

## INTERNAL ACCESS CONTROL REGULATIONS FOR THE PORT OF TARRAGONA

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### INTRODUCTION:

In 2005, an access control system was put into operation in the Port of Tarragona. This allowed the management of access to the service area, restricted zones and facilities of the port in accordance with an approved protocol.

The system permits the access, control and identification of persons in the enclosed port area and port facilities. It uses an accreditation that classifies persons according to specific symbols that indicate their degree of accessibility (digits) and their authorization group (colours and geometric figures).

The publication of Royal Decree 1617/2007 for the Protection of Vessels and Port Facilities (PBIP) requires, among other measures, a greater degree of control over drivers and vehicles that use the port facilities, as well as all other persons that enter the port to carry out their activities. The objective of these Internal Access Control Regulations is to partially meet these requirements.

### OBJECTIVE:

The objective of these regulations is to standardize the accreditations for entry control, transit and presence in the area and facilities of the port and to apply them to all those persons and companies that enter the area under the management of the Tarragona Port Authority.

To this effect, the following groups are distinguished:

1. Haulage companies and their drivers that transport merchandise entering or leaving the port by sea.
2. Port supply and auxiliary activity companies that work for firms with facilities in the port. The employees of these companies enter the port to provide services using private vehicles or as drivers of merchandise transport vehicles to deliver supplies.
3. The personnel of companies with work premises in the port.
4. Ships' crews.
5. All other persons not included in the above categories that, for one justified reason or another, from time to time need to enter, transit and/or remain in the port and/or its facilities.

In all cases, the protocol of 22 November 2004 defining accreditations for access control to the port area will be applied. This provides for an accreditation card authorizing access to the port. These regulations contain the rules and instructions governing access to the port area for lorries and their drivers, as well as for the rest of the groups indicated in their objective.

Personnel authorized to enter the port and its facilities will be issued with a card allowing them access. These cards will remain the property of the Tarragona Port Authority (TPA), which will be responsible for preparing and issuing them to the interested parties. Their use is personal and non-transferable and their users and the company on whose behalf the services are being carried out, if applicable, will be responsible for their correct use and preservation and will immediately notify of any case of loss or theft.

Identification cards will be issued through an established procedure that allows the majority of steps to be carried out by telematic means, thus avoiding unnecessary journeys.

#### **LEGAL FRAMEWORK:**

The legal framework is contained Royal Legislative Decree 2 of 5 September 2011 which approves the revised text of the State Ports and Merchant Marine Act, the international, European and national regulations for the protection of vessels and port facilities, as well as any other applicable regulations relating to and concurrent with this area.

Also to be complied with are all those rules and instructions that may be given by officers of the Port Police within the port area, in accordance with the regulations provided for in Royal Legislative Decree 2/2011 and the Service, Police and Administration Regulations of the Port of Tarragona and all other legal codes governing the matter, as well as any specific instructions that may be given in compliance with them.

#### **DATABASES-REGISTRY PROCEDURE IN THE TPA:**

There is currently a database/registry managed by the Port Authority for issuing the personal accreditations authorizing access to the port and its facilities, in accordance with the degree of accessibility they permit.

The creation and management of a registry of the commercial vehicle drivers included in the above-mentioned Group 1 requires the prior creation of a registry of haulage companies.

Haulage companies will apply to the TPA to be registered on said registry and, once they are on it, it is their responsibility to enter the identification data of the drivers working for them and to keep it updated.

Companies that provide supply and auxiliary services for those companies established in the TPA area and whose personnel and/or vehicles need to enter the port on a regular basis will proceed in the same way to register on another specific registry that will allow them to apply for port access accreditations. The supply and auxiliary companies themselves will need to register on this registry in order to be able to then register and maintain the data of the drivers and other members of staff who need to enter the port area, specifying the reasons for this access. The TPA will maintain a specific database for this type of company and its drivers.

Similarly, companies that have their premises in the port area must register on a specific registry established for that purpose. Once a company has registered, it will be able to register its own employees and/or collaborators. Ships' crews can be considered as personnel of the shipping agent, although the nature of their work means that they need a specific type of accreditation, which is described in the document entitled "**General conditions for commercial service supply companies or those that undertake**

**industrial, commercial or other activities in the Public Port Domain or that of Public Bodies or Organizations with responsibilities in the area of the Port of Tarragona.**

In accordance with Act 15 of 13 December 1999, governing the Protection of Personal Data and its regulation and undertaking, passed by Royal Decree 1720 of 21 December 2007, the owner and body responsible for said database/registry will be the Tarragona Port Authority, which will determine the department that will assume this responsibility.

The obligations and rights of both of the companies and the drivers included in Group 1 are contained in the General Conditions of the Haulage Company Identification System (hereinafter SIT) published on the website at [www.porttarragona.cat](http://www.porttarragona.cat).

The obligations and rights of the companies and their accredited personnel, included in the above-mentioned Groups 2, 3 and 4, are contained in the General Conditions of the Personnel Accreditation System (hereinafter SAP) published on the website at [www.porttarragona.cat](http://www.porttarragona.cat).

For all other cases (Group 5), drivers will be identified at the port entry control and will be requested to provide information about the operation they intend to carry out. A temporary accreditation will then be issued. This will ensure access and exit control and will guarantee in all cases the identification and registering of all visitors.

**Provisional accreditations for drivers of commercial merchandise transport vehicles and other non-accredited personnel:**

Drivers of such vehicles and other non-accredited personnel may obtain a temporary accreditation, which will be provided by the TPA and will be valid for a full operation until they leave the port area.

The accreditations for this type of driver are not only used for security checks, but also as part of the information needed for the terminal and customs controls.

Drivers will be informed at the entry control about how to obtain this temporary accreditation, which will be issued after they have identified themselves.

This type of accreditation will be issued free of charge for the first three entries by the same driver within a three-month period; entry will still be permitted after this but a charge will be made for issuing the temporary accreditation.

**IMPROPER USE OF THE ACCREDITATION CARD THAT ALLOWS ACCESS TO THE INTERIOR OF THE PORT OF TARRAGONA:**

In the case of improper use of the accreditation card that allows access to the interior of the Port of Tarragona, action will be taken in accordance with the procedure established to that effect, although the following will be observed:

- Administrative penalty proceedings will be started against the card holder, the accreditation card will be returned to them and the company to which they belong will be informed of the facts, although the accreditation card will be returned to them.

- The second time improper use of said accreditation card that allows entry to the interior of the port is detected, further administrative penalty proceedings will be begun and the card will be withdrawn. However, a new accreditation card will be issued to the interested party (if requested) on payment of the established fee. The company to which they belong will be informed of the facts.
- The third time improper use of the card is detected, further administrative penalty proceedings will be begun and, if applicable, no further accreditation card will be issued in view of the bad faith and manifest negligence observed in the due custody and care of said card, given that such actions jeopardize the security of the port collective. The company to which the affected person belongs will also be informed.

#### **PUBLICATION:**

The regulations and their amendments apply to and are obligatory for all members of the Port Community who work in the Port of Tarragona. They will therefore be published on the Port's website and will come into effect on 1 November 2009.