



THE NEED TO ISSUE CARDS

CARD ISSUING





The driver card

Personalised for use by the Driver

- 5 Year Validity Period
- Holds an average of 28 days data
- Driver are only allowed to hold one card



The workshop card

Used by approved tachograph fitters to install, activate, calibrate and download the recording equipment.

- One year validity period
- Personalisation recommended
- Issued with a PIN



The company card

Allows the company to ‘Lock and Download Data’
recorded in the vehicle unit.

5 year validity period recommended



The control card

Used by enforcers to carry out roadside compliance checks.

- 2 year validity period recommended
- Personalisation recommended



Card Application Types

First Issue - First application for a tachograph card

Replacement - Issued when a card is lost, stolen or malfunctions

Exchange - Change of administrative data

Renewal - Issued when a card is renewed after 5 years



Card Issuing Authority (CIA) Organisation

Centralised - database, application processing system, card personalisation & issue

De-Centralised - administrative desks for application processing with centralised database. Card personalisation either from central office or at administrative desks



Considerations for setting up a CIA

Application processing system

Database to hold & maintain records

Contract with smart card supplier/personaliser

Certification Authority



CARD ISSUING TACHONET





TACHOnet Project Objectives

Create a telematics network to facilitate data exchange between national administrations in charge of issuing tachographs cards

TACHOnet network:

- Ensures a reliable and secure exchange of necessary and sufficient data between States issuing tachograph cards
- Makes sure the exchange is done within the legal constraints stated in the EU-AETR rules
- Imposes only limited constraints on the local systems managing cards in the different States

The TACHOnet project is owned by the European Commission *DG TREN*



TACHOnet Business Actors

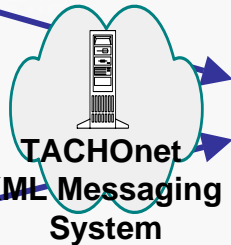
Clerks working for National Card Issuing Authorities (CIA)
Control officers working for National Enforcement Authorities

Clerk @ CIA



← Applies for a card, asks for exchange, declare card status modification

Issues,
Checks,
Modifies



← Owns & uses



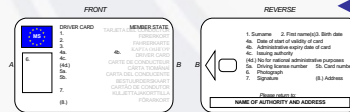
Truck driver



Checks,
Modifies

← Controls during road checks

Control officers





Scope and Exclusions of TACHOnet

Organisational:

1. Included:

- Central secure and reliable XML messaging system allowing competent authorities to exchange information about tachograph cards based on well defined interfaces
- Intelligent router between States (hub & spoke)
- Central logging/tracking for non-repudiation & statistics
- Access granted at State level using digital certificates handled by IDA PKI services.



Scope and Exclusions of TACHOnet

Organisational:

2. Not included:

- Establishment of card holders data bases is the responsibility of each State
- Access to the TACHOnet network within each State is under the responsibility of each State



Scope and Exclusions of TACHOnet

Business processes:

1. Included:

- Check that an applicant for a card in a State does not already hold a valid card in another State
- Check the actual status of a tachograph card based on its number/index (useful for control authorities)
- Information about lost, stolen, defective cards, as well as about exchange of driver cards



Scope and Exclusions of TACHOnet

Business processes:

1. Included:

- Information interchange about the usage of a driving license number for an issued card
- Provide a central Greek or Latin to US/Ascii transliteration service
- Provide a central service for getting the Phonex search keys of a driver's surname and first of first names
- Produce irrefutable statistics about activities (response by request, average response time/delay,...) for every State



Scope and Exclusions of TACHOnet

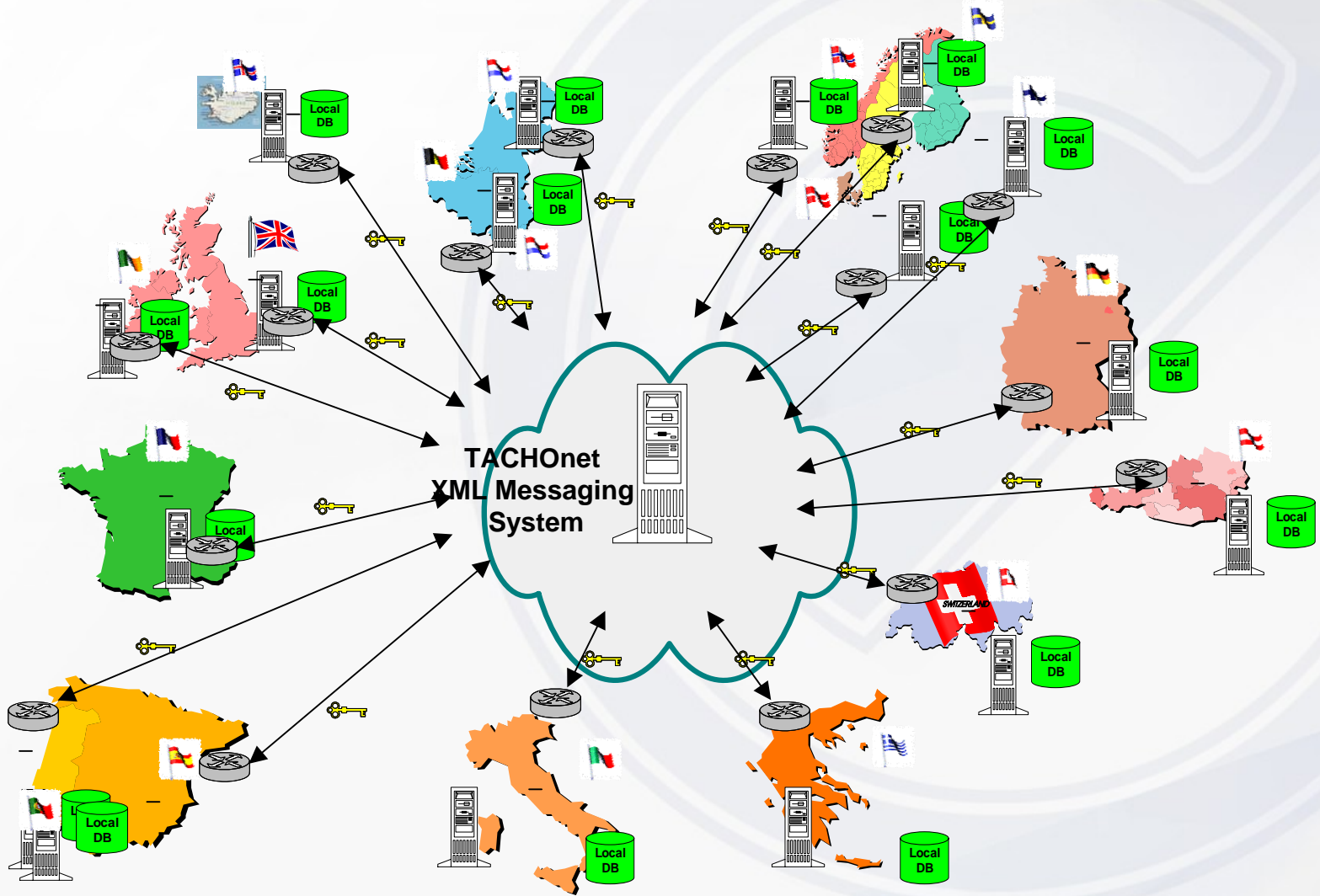
Business processes:

2. Not included:

- Check for driver license number by integrating calls to external systems



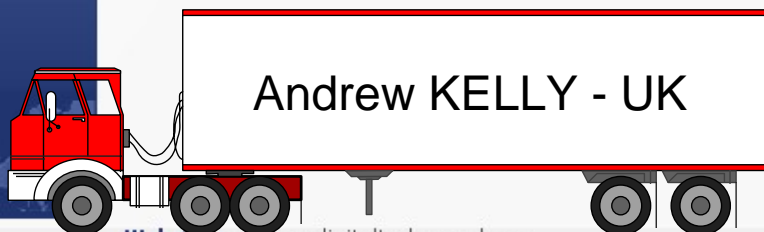
TACHOnet Architecture





WORKSHOP APPROVAL CRITERIA AND OPERATING GUIDELINES

The Requirements





The Requirements

All workshops should be approved against two sets of criteria:

- Technical Competence and Facilities
- Suitability of Applicant (Fitters and Workshops)



Technical Competence and Facilities

Appropriate workshop facilities

Appropriate approved equipment

Suitably trained and competent technicians

Other considerations (e.g. health and safety guidelines).



Suitability of Applicant (Fitters and Workshops)

Repute (Honesty and Integrity)

References (Business and Personal)



Technicians Qualifications

Properly trained and understand the duties required of them;

Competent to carry out the work required of them;

Meet acceptable standards of reliability, honesty and integrity.



Control of Workshop Technicians

It will remain for individual States, dependent on their individual administrative systems, to determine how to ensure that staff working for workshops, in particular the technicians, maintain standards and conduct their duties satisfactorily.

Control could be carried out by the Competent Authority, the Workshop Management, another agency or all of these provided that control is effective.



The Competent Authority will need to:

- Decide the period of validity of workshop approvals;
- Decide the fees for approval and/or renewal;
- Undertake (or delegate responsibility for) conducting periodic inspections of workshops, individual technicians, records, equipment and security aspects;
- Ensure that approval criteria are reviewed periodically to reflect changes and experience;
- Ensure that applications for workshop cards are screened and validated and that cards are not issued inappropriately.



The Competent Authority will also need to:

- Ensure that Workshop Cards are issued only for use at workshops within the State's territorial jurisdiction.
- Ensure PINs are issued securely so as to be known only to the individual technician who will use the workshop card to which it provides access.
- Maintain a list of approved workshop seal code numbers and share this information with the UNECE and AETR Contracting Parties.
- Approve and oversee a training programme for fitters



Workshops are basically approved to carry out:

- Installation (requirement 239)
- Activation (requirement 243)
- Calibration (requirement 248)
- Producing Plaques and Certificates (requirement 249)
- Sealing (electronic) (requirement 251)
- Periodic inspections (requirement 256)
- Downloading (requirement 260)
- Issue Undownloadability Certificates (requirement 261)



Monitoring and Control of Workshops

To work effectively and keep its integrity it is vital that workshops are properly monitored and controlled.

Monitoring the competence and the activities of workshops by (or on behalf of) the Competent Authority must be treated as a continuing activity.

States shall have to determine the appropriate level of resources required to monitor the workshops to prevent the security elements of the scheme being compromised and to ensure that downloaded tachograph data is adequately safeguarded.



Disciplinary Procedures

The Competent Authorities who issue the approval for a workshop will need to take disciplinary action if:

The workshop has failed to comply with the criteria of its original approval; or if,

The standard of work falls below an acceptable level; or if,

Malpractice or criminal activities have been detected.



Security of Workshops and Cards

To meet the EU-AETR vision, accuracy of the recording equipment is imperative.

Workshop cards in the wrong hands or misused, probably represents the highest risk to the integrity of (recorded) drivers hours data.

The individual technicians represent a key link in the security chain.

Essential that all workshop card activities are recorded in such a way that they provide a complete audit trail.



How should workshop cards be issued?

Given the importance workshop cards should be delivered to specific workshops or collected personally and signed for.

PINS will need to be issued to individual technicians under a separate cover completely.

It is for each State to decide exact procedures to ensure secure issue of cards to workshops and the secure issue of the PIN codes to the individual technicians who will use them.



Control of Workshop Cards and PINs

States need to ensure that secure arrangements exist to issue PINs to the individual technicians for whose use the workshop card is authorised;

After issue the PIN shall be the responsibility of the individual technician to whom it has been issued;

Individual technicians need to be aware of the security issues for Workshop Cards and PINs and to take responsibility for them whilst in their care.



RECORDS and RECORD KEEPING

In order to exercise control over the tachograph workshops and to maintain standards it is necessary to conduct audit.

Key to effective audit is the availability of accurate records.

For enforcement purposes it is important that a vehicle is found with an incorrectly set tachograph checks can be made at the workshop against whom the last inspection or calibration is attributed.



The management of tachograph workshops will need;

A register recording vehicle identity and VU details for all tachographs installed, activated, calibrated, inspected, repaired and decommissioned at the workshop.

As above for downloads from workshop cards to ensure a continuous and verifiable record of calibrations.

A record of all undownloadability certificates issued.
In addition all unused, spoilt, invalid or damaged certificates are retained for audit purposes;



Guidelines to approve workshops have been issued at EU level to help Member States to approve workshops

Can be of some help for you as well

Contact MIDT Secretariat





IN A NUTSHELL

Andrew KELLY - UK



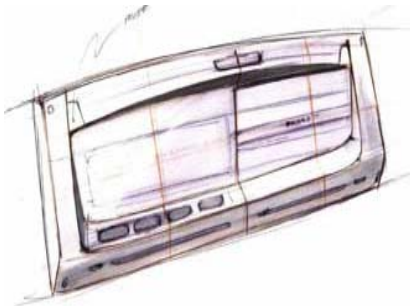


Overview Digital Tachograph System

Vehicle System

Vehicle Unit

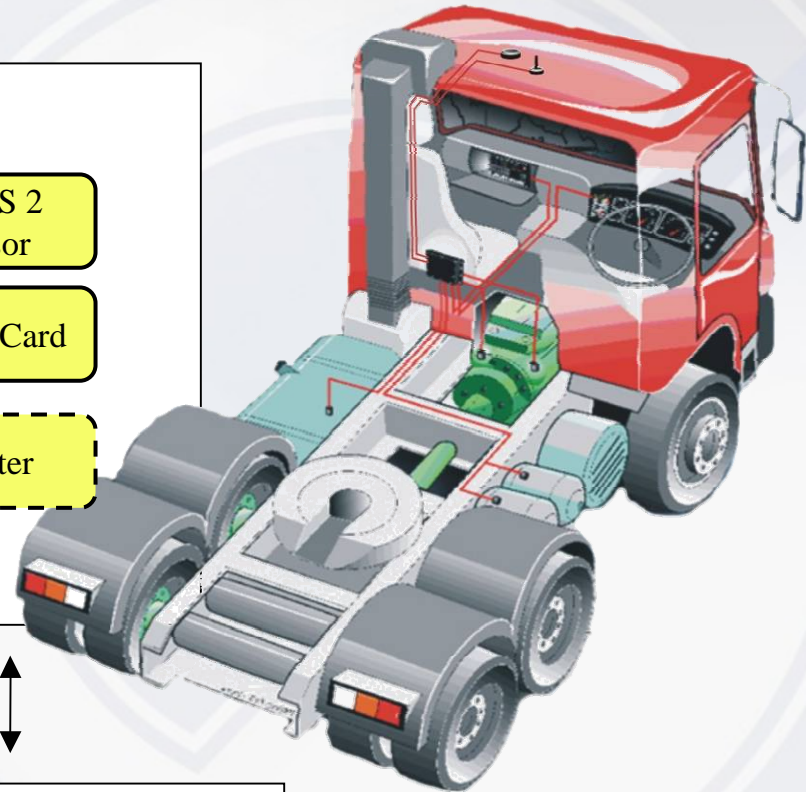
- Printer
- 2 SMC readers
- Data memory
- Display
- Buttons
- DL interface



KITAS 2
Sensor

Driver Card

Cluster



Workshop

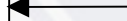
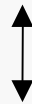
Workshop Card
Calibration Equipment

Authorities

Road checks
Control Card
Print outs
Data Analysis

Company

Company Card
Downloads
Data Analysis
Storage of vehicle
& driver data





Digital Tachograph Vehicle System

Vehicle Unit



Kitas 2 Sensor



Driver Card



Data Analysis