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**GAVRILA Ion**

## QUALITY-ENVIRONMENT MANAGEMENT SYSTEM

### OPERATIONAL PROCEDURE

#### APPLYING CHARGES FOR STABLING ON THE ROMANIAN RAILWAYS BY SYNTHETIC METHOD

Cod: **PO 0-8.5.3-01**

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TRAFFIC DIRECTORATE  
Infrastructure Access Control Department

SMCM  
OPERATIONAL PROCEDURE  
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DOCUMENT ANALYSIS FORM



## 1. PURPOSE

This procedure regulates the synthetic method of application - on the basis of the list - of the charges for stabling on CFR SA lines of the rolling stock not belonging to CFR.

## 2. SCOPE

The procedure applies for highlighting and invoicing by SRCF of the stabling charge for the wagons not belonging to CFR and which are stabling on the railway infrastructure in the stations.

## 3. REFERENCE DOCUMENTS

- Commission Regulation (EU) No. 1169/2010 of December 10<sup>th</sup>, 2010 on a common safety method for assessing compliance with the requirements for obtaining a Safety Authorization
- Contract of activity of Compania Națională de Căi Ferate „CFR” SA in force;
- Contract of access to the railway infrastructure;
- The provisions of the Director General of CFR on charges for the charges for access to manoeuvre of the convoys on railway infrastructure, including updates or amendments thereto;
- The technical plans for the operation of the stations and manoeuvring halts.
- O.S.G.G. no. 600/2018 for the approval of the managerial internal control of public entities
- SR EN ISO 9001:2008- Quality Management Systems. Requirements.
- SR EN ISO 14001:2005-Environmental Management Systems. User-guide requirements.

## 4. DEFINITIONS AND ABBREVIATIONS

### a) Definitions:

The following definitions shall apply for the purposes of this procedure:

- **CFR** – Compania Națională de Căi Ferate „CFR” SA;
- **LFI** - industrial line or other railway lines that are not owned by CFR
- **Line of loading / unloading** - a line intended for this purpose, which - in principle - is equipped with ramps and / or storage rooms;
- **Public lines** - lines made available to the beneficiaries for loading / unloading operations and not necessarily equipped with ramps and / or storage rooms;
- **MR motorcars** – engine driven rolling stock (locomotives, motorcars, frames, etc)
- **Railway Undertaking** – an economic operator holding a transport licence type A, B or C and carries out rail transport operations (passengers, cargo or manoeuvre); RUs are also understood as economic agents who perform manoeuvring operations in their own interest on the station lines;
- **Active Fleet** - wagons that are used in RUs current (operational) activity.
- **Inactive Fleet** - wagons that are not part of the active fleet.
- **Station** - station, manoeuvring halt (HM) or commercial halt (hcv).
- **Stabling** - the service provided by CFR by making the railway infrastructure in the stations available for the operative or long-term stabling of wagons from the active / inactive fleet, provided in the related activities.



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- **Operative stabling** – wagons stabling up to 30 days inclusive;
- **Long-term (of long standing) stabling** - wagons stabling for more than 30 consecutive days;
- **Stabling at loading / unloading** - wagons stabling on the loading / unloading line or on public lines for loading / unloading;
- **Free standstill** - the term that is not charged with stabling charge, in order to ensure the technological processes related to the arrival and / or dispatch of the trains, as well as the loading and / or unloading of the wagons;
- **Assigned stabling time** - the amount of time provided in train logs for the composition / breakdown of the couples;
- **Path** - infrastructure capacity required to allow a train to travel between two network points over a specified period.
- **Wagon (physical wagon)** - rolling stock or railway vehicle (wagon, traction rolling stock, MR motorcar, etc.) not belonging to CFR; in the application of this procedure by wagon there is understood the physical wagon, regardless of the number of axles;
- **Railway vehicle** – in the enforcement of this procedure they mean a wagon, a group of wagons, traction rolling stock, MR motorcar, etc.;

**b) Abbreviations:**

- **CFR** – Compania Națională de Căi Ferate „CFR” SA;
- **LFI** - Industrial railway line;
- **LP** - public line
- **RU** – Railway Undertaking
- **PO** - Operational Procedure.
- **RUCLCM** - Unified register of free path, circulation and movement;
- **SRCF** - Regional Railways Branch (CFR territorial sub-division).



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## 5. DESCRIPTION

### 5.1. Application of the charge in the case of operative stabling of the wagons

**5.1.1.** In the case of an operative stabling of the wagons, the charge applies after the free stabling time has elapsed. The free stabling time is 6 hours as considered from the arrival of the wagons on the station lines. The free standstill is considered once for standstill wagons entered on the station lines.

**5.1.2.** The charge is charged to the RU, which takes over for transport the wagons from the station. In some cases, as an exception, the charge may also be charged to wagon owners or to LFI Holders (e.g.: when manoeuvring on LFI is provided by LFI Holders). For these cases, the owners or managers of wagons or LFIs are still assimilated to the RU.

**5.1.3.** The charge applies to wagons stabling on the stations lines and for which they exceed the standstill period, such as:

- wagons for shipment; attachment / detachment to / from trains (convoy);
- couples (wagon groups) of trains that are made up of several couples - if they exceed the allocated stabling time:
  - between the arrival of the train and the departure of the two couples;
  - between the arrival of the first couple and the departure of the train formed by the two couples;
- wagons waiting to perform the technological processes or other RU specific operations;
- wagon waiting for the introduction on LFI, on the lines of other agents and on the loading / unloading lines or on public lines in the station;
- wagons recovered from LFI;
- for wagon stabling on the lines in the stations in the following cases:
  - accumulation;
  - waiting for acceptance of the RU partner for taking-over at the borders or other types of acceptance;
  - waiting for lifting the programming limitations that is not imputable to CFR;
  - waiting to perform the technological processes or other RU- specific operations (exchange of funds, exchange of personnel, etc.).

### 5.2. Application of the charge in the event of loading / unloading

**5.2.1.** If the wagons stable while loading / unloading, the charge is applied after the expiry of the stabling period. The free stabling while loading / unloading is 24 hours considered from the introduction (manoeuvring of the wagons to the loading / unloading lines or to the public lines. The free stabling time while loading / unloading time is considered once for the stabling of the wagons entered on these lines.

**5.2.2.** The charge is charged from the RU taking over for manoeuvre the wagons in the station. In some cases, as an exception, the charge may also be charged to wagon owners or other manoeuvring RU (e.g.: when multi-wagon manoeuvring is provided by a RU licensed only for rail manoeuvring operations). For these cases, the wagon owners and managers are still assimilated to the RU.

**5.2.3.** The charge applies to wagons stabling on the loading / unloading lines or on the public lines of a station and for which there is exceeded the 24-hour standstill period.



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### 5.3. Application of the charge in case of long-term stabling of the wagons

**5.3.1.** The charge applies to the wagons of the RU inactive fleet, which stable for more than 30 consecutive days.

**5.3.2.** For the purpose of applying this charge, the RU must first submit to CFR a request for this type of stabling, indicating the number of wagons, the place where the stabling is required, the parking period and possibly other conditions. After analyzing RU requests from the point of view of line availability (lower category lines not used for current traffic) and considering the need to ensure traffic fluency, CFR can accept the request, can suggest other available locations as well as other specific conditions or can refuse the request if the necessary conditions cannot be met. **If CFR does not grant the RU its acceptance, it should duly justify this.**

**5.3.3.** The rate is charged from the RU who made the stabling request.

**5.3.4.** If the wagons are stabled for more than 30 consecutive days without CFR acceptance or if the wagons requested and accepted by CFR stable for less than 30 days, the charge for the operative stabling wagons shall apply.

**5.3.5.** In order to take more traffic flows or to ensure the fluency of the railway traffic, the SRCF may require the release of the RU of the occupied lines or the long-term stabling wagons movement in the same station or in another station for a minimum of 5 days. In these cases, if the duration of the accumulated stabling time is more than 30 consecutive days, the charge for the long-term stabling of the wagons related to this duration shall apply. If the RU does not respond to the request or refuses the CFR request, the charge for the cases of operative stabling wagons shall apply from the date of the request.

### 5.4 Evidence of wagon stabling

The evidence of the number of wagons and their time of stabling (wagons hour) shall be made by the analytical method, based on the value calculated at the sub-unit level, to which the unitary value of the stabling charge shall apply.

The unitary value of the parking charge is set out in the CFR General Director's Order in force at the stationary date.

#### 5.4.1. Stabling Registry

The stations which record the frequent stabling of the wagons shall create a "Stabling Registry" according to the template in Annex 1. These stations will be established by the SRCF.

After the arrival of the wagons in the station and after the termination of the free stabling time, the station personnel opens the stabling position for the wagons concerned, ending with the date and time of the termination of the stabling, after the departure of the wagons from the stations. For wagons exceeding the free stopping limit, the stabling registries are established. This mode of operation is similar for wagons stabling on the loading / unloading lines, or on the public lines.

**5.4.1.1.** The stabling registry shall be completed on the basis of the data obtained, as appropriate, from:

- RUCLCM;
- showing the train;
- delivery-receiving list
- the manoeuvre plan drawn up by the RU (with reference to the number of wagons handled);



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- verification on site
- other relevant documents.

Stations recording occasional stabling can directly fill the stabling registries.

#### **5.4.2. The stabling registry**

The charge is collected based on the stabling registries prepared by the station personnel. The registries are drawn separately, for both operative stabling, as well as for the loading / unloading stabling cases.

**5.4.2.1.** Registries shall be completed on the basis of data obtained, as appropriate, from:

- Stabling Registry;
- RUCLCM;
- showing the train;
- delivery-receiving list
- verification on site
- other elements.

**5.4.2.2.** The registry shall be completed in accordance with the model in the Annex 2 with the identification data and the time of activity for each wagon, according to the wording required in the form. The wagons that have stayed less than the free standstill time shall not be included in the registry.

a) The number of stabling hours is the result of the stabling time minus the free standstill time and it is calculated as entire hours even started;

b) For wagon couples, if the stabling time is longer than the free standstill time, the number of stabling hours is the result of the stabling time minus the time assigned for stabling. If the time allocated for stabling is less than the free standstill time, the number of stabling hours is determined as at the item a);

c) The total amount per wagon represents the number of stabling hours multiplied by the stabling charge in force, mentioned in the registry;

d) In the case of wagons registering both operative stabling and stabling at loading / unloading, there shall be taken into account the number of operative stabling (+ 6 hours of standstill time if applicable) plus the number of the stabling hours at loading / unloading (+ 24 stabling hours if applicable) to be equal to the total number of hours as the wagons have stabled on the CFR line in the stations.

**5.4.2.3.** The registries are monthly drawn up under the signature of the head of the station, for the services of the previous month, for the wagons that have exited the station, and then he sends them to the RU representatives in the station for confirmation. The registries signed by both parties are forwarded by the end of the month to the Traffic Division for billing. The Heads of the traffic divisions can organize the drawn up of the registries at intervals of less than one month, depending on the volume of activity.

If the RU does not have representatives in the station, the registries shall be forwarded by letter to the Traffic Division - Infrastructure Access Control Unit under the signature of the Head of the Station by the 10<sup>th</sup> of the month in order to be sent to the RU for confirmation.

The Traffic Division sends the registries to the RU for confirmation and seeks confirmation or possible appeals within 25 calendar days from the date of submission.

As soon as the confirmation is received, the registries are forwarded for billing.



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If the RU does not send the confirmed registries or other possible reasoned objections within the above deadline, the registries shall be entered for invoicing without any confirmation of the RU.

The payment term of the invoices is the same as that provided in the access contracts.

In the event of non-observance of the payment deadlines, the same interest and penalties as provided for in the access contracts shall apply.

Infrastructure Access Control Service of SRCF keeps track of the invoiced registries and of those paid by the RU and cumulated by region and transmits it monthly to the Traffic Department.

### **5. 5 Disputes**

If the RU disputes the application of the stabling charge, it shall forward to the Traffic Division a written justification within the timeframe shown above. If the checks show that the justification is correct, the registry is restored and sent for signing to the RU.

Otherwise, the Traffic Division calls the RU representative for conciliation. Within the conciliation also attended by a legal counsellor from the SRCF, the common score is made and a conciliation minute containing the sum to be collected is concluded. The disputed registries are restored based on the minutes and are forwarded for invoicing.

If the RU representative does not show for conciliation or does not recognize the CFR services or which CFR has clear evidence for (with express mention of these in the Conciliation Minute), the Traffic Division forwards the invoices for billing without the confirmation of the RU.

If there are invoices issued and unpaid within the deadlines provided in the access agreements concluded with the RU, after the expiry of these deadlines, the SRCF notifies the RU in order to settle outstanding debts. The notification includes: overdue amounts, payment (additional) terms, applicable legal measures in the event of non-compliance with these deadlines. Upon the expiration of the deadlines specified in the notices, the SRCF applies legal measures to recover debts by filing a lawsuit.





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## 5.6. Special Provisions

**5.6.1.** If the wagons are stabled in the border crossing stations, the charge is collected as follows:

- for stabling wagons in order to exit the country, the charge is charged to the RU that has towed the train on the CFR network to the border station.
- for wagons coming from the neighbouring railway administration stabling to be taken over by a RU on the CFR network, the charge is collected from the RU towing the train on the CFR network.

**5.6.2.** This procedure does not apply if the charging of the stabling wagons is made on the basis of the synthetic procedure.

## 5.7. Cases where there is no charge for stabling

The stabling charge is not charged in the following cases:

- for wagons belonging to CFR;
- if there is a convention with agents performing works in the interest of CFR;
- if the stabling is due to causes of force majeure;
- if the stabling is registered during the period of suspension of the activity of the traffic sections (only for Article 5.1);
- if stabling is caused by causes attributable to CFR (only for Art.5.1);
- on sections with saturated infrastructure (only for art.5.1);
- for trains arriving from or on a section with saturated infrastructure, for the stations adjacent to the saturated section (only for Article 5.1).

## 6. LIABILITY

### 6.1 Regional Director, Head of Traffic Division

- Signing payment notifications;

### 6.2 Head of Infrastructure Access Control Service Office (Financial Compartment) - Traffic Division

- Elaboration of payment notifications;
- Transmission to the Traffic Department of the statistical situation of the invoiced benefits.

### 6.3 Head of Accounting Department - Traffic Division

- Issuance of invoices to RU;

### 6.4 Representative of the Regional Legal Office

- Participation in conciliation;
- Measures taking for filing lawsuits (in case of non-payment of bills) for the recovery of overdue amounts.

### 6.5 Head of the Station

- Drafting, checking and signing registries;
- Transmit registries to local representatives for confirmation (if applicable) and to the Traffic Division.



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## 7. DOCUMENTED INFORMATION (RECORDINGS)

- ✓ Stabling Registry
- ✓ Stabling Lists
- ✓ Invoices
- ✓ Monthly centralized situations
- ✓ Notifications
- ✓ Conciliation Minutes
- ✓ Correspondence letters.

## 8. ANNEXES

- ✓ Annex 1. – Stabling Registry Template
- ✓ Annex 2 – Stabling List template on CNCF CFR SA lines
- ✓ Annex 3 - Process diagram
- ✓ Forms – dissemination / withdrawal; control of editions / revisions; analysis of the procedure



Annex 1, PO 0-8.5.3-01, Ed.3 , Rev.0

**Stabling Registry**

Train /convoy number	Arrived at the station at (loading/unloading)		No. of wagons	No. of wagons per convoy	Start the stabling		The stabling line (loading/unloading line or a public line)	End of stabling		Other data regarding the train
	Date	hour			Date	hour		Date	hour	

The Stabling Registry is specialized for each individual beneficiary where there is a significant activity or it contains specialized tabs on each individual beneficiary, where the activity does not justify a registry for each beneficiary. The registry shall also be filled in with records stating the service rendering (train display, delivery list, receipt, manoeuvring plan or other evidence). If all the wagons that make up a train (a convoy) are stabling for the same period of time, there is possible to indicate in the Registry the stabling of the whole train without breaking down on each wagon also attaching a copy of the train display to the registry. If the wagons that make up the train are stabling for different periods of time, then each stabling wagon is displayed in the stabling registry.



Annex 2, PO 0-8.5.3-01, Ed.3 , Rev.0

Provider

CFR Rail Region .....

Station(HM) .....

No/date .....

Beneficiary

.....

**Stabling Registry  
for the operative stabling  
for the loading/unloading lines**

Item no.	No. of train/convoy	Number of wagon	No. of axles	No. of wagons	Stabling				No. of stabling hours	Total amount per wagon
					from		to			
					Date	hour	Date	hour		
1	2	3	4	5	6	7	8	9	10	11
<b>TOTAL</b>				nnn	Total invoiced amount				nnn	xxx
Stabling charge applied										

Head of Station.....  
(signature/stamp)

Beneficiary.....  
(signature/stamp)

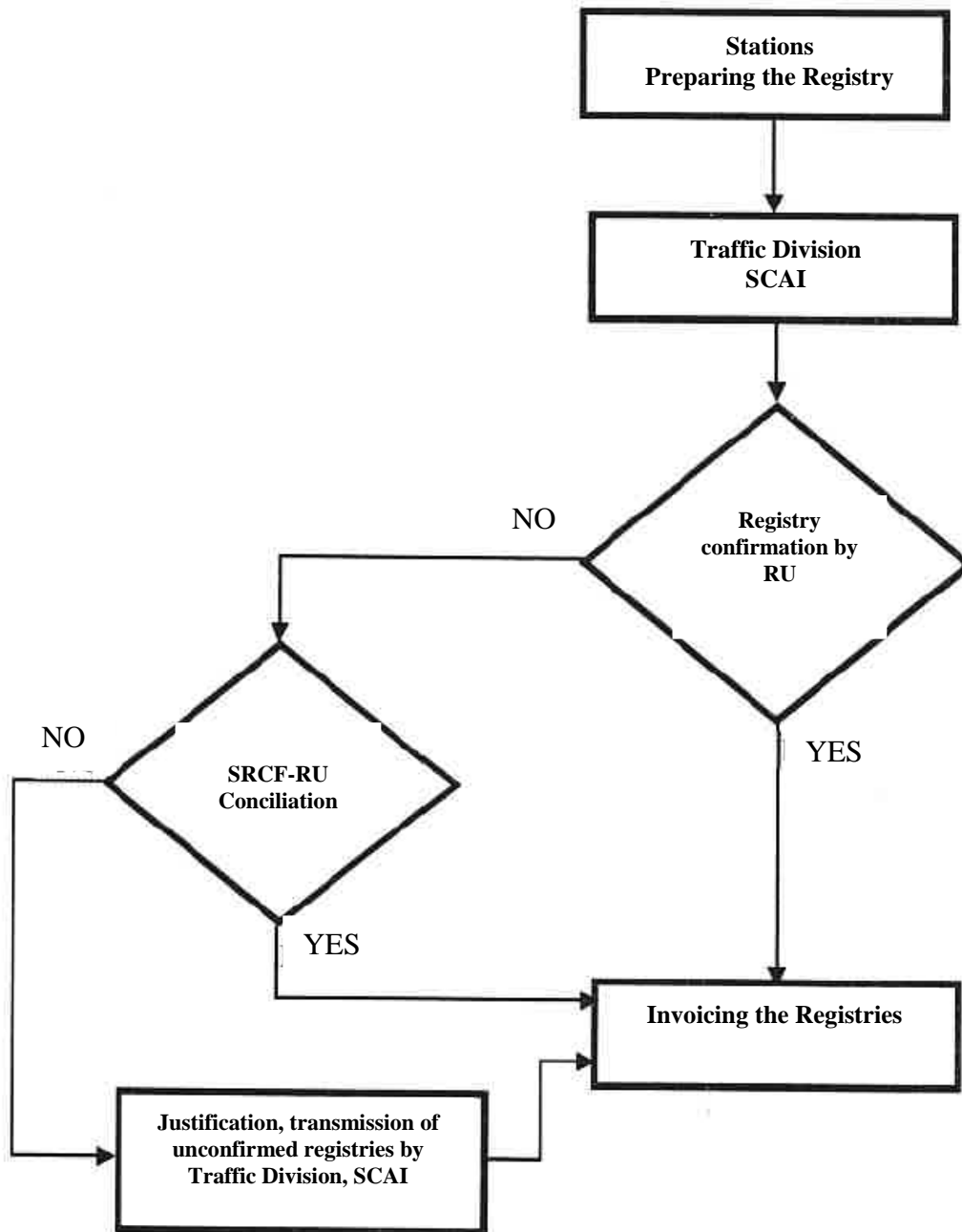
Date:

Date :

NOTE: - The title defines what type of stabling charge shall be charged (possibly by marking the stabling type that does not correspond)

- Col 11 = col 5 x col 10 x applied stabling charge;
- Total billed amount = sum of all values in column 11;
- Registry can be used to highlight the location of the towing vehicle with the applicable charge;
- If the client agrees, to simplify the calculation, on a single line, at col. 2 there should be indicated the no. of the train to entry / no. of the train at exit, at the column 3 there should be indicated the total train wagons (if the wagons in the train have stabled the same number of hours), and at the total amount per wagon, the amount collected from the calculation for the whole train (the total wagons in the train x number of stabling hours per train x stabling wagon charge / hour).

**Process diagram**





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**DOCUMENT BROADCAST/WITHDRAWAL LIST:  
OPERATIONAL PROCEDURE APPLYING CHARGES FOR STABLING ON CFR LINES  
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	Sent: PO 0-8.5.3-01 Edition3, Revision 0			Withdrawn:
	Recipient	Name, first name	Date	Date
1	Traffic Directorate		12.10.2018	01.10.2018
2	Infrastructure Access Control Office		12.10.2018	01.10.2018
3	Operation, Development, Modernization Office		12.10.2018	01.10.2018
4	Technical Directorate		12.10.2018	01.10.2018
5				
6				
7				
.....				
.....				

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	Recipient	Name, first name	Date	Date
1/	Bucharest Rail Region -Traffic Division		12.10.2018	01.10.2018
2/	Craiova Rail Region –Traffic Division		12.10.2018	01.10.2018
3/	Timisoara Rail Region –Traffic Division		12.10.2018	01.10.2018
4/	Cluj Rail Region –Traffic Division		12.10.2018	01.10.2018
5/	Brasov Rail Region –Traffic Division		12.10.2018	01.10.2018
6/	Iasi Rail Region –Traffic Division		12.10.2018	01.10.2018
7/	Galati Rail Region –Traffic Division		12.10.2018	01.10.2018
8/	Constanta Rail Region –Traffic Division		12.10.2018	01.10.2018



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**Code: PO 0-8.5.3-01 Edition 3, Revision 0**

Ed/ Rev	Reason of amendment	Modified chapter, paragraph/pag e/row	Date of entry into force	Elaborated/revised	Approved
				Name, first name	Name, first name
1/0	Initial development	-	01.10.2009	OPREA C-tin	GAROSEANU Ion
1/1	Update	All of them including title addition	01.03.2016	EPURE Daniel	CHIPER Marius Marian
	Update. Recoding: Complying with the requirements SR EN ISO 9001/14001: 2015	5.2 - new article; 5.3.2.3 5.4 Title, Annex 1, Annex 2 Adding content; Process diagram; form of procedure analysis	01.10.2018	EPURE Daniel	GAVRILA Ion



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**DOCUMENT ANALYSIS FORM  
OPERATIONAL PROCEDURE**

**APPLICATION OF STABLING CHARGE ON CFR LINES  
BY ANALYTICAL METHOD**

**Code: PO 0-8.5.3-01 Edition 3, Revision 0**

Item No.	SO attending the document analysis	Points of view formulated by	Comments
1.	Traffic Directorate - CAI Office		
2.	Traffic Directorate - S RDT Office		
3.	Legal Directorate		
4.	Technical Directorate - SMSCP	X	From the SMCM point of view
	<b>Rail Regions 1-8</b>		
1.	Bucuresti	X	
2.	Craiova	X	
3.	Timisoara	X	
4.	Cluj	X	
5.	Brasov	X	
6.	Iasi	X	
7.	Galati	X	
8.	Constanta	X	