

## Procedure of qualifying a Passenger Stop as a Request Stop

### A. Qualifying a Passenger Stop as a Request Stop

#### Activities of railway undertakings

1. Should a railway undertaking make the decision that trains will stop at a given passenger stop only on request, the railway undertaking must submit an application to Biuro Eksploatacji i Obsługi Pasażerskiej PLK [PLK's Operations and Passenger Service Office], by means of an email sent to [IES@plk-sa.pl](mailto:IES@plk-sa.pl), to reclassify this stop as a request stop, providing the name of the stop, number of railway line on which it is located and proposed date of reclassification of the facility.
2. If the railway undertaking who submits the application is the only undertaking whose trains make commercial stops at the railway stop specified in the request, the application must be attached with documentation of the change impact assessment procedure, based on the railway undertaking's Safety Management System (SMS), carried out with the participation of a representative of the competent PLK Regional Department of jurisdiction.  
In this documentation, the railway undertaking must specify its proposed method of managing identified hazards.
3. If there are several railway undertakings whose trains make commercial stops at the railway stop specified in the request, of which the Applicant will be notified by PLK's Railway Traffic Management Centre, the Applicant will obtain the consent of the remaining railway undertakings to reclassify the passenger stop as a request stop and appoint a change impact Assessment Team, which will include representatives of these railway undertakings and a representative of the competent PLK Regional Department of jurisdiction.  
This procedure shall be carried out based on the Safety Management System (SMS) of the railway undertaking submitting the application.  
Documentation of the change impact assessment shall be submitted by the railway undertaking who presided over the Team set up for this purpose.
4. Based on the change impact assessment, the application must be attached with:
  - 1) the currently applicable procedure as part of the Safety Management System (SMS);
  - 2) evidence of carrying out a change impact assessment procedure as required based on the submitted application, in accordance with the applicant's Safety Management System (SMS);
  - 3) a decision of the Applicant's authorized body of the Applicant (and any other interested railway undertakings) to submit an application to reclassify a given passenger stop as a request stop;
  - 4) instructions for the driver and the train crew with detailed procedures to be implemented (unless already submitted).
5. PLK may request the Applicant to provide additional information related to the application to enable its processing.

## Activities of PKP Polskie Linie Kolejowe S.A.

6. The application submitted by the railway undertaking will be reviewed in terms of:
  - 1) use of the stop (whether the applicant is the only railway undertaking who has submitted requests for commercial stops at the passenger stop as at the date of reclassification of the passenger stop into a request stop or whether other railway undertakings have submitted such requests),
  - 2) compliance with deadlines for submitting status change applications to POS, taking into account the dates of entry into force of a new annual timetable of trains or alternative timetables, allowing timely examination of the application and provision of passenger information,
  - 3) the possibility to introduce a change management process in all passenger information systems, in particular in the local area SDIP systems.
7. Should several railway undertakings (aside from the applicant) make commercial stops at a given passenger stop, the application will be rejected unless all of these railway undertakings accept the application to reclassify the passenger stop as a request stop.
8. After a complete set of required documentation is submitted by the railway undertaking/undertakings, it will be subjected to a substantive assessment. Should the outcome of this assessment be positive, Biuro Eksploatacji i Obsługi Pasażerskiej PLK [PLK's Operations and Passenger Service Office] shall notify the applicant that the application was processed and specify the potential date for reclassifying the stop as a request stop.
9. The decision shall be communicated without delay to:
  - 1) the Applicant,
  - 2) other railway undertakings whose trains make commercial stops at the relevant stop.
10. Reclassifying a railway stop as a request stop will result in PLK accepting requests for commercial stops with on-request stop status from all railway undertakings.
11. If the outcome of the assessment of the application is negative or if additional information is required, PLK shall inform the applicant accordingly.

## B. Withdrawing from Qualification of a Passenger Train Stop as a Request Stop

### Actions of Railway Undertakings

12. When railway undertaking decides to withdraw from qualification of given passenger station as a request stop, the concerned railway undertaking submits an application to Biuro Eksploatacji i Obsługi Pasażerskiej PLK [PLK's Operations and Passenger Service Office] to the following address: [IES@plk-sa.pl](mailto:IES@plk-sa.pl), requesting to requalify this stop, stating its name, the number of the railway line on which it is situated and the proposed date of requalification of the location.
13. In the case of commercial stops at passenger stop in question by more than one railway undertaking, the concerned railway undertaking submits an application to Biuro Eksploatacji i Obsługi Pasażerskiej PLK [PLK's Operations and Passenger Service Office] with a request to requalify the stop after obtaining the consent of the other railway undertakings.

### Actions of PKP Polskie Linie Kolejowe S.A.

14. The application submitted by the railway undertaking will be reviewed in terms of:
  - 1) operations (whether within the date for withdrawal of qualification of a passenger stop as a request stop listed in the application orders for commercial stops were submitted only by the requesting railway undertaking only or by other railway undertakings as well);
  - 2) compliance with deadlines for submitting status change applications to POS, taking into account the dates of entry into force of a new annual timetable of trains or alternative timetables, allowing timely examination of the application and provision of passenger information;
  - 3) the possibility to introduce a change management process in all passenger information systems, in particular in the local area SDIP systems.
15. The application shall be examined by Centrum Zarządzania Ruchem Kolejowym PLK [PLK's Railway Traffic Management Centre], Biuro Bezpieczeństwa PLK [PLK's Safety Office] and Biuro Eksploatacji i Obsługi Pasażerskiej PLK [PLK's Operations and Passenger Service Office].

In the event of a positive assessment, Biuro Eksploatacji i Obsługi Pasażerskiej PLK [PLK's Operations and Passenger Service Office] shall notify the applicant that the application was processed and specify the potential date for requalifying the stop.
16. The decision shall be communicated without delay to:
  - 1) the Applicant;
  - 2) other railway undertakings whose trains make commercial stops at the relevant stop;
  - 3) the concerned departments and organisational units of PLK.
17. As a result of the requalification of the stop, all railway undertakings shall accept orders for commercial stops without request status.
18. In the event of negative assessment or a need to provide additional documents, Biuro Eksploatacji i Obsługi Pasażerskiej PLK [PLK's Operations and Passenger Service Office] provides relevant information to the applicant.