YOUR GUIDE TO
Applus IDIADA Headquarters and Main Technical Centre

You can download this document from the following link: http://www.applusidiada.com/en/aboutUs/inbrief
Dear Client,

Welcome to Applus IDIADA.

You are now at our company headquarters and main technical centre, in a site known as l’Albornar.

Applus IDIADA’s laboratories and proving ground constitute a comprehensive state-of-the-art automotive testing complex in the hands of a pure engineering company, independent from any vehicle or component manufacturer. Our automotive engineers form part of a growing number of professionals dedicated to contributing to our clients’ success in all their product development activities, here or anywhere they wish to engineer their products.

Applus IDIADA’s values are independence, an innovative spirit, a passion for work well done, confidentiality and client orientation.

We will do our best to make your stay as productive as possible to help ensure you achieve your goals.

I would like to wish you every success with your activities here, and take the opportunity to remind you that our Client Support staff can be contacted on ext. 6029 and at customerservice@idiada.com.

Yours faithfully,

Josep Maria Farran
Chief Executive Officer
Applus IDIADA Group
Applus IDIADA

With over 25 years of history, Applus IDIADA is a global partner to the automotive industry, supporting its clients in product development activities by providing design, engineering, testing and homologation services. IDIADA’s success in product development is built on a unique blend of highly experienced and motivated engineers, state-of-the-art test and development facilities, client focus and the constant drive towards innovation. The company has a team of ca. 2.700 professionals and an international network of subsidiaries and branch offices in 24 countries, ensuring our clients get customized, added-value solutions.

Services

ENGINEERING AND TESTING
We offer a wide range of vehicle development services ranging from design to final validation. Our experience in conducting both real and virtual tests makes us experts in the main vehicle functionalities. Our key services cover the fields of passive safety, active safety, powertrain, electronics, comfort and reliability, among others.

HOMOLOGATION
We offer our clients an international team of engineers specializing in the approval of all types of vehicles and systems. We homologate according to EC Directives and ECE Regulations. Furthermore, we are accredited by Japan, Brazil, Australia and a growing number of countries in South America and the Middle East. We also manage certification programs for China, Korea and India and for countries with self-certification system such as the US.

PROVING GROUND
We have two of comprehensive proving grounds in Europe and Asia, located in Spain and China. Both grounds offer excellent customer support and facilities that provide the highest standards of safety and confidentiality.

EVENTS
Design, organisation, management and execution of tailor-made events according to our clients’ objectives.

TEST FACILITIES ENGINEERING SERVICES
Design and development of test facilities and proving grounds for clients around the world, combining IDIADA’s experience and know-how to meet each client’s specific requirements.

WEB AND SOCIAL MEDIA
Please visit our web page www.Applusidiada.com and follow us on:
<table>
<thead>
<tr>
<th>MAIN BUILDING</th>
<th>ENGINEERING st.</th>
<th>HOMOLOGATION st.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLOOR 1</strong></td>
<td><strong>E1</strong></td>
<td><strong>DOOR 5</strong></td>
</tr>
<tr>
<td>DG</td>
<td>DIESEL 3287</td>
<td>AGOSTINI 3672</td>
</tr>
<tr>
<td>Direcció General</td>
<td>OTTO 3288</td>
<td>BIBLIOTECA 3021</td>
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<td>HOMOLOGACIÓ 6734</td>
<td>PWT 41288</td>
<td>PEGASO 3022</td>
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<td>RICART 41232</td>
<td>IDIADA LES PLANES</td>
</tr>
<tr>
<td>OVAL 6613</td>
<td>WANKEL 41267</td>
<td><strong>LES PLANES I</strong></td>
</tr>
<tr>
<td>PRESIDÈNCIA 1780</td>
<td></td>
<td><strong>LES PLANES II</strong></td>
</tr>
<tr>
<td>SC 3190</td>
<td>E2</td>
<td>IDIADA MONTMELL</td>
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<tr>
<td>Serveis Corporatius</td>
<td>CALAFAT 3760</td>
<td>ARNEDO 3545</td>
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<td>MONTMELÓ 3761</td>
<td>B 3638</td>
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<td>GROUND FLOOR</td>
<td>E4</td>
<td>C 3638</td>
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<td>AUDITORI 6624</td>
<td>ALCARRÀS 3310</td>
<td>D 3638</td>
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<tr>
<td>HUMAN RESOURCES 3427</td>
<td>CASTELLOLLÍ 3312</td>
<td>LAWRENCE 41220</td>
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<td>HR - CABIN 1 3426</td>
<td></td>
<td>MUNICH</td>
</tr>
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<td>HR - CABIN 2 3428</td>
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<td>TOKYO</td>
</tr>
<tr>
<td>RECEPCIÓ 6050</td>
<td>E7</td>
<td></td>
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<tr>
<td>FLOOR -1</td>
<td>NIKOLA TESLA 3566</td>
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<tr>
<td>CANTEEN</td>
<td>PIQUET 3576</td>
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</tr>
<tr>
<td>CAFETERIA - BRILLAT-SAVARIN</td>
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<tr>
<td>VIPS 1 - PANTAGRUEL</td>
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<tr>
<td>VIPS 2 - GARGANTUA</td>
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</tr>
<tr>
<td>CONTROL TOWER</td>
<td>E9</td>
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</tr>
<tr>
<td><strong>DA VINCI 6071</strong></td>
<td>LAUDA 6728</td>
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<tr>
<td>EIFFEL 3787</td>
<td>MANSSELL 6724</td>
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<td>M. CURIE 3789</td>
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<td>DUR 3519</td>
<td>SENNA 6615</td>
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<tr>
<td>WELCOME CENTRE</td>
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<tr>
<td>WELCOME 3203</td>
<td>ICKS 2579</td>
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<td>E15</td>
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<td></td>
<td>NIETO 1606</td>
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<td>FOURIER 3690</td>
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<tr>
<td></td>
<td>HERTZ 3689</td>
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</tr>
<tr>
<td></td>
<td>CHESTE - WORKSHOP B</td>
<td></td>
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<tr>
<td></td>
<td>JARAMA - WORKSHOP C</td>
<td></td>
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<td></td>
<td>TERRARAM - WORKSHOP D</td>
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<td></td>
<td>MONTJUIC - WORKSHOP E</td>
<td></td>
</tr>
</tbody>
</table>
Welcome to Applus IDIADA Proving Ground, one of the most comprehensive independent proving grounds in the world. Our aim and mission is to provide each team with a professional and competent service in order to fully satisfy your test requirements.

Each team will be assigned a representative from PG Client Services who will act as main contact during your stay with us. He or she will supervise all aspects of your booking and provide support for your team during their testing activities.

We would like to take this opportunity to briefly explain some details regarding the support services and facilities available to you.

**PROVING GROUND PERMITS**

All persons who drive (not passengers) on the proving ground are required to hold a valid Applus IDIADA PG driving permit. First-time visitors without a permit may obtain one after successfully completing the induction course. The 90-minute course is organized by PG Client Services and consists of an orientation visit to the proving ground followed by a brief presentation of the driving and safety regulations. The sessions are held Monday to Friday and are generally conducted in English. Group sizes are limited; therefore any person who wishes to attend must make an appointment. Please contact PG Client Services team (PG_SafetyBriefing@idiada.com) to consult times and availability.

Please note that, as the majority of test teams arrive at the beginning of the week, there is high demand for places at this time. To avoid disappointment, it is recommended that arrangements are made prior to arrival at our facility. Without an appointment we cannot guarantee a course placement, and consequently each team may be required to wait until the next available placement to obtain a permit. Access to the proving ground will be denied until a valid permit is acquired.

If you have any questions regarding testing or usage of the Proving Ground, please contact PG Client Services.

**CONTROL TOWER RECEPTION (ext.: 1402)**

<table>
<thead>
<tr>
<th>Operating hours</th>
<th>Services offered include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>• General enquiries</td>
</tr>
<tr>
<td>5:30h – 22:45h</td>
<td>• Airport shuttle / Taxi services</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>• Motorway transponder rental</td>
</tr>
<tr>
<td>7:00h – 19:00h</td>
<td></td>
</tr>
</tbody>
</table>

**PG CLIENT SERVICES (ext.: 3187 / email: pg_client@idiada.com)**

<table>
<thead>
<tr>
<th>Operating hours</th>
<th>Services offered include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>• General support</td>
</tr>
<tr>
<td>8:00h – 19:00h</td>
<td>• Rental vehicles for testing / transport purposes</td>
</tr>
<tr>
<td>Saturday and public holidays</td>
<td>• Material / vehicle transport solutions</td>
</tr>
<tr>
<td>8:30h – 17:30h</td>
<td>• Catering and conference facilities</td>
</tr>
<tr>
<td></td>
<td>• External noise track reservations</td>
</tr>
<tr>
<td></td>
<td>• Towing dynamometer hire</td>
</tr>
<tr>
<td></td>
<td>• External circuit (Castellolí, Alcarràs) reservations</td>
</tr>
<tr>
<td></td>
<td>• Sierra Nevada test support and accommodation booking</td>
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<tr>
<td></td>
<td>• Climatic chamber reservations</td>
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<tr>
<td></td>
<td>• Exclusive track booking</td>
</tr>
<tr>
<td></td>
<td>• Supply of replacement parts and tyres</td>
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<td></td>
<td>• Test plates for non-registered vehicles</td>
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<td></td>
<td>• Longterm storage</td>
</tr>
<tr>
<td></td>
<td>• Special fuel</td>
</tr>
<tr>
<td></td>
<td>• Transfer services</td>
</tr>
</tbody>
</table>

**STORAGE SERVICE**

IDIADA can provide short and long term solutions for confidential storage of vehicles and paletted material. Contact Client Services team.
WORKSHOP SUPPORT (ext.: 1518) Operating hours

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday to Friday</th>
<th>Saturday and public holidays</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00h – 21:00h</td>
<td>7:00h – 21:00h</td>
<td>8:30h – 17:30h</td>
<td>7:00h – 15:00h</td>
</tr>
</tbody>
</table>

Workshop support is based in Workshop D1.

**Services offered include:**
- Forklift loading / unloading services (mounted pallets only)
- Air-con recharging
- Wheel alignment
- Fuel / tyre / liquid recycling
- Material storage
- Mechanic support
- Welding and tool rental

Additionally, you may contact Workshop Services concerning any maintenance issues.

**WEATHER DATA**

For local weather forecast: [www.myweather2.com/Motor-Racing/Spain/Idiada-Circuit.aspx](http://www.myweather2.com/Motor-Racing/Spain/Idiada-Circuit.aspx)

For Proving Ground historical weather data (updated daily): [https://extranet.idiada.com/hq-pg-info](https://extranet.idiada.com/hq-pg-info)

For real-time Proving Ground weather data: [http://meteo.idiada.com](http://meteo.idiada.com)

**DRIVING CONDUCT OUTSIDE THE PROVING GROUND**

The area surrounding the workshops and access roads within the complex is not considered part of the proving ground. You will find pedestrians, transport vehicles and maintenance personnel working in this area. For safety reasons, a speed restriction of 50 km/h is in place and all testing activity is strictly forbidden. Any infringement of this rule may result in the suspension or withdrawal of the PG permit.

**TESTING OUTSIDE IDIADA**

Testing public roads outside APPLUS IDIADA

- **120** Motorways
- **90** General Roads
- **50** Urban Areas

- Respect traffic signs, speed limits and road traffic regulation
- Avoid complaints from neighbors
- Avoid testing in towns and near schools
## Proving Ground Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Ext</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Tower Reception Desk</td>
<td>Tel: 0034 977166004</td>
<td>1402</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Car</td>
<td></td>
<td>5843</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proving Ground Track Control Room</td>
<td></td>
<td>3635</td>
<td>2413</td>
<td></td>
</tr>
<tr>
<td>Medical Centre</td>
<td></td>
<td>3180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Client Services Coordinator</td>
<td>Lourdes Vasco</td>
<td>3187</td>
<td>2405</td>
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</tr>
<tr>
<td>Client Services</td>
<td>Marcio Nishihara</td>
<td>3198</td>
<td>2403</td>
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<tr>
<td>Client Services</td>
<td>Marion Roth</td>
<td>3186</td>
<td>2594</td>
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<tr>
<td>Client Services</td>
<td>Nadine Hass</td>
<td>3213</td>
<td>2419</td>
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<tr>
<td>Client Services</td>
<td>Josep Romeu</td>
<td>3185</td>
<td>2416</td>
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<tr>
<td>Client Services</td>
<td>Elena Ivanova</td>
<td>3197</td>
<td>2075</td>
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<tr>
<td>Client Services</td>
<td>Judit Gutiérrez</td>
<td>3182</td>
<td>5672</td>
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<tr>
<td>Client Services</td>
<td>Eduardo Eiermann</td>
<td>3188</td>
<td>2345</td>
<td></td>
</tr>
<tr>
<td>Client Services / Rental Car Reservations</td>
<td>Jonathan Montero</td>
<td>3217</td>
<td>2957</td>
<td></td>
</tr>
<tr>
<td>Reception Desk Team Leader</td>
<td>Maite Martí</td>
<td>6004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Reservations</td>
<td>Viky Rué</td>
<td>1401</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Reservations</td>
<td>Trini Garcia</td>
<td>3223</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop Team Leader</td>
<td>Xavier Torres</td>
<td>1518</td>
<td>2387</td>
<td></td>
</tr>
<tr>
<td>Warehouse Team Leader</td>
<td>Félix Perales</td>
<td>3174</td>
<td>2520</td>
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</tr>
<tr>
<td>Safety Car Team Leader</td>
<td>Miguel Vega</td>
<td>5843</td>
<td></td>
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</tr>
<tr>
<td>Proving Ground Manager</td>
<td>Xavier Cabús</td>
<td>3184</td>
<td>2404</td>
<td></td>
</tr>
<tr>
<td>Proving Ground Client Manager</td>
<td>Fran Martínez</td>
<td>3171</td>
<td>2412</td>
<td></td>
</tr>
<tr>
<td>Proving Ground Operations &amp; Safety Manager</td>
<td>Jaume Compte</td>
<td>3183</td>
<td>2414</td>
<td></td>
</tr>
<tr>
<td>Workshop &amp; Systems Supervisor</td>
<td>Delfi López</td>
<td>3193</td>
<td>2458</td>
<td></td>
</tr>
<tr>
<td>Business Development Coordinator</td>
<td>Marcos Gruber</td>
<td>3199</td>
<td>2418</td>
<td></td>
</tr>
</tbody>
</table>
The fact that different manufacturers test at our facilities means that Applus IDIADA carries out an exhaustive supervision of confidentiality, and we kindly ask for your collaboration in helping us maintain it.

It is forbidden to enter or use within the complex any image recording system, such as cameras, video cameras, unless you have written permission from Applus IDIADA.

Concerning mobile phones with camera, we exceptionally allow our customers to enter with them, placing a numbered label in the cameras. We remind you that it is not allowed to remove the label during your stay in compliance with our security policy.

**Requesting permission to take photographs in our facilities**

If you need to bring a camera or image recording device into the complex please inform your contact person, who will make the necessary administrative steps with the Security department.

**Actions in case of suspicious activity or emergency**

If you detect any anomaly please contact the Security Department on telephone +34 977944974 *

* If you are calling from an Applus IDIADA telephone, the internal extension is 2222
Applus IDIADA offers a self-service restaurant with international and Mediterranean dishes based on a wide selection of seasonal produce.

### SERVING HOURS

<table>
<thead>
<tr>
<th>Monday to Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00h – 15:00h</td>
<td>12:30h – 13:30h</td>
</tr>
</tbody>
</table>

### MENU

- 1 first course or salad
- 1 second course
- 1 dessert
- 1 drink
- 1 bread roll
- 1 coffee or infusion

### TICKETS

The tickets are sold in the vending machine located in the restaurant. Should the machine be out of order, tickets may also be purchased in the main building reception.

### CATERING

Applus IDIADA can also help with any special catering requests you may have such as:
- Take-away menu
- Vegetarian menu
- Coffee or catering services in the workshops

### CONTACT

For further information or requests, please contact:

**Proving Ground Customers**
(ext: 1418 / e-mail: pg_client@idiada.com)

**General contact**
Ms. Marta Almirall  
(+34 977 16 60 24 / e-mail: marta.almirall@idiada.com)
Applus IDIADA is located near a number of coastal towns that provide a wide range of hotels and apartments.

Below you will find a list of towns in order of proximity to Applus+ IDIADA where agreements with hotels have been signed so that we can offer very interesting booking conditions to our guests.

- El Vendrell
- Calafell
- Coma-ruga
- Tarragona
- Vilanova i la Geltrú
- Sitges
- Sant Pere de Ribes
- Barcelona

@ CONTACT

To book or to receive a list of hotels with special rates and conditions for IDIADA clients please contact: your IDIADA host or:

PG Hotel Reservations (if you are a proving ground client)
+34 977 16 60 04
Internal extension number: 1401
pg_hotel_booking@idiada.com

Ms. Marta Almirall
+34 977 16 60 24
Internal extension number: 6024
marta.almirall@idiada.com
To make calls to outside Applus IDIADA you should dial 0 before the telephone number or, in the case of international calls, the country code followed by the phone number. Examples:

**National call: 0 + telephone number**
**International call: 0 + 00 + country code + telephone number**

If you are located in a workshop you have the following at your disposal:
Telephone service, each workshop has its own antenna.
Free Wi-Fi and, if you wish, dedicated symmetric line*

If you are located in a room:
Free Wi-Fi and, if you wish, dedicated symmetric line*

In case of incidents or questions please contact customer service

* for an additional cost

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**CONTACT**

If you are located in a workshop:
**Xavier Torres (BOX D1)**
**xavier.torres@idiada.com**
Internal extension number: 1518

or the proving ground staff you have been assigned

If you are located in a room:
**ICT team**
**service.desk@idiada.com**
+34 977 18 93 70
Internal extension number: 3333
### Internal telephones list

<table>
<thead>
<tr>
<th>MAIN</th>
<th>ROOMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applus IDIADA general 1999 (+34 977166000)</strong></td>
<td>Agostini</td>
</tr>
<tr>
<td>Proving ground customer service 3187 / 3199</td>
<td>Alcarras</td>
</tr>
<tr>
<td>Customer service quality 1335</td>
<td>Calafat</td>
</tr>
<tr>
<td>Welcome Centre 3200</td>
<td>Castelloi</td>
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<tr>
<td>Access control 1501</td>
<td>Cheste</td>
</tr>
<tr>
<td>Logistics control 6641</td>
<td>Da Vinci</td>
</tr>
<tr>
<td>Restaurant 6058</td>
<td>Diesel</td>
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<tr>
<td>Medical clinic 1215</td>
<td>Eiffel</td>
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<tr>
<td>Emergencies 2222</td>
<td>Fourier</td>
</tr>
<tr>
<td>Security 6017</td>
<td>Gaudi</td>
</tr>
<tr>
<td>Security mobile 2017 (+34 607073436)</td>
<td>Hertz</td>
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<tr>
<td>Homologation</td>
<td>ICKS</td>
</tr>
<tr>
<td>IDIADA MONTMELL</td>
<td>Jarama</td>
</tr>
<tr>
<td>A Room</td>
<td>Lauda</td>
</tr>
<tr>
<td>D Room</td>
<td>Lawrence</td>
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<td>Restaurant</td>
<td>Mansell</td>
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<td>Security</td>
<td>Marie Curie</td>
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<td>Homologations</td>
<td>Marketing</td>
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<td>IDIADA LES PLANES</td>
<td>Montjuïc</td>
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<td>Main number 3174</td>
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<td>Security 2961</td>
<td>Nieto</td>
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<td>DEPARTMENTS</td>
<td>Nikola Tesla</td>
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<td>Powertrain</td>
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<td>Prost</td>
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<td>General maintenance</td>
<td>Reception</td>
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<td>Homologations</td>
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<tr>
<td>• Commercial vehicles</td>
<td>Senna</td>
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<tr>
<td>• External offices</td>
<td>Terramar</td>
</tr>
<tr>
<td>• Individual vehicle certifications</td>
<td>Wankel</td>
</tr>
<tr>
<td>• Motorcycles and helmets</td>
<td>Welcome Center</td>
</tr>
<tr>
<td>• Passenger cars LCV and components</td>
<td>Noise, vibration &amp; harshness</td>
</tr>
<tr>
<td>• Powertrain</td>
<td>Passive safety</td>
</tr>
<tr>
<td>• Project management</td>
<td>Powertrain</td>
</tr>
<tr>
<td>• Proving ground reception</td>
<td>Proving ground reception</td>
</tr>
<tr>
<td>• Vehicle dynamics</td>
<td>Vehicle dynamics</td>
</tr>
</tbody>
</table>

**OTHERS**

Applus IDIADA general fax +34 977166007
LOGISTICS: SENDING TO / FROM Applus IDIADA

Hours for receiving parcels:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday to Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00h – 17:30h</td>
<td>8:30h – 17:30h</td>
</tr>
</tbody>
</table>

THE PARCEL MUST BE IDENTIFIED AS FOLLOWS:

IDIADA AUTOMOTIVE TECHNOLOGY, S.A.
Attn: (Name of your contact person in Applus IDIADA & Your name)
Workshop number or Meeting room name:
Customer Telephone number:
Poligono Industrial L’Albornar, s/n
43710 Santa Oliva
Tarragona
Spain
NIF: A-43581610
Tel.: +34 977 16 66 41
Fax: +34 977 16 60 98
e-mail: logistics@idiada.com

Please ensure that all vehicles and parcels sent to Applus IDIADA are properly identified with all the data indicated in the label above. Applus IDIADA reserves the right to reject or not authorise the entrance of parcels or vehicles that are not properly identified.

If you are expecting an urgent parcel out of these hours, please inform previously your contact person at Applus IDIADA or our logistics department directly at logistics@idiada.com

Applus IDIADA can also manage the return of articles to origin or sending them to another part of the world, if necessary. Any administration work done by Applus IDIADA for customs may involve an additional cost that the client will be informed about beforehand and which will be invoiced accordingly.

CONTACT

For further information on logistics, please contact:

Proving Ground Customers
(ext: 3187 / e-mail: pg_client@idiada.com)

General contact
Your contact person at Applus IDIADA or logistics@idiada.com
Informing whether or not you have Dangerous goods. Please contact your Proving Ground customer service person.

Need to ship something?

DANGEROUS GOODS SHIPMENTS
### EMERGENCY PROTOCOL

**ACTION in case of FIRE, EXPLOSION, EVACUATION, ACCIDENT**

<table>
<thead>
<tr>
<th>Steps to follow if you detect a fire or incident:</th>
<th>Call 2222 (if using internal phone) or 977 944 974</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIVE THE FOLLOWING INFORMATION:</strong></td>
<td></td>
</tr>
<tr>
<td>• Your name</td>
<td></td>
</tr>
<tr>
<td>• Exact location of incident</td>
<td></td>
</tr>
<tr>
<td>• Type of incident</td>
<td></td>
</tr>
<tr>
<td>• If anyone has been affected by the incident</td>
<td></td>
</tr>
<tr>
<td>• Don’t hang up the phone until told to</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What are the alarm signals of a fire or evacuation?</th>
<th>Announcement via megaphone system</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Who should I contact if I detect an emergency?</th>
<th>Call 2222 (if using internal phone) or 977 944 974</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In the event of evacuation what steps must I follow and what is the escape route?</strong></td>
<td></td>
</tr>
<tr>
<td>• Don’t use lifts</td>
<td></td>
</tr>
<tr>
<td>• Don’t stop to pick up personal belongings</td>
<td></td>
</tr>
<tr>
<td>• Follow the instructions of the emergency personnel</td>
<td></td>
</tr>
<tr>
<td>• If you are attending a visit, accompany them during the evacuation</td>
<td></td>
</tr>
<tr>
<td>• Don’t stop in the exits or try to go back</td>
<td></td>
</tr>
<tr>
<td>• If there is smoke walk bent over or crawl out</td>
<td></td>
</tr>
<tr>
<td>• Go to meeting point</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Where are the staff meeting points?</th>
<th>THERE ARE TWO MARKED MEETING POINTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Opposite the Main Building and the Powertrain building</td>
<td>• On the access road to the Workshops area</td>
</tr>
</tbody>
</table>

### GENERAL HAZARD PREVENTION RULES:

- Non-company staff must obey the company’s operation, safety and hazard prevention rules at all times.
- Obey the safety signs. Use the recommended and mandatory protection equipment. If you do not have any, request it from your supervisor.
- Do not handle or use equipment, vehicles or facilities if you cannot guarantee they can be used safely.
- In Applus IDIADA’s workshops / boxes, together with the work equipment provided by Applus IDIADA, you will find Safety Information Sheets whose instructions must be followed at all times in order to prevent accidents and work safely. Use the appropriate personal protective equipment and follow the instructions of the Sheets and Usage Manuals.
- The use of fork-lift trucks, lifting platforms and other special machinery, as well as work at height (over 2 meters) is only allowed to be done by authorized and trained personnel.
- When handling or using chemical products, you should consult and follow the safety and prevention measures detailed in the Safety Data Sheet and use the protective equipment specified in it. These safety sheets must be kept available for consultation in the work area.
- You must obey the Proving Ground Driving and Safety Regulations at all times on Applus IDIADA’s test tracks.
- If you drive vehicles, you must have the appropriate driving license for the type of vehicle used.
- The maximum speed inside the Applus IDIADA complex is 50 km/h (except Proving Ground).
- The consumption of alcohol or drugs in the Applus IDIADA complex is prohibited.
- You must cross roads and walk around the complex using the pedestrian crossings and pathways. Take special care in areas where there is traffic.
- Smoking is prohibited in the buildings.
- Keep work areas clean and tidy.
- If necessary, you can seek the assistance of our Medical Service which is located in the Proving Ground Control Tower building.
- If you detect a hazard, report it immediately to your Applus IDIADA contact or supervisor.
Applus IDIADA Automotive Technology is committed to helping protect the environment and has decided to implement its environmental management system according to the ISO 14001:2004.

In order for our activities to become more sustainable and reduce their impact on the environment, a number of good operating practices have been put into effect. Below you will find some examples. You are welcome to collaborate!

**WASTE MANAGEMENT**

- Applus IDIADA performs a selective collection of wastes generated by its activities and services.
- Applus IDIADA offers a collection and management service for waste generated during your stay at our facilities. Only authorised managers and transporters are dealt with in order to fulfill present regulations.
- Confidential sample destruction is supervised by IDIADA staff and Destruction Certificates can be requested from the Waste Manager.

**WASTE COLLECTION**

- Waste needs to be selectively stored and each different waste type should be properly identified to assure it is correctly managed.
- Cardboard needs to be folded to maximise the use of the container.
- If you have any questions, or wish to ask for containers and labels to identify each waste type, please contact Box Services (Workshop D1).
- Usual types of waste generated and managed in IDIADA are as follows:

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>WASTE</th>
<th>CONTAINER TYPE</th>
<th>REGULAR COLLECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paper and cardboard</td>
<td>Workshop bins</td>
<td>Regular collection by cleaning service</td>
</tr>
<tr>
<td></td>
<td>Ordinary waste</td>
<td>Workshop bins</td>
<td>Regular collection by cleaning service and waste transport</td>
</tr>
<tr>
<td></td>
<td>Absorbent paper, clothes with oil and grease</td>
<td>Workshop bins</td>
<td>Regular collection by Box Services</td>
</tr>
<tr>
<td></td>
<td>Waste oil</td>
<td>Drum</td>
<td>Please, contact Box Services (Workshop D1).</td>
</tr>
<tr>
<td></td>
<td>Fuel (gas oil, gasoline…)</td>
<td>Drum</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brake oils</td>
<td>Drum</td>
<td></td>
</tr>
<tr>
<td>SYMBOL</td>
<td>WASTE</td>
<td>CONTAINER TYPE</td>
<td>REGULAR COLLECTION</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>----------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>![Antifreeze symbol]</td>
<td>Antifreeze</td>
<td>Drum</td>
<td></td>
</tr>
<tr>
<td>![Urea (AdBlue) symbol]</td>
<td>Urea (AdBlue…)</td>
<td>Drum</td>
<td></td>
</tr>
<tr>
<td>![Sepiolite symbol]</td>
<td>Sepiolite</td>
<td>Drum</td>
<td></td>
</tr>
<tr>
<td>![Car batteries symbol]</td>
<td>Car batteries</td>
<td>Special containers for batteries located in Workshop D1</td>
<td>Please, contact Box Services (Workshop D1)</td>
</tr>
<tr>
<td>![Batteries symbol]</td>
<td>Batteries</td>
<td>Special containers for batteries located in Workshop D1</td>
<td></td>
</tr>
<tr>
<td>![Tyres symbol]</td>
<td>Tyres</td>
<td>Stacked up or placed in shelves</td>
<td></td>
</tr>
<tr>
<td>![Rims symbol]</td>
<td>Rims</td>
<td>Placed in pallets</td>
<td></td>
</tr>
<tr>
<td>![Wood symbol]</td>
<td>Wood</td>
<td>Stacked up</td>
<td></td>
</tr>
<tr>
<td>![Freon (Gas charge and discharge) symbol]</td>
<td>Freon (Gas charge and discharge)</td>
<td>Gas cylinder</td>
<td>R134A Freon is charged and discharged in Workshop D1</td>
</tr>
</tbody>
</table>

- Waste needs to be selectively stored
- Different waste type should be properly identified to assure it is correctly managed
Environmental commitment

Containers available in the workshop

<table>
<thead>
<tr>
<th>Type of waste</th>
<th>PAPER AND CARDBOARD</th>
<th>PACKAGING AND PLASTICS</th>
<th>BANAL</th>
<th>CANS</th>
<th>POLLUTED PAPER AND CLOTHES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labels</td>
<td><img src="image1" alt="Image" /></td>
<td><img src="image2" alt="Image" /></td>
<td><img src="image3" alt="Image" /></td>
<td><img src="image4" alt="Image" /></td>
<td><img src="image5" alt="Image" /></td>
</tr>
<tr>
<td>Containers located in vehicle preparation area &amp; storage area</td>
<td><img src="image6" alt="Image" /></td>
<td><img src="image7" alt="Image" /></td>
<td><img src="image8" alt="Image" /></td>
<td><img src="image9" alt="Image" /></td>
<td><img src="image10" alt="Image" /></td>
</tr>
<tr>
<td>Containers located in the office &amp; kitchen</td>
<td><img src="image11" alt="Image" /></td>
<td><img src="image12" alt="Image" /></td>
<td><img src="image13" alt="Image" /></td>
<td><img src="image14" alt="Image" /></td>
<td><img src="image15" alt="Image" /></td>
</tr>
</tbody>
</table>

What waste goes into each container?

- **PAPER AND CARDBOARD**: YES
  - Packaging and cardboard boxes
  - Newspapers, books, magazines and paper bags

- **PACKAGING AND PLASTICS**: YES
  - Plastic bottles and packaging
  - Bricks
  - Aluminum foil
  - Snack bags

- **BANAL**: YES
  - Organic waste
  - Napkins and tissues
  - Coffee capsules
  - Tea bags

- **CANS**: YES
  - Cans

- **POLLUTED PAPER AND CLOTHES**: YES
  - Paper, cardboard or clothes soiled or stained with oil, grease or fuel

- **NO**
  - Aluminum foil
  - Bricks
  - Napkins and tissues
  - Paper or cardboard soiled or stained with oil and grease
  - Packaging and cardboard boxes
  - Cans
  - Contaminated product packaging
  - Newspapers, books, magazines and paper bags
  - Newspapers, books, magazines and paper bags
DANGEROUS WASTE USE

- Inform of any water leak or spill of dangerous substances.
- Use collectors when performing any activity which could leak polluting liquids.
- Separate dangerous waste to avoid mixtures that increase its dangerousness

GOOD PRACTICES FOR ELECTRIC CONSUMPTION AND AIR CONDITIONING

- Switch off all electronic devices properly. In stand-by position their consumption may rise to 30% of the total (i.e. screens, printers, etc.).
- Close all doors and windows when air conditioning or heating are on.
- Make sensible use of air conditioning.
- Unplug chargers when device batteries are charged.
- Switch lights off when leaving the room for absences >20-30 min.

WATER CONSUMPTION

- Do not let water run unnecessarily and try to keep taps turned off.
- Do not use toilets as bins to avoid water treatment problems and to save an average of 10 litres per flush.
- Do not throw waste on the floor, or down sinks or toilets that could reach the sewage system, rivers or seas.
DANGEROUS WASTE USE

- Inform of any water leak or spill of dangerous substances.
- Use collectors when performing any activity which could leak polluting liquids.
- Separate dangerous waste to avoid mixtures that increase its dangerousness.

WASTE COLLECTION POINT FOR CUSTOMERS

Box Services (Workshop D1) and Waste Collection Point

Waste Collection Point in Box Services (Workshop D1).
12.1 Restaurants

Sitges

La Fragata (48.5km)
Passeig de la Ribera, 1
T +34 938 94 10 86
www.restaurantefragata.com

Maricel (48.5km)
Passeig de la Ribera, 6
T +34 938 94 20 54
www.maricel.es

La Nansa (47.3km)
Carrer de la Carreta, 24
T +34 938 94 19 27
www.restaurantlanansa.com

Komo Kieras (47.1km)
Carrer d’Espalter, 23
T +34 938 14 61 15
www.komokieras.com

La Incidència del factor Vi (47.2km)
Carrer Bonaire, 25
T +34 938 94 82 62
www.factorvi.com

Yatai (46.8km) (Japanese)
Carrer de Francesc Gumà, 2
T +34 938 94 80 86
www.yatai.cat

Chai Indian (47.3km) (Indian)
Carrer de Santa Pau, 36
T +34 931 22 29 48
www.chaisitges.es

Spice Garden (46.5km) (Indian)
Av. d’Artur Carbonell, 14
T +34 938 07 18 34

Vilanova i la Geltrú

Mumbai Vilanova (41.3km) (Indian)
Carrer del Forn del Vidre, 19
T +34 930 15 13 81
www.mumbaivilanova.com

IKKI (36km) (Japanese)
Carrer de Josep Coroleu, 76
T +34 930 10 34 67

Banyeres del Penedès

Restaurant Petit Priorat (2.8km)
Marquesa de Griny, 25
T +34 977 67 71 83
www.grupprioratbanyeres.com
Latitude: 41° 16’30.93”N
Longitude: 1° 32’57.04”E

Hotel Restaurant El Bosc (4.4 km)
Av. Marta Mata, 77
Urbanització els Bosc
T +34 977 67 18 71
www.elbosc.com
Latitude: 41° 16’28.11” N
Longitude: 1° 34’19.22”E

Calafell

Restaurant Vell Papiol (19 km)
Vilamar, 30
T +34 977 69 13 49
www.vellpapiol.com
Latitude: 41° 11’16.78”N
Longitude: 1° 34’26.87”E

Masía de la Platja (19 km)
Vilamar, 67
T +34 977 69 13 41
www.masialaplatja.com

Pebre Negre (18.8 km)
Sant Joan de Deu, 5
T +34 977 69 42 43

Restaurant La Mar de Fons (19 km)
Passeig Marítim Joan de Deu, 12
T +34 977 69 22 37

Wasabi (18.7km) (Japanese)
Av. Sant Joan de Déu, 14
T +34 977 69 29 25

Gran Muralla (18.8km) (Chinese)
Carrer Mallorca, 6
T +34 977 69 47 71
Restaurants

El Vendrell

Stil (5.7 km)
Mar, 10
T +34 977 66 32 99
www.stilrestaurant.com
Latitude: 41° 13'11.20"N
Longitude: 1° 32'4.73"E

La Locanda dei Sapori (5.4 km)
Sant Magí, 34
T +34 977 18 12 17
Latitude: 41° 13' 21.34'' N
Longitude: 1° 32' 8.89'' E

Restaurant Casinet (5.4 km)
Passeig Marítim Joan Raventós, 11
Sant Salvador Platja
T +34 977 68 00 47

Restaurant La Cuina de la Marga (5.4 km)
Passeig Marítim Joan Raventós, 50
Sant Salvador Platja
T +34 977 68 15 79

La Bisbal del Penedès

Ull de Liebre (4.9 km)
Santa Cristina, 15
T +34 977 68 88 88
www.restaurantulldellebre.com
Latitude: 41° 16'50.91"N
Longitude: 1° 29'6.12"E

Llorenç del Penedès

Can Kildo Restaurant
Ramblea Marinada, 7
T +34 977 77 72 25
www.cankildo.com
Latitude: 41° 16'59.84"N
Longitude: 1° 33'3.42"E

Restaurant De Bon Guss
Ctra. La Bisbal, 16
T +34 977 67 73 66
www.debonguss.com
Latitude: 41° 16'53.26"N
Longitude: 1° 32'51.55"E

Santa Oliva

El Molí de Cal Tof (5.2 km)
Santa Oliva, 2
T +34 977 66 26 51
Latitude: 41° 13'25.89"N
Longitude: 1° 32'13.21"E

12.2 Train station

Calafell

Renfe
Plaça Estació
Latitude: 41° 11'22.59"N
Longitude: 1° 34'30.4"E

Coma-ruga

Renfe St. Vicenç de Calders
Estació, 21
Latitude: 41° 11'10"N
Longitude: 1° 31'27"E

El Vendrell

Renfe
Av. Jaume Carner, S/N
Latitude: 41° 13'15.76"N
Longitude: 1° 32'16.86"E
Pharmacies

El Vendrell
Farmacia Rovira Ribas (12.3 km)
Prat de la Riba, 6
T +34 977 66 08 73
Latitude: 41° 13'14.46"N
Longitude: 1° 32'9.13"E

La Bisbal del Penedès
Farmacia Maria Dalmau Armenjach(2.8 km)
C/ Libertat, 11
T +34 977 68 85 50

Llorenç del Penedès
Farmacia Vidal Font
Alzina, 9
T +34 977 67 74 09
Latitude: 41° 16'59.28"N
Longitude: 1° 33'0.77"E

Santa Oliva
Farmacia Linares Muñoz (3.3 km)
Torres i Bages, 3
T +34 977 67 95 15
Latitude: 41° 15'10.28"N
Longitude: 1° 32'58.80"E

Medical centres

El Vendrell
PCV Policlínica Comarcal El Vendrell
Av. Santa Oliva 1-13 (Ctra. del Vendrell a Sta. Oliva)
T +34 977 66 01 40
T + 34 977 66 06 38
elvendrell@policlinicacomarcal.com
Latitude: 41° 13'33.01"N
Longitude: 1° 32'17.71"E

Hospital del Vendrell (5.5 km)
Carretera de Barcelona s/n
T +34 977 25 79 00
Latitude: 41° 13'24.56"N
Longitude: 1° 32'38.06"E

Petrol stations

Coma-ruga
Peninsula Quality Product
Ctra. N-340, KM 1187
T +34 977 68 03 17

La Bisbal del Penedès
Repsol
Ctra. T-240
Latitude: 41° 16'43.71"N
Longitude: 1° 29'44.11"E
T +34 977 68 87 28

El Vendrell
Repsol (5.7 km)
Avda. Jaume Carner, 84
T +34 977 66 85 93
Latitude: 41° 13'54.54"N
Longitude: 1° 32'14.21"E

Santa Oliva
Galp
Poligono Industrial Molí d'En Serra
T +34 977 66 68 75
Latitude: 41° 14'10.45"N
Longitude: 1° 32'59.52"E

Crta. de Valls
E.S BP RIBAS LA COMETA
Ctra. De Vendrell a Valls s/n
T +34 977 66 60 20

Shopping centres

El Vendrell
Les Mates
Les Mates, 2 - 12
Poligono Industrial Les Mates
info@tcn-lesmates.com
T +34 977 66 66 27
F +34 977 66 48 46
Latitude: 41° 13'42.90"N
Longitude: 1° 32'57.48"E
Supermarkets

Llorenç del Penedès

Spar
Camí de la Plana, 19
Latitude: 41° 16’56.27”N
Longitude: 1° 33’ 2”E

Coma-ruga

Mercadona
Ctra. N-340, C/ Estiu, C/Tardor
Latitude: 41° 11’31.74”N
Longitude: 1° 31’20.76”E

Santa Oliva

Caprabo (3.5 km)
Polígono Industrial Moli d’En Serra, 10-15
T +34 977 66 53 90
Latitude: 41° 14’11.60”N
Longitude: 1° 32’41.40”E

El Vendrell

Carrefour Market
Ctra. Tarragona 4-6
T +34 914 90 89 00
Latitude: 41° 12’49.94”N
Longitude: 1° 32’4.50”E

Dia Maxi
Carrer Nou, 96
Latitude: 41° 12’57.53”N
Longitude: 1° 32’4.96”E

Mercadona
Carrer Miquel Batllori, 4-10
T +34 977 59 48 50
Latitude: 41° 13’35.38”N
Longitude: 1° 31’42.56”E

El Vendrell

Banco Santander
Doctor Robert 20
T +34 977 66 08 50
Latitude: 41° 13’16.67”N
Longitude: 1° 32’11.54”E

Caixa Bank
Doctor Robert, 16-18
T +34 977 18 31 70
Latitude: 41° 13’16.46”N
Longitude: 1° 32’11.01”E

BBVA
Doctor Robert, 10
T +34 977 66 03 80
Latitude: 41° 13’16.08”N
Longitude: 1° 32’10.02”E

La Bisbal del Penedès

Caixa Bank
Major, 26
T +34 977 18 30 00
Latitude: 41° 16’50.40”N
Longitude: 1° 29’16.33”E

Banks

Llorenç del Penedès

Caixa Bank
Rbla. Marinada, 4
T +34 977 18 31 30
F +34 977 67 77 55
Latitude: 41° 16’56.98”N
Longitude: 1° 33’4.76”E

Police stations

El Vendrell

Comisaria de la Policía de la Generalitat Mossos
D’Esquadra El Vendrell (5.4 km)
César Martinell I Brunet, 20 – 24
T +34 977 92 41 40
Latitude: 41° 13’1.03”N
Longitude: 1° 31’57.02”E

Calafell

Policia Local de Calafell (9.6 km)
Estació, 18
T +34 977 69 90 07
Latitude: 41° 11’15.85”N
Longitude: 1° 34’10.28”E
Address:
IDIADA Automotive Technology, S.A.
Polígono Industrial l’Albornar, s/n
E-43710 Santa Oliva (Tarragona) España
T +34 977 16 60 00
F +34 977 16 60 07

GPS coordinates:
Latitude: 41° 16’ 07.18” N
41.267667
Longitude: 1° 31’ 24.61” E
1.5240583

Directions from AP2
0 km 1 From E-90 / AP-2 motorway,
Take exit 12 to La Bisbal del Penedès / Llorenç del Penedès / Santa Oliva / L’Albornar

950 m 2 At the roundabout take the second exit and join Av. de la Bisbal to Polígono Industrial Les Planes

1.8 km 3 Continue along Calle Ronda de l’Albornar.

1.1 km 4 Arrival at Applus IDIADA
How to get to Applus IDIADA from Barcelona Airport T1 - 73 km

0 Km 1 Go northwest via Airport access / B-22

1,6 Km 2 At the intersection stay in the left lane

1 Km 3 Take the left lane and join the Autovia de Castelldefels / C-31

10,2 km 4 Take the lane to join Autopista Pau Casals / C-32

43,7 km 5 When you reach the intersection, stay in the right lane and follow directions for E-15 / AP 7 / Lleida / Barcelona

7,8 km 6 Take the exit for E-90 / AP-2 to Lleida / Zaragoza

5,0 km 7 Take exit 12 towards La Bisbal del Penedès / Llorenç del Penedès / Santa Oliva / L’Albornar

950 m 8 At the roundabout take the second exit and join Av. de la Bisbal to Polígono Industrial Les Planes

1,8 km 9 Continue along Calle Ronda de l’Albornar

1,1 km 9 Arrival at Applus IDIADA
How to get to Applus IDIADA from Barcelona airport T2 - 70 km

1. Go northwest towards Carretera del Prat de Llobregat

2. Continue straight ahead to C-32B / Carretera a l’Aeroport

3. When you reach the intersection, stay in the left lane; follow directions for B-20 / C-32 / Castelldefels / Sitges / Tarragona and join Autopista de Pau Casals / C-32

4. When you reach the intersection, stay in right lane and follow directions for E-15 / AP 7 / Lleida / Barcelona

5. Take the exit for E-90 / AP-2 to Lleida / Zaragoza

6. Take exit 12 towards La Bisbal del Penedès / Llorenç del Penedès / Santa Oliva / L’Albornar

7. At the roundabout take the second exit and join Av. de la Bisbal to Polígono Industrial Les Planes

8. Continue along Ronda de l’Albornar

9. Arrival at Applus IDIADA
How to get to Applus IDIADA from Barcelona - 72 km

1. Take the A-2. (directions for E-90 / Tarragona / Lleida / Girona)

2. At the intersection, stay left; follow directions for Lleida / Zaragoza / Tarragona and join motorway B-23

3. Continue along E-90 / AP-2. (directions for Lleida / Zaragoza / Tarragona / Girona)

4. Continue along AP-7

5. Take exit for E-90 / AP-2 to Lleida / Zaragoza

6. Take exit 12 to La Bisbal del Penedès / Llorenç del Penedès / Santa Oliva / L’Albornar

7. At the roundabout take the second exit and join Av. de la Bisbal towards Polígon Industrial Les Planes

8. Continue along Calle Ronda de l’Albornar

9. Arrival at Applus IDIADA
How to get to Applus IDIADA from Sitges - 46 km

0 Km
1. Follow directions for C-32 / Vilanova i la Geltrú / Tarragona and join Autopista de Pau Casals / C-32

29.8 km
2. When you reach the intersection, stay right and follow directions for E-15 / AP-7 / Lleida / Barcelona

7.8 km
3. Take exit for E-90 / AP-2 to Lleida / Zaragoza

5.0 km
4. Take exit 12 towards La Bisbal del Penedès / Llorenç del Penedès / Santa Oliva / L’Albornar

950 m
5. At the roundabout take the second exit and join Av. de la Bisbal to Polígono Industrial Les Planes

1.8 km
6. Continue along Ronda de l’Albornar

1.1 km
7. Arrival at Applus IDIADA
How to get to Applus IDIADA from Tarragona - 42 km

1. Follow direction for Barcelona for the AP-7
2. Take exit for E-90 / AP-2 to Lleida / Zaragoza
3. Take exit 12 towards La Bisbal del Penedès / Llorenç del Penedès / Santa Oliva / L’Albornar
4. At the roundabout take the second exit and join Av. de la Bisbal to Polígono Industrial Les Planes
5. Continue along Ronda de l’Albornar
6. Arrival at Applus IDIADA
How to get to the airport from IDIADA – 68.6 km

0 Km 1. Turn left and cross the first roundabout
2. Continue straight ahead cross the roundabout

1.2 Km 3. When you reach AP-2 turn right; follow directions for AP-2 / Barcelona / Tarragona

3.3 km 4. Take exit 13 towards El Vendrell / Tarragona / València

6.6 km 5. Take the exit 31 to Vendrell / Coma-ruga / Vilanova

8.8 km 6. After the C-32 poll take Barcelona / Vilanova direction

65 km 7. Follow C-32
Take exit 54 to B-22 towards El Prat del Llobregat / Airport

Choose the way to:
T1 (Terminal 1)
or T2 (Terminal 2)
Travel Advice: Spain

Travel tips to help make your stay in Spain even more enjoyable

Money

The currency in Spain is the euro.

When changing money, you should always use official money exchange offices or banks, as possession and use of counterfeit money is considered a very serious crime in Spain and may lead to prosecution.

When buying goods in Spain with credit or debit cards, you may need to show ID. You may be able to use a driving licence or a photocopy of your passport, but you may be required to show your passport.

Road travel

- Driving is on the right
- Seat belts are required for all passengers in the front and back seats
- You must carry two red warning triangles which should be placed, in the event of an accident or breakdown, in front of and behind the vehicle.
- You must have a spare wheel and the tools to change it. If at any time you have to leave your vehicle due to an accident or breakdown or while waiting for the arrival of the emergency services, you must wear a reflective vest or you may face a heavy fine.
- Carry a certificate of insurance in case you are stopped. Remember that this certificate is generally only valid for a stay of less than three months - contact your insurer if you are staying longer.
- Using a mobile phone when driving is forbidden, even if you have pulled over to the side of the road. You must be completely away from the road. Using an earpiece is also prohibited but you are allowed to use a mobile phone with a completely hands-free unit.
- Spain has strict drink driving laws. Penalties include heavy fines, loss of licence and imprisonment.
- Only use officially registered or licensed taxis

Health

Make sure you have adequate travel health insurance and accessible funds to cover the cost of any medical treatment abroad and repatriation.

If you are referred to a medical facility for treatment you should contact your insurance/medical assistance company immediately.

As a general rule, if you need hospital treatment in Spain you can receive appropriate care in a public healthcare facility (although in some tourist areas there may be no public healthcare facility nearby). Your insurance/medical assistance company will be able to provide further details.

If you need emergency medical assistance during your trip, dial 112 and ask for assistance.
Security

- Most visits to Spain are trouble-free, but you should be alert to the existence of pickpockets using distraction techniques. They often work in teams of two or more people and tend to target money and passports. Do not carry all your valuables in one place, and remember to keep a photocopy or scanned copy of your passport somewhere safe.

- Take extra care to guard passports, money and personal belongings when collecting or checking in luggage at the airport, while arranging car hire and in hotel receptions.

- There has been an increase in the number of thefts from hire cars. Remove all valuables from the vehicle or store items out of sight, particularly when you park in the street.

- In some city centres and resorts, thieves posing as police officers may approach tourists and ask to see their wallets for identification purposes. If this happens to you, establish that the officers are genuine and if necessary show some other form of ID. Genuine police officers do not ask to see wallets or purses.

- Be aware of thieves who target foreign-registered and hire cars. On the highway and in some major cities some will try to make you stop, claiming there is something wrong with your car or that you have damaged theirs. If you decide to stop to check the condition of your/their vehicle, stop in a public area with lights such as a service station, and be extremely wary of anyone offering help.

- In hotel & apartments, we strongly recommend closing windows and balconies while sleeping and before leaving the room and to keep your valuables in the safe deposit box.

- In any emergency, call 112. To report a crime, including stolen property and lost or stolen passports, visit the nearest Policía Nacional or regional police (Mossos d’Esquadra in Catalonia).

- If you have had belongings stolen, make a police report (denuncia). You will need to keep the report for insurance purposes.

- If your passport is lost or stolen, you will also need the report in order to apply for an emergency travel document from the nearest Consulate or Embassy of your country and to apply for a replacement passport when you return to your country.

Sources and more info at:

- https://www.gov.uk/foreign-travel-advice/spain
Wishing you a productive and enjoyable stay