



# RRT Kouvola

## Kouvola RRT General Terminal Guide

4/2026

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# 1. General Information about the Area

- Kouvola Rail Road Terminal (RRT)
  - An open rail and road terminal operating like a port.
  - An area open to all operators (Open Access principle).
  - Terminal area of 30 hectares
  - The terminal can handle trains up to 1,100 meters in length as whole units.
  - Various types of cargo can be handled at the terminal.
- Kouvola RRT is a rail and road terminal in the core network of the EU's TEN-T and Finland's largest "dry port."
- RRT Kouvola Oy is responsible for managing the terminal, leasing the terminal's field areas and facilities, and providing services to companies.

# 1.1 Cargo zone division

The terminal's cargo zones are divided into:

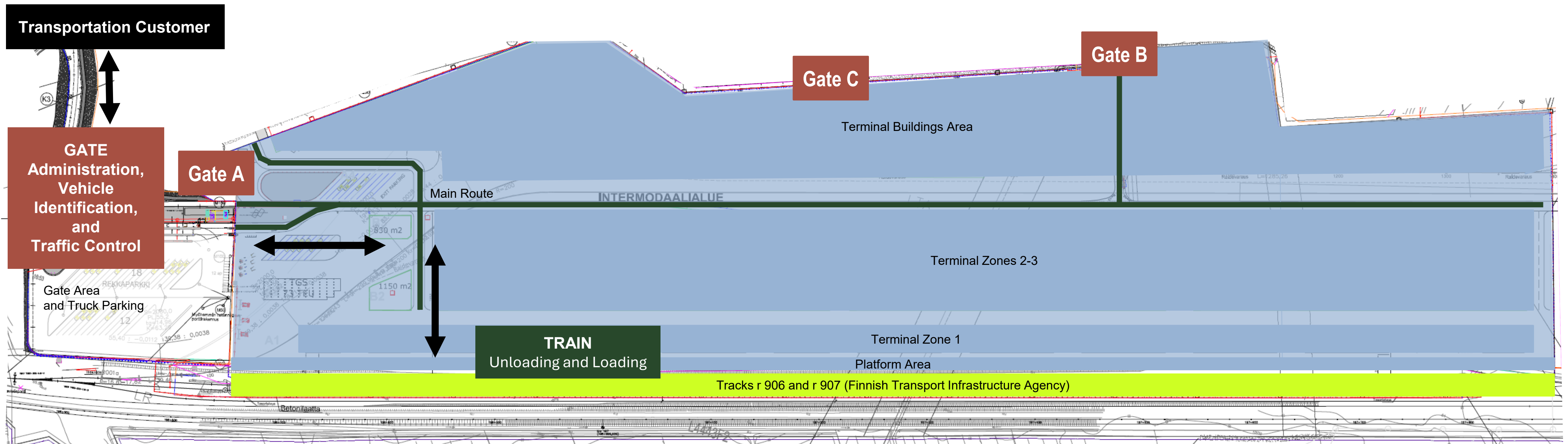
- Zones 1-3 starting from the loading dock
- Blocks A-M in a west-east direction starting from the main gate (west)

Operating companies rent areas from the management company RRT Kouvola for their own logistical needs.

The terminal's tracks and platform areas are available for use by all operators within the terminal.



# 1.2 Operation and Service Complex



# 1.3 Contact Information

## Terminal Supervisor

Phone: +358 (0)40 530 7031

Email: [terminaalivalvoja@rrtkouvola.fi](mailto:terminaalivalvoja@rrtkouvola.fi)

The address of the location is

**Kullasvaarantie 10, 45200 Kouvola.**

There is a guided entrance to the main gate from Tehontie, marked with the sign "RRT GATE A".

There is a truck parking area adjacent to the main gate.

For drivers, a break room equipped with a restroom is provided in connection with the truck parking.

RRT Kouvola's web page: [www.rrtkouvola.fi](http://www.rrtkouvola.fi)

## Security Company

Etelä-Suomen Lisäturva Oy

### 1. Patrol Guard

Phone: +358 (0)10 666 5219

Phone: +358 (0)50 439 0107

### 2. Patrol Guard

Phone: +358 (0)46 923 5888

## **2. General Service Instructions**

### **Common Workplace Principle**

Several different terminal operators operate within the terminal area.

The terminal management company, RRT Kouvola, guides the key operating principles in the area to ensure that operations in the multi-operator environment are as high-quality, efficient, and safe as possible.

RRT Kouvola coordinates the general risk assessment work of the area.

RRT Kouvola is responsible for organizing area orientation for employees working permanently in the terminal area.

## 2.1 Area Orientation

RRT Kouvola organizes **area orientation** for **the responsible persons** operating in the terminal and their **employees working permanently** in the area.

The area orientation ensures uniform quality of orientation for employees regardless of the operator.

It is the **responsibility of those operating in the terminal** to orient their own employees in practices related to actual work tasks.

Area orientation covers, among other things:

- general terminal guidelines,
- terminal guidelines related to railway operations, and
- an emergency plan.



## 2.2 Area Access and Access Control 1/3

The **terminal area is a restricted area**, and access control and security are managed by RRT Kouvola.

**Access to the terminal area is subject to permission**, and moving within the area requires an access permit.

- An access permit is either personal or vehicle-specific.
- While on the restricted area, you must be able to verify your identity if needed.

Personal long-term access permits for the area are granted by RRT Kouvola.

- Visitor permits can be granted by RRT Kouvola or a company operating within the terminal.

Vehicle access permits for the area are granted by RRT Kouvola.

**The area is under video surveillance.**



## 2.2 Area Access and Access Control 2/3

### Vehicle Traffic:

- The **terminal entrance gate** uses a system that automatically recognizes vehicles entering the area based on their license plate and opens the access gate as the vehicle approaches.
- **Access rights** can be either temporary or indefinite.

### Driver's Responsibility:

- Passengers should not be brought to the restricted terminal area.
- The driver is responsible for any persons who may be in their vehicle.

## **2.2 Area Access and Access Control 3/3**

**Entry to the terminal area is primarily through the MAIN GATE (GATE A):**

- **Vehicle identification automation** is in use at the main gate.
- The main gate has two vehicle lanes/gates for entry and one for exit.
- The driver must ensure before arriving at the gate that the **license plate is clean and easily readable.**

Terminal Area GATE B:

- There is a separate wide gate that can be used for **special transports.**

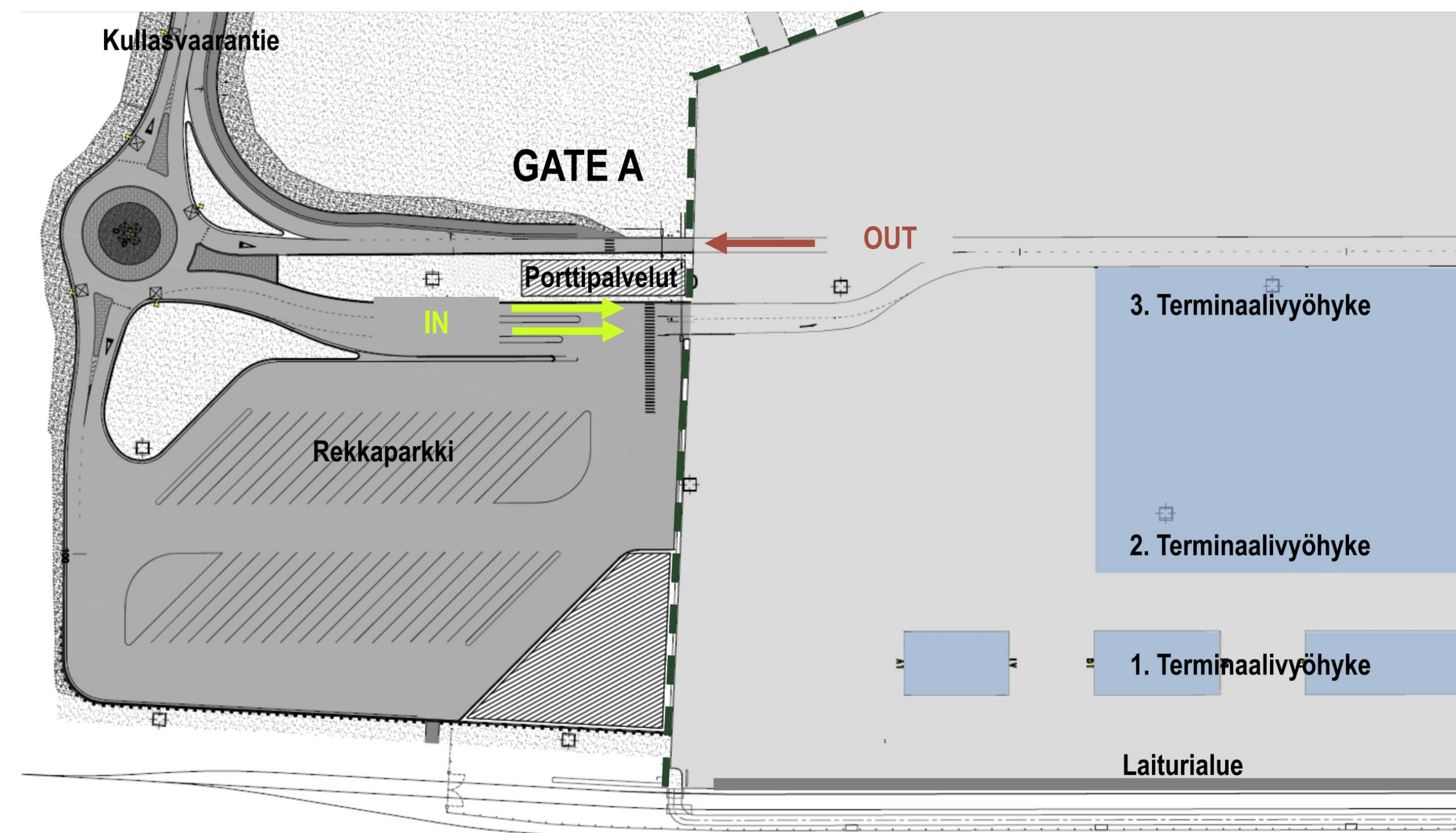
Terminal Area GATE C:

- Use of this gate must be agreed separately with RRT Kouvola.
- The gate is primarily intended for **work machinery traffic.**

## 2.3 Driving Routes

Upon leaving the main gate towards the terminal area, you should **follow the main route marked in the terrain**:

- You may diverge from the main route once you have reached the correct loading zone area (A1-M3), which is the target of the transport operation.



## 2.4 Occupational Safety and Protective Equipment 1/2

### General requirement in the area:

- When moving outside the cab of a vehicle or work machine, the worker must wear a high-visibility and approved **yellow safety vest or jacket** (CE EN 471 LK2).

### It is the responsibility of those operating in the terminal to:

- Orient and train employees related to their work tasks.
- Instruct employees on **additional protective measures** based on the risk assessment related to their work tasks.
  - Protective helmet
  - Safety glasses
  - Safety footwear (studded in winter)
  - Hearing protection



## **2.4 Occupational Safety and Protective Equipment 2/2**

Individuals working permanently in the area must familiarize themselves with the **general emergency plan** of the area.

- Information on the most significant risks in the area
- Instructions for action in various hazardous situations

**Smoking is prohibited in the terminal area.**



## 2.5 Traffic Safety 1/2

**Vehicles must give way to work machines and leave a sufficiently large safety distance for the operation of work machines.**

Otherwise, the **general principles of traffic law apply on the terminal area's routes**, the most important being the obligation to yield to traffic coming from the right.

The maximum permitted speed for vehicles/work machines and other traffic arrangements are **indicated by traffic signs and road markings** in the area.

In principle, walking is not practiced in the terminal area; instead, transitions are made using vehicles.



## 2.5 Traffic Safety 2/2

**General area speed limit  
in the terminal area**



**Speed limit in gate areas**



## 2.5 Photography in the Area

**Photography and video recording** in the terminal area **are prohibited** without special permission.

Permissions related to photography are granted on a case-by-case basis by RRT Kouvola.

### **Exceptions:**

- A terminal operator can photograph their own equipment, operations, and loads related to their work tasks without special permission.
- In such cases, care must be taken not to photograph the equipment, operations, loads, or products of other operators.
- Necessary documentation related to hazard and accident situations is allowed.



## 3. Operating in the Area

The **connection between the shift supervisors** of terminal operators is ensured via telephone.

- The responsible person on duty for the terminal operator is obligated to inform the responsible persons of other operators working in the terminal at the time about arriving or departing shunting units and hazard and accident situations.

Each terminal operator ensures the connection of the shift supervisor/person in charge to their own work machines and employees.

The terminal operator's work machines, equipment, and other vehicles should primarily be stored in their own rental area.

- Employees' vehicles are also stored in their own rental area.



# 3.1 Handling and Storage of Loads

It is the **responsibility of those operating in the terminal** to provide instructions related to the handling and storage of loads:

- As a rule, operations occur in the section/area of the terminal that the operator has rented for their own activities.
- The loading location and driving route of vehicles should always be agreed upon in advance with the driver.
- Drivers do not have the right to move independently in the terminal area.

The engine of the vehicle being loaded/unloaded should generally be turned off during loading.

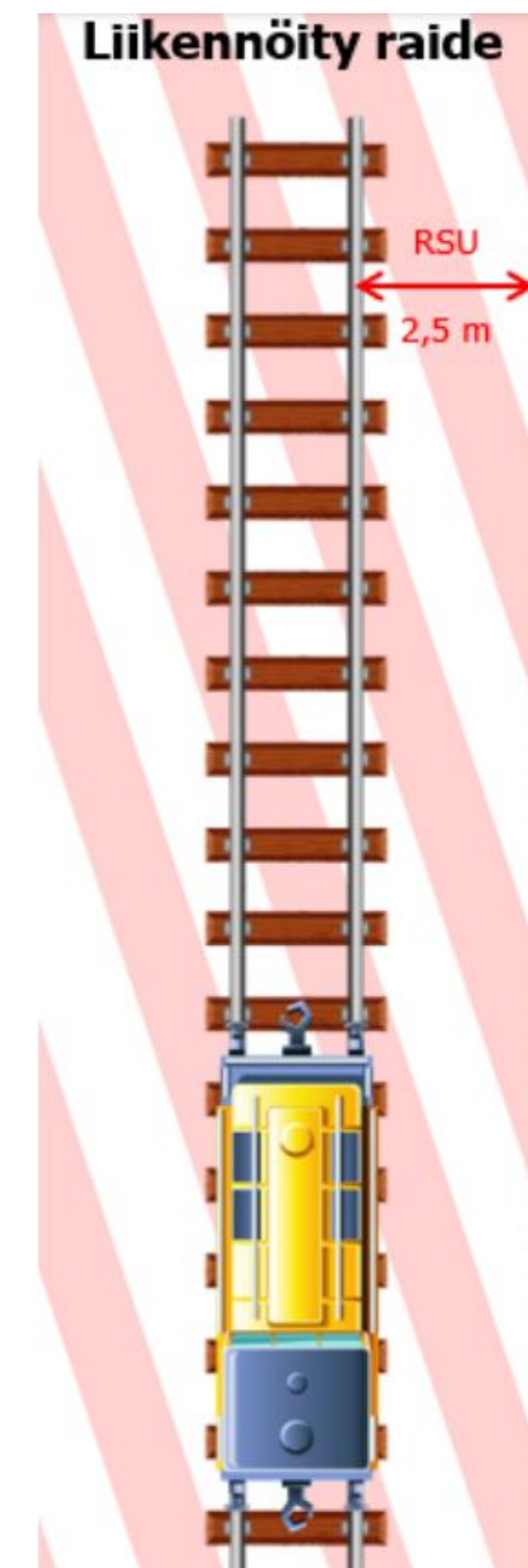
## 3.2 Movement in the Rail and Loading Platform Area 1/2

**Movement in the rail and loading platform area without proper qualifications is prohibited (tracks 906/907 + platform area).**

**Individuals operating in the rail and loading platform area must familiarize themselves with the content of the terminal guideline prepared for railway operations and follow it.**

- Individuals participating in loading and unloading operations.
- Individuals participating in maintenance work (e.g., platform snow removal).

**Individuals working within the railway work protection zone (RSU is 2.5 m from the outermost rails) must comply with the Finnish Transport Infrastructure Agency's requirements related to qualifications, occupational safety, and protective clothing.**



# 3.2 Movement in the Rail and Loading Platform Area 2/2



## 4. Actions in Case of Damage

### **Principles of operation in damage situations:**

- If a user of the terminal causes damage to the terminal area's structures or equipment, they must immediately report it to the terminal operator's shift supervisor/person in charge.
- It is the terminal operator's responsibility to arrange a damage assessment meeting, to which the person responsible for the damage or their representative is invited.
- The terminal operator's shift supervisor/person in charge must, if necessary, report the damage to other stakeholders (RRT Kouvola, operators, authorities, etc.).
- **The terminal operator is obligated to report** significant damage and damage to terminal infrastructure to RRT Kouvola.
  - For example, gates with equipment, fences, and traffic signs
- The terminal operator must keep a record of hazard and damage situations.

# 4. Actions in Case of Accidents 1/2

## 1. ASSESS the situation

- Judgment is more important than speed
- Determine what has happened, the number of people needing assistance, the need for help, etc.

## 2. Make an EMERGENCY CALL by dialing 112

- Primarily use the 112 app
- The terminal address is Kullasvaarantie 10, Kouvola

## 3. RESCUE

- Approach the dangerous area without endangering your own or others' health.
- Rescue those in life-threatening situations first.

## 4. PREVENT further accidents

## 5. Provide EMERGENCY FIRST AID if people are involved in the accident



# 4. Actions in Case of Accidents 2/2

## In case of fire

### **EXTINGUISH and CONTAIN the fire**

- Utilize fire extinguishers placed in vehicles, work machines, and throughout the terminal area

## In case of a chemical accident

### **Relay reconnaissance information to the EMERGENCY CENTER 112**

- Are there any injured?
- What substance is involved in the accident (contents of the orange plate)?
- Is anything burning or leaking?
- Is there a risk of explosion or ignition?

**Remove and keep bystanders away from the scene and arrange guidance for the rescue authorities to the site.**



## 5. Driver's Checklist

- Contact your terminal operator in advance to clarify procedures related to **access permits**. Ensure that your access permit is valid.
- Request a **base map** of the terminal area from your operator, indicating the designated loading/unloading location and driving routes within the area.
- The driver can utilize the truck parking located near the RRT main gate.
- Before arriving at the gate, ensure that the **license plate of the tractor unit is clean** for vehicle identification purposes.
- **When moving outside the cab** of a vehicle or work machine, the driver must wear a high-visibility and approved **yellow safety garment** (CE EN 471 LK2).
- The driver must **remain near the vehicle** throughout the terminal visit. The driver does not have the right to move unnecessarily within the terminal yard.
- When receiving a load, **check** that the marks and quantities of the goods match the documents and that there are no visible damages to the load.
- Check the **securing of the load**.
- If you notice **anything suspicious or damage to the transport unit**, request the terminal operator to inspect the transport unit before leaving the area.
- **Follow the more detailed instructions from your terminal operator** regarding vehicle loading/unloading and driving routes.