

AGENDA

Dissemination Workshop of the CSM for Conformity Assessment and SMS guidance

26 and 27 October 2011 – Lisbon (Portugal)

*Premises of Instituto da Mobilidade e dos Transportes Terrestres
Avenidas das Forças Armadas, nº 40
1649 -022 Lisboa*

1st day – 26/10/2011: 10:00 to 17:00 (For RUs, IMs, sector organisations, NSA)

Morning session – Writing and Developing a SMS

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| 09:00 – 10:00: | Registration and welcome | |
| 10:00 – 10:15: | Opening of the workshop | |
| | <i>Opening welcome, practical arrangements and information</i> | Hosting NSA |
| | <i>Presentation of the ERA representatives, background and agenda</i> | ERA |
| 10:15 – 10:45: | Introduction to the concept of SMS | |
| | <i>What are the benefits of having a SMS? What is the general purpose of having a SMS?</i> | ERA |
| 10:45 – 11:00: | Coffee Break | |
| 11:00 – 11:30: | What makes an effective SMS | |
| | <i>Syndicate exercise - from predefined railway activity small/mixed groups are invited to build the key processes (SMS elements) they need to control the risks related to this activity, to identify risk control measures and to implement it</i> | All attendees split into small/mixed groups |
| 11:30 – 12:00: | Questions/discussion and feedback from the exercise | ERA, Rapporteurs |
| 12:00 – 12:30: | Introduction to ERA SMS guidelines | |
| | <i>Content of ERA SMS guidelines, development of a SMS complying with requirements set out in Article 9 and Annex III of the Directive 2004/49/EC</i> | ERA |
| 12:30 – 13:30: | Lunch Break | |

Afternoon session – Using the SMS Assessment Criteria

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| 13:30 – 14:15: | Where the SMS fits into the regulatory framework | |
| | <i>Central role of the SMS in the regulatory framework and field of application of the existing and future EC/EU Regulations</i> | ERA |
| 14:15 – 14:45: | Introduction to CSM CA and objective of the assessment | |
| | <i>Background to the CSM on CA, assessment criteria and procedures, differences in conformity assessment process for Part A/Part B certification</i> | ERA |
| 14:45 – 15:00: | Coffee Break | |

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| 15:00 – 15:30: | Handling non-compliance with certain criteria <i>Closing out issues that arise from assessment</i> | ERA |
| 15:30 – 16:00: | Using SMS assessment to inform NSA supervision activities <i>Follow-up of non-conformities to assessment criteria by post-award supervision activities</i> | ERA |
| 16:00 – 17:00: | Plenary session: discussion on relevant issues emerged from the exercise, presentations and returned questionnaires, general conclusions from the day | All attendees |

2nd day – 27/10/2011: 9:00 to 15:15 (For NSA only)

Morning session – CSM CA Framework Assessment Procedures

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| 9:00 – 10:00: | Discussion of any issues on using CSM CA from the first day <i>Considering issues/problems raised by RUs/IMs on obtaining a safety certificate/safety authorisation</i> | All attendees |
| 10:00 – 10:45: | Developing processes and procedures to deliver safety certificates/safety authorisations <i>Applying Annex I of CSM CA, structured approach to assessment by the NSA</i> | ERA |
| 10:45 – 11:00: | Coffee Break | |
| 11:00 – 11:45: | Developing processes and procedures to deliver safety certificates/safety authorisations <i>Structured approach to assessment by the NSA (continued)</i> | ERA |
| 11:45 – 12:00: | Applying the supervision principles of the CSM CA <i>Structured approach to supervision and purpose of the principles</i> | ERA |
| 12:00 – 13:00: | Lunch Break | |

Afternoon session – Supervision

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| 13:00 – 13:30: | Development of CSM for supervision activities of NSAs <i>Likely requirements of the forthcoming CSM on supervision, status of the development, links with CSM on monitoring for RUs/IMs</i> | ERA |
| 13:30 – 14:00: | Cross-auditing of NSAs <i>Introduction to cross-audit programme</i> | ERA |
| 14:00 – 14:15: | Coffee Break | |
| 14:15 – 15:15: | Plenary session: discussion on relevant issues emerged from the presentations and returned questionnaires, general conclusions from the day | All attendees |