



SLOVENSKI STANDARD
oSIST prEN 15016-3:2022
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**Železniške naprave - Tehnična dokumentacija - 3. del: Obvladovanje sprememb
tehnične dokumentacije**

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

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

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

Ta slovenski standard je istoveten z: prEN 15016-3

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ICS:

01.110	Tehnična dokumentacija za izdelke	Technical product documentation
45.020	Železniška tehnika na splošno	Railway engineering in general

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en,fr,de

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EUROPEAN STANDARD
NORME EUROPÉENNE
EUROPÄISCHE NORM

DRAFT
prEN 15016-3

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ICS 01.100.01; 45.020

Will supersede EN 15016-3:2004

English Version

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

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

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

This draft European Standard is submitted to CEN members for enquiry. It has been drawn up by the Technical Committee CEN/TC 256.

If this draft becomes a European Standard, 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.

This draft European Standard was established by CEN 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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Recipients of this draft are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.

Warning : This document is not a European Standard. It is distributed for review and comments. It is subject to change without notice and shall not be referred to as a European Standard.



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

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European foreword

This document (prEN 15016-3:2022) has been prepared by Technical Committee CEN/TC 256 “Railway applications”, the secretariat of which is held by DIN.

This document is currently submitted to the CEN Enquiry.

This document will supersede EN 15016-3:2004.

In comparison with the previous edition EN 15016-3:2004, the following technical modifications have been made:

The references to standards, the clause “Terms and definitions” have been updated. Because there is no reference in the document the definition “customer revision index” has been deleted. A “last revision” for withdrawn documents is no longer required.

This document is part of the standard series “Railway applications — Technical documents” which consists of the following parts:

- EN 15016-1: General principles
- EN 15016-2: Parts lists
- EN 15016-3: Handling of modifications of technical documents
- EN 15016-4: Data exchange

Annex A is normative. Annex B is informative.

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

These additions have been drawn up 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 document applies throughout the total life span of the documents. This document 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 document 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 computerized set of information.

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.

prEN 15016-1:2022, *Railway applications — Technical documents — Part 1: General principles*

EN 17343:2020, *Railway applications — General terms and definitions*

EN ISO 10209:2012, *Technical product documentation — Vocabulary — Terms relating to technical drawings, product definition and related documentation (ISO 10209:2012)*

3 Terms and definitions (standards.iteh.ai)

For the purposes of this document, the terms and definitions given in EN 17343:2020 and EN ISO 10209:2012 apply.

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

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

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

Note 1 to entry: The revision index consists of a maximum of 3 characters letters except I and O, numbers, or both

3.3 revision notification

separate document, describing all revisions and its consequences and reasons

3.4 technical design document

document which is created appertaining to the design

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EXAMPLE Technical drawing and parts list

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 B 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.

Table 1 — Example of list of carried out technical modifications / amendment history

Cond	Revision	Date	ConCu.	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
25)	26)	27)	28)	29)	30)																									

2nd page (covers document pages 26 to 50)

Cond	Revision	Date	ConCu	Date	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	

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Table 1 shows page 1 and page 2 as continuation page in case an amendment history for more than 25 document pages are needed. If necessary, continuation pages with an unlimited number of pages can be generated (each continuation page covers 25 document pages).

Table 2 shows the field headings with field dimensions and their content in Table 1.

Table 2 — Field headings with field dimensions and their content

Field title	Field No.	Number of characters	Column size in mm		Field content
Amendment condition	25	8	8 × 6	8 × 6	Inscription of amendment condition (A, B, C; D etc.) acc. to the relevant alphabetical amendment index
Revision notification (No.)	26	13	14 × 6	14 × 6	List of revision notification where the carried out technical changes and corrections are described
Date	27	10	12 × 6	12 × 6	Date of amendment (format YYYY-MM)
Amendment condition customer	28	4	7 × 6	7 × 6	Amendment condition no. customer
Date customer	29	10	13 × 6	13 × 6	Date customer (format YYYY-MM)
Document page no.	30	2	5 × 6	5 × 6	For each changed document page here the relevant amendment condition of the document page, i.e. A, is shown

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5.3.2 Parts lists and drawings with the same document number

In the case where parts list and drawing have the same document number, the part list is the leading document. Therefore, all revisions shall be indicated on the parts list even if the parts list is not affected by the revision.

The following revision methods can be used:

- A) Parts list and drawing always have the same revision index (see Table 3)

Table 3 — Revision method A

No. of revision	first issue	1	2	3	4	5	6
Parts list	-	A	B	C	D	E	F
Drawing	-	A	B	C	D	E	F

- B) Parts list and drawing have different revision indexes (see Table 4)

Table 4 — Revision method B

No. of revision	first issue	1	2	3	4	5	6
Parts list	-	A	B	C	D	E	F
Drawing	-	A	A	A	B	C	C

The revision index of each revision of the drawing shall also be shown on the parts list. Modifications in the drawing have no influence on the revision index of the parts list as long as it is not affected by the modification (for example: correction of picture). Modifications in the parts lists have no influence in the revision index of the drawing as far as it is not affected by the modifications (for example: change of number of pieces).