

VE NE-BAL TI PORT
PORT RULES



Valid from 01.01.2025

TALLINN

2025

CONTENTS

1.	GENERAL INFORMATION	3
1.1	Form of business	3
1.2	Location, delimitation of the land area and the water area	3
1.3	Technical information	3
1.4	Scheme of the Port territory and of the navigational marks	5
1.5	Vessel size limits	5
1.6	Limitations relating to environmental protection environments or dangerous cargo.....	6
1.7	Working hours.....	6
2	ARRANGEMENTS FOR VESSELS ENTERING, STAYING IN AND LEAVING THE PORT	7
2.1	Notices of intention to enter or leave.....	7
2.2	Provision of permissions to enter or depart. Detention of vessels	8
2.3	Pilotage arrangements	8
2.4	Formalities of entry in accordance with the quarantine, customs and border control procedures	9
2.5	Arrangements for communication with vessels	9
3	VESSEL TRAFFIC IN THE PORT WATERS	9
3.1	Traffic of vessels in the waters of the Port	9
3.2	Towage	10
3.3	Traffic in ice conditions	11
3.4	Docking.....	11
3.5	Dredging and diving works	11
3.6	Requirements for moored vessels.....	11
3.7	Works on board	12
3.8	Connecting vessels to onshore supply systems.....	13
4	PORT SERVICES AND PORT FEES	13
4.1	General provisions.....	13
4.2	Compensation for damage	13
5	HANDLING OF DANGEROUS GOODS AND OIL PRODUCTS	13
5.1	Handling of dangerous goods.....	13
5.2	Fuel and lubricant supply.....	14
6	RECEPTION OF SHIP-GENERATED WASTE AND CARGO RESIDUES	14
7	FIRE SAFETY REQUIREMENTS AND ORGANISATION OF RESCUE OPERATIONS IN THE PORT.....	15
8	MEDICAL AID AND PROCEDURE FOR CALLING EMERGENCY SERVICES	15
	Appendix 1.....	16

1. GENERAL INFORMATION

1.1 Form of business

Name	Vene-Balti Port
Port code	EE VEB
Function	Port services are provided regardless of the size of the vessel
Port operator	Vene-Balti Sadam OÜ Registry code: 10669603 Address: Kopli 103/33 Tallinn, Estonia
Form of business	Private limited company operating under law and its Articles of Association
Website	www.portvenebalti.ee

1.2 Location, delimitation of the land area and the water area

Location	Harju county, Tallinn city, Põhja-Tallinna district, Kopli 103
Land area	Cadastral unit 78408:808:0260, Register Part 194201
Delimiting coordinates	1. 59°27'32.28 N 24°39'40.68 E 2. 59°27'30.54 N 24°39'40.14 E 3. 59°27'25.92 N 24°39'34.98 E 4. 59°27'22.50 N 24°39'26.16 E 5. 59°27'07.98 N 24°38'57.72 E 6. 59°27'36.06 N 24°38'24.18 E 7. 59°28'07.86 N 24°38'24.00 E 8. 59°27'59.70 N 24°38'49.56 E
Port coordinates (at the end of the Southern breakwater)	$\phi = 59^{\circ}27.40$ N $\lambda = 24^{\circ}39.38$ E
Email	port@blrt.ee
Telephone	+372 610 2753

1.3 Technical information

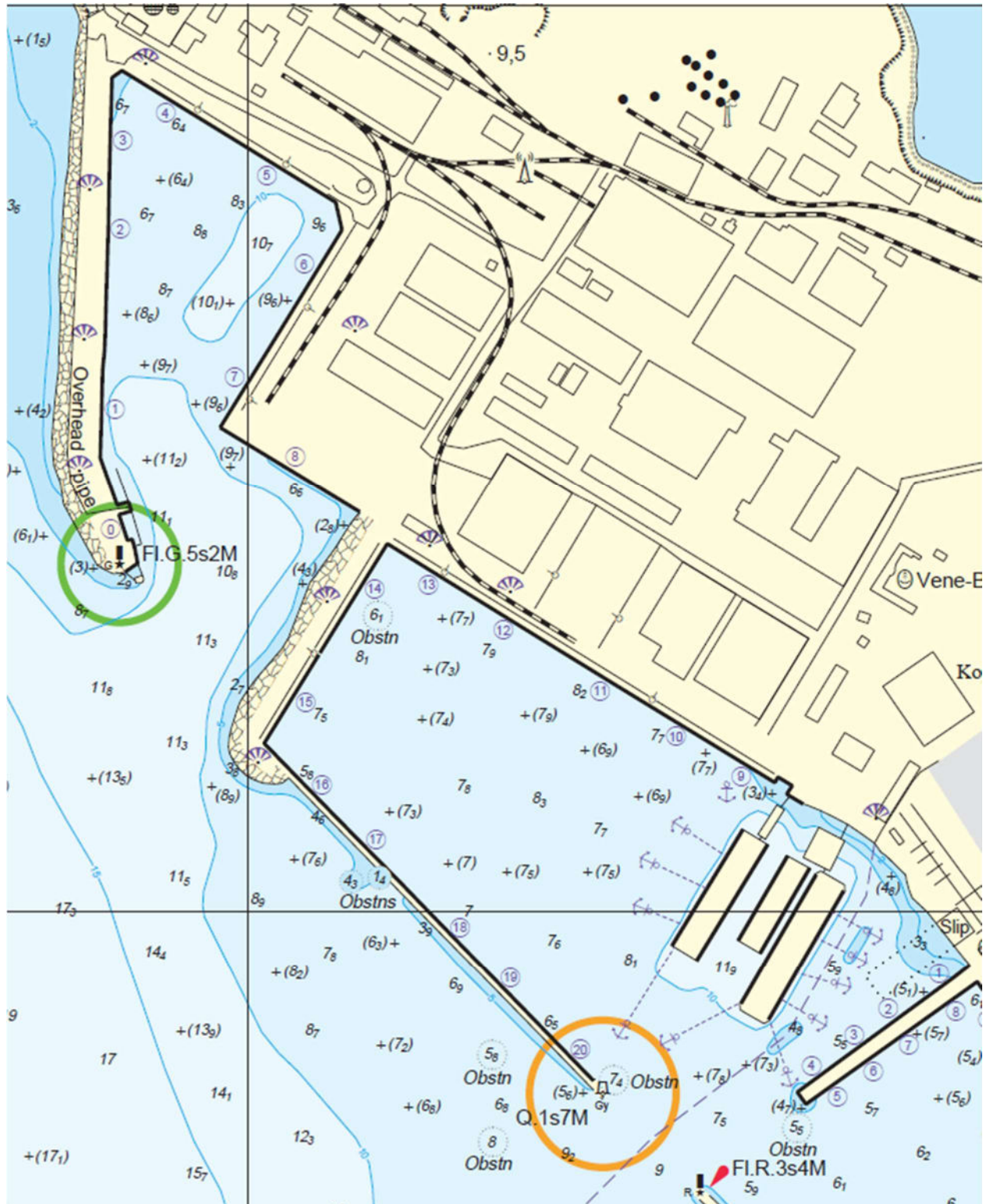
- 1.3.1 The Port is protected from offshore wave action by breakwaters.
- 1.3.2 The Port has 22 berths, numbered 0...21. The total length of the berths is 2417 metres.
- 1.3.3 The Port has two basins with separate entrances: the Northern Basin and the Southern Basin.
- 1.3.4 The Northern Basin is made up of Berths 0–8. The port entrance is approximately 130 metres wide; this basin is protected from offshore wave action by the Old Western breakwater, which is 480 metres long in total.
- 1.3.5 Berths 0–1 are used for short term lay-up.
- 1.3.6 Berths 2–8 are used for servicing vessels undergoing repairs, aquaculture barges and cargo ships. Berths 4–7 are equipped with portal cranes capable of lifting up to 10 tonnes.
- 1.3.7 Berth 8 is used for cutting vessels into scrap metal.
- 1.3.8 The Southern Basin is made up of Berths 9–21. The port entrance is approximately 120 metres wide; this basin is protected from offshore wave action by the 240-metre-long Western breakwater, which separates the Southern Basin from the Northern Basin, and by the Southern breakwater, which is 500 metres long in total.
- 1.3.9 There are three floating docks opposite the port entrance of the Southern Basin.
- 1.3.10 Berths 9–15 are used for servicing vessels undergoing repairs. As an exception, Berth 11 is also used for launching aquaculture barges and servicing cargo ships for loading complicated and heavy structures. Berth 11 is equipped with a mobile heavy lift crane which is capable of lifting 850 tonnes.
- 1.3.11 The line of Berths 9–13 is equipped with four portal cranes, of which two are capable of lifting 10 tonnes, one is capable of lifting 20 tonnes and one is capable of lifting 32 tonnes.
- 1.3.12 The line of Berths 14–15 is equipped with two portal cranes: one capable of lifting 20 tonnes and the other capable of lifting 30 tonnes.

1.3.13 Berths 16–20 are meant for continuous berthing and mooring of port service vessels. The narrowness of the breakwater makes it difficult to bring any equipment on vessels by means of car transport.

1.3.14 Depths alongside berths

The declared depth alongside berth is the smallest depth measured at the distance of 0,8 metre from the edge of the berth					
Berth No.	Length (m)	Depth (m) EH 2000	Depth (m) BK 77	Notes	Priority use
0	135	10.6	10.8		Short term lay-up ships, main engine trials
1	112	8.4	8.6		Short term lay-up ships
2	128	7.3	7.5		Repair ships
3	158	4.1 – 5.5	4.3 – 5.7	From berth 3/4 corner	Repair ships, aquaculture barges
4	130	4.4 – 7.2	4.6 – 7.4	From berth 3/4 corner	Aquaculture barges, cargo ships
5	130	7.7	7.9		Cargo ships
6	120	9.6	9.8		Cargo ships
7	120	9.5	9.7		Cargo ships, main engine trials
8	150	5.1	5.3		Ships intended to be scrapped
9	94	4.9 – 6.2	5.1 – 6.4	From berth 9	Repair ships
10	94	6.6	6.8		Repair ships
11	94	7.5	7.7		Repair ships, cargo ships, launching of aquaculture barges and offshore constructions
12	94	7.5	7.7		Repair ships
13	94	7.5	7.7		Repair ships
14	122	7.5	7.7		Repair ships
15	122	7.4	7.6		Repair ships
16	100	5.8	6.0		Lay-up ships
17	100	6.1	6.3		Lay-up ships
18	100	6.5	6.7		Lay-up ships
19	100	6.6	6.8		Lay-up ships
20	86	6.1	6.3		Lay-up ships
21	37	10,0	10,2		UD-2 and UD-22

1.4 Scheme of the Port territory and of the navigational marks



1.5 Vessel size limits

	Northern Basin	Southern Basin
Maximum admissible vessel length	185 m	200 m
Maximum admissible vessel beam	35 m	35 m
Maximum admissible vessel draught (at zero water level EH 2000)	10.2 m	7.1 m
Vessel gross tonnage	7 500 and more	7 500 and more

- 1.5.1 When manoeuvring a vessel in the Port, it must be ensured that the under-keel clearance is at least 5% of the vessel's draught. When the calculated under-keel clearance reserve for a vessel is:
- less than 20 cm, the minimum required under-keel clearance for the vessel is regarded as 20 cm;
 - more than 40 cm, the minimum required under-keel clearance for the vessel is regarded as 40 cm.
- 1.5.2 Calculations of clearance reserve must be based on the declared depths, and the minimum required under-keel clearance must be ensured in any situation, regardless of changes in the water level or any increase in the vessel's draught caused by manoeuvring or other movement.
- 1.5.3 Entry of a vessel exceeding the permitted dimensions in the Port, its exit from the Port and its manoeuvres in the Port waters will be subject to the written permission of the Harbourmaster to an extent where navigational safety is guaranteed in accordance with the weather and manoeuvring conditions.
- 1.5.4 The Port does not provide any services to recreational boaters.

1.6 Limitations relating to environmental protection environments or dangerous cargo

- 1.6.1 Dangerous goods will be handled in the Port in accordance with Estonian laws and the International Maritime Dangerous Goods Code.
- 1.6.2 Dangerous cargo will be handled in the Port in accordance with the requirements of the Chemicals Act and the legislation established on the basis thereof and Chapter VII of the International Convention for the Safety of Life at Sea and the International Maritime Dangerous Goods Code established on the basis of Annexes I to III of the International Convention on the Prevention of Pollution from Ships.

1.7 Working hours

- 1.7.1 The working hours of the Port Administration Monday to Friday from 8.00 to 17.00 with lunch break from 12.00 to 13.00.
- 1.7.2 The dispatcher of the Port works around the clock, seven days a week.
- 1.7.3 Days off of the Port are Saturday and Sunday and the following national holidays:
- | | |
|-------------|------------------------------------|
| 1 January | New Year |
| 24 February | Estonian Independence Day |
| Floating | Good Friday |
| Floating | Easter Sunday |
| Floating | Pentecost |
| 1 May | May Day |
| 23 June | Victory Day |
| 24 June | Midsummer Day |
| 20 August | Day of Restoration of Independence |
| 24 December | Christmas Eve |
| 25 December | Christmas Day |
| 26 December | Boxing Day |
- 1.7.4 The Port is open for navigation all year round.
- 1.7.5 Difference between local time and UTC. The local time is UTC +3 hours in summer (from the last Sunday of March) and UTC +2 hours in winter (from the last Sunday of October).
- 1.7.6 General information about the companies operating in the Port:

Vene-Balti Sadam OÜ	Port Operator, coordination of vessel traffic in the Port waters and operation of the Port's fleet Kopli 103, 11712 Tallinn, Estonia Tel. (+372) 610 2205 E-mail port@blrt.ee
Tallinn Shipyard OÜ	Ship repairs, operation of floating docks Kopli 103, 11712 Tallinn, Estonia Tel. (+372) 610 2252 E-mail shipyard@blrt.ee
BLRT Transiit OÜ	Stevedoring services, loading and unloading of all categories of goods, operation of cranes Tel. (+372) 610 2170 Kopli 103, 11712 Tallinn, Estonia E-mail transiit@blrt.ee

Aspidora AS	Customs warehouse / customs terminal services Tel (+372) 610 2217 Kopli 103, 11712 Tallinn, Estonia E-mail aspidora@blrt.ee
Marketex Offshore Construction OÜ	Production of steel, stainless steel and aluminium products, including high-tech equipment, products for offshore oil and gas industry, offshore wind farms and infrastructures Tel. (+372) 610 2535 Kopli 103, 11712 Tallinn, Estonia E-mail marketex.offshore@blrt.ee
Marketex Marine OÜ	Complex tailored solutions for producing large-dimension steel, stainless steel and aluminium products for recreational craft and aquaculture markets Tel. (+372) 610 2553 Kopli 103, 11712 Tallinn, Estonia E-mail marketex.marine@blrt.ee
Metruna OÜ	Buying-in, handling and sale of ferrous and non-ferrous scrap metal; recycling of ships and other vessels Tel. (+372) 610 2933 Kopli 103, 11712 Tallinn, Estonia E-mail info@metruna.ee

2 ARRANGEMENTS FOR VESSELS ENTERING, STAYING IN AND LEAVING THE PORT

2.1 Notices of intention to enter or leave

- 2.1.1 The agent or master of an incoming vessel must provide information about the planned arrival of the vessel via the Electronic Maritime Information System (EMDE), available at www.emde.ee, 72 and 24 hours in advance or immediately after departure from the previous port, if the duration of the voyage is less than 24 hours, and also specify the arrival of the vessel in the Port 2 hours in advance.
- 2.1.2 The prior notice of security of incoming vessels must be submitted via the EMDE system no later than 24 hours before the arrival of the vessel or immediately after departure from the previous port, if the duration of the voyage is less than 24 hours.
- 2.1.3 In the event of malfunction of the EMDE system, all information and documentation required in the EMDE system must be sent to the Port dispatcher by email, sadam.dispets@blrt.ee. The Harbourmaster may demand the vessel to provide other internationally required certificates, if needed.
- 2.1.4 The vessel must inform the Port dispatcher of an intention to depart at least 4 hours before the outward clearance of the vessel begins, specifying this 2 hours before the expected time of departure; email: sadam.dispets@blrt.ee / telephone: +372 53 419 708.
- 2.1.5 For outward clearance of a vessel, the vessel's agent or master must provide the required information and necessary documentation under Regulation No. 194 of the Government of the Republic of 19 May 2004, Procedure for Entering and Leaving Internal Sea, Ports and Waters of Transboundary Water Bodies Belonging to Estonia by Ships and Recreational Craft (<https://www.riigiteataja.ee/akt/13249666?leiaKehtiv>). All the required information and all documents will be provided via EMDE.
- 2.1.6 If the vessel does not depart from the Port after the agreed time has passed, including when the vessel remains alongside the berth for a reason other than force majeure (including adverse weather conditions), the owner of the vessel will compensate the Port Operator for the damage thus caused, including any compensation paid by the Port Operator to another operator, demurrage, etc. In addition, a surcharge will be required from the vessel at the rate laid down in the Port's price list.
- 2.1.7 If the vessel of an operator operating in the Port remains alongside the berth after the agreed time has passed, and such a stay is caused by a technical reason or another reason beyond the control of the operator operating in the Port, the vessel (the vessel's owner and charterer jointly and severally) will be responsible for the damage thus caused to another operator operating in the Port whose vessel cannot be admitted and who may suffer financial loss as a result.

2.2 Provision of permissions to enter or depart. Detention of vessels

- 2.2.2 A vessel will be permitted to enter the Port if the following criteria are met:
- a) the vessel conforms to the applicable size limits;
 - b) information has been provided about the intention to enter in accordance with 2.1.1–2.1.3;
 - c) there are no dangers or limitations arising out of the weather conditions;
 - d) there are no dangers or limitations as regards navigation;
 - e) the necessary berths are available in the Port.
- 2.2.3 A vessel may not depart from the Port without permission from the Harbourmaster or the dispatcher.
- 2.2.4 The Harbourmaster may prohibit a vessel from leaving the Port and may detain the vessel inter alia:
- a) if no notice of intention to depart has been given in accordance with these Port Rules (2.1.4 and 2.1.5);
 - b) upon the order of a competent body;
 - c) if the port fees (Chapter 4) related to the vessel have not been paid or have been paid only partially;
 - d) at the request of operators operating in the Port if they have a maritime claim against the vessel;
 - e) if the vessel has been arrested;
 - f) if there is an unpaid compensation for environmental damage or another penalty for environmental violation as regards the vessel;
 - g) if there are claims against the owner or charterer of the vessel for a shipwreck, collisions of vessels or damage to port structures;
 - h) in other cases provided by law.
- 2.2.5 In the event of unpaid port fees, the vessel may be detained until the port fees are fully paid.

2.3 Pilotage arrangements

- 2.3.1 Pilotage is mandatory for all vessels, except:
- a) vessels flying the national flag of Estonia and carrying out tasks of public administration, and vessels providing services to the state;
 - b) vessels providing port services;
 - c) vessels of the dredging fleet, flying the national flag of Estonia;
 - d) vessels with gross tonnage below 500 GT;
 - e) vessels whose master has a pilot exemption certificate;
 - f) vessels saving a human life, preventing an accident or reducing the adverse effects of an accident;
 - g) vessels that cannot use pilotage services because of force majeure;
 - h) warships of the Republic of Estonia.
- 2.3.2 Pilotage services upon entry in and departure from the Port will be provided by the Estonian State Fleet (Riigilaevastik) (hereinafter the 'pilotage service provider').
- 2.3.3 Coordinates of the pilot's reception point:
- a) on the Suurupi sea lane – $\phi = 59^{\circ}29'4'' \text{ N}$; $\lambda = 24^{\circ}33' \text{ E}$
 - b) Tallinn Bay (entry from a northern direction) – $\phi = 59^{\circ}37'5'' \text{ N}$; $\lambda = 24^{\circ}38' \text{ E}$
- 2.3.4 In the event of intra-Port manoeuvres, the pilotage services will be provided by the Port Operator.
- 2.3.5 Pilot station of the Port:
Vene Balti Sadam OÜ, Kopli 103, 11712
Tel: +372 53 419 708;
Email: sadam.dispetser@blrt.ee
VHF Channel 11, call sign 'KOPLI'.
- 2.3.6 Vene Balti Sadam OÜ provides the service of ordering a pilot. Pilots can be ordered upon arrival through the pilot station of the Vene-Balti Port: 24 hours, to be specified 6 hours and confirmed 2 hours before the arrival of the vessel at the pilot's reception point.
- 2.3.7 A notice of arrival must contain the following information:
- a) name of the vessel, name of the master, call sign and flag state;
 - b) dimensions of the vessel: maximum length, beam and draught of the bow and stern, gross tonnage;
 - c) expected time of arrival (ETA) at the pilot station;
 - d) characteristics of the cargo; if applicable, the quantity of any cargo covered by the IMDG Code classification.

- 2.3.8 On departure the Pilot must be ordered 4 hours and confirmed 2 hours before departure.
- 2.3.9 If the pilotage services have not been ordered in accordance with 2.3.4–2.3.8, the shipowner will compensate Vene-Balti Sadam OÜ for all the incurred expenses.

2.4 Formalities of entry in accordance with the quarantine, customs and border control procedures

- 2.4.1 Arrangements for the entry and departure of a vessel relating to quarantine, customs and border control procedures will be made in accordance with the legislation of the Republic of Estonia.
- 2.4.2 The border checks in the Port will be carried out upon prior call to the border guard through the vessel's agent, or in the absence of an agent, through the owner of the vessel.
- 2.4.3 Upon the entry of a vessel in the Port, no one may leave the vessel or land any goods or items before the arrival of the official carrying out border and customs checks. No one can go on board the vessel without permission from the border guard.
- 2.4.4 If the vessel arrives in the Port from a region of infection and there is a person suffering from a communicable disease or a person suspected of being infected on board, a supervisory official of the Health Board will board the vessel first to decide whether the vessel will be granted a free access permit or quarantined.

2.5 Arrangements for communication with vessels

- 2.5.1 The Port's VHF station will be active around the clock with the call sign 'KOPLI' on Channel 11.
- 2.5.2 Vessels in the Port can contact the dispatcher on Channel 11 or by calling +372 53 419 708.
- 2.5.3 15 minutes before the entry of an incoming vessel in the Port gates, the master must request permission from the dispatcher on Channel 11.
- 2.5.4 15 minutes before departure from the Port, the master must request permission from the dispatcher on Channel 11.
- 2.5.5 Upon entry and departure of a vessel, communication with the Port's mooring workers will be carried out on Channel 11.
- 2.5.6 Upon docking of vessels, communication between the vessel, the dock, the tugboats, the mooring workers and the dispatcher will be carried out on VHF Channel 6.

3 VESSEL TRAFFIC IN THE PORT WATERS

3.1 Traffic of vessels in the waters of the Port

- 3.1.1 The vessel and the pilot will be timely informed about the mooring place for the vessel.
- 3.1.2 The order of entry and departure of vessels will be determined by the dispatcher, unless otherwise directed by the Harbourmaster.
- 3.1.3 Any traffic of vessels in the Port waters may be carried out only with permission from the dispatcher.
- 3.1.4 Entry in and exit from the Northern Basin is prohibited if the combined length of the entering or leaving vessel and the vessel moored at Berth 0 (with a length of 170 metres or more) exceeds 300 metres.
- 3.1.5 Entry in and exit from the Southern Basin is prohibited if the maximum draught of the vessel at zero water level exceeds 7.1 metres. This restriction is because of the presence of dock anchors in the fairway at a depth of 7.5 metres (EH 2000).
- 3.1.6 Winds from the west and north-west at a force 7 create strong lateral waves and drift at the harbour gates.
- 3.1.7 In the event of poor visibility or adverse weather conditions, entry in and exit from the Port will be decided by the Harbourmaster in consultation with the pilot and the dispatcher, unless the Harbourmaster decides otherwise.
- 3.1.8 In the event of wind speeds above 14 metres per second, any vessel traffic in the Port waters and entering or leaving the port may be carried out only with the consent of the vessel's master, taking into account the technical capabilities and dimensions of the vessel.
- 3.1.9 Traffic in the Port waters is prohibited in the event of wind speeds of 18 metres per second or above.
- 3.1.10 Mooring operations of vessels will be stopped if visibility is less than 0.3 miles.

- 3.1.11 In the Port waters, vessels must navigate at a minimal speed, at which the vessel will maintain its manoeuvrability by means of the helm. The mode of operation of the vessel's propulsive devices must be such as not to put any other vessels berthed alongside at risk.
- 3.1.12 Casting anchors is prohibited at a distance of less than 100 metres from the floating docks.
- 3.1.13 The speed of approach when mooring alongside may not exceed 6 metres per second. The angle of approach may not be greater than 5 degrees. The longitudinal distance between vessels moored alongside must be at least 1/10 of the total length of the larger vessel, if possible.
- 3.1.14 Vessels whose dimensions are larger than permitted may enter only with the approval of the Harbourmaster in each specific case.
- 3.1.15 The handling of the vessel's moorings, except for service vessels, will be arranged by the Port Operator.
- 3.1.16 At the time of relocating a vessel, the vessel's main engine, steering, anchoring and mooring gear must normally be in working order.
- 3.1.17 Towing of vessels alongside a berth and remooring in the Port waters may be carried out only with permission from the dispatcher or the Harbourmaster.
- 3.1.18 Generally, vessels may be moved alongside a berth without using tugboats to a distance of up to 100 metres (unless there is wind that would push the vessel against the berth); any movement to a distance of more than 100 metres will be carried out by means of tugboats.
- 3.1.19 When moving a vessel alongside a berth, the direction and strength of wind must always be taken into account; if they are such as to push the vessel against the berth and there is a risk of damage to the fenders and their attachments in the course of the vessel's longitudinal movement, any movement alongside the berth must always be carried out by means of tugboats. This requirement is aimed at avoiding any damage to the fenders and their attachments, which would be caused by the vessel's pressure against the fenders and the vessel's movement alongside the fenders in the case of a strong wind.
- 3.1.20 If the vessel's technical capabilities permit movement alongside a berth by means of the vessel's own propulsive devices, which would require the vessel to move away from the berth and to remoore without using tugboats, such movement is permitted but is subject to the Harbourmaster's approval.
- 3.1.21 Relocation of a vessel in the Port to another berth or movement of a vessel alongside a berth more than 100 meters, must be carried out with a pilot on board.
- 3.1.22 Relocation of vessels in the Port or movements alongside berth will be carried out at the expense of the vessel's owner or the operator servicing the vessel (in accordance with an agreement between them).

3.2 Towage

- 3.2.1 In order to ensure safety of navigation during the entry, exit and remooring of vessels, tugs must be used for the following vessel categories:
 - a) vessels with 2000 GT or more, if they have no bow thruster;
 - b) vessels with 4000 GT or more regardless of whether or not they have a bow thruster.
 - c) vessels with 6000 GT or more without bow thruster shall use two tugs.
- 3.2.2 This requirement may be waived only with a written consent of the Harbourmaster, taking into account the vessel's technical characteristics and the weather and navigational situation in the Port.
- 3.2.3 Tugboats will be ordered through the Port, which will ensure a functional towage service in the Port. Towage services may be ordered from third parties only if the Port is unable to provide the service and the parties have been given prior notice thereof. The master of the towed vessel will be responsible for safe towage in accordance with the Estonian Merchant Shipping Act.
- 3.2.4 In the event of towage, the Port and the vessel's owner will bear the risk of damage to their property and will not be entitled to claim from the other party compensation for damage to their property or for an accident or injury caused to their employees to the full extent, and will not be entitled to claim any compensation from the other party even if the damage or liability was caused by the other party by breach of contract or negligence. In other aspects, the liability provisions, including limitations of liability, set out in the Bimco Towcon standard terms will be applied between the parties.
- 3.2.5 In the event of relocating vessels in the Port from one berth to another, the number of tugboats will be determined on the basis of the vessel's dimensions, the weather conditions and the technical condition of the vessel.

- 3.2.6 In the event of docking vessels, the number of tugboats will be determined on the basis of the vessel's dimensions, the weather conditions and the technical condition of the vessel. Generally, for safe docking operations the assistance of 2 tugboats is required.
- 3.2.7 Entry into Dock 2, if the vessel's machinery is not in working order, must be carried out by means of 3 tugboats, unless the Harbourmaster decides otherwise. Exit from Dock 2 must be carried out by means of 2 tugboats regardless of the condition of the vessel's machinery.
- 3.2.8 Entry into Dock 22, regardless of the state of the machinery, must be carried out by means of 2 tugboats. If the lightweight of the vessel exceeds 8000 t or the breadth is 24 m and more or the ship's bow and/or stern have a specific shape/construction, the assistance of the 3 tugboats is required.

3.3 Traffic in ice conditions

- 3.3.1 Traffic in ice conditions in the Port waters will be ensured by the Port's tugs.
- 3.3.2 Vessel traffic up to the water area under jurisdiction of the Port will be ensured by the national icebreaking service. Further information is available through the agent and the Harbourmaster's service.

3.4 Docking

- 3.4.1 It is not desirable to dock vessels if:
 - a) the wind is blowing at an angle greater than 45 degrees in respect of the diametral plane of the docks (side wind) with a speed greater than 8 metres per second;
 - b) gusts of wind are exceeding the speed of 10 metres per second;
 - c) wave height exceeds 0.6 metres.
- 3.4.2 Vessels may not be docked during hours of darkness if:
 - a) the vessel has undergone an accident;
 - b) the underwater part of the vessel is covered with ice;
 - c) the vessel is intended for a special purpose and it has a specific underwater part;
 - d) the vessel is about to be scrapped and is being docked for scrapping;
 - e) the vessel is newly built, e.g. made on the spot, and rare technical solutions are used for lifting it out.
- 3.4.3 In the zone where liability is transferred (where the vessel is at the entrance to the dock and there is work in progress to receive the vessel, or, vice versa, where the vessel is at the exit from the dock and there is work in progress to move the vessel away, until one of the parties is in control of the vessel and the other party's involvement is no longer effective), liability will be equally borne by the vessel from which navigation is taking place and the dock which the vessel is being fastened to or moved away from.
- 3.4.4 When the vessel exits from the dock, the risk of damage to the vessel will be borne by the dock operator and the vessel will take orders from the dock master until the dock moorings are unsecured and the vessel has fully exited from the dock gate.

3.5 Dredging and diving works

- 3.5.1 Intended dredging works in any zone must get an approval from the Harbourmaster. When the dredging vessel arrives, the vessel's master must submit to the Harbour master his work instructions, instructions for ensuring navigational safety and the anchorage plan of the dredging vessel.
- 3.5.2 Dredging vessels and vessels servicing them must ensure continuous radio communication with the Port's dispatcher on VHF Channel 11.
- 3.5.3 For carrying out underwater works, the foreman must get an approval from the Port's dispatcher, unless otherwise directed by the Harbourmaster.
- 3.5.4 A vessel or a car from which the divers dive must be in continuous radio communication with the dispatcher on VHF Channel 11. In the absence of a VHF communication device, a mobile telephone may be used, in which case the dispatcher must be notified of the telephone number. During diver work, the signal code flag "A" (Alpha) must be hoisted at the location where the work is being carried out.

3.6 Requirements for moored vessels

- 3.6.1 Orders of the Harbourmaster or dispatcher concerning the stay or relocation of vessels in the Port are mandatory for all vessels.
- 3.6.2 The master of a vessel must make arrangements for watchkeeping so as to ensure the safety and security of the vessel at all times.

- 3.6.3 Either the master or the chief mate must be on board of the vessel at all times with a sufficient number of crew members to be ready to relocate the vessel or leave the Port should the situation so require. During docking operations, the master must remain on board at all times.
- 3.6.4 Responsibility for the safe stay of the vessel in the Port will be borne by the vessel's master. The vessel must be secured so as to ensure the safety of the vessel itself and of the Port structures.
- 3.6.5 Vessels sailing under the flag of a foreign country must hoist the flag of the Republic of Estonia in accordance with the applicable legislation while staying in the Port.
- 3.6.6 The ISPS Code will be applicable in the territory of the Port. There must be a crew list in the check point of the Port. Crew members of a vessel must present an identity document when passing through the checkpoint.
- 3.6.7 Vessels alongside must haul the anchor up to the hawsepipe.
- 3.6.8 If there are repairs carried out on board the vessel, requiring removal/return of anchors and chains, the person carrying out the repairs must take all measures to avoid any damage to the wall or edge beam of the berth structure or the fenders.
- 3.6.9 Vessels at berth are prohibited from running the propellers, except at the lowest possible speeds in preparation for the vessel's departure or transfer to another berth or dock.
- 3.6.10 Tests on the main engine of a vessel are permitted alongside Berth 0 or Berth 7, using the lowest possible power and duration, always with the stern positioned towards the sea. The Harbourmaster's or dispatcher's permission is required to carry out the tests.
- 3.6.11 Vessels may stay alongside any berth only with the permission of the Harbourmaster.
- 3.6.12 Any moored vessel must have its own safe boarding ladder for landing, equipped with a safety net under it. The ladder must be illuminated during hours of darkness. There must be a lifebuoy near the ship's ladder.
- 3.6.13 The moorings of a vessel must be secured only to the bollards intended for that purpose. The moorings must be equipped with anti-rat devices.
- 3.6.14 Exhaust outlets and scuppers in the vessel's berth-facing side must be closed in order to prevent any ingress of water or steam onto the berth.
- 3.6.15 While a vessel is staying in the Port, it is prohibited to:
 - a) launch boats or rafts without the permission of the dispatcher or the Harbourmaster;
 - b) take water or electricity from the Port's systems without permission;
 - c) have unregistered or unvaccinated animals on board;
 - d) swim in the Port waters or descend to the ice;
 - e) discharge or pump any sewage water or water containing petrochemical products off the vessel into the water;
 - f) discharge any garbage, household or industrial waste on the berth or in the Port waters;
 - g) test the alarm systems of the vessel (signals, bells, etc.) without permission from the dispatcher or the Harbourmaster.
- 3.6.16 A vessel must warn the Port's dispatcher of an intention to carry out an emergency drill.

3.7 Works on board

- 3.7.1 Responsibility for the safety of any works carried out on board a vessel will be borne by the master. If the vessel is under repair, the repair operator (main contractor) and the vessel's master must jointly and severally take all measures to ensure the safety of the works, including fire safety measures, and sign a checklist with the Port's fire safety inspector.
- 3.7.2 Repair and fire-risk works on any other vessels than those under repair may be carried out only with permission from the dispatcher. The vessel must take all measures to ensure the safety of the works and, in the case of fire-risk works, sign a checklist with the Port's fire safety inspector.
- 3.7.3 The fenders of the Port may not be used for standing on or for carrying out works. It is prohibited to fasten moorings or any other lines to the staples of the fenders.
- 3.7.4 Environmentally safe ballast water that meets the requirements of Regulation D-2 (1) of the Annex to the 2004 International Convention on the Control and Management of Ships' Ballast Water and Sediments, may be discharged into the environment. The water being pumped may not spill to the berth during the process of pumping.
- 3.7.5 Washing a vessel with chemicals, paint stripping, hull cleaning, painting the vessel and repair works involving risk of oil or fuel spill or noise will be permitted only on vessels undergoing repairs. The main contractor and the vessel's master will take measures to prevent the spillage of chemicals, paint or rust particles, paint, oil, fuel or other pollutants in the Port waters or on the berth.

- 3.7.6 Vessels are prohibited from leaving containers of paint or oil, oily rags, household devices, furniture, repair waste or other garbage on the berth.
- 3.7.7 Outboard works may not be carried out without a prior permission of the dispatcher, except in the case of a vessel under repair.
- 3.7.8 In the case of a vessel under repair, any outboard works will be carried out under the supervision of the main contractor, who will ensure the safety of those works.
- 3.7.9 Underwater works and diving inspections may be carried out only with permission from the dispatcher.
- 3.7.10 It is forbidden to cut a vessel about to be scrapped or any other vessel to a limit where any sharp corners would rub against fenders.
- 3.7.11 If a vessel is being cut into scrap metal alongside a berth, the operator carrying out the works must take all precautions for fire safety and sign a checklist with the fire safety inspector, and must also take measures to ensure that no pollution of the Port waters or berths will occur as a consequence of his projects.
- 3.7.12 Vessels and operators must take into account that operation of the portal cranes will be stopped if the wind speed exceeds 12 metres per second.
- 3.7.13 In the event of receiving a storm warning from the Port, the vessels and operators must take all necessary additional measures to ensure safety. Storm warnings will be issued by the dispatcher to the operators operating in the Port, who will immediately forward the warning to their clients.

3.8 Connecting vessels to onshore supply systems

- 3.8.1 Water and onshore power supply of vessels is subject to the permission of the dispatcher in the case of cargo ships or standby vessels. Vessels under repair must obtain a permission from the operator carrying out the repairs.
- 3.8.2 Vessels can be supplied with water from Berths 4 and 5 (except in winter). If extension hoses are available, it is also possible to supply water from Berths 3 and 6, using the water taps of Berths 4 and 5. For Berths 9, 10, 11, 12, 13, 14, 15, 16, water supply is available all the year round; for Berths 17–20 water supply is possible if extension hoses are available for connection with the water tap of Berth 16.
- 3.8.3 Onshore power supply for vessels is possible from vessel switchboards at all Berths, except Berths 0, 1 and 2.

4 PORT SERVICES AND PORT FEES

4.1 General provisions

- 4.1.1 The Port Operator will charge port fees for services provided to vessels, respectively. The Port Operator will determine the port fees in a price list, which will be published at the Port's website www.portvenebalti.ee. Port dues and port fees are synonyms. The port fees will be secured by maritime lien.

4.2 Compensation for damage

- 4.2.1 The owner of the vessel must compensate for any damage caused to the structures or elements of the Port by the vessel or its crew, including purely economic losses.
- 4.2.2 The owner of the vessel will compensate for any pollution caused by the vessel or its crew in the Port or in the Port waters, which will include the costs of clean-up or other such consequences.

5 HANDLING OF DANGEROUS GOODS AND OIL PRODUCTS

5.1 Handling of dangerous goods

- 5.1.1 Dangerous goods or dangerous cargoes will be handled in the Port in accordance with the applicable legislation, including the Chemicals Act and legislation established thereunder, the International Maritime Dangerous Goods Code, the IMO MSC/Circ.1216 Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas, Chapter VII of the International Convention for the Safety of Life at Sea (SOLAS) and the requirements of the international rules for the maritime transport of dangerous cargoes established under Annexes I to III of the In-

ternational Convention for the Prevention of Pollution From Ships, 1973 as modified by the Protocol of 1978 (MARPOL 73/78) and other applicable legislation.

- 5.1.2 The carriage of dangerous cargo will be conducted and notifications about dangerous cargoes will be given in accordance with the local maritime safety rules.
- 5.1.3 The dispatcher must be notified by email at least 24 hours in advance of dangerous goods arriving by land or by sea.
- 5.1.4 The right to handle dangerous goods, bulk goods and mixed goods in the Port belongs to the provider of stevedoring services operating in the Port.
- 5.1.5 All packaged dangerous goods sent to the Port must be labelled in accordance with the requirements of the IMDG Code and accompanied by the required documentation.
- 5.1.6 The dispatcher may prohibit the handling of dangerous goods if such goods are not properly labelled.

5.2 Fuel and lubricant supply

- 5.2.1 Vessels will be fuelled from tank lorries or tanker vessels only with prior permission from the dispatcher.
- 5.2.2 In the case of supplying vessels with liquid fuel, the supplier must submit a written declaration indicating the type of fuel according to the United Nations (UN) classification, the flash point, the quantity, the customs authorisation, the time and mode of delivery (by sea or by land).
- 5.2.3 Liquid fuel will be admitted to the Port territory after the vessel's master has provided a written confirmation that the vessel is ready to receive fuel, sent by email to sadam.dispetser@blrt.ee. The notification must be submitted on the form given in Appendix 1.
- 5.2.4 Vessels under repair will be bunkered only during hours of daylight.
- 5.2.5 A new vessel or a vessel which has undergone repairs of the fuel system, may be bunkered only during hours of daylight and under the supervision of the ship repairer / shipbuilder after obtaining a permission from the dispatcher.
- 5.2.6 In the event of bunkering a vessel from cars, primary fire-fighting equipment and equipment for cleaning up any local pollution must be in the immediate vicinity of the bunkering site. Any presence of unauthorised persons in the bunkering zone is prohibited.
- 5.2.7 The operator bunkering a vessel must have an appropriate liability insurance policy.
- 5.2.8 In the event of bunkering a vessel from a tanker, the vessel must hoist a 'B' (Bravo) signal flag and switch on a red signal light for the night. Furthermore, the bunkering operator and the recipient of bunker must have primary fire-fighting equipment and equipment for cleaning up any local pollution must be in the immediate vicinity of the bunkering site.
- 5.2.9 The master of a vessel must notify the dispatcher immediately of any emergency or marine pollution or any dangerous situation that may result in environmental pollution.
- 5.2.10 Any pollution resulting from the handling of oil products or from an accident will be cleaned up at the expense of the polluter.

6 RECEPTION OF SHIP-GENERATED WASTE AND CARGO RESIDUES

- 6.1 Ship-generated waste and cargo residues will be received from vessels in accordance with the legislation of the Republic of Estonia.
- 6.2 The master of a vessel will arrange for the information about the type and quantity of ship-generated waste to be sent to the dispatcher through the EMDE system at least 24 hours in advance of arriving in the Port. If the voyage takes less than 24 hours, as soon as the port of destination is known.
- 6.3 The master of a vessel will arrange for declaring disposal of food waste to the Veterinary and Food Board.
- 6.4 Bilge water from the engine room and oily water and garbage (solid municipal waste) may be handed over to companies holding a hazardous waste management licence under contract with the Port.
- 6.5 Ballast water cannot be delivered to port reception facilities.
- 6.6 It is forbidden to discharge or pump pollutants, waste water, sewage etc. overboard.

7 FIRE SAFETY REQUIREMENTS AND ORGANISATION OF RESCUE OPERATIONS IN THE PORT

- 7.1 Fire safety must be ensured in the Port territory and the facilities located there in accordance with the Estonian legislation.
- 7.2 Fire-fighting and life-saving appliances on board of vessels at berth must be in full readiness to be used.
- 7.3 A temporary fire main connected with the onshore system will be placed on vessels under repair, if necessary.
- 7.4 Approval of the fire safety inspector must be obtained for fire-risk works on board a vessel. Telephone +372 504 6815 or +372 504 6501.
- 7.5 In the event of fire breaking out in the Port or on board a vessel in the Port, the Port security service must be notified immediately by calling +372 610 2448 and port dispatcher. The security service will immediately contact the local rescue service and guide the rescuers to the place of the fire accident. Vessels in the Port must have their fire-fighting and life-saving appliances and, if possible, the main engine ready to provide assistance in extinguishing the fire. A general alert will be announced on the neighbouring vessels.
- 7.6 The extinguishment of fire on board a vessel will be under the command of the master or the person substituting for the master.
- 7.7 All buildings, structures and vessels in the Port must be freely accessible by fire-fighting transport. Any excavation or blockage of roads or routes is permitted only if there is an alternative access route elsewhere.
- 7.8 Each operator operating in the Port must ensure that the fire safety requirements are fully observed in the territories, buildings or other objects in their use and/or in their projects.
- 7.9 The fire-fighting and life-saving equipment must be in good working order, in a conspicuous position and freely accessible. Any use of the life-saving equipment for other purposes is prohibited.
- 7.10 Rescue posts have been placed on port cranes (Berths 9–15 and 4–5) and berths (Berths 0–2, 6–8 and 16–20). Ladders have been constructed in the corners and walls of the berths.
- 7.11 In accordance with the safety requirements, it is prohibited to move on the berths outside the protective barriers.
- 7.12 In a situation in which a person has fallen into water in the Port territory, the person who notices this first must:
 - (a) throw a life buoy (from a rescue post or a vessel depending on which is closer), tying the other end of the line to the shore or to the vessel;
 - (b) keep communicating with the person in distress and direct him or her to the life buoy;
 - (c) sound the 'man overboard' alarm and call for help directly via the Port's dispatcher, telephone +372 53 419 708;
 - (d) any vessels close by and the tugboat or port boat on watch will render assistance to the person in distress by using all means at their disposal;
 - (e) if necessary, the rescue service and ambulance will be called by phoning 112.

8 MEDICAL AID AND PROCEDURE FOR CALLING EMERGENCY SERVICES

- 8.1 Emergency services (police, ambulance, rescue service, fire fighters) will be called through the Port control service. Telephone +372 610 2448. The arriving emergency services will be guided to the scene by the control service.
- 8.2 Medical aid will be provided by the local health establishments. The victim will be transported to the health establishments by means of an ambulance.

Appendix 1.

Notice of Readiness for Bunkering Operations

Date: [Insert Date]

Vessel Name: [Insert Vessel Name]

IMO Number: [Insert IMO Number]

Berth No: [Insert Port Name]

Bunkering Date and Time: [Insert Date and Time]

We hereby give notice that the above-mentioned vessel is ready for bunkering operations.

The vessel has completed all necessary preparations and all personnel involved in the bunkering operations are instructed to adhere to safety protocols and ensure proper measures are in place to prevent accidental spills.

Details:

- **Bunker Supplier:** [Insert Supplier Name]
- **Fuel Type:** [Insert Fuel Type]
- **Quantity:** [Insert Quantity]

Sincerely,

Master: [Name]

Signature: