

[F1] SCHEDULE 10

Regulation 18A(4)

System of certification of entities in charge of maintenance in respect of Great Britain

Textual Amendments

- F1** Schs. 8-11 inserted (31.12.2020) by [The Rail Safety \(Amendment etc.\) \(EU Exit\) Regulations 2019 \(S.I. 2019/837\)](#), reg. 1, **Sch. para. 1** (as amended in Sch. 11 paras. 14, 16, 17 by S.I. 2019/1310, reg. 1(2)(c), **Sch. 1 paras. 2, 3, 4**); 2020 c. 1, Sch. 5 para. 1(1)

(This Schedule substantially reproduces the provisions of Commission Regulation (EU) No 445/2011 on a system of certification of entities in charge of maintenance for freight wagons and amending Regulation (EC) No 653/2007 other than Annexes IV and V, with amendments for the purpose of addressing deficiencies arising out of the UK's withdrawal from the EU.) ^{M1}

Marginal Citations

- M1** Annexes IV and V of Commission Regulation (EU) No 445/2011 are substantially reproduced in Schedule 9.

PART 1

Principles

Purpose

1. This Schedule sets out a system of certification of entities in charge of maintenance for freight wagons for the purpose of providing evidence that such an entity has established its maintenance system and can meet the requirements for ensuring the safe state of running of any freight wagon for which it is in charge of maintenance.

Scope

2.—(1) The system of certification applies to any entity in charge of maintenance for freight wagons to be used on the railway network within Great Britain.

(2) Maintenance workshops or any organisation taking on a subset of the functions specified in paragraph 4 may apply the system of certification on a voluntary basis, based on the principles specified in paragraph 8 and Part 2.

(3) References to an infrastructure manager in paragraphs 5 and 7 are to be understood as relating to its operations with freight wagons for transporting materials for construction or for infrastructure maintenance activities. When it operates freight wagons for this purpose, an infrastructure manager is to be deemed to do so in the capacity of a railway undertaking.

Interpretation

3. In this Schedule—

Status: Point in time view as at 31/12/2020.

Changes to legislation: There are currently no known outstanding effects for the The Railways and Other Guided Transport Systems (Safety) Regulations 2006, SCHEDULE 10. (See end of Document for details)

“accreditation” has the meaning in Regulation (EC) No 765/2008 of the European Parliament and of the Council of 9th July 2008 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) No 339/93;

“causes” means actions, omissions, events or conditions, or a combination thereof, which led to the accident or incident;

“common safety methods” (“CSMs”) means the methods developed to describe how safety levels and achievement of safety targets and compliance with other safety requirements are assessed;

“designated standard” has the meaning provided in Article 3A of Commission Implementing Regulation (EU) No 402/2013 on the common safety method for risk evaluation and assessment and repealing Regulation (EC) No 352/2009, as it has effect in Great Britain;

“incident” means any occurrence, other than an accident, associated with the operation of trains and affecting the safety of operation;

“infrastructure manager” means any body or undertaking that is responsible in particular for establishing and maintaining railway infrastructure, or a part thereof, as defined in Article 3 of Directive 91/440/EEC, which may also include the management of infrastructure control and safety systems. The functions of the infrastructure manager on a network or part of a network may be allocated to different bodies or undertakings;

“investigation” means a process conducted for the purpose of accident and incident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes and, when appropriate, the making of safety recommendations;

“maintenance workshop” means a mobile or fixed entity composed of staff, including those with management responsibility, tools and facilities organised to deliver maintenance of vehicles, parts, components or sub-assemblies of vehicles;

“national safety authority” means one or both of the safety authority in Great Britain and the safety authority for the tunnel system;

“railway system” means the totality of the subsystems in Great Britain for structural and operational areas, as defined in paragraph 2(1) to 2(7) of Annex II to Directive 2008/57/EC, as well as the management and operation of the system as a whole;

“railway undertaking” means a public or private undertaking, licensed according to applicable legislation, the activity of which is to provide transport of goods and/or passengers by rail on the basis that the undertaking must ensure traction; this also includes undertakings which provide traction only;

“release to service” means the assurance given to the fleet maintenance manager by the entity delivering the maintenance that maintenance has been delivered according to the maintenance orders;

“return to operation” means the assurance, based on a release to service, given to the user, such as a railway undertaking or a keeper, by the entity in charge of maintenance that all appropriate maintenance works have been completed and the wagon, previously removed from operation, is in a condition to be used safely, possibly subject to temporary restrictions of use.

Maintenance system

4.—(1) The maintenance system is to be composed of the following functions—

- (a) the management function, which supervises and coordinates the maintenance functions referred to in paragraphs (b) to (d) and ensures the safe state of the freight wagon in the railway system;

- (b) the maintenance development function, which is responsible for the management of the maintenance documentation, including the configuration management, based on design and operational data as well as on performance and return on experience;
 - (c) the fleet maintenance management function, which manages the freight wagon's removal for maintenance and its return to operation after maintenance;
 - (d) the maintenance delivery function, which delivers the required technical maintenance of a freight wagon or parts of it, including the release to service documentation.
- (2) The entity in charge of maintenance must ensure that the functions referred to in sub paragraph (1) comply with the requirements and assessment criteria set out in Part 4.
- (3) The entity in charge of maintenance must carry out the management function itself, but may outsource the maintenance functions referred to in paragraphs (b) to (d) of sub paragraph (1), or parts of them, to other contracting parties subject to the provisions of paragraph 8. Where it resorts to outsourcing, the entity in charge of maintenance must ensure that the principles set out in Part 2 are applied.
- (4) Regardless of the outsourcing arrangements in place, the entity in charge of maintenance is responsible for the outcome of the maintenance activities it manages and must establish a system to monitor performance of those activities.

Relationships between parties in the maintenance process

- 5.—(1) Each railway undertaking or infrastructure manager must ensure that the freight wagons it operates, before their departure, have a certified entity in charge of maintenance and that the use of the wagon corresponds to the scope of the certificate.
- (2) All parties involved in the maintenance process must exchange relevant information about maintenance in accordance with the criteria listed in paragraphs 27 and 28.
- (3) Following contractual arrangements, a railway undertaking may request information for operational purposes on the maintenance of a freight wagon. The entity in charge of the maintenance of the freight wagon must respond to such requests either directly or through other contracting parties.
- (4) Following contractual arrangements, an entity in charge of maintenance may request information on the operation of a freight wagon. The railway undertaking or the infrastructure manager must respond to such requests either directly or through other contracting parties.
- (5) All contracting parties must exchange information on safety-related malfunctions, accidents, incidents, near-misses and other dangerous occurrences as well as on any possible restriction on the use of freight wagons.
- (6) The certificates of entities in charge of maintenance are to be accepted as proof of the ability of a railway undertaking or infrastructure manager to meet the requirements governing maintenance and the control of contractors and suppliers specified in Part 3, points in B.1, B.2, B.3 and C.1 of Commission Regulation (EU) No 1158/2010 of 9th December 2010 on a common safety method for assessing conformity with the requirements for obtaining railway safety certificates as it has effect in Great Britain, and in Commission Regulation (EU) No 1169/2010 of 10th December 2010 on a common safety method for assessing conformity with the requirements for obtaining a railway safety authorisation as it has effect in Great Britain, unless the national safety authority can demonstrate the existence of a substantial safety risk.
- (7) If a contracting party, in particular a railway undertaking, has a justifiable reason to believe that a particular entity in charge of maintenance does not comply with the requirements of regulation 18A, or with paragraph 55B of the Schedule to the Channel Tunnel (Safety) (Amendment) Order 2013, or with the certification requirements of this Schedule, it must promptly inform the certification body thereof. The certification body must take appropriate action to check if the claim of

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non-compliance is justified and must inform the parties involved, including the competent national safety authority if relevant, of the results of its investigation.

(8) When there is a change of entity in charge of maintenance, the registration holder must inform in due time the registration entity, as defined in the Interoperability Regulations, so that the latter may update the National Vehicle Register.

(9) The former entity in charge of maintenance must deliver the maintenance documentation to either the registration holder or the new entity in charge of maintenance.

(10) The former entity in charge of maintenance is relieved of its responsibilities when it is removed from the National Vehicle Register. If on the date of de-registration of the former entity in charge of maintenance any new entity has not acknowledged its acceptance of entity in charge of maintenance status, the registration of the vehicle is suspended.

Certification bodies

6.—(1) UK-issued ECM certificates may be awarded by any competent certification body, chosen by the applicant entity in charge of maintenance.

(2) Certification bodies must comply with the general criteria and principles set out in Part 3 and with any subsequent sectoral accreditation schemes.

(3) Decisions taken by the certification bodies are subject to judicial review.

(4) In order to harmonise approaches to the assessment of applications, certification bodies within the United Kingdom must cooperate with each other.

System of certification for entities in charge of maintenance

7.—(1) Certification must be based on an assessment of the ability of the entity in charge of maintenance to meet the relevant requirements in Part 4 and to apply them consistently. It must include a system of surveillance to ensure continuing compliance with the applicable requirements after award of the UK-issued ECM certificate.

(2) The entities in charge of maintenance must apply for certification using the form in Part 2 of Schedule 9 and providing documentary evidence of the procedures specified in Part 4. They must promptly submit all supplementary information requested by the certification body. In assessing applications, certification bodies must apply the requirements and assessment criteria set out in Part 4.

(3) The certification body must take a decision no later than 4 months after all the information required and any supplementary information requested has been submitted to it by the entity in charge of maintenance applying for the certificate. The certification body must undertake the necessary assessment at the site or sites of the entity in charge of maintenance prior to the award of the certificate. The decision on the award of the certificate must be communicated to the entity in charge of maintenance using the relevant form in Part 4 of Schedule 9.

(4) A UK-issued ECM certificate is valid for a period up to 5 years. The holder of the certificate must without delay inform the certification body of all significant changes in the circumstances applying at the time the original certificate was awarded to allow the certification body to decide whether to amend, renew or revoke it.

(5) The certification body must set out in detail the reasons on which each of its decisions is based. The certification body must notify its decision and the reasons to the entity in charge of maintenance, together with an indication of the process, time limit for appeal and the contact details of the appeal body.

(6) The certification body must conduct surveillance at least once a year at selected sites, geographically and functionally representative of all the activities of those entities in charge of maintenance it has certified, to verify that the entities still satisfy the criteria set out in Part 4.

(7) If the certification body finds that an entity in charge of maintenance no longer satisfies the requirements on the basis of which it issued the UK-issued ECM certificate, it must agree an improvement plan with the entity in charge of maintenance, or limit the scope of application of the certificate, or suspend the certificate, depending on the degree of non-compliance. In the event of continuous non-compliance with the certification requirements or any improvement plan, the certification body must limit the scope of or revoke the UK-issued ECM certificate, giving reasons for its decision, together with an indication of the process and time limit for appeal and the contact details of the appeal body.

(8) When a railway undertaking or an infrastructure manager applies for a safety certificate or safety authorisation, the following provisions apply concerning the freight wagons it uses—

- (a) where the freight wagons are maintained by the applicant, either the applicant must include as part of its application a valid UK-issued ECM certificate, if available, or its capacity as entity in charge of maintenance must be assessed as part of its application for a safety certificate or safety authorisation;
- (b) where the freight wagons are maintained by parties other than the applicant, the applicant must ensure, through its safety management system, the control of all risks related to its activity, including the use of such wagons, whereby, in particular, the provisions of paragraph 5 apply.

(9) Certification bodies and national safety authorities must conduct an active exchange of views in all circumstances in order to avoid any duplication of assessment.

System of certification for outsourced maintenance functions

8.—(1) Where the entity in charge of maintenance decides to outsource one or more of the functions referred to in paragraph 4(1)(b), (c) and (d), or parts of them, voluntary certification of the contractor under the certification system of this Schedule creates a presumption of conformity of the entity in charge of maintenance with the relevant requirements set out in Part 4, as far as these requirements are covered by the voluntary certification of the contractor. In the absence of such certification, the entity in charge of maintenance must demonstrate to the certification body how it complies with all the requirements set out in Part 4 with regard to the functions it decides to outsource.

(2) The contractors referred to in sub-paragraph (1) must apply for certification using the relevant form in Part 3 of Schedule 9. Certification in respect of outsourced maintenance functions, or parts of them, must be issued by the certification bodies, following the same procedures in paragraphs 6 and 7, adapted to the specific case of the applicant. In assessing applications for certificates in respect of outsourced maintenance functions, or parts of them, certification bodies must follow the principles set out in Part 2.

Role of the supervision regime

9. If a national safety authority has a justified reason to believe that a particular entity in charge of maintenance does not comply with the requirements of regulation 18A or with paragraph 55B of the Schedule to the Channel Tunnel (Safety) (Amendment) Order 2013 or with the certification requirements of this Schedule, it must immediately take the necessary decision and inform the Secretary of State, the certification body and other interested parties of its decision.

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PART 2

Principles to be used for organisations applying for a certificate in respect of maintenance functions outsourced by an entity in charge of maintenance

10. For certification of an entity or organisation taking on one or more of the functions referred to in paragraph 4(1)(b), (c) and (d), or parts of them, the following requirements and assessment criteria contained in Part 4 apply—

- (a) requirements and assessment criteria set out in section 1 of Part 4, adapted to the organisation's type and extent of service;
- (b) requirements and assessment criteria describing the specific maintenance function or functions.

11. For certification of a maintenance workshop taking on the maintenance delivery function, the following requirements and assessment criteria contained in Part 4 apply—

- (a) the requirements and assessment criteria set out in section 1 of Part 4, which must be adapted to the specific activity of a maintenance workshop providing the maintenance delivery function;
- (b) the processes describing the maintenance delivery function.

PART 3

Criteria for accreditation or recognition of certification bodies involved in the assessment and award of UK-issued ECM certificates

Organisation

12. The certification body must document its organisational structure, showing the duties, responsibilities and authorities of management and other certification staff and any committees. Where the certification body is a defined part of a legal entity, the structure must include the line of authority and the relationship to other parts within the same legal entity.

Independence

13. The certification body must be organisationally and functionally independent in its decision-making from railway undertakings, infrastructure managers, keepers, manufacturers and entities in charge of maintenance and must not provide similar services. The independence of the staff responsible for the certification checks must be guaranteed. No official must be remunerated on the basis of either the number of checks performed or the results of those checks.

Competence

14.—(1) The certification body and the staff deployed must have the required professional competence, in particular regarding the organisation of the maintenance of freight wagons and the appropriate maintenance system.

(2) The certification body must demonstrate—

- (a) sound experience in assessing management systems;
- (b) knowledge of the applicable requirements of the legislation.

(3) The team established for surveillance of the entities in charge of maintenance must be experienced in the relevant fields, and in particular must demonstrate—

- (a) appropriate knowledge and understanding of the applicable legislation;
- (b) relevant technical competence;
- (c) a minimum of 3 years of relevant experience in maintenance in general;
- (d) sufficient experience in freight wagon maintenance or at least in maintenance in equivalent industrial sectors.

Impartiality

15. The certification body's decisions must be based on objective evidence of conformity or non-conformity obtained by the certification body, and must not be influenced by other interests or by other parties.

Responsibility

16. The certification body is not responsible for ensuring ongoing conformity with the requirements for certification. The certification body has the responsibility to assess sufficient objective evidence upon which to base a certification decision.

Openness

17. A certification body needs to provide public access to, or disclosure of, appropriate and timely information about its audit process and certification process. It also needs to provide information about the certification status, including the granting, extension, maintenance, renewal, suspension, reduction in scope, or withdrawal of certification, of any organisation, in order to develop confidence in the integrity and credibility of certification. Openness is a principle of access to, or disclosure of, appropriate information.

Confidentiality

18. To gain the privileged access to information needed to assess conformity with the requirements for certification adequately, a certification body must keep confidential any commercial information about a client.

Responsiveness to complaints

19. The certification body must establish a procedure to handle complaints about decisions and other certification-related activities.

Liability and financing

20. The certification body must be able to demonstrate that it has evaluated the risks arising from its certification activities and that it has adequate arrangements, including insurance or reserves, to cover liabilities arising from its operations in each field of its activities and the geographic areas in which it operates.

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PART 4

Requirements and assessment criteria for organisations applying for a UK-issued ECM certificate or for a certificate in respect of maintenance functions outsourced by an entity in charge of maintenance

Section 1

Management function requirements and assessment criteria

Leadership: commitment to the development and implementation of the maintenance system of the organisation and to the continuous improvement of its effectiveness

21. The organisation must have procedures for—
- (a) establishing a maintenance policy appropriate to the organisation's type and extent of service and approved by the organisation's chief executive or his or her representative;
 - (b) ensuring that safety targets are established, in line with the legal framework and consistent with an organisation's type, extent and relevant risks;
 - (c) assessing its overall safety performance in relation to its corporate safety targets;
 - (d) developing plans and procedures for reaching its safety targets;
 - (e) ensuring the availability of the resources needed to perform all processes to comply with the requirements of this Part;
 - (f) identifying and managing the impact of other management activities on the maintenance system;
 - (g) ensuring that senior management is aware of the results of performance monitoring and audits and takes overall responsibility for the implementation of changes to the maintenance system;
 - (h) ensuring that staff and staff representatives are adequately represented and consulted in defining, developing, monitoring and reviewing the safety aspects of all related processes that may involve staff.

Risk assessment: a structured approach to assess risks associated with the maintenance of freight wagons, including those directly arising from operational processes and the activities of other organisations or persons, and to identify the appropriate risk control measures

- 22.—(1) The organisation must have procedures for—
- (a) analysing risks relevant to the extent of operations carried out by the organisation, including the risks arising from defects and construction non-conformities or malfunctions throughout the lifecycle;
 - (b) evaluating the risks referred to in paragraph (a);
 - (c) developing and putting in place risk control measures.
- (2) The organisation must have procedures and arrangements in place to recognise the need and commitment to collaborate with keepers, railway undertakings, infrastructure managers, or other interested parties.
- (3) The organisation must have risk assessment procedures to manage changes in equipment, procedures, organisation, staffing or interfaces, and to apply Commission Implementing Regulation (EU) No 402/2013, as it has effect in Great Britain.

(4) When assessing risk, an organisation must have procedures to take into account the need to determine, provide and sustain an appropriate working environment.

Monitoring: a structured approach to ensure that risk control measures are in place, working correctly and achieving the organisation's objectives

23.—(1) The organisation must have a procedure to regularly collect, monitor and analyse relevant safety data, including—

- (a) the performance of relevant processes;
- (b) the results of processes, including all contracted services and products;
- (c) the effectiveness of risk control arrangements;
- (d) information on experience, malfunctions, defects and repairs arising from day-to-day operation and maintenance.

(2) The organisation must have procedures to ensure that accidents, incidents, near-misses and other dangerous occurrences are reported, logged, investigated and analysed.

(3) For a periodic review of all processes, the organisation must have an internal auditing system which is independent, impartial and acts in a transparent way. This system must have procedures in place to—

- (a) develop an internal audit plan, which can be revised depending on the results of previous audits and monitoring of performance;
- (b) analyse and evaluate the results of the audits;
- (c) propose and implement specific corrective measures/actions;
- (d) verify the effectiveness of previous measures/actions.

Continuous improvement: a structured approach to analyse the information gathered through regular monitoring, auditing, or other relevant sources and to use the results to learn and to adopt preventive or corrective measures in order to maintain or improve the level of safety

24. The organisation must have procedures to ensure that—

- (a) identified shortcomings are rectified;
- (b) new safety developments are implemented;
- (c) internal audit findings are used to bring about improvement in the system;
- (d) preventive or corrective actions are implemented, when needed, to ensure compliance of the railway system with standards and other requirements throughout the lifecycle of equipment and operations;
- (e) relevant information relating to the investigation and causes of accidents, incidents, near-misses and other dangerous occurrences is used to learn and, where necessary, to adopt measures in order to improve the level of safety;
- (f) relevant recommendations from the national safety authority, from the national investigation body and from industry or internal investigations are evaluated and implemented if appropriate;
- (g) relevant reports/information from railway undertakings/infrastructure managers and keepers or other relevant sources are considered and taken into account.

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Structure and responsibility: a structured approach to define the responsibilities of individuals and teams for secure delivery of the organisation's safety objectives

25.—(1) The organisation must have procedures to allocate responsibilities for all relevant processes throughout the organisation.

(2) The organisation must have procedures to clearly define safety-related areas of responsibility and the distribution of responsibilities to specific functions associated with them as well as their interfaces. These include the procedures indicated above between the organisation and the keepers and, where appropriate, railway undertakings and infrastructure managers.

(3) The organisation must have procedures to ensure that staff with delegated responsibilities within the organisation have the authority, competence and appropriate resources to perform their functions. Responsibility and competence should be coherent and compatible with the given role, and delegation must be in writing.

(4) The organisation must have procedures to ensure the coordination of activities related to relevant processes across the organisation.

(5) The organisation must have procedures to hold those with a role in the management of safety accountable for their performance.

Competence management: a structured approach to ensure that employees have the competences required in order to achieve the organisation's objectives safely, effectively and efficiently in all circumstances

26.—(1) The organisation must set up a competence management system providing for—

- (a) the identification of posts with responsibility for performing within the system all the processes necessary for compliance with the requirements of this Part;
- (b) the identification of posts involving safety tasks;
- (c) the allocation of staff with the appropriate competence to relevant tasks.

(2) Within the organisation's competence management system, there must be procedures to manage the competence of staff, including at least—

- (a) identification of the knowledge, skills and experience required for safety-related tasks as appropriate for the responsibilities;
- (b) selection principles, including basic educational level, mental aptitude and physical fitness;
- (c) initial training and qualification or certification of acquired competence and skills;
- (d) assurance that all staff are aware of the relevance and importance of their activities and how they contribute to the achievement of safety objectives;
- (e) ongoing training and periodical updating of existing knowledge and skills;
- (f) periodic checks of competence, mental aptitude and physical fitness where appropriate;
- (g) special measures in the case of accidents/incidents or long absences from work, as required.

Information: a structured approach to ensure that important information is available to those making judgments and decisions at all levels of the organisation

27.—(1) The organisation must have procedures to define reporting channels to ensure that, within the entity itself and in its dealings with other actors, including infrastructure managers, railway undertakings and keepers, information on all relevant processes is duly exchanged and submitted to the person having the right role both within its own organisation and in other organisations, in a prompt and clear way.

- (2) To ensure an adequate exchange of information, the organisation must have procedures—
 - (a) for the receipt and processing of specific information;
 - (b) for the identification, generation and dissemination of specific information;
 - (c) for making available reliable and up-to-date information.
- (3) The organisation must have procedures to ensure that key operational information is—
 - (a) relevant and valid;
 - (b) accurate;
 - (c) complete;
 - (d) appropriately updated;
 - (e) controlled;
 - (f) consistent and easy to understand, including the language used;
 - (g) made known to staff before it is applied;
 - (h) easily accessible to staff, with copies provided to them where required.
- (4) The requirements set out in paragraph 7(1), (2) and (3) apply in particular to the following operational information—
 - (a) checks of the accuracy and completeness of the National Vehicle Register regarding the identification, including means, and registration of the freight wagons maintained by the organisation;
 - (b) maintenance documentation;
 - (c) information on support provided to keepers and, where appropriate, to other parties, including railway undertakings/infrastructure managers;
 - (d) information on the qualification of staff and subsequent supervision during maintenance development;
 - (e) information on operations, including mileage, type and extent of activities, incidents and accidents, and requests of railway undertakings, keepers and infrastructure managers;
 - (f) records of maintenance performed, including information on deficiencies detected during inspections and corrective actions taken by railway undertakings or by infrastructure managers such as inspections and monitoring undertaken before the departure of the train or en route;
 - (g) release to service and return to operation;
 - (h) maintenance orders;
 - (i) technical information to be provided to railway undertakings/infrastructure managers and keepers for maintenance instructions;
 - (j) emergency information concerning situations where the safe state of running is impaired, which may consist of—
 - (i) the imposition of restrictions of use or specific operating conditions for the freight wagons maintained by the organisation or other vehicles of the same series even if maintained by other entities in charge of maintenance, whereby this information should also be shared with all involved parties;
 - (ii) urgent information on safety-related issues identified during maintenance, such as deficiencies detected in a component common to several types or series of vehicles;
 - (k) all relevant information/data needed to submit the annual maintenance report to the certification body and to the relevant customers, including keepers, whereby this report

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must also be made available upon request to a safety authority or the safety authority for the tunnel system.

Documentation — a structured approach to ensure the traceability of all relevant information

28.—(1) The organisation must have adequate procedures in place to ensure that all relevant processes are duly documented.

- (2) The organisation must have adequate procedures in place to—
- (a) regularly monitor and update all relevant documentation;
 - (b) format, generate, distribute and control changes to all relevant documentation;
 - (c) receive, collect and archive all relevant documentation.

Contracting activities — a structured approach to ensure that subcontracted activities are managed appropriately in order for the organisation's objectives to be achieved

29.—(1) The organisation must have procedures in place to ensure that safety related products and services are identified.

(2) When making use of contractors and/or suppliers for safety related products and services, the organisation must have procedures in place to verify at the time of selection that—

- (a) contractors, subcontractors and suppliers are competent;
- (b) contractors, subcontractors and suppliers have a maintenance and management system that is adequate and documented.

(3) The organisation must have a procedure to define the requirements that such contractors and suppliers have to meet.

(4) The organisation must have procedures to monitor the awareness of suppliers and/or contractors of risks they entail to the organisation's operations.

(5) When the maintenance/management system of a contractor or supplier is certified, the monitoring process described in paragraph 23 may be limited to the results of the contracted operational processes referred to in paragraph 23(1)(b).

(6) At least the basic principles for the following processes must be clearly defined, known and allocated in the contract between the contracting parties—

- (a) responsibilities and tasks relating to railway safety issues;
- (b) obligations relating to the transfer of relevant information between both parties;
- (c) the traceability of safety-related documents.

SECTION 2

Requirements and assessment criteria for the maintenance development function

30. The organisation must have a procedure to identify and manage all maintenance activities affecting safety and safety-critical components.

31. The organisation must have procedures to guarantee conformity with the essential requirements for interoperability, including updates throughout the lifecycle, by—

- (a) ensuring compliance with the specifications related to the basic parameters for interoperability as set out in the relevant [F²NTSNs];
- (b) verifying in all circumstances the consistency of the maintenance file with the authorisation of placing-in-service, including the requirements of a safety authority or the

safety authority for the tunnel system, the declarations of conformity to [F²NTSNs], the declarations of verification, and the technical file;

- (c) managing any substitution in the course of maintenance in compliance with the requirements of the relevant [F²NTSNs];
- (d) identifying the need for risk assessment regarding the potential impact of the substitution in question on the safety of the railway system;
- (e) managing the configuration of all technical changes affecting the system integrity of the vehicle.

Textual Amendments

F2 Word in Sch. substituted (31.12.2020 immediately before IP completion day) by [The Railways \(Safety, Access, Management and Interoperability\) \(Miscellaneous Amendments and Transitional Provision\) \(EU Exit\) Regulations 2019 \(S.I. 2019/1310\)](#), regs. 1(2)(c), **7(8)(a)**; 2020 c. 1, Sch. 5 para. 1(1)

32. The organisation must have a procedure to design and to support the implementation of maintenance facilities, equipment and tools specifically developed and required for maintenance delivery. The organisation must have a procedure to check that these facilities, equipment and tools are used, stored and maintained according to their maintenance schedule and in conformity with their maintenance requirements.

33. When freight wagons start operations, the organisation must have procedures to—

- (a) obtain the initial documentation and to collect sufficient information on planned operations;
- (b) analyse the initial documentation and to provide the first maintenance file, also taking into account the obligations contained in any associated guarantees;
- (c) ensure that the implementation of the first maintenance file is done correctly.

34. To keep the maintenance file updated throughout the lifecycle of a freight wagon, the organisation must have procedures to—

- (a) collect at least the relevant information in relation to—
 - (i) the type and extent of operations effectively performed, including, but not limited to, operational incidents with a potential to affect the safety integrity of the freight wagon;
 - (ii) the type and extent of operations planned;
 - (iii) the maintenance effectively performed;
- (b) define the need for updates, taking into account the limit values for interoperability;
- (c) make proposals for and approve changes and their implementation, with a view to a decision based on clear criteria, taking into account the findings from risk assessment;
- (d) ensure that the implementation of changes is done correctly.

35. When the competence management process is applied to the maintenance development function, at least the following activities affecting safety must be taken into account—

- (a) assessment of the significance of changes for the maintenance file and proposed substitutions in the course of maintenance;
- (b) engineering disciplines required for managing the establishment and the changes of maintenance file and the development, assessment, validation and approval of substitutions in the course of maintenance;

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- (c) joining techniques, including welding and bonding, brake systems, wheel sets and draw gear, non-destructive testing techniques and maintenance activities on specific components of freight wagons for the transport of dangerous goods such as tanks and valves.

36. When the documentation process is applied to the maintenance development function, the traceability of at least the following elements needs to be guaranteed—

- (a) the documentation relating to the development, assessment, validation and approval of a substitution in the course of maintenance;
- (b) the configuration of vehicles, including, but not limited to, components related to safety;
- (c) records of the maintenance performed;
- (d) results of studies concerning return on experience;
- (e) all the successive versions of the maintenance file, including risk assessment;
- (f) reports on the competence and supervision of maintenance delivery and fleet maintenance management;
- (g) technical information to be provided to support keepers, railway undertakings and infrastructure managers.

SECTION 3

Requirements and assessment criteria for the fleet maintenance management function

37. The organisation must have a procedure to check the competence, availability and capability of the entity responsible for maintenance delivery before placing maintenance orders. This requires that the maintenance workshops are duly qualified to decide upon the requirements for technical competences in the maintenance delivery function.

38. The organisation must have a procedure for the composition of the work package and for the issue and release of the maintenance order.

39. The organisation must have a procedure to send freight wagons for maintenance in due time.

40. The organisation must have a procedure to manage the removal of freight wagons from operation for maintenance or when defects have been identified.

41. The organisation must have a procedure to define the necessary control measures applied to the maintenance delivered and the release to service of the freight wagons.

42. The organisation must have a procedure to issue a notice to return to operation, taking into account the release to service documentation.

43. When the competence management process is applied to the fleet maintenance management function, at least the return to operation must be taken into account.

44. When the information process is applied to the fleet maintenance management function, at least the following elements need to be provided to the maintenance delivery function—

- (a) applicable rules and technical specifications;
- (b) the maintenance plan for each freight wagon;
- (c) a list of spare parts, including a sufficiently detailed technical description of each part to allow like-for-like replacement with the same guarantees;
- (d) a list of materials, including a sufficiently detailed description of their use and the necessary health and safety information;

- (e) a dossier that defines the specifications for activities affecting safety and contains intervention and in-use restrictions for components;
- (f) a list of components or systems subject to legal requirements and a list of these requirements, including brake reservoirs and tanks for the transport of dangerous goods;
- (g) all additional relevant information related to safety according to the risk assessment performed by the organisation.

45. When the information process is applied to the fleet maintenance management function, at least the return to operation, including restrictions on use relevant to users (railway undertakings and infrastructure managers), needs to be communicated to interested parties.

46. When the documentation process is applied to the fleet maintenance management function, at least the following elements need to be recorded—

- (a) maintenance orders;
- (b) return to operation, including restrictions on use relevant to railway undertakings and infrastructure managers.

SECTION 4

Requirements and assessment criteria for the maintenance delivery function

47. The organisation must have procedures to—

- (a) check the completeness and appropriateness of the information delivered by the fleet maintenance management function in relation to the activities ordered;
- (b) control the use of the required, relevant maintenance documents and other standards applicable to the delivery of maintenance services in accordance with maintenance orders;
- (c) ensure that all relevant maintenance specifications in the maintenance orders are available to all involved staff (e.g. they are contained in internal working instructions);
- (d) ensure that all relevant maintenance specifications, as defined in applicable regulations and specified standards contained in the maintenance orders, are available to all involved staff (e.g. they are contained in internal working instructions).

48. The organisation must have procedures to ensure that—

- (a) components (including spare parts) and materials are used as specified in the maintenance orders and supplier documentation;
- (b) components and materials are stored, handled and transported in a manner that prevents wear and damage and as specified in the maintenance orders and supplier documentation;
- (c) all components and materials, including those provided by the customer, comply with relevant national and international rules as well as with the requirements of relevant maintenance orders.

49. The organisation must have procedures to determine, identify, provide, record and keep available suitable and adequate facilities, equipment and tools to enable it to deliver the maintenance services in accordance with maintenance orders and other applicable specifications, ensuring—

- (a) the safe delivery of maintenance, including the health and safety of maintenance staff;
- (b) ergonomics and health protection, also including the interfaces between users and information technology systems or diagnostic equipment.

50. Where necessary to ensure valid results, the organisation must have procedures to ensure that its measuring equipment is—

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- (a) calibrated or verified at specified intervals, or prior to use, against international, national or industrial measurement standards; where no such standards exist, the basis used for calibration or verification must be recorded;
- (b) adjusted or re-adjusted as necessary;
- (c) identified to enable the calibration status to be determined;
- (d) safeguarded from adjustments that would invalidate the measurement result;
- (e) protected from damage and deterioration during handling, maintenance and storage.

51. The organisation must have procedures to ensure that all facilities, equipment and tools are correctly used, calibrated, preserved and maintained in accordance with documented procedures.

52. The organisation must have procedures to check that the performed maintenance tasks are in accordance with the maintenance orders and to issue the notice to release to service that includes eventual restrictions of use.

53. When the risk assessment process, in particular paragraph 22.4, is applied to the maintenance delivery function, the working environment includes not only the workshops where maintenance is done but also the tracks outside the workshop buildings and all places where maintenance activities are performed.

54. When the competence management process is applied to the maintenance delivery function, at least the following activities affecting safety must be taken into account—

- (a) joining techniques, including welding and bonding;
- (b) non-destructive testing;
- (c) final vehicle testing and release to service;
- (d) maintenance activities on brake systems, wheel sets and draw gear and maintenance activities on specific components of freight wagons for the transport of dangerous goods, such as tanks, valves, etc.;
- (e) other identified specialist areas affecting safety.

55. When the information process is applied to the maintenance delivery function, at least the following elements must be provided to the fleet maintenance management and maintenance development functions—

- (a) works performed in accordance with the maintenance orders;
- (b) any possible fault or defect regarding safety which is identified by the organisation;
- (c) the release to service.

56. When the documentation process is applied to the maintenance delivery function, at least the following elements must be recorded—

- (a) clear identification of all facilities, equipment and tools related to activities affecting safety;
- (b) all maintenance works performed, including personnel, tools, equipment, spare parts and materials used and taking into account—
 - (i) relevant national rules where the organisation is established;
 - (ii) requirements laid down in the maintenance orders, including requirements regarding records;
 - (iii) final testing and decision regarding release to service;
- (c) the control measures required by maintenance orders and the release to service;

- (d) the results of calibration and verification, whereby, for computer software used in the monitoring and measurement of specified requirements, the ability of the software to perform the desired task must be confirmed prior to initial use and reconfirmed as necessary;
- (e) the validity of the previous measuring results when a measuring instrument is found not to conform to requirements.]

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