo	dv				
ID number of the EC certif 2250/1/B/2011/RST/DEEN/P2	icate of suitability for use iss 011-197	ued for this declaratio	n		Date of issue 01/01/2012	
5. References						
To EC Directives						
To TSIs 2006/861/EC,2006/679/E	C CCS CR					
To the EC declaration(c):						
BE/436195241/2012/0000	001					
.:i To conditions of use Listed in Annex 1						
Attached condition of use No attached files						
6. Validity Date of issue (valid from 07/05/2012 Date of validity (valid until dd/mm/vvvv)						
z addase et : f			,,,,,,			
First name of signatory			Surname of signator	·y		
Uüne			Öispuu-Jäääär			
8. Attached Tiles           Export EC Declaration of constit into PDF - bug.png (Front page)						
9. Other fields						
Status of the doc		In Force				
Version Number		1				
Validation Reason						
Date of publication in Databas	Database 07/05/2012					
Name of the user, who uploade	f the user; who uploaded the doc Eradis user2					
Organisation of the user, who uploaded the doc Safety&InteropOraganization						
13. Revoke Request Reason	1					
Revoke Request Reason*						
Create amendment	Request Revoke					

# Figure 26

# 6.1.12 Revoking an EC Declaration (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to revoke provided EC Declarations and make these public on the ERADIS web site.

To revoke a temporary EC Declaration, search for the requested to revoke EC Declarations (or click on the <u>Validate requested to be revoke declarations</u> link) in Figure 21 and display its properties by clicking on the EU Identification number you want to validate: a page similar to the one in Figure 25 will be displayed.

Enter revoke validation reason.

To confirm revocation, click on the Revoke button.

In case of no errors, a confirmation message will be displayed.

EC declaration of suitability for use of interoperability constituents has been revoked successfully. View revoked EC declaration of suitability for use of interoperability constituents

At the successful revocation of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

The new status of an EC Declaration 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.

# 6.1.13 Rejecting an EC Declaration (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to reject provided EC Declarations and make these not published on the ERADIS web site.

To reject a temporary EC Declaration, search for the submitted EC Declarations (or click on the

Validate submitted declarations link) or search for the requested to revoke EC Declarations (or

click on the <u>Validate requested to be revoke declarations</u> link) in Figure 21 and display its properties by clicking on the EU Identification number you want to validate: a page similar to the one in Figure 25 will be displayed.

Enter the validation reason.

To confirm validation, click on the



In case of no errors, a confirmation message will be displayed.

D EC declaration of suitability for use of interoperability constituents has been rejected successfully. <u>View rejected EC declaration of suitability for use of interoperability constituents</u>

At the successful rejection of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

# 6.1.14 Amending an EC Declaration

This feature allows user to amend already issued EC Declaration. All users who belong to the same organisation as the EC Declaration issuer or the EC Declaration applicant, as well as the ERA users, will be able to amend an existing EC Declaration.

To amend an EC Declaration, on the main page (Figure 21) click on the <u>Amend existing declaration</u> link: the following page will be displayed

Amend an existing declaration of suitability for use of constituents						
This page allows you to easily find a declaration of suitability for use of constituents you would like to amend. You may find declaration of suitability for use of constituents by specifying search criteria or by browsing all of the declarations of suitability for use of constituents which you can amend.						
Declaration of suitability for use of constituents search information	Browse Declarations of suitability for use of constituents					
Document ID	Please click Browse button bellow if you would like to retrieve a list of all existing declarations of suitability for use of constituents which you can amend.					
Open document	Browse declarations					

There are two options to find the EC Declaration for amending.

First option is to enter the "Document ID" of the EC Declaration you want to amend and press the

**Open document** button: a page similar to the one in Figure 22 will be displayed.

Second option is to browse available EC Declarations for amend. Press the **Browse declarations** button: a page similar to the one in Figure 22 will be displayed.

Click on the EU Identification number you want to amend and a page similar to the one in Figure 24 will be displayed.

Update any relevant fields, enter the description of the amendment and press the **Send to ERA** button.

A confirmation message will appear

EC declaration of suitability for use of interoperability constituents has been submitted successfully. <u>View submitted EC declaration of suitability for use of interoperability constituents</u>

At the successful submission of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

Another way to perform this task is to search for the EC Declaration, view its details (Figure 25 or Figure 26) and press the Create amendment button.

# 6.1.15 Requesting to Revoking an EC Declaration

This feature allows user to request to revoke already issued EC Declaration. All users who belong to the same organisation as the EC Declaration issuer or the EC Declaration applicant, as well as the ERA users, will be able to request to revoke an existing EC Declaration.

To request to revoke an EC Declaration, on the main page (Figure 21) click on the <u>Revoke existing declaration</u> link: the following page will be displayed

Revoke an existing declaration of suitability for use of constituents

This page allows you to easily find a declaration of suitability for u specifying search criteria or by browsing all of the declarations of suita	se of constituents you would like to revoke. You may find declaration ability for use of constituents which you can revoke.	of suitability for use of constituents by
Declaration of suitability for use of constituents search information	Browse Declarations of suitability for use of constituents	
Document ID	Please click Browse button bellow if you would like to retrieve a list of all existing declarations of suitability for use of constituents which you can revoke.	
Open document	Browse declarations	

There are two options to find the EC Declaration for requesting to revoke.

First option is to enter the "Document ID" of the EC Declaration you want to request to revoke and press the **Open document** button: a page similar to the one in Figure 22 will be displayed.

Second option is to browse available EC Declarations for request to revoke. Press the **Browse declarations** button: a page similar to the one in Figure 22 will be displayed.

Click on the EU Identification number you want to request to revoke and a page similar to the one in Figure 25 will be displayed.

Enter the revoke request reason and press the **Request Revoke** button.

A confirmation message will appear

EC declaration of suitability for use of interoperability constituents has been requested to be revoked successfully. <u>View revoke request EC declaration of suitability for use of interoperability constituents</u>

At the successful submission of the EC Declaration, a notification message is sent to the submitter of the EC Declaration.

Another way to perform this task is to search for the EC Declaration, view its details (Figure 26) and press the Request Revoke button.

# 6.1.16 Downloading an electronic form

In case the user prefers to submit a new declaration by using an electronic 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.
This feature is only available for ERA users for which the Interoperability Administrator role is granted or ERA-EXT users for which the Manufacturer-EC Suitability Constituents role is granted.

To download the electronic form, on the main page (Figure 21) click on the <u>Download Template</u> link: you will be prompted to save the file.

## 6.1.17 Filling in an electronic form

To fill in offline the previously downloaded electronic form (see §6.1.16), open it in MS-WORD.

Depending on the MS-WORD version:

• The following warning appears on the top of the MS-WORD document

1 Protected View This file was opened from a potentially unsafe location. Click for more details. Enable Editing

#### Click on the "Enable Editing" button

MS-WORD will open document, ready to edit.

👿   🛃 🤊 - ೮ 🌐 [	) <u> </u> =	rapport[1].do	oc [Compatib	ility Mode]	] - Micros	oft Word		Ta	able Tools	_	• X3
File Home	Insert Page Layout	References	Mailings	Review	View	Developer	Acroba	t Desig	ın Layout		۵ 🕜
Paste	W Rom $\cdot$ 1 $\cdot$ A A <u>U</u> $\cdot$ abs $\mathbf{x}_{2}$ $\mathbf{x}^{2}$	Aa ▼ 🦓		*ਦਾ   ≰≢ * ■   \$≣*	≇   2↓     2≥ • ⊞	¶ Aal	3bCcDć A Iormal 11	.aBbCcDć No Spaci	AaBb( Heading 1	Change Styles *	Editing
Clipboa 🕞	Font	Gr.		Paragraph	7.	Gi .		Styles	- K - IC	5	_
2 1	<u>X···1·1··2··3·</u>	1 · 4 · 1 · 5 · 1	<u>·6華1·7·1</u>	<u>· 8 ∰ · 9</u>	<u>⊫ + • 10 • +</u>	11 · · · 12 ·	1 - 13 - 1 - 1	<u>4 · I · 事 · I</u>	*単単 - 17・17・1	18 • • •	
.321	EC declara cc/RR We,	ation of s	uitabili cons <sub>RRR/YYYY/</sub>	ity for tituen	use of ts – EC Dec	intero	operab	oility			
	Applicant: Business name Full address				Authorise Business no Full addres Of the ap Business no Full addres	ed Repres ame s plicant ame s	entative:				
-	Declare under our own responsibility that the following interoperability constituent: Name/short description of interoperability constituent/type										
	to which this declar Specifications of Int Title(s) of the Directive(s Title(s) of the TSI(s)	ation refers o eroperability	omplies wi	ith the EU	Directive	es and rele	evant Tec	hnical	00%		* •

#### Fill in the fields

Save the file by clicking on File-Save (or File-Save As) in the menu.

## 6.2 Anonymous or non-authorised users

## 6.2.1 EC Declaration Suitability Constituents main page

The following screenshot displays the EC Declaration Suitability Constituents main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Interoperability Administrator role is not granted
- Any ERA-EXT user for which the NSA-EC Suitability Constituents role is not granted
- Any ERA-EXT user for which the Manufacturer-EC Suitability Constituents role is not granted.

ERADIS - European	Railway Agency Database of Interoperability and Safety C declaration of suitability for use of interoperability constituents	Login Help english	n (en) ▼
<ul> <li>Home</li> <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> <li>Assessment</li> <li>Safety Indicators</li> <li>Investigation reports</li> <li>NSA &amp; NIB reports</li> </ul>	EC declaration of suitability for use of interoperable Quick search Issuing country All countries Validation status In Force Search Manage Advanced search	illity constituents	



## 6.2.2 Searching for an EC Declaration

## 6.2.2.1 Quick search

The quick search allows you to quickly find an EC Declaration issued by a certain country and/or a certain validation status.

On the main page (Figure 27), select an issuing country and/or a validation status from the lists.

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

						v 1.0
EC declaratio	n of suitability for use of ir	nteroperability	constituents (	search result	ts	
Aprint Export	to Excel		arge Result List.			Items per page 15 💌
Applicant country	Document ID number	Applicant Name	Type of constituent	Date of validity	Date of issue	
Belgium	BE/321654987/2012/000002	Alstom Belgium	-	-	07/05/2012	
France	FR/00000124578369/2013/888888	Alstom France	-	-	17/04/2013	
Italy	IT/0000000123456/2013/003001	Ferriere Cattaneo	-	10/07/2013	12/07/2013	
Total 3 item(s) four	nd.					
🖲 Go back to Quid	k Search					

Figure 28

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 <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 applicant country, by the Document identification number and then by the applicant name
- To view additional columns, tick the Large Result List flag on the top of the list
- To view an EC Declaration, click on the "Document identification number" field of the EC Declaration you want to view

|--|

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

1 II) data					
Document ID number	BE/321654987/2012/000002				
2. Document owner/holder					
Applicant Country	Belgium				
Applicant Name	Alstom Belgium		Applicant National Registra	ation No	321654987
Applicant Postal address	45, rue de Paris		Applicant Postal code		54800
Applicant City	Mons				
Authorised representative Country					
Authorised representative Name			Authorised representative	National Registration No	
Authorised representative Postal address			Authorised representative	Postal code	
Authorised representative City					
3. Description/title					
Interoperability constituent					
Description		EVC IC1:ERTMS-	ETCS On board		
					.::
Description of procedures foll or suitability for use	owed in order to declare conformity	Module H2			
4. Approvals					
Country	France				
Name	Certifer			Registration number	1800
Postal address	89, rue Baudouine			Postal code	59300
City	Valenciennes				
Website	-				
5. References To EC Directives 2008/57/EC					01/01/2012
					.:
To TSIs 2006/861/EC,2006/679/3	EC CCS CR				
To the EC declaration(s): BE/436195241/2012/000	201				
To the EC declaration(s): BE/436195241/2012/000 To conditions of use Listed in Annex 1	201				  
To the EC declaration(s): BE/436195241/2012/000 To conditions of use Listed in Annex 1 Attached condition of use No attached files	JO1				   
To the EC declaration(s): BE/436195241/2012/000 To conditions of use Listed in Annex 1 Attached condition of use No attached files 6. Validity	201				   
To the EC declaration(s): BE/436195241/2012/0000 To conditions of use Listed in Annex 1 Attached condition of use No attached files 6. Validity Date of issue (valid from dd/mm/yyyy)	07/05/2012	Date of validit	ty (valid until dd/mm/yyyy)		
To the EC declaration(s): BE/436195241/2012/000/ To conditions of use Listed in Annex 1 Attached condition of use No attached files 6. Validity Date of issue (valid from dd/mm/yyyy) 7. Additional information First name of signatory	001	Date of validit	ty (valid until dd/mm/yyyy) Surname of signator		   
To the EC declaration(s): BE/436195241/2012/000/ To conditions of use Listed in Annex 1 Attached condition of use No attached files 6. Validity Date of issue (valid from dd/mm/yyyy) 7. Additional information First name of signatory Üüne	001	Date of validit	ty (valid until dd/mm/yyyy) Surname of signator Öispuu-Jäääär		   
To the EC declaration(s): BE/436195241/2012/0000 To conditions of use Listed in Annex 1 Attached condition of use No attached files 6. Validity Date of issue (valid from dd/mm/yyy) 7. Additional information First name of signatory Üüne 8. Attached files M Export EC Declaration of of	D01 07/05/2012 	Date of validit	ty (valid until dd/mm/yyyy) Surname of signator Õispuu-Jäääär		
To the EC declaration(s): BE/436195241/2012/0000 To conditions of use Listed in Annex 1 Attached condition of use No attached files 6. Validity Date of issue (valid from dd/mm/yyy) 7. Additional information First name of signatory Uane 8. Attached files A. Attached files 8. Attached files 9. Other fields	07/05/2012 07/05/2012	Date of validit	ty (valid until dd/mm/yyyy) Surname of signator Öispuu-Jäääär	-y	
To the EC declaration(s): BE/436195241/2012/0000 To conditions of use Listed in Annex 1 Attached condition of use No attached files 6. Validity Date of issue (valid from dd/mm/yyy) 7. Additional information First name of signatory Uone 8. Attached files 8. Attached files 9. Other fields Status of the doc	D01 D01 07/05/2012 D01 D07/05/2012 D01 D07/05/2012 D01 D01 D01 D01 D01 D01 D01 D01 D01 D01	Date of validit Date of validit	ty (valid until dd/mm/yyyy) Surname of signator Õispuu-Jäääär		

# Figure 29

v 1.0

## 6.2.2.2 Advanced search

The advanced search allows you to find an EC Declaration satisfying multiple criteria.

On the main page (Figure 27), click on the Advanced search link: a page will be displayed.

EC declarations of suit	tability for use of constituents Advanced Search	
ID data		
Document ID number		
Document owner/holder		
Applicant Country	Please select	
Applicant Organisation Name		~
Applicant National Registration No		
Authorised representative Country	Please select	
Authorised representative		~
organisation Name		
Authorised representative		
National Registration No		
Description/title		
Interoperability constituent	Please select	
Description		
Certificate of conformity ID number of the Certificate of conformity issued for this declaration		
References		
To EC Directives		
To TSIs		
Signatories		
First name of signatory		
Surname of signatory		
¥alidity		
Date of issue from	Date of issue to	
Other searchable fields		
Status of the doc	In Force	
Search Reset		

## Figure 30

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 28.

#### 6.2.3 Print an EC Declaration

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.

#### 6.2.4 Export to PDF

You can export the EC Declaration from view page (Figure 29), by clicking on the Export to PDF link at the top of the page.

# 7 Authorisation for placing in service

User Category	User Role	Allowed Actions
ERA Interoperability Administrator		Search for Authorisation Submit new Authorisation Amend, request to revoke existing Authorisation Validate, revoke, reject Authorisation
ERA-EXT NSA	Authorisation	Search for Authorisation Submit new Authorisation Amend, request to revoke existing Authorisation
Anonymous Non-Authorised User		Search for Authorisation

Each submitted/amended/requested to revoked Authorisation will need to pass an ERA validation first in order to become available to the public, which will only be allowed to read existing Authorisation that have been validated by ERA.

# 7.1 Authorised users

## 7.1.1 Authorisation for placing in service main page

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

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

Fradis - European	Railway Agency Datab	ase of Interoperability and Safety	Welcome eradev Logout	Help english (en) 🔻
Home > Inter-operability documents > Au	uthorisation for placing in se	rvice		
✓ Home	Authorisation fo	or placing in service		
<ul> <li>Safety Authorities and Investigation Bodies</li> </ul>	Submit new authorisation	Amend existing authorisation	<b>W</b> alidate submitted authorisation	Revoke existing authorisation
<ul> <li>Other Organisations and Bodies</li> <li>Statistics Dashboard</li> </ul>	Dpen saved draft	Validate requested to be revoke authorisations	Download Template	
<ul><li>✓ Manage</li><li>↓ Users</li></ul>	Quick search			
Electronic questionnaires	Issuing country A	Il countries V		
Translations	Validation status	JI T		
Notifications		Count		
Reference Data		Search		
Messages				
Search result lists	Advanced sear	ch		
Audit Trail Logs				
Audit Trail Logs Parameters				



#### 7.1.2 Searching for an Authorisation

## 7.1.2.1 Quick search

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

On the main page (Figure 31), select an issuing country and/or a validation status from the lists.

	Quick search Issuing country Validation status		
	Issuing country	All countries	¥
	Validation status	All	¥
			Search
		_	
	Advanced s	earch	
Search	button: a list will be	e displayed.	

Authorisation for placing in service search results

≜ <u>Print</u> ®E×	port to Excel		🗌 Large Resu	ult List			Items per page 🛛 10 🛛 👻
NSA Country	Document ID	NSA name	Type of subsystem	Date of issue	Date of validity	Link to the technical annexes of doc	
Belgium	545745	Safety&InteropOraganization	FIHS	01/07/2013	-	prestrictions2.pdf	
	545745	Safety&InteropOraganization	FIHS	01/07/2013	-	prestrictions2.pdf	
	56456456456	Safety&InteropOraganization	FIHS	01/07/2013	22/07/2015	Trestrictions.pdf Test test.pdf	
France	IT532013000005	EPSF	FIHS-CCS	02/07/2013	02/07/2013	DummyDoc.pdf	
	123234543589	EPSF	FIHS	12/06/2013	28/07/2021	😰 test test.pdf	
	123234543589	EPSF	FIHS	12/06/2013	28/07/2021	🕱 test test.pdf	
	123234543589	EPSF	FIHS	12/06/2013	28/07/2021	😰 test test.pdf	
	IT532013000005	EPSF	FIHS-CCS	02/07/2013	02/07/2013	DummyDoc.pdf	
	123234543589	EPSF	FIHS	12/06/2013	28/07/2021	🕵 test test.pdf	
	FR9201290129	EPSF	FIHS-INF	06/11/2013	-	Project Management Guide.pdf	
Total 20 item(s	) found.						

 $\textcircled{\bullet}$  Go back to Quick Search

And press the

Figure 32

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 applicant country, by the Document identification number and then by the applicant name
- To view additional columns, tick the Large Result List flag on the top of the list
- To **view an Authorisation**, click on the "Document ID" field of the Authorisation you want to view
- To open an attachment, click on the attachment's name

#### 7.1.2.2 Advanced search

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

On the main	page (Figure 31), clio	ck on the 🔍	Advanced search	button: a page will be
displayed.				
Authorisation for placi	ng in service Advanced Searc	h		
ID data EIN authorisation number of subsystem / range of numbers				
Applicant	Playce celect			
Name				<b>V</b>
National safety authority				
Country	Please select 💙			
Name				×
Description/title				
Type of subsystem	Infrastructure Energy Control	l and command signalling		×
References EC declaration(s), issued for the	e subsytem			
¥alidity				
Date of issue (valid from)	E C	Da	ate of validity (valid until)	ľ
Other searchable fields				
Status of the doc All	E <b>?</b>	¥		
Name of the user who				
Organisation of the user, who uploaded the doc	Please select			
Search Decet				×
Joar Chi KCSCL				
		Figure 33		

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 32.

#### 7.1.3 Submitting a new Authorisation

This feature allows the submission of new Authorisation. Authorisation can be submitted either by applicant themselves or competent National authority.

On the main page (Figure 31), click on the Submit new authorisation link: the following page will be displayed

v 1.0

bmit a new Authorisa	tion for placing in service		
<b>te:</b> For the fields marked by an a	sterisk, information is mandatory		
uthorisation			
ID data			 _
IN - Document ID number*			
lember State where uthorised*	Austria A Belgium Bulgaria Sulgaria Czech Republic Denmark Estonia V		
Applicant			
opplicant Country*	Please select 💌		
oplicant Organisation*			 ~
inplicant Name*			
oplicant Postal address*			
oplicant City*			
opplicant Postal code*			
National safety authority	Please select		
ISA Country*	Please Select 💌		
ISA Organisation*			~
ISA Name*		NSA Postal code*	
ISA Postal address*		NSA Website	
ISA City*			
Description/title			
ype of subsystem*	Fixed installations, conventional network ▼  Infrastructure □Energy □Control command and New Ultopraded	signalling	
Subsystem description*			
References			
ational law implementing inte	operability Directive*		
ational law referring to nation	il rules*		
C declaration(s):			
st of documents in technical fi	e*		
197 - A			
onditions of use			
ttached condition of use			
V sliditu			
Validity Date of issue (valid from dd/m	m/yyyy)*	Date of validity (valid until dd/mm/yyyy)	
Additional information	Surname of signatory*	Position of signatory*	
Attached files			
Attached mes			

Figure 34

v 1.0

Fill in all the required fields and press the Send 1

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):

- EIN Document ID number is required
   Member State where putherized is required
- Member State where authorised is required
   Applicant Country is required
- Organisation is required

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

Authorisation for placing in service has been submitted successfully. <u>View submitted Authorisation for placing in service</u>

You can click on the View submitted Authorisation for placing in service link to view the newly created Authorisation: the following page will be displayed.

At the successful submission of the Authorisation, a notification message is sent to the issuer.

v 1.0

Authorisation for pla	cing in service			€_ <u>Go Back to Search F</u>	esults   Export to PDF   (
ID data					
EIN - Document ID number	53453534		Submission dat	e : 12/12/2013 12:41:12	
Member State where	Belgium				
authorised					
. Applicant - Person / bo pplicant - Person /body who	dy who applies for the authorisation	uthorisation n			
Applicant Country	Belgium				
Applicant Name	Alstom Belgium				
Applicant Postal address	45, rue de Paris				
Applicant City	Mons				
Applicant Postal code	54800				
National safety authorit	y Delaise				
ISA Country	Beigium	_			
	Add to Reference Da	ta			
ISA Name	Belgian NSA				
ISA Postal address	Mont 35	NSA Postal code		345 56	
ISA City	Bruges				
SA Website	www.nsa.ns	I			
Description/title	J				
ype of subsystem	Fixed installations, high s	peed network - New subsystem			
	🕱 Infrastructure 🗌 Energ	Jy □ Control command and signa	alling		
	ETCS GSM-R				
Subsystem description	testing				
	<u> </u>				
ational law referring to natic I/ &	onal rules				
C declaration(s):					
ist of documents in technical I/A	file				
Conditions of use					
					-
ttached condition of use					
o attached files					
. Validity					
ate of issue (valid from d/mm/yyyy)	02/12/2013		Date of validity (valid u dd/mm/yyyy)	intil 18/05/2017	
Additional information					
irst name of signatory	Maria	Surname of signatory	Isaksson	Position of signatory	PO
. Attached files					
restrictions.pdf (Front pag	je)				
Other fields					
tatus of the doc		Submitted			
					]
alidation reason					
alidation reason ate of publication in Databa:	5e				
alidation reason ate of publication in Databa: ame of the user, who upload	se led the doc	eradis user 20			
alidation reason ate of publication in Databa: ame of the user, who upload rganisation of the user, who	se led the doc uploaded the doc	eradis user 20 European Railway Agency	,		

# Figure 35

#### 7.1.4 Save an Authorisation as draft

You can save the current page, as laid out on screen, as a draft which can be later retrieved when submitting a new declaration. It is necessary to fill in all the required fields (except the attachment as front page) to save a draft.

To save the current page as a draft, press the **Save as draft** button: the Authorisation is saved but not still submitted to ERA for validation.

#### 7.1.5 Open an Authorisation saved as draft

The quick search allows you to quickly find an Authorisation saved as draft.

On the main page (Figure 31), click on the displayed as shown in Figure 32.

#### 7.1.6 Add attachments

By clicking the Add attachment link the following window is displayed and electronic attachments can be added to the Authorisation:



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 clicking on the <u>Edit</u> icon next to the file name, the following window opens and the attached

document can be edit. When finished press the **Update** button in order to close the displayed window.



In case of a confidential uploaded file, the confidential reason can be provided.



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:



#### 7.1.7 Add a logo

This feature is only available for ERA-EXT users for which the NSA-Authorisation role is granted.

By clicking the <u>Add attachment</u> link the following window opens and an image representing the logo of the applicant organisation to the Authorisation can be added:



To add a file, press the Browse... button, choose the file to attach and then select the "Logo" option.

<b>Note:</b> You can attach files of size up to 4MB. The system will reject any file that exceeds this size.
C:\Documents and Settings\nioan\Desktop\Logc Browse
Set to front page Confidential  Logo Center Right
OK Cancel

By selecting "Logo", the following logo alignment options are displayed:

- Left
- Center
- Right

After defining the desired position for the uploaded logo, press the ok button.

Repeat the steps above to add any number of attachments. When finished, all the attachments will be listed at the bottom of the page as shown in the figure below.

v 1.0

8. Attached files	
Logo.JPG (Logo) Add attachment	

You can download, edit or delete the uploaded logo, by clicking the respective icons next to the file name, as the following figure displays:



In order to edit the uploaded logo, click on the <u>*Edit*</u> option and the following pop up window will open:

Logo.JPG (6789) Set to front page Confidential Confidential reason Logo Logo Center C Right
Update Cancel

Select the preferred option and press the Update button

### 7.1.8 Print an Authorisation

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.

#### 7.1.9 Export to PDF

The feature is only available for an Authorisation that is submitted to ERA or validated by ERA.

You can export the Authorisation from view page (Figure 35), by clicking on the Export to PDF link at the top of the page.

#### 7.1.10 Export to PDF from

The feature is only available for an Authorisation that is not still submitted to ERA: the Authorisation is either new or saved as draft.

You can export the Authorisation from view page (Figure 35), by clicking on the <u>Export to PDF form</u> link at the top of the page.

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

## 7.1.11 Validating an Authorisation (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to validate provided Authorisations and make these public 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 Authorisation will contain new information which was not stored previously within the ERADIS reference data database.

To validate a temporary Authorisation, search for the submitted Authorisations (or click on the

**Validate submitted authorisation** Iink) in Figure 31 and display its properties by clicking on the EU Identification number you want to validate: a page similar to the one in Figure 35 will be displayed.

Enter the validation reason.

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

In case of no errors, a confirmation message will be displayed.

Authorisation for placing in service has been validated successfully. <u>View validated Authorisation for placing in service</u>

At the successful validation of the Authorisation, a notification message is sent to the submitter of the Authorisation.

The new status of an Authorisation 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.

The following picture depicts a validated Authorisation which can be accessed by clicking on the <u>View validated Authorisation for placing in service</u> link.

Authorisation for placing in service	🕤 <u>Go Back t</u>
--------------------------------------	--------------------

|--|

1. ID data					
EIN - Document ID number	53453534				
Member State where	Belgium				
authorised	dy who applies for the aut	horication			
Applicant - Person / body who	applies for the authorisation	norisation			
Applicant Country	Belgium				
Applicant Name	Alstom Belgium				
Applicant Postal address	45, rue de Paris				
Applicant City	Mons				
Applicant Postal code	54800				
3. National safety authorit	y				
NSA Country	Belgium				
NSA Name	Belgian NSA				
NSA Postal address	Mont 35	NSA Postal code		345 56	
NSA City	Bruges				
INSA Website	www.nsa.ns				
4. Description/title	Fixed installations, high one	ad patwork - New subsystem			
Type of subsystem	Infrastructure Energy	Control command and signal	lina		
Subsystem description	testing				
					.::
5. References					
National law implementing Int	teroperability Directive				
cescing new Goi					
National law referring to patio	nal milas				
N/A	inal rules				
EC declaration(s):					
List of documents in technical	file				
Conditions of use					
Associated and distance of the					
No attached files					
6. Validity					
Date of issue (valid from	02/12/2013	ſ	Date of validity (valid u	until 18/05/2017	
uu/mm/yyyy)			10/11111/99999)		
7. Additional information	Maxia	Surpage of signatory	Teaksean	Decition of signatory	
ninschahle of signatory	Maria	Surname of signatory	ISAKSSON	Posicion of signatory	P0
o. Attached files	16)				
M restrictions.par (rione pag	10)				
9. Other fields					
Status of the doc		In Force			
Validation reason					
Date of publication in Databas	se	12/12/2013			
Name of the user, who upload	led the doc	eradis user 20			
Organisation of the user, who	uploaded the doc	European Railway Agency			
13. Revoke Request Reaso	n				
Revoke Request Reason*					
Create amendment	Request Revoke				

# Figure 36

## 7.1.12 Revoking an Authorisation (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to revoke provided Authorisations and make these public on the ERADIS web site.

To revoke a temporary Authorisation, search for the requested to revoke Authorisations (or click

on the <u>Validate requested to be revoke authorisations</u> link) in Figure 31 and display its properties by clicking on the EU Identification number you want to validate: a page similar to the one in Figure 35 will be displayed.

Enter revoke validation reason.

To confirm revocation, click on the Revoke

In case of no errors, a confirmation message will be displayed.

Authorisation for placing in service has been revoked successfully.
 <u>View revoked Authorisation for placing in service</u>

button.

At the successful revocation of the Authorisation, a notification message is sent to the submitter of the Authorisation.

The new status of an Authorisation 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.

## 7.1.13 Rejecting an Authorisation (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to reject provided Authorisations and make these not published on the ERADIS web site.

To reject a temporary Authorisation, search for the submitted Authorisations (or click on the

Validate submitted authorisation link) or search for the requested to revoke Authorisations (or

click on the walidate requested to be revoke authorisations properties by clicking on the EU Identification number you want to validate: a page similar to the one in Figure 35 will be displayed.

Enter the validation reason.

To confirm validation, click on the Reject button.

In case of no errors, a confirmation message will be displayed.



Authorisation for placing in service has been rejected successfully. View rejected Authorisation for placing in service

At the successful rejection of the Authorisation, a notification message is sent to the submitter of the Authorisation.

## 7.1.14 Amending an Authorisation

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

To amend an Authorisation, on the main page (Figure 31) click on the <u>Amend existing authorisation</u> link: the following page will be displayed

Amend an existing Authorisation for placing in service						
This page allows you to easily find a Authorisation for placing in servi browsing all of the Authorisations for placing into service which you can	ce you would like to amend. You may find Authorisation for placing in s n amend.	ervice by specifying search criteria or by				
Authorisation for placing in service search information	Browse of Authorisation for placing in service					
Document ID Open document	Please click Browse button bellow if you would like to retrieve a list of all existing Authorisations for placing into service which you can amend.					
	Browse declarations					

There are two options to find the Authorisation for amending.

First option is to enter the "Document ID" of the Authorisation you want to amend and press the

**Open document** button: a page similar to the one in Figure 32 will be displayed.

Second option is to browse available Authorisations for amend. Press the **Browse declarations** button: a page similar to the one in Figure 32 will be displayed.

Click on the EU Identification number you want to amend and a page similar to the one in Figure 34 will be displayed.

Update any relevant fields, enter the description of the amendment and press the **Send to ERA** button.

A confirmation message will appear

Authorisation for placing in service has been submitted successfully. <u>View submitted Authorisation for placing in service</u>

At the successful submission of the Authorisation, a notification message is sent to the submitter of the Authorisation.

Another way to perform this task is to search for the Authorisation, view its details (Figure 35 or Figure 36) and press the Create amendment button.

#### 7.1.15 Requesting to Revoking an Authorisation

This feature allows user to request to revoke already issued Authorisation. All users who belong to the same organisation as the Authorisation issuer, as well as the ERA users, will be able to request to revoke an existing Authorisation.

To request to revoke an Authorisation, on the main page (Figure 31) click on the <u>Revoke existing authorisation</u> link: the following page will be displayed

Revoke an existing Authorisation for placing in service						
This page allows you to easily find a Authorisation for placing in servi browsing all of the Authorisations for placing into service which you ca	ce you would like to revoke. You may find Authorisation for placing in s n revoke.	ervice by specifying search criteria or by				
Authorisation for placing in service search information	Browse of Authorisation for placing in service					
Document ID Open document	Please click Browse button bellow if you would like to retrieve a list of all existing Authorisations for placing into service which you can revoke.					
	Browse declarations					

There are two options to find the Authorisation for requesting to revoke.

First option is to enter the "Document ID" of the Authorisation you want to request to revoke and press the **Open document** button: a page similar to the one in Figure 32 will be displayed.

Second option is to browse available Authorisations for request to revoke. Press the **Browse declarations** button: a page similar to the one in Figure 22 will be displayed.

Click on the EU Identification number you want to request to revoke and a page similar to the one in Figure 35 will be displayed.

Enter the revoke request reason and press the Request Revoke button.

A confirmation message will appear



At the successful submission of the Authorisation, a notification message is sent to the submitter of the Authorisation.

Another way to perform this task is to search for the Authorisation, view its details (Figure 36) and press the **Request Revoke** button.

#### 7.1.16 Downloading an electronic form

In case the user prefers to submit a new declaration by using an electronic 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 31) click on the <u>Download Template</u> link: you will be prompted to save the file.

#### 7.1.17 Filling in an electronic form

To fill in offline the previously downloaded electronic form (see §7.1.16), open it in MS-WORD.

Depending on the MS-WORD version:

• The following warning appears on the top of the MS-WORD document

1 Protected View This file was opened from a potentially unsafe location. Click for more details. Enable Editing

Click on the "Enable Editing" button

MS-WORD will open document, ready to edit.

File Home Insert Page Layout References Mailings Review View Developer Acrobat Design Layout	۵ 🕜					
Image New Rom * 1 * A* A*   Aa*   𝔅       Image * Im	A Find ▼ ab Replace es ▼ Select ▼					
Clipboard 🖓 Font 🖓 Paragraph 🖓 Styles	😼 Editing					
	18 · · ·					
	≣					
Authorisation for placing in service						
Date of authorisation: DD/mm/yyyy DD/mm/yyyy DD/mm/yyyy						
Member State where authorised:						
We, Name of the authorising body Full address Website						
authorise according to the national law						
implementing article 15 of the Interoperability Directive 2008/57/EC and according to the national law xxxxxxxx	-					
requiring national rules to Business name of the applicant of the authorisation	•					

## Fill in the fields

Save the file by clicking on File-Save (or File-Save As) in the menu.

## 7.2 Anonymous or non-authorised users

## 7.2.1 Authorisation for placing in service main page

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

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

VI.*		上 Login   Help   e	english (en) 🔻
7*** ERADIS - European	ailway Agency Database of Interoperability and Safety	Search in Eradis	P
Home > Inter-operability documents > A	thorisation for placing in service		
	Authorisation for placing in service		
<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> </ul>	Quick search Issuing country All countries Validation status In Force Search		
ECM     Assessment     Safety Indicators     Investigation reports     NSA & NIB reports	Advanced search		

Figure 37

# 7.2.2 Searching for an Authorisation

## 7.2.2.1 Quick search

The quick search allows you to quickly find an Authorisation issued by a certain country and/or a certain validation status.

On the main page (Figure 37), select an issuing country and/or a validation status from the lists.

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

Items per page 10 💌

#### v 1.0

Authorisation for placing in service search results							
≜ <u>Print</u> ∰E×	port to Excel		Large Resu	ult List			
NSA Country	Document ID	NSA name	Type of subsystem	Date of issue	Date of validit		
Belgium	545745	Safety&InteropOraganization	FIHS	01/07/2013	-		
	53453534	Belgian NSA	FIHS-INF	02/12/2013	18/05/2017		
France	IT532013000005	EPSF	FIHS-CCS	02/07/2013	02/07/2013		
Greece	test1	9	FIHS-INF	14/03/2013	-		
Italy	IT1234567	NSA ITALY	FIHS-INF	01/07/2013	29/06/2013		
	IT1234567	NSA ITALY	FIHS-INF	01/07/2013	29/06/2013		
	IT3320130009	NSA ITALY	FIHS-INF	02/07/2013	02/07/2013		
	IT332013000002	NSA ITALY	FIHS	01/07/2013	01/07/2013		
	IT332013000002	NSA ITALY	FIHS	01/07/2013	01/07/2013		
	IT22	NSA ITALY	FIHS-ENE	03/07/2013	01/07/2013		

Authorisation for placing in service search results

Total 10 item(s) found. 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
- 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 applicant country, by the Document identification number and then by the applicant name
- To view additional columns, tick the Large Result List flag on the top of the list
- To view an Authorisation, click on the "Document ID" field of the Authorisation you want to view

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

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Authorisation for placing in service		

1. ID data						
EIN - Document ID number	53453534					
Member State where authorised	Belgium	Belgium				
2. Applicant - Person / bo	dy who applies for the au	thorisation				
Applicant - Person /body who	applies for the authorisation					
Applicant Country	Alstern Bolgium					
Applicant Name	Alscolli Delgioli					
Applicant City	Mone					
Applicant City	54800					
2 National active sub-suit						
NSA Country	Belgium					
NSA Name	Belgian NSA					
NSA Rostal address	Mont 35	NSA Postal code		345 56		
NSA City	Bruges	NOA FOSCI COUC				
NSA Website	www.psa.ps					
A Description (Athle	www.iisd.iis					
Type of subsystem	Fixed installations, bick co	eed network - New subsyste	m			
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Infrastructure Energy	Control command and si	ianallina			
	ETCS GSM-R		- ····-			
Subsystem description	testing					
	_					
5. References	1					
National law referring to natic N/A	nal rules				.:1	
EC declaration(s):					.:	
List of documents in technical	file				.::	
N/ A					.::	
Conditions of use						
Attached condition of use No attached files						
6. Validity						
Date of issue (valid from dd/mm/yyyy)	02/12/2013		Date of validity (valid u dd/mm/yyyy)	ntil 18/05/2017		
7. Additional information						
First name of signatory	Maria	Surname of signatory	Isaksson	Position of signatory	PO	
8. Attached files						
restrictions.pdf (Front pag	je)					
9. Other fields						
Status of the doc		In Force				
Date of publication in Databa	se	12/12/2013				

## Figure 39

## 7.2.2.2 Advanced search

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

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			User Manual
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On the main pa displayed.	ge (Figure 37), click on the 🔍	Advanced search	button: a page will be
Authorisation for placir	ng in service Advanced Search		
ID data EIN authorisation number of subsystem / range of numbers			
Applicant			
Country	Please select 💌		
Name			×
National safety authority			
Country	Please select		
Name			×
Description/title			
Type of subsystem			×
	Infrastructure Energy Control and command signalling		
Validity			
Date of issue (valid from)	₫ (interview)	Date of validity (valid until)	<b>P</b>
Other searchable fields Status of the doc In F	arce 💌		
Search Reset			

## Figure 40

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 38.

#### 7.2.3 Print an Authorisation

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

## 7.2.4 Export to PDF

You can export the Authorisation from view page (Figure 39), by clicking on the Export to PDF link at the top of the page.

# 8 NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs

User Category	User Role	Allowed Actions
ERA Interoperability Administrator	Interoperability User	Submit new NoBo EC Certificate, NoBo QMS Approval and NoBo ISV Search for, modify, amend, restrict, suspend, withdraw existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV Publish, unpublish, delete existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV
ERA-EXT NoBo user	Notified Bodies EC Certificates	Submit new NoBo EC Certificate, NoBo QMS Approval and NoBo ISV Search for, modify, amend, restrict, suspend, withdraw existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV
Anonymous Non-Authorised User		Search for EC Declaration Verification Subsystems

Each submitted/amended/restricte/suspended/withdrawn NoBo EC Certificate, NoBo QMS Approval and NoBo ISV will need to pass an ERA validation first in order to become available to the public, which will only be allowed to read existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV that have been validated by ERA.

# 8.1 Authorised users

# 8.1.1 NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs main page

The following screenshot displays the NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs main page for the following users:

- Any ERA user for which the Interoperability Administrator role is granted
- Any ERA-EXT user for which the Notified Bodies EC Certificates role is granted. Among these users, only those who belong to the same organisation as the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV issuer have the authority to

amend/restrict/suspend/withdraw an existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV.

			👗 Welcome eradev	Logout Help	english (en) 🔹
ERADIS - Europe	ean Railway Agency	Database of Interoperability and Safety	Search in	n Eradis	P
Home > Inter-operability documents > No	oBo EC Certificates				
	NoBo EC Certif	ficates, NoBo QMS Approvals and NoBo ISVs			
⊳ Login					
Safety Authorities and	Submit new EC Cer	tificate 🛛 🔛 Amend existing EC Certificate 🔤 Open saved draft			
Investigation Bodies	Restrict existing EC	Certificate 📲 Suspend existing EC Certificate 🚆 Withdraw existing EC Certificate			
Other Organisations and Bodies					
Statistics Dashboard	Quick search				
▶ Manage	The Quick Search allo	ws for a simple search of NoBo EC Certificates per NoBo and status of the certificate.			
Sarety documents	NoBo NANDO	All			
Inter-operability documents	number NaRa anna				
of subsystems	NOBO name	All			
EC declaration of conformity	Status of documents	All documents			
of interoperability constituents	Publication status	All			
<ul> <li>EC declaration of suitability for use of interoperability constituents</li> </ul>		Search	l		
<ul> <li>Authorisation for placing in service</li> </ul>	Advanced se	arch			
Submit new	Statistic	s			
Amend					
Restrict					
▷ Suspend					
b Withdraw					

Figure 41

## 8.1.2 Searching for a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV

### 8.1.2.1 Quick search

The quick search allows you to quickly find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV issued by a certain NoBo and/or in a certain status and/or in a certain publication status.

On the main page (Figure 41) select an issuing NoBo either by NANDO number or name from the available lists. When a selection is made in either one of those fields the other one is automatically set to the corresponding value. In case of an ERA-EXT NoBo user, the NoBo organisation

information is already preselected. Select a status of documents from the available lists and/or a publication status.

#### Quick search

The Quick Search allow	s for a simple search of NoBo EC Certificates per I	NoBo and status of the certificate.
NoBo NANDO number	All	~
NoBo name	All	~
Status of documents	All documents	~
Publication status	Not published	~

#### Press the

# Search button: a list will be displayed.

NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs search results

≜ <u>Print</u> ≝E×	<u>Print</u> ■Export to Excel								
NoBo Country	NoBo Name	Certificate number	Certificate type	Applicant Name	Manufacturer Name	Date of issue	Valid until	Status	Validity
Austria	Bahn Consult TEN Bewertungsges.m.b.H.	991	EC Type Examination Certificate	test create applicant and manu org Kostas	test create manufacturer org	13/09/2018	25/07/2019	Restricted	Valid
Germany	EISENBAHN-CERT (EBC) Benannte Stelle Interoperabilität beim Eisenbahn-Bundesamt	199	EC Certificate of Conformity	test create applicant org	test create applicant and manu org Kostas	01/09/2018	30/11/2018	Withdrawn	Valid
	EISENBAHN-CERT (EBC) Benannte Stelle Interoperabilität beim Eisenbahn-Bundesamt	997	EC Type Examination Certificate	test create applicant and manu org Kostas	test create manufacturer org	13/09/2018	25/07/2019	Restricted	Valid
Greece	Nobo Test Org	100	EC Design Examination Certificate	test NoBo applicant	test NoBo manu	03/09/2018	18/05/2019	Withdrawn	Valid
	Nobo Test Org	1234/ABC	EC Certificate of Verification	test create applicant and manu org Kostas	test create applicant and manu org Kostas	04/09/2018	-	New	-
	Nobo Test Org	cert/num/3	Intermediate Statement of Verification – EC Type Examination	test create applicant org	test create applicant org	12/09/2018	-	Suspended	-
Italy	BUREAU VERITAS SCIRO S.P.A.	-	EC Certificate of Conformity	test create applicant org	test NoBo manu	06/09/2018	-	Refused	-
	Italcertifer S.p.A.	3 Ilias Test 123 Certificate Number	EC Certificate of Verification	test create applicant and manu org Kostas	3 Ilias Test 123 Manufacturer Name	01/01/2019	-	New	-

#### Figure 42

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 by the NoBo country.
- To view a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, click on the "Certificate type" field of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV you want to view

#### 8.1.2.2 Advanced search

The advanced search allows you to find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV satisfying multiple criteria.

On the main page (Figure 41), click on the	Advanced search	button: a page like the
following will be displayed.		

NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs Advanced Search

Certificate					
Certificate number					
Notification of certificate	All			$\sim$	
Certificate type	All			$\sim$	
Object of Assessment					
Interoperability Constituents	All			$\sim$	
Subsystem	All			~	
NOBO					
NoBo Name	All			$\sim$	
NoBo NANDO number	All			$\sim$	
Applicant					
Applicant Country	All			~	
Applicant Name	All			$\sim$	
Manufacturer					
Manufacturer Country	All			~	
Manufacturer Name	All			$\sim$	
Validity					
Valid from		Ľ	Valid until	Ľ	
Date of issue					
Date of issue from		ľ	Date of issue to	Ľ	
General					
Free text search					
Search Reset					

## Figure 43

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 42.

The "Certificate number" field accepts wildcard search and will also return all NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs with certificate number starting with the given criteria.

The "Free text search" will search all attributes of the NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs that have a free text input.

## 8.1.3 Submitting a new NoBo EC Certificate, NoBo QMS Approval and NoBo ISV

This feature allows the submission of new NoBo EC Certificate, NoBo QMS Approval and NoBo ISV. NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs can be submitted either by NoBos themselves or ERA Interoperability users.

On the main page (Figure 41), click on the Submit new EC Certificate link: the following page will be displayed

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ite :		
For the fields marked by an asterisk	, information is mandatory	
Notification of certificate * Issu	ed 🗸	
eneral information	Diana aslast	
Certificate type *	Please select V	
ertificate number *		
	2001/16/EC	
Directives	2004/108/EC 2004/50/EC	
	2008/57/EC	
1odule(s) Applied *		
Object of Assessment		
nteroperability Constituents	Please select V	
Subsystem	Please select V	
Inique Serial Number		
pplicant		
applicant Country	Please select V	
Applicant *	Please select V	
pplicant Name		
pplicant National Registration No		
pplicant Postal address	Applicant Postal code	
anufacturer		
lanufacturer Country	Please select	$\sim$
1anufacturer	Please select	~
Ianufacturer Name	-	
ten festurer National Desistantian		
lo		
lanufacturer Postal address		
lanufacturer Postal code		
1anufacturer City		
tanufacturing location 1 remove		
Manufacturing location Country	Please select	×
Manufacturing location	Please select	~
Manufacturing location Name		
Manufacturing location National		
Registration No		
Manufacturing location Postal		
Manufacturing location Postal code		
Manufacturing location City		
Add manufacturing location		
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ised *		
	L	
ssessment result *		
onditions and Limits of use		
nexes		
dd attachment		
ates		
Date of issue*		
alid from	The second secon	E C
80		
oBo Country	Please select	~
IoBo *	Please select	
In Name	(······	~
IoBo NANDO number		
IoBo Postal address		
loBo Postal code		
loBo City		
IoBo Organisation Code		
Supplementary information		
		1

Figure 44

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):

- Applicant Country is requiredApplicant Organisation is required
- Applicant Name is required

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



You can click on the View submitted NoBo EC Certificate link to view the newly created NoBo EC Certificate, NoBo QMS Approval and NoBo ISV: the following page will be displayed.

At the successful submission of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, a notification message is sent to the issuer.

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NoBo EC Certificate details

€Go Back to Search Results | Export to PDF | ♣Print

General information					
Certificate type	EC Certificate of Verification				
Certificate number	8946/TRF				
Previous Certificate Number					
Directives	2001/16/EC - Interoperability of the trans-Eur 2004/108/EC - Directive on the approximation or compatibility and repealing Directive 89/336/E	opean conventional rail f the laws of the Member EC	system States relating to electromagnetic		
Module(s) Applied	some				
Object of Assessment					
Interoperability Constituents					
Subsystem	Control Command and Signalling (trackside)				
Unique Serial Number					
Applicant					
Applicant Country	Germany				
Applicant Name	Germany Reference Data from NoBo				
Applicant National Registration No	144				
Applicant Postal address	Address 144	Applicant Postal code	54351		
Applicant City	Thessaloniki				
Manufacturer					
Manufacturer Country					
Manufacturer Name					
Manufacturer National Registration No					
Manufacturer Postal address		Manufacturer Postal code			
Manufacturer City					
Manufacturing location No manufacturing locations					
Conditions and Limits of use	e good				
Assessment result	8000				
Conditions and Limits of use					
Annexes No annexes					
Date of issue	18/09/2018				
N=D=	10,00,2010				
NoBo Country	Denmark				
NoBo Name	DET NORSKE VERITAS, DANMARK A/S				
NoBo NANDO pumber	NANDO No 7	NoBo Organisation Code			
NoBo Postal address	Tuborg Parkvei 8	NoBo Postal code	2900		
NoBo City	HELLERID				
	TELECTOP				
Supplementary information					
Notification owner details					
Last Name	Dijsselbloem				
First Name	Anaxagoras				
E-Mail	ERA4@intrasoft-intl.com				
Publish Delete M	Modify Go back to search results				

## Figure 45

## 8.1.4 Save a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV as draft

You can save the current page, as laid out on screen, as a draft which can be later retrieved when submitting a new declaration. It is necessary to fill in all the required fields (except the attachment as front page) to save a draft.

To save the current page as a draft, press the **Save as draft** button: the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV is saved but not still submitted to ERA for validation.

## 8.1.5 Open a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV saved as draft

The quick search allows you to quickly find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV saved as draft.

On the main page (Figure 41), click on the displayed as shown in Figure 42.

## 8.1.6 Add attachments

By clicking the Add attachment link the following window is displayed and electronic attachments can be added to the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV:

N The s	lote: You can attach files system will reject any file	of size up to 41 that exceeds th	MB. iis size.
			Browse
Identifier			
Revision			
Date	E C		
		ок	Cancel

To add a file, press the Browse... button, choose the file to attach and fill in any of the optional information referred to the file.

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<b>Note:</b> You can attach files of size up to 4MB. The system will reject any file that exceeds this size.				
C:\Temp\	Attachment1.txt	Browse		
Identifier				
Revision				
Date	18/09/2018 🗳			
	ок	Cancel		

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 clicking on the <u>Edit</u> icon next to the file name, the following window opens and the attached

document can be edit. When finished press the **Update** button in order to close the displayed window.

Attachment	1.txt (9)			
Identifier				
Revision				
Date	18/09/2018			
		Updat	e	Cancel

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:


### 8.1.7 Print a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV

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.

### 8.1.8 Export to PDF

The feature is only available for a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV that is submitted to ERA or validated by ERA.

You can export the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV from view page (Figure

45), by clicking on the Export to PDF link at the top of the page.

### 8.1.9 Export to PDF from

The feature is only available for a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV that is not still submitted to ERA: the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV is either new or saved as draft.

You can export the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV from submit page (Figure 44), by clicking on the Export to PDF form link at the top of the page.

You may choose this function in order to send the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV to ERA by email or to keep it for local storage.

# 8.1.10 Publishing/validating a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role, to validate submitted NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs and make these public on the ERADIS web site.

During the process of validation/publication the ERA users will be able to create new reference data entries for organisations, in case a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV contains new information for the applicant or manufacturer, which was not stored previously within the ERADIS reference data database.

To validate a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, the ERA interoperability user will search for the unpublished NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs from the quick search in the main page (Figure 41). The search results page (Figure 42) will contain only the submitted NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs for any ERA Interoperability user. The user will then click on the certificate type field of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV to be validated (Figure 42): a page similar to the one in Figure 45 will be displayed.

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

In case of no errors, a confirmation message will be displayed.



At the successful validation of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, a notification message is sent to the submitter of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV.

The new status of a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV 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.

The following picture depicts a validated NoBo EC Certificate, NoBo QMS Approval and NoBo ISV which can be accessed by clicking on the View published NoBo EC Certificate link.

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NoBo EC Certificate details

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

General information									
Certificate type		EC Type Examination Certificate							
Certificate number		998							
Previous Certificate N	umber								
Directives		2001/16/EC - Interoperability of t 2004/50/EC - Amending Council Dire system and Directive 2001/16/EC of	01/16/EC - Interoperability of the trans-European conventional rail system 04/50/EC - Amending Council Directive 96/48/EC on the interoperability of the trans-European high-speed rail stem and Directive 2001/16/EC of the European Parliament and of the Council on the interoperability of the						
Module(s) Applied		AppliedMódule(s) AppliedMódule(s) AppliedModule(s) AppliedModule(s) AppliedModule(s) AppliedModule(s)	pliedMódule(s) AppliedMódule(s) AppliedMódule(s) AppliedMódule(s) AppliedMódule(s) AppliedMódule(s) pliedModule(s) AppliedModule(s) AppliedModule(s) AppliedModule(s) AppliedModule(s) AppliedModule(s) pliedModule(s) AppliedModule(s) AppliedModule(s) AppliedModule(s) AppliedModule(s)						
Object of Assessment		Object of AssessmentObject of Asse AssessmentObject of AssessmentObje AssessmentObject of AssessmentObje	ssmentObject ct of Assess ct of Assess	of AssessmentObject of mentObject of Assessment mentObject of Assessment	Asses Objec Objec	smentObject of AssessmentObject of t of AssessmentObject of t of AssessmentObject of	^ ~		
Interoperability Const	ituents	Safety Platform track-side							
Subsystem		Control Command and Signalling (on-board)	)						
Unique Serial Number									
Applicant									
Applicant Country		Greece							
Applicant Name		test create applicant and manu org Kostas							
Applicant National Registration No		2222							
Applicant Postal addre	SS	my address 125		Applicant Postal code	4567	8			
Applicant City		Thessaloniki							
Manufacturer									
Manufacturer Country		Greece							
Manufacturer Name		test create manufacturer org							
Manufacturer National Registration No		789							
Manufacturer Postal a	ddress	some address 78		Manufacturer Postal code	7854	1			
Manufacturer City		Athens							
Manufacturing locati	ion								
No manufacturing local	tions								
Conditions and Limit	s of use	10210					^		
Assessment result		12512 31234 24					~		
Conditions and Limits	of use	534 5 3456 456					^ ~		
Annexes		L							
File name	Identifi	er	Revision			Date			
SRD.txt	Identi	fier	Revision			13/09/2018			
Dates									
Date of issue	Date of issue 13/09/2018								
NoBo									
NoBo Country		Austria							
NoBo Name		Bahn Consult TEN Bewertungsges.m.b.H.							
NoBo NANDO number		NANDO No 3		NoBo Organisation Code					
NoBo Postal address		Hadikgasse 60		NoBo Postal code	1140	1			
NoBo City		Wien							
Supplementary infor	mation								
testing scope									
Notification owner details									
Last Name		Dijsselbloem							
First Name		Anaxagoras							
E-Mail		ERA4@intrasoft-intl.com							
Un-Publish De	lete	Restrict Suspend Withdraw	Amend	Go back to search resul	ts				

Figure 46

# 8.1.11 Unpublishing/invalidating a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role, to unpublish published NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs and make these unavailable to public on the ERADIS web site.

To unpublish a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, the ERA interoperability user will search for the published NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs from the quick search in the main page (Figure 41). The user will then click on the certificate type field of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV to be unpublished from the search results page (Figure 42): a page similar to the one in Figure 46 will be displayed.

To confirm un-publication, click on the Un-Publish button.

In case of no errors, a confirmation message will be displayed.

NoBo EC Certificate has been un-published successfully. View un-published NoBo EC Certificate

At the successful un-publication of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, a notification message is sent to the submitter of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV.

# 8.1.12 Deleting a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role, to remove a NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs from the system. A NoBo EC Certificate, NoBo QMS Approval and NoBo ISV can be deleted by an ERA Interoperability user at any time, independently from the document status.

To delete a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, the ERA interoperability user will search for any NoBo EC Certificate, NoBo QMS Approval and NoBo ISV. Click on the certificate type field of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV you want to delete and a page similar to the one in Figure 45 will be displayed.

To confirm deletion, click on the Delete button.

In case of no errors, a confirmation message will be displayed.

NoBo EC Certificate has been deleted successfully.

### 8.1.13 Amending a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV

This feature allows user to amend an already issued NoBo EC Certificate, NoBo QMS Approval and NoBo ISV. All users who belong to the same organisation as the NoBo EC Certificate, NoBo QMS

Approval and NoBo ISV issuer, as well as the ERA interoperability users, will be able to amend an existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV.

To amend a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, click on the <u>Amend existing EC Certificate</u> link on the main page (Figure 41): the following page will be displayed

Amend an existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV						
This page allows you to easily find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV you would like to amend. You may find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV sy specifying search criteria or by browsing all of the NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs which you can amend.						
NoBo EC Certificate search information	Browse NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs					
Certificate Number Open document	Please click Browse button bellow if you would like to retrieve a list of all existing NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs which you can amend.					
	Browse certificates					

There are two options to find the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV for amending.

First option is to enter the "Certificate Number" of the issued NoBo EC Certificate, NoBo QMS

Approval and NoBo ISV you want to amend and press the **Open document** button: a page similar to the one in Figure 42 will be displayed.

The "Certificate number" field accepts wildcard search and will also return all NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs with certificate number starting with the given criteria.

Second option is to browse available NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs

for amendment. Press the Browse certificates button: a page similar to the one in Figure 42 will be displayed.

Click on the certificate type field of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV you want to amend and a page similar to the one in Figure 44 will be displayed.

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

A confirmation message will appear

NoBo EC Certificate has been submitted successfully. View submitted NoBo EC Certificate

Alternatively, the user can press the **Save as draft** button to continue the process another time. Unless one of the two buttons, "Send to ERA" or "Save as draft" is pressed, no changes and

no action is recorded by the ERADIS application. The user can also press the Go back to main page button to cancel any actions and changes and return to NoBo EC

Certificates, NoBo QMS Approvals and NoBo ISVs main page (Figure 41).

At the successful submission of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, a notification message is sent to the submitter of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV.

Another way to perform this task is to search for the NoBo EC Certificate, NoBo QMS Approval

and NoBo ISV, view its details (Figure 45) and press the Amend button.

### 8.1.14 Restricting a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV

This feature allows user to restrict an already issued NoBo EC Certificate, NoBo QMS Approval and NoBo ISV. All users who belong to the same organisation as the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV issuer, as well as the ERA interoperability users, will be able to restrict an existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV.

To restrict a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, click on the Restrict existing EC Certificate link on the main page (Figure 41): the following page will be displayed

Restrict an existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV						
This page allows you to easily find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV you would like to restrict. You may find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV specifying search criteria or by browsing all of the NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs which you can restrict.						
NoBo EC Certificate search information	Browse NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs					
Certificate Number Open document	Please click Browse button bellow if you would like to retrieve a list of all existing NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs which you can restrict.					
	Browse certificates					

There are two options to find the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV for restriction.

First option is to enter the "Certificate Number" of the issued NoBo EC Certificate, NoBo QMS

Approval and NoBo ISV you want to restrict and press the **Open document** button: a page similar to the one in Figure 42 will be displayed.

The "Certificate number" field accepts wildcard search and will also return all NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs with certificate number starting with the given criteria.

Second option is to browse available NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs for restriction. Press the Browse certificates button: a page similar to the one in Figure 42 will be displayed.

Click on the certificate type field of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV you want to restrict and a page similar to the one in Figure 44 will be displayed.

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

A confirmation message will appear

NoBo EC Certificate has been submitted successfully. View submitted NoBo EC Certificate

Alternatively, the user can press the **Save as draft** button to continue the process another time. Unless one of the two buttons, "Send to ERA" or "Save as draft" is pressed, no changes and no action is recorded by the ERADIS application. The user can also press the **Go back to main page** button to cancel any actions and changes and return to NoBo EC

Certificates, NoBo QMS Approvals and NoBo ISVs main page (Figure 41).

At the successful submission of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, a notification message is sent to the submitter of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV.

Another way to perform this task is to search for the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, view its details (Figure 45) and press the Restrict button.

### 8.1.15 Suspending a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV

This feature allows user to suspend an already issued NoBo EC Certificate, NoBo QMS Approval and NoBo ISV. All users who belong to the same organisation as the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV issuer, as well as the ERA interoperability users, will be able to suspend an existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV.

To suspend a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, click on the Suspend existing EC Certificate link on the main page (Figure 41): the following page will be displayed

#### Suspend an existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV

This page allows you to easily find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV you would like to suspend. You may find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV swhich you can suspend.

 NoBo EC Certificate search information
 Browse NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs which you can suspend.

		1578
Certificate Number		Please click Browse button bellow if you would like to retrieve a list
	Open document	of all existing NOBC Dettorn who was a supervised of all existing NOBC Certificates, NoBo QMS Approvals and NoBo ISVs which you can suspend.
		Browse certificates

There are two options to find the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV for suspension.

First option is to enter the "Certificate Number" of the issued NoBo EC Certificate, NoBo QMS

Approval and NoBo ISV you want to suspend and press the **Open document** button: a page similar to the one in Figure 42 will be displayed.

The "Certificate number" field accepts wildcard search and will also return all NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs with certificate number starting with the given criteria.

Second option is to browse available NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs

for suspension. Press the Browse certificates button: a page similar to the one in Figure 42 will be displayed.

Click on the certificate type field of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV you want to suspend and a page similar to the one in Figure 44 will be displayed.

Fill in the reasons for suspension, update any relevant fields and press the Send to ERA button.

A confirmation message will appear

NoBo EC Certificate has been submitted successfully. View submitted NoBo EC Certificate

Alternatively, the user can press the **Save as draft** button to continue the process another time. Unless one of the two buttons, "Send to ERA" or "Save as draft" is pressed, no changes and no action is recorded by the ERADIS application. The user can also press the **Go back to main page** button to cancel any actions and changes and return to NoBo EC

Certificates, NoBo QMS Approvals and NoBo ISVs main page (Figure 41).

At the successful submission of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, a notification message is sent to the submitter of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV.

Another way to perform this task is to search for the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, view its details (Figure 45) and press the Suspend button.

### 8.1.16 Withdrawing a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV

This feature allows user to withdraw an already issued NoBo EC Certificate, NoBo QMS Approval and NoBo ISV. All users who belong to the same organisation as the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV issuer, as well as the ERA interoperability users, will be able to withdraw an existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV.

To withdraw a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, click on the Withdraw existing EC Certificate link on the main page (Figure 41): the following page will be displayed

Withdraw an existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV							
This page allows you to easily find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV you would like to withdraw. You may find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV by specifying search criteria or by browsing all of the NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs which you can withdraw.							
NoBo EC Certificate search information	Browse NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs						
Certificate Number Open document	Please click Browse button bellow if you would like to retrieve a list of all existing NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs which you can withdraw.						

There are two options to find the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV for withdrawal.

First option is to enter the "Certificate Number" of the issued NoBo EC Certificate, NoBo QMS

Approval and NoBo ISV you want to withdraw and press the **Open document** button: a page similar to the one in Figure 42 will be displayed.

The "Certificate number" field accepts wildcard search and will also return all NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs with certificate number starting with the given criteria.

Second option is to browse available NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs

for withdrawal. Press the Browse certificates button: a page similar to the one in Figure 42 will be displayed.

Click on the certificate type field of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV you want to withdraw and a page similar to the one in Figure 44 will be displayed.

Fill in the reasons for withdrawal, update any relevant fields and press the Send to ERA button.

A confirmation message will appear



NoBo EC Certificate has been submitted successfully. View submitted NoBo EC Certificate

Alternatively, the user can press the Save as draft button to continue the process another time. Unless one of the two buttons, "Send to ERA" or "Save as draft" is pressed, no changes and no action is recorded by the ERADIS application. The user can also press the Go back to main page button to cancel any actions and changes and return to NoBo EC

Certificates, NoBo QMS Approvals and NoBo ISVs main page (Figure 41).

At the successful submission of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, a notification message is sent to the submitter of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV.

Another way to perform this task is to search for the NoBo EC Certificate, NoBo QMS Approval Withdraw and NoBo ISV, view its details (Figure 45) and press the button.

### 8.2 Anonymous or non-authorised users

#### NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs main page 8.2.1

The following screenshot displays the NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Interoperability Administrator role is not granted
- Any ERA-EXT user for which the Notified Bodies EC Certificates role is not granted

				上 Login   Help	english (en)	$\sim$
ERADIS - Europe	an Railway Agency	Database of Interoperability and Safety		Search in Eradis		P
Home > Inter-operability documents > No	Bo EC Certificates					
	NoBo EC Certif	cates, NoBo QMS Approvals and NoBo	ISVs			
⊳ Login						
<ul> <li>Safety Authorities and Investigation Bodies</li> </ul>	Quick search					
b Other Organisations and Bodies	The Quick Search allo	s for a simple search of NoBo EC Certificates per NoBo and s	status of the certificate.			
Safety documents	NoBo NANDO	All	$\checkmark$			
<ul> <li>Inter-operability documents</li> </ul>	NoBo name	All	~			
<ul> <li>EC declarations of verification of subsystems</li> </ul>	Status of documents	All documents	~			
<ul> <li>EC declaration of conformity of interoperability constituents</li> </ul>	Status of documents		Search			
<ul> <li>EC declaration of suitability for use of interoperability constituents</li> </ul>	Advanced se	irch				
<ul> <li>Authorisation for placing in service</li> </ul>	Statistic					
✓ NoBo EC Certificates						
Advanced search						
Statistics						
Virtual Vehicle Register						
<ul> <li>Railway Undertaking Service Quality reports</li> </ul>						

Figure 47

### 8.2.2 Searching for a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV

### 8.2.2.1 Quick search

The quick search allows you to quickly find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV issued by a certain NoBo and/or a certain status.

On the main page (Figure 47), select an issuing NoBo and/or a status from the available lists.

Press the Search button: a list will be displayed.

NoBo	EC	Certificates,	NoBo	OMS	Approvals	and	NoBo	ISVs	search	results
	~~~	ourcates		£	rippi o ruio			10.00	bedi en	1000100

	Export to Excel						Iten	ns per page	15 ~
NoBo Country	NoBo Name	Certificate number	Certificate type	Applicant Name	Manufacturer Name	Date of issue	Valid until	Status	Validity
Austria	Bahn Consult TEN Bewertungsges.m.b.H.	998	EC Type Examination Certificate	test create applicant and manu org Kostas	test create manufacturer org	13/09/2018	25/07/2019	Suspended	Valid
	Bahn Consult TEN Bewertungsges.m.b.H.	999	EC Type Examination Certificate	test create applicant and manu org Kostas	test create manufacturer org	13/09/2018	25/07/2019	Suspended	Valid
	Bahn Consult TEN Bewertungsges.m.b.H.	989	EC Type Examination Certificate	test create applicant and manu org Kostas	test create manufacturer org	13/09/2018	25/07/2019	Withdrawn	Valid
	Bahn Consult TEN Bewertungsges.m.b.H.	991	EC Type Examination Certificate	test create applicant and manu org Kostas	test create manufacturer org	13/09/2018	25/07/2019	Restricted	Valid
Denmark	DET NORSKE VERITAS, DANMARK A/S	Ilias Test 123 Certificate number	EC Certificate of Verification	Ilias Test 123 Applicant Name	Ilias Test 123 Applicant Name	01/01/2019	-	Withdrawn	-
	DET NORSKE VERITAS, DANMARK A/S	1002	EC Certificate of Verification	Ilias Test 123 Applicant Name	Ilias Test 123 Applicant Name	01/01/2019	-	Amended	-

### Figure 48

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 by the NoBo country
- To view a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV, click on the "Certificate type" field of the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV you want to view

€ Go Back to Search Results | Export to PDF |

v 1.0

NoBo EC Certificate	details		© Go Back to Search Results   Export to PDF				
General information							
Certificate type	EC Type Examination Certificate						
Certificate number	998						
Previous Certificate Number							
Directives	2001/16/EC - Interoperability of the trans-Eur 2004/50/EC - Amending Council Directive 96/48, system and Directive 2001/16/EC of the Europea	ropean conventional rail /EC on the interoperabili an Parliament and of the	system ity of the trans-European high-speed rail Council on the interoperability of the				
Module(s) Applied	Module(s) AppliedModule(s) AppliedModule(s) Ap AppliedModule(s) AppliedModule(s) AppliedModul AppliedModule(s) AppliedModule(s) AppliedModul	<pre>iodule(s) AppliedModule(s) AppliedM</pre>					
Object of Assessment	bject of AssessmentObject						
Interoperability Constituents	Safety Platform track-side						
Subsystem	Control Command and Signalling (on-board)						
Unique Serial Number							
Applicant	1						
Applicant Country	Greece						
Applicant Name	test create applicant and manu org Kostas						
Applicant National Registration No	2222						
Applicant Postal address	my address 125	Applicant Postal code	45678				
Applicant City	Thessaloniki						
Manufacturer	1		1				
Manufacturer Country	Greece						
Manufacturer Name	test create manufacturer org						
Manufacturer National Registration No	789						
Manufacturer Postal address	some address 78	Manufacturer Postal code	78541				
Manufacturer City	Athens						
Manufacturing location No manufacturing locations Dates							
Date of issue	13/09/2018						
NoBo	1						
NoBo Country	Austria						
NoBo Name	Bahn Consult TEN Bewertungsges.m.b.H.						
NoBo NANDO number	NANDO No 3	NoBo Organisation Code					
NoBo Postal address	Hadikgasse 60	NoBo Postal code	1140				
NoBo City	Wien			_			
Supplementary information	 	-	1				
Go back to search results							

### Figure 49

### 8.2.2.2 Advanced search

The advanced search allows you to find a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV satisfying multiple criteria.

On the main page (Figure 47), click on the	Advanced search	button: a page	ike the
following will be displayed.			

NoBo EC Certificates, NoBo OMS Approvals and NoBo ISVs Advanced Search

User Manual

v 1.0

Certificate					
Certificate number					
Notification of certificate	All				$\sim$
Certificate type	All				$\sim$
Object of Assessment					
Interoperability Constituents	All				$\sim$
Subsystem	All				$\sim$
NOBO					
NoBo Name	All				$\sim$
NoBo NANDO number	All				$\checkmark$
Applicant					
Applicant Country	All				$\sim$
Applicant Name	All				$\sim$
Manufacturer					
Manufacturer Country	All				$\sim$
Manufacturer Name	All				$\sim$
Validity					
Valid from		ľ	Valio	d until	ľ
Date of issue					
Date of issue from		ľ	Date	e of issue to	<b>I</b>
General					
Free text search					
Search Reset					

### Figure 50

Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 48.

The "Certificate number" field accepts wildcard search and will also return all NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs with certificate number starting with the given criteria.

The "Free text search" will search all attributes of the NoBo EC Certificates, NoBo QMS Approvals and NoBo ISVs that have a free text input.

### 8.2.3 Print a NoBo EC Certificate, NoBo QMS Approval and NoBo ISV

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

### 8.2.4 Export to PDF

You can export the NoBo EC Certificate, NoBo QMS Approval and NoBo ISV from view page (Figure

49), by clicking on the Export to PDF link at the top of the page.

# 9 Railway Undertakings Service Quality reports

User Category	User Role	Allowed Actions
ERA Interoperability Administrator		Search for Railway Undertaking Service quality report Submit new Railway Undertaking Service quality report Modify existing Railway Undertaking Service quality report Validate, invalidate, delete Railway Undertaking Service quality report List for Notifications
ERA-EXT Railway Undertaking Service Quality reports		Search for Railway Undertaking Service quality report Submit new Railway Undertaking Service quality report Modify existing Railway Undertaking Service quality report
Anonymous Non-Authorised User		Search for Railway Undertaking Service quality report

Each submitted/modified Railway Undertakings Service Quality report will need to pass an ERA validation first in order to become available to the public, which will only be allowed to read existing Railway Undertakings Service Quality reports that have been validated by ERA.

### 9.1 Authorised users

### 9.1.1 Railway Undertaking Service Quality Reports main page

The following screenshot displays the Railway Undertakings Service Quality reports main page for the following users:

- Any ERA user to whom the Interoperability role is granted
- Any ERA-EXT user to whom the Railway Undertaking Service Quality reports role is granted. Among these users, only those who belong to the same "SQP Reports" organisation as the user who created the report have the authority to modify.

$\mathcal{M}^{\star}$			Logout Logout	Help english (en) 🔻
F** ERADIS - European I	Railway Agency Da	tabase of Interoperability and Safet	Search in Eradis	P
Home > Railway Undertaking Service Qua	lity reports			
▼ Home ∳ Login	Railway unde 28	ertakings service quality repor	ts according to EC Regulati	ion 1371/2007 Art.
<ul> <li>Safety Authorities and Investigation Bodies</li> </ul>	According to the Rail	l passenger's right regulation, you will find all t	the annual quality report produced by the	Railway Undertakings.
<ul> <li>Other Organisations and Bodies</li> <li>Statistics Dashboard</li> <li>Manage</li> <li>Users</li> </ul>	Art 28.2. Railway un shall each year publi performance shall be ERADIS.	dertakings shall monitor their own performanc ish a report on their service quality performanc a published on the Internet website of the railw Indertaking Service Quality report	e as reflected in the service quality stands ce together with their annual report. The r vay undertakings. In addition, these repor	ards. Railway undertakings reports on service quality ts shall be made available in
<ul> <li>Electronic questionnaires</li> <li>Translations</li> </ul>	Quick Search			
<ul> <li>Notifications</li> <li>Reference Data</li> <li>Messages</li> <li>Search result lists</li> <li>Audit Trail Logs</li> <li>Audit Trail Logs</li> <li>Goldent devenorate</li> </ul>	Reporting country Reporting Year Search for Status of reports	Any Country  Any year Any year All Search		

### Figure 51

### 9.1.2 Searching for a report

### 9.1.2.1 Quick search

The quick search allows you to quickly find a Railway Undertaking Service Quality report issued by a certain country and/or in a certain year and/or containing a certain term and/or in a certain report status.

On the main page (Figure 51), select a reporting country and/or a reporting year and/or a report status from the lists. In addition, you may fill in the desired term in the respective text field.

Quick Search		
Reporting country	Any Country	۲
Reporting Year	Any year	¥
Search for		
Status of reports	All	•
		Search
Press the Search	button: a list w	vill be displayed.

Railway Undertaking Service Quality reports search results

Arint Export t	o Excel			
Reporting Country	Reporting year	Organisation Name	Reports	Validated
Belgium	2010	RU BE eradisuser1	Report(EN) Note	Yes
	2011	RU BE eradisuser1	Report(EN) Note	No
	2012	RU BE eradisuser1	Report(EN)	Yes
Greece	2012	SQP report Organisation	Report(EL) Note	No
Italy	2010	RU SQR Italy 2	Report(EN) Note	No
	2010	RU SQR test org	Report(EN)	No
	2010	RU_SQR	Report(EN)	Yes
	2011	Completely Different Name 2	Report(EN) Note	Yes
	2012	RU SQR Italy 2	Report(FR) Note	Yes
	2013	RU_SQR	Report(FR)	Yes
Total 12 item(s) four	nd.			

🖅 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 w dropdown at top of the list.
- To **print the list**, click on the <sup>Print</sup> link at the top of the list.

Items per page 10 💌

- To export the list into an Excel file, click on the <u>Export to Excel</u> 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 Railway Undertaking Service Quality report, click on the "Report" link (under the "Reports" column) for the report you want to view.

View Railway Ur	ndertaking Service Quality reports			
Note: *Required information	) for the Railway Undertaking Service Quality rep	vort		
	Railway U	Indertaking Service Quality r	eports	
Country	Greece	Reporting Year	2012	
Name	SQP report Organisation			
Registration numb	er 56457647675			
VAT Number	53425435434			
Attachments				
Greek 👽 📆 📖				
	ions.pat			
Note				
first submis:	sion			
			.::	
Submitted by				
Last Name	user 20			
First Name	eradis			
Email Business Phone	userzu@eradis.eurodyn.com 65465465			
Company/Organisatio	on European Railway Agency			
Address	street 20			
Country	France			
Modify Go to	o Validation task			Delete

### Figure 53

- To open an attached Railway Undertaking Service Quality report electronic file, click on the language code link next to the "Report" text (under the "Reports" column) for the file you want to open.
- To view a Railway Undertaking Service Quality report note, click on the "Note" link (under the "Reports" column) for the note you want to view. When no note has been specified for the report, the link "Notes" is invisible.

### 9.1.3 Submitting a new Railway Undertaking Service Quality report

This feature allows Railway Undertaking Service Quality reports to be submitted to the ERADIS system.

On the main page (Figure 51), click on the link: the following page will be displayed.

v 1.0

ote: Required information for the Railw	ay Undertaking Service Qual	ity report			
	Railw	ay Undertaking Service	Quality reports		
Country*	Please select	✓ Reporting Year*	Please select	~	
Select Existing Railway Jndertaking Service Quality reports Organisation*	Please select			•	
Name*					
Registration number**					
AT Number**					
ttachments*					
Please select language 💌 🛛 🗛	dd attachment				
Please select language 💌 🛛 🗛	id attachment				
Please select language 💌 🛛 🗛	dd attachment				
ote					

### Figure 54

All fields mark with one star "\*" are mandatory for the successful Railway Undertaking Service Quality report creation.

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):

- Country is required
- Reporting year is required.
- Organisation is required
- Name is required
- Registration number is required.

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



The Railway Undertaking Service Quality report has been created successfully <u>View created Railway Undertaking Service Quality report</u>

You can click on the "View created Railway Undertaking Service Quality report" link to view the newly created Railway Undertaking Service Quality report.

At the successful submission of the Railway Undertaking Service Quality report, a notification message is sent to the "Service Quality Performance Report" Administrators and to the users who belong to the "SQP Reports" organisation of the user who created the Railway Undertaking Service Quality report.

Modify

v 1.0

### 9.1.4 Modifying a Railway Undertaking Service Quality report

This feature allows the modification of existing Railway Undertaking Service Quality reports that have not yet been validated.

To modify a Railway Undertaking Service Quality report, search for the non-validated Railway Undertaking Service Quality reports (select "Not Validated" as status) and display its properties by clicking on the "Report" link under the "Reports" column (Figure 52): a page similar to the one in Figure 53 will be displayed.

Note:					
*Required information for the Railw	vay Undertaking Service Quality re	eport			
	Railway	Undertaking Service Q	uality reports		
Country*	Greece	✓ Reporting Year*	2012	<b>v</b>	
Select Existing Railway Undertaking Service Quality reports Organisation*	SQP report Organisation			<b>v</b>	
Name*	SQP report Organisation				
Registration number**	56457647675				
¥AT Number**	53425435434				
Attachments*					
Greek 💌 🔀 r	estrictions.pdf 🗙				
Please select language 💌 🛛 🗛	dd attachment				
Please select language 🔽 🗛	dd attachment				
Note					
Note					

### Figure 55

Update any desired field and press the **Save changes** 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):

### Reporting year is required.

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

The Railway Undertaking Service Quality report has been modified successfully. <u>View modified Railway Undertaking Service Quality report</u>

You can click on the <u>View modified Railway Undertaking Service Quality report</u> link to view the modified Railway Undertaking Service Quality report.

At the successful modification of the Railway Undertaking Service Quality report, a notification message is sent to the "Service Quality Performance Report" Administrators and to the users who 120 Rue Marc Lefrance | BP 20392 | FR-59307 Valenciennes Cedex 128 / 141 Tel. +33 (0)327 09 65 00 | era.europa.eu

belong to the "Railway Undertaking Service Quality Reports" organisation of the user who created the Railway Undertaking Service Quality report.

# 9.1.5 Validating a Railway Undertaking Service Quality report (ERA Interoperability Administrator only)

This feature allows the ERA internal users with the Interoperability Administrator role to validate the submitted Railway Undertaking Service Quality reports and make them publicly available on the ERADIS web site.

During the validation process, the ERA users will be able to create new reference data entries in case that a Railway Undertaking Service Quality report will contain new information on the "RU SQP reports" organisation which was not stored previously within the ERADIS reference data database. Moreover, if a new "RU SQP reports" organisation will be created at this point, then a Railway Undertaking with the same name will be created in case it does not already exist.

In addition, the ERA users will be able to update existing reference data entries in case that a Railway Undertaking Service Quality report will contain information on the "RU SQP reports" organisation which is inconsistent with information previously stored within the ERADIS reference data database. Furthermore, if a "RU SQP" reports organisation will be updated at this point, then a Railway Undertaking with the same name will be updated if it already exists.

To validate a Railway Undertaking Service Quality report, search for the non-validated Railway Undertaking Service Quality reports (select "Not Validated" as status) and display its properties by clicking on the "Report" link under the "Reports" column (Figure 52): a page similar to the one in Figure 53 will be displayed.

'alidate Railway Undertal	king Service Quality r	eport			e Go Back to Search Resu
Note: "Required information for the Railw	ay Undertaking Service Qualit	y report			
	Railwa	ay Undertaking Servic	e Quality reports		
Country*	Belgium	<ul> <li>Reporting Year*</li> </ul>	2013	•	
Select Existing Railway Undertaking Service Quality reports Organisation*	RU BE eradisuser1			▼	
Name*	RU BE eradisuser1				
Registration number**	12				
/AT Number**					
\ttachments*					
English 👻 🗐	Test.txt 🗙				
Please select language 👻 🔺	dd attachment				
Please select language 👻 🔺	dd attachment				
lote					
test					

Click on the Go to Validation task button: the following page will be displayed.

v 1.0

### Figure 56

Verify the displayed information and click on the **Validate** button.

A confirmation message will be displayed in case of no errors.

The Railway Undertaking Service Quality report has been validated successfully. <u>View registered Railway Undertaking Service Quality report</u>

You can click on the <u>View registered Railway Undertaking Service Quality report</u> link to view the validated Railway Undertaking Service Quality report: the following page will be displayed

Note: *Required informat	ion for the Railway Undertaking Service Quality	report		
	Railwa	y Undertaking Service Quality r	eports	
Country	Greece	Reporting Year	2012	
Name	SQP report Organisation			
Registration nun	nber 56457647675			
VAT Number	53425435434			
Greek 🔽 🔀 restr	ictions.pdf			
Note				
first subm	ission			
			.::	
Submitted by				
Last Name First Name	user 20 eradic			
Email	user20@eradis.eurodyn.com			
Business Phone	65465465			
Company/Organisa	ation European Railway Agency			
Address	street 20			

### Figure 57

At the successful registration of the Railway Undertaking Service Quality report, a confirmation message is sent to the "Service Quality Performance Report" Administrators and to the users who belong to the "Railway Undertaking Service Quality Reports" organisation of the user who created the Railway Undertaking Service Quality report.

The new status of a Railway Undertaking Service Quality report becomes publicly available only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

# 9.1.6 Invalidating a Railway Undertaking Service Quality report (ERA Interoperability Administrator only)

If the ERA personnel or the user discover that there is an error in the data in the Railway Undertaking Service Quality report after it has been validated, this function allows the ERA Interoperability Administrator to invalidate the Railway Undertaking Service Quality report in 120 Rue Marc Lefrance | BP 20392 | FR-59307 Valenciennes Cedex 130 / 141 Tel. +33 (0)327 09 65 00 | era.europa.eu order to allow changes by users. Once invalidated, the Railway Undertaking Service Quality report in the ERADIS will not be accessible to the non-authorised users until it is re-validated.

To invalidate a Railway Undertaking Service Quality report, search for the validated Railway Undertaking Service Quality reports (select "Validated" as status) and display its properties by clicking on the "Report" link under the "Reports" column (Figure 52): a page like the one in Figure 57 will be displayed.

Press the **Invalidate** button. A confirmation message will be displayed in case of no errors.



You can click on the <u>View Railway Undertaking Service Quality report</u> link to view the invalidated Railway Undertaking Service Quality report. The page of Figure 53 will be displayed.

At the successful invalidation of the Railway Undertaking Service Quality report, a confirmation message is sent to the "Service Quality Performance Report" Administrators and to the users who belong to the referenced "Railway Undertaking Service Quality Reports" organisation. If no user is associated, the organization email address is notified. If no email address is associated to the organization, an error is reported to ERADIS Admin and ERADIS provides a warning message in a pop up window.

# 9.1.7 Deleting a Railway Undertaking Service Quality report (ERA Interoperability Administrator only)

To delete a Railway Undertaking Service Quality report, search for the non-validated Railway Undertaking Service Quality reports (select "Not Validated" as status) and display its properties by clicking on the "Report" link under the "Reports" column (Figure 52): a page similar to the one in Figure 53 will be displayed.

Press the **Delete** button: a confirmation message will appear

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

The Railway Undertaking Service Quality report has been deleted successfully.

At the successful deletion of the Railway Undertaking Service Quality report, a confirmation message is sent to the "Service Quality Performance Report" Administrators.

## 9.2 Anonymous or non-authorised users

### 9.2.1 Railway Undertaking Service Quality reports main page

The following screenshot displays the Railway Undertakings Service Quality reports main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Interoperability role is not granted
- Any ERA-EXT user for which the Railway Undertaking Service Quality reports role is not granted

Home     Login     Safety Authorities and     Investigation Bodies     Safety Authorities and     Investigation Bodies     Safety Authorities and     Investigation Bodies     Safety Authorities     Safety Certificates     Licences     Licences     Discrete Section 2015     Safety Certificates     Licences     Discrete Section 2015     Safety Certificates     Licences     Discrete Section 2015     Safety Certificates     Licences     Safety Certificates     Licences     Safety Certificates     Licences	reports according to EC Regulati	on 1371/2007 Art.
<ul> <li>Home <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> </ul> </li> </ul> Railway undertakings service quality is 28 According to the Rail passenger's right regulation, you will Art 28.2. Railway undertakings shall monitor their own performance shall be published on the Internet website of ERADIS.</li></ul>	reports according to EC Regulati	on 1371/2007 Art.
ECM     Quick Search     Assessment     Reporting country     Any Country      Safety Indicators     Reporting Year     Any year     Investigation reports     Saach for	find all the annual quality report produced by the i ormance as reflected in the service quality standa formance together with their annual report. The re the railway undertakings. In addition, these report	Railway Undertakings. rds. Railway undertakings ports on service quality s shall be made available in

Figure 58

### 9.2.2 Searching for a report

### 9.2.2.1 Quick search

The quick search allows you to quickly find a Railway Undertaking Service Quality report issued by a certain country and/or in a certain year and/or containing a certain term.

On the main page (Figure 58), select a reporting country and/or a reporting year from the dropdowns. In addition, you may fill in the desired term in the respective text field.

Quick Search	
Reporting country	
Any Country	-
Reporting Year	
Any year	•
Search for	
Search	
_	

And press the

Search button: a list will be displayed.

Railway Undertaking Service Quality reports search results

### Print Excel

Reporting Country			Reports
Belgium	2010	RU BE eradisuser1	Report(EN) Note
	2012	RU BE eradisuser1	Report(EN)
Greece	2012	SQP report Organisation	Report(EN,EL) Note
Italy	2010	RU_SQR	Report(EN)
	2011	Completely Different Name 2	Report(EN) Note
	2012	RU SQR Italy 2	Report(FR) Note
	2013	RU_SQR	Report(FR)
	2013	RU SQR Italy 2	Report(EN) Note
	2014	Completely Different Name 3	Report(EN)

Total 9 item(s) found. Go back to Quick Search

### Figure 59

The search results are grouped into 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, choose the number of items in the Items per page 10 v dropdown at top of the list.
- To **print the list**, click on the  $\frac{Print}{Print}$  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.
- To **view a** Railway Undertaking Service Quality **report**, click on the "Report" link (under the "Reports" column) for the report you want to view.

Items per page 🛛 15 🛛 💌

- To **open an attached** Railway Undertaking Service Quality **report electronic file**, click on the language code link next to the "Report" text (under the "Reports" column) for the file you want to open.
- To **view a** Railway Undertaking Service Quality **report note**, click on the "Note" link (under the "Reports" column) for the note you want to view.

lote: Required information for the R	ailway Undertaking Service Quality re	port			
	Railway	Undertaking Service Quality r	eports		
Country	Greece	Reporting Year	2012	~	
Name	SQP report Organisation				
Registration number	56457647675				
AT Number	53425435434				
ttachments					
English 👻 🛱 restrictions2.pdf Greek 👻 🛱 restrictions.pdf	f				
ote					
first submission					

Figure 60

### 9.3 Lists for notifications

This implementation is accessible only by ERA staff with "Interoperability User" role and aims at improving the Service Quality Performance reports in order to search specific list of Railway Undertakings:

- Invitation to submit a Railway Undertaking Service Quality Report
- Reminder to submit a Railway Undertaking Service Quality Report for the reporting year

ERADIS - European	Railway Agency Da	atabase of Interoperability and Safety	L Welcome eradev	Logout Help	english (en) 🔻	•
<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> </ul>	List for notifi Description about lis Notifications S Type Reporting Year	ications st for notifications page search Invitation to submit a Railway Undertaking Sen Not Specified	vice Quality report	₹ Search		



## **9.3.1** Invitation list of Organisations to submit a Railway Undertaking Service Quality report The Interoperability User selects the "Invitation to submit a Railway Undertaking Service Quality

report" option, provides the value of the "Reporting Year" and clicks on the Search button (Figure 62)

### Notifications Search

Туре	Invitation to submit a Railway Undertaking Service Quality report	۲
Reporting Year	Not Specified	¥
		Search

### Figure 62

### The report results are displayed in the following table:

Invitation list of Organisations to submit a Railway Undertaking Service Quality report

Aprint_	Export to Excel								I	tems per page 🛛 15 💌
Country							Reporting Year			
Belgium	RU BE eradisuser1	-	-	-	-	-	2011	12	-	-
Greece	SQP report Organisation	SQPRO	-	-	-	-	2011	56457647675	53425435434	-
Italy	Completely Different Name	-	ToBeAdded	EradisUser	ERADISTEST	EradisUser@ERA.int.eu	2011	000000000	0000000000	-
	Completely Different Name 3	-	-	-	-	-	2011	000000003	0000000003	-
	RU SQR test org	-	-	-	-	-	2011	-	-	16/07/2010
	RU SQR test org 2	-	-	-	-	-	2011	-	-	26/07/2011
Total 6 ita	ro(c) found									

Go back to List for notifications

Send Email

### Figure 63

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 <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 go back to "List for notifications" page click on the <sup>①</sup> Go back to List for notifications</sup> link

### Send Email

To **send an email** as invitation to the list of organisations, click on the • button. The system will send an automatic email to all users who belong to the reference RU SQP reports active organisations. If no user is associated, the organizations' email address is notified. If no email address is associated to the organizations and no email could be dispatched, an error is reported to ERADIS Admin and ERADIS provides a warning message in a pop up window.

The report results table contains the following fields:

- Country
- Organisation •
- Acronym •
- First Name
- Last Name
- Username
- Email

#### 9.3.2 Reminder to submit a Railway Undertaking Service Quality report

The Interoperability User selects the "Reminder to submit a Railway Undertaking Service Quality report for the reporting year" option, provides the value of the "Reporting Year" and clicks on the

Go button, as shown in the following figure:

### List for notifications

Description about list for notifications page

### Notifications Search

Туре	Reminder to submit a Railway Undertaking Service Quality report for the reporting ye: 🔻
Reporting Year	Not Specified 🔹
	Search

### Figure 64

The report results are displayed in the following table:

Invitation list of Organisations to submit a Railway Undertaking Service Quality report

APrint 8	Export to Excel					
<u>Country</u>	<u>Organisation</u>	<u>Acronym</u>	<u>First Name</u>	<u>Last Name</u>	<u>Username</u>	<u>Email</u>
Belgium	RU BE eradisuser1	-	Eradis	user2	eradisuser2	test2@test.com
France	MyECMFr	-	-	-	-	-
Total 2 ite	m(s) found.					

Go back to List for notifications

### Figure 65

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.

Items per page 15 💌

- 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 <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 go back to "List for notifications" page, click on the <sup>⊕</sup> Go back to List for notifications</sup> link
- To send an email as reminder to the list of organisations, click on the Send Email button. The system will send an automatic email to all users who belong to the reference RU SQP reports active organisations. If no user is associated, the organizations' email address is notified. If no email address is associated to the organizations and no email could be dispatched, an error is reported to ERADIS Admin and ERADIS provides a warning message in a pop up window.

The report results table contains the following fields:

- Country
- Organisation
- Acronym
- First Name
- Last Name
- Username
- Email

## 9.4 Statistics for Railway Undertaking Service Quality Reports

Railway Undertaking Service Quality report statistics is available to the user. More specific, for each country and reporting year, the total sum of validated Service Quality Performance reports is displayed.

### 9.4.1 Navigate through the statistic report

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

||⊲ ⊲ 1 of 1 🕨 🕅 Find | Next **H.** -۲ ۵ 100% Y go specific page of the report, type а То to а page number 1 ) on the grey band and press the Enter key To move to the next/previous page of the report, click on the on the yellow band Find | Next field and click To find a string in the report, type a text in the • 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% ≚ list

- To print the report, click on the 🔤 button
- To **refresh the report**, click on the 🥙 button

### 9.4.2 Export the statistic report

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



### 9.4.3 Generating Statistics on Railway Undertaking Service Quality reports

To generate the report, on the main page (Figure 51 or Figure 58) click on the Statistics link. The below page is displayed:

Railway Undertaking Service Quality report statistics

Country	Any Country	*	
Reporting Year	Any year ⊻		View Report

Railway Undertaking Service Quality reports

### Figure 66

On the above page select a country and/or a reporting year from the list and press the **View Report** button. The respective statistics are displayed in the following table:

v 1.0

way Undertaking Service	Quality report statis						
ntry Any Country 💟							
orting Year Any year 💌 Vie	w Report						
way Undertaking Service (	Quality reports						
	6 💌	Find   Next	🔍 🛃 🔹 📀	0			
Railway Unde	ertaking Service (	Quality re	ports: Statis	tics			
Railway Unde	ertaking Service (	Quality re	eports: Statis	stics			
Railway Unde	ertaking Service (	Quality re	eports: Statis	stics			
<b>Railway Unde</b> Country Reporting Year	ertaking Service ( Any year Any Country	Quality re	eports: Statis	stics			
Railway Unde Country Reporting Year	Any year Any Country	Quality re	eports: Statis	2012	2013	2014	Tota
Railway Unde Country Reporting Year Belgium	ertaking Service ( Any year Any Country	Quality re	2011 0	2012 1	2013 0	2014 0	Tota
Railway Under Country Reporting Year Belgium Greece	Any year Any Country	<b>Quality re</b> 2010 1 0	2011 0 0	2012 1 1	2013 0 0	2014 0 0	Tota
Railway Under Country Reporting Year Belgium Greece Italy	Any year Any Country	Quality re	2011 0 0 1	2012 1 1 1	2013 0 0 2	2014 0 0 1	Tota



# **10 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 following reports are available:

- Document version(s) containing Organisations
- Interoperability document version(s) including Directive/TSI/IC



### Figure 68

In the next sections the available Data Mining Reports are descried.

### **10.1 Document version(s) containing Organisation**

In order to generate the report click on the <sup>Document version(s)</sup> containing Organisation link on the "Data Mining Reports" page (Figure 68). 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



### Figure 69

The user provides the preferred Document Type, clicks on the **Go** button (Figure 69) and the report is exported as shown in Figure 70:

Items per page 15 💌

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Document version(s) containing Organisation data report

#### Print Excel BE/321654987/2012/000002 BE/00000321654987/2013/000001 Alstom Belgium BE/00000321654987/2013/000101 BE/00000321654987/2013/521463 FR/00000124578369/2013/888888 Alstom France FR/00000124578369/2013/888888 BE/00000321654987/2013/000101 BE/321654987/2012/000002 FR/00000124578369/2013/888888 FR/00000124578369/2013/888888 BE/00000321654987/2013/000001 Certifer IT/0000000123456/2013/003001 IT/0000000001234/2013/123456 BE/00000321654987/2013/000101 BE/00000321654987/2013/521463 Total 19 item(s) found.

• Go back to Data mining report search

### Figure 70

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 <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 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.

### **10.2** Interoperability document version(s) including Directive/TSI/IC

To generate the report click on the Interoperability document version(s) including Directive/TSI/IC link on the "Data Mining Reports" page (Figure 68). For a specified EC Directive/TSI/IC, the report locates the interoperability document versions in which it is referenced.

v 1.0

### EC Declarations including EC Directives/TSIs/ICs

This data mining report displays all EC Declarations which have a specific EC Directive/TSI/IC referenced.

Data Mining Report	
Reference	
TSIs	*
2006/679/EC CCS CR	~
Go	



The user provides the desired EC Directives/TSI/ICs and then clicks on the **Go** button (Figure 71) and the report is exported as shown in Figure 72:

EC Declarations containing EC Directives/TSIs/ICs report

Print Export to Excel				
Document Type				
EC Declarations of conformity of interoperability constituents	BE/00000321654987/2013/000001			
EC Declarations of suitability for use of interoperability constituents	BE/00000321654987/2013/521463			
EC Declarations of conformity of interoperability constituents	BE/321654987/2012/000001			
EC Declarations of suitability for use of interoperability constituents	BE/321654987/2012/000002			
EC Declarations of verification of subsystems	FR/00000124578369/2013/123456			
EC Declarations of verification of subsystems	FR/00000124578369/2013/123456			
EC Declarations of conformity of interoperability constituents	FR/00000124578369/2013/987654			
EC Declarations of verification of subsystems	IT/0000000123456/2013/000011			
EC Declarations of verification of subsystems	IT/0000000123456/2013/000011			
Total 9 item(s) found.				
€ Go back to Quick Search				



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 <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 Document Type.

The report results table contains the following fields:

- Document Type
- Document ID Number

In order to view a document, the user must click on the respective link under the "Document ID Number" column.