



SLOVENSKI STANDARD

SIST EN 17095:2019

01-maj-2019

Železniške naprave - Vzdrževanje voznega parka - Evidenca o vzdrževanju

Railway applications - Rolling stock maintenance - Maintenance records

Bahnanwendungen - Instandhaltung von Eisenbahnfahrzeugen -
Instandhaltungsaufzeichnungen

Applications ferroviaires - Maintenance du matériel roulant - Preuves de maintenance

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Ta slovenski standard je istoveten z: EN 17095:2019

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ICS:

03.100.10	Nabava. Dobava. Logistika	Purchasing. Procurement. Logistics
45.060.01	Železniška vozila na splošno	Railway rolling stock in general

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en,fr,de

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EUROPEAN STANDARD

EN 17095

NORME EUROPÉENNE

EUROPÄISCHE NORM

March 2019

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English Version

Railway applications - Rolling stock maintenance - Maintenance records

Applications ferroviaires - Maintenance du matériel
roulant - Enregistrements de maintenance

Bahnanwendungen - Instandhaltung von
Eisenbahnfahrzeugen -
Instandhaltungsaufzeichnungen

This European Standard was approved by CEN on 10 December 2018.

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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 CEN-CENELEC Management Centre has the same status as the official versions.

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

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European foreword

This document (EN 17095:2019) 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of an identical text or by endorsement, at the latest by September 2019, and conflicting national standards shall be withdrawn at the latest by September 2019.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN shall not be held responsible for identifying any or all such patent rights.

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EN 17095:2019 (E)**Introduction**

Parties involved in the planning, ordering and delivery of maintenance on railway vehicles, especially when acting as an entity in charge of maintenance (ECM), should ensure that the vehicles for which they are in charge of the maintenance are in a safe state of running by means of a system of maintenance. Taking into account the wide variety of design and maintenance methods, this system of maintenance should be a process-oriented system.

Maintenance records are an important part of the maintenance process regarding the exchange of information and documentation of the decisions made and actions taken.

Within the ECM organization, the fleet maintenance management and maintenance delivery functions are especially concerned with maintenance records. In addition, maintenance records are an important input for the maintenance development function.

NOTE ECM functions are defined by Directive 2016/798.

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1 Scope

This document defines requirements for the content on maintenance records on railway vehicles and guidance to help the parties involved in the maintenance process to fulfil their responsibilities, especially to:

- document that maintenance has been ordered properly;
- document that maintenance has been delivered according to the maintenance order.

The following are out of the scope of this document:

- managing documentation required to schedule and carry out maintenance (e.g. trigger events for planned maintenance or fault notices reported by train crew);
- managing fault notices generated by trainborne diagnostic systems;
- managing documentation related to the interaction between railway undertakings and ECM (e.g. return to operation).

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN 17018, *Railway applications – Rolling stock maintenance – Terms and definitions*

EN ISO 9000:2015, *Quality management systems – Fundamentals and vocabulary (ISO 9000:2015)*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in EN 17018, and EN ISO 9000:2015 apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>

4 Maintenance Records

For the purposes of this standard, maintenance records include the following:

- vehicle file;
- maintenance order file;
- maintenance order;
- maintenance work order;
- maintenance order report;
- notification of release to service;

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- associated documents.

NOTE 1 In general these maintenance records are either filed in the vehicle file (maintained by the fleet-maintenance-management-function) or the maintenance order file (maintained by the maintenance delivery function). Some are shared and filed in both.

NOTE 2 These maintenance records can be in one or many documents and formats.

5 Requirements**5.1 General Requirements**

Maintenance records shall be:

- accurate (authentic);
- true (have integrity);
- available (retrievable and traceable).

5.2 Retention periods and means of storing

Retention periods and means of storing maintenance records should be defined in the respective maintenance system. For some records, short-term retention might be sufficient, whereas for others the required period might be equal to or even exceed the lifetime of the respective vehicle or component. When defining retention periods and means of storing, the following aspects shall be taken into account:

- design life of the entity treated (vehicle or component);
- complexity of maintenance:
 - e.g. greasing of buffer plate typically low complexity;
 - e.g. repairs of vehicle body typically high complexity;
- relevance of the information for safety:
 - e.g. records related to maintain passenger comfort, typically short retention periods;
 - e.g. records related to wheelset testing, typically long retention periods;
- relevance of the information for maintenance development:
 - e.g. information about the quantity and costs for spares, typically high relevance;
- intervals defined in the maintenance plan:
 - e.g. for frequently repeated checks (it might not be necessary to keep records older than the second to last);
- legislation (Directives, Regulations and Laws);
- contract requirements;
- company policy.

5.3 Contents of maintenance records

Maintenance records shall be structured, filed, maintained and stored in such a way that the information can be retrieved, with acceptable time and effort.

An example of a process for creating maintenance records is shown in Annex A.

The relevant maintenance records should include the following information:

- maintenance order:
 - vehicle or component identification (e.g. vehicle number, part number, serial number of component);
 - organization ordering maintenance;
 - person responsible for issuing;
 - date and time of issue (ordering);
 - date and time of delivery;
 - description of maintenance to be performed (e.g. maintenance steps, component to be replaced, corrective maintenance);
 - reference to the maintenance documentation (including version) to be applied (e.g. maintenance plan, maintenance manual);
 - actual mileage of vehicle or other trigger value for maintenance;
- maintenance work order:
 - vehicle or component identification (vehicle number, serial number of component);
 - detailed information on work to be performed;
 - person responsible for issuing;
 - date and time of issue;
 - personnel allocated to carry out the maintenance;
- maintenance order report:
 - vehicle or component identification (vehicle number, serial number of component);
 - organization delivering maintenance;
 - person responsible for issuing;
 - date and time of issue;
 - description of maintenance actually performed;
 - deferred work (including reasons);