

## **THIS INSTRUCTION FOR VESSELS IS A SUMMARY OF PRACTICAL PROCEDURES AT THE PORT**

**In the area of Port of Pietarsaari, acts, degrees and other provisions define operational procedures.**

The Port of Pietarsaari/Jakobstad operates as a general port. The port consists of the quay areas of Laukko, Buskö, South and Cement .

Port of Pietarsaari operates in accordance with ISO-9001 certificates and maintains constant interaction with its stakeholders operating at the port area. Besides safety and security, through the development of the legislation environmental aspects became one of the most important operational requirements.

### **ACCESS PASS PROCEDURE**

Access to the port area requires an access pass. The access pass applications are processed and granted at Port Administration.

Vessels deliver a crew list to their agents who deliver them to the Port Administration. The vessel informs port control about crew alterations.

Without valid reason, conveyance in the port area is prohibited. Due to ISPS regulations the port is not able to accept vehicles without advance notification. According to the advance notification a temporary transit permit is granted for visitors or transportation.

Transportation companies and visitors must apply for the transit permit through the company they deliver or carry cargo for or where they visit. The transit permit is personal and to be displayed in the vehicle of the company.

In all the issues concerning access passes contact:  
**Port Control Tel. + 358 6 723 1388, VHF 16 & 13, [portcontrol@portofpietarsaari.fi](mailto:portcontrol@portofpietarsaari.fi)**



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## CREW INFO

### GUIDE FOR PEDESTRIAN TRAFFIC

The Port of Pietarsaari/Jakobstad requires that CE-safety (high visibility) clothing is being used when walking within the port area.

Safety vests can be found from Laukko and Buskö quay ramps if needed.

Please use the route marked in red as a guidance to Euroports Pietarsaari agency and to the pedestrian port gate.

Electronic keys are needed to access/exit the port area and they are provided by the agent upon request.

Be aware of heavy vehicles operating in the quay areas and in/out of the storage facilities.

## SAFETY AND SECURITY

The Port of Pietarsaari/Jakobstad applies the international ISPS Code as well as assessments and security plans accepted by the Finnish Maritime Administration. Safety and security matters require for instance the following notices: IMDG advance information on vessels, advance information on transport and advance information on visitors.

The Port of Pietarsaari/Jakobstad is responsible for the relevant maintenance of the dock area and traffic areas within the Port.

Vessel arrivals must be reported to the Port 24 hours before arrival.

Photographing and video recording at the Port area are prohibited without the permission from The Port of Pietarsaari/Jakobstad.

Port lighting is controlled by on-duty service at **Port Control. Tel. + 358 6 723 1388, VHF 16 & 13, portcontrol@portofpietarsaari.fi**

## OCCUPATIONAL SAFETY

The Port of Pietarsaari/Jakobstad requires that everyone uses CE safety clothing, provided with the employer's logos, to ensure the visibility of personnel at the Port Area. Also helmet and safety shoes are required, when working or moving outside the vehicle. Identification cards supplied by The Port of Pietarsaari/Jakobstad are worn by permanent personnel working within the Port Area.

### Measures relating to the cargo handling of the vessel include:

No action by the vessel may cause sparking.

While unloading liquid, the protective zone extends to a distance of 25 meters from the vessel.

Cargo handling is operated through co-operation between the operator and the captain of the vessel by following accepted safety regulations.

Specific attention must be paid to moving cranes, rail and road traffic and unprotected edges of port quays.

**Hot work permits at the Port Area can be requested from the following number +358 6 723 1388.**

Violation of regulations will lead to the cancellation of the access pass.



**Vessel must consider the following procedures and act accordingly:**

VHF channels 13 (pilot) & 16, 12 (port control) are used at the Port Area.

The pilot stays on board until the vessel is safely moored to the quay. In special cases permission to transfer without a pilot can be granted.

Mooring permit and permit to leave the Port.

Vessels provide warning of potential risks, such as breaking of mooring ropes.

Unnecessary use of propulsion is to be avoided while the stern ropes are being fastened. There is a potential risk of ropes going under the ice in the winter.

When mooring, unnecessary throwing of the heaving line must be avoided (a single long line is recommended, with mooring rope becket tied in the middle of the line).

If the vessel's needs to be moved within the quay area, the use of the main engine is required.

## **ENVIRONMENTAL MATTERS**

Port of Pietarsaari is informed immediately of any damage, emissions or their discovery.

The Port has centralised waste management. Waste is sorted in accordance with the instruction for vessel waste management.

Delivery of any waste requires an advance notice to the **Port Control, Tel. +358 6 723 1388, portcontrol@portofpietarsaari.fi**. Delivery must be supervised by the Port Control. It is forbidden to leave waste outside the waste collection station.

The receipt of oily waste or sewage requires an advance notice 24 hours prior to the intended time of delivery to the **Port Control, Tel. +358 6 723 1388, portcontrol@portofpietarsaari.fi**

It is prohibited to throw waste and any other objects into the sea. Littering is prohibited and leaving snow and ice on the quay in the winter is also prohibited.



# GENERAL EMERGENCY NUMBER 112

On-duty of Port of Pietarsaari VHF

Channel 13 & 16 (12 working channel)

On-duty service of Port of Pietarsaari- Port Control  
(access permits, photography, hot work, damages)

+358 6 723 1388  
portcontrol@portofpietarsaari.fi

ISPS PFSO

+358 40 508 1906  
johanna.heinoja@portofpietarsaari.fi

Port Administration

+358 6 723 1628

## INFORMATION FOR CREW

Map of Pietarsaari

<https://karta.jakobstad.fi/ims/>

Taxi

+358 6 100 417

Pietarsaari Tourist Information

Town hall, Kauppatori 1, 68600  
Pietarsaari Tel. +358 44 7851 1425

Port Administration

+358 6 723 1628

