



SLOVENSKI STANDARD  
SIST EN 15016-3:2004

01-november-2004

Technical drawings - Railway applications - Part 3: Handling of modifications of technical documents

Technical drawings - Railway applications - Part 3: Handling of modifications of technical documents

Technische Zeichnungen - Bahnanwendungen - Teil 3: Behandlung von Änderungen technischer Dokumente

Dessins techniques - Applications ferroviaires - Partie 3: Gestion des modifications des documents techniques

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**ICS:**

01.100.01	V^@ã}[ Áã ð Á æ ]  [ z] [	Technical drawings in general
45.020	Železniška tehnika na splošno	Railway engineering in general

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EUROPEAN STANDARD  
NORME EUROPÉENNE  
EUROPÄISCHE NORM

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English version

## Technical drawings - Railway applications - Part 3: Handling of modifications of technical documents

Dessins techniques - Applications ferroviaires - Partie 3:  
Gestion des modifications des documents techniques

Technische Zeichnungen - Bahnanwendungen - Teil 3:  
Behandlung von Änderungen technischer Dokumente

This European Standard was approved by CEN on 9 January 2004.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the Central Secretariat or to any CEN member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the Central Secretariat has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.

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EUROPEAN COMMITTEE FOR STANDARDIZATION  
COMITÉ EUROPÉEN DE NORMALISATION  
EUROPÄISCHES KOMITEE FÜR NORMUNG

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## Contents

	page
Foreword.....	3
Introduction.....	4
1 Scope .....	5
2 Normative references .....	5
3 Terms and definitions .....	5
4 Reference to revised documents .....	6
5 Revision procedure .....	6
5.1 Designation of revisions .....	6
5.2 Revision notification .....	6
5.3 Handling of revisions status in documents .....	7
5.4 Revision service.....	9
5.5 Reconstruction of revised documents.....	9
5.6 Withdrawn documents .....	9
Annex A (normative) Revision notification .....	10
Annex B (informative) Links between revision notification, drawing and parts list .....	12
Bibliography .....	13

## Foreword

This document (EN 15016-3:2004) has been prepared by Technical Committee CEN/TC 256 "Railway applications", the secretariat of which is held by DIN.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by December 2004, and conflicting national standards shall be withdrawn at the latest by December 2004.

This document has been prepared under a mandate (M024) given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

This document has been prepared under Mode 4 co-operation with CENELEC TC9X. In the event of an amendment being required to this standard, the co-op TC will be consulted before proceeding to amend this document.

Particular considerations were made to standardize the computerised transfer of the content of the documents, its output on conventional information carrier and its reproduction without loss of quality. Remarks in international standards with regard to document handling are respected and supported by this standard and if necessary adopted or completed to the well-established procedures in the European railway business.

This European Standard "Technical drawings — Railway applications" consists of the following parts:

— EN 15016-1: General principles

— EN 15016-2: Parts lists

— EN 15016-3: Handling of modifications of technical documents

— prEN ISO 21267-4: Data exchange

Annex A is normative. Annex B is informative.

According to the CEN/CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.

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## Introduction

In railway business the customer very often requires, as part of a contract, all technical documents in a certain format. In order to support co-operation and effective exchange of information between customers, suppliers and partners, it is necessary to have the document requirements precisely defined.

This European Standard refers to EN, ISO or IEC standards dealing with document modifications. In cases where ISO or IEC standards are not sufficiently precise, this standard gives specific details. These additions to ISO and IEC standards facilitate the exploitation and the administration of the document modifications.

These requirements shall be adhered to in order to accommodate:

- the large variety of users;
- a common understanding of the modifications by all concerned parties;
- any specific series of documentation related to the railway material they define.

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## 1 Scope

This European Standard applies throughout the total life span of the documents. This standard applies to all the railway organisations and partners concerned with technical documents and to suppliers preparing documents on behalf of railway companies or railway network users.

This European Standard describes the basis of revising technical design documents for railway applications, without considering additional company requirements.

These basic requirements apply to all technical design documents independent of the material form: e.g. transparency originals, plotter drawings, aperture cards, computer readable data media, photoprints, COM-fiches etc., also for a computerised set of information.

## 2 Normative references

This European Standard incorporates by dated or undated reference, provisions from other publications. These normative references are cited at the appropriate places in the text, and the publications are listed hereafter. For dated references, subsequent amendments to or revisions of any of these publications apply to this European Standard only when incorporated in it by amendment or revision. For undated references the latest edition of the publication referred to applies (including amendments).

EN 15016-1:2004, *Technical drawings — Railway applications — Part 1: General principles*.

EN ISO 10209-2:1996, *Technical product documentation — Vocabulary — Part 2: Terms relating to projection methods (ISO 10209-2:1994)*.

ISO 10209-1:1992, *Technical product documentation — Vocabulary — Part 1: Terms relating to technical drawings: General and types of drawings*.

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## 3 Terms and definitions

For the purposes of this European Standard, the terms and definitions given in ISO 10209-1:1992 and EN ISO 10209-2:1996 and the following apply.

### 3.1

#### revision

modification (change, supplementation, deletion) to the original document by keeping its original document number, after the document has been released for application or presentation (e.g. approval process)

### 3.2

#### revision index

designation of a certain revision status of a document is indicated by a revision index. The revision index consists of a maximum of 3 characters letters except I and O, numbers or both

### 3.3

#### customers revision index

in the case of document exchange with customers, revisions created by the customer can bear a revision index given by the customer indicating the revision status of the document

### 3.4

#### revision notification

separate document, describing all revisions and its consequences and reasons

**EN 15016-3:2004 (E)****3.5****technical design documentation**

drawings, parts lists, technical drawings which are created appertaining to the design

**4 Reference to revised documents**

If the document is only addressed with the document number, it refers to the latest state of the document is meant. If a document of origin is addressed with a certain revision state, this is designated by the document number and the revision index.

Attachments (e.g. in parts lists) to the document and to the articles laid down therein, follow only with their number and are referred to the latest revision state.

**5 Revision procedure****5.1 Designation of revisions**

Revisions in documents shall be indicated and described where they took place.

Drawings:

- description in the revision notification with reference to the grid on the drawing;
- visible revision (pointing with an arrow positioning the revision).

Text:

- to be visible in the text (e.g. underlined, crossed out, marked on left-hand side vertical, arrow indication);
- description in the revision notification with reference to pages, paragraphs, etc.

**5.2 Revision notification****5.2.1 Documentation procedure**

The revision notification is applicable for all sheets with the same number.

If further documents of a revision process are concerned, the revisions are to be carried out commonly, however, with a specific revision notification shall be given for each document.

**5.2.2 Revision notification number**

Each revision notification shall have an unambiguous number.

Annex E shows the link and inscriptions between revision notification, drawing and parts list.

**5.2.3 Structure of a revision notification**

Forms should be prepared with consideration to the minimum requirements specified in annex B.

Specification of revisions shall be explicit in minimum wording. If necessary, this may be elaborated by the addition of sketches, relating to the content and reasons for the revisions.

If other documents are included in the revision, reference shall be given here.



The moment of initiation will be laid down in the revision notification.

A description of entry fields and structure is given in annex B.

#### 5.2.4 Archiving

The following documents shall be archived:

- the original document modified with relevant revisions;
- revision notifications.

In addition to these minimum requirements, the following directions apply and are to be incorporated in the companies:

- as far as possible, the document of origin should be archived also with all previous revision states;
- the approved and rejected revision demands should be archived.

### 5.3 Handling of revisions status in documents

#### 5.3.1 Revision state of documents

The revision state shall be noted through the same revision index on each page of the document.

In special cases for documents with many pages (circuit diagrams, manuals), the latest revision index shall be shown only on pages, which are affected by the revision and on the front page of the document, even if its content is not affected by the revision.

In this case it is necessary to create a revision table for control purposes showing which page has which revision index (see Table 1).

The front page and revision table shall be changed and distributed at every revision.