



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**

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**TO THE CONTRACTING STATES OF OTIF WHICH ARE NOT A
MEMBER OF THE EUROPEAN UNION**

Establishing a joint OTIF/ERA register on CSM Assessment Bodies

The purpose of this circular is to inform those OTIF Contracting States that are not members of the European Union about the creation of a joint OTIF/ERA¹ register on Common Safety Method (CSM) Assessment Bodies and to ask them to notify the Secretary General of the bodies responsible in their state for the recognition or accreditation of such CSM Assessment Bodies.

The aim of the joint CSM register is to facilitate access to information by having all data in a single register.

1. LEGAL BASIS

The Contracting States of OTIF have adopted the risk assessment requirements OTIF UTP GEN-G² (equivalent to European Union Regulation (EU) No 402/2013 and its amendments).

Application of UTP GEN-G calls for CSM Assessment Bodies, which should be recognised or accredited according to harmonised criteria and subsequently registered publicly by the Secretary General in accordance with Article 13 of UTP GEN-G.

2. PURPOSE OF THE REGISTER

COTIF requires that the correct application of the risk management process defined in UTPG GEN-G and of its results be independently assessed by a CSM assessment body as defined in Article 3.14 of UTP GEN-G that meets the criteria laid down in Annex II of this UTP.

The register makes publicly available each Contracting State's decision as to whether it uses accreditation or recognition, or any combination of these two options, to acknowledge the competence of CSM assessment bodies. It also includes identification and the areas of competence of those CSM assessment bodies accredited or recognised on their territory in accordance with UTP GEN-G and the validity of their accreditation or recognition. The register will make these elements transparent to all parties involved.

3. AGREEMENT BETWEEN ERA AND OTIF

In accordance with the Administrative Arrangements between OTIF, DG MOVE³ and ERA, about which I informed the Member States of OTIF in circular letter A 57-21/501.2013 of 25.11.2013, the Secretariats of ERA and OTIF suggested establishing a joint OTIF/ERA register of CSM Assessment Bodies, to be hosted on ERA's website⁴. The intention of establishing this joint CSM register was presented and discussed at OTIF's WG TECH meeting on 17 and 18 November 2015.

4. ACTIONS TO BE TAKEN

In order to populate the register with correct data, a three-step approach is envisaged.

First step: each country must use the attached template to inform the Secretary General of OTIF whether they have chosen to use accreditation or recognition to acknowledge their CSM assessment bodies.

The OTIF Secretariat will then forward this information to ERA, which in turn is able to register the notified information in the joint CSM register. The letter (completed template) from the competent authority concerning the decision needs to be attached as evidence in the joint CSM register.

¹ European Union Agency for Railways

² <http://www.otif.org> > Reference Texts > Technical Interoperability > Prescriptions and Other Rules

³ European Commission's Directorate-General for Mobility and Transport

⁴ https://eradis.era.europa.eu/safety_docs/assessments/default.aspx

This step must be completed before ERA is able to proceed with the second step.

Second step: the National Accreditation Body or Recognition Body designated by the Contracting State in step one must nominate a person or several persons to be responsible for registering and maintaining the data on the CSM Assessment Bodies they have accredited/recognised in the joint CSM register. The National Accreditation Body or Recognition Body should provide the user names of their joint CSM register managers (name, surname and e-mail).

ERA will then register in ERADIS the decisions of the non-EU OTIF Contracting States on the use of accreditation and recognition of CSM Assessment Bodies.

ERA will assign management rights to the contact persons in the National Accreditation Body or Recognition Body of the non-EU OTIF Contracting States. In order to do this, the Agency will get in touch with the contact persons individually.

Third step: the contact persons in the National Accreditation Body or Recognition Body of the non-EU OTIF Contracting States to whom ERA has assigned the necessary rights will register the CSM Assessment Bodies they have accredited or recognised.

ERA will check the information encoded in ERADIS by the non-EU OTIF Contracting States before the corresponding CSM Assessment Bodies become visible in the ERADIS database.

ERA will provide any necessary guidance material to the contact persons of the National Accreditation Body or Recognition Body of the non-EU OTIF Contracting States.

I hope this circular provides you with sufficient information, but our technical team will of course be glad to provide you with further information or reply to any questions you might have.

Yours faithfully

A handwritten signature in black ink, consisting of a stylized 'F' followed by a long, sweeping horizontal line that extends to the right.

(François Davenne)
Secretary General

Annex:

- Notification template

cc:

- All Member States of OTIF not directly concerned by this circular
- European Commission (DG MOVE)
- EU Agency for Railways (ERA)