



PÄRNU SADAM

PORT OF PÄRNU PORT RULES

Valid from 20.10.2020

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APPENDICES (available on the website of AS Pärnu Sadam www.parnusadam.eu):

Plan of the water area of Pärnu port

Scale map of the depths of the water area of Pärnu port

1. GENERAL PART

1.1 Scope

- 1.1.1 These rules are valid in the area of the Port of Pärnu (see Annex 4 and clauses 1.3.1.2 and 1.4) and in the water area (see Annex 2 and clauses 1.3.1.3 and 1.4) and are mandatory for all persons operating in the area and water area of the Port of Pärnu. or persons present, including subcontractors and vessels calling at the port, regardless of their flag.
- 1.1.2 In addition to the provisions of these Rules, all persons operating or staying in the territory or water area of the Port of Pärnu are obliged to comply with other lawful requirements and orders of the Port Authority.
- 1.1.3 The Port Rules and their amendments shall be 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 (registry code 11385865). AS Pärnu Sadam operates as a public limited 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 operator - AS Pärnu Sadam, which is responsible for the comprehensive organization of port activities;
 - 1.3.1.2 port area - a land area adapted for mooring watercraft in the Port of Pärnu and used for the provision of port services;
 - 1.3.1.3 port water area - a part of the delimited waterway of the Port of Pärnu, which is necessary for the organization of safe mooring of watercraft and where the Port Authority is responsible for compliance with the requirements of safety, security and environmental protection of water traffic;
 - 1.3.1.4 port area - the area and water area of the Port of Pärnu;
 - 1.3.1.5 port facility within the meaning of the ISPS Security Code - the place of cooperation and interface between the ship and the port in the port area of Pärnu, ie the place where the ship is involved in activities involving the movement of people or goods or the provision of port services to or from the ship;
 - 1.3.1.6 Harbor Master - a person who organizes the safe water traffic and safe parking of watercraft belonging to the Port of Pärnu and the compliance with the security requirements of port facilities;
 - 1.3.1.7 senior stevedore - a person who ensures safety in the area of the Port of Pärnu and organizes loading and unloading of ships;
 - 1.3.1.8 "craft" means a floating craft intended for navigation on a body of water, including a portable floating craft;
 - 1.3.1.9 "vessel" means a craft used for economic activities, public tasks or vocational training, including a craft with a total length of more than 24 meters or carrying more than 12 passengers, used for leisure purposes;
 - 1.3.1.10 "recreational craft" means a vessel with an overall length of less than 24 meters which is not used for economic activities and which does not carry more than 12 passengers;
 - 1.3.1.11 "passenger ship" means a ship which carries more than 12 passengers;
 - 1.3.1.12 "passenger" means a person on board a ship who is not on the ship's muster list.

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.com;
- 1.4.3 The total area of the port water area is 2,256,800 m²;
- 1.4.4 The total area of the port is 396,598 m².

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 HP 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, assistent 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 $\phi = 58^{\circ} 23,272'N$; $\lambda = 24^{\circ} 29.240'E$.
- 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 comply with the requirements of environmental protection pursuant to the applicable legislation, conventions and the requirements of the quality and environmental management system of AS Pärnu Sadam (ISO 9001: 2008 and ISO 14001: 2005);
 - 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 Dangerous goods arriving in the port shall be notified to the Harbor Master at least 24 hours in advance, unless otherwise agreed in advance, providing the Harbor Master with detailed information on the danger of the goods. The dangerous goods declaration and information concerning the dangerousness of the goods shall be forwarded in accordance with the procedure established in Regulation No. 74 of the Minister of Economic Affairs and Communications of 14 July 2011 "Procedure for Notification of Dangerous Cargo". The documents to be submitted are submitted via the Electronic Maritime Information System (EMDE) or, if it does not work, by e-mail to sadam@parnusadam.eu.
- 1.7.4 Dangerous goods shall be handled in a port in accordance with the Chemicals Act and legislation, Chapters VI and VII of the International Convention for the Safety of Life at Sea and Annexes I to III to the International Convention for the Prevention of Pollution from Ships, and in accordance with the IMDG Code and

IMO Maritime Safety Committee. Circular No. 675 "Recommendations for the Safe Transport of Dangerous Goods and Related Activities in 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 is open daily and at all times.

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 presented in Annex 8.
- 1.11.2 The national authorities operating in the port are listed in Annex 9.

1.12 Good order in the port area

- 1.12.1 The port operator is obliged to ensure the cleanliness of its territory and berths and compliance with the procedures and fire safety, health protection and environmental requirements.
- 1.12.2 In winter, the port operator whose berths are used in winter must clean and sand the berths and clear the bollards of ice and snow. The collected snow must be removed from the berths and transported to a collection point designated by the port authority. Pure snow may be thrown into the water only with the permission of the Harbor Master.
- 1.12.3 There shall be no objects on the berths that interfere with hauling.
- 1.12.4 Smoking in the port area is allowed only in designated areas. The use of alcohol and drugs in the port area is prohibited.
- 1.12.5 The Harbor Master or the senior stevedore and the port operator shall be immediately notified of accidents to persons and accidents involving equipment in the port area.
- 1.12.6 Upon entering the port area and before leaving the port area, the user of the means of transport shall, if necessary, clean the means of transport at the place designated by the port operator, in accordance with the maintenance requirements of the City of Pärnu.

2. VESSELS ENTRY, STOPPING AND LEAVING PORT

2.1 Notification of intention to enter and exit

2.1.1 The ship's agent shall send a written notice of the ship's arrival or departure to the Harbor Master and the port security officer (security guard). The electronic maritime information system EMDE is used to send notifications.

The Harbor Master or a port guard employee (security guard) shall assist the ships in determining the port location and organize the reception and delivery of the ship's mooring ends.

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

2.2.1 Name and main dimensions of the vessel, including draft on arrival and departure;

2.2.2 General details of the shipowner;

2.2.3 Date and time of entry and departure;

2.2.4 Reason for entry and general information on the loading operation;

2.2.5 Ship agent's company name and details;

2.2.6 Berth number;

2.2.7 information arising from the requirements of the ISPS Security Code;

2.2.8 Information on the risk of an infectious disease, if any;

2.2.9 crew members' muster role and information on crew changes;

2.2.10 Information on ship-generated waste and intention to release by species;

2.2.11 Information on repairs and open flames.

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

2.3.1 The port has a border crossing point open to ships for international traffic. The port has a 24-hour Border and Customs Control on call (see Annex 9).

2.3.2 The organization of the entry and departure formalities of the ship in the port in connection with the quarantine, customs and border regime shall take place in accordance with the procedure established in the legislation of the Republic of Estonia.

2.3.3 Border control shall take place in the customs control zone in a ship moored directly at the quay or at the ship's ladder in accordance with a 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 appropriate, security, sanitary, veterinary or phytosanitary control and other types of control established by legal acts.

2.3.5 If a ship arrives in the port from an infectious area and / or a person with an infectious disease or signs of an infectious disease is on board the ship, the regional service of the Health Board and the harbor master shall be notified. In such a situation, the sanitary quarantine officer will be the first to board the ship, who will decide whether to grant the ship a free access permit or to quarantine the ship.

2.3.6 At the reasoned request of the regional office of the Health Board, berth No. 10 shall be converted into a sanitary facility.

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 confirmation of completion of customs, border guard and quarantine formalities.

2.3.8 A vessel that has duly passed the border and customs control 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 vessel may stand in the port only with the permission of the port authority. All lawful orders of the port authority, including those concerning the standing of ships at the berth, towing to another berth or, if necessary, the expulsion of the ship from the port to the roadstead, are mandatory.

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

2.5.3 Ships flying the national or national flag of a foreign state are required to hoist the flag of the Republic of Estonia in accordance with the legislation in force while in port.

2.5.4 The attachment ends must be attached only to the bollards provided for this purpose, the ends must have anti-rat shields.

2.5.5 Vessels may stand side by side, at any berth, only with the permission of the Harbor Master.

2.5.6 It is prohibited to operate the propellers on a ship standing at the berth for more than 2 minutes. By way of exception, they may be used on ships of less than 100 m in length at the lowest speeds, in preparation for the main engine for embarkation or hauling, and in mooring in ice conditions for draining ice.

2.5.7 A vessel at berth must always have on board a part of the crew who ensures the safe condition of the vessel and, if necessary, the rapid departure of the vessel to the roadstead, except for small vessels, vessels under repair with a gross tonnage of less than 300 GT and fishing vessels of less than 12 m.

2.5.8 Main engines, steering and anchor devices must be in working order. Any repair and maintenance work and training disturbances that may prolong the ship's readiness to leave the port may take place only with the permission of the Harbor Master.

2.5.9 A moored vessel shall have a ship's ladder corresponding to the berth, under which there is a safety net. In the dark, the stairs must be lit.

2.5.10 Outlets on the ship's side of the berth shall be fitted with shields to prevent water from entering the berth.

2.5.11 The side of the river moored at the berth shall be illuminated.

2.5.12 Upon receiving a storm warning (wind speed over 25 m / s), the master or chief mate must arrive on board. In this case, vessels must be disconnected from the shore-side energy network. The warning shall be transmitted to the vessels by the master of the port, who shall establish the procedure for the departure of the vessels from the port.

2.5.13 The master of the ship or a person replacing him or her shall ensure the safe standing of the ship in the port, the protection of the ship and the port property and the safety of persons. Crews are obliged to keep both the port area and the water area clean.

2.5.14 The Harbor Master shall be immediately notified of all accidents to persons and equipment in the port, pollution of the water area, damage to ships, berths and collision devices (fenders).

2.5.15 While at the port, the master of the ship or a person replacing him or her is obliged to ensure that the crew and other persons on board comply with all rules, requirements and lawful orders of the port authority.

2.5.16 While the ship is in port, it is prohibited, inter alia:

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

- 2.8.17.2 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);
- 2.8.17.3 perform washing of the cargo spaces of the ship if the washing water is pumped into the water area of the port;
- 2.8.17.4 dump rubbish, household or industrial waste on the quay or in the water;
- 2.8.17.5 swim in the water area of the port;
- 2.8.17.6 launch boats and rafts without the permission of the Harbor Master;
- 2.8.17.7 arbitrarily take water or electricity from the port systems;
- 2.8.17.8 keep on board unregistered and unvaccinated animals;
- 2.8.17.9 to load berth equipment without the permission of the port authority;
- 2.8.17.10 disregard the lawful orders of the port authority.

2.6 Requirements for moored vessels (deck work, welding and open fire work, stern work and diving work, launching of boats and rafts, washing of tanks, repair of main engine)

- 2.6.1 The Harbor Master shall be informed of the planned repairs of the ship and the written permission of the Harbor Master shall be requested;
- 2.6.2 For works related to open fire, a fire work permit must be issued and the requirements set out in the permit must be met;
- 2.6.3 It is prohibited to carry out body cleaning, painting or other repairs on the ship that generate dust or noise;
- 2.6.4 Garbage may only be placed in dedicated containers;
- 2.6.5 Vehicles may be parked in car parks or on a quay if permission has been obtained;
- 2.6.6 Vessels and small boats may stand only at the berth allocated for this purpose and move in the port with a small passage without causing waves;
- 2.6.7 Diving work may be performed only with the permission of the Harbor Master;
- 2.6.8 Ship-generated waste may be handed over only in accordance with the rules established by the port authority.

3. VESSEL TRAFFIC IN THE PORT AQUATORIUM

3.1 Vessel traffic in the water area of the port

- 3.1.1 Vessels, except for ferries operating regular voyages on the basis of a timetable approved by the Port Authority, may move in the port water area only in coordination with the Harbor Master.
- 3.1.2 A ferry performing regular voyages on the basis of a timetable approved by the Port Authority has the priority of entering and leaving the port. In the case of simultaneous entry and exit of other ships into the port, the priority of the ship leaving the port shall apply, unless it is an emergency or the port master gives a different order.
- 3.1.3 When navigating in the water area, ships and recreational craft must comply with international rules for the prevention of collisions and comply with good maritime practice.
- 3.1.4 The vessel must move in the water area of the port at the minimum speed at which it maintains maneuverability by means of the rudder. The mode of operation of the propulsion of the ship and recreational craft shall be such that it does not endanger other ships, recreational craft and port facilities standing at the berths. The ship's rudder, anchor and towing devices must be in working order and ready for use.

- 3.1.5 Relocation of the vessel in the port water area is allowed only with the permission of the Harbor Master. Pilotage is obligatory when relocating a vessel subject to compulsory pilotage. Towing vessels on long berths is allowed without a pilot.
- 3.1.6 In the case of large tonnage vessels navigating in the canal, sport and recreational craft shall, in good time, avoid deviating from the fairway centreline as far as their own maritime safety allows. It is forbidden to approach the maneuvering area of large vessels while they are turning around.
- 3.1.7 The schedule of events (ie sports competitions) held in the port area must be approved in advance by the port authority and may be conducted only with the permission of the port authority.
- 3.1.8 Vessels shall perform maneuvers in the designated maneuvering area.
- 3.1.9 The ship may be maneuvered in a non-maneuvering area with or without the assistance of a tugboat only with the permission of the Harbor Master.
- 3.1.10 Recreational craft must be registered in accordance with the applicable legislation, their drivers must have a valid driver's license.
- 3.1.11 It is prohibited to ride in the water area of the Port and any towing for the purpose of pleasure riding.
- 3.1.12 Recreational craft may be launched from berths only in designated areas.
- 3.1.13 Recreational craft shall not proceed closer than 30 m to berths or vessels at berth, 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 Ships shall be towed in accordance with Regulation No. 23 of the Minister of Economic Affairs and Communications of 6 December 2002 "Towing Requirements".
- 3.4.2 It is possible to use the tugboat service in the port according to the tariffs provided in the port dues document (available at www.parnusadam.eu).
- 3.4.3 The need for the use of a tugboat shall be determined by the master of the vessel, unless the use of a tugboat is mandatory pursuant to the provisions of these Regulations. To use the tug, the master of the vessel, through an agent or pilot, shall place an order with the master of the tug no later than 1.5 hours before the commencement of the planned work and confirm or cancel it not later than 30 minutes before the originally appointed time. Ordering and cancellation takes place by phone +372 5031115 and at the same time a written order or order cancellation must be sent to the e-mail laevaliiklus@parnusadam.eu. If the order is canceled, the tug must be paid for 30 minutes of work.
- 3.4.4 When assisting vessels, the tug shall be in the service of the vessel under the direction of its master or pilot. Damage caused to the tug by the activities of the master or pilot of the vessel shall be compensated by the customer of the tug. In

the event of damage to a towing participant or a third party during towing, the ship whose captain had navigational control shall be held liable until proven otherwise. When towing a vessel in good working order, the master of the vessel to be towed shall be deemed to have navigational control.

3.5 Requirements for ships when moving in ice conditions

- 3.5.1 The use of an icebreaker and the procedure for icebreaking works are regulated by Regulation No. 265 of the Minister of Economic Affairs and Communications of 23 December 2003 "Procedure for icebreaking works".
- 3.5.2 The port has been designated by the state as a service port with an icebreaker up to the port water area.
- 3.5.3 The Maritime Administration shall organize icebreaking works up to the port water area. In order to organize icebreaking activities, the Maritime Administration may establish an advisory body - the Ice Staff.
- 3.5.4 The beginning and end of the icebreaking period shall be determined by the Director General of the Maritime Administration based on ice conditions.
- 3.5.5 Ice breaking works in the water area of the Port shall be organized by the Harbor Master and ice breaking works shall be performed by the port tug.
- 3.5.6 Orders for a national icebreaker shall be submitted via the Electronic Maritime 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 Pilotage is mandatory for ships upon entering and leaving the port. The following vessels are exempted from pilotage:
- 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 Tethering on berths 1, 2 and 3 and 8, 9 and 10 is permitted without a pilot.
- 3.7.6 In case of simultaneous arrival of several ships to enter the port, the order of entry shall be decided by the Harbor Master and the 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: ship traffic management in the sea area and on the Pärnu River, towing service, loading and unloading of ships, warehousing services in the port area, port operator services, shore-side electricity and fresh water supply as far as possible; arranging the reception of liquid discharges.

The icebreaking service is provided by the Maritime Administration and the pilotage service by AS Eesti Loots.

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

- 4.2.1 Loading, unloading, storage and warehousing of goods shall take place in accordance with the agreements concluded between the quay owner and the legal entity whose goods are loaded and / or unloaded (the customer).
- 4.2.2 Dangerous and bulky goods shall be handled only with the prior agreement of the port operator (see also clauses 1.7.3 - 1.7.8).
- 4.2.3 In the case of dangerous goods stored in the port area, a formal declaration of dangerous goods, a certificate of container (cargo) packing and instructions for acting in an emergency situation must be submitted to the port operator before the arrival of dangerous goods.

4.3 Stevedoring work

- 4.3.1 The performance of stevedoring work shall be organized by the port operator in accordance with these Regulations, applicable legislation and contracts for the provision of stevedoring services.

4.4 Water supply

- 4.4.1 The supply of water to ships is permitted and possible with tankers. Tankers shall be allowed into the port area by the harbor master on the basis of a written application of the ship's agent, master or shipowner. If necessary, the ship's water supply shall be arranged by the ship's agent, master or shipowner.
- 4.4.2 It is possible to replenish fresh water supplies in the port at berths No. 5.6 and 8.9 (Janssen berths).

4.5 Reception of ship-generated waste and cargo residues

- 4.5.1 The Port Authority shall organize the reception of ship-generated waste and cargo residues from ships in accordance with the Port Act and the Regulation of the Minister of Economic Affairs and Communications "Organizational Requirements for Transfer and Receipt of Ship-generated Waste and Cargo Waste".
- 4.5.2 The process of receiving ship-generated waste and cargo residues is described in the port's plan for receiving and handling ship-generated waste and cargo residues (available at www.parnusadam.eu).
- 4.5.3 Waste charges are set out in the port dues document (available at www.parnusadam.eu).

4.6 Supply of fuel and lubricants

- 4.6.1 It is possible to replenish fuel and lubricating oil stocks in the port.
- 4.6.2 Bunkering of ships takes place from tankers and only with the prior permission of the Harbor Master.
- 4.6.3 The Tax and Customs Board must be informed in advance about the bunkering of ships. Bunkering on the roadstead is prohibited.
- 4.6.4 Prior to the commencement of works, measures shall be prepared to prevent pollution of the port area.
- 4.6.5 When bunkering a ship, primary fire-fighting equipment and means for eliminating possible local pollution shall be provided in the immediate vicinity of the bunkering site.
- 4.6.6 The master of the ship or a person replacing him / her is obliged to immediately inform the port master of any emergency, pollution or dangerous situation that may result in environmental pollution.
- 4.6.7 The undertaking performing bunkering must have insurance accepted by the port authority, the insurance cover of which is at least 32,000 euros.
- 4.6.8 During bunkering, ships must raise the signal code flag "B" (BRAVO) and turn on the red signal light at night.

4.7 Diving work

- 4.7.1 The Port Authority does not provide diving services. Diving work for ships is arranged by the ship's agent, master or shipowner.
- 4.7.2 The Harbor Master must be notified in writing of the need for diving work and the time and manner of diving work must be agreed with him or her.
- 4.7.3 The diving vessel or mobile diving complex shall have continuous VHF radio communication with the Harbor Master. In the absence of a VHF radio, a mobile telephone may be used, the number of which must be given to the Harbor Master.

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).

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 shall be served in the port as a matter of priority.
- 5.2 Passenger ships shall be serviced at the berth designated by the Port Authority.
- 5.3 Passengers are not allowed to move in the loading and unloading area. Passengers are obliged to refrain from the activities indicated by prohibition signs in the port area and to obey the lawful orders of the port authority.
- 5.4 The skipper or his deputy and the ship's crew must ensure the safe embarkation and disembarkation of passengers.

6. PORT OF MEDICAL CARE

- 6.1 There is no medical assistance point in the port.
- 6.2 Medical care is provided by Pärnu city health care institutions. Emergency assistance can be called 24 hours a day through the port dispatcher or on the 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 berthed in the port shall be in working order and comply with the applicable requirements.
- 7.2.2 Flammable work on ships at berth in the port is permitted only with the permission of the Harbor Master (see clause 2.6.1).
- 7.2.3 The master of the ship or his or her deputy shall direct the elimination of fire on the ship.

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

- 7.3.1 It is strictly forbidden to make an open fire in the port area. Welding and open fire work in the port area is permitted only with the permission of the Harbor Master.
- 7.3.2 Smoking is only allowed in designated areas.
- 7.3.3 The port operator shall ensure compliance with fire safety requirements on its property.

7.3.4 The port authority and the port operator shall ensure the availability of fire-fighting and rescue equipment in visible places in the port area and free access to them in accordance with the applicable legislation.

7.4 Location of rescue and fire-fighting equipment

7.4.1 Life-saving appliances shall be installed in specified visible and accessible places on stationary bases throughout the kaolin. See the schematic plan of the berths at www.parnusadam.com and the diagram of the arrangement of life-saving equipment (available at the Harbor Master's Office).

7.5 Contingency plan

7.5.1 An action plan for the protection of persons and property in the event of fire, natural disaster, catastrophe, accident, explosion, etc. is set out in the emergency plan available to the Harbor Master's Office.

7.5.2 The Harbor Master and the Rescue Board shall be notified immediately of a fire in the port area or a ship, an emergency accidental discharge of petroleum products or another emergency situation.

7.5.3 In the event of a fire in the port area or on a ship at berth, a general alert shall be issued to other ships and all other ships shall be provided with fire-fighting and rescue equipment and a main engine to assist in extinguishing the fire or preventing the spread of fire. The master of the ship must also prepare the ship for departure from the port so that, if necessary, the ship would be ready to leave the port to ensure safety.

7.6 Pollution control in the port

7.6.1 Pollution prevention and elimination in the port area shall be organized and coordinated by the Harbor Master.

7.6.2 The port is equipped with the technical means necessary for the localization and elimination of pollution.

7.6.3 The Port Pollution Control Plan describes the action plan in case of pollution and is available at the Harbor Master's Office.

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

7.6.5 The Harbor Master, the Rescue Board and the Environmental Inspectorate shall be immediately notified of the detection of any pollution (eg lubricating and hydraulic oils, diesel fuel, marine fuels, oily residues or bilge water from the engine room of ships).

7.6.6 In the event of pollution from a ship, crew members shall immediately take measures to locate and eliminate the pollution and act in accordance with the ship's pollution control plan.

7.6.7 The costs related to the elimination of pollution and the damage incurred shall be borne by the polluter.

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

8.1 Special services may be called independently or through a port dispatcher.

8.2 Emergency number for the police 112

8.3 Emergency number for rescue services 112

8.4 The Environmental Inspectorate number 1313

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