



Adding and cross referencing a new document in response to issue

Hinzufügen und Querverweis auf ein neues Dokument als Antwort auf ein Problem



Adding and cross referencing a new document in response to issue:

Hinzufügen eines neuen Dokuments mit Querverweisen als Antwort auf ein Problem:

The screenshot shows the 'Application issues' section of a software interface. At the top, there is a navigation bar with icons for 'Application', 'Application issues' (highlighted with a red box and a blue circle with '1'), 'Project team', 'Dashboard', 'Library', and 'Event Log'. Below the navigation bar is a '+ Create Issue' button and a 'Filter by' dropdown. The main area displays a table of issues with columns: APPLICATION ISSUE, TYPE, STATUS, CREATED, DUE, and ISSUE TITLE. The first issue is highlighted with a red box and a blue circle with '2'. A red arrow points from the 'VIEW' button of this issue to a detailed view modal. The modal shows the following information:

Application issue: S-20230321-001-002

Basic Information

Title * Please submit additional document / Prosím, predložte ďalší dokument

Description *

1. Prepare a new document with current date and version in the header
2. Upload new document to the OSS library using green [+] button at the level of specific folder (e.g. other SMS documents)
3. Respond to issue providing information which documents and which versions have been added

—

1. pripravte nový dokument s aktuálnym dátumom a verzíou v záhlaví
2. Nahrať nový dokument do knižnice pomocou zeleného tlačidla [+] na úrovni príslušného priečinka (napr. iné dokumenty SMS)
3. Reagujte na problém informovaním, ktoré dokumenty a v akej verzii boli nahrané.

Attachments

(1)

Go to list of issues

Weiter zur Liste der Probleme

(2)

Read the relevant issue and check what is expected

Lesen Sie das jeweilige "Problem" und prüfen Sie, was erwartet wird

Documentary evidence: SMS part

Show document descriptions

- SMS Description **+**
- EXAMPLE RAILWAYS PRÍRUČKA K SYSTÉMU RIADENIA BEZPEČNOSTI.docx **+**
- Other SMS documents** **+** **4**

Add file(s)

File upload rules

- Supported file extensions: msg, tiff, bmp, eml, gif, avi, mov, jpeg, jpg, zip, xlsx, wmv, rar, rtf, fodp, fods, png, fodt, docx, pptx, mp4, btx, flv, pdf, ppt, doc, odp, xls, odt, ods.
- Maximum file size 2048MB

Drop your file(s) here or click the button to browse

OR Choose file(s)...

	File
	ER NEW DOCUMENT V01 30-03-2023.docx

Add file(s) Cancel

(3) Go to the relevant part of application (i.e., SMS part of application or national part of application)

Gehen Sie zum entsprechenden Teil der Anwendung (d. h. zum SMS-Teil der Anwendung oder zum nationalen Teil der Anwendung)

(4) Use a **green [+] button** at the level of specific folder (i.e., SMS Description, Other SMS documents or National folder) to add new file. Add date and version number to the file name.

Verwenden Sie die **grüne [+] Schaltfläche** auf der Ebene eines bestimmten Ordners (z. B. SMS-Beschreibung, andere SMS-Dokumente oder nationaler Ordner), um eine neue Datei hinzuzufügen. Fügen Sie dem Dateinamen Datum und Versionsnummer hinzu.

(5) Save and submit the change using buttons at the bottom of the application page

Speichern und übermitteln Sie die Änderung mit den Schaltflächen am unteren Rand der Anwendungsseite



Documentary evidence: **SMS part**

Reference Number	Requirement (Requirement laid down in Annex I to Regulation (EU) 2018/762)	Documentary evidence (Link to the uploaded document)	Reference and description (Reference(s) inside the document(s) and description)
1.	CONTEXT OF THE ORGANISATION		
1.1	The organisation shall:		
	(a) describe the type, extent and area of its operations; (b) identify the serious risks for safety posed by its railway operations whether they are carried out by the organisation itself, or by contractors, partners or suppliers under its control; (c) identify interested parties (e.g. regulatory bodies, authorities, infrastructure managers, contractors, suppliers, partners), including those parties external to the railway system, that are relevant to the safety management system; (d) identify and maintain legal and other requirements related to safety from the interested parties referred to in point (c); (e) ensure that the requirements referred to in point (d) are taken into account in developing, implementing and maintaining the safety management system; (f) describe the scope of the safety management system, indicating which part of the business is included or not in its scope and taking into account the requirements referred to in point (d).	EXAMPLE RAILWAYS PRIRUCKA K SY	Chapter 1
		ER NEW DOCUMENT V01 30-03-2023.	

(6) Go to the mapping table if submitted document is the evidence for compliance with SMS requirements

Gehen Sie zur Zuordnungstabelle, wenn das vorgelegte Dokument den Nachweis für die Einhaltung der SMS-Anforderungen darstellt.

(7) Add new line at the level of relevant requirement using green [+] button and cross reference the relevant new document

Fügen Sie mit der grünen [+] Schaltfläche eine neue Zeile auf der Ebene der jeweiligen Anforderung hinzu und verweisen Sie auf das entsprechende neue Dokument.

(8) Save and submit the change using buttons at the bottom of the application page

Speichern und übermitteln Sie die Änderung mit den Schaltflächen am unteren Rand der Anwendungsseite





Application



Application issues

9



Project team



Dashboard



Library



Event Log

Responses / Comments

Comments

Event Log

New document "ER NEW DOCUMENT V01 30-0302023" was added as the evidence for requirement 1. This document contains a procedure of identification of safety related requirements in our organisation

Ako dôkaz pre požiadavku 1 bol pridaný nový dokument "ER NEW DOCUMENT V01 30-0302023". Tento dokument obsahuje postup identifikácie požiadaviek týkajúcich sa bezpečnosti v našej organizácii

Attach file(s)

Attachments (0)

10

Add comment

Cancel

Attach file(s)

Current version

Export application

Show document descriptions

- Application File
- Application form
 - Application Form.pdf
- Documentation
- Evidence (SMS and TSI OPE)
 - SMS Description
 - EXAMPLE RAILWAYS PRÍRUČKA K SYSTÉMU RIADENIA BEZPEČNOSTI.docx
 - Other SMS documents
 - ER 01 Organizacny poriadok.docx
 - ER NEW DOCUMENT V01 30-03-2023.docx**
- Description of changes

11

Request issue resolution

12

Save

Save & exit

Exit

(9)

Go to the relevant issue

Gehen Sie zum entsprechenden Problem

(10)

Provide your response in the comment part explaining which document you have uploaded and cross referenced

Erläutern Sie im Kommentarteil, welches Dokument Sie hochgeladen haben und auf welches Sie verweisen.

(11)

Link the new uploaded document from the library with the issue

Verknüpfen Sie das neu hochgeladene Dokument aus der Bibliothek mit dem Problem

(12)

Save your response and request issue resolution

Speichern Sie Ihre Antwort und fordern Sie eine Problemlösung an



Adding a new version of an existing document in response to issue

Hinzufügen einer neuen Version eines bestehenden Dokuments als Antwort auf ein Problem

B

Adding a new version of an existing document in response to issue: Pridanie novej verzie existujúceho dokumentu v reakcii na problém:

Application issues

1

Showing 1 - 2 of 2 Issues

APPLICATION ISSUE	TYPE	STATUS	CREATED	DUE	ISSUE TITLE
S-20230321-001-002	Type 1 (query)	Pending	21/03/2023	30/03/2023	Please submit additional document / Prosím, predložte ďalší dokument
S-20230321-001-001	Type 1 (query)	Pending	21/03/2023	30/03/2023	Please submit an updated version of the SMS Manual / Predložte aktualizovanú verziu príručky SMS

Application issue: S-20230321-001-001

10 issues per page

(1)

Go to list of issues

Zur Liste der Probleme gehen

(2)

Read the relevant issue and check what is expected

Lesen Sie die entsprechende Ausgabe und prüfen Sie, was erwartet wird

Documentary evidence: SMS part

Show document descriptions

SMS Description **+**

EXAMPLE RAILWAYS PRÍRUČKA K SYSTÉMU RIADENIA BEZPEČNOSTI.docx **+** **4**

- Other SMS documents
- ER 01 Organizacny poriadok
- ER 02 Pracovny poriadok do
- ER 03 Riadenie Dokumentac
- ER 04 Hodnotenie rizik.docx
- ER 05 Vzdelavanie zamestn
- ER 06 Smernica pree adapta
- ER 07 Zdravonta a psychick
- ER 08 Certifikacia rusovodic
- ER 09 Povinnosti rusovodic
- ER 10 Smernica o uprave pr
- ER 11 Riadene nezhod.docx
- ER 12 Smernica pre udrzbu
- ER 13 Smernica brzdy.docx
- ER 14 Zoznam HDV.docx
- ER 15 Smernica pre preprav

Add version

File upload rules

- Supported file extensions: msg, tiff, bmp, eml, gif, avi, mov, jpeg, jpg, zip, xlsx, wmv, rar, rtf, fodp, fods, png, fodt, docx, pptx, mp4, txt, flv, pdf, ppt, doc, odp, xls, odt, ods.
- Maximum file size 2048MB

Drop your file(s) here or click the button to browse

OR Choose file(s)...

File
EXAMPLE RAILWAYS PRÍRUČKA SMS V02 30-0-2023.docx

Add version Cancel

(3) Go to the relevant part of application (i.e., SMS part of application or national part of application)

Gehen Sie zum entsprechenden Teil der Anwendung (d. h. zum SMS-Teil der Anwendung oder zum nationalen Teil der Anwendung)

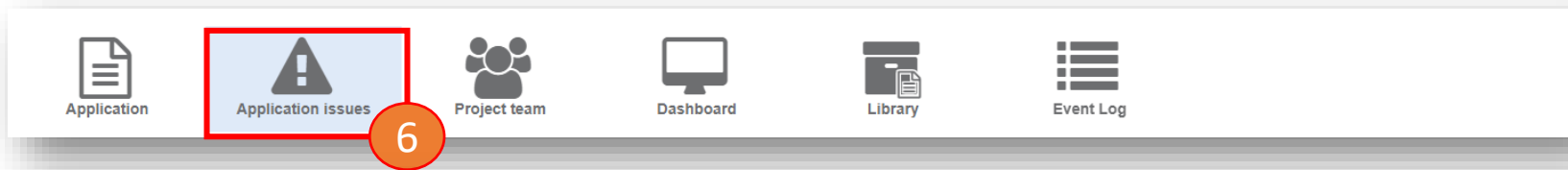
(4) Use an orange **[+]** button at the level of specific document that needs to be updated (e.g. SMS manual).

Verwenden Sie die **orangefarbene [+]-Schaltfläche** auf der Ebene des spezifischen Dokuments, das aktualisiert werden muss (z. B. SMS-Handbuch)

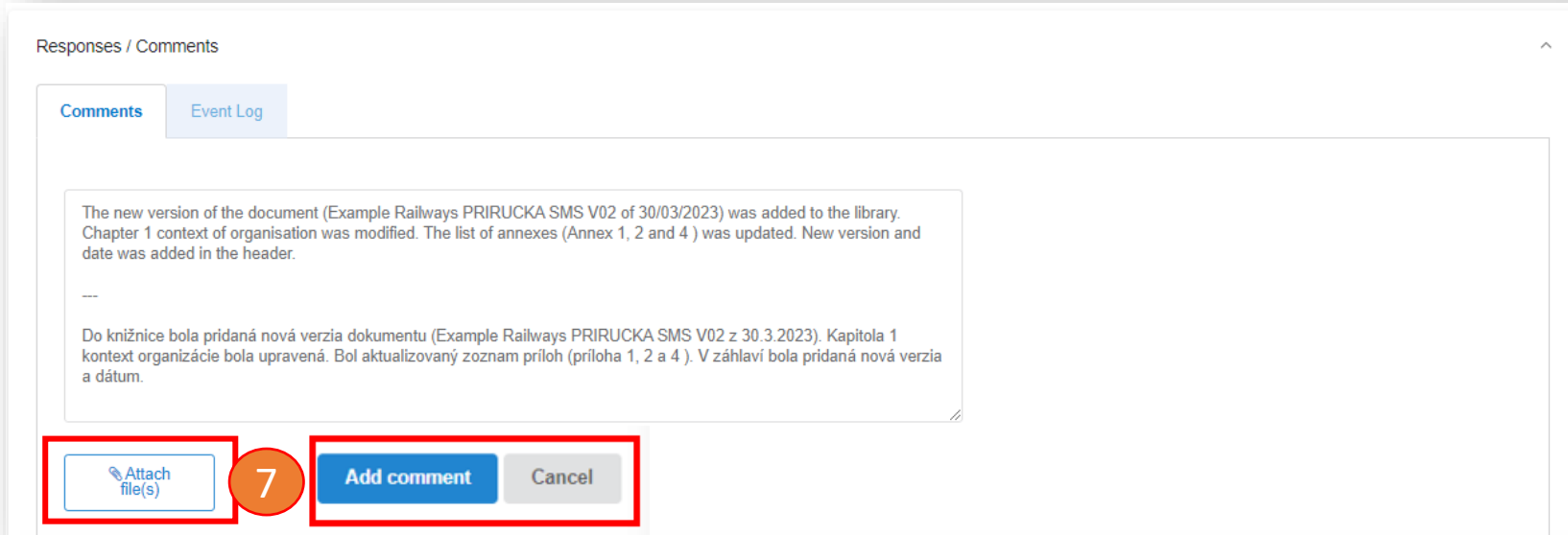
(5) Save and submit the change using buttons at the bottom of the application page

Speichern und übermitteln Sie die Änderung mit den Schaltflächen am unteren Rand der Anwendungsseite

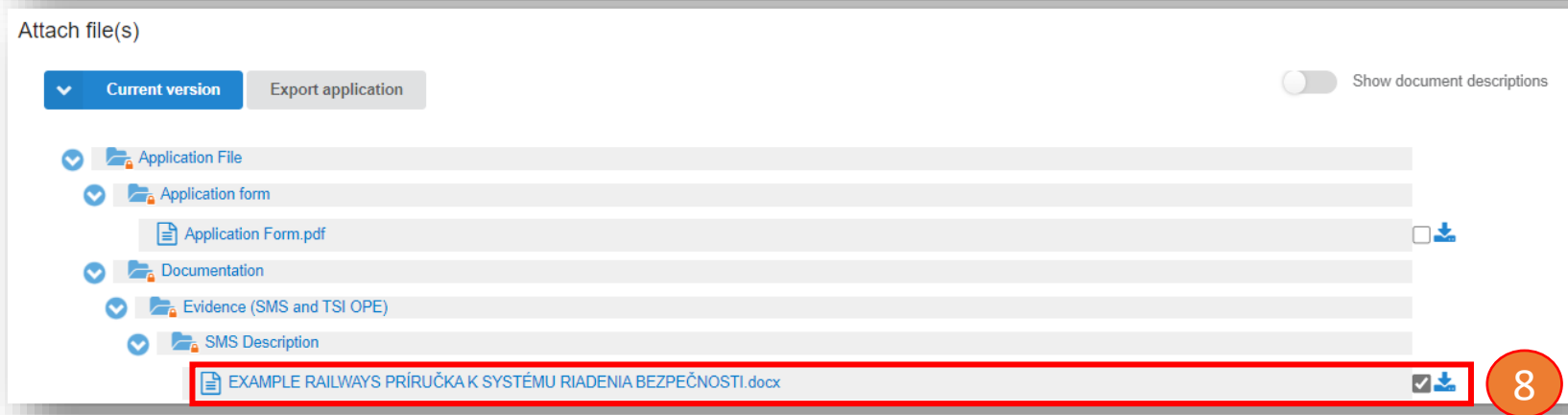




(6)
Go to the relevant issue
Prejsť na príslušnú tému



(7)
Provide your response in the comment part explaining which document you have updated
Erläutern Sie im Kommentarteil, welches Dokument Sie aktualisiert haben



(8)
Link the updated document form the library with the issue
Verknüpfen Sie das aktualisierte Dokument aus der Bibliothek mit dem Problem



(9)
Save your response and request issue resolution
Speichern Sie Ihre Antwort und fordern Sie eine Problemlösung an