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# User guide for applicants

*One Stop Shop [ERA-DRO-010]*

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**Table of Contents**

1.1	The One-Stop Shop (OSS).....	9
1.2	Purpose and scope of this document .....	9
1.3	How to request support.....	9
1.4	User roles, business domains and organisations .....	10
2.1	Register as applicant .....	10
2.2	Sign in .....	11
2.3	Forgot password .....	13
2.4	User profile.....	13
2.4.1	View and update user profile information.....	13
2.4.2	Notifications Management .....	14
2.4.3	Language selection.....	15
2.5	Quick access icons.....	16
2.5.1	Application Issues.....	16
2.5.2	Notifications.....	16
2.6	Main applications page .....	16
2.6.1	Column selection.....	17
2.6.1.1	Vehicle Authorisations .....	17
2.6.1.2	Single Safety Certificates.....	19
2.6.1.3	ERTMS Trackside Approvals .....	21
2.6.2	Filtering selection.....	22
2.6.2.1	Vehicle Authorisations .....	22
2.6.2.2	Single Safety Certificates.....	23
2.6.2.3	ERTMS Trackside Approvals .....	24
2.6.3	Exporting selection.....	25
2.7	Application list item .....	26
2.7.1	Applicant’s details .....	26
2.7.2	Status.....	26
2.8	Applications list item context menu .....	27
2.8.1	Share application .....	28
2.8.2	Create.....	30
2.8.3	View.....	30
2.9	Application Details Screen .....	30
2.9.1	Application .....	30
2.9.2	Application issues.....	31
2.9.3	Project team.....	31
2.9.4	Dashboard.....	32
2.9.5	Library .....	33
2.9.6	Event log.....	35
2.10	Applicant “Actions” .....	35
2.10.1	Terminate application .....	35
2.10.2	Request Review.....	36
3.1	Notifications .....	37

3.2	Application Issues.....	38
4.1	Vehicle Authorisations (VA) .....	39
4.1.1	Vehicle Authorisations .....	39
4.1.1.1	Create a new application .....	39
4.1.1.2	Application description .....	42
4.1.1.3	Conformity assessment bodies .....	45
4.1.1.4	Authorisation details.....	46
4.1.1.5	Documentation .....	50
4.1.1.6	Mapping tables .....	51
4.1.1.7	Sign & submit application .....	52
4.1.2	Pre-engagement Requests.....	53
4.1.2.1	Create a new application .....	53
4.1.2.2	Pre-engagement description.....	55
4.1.2.3	Intended Authorisation Details .....	59
4.1.2.4	Documentation .....	62
4.1.2.5	Sign & submit application .....	63
4.2	Single Safety Certificate (SSC) .....	65
4.2.1	Single Safety Certificate .....	65
4.2.1.1	Create a new application .....	65
4.2.1.2	Scope of application.....	67
4.2.1.3	Applicant's Contact Details .....	72
4.2.1.4	Documentary evidence .....	74
4.2.1.5	National Part .....	76
4.2.1.6	Other Administrative Documents .....	77
4.2.1.7	Submit application .....	78
4.2.2	Pre engagement.....	81
4.3	Trackside Approval projects (TA) .....	82
4.3.1	Request for ERTMS trackside approval.....	82
4.3.1.1	Create a new application .....	82
4.3.1.2	Scope of application.....	84
4.3.1.3	Application File Documentation .....	86
4.3.1.4	Mapping Tables.....	87
4.3.1.5	Sign & Submit application .....	89
4.3.2	Initial engagement Requests.....	90
4.3.2.1	Create a new application .....	90
4.3.2.2	Scope of Initial engagement .....	91
4.3.2.3	Initial engagement Documentation .....	94
4.3.2.4	Sign & submit application .....	94
5.1	Create application issue as applicant.....	96
5.2	Respond/Reply to an application issue.....	97
5.3	Respond to an application issue that requires the update of the application file .....	98
5.4	Request application issue resolution .....	99

5.5	Delete a draft application issue .....	99
6.1	Upload Document .....	100
6.2	Edit Document info .....	102
6.3	Cancel Upload .....	103

## Table of Figures

Figure 1: Create account as applicant .....	11
Figure 2: SRMO registration .....	11
Figure 3: Sign in - OSS .....	12
Figure 4: Sign in - SRM Online .....	12
Figure 5: Sign in error .....	13
Figure 6: Menus and user actions .....	13
Figure 7: Update Profile.....	14
Figure 8: Notification Management .....	15
Figure 9: Notification Management – Select Notifications .....	15
Figure 10: Language selection .....	16
Figure 11: Application Issues button .....	16
Figure 12: Notifications button .....	16
Figure 13: Main page – List of applications .....	17
Figure 14: Paging .....	17
Figure 15: Filtering, Columns and Export selection .....	17
Figure 16: VA Application List columns .....	19
Figure 17: SSC Application List columns .....	21
Figure 18: TA Application List Columns .....	22
Figure 19 Vehicle Authorisations filtering options .....	23
Figure 20 Single Safety Certificate filtering options .....	24
Figure 21 TA Filtering options.....	25
Figure 22 Export selection .....	25
Figure 23: Applications list item .....	26
Figure 24: Applicant's details.....	26
Figure 25: Status .....	27
Figure 26: Context menu options .....	27
Figure 27: Context menu options .....	27
Figure 28: type of copy .....	28
Figure 29: Share application – Applicant's details.....	28
Figure 30: Confirmation message for share application .....	29
Figure 31: Share application error.....	30
Figure 32: Details of an application .....	30
Figure 33: "Application" tab in read only mode by the applicant.....	31
Figure 34:" Project team" tab in read only mode by the applicant .....	32
Figure 35: Dashboard screen .....	32
Figure 36: Statistics.....	33
Figure 37: Library.....	33
Figure 38: "Show document descriptions" radio button .....	34
Figure 39: "Download" button .....	34
Figure 40: "Select version" button .....	34
Figure 41: "Current version" button.....	34
Figure 42: "Export application" button .....	35
Figure 43: Main screen of event log.....	35

Figure 44: Actions button- Terminate application .....	35
Figure 45: Actions button- Request Review .....	36
Figure 46: Request Review warning .....	36
Figure 47: Request Review of Decision .....	36
Figure 48: "My Work" screen .....	37
Figure 49: Details of a notification .....	37
Figure 50: Mark as read multiple notifications .....	38
Figure 51: Create Vehicle Authorisation application.....	40
Figure 52: Progress bar of a Vehicle Authorisation .....	40
Figure 53: Mandatory fields .....	40
Figure 54: Tooltip information .....	41
Figure 55: Alerts and fields in error .....	41
Figure 56: Error message validating the submission of an application .....	41
Figure 57: Applications list with a draft application .....	41
Figure 58: Application Description – Part 1 .....	42
Figure 59: Application Description – Part 2 .....	43
Figure 60: Authorisation Case .....	43
Figure 61: Pre- engagement id .....	44
Figure 62: Language.....	44
Figure 63: Save and next step.....	44
Figure 64: Discard Application-Exit button.....	44
Figure 65: "Save "button .....	44
Figure 66: Warning message about unsaved information loss .....	44
Figure 67: Conformity Assessment Bodies .....	45
Figure 68: Conformity Assessment Bodies-Details.....	45
Figure 69: Conformity Assessment Bodies-Remove Body .....	45
Figure 70: Previous step .....	46
Figure 71: Authorisation Details in case of NEW authorisation .....	46
Figure 72: Authorisation Details for Type/Variant(s) in case of NEW authorisation .....	47
Figure 73: Member State(s) selection .....	48
Figure 74: Authorisation Details – Member State details .....	48
Figure 75: Authorisation Details – Border Station details .....	48
Figure 76: Border Station icon.....	48
Figure 77: Authorisation Details – Information on the vehicle(s) .....	49
Figure 78: Authorisation Details – Combined Authorisation case for First authorisation and Authorisation in conformity to type.....	49
Figure 79: Authorisation Description – Information on the vehicle(s).....	50
Figure 80: Issuing Authority.....	50
Figure 81: Application documentation.....	51
Figure 82: Mapping Tables wizard step.....	51
Figure 83: Mapping Tables details.....	52
Figure 84: Review application .....	53
Figure 85: Create Vehicle Authorisation pre-engagement application.....	54
Figure 86: Progress bar of a Vehicle Authorisation PE .....	54
Figure 87: Error message validating the submission of an application .....	55
Figure 88: Applications list with a draft application .....	55
Figure 89 : VA Pre-engagement Application Description - Part 1 .....	57
Figure 90 : VA Pre-engagement Application Description - Part 2 .....	58
Figure 91: Save and next step.....	58
Figure 92: Discard Application-Exit button.....	59
Figure 93: "Save "button .....	59

Figure 94: Warning message about unsaved information loss .....	59
Figure 95: Authorisation Description .....	59
Figure 96: Authorisation Description for Type/Variant(s) in case of a New authorisation.....	60
Figure 97: Member State(s) selection .....	60
Figure 98: Authorisation Details – Member State details .....	61
Figure 99: Authorisation Details – Border Station details .....	61
Figure 100: Border Station icon.....	61
Figure 101: Information about the vehicle.....	61
Figure 102: Authorisation Details – Combined Authorisation case for First Authorisation and Authorisation in conformity to type.....	62
Figure 103: Description of vehicle type (First authorisation).....	62
Figure 104: Issuing Authority.....	62
Figure 105: Application documentation.....	63
Figure 106: Review application .....	64
Figure 107: Create Certificate application.....	65
Figure 108: Progress bar of s SSC application.....	65
Figure 109: Mandatory fields .....	65
Figure 110: Tooltip information .....	66
Figure 111: Alerts and fields in error.....	66
Figure 112: Error message validating the submission of an application .....	66
Figure 113: Applications list with a draft application.....	67
Figure 114: Scope of application .....	67
Figure 115: Type of application .....	68
Figure 116: Pre-engagement id .....	68
Figure 117: Expected date of starting service(s) operations.....	68
Figure 118: Member State(s) selection .....	69
Figure 119: Type of operation requested.....	69
Figure 120: Type of operation requested (Border Station).....	70
Figure 121: Border Station icon.....	70
Figure 122: Rail transport operations.....	71
Figure 123: Rail transport operations (Border Station).....	71
Figure 124: Issuing Authority.....	71
Figure 125: Language.....	71
Figure 126: “Save and next” button .....	72
Figure 127: “Save” button .....	72
Figure 128: Confirmation message.....	72
Figure 129: Discard application- “Exit” button.....	72
Figure 130: Warning message about unsaved information loss .....	72
Figure 131: Applicant’s details – Part 1 .....	73
Figure 132: Applicant’s details – Part 2 .....	73
Figure 133: “Previous step” button.....	74
Figure 134: Documentary evidence SMS part “New” type of application .....	74
Figure 135: Documentary evidence SMS part “Update or Renewal” type of application .....	74
Figure 136: Documentary evidence – “Show document description radio button .....	75
Figure 137: “SMS Mapping Tables” tab.....	75
Figure 138: Documentary evidence .....	76
Figure 139: Mapping Table (NSA).....	76
Figure 140: Fill- in the web form screen.....	77
Figure 141: Import Mapping Table file screen .....	77
Figure 142: Other Administrative Documents .....	78
Figure 143: Review application .....	79

Figure 144: Submit button.....	80
Figure 145: Acknowledgment of receipt in application Library .....	80
Figure 146: Acknowledgment of Completeness in application Library.....	81
Figure 147: Create request for ERTMS trackside approval – “New” button .....	82
Figure 148: Progress bar of a TA application.....	82
Figure 149: Mandatory fields .....	83
Figure 150: Tooltip information .....	83
Figure 151: Alerts and fields in error.....	83
Figure 152: Error message validating the submission of an application.....	83
Figure 153: Applications list with a draft application.....	84
Figure 154: Scope of application .....	84
Figure 155: Authorisation case information.....	85
Figure 156: Member State(s) selection .....	85
Figure 157: Project name .....	85
Figure 158: Save and next step.....	86
Figure 159: Discard Application-Exit button.....	86
Figure 160: “Save “button .....	86
Figure 161: Warning message about unsaved information loss .....	86
Figure 162: Application Documentation .....	86
Figure 163: Previous step .....	87
Figure 164: Show document descriptions radio button.....	87
Figure 165: Mapping Tables .....	89
Figure 166: Review application .....	89
Figure 167: Create ERTMS TA Initial engagement application.....	90
Figure 168: Progress bar of a ERTMS TA Initial engagement .....	90
Figure 169: Mandatory fields .....	90
Figure 170: Tooltip information .....	90
Figure 171: Alerts and fields in error.....	91
Figure 172: Error message validating the submission of an application.....	91
Figure 173: Applications list with a draft application.....	91
Figure 174 : ERTMS TA Scope of initial engagement.....	92
Figure 175: Share with NSA button .....	92
Figure 176: Member State(s) selection .....	93
Figure 177: Save and next step.....	93
Figure 178: Discard Application-Exit button.....	93
Figure 179: “Save “button .....	93
Figure 180: Warning message about unsaved information loss .....	94
Figure 181: Initial engagement documentation.....	94
Figure 182: Review application .....	95
Figure 183:Application issue notification .....	96
Figure 184: Create Issue button .....	96
Figure 185: Create application issue form.....	97
Figure 186: Add comment (I).....	98
Figure 187: Add comment (II).....	98
Figure 188: Issue containing application references.....	98
Figure 189: “Save” button .....	99
Figure 190: “Submit” button .....	99
Figure 191: Request issue resolution button .....	99
Figure 192: Delete a draft application issue.....	99
Figure 193: Add file(s).....	100
Figure 194: Choose file(s) .....	101

Figure 195: Successful upload .....	101
Figure 196: Uploaded files.....	102
Figure 197: Download button .....	102
Figure 198: Edit button- Document info .....	102
Figure 199: Document information.....	103
Figure 200: File Upload Process.....	104
Figure 201: Cancel upload button .....	104

## 1 Introduction

### 1.1 The One-Stop Shop (OSS)

The One-Shop Stop (OSS) is an information and communications system developed and maintained by the European Union Agency for Railways (ERA) pursuant to [Article 12 of Regulation \(EU\) 2016/796 of the European Parliament and of the Council of 11 May 2016 on the European Union Agency for Railways and repealing Regulation \(EC\) No 881/2004](#) (the Agency Regulation).

The use of the OSS is mandatory for submitting and managing applications and related files for:

- **Vehicle type and vehicle authorisations for placing on the market vehicles** in accordance with Articles 21, 24 and 25 of Directive (EU) 2016/797 of the European Parliament and of the Council of 11 May 2016 on the interoperability of the rail system within the European Union 2, and the practical arrangements for the railway vehicle authorisation and railway vehicle type authorisation process.
- **Single safety certificates** in accordance with Article 10 of Directive (EU) 2016/798 of the European Parliament and of the Council of 11 May 2016 on railway safety<sup>4</sup> and the practical arrangements for issuing single safety certificates to railway undertakings.
- **Approvals of trackside control-command and signaling subsystems involving ETCS and/or GSM-R equipment (ERTMS trackside approvals)** in accordance with Article 19 of Directive (EU) 2016/797 of the European Parliament and of the Council of 11 May 2016 on the interoperability of the rail system within the European Union.

Further information on the above **business processes** (also called hereinafter **business domains**) can be found on the ERA website:

- [Vehicle Authorisations \(VA\)](#)
- [Single Safety Certificate \(SSC\)](#)
- [ERTMS Trackside Approvals \(TA\)](#)

The OSS is accessible through the following link: <https://oss.era.europa.eu>

Prerequisites for using the OSS are defined in its [Terms of Use](#), available from the [OSS sign-in page](#).

### 1.2 Purpose and scope of this document

This User Guide contains all essential information for Applicant users to make use of the OSS system functionality, as it includes a description of the detailed features and capabilities, and step-by-step procedures.

### 1.3 How to request support

Our IT Helpdesk team is ready to assist you with any issues related to the OSS and business processes and can be reached using the '[Support](#)' link on the [OSS sign-in page](#) that will redirect you to the '[Contact us](#)' page of the ERA website.

The helpdesk service staff is available to respond to your requests on weekdays, from **Monday to Friday**, during working hours (Central European Time). Please note that the helpdesk is not operational on weekends.

Before you contact our IT Helpdesk, we advise consulting the Frequently Asked Questions available from the [‘Contact us’](#) page of the ERA website.

## 1.4 User roles, business domains and organisations

Access to the system functions and information is managed through a model of user roles. The latter are split between roles that are specific to a given application submitted in the OSS and those that are system wide (i.e. not specific to an application).

Application specific roles	System-wide roles
Applicant (AP)	Program Manager (PgM)
Project Manager (PM)	User Manager (UM)
Assessor (AS)	
Assuror (AR)	
Decision Maker (DM)	
Financial Officer (FO)	
Observer (OB)	

*Table 1: User roles*

Access is also constrained by the user’s organisation and the assigned business domain(s).

In the OSS model, each user belongs to an organisation, i.e. ERA officers belong to ERA, and National Safety Authority (NSA) representatives to their organisation respectively.

Business domains are Vehicle Authorisations (VA), Single Safety Certifications (SSC) and ERTMS trackside approvals (TA). It is required for a user to be assigned to a specific business domain in order to obtain access to specific applications.

## 2 General functionality

### 2.1 Register as applicant

Applicant users must self-register in OSS, provided that they have created their ERA SRM Profile (<https://srm-portal.powerappsportals.com/RegisterPage/>). Follow the below instructions, in order to become an OSS Applicant user. In the Sign In page shown in Figure 1: Create account as applicant, select the option “Create account as applicant”.



Figure 1: Create account as applicant

Upon the above action the applicant will be redirected in the registration page as shown in Figure 2: SRMO registration. Details about the SRMO registration process will be provided there.

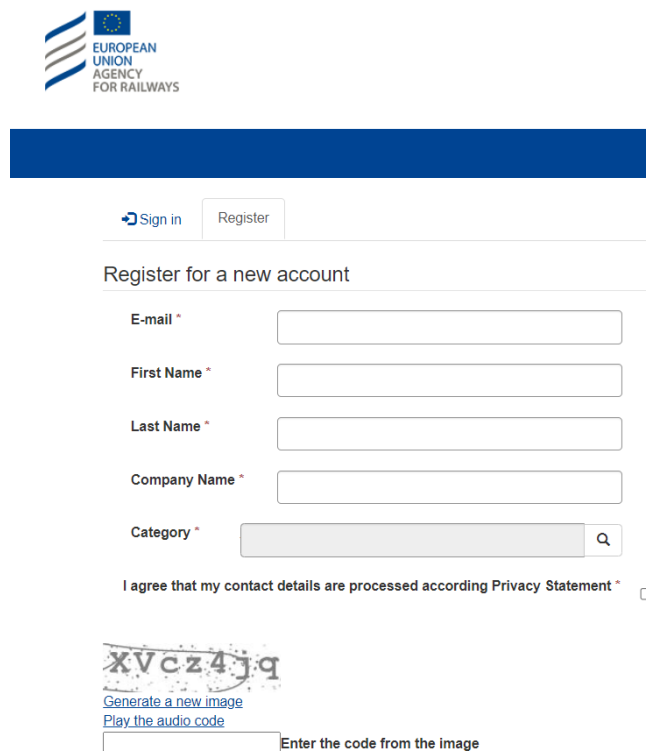


Figure 2: SRMO registration

## 2.2 Sign in

**Only registered users in SRMO are able to sign into the system** (refer to section 2.1).

In the [OSS landing page](#), click on the “Sign in” button as shown in Figure 3: Sign in - OSS. The user may select an alternative language for the User Interface (UI) than the English (default), by choosing one of the available languages from the ‘Language’ drop down list.

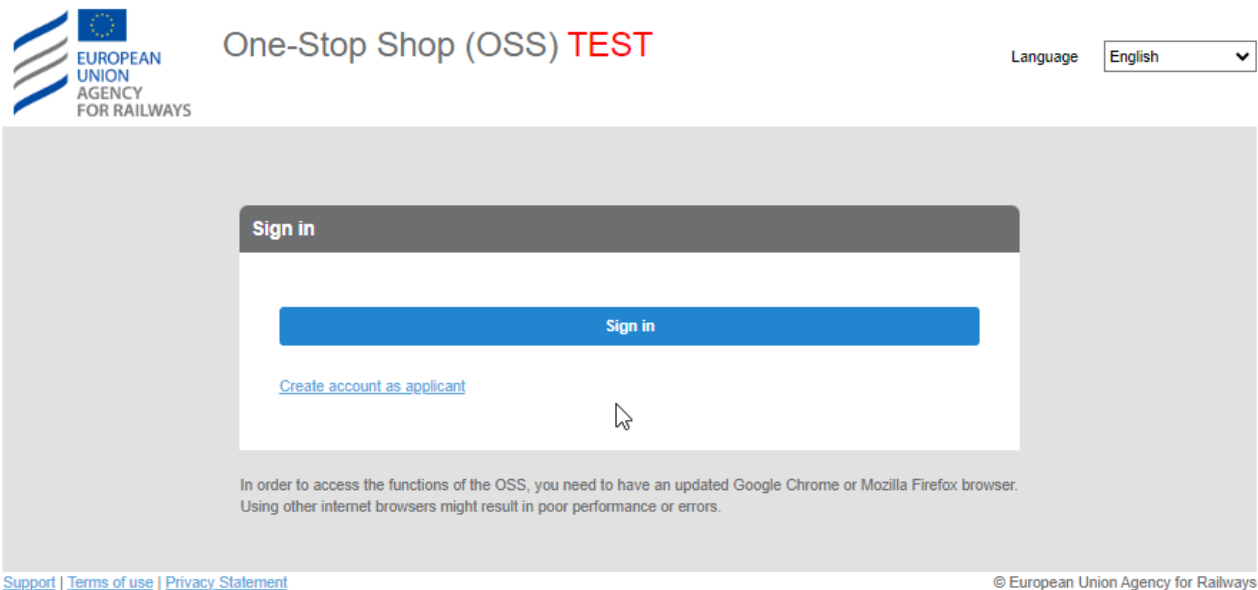


Figure 3: Sign in - OSS

For the sign in you will be redirected to the login screen as depicted in Figure 4 in order for the user to provide username and password. Please note that MFA is also enabled and if you have already logged in in any other ERA system you will automatically resume access to the OSS. The requested set of username and password is as set by your organisation.

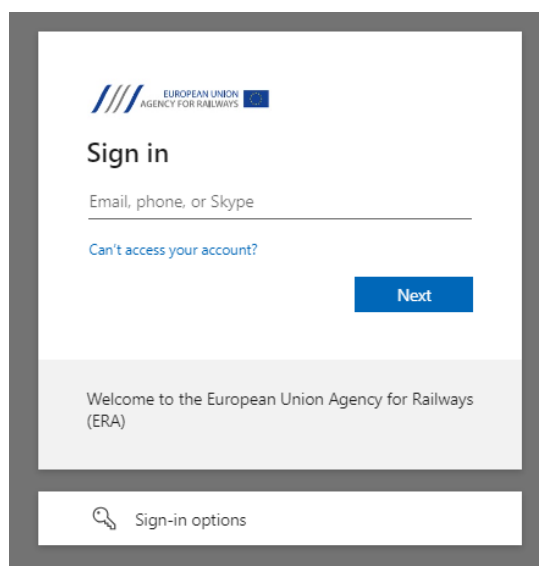


Figure 4: Sign in - SRM Online

In the case where the registration process is not complete (see section 2.1), an error message is prompted (see Figure 5). If not already done, the user is invited to check its mailbox (including the junk email folder) and click on the link provided in the ERA notification email to confirm the activation of its user profile. In case of problem, contact the IT Helpdesk (see section 1.3).

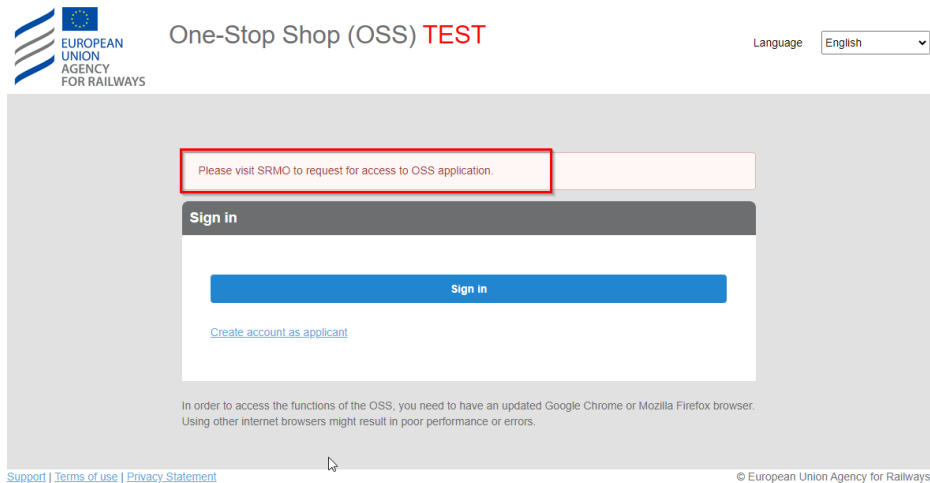


Figure 5: Sign in error

## 2.3 Forgot password

Since the enabling of MFA in OSS, your password has to be updated by your relevant organisation method. The password is not an OSS password but the one you use to access your organisation applications like email etc.

## 2.4 User profile

Once logged in, additional navigation and functions are offered through the menu at the top right corner as shown in Figure 6: Menus and user actions.

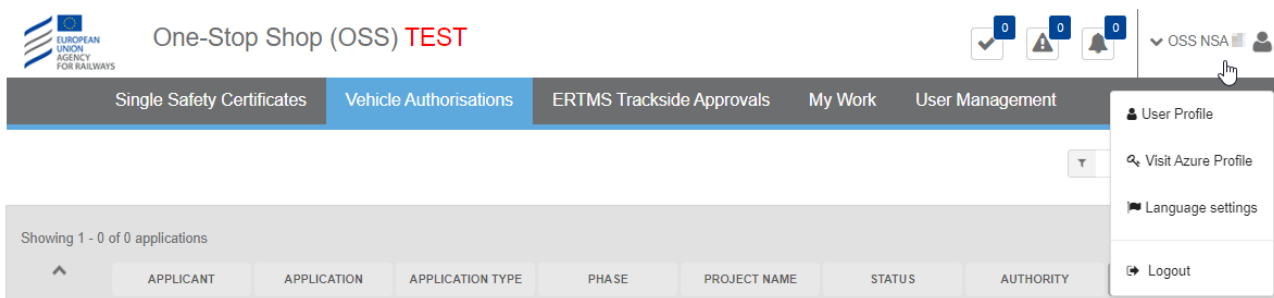


Figure 6: Menus and user actions

The options offered under this menu allow for:

- Viewing and updating user profile information;
- Redirecting to Azure Profile;
- Selecting the preferred user interface language;
- Logging out from the system.

### 2.4.1 View and update user profile information

The user can access its OSS user profile information, including contact details recorded in SRMO during the user registration process (grey shaded fields), and can modify the order of the business domain tabs of the

main ribbon menu, the language(s) spoken and its preferences for the OSS notifications, as shown in Figure 7: Update Profile.

Notifications are by default available in OSS (see section 2.5.2) and may also be sent by email. Nonetheless, the user can select the category or categories of notifications it requests to be informed about, or it can select specific notifications under each category. Default notifications are grey shaded and cannot be unselected.

Figure 7: Update Profile

The grey shaded fields are read only and can only be edited through the SRMO portal (see section 2.1).

**It is recommended that the user, after its first sign in, checks and updates their user profile to ensure the correctness of displayed information and to set their preferences for receiving notifications.**

In addition, changing the order of business domain tabs does not only define the order of business domains (if more than one are assigned to the user) that are displayed in the main ribbon menu but it also sets the default domain (i.e. the one that is at the top of the list) that first appears when signing in the OSS.

#### 2.4.2 Notifications Management

In User Profile, users can configure their notification preferences according to their needs. Initially, users select whether they wish to receive notifications only within the OSS platform or both in OSS and by email. If no change is made, the default option is to receive notifications in both OSS and email. Users can then choose which types of notifications they want to receive from the available categories, as shown in Figure 8: Notification Management:

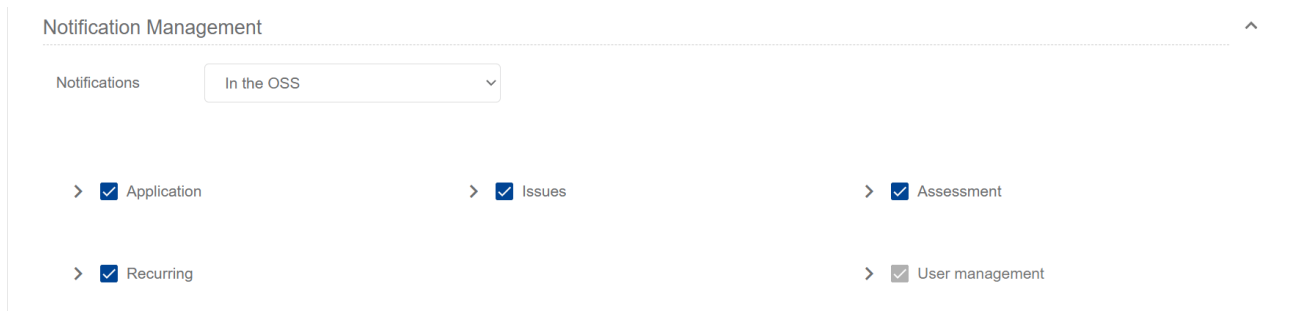


Figure 8: Notification Management

Using the corresponding checkboxes, users can select or deselect individual notifications. Notifications displayed with a greyed-out, pre-selected checkbox represent mandatory notifications and cannot be modified by the user, as shown in Figure 9: Notification Management – Select Notifications.

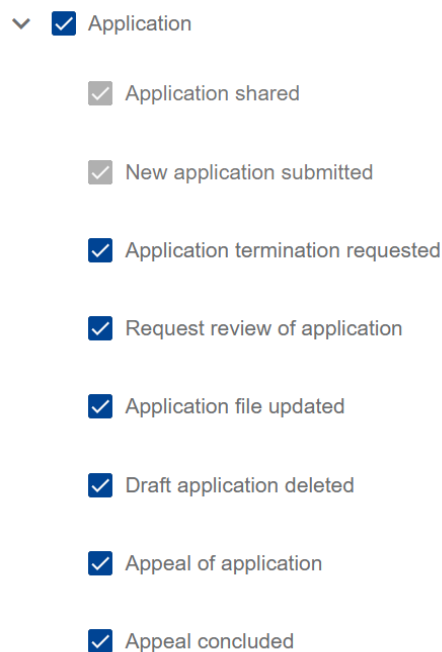


Figure 9: Notification Management – Select Notifications

### 2.4.3 Language selection

Figure 10: Language selection shows how to select the preferred user interface language.

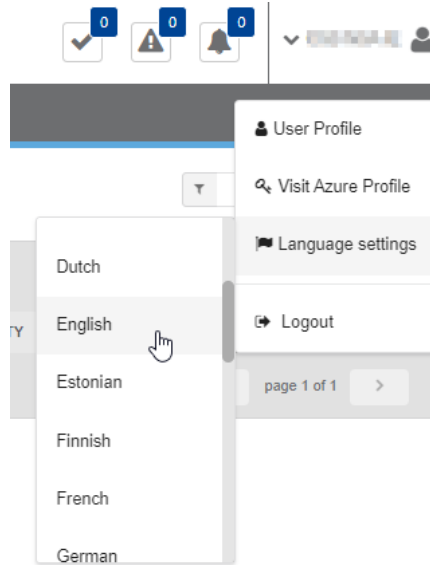


Figure 10: Language selection

## 2.5 Quick access icons

The items below are accessible both by selecting the quick access icons below, and by selecting the menu option “My Work” (See section My work).

### 2.5.1 Application Issues

Application Issues as shown in Figure 11: Application Issues button, allow the user to see the list of issues across the applications.



Figure 11: Application Issues button

### 2.5.2 Notifications

Notifications as shown in Figure 12: Notifications button, allow the user to view all the notifications across applications.



Figure 12: Notifications button

## 2.6 Main applications page

On successful sign in, the system displays the applications list for the default domain, as shown in Figure 13: Main page – List of applications.

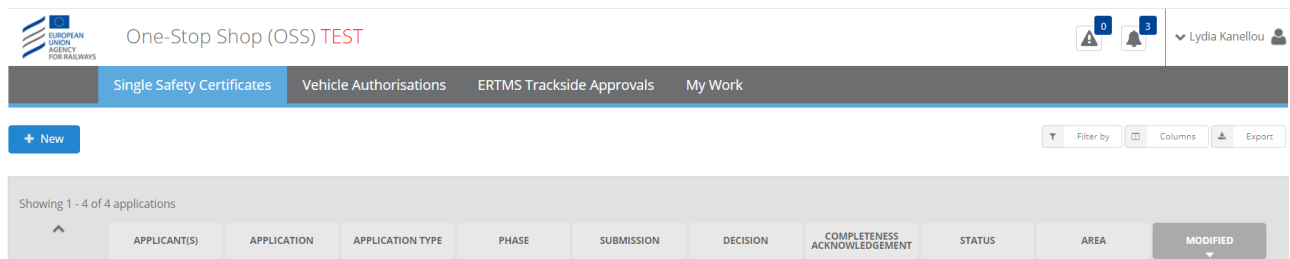


Figure 13: Main page – List of applications

The system displays applications in the form of a list, for which there are features for paging (go to next or previous page, display x items per list), as shown in Figure 14: Paging and selection of columns to display, exporting and filtering/sorting, as shown in Figure 15: Filtering, Columns and Export selection. Selections made by the user are kept by the system and used for all subsequent views of the List of applications until the user amends them again.

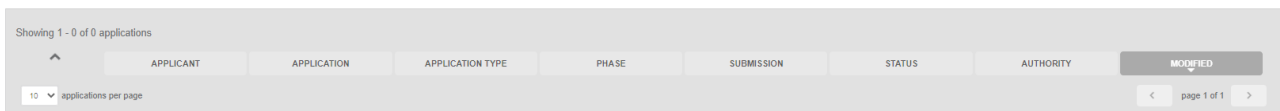


Figure 14: Paging



Figure 15: Filtering, Columns and Export selection

### 2.6.1 Column selection

With the button “Columns” as shown in Figure 15: Filtering, Columns and Export selection, the user may select or unselect any of the available columns and press “OK” in order for the selected columns to be displayed in the List of applications. The maximum column choices are limited to 15. The available column choices are different depending on the domain (i.e. VA, SSC, TA).

#### 2.6.1.1 Vehicle Authorisations

The available columns for selection in Vehicle Authorisations are listed below and are shown in Figure 16: VA Application List columns.

“Applicant”: Column showing the Applicant’s Legal denomination;

“Application”: Column showing the Application ID;

“Application type”: Column showing the type of the application;

“**Subcategory**”: Vehicle subcategory as defined in Annex III of the ERATV Decision

“**Type/Variant/Version ID**”: The identification for the type composed of the type number, the variant and the version as applicable.

“Phase”: Column showing that the application is for Vehicle Authorisation or Pre-Engagement;

“Project name”: Column showing the application’s project name; “Submission”: Column showing the submission date of the application;

“Decision”: Column showing the decision date of the application;

“Completeness acknowledgement”: Column showing the planned date once an application is in status submitted;

“Status”: Column showing the status of the application;

“Issuing Authority”: Column showing the issuing authority;

“Area”: Column showing the Area of use/operation;

“Vehicle identification”: Column showing the Vehicle Identification as included in Authorisation Details.

“EIN number”: Column showing the EIN Number issued during Decision.

“Assessor(s)”: Column showing the assigned Assessor(s) for the specific application.

“Project manager(s)”: Column showing the assigned Project manager(s) for the specific application.

“Quality assurance manager(s)”: Column showing the assigned Quality assurance manager(s) for the specific application.

“Decision maker(s)”: Column showing the assigned Decision maker(s) for the specific application.

“Modified”: Column showing the date of the last update of the application.

Applicant  
 Application  
 Application type  
 Subcategory  
 Type / Variant / Version ID  
 Phase  
 Project name  
 Submission  
 Decision  
 Completeness acknowledgement  
 Status  
 Issuing authority  
 Area  
 Vehicle identification  
 EIN number  
 Assessor(s)  
 Project manager(s)  
 Quality assurance manager(s)  
 Decision maker(s)  
 Modified

**OK**

Figure 16: VA Application List columns

### 2.6.1.2 Single Safety Certificates

The available columns for selection in Single Safety Certificates are listed below and are shown in Figure 17: SSC Application List columns.

“Applicant”: Column showing the Applicant’s Legal denomination;

“Application”: Column showing the Application ID;

“Application type”: Column showing the Single Safety Certification type;

“Phase”: Column showing that the application is for Single Safety Certificate or for Pre-engagement;

“Submission”: Column showing the submission date of the application;

“Decision”: Column showing the decision date of the application;

“Completeness acknowledgement”: Column showing the planned date once an application is in status submitted;

“Status”: Column showing the status of the application;

“Authority”: Column showing the issuing authority;

“Area”: Column showing the Area of use/operation;

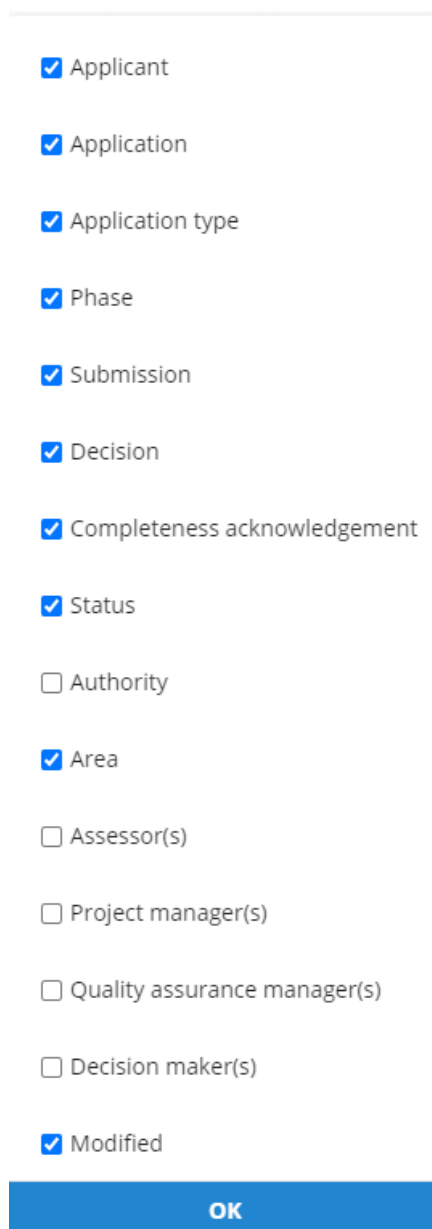
“Assessor(s)”: Column showing the assigned Assessor(s) for the specific application.

“Project manager(s)”: Column showing the assigned Project manager(s) for the specific application.

“Quality assurance manager(s)”: Column showing the assigned Quality assurance manager(s) for the specific application.

“Decision maker(s)”: Column showing the assigned Decision maker(s) for the specific application.

“Modified”: Column showing the date of the last update of the application.



A vertical list of options, each with a checkbox. The options are: Applicant, Application, Application type, Phase, Submission, Decision, Completeness acknowledgement, Status, Authority, Area, Assessor(s), Project manager(s), Quality assurance manager(s), Decision maker(s), and Modified. The checkboxes for Applicant, Application, Application type, Phase, Submission, Decision, Completeness acknowledgement, Status, Area, and Modified are checked. The checkboxes for Authority, Assessor(s), Project manager(s), and Quality assurance manager(s) are not checked. At the bottom of the list is a blue button with the text "OK".

- Applicant
- Application
- Application type
- Phase
- Submission
- Decision
- Completeness acknowledgement
- Status
- Authority
- Area
- Assessor(s)
- Project manager(s)
- Quality assurance manager(s)
- Decision maker(s)
- Modified

OK

*Figure 17: SSC Application List columns*

### 2.6.1.3 ERTMS Trackside Approvals

The available columns for selection in Vehicle Authorisations are listed below and are shown in Figure 18: TA Application List Columns.

“Applicant”: Column showing the Applicant’s Legal denomination;

“Application”: Column showing the Application ID;

“Type”: The type, either application or initial engagement

“Project name”: Column showing the application’s project name;

“Submission”: Column showing the submission date of the application;

“Decision”: Column showing the decision date of the application;

“Status”: Column showing the status of the application;

“Area”: Column showing the Area of use/operation;

“Assessor(s)”: Column showing the assigned Assessor(s) for the specific application.

“Project manager(s)”: Column showing the assigned Project manager(s) for the specific application.

“Quality assurance manager(s)”: Column showing the assigned Quality assurance manager(s) for the specific application.

“Decision maker(s)”: Column showing the assigned Decision maker(s) for the specific application.

“Modified”: Column showing the date of the last update of the application.

---

Applicant  
 Application  
 Type  
 Project name  
 Submission  
 Decision  
 Status  
 Area  
 Assessor(s)  
 Project manager(s)  
 Quality assurance manager(s)  
 Decision maker(s)  
 Modified

**OK**

Figure 18: TA Application List Columns

## 2.6.2 Filtering selection

The user may select or unselect any of the available filtering options and a combination of them and press “OK” so that the applications displayed in the List of applications are filtered according to the criteria introduced. By selecting “Clear filter” all related filtering choices are removed and all user related applications are displayed as a list. Possible choices include the following, while some could be missing depending of the domain (i.e. VA, SSC, TA):

“Application type”: Filtering according to Authorisation Cases or Single Safety Certification types;

“Status”: Filtering according to the status of an application;

“Area”: Filtering according to the Area of use/operation;

“Phase”: Filtering according to the application being for Vehicle Authorisation-Notification of change or for Single Safety Certificate or for Pre-engagement;

“Submission Date”, “Decision Date” and “Modified Date”: Filtering according to a From date until a To date of submission/decision/modification of an application;

“Application”: Filtering according to an Application ID;

“Applicant”: Filtering according to Applicant’s Legal denomination.

### 2.6.2.1 Vehicle Authorisations

Filtering options available in Vehicle Authorisations are shown in Figure 19 Vehicle Authorisations filtering options.

The 'Filter by' dialog box includes the following fields:

- Applicant
- Application
- Application type
- Subcategory
- Type / Variant / Version ID
- Phase
- Status
- Issuing authority
- Area
- Vehicle Identification
- EIN number
- Assessor
- Project manager
- Quality assurance manager(s)
- Decision maker
- Submission date
- Decision Date
- Completeness acknowledgement date
- Modified Date

Buttons at the bottom: Clear filter, Apply

Figure 19 Vehicle Authorisations filtering options

### 2.6.2.2 Single Safety Certificates

Filtering options available in Single Safety Certificates are shown in Figure 20 Single Safety Certificate filtering options

The image shows a 'Filter by' dialog box with a close button (X) in the top right corner. It contains the following fields from top to bottom:

- Applicant: Text input field
- Application: Text input field
- Application type: Dropdown menu
- Phase: Dropdown menu
- Status: Dropdown menu
- Issuing authority: Dropdown menu
- Area: Dropdown menu
- Assessor: Text input field
- Project manager: Text input field
- Quality assurance manager(s): Text input field
- Decision maker: Text input field
- Submission date: Date picker
- Decision Date: Date picker
- Completeness acknowledgement date: Date picker
- Modified Date: Date picker

At the bottom right of the dialog box, there are two buttons: 'Clear filter' (with a red 'x' icon) and 'Apply' (with a blue checkmark icon).

Figure 20 Single Safety Certificate filtering options

### 2.6.2.3 ERTMS Trackside Approvals

Filtering options available in TA are shown in Figure 21 TA Filtering options.

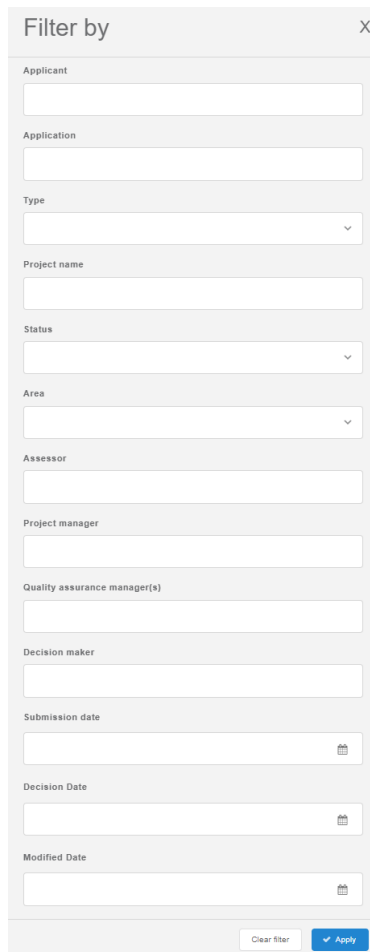


Figure 21 TA Filtering options

### 2.6.3 Exporting selection

With the button “Export” as shown in Figure 15: Filtering, Columns and Export selection, the user may select the option “Current view” or “Full dataset” as shown in Figure 22 Export selection and press “Yes” in order to export a specific view. Then, the user will receive a notification with the download link in order to download the specific view in xlsx format. The “Export” option is available in all the domains (i.e. VA, SSC, TA).

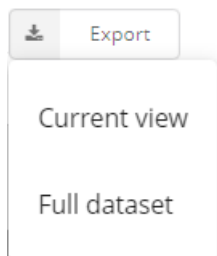


Figure 22 Export selection

## 2.7 Application list item

For each application displayed in the applications list, the system displays a summary information similarly to what is shown in

	APPLICANT(S)	APPLICATION	APPLICATION TYPE	PHASE	PROJECT NAME	SUBMISSION	DECISION	STATUS	AUTHORITY	AREA
	Testing OSS	V-20260503-001	Authorisation in conformity to type	Application	Testing	03/05/2026	(04/06/2026)	Decision	ERA	EL, FR, LT, ES

Figure 23: Applications list item. By selecting any of the text in blue, the system displays more information in regards to the Applicant’s details, or a quick view of the dashboard (stages/milestones) of the application.

The *Decision* column indicates the current outcome of the application and is displayed as follows:

- Until the Decision is submitted, the *Decision estimation* is shown in brackets.
- Upon Decision submission (status **Completed**), the *actual Decision date* is displayed.
- Upon application closure (status **Closed**), the *actual Decision date* is displayed.
- If the application is terminated by the applicant (status **Completed**), the value is shown as “-”.
- If the application is closed by the assessment team before Decision submission (status **Closed**), the *Decision estimation* remains shown in brackets (e.g. “(01/01/2024)”).

	APPLICANT(S)	APPLICATION	APPLICATION TYPE	PHASE	PROJECT NAME	SUBMISSION	DECISION	STATUS	AUTHORITY	AREA
	Testing OSS	V-20260503-001	Authorisation in conformity to type	Application	Testing	03/05/2026	(04/06/2026)	Decision	ERA	EL, FR, LT, ES

Figure 23: Applications list item

### 2.7.1 Applicant’s details

By clicking on the “Applicant” or the “Application” column then the summary information for the Applicant’s details are displayed, as shown in Figure 24: Applicant's details.

	Application_99	S-20221115-001	New single safety certificate	Application	15/11/2022	Submitted	ERA	15/11/2022	
	Company name		Application_99		Address		Street1, 11122 City1		
	Acronym		TAP		Telephone		+99 999999		
	Country		Austria		Fax				
	Website				Email		<a href="mailto:ossstestera@hotmail.com">ossstestera@hotmail.com</a>		

Figure 24: Applicant's details

### 2.7.2 Status

The “status” column displays the current stage of the application. By clicking on that column, summary information on the different milestones (as provided for in the dashboard) is displayed, as shown in Figure 25: Status.

Application_9 9	S-20221115-001	New single safety certificate	Application	15/11/2022	Submitted	ERA	15/11/2022
--------------------	----------------	-------------------------------	-------------	------------	-----------	-----	------------

**Application progress and dates**

Status	Planned date	Actual date
Start of the assessment	16/11/2022	-
Completeness acknowledgement	16/12/2022	-
Decision	16/04/2023	-

Figure 25: Status

## 2.8 Applications list item context menu

In addition to the above options per applications list item, there is also a context menu as shown in Figure 26: Context menu options, offering options to share an application with another applicant user, create a copy of the application as draft, or select to view any of the sections of the application.

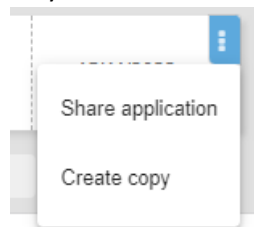


Figure 26: Context menu options

The context menu of a draft application, also offers the option to delete the application, as show in Figure 27.

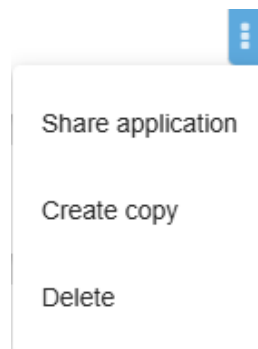


Figure 27: Context menu options

Only for the Single Safety Certificate applications, the user has the ability to create a Pre-engagement application by making a copy. Also, if the application is a Pre-engagement application, by making a copy the user has the ability to create a regular application. This is also shown in the figure below.

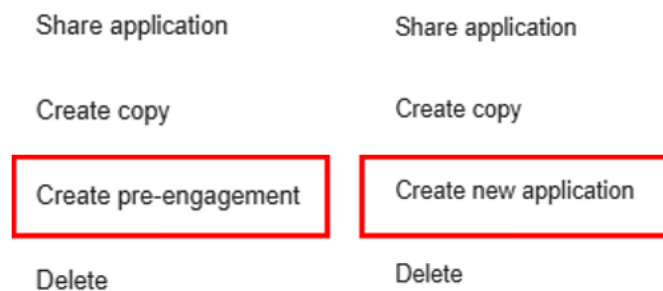


Figure 28: type of copy

### 2.8.1 Share application

Applicants can share an application with other applicant users. Such action allows the sharing of the application and of the relevant tasks and actions related to this application. Select option “Share application”, as shown in Figure 26: Context menu options, introduce the email of an already registered OSS applicant user, as shown in Figure 29: Share application – Applicant’s details, and finally select “Share”. A notification will be sent to the new user informing him/her of the sharing of the specific application. By default the application will be shared with the new applicant user with both Read and Write access rights, which means that the new applicant can modify all the available for modification fields, exactly like the initial applicant. In case of enabling the “Read-only access” switch button, the new applicant will only be allowed to view the Submit Application screen without being allowed to modify any field in the shared application.

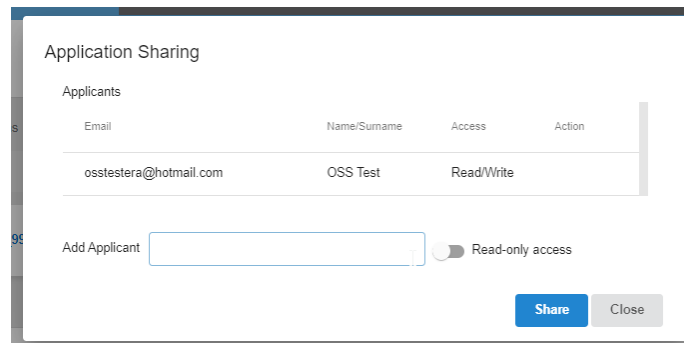


Figure 29: Share application – Applicant’s details

The system informs the user that the application shared successfully as shown in Figure 30: Confirmation message for share application.

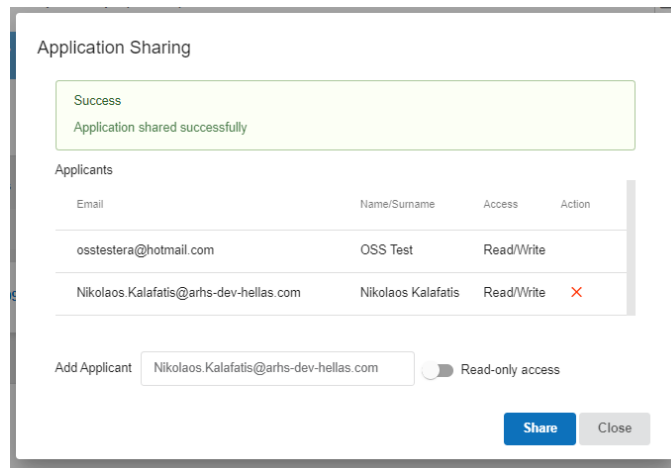


Figure 30: Confirmation message for share application

The system also informs the user that the application has not been shared in cases that the introduced email is not of a registered user, as shown in Figure 31: Share application error.

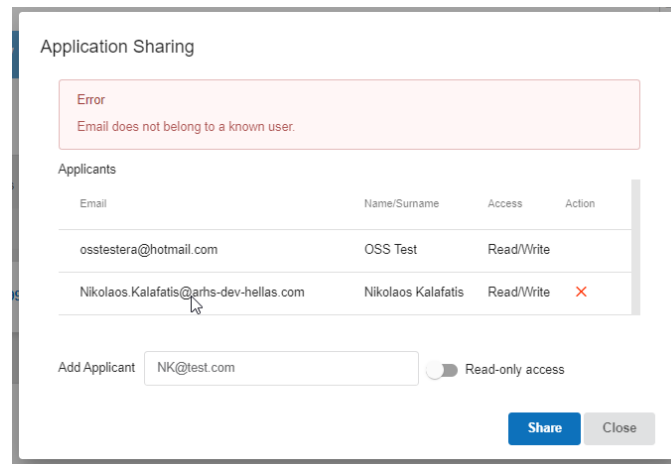


Figure 31: Share application error

### 2.8.2 Create

The system allows the creation of draft application based on already created application. When selecting this option OSS creates a draft application based on the contents of the chosen application and allows the user to update information starting from step 1 of the wizard.

### 2.8.3 View

By selecting any of the available options the user accesses directly the related page of the specific application.

## 2.9 Application Details Screen

When an applicant signs in, the system displays the relevant applications list. If the applicant selects to “View” an application as shown in Figure 32: Details of an application, the system displays the below screen:

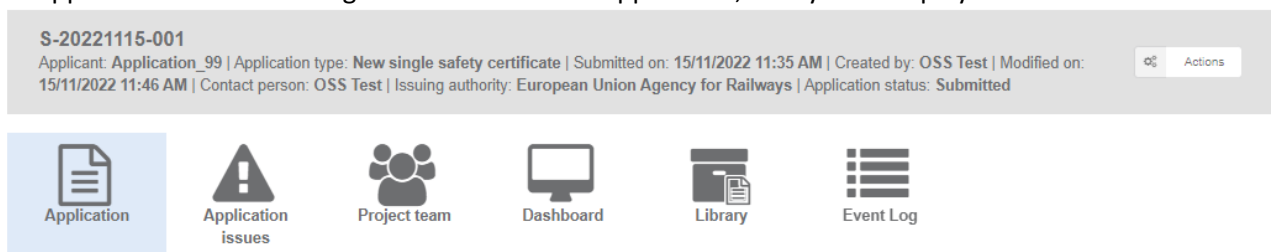


Figure 32: Details of an application

In this section the upper part displays summary information about the application, like the Applicant’s legal denomination, the application type, the date the application was submitted, the user that created and submitted the application, the issuing authority and the current status of the application. In addition there are the below tabs (the extract shown is following the VA paradigm, but the same applies for SSC and TA):

### 2.9.1 Application

The applicant can view the application in read only mode as shown in Figure 33: “Application” tab in read only mode by the applicant.

**Scope of application**

Type of application: New single safety certificate  
 Expected date of starting services/operations: 28/04/2026  
 Pre-assignment: No  
 Issuing authority: European Union Agency for Railways  
 Verification of compliance with Annex I to ECDF Regulation through the safety certification process? No  
 Language: English  
 Recognition of a training certificate? No  
 Summary / Details  
 Operations in the selected Member State are limited to border stations  
 Type of operation requested (select one or more): Testing  
 Definition of the intended area of operation: Testing

**Applicant's details**

**Applicant's information** | Contact person's information | Company information | Billing information

Legal determination: Testing  
 Proliferation: Testing  
 Acronym: Testing  
 Country: Greece  
 VET number: Testing  
 Phone: Testing  
 National registration number: Testing  
 Email: test@gmail.com  
 Street address: Testing  
 Fax: Testing  
 City: Testing  
 Website: Testing

**Documentary evidence: 001 part**

**Evidence** | 001 and 101 COME frequency table

001 document  
 Other 001 documents

Figure 33: "Application" tab in read only mode by the applicant

### 2.9.2 Application issues

In this page, the applicant can view a list of all application issues created for the specific application. For details in creating and managing application issues, see section Communication between applicant and assessment team – Management of application issues.

### 2.9.3 Project team

In this page the applicant can view the project team members of an application, including the related Programme Managers of ERA and the Member States involved as shown in Figure 34: "Project team" tab in read only mode by the applicant. The specific application roles are Project Manager, Assessor, Assuror, Decision Maker, Financial Officer and Observer.

S-20260428-008  
 Applicant(s): Testing | Application type: New single safety certificate | Submitted on: 28/04/2026 09:33 AM | Created by: OSS DEV Applicant | Modified on: 07/05/2026 01:44 PM | Contact person: OSS DEV Applicant | Issuing authority: European Union Agency for Railways | Application status: Completeness check

Application | Application issues | **Project team** | Dashboard | Library | Event Log

Issuing authority: European Union Agency for Railways

**Programme Manager(s)**  
 Oss.dev Authority, Spiliou Vergopoulos, Mathieu Schittekatte, Oss.dev Programmmanager, Oana Cherghelescu, Oss.auf Programmmanager, Oss.era Authority, Rafal Wachnik, Iligo Mendez, Simon D'albertanson, Oss.dev Observer, David Gantz, Oss.era Projectmanager, Piotr Cukierski, Oss.auf Authority, Oss.era Programmmanager

**Project manager(s)**  
 Oss.era Projectmanager, Oss.era Authority

**Agency Assessor(s)**  
 Oss.era Authority, Oss.era Assessor

**Quality assurance manager(s)**  
 Oss.era Assuror, Oss.dev Authority, Oss.era Authority, Oss.dev Assuror

**Decision maker(s)**  
 Oss.dev Authority, Oss.dev Decisionmaker, Oss.era Decisionmaker, Oss.era Authority

**Financial Officer(s)**  
 Oss.dev Authority, Oss.dev Finance officer, Oss.era Financeofficer

**Observer(s)**  
 Oss.era Observer, Oss.dev Observer

**Assessment team(s)**

**Greece**

**NSA Programme Manager(s)**  
 NSA EL, EL PGM, NSA EL Authority

**NSA Assessor(s)**  
 NSA EL

**NSA Observer(s)**  
 NSA LTZ, GR Consultant OSS, DE PGM, NSA EL, EL PGM, NSA EL Authority

**Applicant team**

**Applicant(s)**  
 OSS DEV Applicant

**Applicant Observer(s)**

Figure 34: "Project team" tab in read only mode by the applicant

### 2.9.4 Dashboard

The Dashboard is the section where the important dates (milestones) of each project/application, as well as the application status is shown. The application status is calculated automatically or changed by the Project Manager. Each milestone is usually defined by a planned and an actual date. The applicant only see as milestones the "Start of the assessment", "Completeness Acknowledgement" and "Decision" ("Start of submission and verification of completeness", "End of submission and verification of completeness" and "End of assessment and decision" in the TA domain ), as shown in Figure 35: Dashboard screen.

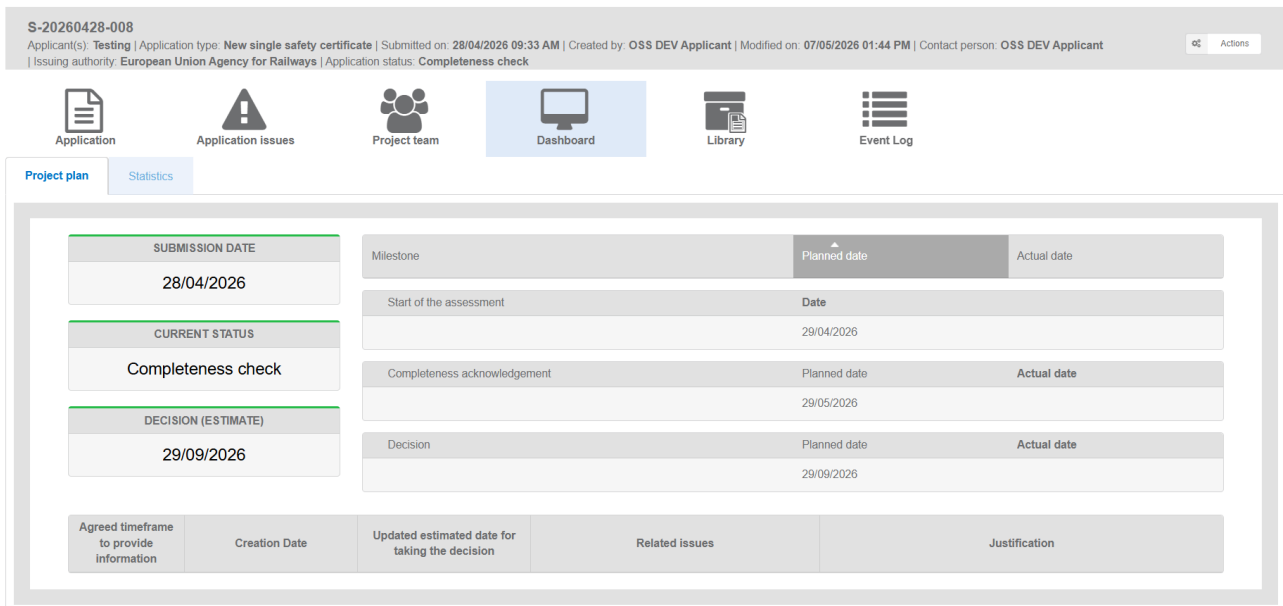


Figure 35: Dashboard screen

The Statistics tab offers a visual summary of issues associated with the application. It includes three pie charts that are enabled by default:

- Issue Type
- Issue Status
- Issue Resolution

Users can select or unselect these charts through the available checkboxes, as shown in Figure ...

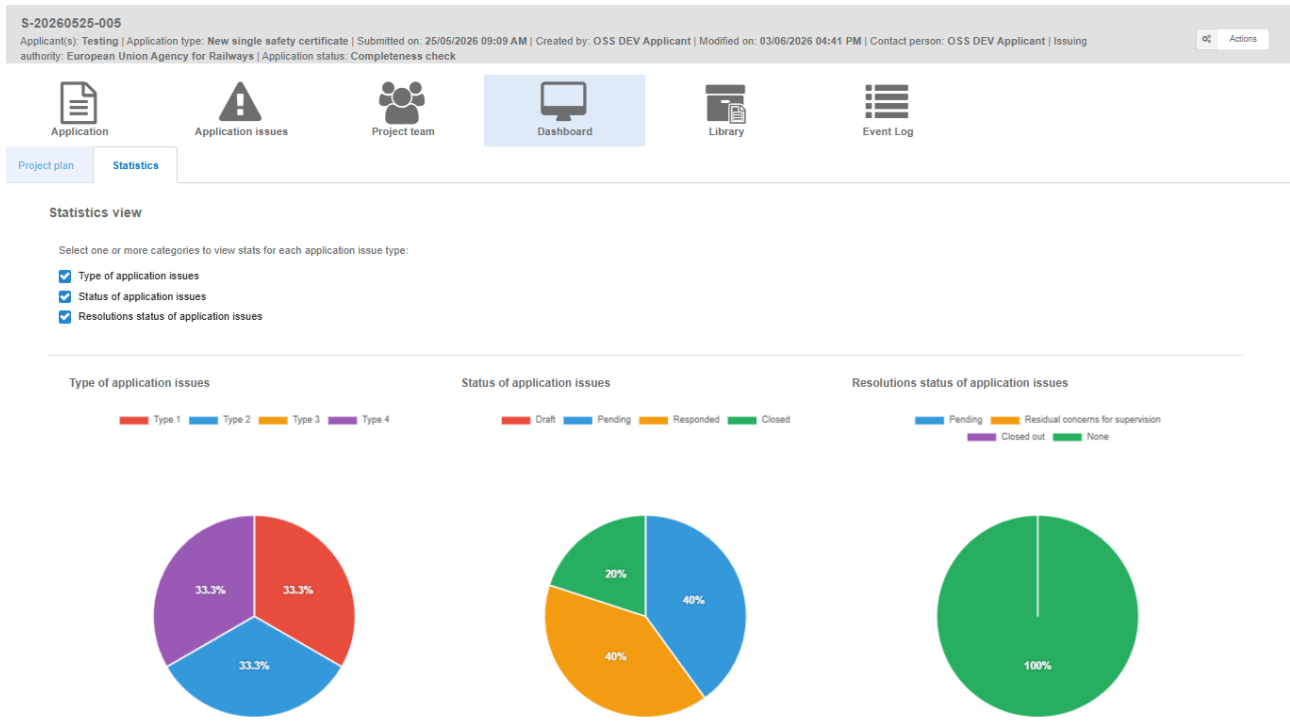


Figure 36: Statistics

### 2.9.5 Library

The library is the repository where all application information is stored. The library information and functionality can be accessed according to the user’s access rights, similarly to what is shown in Figure 37: Library. The relevant functionality includes:

- Browse application information through a tree-like structure of folders, and links to view/download documents.
- Upload documents.
- Update / append a new version to an existing document (same principles as above apply).
- View past versions of documents.
- Delete documents (when application status = draft).
- Export application.
- Switch between viewing the latest version of the library/documents and the initially submitted one (actually the submitted application file).
- The application library displays the current Application File size against the maximum permitted size of 20GB.

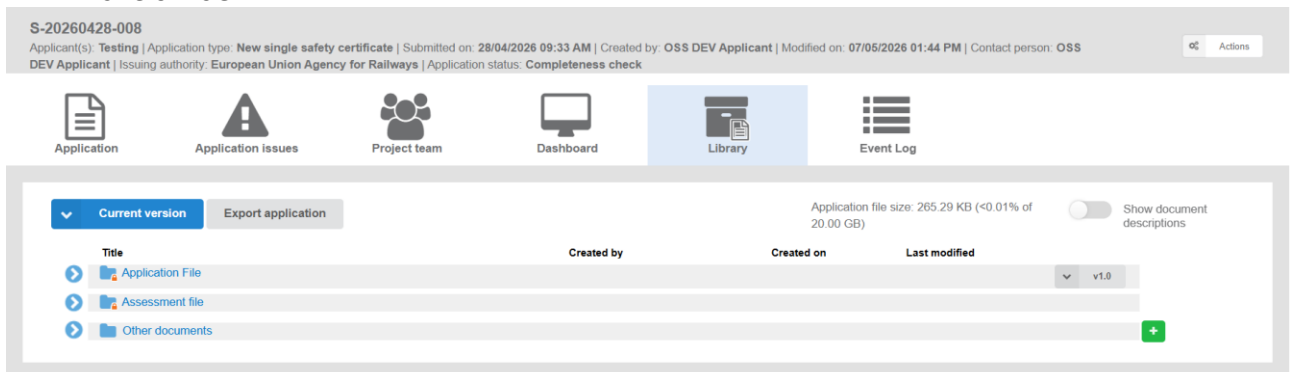


Figure 37: Library

The relevant user can upload files by clicking on the + button in the relevant folder as shown in Figure 37: Library. After the uploading, the user can see the details of the file, as shown in Figure 38: “Show document descriptions” radio button, by clicking on the “Show documents description” radio button or can download a file by using the “Download document” button as shown in Figure 39: “Download” button.

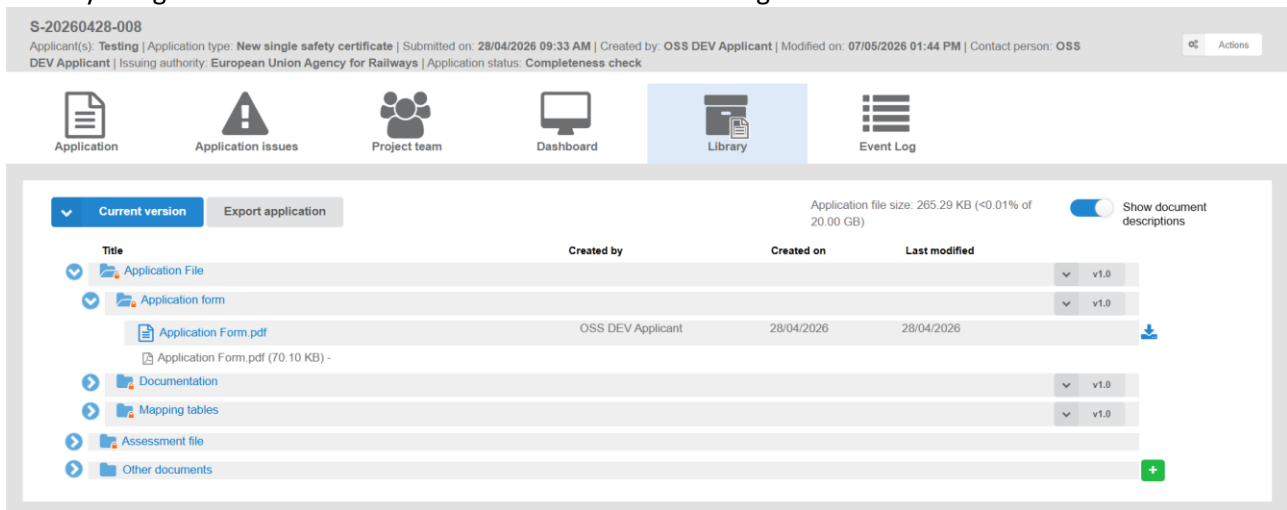


Figure 38: “Show document descriptions” radio button



Figure 39: “Download” button

The applicant can select the version of the uploaded document, shown in Figure 40: “Select version” button.

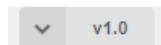


Figure 40: “Select version” button

The applicant can also select the files he/she can see on the Library screen. If the user selects the option “Initial application version”, he/she can view only the uploaded files until the submission of the application. If the user selects the option “Current version”, he/she can view all the uploaded files that have been added to this current version from the time of submission and after.

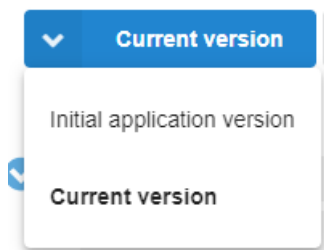


Figure 41: “Current version” button

If the user selects the “Export application” button as shown in Figure 42: “Export application” button, the system downloads all uploaded files of the application in a zip folder.

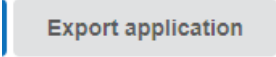


Figure 42: “Export application” button

### 2.9.6 Event log

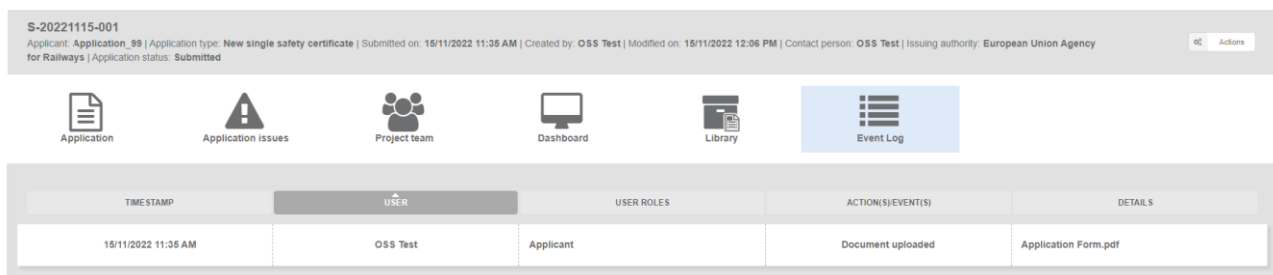
The event log is a detailed list of a user actions during the lifecycle of an application. The events log exists only after application submission and filtered according to the access rights of the user, as shown in Figure 43: Main screen of event log.

The following events are captured in the log:

- Change of application status
- User actions(tasks/actions)
- Creation/update/closure of application issues
- Upload/update of documents/reports (after application submission)
- Assignment/update of the Project team
- Update application file

Each record in the log contains the following information:

- Timestamp
- User
- User Role
- Action/event
- Details



TIMESTAMP	USER	USER ROLES	ACTION(S)/EVENT(S)	DETAILS
15/11/2022 11:35 AM	OSS Test	Applicant	Document uploaded	Application Form.pdf

Figure 43: Main screen of event log

## 2.10 Applicant “Actions”

Apart from the submission of an application, there are no other tasks related to the applicant during the assessment of an application file. However an applicant may request termination of an assessment of an application or request the review of an opinion after a decision.

### 2.10.1 Terminate application

After an application has been submitted the applicant can request its termination. So, if the applicant wants to terminate an application, he/she can select from the “Actions” button from the application details screen, the option “Terminate application” as shown in Figure 44: Actions button- Terminate application.

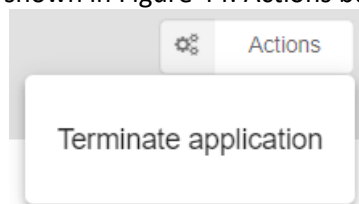


Figure 44: Actions button- Terminate application

2.10.2 Request Review

If the applicant receives a notification for the submission of the Decision/Opinion, he/she can select from the “Actions” button the option “Request review” as shown in Figure 45: Actions button-Request Review.

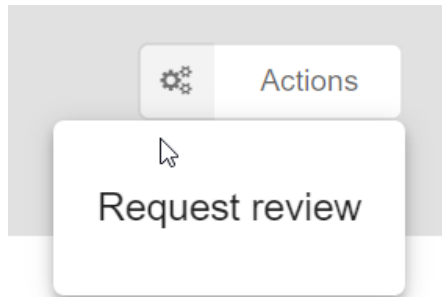


Figure 45: Actions button- Request Review

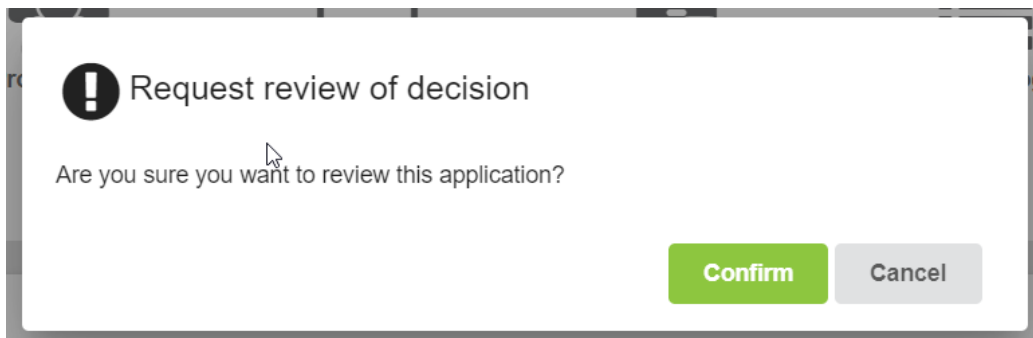


Figure 46: Request Review warning

Upon request for user confirmation for the “Request review” action as shown in Figure 46: Request Review warning, the user proceeds with the uploading of the required files for the review as shown in Figure 47: Request Review of Decision



Figure 47: Request Review of Decision

### 3 My work

Once logged in, the user can navigate to “My work” section in order to view Application Issues and Notifications as shown in Figure 48: “My Work” screen.

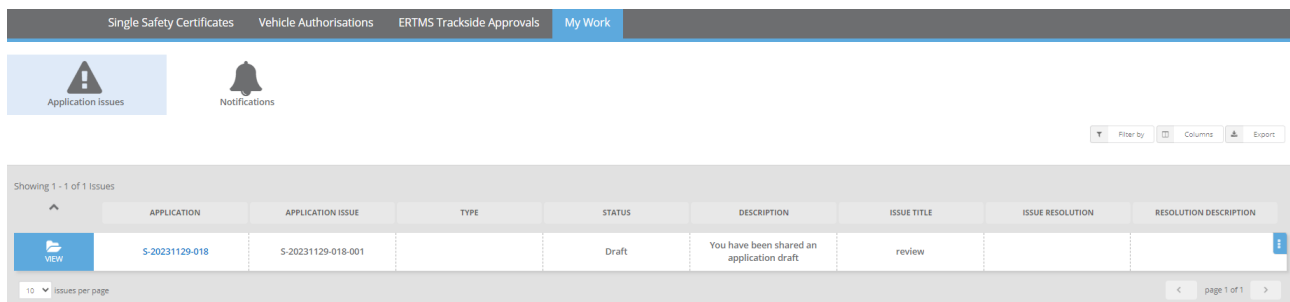


Figure 48: “My Work” screen

#### 3.1 Notifications

The OSS sends notifications to its users according to specific events and business rules. Notifications can be both in-app and via email. The user can view all the notifications of concern by clicking on the “Notifications” button. Then the system displays all notifications for changes that have been made, for example, the submission of a new application, the creation of a new application issue, the update of an application etc. All users can configure if they are receiving notifications also by email through user profile menu (in-app notifications are sent by default). If the user wants to see the details of a notification, he/she selects “View” and the system displays the below pop up window:

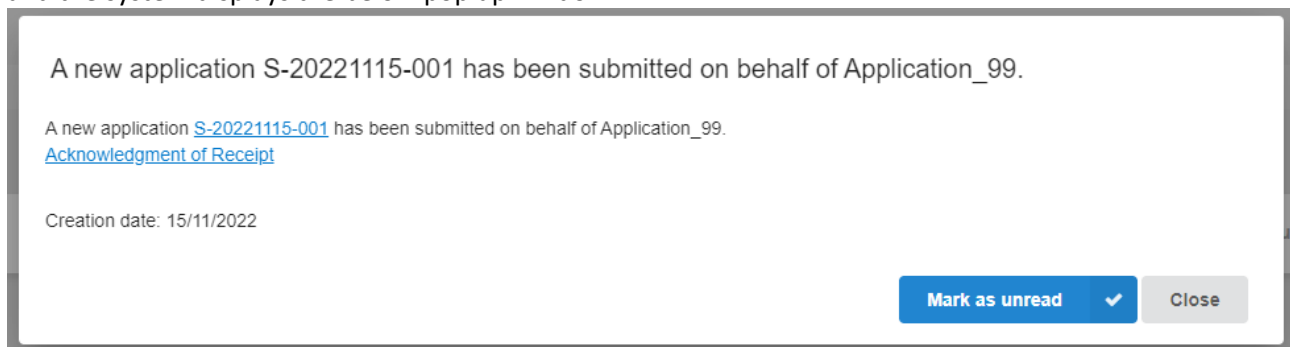


Figure 49: Details of a notification

If the user clicks “Close” button the notification pop-up window closes and the notification greys out in the list as read. In case the user clicks the “Mark as unread” button the notification closes and remains as unread in the Notifications list. The user can also mark as read multiple notification by selecting them with the checkbox in the right of each notification and then by clicking the “Mark as read” button as shown in Figure 50: Mark as read multiple notifications Figure 50: Mark as read multiple notifications. The unread notifications count number (Figure 12: Notifications button) is updated when a notification is marked as read.

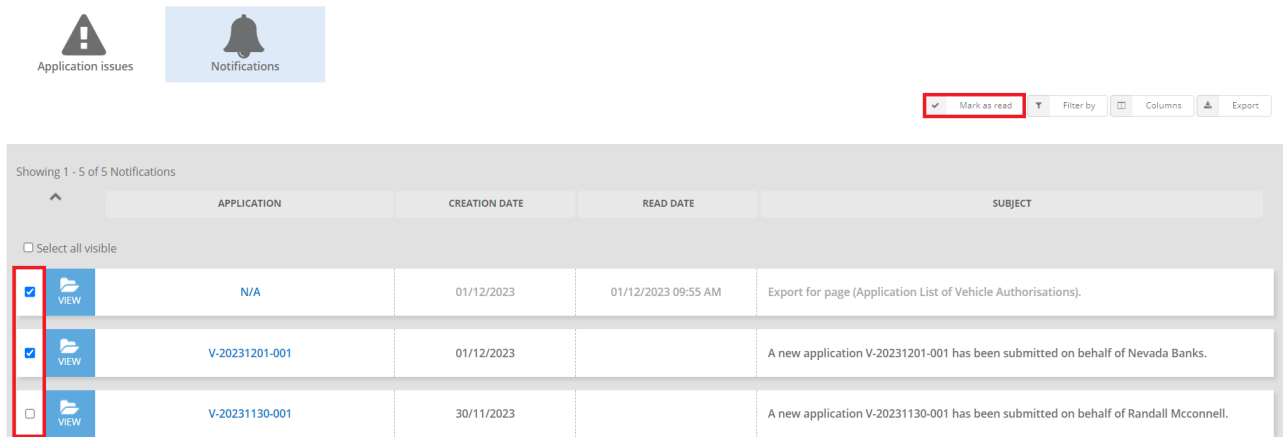


Figure 50: Mark as read multiple notifications

All lists allow for filtering and sorting (Figure 15: Filtering, Columns and Export selection).

### 3.2 Application Issues

Issues are created in order to support the communication between the assessment team and the applicant and vice versa. “Issues” tab allows the applicant to view the list of application issues across the applications. If the applicant selects “View”, then he/she can view/update/submit the issue. Every applicant may see all the issues he/she is involved as “Creator” or “Assignee”, including “Drafts”. All lists allow for filtering and sorting (Figure 15: Filtering, Columns and Export selection). Application issues can be viewed by clicking on “Issues” button as shown in Figure 11: Application Issues button.

## 4 Create/Submit an application

In this version of the OSS the following applications are supported:

Vehicle Authorisation (VA) Cases ([Vehicle Authorisations \(VA\)](#))

- Vehicle Authorisations
- Pre-engagement Requests

Single Safety Certificate (SSC) ([Single Safety Certificate \(SSC\)](#))

- Single Safety Certificate
- Pre engagement

Trackside Approval projects (TA) ([Trackside Approval projects \(TA\)](#))

- Request for ERTMS trackside approval
- Request for ERTMS Initial engagement

Please refer to the section [The One-Stop Shop \(OSS\)](#) for more details on the above business domains.

### 4.1 Vehicle Authorisations (VA)

#### 4.1.1 Vehicle Authorisations

##### 4.1.1.1 Create a new application

This section explains how an applicant user of the system can create and prepare a VA application file.

The available vehicle authorisations cases are:

- First Authorisation
- New Authorisation
- Extended area of use authorisation
- Renewed vehicle type authorisation
- Authorisation in conformity to type
- First Authorisation and Authorisation in conformity to type
- New Authorisation and Extended area of use authorisation

For each of the above-listed authorisation cases the user is requested to introduce information on Types and/or Variants during the “Authorisation Details” (3<sup>rd</sup>) step of the wizard. More specifically bellow are depicted in detail the mandatory and optional information sections per case.

1. For First VA the applicant must declare:
  - one type (mandatory)
  - many variants (optional)
2. For New VA the applicant must declare:
  - one type (optional)
  - many variants (optional)
  - note that if the applicant is not the current vehicle type authorisation holder, at least one authorisation of a type must be added. In contrast, if the applicant is the current vehicle type authorisation holder, a variant declaration is enough.
3. For Renewal VA the applicant must declare:
  - one type (optional)
  - many variants (optional)
  - note that at least one type or variant must be added.
4. For Conformity to type the applicant must declare:
  - many types (optional)
  - many variants (optional)
  - many versions (optional)
  - note that at least one type, variant or version must be added.

5. For Extended of area of use (AoU) the applicant must declare:
  - many types (optional)
  - many variants (optional)
  - note that if the applicant is not the current vehicle type authorisation holder, at least one authorisation of a type must be added. In contrast, if the applicant is the current vehicle type authorisation holder, a variant declaration is enough.
6. For the combination First VA + Conformity to type the applicant must declare:
  - the combination of the restrictions for the above authorisation cases is applied.
  - the number of the conformity sections must be minimum 1 and maximum at the number of Types + Variants
7. For the combination New VA + Extended of area of use (AoU) the applicant must declare:
  - the combination of the restrictions for the above authorisation cases is applied.
  - for section Extended AoU, description of the vehicle type and Area of use sections can be skipped, as they are the same as in the section new type.

For detailed description on the above cases, it is recommended that the reader refers to the relevant Regulation and Directives of the EU and the Practical Arrangements as describe in the agency’s website: [Vehicle Authorisations \(VA\)](#).

Only applicant users can create applications. In the “Main page – Applications list”, select “New” and then “Apply for a vehicle authorisation” as shown in Figure 51: Create Vehicle Authorisation application.

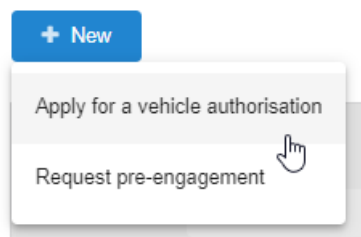


Figure 51: Create Vehicle Authorisation application

The system displays a wizard, splitting in steps the creation of an application file in a form of a status bar, showing the steps that must be completed to submit the application as shown in Figure 52: Progress bar of a Vehicle Authorisation. By selecting “Hide progress bar” the wizard is hidden.

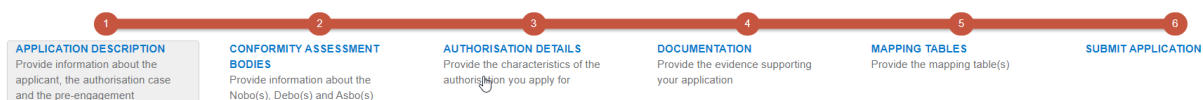


Figure 52: Progress bar of a Vehicle Authorisation

The colour of the progress bar per step indicates if the application is incomplete or there are mandatory fields missing (red colour) or if it is completed and verified by the system (green colour).

There are a number of fields in each step that are flagged as mandatory, having a red asterisk (\*) in their label as shown in Figure 53: Mandatory fields.

Legal denomination \*

Figure 53: Mandatory fields

In addition for every field a tooltip is displayed, with relevant information on the meaning the value expected for the field as shown in Figure 54: Tooltip information.

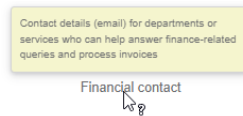


Figure 54: Tooltip information

For all the mandatory fields the system expects the user to enter a value, and in case that any of them are not correctly filled by the user, the system identifies the field in error highlights it in red and displays the red alert icon as shown in Figure 55: Alerts and fields in error.



Figure 55: Alerts and fields in error

When a user will select to “Validate” the application in the last step of the wizard, if there are forms that are not correctly filled or there are required fields missing, the system displays the message shown in Figure 56: Error message validating the submission of an application, and the relevant wizard step has red colour. The user must return to the relevant step and correct all errors.

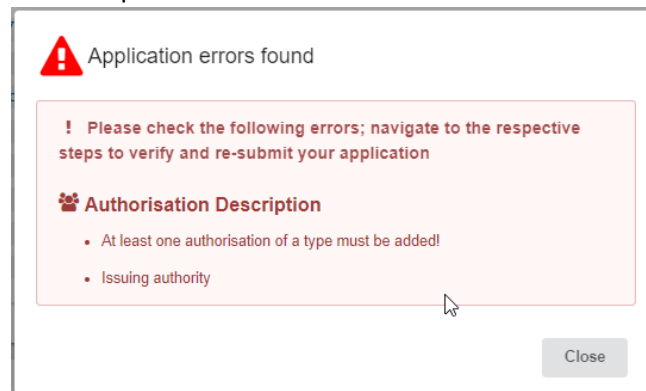


Figure 56: Error message validating the submission of an application

The user might select to navigate away from the wizard and continue the application preparation later. In this case the system allows the user to modify the draft application as found in the Application List, shown in Figure 57: Applications list with a draft application, by clicking the “View” button.

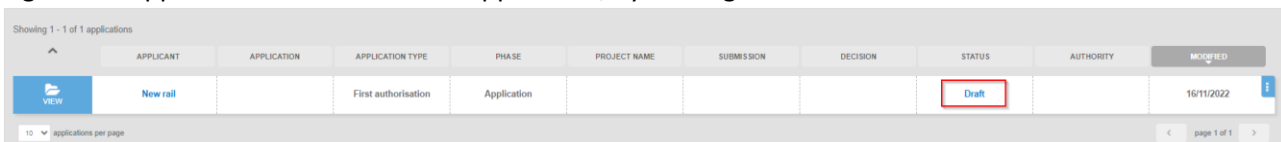


Figure 57: Applications list with a draft application

The Applicant follows the below steps to create an application:

- Application Description
- Conformity Assessment Bodies
- Authorisation Details
- Documentation
- Mapping Tables
- and finally, Submit Application

The information contained in all the above forms stems from the Annexes of the Practical Arrangements found in the [Commission Implementing Regulation \(EU\) 2018/545 of 4 April 2018 establishing practical arrangements for the railway vehicle authorisation and railway vehicle type authorisation process](#).

#### 4.1.1.2 Application description

In this first step of the wizard as shown in Figure 58 and Figure 59, the Applicant must fill in information in regards to Applicant's information, Contact person's information (General contact), Contact person's information (Financial contact), Billing Information and details on the Authorisation case.

Application description

**Applicant's information**

---

<p>Legal denomination * <input type="text" value="New rail"/></p> <p>Applicant's name * <input type="text" value="Test User"/></p> <p>Acronym <input type="text"/></p> <p>VAT number <input type="text"/></p> <p>Street address * <input type="text" value="Street 1"/></p> <p>City * <input type="text" value="City 1"/></p> <p>Postal code * <input type="text" value="11122"/></p> <p>Country * <input type="text" value="Austria"/></p>	<p>Phone * <input type="text" value="+30697777777"/></p> <p>Email * <input type="text" value="osstestera@hotmail.com"/></p> <p>Fax <input type="text"/></p> <p>Website <input type="text"/></p> <p>Other relevant Information <input type="text"/></p>
---	--

**Contact person's information**

---

<p>First name * <input type="text" value="OSS"/></p> <p>Last name * <input type="text" value="Test"/></p> <p>Job title <input type="text"/></p> <p>Language(s) spoken * <input type="text" value="English"/></p> <p>Street address * <input type="text" value="Road 1"/></p>	<p>Postal code * <input type="text" value="11111"/></p> <p>City * <input type="text" value="City 1"/></p> <p>Country * <input type="text" value="Austria"/></p> <p>Phone * <input type="text" value="+30697777777"/></p> <p>Email * <input type="text" value="osstestera@hotmail.com"/></p> <p>Fax <input type="text"/></p>
--	---

Figure 58: Application Description – Part 1

Contact person's information (Financial contact)

Financial contact is the same as General contact

First name \*  Country \*

Last name \*  Phone \*

Title  Email \*

Language(s) spoken \*  Fax

Street address \*

City \*

Postal code \*

---

Billing information

Billing information is the same as Applicant's information

Legal denomination \*  Country \*

Acronym  Phone \*

VAT number \*  Email \*

National registration number \*  Fax

Street address \*  Website

City \*

Postal code \*

Purchase order number or other billing requirements

---

Authorisation case

Project name

Authorisation case applied for \*

Is there a pre-engagement? \*  Yes  No

Language \*

Figure 59: Application Description – Part 2

The Applicant must provide the Applicant’s information and address details. Contact person information is already filled in with information that exists as part of the user profile and allows for editing by the user. All mandatory fields are clearly marked by red asterisk (\*).

In the Authorisation case part the user is asked to select the “Authorisation case applied for” as shown in Figure 60: Authorisation Case and according to the available authorisation cases.

Authorisation case applied for \*

- First authorisation
- New authorisation
- Extended area of use
- Renewed vehicle type authorisation
- Authorisation in conformity to type
- First authorisation + Authorisation in conformity to type
- New authorisation + Extended area of use

Figure 60: Authorisation Case

The system also displays the option to link this application to a pre-engagement. If the user selects “Yes” then the system requires the pre-engagement id as shown in Figure 61: Pre- engagement id.

Is there a pre-engagement? \*  Yes  No


Pre-engagement Id  \*

Figure 61: Pre- engagement id

The Applicant must also select the Language, in which all Formal Communication and Decisions/Authorisations will be delivered, shown in Figure 62: Language.

Language  \*

Figure 62: Language

To save and move to the next step of the application file wizard, the applicant may select “Save and next step” button, shown in Figure 63: Save and next step.

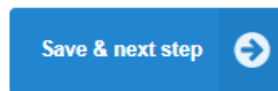


Figure 63: Save and next step

To stop editing the application and go to the main menu “Exit” button is selected, shown in Figure 64: Discard Application-Exit button.



Figure 64: Discard Application-Exit button

To save the application, the applicant clicks on the “Save” button.



Figure 65: “Save “button

If there is unsaved information a warning message is displayed to the user about loss of unsaved information.

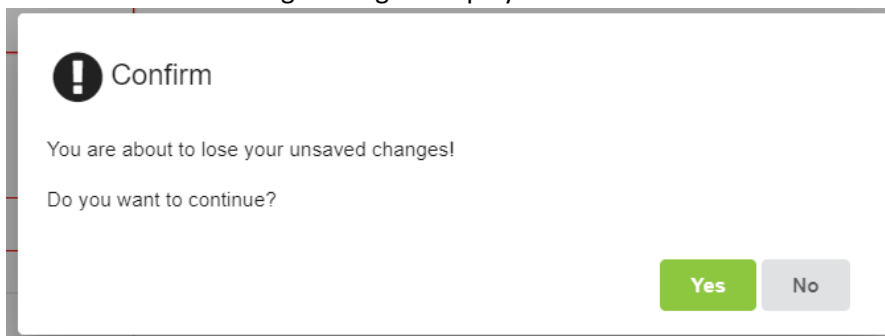


Figure 66: Warning message about unsaved information loss

#### 4.1.1.3 Conformity assessment bodies

In this second step of the wizard as shown in Figure 67: Conformity Assessment Bodies, the Applicant must fill in information in regards to Notified Body(ies), Designated Body(ies) and Assessment Body(ies) (CSM RA). None of these bodies are mandatory and for each one of them the applicant may add more than one.

☰ Conformity assessment bodies

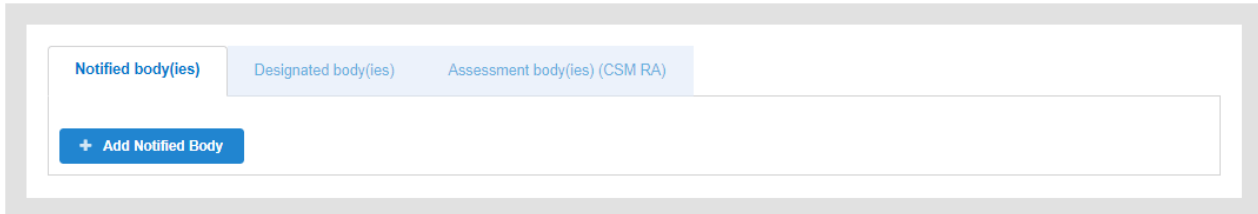


Figure 67: Conformity Assessment Bodies

When the applicant introduces any of the above bodies, then the system requires that the detailed information as shown in Figure 68: Conformity Assessment Bodies-Details is provided.

☰ Conformity assessment bodies

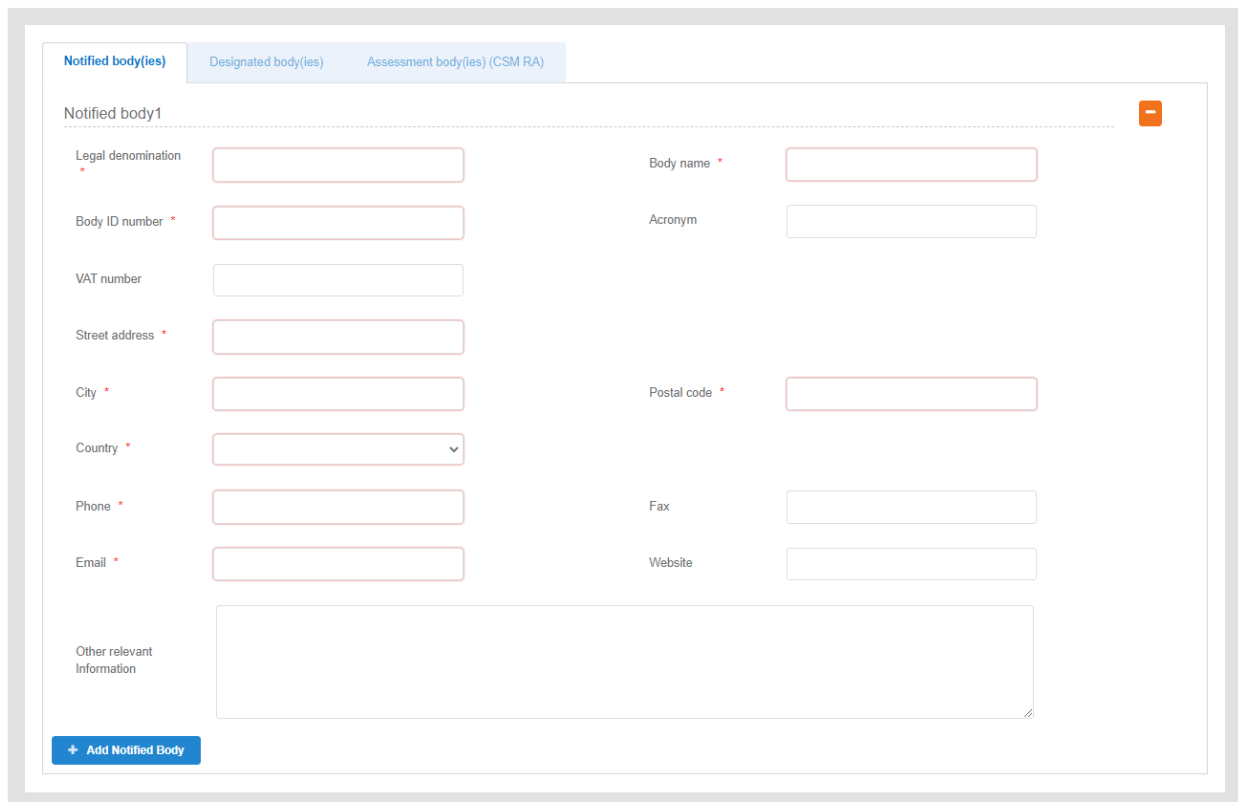


Figure 68: Conformity Assessment Bodies-Details

The applicant can remove any of the inserted bodies, by selecting the remove button as shown in Figure 69: Conformity Assessment Bodies-Remove Body.



Figure 69: Conformity Assessment Bodies-Remove Body

The mandatory fields are clearly marked with red asterisk (\*). To move to the next step “Save & next step” is selected as shown in Figure 63: Save and next step. In addition the system allows the user to visit the previous step of the wizard by selecting “Previous step” button, shown in Figure 70: Previous step.



Figure 70: Previous step

#### 4.1.1.4 Authorisation details

In this step of the wizard the Applicant is asked to introduce information on a Type , Variant(s) and/or Version(s) depending on the Authorisation case selected in the Application Description step (first step) as shown indicatively in Figure 71 for New authorisation. Similar restrictions apply for all the single authorisation cases.

🐞 Authorisation description

[+ Add type / variant](#)

At least one type or variant must be added!

Issuing authority \*

European Union Agency for Railways

National Safety Authority

Figure 71: Authorisation Details in case of NEW authorisation

The information required by the applicant to be introduced for all allowed Type, Variant(s) and Version (s) is based on the authorisation case requested, the full extent of which is shown in Figure 72: Authorisation Details for Type/Variant(s) in case of NEW authorisation. All mandatory information is marked with (\*) and is required.

Authorisation description

Type (New authorisation)

Area of use \*

Network(s) of the area of use

[+ Add/Remove Member State](#)

Current vehicle type authorisation holder

Is the applicant the current vehicle type holder?  Yes  No

Legal denomination \*  Phone \*

Type authorisation holder's name \*  Email \*

Acronym  Fax

WIT number \*  Website

Street address \*  Other relevant information

City \*

Postal code \*

Country \*

Description of vehicle type

Type ID \*  Alternative type name (when applicable)

Type name \*  Date of record in ERATV \*

Reference to existing vehicle type authorisation \*  Subcategory \*

Category \*  Description of the changes as compared to the authorised vehicle type

Conditions for use of the vehicle and other restrictions

Non-coded restrictions \*

Coded restrictions \*

Information on the vehicle(s)

Identifier \*  Value \*

Registration entity email(s)

Description of CCS additional function

Change summary

Applicable rules

Applicable rules	TSI (Directive (EU) 2016/797)	Comment
16.1 TSIs, including the legal reference in the Official Journal of the European Union	<input type="text"/>	<input type="text"/>
16.2 Specific TSIs clauses for an area of use covering the whole EU network (when applicable)	<input type="text"/>	<input type="text"/>
16.3 Specification of the selection of requirements from a newer version of a TSI as compared to the TSI applicable for the assessment (including withdrawal requirements) (when applicable)	<input type="text"/>	<input type="text"/>
16.5 Non-applications of TSIs according to the provisions of Article 7 of Directive (EU) 2016/797 (when applicable)	<input type="text"/>	<input type="text"/>

[+ Add type / variant](#)

Issuing authority \*

European Union Agency for Railways  
 National Safety Authority

Figure 72: Authorisation Details for Type/Variant(s) in case of NEW authorisation

The applicant selects to fill-in the fields for Description of vehicle type/variant/version as can be found in the ERATV register and select at least one country by using the “Add/Remove Member state” button. The Member states are selected by radio buttons that can be activated and deactivated as shown in Figure 73: Member State(s) selection. Select “Whole EU” when there is no national rule applicable to the vehicle and only the Agency needs to perform the assessment.

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

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

Figure 73: Member State(s) selection

After saving the selection, the applicant may characterise each Member State as Border Station or not and should provide detailed information about the Network(s) per MS as shown below in Figure 74 and Figure 75.

Austria Germany

Operations in the selected Member State are limited to border station(s)

Network(s) ▲ \*

Figure 74: Authorisation Details – Member State details

Austria Germany

Operations in the selected Member State are limited to border station(s)

Border Station(s) ▲ \*

Figure 75: Authorisation Details – Border Station details

For each NSA the user can select whether it is Border Station or not by enabling the switch button, as shown in Figure 75. Upon the Border Station selection, the respective NSA tab will be moved at the end of the NSA tabs sequence and it will be marked with the icon of Figure 76 below.



Figure 76: Border Station icon

The applicant must also provide information on the sections “Current vehicle type authorisation holder”, “Description of vehicle type”, “Conditions for use of the vehicle and other restrictions” as shown in Figure

72: Authorisation Details for Type/Variant(s) in case of NEW authorisation. For Vehicle identification the user may select an “Identifier” and introduce the value corresponding to the selected identifier. In addition a number of “Registration entity email(s)” may be introduced, as shown in Figure 77: Authorisation Details – Information on the vehicle. The registration entity recipients will be notified of the decision when it will be delivered to the Applicant.

Figure 77: Authorisation Details – Information on the vehicle(s)

In addition to the above the user may also provide a description of the CCS additional function and indicate the applicable rules.

For the combined authorisation cases offered by the system, “First Authorisation and Authorisation in conformity to type” and “New Authorisation and Extended area of use” the user must introduce the required information for both authorisations requested, as shown in Figure 78: Authorisation Details – Combined Authorisation case for First authorisation and Authorisation in conformity to type.

Authorisation description

Figure 78: Authorisation Details – Combined Authorisation case for First authorisation and Authorisation in conformity to type

Another authorisation case that deviates from the general path of filling the Authorisation details information is the “Authorisation in conformity to type”. In such an authorisation there is no introduction of Members State details, but only the selection of related Member State(s). In addition the applicant may introduce a number of “Information on the vehicle(s) to authorise” section, in a similar manner as in the “Information on the vehicle(s)” for all other authorisation cases and add any Coded or Non-coded restrictions applied to the selected vehicle(s) as shown in Figure 79: Authorisation Description – Information on the vehicle(s).

Figure 79: Authorisation Description – Information on the vehicle(s)

The last step in this Authorisation details step is the selection of the “Issuing Authority”. If the Applicant has introduced a number of Member States, within the Type/Variant(s), then the system sets this value automatically to “European Union Agency for Railways”, as shown in Figure 80: Issuing Authority. If the applicant has selected more than one Member States, only one is allowed to not be characterised as Border Station, in order for this specific one to be allowed to act as issuing authority. In case there are more than one MSs that are not characterized as Border Stations then, by default, the issuing authority is ERA.

Figure 80: Issuing Authority

To move to the next step “Save & next step” is selected as shown in Figure 63: Save and next step, and the form is saved. In addition the system allows the user to visit the previous step of the wizard by selecting “Previous step” button, shown in Figure 70: Previous step.

#### 4.1.1.5 Documentation

In this step of the wizard as shown in Figure 81: Application documentation, the Applicant must provide the documentation relevant to the Authorisation case selected in the first step. The list of folders as appear in this step stem from Annex I of the implementing act ([Commission Implementing Regulation \(EU\) 2018/545 of 4 April 2018 establishing practical arrangements for the railway vehicle authorisation and railway vehicle type authorisation process](#)).



Figure 81: Application documentation

Detailed instructions for the applicant document upload process and the editing of document information can be found in Chapters 6.1 and 6.2, respectively.

To move to the next step “Save & next step” is selected as shown in Figure 63: Save and next step, and the form is saved. In addition the system allows the user to visit the previous step of the wizard by selecting “Previous step” button, shown in Figure 70: Previous step.

#### 4.1.1.6 Mapping tables

In the Mapping Tables step of the wizard, the applicant is asked to reference the provided documentation in the previous step, to the assessment aspect set for each Authorising entity and NSA involved in the application, as shown in Figure 82: Mapping Tables wizard step. The assessment aspects are described in Annex II for the Authorising Entity and Annex III for each NSA, of the practical arrangements document ([Commission Implementing Regulation \(EU\) 2018/545 of 4 April 2018 establishing practical arrangements for the railway vehicle authorisation and railway vehicle type authorisation process](#)).

Application mapping tables

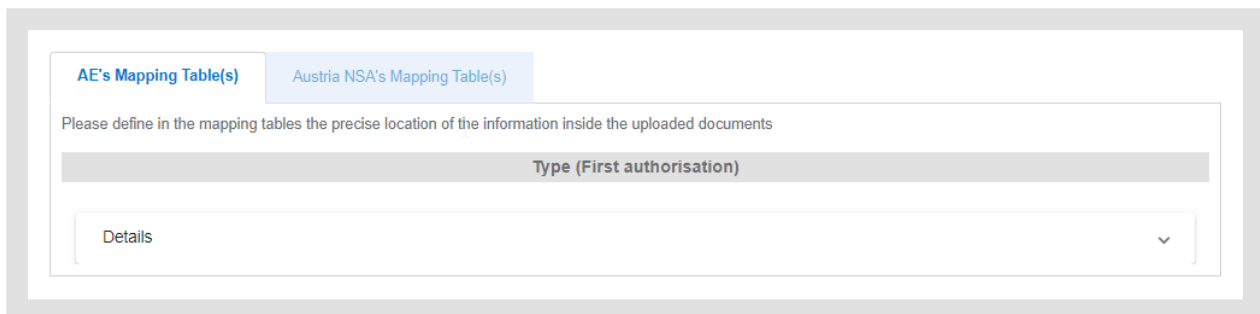


Figure 82: Mapping Tables wizard step

For every assessment aspect found in the mapping tables, the user is required to provide the reference from the documentary evidence, the reference with the selected document and a comment if applicable as shown in Figure 83: Mapping Tables details. The user may reference more than one file for each assessment aspect, by using the “+”. It can be removed by using the “-”. The documentary evidence is a drop down list that includes all the folders and added files in the previous Documentation step.



Details <span style="float: right;">^</span>					
	Assessment aspect according to Annex II of Regulation (EU)	Documentary evidence (Title of the document (name/version/date) or link to the uploaded document)	Reference and description (Reference inside the document and description)	Comments (Other information about the evidence and/or the reference)	
1	II.1. Consistency of the application with the pre-engagement baseline	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	

Figure 83: Mapping Tables details

When the user is satisfied, may use any of the “Save”, “Save and Next” or “Previous” buttons. To move to the next step “Save & next step” is selected as shown in Figure 63: Save and next step, and the form is saved. In addition the system allows the user to visit the previous step of the wizard by selecting “Previous step” button, shown in Figure 70: Previous step.

**4.1.1.7 Sign & submit application**

In this last step of the wizard the user can review the application form prior to submitting it, as shown in Figure 84: Review application.

APPLICATION DESCRIPTION

Applicant's information

Legal declaration: Testing

Postal code: Testing

Applicant's name: Testing

Country: Slovakia

Acronym: Testing

Phone: +3812012345

VAT number: Testing

Email: test@gmail.co

Street address: Testing

Zip: Testing

City: Testing

Website: Testing

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CONFORMITY ASSESSMENT BODIES

AUTHORISATION DETAILS

Authorisation type(s) and vehicle(s): Testing authority

Type of authorisation: (For authorisation)

Area of use

Areas: Czechia, Hungary

Network(s): Testing

Description of vehicle type

Type ID: 123456789

Alternative type name (when applicable):

Type name: test

Subcategory: Testing

Category: Testing

Conditions for use of the vehicle and other restrictions

Non-coded restrictions: Testing

Coded restrictions: Testing

Information on the vehicle(s)

Identifier: 123456789

Value: 1

Registration entry email(s):

Description of CCS additional function:

Applicable rules

Applicable rules	TSI (Directive (EU) 2016/797)	Comments
10.1 TSI, including the legal reference in the Official Journal of the European Union		
10.2 Specific TSI clauses for an area of use covering the whole EU network (when applicable)		
10.3 Specification of the selection of requirements from a newer version of a TSI as compared to the TSI applicable for the assessment (including withdrawn requirements) (when applicable)		
10.4 National rules Czechia		
10.4 National rules Hungary		
10.5 Non-applications of TSI, according to the provisions of Article 7 of Directive (EU) 2016/797 (when applicable)		

Figure 84: Review application

The application form is presented in read-only mode, any changes can only be made in the relevant sections of the application form. To go back to the previous step, select “Previous step”. To submit the application the user selects the “Submit” button.

#### 4.1.2 Pre-engagement Requests

##### 4.1.2.1 Create a new application

This section explains how an applicant user of the system can create and prepare a VA pre-engagement application file.

The available vehicle authorisations cases are the below and are the same as VA:

- First Authorisation
- New Authorisation
- Extended area of use authorisation
- Renewed vehicle type authorisation
- Authorisation in conformity to type
- First Authorisation and Authorisation in conformity to type
- New Authorisation and Extended area of use authorisation

For detailed description on the above cases, it is recommended that the reader refers to the relevant Regulation and Directives of the EU and the Practical Arrangements as describe in the agency’s website: [Vehicle Authorisations \(VA\)](#).

Only applicant users can create applications. In the “Main page – Applications list”, select “New” and then “Request pre-engagement” as shown in Figure 85: Create Vehicle Authorisation pre-engagement application.

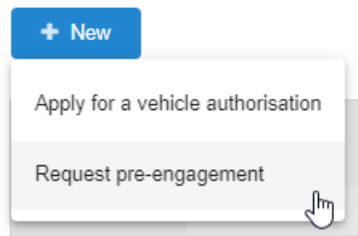


Figure 85: Create Vehicle Authorisation pre-engagement application

The system displays a wizard, splitting in steps the creation of an application file in a form of a status bar, showing the steps that must be completed to submit the application as shown in Figure 86: Progress bar of a Vehicle Authorisation PE. By selecting “Hide progress bar” the wizard is hidden.

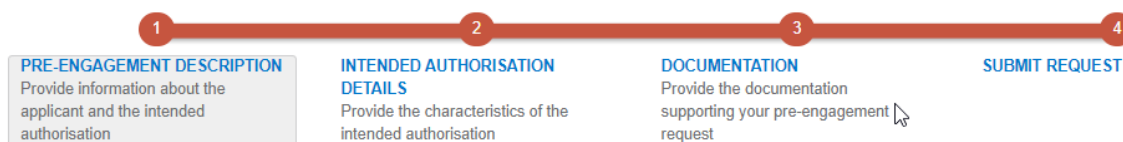


Figure 86: Progress bar of a Vehicle Authorisation PE

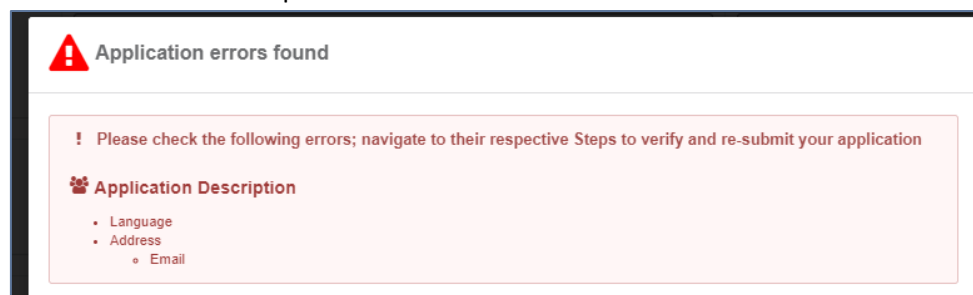
The colour of the progress bar per step indicates if the application is incomplete or there are mandatory fields missing (red colour) or if it is completed and verified by the system (green colour).

There are a number of fields in each step that are flagged as mandatory, having a red asterisk (\*) in their label as shown in Figure 53: Mandatory fields.

In addition, for every field a tooltip is displayed, with relevant information on the meaning the value expected for the field as shown in Figure 54: Tooltip information.

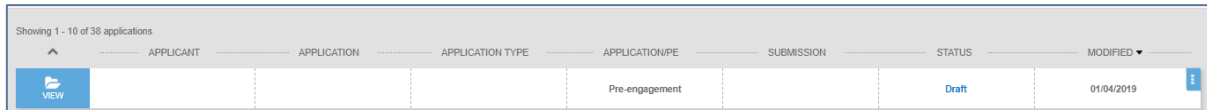
For all the mandatory fields the system expects the user to enter a value, and in case that any of them are not correctly filled by the user, the system identifies the field in error highlights it in red and displays the red alert icon as shown in Figure 55: Alerts and fields in error.

When a user will select to “Submit” the application in the last step of the wizard, if there are forms that are not correctly filled or there are required fields missing, the system displays the message shown in Figure 87: Error message validating the submission of an application, and the relevant wizard step has red colour. The user must return to the relevant step and correct all errors.



*Figure 87: Error message validating the submission of an application*

The user might select to navigate away from the wizard and continue the application preparation later. In this case the system allows the user to modify the draft application as found in the Application List, shown in Figure 88: Applications list with a draft application, by clicking the “View” button.



The screenshot shows a table with the following columns: APPLICANT, APPLICATION, APPLICATION TYPE, APPLICATION/PE, SUBMISSION, STATUS, and MODIFIED. The first row contains the text 'Pre-engagement' under the APPLICATION/PE column, 'Draft' under the STATUS column, and '01/04/2019' under the MODIFIED column. A blue 'VIEW' button is located on the left side of the table.

APPLICANT	APPLICATION	APPLICATION TYPE	APPLICATION/PE	SUBMISSION	STATUS	MODIFIED
			Pre-engagement		Draft	01/04/2019

*Figure 88: Applications list with a draft application*

The Applicant follows the below steps to create an application:

- Pre-engagement Description
- Intended Authorisation Details
- Documentation
- and finally, Submit Request

The information contained in all the above forms stems from the Annexes of the Practical Arrangements found in the ([Commission Implementing Regulation \(EU\) 2018/545 of 4 April 2018 establishing practical arrangements for the railway vehicle authorisation and railway vehicle type authorisation process](#)).

#### 4.1.2.2 Pre-engagement description

In this first step of the wizard as shown in Figure 90 : VA Pre-engagement Application Description, the Applicant must fill in information in regard to Applicant’s information, Contact person’s information and details on the Authorisation case.

Application description

### Applicant's information

Legal denomination *	<input type="text"/>	Phone *	<input type="text"/>
Applicant's name *	<input type="text"/>	Email *	<input type="text"/>
Acronym	<input type="text"/>	Fax	<input type="text"/>
VAT number	<input type="text"/>	Website	<input type="text"/>
National registration number *	<input type="text"/>	Other relevant Information	<input type="text"/>
Street address *	<input type="text"/>		
City *	<input type="text"/>		
Postal code *	<input type="text"/>		
Country *	<input type="text"/>		

### Contact person's information

First name *	<input type="text" value="OSS"/>	Postal code *	<input type="text" value="11111"/>
Last name *	<input type="text" value="Test"/>	City *	<input type="text" value="City 1"/>
Job title	<input type="text"/>	Country *	<input type="text" value="Belgium"/>
Language(s) spoken *	<input type="text" value="English"/>	Phone *	<input type="text" value="+30697777777"/>
Street address *	<input type="text" value="Road 1"/>	Email *	<input type="text" value="osstestera@hotmail.com"/>
		Fax	<input type="text"/>

### Authorisation case

Project name	<input type="text"/>
Authorisation case applied for *	<input type="text"/>
Is there a pre-engagement baseline? *	<input type="radio"/> Yes <input type="radio"/> No
Language *	<input type="text"/>

Application description

Applicant's information			
Legal denomination *	<input type="text" value="New rail"/>	Phone *	<input type="text" value="+30697777777"/>
Applicant's name *	<input type="text" value="Test User"/>	Email *	<input type="text" value="osstestera@hotmail.com"/>
Acronym	<input type="text"/>	Fax	<input type="text"/>
VAT number	<input type="text"/>	Website	<input type="text"/>
Street address *	<input type="text" value="Street 1"/>	Other relevant Information	<input type="text"/>
City *	<input type="text" value="City 1"/>		
Postal code *	<input type="text" value="11122"/>		
Country *	<input type="text" value="Austria"/>		
Contact person's information			
First name *	<input type="text" value="OSS"/>	Postal code *	<input type="text" value="11111"/>
Last name *	<input type="text" value="Test"/>	City *	<input type="text" value="City 1"/>
Job title	<input type="text"/>	Country *	<input type="text" value="Austria"/>
Language(s) spoken *	<input type="text" value="English"/>	Phone *	<input type="text" value="+30697777777"/>
Street address *	<input type="text" value="Road 1"/>	Email *	<input type="text" value="osstestera@hotmail.com"/>
		Fax	<input type="text"/>

Figure 89 : VA Pre-engagement Application Description - Part 1

Contact person's information (Financial contact)

Financial contact is the same as General contact

First name \*  Country \*

Last name \*  Phone \*

Title  Email \*

Language(s) spoken \*  Fax

Street address \*

City \*

Postal code \*

Billing information

Billing information is the same as Applicant's information

Legal denomination \*  Country \*

Acronym  Phone \*

VAT number \*  Email \*

National registration number \*  Fax

Street address \*  Website

City \*

Postal code \*

Purchase order number or other billing requirements

Authorisation case

Project name

Authorisation case applied for \*

Is there a pre-engagement? \*  Yes  No

Language \*

Figure 90 : VA Pre-engagement Application Description - Part 2

The Applicant must provide the Applicant's information and address details. Contact person information is already filled in with information that exists as part of the user profile and allows for editing by the user. All mandatory fields are clearly marked by red asterisk (\*).

In the Authorisation case part, the user is asked to select the "Authorisation case applied for" as shown in Figure 60: Authorisation Case and according to the available authorisation cases.

The system also displays the option to link this application to a pre-engagement. If the user selects "Yes" then the system requires the pre-engagement id as shown in Figure 61: Pre-engagement id.

The Applicant must also select the Language, in which the decision will be issued, shown in Figure 62.

To save and move to the next step of the application file wizard, the applicant may select "Save and next step" button, shown in Figure 91: Save and next step.



Figure 91: Save and next step

To stop editing the application and go to the main menu "Exit" button is selected, shown in Figure 92: Discard Application-Exit button.



Figure 92: Discard Application-Exit button

To save the application, the applicant clicks on the “Save” button, shown in Figure 93: “Save “button.



Figure 93: “Save “button

If there is unsaved information a warning message is displayed to the user about loss of unsaved information, shown in Figure 94: Warning message about unsaved information loss.

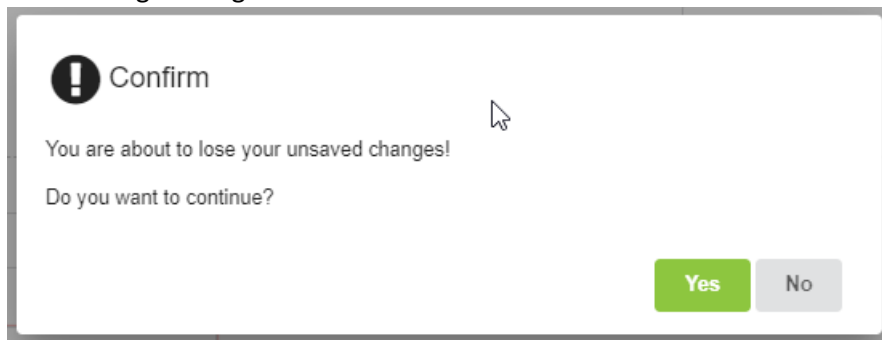


Figure 94: Warning message about unsaved information loss

#### 4.1.2.3 Intended Authorisation Details

In this second step of the wizard as shown in Figure 95: Authorisation Description, the Applicant must provide the characteristics of the intended authorisation. Specifically, in this step of the wizard the Applicant is asked to introduce information on a Type , Variants and/or Versions depending on the Authorisation case selected in the Application Description step.

##### Authorisation description

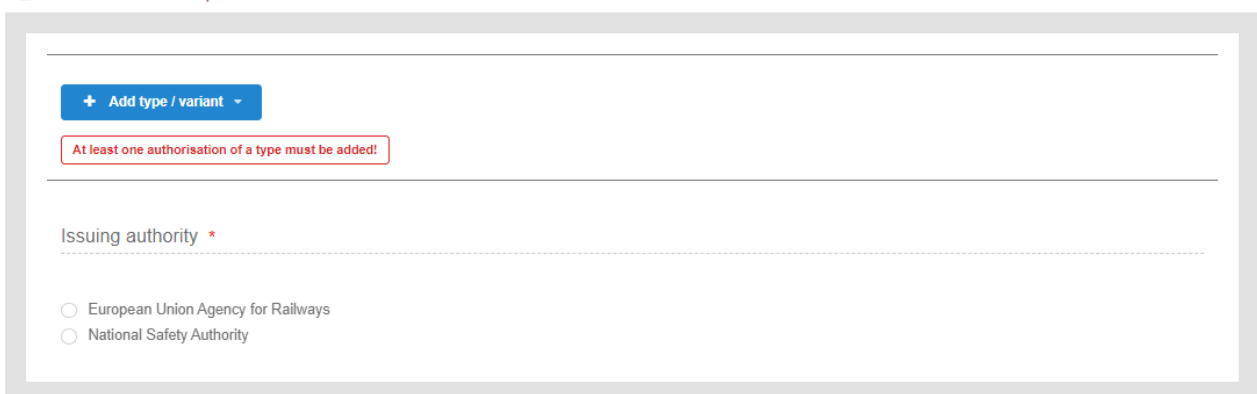


Figure 95: Authorisation Description

The information required by the applicant to be introduced for all allowed Type,Variant(s) and Version(s) is based on the authorisation case requested, the full extent of which is shown in Figure 96: Authorisation Description for Type/Variant(s) in case of a New authorisation. All mandatory information is marked with (\*) and is required.

Authorisation description

Type (First authorisation)
-

---

Description of vehicle type

Type ID \*

Type name \*

Alternative type name (when applicable)

---

Network(s) of the area of use

+ Add/remove Member State ⚠

---

Information on the vehicle(s)

Identifier \*

Value \*

---

+ Add type / variant ▾

---

Issuing authority \*

European Union Agency for Railways

National Safety Authority

Figure 96: Authorisation Description for Type/Variant(s) in case of a New authorisation

The applicant selects to fill-in the fields for Description of vehicle type/variant and select at least one country by using the “Add/Remove Member state” button. The Member states are selected by radio buttons that can be activated and deactivated as shown in Figure 97: Member State(s) selection. Select “Whole EU” when there is no national rule applicable to the vehicle and only the Agency needs to perform the assessment.

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

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

Save

Cancel

Figure 97: Member State(s) selection

After saving the selection, the applicant may characterise each Member State as Border Station or not and should provide detailed information about the Network(s) per MS as shown below in Figure 98 and Figure 99.

Figure 98: Authorisation Details – Member State details

Figure 99: Authorisation Details – Border Station details

For each NSA the user can select whether it is Border Station or not by enabling the switch button, as shown in Figure 75. Upon the Border Station selection, the respective NSA tab will be moved at the end of the NSA tabs sequence and it will be marked with the icon of Figure 100 below.



Figure 100: Border Station icon

The applicant may also introduce “Information about the vehicle”. For Vehicle identification the user may select an “Identifier” and introduce the value corresponding to the selected identifier. In addition, a number of “Registration entity recipients” may be introduced. The registration entity recipients will be notified of the decision when it will be delivered to the Applicant.

Figure 101: Information about the vehicle

For the combined authorisation cases offered by the system, “First Authorisation and Authorisation in conformity to type” and “New Authorisation and Extended area of use authorisation” the user must introduce the required information for both authorisations requested, as shown in Figure 102: Authorisation Details – Combined Authorisation case for First Authorisation and Authorisation in conformity to type .

 Authorisation description

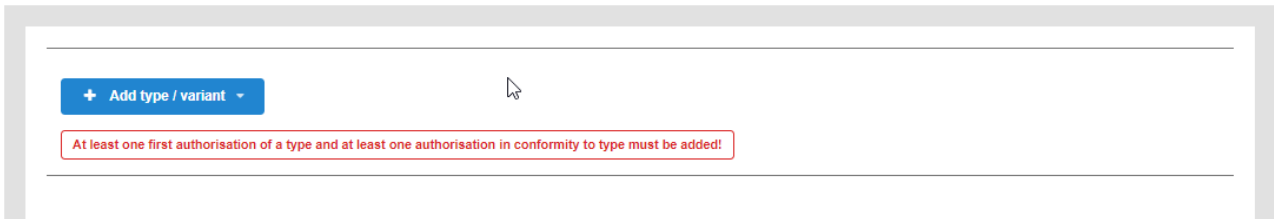


Figure 102: Authorisation Details – Combined Authorisation case for First Authorisation and Authorisation in conformity to type

The applicant may provide also, the relevant information about the description of a vehicle type. The user may fill in the Type ID and the type name of the vehicle. Also, he/she can delete the type, if he/she selects the (-) button.

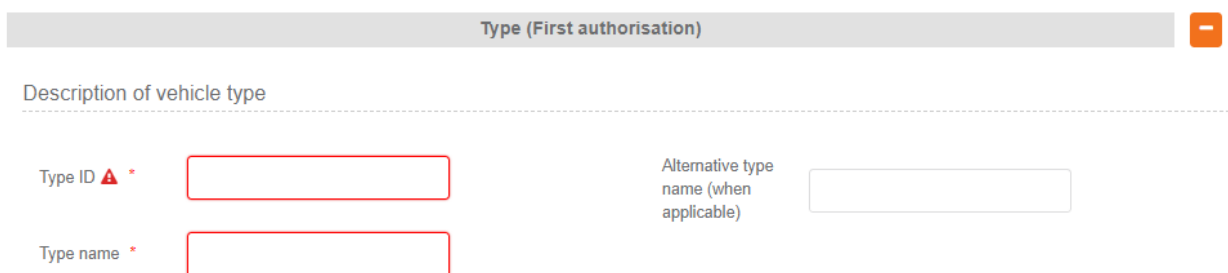


Figure 103: Description of vehicle type (First authorisation)

The last step in this Authorisation details step is the selection of the “Issuing Authority”. If the Applicant has introduced a number of Member States, within the Type/Variant(s), then the system sets this value automatically to “European Union Agency for Railways”, as shown in Figure 104: Issuing Authority. The applicant may choose to use the “National Safety Authority”, only if all introduced Type/Variant(s) address one and the same Member State, in which case the Member State is the issuing authority.

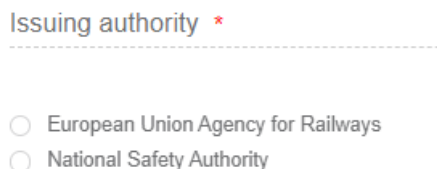


Figure 104: Issuing Authority

To move to the next step “Save & next step” is selected as shown in Figure 63: Save and next step, and the form is saved. In addition the system allows the user to visit the previous step of the wizard by selecting “Previous step” button, shown in Figure 70: Previous step.

#### 4.1.2.4 Documentation

In this step of the wizard as shown in Figure 105: Application documentation, the Applicant must provide the documentation relevant to the Authorisation case selected in the first step. The list of folders as appear in this step stem from Annex I of the implementing act ([Commission Implementing Regulation \(EU\) 2018/545 of 4 April 2018 establishing practical arrangements for the railway vehicle authorisation and railway vehicle type authorisation process](#)).

## Application Documentation

Please upload here the documentary evidence supporting your application

Show document descriptions

- ✓ Description of the vehicle type and-or vehicle(s) to be authorised (art. 23.a) +
- ✓ Authorising entity and authorisation case or cases chosen (art. 23.b) +
- ✓ Intended area of use (art. 23.c) +
- ✓ Anticipated conditions of use of the vehicle and other restrictions (art. 23.d) +
- ✓ Planning (art. 23.e) +
- ✓ Identification of the methodology for the requirements capture (art. 23.f) +
- ✓ Rules and requirements identified (art. 23.g) +
- ✓ Conformity assessments, modules and ISV (art. 23.h) +
- ✓ Practical arrangements for tests on the networks (art. 23.i) +
- ✓ Contents of the documentation to be submitted for the vehicle type authorisation and-or vehicle(s) APOM(s) (art. 23.j) +
- ✓ Language to be used during the authorisation process (art. 23.k) +
- ✓ Proposed applicant's organisation for the VA process (art. 23.l) +
- ✓ Changes justifying an update of the pre-engagement baseline (art. 24.3) (If applicable) +
- ✓ Other +

Figure 105: Application documentation

Detailed instructions for the applicant document upload process and the editing of document information can be found in Chapters 6.1 and 6.2, respectively..

To move to the next step “Save & next step” is selected as shown in Figure 63: Save and next step, and the form is saved. In addition the system allows the user to visit the previous step of the wizard by selecting “Previous step” button, shown in Figure 70: Previous step.

#### 4.1.2.5 Sign & submit application

In this last step of the wizard the user can review the application form prior to submitting it, as shown in Figure 106: Review application.

Sign and submit the application

PRE-ENGAGEMENT DESCRIPTION

Applicant's information

Contact person's information

Authorisation case

Legal denomination	<input type="text"/>	Postal code	<input type="text"/>
Applicant's name	<input type="text"/>	Country	<input type="text"/>
Acronym	<input type="text"/>	Phone	<input type="text"/>
VAT number	<input type="text"/>	Email	<input type="text"/>
National registration number	<input type="text"/>	Fax	<input type="text"/>
Street address	<input type="text"/>	Website	<input type="text"/>
City	<input type="text"/>	Other relevant Information	<input type="text"/>

AUTHORISATION DETAILS

Authorisation type(s) and variant(s)

Issuing authority

DOCUMENTATION

Show document descriptions

- Description of the vehicle type and/or vehicle(s) to be authorised (art. 23.a)
- Authorising entity and authorisation case or cases chosen (art. 23.b)
- Intended area of use (art. 23.c)
- Anticipated conditions of use of the vehicle and other restrictions (art. 23.d)
- Planning (art. 23.e)
- Identification of the methodology for the requirements capture (art. 23.f)
- Rules and requirements identified (art. 23.g)
- Conformity assessments, modules and ISV (art. 23.h)
- Practical arrangements for tests on the networks (art. 23.i)
- Contents of the documentation to be submitted for the vehicle type authorisation and/or vehicle(s) APOM(s) (art. 23.j)
- Language to be used during the authorisation process (art. 23.k)
- Proposed applicant's organisation for the VA process (art. 23.l)
- Changes justifying an update of the pre-engagement baseline (art. 24.3) (If applicable)
- Other

sample.pdf

Figure 106: Review application

The application form is presented in read-only mode, any changes can only be made in the relevant sections of the application form. To go back to the previous step, select “Previous step” as shown in Figure 70: Previous step. To submit the application, select “Submit”.

## 4.2 Single Safety Certificate (SSC)

### 4.2.1 Single Safety Certificate

#### 4.2.1.1 Create a new application

This section explains how an applicant user of the system can create and prepare a SSC application file. The available Single Safety Certificates types are:

- New Single Safety Certificates
- Update of Single Safety Certificate(s)
- Renewal of Single Safety Certificate(s)

For detailed description on the above cases, it is recommended that the reader refers to the relevant Regulation and Directives of the EU and the Practical Arrangements as describe in the agency’s website: [Single Safety Certificates \(SSC\)](#).

Only applicant users can create applications. In the “Main page – Applications list”, select “New” and then “Apply for a Single safety certificate” as shown in Figure 107: Create Certificate application.

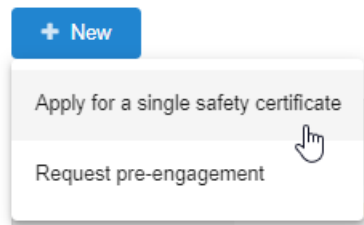


Figure 107: Create Certificate application

The system displays a wizard, splitting in steps the creation of an application file in a form of a status bar, showing the steps that must be completed to submit the application as shown in Figure 108: Progress bar of s SSC application. By selecting “Hide progress bar” the wizard is hidden.



Figure 108: Progress bar of s SSC application

The colour of the progress bar per step indicates if the application is incomplete or there are mandatory fields missing (red colour) or if it is completed and verified by the system (green colour).

There are a number of fields in each step that are flagged as mandatory, having a red asterisk (\*) in their label as shown in Figure 109: Mandatory fields.



Figure 109: Mandatory fields

In addition, for every field a tooltip is displayed, with relevant information on the meaning the value expected for the field as shown in Figure 110: Tooltip information.



Figure 110: Tooltip information

For all the mandatory fields the system expects the user to enter a value, and in case that any of them are not correctly filled by the user, the system identifies the field in error highlights it in red and displays the red alert icon as shown in Figure 111: Alerts and fields in error.



Figure 111: Alerts and fields in error

When a user will select to “Submit” the application in the last step of the wizard, if there are forms that are not correctly filled or there are required fields missing, the system displays the message shown in Figure 112: Error message validating the submission of an application, and the relevant wizard step has red colour. The user must return to the relevant step and correct all errors.

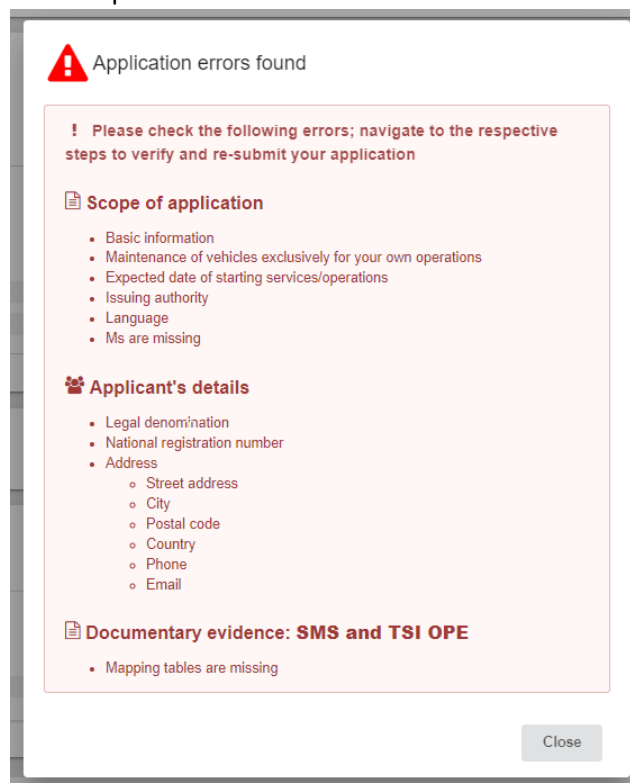
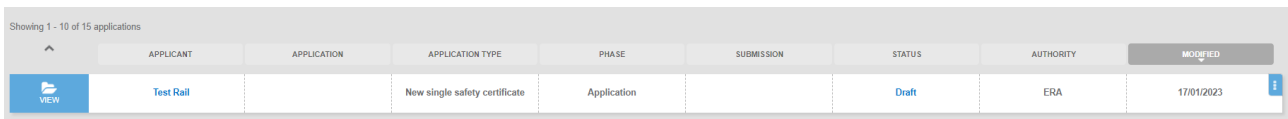


Figure 112: Error message validating the submission of an application

The user might select to navigate away from the wizard and continue the application preparation later. In this case the system allows the user to modify the draft application as found in the Application List, shown in Figure 113: Applications list with a draft application, by clicking the “View” button.



VIEW	APPLICANT	APPLICATION	APPLICATION TYPE	PHASE	SUBMISSION	STATUS	AUTHORITY	MODIFIED
	Test Rail		New single safety certificate	Application		Draft	ERA	17/01/2023

Figure 113: Applications list with a draft application

The Applicant follows the below steps to create an application:

- Scope of Application
- Applicant’s Contact Details
- Documentary Evidence-SMS Part (Part I)
- Documentary Evidence (Part II)
- Other Administrative Documents
- And finally, Submit Application

The information contained in all the above forms stems from the Annexes of the Practical Arrangements found in the ([Commission Implementing Regulation \(EU\) 2018/545 of 4 April 2018 establishing practical arrangements for the railway vehicle authorisation and railway vehicle type authorisation process](#)).

#### 4.2.1.2 Scope of application

In this first step of the wizard as shown in Figure 114: Scope of application, the Applicant must fill in information in regards to Scope of application, basic information, Members State concerned with the intended area of operation and issuing authority.

Basic information\*

---

Type of application \*

EIN of the previous certificate(s) \*

Pre-engagement  Yes  No

Expected date of starting services/operations \*

Verification of compliance with Annex II to ECM Regulation through the safety certification process? \*  Yes  No

Member State(s) concerned with the intended area of operation (select one or more)\*

Issuing authority \*

European Union Agency for Railways

National Safety Authority

Language \*

Figure 114: Scope of application

In the Basic information part (Scope of application), the user is asked to select the “Type of application” as shown in Figure 115: Type of application and according to the available types. All mandatory fields are clearly marked by red asterisk (\*).

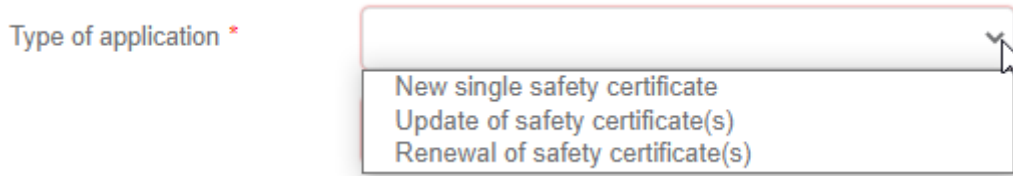


Figure 115: Type of application

The system also displays the option to link this application to a pre-engagement. If the user selects “Yes” then the system requires the pre-engagement id as shown in Figure 116: Pre-engagement id and when an application is linked to a previous one, either a closed pre-engagement or a formal application in any status, the previous application file is copied and is available for further editing to the applicant.

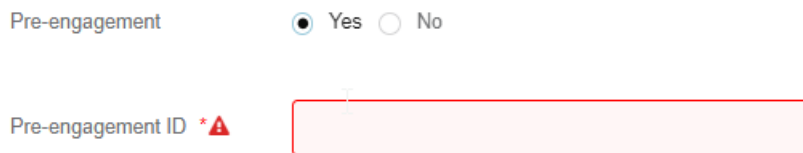


Figure 116: Pre-engagement id

The system provides to the user the option to select the expected date of starting service.

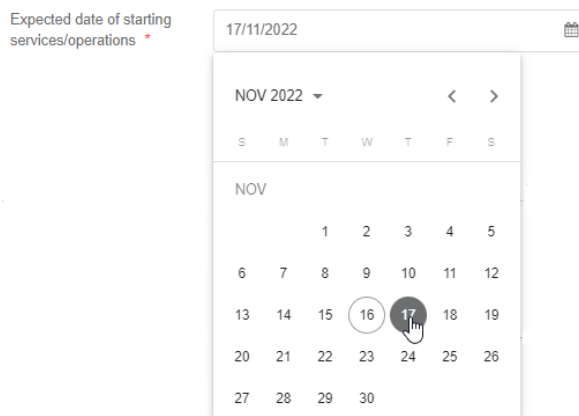


Figure 117: Expected date of starting service(s) operations

The applicant selects at least one country by using the “Add/Remove Member state” button. The Member states are selected by radio buttons that can be activated and deactivated as shown in Figure 118: Member State(s) selection.

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

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

Figure 118: Member State(s) selection

After saving the selection, detailed information that need to be filled in about each member state is displayed as shown below in Figure 119 and Figure 120.

**Austria** | Germany

Operations in the selected Member State are limited to border station(s)

Type of operation requested (select one or more)\*  
Select at least one or more services requested

Passenger transport  
 Including high speed services     Excluding high speed services

Freight transport

Shunting only

Other

Rail transport operations

Definition of the intended area of operation \*

Test area

Figure 119: Type of operation requested

Austria Germany

Operations in the selected Member State are limited to border station(s)

Type of operation requested (select one or more)\*  
Select at least one or more services requested

Passenger transport  
 Including high speed services  Excluding high speed services

Freight transport

Shunting only

Other

Rail transport operations

Border station(s) in the selected Member State to which operations are limited \*

Test BD

Figure 120: Type of operation requested (Border Station)

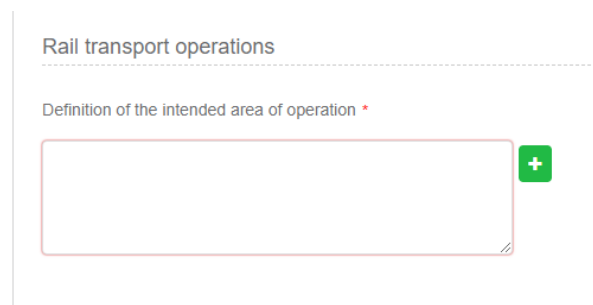
For each NSA the user can select whether it is Border Station or not by enabling the switch button, as shown in Figure 120: Type of operation requested (Border Station). Upon the Border Station selection, the respective NSA tab will be moved at the end of the NSA tabs sequence and it will be marked with the icon of Figure 121: Border Station . Also, the applicant can select at least one or more services requested which are shown in Figure 119: Type of operation requested and Figure 120: Type of operation requested (Border Station). If the applicant selects the “Passenger transport” or the “Freight transport” button, the system displays the options “Including” and “Excluding” with default value “Excluding”.



Figure 121: Border Station icon

If the applicant selects the “Shunting only” or the “Other” the system displays a text box where the applicant can provide additional information, e.g. if shunting operations include/exclude wagons of dangerous goods or not, if they are going to be provided within the stations or in the isolated industrial areas.

The user can add or remove Definition of the area of operation and neighbouring countries as shown in Figure 122: Rail transport operations (the applicant can explain in the text area e.g. the whole network or specific lines, in each Member State where relevant). In case of Border Station NSA the user can add information about the MS to which the operations are limited, as shown in Figure 123: Rail transport operations (Border Station)

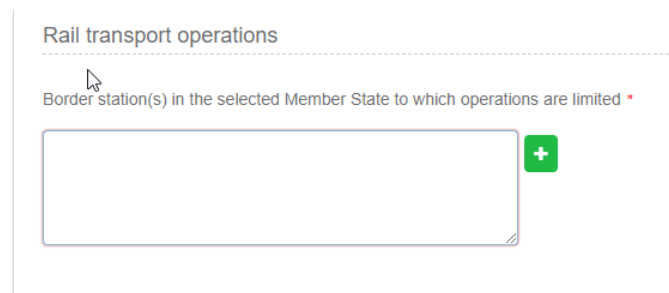


Rail transport operations

Definition of the intended area of operation \*

[Empty text box with a green '+' button]

Figure 122: Rail transport operations



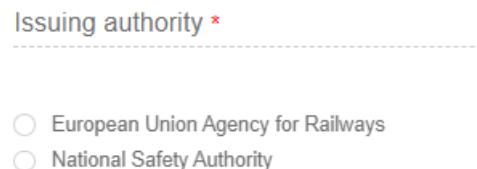
Rail transport operations

Border station(s) in the selected Member State to which operations are limited \*

[Empty text box with a green '+' button]

Figure 123: Rail transport operations (Border Station)

The last step in wizard of Scope of application, is the selection of the “Issuing Authority”. If the applicant has selected more than one Member States, only one is allowed to not be characterised as Border Station, in order for this specific one to be allowed to act as issuing authority. In case there are more than one MSs that are not characterized as Border Stations then, by default, the issuing authority is ERA as shown in Figure 124: Issuing Authority.



Issuing authority \*

European Union Agency for Railways

National Safety Authority

Figure 124: Issuing Authority

The Applicant must also select the Language, in which the decision will be issued, shown in Figure 125: Language.



Language \*

[Empty dropdown menu]

Figure 125: Language

To save and move to the next step of the application file wizard, the applicant may select “Save and next step” button, shown in Figure 126: “Save and next” button.

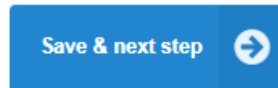


Figure 126: "Save and next" button

To save the application, the applicant clicks on the "Save" button.



Figure 127: "Save" button

If the user selects the "Save" or the "save and next" buttons, the system saves the changes and displays the below confirmation message:

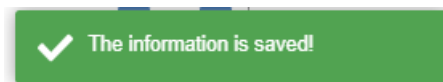


Figure 128: Confirmation message

To stop editing the application and go to the main menu "Exit" button is selected, shown in Figure 129: Discard application- "Exit" button.



Figure 129: Discard application- "Exit" button

If there is unsaved information a warning message is displayed to the user about loss of unsaved information as shown in Figure 130: Warning message about unsaved information loss.

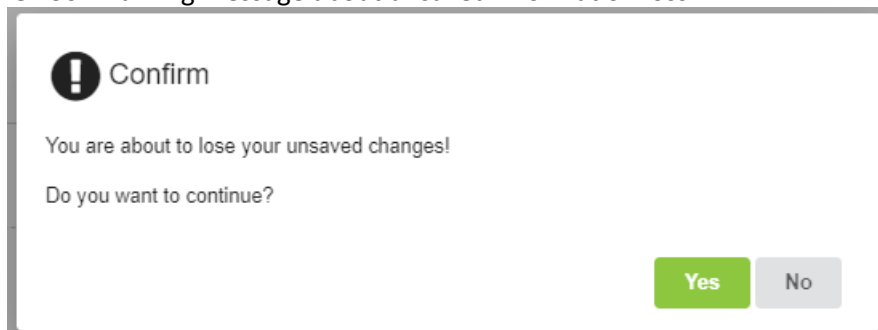


Figure 130: Warning message about unsaved information loss

#### 4.2.1.3 Applicant's Contact Details

In this second step of the wizard as shown in Figure 131 and Figure 132, the Applicant must fill in information in regards to Applicant's information, Contact person's information (General contact), Contact person's information (Financial contact), Billing Information.

Applicant's details

**Applicant's information**

Legal denomination *	<input type="text"/>	Country *	<input type="text" value="▼"/>
Acronym	<input type="text"/>	Phone *	<input type="text"/>
VAT number *	<input type="text"/>	Email *	<input type="text"/>
National registration number *	<input type="text"/>	Fax	<input type="text"/>
Street address *	<input type="text"/>	Website	<input type="text"/>
City *	<input type="text"/>		
Postal code *	<input type="text"/>		

---

**Contact person's information (General contact)**

First name *	<input type="text" value="OSS DEV"/>	Country *	<input type="text" value="▼"/>
Last name *	<input type="text" value="Applicant"/>	Phone *	<input type="text"/>
Title	<input type="text" value="▼"/>	Email *	<input type="text" value="oss.dev.applicant@hotmail.com"/>
Language(s) spoken *	<input type="text" value="▼"/>	Fax	<input type="text"/>
Street address *	<input type="text"/>		
City *	<input type="text"/>		
Postal code *	<input type="text"/>		

Figure 131: Applicant's details – Part 1

Contact person's information (Financial contact)

Financial contact is the same as General contact

First name *	<input type="text"/>	Country *	<input type="text" value="▼"/>
Last name *	<input type="text"/>	Phone *	<input type="text"/>
Title	<input type="text" value="▼"/>	Email *	<input type="text"/>
Language(s) spoken *	<input type="text" value="▼"/>	Fax	<input type="text"/>
Street address *	<input type="text"/>		
City *	<input type="text"/>		
Postal code *	<input type="text"/>		

---

**Billing Information**

Billing Information is the same as Applicant's Information

Legal denomination *	<input type="text"/>	Country *	<input type="text" value="▼"/>
Acronym	<input type="text"/>	Phone *	<input type="text"/>
VAT number *	<input type="text"/>	Email *	<input type="text"/>
National registration number *	<input type="text"/>	Fax	<input type="text"/>
Street address *	<input type="text"/>	Website	<input type="text"/>
City *	<input type="text"/>		
Postal code *	<input type="text"/>		
Purchase order number or other billing requirements	<input type="text"/>		

Figure 132: Applicant's details – Part 2

The Applicant must provide the Applicant’s information and address details. Contact person information is already filled in with information that exists as part of the user profile and allows for editing by the user. All mandatory fields are clearly marked by red asterisk (\*).

In addition, the system allows the user to visit the previous step of the wizard by selecting “Previous step” button, shown in Figure 133: “Previous step” button.



Figure 133: “Previous step” button

#### 4.2.1.4 Documentary evidence

In this step of the wizard, in the section “SMS Evidence” as shown in Figure 134: Documentary evidence SMS part “New” type of application, the applicant must provide the documentation. The applicant can upload any documents needed for the application by selecting the “+” button relevant to each folder. The documentary evidence provides description of the safety management system and other relevant documents and map them with relevant requirements.

Documentary evidence: SMS and TSI OPE

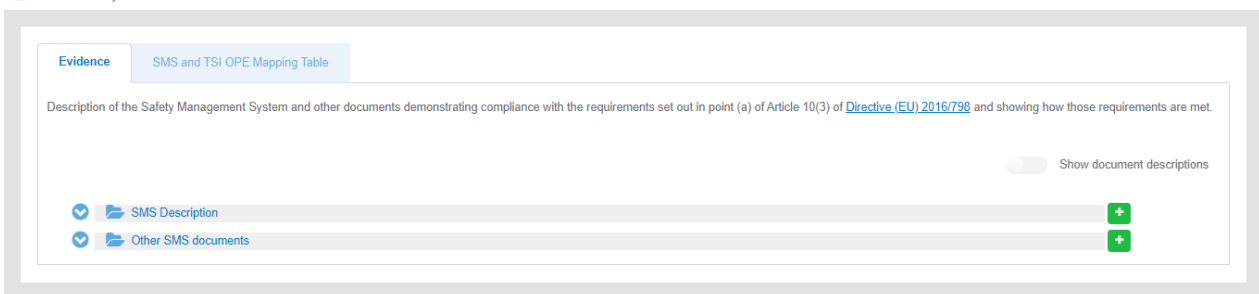


Figure 134: Documentary evidence SMS part “New” type of application

If the applicant selects the options “Update” or “Renewal” in the Type of application as shown in Figure 135: Documentary evidence SMS part “Update or Renewal” type of application, the system displays an extra folder in Documentary evidence wizard the “SMS Description of changes” folder as shown in Figure 135: Documentary evidence SMS part “Update or Renewal” type of application.

Documentary evidence: SMS and TSI OPE

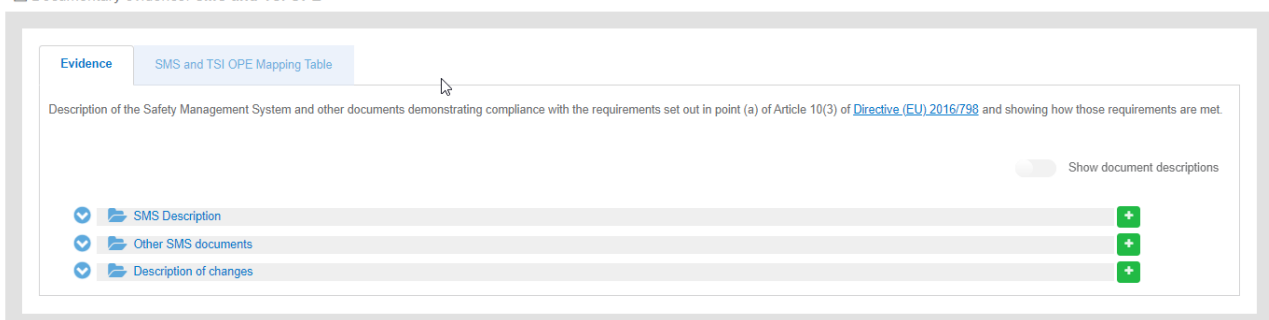


Figure 135: Documentary evidence SMS part “Update or Renewal” type of application

Detailed instructions for the applicant document upload process and the editing of document information can be found in Chapters 6.1 and 6.2, respectively.

To move to the next step “Save & next step” is selected as shown in Figure 58: Save and next step, and the form is saved. In addition the system allows the user to visit the previous step of the wizard by selecting “Previous step” button, shown in Figure 65: Previous step.

The applicant selects “Show document descriptions” button. The systems then, displays the details of the uploaded files (size, title, and reference-description).

Documentary evidence: SMS and TSI OPE

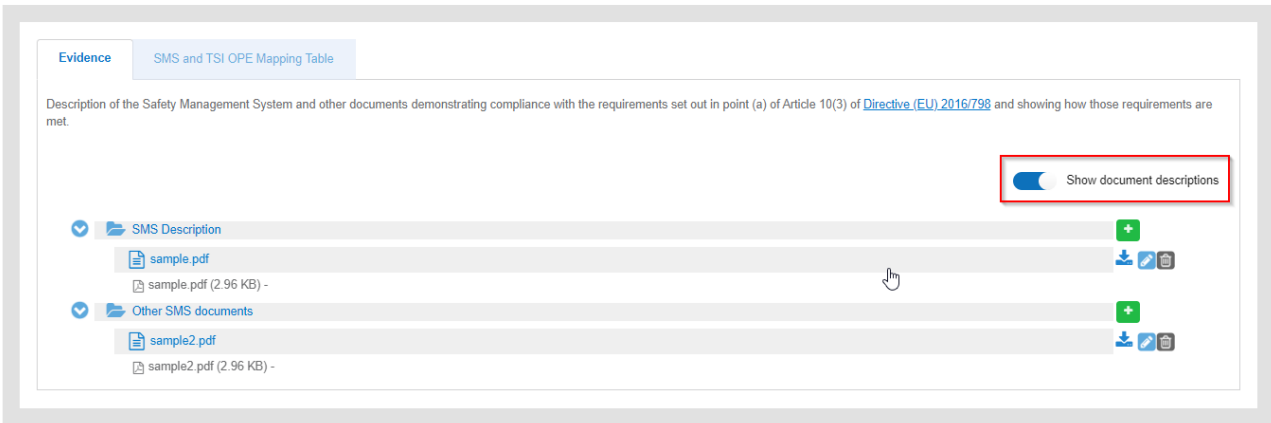


Figure 136: Documentary evidence – “Show document description radio button

In the “SMS Mapping Table” section of the wizard, the applicant is asked to insert more information about the uploaded files and to provide description of the safety management system and map them with relevant requirements.

Specifically, the user is required to provide relevant information e.g. the title of the document (name/version/date) or link to the uploaded document, the reference inside the document as shown in Figure 137: “SMS Mapping Tables” tab. The user may reference more than one file for each assessment aspect, by using the “+”. It can be removed by using the “-”. The documentary evidence-SMS Mapping table is a drop-down list that includes all the folders and added files in the previous tab.

Documentary evidence: SMS and TSI OPE

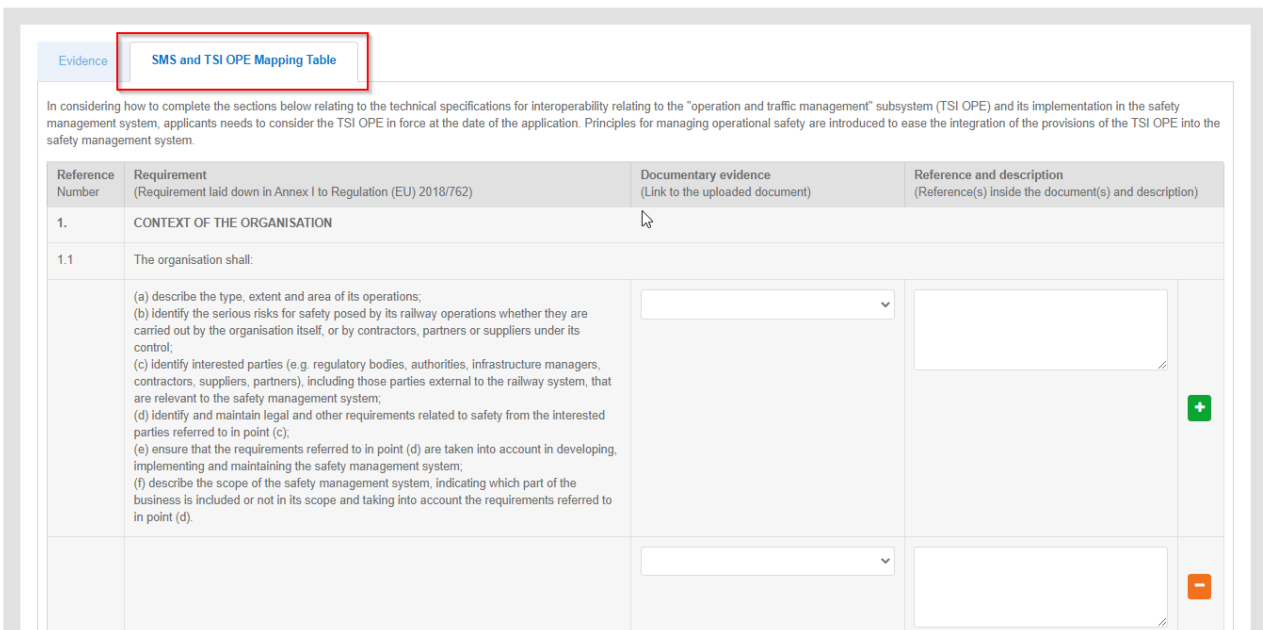


Figure 137: “SMS Mapping Tables” tab

#### 4.2.1.5 National Part

As above, in this step of the wizard, as shown in Figure 138: Documentary evidence, the applicant may provide the documentation.

The documentary evidence provides additional documents demonstrating how the relevant national rules are met and map them with these rules. The applicant can also upload and delete documents in the relevant folder “Evidence for National Part” by using the relevant buttons on the right and also edit the title and the description of the uploaded files, on the tab “Documents (National part) following the same procedure as described in [Documentary evidence](#).

Documentary evidence: **National part**

Figure 138: Documentary evidence

Also, the user may select two methods on the “Mapping Table of NSA” tab: “Fill in the web form” and “Import Mapping Table file” as shown in Figure 139: Mapping Table (NSA).

Documentary evidence: **National part**

Figure 139: Mapping Table (NSA)

In the first option “ Fill-in the web form”, the user can use the web form to fill in the Mapping table and specifically, the user can add a reference to the applicable notified national safety rule, can add a headline of the requirement laid down in the applicable notified national safety rule, the title of the document with a name, version etc or link to the uploaded document, and finally can add a reference and a description inside the document as shown in Figure 140: Fill- in the web form screen.

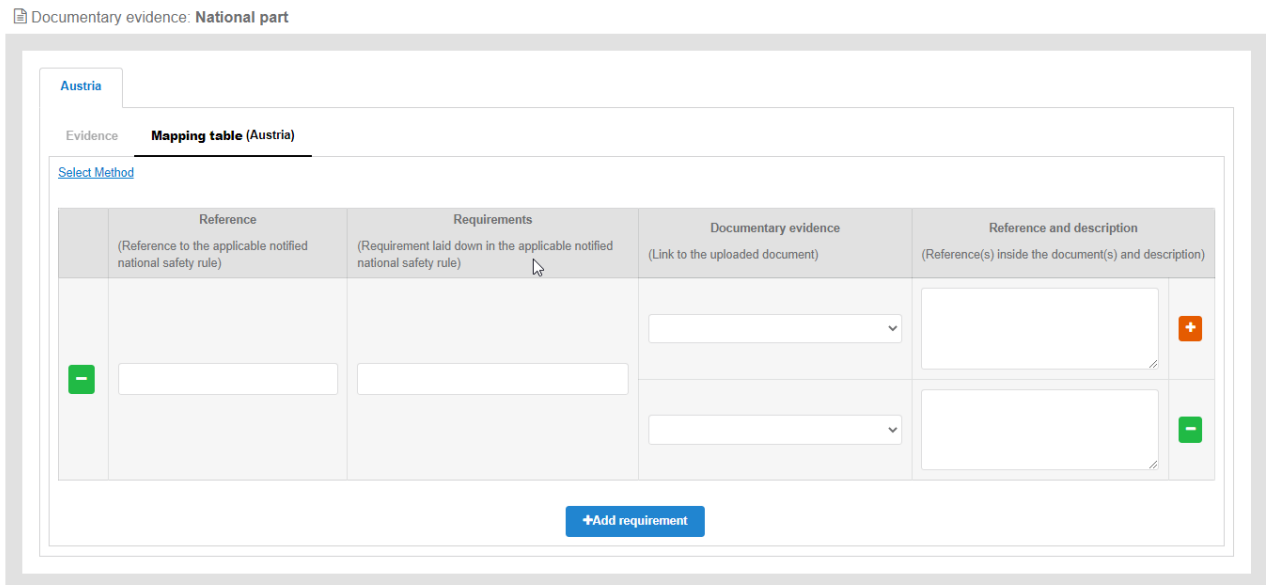


Figure 140: Fill- in the web form screen

The user may reference more than one file for each assessment aspect, by using the “+”. It can be removed by using the “-”. The documentary evidence is a drop-down list that includes all the folders and added files in the SMS evidence tab in this step.

In the second option “Import Mapping Table file”, the applicant can upload the filled-in copy of his Mapping Table in the document format, in the folder “Mapping Table” as shown in Figure 141: Import Mapping Table file screen. The process for the uploading files is described in [Documentary evidence](#).

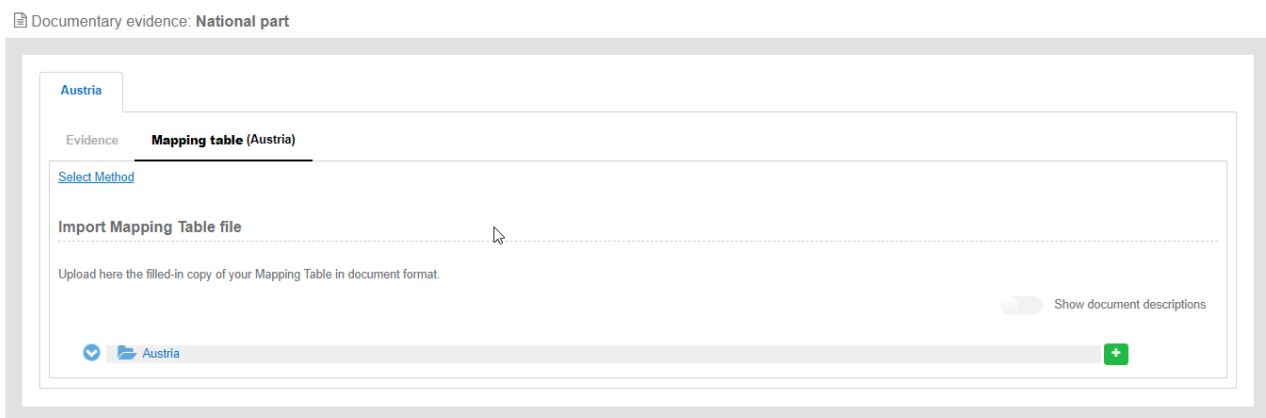


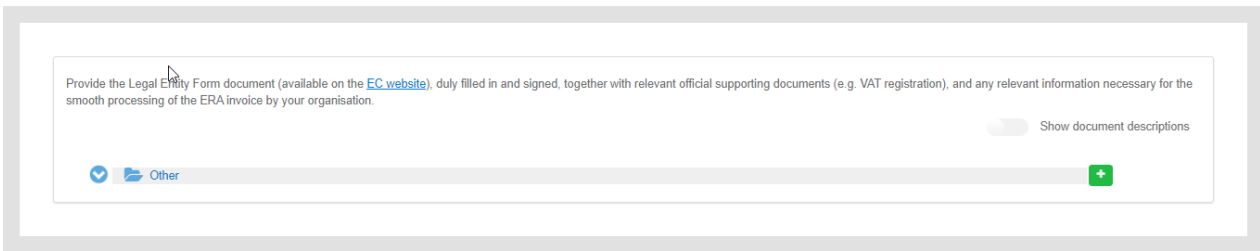
Figure 141: Import Mapping Table file screen

#### 4.2.1.6 Other Administrative Documents

As above, in this step of the wizard, as shown in Figure 142: Other Administrative Documents, the applicant may provide other relevant documents for the application.

The applicant can also upload and documents in the relevant folders by using the relevant buttons on the right following the same procedure as describes in [Documentary evidence](#). Also, the applicant can edit the title and the description of the uploaded files by using the button “Document info” on the right.

## Other administrative documents



Provide the Legal Entity Form document (available on the [EC website](#)), duly filled in and signed, together with relevant official supporting documents (e.g. VAT registration), and any relevant information necessary for the smooth processing of the ERA invoice by your organisation.

Show document descriptions

Other

Figure 142: Other Administrative Documents

#### 4.2.1.7 Submit application

In this last step of the wizard the user can review the application form prior to submitting it, as shown in Figure 143: Review application.

Sign and submit the application

**Scope of application**

Type of application	New single safety certificate	Expected date of starting services/operations	17-11-2022
Pre-engagement	No	Area of operation	Austria
Maintenance of vehicles exclusively for your own operations	Yes	Issuing authority	European Union Agency for Railways
Member State(s) concerned with the intended area of operation (select one or more)	Austria	Language	English
Type of operation requested (select one or more)	Passenger transport (Excluding high speed services )	Definition of the intended area of operation	This is a text for the area of operation.

**Applicant's details**

Applicant's information
Contact person's information

Legal denomination	Fake rail	Postal code	111222
Acronym		Country	Austria
VAT number		Phone	+306971111111
National registration number	5555555555	Email	osstestera@hotmail.com
Street address	Street 1	Fax	
City	City 1	Website	
		Financial contact	

**Documentary evidence: SMS part**

Evidence
SMS and TSI OPE Mapping Table

Show document descriptions

- ✓

SMS Description

sample.pdf
↓
- ✓

Other SMS documents

sample2.pdf
↓

**Documentary evidence: National part**

Austria
Mapping table (Austria)

Show document descriptions

- ✓

Evidence for national part (Austria)

**Other administrative documents**

Show document descriptions

- ✓

Other

Figure 143: Review application

The application form is presented in read-only mode, any changes can only be made in the relevant sections of the application form. To go back to the previous step, select “Previous step” as shown in Figure 133: “Previous step” button. To submit the application “Submit” as shown in Figure 144: Submit button.



Figure 144: Submit button

After the submission, the system sends an Acknowledgement of receipt (PDF letter), which is stored in the “Formal communication” folder of the application Library as shown in Figure 145: Acknowledgment of receipt in application Library. This is a receipt that the submission is successful.

S-20260619-006

Applicant(s): Legal Denomination Test | Application type: New single safety certificate | Submitted on: 19/06/2026 03:18 PM | Created by: OSS DEV Applicant | Modified on: 19/06/2026 03:18 PM | Contact person: OSS DEV Applicant | Issuing authority: European Union Agency for Railways | Application status: Submitted

Application issues Project team Dashboard Library Event Log

Application file size: 2.21 MB (0.01% of 20.00 GB) Show document descriptions

Title	Created by	Created on	Last modified
Application File			v1.0
Assessment file			
Issues log			
Formal communication (External)			
Acknowledgment of Receipt.pdf	OSS DEV Applicant	19/06/2026	19/06/2026
Management			
Project team			
Dashboard			
Warnings			
Events log			
Other documents			

Figure 145: Acknowledgment of receipt in application Library

After the submission, the Assessment process of the application will start. During this operation, the applicant will receive an “Acknowledgment of Completeness” (PDF letter), which indicates that the application file is completed as required and the assessment process has been started. The pdf letter mentioned above, is stored in the “Formal Communication” folder which is shown in Figure 146: Acknowledgment of Completeness in application Library.

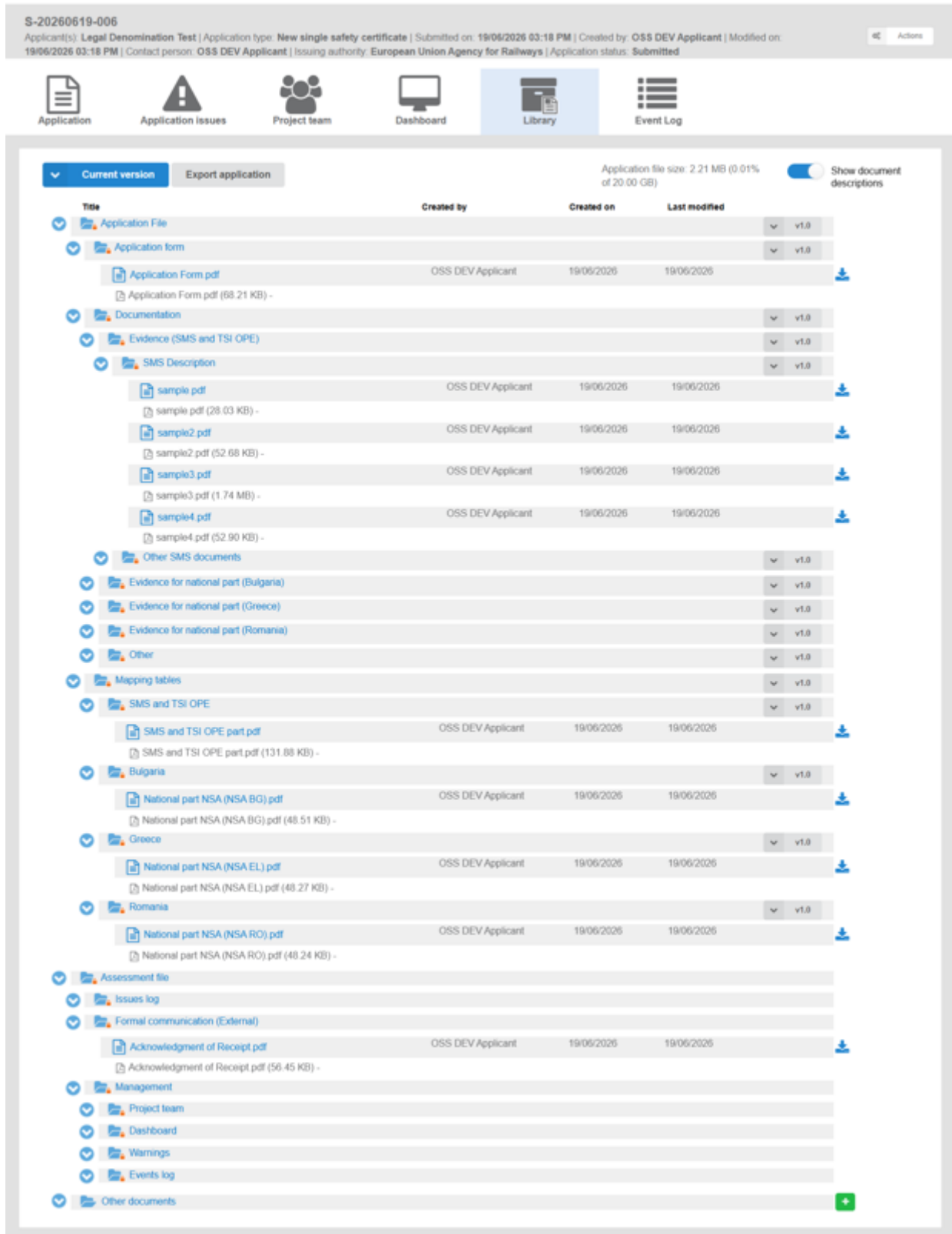


Figure 146: Acknowledgment of Completeness in application Library

#### 4.2.2 Pre engagement

This section explains how an applicant user of the system can create and prepare a SSC pre-engagement (PE) application file.

It is highly recommended that the applicant requests pre-engagement through the one-stop shop before submitting its application for a single safety certificate (new, update and renewal) in order to help understand what is expected and to mitigate at the earliest possible stage the risks of delays in issuing the single safety certificate which could impair business continuity. The pre-engagement is aimed at:

- Facilitating early contact;
- Developing the relationship between assessor(s) and applicant;
- Gaining familiarity with applicant’s safety management system; and
- Verifying that the applicant has been provided with sufficient information to know what is expected, the way the assessment process will be conducted and how decisions will be made.

The pre-engagement stage is not mandatory for the applicant but is recommended as it mitigates potential risks at the assessment stage and facilitates the assessment process itself. If he/she wishes, the applicant can still submit his application for a single safety certificate without pre-engagement. However, if the applicant requests a pre-engagement, the different authorities for the area of operation are required to participate.

The application file is the same as in the formal SSC process, but it is not mandatory to submit the Documentation and the Mapping Tables in SSC pre-engagement (PE).

In order to create a SSC pre-engagement (PE), the applicant should select the request pre- engagement option (second option) in Figure 107: Create Certificate application.

### 4.3 Trackside Approval projects (TA)

#### 4.3.1 Request for ERTMS trackside approval

##### 4.3.1.1 Create a new application

This section explains how an applicant user of the system can create and prepare an ERTMS Trackside Approvals application file.

Only applicant users can create applications. In the “Main Page-Applications list”, select “New” and then “Apply for a trackside approval decision, as shown in Figure 147: Create request for ERTMS trackside approval – “New” button.

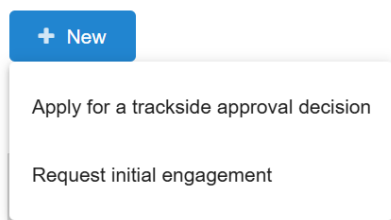


Figure 147: Create request for ERTMS trackside approval – “New” button

The system displays a wizard, splitting in steps the creation of an application file in a form of a status bar, showing the steps that must be completed to submit the application as shown in Figure 148: Progress bar of a TA application. By selecting “Hide progress bar” the wizard is hidden.

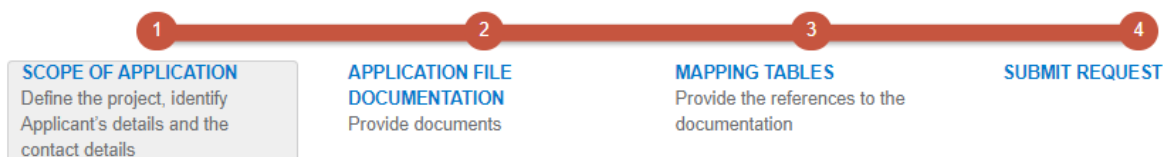


Figure 148: Progress bar of a TA application

The colour of the progress bar per step indicates if the application is incomplete when there are mandatory fields missing (red colour) or if it is completed and verified by the system (green colour).

There are a number of fields in each step that are flagged as mandatory, having a red asterisk (\*) in their label as shown in Figure 149: Mandatory fields.

Last name \*

Figure 149: Mandatory fields

In addition, for every field a tooltip is displayed, with relevant as shown in Figure 150: Tooltip information.

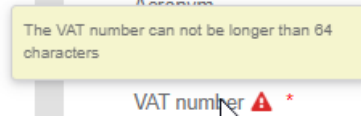


Figure 150: Tooltip information

For all the mandatory fields the system expects the user to enter a value, and in case that any of them are not correctly filled by the user, the system identifies the field in error highlights it in red and displays the red alert icon as shown in Figure 151: Alerts and fields in error.

Phone  \*

Figure 151: Alerts and fields in error

When a user will select to “Submit” the application in the last step of the wizard, if there are forms that are not correctly filled or there are required fields missing, the system displays the message shown in Figure 152: Error message validating the submission of an application, and the relevant wizard step has red colour. The user must return to the relevant step and correct all errors.

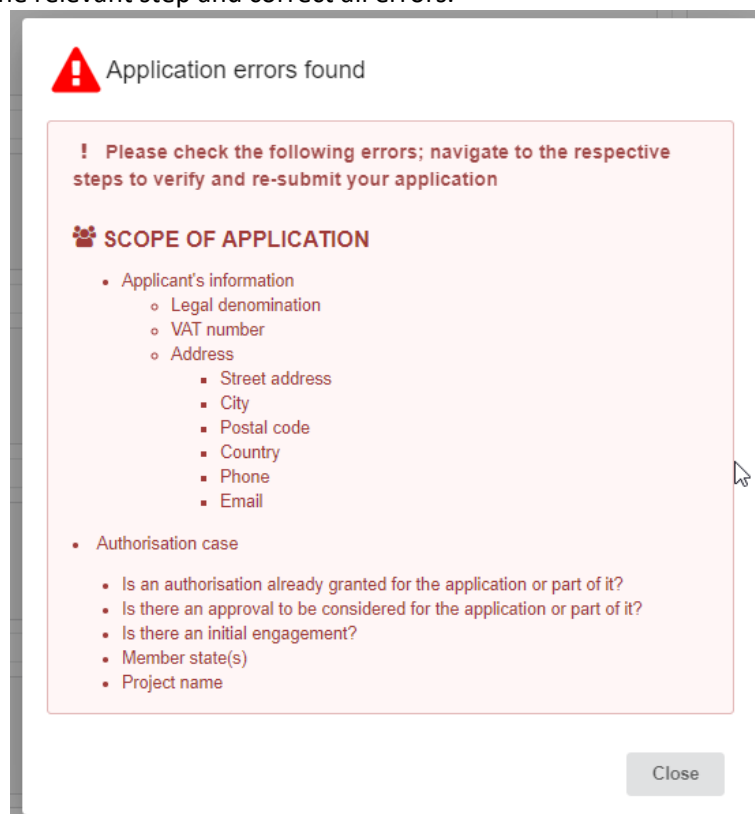


Figure 152: Error message validating the submission of an application

The user might select to navigate away from the wizard and continue the application preparation later. In this case the system allows the user to modify the draft application as found in the Application List, shown in Figure 153: Applications list with a draft application, by clicking the “View” button.

APPLICANT	APPLICATION	PROJECT NAME	SUBMISSION	STATUS	AREA	MODIFIED
Test applicant				Draft		16/11/2022

Figure 153: Applications list with a draft application

The Applicant follows the below steps to create an application:

- Scope of Application
- Application File Documentation
- Mapping Tables
- Submit Request

#### 4.3.1.2 Scope of application

In this first step of the wizard as shown in Figure 154: Scope of application, the Applicant defines the project, identify the Scope of application and specifically, fills the form of the applicant’s information, contact person’s information (General contact), Contact person's information (Financial contact), Billing Information and complete the authorisation case information including the concerned Member State(s).

Figure 154: Scope of application

The Applicant must provide the Applicant’s information and address details as shown in Figure 154: Scope of application. Contact person information is already filled in with information that exists as part of the user profile and allows for editing by the user. All mandatory fields are clearly marked by red asterisk (\*). In the Authorisation case part, the user is asked to select “Yes” or “No” complemented by any additional comments in three cases, as shown in Figure 155: Authorisation case information.

Authorisation case

---

Is an authorisation already granted for the application or part of it? \*  Yes  No

Comments

Is there an approval to be considered for the application or part of it? \*  Yes  No

Comments

Is there an initial engagement? \*  Yes  No

Comments

Figure 155: Authorisation case information

The applicant selects at least one country by using the “Add/Remove Member state” button. The Member states are selected by radio buttons that can be activated and deactivated as shown in Figure 156: Member State(s) selection.

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

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

Figure 156: Member State(s) selection

The user must also provide the name of the project as shown in Figure 157: Project name.

Project name \*

Figure 157: Project name

To save and move to the next step of the application file wizard, the applicant may select “Save and next step” button, shown in Figure 158: Save and next step.

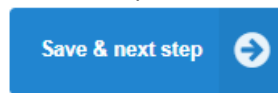


Figure 158: Save and next step

To stop editing the application and go to the main menu “Exit” button is selected, shown in Figure 159: Discard Application-Exit button.



Figure 159: Discard Application-Exit button

To save the application, the applicant clicks on the “Save” button.



Figure 160: “Save” button

If there is unsaved information a warning message is displayed to the user about loss of unsaved information.

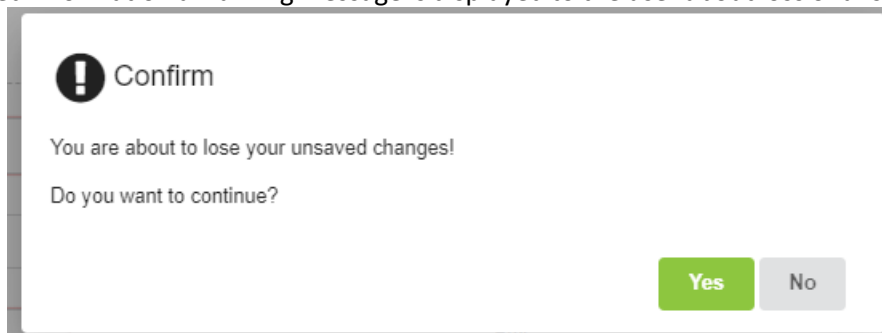


Figure 161: Warning message about unsaved information loss

#### 4.3.1.3 Application File Documentation

In this second step of the wizard as shown in Figure 162: Application Documentation, the Applicant must provide the application file documentation. The applicant can upload any document needed for the application by selecting the “+” button in the relevant folder. The Application File Documentation provides description of the system and other relevant documents.

##### Application Documentation

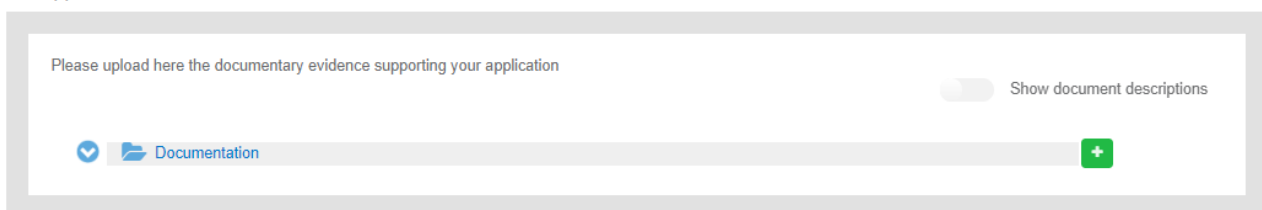


Figure 162: Application Documentation

Detailed instructions for the applicant document upload process and the editing of document information can be found in Chapters 6.1 and 6.2, respectively..

To move to the next step “Save & next step” is selected as shown in Figure 158: Save and next step. In addition, the system allows the user to visit the previous step of the wizard by selecting “Previous step” button, shown in Figure 163: Previous step.



Figure 163: Previous step

When the applicant selects “Show document descriptions” button, the system then displays the details of the uploaded files (size, title, and reference-description) as shown in Figure 164: Show document descriptions radio button.

Application Documentation

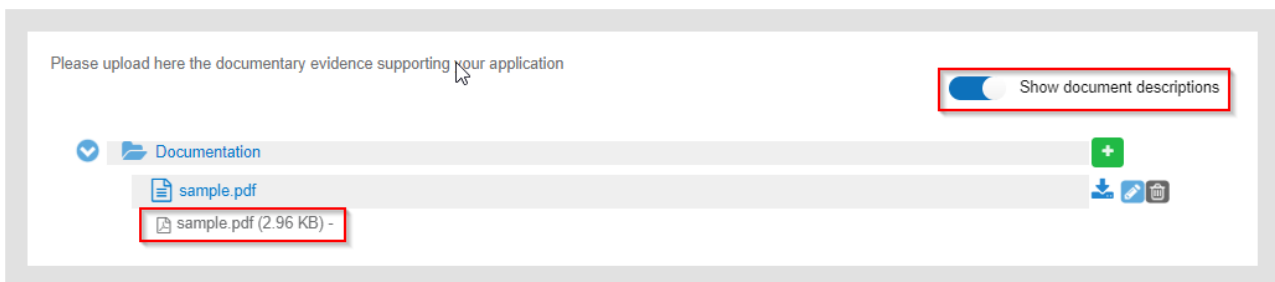


Figure 164: Show document descriptions radio button

#### 4.3.1.4 Mapping Tables

In the Mapping Tables step of the wizard, the applicant is asked to reference the provided documentation in the previous step for each item of the application file, as defined in the Application guide for the ERTMS trackside approval, as shown in Figure 165: Mapping Tables.

Application mapping table

	Application file items	Documentary evidence (Link to the uploaded document)	Reference and description (Reference inside the document and description)	Comments (Other information about the evidence and/or the reference)	
1	Application scope description (Project description)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	Evidence that the draft tender or contract or both include the relevant control-command and signalling TSI, and the necessary details on the baseline, releases or versions	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	Projects plan indicating deliverables, milestones and deadlines of the application	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	List of ERTMS functions to implement	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5	Demonstration that the risks impacting interoperability have been addressed	<input type="text"/>	<input type="text"/>	<input type="text"/>	
6	Engineering rules and operational test scenarios	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7	Test strategy and test plan	<input type="text"/>	<input type="text"/>	<input type="text"/>	
8	Conditions necessary for the technical and operational compatibility of the subsystem with the vehicles intended to operate in the trackside	<input type="text"/>	<input type="text"/>	<input type="text"/>	
9	A previous ERTMS trackside authorisation or opinions by an NSA, relevant for the technical solutions envisaged	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10	EC Certificates and EC Declarations of conformity of the interoperability constituents	<input type="text"/>	<input type="text"/>	<input type="text"/>	
11	EC Certificates and EC Declarations of verification of the trackside subsystem	<input type="text"/>	<input type="text"/>	<input type="text"/>	
12	National rules related to ERTMS that must be considered in the application scope	<input type="text"/>	<input type="text"/>	<input type="text"/>	
13	Exemption from the application of one or more TSIs or parts of them	<input type="text"/>	<input type="text"/>	<input type="text"/>	
14	Previous approval(s) identification	<input type="text"/>	<input type="text"/>	<input type="text"/>	

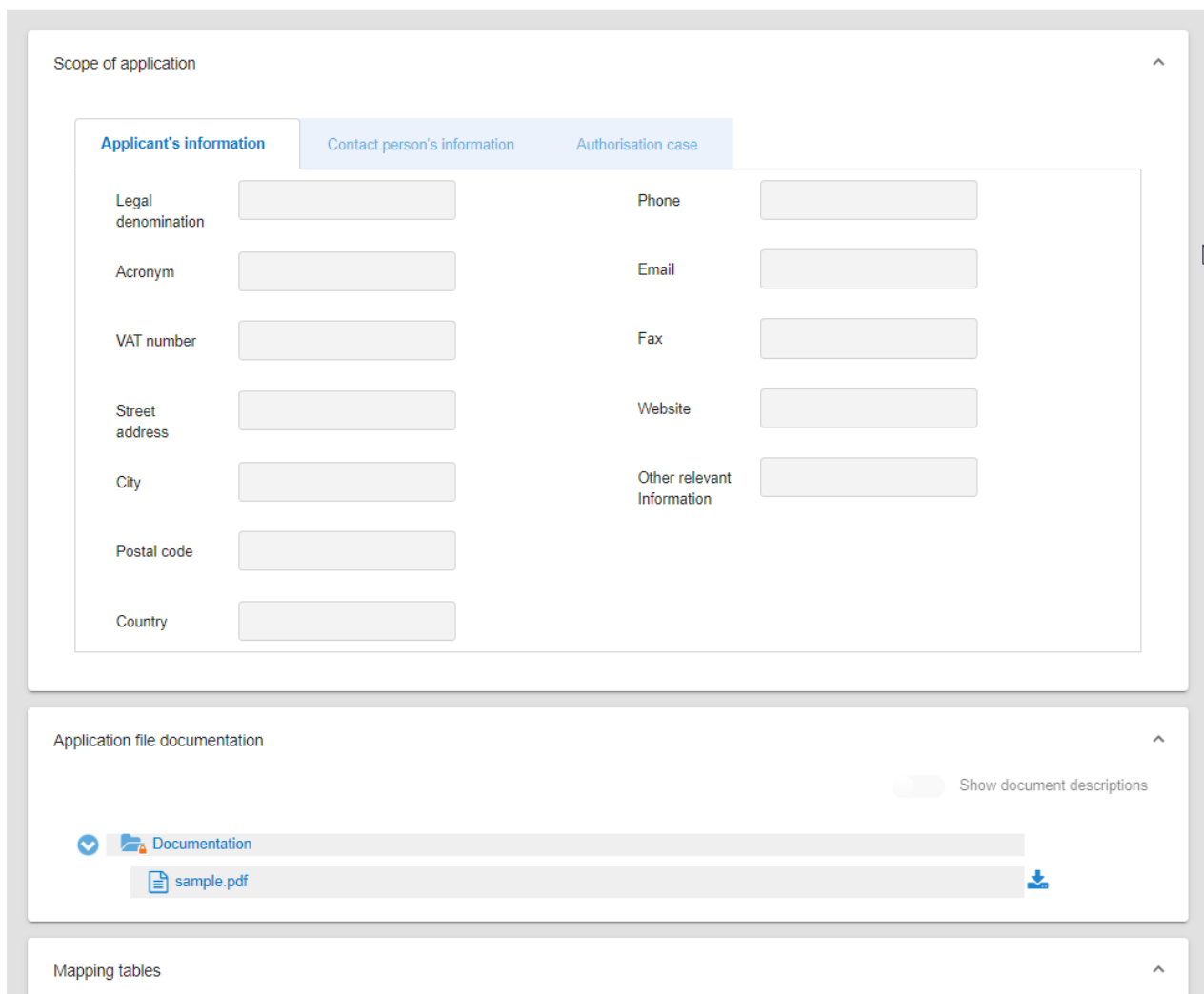
*Figure 165: Mapping Tables*

For each application file item, the user has to provide a clear reference of the relevant part from the documentary evidence covering the item and can provide any additional relevant information in the comments field, as shown in Figure 165: Mapping Tables. The user may reference more than one file for each application file item, by using the "+". It is possible to remove it by using the "-". The documentary evidence is a drop-down list that includes all the added files in the previous Application File Documentation step. When the user has finished, he/she can use any of the "Save", "Save and Next" or "Previous" buttons. To move to the next step "Save & next step" is selected as shown in Figure 158, the form is saved. In addition, the system allows the user to access the previous step of the wizard by selecting "Previous step" button, shown in Figure 163: Previous step.

#### 4.3.1.5 Sign & Submit application

In this last step of the wizard the user can review the application form prior to submitting it, as shown in Figure 166: Review application.

 Sign and submit the application



Scope of application

Applicant's information | Contact person's information | Authorisation case

Legal denomination

Acronym

VAT number

Street address

City

Postal code

Country

Phone

Email

Fax

Website

Other relevant Information

Application file documentation

Show document descriptions

Documentation

sample.pdf

Mapping tables

*Figure 166: Review application*

The application form is presented in read-only mode, any changes can only be made in the relevant sections of the application form. To go back to the previous step, select "Previous step" as shown in Figure 133: "Previous step" button. To submit the application selects "Submit" as shown in Figure 144: Submit button.

After the submission, the system sends an Acknowledgement of receipt (PDF letter), which is stored in the “Formal communication” folder of the application Library as shown in Figure 145: Acknowledgment of receipt in application Library. This confirms that the submission is successful.

### 4.3.2 Initial engagement Requests

#### 4.3.2.1 Create a new application

This section explains how an applicant user of the system can create and prepare a ERTMS TA Initial engagement application file.

Only applicant users can create applications. In the “Main page – Applications list”, select “New” and then “Request initial engagement” as shown in Figure 167: Create ERTMS TA Initial engagement application.

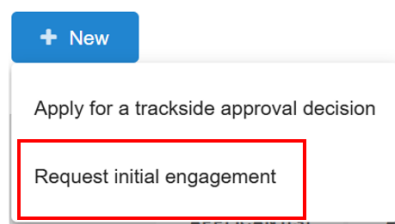


Figure 167: Create ERTMS TA Initial engagement application

The system displays a wizard, splitting in steps the creation of an application file in a form of a status bar, showing the steps that must be completed to submit the application as shown in Figure 86: Progress bar of a Vehicle Authorisation PE. By selecting “Hide progress bar” the wizard is hidden.

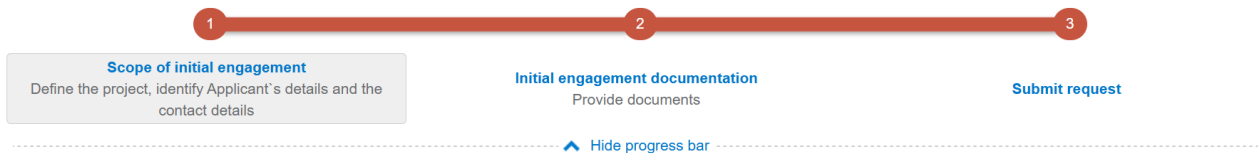


Figure 168: Progress bar of a ERTMS TA Initial engagement

The colour of the progress bar per step indicates if the application is incomplete when there are mandatory fields missing (red colour) or if it is completed and verified by the system (green colour).

There are a number of fields in each step that are flagged as mandatory, having a red asterisk (\*) in their label as shown in Figure 149: Mandatory fields.



Figure 169: Mandatory fields

In addition, for every field a tooltip is displayed, with relevant as shown in Figure 150: Tooltip information.

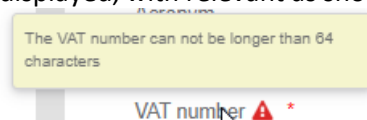


Figure 170: Tooltip information

For all the mandatory fields the system expects the user to enter a value, and in case that any of them are not correctly filled by the user, the system identifies the field in error highlights it in red and displays the red alert icon as shown in Figure 151: Alerts and fields in error.


Phone  \*

Figure 171: Alerts and fields in error

When a user will select to “Submit” the application in the last step of the wizard, if there are forms that are not correctly filled or there are required fields missing, the system displays the message shown in *Figure 152: Error message validating the submission of an application*, and the relevant wizard step has red colour. The user must return to the relevant step and correct all errors.

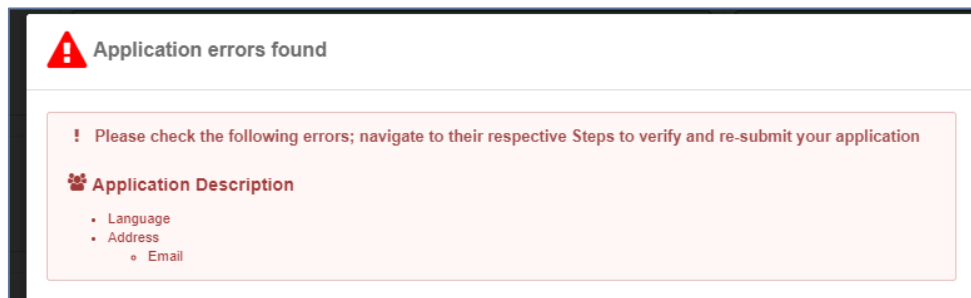


Figure 172: Error message validating the submission of an application

The user might select to navigate away from the wizard and continue the application preparation later. In this case the system allows the user to modify the draft application as found in the Application List, shown in *Figure 88: Applications list with a draft application*, by clicking the “View” button.

Showing 1 - 50 of 171 applications							
APPLICANT(S)	APPLICATION	PROJECT NAME	SUBMISSION	DECISION	STATUS	AREA	MODIFIED
					Draft		14/05/2026

Figure 173: Applications list with a draft application

The Applicant follows the below steps to create an application:

- Scope of initial engagement
- Initial engagement documentation
- and finally, Submit Request

#### 4.3.2.2 Scope of Initial engagement

In this first step of the wizard as shown in *Figure 174 : ERTMS TA Scope of initial engagement*, the Applicant must fill in information in regard to Applicant’s information, Contact person’s information (General contact) and details on the Project description and tender date.

Figure 174 : ERTMS TA Scope of initial engagement

The Applicant must provide the Applicant’s information and address details. Contact person information is already filled in with information that exists as part of the user profile and allows for editing by the user. All mandatory fields are clearly marked by red asterisk (\*).

By using the “+ Share with NSA” option, as illustrated in Figure 175, the applicant can select the Member States to which the initial engagement will be shared.

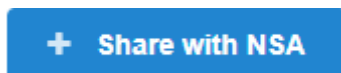


Figure 175: Share with NSA button

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

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

Figure 176: Member State(s) selection

To save and move to the next step of the application file wizard, the applicant may select “Save and next step” button, shown in Figure 91: Save and next step.

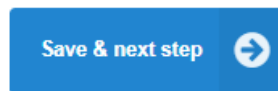


Figure 177: Save and next step

To stop editing the application and go to the main menu “Exit” button is selected, shown in Figure 92: Discard Application-Exit button.



Figure 178: Discard Application-Exit button

To save the application, the applicant clicks on the “Save” button, shown in Figure 93: “Save “button.



Figure 179: “Save “button

If there is unsaved information a warning message is displayed to the user about loss of unsaved information, shown in Figure 94: Warning message about unsaved information loss.

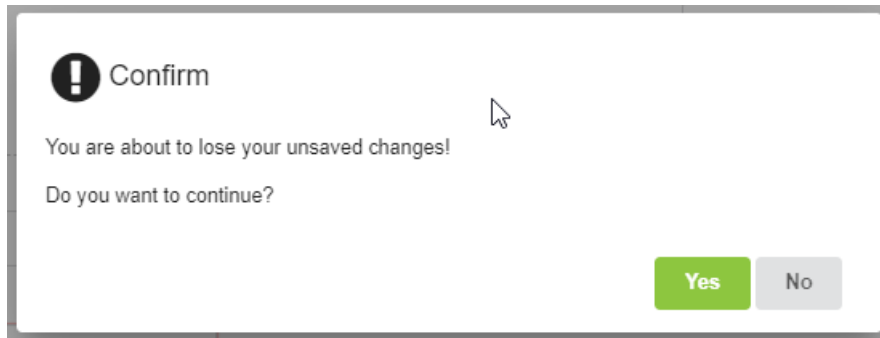


Figure 180: Warning message about unsaved information loss

#### 4.3.2.3 Initial engagement Documentation

In this second step of the wizard as shown in Figure 181, the Applicant must provide the application file documentation. The applicant can upload any document needed for the application by selecting the “+” button in the relevant folder. The Initial engagement documentation provides description of the system and other relevant documents.

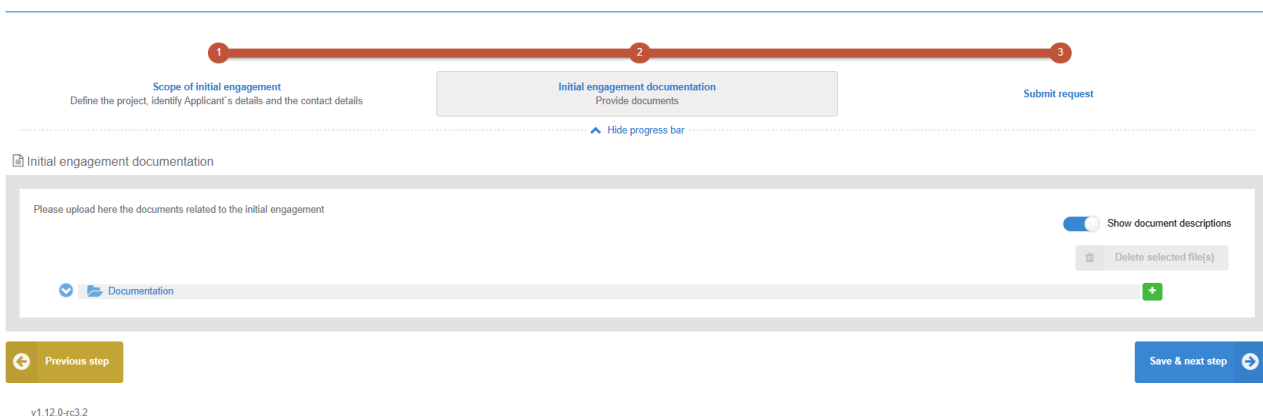


Figure 181: Initial engagement documentation

Detailed instructions for the applicant document upload process and the editing of document information can be found in Chapters 6.1 and 6.2, respectively..

#### 4.3.2.4 Sign & submit application

In this last step of the wizard the user can review the application form prior to submitting it, as shown in Figure 106: Review application.

1 Scope of initial engagement  
Define the project, identify Applicant's details and the contact details

2 Initial engagement documentation  
Provide documents

3 Submit request

Submit the initial engagement request

Hide progress bar

Scope of initial engagement

Applicant's information | Contact person's information  
General contact | Project description and tender date

Legal denomination

Acronym

VAT number

Street address

City

Postal code

Country

Phone

Email

Fax

Website

Initial engagement documentation

Documentation

Show document descriptions

Previous step

Submit

Figure 182: Review application

The application form is presented in read-only mode, any changes can only be made in the relevant sections of the application form. To go back to the previous step, select “Previous step” as shown in Figure 70: Previous step. To submit the application, select “Submit”.

## 5 Communication between applicant and assessment team – Management of application issues

Issues is the main tool used by the assessment team Project Manager (PM), Assessor (AS), Assuror (AR), Decision Maker (DM) and the applicants to communicate during the assessment process of a case. Application issues are created:

1. By the assessment team to raise a problem during the assessment process, asking the applicant to provide evidence for resolving it,
2. By the applicant to communicate with the assessment team
3. By the assessment team and addressed to the assessment team, e.g. to communicate differences of opinions or disagreements.

When an issue is created either by the applicant or by an assessment team member and targeting the applicant then a notification is sent as shown in Figure 183: Application issue notification.

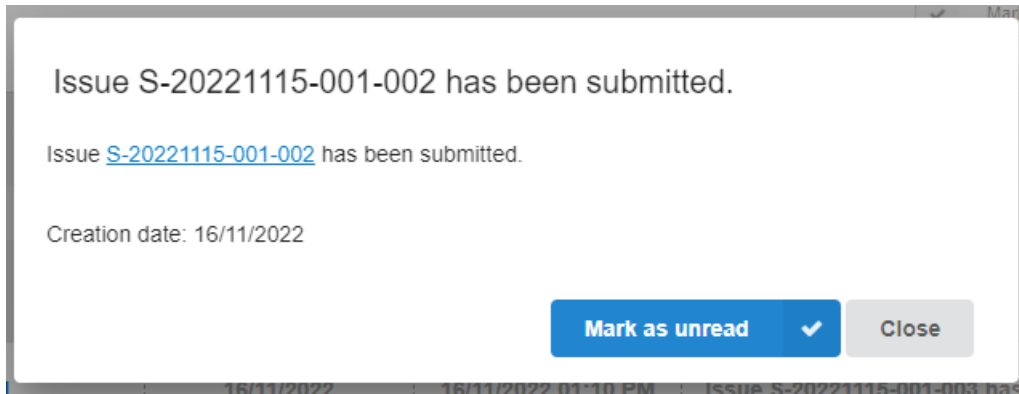


Figure 183: Application issue notification

In a similar manner the system will sent a notification if there has been an update to this issue.

**5.1 Create application issue as applicant**

After the submission of an application, the applicant can raise an application issue and address it to the Project Manager (PM) in order to ask a question about the assessment of the application file or to request the update of the application file.

The applicant navigates in the selected application, clicks on “View button” and after clicks on “Create issue” button as shown in Figure 184: Create Issue button. This button is available in the “Application issues” menu. The system displays the Issue’s screen as shown in Figure 185: Create application issue form and provides the mandatory information, the application issue title, the description for the application issue etc. Finally, if he/she wants to save the information, he/she selects to “Save” or selects the “Save and Exit” button. Then the status of the application issue is draft. In order to submit the issue, the applicant selects the “Submit” button and the status of the issue is pending. Only, after the submission of the application issue, it is visible to the Project Manager (PM).

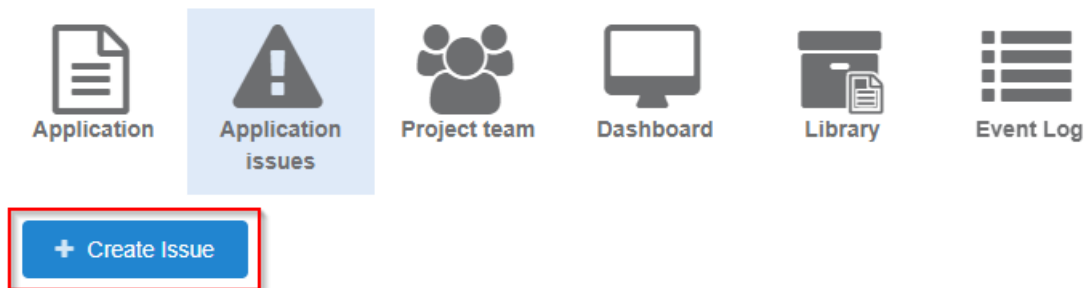


Figure 184: Create Issue button

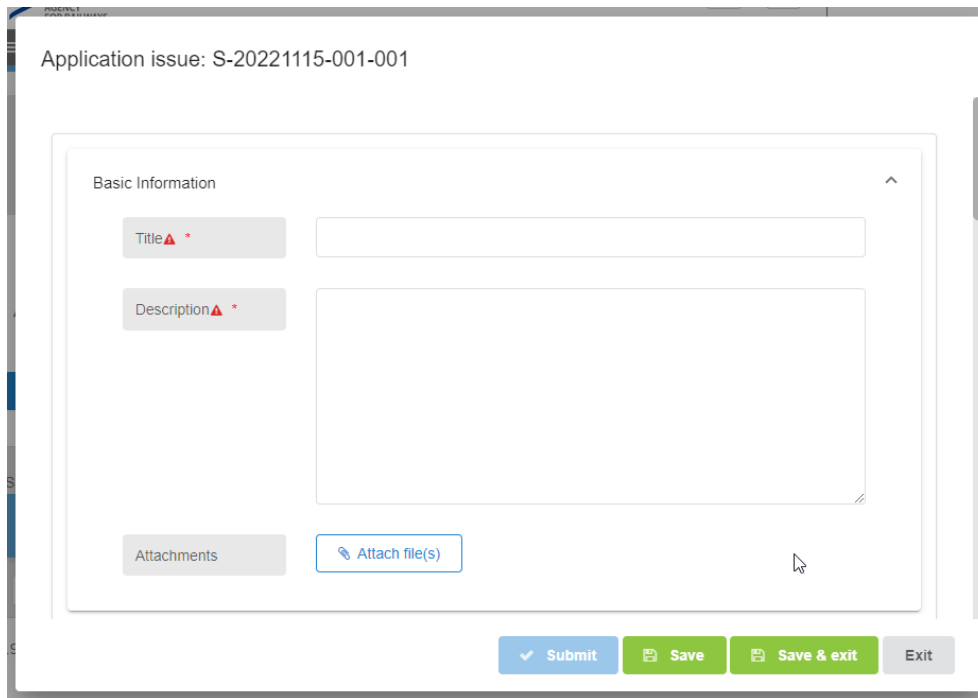


Figure 185: Create application issue form

The applicant can only view the issues he/she created or issues that are assigned to him. An issue that is created by the applicant can be initially assigned only to the Project Manager (PM).

## 5.2 Respond/Reply to an application issue

When problems or unclear points are identified during the assessment process by the assessment team (i.e. Project Manager, Assessors), application issues are created and assigned to the Applicant. In that case the Applicant is able to respond to the application issue by adding comments, as shown in Figure 186: Add comment (I) and Figure 187: Add comment (II). The steps to add a comment are:

1. Select the button "Comment";
2. Insert information in the comment textbox;
3. Select the "Add comment" button";
4. Select "Save comment as draft"

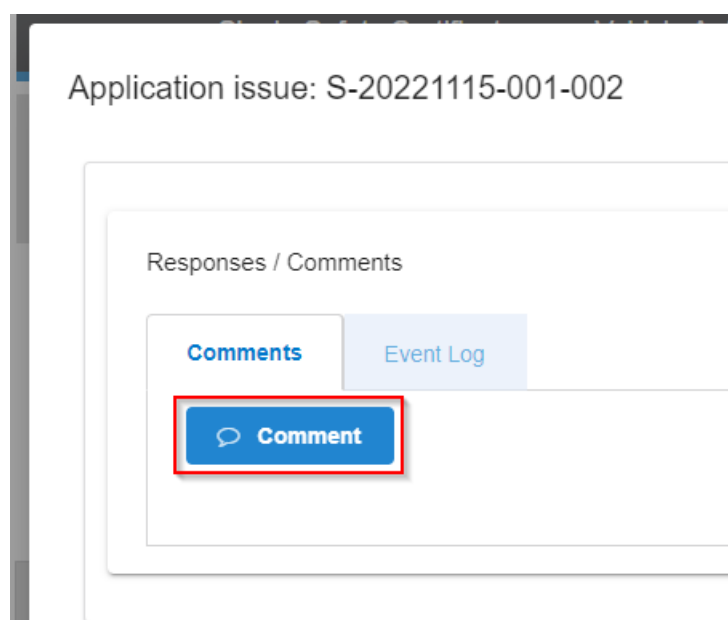


Figure 186: Add comment (I)

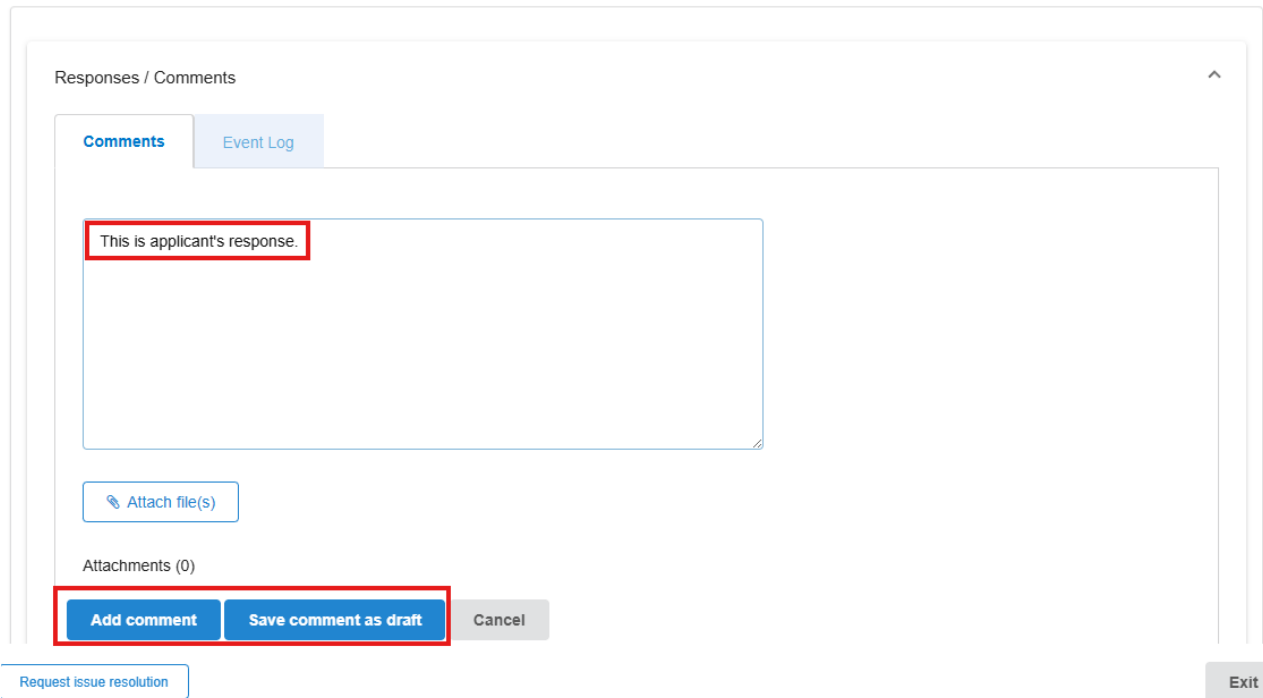


Figure 187: Add comment (II)

### 5.3 Respond to an application issue that requires the update of the application file

The system allows the update of an application by the applicant only in response to an application issue that was raised by a member of the assessment team and includes references to the application as shown in Figure 188: Issue containing application references. The update of the application file will be done by the Applicant in a similar manner as in the creation of the application, by updating the application file web forms.

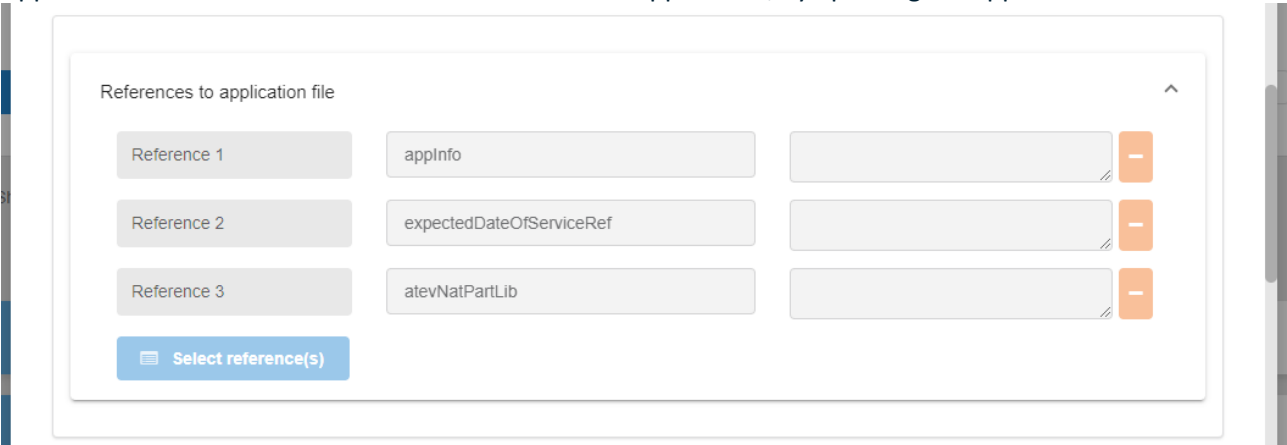


Figure 188: Issue containing application references

So when an application issue includes requirements references, it indicates that the assessment team requires the update of the contents of the submitted application. The applicant first needs to understand the changes required in the application by reading the description and the comments on each included reference. The applicant should then navigate to the application and identify the changes required. The applicant should then:

1. Make all necessary changes, either updating a selected field or set of fields, upload new versions or new files if required. The option “Save” at the bottom of the page can be selected, if works needs to be continued at a later time.



Figure 189: “Save” button

2. When all updates are finalised the option “Submit” at the bottom of the application page must be selected, in order to publish our changes.



Figure 190: “Submit” button

3. Finally, the applicant should provide a comment in the issue, informing of the updates and/or request the resolution of the application issue (see paragraph below).

#### 5.4 Request application issue resolution

When the applicant selects request the resolution of an application issue, it means the upmost has been done to address the issue and it is expected that the issue is now resolved and closed by the assessment team. The applicant selects to save and to submit again the application and clicks again on “View” tab of the application issue in order to select the “Request issue resolution” button as shown in Figure 191: Request issue resolution button. Then the status of the application issue is changed to responded (pending=responded).

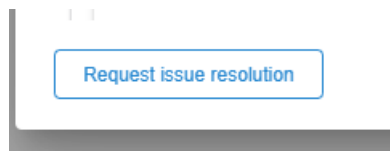


Figure 191: Request issue resolution button

#### 5.5 Delete a draft application issue

The creator/owner of an issue can delete an application issue remaining in draft status, as shown in Figure 192: Delete a draft application issue.

Showing 1 - 3 of 3 Issues

	APPLICATION ISSUE	TYPE	STATUS	DESCRIPTION	ISSUE TITLE	ISSUE RESOLUTION	RESOLUTION DESCRIPTION
	S-20221115-001-003		Pending	Descr	Test comment 2		
	S-20221115-001-002		Pending	This is the issue description text.	Test issue 1		
	S-20221115-001-001		Draft				

50 issues per page

Figure 192: Delete a draft application issue

## 6 Common features

This chapter describes common functionalities available across different report types and application workflows. These features support core user actions such as upload files and managing uploads. The described functionalities apply wherever relevant within the OSS and are referenced throughout this manual.

### 6.1 Upload Document


The Applicant can upload any documents needed for the application by selecting the “+” button relevant to each folder. Such action displays the Add file(s) page, shown in **Error! Reference source not found.** and allow the user to either select one or more files to upload from a specific folder on the user’s system as shown in **Error! Reference source not found.** or by drag and drop the file(s) in the “Drop your file(s) here” section. Please note that the system accepts as valid uploads the ones described in the File upload rules:

- Supported file extensions: msg, tiff, bmp, eml, gif, avi, mov, jpeg, jpg, zip, xlsx, wmv, rar, rtf, fodp, fods, png, fodt, docx, pptx, mp4, txt, flv, pdf, ppt, doc, odp, xls, odt, ods.
- Maximum file size 2048MB
- Maximum application file size: 20.00 GB

Add file(s)


**File upload rules**


- Supported file extensions: msg, tiff, bmp, eml, gif, avi, mov, jpeg, jpg, zip, xlsx, wmv, rar, rtf, fodp, fods, png, fodt, docx, pptx, mp4, txt, flv, pdf, ppt, doc, odp, xls, odt, ods.
- Maximum file size 2048MB
- Maximum application file size: 20.00 GB



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

OR

 Choose file(s)...

 Import file(s)

File

**Application file size after the upload: 0 Bytes (0.00% of 20.00 GB)**  
Remaining available size: 20.00 GB

Add file(s)

Cancel

Figure 193: Add file(s)

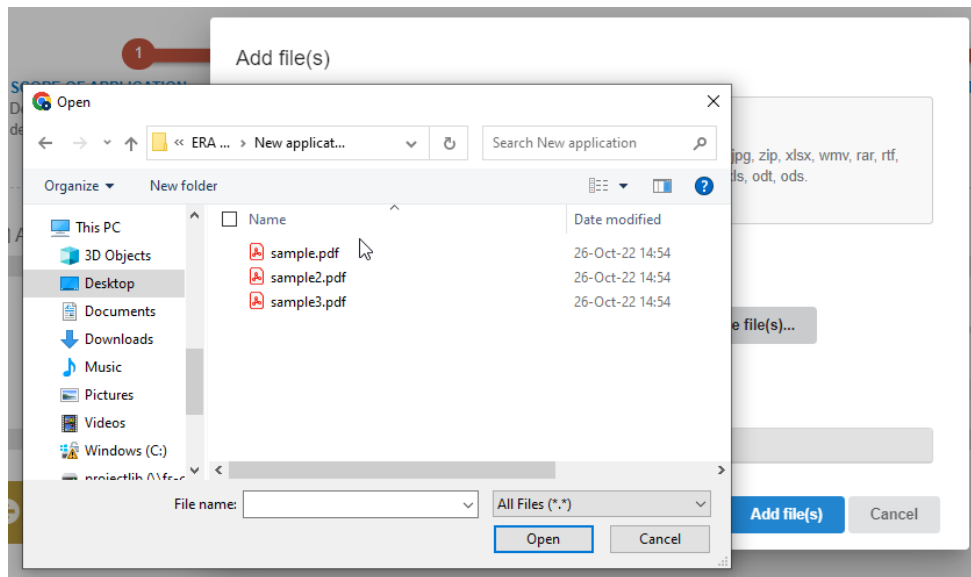


Figure 194: Choose file(s)

Add file(s)

**File upload rules**

- Supported file extensions: msg, tiff, bmp, eml, gif, avi, mov, jpeg, jpg, zip, xlsx, wmv, rar, rtf, fodp, fods, png, fodt, docx, pptx, mp4, txt, flv, pdf, ppt, doc, odp, xls, odt, ods.
- Maximum file size 2048MB
- Maximum application file size: 20.00 GB

Files uploaded successfully

	File
✓	sample.pdf (28.03 KB)

**Application file size after the upload: 28.03 KB (<0.01% of 20.00 GB)**  
Remaining available size: 20.00 GB

Close

Figure 195: Successful upload

When selecting “Add file(s)” the file(s) selected by the applicant are uploaded and if successful the message displayed in **Error! Reference source not found.** is shown and the relevant file(s) appears in the relevant folder of documentation, as shown in **Error! Reference source not found.** The applicant can select the “Show document description” button and then the system displays the details of the uploaded file e.g. the size, the title of the document and the description. In addition, the applicant can download and delete the document by using the relevant buttons on the right and also edit the title and the description of the uploaded file.

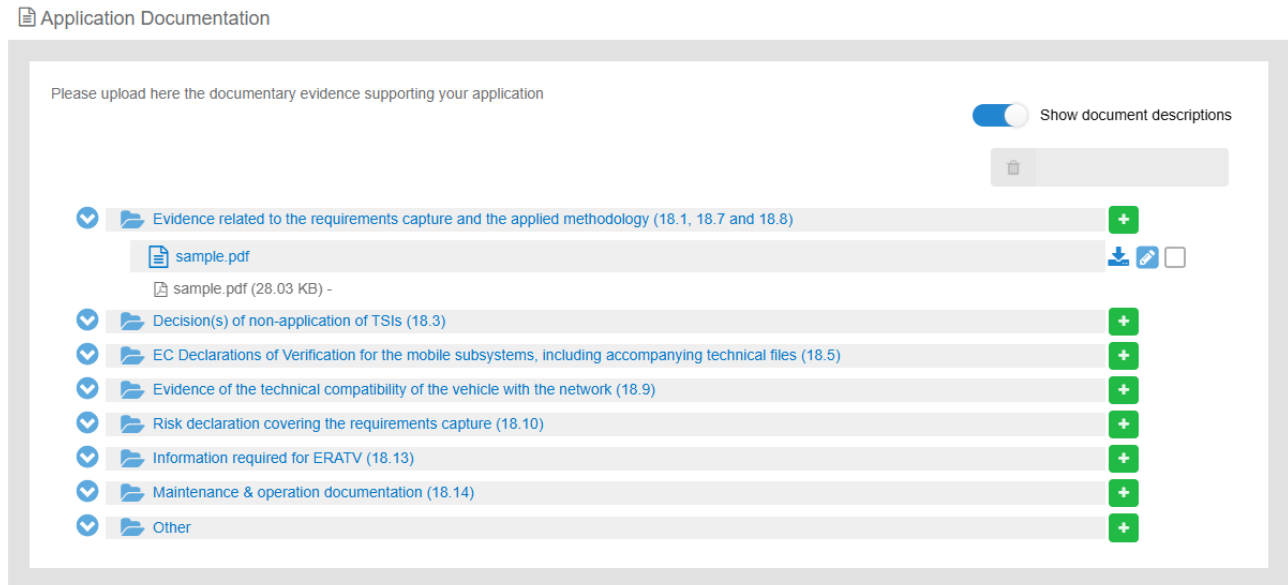


Figure 196: Uploaded files



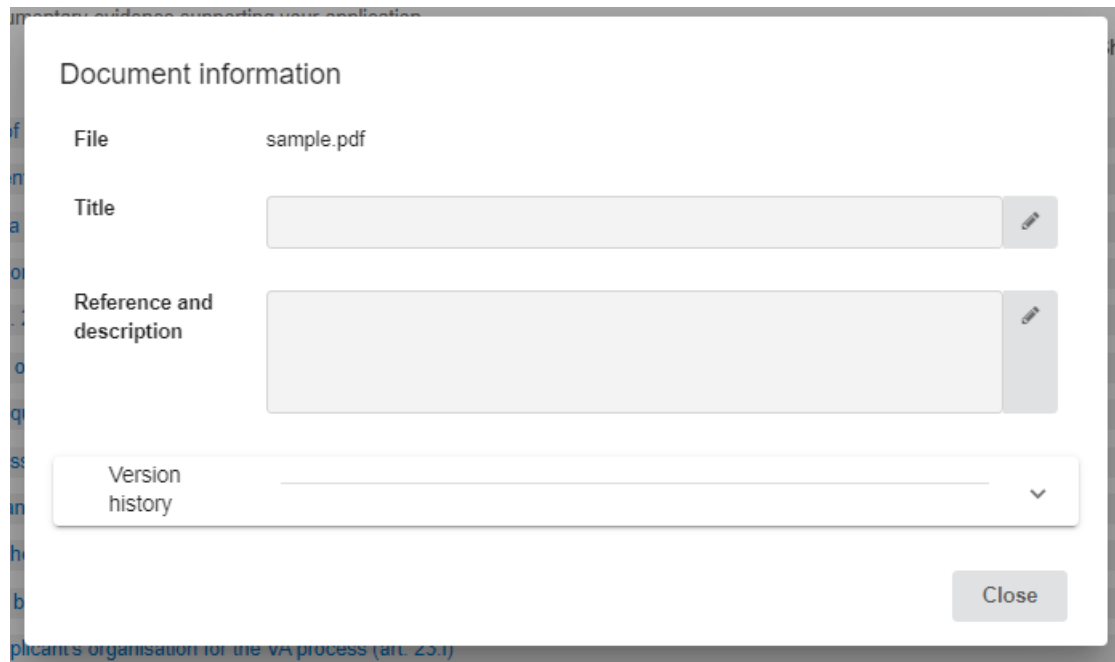
Figure 197: Download button

## 6.2 Edit Document info

If the applicant wants to edit the title and the description, selects the “Document info” button on the right and the system displays the below screen as shown in **Error! Reference source not found..**





Figure 198: Edit button- Document info




Document information

File sample.pdf

Title  

Reference and description  

Version history  

Close

Figure 199: Document information

### 6.3 Cancel Upload

During the file upload process, the user has the option to cancel the upload at any time. To do this, the user can click the "Cancel Upload" button, which will immediately stop the upload process. Once cancelled, the file will not be saved or transferred to the system.

### Add file(s)

**File upload rules**

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

50%

File upload progress Cancel upload

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

OR

Choose file(s)...

File
✓ Sample 1.pdf (28.03 KB)
Sample 2.pdf (52.68 KB)
Sample 3.pdf (1.74 MB)

Add file(s) Cancel

Figure 200: File Upload Process

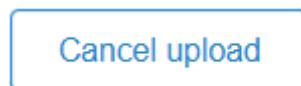


Figure 201: Cancel upload button

If the upload is cancelled, the user can either choose to upload a different file or retry uploading the same file again. The system will provide a confirmation message to ensure that the cancellation was successful.

Please note that cancelling an upload may take a few moments to process, depending on the file size and network speed.