

VESSEL ACCESS MANAGEMENT

Customers are kindly requested to adhere to the below procedures to be followed for all vessel operation requests, in order to guarantee smooth operations and avoid any blockages.

1 Common Access & Notification Rules (Applies to *ALL* Operations)

Item	Requirement
Advance notice	Detailed email minimum 24 hours before the VSL's ETB
Responsible party	Vessel's shipping agency in accordance with VO
Personnel access	Valid temporary or permanent TC3 badge required
Service provider	Must be authorized by Tanger Med
Ship confirmation	Letter of nomination / confirmation from the Ship's C/O
Security & safety	Strict compliance with terminal access control, security & safety procedures
Special Remarks	The requested Operation is allowed only after validation of documentation and operation feasibility.

2 Supply, Delivery & Disposal Operations

Item	Requirement
Operation types	Fresh Water Supply / Garbage Disposal / Sludge Disposal / Spare Parts Delivery / Consumables Delivery
Advance notice	Email sent \geq 24 hours before the ETB of the vessel
Operation details	<ul style="list-style-type: none"> ✓ Quantity ✓ Date & time ✓ Vessel name ✓ Nature of operation ✓ Quantity and Nature/Details
Delivery documentation	✓ Delivery note (<i>mandatory for Spare Parts</i>)
Ship confirmation	✓ Mandatory Letter of Nomination, C/O letter
Work permit	✓ Signed work permit for quay access (<i>mandatory for Garbage & Sludge & Fresh Water, if quay access is required</i>)
Security & safety	✓ Mandatory to be followed
Special remarks	Operation allowed only after validation of documentation and operation feasibility.

- **Requested Subject:**

XX Vessel Name / Operation Type Eg. Garbage disposal / ETB : XXX Date / TC3

- **TC3 Adresses in CC:**

Accestc3 – HSETeam – ForGrp - ShiftManager

3 Ship Chandler & Lubricant Supply Operations

As part of ship chandler and lubricant delivery operations on behalf of vessels, and in compliance with port security protocol requirements, only service providers authorized by Tanger Med are allowed to access Terminals in MAPTM-TAT. If an authorization has expired, coordination with the TMPA Security Office is required to confirm the provider's status.

<https://www.tangermedport.com/fr/service/shipchandling/>

Item	Requirement
Operation types	Ship Chandler / Lubricant Delivery
Advance notice	Email sent ≥ 24 hours before the ETB of the vessel
Vessel information	Vessel name, terminal (TC3), planned date & time
Personnel details	Driver(s) & escort(s): full name + CIN
Vehicle details	Vehicle / tanker registration number
Cargo details	✓ Nature of goods ✓ Quantity
Mandatory documents	✓ Letter of Nomination / Captain's letter ✓ Ship chandler's Delivery note ✓ Documents provided by public authorities (customs) ✓ Risk assessment – Work methodology
Hazardous materials	✓ Special access request from Tangier Med for tankers carrying hydrocarbons (<i>Lubricants only</i>)
Work permit	✓ Required if quay access is involved (<i>Lubricants only</i>)
Security & safety	✓ Mandatory to be followed
Authorization	Ship chandlers must be Tanger Med-authorized

- **Requested Subject:**

XX Vessel Name / Operation Type Eg. Lubricants Delivery/ ETB : XXX Date / TC3

- **Addresses in CC:**

Accestc3 – HSETeam – ForGrp – ShiftManager

TABLE 1: Information to be communicated by email.

Shipchandler :
Opérateur logistique :
Terminal de destination :	TC3 <input type="checkbox"/>
Navire à livrer :
Date et heure prévue de la livraison :	Le :/...../..... à : H Min
Nom et CIN du conducteur et accompagnateurs :	Nom & Prénom : CIN : Nom & Prénom : CIN :
Immatriculation du véhicule utilisé : - -
Nature de la marchandise à livrer :	<input type="checkbox"/> Approvisionnement en vivre et produits manufacturés <input type="checkbox"/> Approvisionnement en huiles et lubrifiants <input type="checkbox"/> Approvisionnement en tabacs, alcools et roduits duty-free Détails :

4 Crew Change, Inspection & Technical Operations, Bunkering

Item	Requirement
Operation types	Crew Change / Inspection / Technical Operations / Bunkering
Advance notice	Email sent \geq 24 hours before the ETB of the vessel
Personnel details	<ul style="list-style-type: none"> ✓ Name & surname ✓ Nationality ✓ Position / role ✓ Passport or ID number
Vehicle details	<ul style="list-style-type: none"> ✓ Vehicle registration number
Captain's letter	✓ Mandatory Letter of Nomination, C/O letter
Security & safety	✓ Mandatory to be followed
Regulatory copy	✓ Email copied to DGSN regulatory department (reg.bppf20@gmail.com) .
Special note	Bunkering is treated under technical operations

- Requested Subject:

XX Vessel Name / Operation Type Eg. BUNKERING NOTICE / ETB : XXX Date / TC3

- Addreses in CC:

Accestc3 – HSETeam – ShiftManager – VesselPlanning – PlanningShiftLeaders -
BerthPlanning

5 Medical Assistance Operations

Item	Requirement
Advance notice	Email sent \geq 24 hours before the ETB of the vessel
Operation details	Date, vessel, nature of medical assistance
Mandatory documents	✓ Letter of Nomination / C/O letter ✓ Email confirmation from Maritime Health Service
Security & safety	✓ Mandatory to be followed

- **Requested Subject:**

XX Vessel Name / MEDICALE ASSISTANCE / ETB : XXX Date / TC3

- **TC3 Adresses in CC:**

Accestc3 – HSETeam – ShiftManager

6 High-Risk Operations (Vessel Painting & Hot Work)

Item	Requirement
Operation types	Vessel Painting / Hot Work
Advance notice	Email sent \geq 24 hours before the ETB of the vessel
Operation details	Date, vessel, nature of work, equipment list
Approvals	✓ Harbor Master confirmation
Safety documentation	✓ MSDS (if applicable) ✓ Risk assessment & work methodology (<i>if operation will be carried from the quay side</i>)
Captain's letter	✓ Mandatory Letter of Nomination / C/O letter
QHSSE compliance	✓ Confirmation of the vessel's compliance with the QHSSE department's recommendations by email (vessel captain)
Permits	✓ Safe work permit / Hot work permit authorizing quay access
Security & safety	✓ Mandatory to be followed

- **Requested Subject:**

XX Vessel Name / Operation Type Eg. Hot work & repair ops on BAY X / ETB : XXX Date / TC3

- **Addresses in CC:**

Accetc3 – HSETeam – ShiftManager – VesselPlanning – PlanningShiftLeaders – BerthPlanning - ForGrp