



PÄRNU SADAM

## **PORT OF PÄRNU PORT RULES**

**Valid from 19.09.2022**

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**APPENDICES** are visible on the website of AS Pärnu Sadam [www.parnusadam.eu](http://www.parnusadam.eu):

Appendix 1. Pärnu harbor water area and quay plan

Appendix 2. Port plan

Appendix 3. Scale plan of the water area depths of Pärnu harbor

Appendix 4. Sea marks position plan

## 1. GENERAL PART

## 1.1 Scope

- 1.1.1 This regulation applies to the land area and water area of Pärnu port and is mandatory for all persons operating or staying in the land area and water area of Pärnu port, including subcontractors and vessels visiting the port, regardless of their flag state.
- 1.1.2 In addition to what is stipulated in these regulations, all persons operating or staying in the land area or water area of Pärnu port are also obliged to comply with other lawful demands and orders of the port manager.
- 1.1.3 The port regulations and their amendments are approved by AS Pärnu Sadam in accordance with the legislation in force in the Republic of Estonia.

## 1.2 Form of business

The port is managed by AS Pärnu Sadam (registration code 11385865). AS Pärnu Sadam operates as a joint-stock company on the basis of the Commercial Code and other legislation of the Republic of Estonia.

## 1.3 Definitions

- 1.3.1 For the purposes of this Regulation and its Annexes:
  - 1.3.1.1 **port manager** – AS Pärnu Sadam, which manages the port activities in the land area and water area of the port;
  - 1.3.1.2 **land area of the port** – for mooring of vessels in Pärnu port land adapted and used for the provision of port services area;
  - 1.3.1.3 **port water area** – part of the demarcated waterway of the Pärnu port area, which is necessary for the safe movement and mooring of watercraft to organize;
  - 1.3.1.4 **port area** – the land area and water area of Pärnu port;
  - 1.3.1.5 **port security facility** in the sense of the ISPS Security Code is Pärnu in the port area, the place of cooperation and interface between the ship and the port in the sense of meeting international security requirements. The security facilities are defined in the port with the approval of the Transport Board with the corresponding security plans. Security plans are located with the Harbor Master;
  - 1.3.1.6 **harbor master** – the person who organizes the safe water traffic and safe parking of watercraft in the security facilities of the port of Pärnu and the fulfillment of the security requirements of the port facilities;
  - 1.3.1.7 **senior stevedore** – a person who ensures safety in the land area of the port of Pärnu and organizes the loading and unloading of ships;
  - 1.3.1.8 **watercraft** – a floating vehicle intended for moving on a body of water, including a portable floating vehicle;
  - 1.3.1.9 **ship** – a watercraft that is used for economic activities, the performance of state duties or vocational training, also a watercraft with a total length of over 24 meters or carrying more than 12 passengers, which is used for leisure time;
  - 1.3.1.10 **small ship** – a ship with a total length of less than 24 meters, which is not used for the purpose of economic activity and which does not carry more than 12 passengers;
  - 1.3.1.11 **passenger ship and cruise ship** – a ship that carries more than 12 passengers;

## 1.4 Location of the port, delimitation of the area and water area

- 1.4.1 The port is located in the estuary of the Pärnu River flowing into the Gulf of Riga. The coordinates of the center of the port (first center of maneuver of the vessels) are  $\varphi = 58^{\circ} 23'N$ ;  $\lambda = 24^{\circ} 28.8'E$ .

1.4.2 The plan of the area and water area of the Port, the scale map of the depths of the water area, the plan of the position of the berths and the layout scheme of navigation signs and markings are presented on the website of the Port of Pärnu. [www.parnusadam.eu](http://www.parnusadam.eu);

1.4.3 The total area of the port water area is 2,256,800 m<sup>2</sup>;

1.4.4 The total area of the port is 396,598 m<sup>2</sup>.

### 1.5 Technical data of the port. Quayside.

1.5.1 The total length of the dredged waterway (canal) in the port water area is 6200 m, the declared depth of the canal at water level 0 is 7.2 m (BK77) or 7.0 m (EH2000) and the minimum width is 45 m. The berth depths given in Annex 7 are measured at a distance of 1 m from the berth wall. The water traffic in the canal is only one-way for merchant ships and passenger ships at the same time.

1.5.2 The port has mobile lifting equipment with a lifting capacity of up to 10 t and other necessary equipment for reloading cargo.

1.5.3 A tugboat with a capacity of 1200 HJ operates in the port.

1.5.4 The water level fluctuation in the port is on average +70 cm to -40 cm in relation to EK77 "0" or +90 cm to -20 cm to EH2000. The rise in water level is mainly caused by S and SW winds. Information on the water level is issued by the Harbor Master.

1.5.5 Technical data of the port. Quayside.

Quay name	Quay		Length (m)	Depth (m)	
	Nr	Purpose		EK77	EH2000
Pärnu Sadam Pärnu Harbour	1	Cargo quay	210	6,8-7,0	
	2	Cargo quay	187	6,7-7,0	
	3	Cargo quay	78	6,8-6,9	
	4	Fire water intake quay	27	1,3	
Jannseni kaid Stevedore Quays	7	Assistance quay	20	4,1	
	8	Cargo and assistance quay	90	5,0	
	9	Cargo and assistance quay	100	5,9-6,4	
Vanasadama Linnakai	10	Cruise ships, assistant vessels	240	5,7-6,2	
Vanasadama rambikai	11	Ruhnu liner	30	5,1	
Vanasadama abikai		Recreational crafts	70	2,5-3,6	
Pärnu Laevatehas	5	Repair quay, Cargo quay	50	5,7-5,9	
Pärnu Laevatehas	6	Repair quay, Cargo quay	80	4,9	

### 1.6 Vessel gauge restrictions

1.6.1 The imaginary line between the ends of the pier divides the water area into internal and external water. The inland waters of the port have two maneuvering areas for ships:

1.6.1.1. An ellipse with one axis 210 m and the other axis 185 m along the river, the center of which is  $\phi = 58^{\circ} 22,990'N$ ;  $\lambda = 24^{\circ} 28.795'E$ ;

- 1.6.1.2 a circle 200 m in diameter and centered on  $\varphi = 58^\circ 23,272'N$ ;  
 $\lambda = 24^\circ 29.240'E$ .
- 1.6.2 The largest vessel accepted in the port is 140 m long and 45 m wide. With the consent of the Harbor Master, the permitted length of the ship shall be increased by up to 40 meters depending on the technical maneuverability of the ship and additional safety measures.
- 1.6.3 When maneuvering the vessel in the port, it must be taken into account that the reserve water under the vessel's keel is at least 5% of the vessel's draft, but not less than 40 cm. The minimum water under the keel must be ensured in all situations, regardless of water level fluctuations, waves and changes in draft due to maneuvering or movement of the vessel.
- 1.6.4 A vessel with larger gauges shall enter, leave and maneuver in the port water area at the written request of the master of the vessel with the written permission of the Harbor Master to the limits that ensure navigation safety in accordance with weather and maneuvering conditions.
- 1.7 Restrictions due to environmental protection requirements and dangerousness of cargo**
- 1.7.1 All persons and undertakings operating in the port, including subcontractors and persons present in the port are obliged to:
- 1.7.1.1 ensure the cleanliness and well-being of the territories, berths, buildings and facilities in their use;
- 1.7.1.2 fulfill environmental protection requirements due to valid legislation, conventions and the requirements of AS Pärnu Sadam's quality and environmental management system (ISO 9001:2015 and ISO 14001:2015);
- 1.7.1.3 prevent pollution, including lubricating and hydraulic oils, diesel fuel, marine fuels, oily residues or bilge water from the engine room of ships, from entering the port area (report the detected pollution or accident to the senior stevedore and the foreman immediately);
- 1.7.1.4 immediately eliminate pollution that has entered the port area.
- 1.7.2 The procedure for handling waste to be received from ships is set out in clause 4.5.
- 1.7.3 The port master must be notified of dangerous goods arriving at the port at least 24 hours in advance, unless otherwise agreed in advance, while providing the port master with detailed information about the dangerousness of the goods. The declaration of dangerous cargo and information about the dangerousness of the goods are transmitted in accordance with the procedure established by the current regulation of the Minister of Economy and Communications "Procedure for notification of dangerous cargo". The documents to be submitted shall be submitted through the electronic marine information system (EMDE) or, failing this, by e-mail to [sadam@parnusadam.eu](mailto:sadam@parnusadam.eu).
- 1.7.4 Hazardous cargo is handled in the port in accordance with the Chemicals Act and the legislation established on the basis thereof, Chapters VI and VII of the International Convention for the Safety of Life at Sea and the requirements of the International Convention for the Prevention of Marine Pollution from Ships based on Annexes I to III of the International Dangerous Goods Regulations, and in accordance with the IMDG Code and Circular No. 675 of the IMO Maritime Safety Committee "Recommendations for the safe transport of dangerous substances and related activities in the port".
- 1.7.5 All dangerous goods sent to the port (except for bulk and liquid cargo) shall be packed and marked in accordance with the requirements of the IMDG Code and provided with the required accompanying documents.

- 1.7.6 If dangerous goods are not packed and labeled in accordance with the requirements or have not been notified of their dispatch to the port in accordance with the applicable procedures, the Harbor Master may prohibit the goods to be brought into the port area or the berth owner to load and / or unload them.
- 1.7.7 In order to send especially dangerous goods (IMDG Code: kl 1; 6,2; 7) or a large number of dangerous goods to the port, the holder or forwarder of these substances must obtain the permission of both the Harbor Master and the port operator.
- 1.7.8 For the order of handling dangerous goods, see also clauses 4.2.2 and 4.2.3 of the Regulation.

## **1.8 Port opening hours**

- 1.8.1 The port operates every day and at any time of the day. The port manager may introduce changes to working hours on public holidays, informing cargo owners, contractual customers and shipping agents.

## **1.9 Navigation season in port**

- 1.9.1 The navigation season in the port is year-round.
- 1.9.2 During icebreaking works, the Maritime Administration may impose restrictions on the ice class and the power of the main engine for ships serving by the icebreaker.

## **1.10 Local time difference from UTC**

- 1.10.1 Local time = UTC +3 hours (from the last Sunday in March to the last Sunday in October)
- 1.10.2 Local time = UTC +2 hours (from the last Sunday in October to the last Sunday in March)

## **1.11 General information on companies operating in the port**

- 1.11.1 The companies operating in the port and their general data are regulated in the contracts.
- 1.11.2 State supervision in the port area is carried out by the Transport Board, the Environmental Board, the Health Board, the Police and Border Guard Board and their supervisory structures.

## **1.12 Good order in the port area**

- 1.12.1 Cargo owners and customers who have entered into a cooperation agreement with the port manager are obliged to ensure the cleanliness and order of the territory and quays in use, as well as compliance with fire safety, health protection and environmental requirements.
- 1.12.2 The quays must not have objects that interfere with the mooring and loading of ships.
- 1.12.3 Smoking in the port area is permitted only in designated areas.  
Consumption of alcohol and drugs is prohibited in the port area.
- 1.12.4 The harbor master or senior stevedore must be immediately informed of accidents involving people and equipment accidents in the port area and, if necessary, the ship's agent, if the accident happened on the ship or with a member of the crew.
- 1.12.5 When entering the port area and before leaving the port area, the user of the transport vehicle must, if necessary, clean the transport vehicle at the place designated by the port manager.
- 1.12.6 Taking photos of the activities taking place in the water area and land area of the port for the purpose of disclosure, only the permission of the harbor master is allowed, with confirmation from a board member of the harbor manager.

## **2. VESSELS ENTRY, STOPPING AND LEAVING PORT**

### **2.1 Notification of intention to enter and exit**

- 2.1.1 The ship's agent sends a written notification of the ship's arrival or departure to the port master and port senior stevedore. The electronic marine information system EMDE is used for sending notifications, and e. correspondence.
- 2.1.2 The harbor master or the watchman on duty assists the ships in determining the berth and arranges the reception and delivery of the ship's mooring ends.
- 2.1.3 The ship's agent delivers the notice of readiness of the ship for cargo operations and the report of the activities and time of the ship's stay in the port (Timesheet) to the senior stevedore of the port in a timely manner.

### **2.2 The application for entry and exit must contain the following information**

- 2.2.1 Ship name and main dimensions, including draft on arrival and departure;
- 2.2.2 General data of the ship owner;
- 2.2.3 Date and time of entry and departure;
- 2.2.4 Reason for entry and general information of loading operation;
- 2.2.5 Ship agent company name and details;
- 2.2.6 Pier number;
- 2.2.7 Information resulting from the requirements of the ISPS Security Code;
- 2.2.8 Information about the risk of infectious disease, if such exists;
- 2.2.9 List of crew members and information about the change of crew members;
- 2.2.10 Information on ship emissions and the intention of surrender by species;
- 2.2.11 Information about repair works and works with open fire.

### **2.3 Quarantine, customs and border guard formalities and preparation of documents**

- 2.3.1 There is a border point open to ships for international traffic in the port. Border and customs control takes place on call.
- 2.3.2 The organization of the ship's entry and departure formalities in the port in connection with the quarantine, customs and border regime is carried out in accordance with the procedure established in the legislation of the Republic of Estonia.
- 2.3.3 Border control is carried out in the customs control zone on a ship moored directly next to the quay or at the ship's staircase in accordance with the regulation of the Government of the Republic.
- 2.3.4 Border control consists of the control of persons and means of transport crossing the state border, customs control and, as necessary, security, sanitary, veterinary or phytosanitary control and other types of control established by possible legislation.
- 2.3.5 If the ship arrives in the port from an area prone to infection and/or there is a person on board the ship with an infectious disease or with signs of an infectious disease, the regional service of the Board of Health and the port master must be notified. In such a situation, the sanitary quarantine supervision officer will be the first to board the ship, who will decide whether to grant the ship a free communication permit or to quarantine the ship.
- 2.3.6 At the justified request of the regional service of the Board of Health, berth No. 9 will be converted into a sanitary berth.
- 2.3.7 The ship's agent, master or shipowner must inform the port master of the ship's readiness to leave the port after confirming the completion of customs, border guard and quarantine formalities.
- 2.3.8 A ship that has passed the border and customs control in order to leave the port must leave the port immediately.



## **2.4 Arranging communication when ships enter, stop and leave the port**

2.4.1 Information on the ship's approach to the port shall be transmitted using the EMDE environment of the marine information system and additionally operationally on the radio communication channel ULL 13/16.

## **2.5 Requirements for moored vessels**

2.5.1 The ship can stay in the harbor only with the permission of the harbor master. All legitimate orders of the port manager, including those concerning the standing of ships at the quay, towing to another quay or, if necessary, sending the ship out of the harbor for a raid, are mandatory.

2.5.2 While the ship is in port, the ship must comply with all requirements of the International Ship and Port Facility Security Code (ISPS Code).

2.5.3 Ships sailing under the state or national flag of a foreign country are obliged to raise the flag of the Republic of Estonia while in port in accordance with current legislation.

2.5.4 The fixing ends must be attached only to the intended bollards, the ends must have anti-rat shields.

2.5.5 Parking of ships on the quay side is allowed only with the permission of the harbor master.

2.5.6 It is forbidden to operate the propellers for longer than 2 minutes on a ship standing by the quay. As an exception, they are allowed to be used on ships less than 100 m in length at the lowest speeds, when preparing the main engine for going to sea or towing, and when mooring in icy conditions for ice removal.

2.5.7 A ship standing by the quay must always have a part of the ship's crew on board, who ensures the ship's safe condition and, if necessary, the ship's quick departure for the raid, with the exception of small ships, ships under repair with a total capacity of less than 300 GT and fishing vessels of less than 12 m.

2.5.8 The main engines, steering and anchoring equipment must be in working order. Any repair and maintenance work and study disruptions, which may increase the time the ship is ready to leave the port, may only be carried out with the permission of the harbor master.

2.5.9 A moored ship must have a ship's ladder corresponding to the quay, with a safety net underneath. In the dark, the stairs must be lit.

2.5.10 The outlet openings on the quay side of the ship must be equipped with shields to prevent water from entering the quay.

2.5.11 The river side of the ship moored at the quay must be lit.

2.5.12 In case of receiving a storm warning (wind speed over 25 m/s), the captain or chief mate must arrive on the ship. In this case, the ships must be disconnected from the shore power grid. The warning is delivered to the ships by the harbor master, who establishes accordingly to the situation, the procedure for the emergency departure of ships from the port.

2.5.13 The captain of the ship or the person replacing him must ensure the safe standing of the ship in the port, the protection of the ship and port property, and the safety of people. Ship families are obliged to keep both the land area and the water area of the port clean.

2.5.14 The harbor master must be immediately informed of all accidents involving people and equipment, pollution of the water area, damage to ships, quays and collision devices (brackets) in the port.

2.5.15 During the stay in the port, the captain of the ship or the person replacing him is obliged to ensure that the ship's crew and other persons staying on the ship comply with all the regulations, requirements and legitimate orders of the port manager in force in the port.

2.5.16 While the ship is standing in the port, it is prohibited, among other things:

2.5.16.1 discharge or pump overboard water containing faecal and petroleum products;

- 2.5.16.2 wash the ship: tanks, decks and superstructures in case the washing water pollutes the water area of the port (contains oil or other substances harmful to the environment);
- 2.5.16.3 perform washing of the cargo spaces of the ship if the washing water is pumped into the water area of the port;
- 2.5.16.4 dump rubbish, household or industrial waste on the quay or in the water;
- 2.5.16.5 swim in the water area of the port;
- 2.5.16.6 launch boats and rafts without the permission of the Harbor Master;
- 2.5.16.7 arbitrarily take water or electricity from the port systems;
- 2.5.16.8 keep on board unregistered and unvaccinated animals;
- 2.5.16.9 to load berth equipment without the permission of the port authority;
- 2.5.16.10 disregard the lawful orders of the port authority.

## **2.6 Requirements for moored ships (deck work, welding work and open fire work, behind-board work and diving work, launching boats and rafts, washing tanks, main engine repair)**

- 2.6.1 The harbor master must be informed about the ship's planned repairs and works with open fire and the harbor master's written permission must be requested;
- 2.6.2 For work related to open fire, a fire work permit must be issued and the requirements stipulated in the permit must be met;
- 2.6.3 It is forbidden to carry out hull cleaning, painting or other repair work on the ship that creates dust or noise;
- 2.6.4 Garbage can only be placed in containers designated for this purpose;
- 2.6.5 Vehicles can be parked in parking lots or on the quay, if a permit has been obtained;
- 2.6.6 Ships and small boats can stand only at the quay set aside for this purpose and move in the harbor at a small speed without causing waves;
- 2.6.7 Diver work may only be done with the permission of the harbor master;
- 2.6.8 Ship emissions can only be delivered in accordance with the rules established by the port manager.

## **3. VESSEL TRAFFIC IN THE PORT AQUATORIUM**

### **3.1 Vessel traffic in the water area of the port**

- 3.1.1 The movement of ships, except for ferries making regular trips based on a schedule coordinated with the port manager, in the port water area is only permitted in coordination with the port master.
- 3.1.2 A ferry carrying out regular voyages based on a timetable agreed with the port manager has the right to enter and leave the port. When other ships enter and leave the port at the same time, the right of way of the ship leaving the port applies, unless it is an emergency or the harbor master gives a different order.
- 3.1.3 When moving in the water area, ships and small boats must observe the international rules for avoiding ship collisions and follow good maritime practices.
- 3.1.4 In the water area of the port, the ship must move at the minimum speed at which it maintains controllability by means of the rudder. The operating mode of the ship's and small craft's engines must be such that it does not endanger other ships, small craft and port facilities standing by the quays. The ship's steering, anchor and towing equipment must be in working order and ready for use.
- 3.1.5 Relocation of the ship in the port water area is permitted only with the permission of the port master. When repositioning a ship subject to mandatory pilotage, pilotage is mandatory, unless the ship's captain has the right to sail without a pilot

in accordance with the procedure provided by law. Towing ships along the quays is allowed without a pilot.

- 3.1.6 In the event that large-tonnage vessels are moving in the channel, sports and small vessels must avoid the axis of the fairway in time when approaching them as far as their own navigational safety allows. It is forbidden to approach the maneuvering area of large ships when they are turning around.
- 3.1.7 The schedule of events (including sports competitions) held in the port area must be coordinated with the port manager in advance, and they are allowed only with the permission of the port manager.
- 3.1.8 Ships must perform turning maneuvers in the designated maneuvering area.
- 3.1.9 Carrying out turning maneuvers of the ship in the non-maneuvering area with or without the help of a tug can only take place with the permission of the harbor master.
- 3.1.10 Small boats must be registered in accordance with current legislation, their drivers must have a valid driver's license.
- 3.1.11 Stunt driving and all kinds of towing for the purpose of pleasure driving are prohibited in the water area of the port.
- 3.1.12 Small ships may be launched from the quays only in designated places.
- 3.1.13 Small vessels may not sail closer than 30 m to quays or ships standing by the quay, unless they moor themselves.

### **3.2 Requirements for watercraft in normal and special traffic conditions**

- 3.2.1 In case of poor visibility, less than 1 cable (kbt) of vessels over 500 GT shall enter and leave the port by the master of the port in coordination with the pilot.
- 3.2.2 The movement of "river-sea" type vessels at wind speeds exceeding 12 m / s and the movement of other vessels at wind speeds exceeding 15 m / s is prohibited in the water area of the Port. The final decision is made by the Harbor Master taking into account all weather conditions.

### **3.3 Mooring**

- 3.3.1 When mooring a ship, a representative of the quay owner or a senior stevedore must be present at the quay, who shall indicate the position of the ship in relation to the cargo and side to be processed at the quay.
- 3.3.2 The longitudinal distance of ships moored at the berth of the port shall ensure the safety of ships.
- 3.3.3 When mooring in ice conditions, it is recommended to use a towing service.

### **3.4 Towing of ships and ordering a tug**

- 3.4.1 Vessels are towed in accordance with the current regulation of the Minister of Economy and Communications "Requirements for towing".
- 3.4.2 In the port, it is possible to use the tug service according to the tariffs given in the port charges document (available at [www.parnusadam.eu](http://www.parnusadam.eu)).
- 3.4.3 The need to use a tug is determined by the ship's captain, except in cases where the use of a tug is mandatory based on the provisions of this regulation. To use the tug, the ship's master submits an order to the tug master through an agent or pilot no later than 1.5 hours before the start of the planned work and confirms or cancels it no later than 30 minutes before the initially set time. Ordering and cancellation is done by phone number +3725031115, and at the same time a written order or order cancellation must be sent to the e-mail [laevaliiklus@parnusadam.eu](mailto:laevaliiklus@parnusadam.eu). If the order is cancelled, the tow truck must be paid for 30 min of work.
- 3.4.4 During the assistance of the ships, the tug is in the service of the ship under the command of its captain or pilot. Damage caused to the tugboat due to the actions of the ship's captain or pilot shall be compensated by the tugboat customer. In the event of damage to the towing participant or a third party during towing, the

ship whose captain had navigational control is considered responsible, until the contrary is proven. When towing a ship with working power equipment, it is considered that navigational control rests with the captain of the towed ship.

### **3.5 Requirements for ships when moving in ice conditions**

- 3.5.1 The use of an icebreaker and the procedure for icebreaking work are regulated in the current regulation of the Minister of Economy and Communications "Procedure for icebreaking work".
- 3.5.2 The port is designated by the state as an icebreaker service port up to the port's water area.
- 3.5.3 Up to the water area of the port, the Transport Office organizes ice-breaking works. In order to organize ice-breaking activities, the Transport Board can form an advisory body - the ice staff.
- 3.5.4 The beginning and end of the period of ice-breaking works is determined by the Director General of the Transport Board based on the ice conditions.
- 3.5.5 In the water area of the port, ice-breaking works are organized by the harbor master and ice-breaking works are carried out by the port tug.
- 3.5.6 Orders for the national icebreaker are submitted through the Electronic Marine Information System (EMDE) with at least 24 hours notice.

### **3.6 Special requirements depending on the class of the craft and the nature of the cargo**

- 3.6.1 Vessels with a cargo of grain are obliged to submit ship stability calculations to the Harbor Master before leaving the port.
- 3.6.2 The following speed restrictions apply to recreational craft and recreational craft in the water area of the Port:
  - 3.6.2.1 from the ends of the pier to the peat bog (berth 3) - up to 10 knots;
  - 3.6.2.2 peat berth (berth 3) to the city center bridge - up to 5 knots, applying special care to other vessels and small vessels. In doing so, a speed must be chosen that does not generate a moving wave, ie a wave that is different from the natural waves present at a given time.

### **3.7 Organizing pilotage**

- 3.7.1 In order to ensure safe navigation, the mandatory pilotage area upon entering the Port of Pärnu starts at the pilotage station, the location of which is  $\varphi = 58^{\circ} 19'N$ ;  $\lambda = 24^{\circ} 25'E$ .
- 3.7.2 Pilotage in the port shall take place in accordance with Regulation No. 15 of the Minister of Economic Affairs and Communications of 28 November 2002 "Procedure for pilotage and places of pilot embarkation and disembarkation".
- 3.7.3 Sea pilots work around the clock in the mandatory pilotage area of Pärnu. The pilot service is ordered through an agent from the security operator of AS Eesti Loots, tel. +372 605 3888; Call sign "Pärnu Loots" on ULL channel 13/16. Pilots are ordered by ship
  - on arrival:
    - 3.7.3.1 not later than 24 hours before the arrival of the vessel at the pilot station;
    - 3.7.3.2 if the time of departure from the previous port is less than 24 hours, then at the time of departure from the previous port;
    - 3.7.3.3 the order must be specified 6 hours and then 1 hour before the vessel arrives at the pilot station;
  - on departure:
    - 3.7.3.4 no later than 4 hours before departure, the order will be specified 1 hour before departure.

- 3.7.4 Piloting is mandatory for ships when entering and leaving the port. The following vessels are exempted from piloting:
  - 3.7.4.1 ships performing state administrative functions of the Republic of Estonia;
  - 3.7.4.2 warships of the Republic of Estonia;
  - 3.7.4.3 vessels of the technical fleet, including all vessels related to the provision of port services and the dredging fleet, except for foreign dredging fleet vessels leaving the water area of the port;
  - 3.7.4.4 recreational craft;
  - 3.7.4.5 all vessels of less than 500 GT;
  - 3.7.4.6 passenger ships for which the master and chief mate hold a pilotage exemption certificate and other ships for which the master holds a pilotage exemption certificate.
- 3.7.5 Overhauling between berths 1, 2 and 3, between berths 5 and 6 and between berths 7, 8 and 9 is permitted without a pilot.
- 3.7.6 When several ships arrive at the port at the same time, the order of entry is decided by the port master and senior stevedore, taking into account the opinion of the pilot.

#### **4. PORT SERVICES AND RELATED SERVICES**

##### **4.1 List of port services**

- 4.1.1 The following services are provided in the port: organization of ship traffic in the sea area of the water area and on the Pärnu River, ship mooring service, tug service, loading and unloading of ships, storage services in the land area of the port, ice breaking service with the Transport Authority's ice breaker and the Harbor Master's tug according to the possibilities, supply of shore electricity and fresh water, including ship waste. organization of reception of liquid waste. The ice-breaking service is provided by the Transport Agency, and the pilot service is provided by AS Eesti Loots.

##### **4.2 Loading, unloading, storage and warehousing of goods (including dangerous goods)**

- 4.2.1 The loading, unloading, storage and storage of goods is carried out in accordance with the contracts concluded with the customers whose goods are loaded and/or unloaded.
- 4.2.2 Dangerous and oversized goods are handled only by prior agreement with the port manager (see also paragraphs 1.7.3 - 1.7.8).
- 4.2.3 In the case of dangerous goods stored on the land area of the port, before the dangerous goods arrive at the port, the owner of the goods or the contracted customer with the port manager must submit a formal declaration of dangerous goods, a certificate of packaging of the goods unit or load, and instructions for acting in a dangerous situation.

##### **4.3 Stevedoring work**

- 4.3.1 The performance of stevedore works is organized by the harbor manager based on these regulations, valid legislation and contracts for the provision of stevedore services.

##### **4.4 Water supply**

- 4.4.1 Supplying ships with water is allowed and possible with tankers or from the shore water line. Tankers are allowed in the port area by the harbor master based on the written request of the shipping agent. The ship's water supply is organized by the ship's agent and the harbor master.
- 4.4.2 In the port, it is possible for the ship to replenish fresh water supplies from the shore water line at berths 7, 8 and 9 (Janssen quays).

#### **4.5 Reception of ship-generated waste and cargo residues**

- 4.5.1 The port operator organizes the reception of ship waste and cargo waste from ships in accordance with the Port Act and the regulation of the Minister of Economy and Communications "Organizational requirements for the transfer and reception of ship waste and cargo waste".
- 4.5.2 The process of receiving ship waste and cargo waste is described in the plan for receiving and handling ship waste and cargo waste of the port (available at <http://www.parnusadam.eu/pdf/cargo-waste-handling-plan.pdf>).
- 4.5.3 Waste charges are stipulated in the port charges document (available at [www.parnusadam.eu](http://www.parnusadam.eu)).

#### **4.6 Supply of fuel and lubricants**

- 4.6.1 Fuel and lubricating oil stocks can be replenished in the port.
- 4.6.2 Bunkering of ships is carried out from tankers and only with the prior permission of the harbor master.
- 4.6.3 Bunkering on the raid is prohibited.
- 4.6.4 Before starting loading operations, measures must be prepared to prevent pollution of the port area.
- 4.6.5 When bunkering a ship, there must be primary fire extinguishing means and means to eliminate possible local pollution in the immediate vicinity of the bunkering place.
- 4.6.6 The captain of the ship or the person replacing him is obliged to immediately inform the port captain of any emergency situation, pollution or dangerous situation that may involve environmental pollution.
- 4.6.7 The company performing bunkering must have insurance accepted by the port manager, the insurance coverage of which is at least 32,000 euros. 4.5.11. When bunkering, ships must hoist the signal code flag "B" (BRAVO) and turn on the red signal light at night.

#### **4.7 Diving work**

- 4.7.1 The port manager does not provide diving services. Diver work for ships is organized by the ship's agent, captain or shipowner.
- 4.7.2 The harbor master must be notified in writing about the need for diving work and the time and method of carrying out diving work must be coordinated with him.
- 4.7.3 A diving vessel or a mobile diving work complex must have continuous ULL radio communication with the patrol stevedore. If there is no ULL radio communication device, a mobile phone can be used, the number of which is given by the organizer of the diving work to the harbor master and the stevedore on duty.

#### **4.8 Repair and painting works**

- 4.8.1 The Port Authority does not provide repair and painting services to watercraft.
- 4.8.2 For more detailed requirements for repair and painting work of moored craft, see clause 2.6 of this Regulation.

#### **4.9 Connecting the ship to shore-based systems**

- 4.9.1 The water supply and connection of the vessel to the communication and energy systems shall be with the permission, conditions and instructions of the quay owner.
- 4.9.2 Ships shall be supplied with water in accordance with regulation 4.4.

#### **4.10 Port dues**

- 4.10.1 Port dues, the procedure for their implementation and benefits are set out in the port dues document (available at [www.parnusadam.eu](http://www.parnusadam.eu)).

#### **4.11 Other services provided by the port**

- 4.11.1 Replenishment of ship's stores (eg shipchandler's service) is permitted by informing the Harbor Master in advance. Transport (ship's stores) is allowed in the port area on the basis of a written application of the ship's agent, master or shipowner. The Harbor Master has the right to check the compliance of the incoming ship's supplies with the consignment note, ensuring the integrity of the supplies and packaging. The port authority does not provide the ship supply service.
- 4.11.2 The Port Authority does not provide services to recreational seafarers.

#### **4.12 Guest port services**

- 4.12.1 The list and price list of services offered by the guest ports shall be established by the quay owner of the guest port.

### **5. PROCEDURES RELATING TO PASSENGER SERVICE IN THE PORT**

- 5.1 Passenger ships operating on a regular route are served in the port in priority order.
- 5.2 Cruise ships are serviced at the quay designated by the port manager.
- 5.3. Passengers are prohibited from moving in the area of loading and unloading operations. Passengers are obliged to refrain from activities indicated by prohibition signs in the port area and to obey the legitimate orders of the port manager.
- 5.4 The ship's captain or the person replacing him and the ship's crew must ensure the safe boarding and disembarking of passengers and ensure the requirements of the ISPS safety code.

### **6. PORT OF MEDICAL CARE**

- 6.1 There is no medical aid point in the port.
- 6.2 Medical care is provided by the health institutions of the city of Pärnu. Unavoidable help can be called 24 hours a day via the on-call attendant or emergency number 112.

### **7. FIRE SAFETY REQUIREMENTS IN THE PORT AND ORGANIZATION OF RESCUE WORK**

- 7.1 Ensuring fire safety in the port area, objects located there and organizing rescue works are provided by the Rescue Act, the emergency response plan and the port oil pollution prevention and elimination plan (the latter two are available at the Harbor Master's Office).

#### **7.2 Fire safety requirements for ships at berth**

- 7.2.1 The rescue and fire fighting equipment of a ship standing in port must be in working order and meet the applicable requirements.
- 7.2.2 Flammable work on ships in the harbor is only permitted with the permission of the harbor master.
- 7.2.3 Fire extinguishing on the ship is managed by the ship's captain or a member of the ship's management who replaces him, informing the harbor master and the watchman on duty immediately about the fire.

#### **7.3 Fire safety requirements in the port area, buildings and facilities**

- 7.3.1 It is forbidden to make fire in the land area of the port.
- 7.3.2 Smoking is allowed only in designated areas.

7.3.3 An entrepreneur who owns facilities on the land area of the port and a customer delivering goods to the port ensures that fire safety requirements are met in the port area given to him for use.

7.3.4 The port manager, the entrepreneur owning facilities on the port's land area and the customer delivering goods to the port ensure the availability of operational firefighting and rescue equipment in visible places on the port area and free access to them in accordance to the current legislation.

#### **7.4 Location of rescue and fire-fighting equipment**

7.4.1 Rescue equipment and anti-pollution equipment are installed in designated visible and accessible locations. See Appendix 2 Port plan [www.parnusadam.eu](http://www.parnusadam.eu).

#### **7.5 Contingency plan**

7.5.1 The action plan for the protection of people and property in the event of a fire is stipulated in the port fire action plan (in the secretariat) and in the event of a security threat in the security plans of the port facilities (in the port master's office).

7.5.2 A fire in the port area or on a ship, an emergency situation, an emergency release of oil products or any other emergency situation must be reported immediately to the harbor master and the Rescue Board.

7.5.3 In the event of a fire breaking out in the port area or on a ship standing in the port, a general alarm is declared on other ships at the proposal of the harbor master, and all other ships must prepare fire fighting and rescue equipment to provide assistance in extinguishing the fire or preventing the fire from spreading. The master of the ship must also prepare the ship for departure from the port, so that if necessary the ship is ready to leave the port to ensure safety.

#### **7.6 Pollution control in the port**

7.6.1 Prevention and elimination of pollution in the port area is organized and coordinated by the port master.

7.6.2 The port is equipped with the necessary technical means to localize and eliminate pollution.

7.6.3 The port's pollution control plan describes the action plan in case of pollution.

7.6.4 Ships and persons staying in the port area are obliged to prevent oil products and all kinds of other pollution from entering the port area.

7.6.5 The discovery of any pollution (e.g. lubricating and hydraulic oils, diesel fuel, ship fuels, oily residues or ship engine room bilge water entering the port area) must be reported immediately to the harbor master, the Rescue Board and the Environmental Board.

7.6.6 In the case of pollution originating from the ship, the crew members must immediately take measures to localize and eliminate the pollution and act in accordance with the pollution control plan of the port and the ship.

7.6.7 The costs related to the removal of the pollution and the resulting damage shall be borne by the person who caused the pollution.

### **8. PROCEDURE FOR CALLING THE RESCUE BOARD OR OTHER SPECIAL SERVICES**

8.1 Special services can be called independently, through the harbor master (+372 5031115) or the duty stevedore (+372 5177301). In the case of an independent call, the on-call stevedore must also be notified.

8.2	Police call number	112
8.3	Rescue service call number	112
8.4	Environmental Board	1247
8.5	Emergency help, maritime patrol center	112



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