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Local Security Rules and ISPS

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1 Purpose

The purpose of this booklet is to inform visitors and contractors of the security requirements and ISPS areas at Smålandshamn AB, so that they can remain and operate in a safe manner.

The booklet is intended to ensure that visitors understand:

- Where access is permitted and where access is prohibited without authorisation.
- Requirements regarding access cards, identification and permits.
- Which personal protective equipment (PPE) is required.
- How incidents, near misses and deviations are to be reported.

2 Scope

This booklet applies to external persons who are present within Smålandshamn AB's ISPS area and who are not covered by internal instructions applicable to employees.

This booklet applies to:

- Visitors and contractors who are present in, or perform work or assignments within, the port's ISPS area.
- Persons who are present on a recurring basis or for extended periods within the area and who are not part of the port's own organisation.
- Application during both normal working hours and outside working hours, including evenings and weekends.

This booklet does not apply to drivers who remain solely in, or in direct connection with, their vehicle and who follow designated traffic flows for loading or unloading.

3 Responsibilities

- **Visitors/Contractors:** Must comply with the rules in this booklet, use the correct personal protective equipment and report incidents/near misses.
- **Vehicle drivers:** Must ensure their own authorised access, comply with gate rules and ensure that no tailgating occurs (see section 4.2).
- **Port personnel:** Shall guide and inform visitors and verify compliance with the rules.
- **PFSO:** Responsible for ensuring that this booklet is kept up to date and that all new visitors receive an introduction.

4 ISPS Areas and Access Rules

Definition of ISPS area: Protected parts of the port in accordance with the ISPS Code, where access is restricted to protect the port, vessels and personnel.

4.1 Physical boundaries

- **Fencing:** The entire ISPS area is fenced; unauthorised access is prohibited.
- **Gates:** Passage is permitted only with authorisation and only as individual passage; no tailgating (see section 4.2).
- **Quay areas:** Only authorised personnel and approved vehicles are permitted.
- **Other areas:** Where applicable, follow marked walkways and instructions from port personnel.

4.2 Access principles

- No person may pass a fence or gate without valid authorisation (temporary access code in combination with valid identification or access card).
- Tailgating (passing through a gate immediately behind another person or vehicle without waiting for the gate to close and reopen for one's own passage) is strictly prohibited for both pedestrians and vehicles. Each passage must be individual and controlled, and users must ensure that no one follows them through.
- General prohibition on lone working within quay/terminal areas.
 - If lone working is required, this must be agreed in advance with the Production Department, telephone +46 10 356 39 10 or email: trafik@smalandshamn.com, and shall include established conditions such as continuous means of communication.

5 Personal and Vehicle Access

5.1 Persons

- ID cards/access cards must always be worn visibly or be presented upon request. Temporary access codes may only be used in combination with valid identification.
- No person may pass through a gate by following another person (tailgating).
- If you do not have valid authorisation, contact the Production Department, telephone +46 10 356 39 10 or email: trafik@smalandshamn.com.

5.2 Vehicles

- Each vehicle must have valid authorisation for access, i.e. a temporary access code in combination with valid identification, or an access card issued to the driver.
- No vehicle may pass through a gate by following another vehicle (tailgating).
- The speed limit within the port area is **15 km/h**.
- Only the driver of a vehicle may pass through a vehicle gate. Passengers must use a pedestrian gate and present a valid access card or a temporary access code in combination with valid identification.
- Parking, staging or overnight stopping of tank vehicles is not permitted within the area.

6 Security Rules within the ISPS Area

- Always follow marked walkways where provided.
- Do not remain on quays or in loading zones without authorisation.
- Keep a safe distance from moving vehicles, cranes and machinery.
- For hot work, machinery work or chemical handling, contact the Technical Manager for authorisation, telephone +46 72 239 42 79 or email: niklas.carlsson@smalandshamn.com.
- It is prohibited to enter or work in the area under the influence of alcohol, drugs or medication that may impair reaction capability.
- In weather-related risk conditions such as strong winds, slippery surfaces, ice, snow or heavy rain, work shall be adapted or suspended and instructions from port personnel must always be followed.

7 Photography, Imaging and Documentation

- Photography, filming and any other form of imaging are prohibited within the ISPS area without authorisation.
- Notes or documentation may only be made if permission has been granted.

Approval for photography, imaging or documentation must be requested from the Production Department, telephone +46 10 356 39 10 or email: trafik@smalandshamnar.com.

8 Personal Protective Equipment (PPE)

Mandatory equipment for visitors within the ISPS area:

- High-visibility vest.
- Safety footwear.
- Additional PPE shall be used for all work activities where required by risk assessment or applicable safety rules, for example work at height, hot work, chemical handling, work near moving equipment or where there is a risk of falls, impact or slipping.

9 Environmental Rules

- Follow Smålandshamn AB's rules for waste sorting and waste handling.
- Chemicals and hazardous substances must not be discharged into drains or incorrect containers.
- Contractors using chemicals or hazardous substances must contact the Technical Manager, telephone +46 72 239 42 79 or email: niklas.carlsson@smalandshamnar.com, before commencing work and must have safety data sheets available.
- All incidents, spills or accidents must be reported immediately.

10 Evacuation and Emergency Situations

- In the event of a fire alarm or other emergency, immediately follow instructions from port personnel and proceed to the nearest evacuation route.
- Assemble at the designated assembly point located outside the Port Office building, in the car park.
- Do not return to the area until port personnel have confirmed that it is safe.

10.1 Communication and alarms

- All visitors/contractors must be aware of emergency contact numbers within the port area. In the event of personal injury or other incidents (accident/fire/gas/threat), call:
 - Office hours, Monday–Friday (Local time: 07:00–15:30): **+46 10 356 39 10**
 - Evenings and weekends (all other times): **+46 10 356 39 30**or notify the nearest port personnel.
- Mobile phones or radios may be used when required in accordance with instructions from port personnel.

11 Reporting of Incidents and Near Misses

- Incidents should primarily be reported to the Production Department,

telephone +46 10 356 39 10 or email: trafik@smalandshamnarnar.com, so that the event is immediately registered in the reporting system. Alternatively, contact the nearest port personnel to ensure that the event is documented.

- All events must be reported.

12 Information pursuant to Article 13 GDPR

Processing of personal data under the General Data Protection Regulation (GDPR)

Smålandshamn AB needs to process personal data about you to ensure that requirements regarding training, authorisation and access to port and ISPS areas are met. The processing is carried out for the purpose of administering mandatory training, assessing and granting authorisations, as well as monitoring and controlling access to secured areas in accordance with applicable security requirements.

The personal data has been provided by you. Throughout the period that we process your personal data we comply with applicable data protection regulations.

The legal basis for processing personal data is that Smålandshamn AB has a legal obligation under Article 6(1)(c) of the GDPR, as the processing is necessary to fulfil requirements regarding training, authorisation and access to port and secured areas.

When your need for authorisation, training, or access ends, your personal data will be retained or deleted in accordance with the law. Your data may be shared with authorities or other third parties where required to comply with security requirements or other legal obligations. Smålandshamn AB will not transfer your data to a country outside the EU.

The Board of Smålandshamn AB is the data controller for the organisation. If you have questions or wish to contact us, please reach out to: peter.vretlund@regionkalmar.se

You have the right to contact us if you wish to obtain information about the personal data we hold about you or if you wish to request access, rectification, erasure, restriction of processing, objection, or the transfer of your personal data.

Read more about how we process personal data on our website: www.smalandshamnarnar.com
Our Data Protection Officer, Therese Jigsved, can be reached at: dataskydd@sydarkivera.se

If you have complaints regarding our processing of your personal data, you have the right to submit a complaint to the supervisory authority, the Swedish Authority for Privacy Protection (Integritetsskyddsmyndigheten – IMY), www.imy.se.

13 Confirmation – review and Understanding

All visitors/contractors must sign to confirm that they:

- Have received and read the information in this booklet.
- Understand the rules regarding ISPS areas, access procedures, PPE and environmental requirements as described herein.
- Undertake to comply with these rules during their stay.
- Are aware that access may be revoked in the event of violations.
- Are informed that Smålandshamn AB processes personal data about them for the purpose of administering authorisation, training and access to port and ISPS areas, and to comply with statutory security requirements.
- Confirm that they understand that their data may be shared with authorities or third

parties where required by law, and that the data is handled in accordance with GDPR.

13.1 Visitor Information and Acknowledgement

Visit details

Company being visited:	
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Reason for visit: ☐ Meeting ☐ Work on behalf of the company

Type of visit: ☐ Single visit ☐ Recurring visits (maximum 6 months)

Visit period:

From date:		Time:	
To date:		Time:	

Personal details

Company:			
First- and surname:			
Mobile phone number (incl. country code):			

Acknowledgement

I hereby confirm that I have read and understood **Smålandshamn AB's Local Security Rules and ISPS**.

This acknowledgement must be completed personally and may not be signed by a supervisor, manager or other representative.

The completed and signed form shall be returned to the contact person at the company being visited.

The notification will thereafter be forwarded to Smålandshamn AB's security function and must be submitted **no later than 24 hours prior to the visit**.

Naming and dating this document represents a physical signature.

Date:		
Signature:		
Name (printed):		