



Common Template for Service Facilities

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RNE Common Template for Service Facilities

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Chapter Number	Heading	Implementation Guide	Suggested text
	VERSION CONTROL	All previous versions of this information should be identified, together with a short description of the changes.	
	TABLE OF CONTENTS		
		<p>Legend:</p> <ul style="list-style-type: none"> - Requirements in standard letters are mandatory in any case - Requirements in italics are mandatory where applicable - Exemption may be granted by the RBs on a case by case basis for requirements marked with * - Letters in brackets refer to the IR 2017/2177 applicable paragraphs of article 4 or other identified articles. 	
1. General Information			
1.1	Introduction	<ul style="list-style-type: none"> • Explain the purpose of this document. • Identify the SF name and type according to Directive 2012/34 Annex II • Give a brief presentation of the SF. • State where the document is published 	<p>[SF name] produced this SF document in respect of EC Implementing Regulation 2017/2177.</p> <p>[SF name] is a (choose one or more categories from a) to i) from Directive 2012/34 Annex II)</p> <p>[SF name] is a company dedicated to ... (give a brief presentation of the SF)</p> <p>This SF document is published at www.xxxxxx.xx</p>
1.2	Service facility operator	<ul style="list-style-type: none"> • Name, address and contact details for all SF operators (b) • If the SF is operated by more than one operator or where rail-related services are provided by more than 	

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		<p>one operator, explanation of the relation between these entities (g)*</p> <ul style="list-style-type: none"> <i>In cases where the SF operator is not the SF owner, include the identification and contacts of the latter.</i> 	
1.3	Validity period and updating process	<ul style="list-style-type: none"> State the dates of the period of validity of the SF document Describe how the SF document is updated 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <i>This document is updated yearly at the time of the Network Statement publication, unless changes in its content require extraordinary updates</i> <i>This document is updated yearly at XX of XXXXX, unless changes in its content require extraordinary updates</i> <i>This document is updated when necessary</i>
2. Access conditions			
2.1	Legal requirements	<ul style="list-style-type: none"> <i>Information if a contract, certificates or insurance are necessary</i> Model access contracts and general terms and conditions (at least in the case of SFs operated and rail-related services provided by operators under the direct or indirect control of a controlling entity), (i)* 	
2.2	Technical conditions	<ul style="list-style-type: none"> <i>Where relevant, description of technical conditions to be satisfied by the rolling stock entering the SF</i> 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <i>Rolling stock type</i> <i>Maximum train length, gauge, weight</i>
2.3	Self-supply of rail-related services	<ul style="list-style-type: none"> Information on the possibility for self-supply of rail-related services and conditions applying thereto (e)* 	
2.4	IT systems	<ul style="list-style-type: none"> Where relevant, information on the terms of use of the operator's IT systems, if applicants are required to use 	

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		such systems, and the rules concerning the protection of sensitive and commercial data (j)*	
3. Service Facility description			
3.1	List of all installations	<ul style="list-style-type: none"> Where relevant, the list of all installations in which rail related services are supplied (a) 	<p>In the case of SF with just one installation:</p> <ul style="list-style-type: none"> This SF consists of only one installation. <p>In the case of highly complex SF that have already published information for their SF meeting the requirements of IR 2017/2177:</p> <ul style="list-style-type: none"> The list of installations is published at www.xxxxxxxxxxxxx The description of these installations is published at www.xxxxxxxxxxx [in this case chapters 3.2 to 3.X may not be used]
3.X	Name of installation X	<ul style="list-style-type: none"> X refers to a SF with more than one installation. If the SF has only one installation, then X goes just to 2. 	
3.X.1	Location	<ul style="list-style-type: none"> Installation location Associated RFC corridor Name(s) if applicable 	<p>Examples:</p> <ul style="list-style-type: none"> GPS coordinates of the Installation How to find the Installation Connection to main railway infrastructure, including the name of connecting railway station
3.X.2	Opening Hours	<ul style="list-style-type: none"> Installation Opening hours 	<p>Examples:</p> <ul style="list-style-type: none"> Ordinary opening regime <ul style="list-style-type: none"> Monday – Friday Saturday – Sunday Extra ordinary opening regime <ul style="list-style-type: none"> Festive period, bank holidays Operating times of particular services (a)

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			<ul style="list-style-type: none"> • Ordinary opening regime - Monday – Friday - Saturday – Sunday • Extra ordinary opening regime • Festive period, bank holidays
3.X.3	Technical characteristics	<ul style="list-style-type: none"> • Where relevant, a description of the technical characteristics of the Installation • Where relevant, show a Technical map 	<p>Examples:</p> <ul style="list-style-type: none"> • Technical Parameters • Private branch line - Number and length of tracks (TEN-T parameters) • Sidings - Number and length of tracks (TEN-T parameters) • Shunting and marshalling tracks - Number and length of tracks (TEN-T parameters) • Technical equipment for loading and unloading - Equipment (cranes, ramps, stackers) with its capacity e.g. XX units per hour • Technical equipment for washing, with its capacity e.g. XX units per hour • Technical equipment for maintenance, with its capacity e.g. XX units per hour • Available storage capacity together with storing area (m2)
3.X.4	Planned changes in technical characteristics	<ul style="list-style-type: none"> • information on planned changes in technical characteristics (I)* 	<p>Examples:</p> <ul style="list-style-type: none"> • Details of indicative medium and long-term Investments <ul style="list-style-type: none"> ○ List of projects ○ Location ○ Nature of Project ○ Start date of the works ○ End date of the works

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4. Capacity allocation			
4.1	Requests for Access or Services	<ul style="list-style-type: none"> Information on procedures for requesting access to the SF or services supplied in the SF or both, including deadlines for submitting requests, and time limits for handling those requests (f)* In SFs operated by more than one operator or where rail-related services are provided by more than one operator, an indication as to whether separate requests for access to the facilities and for those services need to be submitted (g)* Information on the minimum content and format of a request for access to the SF and rail-related services, or a template for such a request (h)* Description of process for requesting access to SF and use of rail-related services (Article 8)* 	
4.2	Response to requests	<ul style="list-style-type: none"> Description of the response to requests (Article 9)* A description of the coordination procedure and regulatory measures referred to in Article 10 and priority criteria referred to in Article 11 (k)* 	
4.3	Information on available capacity and temporary capacity restrictions	<ul style="list-style-type: none"> Information on temporary capacity restrictions of the SF, which could have a major impact on the SF's operation, including planned works (l)* Indication if information is made available about temporary capacity restrictions on a real time basis on a common web portal (Article 6 (3))* 	
4.4	Cooperation between the SF and IMs	<ul style="list-style-type: none"> Information on cooperation between the SF and IMs on allocation of SF capacity and its use (Article 7)* 	

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5. Services			
5.X	Name of service	<ul style="list-style-type: none"> Description of all rail-related services, which are supplied in the SF, and of their type (basic, additional or ancillary) (d) <i>Alternatively publish a link to a website which provides all relevant information</i> X refers to the number of provided services 	
6. Charges			
6.1.	Charging	<ul style="list-style-type: none"> Information on charges for getting access to SFs and charges for the use of each rail-related service supplied therein (m) 	
6.2	Discounts	<ul style="list-style-type: none"> Information on principles of discount schemes offered to applicants, while respecting commercial confidentiality requirements (n)* 	
6.3	Invoicing and payment conditions	<ul style="list-style-type: none"> <i>Invoicing modalities (when, how) and the terms and payment conditions</i> 	