

## **Regulatory Manual - Mediterranean Shipyard Services (MSS)**

***Company Name: Marina Cambrils SL***

***Commercial Name of the Shipyard: Mediterranean Shipyard Services (MSS)***

### **1. ACCESS TO THE SHIPYARD**

Access to the shipyard is prohibited for anyone not authorized by Marina Cambrils (M.C) or Mediterranean Shipyard Services (MSS).

### **2. RESPONSIBILITY OF THE OWNER OR REPRESENTATIVE**

The owner or their representative is solely responsible for verifying the compatibility of the products used, ensuring they have the necessary safety data sheets, and guaranteeing compliance with Occupational Risk Prevention Law 31/95. Any tasks that do not meet environmental protection, safety, and risk prevention measures will be suspended.

As service providers, activities, or tasks at the facilities of Marina Cambrils - MSS, you must be registered on the e-coordina platform, along with any subcontracted companies and workers. Annex 1 explains the registration procedure for e-coordina. If you are already registered, you must email [cae.acpet@geseme.com](mailto:cae.acpet@geseme.com), requesting to be registered at Marina Cambrils.

### **3. SAFETY AND OCCUPATIONAL RISK PREVENTION RULES**

All safety rules, including the use of personal protective equipment (PPE) and other necessary elements for carrying out work, must be followed.

The use of ladders or scaffolding must be authorized by shipyard personnel, and they must be securely anchored to the vessel. Any other access element that does not comply with shipyard rules will be immediately removed.

#### **4. DILIGENCE IN WORK EXECUTION**

Users must take extreme care to avoid causing inconvenience to other users or third parties and are responsible for any action or omission that may cause damage or harm.

#### **5. SPECIAL WORKS**

Operations that pose risks to multiple workers must be carried out with collective protections and necessary personal protective equipment, always prioritizing collective protection.

##### **Special works include:**

- Sand or grit blasting
- Spray painting
- Hull peeling for osmosis treatment
- Welding with a blowtorch
- Flame stripping
- Use of grinding machines for cutting and polishing

To carry out these tasks, permission must be requested from the shipyard.

##### **Spray Painting:**

Requires adopting the necessary measures to avoid staining nearby vessels with paint, being responsible for cleaning any residue. (Paint cans and waste material should be deposited at the designated disposal point).

##### **Painting the hull with silicone:**

Release of Liability for Silicone Paint

##### **Hull Peeling for Osmosis Treatment**

When performing these tasks, tarps must be placed around the entire vessel to prevent fiber from dispersing into the air. At the end of the workday, the area must be cleaned, depositing the fiber in specific containers.

##### **Welding / Torch Use / Grinding with Radial Saw**

For any welding, torch, or radial grinding work, a protective screen must be placed to ensure no vessel is affected, and a fire extinguisher must be within a 10-meter radius.

##### **Covers**

If, for any reason, it is necessary to install a cover on vessels where painting or similar

work will be conducted, these covers must be installed under the full responsibility of the installation company and must be removed if inclement weather is anticipated, to prevent danger to the vessel or neighboring vessels.

## **6. PROHIBITION OF DUMPING CONTAMINANTS, CORROSIVES, AND/OR HYDROCARBONS**

Waste generated during the shipyard stay (used batteries, paint residues, oil filters, bilge water, oils, etc.) must be reported to shipyard personnel for transfer to the disposal site. It is strictly PROHIBITED to dispose of waste without prior notification. Any violations will be fined.

## **7. SHIPYARD CLEANING**

Maintaining cleanliness and order in the work area is the responsibility of the worker or authorized company performing the work at the shipyard (paint cans and waste, brushes, rags, oils, spare parts, packaging, wood, scrap, etc.).

In addition to fines, the cost of waste removal and cleaning will be charged. The boat owner will be held subsidiarily responsible for covering these expenses.

### **Separate Waste Disposal:**

#### **NON-HAZARDOUS WASTE**

- Organic matter
- Glass
- Paper and cardboard
- Light packaging (plastics, aluminum, etc.)
- Wood
- General waste
- Scrap metal

## **HAZARDOUS WASTE**

- Containers that held hazardous substances
- Aerosols
- Absorbent or contaminated sludge
- Oil filters
- Batteries
- Used oils
- Bilge water
- Contaminated solvent residues
- Batteries
- Electrical and electronic equipment
- Fluorescent tubes and low-energy lamps

## **8. MACHINERY POLICY**

Bringing external machinery to the shipyard is strictly prohibited. If necessary, machinery must be rented.

If the shipyard does not have the required machinery, the client may bring it at no additional cost. However, shipyard personnel may use this machinery if necessary.

## **9. OPERATING HOURS**

The shipyard's operating hours are as follows:

- Monday to Friday: 9:00 a.m. to 6:00 p.m.
- Saturdays, Sundays, and holidays: closed

Outside these hours, the shipyard services will be closed. If TRAVELIFT or CRANE maneuvers need to be performed outside of these hours, an additional charge will apply, with prior notice required for scheduling.

## **10. FACILITY USE**

Shipyard facilities are only available during operating hours. Any work to be done in the facilities must be authorized by the shipyard manager.

## **11. DRY DOCKING / LAUNCHING / BOAT SHORING**

All operations, maneuvers, and movements with the travelift and crane, as well as the shoring of vessels, will be carried out exclusively by shipyard personnel.

The owner or representative must be present at the time of dry docking and launching, assuming responsibility, control, and quick departure of the vessel. If not present, it will be understood that they accept any resulting damage.

No one may be on, access, or be under the vessel until the travelift is clear of the area.

Moving boat chocks is prohibited due to the risk of accidents. If needed, ask shipyard personnel.

The shipyard is not responsible for damage to vessels that cannot be lifted due to age or structural faults. The shipyard reserves the right to relocate vessels to ensure efficient management, with prior notification to the owner.

## **12. ENGINE STARTING**

For safety reasons, starting the engines of grounded vessels is **NOT ALLOWED UNLESS SECURED WITH TRAVELIFT SLINGS**. For smaller boats, notify our staff for assistance.

## **13. DISCLAIMER OF LIABILITY**

MSS is not responsible for any damage or harm to persons or property arising from the use of shipyard facilities or equipment (ladders, scaffolding, machinery, etc.).

MSS and its personnel are not liable for any damage to vessels painted or treated with silicone prior to lowering. The form in annex 2 must be signed.

## **ANNEX 1 - REGULATION OF ACTIVITIES REGARDING OCCUPATIONAL RISKS**

In compliance with Article 24 of the Occupational Risk Prevention Law (Law 31/1995), when activities are carried out by workers from two or more companies at the same work center, they must cooperate in the application of the regulations specified in RD 171/2004 regarding the coordination of business activities.

To facilitate documentation management in prevention matters, Geseme provides a computer tool (E-coordina) where all the required documentation can be processed to gain access to the facilities.

To launch this project, we need your cooperation:

1. Go to the following link: [https://www.acpet.es/pcae\\_avis.php](https://www.acpet.es/pcae_avis.php)
2. We will send a link by email providing access credentials for the document management platform (check your spam folder if you do not receive the email):
  - Username
  - Password
3. With your password, you will be able to access the platform and register the workers who will be carrying out their activity in our work center(s).
4. Once the workers have been registered, you can upload all the requested documentation.
5. Geseme will review the documentation provided by your company.

If you have any questions about using the platform, you can request assistance via email: [cae.acpet@geseme.com](mailto:cae.acpet@geseme.com)

Thank you very much for your cooperation.

## ANNEX 2 - RELEASE AND WAIVER OF LIABILITY FORM

### **Marina Cambrils SL**

Mediterranean Shipyard Services

+34 638 743 583 - [info@mshipyard.com](mailto:info@mshipyard.com)

Client: \_\_\_\_\_ DNI/NIF: \_\_\_\_\_

Boat: \_\_\_\_\_ Registration: \_\_\_\_\_

### **Subject:** Release of Liability for Silicone Paint

Through this document, the client is informed that the mentioned vessel has been 100% painted with silicone paint. Due to the characteristics of this type of paint, there is an inherent risk that the vessel may slip during handling with the travelift or when placed on the slipway.

The client acknowledges and accepts that if the boat \_\_\_\_\_ sustains damage as a result of this slippage, **Mediterranean Shipyard Services** will not be held responsible for such damage.

The client declares that:

1. They have been informed of the risks associated with this situation.
2. They understand that the shipyard assumes no responsibility for damages that may occur during the handling process.
3. They agree to sign this waiver as a condition for performing the requested work.

Client: \_\_\_\_\_

Shipyard Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

At l'Ametlla de Mar, \_\_\_ of \_\_\_\_\_ of 20\_\_