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Translation

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Exceptional consignments - Regulations concerning the preparation and management of exceptional consignments

Transports exceptionnels - Dispositions concernant l'étude et l'exécution des transports exceptionnels
Außergewöhnliche Sendungen - Bestimmungen für die Planung und Behandlung von
außergewöhnlichen Sendungen



UNION INTERNATIONALE DES CHEMINS DE FER
INTERNATIONALER EISENBAHNVERBAND
INTERNATIONAL UNION OF RAILWAYS

Leaflet to be classified in Volumes:

- II - Freight traffic
- IV - Operation
- V - Vehicles
- VII - Fixed equipment

Application:

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Record of updates

1st edition, September 2006 First issue. This leaflet as well as UIC Leaflets 502-2 and 502-3 result from the division of the earlier UIC Leaflet 502. This should facilitate easier use and updating.

2nd edition, October 2009 Update of leaflet due to the new COTIF coming into effect.

The person responsible for this leaflet is named in the UIC Code

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Summary

This leaflet is binding for all railway undertakings involved in the international carriage of exceptional consignments and

- defines the term "exceptional consignment";
- regulates the approval and authorisation procedure for international transport;
- lists the contacts of the individual groups for exceptional consignments and national registration offices.

The following basic documents apply for the international carriage of exceptional consignments:

- General contract for the use of freight wagons - GCU;
- UIC loading guidelines - volumes 1, 2 and 3;
- Convention concerning international carriage by rail - COTIF;
- Standardised legal regulations concerning the contract for the international transport of goods by rail - CIM (COTIF Annex B);
- Standardised legal regulations concerning the contract for the use of the infrastructure in international rail traffic - CUI (COTIF Annex E);

NB: not yet ratified by all countries.

- Agreement for the reciprocal use of passenger coaches in international traffic;
- Agreement for International Railway Freight Traffic (SMGS).

The preparation and implementation of the carriage of a consignment requires a co-ordinated approach between those involved - customer, railway undertaking (RU) and infrastructure manager (IM) or railways.

Railways in the sense of this leaflet are railway undertakings for which there is no separation into RU and IM.

At the time when this leaflet was published the "Railway reform" has not yet been introduced by all railways in the EU and so the responsibility for organising exceptional consignments lies either with the "Railways" or the IM/RU.

Individual RU and IM can also conclude agreements with one another that deviate from the provisions of this leaflet. This only applies for the exceptional consignments referred to in this leaflet and only for the carriage of consignments between the contractual partners.

Special arrangements are set down in *UIC Leaflet 502-2* for the coding of out-of-gauge consignments in accordance with the outline procedure.

Regulations regarding the carriage of exceptional consignments on railways with a track gauge of 1 520 mm are set down in *UIC Leaflet 502-3*.

1 - Exceptional consignments

1.1 - A consignment is considered to be exceptional if its external dimensions, its weight or its properties in relation to the fixed equipment or wagon give rise to particular difficulties for anyone involved in the carriage of the consignment, and it can therefore only be accepted under special technical or operating conditions.

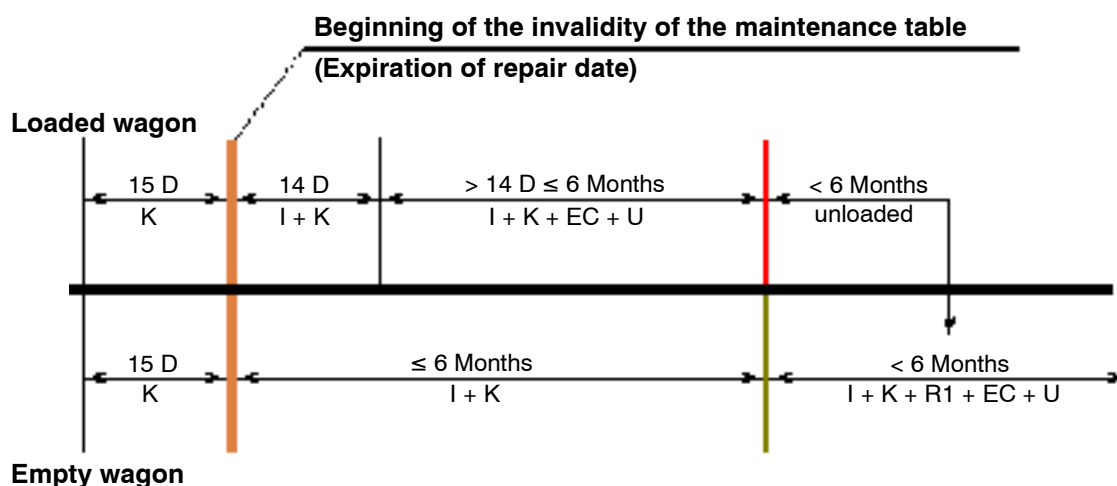
1.2 - The following are exceptional consignments (also bearing in mind the regulations of the CIM (see [List of abbreviations - page 38](#)) and the Loading Guidelines):

- Consignments which are not secured in accordance with the Loading Guidelines, Volumes 1 or 2 and which have no equivalent alternative securing systems, e.g. in accordance with loading examples (information sheets) published on pink paper;
- Consignments which exceed the smallest loading gauge of one of the railways/IM (see [List of abbreviations - page 38](#) and [Glossary - page 35](#)) on the route, bearing in mind the restrictions of the loading width according to the UIC Loading Guidelines;
- Consignments with a large overhang, the restriction values of which under the UIC Loading Guidelines lie to the right close to the bold line (this only applies on SNCF);
- Rigid load units loaded on two or more wagons with pivoted bolster/rotary sliding bolster;
- Flexible load units with a length of more than 36 m on several wagons;

NB : On certain railways such consignments are moved in combined trains taking into account the loading examples provided in the Loading Guidelines. On BDZ (NRIC), EWS, GySEV, FS, HZ, MZ, ZFBH, ZRS, ÖBB, PKP, RENFE, BV (Sweden), INFRABEL (Belgium), SNCF, SZ, TCDD and ZS, load units more than 36 m long are also moved in combined trains as exceptional consignments.

- Load units which cannot be forwarded to the destination station (see [Glossary - page 35](#)) without transshipment, if they weigh more than 25 t or are loaded on low-loader wagons (only applies for the transshipment to railways with different track gauges);
- Consignments to be transhipped to a ferry if they do not meet the regulations of *GCU, Appendix 11, Annex 1* (see [List of abbreviations - page 38](#));
- Wagons with more than 8 axles provided that they are loaded;
- Railway vehicles on their own wheels which are themselves the object of a freight contract if they do not have either the RIV or RIC (see [List of abbreviations - page 38](#)) marking or the agreement label in accordance with *GCU Appendix 11, Point 2.2*;
- Vehicles whose load exceeds the permissible load limit for the class of the line to be negotiated;
- Vehicles loaded over the maximum specified load limit (load limit label/additional label) up to the maximum design carrying capacity;
- Vehicles without a specified payload, e.g. civil engineering vehicles and crane wagons;
- Loaded vehicles which do not have details of their load limits;

- Vehicles that do not bear the RIV/RIC sign or agreement label in accordance with *GCU Appendix 11, Point 2.2*;
- Vehicles on their own wheels with technical features (tractive vehicles, railcars, trams, civil engineering machines, cranes, etc.) which may only be carried under special operational arrangements.
- Vehicles that are overdue for works attention (because of the validity of the maintenance table of the wagon in accordance with *GCU Appendix 11, Annex 8*):



D = Day(s)	EC = Exceptional consignment
K = Form K	U = Form U
I = Form I, Certificate of ability to run	R1 = Form R1

Form K, I and R1 are explained in the GCU, Appendix 9, Annex 11.

1.3 - Exceptional consignments can only be accepted under certain conditions, which must be agreed in advance between all those involved in the carriage of the consignment.

1.4 - Coded load units on approved coded wagons for combined transport that exceed the minimum loading gauge of one of the participating railways/IMs, on the route, but which run on lines coded for combined transport in trains accepted for combined transport will be carried without further approval.

If one of the above conditions is not met then it cannot be considered to be a combined transport consignment and shall be subject to the provisions of this leaflet.

2 - Organisation, basic regulations

2.1 - Each railway/IM/RU shall nominate one or more independent groups to be responsible for the technical, operational and commercial management and for the authorisation of the exceptional consignments.

This group (GEC - group for exceptional consignments) collects the facts and coordinates the management of the exceptional consignment.

2.2 - The term GEC includes each of the groups bearing national responsibility, whether this be the RU (RU GEC), the IM (IM GEC) or the railway (railway GEC).

If a railway/IM/RU nominates several independent groups, the responsibility of each group must be limited.

2.3 - Rules covering the relationships between RU GEC and IM GEC are the subject of the "Contract for the use of the infrastructure in international rail traffic" (*COTIF, Annex E (CUI) Art. 5 §1 and §2* - see Bibliography - [page 40](#)).

NB : not yet ratified by all countries.

2.3.1 - The RU GEC performs the following basic services:

- It takes orders from customers for the carriage of exceptional consignments,
- It defines the transport conditions (selection of a suitable wagon and suitable loading method and load securing system, etc.) and the delivery deadlines etc.
- It proposes the forwarding route to the next RU, including transit stations,
- It issues the approval application
 - to all RUs involved in the carriage of the consignment,
 - to the IMs with which its own RU has a usage contract and for which this RU acts as transport manager,
- It sets the price for the transport operation,
- It issues a handover approval to the participating RUs,
- It notifies customers and its own personnel of the conditions for the implementation of the freight contract (transport authorisation).

The RU or railway that carry the exceptional consignments is cited in point [E.1 - page 34](#).

2.3.2 - The IM GEC co-ordinates the activities for the determination and specification of the operational forwarding conditions under the responsibility of the infrastructure manager, i.e.:

- It checks the completeness and plausibility of the consignment data received from the RU GEC and where appropriate assigns the forwarding number to the consignment. The application to the national safety authorities listed in point **E.3 - page 34** can be filed by the manufacturer, vehicle owner or RU.
Railways or national safety authorities (approval agencies) grant the authorisation under their own responsibility.
- It checks the assigned forwarding route. If, when defining the forwarding conditions, it is found that the consignment cannot be carried on the route assigned by the RU, the applying RU is notified of an alternative proposal (forwarding route, loading method) or the transport operation is declined,
- It determines the operational and technical conditions on the basis of information provided by the RU, and announces these,
- In the case of frontier routes it agrees the operational and technical conditions with the neighbouring RU GECs,
- It grants "RU approval for the carriage of the exceptional consignment", (see point **A.2.1 - page 24**),
- It works out the procedure for notifying operational personnel involved in the carriage of the exceptional consignment of the journey and forwarding conditions,
- It prices the infrastructure services.

The IM or railway GECs that define the operational and technical conditions for the exceptional consignments are listed in point **E.2 - page 34**. This appendix also lists the RUs that have been authorised to define the forwarding conditions in accordance with point **2.3.4**.

2.3.3 - The railway GECs jointly perform all tasks that are performed individually by the RU GEC and IM GEC. Each railway adapts assignment of roles to suit the organisation in question.

2.3.4 - It may be expedient to arrange a full or partial transfer of the services listed under point **2.3.1 - page 4** to the IM GEC or the services listed under point **2.3.2** - with the exception of the management of train operation - to the RU GEC.

The transfer of the competences of the IM to the RU is only valid for the exceptional consignments carried by this RU.

The party responsible for the documents is liable for ensuring that the documents necessary for the performance of the services are correct and up-to-date. The party to which these services have been contractually transferred is responsible for the correct application of these documents.

2.3.5 - Separate documents/certificates are required in accordance with point **A.3 - page 27**, clause 6 for the carriage of vehicles for which there is no commissioning authorisation.

According to the TEIV (Act concerning the interoperability of the transeuropean railway system) authorisation is required from the national safety authorities for:

- Test runs,
- Transfer operations whilst exceeding the permissible maximum loading gauge.

2.4 - The RU, IM or railway in question must notify the authorities listed in Appendix **E - page 34**, i.e. the UIC Headquarters, Railway Undertakings Department, 16 rue Jean Rey, F-75015 Paris and the Committee of the Organisation for Co-operation in the Railways (OSJD), ul. Hoza 63/67 PL-00-681 Warsaw of each change to points **E.1, E.2, E.3 - page 34** without delay.

2.5 - The IM/railway GECs shall immediately notify all those RU/railway GECs listed in point **E.1** of all changes that have been made in their area between the dates of issue of corrections to the international regulations and UIC leaflets (Loading Guidelines, Volume 3, *UIC Leaflet 502-2, Appendices A and B*).

2.6 - The communication between GECs shall generally be in writing. In urgent and exceptional cases this can take place in advance by telephone.

All communications should take place in the UIC working languages (German, French, English).

The numerical code in accordance with Point **A.1 - page 21** of this leaflet shall be quoted in such communications.

2.7 - Approval or refusal must be provided as soon as possible (within 14 calendar days at the latest).

If this timescale cannot be met, all GECs involved in the transport operation shall be notified, stating the reason for the delay and a date by which the situation can be resolved.

3 - Standard evidence for exceptional consignments

Still open.

4 - Management of the exceptional consignments

4.1 - Administration manager and transport manager

4.1.1 - The RU/railway GEC in whose field of responsibility the transport operation begins is the administration manager and is responsible the approval and authorisation procedure.

4.1.2 - The RU (or railway) GEC with which the freight contract is concluded is the leading GEC for the transport operation (transport manager). This GEC discusses any errors and complaints that may have arisen concerning the transport operation with the customer and hands over his arrangements to any further participating RUs (*CIM article 18, §§ 1-5, article 19, §§ 1-7*). See also point [10 - page 18](#).

4.1.3 - The transport manager must always be notified of the arrangements carried out in accordance with *CIM (article 17 § 3, article 18, §§ 3-5)* at the request of the consignee.

4.2 - Documents

4.2.1 - The application for the carriage of an exceptional consignment shall be made in writing by the consignor ([see Glossary - page 35](#)) to the RU.

4.2.2 - Applications must contain at least the following information:

- Name and address of the applicant ([see Glossary - page 35](#)),
- Forwarding station ([see Glossary - page 35](#)),
- Destination station,
- Frontier and handover stations,
- The RU that is to perform the transport operation,
- Consignee,
- Type of load, dimensions and weight of the payload,
- Number of units,
- Freight payer (if required - see Glossary - [page 35](#)),
- Provisional despatch date.

If the payload has a complicated shape, a sketch of the consignment in three views should be attached showing all important points and the position of the centre of gravity.

4.2.3 - If the sender wants to apply for a particular type of wagon this should be stated in the application.

4.2.4 - For the carriage of vehicles on their own wheels, additional technical and operating data is necessary, which can be obtained from the vehicle documentation or the vehicle addresses. A summary is provided in point [A.3 - page 27](#).

4.3 - Approval application

4.3.1 - The RU/railway GEC under whose responsibility the transport operation begins (administration manager) shall check all documents and process the "Approval application for an exceptional consignment" (see point A.1 - page 21).

4.3.2 - The approval application only applies for one consignment with certain dimensions, weight and loading type.

4.3.3 - If several different exceptional consignments are carried together in a group/train this should be indicated. In this case, a summarised approval application can be issued for several consignments under one forwarding number.

Exceptional consignments with the same forwarding conditions with one IM/railway can be summarised in a single approval application.

Exceptional consignments that only have special conditions for the despatching IM/railway can be handed over to the other IMs/railways on the route as a normal consignment.

4.3.4 - The numerical code specified in Appendix A - page 21, shall be used in the approval application, in which all important points for the consignment are listed.

In the case of out-of-gauge loads (only those out-of-gauge loads for which no further administration is required) the profile number of the consignment should also be indicated in accordance with to the provisions of the *UIC Leaflet 502-2* (see Bibliography - page 40) if the consignment can be carried along the entire route according to the outline procedure.

Point A.3 - page 27 should also be observed if freight vehicles are to be conveyed on their own wheels.

4.3.5 - The coordinates of a defined out-of-gauge consignment are considered the critical points.

4.3.6 - The details of the position of the centre of gravity are given in point 19 as specified in Appendix A as follows:

0000 – 0000/0000 – 00000/00000 (mm)

The figures represent the following:

- height above the base of the goods,
- distance from the side of the goods in the transverse direction,
- distance from the ends of the goods in the longitudinal direction.

4.3.7 - A route should be proposed by listing the marshalling yards and handover stations.

4.4 - Administration of the consignment

4.4.1 - The RU GEC shall forward the approval application processed in accordance with point **4.3 - page 9** with the loading sketch in accordance with Appendix **B - page 29** to the IM GEC for checking of the details.

Any discrepancies shall be resolved in mutual consultation.

4.4.2 - If no errors are found, the IM GECs shall assign the consignment a forwarding number, unless a forwarding number has been issued by the RU. This forwarding number will be quoted in all correspondence between any parties involved in the transport operation (RU GEC, IM GEC, railway GEC).

4.4.3 - After receiving the forwarding number for the consignment, the RU or railway GEC that is to conclude the freight contract (administration manager) shall send the "Approval application for an exceptional consignment" to all RU or railway GECs involved in the transport operation, whose addresses are listed in point **E.1 - page 34**.

RU or railway GECs which have received an approval application for the carriage of an exceptional consignment shall check whether the consignment can be transported.

4.5 - Administration between RU GEC and IM or railway GEC

4.5.1 - Each RU GEC involved in the transport operation shall send the Approval application to the IM GEC upon whose network the RU is to carry the consignment.

In the case of the IM or railway GEC at which the carriage of the coded out-of-gauge consignments begins in accordance with the provisions of *UIC Leaflet 502-2*, this approval application serves as advance notification of the transport operation.

4.5.2 - The IM GEC checks whether the applying RU has concluded the "usage contract" (e.g. in accordance with *COTIF Annex E - CUI, Article 5* - See Bibliography - **page 40**). If it has not concluded this contract the carriage of the consignment is refused.

If a usage contract has been concluded, the IM GEC shall document the technical and operational forwarding conditions for the consignment in the "IM GEC Approval" (**see point A.2.1 - page 24**).

4.5.3 - The "IM GEC Approval" is an Annex to the "Contract concerning the Use of the Railway Infrastructure" concluded between RU and IM, in which the conditions for the forwarding of the requested exceptional consignment are published.

4.5.4 - At least the following are stated in this IM GEC approval:

- Forwarding number of the application by the administration manager,
- Period of validity,
- Defined forwarding route,
- The forwarding conditions for the own field of responsibility,
- The handover conditions for the adjoining IMs or railways,