



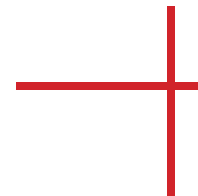
Practical guideline for the setup of connected safe and secure truck parking areas

This guideline has been realized in the context of the project “Setup and ITS connectivity of safe and secure truck parking areas in Romania along the TEN-T Core Network Corridors” (2015-RO-TM-0137-M), which was co-funded by the European Commission.

The company A&O (AUSNIT, OLARIU SI ASOCIATII SRL) implemented this project with the support of the Connecting Europe Facility Programme and the Romanian Transport Ministry. The project modernized one existing safe and secure parking area and built three new safe and secure truck parking areas located in Lugoj (Romania) at two sides of the road at the intersection of the Orient-East Med and the Rhine-Danube Corridors. These parking areas are certified at

level 4 of security and services as defined by ESPORG, the European Secure Parking Organisation, in line with the LABEL standard requirements of which A&O is a leading member.

In addition to the practical experience gained during the project duration, the guideline was supported by the experience of the specialized company HEJMO BVBA.



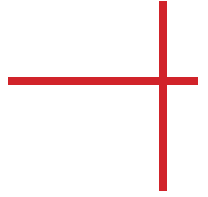
I. Introduction

This Guideline is based on the construction and operation of the abovementioned parking areas at Lugoj in Romania, the practices of members of the European Secure Parking Organisation and audit reports of the independent certification company DEKRA for parking areas in various Member States of the European Union.

Practical experience shows that there is a real need for best practice examples. Investors, developers and public authorities require clear indications on how to plan, set up and maintain secure parking areas.

This guideline is addressed to the existing and future promoters and managers of secure truck parking areas, haulage and logistics companies, insurance companies, equipment and IT suppliers, European, national, regional and local authorities, and the general public. This guideline also reflects the status quo of the work within the project consortium and discussions with the European Commission regarding the EU-funded Study on Safe and Secure Parking Areas for Trucks MOVE/C1/2017/500.

The practical guideline has been formulated as a how-to guide to assist with the establishment of a new parking area or securing an existing area. It purports to be a simple, readable and digestible handbook with a few practical examples. This project has provided the section Timisoara-Lugoj located on the Orient-East Med Corridor in Romania with four high quality safe and secure parking areas with a total of 183 parking spaces. It modernised one existing safe and secure parking area and built three new ones on both sides of the section Timisoara-Lugoj and obtained the certification with a security and service level 4 by the audit company DEKRA under the rules of the European Secure Parking Organisation (ESPOG) based on the LABEL standard.



II. Scope of the Guideline

This Guideline focuses on the following chapters:

- Legal status;
- Experiences derived from safe and secure parking area projects;
- Quality and certification requirements for safe and secure parking areas;
- Do's and Don'ts;
- The road ahead: The future of safe and secure parking areas;
- Further information sources.


Before going through these chapters, it may be useful to the reader to reflect on why safe and secure parking areas are needed. The project shows that the setup of safe and secure parking areas is favoured by four factors:

**CARGO
SECURITY**

**ROAD
SAFETY**

**DRIVER
SAFETY**

**WORKING
CONDITIONS
FOR THE
DRIVER**

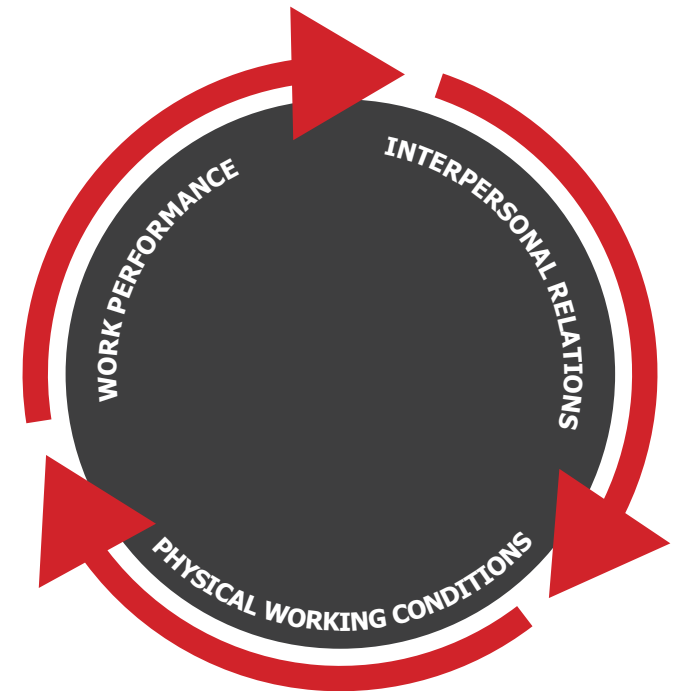


In terms of **cargo security**, the Transported Assets Protection Association (TAPA) regularly publishes its VIGILANT report, evidencing that cargo theft is on the rise across the European Union, with over 85% of cargo-related crime at unsecure locations in November of 2017, for instance. Along the “Balkan” migrant route and in countries such as France and Belgium migrants wishing to reach the UK represent additional challenges for truck drivers and transport companies. Two approaches can limit this issue: One is implemented through the Roadsec project (www.roadsec.eu) aiming to provide a guideline to truck drivers and transport companies in the form of a toolkit on Security Guidance for the European Commercial Road Freight Transport Sector. The other approach is the setup of secure parking areas, allowing to monitor, determine and document who enters the parking area (truck-trailer-driver combination).

Road safety is also an issue, in which truck drivers play a major role. Studies conducted by the American Owner-Operator Independent Drivers Association show that truck drivers who are frequently fatigued after work, use cell phones while driving, or have an elevated pulse pressure are at increased risk for getting into truck accidents. It is therefore crucial to allow drivers to rest in a secure setting to allow them to focus on the road while they are driving, which in turn allows for enhanced levels of road safety.

Driver safety is increasingly put at risk given the augmenting number of incidents with cargo theft and migrants. The UICR (Union Internationale des Chauffeurs Routiers) confirms that drivers feel increasingly uneasy at certain hotspots and on incident-ridden routes. Hence, there is a need for public authorities and the transport sector to act.

Improving social conditions for drivers is key. A cause of truck driver stress is based on the attempt to find available parking. As the lack of truck parking is a considerable issue, drivers have to start their search for parking areas earlier and earlier in the day. The issue is causing a major strain on driver health and fleet productivity. Drivers are spending about one hour of driving time on average per day to look for parking. If a driver is unable to find legal parking, he or she is in a precarious position, forced to either operate illegally or park illegally. This presents a safety issue not only for the driver, but for other traffic stakeholders as well. The Illinois Department of Employment Security classifies the work environment of truck drivers around interpersonal relations, physical working conditions and work performance as follows.



The physical stress is of particular relevance, which backs up the case of decent resting conditions:

They drive a closed truck on a daily basis

Drivers are often exposed to contaminants, such as diesel fuel or exhaust

Truck drivers are occasionally exposed to whole body vibration when driving a truck

They work outdoors while loading and unloading goods

Drivers may have to wear protective or safety attire on a weekly basis

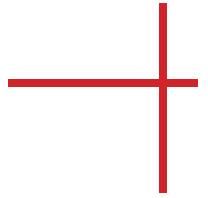
They sometimes deal with sounds or noise levels that are distracting or uncomfortable

They work indoors while driving or filling out paperwork - Temperatures may not be controlled

Drivers may have to get into cramped positions to reach work spaces

Drivers work close to others, especially when unloading trucks

III. Legal status



The legal status regarding the construction and operation of safe and secure parking areas as well as ITS implementation is based on EU legislation in the following fields:

Road safety management

Directive 2008/96/EC on road infrastructure safety management recognises that a sufficient number of safe rest areas is important for crime prevention and road safety. This legislation also ensures through road safety impact assessments and audits that when new road sections are built, adequate and safe and secure parking areas are foreseen.

Driving and resting times of truck drivers

Regulation No 561/2006 on the harmonisation of certain social legislation relating to road transport defines the mandatory rest periods for drivers along with the related liability of transport companies as well as controls and sanctions. Safe and secure truck parking areas, preferably with a common availability and reservation system, provide an optimal solution to ensure that drivers can comply with the driving and resting times without parking illegally or dangerously.

Driver training and qualifications

Directive 2003/59/EC on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers determines

requirements for the qualification of truck drivers. Several safe and secure parking areas, such as the A&O Truck Stop in Romania, provide training facilities for truck drivers.

Tachographs

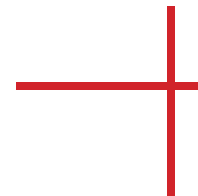
Regulation No 165/2014/EU on tachographs in road transport sets out obligations and requirements in relation to the construction, installation, use, testing and control of tachographs used to record driving and rest times in road transport. Safe and secure truck parking areas with a reservation and information system directly connected to the tachographs provide an optimal solution to plan the journey ahead and ensure compliance with the driving and resting times.

Intelligent truck parking

Directive 2010/40/EU requests the Commission to define specifications for the provision of information and reservation services for safe and secure parking places for trucks and commercial vehicles (Intelligent Truck Parking).

Provision of information services for safe and secure parking places for trucks and commercial vehicles

On the basis of Directive 2010/40/EU, the Commission has adopted its Delegated Regulation 885/2013 on the provision of information services for safe and secure parking places for trucks and commercial vehicles.



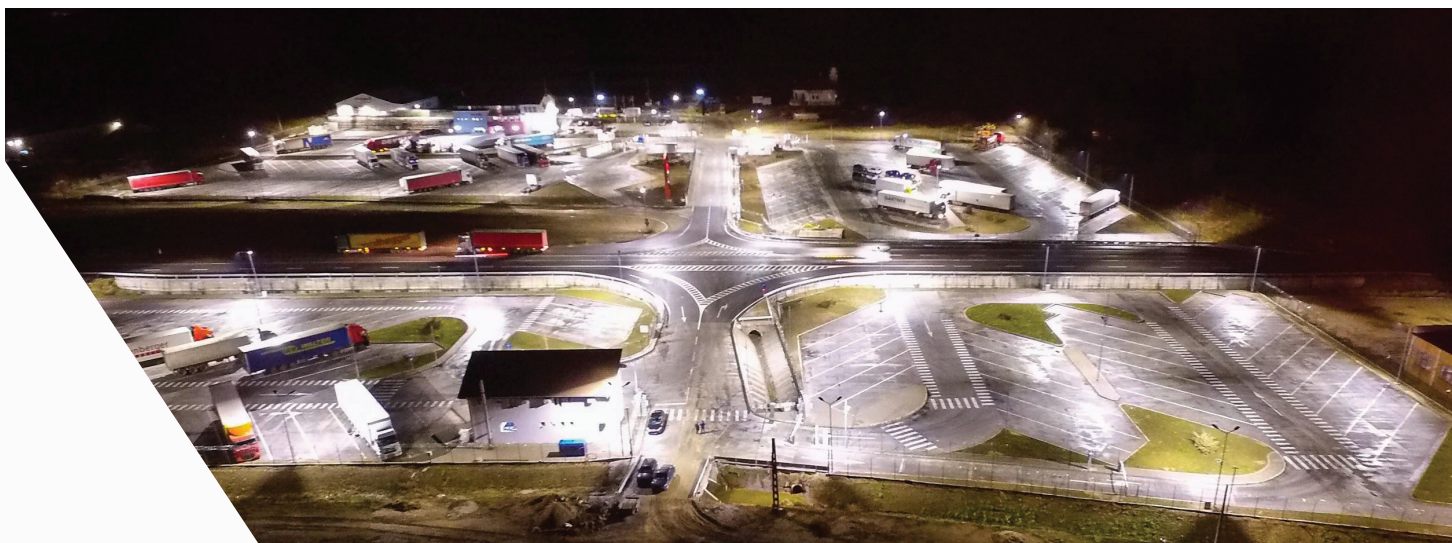
IV. Experiences derived from safe and secure parking area projects

A series of projects pertaining to safe and secure parking areas were realized between 2014 and 2018 across the European Union. Among the most prominent ones two stand out in particular.

“Setup and ITS connectivity of safe and secure truck parking areas in Romania”

2015-RO-TM-0137-M

The objective of the Action was to contribute to a network of certified safe and secure parking areas in Romania and optimize its use by designing and delivering an Intelligent Transport System (ITS) tool. The Action upgraded one safe and secure parking area and constructed three new ones on a key section of the Orient-East Med Corridor in Romania. These parking areas were certified with a security and service level 4 by the European Secure Parking Organisation



(ESPORG). With the aim of providing European truck drivers with appropriate information on the availability of safe and secure parking places, a specific ITS software programme and a mobile application were delivered. Additional information can be found at www.aotruckstop.ro and www.secureparkingtips.eu

Safe and secure parking areas for trucks in Kruishoutem and Kalken 2014-BE-TM-0193-W.

The Action addressed safety and security on the TEN-T network and in particular in parking and rest areas.

The Action was included in a Global Project, namely the Flemish government's strategy for the deployment of secure parking areas. The works supported in this Action aimed at creating three certified parking areas with a total of 150 secure spaces at Kruishoutem Noord, Kruishoutem Zuid and Kalken. The Truck Parking Areas are located along the axis Antwerpen/Zeebrugge-Gent-Dunkerque/Lille-Paris. A video on this parking area is available at:

<https://vimeo.com/242959076>.

The following key lessons learned stand out:

TECHNOLOGICAL LESSONS

Matching the truck and the driver is challenging and technologically complex;

Independent third party certification ensures optimal control of suitable use of technology;

Pre-audits are a useful tool to guarantee reliance on best practices;

Safe and secure truck parking areas can serve as sensible intermodal buffer zones.

FINANCIAL LESSONS

Business plans may be based on parking fees only, but usually encompass cross-selling strategies with other services;

Transport companies are willing to pay for parking if the shippers request it; Security and services are intrinsically interconnected.

RESERVATION AND PAYMENT

Useful reservation systems are only feasible in environments, in which entries and exits are effectively controlled;

Upon the installation of DATEX II access points in all Member States, booking and payment will be facilitated greatly;

A new generation of parking apps such as the app 'Secure Truck Parking' are set to enter the logistics market.



V. Quality and certification requirements for safe and secure parking areas

The following chapter may serve as an implementation manual for the certification of safe and secure parking areas according to the ESPORG/LABEL standard.

1. SECURITY MEASURES ON PARKING AREAS

The security of parking areas is based on various measures that differ according to the respective security level. Those measures are subdivided into the following categories:

1.1. DEMARCATION / PROTECTION OF SURROUNDING AREAS

The protection of the surrounding areas is the major perceptible factor of a safe and secure parking area. It is the physical barrier that prevents unauthorized persons to enter the parking area.

This protection can differ according to the security level. It can be a simple demarcation to the surrounding area, a continuous perimeter fence, which can vary in terms of height and quality, or an additional barrier that prevents unauthorized vehicles passing through.

The parking area must be clearly arranged (depending on the form and topography of the area). The perimeter fence should be controllable at all times, also in the case of full occupancy. Automated payment terminals should be placed in the parking area.

If there is a gatehouse for staff for registration and communication with the customers, it must be built to protect the staff from external access.

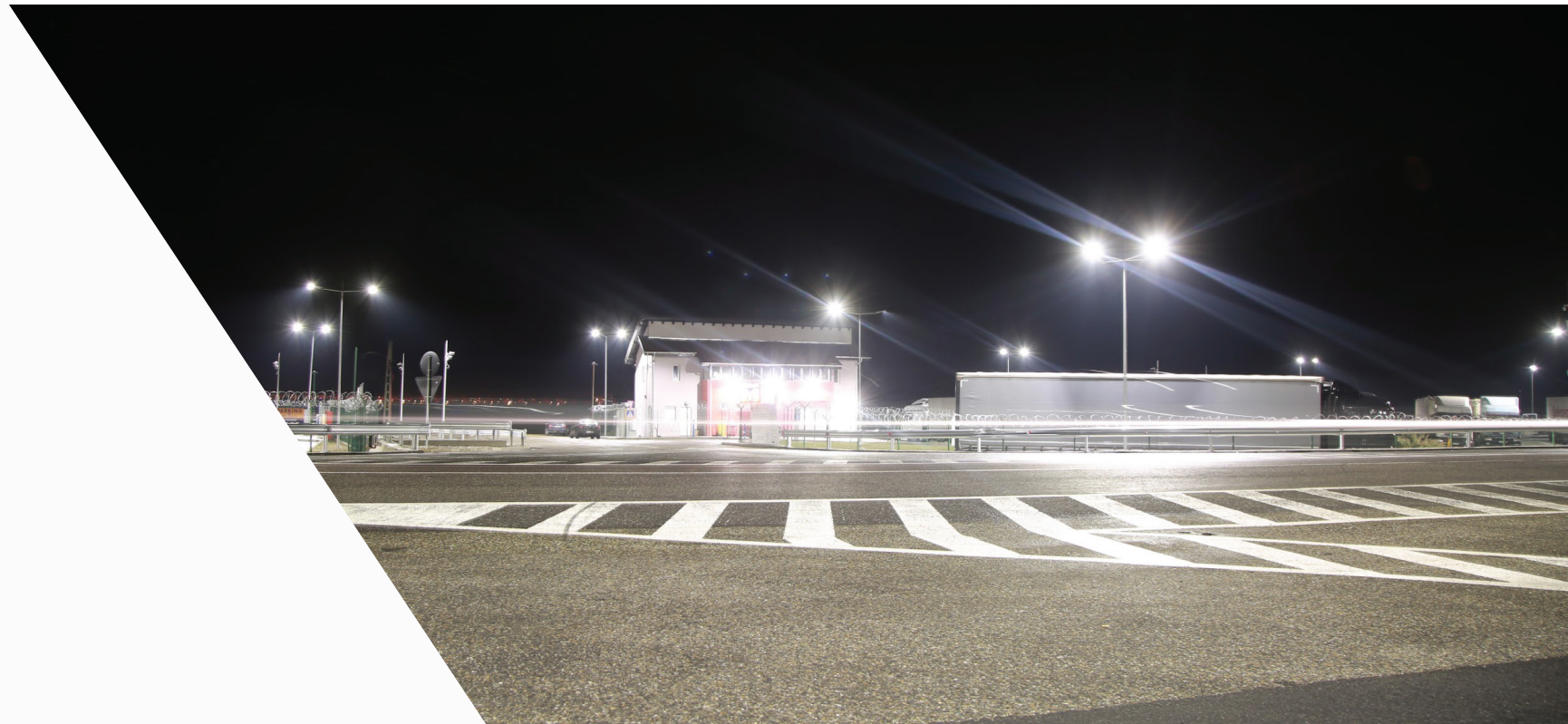


1.2. LIGHTING

The lighting of a safe and secure parking area enables surveillance during the night as well as subjective perception of safety for the customers.

The area should be lighted at any time. Traffic lanes and walkways, exits and entrances as well as the area around the automated payment terminals must be well lighted.

The amount and size of plants and trees must be reduced to the extent that individuals are adequately visible.



1.3. ENTRANCES AND EXITS – VEHICLES

The process of entering and exiting the parking area is a crucial feature of an adequately secured parking area.

The following conditions must be met:

- A barrier must be installed, including fully accessorised grid or gate controls regarding entrances and exits. Pedestrian crossings next to the barrier must not be possible. Extendable bollards prevent unauthorized passing.
- The entire entrance and exit process should be monitored by video. A registration process should be in place.
- Clear signage must be in place.



1.5. VIDEO SURVEILLANCE

In addition to the structural protection every safe and secure parking must have video surveillance.

The surveillance of the entire fence system should be in place at all times. All entrances and exits for vehicles and individuals as well as the area of the automated payment terminals should be under video surveillance at all times.

HD quality and 25 pictures per second should be in place. The recordings should be stored for 30 days. Access to the recordings should be strictly limited to authorized staff.



1.6. STAFF

The staff (operating onsite or via remote monitoring) must be trained and qualified.

In case external security staff is employed it must be a professional security company with national authorizations.

In case own security staff is employed, security checks must be carried out (minimum requirements: references and documents according to national legal requirements, evidence: e.g. certificate of good conduct).

Location monitoring should be performed through regular security checks, i.e. carried out by security staff or via virtual tours through video surveillance.



1.7. ORGANISATION

Organisational structures and processes must be predefined as well as applied by the staff at all times. It is essential that only customers and authorised staff have access to the parking area. Clear signage should point out that there is no admission for unauthorised persons as well as an emergency number. Responsibilities and competencies must be clearly defined for the staff. Rules for substitute staff members must be in place.

The performance of inspections and controls must be documented at all times.

All incidents on the parking area and in the adjacent car park must be reported to the staff and the police. An alarm system should be implemented. Processes and actions for the maintenance of security measures must be in place in case of power failure.

Registration process: the driver and the vehicle are matched, so that leaving the parking area with a different vehicle is not possible. When exiting the parking area, data will be cross-checked. All entrances and exits should be protocolled.

A reservation system should be available.

2. SECURITY LEVELS

For the fulfilment of a security level all respective criteria of the level in question as well as the lower levels must be met. The criteria are based on the abovementioned measures. The more criteria are fulfilled by a parking area, the higher the security level. The security levels range from 1 being the basic level to 5 being the highest level.

Level 1: Basic features

Safe and secure parking areas provide several basic security features.

Prerequisite: the location is clearly recognizable as a parking area, traffic lanes and walkways are well lighted. Elementary security checks are in place.

Level 2: Technical measures for security enhancements

Additional requirements: the parking area is either surrounded by a fence system or video surveillance. The parking area is well lighted. There is clear labelling that only authorized vehicles are allowed to park. Exits and entrances are monitored by video by security staff or a professional security company. Records are clear and stored safely.

Level 3: Combined security measures, restricted access

In addition to level 2: A fence system and video surveillance is in place and capturing the entire parking area. The area is well manageable. There are measure to upkeep the fence in a good state. Only customers and staff are allowed on the parking area. Criminal incidents are reported.

Level 4: Real-time monitoring by professional staff

Level 4 adds to the requirements of level 3 whereby vehicles and individuals are under real-time video surveillance. Vehicles and drivers are registered. Security staff is professionally trained and background-checked. The staff is capable of immediately reacting to emergency situations. A reservation system is in place. Gates are closed.

Level 5: 24/7 surveillance of the parking area by on-site staff

Level 5 adds to the requirements of level 4 by having on-site staff 24/7. All vehicles and individuals entering the parking area are checked and documented. The fence is equipped with an attack recognition system. Vehicles cannot pass through the fence system. The entire parking area is under video surveillance.

3. SECURITY CRITERIA

The completion of a security criterion can only be met fully. A partial completion is not possible. Every criterion will be examined as being met or not met.

Designation: SC [Security Criteria]; the first number represents the security level, the second/third number represents the numbering.

Protection of surrounding areas

SC 1.1 The parking area must be visually separated from its surroundings, i.e. by means of closed fencing, barriers, signage, markings or ditches.

SC 2.1 The parking area is secured by means of a closed fencing or barrier in order to delay or respectively prevent easy access from the surroundings. This measure is not required if there is video surveillance that monitors the entire parking area.

SC 3.1 The parking area is secured by means of a closed fencing or an alternative barrier in order to delay or respectively prevent easy access from the surroundings. The fence system or barrier is above 1,80 metres or higher and of at least bar metal quality.

SC 4.0 The parking area is secured by means of a closed fencing or barrier in order to delay or respectively prevent easy access from the surroundings. The fence system or barrier is above 2,40 metres or higher and of at least bar metal quality plus excavation protection.

SC 5.1 The parking area is secured by means of a closed fencing or barrier in order to delay or respectively prevent easy access from the surroundings. A burglar alarm system is in place, i.e. passive infrared detection.

Visibility

SC 2.2 The area is well lighted at all times. The amount and size of plants and trees must be reduced to the extent that individuals are adequately visible.

Fencing system

SC 3.2 The fence is under constant video surveillance. All activities in the surroundings of the fence are clearly recorded. In case such video recording system does not monitor the entire delimitation of the parking area, technological or procedural measures must be in place to manually control single cameras monitoring the entire parking area and all movements.

SC 5.2 The video surveillance system enables 24/7 clear monitoring of the entire fence, its surroundings and all activities.

SC 3.3 There is open space on the inside of the parking area in between the fencing or barrier and the buildings, vehicles or vegetation.

SC 3.4 A second barrier protects the fence against unintentional damages. Alternatively, the fence can be monitored by means of regular visual inspections.

SC 5.3 There is a second barrier that covers the entire parking area and prevents vehicles to pass through the fence, i.e. roadside ditches, natural barriers such as trees, streams, rivers or rocks.

Entrances and exits - vehicles

SC 3.5.1 All entrances and exits must fulfil a security standard similar to a physical barrier. Gates must be kept closed.

SC 2.3 There must be a video surveillance system monitoring all entering and exiting traffic in order to identify all vehicles, drivers and individuals.

SC 2.4 Entrances and exits must be lighted at all times.

SC 2.5 Only trucks and authorized vehicles are allowed to use the secure parking area. There must be controls at the entrance or at least information signs indicating that unauthorized entrance to the parking area is forbidden.

SC 3.5.2 Only customers and staff of the parking area have access to the parking area.

SC 4.2 All entrances and exits are under 24/7 real-time monitoring, either by means of on-site staff or remote monitoring, in order to ensure only authorized entrances and exits.

SC 5.4 All entrances and exits must be monitored 24/7 by trained internal or external staff in order to ensure solely authorized entrances and exits. The training depends on the circumstances of the parking area and must be evidenced by evidence such as training documents or lists of participants.

Entrances and exits - individuals

SC 4.3 All entrances and exits are under 24/7 real-time monitoring, either by means of on-site staff or remote monitoring, in order to ensure only authorized entrances and exits. This must be proven by means of a ticketing system, face recognition and data matching.

SC 5.5 All entrances and exits are under 24/7 real-time monitoring by trained staff in order to ensure only authorized entrances and exits. Security staff must comprise either internal or external staff.

Parking area

SC 1.2 All traffic lanes and pedestrian walkways must be lighted at all times.

SC 5.6 The video surveillance system monitors the entire area of the parking.

SC 5.7 The video surveillance system monitors all traffic lanes and pedestrian walkways on the entire parking area.

Organisation

SC 1.3 There must be location monitoring by means of regular security checks either by the operator or the police or external security staff. Plants must be kept low in order to guarantee security checks. Emergency contacts must be clearly visible by means of signage.

SC 5.8 The parking area is manned by staff 24/7. Guards are present during the opening times or at least internal staff is present outside business hours.

SC 2.6 In case of surveillance by external security staff, it must be employed by a professional security company.

SC 4.4 Any kind of security staff must have regulatory approval or be certified. Means of verification may comprise certificates of the security staff or respectively the security company.

SC 4.5 Before employing security staff, security checks must be performed or at least references and documents according to national regulation must be checked. Means of verification may comprise clearance certificates.

SC 4.6 In case of the existence of a gatehouse for video surveillance, registration or communication with the customers, it must be built in a way that staff is protected from external attacks. The doors of the gatehouse are locked at all times.

SC 5.9 A gatehouse for staff, for registration or communication with the customers exists. It must be built in a way that staff is protected from external attacks. The doors of the gatehouse are always locked.

SC 4.7 Onsite security staff must be equipped with an alarm activation system, which is connected to an external control room or person responsible for security issues, in order to take respective measures in case of an emergency.

SC 5.10 All security staff is equipped with an alarm activation system, which is connected to an external control room or a person responsible for security issues. This system generates an alarm signal in the gatehouse or with the respective person responsible for security issues in order to coordinate respective measures.

SC 4.8 In case of employment of onsite staff, it must be equipped with personal communication system that is always activated and available. The system is connected to an external control room. Means of verification may comprise mobile phone or radio communication.

SC 5.11 Onsite security staff is equipped with a personal communication system which is always activated and available. This ensures communication amongst the security staff and with the (external) control room.

SC 4.9 External security staff or staff for remote monitoring is appropriately trained concerning the control of entrances and exits, registration procedures of vehicles, emergency procedures, communication processes and confidentiality.

SC 5.12

External security staff and on-site staff is appropriately trained concerning the control of entrances and exits, registration procedures of vehicles, emergency procedures, communication processes and confidentiality. Means of verification may comprise training certificates or list of participants.

SC 4.10 Staff for remote monitoring can surveil entrances and exits from afar (remote access).

SC 5.13 The security staff can monitor video surveillance records in the gatehouse.

Video surveillance

SC 2.7

Digital records of minimum 25 frames per second are available. Records are either available continuously or via motion detection technology.

SC 2.8

Access (physical / via network) to video recordings, hardware and software modules is strictly controlled. Staff (also security staff) can neither edit nor delete records.

SC 2.9

Video recordings are saved for a minimum of 30 days if national regulation allows so. Secured storage of video recordings must be guaranteed. There must be a secured place of storage, if necessary via a network.

SC 2.10 The video recording system is fully functional and provides high quality pictures. There is regular maintenance of the video recording system. Means of verification may comprise maintenance contracts, maintenance intervals or invoices of previous maintenance.

Processes

SC 3.6 All incidences on the secure parking are reported to the staff of the parking and the police. If possible, vehicles are detained on the parking area until police instructions are issued. Parking registration documents and evidences must be stored for the investigation. In case the incident is not recorded by the police, it must be fully documented. The protocol must be signed by the staff of the parking area and the respective driver and stored for minimum one year. Means of verification may comprise an incident book, protocol book, documentation of incidents or alarm and action plans.

SC 4.11 There is a registration procedure for vehicles that at least includes the license plate, name and a photo. Vehicles and drivers are matched in order to ensure that exiting the secure parking is not possible with a different vehicle.

SC 4.12 When exiting the secure parking area, registration data of the vehicle and the driver are compared to each other.

SC 4.13 A recording method is implemented for all entrances and exits to and from the secure parking area.

SC 5.14 All entrances and exits are protocolled. The registration method is comparable to the description in 4.11 or 4.12.

SC 4.14 Data on all entrances and exits are stored for at least thirty days. Depending on national legislation, this period must be adapted.

SC 4.15 The alarm system is implemented, understood by the staff and regularly tested. This includes alarm activation, follow-up activities and measures. All alarm activations must be documented.

SC 5.15 The alarm system is implemented, understood by the staff and tested regularly. The system includes the following measures:

- Person responsible to activate the alarm;
- Timing of the alarm;
- Evaluation and follow-up process by the control room;
- Escalation process;
- Contact authority (i.e. police).

The process is documented and regularly tested. Means of verification may comprise alarm and action plans.

SC 4.16 A reservation system is available.

SC 4.17 Processes and measures for the maintenance of the security issues in case of power failure are implemented. Means of verification may comprise an emergency generator or the simulation of a power failure.

SC 4.18 The person responsible and the respective responsibilities must be clearly defined for internal staff or external remote monitoring. A substitution management must be implemented. Inspections and controls must be documented.

4. SERVICE LEVEL

The service evaluation conducted in the course of the security evaluation is voluntary. It is subdivided into the following categories.

Service Level 1: Basics

The parking area provides basic services: toilets, taps, and garbage bins. Driving and walking on the parking area should be safe.

Service Level 2: Washing facilities and basic comfort

The parking area provides washing facilities and a comfortable design of the parking area. Level 2 focuses on truck drivers staying for longer periods.

Service Level 3: Shop & gas station

The parking area provides further services, i.e. showers, a shop and a gas station.

Service Level 4: Full-Service for driver and vehicle

The parking area provides various services, i.e. snack bar, washing machines, a spare parts warehouse and recreational facilities.

Service Level 5: Comfort level for driver and vehicle

The parking area provides comfort services, i.e. a restaurant, a car wash, power supply and a de-icer.

5. SERVICE CRITERIA

Basic comfort

SV 1.1 Toilets are available and functional.

Recommendation: two toilets « 75 parking lots, 4 toilets « 76-125 parking lots, 6 toilets » 125 parking lots.

SV 1.2 Sinks are available and functional.

SV 1.3 There is an appropriate capacity of garbage bins.

SV 2.1 Washing facilities are available and functional.

Recommendation: two sinks « 75 parking lots, 4 sinks « 76-125 parking lots, 6 sinks » 125 parking lots.

SV 3.1 The toilets are clean and are checked at regular intervals.

SV 3.2 Sanitary facilities are clean and are checked at regular intervals.

SV 3.3 The showers for the drivers are available and functional.

SV 3.4 The showers are clean and are checked at regular intervals.

SV 3.5 There is protection against rain and / or sun near the parking lot.
Alternatives include a snack bar or restaurant.

Safety

SV 1.4 Pedestrians are protected on the parking lot.

SV 2.2 There are signs ensuring a safe traffic situation at the parking.
The signs ideally show pictograms.

SV 2.3 It is stipulated that there is slow driving at the entrance and safe acceleration when exiting the parking area.

SV 2.4 The separate parking lots for cars and trucks are clearly marked.

SV 3.6 An emergency plan / emergency numbers are available and signposted.
All emergency contacts are known to the staff, i.e. police, fire brigade, first aid and medical services.

SV 5.1 Separate parking spaces for dangerous goods are available.

Meals and shopping

SV 2.5 There is a picnic table in the parking lot.
Alternatives include a snack bar or restaurant.

SV 3.7 There is a shop with a larger selection (food, drinks etc.) onsite or nearby.

SV 4.1 There is a snack bar with simple meals and snacks onsite or nearby.

SV 5.2 There is a restaurant with a larger selection (breakfast / lunch / dinner) onsite or nearby.

Additional services

SV 3.8 There is a gas station onsite or nearby.

SV 3.9 There is a possibility of sending faxes or emails.
Copying is possible.

SV 3.10 An ATM is available. Alternatives include the withdrawal of cash at the cashier in the gas station or in the shop in concordance with national legislation.

SV 3.11 There are vending machines for drinks that are constantly operated.
Alternatively, there is a shop, snack bar or restaurant

with longer opening hours to provide services during the evenings (i.e. 16 hours per day).

SV 4.2 There is a 24/7 gas station onsite or nearby.

SV 4.3 There is internet access on the parking area.

SV 4.4 A reservation system is available.

SV 4.5 There are washing facilities for laundry (washing machines) onsite or nearby.

SV 4.6 There are businesses with basic products onsite or nearby.

SV 4.7 There is emergency assistance or a partnership with a repair shop.

SV 4.9 There are recreational facilities (television, slot machines, etc.).

SV 5.3 There is a truck wash onsite or nearby.

SV 5.4 There is power supply for refrigerated vehicles.

SV 5.5 De-icer facilities are available (not required in Spain, Portugal, Greece and Southern Italy).

SV 1.5 There is safe traffic: uniform surface enabling safe truck manoeuvrings.

SV 1.6 There are signs providing information on the availability of services and opening hours.

6. INTEGRATION OF NEW TECHNOLOGIES

6.1. Automatic licence plate recognition

There are surveillance cameras that automatically detect license plates. They allow license plates to be reliably read out via the camera system even in bad weather conditions and lighting conditions. The technology allows for easier and faster vehicle registration. High-resolution camera modules, including infrared flash, recognize the license plates even in complete darkness. The license plate recognition can also reliably read license plates from different countries.

The images are transmitted in real time by cable or wireless to a local database. This allows easy access to the data at any time.

National legislation on data protection and privacy must be respected.

6.2. Biometrical data

Fingerprint or face recognition is technologically feasible.

However, national legislation on privacy and personal data protection renders this technology un-operational on secure parking facilities in several EU Member States.

7. USEFUL TIPS

Please find below a few useful tips for the construction and operation of secure parking facilities.

7.1. Construction requirements

Lighting:

Level 1 and 2: Traffic lanes and pedestrian walkways at minimum 5 Lux.

Level 3: Traffic lanes and pedestrian walkways at minimum 10 Lux.

Levels 4 and 5: Traffic lanes and pedestrian walkways at minimum 20 Lux.

Levels 1-5: The pedestrian entrances and exits and the areas around the automated payment terminals must be well lit at minimum 20 Lux. The entrances and exits must be well lit at minimum 20 Lux.

Fence system:

The quality of the fence system must be at least bar metal fence. Excavation protection of at minimum 10 centimetres is recommended from level 4. The height of the perimeter fence is defined as fence height plus barbed wire height. Steel wire is not mandatory.

Driving lanes:

Lanes should be marked from level 2 onwards. From level 3 onwards, all parking spaces must be marked.

7.2. Requirements for operators

Processes:

- Development of action plans for staff;
- Clearly defined / understandable formulation;
- Staff knows processes - annual trainings.

Staff:

- Training on the requirements of the parking area;
- Background-checks of staff (i.e. certificate of good conduct).

Condition of the facility:

- Regular controls – tours;
- Regular maintenance – maintenance contracts;
- Regular repairs.

Documentation:

- Documentation of incidents;
- Documentation of data (entrances and exits).

7.3. Processes

Safety patrols:

At least 2 within 24h (once a day, once at night).

8. CERTIFICATION

The fulfilment of a criterion is only possible completely. Partial completion is not possible. Each criterion is assessed as completed or not completed.

Forms of audits:

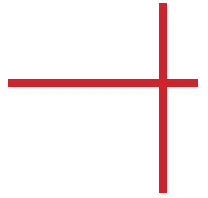
- Self-assessment possible up to security level 2;
- From level 3, certification is only possible with an on-site audit;
- Improvement audit (within 18 months);
- Repeat audit every 3 years;
- Service audit: free of charge in the course of the security audit;
- Pre-audit possible in the planning phase.

Procedure of certification:

- Introductory conversation;
- Clarification of requirements;
- Tour, verification;
- Documentation;
- Assessment of documents;
- Summary and definition.

Scope of an audit:

- Explanation of certification requirements;
- Onsite audit;
- Assessment of planning documents;
- Interviews with responsible managers, such as site-manager and security staff;
- Assessment of the entire security equipment;
- Evaluation of the planned model in terms of security categories (and service categories);
- Identification of security deficiencies and detection of vulnerabilities of the planned model in relation to the respective certification levels;
- Description of possible measures to achieve a higher security level;
- Audit report.



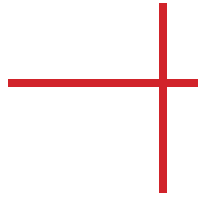
VI. Do's and Don'ts

DO'S

- Have a security and technology pre-audit done before deciding on the construction setup;
- Make sure all technology providers and suppliers are aligned;
- Make sure that your parking area can be upgraded in terms of services and security;
- Test your business model with both transport companies and suppliers;
- Pair services and security solutions;
- Carry out a focus group analysis prior to construction;
- Employ architects, technology companies, engineers and business consultants specialized in secure parking areas;
- Purchase equipment coherently and strategically;
- Align with all involved public stakeholders *a priori*.

DONT'S

- Do not assume that your experience with normal parking areas can be transferred to secure parking areas;
- Do not confuse the business model of an unsecure parking area with the business model of a secure parking area;
- Location, location, location! Do not build a secure parking area without proper prior network planning;
- Do not purchase equipment out of pure savings considerations;
- If you are not convinced that your region needs secure parking areas, do not pursue any further;
- Do not build or upgrade secure parking areas just to obtain public funding. Do not forget that maintenance costs are considerable;
- Do not neglect the marketing with shippers and hauliers, they are your customers.



VII. The road ahead: the future of secure parking areas

When planning to set up or upgrade secure parking areas, interested stakeholders must analyse the current situation at any given moment. The following items must be assessed carefully.

TECHNOLOGY

Alternative propulsion systems are about to enter the market. Make sure the parking area is equipped adequately.

Navigation, payment and booking will be increasingly operated at a distance.

REGULATION

EU and national regulation is evolving in terms of mandatory rules for secure parking areas.

Private security labels are on the rise. Check the status quo.

SOCIAL ISSUES

EU and national regulation is evolving in terms of rest periods and labour legislation.

Female drivers are increasingly entering the market. Make sure the parking area is prepared.

Secure parking areas increasingly become a pivotal part of the logistics chain. Their integration requires a fundamental mentality change. All involved stakeholders should be prepared to this effect.



VIII. Further information sources

The following information sources are key to obtain useful information on secure parking areas:

- Website of the company A&O having built the first level 4 secure parking area in Eastern Europe: www.aotruckstop.ro
- Website of ESPORG, the European Secure Parking Area: www.esporg.eu
- Website on secure parking tips: www.secureparkingtips.eu
- Website of the European Commission on parking areas: https://ec.europa.eu/transport/themes/its/road/action_plan/intelligent-truck-parking_en
- Website on an ongoing EU-funded study on safe and secure parking areas for trucks: <http://sstpa.eu-study.eu>
- Website of the Transported Assets Protection Association: <https://www.tapaemea.org/industry-standards/psr/download-section.html>

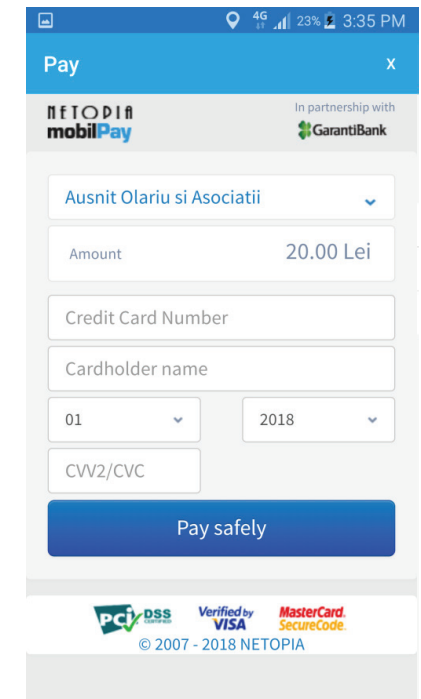
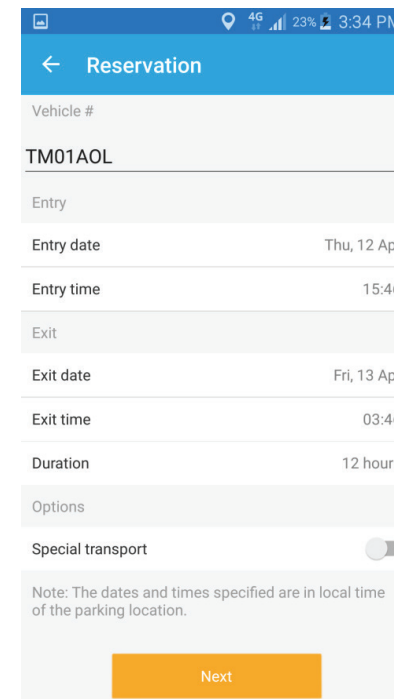
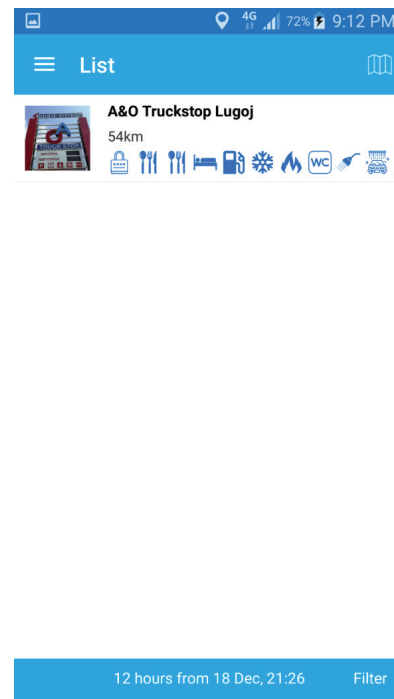
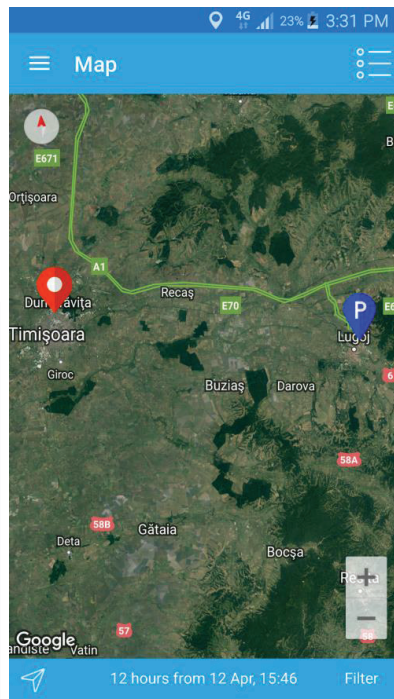


Annex I: example of an app for reservation and payment

SECURE TRUCK PARKING

- The App is dedicated to secure parking areas
- The App provides static and dynamic information regarding the secure parking areas after the area has been audited by a competent body
- The App provides a secure and easy way for drivers to reserve and pay for their parking spot in a secure parking area
- The App helps the driver find the best secure parking area according to his or her driving schedule

RESERVATION PROCESS



ADDED VALUE OF THE APP

The application features:

- Integrates secure parking area that has been audited by a competent body
- Informs users about on-site facilities, contact information and directions (static information)
- Informs users about real-time information regarding available spaces (dynamic information)
- Allows for online reservation and payment
- Determines the best **secure parking area** in accordance with the drivers' schedule
- Offers turn-by-turn navigation to the secure parking area

The mobile application is intended for both the truck drivers and the logistic companies and is available for download, free of charge, on the following applications stores:

- Google Play
- Apple App Store
- Microsoft Windows Store

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