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RID: 8th Session of the RID Committee of Experts' standing working group
(Utrecht, 20 to 24 November 2017)

Subject: Informal working group on checklists for the filling and emptying of liquefied gas tank-wagons (Florence 11-13 July 2017)

Proposal transmitted by Italy

Introduction

1. In accordance with the mandate from the RID Committee of Experts' standing working group (Bern, 23 and 24 May 2016) (OTIF/RID/CE/GTP/2016-A, paragraphs 21-24), on 27 and 28 October 2016 Italy hosted the first session of an informal working group in Milan in order to develop further the checklists for gas tank-wagons that had been submitted in document OTIF/RID/CE/GTP/2016/5.
2. This first meeting completed a point by point analysis of the proposed checklist attached to document OTIF/RID/CE/GTP/2016/5. At the end of the session, a preliminary draft text was prepared and the experts representing the associations and Member States were asked to analyse the document in depth and to provide comments and proposals to be discussed at a final session of the group.
3. During the following months, proposals were received from CEFIC, UIP and AEGPL (in consultation with EIGA) and a new draft text was proposed as a basis for discussion at the following session held in Florence on 11-13 July 2017.

Minutes of the meeting

4. For the list of participants, see annex 1.
5. In view of what had been said at the previous meeting, it was decided to adopt the following step by step procedure:
 - (a) to analyse the text of the checklist, bearing in mind that the following principles have been observed:
 - only steps which are referred to directly in the obligations set out in RID would be established;
 - where possible, the same terminology as used in RID would be used;
 - where possible, avoid creating any kind of direct or indirect restriction in operators' instructions and procedures (each operator must be able to organise its own procedures freely).
 - (b) to assess whether the final text of the checklist could be considered as self-explanatory or whether an introduction is required;
 - (c) to decide at the end of the process whether the final document should be limited to the prevention of leaks or whether it could be considered as a "reference tool" to help fillers and unloaders (in respect of internal operational and specialist practices) meet the obligations assigned to them in RID 1.4.3.3 and 1.4.3.7.
 - (d) to approve the final text to be submitted by Italy to the November 2017 session of the RID Committee of Experts' standing working group.
6. Accordingly, the following results were achieved:
 - (a) a new version of the checklist was prepared and approved (see annex 2);
 - (b) after an in-depth analysis, it was clear to all participants that by carrying out all the actions listed in annex 2, all the obligations assigned to fillers and unloaders in RID 1.4.3.3 and 1.4.3.7 would be met, with the following exceptions:
 1. point (h) of RID 1.4.3.3: in preparing the dangerous goods for carriage, the filler shall also ensure that the placards, marks, orange-coloured plates and labels as well as shunting labels are affixed on the tanks, on the wagon and on the containers in accordance with chapter 5.3 of RID;
 2. point (e) and (f) of RID 1.4.3.7.1: the unloader shall ensure that:
 - the prescribed cleaning, if applicable, of the wagons is carried out;
 - the wagons, once completely unloaded, cleaned, degassed and decontaminated, no longer display placards, marks and orange-coloured plates that had been displayed in accordance with Chapter 5.3 of RID.
7. To cover these additional checks it was agreed to add two specific references to the introductory text, highlighted by the words "in addition". This is to make clear that if all the checks listed in annex 2, plus these additional checks, are carried out, this will ensure that all the obligations specified in 1.4.3.3 for the filler and in 1.4.3.7 for the unloader are met.

- (a) In accordance with the above, an introductory text was prepared and approved (see annex 3). This text, together with the checklists, will constitute a single document to be submitted by Italy to the RID Committee of Experts' standing working group in November 2017 for approval.
 - (b) The proposal to amend RID was also approved (see annex 4).
8. In addition to the above, all participants also agreed:
- (a) to state in a note to the document that these Guidelines have been developed in co-operation with CEFIC, UIP, AEGPL and EIGA;
 - (b) on the basis of the positive experience gained for gases, to propose that the RID Committee of Experts' standing working group should give its opinion on whether to ask CEFIC to complete the current guidelines for liquids (see notes in 1.4.3.3 (a) and (f) and notes in 1.4.3.7.1 (b) and d) (ii)), in order to have a document that includes all the requirements for fillers (1.4.3.3) and unloaders (1.4.3.7.1), as is the case for gases.
9. Lastly, it was agreed to allow two weeks (until 28 July 2017) for any additional requests for minor modifications to the approved texts.

List of participants

Name	Company / Administration / Association
Benedetto Legittimo	Ministry of Infrastructure and Transport
Andrea Ercole	ANSF – NSA Italy
Fabio Ridolfi	ANSF – NSA Italy
Francesca Belinghieri	Federchimica
Filippo Abate	Federchimica
Torsten Klein	CEFIC
Henk Bril	CEFIC
Helmut Rein	Bundesministerium für Verkehr und digitale Infrastruktur (BMVI)
Jochen Conrad	OTIF
Roman Grünhagen	UIP
Caroline Bailleux	SSICF – DVIS NSA Belgium
Michel Korhel	Ministère de la Transition Écologique et Solidaire
Klaas Tiemersma	Ministry of Infrastructure and the Environment
Nikos Xydias	AEGPL Europe

Annex 2

Points relevant to leaktightness for filling tank-wagons (bottom filling) for gases

1. Before filling			
	Check	Explanation	OK
1.1 ¹	Tank and service equipment in technically faultless condition (visual inspection from the ground).	<p>Before clearance for filling, the tank and service equipment must be visually checked to ensure that they do not show any evident damage.</p> <p>No damage to tank and items of equipment that might endanger the filling.</p> <p>Verification refers e.g. to the valves, closing devices, the manhole cover, damage on shells, thermal insulation.</p>	
1.2 ¹	Verify that the date of the next tank inspection has not expired.	RID requires the next tank inspection date to be shown on every side of the wagon to inform the filler of the date of expiry.	
1.3	Verify that the dangerous goods are authorised for carriage in this tank.	This verification includes the comparison between the data shown on the movable panel and the permitted gases listed on the tank plate.	
1.4	The last load and its compatibility with the new load must be determined.	<p>The last load must be determined from data reported in the transport documents and by comparison of the product name (reported on the plate of the tank-wagon) with the UN number on the orange-coloured plates and with the product on the loading order.</p> <p>In case of inconsistencies, clarification is needed, e.g. product analysis.</p>	
1.5	The external stop-valves and the closing devices are closed (on opposite side also) and there are no leakages on both liquid and gas phase.	<p>It must be confirmed that the external stop-valves are closed.</p> <p>Seals can help to determine that closing devices and valves have not been handled by other parties. In case of own seals, it should be verified that they are in the same proper condition as when they are installed. It can be assumed that valves on tank-wagons returning with original seals are still leaktight.</p>	
1.6	Check whether the "emergency screws" of the internal stop-valves (gas and	The emergency screw or "ice breaking screw" might have been used if the internal stop-valve could not be opened in a normal way (e.g. because of ice forming on the bottom of the tank). By turning this screw into the internal stop-valve, the valve opens and as a consequence, the safety mechanism	

1. Before filling			
	Check	Explanation	OK
	liquid phase) are in the "safe" position.	no longer closes the internal stop-valve automatically when the rail hook is removed. The valve is no longer functional and is blocked in the open position. For mechanical stop-valves: check whether the bottom valves are locked. For hydraulic valves: check whether the two bolts are present in/near the hydraulic oil reservoir.	
1.7	The filling devices are properly connected to both liquid and gas phase and internal and external stop-valves on the filling side are opened.	The specific operating instructions for filling the tank-wagon must be observed. A rail hook or similar device is mandatory to open internal stop-valves. The sequence of opening the valves is: first the internal stop-valves and then the external stop-valves.	
1.7.1	Verify that the internal stop-valves are leaktight and secured. Before proceeding check again that there are no leakages.	Make sure that the internal stop-valves are tight. Leaktightness can be verified by depressurizing the T-pipe and then by using a manometer to check that the pressure is not rising again.	
1.8	The maximum degree of filling must be determined to ensure that it will not be exceeded.	The degree of filling must be determined taking into account the maximum loading mass on the movable panel (load categories). Note: The residual load (product that is still present in the tank-wagon before filling) must also be taken into account.	

2. During filling			
	Check	Explanation	OK
2.1	Supervise filling operation to ensure safe operation throughout the process and prevent overfilling.	For filling, the operating instructions attached to the tank-wagon must be complied with. Permanent supervision will prevent dangerous situations, such as overfilling and should enable rapid emergency response, if necessary.	

3. After filling			
	Check	Explanation	OK
3.1	Verify that there is neither overloading nor overfilling.	<p>Immediately after filling, the tank-wagon must be checked to ensure that it is not overloaded or over-filled.</p> <ul style="list-style-type: none"> Overloading means exceeding the maximum gross mass of the tank-wagon. Overfilling means exceeding the maximum (product related) filling degree, according to RID 4.3.3.2.5 <p>These checks must be carried out using calibrated measuring devices (e.g. by weighing on a calibrated weighbridge). The overloading or overfilling must be remedied by immediate discharge of the excessive load in a safe manner.</p> <p>Further measures have to be agreed with the tank-wagon operator (in accordance with vehicle keeper marking on the wagon) because:</p> <ul style="list-style-type: none"> Overfilling of the tank may generate pressure build-up above the maximum calculation pressure. In this case, the tank-wagon must be emptied completely and must be inspected and tested before bringing back into service. An overfilled tank may cause excessive forces on bearings and axles. If overfilling has occurred, it must be checked whether the bearings and axles have been overloaded before bringing the tank-wagon back into service. 	
3.2	The correct closing sequence of the valves (from inside to outside) must be complied with.	Internal and external stop-valves must be closed in accordance with the operating instructions. These instructions are usually displayed on the tank-wagon.	
3.2.1	Verify that the internal stop-valves are leaktight and secured.	<p>Make sure that the internal stop-valves are tight. Leaktightness can be verified by depressurizing the T-pipe and then by using a manometer to check that the pressure is not rising again.</p> <p>Ensure that the valves are locked (e.g. securing pin).</p>	
3.2.2	Verify that external stop-valves are closed and se-	Any securing devices to protect against unintentional opening of external stop-valves must be used, if available.	

3. After filling			
	Check	Explanation	OK
	cured (on opposite side also) and there are no leakages on liquid and gas phase.	There must be no gas leakages.	
3.3	Closing devices are properly installed using the correct gaskets and are tightened with suitable tools. There must be no gas leakages	Bolts in flanges must be of the proper length. If tools are used to close and tighten the closing devices, use only the right tools to ensure that no excessive torque is generated and that sealing elements are not damaged, e.g. caps of screw couplings must be tightened by means of a wrench, not by a hammer. The closures must be equipped with suitable gaskets. They must be in a proper condition and replaced when necessary.	
3.4	After filling, the tank and service equipment must be checked again to ensure that there are no leakages.	Final (visual) check of all closing devices and valves on both sides.	

¹ Points 1.1 and 1.2 may also be carried out upon arrival at the facilities (arrival check) rather than directly before filling.

Points relevant to leaktightness for unloading tank-wagons (bottom unloading) for gases

1. Before unloading			
	Check	Explanation	OK
1.1 ¹	Tank and service equipment in technically faultless condition (visual inspection from the ground).	<p>Before clearance for unloading, the tank and service equipment must be checked to ensure that they do not show any evident damage.</p> <p>No damage to tank or items of equipment that might endanger unloading.</p> <p>Verification refers e.g. to the valves, closing devices, the manhole cover, damage to shells, thermal insulation.</p>	
1.2	The external stop-valves and the closing devices are closed (on opposite side also) and there are no leakages on both liquid and gas phase.	<p>It must be confirmed that the external stop-valves are closed.</p> <p>Seals can help to determine that closing devices and valves have not been handled by other parties. In case of own seals, it should be verified that they are in the same proper condition as when they were installed. It can be assumed that valves on tank-wagons returning with original seals are still leaktight.</p>	
1.3	Ascertain that the product in the tank-wagon is the correct one.	The load must be determined from particulars in the transport documents and by comparison of the product name (reported on the plate of the tank-wagon) with the UN number on the orange-coloured plates and with the product on the unloading order. In case of inconsistencies, clarification is needed, e.g. product analysis.	
1.4	Check whether the "emergency screws" of the internal stop-valves (gas and liquid phase) are in the "safe" position.	The emergency screw or "ice breaking screw" might have been used if the internal stop-valve could not be opened in a normal way (e.g. because of ice forming on the bottom of the tank). By turning this screw into the internal stop-valve, the valve opens and, as a consequence, the safety mechanism no longer closes the internal stop-valve automatically when the rail hook is removed. The valve is no longer functional and is blocked in the open position. For mechanical stop-valves: check whether the bottom valves are locked. For hydraulic valves: check whether the two bolts are present in/near the hydraulic oil reservoir.	
1.5	The discharge devices are properly connected to both liquid and gas phase and internal and external stop-	<p>The specific operating instructions for unloading the tank-wagon must be observed.</p> <p>The use of a rail hook or similar devices is mandatory to open the internal stop-valves.</p>	

1. Before unloading			
	Check	Explanation	OK
	valves on the unloading side are opened.	The sequence of opening the valves is: first the internal stop-valves and then the external stop-valves.	
1.6	Before proceeding check again that there are no leakages.		

2. During unloading			
	Check	Explanation	OK
2.1	Supervise the unloading operation to ensure safe operation throughout the process.	For unloading, the operating instructions attached to the tank-wagon must be complied with. Permanent supervision will prevent dangerous situations and should enable rapid emergency response, if necessary.	

3. After unloading			
	Check	Explanation	OK
3.1	Check whether tank-wagon and discharge device are empty of liquefied gas (by means of suitable measures).	Suitable measures are: level indicating device, weighing, “no flow” sensors, etc. E.g., the T-pipe and discharge device can be emptied by purging with nitrogen.	
3.2	The right closing sequence of the valves (from inside to outside) has to be complied with.	Internal and external stop-valves must be closed in accordance with the operating instructions. These instructions are usually displayed on the tank-wagon.	
3.2.1	Verify that the internal stop-valves are leaktight and secured.	Make sure that the internal stop-valves are tight. Leaktightness can be verified by depressurizing the T-pipe and then by using a manometer to check whether the pressure is rising again. Ensure that the valves are locked (e.g. securing pin).	
3.2.2	Verify that the external stop-valves are closed and secured (on opposite side also) and there are no leakages on both liquid	If tools are used to close and tighten the external stop-valves, use only the right tools to ensure that no excessive torque is generated and that sealing elements are not damaged. Any securing devices to protect against unintentional opening of external stop-valves must be used, if available.	

3. After unloading			
	Check	Explanation	OK
	and gas phase.	There must be no gas leakages.	
3.3	Closing devices are properly installed using the correct gaskets and are tightened with suitable tools. There must be no gas leakages.	Bolts in flanges must be of proper length. If tools are used to close and tighten the closing devices, use only the right tools to ensure that no excessive torque is generated and that sealing elements are not damaged, e.g. caps of screw couplings must be tightened by means of a wrench, not by a hammer. The closures must be equipped with suitable gaskets. They must be in a proper condition and must be replaced when necessary.	
3.4	After unloading, tank and service equipment must be checked again to ensure that there are no leakages.	Final (visual) check of all closing devices and valves on both sides.	
3.5	The pressure in the tank must be sufficient to counter an inadmissible external overpressure (the tank must be protected against underpressure).	When the external overpressure might be greater than the tank resistance, adequate measures must be taken to protect the tank against deformation. This is especially applicable for low pressure liquefied gases, e.g. sufficient pressure can be achieved by filling them with nitrogen or another inert gas.	

¹ Point 1.1 may also be carried out upon arrival at the facilities (arrival check) rather than directly before unloading.

Points relevant to leaktightness for filling tank-wagons (top filling) for gases

1. Before filling			
	Check	Explanation	OK
1.1 ¹	Tank and service equipment in technically faultless condition (visual inspection).	<p>Before clearance for filling, the tank and service equipment must be visually checked to ensure that they do not show any evident damage.</p> <p>No damage to tank and items of equipment that can endanger the filling.</p> <p>Verification refers e.g. to the valves, closing devices, the manhole cover, damage on shell.</p>	
1.2 ¹	Verify that the date of the next tank inspection date has not expired.	RID requires the next tank inspection date to be shown on every side of the wagon to inform the filler of the date of expiry.	
1.3	Verify that the dangerous goods are authorised for carriage in this tank.	This verification includes the comparison between the data shown on the wagon plate and the permitted gases listed on the tank plate.	
1.4	The last load and its compatibility with the new load must be determined.	<p>The last load must be determined from data reported in the transport documents and by comparison of the product name (reported on the plate of the tank-wagon) with the UN number on the orange-coloured plates and with the product on the loading order.</p> <p>In case of inconsistencies, clarification is needed, e.g. product analysis.</p> <p>Note: Top filling tank-wagons are usually used for one specific product.</p>	
1.5	The stop-valves and the closing devices are closed and there are no leakages on both liquid and gas phase.	It must be confirmed that the stop-valves are closed.	
1.6	The filling devices are properly connected to both liquid and gas phase and the stop-valves are opened.	The specific operating instructions for filling the tank-wagon must be observed.	

1. Before filling			
	Check	Explanation	OK
	Before starting the filling, it must be checked again that there are no leak-ages.		
1.7	The maximum degree of filling must be determined to ensure that it will not be exceeded.	<p>The filling degree must be determined taking into account the maximum loading mass on the wagon plate (load categories).</p> <p>Note: The residual load (product that is still present in the tank-wagon before loading) must also be taken into account.</p>	

2. During filling			
	Check	Explanation	Ok
2.1	Supervise filling operation to ensure safe operation throughout the process and prevent overfilling.	<p>For filling, the operating instructions attached to the tank-wagon must be complied with.</p> <p>Permanent supervision will prevent dangerous situations, such as overfilling and will enable rapid emergency response, if necessary.</p>	

3. After filling			
	Check	Explanation	OK
3.1	Verify that there is neither overloading nor overfilling.	<p>Immediately after filling, the tank- wagon must be checked to ensure it is not overloaded or overfilled.</p> <ul style="list-style-type: none"> Overloading means exceeding the maximum gross mass of the tank-wagon. Overfilling means exceeding the maximum (product related) filling degree, according to RID 4.3.3.2.5 <p>These checks must be carried out by using calibrated measuring devices (e.g. by weighing on a calibrated weighbridge). The overloading or overfilling must be remedied by immediate discharge of the excessive load in a safe manner.</p> <p>Further measures have to be agreed with the tank-wagon operator (in accordance with vehicle keeper marking on the wagon) because:</p>	

3. After filling			
	Check	Explanation	OK
		<ul style="list-style-type: none"> • Overfilling of the tank may generate pressure build-up above the maximum calculation pressure. In this case, the tank-wagon must be emptied completely and must be inspected and tested before bringing back into service. • An overfilled tank may cause excessive forces on bearings and axles. If overfilling has occurred, it must be checked whether the bearings and axles have been overloaded before bringing the tank-wagon back into service. 	
3.2	Verify that stop-valves are closed and secured and that there are no leakages on both liquid and gas phase.	<p>Any securing devices to protect against unintentional opening of stop-valves must be used, if available.</p> <p>There must be no gas leakages detected by appropriate methods, e.g. testing devices.</p>	
3.3	<p>Closing devices must be installed properly with the right gaskets, and must be tightened with the right tools.</p> <p>There must be no gas leakages.</p>	<p>If tools are used to close and tighten the closing devices, use only the right tools to ensure that no excessive torque is generated and that sealing elements are not damaged. The blank flanges on the closure that have been used must be equipped with new suitable gaskets. Bolts in flanges must be of proper length.</p> <p>There must be no gas leakages detected by appropriate methods, e. g. testing devices.</p>	
3.4	After filling, the tank and service equipment must be checked again to ensure that there are no leakages.	<p>Final (visual) check of all closing devices and valves.</p> <p>There must be no gas leakages detected by appropriate methods.</p>	
3.5	The lockable cap (dome cap) must be locked and sealed (when fitted).		

¹ Points 1.1 and 1.2 may also be carried out upon arrival at the facilities (arrival check) rather than directly before filling.

Points relevant to leaktightness for unloading tank-wagons (top unloading) for gases

1. Before unloading			
	Check	Explanation	OK
1.1 ¹	Tank and service equipment in technically faultless condition (visual inspection).	<p>Before clearance for filling, the tank and service equipment must be visually checked to ensure that they do not show any evident damage.</p> <p>No damage to tank and items of equipment that can endanger the unloading.</p> <p>Verification refers e.g. to the valves, closing devices, the manhole cover, damage on shell.</p>	
1.2.	The stop-valves and the closing devices are closed and there are no leakages on both liquid and gas phase.	<p>The stop-valves must be confirmed closed.</p> <p>Seals can help to determine that closing devices and valves have not been handled by other parties. In case of own seals, it should be verified that they are in the same proper condition as when they are installed. It can be assumed that valves on tank-wagons returning with original seals are still leak-tight.</p>	
1.3	Ascertain that the product in the tank-wagon is the correct one.	The load must be determined from particulars in the transport documents and by comparison of the product name (reported on the plate of the tank-wagon) with the UN number on the orange-coloured plates and with the product on the unloading order. In case of inconsistencies, clarification is needed, e.g. product analysis.	
1.4	The discharge devices are properly connected to both liquid and gas phase and stop-valves are opened.	The specific operating instructions for unloading the tank-wagon must be observed.	
1.5	Before proceeding it must be checked again that there are no leakages.		
2. During unloading			
	Check	Explanation	OK
2.1	Supervise the unloading operation to ensure safe operation throughout the process.	<p>For unloading, the operating instructions attached to the tank-wagon must be complied with.</p> <p>Permanent supervision will prevent dangerous situations and will enable rapid emergency response, if necessary.</p>	

3. After unloading			
	Check	Explanation	OK
3.1	Verify that stop-valves are closed and secured and there are no leakages on both liquid and gas phase.	<p>If tools are used to close and tighten stop-valves, use only the right tools to ensure that no excessive torque is generated and that sealing elements are not damaged.</p> <p>Any securing devices to protect against unintentional opening of stop-valves must be used, if available.</p> <p>There must be no gas leakages.</p>	
3.2	<p>Closing devices are installed correctly with the right gaskets and have been tightened with the right tools.</p> <p>There must be no gas leakages.</p>	<p>If tools are used to close and tighten the closing devices, use only the right tools to ensure that no excessive torque is generated and that the sealing elements are not damaged.</p> <p>The closures must be equipped with suitable gaskets. They must be in a proper condition and must be replaced when necessary.</p> <p>Bolts in flanges must be of proper length.</p>	
3.3	After unloading, the tank and service equipment must be checked again to ensure that there are no leakages.	<p>Final (visual) check of all closing devices and valves.</p> <p>There must be no gas leakages detected by appropriate methods, e.g. testing devices.</p>	
3.4	The lockable cap (dome cap) must be locked and sealed (when fitted).		
3.5	The pressure in the tank must be sufficient to counter an inadmissible external overpressure (the tank must be protected against underpressure).	<p>When the external overpressure might be greater than the tank resistance, adequate measures must be taken to protect the tank against deformation.</p> <p>This is especially applicable for low pressure liquefied gases, e.g. sufficient pressure can be achieved by filling them with nitrogen or another inert gas.</p>	

¹ Point 1.1 may also be carried out upon arrival.

Guidelines – introductory text

These guidelines have been developed in cooperation with CEFIC, EIGA, AEGPL and UIP in the form of checklists for tank-wagons for gases to help fillers and unloaders of gas tank-wagons comply with safety obligations, particularly with respect to the leaktightness of tank-wagons.

Filling and discharging of rail tank-wagons

Four checklists to help avoid leaks from tank-wagons carrying gases of Class 2 of RID

Introduction

According to RID 1.4.3.3 (a) and (f), the filler shall ascertain that:

- prior to the filling both the tanks and their equipment are technically in a satisfactory condition,
- after filling that all closures are in a closed position and that there are no noticeable leakages.

According to RID 1.4.3.7.1 (b) and (d) (ii), the unloader

- shall before and during unloading, check whether the tank has been damaged to an extent which would endanger the unloading operation and
- shall, immediately following the unloading of the tank, ensure the closure of valves and inspection openings.

In addition, the filler and the unloader are required to comply with the requirements of paragraphs 4.3.3.3 and 4.3.3.4 (Provisions for the filling of liquid gas tank-wagons) and 7.5.1.2 (Provisions concerning loading, unloading and handling).

The filler and the unloader must establish procedures to check the correct functioning of the closures of the tank of a tank-wagon and to ensure the leaktightness of the closing devices before and after filling or unloading.

As the most frequent cause of leaks is incorrect filling or discharge processes, the main aim behind standardised checklists is to avoid leaks from tank-wagons for gas by means of correct and professional handling on the part of operating staff working for fillers and unloaders. They include the necessary steps (checkpoints) in the appropriate sequence, which is normally observed when filling or emptying gases into or from tank-wagons in the procedure to ensure leaktightness. They may need to be supplemented by the user with other specific operational steps/procedures (operating instructions).

Gases to which a tank code is assigned in column (12) of Table A of RID Chapter 3.2 containing the letter "B" in the third part must be:

- filled from the bottom through three mutually independent closures, mounted in series, consisting of the bottom valve in conjunction with the external shut-off device (side valve, blank flange or screw cap); and
- discharged through the bottom shut-off device (side valve, blank flange or screw cap).

Gases to which a tank code is assigned in column (12) of Table A of RID Chapter 3.2 containing the letter "D" in the third part, such as UN 1017, UN 1053, UN 1064, UN 1076 and UN 1079 shall be

- filled from the top and
- discharged from the top

through dip pipes in combination with other closing devices (triple closure in series, liquid phase valves and gas phase valve with blank flange, mounted on the manhole cover).

Four checklists have therefore been developed, covering respectively bottom filling, bottom discharge, top filling and top discharge.

They set out a chronological sequence of the steps necessary for the filling and discharge of tank-wagons. Using them as an aid, users can be sure that they have followed the steps fully in the correct sequence. If one of the steps cannot be carried out properly, the filling or discharge process is interrupted or stopped until the discrepancy/fault is rectified. This should enable errors and unsafe situations to be recognised in advance and avoided.

These checklists also reflect the obligations of the filler set out in paragraphs (b), (c), (d), (e) and (g) of RID 1.4.3.3 and the obligations of the unloader set out in paragraphs (a) and (c) of RID 1.4.3.7.1.

In addition to the different steps set out in these checklists

- According to paragraph (h) of RID 1.4.3.3, the filler shall also, in preparing the dangerous goods for carriage, ensure that the placards, mark, orange-coloured plates and labels as well as shunting labels are affixed on the tanks, on the wagon and on the containers in accordance with chapter 5.3 of RID;
- According to paragraphs (e) and (f) of RID 1.4.3.7.1, the unloader shall ensure that:
 - the prescribed cleaning, if applicable, of the wagons is carried out;
 - the wagons, once completely unloaded, cleaned, degassed and decontaminated, no longer display placards, marks and orange-coloured plates that had been displayed in accordance with Chapter 5.3 of RID.

In this document, the RID terminology is used. The following table includes equivalent expressions or examples usually used in the industry.

RID terminology	Industry terminology or examples
closing devices	caps/blank (blind) flanges/manlids
external stop valve	side valve/discharge valve
filling device	loading arm/hose
discharge device	unloading arm/hose
internal stop valve	bottom valve
manhole cover	inspection lids/manlids
operational openings	filling and/or discharge openings
securing devices	devices to protect against unintentional opening of external and internal stop valves
service equipment	all equipment attached to the tank, such as filling and discharge equipment, safety devices, heat insulation devices, measuring instruments etc.

Disclaimer

This document is intended for information only and is provided in good faith. While it is accurate as far as the authors are aware, no representations or warranties are made about its completeness. Therefore, no responsibility will be assumed in relation to the contents of this document.

The checklist is a guide and does not exempt the various participants referred to in RID Chapter 1.4 from the respective obligations assigned to them under RID.

October 2017

Proposed amendments

Proposal 1

1.4.3.3 Amend to read as follows (new text in bold and underlined):

"1.4.3.3 Filler

In the context of 1.4.1, the filler has the following obligations in particular:

- (a) he shall ascertain prior to the filling of tanks that both they and their equipment are technically in a satisfactory condition;

NOTE: The filler shall establish procedures to check the correct functioning of the closures of the tank of a tank-wagon and to ensure the leaktightness of the closing devices before and after filling. Guidelines in the form of checklists for tank-wagons for liquids, issued by the European Chemical Industry Council (CEFIC), are available on the OTIF website (www.otif.org).

- (b) he shall ascertain that the date of the next test for tank-wagons, battery-wagons, wagons with demountable tanks, portable tanks, tank-containers and MEGCs has not expired;

- (c) he shall only fill tanks with the dangerous goods authorized for carriage in those tanks;

- (d) he shall, in filling the tank, comply with the requirements concerning dangerous goods in adjoining compartments;

- (e) he shall, during the filling of the tank, observe the maximum permissible degree of filling or the maximum permissible mass of contents per litre of capacity for the substance being filled;

- (f) he shall, after filling the tank, ensure that all closures are in a closed position and that there is no leakage;

NOTE: The filler shall establish procedures to check the correct functioning of the closures of the tank of a tank-wagon and to ensure the leaktightness of the closing devices before and after filling. Guidelines in the form of checklists for tank-wagons for liquids, issued by the European Chemical Industry Council (CEFIC), are available on the OTIF website (www.otif.org).

- (g) he shall ensure that no dangerous residue of the filling substance adheres to the outside of the tanks filled by him;

- (h) he shall, in preparing the dangerous goods for carriage, ensure that the placards, marks, orange-coloured plates and labels as well as shunting labels are affixed on the tanks, on the wagons and on the containers in accordance with Chapter 5.3;

- (i) he shall, before and after filling tank-wagons with a liquefied gas, observe the applicable special checking requirements;

- (j) he shall, when filling wagons or containers with dangerous goods in bulk, ascertain that the relevant provisions of Chapter 7.3 are complied with.

NOTE: **Guidelines in the form of checklists for tank-wagons for gases are available on the OTIF website (www.otif.org) to help the filler of gas tank-wagons fulfil his safety obligations, particularly with respect to the leaktightness of tank-wagons.**

1.4.3.7 Amend to read as follows (new text in bold and underlined):

"1.4.3.7 Unloader

1.4.3.7.1 In the context of 1.4.1, the unloader shall in particular:

- (a) ascertain that the correct goods are unloaded by comparing the relevant information on the transport document with the information on the package, container, tank, MEGC or wagon;
- (b) before and during unloading, check whether the packagings, the tank, the wagon or container have been damaged to an extent which would endanger the unloading operation. If this is the case, ascertain that unloading is not carried out until appropriate measures have been taken;

NOTE: The unloader shall establish procedures to check the correct functioning of the closures of the tank of a tank-wagon and to ensure the leak-tightness of the closing devices before and after unloading. Guidelines in the form of checklists for tank-wagons for liquids, issued by the European Chemical Industry Council (CEFIC), are available on the OTIF website (www.otif.org).

- (c) comply with all relevant requirements concerning unloading and handling;
- (d) immediately following the unloading of the tank, wagon or container:
 - (i) remove any dangerous residues which have adhered to the outside of the tank, wagon or container during the process of unloading; and
 - (ii) ensure the closure of valves and inspection openings;

NOTE: The unloader shall establish procedures to check the correct functioning of the closures of the tank of a tank-wagon and to ensure the leak-tightness of the closing devices before and after unloading. Guidelines in the form of checklists for tank-wagons for liquids, issued by the European Chemical Industry Council (CEFIC), are available on the OTIF website (www.otif.org).

- (e) ensure that the prescribed cleaning and decontamination of the wagons or containers is carried out; and
- (f) ensure that the wagons and containers once completely unloaded, cleaned, degassed and decontaminated, no longer display placards, marks and orange-coloured plates that had been displayed in accordance with Chapter 5.3.

1.4.3.7.2 If the unloader makes use of the services of other participants (cleaner, decontamination facility, etc.) he shall take appropriate measures to ensure that the requirements of RID have been complied with.

NOTE: Guidelines in the form of checklists for tank-wagons for gases are available on the OTIF website (www.otif.org) to help the unloader of gas tank-wagons fulfil his safety obligations, particularly with respect to the leaktightness of tank-wagons.

Justification

The adoption of guidelines:

- provides a standardised and common tool;
- defines a common minimum level of checks;
- avoids the proliferation of different lists for each kind of gas.

Proposal 2

The RID Committee of Experts' standing working group is requested to give its opinion on whether to give CEFIC an official mandate to complete the current guidelines for liquids (see notes in 1.4.3.3 (a) and (f) and notes in 1.4.3.7.1 (b) and (d) (ii)), in order to have a document that includes all the requirements for fillers (1.4.3.3) and unloaders (1.4.3.7.1), as is the case for gases if proposal 1 is adopted.

Justification

Completion of the current guidelines for liquids would:

- avoid differences between liquids and gases;
 - help the filler and unloader fulfil all the obligations set out in 1.4.3.3 and 1.4.3.7.1.
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