

PROCEDURE FOR ENTERING THE PORT OF TARRAGONA (SAP)

For the purposes of the TPA's SAP system, persons entering the port area can be included in the following four categories:

- Regular staff.
- Pre-registered non-regular staff.
- Pre-registered visitors.
- Unsolicited visitors.

REGULAR STAFF:

Regular staff is understood to be all those persons who need to enter the port of Tarragona on a regular basis in order to carry out their work, i.e. more than 3 times per month.

Subject to prior registration of the company application in the SAP, the TPA will issue identity cards to its regular personnel. This identity card will be valid for a maximum of four years and can be used to enter and leave the port area during its validity.

Steps to follow:

- 1) Application for company registration: the company will enter the website www.porttarragona.cat SAP section and enter its data.
- 2) Validation of the company's application: The TPA will check the application and reply by e-mail the acceptance of the application or observations.

In order to validate the application, the TPA may request the company to provide documentation regarding it: the company deeds, deeds of notarial powers, the identity card/passport of the person granting the power of attorney, General conditions for companies providing services and a service contract/invoice with the Port company which you are in relation with. This documentation may be provided by sending certified or witnessed copies to the TPA by messenger service or registered post or by personal attendance of the company's legal representative with the original documentation.

Once the data of the applicant company has been validated, the TPA will issue it with the website access code and password so that it can register its regular personnel.

- 3) Personnel registration. The company will access its SAP control panel through the website and enter the data of the regular members of staff it wishes to register, adding a photograph in (.jpg) format to each of the files.
- 4) Card issue: when the regular member of staff comes to the Accreditations Centre, the TPA will compare their personal data with their original identity card/passport and the contractual relationship with the company.

If the company did not attach a photograph in (.jpg) format to the website application, one will be taken at that time and the identity card will be issued on the spot.

- 5) Exit control: accredited personnel must use their identity card at the port area exit controls.

PRE-REGISTERED NON-REGULAR STAFF:

Pre-registered non-regular personnel are understood as all those persons who may need to enter the port of Tarragona at certain times in order to carry out their work (maximum 3 times per month)

With these measures, the TPA aims to speed up access to the port for all those employees who from time to time may have to enter the port area to carry out their work, but who, due to the sporadic nature of the same, are not considered eligible for a permanent accreditation.

Steps to follow:

- 1) Application for company registration: the company will enter the website www.porttarragona.cat SAP section and enter its data.
- 2) Validation of the company's application: the TPA will check the application and reply by e-mail the acceptance or observations.

In order to validate the application, the TPA may request the company to provide documentation regarding it: the company deeds, deeds of notarial powers, the identity card/passport of the person granting the power of attorney, General conditions for companies providing services and a service contract/invoice with the Port company which you are in relation with. This documentation may be provided by sending certified or witnessed copies to the TPA by messenger service or registered post or by personal attendance of the company legal representative with the original documentation.

Once the applicant company's data has been validated, the TPA will issue it with the website access code and password to allow it to register its personnel.

- 3) Personnel registration: the company will access its SAP control panel through the website and enter the data of the personnel it wishes to register, adding a photograph in (.jpg) format to each of the files.
- 4) Validation of the personnel registration application and pre-registration activation: the TPA will validate the personal data of the registered personnel once the staff member has shown their ID/passport

The company will provide the Accreditations Centre with a document confirming the relationship between the staff member and the company. Once this information has been verified by the TPA the activation will be carried out.

When the non-regular employee wishes to enter the port area, they will be required by the Port Police at the gate to show their identity card/passport. When it has been confirmed that this has been pre-registered, they will issue a temporary authorization (valid for a single use).

- 5) Exit control: pre-registered personnel must use their temporary authorization at the port area exit control.

If the TPA considers that this procedure has been used several times (more than 3 times per month) by the same person, it may deny that person entrance to the port or charge for the issue of the provisional authorization (for a single use).

PRE-REGISTERED VISITORS:

Companies resident in the port area will have the Pre-registered Visitors option activated on their SAP website control panel.

Pre-registered visitors are understood to be all those persons whose data has been provided in advance by the company they are visiting.

The resident company will use the visitor section on their SAP control panel to enter the name, surname, Identity Card/Passport number and date of the visit.

With this pre-registration, the TPA aims to speed up access for all programmed visits to a resident company.

If a visitor has not been pre-registered, Procedure 4 in this document should be followed.

Steps to follow:

- 1) The resident company must be registered in the SAP system.
- 2) Visit application: the company will enter the website using its SAP control panel and request the pre-registration of the visitor, giving their name, surname, Identity Card number and planned date for the visit.
- 3) Validation and activation of the visit request: the TPA will validate and activate the visitor application data.

When the visitor wishes to enter the port area, they will be required by the Port Police at the entrance control to show their Identity Card/Passport. When it has been confirmed that the visitor has been pre-registered, a temporary authorisation will be issued (valid for a single use).

Exit control: the visitor must use the provisional authorization at the port area exit control.

UNSOLICITED VISITS:

Unsolicited visits are considered as those persons who wish to enter the port area without having registered in advance or without having been pre-registered.

Steps to follow:

- 1) When the person wishes to enter the port area, the Port Police at the access control will request them to show their identity card/passport and will direct them to the Accreditations Centre.
- 2) Application for provisional authorization: at the Accreditations Centre they will be required to show their Identity Card/Passport and give the name of the person and the company they wish to visit.
- 3) Validation of the application: the TPA will validate the information provided and if everything is in order it will issue the person with a provisional authorization (valid for a single use).
- 4) Exit control: the person must use the provisional authorization at the port area exit control.

If the TPA considers that the company/person meets any of the requirements in the previous categories (1. - "Regular" or 2. - "Pre-registered non-regular" or 3.- "Pre-registered visitor"), they may request to be dealt with under those procedures.

If this procedure is used more than 3 times/month by the same person, the TPA may deny that person entrance to the port or charge for the issue of the provisional authorization (for a single use).