

**OTIF**



**ORGANISATION INTERGOUVERNEMENTALE POUR  
LES TRANSPORTS INTERNATIONAUX FERROVIAIRES**

**ZWISCHENSTAATLICHE ORGANISATION FÜR DEN  
INTERNATIONALEN EISENBAHNVERKEHR**

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

**Secrétaire général  
Generalsekretär  
Secretary General**

**A 95-00/503.2014  
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**TO THE NOTIFIED ECM CERTIFICATION BODIES OF CONTRACT-  
ING STATES OF OTIF WHICH ARE NOT A MEMBER OF THE  
EUROPEAN UNION**

**Implementation of joint OTIF/ERA ECM registers from 1 April 2014**

Par souci d'économie, le présent document a fait l'objet d'un tirage limité. Les délégués sont priés d'apporter leurs exemplaires aux réunions. L'OTIF ne dispose que d'une réserve très restreinte.

Aus Kostengründen wurde dieses Dokument nur in begrenzter Auflage gedruckt. Die Delegierten werden daher gebeten, die ihnen zugesandten Exemplare zu den Sitzungen mitzubringen. Die OTIF verfügt nur über eine sehr geringe Reserve.

For reasons of cost, only a limited number of copies of this document have been made. Delegates are asked to bring their own copies of documents to meetings. OTIF only has a small number of copies available.

The purpose of this circular is to inform those Certification bodies of the OTIF Contracting States that are not members of the European Union about administrative changes to the register of certificates of Entities in Charge of Maintenance (ECM), certificates for ECM functions and for ECM certification bodies. The aim of the changes is to facilitate the access to information by merging the EU and OTIF ECM registers and by making the information available through one point; the ERADIS register, which is kept by the European Railway Agency.

## **1. Legal basis**

Article 13 § 5 of Appendix G to the Convention stipulates that: *“When applying this Article, the Committee of Technical Experts shall consider registers set up by Contracting States and regional organisations in such a way so as to reduce undue burden on the involved parties such as regional organisations, Contracting States, competent authorities and industry.”*

At its 6<sup>th</sup> session (Geneva, 12-13.6.2013), the Committee of Technical Experts (CTE) mandated the OTIF Secretariat to develop a joint OTIF/ERA ECM register.

## **2. Agreement between ERA and OTIF**

In accordance with the Administrative Arrangements between OTIF, DG MOVE<sup>1</sup> and ERA<sup>2</sup>, about which I informed the Member States of OTIF in circular letter A 57-21/501.2013 of 25.11.2013, ERA and OTIF agreed on 19 December 2013 to establish a joint OTIF/ERA ECM register, to be hosted on the ERA website<sup>3</sup>. The parties agreed the objective of having the register operational by 1 April 2014.

## **3. Practical consequences**

Having a complete (joint) database for ECM certification bodies, ECM certificates and maintenance function certificates for entities situated in EU and in non-EU OTIF Contracting States in one place (ERA) offers advantages for the sector. In order to obtain an overview of all Certification bodies and certificates, only one database hosted by ERA will need to be consulted. The duties of OTIF's Secretary General according to Article 10.4 of the OTIF regulation on the Certification and Auditing of Entities in Charge of Maintenance (ECM), document A 94-30/1.2012 dated 01.05.2012, will be complied with by means of the publicly accessible ERADIS database hosted by ERA.

### **3.1. Database for ECM certification bodies**

The non-EU OTIF Contracting States' obligations according to Articles 10.1 and 10.2 of the OTIF regulation on the Certification and Auditing of Entities in Charge of Maintenance (ECM), document A 94-30/1.2012 dated 01.05.2012, will not change; notifications must still be sent to the Secretary General of OTIF.

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<sup>1</sup> European Commission's Directorate-General for mobility and transport

<sup>2</sup> The European Railway Agency

<sup>3</sup> [https://eradis.era.europa.eu/safety\\_docs/ecm/certificates.aspx](https://eradis.era.europa.eu/safety_docs/ecm/certificates.aspx)

### 3.2. ECM Certificates Database

The obligations of certification bodies with their place of business in non-EU OTIF Contracting States according to Article 10.3 of the OTIF regulation on the Certification and Auditing of Entities in Charge of Maintenance (ECM), document A 94-30/1.2012 dated 01.05.2012, will not change. However, starting on 1 April 2014, there will be changes to the implementation procedure; certification bodies will be responsible for making new entries directly in the ERADIS database<sup>4</sup> for certificates that have been issued, amendments and the renewal or revocation of certificates that have been issued.

The detailed instructions on how to update the ERADIS database and the password for certification bodies to gain access to ERADIS to update information related to ECM certificates they have issued, amended or revoked will be obtained from ERA. To obtain a password for access the ECM certification body must send a request to ERA by e-mail.

The contact at ERA is:

European Railway Agency  
Ms Nathalie Duquenne,  
Project officer  
Safety Unit  
Tel.: +33 3 27 09 65 83,  
e-mail: [nathalie.Duquenne@era.europa.eu](mailto:nathalie.Duquenne@era.europa.eu),  
Fax: +33 3 27 09 66 83  
Rue Marc Lefrancq 120, BP 20392,  
FR-59307 Valenciennes CEDEX.

Please note that communications with ERA concerning ECM registers and operational issues should preferably be in English.

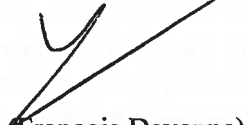
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<sup>4</sup> European Railway Agency Database of Interoperability and Safety, on ERA's website

The OTIF Secretariat and ERA will transfer to ERADIS all valid data currently contained in the OTIF ECM registers.

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



(François Davenne)  
Secretary General

**cc:**

- EC, DG MOVE
- ERA
- CER
- CIT
- UIP