



# VE NE-BAL TI PORT PORT RULES

TALLINN

Valid from 11.01.2018

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## 1. GENERAL PART

**1.1.** Vene-Balti Port belongs to limited liability company BLRT GRUPP AS registered in Tallinn Business Register on 25.09.1996 and having a register code 10068499.

**1.2.** Vene-Balti Port is located in Tallinn on Kopli peninsular on the territory of BLRT GRUPP AS. The area of the territory is 58.2 ha, of which 9.6 ha has been given into the use of the port and the area of the aquatory is 168.3 ha. Port coordinates (at the location of South mole tip) are the following:

j= 59°27.40'N

l= 24°39.38'E

**1.3.** The port has two basins with a separate entrance:

**1.3.1. North Basin** includes water area limited with two moles and two dikes:

a) Old-West Mole with the general length of 480 m has been divided into four berths with numbering 0 ÷ 3. Piping for reloading of oil products to vessels has been brought to berths no. 0, 1, and 2. A special 84 m long mooring line for tankers enabling to receive vessels with the length of up to 185 m has been constructed by berth no. 0.

b) Old-North Dike with the general length of 265 m has been divided into berths no. 4 and 5.

c) Old-East Dike with the total length of 240 m, berths no. 6 and 7.

d) Central Berth no. 8 with the length of 150 meters. On berth no. 8 vessels are cut into scrap metal. Berths no. 3, 4, 5, 6 are 7 are used for the servicing of vessels under repair and loading/discharging of cargo. Berths are equipped with portal cranes with lifting capacity of 10 t, industrial purpose electricity, compressed air, fire water (sea water) and fresh water mains and there exists a possibility for switching into a local (inner factory) and international telephone network. Berths no.6 and 7 are accessible through a railway connected to the infrastructure of AS EESTI RAUDTEE.

The width of port entrance is ca 130 m. Moorage is possible for a vessels with the length of up to 185 m, width up to 35 m and draught up to 10.6 m.

**1.3.2. South Basin**, the width of the port entrance is ca 120 m. South basin may receive vessels with the length of up to 200 m, up to 35 m wide and draught up to 7.2 m. The berths are constructed on a dike and inner sides of two moles.

a) North Dike— general length of 461 m has been divided into five berths with numbering 9÷13. Berths have been equipped with three portal cranes with lifting capacity of 10 t and one crane with the lifting capacity of 32 tons, compressed air, fire water mains. It is possible to receive electricity and get switched into the local and international telephone network. Berths no. 12, 13 are accessible by railway and are connected to the infrastructure of AS EESTI RAUDTEE.

East, from the berth No.9, opposite to the South Basin entrance, there are location of two floating docks

b) West Mole with the general length of 240 m separates South Basin from North Basin and has been divided into two berths no.14 and no.15. Berth no. 14 is accessible by a railway. Berths are equipped with electricity, water and telephone and two portal cranes with lifting capacity of 30 t and 20 t. They are also used for the loading of oversized, heavy-weight constructions and containers.

c) South Mole with the general length of 500 m has been divided into 5 berths with numbering 16÷20. Berths are used as lay by berths. There exists a possibility to receive electricity and get switched into the telephone network. Bringing of supplies to the vessels is difficult due to the narrowness of the mole.

**1.3.3.** Depths and draughts by berths (see Annex 1).

**1.4.** West and southwest winds exceeding Beaufort scale 7, generate a strong side waves and drift in port gates. Entering /leaving of vessels shall be restricted at wind speed exceeding 14 m/s. Final decisions shall be made by vessel's captain depending on the size and technical characteristics of the vessel. The operations of floating crane and portal crane shall be stopped at wind speed exceeding 12 m/s.

**1.5.** Upon handling of dangerous cargo the requirements of regulation no.4 of the Minister of Transport and Communications of the Republic of Estonia dated January 26, 1998 "Rules on Receiving, Handling, Storage, and Delivery of Dangerous Cargo in the Port" and the annex to the present rules "Handling of Dangerous Cargo" (Annex 2) shall be fulfilled. Cargoes with larger overall dimensions shall be handled upon prior agreement with the port.

**1.6. Services rendered in the port include the following:**

core services rendered to vessels: ship repair, allocating a berthing place, portal and floating crane services, towing operations, docking in floating docks.

**Additional services of the organizations located in the port include the following:**

- ship agency services;
- switching of vessels into the power supply and telephone network on the shore;
- stevedoring operations;
- cargo storage (also in a customs warehouse);
- reception of bilge water and sludge;
- reception of consumer waste.

**The port offers a possibility to:**

supplement vessel fuel and food supplies;

perform disinfection, eradication of insect vermin, eradication of insect vermin and fumigation on vessels; perform crew changes.

**1.7. Business hours in the port and management of port operations:**

VEENE-BALTI PORT (dock and port service) has been formed for port management and performing of port operations.

The business hours of administration are from Monday to Friday from 8 a.m. to 5 p.m., lunch from 12 a.m. –1 p.m. Port dispatcher works 7 days a week 24 hours a day.

National and public holidays (01 January, 24 February, Good Friday, Easter Sunday, 1 May, 23 and 24 June, 20 August, 25 and 26 December) are holidays. Upon agreement work shall also be performed on holidays.

**1.8.** The port is open for navigation all year round. During winter the port is serviced with the help of an icebreaker. The procedure and terms of ordering an icebreaker shall be published in bulletin "Notices to Mariners".

**1.9.** Local time differs from UTC by + 2 hours.

**1.10. Major operators operating in the port include the following:**

**OÜ "VENE-BALTI SADAM"** - Providing berths, operations and service provision with port fleet.

Kopli 103, 11712 Tallinn, Estonia

Ph. (+372) 610 2205

E-mail [port@blrt.ee](mailto:port@blrt.ee)

**OÜ "TALLINN SHIPYARD"** – ship repair and floating docks

Kopli 103, 11712 Tallinn, Estonia

Ph. (+372) 610 2252

E-mail [shipyard@blrt.ee](mailto:shipyard@blrt.ee)

**DEKOIL OÜ** – storage and loading of oil products  
Kopli 103, 11712 Tallinn, Estonia  
Ph. (+372) 610 2772  
E-mail [dekoil@dekoil.ee](mailto:dekoil@dekoil.ee)

**OÜ “BLRT TRANSIIT”** - stevedoring services, loading and unloading of different cargo, operations with port cranes  
Kopli 103, 11712 Tallinn, Estonia  
Ph. (+372) 610 2170  
E-mail [transiit@blrt.ee](mailto:transiit@blrt.ee)

**AS “ASPIDORA”** – services of customs warehouse/customs terminal  
Kopli 103, 11712 Tallinn, Estonia  
Ph./fax (+372) 610 2217  
E-mail [aspidora@blrt.ee](mailto:aspidora@blrt.ee)

**OÜ “MARKETEX OFFSHORE CONSTRUCTION”** - providing turnkey solutions from steel, stainless steel and aluminum for the offshore oil and gas industry  
Kopli 103, 11712 Tallinn, Estonia  
Ph. (+372) 610 2535  
E-mail [marketex.offshore@blrt.ee](mailto:marketex.offshore@blrt.ee)

**OÜ „MARKETEX MARINE“** - core competence is in providing solutions from steel, stainless steel and aluminum for the small shipbuilding and fish farming industries  
Kopli 103, 11712 Tallinn, Eesti  
Tel. (+372) 610 2553  
e-mail [marketex.marine@blrt.ee](mailto:marketex.marine@blrt.ee)

**1.11.** The present rules have been prepared in accordance with international conventions accepted by the Republic of Estonia, Regulations of the Republic and decrees of Maritime Administration. The requirements of the rules are obligatory to all vessels calling the port, irrespective of the national flag, also to all physical and legal persons operating on port territory. Persons violating the requirements of the present rules shall be held liable in accordance with the “Code of Administrative Offence”. Damage inflicted to the port shall be compensated in accordance with valid legislation.

**1.12.** A vessel or cargo can be detained only if there are claims to the ship-owner or freighter, which are connected to a shipwreck, vessel collision or damaging of port facilities, non-payment of port dues and charges for services, payment of environmental charges or in other cases established in valid legislation.

## 2 ENTERING THE PORT

**2.1.** In order to enter Tallinn and Kopli Bay the vessel shall ask for permission from traffic service VHF channel 16 or 13 call sign “**Tallinn Traffic Control**”. The borders of regulated traffic zone are the following: Cape Kakumäe – Cape Järvisaare line in the west, Cape Pikasääre–Aegna lighthouse in the north.

### 2.2. Pilotage service

On arrival or departure, pilotage services inside harbor’s inner waters, as well as outside harbor waters, shall be performed by the pilot of Riigilaevastik. Docking and shifting pilotage to be performed by pilot of Vene-Balti Port.

#### 2.2.1. Kopli Bay and ports located in the bay

In Kopli Bay pilotage shall be compulsory for all vessels, except for vessels sailing under the Estonian flag with GT under 20 000.

Upon entering into and leaving from the ports located in Kopli Bay and re-shifting in the port, pilotage shall be compulsory for all vessels, except for vessels sailing under Estonian flag with GT under 300. Estonian military, coast guard, border guard, customs, police, marine survey, port technical and dredging navy shall be also exempted from pilotage. Pilotage reception place is next to the buoy “Suurupi-3” (j=59°29’ N; l=24°33’ E).

**2.2.2.** The pilot shall only be ordered through port pilot station of OÜ Vene Balti Sadam.

Notice upon arrival: 24 hours, specification of 6 hours and 2 hours, prior to vessel’s arrival to the pilot reception place;

The notice of arrival shall include the following data:

- a) vessel name, call sign and flag state;
- b) vessel measurements: greatest length, width, draught, GT;
- c) expected arrival (ETA) in the pilot station;
- d) cargo characteristics, if present – quantity of cargo under IMDG Code classification;
- e) Port of destination.

#### 2.2.3. Port pilot station

**OÜ VENE BALTI SADAM, KOPLI 103, 11712**

**Tel..... (+372 ) 53419708**

**E-MAIL: .....sadam.dispetser@blrt.ee**

**VHF channel 11 call sign “Vene-Balti pilot”.**

**2.2.4.** In case the provisions of item 2.2.2 will not be observed and the pilot will be ordered directly from Riigilaevastik, the vessel will be obliged to pay to the port penalty in amount of EUR 300.

**2.3.** The captain of the vessel arriving in or leaving from the port of the Republic of Estonia shall provide information on vessel arrival or departure through the agent, in the absence of the agent, through the ship-owner, to the following surveillance authorities:

**Estonian Sanitary Quarantine Service: .....Ph./Fax.... (+372 ) 648 4034**

**Kopli Border Point: ..... Ph. .... (+372 ) 610 0965**

**Kopli Customs Point: ..... Ph. .... (+372 ) 651 2084**

**Maritime Administration Coordination Center: .....Ph. .... (+372 ) 620 5665**

**Plant Production Inspectorate**

**(in case of respective cargo): .....Ph. .... (+372 ) 631 8375**

**Veterinary and Food Board**

**(in case of respective cargo): .....Ph. .... (+372 ) 610 0927**

**Harbour Master (duty dispatcher): .....Ph. .... (+372 ) 53419708**

[sadam.dispetser@blrt.ee](mailto:sadam.dispetser@blrt.ee)

**2.4.** Entrance and departure from the port is allowed 24 hours a day, upon visibility not under 3 kbt. Tractor tugs and icebreakers are allowed upon visibility not under 2 kbt.

**2.5.** A vessel not receiving a permission to enter may stay in anchor.

#### ANCHORAGE COORDINATES IN KOPLI BAY

D		E		F		G	
φ59°27,9'N λ24°35,6'E	φ59°27,9'N λ24°36,8'E	φ59°29,8'N λ24°33,6'E	φ59°29,9'N λ24°36,0'E	φ59°34,0'N λ24°33,5'E	φ59°34,0'N λ24°36,0'E	φ59°29,5'N λ24°30,0'E	φ59°29,5'N λ24°32,7'E
φ59°26,95'N λ24°37,6'E	φ59°26,95'N λ24°38,85'E		φ59°28,7'N λ24°36,0'E	φ59°33,0'N λ24°34,5'E	φ59°33,0'N λ24°36,0'E	φ59°28,9'N λ24°30,0'E	φ59°28,9'N λ24°32,7'E
Seabed: mud-sand; depth 10 ÷ 20 m		Seabed: sand, depth 31 ÷ 38 m		Seabed: mud-sand depth 15 ÷ 34 m		Seabed: clayish mud depth 30 ÷ 35 m	

**2.6.** Information on arrival in Vene-Balti Port shall be provided at least 24 h or directly after departure from the previous port, if duration of the voyage remains under 24 hours, and to be specified 4 hours prior to entry.

#### **Vene – Balti Port**

**address: Kopli 103, 11712 Tallinn**

**Ph. .... (+372 ) 53419708**

**E-mail..... sadam.dispetser@blrt.ee**

**VHF..... channel 11, call sign KOPLI** (communication between the vessel and pilot)

The port will forward information to Border Guard about all vessels which arrive to the port from territorial and inland sea waters.

**2.6.1.** In order to get a permission to enter the following data shall be provided:

vessel name, flag, type;

goal of entrance;

time of arrival;

vessel GT, length, width, draught;

cargo characteristics; if present – quantity of cargo under IMDG Code classification data on heavy weight and oversized cargo;

need for replenishment of supplies.

**2.6.2.** The port will notify the vessel about moorage time and berth at least 2 hours before arrival of the vessel to the pilot reception place. In case of a vessel arriving from a foreign port the captain shall notify vessel arrival time to the Quarantine, Customs and Border Guard Service through the agent. Upon lack of the agent through the ship owner. The Custom service of Kopli Port will be notified about ship's berth number.

**2.6.3.** A border guard unit is not always present in the border station. Border inspection shall be performed at the summoning of the unit. For the summoning of the border guard unit performing border inspection, vessel captain, agent or upon the lack of the agent, ship owner shall through port administration submit a corresponding application to the border guard point (border guard cordon).

**2.6.4.** The vessel arriving from foreign waters shall for the purpose of passing border inspection moor at the quay at a place indicated by the responsible person of the port.

**2.6.5.** Prior to the passing border and customs inspection nobody is allowed to leave the vessel, take cargo or items to the shore. Nobody is allowed to board the vessel without the permission of border guard.

**2.6.6.** Border inspection is performed in accordance with the border guard regulation rules and border guard centre work organization rules.

**2.6.7.** Upon entering of the vessel into the port and prior leaving the vessel from the port the agent, or upon the lack of the agent the ship-owner shall provide the following documents to state surveillance authorities and the Harbour Master:

- General Declaration (5+2 copies) – to the surveillance bodies established in article 2.3.;
- Crew List – Border Guard Region, Customs Board, Sanitary Quarantine Service; Harbour Master;
- Health Declaration – Sanitary Quarantine Service;
- Cargo Declaration, Vessel Supply Declaration, Cargo Manifest and Bills of Lading – Customs Board and in case of respective cargo to Plant Production Inspectorate and/or Veterinary and Food Board;
- Customs Declaration of the Crew, General Declaration, Damage Notices – to the Customs Board;
- Vessel Food Supplies Declaration and Information on Food Waste – Veterinary and Food Board.

### 3. VESSEL TRAFFIC IN PORT AREA

**3.1.** Vessel traffic in port aquatory.

**3.1.1.** At entrance, inbound or outbound from the port basin the vessels who have priorities are sorted as following:

emergency

vessels or vessels headed for rescue operations;

liners;

vessels

carrying dangerous cargo.

**3.1.2.** Movement of vessels in port aquatory shall take place only by permission of port dispatcher. The orders of port dispatcher for vessel shifting are obligatory to the captain of the vessel laying in the port.

**3.1.3.** Vessel captain shall be notified of the expected shifting at least 2 hours prior to the beginning of the operation. If shifting takes place after business hours, then not later than 3 p.m. **If vessel is under custom control then customs will be notified about vessel shifting.**

**3.1.4.** In case of shifting a vessel in the port, the main propulsion, steering, anchor and fastening equipment shall be in operating condition.

**3.2.** Requirements to vessels when maneuvering in port:

**3.2.1.** Vessel speed in the port shall be minimal for vessel maintaining its maneuverability.

**3.2.2.** Lowering of the anchor is prohibited at the distance of up to 80 m from floating **docks**.

**3.2.3.** Upon wind speed exceeding 14 m/s shifting shall take place only at the agreement of the captain. Vessel mooring operations shall be stopped upon visibility of under 0.2 miles.

It is recommended to perform mooring or shifting of a vessel with the length exceeding 160 m at wind speed not exceeding 10 m/ s.

It is recommended to perform vessel dockage at a time, when sidewind speed does not exceed 8 m/s.

**3.2.4.** While entering Floating Dock Nr. 2 assistance of 3 tugboats is compulsory. While leaving Floating Dock Nr. 2 assistance of 2 tugboat is recommended.

**3.2.5.** Entering into and leaving from North Basin shall be prohibited, if the total length of the arriving (departing) vessel and the vessel laying at berth no. 0 (with the length of 170 m and more) exceeds 300 m.



**3.3. Mooring of vessels.**

**3.3.1.** The pilot shall be notified of the moorage place of the vessel prior to pilot's boarding the vessel.

**3.3.2.** The speed of 6-8 cm/s shall be viewed as safe mooring speed.

**3.3.3.** Mooring of a vessel exceeding the established limit overall dimensions shall be allowed only with the permission of the Harbour Master.

**3.3.4.** Distance between two vessels at mooring shall be at least 1/10 of the length of the larger vessel.

**3.4.** For the purpose of entering (leaving) and re-hauling of vessels the port has 2 tractor tugs, the use of which shall be obligatory to all vessels with water displacement of GT 2000 and more, thruster-equipped vessels with water displacement of GT 4000 and more. Such rules may only be changed in coordination with the Harbour Master.

The captain of the vessel to be towed shall be responsible for safe towing in accordance with the Estonian Commercial Marine Navigation Code. Depending on weather conditions vessel captain or agent may on the permission of the Harbour Master in addition to port tugs order additional capacities in the form of other tugs.

**3.5. Traffic in ice conditions.**

**3.5.1.** In port aquatory port tractor tugs shall ensure traffic in ice conditions.

**3.5.2.** State ice breaking service shall ensure vessel traffic until port aquatory. Information shall be provided through the agent and harbour master's service.

## 4. LAYING IN THE PORT

**4.1.** A vessel can stay in port with the permission of port director. At the request of port director, Harbour Master or duty dispatcher the vessel is required to leave from the berth to the roads or to another berth dedicated by the port.

**4.2.** Vessels sailing under foreign flag shall carry the flag of the Republic of Estonia, which is hoisted and lowered simultaneously with the nationality flag of the vessel at the stern.

**4.3.** ISPS CODE applies to the port territory. Vessel crew list shall be present at the port gate. Vessel crew members must provide a personal identification document at the gate.

**4.4.** Fastening ropes shall be fastened only to the bollards specified for this. It is recommended to install rat guard shields to the mooring ropes.

**4.5.** Discharge openings of the vessel which are located at berth side must be equipped with shields avoiding getting the steam and water on the berth. A safe gangway with protective net under it avoiding the falling of people into the sea shall be placed from the vessel to the berth. Line equipped lifebuoy shall be located at the gangway. At night vessel's deck and gangway shall be lighted.

**4.6. During the stay in the port the following is prohibited:**

- testing of the main propulsion with the propeller running;
- swimming in port aquatory; in winter getting out to ice;
- lowering boats and rafts into the water without the permission of port dispatcher;
- taking water and electricity from port systems without permission;
- keeping unregistered and unvaccinated animals on the vessel;
- Loading supplies on the berth without the permission of port surveillance.

**4.7.** Repair work performed on the vessels and maintenance work of the main propulsion, hindering their use need to be agreed with **Vene-Balti Port, ph. (+372 ) 53419708.**

**4.8.** Underwater operations shall be performed only by the permission of port administration.

**4.9.** In case of special circumstances (strong storm, fires or emergencies, danger of radioactive or chemical pollution, etc) either a captain or first mate and a sufficient number of crew members shall be present on the vessel for re-hauling or leaving a vessel. The vessel shall be switched off from coastal communications. Port dispatcher shall notify about the special circumstance.

**4.10.** The vessel laying in the port **shall have two-way communication with port dispatcher** by phone or VHF channel 11, port call sign **KOPLI.**

## 5. LEAVING THE PORT

**5.1.** A vessel shall notify port dispatcher of its leaving intention at least 4 hour prior to the beginning of vessel clearance and not later than 2 hours before the end of business hours. The following data shall be provided to the port for applying for permission to leave:

Vessel name, flag, type

Time of departure and port of destination

Vessel GT, length, width, draught

Cargo name and quantity

Existence of dangerous cargo and data

**5.2.** The vessel shall leave the port or roads based on the written permission of the customs. Additional written permission issued by Tallinn Shipyard OÜ is necessary for vessels using repair services in order to leave the port.

Clearance procedure shall be started on the permission of port dispatcher.

Port administration will provide to the border guard information about estimated time of all vessels leaving from the port, also the time of arrival to the next port of call, declared by the captain and vessel crew.

Vessels leaving Estonian territorial waters are not allowed to leave the port prior to the arriving of the border guard unit and passing through custom inspection. The dispatcher shall immediately notify the border guard of vessels leaving port without permission.

**5.3.** The border guard unit shall not always be present in the port border point. Custom inspection shall be performed at the summoning of the unit. For the summoning of the border guard unit performing border inspection vessel captain or agent or upon the lack of the agent the ship ownershall through port administration submit a corresponding application to the border point (border guard cordon).

**5.3.1.** The vessel leaving the port into foreign waters shall for the purpose of passing through border inspection lay by the berth indicated by port dispatcher. In exceptional cases in coordination with the Harbour Master inspection can be performed in dock or on the roads.

**5.3.2.** Upon leaving of the vessel border inspection shall be performed in accordance with the border regime rules and border point administration rules. To carry out border inspection formalities, documents listed in article 2.6.7 shall be submitted to the surveillance bodies.

**5.4.** Pilot must be ordered at least 4 hours before departure, and to be confirmed 1 hour, before departure. When vessel leaves the port contact with the pilot and port must be obtained on VHF channel 11. Port call sign is KOPLI.

**5.5.** Vessel, which have fulfilled all formalities must inform port dispatcher and ask permission to leave. When vessel have received permission they shall immediately leave the port.

**5.6.** Upon request of the port administration the vessel shall vacate the berth without delay.

**5.7.** Should a vessel stay at the berth after expiry of allowed berthing time and if such vessel impedes operations of the port or other vessel's arrival or service, the vessel in default shall be charged an extra berth fee as per the port tariffs.

**5.8** If a vessel fails to vacate the berth or to leave the port in time, the vessel (owner, operator, charterer jointly and severally) shall be liable for financial losses arising out of such delay.

## 6. PORT SERVICES AND TARIFFS

### 6.1. Loading discharging, warehousing and storage of cargo

**6.1.1.** Vene-Balti Port is open for international commercial marine navigation. Loading/ discharging of vessels, warehousing and storage of cargo (incl. dangerous and combustible) shall be performed in the port. The port also renders the services of a customs warehouse. Handling of dangerous cargo, see Annex 2.

### 6.2. STEVEDORING OPERATIONS

**6.2.1.** For cargo handling and warehousing a contract shall be concluded with **OÜ BLRT TRANSIIT** administration **ph. 610 2170, E:mail [transiit@blrt.ee](mailto:transiit@blrt.ee)** . A vessel subject to customs inspection shall be loaded / discharged and supplied based on the written permission of the customs.

### 6.3. Supplying with drinking water, switching into transmission, power, energy and coastal systems (excl. vessels under repair).

**ELME AS ph. 610 2386 Email: [elme@blrt.ee](mailto:elme@blrt.ee)** The order shall be submitted in writing by the owner or the person (agent) authorized by him. The order shall be fulfilled within the business day following submission. **The order shall be submitted within business hours (until 16.30).**

Service type	Executor
switching into coastal power network, installation of temporary firefighting main, compressed air, temporary lighting (12 and 220 V), welding current, calorifiers	<b>610 2344, 2345</b>
fresh technical water, firefighting water	<b>610 2223, fax 610 2299</b>
local and international phone	<b>610 2333</b>
garbage collection, car transport, drinking water (by car transport)	<b>610 2262</b>

### 6.4. Reception of bilge and sludge

**6.4.1.** Reception of bilge and sludge water shall be ordered by the vessel or its agent. The order shall be submitted on business days **ph. 610 2315** or VHF channel 11 call sign VIGRI. Reception of bilge and sludge water in quantity up to 5 m<sup>3</sup> is free of charge as it is included in port charges.

**6.4.2.** Vessel captain shall:

- notify of the type and quantity of vessel waste delivered to the port 24 hours prior to arrival
- upon arrival submit a corresponding notice on vessel waste to port dispatcher

### 6.5. Diving operations

Diving operations shall be ordered from licensed companies. The party performing the operation shall ensure safety at the performing of such an operation.

### 6.6. Ship repair

**6.6.1.** In Tallinn Shipyard OÜ it is possible to perform vessel repair, capital repair and modernization. For the performing of repair work on the vessel a contract shall be concluded with the director of Tallinn Shipyard OÜ.

**6.6.2** Installation of temporary firefighting main, fresh water, power energy, telephone and compressed air for the vessel under repair – such services shall be ordered through the ship manager assigned to the vessel during the time of repair.

## 6.7. Other services rendered

**6.7.1.** Services of **VENE-BALTI PORT** shall be ordered at phone (+372 ) **53419708**, **VHF channel 11 callsign KOPLI**. Orders shall be confirmed by vessel agent or owner in writing.

**6.7.1.1** Services of tractor tug in the port – 24 hours, preliminary order 2 hours prior to commencement of operations.

**6.7.1.2** Floating crane (100 tons)-within a business day 4 hour prior to the commencement of operations, in the evening and on holidays – on the last business day prior to 4 p.m.

**6.7.1.3** For tractor tugs operations at sea preliminary order 24 hours.

**6.7.1.4** For the allocation of lay berth a contract shall be concluded with port administration, ph. **610 2205**.

**6.7.2.** For the performing of **disinfection, eradication of insect vermin and eradication of rodent vermin** a written application shall be submitted to a licensed company. (Preventive disinfection department in Passenger Harbour phone **631 8514**.)

**6.7.3.** Performing of **fumigation of vessels and cargo** is allowed on berth no. 20 on the permission of Harbour Master, phone **610 2105**.

## 7. BUNKERING

**7.1.1** For supplying of the vessel with fuel and lubricants the supplier shall submit a written application to port operator [sapam.dispetser@blrt.ee](mailto:sapam.dispetser@blrt.ee) indicating:

- Who is the supplier (requisites)
- Way of delivery (car, vessel)
- Type of fuel (lubricating oil, diesel fuel, etc.), ignition temperature (°C).
- Quantity and a written permission from custom.
- Time of delivery
- Receiver of fuel

**7.1.2** Ships under repair are allowed to be bunkered only at day-time

**7.1.3** In case the ship's fuel system was repaired or reconstructed in shipyard, or there was bigger capital repair carried out, supervision of ship's bunkering by Tallinn Shipyard ship manager is compulsory. (See 7.1.5)

**7.1.4** When bunkering a vessel from a vehicle, essential fire extinguishing equipment and equipment for elimination of possible local pollution have to be at the bunkering location or in its close proximity. The person performing bunkering operations shall keep unauthorized people away from the bunkering station.

**7.1.5** The delivered quantity shall be allowed to port territory or aquatory area only after captain have submitted to the port [sadam.dispetser@blrt.ee](mailto:sadam.dispetser@blrt.ee) a written confirmation of vessel's readiness to receive bunker, and have taken measures for the prevention of environmental pollution and breaking out of a fire. In case of bunkering ships under repair, such written confirmation submits also Tallinn Shipyard ship manager.

**7.1.6** The master of a vessel shall immediately notify the Harbor Master's Department tel. +37 25 3419708 about all emergencies or dangerous situations that may result in environmental pollution. Pollution shall be eliminated at the expense of the party causing the pollution. The Vene Balti Harbor provide 24/7 availability to order a recovery vessel through the Harbor Master's Department.

**7.1.7** The company performing the bunkering must have an insurance that is accepted by the Port Authority and in compliance with the risk level of the company that will cover the material, personal and environmental pollution damages caused to the Port Authority and/or any third parties as a result of the company activity (including the bunkering).

**7.1.8** A vehicle with fuel or fuel residues shall be allowed to leave port territory only based on the written permission of customs inspector.

**7.1.9** When loading/discharging and bunkering a tanker, a signal code flag “B” (BRAVO) shall be hoisted and a red signal light switched on for the night.

## **8. MEDICAL HELP IN THE PORT**

Lääne Tallinna Central Hospital (all treatment types) Paldiski mnt.68, EE0006 Tallinn  
information (+372) **650 7301**  
registry (+372) **626 1314**

**Emergency Medical Care 112** (call through security service ph. **610 2448**)

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

### **9.1. Fire precaution requirements on vessels laying in the port**

**9.1.1.** The rescue and fire fighting equipment of the vessel laying in the port shall be operational. If necessary temporary fire fighting main connected to the coastal system shall be installed on vessels under repair.

**9.1.2.** Flammable operations on the vessel shall be coordinated with the fire fighting inspector ph: **610 2445, 610 2505.**

**9.1.3.** Port administration shall be notified of vessel's readiness for the reception of bunker or flammable cargo in writing.

**9.1.4.** Vessel captain or a person replacing him shall manage firefighting on the vessel.

### **9.2. Fire precaution requirements on port territory**

**9.2.1.** Smoking is allowed only in places allocated for this.

**9.2.2.** Operator companies **OÜ BLRT Transiit and Dekoil OÜ** are responsible for fire safety at stevedoring operations and warehousing of cargo.

**9.2.3.** Port security service ph **610 2448** and local rescue board **ph 112** shall be immediately notified about the fire in the port.

### **9.3. Location of rescue and fire fighting equipment**

**9.3.1.** Rescue posts are located on all berths of the port within the distance of ~150m. Rescue post include a line-equipped lifebuoy, a boathook and a sandbox. Ladders have been constructed in the corners of the berths.

**9.3.2.** Rescue and fire fighting equipment location plan is located by the port dispatcher and in port security service.

### **9.4. Safety requirements and activity upon falling of a person into the water**

**9.4.1.** Movement outside of the barriers on port berths is prohibited.

**9.4.2.** Upon mooring, leaving, re-shifting and dockage the person managing linesmen (dispatcher) shall be convinced that berths and docks have been protected against slippery (sand scattering) and safety has been ensured.

**9.4.3.** Upon falling of a person into the water in the port territory the person first noticing it shall:

- throw a lifebuoy into the proximity of the victim, keeping the end of the line on the coast or on the vessel
- keep contact with the victim and guide him/her to the lifebuoy
- declare alarm **“man over the board”** and summon help directly and through dispatcher at **(+372 ) 53419708**
- vessels laying nearby and the towing vessel on duty in the port provide help to the person falling into the water using all measures at their disposal
- provide first aid to the victim
- if necessary summon rescue board and emergency medical aid ph **112**

**9.5. Environmental protection and activity plan in emergency situations (incl. oil leakage)**

**9.5.1.** All vessels shall follow the requirements of convention MARPOL and the environmental protection related normative documents issued by the Republic of Estonia.

**9.5.2.** In port aquatory it is prohibited to:

- \* pumpwater with bilge and domestic waste into water, the corresponding valves shall be closed and sealed;
- \* throwingof domestic waste and garbage into water or to the berth.

**9.5.3.** Toilets equipped with biological purification equipment or with a closed system may be used, all others shall be closed and sealed.

**9.5.4.** The use of garbage burning incinerator in the port is prohibited.

**9.5.5.** Upon accidental pollution of oil products or chemicals loading/discharging shall be suspended. The port dispatcher, vessel agent and Environmental Inspectorate shall be immediately notified about accidental pollution ((+372 ) **53419708**). Operator company Dekoil OÜ is responsible for reloading of oil products on berths no. 0,1 and 2 (ph: **610 2772**).

**9.5.6.** In case of accidental pollution or any other pollution danger, activities shall be performed on the basis of **Pollution Control Action Plan**

**10. SUMMONING OF SPECIAL SERVICE**

**10.1.** Summoning of special service from a common emergency number at 112.

**10.2.** Police at 112.

**10.3.** Special service summoning through security service by 6102 448. Security service shall guide the arrived help to the scene.

**Port Rules have been prepared identically in Estonian, Russian and English.**

**ANNEXES****Annex 1****Table of the length and depth of berths**

Basis: Order of the Head Harbour Master of Vene-Balti Port 11.01.2018.

## North Basin

Berth umber	Depths (m)		Length (m)	Note
	Currently valid system EH2000	Previous system BK77		
0.	10,9	11,1	185,0	Oil terminal
1.	8,3	8,5	160.0	Oil terminal
2.	6,3	6,5	130.0	Oil terminal
3.	4,1	4,3	100.0	
4.	6,5	6,7	132.5	
5.	7,8	8,0	132.5	
6.	10,0	10,2	120.0	
7.	10,0	10,2	120.0	
8.	5,8	6,0	150.0	

## South Basin

9.	5,5	5,7	92	
10.	7,2	7,4	92	
11.	7,4	7,6	92	
12.	7,2	7,4	92	
13.	7,5	7,7	92	
14.	7,5	7,7	120	
15.	7,4	7,6	120	
16.	6,0	6,2	100	
17.	6,3	6,5	100	
18.	6,6	6,8	100	
19.	7,1	7,3	100	
20.	6,5	6,7	100	



## Annex 2

### Handling of dangerous cargo in the port

#### 1. GENERAL PART

**1.1** At the handling of dangerous cargo in the port the requirements and recommendations of International Maritime Organization (BC Code, IMDG Code, IMO Port Recommendations), regulation no. 4 of the Minister of Roads and Communications of the Republic of Estonia dated 26<sup>th</sup> of January 1998 and regulation no. 106 of the Minister of Roads and Communications of the Republic of Estonia dated 6<sup>th</sup> of December 2000 (hereinafter REGULATIONS) and the present rules shall be followed.

**1.2** Abbreviations and terms provided in the REGULATION shall be used in the rules.

**1.3** The Harbour Master is the person responsible for dangerous cargo.

**1.4** The right of handling dangerous cargo in the port has been granted to OÜ-1 BLRT TRANSIIT (bulk cargo, mixed cargo) with whom the cargo owner shall conclude a dangerous cargo handling agreement. Port administration shall be at least 10 days prior to or upon leaving of the vessel from the port of loading at the latest notified of the arrival of dangerous cargo (**E-Mail:sadam.dispetser@blrt.ee**)

**1.5** The right of handling dangerous liquid cargo in the port has been granted to Dekoil OÜ (on berths no. 0, 1 and 2). For cargo handling the representative of cargo handler Dekoil shall notify the authorized representative of the port in writing (**E-mail:sadam.dispetser@blrt.ee**) of the forthcoming operation 24 h prior to, but not later than 1 hour prior to the ending of the business day preceding loading operations.

**1.6** At the supplying of vessels with liquid fuel the supplier shall submit a written application, indicating the type of fuel according UN classification, flash point, quantity, customs permission, time and mode of delivery (by sea or by road). Liquid fuel shall be allowed to port territory after the confirmation of vessel captain on vessel's readiness for fuel reception.

#### 2. RELOADING OF DANGEROUS LIQUID CARGO

**2.1.** Flammable liquid cargo shall be loaded /discharged by berths no. 0, 1 and 2 accommodated for this.

**2.2.** The present rules shall be applied to stationary loading equipment on port territory, but shall not apply to the activity of operator company Dekoil OÜ at the handling and warehousing of dangerous cargo on its territory.

**2.3.** Tankers shall be subject to the requirements of international conventions and agreements.

**2.4. Loading equipment** shall be equipment with the help of which coastal piping is connected with vessel collector. Loading equipment shall include hose(s), flunge connections and lifting equipment and has to ensure safe connection also at the changing of vessel position to the berth as a result of waves, changing of water level or vessel draught.

**2.5.** Loading equipment shall be connected to vessel collector directly or with the help of reducers.

**2.6. Loading hose** shall endure the chemical effect and pressure of the liquid passing through it. Only tested hoses shall be used.

**2.6.1.** Loading hose shall be located on the pallets or hung up the way its radius of curvature would not exceed the size established by the manufacturer. At the displacement of the hose in the fastening points of fastening slings an appliance for the distributing of the load on the hose shall be used.

**2.6.2.** On the hose additional protection shall be placed in places, where mechanical damaging of the hose is possible, especially at the intersection of the hose and crane way. The hoses shall not have contact with hot items.

**2.6.3.** After the ending of loading operations the hose shall be emptied from cargo residues, if the hose has not been equipped with reflux valve, which excludes the outflow of liquid. After disconnecting of the hose the end of the hose shall be closed with the blind shutter.

**2.7. Reloading equipment shall** include piping, taps, pumps and other reloading measures located at the port territory.

**2.7.1.** There shall be taps between the reloading equipment and coastal piping. Construction and location of taps shall ensure rapid and firm closing of piping.

**2.8. Operator company** shall for the period of vessel loading/discharging ensure permanent trained **guarding** on the berth. Berth guard shall during the entire pumping operation have a possibility and readiness for the stopping of loading pumps.

**2.9.** A firefighting post equipped with elementary fire fighting equipment shall be present at the place of loading. Elementary fire fighting equipment (foam or dry-powder extinguishers) shall be located to the distance of up to 20 m from the places of possible fuel leakage (taps, hose connections, etc.).

**2.10.** At the handling of flammable liquid cargo with the flash point of 60° C or less tanker grounding requirements shall be followed (REGULATION no. 106 § 15) and a 20 m wide safety area shall be formed around the tanker (REGULATION no.106 § 17).

The area shall be marked with signs:

<b>WARNING</b>	<b>KEELATUD ON</b>
<b>NO SMOKING</b>	<b>SUITSETAMINE</b>
<b>NO OPEN FIRE</b>	<b>LAHTINE TULI</b>
<b>NO VISITORS</b>	<b>KÜLASTAMINE</b>

## Forms of application and permits:

### Annex 2

To the Harbormaster of the port Vene Balti Sadam

From Master of MV “\_\_\_\_\_”

“\_\_\_\_\_” 202\_

I hereby certify the rediness of MV “\_\_\_\_\_” which  
is berthed at the berth No: \_\_\_\_ to receive \_\_\_\_\_ tons of  
fuel \_\_\_\_\_

(Specify the type of the fuel)

The vessel has taken all necessary measures concerning fire and  
environmental safety. Also continuous control about the operation is  
established by watchkeeping team and engineer responsible for bunkering  
operation.

Master \_\_\_\_\_

Forms of application and permits:  
Annex 2

To the Harbormaster of the port Vene Balti Sadam

From Shipmanager of MV” \_\_\_\_\_”  
“ \_\_\_\_\_ ” \_\_\_\_\_ 201\_\_ .y

I hereby certify the rediness of MV “ \_\_\_\_\_ ”  
which

is under repair and is located at the berth No. \_\_\_\_\_ to receive  
\_\_\_\_\_ tons of fuel \_\_\_\_\_ (Specify the type of the fuel)

All fuel systems are in good working order.

Shipmanager \_\_\_\_\_

### Annex 3 Schematic plan of port territory and aquatory





