

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



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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";
- governs the approval and authorisation procedure for international transport;
- lists the contacts of the individual groups for exceptional consignments and national approval of-fices.

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

- General contract for the use of wagons - *GCU*;
- *UIC loading guidelines* - volumes 1, 2 and 3;
- Convention concerning international carriage by rail $\Rightarrow$ *COTIF 99*;
- Uniform Rules concerning the contract for the international transport of goods by rail - *CIM* (*COTIF 99 Appendix B*);
- Uniform Rules concerning the contract for the use of infrastructure in international rail traffic - *CUI* (*COTIF 99 Appendix E*);

NB: the COTIF 99 is not yet ratified by all countries.

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

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

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" had not yet been introduced by all railways and so the responsibility for organising exceptional consignments lies either with the "railway" or with the IM/RU.

Individual RUs and IMs 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 laid 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 1520 mm are laid 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 give rise to particular difficulties in relation to the fixed equipment or wagon for anyone involved in the carriage of the consignment, and it can therefore only be accepted under special technical or operating conditions which must be agreed in advance between all RUs/railways (see [List of abbreviations - page 35](#) und [Glossary - page 32](#)) involved in the carriage thereof. For exceptions to this rule, (see point 4.3.3 - page 8).

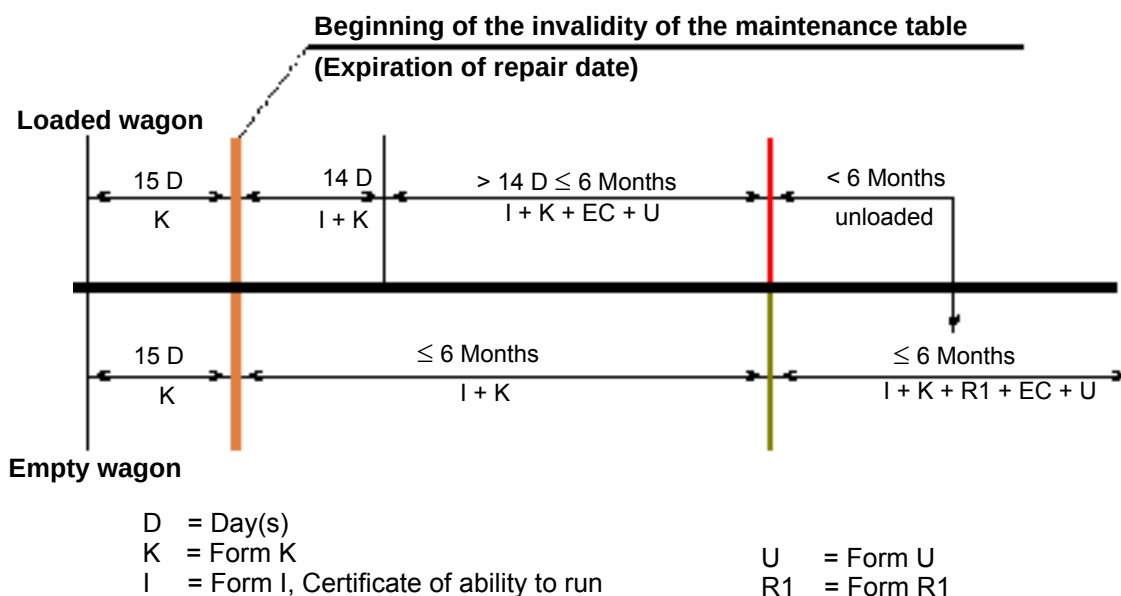
1.2 - The following are exceptional consignments (also bearing in mind the regulations of the CIM (see [List of abbreviations](#)) and the UIC Loading Guidelines):

- Consignments which are not secured in accordance with the UIC Loading Guidelines, Volumes 1 or 2 and which have no equivalent alternative securing systems, e.g. in accordance with the loading examples (information sheets) published on pink paper;
- Consignments which exceed the smallest loading gauge of one of the railways/IMs (see [List of abbreviations](#) and [Glossary](#)) on the route, bearing in mind the restrictions of the loading width according to the UIC Loading Guidelines;
- 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 complete trainloads taking into account the loading examples provided in the Loading Guidelines. On BDZ (NRIC), 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 complete trainloads as exceptional consignments.

- Load units which cannot be forwarded to the destination station (see [Glossary](#)) 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](#) and [Bibliography](#));
- Wagons with more than 8 axles, if loaded;
- Railway vehicles, loaded or on their own wheels, which are themselves the subject of a freight contract if they bear neither the RIV or RIC marking, the TEN marking (valid in EU Member States) (see [List of abbreviations](#)) or the derogation plate 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 in excess of the maximum load limit marked on them (load limit label/additional load limit label) up to the maximum design carrying capacity;
- Vehicles without a specified payload marked on them, e.g. civil engineering vehicles and crane wagons;

- Loaded vehicles which do not have details of their load limits marked on them;
- Vehicles on their own wheels with specific technical features (tractive vehicles, railcars, trams, civil engineering machines, cranes, etc.) which may only be carried under special operational arrangements and with specific approval.
- Vehicles that are overdue for repair¹.



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

1.3 - Coded load units on approved coded carrier 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 agreed combined transport trains, will be carried without further approval.

If one of the above conditions is not met then the consignment is no longer considered to be a combined transport consignment and shall be subject to the provisions of this leaflet.

1. Italian network (RFI) only

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 exceptional consignments.

This group (GEC - see [List of abbreviations - page 35](#)) collects the facts and coordinates the management of exceptional consignments.

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 delimited vis-à-vis that of the others.

2.3 - Rules covering the relationships between RU GECs and IM GECs are the subject of the "Contract for the use of infrastructure in international rail traffic" (COTIF 99, *Appendix E (CUI)* - see [Bibliography - page 37](#)).

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,
- 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 IM on whose network its own RU has a safety certificate entitling it to operate in connection with an infrastructure usage contract, and for which this RU acts as transport manager ([see Glossary](#)),
- 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 GECs responsible for the exceptional consignment approval process at the RU, IM or railways are cited in [Appendix E - page 31](#).

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, checks the completeness and plausibility of the consignment data received from the RU GEC and where appropriate assigns the forwarding number to the consignment.

- It checks the assigned forwarding route,
- It determines the operational and technical conditions on the basis of information provided by the RU, and announces these,
- In the case of border-crossing routes it agrees the operational and technical conditions with the neighbouring RU GECs,
- It works out the procedure for notifying operational personnel involved in the carriage of the exceptional consignment of the train run and forwarding conditions,
- It prices the infrastructure services.

2.3.3 - The railway GEC performs all tasks that are performed individually by the RU GEC and IM GEC. Each railway adapts the assignment of tasks to suit its own organisational arrangements.

2.3.4 - Separate documents/certificates are required in accordance with **point A.2 - page 23** - number 6 for the carriage of vehicles for which there is no authorisation to place in service.

According to the TEIV (Regulation concerning the interoperability of the trans-European railway system), authorisation is required from the national safety authority or a notified body for:

- Test runs,
- Transfer operations if these exceed the permissible maximum loading gauge.

Applications to national safety authorities (listed in **Appendix E - page 31**) can be made by manufacturers, keepers or RUs. Railways without a national safety authority (approval body) issue approval under their own responsibility.

2.4 - Any changes to the contacts listed in **Appendix E** must be notified without delay by the RU/IM/ railway concerned to gas.technik@railcargo.at.

2.5 - The IM/railway GECs shall immediately notify all those RU GECs listed in **Appendix E** 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 - 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 one of the UIC working languages (German, French, or English). The numerical code in accordance with **point A.1 - page 20** 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 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 for the approval and authorisation procedure (see [Glossary - page 32](#)).

4.1.2 - The RU/railway GEC with which the freight contract is concluded is the lead GEC for the transport operation (transport manager). This GEC discusses any errors and claims 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 [Bibliography - page 37](#)). See also [point 10 - page 17](#).

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

4.2 - Documents

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

4.2.2 - Applications must contain at least the following information:

- Name and address of the applicant, (see [Glossary](#)),
- Type of load, dimensions and weight of the payload,
- Number of identical units,
- Forwarding station, (see [Glossary](#)),
- Destination station,
- Border and handover stations,
- RU(s) that is/are to perform the transport operation,
- Consignee,
- Freight payer (optional), (see [Glossary](#)),
- Provisional dispatch date.

If the payload has a complicated shape, a sketch of the consignment (see [Appendix B - page 26](#)) in three views should be attached showing all the critical points for the consignment and the position of the centre of gravity.

4.2.3 - If the sender wants to apply for a particular type of wagon to be used, 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 markings. A summary is provided in [point A.2 - page 23](#).

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 assemble the "Approval application for an exceptional consignment" ([see point A.1 - page 20](#)).

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 made for several consignments under one forwarding number.

Exceptional consignments subject to the same forwarding conditions at an IM/railway can be summarised in a single approval application.

Exceptional consignments that are subject to special conditions only for the dispatching RU/IM/railway can be handed over to the other RUs/IMs/railways on the route as a normal consignment. In such cases, the forwarding number is to be indicated in the consignment note ([see Glossary - page 32](#)) and Label U, but specifying in addition that it is a "Normal consignment for IM(s)..." (e.g. DB, SNCF).

4.3.4 - The numerical code specified in [point A.1](#) shall be used in the approval application. This appendix lists all important points for the consignment.

In the case of out-of-gauge loads carried in accordance with a particular profile, *UIC Leaflet 502-2* is to be applied and the profile number of the consignment to be indicated.

If vehicles are to be conveyed on their own wheels, [point A.2](#) is also to be completed and attached to the exceptional consignment approval application ([see point A.1](#)) or the relevant information included in the approval application itself.

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 - page 20](#) as follows:

0000 – 0000/0000 – 00000/00000 (mm)

The figures represent the following (in order):

- 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 is to be planned and proposed by listing the transshipment and handover stations ([see Glossary - page 32](#)).

4.4 - Administration of the consignment

4.4.1 - Unless otherwise provided for, the RU GEC shall forward the approval application prepared in accordance with [point 4.3 - page 8](#) to the IM GEC for checking vis-à-vis completeness and plausibility, supplying also, where relevant, the loading sketch in accordance with [Appendix B - page 26](#).

Any discrepancies shall be resolved by mutual consultation.

4.4.2 - The IM GEC shall assign the consignment a forwarding number ([see Glossary - page 32](#)), 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 (transport manager) shall send the "Approval application for an exceptional consignment" to all RU or railway GECs involved in the transport operation.

RU, IM or railway GECs which receive an approval application for the carriage of an exceptional consignment shall check whether in view of the parameters quoted the consignment can be transported in the area for which they are responsible.

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 it has received to the IM GEC upon whose network the RU intends to carry the consignment (assuming no other rules are in force allowing the RU to decide alone).

For the IM or railway GEC at which the coded out-of-gauge consignment is to be carried in accordance with the provisions of *UIC Leaflet 502-2*, this approval application serves as advance notification of the transport operation ([see Glossary - page 32](#)).

4.5.2 - The IM GEC checks whether the RU which is the transport manager has concluded the infrastructure usage contract (e.g. in accordance with *COTIF Appendix E - CUI, Article 5*). If it has not concluded this contract the carriage of the consignment is refused.

4.5.3 - The "IM GEC Handover Approval" indicates the conditions for the forwarding of the requested exceptional consignment

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

- Forwarding number of the administration manager,
- Period of validity,
- Defined forwarding route,
- The forwarding conditions for its own field of responsibility,
- The handover conditions for the adjoining IMs or railways,
- The costs of the IM GEC's services and for additional and any other services.