



YOUR GUIDE TO
Applus IDIADA Headquarters and Main Technical Centre

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,

A handwritten signature in black ink, which appears to be 'Carles Grasas'. The signature is stylized and somewhat abstract, with a large loop at the top and a long, sweeping underline.

Carles Grasas

Chief Executive Officer

Applus IDIADA Group

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1 About Applus IDIADA

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:



LOADING AREA

access to
PROVING GROUND



WORKSHOPS

WORKSHOPS

CNG
LPG

1
3
4
5

1
3
4
5

1
3
4
5

1
3
4
5

1
3
4
5

WORKSHOP AREA 1

LOADING AREA

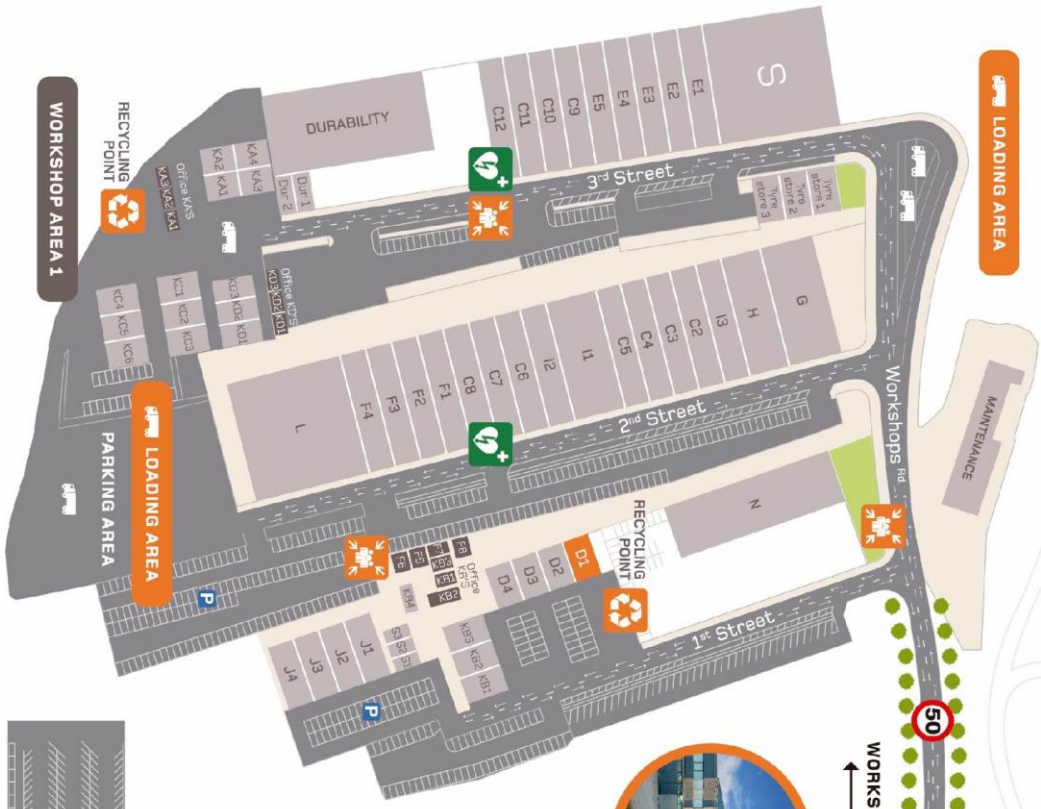
PARKING AREA

WORKSHOP AREA 2

LOADING AREA

PARKING AREA

access to track n°9
DYNAMIC PLATFORM B

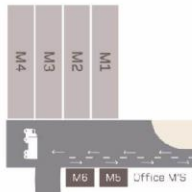


IDIADA'S MAIN ENTRANCE

WORKSHOP AREA 2

LOADING AREA

PARKING AREA



Speed limit is 30 km/h
except on the roads which are marked as 50 km/h on the map

TESTING & ENGINEERING FACILITIES



LOGISTICS CONTROL
GOODS ENTRANCE
CONTROL GATE



TESTING, ENGINEERING FACILITIES
& WORKSHOPS P1-P5



AP-7



E1	
DIESEL	3297
OTTO	3288
PWT	41298
RICART	41232
WANKEL	41297
MAIN BUILDING	
FLOOR 1	
DG	<i>Directió General</i>
HOMOLOGACIÓ	6734
MARKETING	1337
OVAL	6613
PRESIDÈNCIA	1780
SC	3190
<i>Serveis Corporatius</i>	
GROUND FLOOR	
AUDITORI	6624
HUMAN	3427
REOURCES	
HR -	3426
CABIN 1	
HR -	3428
CABIN 2	
RECEPCIÓ	6050
FLOOR -1	
CANTEEN	
CAFETERIA -	
BRILLAT-SAVARIN	
VIPS 1 -	
PANTAGRUEL	
VIPS 2 -	
GARGANTUA	

CONTROL TOWER	
DA VINCI	6071
EIFFEL	3787
GAUDI	3791
M. CURIE	3789

E13	
SENNA	6615
ICKS	2579

DOOR 5	
AGOSTINI	3672
BIBLIOTECA	3021
PEGASO	3022

E17	
FOURIER	3690
HERTZ	3699

E4	
ALCARRAS	3310
CASTELLOLI	3312

E4	
CHESTE -	3763
WORKSHOP B	
JARAMA -	3764
WORKSHOP C	
TERRAMAR -	1537
WORKSHOP D	
MONTJUIC -	1541
WORKSHOP E	

E9	
LAUDA	6728
MANSSELL	6724

E15	
NIETO	1608
PROST	6625

E2	
CALAFAT	3760
MONTMELÓ	3761

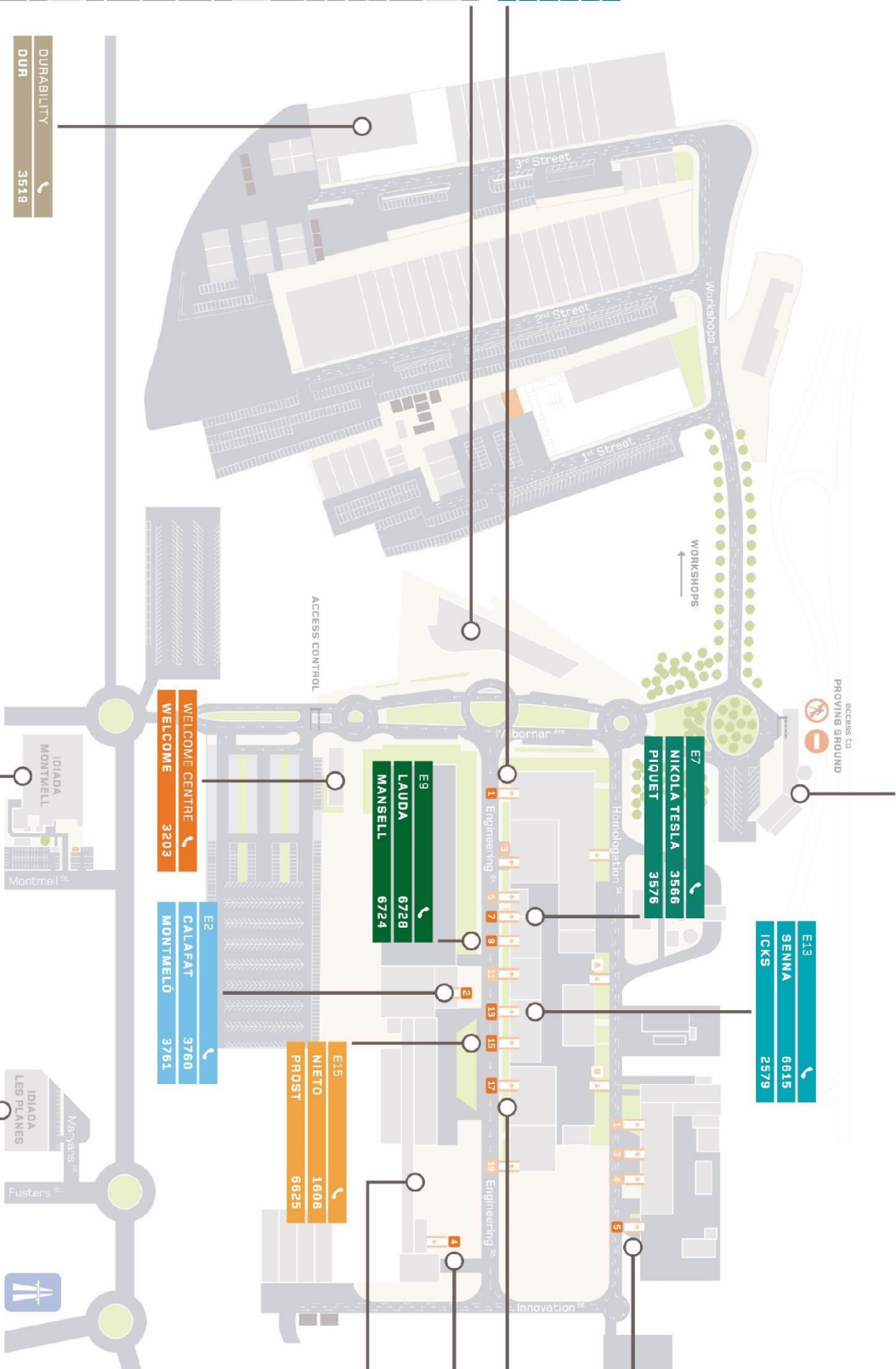
WELCOME CENTRE	
WELCOME	3203


DURABILITY	
DUR	3519

IDIADA MONTMELL	
ARNEDO	
A	3545
B	
C	
D	
LAWRENCE	41228
MUNICH	
TOKYO	

IDIADA LES PLANES	
LES PLANES I	
LES PLANES II	

AP-7



MAIN BUILDING 	
FLOOR 1	
DG <i>Direcció General</i>	
HOMOLOGACIÓ	6734
MARKETING	1337
OVAL	6613
PRESIDÈNCIA	1780
SC <i>Serveis Corporatius</i>	3190
GROUND FLOOR	
AUDITORI	6624
HUMAN RESOURCES	3427
HR - CABIN 1	3426
HR - CABIN 2	3428
RECEPCIÓ	6050
FLOOR -1	
CANTEEN	
CAFETERIA - BRILLAT-SAVARIN	
VIPS 1 - PANTAGRUEL	
VIPS 2 - GARGANTUA	

CONTROL TOWER 	
DA VINCI	6071
EIFFEL	3787
GAUDÍ	3791
M. CURIE	3789

DURABILITY 	
DUR	3519

WELCOME CENTRE 	
WELCOME	3203

ENGINEERING ^{St.} 	
E1	
DIESEL	3287
OTTO	3288
PWT	41288
RICART	41232
WANKEL	41267

E2	
CALAFAT	3760
MONTMELÓ	3761

E4	
ALCARRÀS	3310
CASTELLOLÍ	3312

E7	
NIKOLA TESLA	3566
PIQUET	3576

E9	
LAUDA	6728
MANSELL	6724

E13	
SENNA	6615
ICKS	2579

E15	
NIETO	1606
PROST	6625

E17	
FOURIER	3690
HERTZ	3689

CHESTE - WORKSHOP B	3763
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JARAMA - WORKSHOP C	3764
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TERRAMAR - WORKSHOP D	1537
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MONTJUIC - WORKSHOP E	1541
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HOMOLOGATION ^{St.} 	
DOOR 5	
AGOSTINI	3672
BIBLIOTECA	3021
PEGASO	3022

IDIADA LES PLANES	
LES PLANES I	
LES PLANES II	

IDIADA MONTMELL 	
ARNEDO	
A	3545
B	
C	
D	3638
LAWRENCE	41228
MUNICH	
TOKYO	

3 Proving ground

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)

Operating hours

Monday to Friday	Saturday and Sunday
5:30h – 22:45h	7:00h – 19:00h

Services offered include:

- General enquiries
- Airport shuttle / Taxi services
- Motorway transponder rental

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

Operating hours

Monday to Friday	Saturday and public holidays
8:00h – 19:00h	8:30h – 17:30h

The PG Client Services team is located in the control tower building.

Services offered include:

- General support
- Rental vehicles for testing / transport purposes
- Material / vehicle transport solutions
- Catering and conference facilities
- External noise track reservations
- Towing dynamometer hire
- External circuit (Castellolí, Alcarràs) reservations
- Sierra Nevada test support and accommodation booking
- Climatic chamber reservations
- Exclusive track booking
- Supply of replacement parts and tyres
- Test plates for non-registered vehicles
- Longterm storage
- Special fuel
- Transfer services

STORAGE SERVICE

IDIADA can provide short and long term solutions for confidential storage of vehicles and palletted material. Contact Client Services team.

3 Proving ground

WORKSHOP SUPPORT (ext.: 1518) Operating hours

Monday	Tuesday to Friday	Saturday and public holidays	Sunday
6:00h – 21:00h	7:00h – 21:00h	8:30h – 17:30h	7:00h – 15:00h

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

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

For real-time Proving Ground weather data: <http://meteo.idiada.com>



Weather forecast



Historical weather



Meteo idiada

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



Motorways





General Roads



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										
Control Tower Reception Desk	Tel: 0034 977166004	1402	-	✓						
Safety Car		-	5843	✓						
Proving Ground Track Control Room		3635	2413	✓						
Medical Centre		3180		✓						
Client Services Coordinator	Lourdes Vasco	3187	2405	✓		✓				
Client Services	Marcio Nishihara	3198	2403	✓			✓		✓	
Client Services	Marion Roth	3186	2594	✓	✓					
Client Services	Nadine Hass	3213	2419	✓	✓					
Client Services	Josep Romeu	3185	2416	✓	✓					
Client Services	Elena Ivanova	3197	2075	✓	✓	✓		✓		✓
Client Services	Judit Gutiérrez	3182	5672	✓		✓		✓		
Client Services	Eduardo Eisermann	3188	2345	✓	✓					
Client Services / Rental Car Reservations	Jonathan Montero	3217	2957	✓						
Reception Desk Team Leader	Maite Martí	6004	-	✓	✓	✓		✓		
Hotel Reservations	Viky Rué	1401	-	✓						
Hotel Reservations	Trini Garcia	3223	-	✓						
Workshop Team Leader	Xavier Torres	1518	2387	✓	✓	✓				
Warehouse Team Leader	Fèlix Perales	3174	2520	✓		✓				
Safety Car Team Leader	Miguel Vega	-	5843	✓						
Proving Ground Manager	Xavier Cabús	3184	2404	✓		✓				
Proving Ground Client Manager	Fran Martinez	3171	2412	✓						
Proving Ground Operations & Safety Manager	Jaume Compte	3183	2414	✓						
Workshop & Systems Supervisor	Delfi López	3193	2458	✓						
Business Development Coordinator	Marcos Gruber	3199	2418	✓	✓	✓				

4 Confidentiality

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*

5 Catering

Applus IDIADA offers a self-service restaurant with international and Mediterranean dishes based on a wide selection of seasonal produce.



SERVING HOURS

Monday to Friday

Saturday

12:00h – 15:00h

12:30h – 13:30h



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*



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

MAIN

Applus IDIADA general	1999 (+34 977166000)
Proving ground customer service	3187 / 3199
Customer service quality	1335
Welcome Centre	3200
Access control	1501
Logistics control	6641
Restaurant	6058
Medical clinic	1215
Emergencies	2222
Security	6017
Security mobile	2017 (+34 607073436)

IDIADA MONTMELL

A Room	3545
D Room	3638
Restaurant	3636
Security	5678

IDIADA LES PLANES

Main number	3174
Security	2961

DEPARTMENTS

Body & components	3563
Brakes	6006
Design engineering	6674
Durability	6056
Electronics	9360
Facility manag. & business dev.	6037
General maintenance	6037
Homologations	
• Commercial vehicles	6016
• External offices	6618
• Individual vehicle certifications	6055
• Motorcycles and helmets	6019
• Passenger cars LCV and components	6020
Noise, vibration & harshness	6023
Passive safety	6021
Powertrain	6039
Project management	9358
Proving ground reception	6004
Vehicle dynamics	6023

ROOMS

Agostini	3672
Alcarras	3310
Calafat	3760
Castelloli	3312
Cheste	3763
Da Vinci	6071
Diesel	3287
Eiffel	3787
Fourier	3690
Gaudi	3791
Hertz	3689
Homologation	6734
ICKS	2579
Jarama	3764
Lauda	6728
Lawrence	41228
Mansell	6724
Marie Curie	3789
Marketing	1337
Montjuïc	1541
Montmeló	3761
Nieto	1606
Nikola Tesla	3566
Otto	3288
Oval	6613
Pegaso	3022
Piquet	3576
Powertrain	41288
Prost	6625
Reception	6050
Ricard	41232
Senna	6615
Terramar	1537
Wankel	41267
Welcome Center	3203

OTHERS

Applus IDIADA general fax **+34 977166007**

LOGISTICS: SENDING TO / FROM Applus IDIADA

Hours for receiving parcels:

Monday

6:00h – 17:30h

Tuesday to Friday

8:30h – 17:30h

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.

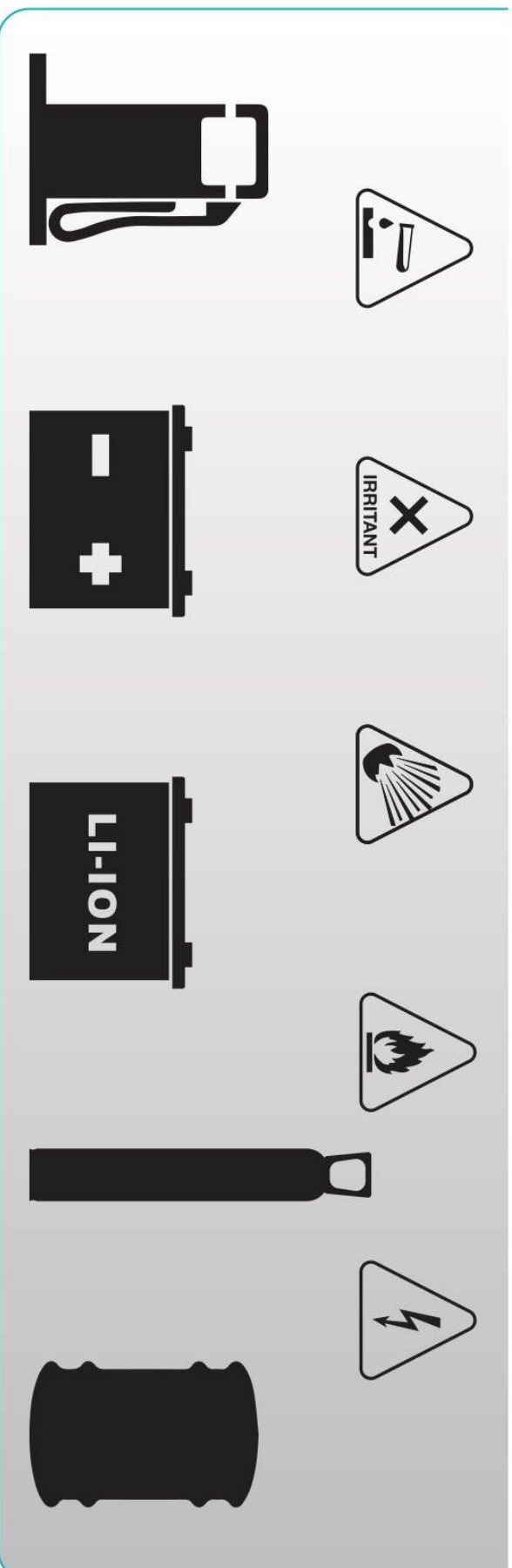
**CONTACT**

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**

DANGEROUS GOODS SHIPMENTS



Need to ship something?

Please contact your Proving Ground customer service person informing whether or not you have dangerous goods.

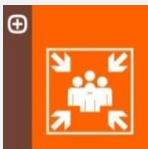


6004



pg_client@idiada.com

EMERGENCY PROTOCOL ACTION in case of FIRE, EXPLOSION, EVACUATION, ACCIDENT

<p>Steps to follow if you detect a fire or incident:</p>	<p>Call 2222 (if using internal phone) or 977 944 974</p> <p>GIVE THE FOLLOWING INFORMATION:</p> <ul style="list-style-type: none"> • Your name • Exact location of incident • Type of incident • If anyone has been affected by the incident • Don't hang up the phone until told to
<p>What are the alarm signals of a fire or evacuation?</p>	<p>Announcement via megaphone system</p>
<p>Who should I contact if I detect an emergency?</p>	<p>Call 2222 (if using internal phone) or 977 944 974</p>
<p>In the event of evacuation what steps must I follow and what is the escape route?</p>	<ul style="list-style-type: none"> • Don't use lifts • Don't stop to pick up personal belongings • Follow the instructions of the emergency personnel • If you are attending a visit, accompany them during the evacuation • Don't stop in the exits or try to go back • If there is smoke walk bent over or crawl out • Go to meeting point
	<p>Where are the staff meeting points?</p> <p>THERE ARE TWO MARKED MEETING POINTS:</p> <ul style="list-style-type: none"> • Opposite the Main Building and the Powertrain building • On the access road to the Workshops area

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!


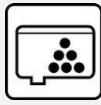


WASTE MANAGEMENT

- 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:

SYMBOL	WASTE	CONTAINER TYPE	REGULAR COLLECTION
	Paper and cardboard	Workshop bins	Regular collection by cleaning service
	Ordinary waste	Workshop bins Facility containers	Regular collection by cleaning service and waste transport
	Absorbent paper, clothes with oil and grease	Workshop bins	Regular collection by Box Services
	Waste oil	Drum	Please, contact Box Services (Workshop D1).
	Fuel (gas oil, gasoline...)	Drum	
	Brake oils	Drum	

SYMBOL	WASTE	CONTAINER TYPE	REGULAR COLLECTION
	Antifreeze	Drum	Please, contact Box Services (Workshop D1)
	Urea (AdBlue...)	Drum	
	Sepiolite	Drum	
	Car batteries	Special containers for batteries located in Workshop D1	
	Batteries	Special containers for batteries located in Workshop D1	
	Tyres	Stacked up or placed in shelves	
	Rims	Placed in pallets	
	Wood	Stacked up	
	Freon (Gas charge and discharge)	Gas cylinder	

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

Containers available in the workshop

Type of waste	PAPER AND CARDBOARD	PACKAGING AND PLASTICS	BANAL	CANS	POLLUTED PAPER AND CLOTHES
Labels					
Containers located in vehicle preparation area & storage area					
Containers located in the office & kitchen					

What waste goes into each container?

PAPER AND CARDBOARD	PACKAGING AND PLASTICS	BANAL	CANS	POLLUTED PAPER AND CLOTHES
<p>YES</p> <ul style="list-style-type: none"> ✓ Packaging and cardboard boxes ✓ Newspapers, books, magazines and paper bags <p>NO</p> <ul style="list-style-type: none"> ✗ Aluminum foil ✗ Bricks ✗ Napkins and tissues ✗ Paper or cardboard soiled or stained with oil and grease 	<p>YES</p> <ul style="list-style-type: none"> ✓ Plastic bottles and packaging ✓ Bricks ✓ Aluminum foil ✓ Snack bags <p>NO</p> <ul style="list-style-type: none"> ✗ Packaging and cardboard boxes ✗ Cans ✗ Contaminant product packaging 	<p>YES</p> <ul style="list-style-type: none"> ✓ Organic waste ✓ Napkins and tissues ✓ Coffee capsules ✓ Tea bags <p>NO</p> <ul style="list-style-type: none"> ✗ Aluminum foil ✗ Plastic bottles and packaging ✗ Newspapers, books, magazines and paper bags 	<p>YES</p> <ul style="list-style-type: none"> ✓ Cans <p>NO</p> <ul style="list-style-type: none"> ✗ Aluminum foil ✗ Bricks 	<p>YES</p> <ul style="list-style-type: none"> ✓ Paper, cardboard or clothes soiled or stained with oil, grease or fuel <p>NO</p> <ul style="list-style-type: none"> ✗ Napkins and tissues ✗ Newspapers, books, magazines and paper bags

What other waste can be managed?

WASTE MANAGEMENT

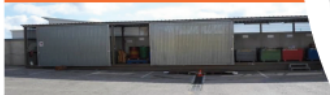
IN THE WORKSHOP AREA

The following waste is admitted in the **RECYCLING POINT**:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Waste oil | <input checked="" type="checkbox"/> Fuel |
| <input checked="" type="checkbox"/> Antifreeze | <input checked="" type="checkbox"/> Wood |
| <input checked="" type="checkbox"/> Brake fluids | <input checked="" type="checkbox"/> Iron |
| <input checked="" type="checkbox"/> Empty aerosol | <input checked="" type="checkbox"/> Aluminum |
| <input checked="" type="checkbox"/> Packaging contaminated with dangerous substances | <input checked="" type="checkbox"/> Sepiolite |
| | <input checked="" type="checkbox"/> Solvents |



The **RECYCLING POINT** is located in the workshop area at the end of 1st Street, next to workshop D1



For managing these other waste types, contact **D1** (☎ 1518):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Lead & Lithium batteries | <input checked="" type="checkbox"/> Tyres |
| <input checked="" type="checkbox"/> Non-exploded airbags | <input checked="" type="checkbox"/> Brake pads |
| <input checked="" type="checkbox"/> Car glass | |



PAPER AND CARDBOARD

- | | |
|---|---|
| <input checked="" type="checkbox"/> Packaging and cardboard boxes | <input checked="" type="checkbox"/> Newspapers, books, magazines and paper bags |
|---|---|



PACKAGING AND PLASTICS

- | | |
|---|---|
| <input checked="" type="checkbox"/> Plastic bottles and packaging | <input checked="" type="checkbox"/> Aluminum foil |
| <input checked="" type="checkbox"/> Bricks | <input checked="" type="checkbox"/> Snack bags |



BANAL

- | | |
|---|---|
| <input checked="" type="checkbox"/> Organic waste | <input checked="" type="checkbox"/> Coffee capsules |
| <input checked="" type="checkbox"/> Napkins and tissues | <input checked="" type="checkbox"/> Tea bags |

PAPER, PLASTIC and BANAL waste containers are located in the workshop area at the end of 3rd Street

In case of doubt or any questions please contact our Workshop Assistants in workshop D1 – ☎ 1518

Please check the label on the container indicating which type of waste is admitted. Containers colors may vary

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

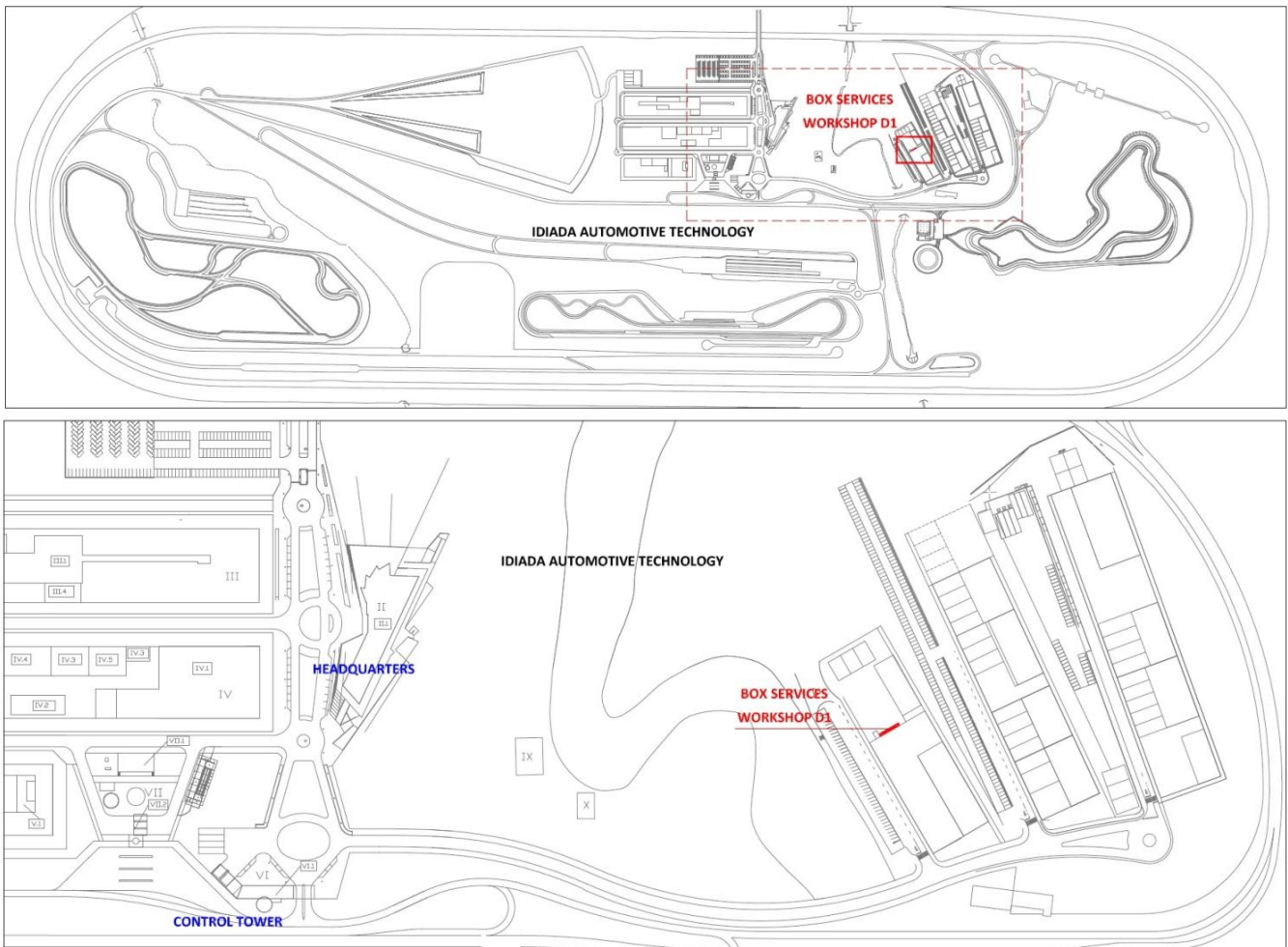
- Switch off all electronic devices properly. In stand-by position their consumption may rise to 30% of the total (i.e. screens, printers, etc.).
- Close all doors and windows when air conditioning or heating are on.
- Make sensible use of air conditioning.
- Unplug chargers when device batteries are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

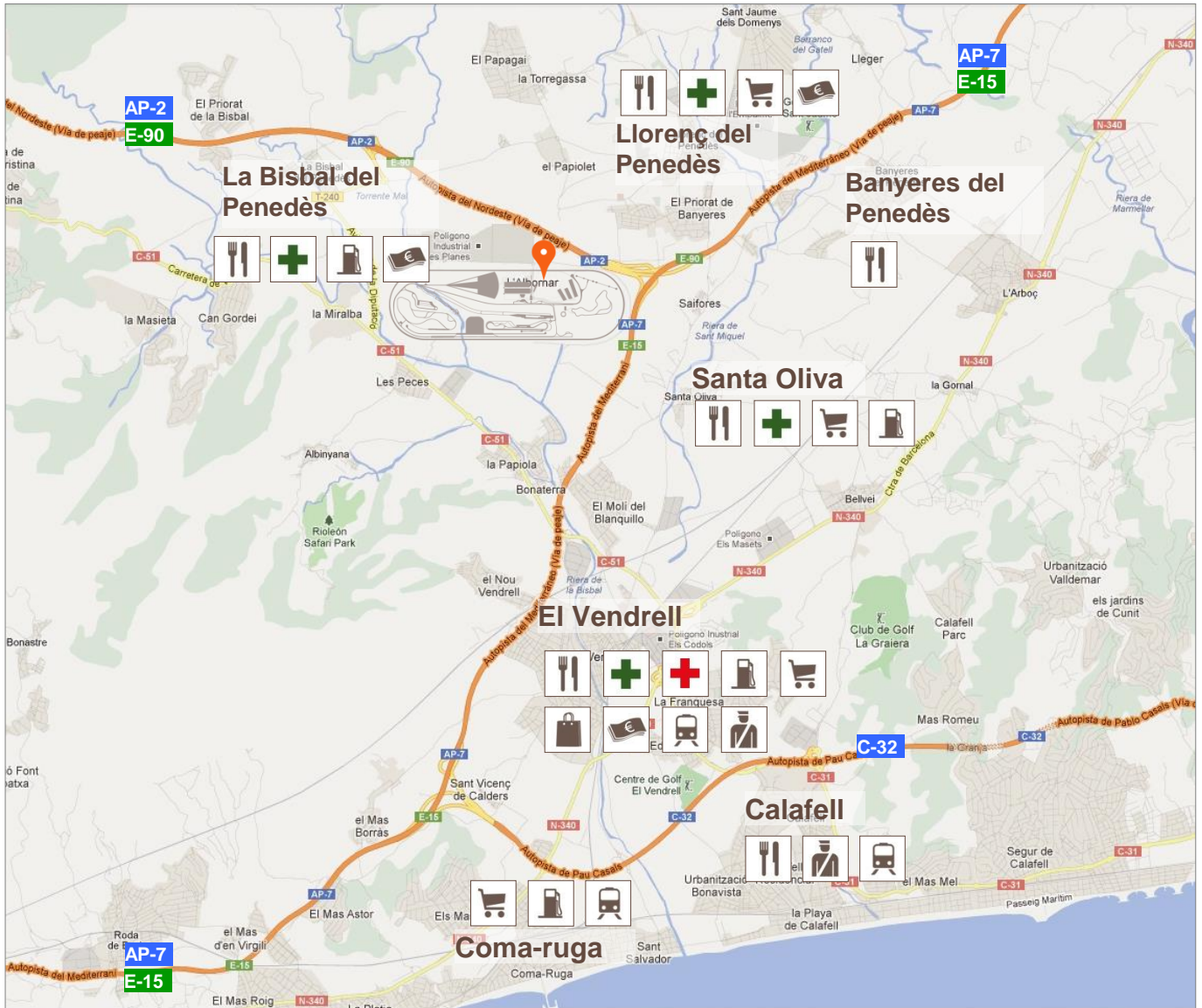
- Inform of any water leak or spill of dangerous substances.
- Use collectors when performing any activity which could leak polluting liquids.
- Separate dangerous waste to avoid mixtures that increase its dangerousness.

WASTE COLLECTION POINT FOR CUSTOMERS

Box Services (Workshop D1) and Waste Collection Point



Waste Collection Point in Box Services (Workshop D1).



Restaurants



Train station



Pharmacies



Medical centres



Petrol stations



Shopping centres



Supermarkets



Banks



Police stations



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 Boscos
T +34 977 67 18 71
www.elbosc.com
Latitude: 41° 16.281'' N
Longitude: 1° 34.192"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.masiadelaplatja.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 Llebre (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

Rambla Marinada, 7

T +34 977 67 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/ Llibertat, 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° 13'13.54"N
Longitude: 1° 32'14.21"E

Santa Oliva

Galp

Polígono Industrial Molí d'En Serra
T +34 977 66 68 75
Latitude: 41° 14'10.45"N
Longitude: 1° 32'39.52"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
Polígono 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 Molí 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



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

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



Police stations

El Vendrell

Comisaria de la Policia 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

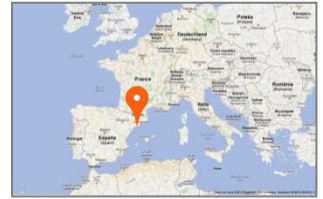
Policia Local de Calafell (9.6 km)

Estació, 18
T +34 977 69 90 07
Latitude: 41° 11'15.85"N
Longitude: 1° 34'10.28"E



Address:

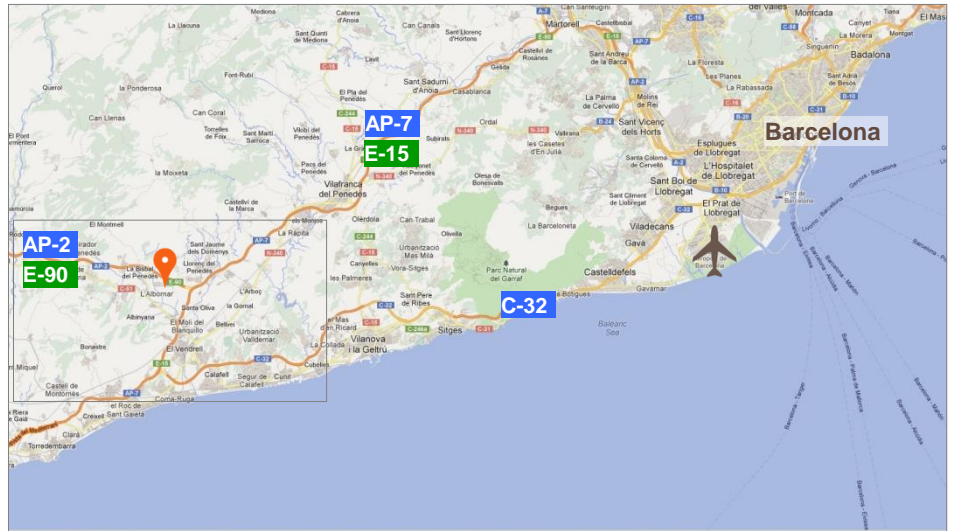
IDIADA Automotive Technology, S.A.
 Polígono Industrial l'Albarnar, s/n
 E-43710 Santa Oliva (Tarragona) España
 T +34 977 16 60 00
 F +34 977 16 60 07



GPS coordinates:

Latitude:
 41° 16' 07.18" N
 41.267667

Longitude:
 1° 31' 24.61" E
 1.5240583



General view

Directions from AP2

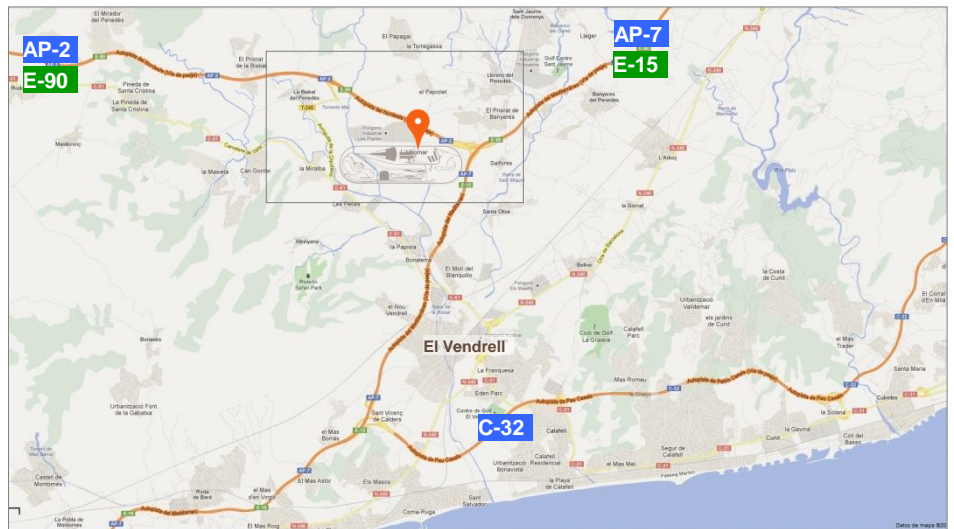
- 0 km **1** From E-90 / AP-2 motorway, Take exit 12 to La Bisbal del Penedès / Llorenç del Penedès / Santa Oliva / L'Albarnar



- 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'Albarnar.
 1,1 km **4** Arrival at Applus IDIADA



View of intersections of AP-2, AP-7 and C-32 motorways



View AP-2, Exit 12

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

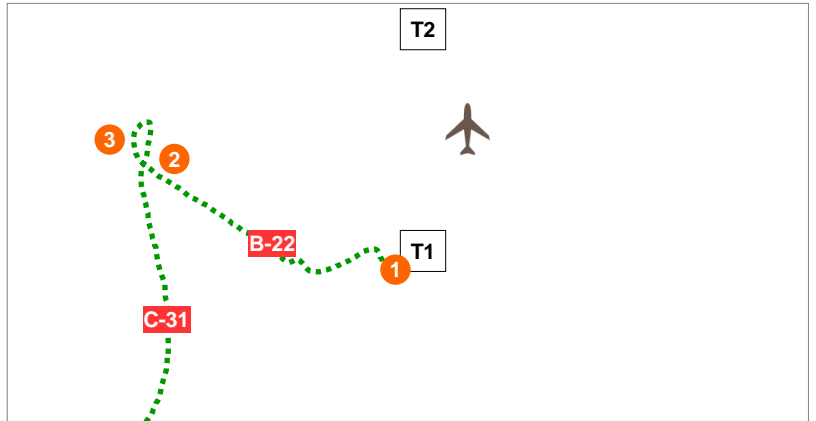


950 m **8** At the roundabout take the second exit and join Av. de la Bisbal to Polígono Industrial Les Planes



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

1,1 km **10** Arrival at Applus IDIADA



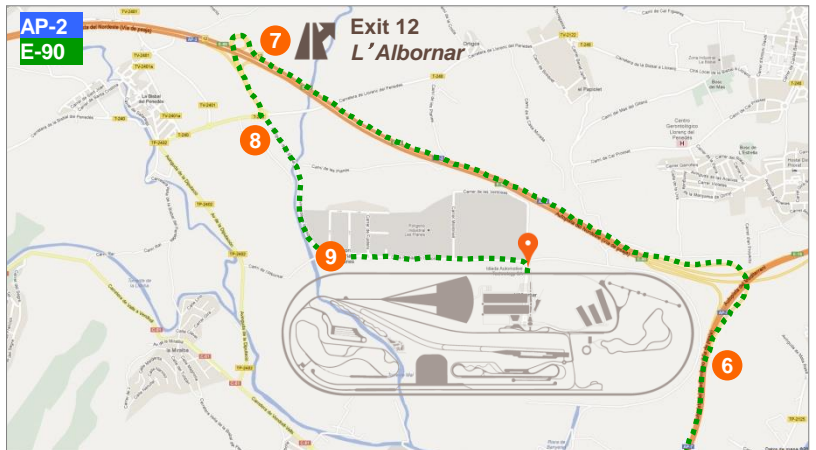
View of Barcelona Airport



General view



View of intersections of AP-2, AP-7 and C-32 motorways



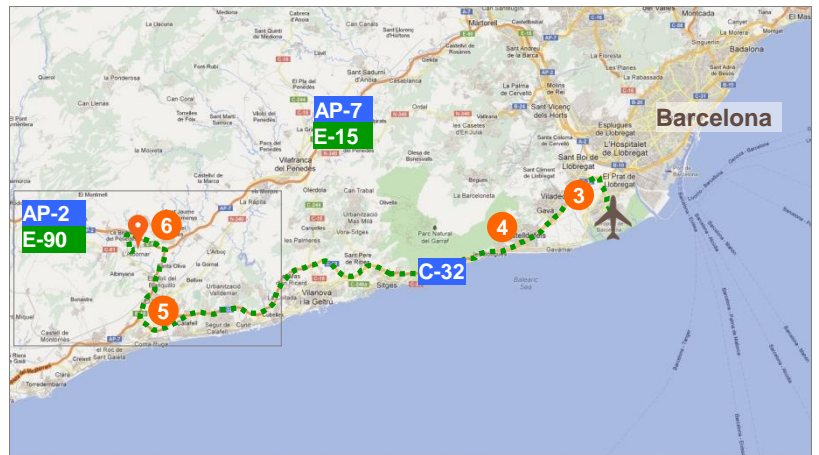
View AP-2 / E-90 - Exit 12 at l'Albornar

- 0 Km **1** Go northwest towards Carretera del Prat de Llobregat
- 1,5 Km **2** Continue straight ahead to **C-32B / Carretera a l'Aeroport**
- 2,4 Km **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



View Barcelona Airport

- 49,3 km **4** When you reach the intersection, stay in right lane and follow directions for **E-15 / AP 7 / Lleida / Barcelona**



General view

- 7,8 km **5** Take the exit for **E-90 / AP-2 to Lleida / Zaragoza**

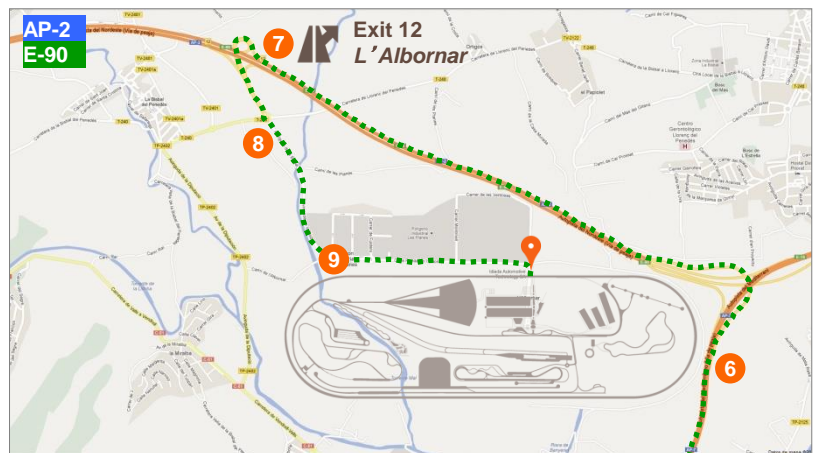


View intersections of AP-2, AP-7 and C-32 motorways

- 5,0 km **6** Take exit 12 towards **La Bisbal del Penedès / Llorenç del Penedès / Santa Oliva / L'Albornar**



- 950 m **7** At the roundabout take the second exit and join **Av. de la Bisbal to Polígon Industrial Les Planes**



View of AP-2 / E-90 – Exit 12 at l'Albornar

- 1,8 km **8** Continue along **Ronda de l'Albornar**

- 1,1 km **9** Arrival at **Applus IDIADA**

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

7,1 Km **2** At the intersection, stay left; follow directions for **Lleida / Zaragoza / Tarragona** and join motorway B-23



View of Barcelona access roads

7,2 Km **3** Continue along E-90 / AP-2. (directions for **Lleida / Zaragoza / Tarragona / Girona**)

5,5 km **4** Continue along AP-7



General view

49,3 km **5** Take exit for E-90 / AP-2 to **Lleida / Zaragoza**



5,0 km **6** Take exit 12 to **La Bisbal del Penedès / Llorenç del Penedès / Santa Oliva / L'Albarnar**



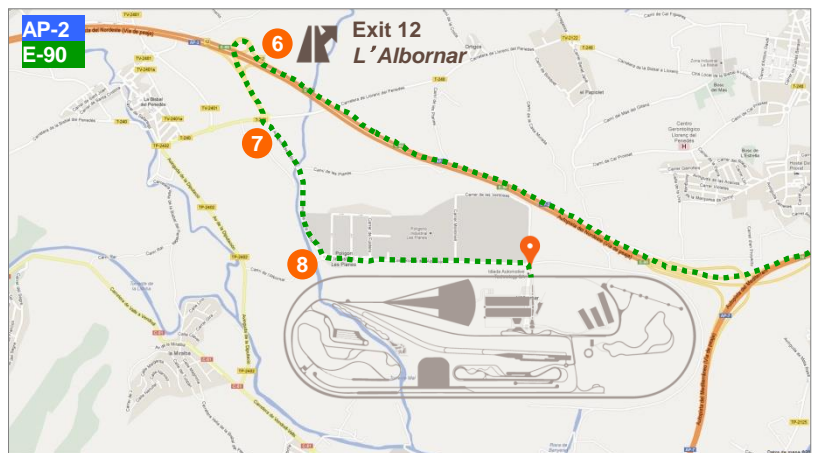
View of intersections of AP-2 and AP-7 motorways

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



1,8 km **8** Continue along Calle Ronda de l'Albarnar

1,1 km **9** Arrival at Applus IDIADA



Vista AP-2 / E-90 - Salida 12 en l'Albarnar

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'Albarnar

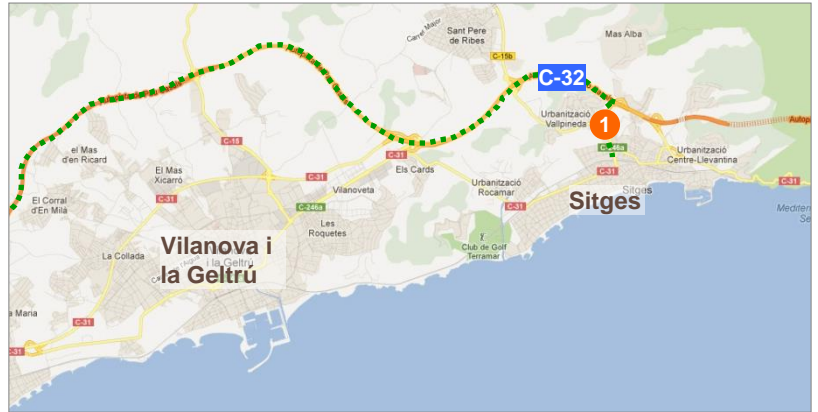


950 m **5** At the roundabout take the second exit and join Av. de la Bisbal to **Polígono Industrial Les Planes**

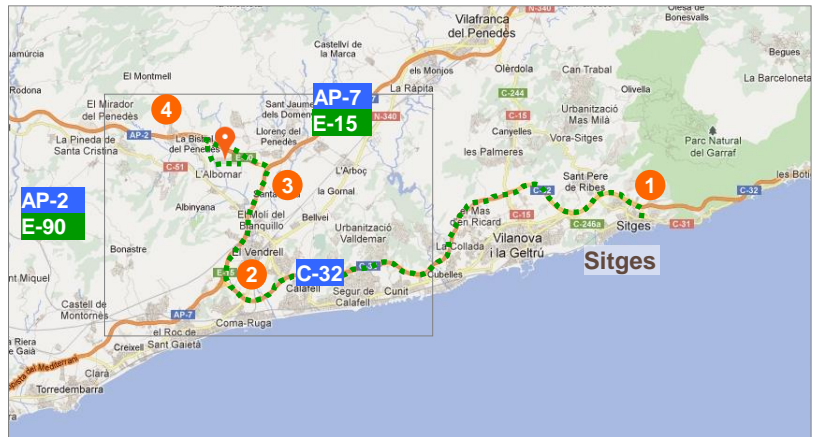


1,8 km **6** Continue along Ronda de l'Albarnar

1,1 km **7** Arrival at Applus IDIADA



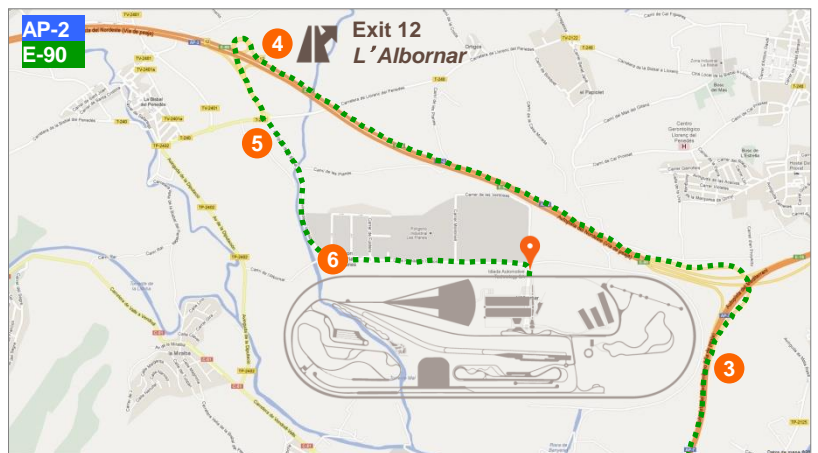
Sitges access roads



General view



Intersections of AP-2, AP-7 and C-32 motorways



View AP-2 / E-90 – Exit 12 at l'Albarnar

0 Km **1** Follow direction for **Barcelona for the AP-7**

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



5,0 km **3** Take exit 12 towards La Bisbal del Penedès / Llorenç del Penedès / Santa Oliva / L'Albornar



950 m **4** At the roundabout take the second exit and join Av. de la Bisbal to **Polígono Industrial Les Planes**

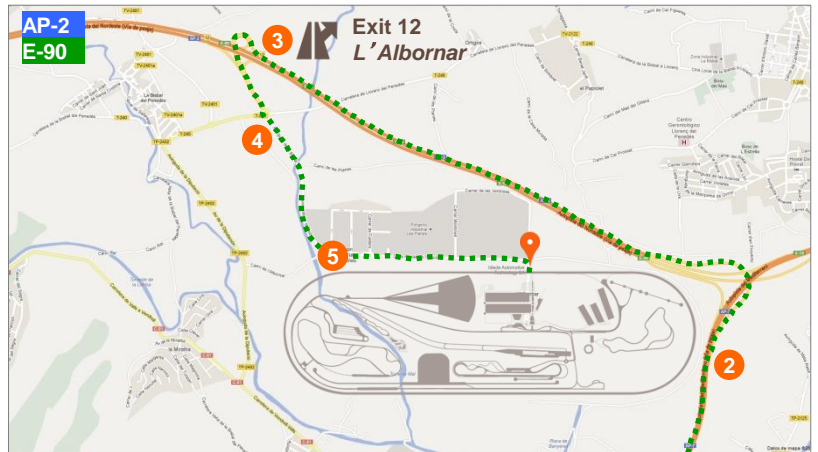


1,8 km **5** Continue along Ronda de l'Albornar

1,1 km **📍** Arrival at Applus IDIADA



General view



View AP-2 / E-90 – Exit 12 at l'Albornar

- 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**

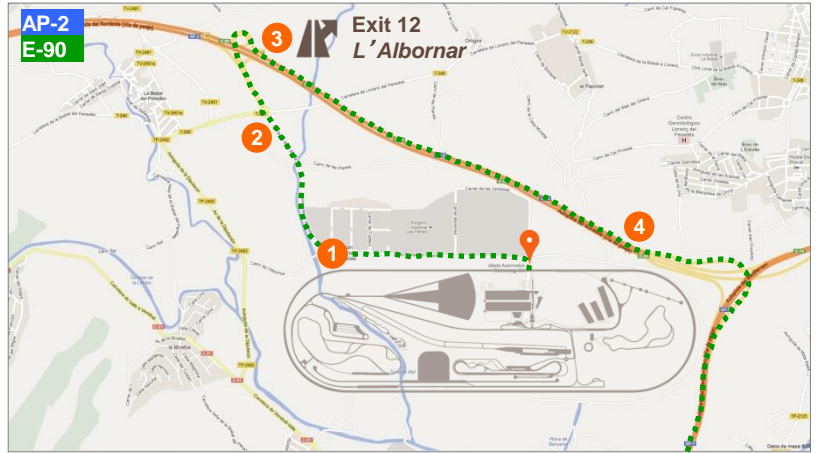


- 8,8 km **6** After the C-32 poll take **Barcelona / Vilanova** direction



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

- 8** Choose the way to:
T1 (Terminal 1)
or T2 (Terminal 2)



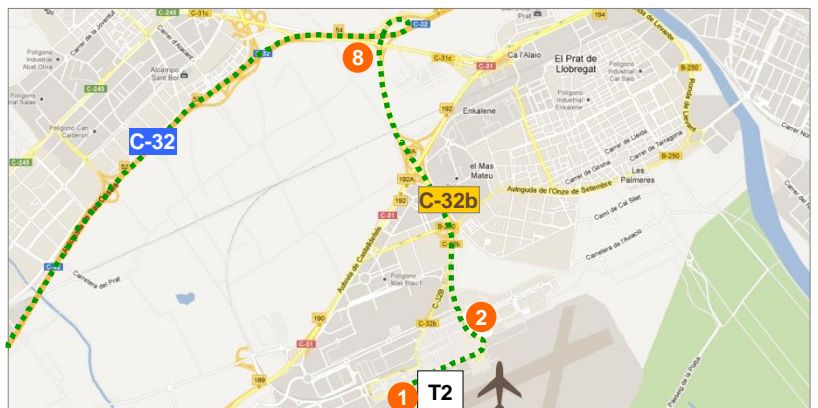
View of AP-2 / E-90 – Exit 12 at l'Albarnar



View intersections of AP-2, AP-7 and C-32 motorways



General view



View Barcelona Airport

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.



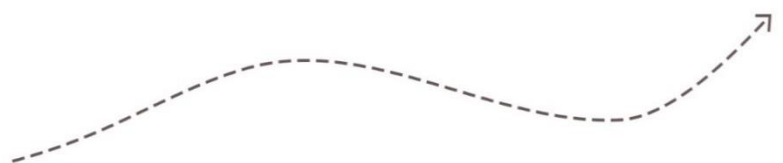
Security

- 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 Policia 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>
- <http://www.spain.info/en/informacion-practica/consejos-viaje/>
- <http://www.barcelona.es.emb-japan.go.jp/download/2013/diptico-seguridad-mossos.pdf>
(Japanese only)
- <http://meet.barcelona.cat/en/visit-barcelona/resources/useful-information>



Wishing you a productive and enjoyable stay