

**Common Template for Service Facilities**

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>Article 5 (2) of Implementing Regulation 2017/217 states that ‘Infrastructure managers shall provide a common template to be developed by the railway sector in cooperation with regulatory bodies by 30 June 2018 that operators of service facilities may use to submit the information.’</p> <p>This Common Template for Service Facilities is the result of a solution developed by RNE and IRG-Rail in cooperation with the railway sector and is aimed at supporting the Service Facilities Operators (SFO) in producing the information documents according to the requisites of Implementing Regulation 2017/2177. SFOs can choose to adopt this common template or develop their own specific template, to be published on their own website or a common portal, as long as the legal requisites are met.</p> <p>While using this template, the following <b>legend</b> is applicable (this segment is for the consideration of the editor only and should not be featured in the SF document):</p> <ul style="list-style-type: none"> <li>- Requirements in standard font are mandatory in any case according to Article 4 (2) IR 2017/2177</li> <li>- Requirements in italics are mandatory where applicable according to IR 2017/2177</li> </ul>	

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		<ul style="list-style-type: none"> <li>- Letters in brackets refer to the IR 2017/2177 applicable paragraphs of article 4 or other identified articles.</li> <li>- Exemptions may be granted by the Regulatory Bodies (RBs) on a case by case basis for requirements marked with *</li> <li>- All the rest of the information is optional</li> </ul>	
<b>1. General Information</b>			
1.1	Introduction	<ul style="list-style-type: none"> <li>• Explain the purpose of this document</li> <li>• Identify the SF name and type according to Directive 2012/34 Annex II</li> <li>• Give a brief presentation of the SF</li> <li>• State where the document is published</li> </ul>	<p>[SF name] produced this SF document as required by EC Implementing Regulation 2017/2177.                      [SF name] is a (choose one or more categories from a) to i) from Directive 2012/34 Annex II)                      [SF name] is a company dedicated to ... (give a brief presentation of the SF)                      This SF document is published at www.xxxxxx.xx</p>
1.2	Service Facility operator	<ul style="list-style-type: none"> <li>• Name, address and contact details for all SF operators (b)</li> <li>• If the SF is operated by more than one operator or where rail-related services are provided by more than one operator, an indication shall be given as to whether separate requests for access to the facilities and for those services need to be submitted (g)*</li> </ul>	
1.3	Validity period and updating process	<ul style="list-style-type: none"> <li>• State the dates of the period of validity of the SF document</li> <li>• Describe how the SF document is updated</li> </ul>	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• <i>This document is updated yearly at the time of the Network Statement publication, unless changes in its content require extraordinary updates</i></li> <li>• <i>This document is updated yearly at XX of XXXXX, unless changes in its content require additional updates</i></li> <li>• <i>This document is updated when necessary</i></li> </ul>

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<b>2. Services</b>			
2.X	Name of service	<ul style="list-style-type: none"> <li>Description of all rail-related services, which are supplied in the SF, and their type (basic, additional or ancillary) (d). See also Annex II of Directive 2012/34/EU</li> <li><i>Alternatively, publish a link to a website which provides all relevant information</i></li> <li>X refers to the number of provided services</li> </ul>	
<b>3. Service Facility description</b>			
3.1	List of all installations	<ul style="list-style-type: none"> <li>Where relevant, the list of all installations in which rail-related services are supplied (a)</li> </ul> <p>[Note: If it is possible to integrate all information of the 3.X subchapters into a single table inside 3.1 (each line corresponding to an installation and the different columns referring to ‘Location’, ‘Opening hours’, ‘Technical characteristics’ and ‘Planned changes in technical characteristics’), then the inclusion of subchapters 3.X shall not be necessary]</p>	<p>In the case of a SF with just one installation:</p> <ul style="list-style-type: none"> <li>This SF consists of only one installation.</li> </ul> <p>In the case of highly complex SFs that have already published information for their SFs meeting the requirements of IR 2017/2177:</p> <ul style="list-style-type: none"> <li>The list of installations is published at www.xxxxxxxxxxxx</li> <li>The description of these installations is published at www.xxxxxxxxxx [in this case chapters 3.2 to 3.X may be omitted]</li> </ul>
3.X	Name of installation X	<ul style="list-style-type: none"> <li>X is a placeholder, so the chapters per installation can be numbered in a consistent way.</li> <li>If the SF has only one installation, the chapter numbering will end with 3.2.4. If the SF has two</li> </ul>	

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		installations, the chapter numbering will end with 3.3.4.	
3.X.1	Location	<ul style="list-style-type: none"> <li>Installation location</li> </ul>	<p>Examples:</p> <ul style="list-style-type: none"> <li>GPS coordinates of the installation</li> <li>How to find the installation</li> <li>Road access</li> <li>Location of the connection to the main railway infrastructure, including where relevant the name of the connecting railway station</li> </ul>
3.X.2	Opening hours	<ul style="list-style-type: none"> <li>Installation opening hours</li> </ul>	<p>Examples:</p> <ul style="list-style-type: none"> <li>Opening hours                             <ul style="list-style-type: none"> <li>Monday - Friday</li> <li>Saturday - Sunday</li> </ul> </li> <li>Holiday opening hours                             <ul style="list-style-type: none"> <li>Festive period, bank holidays</li> </ul> </li> <li>Operating times of particular services (a)                             <ul style="list-style-type: none"> <li>Opening hours                                     <ul style="list-style-type: none"> <li>Monday - Friday</li> <li>Saturday - Sunday</li> </ul> </li> <li>Holiday opening hours</li> <li>Festive period, bank holidays</li> </ul> </li> </ul>
3.X.3	Technical characteristics	<ul style="list-style-type: none"> <li>Where relevant, a description of the technical characteristics of the installation</li> </ul>	<p>Examples:</p> <ul style="list-style-type: none"> <li>Technical Parameters</li> <li>Private branch line: Number and length of tracks (TEN-T parameters)</li> <li>Sidings: Number and length of tracks (TEN-T parameters)</li> <li>Shunting and marshalling tracks: Number and length of tracks (TEN-T parameters)</li> <li>Technical equipment for loading and unloading: Equipment (cranes, ramps, stackers)</li> <li>Technical equipment for washing</li> </ul>

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			<ul style="list-style-type: none"> <li>• Technical equipment for maintenance</li> <li>• Storage area (m2)</li> </ul>
3.X.4	Planned changes in technical characteristics	<ul style="list-style-type: none"> <li>• Information on changes in technical characteristics and temporary capacity restrictions of the service facility, which could have a major impact on the service facility's operation, including planned works (l)*</li> </ul>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Details of indicative investments                             <ul style="list-style-type: none"> <li>○ List of projects</li> <li>○ Location</li> <li>○ Nature of project</li> <li>○ Start/End date of the works</li> </ul> </li> </ul>
<b>4. Charges</b>			
4.1	Information on charges	<ul style="list-style-type: none"> <li>• Information on charges for getting access to SFs and charges for the use of each rail-related service supplied therein (m)</li> </ul>	
4.2	Information on discounts	<ul style="list-style-type: none"> <li>• Information on principles of discount schemes offered to applicants, while respecting commercial confidentiality requirements (n)*</li> </ul>	
<b>5. Access conditions</b>			
5.1	<i>Legal requirements</i>	<ul style="list-style-type: none"> <li>• <i>Information stating whether a contract, certificates or insurance are necessary</i></li> <li>• 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)*</li> </ul>	

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5.2	Technical conditions	<ul style="list-style-type: none"> <li>Where relevant, description of technical conditions to be satisfied by the rolling stock entering the SF</li> </ul>	<p>Examples:</p> <ul style="list-style-type: none"> <li>Rolling stock type</li> <li>Maximum train length, gauge, weight</li> </ul>
5.3	Self-supply of rail-related services	<ul style="list-style-type: none"> <li>Information on the possibility for self-supply of rail-related services and conditions applying thereto (e)*</li> </ul>	
5.4	IT systems	<ul style="list-style-type: none"> <li>Where relevant, information on the terms of use of the operator's IT systems, if applicants are required to use such systems, and the rules concerning the protection of sensitive and commercial data (j)*</li> </ul>	
<b>6. Capacity allocation</b>			
6.1	Requests for access or services	<ul style="list-style-type: none"> <li>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)* and (Article 8)*</li> <li>In SFs operated by more than one operator or where rail-related services are provided by more than one operator, an indication shall be given as to whether separate requests for access to the facilities and for those services need to be submitted (g)*</li> <li>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)*</li> </ul>	
6.2	Response to requests	<ul style="list-style-type: none"> <li>Description of the response to requests (Article 9)*</li> <li>A description of the coordination procedure and regulatory measures referred to in Article 10 and priority criteria referred to in Article 11 (k)*</li> </ul>	

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6.3	Information on available capacity and temporary capacity restrictions	<ul style="list-style-type: none"><li>Information on temporary capacity restrictions of the SF, which could have a major impact on the SF's operation, including planned works (l)*</li></ul>	