

PORT REGULATIONS OF THE PORT OF PIETARSAARI

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These Port Regulations have been confirmed on 24 September 2020 by the decision of the Board of the Port of Pietarsaari Ltd.

Port regulations are valid until further notice and valid starting from 1 October 2020.

1. General regulations

These Port Regulations complement the laws and other regulations in force.

The rules and instructions of these Port Regulations shall be followed in the port area administered by the Port of Pietarsaari. The land and water boundaries of the port area are marked on the map attached to these Port Regulations.

The Port Authority will inform the police, who will investigate any breach of laws and regulations as well as any suspected crime.

The Master or agent of a vessel and other operators of transport must submit all necessary information to the Port Authority for charging the port dues and promoting the safety of the port and the vessel traffic.

Photography and video recording in the port area are prohibited without permission from the Port Authority.

2. Safety of the port area

Companies operating in the port must follow the instructions and security regulations issued by the Port Authority.

Companies operating in the port area must appoint a contact person to handle security matters. In addition, operating companies with lease agreements are obliged to join the access control system maintained by the port.

Unauthorized stay is prohibited in the closed port area, marked by the prohibition sign (port structure according to the ISPS Code). Any person wishing to gain access to the restricted port area must, upon request, present an identification card or access permit approved by the Port Authority or in the absence of this, provide the necessary information for granting them access. Any unauthorised persons found inside the port area may be removed, if necessary with the assistance of Police, Customs and Border Guard Authorities.

CE marked (EN471), visible, protective clothing, a safety helmet and shoes must be worn when stepping out of a vehicle in work or quay areas.

Everybody is obliged to provide the Port Authority with any information that may be significant for the safety of the port and shipping, as set out in the ISPS Code.

While the vessel is in port, it shall notify the Port Authority, for access control purposes, any inbound and outbound movements of persons and services to the vessel.

3. Managing environmental issues

Operators in the port shall abide in their activities by the valid environment permits and adjust their activities to the stipulations therein. In addition, the companies shall follow the separate instructions issued based on these permits.

Operators in the port area shall designate a contact person for the management of the environmental issues.

The operators shall allow the Port Authority to carry out any inspections that are necessary for the execution and monitoring of the granted environmental permits for port operations in premises, machines and equipment used in the area covered by the environmental permit.

The operators shall free of charge provide the Port Authority with all information necessary for compliance of the provisions of the permit, as well as participate in investigations required in the provisions of the permit when these are directed at the operations in the port area of the company in question.

Vessel's waste management

The waste management stipulations, collection points and contact persons of the port are presented in the valid guidelines for ships' waste management of the port.

The Master of the vessel shall ensure that the ships' waste management guidelines of the port are complied with in the handling and sorting of waste.

Cleaning instructions for ships and cargo handling

The Master of the vessel shall ensure that no substances or waste contaminating the environment are discharged from the vessel, and that the operations of the ship do not cause any disruption to other users of the

port. Before and while the vessel is moored, its drains, ballast water and other outlets shall be covered to prevent water or sewage from running onto the quay.

It is the duty of the Master of the vessel or the declarant of the goods to immediately notify the Port Authority of any goods that have fallen into the water or any oil or any other pollutant that has leaked into the water and to take appropriate measures for their removal.

The Operators and those handling cargo on their behalf in the port shall take necessary steps to prevent undue dirt and noise during handling. The cargo handler and those working on their behalf shall ensure that any waste, cargo pallets and covers are carried to the appropriate locations and that any soiled areas are cleaned. If the operator neglects their cleaning obligation, then the Port Authority is entitled to dispose of the waste at the expense of the operator.

In case the handling of goods causes dust or noise that is harmful to the environment, the Port Authority may interrupt the handling of such goods.

4. Notifications to the Port Authority

The traffic operator, agent or Master of a vessel arriving in the port must enter the advance notices required by the Vessel Traffic Service Act and the waste notices into the electronic PortNet System. Other notifications shall be made in the manner prescribed by the Port Authority.

The notice must be given at least 24 hours before the arrival or at the latest when the vessel leaves a port in the direction of a Finnish port. If the destination will be known only during the voyage, the notice shall be given at the latest when the destination is known. In addition, a final arrival notice must be given by the vessel when it has arrived at its destination.

Regular schedules of passenger and cargo vessels, and changes therein, shall be discussed with the Port Authority well in advance.

Notification of any tug, waterbus, fishing trawler, bunker barge or other similar vessel engaged in a commercial activity and operating in or out of the port shall be given to the Port Authority before the initiation of any activity.

Vessels owned by the Finnish State are exempt from entering a notice into the electronic PortNet System. A berth shall, however, always be reserved.

Advance notification of goods classified as dangerous shall be given to the Port Authority 24 hours before such a consignment is brought into the port area, unless otherwise agreed. Goods classified as dangerous are substances listed in the International Maritime Dangerous Goods (IMDG) Code, the European Agreement on the International Carriage of Dangerous Goods by Road (ADR) and the Regulations concerning the International Carriage of Dangerous Goods by Rail (RID).

In addition, when transporting particularly dangerous goods or large quantities of dangerous goods, it is necessary to ensure in advance that the consignment may be brought into the port area (advance enquiry).

If the vessel is arriving from an area contaminated by a generally dangerous disease, or if a person onboard the vessel has fallen ill with a disease during the crossing that is generally dangerous, or is suspected to be contagious, or suffering from an unknown illness, then notification of this shall be given to the Port Authority in good time and advice by the Port Authority shall be awaited before arrival at the port.

If an animal has died or become seriously ill onboard during the crossing, then notification of this shall be given to the Port Authority, in order to receive instructions from veterinary authorities.

5. Arrival of the vessel and berthing in the port

The maximum speed permitted, and other potential limitations, is indicated by means of water traffic signs. The speed shall be regulated so that it does not cause damage, inconvenience or danger to the port or other infrastructures and vessels. The maximum speed in the water area of the Port of Pietarsaari is 7 km/h unless otherwise agreed.

Berths are assigned to vessels in the order of arrival in the port area. By decision of the Port Authority or by specific agreement, exceptions may however be made to this rule.

The vessel shall be moored or anchored in the location indicated by the Port Authority and may not be moved without the permission of the Port Authority. The owner or the party in possession of the vessel, shall ensure the good quality and condition of the moorings at all times. The Master of the vessel shall remain informed of the current water depth at the berth.

While mooring and casting off from the quay, as well as while the vessel is at berth, necessary care shall be taken to avoid damaging the quay and

any cranes or other fixtures located on it. The Port Authority may order the vessel to use a pilot and/or tugboat when moving a vessel in the port area.

The use of anchors on the quayside is forbidden. When moored to the quay, the vessel shall use a sufficient number of fenders.

For passenger traffic, gangway or accommodation ladders must be installed between the ship and the berth, or a safe route must be ensured in some other way.

Gangways and accommodation ladders shall be fitted with handrails and protective netting and shall be illuminated during the hours of darkness.

Davits, derricks, cranes, accommodation ladders and other equipment reaching over the vessel's sides shall be positioned so that they do not hamper the movements of the cranes on the quay nor vessel traffic on the seaward side.

Propellers of a berthed vessel may only be run at slow speed for testing while standing by for departure, except when otherwise agreed with the Port Authority.

Removing snow and ice from the vessel to the quay is prohibited.

The vessel shall be moved to another berth if the Port Authority so decides. The use of the main engine is required when manoeuvring. Any vessel in the port area, unless laid up, shall be adequately manned to enable manoeuvres at any time.

Tankers transporting dangerous goods and, when ordered to do so by the Port Authority, any other vessel shall, after mooring, pay out two towing lines for emergency towing, one fore and the other aft at the vessel's seaward side with the eyelets close to the water surface.

Mooring a laid-up vessel in the port requires the permission of the Port Authority. The owner or the agent of a laid-up vessel shall entrust the maintenance of the vessel to a reliable person whose name and address shall be made known to the Port Authority.

6. Unloading, loading and storage of goods

While unloading and loading goods, care shall be taken not to damage structural parts of the quay or port equipment used in the loading or unloading operations. When placing heavy cranes on the quay, the crane owner shall check the bearing capacity of the quay with the Port Authority and obtain their approval for the location of the crane. Port equipment must not cause oil spills into the environment.

Goods or cargo units may not during the loading or unloading operations be placed in the way of quay cranes, on the quay, streets, passages, in front of warehouse doors, on top of fire hydrants, in front of life-saving equipment or electrical centres or anywhere, where they may prevent the use of these or interfere with traffic.

Any stevedoring gear and work machinery used in the port area shall be marked with the name or logo of its owner, Stevedoring gear and work machinery may not be left on the quay area after the work has ended.

If vermin is found in the cargo of a vessel, unloading shall cease immediately. The Master of the vessel is obliged to report this to the Port Authority and to await their advice before continuing the unloading.

When storing goods in the port area, storage instructions must be adhered to. The loading or unloading of goods that cause inconvenience or damage because of a leakage, smell or any other reason, shall cease immediately.

Dangerous goods

Dangerous goods shall be unloaded and loaded on the condition that they, with the exception of bulk goods, have been marked with appropriate labels, for example with IMDG Code markings, or that they are packaged in conformity with the aforementioned code or in another appropriate manner.

If such dangerous goods are not labelled or packaged as described above, the Port Authority may forbid their unloading from the vessel and their transport by land to the port area for loading or undertake other safety measures.

When unloading and loading dangerous goods in bulk, the Master of the vessel or the declarant of the goods shall, at the request of the Port Authority, arrange for efficient surveillance and take other safety measures

at their own cost. The access of unauthorised persons to the unloading and loading area shall be prevented by warning notices and appropriate barriers.

Hazardous substances and waste may only be stored in designated storage facilities and field areas.

Explosives and radioactive substances may only be stored in the port area if permitted by law or statutory act, or if permission to do so has been granted based on law or statutory act.

When unloading and loading liquid fuels in the oil port, International Industry Standard (ISGOTT) and the port and terminal safety instructions for liquid fuels, decisions and solutions in accordance with environmental protections and other laws, must be followed.

7. Road and rail traffic

The traffic in the port area is governed by the principles of the Road Traffic Act. The highest permissible speed of vehicles, the parking areas and other traffic arrangements, such as permitted railway crossings, are indicated by traffic signs and road markings.

Parking in port areas is regulated by parking signs and parking is only permitted in these areas. Otherwise, the owner or occupier of the car is liable in the event of damage.

All vehicles shall give way to trains, cranes and other moving port equipment. The driver of a vehicle stopped or parked near a working crane or railway track must not leave the vehicle unattended.

Work in the proximity of railway tracks or within the working area of cranes must always be reported to the Port Authority.

Vehicles, which exceptionally are moving in work and quay areas, shall use flashing lights.

The use of motor vehicles on ice covered water areas is separately regulated.

The Port Authority is not responsible for damage caused to vehicles.

8. Emergency rules

The companies working in the port area must designate a contact person, who is responsible for the management of safety issues and participate in the preparation of rescue plans, the acquisition of necessary equipment and drills, in proportion to the risks of their activities. Operators dealing with hazardous chemicals must also appoint an operational supervisor.

Any marked fire passage in the warehouses and storage areas in the port area as well as routes to the fire hydrants, fire wells and fire extinguishing pipes shall be kept clear for traffic at all times. The firefighting and life-saving equipment, automatic fire detection and extinguishing devices shall be kept in working order at all times and portable fire extinguishers shall be easily accessible.

All hot work requires permission from the Port Authority.

If the cargo of a vessel includes inflammable goods, then the making of open fires, repair work producing sparks and smoking are prohibited on the open decks of the vessel, as well as in the vicinity of the vessel both on the quay and on the water.

The ventilation and cleaning of such tanks onboard the vessel where inflammable substances have been carried is prohibited without the permission of the Port Authority.

Open fires and smoking outdoors is prohibited on quays and in storage areas for inflammable liquids. This prohibition also applies to the water area within a 50 metre radius of the storage areas, quays and vessels.

The crew of vessels in the port shall take part according to their capability in the rescue operations and the removal of vessels that are at risk in locations, according to the instructions of the authorities.

9. Rules concerning recreational boating and other leisure activities

Boats, water scooters etc, used for recreational purposes, shall avoid unnecessary movements in the harbour area and always give the right of way to commercial vessels.

Fishing in an access channel or from a bridge, in the harbour basin, on the quay or other similar location that causes an obstruction is prohibited.

Swimming in the harbour basin and in the access channels is prohibited. Opening a channel outside the public navigation channel is only allowed by permission of the Port Authorities.

Competitions or other events held in the area managed by the Port Authority always require the permission of the Port Authority.

10. Measures in the event of damages and violations

If a vessel has run aground, become partially submerged or sunk in the port area, its owner or the party in possession of it shall remove it as soon as possible.

Shallowing the water area is prohibited. If the water area of the port is shallow as a result of an accident or other cause, the Port Authority and the maritime authorities must be notified immediately. Dredging of the port area is carried out at the expense of the person causing the damage.

If the sunken vessel or other object in the water causes a danger or obstruction to traffic, its owner, or the party in possession of it, shall mark it with warning signs. If this is not done, the Port Authority shall take care of the marking at the cost of the owner or the possessor.

If the quay or other port equipment is damaged by a port user, the damage shall immediately be reported to the Port Authority. The Port Authority will after such an incident arrange for a survey to estimate the costs of the damage. The party, who has caused the damage, will be invited to attend the survey.

If a vessel or goods have been placed in the port area without permission or otherwise in a manner that is in violation of the Port Regulations or obstructs traffic and the master, haulier, owner or declarant does not arrange for having them removed, they can be removed by the Port Authority at the cost of the relevant party.

If any goods, machinery or vehicle is placed in the land area of the port against the stipulations of the Port Authority and the master, haulier, owner or possessor does not arrange for having them removed, they can be removed by the Port Authority at the cost of the relevant party.

Any person that breaches any of the stipulations of these Port Regulations may be refused entry to the port area by the Port Authority. In addition, the violator is obliged to pay for all damages and expenses incurred.

Any breach of laws and regulations will be punished according to the relevant legislation in force.

11. Demands for compensation and limitation of responsibility

Claims or demands for compensations from the Port Authority shall be submitted without undue delay.

If the claim is made later than 30 days after the event or from the date the sufferer noted the event, the claimant will lose their right of appeal if the claimant is an entrepreneur.

A complaint against the Port Authority must be lodged within one year from the date of the damage or the sufferer was informed of the damage. The claim shall be brought before the court in the domicile of the Port Authority, unless otherwise agreed.

The court shall be governed by Finnish law.

12. Supplementary technical instructions and attachments

As attachment, the map of the Port Area

The Port Regulations are supplemented with the following technical instructions:

- Service Handbook
- Waste management and sorting instructions
- Instructions for port operator
- Instructions for vessels

See on the www.portofpietarsaari.fi or send an inquiry to the Port Authority if needed.

**VESIVÄYLÄNPIDON
VASTUUALUE**

SATAMAN-ALUE

SATAMAN-ALUE

**Pietarsaaren Satama Oy:n Satama-alue
Jakobstads Hamn Ab:s Hamnområdet
Port of Pietarsaari Ltd Port area**

