

## PROCEDURE FOR ENTERING THE PORT OF TARRAGONA (SIT)

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For the purposes of the TPA's Haulier Identification System , (hereinafter SIT) haulage company drivers entering the port area can be included in one of the following two categories:

- Regular personnel
- Non-regular personnel

### REGULAR PERSONNEL:

Regular drivers are understood as those persons who in the course of their duties need to enter the port of Tarragona on a regular basis to carry out merchandise loading and unloading operations.

Subject to prior registration of the company application in the SIT, the TPA will issue identity cards to its regular drivers. 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, as well as to remove merchandise under the Paper-free Customs Clearance scheme.

Steps to follow:

- 1) Application for company registration: the company will enter the SIT section of the website [www.porttarragona.cat](http://www.porttarragona.cat) 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 require the company to provide relevant documentation, including the company deeds, deeds of notarial powers and the Identity Card/Passport of the person granting the power of attorney. 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 applicant company's data has been validated, the TPA will issue it with a website access code and password to allow it to register its drivers.
- 3) Driver registration: the company will access its SIT 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 driver comes to the Accreditations Centre, the TPA will compare the registered personal data with their original Identity Card/Passport and will request their driving license, special transport authorizations 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.

The port police will allow access to drivers with an appointment after scanning their Identification Card/Passport.

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

#### **NON-REGULAR PERSONNEL:**

Non-regular drivers are understood to be those who may need to enter the port of Tarragona from time to time (maximum 3 times/ month) in order to carry out unloading or loading operations of merchandise with a maritime destination or origin.

Steps to follow:

- 1) When the driver wishes to enter the port area, they will be required by the Port Police at the entrance control to show their Identity Card/Passport, after which they will be directed to the Accreditations Centre.
- 2) Application for a temporary authorization: at the Accreditations Centre, the driver will be required to show their Identity Card/Passport and the order for the operation they have to carry out (bill of lading, delivery order, etc.).
- 3) Validation of the application for access: the TPA will check the provided information and if everything is in order it will issue a temporary authorization (valid for a single entry/exit operation).
- 4) Exit control: the driver must use the provisional authorization at the port area exit control.

If this procedure is carried out several times (maximum 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).