



ORGANISATION INTERGOUVERNEMENTALE POUR LES TRANSPORTS INTERNATIONAUX FERROVIAIRES  
ZWISCHENSTAATLICHE ORGANISATION FÜR DEN INTERNATIONALEN EISENBahnVERKEHR  
INTERGOVERNMENTAL ORGANISATION FOR INTERNATIONAL CARRIAGE BY RAIL

---

**Commission d'experts techniques  
Fachausschuss für technische Fragen  
Committee of Technical Experts**

**Version 0.2 (Draft)  
14.10.2014**

Original: EN

**CREATION OF A JOINT OTIF-ERA CSM ASSESSMENT BODY REGISTER**

---

Document to inform WG TECH of ongoing activities

## 1. LEGAL BASIS

The Contracting States of OTIF have adopted risk assessment requirements OTIF UTP GEN-G of 1.1.2014 (equivalent to Regulation (EU) No 402/2013). Application of UTP GEN-G requires CSM assessment bodies, which should be registered publicly by the Secretary General in accordance with Article 14 of UTP GEN-G.

## 2. CRITERIA TO ACT AS A CSM ASSESSMENT BODY

The following organisations or entities can act as a CSM assessment body<sup>1</sup>:

- an OTIF national authority competent for technical admission,
- an OTIF assessing entity,
- an EU national safety authority (NSA),
- an EU notified body (NoBo),
- an EU designated body (DeBo),
- a competent external or internal (i.e. in-house) individual, organisation or entity which is at least independent from the "design, risk assessment, risk management, manufacture, supply, installation, operation/use, servicing and maintenance" of the change under assessment.

*Irrespective of which of those organisations or entities acts as a CSM assessment body, it must meet the criteria listed in Annex II of UTP GEN-E and must be accredited or recognised.*

## 3. EU WIDE AND/OR IN ALL OTIF CONTRACTING STATES

A CSM assessment body accredited in accordance with the requirements of UTP GEN-G of 1.1.2014 can carry out independent safety assessments in all OTIF Contracting States, including those which are also Member States of the EU. By analogy, a CSM assessment body accredited in an EU Member State in accordance with the requirements of Regulation (EU) N°402/2013 can carry out independent safety assessment in the whole EU and in all OTIF Contracting States. It is therefore justifiable that all accredited or recognised CSM assessment bodies be registered in one single registry.

## 4. REGISTERING THE ASSESSMENT BODY

For the EU MS, the European Railway Agency is responsible for registering the following information for the EU in the ERADIS<sup>2</sup> data base:

- the Member State's choice concerning the use of accreditation and/or recognition, or neither of these two options;
- where applicable, the CSM assessment bodies directly recognised by the Member State;
- where applicable, the national accreditation body and/or recognition bod(y/ies) in the Member State;
- the accredited and recognised CSM assessment bodies with their area(s) of competence and the Member State where they are accredited/recognised;

<sup>1</sup>[http://www.otif.org/fileadmin/user\\_upload/otif\\_verlinkte\\_files/06\\_tech\\_zulass/05\\_Explanatory\\_docs/ERA-GUI-01-2014-SAF\\_EN\\_V1.0.pdf](http://www.otif.org/fileadmin/user_upload/otif_verlinkte_files/06_tech_zulass/05_Explanatory_docs/ERA-GUI-01-2014-SAF_EN_V1.0.pdf)

<sup>2</sup> European railway agency database of interoperability and safety : [https://eradis.era.europa.eu/safety\\_docs/assessments/default.aspx](https://eradis.era.europa.eu/safety_docs/assessments/default.aspx)

- any changes in the situation of a CSM assessment body following notification from the national accreditation body or recognition body.

For the non EU MS, the Secretary General of OTIF should make this information publicly available.

## 5. BASIS FOR ESTABLISHING AN ERA/OTIF REGISTER

The following provisions establish the basis for establishing a joint register:

- Administrative Arrangement (AdAr) between OTIF, DG MOVE and ERA, in particular point 8.3 of the AdAr;
- ATMF Article 13, in particular §3 - §5;
- UTP GEN-G, Article 13.

According to Article 13 §5 of ATMF, the Committee of Technical Experts (CTE) must consider registers set up by Contracting States and regional organisations in such a way as to reduce the burden on the parties involved, such as regional organisations, Contracting States, competent authorities and industry. In order also to minimise the cost for the Organisation and obtain coherent registry systems, all parties involved must coordinate their plans with the Organisation and the development of registers which are within the scope of these Uniform Rules.

## 6. SUMMARY AND PROPOSAL

Initial contact between ERA and the OTIF Secretariat for the creation of a joint register has already been established. Both parties agreed to work together on the basis of the experience gained in the successful implementation of the joint ERA/OTIF ECM register.

It is envisaged that the practical IT implementation will be managed by ERA.

The OTIF Secretariat intends to send a circular letter to the OTIF Contracting States with the following information:

It is envisaged that National Accreditation Bodies and Recognition Bodies will be given access to the register and would then be responsible for registering the information on the CSM assessment bodies they have accredited/recognised, and for keeping it up to date.

The relevant National Accreditation or Recognition Bodies of each country will register CSM Assessment Bodies in ERADIS. . This is a two-step procedure:

**First step:** each country has to inform the OTIF Secretary General, who in turn will inform ERA, of whether they have chosen to use accreditation or recognition to acknowledge the competence of the CSM assessment bodies.

This can be done by means of a simple e-mail from the relevant Ministry of Transport or other body responsible for this matter at national level. Based on this information, the European Railway Agency is able to register the country's decision in ERADIS. The e-mail or letter to the relevant Ministry of Transport concerning the decision needs to be attached as evidence in ERADIS.

This step must be completed before the European Railway Agency is able to proceed with the second step.

**Second step:** the National Accreditation Body or Recognition Body designated by the Contracting State must nominate a person or several persons who will be responsible for registering and maintaining in ERADIS the data on the CSM assessment bodies they have accredited/recognised.

The National Accreditation Body or Recognition Body must be asked to provide the user names of their ERADIS database managers (name, surname and e-mail).

When the European Railway Agency has been given this information, the Agency will be able to create user accounts for the nominated persons, who will then be able to register and maintain the data on accredited/recognised CSM assessment bodies in ERADIS.