



APPLICATION TO AMEND INDUSTRIAL RAILWAY OPERATING APPROVAL

BUSINESS DESCRIPTION

Legal Name of Company: From: To:	Location At Or Near:
Facility Address and Contact Person Responsible For The Railway Operation. Mailing Address: Person Responsible: _____ Title: _____ Phone: _____ Cell: _____ Email: _____	Mailing Address and Reporting to Contact Person Responsibility For The Railway Operation. <i>Note: This is the contact person to whom the on site person reports to.</i> Mailing Address: Person Responsible: _____ Title: _____ Phone: _____ Cell: _____ Email: _____

PROOF OF INCORPORATION

<p>Copy of Company Incorporation Certificate:</p> <p>Attached</p> <p>_____</p>

PROOF OF INSURANCE

<p>Provide a photocopy of the company's liability insurance certificate. If less than \$25 million (required by the Railway (Alberta) Act) Schedule I-5 application for a reduction in liability insurance must be completed.</p> <p>\$25 million coverage (Attach certificate) Less than \$25 million (Attach Schedule I-5)</p>

TYPE OF CHANGE

<p>Name Change Information Update Reason: _____</p> <p>Effective date of Change _____</p>

APPLICATION FOR REDUCTION IN LIABILITY INSURANCE

The Alberta Railway Regulations 177/2002 Part 3 – 37(1) requires “The operator of a railway must maintain third party liability insurance coverage of at least \$25 million for each occurrence”.

Third party insurance means financial compensation for the following matters arising out of the operation of a railway:

- a) Third party bodily injury or death, including injury or death to passengers;
- b) Third party property damage, not including damage to cargo;
- c) Named perils pollution.

On application, the railway Administrator may, with or without conditions:

- a) Waive or modify the third party insurance coverage or the amount of coverage required or;
- b) Permit the operator to self-insure in stead of maintaining third party coverage. Possible only if the financial capability of the operator has sufficient resources to sustain self-insurance.

Name and address of Company: 	Person completing application: Print name: _____ Title: _____ Phone: _____
Modification in insurance: Yes	Self-insurance: Yes
Amount of liability insurance coverage: Per Occurrence: _____ Umbrella Coverage: _____ Note: Insurance coverage certificate must be attached to this application.	Annual Financial Statement: Attached Note: There must be sufficient assets to cover \$25 million in third party liability.
General Information: Number of Third Party accident claims that have occurred against the company in the last three years: _____ <i>Please explain nature of the claims in comments.</i>	Comments:

Signature: _____ **Date:** _____



Pursuant to Part 1 Section 7 of the *Railway Regulation* AR 177/2002, an operator is required to make a request to the Railway Administrator for any amendments to a Railway Operating Approval. An acquisition of a company that operates an industrial railway requires that the Certificate to operate be amended with the name of the operating company.

The following information is required in order to process your amendment application.

- Proof of Insurance
- Proof of Incorporation
- Railway Organization

Application is hereby made by the undersigned.

Plant location and / or site name

Company name

Name and Title of person making application

Signature

For use by Alberta Transportation only
_____ Review completed by Rail Safety Officer, Alberta Transportation
_____ Submission review date

Date **Phone**

Number

Please submit this form using the Email submit button on the bottom of this page, by mail, or fax to: the Railway Administrator, Dangerous Goods & Rail Safety Branch, Alberta Transportation, 4999 – 98 Avenue, EDMONTON AB T6B 2X3 FAX: 780-422-9193

Industrial Railway Operating Information

The following information is provided to give an overview of requirements of Industrial Railway Operators. These requirements should not be construed as the only responsibilities.

For additional information, please consult the Railway section of the Alberta Transportation website at <http://www.transportation.alberta.ca/521.htm> or by calling Mr. Knut Ohm, Rail Safety Officer at 780-427-7572

Monthly Track Inspections

The operator must have the general condition of the track inspected and documented on a monthly basis by a competent company/person. Any anomalies affecting the safety of the railway track must be reported to the rail service provider and be repaired by the owner in an expeditious manner. The requirement for track inspection for industrial railway and forms that may be used for Industrial Railway Track inspection may be found at the following website: <http://www.transportation.alberta.ca/3767.htm>

Certificate Renewal

Industrial Railways are required to submit a written request for the renewal of their operating certificate 60 days prior to expiration. A renewal notice will be mailed within 90 days prior to expiration.

Incident Reporting - Immediate

The *Railway (Alberta) Act*, Section 38(1) Accidents, requires operators to report accidents involving rolling stock immediately to Alberta Transportation, Coordination and Information Centre at 1-800-272-9600.

Incident Reporting – 30 Day Written report

A written report as per the *Railway Regulation* 177/2002, Part 3 section 35 must be submitted to the Railway Administrator within 30 days of the occurrence. A copy of the 30-day report may be found at the following website:

http://www.transportation.alberta.ca/Railway_Incident_Report_July_03_2009.pdf

Car Handling and Securement Training

The Industrial Rail Operating Rules (IROR) requires all employees involved in the handling of railcars be conversant with and governed by every safety rule and instruction of the company pertaining to their occupation.

Car Handling Procedures

Industrial Railways must develop written general operating instructions (GOI) specific for their railway operation.

Derail – Non Dangerous Goods Transfer Facility

The use of a derail is encouraged for the protection of personnel working around rail equipment during the loading and unloading processes. If you elect to install a derail and derail sign, you must notify your service provider at least two weeks prior to installation. Contact the CN Risk Management Officer, 780-472-3883 or the CPR Area Service Manager, 403- 303-8727.

Blue Flag – Non-Dangerous Goods Transfer Facility

The use of a blue flag is encouraged for the protection of personnel working around rail equipment during the loading and unloading processes.

Derail – Dangerous Goods Facility

The use of a locked derail or locked switch is mandatory for the protection of personnel working around rail equipment during the loading and unloading of dangerous goods. NOTE: Your service provider MUST be notified at least two weeks before a derail is installed. Contact the CN Risk Management Officer, 780-472-3883 or the CP Area Service Manager, 403-303-8727.

Blue Flag – Dangerous Goods Facility

The use of a blue flag is mandatory for the protection of personnel working around rail equipment during the loading and unloading of dangerous goods.

Operational Changes or Corporate Name Changes

The Railway Administrator must be notified of all significant changes to the operations, which include, but are not limited to, additions or deletions of track, engines or corporate name changes.

Safety Management System (SMS)

Every industrial railway is required to submit a SMS prior to April 1, 2011, as part of the operating approval. After April 1, 2011, every industrial railway must submit a current copy of the SMS as part of the application to renew an Industrial Railway Operating Approval.