

**REPUBLIC OF ESTONIA**

**PORT OF MIIDURANNA**

# **PORT RULES**

**MIIDURANNA 2001**

## CONTENTS

I	General Part	p – 4
II	Entering of vessels in the port	p – 8
III	Vessel traffic in port aquatory	p – 11
IV	Standing of vessels in the port	p – 13
V	Leaving of vessels in the port	p – 14
VI	Port services and tariffs	p – 16
VII	Regulations on serving passengers in the port	p – 18
VIII	Medical assistance in the port	p – 18
IX	Fire precaution requirements in the port and organizing of rescue operations	p – 18
X	Rules for calling a special service	p – 22
XI	General information on ship agencies	p – 22

The present port rules are obligatory and expand to all vessels entering the port regardless of the state flag of the vessel, as well as to all natural and legal persons in port territory and aquatory.

Persons violating the present port rules shall be held accountable according to the Code of Administrative Offences. Substantial damages caused to the port have to be remedied in accordance with applicable legislature.

Ignorance of the present port rules shall not exempt from responsibility in case of violation.

Amendment of the present port rules shall take place in accordance with national supervisory bodies.

The present port rules have been composed in accordance with regulation No. 43 of the Minister of Transport and Communications from 22 December 1997.

## I GENERAL PART

1. PORT OF MIIDURANNA is a public limited company. PORT OF MIIDURANNA has been entered into the register of companies in the registration department of Tallinn City Court and has been given a registry code No. 10031970 (register of companies case No.2023). PORT OF MIIDURANNA has been registered with the Harju County registry of undertakings and has been given a registration number 71030583 (registration certificate 18.09.1992).

Port of Miiduranna lies on the coast of the Tallinn Bay, on the west side of Viimsi peninsula, 1 km southeast from the Miiduranna cape, on the territory of Viimsi rural municipality of Harju County.

Geographical coordinates of the port are  $\varphi = 59^{\circ}30'0''$  N and  $\lambda = 24^{\circ}49'0''$  E, administrative building.

The size of the territory of Port of Miiduranna is 46855 m<sup>2</sup>.

Annex 1

The size of Port of Miiduranna aquatory is 852000 m<sup>2</sup>.

Annex 2

At the end of the ports Southern basin pier there is a light, white metal column with balcony Q W/R, 4/3M, W 320° - 77°, R 77°-320°, no 235.

At the end of the wave breaker pier of quay No 10 there is a light, red metal column, FI W 3s 3M, no 237.

For mooring at the Northern basin and oil quay, the leading line lights have been placed with the direction of 224°, 3 - 44°, 3; front light beacon of the Northern basins leading line, white rectangle with black stripe on the port building, FI (2) Bu 3s 2M, no 233; a rear light beacon of the leading line, 0,6 cable from front light beacon, white rectangle with black stripe on the port building, Oc Bu 5S 2M, no 234.

2 of the same kind red colored light buoys (type BS-5) have been placed on the left side of the oil quay canal, FI R 3s, no 1- 236, no 2- 240. Placement scheme of the navigation signs. Annex 4.

3. The port is composed of 2 basins: Southern basin and Northern basin.

The port has 10 quays. The overall length of the quays is 878 meters.

A scheme of quays on the aquatory. Annex 5.

Quays are technically in order. Quays no. 1, 2, 3, 5, 6, 7, 8, and 9 have been built on wooden comb boxes, filled with rocks and topped with concrete blocks. The cover of the quays is covered with concrete.

Quay no 4 has been built of 40 t of concrete blocks, the cover of the quay is covered with concrete.

The expansion of the quay has been done with the help of a frame of floating workshop, the walls of which are strengthened with ferroconcrete. Quays no

1, 2, 5, 6, 8 are equipped with pipe fenders 300 x 3000, quay no 4 (inner side) is equipped with pipe fenders 400 x 2000, quays no 4 (outer side) 7 and 9 are equipped with fenders made of car tires.

The width of the 4<sup>th</sup> quay is 23 meters. The width of quays 1, 2, 3, 8 and 9 is 12-16 meters. The Southern basin is protected from the wind of S and W quarters with a protective wall of overall length of 300 meters and height of 1.50 meters from the surface of the quay.

The Northern basin is protected from the winds of W quarters, but is open to the winds of S and SW quarters. The Southern basin is partly open to the winds of SE quarter. The outer side of the 4<sup>th</sup> quay is open to the winds of S quarter.

Quay no 10 (oil quay) is composed of a wave breaker pier with the length of 250 meters, protective wall with the height of 3 meters, refueling platform and four monodolphins on which lie six fastening dolphins with a tensile force of 70-75 T and four fenders Trellex ARCH and four pipe fenders 400x2000. On the wave breaker pier lie four fastening dolphins with a tensile force of 70 T and one with a tensile force of 100 T.

The bollards on the quays correspond to 20 – 30 T of tensile force.

The entrance width to the Northern basin is 60 meters and to the Southern basin 65 meters. A canal with the width of 110 meters, length of 1000 meters and guaranteed depth of 13.0 meters has been deepened to enable mooring to the oil quay.

A canal with the width of 60-80 meters, length of 250 meters and guaranteed depth of 5.8 meters has been deepened to enable mooring to the 4<sup>th</sup> quay.

Overall information on quays:

No of the quay	length	Depth	Purpose of the quay
1	135	4.0	Cargo quay
2	90	3.0	Standing place for fishing vessels
3	75	2.5 – 3.0	Small ships repair
4	80 62	inner quay - 3.8 outer quay – 5.8	Cargo quay Cargo quay
5	134	3.0 – 4.0	Cargo quay
6	20	1.2 – 2.0	Standing place for boats
7	55	1.2 – 2.0	Standing place for boats
8	95	3.8	Cargo quay
9	88	3.6 – 4.0	Cargo quay
10	90	13.0	Oil quay (4 monodolphins)

note: the depths are brought to the seawater 0 level according to the Kroonlinna measurement.

Vessels of the following sizes can enter the port:

Berth no	Length (m)	Breadth (m)	Draught (m)
1	130	20	3.8
2	60	10	2.8
3	45	8	2.4
4	70 (inner side)	18	3.4
5	110 (outer side)	20	5.6
6	12	4	1.2
7	30	4	1.2
8	82	18	3.5
9	90	20	3.6
10	195	32	12.3

Note: the draughts are given according to the Kroonlinna 0 sea level.

#### 4. Limits resulting from weather conditions

4.1 Mooring of tankers to quay no 10 (oil quay) is forbidden when the speed of NW – SE winds is greater than 10 m/sec and the speed of N – SE winds is greater than 15 m/sec.

4.2 The measurements of the tankers must be such as to let the tanker lie firmly on at least two middle monodolphins (fenders). The difference between the two inner fenders is 47 m.

4.3 Fuel loading must end and loading arm (stender) must be disconnected when the ship goes into the side wave because of the S-NW winds. It is obligatory to stop loading when the S - NW winds reach over 20 m/sec.

4.4 In case the side wave grows greater and there is a threat that the fastening ends of the tanker might break, then all measures must be taken in order to ensure the vessels departure from the port. The captain of the port or the guarding officer shall determine the existence of this threat.

4.5 In other weather conditions (N – SE winds) concrete circumstances and good sea practice have to be taken into account.

4.6 Smaller tankers that do not correspond to conditions brought forward in 4.2, can be accepted with a wind no greater than 5 m/sec, considering each case separately.

Vessels mooring at the outer side of quay no 4 and leaving in case the wind of W quarters is greater than 10 m/sec have to use a tugboat.

4.7 Shifting and maneuvering of vessels is forbidden when the S and W winds are greater than 7 points (12.5 – 15.2 m/sec).

5. Loading wood chips with an open conveyor is forbidden when the speed of the wind is greater than 9 m/sec. The loading works must be terminated immediately if upon loading wood chips with a closed conveyor the direction and speed of the wind is such as to cause the wood chips fall into water.

6. AS Miiduranna Sadam exercises its economic activities in accordance with the statutes of a public limited company. The primary activity of the port is guaranteeing the loading and stevedoring of vessels.

The main shipments are round timber, lumber, technological shavings and oil products.

Port of Miiduranna renders the following services:

- Loading, stevedoring, separating and dismantling of cargo;
- Use of tugboats (through ordering if needed);
- Supplying with drinking water at quay 5;
- Bunkering of vessels at quays;
- Acceptance of ship waste (bilge, garbage, faecewater, oil waste, waste from the cargo);
- Supplying vessels with electricity;
- Using quays for basing fishing vessels;
- Rendering different repair works for vessels, docking on the slip of vessels with capacity up 100 T. (AS Miiduranna Tehas);
- Leasing of open storage yards.

The port does not render services to hobby seafarers.

Dangerous and oversized, long and heavy cargo shall be processed only after conciliating with port administration and with the permission of corresponding state agency and local government.

A vessel can order all the necessary services through an agent. Information on services rendered can be obtained at tel: (+ 372) 605 4314 (24 hours) and tel: (+ 372) 605 4312 (from 08.00 to 16.30)

The owner of the cargo shall present an order for loading - stevedoring services in form of a written application to the administration of the port not later than 5 days before the cargo transportation to the port or before the arrival of the vessel. On the basis of the application, a bilateral agreement is concluded. The agreement states the name and amount of the cargo, due dates of loading - stevedoring of import or export, a basic description of the cargo and other relevant information concerning the cargo.

In case the owner of the cargo has given false information concerning the cargo that cause a delay in loading – stevedoring works and compulsory

depositing in the port, then the owner of the cargo is obliged to pay for the depositing according to higher tariffs established by the administration of the port.

7. The working week in port is five days, from Monday to Friday unless otherwise stated.

The official working hours are from 08.00 to 16.30. Lunch hour is from 12.00 to 12.30.

Loading - stevedoring works are performed on working days from 08.00 to 22.00.

Overtime work and works on holidays can be ordered individually by application or agreement.

Holidays (national and public holidays) in the Republic of Estonia are:

1. National Holiday – February 24, independence day, Anniversary of the Republic of Estonia.

2. Public Holidays are:

- |      |             |                         |
|------|-------------|-------------------------|
| 2.1. | January 1   | New Year                |
| 2.2. |             | Good Friday             |
| 2.3. |             | Easter                  |
| 2.4. |             | Whitsunday              |
| 2.5  | May 1       | Spring Holiday          |
| 2.6  | June 23     | Victory Day             |
| 2.7  | June 24     | Midsummer's Day         |
| 2.8  | August 20   | Reindependence Day      |
| 2.9  | December 25 | Christmas Day           |
| 2.10 | December 26 | Second Day of Christmas |

(Public and National Holidays Act, RT I 1998, 13, 162)

Higher tariffs will be imposed on works performed on holidays, rest days and overtime work.

8. Navigation time lasts all the year round.

9. Local time differs from UTC by + 2 hours.

10. General information on operators in the Port of Miiduranna.

Annex 8.

## **II ENTERING OF VESSELS IN THE PORT**

1. Vessels intention to enter the port shall be notified to the port administration 72 hours before and specified 24 and then 4 hours before entering the port. A vessel crossing over in less than 72 hours shall notify its arrival not later than 1 hour after leaving the previous port.

The representative of the agent company of the vessel shall notify national supervisory bodies (Border Customs Post of the Port of Miiduranna, Port

Health Authority, Estonian Plant Production Inspectorate, Border Service and Veterinary and Food Board Service) of the vessels arrival at least 24 hours before the arrival. (Regulation no. 7 of the Minister of Transport and Communications of 5 February 1999)

2. Contact with vessels entering the port has been arranged on a VHF channel 10 at a frequency of 156,5 MHz, call sign "MIIDURANNA", operating 24 h. Previous information can be mediated via telephone (+ 372) 605 4314, (+ 372) 605 4312 and fax (+ 372) 605 4316.

3. The name of the vessel, country of origin, general measures, real draft, nature of the cargo, recipient of the cargo, purpose of entrance, agent, existence of an infection on board of the vessel and other relevant information has to be stated in order to obtain a permission of entrance. A vessel entering the port from foreign waters has to ask for permission 24 hours before entering.

4. Piloting is compulsory to all vessels entering the port with the exception of vessels sailing under the Estonian flag (GT of 300 and less). In the area of compulsory piloting, the following are exempted:

- Estonian vessels exercising national administrative tasks, all vessels rendering port services and dredging vessels, except foreign dredging vessels leaving the port aquatory;
- Vessel navigated by a captain who has passed an exam on entering without a pilot with the Estonian National Maritime Board;
- For vessels sailing under the Estonian flag with GT of 2000 and less in the area of compulsory piloting of Tallinn Bay, pilotage is compulsory only in the aquatory of the port.

Upon a request from the pilot service the Estonian National Maritime Board may exempt the foreign dredging vessels performing dredging operations from the required piloting after at least ten piloting from port aquatory (Regulation no 43 of the Minister of Communications and Transport, June 15, 2000)

A cruise vessel with the length of 12 meters or less or 24 meters in case it does not have more than 12 persons on board, does not have to use the services of the national sea pilot. (Regulation no 202 of the Government of the Republic of Estonia, July 13, 1992)

A pilot can be ordered through VHF watchchannel 16 and VHF work channel 71, call sign "LOOTSIJAAM" or via telephone: (+ 372) 623 7790, fax (+ 372) 623 7795. A pilot has to be ordered at least 24 hours before arriving from the sea and the order has to be specified 6 hours and 2 hours before the vessel arrives to the pilot station.

5. The agent shall ask the port administration permission for mooring four (4) hours before the arrival of the vessel. After given the permission to enter the agent shall coordinate the time of entrance with other state agencies and

inform the guarding inspector of the port of such time. In case permission is not given, the vessel shall remain at sea.

The agent shall specify the time and place of mooring of the vessel one hour before the vessels arrival to the port.

The guarding inspector shall give the vessel permission to enter and a place for mooring in the customs zone. Vessels are not allowed to enter the port without the permission of the guarding inspector of the port. By the time of mooring of the vessel the agent shall arrange the duly arrival of the representatives of the administration in the commission at the place of mooring. In case the vessel is moored before the commissions' arrival, the crewmembers are not allowed to come to the quay and other officials are not allowed to step on board of the vessel, except for the representative of the Port Health Authority who will inform the cordon accordingly.

6. The arrival of the vessel shall be officially registered upon mooring. This will be done by a commission that includes:

- the representatives of border guard;
- the representatives of the customs service;
- the representative of the agent company of the vessel;
- the representative of the Port Health Authority;
- the representative of the captain of the port service (if needed)
- the representative of Estonian Plant Production Inspectorate (depending on the cargo)
- the representative of the Veterinary and Food Board Border Service.

Captain of the vessel or an authorized person shall provide the following documents:

- general declaration;
- cargo declaration;
- declaration of vessel supplies;
- customs declaration of the crew;
- health declaration;
- crew list;
- list of passengers;
- cargo manifests;
- bills of lading;
- notices on damages;
- general act.

The port border guard unit does not have a permanent board of border guards. Border control is performed upon calling the board. The captain, agent or if agent is unavailable, the shipowner shall present the relevant application to the border point (border guard cordon) through the port administration in order to call the board of border guards to perform a border control.

A vessel arriving from foreign waters has to moor at a place at the quay

shown by the responsible person of the port. Nobody is allowed to leave the vessel or take goods or items to the shore before passing the border and customs control. Nobody shall board the vessel without the permission of the border guard.

Border control shall be conducted according to the border regime rules and the rules of the border guard unit.

### **Notifying the border guard.**

The port administration shall present information on all vessels arriving to the port from territorial and inland waters. The information shall be submitted no later than 24 hours before the vessels arrival to the port or immediately after departing from the previous port, if the sea trip lasts less than 24 hours.

Four hours before the vessels arrival to the port specified information concerning the time of arrival of the vessel has to be submitted to the border guard. The responsible person (guarding inspector) shall notify the border guard immediately of vessels arriving to the port without notification and shall assure that until the border guard committee arrives no crewmembers or passengers leave the vessel, go to the shore or that no goods or items are brought to the shore. The captain of the vessel, an agent or in case the agent is unavailable, the shipowner shall present a general declaration, crew list and a passenger list to the border guard committee upon control.

The agent shall register the arrival of the vessel with the captain of the port service within 12 hours after the commission has finished its work by presenting the general declaration (one copy), a crew list, a list of passengers and bills of lading and a general act affixed with the date, signature and a personal impression of a seal of the customs officer.

Export and import control over cargo under the veterinary and plant health supervision is performed by supervising officials upon a call on work days from 08.00 to 16.00: Veterinary and Food Board Border Service, Estonian Plant Production Inspectorate. Port Health Authority performs sanitary control.

### **III VESSEL TRAFFIC IN PORT AQUATORY**

1. Shifting of a vessel in port aquatory is allowed only with the permission of the captain of the port or the guarding inspector. Permission is given either verbally or via radio transmitter and is registered in the operative journal of the port. The port administration shall notify the captain of the vessel of the coming shifting of the vessel at least 2 hours before the shifting takes place. If the shifting will take place between 17.00 – 8.00 the captain has to be notified before the end of the working day. Using a pilot while shifting from Southern basin to the Northern basin and from one quay to another is compulsory. A tugboat shall be used when necessary. An agent shall order the tugboat. It is forbidden for vessels to anchor at canals or at the gates of the port.

2. The moving speed of a vessel in port must be minimal at which the

tractability of the vessel is guaranteed. "International Regulations for Preventing Collisions of Vessels" apply in the port aquatory. In case of poor visibility permission for movement will be given by the captain of the port or the guarding inspector, whereas the radar of the vessel must be in a working condition.

Shifting and maneuvering of vessels is forbidden if the S and W winds are stronger than 7 points (12,5 – 15,2 m/sec).

3. Vessels shall moor at a quay indicated by the guarding inspector. A tugboat shall be used while mooring if necessary.

Tankers usually moor at the oil quay (quay no 10) with fore part facing the exit (with starboard). To ensure safety it is obligatory to use at least one tugboat while mooring (to the quay and away from the quay). Depending on the size of the tanker and weather conditions (direction and the strength) the port can require the usage of more than one tugboat of a certain capacity. The port has a right not to let the vessel in or out if the requirement is not fulfilled.

Upon mooring and leaving the stern of the vessel must be no farther than 85 meters from the loading arm (stender) on the loading platform. A tanker can also be moved at the quay with the ends if needed.

A tanker shall be hauled with a hauling energy of 14.31 Ton-M, with a speed of 0,10 m/sec and with an angle no bigger than 15°. Upon entering, standing and leaving of the tanker a free zone of 20 meters must be maintained around the tanker.

4. Towing works for hauling the vessels in the port or for other purposes can be performed with the permission of the captain of the port or the guarding inspector. The captain of the towing ship shall be responsible for the safety of the towing.

5. Vessel traffic in ice-conditions shall only take place with the permission of the captain of the port. Applications regarding the use of services of an icebreaker are presented through an agent to the coordination center of ice breaking activities or to the captain of the port with a 24-hour advance notice. Vessel caravans time of departure from the port and the time of formation of the caravan at ice-border is established by the coordination center of ice breaking activities or the captain of the port, who in turn will notify the captain of the vessel through its agents.

Ice breaking activities in the aquatory are performed at the expense of the port owner. The need and the extent of ice breaking work is determined by the captain of the port. The ice between the quay and the vessel upon vessels mooring is washed away with the tugboats at the expense of the owner or the master of the vessel.

6. If a tanker is standing at quay 10 (oil quay) it is forbidden for the other vessels to approach the tanker or moor at its board.

Accepting the bilge water from tankers is only allowed before or after the loading and discharging works. Bunkering tankers from other ships at the oil quay is forbidden.

#### **IV STANDING OF VESSELS IN THE PORT**

1. A moored vessel must be affixed at the quay with sufficient amount of fastening ends to ensure the safe standing of the vessel.

The moored vessel must have a gangway (landgang) corresponding to the safety precautions. The gangway must have a safety net. During the dark the gangway must be lightened. From sunset to dawn and with limited visibility the board facing the sea must be lightened.

Vessels longer than 45 meters must have a light at the bow and at the sternpost that must be visible at least as far as 1 mile. Vessels standing board to board must have the abovementioned lights on the vessel facing the sea. A vessel, regardless of the size, must have number of crew members on board that can guarantee the safe standing of the vessel.

Alcohol and narcotic drugs and their use on the port territory is forbidden.

Intoxicated persons have to be removed from the port territory.

It is forbidden to store crane arrows, landing booms, gangways etc. outside the board line in a way that they interfere with the works on the vessel and on the quay.

2. All works necessary for normal exploitation that do not pollute the port aquatory or territory are allowed.

2.1. Works creating noise are allowed from 07.00 to 23.00. Litter resulting from the works must be put in metal boxes on the quay.

2.2. A written application must be filed with the port administration for conducting welding works or works with an open flame on the vessel.

2.3. Works behind the board can be performed with the permission of the captain of the port or the guarding inspector.

2.4. Boats and rafts can be cast into water with the permission of the captain of the port or guarding inspector. Weather conditions and vessel traffic in the aquatory shall be taken into consideration when giving this permission.

2.5 Bilge water resulting from the cleaning of tanks shall be put in special ships or tank cars. Absolutely clean ballast can be pumped behind the board.

2.6. A written application must be presented to the port administration in order to take the main machine, steering mechanism, anchor capstan and fire and drying system out of exploitation.

3. Communication with standing vessels has been arranged at a VHF channel 10, call sign "Miiduranna".

#### **V VESSELS LEAVING THE PORT**

1. The agent of the vessel shall inform the border customs post, the guarding inspector of the port and if needed, other state surveillance bodies of the vessels intention to leave at least 24 hours before the vessels departure and shall specify the time with the members of the commission at least 4 hours before leaving.

2. Contact with vessels leaving the port has been arranged on a VHF channel 10 at a frequency of 156,6 MHz, call sign "MIIDURANNA". Previous information can be mediated via telephone: (+ 372) 605 4314, (+372) 605 4312 and fax: (+ 372) 605 4316.

3. The name of the vessel, country of origin, general measures, information about the cargo, purpose of leaving etc, have to be stated in order to obtain a permission for leaving.

4. Pilotage is compulsory to all vessels leaving the port, with the exception of vessels sailing under the Estonian flag (GT of 300 and less). The following are exempted of compulsory piloting:

- Estonian vessels exercising national administrative tasks, all vessels rendering port services and dredging vessels, except foreign dredging vessels leaving the port aquatory;
- Vessel navigated by a captain who has passed an exam on entering without a pilot with the Estonian National Maritime Board.
- For vessels sailing under the Estonian flag with GT of 20000 and less in the area of compulsory piloting of Tallinn Bay, pilotage is required only at the aquatory of the port.

Upon a request from the pilot service the Estonian National Maritime Board may exempt the foreign dredging vessels performing dredging operations from the required piloting after at least ten piloting from port aquatory.

A cruise vessel with the length of 12 meters or less or with the length of 24 meters in case it does not have more than 12 persons on board, does not have to use the services of national sea pilot.

The pilot must be ordered at least 4 hours before leaving.

5. The agent shall arrange the simultaneous arrival of the commission members on board of the vessel in order to obtain the permission for leaving.

The commission includes:

- the border guard;
- customs service;
- captain of the port service;
- agent of the vessel.

Movement between the vessel and the shore has to stop with the commissions arrival on board of the vessel. All loading works must be

finished. All other persons must leave the vessel before the commissions arrival. Vessels crew must be on board of the vessel. A pilot is permitted to the vessel.

The following documents shall be given to the commission for the registration of departure:

- general declaration;
- cargo declaration;
- declaration of vessel supplies;
- customs declaration of the crew;
- crew list;
- list of passengers;
- cargo manifests;
- bills of lading;
- notices on damages.

The port service shall be presented with a general declaration (one copy), a crew list, a list of passengers and bills of lading affixed with the date, signature and personal impression of a seal of the customs officer.

After the registration of the departure of the vessel, the commission gives the vessel a permission to leave the port. If the vessel is not ready to be registered or certain misunderstandings, differing opinions or infringements occur, then the border guard shall appoint a new order and time of registration.

The port border guard unit does not have a permanent board of border guards. The border control is performed upon calling the board. The captain, agent or if agent is unavailable, the shipowner shall present the relevant application to the border point (frontier guard control) through the port administration in order to call the board of border guards to perform a border control.

A vessel leaving the port to foreign waters shall for the purpose of passing border control stand at a place at a quay indicated by the responsible individual of the port.

A vessel that has passed border and customs control for the departure from the port shall immediately leave the port.

The leaving of the vessel from the port to the border control shall take place as stated in the border regime rules and the rules of border guard unit.

### **Notifying the border guard**

The administration of the port shall present information on all vessels leaving the port, the approximate time of arrival to the destined port declared by the captain and information concerning the crew.

The responsible individual of the port (guarding inspector) has to inform the border guard of every vessel leaving the territorial waters of the Republic of Estonia at least four hours before the departure of the vessel from the port and shall not allow the vessel to leave before the arrival of a border guard unit and passing the border control. All vessels leaving the port without permission have to be reported immediately to the border guard.

Upon border control the captain of the vessel or an agent shall present the following documents to the border guard unit:

- general declaration;
- crew list and the list of passengers.

Fishing vessels regularly active with fishing in Estonian waters, without entering the ports of foreign states or economic zones, shall ask for permission to leave from the guarding inspector one (1) hour before leaving the port.

The captains of fishing vessels shall once a month present the port service one copy of a general declaration and a crew list. Changes in information or crew of the vessel have to be reported in a general declaration and a crew list before the departure of the vessel.

The vessel or its cargo can be detained in the port in cases foreseen by the law.

Upon leaving the port the vessel must contact the coast radar station of Vessel Traffic Services Center at a frequency of 156,65 MHz (channel 13), call sign "LIIKLUSKONTROLL". A vessel sailing on Tallinn Bay must obey the orders of the traffic service.

## **VI PORT SERVICES AND TARIFFS**

1. AS "MIIDURANNA SADAM" exercises its port and economic activities on its territory and aquatory in accordance with the statutes of the public limited company and is intended for loading and stevedoring works for vessels entering the port and storing the cargo.

Main loads are wood, timber, technological shavings, metal and oil products. Wooden materials are kept at open storage yards at the port territory.

Dangerous solid strewable substances are kept at open storage yards surrounded by blocks of ferroconcrete. PUIDULAADIMISE AS shall be responsible to the administration of the port on storing, depositing and loading the wood chips.

The loading of wood chips shall be arranged with the ribbon conveyor and with a ladle of a hydraulic loader. Crane lorries are used for loading and stevedoring round timber and other goods.

Oil products are kept in an oil terminal of AS MILSTRAND, lying 500 meters from the port territory. Oil products are loaded/discharged on tankers at quay 10 that is especially build for that purpose.

Oil products are loaded/discharged on tankers with two ( D – 250 mm, D – 300 mm) pipe wires coming from the oil terminal of AS Milstrand, either by gravity flow or by pumping. Loading arm (stender) of the oil terminal and a loading hose (D – 200 mm, P-10 bar) are connected to the receiving pipe with an edge junction.

An operating company AS MILSTRAND that is responsible to the administration of the port performs the operations of loading and discharging tankers.

A formal vessel/shore safety control-sheet has to be filled out before starting the loading/discharging works on a tanker. The operating company AS Milstrand shall set a defensive boom around the tanker unless hindered by weather conditions (ice, wind, minus temperature). If during the loading/discharging works a leakage of oil products appears, the works must be stopped immediately until the reason for leaking has been made clear and eliminated.

2. Loading/stevedoring of wooden materials and other non-dangerous goods is performed by a stevedoring company AS DIKSENT and a stevedoring company PUIDULAADIMISE AS, who are also responsible for this.

3. Vessels are equipped with water at quay 5 with productiveness of 6 m<sup>3</sup>/h.

4. The quays are equipped with metal containers with leeches for reception of waste. Waste (incl. sewage), oily ballast water and other refuse shall be accepted as prescribed by regulation no. 60 of the Minister of Transport and Communications of 13. July 2000. Port charges include the fee for accepting the ballast water.

5. The agent of the vessel is responsible for equipping the vessel with oil and lubricant. Permission from the guarding inspector is needed in order to perform operations for accepting the oil and giving away the ballast water. Annex 7 – refueling at the quay.

6. There are no divers in the port. They can be ordered if needed. Diving works can only be performed with the permission of the guarding inspector. RLK flag A(Alfa) must be hoist while performing diving works.

7. Repair and painting works are performed by AS MIIDURANNA TEHAS. Docking works can be performed on small vessels up to 100 tons.

8. Vessels standing at the quay shall be equipped with electricity (220 V and 380 V).

9. Using quays for a long-term stay of fishing vessels and for small repairs.

10. Tariffs:

Annex 6: Port dues and charges.

The port reserves a right to change the port fee rates (tariffs).

## **VII REGULATIONS ON SERVING PASSENGERS IN THE PORT**

There is no passenger carriage in the port.

## **VIII MEDICAL ASSISTANCE IN THE PORT**

Medical assistance can be called up on a telephone 112.

## **IX FIRE PRECAUTION REQUIREMENTS IN THE PORT AND ORGANIZING OF RESCUE OPERATIONS**

### **1. FIRE PRECAUTION REQUIREMENTS ON VESSELS STANDING IN THE PORT.**

1. Fire precaution on vessels standing in the port is guaranteed with a strict following of a fire precaution prophylactics regime and accurate observance and following of the fire department requirements, regulations and rules of the Rescue Board and the Estonian Maritime Administration as well as with accurate observance of the present fire precaution rules.

2. Fire precaution requirements are obligatory to all vessels standing at the port aquatory.

3. The captain of the vessel shall be responsible for the observance of the fire precaution requirements on the vessel.

4. A vessel standing in the port must have fire-extinguishing appliances and life-saving appliances in a full working order and ready to be used.

5. Smoking on the vessel is allowed only at rooms and places secluded by the captain of the vessel. Smoking is forbidden at loading places.

6. Instruments producing sparks upon strike are forbidden on vessels carrying packaged flammable oil products at freight rooms or on deck.

7. Pyrotechnic signal devices must be held locked in metal boxes lying on the open upper bridge. The boxes must be lined from inside and equipped with shelves to avoid the strikes of the signal devices and their abrasion.

Pyrotechnic SIGNAL DEVICES can only be used for firing an emergency signal.

8. Trash, used rags and other flammable waste must be taken to the shore into boxes with metal covers especially made for this purpose.
9. Two vessels loaded with I and II rank oil products as well as vessels standing next to each other when one of them has substances that can cause combustion or flammable substances are forbidden to stand side by side.
10. Special care must be given and a designated person must be at present when loading and stevedoring packaged substances of flammable and oil products.
11. Upon refueling, the captain of the vessel must follow all the requirements prescribed for refueling of the vessels (annex 7). Refueling is forbidden if these requirements are not followed.
12. The captain of the vessel must acquire a permit from the guarding inspector for welding works and other works involving fire. Before conducting welding works in heating tanks, storage facilities, engine rooms and places coming into contact with the abovementioned, these have to be cleaned from residues, steamed and ventilated.

## **2. FIRE PRECAUTION REQUIREMENTS IN THE PORT TERRITORY, FACILITIES AND CONSTRUCTIONS.**

1. A fire precaution is guaranteed by strictly following all fire precaution requirements in the port territory, facilities and constructions, upon transporting, storing and keeping the goods.
2. Smoking and igniting open flames is forbidden in the port territory. Corresponding fire safety signs have been installed.
3. Paths and access to the fire extinguishing and life-saving appliances must be free and ready to be used all year round.
4. There must be a free access to all warehouses, constructions and stored cargo in the port territory. Access paths must be in order and lightened at night.
5. It is forbidden to keep heating fuels and lubricated oils in jerricans or barrels at storing places and quays.
6. All works in the port territory and aquatory involving open flames (electrical and gas welding, metal cutting, pitch melting etc) have to be approved by the guarding inspector of the port and given PERMISSION. All works involving open flames have to be finished before the loading works and bunkering of the vessel.

7. Fire precaution equipment must be in order, at a visible place and freely accessible. It is forbidden to use fire precaution equipment for other purposes.

8. Motor vehicles involved in carrying goods to the storage yards and from the storage yards to the vessel or quay are allowed to the storage yards and quays. After finishing the loading and stevedoring works, motor vehicles will be parked to a parking lot of that purpose. Driving and parking personal cars and other transport on the storage yards and quays is FORBIDDEN. Transport movement only takes place with the permission of the port service.

9. Previous storage of cargo on the quays is permitted with the permission of the guarding inspector. Storage of cargo must take place in a way as to guarantee the free movement of transport on the quays.

10. Municipal waste and oily rags have to be taken to metal boxes with covers marked correspondingly.

11. All works involving open flames are FORBIDDEN at quay 10, while a tanker is standing at that quay. Smoking on the tanker and the oil quay is strictly FORBIDDEN. Loading operations at the oil quay belong to the 3<sup>rd</sup> class of fire precaution classification. Other persons are not allowed to the tanker and the oil quay.

12. Port facilities must be used for their purpose.

13. Only electrical light can be used to lighten the port facilities. In case of failure of electrical equipment, the equipment must be disconnected immediately from the electrical network until the failure is fixed.

14. Using defected electrical equipment, cables and wires as well as non-standardized electrical heating and lightening equipment is forbidden.

15. Electrical equipment and heating devices must be turned off if voltage interruption occurs.

16. Upon leaving one has to make sure that all electrical equipment and lights are turned off.

17. Evacuation paths and access to the fire extinguishing and life-saving appliances in the facilities must not be blocked by furniture or other objects.

### **3. THE LOCATION OF RESCUE AND FIRE EXTINGUISHING APPLIANCES**

1. The quays are equipped with life posts (a lifebuoy with a line of 27 meters and a boat-hook). Altogether 14 life posts as indicated in an added scheme.

2. Fire extinguishing appliances are installed as followed:

2.1 At the facilities – a dry chemical fire extinguisher of 6 kg, 2 pieces. 3 fire hoses connected to the water system.

2.2 At the quay sailors facilities – a dry chemical fire extinguisher of 6 kg, 1 piece.

2.3 At the warehouse – a dry chemical fire extinguisher of 6 kg, 1 piece. A dry chemical fire-extinguisher of 100 kg, 3 pieces (the warehouse of the Southern basin).

2.4 At the container (quay no. 9) – dry chemical fire extinguisher of 100 kg, 1 piece (warehouse of the Northern basin).

2.5 There are 2 fire-fighting waterpoints. (a corner of the 4<sup>th</sup> and 5<sup>th</sup> quay; a corner of the 6<sup>th</sup> and 7<sup>th</sup> quay). There are 2 fire-fighting water points at the Northern basin (a corner of the 8<sup>th</sup> and 9<sup>th</sup> quay; a corner of the 9<sup>th</sup> and 10<sup>th</sup> quay).

2.6 At quay no.10 (oil quay) – a dry chemical fire extinguisher of 50 kg, 2 pieces. 2 fire pumps with a throughput of a'50 m<sup>3</sup>/h and with the reserve of foam substance of 1500 l.

### **3. A PLAN OF ACTION IN CASE OF EMERGENCY (Incl. oil leak)**

1. In case of fire on board of the vessel, the captain of the vessel, in his absence the substitute, must guide the extinguishing works until the fire is completely eliminated, must start the general alarm, start an alarm for a fire, inform the guarding inspector of the port of the fire, take all means to put out the fire using all available resources on the vessel as well as fire extinguishing equipment of vessels standing or arriving nearby. Other vessels standing in the port must start a general alarm, use their fire extinguishing and life-saving appliances for help without further delay, set the main engine in motion in order to help, change the location or tow vessels without gear into a safe place.

2. In case of fire on a tanker, all shall take place according to "The operative plan of fire extinguishing". There are 2 fire pumps with a throughput of a'50 m<sup>3</sup>/h and with the reserve of foam substance of 1500 l at the oil quay for putting out the fire.

3. As the port does not have its own fire unit, the primary fire extinguishing appliances have to be used in case a fire emerges as well as the help of vessels standing near and the fire units have to be called at a number 112. The closest fire unit is in Piritä, Kloostrimetsä 22. There is an AS Milstrand fire unit close to the port, tel. (+ 372) 605 5950, (+372) 501 3001. Until the arrival of a fire unit, the captain of the port or the guarding inspector shall lead the fire fighting using all the existing fire extinguishing appliances available.

4. In case of an oil leak in the Southern basin, first the oil barrier Nokia

L=75m at the port must be used to close the passage of the pool. Vessels in the port and small floating vessels shall be used for this.

5. In case of an oil leak in the Northern basin and quay no. 10 (oil quay) an oil barrier Lamor L=2 x 150 m rm on the quay and an oil barrier Rapid M, L=125 m shall be used. There are absorbing booms 20 x 10 m and absorbing granules of 20 x 100 l at the port for clearing the oil pollution. Bags and Hydrobreak Plus 50 l. Annex 9.

Collecting vessels shall be used when clearing the oil pollution. These will be ordered from Paljassaare port tel. (+372) 610 0803; Old Port tel. (+372) 631 8588.

“Plan for eliminating the oil pollution” shall be used when oil pollution occurs.

An oil leak must be reported immediately to the State Maritime Inspection tel: (+ 372) 660 3333 (24 hours), Harju County Rescue Service tel: 112, Border Guard MRCC TALLINN tel. (+372) 6399 500, EVA Coordination Center tel. (+ 372) 620 5665.

#### **RULES FOR CALLING A SPECIAL SERVICE**

- 10. 1 RESCUE SERVICE – 112
- 10. 2 POLICE - 110
- 10. 3 EV BORDER GUARD PRINGI CORDON – (+ 372) 609 1534
- 10. 4 STATE MARITIME INSPECTION – (+ 372) 660 3333 (24 hours)  
fax - (+372) 660 3350
- 10. 5 MRCC TALLINN – (+ 372) 639 9500
- 10. 6 AS Falck Eesti – (+372)6 511 933
- 10. 7 COORDINATION CENTER OF THE ESTONIAN MARITIME BOARD – (+ 372) 620 5665

#### **GENERAL INFORMATION ON SHIP AGENCIES**

- 11.1. AMISCO AS - (+ 372) 6808000, fax (+ 372) 6808001,
- 11.2. ESTMA AS - (+ 372) 6 401 801, fax. (+ 372) 6313560.
- 11.3. KOMPASS TRANSIIT Oü. - (+ 372) 6 623 304, fax (+ 372) 6623367
- 11.4. ABELCO AS - (+ 372) 6 398 735, fax. (+ 372) 6398704.
- 11.5 JOHN NURMINEN EESTI AS - (+ 372) 6130067, fax (+ 372) 6130069

- 11.6. BGI AS - (+ 372) 6 139 000, fax. (+ 372) 6 139 010.
- 11.7. ESTRANS-SERVICE - (+ 372) 6 318 335, fax. (+ 372) 6318522.
- 11.8. ATRICA MARINE AS - (+ 372) 6395010, fax. (+ 372) 6395012.
- 11.9. AVR MARINE AS - (+ 372) 6 307 991, fax. (+ 372) 6307999.
- 11.10 DAJWEST OÜ - (+ 372) 6396753, fax (+ 372) 6396754.
- 11.11. Wm H.MULLER EESTI AS - (+ 372) 6674844, fax (+ 372) 6674840.
- 11.12. TRAMP MEREAGENTUUR OÜ – (+ 372) 6 054 351.
- 11.13. VISTA AS - (+ 372) 6 466 541, fax. (+ 372) 6313712.
- 11.14. UNISHIP INTERNATIONAL OÜ – (+ 372) 6 313957, (+ 372) 5149060.
- 11.15. CF & S AGENTIDE AS - (+ 372) 6664410, faks (+ 372) 6664446.
- 11.16. MarinSak AS - (+ 372) 6 102 463, fax. (+ 372) 6102453.
- 11.17. PANBAL AS – (+ 372) 6602236, (+ 372) 5162167, fax (+ 372) 6602240
- 11.19. BALTICA SHIPPING ESTONIA Oü – (+ 372) 6 139 706.
- 11.20. SFAT EESTI AS – (+ 372) 6 013 332.
- 11.21. öSTERSTRöMI LAEVANDUSE Oü – (+ 372) 641 6598.
- 11.22. GRöNQVIST SHIPPING AS – (+ 372) 6 116 540.
- 11.23. MUUGA INFLOT AS – (+ 372) 6 319 791.
- 11.24. INFLOT AS – (+ 372) 6033383, fax (+ 372) 6033390
- 11.25. ESTONIAN MARINE Oü – (+ 372) 6 398 039.
- 11.26. TALLSHIP OÜ – (+ 372) 6 398 771.

## **ANNEX 7**

### **REFUELING OF VESSELS AT THE QUAY**

Captain of the vessel has to notify the guarding inspector and obtain permission in order to refuel a vessel at quay from a tanker or a road tanker.

After receiving the permission, the captain must:

- hoist an international flag signal code flag "B" (BRAVO) on a day time, or light a red light during the night;
- close all openings and ....on deck;
- forbid all works involving an open flame;
- prepare fire- extinguishing appliances;
- monitor the refueling;
- notify the guarding inspector when the refueling ends;
- notify immediately the guarding inspector of the port (ULL channel 10, calling Miiduranna), State Maritime Inspection at (+ 372) 660 3333, MRCC Tallinn at (+ 372) 639 9500 and Rescue Board at 112 of an oil pollution.
- take all measures to localize and eliminate the oil pollution.