OTIF

ORGANISATION INTERGOUVERNEMENTALE POUR LES TRANSPORTS INTERNATIONAUX FERROVIAIRES

ZWISCHENSTAATLICHE ORGANISATION FÜR DEN INTERNATIONALEN EISENBAHNVERKEHR

INTERGOVERNMENTAL ORGANISATION FOR INTERNATIONAL CARRIAGE BY RAIL

Committee of Technical Experts
WG TECH

A 94-20/2.2011
12.05.2011

Original : EN

OTIF Register system – Rolling Stock

National Vehicle Registers (NVR) - amendments

Status: **DRAFT**

Tel. (++41) 31 - 359 10 10 Fax (++41) 31 - 359 10 11 E-Mail info@otif.org Gryphenhübeliweg 30 CH - 3006 Berne/Bern

SCOPE OF THIS DOCUMENT

This document is a proposal to the 4th session of the Committee of Technical Experts in September 2011 to adopt amendments to the regulationsprovisions which entered into force on 1 February 2010 in accordance with Article 13 of ATMF requiring the Contracting States concerning the to set up and running of National Vehicle Registers (NVR).

~~The implementation of the registers is not dependent on the implementation of the Technical Annexes referred to in Article 8 of the APTU Uniform Rules or on the mutual recognition of approvals.~~

INTRODUCTION

(1) According to Article 13 § 1 of ATMF a data bank concerning railway vehicles admitted to circulation in international traffic shall be established and updated under the responsibility of the Organisation.

(2) The European Union (EU) has by the European Commission Decision 2011/107/EU of 10 February 2011 amending Decision 2007/756/EC of 9 November 2007 adopted an amended ~~common~~ specification and the obligation to each EU Member State to set up a national vehicle register (NVR) ~~as provided for under articles 14(4) and (5) of Directives 96/48/EC and 2001/16/EC~~; Decision 2011/107/EU has been published in the Official Journal of the European Union n° L 43 of 17 February 2011, p. 33 and Decision 2007/756/EC has been published in the Official Journal of the European Union n° L 305 of 23 November 2007, p. 30.

(3) The ~~common~~amended specifications in this document for the NVR have been prepared on the basis of the European Commission Decision 2011/107/EU~~2007/756/EC~~.

(4) The European Railway Agency (ERA), having developed a standard NVR for EU Member States, has in the OTIF WG TECH meeting in Prague in June 2008 offered use of this software including updates to the non-EU OTIF Member State for 5.000 € each and to the Secretary General a license for an unlimited number of Member States and records for 15.000 €. ERA has updated the standard software according to this amended specification.

The connection to and the use of the VVR hosted by ERA is supposed to be free of charge.

PROPOSAL FOR DECISION

The Committee of Technical Experts is asked to adopt the following decisions:

1. Each Contracting State shall establish a computer-based NVR according to the specifications in this document, its Annex and Appendices. ~~The NVR shall be operational 12 months after the entry into force of this decision at the latest.~~ The NVR must be accessible for consultation by authorised representatives from competent authorities and stakeholders. The common operational and technical specifications specified in the Annex and Appendices will ensure that the different national registers, also those of the EU Member States, will be consistent regarding data contents, data formatting and access rights.

   Each Contracting State shall have implemented the amendments to its NVR as specified in this document **6 months** after the entry into force of this decision, at the latest.

2. All NVRs shall be electronically (via the internet) linked to the central Virtual Vehicle Register (hereafter called "VVR") managed by the European Railway Agency. The VVR shall allow users to search all NVRs (also those of the EU Member States) through a single portal and enable exchange of data between national NVRs. The specifications for the connections to the VVR are available and the VVR is operational.

Each Contracting State shall have made the linking to the VVR operational **9 months** after the entry into force of this decision, at the latest.

~~3.The NVR shall be kept and updated by a national registering entity (hereafter indicated as "RE") independent of any railway undertaking or by the Secretary General. Contracting States shall inform the Secretary General and the other Contracting States of the Registering Entity which they have designated for this purpose, inter alia in order to facilitate the exchange of information between these bodies.~~

~~4.~~3. Contracting States shall designate a national registering entity (hereafter called "RE") independent of any railway undertaking. The RE shall be responsible for the keeping and updating of the NVR. A Contracting State may also ask the Secretary General to keep its NVR data, but it shall still be responsible for the quality and timeliness of its data. Contracting States shall ensure that these entities co-operate and share information in order to ensure that data changes are communicated in a timely manner. Contracting States shall inform the Secretary General and the other Contracting States, within one year after the entry into force of this decision at the latest, of the Registering Entity designated for the keeping and updating of the NVR.

~~5.~~4. When a Contracting State admits a vehicle to operation (authorises the placing into service of it), also after renewal and upgrading, it shall ensure that a unique identification code in accordance with Annex PP to the Uniform Technical Prescription for freight wagons (UTP WAG) is assigned to each individual vehicle and that vehicles subject to point 5~~6~~ are registered in the NVR using the common specifications in this document. ~~The rules for vehicle identification to be laid down in the APTU Annex on traffic operations and management shall be applicable with regard to the registration in the NVR. Pending the adoption of that APTU Annex, the existing numbering system shall be used.~~

~~6.~~5. The NVR of a Contracting State shall contain all vehicles authorised in that Contracting State for international transport. However, once a NVR has been connected to the VVR, vehicles ~~freight wagons and passenger cars~~ shall only be registered in the NVR of the Contracting State where they are first admitted to operation. A Contracting State may in its NVR include vehicles authorised for national transport.

~~7.~~6. Existing vehicles shall be registered in the NVR of the Contracting State where they were formerly registered. The transfer of data shall take into account the data availability. The registration in the NVR of existing vehicles admitted to international traffic shall be carried out before 1 February 2012 (24 months after the deadline for setting up the NVRs according to the regulations in force).~~the end of a transitional period of 24 month beginning at the date of the entry into force of this decision.~~

~~8.~~7. Some Contracting States have an extensive 1520 mm track gauge network operating a fleet of vehicles that is common to the Commonwealth of Independent States (CIS) countries. This has resulted in a common registration system that is an important element of the interoperability and safety of this 1520 mm network. This specific situation should be recognized and specific rules established to avoid lack of consistency in the OTIF-, EU- and CIS-related obligations for the same vehicle.

~~9.~~8. Rolling stock placed in service for the first time in a third country and intended to be used in a Contracting State as part of the common 1520 mm rail system wagons fleet shall not be registered in the NVR. However, the Contracting State must make it possible to retrieve safety critical information from the Information Database of the CIS Council of Railway Transport.

~~10.~~9. The Committee of Technical Experts shall follow-up the implementation of the NVR architecture. Therefore, each Contracting State shall on request and without delay inform the Secretary General about its implementations required through point 1 and 2 above.

~~11.~~10. The Contracting States which are also Members of the European Community and Norway and Liechtenstein are subject to/follow Commission Decisions 2007/756/EC and 2011/107/EU

and they are not subject to this document. However the European Rail Agency and the Secretary General shall cooperate in order to make sure that the NVR architectures implemented in the EU and in OTIF are interconnected in order to allow an adequate exchange of data.

List of Annex and Appendices

Annex: National Vehicle Register – specification
Appendix 1: Restrictions coding
Appendix 2: EIN - European Identification Number for documents
Appendix 3: Withdrawal coding
Appendix 4: Standard form for application
Appendix 5: Glossary

ANNEX

Specification of the NVR

~~3.1.~~ DATA

The following list presents the dataelements to be included in the NVR, their format and whether the data shall be compulsory or optional.

The element numbering follows the logic of the proposed standard registration form in Appendix 4.

In addition, field(s) for comments may be added such as identification of vehicles under investigation (see section 3.4).

Where country codes are indicated as ISO, they are in principle according to ISO 3166 (the 2 letter code) with some exeptions for Greece and United Kingdom; the letter codes to be used are indicated in Appendix 2, table 1.

1.	**Vehicle Number**		**Compulsory**
Content	Unique numeric identification code as defined in Annex PP to UTP WAG [(1)] ~~(future) APTU Annex OPE~~.		
Format	1.1.	Number	12 digit (*)
	1.2.	Previous number (if applicable, for renumbered vehicle)	12 digit (*)

(*) The 8 digit numbering system of the Council of railway Transport of the Commonwealth of independent States (CIS) might also apply.

2.	**Contracting State and Authorising Competent Authority**		**Compulsory**
Content	Identification of the State where the vehicle has been authorised first and the authorising competent authority. For vehicles coming from a third country, the MS where it was authorised first.		
Format	2.1.	State numeric code as defined in Appendix 2, table 1	2 digit code
	2.2.	Name of the authorising authority	Text

3.	**Manufacturing year**		**Compulsory**
Content	The year in which the vehicle left the factory.		
Format	3.	Manufacturing year	YYYY

4.	EU-/OTIF reference		Compulsory (when available)
Content	Reference to the declaration of verification, if any, and the issuing body (the applicant~~Contracting entity~~)		
Format	4.1.	Date of declaration, if any	Date
	4.2.	EU-/OTIF-reference, if any	Text
	4.3.	Name of issuing body (applicant) ~~Contracting entity~~	Text
	4.4.	Registered business number	Text
	4.5.	Address of the organisation, street and number	Text
	4.6.	Town	Text
	4.7.	Country code	ISO
	4.8.	Post code	Alphanumeric code

5.	Reference to the Register of Authorised Types		Compulsory [(2)]
Content	Reference to the Central Register of Authorised Types (5.0~~7~~) [(3)] or, as long as this register is not yet available, to the entity in charge of the register where the technical data of the vehicle can be found (5.1 to 5.6)		
Format	5.0	Reference allowing retrieval of the relevant technical data from the Central Register of Authorised Types	Alphanumeric code
	5.1.	Entity in charge of the register	Text
	5.2.	Address of the entity, street and number	Text
	5.3.	Town	Text
	5.4.	Country code	ISO
	5.5.	Post code	Alphanumeric code
	5.6.	E-mail address	E-mail
	5.7.	~~Reference to the Central Register of Authorised Types~~	~~Alphanumeric code~~

5bis.	Series		Optional
Content	Identification of a series, if the vehicle is part of a series		
Format	5bis.	Series	Text

6.	Restrictions		Compulsory
Content	Any restrictions on how the vehicle may be used		
Format	6.1.	Coded restrictions (see Appendix 1)	Code
	6.2	Non coded restrictions	Text

7.	Owner		Compulsory ~~Optional~~
Content	Identification of the owner of the vehicle		
Format	7.1.	Name of the organisation	Text
	7.2.	Registered business number	Text
	7.3.	Address of the organisation, street and number	Text
	7.4.	Town	Text
	7.5.	Country code	ISO
	7.6.	Post code	Alphanumeric code

8.	Keeper		Compulsory
Content	Identification of the keeper of the vehicle		
Format	8.1.	Name of the organisation	Text
	8.2.	Registered business number	Text
	8.3.	Address of the organisation, street and number	Text
	8.4.	Town	Text
	8.5.	Country code	ISO
	8.6.	Post code	Alphanumeric code
	8.7.	VKM (if available) ~~– optional~~	Alphanumeric code

9.	Entity in charge of maintenance (ECM)		Compulsory
Content	Reference to the entity in charge of the maintenance		
Format	9.1.	Entity in charge of the maintenance	Text
	9.2.	Registered business number	Text
	9.3.~~2.~~	Address of the entity, street and number	Text
	9.4.~~3.~~	Town	Text
	9.5.~~4.~~	Country code	ISO
	9.6.~~5.~~	Post code	Alphanumeric code
	9.7.~~6.~~	E-mail address	E-mail

10.	Withdrawal		Compulsory when applicable
Content	Date of official scrapping and/or other disposal arrangement and the code for the withdrawal mode.		
Format	10.1.	Mode of disposal (see Appendix 3)	2 digit code
	10.2.	Withdrawal date	Date

11.	States where the vehicle is authorised		Compulsory
Content	List of the States where the vehicle is admitted to operation.[1]		
Format	11.	State: numeric code as defined in Appendix 2, table 1	List

12.	Authorisation number		Compulsory
Content	Harmonised authorisation number for admission to operation (placing into service), generated by the authorising competent authority.		
Format	12.	Authorisation number	Existing vehicles: text New vehicles: Alphanumeric code based on EIN, see Appendix 2.

[1] The list shall include the States which initially registered the vehicle. This element is only to be updated in the NVR of that State.

13.	Admission to operation		Compulsory
Content	Date of admission to operation of the vehicle and its validity (4)		
Format	13.1.	Date of the admission	Date (YYYYMMDD)
	13.2.	Admission valid until (if specified)	Date (included)
	13.3.	Suspension of admission	Yes/No

(1) In OTIF Contracting States, this numbering system is used for both high-speed and conventional vehicles. EU: see Commission Decisions 2006/920/EC and 2008/231/EC, as amended by Decision 2009/107/EC.

(2) For vehicles admitted as identical with a type authorised in accordance with Article 6 of ATMF. EU: - with Article 26 of Directive 2008/57/EC.

(3) EU: The register provided for in Article 34 of Directive 2008/57/EC, called ERATV.

(4) EU: Authorisation delivered in accordance with Chapter V of Directive 2008/57/EC or authorisation delivered in accordance with the authorisation regimes existing before transposition of Directive 2008/57/EC.

2. ARCHITECTURE

2.1 The EU global NVR architecture

The NVR registers are being implemented in the EU by means of a decentralised solution. The objective is to implement a search engine on distributed data, using a common software application, which allows Users to retrieve data from all the Local Registers (LR) in the Member States.

NVR data is stored at national level and will be accessible by using a web-based application (with its own web address).

The European Centralised Virtual Vehicle Register (EC VVR) is composed of two sub-systems:

- the Virtual Vehicle Register (VVR), which is the central search engine in the European Railway Agency
- the National Vehicle Register(s) (NVR), which are the LR in the EU Member States .

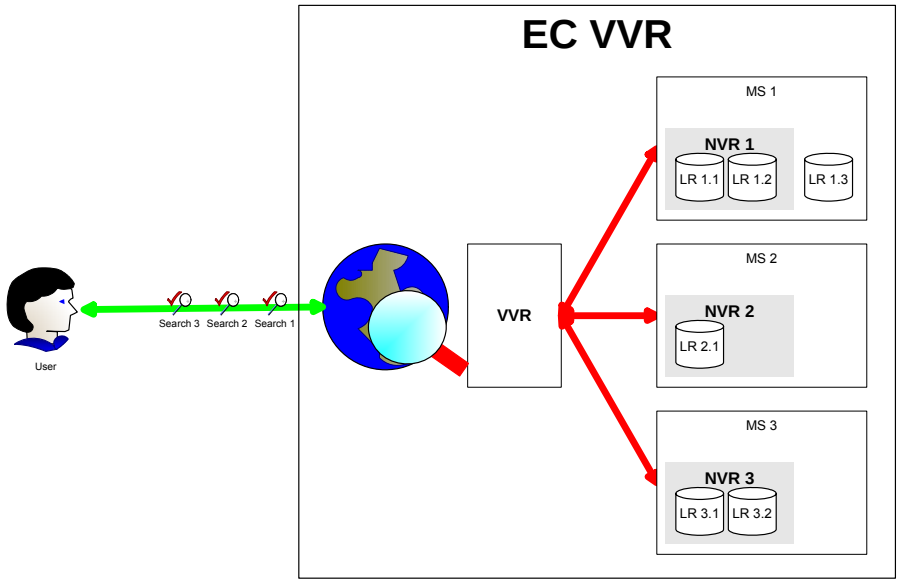

Figure 1 – EC-VVR architecture

This architecture is based on two complementary sub-systems that enable searches on data which are stored locally in all EU MS and consists of:

- establishing computerised registers at the national level and opening them to cross-consultation;
- replacing paper registers by computerised records. This will allow the EU MS to manage and share information with other EU MS;
- allowing connections between the NVRs and the VVR, using common standards and terminology.

The main principles of this architecture are:

- all NVRs will become part of the computer based, network system;
- all EU MS when accessing the system will view the common data;
- double registration of data and the related possible errors will be avoided once the VVR has been established;
- up-to-date data.

This architecture is being implemented through the following steps:

- adoption of Commission Decision 2007/756/EC of 9 November 2007 adopting a common specification of the national vehicle register provided for under Article 14(4) and (5) of Directives 96/48/EC and 2001/16/EC;
- implementation of a pilot project by the Agency, including the VVR with at least three EU Member States' NVRs connected to it, including a successful connection of an existing NVR using a translation engine. This pilot project is almost finished;
- evaluation of the pilot project and, where appropriate, updating of the above mentioned Commission Decision;
- publication by the Agency of the specification to be used by EU Member States to connect their NVRs with the central VVR;
- as a last step, by a separate decision and following an evaluation of the pilot project, the connection of all national NVRs to the central VVR.

2.2 The OTIF global NVR architecture

Contracting States which are not EU Member States and which are not subject to EU legislation due to other international agreements will have the choice among three solutions:

(a) setting up their own NVR by means of the standard NVR software developed by the European Rail Agency. These NVRs will be connected to the EC VVR by means of the standard protocol included in the standard package;

(b) setting up their own NVR by means of an own developed software. These NVRs will have to be connected to the EC VVR by means of a translation engine to be developed by the Contracting State. This solution may not impose a modification to the existing EC VVR.

(c) asking the Secretary General to set up and maintain their NVR. In this solution the Secretary General shall set up a "multiple" NVR by means of the standard NVR software and shall connect it to the EC VVR in such a way that full exchange of data between EU and non EU NVRs is possible. The Secretary General may apply the standard NVR software from the European Railway Agency or develop a software (translation engine to the VVR inclusive) on his own. The SG may in both cases develop interfaces to the REs in those non-EU OTIF Member States who have chosen to keep their data in the central SG “multiple” NVR in order that they can update their NVR records.

3. OPERATING MODE

3.1 The use of the NVR

The NVR shall be used with the following purposes:

- Record of authorisation
- Record of the vehicle number (EVN) allocated to vehicles,
- Looking for OTIF wide (including EU), brief information related to a particular vehicle,
- Follow up legal aspects like obligations and juridical information,
- Information for inspections mainly related to safety and maintenance,
- Enable contact with the owner, the keeper and the ECM (Entity in Charge of Maintenance),
- Cross-check some safety requirements before issuing Safety Certificate (in the EU),
- Follow up a particular vehicle.

3.2 Application forms

3.2.1 *Application for registration*

The form to be used is in Appendix 4.

The entity applying for a vehicle registration ticks in the box corresponding to “New registration”. It then fills in the first part of the form with all the necessary information from item 2 to item to 9 & item N°11 and then forwards it to the:

- RE (Registering Entity) of the State where registration is sought,
- RE of the first State where it intends to operate for a vehicle coming from a third country.

3.2.2 *Registering a vehicle and issuing a Vehicle Number.*

In the case of first registration, the RE concerned issues the Vehicle Number.

It is possible to have an individual registration form per vehicle or a single form for a whole set of vehicles of the same series or order attached with a list of the vehicle numbers.

The RE shall take reasonable steps to ensure the accuracy of the data it enters in the NVR. To this end the RE can request information from other REs, in particular when the entity applying for registration in a State is not established in that State.

3.2.3 *Changing one or more registration item(s)*

The entity applying for a change of its vehicle registration item(s):

- ticks in the box corresponding to “Modification”,
- fills in the actual EVN (item N°0),

– ticks in the box related to the modified item(s),

– indicate the new content of the modified item(s), and then forwards the form to the RE of any State where the vehicle is registered.

The use of the standard form might not be sufficient for certain cases. If necessary, the RE concerned may, therefore use additional documents either paper or electronic.

Should a keeper change, it is the responsibility of the keeper currently registered to notify the RE and the RE has to notify the new keeper of the change of registration. The former keeper is only removed from the NVR and relieved of his responsibilities when the new keeper has acknowleged the acceptance of keeper status.

Should an owner change, it is the responsibility of the owner currently registered to notify the RE. Then the former owner will be removed from the NVR. The new owner may request his details to be entered into the NVR.

Following the registration of changes, , the ACA (Authorising Competent Authority) may deliver a new authorisation number and in some cases a new EVN.

3.2.4 *Withdrawal of registration*

The entity applying for a withdrawal of registration ticks in the box corresponding to “Withdrawal”. It then fills in the item N° 10. and forwards it to the RE of any State where the vehicle is registered.

The RE delivers the withdrawal registration by filling in the date of withdrawal and acknowledging the withdrawal to the said entity.

3.2.5 *Authorisation in several States*

1. When a vehicle equipped with a driving cab already authorised and registered in one State is authorised in another Contracting State, it needs to be registered in the NVR of the latter Contracting State. However, in this case, only data related to Items 1, 2, 6, 11, 12 and 13 and, where relevant, data relating to the fields added to the NVR by the latter State have to be recorded, as these data only relate to the latter State.

   This provision is applicable ~~A~~as long as the VVR and the link with all NVRs are not fully operational, and during this period, the Registration Entities concerned shall exchange information in order to ensure that data relating to the same vehicle is consistent.

2. Vehicles not equipped with a driving cab, such as Freight wagons, ~~and~~ passenger coaches[2] and some special vehicles, are only registered in the NVR of the Contracting State where they are first admitted to operation.

3. For any vehicle, the NVR where it is firstly registered contains the data relating to items 2, 6, 12 and 13 for each of the Contracting States where an admission of operation has been granted to this vehicle.

3.3 Access rights

The access rights to data of a NVR from a given State "XX" are listed in the table below, in which the access codes are defined as follows:

Access code	Type of access
0	No access

[2] Powered trainsets are not considered as passenger coaches.

1 Restricted consultation (conditions in column ‘Read rights’)
2 Unrestricted consultation
3 Restricted consultation and updating
4 Unrestricted consultation and updating in own NVR

Each RE shall have full access and update rights only for the data in its own database. Therefore, the access coding is shown as 4.

Entity	Definition	Read rights	Update rights	Item N° 7	All other items
RE / ACA'XX'	Registration Entity/competent body in Contracting State 'XX'	All data	All data	4	4
Other competent bodies/ACAs /REs	Other competent bodies, other authorising competent authorities and/or other Registration Entities	All data	None	2	2
ERA and OTIF SG	European Railway Agency and OTIF Secretary General	All data	None	2	2
Keepers	Vehicle Keeper	All data of vehicles for which it is keeper	None	1	1
Fleet managers	Managing vehicles as appointed by the / Keeper	Vehicles for which they have been appointed manager by the keeper	None	1	1
ECMs	Entities in charge of maintenance	All data of vehicles for which he is the ECM	None	1	1
Owners	Owner of the vehicle	All data of vehicles for which they are the owners	None	1	1
RUs	Train Operator	All data based on vehicle number	None	0	1
IMs	Infrastructure Managers	All data based on vehicle number	None	0	1
IBs and RBs	Investigation and auditing bodies (designated by Contracting States)	All data for vehicles being checked or audited	None	2	2
Other legitimate users	All casual users recognised by national competent bodies, OTIF SG and ERA	To define occasional, duration could be limited	None	0	1

3.4 Historical records

All data in the NVR must be retained for 10 years from the date a vehicle is withdrawn and de-registered. As a minimum, for the first three years data must be available on-line. After three years data may be kept either electronically, in paper form or any other archival system. If at any time during the 10-year period an investigation involving a vehicle or vehicles is started, data relating to these vehicles must be retained beyond the 10-year period if so required.

After withdrawal of a vehicle registration, any of the registration numbers assigned to the vehicle must not be assigned to any other vehicle for 100 years from the date the vehicle is withdrawn.

Any changes in the NVR should be recorded. The management of the historical changes could be solved by IT technical functions.

4. EXISTING VEHICLES

4.1 Considered data content

Each of the 13 retained items have been considered in order to specify which of them are compulsory and which are not.

4.1.1 *Item N°1 – Vehicle Number (Compulsory)*

a) Case of vehicles already numbered with a 12 digit identification

Countries where there is a unique country code: the vehicles should keep their current number. The 12 digit number should be registered as such without any modification.

Countries where there are both a main country code and a specific code allocated formerly:

- Germany with the main country code 80 and the specific code 68 for AAE (Ahaus Alstätter Eisenbahn);
- Switzerland with the main country code 85 and the specific code 63 for BLS (Bern–Lötschberg–Simplon Eisenbahn);
- Italy with the main country code 83 and the specific code 64 for FNME (Ferrovie Nord Milano Esercizio);
- Hungary with the main country code 55 and the specific code 43 for GySEV/ROeEE (Győr-Sopron-Ebenfurti Vasút Részvénytársaság / Raab-Ödenburg-Ebenfurter Eisenbahn);
- Bosnia-Herzegovina with two specific railway codes, 50 for the Bosnian Federal Railway and 44 for the Railway of Republika Srpska.

The vehicles may keep their current number. The 12 digit number may be registered as such without any modification. [3]

The IT system has to consider both codes (main country code and specific code) as related to the same country.

Due to the tense political situation in Bosnia-Herzegovina, the solution for one unique numeric country code may not be to use one of the present codes, but to assign BA a new numeric code. Until then, also new vehicles may use the present railway codes.

b) Case of vehicles used in international traffic without a 12 digit identification

A two step procedure should apply:

- To allocate in the NVR a 12 digit number that shall be defined according to the vehicle's characteristics. The IT system should link this registered number to the current vehicle number.
- To physically apply the 12 digit number to the vehicle itself within a period of 6 years.

[3] *However any new vehicles placed in service for AAE, BLS, FNME and GySEV/ROeEE should be given the main country code.*

c) Case of vehicles used in domestic traffic without a 12 digit identification

The above mentioned procedure might apply for vehicles used solely in domestic traffic on a voluntary basis.

4.1.2 *Item N°2 – State and competent body (Compulsory)*

The Item 'State' must always refer to the State where the vehicle is being registered in its NVR. The Item 'competent body' refers to the entity which has delivered the admission to operation.

4.1.3 *Item N°3 – Manufacturing Year*

Where the manufacturing year is not known precisely the approximate year should be entered.

4.1.4 *Item N°4 – EU-/OTIF-reference (Contracting entity)*

Normally such a reference does not exist for existing vehicles. To be recorded only if available.

4.1.5 *Item N°5 – Reference to the Register of Authorised Types (ATR)*

To be recorded only if available

4.1.6 *Item N°6 – Restrictions*

To be recorded only if available

4.1.7 *Item N°7 – Owner (Compulsory) – and normally available*

To be recorded only if the Contracting State decides so and the data is available

4.1.8 *Item N°8 – Keeper (Compulsory)*

Normally available and compulsory

The VKM (unique code as indicated in the VKM register) must be entered if the keeper has it.

4.1.9 *Item N°9 – Entity in charge of maintenance*

This item is compulsory.

4.1.10 *Item N°10 – Withdrawal*

Applicable as appropriate~~such~~.

4.1.11 *Item N°11 – States where the vehicle is authorised*

Normally RIV wagons, RIC coaches and vehicles under bilateral or multilateral agreements are registered as such. If this information is available it should be recorded accordingly.

4.1.12 *Item N°12 – Authorisation number*

To be recorded only if available

4.1.13 *Item N°13 – Admission to operation (Compulsory)*

Where the date of admission to operation is not known precisely, the approximate year should be entered.

4.2 Procedure

The entity which was previously responsible for vehicle registration should make all information available to the national competent body or RE of the country where it is located. Existing freight wagons and passenger cars should only be registered in the NVR of the State where the former registration entity was located.

If an existing vehicle had been authorised in several States, the RE which registers this vehicle shall send the relevant data to the REs of the other States concerned.

The competent body or RE takes over the information in its NVR.

The competent body or RE informs all the involved parties when the information transfer is completed. At least the following entities should be informed:

- The entity previously responsible for vehicle registration
- The keeper
- ERA or OTIF Secretary General [4]

4.3 Transitional period

4.1.14 *Making registration information available to national competent body*

The former registering entity responsible for vehicle registration should make all required information available according to an agreement between itself and the RE. The data transfer should be done at least within 12 months following the entry into force of the CTE decision. If possible electronic format should be used.

4.1.15 *Vehicles used in international traffic*

The RE of each Contracting State should take these vehicles into its NVR within 2 years, at the latest, after the entry into force of the CTE decision.

See also *4.1.1* b)

[4] If the competent body/RE belongs to an EC Member State then ERA should be informed, else the OTIF Secretary General.

APPENDIX 1 – RESTRICTIONS CODING

1. PRINCIPLES

Restrictions (technical characteristics) already recorded in other Registers to which access is given to ACAs do not need to be repeated in the NVR.

Acceptance in cross-border traffic is based on:

- the information coded in the vehicle number,
- the alphabetical coding,
- and the vehicle marking.

Therefore such information does not need to be repeated in the NVR.

2. STRUCTURE

The codes structured for three levels:

- 1st level: Category of restriction
- 2nd level: Type of restriction
- 3rd level: Value or specification.

Restriction Coding

Cat	Type	Value	Name
1			**Technical restriction related to construction**
	1	Numeric (3)	Minimum curve radius in meters
	2	-	Track circuit restrictions
	3	Numeric (3)	Speed restrictions in Km/h (Marked on wagons and coaches but not marked on locos)
2			**Geographical restriction**
	1	Alphanumeric (3)	Kinematic gauge (coding in future APTU Annex)
	2	Coded list	Wheelset gauge
		1	Variable gauge 1435/1520
		2	Variable gauge 1435/1668
	3	-	No CCS on board
	4	-	ERTMS A on board
	5	Numeric (3)	B System on board *
3			**Environmental restrictions**
	1	Coded list	Climatic zone EN50125/1999
		1	T1
		2	T2
		3	T3
4			**Restrictions on use included in the authorisation certificate**
	1	-	Time based
	2	-	Condition based (distance travelled, wear, etc)

* If the vehicle is equipped with more than one B system, an individual code for each system shall be indicated.

The numeric code is composed of three characters where:

- 1xx is used for a vehicle equipped with a signalling system
- 2xx is used for a vehicle equipped with radio
- Xx corresponds to the numerical coding of future APTU Annex

APPENDIX 2 – STRUCTURE AND CONTENT OF THE EIN

Code for the harmonised numbering system, called European Identification Number (EIN), for Safety Certificates and other documents

Example:

I	T	5	1	2	0	0	6	0	0	0	5
Country code (2 letters)		Type of document (2 digits)		Issue year (4 digits)				Counter (4 digits)			
Field 1		Field 2		Field 3				Field 4			

FIELD 1 - Country code (2 letters)

Table 1.

COUNTRY	CODE	
Albania	AL	41
Algeria	DZ	92
Armenia	*AM*	*58*
Austria	AT	81
Azerbaidjan	*AZ*	*57*
Belarus	*BY*	*21*
Belgium	BE	88
Bosnia-Herzegovina#	BA	(50)
-"-		(44)
Bulgaria	BG	52
Croatia	HR	78
Cyprus	CY	-
Czech Republic	CZ	54
Denmark	DK	86
Egypt	*EG*	*90*
Estonia	EE	26
Finland	FI	10
France	FR	87
Georgia	*GE*	*28*
Germany	DE	80
Greece	EL*	73
Hungary	HU	55

COUNTRY	CODE	
Iceland	*IS*	-
Iran	IR	96
Iraq	IQ	99
Ireland	IE	60
Israel	*IL*	*95*
Italy	IT	83
Japan	*JP*	*42*
Kazakhstan	*KZ*	*27*
Kyrgyzstan	*KG*	*59*
Latvia	LV	25
Lebanon	LB	98
Liechtenstein	LI	-
Lithuania	LT	24
Luxembourg	LU	82
FYR Macedonia	MK	65
Malta	*MT*	-
Moldova	*MD*	*23*
Monaco	MC	-
Mongolia	*MN*	*31*
Montenegro	ME	622
Morocco	MA	93
Netherlands	NL	84

COUNTRY	CODE	
North Korea	*KP*	*30*
Norway	NO	76
Poland	PL	51
Portugal	PT	94
Romania	RO	53
Russia	*RU*	*20*
Serbia	RS	72
Slovak Republic	SK	56
Slovenia	SI	79
South Korea	*KR*	*61*
Spain	ES	71
Sweden	SE	74
Switzerland	CH	85
Syria	SY	97
Tajikistan	TJ	66
Tunisia	TN	91
Turkey	TR	75
Turkmenistan	*TM*	*67*
Ukraine	UA	22
United Kingdom	UK*	70
Uzbekistan	*UZ*	*29*
Vietnam	*VN*	*32*

***** Not according to ISO 3166 (2 letter code), but the European Community abbreviation
# Bosnia-Herzegovina is a federal state and uses 2 railway codes, see point 4.1.1 in the Annex
A country indicated in italics is not a member of OTIF

FIELD 2 – Type of document (2 digit number)

Two digits allow identifying the type of document:

- the first digit identifies the general classification of the document;
- the second digit specifies the subtype of document.

With the need for other codes this numbering system can be extended. The following is the proposed list of known, possible combinations of two digit numbers extended with the proposal for authorisation for placing in service of vehicles :

Fields in blue are for EU Members States		
Number combination for field 2	**Document Type**	**Subtype of document**
[0 1]	Licences	Licences for RUs
[0 x]	Licences	Others
[1 1]	Safety Certificate	Part A
[1 2]	Safety Certificate	Part B
[1 x]	Safety Certificate	Others
[2 1]	Safety Authorisation	Part A
[2 2]	Safety Authorisation	Part B
[2 x]	Safety Authorisation	Others
[3 x]	Reserved	e.g. maintenance for rolling stock, for infrastructure or others
[4 x]	reserved for assessing entities	e.g. different kinds of assessing entities (e.g. Notified Bodies)
[5 1] and [5 5]*	Authorisation for placing in service or Admission to Operation	Tractive rolling stock
[5 2] and [5 6]*	Authorisation for placing in service or Admission to Operation	Hauled passenger vehicles
[5 3] and [5 7]*	Authorisation for placing in service or Admission to Operation	Wagons
[5 4] and [5 8]*	Authorisation for placing in service or Admission to Operation	Special vehicles
[5 9]**	Authorisation of type of vehicle	
[6 0]	Authorisation for placing in service or Admission to Operation	Infrastructure, Energy and Control Command Signalling track-side assembly Subsystems
[6 1]	Authorisation for placing in service or Admission to Operation	Infrastructure Subsystem
[6 2]	Authorisation for placing in service or Admission to Operation	Energy Subsystem
[6 3]	Authorisation for placing in service or Admission to Operation	Control Command Signalling track-side assembly Subsystem
][7 1]	Train driving licence	Counter up to and including 9 999
[7 2]	Train driving licence	Counter between 10 000 up to and including 19 000

Number combination for field 2	Document Type	Subtype of document
[7 3]	Train driving licence	Counter between 20 000 up to and including 29 000
[8 x] … [9 x]	Reserved (2 document types)	Reserved (10 subtypes each)

(*) If the 4 digits foreseen for field 4 'Counter' is fully used within a year, the first two digits of field 2 will move respectively from:

[5 1] to [5 5] for tractive rolling stock,
[5 2] to [5 6] for hauled passenger vehicles,
[5 3] to [5 7] for wagons,
[5 4] to [5 8] for special vehicles.

(**) The digits allocated in Field 4 are:

from 1 000 to 1 999 for traction vehicles,
from 2 000 to 2 999 for hauled passenger vehicles,
from 3 000 to 3 999 for wagons,
from 4 000 to 4 999 for special vehicles.

FIELD 3 – Issue year (4 digit number)

This field indicates the year (in the specified format yyyy, i.e. 4 digits) in which the authorisation/admission has been issued.

FIELD 4 – Counter

The counter shall be a progressive number to be incremented by one unit each time a document is issued, regardless if it is a new, renewed or updated/amended authorisation. Even in the case when a certificate is revoked or an authorisation is suspended, the number to which it refers cannot be used again.

Every year the counter shall restart from zero.

APPENDIX 3 – WITHDRAWAL CODING

Code	Withdrawal mode	Description
00	None	The vehicle has a valid registration.
10	Registration suspended No reason specified	The vehicle's registration is suspended at the request of the owner or keeper or by a decision of the competent body or RE.
11	Registration suspended	The vehicle is destined for storage in working order as an inactive or strategic reserve.
20	Registration transferred	The vehicle is known to be re-registered under a different number or by a different NVR, for continued use on (a whole or part of the) EU-OTIF railway network.
30	De-registered No reason specified	The vehicle's registration for operating on the EU-OTIF railway network has ended without known re-registration.
31	De-registered	The vehicle is destined for continued use as a rail vehicle, outside the EU-OTIF railway network.
32	De-registered	The vehicle is destined for the recovery of major interoperable constituents/ modules/ spares or major rebuilding
33	De-registered	The vehicle is destined for scrapping and disposal of materials (including major spares) for recycling.
34	De-registered	The vehicle is destined as 'historic preserved rolling stock' for operation on a segregated network, or for static display, outside the EU-OTIF railway network.

Use of codes

- If the reason for withdrawal is not specified, codes 10, 20 & 30 shall be used to indicate the change of registration status.
- If the reason for withdrawal is available: codes 11; 31; 32; 33 & 34 are options available within the NVR database. These codes are based solely on information provided by the keeper or owner to the RE.

Registration issues

- A vehicle with registration suspended or de-registered may not operate on the EU-OTIF railway network under the recorded registration.
- A reactivation of a registration shall require a re-authorisation by the competent body, under conditions related to the cause or reason for the suspension and de-registration.
- A transfer of registration takes place within the framework set by APTU-ATMF Appendices.

APPENDIX 4 – STANDARD FORM FOR REGISTRATION

STANDARD FORM FOR REGISTRATION OF AUTHORISED VEHICLES [5]

Application objective: New registration ☐ Modification ☐ [6] Withdrawal ☐

INFORMATION ABOUT THE VEHICLE

1. Vehicle number [7] _ _ _ _ _ _ _ _ _ _ _ _ - _

2. Contracting State and the competent authority where the authorisation is requested

2.1. Contracting state: _ _ (2 digit code according to Appendix 2, table 1)

2.2. Name of the competent authority:_____

3. Manufacturing year: _ _ _ _

☐ **4. EU-/OTIF-reference** *)

4.1. Date of the declaration, if any: _ _ _ _ _ _ _ _

4.2. EU-/OTIF reference, if any:_____

4.3. Name of the issuing body/Contracting entity:_____

4.4. Registered business number:_____

Address of the organisation

4.5. Street and number:_____

4.6. Town:_____

4.7. Country code:_____ 4.8. Post code:_____

***) Note:** If an EU declaration of verification has been issued (by the contracting entity) the related data should be entered. So far, OTIF does not require a similar declaration, but the data related to the Contracting entity should be entered in 4.3 – 4.8.

☐ **5. Reference to the register of authorised types (the technical data)**

5.1. Entity in charge of the register:_____

Address of the entity

5.2. Street and number:_____

5.3. Town:_____

5.4. Country code:_____ 5.5. Post code:_____

[5] This form may also be produced electronically.
[6] The box before the modified item also has to be ticked.
[7] Does not apply for the first registration; will be filled by the registering entity.

5.6. E-mail address:_____

5.7. Reference to the register of authorised types:_____

☐ **6. Restrictions**

6.1. Restrictions (code): _ _ _ , _ _ _ , _ _ _ , _ _ _ , _ _ _ , _ _ _ , _ _ _ , _ _ _

.....,_ _ _ , _ _ _ , _ _ _ , _ _ _ , _ _ _ , _ _ _ , _ _ _ , _ _ _

6.2. Restrictions (text):_____

INFORMATION ABOUT THE ENTITIES RESPONSIBLE FOR THE VEHICLE

☐ **7. Owner ~~(optional)~~**

7.1. Name of the organisation:_____

7.2. Registered business number:_____

Address of the organisation

7.3. Street and number:_____

7.4. Town:_____

7.5. Country code:_____ 7.6. Post code:_____

☐ **8. Keeper**

8.1. Name of the organisation:_____

8.2. Registered business number:_____

Address of the organisation

8.3. Street and number:_____

8.4. Town:_____

8.5. Country code:_____ 8.6. Post code:_____

8.7. Vehicle Keeper Marking (VKM):_____

OPERATIONAL INFORMATION

☐ **9. Entity in charge of maintenance**

9.1. Name of the organisation:_____

Address of the organisation

9.2. Street and number:_____

9.3. Town:_____

9.4. Country code:_____ 9.5. Post code:_____

9.6. E-mail address:_____

☐ **10. Withdrawal**

10.1. Mode (code): _ _ _

10.2. Date: _ _ _ _ _ _ _ _

☐ **11. Contracting States where the vehicle is already authorised**

……

Identification of the entity applying for registration:

Date: _ _ _ _ _ _ _ _ Name of the responsible officer and Signature: ……...

This part to be filled by the authority

COMPETENT AUTHORITY REFERENCES

1.1. Allocated Vehicle number [8] _ _ _ _ _ _ _ _ _ _ _ - _

12. Authorisation number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

13. Admission to operation (Placing in service)

13.1. Date of the admission: _ _ _ _ _ _ _ _

13.2. Admission valid until: _ _ _ _ _ _ _ _

Date application received: _ _ _ _ _ _ _ _

Date of withdrawal: _ _ _ _ _ _ _ _

[8] Possible to attach a list for several vehicles of the same series or order

APPENDIX 5 – GLOSSARY

Abbreviation	Definition
ACA	Authorising Competent Authority: competent authority as referred to in Article 5 of ATMF
CCS	Control Command System
CIS	Commonwealth of Independent States
COTIF	Convention concerning International Carriage by Rail
CR	Conventional Rail (System)
CTE	OTIF Committee of Technical Experts
DB	Database
EU	European Union
ECM	Entity in charge of Maintenance
EC VVR	European Centralized Virtual Vehicle Register
EIN	European Identification Number
EN	European Standard (Euro Norm)
EVN	European vehicle number
ERA	European Railway Agency, also referred to as “the Agency”
ERTMS	European Rail Traffic Management System
EC	European Union
HS	High speed (System)
IB	Investigating Body
ISO	International Organisation for Standardization
IM	Infrastructure Manager
INF	Infrastructure
IT	Information Technology
LR	Local Register
MS	Member State of the European Community
NoBo	Notified Body
NSA	National Safety Authority

Abbreviation	Definition
NVR	National Vehicle Register
OPE (TSI)	Traffic Operation and management (TSI)
OTIF	Intergovernmental Organisation for International Carriage by Rail
OTIF SG	OTIF Secretary General
RE	Registration Entity, e.g. the body responsible for keeping and updating the NVR
RB	Regulatory Body
RIC	Regulations governing the reciprocal use of carriages and brake vans in international traffic
RIV	Regulations concerning the reciprocal use of wagons in international traffic
RS or RST	Rolling Stock
RSRD (TAF)	Rolling Stock Reference Database (TAF)
RU	Railway Undertaking.
SEDP (TAF)	Strategic European Deployment Plan (TAF)
TAF (TSI)	Telematic Application for Freight (TSI)
TSI	Technical Specification for Interoperability. (for the EU)
VKM	Vehicle Keeper Marking
VKMR	Vehicle Keeper Marking Register
VVR	Virtual Vehicle Register
WAG (TSI)	Wagon (TSI)
WIMO (TAF)	Wagon and Intermodal Operational Database (TAF)