



## **Common Template for Service Facilities**

29.06.2021 Aalborg Stevedore Company AS &  
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**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> <li>- Letters in brackets refer to the IR 2017/2177 applicable paragraphs of article 4 or other identified articles.</li> </ul>	

		Exemptions may be granted by the Regulatory Bodies (RBs) on a case by case basis for requirements marked with *	All the rest of the information is optional
<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 abrief presentation of the SF</li> <li>• State where the document is published</li> </ul>	<p>Aalborg Stevedore Company A/S (ASC) produced this SF document as required by EC Implementing Regulation 2017/2177.</p> <p>ASC is a logistic company dedicated to offer logistics solutions combined with the opportunity of access to the European Railway system and same time we offer handling of all kinds of goods from sea, rail and truck and with warehouse facilities.</p> <p>This SF document is published at <a href="http://www.asc-as.dk">www.asc-as.dk</a> &amp; <a href="http://www.portofaalborg.com">www.portofaalborg.com</a></p>
1.	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>	<p>Aalborg Stevedore Company A/S  Landybet 10  DK- 9220 Aalborg East  Email: warehouse@asc-as.dk  Phone + 45 99303400</p>

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>	This Document is last updated 08. <b>04.2021</b> , further updates of the document will take place if necessary, due to change in the facilities etc.
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**2. Services**

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>Alternatively, publish a link to a website which provides all relevant information</li> <li>X refers to the number of provided services</li> </ul>	<p>ASC offers handling of goods in connection with railway transportation for all customers. We have special equipment to handle different types of goods.</p>
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**3. Service Facility description**

3.1	<p>T</p> <p>List of all installations</p>	<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>	<ul style="list-style-type: none"> <li>This SF consists of different installations at the Port of Aalborg.</li> <li>The list of installations is published at <a href="http://www.portofaalborg.com">www.portofaalborg.com</a></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 installations, the chapter numbering will end with 3.3.4.</li> </ul>	
3.X.1	Location	<ul style="list-style-type: none"> <li>Installation location</li> </ul>	<p><b>The Railways can be accessed from Roads from Following Addresses. (all located in ISPS Areas):</b></p> <ul style="list-style-type: none"> <li>- Terminal 1. located Savannevej, 9220 Aalborg East. App. 9.500 m2 terminal with 430-meter tracks.</li> <li>- Terminal 4+5. located Vejdybet, 9220 Aalborg East. Both tracks are located within ISPS area.</li> </ul>

			<p>The southern part of terminal 4 and 5 is 2 x 229 meter and is located within the container terminal. The northern part of terminal 4 is 353 meters.</p> <p>- <i>Terminal 6</i> located Langerak 15, 9220 Aalborg East. 693 meters tracks within ISPS area.</p> <p>- Terminal 2+3 are future tracks and not available/open at the moment.</p>
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			<ul style="list-style-type: none"> <li>Location of the connection to the main railway infrastructure, including where relevant the name of the connecting railway station</li> </ul> <p>All terminals are private port terminals located at The Port of Aalborg. Connection to the private terminal are via Aalborg (ABO). Location code for all terminals is 86000-18-2</p>
3.X.2	Opening hours	<ul style="list-style-type: none"> <li>Installation opening hours</li> </ul>	<p><b>Opening hours for Aalborg Stevedore Company A/S</b></p> <ul style="list-style-type: none"> <li>Opening hours <ul style="list-style-type: none"> <li>Mon-Friday: 07:00 – 14:30 hrs</li> <li>Saturday-Sunday: Closed (opened by appointment)</li> </ul> </li> </ul>

<b>3.X.3</b>	Technical characteristics	<ul style="list-style-type: none"><li>• Where relevant, a description of the technical characteristics of the installation</li></ul>	<b>H. Daugaard Kolding</b> <ul style="list-style-type: none"><li>• Handling equipment for loading and unloading: Mobile cranes, forklifts in different sizes and reachstackers.</li><li>• Storage area inside and outside</li></ul>
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<b>3.X.4</b>	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 (I)*</li></ul>	
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<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>	Rates for Access fee wagon fee (Year 2021) see general conditions at  <a href="https://portofaalborg.com/media/8d8921c0776eb2f/terms-of-business_2021_port-of-aalborg.pdf">https://portofaalborg.com/media/8d8921c0776eb2f/terms-of-business_2021_port-of-aalborg.pdf</a>
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>	None discount schemes available.
<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>	All services are fulfilled according NSAB2015 and DHAB 2016 and we offer cargo handling according to a contract agreed between the parties.
	<i>Technical conditions</i>	<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>	ASC does not offer rental of our forklifts or cranes to external. All equipment is managed by our employees.
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 €*</li> </ul>	It's possible to handle own goods from freightwagons at some areas at Port of Aalborg's SF. For further details pls contact <a href="mailto:rail@portofaalborg.com">rail@portofaalborg.com</a>

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 U)*</li></ul>	
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RNE Network Statement Common Structure -Annex 1  
RNE Common Template for Service Facilities



## 6. Capacity allocation

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>	<p>ASC quotes for services supplied within the SF, withing five working days when enquiries are received from potential customers. The Port of Aalborg replies for access to SF within 5 working days from request from potential customers.</p> <p>ASC offers the relevant cargo handling when agreement has been settled.</p> <p>No access to SF, warehouses or handling areas for loading or unloading without an agreement in written.</p> <p>Requests will be answered in received order.</p>
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>	<p>All requests for services supplied in the SF must be addressed to <a href="mailto:warehouse@asc-as.dk">warehouse@asc-as.dk</a></p> <p>All request for access to the SF must be addressed to <a href="mailto:rail@portofaalborg.com">rail@portofaalborg.com</a></p>
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>	<p>We have sufficient capacity at the different terminal and are capable of having two different operators at our SF and tracks at the same time.</p>