



SECURITY INSTRUCTIONS FOR THE SHIPPING AGENT



**PORT FACILITY: MUELLE DE TRASATLÁNTICOS
PASSENGER TERMINAL / CRUISE QUAY**

EDITION 2008

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1.- SHIPPING AGENT'S DUTIES

1.1.- DUTIES AND RESPONSABILITIES

- 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 24 hours prior to the ship arrival.
- 24 hours prior to the arrival, the Shipping Agent must send to the Port Facility Security Officer the ISPS PRE ARRIVAL INFORMATION FORM (appendix 1), in order to comply with the provisions included in the ISPS Code and Regulation (EC) n° 725/2004 Art. 6 2.
- With sufficient prior to the arrival of the ship, the Shipping Agent must submit to the Port Facility Security Officer and to the Control Center the lists containing the data related to Passengers and Crew Members, as well as the new-embarking ones, together with the data of any other related staff and companies which have to accede the port facilities due to the ship's call: information about the tours to be made (buses, drivers, Tourist Guides), about the service vehicles such as the MARPOL ones, the supplier's and provisioning ones; information about the visits to be made to the ship, about the taxis and any other vehicles that will need to gain access to the restricted area, ambulances, etc..
- The Shipping Agent must inform the ship owner companies on the obligation to channel all and any necessary information related to the ship's call for the Port Authority through the Shipping Agent (Passengers` tours, tour operator data, provisioning for the ship, visits on board, etc.).

EMERGENCY PROCEDURES

- The Shipping Agent must have a reception centre ready for Passengers and Crew Members in case a Ship General Evacuation procedure is needed.

2.- REGULATIONS FOR THE ACCESS OF THE SHIPPING AGENT TO THE PORT FACILITY CRUISE QUAY.

All the port enclosure is considered a restricted area, so that both the road and pedestrian access will be restricted no matter what Security Level.

This restriction depends on whether is the access road or pedestrian, and which is the Security Level.

At the control points as well as any other different point inside the port facility, any **person or vehicle** could be requested for showing identification and subsequent verification on the port's authorised access list.

2.1.- REGULATIONS FOR THE ACCESS OF PASSENGERS AND CREW MEMBERS

All the new-embarking Crew and Passengers access applications to the restricted area must be submitted through the **Shipping Agent**.

With sufficient prior to the arrival of the ship, the Agent must submit to the Port Facility Security Officer a list with the following **compulsory** entries

- Category:
 - Crew member
 - Passenger
 - New-embarking passenger or crew member
- Name and Surname
- ID/PASSP
- Registration number, if applicable

| Category | Name and Surname | ID/PASSP | Registration n° |
|----------|------------------|----------|-----------------|
| | | | |
| | | | |

The new-embarking passengers and crew members' luggage must be at all times with them. It, after being inspected by the Competent Authority, may be loaded into the ship.

2.2.- REGULATIONS FOR THE ACCESS OF VISITORS, SHIP SUPPLIERS, INSPECTORS, TECHNICIANS, REPRESENTATIVES OF SEAFARERS' WELFARE AND LABOUR ORGANIZATIONS VISITS AND OTHERS.

All the access requests for visitors must be submitted through the **Shipping Agent**.

When it comes to companies or individuals not registered in the Port Authority's Access Control System, the Shipping Agent must submit to the Port Facility Security Officer a list with the following **compulsory** entries:

- Category:
 - Visit
 - Ship Supplier
 - Inspector
 - Technician
 - Etc.
- Name of the organization or company
- Name and Surname
- ID/PASSP
- Registration number, if applicable
- Estimated time of access
- Brief description of the works, if applicable

| Category | Name of the organization or company | Name and surname | ID/PASSP | Registration n° | Access hour | Description |
|----------|-------------------------------------|------------------|----------|-----------------|-------------|-------------|
| | | | | | | |
| | | | | | | |

Likewise, the driver of the vehicle will strictly follow the instructions issued by the Security Service and he/she will stay by the vehicle until unloading is finished, when both vehicle and driver will leave the port facilities.

It remains under the responsibility of the Shipping Agent to check that both vehicles and drivers strictly obey the current legislation on Road Goods Transport, that both goods and vehicles have been inspected, and that no good carried may be dangerous for the ship or port facility.

2.3.- REGULATIONS FOR THE ACCESS OF TAXIS RENDERING SERVICES FOR THE SHIP.

The Shipping Agent will submit to the Port Facility Security Officer a document containing the information on the taxis hired for rendering services for the ship. These will be allowed to enter the restricted area up to the ship's berth area.

The aforementioned document will contain the following data: name and surname of the taxi driver, ID Card number (DNI), vehicle registration number and taxi number.

Other taxis carrying Passengers, Crew Members or visitors, etc., for the ship, which have been privately hired in the city, will be allowed to enter the restricted area only when authorised by Port Police and they will leave immediately after finishing the service.

2.4.- REGULATIONS FOR THE ACCESS OF UNACCOMPANIED LUGGAGE.

48 hours prior to the ship arrival, the Shipping Agent must submit a document (via e-mail or fax) to the Port Facility Security Officer containing information about the sender, the consignee and the owner (in case they are different).

No matter what Security Level, the luggage must enter the port facility with the shipping agent or the owner, who will be responsible all the time of it, without leaving it until Civil Guard does a possible required inspection, if necessary.

Anyway, to embark the luggage, it will be required the Ship Security Officer, Ships Security staff, the shipping agent or the owner.

2.5.- REGULATIONS FOR THE ACCESS OF BUSES FOR PASSENGERS' TOURS.

All the access requests for buses to the Cruise quay of the Port of Vigo for all Passengers' tours must be submitted through the Shipping Agent. Regarding this subject, the Shipping Agent must send the ship owner company these regulations so that the relevant information regarding tours organised by any tour operator other than the official one will as well be sent to those ship owner companies.

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 according to the following format:

| Tour Operator Company: | |
|-------------------------------|--------------------------------|
| Transport Company | Vehicle Registration n° |
| | |
| | |

The buses entrance will take place one hour before the Passengers' disembarkation so that they can be inspected, if deemed appropriate, by the Civil Guard, and the driver must remain inside the bus at all times.

At the Cruise quay entrance gate the driver must hand in to the Port Police a Compliance Statement 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.).

The form included in the Appendix to this document must be taken as a model for the Compliance Statement (with basic information such as that the interiors, boots, engines, etc., as well as the bus underbody, have been duly inspected for this particular service and that no anomalous objects were found).

The Port Police Officer will open the envelope and then check whether the vehicle registration numbers do match with the ones provided on the list given by the Port Facility Security Officer. The Port Police officer will also check that the registration numbers of those buses entering the facilities and the identities of both driver and accompanying person are the ones previously provided on the list.

The driver will at all times follow the Port Police instructions.

2.6.- REGULATIONS FOR THE ACCESS OF TOURIST GUIDES FOR PASSENGERS' TOURS.

All the access requests for Tourist Guides to the Cruise quay of the Port of Vigo for all Passengers' tours 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 according to the following format

| Operating Company: | |
|---------------------------|-------------------|
| Name and Surname | DNI/PASSP. |
| | |
| | |

Throughout their stay within the Cruise quay, the Guides must wear in a visible place a card issued by the Operating Company that hired them with the Company's name and logotype and with the Guide's name, surname and ID Card (DNI) number on it.

Likewise, the Guides staff will not be allowed to enter the Quay by their own private cars but by bus (the trip's bus) or on foot.

2.7.- REGULATIONS FOR THE ACCESS OF SUPPLIERS' VEHICLES FOR PASSENGER LINERS.

All the access requests for the ship's provisioning/suppliers' vehicles to the Cruise quay 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 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 quay/loading bay (in the case of articulated lorries, the registration number of both parts).
- ✓ Name, surname and ID Card/Passport 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 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 UN number and the class must be specified.
- ✓ 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 Security Service and he/she will stay by the vehicle until unloading is finished, when both vehicle and driver will leave the port facilities.

The vehicle access to the security area must be specifically authorised by the Security Officer, and a Port Police officer and a Civil Guard Agent must be present.

3.- ATTACHED DOCUMENTS

APPENDIX 1: ISPS PRE ARRIVAL FORM QUESTIONNAIRE
APPENDIX 2: COMPLIANCE STATEMENT FORMS

APPENDIX 1: ISPS PRE ARRIVAL FORM QUESTIONNAIRE
 INFORMATIVE DATA SHEET TO BE FORWARDED TO HARBOUR MASTER
 PRIOR ARRIVAL

| | | | |
|--|--|---|--|
| Name of ship | | | |
| IMO number | | | |
| Registered Flag State | | | |
| MMSI number | | | |
| Dangerous goods carried (over 10 Kg) and UN class number | | | |
| 1 | Does the ship have a valid International Ship Security Certificate (ISSC)? | YES | NO |
| 2 | If YES specify: | | |
| | Issued by: | Place of issuing: | Date of expiry: |
| 3 | If NOT please detail why: | | |
| | | | |
| | Does it have an approved SSP? | | |
| 4 | What security level is the ship operating at? | Security Level | |
| 5 | What were the last 10 ports of call and what was the Security level of the ship during those ship/port interfaces? (on or after 1 July 2004) | Name of Port 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. | Security Level SL = SL = SL = SL = SL = SL = SL = SL = SL = |
| 6 | Have any special security arrangements been taken by the ship during ship/port interface at the last 10 ports of call? | YES | NO |
| | If YES please detail : | | |
| | | | |
| 7 | Have appropriate procedures been followed during any ship/ship activity during the last 10 ports of call, for example have these interactions been governed by the security requirements in the SSP? | YES | NO |
| | If NO please detail | | |
| | | | |
| 8 | Any other practical security related information, for the example have you witnessed any suspicious activity during the voyage? | YES | NO |
| | If YES please detail | | |
| | | | |
| 9 | Ship security officer | | |
| | Name: | | |
| | Contact: | | |

Date of completion:

APPENDIX 2: COMPLIANCE STATEMENT FORMS

BUSES FOR PASSENGERS' TOURS:

COMPLIANCE STATEMENT

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

STATES:

That the vehicles of the said firm have been hired by the Operating Company _____ to perform the Passengers' trip on ___/___/___.

That the drivers and the accompanying people, if any, are the ones in the list for each of them.

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

That, in order to perform this task, the interior of the vehicle, the boots/trunks, the engine, as well as the underbody, etc., have been duly inspected and that no anomalous object was found.

| Driver´s name | Passport no. | Acompanying Person | Passport no. | Vehicle 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.)

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.

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

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