

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 to any unauthorized person by Marina Cambrils (M.C) or Mediterranean Shipyard Services (MSS).

2- RESPONSIBILITY OF THE OWNER OR REPRESENTATIVE

The owner or their representative shall be solely responsible for verifying the compatibility of the products used, ensuring the availability of the corresponding safety data sheets, and guaranteeing compliance with Law 31/95 on Occupational Risk Prevention. Tasks that do not comply with environmental protection, safety, and occupational risk prevention measures will be suspended.

As service providers, activities, or other work within the facilities of Marina Cambrils - MSS, you must be registered on the e-coordina platform, as must any subcontracted companies and subcontracted workers. E-coordina is a platform for regulating activities in terms of occupational risk prevention. You will find an explanation of the registration process for e-coordina in ANNEX 1. If you are already registered, you must send an email to cae.acpet@geseme.com with the company name requesting registration at Marina Cambrils.

3- SAFETY AND OCCUPATIONAL RISK PREVENTION RULES

All safety regulations must be followed, both regarding personal protective equipment (PPE) and the necessary elements for carrying out the work.

The use of ladders or scaffolding must be authorized by shipyard personnel. In any case, these elements must be securely anchored to the vessel. Any other access equipment to the vessels that does not comply with shipyard regulations will be immediately removed.

4- DILIGENCE IN PERFORMING WORK

Users must exercise extreme diligence to avoid causing inconvenience to other users or third parties and will be held responsible for any action or omission that may cause damage or harm.

5- SPECIAL WORK

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

Special work includes:

- Sandblasting with sand or grit
- Spray painting
- Hull stripping for osmosis treatment
- Welding with a blowtorch
- Flame stripping (Butane or similar)
- Use of cutting and polishing grinders

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

Spray Painting:

Spray painting requires necessary precautions to prevent paint from staining nearby vessels. If necessary, the individual or company performing the work will be responsible for cleaning them. (Paint cans and waste materials must be disposed of at the designated collection point).

Hull Stripping for Osmosis Treatment:

During this work, protective sheets must be placed around the entire boat to prevent fiberglass from dispersing into the air. At the end of each workday, the area must be cleaned, and the fiber waste disposed of in designated containers.

Welding / Blowtorch Use / Cutting with Grinder:

For any welding, blowtorch use, or cutting with a grinder, a protective screen must be used to prevent damage to other boats. Additionally, a fire extinguisher must be available within 10 meters.

Fiberglass Work:

When working with fiberglass, appropriate protective measures must be taken to minimize environmental impact and protect health.

Protective Tent Material:

- Resistant to chemicals and solvents used in fiberglass work
- Waterproof and fire-resistant to prevent fire hazards

Ventilation System:

- Include air extractors with HEPA filters to capture fiberglass particles and remove toxic fumes
- Ensure that filtered air does not contaminate the surroundings

Waste Collection System:

- Install a dust and debris collection system to prevent accumulation on the ground or dispersion outside the tent

Cleaning and Maintenance:

- Regularly clean the tent to prevent accumulated fibers from dispersing into the environment

COVERS

If for any reason a cover needs to be installed on a vessel for painting or similar work, it will be under the absolute responsibility of the company or owner. Covers must be removed in anticipation of bad weather that could endanger the safety of the vessel or neighboring boats.

If a fully enclosed cover using scaffolding is necessary, the interested party must contact the technical director of the shipyard for approval and coordination.

6- PROHIBITION OF DISCHARGING POLLUTANTS, CORROSIVE SUBSTANCES, AND/OR HYDROCARBONS

Waste generated during the stay at the shipyard (used batteries, paint residues, oil filters, bilge water, oils, etc.) must be reported to shipyard personnel for transfer to the designated disposal area. It is strictly FORBIDDEN to dispose of waste without prior notification. Any violation will result in financial penalties.

7- SHIPYARD CLEANLINESS

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

In addition to any penalties resulting from non-compliance, the cost of waste removal and cleaning will be charged. In any case, the boat owner shall be secondarily responsible for covering such expenses.

WASTE MUST BE SEPARATED AS FOLLOWS:

NON-HAZARDOUS WASTE

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

HAZARDOUS WASTE

- Containers that have held hazardous substances
- Aerosols
- Contaminated absorbents or sludge
- Oil filters
- Batteries
- Used oils
- Bilge water
- Dirty solvent residues
- Batteries
- Electrical and electronic equipment
- Fluorescent tubes and low-energy bulbs
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8- MACHINERY POLICY

Use of External Machinery at the Shipyard

- ✓ **Prohibition on External Machinery Entry:**
The entry of external machinery into the shipyard is strictly prohibited, including crane trucks, forklifts, or any other type of machinery.
- ✓ **Management of Services Requiring External Machinery:**
If a service requires specific machinery that the shipyard does not have, the shipyard office must be contacted to arrange the service following internal regulations and safety standards.
- ✓ **Compliance with Regulations:**
Any violation of these regulations may result in penalties, including denial of future services or access to the shipyard.

9- OPERATING HOURS

Shipyard operating hours are as follows:

- Monday to Friday: 9:00 AM to 6:00 PM
- Saturdays, Sundays, and public holidays: Closed

Outside of these hours, shipyard services will remain closed.

Exceptionally, if TRAVELIFT or CRANE maneuvers need to be performed outside of established hours, an additional fee will apply. Prior notification must be given to the shipyard manager to organize the work accordingly.

10- USE OF FACILITIES

The shipyard facilities are available only during operating hours. Any work carried out within the facilities must be pre-authorized by the shipyard manager.

11- HAUL-OUT / LAUNCHING / BOAT BLOCKING

All operations, maneuvers, and movements using the travelift and crane, as well as boat blocking, will be carried out exclusively by shipyard personnel.

The owner or their representative must be present during the haul-out and launching, assuming responsibility, control, and ensuring a quick departure of the boat. If the haul-out or launch is performed in the absence of the owner or representative, it will be understood that they have given their consent and assume any resulting damage or liability.

It is prohibited to remain on board, access, or stand beneath the boat while the travelift machine is within the docking area.

Moving chocks/supports securing vessels is strictly prohibited due to serious accident risk. Any necessary adjustments must be requested from the technical director.

12- ENGINE START-UP

For safety reasons, engine start-up is not permitted for beached vessels **UNLESS SECURED WITH THE TRAVELIFT/CRANE SLINGS**. For smaller vessels, shipyard personnel must be notified to ensure proper securing before starting the engine.

13- LIABILITY DISCLAIMER

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

MSS personnel are not responsible for any damage to vessels painted or treated with silicone. Prior to lowering, the corresponding exemption document must be signed (see Annex 2).