

**OTIF**



**ORGANISATION INTERGOUVERNEMENTALE POUR  
LES TRANSPORTS INTERNATIONAUX FERROVIAIRES**

**ZWISCHENSTAATLICHE ORGANISATION FÜR DEN  
INTERNATIONALEN EISENBAHNVERKEHR**

**INTERGOVERNMENTAL ORGANISATION FOR INTER-  
NATIONAL CARRIAGE BY RAIL**

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

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OTIF Register system – Rolling Stock

**National Vehicle Registers (NVR)**

Status: **ADOPTED**

## 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 specification and the obligation to each EU Member State to set up a national vehicle register (NVR); 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 NVR specifications in this document have been prepared on the basis of European Commission Decision 2007/756/EC as subsequently amended. Some of these amendments are not reflected in this NVR regulation, but in the UTP Marking.
- (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 for 15.000 €. In both cases the software can be used for an unlimited number of registered vehicles.

ERA has updated the standard software according to European Commission Decision 2011/107/EU, which also makes the software compatible with this amended specification.

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

- (5) This regulation contains amendments to the COTIF regulations on National Vehicle Registers (NVR) (document A 92-20/1.2009) which entered into force on 1 February 2010 in accordance with Article 13 of ATMF requiring the Contracting States concerning the set up and running of National Vehicle Registers.
- (6) Version 3 of this document contains editorial amendments necessary for correct references after entry into force of the UTP Marking and the UTP LOC&PAS and in order to maintain consistency with the UTP WAG.

The Annex, with its Appendices, to this document contains the full regulations as amended (consolidated version).

## DECISION

The Committee of Technical Experts in its 7<sup>th</sup> session of 4 and 5 June 2014 has adopted the following decisions:

1. The Annex to document A 94-20/2.2012 dated 01.03.2013 is replaced by the Annex to this specification.
2. The decisions 2, 3 and 4 of the document A 94-20/2.2012 dated 01.03.2013 remain in force.
3. The OTIF secretariat shall publish a consolidated version of document A 94-20/2.2012 dated 01.03.2013 and the introduction and annex to this decision on its website.

The decisions 2, 3 and 4 of the document A 94-20/2.2012 dated 01.03.2013 remain in force and read:

2. Each Contracting State shall amend its computer-based NVR to comply with the specifications in this document, its Annex and Appendices. If the decision notified in document A 92-20/1.2009 has not yet been implemented in a Contracting State, that State should establish its NVR in accordance with these amended specifications and within the deadline indicated below. 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 (or shall have established its NVR if not already done so) as specified in this document **6 months** after the entry into force of this decision [by 1.9.2013], at the latest.

3. 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.

Within **9 months** from the entry into force of this decision [by 1.12.2013] each Contracting State shall provide a link to the VVR.

4. The Contracting States which are also Members of the European Union are subject to Commission Decisions 2007/756/EC and 2011/107/EU and Norway and Liechtenstein which follow those EU regulations are not subject to this document. However the European Railway 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

#### 1.DATA

The following list presents the data elements 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 exceptions for Greece and United Kingdom; the letter codes to be used are indicated in Appendix 2, table 1.

<b>1.</b>	<b>Vehicle Number</b>		<b>Compulsory</b>
<b>Content</b>	Unique vehicle number as defined in UTP Marking <sup>(1)</sup> .		
<b>Format</b>	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.

<b>2.</b>	<b>Contracting State and Authorising Competent Authority</b>		<b>Compulsory</b>
<b>Content</b>	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.		
<b>Format</b>	2.1.	State numeric code as defined in Appendix 2, table 1	2 digit code
	2.2.	Name of the authorising authority	Text

<b>3.</b>	<b>Manufacturing year</b>		<b>Compulsory</b>
<b>Content</b>	The year in which the vehicle left the factory.		
<b>Format</b>	3.	Manufacturing year	YYYY

4.	EU-/OTIF reference		Compulsory (when available)
<b>Content</b>	Reference to the declaration of verification, <u>if any</u> , and the issuing body (the applicant) <sup>(2)</sup>		
<b>Format</b>	4.1.	Date of declaration, <u>if any</u>	Date
	4.2.	EU-/OTIF-reference, <u>if any</u>	Text
	4.3.	Name of issuing body (applicant)	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 <sup>(3)</sup>
<b>Content</b>	Reference to the Central Register of Authorised Types (5.0) <sup>(4)</sup> or, as long as this register is not yet available, reference may be made to the entity in charge of the register where the technical data of the vehicle can be found (5.1 to 5.6)		
<b>Format</b>	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.		

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

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

<b>7.</b>	<b>Owner</b>	<b>Compulsory</b>
<b>Content</b>	Identification of the owner of the vehicle	
<b>Format</b>	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

<b>8.</b>	<b>Keeper</b>	<b>Compulsory</b>
<b>Content</b>	Identification of the keeper of the vehicle	
<b>Format</b>	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) Alphanumeric code

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

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

<b>11.</b>	<b>States where the vehicle is authorised</b>		<b>Compulsory</b>
<b>Content</b>	List of the States where the vehicle is admitted to operation. <sup>(5)</sup>		
<b>Format</b>	11.	State: numeric code as defined in Appendix 2, table 1	List

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

<b>13.</b>	<b>Admission to operation</b>		<b>Compulsory</b>
<b>Content</b>	Date of admission to operation of the vehicle and its validity <sup>(6)</sup>		
<b>Format</b>	13.1.	Date of the admission	Date (YYYYMMDD)
	13.2.	Admission valid until (if specified) (the indicated date is included)	Date (YYYYMMDD)
	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 Decision 2012/757/EU..
- (2) In COTIF the issue of a “UTP declaration of verification” is VOLUNTARY; if issued the format in Annex 2 to UTP GEN-D shall be used. See also the note \*) in Appendix 4, point 4 to this NVR specification.
- (3) For vehicles admitted as identical to a type authorised in accordance with Article 6 of ATMF. EU: - with Article 26 of Directive 2008/57/EC.
- (4) EU: The register provided for in Article 34 of Directive 2008/57/EC, called ERATV.
- (5) The list shall include the States which initially registered the vehicle. This element is only to be updated in the NVR of that State.
- (6) EU: Authorisation issued in accordance with Chapter V of Directive 2008/57/EC or authorisation issued in accordance with the authorisation regimes that existed before the transposition of Directive 2008/57/EC.



## 2. ARCHITECTURE

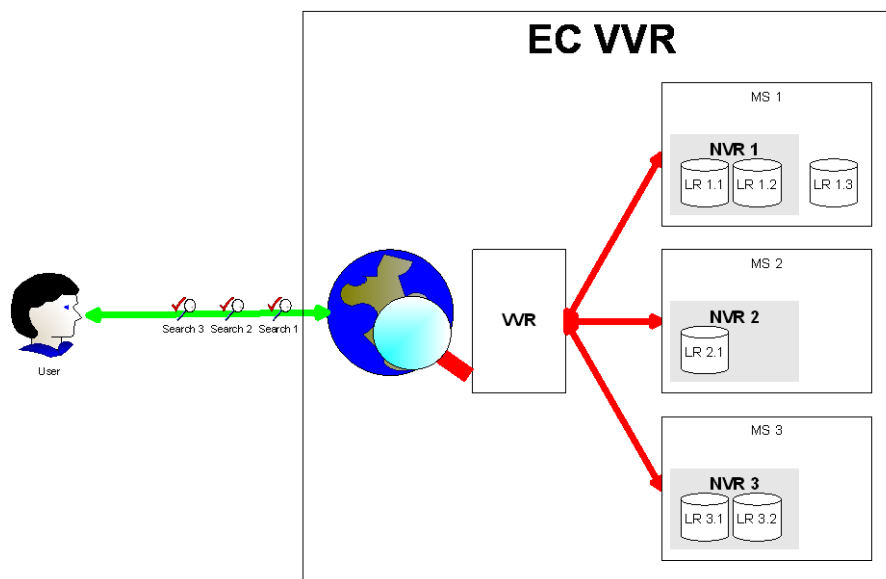
### 2.1 The EU global NVR architecture

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 connected States when accessing the system will view the common data;

- double registration of data and related possible errors will be avoided once the VVR has been established;
- up-to-date data.

## **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 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 that 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 unique 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 N° 2 to item N° 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 unique vehicle number (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.

The registration holder shall immediately declare to the RE any modification to the data entered in the NVR, the destruction of a vehicle or its decision no longer to register a vehicle. Unless otherwise specified in the registration documents, the keeper of the vehicle is considered to be the “registration holder”.

Should a keeper change, it is the responsibility of the currently registered keeper 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 acknowledged his acceptance of keeper status. If, on the date of de-registration of the currently registered keeper, no new keeper has accepted keeper status, the registration of the vehicle is suspended.

In cases where, in accordance with the UTP Marking, due to technical changes, the vehicle has to be given a new unique vehicle number, the registration holder shall inform of these changes and, if applicable, of the new admission of operation the RE of the Contracting State where the vehicle is registered. The RE shall assign to the vehicle a new unique vehicle number.

### **3.2.3a** *Transfer of registration*

Until 31 December 2013, if a vehicle is sold or rented for a continuous period exceeding 6 months and if all technical characteristics under which the vehicle has been admitted to operation (authorised to be placed in service) remain unchanged, its unique vehicle number may be changed by re-registering the vehicle and withdrawing the first registration.

If this new registration concerns a Contracting State which is different from that of the first registration, the RE competent for the new registration may request a copy of the documentation related to the former registration.

A unique vehicle number may be changed without prejudice to the application of ATMF Article 6 (and Articles 21 to 26 of Directive 2008/57/EC) as far as the admission/authorisation procedures are concerned.

The administrative costs incurred by the change shall be covered by the applicant requesting the change.

### **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 as long as the VVR and the link with all relevant 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, passenger coaches<sup>1</sup> 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 first 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.<sup>2</sup>

### **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
1	Restricted consultation (conditions in column 'Read rights')
2	Unrestricted consultation
3	Restricted consultation and updating
4	Unrestricted consultation and updating in own NVR

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<sup>1</sup> Powered trainsets are not considered as passenger coaches.

<sup>2</sup> If any vehicle already admitted in a non-EU OTIF-CS is registered in an EU-MS, the registration will also contain data relating to items 2, 6, 12 and 13 for each of the non-EU OTIF-CS where it is admitted. To this end, and as long as the connection between the ECVVR and the respective NVRs is not established, the Registration Holder informs the Registering Entity where the vehicle is first registered about all additional admissions/authorisations.

Entity	Definition	Read rights	Update rights	Item N° 7	All other items
<b>RE / ACA‘XX’</b>	Registration Entity/competent body in Contracting State ‘XX’	All data	All data	4	4
<b>Other competent bodies/ACAs/REs</b>	Other competent bodies, other authorising competent authorities and/or other Registration Entities	All data	None	2	2
<b>ERA and OTIF SG</b>	European Railway Agency and OTIF Secretary General	All data	None	2	2
<b>Keepers</b>	Vehicle Keeper	All data of vehicles for which it is keeper	None	1	1
<b>Fleet managers</b>	Managing vehicles as appointed by the / Keeper	Vehicles for which they have been appointed manager by the keeper	None	1	1
<b>ECMs</b>	Entities in charge of maintenance	All data of vehicles for which he is the ECM	None	0	1
<b>Owners</b>	Owner of the vehicle	All data of vehicles for which they are the owners	None	1	1
<b>RUs</b>	Train Operator	All data based on vehicle number	None	0	1
<b>IMs</b>	Infrastructure Managers	All data based on vehicle number	None	0	1
<b>IBs and RBs</b>	Investigation and auditing bodies (designated by Contracting States)	All data for vehicles being checked or audited	None	2	2
<b>Other legitimate users</b>	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, none of the registration numbers assigned to the vehicle may 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 has 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 should keep their current number. The 12 digit number should be registered as such without any modification.<sup>3</sup>

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.

##### **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.

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

#### **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.

#### **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
- OTIF Secretary General

### **4.3 Transfer of data from former registering entity**

*Making registration information available to the national competent body (the RE)*

If not already done by 01.05.2010 as required by the Committee of Technical Experts' decision ( document A 92-20/1.2009), the former registering entity responsible for vehicle registration shall make all required information available according to an agreement between itself and the RE by no later than 3 months after the entry into force of this regulation.. If possible, an electronic format should be used.

See also 4.1.1 b)

## **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
<b>1</b>			<b>Technical restriction related to construction</b>
	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 locomotives)
<b>2</b>			<b>Geographical restriction</b>
	1	Alphanumeric (3)	Kinematic gauge (coding in UTP WAG Annex C)
	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 *
<b>3</b>			<b>Environmental restrictions</b>
	1	Coded list	Climatic zone EN50125/1999
		1	T1
		2	T2
		3	T3
<b>4</b>			<b>Restrictions on use included in the authorisation certificate</b>
	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 the CCS system:

1. ALSN	2. ASFA	3. ATB	4. ATP-VR/RHK
5. BACC	6. CAWS and ATP	7. Crocodile	8. Ebicab
9. EVM	10. GW ATP	11. Indusi / PZB	12. KVB
13. LS	14. LZB	15. MEMOR II+	16. RETB
17. RSDD/SCMT	18. SELCAB	19. SHP	20. TBL
21. TPWS	22. TVM	23. ZUB 123	

## 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	COUNTRY	CODE	COUNTRY	CODE
Albania	AL 41	<i>Iceland</i>	<i>IS -</i>	<i>North Korea</i>	<i>KP 30</i>
Algeria	DZ 92	Iran	IR 96	Norway	NO 76
Armenia	AM 58	Iraq	IQ 99	Poland	PL 51
Austria	AT 81	Ireland	IE 60	Portugal	PT 94
<i>Azerbaijan</i>	<i>AZ 57</i>	<i>Israel</i>	<i>IL 95</i>	Romania	RO 53
<i>Belarus</i>	<i>BY 21</i>	Italy	IT 83	Russia	RU 20
Belgium	BE 88	<i>Japan</i>	<i>JP 42</i>	Serbia	RS 72
Bosnia-Herzegovina <sup>#</sup>	BA (50)	<i>Kazakhstan</i>	<i>KZ 27</i>	Slovak Republic	SK 56
-“-	(44)	<i>Kyrgyzstan</i>	<i>KG 59</i>	Slovenia	SI 79
Bulgaria	BG 52	Latvia	LV 25	<i>South Korea</i>	<i>KR 61</i>
Croatia	HR 78	Lebanon	LB 98	Spain	ES 71
Cyprus	CY -	Liechtenstein	LI -	Sweden	SE 74
Czech Republic	CZ 54	Lithuania	LT 24	Switzerland	CH 85
Denmark	DK 86	Luxembourg	LU 82	Syria	SY 97
<i>Egypt</i>	<i>EG 90</i>	FYR Macedonia	MK 65	<i>Tajikistan</i>	<i>TJ 66</i>
Estonia	EE 26	<i>Malta</i>	<i>MT -</i>	Tunisia	TN 91
Finland	FI 10	<i>Moldova</i>	<i>MD 23</i>	Turkey	TR 75
France	FR 87	Monaco	MC -	<i>Turkmenistan</i>	<i>TM 67</i>
Georgia	GE 28	<i>Mongolia</i>	<i>MN 31</i>	Ukraine	UA 22
Germany	DE 80	Montenegro	ME 62	United Kingdom	UK* 70
Greece	EL* 73	Morocco	MA 93	<i>Uzbekistan</i>	<i>UZ 29</i>
Hungary	HU 55	Netherlands	NL 84	<i>Vietnam</i>	<i>VN 32</i>

\* 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 (23.05.2012)

## 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]	Reserved	Reserved
[2 1]	Safety Authorisation	
[2 2]	Reserved	Reserved
[2 x]	Reserved	Reserved
[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
[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 if 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	Withdrawal No reason specified	The vehicle's registration for operating on the EU-OTIF railway network has ended without known re-registration.
31	Withdrawal	The vehicle is destined for continued use as a rail vehicle, outside the EU-OTIF railway network.
32	Withdrawal	The vehicle is destined for the recovery of major interoperable constituents/ modules/ spares or major rebuilding
33	Withdrawal	The vehicle is destined for scrapping and disposal of materials (including major spares) for recycling.
34	Withdrawal	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.

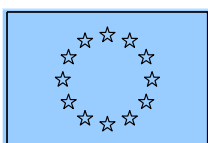
### Use of codes

- 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 whose registration is suspended or withdrawn may not operate on the EU-OTIF railway network under the recorded registration.
- Reactivation of a registration after suspension shall require verification by the registration entity of the conditions which caused the suspension.
- A transfer of registration under the conditions set out in 3.2.3a consists of new registration of the vehicle and subsequent withdrawal of the old registration.

## APPENDIX 4 – STANDARD FORM FOR REGISTRATION



### STANDARD FORM FOR REGISTRATION OF AUTHORISED VEHICLES <sup>4</sup>



Application objective: New registration  Modification  <sup>5</sup>Withdrawal

#### INFORMATION ABOUT THE VEHICLE

1. Vehicle number <sup>6</sup> \_\_\_\_\_ - \_

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 admitted/authorised types (the technical data) <sup>7</sup>

5.0 Reference to the Central Register of Admitted/Authorised Types<sup>8</sup>: \_\_\_\_\_

5.1. Entity in charge of the register: \_\_\_\_\_

<sup>4</sup> This form may also be produced electronically.

<sup>5</sup> The box before the modified item also has to be ticked.

<sup>6</sup> Does not apply for the first registration; will be filled by the registering entity.

<sup>7</sup> Until the Central Register of Authorised Types is available, fields 5.1-5.7 may be used for indicating a reference to the entity in charge of the register where the technical data of the vehicle can be found.

<sup>8</sup> The EU term is "Register of Authorised Types" (ERATV) and the OTIF term is Register of Admitted Types.



Address of the entity

5.2. Street and number: \_\_\_\_\_

5.3. Town: \_\_\_\_\_

5.4. Country code: \_\_\_\_\_ 5.5. Post code: \_\_\_\_\_

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**

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: \_\_\_\_\_

9.2. Registered business number: \_\_\_\_\_

Address of the organisation

9.3. Street and number: \_\_\_\_\_

9.4. Town: \_\_\_\_\_

9.5. Country code: \_\_\_\_\_ 9.6. Post code: \_\_\_\_\_

9.7. 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**<sup>9</sup> \_ \_ \_ \_ \_ - \_

**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: \_ \_ \_ \_ \_

\_\_\_\_\_

<sup>9</sup> 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

<b>Abbreviation</b>	<b>Definition</b>
NSA	National Safety Authority
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)