

CONFIDENTIAL ADVISORY REPORT

# Barcelona Indoor FEC Daily Opening and Closing SOP

Controlled pre-opening operating procedure

ATLAS SAMPLE - PREVIEW ONLY

## ATLAS DECISION INTELLIGENCE

|                 |                                                       |
|-----------------|-------------------------------------------------------|
| PRODUCT         | SOP Development                                       |
| SOURCE DOCUMENT | Barcelona-Indoor-FEC-Operations-Manual-V3-Preview.pdf |
| PROCESS         | Daily opening, operational handover and closing       |
| APPLICABILITY   | Barcelona indoor FEC departments and interfaces       |
| DOCUMENT STATUS | Proposed for site-specific review and formal approval |
| PREPARED BY     | ATLAS Entertainment                                   |

**Prepared by ATLAS Entertainment**

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**Decision exhibits are embedded with the relevant chapters**

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## 1. Document Control

Document title: Barcelona Indoor FEC Daily Opening and Closing SOP. Document type: Controlled Standard Operating Procedure for a hypothetical pre-opening venue. Controlled status: Proposed-do not operate to this SOP until site-specific review, formal approval, implementation, training and verification are completed by appointed management. Governance basis: Barcelona-Indoor-FEC-Operations-Manual-V3-Preview.pdf (Controlled pre-opening preview); supported by governed exhibits for roles, procedure steps, decision points, records, quality checks, KPIs and process flows. Version: 0.1 (pre-issue draft for customer review). Effective date: To be assigned upon formal approval. Review cycle: Quarterly in first year post-opening; semi-annual thereafter or upon material change to systems, regulations, or licence conditions. Ownership: Operations Manager (Accountable) with Duty Manager, Technical/Maintenance Manager, F&B Manager, Safety & Security Lead, Finance, Guest Services and Cleaning Supervisor as Responsible/Support roles per Roles Responsibility Table. Change control: All revisions logged with version, date, author, approver, summary of change, impacted forms/records. Distribution: Controlled digital repository with read-only access for all operational leaders and point-of-work access to current forms. Supersession: This SOP supersedes prior drafts upon formal approval notice; obsolete copies withdrawn and archived per record control flow. Language: en (certified narrative). Exact proper names and citations preserved as supplied. Limitations: Pre-opening hypothetical; no proof of licences, aforo, PAU, commissioning or role appointments supplied.

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## 2. Purpose

Define one controlled, task-ready procedure for the daily opening, operational handover and closing of the hypothetical Barcelona indoor family entertainment centre from first authorised staff arrival through final site security handover. This SOP translates governed controls from the customer Operations Manual preview into sequential, role-based steps with explicit stop/go decisions, quality checks, records and escalations. It is designed to safeguard life-safety, data protection, revenue integrity, accessibility and food safety while ensuring consistent guest-ready operations.

Disclaimer: This SOP remains proposed until site-specific review, formal approval, implementation, training and verification are completed. Planned controls are not proof of implementation, training, site readiness, legal compliance or operating effectiveness. Numeric performance targets are intentionally unset pre-opening; baselines will be established post-commissioning/soft opening and after municipal/PAU validation. The SOP integrates the 16 governed sequential steps (OP-01 to CL-16), decision/exception logic and controlled records to create a single source of operational truth for open-handover-close. Decision relevance: It sets the daily authority-to-open criteria, clarifies escalation routes, and defines evidentiary records required to demonstrate compliance and control effectiveness in Spain.

ATLAS provides a controlled operating-procedure framework only. It does not certify legal or regulatory compliance, site suitability, implementation, training completion or operating effectiveness. Site-specific competent review and formal approval are required before operational use.

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### 3. Scope

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Applies to the entire hypothetical Barcelona indoor family entertainment centre, covering Duty Management, Operations, Attractions, Guest Services, Safety and Security, Technical/Maintenance, F&B, Cleaning, and Finance/Cash Control interfaces. Temporal scope spans T-90 pre-open preparations through end-of-day handover, including AM and mid-shift operational handovers. The SOP governs: life-safety readiness (CTE DB-SI egress checks, RIPCI impairments), CCTV daily compliance checks per AEPD guidance, attractions pre-starts and LOTO interfaces, HACCP prerequisites and allergen dossier availability, admissions/POS readiness and sequential ticketing per RD 1619/2012, accessibility confirmations per DB-SUA, waste/presentation checks, and close-down reconciliation, security and records.

Out of scope: Long-form emergency response plans, engineering maintenance programs, detailed OEM attraction manuals, HR policies, procurement, long-term financial accounting, or municipal licencing submissions. Interfaces: The SOP references but does not substitute for PAU activation, REBT/RIPCI maintenance, GDPR/LOPDGDD data governance and HACCP system documentation. Site-specific conditions, licences, equipment and role appointments must be confirmed locally before controlled issue. Where paid standards or local municipal requirements apply, the operator must obtain the authoritative texts during mobilisation.

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