

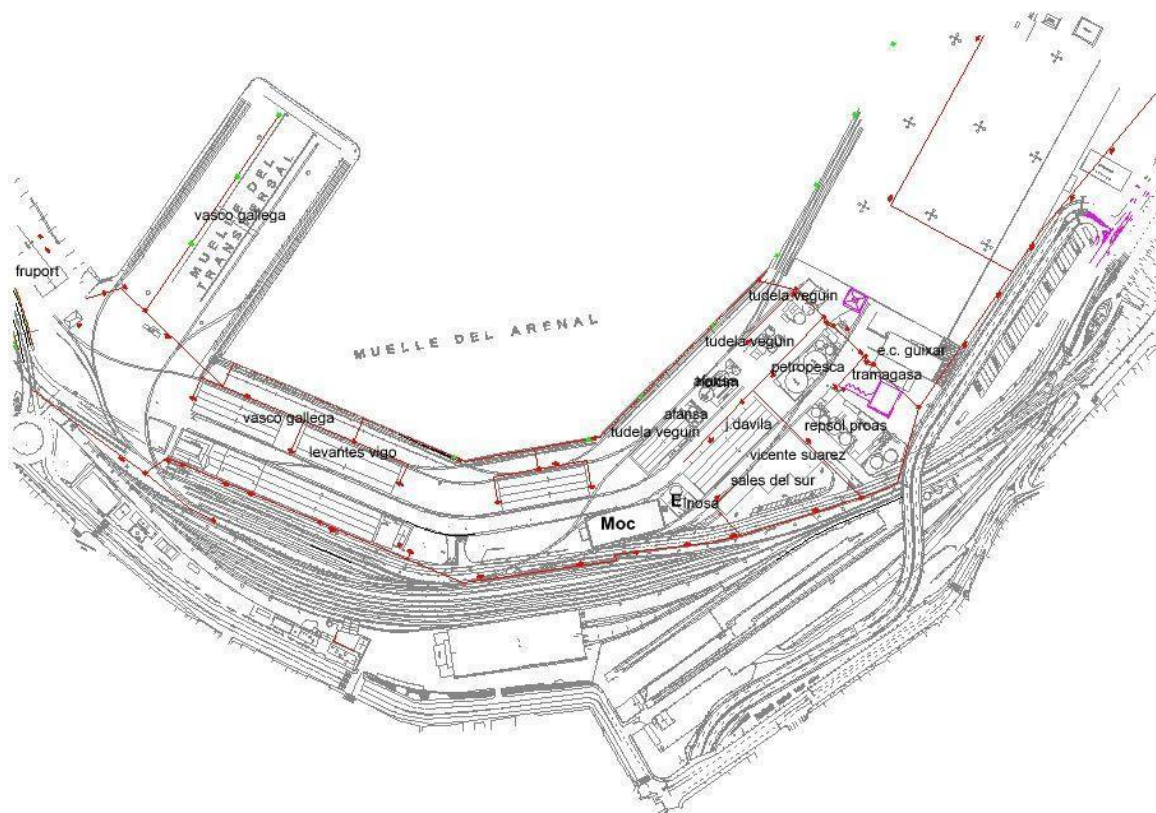
MINISTERIO
DE FOMENTO



Puerto de Vigo

Autoridad Portuaria de Vigo

INSTRUCTIONS FOR STAFF RELATED TO SECURITY: Shipping Agent



PORT FACILITY:

**COMMERCIAL QUAYS (GENERAL CARGO):
TRANSVERSAL, ARENAL & GUIXAR**

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1.- DUTIES

1.1-SHIPPING AGENT

DUTIES AND RESPONSIBILITIES

- Report to the Port Authority on the ships arrival planning to the port - those arrivals that are already known according to the schedule.
- Apply to the Port Authority for permission to berth 48 hours prior to the ship arrival.
- In order to comply with the provisions included in the ISPS Code, and with the aim of obtaining the mandatory authorizations for entering into the port of Vigo, the shipping agent must obtain from the Company Security Officer, from the ship Captain or from the Ship Security Officer, the information specified in Regulation 9.2 of Chapter XI-2 of the SOLAS Convention and the additional information in the attached document at the end of the document - ISPS PRE ARRIVAL INFORMATION FORM -. Once the information is obtained, the agent must send it - via e-mail/fax – to the Port Facility Security Officer so that it can be confidentially used by the duly authorised responsible persons and officers for the control of ships entering territorial waters or facilities under Spanish control.
- Send the Port Facility Security Officer and the Control Center, 48 hours prior to the ship arrival, the documents containing the data related to those people and vehicles that will enter the Port Facilities: ship suppliers, Crew, surveyors, technicians, visits, etc.
- 48 hours prior to the land transport, the agent will send the Port Facility Security Officer and the Control Center the “Control Document for the Transport of Goods by Road” containing the information of the attached form.

2.- REGULATIONS FOR THE ACCESS TO THE PORT FACILITIES FOR THE SHIPPING AGENT

2.1- REGULATIONS FOR THE ACCESS OF NEW-EMBARKING CREW AND PASSENGERS TO THE RESTRICTED AREA

All the new-embarking Crew (and Passengers, if any) access applications to the Port Facilities must be submitted through the **Shipping Agent**.

48 hours prior to the ship arrival, the Agent must submit (via e-mail/fax) to the Port Facility Security Officer a document, on the official paper of the company, containing the data related to the estimated embarking time according to the following format:

| Crew Member | Name and Surname | ID CARD / PASS |
|--------------------|-------------------------|-----------------------|
| | | |
| | | |

| Passenger | Name and Surname | ID CARD / PASS |
|------------------|-------------------------|-----------------------|
| | | |
| | | |

They might be requested to show, at the main entrance of the Guixar Quay, as well as anywhere within the port facilities, the supporting document or a document in writing signed by the Shipping Agent which identifies them as being part of the new-embarking Crew.

Their luggage must be at all times with them. It, after being inspected by the Competent Authority (if deemed necessary), may be loaded into the ship.

2.2-REGULATIONS FOR THE ACCESS OF CREW AND PASSENGERS IN TRANSIT

48 hours prior to the ship arrival, the Shipping Agent will submit a document (via e-mail/fax) to the Port Facility Security Officer containing the names, nationalities and Passport numbers of the Crew Members and, if any, of the Passengers – separately.

The Crew Members (and Passengers as well) might be requested to show the ID Card (Crew I.D.) issued by the ship responsible.

2.3-REGULATIONS FOR THE ACCESS TO THE RESTRICTED AREA OF VISITORS TO THE SHIP, INCLUDING OFFICIAL VISITS AND REPRESENTATIVES OF SEAFARERS' WELFARE AND LABOUR ORGANIZATIONS VISITS.

All the access requests for visitors, including those of the representatives of Seafarers' Welfare and Labour Organizations, to the Port Facility Commercial Quays of the Port of Vigo must be submitted through the Shipping Agent.

48 hours prior to the arrival of the ship, the Shipping Agent will submit (via e-mail/fax) to the Port Facility Security Officer, on the official paper of the company, a document containing the information related to the estimated time of the visit/embarkation, according to the following format:

| Visitor/Authority/ Organization/Labour Union | Name and Surname | ID CARD /PASS | Vehicle Registration Number |
|---|------------------|------------------|-----------------------------------|
| | | | |
| | | | |

At the Guixar Quay main entrance, or anywhere within the Port Facilities, these people may be requested to show their ID cards/Pass by the Port Police.

2.4- REGULATIONS FOR THE ACCESS OF THE SERVICE STAFF TO THE SHIP.

All the access requests for the Service Staff or for vehicles to the ship (Consignee Company Shipping agent staff, Ship Suppliers, Surveyors, Maintenance or Repair Technicians, Visitors, etc.) must be submitted through the Shipping Agent.

48 hours prior to the arrival of the ship, the Shipping Agent will submit (via e-mail/fax) to the Port Facility Security Officer a document according to the following format:

| Company: | | |
|--------------------------------|------------|---------------------------|
| Service to be provided: | | |
| Name and Surname | ID CARD no | Access to Restricted Area |
| | | |
| | | |

| |
|--------------------------------|
| Company: |
| Service to be provided: |

| Registration no | Make | Model | Colour |
|-----------------|------|-------|--------|
| | | | |
| | | | |

Throughout their stay within the restricted area, the ship service staff must wear in a visible place a card issued by the Shipping Agent or by the ship company with their names, surnames and ID Cards numbers on it. This compulsory identification might be requested to be shown at any time by the Port Police.

2.5- REGULATIONS FOR THE ACCESS OF SUPPLIERS' VEHICLES FOR SHIPS.

All the access requests for suppliers' vehicles for ships must be submitted through the Shipping Agent.

48 hours prior to the arrival of the ship, the Shipping Agent will submit (via e-mail/fax) to the Port Facility Security Officer a document, in the official paper of the company, containing the following data:

- ✓ Name of the provider company.
- ✓ Goods to be supplied (food, spare parts, etc.), with the maximum itemization with regard to their nature and quantity.
- ✓ Registration number of the vehicle with access to the loading quay (in the case of articulated lorries, the registration number of both parts).
- ✓ Name, surname and ID Card number of the vehicle driver, as well as those of the people involved in the provisioning actions.
- ✓ Port Facility entry time, never before two hours time prior to the ship arrival – unless the Security Officer specifically approves an earlier entry time.
- ✓ Estimated time of the provisioning of the ship – at least one hour after the ship's berthing.
- ✓ Sworn Statement on part of the supplier/haulage company stating that the only goods being carried are the ones that have been declared. Should the goods be deemed dangerous ones, the provisions included in the Provisional Security Instructions concerning the Admission of Dangerous Goods (IPS-03).
- ✓ Seal number (should the provisioning take place by means of articulated lorries, lorries or vans with a closed body, the same should be sealed).
- ✓ Should the provisioning take place with closed body vehicles entering the restricted area, these vehicles must submit a compliance certificate (according to the model in the attached document), stating that the both the carried goods and the vehicle have been duly inspected and that no other objects that might involve a threat for the ship or for the Port Facility are being carried. This must be submitted together with a list of the carried goods.

Likewise, the driver of the vehicle will strictly follow the instructions issued by the Port Police and he/she will stay by the vehicle until unloading is finished, when both vehicle and driver will leave the Port Facilities.

2.6- REGULATION FOR THE ACCESS OF TAXIS RENDERING SERVICES FOR THE SHIP.

48 hours prior to the arrival of the ship, the Shipping Agent will submit (via e-mail/fax) to the Port Facility Security Officer a document, in the official paper of the company, containing the information on the taxis hired for rendering services for the ship. These taxis will be allowed to enter the Port Facilities up to the ship's berthing area.

The aforementioned document will contain the following data: name and surname of the taxi driver, Passport / DNI number, vehicle make and model, vehicle registration number and taxi number.

* **Note:** Other taxis carrying Crew members, visitors, etc., which have been hired privately in the city will be allowed to enter the Port Facilities provided they get approval from the Port Police and a follow-up by means of CCTV takes place. These taxis will leave immediately after finishing the service.

2.7- REGULATIONS ON THE ACCESS OF LORRIES AND LONG VEHICLES FOR ROAD TRANSPORT.

48 hours prior to the effective land transport, the Ship Agent will submit to the Port Facility Security Officer and to the Control Center the "Control Document for the Transport of Goods by Road" or any other document proving that a good has to be collected or delivered within the Port Facility (the document must show the information contained in the model in the attached document).

| CONTROL DOCUMENT FOR THE TRANSPORT OF GOODS BY ROAD | | COMBINED TRANSPORT – MARITIME CONTAINER | |
|---|---------------------------|--|--|
| SENDER | | TRANSPORT MANAGER | |
| COLLECTION TERMINAL | | Collection Date: Container Condition: Entry Time: [] Exit Time: [] | |
| GOODS LOADING PLACE – CUSTOMER | | Loading Date: Requested Time of Arrival: Arrival Time: [] Departure Time: [] | |
| SHIPMENT DATA Container no: Container type: Seal: Temperature: IMO / ADR: Notes: | | Estimated Container Tare: Goods Weight: | |
| DELIVERY TERMINAL | | Container Conditions: Delivery Date: [] / [] / [] Entry Time: [] : [] Exit Time: [] : [] | |
| VEHICLE CHANGE PROCEDURE Registration no: [] [] Name: [] Address: [] Driver's Signature: [] | | HAULAGE CONTRACTOR Tractor Cab: () Trailer: () Driver's Signature: [] | |
| Collection Terminal | Customer | Delivery Terminal | |
| Name | Name | Name | |
| Signature / Seal | PASSP.: [] Signature: | Signature / Seal | |

Transport price and down payments are charged in accordance with the fees that the Parties have agreed. The hauler contractor is not aware of the content, quality and condition of the goods carried in the referenced container. The weight of the empty container and the weight of the goods loaded could not be verified, and so in this document the information included is the one reported by the loader. Both the carried goods and the container are insured up to the stipulated amount. In order to increase the coverage, the haulage contractor must be informed and the relevant premium must be paid. Each of the Parties agrees that the Courts of the city of Vigo, and expressly waiving any other forum, shall have full jurisdiction to hear any suit, action or proceeding that might arise in connection with this agreement.

ATTACHED DOCUMENTS

APPENDIX 1: COMPLIANCE STATEMENTS FORMS

APPENDIX 2: ISPS PRE ARRIVAL FORM QUESTIONNAIRE

APPENDIX 1

COMPLIANCE STATEMENT FORMS

VEHICLES SUPPLYING FOOD AND OTHER GOODS:

COMPLIANCE STATEMENT

Mr. _____, Passport no: _____, Director / Manager / Owner of the firm

STATES:

That the vehicle(s) of the said firm have been hired by the Company _____ so as to perform the provisioning service for the ship _____ in Vigo on ___/___/___.

That the vehicle drivers and their accompanying people, are the ones in the list for each vehicle.

That both drivers and vehicles do strictly abide by the current Laws concerning the Transport of Goods by Road.

That both the carried goods and the vehicles have been duly inspected and they are not carrying any items that might be a threat for the ship or for the Port Facilities.

| Dirver's Name | Passport no | Accompanying person (if applicable) | Passport no |
|------------------------------|-------------|-------------------------------------|-------------|
| | | | |
| Lorry Registration no | | Trailer Registration no | |
| | | | |

Hand and Seal

This Compliance Statement must be handed in to the PORT POLICE OFFICER inside a closed envelope with the Company name and its Director / Manager / Owner name as well. This envelope should be protected against non-authorized opening (e.g. by means of making the company's stamp cover the envelope's flap and part of the envelope, of introducing it inside a courier company envelope, by signing on the envelope's flap and body, by means of the use of sealing wax, etc.)

APPENDIX 2

QUESTIONNAIRE

| POSITION | DESCRIPTION |
|----------|---|
| 1 | Ship (name) |
| 2 | IMO number |
| 3 | Flag |
| 4 | Ship security officer name |
| 5 | Issuing Authority of Ship's international Security Certificate |
| 6 | Date of issuing |
| 7 | The security level at which the ship is currently operating |
| 8 | Any different security level at which the ship operated in any of the 10 previous ports |
| 9 | Any special or additional security measures that were taken by the ship in any of the 10 previous ports |
| 10 | Security procedures used during ship to ship transfer interface in any of the 10 previous ports. |
| 11 | Estimated time of arrival at Vigo Harbour (ETA) |
| 12 | Port Facility destination |
| 13 | Any other relevant information |