

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

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

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	

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

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

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