

## **SIMPLIFIED TECHNOLOGICAL PROCEDURES FOR FREIGHT TRAINS**

The Railway Undertaking (hereinafter referred to as “the RU”) shall ensure that each of its employees (including contractors and subcontractors) on the premises of the Infrastructure Manager shall always, before commencing work activities in the operating area, report to the dispatcher and acquaint the dispatcher with the work activity to be performed and agree with him the conditions for its safe performance. The dispatcher shall provide the RU employee (including contractors and subcontractors) with the information necessary to maintain his health and safety from the point of view of railway operation

### **1. Terminating train, transit train with processing – processes before and after train arrival**

Before the arrival of the train to a transport point – railway station, passing point, loading area, railway siding branching off on an open track where the train ends or is being treated, RU informs respective eligible employee managing the traffic on the railway track (station inspector, dispatcher) about the operations which shall be executed at the traffic point with the train (e.g. anticipated stopping time of the train, placement of the carriage on the railway siding, disposition instructions for the outgoing, incoming traction vehicle or for the personnel arranging the shunting process, stabling a part of the train on service track, deposition, etc.) adequately in time so that the employee could suitably restructure the technology of the local working process. After the arrival of the train to the traffic point, the RU employee is obliged to present himself to the station inspector (dispatcher) with whom he agrees on further procedure throughout the treatment of the train.

Work with accompanying documents and train documentation shall be arranged by the RU employee.

Securing of the train against spontaneous movement is arranged by RU employee according to the respective Operating procedure. He subsequently executes the uncoupling of the traction vehicle. Handing over of the traction vehicle shall be arranged by RU employees in cooperation with the dispatcher. In case of the necessity of temporary stabling of traction vehicle at the transport point, the dispatcher shall determine a convenient place for stabling according to the operational situation and local circumstances. RU employees are responsible for securing of the stabled traction vehicle. The RU engine driver may temporarily keep the keys from the traction vehicle only in an occupied railway office.

Examination of rail vehicles and removal of ending signals is arranged by RU employees.

Preparation of the train for division shall be executed by the RU employees. Division of the train, placement of the rail vehicles on service track, railway sidings, etc. is ensured by RU employees with traction vehicle of the RU in cooperation with the dispatcher. RU is obliged to announce the end of the processes related to the train to the dispatcher.

## **2. Departure train, transit train with treatment – activities before train departure**

The RU employee and the dispatcher shall agree on the method of train composition and the extent of executed shunting at the traffic point. Composition of the train shall be carried out by RU employees with traction vehicle of the RU in cooperation with station inspector (dispatcher).

Bringing-up of traction vehicle is performed by RU employees according to the instructions of the dispatcher. Coupling of traction vehicle and removal of device used for securing of rail vehicles against the spontaneous movement shall be performed by RU employee.

Inspection of the rail vehicles, brake test and the marking of the train by ordered signals are carried out by RU employees.

Placement and stabling of rail vehicles, as well as possible exclusion of rail vehicles with technical or transport error are arranged by RU employees with traction vehicle of RU in cooperation with station inspector (dispatcher).

Treatment and handling with accompanying documents and train documentation are arranged by RU employee.

RU is obliged to electronically send the input sentence of the train to the ŽSR IS PIS. The dispatcher is obliged to control the placement of the input sentence to the IS PIS ŽSR. RU employee is obliged to submit the Report on the train composition in paper form, electronic form or via IS PIS application to the station inspector (dispatcher) in case of inclusion of rail vehicles with other important operational data (e.g. exceeded loading rate, decreased speed, special conditions of transportation, etc.).

In case of extraordinary event, if RU employee is unable to send the input sentence of the train, the input sentence for the needs of ŽSR IS PIS is placed by station inspector (dispatcher). Operational faults within the meaning of the ŽSR Regulation Z 17 „Accidents and Extraordinary Events“, which result in a change of train composition, and information system faults within the meaning of ŽSR Regulation DP 2 „Operational

Information System“ are considered to be extraordinary events. In these cases, RU employee submits “Train inventory“, as well as „Train composition report“, to the dispatcher in a paper form.

In case of ŽSR IS PIS failure or communication failure between ŽSR IS PIS and the RU’s PIS, the RU employee is obliged to contact Service Desk of ŽSR Railway Telecommunications and after registering an incident of non-functionality of the ŽSR IS PIS, he/she is assigned a customer complaint number. He/she shall report this number to the ŽSR control dispatcher when requesting an extraordinary train signing off due to the failure of ŽSR IS PIS. Subsequently, after verification, control dispatcher shall order such a train to be written up.

Notification to the engine driver by written orders concerning the extraordinary events related to the train run shall be ensured by the dispatcher.

The engine driver (RU employee) shall report the readiness of the train for departure to the dispatcher.

### **3. Banking**

Shunting with banking traction vehicle at the transport point or open track is ensured by RU employees in cooperation with the dispatcher. Coupling or uncoupling of the banking traction vehicle, brake test, marking of the train by prescribed signals, change of train composition in IS shall be ensured by RU employees. Notification to the engine driver of the banking traction vehicle by written orders is arranged by the dispatcher. Readiness of the banking traction vehicle for departure is announced by the engine driver (RU employee) to the dispatcher.

### **4. Work with local rail vehicle**

RU employees shall agree with the dispatcher on method and conditions of the execution of shunting before the placement of the rail vehicles into the handling area. Roiling stock vehicles are placed into the handling area under condition of non-discriminatory principle to various RUs. RU shall provide the possibility of shunting with placed rail vehicles for the execution of necessary handling by other RU. Similar rules need to be followed before the transfer of rail vehicles out of the handling area and inclusion to the train. The head of the shunting process from the RU managing the shunting is responsible for the execution of all operations required for safe shunting with the rail vehicle of other RU (securing against spontaneous movement, discontinuance of loading or unloading). Before the displacement out of the handling area, RU employees notify the dispatcher about the loading with a special consignment.

RU which made a contract with its (subcontractors) executing the loading or unloading of wagon consignments in the area of ŽSR, shall arrange (provably notify) that:

- Each time before the start of an execution of working process in the operational area the carrier presents himself to the respective eligible employee managing the traffic on the track (station inspector, dispatcher), informs him about the working process which is set to be executed and agrees on the conditions of the safe execution.
- Loading or unloading is permitted only from the common loading and unloading siding or loading ramps.
- Loading and unloading of the goods consisting of long items requiring tower crane or fastening device for lifting must not be executed in areas with risk of moving out of the clearing gauge area of the common loading and unloading track (out of the rail vehicle clearance) and with possibility that the long items might intervene to the cross section of neighbouring railway tracks during the handling process!
- On electrified lines (railway stations), except conditions mentioned in previous paragraph, each employee executing the working process in operational area with electrified rail (electrified track, set of tracks of a railway station, as well as of any other operating control point), as well as each employee entering the operational area with electric rail (electrified track) during the execution of the working process, must have **valid qualification of minimally instructed person**. The employee must not get close (by body or item) to the parts of overhead contact lines with the voltage on a distance shorter than 1.5 m.
- Before the execution of loading or unloading handling a control of securing of the rail vehicle against spontaneous movement must be executed.
- To the opening part of the vehicle (e.g. side gate or front gate of the freight vehicle etc. a. o.) it is necessary to take a stand out of the range of possible threat.
- Especially in case of loaded vehicles (rail vehicles and freight vehicles) it is necessary to open their door with increased cautiousness with expectation of its accidental ejections.
- Opened door of the traffic vehicle need to be secured against spontaneous closure with the support created for this purpose.
- Without the eligibility from the Occupational Safety and Health as defined in the regulation of ŽSR Regulation Z 2 „Safety of the employees in the conditions of ŽSR“ and without the Competence tests – 17/2 of the ŽSR Regulation Z 3 “Professional competence at ŽSR“ the RU must not wilfully move (nor shunt!) the

rail vehicle. The same applies to the manual shunting, shunting with road vehicles, as well as the shunting with the use of simple mechanisation tools (shifting, winches, etc.). RU shall arrange that employees of the carrier may load, unload and stay in rail vehicles only after an approval of RU employee. Employees of the RU are obliged to respect the commands of the employees managing the shunting and the traffic on the track.

- Each RU is obliged to create and submit „Identification of non-removable dangers and non-removable threats and the plan of safety measures“, on each particular workplace and for each type of mechanisation device used during the loading and unloading of the wagon consignments, to the railway undertaking for approval.

Operation of the railway sidings, sets of tracks in running sheds, wagon repair shops is carried out according to the enactments of respective operating procedures and annexes. Operator of the track determines and agrees with the RU on the conditions of the traffic operation on the track of a railway siding, running shed and a wagon repair shop.

Necessary repair and adjustment of the rail vehicles and freights loaded thereon, which need to be carried out due to their exclusion from the carriage for technical or transportation error, are executed in places appropriated for such process. In case of absence of such place in respective traffic point and the possibility of the transport of such rail vehicle into appropriate repair workshop, RU arranges its transport. If the adjustment and repair of the errors on rail vehicles in the given traffic point is necessary also in places which are unequipped for such activity technically and in terms of construction, RU employees shall agree with ŽSR on conditions of the execution of such activities. RU employees are responsible for approval and execution of the measures (e.g. fire protection measures, ecological measures, safety of the employees, etc.) related to carrying out repairs or error corrections on rail vehicles or cargo.