

TERMINAL CHECK-IN

ALL YOU NEED TO KNOW ABOUT
SENDING LOADING UNITS



TO YOUR ADVANTAGE.



FOREWORD



The transport of loading units by rail places particular demands on transport safety, some of which go beyond the regulations for securing cargo and the safety of road freight traffic. As well as secure cargo, when loading units are transported by rail it is essential that they are in an excellent state of repair and correctly labelled. Information on securing cargo in combined road-rail transport can be found in the BGL practice handbook "Laden & Sichern".

The wagons inspector for the relevant railway operator monitors compliance with the regulations on transport by rail. Loading units are, however, pre-inspected on arrival at the so-called "terminal check-in". The check-in procedure allows the early identification of any damage or defects that may prevent loading units from being transported. Unnecessary delays in transport procedures are thus avoided.

This illustrated brochure will give you an overview of the most important safety criteria and transport guidelines for intermodal loading units. It also includes a range of important information on the coding of loading units and the transport of hazardous goods and waste.

In compiling it, Kombiverkehr and the Intermodal Department of DB Schenker have incorporated essential basic information and routine operational questions. Given the complexity of the subject, however, we do not claim that the information is exhaustive. We are always grateful for suggestions and amendments.

The contact persons named in this brochure are of course available at all times to give you detailed information.

TERMINAL LOCATIONS IN GERMANY



FURTHER INFORMATION ON THE TERMINALS

You will find further information on all national and international terminals, including address and contact details, opening times and booking information, on our website at www.kombiverkehr.com > Customer information > Terminals & agencies.

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TERMINAL CHECK-IN

THE FUNCTION OF TERMINAL CHECK-IN

The main purpose of terminal check-in is to identify and document any possible damage or defects in loading units which are sent by customers by road or for reloading. The aim is to have consistent end-to-end damage documentation within the chain of transport. During terminal check-in the loading unit is also inspected to make sure that it is fit for handling and forwarding. This means that loading units are inspected on arrival by check-in staff to ensure that they are fit to be transported and handled before a final inspection by the relevant railway operator prior to departure by rail. Any potential transport hitches can be detected as soon as the loading units are delivered so, ideally, the problem can be rectified on the spot, thus avoiding a refusal to transport a loading unit by rail.

Examples of common defects or damage leading to a refusal to transport are:

- Missing or invalid codes or hazardous goods labels
- Load shift, caused by missing plug-in panels or inadequate securing of freight
- Damage to customs labels or missing customs seals
- Open or inadequately secured doors and tarpaulins
- Serious damage to grapple pockets or corner castings

Please note that the relevant railway transport operator reserves the right to a final inspection of, and a decision on, the suitability for dispatch of the loading unit.



badly damaged container



accident caused by inadequate securing of load



altered hazardous goods label



damaged grapple pocket



damaged swap body



load slippage due to inadequate securing of freight

THE TERMINAL CHECK-IN PROCEDURE

On arrival at the terminal and prior to transport being handled by the agency, the loading unit first undergoes a visual inspection by check-in staff. The findings are then documented in a check-in log. In total, three copies are produced: one each for the delivering transport company, the agency and the terminal operator. The check-in staff, the lorry driver from the transport company and agency employees all acknowledge receipt of the log.

The check-in log is used to document, amongst other things, existing damage, any special features on the loading unit, such as the presence of seals or any hazardous goods or waste labels, and general suitability for dispatch. On receiving authorisation for transport from check-in personnel, the lorry driver hands over a copy to agency staff so that the dispatch order can be issued. Should the delivered loading unit not be authorised for dispatch, the check-in log must still be submitted. In such cases the subsequent course of action is agreed between agency personnel and the delivering transport company. Ideally, it may still be possible to take specific corrective measures to make the loading unit suitable for dispatch in the short term.

Check-in / und Meldezettel LE für Gefahrgut		Datum/Uhrzeit
Versandbahnhof		Auflieferer/ Kfz- Kennzeichen
LE Kennzeichnung C/ TC ¹⁾ <input type="text"/> Länge (Fuß) <input type="text"/> Breite (Fuß) m <input type="text"/> Höhe (Fuß) m <input type="text"/> Profil C <input type="text"/> (nach Verleichteine Band 2) LE mit oberen Eckbeschlägen: CSC Sicherheitszulassungsschild mit ACEP ja <input type="checkbox"/> ohne ACEP <input type="checkbox"/> Hersteller/ Prüfdatum <input type="text"/> Registrier- Nr./ amt. Kennzeichen WB/ TWB/ SAnh/ TSAnh ¹⁾ <input type="text"/> Profil/ Längencode S <input type="text"/> Profil cm <input type="text"/> Kompatibilitätscode <input type="text"/> S <input type="text"/> P <input type="text"/> (P) <input type="text"/> Kodifizierung fehlt <input type="checkbox"/> Prov. Kodifizierung <input type="checkbox"/> Anzahl Plomben <input type="text"/> Abfallschild „A“ ja <input type="checkbox"/> Zeichen <input type="text"/> Schadcode(s) LE 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> * Falls Schäden durch vorhandene Codes nicht eindeutig zugeordnet werden können, sind diese mit 99 zu erfassen und zu beschreiben.		Orange- farbene Kennz. Heck (SAnh.) ja <input type="checkbox"/> nein <input type="checkbox"/> seitlich ja <input type="checkbox"/> nein <input type="checkbox"/> Kammer 1 Kammer 2 Kammer 3 Gefahrgut ja <input type="checkbox"/> ja <input type="checkbox"/> ja <input type="checkbox"/> nein <input type="checkbox"/> nein <input type="checkbox"/> nein <input type="checkbox"/> Nr. zur Kennz. der Gefahr <input type="text"/> UN-Nr. <input type="text"/> Ladegutanschrift (nur bei TSAnh. und TC) und ggf. Tankcodierung Kammer 1 <input type="text"/> Kammer 2 <input type="text"/> Kammer 3 <input type="text"/> Großzettel links hinten rechts vorne Höchstzulässige Füllmenge in kg (nur TC, Kl. 2) <input type="text"/> IMDG ja <input type="checkbox"/> nein <input type="checkbox"/> Zusätzliche Kennz. <input type="text"/> Begrenzte Einheit (LQ/LTD QTY) <input type="checkbox"/> Meereschadstoff / Umweltgefährdender Stoff <input type="checkbox"/> Kennzeichnung in ordnungsgemäßen Zustand ja <input type="checkbox"/> nein <input type="checkbox"/> Falls nein: Erkennbare Sicherungseinrichtungen unbeschädigt? ja <input type="checkbox"/> nein <input type="checkbox"/> Betriebsgefährdung ja <input type="checkbox"/> Ausschluss aus sonstigen Gründen (ggf. mit Agentur oder EVU abstimmen) ja <input type="checkbox"/> Im Fall des wiederholten Checks nach vorheriger Abweisung, Ausschlussmängel wurden behoben, LE ist versandfähig. <input type="checkbox"/> Unterschrift und Stempel für vollständig ausgefülltes Check-Protokoll <input type="text"/> Name des Fahrers (Blockschrift) <input type="text"/> Unterschrift und Stempel Fahrer <input type="text"/> Unterschrift und Stempel Checker <input type="text"/> Unterschrift und Stempel Agentur <input type="text"/> Agentur Gefahrgut nein <input type="checkbox"/> Verschuss/ Plombenangaben erforderlich nein <input type="checkbox"/> Das Fehlen von Schadensangaben, insbesondere von Gebrauchsspuren dient nicht als Nachweis für den intakten Zustand der LE bei der Auflieferung ¹⁾ nichtzutreffendes streichen

Check-in log for loading units with hazardous goods

Check-in / und Meldezettel LE		Datum/Uhrzeit
Versandbahnhof		Auflieferer/ Kfz- Kennzeichen
LE 1 Kennzeichnung C/ TC ¹⁾ <input type="text"/> Länge (Fuß) <input type="text"/> Breite (Fuß) m <input type="text"/> Höhe (Fuß) m <input type="text"/> Profil C <input type="text"/> (nach Verleichteine Band 2) LE mit oberen Eckbeschlägen: CSC Sicherheitszulassungsschild mit ACEP ja <input type="checkbox"/> ohne ACEP <input type="checkbox"/> Hersteller/ Prüfdatum <input type="text"/> Registrier- Nr./ amt. Kennzeichen WB/ TWB/ SAnh/ TSAnh ¹⁾ <input type="text"/> Profil/ Längencode S <input type="text"/> Profil cm <input type="text"/> Kompatibilitätscode <input type="text"/> S <input type="text"/> P <input type="text"/> (P) <input type="text"/> Kodifizierung fehlt <input type="checkbox"/> Prov. Kodifizierung <input type="checkbox"/> Anzahl Plomben <input type="text"/> Abfallschild „A“ ja <input type="checkbox"/> Zeichen <input type="text"/> Schadcode(s) LE 1 * 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> * Falls Schäden durch vorhandene Codes nicht eindeutig zugeordnet werden können, sind diese mit 99 zu erfassen und zu beschreiben.		LE 2 Kennzeichnung C/ TC ¹⁾ <input type="text"/> Länge (Fuß) <input type="text"/> Breite (Fuß) m <input type="text"/> Höhe (Fuß) m <input type="text"/> Profil C <input type="text"/> (nach Verleichteine Band 2) LE mit oberen Eckbeschlägen: CSC Sicherheitszulassungsschild mit ACEP ja <input type="checkbox"/> ohne ACEP <input type="checkbox"/> Hersteller/ Prüfdatum <input type="text"/> Registrier- Nr./ amt. Kennzeichen WB/ TWB/ SAnh/ TSAnh ¹⁾ <input type="text"/> Profil/ Längencode S <input type="text"/> Profil cm <input type="text"/> Kompatibilitätscode <input type="text"/> S <input type="text"/> P <input type="text"/> (P) <input type="text"/> Kodifizierung fehlt <input type="checkbox"/> Prov. Kodifizierung <input type="checkbox"/> Anzahl Plomben <input type="text"/> Abfallschild „A“ ja <input type="checkbox"/> Zeichen <input type="text"/> Schadcode(s) LE 2 * 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> * Falls Schäden durch vorhandene Codes nicht eindeutig zugeordnet werden können, sind diese mit 99 zu erfassen und zu beschreiben.

Check-in log for loading units without hazardous goods

NOTE

- Please be sure to deal with any obvious defects or damage to your loading unit prior to delivery to the terminal, in order to avoid any cancellations of shipments or unnecessary laidup time at the terminal.

TRANSPORT GUIDELINES FOR COMBINED TRANSPORT

GENERAL NOTES FOR ALL LOADING UNITS

- The loading unit must display a valid identification code (ISO label or UIC code), which means it is officially approved for transport by rail.
- When transporting hazardous goods or waste, a complete and correct set of labels must be affixed to the loading unit.
- Loading units liable for duty must be accompanied by the appropriate customs documentation and labels. Customs labels and seals must be in perfect condition.
- The freight must be loaded and secured in accordance with existing guidelines for combined transport (see also BGL/BGF practice handbook “Laden und Sichern” (Loading and Securing), volume 2, Ladungssicherung im kombinierten Ladungsverkehr (Load securing for combined transport road/rail). Special loading rules apply and must be adhered to when transporting steel coils.
- All doors, end walls and side panels of the loading unit must be closed and secured.
- All hinges on doors and tailgates must be in excellent condition.
- There must be no significant dents or tears in the side walls, end walls or load-bearing parts of a loading unit.

- The grapple pockets on a loading unit handled by grapplers must be in excellent condition. A marker stripe, in yellow or any contrasting colour and approx. 100 mm wide, is required above each grapple pocket for crane loading operations. Any tarpaulin protectors placed above the grapple pockets must not project beyond the stop face of the latter, and must not be twisted or loose.
- Care must be taken to ensure that the document box or compartment provided for accompanying documentation on the loading unit is undamaged.
- As a rule, the closure devices of loaded loading units must have suitable means of securing cargo (e.g. seals, safety locks).



undamaged seal



open side tarpaulin



grapple pocket with correct marking



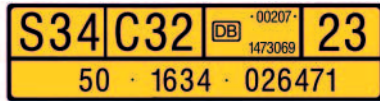
document box



code number plate for semi-trailer (outbound)



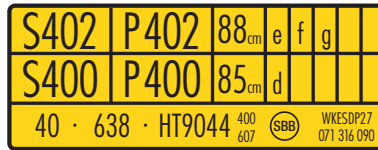
code number plate for megatrailer



code number plate for (tank) swap body



code number plate for semi-trailer (trestle height 98 cm)



code number plate for semi-trailer (licensed for several trestle heights)

IDENTIFICATION PLATES FOR SEMI-TRAILER AND (TANK) SWAP BODIES

- Loading units used in combined transport must display a valid CT identification code on each longitudinal side. The yellow code number plate is required for all loading units handled by grapples (e.g. semi-trailers, (tank) swap bodies). The same applies to all loading units whose dimensions differ from standard ISO dimensions (20, 30, 40, 45 foot). Not only does this serve to indicate official authorisation, it also facilitates the correct classification of loading units and wagons during terminal operations. The contents can differ in structure depending on the type of loading unit.

TRANSPORT GUIDELINES FOR LOADING UNITS WITH TARPULIN STRUCTURES

- The cargo must not rest against the tarpaulin.
- Tarpaulins must be in a roadworthy condition. Small holes or rips of up to 3 cm in diameter or length are permissible, whilst larger defects must be taped over or welded.
- The flexible straps must be pulled through all the eyelets in the tarpaulin. If any eyelets are missing, the flexible strap must be secured with wire or plastic strips.
- Tarpaulin eyelets must be in perfect condition.
- The distance between tarpaulin eyelets must be 200 mm maximum and 300 mm maximum around stanchions and door locks.
- Zigzag fastening using single hooks to secure tarpaulins is not allowed.
- The external roof bows must not be bent (tarpaulin sags). A loading unit with fewer than three horizontal insert boards (lengthwise and rearwise) between the stanchions is not allowed. The stanchions must not be inserted at an angle.

- The TIR cable (securing rope) must be pulled through the tarpaulin eyelets. A maximum of three missing, but not adjoining, tarpaulin eyelets is permissible for horizontal tarpaulin securing, if the TIR cable is secured with wire or plastic strips. The same applies to badly twisted and worn tarpaulin eyelet reinforcement rings.
- Tarpaulin structures with rubber tie-downs are only allowed if TIR cable is also pulled through the tarpaulin eyelets (no hooks).
- The use of tie-downs to fasten cargo to tailgates or roof bows is not permitted.
- If all the tarpaulin eyelets at the rear of the loading unit are used to secure the tarpaulin, the ends of the securing rope may be tied in the form of square knots. No knots are allowed in any other part of the securing rope. An overlooked or missing tarpaulin eyelet is acceptable.
- The following securing ropes are permitted:
 - Hemp or sisal ropes at least 8 mm in diameter, with clear plastic coating
 - Steel wire ropes at least 3 mm in diameter with or without a clear plastic coating

NOTE

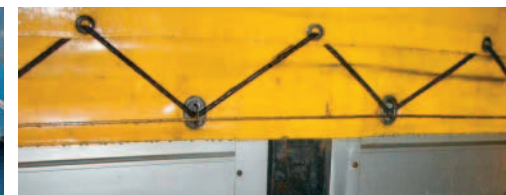
- As with tarpaulin structures, there must be no significant defects on the outer walls of loading units with box bodies.



damage taped up



knotted end of securing ropes



zigzag fastening



cargo in the tarpaulin



rip in the tarpaulin



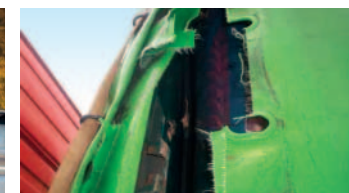
inadequately secured tarpaulin



rubber tie-down



unacceptable securing of tarpaulin with TIR cable



ripped tarpaulin and damaged eyelets



bent roof bows



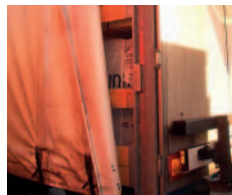
missing tarpaulin securing, but correctly inserted flexible strap

SPECIAL NOTES ON LOADING UNITS IN TARPAULIN CURTAINSIDER CONSTRUCTION

- On loading units with tarpaulin structures in curtainsider design, the sliding tarpaulins must be closed and the draw-in tube locked into the corresponding fixture.
- The tension belts must be locked and secured. A damaged but secured tension belt on either side is acceptable on a temporary basis, but it must not be directly next to the lock bar. The securing device must be attached to the unit, running parallel to the corner bar, and must not be twisted. It is not permitted to fix the tension belts over the grapple pocket.
- When securing the tarpaulin on a curtainsider, it is not necessary to draw an additional securing rope through the tarpaulin eyelets of the tension belts.
- Loading units with curtainsider tarpaulins may be used for transport at over 120 km/h up to a maximum of 140 km/h, if they are marked with an additional "Code XL" or "EN 12642 – XL" plate.



semi-trailer with tarpaulin structure in curtainsider design



open sliding tarpaulin



identification plate and additional "Code XL" plate

TRANSPORT GUIDELINES FOR SEMI-TRAILERS

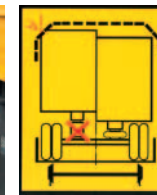
- Semi-trailers must be provided with a valid UIC identification code and, depending on the country of origin, with a permit to travel on public roads (e.g. TÜV sticker). A valid licence plate is also required.
- Semi-trailers must be in a roadworthy condition (wheels, grapple pockets, support legs, tail lights etc).
- The crank for adjusting the height of the support legs must be on the semi-trailer and fixed in the highest position. Before carrying out crane operations or storing semi-trailers with a retractable side or rear underride guard, it must be ensured that these are duly folded up, inserted and secured by the delivering driver.
- Semi-trailers require a retractable side and rear underride guard. Ensure that the locking mechanism is fully functional.
- Semi-trailers with pneumatic shock absorption systems must be lowered and have the air removed during handling and transport by rail.



loose support leg crank



bent side underride guard



additional plate for semi-trailers with pneumatic shock absorption



upward retracted rear underride guard

TRANSPORT GUIDELINES FOR COMBINED TRANSPORT

- The pendulum axle for swap bodies must be fully functional and fixed in a secure position.
- If support legs have not been properly secured for transportation, they must be tied in the correct manner.
- The support legs of swap bodies must be in an excellent condition.



swap body with
secured support legs

TRANSPORT GUIDELINES FOR CONTAINERS

- Containers must display a valid identification code in accordance with ISO 6346, including details of height or height and width, and be provided with a valid CSC plate with the due date of the next inspection or with proof of participation in the ACEP programme.
- The top and bottom corner fittings must be in good working condition.



CSC label with proof of
participation in ACEP




placement of CSC label

CONTAINER DESIGN AND RULES OF INSPECTION

CSC: The technical requirements for containers are set down in the standards of the International Convention for Safe Containers (CSC). It is important that containers are marked with an appropriate plate and that the date of the next reinspection has not passed. As a rule, there is a period of five years between the date of manufacture and the first reinspection of a container. The official licence is subsequently renewed after inspection at intervals of 30 months. If the container is registered with the so-called ACEP programme, the date of inspection given on the plate is irrelevant in respect of the transport permit.

ACEP: If a container is registered with the Approved Continuous Examination Program (ACEP), this means that the owner of the container takes responsibility for the necessary checks, maintenance and repairs. Participation in the ACEP programme is recorded on or near the CSC plate. In this case the date of a reinspection is not required on the CSC plate.

As a general rule, transport will be refused for containers without a valid CSC plate or an appropriate label to confirm participation in ACEP. If a container is neither an ISO container (code "ic") nor a container approved in accordance with UIC leaflet 592-4*, it must be treated as a swap body and issued with a yellow code number plate.

*Code "it" in combination with the symbol 

SPECIAL NOTES FOR TANK CONTAINERS

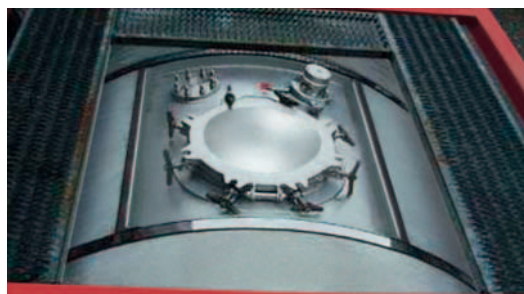
- The armatures on tank containers must be closed.
- The blind flange on tank containers must be attached.
- The protection cap for armatures must be in locked position.
- The dome covers and any covering caps must be locked.
- Any attachments, such as fill nozzles, must not overshoot the outer frame of the tank container.
- Any bands around the tank must be in excellent condition and fit precisely. It is imperative that the insulation of the tank container is not visible and does not protrude.
- Tank containers with ascending aids require a sign warning of overhead electrical danger (ISO 6346). The label must be also be affixed near the ascending aid.
- Any frames, ascending aids and steps must not be damaged and must be in full working order.
- Any insulation must generally be in an excellent condition and in fully working order.
- The subsequent attachment of additional fittings is not permitted.
- In the case of hazardous goods in particular, the payload must not adhere to the exterior of the tank container.

NOTE

- These regulations also apply for empty uncleaned tank containers.



blind flange not attached



locked dome cover



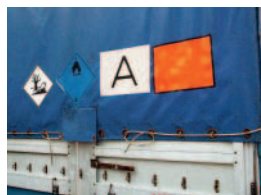
protection cap for armatures not closed



tank container with UIC identification code

ESSENTIAL INFORMATION FOR THE TRANSPORT OF HAZARDOUS GOODS AND WASTE

- If hazardous goods are being transported in containers, swap bodies or semi-trailers, the relevant loading unit must be provided with hazard labels (placards) and/or orange warning plates as stipulated by ADR/RID and IMDG code. The hazard labels must be affixed to the areas specified for this purpose. The same applies to labels (e.g. for substances that are heated and/or harmful to the environment) which, in certain circumstances, must be affixed in accordance with legislation on hazardous goods. You will find more detailed information on this by going to our website at www.kombiverkehr.de > Customer information > Hazardous goods & waste > Marking of loading units.
- The hazard labels, warning signs and identification codes must be in excellent condition and must not be damaged.
- You will find information on hazard labels, warning signs and identification codes in section 5.3 of the ADR/RID and IMDG codes.
- When a loading unit of waste is delivered, the waste labels must be retained until it is removed from the vehicle by crane.
- Due to high transportation loads, the affixed labels and the adhesives used must be weatherproof.



semi-trailer correctly marked for maritime transport of waste and hazardous goods



4-chamber tank container correctly marked for hazardous goods

WHO TO CONTACT AT KOMBIVERKEHR AND DB SCHENKER RAIL (INTERMODAL)

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