

OTIF



**ORGANISATION INTERGOUVERNEMENTALE POUR
LES TRANSPORTS INTERNATIONAUX FERROVIAIRES**

**ZWISCHENSTAATLICHE ORGANISATION FÜR DEN
INTERNATIONALEN EISENBAHNVERKEHR**

**INTERGOVERNMENTAL ORGANISATION FOR INTER-
NATIONAL CARRIAGE BY RAIL**

INF. 14

31 July 2014

Original: German

RID/ADR/ADN

Joint Meeting of the RID Committee of Experts and the Working Party on the Transport of Dangerous Goods (Geneva, 15 to 19 September 2014)

Agenda item 2: Tanks

Maintaining the tank record according to 4.3.2.1.7

Proposal by the International Union of Wagon Keepers (UIP)

1. RID/ADR 4.3.2.1.7 describes the requirements for a tank record:
 - to be maintained throughout the lifetime of the tank by the owner or the operator,
 - to be retained by owner/operator for 15 months after the tank is taken out of service,
 - to be transferred to new owner/operator upon change of owner or operator,
 - copy of the tank record to be made available to the expert.
2. RID/ADR 6.8.2.3 and 6.8.2.4 also require that a copy of the certificate of the type approval and of the certificates of the periodic inspections are to be filed in the tank record.
3. The text of the present version of RID/ADR assumes that in reality the tank record has to be maintained on paper (even with the original documents, if necessary). In these days of electronic data processing, operators have started to file their tank records electronically. This not only reduces the potential risk of data loss, but also creates the opportunity of sending documents of any kind quickly and without complications worldwide, e.g. to workshops, control organisations, authorities, customers etc.
4. It should be therefore clarified whether, as an alternative, the tank record may be maintained in a tamper-proof electronic archiving system (i.e. paperless).

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5. From UIP's point of view, clarification would be welcome to the effect that archiving in an electronic archiving system complies with the requirements of RID. Such systems have to a large extent (even in the tax and financial sector) replaced paper archives or paper files. Today, they offer a level of safety (tamper-proof) which in some states has even been clearly described in legal terms and has been implemented. The characteristics of such a tamper-proof archiving system are as follows:

- Each Document has to be retained in due form according to legal and internal organisational rules.
- Archiving has to be complete – no document may be lost on its way to or in the archive itself.
- Each document has to be archived at the earliest possible point in time from the organisational point of view.
- Each document has to conform to the original and must be archived unalterably.
- Each document may only be viewed by accordingly authorised users.
- Each document must be retrievable and reproducible within a reasonable time.
- The earliest a document may be destroyed is after the end of the retention period, i.e. deleted from the archive.
- Each modifying action in the electronic archiving system must be comprehensibly documented for the authorised persons.
- The complete organisational and technical archiving procedure may be audited at any time by a third party expert.
- Compliance with all principles listed above must be ensured for all migrations or changes to the archiving system.

6. UIP therefore requests clarification by adding a Note to 4.3.2.1.7:

"Note: The tank record may also be maintained in suitable, tamper-proof electronic archiving systems."
