

Making the railway system work better for society.

OSS Border Stations Guide

One Stop Shop

	Drafted by	Validated by	Approved by
Name	Nikolaos Kalafatis	Spilios Vergopoulos	Inigo Mendez
Position	Business Analyst	Project Manager	Head of Unit
Date			
Signature			

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1. Introduction

1.1. Scope and Objective

Following the deployment of OSS release v1.9.1, a new way of handling Border stations will be introduced in applications for both Vehicle Authorizations (VA) and Single Safety Certificates (SSC). The changes affect both the applicants and the authorities concerned with these applications (irrespective of who will act as authorizing entity or safety certification body), including pre-engagement requests.

In the framework of a majority of (VA or SSC) applications including border stations (<u>Directive (EU) 2016/797</u> art 21 (8) and <u>Regulation (EU) 2018/545 art 4 (8)</u>, <u>Directive (EU) 2016/798 art 10 (8)</u> and <u>Regulation (EU) 2018/763 art 3 (11)</u>), the authorities of the Member States where these border stations are located have expressed to the Agency the needs:

- to be notified when such applications are submitted,
- to have the possibility to raise issues,
- to share/upload some conclusions and/or reports.

In addition, applicants have also expressed the needs to have a placeholder for uploading the evidencedemonstrating compliance against the applicable requirements pertaining these border stations.

The present document describes the changes introduced in OSS in its release 1.9.1 in regards to the handling of border stations in the following cases:

- 1) The following VA cases (including pre-engagement requests):
 - a. First Authorisation (First);
 - b. New Authorisation (New);
 - c. Extended Area of Use Authorisation (Extended); and
 - d. For the two combined (First+C2T and New+Extended).
- 2) All SSC application types (New, Renewal, Update), including pre-engagement requests.

2. Functionality description

2.1. Current implementation

2.1.1. Application wizard

When an applicant introduces one or more border station(s) in one or more neighbouring Member State(s), it first selects the Member state(s) and then, introduces the border station(s) by adding the Member State(s) where these border station(s) are located. The border station(s) are then to be specified by the applicant in a text box.

2.1.2. Assessment

National safety authorities of Member States where the border station(s) are located are not part of the assessment process. They are not notified about the application and they cannot assign themselves one or more assessors to the application. As a consequence, they are not able to submit any report (or equivalent) following the consultation procedure.

2.2. New approach to handling Station(s) in neighbouring Member State(s)

In general, both for VA and SSC, all the Member State(s) with or without border stations are treated the same.

2.2.1. Application wizard

Figu

In the application wizard (step 1 for SSC or step 3 for VA), the applicant selects the relevant Member State(s) from the available list including the Member State(s) with border station(s) only (see Figure 1).

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



Figure 1: Selecting Member State(s) including Member State(s) with border stations only

Upon the above selection the selected Member States are depicted in different tabs as shown in Figure 2**Error! Reference source not found.** and Figure 3 below.

Member State(a) concerned with the intended area of operation (coloct and or mare)*

	(-)		1 (
+ Add/rem	ove Member Sta	nte Do	
Austria	Germany	Italy	
Op Op	perations in the s	elected Membe	er State are limited to border station(s)
Slide but	ton for set	ting the N	Nember State with border station(s) only (SS
Area of use	e *		
Network(s)	of the area	of use *	
+ Add/re	emove Membe	er State	
Austria	Germany	Italy	
	Operations in	the selected	Member State are limited to border station(s)



The applicant may indicate each Member State that it includes one or more border station(s), by enabling the slide button as shown in Figure 4 and Figure 5 below.

+ Add/ren	nove Member State
Germany	Italy Austria 💫
` c	perations in the selected Member State are limited to border station(s)
Figu	re 4: Member State marked as Border Station (SSC)
Area of use	*
Network(s)	of the area of use *
+ Add/re	move Member State
	Italy Austria X
Germany	Austria A

Figure 5: Member State marked as Border Station (VA)

When the switch button gets enabled the respective Member State tab is moved to the end of the Member State tab sequence and is marked with a specific Border Station icon (see Figure 6).



Figure 6: Border Station icon

Member states which are part of the area of operation/use are always displayed first in the alphabetical order followed by Member States including border stations only also displayed in the alphabetical order.

For SSC applications, as part of the definition of the intended area of operation, the applicant is also invited to specify the name of the border station(s) in the text box (see Figure 7) and to provide for the concerned Member State where the border station(s) are located evidence and/or mapping table(s) as appropriate (see Figure 8).





Documentary evidence: National part

Evidence	Mapping table (Germany)
mport the	evidence for the national part
Description or of <u>Directive (E</u>	other demonstration of how the safety management system arrangements address the relevant national rules notified in accordance with Article 8 U) 2016/798.
Description or of <u>Directive (E</u>	other demonstration of how the safety management system arrangements address the relevant national rules notified in accordance with Article 8 U) 2016/798.

Figure 8: Documentary evidence – National part (SSC)

For VA applications, as part of the definition of the area of use in the authorisation description, the applicant is invited to specify the name of the border station(s) in the text box (see Figure 9). It is recommended to check, when selecting border station(s), if this(ese) one(s) are considered as such by the Member State in their agreement. Also the naming of the border station should be in line with the Member State agreement.

Operations in the selected Member State are limited to border station(s
Border Station(s) 🛕 *
+



For both SSC and VA applications, in the case where the area of operation/use concerns more than one Member State, excluding Member State(s) with border station(s) only, the safety certification body or authorising entity remains ERA by default. In the case where the area of operation/use is limited to one Member State, excluding Member State(s) with border station(s) only, the applicant can select the safety certification body or authorising entity between ERA or the national safety authority (of the Member State which does not include one or more border stations). When a cross border agreement exists between two Member State, the AE/SCB is the NSA or ERA. If a border station is common to two Member State, indicate the origin in the dedicated field (for the management following the agreement between these Member State.

2.2.2. Assessment

National safety authorities of Member States where the border station(s) are located are part of the assessment process. They are notified about the application and their programme manager(s) can assign the assessment team to the application. They are also able to submit their own reports (or equivalent) following the consultation procedure launched by the safety certification body or the authorising entity. These reports are stored in the OSS library for their respective Member State according to the current folder structure (i.e. one folder for each stage of the process and for each Member State).

2.3. Impacted actors and reports

The following actors are mainly affected by this change:

Applicants (AP) specifies any border stations in the definition of the area of operation/use for the Member State(s) concerned, and uploads relevant evidence/mapping table.

Programme Managers (PgM) of national safety authorities of all concerned Member State(s), including those with border stations only, assign the relevant teams.

Assessors (AS) of national safety authorities of all concerned Member State(s), including those with border stations only, can submit their reports at the different stages of the assessment process.

2.4. Test environment (UAT)

As of 01/02/2023 the OSS v1.9.1 release is available in the <u>OSS UAT environment</u>. We recommend that you exercise these changes in this environment.

2.5. Transposition to the new implementation

Any application submitted before release 1.9.1 is put in production will be displayed with the current (old) implementation.

The new implementation will however apply to existing draft or copied applications or copied applications, however without the existing (if any) information on the Member State(s) with Border stations only.

2.6. Practical example of the new implementation

In the example below, the area of operation/use is limited Greece (or Belgium) with a border station in Bulgaria (or The Netherlands). The national safety authority is the safety certification body or the authorising entity. However, the same principles apply when ERA is the safety certification body or the authorising entity.

2.6.1. Application wizard

2.6.1.1. SSC

The below description apply for all SSC application types (New, Renewal and Update) and pre-engagement requests. All Member States are now displayed using tabs. The Member State where the border station is located, namely Bulgaria in our example, is displayed after the Member State(s) forming part of the area of

operation (Greece in this example) and with a specific Border Station icon

Type of application	New single safety certificate	Expected da starting services/ope	ate of 31-01-2023	
Pre-engagement	No	Issuing auth	ority National Safety Authority	
Maintenance of vehicles exclusively for your own operations	Yes	Issuing Auth Member Sta	ority Greece Ite	
		Language	English	
Greece Bulgaria	×.			

Figure 10: Application view (SSC)

2.6.1.2. VA

The same approach applies for VA. In the example below, The Netherlands are selected as a Member State where one or more border stations.

Conditions for use of the vehicle and other restrictions $\hfill \hfill \hfill$	
Coded restrictions: Coded restrictions	Non-coded restrictions: Non-coded restrictions
Belgium Netherlands 🔧 Border Station(s) Test BS	

Figure 11: Application view (VA)

2.6.2. Assessment

2.6.2.1. Team assignment

For both SSC and VA applications, all relevant PgMs assign their respective assessment team. In this example, Greece being the Member State of the safety certification body or the authorising entity, it now appears at the top. Bulgaria also involved in the assessment is listed afterwards according to a tab view.

Application	Application issues	Project team	Dashboard	Assessment	Library	Event Log	
Issuing authority : Greed	;e						
Project manager(s)	🎍 Oss User26 🛔	GR ALL 🛔 GR PGM	🛔 Spilios Vergopoulos 🛛 🛔	NSA-EL Authority			
Assessors Quality assurance manager(s)		•				[₂	
Decision maker(s)		· .					
Assesment teams							
NSA Programme Manager(s) NSA Assessor(s)	🛔 BG ALL						

Figure 12: Team assignment

2.6.2.2. Dashboard

The Dashboard shows the relevant milestones for both Greece and Bulgaria following our example. By default, the deadline is established by OSS as provided in the 4RP legal framework. Should the timeframe be different due to the legal text of a specific cross-border agreement, it must be discussed and re-adjusted manually by the authorising entity.

Application	Application issues	Project team	Dashboard	Assessment	Library	Event Log	
+ Create Milestone							
sui 1	BMISSION DATE	Start of the assess	sment		Date 18/01/2023 ∰		
cu Comp	CURRENT STATUS				Planned date 25/01/2023 Planned date	Actual date 18/01/2023 Actual date	
DECI	DECISION (ESTIMATE) 18/06/2023				25/01/2023 🛗 25/01/2023 🛗	18/01/2023	
					Planned date	Actual date	
			eck report(s)		Planned date 18/02/2023	Actual date	

Figure 13: Dashboard view

2.6.2.3. Assessment

All involved authorities can submit their respective report.

In the example below, Greece acting as safety certification body is displayed first. Apart from the safety certification or authorising entity, the display of the different Member States follows the same order than the one in the application. The same principle applies for all SSC and VA applications, and for all relevant stages of the assessment.

A	Applicati	ion	Application issues	Project team	Dashboard	Assessment	Library	Event Log	
	In	nitial screen		Detailed assessment	Reco	mmendation	Quality assurance	e	Decision
Gree	ce	Ъ Bulgaria ≫,							
Select Method									
Initial screen									
Т	Table 1: S	ble 1: Summary of Initial screen							
1	.1	The application file contains documentary evidence required by the legislation (Annex I of Commission Implementing Regulation (EU) 2018/763 establishing practical arrangements for issuing single safety certificates) or needed to be processed effectively, including:							
		1.1.1 Description of the safety management system O Yes O No O N/A							
		1.1.2 Other documents demonstrating compliance with requirements set out in Art 10(3)(a) of Railway Safety Directive O Yes O No O N/A							

Figure 14: Assessment view (SSC)