



# KUNDA SADAM

**Kunda Sadam AS**

## **PORT RULES**

**Valid from 1 June 2020**

*Disclaimer: English version of this document is informative and believed to be true.  
In case of legal disputes the original document in Estonian will prevail.*

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## **1. GENERAL PART**

### **1.1. The Establishment and the Scope of the Port Rules**

- 1.1.1. The Port Rules (hereinafter the Rules) and any amendments thereto are approved by Kunda Sadam AS (hereinafter also the Port Authority) in accordance with the Port's Act and other legal acts effective in the Republic of Estonia.
- 1.1.2. All persons operating in the Port of Kunda (hereinafter the port) port will be notified of substantial amendments to the Rules via the port website at [www.kundasadam.ee](http://www.kundasadam.ee) at least one month prior to the date of entry into force of the amendments.
- 1.1.3. Rules shall apply in the port area and aquatic area of Port of Kunda (hereinafter together the port area) and shall be mandatory to all persons operating or staying at the port.
- 1.1.4. Documents related to the Rules are the Port Dues (appendix 1 to the Rules) available on the internet at [www.kundasadam.ee](http://www.kundasadam.ee) and other appendixes to the Rules.
- 1.1.5. To all disputes arising out of or relating to the Port Rules and associated documents that cannot be settled by the agreement, Estonian law will be applied and these shall be settled by Harju County Court.

### **1.2. Type of Commercial Undertaking**

- 1.2.1. Kunda Sadam AS, registry code 14466191, is operated in the form of a public limited company on the basis of and pursuant to the Articles of Association of Kunda Sadam AS, the Commercial Code and other legal acts of the Republic of Estonia.

### **1.3. Port location, delimitation of territory and aquatic area**

- 1.3.1. The port is situated in Kunda Bay on the Southern coast of the Gulf of Finland.
- 1.3.2. Geographical co-ordinates of the port are:  $\varphi = 59^{\circ}31,27'N$  and  $\lambda = 26^{\circ}32,49'E$  (administrative building of the port).
- 1.3.3. The port's address is Uus-Sadama tee 2, Kunda city, Viru-Nigula local municipality, 44109, Lääne-Viru county, Republic of Estonia.
- 1.3.4. The aquatic area of the port is formed of a water area in the Kunda Bay to the East of the berths, seawall and sea channel. The dock and the entrance (the sea channel) are marked with buoys within their navigation area. The centerline of the sea channel is marked with a leading line. The mooring water is protected from open sea waves, except when the water is high due to WNW-N wind.
- 1.3.5. The aquatic area of the port and the depths of the water area are indicated on the Hydrographic measurements of the port at the scale of 1:2000 (*appendix No. 2 to the Rules*). Water area depths are given in the EH2000 system.

### **1.4. Layout of the port area and the grid of navigation marks and signs**

- 1.4.1. Layout of the port area (*appendices No. 3 and 3.2 to the Rules*).
- 1.4.2. Grid of the navigation marks (*appendix No. 3.3 to the port Rules*).

### **1.5. Technical data of the port**

- 1.5.1. Surface area of the aquatic area of the port is 76.51 ha (perspective 72.81 ha).
- 1.5.2. Surface area of the port territory is 13.16 ha (perspective 17.06 ha).
- 1.5.3. Length of the entrance (sea channel) to the port is 2225 m, width is 70 m and minimal depth is 10 m (EH2000).

1.5.4. Maneuvering area (pivoting) in the dock: diameter 280 m, minimal depth 9.0 m (EH2000).

1.5.5. Wave protection wall: concrete 548.5 m (90.3 m – h 1 m, 458.2 m – h 2.3 m).

1.5.6. Berths of the port:

Berth No.	Name	Berth length	Water depth (BK77)	Water depth (EH2000)
1	Auxiliary berth	34 m	7.6 m	7.4 m
2	Cargo berth	172 m	9.6 m	9.4 m
3	Cargo berth	35 m	8.6 m	8.4 m
4	Cargo berth	103 m	8.6 m	8.4 m

*Note: height of the berths above sea level is 3.2 m (EH2000). Water depths and berth heights from sea level are given in the case of zero water level. Water depth by berths is the minimal depth, measured at 2.5 m from a berth edge.*

### 1.6. Ship size restrictions

1.6.1. When maneuvering a ship in port, it is necessary to ensure that water under the keel would be at least 5% of the draught but not less than 40 cm. Minimal water under the keel has to be ensured regardless of water level fluctuations, waves and changes in the draught due to maneuvering or movement of the ship.

1.6.2. A ship may enter the port if its maximal dimensions are: overall length (Loa) – 150 m, width (Boa) – 30 m, draught (Tmax) – 8.6 m.

If one or more dimensions are within the aforementioned limits or close to, then:

- the ship's entry into port and departure from port is allowed only with tugboat assistance. If such a ship lacks a bow thruster, it is mandatory to use two tugboats upon entry into port and departure from port.
- depending on the ship's technical characteristics, weather conditions and water level, the Harbour Master may forbid such a ship from entering or departure port.

1.6.3. If the draught of the ship at entry to the port or departure from the port is 7.5 m or more and the length of the vessel (Loa) is 125 m or more, berthing at quay 4 is allowed only with the assistance of tugboat.

1.6.4. Maximum dimensions of ships mooring in port by berths are:

Berth No.	Ship's overall length (Loa)	Ship's width (Boa)	Ship's draught (Tmax)
1	35 m	15 m	7.0 m
2	150 m	30 m	8.6 m
3	120 m	30 m	7.1 m
4	130 m	30 m	8.0 m

*Note: the ship's draught (Tmax) on the water level "0" (EH2000).*

### 1.7. Restrictions based on environmental protection requirements, danger of the cargo and other

1.7.1. Every person operating or staying in the port, shall be obligated to:

- guarantee cleanliness and ground maintenance on the territory and berths, in the buildings and facilities at their disposal;
- fulfill environmental protection requirements based on applicable legislation, conventions and of the Port Authority;

- avoid polluting the port area with lubricants and hydraulic oils, diesel fuel, bunker oil fuel, oily residues or engine room bilge water (upon discovering a pollution or an accident, the supervisor or the shift stevedore shall be immediately informed thereof);
  - eliminate the pollution immediately if oil or diesel fuel has gotten on the port territory.
- 1.7.2. The procedure for handling waste received from ships is described in the "Plan for receiving and handling ship generated waste and cargo residues" (for details see clause 4.4 of these rules).
- 1.7.3. Dangerous waste shall be handled in port according to the Chemicals Act and the legislation imposed under the Act and according to the requirements of the International Maritime Dangerous Goods Code imposed under the VI and VII chapters of the International Convention for the Safety of Life at Sea and annexes I to III of the International Convention for the Prevention of Pollution from Ships (for details see clause 4.1.6–4.1.13 of these rules).
- 1.7.4. Transport of goods on port territory is allowed if all the aforementioned environmental protection requirements are fulfilled and sheeting is used (to avoid possible pollution). It is forbidden to leave port territory with a truck that has not been cleaned from cargo residues.

## **1.8. Business hours**

- 1.8.1. Port administration: Mon–Fri 08:00–17:00, lunch 12:00–13:00, on public holidays according to established order and legislation.
- 1.8.2. Shift stevedore service 24/7 (loading/unloading of ships):
- shifts: 08:00–20:00 and 20:00–08:00;
  - lunch break: 12:00–13:00 and 00:00–01:00;
  - rest breaks: 17:00–17:30, 05:00–05:30.
- Depending on the intensity of the work, the shift stevedore has the right to change the start of lunch hours and rest and coffee breaks.
- 1.8.3. The port is closed:
- from 22<sup>nd</sup> of June 20:00 till 25<sup>th</sup> of June 08:00;
  - from 23<sup>rd</sup> of December 20:00 till 27<sup>th</sup> of December 08:00;
  - from 31<sup>st</sup> of December 20:00 till 2<sup>nd</sup> of January 08:00;
  - on other dates, by informing the client via e-mail 30 days in advance.
- 1.8.4. On the dates when the port is closed ships are allowed to stand at berths. Loading and unloading is possible upon special arrangements with the port administration.

## **1.9. Port navigation season**

- 1.9.1. Navigation season lasts all year round.
- 1.9.2. For the duration of icebreaking activities, the Maritime Administration may impose on ships serviced by an icebreaker restrictions regarding ice class and power of the main engines.

## **1.10. Local time difference from UTC**

- 1.10.1. UTC + 3 hours (as of the last Sunday in March).
- 1.10.2. UTC + 2 hours (as of the last Sunday in October).

## **1.11. Data about persons associated with the port**

See appendix No. 4 to the Rules.

## 2. REGULATION OF SHIPS ENTERING, STANDING IN AND LEAVING PORT

### 2.1. Notice of entering or leaving intention:

- 2.1.1. The arriving ship's Captain or agent shall notify the Port administration of the estimated time of arrival to the port as early as possible, but not less than 24 hours in advance or immediately after departure from the previous harbour if the duration of the voyage will be less than 24 hours, to allow for the preparation of a timetable.
- 2.1.2. To apply for a permission to enter (booking), the ship's agent or Captain shall send a notice of arrival to email [teatis@kundasadam.ee](mailto:teatis@kundasadam.ee). The Port administration informs the sender of the notice of the options available for receiving the ship at the port.

A notice of arrival shall include the following information:

- time of arrival;
- the ship's name, IMO number, overall length (Loa), draught;
- reason for entering the port (loading/unloading/other);
- type and volume of the cargo;
- ship's agent;
- consignor and consignee.

The Port administration has the right to ask from the ship's agent or Captain additional information.

- 2.1.3. Having received confirmation of receipt of the ship at the port from the Port administration, the sender of the notice shall register the ship's call to the port in the Estonian Maritime Document Exchange (EMDE) system through which all the subsequent business will be carried out (information concerning the ship, notices, documents, etc.). In the case of a disruption in the operation of the Electronic Marine Information System, all the data and documents required in the information system shall be sent to the e-mail [teatis@kundasadam.ee](mailto:teatis@kundasadam.ee).

### 2.2. Granting entrance and leaving permission

- 2.2.1. A ship is granted entrance to port provided that the requirements in clause 2.1 and 2.3 of the Rules have been fulfilled. The basis for granting permission to enter the port or refusal thereof shall be the information provided in the prior security notice.
- 2.2.2. Ships shall be received according to the ship handling possibilities in port and the Port Authority's interests.
- 2.2.3. When a ship moors, its agent shall notify the ship's Captain or the security officer of the Port facility contacts information sheet (ISPS Code). Regarding security matters, including possible changes in the security level, the port's Chief of Security shall communicate with the ship's Captain or the Chief of Security directly or through the ship's agent.

Port facility contacts information sheet (ISPS Code) (*appendix No. 7 to the Rules*).

- 2.2.4. A ship may leave port if the ship's agent or Captain has fulfilled all formalities prescribed by legislation, in clause 4 of appendix No. 1 to the Rules and by competent authorities, including border control of cargo ships in Kunda border crossing point.
- 2.2.5. Prior to leaving port, the ship's Captain shall be obligated to deliver to the port (or an institution providing service) all ship generated waste and cargo residues, except if:
- the ship's storages are sufficient for storing ship generated waste until arrival to port of delivery;
  - the delivery is not required according to the International Convention for the Prevention of Pollution from Ships;

- the delivery is not required for ships acceded to the International Convention for the Prevention of Pollution from Ships;
- the ship has a written agreement with the operator of the next port of call, according to which the said port receives such type of cargo residues;
- the next cargo is the same substance/cargo as the previous one.

2.2.6. Under the orders of supervisory officials of the Maritime Administration, the port administration may forbid a ship from leaving the port if:

- the ship lacks certificates or they have expired;
- the ship is not seaworthy;
- the ship has not been ballasted, loaded or the cargo has not been secured according to requirements;
- the ship has on deck cargo or grain cargo but lacks stability calculations;
- the ship is not manned according certificate or number of passengers exceeds the maximum authorized number;
- significant violations of security requirements, occupational health and safety requirements, or health protection requirements have been discovered on the ship;
- there is no ship insurance policy, or certificate of proper liability insurance or other financial guarantee, or it has expired;
- environmental safety requirements, including requirements for delivery of ship generated waste and cargo residues are violated;
- there are outstanding fines or payments;
- the requirements in clause 2 of appendix No. 1 to the Rules have not been fulfilled.
- The Estonian Maritime Document Exchange (EMDE) system is not completed correctly.

### **2.3. Processing the entrance and the leaving notice and the required information**

2.3.1. The arriving ship's agent or Captain shall be obligated to:

2.3.1.1. Inform the Port administration, the Police and Border Guard region office, the customs office performing customs surveillance over the port, the regional service of the Health Board, and upon corresponding cargo, the Agricultural Board and the Veterinary and Food Board:

- of arrival to port from foreign waters at least 24 h prior to the arrival or immediately after leaving the previous port, if the duration of the voyage is less than 24 h;
- of heading to foreign waters at least 4 h prior to leaving the port;
- of unexpected arrival to port or leaving thereof immediately.

2.3.1.2. Forward to the Port Facility Security Officer (PFSO) an ISPS prior notice (in a form prescribed according to the requirements of the International Convention for the Safety of Life at Sea XI-2 chapter) and to the Harbour Master's Office a notice of type and quantity of ship generated waste and cargo residues delivered in the port and remaining on board:

- at least 24 h prior to arrival to port;
- immediately after leaving the previous port, if the duration of the voyage is less than 24 h.

ISPS prior notice form (*appendix No. 5 to the Rules*).

Notice form of delivery of ship generated waste and cargo residues in port (*appendix No. 6 to the Rules*).

2.3.1.3. At least 4 hours prior to arrival to port, the arriving ship's agent or Captain shall present specified information as follows:

- to the Police and Border Guard region office the name and the Flag State of the ship; the number of crew members, the number of passengers, the cargo, last or next port of call, whether there are persons suffering from a communicable disease or persons with suspicion thereof;
- to the regional service of the Health Board the number of crew members, the number of passengers, last or next port of call, whether there are persons suffering from a communicable disease or persons with suspicion thereof.

2.3.1.4. Notify immediately Police and Border Guard Board if there are any changes in the number and membership of the crew or passengers.

2.3.2. The ship's Captain is required to inform the Police and Border Guard Board two hours prior to the ship entering Estonian waters.

2.3.3. Information and documents specified in clause 2.3.1 shall be transmitted through the Estonian Maritime Document Exchange (EMDE) system. If EMDE is not functioning, the necessary information shall be forwarded by e-mail to [teatis@kundasadam.ee](mailto:teatis@kundasadam.ee).

#### 2.4. Entrance formalities and required documents

2.4.1. Upon entrance to port or leaving port, the ship's agent or Captain shall present necessary documents according to § 4 of the Government of the Republic Regulation No. 194 of 19 May 2004 "Procedure for Ships and Recreational Crafts Entering and Leaving Inland Maritime Waters, Ports and Estonia-owned Waters of Trans-boundary Water Bodies".

2.4.2. Documents presented upon entry to port and leaving port:

- **general declaration:** to the Harbour Master's Office, to the Police and Border Guard, to the customs authorities, to the regional service of the Health Board, to the Agricultural Board (upon corresponding cargo), to the Veterinary and Food Board (upon corresponding cargo);
- **crew list and passenger list:** to the Harbour Master's Office, to the Police and Border Guard, to the customs authorities, to the regional service of the Health Board;
- **declaration of health:** to the regional service of the Health Board;
- **ship's supply declaration:** to the customs authorities and Agricultural Board (only upon entrance to port);
- **ship's manifest(s):** to the Police and Border Guard, Agricultural Board and to the customs authorities;
- **bill(s) of lading:** to the customs authorities and to the Agricultural Board;
- **crew effects declaration:** to the customs authorities;
- **notice of food waste delivered in port:** to the Veterinary and Food Board region office.

These documents shall be presented as soon as possible, but not later than 6 hours after entrance. Prior to the presenting of named documents loading and discharging operations are not permitted. In departure the documents shall be presented at least one hour prior.

2.4.3. In addition to the documents referred to in clause 2.4.2, the ship's agent or Captain is required to forward to the Port administration, prior to the departure of the ship from port, the following documents:

- **notice of type and amount of ship generated waste delivered in port** (if the delivered amounts differ from those presented in the advance notice);
- **ship's tonnage certificate;**
- **ship's stability calculations** (if the ship leaves with grain cargo or on deck cargo);
- **Statement of Facts;**

- **Notice of Readiness; Bill of Lading.**

2.4.4. All documents specified in clauses 2.4.2 and 2.4.3 shall be transmitted through the Estonian Maritime Document Exchange (EMDE) system. If EMDE is not functioning, the necessary information shall be forwarded by email to [teatis@kundasadam.ee](mailto:teatis@kundasadam.ee), to the state authorities by other possible means. Ship's manifests referred to in clause 2.4.2. may be transmitted to Estonian Tax and Customs Board through electronic data processing system (electronic data processing system of the customs authorities). In that case the manifests shall additionally be presented through the Estonian Maritime Document Exchange (EMDE) system in PDF format.

**2.5. Quarantine, customs and border guard formalities and formalization of documents**

2.5.1. There is a border crossing point in the port for ships in international traffic (except recreational crafts). At the border crossing point, border control is coordinated by the border guard bureau of the Border Guard East Prefecture and performed by the Kunda guard station. At the border crossing point, there is a permanent manned Border Guard unit working 24/7.

2.5.2. Border control shall apply to a cargo ship and persons on board arriving from / leaving to a third country.

2.5.2.1. The border control consists of checking persons and means of transport crossing the state border, of customs control and, according to need, of security, sanitary, veterinary or phytosanitary control and of possible other control types prescribed by law.

2.5.2.2. Prior to border control, only a pilot may board a ship and perform his duties to direct the ship to port or from port or to berth. The pilot may be accompanied by a pilot candidate. The border control shall take place aboard the ship moored by a berth. The committee performing the control shall be ensured a safe way from the berth to the ship and back. A gangway and a safety net shall be placed between the ship and the berth. All movements between the ship and the berth are forbidden during the border control:

- prior to passing the border and customs control, no-one is allowed to leave the ship or dispatch goods or objects to ashore;
- no-one is allowed to board the ship without the Border Guard's permission;
- under special circumstances, a Border Guard officer may allow the employees of those services to board that affect the unloading or loading permits and the further formalization of customs documents;
- upon the departure of the ship, the ship must leave the port immediately after completing border control; movements between the ship and the berth after border control are not allowed.

2.5.2.3. The border control committee shall be obligated to inform the Harbour Master's Office of violation of the Rules by a ship discovered during the border control.

2.5.2.4. If a ship arrives from an infectious area or if there is a person suffering from a communicable disease or a person with suspicion thereof, a sanitary quarantine surveillance officer shall be the first to board the ship and to decide whether to grant permission for free communication for the ship or to send it to quarantine. Requirements, conditions and actions for preventing communicable diseases from spreading are specified in the Epidemic Prevention Rules of Port of Kunda (available at [www.kundasadam.ee](http://www.kundasadam.ee)). The sanitary quarantine surveillance officer's call:

- on workdays: 08:00–16:00;
- emergency call (in case of a person suffering from a communicable disease): 24/7 – standby epidemiologist of the Health Board.

*The quarantine and sanitary surveillance over ships (crew members) and means of transport in the port is performed by Lääne-Virumaa representation of the Eastern Service of the Health Board to which all the necessary information shall be presented (clauses 2.3.1.1, 2.3.1.3, 2.4.2 of the Rules).*

Contact information (*appendix No. 4 to the Rules*).

- 2.5.2.5. Border control at roadstead of the port shall take place under special circumstances, only in daylight and upon good weather conditions, if the ship cannot moor in port with reasonable excuse. For performing the border control at roadstead, the Harbour Master's Office shall submit a written application to the border guard bureau of the Eastern Prefecture. The time of the border control at roadstead shall be determined by the representative of the Prefecture, the border guard committee shall follow safety requirements and the control shall take place pursuant to general principles.
- 2.5.3. Cargo ships and persons on board arriving from a third member state / leaving to a Schengen Area Member State (movement between Member States) are generally not subject to border control, if the following requirements have been met:
- prior to the ship's arrival at port (preferably at least 2 hours in advance) a police officer at Kunda border crossing point has received, through the Estonian Maritime Document Exchange (EMDE) system, the crew list and passenger list with accurate personal data and document numbers, for the purposes of a preliminary check;
  - the police officer has confirmed the accuracy of the information with a green light in EMDE.

Contact information (*Appendix No. 4 to the Port Rules*).

*If EMDE is not functioning, the necessary information shall be forwarded in another manner.*

- 2.5.3.1. Confirmation of the accuracy of the information by the police officer in EMDE (clause 2.5.3) does not exclude border control. The police still have the right, based on a risk assessment, to apply border control to cargo ships and persons on board arriving from / leaving to a Schengen Area Member State, of which the interested persons shall be notified at the first opportunity.
- 2.5.4. On the territory of the port's border crossing point, every activity disregarding the Police and Border Guard Act, the State Border Act, the Customs Act or the Border Regime Rules is forbidden. The shift supervisor of the border crossing point shall have the right to institute a misdemeanor procedure against persons violating the work organization rules of the border crossing point and, according to competence, hold them liable.
- 2.5.5. Crew members from third countries who need to leave the city of Kunda must meet the requirements set for the entry of citizens of third countries to a Member State. If a crew member holds a travel document not recognised by the Republic of Estonia, the person is prohibited from leaving the ship.
- 2.5.6. The ship's Captain or agent is required to immediately notify a police officer at Kunda border crossing point of any changes in the crew or number of passengers.
- 2.5.7. There is no permanent plant health committee of the Agricultural Board at the border crossing point of the port. If necessary, the plant health control shall be performed upon a request from the plant health surveillance officer:
- on workdays: 08:00–16:00;
  - on weekends, national or public holidays: a written application on the previous workday.

Plant health control is performed by Lääne-Virumaa bureau of the Plant Health Department of the Agricultural Board to which all the necessary information shall be presented (clauses 2.3.1.1 and 2.4.2 of the Rules).

Contact information (*appendix No. 4 to the Rules*).

- 2.5.8. The transporter or, at his approval, the person who has assumed responsibility for delivering the goods (a dispatcher, an agent or another person designated by the transporter to communicate with customs, performing actions prescribed in the customs rules, whereas fulfilling every requirement prescribed by law) shall be responsible for and shall perform the necessary customs formalities regarding goods brought to the port (to the customs territory).
- 2.5.9. All necessary customs formalities shall be performed electronically in the information systems of the Tax and Customs Board and/or in the system of the Estonian Maritime Document Exchange (EMDE). Detailed instructions on fulfilling the obligation of notifying the Tax and Customs Board are available at the Tax and Customs Board's website.

Contact information (*appendix No. 4 to the Rules*).

*(For performing customs formalities, it is necessary to have means and rights to use IT applications of the Tax and Customs Board).*

## **2.6. Establishing communication with ships**

- 2.6.1. Upon entrance to and leaving port:

**the port's pilot service**

channel VHF (24/7) call sign KUNDA PILOT  
standby/work channel –16/14  
fax +372 322 1940

- 2.6.2. Standing in port:

**the Harbour Master's Office**

channel VHF (Mon–Fri 08:00–17:00) call sign KUNDA PORT  
standby/work channel: 16/14  
phone +372 322 9955  
mobile +372 53 477 861  
fax +372 322 1463

**the port's stevedore service**

phone +372 322 9865 (24/7)  
mobile +372 5885 9865 (24/7).

- 2.6.3. Upon entrance to port or leaving port with ship without having a pilot on board the Captain of the ship shall co-ordinate all required procedures with the port's stevedore.
- 2.6.4. Contact information of the port (*appendix No. 4 to the Rules*).

## **2.7. Requirements for moored ships**

- 2.7.1. A ship may stand in port only with permission from the port administration. All orders from the port administration regarding standing by a berth, hauling to another berth or, if necessary, sending the ship to roadstead are obligatory to the ship owner and the Captain.
- 2.7.2. Ships sailing under a national flag of a foreign state shall be obligated to hoist the national flag of the Republic of Estonia according to applicable law while standing in port.
- 2.7.3. The mooring lines shall be affixed only to bollards intended for that purpose. The mooring lines shall have shields for protection against rats.

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- 2.7.4. Standing of ships by boards is allowed under special circumstances, only with permission from the Harbour Master at the utmost (generally not allowed).
- 2.7.5. The outlet openings on the berth side board shall be equipped with shields to avoid water getting on the berth. From the ship to the berth, there shall be a safe gangway equipped with a safety net. The gangway shall be lit in the dark.
- 2.7.6. Vessels staying alongside of a quay may not use propellers. As an exception, the propellers are allowed to be used by small vessels with a length of 100 m at the lowest speed when preparing main propulsion for going out to the sea or for relocation.
- 2.7.7. While standing in port, the ship shall fulfill all requirements of the International Ship and Port Facility Security Code (ISPS Code) according to the security plan of the port facility and the ship.
- 2.7.8. Every ship standing in port shall have round-the-clock watch keeping. The liability for safe standing in port lies on the Captain of the ship.
- 2.7.9. On the ship standing at a berth, there shall always be a part of the crew on board ensuring safe standing of the ship and, if necessary, quick exit of the ship to roadstead. Main engines, steering and anchor gears shall be in working order. Any repair and maintenance work that may extend the time needed for the ship to leave port, may be performed only with the permission of the Harbour Master's Office.
- 2.7.10. The Harbour Master's Office shall be immediately informed of every accident in port regarding people and equipment, of pollution in the aquatic area, and of damages to ships, berths and ratchets (fenders).
- 2.7.11. While a ship is standing in port, it is forbidden to:
- discharge or pump out over the board sewage or water containing oil products;
  - wash the ship: tanks, decks and deck structures if the washing water pollutes the aquatic area of the port (contains oil or other substances dangerous to the environment);
  - wash the cargo holds if the washing water is pumped into the aquatic area of the port;
  - throw garbage, household and industrial waste on the berth or into the water;
  - swim in the aquatic area;
  - launch boats or rafts without informing the Harbour Master's Office;
  - willfully consume electricity from the port's system;
  - keep unregistered and unvaccinated animals on board the ship;
  - unload equipment onto the berth, to perform welding works and works involving open fire without consulting with the port;
  - repair the main engine without informing the Harbour Master's Office thereof in writing.

## **2.8. Internal and deck works on moored ships**

- 2.8.1. It is allowed to perform repair works on ships. Works that may pollute the environment and cause noise: washing the ship with chemicals, removing old paint and rust, and cleaning the underwater part of the hull in the port are forbidden. Other works producing debris and repairing the paintwork are allowed provided that the cleanliness of the port territory and the aquatic area are guaranteed.
- 2.8.2. Welding works and other works involving open fire on the deck and the berth area are allowed only with the permission of the Harbour Master's Office and in order to perform these works, a written permission shall be applied. The Harbour Master's Office shall be informed of the start and the end of these works.

- 2.8.3. Outboard works are allowed following every security and safety requirement.
- 2.8.4. Launching boats and rafts is allowed with permission of the Harbour Master's Office.
- 2.8.5. Ballasting the ship and all ballast pumping operations shall be performed according to the "Ship Ballasting Plan" prepared by the ship. Ballast water may be pumped overboard provided that it does not contain oil or other substances dangerous to the environment, and that it will not get on the berth. Washing of tanks in the aquatic area of the port is allowed if the washing water does not contain oil or other substances dangerous to the environment.
- 2.8.6. The ship's main engines shall be in working order. The main engine's repair and maintenance works that may extend the time needed for the ship to leave port may be performed only with the permission of the Harbour Master's Office.

### **3. SHIP TRAFFIC REGULATION IN THE AQUATIC AREA OF THE PORT**

#### **3.1. Ship traffic in the aquatic area of the port**

- 3.1.1. Ship traffic in the aquatic area of the port shall take place only according to the Rules.
- 3.1.2. Priorities upon entering or leaving dock: outgoing ships and thereafter incoming ships.
- 3.1.3. Simultaneous maneuvering of ships with displacement of more than 300 GT is forbidden in the port.
- 3.1.4. Relocations (re-hauling) of ships shall be performed in the port:
- only with the permission or orders of the Harbour Master's Office;
  - the Captain of the ship shall be informed of the forthcoming relocation at least 2 hours prior to its start;
  - it is not obligatory to use a pilot, it shall be at the Captain's discretion;
  - not allowed if the wind is over 10 m/s.
- 3.1.5. The International Regulations for Preventing Collisions at Sea shall apply upon maneuvering in the aquatic area of the port and upon traffic in the channel.

#### **3.2. Requirements for ships upon navigation, maneuvering and relocating**

- 3.2.1. The ship's speed in the maneuvering area (pivoting) and in the vicinity of the berths shall be as safe as possible and minimum at which the ship maintains. The operating mode of the ship's propulsion devices shall be such that does not endanger other ships standing at berths.
- 3.2.2. The ship's main engine, steering, anchor and mooring gear shall be in working order and ready for immediate use (if one of the said mechanisms is not in working order, the ship traffic and the maneuvers shall be carried out only as agreed upon with the Harbour Master's Office and the pilot, and the assistance/safeguarding of a tugboat at the ship's expense is obligatory).
- 3.2.3. Upon poor visibility conditions, the entrance into port and leaving port shall be decided by the Captain of the ship in coordination with the Harbour Master's Office or the pilot.
- 3.2.4. Traffic in the aquatic area of the port is forbidden:
- upon W-NNE winds stronger than 12 m/s;
  - upon NNE-W winds stronger than 18 m/s).
- 3.2.5. Upon NNE-W winds of force 12–18 m/s, permission for moving in the aquatic area of the port has to be asked from the Harbour Master's Office. The Harbour Master's Office may grant the permission to move in coordination with the Captain of the ship and the pilot considering technical characteristics of the ship and the height of waves in the aquatic area of the port. In that event, the assistance/safeguarding of a tugboat is obligatory for the ship (at the expense of the ship owner).

- 3.2.6. The Harbour Master may lay down additional restrictions in the aquatic area of the port, including halting entrance of water crafts to port or leaving port beyond article 3.2.4, if it is necessary for assuring safety of vessel traffic
- 3.2.7. Depending on weather conditions the Harbour Master shall have a right to require from the Captain of the ship the use of tugboat upon entrance to port or leaving port (at ship owner's expense) for assuring safety of vessel traffic.

### **3.3. Mooring**

- 3.3.1. The coast seamen for mooring are ordered by the stevedore, unless otherwise agreed.
- 3.3.2. The exact location of the ship at the berth is determined by the stevedore according to the handling need of the ship and considering its safety and the needs of the ship's Captain.
- 3.3.3. Cranes on berth shall be, prior to the arrival (departure) of the ship, located in a way that upon mooring and detachment from the berth, the ship's safe maneuvering would be ensured. No objects or equipment obstructing hauling may be on the berth.

### **3.4. Towage**

- 3.4.1. The need for using a tugboat shall be determined by the Captain of the ship, except when using the tugboat is obligatory pursuant to the provisions of the Rules.
- 3.4.2. The towage service from the Port Authority or from the third party service provider (see appendix No 4 to the Rules, Towage service providers) is ordered by the Captain or the ship agent.
- 3.4.3. For using a tugboat of the Port Authority, the ship's Captain shall submit an order to the tugboat's Captain through the ship's agent or the pilot not later than 1.5 hours prior to the start of the planned work and the ship's Captain shall confirm or cancel the order not later than 30 minutes prior to the initially set time. The conditions of the towage service of the third party service provider are available at the service provider's homepage.
- 3.4.4. Upon assisting ships, the tugboat is at the service of the ship under its Captain's or the pilot's leadership. Damages caused to the tugboat due to the activities of the ship's Captain or the pilot shall be compensated by the person who ordered the tugboat. The assisted ship is responsible for the damage caused to the assisted ship, Port Authority and/or third party during the towage services.
- 3.4.5. During the mooring operation in ice conditions, the removing of an ice between the quay and the ship will be done by the tugboat ordered on the expense of the ship owner or a person ordering the tugboat.

### **3.5. Traffic in ice conditions, ordering of an icebreaker**

- 3.5.1. Use of an icebreaker and the procedure of icebreaking activities is regulated by the Ministry of Economic Affairs and Communications Regulation No 265 of 23 December 2003 "The Procedure of Icebreaking Activities".
- 3.5.2. Port of Kunda has been declared a port serviced by a state icebreaker (up to the aquatic area of the port). The tugboat Kunda is performing icebreaking activities in the aquatic area of the port.
- 3.5.3. Icebreaking activities up to the aquatic area of the port are arranged by the Winter Navigation Section of the Maritime Administration. The Director General of the Maritime Administration may form, for arrangement of icebreaking activities, an advisory body – ice staff.
- 3.5.4. The Harbour Master's office shall arrange icebreaking activities in the aquatic area of the port, including in the dock and the entrance (the sea channel).

- 3.5.5. The beginning and the end of the period for icebreaking activities shall be determined by the Director General of the Maritime Administration based on ice conditions.
- 3.5.6. The Director General of the Maritime Administration may, during the winter navigation period, impose restrictions on ships serviced by an icebreaker considering their ice class, main engine power or other indicators, if necessary, based on actual ice conditions. Icebreaking services shall not be provided for tugboat-barge formations.
- 3.5.7. Ordering of an icebreaker:
- the Captain of the ship in need of icebreaking services shall be obligated to submit to the Winter Navigation Section of the Maritime Administration through the ship's agent or the ship owner an icebreaker order 12 hours prior to leaving the port or 24 hours prior to the arrival to previously determined rendezvous point or entrance into ice, and to confirm or specify the order at least 4 hours prior to the set time;
  - in the event that the ship is not ready for sea by the time indicated in the order, the Winter Navigation Section of the Maritime Administration may cancel the order. A new order shall be submitted according to the established procedure;
  - upon delay of filling the order for icebreaking activities, the Winter Navigation Section of the Maritime Administration shall, at least 3 hours prior to the time indicated in the order, inform the ship's agent or the Captain of the reason for the delay and of the new possible performance time.

*Orders for icebreakers shall be placed through the Estonian Maritime Document Exchange (EMDE) system. If EMDE is not functioning, the necessary information shall be forwarded in another manner.*

Contact information of the Winter Navigation Section (*appendix No. 4 to the Rules*).

- 3.5.8. Ship caravan:
- a ship caravan shall be formed at the rendezvous point on the ice border or at roadstead;
  - the coordinates of rendezvous points shall be forwarded to the ships by the ship traffic regulation system operator via radiotelephone, on the work channels of the Gulf of Finland Ship Reporting System;
  - the captain of the icebreaker shall have the right to refuse to provide icebreaking services for a ship which Captain ignores his orders;
  - icebreaking services for ships that are stuck in the ice trying to cross it without the permission from the icebreaker captain shall be performed as possible;
  - upon emergency on such a ship (see previous point), every assistance shall be given to save human lives. Rescuing the ship or the cargo in such an event shall be considered as property rescue operation.
- 3.5.9. Icebreaking services outside the icebreaker service area or upon failure to comply with the restrictions imposed on ships by the Director General of the Maritime Administration (ice class, main engine power) shall be performed for extra charge according to an agreement between the Maritime Administration and the ship owner.
- 3.5.10. If in ice conditions the ship requires tugboat assistance while moving or manoeuvring, the tugboat shall provide the service according to the rates provided in Appendix No 1 to the Rules.

3.5.11. Icebreaking activities are considered high risk activities which are carried out upon mutual agreement between the icebreaker (the tugboat in the aquatic area if it performs icebreaking activities) and the Captain of the ship assisted. Material damage caused to the icebreaker or to the ship assisted in the course of icebreaking activities shall be borne by the person who sustained damage, unless the person who sustained damage proves that the damage was caused intentionally.

### **3.6. Special requirements depending on the ship's class, nature of cargo**

3.6.1. All ships that have on deck cargo and bulk cargo shall be obligated, prior to leaving port, to present to the Harbour Master's Office the stability calculations of the ship.

3.6.2. Occurrence of leisure crafts, fishing boats, personal watercrafts and other recreational crafts and fishing in the aquatic area of the port and in the area marked with entrance (sea channel) buoys and spar buoys is forbidden. Crossing of the sea channel shall be at a 90° angle in relation to the centerline of the channel. Recreational crafts violating these Rules shall immediately follow orders from the Harbour Master's Office, the Border Guard or the police. Damages caused shall be compensated by the person who caused them.

### **3.7. Arrangement of pilotage**

3.7.1. In order to ensure safe seafaring, pilotage of ships shall take place in the obligatory pilotage area and in the aquatic area upon entrance to and leaving port. The coordinates of the location where the pilot boards and leaves the ship are  $\varphi = 59^{\circ} 38' 0'' \text{ N}$ ;  $\lambda = 26^{\circ} 29' 5'' \text{ E}$ . Pilotage is obligatory and shall take place round-the-clock.

3.7.2. The following are released from obligatory pilotage:

- ships under the Estonian national flag performing state administrative duties;
- ships related to performance of port services, ships dredging fleet which carrying out dredging in the port basin (after ten piloting) and ships of a foreign dredging fleet leaving the port basin;
- all recreational crafts and ships with gross tonnage of under 500 GT;
- a ship whose Captain has passed the examination of navigation without a pilot and holds a permit for free pilotage;
- a ship upon saving human lives, prevention of an accident or reduction of damage arising from an accident;
- a ship which cannot use pilotage services due to *force majeure*;
- military vessels of the Republic of Estonia;
- vessels which are providing service to the Republic of Estonia including the icebreaker.

3.7.3. A pilot is a person familiar with the pilotage area giving navigation advice to the Captain. Instructions provided by the pilot are advisory in nature and the pilot shall give instructions to the Captain in a timely manner. It is forbidden to interfere with the cooperation between the Captain and the pilot. If the Captain believes that the advice from the pilot does not correspond to the actual situation or that the pilot is not able to fulfill his obligations, the Captain may waive the services of the pilot sent to the ship and demand another pilot. Whereas the pilot on board shall remain there until a new pilot arrives. The pilot shall be liable for marine casualty if it is proved that the casualty was caused by the pilot's intentional act or failure to act or an erroneous instruction on the basis of which it was impossible for the Captain to foresee the marine casualty.

- 3.7.4. If a pilot cannot board the ship due to poor hydro-meteorological conditions or for any other reason, the pilot shall, with the Captain's consent, organise the pilotage from a pilot boat or other ship (except for another piloted ship) which is at a minimum safe distance from the piloted ship. In such case, radio communication shall be established between the piloted ship and the pilot.
- 3.7.5. Due to poor hydro-meteorological conditions, the pilot may leave the ship before it leaves the obligatory pilotage area, if the Captain agrees to it, and continue with the pilotage via radio communication as provided by clause 3.7.4. Whereas, the pilot must be convinced that the ship's further voyage, without the pilot on board, is safe. If the pilot is unable to leave the ship in the pilotage destination for reasons independent of the pilot or if the Captain wishes the pilotage to be continued, the expenses of returning the pilot to the place of departure shall be paid by the ship owner.
- 3.7.6. The pilot shall be obligated to:
- check the draught and freeboard of the ship prior to boarding;
  - present to the Captain, at his request, the pilot certificate;
  - examine the ship's pilotage checklist prior to pilotage;
  - inform the Captain of hydrographical, navigational, meteorological and other conditions of the pilotage area prior to the start of the pilotage;
  - prior to leaving the port, verify that the ship is not forbidden to leave;
  - monitor the condition of seamarks and coastal marks in the pilotage area;
  - explain the requirements of the Rules to a Captain visiting the port for the first time.
- 3.7.7. The pilot shall be obligated to inform the Harbour Master's Office:
- if the ship is loaded higher than the limit marked by the load line mark or the maximum draught permitted by Rules;
  - if the condition of the ship reduces maritime safety;
  - if he has discovered changes or hindrances in the pilotage area endangering seafaring;
  - if the piloted ship has been in an accident causing damages to another ship, port (dock-) facility or a navigation mark;
  - if the activities of the Captain during pilotage are contrary to the established procedure;
  - upon justified refusal or waiver of pilotage;
  - upon discovering marine pollution.
- 3.7.8. The pilot shall have the right to refuse to pilot a ship if:
- the draught, overall length or width of the ship exceeds that permitted in the pilotage area (according to the Rules);
  - the Captain fails to fulfill the justified demands of the pilot;
  - the pilotage would endanger the piloted ship, the people and property on the ship or other participants in vessel traffic, or would reduce the security of the surroundings;

If the pilot has refused to pilot a ship, he shall still be obligated to warn the Captain of navigational danger.

If the pilot ladder does not meet requirements, the pilot may refuse to board the ship and demand the replacement of the pilot ladder for one that meets requirements.

- 3.7.9. Pilotage services in port are provided by AS Eesti Loots.

Contact information (*appendix No. 4 to the Rules*).

- 3.7.10. The pilot shall be ordered through the Estonian Maritime Document Exchange (EMDE) system by ship's agent who has activity licence in Estonia. The ship's arrival to the pilot boarding location shall be specified directly with the pilot of Kunda Port through mobile phone or ULL standby/work channel – 16/14 call sign KUNDA PILOT.
- 3.7.11. Upon the ship's arrival the pilot shall be ordered at least 24 hours prior to the ship's arrival to the pilot boarding position or upon leaving the last port if the time from leaving the last port is less than 24 hours. The order shall be specified 6 hours and then 2 hours prior to the ship's arrival to the pilot boarding position.
- 3.7.12. Upon leaving the port the pilot shall be ordered at least 4 hours prior to departure and the order shall be specified 1 hour prior to departure.
- 3.7.13. If the pilot arrives on the ship or to the pilot boarding location for the specified time but the ship is not ready to begin pilotage or it has failed to arrive to the pilot boarding location, the order shall be considered a false call and shall be cancelled after 30 minutes as of the specified time. A new order for pilotage shall be submitted.
- 3.7.14. If it is impossible to send a pilot to the ship for the specified time, the pilotage service shall notify the Captain and the Harbour Master's Office of the new time of arrival of the pilot.
- 3.7.15. A shipowner may apply to the Maritime Administration for a pilot exemption certificate for the ship's Captain, which grants the ship the right to enter and leave the port without a pilot on board (see § 57<sup>1</sup> of the Maritime Safety Act). A ship's Captain holding a pilot exemption certificate shall, when entering and leaving port, provide the Harbour Master's Office with the name of the holder of the pilot exemption certificate and the number of the certificate (the information may also be submitted beforehand electronically or through the Estonian Maritime Document Exchange (EMDE) system).

#### **4. PORT SERVICES AND ACCOMPANYING SERVICES AND ARRANGEMENT THEREOF**

##### **4.1. Loading, unloading and cargo storage (including dangerous goods)**

- 4.1.1. Loading and unloading of cargo depends on the nature of the cargo and on contractual provisions – by hydraulic mobile loaders or truck cranes. Depending on the weather conditions (wind speed exceeding 15 m/s, air temperature below -20 °C) loading and unloading may be suspended. Use of lifting equipment of the ships for loading and unloading is permitted only in exceptional cases with prior permission from the port administration.
- 4.1.2. There shall be no long-term storing of cargo in the berth area of the port. The cargo shall be stored in open and closed storage areas in the rear. If possible, there shall be cargo delivery to the berths and loading preparation directly before the ship moors. Time of delivery of the cargo and its quantity shall be previously agreed upon with the shift stevedore. The preferred loading/unloading scheme is truck – ship, ship – truck (so-called direct version).
- 4.1.3. Unloading of cargo on the territory of the port from transport vehicles and its loading on transport vehicles is allowed only at the designated places and by the operator in contractual relationships with the Port Authority or based on the permit issued by the Port Authority in advance. All loading/unloading upon every special project, including ro-ro cargo, super-heavy (net weight > 24 t) and oversized (length > 12.0 m, width > 2.5 m, height > 2.5 m) cargo shall take place under in previous coordination with the port administration.
- 4.1.4. All mobile and removable mechanisms located and operating on the territory of the port shall be equipped with warning lights, owner's name or identification and number. Parking of such vehicles on quays and outside the parking area marked with corresponding signs is prohibited

- 4.1.5. Loading and unloading of ships shall take place according to a loading plan prepared by the Captain. The ship is required to have a cargo positioning and fixing guide in coordination with the Flag State's Maritime Administration.
- 4.1.6. Dangerous cargo shall be handled in port according to the Chemicals Act and the legislation imposed under the Act and according to the requirements imposed under the VI and VII chapter of the International Convention for the Safety of Life at Sea and annexes I to III of the International Convention for the Prevention of Pollution from Ships.

***Dangerous cargo*** – a chemical or a product, material or finished product containing a chemical, which is carried in packages or in bulk which, while being handled at port or transported by sea, may endanger human life, harm the health or property of people or damage the environment.

- 4.1.7. Port operator(s) handling dangerous cargo shall be obligated to:
- inform the Port administration of the arrival of dangerous cargo at least 24 hours prior to its arrival to port and forwarding to the Port administration all necessary information considering the danger of the cargo (clause 4.1.9 of the Rules);
  - ensure control over the bringing in to port, storing and reloading of the dangerous cargo fulfilling the requirements imposed concerning dangerous enterprises and enterprises with risk of major accidents;
  - designate a person to be responsible for handling the dangerous cargo in port and to forward his contact information to the Port administration;
  - ensure the necessary training of his employees and to organize trainings for handling dangerous cargo.
- 4.1.8. The shipper or his authorized representative shall be obligated to inform the Port administration at least 24 hours prior to bringing in the dangerous cargo to port, to present to the Port administration the dangerous cargo declaration and he shall be liable for the correctness of the presented information considering the danger of the cargo. It is forbidden to load the dangerous cargo on the ship prior to presenting the cargo declaration and information about the danger.

Dangerous cargo declaration form (*appendix No. 11 to the Rules*).

- 4.1.9. The Captain or agent of a ship arriving at the port carrying dangerous cargo is required to present to the Port administration a dangerous cargo declaration or information corresponding thereto before loading the ship, bearing liability for the accuracy of the presented information. Unloading dangerous cargo is not allowed before such information is presented.
- 4.1.10. A dangerous cargo declaration and the information specified in clauses 4.1.7 and 4.1.8 shall be presented pursuant to the procedure established in the Regulation of the Minister of Economic Affairs and Communications "Dangerous cargo notification procedure" of 19 December 2011. Documents shall be transmitted through the Estonian Maritime Document Exchange (EMDE) system. If EMDE is not functioning, the necessary information shall be forwarded by email to [teatis@kundasadam.ee](mailto:teatis@kundasadam.ee).
- 4.1.11. Dangerous goods arriving at the port must be packaged and labelled according to the requirements set by the International Maritime Dangerous Goods Code (IMDG Code) and the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR Agreement), and have the required shipping documents. If dangerous goods are not packaged or labelled as required or if the port has not been given advance notice of the arrival of dangerous goods pursuant to the applicable procedure, the port may prohibit the loading/unloading of such goods or prohibit such goods from being brought to the port area.

4.1.12. Extremely dangerous goods (class: 1, 6.2, 7 according to the International Maritime Dangerous Goods Code (IMDG Code)) shall be handled in port only under previous agreement with the port administration. If necessary, a special regime shall be imposed in port and on the route of such goods from the port to Kunda city border. The special regime shall be coordinated with Kunda city government and every competent authority.

4.1.13. Loading and unloading tankers of substances harmful to marine environment according to annexes I–III to the International Convention for the Prevention of Pollution from Ships (MARPOL) is allowed on berth No. 4. Prior to the start of loading or unloading the tanker, an appropriate ship-shore safety checklist shall be filled by the person responsible for loading operations.

#### **4.2. Handling of cargo**

The Port Authority is offering next services:

- loading and unloading of cargo;
- handling of roundwood in the terminals;
- the storage of cargo on the berth side, open storage areas and warehouses;
- transporting cargo to the port and loading berths.

Work organization (*clauses 1.8.2–1.8.4 of the Rules*).

Contact information (*appendix No. 4 to the Rules*).

#### **4.3. Water supply**

4.3.1. Supply with water is allowed/possible by tank trucks. At the request of the ship's Captain, the water supplier shall be obligated to present a certificate that the drinking water complies with quality requirements. The tank trucks shall be allowed on the port territory under a written notice (application) from the ship's agent or the Captain and it shall be formalized according to the requirements of the access control of the port. If necessary, the water supply shall be arranged by the ship's agent, the Captain or the ship owner. The operator of the port does not provide water supply services.

#### **4.4. Reception of ship generated waste and cargo residues**

4.4.1. Reception of ship generated waste and cargo residues from ships and other water crafts in the port shall take place according to the Ports Act and the Ministry of Economic Affairs and Communications Regulation No. 78 of 29 July 2009 „Procedure requirements for delivery and reception of ship generated waste and cargo residues“. The procedure has been described in “The Port Plan for Reception and Handling of Ship Generated Waste and Cargo Residues“. The plan is available on the port's homepage [www.kundasadam.ee](http://www.kundasadam.ee) (in Estonian).

4.4.2. Handling of ship generated waste and cargo residues in the port shall be arranged by the operator of the port, the handling shall be performed by an enterprise holding a corresponding handling license who has concluded a contract with the operator of the port. Handling of ship generated waste has been organized as follows:

- garbage, mixed municipal waste, including food waste, plastics, oily rags, dirty packages etc. shall be collected by type to marked containers located near berth No. 3;

- reception of oil, oil products and waste containing oil, including bilge water and sediments shall be performed by an enterprise holding a corresponding handling licence. For the transfer of the said waste shall the ship's agent enter in the Estonian Maritime Document Exchange (EMDE) system (Laevakülastus/Teated ja tellimused/Jäätmed/MARPOL Lisa I) the quantities of the waste to be granted. When the document is saved the system automatically generates a notification to the recipient of the waste. Granted waste shall be entered in the system (EMDE) at least 12 hours prior to the ship's arrival to port.

*Contact information of the enterprise providing the service (appendix No. 4 to the Rules).*

- 4.4.3. The ship's Captain shall be obligated to prepare and present to the port the notice of type and quantity of ship generated waste and cargo residues delivered in the port and remaining on the ship (see clause 2.1.4 of the Rules). If the actual quantities of delivered waste/residues differ from the notice, corresponding amendments shall be made to the presented notice. *Notice (-s) and the actual quantities of delivered in the port waste/residues must be transmitted through the system of the Estonian Maritime Document Exchange – EMDE.*
- 4.4.4. Prior to leaving the port, the ship's Captain shall be obligated to deliver to the port (or a person providing service) all ship generated waste and cargo residues (see clause 2.2.5 of the Rules).
- 4.4.5. Dues and charges for delivering ship generated waste have been provided for in appendix No. 1 to the Rules and in the port "Plan for Reception and Handling of Ship Generated Waste and Cargo Residues".

#### **4.5. Fuel and lubricants supply**

Supply with fuel and lubricants shall take place by tank trucks. The ship's agent shall be obligated to previously inform the Harbour Master's Office of the bunkering need and then agree upon the time of bunkering with the shift stevedore. The tank trucks shall be allowed on the port territory under a written notice (application) from the ship's agent or the Captain and it shall be formalized according to the requirements of the access control of the port.

*Bunkering shall take place following every fire and environmental safety requirement. Upon bunkering, the ship shall have hoisted a signal flag "B" (BRAVO) and switched on a red signal light at night.*

#### **4.6. Diving works**

Diving works for ships shall be arranged by the ship's agent, the Captain or the ship owner. The Harbour Master's Office shall be informed in writing of the need for diving works and the time for performing the works shall be agreed upon with the Harbour Master's Office. Enterprises providing the service shall be allowed on the port territory under a written notice (application) from the ship's agent or the Captain and it shall be formalized according to the requirements of the access control of the port. The operator of the port does not provide diving services.

#### **4.7. Repair and painting works**

The operator of the port does not provide repair and painting work services for water crafts.

#### **4.8. Connection of a ship to electrical supply and other shore-based systems**

A ship may be connected to the on-shore electrical system of the port under previous agreement with the Harbour Master's Office. There is a free wifi area on the berths. There are no other shore-based systems available.

#### **4.9. Other services**

- 4.9.1. Replenishment of ship supplies (e.g. ship chandler services) is allowed by previously informing the Harbour Master's Office. Transport (ship's supplies) is allowed on the port territory under a written notice (application) from the ship's agent or Captain and it shall be formalized according to the requirements of the access control of the port. The security company shall have the right to verify that the delivered ship supplies correspond to the delivery notes while ensuring the intactness of the supplies and packages. The operator of the port does not provide ship supply services.
- 4.9.2. The port does not provide services for hobby seafarers.

#### **5. PASSENGER SERVICE IN PORT**

There is no specialized passenger transport through the port. The operator of the port does not provide passenger services.

#### **6. MEDICAL CARE IN PORT**

##### **6.1. The port's medical post**

Health care institutions of Lääne-Viru County shall provide medical care upon transportation of a patient to a health care institution or upon a call.

##### **6.2. Calling medical care**

- 6.2.1. Emergency medical care 24/7, phone 112  
Contact information of medical care (*appendix No. 4 to the Rules*).

#### **7. FIRE SAFETY REQUIREMENTS IN PORT AND RESCUE WORK**

##### **7.1. Fire safety requirements on ships standing in port**

- 7.1.1. Rescue and fire-fighting equipment of a ship standing in port shall be in working order and comply with applicable requirements.
- 7.1.2. Smoking is allowed only in places intended for that purpose.
- 7.1.3. Fire-risk works on a ship shall be coordinated with the Harbour Master's Office (clause 2.8.2 of the Rules).
- 7.1.4. The ship's Captain or his substitute shall be obligated to immediately call the emergency number 112 and inform the Harbour Master's Office upon a fire on the ship or in port area. Fire extinguishing operations on the ship shall be directed by the ship's Captain or his substitute.
- 7.1.5. Upon a fire in port area or on a ship standing in port, a general alarm shall be announced on other ships to help extinguish the fire or prevent it from spreading, if necessary. The ship's Captain shall prepare the ship for leaving port so that the ship would be ready to leave the port, if necessary, in order to ensure safety.

##### **7.2. Fire safety requirements in port territory, buildings and facilities**

- 7.2.1. Open fire is strictly forbidden in the port area (allowed only with permission from the port administration and in coordination with the Rescue Board):
- smoking is allowed only in places intended for that purpose;

- performing works involving open fire in the berth area is allowed only with written permission from the Harbour Master's Office;
  - performing works involving open fire in terminals and rental areas is allowed with written permission confirmed by the manager of the terminal or by the direct supervisor.
- 7.2.2. The operator of the port shall ensure the compliance with fire safety requirements according to applicable law in its territory, buildings and facilities.
- all enterprises operating in the port shall ensure the compliance with fire safety requirements in the territory at their disposal and/or on other objects in the port area;
  - every contractual client using port services shall be liable for the compliance with fire safety rules by their employees during their stay in the port area. Rules and guides applicable in the port area shall be forwarded to the client upon conclusion of the contract, amendments to rules after the implementation thereof;
  - terminals in the port area shall be equipped with fire-fighting and rescue equipment according to applicable law. Whereas the operator of the terminal shall have prepared and coordinated with the Rescue Board a "Fire extinguishing plan" together with necessary extinguishing agents, a list of technical and other equipment and an "Emergency solution plan".
- 7.2.3. Free access shall be guaranteed to every building and facility in the port and there shall be no objects in fire safety lanes. The roads shall be sufficiently lit when it is dark outside, accessible, and cleared from snow and sanded in winter. The territory shall be clean and cared for (grass mowed etc.) to prevent fire from spreading.

### **7.3. Locations of rescue and fire-fighting equipment**

- 7.3.1. Buildings and facilities in the port shall be equipped with fire-fighting and rescue equipment according to applicable law.
- 7.3.2. Every fire-fighting and rescue equipment in port shall be in working order, in sight and free access shall be guaranteed to them.
- 7.3.3. Rescue equipment shall be located in determined places on fixed foundations throughout the entire berth line (lifebuoy with a line and a boathook).
- Schematic plan of berths, locations of rescue equipment (*appendix No. 3.2 to the Rules*).
- 7.3.4. Every fire-extinguisher, rescue equipment and first aid equipment is intended to be used by persons in the port territory upon an emergency.

### **7.4. Pollution abatement in the port**

- 7.4.1. The Harbour Master shall arrange and, if necessary, coordinate the discovery and elimination of pollution in the aquatic area of the port.
- 7.4.2. The port is equipped with technical means necessary to locate and eliminate pollution.
- 7.4.3. The port shall have prepared an appropriate "Pollution abatement plan" describing actions upon a pollution and a list of technical means together with their location plan used to manage pollution.
- 7.4.4. The shift stevedore and the Harbour Master shall be immediately informed of a discovered pollution (lubricants and hydraulic oils, diesel fuel, oily residues and bilge water from an engine room on the port area). Upon a pollution originating from a ship, the crew members shall immediately take measures to stop and locate the pollution and they shall act according to the ship's pollution abatement plan.
- 7.4.5. Pollution elimination expenses shall be borne by the person who caused the pollution.

7.4.6. The port's "Pollution abatement plan" is available at the office of the Port Authority.

## **8. PROCEDURE FOR CALLING THE RESCUE BOARD AND AN AUTHORITY PROVIDING OTHER AID OR PERFORMING SURVEILLANCE**

### **8.1. The Rescue Service**

Call 112 for the Rescue Board. Specified contact information of the Rescue Board (*appendix No. 4 to the Rules*).

### **8.2. The Police**

Call 110 for the Police. Specified contact information of the Police (*appendix No. 4 to the Rules*).

### **8.3. Environmental Inspectorate**

Notifications about environmental pollution, environment related offences and fishing boats can be forwarded to the Environmental Inspectorate by calling 1313. Specified contact information of the Environmental Inspectorate (*appendix No. 4 to the Rules*).

## **9. TRAFFIC REGULATION IN PORT TERRITORY**

### **9.1. Access to port territory**

A work regime of the gates (gatehouse) of the port determining access to the port area is applied in the port territory. The port administration shall impose the procedure for issuing admittance cards. The work regime of the gates of the port is available on the homepage of the port at [www.kundasadam.ee](http://www.kundasadam.ee) (in Estonian).

### **9.2. Traffic in port territory**

- 9.2.1. Pedestrians and drivers shall follow the Traffic Code of the Republic of Estonia and traffic signs and signposts on the territory. The vehicles shall follow right-hand traffic on port's territory. The maximum speed of vehicles shall be 30 km/h.
- 9.2.2. Every road user must be careful and cautious in traffic to prevent danger and causing damage. It is forbidden with any act or omission to endanger or hinder fulfilment of traffic control in the territory;
- 9.2.3. A vehicle shall be parked in specifically designated (indicated) areas. A parked vehicle must not hinder loading and discharging of ships. Parking in warehouses, in front of entrances, at fire hydrants, operating zones of cranes, hoists and loaders, is forbidden. Stopping a vehicle or any moving machinery in the operating zones of cranes, hoists and roads in a way that hinders their operation thereof or creates emergency situation is forbidden.

**10. APPENDICES**

The Appendices are provided in separate documents:

Appendix No. 1	Port Dues
Appendix No. 2	Hydrographic measurements of the port
Appendix No. 3	Layout of the port area
Appendix No. 3.2	Layout of the berths and locations of rescue equipment
Appendix No. 3.3	Grid of the navigation marks
Appendix No. 4	Data about persons associated with the port
Appendix No. 5	ISPS prior notice form
Appendix No. 6	Ship's waste notification form
Appendix No. 7	Port facility contacts information sheet