



REQUIREMENTS AND CONDITIONS FOR COMPANIES PROVIDING SERVICES AT CLUB NAUTICO LA RAPITA

COMPANY NAME		
SERVICE PROVISION		
TAX ID		
Contact person		
Position		
Address		
Postcode	Town	Region
Telephone nos.	Fax	

Mr. _____, holding ID no. _____
on behalf of the company shown above requests authority to provide its
services at the Club Náutico La Rápita facilities, stating here that he has been
notified about the:

- **Health and safety obligations in accordance with what is set out in art. 24 of the Law on the Prevention of Occupational Hazards.**

For this, the following must be collected at the office before work commences:

- Hazard assessment for the areas when workers will carry out their work.
- General Health and Safety regulations to take into account when carrying out work.
- Necessary individual protection equipment for access to those areas.
- Information on emergency procedures.
- Training required by workers in prevention matters.

Before work commences, the following information relating to your company must be provided (a form is attached to provide notification of the information):

- A list of workers who will be onsite at our facilities.
- The person responsible for health and safety at the company.

- The training and information received by the workers in prevention matters.
- Documentary proof that your workers possess the correct training and professional skills for the contracted work.
- A list of individual protection equipment to be used for the work.
- A list of the specific hazards your company may cause when performing its work at our work site.
- A certificate showing that the workers are healthy enough to do the work.
- A certificate of the method chosen for prevention organisation (agreement with an Outside Prevention Service, the establishment of an In-house Prevention Service, etc.).

- **Legal obligations in Personal Data Protection.**

In accordance with what is set out in Organic Law 15/1999 dated December 13th on personal data protection, you are hereby informed that your personal data are kept in a personal data file held by Club Náutico La Rápita.

In the same vein, we hereby inform you that the club has video surveillance where your image will be captured on entry and departure from the facilities for security purposes.

In turn, you hereby consent to your data being transferred to the financial institution to manage invoice payment and collection.

Club Náutico La Rápita, being responsible for the file, undertakes to fulfil the obligations set out in current legislation with regards to the data contained in the files. In turn, the signatory to this document states that the information provided is correct and true and undertakes to notify the Club office of any change thereto.

You are equally informed of your right to exercise your rights to access, rectify, cancel and oppose the information by sending a letter to CLUB NÁUTICO LA RÁPITA whose address is: Explanada del Puerto s/n 07639 La Rápita, Campos, Balearic Islands.

- **Response procedures for users in the case of fire / spillage.**

- If you discover a fire or spillage: Notify the Club sailors or Marina service office immediately.
 - If using a mobile phone, dial **971 640 001** or **676 337 357** outside office hours.
 - If on your boat, use the VHF transmitter on channel 9.
- In case of fire: check there is nobody inside the vessel.
- If the fire is accessible, find and use the handheld EXTINGUISHERS as quickly as possible and try to contain or put out the fire; skilled emergency workers will come to your aid shortly.
- Remain calm. Do not shout or run. If your clothing catches fire, drop to the ground and roll around.
- If you are inside a building and there is a lot of smoke, crawl. Exit the building.
- Do not be careless or take unnecessary risks. Do not act alone and wait for the Club sailors to assist you.
- If the sailor is in danger, call the emergency services on **112**.

- **Environmental commitment obligations, in accordance with the Club's implementation of an integrated quality and environmental management system. The office has the following to assist you in fulfilling them:**

- Good environmental practice guidelines for dry dock work.
- General good environmental practice guidelines.
- Waste management guidelines.
- Hazardous waste management guidelines.
- Storing chemical products guidelines.

- **Regulations set by the Club with regards to the use of its facilities:**

- Work timetable:
 - Monday to Friday: 8:00am to 8:00pm
 - Saturdays: 8:00am to 1:00pm

No work is to take place on Saturday afternoons or Sundays except for emergencies.

- Keep the port facilities clean and tidy, using the different bins and containers on the quays; do not throw rubbish or objects onto the floor or into port waters.
- Respect the general coexistence regulations during your stay at the port.
- Behave in a way that aids conservation and maintenance tasks for all facilities and services the port provides for users: toilets, showers, wharfs, etc.
- Respect maximum speed limits: 20 km/h for vehicles.
- Parking is not permitted outside designated parking spaces.
- Respect other port users' right to rest with regards to making noise.
- You are informed that the port has different rubbish points where different types of waste may be disposed of. Delivery procedures are set out in the waste management guidelines provided.
- Emptying liquids onto the docks is not permitted. Hazardous liquids (paint leftover, oils, etc.) must be left at the recycling point; water containing detergent goes to the drainage system.
- The use of so-called descaling products having an acidic base, containing hydrochloric acid and any other type of acid, whatever it may be, is strictly forbidden.
- When cleaning vessels, the use of detergents and chemical products should be limited. As far as possible, aggressive products should be substituted by others that are less polluting.
- Limit water, electricity and fuel use by taking steps such as switching lights off, remembering to turn off taps, etc.
- It is strictly forbidden to:
 - Throw debris, rubbish, waste liquids or contaminants onto the ground or in the water.
 - Sandblasting.
- The activities listed below may only be carried out with the authorisation of the Harbourmaster.
 - Using metallic sanders.
 - Painting with spray compressors, diffusers or similar.
 - Leaving trailers on an esplanade without a vessel.

- Leaving scaffolding, ladders, planks and similar on an esplanade after use.
 - Sanding dust and paint waste must be collected once the day's work is finished. Failure to do so will lead to a surcharge on the dry dock stay.
 - The above must be fulfilled under the supervision of the Harbourmaster.
 - Failure to comply with these conditions will provide the Club with the right to refuse entry to its facilities.
- **Documentation to provide:**
 - A copy of the civil liability insurance certificate, policy no. and payment receipt for the current year.
 - Minimum amount for freelancers € 150.000
 - Minimum amount for more than one employee € 300.000
 - A copy of the TC1 and TC2 social security registration record for each employee visiting the facilities or a freelancer receipt.
 - A copy of your Tax ID or National Identity Document.
 - The completed form on Occupational Hazard prevention

An annual identity pass will be provided which must be updated when the Club requires it.

COMPANY NAME: _____
 SERVICE PROVIDED:
 TAX ID:
 Contact person: