

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
Click here to			
enter a date.			
Click here to			
enter a date.			
Click here to			
enter a date.			

## **Document Review and Approval**

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	a date.		

[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			Х	Х									
Statistics		Х											

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

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



The Login screen will be displayed:

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ERADIS - European Ra	ailway Agency Database of In	teroperability	Login Help english (en)
lome > Login			
<ul> <li>Home</li> <li>Login</li> <li>Safety Authonities and Investigation Bodies</li> <li>Safety documents</li> <li>Inter-operability documents</li> </ul>	Log In Log in as: External user User Name: Password:	×	When the notification form prepared by the Agency is used to notify national safety rules/ Investigation reports, the Agency would like to draw your attention to the fact that the Agency respects the protection of personal data and applies Regulation (E 45/2010 when processing such data. In the declaration form the information relating to the reporting persons' name and contact details are considered as personal data. This information is only accessible to the Agency. It will not be made available to third parties and users of the POB. Before providing these data, please read carefully the following privacy statement: Third parties and users of the POB. Before providing these data, please read carefully the following privacy statement: Third as will be processed in accordance with the requirements of Regulation (EC) 45/2010 on the movement of such data. Processing of this data is necessary to ensure the Compliance with Artice 10 of the Regulation establishing a Eurogean Railway Agency.
<ul> <li>Railway Undertaking Service Quality reports</li> <li>National Rules</li> </ul>	As regards the processing of your (	Log In	The Agency only keeps this data for the time necessary to fulfill the purpose of collecting and processing, according to this 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 ERA data controller the Head of Safety unit, and/or the ERA Data protection officer (dataprotectionofficer@era.europa.eu). Unave a night to recourse at any time to the European Data Protection Supervisor.
inks			
Internet portal of the European Railway Agency			
Rail Transport and Interoperability			
European Commission			
ERADIS - European Railway Agency Database of 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:

		Login Help english (en) 🗷
7** ERADIS - European I	Rallway Agency Database of Interoperability a	and Safety
Home ≻ Login		
Home     Lopin     Safety Autorities and Investigation Bodies     Safety documents     Safety Certificates     Safety Certificates     Ecnces     Ecnce     Safety Indicators     Investigation reports     Inter-operability documents     Railway Undertaing Service Quality reports     National Rules	Log in Log in as: External user 💌 User Name: eradisuser1 Password: Your login attempt was not successful. Please try again. Log in	When the notification form prepared by the Agency is used to notify national safety rules/ Investigation reports, the Agency would like to draw your attention to the fact that the Agency respects the protection of personal data and applies Regulation (EC) In the declaration form the information relating to the reporting personal runes and contact details are considered as personal data. This information is only accessible to the Agency. 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 protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of auch data. Processing of this data is necessary to full the purposed fooleting and processing, according to this article. You may, upon request, obtain the datalis of your personal data and reotify any inaccurate or incomplete personal data Should you have any queries concerning the processing of personal data and reotify any inaccurate or incomplete personal data Should you have any queries concerning the processing of personal data person data. Then to the ERA data controller, the Head of Safety rune, and/or the ERA Data protection officer (dataprotectionofficer@era.europa.eu). As regards the processing of your personal data, you have a right to recourse at any time to the Europeen Data Protection in the soft personal data.

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)	۲
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>	Dpen 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	arch			

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	•
/alidation status	All	¥
Advanced	cearch	Search
Advanced	search	

And press the

Search

## button: a list will be displayed.

EC declarations of verification of subsystems search results

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	BDummy Docv1.0.pdf ∎16.gif	
	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 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 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 butt	on: a page 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	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					
Type of subsystem	Control command and signalling				<b>×</b>
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					
Date of issue from			Date of issue to		
Other searchable fields					
Status of the doc	All	*	Data af an		
Date of publication in Database from			to	blication in Database	E <b>r</b>
Name of the user who uploaded the doc					
Organisation of the user, who uploaded the doc	Please select 🗸				
aploaded the doc			×		
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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te : For the fields marked by an asterisk, in ]		bsystem	
	formation is mandatory		
Document owner/holder			
pplicant Country*	Please select	~	
pplicant Organisation*			
oplicant Name*		Applicant National Registratio	n No*
pplicant Postal address*		Applicant Postal code*	
pplicant City*			
uthorised representative Country	Please select	<b>v</b>	
uthorised representative Organisation			×
uthorised representative Name		Authorised representative Na No	tional Registration
uthorised representative Postal		Authorised representative Po	
Idress			
ithorised representative City			
Description/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 008/57/EC			
5/48/EC 301/16/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 66/679/EC CCS CR			
15/5 13/77/RC CCS A 06/67/RC CCS CR			в.
TSIs J079/#C CCS 06/679/#C CCS CR			lt.
10/79/EC CCS 66/86/EC 66/86/EC 06/679/EC CCS CR			.tt.
10/79/EC CCS 66/66/EC 66/679/EC CCS CR			it.
10/79/EC CCS 66/86/EC 66/86/EC 06/679/EC CCS CR			ii.
10/79/EC CCS 66/86/EC 66/86/EC 06/679/EC CCS CR			یتہ۔ یتہ یہ۔
10/79/EC CCS Obverter Obverty/EC CCS CR			یر. بیر بیر
10/79/EC CCS A BARELEC Severative CCS CR			њ. "ш
10/79/EC CCS A BARELEC Severative CCS CR			<u>ان</u> . ان. ان.
derogations			یتہ۔ یتہ۔ یہ۔
10/79/EC CCS BARE/EC BARE/EC BARE/EC BARE/EC Conditions of use derogations ached condition of use			ید. بین بین بین
10/79/EC CCS GR/SE/EC Ge/K6/59/EC CCS CR conditions of use derogations ached condition of use			н. 
10/79/FC CCS 06/F5/FC CCS CR 06/F5/FC CCS CR onditions of use derogations ached condition of use relidity		Date of validity (valid until dd/mm/yyy	ائی۔ ائی۔ ائی۔
10/79/EC CCS 60/65/EC CCS CR 60/65/97/EC CCS CR derogations of use derogations ached condition of use ralidity te of issue (valid from dd/mm/yyyy)*		Date of validity (valid until dd/mm/yyy	ینے۔ ینے۔ ینے۔
10/79/EC CCS 60/76/J/CC CCS CR 60/76/J/CC CCS CR conditions of use derogations ached condition of use ralidity te of issue (valid from dd/mm/ryyy)*			الله. الم. ام
10/79/EC CCS 06/85/EC CCS CR 06/69/EC CCS CR conditions of use derogations ached condition of use ralidity tet of issue (valid from dd/mm/yyyy)*		Date of validity (valid until dd/mm/yyy Surname of signatory	
10/79/EC CCS 06/69/9/EC CCS CR 06/69/9/EC CCS CR derogations derogations ached condition of use ralidity tea of issue (valid from dd/mm/ryyy)* Additional information st name of signatory			الله. الم. الم. الم. الم. الم. الم. الم. الم
10/79/CF CCS 06/69/97/CF CCS CR 06/69/97/CF CCS CR derogations ached condition of use Additional information st name of signatory 1D data		Surname of signatory	
10/79/CF CCS 06/69/97/CF CCS CR 06/69/97/CF CCS CR derogations ached condition of use Additional information st name of signatory 1D data			
10/79/EC CCS 06/69/EC CCS CR 06/69/EC CCS CR address of use derogations added condition of use ralidity te of issue (valid from dd/mm/yyyy)* additional information st name of signatory		Surname of signatory	
TSIS 10/79/EC CCS 00/65/FC CCS CR conditions of use conditions of use derogations ached condition of use condition of use conditions of use derogations ached condition of use conditions of use derogations ached condition of use conditions of use conditions of use derogations ached condition of use conditions of use		Surname of signatory	
10/79/EC CCS 00/69/EC CCS CR 00/69/EC CCS CR advectory/EC CCS CR a		Surname of signatory	
10/79/EC CCS 60/761/EC CCS CR 60/761/EC CCS CR ached conditions of use derogations ached condition of use ralidity te of issue (valid from dd/mm/yyyy)* xidditional information st name of signatory D data cument ID number*		Surname of signatory	



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

5

€ <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			

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	
- A. Approvals Natified Bady		

Notified Body				
Country	France			
Name	Certifer	Registration number	1800	
Postal address	89, rue Baudouine	Postal code	59300	
City	Valenciennes			
Website ed.com				
Annraval(s) and /or FC certificate(s) issued by Notified Body				

Approval(s) and/or EC certificate(s) issued by Notified Body
ID number of the approval or EC certificate issued for this declaration
1234

References	
) EC Directives 008/57/EC	
st of documents in technical file	
) TSIs 306/679/EC CCS CR	
conditions of use	
derogations	

Attached condition of use				
No attached files				
6. ¥alidity				
Date of issue (valid from dd/mm/yyyy) 10	0/12/2013	Date of validity (valid until dd/mm/yyyy)	07/12/2016	
7. Additional information				
First name of signatory		Surname of signatory		-
Tom		Hatson		
8. Attached files				
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 a	mendment			

## 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:

<mark>↓ Download</mark> <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) F 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.



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)
Confidential Confidential reason
Update Cancel

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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de algunations of configuration of subsustance	Go Back to Search

1. ID data						
Document ID number	FR/00000124578369/2013/00(					
. Document owner/holder						
opplicant Country	France					
Applicant Name	Alstom France		Applicant National Registra Applicant Postal code	ition No	124578369	
Applicant Postal address	45, rue L'Edifeur Valenciennes		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					
City						
. Description/title Type Of subsystem		Control command	and signalling			
Description of the subsystem		test ED	ana signaming			
		CESC ED				
Description of procedures foll of the subsystem	owed in order to declare conformity					
. Approvals						
Notified Body Country	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	I or EC certificate issued for th	is declaration			Date of issue 26/02/2013	ue
o TSIs o conditions of use						
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o derogations ttached condition of use						
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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.	ould 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 wou declarations of verifications which you can revoke.	IId like to revoke. 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	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.

		oc [Compatibility Mode] - Mic				Tools	- 0	-
н	ome Insert Page Layout References	Mailings Review View	Developer	Acrobat	Design	Layout		\$
	Times New Rom $\cdot$ 1 $\cdot$ A <sup>*</sup> A <sup>*</sup> Aa <sup>*</sup> $\xrightarrow{B}$ B I U $\cdot$ abs $\times_2 \times^2$ $\land \xrightarrow{B}$ $\cdot$ A	Eヾ゚Eヽ'テェヽ'゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚゚	AaBbCcDc AaBb ¶Normal ¶No S		· ·	Change E	diting	
ard 🗔	Font	Paragraph ₪		Styles	ing 1 🚽	Styles •	*	
	· 1 · 1 · <del>1</del> · 1 · 1 · 1 · 2 · 1 · 3 · 1 · 4 · 1 · 5 · 1 ·		1 - 11 - 1 - 12 - 1 - 13		5 · i ·#6 ·	1 + 17 + 1 + 18	8111	-
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	we,							
	Applicant:	Authori	sed Representa	tive:				
	Business name	Business						
	Full address	Full addre	255					
		Of the a	pplicant					
		Business						
		Full addr	255					
	Declare under our own responsibi	lity that the following cubs	vetom	İ				
		rt description of the su						
	to which this declaration refers co		U Directives and	d relevant				
	Technical Specifications for Intero Title(s) of the Directive(s)	perability:						
	Title(s) of the TSI(s)							
	has been assessed by Notified Boo							
	Business name	.,.						
	Registration number given by the Commi	ssion(optional)						
	Full address							
	Under following approval(s) and/o							
	Unique certificate number(s), date(s) of i	ssue						
	The following conditions of use ap							
	List of restrictions or provisions; in case o	for a second second as the second sec	TSI(s) (or their no	ts) subiect to				
	demantion	if derogation(s), reference to the	in the second part	-, ,				

#### 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	english (en) 🛛 🔻
F** ERADIS - European	 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>	s of verification of subsystems All countries In Force Search		

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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VI.*							上 Login	Help english (en)
F*** ERADIS - European F	ailway Agency Da	tabase of Interoperability ar	id Safety				Search in Eradis	
	EC declaration	is of verification of subsy	stems search	results				
⊳ Login								
<ul> <li>Safety Authorities and Investigation Bodies</li> </ul>	Aprint Export	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		
<ul> <li>EC declarations of verification of subsystems</li> </ul>		IT/0000001234566/2013/010111	Ferriere Cattaneo	ccs		06/11/2013		
<ul> <li>EC declaration of conformity of interoperability constituents</li> </ul>	Total 2 item(s) four							
<ul> <li>EC declaration of suitability for use of interoperability constituents</li> </ul>								

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 conditions of use To derogations Attached condition of use No attached files 5. Validity Date of issue (valid from dd/mm/yyyy) 7. Additional information First name of signatory 8. Attached files	06/11/2013 ie.pdf (Front page)	Date of valid	lity (valid until dd/mm/yyyy) Surname of signator			.:
To TSIs To conditions of use To derogations To derogations 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 The Project Management Guid		Date of valid				.ii
To conditions of use To derogations 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		Date of valid				.ii
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To conditions of use To derogations Attached condition of use No attached files 5. Validity Date of fisue (valid from	06/11/2013	Date of valid	lity (valid until dd/mm/yyvy)			.ii
To conditions of use To derogations Attached condition of use No attached files						.ii
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						.::
To TSIs						.:
To TSIs						
To TSIs						
List of documents in technical	file					
2008/57/EC						
5. References To EC Directives						
231233					01/10/2013	
ID number of the approva	rtificate(s) issued by Notified Boo al or EC certificate issued for this				Date of iss	ue
Website	www.	4				
City	Valenciennes					
Name Postal address	89, rue Baudouine			Postal code	59300	
Country Name	France Certifer			Registration number	1800	
I. Approvals Notified Body	1					
A						
-						
Description of procedures fol of the subsystem	lowed in order to declare conformity					
						.::
		ACONULI				
Type Of subsystem Description of the subsystem		Control command desxcri	ı and signalling			
3. Description/title		Control	Land diagonita a			
Authorised representative City						
Authorised representative			Authorised representative	Postal code		
Name Authorised representative						
Country 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	
Applicant Country	Italy					
Z. Document owner/holde	IT/0000001234566/2013/010					
Document ID number						
Document ID number						
EC declarations of ve 1. ID data Document ID number 2. Document owner/holder	rification of subsystems			<u>     ⊕Go Back to Se</u> ■     □	arch Results   Exp	oort to PDF   🛎

## 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 button: a page w	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	<b>v</b>
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) 🔻			
F*** ERADIS - European I	Railway Agency Data	base of Interoperability and Safety	Search in Eradis	P			
Home > Inter-operability documents > EC declaration of conformity of interoperability constituents							
Home     EC declaration of conformity of interoperability constituents							
<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>	Dpen saved draft	Validate requested to be revoke declarations	Download Template				
<ul><li>✓ Manage</li><li>↓ Users</li></ul>	Quick search						
<ul> <li>Electronic questionnaires</li> <li>Translations</li> <li>Notifications</li> <li>Reference Data</li> </ul>	, , ,	All vantries					
<ul> <li>Reference Jaca</li> <li>Messages</li> <li>Search result lists</li> <li>Audit Trail Logs</li> <li>Audit Trail Logs</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 Validation status	All countries	v v Search
	Advanced	search	
And press the	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.

	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 💌			M
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				
Date of issue from	E C		Date of issue to	
Other searchable fields				
Status of the doc	All	<b>v</b>	Data di stilla di Data kao	
Date of publication in Database from Name of the user who	ľ		Date of publication in Database to	ľ
uploaded the doc Organisation of the user, who 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

v 1.0

te :			
For the fields marked by an asterisk, in	nformation is mandatory		
Document owner/holder			
pplicant Country*	Please select 💌		
pplicant Organisation*			~
oplicant Name*		Applicant National Registration No*	
oplicant Postal address*		Applicant Postal code*	
pplicant City*			
uthorised representative Country	Please select 💌		
uthorised representative Organisation			<b>v</b>
uthorised representative Name		Authorised representative National Registration	
thorised representative Postal		Authorised representative Postal code	
idress		Authorised representative Postal code	
thorised representative City			
Description/title			
	201 200 200	10/79/EC CCS 66/861/EC 06/861/EC 06/679/EC CCS CR	
I		Interoperability Plassa salast	~
		constituent Prease sereu	
escription			
escription of procedures followed in ord	der to declare conformity or ea	uitability for use	
			.4
Approvals stified Body			
ountry * Please :	select 💌		
rganisation *			*
ame *		Registration number *	
ostal address *		Postal code *	
		Postal code ·	
ity *			
/ebsite *			
Add More			
Add more approval sets References EC Directives			
Add more approval cets References I.EC Directives 006/97/RC Add/file			
Add more approval sets  References  IEC Directives  Odd/Y2/CC  Odd/Y2/CC			
Add more approval sets References EC Directives			ati
Add more approval sets References EC Directives DoyAvyCe DoyAvyCe			Æ
Réferences EC Directives 100/57/C 101/26/EC			лî
Add wave approved ever References EC Directives DaySyste Day		j.	зž
Add many approval over References EC Directives 10075726C 10076727272727272727272727272727272727272		, T	in the second seco
Add manage approval vote EC Directives DOPS/FCC DOPS/			th.
Add manage approval vote EC Directives DOPS/FCC DOPS/			ja, ja,
Add many approval state References EC Directives: Dire			ін. .ц.
Add away approved exte References EC Directives DARAGE CONSTRUCTION TSIS 10/79/EC CCS CR 10/79/EC CCS CR conditions of use ropean specifications ached condition of use			ін. .н.
Add more approved ever References EC Directives Dop/S7/EC Directives Dire		علي المراجع الم	н.
Add aware approval over Exterences EC Directives DirotySyteC DirotySyteC Cost Add/SyteC Cost DirotySyteC Cost			ін. ні
Réferences EC Directives 100/57/C 101/26/EC			
Add many approval over References EC Directives 1007/97/EC CCS 1007/97/EC CCS CR Conditions of use conditions of use ropean specifications ached condition of use reliably te of issue (valid from ds/mm/yryy)* Additional information st name of signatory ID data			.ц .ц .ц.
Add many approval over References EC Directives: 1007572C 1007572C 1007672C 100772C 1007672C 100772C		Surname of signatory	н. н. н. ака жала ака жала
Add course approval sets:         Exterences         EC Directives:         QASYZEC COS		Surname of signatory	



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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		Authorised representative National Registration No		321654987
Authorised representative Postal address	45, rue de Paris		Author	ised 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

# 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 Alan	Surname of signatory Petersen	
8. Attached files		
B 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	

# Figure 15

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# 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)
<u>∕ Edit</u> X <u>Delete</u>	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	

# 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 Con Logo Center	Right	
	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

2. Document owner/holder Applicant Country Applicant Name Applicant Postal address	BE/00000321654987/2013/99 Belgium Alstom Belgium 45, rue de Paris Mons		Applicant National Registral Applicant Postal code Authorised representative I Authorised representative I	National Registration No	321654987 54800
Applicant Country Applicant Name Applicant Name Applicant Postal address Applicant City Authorised representative Country Authorised representative Postal address Authorised representative City S. Description/title Interoperability constituent Description	Alstom Belgium 45, rue de Paris		Applicant Postal code	National Registration No	
Applicant Country Applicant Name Applicant Name Applicant Postal address Applicant City Authorised representative Country Authorised representative Postal address Authorised representative City S. Description/title Interoperability constituent Description	Alstom Belgium 45, rue de Paris		Applicant Postal code	National Registration No	
Applicant Name Applicant Name Applicant Postal address Applicant City Authorised representative Country Authorised representative Name Authorised representative Postal address Authorised representative City <b>3. Description/title</b> Interoperability constituent Description	Alstom Belgium 45, rue de Paris		Applicant Postal code	National Registration No	
Applicant Postal address Applicant City  Authorised representative Country Authorised representative Name Authorised representative Postal address Authorised representative City 3. Description/title Interoperability constituent Description	45, rue de Paris		Applicant Postal code	National Registration No	
Applicant City  Authorised representative Country Authorised representative Name Authorised representative Postal address Authorised representative City 3. Description/title Interoperability constituent Description			Authorised representative I		
Authorised representative Country Authorised representative Name Authorised representative Postal address Authorised representative City <b>3. Description/title</b> Interoperability constituent Description					
Country Authorised representative Name Authorised representative Postal address Authorised representative City 3. Description/title Interoperability constituent Description					
Authorised representative Name Authorised representative Postal address Authorised representative City 3. Description/title Interoperability constituent Description					
Name         Authorised representative           Postal address         Authorised representative           City         Socription/title           Interoperability constituent         Description					
Postal address Authorised representative City 3. Description/title Interoperability constituent Description			Authorised representative	Postal code	
City 3. Description/title Interoperability constituent Description					
3. Description/title Interoperability constituent Description					
Interoperability constituent Description					
Description					
Description of procedures follow or suitability for use					
Description of procedures follow or suitability for use					
or suitability for use	wed in order to declare conformi	tr			
		c)			
4. Approvals Notified Body					
Country	Belgium				
	MY ECM		Registration number	123123123	
	aaa		Postal code	0000	
	213		<u> </u>		
Approval(s) and/or EC cert	ificate(s) issued by Notified or EC certificate issued for t	Body his declaration			Date of issue
erwfgwreg					12/04/2013
5. References					
To EC Directives					
To TSIs					
To conditions of use					
European specifications					
Attached condition of use No attached files					
6. Validity					
Date of issue (valid from					
dd/mm/yyyy)	12/04/2013	Date of validit	ty (valid until dd/mm/yyyy)		
7. Additional information					
First name of signatory			Surname of signator	у	
8. Attached files					
E test.txt (Front page)					
🗐 test.txt (Front page)					
test.txt (Front page)					
test.txt (Front page) 9. Other fields Status of the doc		In Force			
E test.txt (Front page) 9. Other fields Status of the doc Version Number		In Force			
E test.txt (Front page) 9. Other fields Status of the doc Version Number Validation Reason		1			
E test.txt (Front page) 9. Other fields Status of the doc Version Number Validation Reason Date of publication in Database		1 09/07/2013			
E test.txt (Front page) 9. Other fields Status of the doc Version Number Validation Reason Date of publication in Database Name of the user, who uploadec	t the doc	1 09/07/2013 pdbadmin qwerty			
E test.txt (Front page) 9. Other fields Status of the doc Version Number Validation Reason Date of publication in Database Name of the user, who uploadec	t the doc	1 09/07/2013	1		
test.txt (Front page) 9. Other fields Status of the doc Version Number Validation Reason Date of publication in Database Name of the user, who uploadec Organisation of the user, who up	t the doc	1 09/07/2013 pdbadmin qwerty	¥.		
	t the doc	1 09/07/2013 pdbadmin qwerty	y		
E test.txt (Front page) 9. Other fields Status of the doc Version Number Validation Reason Date of publication in Database Name of the user, who uploadec Organisation of the user, who up	t the doc	1 09/07/2013 pdbadmin qwerty	у		
E test.txt (Front page) 3. Other fields Status of the doc Version Number Validation Reason Date of publication in Database Name of the user, who uploadec Organisation of the user, who up 13. Revoke Request Reason	t the doc	1 09/07/2013 pdbadmin qwerty	y		

# 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.

ile Home Insert		doc [Compatibility Mode] - Mailings Review V		Table To		
Times New Rom 🔻	2 .	Mailings Review V III + III + III + III III III IIII IIII = IIII + IIII IIIIIIIIIIIIIIIIIIII	iew Developer Acro AaBbCcDc AaBbCcDc I Normal I No Spaci Style	AaBb( Heading 1	Layout	23
	1 • 2 • 1 • 3 • 1 • 4 • 1 • 5 • 1				· 17 · 1 · 18 · 1 ·	
We,		of conformity o constituents RRRR/YYYY/NNNNN – E	-	ty		
Applica Business Full addi	name	Busi Full Of t Busi	norised Representative ness name address he applicant ness name address	:		
	e under our own responsi					
Declar	Name/short descr	ription of interoperab	ility constituent/typ	e		
to whic Specifi <i>πtle(s) c</i>	Name/short descr h this declaration refers cations for Interoperabilit f the Directive(s) f the TSI(s)	complies with the EU Dir				

# 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>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 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

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

🖲 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 conforn	nity of inter	operability o	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						
3. Description/title Interoperability constituent		Commuter not sele	ctable			
Description		dsdsds	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	sdsds				
4. Approvals Notified Body						
Country	France					
Name	Certifer			Registration number	1800	
Postal address	89, rue Baudouine			Postal code	59300	
City Website	Valenciennes					
	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	
	in or ce certaincate issued for this					
IT					11/07/2013	
5. References To EC Directives						]
5. References						
5. References To EC Directives					11/07/2013	
5. References To EC Directives						
5. References To EC Directives 2008/57/EC					11/07/2013	
5. References To EC Directives					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 To TSIs 2006/861/EC					11/07/2013	
5. References To EC Directives 2008/57/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					.::	
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 To conditions of use					.::	
5. References To EC Directives 2008/57/EC To TSIS 2006/861/EC To conditions of use					.::	
5. References To EC Directives 2008/57/EC To TSIS 2006/861/EC To conditions of use European specifications					.::	
5. References To EC Directives 2008/57/EC To TSIS 2006/861/EC To conditions of use European specifications Attached condition of use					.::	
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					.::	
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					.::	
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	02/07/2013		y (valid until dd/mm/yyyy)	01/07/2013	.::	
5. References To EC Directives 2006/57/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	02/07/2013		y (valid until dd/mm/yyyy)	01/07/2013	.::	
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	02/07/2013		y (valid until dd/mm/yyyy)		.::	
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					.::	
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					.::	
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 6. Validity Date of issue (valid from dd/mn/yyyy) 7. Additional information First name of signatory 8. Attached files Cathed fi					.::	
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	nt page)	Date of validi			.::	
5. References To EC Directives 2006/57/EC To TSIS 2006/661/EC To conditions of use European specifications European specifications Attached condition of use No attached files 6. Validity Date of issue (valid from dd/mn/yryy) 7. Additional information First name of signatory 8. Attached files 9. Other fields	nt page) Rev				.::	

Figure 19

# 5.2.2.2 Advanced search

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

On the main pag	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	Please select				
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	S S S S S S S S S S S S S S S S S S S		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.

		base of Interoperability and Safety	Welcome eradev Logout	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     Notifications     Notifications     Reference Data     Messages     Search result lists     Audit Trail Logs	EC declaration Submit new declaration Open saved draft Quick search Issuing country	of suitability for use of interv Amend existing declaration Validate requested to be revoke declarations	operability constituents	XRevoke existing declaration
<ul> <li>Audit Trail Logs</li> <li>Audit Trail Logs Parameters</li> </ul>				

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.

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	📾 testLogo.jpg
	FR/00000124578369 /2013/888888	Alstom France	-	-	17/04/2013	📾 testLogo.jpg
Italy	1T/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 (8).pdf Dummy Docv1.0 - Copy (8).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 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 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

# 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 page	will b
displayed.			anta Adures	a d. C.a. anala			
EC declarations of suita	adility for us	e or constitu	ents Advanc	ed Search			
ID data Document ID number			Version number				
Document owner/holder Applicant Country Applicant Organisation Name	Please select	•				V	
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							
<b>References</b> 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 Status of the doc	All	3		Date of iss	ue to		
Date of publication in Database from Name of the user who		3			Date of publication in Data to	base 📑	
uploaded the doc Organisation of the user, who uploaded the doc	Please select	~		<b>×</b>			
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			
opplicant Country* opplicant Organisation*	Please select		~
pplicant Organisation		Applicant National Registration No*	
Applicant Name		Applicant Postal code*	
Applicant City*		Applicant Postal Code	
Authorised representative Country Authorised representative Organisation	Please select 💌	4	~
		Authorised representative National Registration	×
Authorised representative Name		Authorised representative National Registration No	
Authorised representative Postal address		Authorised representative Postal code	
authorised representative City			
Description/title			
SI		2010/79/EC CCS 2006/65/9/EC CCS CR Interoperability constituent Please select	×
		constituent	
Description	L		
			:
Description 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 *			
Website *			
C certificate of suitability for use is 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
1. ID number of the Certificate of conformity issued for this declaration*     Add More     Add more approval sets     References	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	ď
1. Do number of the Certificate of conformity issued for this declaration* Add more approval vets     .     References     to EC Directives     Directives	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	,ii
1. Do number of the Certificate of conformity issued for this declaration* Add more approval cets  Add more approval cets  Certo Encetives  De Conforted Vess  Conforted Ves	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	<b>ت</b> 
1. Do number of the Certificate of conformity issued for this declaration* Add more approved cetc References 9 EC Directives 2000/14/PEC CCS 2001/14/PEC CCS CR	ssued by Notified Body	Date of issue (dd/mm/yyyy)*	<b>.</b>
Add more approval sets . References To EC Directives	ssued by Notified Body		<b>١</b>
1. Do number of the Certificate of conformity issued for this declaration* Add more approved cetc References 9 EC Directives 2000/14/PEC CCS 2001/14/PEC CCS CR	ssued by Notified Body		<b>۲</b>
a. LD number of the Certificate of conformity issued for this declaration* Add more approval cetc  References B & CDirectives B & CDirectives B & Directives B & Directive	ssued by Notified Body		۲ 
1. LD number of the Certificate of conformity issued for this declaration* Add source approxist vette References DE CDirectives 2009/73/7CC 2009/74/7CC CCS 2009/74/7CC br>2009/74/7CC CCS 2009/74/7CC CCS 2009/74/7CC CCS 2009/74/7CC 2009	ssued by Notified Body		ш 
Add wore spreval sets Add wore sets Add wore spreval sets Add wore spreval sets Add wore spreval sets Add wor			ш 
			۳۵ ۱:. ۱:.
a. LD number of the Certificate of conformity issued for this declaration* Add more approval cetc  References B & CDirectives B & CDirectives B & Directives B & Directive			
1. Do number of the Certificate of conforming issues of this declaration*          Add source approximatives         Add source approximatives         Add source approximatives         Beferences         De C Directives         Do E Directives         Do TSIs         DOB/FXPCE CCS         DOB/FXPCE CCS CR         DOB/FXPCE CCS CR         Dob the EC declaration(s):         Do the EC declaration(s):         Do the EC declaration(s):         Do the EC declaration(s):         Dotted condition of use         tached condition of use         Validity         Additional information         irst name of signatory			іт. 
L D number of the Certificate of add tours: approval wets: Add tours: approval wets: References DE Obrectives DEO Directives DEO DIRECTI			н. н.

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

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The Authorised Represe - Address - National Registration I		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		Applic	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

	ate of suitability for us	ed Body e issued for this declaration	Date of issue
645654			10/12/2013
. References			
o EC Directives			
Fo TSIs			
2006/679/EC CCS CR			
To the EC declaration(s):			
To conditions of use			
to contaidons of use			
attached condition of use			
lo attached files			
6. 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			
F <b>irst name of signatory</b> Mats		Surname of signatory Johnson	
Attached files		2011/2011	
restrictions.pdf (Front page)			
. Other fields			
i odici nelas			
Status of the doc			
Status of the doc Version Number		Submitted	

_

# 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:

Lownload	Attachment1.txt	(Front Page)
<u> </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.

Note: You can attach files of size up to 4MB The system will reject any file that exceeds this	
C:\Documents and Settings\nioan\Desktop\rest	Browse
<ul> <li>✓ Set to front page</li> <li>✓ Confidential</li> <li>Confidential reason</li> </ul>	
ОК Са	ancel

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 restrictions3.pdf Add attachment	

#### 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	
	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
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.

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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) 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. View validated EC declaration of suitability for use of interoperability constituents

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.

v 1.0

|--|

 $\odot$ Go Back to Search Results | Export to PDF | riangleqPrint

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 City	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	ued for this declaratio	n		Date of issue 01/01/2012	
5. References						
To EC Directives 2008/57/EC						
To TSIs 2006/861/EC,2006/679/H	C CCS CR					
To the EC declaration(s):						
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 dd/mm/vyy)         07/05/2012         Date of validity (valid until dd/mm/yyyy)						
dd/mm/yyyy)			,,,,,,			
7. Additional information First name of signatory			Surname of signator	·y		
Üüne			Õispuu-Jäääär			
8. Attached files           Become the second						
9. Other fields						
Status of the doc		In Force				
Version Number		1				
Validation Reason						
Date of publication in Databas						
	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 us 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

j 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.

Image: Trapport[1].doc [Compatibility Mode] - Microsoft Word       Table tools         Image: Ima					
	۵				
			ABDOCDC ABD		Change Edit
	Font 🕞	Paragraph	Es .	Styles	
2 - 1 - 1 - 1		6 単 1 ・ 7 ・ 1 ・ 8 単1 ・ 4単 1 ・10・ 1 ・1	1 · · · 12 · · · 13 · · · 14 · ·	い事 い 単単 い 17 いい	18 1 1 1
Ŀ	EC declaration of s	•	interoperabili	ity	
	CC/RRRRRRRRRR	RRR/YYYY/NNNNNN – EC Declo	aration number		
	We,				- 81
	Applicant: Business name	Business nar Full address	ne		
	Applicant: Business name	Business nar Full address Of the app Business nar	ne . licant		
	Applicant: Business name Full address Declare under our own responsibi	Business nar Full address Of the app Business nar Full address ility that the following interop	ne licant ne erability constituent:		

#### 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.

	Railway Agency Database of Interoperability and Safety C declaration of suitability for use of interoperability constituents	Login Help e	nglish (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 interoperate Quick search Issuing country All countries Validation status In Force Search	oility 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. ID data Document ID number	BE/321654987/2012/000002				
2. Document owner/holder					
Applicant Country	Belgium				
Applicant Name	Alstom Belgium		Applicant National Registrat	tion No	321654987
Applicant Postal address	45, rue de Paris		Applicant Postal code		54800
Applicant City			Applicant Postal code		34000
Applicant City	Mons				
Authorised representative					
Country Authorised representative					
Name					
Postal address			Authorised representative I	Postal code	
Authorised representative City					
3. Description/title		1			
Interoperability constituent					
Name         Image: Control of the second of the secon					
Description of procedures foll	owed in order to declare conformity	Module H2			
or suitability for use					
4. Annrovals		I			
Country	France				
Name	Certifer				
				Postal code	59300
	Valenciennes				
Website	-				
To TSIs 2006/861/EC,2006/679/3					.:
	EC CCS CR				i. 
					.i
BE/436195241/2012/000					.i. .i.
BE/436195241/2012/000 To conditions of use Listed in Annex 1 Attached condition of use No attached files					.i
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					.i. .i.
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		Date of validit	ty (valid until dd/mm/yyyy)		.i. .i.
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) 7. Additional information First name of signatory	001	Date of validit	Surname of signator		.i. .i.
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) 7. Additional information First name of signatory	001	Date of validit			.i. .i.
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) 7. Additional information First name of signatory Üüne 8. Attached files	001		Surname of signator	y	.i. .i.
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) 7. Additional information First name of signatory Üüne 8. Attached files	001		Surname of signator	y	.i. .i.
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) 7. Additional information First name of signatory Uone 8. Attached files Export EC Declaration of (	001 07/05/2012 conf of constit into PDF - bug.png (Fro		Surname of signator	y	.i. .i.

# Figure 29

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## 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	ability 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		
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		
Validity		ारी
Date of issue from	Date of issue to	₽ <b>1</b>
Other searchable fields Status of the doc	To Force	
status or the uOC	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.

1		ase of Interoperability and Safety	Welcome eradev Logout	Help english (en) 🔻
Home > Inter-operability documents > Au	uthorisation for placing in se	rvice		
✓ Home b Login	Authorisation fo	or placing in service		
Safety Authorities and Investigation Bodies	Submit new authorisation	Amend existing authorisation	Walidate 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			
<ul> <li>Electronic questionnaires</li> <li>Translations</li> </ul>	·····;,	Il countries		
<ul><li>Notifications</li><li>Reference Data</li></ul>		Search		
<ul> <li>Messages</li> <li>Search result lists</li> <li>Audit Trail Logs</li> <li>Audit Trail Logs</li> </ul>	Advanced sear	ch		



#### 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.

	arch		
	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

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	-	Drestrictions2.pdf	
	545745	Safety&InteropOraganization	FIHS	01/07/2013	-	Trestrictions2.pdf	
	56456456456	Safety&InteropOraganization	FIHS	01/07/2013	22/07/2015	Trestrictions.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	

 $\textcircled{\bullet}$  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), clic	k on the	Advanced search	button: a page will be
displayed.				
Authorisation for placir	ng in service Advanced Search	1		
ID data EIN authorisation number of subsystem / range of numbers				
Applicant Country	Please select 💌			
Name				<b>X</b>
National safety authority				
Country Name	Please select			×
<b>Description/title</b> Type of subsystem				×
<b>References</b> EC declaration(s), issued for the	Infrastructure Energy Control	and command signalling		
Validity				
Date of issue (valid from)	E.	Da	ate of validity (valid until)	ľ
Other searchable fields Status of the doc All Date of publication in Database Name of the user who uploaded the doc Organisation of the user, who uploaded the doc	Please select	V		
Search Reset				×
		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

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	tion for placing in service		4
<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 💌		
opplicant Organisation*			 *
pplicant Name*			
pplicant Postal address*			
pplicant 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  Upgraded	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			
¥alidity			
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

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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.

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Authorisation for place	cing in service			€_ <u>Go Back to Search F</u>	Results   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					
Applicant Country	Belgium				
Applicant Name	Alstom Belgium				
Applicant Postal address	45, rue de Paris				
Applicant City	Mons				
Applicant Postal code	54800				
National safety authorit					
ISA Country	Belgium	_			
	Add to Reference Da	ta			
ISA Name	Belgian NSA				
ISA Postal address	Mont 35	NSA Postal code		345 56	
ISA City	Bruges				
ISA Website	www.nsa.ns	I			
Description/title					
ype of subsystem	Fixed installations, high s	peed network - New subsystem			
		gy 🗌 Control command and signa	alling		
	ETCS GSM-R				
Subsystem description	testing				
	<u> </u>				
lational 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					
	5e				
ate of publication in Databa		eradis user 20			
alidation reason Pate of publication in Databa: ame of the user, who upload organisation of the user, who	ded 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  Cogo 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.

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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) 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>
--------------------------------------	--------------------

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

1. ID data					
EIN - Document ID number	53453534				
Member State where	Belgium				
authorised		horication			
2. Applicant - Person / body Applicant - Person /body who		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					
NSA Country	Belgium				
NSA Name	Belgian NSA				
NSA Postal address	Mont 35	NSA Postal code		345 56	
NSA City	Bruges				
NSA Website	www.nsa.ns				
4. Description/title Type of subsystem	Fixed installations, high one	ed network - New subsystem			
Type of subsystem		Control command and signal	lina		
	ETCS GSM-R				
Subsystem description	testing				
					.::
5. References					
National law implementing Int testing new GUI	teroperability Directive				
cescing new Goi					
National law referring to natio	nal milar				
N/A	inal rules				
EC declaration(s):					
List of documents in technical	file				
Conditions of use					
Attached condition of use					
No attached files					
6. Validity					
Date of issue (valid from	02/12/2013	ſ	Date of validity (valid u	until 18/05/2017	
dd/mm/yyyy)			id/mm/yyyy)		
7. Additional information First name of signatory	Maria	Surname of signatory	Isaksson	Position of signatory	PO
	Maria	Surname of signatory	ISAKSSON	Posicion of signatory	P0
8. 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		12/12/2013			
Name of the user, who upload		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 ser	-vice	
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 se	rvice	
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.

₩   🛃 ") - ೮ 🌲 🗋 File Home In	I ≠     Template[1].dc       sert     Page Layout     References	oc [Compatibility Mode] - Microsoft W Mailings Review View Deve		ayout a
		E * E * 版*   建 健   針   ¶ ■ 吾 君 重   詳*   逸 * ⊞ * Paragraph G	AaBbCcDć AaBbCcDć <b>AaB</b> 11 Normal 11 No Spaci Headir Styles	ac Replace
L 2.1.1.	······································	5、1、単、1、7、1、8、1、9、1、10 単い	11、車・12・1・13・1・14・1・15・1・1	₿ · I · 17 · I · 18 · I ·
	Autho	risation for placing in	service	
	Date of authorisation: DD/mm/yyyy	Date of validity: if it is temporary authorisation DD/mm/yyyy	authorisation number (EIN):	
4 - -	Member State where author	ised:		
	We, Name of the authorising body Full address Website			
	authorise according to the n	ational law		
- - - -	implementing article 15 of th national law xxxxxxxx	ne Interoperability Directive 2008/	57/EC and according to the	
Page: 1 of 1 Words: 113	requiring national rules to Business name of the applicant of B English (U.S.)	the authorisation		100% — — — — — — — — — — — — — — — — — —

## 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	Railway Agency Database of Interoperability and Safety	Search in Eradis	P
Home > Inter-operability documents > Ar	thorisation for placing in service		
✓ Home	Authorisation for placing in service		
<ul> <li>Login</li> <li>Safety Authorities and Investigation Bodies</li> <li>Other Organisations and Bodies</li> </ul>	Quick search		
<ul> <li>Safety documents</li> <li>Safety Certificates</li> <li>Licences</li> </ul>	Issuing country All countries  Validation status In Force  Search		
<ul> <li>▶ ECM</li> <li>▶ Assessment</li> </ul>	Advanced search		
<ul> <li>Safety Indicators</li> <li>Investigation reports</li> <li>NSA &amp; NIB reports</li> </ul>			

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

Authorisat	tion for placin	g in service search res	sults		
≜ <u>Print</u> ®E×	port to Excel		Large Resu	ılt 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					
2. Applicant - Person / boo						
Applicant - Person /body who Applicant Country	applies for the authorisation Belgium					
Applicant Name	Alstom Belgium					
Applicant Postal address	45, rue de Paris					
Applicant City	Mons 54800					
NSA Country	3. National safety authority					
NSA Name	Belgium Belgian NSA					
NSA Postal address	Mont 35	NSA Postal code		345 56		
NSA City	Bruges	NSA Postal code		343 30		
NSA City NSA Website						
	www.nsa.ns					
4. Description/title	Fived installations, high or	and notwork . Now subsyste				
Type of subsystem		peed network - New subsyste				
	ETCS GSM-R		granng			
Subsystem description	testing					
5. References						
National law referring to natio N/A	nal rules				.ii	
EC declaration(s):					.1	
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	e)					
9. Other fields						
Status of the doc		In Force				
Date of publication in Databas	e	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
			v 1.0
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.

			🔔 w	elcome eradev	Logout Help	english (en)	•
ERADIS - Europe	AGENCY ERADIS - European Railway Agency Database of Interoperability and Safety						ŗ
Home > Inter-operability documents > No	oBo EC Certificates						
		icates, NoBo QMS Approvals and NoBo ISVs					
	NOBO EC CEFUI	icates, NOBO QMS Approvais and NOBO 15VS					
<ul> <li>Login</li> <li>Safety Authorities and</li> </ul>	Submit new EC Cer	tificate Certificate					
Investigation Bodies Other Organisations and Bodies	Restrict existing EC	Certificate 📲 Suspend existing EC Certificate 📲 Withdraw existing EC Certificate					
Statistics Dashboard	Quick search						
Manage	The Quick Search aller	vs for a simple search of NoBo EC Certificates per NoBo and status of the certificate.					
Safety documents	NoBo NANDO						
<ul> <li>Inter-operability documents</li> </ul>	number	All	•				
<ul> <li>EC declarations of verification of subsystems</li> </ul>	NoBo name	All	۲				
EC declaration of conformity	Status of documents	All documents	•				
of interoperability constituents	Publication status	All	۲				
<ul> <li>EC declaration of suitability for use of interoperability constituents</li> </ul>		Searc	h				
<ul> <li>Authorisation for placing in service</li> </ul>	Advanced se	arch					
✓ NoBo EC Certificates							
▷ Submit new	Statistics	5					
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

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				$\sim$
NOBO					
NoBo Name	All				$\sim$
NoBo NANDO number	All				$\sim$
Applicant					
Applicant Country	All				$\sim$
Applicant Name	All				$\sim$
Manufacturer					
Manufacturer Country	All				$\sim$
Manufacturer Name	All				$\sim$
Validity					
Valid from		3	×	/alid until	Ľ
Date of issue					
Date of issue from		1	c.	Date of issue to	Ľ
General					
Free text search					
Search Recet					

## 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

v 1.0

ote :		
For the fields marked by an asterisk	, information is mandatory	
Notification of certificate * Issu	ed 🗸	
eneral information	Please select V	
Certificate type * Certificate number *	Please select V	
ceruncate number	1999/5/EC ^	
	1999/5/EC ^ ^ 2001/16/EC 2004/108/EC ^ 2004/108/EC	
Directives	2004/50/EC	
	2008/57/EC	
Module(s) Applied *		
Object of Assessment		
nteroperability Constituents	Please select ~	
Subsystem	Please select V	
Inique Serial Number		
pplicant		
opplicant Country	Please select V	
Applicant *	Please select V	
pplicant Name		
pplicant National Registration No		
pplicant Postal address	Applicant Postal code	
anufacturer		
anufacturer Ianufacturer Country	Please select	$\sim$
lanufacturer	Please select	~ _
fanufacturer Name		
Anufacturer National Registration		
lo		
lanufacturer Postal address		
lanufacturer Postal code		
1anufacturer City		
Ianufacturing location 1 remove		
Manufacturing location Country	Please select	~
Manufacturing location	Please select	· · · · · · · · · · · · · · · · · · ·
		•
Manufacturing location Name		
Manufacturing location National Registration No		
Manufacturing location Postal address		
Manufacturing location Postal code		
Manufacturing location City		
Add manufacturing location		
onditions and Limits of use		
SI(s) (including amendments) ised *		
ssessment result *		
conditions and Limits of use		
nexes		
dd attachment		
ates		
ate of issue*		
alid from	Valid until	B.
-		
oBo Country	Please select	~
loBo *		✓
	Please select	~
loBo Name		
loBo NANDO number		
IoBo Postal address		
IoBo 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.

v 1.0

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-European conventional rail system 2004/108/EC - Directive on the approximation of the laws of the Member States relating to electromagnetic compatibility and repealing Directive 89/336/EEC					
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	1				
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						
Assessment result	good					
Conditions and Limits of use						
Annexes No annexes						
Date of issue	18/09/2018					
NoBo NoBo Country	Denmark					
NoBo Name	DET NORSKE VERITAS, DANMARK A/S					
NoBo NANDO number		NoBo Organisation Code				
NoBo Postal address	Tuborg Parkvej 8	NoBo Postal code	2900			
NoBo City	HELLERUP					
	······································					
Supplementary information						
Notification owner details						
Last Name	Dijsselbloem					
First Name	Anaxagoras					
E-Mail	ERA4@intrasoft-intl.com					
Publish Delete M	lodify 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:

	Note: You can attach files system will reject any file		
			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		
		Update	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.

v 1.0

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		2004/50/EC - Amending Council Dire	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		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		AssessmentObject of AssessmentObje	oject of AssessmentObject						
Interoperability Const	ituents	afety 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	Manufacturer Country Greece								
Manufacturer Name	facturer 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									
Conditions and Limit	s of use	12312					^		
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		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	IoBo Postal address Hadikgasse 60			NoBo Postal code	1140	1			
NoBo City	NoBo City Wien								
Supplementary information									
testing scope									
Notification owner d	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 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 by 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

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#### 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 ISV swhich you can suspend.

 Certificate Number
 Please click Browse button bellow if you would like to retrieve a list of all existing NoBo EC Certificates, NoBo QMS Approvals and NoBo

of all existing NoBo EC Certif 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

Vithdraw an existing NoBo EC Certificate, NoBo QMS Approval and NoBo ISV								
	IS Approval and NoBo ISV you would like to withdraw. You may find a NoBo EC Certificate, NoBo QMS Approval and NoBo 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 number	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		rovals and NoBo I	SVe search results
NODU EU CEI UNCALES	ново умэ мрр	TOVAIS ATTU NODU I	SVS Sedicit results

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

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NoBo EC Certificate	details		€ Go Back to Search Results   Export to PDF	🕮 <u>Pri</u>		
General information						
Certificate type	EC Type Examination Certificate					
Certificate number	998			$\neg$		
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	EC on the interoperabili	ity of the trans-European high-speed rail	^ ~		
Module(s) Applied	odule(s) AppliedModule(s) AppliedModule(					
Object of Assessment	AssessmentObject of AssessmentObject of Assess	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			•			
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						
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						
Go back to search results	1					

### 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	like the
following will be displayed.			

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

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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				$\sim$
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.

$\mathcal{M}^{\star}$			▲ Welcome eradev Logout	Help english (en) 🔻		
F** ERADIS - European I	Railway Agency Da	atabase of Interoperability and Safety	Search in Eradis	P		
Home > Railway Undertaking Service Qua	lity reports					
▼ Home ∳ Login	Railway unde 28	ertakings service quality repor	ts according to EC Regulatio	on 1371/2007 Art.		
<ul> <li>Safety Authorities and Investigation Bodies</li> </ul>	According to the Rail	il passenger's right regulation, you will find all t	the annual quality report produced by the Ra	ailway Undertakings.		
<ul> <li>Other Organisations and Bodies</li> <li>Statistics Dashboard</li> <li>Manage</li> <li>Users</li> <li>Electronic questionnaires</li> </ul>	Art 28.2. Railway undertakings shall monitor their own performance as reflected in the service quality standards. Railway undertakings shall each year publish a report on their service quality performance together with their annual report. The reports on service quality performance shall be published on the Internet website of the railway undertakings. In addition, these reports shall be made available in ERADIS.					
<ul> <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 Parameters</li> <li>Safety documents</li> </ul>	Reporting country Reporting Year Search for Status of reports	Any Country V Any year V All V 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

APrint Export 1	Print 🗐 Export to Excel							
Reporting Country			Reports					
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 💌 🔀restrict				
	ions.pat			
Note				
first submis:	sion			
			.::	
Submitted by				
Last Name	user 20			
First Name Email	eradis user20@eradis.eurodyn.com			
Email Business Phone	userzu@eradis.eurodyn.com 65465465			
	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	port			
	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			~	
Name*	SQP report Organisation				
Registration number**	56457647675				
VAT Number**	53425435434				
Attachments*					
Greek 💌 🔀 n	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**					
Attachments*					
English 👻 🗐	Test.txt ×				
	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			
Attachments				
Greek 🔽 🔀 restr	ictions.pdf			
Note				
first subm	ission			
			.::	
Submitted by				
Last Name First Name	user 20 eradis			
Email	user20@eradis.eurodyn.com			
Business Phone	65465465			
	ation European Railway Agency			
Address	street 20			
Country	France			

### 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 View Railway Undertaking Service Quality report 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

ERADIS - European	n Railway Agency Database of Interoperability and Safety Search in Eradis	
	panny reports	
Home	Railway undertakings service quality reports according to EC Regulat	ion 1371/2007 Ar
▶ Login	20	
Safety Authorities and Investigation Bodies	According to the Rail passenger's right regulation, you will find all the annual quality report produced by the	Railway Undertakings.
Other Organisations and Bodies	Art 28.2. Railway undertakings shall monitor their own performance as reflected in the service quality stand	lards. Railway undertakings
<ul> <li>Safety documents</li> </ul>	shall each year publish a report on their service quality performance together with their annual report. The r performance shall be published on the Internet website of the railway undertakings. In addition, these report	
Safety Certificates	ERADIS.	
Licences		
▶ ECM	Quick Search	
Assessment	Reporting country Any Country	
Safety Indicators	Reporting Year Any year	
	Reporting real	
Investigation reports	Search for	
<ul> <li>Investigation reports</li> <li>NSA &amp; NIB reports</li> </ul>		

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.

ote: Required information for the R	ailway Undertaking Service Quality re	port			
	Railway l	Indertaking Service Quality r	eports		
Country	Greece	Reporting Year	2012	~	
Name	SQP report Organisation				
Registration number	56457647675				
AT Number	53425435434				
ttachments					
English 🔍 🛱 restrictions2.pd Greek 🔍 🏹 restrictions.pdf					
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		atabase of Interoperability and Safety	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	st for notifications page	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

			First Name							
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

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 🕒 Go back to List for notifications 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 4	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	-	-	-	-	-
	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 🕤 Go back to List for notifications 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

ntry Any Country 💌							
orting Year Any year 💟 View	w Report						
lway Undertaking Service Q	)uality reports						
4 1 of 1 ▷ ▷ 100%		Find   Nex	d 🔍 🛃 🔹 🛞 🖉	4			
Railway Unde	ertaking Service	Quality r	eports: Statis	stics			
Railway Unde	ertaking Service	Quality r	eports: Statis	stics			
-	-	Quality r	eports: Statis	stics			
Country	Any year	2010	eports: Statis	2012	2013	2014	Tota
Country	Any year		-		2013 0	2014 0	Tota
Country Reporting Year	Any year		2011				Tota 2
Country Reporting Year Belgium	Any year	2010 1	2011 0		0	0	Tota 2 1



## **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.

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### 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

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.	



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>herint</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.