



SUBJECT		RAIL SIDING SERVICE PROCEDURE				
Latest version	Date of issue	Prepared by	Checked by	Approved by	Reference no.	Department
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## 1 PURPOSE

Determining the rules and regulations applicable to rail operations implemented by DCT Gdańsk S.A.

## 2 SCOPE

From entry to DCT Gdansk S.A., by service at the terminal area until it leaves..

## 3 DEFINITIONS

<i>Number</i>	<i>Acronym</i>	<i>Full name</i>
-	-	-

## 4 RELATED PROCEDURES

<i>Number</i>	<i>Reference number</i>	<i>Procedure name</i>
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## 5 GENERAL GUIDELINES

- 5.1** Train sets are serviced at the DCT rail siding 24 hours a day, seven days a week, however operation activities during the public holidays are performed only upon earlier notification. The servicing of those train sets is organized by the Rail Office.
- 5.2** A carrier taking advantage of the handling services at the DCT rail siding has dedicated service windows. Those windows are agreed between the parties concerned (Rail Carrier – Train Operator – DCT) and depend on the volume.
- 5.3** In one service window allocated to the Carrier, DCT undertakes to receive train sets with the maximum length of 618 m (e.g. 31 four-axle platform cars, 3 TEU each). DCT shall not be liable for delays to the servicing of extra rail cars.
- 5.4** If the arrival of several train sets of a given Carrier in one service window is expected, DCT shall determine the rolling-on priorities of which it shall advise the Carrier, and the Carrier shall comply with the rolling-on programme set up by DCT.
- 5.5** When a train set is expected outside the service window granted, DCT may allocate another time for rail car servicing, not conflicting with the servicing of scheduled train sets of other Carriers, the DCT's decision shall, however, be final and undisputed.
- 5.6** DCT reserves the right to receive rail cars for off-schedule service only on condition that the Carrier's engine stays at the DCT rail siding at all times during the servicing and, if necessary, on DCT's request, such an engine rolls the cars off to the Gdansk Port Północny rail station to make the track available to another Carrier.

## 6 DETAILS OF THE PROCEDURE



*Responsible*

*Details*

*Joint scope*

## 6.1 TRAIN NOTIFICATION

Train Operator	6.1.1	Every Monday by 09:00 hrs the Train Operator shall submit to DCT, by electronic means, a weekly schedule of arrivals at the rail siding in the form of an Excel table.
Train Operator	6.1.2	Detailed information on the individual train sets shall be sent at least four hours before the train arrival and the list of the rail cars with containers shall conform to the sequence of platforms in the train set. Failure to meet that condition may cause delays to train servicing for which delays the Transport Organiser shall be fully liable. In such a case, if a train is not fully serviced by the end of its window, the Carrier must be prepared for premature rolling off of the rail cars to the Gdansk Port Północny station at DCT's request even if the train servicing has not been completed.
Train Operator	6.1.3	The Train Operator shall submit the following to DCT:  a) Information concerning the train set: <ul style="list-style-type: none"><li>• Number of cars</li><li>• Car types and numbers</li><li>• Car sequence</li><li>• Train set length</li></ul> b) Information concerning containers to be unloaded: <ul style="list-style-type: none"><li>• Container number</li><li>• Container position on the car and the car number</li><li>• ISO type</li><li>• High Security bolt seal numbers</li><li>• Container weight</li><li>• Booking number</li><li>• Hazard class</li><li>• Train Operator</li><li>• Place of dispatch</li></ul> c) In the case of hazardous cargo containers the Train Operator shall submit to DCT scanned DGD's (Dangerous Goods Declarations) before the arrival of the train. If those documents are not submitted, DCT may refuse to place the goods at the yard.



- d) Information concerning containers to be loaded:
- Container number
  - ISO type
  - High Security bolt seal numbers
  - Container weight
  - Train Operator
  - Number of the rail car onto which the container is to be loaded (if required)
  - Destination
  - Detailed loading instructions

The Forwarder's or Container Operator's duties include the release of the container to a Train Carrier in the terminal operating system. For that purpose, he shall complete the field titled Train Operator. For a DCT employee, the above is a piece of information meaning that the container has been released onto a train properly.

- e) In the case of full containers for loading, Train Operator is obliged to release container for rail at the latest 4 hours before the scheduled loading. Release for rail is achieved by entering into the system the container number and the PIN number received from the client. Containers can be loaded on wagons after positive verification of these numbers automatically by the system, what is shown automatically in the field Train Operator.
- f) If there is no complete container information (Freight Release, Train Operator) within 1 hour before the Scheduled Operator window, the containers will not be loaded onto wagons.
- g) In the case of empty containers (Maersk, Seago Line) for loading, Container Operator releases containers to the Freight Forwarder (field Agent One), or directly to the Train Operator (field Train Operator). In the case of release of containers to the Forwarder, the Freight Forwarder is obliged to fill in the Train Operator field. Empty containers can be loaded on wagons provided that Train Operator field is filled in.

- 6.1.4 The Train Operator shall ensure that the notification is created in the system. The costs of wrong notification or its lack shall be charged to the company responsible for pre-notification.

Train Operator



- Train Operator 6.1.5 Based on information received from the Train Operator, DCT shall verify data entered into the terminal operating system. The Train Operator shall be advised of any non-conformities or missing information in the notification.
- Train Operator 6.1.6 If an appropriate order is not received by DCT within the required time (24 hours before the planned service), it is assumed that the containers are operational and can be loaded in the current condition onto the rail cars.
- Forwarder 6.1.7 If a check by a surveying company of the technical condition of empty containers designated for loading onto rail cars and located at the DCT premises is required, an appropriate order shall be sent 24 hours before the planned service to allow time for putting the containers in the inspection area so that a visual inspection and any other required activities such as washing, sweeping, denailing etc. can be performed. In such a case, a fee for possible changing the data in the system and for additional moves will be collected from the Forwarder.
- DCT 6.1.8 DCT does not provide additional service for cleaning of containers after loading them onto rail cars. During loading, containers will not be replaced because of their technical condition unless damage occasioned during a loading operation is noted.
- DCT 6.1.9 DCT reserves the right to reject a train set if the complete required documentation mentioned in point 3 is not in place.

## 6.2 TRAIN SERVICING:

- Carrier 6.2.1 The Carrier shall advise DCT of the readiness to roll the train set on the DCT rail siding one hour before arrival and then once again immediately before the entry onto the siding.
- DCT 6.2.2 Following receipt from the Carrier of information on the readiness to roll the cars on the rail siding, DCT shall contact the PKP-PLK GP-11 post and confirm the possibility of entering the rail siding.



- 6.2.3 When all the formalities mentioned in items 1 and 2 have been completed, the rail cars may be rolled onto the DCT rail siding, where a DCT employee will take the train set over from the Carrier.
- a) The activities performed at the DCT rail siding before unloading include:
- Checking the conformity of rail cars and containers on the basis of information submitted by the Train Operator
  - Checking the correctness of seals on containers
  - Checking the correctness of IMO class marking
  - External visual inspection of the technical condition of containers
  - Removal of redundant IMO stickers from neutral containers
  - If a full container is received without High Security bolt seal, DCT is under the obligation to secure such a container on the rail car with a DCT strip High Security bolt seal
  - Confirmation of acceptance of the train set from the Carrier by DCT on the printout from the terminal operating system or Train Operator on the basis of which printout the train set is checked
  - Advising the Train Operator by electronic means of any deviations
- b) During loading, a DCT employee shall check the conformity of cargo with the loading plan on a current basis. The activities performed at the rail siding include the following:
- Preparation of rail cars for loading by appropriate setting of container fixing security bolt seal
  - Physical verification of cargo conformity with the pre-prepared plan
  - Checking the correctness of seals on containers
  - Checking the correctness of IMO class marking
  - External visual inspection of the technical condition of containers
  - Handing over of the train set to the Carrier's representative on the basis of a printout from the terminal operating system, confirmed by the Carrier
  - Advising the Carrier of any deviations
- 6.2.4 The documents will be handed over following the check of the condition of rail cars and shipment at the DCT rail siding. On signing the documents, the party shall take over the liability for the condition of the rail cars and shipment.
- 6.2.5 Not later than 1 hour before the completion of train servicing, DCT shall advise the Carrier of the time when the train set will be ready and of the need to roll it off the rail siding.



DCT 6.2.6 When full containers have been loaded, DCT shall advise the Border Guard of the need to check the containers for the presence of radioactive materials.

DCT 6.2.7 Following the completion of handling operations, DCT shall send to the Train Operator by electronic means terminal system operating reports containing the following data:

- Container number
- Container type
- Rail car number
- High Security bolt seal numbers
- Date of container placing/collection
- Cargo
- Container weight
- Container operator
- Train Operator
- Damages

Carrier 6.2.8 It is the Carrier's duty to roll a train set off the DCT rail siding upon completion of handling operations and train set takeover, without undue delay in the scheduled service hours, but no later than 30 minutes after completed operations.

DCT 6.2.9 If the train set is not removed immediately after handling operations (up to 60 minutes after the service window ended), DCT may instruct another Carrier to relocate such a train set to the Gdańsk Port Północny rail station at the cost of the Carrier who has failed to collect its rail cars on time. DCT also reserves the right to shorten the next service window of the Carrier who has blocked the DCT rail siding by the time of blocking.

DCT 6.2.10 DCT reserves the right to reject a train set if the expected service time of a given train can be longer than the window granted to the Carrier. The above concerns a situation when the Carrier, for reasons within its control, delays the rolling on of its own trains in conformity with the previous rolling-on plan or if the volume exceeds the time of reserved service window.

Carrier 6.2.11 Any delays to the train schedule shall be reported to DCT by the Carrier on a current basis.



### 6.3 RULES OF THE ALLOCATION OF WINDOWS IN THE TRAINS SERVICE CALENDAR

- DCT 6.3.1 The train service Calendar has been created on the DCT' website and is available for anyone interested in the rail service in DCT.
- DCT 6.3.2 Priority in booking of windows have a fixed schedule of trains ensuring constant volume for DCT.
- DCT 6.3.3 Scheduled service will be held only on the condition that the train set will be waiting on standby at the station Gdańsk North Port for 1 hour before the scheduled operation and the Carrier will arrange the train set at the min. 30 minutes before the assigned window starts.
- Carrier 6.3.4 One window service includes only handling operations at the DCT siding.
- DCT 6.3.5 Service window organization is flexible. DCT reserves the right to amend it depending on the degree of utilization of the rail siding by the individual carriers.
- DCT 6.3.6 In the days of peak traffic associated with operations on AE10 service vessel, DCT reserves the rights to modify the service time in order to maximize efficiency of the rail siding. DCT retains the possibility to run trains of other carriers during operating times previously assigned to specific carriers.
- Train Operator 6.3.7 Each time, the Train Operators by the 15th of each month are asked to submit a list of trains for the next two months. These trains will have priority for service.
- DCT 6.3.8 Trains that are run temporarily will be adapted in the train service Calendar in the time gaps free of regular services. Applications for servicing of trains (wagon groups) launched on ad hoc basis are accepted from Monday to Friday until 1200hrs.
- DCT 6.3.9 Train service Calendar will be modified on weekdays after 1300hrs.



#### 6.4 OTHER:

DCT 6.4.1 DCT shall each time advise the Carrier of any changes of the service widow organization at least two weeks before their introduction.

DCT 6.4.2 DCT reserves the right to change the time of rolling-on of a given train set if that is necessary due to the need to arrange for the servicing of rail cars with containers designated for a ship being serviced by DCT at that moment.

Carrier 6.4.3 The Carrier shall deliver to the DCT rail siding the rail cars which are technically operational, clean and ready for container transport. DCT may refuse to receive rail cars not prepared for loading (in particular, those from which snow has not been removed in winter). Rail car snow clearing, if any, may be performed by DCT at the Carrier's cost, the relevant service order shall be requested by Carrier. The Carrier shall be liable for any delay related to car preparation.

Carrier 6.4.4 In the case of servicing rail cars with side boards or stanchions, the Carrier's duties include both folding and erection of the above means of protection of cars for proper preparation of handling operations on those cars. If the rail cars are not properly prepared by the Carrier, DCT may prepare them in so far as it is possible for DCT to do so, at the Carrier's cost. The Carrier shall be liable for any delay caused by rail car preparation.

Carrier 6.4.5 The gate of the DCT rail siding is closed after each entry and exit of a shunting engine. If the gate is damaged or destroyed by the Carrier, DCT reserves the right to charge the related costs to the Carrier.

DCT 6.4.6 The way of traffic management at the rail siding is specified in the DCT Gdańsk Rail Siding Operation Rules approved by PKP PLK S.A., which rules each Carrier shall familiarize itself and comply with.





6.4.7 The DCT rail office 24/7 on duty organizes the wagon sets service:

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DCT

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