

HUNDIPEA

PORT RULES OF PALJASSAARE HARBOUR

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1. GENERAL

1.1 Establishment and scope of application of the port rules

1.1.1. The port rules and any changes thereto are approved by OÜ Hundipea (hereinafter also **the port authority**) in accordance with the legislation in force in the Republic of Estonia.

1.1.2. All persons operating in the port shall be notified of any significant changes to the

Port Rules via the website of the port at www.paljassaaresadam.ee or in another manner. Changes take effect from the date specified in the changes.

1.1.3. These rules apply in the port areas of Paljassaare harbour and are mandatory for all persons operating or staying in the port.

1.1.4. Documents relating to the port rules include the port dues of OÜ Hundipea.

1.1.5. All disputes arising from the port rules and related documents that cannot be resolved by agreement shall be resolved in Harju County Court on the basis of the legislation of the Republic of Estonia.

1.2 Form of Enterprise

1.2.1 OÜ Hundipea (registry code 14862069) operates as a private limited company on the basis of the articles of association of OÜ Hundipea, the Commercial Code, and other legislation of the Republic of Estonia.

1.3 Activities of Paljassaare Harbour

1.3.1 The main activities of Paljassaare Harbour are the accommodation of vessels, servicing of vessels, management of port operations, and maintenance and development of infrastructure.

1.4 Location and contact details of the port

1.4.1. The port is located by the Tallinn Bay on the peninsula of Paljassaare.

1.4.2. The address of the port is Paljassaare tee 28d, 10313 Tallinn, Estonia.

1.4.3. The port can be contacted by phone at +372 51 992 509 and +372 51 997 804.

1.4.4. The port can be contacted by e-mail at harbour@hundipea.ee.

1.4.5. The website of the port is www.paljassaaresadam.ee.

1.5 Technical parameters of the port

1.5.1. The general technical parameters of the port are as follows:

Description of the port	
Port coordinates:	$\phi = 59^{\circ}27'N, \lambda = 24^{\circ}42'E$
Port area:	32.8 ha
Port water area:	33.0 ha
Channel width:	90–150 m
Channel depth:	8.8 m
Number of berths:	11

Total length of berths:	1859 m		
Max dimensions of vessels:	Length (m)	190 m	Width: 30 m

1.5.2. The port has availability for loading and unloading petroleum and petroleum products, break bulk and solid bulk goods and timber, and to carry out vessel repairs, including dock repairs. The plan of the port is presented in Annex 1 to these rules.

1.5.3. **Restrictions regarding vessel dimensions**

The declared depth at berth is the smallest depth measured at a distance of one meter from the edge of the berth or the smallest depth across the width and length of the vessel, corrected for a measurement error of -10 cm. When manoeuvring a vessel in the port, it must be considered that the minimum required under-keel clearance is 5% of the vessel's draft.

If the calculation of the 5% under-keel clearance of the vessel yields a value of:

- (1) less than 20 cm, the minimum required under-keel clearance of the vessel during manoeuvring is 20 cm;
- (2) more than 40 cm, the minimum required under-keel clearance of the vessel during manoeuvring is 40 cm.

Under-keel clearance calculations must be based on the declared depth, and the minimum required under-keel clearance must be complied with at all times, regardless of water level fluctuations and the increase of the draft of the vessel during manoeuvring or travelling. For vessels exceeding the maximum permitted dimensions, the entry into, departure from, and manoeuvring in the waters of the part shall be subject to a written request of the master of the vessel and the written approval of the harbour master or their deputy, and must respect the limits ensuring navigational safety according to weather and manoeuvring conditions.

The declared depths in the port at zero datum of the water level are as follows:

Berth No.			BK77 (m)	EH2000 (m)
Berth No. 31	from bollard No. 1	to bollard No. 2	3,4 m	3,2 m
	from bollard No. 2	to bollard No. 5	4,2 m	4,0 m
	from bollard No. 5	to bollard No. 6	5,4 m	5,2 m
Berth No. 32	from bollard No. 6	to bollard No. 13	6,4 m	6,2 m
	from bollard No. 13	to bollard No. 17	6,5 m	6,3 m
Berth No. 33	from bollard No. 17	to bollard No. 24	8,7 m	8,5 m
Berth No. 34	from bollard No. 24	to bollard No. 27	6,7 m	6,5 m
	from bollard No. 27	to bollard No. 28	5,9-6,4 m	5,7-6,2 m

Berth No. 35	from bollard No. 13	to bollard No. 14	6.4–9.0 m	6.2–8.8 m
	from bollard No. 14	to bollard No. 30	9.0 m	8.8 m
Berth No. 36	from bollard No. 1	to bollard No. 13	6.4 m	6.2 m
Berth No. 37	from bollard No. 1	to bollard No. 5	4.5 m	4.3 m
Berth No. 38	from bollard No. 7	to bollard No. 9	4.5 m	4.3 m
Berth No. 39	from bollard No. 10	to bollard No. 11	4.5 m	4.3 m
Berth No. 40	from bollard No. 12	to bollard No. 15	4.2 m	4.0 m
	from bollard No. 15	to bollard No. 17	6.0 m	5.8 m
Berth No. 41	from bollard No. 1	to bollard No. 5	6.0 m	5.8 m

Entry to and departure from the port is through a channel with a length of 800 m, width of 90–150 m, and a depth of 9.0 m (BK77) (8.8 m (EH2000)).

NB! The previously used Baltic 1977 height system (BK77) has been replaced by the European vertical reference system (EH2000).

- 1.5.4. Depending on the weather conditions, the water level in the port may differ from the datum level by +157 cm (BK77) (181 cm (EH2000)) to -95 cm (BK77) (-71 cm (EH2000)). Information on the water level can be requested from the Port Control Centre.

1.6 Hours of operation and duration of navigation season

- 1.6.1. Vessels are serviced from 08:00 to 18:00 upon request. Outside of these hours, services may be provided by separate agreement.
- 1.6.2. The port administration follows a five-day work week running from Monday to Friday. Working hours: 08:00–17:00.
- 1.6.3. The Port Control Centre operates from 08:00 to 18:00 (phone: +372 51 992 509). Outside of these hours, services may be provided by separate agreement.
- 1.6.4. Cargo handling is performed around the clock upon request.
- 1.6.5. The harbour master may be contacted by phone at +372 51 997 804.
- 1.6.6. The navigation season runs from 1 January to 31 December.

National holiday:	
February 24	Independence Day, anniversary of the Republic of Estonia
Public holidays:	

January 1	New Year's Day
	Good Friday
	Easter Sunday
May 1	May Day
	Whitsunday (Pentecost)
June 23	Victory Day
June 24	Midsummer day
August 20	Restoration of Independence Day
December 24	Christmas Eve
December 25	First day of Christmastide
December 26	Second day of Christmastide

1.6.7. The local time is UTC +2 hours, +3 hours in the summer (from the last Sunday in March to the last Sunday in October).

1.7 Traffic management on the territory of the port

1.7.1. Mobile machinery and portable mechanisms located and operating on the territory of the port must be supplied with hazard lights, the owner's name or an identifier and number. They may not be parked on the berths nor outside of the parking area marked by the corresponding signs. Mobile machinery, portable mechanisms, and vehicles may not stand on berths, railways, or crane lanes, except when necessary for servicing vessels or performing maintenance and repairs on port facilities. In such cases, the operator is prohibited from leaving the mobile machinery, portable mechanism, or vehicle. Improperly parked mobile machinery, portable mechanisms, and vehicles shall be removed at the owner's expense.

1.7.2. Lifting equipment shall be used at the port in accordance with the working environment conditions (temperature, wind speed, etc.) specified by the manufacturer of the lifting equipment.

1.7.3. Portal cranes must be set up no later than 30 minutes before the arrival/departure of the vessel, in a way that ensures the safe manoeuvring of the vessel during berthing and leaving the berth. During hauling operations, it is prohibited to operate cranes and trains on the berth. If necessary, the crane operator must be present.

1.7.4. Entry to the port is subject to the procedure established by the port authority for

entry to the port areas operated by OÜ Hundipea at Paljassaare Harbour (available at the website www.paljassaaresadam.ee)

1.7.5. On the territory of the port, goods may be unloaded from and loaded onto means of transport or rolling stock only at designated locations and by an operator who is in a contractual relationship with the port authority or on the basis of a permit previously issued by the port authority.

1.7.6. Manned and unmanned aircraft may be operated in port areas only with the prior written approval of the port and with a permit to fly approved by the Estonian Transport Administration.

1.8. Property maintenance and safety on the territory of the port

1.8.1. Enterprises operating in the port are obliged to ensure the cleanliness and maintenance of the premises, berths, buildings, and facilities used by them, as well as compliance with all safety, security, environmental, and health protection requirements.

1.8.2. In the winter, operators shall remove ice and snow from the berths in their use, in particular from areas surrounding bollards and fire hydrants, and arrange for the sanding of the berths. Snow mixed with rubbish must be removed from the berths and transported to a collection site designated by the port authority. Clean snow may be shoved into the water only with the permission of the vessel traffic control center.

1.8.3. Berths must be kept clear of objects that could obstruct hauling operations.

1.8.4. Carrying out operations that generate noise or debris (dust) in violation of applicable environmental protection requirements on vessels at berth in the port is prohibited.

1.8.5. Rolling stock may be cleaned only in locations and under conditions agreed with the port authority. Washing of rolling stock in port areas is prohibited.

1.8.6. Smoking on the territory of the port is prohibited, except in designated smoking areas.

1.8.7. All accidents involving people or equipment in the port or on a vessel in the port, pollution of port areas, damage to vessels, berths, or fenders, other damage, and incidents and training exercises on board a vessel that could bring about any operations in the port areas (including the need for emergency vehicles to enter the port) must be reported immediately to the vessel traffic control centre of the port.

1.8.8. Using open flames on the territory of the port is prohibited (except for hot work approved by the port administration).

1.9. Security requirements

1.9.1. All persons operating in the port areas of Paljassaare Harbor are required to comply with:

- (1) the International Code for the Security of Ships and Port Facilities (ISPS Code), which entered into force on 1 July 2004 as part of the International Convention for the Safety of Life at Sea (SOLAS),
- (2) Regulation (EC) No. 725/2004 of the European Parliament and of the Council of 31 March 2004 on enhancing ship and port facility security,
- (3) the provisions of the port security plan, and
- (4) the procedure for entry to the port areas operated by OÜ Hundipea at Paljassaare Harbour.

1.10. Agency services

1.10.1. Agency services are provided to vessels at Paljassaare Harbour by licensed agents under the appropriate contracts.

1.11. Companies operating in the port

1.11.1. Information on terminal operators, agents, and other persons providing cargo loading services in the port is published on the website of Paljassaare Harbour.

2. ENTRY AND DEPARTURE OF VESSELS TO AND FROM THE PORT

2.1. Pilotage

2.1.1. Pilotage services are provided during entry to and departure from the port by Estonian State Fleet. Pilotage is mandatory for all vessels, excluding:

- (1) vessels flying the national flag of Estonia while performing state administrative duties;
- (2) vessels providing port services and dredgers exiting the waters of the port and flying the flag of a foreign nation;
- (3) all small craft and vessels with a gross tonnage of less than 500;
- (4) vessels whose master has and service passenger vessels whose master and chief mate have passed the examination for travel without pilotage assistance and who holds/hold a permit for travel without pilotage assistance;
- (5) vessels engaged in saving a human life, preventing an accident, or reducing related damage;

- (6) vessels unable to use pilotage services due to force majeure;
- (7) warships of the Republic of Estonia;
- (8) vessels flying the national flag of Estonia that have a gross tonnage of less than 20,000 are exempted from the pilotage requirement in areas of mandatory pilotage in the bays of Muuga, Tallinn, Kopli, Paldiski, Kunda, and Hara, except in port waters;
- (9) ice-breakers providing services to the state, vessels flying the flag of a foreign nation while providing services to the state, and dredgers that have been provided pilotage services at least ten times and are flying the flag of a foreign nation while exiting the waters of the port during dredging operations;
- (10) exemptions from mandatory pilotage are not granted to oil tankers with a gross tonnage of more than 3,000, chemical tankers, and liquefied gas tankers.

2.1.2. The pilots of Estonian State Fleet operate around the clock. Pilot stations are located at the following points:

- (1) Suurupi (latitude = 59°29,4 N; longitude = 24°33,0' E);
- (2) Tallinn (latitude = 59°36,8 N; longitude = 24°37,4' E);
- (3) northeastern channel of Muuga Bay (latitude = 59°39,0' N; longitude = 25°09,0' E);
- (4) northwestern channel of Muuga Bay (latitude = 59°36,0' N; longitude = 24°52,0' E).

2.1.3. Pilotage shall be ordered for vessels via the agent from the on-call operator of Estonian State Fleet. The operator on duty may be contacted by phone at (+372) 526 8432 and on **VHF** channels **13**, **16**, and **72**. Pilotage shall be ordered:

2.1.3.1. *for arrival:*

- ✓ at least 24 hours before the arrival of the vessel at the pilot station;
- ✓ if the duration of the journey from departure from the previous port is shorter than 24 hours, pilotage shall be ordered for arrival upon departing from that port;
- ✓ the order must be specified 6 hours, then once more 2 hours before the arrival of the vessel at the pilot station;

2.1.3.2. *for departure: Estonian maritime*

- ✓ at least 4 hours before departure, and the order must be specified 1 hour before departure.

2.2. Procedure for notifying of the intention of a vessel to enter or depart

- 2.2.1. The agent or master of a vessel arriving at the port is obliged to submit information on the vessel's planned arrival in the Electronic Maritime Information System (available at www.emde.ee) 72 and 24 hours in advance or, if the duration of the voyage is shorter than 24 hours, immediately after leaving the previous port, as well as to specify the arrival of the vessel at the port 2 hours in advance.
- 2.2.2. In the event of service disruptions in the Electronic Maritime Information System, all of the data and documents required in the Electronic Maritime Information System shall be transmitted to the vessel traffic control centre of the port by e-mail.
- 2.2.3. Information on a vessel's departure to foreign waters must be submitted to the Electronic Maritime Information System at least 4 hours before the departure of the ship from the port. Vessels intending to enter the port must submit a pre-arrival security notification to the Electronic Maritime Information System. The form for pre-arrival security notifications has been approved as an annex to the Transport Administration's circular of 06 July 2015 No. 5-1-7/2145 on compliance with the requirements of the International Code for the Security of Ships and Port Facilities, the International Convention for the Safety of Life at Sea, as amended, and the Regulation of the European Parliament and of the Council. Pre-arrival security notifications must be submitted by the master, security officer, or agent (or owner, if there is no agent) of the vessel:
- ✓ at least 24 hours before arrival in port;
 - ✓ at the latest upon departure from the previous port of call if the duration of the voyage is shorter than 24 hours;
 - ✓ if the port of call changes during the voyage, immediately after determination of the new port of call.
- 2.2.4. Notification of the intention to enter or depart is not required if the vessel arrives at or departs from the port on the basis of a schedule approved by the authorities specified in the procedure for vessels and small craft for entry to and departure from inland maritime waters, ports, and waters under the jurisdiction of Estonia in transboundary water bodies (Regulation No. 312 of the Government of the Republic of 18 March 2022), except if a person who is suspected of being infected is on board.
- 2.2.5. A Declaration of Security shall be completed between the vessel and the operator of the port facility in the following cases:
- ✓ in the case of a non-SOLAS vessel;
 - ✓ in the case of a SOLAS vessel which does not have a valid security certificate but which the state has decided, after a risk assessment, to allow into port;
 - ✓ in the case of a vessel with a security level higher than that of the relevant

port facility;

- ✓ following the occurrence of a security incident or a risk thereof at the relevant port facility or on vessels berthed there;
- ✓ at the request of the Transport Administration.

2.2.5.1. The form for security declarations has been approved under and can be found in the annex to the Transport Administration's circular of 06 July 2015 No. 5-1-7/2145 on compliance with the requirements of the International Code for the Security of Ships and Port Facilities, the International Convention for the Safety of Life at Sea, as amended, and the Regulation of the European Parliament and of the Council can be found online at <https://www.transpordiamet.ee/en/node/137>

2.2.6. Vessels wishing to enter or depart from the port must request permission from the Port Control Centre, which shall be valid for 15 minutes, as follows: at Paljassaare Harbour by telephone call on number: **(+372) 51 992 509** or using the call sign PALJASSAARE (Paljassaare Port Control) on VHF channel **68**.

2.2.7. In the event of the simultaneous entry or departure of multiple vessels, the order shall be determined by the Port Control Centre.

2.2.8. Under Estonian legislation, the harbour master may refuse to grant vessels permission to depart.

2.3. Registration of entry and departure of vessels

2.3.1. The master shall by themselves or through an agent register the arrival or departure of the vessel at the vessel traffic service and submit the required documents in the Electronic Maritime Information System upon arrival of the vessel and prior to the departure of the vessel from the port.

A properly formalised General Declaration and Crew List shall be submitted in the Electronic Maritime Information System when registering the arrival and departure. Information about ship-generated waste transferred shall be submitted in the Electronic Maritime Information System to the vessel traffic service when registering the departure of the vessel.

2.3.2. Upon the vessel's first call to the port, a copy of the International Tonnage Certificate or another internationally recognised document that includes data on the gross tonnage of the vessel shall be submitted in the Electronic Maritime Information System; the vessel agent shall immediately notify the port authority of any changes to the tonnage certificate. The harbour master shall have the right to require the submission of other internationally required certificates if necessary.

2.4. Requirements of national supervisory authorities for the entry and departure of vessels

The organisation of entry and departure formalities of vessels at the ports in connection with the quarantine, customs and border regime shall be conducted in accordance with the procedure established by the legislation of the Republic of Estonia, incl. border control shall be conducted in accordance with the Schengen border rules, the State Borders Act, and the rules of procedure of border crossing points, and customs control shall be conducted pursuant to the customs clearance procedure applicable at Estonian ports and the procedure of the customs rules.

2.4.1. Representatives of state supervision agencies are not permanently present at the port border crossing point. Border controls shall be conducted upon call. Information on the arrival and departure of ships shall be transmitted in accordance with the work organisation rules of the border crossing point.

2.4.2. When a ship enters a port, no one may leave the ship, bring goods or objects ashore before the arrival of the official performing border and customs control. No one may board a ship without the permission of the border guard. If a ship arrives in the port from an infectious area and there is a person infected or suspected of being infected on board, the conditions and activities to prevent the spread of infectious diseases are described in the 'Paljassaare Harbour Epidemic Control Rules'. In this case, the sanitary quarantine officer shall be the first to board the ship, who shall decide whether to grant the ship free access or to quarantine the ship. The requirements, terms and conditions and activities for the prevention of the spread of infectious diseases at the Paljassaare harbour described in the Port Epidemic Control Regulation of the Paljassaare harbour (available at the address www.paljassaaresadam.ee).

2.4.3. A vessel that has passed the border and customs control shall leave the port with no further delay.

2.4.4. The legal grounds for an alien's stay in Estonia are available at <https://www2.politsei.ee/en/teenused/eestis-viibimise-seaduslikud-alused/>

3. VESSEL TRAFFIC IN PORT WATERS

3.1. Berthing of vessels

3.1.1. During the berthing of cargo vessels, a representative of the operator is required to be present on the berth.

3.1.2. The berthing location for a vessel shall be indicated by a flag or a blinker.

3.1.3. In the port waters, the vessel must move at the minimum speed at which it maintains manoeuvrability by means of the steering wheel. The mode of operation of the ship's propulsion engines shall be such as not to endanger other ships at berth. When approaching and entering the port waters, the vessel must choose such a speed that does not cause waves endangering the port facilities and other vessels standing in the port.

- 3.1.4. A vessel with a larger size than permitted shall enter the port with the written permission of the harbour master or their deputy on a case-by-case basis.
- 3.1.5. The separation distance of vessels berthing at the port berth shall in each possible case ensure the safety of vessels.
- 3.1.6. The port authority shall release and secure the mooring ropes of vessels, except for ancillary vessels, unless otherwise agreed upon.

3.2. Shifting and re-berthing of vessels

- 3.2.1. Shifting of the vessel along the berth and remooring in the port waters is allowed only with the permission of the Port Control Centre.
- 3.2.2. Vessels with a length of 100–180 m can be shifted along the berths for a distance of up to 100 m without using a pilot and a tug. Vessels over 180 m in length shall in any case be shifted and/or re-moored by means of a pilot and a towing vessel.
- 3.2.3. Shifting and re-mooring a vessel along berths for distances longer than 100 m, the use of a pilot is mandatory. In exceptional cases, the permission of the harbour master is needed.

3.3. Special conditions

- 3.3.1. In case of poor visibility, the master of the vessel shall decide on entering and leaving the port in coordination with the Port Control Centre.
- 3.3.2. As a rule, vessels over 150 m in length shall enter and leave the PALJASSAARE HARBOUR only if the speed of wind does not exceed 10 m/s.
- 3.3.3. As a rule, vessels in length of 130 m and over shall enter the PALJASSAARE HARBOUR with tug assistance.
- 3.3.4. The Port Control Centre shall make a final decision regarding the entry of the vessel in case of unfavourable weather conditions. Port Control Centre shall consult the pilotage service provider, tugboat service providers and terminal operator representatives prior the decision.
- 3.3.5. Vessels visiting the PALJASSAARE HARBOUR, which are not related to loading and unloading works, will be provided with berthing service in the period from 08.00 to 20.00. Outside of these hours, services may be provided by separate agreement.
- 3.3.6. At the request of the port authority, the vessel is required to free the berth.

3.4. Towing of vessels

- 3.4.1. The use of tugs and the required number of them shall be determined by the master of the vessel, unless the use of towing vessels is mandatory pursuant to the provisions of this Regulation.

3.5. Vessel traffic in ice conditions

- 3.5.1. Applications for the use of ice-breaker services shall be submitted by the agent to the Transport Administration in the electronic marine information system.
- 3.5.2. The time of departure of the ship's caravan (ship) from the port and the time of formation of the caravan at the ice border shall be established by the organiser of the ice-breaking works, who shall notify the master of the ship thereof through an agent.
- 3.5.3. Ice-breaking works are carried out in the port waters of Paljassaare Harbour at the expense of the port authority. The need and scope of ice-breaking work shall be determined by the harbour master. When the ship is berthed, the ice is washed out between the berth and the ship by towing vessels at the expense of the shipowner or possessor.

4. STANDING OF VESSELS IN THE PORT

4.1. Requirements for berthed vessels

- 4.1.1. The anchors of the vessel standing at the berth must be passed through the hawsehole.
- 4.1.2. Vessels shall stand at any berth only with the permission of the harbour master.
- 4.1.3. It is forbidden to operate propellers on a ship standing at the berth. By way of exception, they may be operated at the lowest speeds with the permission of the vessel traffic shift manager.
- 4.1.4. A part of the crew must always be on board the vessel standing at the berth, who, if necessary, would be able to ensure the rapid departure of the vessel to the roadstead. The main engines, steering and anchor devices must be in working order. Any repair and maintenance work that may extend the time of readiness of the ship for departure may be performed with the written permission of the harbour master or their deputy.
- 4.1.5. A berthed vessel must have a safe landing ladder with a safety net under it. In the dark, the landing ladder must be lit.
- 4.1.6. A vessel that has completed or suspended loading and/or unloading must release the berth for berthing of other vessels no later than within four hours as of the relevant order of the harbour master.

4.2. Special conditions

- 4.2.1. Upon receipt of a storm warning, ships and operators shall take all necessary additional safety measures. In the event of a storm warning, vessels must be

disconnected from the shore energy network.

4.3. Interior and deck operations on berthed vessels

- 4.3.1. Welding and other work involving an open flame on the open deck is permitted with the permission of the port administration. The port administration must be notified of the commencement and completion of the works.
- 4.3.2. Overboard work, evacuation trainings, launching of boats and rafts are allowed only with the permission of the port administration. The port administration must be notified of the commencement and completion of the works.
- 4.3.3. Washing the ship with chemicals, removing old paint, cleaning the hull from rust, as well as cleaning the underwater part of the hull is prohibited in the port. As an exception, colour repairs to ships and cleaning of the underwater part of the hull of passenger ships are allowed only with the permission of the port administration.
- 4.3.4. Any discharge and pumping of pollutants, wastewater, sewage, etc. overboard is prohibited in the port waters.
- 4.3.5. Ballast water in segregated tanks of dry cargo vessels and tankers may be pumped overboard provided that the ballast water does not contain oil or other substances harmful to the environment. During pumping, the pumped water must not get onto the quay.
- 4.3.6. Tankers are allowed to wash their tanks provided that the washing water does not enter the port area.

4.4. Means of communication

PALJAASSAARE (Paljassaare Port Control) - port control centre

Working channel – **VHF 68.**

Tel: **(+372) 51 992 509**

e-mail: harbour@hundipea.ee

4.5. Connection of vessels to onshore systems

- 4.5.1. Water supply to the ship and connection of the ship to the shore-side electricity network shall take place with the permission of the Port Control Center. (orders for water supply and connection to shore-side electricity network to be sent to the following addresses: juhtimiskeskus@hundipea.ee, cc: infra@hundipea.ee).
- 4.5.2. The possibility of supplying the ship with water is.
 - ✓ on berths 31, 32, 33, 34, 35, 36 all year round (up to -10 °C)
- 4.5.3. Water supply to vessels takes place on working days from 08.00 to 16.00 (working hours). Outside of working days and hours, water supply is provided by separate agreement. The maximum amount of water supplied per hydrant is generally 10–15 m³/hour.

- 4.5.4. Minimum order amount is 8m³
- 4.5.5. At the request of the master of the vessel, the port authority shall submit a certificate of compliance with the requirements for the quality of drinking water.
- 4.5.6. It is possible to supply electricity to the ship from the shore power network (power up to 200 kW (400V, 50Hz)) from all ship's electrical switchboards located on berths. The possibility of connecting capacities above 200 kW is considered on a case-by-case basis.
- 4.5.7. The supply of drinking water and electricity is organized by the port control center. Prior notice of the need to supply water and electricity to ships shall be submitted to the port authority:
- ✓ at least 24 hours before arrival in port;
 - ✓ at the latest on departure from the previous port of call if the voyage time is less than 24 hours;
 - ✓ a customer who has not given prior notice shall be served according to the current circumstances.

4.6. Special conditions

- 4.6.1. In order to reduce emissions, noise and vibrations in urban space, ships are obliged to connect to the shore power grid if the port of Paljassaare is able to provide the required power, voltage and frequency.

4.7. Dredging and diving operations

- 4.7.1. Dredging works in the port waters are coordinated with the harbour master. Upon the arrival of the dredger, the master of the ship must submit to the department of the harbour master the work instructions, the instructions for ensuring navigation safety and the layout of the location of the dredgers' anchors.
- 4.7.2. Dredgers and vessels serving them shall ensure continuous radio communication on the VHF channel with the port control centre.
- 4.7.3. In order to perform underwater work, the manager of the works must obtain a permit from the port control centre.
- 4.7.4. The vessel or car launching the divers shall have a continuous VHF radio communication with the port control centre. In the absence of a VHF radio, a mobile telephone may be used, the number of which must be communicated to the port control centre.

5. DANGEROUS GOODS

- 5.1. Dangerous goods at the port are handled in accordance with legislation, including the Chemicals Act, the International Maritime Dangerous Goods Code (IMDG

Code), IMO Maritime Safety Committee Circular No. 675 'Recommendations for the Safe Transport of Dangerous Goods and Related Activities in Port (MSC/Circ 675), International Convention for the Safety of Life At Sea (SOLAS) Chapter VII and the International Convention for the Prevention of Pollution from Ships (MARPOL 73/78) Annexes I to III establishing the requirements of the International Maritime Dangerous Goods Regulations.

- 5.2. All dangerous goods sent to the port (except for bulk and liquid cargo) must be packed and labelled in accordance with the requirements of the IMDG Code and provided with the required documents.
- 5.3. If the dangerous goods have not been packed and labelled in accordance with the requirements or their dispatch to the port has not been notified in advance in accordance with the applicable procedures, the port authority may prohibit the unloading or bringing of these goods to the port area.
- 5.4. In order to send particularly dangerous goods (IMDG Code Class 1, 6.2, 7) or a large number of dangerous goods to the port, the person who has the right to dispose of these substances must obtain the prior consent of the port authority.
- 5.5. Operators operating in the port must inform the port authority of the requisite information of the person responsible for the safe handling of dangerous goods.
- 5.6. During the transit of dangerous goods through the port, the dangerous goods declaration, container (cargo) packing certificate and instructions for dealing with an emergency situation must be kept and made available by the responsible person at any time as long as the dangerous goods are in the port area.
- 5.7. Operators operating in the port (except for operators storing third class dangerous goods in stationary containers) must provide the port administration with information on the presence, quantity and storage of dangerous goods. The above information as of 8.00 a.m. must be submitted daily by 11 a.m. at the latest.
- 5.8. At the request of the port authority, the responsible person of the operator handling dangerous goods shall submit to the port administration a quarterly report on the movement of dangerous goods through the port area by the tenth day of the month following the quarter.
- 5.9. The operator notifies the port safety department of the activity license issued on the basis of the Explosives Act and/or the issuance, suspension and/or revocation of the operating license of an enterprise with a major accident hazard and danger on the basis of the Chemicals Act, and submits the mandatory documents required by the Chemicals Act to the port safety department ten days after receiving the operating license from the Technical Regulatory Authority.

6. HANDLING OF PETROLEUM AND PETROLEUM PRODUCTS

6.1. Loading and unloading tankers

- 6.1.1. The loading and unloading of petroleum and petroleum products specified in Annex 1 to MARPOL 73/78 (International Convention for the Prevention of Pollution From Ships, 1973 as modified by the Protocol of 1978) in and from tankers shall take place at a berth built or 23 modified for that purpose in accordance with the requirements. The loading and/or unloading of liquid cargo by direct connection from one vessel to another is prohibited.
- 6.1.2. Definition of the reciprocal obligations of the terminal and the tanker is based on the International Safety Guide for Oil Tankers & Terminals (I.S.G.O.T.T.)
- 6.1.3. Organisational and technical measures that ensure the safety of the workers, prevention of fire and sea pollution, and localisation and elimination of the consequences thereof shall be established in the terminal. The responsible people from both parties shall agree upon and sign the safety regulations regarding the joint operations of the terminal and the tanker immediately after the arrival of the tanker.
- 6.1.4. The terminal must have measures in place to prevent air pollution and odour nuisance for residents. Open sampling from tanker cargo tanks must be approved by the shift manager of vessel traffic in advance.

6.2. Bunkering of vessels

- 6.2.1. Bunkering of ships from both cars and tankers takes place in advance coordination with the port control centre. The ship must request prior permission from the port control centre to bunker the ship and notify the port control centre of the termination of the ship's bunkering.
- 6.2.2. Bunkering takes place between 08:00 and 18:00. Outside of these hours, services may be provided by separate agreement.
- 6.2.3. When bunkering a ship from a car, the bunkering site or its immediate vicinity shall be provided with basic fire-extinguishing equipment and means to eliminate possible local pollution. The bunkering operator is required to ensure that unauthorised persons are not present at the bunkering site.
- 6.2.4. The master of the ship is obliged to immediately notify the terminal operator and the port control centre of any emergency and marine pollution or dangerous situation that may result in environmental pollution. The pollution is eliminated at the expense of the polluter. At Paljassaare Harbour, it is possible to order a pollution elimination service through the port control centre.
- 6.2.5. The undertaking performing bunkering must have an insurance contract acceptable to the port authority and corresponding to the risk level of the undertaking, which would fully cover the proprietary, personal and environmental pollution damage caused to the port authority and/or any third parties as a result of the undertaking's activities (incl. bunkering).
- 6.2.6. When loading/unloading and bunkering a tanker, vessels must raise the signal code flag 'B' (BRAVO) and turn on the red signal light at night.

7. RECEIPT OF WASTE FROM SHIPS AND CARGO RESIDUES

- 7.1. The waste from ships shall be received from vessels in accordance with the Ports Act and the Waste reception and handling plan of the Paljassaare harbour (available at the address www.paljassaaresadam.ee).
- 7.2. Information on the type and quantity of ship-generated waste and cargo residues to be delivered must be provided to the port authority via the electronic maritime information system:
- ✓ at least 24 hours before arrival in port, if the port of call is known;
 - ✓ as soon as the port of call is known, if this information is available less than 24 hours before arrival at the port of call;
 - ✓ at the latest on departure from the previous port of call if the voyage time is less than 24 hours;
 - ✓ the vessel shall notify the port control center of commencement and termination of the removal of oily waters.
- 7.3. The reception of the waste from ships (except cargo residues) at the port is organised by the port authority. The transfer of cargo residues is organised by the agent on behalf of the vessel. Additional information about the reception of waste is available from port control center.
- 7.4. Ballast water from ships cannot be disposed in the port.
- 7.5. It is prohibited to dispose or pump pollutants (sewage, gray water, etc.) overboard or into the port waters. By way of exception, only pumping of scrubbing water from exhaust gas cleaning systems is permitted, provided that it is carried out in accordance with the guidelines developed by the IMO Marine Environment Protection Committee (MEPC).

8. FIRE SAFETY REQUIREMENTS IN THE PORT AND ORGANISATION OF RESCUE OPERATIONS

- 8.1. Ensuring fire safety in the territory of the port and objects located there is provided for in the Fire Safety Act and legislation issued on the basis thereof.
- 8.2. Undertakings operating in the port must ensure that the territories and/or other objects (including technological equipment) used by them are equipped with fire-extinguishing and rescue equipment and that their maintenance, condition and timely inspection are carried out.
- 8.3. The performance of works involving an open flame on the territory of the port must be organised in accordance with Regulation No. 47 of the Minister of the Interior of 7 September 2010 'Requirements for work involving an open flame' and Regulation No. 38 of the Minister of the Interior of 30 August 2010 'Requirements for fire work training and fire work certificate', and performing works involving an open flame

need prior coordination with the port control center.

- 8.4. Free access to all buildings and facilities of the port must be ensured, no objects may be stored in fire safety corridors. Excavation or closure of roads and passageways is permitted only with the permission of the port authority and if passage from elsewhere is ensured.
- 8.5. Buildings and facilities located on the territory of the port must be equipped with fire-extinguishing and rescue equipment in accordance with the applicable legislation. The location of basic fire-extinguishing and rescue equipment must be described in the relevant emergency plan and/or fire safety arrangements.
- 8.6. Fire-extinguishing and rescue equipment must be in working order, in a visible place and freely accessible. Improper use of rescue equipment is prohibited.
- 8.7. Fire-extinguishing and rescue equipment on ships at berth in the port shall be fully prepared for their possible use.
- 8.8. An undertaking operating on the port territory which is obligated to submit a fire safety selfinspection report pursuant to the Fire Safety Act shall draw up in writing fire safety regulations establishing the procedure for self-inspection at the institution or company. The fire safety self-checking report shall be submitted in the self-service environment of Estonian Rescue Board.
- 8.9. The owners of buildings shall arrange the conduct of fire safety inspections every three years according to the Fire Safety Act.
- 8.10. An institution or undertaking which is obliged to submit a fire safety report shall prepare a plan of action for the event of a fire together with a list of all the necessary extinguishing agents, technical and other equipment and organise an evacuation training drill and fire training drill once a year. The plan of action for the event of a fire shall be approved and communicated to the employees by the manager of an undertaking or institution.
- 8.11. In the event of a fire in a port or on a ship at berth, all other ships shall be provided with fire-extinguishing and rescue equipment, as well as the main engine, to assist in extinguishing the fire. A general alert shall be issued for adjacent vessels.
- 8.12. The inspection of compliance with fire safety requirements in the territory of the port shall be performed by the state fire safety supervisory official together with the representative(s) of the port authority.
- 8.13. If a fire or any other danger is detected, the emergency number 112 and the port control centre must be notified.

9. ORGANISATION OF PASSENGER SERVICES IN THE PORT

- 9.1. There is no passenger transport at Paljassaare Harbour.

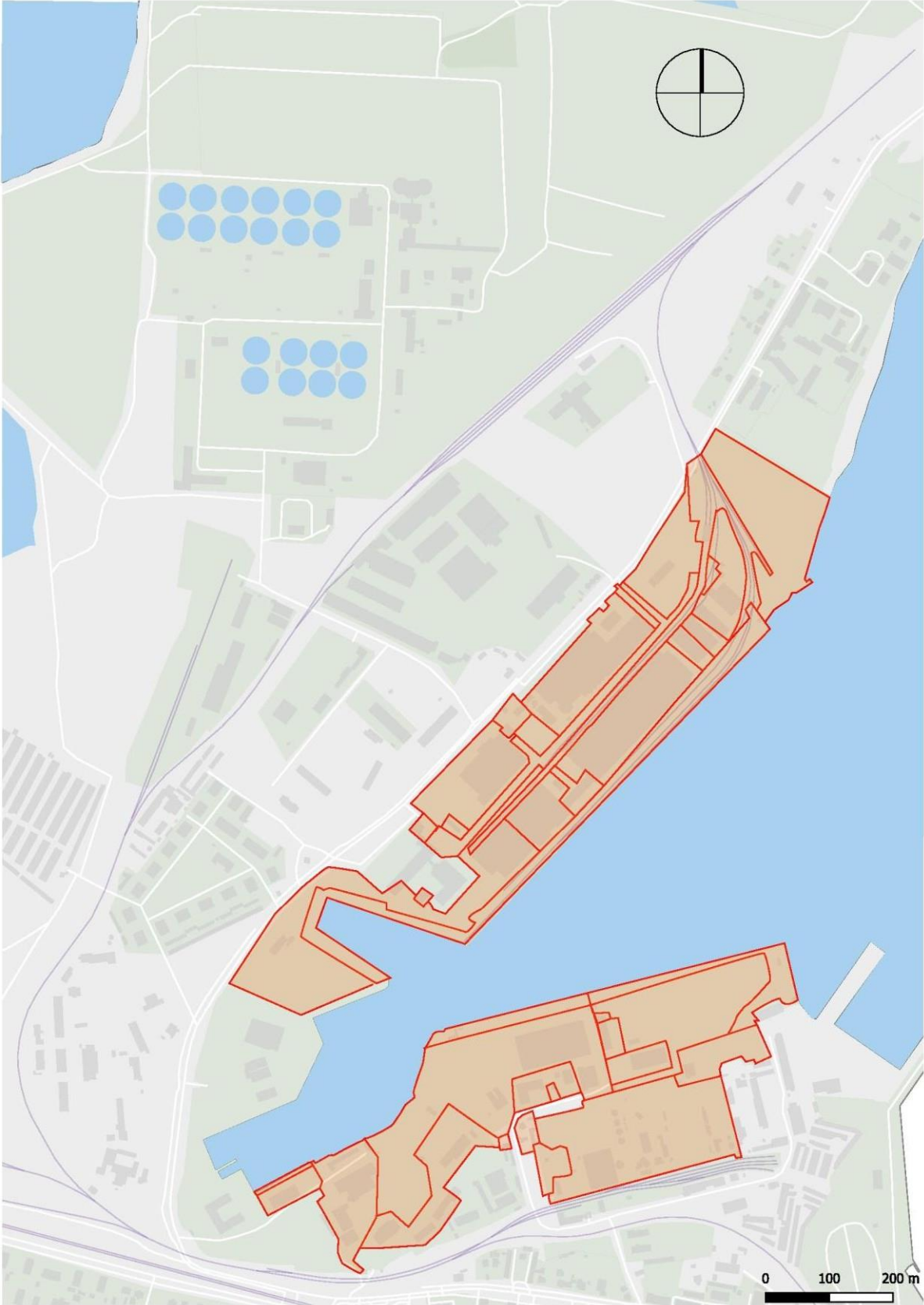
10. EMERGENCY MEDICAL CARE, RESCUE AND POLICE SERVICES

- 10.1. There is no medical assistance point at the Paljassaare Harbour.
- 10.2. Emergency medical care, rescue and police services can be called on the emergency number 112.

Disclaimer

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ANNEX 1. PORT LAYOUT OF PALJASSAARE HARBOUR



ANNEX 2. CONTACT DETAILS

Contact information is regularly updated on the Paljassaare Harbour website at www.paljassaaresadam.ee

PALJASSAARE HARBOUR

Paljassaare tee 26d, 10313, Tallinn

Tel: (+372) 51 992 509

e-mail: harbour@hundipea.ee

Harbour Master: (+372) 51 997 804

e-mail: Stanislav.Vassenin@hundipea.ee

RECEPTION OF WASTE FROM SHIPS, GREEN MARINE AS

Uus-Sadama 24/4, 10120, Tallinn

Tel: (+372) 631 8252, (+372) 515 9303

Faks: (+372) 631 8254

e-mail: greenmarine@greenmarine.ee

website: www.greenmarine.ee

TOWING SERVICES, ALFONS HAKANS AS

Staapli 8-20, 10151, Tallinn

Tel: (+372) 611 6190

Cell Phone: (24h) (+372) 5349 8101

Faks: (+372) 611 6190

e-mail: office.tallinn@alfonshakans.com

website: www.alfonshakans.fi

ESTONIAN STATE FLEET

Lume 9, 10416, Tallinn

e-mail: info@riigilaevastik.ee

website: www.riigilaevastik.ee

Pilotage service

Tel: (+372) 526 8432

e-mail: tellimus@loots.ee

THE ESTONIAN TRANSPORT ADMINISTRATION

Valge 4, 11413, Tallinn

Tel: (+372) 620 1200

e-mail: info@transpordiamet.ee

24h Emergency number: (+372) 620 5665

e-pail: navinfo@transpordiamet.ee

Security incidents,

e-mail maritime.security@transpordiamet.ee

VTs

Tel: (+372) 620 5770

GOFREP

Tel: (+372) 620 5765

Electronic Maritime Information System

Tel: (+372) 620 5667

e-mail: emde@transpordiamet.ee

website: www.transpordiamet.ee

POLICE AND BORDER GUARD BOARD

Tallinn border guard station

Tartu mnt 101, 10112, Tallinn

Tel: (+372) 619 1290,

e-mail: ppa@politsei.ee

ESTONIAN TAX AND CUSTOMS BOARD

Customs Unit at Old City Harbour Mon–Sun (10:00-18:00)

Sadama 24, 10111, Tallinn

tel: (+372 676 4765), (+372 5347 8643)

e-mail: sadamate.kontroll@emta.ee

ESTONIAN ENVIRONMENTAL BOARD

Roheline 64, 80010, Pärnu

Tel: (+372) 662 5999

Short number: 1247

e-mail: 1247@1247.ee, info@keskkonnaamet.ee

website: www.keskkonnaamet.ee

ESTONIAN HEALTH BOARD

Paldiski mnt 81, 10614, Tallinn

Tel: (+372) 794 3500

e-mail: info@terviseamet.ee

website: www.terviseamet.ee

24 h Officer

Tel: (+372) 53 440 429

e-mail: ewrs@terviseamet.ee

ESTONIAN SAFETY INVESTIGATION BUREAU

Tartu mnt. 85, 10115, Tallinn

Tel: (+372) 625 6314

e-mail: info@ojk.ee

website: www.ojk.ee

AGRICULTURE AND FOOD BOARD

Northern region Tallinn office, plant sector

Uus-Sadama 24/4, 10120 Tallinn

Telefon: (+372) 631 8503

e-mail: uus-sadama@pta.agri.ee

website: www.pta.agri.ee

PALJASSAARE HARBOUR BORDER CROSSING POINT:

Serviced by inspectors called through the Northern region

COMMUNICATION SERVICES

TELIA EESTI AS

Tel: (+372) 639 7130

e-mail: info@telia.ee

webpage: www.telia.ee

ESTONIAN EMERGENCY RESPONSE CENTRE

Emergency Response Centre, Northern Regional Centre,

Osmussaare 2, 13811, Tallinn

Emergency number (emergency medical care, rescue and police services): 112,

Tel: (+372) 628 7400

e-mail: 112@112.ee

website: www.112.ee