

User Manual - ERADIS Safety Documents

ERADIS-ECM

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1 About ERADIS

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

2 Log in to ERADIS

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

- ERA Internal

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

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

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

- ERA External:

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

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

- Anonymous

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

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

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

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

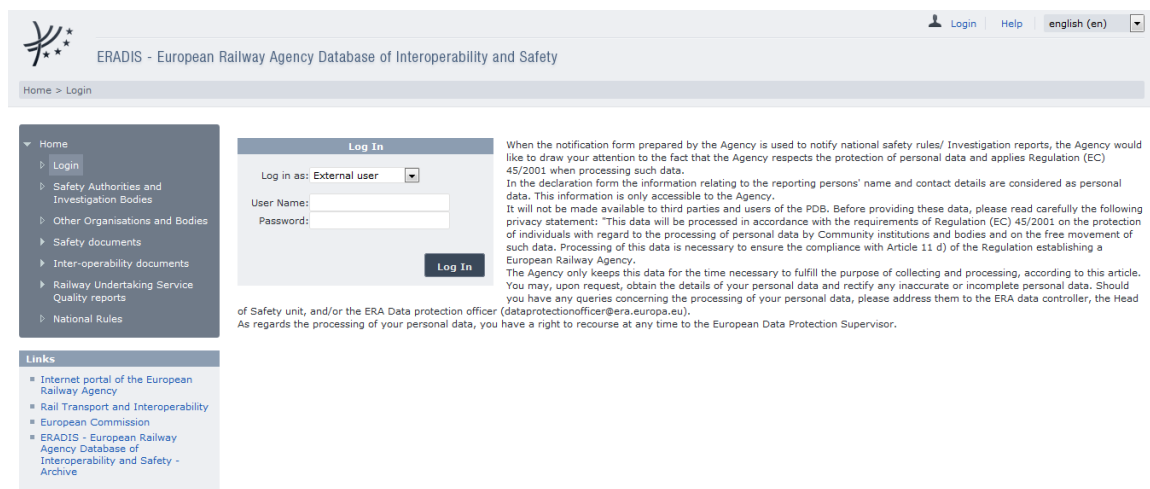
The ERADIS application is developed in a WYSIWYCP way (What You See Is What You Can Perform), that is, the current user will be able to perform only those actions that are allowed by the category he belongs to.

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



The screenshot shows the ERADIS main page. At the top, there is a navigation bar with the ERADIS logo, the text "ERADIS - European Railway Agency Database of Interoperability and Safety", and a search bar. A "Login" button is highlighted with a green box. Below the navigation bar, there is a sidebar menu with "Home" and "Login" (highlighted with a green box) as the first two items. The main content area displays a welcome message and a list of documents available in the database.

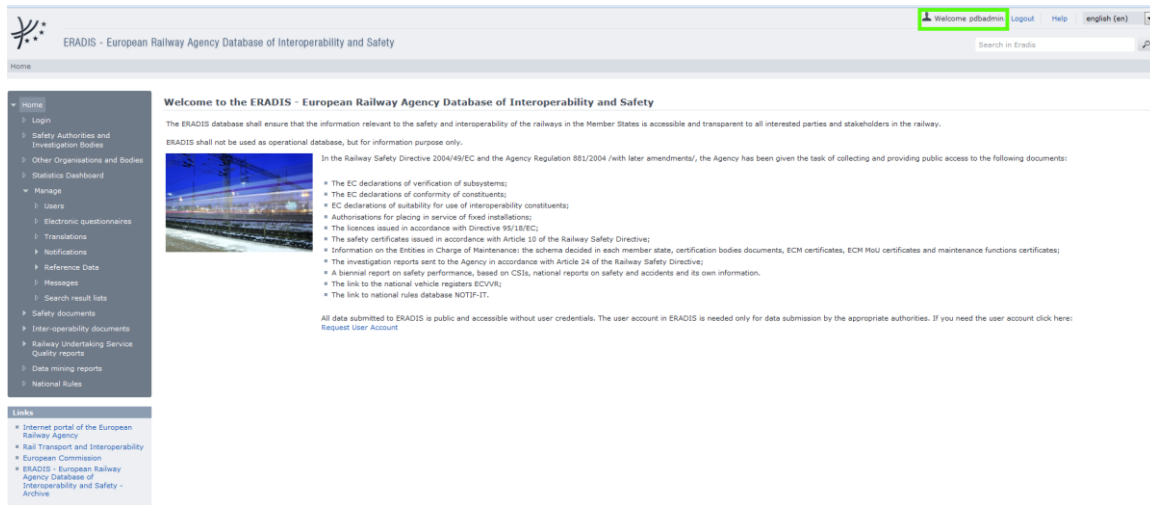
The Login screen will be displayed:



The screenshot shows the ERADIS login screen. At the top, there is a navigation bar with the ERADIS logo, the text "ERADIS - European Railway Agency Database of Interoperability and Safety", and a search bar. A "Login" button is highlighted with a green box. Below the navigation bar, there is a sidebar menu with "Home" and "Login" (highlighted with a green box) as the first two items. The main content area displays a "Log In" form with a dropdown menu for "Log in as:" set to "External user", and input fields for "User Name:" and "Password:". A "Log In" button is located below the form. To the right of the form, there is a privacy policy notice.

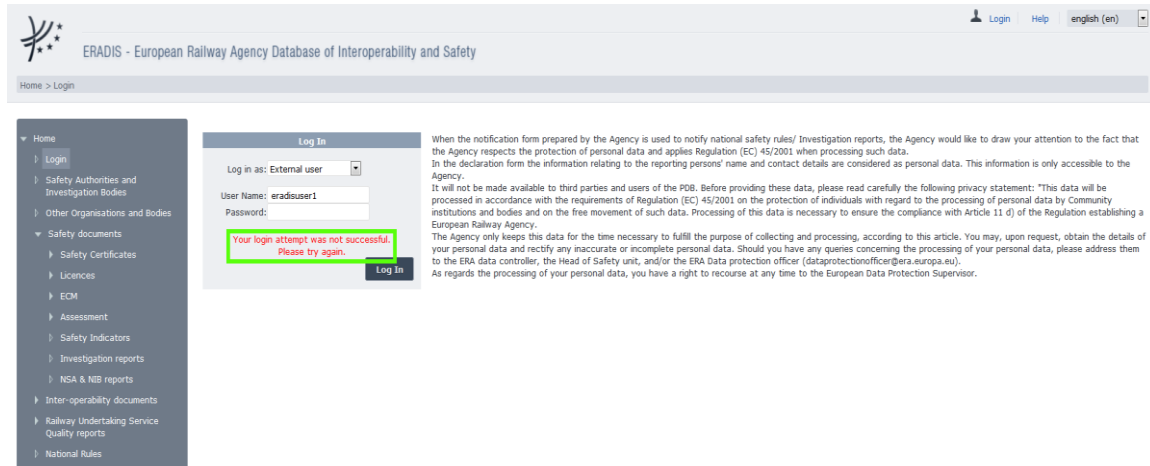
Select an item in "Log in as" list (ERA internal or ERA external), provide user name/password of a user and click on the "Log In" button.

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



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

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



3 Safety Certificates A & B

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

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

3.1 Authorised users

3.1.1 Safety Certificates main page

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

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

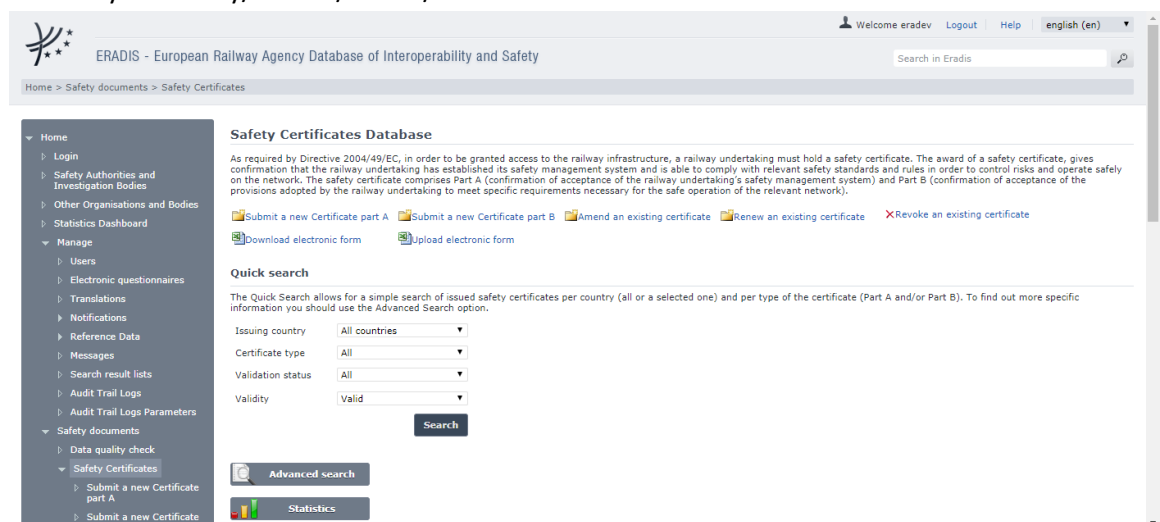


Figure 1

3.1.2 Searching for a certificate

3.1.2.1 Quick search

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

On the main page (Figure 1), select an issuing country and/or a certificate and/or a validation status and/or validity¹ from the lists.

Quick search

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

Issuing country:

Certificate type:

Validation status:

Validity:

And press the button: a list will be displayed like in Figure 2.

Safety Certificates search results

[Print](#) [Export to Excel](#) Items per page 10



Country	RU Name	EU ID Number	History	Certificate language	Date issued	Valid from	Valid until	Validity	Pass/ Freight/ Shunting	Type of Certificate	Validated	Attachments
Austria	Aktiengesellschaft der Wiener Lokalbahnen	AT 12 2017 0003	Renewed	English	14/12/2015	20/12/2015	20/12/2020	Valid	Passenger / Freight	Type B	Yes	
	Aktiengesellschaft der Wiener Lokalbahnen	AT 12 2015 0017	Renewed	English	14/12/2015	17/12/2015	21/12/2016	-	Passenger / Freight	Type B	Yes	Bescheid WLB.pdf Streckenverzeichnis WLB.pdf
	Aktiengesellschaft der Wiener Lokalbahnen	AT 11 2015 0008	Renewed	English	14/12/2015	17/12/2015	17/12/2020	Valid	Passenger / Freight	Type A	Yes	
	Aktiengesellschaft der Wiener Lokalbahnen	AT 1 2 2010 0005	New	English	16/12/2010	16/12/2010	16/12/2015	Expired	Passenger / Freight	Type B	Yes	Bescheid WLB.pdf Streckenverzeichnis.pdf
	Aktiengesellschaft der Wiener Lokalbahnen	AT 1 1 2010 0005	New	English	16/12/2010	16/12/2010	16/12/2015	Expired	Passenger / Freight	Type A	Yes	
	Alpine Bau GmbH, Zweigniederlassung Alpine Logistik	AT 12 2011 0005	New	English	20/12/2011	20/12/2011	14/11/2014	-	Freight	Type B	Yes	Bescheid.pdf Streckenverzeichnis.pdf
	Bayerische Oberlandbahn GmbH	AT 12 2013 0005	New	German	10/10/2013	10/10/2013	21/12/2016	-	Passenger	Type B	Yes	Bescheid BOB.pdf Streckenverzeichnis BOB.pdf
	Cargo Service GmbH	AT 12 2015 0002	Renewed	English	22/04/2015	01/05/2015	21/12/2016	Expired	Freight	Type B	Yes	bescheid.pdf Streckenverzeichnis.pdf
	Cargo Service GmbH	AT 11 2015 0002	Renewed	English	22/04/2015	01/05/2015	21/12/2016	Expired	Freight	Type A	Yes	
	Cargo Service GmbH	AT 12 2013 0001	New	English	04/04/2013	04/04/2013	30/04/2015	-	Freight	Type B	Yes	Bescheid.pdf Streckenliste.pdf

Total 4192 item(s) found. [Go back to Quick Search](#)

Figure 2

The search results are grouped in pages:

¹ Valid certificate means: Validated AND Not Revoked AND Not expired (based on the "Validity To" date) and active.

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

3.1.2.2 Advanced search

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


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

Figure 3

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 2. By default, only valid² certificates will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display certificates which are inactive, or expired or revoked or not validated.

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

3.1.3 Submitting a new certificate Part A

This feature allows the submission of new safety certificate A.

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

On the main page (Figure 1), click on the  [Submit a new Certificate part A](#) link: the following page will be displayed (Figure 4).

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

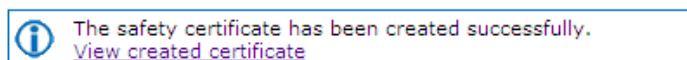
To select an ECM certificate click on the **Select ECM Certificate** button. A table with ECM certificates and ECM MoU certificates will appear. Select the country and click on the select button under field “history”. If the ECM certificate has expired or revoked, confirm the action. The ECM number will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

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

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

- 1.5 EU Identification Number is required
- 4.9 Service to begin date in wrong format
- 6.4 Organisation Phone number is required

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



² Valid certificate means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) and active



Submit a new Certificate part A

Save to file | Print

Note:

- For the fields marked by an asterisk, information is mandatory
- For the fields marked by two asterisks, information in at least one field is required

SAFETY CERTIFICATE - PART A

Safety Certificate confirming acceptance of the Safety Management System within the European Union in conformity with Directive 2004/49/EC and applicable national legislation

Certificate language English

THIS IS A

1.1 New Certificate 1.5 EU Identification Number*
1.2 Renewed Certificate 1.6 Country Issuing The Safety Certificate* Please select...
1.3 Update/Amend Certificate
1.4 EU identification number of the previous certificate
1.7 ECM certificate number

RAILWAY UNDERTAKING

Please select existing Railway Undertaking Other...
2.1 Legal Denomination*
2.2 Railway undertaking* 2.5 Acronym
2.3 National Registration No** 2.6 VAT no.**
2.4 Website

VALIDITY

3.1 From 3.2 To

TYPE AND EXTENT OF SERVICE

4.1 Railway Undertaking Size* Micro enterprise
4.2 Including high-speed services Passenger Transport
4.3 Excluding high-speed services 4.4 Transportation Volume Please select...
4.5 Including dangerous goods services Freight Transport
4.6 Excluding dangerous goods services 4.7 Transportation Volume Please select...
4.8 Shunting only
4.10 Service/s to begin in

OTHER

5.1 Applicable national legislation*
5.2 Additional information

ISSUING ORGANIZATION

Please select issuing organization Other...
6.1 Organisation*
6.2 Address* 6.4 Phone*
6.3 Email 6.5 Fax*
Date issued*
Internal reference Number*

ATTACHED FILES

No attached files

Print

Figure 4

You can click on the [View created certificate](#) link to view the newly created certificate: the following page will be displayed

Safety Certificate details
[Go Back to Search Results](#) | [View ECM Certificates](#) | [View RU Licences](#) | [Export to PDF](#) | [Print](#)

SAFETY CERTIFICATE - PART A

Safety Certificate confirming acceptance of the Safety Management System within the European Union in conformity with Directive 2004/49/EC and applicable national legislation

Certificate - Part A	EU IDENTIFICATION NUMBER <input type="text" value="FR1120120063"/>
1. CERTIFIED RAILWAY UNDERTAKING	
Legal denomination: ATIR-RAIL	
Railway undertaking name: ATIR-RAIL	Acronym: ATIR-RAIL
National registration number: FR 123456	VAT No:
2. CERTIFICATE ISSUING ORGANIZATION	
Organisation: EPSF	
Country: France	
3. CERTIFICATE INFORMATION	
This is a <input checked="" type="checkbox"/> - new certificate <input type="checkbox"/> - renewed certificate <input type="checkbox"/> - update/amend certificate	ECM (entity in charge of maintenance) certificate : Yes ECM Certificate Number : FR/31/0112/0002 EU Identification Number of the previous certificate: Validity from: 01/01/2012 to: 01/05/2012 Type(s) of services: Passenger transport - Including high-speed services Freight transport - Including dangerous goods services Transportation Volume: Less than 200 million passenger-km per year Less than 500 million tonne-km per year Railway Undertaking Size: Micro enterprise Scope of ECM Activities: Covers other wagons specialised in transport of dangerous goods
4. APPLICABLE NATIONAL LEGISLATION	
FDQWEF	
5. ADDITIONAL INFORMATION	
Date issued: 01/01/2012 Internal reference Number: WD	
Attachments	
A-FR-20120529-2.xls ValidateB_resource.jpg	

[Modify this certificate](#)
[Go to Validation task](#)
[Issue Part B](#)
[Delete Certificate](#)
[Print](#)

Figure 5

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

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

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

Save to file | Print

Submit a new Certificate part A

Note:
 - For the fields marked by an asterisk, information is mandatory
 - For the fields marked by two asterisks, information in at least one field is required

SAFETY CERTIFICATE - PART A
 Safety Certificate confirming acceptance of the Safety Management System within the European Union in conformity with Directive 2004/49/EC and applicable national legislation

Certificate language: English

THIS IS A

1.1 New Certificate 1.5 EU Identification Number*
 1.2 Renewed Certificate
 1.3 Update/Amend Certificate 1.6 Country Issuing The Safety Certificate* Please select...
 1.4 EU identification number of the previous certificate
 1.7 ECM certificate number AT/31/0216/0006

RAILWAY UNDERTAKING
 Please select existing Railway Undertaking Other...
 2.1 Legal Denomination*
 2.2 Railway undertaking* 2.5 Acronym
 2.3 National Registration No** 2.6 VAT no.**
 2.4 Website

VALIDITY
 3.1 From 3.2 To

TYPE AND EXTENT OF SERVICE

4.1 Railway Undertaking Size* Micro enterprise
 4.2 Including high-speed services Passenger Transport
 4.3 Excluding high-speed services 4.4 Transportation Volume Please select...
 4.5 Including dangerous goods services
 4.6 Excluding dangerous goods services 4.7 Transportation Volume Please select...
 4.8 Shunting only
 4.10 Service/s to begin in

OTHER

5.1 Applicable national legislation*
 5.2 Additional information

ISSUING ORGANIZATION
 Please select issuing organization Other...
 6 .1 Organisation*
 6 .2 Address* 6 .4 Phone*
 6 .3 Email 6 .5 Fax*
 Date issued*
 Internal reference Number*

ATTACHED FILES
 No attached files

Send to ERA Attachments Open Template Save As Template Print

Figure 6

3.1.5 Submitting a new certificate Part B

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

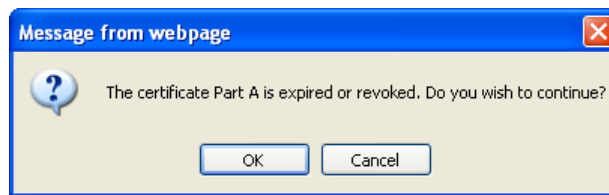
The main principle is that any National Safety Authority could issue a Certificate part B for any Railway Undertaking regardless its location. The Certificate part B, describing additional regional requirements can be issue for the same country or another one, where individual Railway Undertaking is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

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

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

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

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



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

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

Submit a new certificate part B

This page allows you to easily find the Safety Certificate part A for which you would like to submit Safety Certificate part B. You may find Safety Certificate part A by specifying search criteria or by browsing all of the database certificates which may be supplemented with Part B.

Certificate part A search information (enter at least one)	Browse Safety Certificates
EU Identification Number <input type="text"/> Internal reference Number <input type="text"/> <input type="button" value="Open certificate"/>	Please click Browse button below if you would like to retrieve list of all existing Safety Certificates part A which may be supplemented with part B <input type="button" value="Browse certificates"/>

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

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

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

Safety Certificates which can be submitted


Print [Export to Excel](#) Items per page 15


Country	RU Name		EU ID Number	Date issued	Type of Certificate
France	ATIR-RAIL		FR1120120063	01/01/2012	Type A
	COLAS RAIL		FR1120120010	30/05/2012	Type A
	Société Nationale des Chemins de fer Français		FR1120120021	04/12/2009	Type A
	VFLI		FR1120100013	10/02/2012	Type A
			43543534	10/02/2012	Type A

Total 5 item(s) found.

[Go back to the "submit certificate" page](#)



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

Submit a new Certificate part B 

Note :
- For the fields marked by an asterisk, information is mandatory
- For the fields marked by two asterisks, information in at least one field is required

SAFETY CERTIFICATE - PART B
Safety Certificate confirming acceptance of the provisions adopted by the Railway Undertaking to meet specific requirements necessary for the safe operation on the relevant network in conformity with Directive 2004/49/EC and applicable national legislation - Part B

Certificate language: English

THIS IS A

1.1 New Certificate 1.5 EU Identification Number*

1.2 Renewed Certificate

1.3 Update/Amend Certificate 1.6 Country Issuing The Safety Certificate*

1.4 EU identification number of the previous certificate

RAILWAY UNDERTAKING

Please select existing Railway Undertaking



2.1 Legal Denomination*

2.2 Railway undertaking* 2.5 Acronym

2.3 National Registration No** 2.6 VAT no.**

2.4 Website

VALIDITY OF CERTIFICATE

3.1 From  3.2 To * 

TYPE OF SERVICE

4.2 Including high-speed services

Passenger Transport

4.3 Excluding high-speed services


4.5 Including dangerous goods services

Freight Transport

4.6 Excluding dangerous goods services

4.8 Shunting only

4.9 LINES OPERATED

4.10 Service/s to begin in 

SAFETY CERTIFICATE PART A

5.1 EU IDENTIFICATION N.*

5.2 From 5.3 To (dd/mm/yyyy)*

OTHER

6.1 SPECIFIC CONDITIONS AND OBLIGATIONS

6.2 Applicable national legislation*


ISSUING ORGANIZATION

Please select issuing organization

7 .1 Organisation*

7 .2 Address* 7 .4 Phone*

7 .3 Email 7 .5 Fax*

Date issued* 

Internal reference Number*

ATTACHED FILES
No attached files




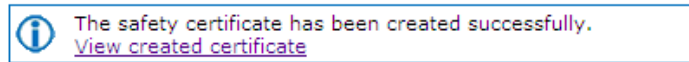
Figure 7

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

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

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

- If no errors occur, a confirmation message will appear



You can click on the [View created certificate](#) link to view the newly created certificate: the following page will be displayed

[Go Back to Search Results](#) | [View ECM Certificates](#) | [View RU Licences](#) | [Export to PDF](#) | [Print](#)

Safety Certificate details

SAFETY CERTIFICATE - PART B

Safety Certificate confirming acceptance of the provisions adopted by the Railway Undertaking to meet specific requirements necessary for the safe operation on the relevant network in conformity with Directive 2004/49/EC and applicable national legislation - Part B

Certificate - Part A	FR1220120001	FR1220120001
		EU IDENTIFICATION NUMBER
FR1220120001		

1. CERTIFIED RAILWAY UNDERTAKING

Legal denomination: SNCF	
Railway undertaking name: Société Nationale des Chemins de fer Français	Acronym: SNCF
National registration number: 552 049 447	VAT No: FR 35 552 049 447

2. CERTIFICATE ISSUING ORGANIZATION

Organisation: EPSF
Country: France

3. CERTIFICATE INFORMATION

This is a	
- new certificate <input checked="" type="checkbox"/>	- renewed certificate <input type="checkbox"/>
- update/amend certificate <input type="checkbox"/>	EU Identification Number of the previous certificate:
Validity from: 12/05/2012 to: 12/05/2013	
Type(s) of services: Passenger transport - Including high-speed services Freight transport - Including dangerous goods services	

4. SAFETY CERTIFICATE - PART A (acceptance of the Safety Management System)

EU Identification Number: FR1120120021
--

5. LINES OPERATED

--

6. SPECIFIC CONDITIONS AND OBLIGATIONS

--

7. APPLICABLE NATIONAL LEGISLATION

fresf

Date issued: 12/05/2012

Internal reference Number: test01

Attachments
No attached files

Modify this certificate Go to Validation task Delete Certificate [Print](#)

Figure 8

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

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

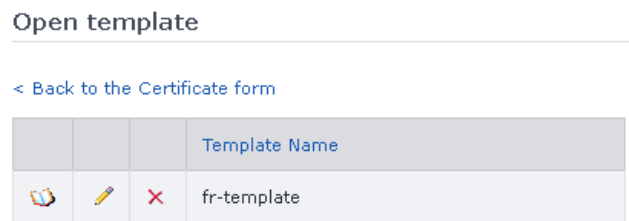
3.1.6 Save as template


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


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


3.1.7 Open template

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



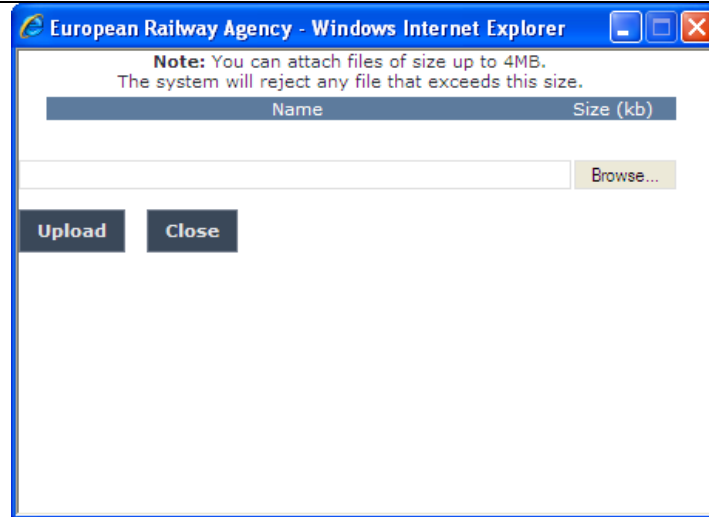
Where you can choose the template to load by clicking on the  icon.

To rename a template, click on the  icon.

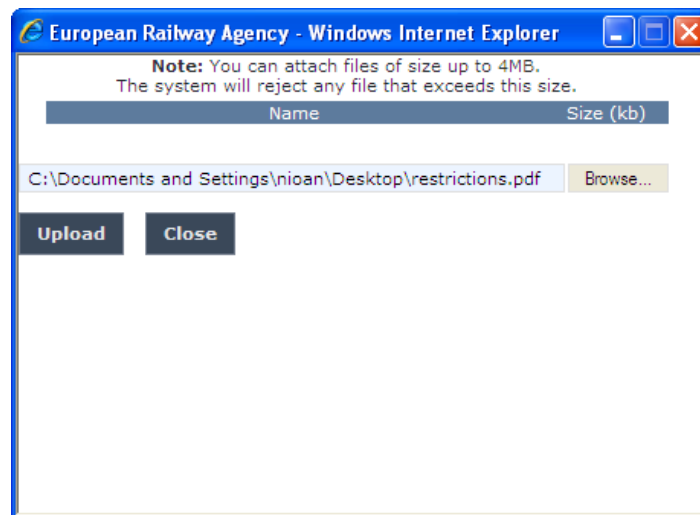
To delete a template, click on the  icon.

3.1.8 Add attachments

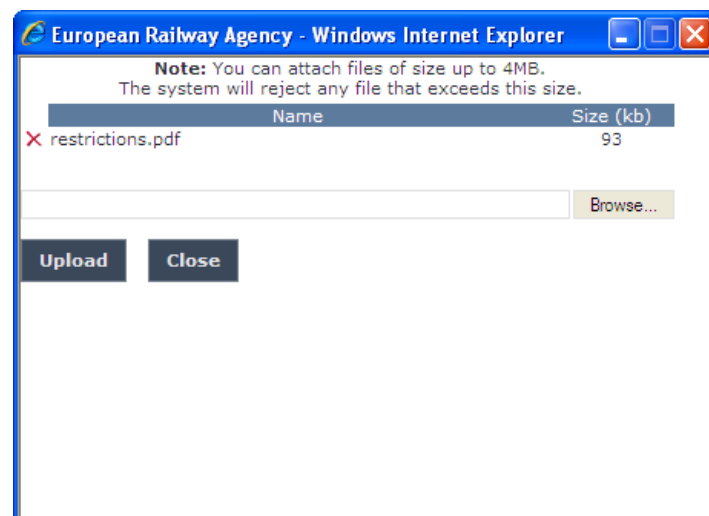
You can add electronic attachments to the certificate by pressing the **Attachments** button: the following window will be displayed



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



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




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


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



3.1.9 Print a certificate

You can print at any time the information on the screen, by clicking on the  [Print](#) link at the top of the page.

3.1.10 Save a certificate to an Excel file


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

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


3.1.11 Export to PDF

You can export the Certificate from view page (Figure 5 or Figure 8), by clicking on the [Export to PDF](#) link at the top of the page.

3.1.12 View RU Licences

You can view the RU Licences from view page (Figure 5 or Figure 8), by clicking on the  [View RU Licences](#) link at the top of the page.

3.1.13 View ECM Certificates

You can view the ECM Certificates from view page (Figure 5 or Figure 8), by clicking on the  [View ECM Certificates](#) link at the top of the page.

3.1.14 Activate / Deactivate a certificate (ERA Administrator only)

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

3.1.15 Validating a certificate (ERA Safety Administrator only)

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

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

To validate a temporary certificate, search for the non-validated certificate and display its properties: a page similar to the one in Figure 5 (if certificate A) or Figure 8 (if certificate B) will be displayed. Press the **Go to Validation task** button: a page similar to the one in Figure 4 (if certificate A) or Figure 7 (if certificate B) will be displayed, where you can update any relevant field before final validation.

To cancel validation, click on the **Undo changes** button.

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



You can click on the [View registered certificate](#) link to view the validated certificate: the following page will be displayed for certificates Part A

Safety Certificate details
[Go Back to Search Results](#) | [View ECM Certificates](#) | [View RU Licences](#) | [Export to PDF](#) | [Print](#)

SAFETY CERTIFICATE - PART A

Safety Certificate confirming acceptance of the Safety Management System within the European Union in conformity with Directive 2004/49/EC and applicable national legislation

Certificate - Part A	EU IDENTIFICATION NUMBER FR1120100013
-----------------------------	--

1. CERTIFIED RAILWAY UNDERTAKING

Legal denomination: VFLI	
Railway undertaking name: VFLI	Acronym: VFLI
National registration number: 408 169 043	VAT No: FR93408169043

2. CERTIFICATE ISSUING ORGANIZATION

Organisation: EPSF
Country: France

3. CERTIFICATE INFORMATION

This is a - new certificate <input checked="" type="checkbox"/> - renewed certificate <input type="checkbox"/> - update/amend certificate <input type="checkbox"/>	ECM (entity in charge of maintenance) certificate : Yes ECM Certificate Number : FR/31/0012/2013 EU Identification Number of the previous certificate:
Validity from: 14/02/2012 to: 14/02/2014	
Type(s) of services: Passenger transport - Including high-speed services Freight transport - Including dangerous goods services	
Transportation Volume: Less than 200 million passenger-km per year Less than 500 million tonne-km per year	
Railway Undertaking Size: Micro enterprise	
Scope of ECM Activities: Cover tank wagons for dangerous goods	

4. APPLICABLE NATIONAL LEGISLATION

SEW

5. ADDITIONAL INFORMATION

--

Date issued
10/02/2012
Internal reference Number
RFEWF

Attachments
No attached files

Amend Certificate
Renew Certificate
Revoke Certificate
Invalidate Certificate
Issue Part B
[Print](#)

Figure 9

For certificates Part B the following picture will be displayed

SAFETY CERTIFICATE - PART B	
Safety Certificate confirming acceptance of the provisions adopted by the Railway Undertaking to meet specific requirements necessary for the safe operation on the relevant network in conformity with Directive 2004/49/EC and applicable national legislation - Part B	
Certificate - Part A	FR1220120088
EU IDENTIFICATION NUMBER	
FR1220120088	
1. CERTIFIED RAILWAY UNDERTAKING	
Legal denomination: COLAS RAIL	
Railway undertaking name: COLAS RAIL	
National registration number: 632 049 128 RCS VERSAILLES	Acronym:
VAT No:	
2. CERTIFICATE ISSUING ORGANIZATION	
Organisation: EPSF	
Country: France	
3. CERTIFICATE INFORMATION	
This is a <ul style="list-style-type: none"> - new certificate <input checked="" type="checkbox"/> - renewed certificate <input type="checkbox"/> - update/amend certificate <input type="checkbox"/> EU Identification Number of the previous certificate:	
Validity from: 30/04/2012 to: 01/01/2013	
Type(s) of services: Passenger transport - Excluding high-speed services Freight transport - Excluding dangerous goods services	
4. SAFETY CERTIFICATE - PART A (acceptance of the Safety Management System)	
EU Identification Number: FR1120120010	
5. LINES OPERATED	
6. SPECIFIC CONDITIONS AND OBLIGATIONS	
7. APPLICABLE NATIONAL LEGISLATION	
djwf	
Date issued 30/03/2012	
Internal reference Number 12/88	
Attachments demande flexi_new.doc	
Amend Certificate Renew Certificate Revoke Certificate Invalidate Certificate	

Figure 10

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

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

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

3.1.16 Send Email to User

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

Sender:
John Doe <[redacted]>

Recipient:
[redacted] <XXXXXXXXXX@XXXXXXXXXXXXX.COM>

Recipients in Cc:
[redacted]

Subject:
ERADIS declaration – request for correction before validation

Body:

Dear [redacted],

Thank you for submitting the **ECM Certification Bodies** declaration to ERADIS database: http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodies/view.aspx?id=43

The ERA validators have proceeded with validation of submitted declaration – the following **issues have been identified**:

To proceed with validation of the declaration, we would like to kindly ask you to **correct the declaration according to the above instructions**.

In case of any questions, don't hesitate to contact us: [redacted]

Kind regards,
John Doe
European Railway Agency

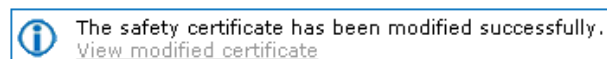
Figure 11

A page similar to the one in Figure 11 will be displayed. Fill any relevant notes for the user in the text area field and press the **Send Email** button. Press the Cancel button for closing the email form.

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

3.1.17 Modifying a certificate

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




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

3.1.18 Amending a certificate

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

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

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

Amend an existing Certificate

This page allows you to easily find a Safety Certificate you would like to amend. You may find Safety Certificate by specifying search criteria or by browsing all of the PDB certificates which you can amend.

Certificate search information (enter at least one)

EU Identification Number

Internal reference Number

Open certificate

Browse Safety Certificates

Please click Browse button below if you would like to retrieve list of all existing Safety Certificates which you can amend.

Browse certificates








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

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

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


Safety Certificates which can be amended

Items per page 15

Country	RU Name		EU ID Number	Date issued	Type of Certificate
France	COLAS RAIL		FR1120120010	30/05/2012	Type A
			FR1220120088	30/03/2012	Type B
	EuroCargoRail		Part B1	01/05/2013	Type B
	Société Nationale des Chemins de fer Français		FR12201100140	24/08/2011	Type B
			FR1120120021	04/12/2009	Type A
			FR1220120001	12/05/2012	Type B
	VFLI		FR1120100013	10/02/2012	Type A

Total 7 item(s) found.

[Go back to the "amend certificate" page](#)

Select  [amend](#) link in the list and a page similar to the one in Figure 4 (if certificate A) or Figure 7 (if certificate B) will be displayed.

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



The safety certificate has been amended successfully.
[View amended certificate](#)

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

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

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


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

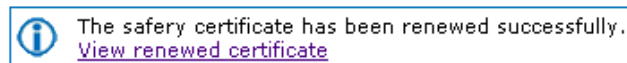
3.1.19 Renewing a certificate

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

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

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

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



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

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

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

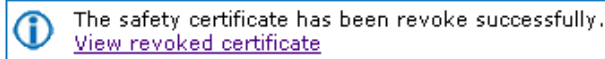
Another way to perform this task is to search for the certificate, view its details (Figure 9 if certificate A or Figure 10 if certificate B) and press the **Renew Certificate** button.

3.1.20 Revoking a certificate

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

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

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



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

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

3.1.21 Invalidating a certificate (ERA Safety Administrator only)

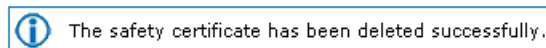
To invalidate a certificate, search for the validated certificate, view its details (Figure 5 if certificate A or Figure 8 if certificate B) and press the **Invalidate Certificate** button.

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

3.1.22 Deleting a certificate (ERA Safety Administrator only)

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

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



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

3.1.23 Perform data quality check (ERA Safety Administrator only)

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

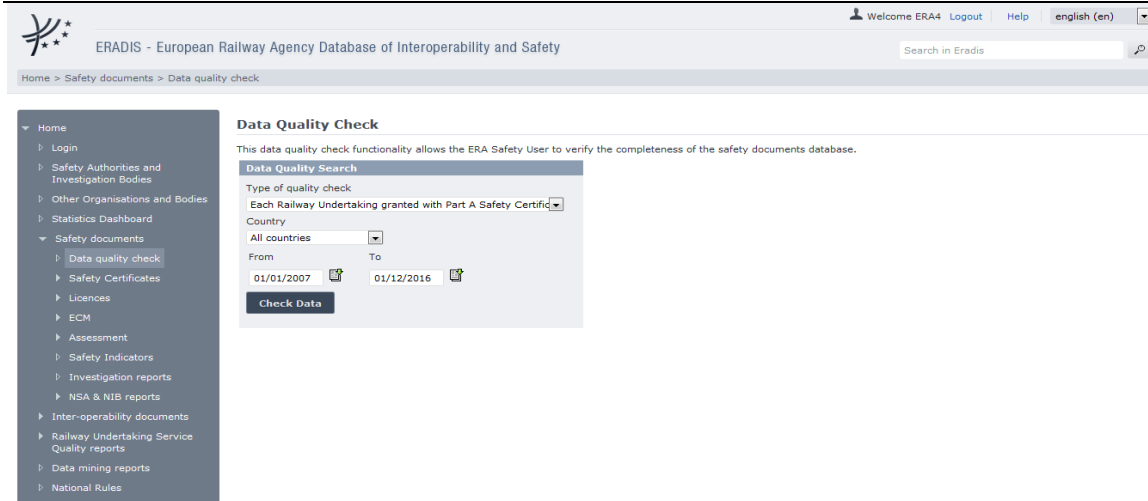


Figure 12



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

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



Figure 13


The search results are grouped in pages:

- To go to a specific page, click on the page number (1 2) at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page 15 list at top of the list
- To print the list, click on the  Print link at the top of the list
- To export the list into an Excel file, click on the  Export to Excel link at the top of the list
- To view a document (Part A Certificate), click on the “Certificate” link under the Document header of the desired Railway Undertaking

3.1.24 Downloading an electronic form

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

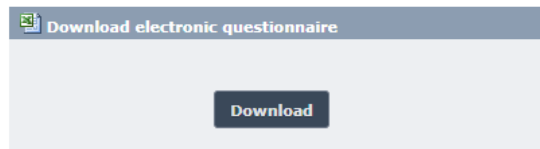
In case the user prefers to submit a new declaration by using an MS Excel form to be filled in offline, instead of using the web based form, the ERADIS will allow downloading of an appropriate electronic version of the form.


To download the electronic form, on the main page (Figure 1) click on the  [Download electronic form](#) link, choose the questionnaire language

Download Safety Certificates electronic questionnaire

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

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



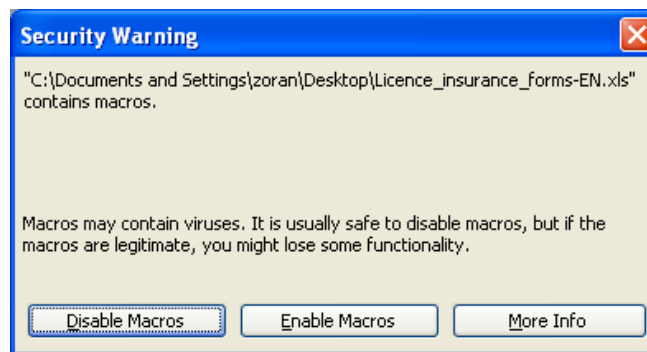
And press the  button: you will be prompted to save the file.

3.1.25 Filling in an electronic questionnaire

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

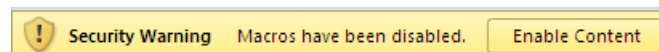
Depending on the Excel version:

- The following dialog appears



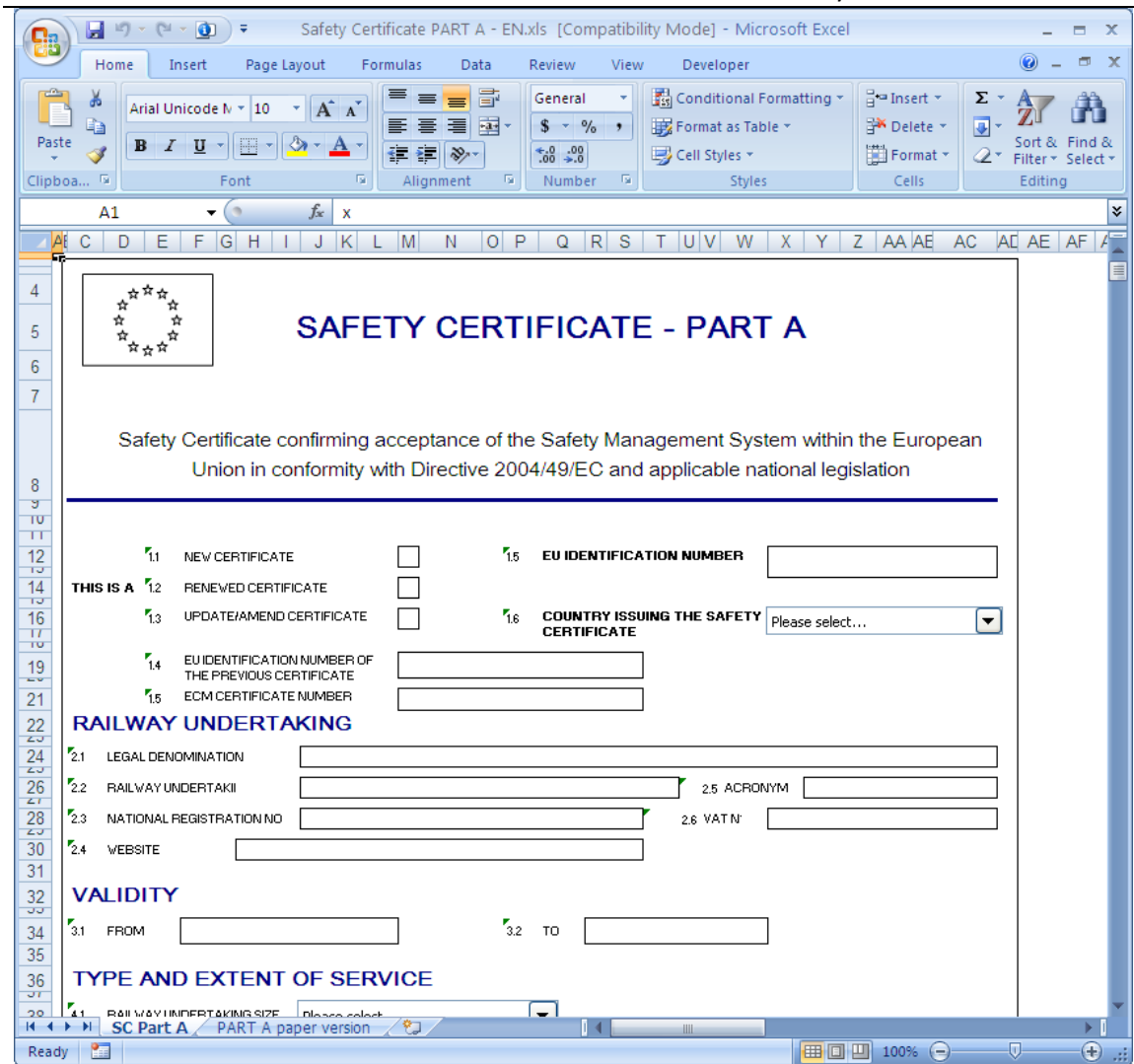
Click on "Enable Macros"


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



Click on the "Enable Content" button

MS Excel will open document, ready to edit.

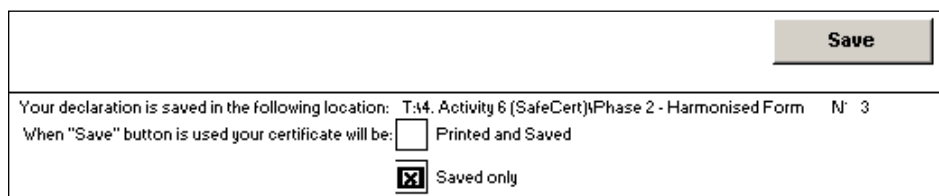


Fill in all the required fields and then press the  button: you will be prompted to provide the file name.

Before saving the electronic form, you have two options:

- Save the file
- Save and print the file


As shown in the following figure



3.1.26 Uploading an electronic form

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

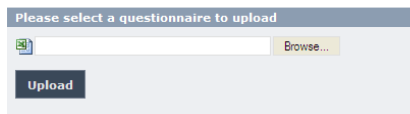
After filling in the electronic form (see § 3.1.25), the user will be able to send saved information to the ERADIS system (obviously ERA has to validate information before it goes on the public). The ERADIS system will populate provided information and inform user about operation success. Users will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

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

Upload Safety Certificate electronic questionnaire

This form allows submission of a prepared Safety Certificate questionnaire to the Public Database Of Safety Documents. The database requires preparation of the electronic questionnaire by using the Excel workbook that shall be downloaded from this Web site. Therefore the database will reject submission of the files which do not have appropriate format.

NOTE: The PDB system will validate and reject the submitted MS excel file in case that structural changes have been made.



And press the  button:

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

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



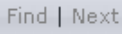


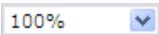


3.1.27 Statistics

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

3.1.27.1 Navigate through the statistic report

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



- To **go to a specific page of the report**, type a page number () on the grey band and press the Enter key
- To **move to the next/previous page of the report**, click on the  link on the yellow band
- To **find a string in the report**, type a text in the  field and click the  link. Click on the  link to find the next occurrence
- To **resize the page of the report**, select a width in the  list
- To **print the report**, click on the  button
- To **refresh the report**, click on the  button
- To **sort the list**, click on the arrow in field header you want to sort by

Number of part A New	Number of part A Amended
1	0

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

Number of part A New	Number of part A Amended
1	0

If the number equals to zero: no link to certificate available
 If the number equals to one: the certificate view is displayed as show in Figure 9 (if certificate A) or Figure 10 (if certificate B)
 If the number is greater than one: the list of certificates is displayed as show in Figure 2

In case of an EU Identification Number:


EU Number of Part A	EU Number of Part B
UK1120080061	BE1220080099
	FR1120080099
UK1120080063	
UK1120080049	

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

3.1.27.2 Export the statistic report

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




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

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

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

3.1.27.3 Generating Statistics on valid Safety Certificates A


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


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



[Number of valid Part A Safety Certificates issued within selected period: new, amended, renewed and revoked](#)

The below page is displayed:

Report from ERADIS Database

Year 

RU size 


Type of operation  


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


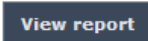
On the above page, select a year and/or a railway undertaking size and/or a type of operations from the list.

And press the  button: the report will be displayed.

Report from ERADIS Database

Year 

RU size 

Type of operation  

Certificates part A






1 of 1  Find | Next   

Licences and Certificates: Statistics

Reporting Year All

Reporting RU size All

Reporting Type of operation All


Country 	Number of certificates Part A			
	Number of part A New 	Number of part A Amended 	Number of part A Renewed 	Number of part A Revoked 
France	1	0	0	0
Total Sum	1	0	0	0

Date of report creation: 05/12/2013

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3.1.27.4 Generating Statistics on valid Safety Certificates B

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

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

 [Number of valid Part B Safety Certificates issued within selected period: new, amended, renewed and revoked](#)

The below page is displayed:

Report from ERADIS Database

Year
 Type of operation **View report**

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

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

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

Report from ERADIS Database

Year
 Type of operation **View report**

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

1 of 1 100% Find | Next

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

Reporting Year All
 Reporting Type of operation All


Country	Number of certificates Part B			
	Number of part B New	Number of part B Amended	Number of part B Renewed	Number of part B Revoked
Estonia	4	0	1	1
France	1	0	0	0
Italy	3	1	0	1
Total Sum	8	1	1	2

Date of report creation: 10/04/2014

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3.1.27.5 Generating Statistics on Safety Certificates A versus Safety Certificates B

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

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

[Statistics - Certificates A vs Certificates B issued within selected period](#)

The below page is displayed:

Report from ERADIS Database

Year
 Issuing State **View report**

Certificates Part A vs. certificates Part B

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

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

Report from ERADIS Database

Year
 Issuing State **View report**

Certificates Part A vs. certificates Part B

Navigation bar: 1 of 1, 100%, Find | Next, icons for print, refresh, etc.

Certificates Part A vs. certificates Part B

Reporting Year: All
 Reporting Issuing State: All countries

RU names	EU Number of Part A	EU Number of Part B	
EE RU	4674	4654	
		4654	
	6438	8678	
	68678		65756
			45667
		564512	
FRRU	123123	123124124	
	55471		
	56756		
IT RU	123	999	
		999	
	222		
	333	67657	
		6575765	
54654645	645645		

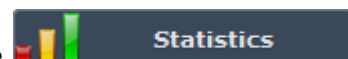
Date of report creation: 10/04/2014

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3.1.27.6 Generating Statistics on Safety Certificates B versus Safety Certificates A

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

To generate the report, on the main page (Figure 1) click on the



[Statistics - Certificates B vs Certificates A issued within selected period](#)

The below page is displayed:

Report from ERADIS Database

Year
 Issuing State **View report**

Certificates Part B vs. certificates Part A

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

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

Report from ERADIS Database

Year
 Issuing State **View report**

Certificates Part B vs. certificates Part A

Navigation bar: 1 of 1, 100%, Find | Next, icons for print, refresh, etc.

Certificates Part B vs. certificates Part A

Reporting Year All
 Reporting Issuing State All countries

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

Date of report creation: 10/04/2014

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3.1.27.7 Generating Statistics on valid Safety Certificates A and B

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

To generate the report, on the main page (Figure 1) click on the



button, and then click on the link:



The below page is displayed:

Report from ERADIS Database

Year 

View report

Number of valid safety certificates

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

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

Report from ERADIS Database

Year: All

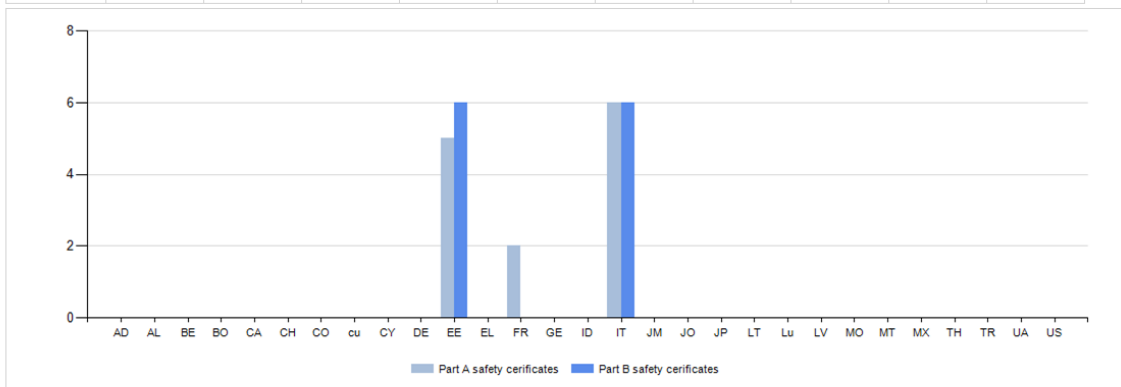
Number of valid safety certificates

1 of 1 100% Find | Next

Number of valid safety certificates

Reporting Year: All

Country	Certificate Part A					Certificate Part B				
	Passenger Transport		Freight Transport		Shunting services	Passenger Transport		Freight Transport		Shunting services
	Including high-speed services	Excluding high-speed services	Including dangerous goods	Excluding dangerous goods		Including high-speed services	Excluding high-speed services	Including dangerous goods	Excluding dangerous goods	
Andora	0	0	0	0	0	0	0	0	0	0
Albania	0	0	0	0	0	0	0	0	0	0
Belgium	0	0	0	0	0	0	0	0	0	0
Bolivia	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	0	0	0	0	0	0	0
SWITZERLAND	0	0	0	0	0	0	0	0	0	0
colombia	0	0	0	0	0	0	0	0	0	0
Cuba	0	0	0	0	0	0	0	0	0	0
Cyprus	0	0	0	0	0	0	0	0	0	0
Germany	0	0	0	0	0	0	0	0	0	0
Estonia	1	1	1	1	1	0	2	0	2	2
Greece	0	0	0	0	0	0	0	0	0	0
France	1	0	1	0	0	0	0	0	0	0
Georgia	0	0	0	0	0	0	0	0	0	0
India	0	0	0	0	0	0	0	0	0	0
Italy	1	2	1	2	0	1	2	1	2	0
JAMAICA	0	0	0	0	0	0	0	0	0	0
JORDAN	0	0	0	0	0	0	0	0	0	0
Japan	0	0	0	0	0	0	0	0	0	0
Lithuania	0	0	0	0	0	0	0	0	0	0
Luxemburg	0	0	0	0	0	0	0	0	0	0
Latvia	0	0	0	0	0	0	0	0	0	0
Monaco	0	0	0	0	0	0	0	0	0	0
Malta	0	0	0	0	0	0	0	0	0	0
Mexico	0	0	0	0	0	0	0	0	0	0
THAILAND	0	0	0	0	0	0	0	0	0	0
Turkey	0	0	0	0	0	0	0	0	0	0
Uganda	0	0	0	0	0	0	0	0	0	0
USA	0	0	0	0	0	0	0	0	0	0
ALL	3	3	3	3	1	1	4	1	4	2




Date of report creation: 10/04/2014

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3.1.27.8 Generating Statistics on valid Safety Certificates A and B domestic vs. cross-border

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

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

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

The below page is displayed:

Report from ERADIS Database

Year

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

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

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

Report from ERADIS Database

Year: 2012 [View report](#)

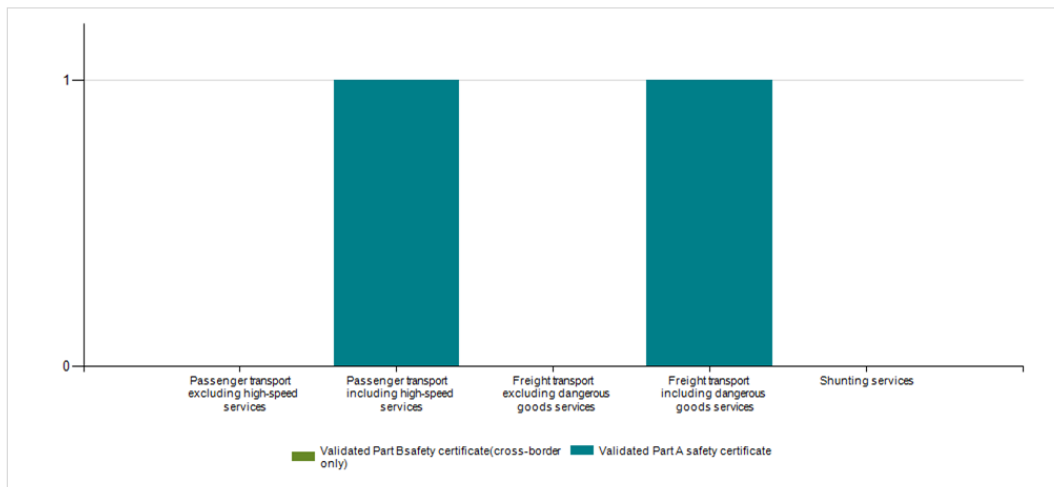
Number of valid safety certificates — Parts A and B, domestic vs. cross-border operations, per type of service

1 of 1 100% Find | Next

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

Reporting Year 2012

Country	Passenger Transport						Freight Transport						Shunting services		
	Including High-Speed Services			Excluding High-Speed Services			Including High-Speed Services			Excluding High-Speed Services					
	Part A	Part B domestic	Part B cross-border	Part A	Part B domestic	Part B cross-border	Part A	Part B domestic	Part B cross-border	Part A	Part B domestic	Part B cross-border	Part A	Part B domestic	Part B cross-border
Austria	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Belgium	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bulgaria	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Czech Republic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Germany	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Denmark	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estonia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Greece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spain	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
France	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Hungary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ireland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Italy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lithuania	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Latvia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Romania	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sweden	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
United Kingdom	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ALL	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0



Date of report creation: 05/12/2013

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

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

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



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



The below page is displayed:

Report from ERADIS Database

Year: All

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

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

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

Report from ERADIS Database

Year: All

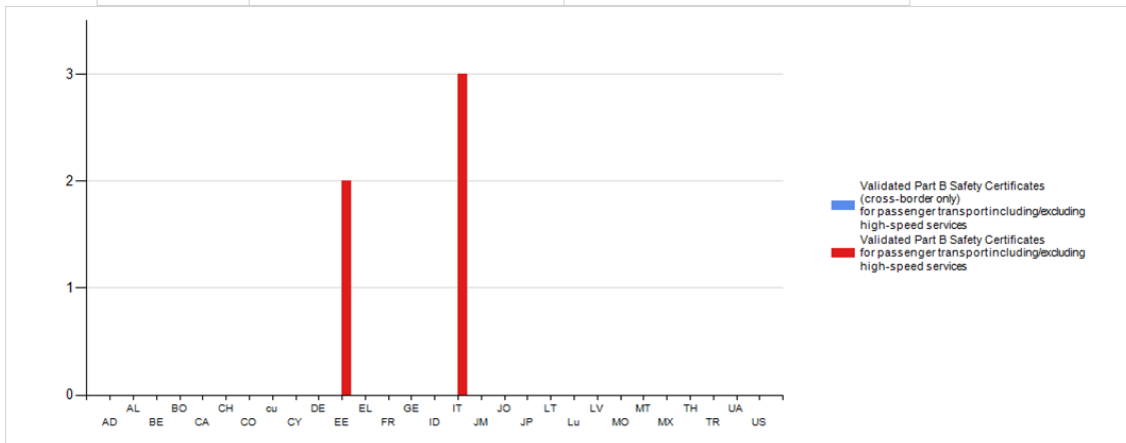
Number of valid Part B Safety Certificates, international operations vs. total number of Part B certificates, for passenger transport (including and excluding high-speed services)

1 of 1 100% Find | Next

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

Reporting Year: All

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



Date of report creation: 10/04/2014

1/1

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

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

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

[Number of total valid Safety Certificates Part A vs. valid Safety Certificates Part A issued within selected period and applying for more than one type of services](#)

The below page is displayed:

Report from ERADIS Database

Year: All

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

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

And press the button: the report will be displayed.

Report from ERADIS Database

Year: 2012

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

1 of 1 100% Find | Next

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

Reporting Year: 2012

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

Date of report creation: 05/12/2013

1/1

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

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

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

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

The below page is displayed:

Report from ERADIS Database

Year 2012 Member States All countries [View report](#)

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

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

And press the [View report](#) button: the report will be displayed.

Report from ERADIS Database

Year 2014 Member States All countries [View report](#)

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



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

Reporting Year 2014
Member States All countries

		new	updated/amended	renewed
E 1.1. Number of safety certificates Part A issued in the reporting year and in previous years and remain valid at the end of reporting year	issued in the reporting year	5	1	0
	issued in previous years	0	0	1

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

E 1.5. Number of certificates Part A revoked in the reporting year	1
--	---

E 1.6. Number of certificates Part B revoked in the reporting year	2
--	---

Not relevant	
Name of Railway Undertaking	Member State where certificate Part A was issued
EE RU	Estonia
IT RU	Italy

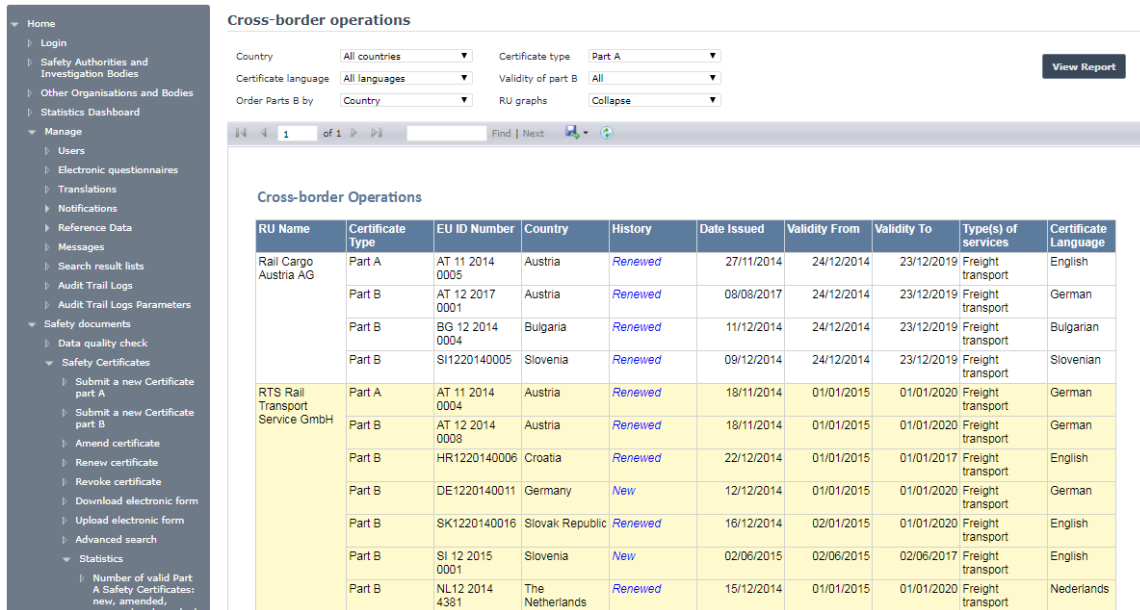
3.1.27.12 Generating Statistics on cross-border operations

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

To generate the report, on the main page (Figure 1) click on the



The below page is displayed:



Cross-border operations

Country: All countries | Certificate type: Part A | View Report

Certificate language: All languages | Validity of part B: All

Order Parts B by: Country | RU graphs: Collapse

1 of 1 | Find | Next

RU Name	Certificate Type	EU ID Number	Country	History	Date Issued	Validity From	Validity To	Type(s) of services	Certificate Language
Rail Cargo Austria AG	Part A	AT 11 2014 0005	Austria	Renewed	27/11/2014	24/12/2014	23/12/2019	Freight transport	English
	Part B	AT 12 2017 0001	Austria	Renewed	08/08/2017	24/12/2014	23/12/2019	Freight transport	German
	Part B	BG 12 2014 0004	Bulgaria	Renewed	11/12/2014	24/12/2014	23/12/2019	Freight transport	Bulgarian
	Part B	SI1220140005	Slovenia	Renewed	09/12/2014	24/12/2014	23/12/2019	Freight transport	Slovenian
RTS Rail Transport Service GmbH	Part A	AT 11 2014 0004	Austria	Renewed	18/11/2014	01/01/2015	01/01/2020	Freight transport	German
	Part B	AT 12 2014 0008	Austria	Renewed	18/11/2014	01/01/2015	01/01/2020	Freight transport	German
	Part B	HR1220140006	Croatia	Renewed	22/12/2014	01/01/2015	01/01/2017	Freight transport	English
	Part B	DE1220140011	Germany	New	12/12/2014	01/01/2015	01/01/2020	Freight transport	German
	Part B	SK1220140016	Slovak Republic	Renewed	16/12/2014	02/01/2015	01/01/2020	Freight transport	English
	Part B	SI 12 2015 0001	Slovenia	New	02/06/2015	02/06/2015	02/06/2017	Freight transport	English
	Part B	NL12 2014 4381	The Netherlands	Renewed	15/12/2014	01/01/2015	01/01/2020	Freight transport	Nederlands

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

The corresponding Safety Certificates Part B of each Safety Certificate Part A are all valid or expired and ordered by the name of their country. These certificates can be alternatively ordered by the end of validity period (“Valid to” option in the “Order Parts B by” dropdown list). Select “Expired” or “Valid” in the “Validity of Part B” dropdown list and then **View report** for the report to display only the expired³ Safety Certificates Part B or only valid⁴ Safety Certificates Part B, respectively.

Select a certificate type: Part A or Part B (Part B option is available only if Country criterion is filled with a specific country). Additionally, specify a country and/or a certificate language. These two criteria refer to the Certificate type defined in the respective filters. In the RU graphs, select “Expand”, for the visual representation of validity periods to be displayed. Press the **View report** button: the report will be displayed, like in Figure 14.

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

³ Expired means: active AND validated AND expired AND not suspended AND not revoked AND not further renewed/amended.



⁴ Valid means: active AND validated AND not expired AND not suspended AND not revoked.

Cross-border operations

Country: Certificate type:
 Certificate language: Validity of part B:
 Order Parts B by: RU graphs: View Report

1 of 1 Find | Next

Cross-border Operations

RU Name	Certificate Type	EU ID Number	Country	History	Date Issued	Validity From	Validity To	Type(s) of services	Certificate Language
Rotterdam Rail Feeding BV	Part A	NL11 2013 3009	The Netherlands	Renewed	26/04/2013	01/05/2013	01/05/2018	Freight transport	Nederlands
	Part B	BE 12 2013 0011	Belgium	Renewed	13/08/2013	16/11/2013	15/11/2016	Freight transport	Nederlands
	Part B	DE1220130009	Germany	New	03/12/2013	03/12/2013	01/05/2018	Freight transport	German
	Part B	NL12 2013 3009	The Netherlands	Renewed	26/04/2013	01/05/2013	01/05/2018	Freight transport	Nederlands
Rotterdam Rail Feeding BV 									
DB Schenker	Part A	NL11 2013 3172	The Netherlands	Renewed	12/12/2013	12/12/2013	12/12/2018	Freight transport	Nederlands
	Part B	BE 12 2015 0007	Belgium	Renewed	23/07/2015	27/07/2015	26/07/2018	Freight transport	Nederlands
	Part B	FR1220140007	France	New	21/10/2014	21/10/2014	21/10/2019	Freight transport	French
	Part B	NL12 2013 3172	The Netherlands	Renewed	12/12/2013	12/12/2013	12/12/2018	Freight transport	Nederlands
DB Schenker 									

Date of report creation: 09/10/2017 Count of items (RUs): 2

Figure 14

3.2 Anonymous or non-authorised users

3.2.1 Safety Certificates main page

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

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

Safety Certificates Database

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

Quick search

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

Issuing country

Certificate type

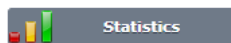
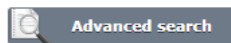


Figure 15

3.2.2 Searching for a certificate

3.2.2.1 Quick search

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

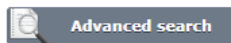
On the main page (Figure 15), select an issuing country and/or a certificate type from the list.

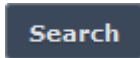
Quick search

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



Issuing country



Certificate type



And press the  button: a list will be displayed.

Safety Certificates search results

 [Print](#)  [Export to Excel](#) Items per page

Country	RU Name	EU ID Number	History	Certificate language	Date issued	Valid from	Valid until	Validity	Pass/ Freight/ Shunting	Type of Certificate	Attachments
Greece	TRAI NOSE	EL 12 2013 0001	New	Greek	04/01/2013	01/01/2013	31/12/2017	Valid	Passenger / Freight	Type B	 Safety Certificate Part B TRAI NOSE.pdf
	TRAI NOSE	EL 11 2013 0001	New	Greek	04/01/2013	01/01/2013	31/12/2017	Valid	Passenger / Freight	Type A	 Safety Certificate Part A TRAI NOSE.pdf



Total 2 item(s) found.


[Go back to Quick Search](#)

Figure 16

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

The search results are grouped in pages:

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

SAFETY CERTIFICATE - PART A	
Safety Certificate confirming acceptance of the Safety Management System within the European Union in conformity with Directive 2004/49/EC and applicable national legislation	
Certificate - Part A	FR1220090008
EU IDENTIFICATION NUMBER	
FR1120090007	
1. CERTIFIED RAILWAY UNDERTAKING	
Legal denomination: COLAS RAIL	
Railway undertaking name: COLAS RAIL	
National registration number: 632 049 128 RCS VERSAILLES	Acronym:
	VAT No:
2. CERTIFICATE ISSUING ORGANIZATION	
Organisation: EPSF	
Country: France	
3. CERTIFICATE INFORMATION	
This is a <ul style="list-style-type: none"> - new certificate <input checked="" type="checkbox"/> - renewed certificate <input type="checkbox"/> - update/amend certificate <input type="checkbox"/> 	ECM (entity in charge of maintenance) certificate : Yes ECM Certificate Number : FR/31/0512/0020 EU Identification Number of the previous certificate:
Validity from: 01/02/2012 to: 01/05/2012	
Type(s) of services: Passenger transport - Excluding high-speed services	
Freight transport - Excluding dangerous goods services	
Transportation Volume: Less than 200 million passenger-km per year	
Less than 500 million tonne-km per year	
Railway Undertaking Size: Micro enterprise	
Scope of ECM Activities:	
Covers other wagons specialised in transport of dangerous goods	
4. APPLICABLE NATIONAL LEGISLATION	
national decree ...	
5. ADDITIONAL INFORMATION	
Date issued 30/01/2012 Internal reference Number internal nu 19	
Attachments	
 Guidance on Good Reporting Practice 1.0-DE.pdf	

[Print](#)

Figure 17

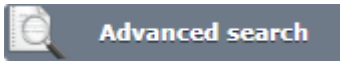
SAFETY CERTIFICATE - PART B	
<p><small>Safety Certificate confirming acceptance of the provisions adopted by the Railway Undertaking to meet specific requirements necessary for the safe operation on the relevant network in conformity with Directive 2004/49/EC and applicable national legislation - Part B</small></p>	
Certificate - Part A	56756765
EU IDENTIFICATION NUMBER	
56756765	
1. CERTIFIED RAILWAY UNDERTAKING	
Legal denomination: VFLI	
Railway undertaking name: VFLI	
National registration number: 408 169 043	
Acronym: VFLI	
VAT No: FR93408169043	
2. CERTIFICATE ISSUING ORGANIZATION	
Organisation: EPSF	
Country: France	
3. CERTIFICATE INFORMATION	
This is a <ul style="list-style-type: none"> - new certificate <input checked="" type="checkbox"/> - renewed certificate <input type="checkbox"/> - update/amend certificate <input type="checkbox"/> EU Identification Number of the previous certificate:	
Validity from: 04/12/2013 to: 21/03/2014	
Type(s) of services: Passenger transport - Including high-speed services	
4. SAFETY CERTIFICATE - PART A (acceptance of the Safety Management System)	
EU Identification Number: FR1120100013	
5. LINES OPERATED	
6. SPECIFIC CONDITIONS AND OBLIGATIONS	
7. APPLICABLE NATIONAL LEGISLATION	
test	
Date issued 04/12/2013	
Internal reference Number re	
Attachments No attached files	

 Print

Figure 18

3.2.2.2 Advanced search

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

On the main page (Figure 15), click on the  button: a page will be displayed.

CERTIFICATES
 The Advanced Search allows you to find information on the safety certificates on the basis of a set of pre-defined criteria or a combination of them. These criteria include among others the type of certificate (Part A and / or Part B), status of the certificate (new / amended / renewed / revoked), type and extent of the services covered by the certificate, issuing dates or validity periods of the certificate, as well as information on the issuing authority and the certificate holder.

Search for: All certificates (dropdown) EU Identification Number (input)
 Validation status: All (dropdown) Country Issuing The Safety Certificate: All countries (dropdown)
 Certificate type: All (dropdown) ECM Certificate Number (input)
 Certificate language: All languages (dropdown)

RAILWAY UNDERTAKING
 Railway undertaking name (input) Acronym (input)
 National Registration No (input) VAT No (input)


VALIDITY
 From (calendar icon) To (calendar icon) All

TYPE AND EXTENT OF SERVICE
 Railway Undertaking Size: All (dropdown)
Passenger transport
 Include high speed service Transportation Volume (Please select... dropdown)
 Exclude high speed service
Freight transport
 Include dangerous goods Transportation Volume (Please select... dropdown)
 Exclude dangerous goods
 Shunting only

ISSUING ORGANIZATION
 Organization name (input)

Date Issued
 From (calendar icon) To (calendar icon)
 Internal reference No (input)
 Free text (input)


Figure 19

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

By default, only valid certificates are displayed in the search results. Valid certificate means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) and active. If “All” option is checked in the “Validity” section, the system may display certificates which are inactive, or expired⁵ or revoked or not validated.

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

3.2.3 Print a certificate

You can print at any time the information on the screen, by clicking on the  [Print](#) link at the top of the page.

3.2.4 Export to PDF

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

3.2.5 Statistics

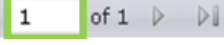




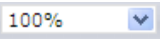


This feature allows the user to generate statistic reports on existing Safety Certificates A & B based on specific criteria.

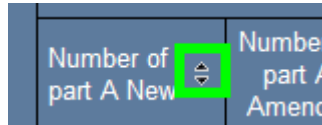
3.2.5.1 Navigate through the statistic report

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

⁵ Expired certificate means: Validated AND Not Revoked AND active AND “Validity To” date is in the past.



- To **go to a specific page of the report**, type a page number () on the yellow band and press the Enter key
- To **move to the next/previous page of the report**, click on the  link on the yellow band
- To **find a string in the report**, type a text in the  field and click the  link. Click on the  link to find the next occurrence
- To **resize the page of the report**, select a width in the  list
- To **print the report**, click on the  button
- To **refresh the report**, click on the  button
- To **sort the list**, click on the arrow in field header you want to sort by



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

Number of part A New	Number of part A Amended	N
1	0	
1	0	

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

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

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

In case of an EU Identification Number:


EU Number of Part A	EU Number of Part B
UK1120080061	BE1220080099
	FR1120080099
UK1120080063	
UK1120080049	

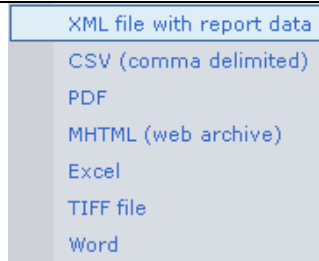
The certificate view is displayed as show in Figure 17 (if certificate A) or Figure 18 (if certificate B)

3.2.5.2 Export the statistic report

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




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



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

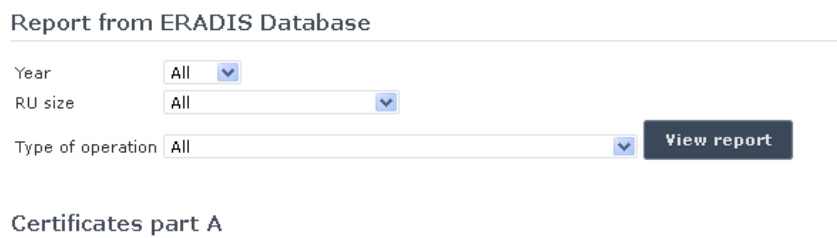
3.2.5.3 Statistics - Certificates A

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

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

 [Number of valid Part A Safety Certificates issued within selected period: new, amended, renewed and revoked](#)

The below page is displayed:



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

And press the  button: the report will be displayed.

Report from ERADIS Database

Year
 RU size
 Type of operation **View report**

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

1 of 1 100% Find | Next 

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

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

Country	Number of certificates Part A			
	Number of part A New	Number of part A Amended	Number of part A Renewed	Number of part A Revoked
Estonia	3	0	0	1
France	1	0	1	0
Italy	2	1	0	0
Total Sum	6	1	1	1

Date of report creation: 10/04/2014

1/1

3.2.5.4 Statistics - Certificates B

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

To generate the report, on the main page (Figure 15) click on the



[Number of valid Part B Safety Certificates issued within selected period: new, amended, renewed and revoked](#)

The below page is displayed:

Report from ERADIS Database


Year
 Type of operation **View report**


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

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

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

Report from ERADIS Database

Year 

Type of operation  **View report**






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

1 of 1 100% Find | Next  

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

Reporting Year All

Reporting Type of operation All

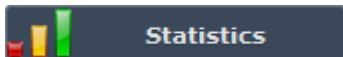
Country 	Number of certificates Part B			
	Number of part B New 	Number of part B Amended 	Number of part B Renewed 	Number of part B Revoked 
Estonia	4	0	1	1
France	1	0	0	0
Italy	3	1	0	1
Total Sum	8	1	1	2

Date of report creation: 10/04/2014

1/1

3.2.5.5 Statistics - Certificates A versus Certificates B


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


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

 [Statistics - Certificates A vs Certificates B issued within selected period](#)

The below page is displayed:

Report from ERADIS Database

Year 

Issuing State  **View report**

Certificates Part A vs. certificates Part B

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

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

Report from ERADIS Database

Year
 Issuing State **View report**

Certificates Part A vs. certificates Part B

Navigation bar with page 1 of 1, 100% zoom, and search options.

Certificates Part A vs. certificates Part B

Reporting Year All
 Reporting Issuing State All countries


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

Date of report creation: 10/04/2014

1/1

3.2.5.6 Statistics - Certificates B versus Certificates A

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

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

[Statistics - Certificates B vs Certificates A issued within selected period](#)

The below page is displayed:

Report from ERADIS Database

Year
 Issuing State **View report**

Certificates Part B vs. certificates Part A

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

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

Report from ERADIS Database

Year **View report**
 Issuing State **View report**

Certificates Part B vs. certificates Part A

1 of 1 100% Find | Next

Certificates Part B vs. certificates Part A

Reporting Year All
 Reporting Issuing State All countries


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

Date of report creation: 10/04/2014

1/1

3.2.5.7 Generating Statistics on valid Safety Certificates A and B

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

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

[Number of valid certificates issued within selected period](#)

The below page is displayed:

Report from ERADIS Database

Year **View report**

Number of valid safety certificates

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

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

Report from ERADIS Database

Year: All

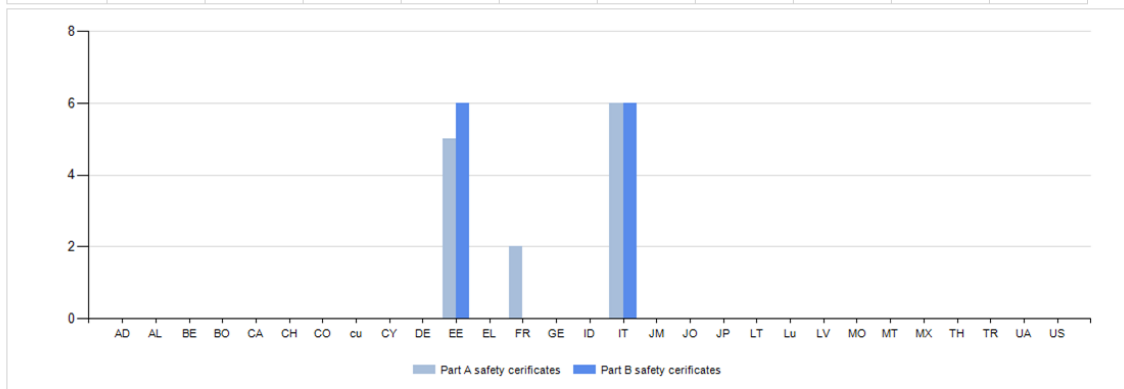
Number of valid safety certificates

Navigation bar: 1 of 1, 100%, Find | Next, icons for print, refresh, etc.

Number of valid safety certificates

Reporting Year: All

Country	Certificate Part A					Certificate Part B				
	Passenger Transport		Freight Transport		Shunting services	Passenger Transport		Freight Transport		Shunting services
	Including high-speed services	Excluding high-speed services	Including dangerous goods	Excluding dangerous goods		Including high-speed services	Excluding high-speed services	Including dangerous goods	Excluding dangerous goods	
Andora	0	0	0	0	0	0	0	0	0	0
Albania	0	0	0	0	0	0	0	0	0	0
Belgium	0	0	0	0	0	0	0	0	0	0
Bolivia	0	0	0	0	0	0	0	0	0	0
Canada	0	0	0	0	0	0	0	0	0	0
SWITZERLAND	0	0	0	0	0	0	0	0	0	0
colombia	0	0	0	0	0	0	0	0	0	0
Cuba	0	0	0	0	0	0	0	0	0	0
Cyprus	0	0	0	0	0	0	0	0	0	0
Germany	0	0	0	0	0	0	0	0	0	0
Estonia	1	1	1	1	1	0	2	0	2	2
Greece	0	0	0	0	0	0	0	0	0	0
France	1	0	1	0	0	0	0	0	0	0
Georgia	0	0	0	0	0	0	0	0	0	0
India	0	0	0	0	0	0	0	0	0	0
Italy	1	2	1	2	0	1	2	1	2	0
JAMAICA	0	0	0	0	0	0	0	0	0	0
JORDAN	0	0	0	0	0	0	0	0	0	0
Japan	0	0	0	0	0	0	0	0	0	0
Lithuania	0	0	0	0	0	0	0	0	0	0
Luxemburg	0	0	0	0	0	0	0	0	0	0
Latvia	0	0	0	0	0	0	0	0	0	0
Monaco	0	0	0	0	0	0	0	0	0	0
Malta	0	0	0	0	0	0	0	0	0	0
Mexico	0	0	0	0	0	0	0	0	0	0
THAILAND	0	0	0	0	0	0	0	0	0	0
Turkey	0	0	0	0	0	0	0	0	0	0
Uganda	0	0	0	0	0	0	0	0	0	0
USA	0	0	0	0	0	0	0	0	0	0
ALL	3	3	3	3	1	1	4	1	4	2



Date of report creation: 10/04/2014

1/1

3.2.5.8 Generating Statistics on valid Safety Certificates A and B domestic vs. cross-border

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

To generate the report, on the main page (Figure 15) click on the



button, and then click on the link:

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

The below page is displayed:

Report from ERADIS Database

Year

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

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

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

Report from ERADIS Database

Year: 2012 [View report](#)

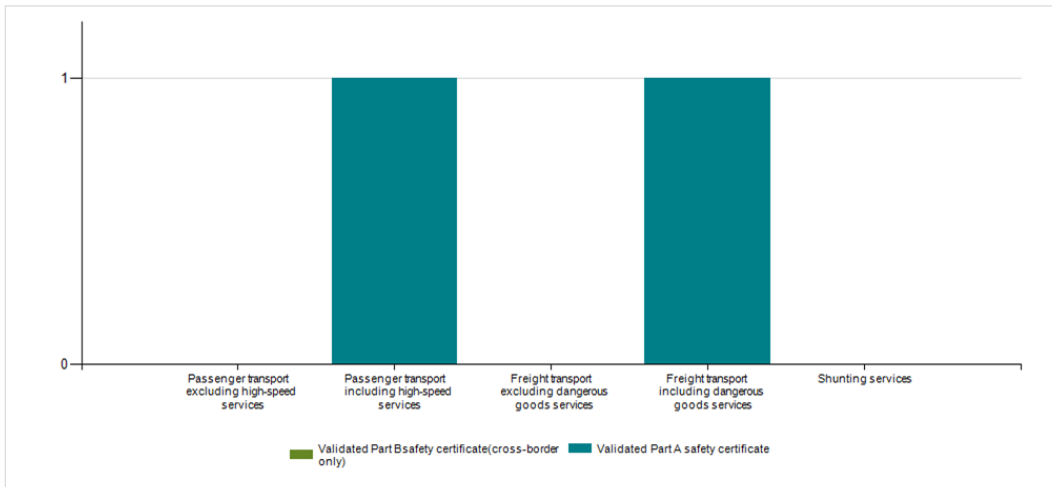
Number of valid safety certificates — Parts A and B, domestic vs. cross-border operations, per type of service

1 of 1 100% Find | Next

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

Reporting Year 2012

Country	Passenger Transport						Freight Transport						Shunting services		
	Including High-Speed Services			Excluding High-Speed Services			Including High-Speed Services			Excluding High-Speed Services			Part A	Part B domestic	Part B cross-border
	Part A	Part B domestic	Part B cross-border	Part A	Part B domestic	Part B cross-border	Part A	Part B domestic	Part B cross-border	Part A	Part B domestic	Part B cross-border			
Austria	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Belgium	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bulgaria	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Czech Republic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Germany	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Denmark	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estonia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Greece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spain	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
France	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Hungary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ireland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Italy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lithuania	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Latvia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Romania	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sweden	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
United Kingdom	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ALL	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0




Date of report creation: 05/12/2013


1/1

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

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

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



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



The below page is displayed:

Report from ERADIS Database

Year All View report

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

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

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

Report from ERADIS Database

Year All View report

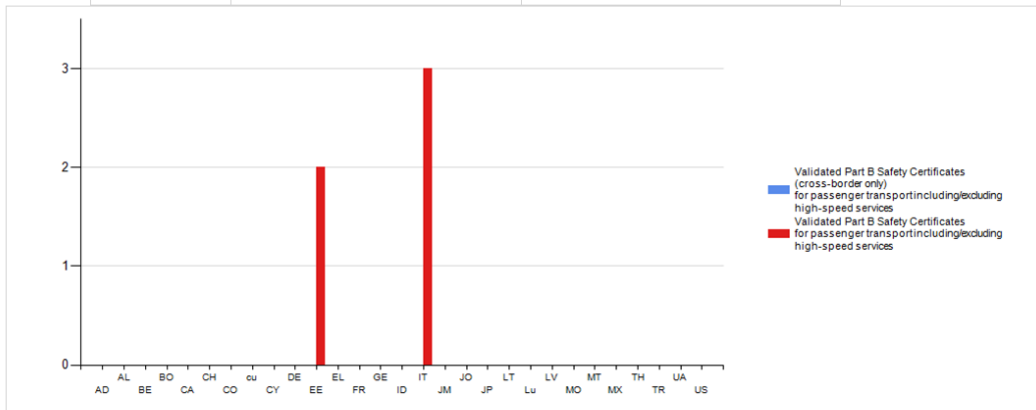
Number of valid Part B Safety Certificates, international operations vs. total number of Part B certificates, for passenger transport (including and excluding high-speed services)

1 of 1 100% Find | Next

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

Reporting Year All

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




Date of report creation: 10/04/2014

1/1

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

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

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

[Number of total valid Safety Certificates Part A vs. valid Safety Certificates Part A issued within selected period and applying for more than one type of services](#)

The below page is displayed:

Report from ERADIS Database

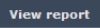
Year: All 

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

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

And press the  button: the report will be displayed.

Report from ERADIS Database

Year: 2012 

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

1 of 1 100% Find | Next

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

Reporting Year 2012

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

Date of report creation: 05/12/2013 1/1

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

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

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

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

The below page is displayed:

Report from ERADIS Database

Year Member States

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

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

And press the button: the report will be displayed.

Report from ERADIS Database

Year Member States

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

1 of 1 100% Find | Next

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

Reporting Year 2014
Member States All countries

		new	updated/ammended	renewed
E 1.1. Number of safety certificates Part A issued in the reporting year and in previous years and remain valid at the end of reporting year	issued in the reporting year	5	1	0
	issued in previous years	0	0	1

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

E 1.5. Number of certificates Part A revoked in the reporting year	1
--	---

E 1.6. Number of certificates Part B revoked in the reporting year	2
--	---

Not relevant	
Name of Railway Undertaking	Member State where certificate Part A was issued
EE RU	Estonia
IT RU	Italy

3.2.5.12 Generating Statistics on cross-border operations

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

The content of this statistics report is the same with the case of authorized users. For more information refer to [Generating Statistics on cross-border operations](#)

4 Licences

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

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

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

4.1 Authorised users

4.1.1 Licences main page

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

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

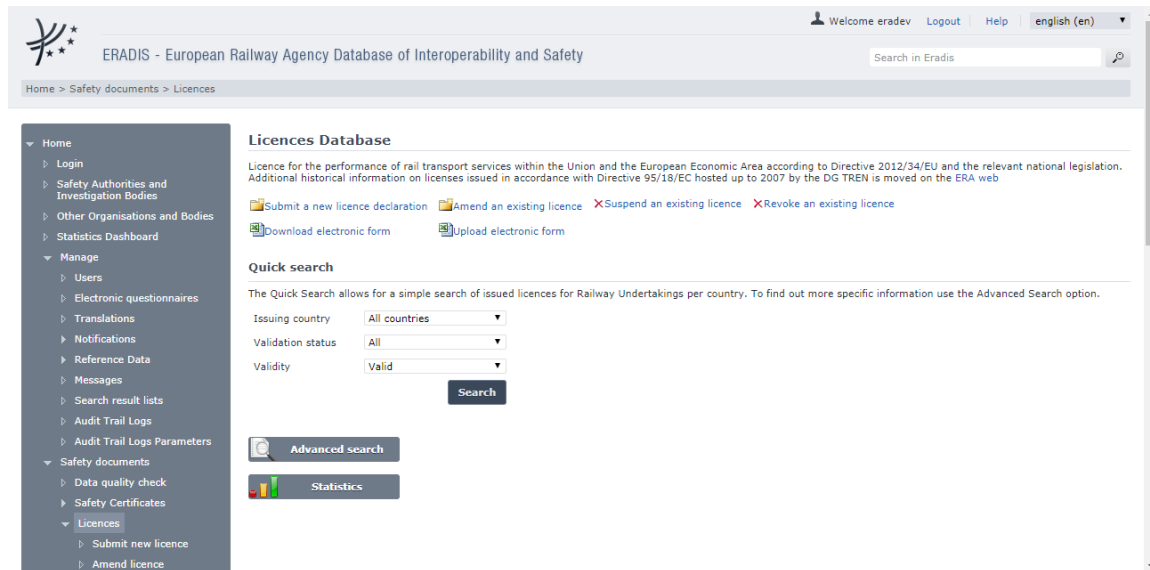


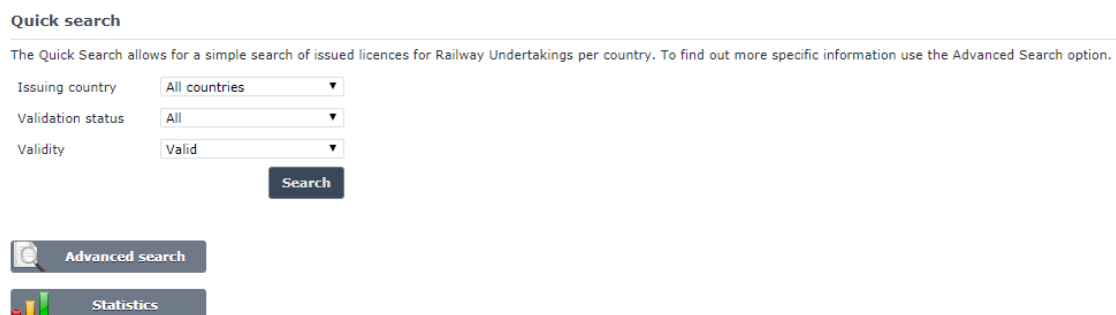
Figure 20

4.1.2 Searching for a licence

4.1.2.1 Quick search

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



On the main page (Figure 20), select an issuing country and/or a validation status and/or validity⁶ from the lists.












⁶ Valid licence means: Validated AND Not Revoked AND Not expired (based on the "Validity To" date) AND active.

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

Licences search results

 [Print](#)
 [Export to Excel](#)
Items per page **15** ▼



Country	RU Name	National Licence Number	History	Issuing Date	Pass/Freight/TractionOnly	Insurance	Validated	Attachments	Validity
Belgium	Captrain Belgium	L-006-1	Amended	19/05/2010	Freight	Yes	Yes		Valid
	CMI Traction	L-004-3	Amended	16/05/2014	Freight	Yes	Yes	 L004-3-Licence et couverture financière.pdf	Valid
	Crossrail Benelux NV	L-002-5	Amended	12/08/2010	Freight	Yes	Yes	 L-002-5 bijlage vergunning.pdf  L-002-5 vergunning.pdf	Valid
	Nationale Maatschappij der Belgische Spoorwegen (NMBS)	L-010	New	10/12/2013	Pass/Freight	Yes	Yes	 L010 nmbs sncb.pdf	Valid
	NMBS Logistics	L-008	New	20/04/2010	Freight	Yes	Yes	 L-008 - NMBS Logistics.pdf	Valid
	Railtraxx	L-007	New	18/01/2010	Freight	Yes	Yes	 L007-Railtraxx.pdf	Valid
	Société Voyages Belgique	L-009	New	19/11/2012	Passenger	Yes	Yes	 L-009 -SVB.pdf	Valid
	THI Factory S.A.	L-011	New	21/02/2014	Passenger	Yes	Yes	 L-011 THI Factory .pdf	Valid
	Trainsport N.V.	L-005-2	Amended	15/07/2014	Freight	Yes	Yes	 Trainsport.pdf	Valid

Total 9 item(s) found.

[Go back to Quick Search](#)

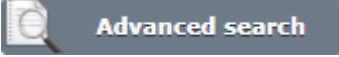
Figure 21

The search results are grouped in pages:

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

4.1.2.2 Advanced search


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

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

Licences Advanced search

Issuing country	<input type="text" value="All countries"/>	Decision identification	<input type="text"/>
Licence status	<input type="text" value="All licences"/>	EC licence-notification No	<input type="text"/>
Validation status	<input type="text" value="All"/>		
Railway undertaking name	<input type="text"/>	Acronym	<input type="text"/>
National Registration No	<input type="text"/>	VAT No	<input type="text"/>
Valid from	<input type="text" value=""/>	Valid to	<input type="text" value=""/>
Issuing organization name	<input type="text"/>	Type of services	<input type="checkbox"/> passenger <input type="checkbox"/> freight <input type="checkbox"/> traction only
Date Issued From	<input type="text" value=""/>	Date Issued To	<input type="text" value=""/>
Free text	<input type="text"/>		

Figure 22

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

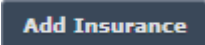
By default, only valid⁷ licences will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display licences which are inactive, or expired or revoked or not validated.


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

4.1.3 Submitting a new licence

This feature allows the submission of new licence.

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

If  is pressed, a new Tab “Insurance” appears

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

⁷ Valid certificate means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) and active

Note:
 - For the fields marked by an asterisk, information is mandatory
 - For the fields marked by two asterisks, information in at least one field is required

Add Insurance

Licence language English

Licence

LICENCE INFORMATION FOR THE PERFORMANCE OF RAIL TRANSPORT SERVICES
 Within the Union and the European Economic Area according to Directive 2012/34/EU and the relevant national legislation.

1. 1. Licence issuing State

Issuing State* Please select... New Amended

National licence No* Decision identification*

Applicable legislation*

Licensing authority Other... City*

Organisation name* Phone No*

Postal address* Facsimile No*

Post Code* E-mail

2. 2. Licence holder

Select railway undertaking Other... Registration No**

Railway undertaking name* Phone No*

Postal address* Facsimile No*

Post Code* E-mail

City* VAT No**

3. Validity

Valid from* Temporary licence Yes No

Type of services* freight passenger traction only

4. Amendments

Amended on

Description of amendment

5. Conditions and obligations

Conditions and obligations*

EC licence-notification No Date*

In accordance with the harmonised numbering system called European Identification Number (EIN), as laid down in the Appendix 2 of the Commission Decision 2007/756/EC. Name*

ATTACHED FILES
No attached files


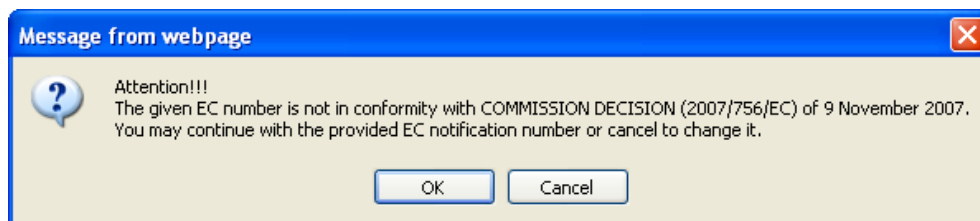
Send to ERA **Attachments** **Open Template** **Save As Template** 

Figure 23

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

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



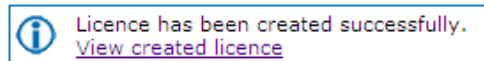
If Cancel is chosen, the message appears on the top of the page:

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

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

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

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



You can click on the [View created licence](#) link to view the newly created licence: the following page will be displayed.

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

Add Insurance

Licence
LICENCE INFORMATION FOR THE PERFORMANCE OF RAIL TRANSPORT SERVICES

Within the Union and the European Economic Area according to Directive 2012/34/EU and the relevant national legislation.

1. Licence issuing State

Issuing State	France	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amended
National licence No	5345345	Decision identification	65756765
Applicable legislation	EU Directive		
Licensing authority	MINISTÈRE DE L'ÉCOLOGIE, DE L'ÉNERGIE, DU DÉVELOPPEMENT DURABLE ET DE LA MER, EN CHARGE DES TECHNOLOGIES VERTES ET DES NÉGOCIATIONS SUR LE CLIMAT Direction générale des infrastructures, des transports et de la mer Direction des services de transport	Phone No	+ 33(0)1.40.81.22.22
Postal address	Arche Sud	Facsimile No	---
Post Code and city	F-92055 LA DEFENSE CEDEX	E-mail	

2. Licence holder

Railway undertaking	COLAS RAIL	Phone No	+33.1.34.93.83.00
Postal address	38-44 rue Jean Mermoz	Facsimile No	+33.1.34.93.82.99
Post Code and city	78600 MAISONS LAFFITTE	E-mail	
Registration No	632 049 128 RCS VERSAILLES	VAT No	FR29632049128

3. Validity

Valid from	22/04/2015	Temporary licence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of services	<input checked="" type="checkbox"/> freight <input type="checkbox"/> passenger <input type="checkbox"/> traction only		
Suspended on	Revoked on		

4. Amendments

Amended on	
Description of amendment	

5. Conditions and obligations

Conditions according to Article 23(2) of Directive 2012/34/EU should be mentioned here, or reference should be given to where documentation is available

22/04/2015

Date Signature

Name John Wheems

EC licence-notification No 11001100100

Attachments

No attached files

Modify this licence

Go to Validation task

Delete Licence

Print

Figure 24

4.1.4 Save as template

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


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


4.1.5 Open template


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


My Licence Templates

[< Back to the Licence form](#)

			Template Name
			1st-template

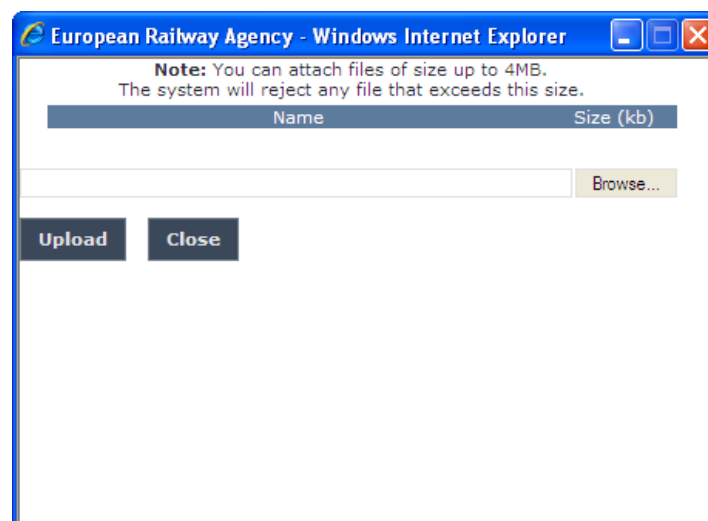
Where you can choose the template to load by clicking on the  icon.

To rename a template, click on the  icon.

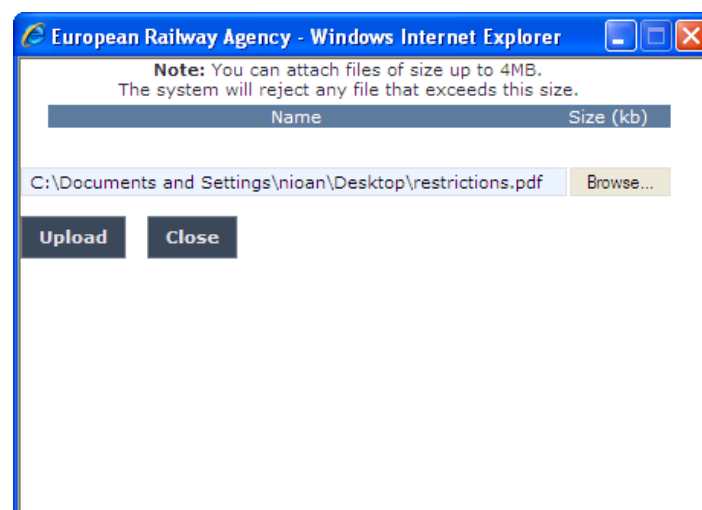
To delete a template, click on the  icon.

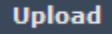
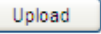
4.1.6 Add attachments

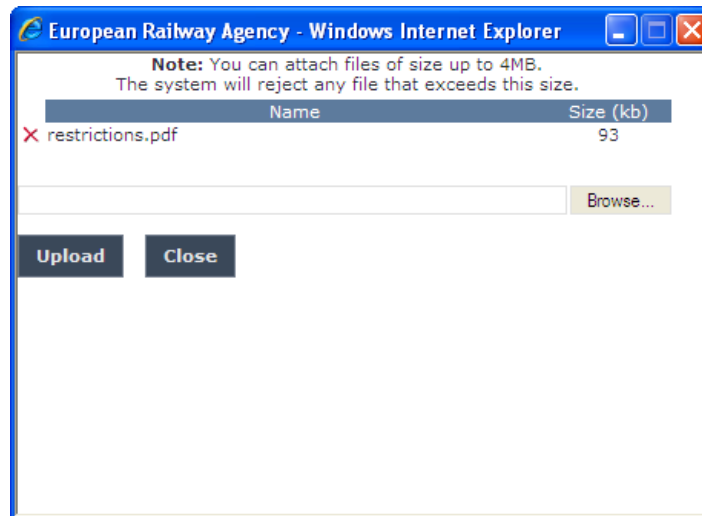
You can add electronic attachments to the licence by pressing the **Attachments** button: the following window will be displayed





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



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




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


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



4.1.7 Print a licence

You can print at any time the information on the screen, by clicking on the  [Print](#) link at the top of the page.

4.1.8 Save a licence to an Excel file

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

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

4.1.9 Export to PDF

You can export the licence from view page (Figure 24), by clicking on the [Export to PDF](#) link at the top of the page.

4.1.10 Validating a licence (ERA Safety Administrator only)

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

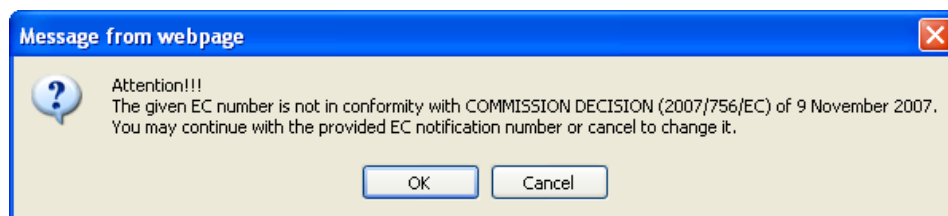
During the process of validation the ERA users will be able to create new reference data entries in case that a licence will contain new information which was not stored previously within the ERADIS reference data database.

To validate a temporary licence, search for the non-validated licence and display its properties: a page similar to the one in Figure 24 will be displayed. Press the **Go to Validation task** button: a page similar to the one in Figure 23 will be displayed, where you can update any relevant field before final validation.

To cancel validation, click on the **Undo changes** button.

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

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



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

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

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



You can click on the [View registered licence](#) link to view the validated licence: the following page will be displayed

Add Insurance

Licence
LICENCE INFORMATION FOR THE PERFORMANCE OF RAIL TRANSPORT SERVICES

Within the Union and the European Economic Area according to Directive 2012/34/EU and the relevant national legislation.

1. Licence issuing State

Issuing State	France	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended
National licence No	5345345	Decision identification 65756765
Applicable legislation	EU Directive	
Licensing authority	MINISTÈRE DE L'ÉCOLOGIE, DE L'ÉNERGIE, DU DÉVELOPPEMENT DURABLE ET DE LA MER, EN CHARGE DES TECHNOLOGIES VERTES ET DES NÉGOCIATIONS SUR LE CLIMAT Direction générale des infrastructures, des transports et de la mer Direction des services de transport	Phone No + 33(0)1.40.81.22.22
Postal address	Arche Sud	Facsimile No ---
Post Code and city	F-92055 LA DEFENSE CEDEX	E-mail

2. Licence holder

Railway undertaking	COLAS RAIL	Phone No +33.1.34.93.83.00
Postal address	38-44 rue Jean Mermoz	Facsimile No +33.1.34.93.82.99
Post Code and city	78600 MAISONS LAFFITTE	E-mail
Registration No	632 049 128 RCS VERSAILLES	VAT No FR29632049128

3. Validity

Valid from	22/04/2015	Temporary licence <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of services	<input checked="" type="checkbox"/> freight <input type="checkbox"/> passenger <input type="checkbox"/> traction only	
Suspended on	Revoked on	

4. Amendments

Amended on	
Description of amendment	

5. Conditions and obligations

Conditions according to Article 23(2) of Directive 2012/34/EU should be mentioned here, or reference should be given to where documentation is available

22/04/2015	
Date	Signature
Name	John Wheems
EC licence-notification No	11001100100

Attachments

No attached files

Invalidate Licence

Amend Licence

Suspend Licence

Revoke Licence

Print

Figure 25

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

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

4.1.11 Send Email to User

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

Sender:
John Doe <XXXXXXXXXX@XXXXXXXXXXXX.COM>

Recipient:
<XXXXXXXXXX@XXXXXXXXXXXX.COM>

Recipients in Cc:

Subject:
ERADIS declaration – request for correction before validation

Body:

Dear _____,

Thank you for submitting the **ECM Certification Bodies** declaration to ERADIS database: http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodies/view.aspx?id=43

The ERA validators have proceeded with validation of submitted declaration – the following **issues have been identified**:

To proceed with validation of the declaration, we would like to kindly ask you to **correct the declaration according to the above instructions**.

In case of any questions, don't hesitate to contact us: _____

Kind regards,
John Doe
European Railway Agency

Figure 26

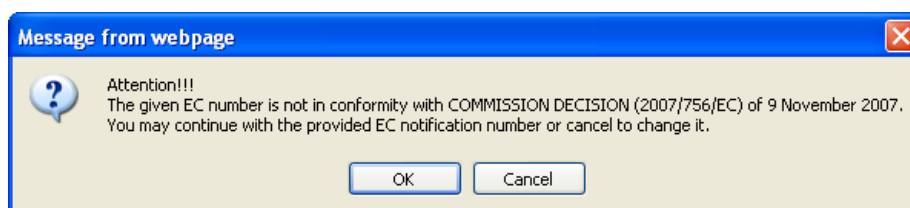
A page similar to the one in Figure 26 will be displayed. Fill any relevant notes for the user in the text area field and press the button. Press the Cancel button for closing the email form.

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

4.1.12 Modifying a licence

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

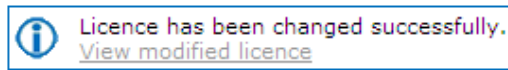
If the EC Number is not in conformity with the Commission Decision 2007/756/EC, the below popup window will appear: press the Ok Button to continue or the Cancel button to modify the current data entry.



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

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

If Ok is chosen, a confirmation message will be displayed




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

4.1.13 Amending a licence

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

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

To amend a licence, on the main page (Figure 20) click on the  [Amend an existing licence](#) link: the following page will be displayed

Amend an existing licence

This page allows you to easily find a Licence you would like to amend. You may find Licence by specifying search criteria or by browsing all of the PDB Licences which you can amend.



Licence search information (enter at least one)		Browse Licences
National licence No	<input type="text"/>	Please click Browse button below if you would like to retrieve list of all existing Licences which you can amend.
EC licence-notification No	<input type="text"/>	
Open licence		Browse licences



There are two options to find the licence for amending.

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

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

Licences which can be amended

  Items per page **15**

Country	RU Name		National Licence Number	Issuing Date
Greece	RU 1 Greece		EL-2013-1	01/01/2013
	RU 2 Greece		EL-2013-2	01/01/2013

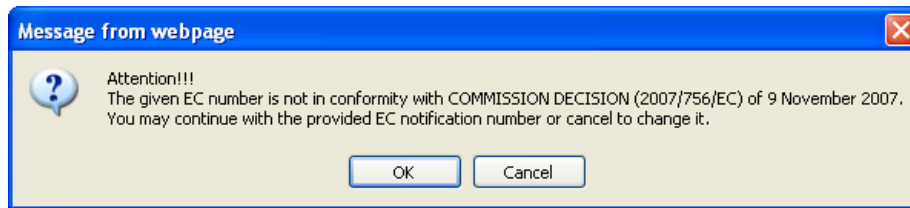
Total 2 item(s) found.

[Go back to the "amend licence" page](#)

Select  [amend](#) link in the list and a page similar to the one in Figure 23 will be displayed.

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

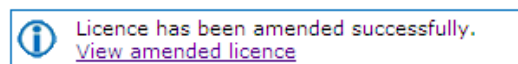
If the EC Number is not in conformity with the Commission Decision 2007/756/EC, the below popup window will appear: press the Ok Button to continue or the Cancel button to modify the current data entry.



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

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

If OK chosen, a confirmation message will appear



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

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

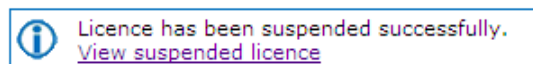
4.1.14 Suspending a licence

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

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

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

To suspend a licence, on the main page (Figure 20) click on the [X Suspend an existing licence](#) link, browse or search for the licence to suspend, update any relevant field and press the **Send to ERA** button: a confirmation message will appear



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

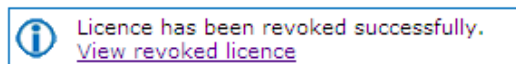
Another way to perform this task is to search for the certificate, view its details (Figure 25) and press the **Suspend Licence** button.

4.1.15 Revoking a licence

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

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

To revoke a licence, on the main page (Figure 20) click on the [X Revoke an existing licence](#) link, browse or search for the licence to revoke, update any relevant field and press the **Send to ERA** button: a confirmation message will appear



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

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

4.1.16 Invalidating a licence (ERA Safety Administrator only)

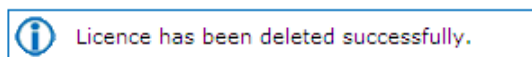
To invalidate a licence, search for the validated licence, view its details (Figure 24) and press the **Invalidate Licence** button: a confirmation message will appear



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

4.1.17 Deleting a licence (ERA Safety Administrator only)

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




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

4.1.18 Perform data quality check (ERA Safety Administrator only)

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

4.1.19 Downloading an electronic form

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


To download the electronic form, on the main page (Figure 20) click on the  [Download electronic form](#) link. A screen like below will be shown.

Download Licence/Insurance electronic questionnaire

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

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



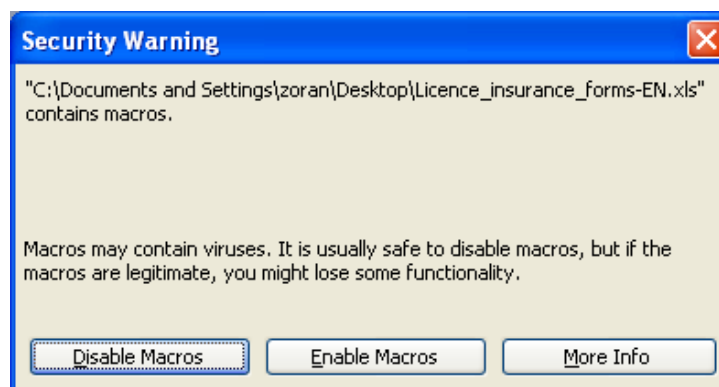
Press the  button: you will be prompted to save the file.

4.1.20 Filling in an electronic questionnaire

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

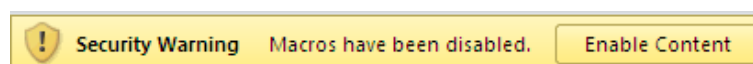
Depending on the Excel version:

- The following dialog appears



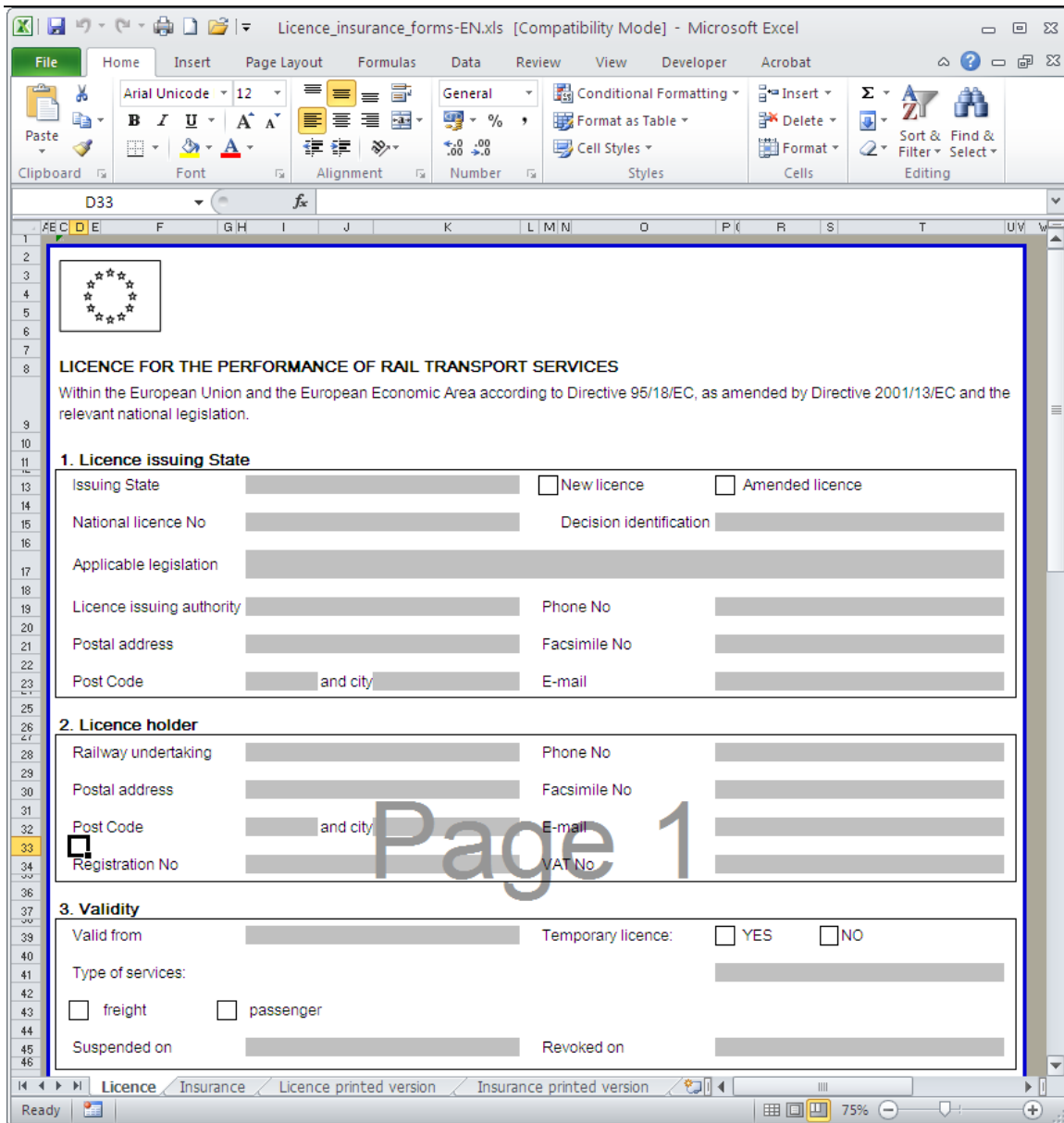
Click on “Enable Macros”

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



Click on the “Enable Content” button

MS Excel will open document, ready to edit.



LICENCE FOR THE PERFORMANCE OF RAIL TRANSPORT SERVICES
 Within the European Union and the European Economic Area according to Directive 95/18/EC, as amended by Directive 2001/13/EC and the relevant national legislation.

1. Licence issuing State

Issuing State New licence Amended licence

National licence No Decision identification

Applicable legislation

Licence issuing authority Phone No

Postal address Facsimile No

Post Code and city E-mail

2. Licence holder

Railway undertaking Phone No

Postal address Facsimile No

Post Code and city E-mail

Registration No VAT No

3. Validity

Valid from Temporary licence: YES NO

Type of services:

freight passenger

Suspended on Revoked on

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

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

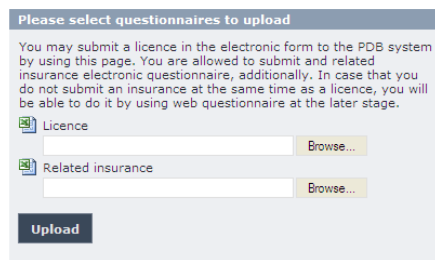
4.1.21 Uploading an electronic form

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

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

Upload Licence electronic questionnaire

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



Please select questionnaires to upload

You may submit a licence in the electronic form to the PDB system by using this page. You are allowed to submit and related insurance electronic questionnaire, additionally. In case that you do not submit an insurance at the same time as a licence, you will be able to do it by using web questionnaire at the later stage.

Licence

Related insurance

And press the **Upload** button:

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

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

4.1.22 Adding insurance annexes to the licence

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

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

Note:
 - For the fields marked by an asterisk, information is mandatory
 - For the fields marked by two asterisks, information in at least one field is required

Licence language: English

Add Insurance

Licence Insurance 1 Insurance 2

Licence

Financial cover for liability
 Concerning licence to perform rail transport services within the Union and the European Economic Area according to Directive 2012/34/EU and the relevant national legislation

Liability Annex No*

1. Licence Issuing State

Issuing State Licensing authority
 National licence No Decision identification
 Applicable legislation

2. Licence holder

Railway undertaking name VAT No
 Registration No

3. Licensing authority (if other than in point 1)

Other than licensing authority in 1

Select licensing authority State*

Licensing authority* Phone No*
 Postal address* Facsimile No*
 Post Code* E-mail
 City* Applicable legislation*

4. Financial cover for liability

Financial cover, amount* Guarantees under market conditions (short description)*
 Geographical coverage*
 Valid from* Valid until* unlimited until

5. Conditions and obligations

Conditions and obligations

EC licence-notification No Date*
 Name*

ATTACHED FILES
 No attached files

Send to ERA | Attachments | Open Template | Save As Template

Print

Figure 27

4.1.23 Modifying an insurance annex

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

Add Insurance

Licence	Insurance 1		
LICENCE			
Insurance Annex No 34543 Modify Insurance			
Financial cover for liability Concerning licence to perform rail transport services within the Union and the European Economic Area according to Directive 2012/34/EU and the relevant national legislation			
1. Licence issuing State			
Issuing State	Greece	Licensing authority	Department of Railway Safety
National licence No	123321	Decision identification	123321
Applicable legislation	123321		
2. Licence holder			
Railway undertaking	TRAINOSE		
Registration No	59777/01/B/05/584	VAT No	999645865
3. Licensing authority (if other than in point 1) (if other than licensing authority in 1)			
Licensing authority	Phone No		
Postal address	Facsimile No		
Post Code and city	E-mail		
State	Applicable legislation		
4. Financial cover for liability			
Financial cover, amount	5000	Guarantees under market conditions (short description)	none
Geographical coverage	EU		
Valid from	22/04/2015	Valid until	27/04/2018
5. Conditions and obligations National conditions according to Article 22, Article 23(2) and/or (3) of Directive 2012/34/EU should be mentioned here, or reference should be given to where documentation is available			
	22/04/2015	Date	Signature
		Name	Paul Ireson
EC licence-notification No			

Attachments

No attached files

[Modify this licence](#)

[Go to Validation task](#)

[Delete Licence](#)

[Print](#)

Figure 28

4.1.24 Deleting an insurance annex

When the insurance annex is in edit mode during modification of an active licence, the user will be able to delete the insurance annex by pressing the [Delete Insurance](#) button available at the top right of the page (Figure 29).

Modify Licence Go Back to Search Results | Save to file | Print

Note:
 * For the fields marked by an asterisk, information is mandatory
 ** For the fields marked by two asterisks, information in at least one field is required

Licence language: German

Licence Delete Insurance

Financial cover for liability
 Concerning licence to perform rail transport services within the Union and the European Economic Area according to Directive 2012/34/EU and the relevant national legislation

Liability Annex No*

1. 1. Licence issuing State
 Issuing State Licensing authority National licence No Decision identification Applicable legislation

2. 2. Licence holder
 Railway undertaking name Registration No VAT No

3. Licensing authority (if other than in point 1)
 Other than licensing authority in 1
 Select licensing authority State*
 Licensing authority* Phone No*
 Postal address* Facsimile No*
 Post Code* E-mail
 City* Applicable legislation**

4. Financial cover for liability
 Financial cover, amount* Guarantees under market conditions (short description)**
 Geographical coverage*
 Valid from* Valid until* unlimited until

5. Conditions and obligations
 Conditions and obligations
 EC licence-notification No Date* Name*

ATTACHED FILES
 No attached files

Save changes Undo changes Attachments Open Template Save As Template Print

Figure 29





4.1.25 Statistics



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

4.1.25.1 Navigate through the statistic report



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



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

Number of licen		
New 	Amended 	Suspen
3	2	

- To view a licence, click on the value displayed in a cell

New 	Amended 
3	2
1	0

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

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

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

Licences search results

Print Export to Excel Items per page 15

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

Total 3 item(s) found.


[Go back to Statistics](#)

Once being in the licences search results, it is possible to go back to the statistics report by clicking on the [Go back to Statistics](#) link.

4.1.25.2 Export the statistic report

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



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

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

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

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

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

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

Report from ERADIS Database

Year

Type of service [View report](#)

Number of valid licences per country

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

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

Number of valid licences per country


 1 of 1
 

Number of valid licences per country

Reporting Year 2015

Reporting Type of service All

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

Date of report creation: 05/05/2017

1/1

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

Licences search results[Print](#) [Export to Excel](#)

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

Total 3 item(s) found.

[Go back to Statistics](#)

Press [Go back to Statistics](#) and the system displays the below page:

Report from ERADIS Database

Year

Type of service

Number of valid licences per country

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

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

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

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

Report from ERADIS Database**Reporting period**

Year

Month

Other From To

Type of service

Number of valid licences in the reporting period per country

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

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

Number of valid licences in the reporting period per country

1 of 1 Find | Next

Number of valid licences in the reporting period per country

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

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

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

Licences search results

Print Export to Excel Items per page 15

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

Total 3 item(s) found.

Go back to Statistics

Press [Go back to Statistics](#) and the system displays the below page:

Report from ERADIS Database

Reporting period

Year
 Month
 Other From

Type of service

Number of valid licences in the reporting period per country

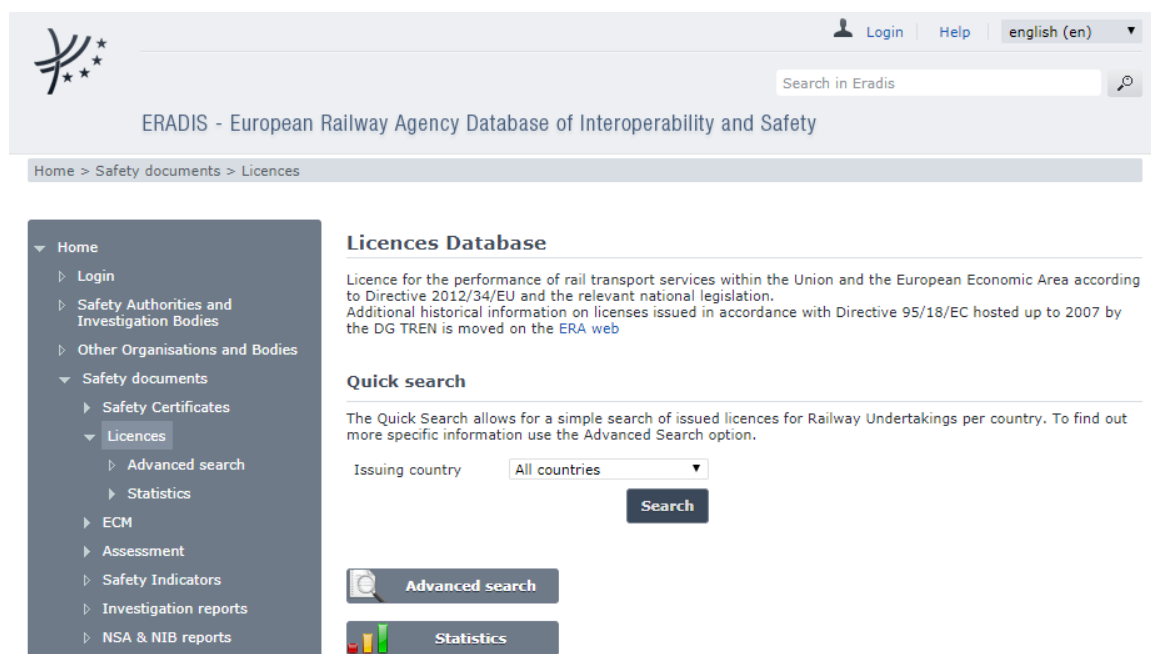
The previously specified reporting period and/or type of service are cleared.

4.2 Anonymous or non-authorized users

4.2.1 Licences main page

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

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



The screenshot shows the ERADIS - European Railway Agency Database of Interoperability and Safety interface. The top navigation bar includes the ERADIS logo, a search bar, and links for Login, Help, and language selection (english (en)). The breadcrumb trail is Home > Safety documents > Licences. A left-hand navigation menu lists various categories, with 'Licences' selected. The main content area is titled 'Licences Database' and contains a description of the licence system, a 'Quick search' section with a search form (Issuing country: All countries, Search button), and buttons for 'Advanced search' and 'Statistics'.

Figure 30

4.2.2 Searching for a licence

4.2.2.1 Quick search

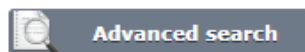
The quick search allows you to quickly find a licence issued by a certain country.

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

Quick search



The Quick Search allows for a simple search of issued licences for Railway Undertakings per country. To find out more specific information use the Advanced Search option.

Issuing country ▼



And press the button: a list will be displayed.

Licences search results

  Items per page 15 ▼

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



Total 3 item(s) found.

[Go back to Quick Search](#)

Figure 31

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

The search results are grouped in pages:

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

Licence	Insurance 1	Insurance 2
LICENCE INFORMATION FOR THE PERFORMANCE OF RAIL TRANSPORT SERVICES		
Within the Union and the European Economic Area according to Directive 2012/34/EU and the relevant national legislation.		
1. Licence issuing State		
Issuing State	Austria	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended
National licence No	3232323	Decision identification 3232323
Applicable legislation	3232323	
Licensing authority	Bundesministerium für Verkehr, Innovation und Technologie, Oberste Eisenbahnbehörde	Phone No +43.17.11.62.65.22.04
Postal address	Radetzkystr. 2, Postfach 3000	Facsimile No +43.17.11.62.65.22.98
Post Code and city	A-1030 Wien	E-mail post@bmvit.gv.at
2. Licence holder		
Railway undertaking	Aktiengesellschaft der Wiener Lokalbahnen	Phone No +43 1 90 444 - 0
Postal address	Eichenstraße 1	Facsimile No +43 1 90 444 - 53999
Post Code and city	A-1120 Wien	E-mail office@wlb.at
Registration No	FN 128256 m	VAT No ATU 15417608
3. Validity		
Valid from	21/04/2015	Temporary licence <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of services	<input type="checkbox"/> freight <input checked="" type="checkbox"/> passenger <input checked="" type="checkbox"/> traction only	
Suspended on	Revoked on	
4. Amendments		
Amended on		
Description of amendment		
5. Conditions and obligations		
Conditions according to Article 23(2) of Directive 2012/34/EU should be mentioned here, or reference should be given to where documentation is available		
		23/04/2015
		Date Signature
		Name eqwweqe
EC licence-notification No	qweqweq	

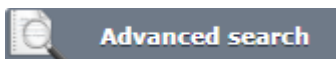
Attachments
No attached files

Figure 32

4.2.2.2 Advanced search

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

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



button: a page will be displayed.

Licences Advanced search

Issuing country	<input type="text" value="All countries"/>	Decision identification	<input type="text"/>
Licence status	<input type="text" value="All licences"/>	EC licence-notification No	<input type="text"/>
Railway undertaking name	<input type="text"/>	Acronym	<input type="text"/>
National Registration No	<input type="text"/>	VAT No	<input type="text"/>
Valid from	<input type="text"/>	Valid to	<input type="text"/> <input type="checkbox"/> All
Issuing organization name	<input type="text"/>	Type of services	<input type="checkbox"/> passenger <input type="checkbox"/> freight <input type="checkbox"/> traction only
Date Issued From	<input type="text"/>	Date Issued To	<input type="text"/>
Free text	<input type="text"/>		
<input type="button" value="Search"/>		<input type="button" value="Reset"/>	

Figure 33

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

By default, only valid licences are displayed in the search results. Valid licence means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) and active. If “All” option is checked in the “Validity” section, the system may display licences which are inactive, or expired⁸ or revoked or not validated.

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

4.2.3 Activate / Deactivate a licence (ERA Administrator only)

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

4.2.4 Print a licence

You can print at any time the information on the screen, by clicking on the [Print](#) link at the top of the page.

⁸ Expired certificate means: Validated AND Not Revoked AND active AND “Validity To” date is in the past.

4.2.5 Export to PDF

You can export the licence from view page (Figure 32), by clicking on the [Export to PDF](#) link at the top of the page.

4.2.6 Statistics

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

5 ECM

5.1 Schema

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

5.1.1 Authorised users

5.1.1.1 Schemas main page

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

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

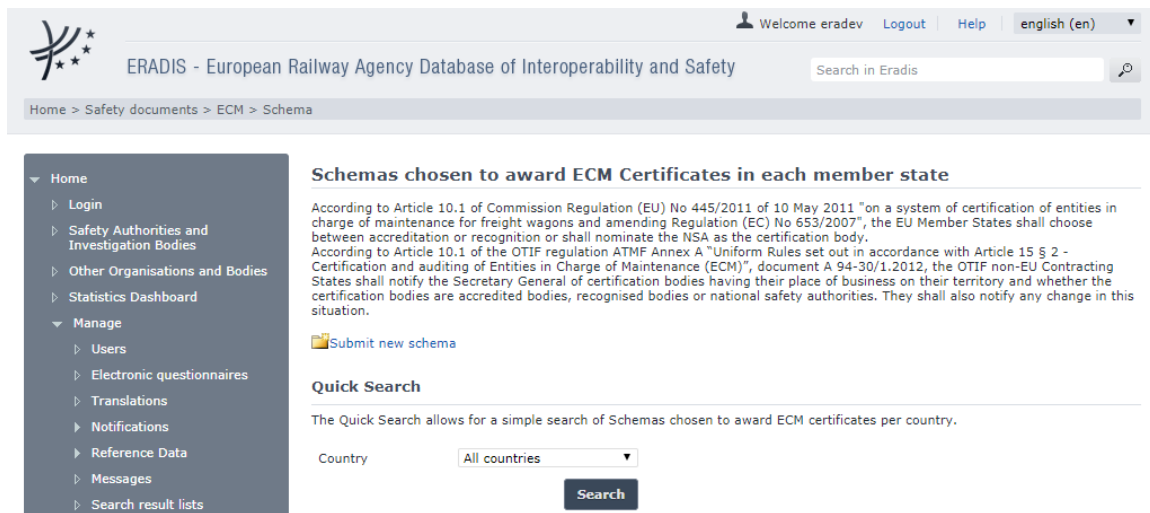


Figure 34

5.1.1.2 Searching for a schema

5.1.1.2.1 Quick search

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

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



Quick Search
















The Quick Search allows for a simple search of Schemas chosen to award ECM certificates per country.

Country

And press the button: a list will be displayed.

Schema search results





Items per page: 15 ▼

Country	Schemas	Schema Information	Date of Member State notification	Remark	Legislation
Belgium	Accreditation	New	07/11/2011		 R-1279340-(S-1333455)-BE-ECM.pdf
Bosnia and Herzegovina	NSA	New	20/06/2012		 BiH-ECM_Certification_body.pdf
Bulgaria	NSA	New	06/12/2011		 R-2060-BG-A1334147.pdf
Croatia	NSA	New	10/05/2013		 Croatian NSA - nomination as ECM certification body.pdf
Czech Republic	NSA	New	16/01/2012		 R-96430-CZ-ECM.pdf
Denmark	Accreditation	New	30/11/2011		 R-1392294-DK-ECM.pdf
Estonia	NSA	New	08/12/2011		 R-2086-EE-A1356487.pdf
Finland	Accreditation, NSA	Amended	07/05/2013		 Finland-amended-schema.pdf
	Accreditation	New	08/09/2011		 R-1010364-FI-ECM.pdf
France	Accreditation, NSA limited to RU/IMs	Amended	23/10/2015		 NAF_TREG_772.pdf
	Accreditation	New	15/11/2012		 S-117881_JEP_FR-15112012.pdf
Germany	Recognition, NSA	New	28/11/2011		 R-1474942-DE-ECM.pdf
Greece	Accreditation	New	30/11/2011		 R-1827-GR-A1327384.pdf
Hungary	NSA	New	19/09/2012		 S-118208_SP_HU-19092012.pdf
Ireland	NSA	New	28/11/2011		 R-1390380-IRL-ECM.pdf

1 2 3 Next>

Total 33 item(s) found.
[Go back to Quick Search](#)

The search results are grouped in pages:

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

Schema Information

Country: Greece Reference to relevant legislation:  CSB_RO1220110061.pdf ↓

Schema: Accreditation Recognition NSA limited to RU/IMs NSA

Remark:

Some remarks exist in the national legislation:


Date of Member State notification (dd/mm/yyyy): 07/05/2012

Modify schema
Amend schema
Delete

Figure 35

5.1.1.3 Submitting a new schema (ERA Safety Administrator only)

This feature allows the submission of new schema.

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

Note :

* For the fields marked by an asterisk, information is mandatory

Schema Information

Country* Reference to relevant legislation* No file selected.

Schema* Accreditation Recognition NSA limited to RU/IMs NSA

Remark:

Date of Member State notification


Figure 36

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

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

- Country is required
- Reference to relevant legislation is required
- Schema selection is not valid
- Notification Date is required


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

 New schema saved successfully.

5.1.1.4 Modifying a schema (ERA Safety Administrator only)

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

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

 Schema updated successfully.

5.1.1.5 Amending a schema (ERA Safety Administrator only)

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

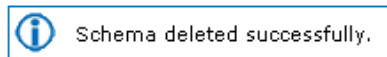
 Schema amended successfully.

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

5.1.1.6 Deleting a schema (ERA Safety Administrator only)

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

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



5.1.2 Anonymous or non-authorized users

5.1.2.1 Schemas main page

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

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

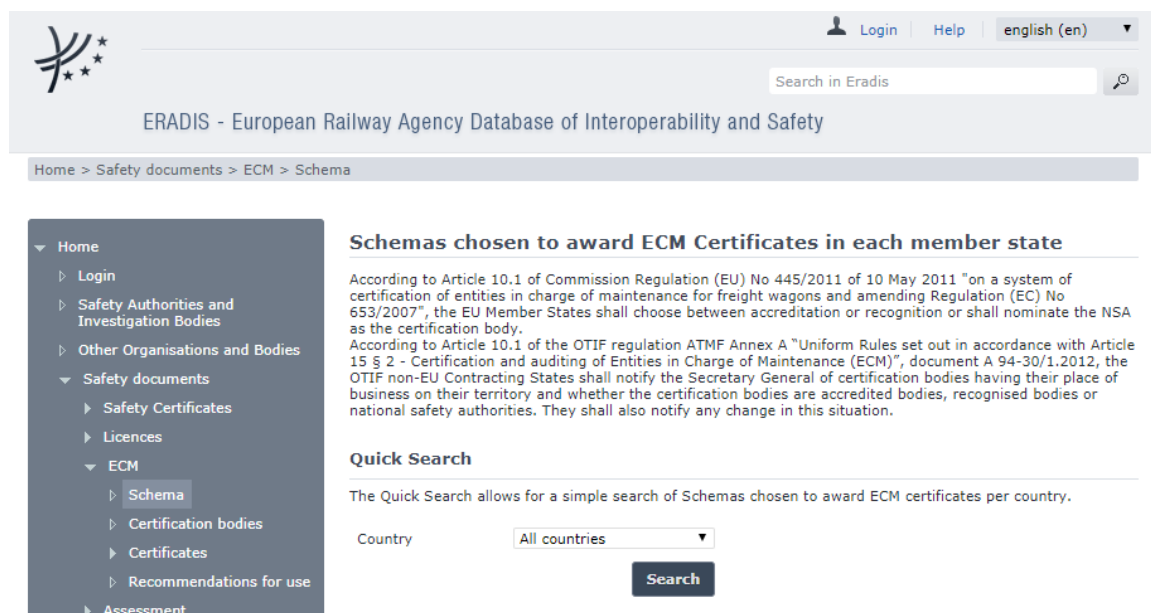


Figure 37

5.1.2.2 Searching for a schema

5.1.2.2.1 Quick search

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

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



Quick Search

The Quick Search allows for a simple search of Schemas chosen to award ECM certificates per country.

Country

Search

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



Items per page



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

Total 6 item(s) found.

[Go back to Quick Search](#)

Figure 38

The search results are grouped in pages:

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

5.2 Certification bodies

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

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

5.2.1 Authorised users

5.2.1.1 Certification bodies main page

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

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

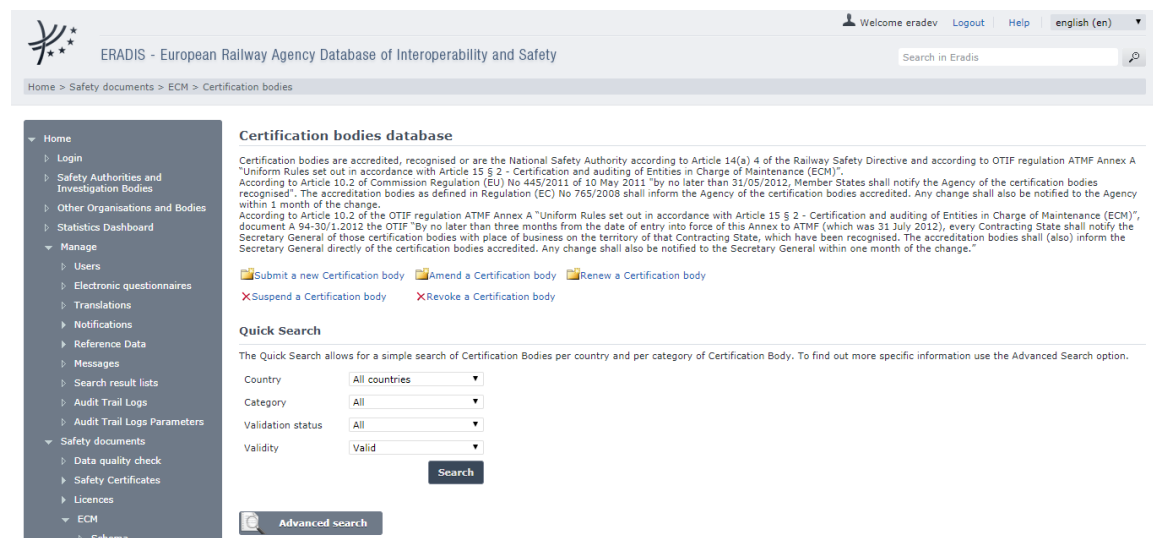


Figure 39

5.2.1.2 Searching for a certification body

5.2.1.2.1 Quick search

The quick search allows you to quickly find a certification body of a certain country and/or of a certain category (accredited, recognised or NSA) and/or in a certain validation status (validated, not validated only available to authorised users) and/or in certain validity status (valid⁹, all: available only to authorised users).

⁹ Valid certification body means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active.


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

Quick Search

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



Country: All countries ▼
 Category: All ▼
 Validation status: All ▼
 Validity: Valid ▼

Search

 **Advanced search**

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

Certification bodies search results

  Items per page 15 ▼

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

1 2 Next>

Total 21 item(s) found.




 Go back to Quick Search


Figure 40

The search results are grouped in pages:

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

5.2.1.2.2 Advanced search

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

On the main page (Figure 39), click on the  **Advanced search** button: a page will be displayed.

Certification Bodies advanced search

ID data

EIN number Country

Validation status

Certification Body

Name Registration Number

Accreditation / Recognition / Member State Body

Name Registration Number

Category

Category Accredited
 Recognised
 NSA



Scope of certification

Scope ECM Maintenance development Fleet maintenance management Maintenance delivery/workshops MoU


Category CR freight wagons HS freight wagons CR Loc CR Multiple Units CR Passenger carriages HS vehicles OTMs Other

Subcategory Covers tank wagons for dangerous goods Yes No
 Covers other wagons specialised in transport of dangerous goods Yes No

Validity


Validity from  Validity to  All

Date Issued

Date of decision 

Free text

Figure 41

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

By default, only valid¹⁰ certification bodies will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display certificates which are inactive, or expired or revoked or not validated.

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

5.2.1.3 Submitting a new certification body

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

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

¹⁰ Valid certificate means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) and active

Submit a new Certification Body

Note:
 - For the fields marked by an asterisk, information is mandatory
 - Please select the category in point 4. Category before filling in the details in point 2. Certification Body

Certification Body

1. ID data

EIN number*

2. Certification Body

Country*

Please select existing certification body

Name* Registration Number

Postal address* Postal Code*

City* Fax*

Phone* Website

Email*

3. Accreditation / Recognition / Member State Body

Country*

Please select existing accreditation / recognition / member state body

Name* Registration Number

Postal address* Postal Code*

City* Fax*

Fax* Website

Email*

4. Category of ECM activities

Category* Accredited
 Recognised
 NSA

5. Scope of certification

Scope* ECM Maintenance development Fleet maintenance management Maintenance delivery/workshops MoU



Category* CR freight wagons HS freight wagons CR Loc CR Multiple Units CR Passenger carriages HS vehicles OTMs Other

Subcategory Covers tank wagons for dangerous goods
 Covers other wagons specialised in transport of dangerous goods


6. Applicable national legislation

Applicable national legislation

7. Validity

Validity from  Validity to 

8. Additional information

Date of decision 

9. Attached files

Figure 42

Fill in all the required fields¹¹ and press the **Send to ERA** button:

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

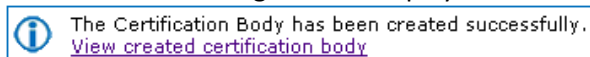
¹¹ If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition / member state body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

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

- EIN number is required
- Certification Body Registration Number is required
- Organisation Country is required
- Organisation selection is required
- Organisation Name is required
- Organisation Registration Number is required

- The specifications of the EIN number are specified in the document “ECM certification – Structure of an EIN for ECM certificate and other certificates defined in European Legislation 445/2011 of 10 May 2011”. Please use the “/” characters as indicated in the document.

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



You can click on the [View created certification body](#) link to view the newly created and non-validated certification body: the following page will be displayed

ECM Certification Body

[Go Back to Search Results](#) | [Export to PDF form](#) | [Print](#)

1. ID DATA

EIN number	FR/30/0312/0004
------------	-----------------

2. CERTIFICATION BODY

Name	EPSF		
Country	France	Postal address	45, rue de Rivoli
Postal Code	62300	City	Amiens
Phone	32456 789	Fax	32456 789
Email	-		
Registration Number	77889944		

3. ACCREDITATION / RECOGNITION / MEMEBER STATE BODY

Name	Ministry of Transport		
Country	France	Postal address	13 rue Pilette
Postal Code	59301	City	Paris
Phone	+33 213 56 89	Fax	+33 213 56 88
Email	ewfwef	Website	
Registration Number	123456		

4. CATEGORY OF ECM ACTIVITIES

Category	NSA
----------	-----

5. SCOPE OF CERTIFICATION

Scope	ECM
Category	HS freight wagons
Subcategory	

6. APPLICABLE NATIONAL LEGISLATION

this is based on ..


7. VALIDITY

From: 29/06/2012	to: 28/02/2013
------------------	----------------

8. ADDITIONAL INFORMATION

Date of decision: 17/05/2012

9. ATTACHED FILES

 build-a-javascript-framework.pdf  DOI management - cost.xlsx
--

10. INFORMATION DETAILS

Date of amendment:	01/03/2013
Amendment Reason	

[Modify Information](#)

[Go to Validation task](#)

[Delete Information](#)

Figure 43

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

5.2.1.4 Save as template

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







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


5.2.1.5 Open template


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

My Certification Bodies Templates

[< Back to the Certification Bodies form](#)

			Template Name
			CB_FR_Temp
			Cert_Body_Temp1

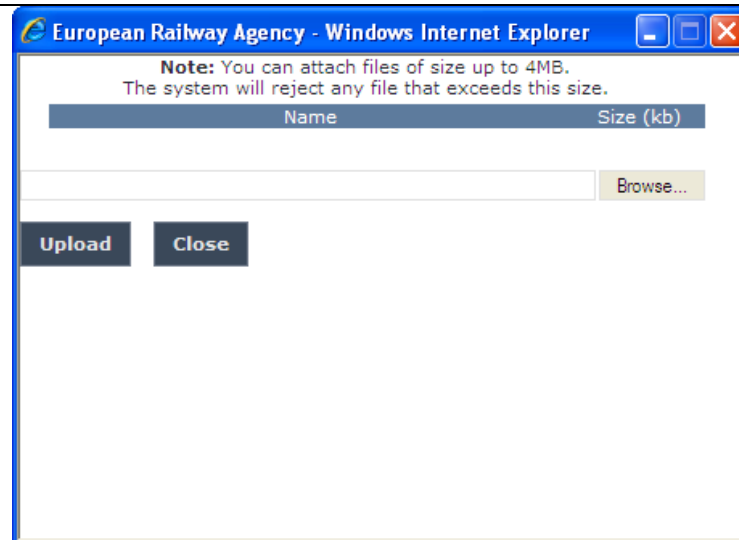
Where you can choose the template to load by clicking on the  icon.

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

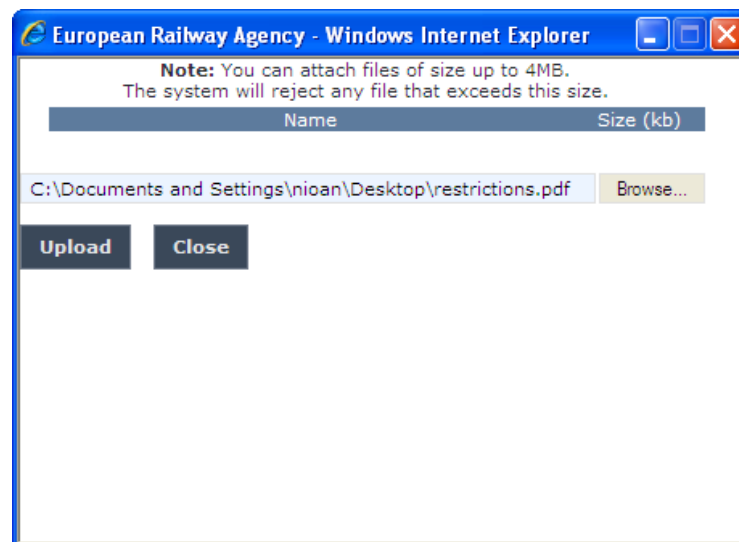
To delete a template, click on the  icon. Then confirm action or cancel action.

5.2.1.6 Add attachments

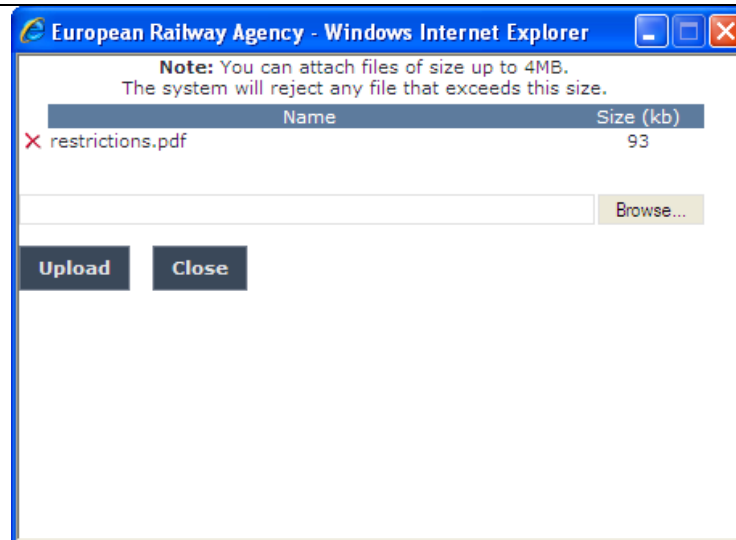
You can add electronic attachments to the certification body by pressing the **Attachments** button: the following window will be displayed




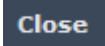
To add a file, press the **Browse...** button, choose the file to attach




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




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

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




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

5.2.1.7 Print a certification body

You can print at any time the information on the screen, by clicking on the  [Print](#) link at the top of the page.

5.2.1.8 Export to PDF

You can export the certification body from the view page (Figure 43), by clicking on the  [Export to PDF form](#) link at the top of the page.

5.2.1.9 Validating a certification body (ERA Safety Administrator only)

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

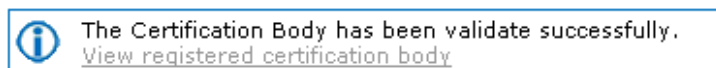
During the process of validation the ERA users will be able to create new reference data entries in case that a certification body will contain new information which was not stored previously within the ERADIS reference data database.

In addition, the ERA users will be able to update existing reference data entries in case that a certification body will contain information which have inconsistencies with information previously stored within the ERADIS reference data database.

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

To cancel validation, click on the **Undo changes** button.

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



You can click on the [View registered certification body](#) link to view the validated certification body: the following page will be displayed

[Go Back to Search Results](#) | [Export to PDF form](#) | [Print](#)

ECM Certification Body

1. ID DATA

EIN number	EL/30/1113/5896		
------------	-----------------	--	--

2. CERTIFICATION BODY

Name	GR_ECM_Org		
Country	Greece	Postal address	test add
Postal Code	654 56	City	test city
Phone	44561321	Fax	2423432
Email	test@test.te	Website	
Registration Number			

3. ACCREDITATION / RECOGNITION / MEMEBER STATE BODY

Name	GR_ECM_Org		
Country	Greece	Postal address	test add
Postal Code	654 56	City	test city
Phone	44561321	Fax	2423432
Email	test@test.te	Website	
Registration Number			

4. CATEGORY OF ECM ACTIVITIES

Category	Accredited
----------	------------

5. SCOPE OF CERTIFICATION

Scope	ECM
Category	HS freight wagons
Subcategory	Covers other wagons specialised in transport of dangerous goods, Covers tank wagons for dangerous goods

6. APPLICABLE NATIONAL LEGISLATION

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7. VALIDITY

From: 15/06/2010	to: 25/11/2021
------------------	----------------

8. ADDITIONAL INFORMATION

Date of decision: 28/11/2013

9. ATTACHED FILES

No attached files

Invalidate Information
Amend Information
Renew Information
Suspend Information
Revoke Information

Figure 44

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


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

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

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

5.2.1.10 Send Email to User

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

will be displayed. Press the  button.

Sender:
John Doe <[redacted]>

Recipient:
<XXXXXXXX@XXXXXXXXXXXX.COM>

Recipients in Cc:
[redacted]

Subject:
ERADIS declaration – request for correction before validation

Body:

Dear [redacted],

Thank you for submitting the **ECM Certification Bodies** declaration to ERADIS database: http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodies/view.aspx?id=43

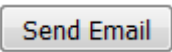
The ERA validators have proceeded with validation of submitted declaration – the following **issues have been identified**:

To proceed with validation of the declaration, we would like to kindly ask you to **correct the declaration according to the above instructions**.

In case of any questions, don't hesitate to contact us: [redacted]

Kind regards,
John Doe
European Railway Agency

Figure 45

A page similar to the one in Figure 45 will be displayed. Fill any relevant notes for the user in the text area field and press the  button. Press the Cancel button for closing the email form.

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

5.2.1.11 Modifying a certification body

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




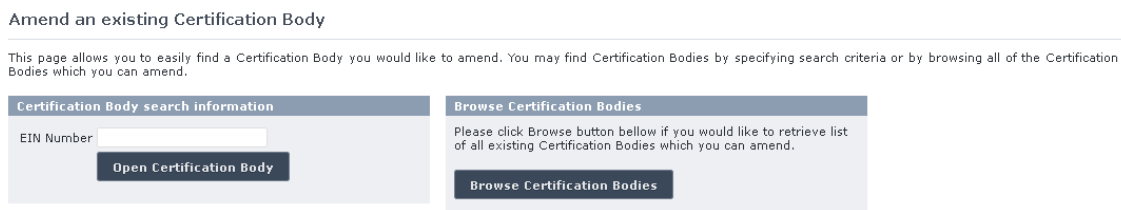
At the successful save of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.2.1.12 Amending a certification body

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

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

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





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

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

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

Certification Bodies which can be amended


  Items per page | 15 ▾

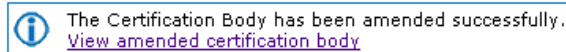
Country	Certification Body Name		EU ID number	History	Date issued	Category
France	Bureau Veritas		FR/30/0212/0031	Amended	30/09/2012	Recognised
	EPSF		FR/30/0312/0003	Suspended	17/05/2012	
Greece	Department Head on Inland Transport Safety		EL/30/0012/0001	New	20/04/2012	NSA
	GR_ECM_Org		EL/30/1113/5896	Renewed	28/11/2013	Accredited

Total 4 item(s) found.

[Go back to the "amend Certification Body" page](#)


Select  [amend](#) link in the list and a page similar to the one in Figure 42 will be displayed.

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



The Certification Body has been amended successfully.
[View amended certification body](#)

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

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

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


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

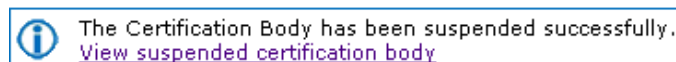
5.2.1.13 Suspending a certification body

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

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


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

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



The Certification Body has been suspended successfully.
[View suspended certification body](#)

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

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

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


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


5.2.1.14 Renewing a certification body

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

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

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

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

 The Certification Body has been renewed successfully.
[View renewed certification body](#)

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


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


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

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

5.2.1.15 Revoking a certification body

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

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

 The Certification Body has been revoked successfully.
[View revoked certification body](#)

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

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

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

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

5.2.1.16 Invalidating a certification body (ERA Safety Administrator only)

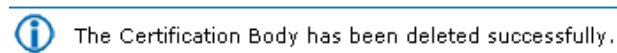
To invalidate a certification body, search for the validated certification body, view its details (Figure 44) and press the **Invalidate Information** button: the non-validated version of the certification body is displayed (Figure 43) and the new available actions (buttons) are presented at the bottom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

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

5.2.1.17 Deleting a certification body (ERA Safety Administrator only)

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

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



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

5.2.2 Anonymous or non-authorized users

5.2.2.1 Certification bodies main page

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

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

- Home
- Login
- Safety Authorities and Investigation Bodies
- Other Organisations and Bodies
- Safety documents
 - Safety Certificates
 - Licences
 - ECM
 - Schema
 - Certification bodies**
 - Certificates
 - Recommendations for use
 - Assessment
 - Safety Indicators
 - Investigation reports
 - NSA & NIB reports
 - Inter-operability documents
 - EC declarations of verification of subsystems

Certification bodies database

Certification bodies are accredited, recognised or are the National Safety Authority according to Article 14(a) 4 of the Railway Safety Directive and according to OTIF regulation ATMF Annex A "Uniform Rules set out in accordance with Article 15 § 2 - Certification and auditing of Entities in Charge of Maintenance (ECM)".

According to Article 10.2 of Commission Regulation (EU) No 445/2011 of 10 May 2011 "by no later than 31/05/2012, Member States shall notify the Agency of the certification bodies recognised". The accreditation bodies as defined in Regulation (EC) No 765/2008 shall inform the Agency of the certification bodies accredited. Any change shall also be notified to the Agency within 1 month of the change.

According to Article 10.2 of the OTIF regulation ATMF Annex A "Uniform Rules set out in accordance with Article 15 § 2 - Certification and auditing of Entities in Charge of Maintenance (ECM)", document A 94-30/1.2012 the OTIF "By no later than three months from the date of entry into force of this Annex to ATMF (which was 31 July 2012), every Contracting State shall notify the Secretary General of those certification bodies with place of business on the territory of that Contracting State, which have been recognised. The accreditation bodies shall (also) inform the Secretary General directly of the certification bodies accredited. Any change shall also be notified to the Secretary General within one month of the change."

Quick Search

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

Country

Category

Search

Advanced search

Figure 46

5.2.2.2 Searching for a certification body

5.2.2.2.1 Quick search

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

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

Quick Search

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

Country

Category

Search

Advanced search

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

Certification bodies search results

Items per page 15

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



Total 6 item(s) found.

[Go back to Quick Search](#)

Figure 47

Only valid¹² certification bodies are displayed in the results.

The search results are grouped in pages:

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

[Go Back to Search Results](#) |
 [Export to PDF form](#) |
 [Print](#)

ECM Certification Body

1. ID DATA

EIN number	EL/30/1113/5896		
------------	-----------------	--	--

2. CERTIFICATION BODY

Name	GR_ECM_Org		
Country	Greece	Postal address	test add
Postal Code	654 56	City	test city
Phone	44561321	Fax	2423432
Email	test@test.te	Website	
Registration Number			

3. ACCREDITATION / RECOGNITION / MEMBER STATE BODY

Name	GR_ECM_Org		
Country	Greece	Postal address	test add
Postal Code	654 56	City	test city
Phone	44561321	Fax	2423432
Email	test@test.te	Website	
Registration Number			

4. CATEGORY OF ECM ACTIVITIES

Category	Accredited
----------	------------

5. SCOPE OF CERTIFICATION

Scope	ECM
Category	HS freight wagons
Subcategory	Covers other wagons specialised in transport of dangerous goods, Covers tank wagons for dangerous goods

6. APPLICABLE NATIONAL LEGISLATION

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7. VALIDITY

From: 15/06/2010	to: 25/11/2021
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8. ADDITIONAL INFORMATION

Date of decision: 28/11/2013

9. ATTACHED FILES

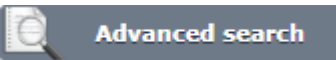
No attached files

Figure 48

¹² Valid certification body means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the “Validity To” date) AND active.

5.2.2.2.2 Advanced search

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

On the main page (Figure 46), click on the  button: a page will be displayed.

Certification Bodies advanced search

ID data
 EIN number Country

Certification Body
 Name Registration Number

Accreditation / Recognition / Member State Body
 Name Registration Number


Category
 Category Accredited
 Recognised
 NSA

Scope of certification
 Scope ECM Maintenance development Fleet maintenance management Maintenance delivery/workshops MoU
 Category CR freight wagons HS freight wagons CR Loc CR Multiple Units CR Passenger carriages HS vehicles OTMs Other
 Subcategory
 Covers tank wagons for dangerous goods Yes No
 Covers other wagons specialised in transport of dangerous goods Yes No

Validity
 Validity from Validity to Valid


Date Issued
 Date of decision
 Free text

Figure 49


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

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

5.2.2.3 Print a certification body

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

5.2.2.4 Export to PDF

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

5.3 Certificates

5.3.1 ECM Certificates

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

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

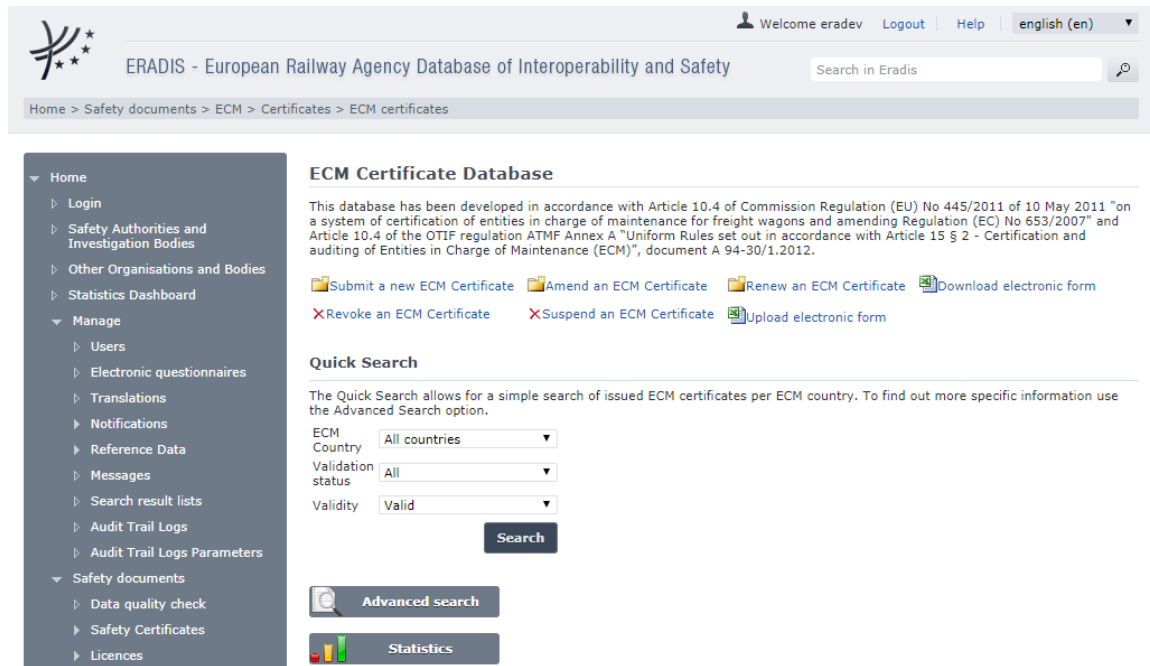
Each submitted/suspended/renewed/amended/revoked ECM certificate will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated ECM certificates.

5.3.1.1 Authorised users

5.3.1.1.1 ECM certificates main page

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

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



ERADIS - European Railway Agency Database of Interoperability and Safety

Home > Safety documents > ECM > Certificates > ECM certificates

ECM Certificate Database

This database has been developed in accordance with Article 10.4 of Commission Regulation (EU) No 445/2011 of 10 May 2011 "on a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007" and Article 10.4 of the OTIF regulation ATMF Annex A "Uniform Rules set out in accordance with Article 15 § 2 - Certification and auditing of Entities in Charge of Maintenance (ECM)", document A 94-30/1.2012.

[Submit a new ECM Certificate](#)
[Amend an ECM Certificate](#)
[Renew an ECM Certificate](#)
[Download electronic form](#)
[Revoke an ECM Certificate](#)
[Suspend an ECM Certificate](#)
[Upload electronic form](#)

Quick Search

The Quick Search allows for a simple search of issued ECM certificates per ECM country. To find out more specific information use the Advanced Search option.

ECM Country:
 Validation status:
 Validity:

Figure 50

5.3.1.1.2 Searching for an ECM certificate

5.3.1.1.2.1 Quick search

The quick search allows you to quickly find an ECM certificate of a certain country and/or in a certain validation status (validated, not validated) and/or certain validity (valid¹³, all).

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

Quick Search

The Quick Search allows for a simple search of issued ECM certificates per ECM country. To find out more specific information use the Advanced Search option.

ECM Country:
 Validation status:
 Validity:

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

Search

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

ECM Certification search results



Items per page **15**

Country	ECM Name	Internal Reference Number	History	Date issued	Validity	Type of Company	Covers tank wagons for dangerous goods	Covers other wagons specialised in transport of dangerous goods	Validated	Attachments
France	ATIR-RAIL	EL/31/0112/0003	Suspended	26/03/2012	Not Valid	Keeper, Maintenance Supplier	Yes	Yes	No	
	ATIR-RAIL	FR/31/0113/0403	Renewed	29/11/2013	Not Valid	Keeper, Maintenance Supplier	Yes	Yes	No	
	ATIR-RAIL	FR/31/0112/0004	Amended	26/03/2012	Not Valid	Keeper, Maintenance Supplier	No	Yes	No	
	ATIR-RAIL	FR/31/0115/0005	Suspended	26/03/2015	Not Valid	Keeper, Maintenance Supplier	No	Yes	No	 Guidance on Good Reporting Practice 1.0-DE.pdf
	ATIR-RAIL	FR/31/0115/0004	Renewed	26/03/2015	Not Valid	Keeper, Maintenance Supplier	No	Yes	No	 Weekly programme.docx
	ATIR-RAIL	FR/31/0112/0003	Amended	26/03/2012	Valid	Keeper, Maintenance Supplier	No	Yes	Yes	
	ATIR-RAIL	FR/31/0112/0002	New	26/03/2012	-	Keeper, Maintenance Supplier	No	Yes	Yes	 CSB_RO1220110061.pdf  Flexitime Leave Form.doc
	COLAS RAIL	FR/31/0512/0020	Renewed	01/01/2012	Expired	Railway Undertaking	No	Yes	Yes	
	COLAS RAIL	FR/31/0512/0001	New	01/01/2012	-	Railway Undertaking	No	Yes	Yes	
	ERMEWA	FR/31/0113/0002	New	08/05/2013	Not Valid	Keeper, Other	Yes	No	No	
	EuroCargoRail	FR/31/0013/0999	New	01/01/2013	Valid	Keeper, Maintenance Supplier	No	Yes	Yes	
	Org1	FR/31/0212/0030	New	01/05/2012	Not Valid	Railway Undertaking	No	No	No	
	Société Nationale des Chemins de fer Français	BE/31/1012/0001	New	20/02/2012	Valid	Railway Undertaking	Yes	No	Yes	
VFLI	FR/31/0012/2013	New	01/02/2012	Expired	Railway Undertaking, Maintenance Supplier	Yes	No	Yes	 E-FR-201205029-2.xls	
Greece	Hellenic Railways SA	EL/31/2213/2225	Amended	29/11/2013	Not Valid	Railway Undertaking	No	No	No	



1 2 Next>

Total 17 item(s) found.

[Go back to Quick Search](#)

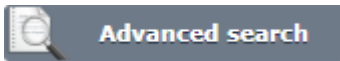
Figure 51

The search results are grouped in pages:

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

5.3.1.1.2.2 Advanced search

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

On the main page (Figure 50), click on the  button: a page will be displayed.

ECM Declarations Advanced Search

CERTIFICATE TYPE

Search for ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE ECM MoU Certificate Maintenance Functions Certificate

Validation status

ECM Country

INFORMATION OF THE CERTIFIED ENTITY

Legal title Commercial designation or acronym

Registration business number VAT No

CERTIFICATION BODY

Legal title Certification body reference number

CERTIFICATE INFORMATION

Certificate type

Valid from Valid to All

Type of company Railway undertaking Infrastructure manager Keeper Maintenance supplier Manufacturer Other

SCOPE

Category CR freight wagons HS freight wagons CR Loc CR Multiple Units CR Passenger carriages HS vehicles OTMs Other

Subcategory Covers tank wagons for dangerous goods Yes No


Covers other wagons specialised in transport of dangerous goods Yes No

Date Issued

Internal Reference Number (EIN number)

Free text

Figure 52

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

By default, only valid¹⁴ certificates will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display certificates which are inactive, or expired or revoked or suspended or not validated.

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

¹⁴ Valid certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the “Validity To” date) AND active

5.3.1.1.3 Submitting a new ECM certificate

This feature allows the submission of new ECM certificate.

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

Submit a new ECM Declaration

[Go Back to Search Results](#) |
 [Save to file](#) |
 [Print](#)

Note:

- For the fields marked by an asterisk, information is mandatory
- For the fields marked by two asterisks, information in at least one field is required

ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE

confirming acceptance of the maintenance system of an entity in charge of maintenance (ECM) within the European Union
in Conformity with Directive 2004/49/EC and Regulation (EU) No 445/2011

1. CERTIFICATE TYPE

This is a 1.1 ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE 1.2 ECM MoU Certificate 1.3 Maintenance Functions Certificate

2. INFORMATION OF THE CERTIFIED ENTITY

2.1 Country*

2.2 Please select an existing ECM

2.3 Legal title* 2.4 Commercial designation or acronym

2.5 Street address* 2.6 Postal code*

2.7 City*

2.8 Registration business number** 2.9 VAT No**

3. CERTIFICATION BODY

3.1 Country*

3.2 Please select an existing Certification Body

3.3 Legal title* 3.4 Certification body reference number*



3.5 Street address* 3.6 Postal code*

3.7 City*

4. CERTIFICATE INFORMATION

4.1 Certificate type

4.2 ECM identification number of the previous certificate

4.3 Valid from  4.4 Valid to 

4.5 Type of company* Railway undertaking Infrastructure manager Keeper Maintenance supplier Manufacturer Other

5. SCOPE

5.1 Category* CR freight wagons HS freight wagons CR Loc CR Multiple Units CR Passenger carriages HS vehicles OTMs Other

5.2 Subcategory Covers tank wagons for dangerous goods Covers other wagons specialised in transport of dangerous goods

6. OTHER

6.1 Additional Information

Date Issued 

Internal Reference Number (EIN number)*

ATTACHED FILES

[Send to ERA](#)

[Attachments](#)

[Open Template](#)

[Save As Template](#)

Figure 53

Fill in all the required fields¹⁵ and press the **Send to ERA** button.

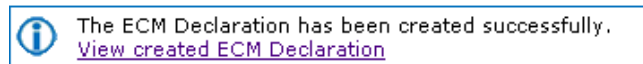
The fields with the asterisk are mandatory.

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

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

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

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



You can click on the [View created ECM Declaration](#) link to view the newly created and non-validated ECM certificate: the following page will be displayed.

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

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

¹⁶ For ECM declarations when we refer in the manual to the EIN number, this is always the number which exists in the field “Internal reference number”.

ECM Certificate

ECM Certificate confirming acceptance of the maintenance system of an entity in charge of maintenance (ECM) within the European Union in Conformity with Directive 2004/49/EC and Regulation (EU) No 445/2011

1. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE

Legal Title: Org1	
Commercial designation or acronym (voluntary): Org1	
Street Address: street	Postal Code: 01234
City: Lille	Country: France
Registration business number: 12345678	VAT No:

2. CERTIFICATION BODY

Legal Title: Bureau Veritas	
Street Address: 67 Boulevard du Chateau	Postal Code: 92200
City: Neuilly sur Seine et test	Country: France
Certification body reference number: FR/30/0212/0030	

3. CERTIFICATE INFORMATION

This is a

- new certificate
- renewed certificate
- update/amend certificate ECM Identification Number of the previous certificate:

Valid from: 01/05/2012 Valid to: 31/05/2012

Type of company: Railway undertaking

4. SCOPE OF ECM ACTIVITIES

CR Loc

5. ADDITIONAL INFORMATION

additional

Date Issued
 01/05/2012
 Internal reference number
 FR/31/0212/0030

Attachments
No attached files

Modify this Certificate
Go to Validation task
Issue Safety Certificate Part A
Delete Information

Figure 54

5.3.1.1.4 Save as template

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










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

5.3.1.1.5 Open template


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

My ECM Declarations Templates

[< Back to form](#)


			Template Name
			template_7596
			new_template_9325
			eradisuser20_1869

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

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

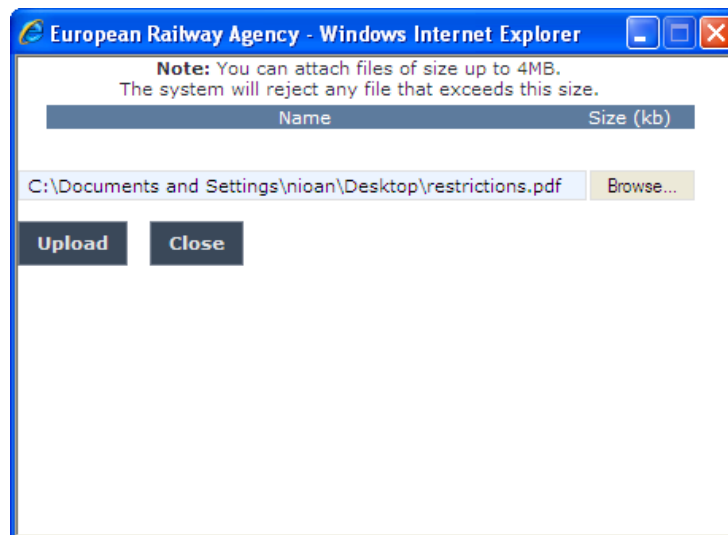
To delete a template, click on the  icon. Then confirm action or cancel action.

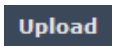
5.3.1.1.6 Add attachments

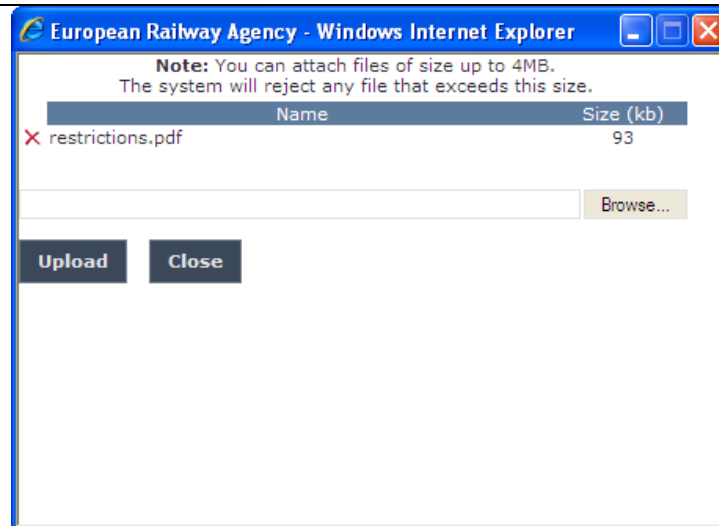
You can add electronic attachments to the ECM certificate by pressing the  button: the following window will be displayed





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

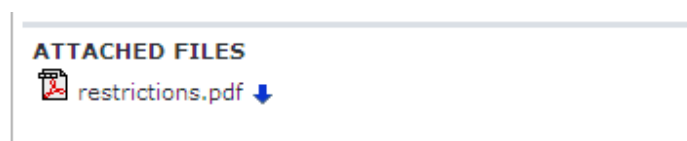



And click on the  button: the added file will be listed as shown in the following figure




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

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




To be able to attach documents in a submitted ECM certificate click on the  button

5.3.1.1.7 Print an ECM certificate


You can print at any time the information on the screen, by clicking on the  [Print](#) link at the top of the page.

5.3.1.1.8 Save an ECM certificate to an Excel file

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

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

5.3.1.1.9 Export to PDF

You can export the ECM certificate from view page (Figure 54), by clicking on the  [Export to PDF form](#) link at the top of the page.

5.3.1.1.10 Validating an ECM certificate (ERA Safety Administrator only)

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

During the process of validation the ERA users will be able to create new reference data entries in case that an ECM certificate will contain new information on the certified entity which was not stored previously within the ERADIS reference data database.

In addition, the ERA users will be able to update existing reference data entries in case that an ECM certificate will contain information which have inconsistencies with information previously stored within the ERADIS reference data database.

To validate a temporary ECM certificate, search for the non-validated ECM certificate and display its properties: a page similar to the one in Figure 54 will be displayed. Press the **Go to Validation task** button: a page similar to the one in Figure 53 will be displayed, where you can update any relevant field (15) before final validation.

To cancel validation, click on the **Undo changes** button.

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



You can click on the [View registered ECM Declaration](#) link to view the validated ECM Certificate: the following page will be displayed

[Go Back to Search Results](#) | [Export to PDF form](#) | [Print](#)

ECM Declaration Details

ECM Certificate

ECM Certificate confirming acceptance of the maintenance system of an entity in charge of maintenance (ECM) within the European Union in Conformity with Directive 2004/49/EC and Regulation (EU) No 445/2011

1. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE

Legal Title: VFLI	
Commercial designation or acronym (voluntary): VFLI	
Street Address: Paris ave 201	Postal Code: 58600
City: Paris	Country: France
Registration business number: 45830695	VAT No:

2. CERTIFICATION BODY

Legal Title: EPSF	
Street Address: 45, rue de Rivoli	Postal Code: 62300
City: Amiens	Country: France
Certification body reference number: FR/30/0312/0003	

3. CERTIFICATE INFORMATION

This is a new certificate renewed certificate update/amend certificate

Valid from: 10/02/2012 Valid to: 10/05/2012

Type of company: Railway undertaking, Maintenance supplier

4. SCOPE OF ECM ACTIVITIES

CR freight wagons
Cover tank wagons for dangerous goods

5. ADDITIONAL INFORMATION

Date Issued
01/02/2012

Internal reference number
FR/31/0012/2013

Attachments

E-FR-201205029-2.xls


Invalidate Certificate
Amend Certificate
Renew Information
Suspend Certificate
Revoke Certificate
Issue Safety Certificate Part A

Figure 55

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

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

5.3.1.1.11 Send Email to User

To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 54 will be displayed. Press the  button.

Sender:
John Doe <[redacted]>

Recipient:
[redacted] <XXXXXXXXXX@XXXXXXXXXXXX.COM>

Recipients in Cc:
[redacted]

Subject:
ERADIS declaration – request for correction before validation

Body:

Dear [redacted],

Thank you for submitting the **ECM Certification Bodies** declaration to ERADIS database: http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodies/view.aspx?id=43

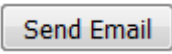
The ERA validators have proceeded with validation of submitted declaration – the following **issues have been identified**:

To proceed with validation of the declaration, we would like to kindly ask you to **correct the declaration according to the above instructions**.

In case of any questions, don't hesitate to contact us: [redacted]

Kind regards,
John Doe
European Railway Agency

Figure 56

A page similar to the one in Figure 56 will be displayed. Fill any relevant notes for the user in the text area field and press the  button. Press the Cancel button for closing the email form.

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

5.3.1.1.12 Modifying an ECM certificate

To modify an ECM certificate, search for the non-validated ECM certificate and display its properties: a page similar to the one in Figure 54 will be displayed. Press the

button; a page similar to the one in Figure 53 will be displayed.

Update any relevant field (15) and press the **Save changes** button: a confirmation message will be displayed




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

5.3.1.1.13 Amending an ECM certificate

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

An ECM certificate can be amended if it is not revoked.

To amend an ECM certificate, on the main page (Figure 50) click on the  **Amend an ECM Certificate** link: the following page will be displayed

Amend an existing ECM Declaration

This page allows you to easily find an ECM Declaration you would like to amend. You may find declarations by specifying search criteria or by browsing all of the declarations which you can amend.

ECM Declaration search information	Browse ECM Declaration
Internal Reference Number <input type="text"/>	Please click Browse button below if you would like to retrieve list of all existing ECM Declarations which you can amend.
Open ECM Declaration	Browse ECM Declarations

There are two options to find the ECM certificate for amending.

First option is to enter the “Internal Reference Number” of the ECM certificate you want to amend and press the **Open ECM Declaration** button: a page similar to the one in Figure 53 will be displayed.

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


ECM Declaration which can be amended

Print Export to Excel Items per page 15


Country	ECM Name		Internal Reference Number	Date issued	Type of Company
France	ATIR-RAIL		FR/31/0112/0003	26/03/2012	Keeper, Maintenance Supplier
	COLAS RAIL		FR/31/0512/0020	01/01/2012	Railway Undertaking
	EuroCargoRail		FR/31/0013/0999	01/01/2013	Keeper, Maintenance Supplier
	Société Nationale des Chemins de fer Français		BE/31/1012/0001	20/02/2012	Railway Undertaking
	VFLI		FR/31/0012/2013	01/02/2012	Railway Undertaking, Maintenance Supplier
Greece	Hellenic Railways SA		EL/31/2213/2223	29/11/2013	Railway Undertaking

Total 6 item(s) found.

[Go back to the "amend ECM Declaration" page](#)

Select  **amend** link in the list and a page similar to the one in Figure 53 will be displayed.

Update any relevant field (15) (please provide also a new EIN number) and press the **Send to ERA** button: a confirmation message will appear

 The ECM Declaration has been amended successfully.
[View amended ECM Declaration](#)

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

Another way to perform this task is to search for the ECM certificate view its details (Figure 55) and press the **Amend Certificate** button.

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


5.3.1.1.14 Suspending an ECM certificate

This feature allows user to suspend already issued and validated ECM certificate.

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

An ECM certificate can be suspended if it is not revoked or suspended.

To suspend an ECM certificate, on the main page (Figure 50) click on the **X Suspend an ECM Certificate** link, browse or search for the ECM certificate to suspend (in the same way as described in §5.3.1.1.13), update any relevant field (15) (suspended on date, suspension reason, new EIN number) and press the **Send to ERA** button: a confirmation message will appear

 The ECM Declaration has been suspended successfully.
[View suspended ECM Declaration](#)

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

Another way to perform this task is to search for the ECM certificate view its details (Figure 55) and press the **Suspend Certificate** button.


For an ECM certificate that has been suspended, a new entry will be created within the ERADIS system.


5.3.1.1.15 Renewing an ECM certificate

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

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

An ECM certificate can be renewed if it is not revoked or suspended.

To renew an ECM certificate, on the main page (Figure 50) click on the  [Renew an ECM Certificate](#) link, browse or search for the ECM certificate to renew (in the same way as described in §5.3.1.1.13), update any relevant field (15) (please provide also a new EIN number) and press the **Send to ERA** button: a confirmation message will appear

 The ECM Declaration has been renewed successfully.
[View renewed ECM Declaration](#)


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


Another way to perform this task is to search for the ECM certificate, view its details (Figure 55) and press the **Renew Information** button.

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

5.3.1.1.16 Revoking an ECM certificate

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

To revoke an ECM certificate, on the main page (Figure 50) click on the  [X Revoke an ECM Certificate](#) link, browse or search for the ECM certificate to revoke (in the same way as described in §5.3.1.1.13), update any relevant field (15) (revoked on date, revoke reason, new EIN number) and press the **Send to ERA** button: a confirmation message will appear

 The ECM Declaration has been revoked successfully.
[View revoked ECM Declaration](#)

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

Another way to perform this task is to search for the ECM certificate, view its details (Figure 55) and press the **Revoke Certificate** button.

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

5.3.1.1.17 Invalidating an ECM certificate (ERA Safety Administrator only)

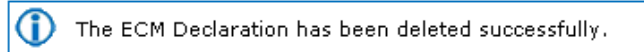
To invalidate an ECM certificate, search for the validated ECM certificate, view its details (Figure 55) and press the **Invalidate Certificate** button: the non-validated version of the ECM certificate is displayed (Figure 54) and the new available actions (buttons) are presented at the bottom of the page.

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

5.3.1.1.18 Deleting an ECM certificate (ERA Safety Administrator only)

To delete an ECM certificate, search for the non-validated ECM certificate, view its details (Figure 54) and press the **Delete Information** button: a confirmation message will appear


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



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

5.3.1.1.19 Downloading an electronic form

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

To download the electronic form, on the main page (Figure 50) click on the  [Download electronic form](#) link

Download ECM Certificates electronic questionnaire

This form allows download of an ECM Certificates electronic questionnaire in Microsoft Excel format.

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



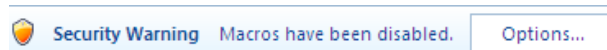
And press the **Download** button: you will be prompted to save the file.

5.3.1.1.20 Filling in an electronic questionnaire

To fill in offline the previously downloaded electronic questionnaire (see §5.3.1.1.19), open it in Excel.

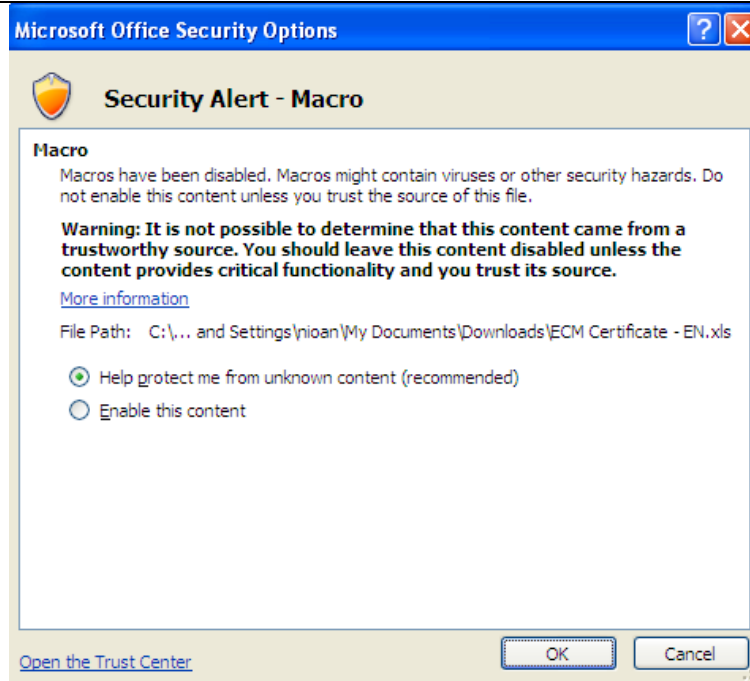
Depending on the Excel version:

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



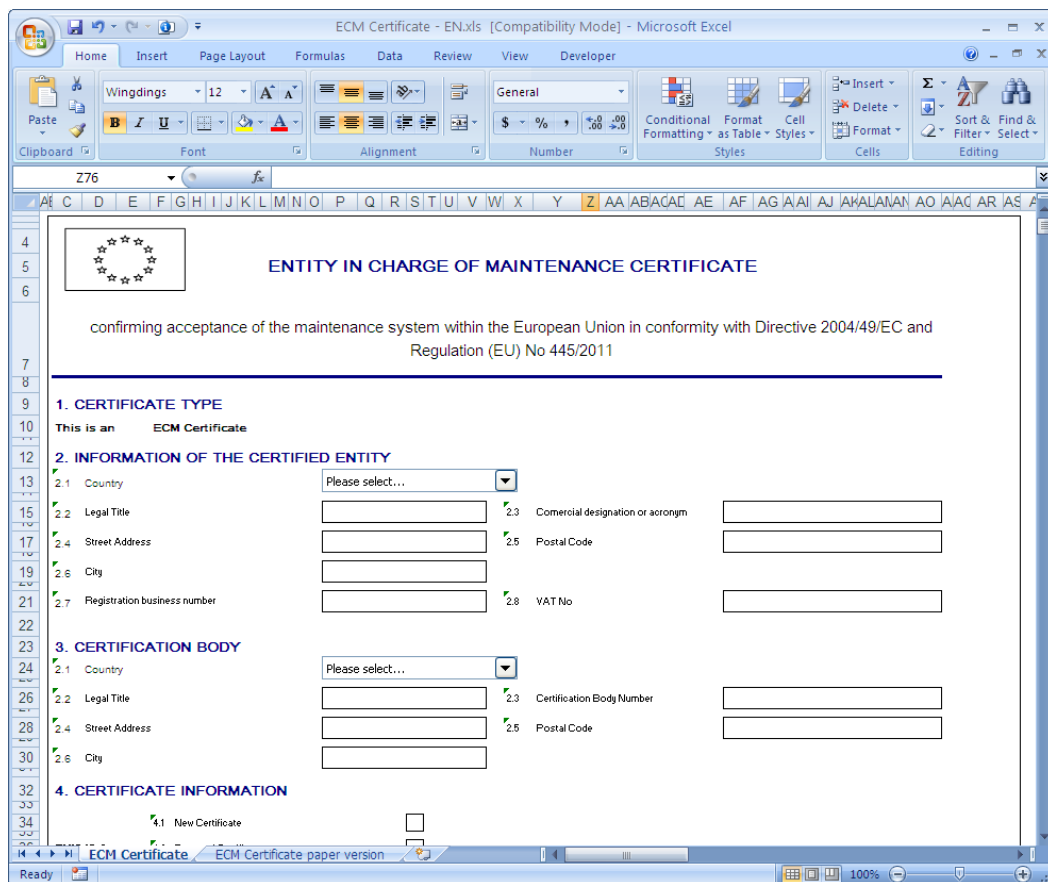
Click on "options"

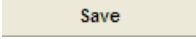
- The following dialog appears

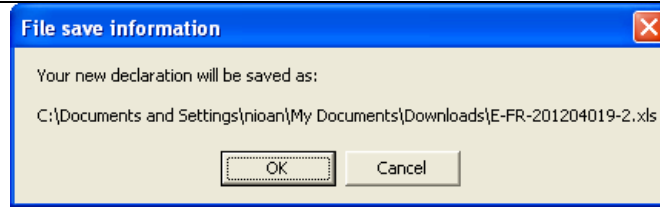


Select the “Enable this content” option and click on the “OK” button

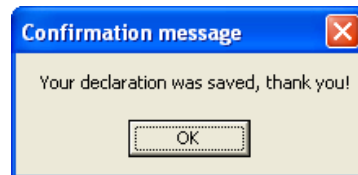
The MS Excel is ready for editing.

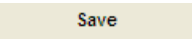


Fill in all the required fields and then press the  button. In case of no error, a message will be displayed:



Click on the “OK” button. An informative message will be displayed upon successful save.




- You may also print the file upon clicking on the  button, if you have previously selected the “Printed and Saved” option at the bottom of the Excel file.



5.3.1.1.21 Uploading an electronic form

After filling in the electronic form (see § 5.3.1.1.20), the user will be able to send the saved information to the ERADIS system (obviously ERA has to validate information before it goes on the public). The ERADIS system will populate the provided information and inform the user about operation success. The user will be able to use a web based form in case that he/she will need to update some of provided information. According to the provided form the ERADIS will automatically identify if the user is creating a new ECM certificate or amending, renewing, suspending or revoking an existing ECM certificate.

To upload an electronic form filled in offline, on the main page (Figure 50) click on the

 [Upload electronic form](#) link, browse for the file

Upload ECM Certificate electronic questionnaire

This form allows submission of a prepared ECM Certificate questionnaire to the Public Database Of Safety Documents. The database requires preparation of the electronic questionnaire by using the Excel workbook that shall be downloaded from this Web site. Therefore the database will reject submission of the files which do not have appropriate format.

NOTE: The PDB system will validate and reject the submitted MS excel file in case that structural changes have been made.



And press the  button:

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

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

5.3.1.2 Anonymous or non-authorized users

5.3.1.2.1 ECM certificates main page

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

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the NSA acting as certification body role is not granted
- Any ERA-EXT user for which the Certification Body role is not granted

ECM Certificate Database

This database has been developed in accordance with Article 10.4 of Commission Regulation (EU) No 445/2011 of 10 May 2011 "on a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007" and Article 10.4 of the OTIF regulation ATMF Annex A "Uniform Rules set out in accordance with Article 15 § 2 - Certification and auditing of Entities in Charge of Maintenance (ECM)", document A 94-30/1.2012.

Quick Search

The Quick Search allows for a simple search of issued ECM certificates per ECM country. To find out more specific information use the Advanced Search option.

ECM Country

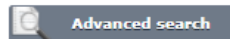


Figure 57

5.3.1.2.2 Searching for an ECM certificate

5.3.1.2.2.1 Quick search


The quick search allows you to quickly find an ECM certificate of a certain country.

On the main page (Figure 57), select a country from the list.

Quick Search

The Quick Search allows for a simple search of issued ECM certificates per ECM country. To find out more specific information use the Advanced Search option.



ECM Country


 [Advanced search](#)

 [Statistics](#)

And press the  button: a list will be displayed.

ECM Certification search results

 [Print](#)  [Export to Excel](#) Items per page

Country	ECM Name	Internal Reference Number	History	Date issued	Validity	Type of Company	Covers tank wagons for dangerous goods	Covers other wagons specialised in transport of dangerous goods	Attachments
France	ATIR-RAIL	FR/31/0112/0003	Amended	26/03/2012	Valid	Keeper, Maintenance Supplier	No	Yes	
	COLAS RAIL	FR/31/0512/0020	Renewed	01/01/2012	Expired	Railway Undertaking	No	Yes	
	EuroCargoRail	FR/31/0013/0999	New	01/01/2013	Valid	Keeper, Maintenance Supplier	No	Yes	
	Société Nationale des Chemins de fer Français	BE/31/1012/0001	New	20/02/2012	Valid	Railway Undertaking	Yes	No	
	VFLI	FR/31/0012/2013	New	01/02/2012	Expired	Railway Undertaking, Maintenance Supplier	Yes	No	 E-FR-201205029-2.xls
Greece	Hellenic Railways SA	EL/31/2213/2223	Renewed	29/11/2013	Valid	Railway Undertaking	No	No	

Total 6 item(s) found.

[Go back to Quick Search](#)

Figure 58

Only valid¹⁷ certificates are displayed in the results.

The search results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list
- To move to the next/previous page, click on the [Next>](#) / [<Previous](#) link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page list at top of the list
- To print the list, click on the [Print](#) link at the top of the list
- To export the list into an Excel file, click on the [Export to Excel](#) link at the top of the list

¹⁷ Valid certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active.

- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To **view an ECM certificate**, click on the “History” field of the ECM certificate you want to view
- To **open an attachment**, click on the attachment’s name

ECM Declaration Details

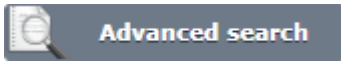
[Go Back to Search Results](#) | [Export to PDF form](#) | [Print](#)

ECM Certificate							
ECM Certificate confirming acceptance of the maintenance system of an entity in charge of maintenance (ECM) within the European Union in Conformity with Directive 2004/49/EC and Regulation (EU) No 445/2011							
1. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE							
Legal Title: Société Nationale des Chemins de fer Français							
Commercial designation or acronym (voluntary): SNCF							
Street Address: 13 rue ..	Postal Code: 58966						
City: Paris	Country: France						
Registration business number: 552 049 447	VAT No:						
2. CERTIFICATION BODY							
Legal Title: Wagon Care							
Street Address: address be							
City: brussels	Postal Code: 8523						
Country: Belgium							
Certification body reference number: BE/30/0112/0006							
3. CERTIFICATE INFORMATION							
This is a <table border="0"> <tr> <td>- new certificate</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>- renewed certificate</td> <td><input type="checkbox"/></td> </tr> <tr> <td>- update/amend certificate</td> <td><input type="checkbox"/></td> </tr> </table>		- new certificate	<input checked="" type="checkbox"/>	- renewed certificate	<input type="checkbox"/>	- update/amend certificate	<input type="checkbox"/>
- new certificate	<input checked="" type="checkbox"/>						
- renewed certificate	<input type="checkbox"/>						
- update/amend certificate	<input type="checkbox"/>						
ECM Identification Number of the previous certificate:							
Valid from: 10/03/2012	Valid to: 10/03/2015						
Type of company: Railway undertaking							
4. SCOPE OF ECM ACTIVITIES							
CR freight wagons, HS freight wagons							
Cover tank wagons for dangerous goods							
5. ADDITIONAL INFORMATION							
dgde							
Date Issued 20/02/2012							
Internal reference number BE/31/1012/0001							
Attachments No attached files							

Figure 59

5.3.1.2.2.2 Advanced search

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

On the main page (Figure 57), click on the  button: a page will be displayed.

ECM Declarations Advanced Search

CERTIFICATE TYPE
 Search for ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE ECM MoU Certificate Maintenance Functions Certificate
 ECM Country

INFORMATION OF THE CERTIFIED ENTITY
 Legal title Commercial designation or acronym
 Registration business number VAT No


CERTIFICATION BODY
 Legal title Certification body reference number

CERTIFICATE INFORMATION
 Certificate type
 Valid from Valid to All
 Type of company Railway undertaking Infrastructure manager Keeper Maintenance supplier Manufacturer Other

SCOPE
 Category CR freight wagons HS freight wagons CR Loc CR Multiple Units CR Passenger carriages HS vehicles OTMs Other
 Subcategory Covers tank wagons for dangerous goods Yes No
 Covers other wagons specialised in transport of dangerous goods Yes No



Date Issued
 Internal Reference Number (EIN number)
 Free text

Figure 60


Fill in the search criteria and click on the  button: a list will be displayed as shown in Figure 58.

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


5.3.1.2.3 Activate / Deactivate an ECM certificate (ERA Administrator only)

When viewing the details of an ECM certificate (Figure 59), the ERA Administrator has the option to deactivate the ECM certificate (in case the ECM certificate is active) or activate it (in case the ECM certificate is inactive) by clicking on the  button or  button respectively, available at the bottom of the page.

5.3.1.2.4 Print an ECM certificate

You can print at any time the information on the screen, by clicking on the  [Print](#) link at the top of the page.

5.3.1.2.5 Export to PDF

You can export the ECM certificate from view page (Figure 59), by clicking on the  [Export to PDF form](#) link at the top of the page.

5.3.2 ECM MoU Certificates

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search for ECM MoU certificates View ECM MoU certificates Submit new ECM certificates Suspend/amend/modify/revoke existing ECM MoU certificates Validate/invalidate/delete ECM MoU certificates
ERA Administrator		Search for ECM MoU certificates View ECM MoU certificates Activate/deactivate ECM MoU certificates
Anonymous Non-Authorised User		Search for ECM MoU certificates View ECM MoU certificates

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

5.3.2.1 Authorised users





5.3.2.1.1 ECM MoU certificates main page

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

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

ECM MoU Certificate Database

This database has been developed in application of the Article 10.4 of the Commission Regulation (EU) No 445/2011 of 10 May 2011 "On a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007".

 [Submit a new ECM MoU Certificate](#)
 [Amend an ECM MoU Certificate](#)
 [Revoke an ECM MoU Certificate](#)
 [Suspend an ECM MoU Certificate](#)

Quick Search

The Quick Search allows for a simple search of issued ECM MoU certificates per ECM country. To find out more specific information use the Advanced Search option.

ECM Country
 Validation status
 Validity


 [Advanced search](#)

Figure 61

5.3.2.1.2 Searching for an ECM MoU certificate

5.3.2.1.2.1 Quick search

The quick search allows you to quickly find an ECM MoU certificate of a certain country and/or in a certain validation status (all, validated, not validated) and or in certain validity (all, valid¹⁸).

On the main page (Figure 61), select an ECM country and/or a validation status from the lists.

Quick Search



The Quick Search allows for a simple search of issued ECM certificates per ECM country. To find out more specific information use the Advanced Search option.

ECM Country

Validation status

And press the  button: a list will be displayed.

MoU Certificates search results





  Items per page

Country	ECM Name	Certificate EIN	History	Date issued	Validity	Type of Company	Validated	Attachments
Belgium	SBE CARGO	EL/34/7713/7722	Suspended	28/11/2011	Not Valid	Railway Undertaking	No	
	SBE CARGO	EL/34/7711/7777	New	28/11/2011	Valid	Railway Undertaking	Yes	
France	ATIR-RAIL	EL/34/3611/8520	New	23/12/2011	Not Valid	Railway Undertaking	No	
	Société Nationale des Chemins de fer Français	FR/34/0113/8888	Amended	30/06/2012	Not Valid	Railway Undertaking	No	
	Société Nationale des Chemins de fer Français	FR/34/1112/8569	New	07/06/2012	Not Valid	Railway Undertaking	No	
	Société Nationale des Chemins de fer Français	FR/34/0112/0003	Suspended	30/06/2012	Expired	Railway Undertaking	Yes	
	Société Nationale des Chemins de fer Français	FR/34/0112/0002	Amended	30/06/2012	-	Railway Undertaking	Yes	
	Société Nationale des Chemins de fer Français	FR/34/0112/0001	New	30/03/2012	-	Railway Undertaking	Yes	

Total 8 item(s) found.

Figure 62

The search results are grouped in pages:

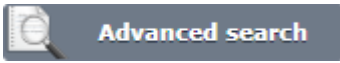
- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list
- To move to the next/previous page, click on the  / 
- To display more/less items per page, chose the number of items in the Items per page
- To print the list, click on the  link at the top of the list
- To export the list into an Excel file, click on the  link at the top of the list

¹⁸ Valid certificate means: Validated AND Active AND Not Revoked AND Not Suspended AND Not Expired (based on "Validity To" date)

- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking
- To **view an ECM MoU certificate**, click on the “History” field of the ECM MoU certificate you want to view
- To **open an attachment**, click on the attachment’s name

5.3.2.1.2.2 Advanced search

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

On the main page (Figure 61), click on the  button: a page will be displayed.

ECM Declarations Advanced Search

CERTIFICATE TYPE

Search for ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE ECM MoU Certificate Maintenance Functions Certificate

Validation status

ECM Country

INFORMATION OF THE CERTIFIED ENTITY

Legal title Commercial designation or acronym



Registration business number VAT No

CERTIFICATION BODY

Legal title Certification body reference number

CERTIFICATE INFORMATION

Certificate type

Valid from  Valid to  All

Type of company Railway undertaking Infrastructure manager Keeper Maintenance supplier Manufacturer Other


Maintenance is done with own means contracted out

SCOPE

Category CR freight wagons HS freight wagons

Subcategory Covers tank wagons for dangerous goods Yes No


Covers other wagons specialised in transport of dangerous goods Yes No

Date Issued 

Internal Reference Number (EIN number)

Free text

Figure 63

Fill in the search criteria and click on the  button: a list will be displayed as shown in Figure 62.

By default, only valid¹⁹ certificates will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display certificates which are inactive, or expired or revoked or suspended or not validated.

¹⁹ Valid certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the “Validity To” date) AND active

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

5.3.2.1.3 Submitting a new ECM MoU certificate (ERA Safety Administrator only)

This feature allows the submission of new ECM MoU certificate.

On the main page (Figure 61), click on the  [Submit a new ECM MoU Certificate](#) link: the following page will be displayed

Submit a new ECM Declaration
[Go Back to Search Results](#) | [Save to file](#) | [Print](#)
Note:

- For the fields marked by an asterisk, information is mandatory
- For the fields marked by two asterisks, information in at least one field is required

ECM MoU Certificate
confirming acceptance of the Maintenance System within the European Union in conformity with the Memorandum of Understanding and its national implementation measures

1. CERTIFICATE TYPE

This is a 1.1 ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE 1.2 ECM MoU Certificate
 1.3 Maintenance Functions Certificate

EU Identification Number*

2. INFORMATION OF THE CERTIFIED ENTITY

2.1 Country*

2.2 Please select an existing ECM

2.3 Legal title* 2.4 Commercial designation or acronym

2.5 Street address* 2.6 Postal code*

2.7 City*

2.8 Registration business number** 2.9 VAT No**

3. CERTIFICATION BODY

3.1 Country*

3.2 Please select an existing Certification Body

3.3 Legal title* 3.4 Certification body reference number*

3.5 Street address* 3.6 Postal code*

3.7 City*

4. CERTIFICATE INFORMATION

4.1 Certificate type New

4.2 ECM identification number of the previous certificate

4.3 Valid from 4.4 Valid to

4.5 Type of company* Railway undertaking Infrastructure manager Keeper Maintenance supplier Manufacturer Other

4.6 Maintenance is* done with own means contracted out

5. SCOPE

5.1 Category* CR freight wagons HS freight wagons

5.2 Subcategory Covers tank wagons for dangerous goods Covers other wagons specialised in transport of dangerous goods

6. OTHER

6.1 Applicable National Implementation Measures

6.2 Additional Information

Date Issued

Internal Reference Number (EIN number) *

ATTACHED FILES

Figure 64

Fill in all the required fields (15) and press the **Send to ERA** button.

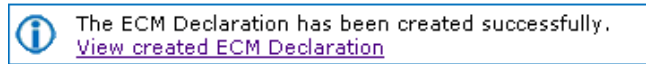
If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):

- EU Identification Number is required
- Type of company is required
- Maintenance is required
- Scope Category is required
- Internal reference number is required

All fields with an asterisk are mandatory.

The specifications of the EIN number are specified in the document “ECM certification – Structure of an EIN for ECM certificate and other certificates defined in European Legislation 445/2011 of 10 May 2011”. Please use the “/” characters as indicated in the document.

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



You can click on the [View created ECM Declaration](#) link to view the newly created and non-validated ECM MoU certificate: the following page will be displayed.

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

[Go Back to Search Results](#) | [Export to PDF form](#) | [Print](#)

ECM Declaration Details

ECM MoU Certificate

confirming acceptance of the Maintenance System within the European Union in conformity with the Memorandum of Understanding and its national implementation measures

EU IDENTIFICATION NUMBER EL/34/3611/8520

1. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE

Legal Title: ATIR-RAIL	
Commercial designation or acronym (voluntary): ATIR-RAIL	
Street Address: 21 rue de Clichy	Postal Code: 75009
City: Paris	Country: France
Registration business number: FR44328987862	VAT No:

2. CERTIFICATION BODY

Legal Title: GR_ECM_Org	
Street Address: test add	Postal Code: 654 56
City: test city	Country: Greece
Certification body reference number: EL/30/1113/1111	

3. CERTIFICATE INFORMATION

This is a - new certificate - renewed certificate - update/amend certificate

ECM Identification Number of the previous certificate: _____

Valid from: 01/12/2012 Valid to: 17/11/2015

Type of company: Railway undertaking

Maintenance is: done with own means

4. CATEGORY

HS freight wagons
Cover tank wagons for dangerous goods
Covers other wagons specialised in transport of dangerous goods

5. APPLICABLE NATIONAL IMPLEMENTATION MEASURES

6. ADDITIONAL INFORMATION

Date Issued
23/12/2011
Internal reference number
324234234

Attachments
No attached files

[Modify this Certificate](#)
[Go to Validation task](#)
[Delete Information](#)

Figure 65

5.3.2.1.4 Save as template

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




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


5.3.2.1.5 Open template


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

My ECM Declarations Templates

[< Back to form](#)

			Template Name
			template_7596
			new_template_9325
			eradisuser20_1869

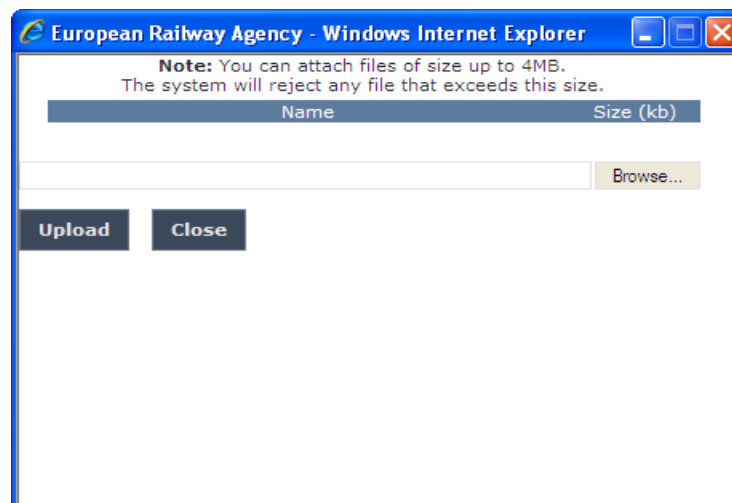
Where you can choose the template to load by clicking on the  icon.

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

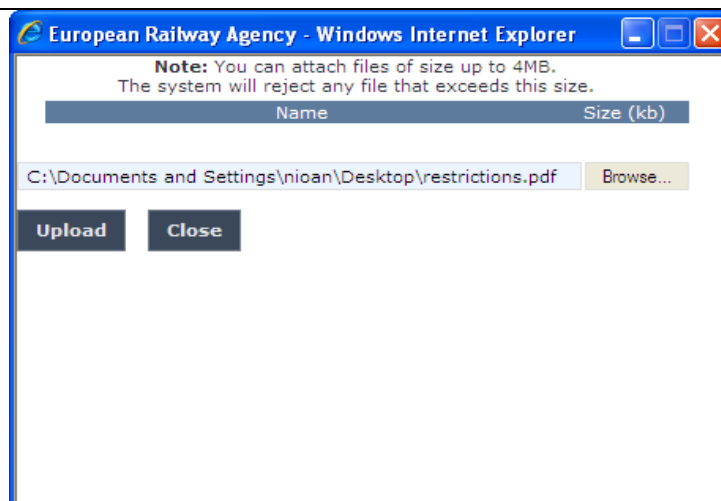
To delete a template, click on the  icon. Then confirm action or cancel action.

5.3.2.1.6 Add attachments

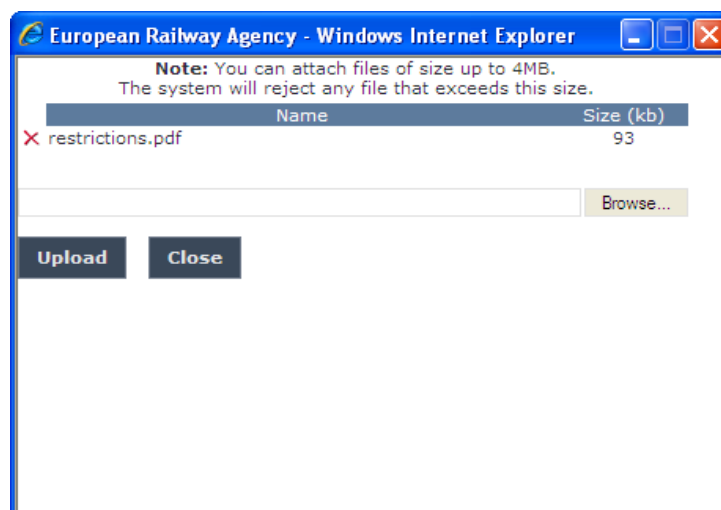
You can add electronic attachments to the ECM MoU certificate by pressing the **Attachments** button: the following window will be displayed



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



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




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

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




To be able to attach documents in a submitted ECM MoU certificate click on the **Modify this Certificate** button.

5.3.2.1.7 Print an ECM MoU certificate

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

5.3.2.1.8 Save an ECM MoU certificate to an Excel file


You can export at any time the information on the screen into an Excel file, by clicking on the

 [Save to file](#) link at the top of the page.

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

5.3.2.1.9 Export to PDF

You can export the ECM MoU certificate from view page (Figure 65), by clicking on the

 [Export to PDF form](#) link at the top of the page.

5.3.2.1.10 Validating an ECM MoU certificate (ERA Safety Administrator only)

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

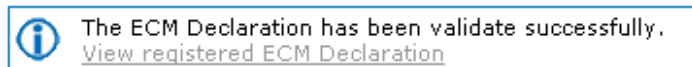
During the process of validation the ERA users will be able to create new reference data entries in case that an ECM MoU certificate will contain new information on the certified entity which was not stored previously within the ERADIS reference data database.

In addition, the ERA users will be able to update existing reference data entries in case that an ECM MoU certificate will contain information which have inconsistencies with information previously stored within the ERADIS reference data database.

To validate a temporary ECM MoU certificate, search for the non-validated ECM MoU certificate and display its properties: a page similar to the one in Figure 65 will be displayed. Press the **Go to Validation task** button: a page similar to the one in Figure 64 will be displayed, where you can update any relevant field (15) before final validation.

To cancel validation, click on the **Undo changes** button.

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



You can click on the [View registered ECM Declaration](#) link to view the validated ECM MoU Certificate: the following page will be displayed

ECM MoU Certificate

confirming acceptance of the Maintenance System within the European Union in conformity with the Memorandum of Understanding and its national implementation measures

EU IDENTIFICATION NUMBER EL/34/7711/7777

1. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE

Legal Title: SBE CARGO	
Commercial designation or acronym (voluntary): SBE	
Street Address: 21 rue de Clichy	Postal Code: 523
City: Brussels	Country: Belgium
Registration business number: 5920622020004	VAT No:

2. CERTIFICATION BODY

Legal Title: GR_ECM_Org	
Street Address: test add	
City: test city	Postal Code: 654 56
Country: Greece	
Certification body reference number: EL/30/1113/5896	

3. CERTIFICATE INFORMATION

This is a <ul style="list-style-type: none"> - new certificate <input checked="" type="checkbox"/> - renewed certificate <input type="checkbox"/> - update/amend certificate <input type="checkbox"/> 	ECM Identification Number of the previous certificate:
Valid from: 06/11/2012 Valid to: 16/11/2017	
Type of company: Railway undertaking	
Maintenance is: done with own means	

4. CATEGORY

HS freight wagons
Cover tank wagons for dangerous goods
Covers other wagons specialised in transport of dangerous goods

5. APPLICABLE NATIONAL IMPLEMENTATION MEASURES

6. ADDITIONAL INFORMATION

to be suspended

Date Issued
28/11/2011
Internal reference number
3242342

Attachments
No attached files

Invalidate Certificate
Amend Certificate
Suspend Certificate
Revoke Certificate

Figure 66

At the successful validation of the ECM MoU certificate, a notification message is sent to the submitter of the ECM MoU certificate, to the validator of the ECM MoU certificate and to the emails referenced in the Manage-Notification page under the section “ECM”.

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

5.3.2.1.11 Send Email to User

To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 65

will be displayed. Press the Send email to user button.

Sender:
John Doe <[redacted]>

Recipient:
[redacted] <XXXXXXXX@XXXXXXXXXXXX.COM>

Recipients in Cc:
[redacted]

Subject:
ERADIS declaration – request for correction before validation

Body:

Dear [redacted],

Thank you for submitting the **ECM Certification Bodies** declaration to ERADIS database: http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodies/view.aspx?id=43

The ERA validators have proceeded with validation of submitted declaration – the following **issues have been identified**:

To proceed with validation of the declaration, we would like to kindly ask you to **correct the declaration according to the above instructions**.

In case of any questions, don't hesitate to contact us: [redacted]

Kind regards,
John Doe
European Railway Agency

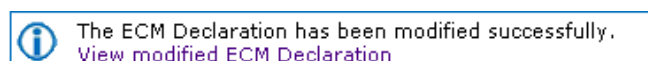
Figure 67

A page similar to the one in Figure 67 will be displayed. Fill any relevant notes for the user in the text area field and press the button. Press the Cancel button for closing the email form.

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

5.3.2.1.12 Modifying an ECM MoU certificate (ERA Safety Administrator only)

To modify an ECM MoU certificate, search for the non-validated ECM MoU certificate and display its properties: a page similar to the one in Figure 65 will be displayed. Press the button; a page similar to the one in Figure 64 will be displayed. Update any relevant field (15) and press the button: a confirmation message will be displayed




At the successful save of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.3.2.1.13 Amending an ECM MoU certificate (ERA Safety Administrator only)

This feature allows user to amend already issued ECM MoU certificate which has been validated by ERA.

An ECM MoU certificate can be amended if it is not revoked.


To amend an ECM MoU certificate, on the main page (Figure 61) click on the  [Amend an ECM MoU Certificate](#) link: the following page will be displayed


Amend an existing ECM Declaration

This page allows you to easily find an ECM Declaration you would like to amend. You may find declarations by specifying search criteria or by browsing all of the declarations which you can amend.

ECM Declaration search information	Browse ECM Declaration
Internal Reference Number: <input type="text"/> <input type="button" value="Open ECM Declaration"/>	Please click Browse button below if you would like to retrieve list of all existing ECM Declarations which you can amend. <input type="button" value="Browse ECM Declarations"/>

There are two options to find the ECM MoU certificate for amending.

First option is to enter the “Internal Reference Number” of the ECM MoU certificate you want to amend and press the  button: a page similar to the one in Figure 64 will be displayed.

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


ECM Declaration which can be amended


  Items per page: 15


Country	ECM Name		Certificate EIN	Date issued	Type of Company
Belgium	SBE CARGO		EL/34/7711/7777	28/11/2011	Railway Undertaking
France	Société Nationale des Chemins de fer Français		FR/34/0112/0003	30/06/2012	Railway Undertaking

Total 2 item(s) found.

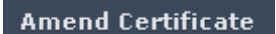
[Go back to the "amend ECM Declaration" page](#)

Select  [amend](#) link in the list and a page similar to the one in Figure 64 will be displayed.

Update any relevant field (15) (please provide also a new EU Identification Number) and press the  button: a confirmation message will appear

 The ECM Declaration has been amended successfully.
[View amended ECM Declaration](#)

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

Another way to perform this task is to search for the ECM MoU certificate view its details (Figure 66) and press the  button.


For an ECM MoU certificate that has been amended, a new entry will be created within the ERADIS system.

5.3.2.1.14 Suspending an ECM MoU certificate (ERA Safety Administrator only)

This feature allows user to suspend already issued and validated ECM MoU certificate. Only ERA users are able to suspend an existing ECM MoU certificate.

An ECM MoU certificate can be suspended if it is not revoked or suspended.

To suspend an ECM certificate, on the main page (Figure 61) click on the [X Suspend an ECM MoU Certificate](#) link, browse or search for the ECM MoU certificate to suspend (in the same way as described in §5.3.2.1.13), update any relevant field (15) (suspended on date, suspension reason, new EU Identification Number) and press the **Send to ERA** button: a confirmation message will appear



The ECM Declaration has been suspended successfully.
[View suspended ECM Declaration](#)

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


Another way to perform this task is to search for the ECM MoU certificate view its details (Figure 66) and press the **Suspend Certificate** button.

For an ECM MoU certificate that has been suspended, a new entry will be created within the ERADIS system.

5.3.2.1.15 Revoking an ECM MoU certificate (ERA Safety Administrator only)

This feature allows user to change status of already issued and validated ECM MoU certificate. Only the ERA users are able to revoke an existing ECM MoU certificate.

To revoke an ECM MoU certificate, on the main page (Figure 61) click on the [X Revoke an ECM MoU Certificate](#) link, browse or search for the ECM MoU certificate to revoke (in the same way as described in §5.3.2.1.13), update any relevant field (15) (revoked on date, revoke reason, new EU Identification Number) and press the **Send to ERA** button: a confirmation message will appear



The ECM Declaration has been revoked successfully.
[View revoked ECM Declaration](#)

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

Another way to perform this task is to search for the ECM MoU certificate, view its details (Figure 65) and press the **Revoke Certificate** button.

For an ECM MoU certificate that has been revoked, a new entry will be created within the ERADIS system.

5.3.2.1.16 Invalidating an ECM MoU certificate (ERA Safety Administrator only)

To invalidate an ECM MoU certificate, search for the validated ECM MoU certificate, view its details (Figure 66) and press the **Invalidate Certificate** button: the non-validated version of

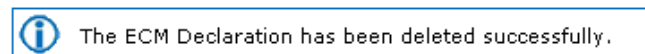
the ECM MoU certificate is displayed (Figure 65) and the new available actions (buttons) are presented at the bottom of the page.

At the successful invalidation of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.3.2.1.17 Deleting an ECM MoU certificate (ERA Safety Administrator only)

To delete an ECM MoU certificate, search for the non-validated ECM MoU certificate, view its details (Figure 65) and press the **Delete Information** button: a confirmation message will appear

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



At the successful deletion of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.3.2.2 Anonymous or non-authorized users

5.3.2.2.1 ECM MoU certificates main page

The following screenshot displays the ECM MoU Certificates main page for the following users:

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

ECM MoU Certificate Database

This database has been developed in application of the Article 10.4 of the Commission Regulation (EU) No 445/2011 of 10 May 2011 "On a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007".

Quick Search

The Quick Search allows for a simple search of issued ECM MoU certificates per ECM country. To find out more specific information use the Advanced Search option.

ECM Country

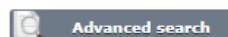


Figure 68

5.3.2.2.2 Searching for an ECM MoU certificate

5.3.2.2.2.1 Quick search


The quick search allows you to quickly find an ECM MoU certificate of a certain country.

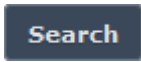
On the main page (Figure 68), select a country from the list.

Quick Search



The Quick Search allows for a simple search of issued ECM MoU certificates per ECM country. To find out more specific information use the Advanced Search option.

ECM Country

 [Advanced search](#)

And press the  button: a list will be displayed.

MoU Certificates search results



  Items per page

Country	ECM Name	Certificate EIN	History	Date issued	Validity	Type of Company	Attachments
Belgium	SBE CARGO	EL/34/7711/7777	New	28/11/2011	Valid	Railway Undertaking	
France	Société Nationale des Chemins de fer Français	FR/34/0112/0003	Suspended	30/06/2012	Expired	Railway Undertaking	

Total 2 item(s) found.
[Go back to Quick Search](#)

Figure 69

The search results are grouped in pages:

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

ECM MoU Certificate	
confirming acceptance of the Maintenance System within the European Union in conformity with the Memorandum of Understanding and its national implementation measures	
EU IDENTIFICATION NUMBER EL/34/7711/7777	
1. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE	
Legal Title: SBE CARGO	
Commercial designation or acronym (voluntary): SBE	
Street Address: 21 rue de Clichy	
City: Brussels	Postal Code: 523
Registration business number: 5920622020004	Country: Belgium
	VAT No:
2. CERTIFICATION BODY	
Legal Title: GR_ECM_Org	
Street Address: test add	
City: test city	Postal Code: 654 56
	Country: Greece
Certification body reference number: EL/30/1113/5896	
3. CERTIFICATE INFORMATION	
This is a <input checked="" type="checkbox"/> - new certificate <input type="checkbox"/> - renewed certificate <input type="checkbox"/> - update/amend certificate ECM Identification Number of the previous certificate:	
Valid from: 06/11/2012 Valid to: 16/11/2017	
Type of company: Railway undertaking	
Maintenance is: done with own means	
4. CATEGORY	
HS freight wagons	
Cover tank wagons for dangerous goods	
Covers other wagons specialised in transport of dangerous goods	
5. APPLICABLE NATIONAL IMPLEMENTATION MEASURES	
6. ADDITIONAL INFORMATION	
to be suspended	
Date Issued 28/11/2011 Internal reference number 3242342	
Attachments	
No attached files	

Figure 70

5.3.2.2.2 Advanced search

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

On the main page (Figure 68), click on the  button: a page will be displayed.

CERTIFICATE TYPE
 Search for ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE ECM MoU Certificate Maintenance Functions Certificate
 ECM Country

INFORMATION OF THE CERTIFIED ENTITY
 Legal title Commercial designation or acronym
 Registration business number VAT No

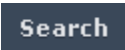
CERTIFICATION BODY
 Legal title Certification body reference number

CERTIFICATE INFORMATION
 Certificate type
 Valid from Valid to Valid
 Type of company Railway undertaking Infrastructure manager Keeper Maintenance supplier Manufacturer Other
 Maintenance is done with own means contracted out

SCOPE
 Category CR freight wagons HS freight wagons
 Subcategory Covers tank wagons for dangerous goods Yes No
 Covers other wagons specialised in transport of dangerous goods Yes No

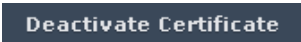

Date Issued
 Internal Reference Number (EIN number)
 Free text

Figure 71


Fill in the search criteria and click on the  button: a list will be displayed as shown in Figure 69.

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


5.3.2.2.3 Activate / Deactivate ECM MoU certificate (ERA Administrator only)

When viewing the details of an ECM MoU certificate (Figure 70), the ERA Administrator has the option to deactivate the ECM MoU certificate (in case the ECM MoU certificate is active) or activate it (in case the ECM MoU certificate is inactive) by clicking on the  button or  button respectively, available at the bottom of the page.

5.3.2.2.4 Print an ECM MoU certificate

You can print at any time the information on the screen, by clicking on the  [Print](#) link at the top of the page.

5.3.2.2.5 Export to PDF

You can export the ECM MoU certificate from view page (Figure 70), by clicking on the  [Export to PDF form](#) link at the top of the page.

5.3.3 Maintenance functions certificates

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search for Maintenance functions certificates View Maintenance functions certificates Submit new Maintenance functions certificates

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

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

5.3.3.1 *Authorised users*

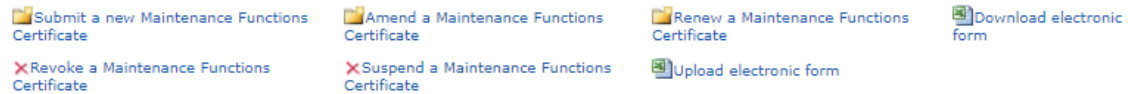
5.3.3.1.1 Maintenance functions certificates main page

The following screenshot displays the maintenance functions certificates main page for the following users:

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

Maintenance Functions Certificate Database

This database has been developed in accordance with Article 10.4 of Commission Regulation (EU) No 445/2011 of 10 May 2011 "on a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007" and Article 10.4 of the OTIF regulation ATMF Annex A "Uniform Rules set out in accordance with Article 15 § 2 - Certification and auditing of Entities in Charge of Maintenance (ECM)", document A 94-30/1.2012.



Quick Search

The Quick Search allows for a simple search of issued Maintenance Functions certificates per ECM country and per maintenance function. To find out more specific information use the Advanced Search option.

ECM Country

Maintenance functions

Validation status

Validity

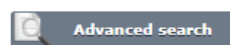


Figure 72

5.3.3.1.2 Searching for a maintenance function certificate

5.3.3.1.2.1 Quick search

The process is similar to the one described in §5.3.1.1.2.1 for the ECM certificate.

5.3.3.1.2.2 Advanced search

The process is similar to the one described in §5.3.1.1.2.2 for the ECM certificate.

5.3.3.1.3 Submitting a new maintenance function certificate

The process is similar to the one described in §5.3.1.1.3 for the ECM certificate.

5.3.3.1.4 Save as template

The process is similar to the one described in §5.3.1.1.4 for the ECM certificate.

5.3.3.1.5 Open template

The process is similar to the one described in §5.3.1.1.5 for the ECM certificate.

5.3.3.1.6 Add attachments

The process is similar to the one described in §5.3.1.1.6 for the ECM certificate.

5.3.3.1.7 Print a maintenance functions certificate

The process is similar to the one described in §5.3.1.1.7 for the ECM certificate.

5.3.3.1.8 Save a maintenance functions certificate to an Excel file

The process is similar to the one described in §5.3.1.1.8 for the ECM certificate.

5.3.3.1.9 Export to PDF

The process is similar to the one described in §5.3.1.1.9 for the ECM certificate.

5.3.3.1.10 Validating a maintenance functions certificate (ERA Safety Administrator only)

The process is similar to the one described in §5.3.1.1.10 for the ECM certificate.

5.3.3.1.11 Send Email to user

The process is similar to the one described in §5.3.1.1.11 for the ECM certificate.

5.3.3.1.12 Modifying a maintenance functions certificate

The process is similar to the one described in §5.3.1.1.12 for the ECM certificate.

5.3.3.1.13 Amending a maintenance functions certificate

The process is similar to the one described in §5.3.1.1.13 for the ECM certificate.

5.3.3.1.14 Suspending a maintenance functions certificate

The process is similar to the one described in §5.3.1.1.14 for the ECM certificate.

5.3.3.1.15 Renewing a maintenance functions certificate

The process is similar to the one described in §5.3.1.1.15 for the ECM certificate.

5.3.3.1.16 Revoking a maintenance functions certificate

The process is similar to the one described in §5.3.1.1.16 for the ECM certificate.

5.3.3.1.17 Invalidating a maintenance functions certificate (ERA Safety Administrator only)

The process is similar to the one described in §5.3.1.1.17 for the ECM certificate.

5.3.3.1.18 Deleting a maintenance functions certificate (ERA Safety Administrator only)

The process is similar to the one described in §5.3.1.1.18 for the ECM certificate.

5.3.3.1.19 Downloading an electronic form

The process is similar to the one described in §5.3.1.1.19 for the ECM certificate.

5.3.3.1.20 Filling in an electronic questionnaire

The process is similar to the one described in §5.3.1.1.20 for the ECM certificate.

5.3.3.1.21 Uploading an electronic form

The process is similar to the one described in §5.3.1.1.21 for the ECM certificate.

5.3.3.2 *Anonymous or non-authorised users*

5.3.3.2.1 Maintenance functions certificates main page

The following screenshot displays the maintenance functions certificates main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the NSA acting as certification body role is not granted
- Any ERA-EXT user for which the Certification Body role is not granted

Maintenance Functions Certificate Database


This database has been developed in accordance with Article 10.4 of Commission Regulation (EU) No 445/2011 of 10 May 2011 "on a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007" and Article 10.4 of the OTIF regulation ATMF Annex A "Uniform Rules set out in accordance with Article 15 § 2 - Certification and auditing of Entities in Charge of Maintenance (ECM)", document A 94-30/1.2012.

Quick Search

The Quick Search allows for a simple search of issued Maintenance Functions certificates per ECM country and per maintenance function. To find out more specific information use the Advanced Search option.

ECM
Country

Maintenance functions

 [Advanced search](#)

 [Statistics](#)

Figure 73

5.3.3.2.2 Searching for a maintenance function certificate

5.3.3.2.2.1 Quick search

The process is similar to the one described in §5.3.1.2.2.1 for the ECM certificate.

5.3.3.2.2.2 Advanced search

The process is similar to the one described in §5.3.1.2.2.2 for the ECM certificate.

5.3.3.2.3 Activate / Deactivate maintenance functions certificate

The process is similar to the one described in §5.3.1.2.3 for the ECM certificate.

5.3.3.2.4 Print a maintenance functions certificate

The process is similar to the one described in §5.3.1.2.4 for the ECM certificate.

5.3.3.2.5 Export to PDF

The process is similar to the one described in §5.3.1.2.5 for the ECM certificate.

5.3.4 Statistics





5.3.4.1 Authorised users



This feature allows the user to generate statistic reports on existing valid ECM Certificates based on specific criteria.

5.3.4.1.1 Navigate through the statistic report

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



- To go to a specific page of the report, type a page number () on the yellow band and press the Enter key
- To move to the next/previous page of the report, click on the  link on the yellow band
- To find a string in the report, type a text in the Find | Next field and click the  link. Click on the  link to find the next occurrence

- To **resize the page of the report**, select a width in the list
- To **print the report**, click on the  button
- To **refresh the report**, click on the  button
- To **sort the list**, click on the arrow in field header you want to sort by
- To **view an ECM Certificate**, click on the value displayed in a cell

New	Amended
1	0
2	1

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


If the number equals to one: the certificate view is displayed as show in Figure 54 or Figure 65

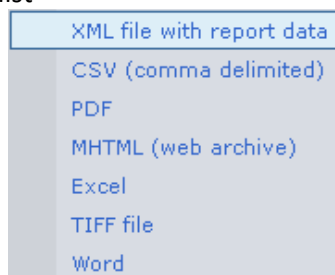
If the number is greater than one: the list of certificates is displayed as show in Figure 51 or Figure 62

5.3.4.1.2 Export the statistic report

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



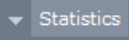
- To **export the report** into a file, click on the  button and select an available output format in the list



From the generated file (PDF, Excel, Word, MHTML), the user can view an ECM Certificate by clicking on a number displayed in a cell: see the above “To view an ECM Certificate” bullet

5.3.4.1.3 Statistics on valid ECM Certificates per type, per Member State

This report displays a list of valid ECM Certificates (ECM Certificates, ECM MoU Certificates, Maintenance Functions Certificate) per Member State (Issuing state) and per ECM Certificate’s type (new, amended, revoked, suspended).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on the  link, and then click on the [Number of valid ECM Certificates per type, per Member State](#) link. The below page is displayed:

Report from ERADIS Database

Year

Document Type

View Report

Number of valid ECM Certificates per type, per Member State

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

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

Report from ERADIS Database

Year **View Report**

Document Type **View Report**

Number of valid ECM Certificates per type, per Member State

1 of 1 100% Find | Next

Number of valid ECM Certificates per type, per Member State

Year All

Document Type ECM Certificate

Number of ECM Certificates					
Country	New	Amended	Renewed	Revoked	Suspended
Estonia	0	1	0	0	0
France	1	0	0	0	0
Germany	1	0	0	0	0
ALL	2	1	0	0	0

5.3.4.1.4 Statistics on valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM

This report displays a list of valid ECM Certificates (only ECM Certificates) per Member State (Issuing state).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on the **Statistics** link, and then click on the

[Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM](#) link.

The below page is displayed:

Report from ERADIS Database

Year **View Report**

Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM

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

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

Report from ERADIS Database

Year

Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM

1 of 1 100% Find | Next

Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM

Year

Country ↓	Number of valid ECM Certificates granted by accredited or recognized certification body of the same Member State ↓	Number of valid ECM Certificates granted by accredited certification bodies of the same or other Member State than the ECM ↓
Estonia	1	0
France	2	0
Germany	2	0
ALL	5	0

5.3.4.1.5 Statistics on ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

This report displays a list of valid ECM Certificates (ECM Certificates, ECM MoU Certificates, Maintenance Functions Certificate) per Member State (Issuing state).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on the link, and then click on the

[Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM](#) link. The below page is displayed:

Report from ERADIS Database

Year

Number of ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

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

And press the button: the report will be displayed.

Report from ERADIS Database

Year

Number of ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

1 of 1 100% Find | Next

Number of ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

Year

Country ↓	Number of ECMs including maintenance workshops ↓	Number of ECMs excluding maintenance workshops ↓
Canada	0	1
Estonia	0	1
France	0	1
Germany	0	1
ALL	0	4






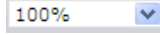


5.3.4.2 Anonymous or non-authorized users

This feature allows the user to generate statistic reports on existing valid ECM Certificates based on specific criteria.

5.3.4.2.1 Navigate through the statistic report

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



- To **go to a specific page of the report**, type a page number () on the yellow band and press the Enter key
- To **move to the next/previous page of the report**, click on the  link on the yellow band
- To **find a string in the report**, type a text in the  field and click the  link. Click on the  link to find the next occurrence
- To **resize the page of the report**, select a width in the  list
- To **print the report**, click on the  button
- To **refresh the report**, click on the  button
- To **sort the list**, click on the arrow in field header you want to sort by
- To **view an ECM Certificate**, click on the value displayed in a cell

New	Amended
1	0
	1

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


If the number equals to one: the certificate view is displayed as show in Figure 59 or Figure 70

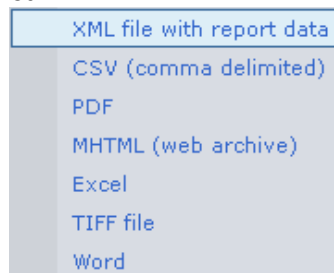
If the number is greater than one: the list of certificates is displayed as show in Figure 58 or Figure 69

5.3.4.2.2 Export the statistic report

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



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



From the generated file (PDF, Excel, Word, MHTML), the user can view an ECM Certificate by clicking on a number displayed in a cell: see the above “To view an ECM Certificate” bullet

5.3.4.2.3 Statistics on valid ECM Certificates per type, per Member State

This report displays a list of valid ECM Certificates (ECM Certificates, ECM MoU Certificates, Maintenance Functions Certificate) per Member State (Issuing state) and per ECM Certificate’s type (new, amended, revoked, suspended).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on the **Statistics** link, and then click on the **Number of valid ECM Certificates per type, per Member State** link. The below page is displayed:

Report from ERADIS Database

Year

Document Type **View Report**

Number of valid ECM Certificates per type, per Member State

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

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

Report from ERADIS Database

Year

Document Type **View Report**

Number of valid ECM Certificates per type, per Member State

1 of 1 100% Find | Next

Number of valid ECM Certificates per type, per Member State

Year All

Document Type ECM Certificate

Country	Number of ECM Certificates				
	New	Amended	Renewed	Revoked	Suspended
Estonia	0	1	0	0	0
France	1	0	0	0	0
Germany	1	0	0	0	0
ALL	2	1	0	0	0

5.3.4.2.4 Statistics on valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM

This report displays a list of valid ECM Certificates (only ECM Certificates) per Member State (Issuing state).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on the **Statistics** link, and then click on the [Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM](#) link. The below page is displayed:

Report from ERADIS Database

Year: All **View Report**

Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM

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

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

Report from ERADIS Database

Year: All **View Report**

Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM

1 of 1 100% Find | Next

Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM

Year: All

Country	Number of valid ECM Certificates granted by accredited or recognized certification body of the same Member State	Number of valid ECM Certificates granted by accredited certification bodies of the same or other Member State than the ECM
Estonia	1	0
France	2	0
Germany	2	0
ALL	5	0

5.3.4.2.5 Statistics on ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

This report displays a list of valid ECM Certificates (ECM Certificates, ECM MoU Certificates, Maintenance Functions Certificate) per Member State (Issuing state).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on the **Statistics** link, and then click on the [Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM](#) link. The below page is displayed:

Report from ERADIS Database

Year: All **View Report**

Number of ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

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

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

Report from ERADIS Database

Year: All

Number of ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member

1 of 1 100% Find | Next

Number of ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

Year: All

Country	Number of ECMs including maintenance workshops	Number of ECMs excluding maintenance workshops
Canada	0	1
Estonia	0	1
France	0	1
Germany	0	1
ALL	0	4

5.4 Recommendations for use

5.4.1 ECM Recommendations for use


User Category	User Role	Allowed Actions
ERA Safety User		Search for ECM recommendations for use View ECM recommendations for use Submit to ERA/Technical Committee/CCB plenary vote new ECM recommendations for use Modify/Request more details/Close ECM recommendations for use
ERA-EXT ECM	NSA acting as certification body Certification body	Search for ECM recommendations for use View ECM recommendations for use Submit to ERA ECM recommendations for use
CCB Technical Committee		Search for ECM recommendations for use View ECM recommendations for use Add/edit/delete Comment to Expert Opinions Submit to CCB plenary vote new ECM recommendations for use Request more details/Close ECM recommendations for use
Anonymous Non-Authorised User		Search for ECM recommendations for use View Accepted-Rejected CCB Plenary vote for existing ECM recommendations for use

Each ECM Recommendations for use enquiry will need to submit to Technical Committee first in order to become available to the public. Public users will only have access to ECM Recommendations for use enquiry with status Submitted to CCB, Accepted or Rejected by CCB plenary vote.

5.4.1.1 Authorised users




5.4.1.1.1 ECM Recommendations for use enquiry for use main page

The following screenshot displays the ECM recommendations for use enquiry main page for the following users:

- Any ERA user for which the Safety User role is granted (the submit full enquiry action is also available  [Submit Full Enquiry](#))
- Any ERA-EXT user for which the NSA acting as certification body role is granted.
- Any ERA-EXT user for which the CCB Technical Committee role is granted.

ECM Recommendations for use

According to article 6(4) of ECM Regulation 445/2011, "in order to harmonise approaches to the assessment of applications, the certification bodies shall cooperate with each other both within the Member States and across the Union". The network of Cooperation of ECM Certification Bodies (CCB) has agreed on the need of a framework and methodology to formalise a consensus solutions to identified issues. For this purpose, the CCB network has developed a process for structured and systematic formalisation of Recommendations for use. The Recommendations approved by the CCB network shall be applied by the Certification Bodies in order to allow a harmonised implementation of the ECM Regulation.

 [Submit Full Enquiry](#)  [Submit a new enquiry](#)  [Modify an enquiry](#)

Quick Search

The Quick Search allows for a simple search of Recommendations For Use per type of request and per decision of CCB. To find out more specific information use the Advanced Search option.

Type of Request

Status of enquiry


 [Advanced search](#)

Figure 74

5.4.1.1.2 Searching for an ECM Recommendations for use enquiry

5.4.1.1.2.1 Quick search

The quick search allows you to quickly find an ECM Recommendations. Based on the user role the available search criteria may vary (see also section 5.4.1.2). For ERA Safety user, ECM users (ECM Certification body and NSA-ECM Certification body) and CCB Technical Committee users the Type of Request and the status of the enquiry filters are available.

Quick Search

The Quick Search allows for a simple search of Recommendations For Use per type of request and per decision of CCB. To find out more specific information use the Advanced Search option.

Type of Request

Status of enquiry


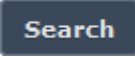
 [Advanced search](#)

Figure 75

On the main page (Figure 74) and based on the role select the available filters and press the  button: a list will be displayed.

ECM Recommendations for use search results

Print Export to Excel

Items per page 10

Date of Decision	First name	Last name	Organisation	Affected Documents	Enquiry ID	Date of Submission To ERA	Date of Verification By ERA	Classification of the Enquiry	Title	Description	Log Number Reference	Proposed Solution	Solution	Status	Decision Explanation	Plenary Meeting Number	Verification Comment	Attachments	View
13/12/2016	Anaxagoras	Anaxagoras	European Agency for Railways		347	13/12/2016		Rule	I		456		some solution	Rejected by CCB plenary vote		342	n/a		View
13/12/2016	Anaxagoras	Anaxagoras	European Agency for Railways		361	09/12/2016		Rule	Test Enquiry - vti		3421			Rejected by CCB plenary vote		543	n/a		View
14/12/2016	Anaxagoras	Anaxagoras	European Union Agency for Railways		403	14/12/2016		Rule	test kv 1	Willis can make WVEUVG editing a variable to users, usually by means of JavaScript control that translates graphically entered formatting instructions into the corresponding HTML tags or editors. In these implementations, the marking of a newly added, marked-up version of the page is performed and submitted to the server transparently, including the user from this technical detail. An example	432/1	Willis/Willis was the first willi [12] a great Cunningham started developing a willi/Willis in Portland, Oregon, in 1994, and installed it on the Street domain .com on March 23, 1995. It was named by Cunningham, as he remembered a Honolulu Internet portal domain name, emporium.com, to link to take the domain name from emporium.com, but that link between the airport's 39th terminal. According to	Rejected by CCB plenary vote		123	n/a		View	
19/12/2016	Anaxagoras	Anaxagoras	European Union Agency for Railways		405	19/12/2016		Clarification	Test Enquiry		1			Rejected by CCB plenary vote		12	Evolution.txt		View
02/12/2016	Anaxagoras	Anaxagoras	European Union Agency for Railways		412	01/12/2016		Rule	Test enquiry enqv	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet d. nibh neque, non curae sed. Ut tunc rhon diam viverra odio posuere vulguate. Ut imperdiet nibh vel odio ultricies. Ut luctus ligula condimentum. Nulla facilis. Aenean ligula, vel. Duis congue sed a. Inceptos hendic odio. Integer nisi acm. Fribus vitae pellentesque a. Imperdiet a ligula. Pellentesque mauris odio. Mattis sed sode.	2312/45	Pellentesque nisi elit, rutrum et cummodo eget. Lacinia vitae quam. Proin nec nisi curae sed dignissim sed. Elementum nec mauris. Mauris ornare mollis ligula, ac aliquet velit imperdiet eu. Donec enim lorem, ullamcorper nec nisi curae sed. Tempus diam nulla. Donec eget dignissim mauris. Ut viverra ante. Duis hendert ma. Ita et justo sagittis, in facilisis just. A disuissim. Phasellus et sapien vel.	Rejected by CCB plenary vote		98721	n/a		View	
14/12/2016	NSA	AT	ERC GmbH		348	09/12/2016		Rule	test link full profile		4563216			Rejected by CCB plenary vote		412	n/a		View
29/12/2016		Izpek	Office of Rail Regulation (ORR)	International SA	413	23/12/2016		Rule	Report Test Enquiry	this is a simple paragraph that is meant to be nice and easy to type which is why there will be commas no periods or any special letters in it. This means that it can't really be considered a paragraph but just a series of run on sentences that should help you get faster at typing as im trying not to use too many difficult words in it although i think that i might test making it hard to include some	999999		this is a simple paragraph that is meant to be nice and easy to type which is why there will be commas no periods or any special letters in it. This means that it can't really be considered a paragraph but just a series of run on sentences that should help you get faster at typing as im trying not to use too many difficult words in it although i think that i might test making it hard to include some	Rejected by CCB plenary vote		8888		ECMFullTemplateEnquiry.pdf ECMFullTemplateEnquiryEnquiryAnalysis.pdf	View

Total 7 item(s) found.
Go back to Quick Search

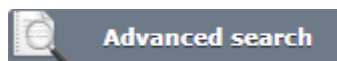
Figure 76

The search results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, choose the number of items in the Items per page 10 list at top of the list
- To print the list, click on the Print link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To sort the list, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking
- To view an ECM Recommendations for use enquiry, click on the “View” field of the enquiry you want to view
- To open an attachment, click on the attachment’s name

5.4.1.1.2.2 Advanced search

The advanced search allows you to find an ECM Recommendations for use enquiry satisfying multiple criteria.



On the main page (Figure 74), click on the Advanced search button: a page will be displayed. Depending on the user role the advanced search form may vary. For ERA Safety user the following advanced search form is available.

ECM Recommendations for use Advanced Search



INFORMATION OF THE ENQUIRY



Log reference number:

Enquiry Title:



Enquiry Description

Submitted by:

Date of submission to ERA From  To 

Date of verification From  To 

Classification of enquiry

Date of decision From  To 

Status of enquiry

Figure 77

Fill in the search criteria and click on the button: a list will be displayed as shown in Figure 76. For ECM users the following advanced search form is available.

ECM Recommendations for use Advanced Search

INFORMATION OF THE ENQUIRY



Log reference number:

Enquiry Title:



Enquiry Description

Country

Organisation

Date of submission to ERA From  To 

Classification of enquiry


Date of decision From  To 

Decision of CCB:

Figure 78

5.4.1.1.3 Submitting a new ECM Recommendations for use enquiry

This feature allows the submission of new ECM Recommendations for use enquiry.

On the main page (Figure 74), click on the  [Submit a new enquiry](#) link: the following page will be displayed

Submit ECM Recommendations for use

Note:
 - For the fields marked by an asterisk, information is mandatory
 - For the fields marked by two asterisks, information in at least one field is required

ENQUIRY FORM

1. REQUEST


Submitted by:
 User: Norbert Mueller
 Organisation: ERC GmbH
 Country: Austria

Enquiry Title:*
 Annex Documents:
 Affected Documents:
 Date of submission:* 18/11/2016
 Log number reference of previous related enquiry: not relevant
 Enquiry description:*

Proposed solution:

[Send to ERA](#) [Attachments](#) [Open Template](#) [Save As Template](#)

Figure 79


Fill in all the required fields²⁰ and press the  button.

The fields with the asterisk are mandatory.

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


- **The Enquiry Title field is required**
- **The date is not valid**
- **The Enquiry description field is required**
- **The Proposed solution field is required**

If no error occurs the user will be redirected to the Quick Search page and a confirmation message will be displayed:

 The Enquiry "██████████" has been successfully submitted to ERA.

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

ECM Recommendations for use

 The Enquiry "test for manual" has been successfully submitted to ERA.
[View ECM Enquiry.](#)

Quick Search

Type of Request: All
 Status of enquiry: All
[Go](#)

[Advanced Search](#)

According to article 6(4) of ECM Regulation 445/2011, "in order to harmonise approaches to the assessment of applications, the certification bodies shall cooperate with each other both within the Member States and across the Union". The network of Cooperation of ECM Certification Bodies (CCB) has agreed on the need of a framework and methodology to formalise a consensus solutions to identified issues. For this purpose, the CCB network has developed a process for structured and systematic formalisation of Recommendations for use. The Recommendations approved by the CCB network shall be applied by the Certification Bodies in order to allow a harmonised implementation of the ECM Regulation.

[Submit Full Enquiry](#)
[Submit a new enquiry](#)
[Modify an enquiry](#)

Figure 80

²⁰ Fields Submitted by, Organisation and Country are prefilled automatically by the system and they are not editable.

5.4.1.1.4 Submitting a full ECM Recommendations for use enquiry

ERA Safety User can create and finalise a submitted ECM Recommendations for use enquiry, without applying the standard workflow, in order to publish it and make it available to Public users. Clicking on the “Submit full enquiry” link the application presents the full template where the Safety User can enter all information of the enquiry needed and then the user can either finalise the enquiry given or create over a new one in very simple steps. The template of the inquiry includes the following fields and buttons:

- 1. Request
 - Submitted by:
 - User
 - Organisation
 - Country
 - Enquiry Title (required)
 - Affected documents
 - Date of submission (auto-field with the current date; required)
 - Log Reference Number of previous related enquiry
 - Enquiry description (required)
 - Proposed solution
 - Annex documents
 - “Attachments” button
- 2. Verification of Completeness
 - Enquiry complete
 - Comment (required if enquiry not complete)
 - Log Number Ref. (required)
 - Checked by
 - Date of verification(auto-field with the current date; required)
- 3. Experts analysis and solution
 - Classification
 - Solution (required)
- 4. Decision of Cooperation of Certification Bodies (CCB) plenary
 - Decision of Cooperation of Certification Bodies (CCB) plenary: Agree or Not Agree
 - Plenary Meeting Number (required)
 - Decision explanation (required if decision not agree)
 - Date (required)
- “Finalize Enquiry” button
- “Finalize Enquiry and create new enquiry” button
- “Attachments” button

If user wants to add attachment(s) in Part 3, they may click on the “Attachments” button at the bottom of the form.

When user clicks on the “Finalise the enquiry” button the application redirects the user to the default page of ECM Recommendations of use after proceeding with the publication of the enquiry. If user wishes to finalise and create a new enquiry the “Finalise the enquiry and create a new enquiry” option is available where by choosing this option, the enquiry is submitted and the template is cleared and available for a new enquiry submission. In all steps the validation is presented and active.

ENQUIRY FORM

1. REQUEST

Submitted by:


User:

Organisation:

Country:

Enquiry Title:*

Affected Documents:

Date of submission:* 

Log number reference of previous related enquiry:

Enquiry description:*

Proposed solution:

Annex Documents:

Attachments


2. VERIFICATION OF COMPLETENESS

Enquiry complete: Yes No

Comment:

Log Number Ref:*

Checked by:

Date of verification:* 

3. EXPERT ANALYSIS AND SOLUTION

Classification:


Solution:*

4. DECISION OF THE COOPERATION OF CERTIFICATION BODIES (CCB) PLENARY

Decision of Cooperation of Certification Bodies (CCB) plenary: Agree Not Agree

Plenary meeting number:*

Decision explanation:*


Date:* 

Finalise Enquiry **Finalise Enquiry and create new enquiry** **Attachments**

5.4.1.1.5 Save as template

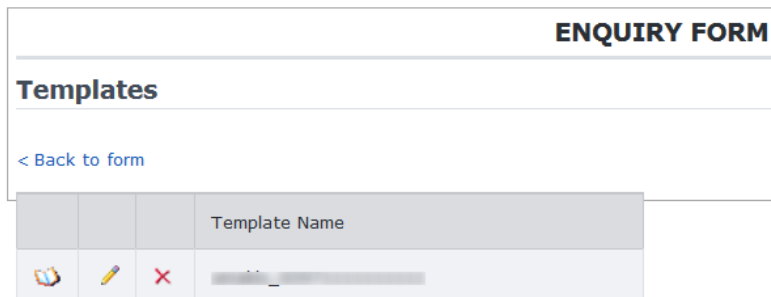
User can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new enquiry. It is not necessary to fill in all the fields to save a template: also incomplete enquiries can be saved as templates.




To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm. If no error occurs a confirmation message will be displayed:


 The template eradev_9085 created successfully.


5.4.1.1.6 Open template

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



ENQUIRY FORM			
Templates			
< Back to form			
		Template Name	
			<input type="text"/>

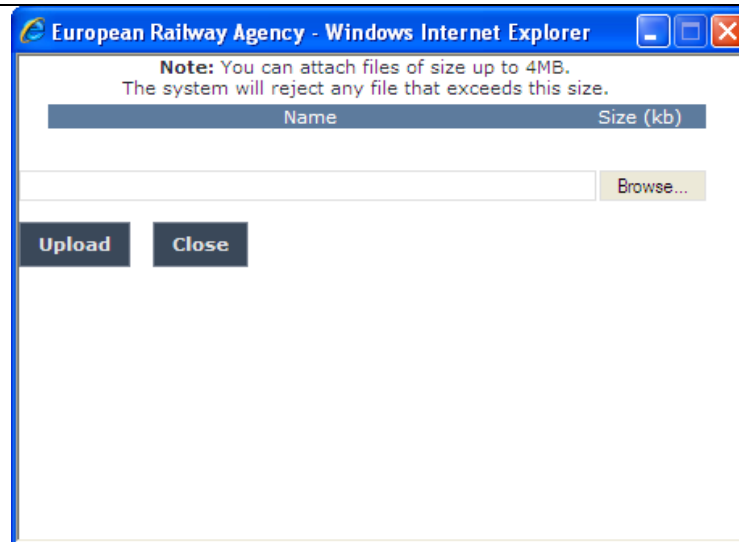
where you can choose the template to load by clicking on the  icon.

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

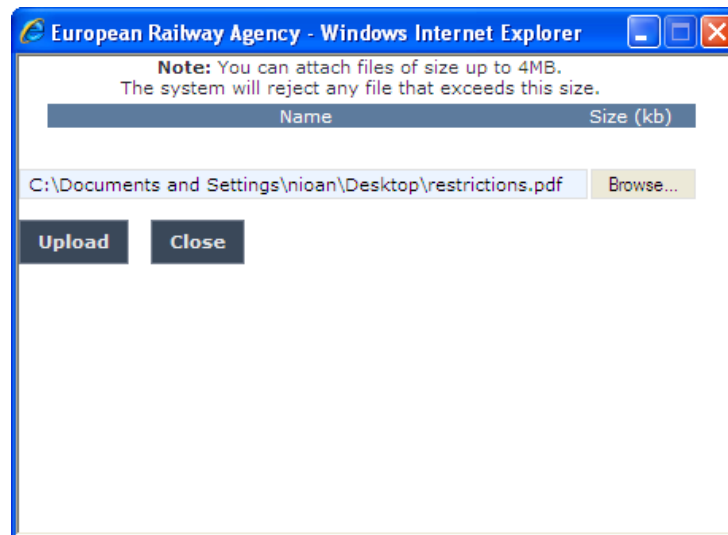
To delete a template, click on the  icon. Then confirm action or cancel action.

5.4.1.1.7 Add attachments

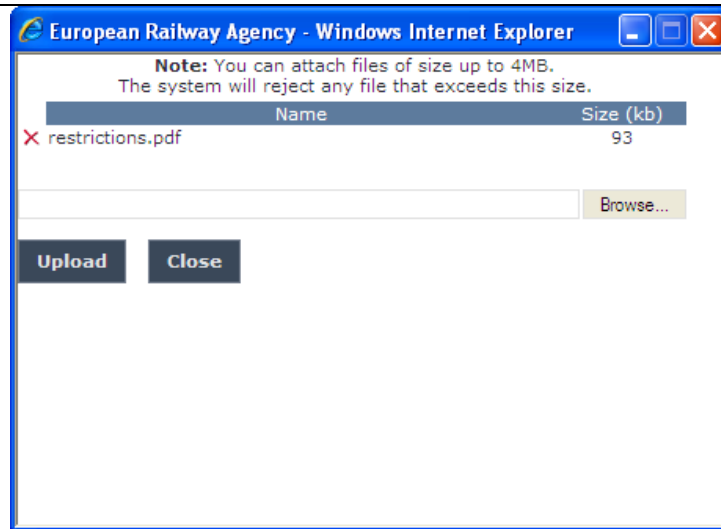
You can add electronic attachments to the ECM Recommendations for use enquiry by pressing the **Attachments** button: the following window will be displayed



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

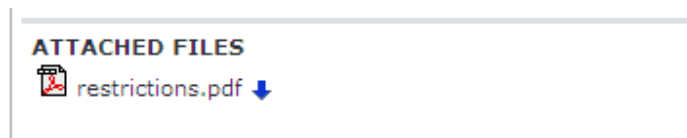


And click on the **Upload** button: the added file will be listed as shown in the following figure




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


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



5.4.1.1.8 Print an ECM Recommendations for use enquiry

You can print after submitting to ERA the information on the screen, by clicking on the  [Print](#) link at the top of the page.

5.4.1.1.9 Export to PDF

You can export the ECM Recommendations for use enquiry from view page (Figure 80) or from modify page (Figure 83), by clicking on the  [Export to PDF form](#) link at the top of the page.

5.4.1.1.10 Open enquiry

This feature allows the users to open provided ECM Recommendations enquiry for use in order to Request more details, Submit to Technical Committee or Close Enquiry.

To open an ECM Recommendations for use enquiry, search for ECM Recommendations for use enquiry enquiries with status 'Submitted to ERA' or open the given notification link and display its properties: a page similar to the following will be displayed.

ENQUIRY FORM	
1. REQUEST	
Enquiry Title:	Enquiry Title:*
Submitted by:	
User:	James Smith
Organisation:	European Railway Agency
Country:	France
Date of submission:	24/10/2016
Log number reference of previous related enquiry:	not relevant
Affected Documents:	
Enquiry description: description:*	
Proposed solution:	
Annex Documents:	No attached files

Open enquiry

Figure 81

Press the **Open enquiry** button: a page similar to the one in Figure 82 will be displayed, where you can select an action to perform.

Submit ECM Recommendations for use

[Go Back to Search Results](#) |
 [Print](#)

Note:

- For the fields marked by an asterisk, information is mandatory
- For the fields marked by two asterisks, information in at least one field is required

ENQUIRY FORM	
1. REQUEST	
Enquiry Title:	test enquiry
Submitted by:	
User:	Norbert Mueller
Organisation:	ERC GmbH
Country:	Austria
Date of submission:	18/11/2016
Log number reference of previous related enquiry:	not relevant
Affected Documents:	
Enquiry description: test	
Proposed solution:	
Annex Documents:	No attached files
2. VERIFICATION OF COMPLETENESS	
Enquiry complete:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Comment: 	
Log Number Ref:	<input type="text"/>
Checked by:	James Smith ▼
Date:	18/11/2016 📅

Request more details
Submit to Technical Committee
Close Enquiry

Figure 82

5.4.1.1.11 Request more details an ECM Recommendation for use enquiry


When the user opens an ECM Recommendation for use enquiry with status ‘Submitted to ERA’ or ‘Submit to Technical Committee’ can request more details from the submitter: To request more details the user presses the **Request more details** button. For an enquiry with status ‘Submitted to ERA’ the following ‘Send Request’ button **Send Request** will appear next to ‘Close Enquiry’ button. The user types in the request to submitter in the ‘Comment’ field as shown in Figure 82 and clicks the **Send Request** button. For an enquiry with status ‘Submit to Technical Committee’, when the user clicks on the ‘Request more details’ button, an editable section will appear similar to the following image:



Fill in the “Request to submitter” textbox and press the “Send Request” button to request more details from the submitter of the enquiry. At the successful Request more details of the ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

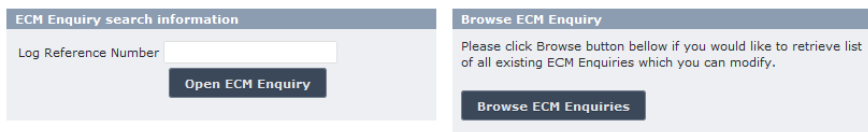
5.4.1.1.12 Modify an ECM Recommendation for use enquiry

This feature allow user to modify an ECM Recommendations for use enquiry which has status ‘Requested more details’. All users who belong to the same organisation and country as an ECM Enquiry submitter, as well as the ERA Safety users, will be able to modify an existing ECM Recommendation for use enquiry.

To modify an ECM Recommendation for use enquiry, on the main page (Figure 69) click on the  [Modify an enquiry](#) link: the following page will be displayed

Modify an existing ECM Enquiry

This page allows you to easily find an ECM Enquiry you would like to modify. You may find ECM Enquiries by specifying search criteria or by browsing all of the ECM Enquiries which you can modify.



There are two options to find the ECM Recommendation for use enquiry for modification. First option is to enter the “Log Reference Number” of the ECM Recommendation for use enquiry you want to modify and press the **Open ECM Enquiry** button: the following page will be displayed.

ENQUIRY FORM													
1. REQUEST													
Enquiry Title:	test enquiry 09/01/2017												
Submitted by:													
User:	Anaxagoras Dijsselbloem												
Organisation:	European Union Agency for Railways												
Country:	France												
Date of submission:	09/01/2017												
Log number reference of previous related enquiry:	not relevant												
Affected Documents:													
Enquiry description:													
Enquiry description 09/01/2017													
Proposed solution:													
Proposed solution, 09/01/2017													
Annex Documents:													
No attached files													
2. VERIFICATION OF COMPLETENESS													
Log reference number:	675849												
Comment:													
The enquiry is ready to be published													
Date of verification:	09/01/2017												
Country:	France												
Verified By:	Anaxagoras Dijsselbloem												
Organisation:	European Union Agency for Railways												
3. EXPERT ANALYSIS AND SOLUTION													
Expert Opinions:													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Expert name:</td> <td style="padding: 5px;">NSA AT</td> </tr> <tr> <td style="padding: 5px;">Date:</td> <td style="padding: 5px;">13/01/2017</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Comment:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">comment from NSA AT</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Attachments:</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> commentAttachment1.txt commentAttachment2.txt </td> </tr> </table>		Expert name:	NSA AT	Date:	13/01/2017	Comment:		comment from NSA AT		Attachments:		commentAttachment1.txt commentAttachment2.txt	
Expert name:	NSA AT												
Date:	13/01/2017												
Comment:													
comment from NSA AT													
Attachments:													
commentAttachment1.txt commentAttachment2.txt													
Classification:													
<input type="checkbox"/> Rule <input type="checkbox"/> Clarification													
Solution:													
Annex Documents:													
No attached files													
<input type="button" value="Modify enquiry"/>													

Figure 83

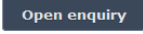

Second option is to browse available ECM Recommendation for use enquiry for modification. Press the button: a page similar to the one in Figure 76 will be displayed. All enquiries listed with status 'Requested more details'.


Select view link in the list and a page similar to the one in Figure 83 will be displayed. Alternatively, open the given notification link. The layout of the modify enquiry page depends on the status before the request was made.

Press the button: three additional buttons appear Save, Undo Changes and Attachments. Update all relative fields and press button to modify the enquiry data, press button to cancel the modify procedure and be redirected to the view mode of the enquiry or press the button to update the attachments.

At the modification of the ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

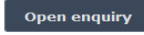
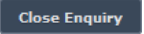
5.4.1.1.13 Submit to Technical Committee an ECM Recommendation for use enquiry

To submit to Technical Committee an ECM Recommendation for use enquiry, search for ECM Recommendations for use enquiries with status ‘Submitted to ERA’ or open the given notification link and display its properties: a page similar to the one in Figure 81 will be displayed. Press the  button; a page similar to the one in Figure 82 will be displayed. Fill all the required fields and press the  button: a confirmation message will be displayed

 The Enquiry " ██████████ " has been successfully submitted to the Technical Committee.

At the successful Submit to Technical Committee of the ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.4.1.1.14 Close Enquiry for an ECM Recommendation for use enquiry

To close an ECM Recommendation for use enquiry, search for ECM Recommendations for use enquiries with status ‘Submitted to ERA’ or open the given notification link and display its properties: a page similar to the one in Figure 81 will be displayed. Press the  button; a page similar to the one in Figure 82 will be displayed. Fill all the required fields and press the  button: a confirmation message will be displayed

 The Enquiry " ██████████ " has been closed by ERA.

At the successful closed ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.4.1.1.15 Submit an ECM Recommendation for use enquiry to CCB

To submit an ECM Recommendation for use enquiry to CCB, search for ECM Recommendations for use enquiries with status ‘Submit to Technical Committee’ or open the given notification link and display its properties: a page similar to the following will be displayed.

ENQUIRY FORM			
1. REQUEST			
Enquiry Title:	Test Enquiry		
Submitted by:			
User:	pbadadmin admin		
Organisation:	European Railway Agency		
Country:	France		
Date of submission:	21/11/2016	Log number reference of previous related enquiry:	not relevant
Affected Documents:			
Enquiry description:	description		
Proposed solution:			
Annex Documents:	No attached files		
2. VERIFICATION OF COMPLETENESS			
Log reference number:	1		
Comment:	Comment		
Date:	21/11/2016	Country:	France
Verified By:	pbadadmin admin	Organisation:	European Railway Agency
3. EXPERT ANALYSIS AND SOLUTION			
Expert Opinions:			

[Open enquiry](#)

Figure 84

Press the [Open enquiry](#) button; a page similar to the one in Figure 85 will be displayed.

Submit ECM Recommendations for use
Note:

- For the fields marked by an asterisk, information is mandatory
- For the fields marked by two asterisks, information in at least one field is required

ENQUIRY FORM
1. REQUEST

Enquiry Title: Test Enquiry
 Submitted by:
 User: pbadmin admin
 Organisation: European Railway Agency
 Country: France
 Date of submission: 21/11/2016
 Log number reference of previous related enquiry: not relevant
 Affected Documents:

Enquiry description:

description

Proposed solution:

Annex Documents: No attached files

2. VERIFICATION OF COMPLETENESS

Log reference number: 1
 Comment:
 Comment
 Date: 21/11/2016
 Verified By: pbadmin admin
 Country: France
 Organisation: European Railway Agency
 Enquiry complete: Yes No

3. EXPERT ANALYSIS AND SOLUTION

Classification of the enquiry: Rule

Solution:

Add comment

Submit to CCB Request more details Attachments

Figure 85

The user has to fill the required fields of the 'Expert analysis and solution' section on the enquiry form:

- Classification of the enquiry (Rule, Clarification)
- Proposed solution

The user may also add Comments. For adding comments click the **Add comment** button; a new form will be displayed with some prefilled data (Expert, Date) Comment text area required field and attachments section.

For saving comment click the **Save comment** button. The comments grid will be update.

For editing a comment click on the edit link option next to the comment in the comments grid.

The same form with the add comment function is displayed. For saving the changes of the comment click **Save comment** the button. The comments grid will be updated.


For deleting a comment click on the delete link option next to the comment in the comments grid. The comments grid will be updated. Click the **Save comment** button for the deletion to be saved.

A user with the ERA safety user role may also add attachments to the ‘Expert analysis and solution’ section. Attachments can be added by clicking on the **Attachments** button. The process is the same as described in section 5.4.1.1.7. The newly attached documents are displayed next to the ‘solution’ textarea as shown in the following picture:



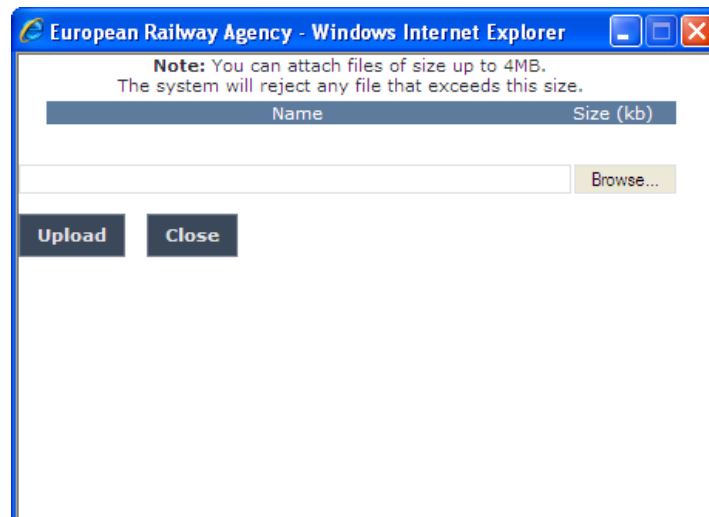
Figure 86

Fill all the required fields and click the **Submit to CCB** button: a confirmation message will be displayed

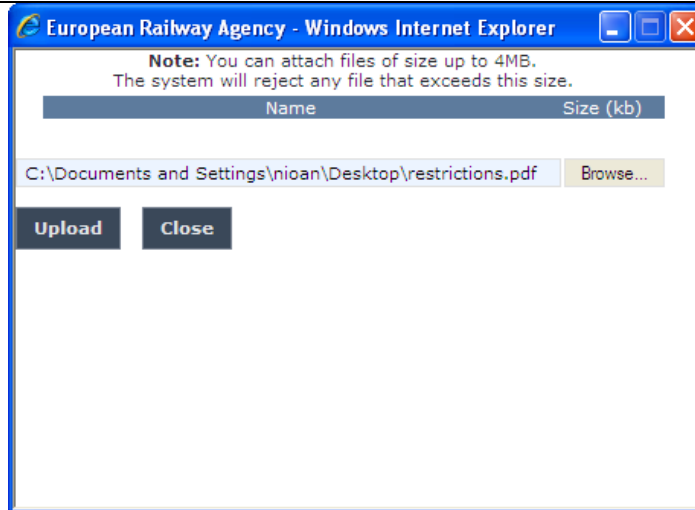
 The Enquiry " [redacted] " has been successfully submitted to CCB.

5.4.1.1.15.1 Add Attachments to comments

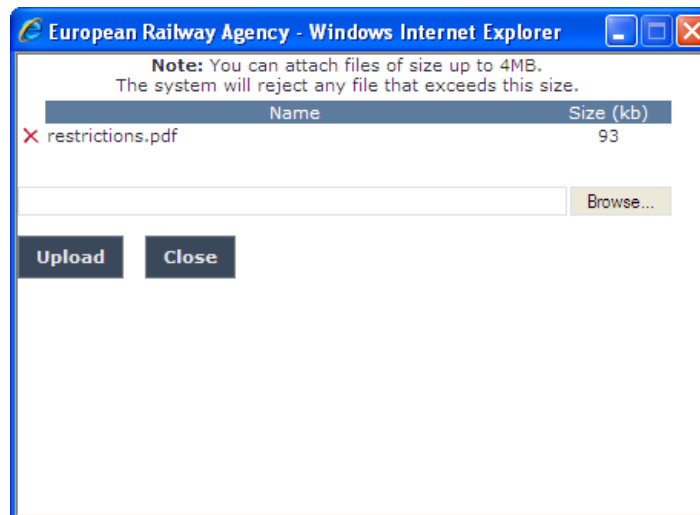
You can add electronic attachments to a comment by pressing the **Attachments** button: the following window will be displayed



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



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



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

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



5.4.1.1.16 Finalize an ECM Recommendation for use enquiry

To finalise an ECM Recommendation for use enquiry, search for ECM Recommendations for use enquiries with status 'Submitted to CCB plenary vote' or open the given notification link and display its properties: a page similar to the following will be displayed.


ENQUIRY FORM	
1. REQUEST	
Enquiry Title:	Test Enquiry
Submitted by:	
User:	pbadmin admin
Organisation:	European Railway Agency
Country:	France
Date of submission:	21/11/2016
Affected Documents:	
Enquiry description: description	
Annex Documents:	
2. TRACEABILITY	
Log reference number:	1
3. SOLUTION	
Classification:	- <input checked="" type="checkbox"/> Rule - <input type="checkbox"/> Clarification
Solution: Solution	
Annex Documents:  solution.txt	
<div style="display: flex; justify-content: space-between;"> Open enquiry View full template </div>	

Figure 87

Press the [Open enquiry](#) button; a page similar to the one in Figure 82 will be displayed.

Note:

- For the fields marked by an asterisk, information is mandatory
- For the fields marked by two asterisks, information in at least one field is required

ENQUIRY FORM
1. REQUEST

Enquiry Title: Test Enquiry
 Submitted by:
 User: pbadmin admin
 Organisation: European Railway Agency
 Country: France
 Date of submission: 21/11/2016
 Log number reference of previous related enquiry: not relevant
 Affected Documents:

Enquiry description:

Proposed solution:

Annex Documents:

2. VERIFICATION OF COMPLETENESS

Log reference number: 1

Comment:

Date: 21/11/2016
 Verified By: pbadmin admin
 Country: France
 Organisation: European Railway Agency
 Enquiry complete: Yes No

3. EXPERT ANALYSIS AND SOLUTION

Expert Opinions:

Classification: Rule

Solution:

 Annex Documents:  solution.txt

4. DECISION OF THE COOPERATION OF CERTIFICATION BODIES (CCB) PLENARY

 Decision of Certification Cooperation group (CCB): Agree Not Agree

Plenary meeting number:

Decision explanation:

Date:

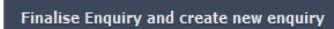
 

Figure 88

Fill all the required fields and press the button: a confirmation message will be displayed.



The Enquiry "██████████" has been accepted by CCB.

There is also  button that finalise the enquiry and opens a form for submitting new ECM.

At the successful finalise of the ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.4.1.2 *Anonymous or non-authorised users*

5.4.1.2.1 ECM Recommendation for use enquiry main page

The following screenshot displays the ECM Recommendation for use enquiry main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA user for which the CCB Technical Committee role is not granted
- Any ERA-EXT user for which the NSA acting as certification body role is not granted
- Any ERA-EXT user for which the Certification Body role is not granted

ECM Recommendations for use

According to article 6(4) of ECM Regulation 445/2011, "in order to harmonise approaches to the assessment of applications, the certification bodies shall cooperate with each other both within the Member States and across the Union". The network of Cooperation of ECM Certification Bodies (CCB) has agreed on the need of a framework and methodology to formalise a consensus solutions to identified issues. For this purpose, the CCB network has developed a process for structured and systematic formalisation of Recommendations for use. The Recommendations approved by the CCB network shall be applied by the Certification Bodies in order to allow a harmonised implementation of the ECM Regulation.

Quick Search

The Quick Search allows for a simple search of Recommendations For Use per type of request and per decision of CCB. To find out more specific information use the Advanced Search option.

Type of Request:

Decision of CCB:

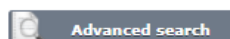


Figure 89

5.4.1.2.2 Searching for an ECM Recommendations for use enquiry

5.4.1.2.2.1 *Quick search*

The quick search allows you to quickly find an ECM Recommendations of use for a certain Type of request and/or in a certain Decision of CCB status (Accepted, Rejected).


On the main page (Figure 89), select the Type of request and/or a Decision of CCB status from the lists.

Quick Search

The Quick Search allows for a simple search of Recommendations For Use per type of request and per decision of CCB. To find out more specific information use the Advanced Search option.

Type of Request:

Decision of CCB:

 [Advanced search](#)

And press the  button: a list will be displayed.





  Items per page: 10

ID	Title	Description	Status	Log Number Reference	Proposed Solution	Solution	Decision Of CCB	Date Of Decision	Decision Explanation	Plenary Meeting Number	Verification Comment	Attachments	View
33	test	asd	Accepted to CCB plenary vote		asd			10/08/2016	test	11	comment	 IN 45.docx	View
43	Maxwell	equations	Submitted to CCB plenary vote	220285	differential equation						Gauss' Law	 bug.docx	View
46	Chara	cu	Submitted to CCB plenary vote	25255	22						gf	n/a	View
58	test france	sdfsdfsdfsdfsdfsdf	Submitted to CCB plenary vote	1.1	sdfsdfsdfsdfsdfsdf						OK	n/a	View
59	Test UC252	Testing UC252	Rejected to CCB plenary vote	logNum001	Nothing			16/08/2016	expl	25645645	verified	n/a	View
60	Test UC - Submit Recommendations foe use	aaaaa	Accepted to CCB plenary vote	logNum002	bbbbbb			16/08/2016	expl	12341234	enq Comment	 European Union-Master.jpg	View
61	Test UC248	test	Accepted to CCB plenary vote	logNum003	prop sol			18/08/2016	dfgdfgdfg	25645645	Comments ghdfh	n/a	View
71	New	desc	Accepted to CCB plenary vote	11	solution			17/08/2016	OK	11	asdas	n/a	View
76	Submit Full Steps	description	Accepted to CCB plenary vote	1234	solution			17/08/2016	dsdasd	1234	Comment	n/a	View
83	Test Enquiry 2	test	Submitted to CCB plenary vote	logNum021	test			18/08/2016			Comment	n/a	View

Total 10 item(s) found.

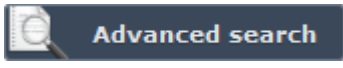
Figure 90

The search results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list
- To move to the next/previous page, click on the  /  link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page list at top of the list
- To print the list, click on the  [Print](#) link at the top of the list
- To export the list into an Excel file, click on the  [Export to Excel](#) link at the top of the list
- To sort the list, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking
- To view an ECM Recommendations for use enquiry, click on the "History" field of the ECM recommendations for use you want to view
- To open an attachment, click on the attachment's name

5.4.1.2.2.2 *Advanced search*

The advanced search allows you to find an ECM Recommendations for use enquiry satisfying multiple criteria.

On the main page (Figure 89), click on the  button: a page will be displayed.

ECM Recommendations for use Advanced Search

INFORMATION OF THE ENQUIRY



Log reference number:

Enquiry Title:



Enquiry Description:

Country:

Organisation:


Date of submission to ERA: From  To 

Classification of enquiry:

Date of decision: From  To 

Decision of CCB:

Figure 91

Fill in the search criteria and click on the  button: a list will be displayed as shown in Figure 90.

6 Assessment

6.1 MS decision

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

6.1.1 Authorised users

6.1.1.1 MS decision main page

The following screenshot displays the MS decision main page for the following user:

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

EU Member State and OTIF non-EU Contracting State decision concerning the use of accreditation or recognition

This part of the database registers the decision of both, EU Member States and OTIF non-EU Contracting States, on the use of accreditation or recognition or any combination of these two options for acknowledging the competence of CSM assessment bodies in their territory. In EU, according to Article 13 of "Commission implementing Regulation (EU) No 402/2013 of 30 April 2013 on the common safety method for risk evaluation and assessment and repealing Regulation (EC) No 352/2009", where applicable, by no later than 21 May 2015, the EU Member States are required to inform the European Railway Agency which is their national accreditation body and/or recognition body or recognition bodies for the purposes of that Regulation, as well as of the CSM assessment bodies directly recognised (if any) by the EU Member States in conformity with Article 9(1)(a) of that Regulation. The EU Member States are also required to notify any change to that situation within one month of the change. Similarly, in OTIF non-EU Contracting States, according to section 13 of the "OTIF UTP GEN-G of 1.1.2014 on the Common Safety Method (CSM) for risk assessment", where applicable, by no later than 21 May 2015, the OTIF non-EU Contracting States are required to inform the Secretary General which is their national accreditation body and/or recognition body or recognition bodies for the purposes of that Regulation, as well as of the CSM assessment bodies directly recognised (if any) by the Contracting States in conformity with point a) of section 9.1. of the UTP GEN-G. The Contracting States are also required to notify any change to that situation within one month of the change.

 [Submit new MS decision](#)

Quick Search

The Quick Search allows for a simple search of Member State Decisions concerning the use of accreditation or recognition for acknowledging the competence of CSM Assessment Bodies per country.

Country

Figure 92

6.1.1.2 Searching for a MS decision

6.1.1.2.1 Quick search

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

On the main page (Figure 92), select a country from the list.



Quick Search










The Quick Search allows for a simple search of Member State Decisions concerning the use of accreditation or recognition for acknowledging the competence of CSM Assessment Bodies per country.

Country

And press the  button: a list will be displayed.

MS decision search results

 [Print](#)  [Export to Excel](#) Items per page **10** ▾



Country	MS decisions	MS decision Information	Date of Member State notification	Remark	Legislation
Austria	Accreditation, Recognition	Amended	16/03/2015	testing feedback modified also amended	 restrictions2.pdf
	Accreditation	New	13/03/2015	testing feedback modified	 restrictions.pdf
Belgium	Accreditation	Amended	06/03/2015	test 05/03	 restrictions3.pdf
	Accreditation, Recognition	New	05/03/2015	test 05/03	 restrictions2.pdf
Channel Tunnel*	Accreditation	New	16/04/2015		 Inew1.zip
Denmark	Accreditation, Recognition	New	04/05/2015	Denmark test	 Test0304.txt
France	Accreditation	New	13/03/2015		 Inew1.zip
Germany	Accreditation	New	06/03/2015	German Accr	 restrictions.pdf
Greece	Accreditation, Recognition	Amended	06/05/2015	Test	 Test.txt
	Accreditation	New	30/03/2015	Test	 Inew1.zip

1 2 Next>

Total 12 item(s) found.

[Go back to Quick Search](#)

The search results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list
- To **move to the next/previous page**, click on the Next> / <Previous link at the bottom of the page
- To **display more/less items per page**, chose the number of items in the Items per page 10 ▾ list at top of the list
- To **print the list**, click on the  [Print](#) link at the top of the list
- To **export the list** into an Excel file, click on the  [Export to Excel](#) link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country
- To **open a legislation**, click on the legislation's name
- To **view a MS decision information**, click on the "MS decision Information" field of the MS decision you want to view. The following page will be displayed:

[Go Back to Search Results](#)

MS decision Information

Country: Germany Reference to relevant legislation:  restrictions.pdf ↓

MS decision: Accreditation Recognition

Remark:

German Accr

Date of Member State notification* 06/03/2015

Modify MS decision
Amend MS decision
Delete

Figure 93

6.1.1.3 Submitting a new MS decision

This feature allows the submission of new MS decision.

On the main page (Figure 92), click on the  [Submit new MS decision](#) link: the following page will be displayed

Note :
* For the fields marked by an asterisk, information is mandatory

MS decision Information

Country* Reference to relevant legislation*

MS decision* Accreditation Recognition

Remark:

Date of Member State notification*


Figure 94

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

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

- Country is required
- Reference to relevant legislation is required
- MS decision selection is not valid
- Date of Member State notification is required


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

 New MS decision saved successfully.

6.1.1.4 Modifying a MS decision

To modify a MS decision, search for the MS decision and display its properties: a page similar to the one in Figure 93 will be displayed.


Press the **Modify MS decision** button; a page similar to the one in Figure 94 will be displayed. Update any relevant field and press the **Save changes** button: a confirmation message will be displayed

 MS decision updated successfully.

6.1.1.5 Amending a MS decision

To amend a MS decision, search for the MS decision and display its properties: a page similar to the one in Figure 93 will be displayed.

Press the **Amend MS decision** button; a page similar to the one in Figure 94 will be displayed. Update any relevant field and press the **Create amendment** button: a confirmation message will be displayed

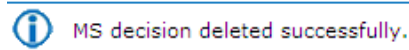
 MS decision amended successfully.

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

6.1.1.6 Deleting a MS decision

To delete a MS decision, search for the MS decision and display its properties: a page similar to the one in Figure 93 will be displayed.

Press the **Delete** button; a confirmation message will appear. If confirmed, the below message will appear on the top of the main page (Figure 92):



6.1.2 Anonymous or non-authorized users

6.1.2.1 MS decision main page

The following screenshot displays the MS decisions main page for the following user:

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

EU Member State and OTIF non-EU Contracting State decision concerning the use of accreditation or recognition

This part of the database registers the decision of both, EU Member States and OTIF non-EU Contracting States, on the use of accreditation or recognition or any combination of these two options for acknowledging the competence of CSM assessment bodies in their territory. In EU, according to Article 13 of "Commission implementing Regulation (EU) No 402/2013 of 30 April 2013 on the common safety method for risk evaluation and assessment and repealing Regulation (EC) No 352/2009", where applicable, by no later than 21 May 2015, the EU Member States are required to inform the European Railway Agency which is their national accreditation body and/or recognition body or recognition bodies for the purposes of that Regulation, as well as of the CSM assessment bodies directly recognised (if any) by the EU Member States in conformity with Article 9(1)(a) of that Regulation. The EU Member States are also required to notify any change to that situation within one month of the change. Similarly, in OTIF non-EU Contracting States, according to section 13 of the "OTIF UTP GEN-G of 1.1.2014 on the Common Safety Method (CSM) for risk assessment", where applicable, by no later than 21 May 2015, the OTIF non-EU Contracting States are required to inform the Secretary General which is their national accreditation body and/or recognition body or recognition bodies for the purposes of that Regulation, as well as of the CSM assessment bodies directly recognised (if any) by the Contracting States in conformity with point a) of section 9.1. of the UTP GEN-G. The Contracting States are also required to notify any change to that situation within one month of the change.

Quick Search

The Quick Search allows for a simple search of Member State Decisions concerning the use of accreditation or recognition for acknowledging the competence of CSM Assessment Bodies per country.

Country ▼

Search

Figure 95

6.1.2.2 Searching for a MS decision

6.1.2.2.1 Quick search

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

On the main page (Figure 95), select a country from the list.



Quick Search

The Quick Search allows for a simple search of Member State Decisions concerning the use of accreditation or recognition for acknowledging the competence of CSM Assessment Bodies per country.

Country ▼

Search

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

 [Print](#)
 [Export to Excel](#)
Items per page **15** ▼



Country	MS decisions	MS decision Information	Date of Member State notification
Austria	Accreditation, Recognition	Amended	16/03/2015
	Accreditation	New	13/03/2015
Belgium	Accreditation	Amended	06/03/2015
	Accreditation, Recognition	New	05/03/2015
Channel Tunnel*	Accreditation	New	16/04/2015
Denmark	Accreditation, Recognition	New	04/05/2015
France	Accreditation	New	13/03/2015
Germany	Accreditation	New	06/03/2015
Greece	Accreditation, Recognition	Amended	06/05/2015
	Accreditation	New	30/03/2015
Monaco	Accreditation, Recognition	New	30/03/2015
Poland	Accreditation, Recognition	New	28/04/2015
Sweden	Accreditation	New	28/04/2015

Total 13 item(s) found.

[Go back to Quick Search](#)

Figure 96

The search results are grouped in pages:

- To go to a specific page, click on the page number (**1 2 3 4**) at the bottom of the list
- To **move to the next/previous page**, click on the **Next>** / **<Previous** link at the bottom of the page
- To **display more/less items per page**, chose the number of items in the Items per page **10** ▼ list at top of the list
- To **print the list**, click on the  [Print](#) link at the top of the list
- To **export the list** into an Excel file, click on the  [Export to Excel](#) link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country
- To **view a MS decision information** in read-only mode, click on the “MS decision Information” field of the MS decision you want to view. The following page will be displayed:

[Go Back to Search Results](#)

MS decision Information	
Country: Germany	Reference to relevant legislation:  restrictions.pdf ↓
MS decision: <input checked="" type="checkbox"/> Accreditation <input type="checkbox"/> Recognition	
Remark:	
German Accr	
Date of Member State notification*	06/03/2015

Figure 97

6.2 Assessment bodies

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search (quick search & advance search) for assessment bodies View assessment bodies Submit new assessment bodies Suspend/amend/modify/renew/voke existing

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

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

6.2.1 Authorised users






6.2.1.1 Assessment bodies main page

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

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

Register of CSM Assessment Bodies

This part of the database provides a register of all CSM assessment bodies accredited or recognised in the territory of both, the EU and the OTIF non-EU Contracting States. In EU, according to Article 7 of "Commission implementing Regulation (EU) No 402/2013 of 30 April 2013 on the common safety method for risk evaluation and assessment and repealing Regulation (EC) No 352/2009", a CSM assessment body shall be either: (a) accredited by the national accreditation body referred to in Article 13(1) using the criteria defined in Annex II of that Regulation; or (b) recognised by the recognition body referred to in Article 13(1) using the criteria defined in Annex II of that Regulation; or (c) the national safety authority under the requirement of Article 9(2) of that Regulation. According to Article 13 of that Regulation, by no later than 21 May 2015, the national accreditation body is (respectively the recognition body or recognition bodies are) required to inform the European Railway Agency of the CSM assessment bodies accredited (respectively recognised), as well as of the area of competence for which those CSM assessment bodies are accredited (respectively recognised) as provided for in points 2 and 3 of Annex II of that Regulation. They are also required to notify any change to that situation within 1 month of the change. Fulfilment of those obligations enables the European Railway Agency to make this information publicly available. Similarly, in the OTIF non-EU Contracting States, according to section 7 of the "OTIF UTP GEN-G of 1.1.2014 on the Common Safety Method (CSM) for risk assessment", a CSM assessment body shall be either: (a) accredited by the national accreditation body referred to in section 13.1 using the criteria defined in Annex II of the UTP GEN-G; or (b) recognised by the recognition body referred to in section 13.1 using the criteria defined in Annex II of the UTP GEN-G; or (c) the national authority competent for technical admission under the requirement of section 9.2 of the UTP GEN-G. According to section 13 of the UTP GEN-G, by no later than 21 May 2015, the national accreditation body is (respectively: the recognition body or recognition bodies are) required to inform the Secretary General of the CSM assessment bodies accredited (respectively: recognised), as well as of the area of competence for which those CSM assessment bodies are accredited (respectively: recognised) as provided for in points 2 and 3 of Annex II of the UTP GEN-G. They are also required to notify any change to that situation within 1 month of the change. Fulfilment of those obligations enables the Secretary General to make this information publicly available.

 Submit a new Assessment body
  Renew an Assessment body
  Amend an Assessment body
 Suspend an Assessment body
  Revoke an Assessment body

Quick Search

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

Country	<input type="text" value="All countries"/>
Category	<input type="text" value="All"/>
Validation status	<input type="text" value="All"/>
Validity	<input type="text" value="Valid"/>
<input type="button" value="Search"/>	


 [Advanced search](#)

Figure 98

6.2.1.2 Searching for an assessment body

6.2.1.2.1 Quick search


The quick search allows you to quickly find an assessment body of a certain country of accreditation/recognition body and/or of a certain category (accredited, recognised) and/or in a certain validation status (validated, not validated only available to authorised users) and/or in certain validity(valid²¹, all).

On the main page (Figure 98), select a country and/or a category and/or a validation status from the lists. The country criterion corresponds to the country of the Accreditation/Recognition Body.

Quick Search

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



Country	<input type="text" value="All countries"/>
Category	<input type="text" value="All"/>
Validation status	<input type="text" value="All"/>
Validity	<input type="text" value="Valid"/>
<input type="button" value="Search"/>	

 [Advanced search](#)

²¹ Valid assessment body means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active.

Press the  button: a list will be displayed.

Assessment bodies search results

 [Print](#)  [Export to Excel](#) Items per page

Country	EIN number	Assessment Body Name	History	Date issued	Validity	Category	Validated
Belgium	34543	Belgian Assess	New	12/03/2015	Not Valid	Accredited	No
	332234244	Belgian Assess	New	12/03/2015	Not Valid	Accredited	No
	12345678	Belgian Assess	Amended	06/03/2015	Valid	Accredited	Yes
	1234567	Belgian Assess	New	06/03/2015	–	Accredited	Yes
	02042015	Belgian Assess - AsBo	Renewed	12/03/2015	Expired	Accredited	Yes
	55555	Belgian Assess - AsBo	New	12/03/2015	Not Valid	Accredited	No
	111111111	Belgian Assess - AsBo	New	12/03/2015	Not Valid	Accredited	No
	11111	Belgian Assess - AsBo	New	12/03/2015	–	Accredited	Yes
	534534558	German AsBo	Suspended	06/03/2015	Valid	Accredited	Yes
	123456789	German AsBo	New	12/03/2015	Not Valid	Accredited	No



1 2 3 Next>

Total 24 item(s) found.
[Go back to Quick Search](#)

Figure 99

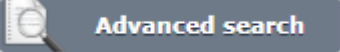
The Country column of the search results grid corresponds to the country of the Assessment Body.

The search results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page list at top of the list
- To print the list, click on the  [Print](#) link at the top of the list
- To export the list into an Excel file, click on the  [Export to Excel](#) link at the top of the list
- To sort the list, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country
- To view an assessment body, click on the “History” field of the assessment body you want to view

6.2.1.2.2 Advanced search

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

On the main page (Figure 98), click on the  button: a page will be displayed.

Assessment Bodies advanced search

ID Data		Country	
EIN number	<input type="text"/>	Any Country	<input type="text"/>
Validation status	<input type="text" value="All"/>		
Assessment Body		Registration Number	
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accreditation / Recognition Body		Registration Number	
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Category			
Category	<input type="checkbox"/> Accredited <input type="checkbox"/> Recognised		
Classification			
Classification	<input type="checkbox"/> Infrastructure <input type="checkbox"/> Energy <input type="checkbox"/> Control-command and signaling <input type="checkbox"/> Rolling stock <input type="checkbox"/> Traffic operation and management <input type="checkbox"/> Maintenance <input type="checkbox"/> System safe integration <input type="checkbox"/> Other <input type="text"/>		
Validity			
Validity From	<input type="text"/>	Validity To	<input type="text"/>
		<input type="checkbox"/> All	
Date Issued			
Date of decision	<input type="text"/>	Free text <input type="text"/>	
<input type="button" value="Search"/>		<input type="button" value="Reset"/>	

Figure 100

Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 99.

Similarly to the [Quick search](#), the country criterion corresponds to the country of the Accreditation/Recognition Body while the Country column of the search results grid corresponds to the country of the Assessment Body.


By default, only valid²² assessment bodies will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display assessment bodies which are inactive, or expired or revoked or suspended or not validated.

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

6.2.1.3 Submitting a new assessment body

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

²² Valid certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the “Validity To” date) AND active

On the main page (Figure 98), click on the  [Submit a new Assessment body](#) link: a page like Figure 101 will be displayed.

Fill in all the required fields²³ and press the **Send to ERA** button:

- Initially select a category at section 4.
- Based on the selection at the previous step the field “Accreditation / Recognition body” at section 3 is filtered accordingly.
- All fields with an asterisk are mandatory.
- If an error occurs (a mandatory field has been left empty, a date format is wrong, the EIN number is not according to specifications etc.), an error message will be displayed, giving details about the error(s):
 - EIN number is required
 - Validity From date is required
 - Validity To date is required
 - Date of decision is required
 - Accreditation / Recognition Body address is required
 - Accreditation / Recognition Body city is required

The specifications of the EIN number are specified in the document “Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013”. Please use the “/” characters as indicated in the document.

²³ If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.


Submit a new Assessment Body
Note:

- For the fields marked by an asterisk, information is mandatory
- Please select the category in point 4. Category before filling in the details in point 3. Accreditation / Recognition Body (if editable)

Assessment Body	
1. ID Data	
EIN number*	<input type="text"/>
2. Assessment Body	
Country*	<input type="text" value="Please select..."/>
Please select existing assessment body	<input type="text" value="Other..."/>
Name*	<input type="text"/>
Registration Number	<input type="text"/>
Postal address*	<input type="text"/>
Postal Code*	<input type="text"/>
City*	<input type="text"/>
Fax*	<input type="text"/>
Phone*	<input type="text"/>
Website	<input type="text"/>
Email*	<input type="text"/>
3. Accreditation / Recognition Body	
Country*	<input type="text" value="Please select..."/>
Please select existing accreditation / recognition body	<input type="text" value="Other..."/>
Name*	<input type="text"/>
Registration Number	<input type="text"/>
Postal address*	<input type="text"/>
Postal Code*	<input type="text"/>
City*	<input type="text"/>
Fax*	<input type="text"/>
Phone*	<input type="text"/>
Website	<input type="text"/>
Email*	<input type="text"/>
4. Category	
<input checked="" type="checkbox"/> Accredited	
Type in relation with the annex A of the standard EN 17020 on Independence requirements for inspection bodies	
<input type="checkbox"/> Type A <input type="checkbox"/> Type B <input type="checkbox"/> Type C	
Category*	
<input type="checkbox"/> Recognised	
Type in relation with the annex A of the standard EN 17020 on Independence requirements for inspection bodies	
<input type="checkbox"/> Type A <input type="checkbox"/> Type B <input type="checkbox"/> Type C	
5. Classification	
Area(s) of competences:	
Infrastructure	<input type="checkbox"/>
Energy	<input type="checkbox"/>
Control-command and signaling	<input type="checkbox"/>
Rolling stock	<input type="checkbox"/>
Traffic operation and management	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>
System safe integration	<input type="checkbox"/>
Other	<input type="checkbox"/>
6. Validity	
Validity From <input type="text"/>	Validity To* <input type="text"/>
7. Additional information	
Date of decision* <input type="text"/>	
8. Attached files	
Add attachment	

Figure 101

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

 The Assessment Body has been created successfully.
[View created assessment body](#)

You can click on the [View created assessment body](#) link to view the newly created and non-validated assessment body: the following page will be displayed

Assessment Body [Go Back to Search Results](#) | [Export to PDF form](#) | [Print](#)

1. ID DATA

EIN number	10987654321		
------------	-------------	--	--

2. ASSESSMENT BODY

Name	German AsBo		
Country	Germany	Postal address	buch 87
Postal Code	235 66	City	Koln
Phone	564654	Fax	7897984
Email	In@ee.lp	Website	www.iuy.ff
Registration Number	4534534534		

3. ACCREDITATION / RECOGNITION BODY

Name	German Assess - Accr		
Country	Germany	Postal address	tor 34
Postal Code	5654654	City	Koln
Phone	5645612	Fax	8979812
Email	qw@rr.tt	Website	qqq.dd.ff
Registration Number	12321312		

4. CATEGORY

Category	Accredited
Type	A

5. Classification

Infrastructure	No
Energy	Yes
Control-command and signaling	No
Rolling stock	No
Traffic operation and management	Yes
Maintenance	Yes
System safe integration	No
Other	



6. VALIDITY

From 05/04/2015	To 30/05/2018
-----------------	---------------

7. ADDITIONAL INFORMATION

Date of decision 14/04/2015

8. ATTACHED FILES

 restrictions2.pdf
 restrictions3.pdf

[Modify Information](#)
[Go to Validation task](#)
[Delete Information](#)

Figure 102

At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

6.2.1.4 Save as template


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


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


6.2.1.5 Open template

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

[< Back to the Assessment Bodies form](#)

			Template Name
			Assessment Bodies_5282
			Assessment Bodies_5184

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

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

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

6.2.1.6 Add attachments

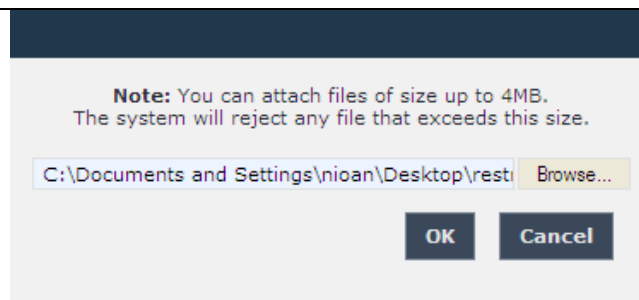
By clicking the [Add attachment](#) link the following window is displayed and electronic attachments can be added to the declaration:

Note: You can attach files of size up to 4MB.
The system will reject any file that exceeds this size.


Browse...

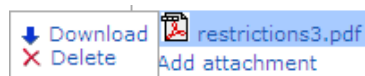
OK
Cancel

To add a file, press the **Browse...** button, choose the file to attach and check the “Set to front page” option, since at least one attachment of type Front Page is required.

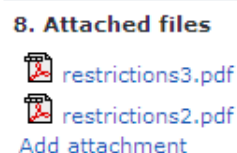


Press the **OK** button in order to close the pop up window.

If by mistake the wrong file has been uploaded, it can be removed by clicking on the  [Delete](#) icon next to the file name, as it is shown in the following figure:




By repeating the above steps, any number of attachments can be added. When finished, all the attachments will be listed at the bottom of the page as shown in the following figure:




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

6.2.1.7 Print an assessment body

You can print at any time the information on the screen, by clicking on the  [Print](#) link at the top of the page.

6.2.1.8 Export to PDF

You can export the certification body from the view page (Figure 102), by clicking on the  [Export to PDF form](#) link at the top of the page.

6.2.1.9 Validating an assessment body (ERA Safety Administrator only)

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


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

In addition, the ERA users will be able to update existing reference data entries in case that an assessment body will contain information which have inconsistencies with information previously stored within the ERADIS reference data database.

To validate a temporary assessment body, search for the non-validated assessment body and display its properties: a page similar to the one in Figure 102 will be displayed. Press the **Go to Validation task** button: a page similar to the one in Figure 101 will be displayed, where you can update any relevant field before final validation.

To cancel validation, click on the **Undo changes** button.

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

 The Assessment Body has been validate successfully.
[View registered assessment body](#)

You can click on the [View registered assessment body](#) link to view the validated assessment body: the following page will be displayed

[Go Back to Search Results](#) | [Export to PDF form](#) | [Print](#)

Assessment Body

1. ID DATA

EIN number	7777777000		
------------	------------	--	--

2. ASSESSMENT BODY

Name	Test0604201501		
Country	Monaco	Postal address	Test
Postal Code	5656	City	Test
Phone	987979797	Fax	653200000
Email	www.test.com	Website	
Registration Number			

3. ACCREDITATION / RECOGNITION BODY

Name	Test2210_01		
Country	Greece	Postal address	Test2210_01
Postal Code	15935	City	Test2210_01
Phone	+30 2104564561	Fax	+30 2108596320
Email	test@test.gr	Website	
Registration Number	741		

4. CATEGORY

Category	Recognised
Type	B

5. Classification

Infrastructure	Yes
Energy	Yes
Control-command and signaling	No
Rolling stock	No
Traffic operation and management	Yes
Maintenance	No
System safe integration	No
Other	

6. VALIDITY

From	26/01/2015	To	29/04/2016
------	------------	----	------------

7. ADDITIONAL INFORMATION

Date of decision	17/02/2015
------------------	------------

8. ATTACHED FILES

[Invalidate Information](#) | [Amend Information](#) | [Renew Information](#) | [Suspend Information](#) | [Revoke Information](#)

Figure 103

At the successful validation of the assessment body, a notification message is sent to the submitter of the assessment body, to the validator of the assessment body and to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

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

6.2.1.10 Send Email to User

To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 102 will be displayed. Press the **Send email to user** button.

Sender:
John Doe <[redacted]>

Recipient:
[redacted] <XXXXXXXXXX@XXXXXXXXXXXXX.COM>

Recipients in Cc:
[redacted]

Subject:
ERADIS declaration – request for correction before validation

Body:

Dear [redacted],

Thank you for submitting the **ECM Certification Bodies** declaration to ERADIS database: http://eradis.dev.era.europa.eu/safety_docs/ecm/certBodies/view.aspx?id=43

The ERA validators have proceeded with validation of submitted declaration – the following **issues have been identified**:

To proceed with validation of the declaration, we would like to kindly ask you to **correct the declaration according to the above instructions**.

In case of any questions, don't hesitate to contact us: [redacted]

Kind regards,
John Doe
European Railway Agency

Figure 104

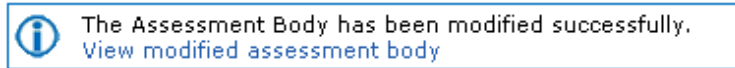
A page similar to the one in Figure 104 will be displayed. Fill any relevant notes for the user in the text area field and press the **Send Email** button. Press the Cancel button for closing the email form.

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

6.2.1.11 Modifying an assessment body

To modify an assessment body, search for the non-validated assessment body and display its properties: a page like the one in Figure 102 will be displayed. Press the **Modify Information**

button; a page like the one in Figure 101 will be displayed. Update any relevant fields²⁵ and press the **Save changes** button: a confirmation message will be displayed




At the successful save of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

6.2.1.12 Amending an assessment body

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

An assessment body can be amended if it is not revoked.

To amend an assessment body, on the main page (Figure 40) click on the  **Amend an Assessment body** link: the following page will be displayed

Amend an existing Assessment Body

This page allows you to easily find an Assessment Body you would like to amend. You may find Assessment Bodies by specifying search criteria or by browsing all of the Assessment Bodies which you can amend.



Assessment Body search information	Browse Assessment Bodies
EIN number <input type="text"/> Open Assessment Body	Please click Browse button below if you would like to retrieve list of all existing Assessment Bodies which you can amend. Browse Assessment Bodies








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

First option is to enter the “EIN Number” of the assessment body you want to amend and press the **Open Assessment Body** button: a page similar to the one in Figure 101 will be displayed.

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

Assessment Bodies which can be amended




Items per page

Country	Assessment Body Name		EIN number	History	Date issued	Category
Belgium	Belgian Assess	 amend	12345678	Amended	06/03/2015	Accredited
	Belgian Assess - AsBo	 amend	02042015	Renewed	12/03/2015	Accredited
	German AsBo	 amend	534534558	Suspended	06/03/2015	Accredited
Germany	German AsBo	 amend	3456677888	Amended	09/03/2015	Accredited
Monaco	Test0604201501	 amend	1604001	New	16/04/2015	Recognised
	Testing 0704002	 amend	Tesing0704002	Renewed	01/04/2015	Recognised
	Testing0704001	 amend	7897890011	Amended	28/03/2018	Recognised

Total 7 item(s) found.


[Go back to the "amend Assessment Body" page](#)

²⁵ If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.


Select  [amend](#) link in the list and a page similar to the one in Figure 101 will be displayed.

Update any relevant fields²⁶ (please provide also a new EIN number according to the specifications of the document “Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013”.) and press the

 button: a confirmation message will be displayed

 The Assessment Body has been amended successfully.
[View amended assessment body](#)

At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

Another way to perform this task is to search for the certification body view its details (Figure 103) and press the  button.

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



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

6.2.1.13 Suspending an assessment body

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

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

An assessment body can be suspended if it is not revoked or suspended.


To suspend an assessment body, on the main page (Figure 40) click on the  [Suspend an Assessment body](#) link, browse or search for the assessment body to suspend (in the same way as described in §6.2.1.12), update any relevant fields²⁷ (suspended on date, suspension reason, new EIN number) and press the  button.

The provided EIN number should be according to the specifications of the document “Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013”.) . Otherwise, a validation error is thrown.

Upon suspension, of a confirmation message will appear like below:

²⁶ If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

²⁷ If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

 The Assessment Body has been suspended successfully.
[View suspended assessment body](#)

At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

Another way to perform this task is to search for the assessment body view its details (Figure 103) and press the **Suspend Information** button.

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


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

6.2.1.14 Renewing an assessment body

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


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

An assessment body can be renewed if it is not revoked or suspended.

To renew an assessment body, on the main page (Figure 40) click on the  [Renew an Assessment body](#) link, browse or search for the assessment body to renew (in the same way as described in §6.2.1.12), update any relevant fields²⁸ (and press the **Send to ERA** button).

The provided EIN number should be according to the specifications of the document “Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013”). Otherwise, a validation error is thrown.

Upon renewal, a confirmation message will appear

 The Assessment Body has been renewed successfully.
[View renewed assessment body](#)

At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

Another way to perform this task is to search for the assessment body, view its details (Figure 103) and press the **Renew Information** button.

²⁸ If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

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

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

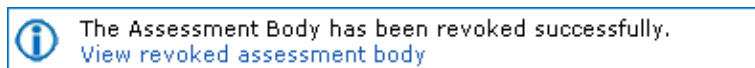
6.2.1.15 *Revoking an assessment body*

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

To revoke an assessment body, on the main page (Figure 40) click on the **X** [Revoke an Assessment body](#) link, browse or search for the assessment body to revoke (in the same way as described in §6.2.1.12), update any relevant fields²⁹ (revoked on date, revoke reason, new EIN number) and press the **Send to ERA** button.

The provided EIN number should be according to the specifications of the document “Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013”). Otherwise, a validation error is thrown.

Upon revocation, a confirmation message will appear:



At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

Another way to perform this task is to search for the assessment body, view its details (Figure 103) and press the **Revoke Information** button.

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

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

6.2.1.16 *Invalidating an assessment body (ERA Safety Administrator only)*

To invalidate an assessment body, search for the validated assessment body, view its details (Figure 103) and press the **Invalidate Information** button: the non-validated version of the assessment body is displayed (Figure 102) and the new available actions (buttons) are presented at the bottom of the page.

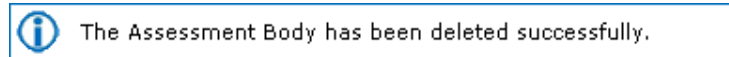
²⁹ If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

At the successful invalidation of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

6.2.1.17 Deleting an assessment body (ERA Safety Administrator only)

To delete an assessment body, search for the non-validated assessment body, view its details (Figure 102) and press the **Delete Information** button: a confirmation message will appear

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



At the successful deletion of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

6.2.2 Anonymous or non-authorised users

6.2.2.1 Assessment bodies main page

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

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

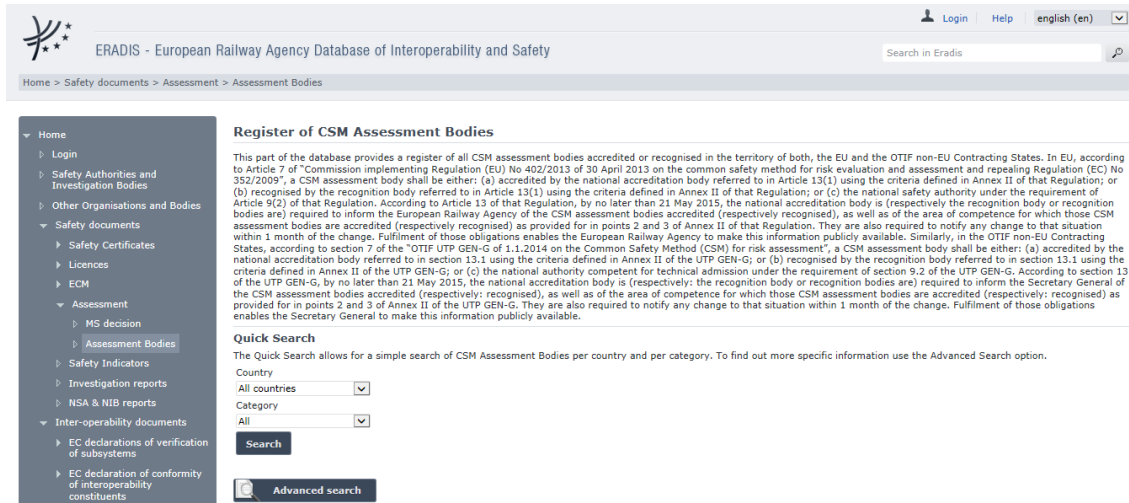


Figure 105

On the main page (Figure 105), select a country and/or a category from the lists.

6.2.2.2 Searching for an assessment body

6.2.2.2.1 Quick search


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

Quick Search

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



Country

Category



And press the button: a list will be displayed.

Assessment bodies search results

  Items per page

Country	EIN number	Assessment Body Name	History	Date issued	Validity	Category
Belgium	123456755	Belgian Assess	Amended	06/03/2015	Valid	Accredited
	332234244	Belgian Assess	New	12/03/2015	Valid	Accredited
	02042015	Belgian Assess - AsBo	Renewed	12/03/2015	Expired	Accredited
	55555	Belgian Assess - AsBo	New	12/03/2015	Valid	Accredited
	534523434558	German AsBo	Revoked	06/03/2015	Valid	Accredited
	123456789	German AsBo	New	12/03/2015	Valid	Accredited
France	88888	432	Revoked	13/03/2015	Expired	Accredited
Germany	34566777888	German AsBo	Amended	09/03/2015	Expired	Accredited
Monaco	1604001	Test0604201501	New	16/04/2015	Valid	Recognised
	Testing0704002	Testing 0704002	Renewed	01/04/2015	Valid	Recognised



1 2 Next>

Total 11 item(s) found.

[Go back to Quick Search](#)

Figure 106

The search results are grouped in pages:

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

1. ID DATA

EIN number	123456755
------------	-----------

2. ASSESSMENT BODY

Name	Belgian Assess		
Country	Belgium	Postal address	test33
Postal Code	458 774	City	Antwerp
Phone	6546545	Fax	654565467
Email	wew@ff.rr	Website	www.fff.hh
Registration Number	787878		

3. ACCREDITATION / RECOGNITION BODY

Name	Belgian Assess - Accr		
Country	Belgium	Postal address	Rase 12
Postal Code	15 478	City	Brussels
Phone	5345345	Fax	76576576
Email	qw@rr.yt	Website	www.test.ee
Registration Number	4234324		

4. CATEGORY

Category	Accredited
Type	A

5. Classification

Infrastructure	Yes
Energy	Yes
Control-command and signaling	No
Rolling stock	Yes
Traffic operation and management	Yes
Maintenance	No
System safe integration	Yes
Other	test 06/03

6. VALIDITY

From 25/02/2015	To 21/03/2019
-----------------	---------------

7. ADDITIONAL INFORMATION

Date of decision 06/03/2015

8. ATTACHED FILES

--

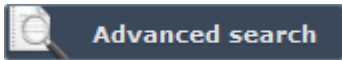
9. INFORMATION DETAILS

Date of Amendment	11/05/2015
Amendment reason	Revalidation

Figure 107

6.2.2.2.2 Advanced search

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

On the main page (Figure 105), click on the  button: a page will be displayed.

Assessment Bodies advanced search






ID Data		
EIN number	<input type="text"/>	Country <input type="text" value="Any Country"/>
Assessment Body		
Name	<input type="text"/>	Registration Number <input type="text"/>
Accreditation / Recognition Body		
Name	<input type="text"/>	Registration Number <input type="text"/>
Category		
Category	<input type="checkbox"/> Accredited <input type="checkbox"/> Recognised	
Validity		
Validity From	<input type="text"/> 	Validity To <input type="text"/>  <input type="checkbox"/> Valid
Date Issued		
Date of decision	<input type="text"/> 	
Free text	<input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Reset"/>		


Figure 108

Fill in the search criteria and click on the  button: a list will be displayed as shown in Figure 106.

6.2.2.3 Print an assessment body

You can print at any time the information on the screen, by clicking on the  [Print](#) link at the top of the page.

6.2.2.4 Export to PDF

You can export the certification body document from view page (Figure 107), by clicking on the  [Export to PDF form](#) link at the top of the page.

7 NSA & NIB Reports

User Category	User Role	Allowed Actions
ERA Safety Administrator		Search for NSA & NIB reports Submit new NSA & NIB reports Validate/invalidate/delete NSA & NIB reports
ERA-EXT NSA	Annual Reports	Search for NSA & NIB reports Submit new NSA & NIB reports
Anonymous Non-Authorised User		Search for NSA & NIB reports

7.1 Authorised users

7.1.1 NSA & NIB Reports main page

The following screenshot displays the NSA & NIB Reports main page for the following users:

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

National Safety Authorities and National Investigation Bodies Annual Reports

According to Article 18 of the Railway Safety Directive (2004/49/EC) - each year the safety authority shall publish an annual report concerning its activities in the preceding year and send it to the Agency by 30 September at the latest. According to Article 23 (3) - each year the investigating body shall publish by 30 September at the latest an annual report accounting for the investigations carried out in the preceding year, the safety recommendations that were issued and actions taken in accordance with recommendations issued previously.

 [Submit a new annual reports](#)

Quick Search

The Quick Search allows for a simple search of Annual Reports issued by the National Safety Authorities and the National Investigation Bodies per reporting country, reporting year and reporting type.

Reporting country

Reporting year

Reporting type

Status

Figure 109

7.1.2 Searching for a report

7.1.2.1 Quick search

The quick search allows you to quickly find a report issued by a certain country and/or in a certain year and/or in a certain reporting type and/or in a certain report status.

On the main page (Figure 109), select a reporting country and/or a reporting year and/or a reporting type and/or a report status from the lists.

To display only NSA report: select “NSA” in the reporting type list.

To display only NIB report: select “NIB” in the reporting type list.

Quick Search

The Quick Search allows for a simple search of Annual Reports issued by the National Safety Authorities and the National Investigation Bodies per reporting country, reporting year and reporting type.

Reporting country:

Reporting year:

Reporting type:

Status:

And press the  button: a list will be displayed.

Annual Reports search results

  Export to Excel Items per page



Country	Year	NSA	NIB
Austria	2010	Report(DE) CSI(DE)	n.a.
	2012	n.a.	Report(DE) Note
Belgium	2011	Report(FR) CSI	n.a.
	2012	Report(NL) CSI	n.a.
France	2006	n.a.	Report(EN)
	2012	Report(EN) CSI Note	Report(EN) Note
Sweden	2011	n.a.	Report(SW)

Total 7 item(s) found.

[Go back to Quick Search](#)

Figure 110

The search results are grouped in pages:

- To **go to a specific page**, click on the page number (**1 2 3 4**) at the bottom of the list
- To **move to the next/previous page**, click on the **Next>** / **<Previous** link at the bottom of the page
- To **display more/less items per page**, chose the number of items in the Items per page list at top of the list
- To **print the list**, click on the  **Print** link at the top of the list
- To **export the list** into an Excel file, click on the  **Export to Excel** link at the top of the list



- To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country
- To **view a NSA report**, click on the “Report” link (under the “NSA” column) for the report you want to view

Annual report details [Go Back to Search Results](#)

Note :
*Required information for the Annual Report

Annual Report Form

Reporting Country :*	Reporting Year :*	Reporting Type :*
Austria	2010	NSA

NSA reports

German	restrictions3.pdf	✗ Add attachment
Please select language...		Add attachment
Please select language...		Add attachment

CSI reports

German	restrictions2.pdf	✗ Add attachment
Please select language...		Add attachment
Please select language...		Add attachment

Comment

Figure 111

- To **view a CSI report**, click on the “CSI” link (under the “NSA” column) for the report you want to view. Note that the link is disabled if at least one CSI report electronic file is attached to the NSA report. Otherwise, the link redirects to the CSI main page
- To **open an attached NSA report electronic file**, click on a language code link next to “Report” text (under the “NSA” column) for the file you want to open
- To **open an attached CSI report electronic file**, click on a language code link next to “CSI” text (under the “NSA” column) for the file you want to open
- To **view a NSA note**, click on the “Note” link (under the “NSA” column) for the note you want to view
- To **view a NIB report**, click on the “Report” link (under the “NIB” column) for the report you want to view

Annual report details [Go Back to Search Results](#)

Note :
*Required information for the Annual Report

Annual Report Form

Reporting Country :* Sweden	Reporting Year :* 2011	Reporting Type :* NIB
---------------------------------------	----------------------------------	---------------------------------

NIB reports

Swedish restrictions.pdf	✗ Add attachment
Please select language...	Add attachment
Please select language...	Add attachment

Comment


Validate
Delete

Figure 112

- To **open an attached NIB report electronic file**, click on a language code link next to “Report” text (under the “NIB” column) for the file you want to open
- To **view a NIB note**, click on the “Note” link (under the “NIB” column) for the note you want to view

7.1.3 Submitting a new NSA annual report

This feature allows annual reports to be submitted to the ERADIS system.

On the main page (Figure 109), click on the  [Submit a new annual reports](#) link: the following page will be displayed

Submit an annual report [Go Back to Search Results](#)

Note :
*Required information for the Annual Report

Annual Report Form

Reporting Country :* Please select...	Reporting Year :* 2012	Reporting Type :* Please select...
---	----------------------------------	--

Send to ERA

All fields mark with one star “*” are obligatory for the successful report completing.

Choose a reporting country, a reporting year and select “NSA” as reporting type: the below screen will be displayed:

Note :
*Required information for the Annual Report

Annual Report Form

Reporting Country :*	Reporting Year :*	Reporting Type :*
United Kingdom	2012	NSA

NSA reports

Please select language... <input type="button" value="Add attachment"/>
Please select language... <input type="button" value="Add attachment"/>
Please select language... <input type="button" value="Add attachment"/>

CSI reports

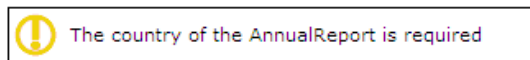
Please select language... <input type="button" value="Add attachment"/>
Please select language... <input type="button" value="Add attachment"/>
Please select language... <input type="button" value="Add attachment"/>

Comment

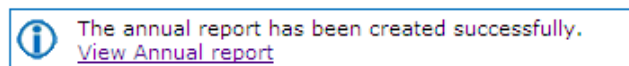
Figure 113

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

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



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




You can click on the [View Annual report](#) link to view the newly created report.

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

7.1.4 Submitting a new NIB annual report

This feature allows annual reports to be submitted to the ERADIS system.

On the main page (Figure 109), click on the  [Submit a new annual reports](#) link: the following page will be displayed

Submit an annual report [Go Back to Search Results](#)

Note :
*Required information for the Annual Report

Annual Report Form

Reporting Country :* Please select... <input type="button" value="v"/>	Reporting Year :* 2012 <input type="button" value="v"/>	Reporting Type :* Please select... <input type="button" value="v"/>
---	--	--

All fields mark with one star “*” are obligatory for the successful report completing.

Choose a reporting country, a reporting year and select “NIB” as reporting type: the below screen will be displayed:

Submit an annual report [Go Back to Search Results](#)

Note :
*Required information for the Annual Report

Annual Report Form

Reporting Country :* United Kingdom <input type="button" value="v"/>	Reporting Year :* 2012 <input type="button" value="v"/>	Reporting Type :* NIB <input type="button" value="v"/>
---	--	---

NIB reports

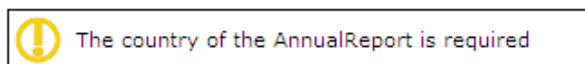
Please select language... <input type="button" value="v"/>	Add attachment
Please select language... <input type="button" value="v"/>	Add attachment
Please select language... <input type="button" value="v"/>	Add attachment

Comment

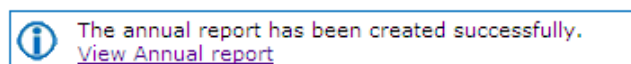
Figure 114

Fill in all the required fields and press the button.

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



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



You can click on the [View Annual report](#) link to view the newly created report.

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

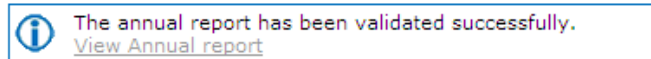
7.1.5 Validating a NSA report (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided NSA report and make these public on the ERADIS web site.

To validate a temporary report, search for the non-validated NSA reports (“NSA” as reporting type and “Not Validated” as status) and display its properties by clicking on the “Report” link under the “NSA” column (Figure 110): a page similar to the one in Figure 111 will be displayed, where you can update any relevant field before final registration.

Press the  button.

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



At the successful registration of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

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

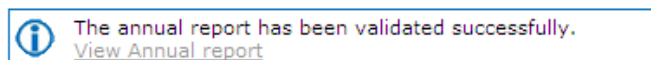
7.1.6 Validating a NIB report (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided NIB report and make these public on the ERADIS web site.

To validate a temporary report, search for the non-validated NIB reports (“NIB” as reporting type and “Not Validated” as status) and display its properties by clicking on the “Report” link under the “NIB” column (Figure 110): a page similar to the one in Figure 112 will be displayed, where you can update any relevant field before final registration.

Press the  button.

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



At the successful registration of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

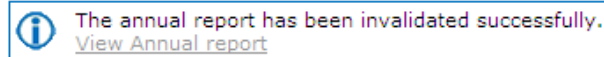
The new status of a notification becomes publicly available to non-authorized users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorized users in the restricted ERADIS environment.


7.1.7 Invalidating a NSA report (ERA Safety Administrator only)

If the ERA personnel or the user discover that there is an error in the data in the report after it has been validated, this function allows the ERA Safety Administrator to invalidate the report to permit changes to be made by users. Once invalidated, the report in the ERADIS will not be accessible to the non-authorized users until it is re-validated.

To invalidate a report, search for the validated NSA report (“NSA” as reporting type and “Validated” as status) and view its details by clicking on the “Report” link under the “NSA” column (Figure 110): a page similar to the Figure 111 will be displayed.

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



 The annual report has been invalidated successfully.
[View Annual report](#)

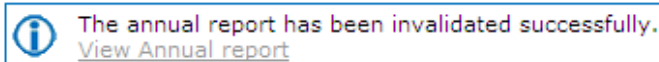
At the successful invalidation of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.


7.1.8 Invalidating a NIB report (ERA Safety Administrator only)

If the ERA personnel or the user discover that there is an error in the data in the report after it has been validated, this function allows the ERA Safety Administrator to invalidate the report to permit changes to be made by users. Once invalidated, the report in the ERADIS will not be accessible to the non-authorized users until it is re-validated.

To invalidate a report, search for the validated NIB report (“NIB” as reporting type and “Validated” as status) and view its details by clicking on the “Report” link under the “NIB” column (Figure 110): a page similar to the Figure 112 will be displayed.

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



 The annual report has been invalidated successfully.
[View Annual report](#)

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

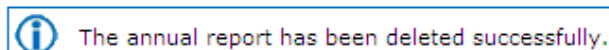
7.1.9 Deleting a NSA report (ERA Safety Administrator only)


Only ERA Safety Administrator is allowed to delete a report. To delete one of your reports, you have to ask ERA for this service.

To delete temporary report, search for the non-validated NSA reports (“NSA” as reporting type and “Not Validated” as status) and display its properties by clicking on the “Report” link under the “NSA” column (Figure 110): a page similar to the one in Figure 111 will be displayed.

Press the **Delete** button.

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



 The annual report has been deleted successfully.

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

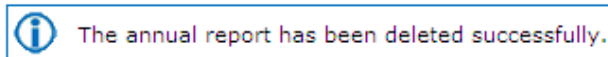
7.1.10 Deleting a NIB report (ERA Safety Administrator only)

Only ERA Safety Administrator is allowed to delete a report. To delete one of your reports, you have to ask ERA for this service.

To delete temporary report, search for the non-validated NIB reports (“NIB” as reporting type and “Not Validated” as status) and display its properties by clicking on the “Report” link under the “NIB” column (Figure 110): a page similar to the one in Figure 112 will be displayed.

Press the  button.

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



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

7.2 Anonymous or non-authorized users

7.2.1 NSA & NIB Reports main page

The following screenshot displays the NSA & NIB Reports main page for the following users:

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

National Safety Authorities and National Investigation Bodies Annual Reports

According to Article 18 of the Railway Safety Directive (2004/49/EC) - each year the safety authority shall publish an annual report concerning its activities in the preceding year and send it to the Agency by 30 September at the latest. According to Article 23 (3) - each year the investigating body shall publish by 30 September at the latest an annual report accounting for the investigations carried out in the preceding year, the safety recommendations that were issued and actions taken in accordance with recommendations issued previously.

Quick Search

The Quick Search allows for a simple search of Annual Reports issued by the National Safety Authorities and the National Investigation Bodies per reporting country, reporting year and reporting type.

Reporting country

Reporting year

Reporting type

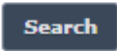


Figure 115

7.2.2 Searching for report

7.2.2.1 Quick search

The quick search allows you to quickly find a report issued by a certain country and/or in a certain year and/or in a certain reporting type.

On the main page (Figure 115), select an issuing country and/or a reporting year and/or a reporting type from the lists.

Quick Search

The Quick Search allows for a simple search of Annual Reports issued by the National Safety Authorities and the National Investigation Bodies per reporting country, reporting year and reporting type.

Reporting country

Reporting year

Reporting type

And press the button: a list will be displayed.

Annual Reports search results

[Print](#) [Export to Excel](#) Items per page:

Country	Year	NSA	NIB
Austria	2010	Report(DE) CSI(DE)	n.a.
	2012	n.a.	Report(DE) Note
France	2012	Report(EN) CSI Note	Report(EN) Note
United Kingdom	2012	Report CSI	n.a.

Total 4 item(s) found.

[Go back to Quick Search](#)

Figure 116

The search results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list
- To move to the next/previous page, click on the [Next>](#) / [<Previous](#) link at the bottom of the page
- To display more/less items per page, chose the number of items in the [Items per page](#) list at top of the list
- To print the list, click on the [Print](#) link at the top of the list
- To export the list into an Excel file, click on the [Export to Excel](#) link at the top of the list
- To sort the list, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country
- To open an attached NSA report electronic file, click on a language code link next to “Report” text (under the “NSA” column) for the file you want to open
- To open an attached CSI report electronic file, click on a language code link next to “CSI” text (under the “NSA” column) for the report you want to open. Note that if no CSI report electronic file is attached, the “CSI” link is enabled and redirects to the CSI main page



- To **view a NSA note**, click on the “Note” link (under the “NSA” column) for the note you want to view
- To **open an attached NIB report electronic file**, click on a language code link next to “Report” text (under the “NIB” column) for the file you want to open
- To **view a NIB note**, click on the “Note” link (under the “NIB” column) for the note you want to view

8 Data Mining Reports

A set of reports has been created in order to provide ERADIS users with a better overview of the information available in the ERADIS database. The functionality of these reports is similar to the functionality of “Data quality check”.

The following reports are available:

- Document version(s) containing Organisations
- Part A Certificates including ECM Certificate
- ECM Declarations including ECM

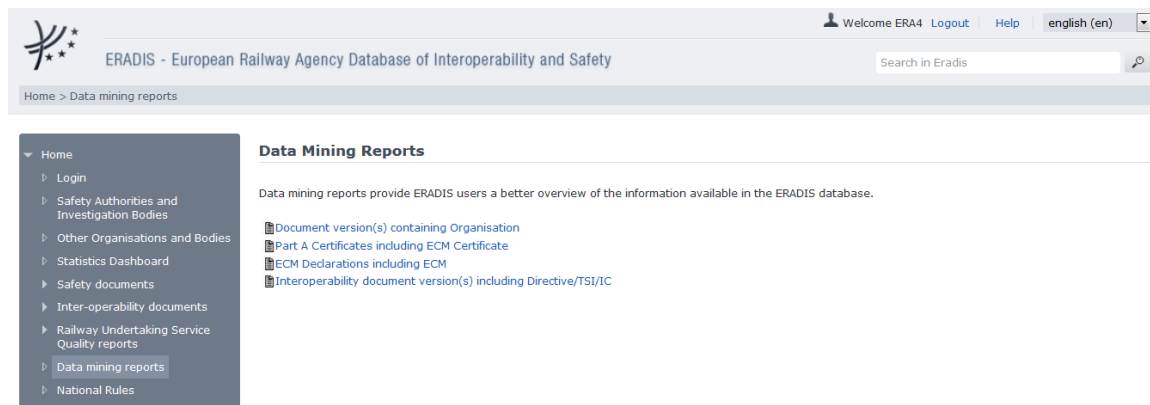



Figure 117

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

8.1 Document version(s) containing Organisation

In order to generate the report click on the  [Document version\(s\) containing Organisation](#) link on the “Data Mining Reports” page (Figure 117). For each Organisation under reference data the specific report locates the document version(s) in which the organisation is referenced.

Document version(s) containing Organisation

This data mining report displays all the organisations which are referenced under a specific document type.

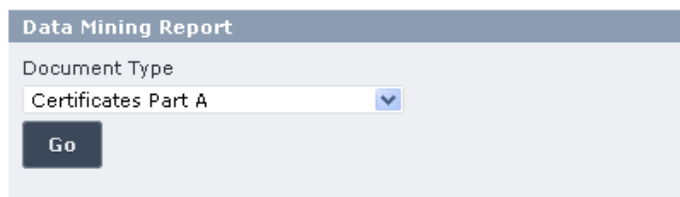



Figure 118

The user provides the preferred Document Type, clicks on the  button (Figure 118) and the report is exported as shown in Figure 119:



Print Export to Excel Items per page 15

Organisation	Document
EPSF	FR1120090021
	FR1120120021
	FR1120090007
	FR1120120010
	FR1120100003
	FR1120100013
	43543534

Total 7 item(s) found.

[Go back to Data mining report search](#)

Figure 119

The report results are grouped in pages:

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

The report results table contains the following fields:

- Organisation
- Document

In order to view a document, the user must click on the respective link under the “Document” column.

8.2 Part A Certificate including ECM Certificate

In order to generate the report click on the Part A Certificates including ECM Certificate link on the “Data Mining Reports” page (Figure 117). The specific report provides the list of all Part A Safety Certificates which have the provided ECM Certificate EIN.

Part A Certificates including ECM Certificate

This data mining report displays all Part A Safety Certificates which have the provided ECM Certificate EIN

Data Mining Report

ECM Certificate EIN

Go

Figure 120

The user provides the ECM Certificate EIN, clicks on the Go button (Figure 120) and the report is exported as shown in Figure 121:

Safety Certificates search results

Print [Export to Excel](#) Items per page | 15

Country	RU Name	EU ID Number	History	Date issued	Validity	Pass/ Freight/ Shunting	Type of Certificate	Validated	Attachments
France	COLAS RAIL	FR1120120010	Renewed	30/05/2012	Expired	Passenger / Freight	Type A	Yes	
	COLAS RAIL	FR1120090007	New	30/01/2012	-	Passenger / Freight	Type A	Yes	Guidance on Good Reporting Practice 1.0-DE.pdf

Total 2 item(s) found.

[Go back to Data mining report search](#)

Figure 121

The report results are grouped in pages:

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

The report results table contains the following fields:

- Country
- Railway Undertaking Name
- EU ID Number
- History
- Date issued
- Validity
- Pass/ Freight. Shunting
- Type of certificate
- Validated
- Attachments

In order to view a certificate, the user must click on the respective link under the “History” column.

8.3 ECM Declarations including ECM

In order to generate the report click on the [ECM Declarations including ECM](#) link on the “Data Mining Reports” page (Figure 117). For each ECM under reference data, the specific report lists the ECM Declarations in which the ECM is referenced.

ECM Declarations including ECM

This data mining report displays all the ECM which are referenced under a specific ECM declaration.

Data Mining Report

ECM Name

Figure 122

The user provides the ECM Name, clicks on the **Go** button (Figure 122) and the report is exported as shown in Figure 123:

ECM Declarations including ECM data report



Items per page | 15 ▾



Country	ECM Name	Internal Reference Number	History	Date issued	Validity	Type of Company	Validated	Attachments	Document type
Belgium	SBE CARGO	BE/33/0212/0012	New	01/05/2012	-	Railway Undertaking, Keeper	Yes	 CSB_RO1220110061.pdf	Maintenance Functions Certificate
	SBE CARGO	BE/33/0213/0012	Amended	01/05/2013	Valid	Railway Undertaking, Keeper	Yes		Maintenance Functions Certificate
	SBE CARGO	EL/34/7711/7777	New	28/11/2011	Valid	Railway Undertaking	Yes		ECM MoU Certificate
	SBE CARGO	EL/34/7713/7722	Suspended	28/11/2011	Not Valid	Railway Undertaking	No		ECM MoU Certificate

Total 4 item(s) found.

[Go back to Data mining report search](#)

Figure 123

The report results are grouped in pages:

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

The report results table contains the following fields:

- Country
- ECM Name
- Internal Reference Number
- History
- Date issued
- Validity
- Type of Company
- Validated
- Attachments
- Document Type

In order to view a declaration, the user must click on the respective link under the “History” column.