



**OPERATIONAL GUIDE FOR VEHICLE,
MATERIAL, AND PERSONNEL
ACCESS CONTROL (ANNEX-F)**



Table Of Contents

1. GENERAL RULES and INFORMATION	2
2. PERSONNEL ENTRY	2
3. MATERIAL/EQUIPMENT ENTRY and EXIT	3
4. KOSBAŞ PERSONNEL and VEHICLE ENTRY	5
5. CONTACT INFORMATION TABLE	6

We are pleased to welcome you to Atlas Shipyard. This document has been prepared to help ensure the smooth execution of your operations and to guide you in complying with the Free Zone regulations.

In this guide, you will find the necessary information to follow the correct procedures for various entry and exit operations you may encounter during daily activities (materials, equipment, personnel, visitors, crew, etc.). Contact details of the relevant personnel for each process are also included.

Please review the relevant procedures before entering our shipyard, and make sure to follow the rules outlined to avoid any disruptions.

ATLAS TERSANECİLİK SAN.ve TİC.A.Ş.

Kocaeli Serbest Bölgesi Sepetlipinar S. Bölge Mah. 104. Cadde No:1041275 Başiskele Kocaeli Türkiye

Telefon :+90 262 341 43 83 **Faks** :+90 262 341 42 46 **E-mail**: info@atlasshipyard.net **Web** :atlasshipyard.net

Sayfa 1 / 6

EK-F Yayın Tarihi:25.06.2025

1. GENERAL RULES and INFORMATION

All entries to and exits from the Free Zone are only permitted with official authorization documents approved by the Customs Directorate and the Free Zone Directorate.

During all entry and exit operations, the identity, license plate, and relevant permits of the individuals or vehicles, as well as any equipment, materials, etc. inside the vehicle, are subject to inspection by Free Zone and Customs officials. Therefore, vehicles and any materials or equipment within them that have not completed the official procedures will strictly not be allowed to enter the Free Zone. Similarly, no entry or exit operation will be accepted if the required documents are incomplete.

If any activity is found to be in violation of Free Zone regulations, the responsible individual, company, or departments may face legal and administrative sanctions imposed by the relevant authorities (e.g., Free Zone Directorate, Customs Administration). These sanctions may include warnings, fines, temporary suspension of operations, confiscation of the vehicle, or bans on entry to and exit from the Free Zone.

2. PERSONNEL ENTRY

a. Subcontractor Personnel Recruitment Process

The onboarding procedures for personnel belonging to subcontractor companies are carried out on Mondays, Wednesdays, and Fridays.

In order to initiate the onboarding process, all required documents requested by the Human Resources Department must be completed accurately and submitted to the relevant unit.

Using the FR-79 Onboarding Document Tracking Form, an application along with the necessary documents is submitted to the Human Resources Department for the approval of the recruitment of personnel. The Human Resources Department grants the work commencement approval for personnel who meet the requirements.

Personnel who have not completed the onboarding training or failed to provide the necessary professional certificates will not be permitted to start work under any circumstances.

Training Schedule:

Training Module	Days	Time	Location
Module 1-2 Occupational Safety (for those receiving services from OSGB)	Monday / Tuesday / Wednesday	09:30	Yenilikci OSGB Training Room
Module 1-2 Occupational Safety (for Staff Personnel)	Monday / Tuesday / Wednesday	09:30	Atlas Administrative Building Training Room
Module 3 Health Training (for those receiving services from Workplace Health Unit)	Monday / Tuesday / Wednesday	14:00	Atlas Administrative Building Training Room
Module 3 Health Training (for those receiving services from OSGB)	Tuesday	14:00	Yenilikci OSGB Training Room
Orientation / Onboarding Training	Monday / Tuesday	13:00	Atlas Administrative Building Training Room
	Wednesday	15:30	Atlas Administrative Building Training Room

b. Recruitment Process for Atlas Staff Personnel

During the onboarding process, the LS-14 Atlas Staff Personnel Document List must be obtained from the Human Resources Department. All documents specified in this list must be completed accurately, and the employee is required to start work on the date notified by the Human Resources Department.

ATLAS TERSANECİLİK SAN.ve TİC.A.Ş.

c. Temporary Personnel Entry Process to the Shipyard

In order to obtain entry approval for personnel to be employed on a temporary assignment, the documents listed below must be completed in full and sent via email to ik@atlasshipyard.net.

The required documents for the temporary personnel are listed below. After these documents reach the Human Resources Department, they are reviewed by HR officers. Entry approval is granted for personnel whose documents are found to be complete, and notification emails are sent to the relevant departments.

- Company-approved Assignment Document
- Service List of the Assigned Personnel for the Last Month
- Social Security Registration Inquiry Document
- Health Report approved by the Workplace Physician (Annex-2) or summary medical examination form issued by the workplace physician.
- Professional Competency Certificate or Vocational Training Certificate
- Criminal Record Certificate
- Basic Occupational Health and Safety Training Participation Certificate
- Company Workplace Physician and Occupational Safety Specialist System Approval Certificate
- Personal Protective Equipment Assignment Form
- Job-specific Risk Analysis
- SDS (Safety Data Sheet), if work involves chemicals.

Personnel who have been granted entry approval are required to complete Orientation and Onboarding Training conducted by the Training and Control Officer before entering the shipyard. Approval for entry to the shipyard will be granted only after this training has been successfully completed.

d. Entry Procedure for Ship Crew and Seafarers

The shipyard's security unit verifies the ship crew members allowed to enter the shipyard based on the **Crew List** provided by the Project Manager. Only personnel whose **names appear on the list** are granted entry permission. Ship crew members are required to present their identification with a **shore pass** upon entry.

e. Entry Procedure for Surveyors, Supervisors, and Classification Personnel

- Information regarding the personnel to be granted entry is communicated by the Project Manager to the Administrative Affairs and Human Resources Departments.
- The individual's identification document and Social Security registration notification are sent via email to ik@atlasshipyard.net.
- Personnel who have been granted entry approval are required to complete Orientation and Onboarding Training conducted by the Training and Control Officer before entering the shipyard.
- After completion of this training, the personnel are granted permission to enter the shipyard.

3. MATERIAL/EQUIPMENT ENTRY and EXIT

a. Entry of Spare Parts and Similar Items (Equipment for Maintenance and Repair Purposes)

- Equipment arriving from abroad must be invoiced to Atlas Shipyard and brought into the Free Zone under a transit declaration. The invoice must be issued in the name of Atlas Shipyard.
- For equipment coming from within the country, the sender company must issue an invoice to Atlas Shipyard, and the material entry must be processed under an export declaration.

ATLAS TERSANEÇİLİK SAN.ve TİC.A.Ş.

b. Materials and Equipment for Use and Consumption Onboard and at the Shipyard

- Materials and equipment arriving from abroad **must be invoiced to Atlas Shipyard** and brought into the Free Zone under a transit declaration.
- For materials and equipment sourced domestically, the sender company **must issue an invoice to Atlas Shipyard**, and the entry must be processed under an export declaration.
- For consumable supplies to be used onboard the ship (such as food, provisions, etc.), the sender company must invoice Atlas Shipyard, and the entry must be carried out under an export declaration.

c. Material Entry Process for Subcontractors Operating Onboard the Ship

- If a subcontractor company assigned to work onboard the ship plans to temporarily bring in equipment, the necessary procedures must **be arranged at least one day** in advance.
- The subcontractor must send the **equipment list, vehicle license plate, driver's contact information, and the duration the equipment will remain at the shipyard** via email to the Atlas Shipyard Customs Unit at gumruk@atlasshipyard.net.

d. Exit of Materials for Subcontractor Firms Operating Onboard

- After the subcontractor has completed its work onboard the ship, the **equipment to be removed from the shipyard** must be declared at least one day in advance. The **equipment list, vehicle license plate, driver's contact information, and the duration the equipment remained at the shipyard** must be sent via email to the Atlas Shipyard Customs Unit.
- The relevant information must be sent to the following email address:
gumruk@atlasshipyard.net

e. Equipment/Material Exit from the Ship or Shipyard for Maintenance and Repair Purposes

- For any equipment to be removed from the ship or shipyard for maintenance and repair purposes, the company in Türkiye providing the maintenance service must have a valid capacity report.
- The **quantity (units), weight, origin, and value** of the equipment to be removed must be reported to the Atlas Shipyard Customs Unit. Based on this information, an invoice will be issued by Atlas Shipyard, and the equipment will be removed from the Free Zone under the scope of the **Inward Processing Permit Certificate (DİİB)**.

f. Re-entry of Equipment/Material Removed from the Ship or Shipyard for Maintenance and Repair Purposes

- After the maintenance or repair process is completed, the responsible company must issue an invoice (for labor/service cost) in the name of Atlas Shipyard.
- Based on this invoice, the export procedures are carried out, and the equipment/material is re-entered into the Free Zone.

ATLAS TERSANECİLİK SAN.ve TİC.A.Ş.

Kocaeli Serbest Bölgesi Sepetlipınar S. Bölge Mah. 104. Cadde No:1041275 Başiskele Kocaeli Türkiye

Telefon :+90 262 341 43 83 **Faks** :+90 262 341 42 46 **E-mail** :info@atlasshipyard.net **Web** :atlasshipyard.net

Sayfa 4 / 6

EK-F Yayın Tarihi:25.06.2025

4. KOSBAŞ PERSONNEL and VEHICLE ENTRY

a. KOSBAŞ Personnel Entry:

In order to obtain vehicle entry permission for KOSBAŞ, a **KOSBAŞ Entry Card** must first be issued for the relevant personnel. To apply for the entry card, the following documents must be sent via email to **ik@atlasshipyard.net** in full:

- Social Security Registration Notification (SGK)
- Photograph
- Copy of ID Card
- Certificate of Residence
- Criminal Record Certificate
- Stamped and signed Employment Contract

b. Vehicles with Permanent / Regular Entry and Exit Permission

For vehicles that will enter and exit the premises on a permanent or regular basis, the following documents must be emailed to **ik@atlasshipyard.net** and **idari@atlasshipyard.net**:

- Vehicle Registration Document
- Copy of the vehicle owner's ID card

Once the required documents have been submitted, an entry permit will be issued. You may inquire about the status of the vehicle entry permit from the Administrative Affairs and Human Resources Department within **3 business days**. Issued vehicle entry stickers must be kept on the vehicle and presented at the customs gate upon request.

c. Vehicles with Daily / Temporary Entry and Exit Permission

For vehicles that will enter and exit the premises on a daily basis, the **vehicle registration and/or license plate number** along with the **date of entry** must be sent via email to **idari@atlasshipyard.net**.

If a vehicle reported as a guest enters for more than one day, a temporary entry permit must be obtained. Temporary vehicle entry permits are valid for a maximum of **15 days**. Those applying for temporary entry must send a **copy of their ID card and vehicle registration document** to **idari@atlasshipyard.net** via email.

Daily entry is valid for a maximum of **two days**. After the second entry, the vehicle will be classified under the "Permanent/Regular Entry and Exit" category.

If a vehicle with a temporary entry permit needs to enter the premises for more than 15 days, a **Permanent Entry Permit** must be obtained. The fee for a permanent entry permit is **USD 45**. Permanent Entry Permits must be renewed at the beginning of each year.

ATLAS TERSANECİLİK SAN.ve TİC.A.Ş.

Kocaeli Serbest Bölgesi Sepetlipınar S. Bölge Mah. 104. Cadde No:1041275 Başiskele Kocaeli Türkiye

Telefon :+90 262 341 43 83 **Faks** :+90 262 341 42 46 **E-mail**: info@atlasshipyard.net **Web** :atlasshipyard.net

Sayfa 5 / 6

EK-F Yayın Tarihi:25.06.2025

5. CONTACT INFORMATION TABLE

CONTACT SUBJECT	CONTACT PERSON	PHONE	EMAIL
Personnel Entry/Exit and Related Processes	Seçkin Tanrıku lu Ali Bomba	05423414394	ik@atlasshipyard.net
Daily Vehicle Entry Notifications	Dilek Gülçebi- Remzi Geyik	05423414395 05423414386	idari@atlasshipyard.net
Customs Material Entry/Exit	Mehmet Dağlıoğlu	02623414383-106	gumruk@atlasshipyard.net

ATLAS TERSANECİLİK SAN.ve TİC.A.Ş.

Kocaeli Serbest Bölgesi Sepetlipınar S. Bölge Mah. 104. Cadde No:1041275 Başiskele Kocaeli Türkiye

Telefon :+90 262 341 43 83 **Faks** :+90 262 341 42 46 **E-mail**: info@atlasshipyard.net **Web** :atlasshipyard.net

Sayfa 6 / 6

EK-F Yayın Tarihi:25.06.2025