



PROVISIONAL SAFETY INSTRUCTIONS

IPS-09

**PROVISIONAL SAFETY INSTRUCTIONS REGARDING
THE STAY OF A VESSEL IN PORT**

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1. PURPOSE AND SCOPE

1. Without prejudice to the powers of the various Public Administrations, the purpose of the present document is to define and establish the action plan to be followed by Vigo Port Authority in order to comply, during the stay of a vessel in port, with the provisions of Section 132 of Law 48/2003, of 26 November, on the financial regime and provision of services in ports of general interest, concerning the control of fulfilment of the obligation to coordinate activities established in Section 24 of law 31/1995, on Occupational Risk Prevention, in the cases of mooring and anchoring manoeuvres, victualling and any other activity that may take place during the vessel's stay in port.
2. To establish basic guidelines, within the scope of the powers of Vigo Port Authority, during a vessel's stay in port, so that there is adequate coordination in matters of occupational risk prevention whilst operations are in progress and so contribute to preventing harm to persons, goods and installations in the Port of Vigo.
3. To establish the procedure to ensure the exchange of information between the companies involved, as a means of coordinating activities as provided for in Royal Decree 171/2004, of 30 January, which develops Section 24 of Law 31/1995.
4. The scope of the present instruction relates to the stay of a vessel in port.

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2. PRESCRIPTIONS

2.1 Commencement of activities

Prior to the commencement of the above-mentioned activities, the shipping agent (or in his absence, the Master or Shipowner), must be in possession of the corresponding authorisation issued by the Port Production Department of this Port Authority.

In order to obtain this authorisation, the Master or Shipowner must have complied with what is stipulated in section "2.2. Coordination of Activities".

It shall be the vessel's Shipping Agent's obligation to inform the Master or Shipowner of the existence of the present Provisional Safety Instructions and of the obligatory need to comply with them in application of Spanish legislation in matters of Occupational Risk Prevention.

The authorisation for mooring and/or anchoring, and any other authorisation relating to them, shall not exempt the vessel's shipping agent from obtaining any other relevant permit or license for the performance of operations (e.g. the permission of the appropriate Authorities to land stowaways, etc.).

The validity of each authorisation relating to the scope of application of the present Instruction shall be exclusively for the operation or service so authorised.

2.2 Coordination of Activities

Given that during the performance of the activities included in the purpose of the present Instruction workers from various companies will be present during the same (Crew of the vessel, pilots, tugboat personnel, linesmen, etc.), the Master or Shipowner of the vessel, as principal employer and contractor of the said services, shall establish, prior to their commencing, the

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necessary means of coordination concerning occupational hazard protection and prevention and information about this to the workers, in accordance with Section 24 of Law 31/1995 of 8 November, on Prevention of Occupational Hazards, and Royal Decree 171/2004, of 30 January, which develops it (in accordance with what is stipulated in this regard in Sections 4, 9, and 11 to 14 of the same).

For the purpose of facilitating the implementation of these coordination tasks, Vigo Port Authority will annually provide all shipping agents with documentation concerning the specific risks inherent in the activities carried out by the various people who will be present and taking part in the activities at the place requested for the relevant operations, deriving from the port's infrastructure, installations or activity, as well as on the appropriate measures of prevention for these risks, and the documentation of the Internal Emergency Plan that is applicable to these operations. They will also be informed of any change in the said documentation.

The Shipping Agent shall:

- Deliver annually a copy of the documentation received from the Port Authority to the companies affected by the scope of the present instruction (shipowners, pilots, tug operators, suppliers, etc.).
- Deliver to the Master or Shipowner of the vessel a copy of the information provided by the Port Authority, so that it may be taken into account when assessing risks, planning preventive actions and communicating instructions to the workers.
- Keep the documentation that accredits compliance with the previous points, which must be made available to the Port Authority or the relevant Public Administration on request.



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In the case of non-fulfilment of the above-mentioned obligations, Vigo Port Authority will notify the relevant Labour Administration of this fact for all pertinent intents and purposes.