

### **Model of request for elaboration/correction of a train timetable, assignment and cancellation of a train and instructions for completion and submission**

1. A request for the preparation/correction of a timetable, assignment, cancellation of a train may be submitted only by a RU, which has concluded an access agreement with the SE NRIC or with the respective unit of the SE NRIC.

2. The request is filled in by an authorised representative of the respective RU.

3. The request is filled in by marking the respective fields with an “X”, or by filling in a text expressing the respective request of the RU.

4. A request for the preparation/correction of a timetable, assignment, cancellation of a train shall be submitted to the respective structures of the Train Traffic and Capacity Management Division, as follows:

4.1. For passenger trains:

4.1.1. for all categories of passenger trains with the exception of work service trains:

4.1.1.1. in compliance with the requirements for the assignment of passenger trains according to the Rules for Train Traffic and Shunting Operations in Railway Transportation (RTTSORT), the request shall be submitted to the “Schedules” department;

4.1.1.2. for entertainment and special trains which will be included in the “Regular Daily Changes to TT” order according to the deadlines in the RTTSORT for submission of a request and inclusion in the “Regular Daily Changes to TT” order, the request shall be submitted to the “Schedules” department;

4.1.1.3. for entertainment and special trains for which the deadline for submission of a request and inclusion in the “Regular Daily Changes to TT” order has expired, the request shall be submitted to the Central Dispatching Management (CDM) department.

4.1.2. for the work service trains:

4.1.2.1. for work service trains, passing through two or more regional Operational Dispatch Units, which will be included in the “Regular Daily Changes to TT” order according to the deadlines in the RTTSORT for submission of a request and inclusion in the “Regular Daily Changes to TT” order, the request shall be submitted to the “Schedules” Department;

4.1.2.2. for work service trains within one regional Operational Dispatch Unit, which will be included in the “Regular Daily Changes to TT” order according to the deadlines in the RTTSORT for submission of a request and inclusion in the “Regular Daily Changes to TT” order, the request shall be submitted to the “Schedule” service of the respective Operational Dispatch Unit”;

4.1.2.3. for work service trains, passing through two or more regional Operational Dispatch Units, for which the deadline for submission of a request for inclusion in the “Regular Daily Changes to TT” order has expired, the request shall be submitted to the “Central Dispatching Management” department;

4.1.2.4. for work service trains within one regional Operational Dispatch Unit, for which the deadline for submission of a request for inclusion in the “Regular Daily Changes to TT” order has expired, the request shall be submitted to the “Operational Sector/Senior Dispatcher” of the respective Operational Dispatch Unit.

4.2. For freight trains and isolated vehicles:

4.2.1. for freight trains, passing through two or more regional Operational Dispatch Units, which will be included in the “Regular Daily Changes to TT” order according to the deadlines in the RTTSORT for submission of a request and inclusion in the “Regular Daily Changes to TT” order, the request shall be submitted to the “Schedules” department;

4.2.2 for freight trains within one regional Operational Dispatch Unit, which will be included in the “Regular Daily Changes to TT” order according to the deadlines in the RTTSORT for submission of a request and inclusion in the “Regular Daily Changes to TT” order, the request shall be submitted to the “Schedule” service of the respective Operational Dispatch Unit;

4.2.3. for freight trains, passing through two or more regional Operational Dispatch Units, for which the deadline for submission of a request for inclusion in the “Regular Daily Changes to TT” order has expired, the request shall be submitted to the “CDM” department;

4.2.4. for freight trains within one regional Operational Dispatch Unit, for which the deadline for submission of a request for inclusion in the “Regular Daily Changes to TT” order has expired, the request

shall be submitted to the “Operational Sector/Senior Dispatcher” of the respective Operational Dispatch Unit.

5. The request shall be filled in with a number and date. The number of the request is the serial number for the respective date, and for each new date the numbers shall start from 1.

6. The hour and the minutes of submitting the respective request shall be entered in the fields “hour” and “minutes”.

7. The date, the hour and the minutes shall correspond to the respective date, hour and minutes of the facsimile. In case these data are significantly different, the date, the hour and the minutes registered upon receipt of the request by the structures of the Train Traffic and Capacity Management Division are the ones considered valid.

8. The fields “Preparation”, “Correction”, “Assignment” and “Cancellation” are filled in depending on the request of the RU.

9. In the field “Reason” one shall enter information regarding the reasons/causes for the requested preparation/correction of a timetable, assignment, cancellation of a train (additional load, accidents along the infrastructure, rolling stock malfunctions, etc.). If the field is left empty, the request is considered invalid.

10. The field “Train Category” shall be filled in according to the RTTSORT

11. Upon a request by the RU for a passenger train, the respective field “According to PTS” (public transportation service) or “Outside PTS” shall be marked

12. Upon a request by the RU for a freight train, the respective field “Block train C” (C – containers) or “Block train FV” (FV – freight vehicles) shall be marked depending on the type of the train.

13. In the presence of a request by the RU for an isolated vehicle, the respective field “Isolated vehicle”, “According to PTS” or “Outside PTS” shall be marked.

14. The field “Train No” shall be filled in the case of assignment/correction or cancellation of a train existing in the TT.

15. The origin station, the terminal station and the pass-through station/stations shall be filled in the field “Route”.

16. The field “Special Terms” shall be marked with “YES” if the request is related to the preparation/correction of a timetable, assignment of a train, which requires additional terms for its operation related to a limitation of the speed, gauge, axle load, carriage of dangerous goods, etc.

17. The field “Goods of Class I, II, III under RID” shall be marked with “YES” if the request is related to a preparation/correction of a timetable, assignment of a train carrying goods of class I, II or III under RID, with the respective class of the goods filled in.

18. If “Special Terms” and/or “Goods of Class I, II, III under RID” is marked with “YES”, it is obligatory to fill in the field “Notes on special terms/goods under RID”. In this case, if the field “Notes on special terms/goods under RID” is not filled, the request is considered invalid.

19. The sections “Period of Operation” and “Priority time of:” are not filled in the case of cancellation of a train.

20. In the field “Priority time of:” contains the expressed preference of the RU for the timetable to be respectively compliant with the departure or arrival time. Only one of them is filled in.

21. The route of the train by sections serviced by different locomotives is described in the “Service with train locomotives in sections” field.

22. The field “Necessity of auxiliary locomotives” is marked with “yes” and all sections of the train route, for which an auxiliary locomotive is necessary, are described.

23. The section “Train Parameters” is not filled in the case of cancellation of a train.

24. In the field “Locomotive number(s)” it is obligatory to display the code (number) of the series of the locomotive /locomotives/ or the vehicle / vehicles. The field is not filled in the case of cancellation of a train.

25. The section “Gauge” is filled depending on the presence of wagons in the train with the respective gauge.

26. The field “Other peculiarities:” is filled in by the RU and it shall include:

24.1. Stays for technical check-up.

24.2. Stays under article 307 – 311 of the RTTSORT in profile stations

24.3. Technological stays for the change of staff and/or locomotives.

24.4. Stays in service stations for passenger trains.

24.5. Other stays.

27. The field “Relations for Passenger Trains (PT)/Interconnection for Freight Trains (FT)” is filled upon request of the RU for the realisation of such.

28. The request is also submitted for the exploration of a path, with the field “Reasons” filled with the text: “Path Exploration”.

29. A path under Item 27 is preserved for up to 30 days for international passenger trains, 15 days for domestic passenger trains, and 7 for freight trains after preparing the train timetable.

30. The fields marked with \* are mandatory. If any of the above fields is not filled in the request shall be considered invalid.

**Заявка за искане на трасе извън годишната заявка за капацитет**

До				Превозвач:			
Поделение УДВК				Поделение в ДП "НКЖИ"			
				Факс:			
				Телекс, e-mail:			
<b>Отдел "Разписания"</b>							
<b>ЦДР</b>							
Служба "Разписание" звено "ОД"				Г. Оряховица			
				Пловдив			
				София			
Оперативен сектор/Старши диспечер звено "ОД"				Г. Оряховица			
				Пловдив			
				София			
<b>ЗАЯВКА №...../.....</b> час минути за изготвяне/корекция на разписание, назначаване, отмяна на влак							
Изготвяне		Корекция		Назначаване		Отмяна	
<b>Причина:*</b>							
Категория на влак *		Пътнически влак		Товарен влак		Изолирано возило	
		По ОПУ	Извън ОПУ	Блок влак К	Блок влак ТА	По ОПУ	Извън ОПУ
Влак №:		Маршрут:*					
Специални условия*		да		Бележки по специални условия/товар по RID			
		не					
Товар по I, II, III клас RID *	клас	да					
		не					
Период на движение*		дата		Приоритетен час на:			
еднократно				заминаване:		пристигане:	
от		до					
дни / дати на движение							
Обслужване с влакови локомотиви в участъци:							
Необходимост от помощни локомотиви		да		Участък			
		не					
Параметри на влак	Максимална скорост, км/ч				Габарит		
	Дължина, метри				P /C		
	Брутна тежина на вагонен с-в				0 - T		
	Номер/а на локомотив/и*				1 - T/5100		
					1 - T/5300		
Спирачен процент							
<b>Други особености:</b>				<b>Връзки за ПВ/Обвързка за ТВ</b>			
Технологични изисквания		Гара/Престои, мин.		Гара		От/За влак N:	
чл.191 ал.1 Нар. 58							
чл.307-311 от ПДВ							
<b>Подпис:</b>							
<i>Име, длъжност</i>							