

## INDUSTRIAL RAILWAY OPERATING AUTHORITY CERTIFICATE APPLICATION

### BUSINESS DESCRIPTION

Legal Name of Company:	Current Products Trans Loaded - Non Dangerous Goods
Location At Or Near:	UN Class Number(s) of Current Dangerous Goods Trans Loaded
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 contact is the person to whom the on site person reports to.</i> Mailing Address:     Person Responsible: _____ Title: _____ Phone: _____ Cell: _____ Email: _____

### PROOF OF INCORPORATION

<b>Copy of Company Incorporation Certificate:</b>	
Attached	Not attached and reason
_____	

### PROOF OF INSURANCE

Provide a copy of the company's liability insurance certificate. If less than \$25 million required by the <i>Railway Alberta Act</i> , Schedule I-5 Application For a Reduction in Liability Insurance, must be completed.	
\$25 million coverage (Attach certificate)	Less than \$25 million (Attach Schedule I-5)

### CAPITAL PROJECTS

Describe what track work has been completed in the current year:

Describe what track work has been completed in the last three years:

Describe what future capital projects are planned for the next three years:

**Note: The Railway Administrator must be advised in writing and have approved all new railway related capital projects before construction commences. i.e. new track, new automated crossing etc.**

### CARS HANDLED PER YEAR

Dangerous Good Cars	Non Dangerous Goods Cars

### CURRENT ENGINES

Number of Locomotives	Number of Rail Car Movers	Service Provider Switches Cars on Site	
		Yes	No

**Note: The Railway Administrator must be advised in writing of the addition or deletion of any engines.**

### CURRENT TRACK – CROSSINGS – TURNOUTS

Feet of track	Number of crossing	Number of turnouts

### RAILWAY OPERATIONS

Provide the following information:

1. Who conducts your track maintenance: \_\_\_\_\_

2. Who is your railway service provider: \_\_\_\_\_

### RAILWAY SAFETY AND TRAINING PROGRAMS

- |   |     |     |    |
|---|-----|-----|----|
| 1. Have monthly track inspections been conducted?                       | YES | NO  |    |
| 2. Has staff been trained on railway car handling / securement?         | YES | NO  |    |
| 3. Railway General Operating procedures in place (not product related)? | YES | NO  |    |
| 4. Is Locomotive or Rail Car Mover (RCM), operators trained?            | NA  | YES | NO |
| 5. Have Locomotive or RCM operators been given medicals?                | NA  | YES | NO |

Note:

- If items 1, 2, 3, are "NO" you must provide a reason why not (attach separate sheet).
- Item 2 & 4 training must be conducted by a competent person.
- Item 3 is car handling procedures available to staff? Procedures should be relevant to the actual handling of the rail car that may not include procedures for the transferring of product.
- Item 5 all operators are required to under go a periodic medical.
- Items 1 to 5 are a requirement as per the Railway (Alberta) Act.
- For more training requirements see Training requirements for Industrial Railways (<http://www.transportation.alberta.ca/3779.htm>)

### RAILWAY SAFETY AND TRAINING PROGRAMS

**If no training has been given:**

1. List the job functions (currently occupied by staff) where training requirements have not been met:
  
  
  
  
  
  
  
  
  
  
2. When do you plan to comply with the training requirements:

### OTHER INDUSTRIAL RAILWAY SITES

**List all locations in the Province of Alberta where company has rail access:**

Date: \_\_\_\_\_

Person completing this application: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE:**

1. All areas of the application form must be completed before being submitted. Failure to provide the required information may delay issuance of the Operating Certificate.
2. This application must be sent to the Railway Administrator, Dangerous Goods and Rail Safety Branch, by clicking on the Email Submit button on page 5 of this application, by mail to Twin Atria Building, 4999 - 98 Avenue Edmonton AB T6B 2X3, or by fax to 780-989-7238.
3. For further information contact Knut Ohm, Rail Safety Officer, 780-427-7572 , Cell 780-717-5264 or Email – [knut.ohm@gov.ab.ca](mailto:knut.ohm@gov.ab.ca)

**Alberta Transportation Rail Safety website:** <http://www.transportation.alberta.ca/521.htm>

## 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 instead of maintaining third party coverage. Possible only if the financial capability of the operator has sufficient resources to sustain self-insurance.

<b>Name and address of Company:</b>    	<b>Person completing application:</b>  Print name: _____  Title: _____  Phone: _____
<b>Modification in insurance:</b> Yes	<b>Self-insurance:</b> Yes
<b>Amount of liability insurance coverage:</b> Per Occurrence _____  Umbrella Coverage _____  <b>Note:</b> Insurance coverage certificate must be attached to this application.	<b>Annual Financial Statement:</b>  Attached  <b>Note:</b> Only required when there is no insurance coverage  <b>Note:</b> There must be sufficient assets to cover \$25 million in third party liability.
<b>General Information:</b> 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>	<b>Comments:</b>

# **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 Alberta 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](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.

### **Transfer of Dangerous Goods**

All Dangerous Goods Sites must, as part of the operating approval application, submit the required documents as noted in Circular 1 and have used circular 2 as a guide for the development of a Security Management Program. The noted circulars can be found at: <http://www.transportation.alberta.ca/5066.htm>