


# **OCCUPATIONAL SAFETY AND HEALTH TRAINING FOR DRIVERS OF EXTERNAL TRUCKS IN THE PREMISES CONTAINER TERMINAL CSCT**

 DP WORLD	Constanta South Container Terminal	
Controlled: <b>Operations Department</b>		Approved: Operations Department
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Procedure No.: <b>OPS-PO-GATE-01</b>	Name of the procedure: <b>OSH TRAINING FOR DRIVERS OF EXTERNAL TRUCKS INSIDE THE CSCT CONTAINER TERMINAL</b>	

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### 1. Parking of external trucks

External trucks can be stationed in the specially arranged parking lot in the south side of the CFS building, for the time needed to issue the documents for loading - unloading containers. The access, transit and exit of the trucks from the parking lot is done only in a one way direction, respecting the road signs and markings.



When there is an appointment of the truck's entry into the Terminal, (via VBS system) and the reservation is not activated at the first barrier of the access system, the truck will advance beyond the barrier in lane three (left) and will enter the VBS parking area. In this area there are 24 parking spaces available, parking of trucks is allowed for a time interval of 30 minutes, exceeding this time will be sanctioned with the suspension of access to the terminal for a period of 15 days.



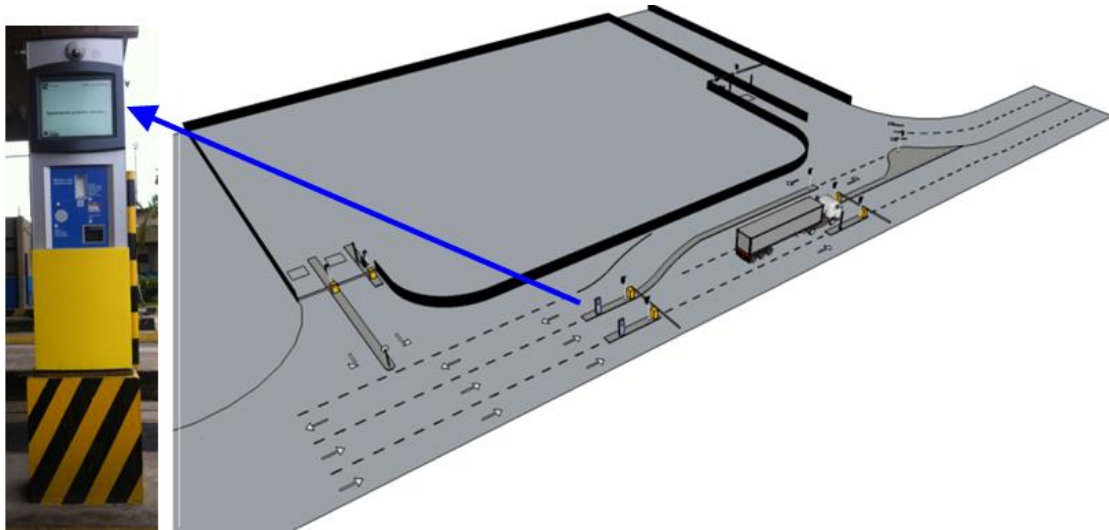
The access, transit and exit of the trucks from the VBS parking area is made only in a one-way direction, respecting the traffic lights, signs and road markings. For details of the Terminal Access (VBS), please refer to Chapter 3 below.

It is strictly forbidden to park on the access road to the Terminal, in the vicinity of the intersections on this road, as well as on the access ways inside the VBS parking area and the parking lot, because traffic jams and disruptions may occur, with the risk of serious accidents.

## 2. Terminal Access Reservation System (VBS)

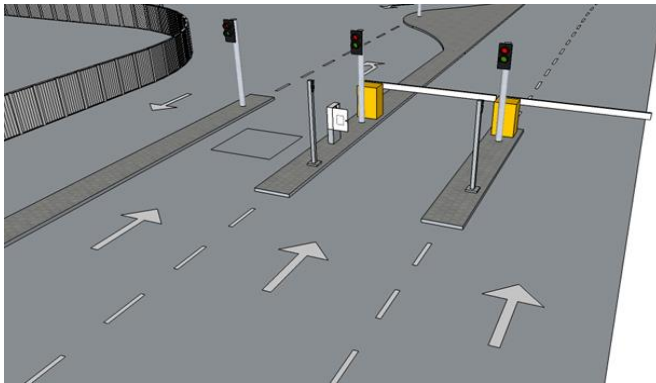
The access reservation system in the Terminal (originally "Vehicle Booking System" or VBS) is a system developed by CSCT that regulates the circulation and access to the area adjacent to the Terminal of specialized trucks for container transport.

The access of the trucks to the Main Gate of the Terminal is possible only by using a four - or five-digit PIN code (the unique registration code of the operation for which the truck was booked to enter the Terminal). The PIN code is manually entered by the truck driver at the touch-screen monitors /keyboards of the access validation devices.



There are two possible situations:

- the PIN code is valid, in which case the barrier opens, the truck advances to the next barrier and, after re-entering the PIN code and opening the barrier, continues to the Main Gate,
- the PIN code is invalid / incorrect / non-existent, in any of these situations, after opening the barrier, the driver will redirect the truck on the third lane (left), to the VBS parking area; an automatic instruction message to this effect will appear on the device monitor; the driver can request further instructions using the intercom installation attached to the touch screen monitor.

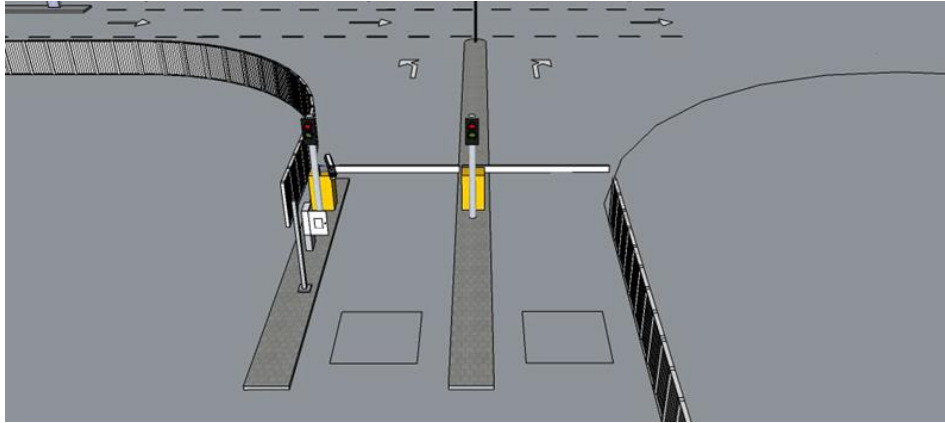


The access separation point to the Main Gate and to the VBS stationary area

**If there is no PIN code, the truck will transit the VBS parking area and leaving the area adjacent to the Terminal.**

**If there is a PIN code, but it is incorrect or invalid (due to human error or incomplete documentation), the truck can stay in the VBS area for a maximum of 30 minutes, during which time the driver:**

- **solves the situation** together with the forwarding agent / CSCT Document Office, in which case he will leave with the truck the VBS parking area using the lane on the left side of the exit; to open the barrier, the driver enters the correct / valid PIN code on the keyboard and resumes the entry flow to the Main Terminal Gate
- **cannot solve the situation** within the 30 minutes allowed for parking, in which case **he will leave the parking area with the truck VBS the barrier on this lane opens automatically and the truck moves out of the Terminal access area.**



Exit point from VBS area:

- ➔ left to the Main Gate
- ➔ to the right outside the access

Access in the VBS area, transit, parking and exit of the trucks from this area are strictly regulated and permanently monitored by video. The safety, direction and fluency of the car and pedestrian traffic through this area is achieved by the system of barriers - traffic lights, by control / recording devices related to the VBS system and by road signs located in the area. Violation by traffic participants of existing regulations and failure to follow instructions will be sanctioned according to the chapter "Sanctions".

The accidental or intentional damage of the system elements will result additionally , in addition to sanctioning the person who is guilty of committing this act, with the suspension of the right of access of the truck in question to the area adjacent to the Terminal until full payment of the value of the damaged elements of the system. The same sanctions will be applied in case of damage to the system of barriers from the main access gate to the terminal.

### 3. Pedestrian access areas in terminal

In container terminals, pedestrians have been involved in a significant proportion of fatal accidents and high-risk incidents. In order to control the risks associated with the interaction between pedestrians and mobile terminal equipment (cranes, forklifts, trucks and other vehicles), the following measures have been taken:

- Identify and manage hazards and risks appropriately.
- Minimising the interaction between pedestrians and mobile equipment.

Pedestrian movement inside the Terminal and in the access area is **strictly forbidden**, except for the areas presented below, where the movement of pedestrians is strictly regulated.

The areas where access for external truck drivers is allowed are:

- The pedestrian access ways inside the VBS parking area, delimited and marked for this purpose
- Inspection areas / pin-unpin entry and exit in the vicinity of the Main Gate
- Pedestrian access path between the unlocking/hammer lock area on the entrance side and the Main Gate building.

#### **It is strictly forbidden:**

- getting out of the cabin and walking between VBS barriers area and the terminal gates
- getting out of the cab and pedestrian movement between the area of the STOP signs located before the car entrance through the Main Gate and the area of the inspection platforms at the Main Gate,
- Getting out from the cabin and the pedestrian movement of external truck drivers within the perimeter of the inspection bay area at the Terminal Main Gate,

- Pedestrian movement between the trailer hammer (twistlocker)/platform unlocking/locking area on the outbound direction and the inspection platform area at the Main Gate,
- access to the buildings and premises where the CSCT staff work which are marked with a sign prohibiting without authorization access
- climbing the access gangway for inspection persons at the Main Gate



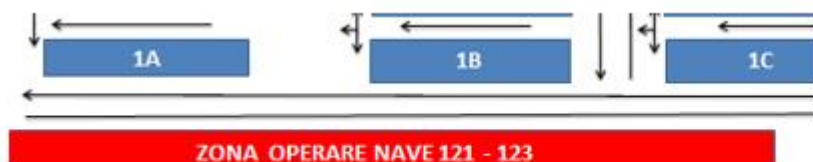
Access forbidden to unauthorized persons on the access bridge peroane Main Gate



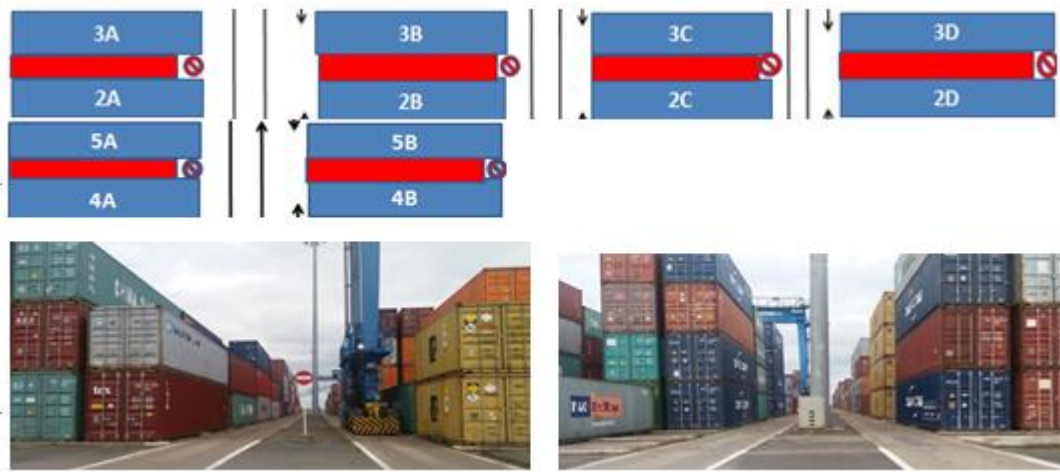
The access forbidden to unauthorized persons in the perimeter of the Main Gate platforms area; it is forbidden to move the pedestrian between the VBS barriers area and the access gates to

## 4. Areas where external trucks are not allowed in the Terminal

### 4.1 Ship Operating Area (berths 121 → 125)



### 4.2 The Terminal Crane Runway (between Storage Lines 2-3 and 4-5)



**4.3 The road delimited by block 1D and CSCT WORKSHOP.** In this area, there are washing/maintenance activities for CSCT equipment. **Pedestrian and car access is exclusively for CSCT staff.**



**4.4 CscT Trucks Parking Area** (delimited by Line 10 E+ D and West Terminal fence). In this area are parked the equipment belonging to CSCT. **Pedestrian and AUTO access is intended exclusively for CSCT staff.**



**4.5 Container inspection areas.** There are those areas where container inspection activities are carried out by CSCT staff. The entrances to such areas are blocked by

containers / reflective cones and indicator "HUMAN IN STACK" according to the image below.



- 4.6 Rail area.** It is that area where the operations of pin / un-pin containers of / on wagons are predominantly carried out. In the RAIL area, the access of external trucks is allowed **ONLY** when they have instructions in this regard. Pedestrian traffic in the RAIL area is allowed **ONLY** to CSCT employees, **in the area delimited by barricades and between the lines.** To avoid any danger, please adapt the speed of the truck!

## **5. Areas for inspection and unblocking - locking of hammers from the trailer / car platform (Pin-unpin Station)**

On the inside of the Main Gate of the Terminal there are **two areas for inspection / unlocking / blocking of twistlocker / platform and two waiting areas:**

- Inspection area / pin-unpin entrances and adjacent waiting area
- Inspection area / pin-unpin exits and adjacent waiting area



The speed limit in the inspection and waiting areas is 5 Km/h.

In front of the inspection areas is positioned an indicator sign "LOCKING AREA – UNLOCKING AND ADJUSTING TRAILERS"

In front of the waiting areas is placed an indicator that prohibits external trucks from exceeding the waiting area, when the inspection area / pin-unpin is occupied.

**ATTENTION! In the waiting area DO NOT LEAVE THE TRUCK!**





**The inspection/pin-unpin entry** area is made up of three parking places, bounded by barricades. The following activities are allowed in this area:

- Pedestrian traffic
- External inspection of the container
- Seal check
- Opening and changing the position of the nails on the platform/trailer
- Changing trailer length
- Waiting for container release

This area is strictly dedicated to trucks entering the terminal for unloading or to load containers for which it is necessary to change the position of the nails on the trailer, the length of the trailers, the release/nomination of containers from specific destination areas of the terminal (e.g. empty container inspection areas, temporarily closed or restricted access areas).

In the vicinity of the inspection area / pin-unpin entry area, at a distance of 20 meters before it, is the waiting area, which is designed to allow external trucks to park while the inspection area is occupied. In this area drivers are not allowed to leave the cabs.

Pedestrian traffic between the inspection area/pin-unpin entrances and the Main Gate is only on the pedestrian pathway laid out on the green space, shown in orange in the image above.

**The inspection/pin-unpin exits** area consists of three parking places, bounded by barricades. The following activities are allowed in this area:

- Pedestrian traffic - only on the lane where the truck is parked, it is forbidden to leave the occupied lane due to the risk of accidents.
- External inspection of the container
- Seals check
- Closing the nails of the platform/trailer

This area is strictly dedicated to trucks leaving the terminal after checking in.



If the truck driver has a problem that can only be solved by the CSCT staff servicing the Main Gate booths, he will drive the truck to the inspection area/entrance pin-unpin, stop the truck in this area and walk to the Main Gate on the specially arranged access road.

**ATTENTION!** For any problem or information please ask for assistance at the CSCT office located on the ground floor of the Main Gate building.

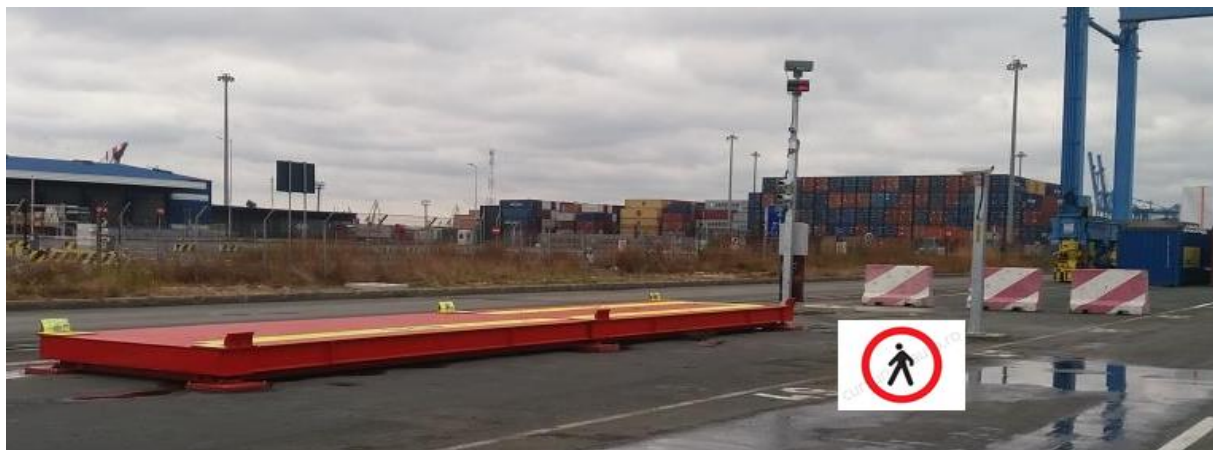
The dimensions of each place inside the inspection areas / pin-unpin allow the stationing of a single truck (length 15 meters, width 5 meters).

Opening the container doors for interior checks, the driver's access to the container and leaning the container are forbidden inside the terminal.

## 6. Weighing in Terminal

In the terminal there are 3 weighing machines located in the following areas:

- a) Automatic Platform weighbridge - CFR South area. The truck will be positioned parallel to the platform; the container will be unloaded from the trailer by the RMG crane and positioned on the scale. After weighing, the container will be loaded on the trailer and the truck can move to the stack for unloading (in case of weighing Export containers) or to the Main Gate exit (in case of weighing Import containers).



- b) Scale Automatic Platform – zone 1C. The truck will be positioned parallel to the platform; the container will be unloaded from the RTG crane trailer and will be positioned on the scale. After weighing, the container will be loaded on the trailer, and the truck can move to the unloading stack (in case of weighing the Export containers) or to the exit of the Main Gate (in the case of weighing the Import containers).



- c) Tipper type scale - Main Gate → Control Tower road. Depending on the category of the container to be weighed the following action will be taken:
- Container Export: after the transaction at the Main Gate, the truck will move to the main road and stop on the platform in front of the weighbridge; it will position itself on the weighbridge when instructed by the operator. After weighing, the truck will move to the unloading stack. After unloading the container in the stack, it will move to the main road and stop on the platform in front of the weighbridge; it will position itself on the weighbridge when it will receive instructions from the operator to check the truck's weight and issue the weighbridge note. The driver is forbidden to get out of the cab during the weighing process.
  - Container Import: after the transaction at the Main Gate, the truck will move on the main road and will stop on the platform in front of the weighbridge; it will position itself on the weighbridge when it will receive instructions from the operator for the Truck TARA. After weighing, the truck will move to the stack for loading. After loading the container from the stack, it will move onto the main road and stop on the platform in front of the weighbridge; it will position itself on the weighbridge when it will receive instructions from the operator for weighing the truck plus container and issuing the weighing slip. The driver is forbidden to get out of the cab during the weighing process.



At the entrance to the Terminal, the driver of the truck will be instructed by the Gate Operator at which out of the 3 scales he will perform the weighing only if in the Loading / Unloading Order issued by the Container Line Agent this is requested.

## 7. Loading-unloading of full refrigerated containers

Drivers of trucks entering the terminal for unloading/loading of full reefer containers must present themselves personally at the Documentation Office to obtain permission to enter the terminal.

The truck driver will wait at the Documentation Office to obtain permission for the truck to enter the terminal.

From the moment of receiving the access permit from the Documentation Office, the driver must reach the VBS barrier within 15 minutes. Exceeding the 15-minute time limit for the truck to reach the Main Gate will result in the cancellation of the permission to enter the terminal. In this situation, the truck must return to a parking area outside the CSCT access perimeter and the driver must report to the Documentation Office to resume the process of obtaining access permission.

It is forbidden for the respective trucks to enter the access area or the VBS parking area before the drivers present themselves at the Documentation Office to obtain permission to enter the terminal. Failure to comply with this regulation will be sanctioned with a warning to the driver, and the repetition of this practice will lead to the suspension of the driver's right of access for a period of 15 days.

## **8. Loading-unloading the full platform / OT containers and the oversized expeditions that are containerized / decontainerized inside the Terminal**

Access for trucks loaded with full flat-bed containers, full OT oversize containers (OOG) and agabotage shipments arriving at the Terminal for unloading is exclusively through the access point located on the west side of the CSCT CFS inspection ramp, hereinafter referred to as CFS - J access point.



Route to follow for arrival access point CFS – J.

Upon arrival of the loaded vehicle at the CFS South parking lot, the driver presents himself at the Documentation office, the driver receives the access permit for unloading the OOG container and a BAT. The driver goes to the truck and drives to the access point CFS - J.

Access of the truck to the Terminal is allowed only after physical inspection by designated CSCT staff. If it is found that the lashing is improper, the load is damaged or the data on the unloading permit does not match, the truck driver will be instructed to move the truck out of the access area until the problems are resolved, to avoid crowding the point and blocking access for other trucks.

After checking the consignment and documents, the designated DP World Constanta staff will inform the driver of the unloading position in the terminal and will organize the escort and the movement of the truck to that position.

**Attention!** In this situation:

- The driver of the truck must have on him when entering the Terminal a protective helmet, reflective vest, protective footwear, equipment that fully covers his lower limbs, in case he is required to get out of the cab in the storage area to participate in the operation;
- The movement of the truck loaded with such a consignment within the Terminal premises is only made with its escort between the CFS - J access point and the operation area;

After unloading, the vehicle moves unaccompanied to the Main Gate to leave the Terminal.

For the loading on the trucks of the containers full of platform type, of the full containers of OT type with overshoot of gauge (OOG) and of the oversized expeditions, the driver first presents himself at the Documentation office where he receives a loading permit and a BAT and then enters the terminal also through CFS – J, and the exit is also made through the access point CFS – J.

The truck moves to the indicated position and loads the container / agabotage cargo under the supervision of designated CSCT personnel.

After loading, the truck will move only accompanied to the CFS - J access point, where the visual check of the container / load / lashing is performed by the Ops. Supervisor and the formalities for the release of the container are completed.

In the event that it is found that the stowage is improper, the cargo is damaged or there is another reason why the shipment cannot leave the Terminal, the designated CSCT staff will inform the driver of the unloading position in the Terminal, will organize the escort and movement of the truck to that position and will assist in unloading the container. After unloading, the truck will move unaccompanied to the Main Gate.

## **9. BAT number (identification number of transactions in the Terminal)**

The BAT number is a double-sided document:

- on the front of the document is recorded the identification number of the transaction in the Terminal for the loading or unloading operation, which must be shown by the driver to the operator of the crane / empty container handling machine
- on the reverse side are written the general rules to be observed by truck drivers in the CSCT premises and a sketch of the Terminal for the orientation of external drivers in the Terminal premises.

### **GENERAL RULES**

1. The port facility managed by CSCT is an objective covered by OUG 80/2003.
2. Unauthorised access to the restricted areas of the CSCT constitutes a breach of security and contravenes the provisions of the ISPS Code.
3. Parking/parking/parking of vehicles on the car access roads or in the perimeter of the intersections in the access area and in the terminal is strictly prohibited.
4. It is forbidden to consume or enter the Terminal premises under the influence of alcoholic beverages or drugs.
5. Obligation to use the headlight and the beacon (if available in the vehicle).
6. In the cab of the vehicle it is strictly forbidden the presence of attendants near the driver.
7. It is strictly forbidden to photograph CSCT equipment and containers without the approval of the CSCT management.

8. It is compulsory for drivers to wear reflective vests, protective shoes, hard hats and equipment completely covering the lower limbs in the access areas and the Terminal premises. **It is forbidden to wear beach shoes, slippers or shorts!**
9. Pedestrian movement within the operational areas of the Terminal is strictly prohibited.
10. **Do not get off the cabin** in the container storage areas! You can get off only in the inspection areas / pin-unpin in the vicinity of the Main Gate and in the VBS parking area, areas where the pedestrian movement is made only on the access ways specially arranged and marked
11. Drive respecting the maximum speed limit in the Terminal (30 km/h), traffic signs and road markings and csct staff indications, radars are installed in the terminal that permanently check the speed with which they are circulated.
12. While driving inside the Terminal it is strictly forbidden to use the mobile phone
13. Do not pass under containers or suspended loads and do not be stationed on the cranes' roadway.
14. In the container storage area, priority is given to equipment and vehicles belonging to CSCT when moving from one area to another.
15. Do not dispose of household waste and rubbish of any kind in the Terminal!
16. Vehicles entering the Terminal must meet the minimum technical requirements, have a valid Third Party Motor Insurance (RCA) and a valid ITP.
17. In case of accident/incident contact the Operations Shift Manager (0728.180.069) or the Security Dispatcher (0241.700.295).
18. The acceptance for compliance with the above regulations, the instructions received from the CSCT staff and the rules established by the communicated training documents is the condition for having access to the Terminal. Failure to comply with these regulations may lead to the restriction of the right of access to the Terminal of the respective person for a period of time or of the vehicle, until the resolution of the cause that determined the restriction.
19. Acts of threat and aggression, as well as insulting the CSCT staff and security agents will lead to the total prohibition of access to the Terminal and taking legal measures against the persons involved.  
The security company has the right to physically check persons, personal luggage, vehicles, goods, materials, equipment and tools transported in these vehicles, both when entering and leaving the Terminal. The purpose of the control is to prevent the introduction/discharge into/from the Terminal of weapons, incendiary materials, explosives, prohibited/dangerous substances, money, drugs, contraband materials.
20. We inform you that the Terminal has an extensive network of video cameras, capable of monitoring all persons inside the Terminal and in the access areas.

## **10. Occupational Safety and Health Rules at CSCT**

- Unlocking/locking the container securing devices on the truck bed/trailer is the sole responsibility of the truck driver. These operations will be carried out exclusively inside the two inspection / pin-pinning areas set up in the vicinity of the Main Gate.
- Inside the Terminal you are obliged to use the meeting lights (short phase) both while moving and stationary.
- In the container storage area do not pass by truck under suspended containers / loads.
- When loading/unloading containers in the empty container storage areas (areas J, E and K) handled by forklift, the truck will be positioned at least one container (either 20' or 40') apart, depending

on the configuration of the container storage stacks) from the slot for which it has received the work instruction and will wait for the forklift to position itself in the handling position (either unloading or loading onto the truck), out of the stack, and only then will the truck position itself for container pickup or unloading. If the truck driver has to load/unload a container near the end of the stack (e.g. 4J 02/04) the driver will wait with the truck at the entrance to the stack.

- When loading/unloading containers in the storage areas full containers (beams), handled by terminal crane, the truck will position itself at least one container (either 20' or 40', depending on the configuration of the container storage stacks) away from the slot for which it has received the work instruction. When unloading it will wait for the crane to position itself in the container stack, and when loading it will wait until the container to be picked up is in the crane spreader.
- The safety distance between trucks waiting in the stack for unloading/loading is 6 meters.
- Do not park on the crane runway or terminal access roads.
- Make sure that the spreader of the crane or forklift has been completely uncoupled from the container being loaded, that the spreader-container assembly on unloading has moved out of the travel range of the truck before it is put into motion.
- It is forbidden to move the truck backwards in the Terminal premises, in the VBS parking area and in the inspection/pin-unpin areas. If you have not positioned your truck correctly, move it forward out of the respective storage block or parking area and return the truck to the correct position.
- Mobile phone use during travel and smoking are prohibited inside the Terminal.

## 10.1 Seatbelt

Inside the CSCT Container Terminal, it is mandatory for the drivers of the external trucks to wear a seat belt, as long as the truck is in motion. It is not allowed to enter the terminal for trucks that do NOT have a seat belt with a minimum fastening system of 3 points!

## 10.2 Speed limit in Terminal. Giving priority.

Inside the CSCT Container Terminal, the maximum speed limit is **30 km/h**.

The maximum speed limit is **5 Km/h** in the following areas:

- in the access / exit area (area equipped with barriers and traffic lights) and in the VBS stationary area
- at the entrance to the inspection platforms from the Main Gate
- at the entrance to / exit from the inspection / pin-unpin and waiting areas located near the Main Gate

When approaching the roundabout, the speed of the loaded lorry should be reduced to 5 km/h, as the platform/trailer has open nails.

The driving speed will be adapted according to the traffic conditions as the load is not secured by bolts.

In the container storage areas **of the Terminal**, the priority for the movement is given to the **equipment belonging to CSCT** - cranes on tyres.

On the **AN** stackheads, the maximum speed is **10 km/h**.

Several radars are located in the terminal to record the speed and photograph the trucks.

### 10.3 Traffic rules in the Terminal

It is mandatory to respect the markings, traffic signs and indications of CSCT staff. In the Terminal, the right of way rule applies at unsignalised intersections.

Road signs in the Terminal:

- a. **STOP** (sign mounted on the pole or inscribed on the roadway). The driver of a vehicle encountering this sign is obliged to stop in the place of maximum visibility, without passing the corner of the intersection, and to give priority to all vehicles traveling on the priority road
- b. **Yield**. The driver is obliged to reduce speed and make sure that there are no vehicles on the priority road, and only then can he enter the intersection. If there are other vehicles on the right of way, the driver is obliged to stop and give them priority.
- c. **Roundabout**. The driver is obliged to give priority to vehicles travelling inside the intersection.
- d. Access is denied.

### 10.4 Procedure for testing alcohol and drugs

Access under the influence of alcohol or prohibited substances, their consumption or introduction into the Terminal is strictly prohibited. CSCT is equipped with certified technical devices to detect alcohol in the breath or prohibited substances. These can be used for testing both employees, visitors and external truck drivers.

### 10.5 Emergency Situations

An Emergency Situation is an unplanned situation or event that by its nature may cause severe effects on Occupational Safety and Health, material assets (buildings, equipment) or the environment. An emergency may be due to a malfunctioning work process, a fire or a natural disaster.

If an alarm is triggered, you are obliged to drive your truck to the Main Gate following the road signs, markings and directions of CSCT staff. Once you arrive at the Main Gate, follow the instructions given by one of the CSCT staff (**do not get off the truck**). In case you do not hear the alarm, follow the instructions given by the Terminal Emergency Coordinator. For further information please call 0728.180.169 or 0241.700.295.

### 10.6 Occupational safety and health training, periodic checks for external truck drivers

This Instruction is made available to all Transport Companies serving customers of the CSCT Container Terminal. External truck drivers are allowed access to the CSCT Terminal if they have completed the "Knowledge Check Test for External Truck Drivers" and answered 10/10 questions correctly. The test is held at the Documentation office in the presence of a CSCT representative and is valid for 12 months, and the truck driver is obliged to present his driving licence and identity card at the counter. Participants who have been classified as "Failed" after the test can take the re-evaluation in minimum 24 hours after the first examination. After the test, you will receive an access pass as shown in the model below, which must always be presented when entering the terminal. If a ban is received, the access pass will be withdrawn and after the expiry of the period a new test with 15 questions will have to be taken and a new access pass will be issued.



**PERMIS INTRARE AUTO**  
**Seria DPW Nr.8001**

Nume si prenume: .....

C.I.: .....

Compania: .....

Data eliberare: ..... Data expirare: **31.12.2018**



## 11 Terminal traffic monitoring

The traffic of vehicles and people in the Terminal is monitored by:

- a. Shift Manager Operations
- b. Yard Foreman
- c. Security Patrol
- d. Radar
- e. Other persons whose job duties include this activity

## 12 Minimum technical conditions for accepting trucks in the Terminal

The minimum safety technical conditions for the vehicles that require access to the terminal are:

- Valid roadworthiness test(ITP);
- All container securing devices (nails) on the trailer must be functional;
- A minimum of 2 container securing devices at the rear of the trailer are required for "swan neck" type trailers; for each missing device.
- Access to the Terminal is not allowed for non-specialized platforms/trailers (without lashing devices/nails) and shutter trailers; exception are trailers with sunken surface, specialized for agabaritic shipments, which must be equipped with special elements and equipment for lashing and securing containers or transported goods;
- Trailers must be clean and have a flat surface aligned horizontally and transversely with the running surface; trailers with structural defects will not be accepted for terminal operation;
- Tires must be in good working order, with no cuts or obvious signs of wear;
- The lighting system of the tractor/trailer head assembly must be fully functional at both ends;
- The audible warning system (horn) must be functional;
- All vehicles entering the terminal must comply with the technical conditions specified in the Road Code and the Romanian Road Authority regulations.
- Vehicles found to be non-compliant according to the conditions listed above, during the inspection carried out at the entrance to the terminal, will have their access suspended until the problems are solved.

### **13 Sanctions for violation of traffic regulations, safety, health at work and rules of conduct**

In order to ensure compliance with traffic, safety, health and safety at work regulations and rules of conduct, the CSCT may apply a set of sanctions to external lorry drivers who are guilty of violating them.

The penalty is the suspension of the offender's access to the Terminal:

- **15 calendar days** for:
  - Failure to wear seat belts inside the terminal while the truck is in motion;
  - Exceeding the 30-minute parking interval in the VBS area;
  - Arriving by truck at the Main Gate to load/unload a full reefer container without obtaining permission from the Documentation Office after receiving a warning;
  - Failure to wear personal protective equipment in the access area, the VBS parking area, the perimeter of the Main Gate and inside the Terminal;
  - Failure to comply with instructions and directions given by CSCT staff;
  - Failure to respect the distance from the stack from/to which the transaction takes place;
  - Smoking in the cab of the truck and in forbidden places;
  - Dumping of waste or household refuse in the terminal premises, VBS area and in the vicinity of the Main Gate, in locations other than those properly signposted/marked;
  - **Parking the trailer of the truck without tractor head inside the CSCT parking lot in the area of CFS South;**
  - **Parking trucks in the CSCT parking lot in the CFS South area for more than two hours;**
  
- **30 calendar days** for:
  - Parking of trucks on the inner and outer access roads of the Terminal, on the inner taxiways of the parking areas and on the taxiway of the RTG cranes;
  - Failure to respect traffic priority rights within the Terminal premises ;
  - Failure to respect the meaning of signs, road markings ;
  - Parking with the truck in the intersections of the access area and the inner areas of the Terminal ;
  - Skidding at an intersection within the Terminal premises when an RTG crane is moving transversely or longitudinally through that intersection ;
  - Backward movement of the truck inside the Terminal, in the access area to the Main Gate and in the VBS influence area ;
  - Entering a storage area in a prohibited direction ;
  - Driving on the wrong way ;
  - Exceeding the maximum speed limit of the lorry ;
  - Unintentional damage, with delay of payment for damage caused due to carelessness in traffic, to infrastructure elements and elements of the traffic guidance, signaling and monitoring system ;
  - Repeating within a period of 12 calendar months an act punishable by suspension of the right of access for 15 days;
  
- **60 calendar days** for:
  - Aggressive behaviour in traffic
  - Aggressive attitude and use of inappropriate language towards CSCT staff

- Repetition within 12 calendar months of an offence punishable by suspension of access for 30 days
  - Driver getting out of the cab in operational areas and areas where pedestrian movement is prohibited
  - Pedestrian movement in areas where this is prohibited
- **For an indefinite period** in the following situations:
    - Obtaining a positive result in the driver's alcohol or drug test;
    - Providing false information for the purpose of obtaining benefits, falsifying documents, making false statements concerning the identity of persons and vehicles;
    - Intentionally damaging, breaking or vandalising infrastructure elements and elements of the traffic guidance, signaling and monitoring system;
    - Attempted fraud and bribery;
    - Theft and attempted theft of private property and property of a private owner;
    - Repetition of an act sanctioned with the suspension of the right of access for 60 days;
    - In the event of involvement in an accident / incident resulting in damage to property belonging to or in the custody of the CSCT, when it was caused by fault or intent of the driver, until full recovery of the value of the damage caused by the incident;
    - Identified as not complying with the minimum technical safety conditions, during the inspection carried out at the entrance to the terminal, until the respective problems are solved;
    - Whose identity documents, valid driving licence and according to the category of the vehicle driven cannot be presented, whose ITP validity has expired or whose proof of valid third party liability insurance cannot be provided, until the situation has been resolved;

After any type of offence, access to the terminal will be allowed only after a new test at the Documentation office, where all questions must be answered correctly.

## 14 Ukrainian language assistance

For drivers from Ukraine, who are going to enter the CSCT Terminal, we come to welcome them by telephone assistance with a Ukrainian speaker every day from Monday to Friday (08:00 - 16:00) at the phone number: +40724325259

## 15 Protection of personal data

CONSTANTA SOUTH CONTAINER TERMINAL Ltd. (DP World Constanta), representing a Data Controller (in accordance with EU Regulation 2016/679 on the protection of personal data), collects information about data subjects (including customers, contractors, subcontractors, suppliers, tenants, authorities, visitors, seafarers and others), by means of access cards and/or permits, CCTV (closed circuit video monitoring system) and access control systems for the purpose of ensuring security, safety and operational efficiency. These systems collect information about you. which constitute "personal data", such as name and surname, date and place of birth, personal numerical code, series and number of identity document (identity card, passport, driving licence, seaman's licence or other identity document or access card), photograph, signature, telephone number (private and company),

fax number, e-mail address, home and company address, blood group, vehicle registration number (including trailer or trailer registration number, if applicable), company name, function, CCTV security and access control system records, other information that is necessary for the conduct of business of CONSTANTA SOUTH CONTAINER TERMINAL Ltd. (DP World Constanta). The legal basis (ISPS Code, EC Regulation 725/2004, Law on the security of objectives, goods, values and protection of persons no.333/2003) as well as the pursuit of our legitimate interests (to maintain a safe and secure workplace, to monitor the efficiency and effectiveness of operations) underlie the processing of your personal data. CCTV footage is not normally retained for longer than 30 days unless it is required for an investigation. Access to the personal data mentioned above (including records generated by CCTV security and access control systems) is restricted to a limited number of authorised personnel. Information on the personal data of data subjects (mentioned above) is kept as long as we consider it necessary, in terms of operational efficiency, providing services to clients as well as legal requirements (provisions of the ISPS Code, EC Regulation 725/2004 and Law 333/2003).

1.2 Due to our legitimate interest, we have installed in our terminal a high-performance radar (speed scanner) that automatically records, taking a photo (of cars detected speeding over 30 km/h) and sending a message with attached photo to our authorized personnel. Based on this photo (showing the car's registration number), we can identify the driver's name and the company name. This personal data is kept for incident investigation purposes, access to this personal data is controlled and this personal data is not disclosed to unauthorised persons or companies. Records will be retained for investigative purposes for as long as we deem necessary.

1.3. It is in our legitimate interest to perform alcohol tests and/or drug tests from time to time on all persons inside the port facility administered by us, in order to prevent any incidents / accidents that may occur due to alcohol / drug use. Test results (including name, signature, position, company name, car registration number, serial and number of identity documents, alcohol test results, drug test results) are personal data, data that we will keep for incident investigation purposes. Access to these personal data is kept controlled, and these personal data are not disclosed to unauthorized persons or companies.

1.4. You have certain rights established by the General Regulation on the protection of personal data (EU2016/679), including the right to request access, rectification or deletion of the personal data we hold about you, as well as the right to object to and restrict the processing of your personal data. Personal. You can also file a complaint with the competent Supervisory Authority (for Romania this is the NATIONAL AUTHORITY FOR THE SUPERVISION OF PERSONAL DATA PROCESSING - ANSPDCP, [www.dataprotection.ro/](http://www.dataprotection.ro/), contact phone 0040318059211, 0040318059212). We may disclose personal data relating to you. to the Police, Coast Guard, Customs Authority, Romanian Naval Authority and other agencies if necessary. We will not use the data collected about you. for purposes other than those set out in this privacy notice.

1.5. We have appointed a Data Protection Officer (DPO) who can be contacted by email at for further information on our approach to privacy.

1.6. For more information on data protection personally, please scan (with your mobile phone) the adjacent barcode.

For this operation it is necessary to have installed (on your mobile phone yours) application "QR Scanner", application that can be downloaded free of charge.



## **14. The legal framework for drafting the instructions for Safety, Health at Work and Environmental Protection**

- Law on safety and health at work no.319/2006
- Methodological norms for the application of Law nr. 319/2006 approved by H.G. nr. 1425/2006
- GD no.1146/2006 on minimum safety and health requirements for the use of work equipment by workers
- Law nr. ANRE President's Order no. 49/2006 for the approval of GEO no.195/2002 on traffic on public roads
- Law nr. 484/2003 on the approval of Government Emergency Ordinance no. ANRE President's Order no. 80/2003 for the acceptance by Romania of the amendments to the annex to the International Convention for the Safety of Life at Sea, 1974, as amended, and of the International Code for the Security of Ships and Port Facilities, adopted at the Conference of the International Maritime Organization, in London, in the period 9-13 December 2002
- GD no. 248/2004 on the approval of the Methodological Norms for the implementation of the provisions of the International Code for the Security of Ships and Port Facilities - ISPS Code, accepted by Romania through the Government Emergency Ordinance no. ANRE President's Order no. 80/2003 for the acceptance by Romania of the amendments to the annex to the International Convention for the Safety of Life at Sea, 1974, as amended, and of the International Code for the Security of Ships and Port Facilities, adopted at the Conference of the International Maritime Organization, in London, in the period 9-13 December 2002
- Law nr. ANRE President's Order no. 333/2003 on the protection of objectives, goods, values and the protection of persons
- Regulation (EC) Regulation (EC) No 725/2004 of the European Parliament and of the Council on strengthening the security of ships and port facilities
- Law nr. ANRE President's Order no. 677/2001 for the protection of individuals with regard to the processing of personal data and the free movement of such data
- Law nr. 307/2006 on fire protection
- Law nr. 481/2004 on civil protection
- Law nr. 211/2011 on waste regime

## **15. Health, Safety at Work and Environmental Protection Policy**

DP World, a leader in international port and logistics operations, is committed to a policy of zero damage to people and the environment. In order to achieve this objective, we will ensure that the activities in our terminals will be carried out in a manner that:

Promotes a safe working environment by eliminating and/or preventing occupational diseases and injury to employees;

It protects the environment by reducing waste, minimizing the consumption of natural resources and eliminating and/or preventing pollution.

This policy has been established to ensure the safety of our employees and the protection of the environment, essential for the success and economic development of our organization.

### **Leadership:**

- Our commitment to occupational health, safety and environmental protection starts with the Board of Directors, which approves this policy and sets targets. The Board of Directors reviews the company's health, safety and environmental performance at each meeting.
- The CEO of DP World Group, as decided by the Board of Directors, will ensure the implementation and effectiveness of this policy.

- The DP World Group Chief Operating Officer (COO) has been delegated by the Chief Executive Officer (CEO) to coordinate the day-to-day health, safety and environmental activities of the DP World Group terminals. The COO is responsible for:
  - Allocating resources to ensure safe and healthy working conditions;
  - Appointing specialists to provide support to the management team in order to continuously improve health, safety and environmental performance;
  - Each employee, regardless of position, is responsible and accountable for compliance with this policy, DP World's operational standards, procedures and work instructions.

**Planning:**

- The health, safety at work and environmental protection management system, applicable to each terminal in the DP World group, will comply with the legal obligations in force. Where DP World's health, safety at work and environmental standards are more rigorous than legislative requirements, they will be respected as a matter of priority.
- The Global Occupational Health, Safety and Environmental Department will develop risk profiles to identify the hazards to which the terminals belonging to the group are or may be exposed. Using the hierarchy of risk control, this information will be used to meet occupational health, safety and environmental protection objectives and to establish risk prevention and mitigation measures.
- Using agreed consultation and communication mechanisms, DP World employees will be encouraged to participate in all occupational health, safety and environmental protection management systems.

**Support:**

- Information and obligations regarding the Global Health Policy, Occupational Safety and Environmental Protection will be presented to employees, visitors and service providers during specific training sessions.
- Global, regional and local reports will be distributed throughout the organization to communicate performance, progress towards zero incidents/accidents as well as areas that require corrective and preventive measures.

**Reporting process:**

- All health, occupational safety and environmental protection incidents will be reported, recorded and investigated in accordance with the DP World Incident Management Standard (DP World Incident Management Standard).
- Emergency response will be managed in accordance with the DP World standard – "Preparedness and Response Standard" (DP World Emergency Preparedness and Response Standard).

**Performance evaluation:**

- The implementation of the measures to reduce operational risks will be analyzed and monitored through the compliance programs "DP World Engagement Programs".
- The global, regional and local performance will be evaluated on a semi-annual basis by the Global Department of Health, Safety at Work and Environmental Protection of dp world group, the results to be presented annually by the Global Director of the department.

- The checks of the health, safety at work and environmental protection activities will be carried out according to the DP WORLD standard for the assessment of conformities and performances. The Global Director of the Department of Health, Safety at Work and Environmental Protection will report the results of the audits annually to the Board of Directors of the DP World Group.

**Perfecting:**

- Each employee, is responsible for the continuous improvement of the health, safety at work and environmental protection management systems, as well as for identifying any measures aimed at improving performance.

Administrator  
Constanta South Container TerminalConstanta South Container Terminal