



**SLOVENSKI STANDARD**  
**SIST EN 15016-3:2023**

**01-oktober-2023**

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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: EN 15016-3:2023**

**ICS:**

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

**SIST EN 15016-3:2023**

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EUROPEAN STANDARD

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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 European Standard was approved by CEN on 9 July 2023.

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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 15016-3:2023) 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of an identical text or by endorsement, at the latest by February 2024, and conflicting national standards shall be withdrawn at the latest by February 2024.

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.

This document supersedes 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

This document has been prepared under a Standardization Request given to CEN by the European Commission and the European Free Trade Association.

Any feedback and questions on this document should be directed to the users’ national standards body. A complete listing of these bodies can be found on the CEN website.

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

## 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 specifies the basis of revising technical design documents.

This document is applicable to all technical design documents for railway applications, irrespective of the material form like transparency originals, plotter drawings, aperture cards, computer readable data media, photoprints etc.

## 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 15016-1:2023, *Railway applications — Technical documents — Part 1: General principles*

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

EN ISO 10209:2022, *Technical product documentation - Vocabulary - Terms relating to technical drawings, product definition and related documentation (ISO 10209:2022)*

## 3 Terms and definitions

For the purposes of this document, the terms and definitions given in EN 17343:2020, EN ISO 10209:2022 and the following apply.

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

### 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 ("A"- "Z", "0"- "9", "-", "\_", except "1", "0").

### 3.3

#### revision notification

separate document, describing all revisions and its consequences and reasons

**EN 15016-3:2023 (E)****3.4  
technical design document**

document which is created appertaining to the design

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 shall be carried out commonly. A common revision notification should be used for the revision process or, alternatively, a separate revision notification may be created 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 A, Table A.1.

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 A.

### 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/revision 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 revision 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
Revision condition	25	8	8 × 6	8 × 6	Inscription of revision condition (A, B, C; D etc.) acc. to the relevant alphanumeric revision index
Revision notification (No.)	26	13	14 × 6	14 × 6	List of revision notification where the carried out technical changes and corrections are described
Revision date	27	10	12 × 6	12 × 6	Date of revision (format YYYY-MM-DD)
Revision condition customer	28	4	7 × 6	7 × 6	Revision condition no. customer
Date customer	29	10	13 × 6	13 × 6	Date customer (format YYYY-MM-DD)
Document page no.	30	2	5 × 6	5 × 6	For each changed document page here the relevant revision condition of the document page, i.e. A, is shown

### 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).

### 5.3.3 Parts lists and drawings with different document numbers

In the case where a parts list and a belonging drawing have different document numbers, each document has its own independent revision index (see also EN 15016-2).