

ROMA CRUISE TERMINAL

OPERATIONS PLAN & GENERAL TARIFFS

(Version 12. 2026 - English Version)

The procedures and tariffs are applicable until the 31st of December 2026 or until the publication of a new set of procedures and tariffs.

In case of a discrepancy between the Italian and English versions, RCT will refer to the Italian version.

Note for 2026: Roma Cruise Terminal may modify these procedures in line with the Entry-Exit System, which is expected to be introduced in full in 2026. Any changes, will be duly communicated to the cruise lines and agents

1.1 Definitions

In this document:

“RCT” stands for Roma Cruise Terminal S.r.l.

Roma Cruise Terminal was set up in 2005 and is jointly owned by Costa Crociere, MSC and Royal Caribbean Cruises Limited. In 2025, the three shareholders accounted to around 75% of the Mediterranean cruise traffic. In 2007, Roma Cruise Terminal signed a 40-year concession agreement with the Port Authority of Civitavecchia, Fiumicino and Gaeta. As a result of this concession, Roma Cruise Terminal acquired the right to use quays 10, 11, 12 B South, 12 B North, 13 South and 13 North in the port of Civitavecchia. The total berthing length of these quays is around 2.2 km. The total concession area is around 133,000 sqm. RCT also makes use of quay 25 South. In 2025, Roma Cruise Terminal srl shifted its operations from quay 10 and 11 to quay 18. In the second half of 2026, the entrance to the cruise quays 12 South, 12 North, 13 South and 13 North, will be from a new security gate, to be constructed on a bridge linking Varco Vespucci (quay 2) to the RCT quays. The port authority has indicated that the bridge will be completed in the second quarter of 2026.

“Clients”: any physical person or a person of a judicial nature, including their suppliers, to whom RCT provides a service.

“Port Agent”: the person indicated and subjected to law 135/77.

1.2 General Rules

This document establishes the general rules that discipline the relationship between RCT, the clients, agents and the procedures applicable to all those who operate within the terminals, quays and offices operated by Roma Cruise Terminal on their behalf or on behalf of their clients. RCT will ensure that all the operations handled in the terminal, offices and quays are authorised by the Port Authority. The tariffs included in this document are published on the RCT website: www.romacruiseterminal.com.

1.3 Disclaimer

Roma Cruise Terminal has taken all reasonable care to ensure that the facts stated in this document are true and accurate in all material respects and that there are no material facts the omission of which would make misleading any statement therein whether of fact or of opinion.

Roma Cruise Terminal accepts no liabilities for the information contained herein or the information contained in, or any omissions from this document.

1.4 Procedure for the compilation of the annual berthing plan

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

- i. Name of the vessel
- ii. The Cruise Line company
- iii. Date of arrival
- iv. Expected Time of Arrival (ETA)
- v. Expected Time of Sailing (ETS)
- vi. Type of Operation (Transit/Turnaround)
- vii. Expected number of passengers according to operation.
- viii. Ship's data (length and draft)

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

- johnportelli@romacruiseterminal.com
- marcoderrico@romacruiseterminal.com
- leonardoloffredo@romacruiseterminal.com
- glaucocozzi@romacruiseterminal.com
- francescomargiotta@romacruiseterminal.com
- rctops@romacruiseterminal.com
- security@romacruiseterminal.com
- cristinacarapellese@romacruiseterminal.com

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

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

1.4.4 Once confirmed, the updated annual berthing plan shall be circulated to the following:

- johnportelli@romacruiseterminal.com
- marcoderrico@romacruiseterminal.com

- leonardoloffredo@romacruiseterminal.com
- glaucocozzi@romacruiseterminal.com
- francescomargiotta@romacruiseterminal.com
- rctops@romacruiseterminal.com
- security@romacruiseterminal.com
- cristinacarapellese@romacruseterminal.com

1.4.5 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
- July (6 months before the start of the season) - second version
- In December, RCT will issue the definite version that would have been submitted to the Port Authority, the Harbour Master and local authorities.

1.4.6 During the year, RCT will meet the cruise line operators and their agents to verify the data inserted in the berthing plan.

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

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

- Ships on transit calls will be assigned to quays 12S, 12 N 13S, 13N, 18 and 25S
- The technical specifications of the ship will determine the berth allocated to that ship.
- Ships on turnaround calls will be assigned to quays 12 B South (using Terminal Donato Bramante), quay 12 North using Terminal Amerigo Vespucci, 18 (using Terminal 18) and 25 South, using Terminal 25 South. Ships on turnaround calls will be given priority when assigning these quays. The quays and terminals will be assigned in accordance with the size of the ship, the number of passengers disembarking and embarking, the number of transit passengers and the number of luggage save in the event of any logistical/operational requirement of the terminal operator. In certain circumstances turnaround operations may take place on quay 13S. For ships calling quay 13 South extra charges for the use of gazebos (vide 30.10) may apply. Ships on quay 13 South, can make use of Terminal 12 North.
- Whenever possible, RCT may consider requests for specific quays. If a ship in transit requests specifically the use of quay 25S, even though the other RCT quays are available, extra charges will apply.

- Despite not being a preferred option, RCT may, for its operational requirements, assign the same terminal to two clients. In such event, the client and their agents will be informed as soon as practicable.
- 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 requests 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.
- During the year, the quays assigned up to the 31st of December may be subject to changes by RCT, because of requests by the Maritime Administration, the Port Authority and other authorities. RCT will do its utmost to minimise the impact of these changes on its clients, and it can in no way be held responsible for such changes and their consequences.

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 of Ship:

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 Disembarkation of passengers
Number of luggage to be loaded
Start of loading of luggage
Start of hand-held luggage
Start of Embarkation 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, shuttle buses, porters and cleaners 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 buses, 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 is intended to 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.

3.5 Roma Cruise Terminal may modify the above procedures in line with the Entry-Exit System, which is expected to be introduced in full in 2026. Any changes, will be duly communicated to the cruise lines and agents.

Figure 1 Coaches and Passengers during disembarkation



4.0 General Procedures for the embarkation 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 must 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 is completed, the quays and the terminals will be returned to the state they were in prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.
- 4.3 Roma Cruise Terminal may modify the above procedures in line with the Entry-Exit System, which is expected to be introduced in full in 2026. Any changes will be duly communicated to the cruise lines and agents.**



Figure 2: Disembarking transit passengers

5.0 Check-In Procedures in terminals 18, Terminal Vespucci, 12 B North (tent), Terminal Donato Bramante and 25S.

- 5.1 Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers while the hostesses and stewards will place the crowd barriers and set the queuing lanes in accordance with the requirements set by the Ground Operator. In the baggage hall, once the disembarkation process has completed, the hall will be prepared for luggage handling. Hostesses and stewards with the help of porters will tag the luggage with the cabin number.
- 5.2 Once inside the check-in hall, the passenger will proceed to the security checks (person and hand luggage). At the end of the check-in and security checks, the passenger will proceed to the ship, walking along the indicated passenger footpath.

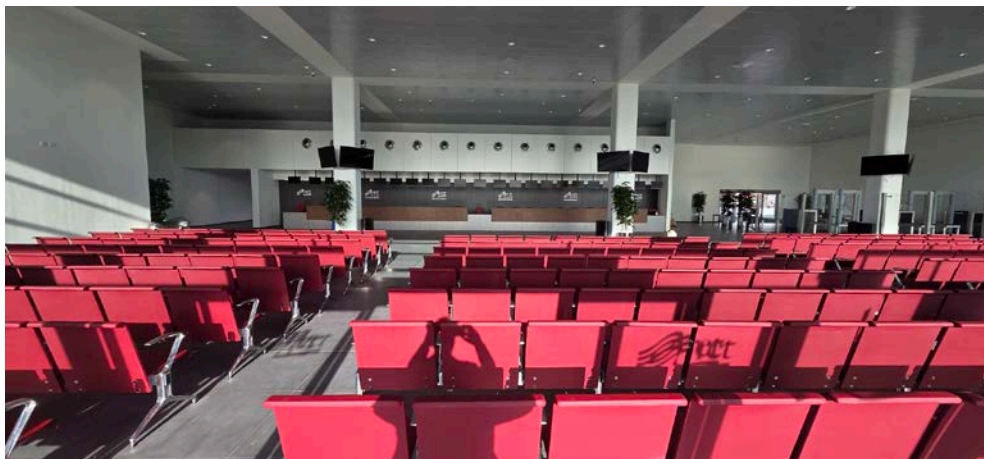


Figure 3: The Check-In Hall in Terminal Donato Bramante

6.0 General Procedures for the disembarkation of turnaround passengers for terminals 18, Terminal Vespucci, 12 B North (tent), Terminal Donato Bramante and 25S.

- 6.1** 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.
- 6.2** Prior to the berthing of the ship, the tour buses, 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.
- 6.3** 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.
- 6.4** 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, and conveyor). Using forklifts the porters will place the luggage in cages or in trolleys to be transported 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.
- 6.5** 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.
- 6.6** Port agents representing ships with calls in at least one non-European port, which may berth before 07:00, must send, at least three days before the call in Civitavecchia, a list of passengers to the Customs Department. The list of passengers who need to disembark before 07:00 must include the name, surname, passport number and the nationality of the passenger. RCT cannot be held responsible for any mishaps or additional costs to the client or passengers because of the lack of observation of the procedures contained herein and/or because of any decision of the Customs Department.
- 6.7** Roma Cruise Terminal may modify the above procedures in line with the Entry-Exit System, which is expected to be introduced in full 2026. Any changes, will be duly communicated to the cruise lines and agents.



Figure 4: Luggage handling operations

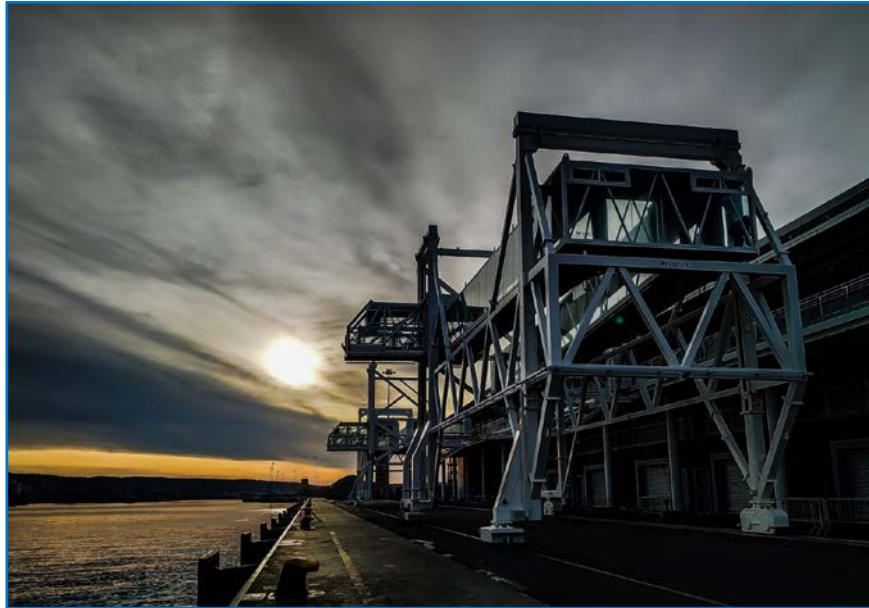
7.0 General Procedure for the embarkation of turnaround passengers

- 7.1** Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers while the hostesses and stewards will 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 is completed, the hall will be prepared for luggage handling. Hostesses and stewards, with the help of porters, will tag the luggage with the cabin number.
- 7.2** Once passengers start arriving, whether by bus or car, the porters will collect 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.
- 7.3** Inside the check-in hall, the passenger will complete the check-in procedure, receive the boarding card and proceed to the ship, walking along the indicated passenger footpath.
- 7.4** 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, taken to the ship's baggage doors, and loaded either by forklift or with the aid of conveyor.
- 7.5** At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring is completed, the quays and the terminals will be returned to the state they were in prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.
- 7.6** All the operations outlined above are conducted in line with the RCT's ISPS code.
- 7.7** **Roma Cruise Terminal may modify the above procedures in line with the Entry-Exit System, which is expected to be introduced in full in 2026. Any changes, will be duly communicated to the cruise lines and agents.**

8.0 Check-in and embarkation procedures at Terminal Amerigo Vespucci

Terminal Amerigo Vespucci is equipped with two Ship Passenger Boarding Bridges ("SPBB"), one of which is already in place. The Passenger Boarding Bridges will be operated by RCT employees, in accordance with the instructions of the supplier of the bridges, ADELTE.

Figure 5: The Ship Passenger Boarding Bridges.



ADELTE: The fixing of safety nets to the ship passenger boarding bridges:

ADELTE states following regarding the usage of nets attached to the ships below the docking ramp that connects the Passenger Boarding Bridges with ships:

It is not recommended to use nets below the docking ramps as it has been proven these nets can cause problems to the machine and can cause a serious danger for the passengers increasing the risk for suffering an accident.

ADELTE's SPBB's do have all necessary security systems in order to follow the ships movements. ADELTE's SPBB's advise whenever a problem might occur and operate in a way to reduce the risk for passenger to suffer any damage.

It is strictly forbidden to fix a net to a structural part of the SPBB as it would create a hard connection between both systems. In case of an unexpected movement of the ship without having disengaged the net, it could lead to breaking the structural part and in the worst case; it could lead the SPBB to fall to the water.

Additionally we have tested that the hanging net below the docking ramp disturbs the reading of the sensors and affects the automatic following system of ADELTE. This means the AUTO system will not work properly due to wrong readings of the sensors. Therefore, the SPBB would have to be driven in manual operation increasing the risk of an operators fault.

Finally we have also experienced that hanging nets below the docking ramps tend to swing and we have experienced they can tangle to the sensors below tearing them down or even getting caught and being unable to loosen the net and having to cut it to permit the ship to leave.

In conclusion, ADELTE strongly discourages using nets below the docking ramps as they only add additional risks and do not mitigate none of them.

For further information contact: glaucocozzi@romacruiseterminal.com

8.1 Once the check-in area is open (first floor), check-in personnel will set the check-in computers for embarking passengers while 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, situated on the ground floor, once the disembarkation process is completed, the hall will be prepared to welcome and handle the luggage of embarking passengers. Hostesses and stewards, with the help of porters, will tag the luggage with the cabin number. Passengers including visitors, crewmembers and technical services' personnel entering Terminal Amerigo Vespucci, are subject to 100% screening.

8.2 Once passengers start arriving, whether by bus or car, the porters will retrieve the luggage. If the luggage are not tagged, the above procedure will be repeated. Once the luggage is delivered, the passenger will proceed to the atrium. The luggage will be scanned and placed in the cage and trolley divided by ship deck or in line with the ship's requirements.

Once in the atrium passengers will queue to be screened. All hand-held luggage will be screened. Cleared passengers will proceed to the check-in hall situated on the first floor of Terminal Amerigo Vespucci, via a flight of stairs, escalators or an elevator. Once in the check-in hall, the passenger will be given the ship (boarding) card. Once the check-in procedure is completed, passengers can proceed to the ship via the passenger concourse and bridge. The check-in hall is equipped with monitors and speakers, which can be utilised, by the ground handler and/or ship personnel to impart information to the passengers.

8.3 Terminal Amerigo Vespucci has a VIP lounge, located in the check-in and waiting hall, for the exclusive use of VIP passengers, from where they can complete their check-in. The lounge can be made available upon request by the ship.

Figure 6: Check-In Hall (Terminal Amerigo Vespucci)



8.4 Figures 8 and 9 illustrate the passenger flow schemes in the new terminal. RCT, in accordance with the agency, the ship and the ground handler may modify the passenger flows. Any request for

such modifications must reach RCT at least 48 hours before the ship's expected time of arrival and, if required, the agency will seek the approval of the relevant authorities.

8.5 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, taken to the ship's baggage doors, and loaded either by forklift or with the aid of a conveyor.

8.6 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring is completed, the quays and the terminals will be returned to the state they were in prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.

8.7 All the operations outlined above are conducted in line with the RCT's ISPS code.

8.8 No person will be allowed in the check-in hall, if not screened and cleared upon entry in the terminal.

8.8 Ground handling personnel as well as check-in and agency personnel can avail themselves of offices and facilities located in Terminal Amerigo Vespucci. RCT personnel and technicians are available to address requests for assistance. Agencies, ground handlers and check-in staff can request assistance either by sending an email to rct@romacruiseterminal.com or by calling the Operations Foreman on Duty on (0039) 366 184 4141.

8.9 Roma Cruise Terminal may modify the above procedures in line with the Entry-Exit System, which is expected to be introduced in full in 2026. Any changes, will be duly communicated to the cruise lines and agents.



8.10 Ship Passenger Boarding Bridge connection/disconnection procedure

PHASE 1 – SHIP HAS COMPLETED MOORING OPERATIONS AT THE QUAY

Once mooring operations are complete, the RCT staff on duty will position (connect) the SPBB to the ship's docking points, collaborating with the onboard personnel to confirm the operations.

In the event of adverse weather conditions, the RCT staff will assess (together with the onboard managers) whether all safety requirements have been met; otherwise, the ship's gangways will be used.

If the weather conditions improve during the day, the SPBB may be positioned later.

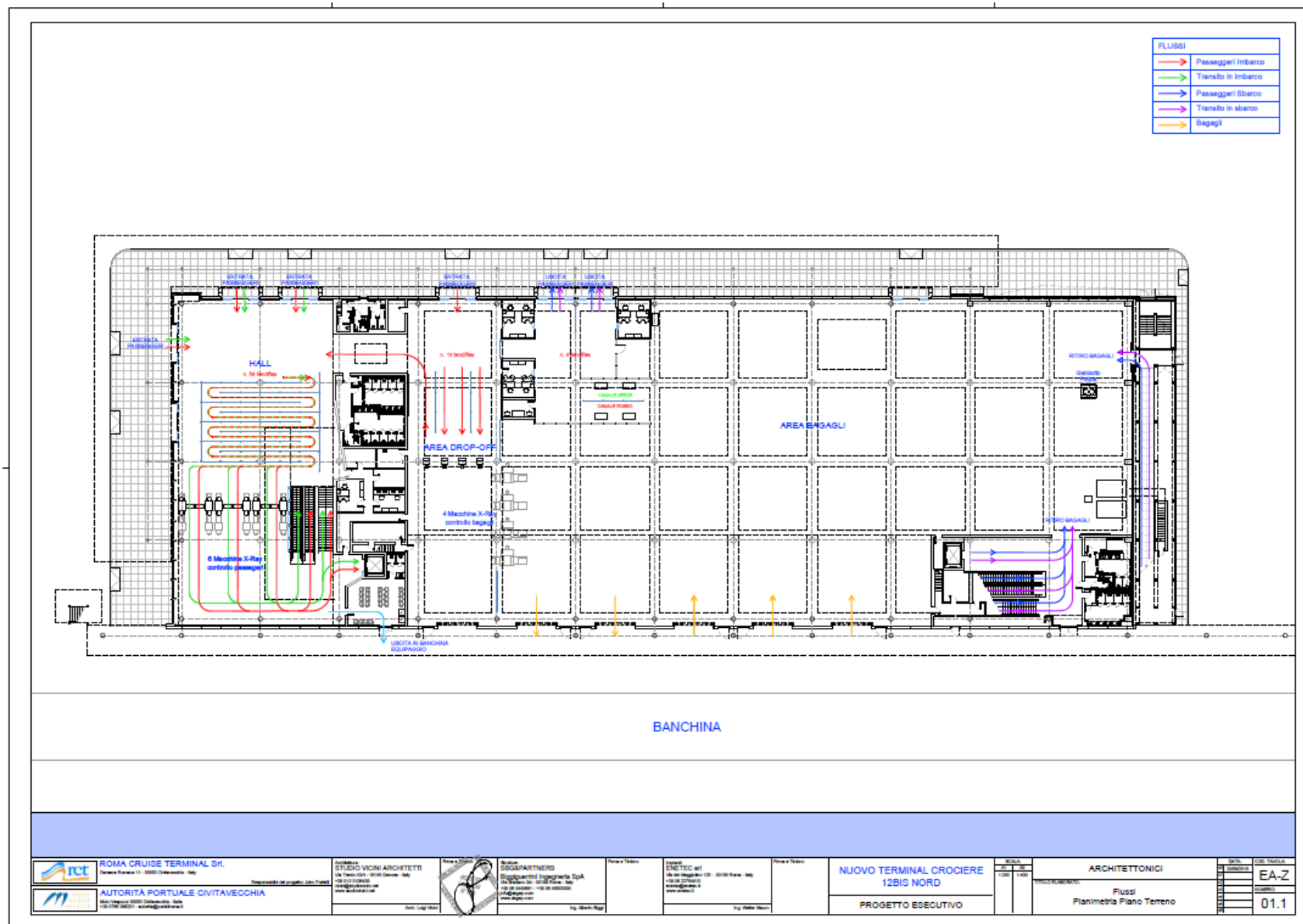
The Captain of the vessel has the right, through the maritime agencies, to request a feasibility check of the finger connection operations from RCT personnel, who, upon receipt of the request, will assess, based on the weather conditions present at the time of the request (wind speed), whether the safety measures required by the protocol for the safe use of fingers are respected according to the manual supplied with the machine (SPBB).

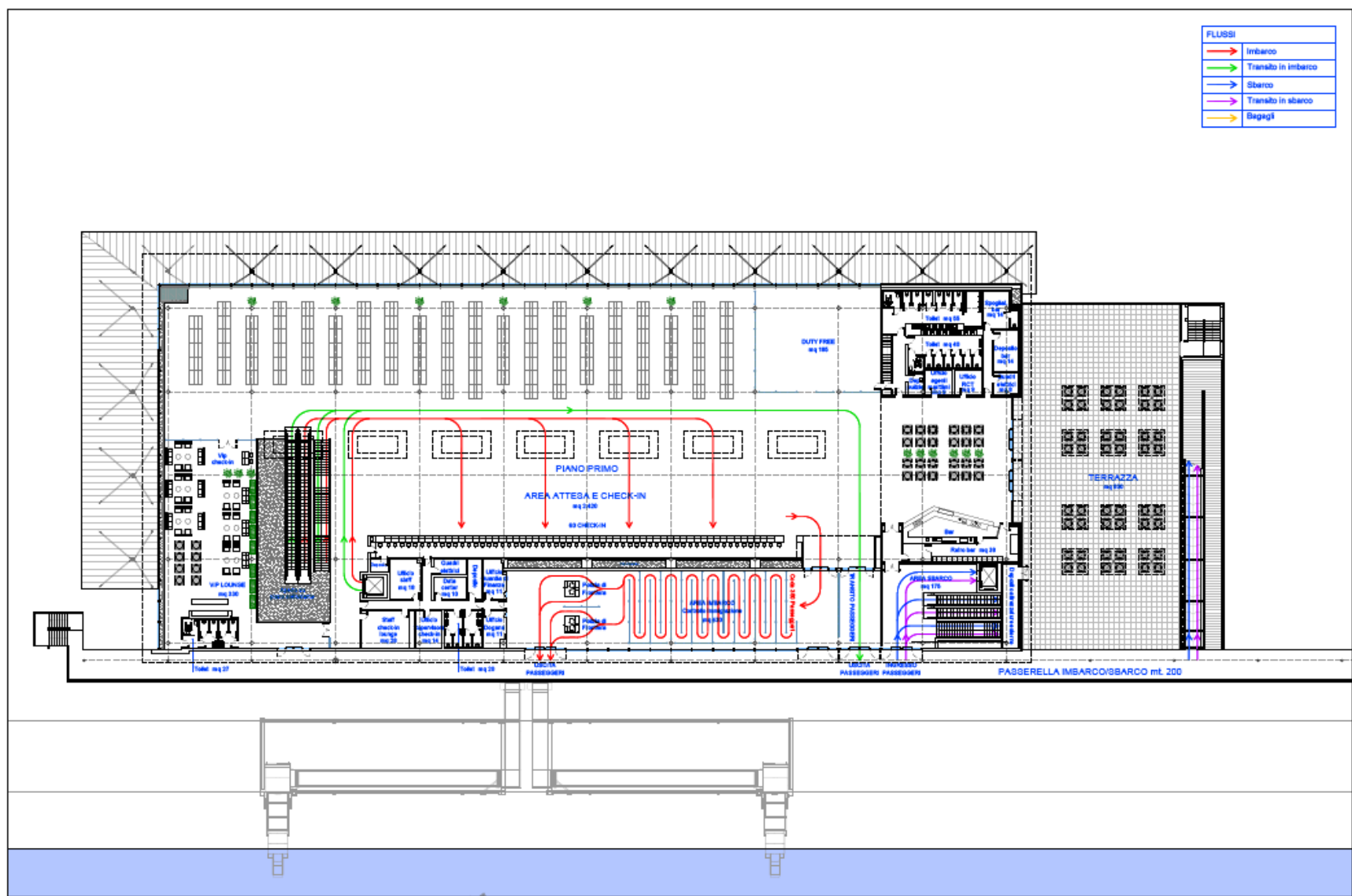
PHASE 2 – SHIP HAS COMPLETED PASSENGER REBOARDING AND IS ABOUT TO LEAVE THE QUAY

Regarding the SP Disconnection Phase, 30 minutes before the ship's scheduled departure time, RCT personnel will remove one of the two SPBBs, sharing their decision with the onboard staff or through shipping agencies.

This is to ensure that at least one SPBB is available to passengers arriving late, up to 15 minutes before the ship's scheduled departure.

Any passengers who have not yet boarded must board via the ship's gangway from the quay. The gangway must therefore remain open and available until the last passengers have boarded.





9.0 Disembarkation procedure for passengers disembarking in Terminal Amerigo Vespucci.

9.1 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).

9.2 Prior to the berthing of the ship, the tour buses, 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.

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

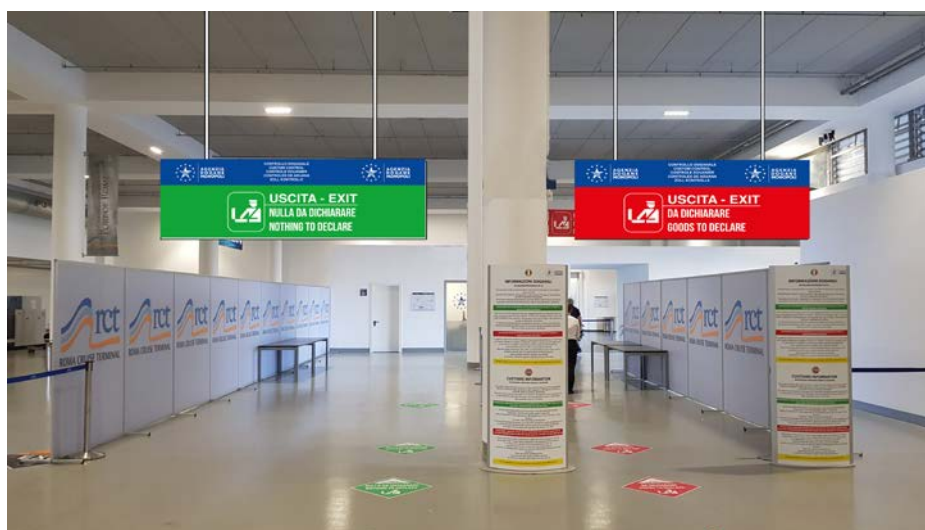
9.4 Figures 8 and 9 illustrate the passenger flow schemes in the new terminal. RCT, in accordance with the agency, the ship and the ground handler may modify the passenger flows. Any request for such modifications must reach RCT at least 48 hours before the ship's expected time of arrival and, if required, the agency will seek the approval of the relevant authorities. In the event that passengers will disembark onto the quay, the areas used for the embark/disembarkation of luggage, supplies and garbage, will be closed to avoid any co-mingling with passengers.

9.4 Once the quays are considered secure, the passenger boarding bridge is secure and the ship baggage doors are opened, the porters will start unloading the luggage. The process may vary from ship to ship (trolley, cages, and conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and will transport the luggage 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.

9.5 Once all the luggage is placed in the terminal, passengers will start to disembark using the passenger boarding bridge and via the escalators, stairs and elevator situated on the first floor of the terminal (in Figure 7, disembarking passengers are indicated via a purple line). 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. Disembarking passengers will pass through the terminal and pass in front of the offices of the customs, border police and Guardia di Finanza. Any request to modify the flow of passengers is subject to the approval of the customs office and may be subject to "extra security" charges.

9.6 Port agents representing ships with calls in at least one non-European port, which may berth before 07:00, must send, at least three days before the call in Civitavecchia, a list of passengers to the Customs Department. The list of passengers who need to disembark before 07:00 must include the name, surname, passport number and the nationality of the passenger. RCT cannot be held responsible for any mishaps or additional costs to the client or passengers because of the lack of observation of the procedures contained herein and/or because of any decision of the Customs Department.

Figure 7: Exit area situated in the luggage hall (Terminal Amerigo Vespucci)



9.7 RCT reserves the right to ask for modifications in the check-in hall, the luggage hall and the terminal if conditions so dictate.

9.8 No one is allowed to modify or shift the facilities and equipment situated inside Terminal Amerigo Vespucci, without the express authorisation of RCT.

9.9 Terminal Amerigo Vespucci has a number of rooms that can be used for storage. Agencies and Ground Handlers wishing to avail themselves of these facilities are to send a request to RCT.

9.10 Terminal Amerigo Vespucci also has a Crew Lounge for the exclusive use of the crew of the ship/s operating in Terminal Amerigo Vespucci. The Crew Lounge is situated on the ground floor of the terminal.

9.11 The “Cruise Bar” and terrace are located on the first floor and are open to the passengers and personnel working in the terminal.

9.12 Roma **Cruise Terminal may modify the above procedures in line with the Entry-Exit System, which is expected to be introduced in full in 2026. Any changes, will be duly communicated to the cruise lines and agents**

10.0 Passengers with Special Needs

The Ship and its agents will help (staff and wheelchairs) for special needs passengers. Sufficient wheelchairs and staff should be in place to meet this requirement. Terminal Amerigo Vespucci is equipped with elevators and escalators for persons with special needs.

The delivery of equipment for persons with special needs is to be done through the quay. All requests for the delivery of these items must be done through the agency representing the cruise line and addressed to RCT security at security@romacruiseterminal.com.

Figure 8: Emergency Exit and Exit for Passengers with Special Needs



11.0 Procedures for the loading of supplies

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 check the 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.



12.0 Missing Luggage

Should a disembarking passenger not 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 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 of a luggage, 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 handing over any unclaimed luggage to the owners, the agent is to inform the PFSO who is to make a note in his logbook 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 safekeeping; 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 unattended luggage or packages found within 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 If 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 for transit passengers disembarking in 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 buses, 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 must 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 is completed, the quays and the terminals will be returned to the state they were in prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.
- 16.7 **Roma Cruise Terminal may modify the above procedures in line with the Entry-Exit System, which is expected to be introduced in full in 2026. Any changes, will be duly communicated to the cruise lines and agents**



Figure 9: Mooring Operations

17.0 Operations Procedures for turnaround passengers disembarking through Terminal 12 North (Quay 12 B South)

Ships with turnaround operations on quay 13 South, will conduct their turnaround operations in the old Terminal 12 North.

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.

- 17.1 Prior to the berthing of the ship, the tour buses, 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.
- 17.2 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.
- 17.3 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, and conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and transport the luggage 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.
- 17.4 Once the entire luggage is placed in the terminal, passengers will start to disembark. Hostesses and stewards from the Ground Handling Agency will be present to assist the passengers. Porters will also be available with trolleys to assist passengers to take their luggage and carry them to their transport.
- 17.5 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 luggage handling. Hostesses and stewards with the help of porters will tag the luggage with the cabin number.

- 17.6 Once passengers start arriving, whether by bus or car, the porters will retrieve the luggage. If the luggage is 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.
- 17.7 Once inside the check-in hall, the passenger will proceed to the security checks (person and hand luggage). At the end of the check-in process and the security checks and once the passenger has the boarding pass, the passenger will proceed to the ship walking along the indicated passenger footpath. once the passenger has his boarding card
- 17.8 The loading of luggage will commence once the ship crew is ready to receive the luggage. The luggage are 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.
- 17.9 At the end of the operation, once all the passengers are on board, the ship is ready to sail. Once the unmooring, the quays is completed, the terminals will be returned to the state they in were prior to the ship's arrival. The passenger stanchions will be removed and the terminals cleaned.
- 17.10 All the operations outlined above are conducted in line with the RCT's ISPS code.

18.0 Operations Procedures for turnaround passengers disembarking at Terminal Donato Bramante



In 2025, Roma Cruise Terminal completed the construction of the new Terminal Donato Bramante. This new facility, the second built by the company, represents a strategic step in consolidating Civitavecchia's role as one of Europe's leading cruise hubs.

Its main features include:

- Check-in hall with 23 kiosks, expandable to 46.
- 30 information screens for real-time updates on itineraries and services.
- A Cruise Bar to ensure a comfortable stay for passengers waiting to board their ship.
- Spaces enriched with reproductions of the most iconic sites of Rome and Civitavecchia.

As part of the project, work was completed on the quayside. The work included the installation of LAN columns, new 300-ton bollards, and the widening of the quay from 9 to 22 meters to improve manoeuvring operations.

- 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 buses, 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, and conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and will be transported 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 the entire luggage is placed in the terminal, passengers will start to disembark. Hostesses and stewards from the Ground Handling Agency will be present to assist 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 luggage handling. 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. 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). At the end of the check-in and security checks, the passenger with the boarding pass in hand, 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, 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 is completed, the quays and the terminals will be returned to the state they were in prior to the ship's arrival. The passenger stanchions 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 disembarking at 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 buses, 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, and conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and will be transported 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 the entire luggage is placed in the terminal, passengers will start to disembark. Hostesses and stewards from the Ground Handling Agency will be present to assist 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 luggage handling. 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. 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). At the end of the check-in and security checks, the passenger with the boarding pass in hand, 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, 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 is completed, the quays and the terminals will be returned to the state they were in prior to the ship's arrival. The passenger stanchions 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 Operations Procedures for turnaround passengers disembarking at Terminal 18

20.1 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.

20.2 Prior to the berthing of the ship, the tour buses, 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.

- 20.3 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.
- 20.4 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, and conveyor). Using forklifts the porters will place the luggage in cages or in trolleys and transport the luggage 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.
- 20.5 Once the entire 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.
- 20.6 Once the check-in area is open, check-in personnel will set the check-in computers for embarking passengers while 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 luggage handling. Hostesses and stewards with the help of porters will tag the luggage with the cabin number.
- 20.7 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.
- 20.8 Once inside the check-in hall, the passenger will proceed to the security checks (person and hand luggage). At the end of the check-in and security checks, the passenger with the boarding pass in hand, will proceed to the ship walking along the indicated passenger footpath.
- 20.9 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, taken to the ship's baggage doors, and loaded either by forklift or with the aid of conveyor.
- 20.10 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 stanchions will be removed and the terminals cleaned.
- 20.11 All the operations outlined above are conducted in line with the RCT's ISPS code.

21.0 Emergency Response & Fire Points

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

a. Fire Points

- Terminal 12 Bis North: see attachment 1

- Terminal 25 South: see attachment 1
- Terminal Amerigo Vespucci: see attachment 2.
- Terminal Donato Bramante: see attachment 2.
- Terminal 18

b. Emergency Meeting Stations

- Terminal 12 Bis North: : see attachment 1
- Terminal 25 South: see attachment 1
- Terminal Amerigo Vespucci: see attachment 2.
- Terminal Donato Bramante: see attachment 2.
- Terminal 18

c. First Aid Stations

- Terminal 12 Bis North: see attachment 1
- Terminal 25 South: see attachment 1
- Terminal Amerigo Vespucci: see attachment 2
- Terminal 10/18: see attachment

21.2 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.

22.0 RCT ISPS Code Certification Information

22.1 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: 10/04/2024

22.2 RCT personnel are trained to intervene in the event of an emergency.

22.3 Clients, agents and suppliers must immediately inform RCT personnel on duty on any incident and/or emergency either in person or by using the contact details available in this document.

- 22.4 Agency representatives will be expected to participate in the safety meetings organised by RCT. In the event of subcontracted activities, even the subcontractors are expected to attend. Invitees who do not attend the meetings risk not being allowed to work on the RCT quays.
- 22.5 During the year, port agents and subcontractors may receive updates on RCT's safety and security procedures. Port agents and their subcontractors are expected to familiarize themselves with these procedures and that they are made known to their employees.
- 22.6 Clients, then suppliers and agents must follow the regulations in place in the port of Civitavecchia. Further information on these regulations may be requested from the PFSO (leonardoloffredo@romacruiseterminal.com) or the Technical Manager, who is also responsible for health and safety (glaucocozzi@romacruiseterminal.com).
- 22.7 Port Agents and their suppliers who do not respect the standing safety and security regulations risk losing their terminal pass for at least five months. Repeated infringements will lead to the withholding of the pass indefinitely.
- 22.8 Together with these procedures, clients, port agents and their suppliers are expected to familiarize themselves and observe the Italian laws and ordinances relating to immigration, customs, health and safety and security.

23.0 Quay Information:

Quays	18	12	13	25
Length*	303.51m	560m	795m	700m**
Min. draft	11.70m	12.8m	13.5m	13.5m
Height of Quay above chart datum	2.10m	2.25m	2.25m	2.40m
Bollards	12	22	29	7
Space between bollards	25m	25m	25m	27m
Fender Type	Cylindrical	SC 1450	SC 1450	SC 1450
All data as on date of publication				

** 175m granted to RCT

RCT can provide, upon request diagrams of the quays with the positioning of the bollards and fenders.

24.0 Terminal Data

	TERMINAL 18	Terminal Donato Bramante	TERMINAL 12 BN	TERMINAL AMERGO VESPUCCI	TERMINAL 25S
Total Area	800mq	3360sqm	3000mq	11000mq	4500mq
Luggage Hall	600mq	1780sqm	2000mq	3000mq Ground Floor	3000mq
Check-in and waiting area	200mq	1400sqm	1000mq	4510mq First Floor	1500mq
Check-in desks and ports	5	28 - 56	46	60 - 120	50
Chairs*	100	182	295	913(waiting area, bar e terrace)	424
AC units	2	Internal system fed by an external unit.	Internal system fed by an external unit	Internal system fed by an external unit.	Internal system fed by an external unit
Distance: Terminal and Quay	m	20m	60m depending on the distance of the ship	20m	20m
Passenger Boarding Bridges				2	

25.0 IT Plan

25.1 The Local Area Network (LAN) located at terminals 25 South and 12 Bis North is a structured cabling installation. There is in fact a central patch pane (rack mounted), cables category 5E/6 (CAT 5E/6) and connections RJ45.

Each check-in desk has two sockets to plug in computers.

The LAN is managed by a switch (100/1000GB) located inside the rack.

There are also 3 data network system (watertight boxes) duly locked and located alongside the quay connected by an optical fibre cabling system and a media converter available for vessels berthed at the quays.

Terminal 18 is equipped with a Local Area Network CAT 5/6 and Switches 10/100MB and the Data Network system situated alongside the quay belong to CAT 5/6 straight from the main rack.

For any IT assistance, the clients and port agents can refer to RCT who in turn will contact its own provider. For any assistance before and during the call, clients and agencies are to refer to the RCT personnel on duty.

Payments for services rendered are to be agreed and concluded directly with the IT service provider.



25.2 The LAN network system implemented for Terminal Amerigo Vespucci is the following:

Along the quay, there are four connection points that can provide a LAN connection with a fibre optic and a category 6 LAN connection.

The four points are spread at a distance of 60 m between each point along the quay.

The four columns allow for an external connection each protected with an external structure and capable of providing an electrical supply and served with a fibre optic of the type OM3 50/125 micron, a media converter 100/1000Mbps, a category 6 LAN connection to enable the ship connect with the check-in area.

The terminal is equipped with 120 check-in ports. The LAN network has a category 6 UTP cable. The check-in area is equipped with (routers); smart switches 100/1000Mbps each of 24 ports capable of connecting with the fibre optic cable thus allowing a connection with the quay (ship).

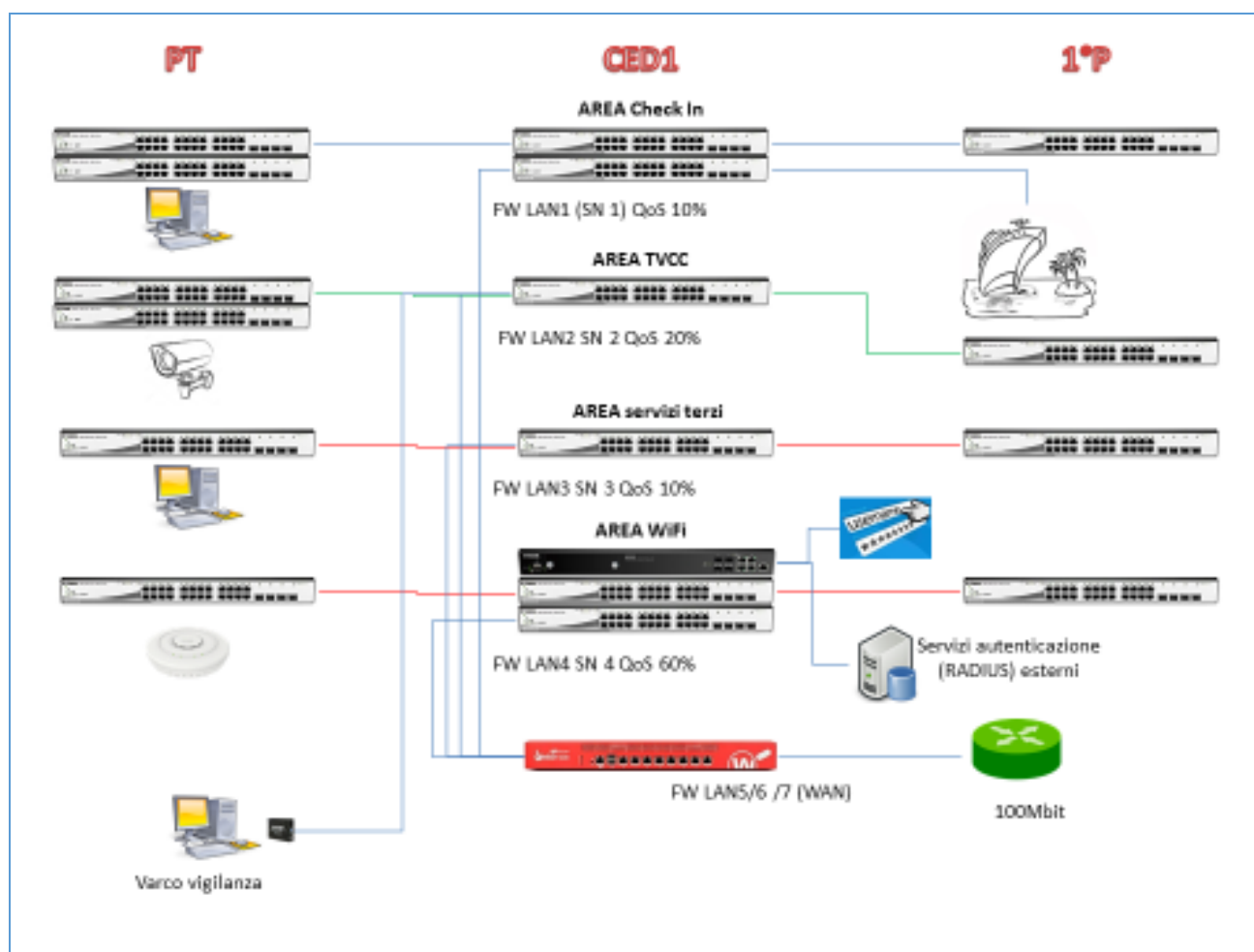


Figure 10: Terminal Amerigo Vespucci Hub System

26.0 RCT Security Equipment

The table below lists the x-ray equipment available in the terminals operated by RCT. As a rule, RCT assigns one x-ray machine per 1000 embarking passenger. RCT may, at its sole discretion decide to increase the number of x-ray machines or following a specific request to add additional equipment with any resulting additional charge for extra security, as per the RCT tariff, being levied to the client making the request.

Terminal	Large Luggage Scanner	Small Luggage Scanner
Terminal Amerigo Vespucci	4	6
Terminal Donato Bramante	4	4
Terminal 12 North	3	3
Terminal 25 South	3	4
Terminal 18	1	1

27.0 Heavy Lift Equipment

Any heavy lift operation carried out on the quays managed by RCT must be coordinated and defined in detail prior to the issue on the part of RCT of its authorisation. Any requests for heavy lift operations must be sent to the Technical Manager, the Operations Department and the PFSO.

A lifting plan will be prepared by the RCT Technical Manager, in collaboration with the agency, of the company in charge of the lifting and of the support companies (personnel in charge of slinging operations and ground transportation) as well as the personnel in charge of security and safety control. Preferably, the ship personnel involved in the operation should attend the meeting, if they are in Civitavecchia on the day of the meeting.

The preliminary information-sharing meeting will lead to the drawing up of the final lifting plan.

Following the collection of the information, a lifting plan will be drawn up which must be kept at the quay and at the site of the lifting operation in a way that is made immediately available for any checks by any supervisory body. The plan must also include all the relevant documentation of the lifting means used (type of crane etc.), as well as the training certificates of the operators.

Therefore, in order to have a detailed and mutually agreed lifting plan, it is essential that before the coordination meeting, all the necessary information required for the drafting of the lifting plan be shared with the Technical Manager of RCT.

The following is an indicative non-exhaustive list of the information required for the correct drafting of a "standard" RCT lifting plan:

- The document must contain all the data necessary to identify in detail the proposed operation (divided into phases), the persons involved (name - surname - qualification - safety managers), the risks and prevention measures to adopted in order to minimise the aforementioned risks.
- The whole operation is to be represented graphically with indication of the berth position of the ship, the lifting means, the radius of action of the crane, the positioning of the boundaries, the signage and safety paths.

This document must be countersigned by all the persons in charge of the companies involved in the operations, or by all the figures involved (present in the areas subject to interference).

If a crew member is delegated to give the instructions to the crane driver, he/she will only be given access to the operation area if wearing the safety gear required by law (accident prevention shoe, protective helmet, high visibility clothing). Any instruction to the crane driver is to be issued in Italian. Otherwise, an interpreter must be present until the operation is concluded.

The company responsible for the heavy lift operation must have on site all the documentation pertaining to the equipment specified in the lifting plan, in addition to the training certificates of the equipment operator. These documents must be available on site to be produced on demand.

The lifting load, this must be specified in terms of weight, bulk and characteristics of the packaging. If the items to be loaded are already equipped with pre-installed support to provide information on the safety harness, hooks and any other equipment to determine the most suitable accessories to the harness (ropes, chains, slings) in relation to the items to be lifted.

All the accessories included in the lifting list must be suitable for the operation in question, are in perfect condition and accompanied by the quarterly maintenance register to assess whether the equipment is subject to regular maintenance. Equipment without a valid conformance certificate will not be allowed to be used for the operation.

The Technical Manager will carry out regular inspections during the operation.

For further information and assistance, one may contact the Technical Manager at glaucocozzi@romacruiseterminal.com.



In addition to the above, Roma Cruise Terminal issued a set of updated procedures for these type of operations, which will come into effect on the 1st of January, 2025. Agents are to adhere to these procedures. Failure to follow them will lead to the request for a heavy lift operation being refused.

- Agencies must appoint an engineer, qualified in health and safety to prepare and submit all the necessary documentation for extraordinary quayside activities that require mobile cranes, elevating platforms and/or other particular equipment, as well as in the presence of several different subjects operating in the same work area;
- All documentation (vide above) and certificates must be sent via email to glaucocozzi@romacruiseterminal.com. Incomplete documentation will not be accepted.
- All documentation and certificates must arrive at the email address listed above four working days before the operation. This is to ensure sufficient time for document validation.
- The engineer identified by the agency must be present on the dock throughout the entire operation, to ensure that the activity is carried out in accordance with the plan presented and subsequently approved by RCT;
- In the event that the agency does not appoint an engineer to be present during the operation, RCT will appoint an engineer. In this case, the agency will have to pay a professional fee of € 500 for the services of the engineer appointed by RCT.
- The role of the Technical & Safety Manager/RSPP of RCT is solely to validate and approve the documents presented by the agency, through their engineer;
- The engineer appointed by the agency will have to interact with the Technical & Safety Manager/RSPP of RCT regarding safety issues and with RCT's operations foremen, who may be present on the dock during the operation.
- All equipment used must be in good working order and duly certified. RCT's RSPP may stop an operation if the equipment is found not to be in a good working order.
- The agency can confirm the operation to the vessel and subcontractors only after the activity has been approved by RCT. RCT refuses all costs and expenses in the event that the operation is canceled due to lack of documentation and authorizations;
- Once the work has been approved, the agency will be able to request permits by sending an email to security@romacruiseterminal.com;
- Before the operations, a coordination meeting is held on the site where the works are to be carried out, in the presence of all those in charge identified in the safety plans developed;
- Finally, it will be necessary to produce a third-party civil liability insurance policy that covers and indemnifies RCT from any civil and criminal liability in the event of accidents;
- Preferably, technical stops on the dock must not exceed more than two days;
- RCT reserves the right to cancel a booking for a technical stop (landing without passenger movements) if it receives a request to dock from a ship that will carry out passenger movements.

28.0 Useful Contacts

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

Administrative 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: rctops@romacruiseterminal.com

Duty Officer Mobile: +39 366 1844141

John Portelli: General Manager

Francesco Margiotta: Operations Foreman

Security

Tel.: +39 0766 366491

Fax: +39 0766 366493

Email: leonardoloffredo@romacruiseterminal.com

Mobile: +39 328 7665960

Leonardo Loffredo: Port Facility Security Officer

**Projects, Maintenance, Technical and Safety
Requirements**

Tel.: +39 0766 366925

Fax: +39 0766 366493

Email: glaucocozzi@romacruiseterminal.com

Mobile: 0039 331 2607637

Glauco Cozzi: Technical and Safety Manager

27.2 The offices of RCT are open between Monday and Friday from 08:00 to 18:00. During the weekend, clients, their agents and suppliers can contact the Duty Officer about operational matters (+39 366 1844141) and the PFSO on security matters on their respective mobile numbers (Tel: +39 0766 366491).

27.3 The offices of RCT are closed on the following days: 1st January (New Year's Day), 6th June (Epiphany), Easter Sunday and the following Monday, 25th April (Liberation Day), 28th April (Santa Fermina, the feast of the patron saint of Civitavecchia), 1st May (Workers' Day), 2nd June (Republic Day), 15th August (Assumption Day), 1st November (All Saints' Day), 8th December (Feast of the Immaculate Conception), 25th December (Christmas) and 26th December (St Stephen/Boxing Day).

28.0 Client's Responsibility

28.1 RCT cannot be held responsible in the event of any requests, complaints and / or claims for damages by third parties for any event and / or inappropriate behaviour that are directly attributable to the client, to equipment owned by the client or to their improper use thereof; and / or their improper positioning and / or lack of supervision and / or improper removal at the end of operations.

28.2 RCT assumes no responsibility for any damages, delays or losses due to unforeseeable circumstances or force majeure, for instructions given by the Public Authorities or to be ascribed to interested parties. RCT is also not to be held responsible for any delays due to the performance of customs operations, border police checks on immigration or delays due to traffic problems entering the port, the lack of means of transport or any other cause not attributable to the RCT.

29.0 Client's Obligation

29.1 Clients, their agents, suppliers and all those who operate on behalf of the clients must at all times respect the procedures and regulations established by RCT.

29.2 Clients, suppliers and agents must deploy personnel, machinery and suppliers solely authorised by RCT for the handling of passengers, ships, luggage, goods and supplies and to carry out any other work on the quays, in the terminals and the areas operated by RCT unless agreed otherwise with RCT.

Each year, agents and suppliers must ask RCT for its permission to be able to work in the areas operated by RCT. The fees for such permits are found in the tariff. The permit will be issued upon payment of such fees.

Agents and their suppliers are to ensure that they are in possession of all permits required by the port and local authorities.

29.3 In executing their work, clients, agents and suppliers must not cause damage to the infrastructure, equipment and property of RCT.

29.4 Clients, agents and suppliers cannot remove items, furnishings and fittings from the terminals and areas of RCT unless specifically authorised in writing to do so by RCT.

29.5 Clients, agents and suppliers must seek the authorisation of RCT prior to installing any temporary structure/equipment for the handling of passengers or supplies. The positioning of these items must be in line with any regulation in force on health and safety. No item is to be left unattended and all must be removed at the end of the operation. Items and equipment left unattended will be removed at the sole discretion of RCT and against payment of a fee.



30.0 RCT Tariff

30.1 Turnaround Passengers

30.1.1 RCT will charge a tariff of € 7.85 per embarking and disembarking passenger for the services indicated in sections 5.0, 6.0, 8.0, 9.0, 17.0, 18.0, 19.0 and 20.0. The tariff for a turnaround passenger (embarking and disembarking) is equivalent to € 15.70. The fee is inclusive of luggage handling from the ship to the terminal and from the terminal to the ship and the placing of the luggage in the terminal in line with the request of the client and the agents as well as the ISPS security charge. The fee does not cover any specific requests made by the clients or their agents. These specific requests will be charged separately. In the event of specific requests which are not covered by these tariffs, RCT will inform the clients and their agents of their cost once RCT receives a request for such service/s. Tariffs are subject to a minimum charge of €3,000.

30.1.2 For passengers embarking or disembarking in Civitavecchia but who do not make use of the terminal, the tariff is € 3.35 per passenger. The full charge for a passenger embarking and disembarking in Civitavecchia but who do not make use of a terminal is € 6.70. The tariff does not include the cost for luggage handling but includes the costs for security/ISPS. If luggage handling services are requested even if no check-in operation takes place inside a terminal, the fee charged will be € 7.85 per each embarking or disembarking passenger. The tariff for a turnaround passenger (embarking and disembarking) is equivalent to € 15.70. The fee does not cover any specific requests made by the clients or their agents. These specific requests will be charged separately. In the event of specific requests, which are not covered by these tariffs, RCT will inform the clients and their agents of their cost once RCT receives a request for such service/s. Tariffs are subject to a minimum charge of €3,000.

30.1.3 In the event that more stevedores or porters are requested over and above what is normally provided by RCT, the following tariffs will apply:

- Docker € 250.00 per shift
- Porter € 250.00 per shift
- Driver € 250.00 per shift
- Forklift plus driver € 400 per shift

These tariffs and the ones that follow are subject to negotiations and are subject to change. Any modification to the present tariff will be duly communicated.

30.1.4 The charge for the handling of transit passengers (sections 3.0, 4.0 and 16.0) is € 4.35.

30.1.5 Following the introduction of the Port Users' Fees in 2018 (payable to the Port Authority and subject to litigation in court), the additional Port Authority tariff of € 1.50 per passenger no longer applies.

Clients wishing to berth and make use of quays 25S and/or terminal 25S even though there is berthing space available on quays 18, 12 and 13 must pay an extra security fee as per 30.3. A tariff of € 1,000 inclusive of all costs related to security and to the terminal will be applied.

30.2 Assistance to Agencies

30.2.1 The tariff for the annual authorisation of ground handlers, as per article 45 bis of the navigation Code is € 150 for each single ground handling operator making the request. Any request for modification of the forms prepared by RCT will incur an additional fee of € 50 per document.

30.3 Security/ISPS fees

30.3.1 In addition to the tariffs specified above, any request for additional security will incur an additional fee of € 25 per hour per each security officer for a minimum of six hours.

30.3.2 Any request for K-9 services will incur a cost of € 65 per hour per dog for a minimum of six hours.

30.3.3 Any request for additional x-ray machines above the minimum set by RCT will incur an hourly cost of € 75 per machine for a minimum of six hours. Three security guards will be assigned to each machine.

30.3.4 The service of 100% screening in Terminal Amerigo Vespucci will not include any additional charge to the costs listed in 30.1 above.

30.4 Tariffs for entry permits

30.4.1 Entry permits will be released following the payment of the relative permit fees. Whoever is not in possession of a permit - whether a person or a vehicle - will not be allowed entry to the areas of RCT.

Details on how to obtain a permit can be found on RCT's website (www.romacruiseterminal.com).

30.4.2 Entry permits are subject to the following fees:

- Buses: €100 per annum and € 50 per annum for the driver
- Taxi (private cabs (NCC, public taxis, whether booked or not): € 60 per year and € 50 per annum for the driver.
- Shuttle service from car parks to quays: €100 per annum per vehicle and € 50 per annum for the driver
- Trucks carrying ship provisions: € 100 per year and € 50 per annum for the driver
- Authorised persons: € 10 per year.

The tariffs are charged as follows:

- The first three entries – irrespective of the categories listed in 30.4.2 above – are gratis.
- For those who had already paid the entry permit fee, but as on the 31st of December, do not exceed the three entries, RCT will refund the Entry Permit Fee, following a request for a refund sent to dignet@digineteuropa.it and copied to rct@romacruiseterminal.com.
- The Entry Permit Fee (30.4.1 above) must be paid as from the fourth entry.

Thus accredited agencies and operators can insert the details of their employees and subcontractors and their vehicles up to the third entry, even though their employees, subcontractors and vehicles do not have the annual permit. On the fourth entry request, the entry accreditation system will signal the need to effect payment prior to the issuance of the required authorisation together with a request for the entry permit and the completion of other obligations prior to being allowed any future access to the RCT areas.

30.4.3 Only persons and vehicles with a valid entry permit are allowed access to the RCT areas. Any person and vehicle entering the RCT areas must display their permit or means of identification. Passengers accessing the RCT areas must display their ship card. Crew members must display their crew card. Whoever enters the RCT areas must abide with the regulations in force of the Port Authority and the Maritime Administration.

30.4.4 Persons and vehicle with a valid permit to enter the RCT areas will be subject to checks and controls by RCT personnel in line with the RCT regulations and any regulation currently in force. Whoever refuses to be checked and controlled will be refused entry and will be referred to the competent authorities.

30.4.5 Vehicles entering the RCT areas must observe the national Highway Code. Drivers must respect all road signage. Whoever contravenes these regulations risks suspension of the entry permit until such time as determined by the PFSO and in line with what is stated in current regulations.

30.5 Fee for the use of equipment

30.5.1 The following tariffs apply to the hiring of equipment required for the movement of ship supplies, on-board equipment and garbage and are inclusive of the fee for the driver as per 30.1.3:

- Fork-lift charge for the movement of provisions: € 156 for each shift of 6 hours
- Heavy-lifting equipment charge for the movement of provisions: € 428 for each shift of 6 hours
- Fork-lift charge for the movement of garbage: € 60 per hour up to a maximum of 3 hours
- Forklift charge for the movement of garbage: € 364 after 3 hours and up to a maximum of 6 hours.

The rates described below are subject to negotiations and therefore change. Any change in the tariffs will be duly communicated.

30.6 Ship supplies (vide the Ship Provisioning Procedures and the Procedures regulating the access of drivers of vehicles carrying goods to the cruise quays, wharves and restricted areas and the Procedures below)

30.6.1 Clients may make use of any operator duly authorised by RCT, for the handling of ship supplies. The tariffs for this service may vary according to the service requested by the Clients or their agents.

- For the movement of goods via RCT and from the quays controlled by RCT: € 18 per tonne.
- For the movement of goods via RCT and through the warehouses of CFFT and only for quay 25S:

€ 20 per tonne

- For the movement of goods independent of RCT but from the quays controlled by RCT: €2 per tonne.

30.7 Overnight Stays

Ships on overnight stays shall be charged € 2 per LOA for 24 hours.

30.8 Military Ships

For military ships berthed on RCT's quays, a tariff of € 2 per LOA for the first 48 hours will apply after which the tariff will be increased to € 5 per LOA

30.9 Yachts

Yachts berthed on RCT quays are subject to a tariff of € 25 per LOA for 24 hours.

30.10 Gazebos

A fee of € 1,200 per one unit of gazebo of 70sqm will be charged to the clients or agents making the request, plus the costs for mounting the gazebo.

30.11 Other Fees

RCT reserves the right to charge other fees not contemplated in this document. The tariff may vary from time to time and they will be communicated to the agent and client within 48 hours from the receipt of the request.

30.12 Payment Conditions

30.12.1 Fees must be settled within 30 days from the date of the issue of the invoice.

30.12.2 Late payments may be subject to interest according to the rates set by law.

30.12.3 The invoice will be prepared and addressed in accordance with the details of the party making the request.

30.12.4 Any request for the issuance of a new invoice or a modification to the request and details of the client, will incur a charge of € 20 for each single document.

30.12.5 Any objection for an invoice issued by RCT must be addressed to the Finance and Administration Manager not later than 15 consecutive days from the date of the issue of the invoice. The objection will be handled within 30 consecutive days from the date of the receipt of the objection. Unless decided otherwise, objections that do not follow this procedure will not be considered.

30.12.5 For any dispute, the competent tribunal will be that of Civitavecchia.

31.0 Other Services

31.1 Flights above the RCT areas

Flights with piloted drones of any shape, size and weight are strictly prohibited. Authorisation may only be granted at the discretion of RCT to holders of a valid license issued by the civil aviation authorities.

31.2 Photos and Filming

Whoever is interested in taking photos or filming in the areas controlled by RCT must seek the prior authorisation of RCT, the Port Authority, the Maritime Administration and Customs. With regards to RCT, the written request must be sent to the PFSO. The request must specify the scope of the filming and photo shoot, including for which organisation (including media house and publication) the shoot is being made. Any image that may harm the reputation of RCT and the port of Civitavecchia cannot be published.

RCT must be cited in the film and photo. The films and photos can only be used for the scope for which the request was originally made and must be kept by the author and not third parties. A copy of the film and the photos must be sent to RCT's PFSO. The filming and the photos must respect the security, health and safety regulations in force.

32.0 Information Sharing

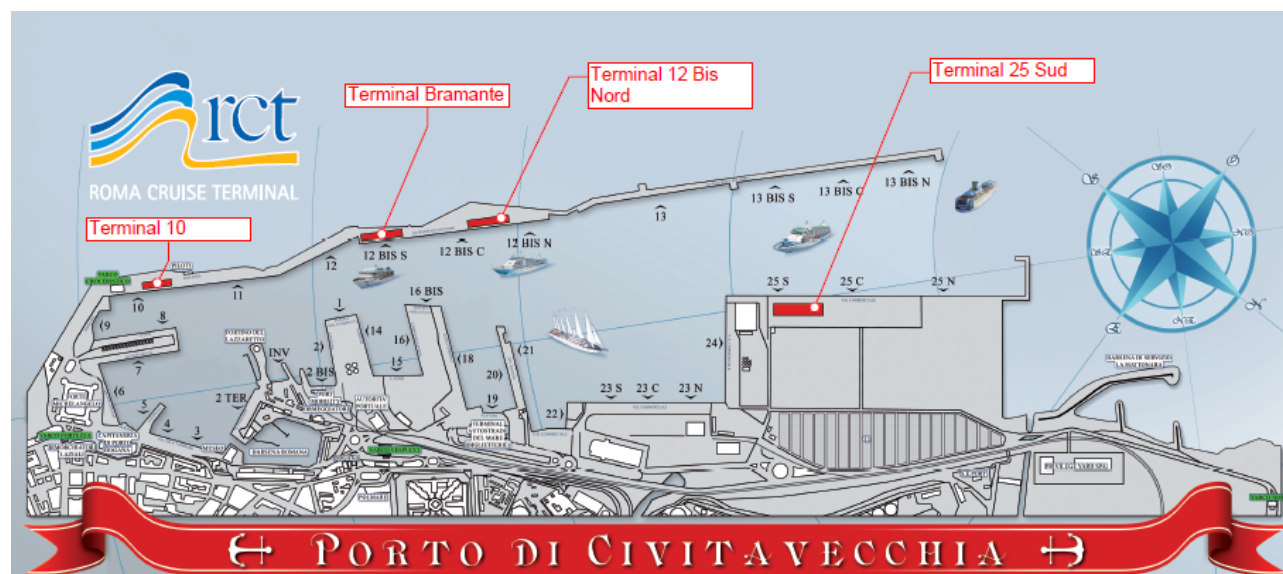
RCT promotes the notion of information sharing with its clients and agents. Whoever wishes to receive an email alert from RCT or documents and procedures, which RCT publishes from time to time, is invited to send an email to the General Manager John Portelli at johnportelli@romacruiseterminal.com specifying the information, which is required.

INFORMATION AS ON DATE OF PUBLICATION

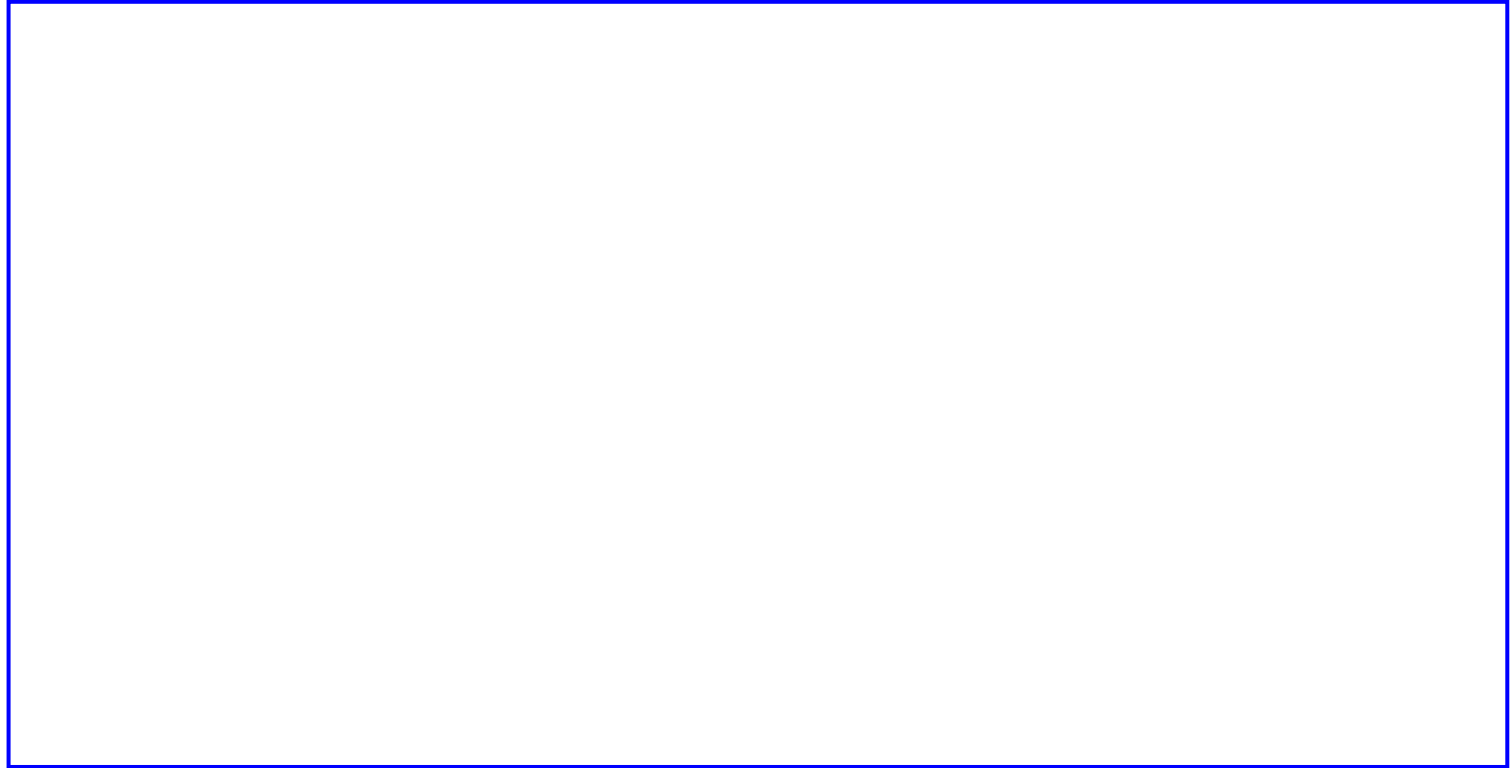


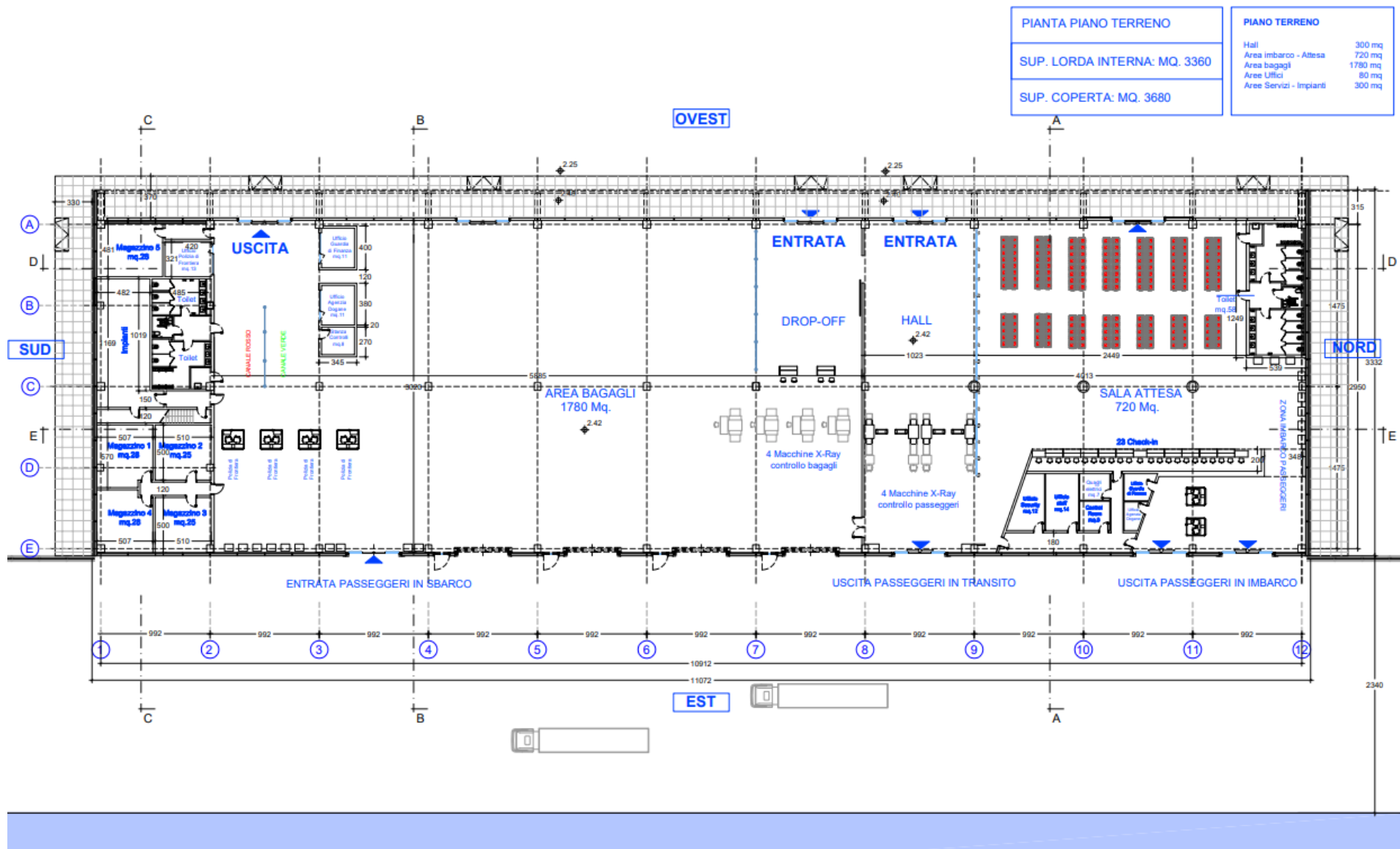
ATTACHEMENT

1)

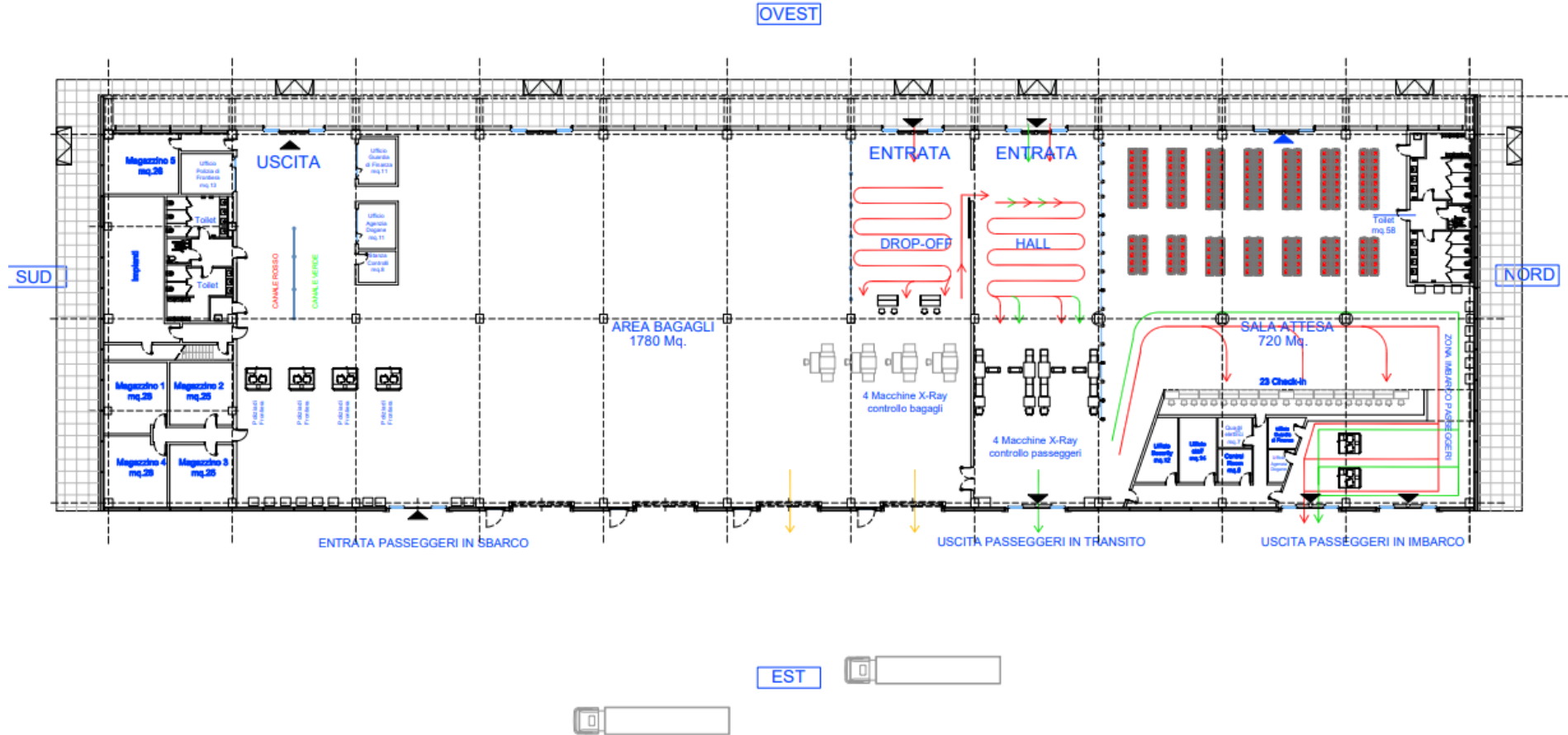


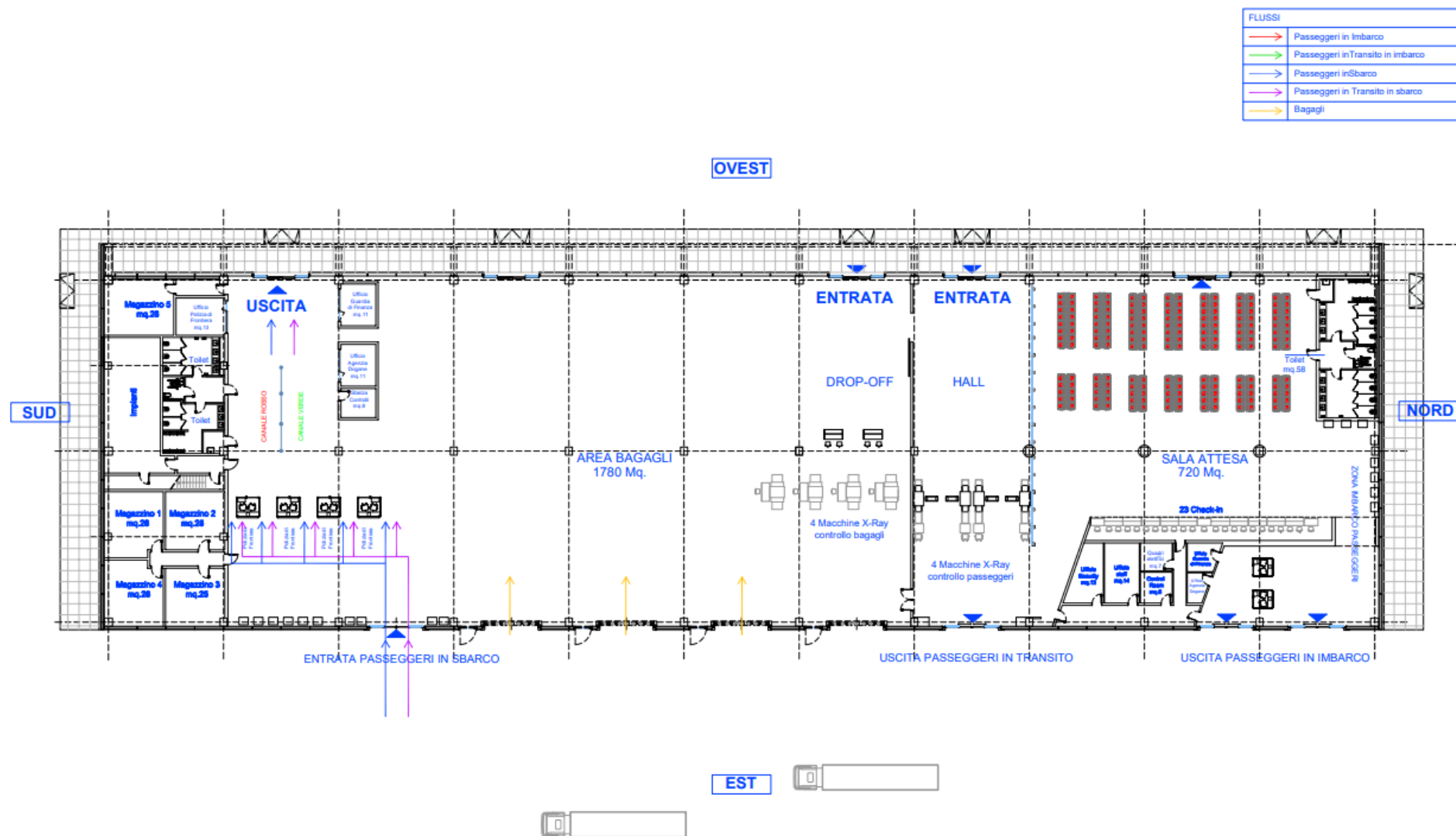
2) Terminal Donato Bramante



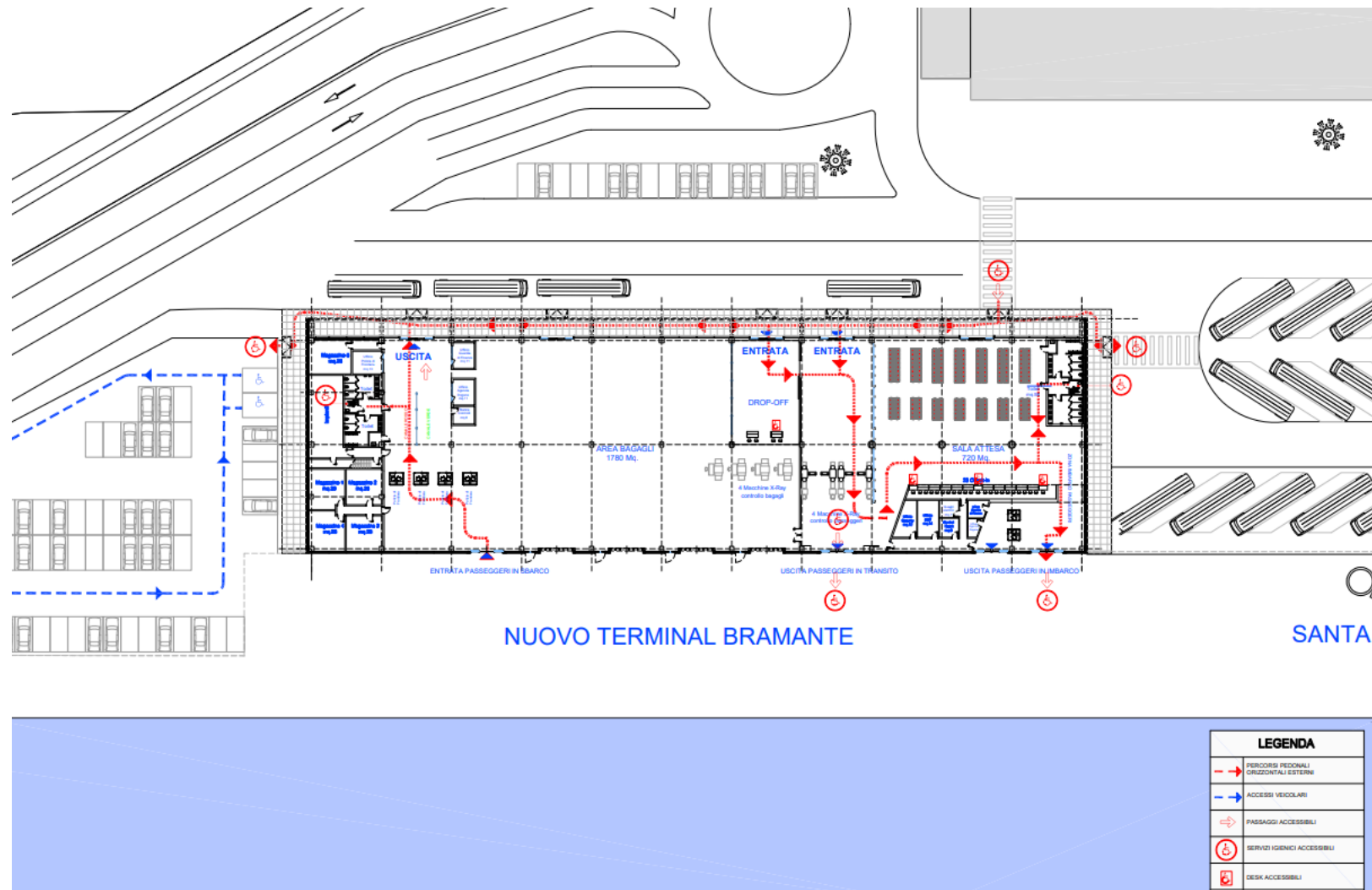


FLUSSI	
→	Passeggeri in Imbarco
→	Passeggeri inTransito in imbarco
→	Passeggeri inSbarco
→	Passeggeri in Transito in sbarco
→	Bagagli

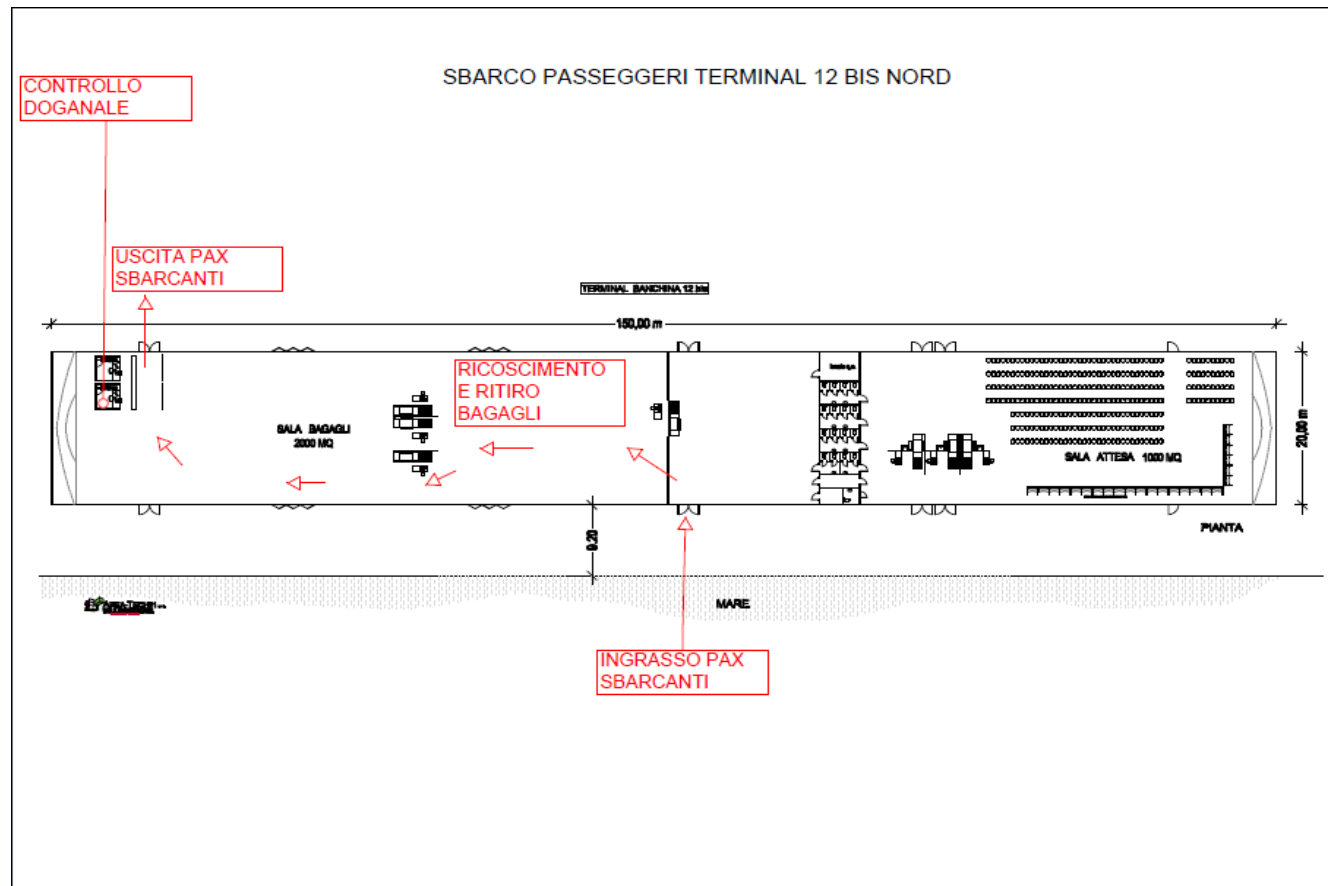


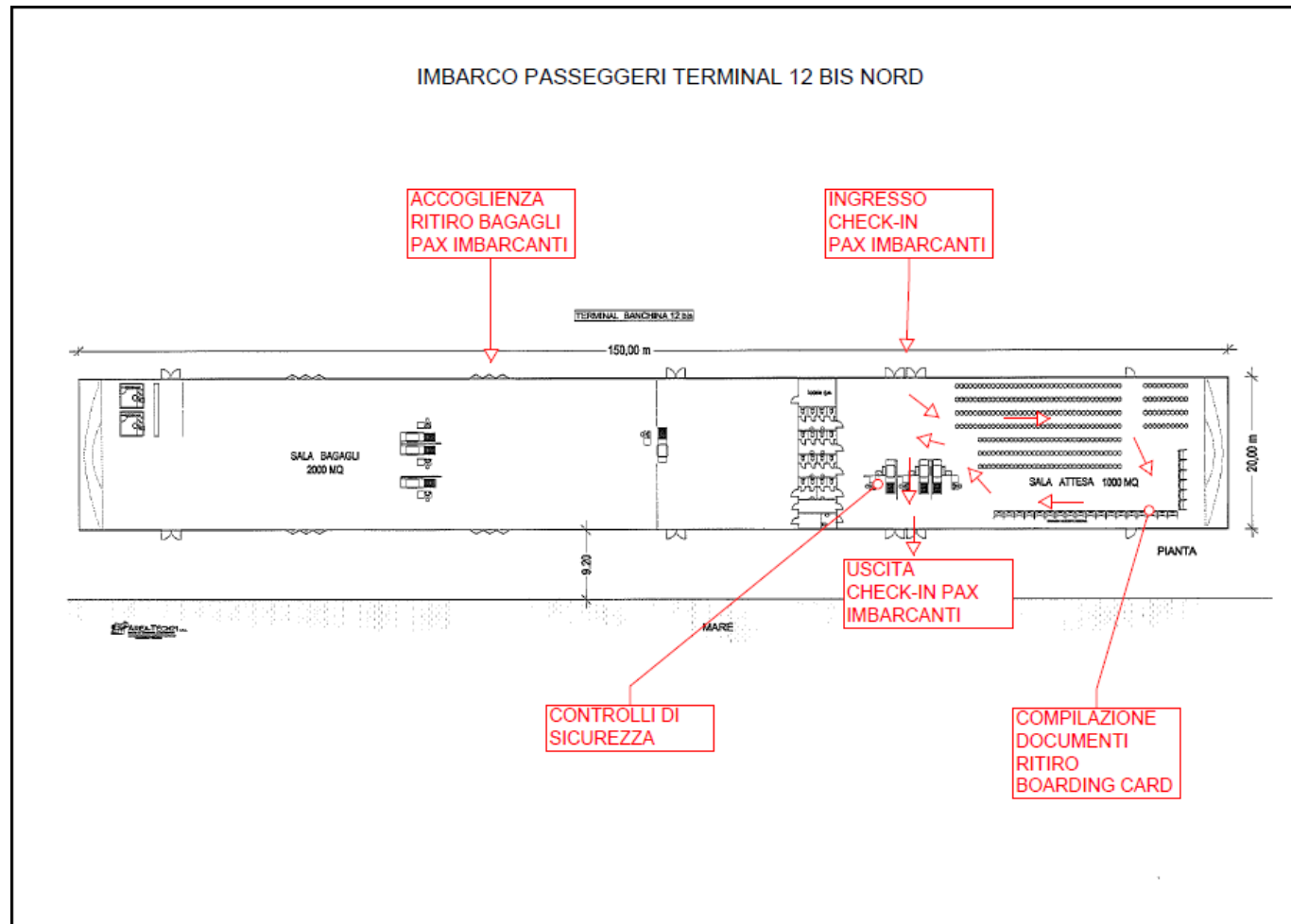


3) The new Terminal Donato Bramante (Flow design for persons with special requirements)

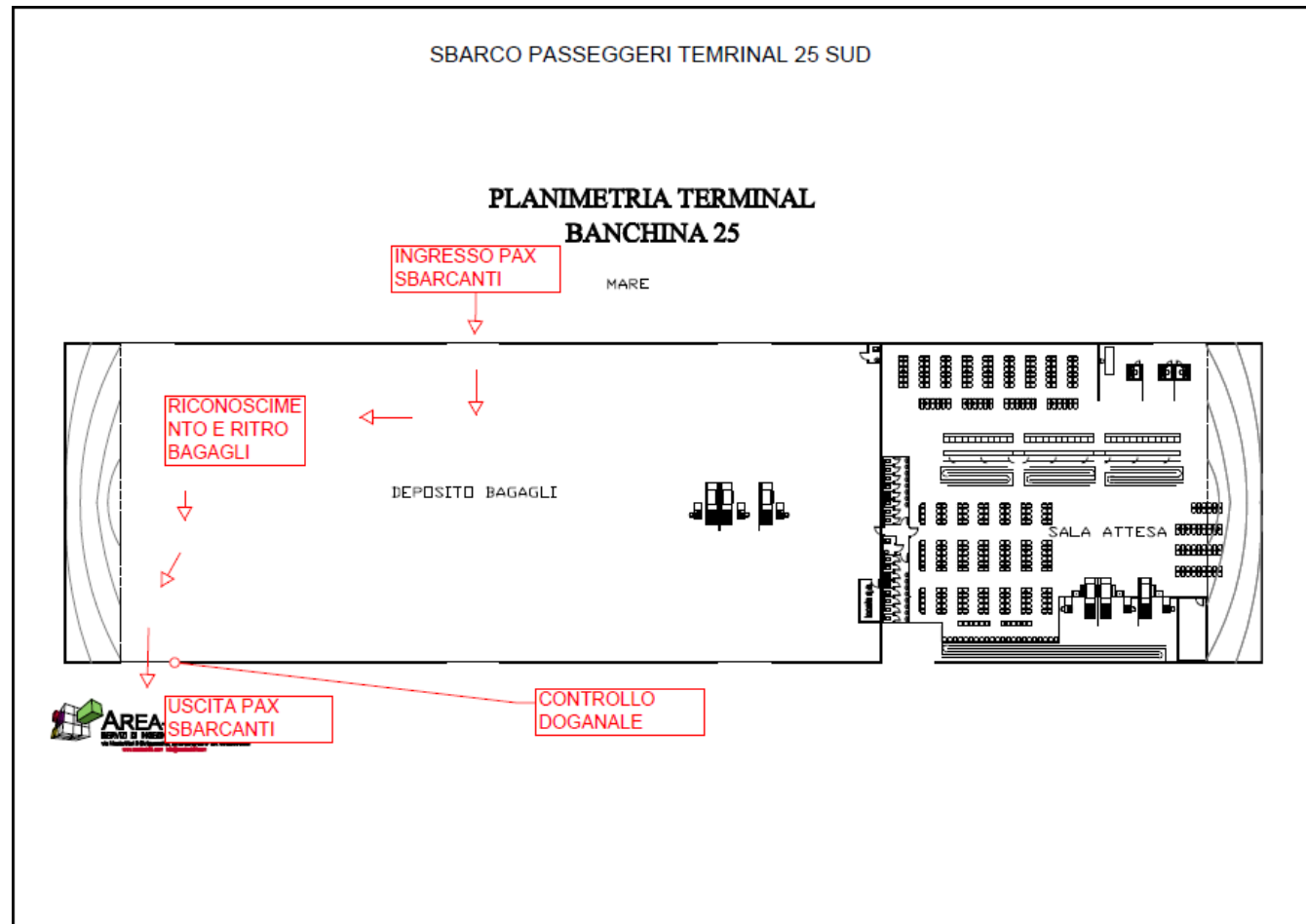


4) - 7) Terminal 12 Bis Nord

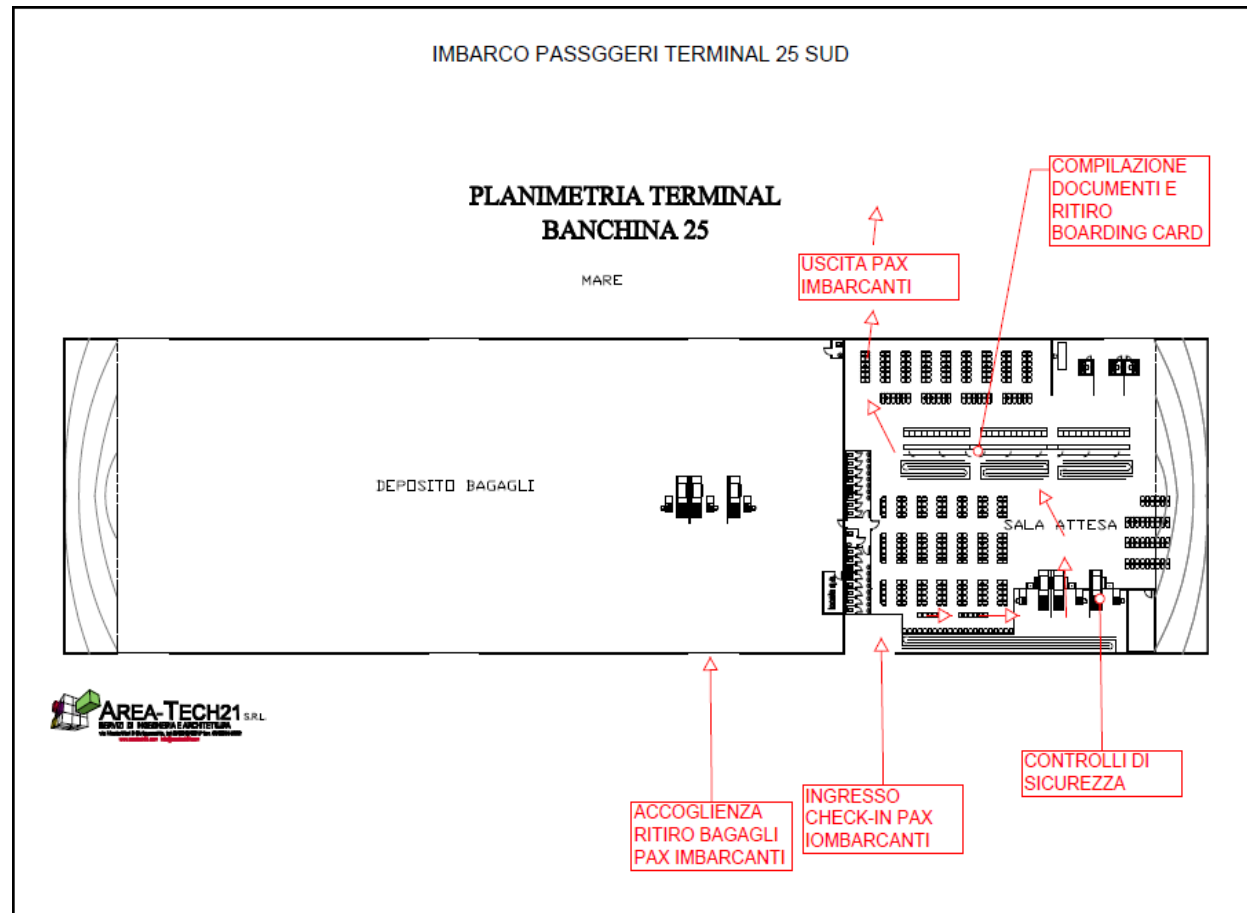




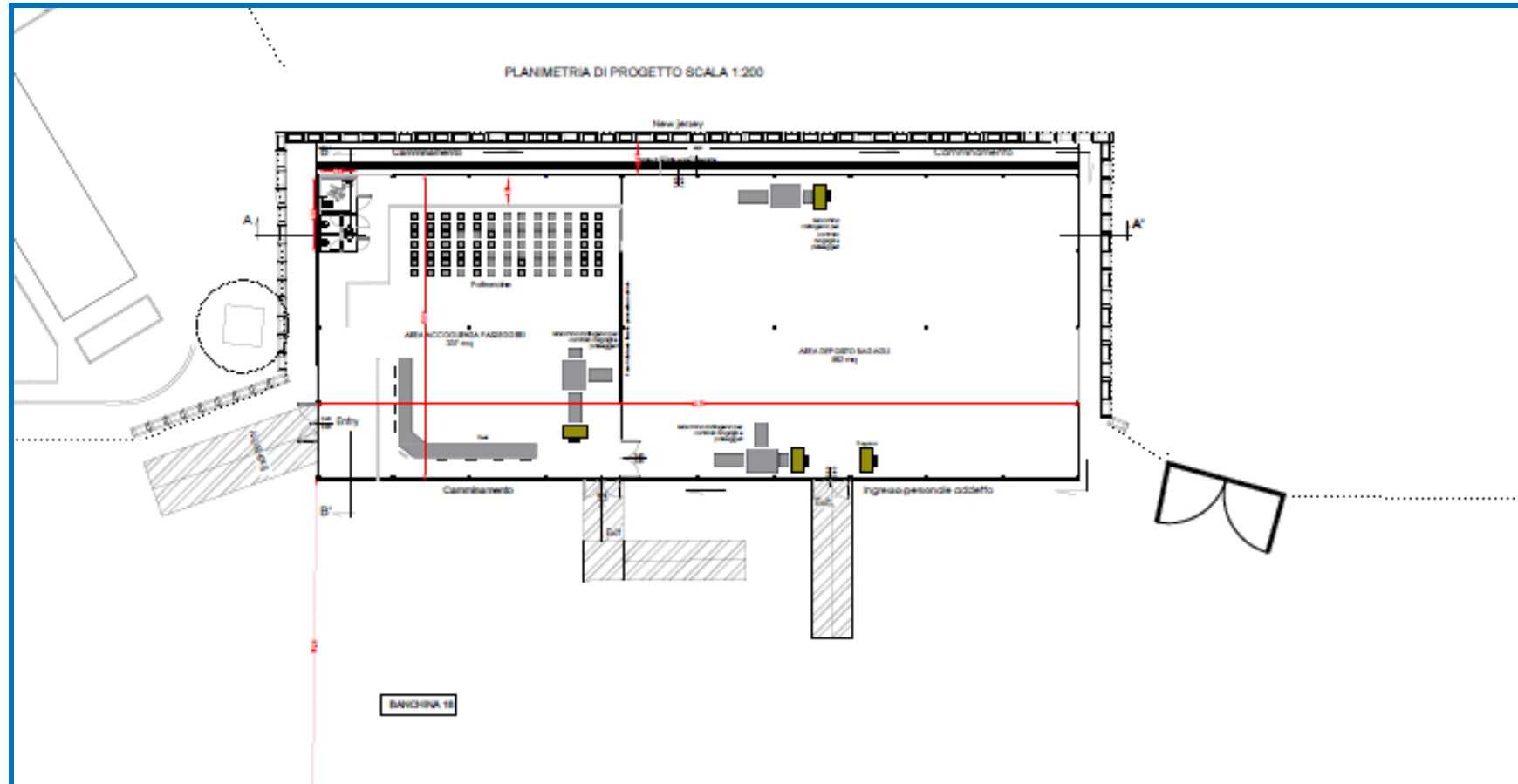
8) Terminal 25 South



9)



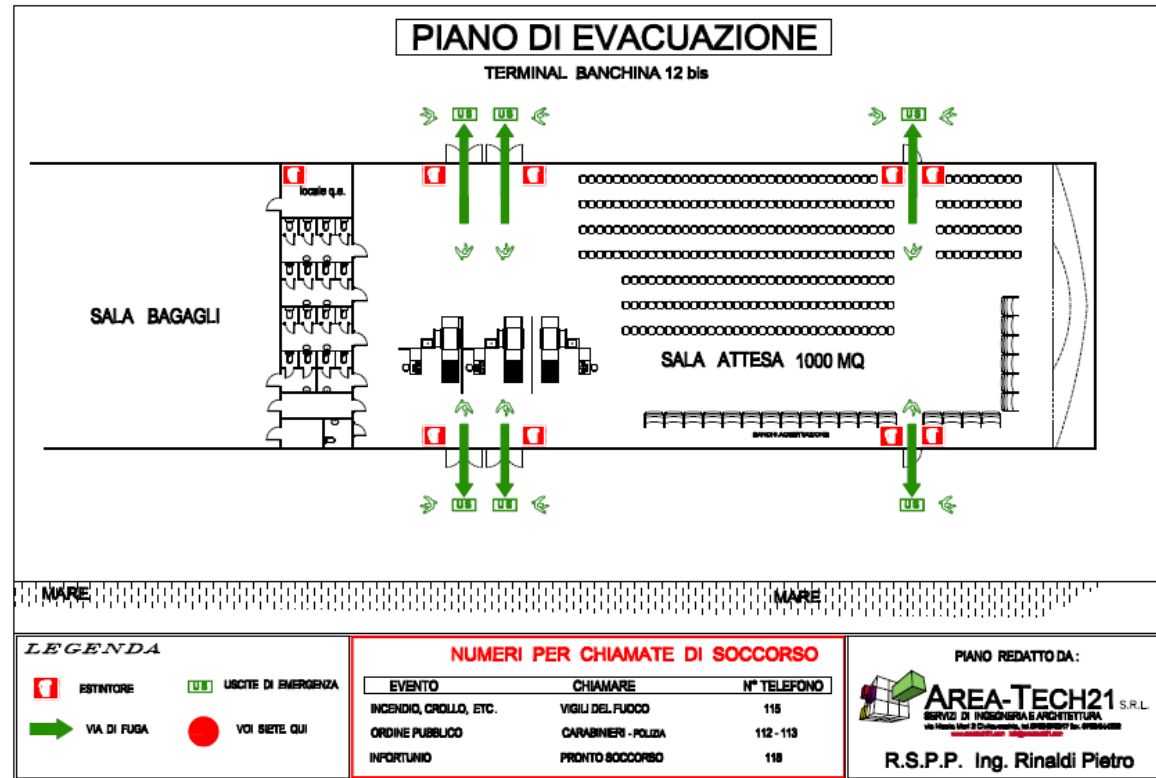
10) Terminal 18



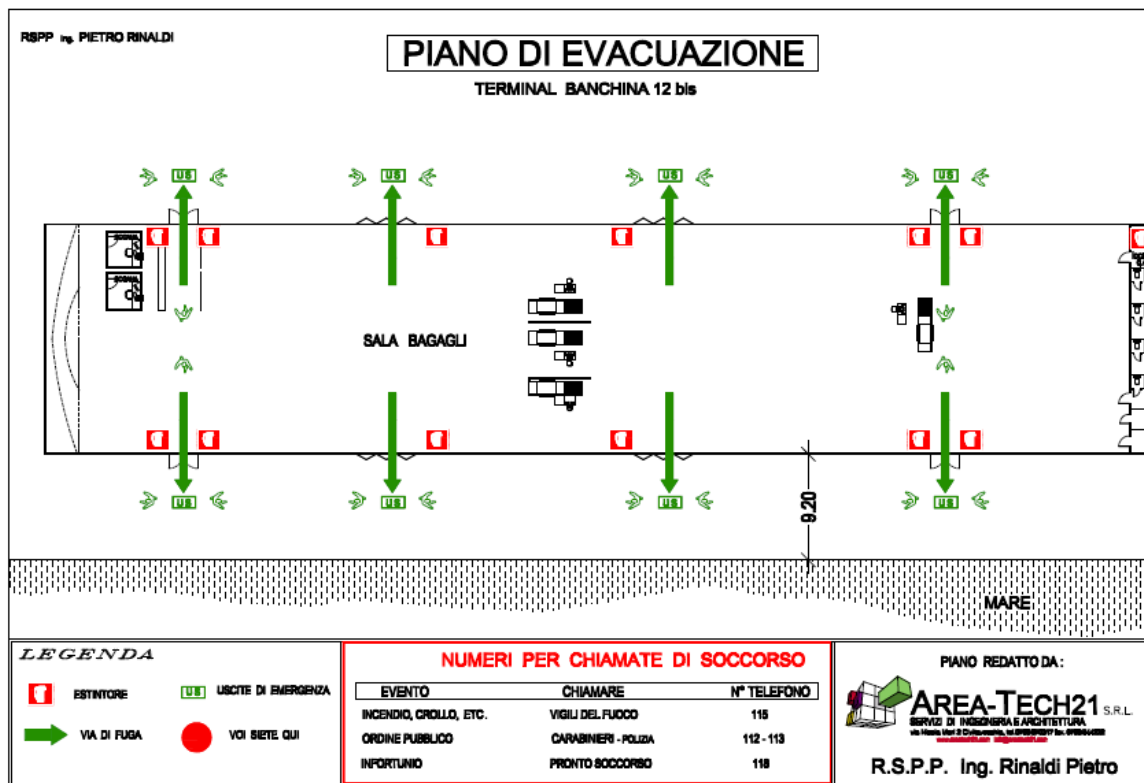
11) Terminal 18 (location of Terminal 18)



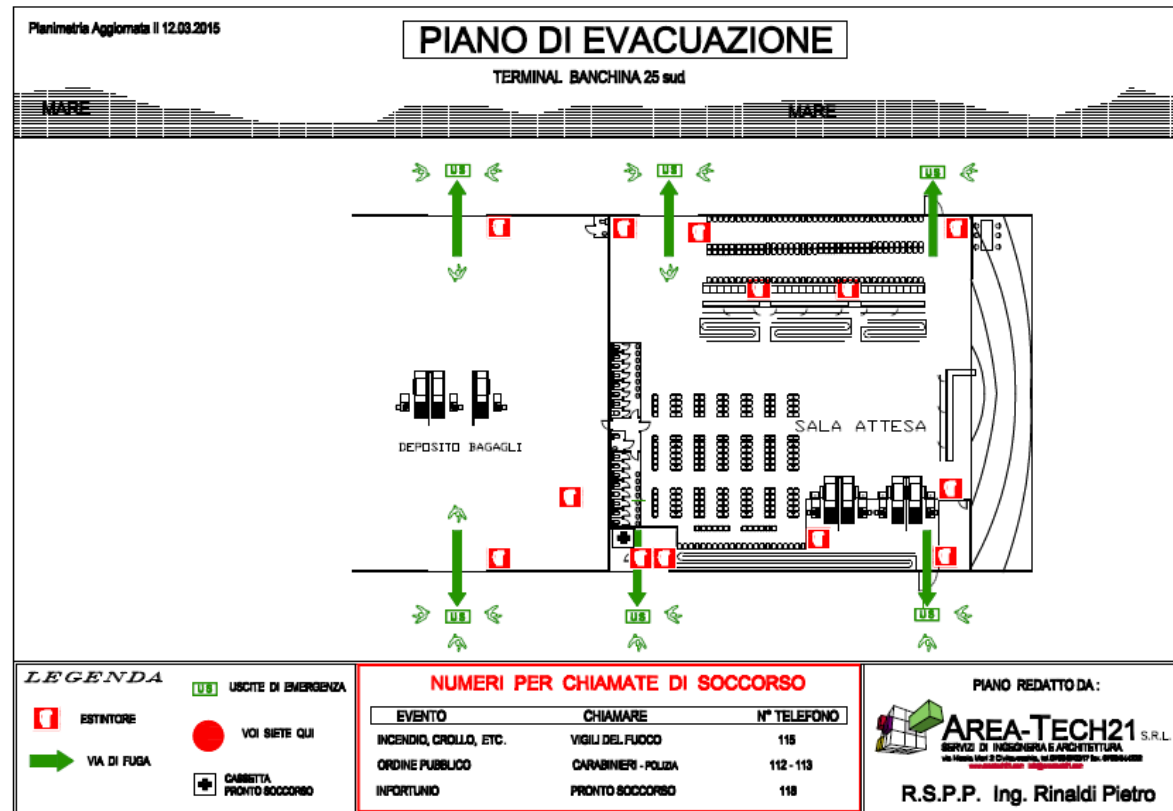
12) Evacuation Plan Terminal 12 B Nord

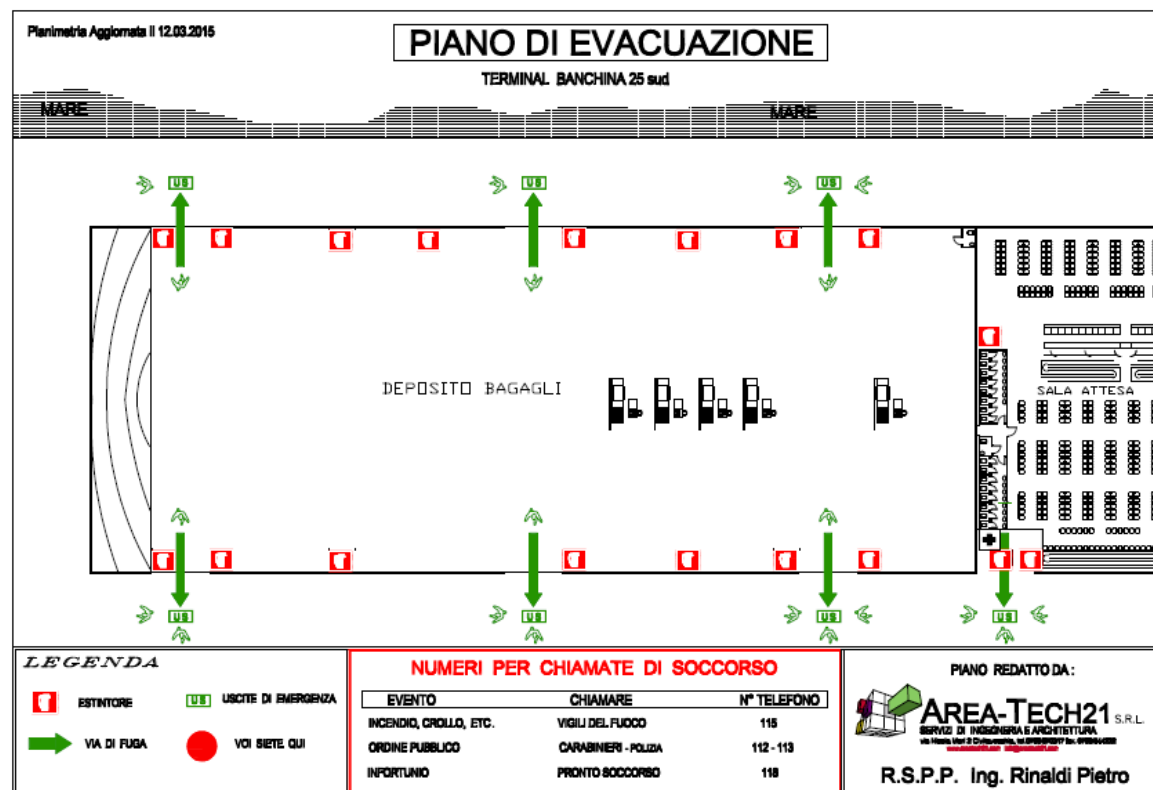


13) Evacuation Plan Terminal 12 B Nord

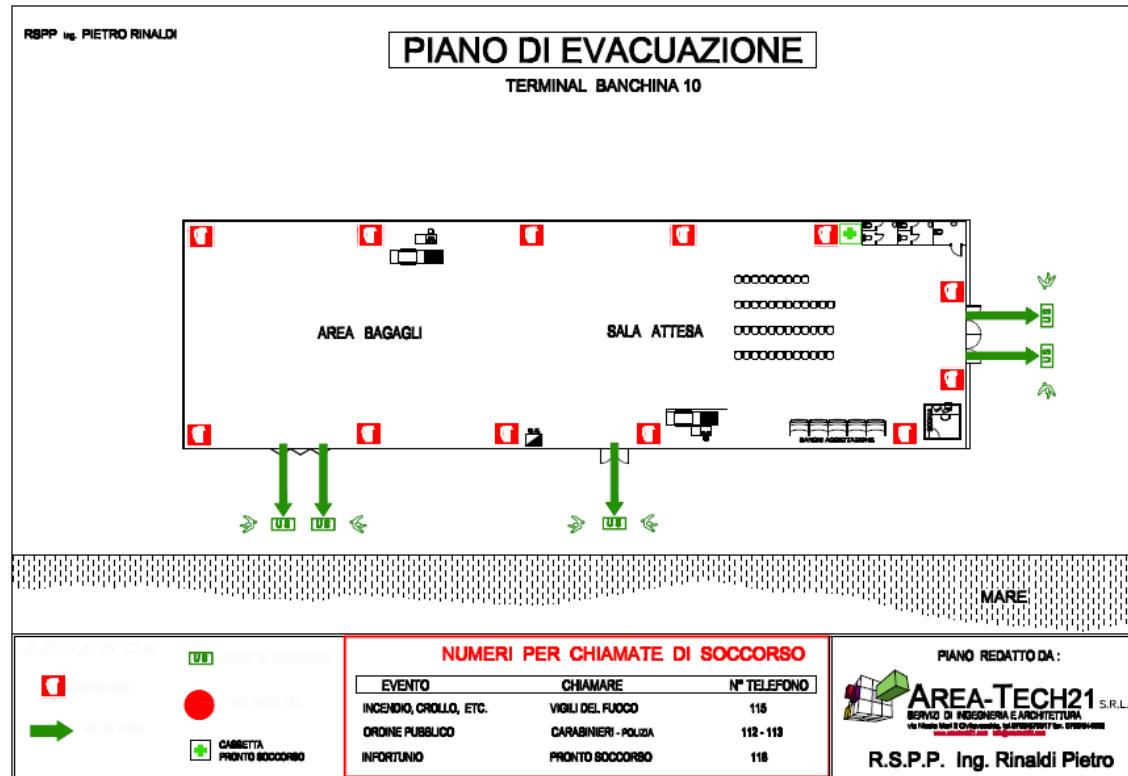


14) Evacuation Plan Terminal 25 South

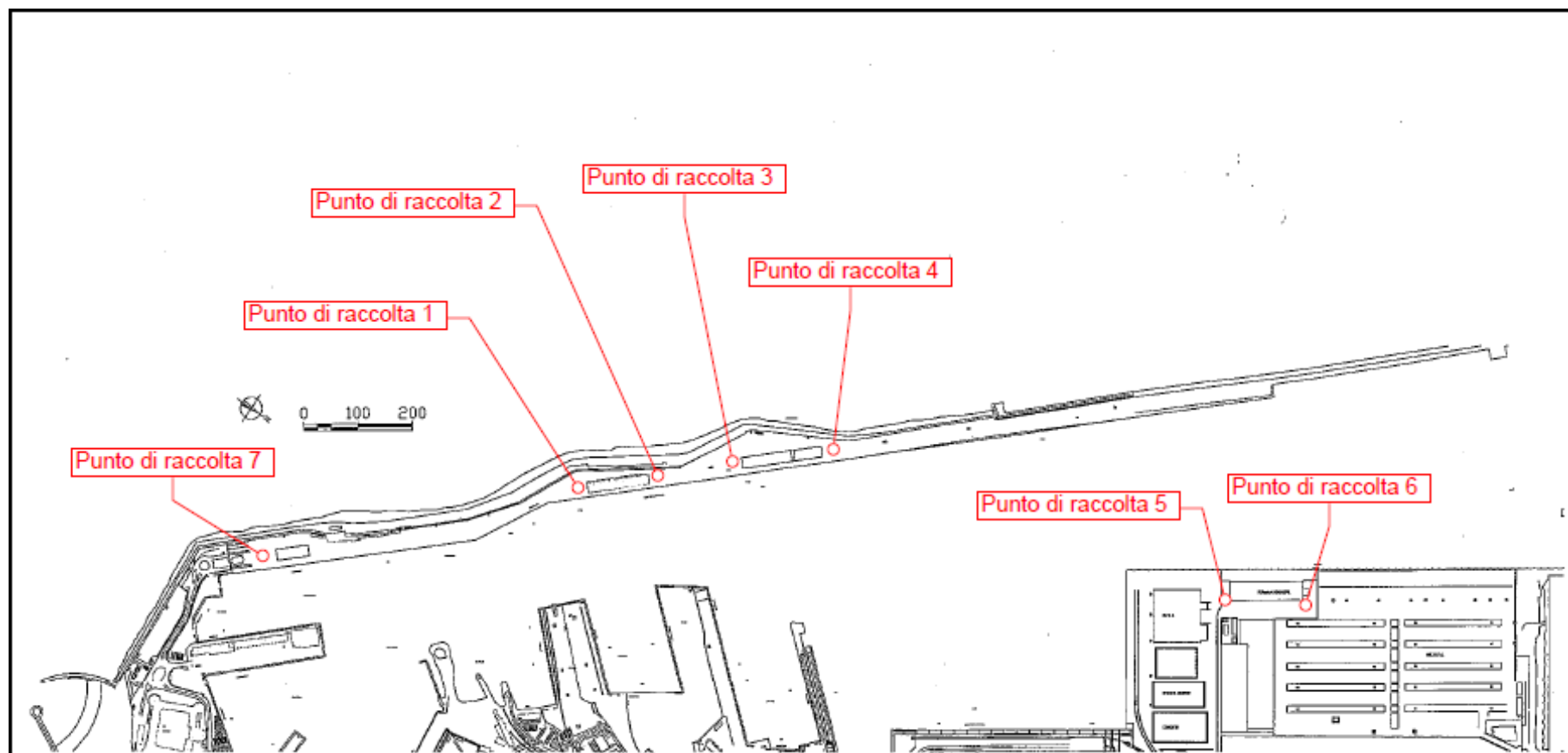




16) Evacuation Plan Terminal 18



17) Emergency Meeting Points



ANNEX 2

TERMINAL AMERIGO VESPUCCI

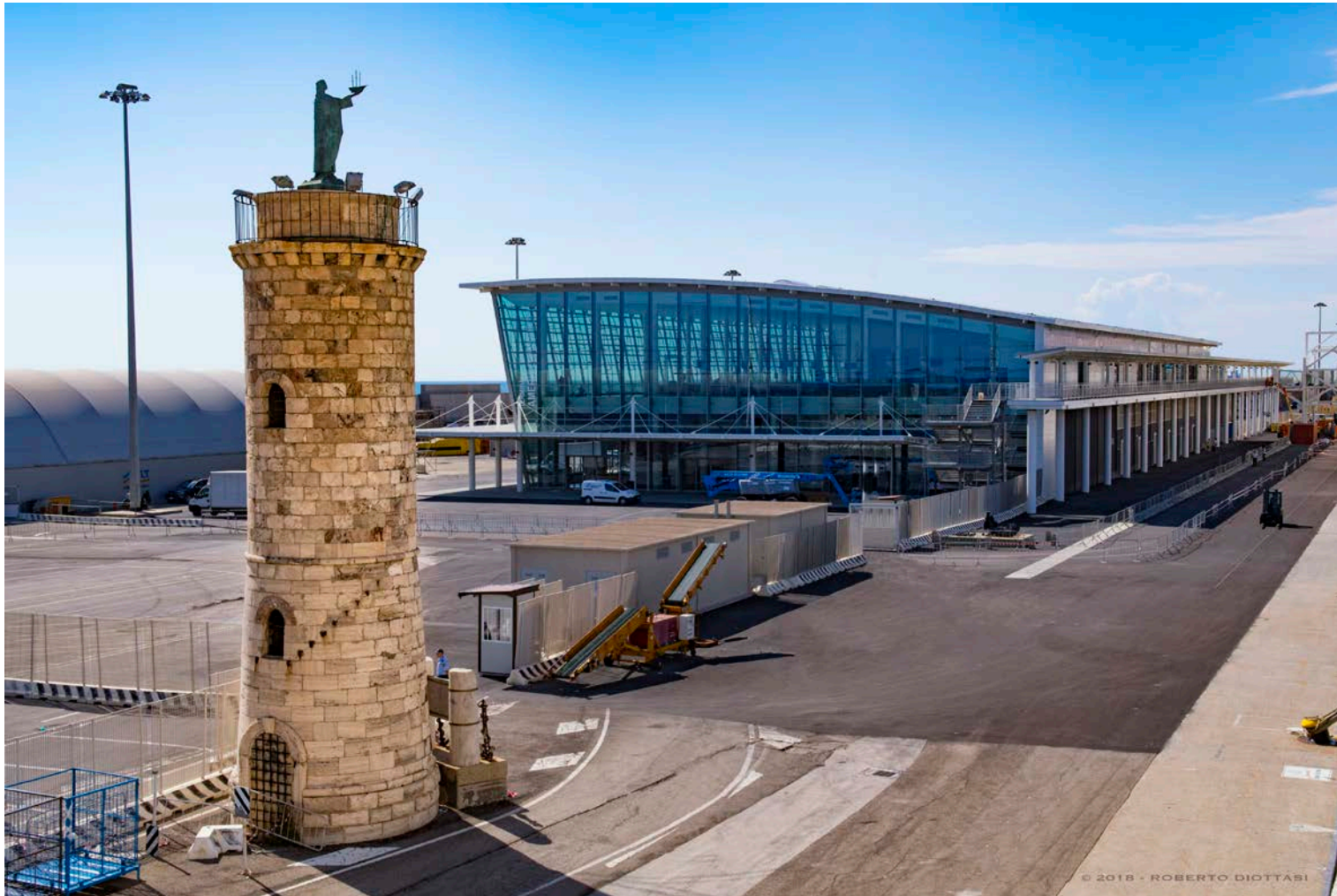


Figure 18: Barriere Architettoniche

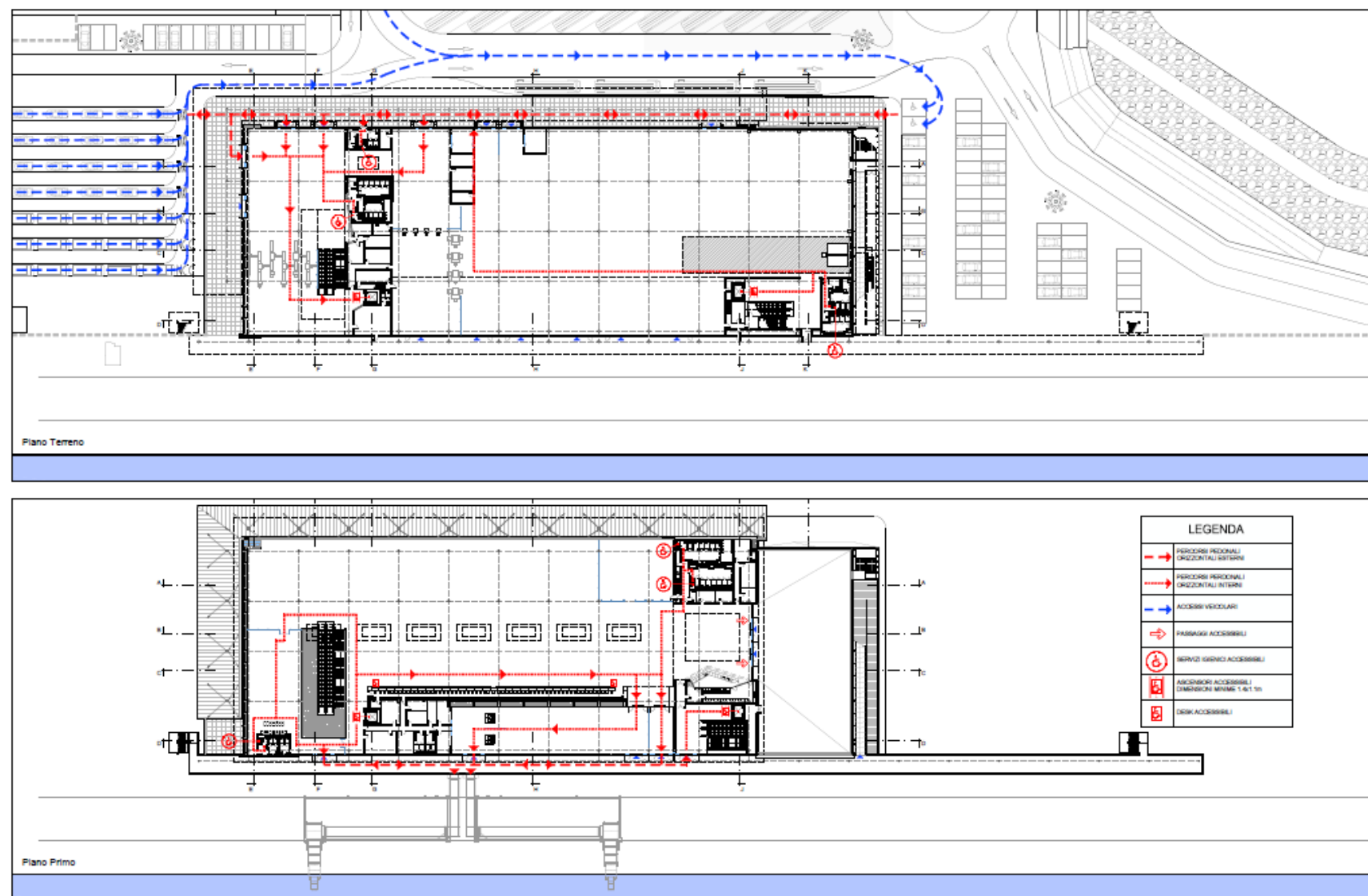


Figure 19: Piani di Evacuazione Terminal Amerigo Vespucci

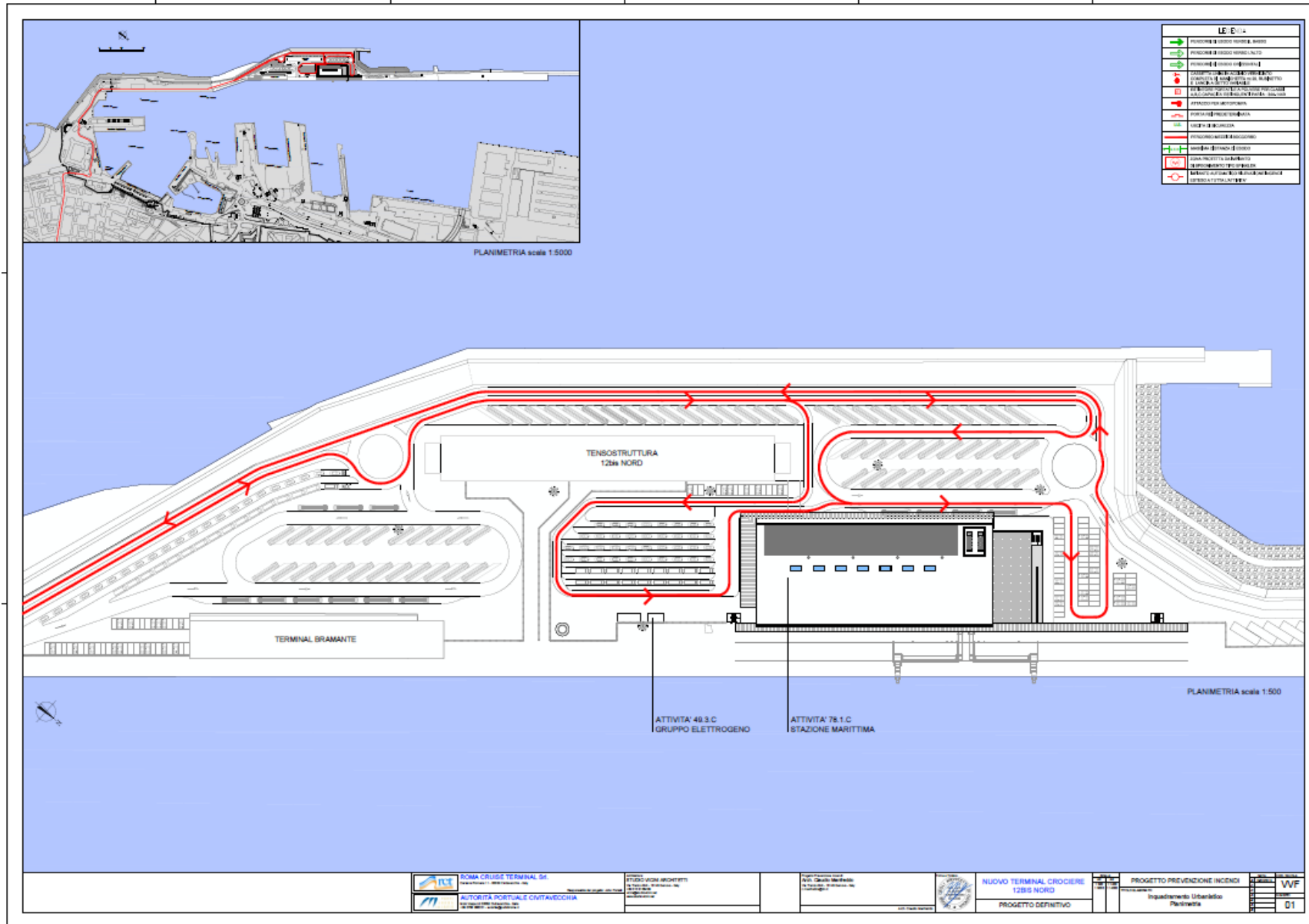


Figure 20: Terminal Amerigo Vespucci: Piano di Evacuazione

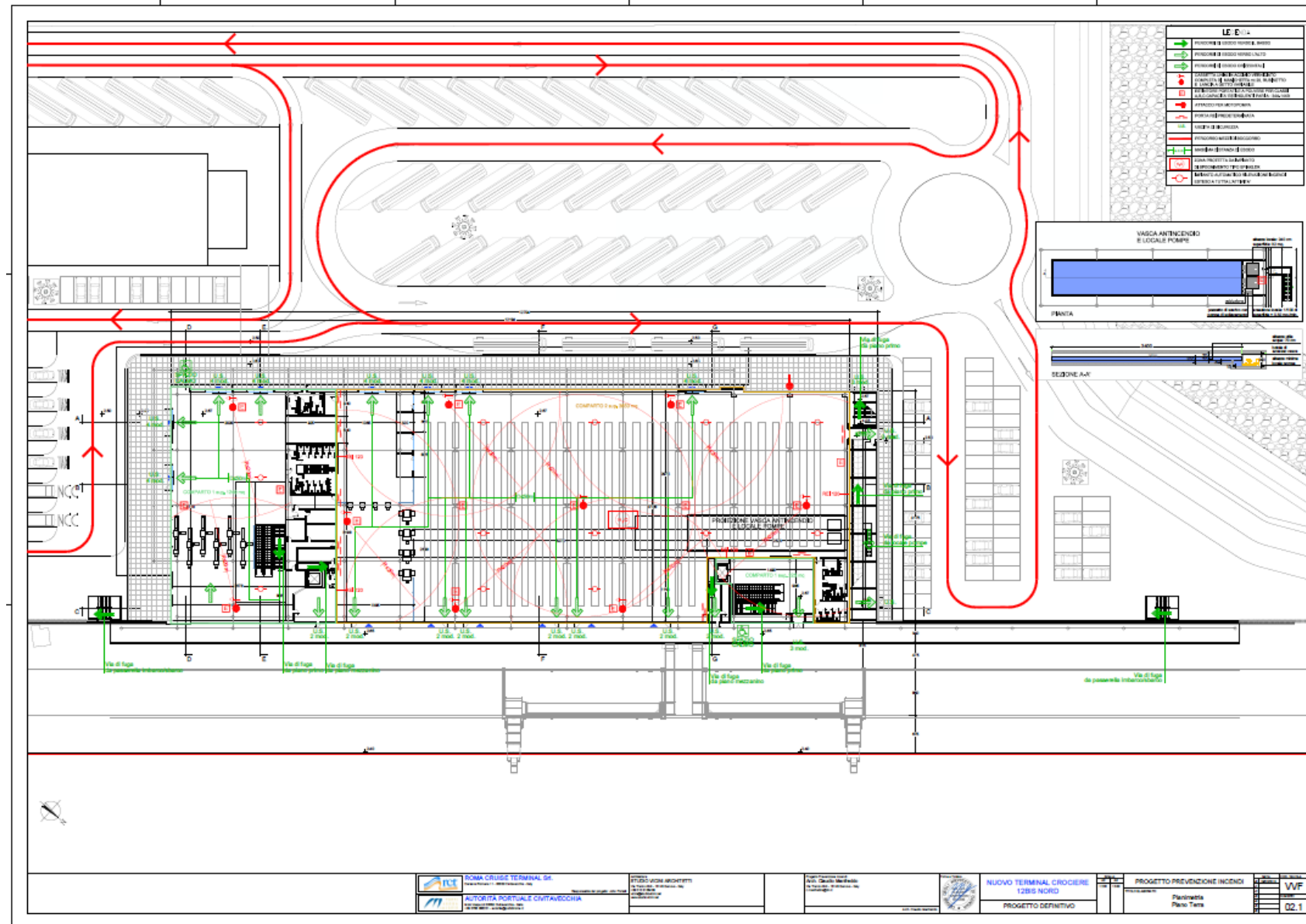


Figure 21: Piano di Evacuazione: Terminal Amerigo Vespucci

[illegible]

Figure 23: Terminal Amerigo Vespucci: Piano di Evacuazione

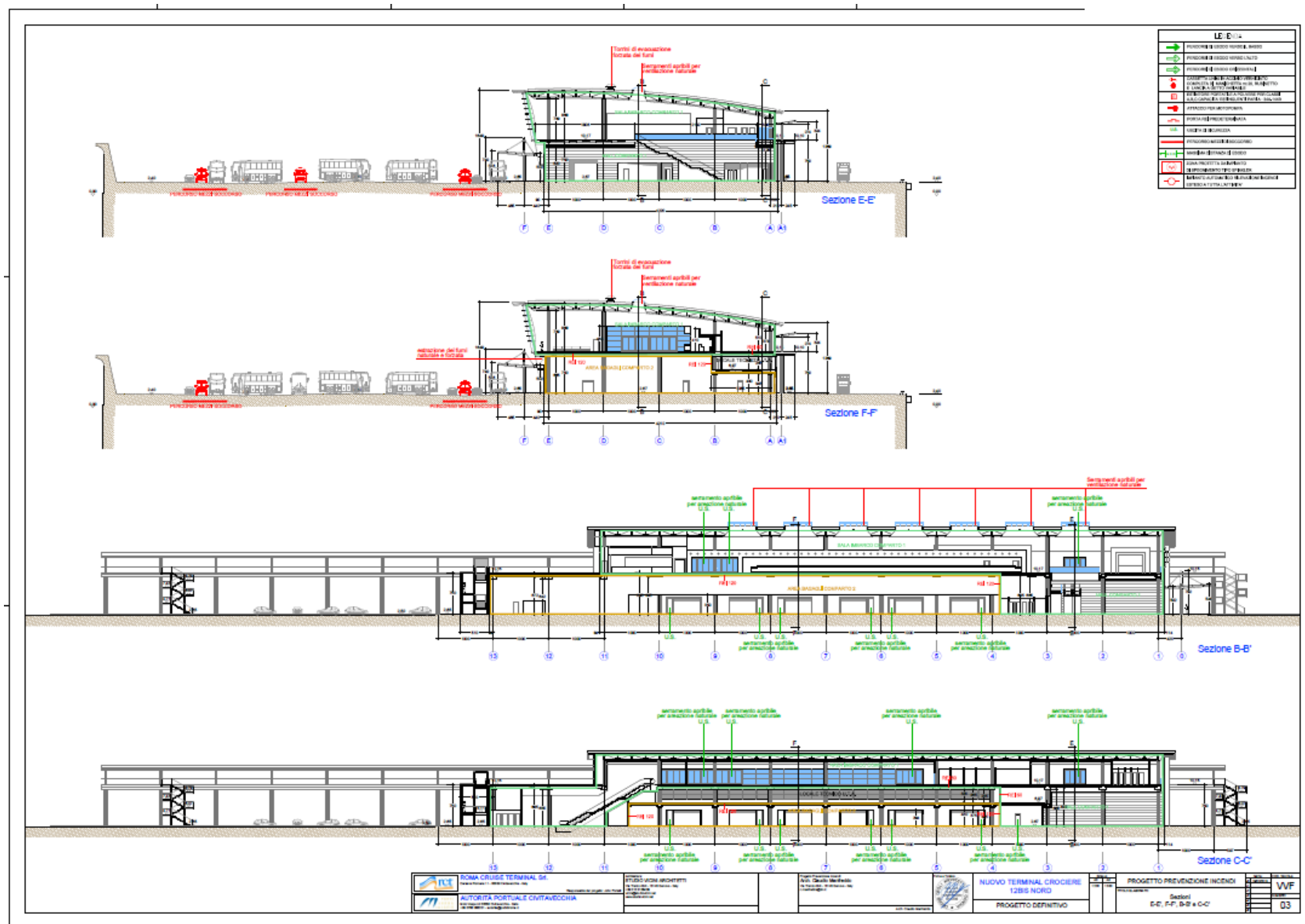


Figure 24: Piano di Evacuazione

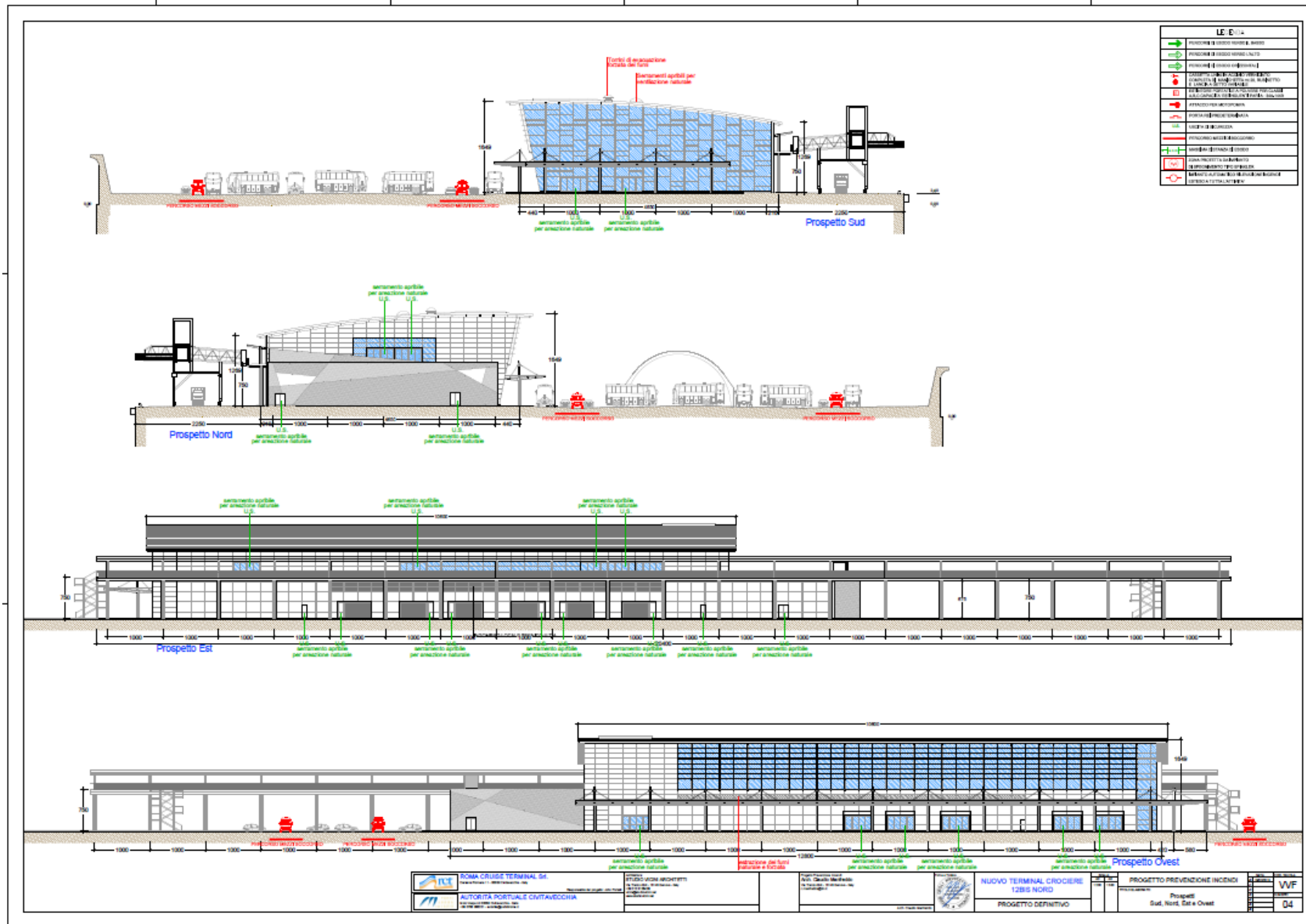
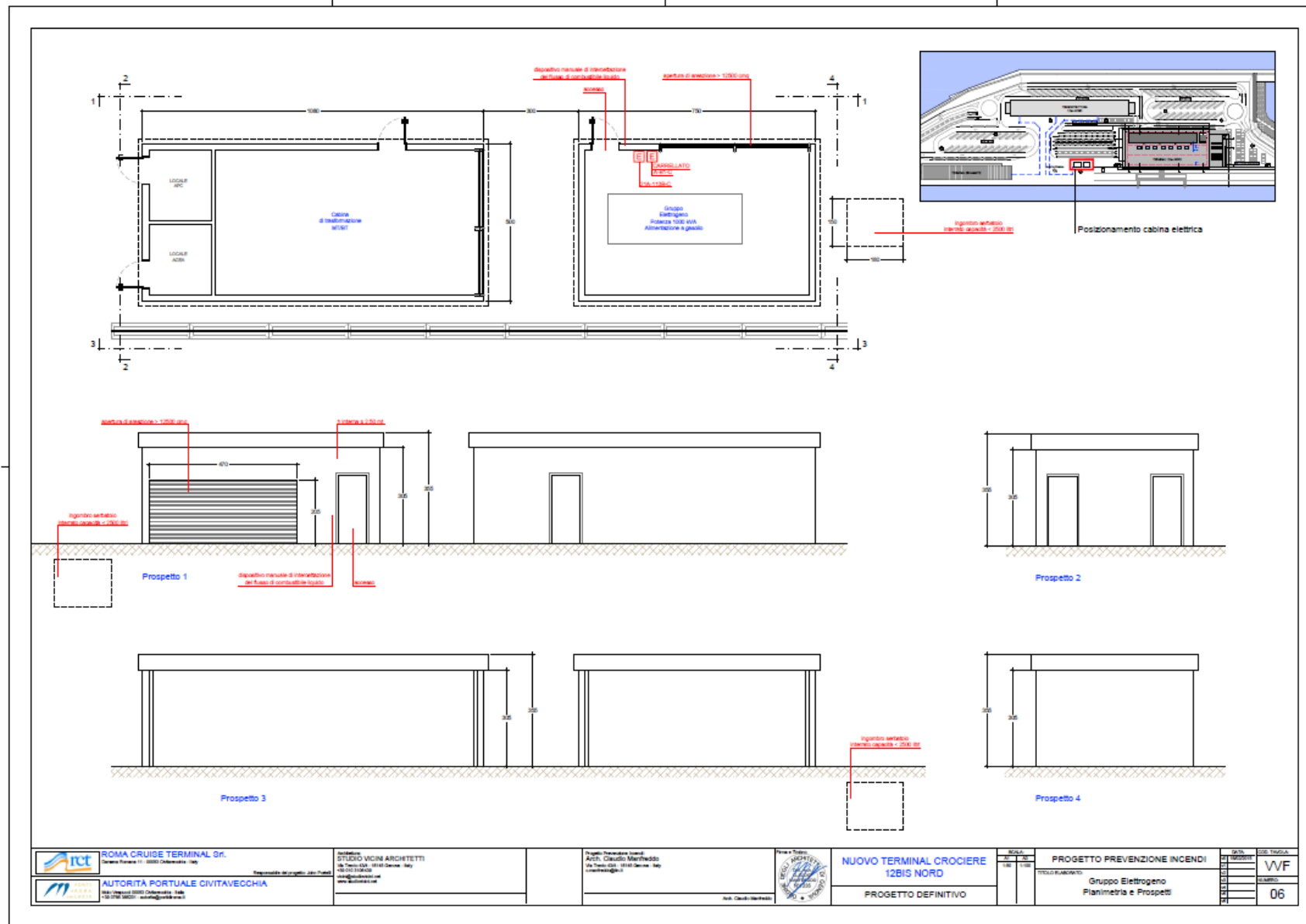
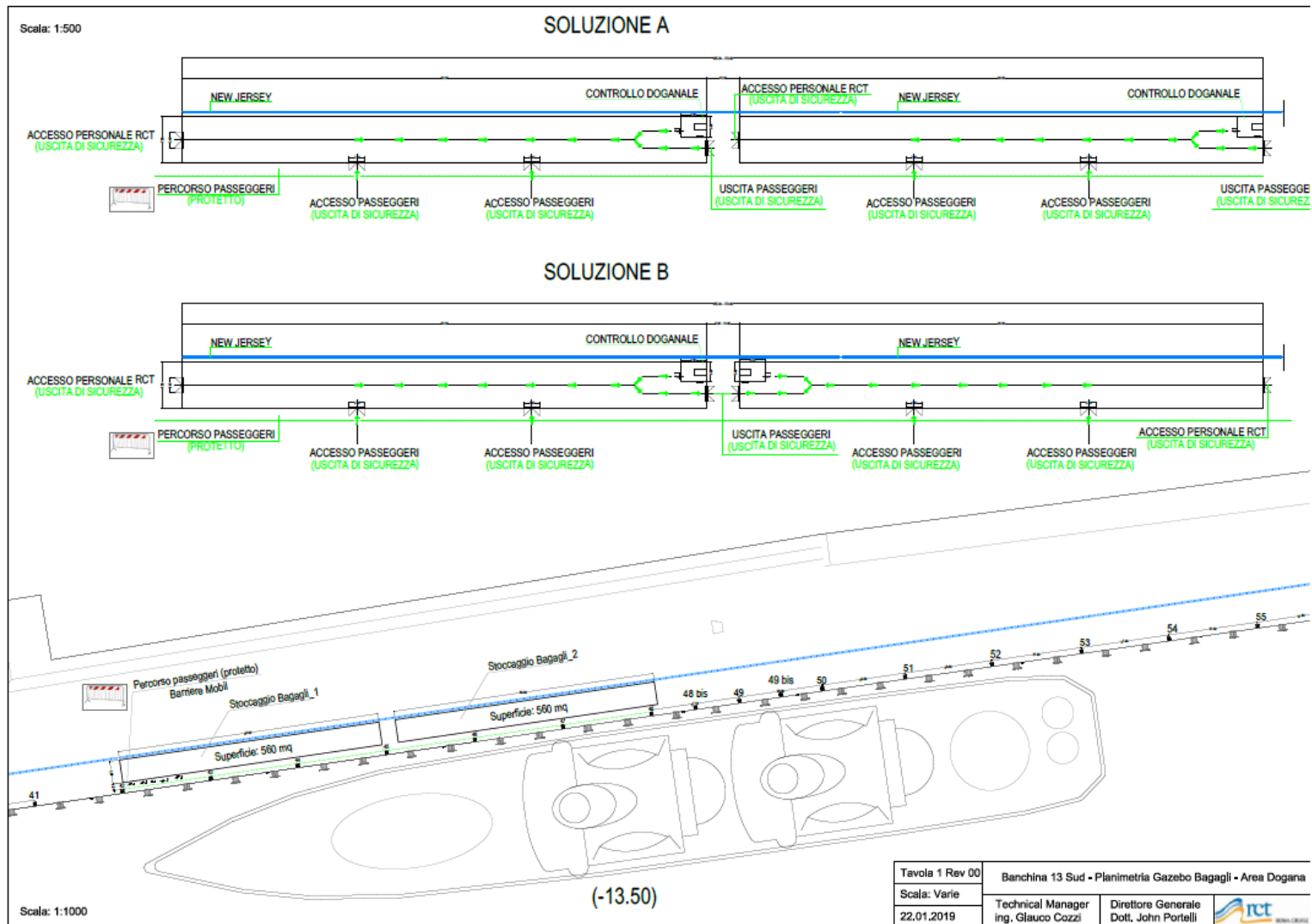


Figure 25: Piano di Evacuazione



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ANNEX 3: TERMINAL 13 S GAZEBO LAYOUT FOR TURNAROUND OPERATIONS



PROCEDURA MOVIMENTAZIONE PROVVISTE

PORTO DI CIVITAVECCHIA

ROMA CRUISE TERMINAL

DEFINIZIONE DEI PERCORSI E DELLE AREE



PREMESSA

Le attività di movimentazione delle merci, ovvero le operazioni con cui le provviste vengono caricate a bordo nave, sono di natura dinamica.

Esse dipendono da molteplici fattori, tra cui le posizioni di ormeggio delle navi, pertanto la procedura riportata, rappresenta la situazione “tipo” che si adotta nella maggior parte dei casi.

1. Descrizione delle operazioni (fasi):

Le aree sono sempre delimitate da barriere mobili costituite da elementi metallici e nastro bianco/rosso.

Sulle barriere mobili è apposta la cartellonistica di sicurezza che riporta, obblighi, divieti e avvertimenti (vedi allegato planimetrico).

Una volta individuato il/i portelloni utilizzati dalle navi ormeggiate per le operazioni di carico delle provviste, si provvede a delimitare la zona con le barriere metalliche mobili e nastro bianco rosso;

L'area così individuata è accessibile esclusivamente agli addetti alle operazioni di movimentazione merci, mentre gli autisti rimangono all'esterno, dietro le barriere, ovvero all'interno del proprio veicolo senza scendere.

Gli autisti vengono informati prima di accedere all'interno dell'area sterile delle disposizioni e delle prescrizioni in materia di sicurezza attraverso la consegna da parte del personale di security regolamento che dovranno sottoscrivere e consegnare al Foreman di turno responsabile dell'area di lavoro.

Gli operatori portuali addetti alle operazioni, provvedono:

- Allo scarico delle merci/provviste dal camion con muletti, posizionandole a terra in un'area appositamente individuata (fase 1 – scarico e stoccaggio temporaneo);
- Al carico sulla nave, sempre per mezzo di muletti, a valle generalmente dei controlli di rito eseguiti dal personale preposto (personale della nave), nonché dal personale di Security nei casi previsti (fase 2 – carico in nave). I controlli saranno eseguiti a mezzi fermi, è responsabilità del Foreman sospendere momentaneamente le operazioni di movimentazione per permettere al personale preposto di procedere all'attività di controllo visiva e/o con l'ausilio di cane addestrato. Soltanto al termine delle operazioni, il Foreman potrà autorizzare i conduttori dei muletti a riprendere le attività di movimentazione, assicurandosi che non vi siano più la presenza di personale in sosta e/o in transito all'interno dell'area.
- Nel caso in cui la quantità di provviste richiede l'utilizzo di un numero di muletti superiore a due, l'impresa addetta alle attività di movimentazione dovrà aggiungere un ulteriore Foreman con la mansione di "coordinatore delle manovre", ovvero di coordinatore delle operazioni di carico e scarico delle provviste.

2. Definizione delle Aree e dei percorsi

La prima delimitazione riguarda la definizione degli spazi necessari (funzione del quantitativo e del volume delle merci/provviste) nell'intorno del portellone utilizzato per le operazioni di carico.

All'interno di questa area si definisce la zona in cui accatastare in via provvisoria le merci/provviste che man mano vengono scaricate dal mezzo di trasporto.

A monte e a valle di questa area agiranno gli operatori (della stessa compagnia) per le due operazioni previste nella fase 1 e nella fase 2 (aree individuate in planimetria con tratteggio verde per lo scarico dal camion e tratteggio arancio per il carico;

Lungo il perimetro del Terminal viene riservata una corsia di almeno 1.20 metri di larghezza per l'eventuale passaggio pedonale e il controllo delle operazioni a distanza di sicurezza.

3. Gestione delle interferenze e misure di prevenzione e protezione

La suddivisione delle aree ed un controllo a terra di almeno un preposto (a cui se ne aggiunge un altro in caso di utilizzo di un numero di muletti maggiore di due) alle operazioni, di fatto riduce significativamente i rischi interferenziali.

Infatti, in questo modo, seppure si potrebbe configurare una situazione di “*interferenze*” operative a carico di lavoratori della stessa azienda, di fatto, agendo sulla separazione fisica delle aree, si elimina il rischio di collisione tra i mezzi e di investimento di personale.

Il rischio residuo viene attenuato con l’obbligo di utilizzo di idonei DPI, senza dei quali non è permesso neppure accedere all’interno delle aree destinate alla movimentazione delle merci e delle provviste.

I DPI richiesti sono:

- Scarpa antinfortunistica con puntale rinforzato;
- Gilet o giacca “alta visibilità” (in relazione alla stagione);
- Altri DPI specifici per i lavoratori e a carico dell’azienda (guanti di protezione, etc.) funzione del tipo di merci e di imballo (a titolo di esempio: casse, cartoni e/o elementi sfusi).

4. Segnaletica

Ogni area di lavoro delimitata da barriere mobili e nastro bianco rosso è dotata su tutti i lati della cartellonistica di sicurezza con chiara indicazione di quali siano gli obblighi, i divieti e gli avvertimenti a cui co so deve attenere prima di accedere all’interno della medesima.



PROCEDURES FOR THE HANDLING SHIP PROVISIONS

PORT OF CIVITAVECCHIA

ROMA CRUISE TERMINAL

DEFINITION OF ROUTES AND AREAS



Introduction

Cargo handling activities, i.e. the operations by which supplies are loaded on board ships, are dynamic by nature.

They depend on multiple factors, including the ships' berths. Therefore these procedures represent a "typical" situation that is adopted in most cases.

1. Outline of the various phases of the operations:

The areas should always be delimited by mobile barriers made up of metal structures and white/red tape.

Safety signs are to be affixed to the mobile barriers, clearly reproducing obligations, prohibitions and warnings (see the the site plan belowt).

Once the ports of the ships to be used for the loading operations have been identified, the quay area is to be closed-off with mobile metal barriers and white-red tape;

The area thus identified is accessible only to those involved in the handling of the goods, while the drivers are to remain outside, behind the barriers, or inside their vehicle.

Before entering the security restricted area, the drivers are informed of the safety provisions and prescriptions and will have to sign a form handed to them by a security officer and deliver the said form to the Foreman in charge of the provisioning operation.

The port operators in charge of the operations shall:

- Unload the goods/supplies from the truck with forklifts, placing them on the ground in a specially identified area (phase 1 - unloading and temporary storage);
- Load the ship, always by means of forklifts, generally following the routine checks carried out by the personnel in charge (ship personnel), as well as by the Security personnel in the foreseen cases (phase 2 - loading onto the ship). The checks will be carried once the vehicles are parked. It is the responsibility of the Foreman to temporarily suspend the handling operations to allow the personnel in charge to proceed with the visual inspection and/or with the aid of a trained dog. Only at the end of the operations can the Foreman authorize the forklift drivers to resume handling activities, making sure that there are no longer any personnel not involved in the operation in the area.
- In the event that the quantity of supplies requires the use of more than two forklifts, the company responsible for handling activities will have to add an additional Foreman with the task of "coordinating the maneuvers", or as a coordinator of the loading and unloading of supplies.

2. Definition of the Areas and Routes

The spaces to be used for the loading and unloading operation are determined on the basis of the quantity and volume of the ship supplies and goods.

Within this area, the zone for the temporary staking of the goods/supplies that are gradually unloaded from the means of transport shall be identified.

The drivers will drive up and down in the area described in phase 1 and 2 and indicated in green in the diagrams below (unloading operations) and orange (for loading operations).

A lane of at least 1.20 meters in width is reserved along the perimeter of the Terminal for any possible pedestrian crossing and to allow the control of operations from a safe distance.

3. Interference management and prevention and protection measures

The subdivision of the areas and the on-site supervision by at least one supervisor (to be increased if min case of use of a number of forklifts greater than two), significantly reduces the risk of interference.

In fact, in this way, although a situation of operational "interference" could arise for workers of the same company, by ensuring the physical separation of the areas, the risk of collision between the vehicles and the running over of personnel is eliminated.

The residual risk is mitigated with the obligation to use suitable safety gear and equipment. Personnel are not allowed in the restricted areas if not wearing the suitable safety gear and equipment.

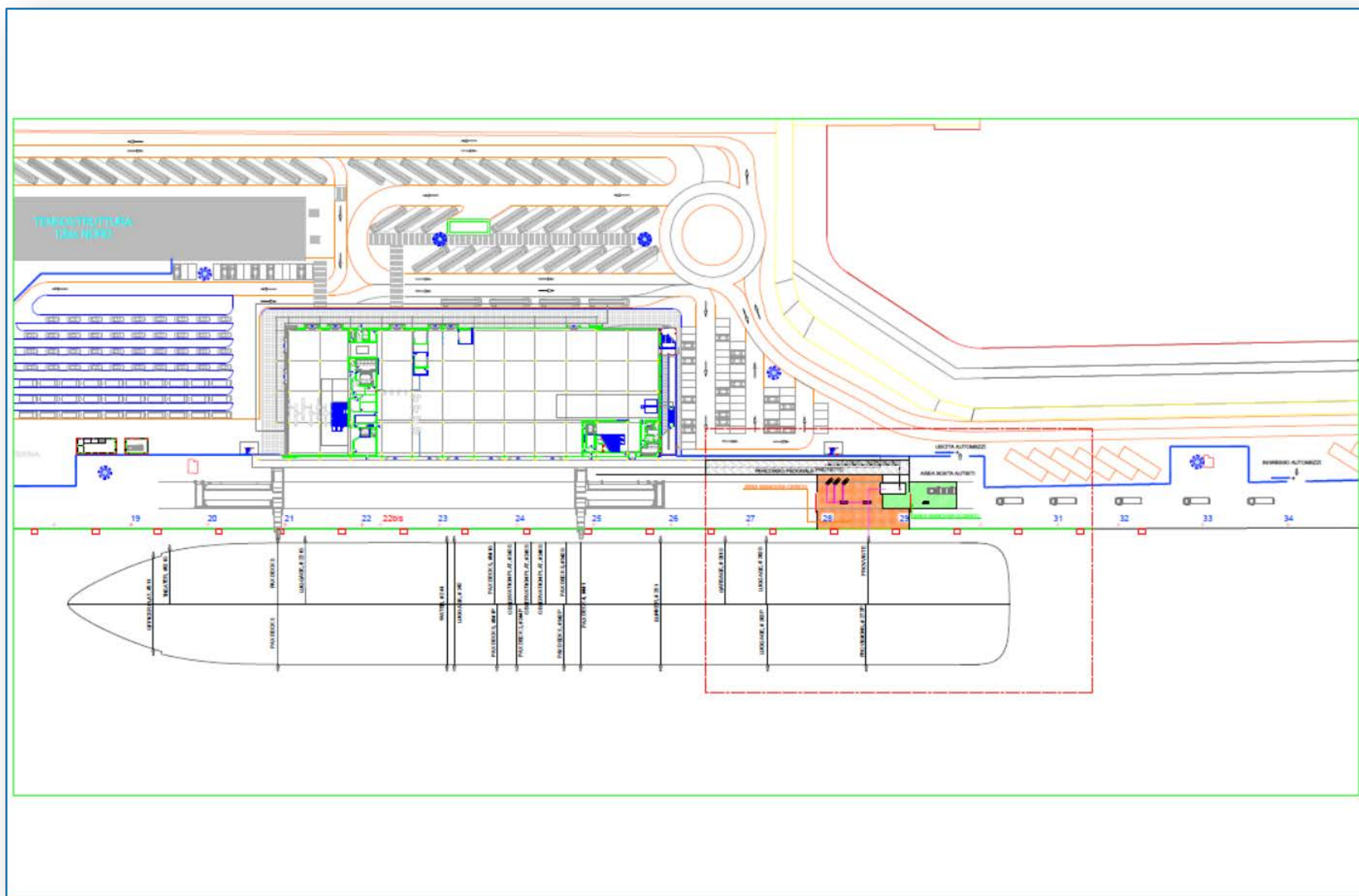
The required safety wear are:

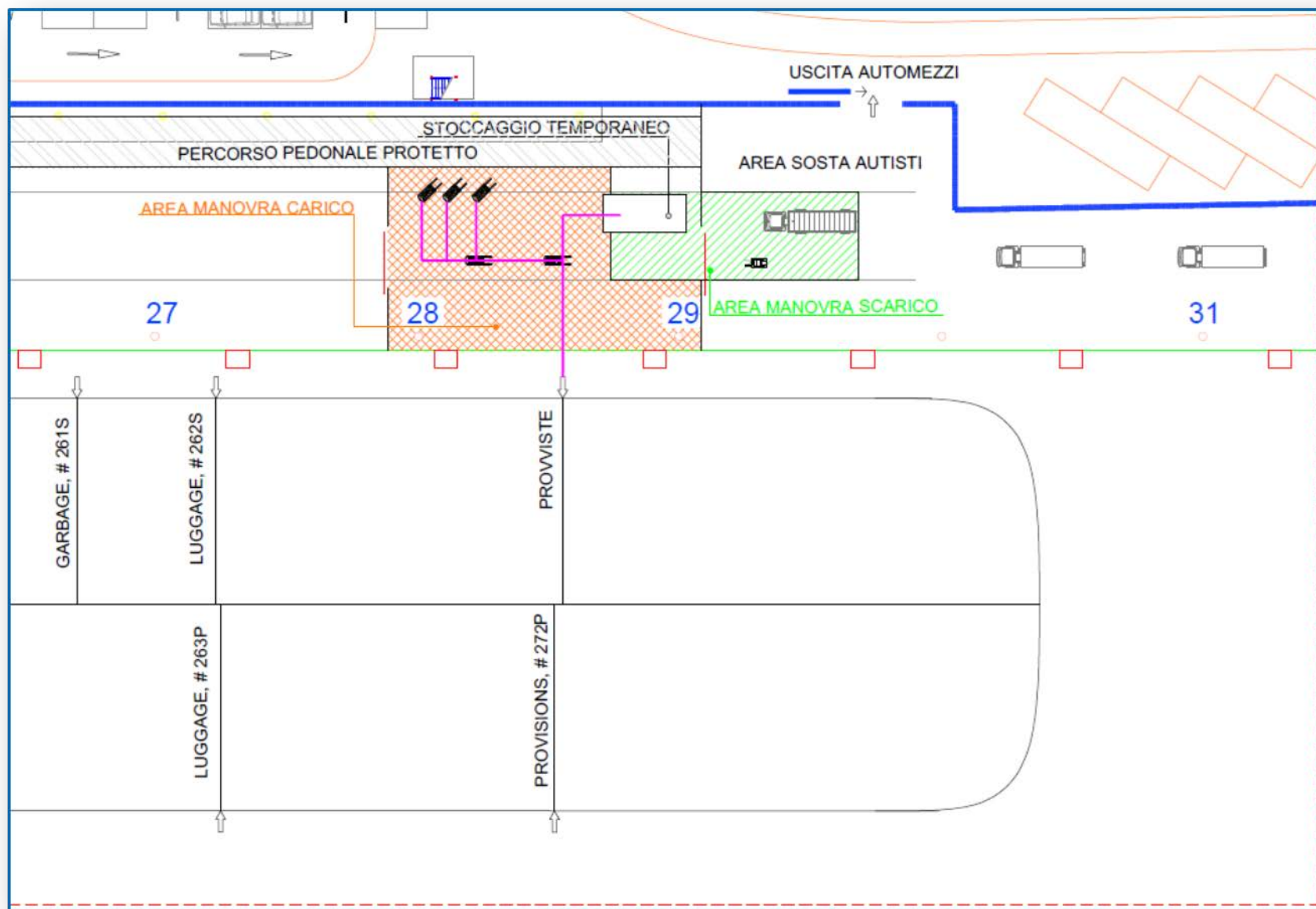
- Safety shoe with reinforced toe cap;
- "High visibility" vest or jacket (depending on the season);
- Other specific safety wear for workers and, subject to the type of goods and packaging (for example: crates, cartons and/or loose items), protective gloves, etc.

4. Signage

Each work area closed off by movable barriers and white-red tape together with safety signs with clear indications of the obligations, prohibitions and warnings to which the operator must comply before accessing the same. The signs are to be affixed on both sides of the barriers.







REGOLAMENTO PER L'ACCESSO DEGLI AUTOTRASPORTATORI

ALL'INTERNO DEL VARCO CROCIERISTICO E NELLE AREE STERILI



Il presente regolamento è rivolto a tutti gli autotrasportatori che accedono all'interno delle aree in concessione alla Roma Cruise Terminal.

Il regolamento stabilisce le prescrizioni per l'accesso, la circolazione e la sosta lungo strade, i piazzali e le banchine una volta oltrepassato il varco di accesso (denominato varco 10) presidiato H24 dal personale di Security.

REGOLE PER LA CIRCOLAZIONE

All'interno di tutte le aree è vietato:

1. Superare la velocità massima di 30 km/h;
2. Rispettare i limiti di velocità riportati dalla segnaletica verticale in zone a velocità ridotta;
3. Superare altri veicoli;
4. Parcheggiare fuori delle zone autorizzate e delimitate dalla segnaletica orizzontale;
5. Sostare intralciando la circolazione.

REGOLE PER L'ACCESSO IN AREA STERILE

Prima di accedere all'interno delle aree sterili, la guardia giurata che in quel momento esercita la funzione di "dinamico", consegnerà all'autotrasportatore il presente regolamento il quale dovrà essere letto e sottoscritto dal trasportatore e consegnato al Foreman responsabile dell'area di carico/scarico, il quale accertatosi che il trasportatore abbia ben compreso le regole imposte, indicherà all'autotrasportatore il punto dove posizionare il mezzo. Il trasportatore, una volta aperto il camion e posizionato la pedana nella posizione di scarico (se presente) ha facoltà di restare all'interno del mezzo ovvero sostare in area appositamente definita all'esterno della recinzione.

Al trasportatore non è concesso:

1. Sostare e/o transitare all'interno dell'area di manovra dei muletti;
2. Sostare e/o transitare liberamente in banchina;
3. Scendere dal mezzo senza i dispositivi di protezione individuale (DPI) previsti (scarpa antinfortunistica e gilet alta visibilità);

Al trasportatore è concesso:

1. Utilizzare i bagni del terminal previa richiesta al Foreman di turno utilizzando i percorsi appositamente stabiliti;
2. Usufruire del servizio bar del Terminal A. Vespucci previa richiesta al Foreman di turno utilizzando i percorsi appositamente stabiliti;
3. Richiedere al Foreman la sospensione momentanea delle attività per accedere al proprio veicolo;
4. Predisporre quanto necessario per iniziare le attività di carico/scarico del proprio mezzo (apertura teli, sponde, traversini e pedana mobile)
5. Una volta ultimate le operazioni di carico/scarico, effettuare quanto necessario per uscire dall'area (chiudere le sponde, ripristinare i teli, la pedana etc.)

Peso del carico (ton): _____

Nome e cognome dell'autotrasportatore: _____

Targa del veicolo: _____

Documento Permesso RCT n°: _____

Data _____

Firma (Leggibile)

**PROCEDURES REGULATING THE ACCESS OF DRIVERS OF VEHICLES CARRYING GOODS TO THE CRUISE
QUAYS, WHARVES AND RESTRICTED AREAS.**



This procedure is for all drivers of vehicles carrying goods who access the concession areas managed by Rome Cruise Terminal.

The procedure establishes the rules for access, circulation and parking along the driving lanes, wharves, quays and restricted areas beyond the main entrance situated in quay 10. The entrance is manned 24 hours a day by security officers.

Traffic Circulation Rules

Within all areas:

1. It is forbidden to exceed the maximum speed of 30 km / m;
2. Drivers must respect the speed limits indicated by the vertical signs in areas with reduced speed;
3. It is forbidden to overtake other vehicles;
4. It is forbidden to park outside the authorized areas specified by the appropriate signage;

5. To desist from obstructing traffic circulation.

Procedures for Accessing the Restricted Areas

Before entering the restricted areas, the security officer engaged in patrolling the concession areas, will deliver this regulation to the haulier which must be read and signed by the driver and delivered to the Foreman in charge of the loading and unloading area, which, having ascertained that the driver has well understood the procedures, will indicate to the driver the point where to park the vehicle. Once the container and/or vehicle storage area and the storage platform positioned in the unloading position (if available), has to remain inside the vehicle or stay in the designated zone outside the work area.

In filling the form, the driver must show the document indicating the load (in tons) of the goods he/she is carrying and write down the said load.

The driver is not allowed:

1. To stop and / or transit inside the forklift manouvering area;
2. To Stop and / or transit freely on the quay;
3. To exit the vehicle without personal protective equipment (PPE) (safety shoe and high visibility vest;

The driver is allowed:

1. Access to the sanitary facilities of the terminal upon appropriate request to the Foreman on duty. In accessing the terminal, the driver is to follow the designated and indicated route;
2. Access the bar services at Terminal A. Vespucci upon request to the Foreman on duty. In accessing the terminal, the driver is to follow the designated and indicated route
3. To ask the Foreman to temporarily suspend the activities to access the vehicle;
4. To prepare what is necessary to start the loading / unloading activities of the vehicle (opening the vehicle doors, sides, crossbars and platform)
5. To do what is necessary to exit the operation area, once the loading / unloading operations have been completed (close the doors, the platform, etc.)

Load (in Tons) _____

Name and Surname of Driver _____

Vehicle Number _____

ID or RCT permit number _____

Signature (legible) _____

Date _____

