

Railinfrabeheer

**Quality Manual for Rail
Infrastructure Products**

Only the Dutch text is legally valid

**Railway specific materials that are freely
available on the market**

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1 Explanation of the Manual

1.1 Objectives

Railinfrabeheer is responsible for the safe passability and the availability of the rail infrastructure at socially justified costs. It attempts to realise this by the following methods:

- Promoting competition in implementing, supplying and producing parties;
- As far as possible making the implementing parties responsible for the requirements imposed by Railinfrabeheer, insofar as these implementing parties can influence the achievement of these requirements;
- Making the degree to which the quality of products and work must be guaranteed dependent upon the risks that Railinfrabeheer runs if products and work do not satisfy the requirements.

1.2 Types of Materials

The cost of materials represents a significant proportion of the costs for initial construction and maintenance of the infrastructure. For civil engineering materials a structure is already available that is broadly used socially, which satisfies the above-mentioned objectives. Railinfrabeheer also uses this. Until recently Railinfrabeheer purchased the materials typically associated with rail infrastructure [hereafter referred to as "rail infrastructure products"].

1.3 Purchasing Models

In order to be able to interpret the above-mentioned objectives Railinfrabeheer has developed purchasing models for rail infrastructure products. This manual looks at purchasing in accordance with purchasing model 1. It is characteristic of purchasing model 1 that the processor (contractor) purchases. The following are characteristics of these products:

- sufficient market effect is expected;
- specifications are expected to leave little room for misinterpretation;
- the risks associated with the product are expected to be adequately under control and;
- there is a low supply risk.

1.4 Specifications

Specifications are necessary in order to be able to purchase. The product specifications that are used for purchasing in accordance with purchasing model 1 are indicated by the term SPC.

1.5 The Agreement between Railinfrabeheer and the Contractor

This agreement plays a role in a number of different manners:

- The agreement describes which SPCs are applicable and gives the version number;
- The agreement describes the division of responsibility between Railinfrabeheer and the contractor; in the present case this means that Railinfrabeheer expressly designates the contractor as the party responsible for ensuring and demonstrating that rail infrastructure products satisfy the set requirements;
- The agreement describes the fields in which Railinfrabeheer is represented by

an authorised person, hereafter to be called the supervisor;

- In a general sense products that are acquired on the basis of an SPC should be supplied under certificate.

1.6 Obtaining a Certificate

A certificate can be issued by an institution accredited for this purpose (Certification Institution).

1.7 The Content of SPCs

The SPCs incorporate the requirements which are stipulated. Requirements which occur in each SPC are:

- Requirements of the product;
- Requirements of the manner in which it must be demonstrated that the SPC is satisfied [divided into activities that the producer performs and the activities that the Certification Institution performs];
- Requirements to be made of the specific knowledge of the Certification Institution;
- Requirements of the period of validity of the certificate and the frequency of visits by the Certification Institution.

Where necessary these requirements may be supplemented with, for example:

- Requirements of the prototype/test product;
- Requirements of the production process;
- Requirements to be made of the specific demonstration obligation of the Certification Institution;
- Requirements of the quality system;
- Requirements of packing, storage and transport;
- Requirements of documentation;
- Requirements of the guarantee;

1.8 Provision of Assurance by the Contractor

In Railinfrabeheer's opinion the contractor is the party who must give account for the supplied quality. After all, Railinfrabeheer and the contractor have an agreement. The contractor demonstrates the required quality by means of a certificate:

- For Railinfrabeheer the product certificate provides sufficient assurance that the supplied rail infrastructure product satisfies the set requirements ex works.
- For Railinfrabeheer a batch inspection certificate provides sufficient assurance that the supplied rail infrastructure product satisfies the set requirements at the moment of inspection of the batch.

2 General

2.1 Objective of this Manual

This manual describes the requirements that Railinfrabeheer makes of the supply of railway specific materials that the contractor can purchase freely, also called rail infrastructure products.

2.2 Purchasing Model 1

Railinfrabeheer uses purchasing model 1 (see Appendix I) for the purchase of rail infrastructure products that are freely available (see Appendix I). This manual is only applicable for the purchase by the contractor in accordance with purchasing model 1.

Railinfrabeheer has drawn up a product specification for these rail infrastructure products with the letters SPC in the document code. The contractor himself selects a certified rail infrastructure product and reaches agreements on price and conditions himself. The rail infrastructure product must be certified by a Certification Institution (see Article 3.2).

2.3 Field of Application

The requirements in this manual are applicable to:

- Contractors;
- Producers;
- Certification Institutions;
- Supervisors.

2.4 References

The following references are applicable:

- | | |
|-----------------|---|
| EN 45000 series | - General criteria for certification bodies. |
| UAV | - Uniforme Administratieve Voorwaarden voor de uitvoering van werken 1989 (Uniform Administrative Conditions for the Performance of Works 1989) |

2.5 Provision and Information

The Quality Manual for Rail Infrastructure Products Part 1 is available in Dutch and English. The Dutch language version is decisive.

The applicable version is always stated in the agreement between Railinfrabeheer and the contractor.

Colophon

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3 Quality Assurance

The contractor is responsible for ensuring that the rail infrastructure products that he purchases freely satisfy the set requirements. Railinfrabeheer wants to be sufficiently certain on this point before these rail infrastructure products are processed into the rail infrastructure. To this end the contractor must submit the documents mentioned in the Product Specification (SPC) to the supervisor appointed by Railinfrabeheer.

3.1 Documents to be Supplied by the Certification Institution

Two types of documents may be specified:

3.1.1 Product Certificate

This is a certificate issued by a Certification Institution, which states that the customer can rely on the fact that the rail infrastructure product satisfies the requirements incorporated in the SPC. A product certificate is a requirement for all freely available rail infrastructure products.

3.1.2 Batch Inspection Certificate

This is a certificate issued by a Certification Institution stating that the customer can rely on the fact that the batch satisfies the requirements incorporated in the SPC with regard to a batch inspection. Prior to being able to award a batch inspection certificate the producer should be able to submit a valid product certificate.

If a batch inspection certificate is demanded it is usually stipulated in the agreement between Railinfrabeheer and the contractor, together with the required reliability. In exceptional cases the requirement is included in the SPC. Railinfrabeheer's contractor is therefore the one who takes the initiative, rather than the customer from the Certification Institution which carries out the batch inspection.

3.2 Certification Institution

Certificates may only be issued by a Certification Institution that:

- Is familiar to Railinfrabeheer and takes part in instruction/harmonisation meetings to be organised by Railinfrabeheer;
- Is accredited by a national accreditation institution on the basis of the EN 45000 series;
- Can demonstrate that it has access to the expertise necessary for evaluating the rail infrastructure product (including suitable accreditation field);
- Has performed all measurements/tests, audits, etc. itself or has established that all measurements/tests, audits, etc. have been performed by an institution that has a valid accreditation.

3.3 Text for the Product Certificate

The product certificate must state the following information:

- The designation Product Certificate;
- Certificate number;
- The title, number and version of the Product Specification (SPC);
- The name of the producer;
- A declaration proving that the customer can rely on the fact that the rail infrastructure product satisfies the set requirements;

- The date of certification;
- The duration of validity of the certificate (in accordance with the SPC);
- The name of the Certification Institution;
- Clear reference to the product of the producer;
- A description of the marks applied to the product by the producer (if this is required by the SPC).

3.4 Text of the Batch Inspection Certificate

The batch inspection certificate must state the following information:

- The designation Batch Inspection Certificate;
- Certificate number;
- The name of the rail infrastructure product;
- The title, number and version of the SPC
- The name of the producer;
- A declaration proving that the batch is considered to satisfy the set requirements. *Note:* Both from the SPC and the agreement;
- The place and date of certification;
- The identification and size of the batch;
- The size of the random sample;
- The name of the Certification Institution;

4 Conflicting or Unachievable Requirements

The contractor is obliged to contact the Principal in the event of conflicting requirements between the agreement between Railinfrabeheer and the contractor, SPC, including the standards referred to within it, and the Evaluation Guideline (BRL) of the Certification Institution.

In the event that a producer cannot satisfy all requirements, certification cannot take place.

5 Responsibilities

5.1 Railinfrabeheer

Railinfrabeheer is responsible for ensuring that the SPC is correct and complete.

5.2 Producer

The producer is responsible for ensuring that he produces and supplies products in agreement with the SPC.

5.3 Contractor

The contractor is responsible for ensuring that the requirements of the SPC are demonstrably satisfied. The liability of the contractor is specified in the UAV or other General Conditions declared applicable in the contract, and/or stated in the agreement.

5.4 Certification Institution

The Certification Institution is responsible for providing the certificate on the correct grounds.

5.5 Supervisor

The supervisor is responsible for ensuring that:

- Checks are performed to ascertain whether the requested certificates satisfy the requirements set in chapters 3.3 and 3.4;
- Checks are performed to ascertain whether the documentation to be supplied is complete.

6 Transitional Guidelines

6.1 General

Regulations have only been stipulated for the situations which occur most frequently. If a certain situation is not described, or if a certain situation turns out to be unjust the Product Management department must be contacted:

- For a certification process which is already in progress or for certification which already exists the contact must be made by the Certification Institution.
- For a certification process which has not yet been started the contact must be made by the producer.

N.B. This stipulation is expressly not intended to alter product requirements but to prevent unjust situations.

6.2 Transitional Regulations for Using New Quality Manual

- With effect from 1st January 2002 all new certification processes must be based on this manual.
- Rail infrastructure products for which a certificate has already been issued may be adapted during the period of validity of the certificate. If no period of validity is specified the validity of the certificate ends on 01/01/2005.

6.3 Transitional Regulations for Applying New SPCs

- If an SPC is renewed because the rail infrastructure product based on the old SPC may no longer be applied, the product must be re-certified on the basis of the new SPC. This is then noted in the new SPC.
- If an SPC is renewed, and application of rail infrastructure products with certificate on the basis of the old SPC is acceptable, then the producer may continue to supply these rail infrastructure products during the period of validity of the certificate. This is then noted in the SPC. If no period of validity is specified it ends on 01/01/2005.

7 Revisions

- Loose-leafed edition Railinfrabeheer 0031 completely revised.
- par. 2.5 Beckers< Valkenburg

Appendix I Purchasing Models

Portfolio of railway materials

