



## APPLICATION FOR A RAILWAY OPERATING CERTIFICATE

### SECTION 1 – COMPANY INFORMATION

Legal name	Other name(s) and abbreviation (if applicable)
Mailing address	
Contact name	Title
Contact phone number (e.g. 999-999-9999)	Contact email

Check the appropriate box to indicate the type of company, as defined in the

Railway Company    OR     Local Railway Company

### SECTION 2 – DESCRIPTION OF OPERATIONS

The company's operations involve (check all that apply)

- a) operation and maintenance of line work
- b) transport of passengers
- c) transport of freight

Describe the railway by province and territory, and the operations conducted on the railway. See the instructions on the last page for more information. Attach extra pages if additional space is required.

SAMPLE  
Local Railway Company

**SECTION 3 – RULES**

Applicants must have certain rules approved by Transport Canada, depending on the type of company and types of operations. Only complete the subsections applicable to the type of company (identified above in Section 1) and types of operations (identified above in Section 2). To complete a subsection, check the box and insert the name of each applicable rule (e.g. *Railway Locomotive Inspection and Safety Rules*).

**SUBSECTION 3A – RULES FOR ALL COMPANIES**

**Canadian Rail Operating Rules**

OR

Equivalent: \_\_\_\_\_

**SUBSECTION 3B – RULES FOR RAILWAY COMPANIES (not applicable to Local Railway Companies)**

Management of fatigue for operating employees

Medical fitness for duty of employees who hold positions that are critical to safe railway operations

Employee qualifications

**SUBSECTION 3C – RULES FOR THE OPERATION AND MAINTENANCE OF LINE WORKS BY RAILWAY COMPANIES (not applicable to Local Railway Companies)**

Minimum safety standards for track

**SUBSECTION 3D – RULES FOR COMPANIES THAT TRANSPORT PASSENGERS**

Safe handling of passengers

Minimum safety standards for passenger cars

Minimum safety standards for train brakes

Minimum safety standards for locomotives

**SUBSECTION 3E – RULES FOR COMPANIES THAT TRANSPORT FREIGHT**

Minimum safety standards for freight cars

Minimum safety standards for train brakes

Minimum safety standards for locomotives

Minimum safety standards for retroreflective materials and their application on railway equipment

**SECTION 4 – LIST OF INSTRUMENTS FOR LOCAL RAILWAY COMPANIES (not applicable to Railway Companies)**

List all instruments by type (agreement with host railway company, provincial/territorial law, or other) that contain safety requirements for the operation of railway equipment by the company. Provide all information requested for each instrument. Attach extra pages if there are more instruments of the same type.

**SUBSECTION 4A – AGREEMENTS WITH RAILWAY COMPANIES**

Title of agreement number 1	Name of host railway company
Describe any requirements respecting the management of fatigue for operating employees	
Describe any requirements respecting the medical fitness for duty of employees who hold positions that are critical to safe railway operations	
Describe any requirements respecting employee qualifications	

SAMPLE  
Local Railway Company

Title of agreement number 2	Name of host railway company
Describe any requirements respecting the management of fatigue for operating employees	
Describe any requirements respecting the medical fitness for duty of employees who hold positions that are critical to safe railway operations	
Describe any requirements respecting employee qualifications	

**SUBSECTION 4B – PROVINCIAL AND TERRITORIAL LAWS**

Title of law number 1	Province or Territory
Describe any requirements respecting the management of fatigue for operating employees	
Describe any requirements respecting the medical fitness for duty of employees who hold positions that are critical to safe railway operations	
Describe any requirements respecting employee qualifications	

Title of law number 2	Province or Territory
Describe any requirements respecting the management of fatigue for operating employees	
Describe any requirements respecting the medical fitness for duty of employees who hold positions that are critical to safe railway operations	
Describe any requirements respecting employee qualifications	

SAMPLE  
Local Railway Company

**SUBSECTION 4C – OTHER INSTRUMENTS**

Type of other instrument number 1	Title of instrument	Name of authority or third party
Describe any requirements respecting the management of fatigue for operating employees		
Describe any requirements respecting the medical fitness for duty of employees who hold positions that are critical to safe railway operations		
Describe any requirements respecting employee qualifications		

SAMPLE  
Local Railway Company

Type of other instrument number 2	Title of instrument	Name of authority or third party
Describe any requirements respecting the management of fatigue for operating employees		
Describe any requirements respecting the medical fitness for duty of employees who hold positions that are critical to safe railway operations		
Describe any requirements respecting employee qualifications		

<b>SECTION 5 – ATTESTATION</b>	
<b>RAILWAY COMPANY</b>	
I, _____, CEO or most senior officer name and title, attest that the information in this application is complete and accurate, and that _____, Railway Company name, has the human and financial resources to operate and maintain its railway at the highest level of safety, and _____, has / will have a safety management system that meets the requirements of the <b>Railway Safety Management System Regulations, 2015</b> .	
<b>LOCAL RAILWAY COMPANY</b>	
I, _____, CEO or most senior officer name and title, attest that the information in this application is complete and accurate, and that _____, Local Railway Company name, has the human and financial resources to operate railway equipment on a railway at the highest level of safety, and _____, has / will have a safety management system that meets the requirements of the <b>Railway Safety Management System Regulations, 2015</b> .	
<b>SIGNATURE (all companies)</b>	
Signature must be original, authentic, and handwritten in ink by the person named above; not stamped, electronic, or signed by procuration (i.e. by another person on their behalf).	
Signed _____ at _____ on _____ Signature of CEO or most senior officer City, Province Date (dd-mm-yyyy)	
<b>SECTION 6 – FOR DEPARTMENT USE ONLY</b>	
Application number	Date received

Third party information provided to Transport Canada is collected in accordance with the provisions of the **Privacy Act** for the purpose of issuing a Railway Operating Certificate. Information may be accessible or protected as required under the provisions of the **Access to Information Act** or the **Privacy Act**. Failure to provide all necessary information could result in the application being refused or its processing delayed.

#### GENERAL INSTRUCTIONS

Complete all sections of the application except where not applicable or otherwise indicated. Information should be specific and comprehensive to minimize the need for Transport Canada to follow up for clarification or additional details during the review of the application.

#### INSTRUCTIONS FOR DESCRIPTION OF OPERATIONS (SECTION 2)

##### Include the following information:

**What:** Describe who (e.g. commuters) or what (e.g. types of freight) the company will transport, what equipment it will operate, what line works the company will operate or maintain, and the size of the operations (e.g. number of operating employees, size of locomotive fleet, size of passenger railcar fleet).

**Why:** Explain the purpose of the operations (e.g. to provide service to mining projects).

**Where:** Specify geographic area(s) by province or territory, and where provincial or international boundaries will be crossed, if applicable.

**When:** Specify whether operations will be year-round or seasonal (state which months); and when the company would like to begin operations (except for existing companies already operating on January 1, 2015).

**Who:** Identify the railway company or companies on whose tracks the local railway company will operate equipment (local railway companies only).

#### COMPLETED APPLICATIONS MUST BE SUBMITTED:

a) by email to [railsafety@tc.gc.ca](mailto:railsafety@tc.gc.ca) as a scanned PDF attachment; or

b) by registered mail to:

Rail Safety Regulatory Affairs  
 Transport Canada  
 Mailstop: ASRR  
 427 Laurier Avenue West  
 Ottawa ON, K1A 0N5

#### CONTACT

For questions please contact Transport Canada at [railsafety@tc.gc.ca](mailto:railsafety@tc.gc.ca) or 1-844-897-RAIL (7245).