SANLORENZO

WELCOME PACKAGE

**RULES FOR ACCESS AND PRESENCE IN SANLORENZO SHIPYARD SUPERYACHT DIVISON**

**LA SPEZIA SHIPYARD**

**ACCESS IN THE SHIPYARD**

**Introduction**

The crew, yachts surveyors, guests and visitors that are accessing the shipyard must observe the following rules, which are integrated by the documents herewith attached as follows:

-information for yachts moored at Sanlorenzo quays for Service;

-safety plan of the shipyard,

-Sanlorenzo price for services rendered on board where applicable.

**Information and documents to be received before the arrival of the vessel**

-crew list to send to Customer care: c.andreetti@sanlorenzoyacht.com and e.serri@sanlorenzoyacht.com

-country and place(s) of the yacht location (s) in the last 48hours before the arrival in the shipyard.

-Sars Covid 19 , all the crew will have the 2d and 3rd doses of an EMA approved vaccine . In view of that , it shall be granted the access into Sanlorenzo shipyards and all the vessels on hard standing and moored at our premises only the personnel that hold valid vaccines. In case of fever or bad flue it will be necessary to make a valid test and to communicate it to the shipyard. Please take particular attention on board where the spaces are restricted and it will recommended to hold a surgical mask FFP2, for all the personnel on board technicians included.

**Informations and documents delivered to the Captain at the arrival of the vessel**

-identification badge for each crew member , to be returned before the departure;

-the present document with its related annexes.

**STAY IN THE SHIPYARD**

**Working conditions, behavioural rules and general information**

- Identification badge: it must be used by each crew member and guest (if any) to enter in the shipyard;
- Visit and short terms entry: the captain must require authorization for the entry of personnel different from crew members, visitors and or/guests by communicating to the Service Dept. (min. 3 days in advance), the reason for the entry, as well as date and duration;
- Vessel management: The Captain or another entitled crew member, shall have to be present on board during all phases of the works. With the vessel afloat, it must constantly fit out, attended and ready to leave in case of emergency. In this respect, please refer to the *"Information for yachts moored at Sanlorenzo quays for Service"* herewith attached;
- Working hours: regular working hours are from 08.00 to 17.00, Monday to Friday (other otherwise agreed);
- Works on board: they shall be planned by the Service Dept. and organized by a dedicated Service PM who will coordinate the workers and related contractors.

SANLORENZO

-All works to be carried out on board shall be arranged and co-ordinated according t the Risk Safety Document issued by the shipyard (L.272/99 and /or DUVRI whichever is applicable)

-Works on board cannot be appointed directly by the Owner and/or Captain and/or Owner's representative and /or surveyor, unless otherwise agreed and written and communicated in advance (min. 1 week) to enable all prescriptions and rules (Safety , environmental, Sars Covid 19 , etc.) be fulfilled before the beginning of the works . Should the above rules and prescriptions are not satisfactorily and correctly fulfilled, the works on board cannot be started not carried out and the shipyard shall be not in any case considered responsible for delays, stand-by and/other consequences.

-For the waste and tank disposal it is not possible to call directly SEPOR company .

-The crew can exclusively do ordinary maintenance works which shall have to be co-ordinated with the dedicated Service P.M. Dangerous and risky works on board carried out by the crew are strictly prohibited.

-Extra works, supplies and services shall be quoted and their execution subject to a written confirmation. General services shall be delivered on board upon a request of the Captain and invoiced as per the attached price list.

-Vessel at sea: a waiver to recourse, as per the tenor of the draft transmitted by the Service Dept. shall have to be issued by the vessel's insurance company and transmitted prior the vessel arrival at the Sanlorenzo premises; the safety of the vessel shall under the exclusive responsibility of the Captain. While at quay the condition of the mooring shall have to be checked by the crew. It is a duty of the Captain to keep constantly monitorated the weather forecast and conditions , arrange for a reinforced mooring, organize watch on bridge and move the vessel away, if necessary.

-By the order of the Harbour Authority of the Port of La Spezia , it is strictly forbidden discharge at sea any liquid , including black, grey, ballast and pool waters. A possible attempt to discharge said waters at sea is a felony which shall be denounced to be Harbour Authority and to the Coast Guard;

-Vessel ashore: in the text of the waiver of recourse it must be indicated the hard standing period and shall have to be released to the shipyard before the hauling operation. The vessel must be as a light as possible, the liquids on board like black/grey/bilge water, sewage, pool

and technical water must be disposed off before the beginning of the hauling operation. Crew members are allowed to come back on board only when the vessel is ashore and all the safety operations are completed. Accommodation cost for the crew during the hauling/launching operation shall be at Owner's charge.

-Deliveries of goods , express couriers at the shipyard: **each parcel must carry clear and specific details of the vessel ( name/hull number/vessel name), surname and name of the receiver.** Each parcel must be already customs cleared. Sanlorenzo is not entitled to handle/manage custom clearance procedures for third parties. Sanlorenzo shall be considered in any case not responsible for losses, delays and/or any kind of damage. Possible cost deriving to re-direct the delivery shall be at Owner's charge.

-Recommendation: accessing the shipyard in transit to or from the vessel, it is highly recommended to hold closed shoes;

-**General prohibited behaviours**: smoke outside the permitted areas – jogging in the shipyard area – sit on the ground and stairs – enter & drive in the shipyard with cycles, el. scooters, electric kick scooters – etc…. – nether in the sheds or any other production areas not assigned to the vessel – take pictures and videos – eat outside of the canteen – fishing – arrange for party and/or BBQ in any shipyard areas, even during holiday or non working day – scream ,shouting and to have unseembly behaviour - drunk persons or under effect of drug or narcotic substances shall not allowed to enterin the shipyard.

Enclosed: information for yachts at Sanlorenzo quays for Service - Price list for afloat & ashore services.

Rev. 01-2023

**PREVENTIVE AND PROTECTIVE MEASURES FOR ELIMINATING HZARDS ATTRIBUTABLE TO INTERFERENCE**

POTENTIAL HAZARDS Transit areas/Workspaces

POTENTIAL HAZARDS AND MEASURES:

-Collision with moving vehicles in the yard and/or near the berths :
Follow directions indicated on signs and painted on the ground. Pay attention to acoustic signals . Watch out for moving vehicles.

-Falling from high places during transit and/or work on temporary structures:
Do not step beyond the boundaries of areas near steep drops. Do not remove rails and handrails from temporary constructions and/or around the perimeter of the vessel.
If it is necessary to temporary remove railings, handrails or decking boards from temporary constructions, safety devices to protect against falling must be worn and hooked to the supports provided.

-Falling from high places in openings in the deck of the vessel: do not step beyond boundaries and do not remove railings near openings in the deck of the vessel.

-Falling/tripping over materials and/or equipment on transit routes . Pay attention to any materials and tools that may have been left along transit routes.
Provide workers with safety footwear with a puncture -proof sole and reinforced toe.

-Falling in the sea: Do not approach or transition the edge of the dock . Be informed of the Emergency Procedures for recovery of man overboard.
Always check where devices for climbing out and buoyancy aids are positioned.

-Suspended loads falling from high places near the vessel: Do not walk and/or stand under suspended loads. Pay attention to acoustic signals from lifting and transport equipment.

-Blows due to movement and/or work performed in narrow spaces on board the vessel: Pay attention when walking in narrow places in the hardstanding area.Wear suitable work clothes (tear-proof overalls with long sleeves and trousers, safety footwear with a puncture-proof sole and reinforced toe) . Do not work in narrow spaces without the assistance of another worker.

-Expose the noise from 80-85 dbA :Provide workers with hearing protection .

-Electrical hazard due to the presence of temporary electrical installations: Do not remove protective cable sheathings. Drive at low speed . Check wires in temporary electrical installations for wear, especially when working in narrow places or in the presence of moisture.

-Fire risk: Open flames are prohibited, as is the carrying out of hot works without specific authorization. Smoking is forbidden . Obtain information on mergency and evacuation procedures before starting work and always check the location of escape routes.

-Minimum Personal Protection Equipment required for entering the shipyard : Safety footwear (with a puncture -proof sole and reinforced toe) helmet.

Permesso per l'effettuazione dei lavori a caldo

**HOT WORKS AUTHORIZATION** n° from

Vessel N°

SL Service Manager

Work made by

Supplier

| | |
|---|---|
| **Work area** (indicate work area) | |
| **Description of activities:** | |
| the work area has to be delmited | **[ ]YES [ ] NO** |
| All the combustible materials are to be placed at a safe distance | **[ ]YES [ ] NO** |
| Accessories, combustible materials and wooden parts are to be protected by fireproof covers | **[ ]YES [ ] NO** |
| Fireproof covers have to be placed so to avoid sparks | **[ ]YES [ ] NO** |
| The work area have to be placed the following toys:<br>- powder fire extinguisher<br>- CO2 extinguisher<br>- hydrant | **T** |
| Suitable suction for smoke produced by the activity | **[ ]YES [ ] NO** |
| The supplier responsible of the hot works has to control all the area before the beginning of the works so be sure that all is in safety | **[ ]YES [ ] NO** |
| A survey representative of the supplier has to be present during all the work period in case of emergency | **[ ]YES [ ] NO** |
| The interesseted area has to be controlled by an operator for the anti fire activites. | **[ ]YES [ ] NO** |
| The service manager has to control that there won't be any other interfering activity | **[ ]YES [ ] NO** |

**The work activity is authorized binding on full compliance with the previously indicated rules.**

beginning date End of the work

work start time work end time

Signature of the Supplier

Signature of SL service manager

* Per le attività continuative di più giorni, Responsabile Lavori Fornitore Esterno e/o Responsabile Sanlorenzo garantiranno il mantenimento delle condizioni di sicurezza sopradescritte

**END OF THE ACTIVITY**

Beginning date

End date of the activity

Sanlorenzo Service Manager