1.0 Procedure for the compilation of the annual berthing plan

1.1 During the year, agents will send their berthing requests by email. The document is to include the following details:

1. Name of the vessel
2. The Cruise Line company
3. Date of arrival
4. Expected Time of Arrival (ETA)
5. Expected Time of Sailing (ETS)
6. Type of Operation (Transit/Turnaround)
7. Expected number of passengers according to operation.
8. Ship’s data (length and draft)

1.2 The above information is to be sent via email the following addresses:

- mauropatuzzi@romacruiseterminal.com
- rctops@romacruiseterminal.com

1.3 RCT will confirm a berth within 48 hours from the receipt of the above information.

1.4 Once confirmed the call is inserted in the Annual Berthing Plan.

1.5 On Friday, the updated annual berthing plans shall be circulated to the following:

- johnportelli@romacruiseterminal.com
- marcoderrico@romacruiseterminal.com
- mauropatuzzi@romacruiseterminal.com
- pietroleoni@romacruiseterminal.com
- cristinacarapellese@romacruiseterminal.com
- rctops@romacruiseterminal.com

1.6 The Annual Berthing Plan will be sent to the cruise line companies (port operations department) and to their agents as follows:

- February (11 months before the start of the season) - the first version
- June (6 months before the start of the season) - second version
- In November, RCT will issue the definite version that would have been submitted to the Port Authority
1.7 During the year, RCT will meet the cruise line operators and their agents to verify the data inserted in the berthing plan.

1.8 In December, the final version will be posted on RCT’s website ((www.romacruiseterminal.com).

1.9 When assigning berths, as far as practicable, RCT will adopt the following policy:

- Ships on transit calls will be assigned to quays 10, 11, 12V, 13S and 13N
- The size of the ship will determine the berth allocated to the ship
- If on the day of the call there are no turnaround calls, ships on transit calls may also be assigned to quays 12 B South, 12 B North and 25 S, subject to requirements.
- Ships on turnaround calls will be assigned to quays 10 (from May to October), 12 B South, 12 B North and 25 South.
- The allocation of the quay is determined by the size of the ship and the number of turnaround passengers and luggage.
- RCT will also consider specific requests for quays if the request can be accommodated.
- Cruise lines are encouraged to submit their berthing requests at least twelve months in advance, to enable RCT issue the first version of the berthing plan in February of each year. Any subsequent request will be confirmed and then featured in the second version of the berthing plan. In the event of the unavailability of a berth, RCT will immediately inform the line and work with the line to find a suitable solution.

2.0 Weekly Berthing Programme

2.1 A berthing meeting is held each Wednesday to finalise the berth allocation for the cruise lines calling that week.

2.2 At the end of the meeting, Roma Cruise Terminal will send the weekly berthing plan to the agents.

2.3 At least 48 hours before the arrival of the vessel, the agents are to send the following form:

Roma Cruise Terminal For the attention of:

Civitavecchia

Subject:

Name:

Date:

With reference to the below mentioned call, we wish to inform you as follows:
E.T.A/E.T.D

Quay

Type of Operation (Transit/Turnaround)

For transit operations:

Number of passengers

For turnaround operations:

Itinerary (EU/Non-EU)

Terminal Requirements

Number of Luggage to be unloaded

Start of unloading of luggage

Start of Disembarcation of passengers

Number of luggage to be loaded

Start of loading of luggage

Start of hand-held luggage

Start of Embarcation of passengers

X-Ray Machines

X-Ray Machines handheld luggage & passengers

Use of Check-In Desks

Supplies

2.4   The document is to include all the required information.

2.5   RCT will order security, police, shuttle buses and porters on the basis of the request received.

3.0   General Procedures for the disembarkation of passengers

3.1   On the day of the call, RCT personnel will carry out a final check of the terminal and the quays. During the berthing manoeuvres the pilots will be informed about the positioning of the ships (position of ship doors and gangways to ensure a smooth operation.
3.2 Prior to the berthing of the ship, the tour busses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.

3.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.

3.4 Once the quays are considered secure, passengers in transit and those with a booked excursion will be allowed to disembark.

4.0 General Procedures for the embarcation of transit passengers

4.1 About an hour before the ship’s departure, passengers in transit and those returning from an excursion will return to embark. To be allowed entry to the terminal they have to show the boarding card.

4.2 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring, the quays and the terminals will be returned to the state they were prior to the ship’s arrival. The (passenger cords) will be removed and the terminals cleaned.
5.0 General Procedures for the disembarkation of turnaround passengers

5.1 On the morning of the call, RCT personnel will carry out an inspection of the quays and the terminal. During berthing, pilots will be informed of the berth assigned for the ship (position of the ship doors and the gangway) to ensure a smooth operation.

5.2 Prior to the berthing of the ship, the tour busses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.

5.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.

5.4 Once the quays are considered secure and the ship baggage doors are opened, the porters will start unloading the luggage, which process and means will vary from ship to ship (trolley, cages, conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and carried to the terminal where the luggage will be placed in a file and segregated according to colour and numbers, as used by the crew during disembarkation.

5.5 Once all the luggage is placed in the terminal, passengers will start to disembark. Hostesses and stewards from the Ground Handling Agency will be present to provide assistance to the passengers. Porters will also be available with trolleys to assist passengers to take their luggage and carry them to their transport.

6.0 General Procedure for the embarkation of turnaround passengers

6.1 Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers and the hostesses and stewards place the crowd barriers and set the queuing lanes in
accordance with the requirements set by the Ground Operator. In the baggage hall, and once the
disembarcation process has completed, the hall will be prepared for to welcome and handling of the
luggage of embarking passengers, where hostesses and stewards with the help of porters will tag the
luggage with the cabin number.

6.2 Once passengers start arriving, whether by bus or car, the porters will retrieve the luggage and if the
luggage are not tagged, the above procedure will be repeated. Once the luggage is delivered, the
passenger will proceed to the check-in hall, the luggage scanned and placed in the cage and trolley
divided by ship deck or in line with the ship’s requirements.

6.3 Once inside the check-in hall, the passenger will proceed to the security checks (person and hand-
luggage) once the passenger has his boarding card. At the end of the check-in and security checks, the
passenger will proceed to the ship walking along the indicated passenger footpath.

6.4 The loading of luggage will commence once the ship crew is ready to receive the luggage. The
luggage divided according to deck will be transported to the ship in cages or trolleys by the forklift and
taken to the ship’s baggage doors and loaded either by forklift or with the aid of conveyor.

6.5 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the
unmooring, the quays and the terminals will be returned to the state they were prior to the ship’s
arrival. The (passenger cords) will be removed and the terminals cleaned.

6.6 All the operations outlined above are conducted in line with the RCT’s ISPS code.

7.0 Special Needs Passengers

7.1 Ship will provide assistance (staff and wheelchairs) for special needs passengers. Sufficient wheel
chairs and staff should be in place to accommodate this.

8.0 Procedures for the loading of supplies

8.1 On completion of the customs’ procedures, the supply trucks will be allowed on the quays and
alongside the ships. Once the quays are considered safe for the operation, goods will be offloaded
from the trucks. The ship’s crew will control to delivered items to ensure that they are in accordance
with what was ordered. The goods will be delivered on board the ship, once security clearance is
obtained.
9.0 Check-In Procedures

9.1 Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers and the hostesses and stewards place the crowd barriers and set the queuing lanes in accordance with the requirements set by the Ground Operator. In the baggage hall, and once the disembarkation process has completed, the hall will be prepared for to welcome and handling of the luggage of embarking passengers, where hostesses and stewards with the help of porters will tag the luggage with the cabin number.

9.2 Once passengers start arriving, whether by bus or car, the porters will retrieve the luggage and if the luggage are not tagged, the above procedure will be repeated. Once the luggage is delivered, the passenger will proceed to the check-in hall, the luggage scanned and placed in the cage and trolley divided by ship deck or in line with the ship’s requirements.

10.0 Missing Luggage

10.1 Should a disembarking passenger cannot find a luggage in the terminal’s luggage area, the RCT personnel on duty will inform the Ground Operator, who will contact the responsible ship’s officer so as to request a check on board the ship. If the luggage is not found, the passenger will be provided with a lost luggage claim form.

11.0 Disposal of unclaimed or withheld luggage

11.1 Any unclaimed luggage found will be handed over to the agent.

11.2 If the RCT operative on duty is in doubt as to the contents, the PFSO and Operations Manager are to be informed and the Police called to investigate further. The procedures for the disposal of unclaimed luggage are to be followed in such circumstances.

11.3 The luggage details are to be logged in by the security officer.

11.4 Before handling over any unclaimed luggage to the owners, the agent is to inform the PFSO who is to make a note in his log book including particulars of the owner and the agent making the delivery.
11.5 Any found items in the public areas are to be handed to the PFSO for safe keeping; details of the item and the date when found as well as the location are to be logged.

12.0 Disposal of unattended luggage and packages and items confiscated during screening

12.1 Any attended luggage or packages found lying with the RCT grounds and buildings should be notified to the PFSO or his delegate.

12.2 The PFSO or his delegate are to treat such luggage/packages as suspicious, and is to take all necessary precautions to ensure safety of personnel and passengers.

12.3 The PFSO will inform the Ship’s Security Officer of any items confiscated during screening. The items will be dealt with in accordance with the instructions of the Ship’s Security Officer.

13.0 Passengers who are not allowed on the ship

13.1 In the event that a passenger is not allowed to board the ship, the Ground Handler is informed and is to organise the passenger’s return. If the impediment is resolved, the Ground Handler is responsible for organising the transfer of the passenger to the next port of call.

14.0 Passengers who miss their ship

14.1 If a passenger arrives late and the ship has sailed, in the event of a transit passenger, the ship’s agent is to arrange the transfer of the passenger to the next port of call. In the event of a turnaround passenger, the passenger is to arrange for his own transfer.

15.0 Visitors/guests on board Cruise Ships

15.1 At least 24 hours before the arrival of the guests, the ship’s agent is to inform RCT about the guests providing their particulars and the number plate of their means of transport.

15.2 The ship’s agent is responsible for the guests.

16.0 Operations Procedures transit passengers for Quay 13 (South/North), 10 and 11

16.1 On the day of the call, RCT personnel will carry out a final check of the terminal and the quays. During the berthing manoeuvres the pilots will be informed about the positioning of the ships (position of ship doors and gangways to ensure a smooth operation.

16.2 Prior to the berthing of the ship, the tour busses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.

16.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.

16.4 Once the quays are considered secure, passengers in transit and those with a booked excursion will be allowed to disembark.
16.5 About an hour before the ship’s departure, passengers in transit and those returning from an excursion will return to embark. To be allowed entry to the terminal they have to show the boarding card.

16.6 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring, the quays and the terminals will be returned to the state they were prior to the ship’s arrival. The (passenger cords) will be removed and the terminals cleaned.

17.0 Operations Procedures for turnaround passengers using Terminal Bramante (Quay 12 B South)

17.1 On the morning of the call, RCT personnel will carry out an inspection of the quays and the terminal. During berthing, pilots will be informed of the berth assigned for the ship (position of the ship doors and the gangway) to ensure a smooth operation.

17.2 Prior to the berthing of the ship, the tour busses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.

17.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.

17.4 Once the quays are considered secure and the ship baggage doors are opened, the porters will start unloading the luggage, which process and means will vary from ship to ship (trolley, cages, conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and carried to the terminal where the luggage will be placed in a file and segregated according to colour and numbers, as used by the crew during disembarkation.

17.5 Once all the luggage is placed in the terminal, passengers will start to disembark. Hostesses and stewards from the Ground Handling Agency will be present to provide assistance to the passengers. Porters will also be available with trolleys to assist passengers to take their luggage and carry them to their transport.

17.6 Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers and the hostesses and stewards place the crowd barriers and set the queuing lanes in accordance with the requirements set by the Ground Operator. In the baggage hall, and once the
disembarkation process has completed, the hall will be prepared for to welcome and handling of the luggage of embarking passengers, where hostesses and stewards with the help of porters will tag the luggage with the cabin number.

17.7 Once passengers start arriving, whether by bus or car, the porters will retrieve the luggage and if the luggage are not tagged, the above procedure will be repeated. Once the luggage is delivered, the passenger will proceed to the check-in hall, the luggage scanned and placed in the cage and trolley divided by ship deck or in line with the ship’s requirements.

17.8 Once inside the check-in hall, the passenger will proceed to the security checks (person and hand-luggage) once the passenger has his boarding card. At the end of the check-in and security checks, the passenger will proceed to the ship walking along the indicated passenger footpath.

17.9 The loading of luggage will commence once the ship crew is ready to receive the luggage. The luggage divided according to deck will be transported to the ship in cages or trolleys by the forklift and taken to the ship’s baggage doors and loaded either by forklift or with the aid of conveyor.

17.10 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring, the quays and the terminals will be returned to the state they were prior to the ship’s arrival. The (passenger cords) will be removed and the terminals cleaned.

17.11 All the operations outlined above are conducted in line with the RCT’s ISPS code.

18.0 Operations Procedures for turnaround passengers using Terminal 12 B North

18.1 On the morning of the call, RCT personnel will carry out an inspection of the quays and the terminal. During berthing, pilots will be informed of the berth assigned for the ship (position of the ship doors and the gangway) to ensure a smooth operation.

18.2 Prior to the berthing of the ship, the tour busses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.

18.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.

18.4 Once the quays are considered secure and the ship baggage doors are opened, the porters will start unloading the luggage, which process and means will vary from ship to ship (trolley, cages, conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and carried to the terminal where the luggage will be placed in a file and segregated according to colour and numbers, as used by the crew during disembarkation.

18.5 Once all the luggage is placed in the terminal, passengers will start to disembark. Hostesses and stewards from the Ground Handling Agency will be present to provide assistance to the passengers. Porters will also be available with trolleys to assist passengers to take their luggage and carry them to their transport.
18.6 Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers and the hostesses and stewards place the crowd barriers and set the queuing lanes in accordance with the requirements set by the Ground Operator. In the baggage hall, and once the disembarkation process has completed, the hall will be prepared for to welcome and handling of the luggage of embarking passengers, where hostesses and stewards with the help of porters will tag the luggage with the cabin number.

18.7 Once passengers start arriving, whether by bus or car, the porters will retrieve the luggage and if the luggage are not tagged, the above procedure will be repeated. Once the luggage is delivered, the passenger will proceed to the check-in hall, the luggage scanned and placed in the cage and trolley divided by ship deck or in line with the ship’s requirements.

18.8 Once inside the check-in hall, the passenger will proceed to the security checks (person and hand-luggage) once the passenger has his boarding card. At the end of the check-in and security checks, the passenger will proceed to the ship walking along the indicated passenger footpath.

18.9 The loading of luggage will commence once the ship crew is ready to receive the luggage. The luggage divided according to deck will be transported to the ship in cages or trolleys by the forklift and taken to the ship’s baggage doors and loaded either by forklift or with the aid of conveyor.

18.10 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring, the quays and the terminals will be returned to the state they were prior to the ship’s arrival. The (passenger cords) will be removed and the terminals cleaned.

18.11 All the operations outlined above are conducted in line with the RCT’s ISPS code.

19.0 Operations Procedures for turnaround passengers using Terminal 25 South

19.1 On the morning of the call, RCT personnel will carry out an inspection of the quays and the terminal. During berthing, pilots will be informed of the berth assigned for the ship (position of the ship doors and the gangway) to ensure a smooth operation.

19.2 Prior to the berthing of the ship, the tour busses, taxis and the shuttle buses will be placed in the bays assigned to them by RCT. The excursion buses will be placed as close as possible to the quay exit gates as indicated by RCT.

19.3 Once berthing is completed, RCT personnel will ensure that the quays are secure and will start placing crowd control barriers, a safe passenger path corridor from the gangway to the quay exit gate. The corridor will segregate the operation areas (embark/disembark of luggage/provisioning/garbage) to avoid comingling with passengers.

19.4 Once the quays are considered secure and the ship baggage doors are opened, the porters will start unloading the luggage, which process and means will vary from ship to ship (trolley, cages, conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and carried to the terminal where the luggage will be placed in a file and segregated according to colour and numbers, as used by the crew during disembarkation.

19.5 Once all the luggage is placed in the terminal, passengers will start to disembark. Hostesses and stewards from the Ground Handling Agency will be present to provide assistance to the passengers.
Porters will also be available with trolleys to assist passengers to take their luggage and carry them to their transport.

19.6 Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers and the hostesses and stewards place the crowd barriers and set the queuing lanes in accordance with the requirements set by the Ground Operator. In the baggage hall, and once the disembarkation process has completed, the hall will be prepared for to welcome and handling of the luggage of embarking passengers, where hostesses and stewards with the help of porters will tag the luggage with the cabin number.

19.7 Once passengers start arriving, whether by bus or car, the porters will retrieve the luggage and if the luggage are not tagged, the above procedure will be repeated. Once the luggage is delivered, the passenger will proceed to the check-in hall, the luggage scanned and placed in the cage and trolley divided by ship deck or in line with the ship’s requirements.

19.8 Once inside the check-in hall, the passenger will proceed to the security checks (person and hand luggage) once the passenger has his boarding card. At the end of the check-in and security checks, the passenger will proceed to the ship walking along the indicated passenger footpath.

19.9 The loading of luggage will commence once the ship crew is ready to receive the luggage. The luggage divided according to deck will be transported to the ship in cages or trolleys by the forklift and taken to the ship’s baggage doors and loaded either by forklift or with the aid of conveyor.

19.10 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring, the quays and the terminals will be returned to the state they were prior to the ship’s arrival. The (passenger cords) will be removed and the terminals cleaned.

19.11 All the operations outlined above are conducted in line with the RCT’s ISPS code.
20.0 Emergency Response & Fire Points

20.1 Emergency Response & Fire Points are located in the following areas:

a. Fire Points
   - Terminal Bramante: see attachment 10 and 11
   - Terminal 12 Bis North: see attachment 12 and 13
   - Terminal 25 South: see attachment 14 and 15

b. Life Saving Stations
   - Terminal Bramante: see attachment 16
   - Terminal 12 Bis North: see attachment 16
   - Terminal 25 South: see attachment 16

c. First Aid Stations
   - Terminal Bramante: see attachment 10 and 11
   - Terminal 12 Bis North: see attachment 12 and 13
   - Terminal 25 South: see attachment 14 and 15

20.2 RCT Operations and Security personnel as well as porters and any other RCT official involved in operations are to familiarize themselves with the emergency response and fire points.

21.0 RCT ISPS Code Certification Information

21.1 RCT complies with the latest ISPS Certification Information:

a. Port ID Number: ITCVV - 0005
b. UN Locater Code: ITCVV
c. Port Facility Name: RCT – Roma Cruise Terminal
d. Description of Port Facility: Cruise terminal
e. Approval Date: 16/12/2010
22.0 Quay Information:

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<thead>
<tr>
<th>Quays</th>
<th>10/11</th>
<th>12 V</th>
<th>12</th>
<th>13</th>
<th>25</th>
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</thead>
<tbody>
<tr>
<td>Length*</td>
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<td>150m</td>
<td>560m</td>
<td>795m</td>
<td>700m**</td>
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<tr>
<td>Min depth of water</td>
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<td>7</td>
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<td>SC 1450</td>
<td>SC 1450</td>
<td>SC 1450</td>
<td>SC 1450</td>
</tr>
</tbody>
</table>

** All data as on date of publication

** 175m granted to RCT

23.0 IT Plan

LOCAL AREA NETWORK (LAN) infrastructure in Terminals 25 South, Bramante and 12 Bis North, was designed on the basis of structured cabling. The racks are served by cables of category 5E/6 certificates and RJ45 connectors. The workstations are located under the check-in counters (2 points for each bank) and the LAN network is managed by an active apparatus (switch) to 100/1000 GB, placed in the rack. There are also three internet desks located along the quay of the terminal and housed inside watertight towers, locked, with good access to vessels berthing at the quayside. Where the distances between stations exceed 100 metres, ships can make use of a fiber-optic cable with copper/fiber media converter to comply with EIA/TIA standards and ISO IEC.

24.0 RCT Security Equipment

<table>
<thead>
<tr>
<th>Terminal</th>
<th>Luggage Scanner (Number)</th>
<th>Small Luggage Scanner (Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 B South</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>12 B North</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>25 South</td>
<td>5</td>
<td>4</td>
</tr>
</tbody>
</table>
25.0 Useful Contacts

25.1 All communication and enquiries regarding Roma Cruise Terminal should be directed as follows:

**Secretarial Assistance:**
Tel: +39 0766 366492
Fax: +39 0766 366493
Email: rct@romacruiseterminal.com

**Postal Address:** Darsena Romana, 11
00053 Civitavecchia (Rm)
Italy

**Finance & Administration:**
Tel: +39 0766 366492
Fax: +39 0766 366493
Email: rct@romacruiseterminal.co

Marco D’Errico: Finance & Administration Manager

**Operations:**
Tel: +39 0766 366490
Fax: +39 0766 366493

Email: mauropatuzzi@romacruiseterminal.com

Mobile: +39 328 7666020

Mauro Patuzzi: Operations Manager

Security & Safety (P.F.S.O)

Tel: +39 0766 366491

Fax: +39 0766 366493

Email: pietroleoni@romacruiseterminal.com

Mobile: +39 328 7665960

Pietro Leoni: PFSO

Document is correct on date of publication.
ATTACHEMENT

1)
2) SBARCO PASSEGGERI TERMINAL BRAMANTE

TERMINAL BRAMANTE

3) SBARCO PASSEGGERI TERMINAL BRAMANTE

TERMINAL BRAMANTE