



RRT Kouvolá

**Terminal Instructions for Railway Operations
— Training Material**

Updated 4/2026

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Part 1: General Information



Track System

- The terminal area is managed by RRT Kouvola Oy (hereafter RRT Kouvola)
- The terminal area has two loading and unloading tracks, tracks 906 and 907
- Usable lengths: track 906 is 1076 m, track 907 is 1081 m
- On the terminal side of track 907, there is a raised concrete loading platform
- The unloading and loading operations on track 906 are conducted across track 907. Loading and unloading activities can be performed simultaneously on both terminal tracks.
- The area between the track signals of the terminal tracks and the loading platform is divided into three sectors
- Each sector is 357 m long and is marked on the ground from the Kouvola end with signs and asphalt markings in order: "Sector 1," "Sector 2," and "Sector 3"



Sectors 1-3 on tracks 906 and 907

Sector Markings



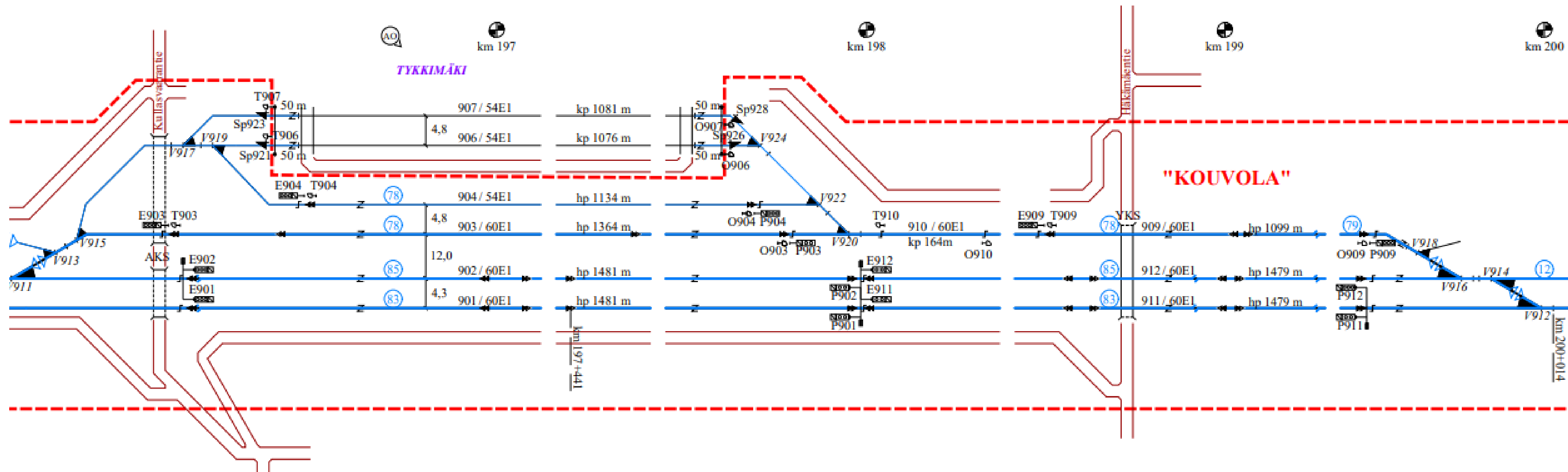
Sector Begins



Sector Ends

- The sector marking indicates the predetermined location where the rolling stock should be placed.
- If necessary, unloading or loading activities are limited sector-wise for the duration the shunting supervisor is in the danger area.
- Work performed on the track can be executed considering the track's sector areas.

Track Diagram



Usable lengths of the tracks

901	1521 m
902	1521 m
903	1404 m
904	1174 m
909	1149 m
911	1529 m
912	1529 m

- RRT's tracks are located in the second-class traffic control area "Tykkimäki," which borders the first-class traffic control area "Kouvola" (red dotted line).
- Electrification of tracks 906 and 907 extends 50 m past the track signal onto the terminal tracks.
- The maintenance crossings and the service road alongside track 906 are designated as rescue routes.

Platform Area – Rail Work Protection Zone (RSU)



The Finnish Transport Infrastructure Agency is responsible for maintenance within the RSU. RRT Kouvola is responsible for maintaining the area outside the RSU.

Railway Operations Rules

- Within the RSU of the RRT terminal's railway area, the Finnish Transport Infrastructure Agency's railway network statement and instructions are followed, including Train Traffic and Shunting Safety Rules (Jt), Track Maintenance Safety Instructions (TURO), Competency and Qualification Requirements for State Railway Network Operators, Electric Railway Instructions, and Railway Accident Preparedness Guidelines (OVRO).
- The instructions "Work Performed on the Track at the Kouvola RRT Terminal" by the Finnish Transport Infrastructure Agency apply to work on the track.
- Current railway technical and safety instructions are published on the Finnish Transport Infrastructure Agency's website: www.vayla.fi/palveluntuottajat/ohjeluettelo.
- In addition to the Finnish Transport Infrastructure Agency's instructions, the RRT Railway Operations Terminal Guide is followed in the area.



The front page of the railway operations terminal guide, **this training material includes key parts of the guide.**

RRT Kouvola's Tasks and Responsibilities

- In addition to maintaining the area outside the RSU, RRT Kouvola is responsible for allocating platform capacity in a multi-operator environment.
- RRT Kouvola is responsible for managing the Common Workplace obligation as defined by labor legislation.
- The terminal supervisor is responsible for the practical matters of the RRT terminal.

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Terminal Supervisor's Railway Area-Related Tasks

- Allocation, documentation, and maintenance of platform capacity:
 - Schedule, track, sector, and direction of shunting work ordered by terminal operators.
- Agreement on track work and power outages: advance bookings, track work times, restrictions, communication to terminal operators.
- Recording the above in the situational awareness application.
- Receiving, recording, and forwarding deviation and damage reports.
- Camera and railway gate surveillance.
- Issuing access permits by RRT Kouvola.

Deviation Reports

Terminal operators must report all deviations related to railway equipment and infrastructure, work safety deviations, hazardous situations, and safety observations to the terminal supervisor in writing and to the Finnish Transport Infrastructure Agency as described in the railway network statement.

Railway traffic operators and **track maintenance companies** report deviations to the Finnish Transport Infrastructure Agency as described in the railway network statement.

- If a deviation affects terminal operations, it must be reported to the terminal supervisor.



Competency Requirements for Operations within the RSU

- Actors operating on terminal tracks and in the Finnish Transport Infrastructure Agency's area are required to have the same competencies as those required on the state railway network.
- Additionally, training on this material is required to **railway traffic operator** and **track maintenance company** personnel. Railway traffic operators and maintenance companies are responsible for organizing the training.
- Railway traffic operator and track maintenance company personnel do not need an access permit unless passing through gates (Gate A-C).
- Competencies required for terminal operators and RRT Kouvola personnel working within the RSU:
 - Track Work Safety Competence (TURVA)
 - Occupational Safety Card
 - RRT Kouvola's required electric railway safety training
 - RRT Kouvola's required access permits, area orientation, and railway operations terminal guide orientation.

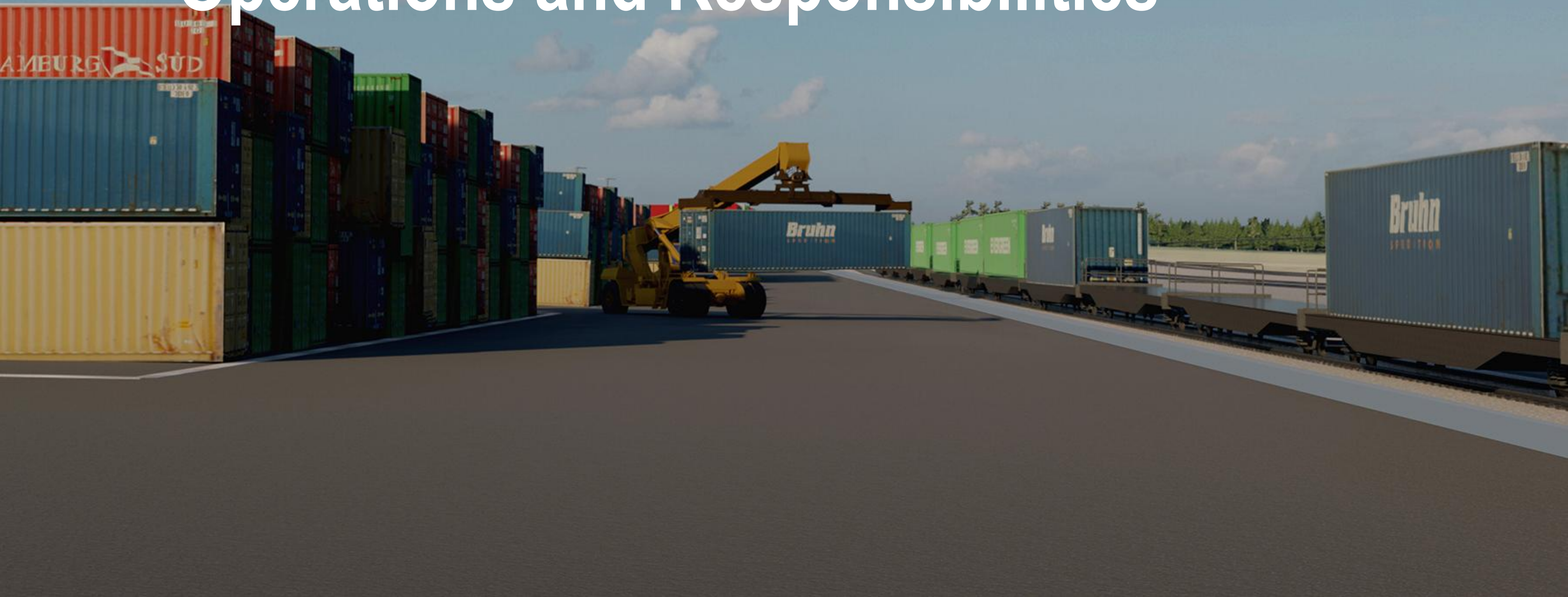
Personal Protective Equipment in the Railway Area

- **Terminal operators** must wear CE-marked, class 2 or 3 warning clothing according to standard SFS-EN ISO 20471 or SFS-EN 471 in the railway area. New warning garments must comply with standard SFS-EN ISO 20471. The warning clothing color for those working in the platform area must be **yellow**.
- Wearing orange warning clothing or an orange helmet in the railway area is prohibited.

Railway traffic operators and **track maintenance companies** must comply with the Finnish Transport Infrastructure Agency's requirements for personal protective equipment use.

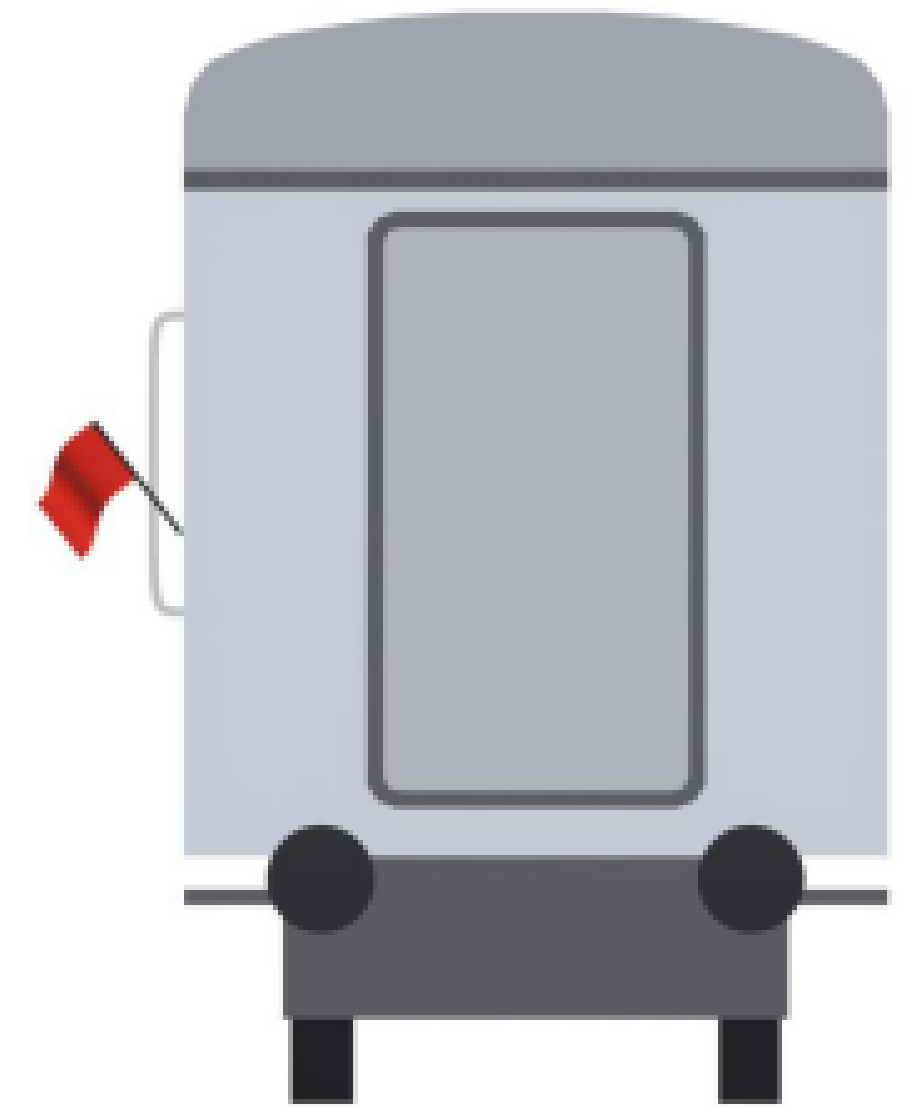


Part 2: Terminal Operator – Operations and Responsibilities



Terminal Operator Activities

- The terminal operator coordinates with the railway traffic operator regarding shunting schedules. When ordering shunting, it is necessary to agree on which track, track sector, and from which direction the operations will take place.
- The terminal operator reserves the required platform capacity using the situational awareness application's service location reservation. In case of conflicts, matters are resolved under the guidance of the terminal supervisor.
- Upon receiving notification from the shunting leader about the arrival of the shunting unit, the shift supervisor alerts the affected terminal operators of the unit's arrival and departure on a shared radio communication channel.
- Terminal operators are responsible for placing and removing stop signs on/from the rolling stock. Removing stop signs indicates that the rolling stock is ready for shunting and the area is reserved for shunting operations.
- The terminal operator must ensure that stop signs are removed when shunting is scheduled for a time when the terminal is not staffed.



Stop sign may be placed differently.

Image: Jt (Väylävirasto)

Movement in the Railway Area

- The primary access to track 906 should be through maintenance crossings.
- If it is necessary to cross the rolling stock, it must be done using the steps between the wagons.
- Under no circumstances should anyone go under or between the wagons.
- It is prohibited to walk between separate wagons/groups of wagons on the same track unless there is at least 10 meters of free space between them. When crossing tracks, a minimum distance of five meters must be kept from the nearest wagon's buffers.
- Maintenance crossings and the service road alongside track 906 are designated as rescue routes, which must be kept accessible and clear at all times. The Finnish Transport Infrastructure Agency is responsible for maintaining rescue routes.
- When track maintenance work by the Finnish Transport Infrastructure Agency is underway, the area becomes a construction site, and movement within the work influence area is prohibited. Track work must be agreed upon with the terminal supervisor in advance.
- Work on the tracks can be performed by considering the track sector areas.

Platform Area Cleanliness

- The terminal operator performing unloading and loading operations is responsible for the daily cleanliness of the asphalted part of the loading platform.
- Terminal operators must ensure that materials such as wires and underlay removed from wagons are delivered to a location designated by RRT Kouvola.
- Maintaining the cleanliness of the track area is not the responsibility of the terminal operator.
- The removal of waste caused by the loading and unloading of raw wood and wood chips from the track area is the responsibility of the Finnish Transport Infrastructure Agency's maintenance provider.
- RRT Kouvola has the right to order the cleaning of the track area if necessary. The Finnish Transport Infrastructure Agency will charge the additional cleaning cost to the terminal operator through RRT Kouvola.

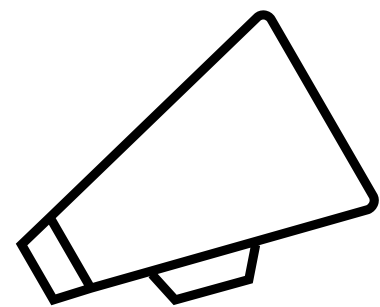
Handling of Rolling Stock in the Terminal

- Loading and unloading of rolling stock is permitted unless specifically prohibited by the terminal operator's shift supervisor or the terminal supervisor. Loading and unloading restrictions can also be defined for only part of the tracks by using defined sectors 1-3.
- The terminal operator is allowed to move within the RSU of the terminal track when platform capacity is reserved and stop signs are placed on the rolling stock. If there is a need to enter the RSU of the terminal track at other times, permission must be requested from the terminal operator's shift supervisor.
- Unloading or loading operations are restricted if a person is in the danger area. When loading and unloading operations are suspended, they must not be resumed until the shift supervisor grants permission.
- The rolling stock must not be moved using the terminal operator's machinery.



Handling Wagon Damage

- Any damage or derailment to wagons during unloading and loading operations must be immediately reported to the terminal operator's shift supervisor, who will then notify the terminal supervisor.
- Terminal operators must inform the railway traffic operator for wagon inspection and prepare a deviation report. The deviation report must be submitted to the railway traffic operator and the terminal supervisor.
- The terminal operator must place a stop sign on the damaged wagon. The stop sign may only be removed after inspection by the railway traffic operator.
- A derailed wagon must not be moved until inspected by the railway traffic operator. The terminal operator is not allowed to move the wagon back onto the tracks.



Always report damage incidents. Damage can, at worst, lead to a train accident.

Accident Response 1/2

1. **ASSESS** the situation

Deliberation is more important than speed.

Determine what happened, the number of people needing assistance, and the need for help, etc.

2. **Make an EMERGENCY CALL** by dialing 112

Preferably use the 112 app.

The terminal address is **Kullasvaarantie 10, Kouvola**.

Indicate if there is a need to de-energize the overhead lines.

3. **RESCUE**

Approach the hazardous area without endangering your or others' health.

Rescue those in immediate danger first.

4. **PREVENT** further accidents

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



Accident Response 2/2

- Immediately report the incident to your shift supervisor and the terminal supervisor.
- The terminal supervisor's working hours are 8 AM to 4 PM. Outside these hours, report to the terminal operator's shift supervisor.
- The terminal supervisor/shift supervisor must report the incident to Fintraffic Rail's Kouvola traffic controller if access to the area needs to be blocked.
- Perform initial fire extinguishing and provide first aid if necessary.
- Rescue units will arrive and take command at the accident site.



Part 3: Railway Traffic Operators and Track Maintenance Contractors – Important Considerations



Bringing/Fetching Wagons with an Electric Locomotive

- The railway traffic operator must be aware when wagons are fetched with an electric locomotive, which must be considered when bringing wagons to the terminal tracks.
- When operating with electric locomotives, precise placement of wagons at the wagon alignment marker "Wagon Buffers" must be observed.

The wagon alignment marks that should be observed when operating with electric locomotives:

**2x
Sr**

**Vaunun
puskimet**

**Huomioi
virroitin**



Track 907 alignment mark circled in the image.

Shunting Work 1/2

The shunting leader must:

- Contact the shift supervisor of the terminal operator who ordered the transport before arriving in the area. The contact should be made 5-15 minutes before the estimated arrival time.
- Inform the shift supervisor of the unit's readiness to depart before notifying the traffic controller of departure readiness.
- Obtain permission to couple to the wagons if no stop sign is placed at the end of the wagons. If the stop sign has not been removed, the shunting leader must contact the shift supervisor.
- Leave the end of the wagons at the "Wagon Buffers" sign if requested by the shift supervisor.
- Inform the shift supervisor of the unit's readiness to depart well in advance before notifying the traffic controller. Notification is not required if the terminal is unstaffed.

Shunting Work 2/2

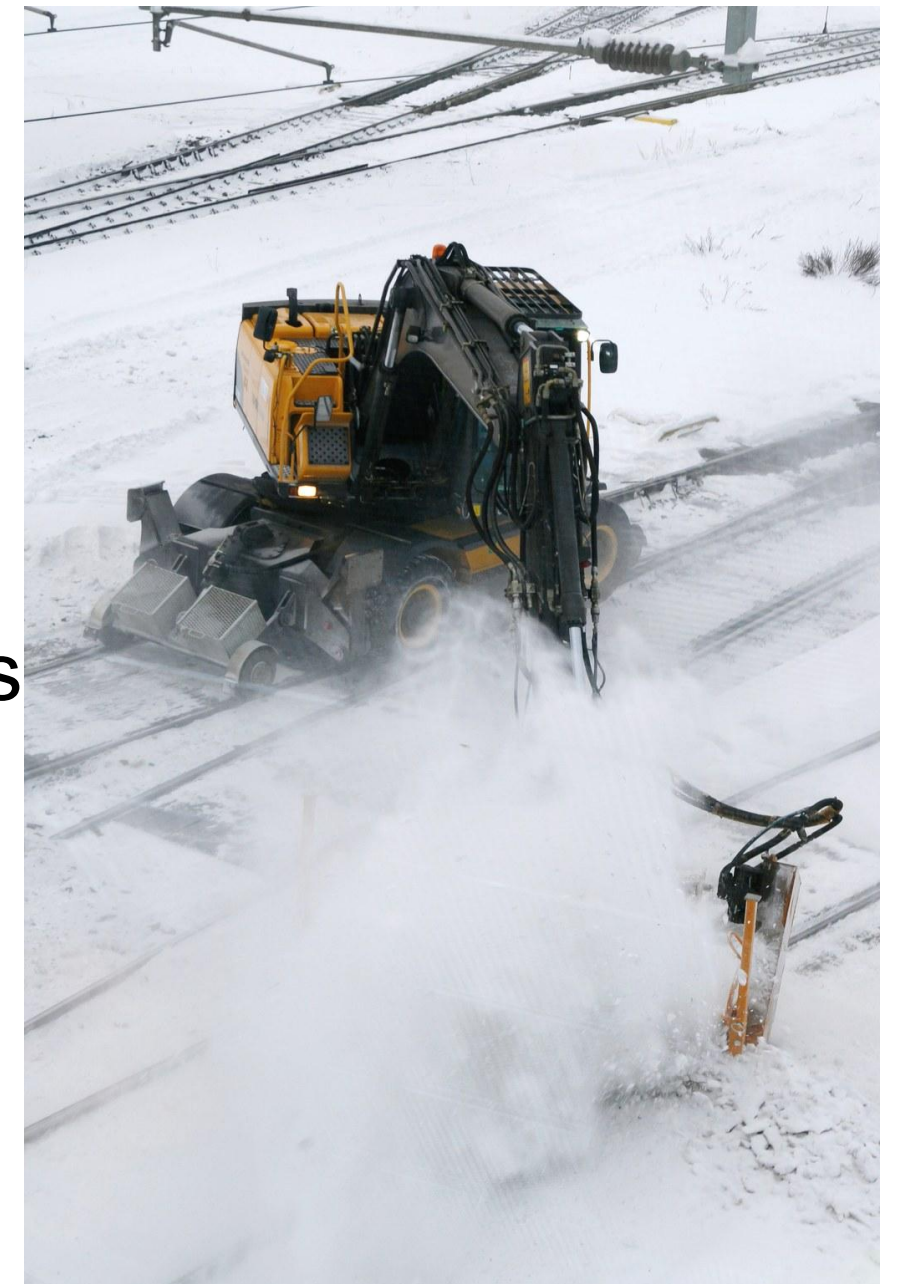
The shunting leader must:

- Ensure wagons remain stationary with chocks.
- Minimum requirement: Chocks (2 pcs) are placed on either side of the first bogie or axle on the Utti end of the wagon or wagon group on the same rail.
- The shunting leader is responsible for removing and returning chocks to the chock racks.
- The shift supervisor and shunting leader agree on the movement area either by sectors or for the entire track if unloading or loading operations are conducted simultaneously on the adjacent track.
- The shunting leader must inform the shift supervisor when the need to move within the RSU has ended.



Maintenance in the Railway Area

- The Finnish Transport Infrastructure Agency owns and manages the rail infrastructure in the RRT area. Track maintenance work on terminal tracks is performed by the Finnish Transport Infrastructure Agency's maintenance provider.
- Snow and maintenance work in the platform area's RSU are conducted as instructed in the Finnish Transport Infrastructure Agency's guide "Work Performed on the Track at the Kouvola RRT Terminal."
- The Finnish Transport Infrastructure Agency and the City of Kouvola/RRT Kouvola Oy have agreed on the maintenance of the loading platform. The Finnish Transport Infrastructure Agency is responsible for maintaining the tracks and loading platform up to 1.5 meters from the edge.
- RRT Kouvola is responsible for other snow and maintenance work in the platform area. Snow and maintenance work by RRT Kouvola's maintenance provider must not extend onto the concrete part of the platform edge (1.5 m) under any circumstances.
- Sand, gravel, or snow used for slip prevention must not be plowed or brushed onto the track area. Only chemicals approved by the Finnish Transport Infrastructure Agency may be used for slip prevention in the platform area.
- If terminal employees notice factors impairing track usability, such as debris or freezing in flange grooves, they must report them to the terminal operator's shift supervisor.





RRT Kouvola Oy

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