

APPROVED:

.....

Board of Tallinn Bekker Port Ltd.

“03 “march, 2025

## **PORT REGULATIONS**

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## **1. PORT'S GENERAL DATA**

### **1.1. Definition of port holder's form of entrepreneurship with reference to the appropriate documents**

Tallinn Bekker Port Ltd. (registration code 10375907) is a private limited company, which works in compliance with its Statute, commercial code and other legal acts valid in the Republic of Estonia. Tallinn Bekker Port Ltd. manages the Bekker and Meeruse twin ports.

This regulation applies to the area of Bekker and Meeruse Ports as used by Tallinn Bekker Port Ltd (hereinafter the port owner) and is compulsory to everyone working or staying in the port. Port's scope of activities: private port, which functions as an export/import port, core activities including storage, cargo handling and other supplementary transportation activities.

### **1.2. Location, area and waters of Bekker and Meeruse Ports**

Bekker Port is located on the eastern shore of the Kopli Bay ( $\varphi = 59^{\circ}27,16' \text{ N}$ ;  $\lambda = 24^{\circ}39,78' \text{ E}$ ). Total area of the port is 185,848 m<sup>2</sup>. Total water area is 336,300 m<sup>2</sup>. Breakwaters protect the port from the waves coming from the open sea. Overall length of berths is 620 m. The port has open storage areas and separate warehouses to store the merchandise: warehouses' areas total up to 38,658 m<sup>2</sup> and open storage areas – up to 86,370 m<sup>2</sup>. Railway platform and two railway lines are available with the overall length of 1.5 km.

Meeruse Port is located in Tallinn, on the southeast shore of the Kopli Bay ( $\varphi = 59^{\circ}27,03' \text{ N}$ ;  $\lambda = 24^{\circ}40,26' \text{ E}$ , the seaward end of berth Nr. 11). Total area of the port is 72,300 m<sup>2</sup>. Total water area is 52,000 m<sup>2</sup>. Breakwaters protect the port from the waves coming from the open sea. The port has 11 berths with the overall length of 770 m. The port has warehouses with the total area of 4,332 m<sup>2</sup>, including cold store with the gross capacity of 633 m<sup>2</sup> and customs warehouse of 600 m<sup>2</sup>. Open storage areas are located at berth Nr. 5 (7,500 m<sup>2</sup>) and Nr. 11 (1,500 m<sup>2</sup>). Open storage areas – up to 44,646 m<sup>2</sup>.

### **1.3. Port area map and a layout of navigation signs and indications**

See Annex 1.

### **1.4. Technical data of the port**

#### **1.4.1. Maximum craft dimensions allowed**

The declared depth by the berth is the lowest depth measured from the distance of one metre from the edge of the berth or the lowest depth within the width and length of a vessel and set against a measurement error of –10 cm. except for quay No. 4 in the port of Bekker, where measured at a distance of 3 meters from the edge of the berth. The minimum under keel clearance (free water) of a vessel available for manoeuvring in the port has to be at least 5% of the vessel draught. In case the under-keel clearance of 5% calculation yields: less than 20 cm (incl. measurement error of –10 cm), the minimum under keel clearance for manoeuvring shall be determined as 20 cm; more than 40 cm (incl. measurement error of -10 cm), the minimum under keel clearance for manoeuvring shall be determined as 40 cm.

The clearance shall be determined from the declared depth and the minimum under keel clearance has to be guaranteed at all times, irrespective of the fluctuations of the water level or increase in draught of vessel due to vessels roll, pitch & heave movements. The entrance to, departure from or manoeuvring in the water area of the port for the vessels exceeding the allowed maximum craft dimensions shall be performed pursuant to the permit granted by the Harbour Master on the basis of a written application submitted by the vessel's captain up to the threshold of ensuring the navigational safety in accordance with the weather and manoeuvring conditions.

#### **1.4.2. Bekker Port**

<b>Quay nr</b>	<b>Length (m)</b>	<b>Depth (m)</b>
1	131	8,0
1a	67	2,3
2	150	1,3
3	109	3,2
4	183	10,5

#### **1.4.3. Meeruse port**

<b>Quay nr</b>	<b>Length (m)</b>	<b>Depth(m)</b>
1	63,0	4,1
2	70,0	2,7
3	24,0	2,8
4	70,0	2,8
5	116,0	5,2
6	50,0	2,0
7	42,0	1,8
8	34,0	1,8
9	62,0	2,2
10	63,0	2,2
11	176,0	See the note*

*\*Note: When coming from the sea the guaranteed depth for 70 m is 6,8 m, the next 70 m it is 4,4 m and the next 36 m – 3,6 m deep.*

**1.4.3.1.** Entering and leaving the port as well as maneuvering in the port's waters for a vessel that exceeds the permitted dimensions is possible only upon captain's request and with a written permit from the port master, provided it ensures navigational safety depending on weather and navigation conditions.

**1.4.3.2.** The port has 11 berths with the overall length of 770 m.

**1.4.3.3.** 176 m long wave breaker pier (west pier) with a seawall made of

concrete blocks on the outer side protects the waters.

**1.4.3.4.** Entering the port occurs through the canal in Kopli Bay a shipping lane, with a length of 500 m, beam 50 m and minimum depth 8.0 m.

**1.4.3.5.** The port entrance width is 110 m and minimum water depth is 7.0 m.

## **1.5. Dimensional limits for the sea vessels**

**1.5.1.** The following maximum dimensions are permitted for vessels entering the Bekker Port: L = 190 m; B = 32 m; T = 10.15 m. Depending on the weather conditions and water level the port master can prohibit the entry for a vessel with one or more dimensions close to the mentioned limits or allow the entry for a vessel with dimensions exceeding the limits. If the ship is even within the permitted parameters, the ship captain and port captain (harbor master) must make sure in advance that the ship can visit the port and are responsible for the safe arrival and departure of the ship. Entering the port occurs through the canal in Kopli Bay, which has the length of 375 m, width 114 m and minimum draught at (EH2000) zero-level of 10.5 m.

**1.5.1.1.** The port does not provide services to the hobby seafarers.

**1.5.1.2.** The following maximum dimensions are permitted for vessels entering the Meeruse Port: L = 120 m; B = 24 m; T = 6.4 m. Depending on the weather conditions and water level, the port master can prohibit the entry for a vessel with one or more dimensions close to the mentioned limits or allow the entry for a vessel with dimensions exceeding the limits. Entering the port occurs through the canal in Kopli Bay, which has the length of 500 m, width 50 m and the minimum draught at (EH2000) zero-level of 8.0 m.

**NB! The so-called Baltic 1977 standard altitude system (BK77) has been replaced by the European Vertical Reference System (EH2000).**

**1.5.1.3.** The port does not provide services to the hobby seafarers.

### **1.5.2. Navigation marks**

- There is a red metal column with balcony on the S end of Bekker Port's breakwater, the light beacon (Nr. 340) of Bekker Port's quay is located at 59°27,16'N, 24°39,77'E. Lighting sector: white 45°–67°, visibility 3 nautical miles; red 67°–151°, visibility 2 nautical miles; green 151°–45°, visibility 1 nautical mile. Light characteristic: ISO R 2s 1 + 1 = 2s. Bekker port entrance channel is marked with navigation markers buoys (see Estonian Transport Administration Notices to Mariners nr 4 /2021)
- There is a red metal column with balcony on the S end of Meeruse Port's mole, the light beacon (Nr. 348) is located at 59°27,00'N; 24°40,18'E (1990), 5/8; lighting sector: white 158°–73°, visibility 4 nautical miles; red 73°–158°, visibility 2 nautical miles.
- On the coast to the East of the port there is a rear light beacon for the leading line (Nr. 351) at 59°27,01'N, 24°40,52'E (1990), which marks the 76.8°–256.8° axis of the entry canal, a metal column with balcony, 5/7 m. A similar front light beacon for the leading line (Nr. 352) at 59°27,03'N, 24°40,68'E, 8/12 m is located 0.8 kbt from the rear one. Meeruse port entrance channel is marked with navigation markers buoys (see Estonian Transport Administration Notices to Mariners nr 8 /2015)

## **1.6. Limitations based on environmental requirements, hazardous cargo, etc**

**1.6.1.** Hazardous cargos are accepted, processed, stored and dispatched in

accordance with the requirements provided by the following documents:

- § 42 of the Maritime Safety Act;
- Procedure 'Presentation of notice about hazardous cargo, list of required information and communication of information related to hazardous cargo to the proper officers' stated by the Regulation Nr. 74 of the Minister of Economic Affairs and Communications as of July 14<sup>th</sup>, 2011;
- § 31 of the Ports Act;
- Dangerous cargo shall be handled in a port according to the requirements of the Chemicals Act and the legislation established on the basis thereof and Chapter VII of the International Convention for the Safety of Life at Sea and the International Maritime Dangerous Goods Code established on the basis of Annexes I to III of the International Convention on the Prevention of Pollution from Ships.
- IMDG Code (International Maritime Dangerous Goods Code)

**1.6.2.** Additional information can be found in Chapter 4 of this regulation.

### **1.7. Port's working hours**

Port's administration works 5 days a week, Monday to Friday. Official working hours are from 08.30 a.m. to 05.00 p.m. Loading/unloading of vessels is performed 24 hours a day, in accordance with orders.

#### **National holiday:**

February 24	Independence Day, anniversary of the Republic of Estonia
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#### **Public holidays:**

January 1	New Year's Day
	Good Friday
	Easter Sunday
	Pentecost
May 1	May Day
June 23	Victory Day
June 24	Midsummer Day
August 20	Day of Restoration of Independence
December 24	Christmas Eve
December 25	Christmas Day
December 26	Boxing Day

### **1.8. Port's navigation time**

The port is open for navigation all around the year.

### **1.9. Local time difference from UTC**

- +3 hours in summer (from the last Sunday of March)
- +2 hours in winter (from the last Sunday of October)

### **1.10. General information about enterprises active in port**

See Annex 2.

## **2. PROCEDURE FOR THE VESSEL'S ENTRY INTO, STANDING IN AND LEAVING FROM THE PORT**

### **2.1. Notice of entry or departure**

A vessel from a foreign country shall notify the port administration about its entry at least 24 hours in advance. Vessels sailing under the flag of Estonia must notify the port 4 hours in advance (via EMDE system).

**2.1.1.** The vessel or cargo owner shall notify the port master of Bekker/Meeruse Port about request to use the Bekker/Meeruse Port services 10 days before the vessel or cargo arrives. The vessel's arrival should be confirmed 96, 24 and 4 hours prior to entry and not later than 4 hours after leaving the last port (via EMDE system).

**2.1.1.1.** The arriving ship's agent or Captain shall be obligated to (via EMDE system): Having received information confirmation from the port manager of receipt of the ship at the port, the sender of the notice shall register the ship's call to the port in the Estonian Maritime Document Exchange (EMDE) system through which all the subsequent business will be carried out (information concerning the ship, notices, documents, etc.) 4 hours prior to the vessel's entry into the port the agent or the captain shall present additional information as follows:

1) Information to the border guard: the vessel's name and flag state, number of crew personnel, number of passengers, cargo, from which port the vessel is coming and to which it is going, infectious diseases or possibly infected people on the vessel.

2) Information to the local healthcare institution: number of crew personnel, number of passengers, from which port the vessel is coming and to which it is going, infectious diseases or possibly infected people on the ship.

3) Information and documents specified in shall be transmitted through the Estonian Maritime Document Exchange (EMDE) system.

If EMDE is not functioning, the necessary information shall be forwarded in another manner.

Information to the port master in addition to the abovementioned includes:

1. Anticipated arrival time;
2. Flag state;
3. Port of departure;
4. General dimensions;
5. Actual draught;
6. Purpose of entry;
7. Type and amount of refuse to be accepted by the port;
8. Information about vessel's technical condition.

**2.1.2.** Captain of the vessel that enters the Estonian internal waters from foreign waters are obliged to notify Tallinn VTS and pilotage service 2 hours before entering the internal waters.

**2.1.3.** Any vessel requesting to enter the port shall present a security notice as approved by the Estonian Maritime Administration (see Annex 3).

The captain, head of security or the agent (ship owner, if there is no agent) shall present the notice:

- at least 24 hours before entering the port;
- when leaving the last port of call at the latest if the voyage lasts less than 24



hours;

- if the port of call is changed during the voyage, then as soon as the new port of call becomes known.

**2.1.4.** Conforming the approval of the Estonian Transport Administration the security declaration between the vessel and the holder of the port facility will be filled out in the following cases:

- the vessel has not joined the SOLAS convention;
- SOLAS vessel does not have a valid safety certificate, but the state has decided to allow the vessel to enter the port after assessing the risks;
- the vessel's security level is higher than the port facility's one;
- in case a security incident or a risk thereof is present at the port facility or on a moored vessel;
- it is required by the Estonian Transport Administration.

**2.1.5.** Security requirements

All personnel working in the area of Tallinn Bekker Port Ltd. shall follow the International Convention for the Safety of Life at Sea (SOLAS), including the International Ship and Port Facility Security Code (ISPS), and Regulation Nr. 725/2004 of the European Parliament and of the Council dated March 31<sup>st</sup>, 2004, on enhancing ship's and port facility's security, the requirements for the port facility security plans, which are based on the Regulation and approved by the Estonian Transport association, and internal procedural rules for the port area at Tallinn Bekker Port Ltd.

**2.1.6.** The port shall notify the vessel about mooring time and quay, ways of handling the cargo and beginning of work at least 2 hours before the vessel arrives to the pilot station. In case the vessel comes from a foreign port, the mooring time shall be coordinated with the health authorities, customs and border guard authorities. Customs at Muuga Harbour will be notified of the mooring quay.

**2.1.7.** Vessel's intentions for entry and departure do not have to be announced in case a vessel enters the port or departs to internal waters or to some ports suitable for vessels and small vessels when such entry or departure occurs in Estonian transboundary water (conforming the Estonian Regulation Nr. 194 of May 19<sup>th</sup>, 2004) in accordance with schedule that has been approved by the proper institutions (except for the case when a possibility exists to have an infected person on board).

**2.1.8.** The port administration should be notified of the intention to depart at least 24 hours before starting to clear the vessel for sailing. The vessel shall ask the port master for departing permission 15 minutes before departing.

**2.1.9.** The port master shall present the information about the vessel's arrival or departure to the state monitoring authorities and the vessel's agent or owner (if there is no agent) shall present the required documents in accordance with the Estonian regulations (see Annex 5).

## **2.2. Granting permission to enter and to leave**

**2.2.1.** The vessel's or cargo's owner shall present the following information for the arrival permission:

- a. vessel's name, flag, type, origin;
- b. purpose of entry;
- c. arrival time;
- d. vessel's length, width, draught, number of cargo holds, dimensions of

- cargo hold and cargo hold latch;
  - e. quantity of cargo and the order of loading/unloading;
  - f. characteristics of the cargo;
  - g. information about heavy or oversize cargo;
  - h. standby for loading/unloading;
  - i. supplies needed;
  - j. agent;
  - k. any need for help, infected people on board, etc.
- 2.2.2.** Port master (stevedore) will authorize the arrival permission and will co-ordinate it with the proper institutions if necessary.
- 2.2.3.** The port stevedore will determine the order in case more than one vessel arrives or departs at the same time.
- 2.2.4.** Liners have priority on entering and leaving the port. The liner will lose its priority in case of delay and will be granted permission to enter or to depart when possible.

#### **2.2.5. Pilotage on arrival**

- 2.2.5.1.** Pilotage is required for all vessels entering the Bekker/Meeruse Ports, except for the vessels that sail under Estonian flag with a gross tonnage under 500. The following vessels are released from pilotage: vessels performing Estonian administrative duties, military vessels, hospital ships, vessels for study and research programs, vessels taking part in international cooperation programs, foreign vessels on state visits and vessels disembarking the sick, the marine casualties and the dead.
- 2.2.5.2.** Coordinates of the pilotage station:
  - Suurupi shipping lane 59°29',4 N; 24°33'E;
  - Tallinn bay (entry from North) 59°37',5 N; 24°38'E.
- 2.2.5.3.** The captain or the agent orders a pilotage from the Estonian Pilot Ltd.:
  - 24 hours before the vessel arrives to the pilotage station at the latest;
  - if a voyage from the last port takes less than 24 hours, then during departure from the port;
  - the order should be confirmed 6 and then 2 hours before the vessel arrives to the pilot station.
- 2.2.5.4.** Ordering a pilot
  - Phone 605 3888, 52 68 432
  - Fax 605 3881
  - VHF channels 13 and 16, call sign "LOOTSIJAAM", work channel 72

#### **2.3. Proceedings for the entry and departure notices and information requirements**

The procedures for entry and departure notices and information requirements should be found in this regulation.

#### **2.4. Arrangement of entry formalities and documentation required in accordance with the quarantine, customs and border regime**

Upon entrance to port or leaving port, the ship's agent or Captain shall present necessary documents according to § 4 of the Government of the Republic Regulation No. 194 of 19 May 2004 "Procedure for Ships and Recreational

Crafts Entering and Leaving Inland Maritime Waters, Ports and Estonia-owned Waters of Trans-boundary Water Bodies”.

**2.4.1.** The vessel's agent or captain shall submit the following documents upon entering the port:

- **general declaration**: to the Harbour Master, to the Police and Border Guard, to the Tax and Customs Board, to the Health Board, to the Agriculture and Food Board (upon corresponding cargo);
  - **crew list and passenger list**: to the Harbour Master, to the Police and Border Guard, to the Tax and Customs Board, to the Health Board; - declaration of health: to the Health Board;
  - **ship's supply declaration**: to the Tax and Customs Board and Agriculture and Food Board (only upon entrance to port);
  - **ship's manifest(s)**: to the Police and Border Guard, Agriculture and Food Board and to the Tax and Customs Board;
  - **bill(s) of lading**: to the customs authorities and to the Agricultural Board; - crew effects declaration: to the Tax and Customs Board;
  - **notice of food waste delivered in port**: to the Agriculture and Food Board.
- These documents shall be presented as soon as possible, but not later than 6 hours after entrance. Prior to the presenting of named documents loading and discharging operations are not permitted. In departure the documents shall be presented at least one hour prior. In addition to the documents referred to in clause 2.4.1, the ship's agent or Captain is required to forward to the Port administration, prior to the departure of the ship from port, the following documents:
- **notice of type and amount of ship generated waste delivered in port** (if the delivered amounts differ from those presented in the advance notice);
  - **ship's tonnage certificate**; - ship's stability calculations (if the ship leaves with grain cargo or on deck cargo);
  - **Statement of Facts**;
  - **Notice of Readiness; Bill of Lading**

**2.4.2.** A vessel arriving to the port from a foreign country shall moor at a quay pointed by the port master (stevedore) for the border control.

**2.4.3.** Arrangement for the vessel's entry formalities in the ports in regard to the quarantine, customs and border regime are made in accordance with the regulations provided by the legislation of the Estonian Republic and international agreements.

Cargo ships and persons on board arriving from a third member state / leaving to a Schengen Area Member State (movement between Member States) are generally not subject to border control, if the following requirements have been met:

- prior to the ship's arrival at port (preferably at least 2 hours in advance) a police officer at border crossing point has received, through the Estonian Maritime Document Exchange (EMDE) system, the crew list and passenger list with accurate personal data and document numbers, for the purposes of a preliminary check;
- the police officer has confirmed the accuracy of the information with a green light in EMDE.

Confirmation of the accuracy of the information by the police officer in EMDE (clause 2.5.3) does not exclude border control. The police still have the right, based on a risk assessment, to apply border control to cargo ships and persons

on board arriving from / leaving to a Schengen Area Member State, of which the interested persons shall be notified at the first opportunity.

**2.4.4.** No one can leave the vessel or dispatch the goods or objects from the vessel before the border and customs inspection has been carried out. Cargo can be unloaded after receipt of permission from the Tax and Customs Board. No one can board the vessel without permission from the border guard. If a vessel arrives from infectious area and there is an infected or probably infected person on board, the sanitary quarantine surveillance officer should decide whether to grant permission for free communication for the vessel or to send it to quarantine; he will be the first to board the vessel.

**2.4.5.** Directly after completion of border and customs inspection for leaving from the port the vessel shall immediately leave the port.

**2.5. Establishing communication with the sea vessel upon entering, standing in and leaving from the port**

**2.5.1.** The port's VHF radio is operated 24 hours with the call sign 'Bekkeri sadam' channel 74. The vessel shall ask permission to enter the port from the port master (stevedore) on channel 74, which is valid for 15 minutes. Dispatcher's phone nr. 6307 932, 5148 883.

**2.6. Requirements for moored vessels (prohibitions, obligations, restrictions and other conditions)**

**2.6.1.** Vessels moored along the berth shall heave the anchor to the hawse.

**2.6.2.** Laying of vessels abreast alongside whichever berth may occur only with the port master's permission.

**2.6.3.** Vessels moored along the berth shall not use propellers. These are allowed to be used exceptionally by small vessels up to 100 m long at the lowest speed while preparing the main propulsion for sailing out to the sea or shifting.

**2.6.4.** The main propulsions, steering and anchor gear shall be in working condition. Any repairs or maintenance works that may extend the time required to stand by for departure may take place only with the port master's written permission.

**2.6.5.** Watchkeeping arrangements

- Watchkeeping shall be arranged on a ship to ensure the safety and security of the ship while under way, anchored, berthed or in dry dock. While at berth, the master of the ship shall arrange for watchkeeping to be carried out in such a way as to ensure the safety and security of the ship.

**2.6.6.** Any accidents, both with people and equipment, pollution of waters, damage to vessels, berths and fenders shall be immediately reported to the port master.

**2.6.7.** Upon port administration's request the vessel must leave the berth for roadstead or move to another berth appointed by the port administration.

**2.6.8.** Vessels sailing under the flag of a foreign country are obligated to take on the Estonian flag, which will be hoisted and lowered with the flag at the stern.

**2.6.9.** The mooring ropes shall be fastened to bollards established for this. Ropes shall be equipped with anti-rat shields.

**2.6.10.** Discharge openings in the vessel berth side board shall be equipped with shields to avoid discharge of steam and water onto the berth. A safe gangway shall be placed from the vessel to the coast, which shall be lighted in the dark. A protective net must be fastened under the gangway.

**2.6.11.** The vessel owner must enter into contract with the port owner to visit the port.

- 2.6.12.** The following is prohibited while lying in the port:
- discarding or pumping the sewage or oil over the vessel side;
  - throwing garbage, municipal and industrial waste to the quay or into the water;
  - testing the main propulsion with the propeller switched on;
  - swimming in port waters;
  - lowering boats and rafts into the water without permission of the port dispatcher;
  - taking water and electricity from the port systems without permission;
  - keeping unregistered and unvaccinated animals on the vessel;
  - loading supplies on berth without permission of the port surveillance.
- 2.6.13.** Special conditions
- Upon receipt of a storm warning (wind speed of 25 m/s and higher) the captain or the first mate have to arrive to the vessel. In such case a vessel will be disconnected from the coastal electricity system. Warning shall be issued by the port master's office as well as the order of leaving the port shall be provided by it.
  - If the wind blowing from the quay exceeds 18 m/s, vessels mooring along the berth Nr. 4 shall fasten additional mooring ropes to the bridle by the order from the port master's office.
  - Either the captain or the first mate should be on the vessel in emergency situation (weather conditions, governmental orders, etc.). The vessel should be disconnected from the coastal electricity system.
- 2.6.14.** A berthing place for the vessels unsuitable for further exploitation shall be allocated after conclusion of contract between the vessel owner and the port administration.
- 2.6.15.** Port territory is a closed area. Access to the territory shall be granted by the proper permit or a crew list approved by the port administration.
- 2.6.16.** While laying at the port the captain or his substitute shall ensure that all rules valid in the port as well as regulations issued by the port administration should be followed by the crew members and other persons on board.
- 2.7. Inner and deck operations on moored vessels (work causing noise and trash, welding and works with open flames, outboard operations, launching boats and rafts, pumping ballast water and washing tanks, repairing main propulsion)**
- 2.7.1.** Welding and other work with open flames on deck or on quay is allowed with the port master's permission. Port master's office shall be informed about initiation and completion of such works.
- 2.7.2.** Outboard operations, study drills, launching of boats and rafts shall be allowed only with the port master's permission.
- 2.7.3.** Vessels can only pump ballast water to the off-board vessels' segregated tanks when such ballast water does not contain oil or other environmentally hazardous substances. While pumping no pumped water may reach the berth.
- 2.7.4.** Organization of communication with vessels mooring in the port: port's WHF radio operates 24 hours on channel 74 with the call sign 'Bekkeri sadam'. Dispatcher's phone nr. 6307 932, 5148 883.

### **3. VESSEL TRAFFIC IN PORT WATERS**

#### **3.1. Sea vessel traffic in port waters (shifting, maneuvering)**

- 3.1.1.** Shifting a vessel in port waters is allowed only with the port master's permission.
- 3.1.2.** Captain shall be notified of the expected shifting at least 2 hours prior to the start of operation. If shifting will be done after the business hours – then not later than 3 p.m.
- 3.1.3.** Vessels with the gross tonnage exceeding 100 tons cannot maneuver in port waters at the same time.  
Note: this is not applicable to the tugboats that help the vessels to moor.
- 3.1.4.** The main propulsion, steering, anchor and moorage gear must be in working condition when shifting a vessel.
- 3.1.5.** Without tugboats the vessels with the length of 100 to 150 m may be hauled along the quay up to 150 m. Hauling over 150 m shall be performed with the help of tugboats. Shifting a vessel in the port or hauling it along the quay for over 150 m shall be done with a pilot on board.
- 3.1.6.** Quay cranes must be parked at least 30 minutes before the vessel arrives (departs) in a way that ensures safe maneuvering when mooring and laying off from the berth. Cranes shall not work and trains shall not move on berth while hauling is done. Any objects that could disturb the hauling must be removed away from the berth.

#### **3.2. Traffic requirements for the sea vessels under regular and special conditions (fog, strong wind, ice, etc.), maneuvering and relocating**

- 3.2.1.** Generally, the traffic in port waters is prohibited when northwest or north wind speed exceeds 18 m/s, the wave height is more than 2.0 m and the visibility is less than 300 m. Cranes will not be used when the wind speed exceeds 13 m/s.

#### **3.3. Mooring**

- 3.3.1.** The port shall notify the vessel about mooring time and quay, ways of handling the cargo and beginning of work at least 2 hours before the vessel arrives to the pilot station. In case the vessel comes from a foreign port the mooring time shall be coordinated with the health authorities, customs and border guard authorities. Customs at Muuga Harbour will be notified of the mooring quay.
- 3.3.2.** In case of poor visibility, the captain together with the port master's office will decide about the entrance and leaving of vessel into/from the port.
- 3.3.3.** When mooring at the quay under normal conditions the captain and the pilot must only follow the draughts on the port waters plan. When the Western wind speed exceeds 15 m/s, the vessel shall ask the port master's permission to moor.
- 3.3.4.** The port supervisor shall indicate the location of vessel's bow with a flag or a blinker.
- 3.3.5.** In port waters the vessel shall move at a minimum speed that allows it to maintain the steering maneuverability. Vessel's propulsion devices operating mode shall be sufficient not to endanger any other vessels laying at the quay.
- 3.3.6.** Vessels with dimensions that exceed the permitted dimensions can moor with

the port master's permission. Vessels with the length that exceeds 100 m should moor at the berth Nr. 4 with the broadside (when possible, with the left broadside).

**3.3.7.** The distance between the vessels moored at the port quay must be at least 1/10 of the total length of the largest vessel.

**3.3.8.** Vessels with dimensions that exceed the permitted dimensions can enter the port with a written permit from the port master.

### **3.4. Towing**

**3.4.1.** No tugboats are available in the port, but if necessary, these can be ordered. Tugboats can be ordered by the port, by the vessel or by the vessel's agent.

**3.4.2.** The required number of tugboats and their use shall be determined by the captain of the vessel, except the cases when the use of tugboats is a compulsory procedure as provided by these rules.

**3.4.3.** When several tugboats participate in towing movable floating equipment then the captain of the leading tug or the caravan chief or driver shall lead the entire vessel caravan.

### **3.5. Traffic under ice conditions, ordering icebreakers**

**3.5.1.** Ice breaking work shall be reported to the Estonian Transport Administration. by the directive.

**3.5.2.** Coordination center for the ice breaking work or the port master shall supervise the ice breaking work.

**3.5.3.** Application for the icebreaker service is presented to the coordination center for the ice breaking work or to the port master by the agent in advance with a 24-hour notice.

**3.5.4.** The time when a caravan of ships (or a vessel) should leave the port and the time when a caravan should be formed at the ice border is determined by the coordination center for the ice breaking work or by the port master who will notify the captain through the agents.

**3.5.5.** Ice breaking work inside the Tallinn Bekker Port's waters occurs on the port account when a vessel is purposed for commercial activities, e.g. loading or unloading the cargo.

**3.5.6.** In other cases, the captain or the agent orders the ice breaking work.

**3.5.7.** Port master shall determine the need and duration for the ice breaking work.

**3.5.8.** Upon the vessel's mooring, the ice between the quay and the vessel shall be washed away by the tugboats at the expense of the vessel's owner.

### **3.6. Special requirements related to the sea vessel's class, type of cargo, etc.**

**3.6.1.** Vessels with the length exceeding 150 m mooring along Bekker port's berth nr 4, wind speed up to 10 m/s towboat is recommended. Wind speed over 12 m/s using towboat is compulsory (push-pull towboat capacity has to be at least 35 tons). Vessels over 170 meters in length are allowed to moor at the 4th berth of Bekker Harbor, with wind speeds of up to 11 m / sec with east winds. West, north wind up to 8 m / sec.

#### **4. PROVISION OF PORT AND RELATED SERVICES AND TERMS FOR THEIR RENDERING**

##### **4.1. Loading, unloading and storing the goods (including hazardous goods)**

- 4.1.1.** In the port the loading and unloading are performed on contractual basis.
- 4.1.2.** Both warehousing and storage of goods (including hazardous and flammable goods) are a part of ongoing services provided in the port area.
- 4.1.3.** As to the LLP Bekker Port of Tallinn storage conditions mentioned below, the Port is the owner of the port and the Client is the entity slotting the goods.
- 4.1.4.** Warehousing is a commercial service provided by the Port's owner whereby he accepts responsibility for the safekeeping, handling and storage of goods as well as for the provision of other preconditioned services.
- 4.1.5.** All arrangements and instructions for delivery, handling and dispatch of goods have to be presented in writing. E-mails and other declarations of will that are drawn up in a manner allowing their reproduction in writing match this requirement for written forms.
- 4.1.6.** The entity slotting the goods (hereinafter to be applied to as the Client) forwards to the warehouseman (hereinafter to be applied to as the Port) his written query, order and instructions for storage and handling along with an accurate and complete description of goods, mentioning thereby the value of goods, number of packs, gross weight and other significant indicators, which may affect the execution of contract and its terms.
  - 4.1.6.1.** If there are any customs, excise or other special requirements for the goods, the Client in a timely manner has to provide the warehouseman with all necessary information and documents that would allow the warehouseman to fulfill these requirements.
- 4.1.7.** The Client shall be liable to the Port and any third party for the loss or damage of goods caused by improper, erroneous or inaccurate description, statement or information, as well as for the loss or damage caused by any defects of goods or packaging, which were not reported in advance, even if such loss or damage has occurred through no fault of the Client. If no weight of goods has been specified or it has been specified improperly then the Client shall be liable for any resultant damage.
  - 4.1.7.1.** The Client shall be liable for any damage arising from any separate agreement between the warehouseman and the Client, which might be associated with any non-fulfillment or inappropriate or untimely fulfillment of obligations accepted by the Client, except when the warehouseman caused damage intentionally or through major negligence
  - 4.1.7.2.** The Client also reimburses to the warehouseman any valid third parties' claims, expenses and damage already paid by him or still due for payment, including legal claims received from the employees of the warehouseman or of the Client, which arise from the natural state or condition of the stored goods
- 4.1.8.** The warehouseman is not obliged to weigh or to measure the goods in storage if no appropriate request or specific instructions have been provided.
  - 4.1.8.1.** The warehouseman may weigh or measure the goods in order to verify or to confirm the accurateness of description given for the stored goods by the Client. If during such check the warehouseman discovers that the weight of goods or any other indicators differ from those given in the description, the Client should accept the costs related to such checking and measuring. The warehouseman is responsible for the weighing or measuring of goods only if



such weighing or measuring has been carried out by him due to preliminary written agreement with the Client.

- 4.1.8.2.** If checking reveals that the nature of goods differs from what has been stated by the Client in his description, the costs and damage related to and arising from checking (surveying) are incurred by the Client. The warehouseman is not responsible neither for description nor for identification of goods received for storage.
- 4.1.8.3.** The warehouseman is not responsible for deficiency of goods except when the warehouseman caused damage intentionally or through major negligence
- 4.1.9.** The goods should be delivered to the warehouseman in sound condition.
  - 4.1.9.1.** If goods sent to the warehouseman on arrival appear to have visible damage or defects, the warehouseman is entitled though not obliged to take any action to protect the interests of the Client against the carrier or other parties and to provide a proof of evidence about the status of goods on arrival. Hereby the warehouseman acts at the expense and risk of the Client and the latter has no right to charge the warehouseman with any demands upon the manner the warehouseman has completed such tasks. The warehouseman shall immediately notify the Client, and the latter has no right to raise any demands if a message has not been carried over successfully.
  - 4.1.9.2.** The warehouseman may demand from the Client to withdraw the stored goods directly, to remove them at any time personally, to destroy them or to neutralize them in a different manner if it appears that despite the information provided by the Client, the goods are hazardous or spoiled and the warehouseman would actually not have accepted such hazardous goods for storage in case he knew that the goods might become hazardous or spoiled after receipt.
  - 4.1.9.3.** On occurrence of circumstances described under 4.1.9.1 and 4.1.9.2 the warehouseman is not obliged to reimburse any damage to the Client. The Client shall be liable for all costs and losses of the warehouseman related to the goods that have been received and handled for storage and to the actions that have been taken if such costs and losses or a necessity to take appropriate actions were not caused solely by the errors of the warehouseman
- 4.1.10.** If the Client has informed the warehouseman that a certain amount of goods will be delivered for storage on a specified time, or that a certain amount of goods will be taken away on a specified time, while the Client does not actually deliver the goods to the said place or does not take away an agreed volume of goods in a specified manner or on specified time, then the Client has to reimburse the costs incurred by the warehouseman due to reservation of labor force awaiting instructions or any downtime of equipment that has not been used or has been used only partially.
- 4.1.11.** Goods at the warehouse are accepted for storage or for dispatch only during official working hours of the warehouseman. If the Client wishes to carry out any working activities outside those opening hours, the warehouseman is free to meet this request or to drop it upon own choice. Additional costs of the warehouseman related to work carried out outside his opening hours have to be reimbursed by the Client.
- 4.1.12.** The warehouseman determines the exact storage place for goods if nothing else has been agreed upon.
  - 4.1.12.1.** The warehouseman is entitled to transfer the goods to another storage location at any time.

- 4.1.12.2.** The warehouseman incurs transportation and insurance expenses as well as all usual risks associated with such transportation, except when it is done to protect the goods or under circumstances, which are beyond warehouseman's control or responsibility.
- 4.1.12.3.** If the goods are transported to another storage location, the warehouseman shall notify the Client and the latter has no right to raise any demands if a message has not been carried over successfully.
- 4.1.13.** The warehouseman is not liable for the following damages:
1. When a damage or loss of goods appears to be a result of burglary, it is believed that the warehouseman has been cautious enough by locking up his storage place in a usual manner;
  2. When the goods are stored outside, or if the goods can be stored only outside, or if the warehouseman usually stores such type of goods outside, he is not liable for damage;
  3. When a damage or loss of goods is caused by rodents, birds, insects or other pests, it is believed that the warehouseman has been cautious enough by completing a routine check on presence of pests at his storage.
- 4.1.14.** The warehouseman is not responsible for damage or loss caused by the following circumstances, regardless the nature of their occurrence:
- a) Natural characteristics of goods, due to which the goods may change the grade of their quality, suffer internal deterioration, dampen, wither, leak, become hot, drip out, sweat, ferment, freeze, rust, crack, or suffer natural decline or have insufficient packaging.  
NB! The Port offers short-term storage services (i.e. for a maximum of 2 months) only for perishable goods and goods capable of changing their characteristics rapidly, such as corn, rapeseed, etc.; the Client incurs all expenses for damage of perishable goods arising from storing them for a period longer than 2 months.
  - b) Force majeure circumstances, such as governmental acts, requisition, occupation, strikes, lockouts, sabotage, riots, public violence and irregularities in power supply;
  - c) Fire, smoke, explosion, radiation, water damage, rupture of drainpipes, flood, storm and any other natural disaster.
- 4.1.15.** When the goods or a part of them got damaged, the warehouseman shall reimburse the difference between the value of sound goods and the value of damaged goods on a day when such damage has been discovered.
- 4.1.16.** A refundable damage paid out by the warehouseman may not exceed the value of damaged or missing goods at the time of their entry into the warehouse. If this remains indefensible then the actual value of goods shall be applied. Under no circumstances is the warehouseman responsible for any lost profit or indirect losses.
- 4.1.17.** When any damage occurs to a part of goods that might be determined as an item with independent value or when an item or several items making a set together get damaged, then the warehouseman shall reimburse only the independent value of damaged parts or items, whereby the decline of value of remaining parts or undamaged goods is not taken into account.
- 4.1.18.** The warehousekeeper's liability is limited. The maximum compensation limit per case is 50,000 euros for lost or damaged goods.
- 4.1.19.** Any entitlement to raise a claim for damage ceases to exist if the Client or his representative fails to submit a complaint on a day when the goods were

handed out.

- 4.1.20.** The Client shall be liable for any damage to goods, which arise from non-fulfillment or from untimely or improper fulfillment of obligations, which were accepted by the Client and which were agreed upon by the warehouseman and the Client.
- 4.1.21.** When the Client has to carry out any actions concerning the goods, such as product sampling, maintenance, repacking or re-palletizing, sorting, weighing, etc., as well as dispatching them, the Client has to order these activities from the warehouseman, whose storage is used to store the goods, for a fee and on acceptable terms.
- 4.1.22.** Upon the warehouseman's consent any activities that the warehouseman himself does not wish to perform might be carried out by the Client personally or to be entrusted by the latter to a third party under the supervision of and on terms of the warehouseman, whereby the Client incurs all corresponding expenses paid by the warehouseman. The warehouseman is not responsible for any consequences of such activities.
- 4.1.23.** The warehouseman is not obliged to insure the goods when no written agreement on subject has been signed with the Client. If it has been appropriately agreed between the warehouseman and the Client that the warehouseman will insure the goods at cost of the Client, the warehouseman is entitled either to insure the goods upon his best choice on behalf of the Client or to add some extended insurance into existing insurance policy of the warehouse. The Client incurs all costs of such insurance. For all insurance cases the warehouseman remains a non-responsible intermediary bearing no accountability for the terms provided by the insurer or for the latter's reliability and solvency.
- 4.1.24.** In all those cases when the goods were insured by the warehouseman, the latter is entitled to claim the indemnity and to hold out the amount of all reasonable claims raised by the warehouseman and other parties against the Client. The residue of the insurance indemnity shall be paid out to the Client.
- 4.1.25.** When the goods got damaged or destroyed by fire or by other cause and the warehouseman's assistance is desirable or necessary to assess the volume of damage or loss, the warehouseman will provide his assistance for a compensation for his actual costs and payment for his efforts. The warehouseman is entitled to make such assistance subject to prepayment or collateral in respect to all claims, costs and fees, which were mentioned in this paragraph and for which the Client remains due to the warehouseman.
- 4.1.26.** When the warehouseman dispatches only a part of goods, the Client has to inform the warehouseman about the exact amount that the rest of goods have to be insured for. In absence of such information the warehouseman is entitled to reduce the volume of insurance proportionally to the volume of goods' reduction, weight, size or content upon his best choice.
- 4.1.27.** The Client may at any time take away the stored goods after all requirements of the warehouseman (in the broadest sense of this expression) have been met, considering thereby also the terms provided by the port regulations.
- 4.1.28.** All storage duties and - when the goods were insured through the warehouseman - insurance premiums and costs are always calculated for a full calendar month, whereby any part of the month counts as a full month. When an agreement has been made for a certain period of storage then the Client must compensate the warehouseman with all expenses that he has

incurred considering the said period.

- 4.1.29.** When an agreement has been signed for a certain period of storage, the warehouseman has no right to request the Client to remove his goods prior to the expiration of agreed term.
- 4.1.30.** When no duration of storage has been preliminary agreed upon or when the agreed storage period has expired, the warehouseman is entitled to require taking the goods away on a monthly notice.
- 4.1.31.** Upon the occurrence of force majeure circumstances the contract remains in force yet the warehouseman's obligations shall be suspended for the whole duration of such circumstances.
- 4.1.32.** With a well-based reason, the warehouseman is at any time entitled to require taking the goods away before the expiration of any storage period with no consideration of preliminary notice.
  - a) A well-based reason means an occurrence whereby it is not possible to fairly and reasonably assume that the warehousing might be continued.
  - b) Besides, for the goods that need to be taken away a well-based reason means an occurrence when the Client fails to match one or several terms provided in the General Conditions, or it becomes obvious that if such goods remain to be stored at a warehouse a hazard of loss or damage of other goods, storage space and equipment might appear, or there is a risk of personal injuries, or when the goods are perishable or subject to changes due to their natural characteristics the Client fails to provide any guidance on how to avoid this occurrence or to hold it.
- 4.1.33.** The Client has to complete payments of all storage fees before the day when the goods are taken away.
- 4.1.34.** As a pledge for all and any claims arising from a warehousing contract or from any previously concluded contracts on carriage, forwarding and warehousing made with the Client, the warehouseman is entitled to demand collateral in respect to the stored goods, monetary funds, documents and securities that belong or will belong to the Client. As to the warehouse certificate the pledge right provides coverage for any and all claims raised by the warehouse certificate as well as for those demands, which have been known or should have been known to the owner of the warehouse certificate. The pledge right is also applicable to any and all claims arising from insurance contract that was made for the stored goods, and to any goods' supporting documents.
- 4.1.35.** The warehouseman's pledge right is also extendable upon any indemnity that he has received or will receive on behalf of the Client.
- 4.1.36.** When creating a pledge right for the goods the warehouseman assumes that anyone who hands over the goods for storage on behalf of the Client has been properly authorized by the latter.
- 4.1.37.** If any claim remains due, then the goods covered by the pledge right shall be sold privately or in the auction, as prescribed by applicable legislation, in agreement with the Client.
- 4.1.38.** Upon receipt of the Client's request the warehouseman may issue a warehouse certificate, wherein the goods transferred for storage are described.
- 4.1.39.** The warehouseman may refuse to issue a warehouse certificate if the Client fails to fulfill any and all warehouseman's requirements, or if the warehouseman has any well-based reason to do so.
- 4.1.39.** With the issuance of a warehouse certificate all warehouseman's obligations towards the Client are terminated; they are replaced by the warehouseman's

obligations towards the bearer of the warehouse certificate

- 4.1.41. After issuance of the warehouse certificate the Client continues to be liable to the warehouseman in regard to any consequence that a discrepancy between the actual goods and the description of goods contained in the warehouse certificate might entail
- 4.1.42. When the goods described in the warehouse certificate are completely destructed by fire or otherwise, the Port owner shall immediately notify the last legally known bearer of the warehouse certificate and the bearer of the warehouse certificate has no right to raise any claims against the warehouseman if such message has not been carried over successfully
- 4.1.43. Loading/debarkation of bulk cargo (limestone chalk, fertilizer, soda ash, sulphates, salt etc.) wind speed up to 13 m/s.

## **4.2. Dangerous Goods**

- 4.2.1. Handling of dangerous goods in the port area is done in accordance with the requirements contained in the IMDG Code (International Maritime Dangerous Goods Code), Circular of the Committee on Safety of Navigation IMO nr. 675 'Recommendations on the Safe Transport of Dangerous Goods and related activities in port areas' (MSC/Circ. 675 Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas) and a legal act 'Rules for receiving, processing, storage and delivery of dangerous goods in the port'.
- 4.2.2. When no agreement states otherwise, the port stevedoring service should be properly informed not later than 24 hours prior to arrival of dangerous goods by land or by sea. Preliminary notice must be submitted in writing by email or by fax.
- 4.2.3. All dangerous goods routed to the port (except for bulk and liquid cargoes) must be packaged and labeled in accordance with the IMDG Code requirements and have all proper documents.
- 4.2.4. If any dangerous good is not properly packed and marked in accordance with the said requirements or if no preliminary notice about its arrival has been sent to the port as prescribed by the regulations in force, the Port owner is entitled to prohibit the discharge of these goods or their delivery to the port area.
- 4.2.5. In order to deliver any particularly dangerous goods (Code IMDG) or a large volume of dangerous goods to the port any entity, which is entitled to handle them, has to receive a preliminary consent from the Port owner.
- 4.2.6. Operators active in the port must provide the Port owner with all details of the person who is responsible for the safe handling of dangerous goods. Operators must have the regulations for receiving, storage, processing and delivery of dangerous goods in their possession. Data on any transfer of dangerous goods has to be constantly provided to the Port owner.
- 4.2.7. To store any dangerous goods in the port area prior to the arrival of any dangerous cargo it is necessary to provide the Port owner with a proper formed declaration on dangerous cargo, container's (cargo's) packing certificate and a guideline for actions in case of emergency. Regarding transit relocation of dangerous goods through the port area, the aforementioned documents have to remain in possession of a person in charge and, if necessary, be available at any time as long as such dangerous cargo remains in the port area.
- 4.2.8. Operators active in the port (except operators storing the third-class dangerous goods inside the stationary tanks) must inform the port stevedoring service about the availability, volume and storage location of dangerous goods. The

above-mentioned information stating the situation at 08:00 has to be submitted once a day not later than 11:00.

- 4.2.9.** The person in charge should provide the Port Captain with a quarterly report on all movements of dangerous goods in the port area by the tenth day of the month following the reported quarter.

### **4.3. Stevedoring operations**

- 4.3.1.** Stevedoring operations make part of services provided at the port.

- 4.3.2.** As contractual work:

- fastening the cargo on the vessel;
- dry cleaning cargo holds;
- loading/unloading;
- segregating;
- sorting;
- registering cargo documents (through partners);
- declaring cargo (through partners).

Notes: the vessel, vessel's agent or agency will order the necessary services.

### **4.4. Water supply**

- 4.4.1.** . There is no supply of fresh water to the ship through shore systems

### **4.5. Reception the vessel's - generated waste and cargo residues**

- 4.5.1.** Reception the vessel's waste and cargo residues shall take place in accordance with the Ports Act, regulation No. 31 of the Minister of Economic Affairs and Infrastructure of 21.04.2022 "Requirements for submission of information concerning the transfer and receipt of ship waste and the bases for determining the fee for the reception of ship waste", and the 'SHIP GENERATED WASTE RECEPTION AND MANAGEMENT PLAN' in Tallinn Bekker Port Ltd.

- 4.5.2.** Information about the type and quantity of vessel's waste shall be given to the port owner:

- at least 24 hours before arrival to the port when the port of entry is known;
- when information about the port of entry is known less than 24 hours before arrival to the port of entry then at the moment such information becomes known;
- when leaving the last port of call at the latest if a voyage takes less than 24 hours.

Port owner shall be notified about the port of entry during the vessel's arrival (see Annex 6).

- 4.5.3.** While a vessel enters the port the vessel's agent shall provide a notice to the Agriculture and Food Board in regard to the delivered food waste indicating thereby its type and quantity.

- 4.5.4.** Bilge water from the engine room as well as oily waste (bilge water) can be delivered to a company, which possesses a license to process the hazardous waste 24 hours a day in contractual relationship with the port owner.

- 4.5.5.** Garbage (solid municipal waste) shall be delivered to the companies, which possess a waste permit and also arrange the receipt of sorted waste upon request (see Annex 7).

- 4.5.6.** Hazardous waste can be delivered to the company, which receive hazardous waste (see Annex 7).

Ballast water from the vessel cannot be dumped in the port.

- 4.5.7.** Delivery of the vessel waste shall be arranged by the agent. Food waste shall be delivered into the port's containers, which are installed on the mooring berths with marks 'CATEGORY I, ONLY FOR DISPOSAL'.

Additional information about receipt of waste can be obtained from the port master's office at 6201 615.

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

- 4.6.1.** Bunkering of vessels both from vehicles and tankers occurs in consent with the port master's office.

- 4.6.2.** When bunkering a vessel from a vehicle the fire extinguishing equipment and means for clearing up local pollution shall be available at direct proximity of the bunkering site. The bunkering site shall be fenced off and marked accordingly to restrict access to the bunkering area for the outsiders.

- 4.6.3.** Bunkering passenger vessels may occur after the passengers' debarkation and before the embarkment of new passengers.

- 4.6.4.** The captain has responsibility to notify the terminal's management and port master's office immediately about emergency situations and any sea pollution or hazard, which can affect the environment. Clearing up pollution occurs at the expense of the party causing the pollution. It is possible to order a recovery vessel 24 hours a day through the port master's office.

- 4.6.5.** A company that carries out bunkering shall possess the insurance polis, which is accepted by the port owner and which would cover any damage to the property of the port owner and/or third parties, individuals and environment, caused by the company's actions (incl. bunkering) in accordance with the company's risk level.

- 4.6.6.** When bunkering a tanker, a signal code flag 'B' (BRAVO) shall be hoisted and a red signal light switched on during the night.

#### **4.7. Diving operations**

- 4.7.1.** Manager in charge needs to obtain the port stevedore's permission to carry out the underwater operations. Port master's office shall be informed about commencement of such operations.

- 4.7.2.** Divers, who douse a vessel or a vehicle into the water, shall have a constant VHF radio connection with the port master's office. When a VHF radio connection is unavailable, a mobile phone may be used, the number of which will be announced to the operator in the port master's office.

#### **4.8. Repair and painting work**

- 4.8.1.** Upon special permission from the port master's office a repair or painting work will be carried out by an enterprise ordered by the vessel's agent.

- 4.8.2.** Repair works on vessels are allowed. Works that can pollute the environment (removal of rust from the outer side, painting) shall be approved by the port administration. Welding operations and other work with the use of fire on the open deck are allowed with the permission of the Harbour Master's Department. Harbour Master's Department has to be informed of the commencement and completion of all such operations.

- 4.8.3.** Cleaning of vessels with chemicals, removing of old paint, cleaning the hull from rust, also cleaning of the underwater hull of a ship is prohibited while in

the harbour. Paint repairs to the vessels and cleaning the underwater hull of the vessel is allowed only with the permission of the Harbour Master's Department. It is prohibited to carry out the operations that generate noise and refuse (dust) on the vessels laying in the port. Port master's office shall be informed about commencement and completion of such work.

**4.8.4.** All outboard operations, fire drills and abandon ship drills, launching of boats and rafts is allowed only with the permission of the Harbour Master's Department.

**4.9. Plugging a sea vessel into communication, power and other berth systems**

**4.9.1.** Vessels can be provided with electric power at every quay. The port has 8 switchboards for this purpose.

**4.10. Other services provided by the port**

**4.10.1. Port charges are the following:**

- 4.10.1.1.** tonnage dues;
- 4.10.1.2.** quay charges;
- 4.10.1.3.** channel fee;
- 4.10.1.4.** waste dues;
- 4.10.1.5.** mooring charges;
- 4.10.1.6.** electricity and water supply charges;
- 4.10.1.7.** pilotage dues;
- 4.10.1.8.** waterway charge

**4.10.2.** Tonnage dues, quay charges, mooring charges, waste dues and pilotage dues in case the port's pilot carries out the piloting as well as other fees are levied by Tallinn Bekker Port Ltd.

**4.10.3.** Pilotage dues are levied by Estonian State Navy.

**4.10.4.** Lighthouse and navigation dues are levied by the Estonian Transport Administration.

**4.10.5.** All vessels entering the port, regardless their flag state, shall pay the compulsory port charges, excluding the following:

**4.10.5.1.** Hospital ships or vessels sailing under the Red Cross auspices;

**4.10.5.2.** Vessels, which have arrived to the port only to disembark the sick, the marine casualties or the dead, providing that their lay time does not exceed 24 hours;

**4.10.5.3.** Vessels engaged for building and reconstructing the port.

**4.10.6.** Residents of the Republic of Estonia shall pay the port charges to the port's bank account in euros (EUR) in accordance with the valid exchange rate provided by the Bank of Estonia. Non-residents shall pay in Euros in accordance with the exchange rate provided by the Bank of Estonia on the day of departure.

**4.10.7.** Invoices shall be paid within 14 days from the date of issuing, unless stated otherwise in the contract. The port is empowered to demand a fine for delay, which makes 0.2% of the amount payable per day.

**4.10.8.** Port owner reserves his right to change the amount of port dues and charges for the services rendered in the port. In general, port charges are reviewed once a year, to be implemented from January 1<sup>st</sup> considering thereby the changes in the consumer prices in the Republic of Estonia.



#### **4.11. Port charges**

- 4.11.1.** During calculation of charges a vessel's arrival to any of the ports operated by Tallinn Bekker Port Ltd. (i.e. Bekker or Meeruse Port) is considered to be one visit, regardless the purpose of such visit. Henceforward, port fees are calculated as the base port fee – which are tonnage-, quay-, canal-, and waste fee. Port charges are calculated on the basis of 1,0 EUR/GT. If a vessel loads and unloads the cargo during one visit, tonnage dues shall be levied on basis of gross tonnage 1,5 times of the basic amount of the port dues.
- 4.11.2** Rigid barge caravans are considered to be one vessel and port charges are calculated on base of the total gross tonnage (GT) and/or overall length, regardless of whether the barge caravan lay alongside the quay with one or two broadsides. In the absence of agent, the caravan's captain or the owner shall notify the port about caravan's overall length, maximum length of the barge and present the tonnage certificate for each part of the caravan and tug.  
A vessel arriving to the port is obligated to present its tonnage certificate or a similar valid document when the registration of such vessel in the port has been carried out.
- 4.11.3.** In accordance with the legal acts of the Republic of Estonia, the port master may refuse to issue permission for the vessel to leave in case the vessel owner has not paid the charges or fines (if these were invoiced).
- 4.11.4.** The port does not receive or render services to hobby seafarers, except cases when a vessel requests shelter from the storm, debarkation of a sick crew member or passenger, repair a technical malfunction that threatens the vessel and the crew or for other similar reasons or if the port has signed a contract with the owner of the small vessel to provide port services. In the above-mentioned cases no dues shall be levied for the first 24 hours. After that the dues shall be levied in accordance with the valid rates and conditions.
- 4.11.5.** Tonnage dues and quay charges shall be levied only once when a vessel visits the port to load and/or unload. Mooring charges shall be levied in accordance with the actual amount of work.
- 4.11.6.** Hauling a vessel to roadstead and hauling it to the quay later is considered to be a re-hauling.
- 4.11.7.** In case a vessel arrives to the port for loading and/or unloading, but the work is not done due to any reasons beyond port's control, the vessel shall pay proper port charges as a vessel that visits the port for commercial purposes.

#### **4.12. Tonnage dues**

- 4.12.1.** Tonnage due is levied on basis of vessel's gross tonnage (GT) separately for each entrance and departure of the vessel.
- 4.12.2.** Tonnage dues do not apply to vessels, which call the port for a purpose different from loading and/or unloading the cargo, such as small repair works, change of crew, renewing supplies and similar.
- 4.12.3.** The tonnage of barge caravans is calculated in relation to the total gross tonnage.

#### **4.13. Quay charges**

- 4.13.1.** Quay charges are levied on basis of gross tonnage of the vessels that visits the port for loading and/or unloading, separately for each entrance and departure of the vessel which is counted as a base port fee.
- 4.13.2.** Quay charges for the barge caravans are calculated on basis of total gross

tonnage.

- 4.13.3.** Rate for laying a vessel is calculated by rounding the 24-hour period into 12 hours or 0.5 days if a vessel has departed from the quay between 12.00 a.m. and 12.00 p.m. and to 24 hours if a vessel has departed from the quay between 12.00 p.m. and 12.00 a.m.
- 4.13.4.** If a vessel for reasons caused by itself - delays alongside the quay after the completion of loading and/or discharging operations, causing to disturb operation of other vessels, a fee in the sum of 8 EUR to each meter of the ship's length according to the ship's measurements certification will apply. At the request of the port, the vessels must immediately free the quay. Upon non timely vacating of the quay the captain of the vessel (ship owner) shall be responsible for each hindered demurrage of the vessel in accordance with the actual expenses incurred due to the delay.
- 4.13.5.** In case a vessel orders a free quay or needs it before starting to load and/or unload for a reason related to a vessel itself (change of crew, bunkering), the laying rate will be applied to such vessel as soon as the mooring has been finished – 2,5 EUR per 24-hour period per each meter of the overall length in addition to other port charges mentioned in these regulations. The port owner is empowered to refuse letting the vessel to carry out the works or to request the vessel to free the berth as soon as possible in accordance with the port's order to re-haul or to re-moor the vessel in any quay at Bekker or Meeruse Ports or by shifting the vessel to roadstead. The vessel shall pay all necessary costs that might arise.
- 4.13.6.** Vessels, which have arrived for purposes other than loading and/or unloading (change of crew, limited repair work, renewing supplies and similar), shall pay the quay charges of 3,5 EUR per each meter of the overall length. The use of the site on the quay and its price for the purpose of repair work will be agreed separately.
- 4.13.7.** Vessels, which are by the quay with the other broadside, shall be levied 1,75 EUR per each meter of the overall length.
- 4.13.8.** If the vessel is arrested or detained and berth fee payment has been delayed for more than 30 days, then the berth fee automatically increases to 5 EUR per day for each meter of the vessel's overall length starting from the date on which the debt was incurred. This rate will also apply if the ship is subsequently released from detention.

#### **4.14. Mooring charges**

- 4.14.1.** Mooring charges are levied on basis of vessels gross tonnage for every mooring operation separately, in accordance with the mooring rates and in the following cases:
- 4.14.1.1.** Vessel's entrance to the port;
  - 4.14.1.2.** Vessel's departure from the port;
  - 4.14.1.3.** Vessel's re-mooring and re-hauling;
  - 4.14.1.4.** Vessel's re-mooring when it is related to loading and/or unloading or servicing the vessel at different ports and/or quays.

GT interval	EUR
To 2500	120
2501 - 5000	170
5001 - 7500	220

7501 - over	290
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- 4.14.2.** A single mooring operation consists of mooring and re-hauling at the same quay and unmooring. Re-mooring a vessel from one berth to another is considered to be two mooring operations. Hauling a vessel to roadstead and mooring it to the quay later is considered to be a re-mooring.
- 4.14.3.** Fishing boats, bunkering vessels, military vessels and yachts or vessels with the length of 24.0 m are exempted from mooring charges when a mooring is carried out by the vessel and the port owner has not demanded to provide a mooring operation by the port owner. Mooring operations have to be arranged and instructed by the port owner in all cases.
- 4.14.4.** In case a vessel has moored independently without notifying the port owner, the port owner is empowered to present an invoice for the mooring to the vessel owner or his representative in accordance to the port charges of Bekker/Meeruse Port.
- 4.14.5.** The use of a pilot is compulsory at the time of mooring the ship in the Bekker and Meeruse port aquatorium, with the exception of the captains who have the pilot's exception in the Bekkeri and Meeruse ports. Shifting a vessel from one port to another, including Bekkeri-Meeruse; Meeruse-Bekkeri, is considered as one service. The notice period is at least 6 hours.
- The mooring charges for ships are calculated:

GT interval	EUR/ per once
Up to 2 500	250
2 501 - 5 000	290
5 001 - 7 500	360
7 501 - 10 000	435
10 001 - 12 500	465
12 501 - 15 000	557
Over 15 001	750

#### **4.15. Waste dues**

- 4.15.1.** Waste due is levied on basis of vessel's gross tonnage (GT) for every call of the vessel, disregarding whether the waste has been actually delivered or not and in accordance with the waste rate, which is counted as a base port fee.
- 4.15.2.** In case a vessel stays in the port for more than 30 days, such vessel shall pay additional waste dues in accordance with the rates specified in section 4.15.1. for every period of 30 days and according to the **rate of waste- 0,030EUR/GT (valid from 01.04.2023).**
- 4.15.3.** **If the expenses of the port owner for the reception of waste discharged by the vessel are extremely high (compared to the expenses for the reception of waste usually discharged by the analogous vessel) the uncovered part of the expenses of the port owner may be covered based on the type and amount of ship-generated waste actually discharged.**
- 4.15.4.** Vessel waste (bilge water, fecal water, municipal waste and other waste water and pollutants in the waste, which appear as a result of exploiting the vessel) is received in accordance with the Regulation No. 31 of the Minister of Economic Affairs and Infrastructure of 21.04.2022 "Requirements for submission of information concerning the transfer and receipt of ship waste

and the bases for determining the fee for the reception of ship waste".

- 4.15.5.** Waste fee tariff specified in p. 4.15.1 will cover, among others the reception of up to 6 m<sup>3</sup> ship's engine room bilge water (130402) or oil waste (sludge) (160708) per one call of Port. In case the ship hands over at Port more than 6 m<sup>3</sup> of the above waste, ship's master (ship owner) shall pay for handling over the said quantity the sum actually expenses on waste handling.
- 4.15.6.** Waste fee tariff does not include reception of cargo residues at Port. Cargo residue will be received by Port and those will be carried away by trucks on the basis of hourly tariff(s) of the price list of vehicle department of the company having supplied the service or OÜ Tallinna Bekkeri Sadam to Bekker and Meerus Port dump. In case ship develops a need to deliver cargo residues, which cannot be delivered to the said dump (e.g. absent a respective waste permit), reception fee shall be established for every given case separately in view of reception point (dumps) fee rates.
- 4.15.7.** Reception fee of special waste (radioactive waste, contagion hazardous waste) shall be established on the basis of every concrete calculation separately.
- 4.15.8.** Military vessels, vessels performing state administrative duties, and vessels using a free quay as per prior order (incl. vessels calling at the port only for bunkering, discharge of ship waste, repair work, water supply or other activities not related to loading-unloading work), pay for ship-generated waste directly to the company receiving the waste, based on the amount of waste discharged and the tariffs of the company receiving the waste.

#### **4.16. Channel Fee**

- 4.16.1.** The channel fee is established in coordinated by the Port Administration.
- 4.16.2.** The fee has to be paid by the ship agent, if the agent is absent, then the fee is paid by the owner of the ship when the ship enters the channel for the first time based on the bill given by the Port Administration.
- 4.16.3.** The channel fee is taken in charge of the vessel's gross tonnage (GT) for each visit to the port, which is counted as a base port fee.
- 4.16.4.** If a ship is loaded with different berths, the channel fee is divided equally between the operators of the ship.
- 4.16.5.** The basic amount of port dues are not charged from the vessels which are layed up, except the waste dues according to the point 4.5.2 tariff.

#### **4.17. Other charges and services**

- 4.17.1.** Using electricity from the shore – according to the service provider's fees.
- 4.17.2.** Plugging a vessel into the electricity system on shore costs 50 euros.
- 4.17.3.** Supplying a vessel with technical water through coastal systems - according to the service provider's fees.

#### **4.18. Special conditions**

- 4.18.1.** If the vessel's owner, representative, operator, charterer, agent and/or any other party using or servicing the vessel for any commercial purpose interrupts the work of the port and/or causes a stoppage, they shall be fined with 1500 EUR for every hour.
- 4.18.2.** Vessels, which decline the ordered work less than 2 hours prior to its scheduled start, shall be fined with 500 EUR per hour til the work starts.
- 4.18.3.** Should a vessel be plugged into the electricity system on shore without any permission, a penalty fee 1500 € must be paid per incident.

- 4.18.4.** Vessel will be additionally charged 1500 EUR per hour if it disturbs or obstructs the loading and/or unloading of other vessels or other operations important to the port and the vessel. The vessel shall free the quay immediately upon the port's request. The vessel shall pay all necessary costs that might arise. If the quay is not freed upon request, the captain (owner) is responsible for all actual expenses, which caused disturbances or demurrages. The port is empowered to collect such expenses from the captain (owner) if this has resulted in disturbances in the actions of the port's partners or any third parties.
- 4.18.5.** The port owner is empowered to load/unload vessels at one or more quays at Bekker/Meeruse Ports. The captain shall cover all possible expenses, which may arise when mooring from one port to another, from one quay to another or hauling the vessel along one quay. The regulations concerning the port's services and charges also apply in this case.

## **5. PASSENGER SERVICES IN THE PORT**

There are no regulations as there is no specialized passenger transportation at the port.

## **6. MEDICAL AID IN THE PORT**

### **6.1. Medical care in the port:**

medical care is not provided.

### **6.2. Emergency care:**

emergency phone is 112, either independently or through the port security.

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

### **7.1 Fire safety requirements on vessels standing in port**

- 7.1.1.** 'General Requirements for Fire Safety' approved by the Minister of Internal Affairs and the general fire safety rules of the port contain the guidelines to ensure fire safety in the port area and on objects located there are.
- 7.1.2.** Companies operating in the port will ensure the availability, proper working condition and scheduled inspection of elementary firefighting and rescue equipment on the territory of port and/or other objects used by them.
- 7.1.3.** Any fire operations on the territory of port shall be organized in accordance with the requirements approved by the Minister of Internal Affairs (fire safety requirements for works with the open flame) and the fire operation rules of the port; they have to be consented with the port safety oversight officer.
- 7.1.4.** Free access shall be provided to all port buildings and facilities, no items must be stored in the fire precaution corridors. Digging and blocking the ways and passages is allowed only with the port owner's permission and on condition that a passage is provided elsewhere.
- 7.1.5.** Buildings and facilities located on the territory of port shall be equipped with firefighting and rescue equipment in accordance with the legal acts. The location of elementary firefighting and rescue equipment shall be described in the emergency plan and/or general fire safety guidelines.
- 7.1.6.** Firefighting equipment shall be kept in working condition in a clearly visible

place with a free access to it.

- 7.1.7. Firefighting and rescue equipment on vessels standing at the port shall be directly available for its possible use.
- 7.1.8. All companies operating on the territory of port shall prepare a plan of activities required for protection of people and assets in case of fire, natural disaster, catastrophe, accident, explosion, etc. The plan of activities shall be consented with the port owner.
- 7.1.9. The company processing or engaged in the storage of oil products shall prepare a fire fighting plan together with the list of necessary distinguishers, technical and other measures and consent it with the rescue office.
- 7.1.10. In case of fire in the port or on a vessel standing in the port, all other vessels shall get the fire precaution and rescue equipment and the main engine ready to provide support for the fire extinguishing operations. General alarm will be announced on the vessels standing nearby.
- 7.1.11. Authorized fire safety inspectors together with the port owners oversee the fulfillment of fire precaution requirements on the territory of port.
- 7.1.12. In case of fire or any other accident call the emergency number 112 and the port master's office.

**7.2. The location of rescue and firefighting equipment:**

see Annex 8.

**7.3. Pollution abatement plan:**

- 7.3.1. The Harbour Master shall arrange and, if necessary, coordinate the discovery and elimination of pollution in the aquatic area of the port.
- 7.3.2. The port is equipped with technical means necessary to locate and eliminate pollution.
- 7.3.3. The port shall have prepared an appropriate "Pollution abatement plan" describing actions upon a pollution and a list of technical means together with their location plan used to manage pollution.
- 7.3.4. The shift stevedore and the Harbour Master shall be immediately informed of a discovered pollution (lubricants and hydraulic oils, diesel fuel, oily residues and bilge water from an engine room on the port area). Upon a pollution originating from a ship, the crew members shall immediately take measures to stop and locate the pollution and they shall act according to the ship's pollution abatement plan. Oil spill response remuneration is 180 EUR per (one) hour + fee for the short-term use of the vessel.
- 7.3.5. Pollution elimination expenses shall be borne by the person who caused the pollution. The installation of a pollution barrier costs 1 500 EUR per operation.
- 7.3.6. The port's "Pollution abatement plan" is available at the the port steward's office.

**8. WAY OF CALLING THE RESCUE SERVICE AND ORGANISATIONS PROVIDING OTHER KIND OF HELP OR PERFORMING SUPERVISION**

**8.1. Rescue service**

In case of emergency call the rescue service number 112.



In case you need the police assistance call 112.

**9.1.** All mobile and removable mechanisms located and operating on the territory of port shall be equipped with warning lights, owner's name or identification and number. Parking such vehicles at berths and outside parking area marked with proper signs is prohibited. Leaving a vehicle at berth, railroad or craneway is prohibited except necessity to do so to service a vessel. In such case a vehicle shall not be left unattended. Vehicles parked in a wrong manner shall be removed at owner's expense.

**9.3.** Companies operating in the port shall ensure the tidiness, order and fulfillment of fire precaution, environmental and health protective requirements on the territory.

**9.4.** Other requirements are provided in the Tallinn Bekker Port Ltd. internal regulations.

Annex 2

**Security notification in advance to entry into the Estonian port of .....**  
**(Ref: SOLAS XI-2/9.2.1)**

1	Name of the ship:			
2	IMO number:			
3	Flag State:			
4	Valid ISSC on board:	<input type="checkbox"/> YES	<input type="checkbox"/>	
5	The certificate is issued by:			
6	The certificate is valid until:			
7	Present security level on board:			
8	Records of the last 10 calls to the port facilities (1 being the most recent): Security levels (SL) of the ship during those ship/port interfaces:	Name of the port and port facility	SL	
		1		
		2		
		3		
		4		
		5		
		6		
		7		
		8		
		9		
		10		
9	Have any special or additional security measures been taken by the ship during ship/port interfaces at the last 10 calls to the port facilities:	<input type="checkbox"/> YES – Please, specify		<input type="checkbox"/> NO
10	Have appropriate security procedures been maintained during any ship to ship activity during last 10 calls to the port facilities:	<input type="checkbox"/> NO SUCH ACTIVITY	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11	Any other practical security information, for example, have you witnessed any suspicious activity during your voyage?	<input type="checkbox"/> YES – Please, specify		<input type="checkbox"/> NO

Date:.....

Name and signature: .....



### Annex 3

#### **TURVALISUSE DEKLARATSIOON** **DECLARATION OF SECURITY**

Laeva nimi/*Name of the ship*:

Kodusadam/*Port of Registry*:

IMO number/*IMO Number*:

Sadamarajatise nimi/*Name of Port Facility*:

Käesolev turvalisuse deklaratsioon kehtib ajavahemikus ..... kuni .....

*This Declaration of Security is valid from ..... till ..... for the following activities:*

järgmiste tegevuste osas:

.....  
(tegevuste loetelu, vajaliku detailsusega/*list of activities with relevant details*)

järgmistel turvatasemetel/*under the following security levels*

Laeva turvatase(med)/*Security level(s) for the ship*:

Sadamarajatise turvatase(med)/*Security level(s) for the port facility*:

Rahvusvahelise laeva ja sadamarajatiste turvalisuse koodeksi osa A nõuete täitmise tagamiseks sõlmivad sadamarajatis ja laev kokkuleppe alljärgnevate turvameetmete ja kohustuste osas.

*The port facility and the ship agree to the following security measures and responsibilities to ensure compliance with the requirements of Part A of the International Code for the Security of Ships and of Port Facilities.*

	SSO või PFSO initials/nende tulpade lahtrites tähendavad seda, et antud tegevuse läbiviijaks on vastava kinnitatud plaani kohaselt: <i>The SSO or PFSO bonds described below in these columns indicate that activity will be carried out in accordance with the properly approved plan by</i>	
Tegevus/ <i>Activity</i>	Sadamarajatis/ <i>The port facility</i> :	Laev/ <i>The ship</i> :

Kõigi turvalisust puudutavate kohustuste täitmine <i>Ensuring the performance of all security duties</i>		
Piirangualade seire selle kindlustamiseks, et neisse saaks siseneda ainult vastava loaga <i>Monitoring restricted areas to ensure that only authorized personnel have the access</i>		
Sadamarajatise sissepääsu kontrollimine <i>Controlling access to the port facility</i>		
Laevalepääsu kontrollimine <i>Controlling access to the ship</i>		
Sadamarajatise, sealhulgas sildumispääsude ja laeva lähiümbruse jälgimine <i>Monitoring the port facility, including berthing areas and areas around the ship</i>		
Laeva, sealhulgas sildumispääsude ja laeva lähiümbruse jälgimine <i>Monitoring the ship, including berthing areas and areas around the ship</i>		
Lasti käitlemine <i>Cargo handling</i>		
Laevavarude üleandmine-vastuvõtmine <i>Delivery of ship's supplies</i>		
Saatjata pagasi käitlemine <i>Handling unaccompanied baggage</i>		
Inimeste ja nende isiklike asjade laevale saabumise kontrollimine <i>Controlling the embarkation of people and their belongings</i>		
Laeva ja sadamarajatise vahelise turvaside valmisoleku tagamine <i>Ensuring that security communication between the ship and port facility is directly available</i>		

Käesoleva kokkuleppe allkirjastanud pooled kinnitavad, et nii sadamarajatis kui ka laeva ülnimetatud tegevuste ajal rakendatavad turvameetmed ja abinõud on käesoleva koodeksi peatüki XI-2 ja osa A sätetega kooskõlas, ning need viiakse ellu nii, nagu seda näeb ette kinnitatud plaan või poolte vahel sõlmitud ja käesoleva dokumendi lisas äratoodud erikokkulepped.

*The signatories to this agreement certify that security measures and arrangements for both the port facility and the ship during the specified activities meet the provisions of Chapter XI-2 and Part A of Code that will be implemented in accordance with the provisions already stipulated in their approved plan or in specific arrangements agreed to and set out in the attached annex.*

Kokkulepe sõlmiti....., .....

Agreement signed at

on

(koht)

(kuupäev)

(place)

(date)

Alljärgnevate eest ja nimel alla kirjutanud/ <i>Signed for and on behalf of</i>	
Sadamarajatis/ <i>the port facility:</i>	Laev/ <i>the ship:</i>
(Sadamarajatisse turvaülem allkiri/ <i>Signature of Port Facility Security Officer</i> )	(Laeva kapteni või turvaülem allkiri/ <i>Signature of Master or Ship Security Officer</i> )
Allakirjutanu nimi ja ametinimetus/ <i>Signatory's name and position</i>	
Nimi/ <i>Name:</i>	Nimi/ <i>Name:</i>
Ametinimetus/ <i>Position:</i>	Ametinimetus/ <i>Position:</i>
<b>Kontaktandmed/<i>Contact Details</i></b> (täidetakse vastavalt vajadusele/ <i>to be completed as appropriate</i> ) (märkida telefoninumbrit või kasutatavad raadiokanalid ja –sagedused/ <i>indicate the telephone numbers or the radio channels or frequencies to be used</i> )	
Sadamarajatisse nimel/ <i>for the port facility:</i>	Laeva nimel/ <i>for the ship:</i>

Sadamarajatis/*Port Facility*

Laeva kapten/*Master*

Sadamarajatisse turvaülem/*Port facility Security Officer*

Laeva turvaülem/*Ship Security Officer*

Reeder/*Company*

Reederit turvaülem/*Company Security Officer*

## Annex 4

### TEATIS SISSEÕIDUSADAMALE INFORMATION TO BE PRESENTED TO THE PORT OF CALL

Sissesõidusadam / Port of call .....

1. Laeva nimi, kutsung, IMO number / Name, call sign and, where appropriate, IMO identification number of the ship:

2. Lipuriik / Flag State:

3. Eeldatav saabumise aeg / Estimated time of arrival (ETA):

4. Eeldatav lahkumise aeg / Estimated time of departure (ETD):

5. Eelmine sissesõidusadam / Previous port of call:

6. Järgmine sissesõidusadam / Next port of call:

7. Viimane laevaheitmete ja lastijäätmete üleandmine (sadam ja kuupäev) / Last port and date when the waste generated by the ship was delivered:

8. Kas sadama vastuvõtuseadmetesse antakse jäätmeid üle (märgistage vastav ruut) / Are you delivering (tick appropriate box):

kõik / all            osa / some            ei anta / none            laevaheitme(i)d? / of your waste into the port reception facilities?

9. Üleantavate ja/või pardale jäävate jäätmete ja jääkide liik ning kogus ja vastava laeva hoidla täituvus protsentides / Type and amount of waste and residues to be delivered and/or remaining on board, and percentage of maximum storage capacity:

Kui antakse ära kõik laevaheitmed, tuleb täita vastavalt teine veerg / If delivering all waste, complete the second column as appropriate.

Kui antakse üle osa või ei anta laevaheitmeid üle, siis tuleb täita kõik veerud / If delivering some or no waste, complete all columns.

Laevaheitmete ja lastijäätmete liik / Type	Üleantavad heitmed / Waste to be delivered, m <sup>3</sup>	Maksimaalne hoidla maht / Maximum dedicated storage capacity, m <sup>3</sup>	Laevale jäävate heitmete maht / Amount of waste retained on board, m <sup>3</sup> / täituvus / used, %	Sadam, kus laevale jäävad laevaheitmed üle antakse / Port where remaining waste will be delivered	Teavitamised kuni järgmise sadamani eeldatav tekkivate heitmete maht / Estimated amount of waste between the notification and the next port of call, m <sup>3</sup> / eeldatav täituvus / estimated use, %
1. Naftat, naftasaadusi ning õli sisaldavad jäätmed /Waste oils					
1.1. Setted / Sludge					
1.2. Pilsivesi / Bilge water					
1.3. Naftat ja naftasaadusi ning õli sisaldavad lastijäätmed / Slops					
1.4. Muud / other (täpsustada / specify)					
1.4.1. Naftased ja õlised kaltsud / Oily rags					
2. Prügi / Garbage					
2.1. Toidujäätmed / Food waste (märkida juhul, kui on kogutud ja antakse üle sorteeritult / mark only if you have collected and will discharge separately)					
2.2. Taaskasutatavad jäätmed ja pakendijäätmed / Recycable waste (märkida juhul, kui on kogutud ja antakse üle sorteeritult / mark only if you have collected and will discharge separately)					

2.2.1. Plast / Plastic					
2.2.2. Paber ja papp / Paper					
2.2.3. Klaas / Glass					
2.2.4. Metallpakendid / Tin					
2.3. Segaolemejäätmel / Mixed domestic waste					
2.4. Muud / other (täpsustada / specify)					
2.4.1. Ohtlikud jäätmed / Hazardous waste (täpsustada / specify)					
3. Lastiga seotud jäätmed / Cargo associated waste (täpsustada / specify)					
4. Lastijäätmel / cargo residues (täpsustada / specify)					
5. Reovesi / Sewage					

Kinnitan allkirjaga (kapten) / (master) confirms that:

Esitatud andmed on tõesed ja korrektsed ja laevas on piisavalt hoidlate mahtu teavitamisest kuni järgmise sissesõidusadamani eeldatavalt tekkivate laevaheitmete mahutamiseks.

The above information is accurate and correct and there is sufficient dedicated capacity on board to store all waste generated between notification and the next port where the waste will be delivered.

Kuupäev / Date:

Kellaeg / Time:

Kapten / Master:.....(allkiri) / (signature)

## **Annex 5**

### **PRACTICAL INFORMATION**

#### **Northern Tax and Customs Centre**

Endla 8, 15177 Tallinn

Phone: (+372) 1811

E-mail: [\*\*pohja@emta.ee\*\*](mailto:pohja@emta.ee)

#### **Veose Service Place**

Veose 4, 74115 Maardu

Phone: (+372) 880 0814

E-mail: [\*\*tollinfo@emta.ee\*\*](mailto:tollinfo@emta.ee)

#### **Police and Border Guard Board**

##### **North Prefecture**

Pärnu mnt 139, Tallinn

Phone: (+372)612 3000

E-mail: [\*\*pohja@politsei.ee\*\*](mailto:pohja@politsei.ee)

Tallinna kordon

Süsta 15, 11712 Tallinn

Tel: (+372) 619 1260, 504 6454

E-post: [\*\*tallinna.kordon@politsei.ee\*\*](mailto:tallinna.kordon@politsei.ee)

#### **Estonian State Navy**

Lume 9.

10416 Tallinn

Phone: (+372) 699 8610

E-mail: [\*\*info@riigilaevastik.ee\*\*](mailto:info@riigilaevastik.ee)

**Ordering a pilot**

Phone: (+372) 605 3888

Mobile: (+372) 526 8432

E-mail: [emde@transpordiamet.ee](mailto:emde@transpordiamet.ee)

**Environmental board**

Roheline 64, 80010 Pärnu

Phone: (+372) 696 2236

Short number: (+372) 1313

E-mail: [info@keskkonnaamet.ee](mailto:info@keskkonnaamet.ee)

WWW: [www.keskkonnaamet.ee](http://www.keskkonnaamet.ee)

**Agriculture and Food Board**

Uus-Sadama 24/4, 10119, Tallinn

Phone: (+372) 631 8503, 51 0967

E-mail: [pp.tallinn@pta.agri.ee](mailto:pp.tallinn@pta.agri.ee)

WWW: [www.pta.agri.ee](http://www.pta.agri.ee)

**Ministry of the Environment**

Paldiski mnt 96, 13522 Tallinn

Phone: (+372) 6 262 802

E-mail: [keskkonnaministeerium@envir.ee](mailto:keskkonnaministeerium@envir.ee)

**North Estonian Regional Rescue Centre**

Erika 3, 10416 Tallinn

Phone: (+372) 628 7500

**Fire station, ambulance 112**

**Tallinn helpline 1345**

E-mail: [pohja@rescue.ee](mailto:pohja@rescue.ee)

**Reception of ship-generated waste GREEN MARINE**

AS Uus-Sadama 19-13, 10120 Tallinn

Phone 631 8252, 515 9303 Fax 631 8254

E-mail: [greenmarine@greenmarine.ee](mailto:greenmarine@greenmarine.ee)



WWW: [www.greenmarine.ee](http://www.greenmarine.ee)

**Transport Administration.**

Valge 4, 11413 Tallinn

Tel: 620 1200

E-mail: [info@transpordiamet.ee](mailto:info@transpordiamet.ee)

Merenduse häiretelefon 620 5665

E-mail: [navinfo@transpordiamet.ee](mailto:navinfo@transpordiamet.ee)

Turvaintsidentidest teavitamine,

E-mail: [maritime.security@transpordiamet.ee](mailto:maritime.security@transpordiamet.ee)

VTS operaatorid 620 5669

GOFREP operaatorid 620 5764

Elektroonililine mereinfosüsteem, tugiteenus 620 5667

E-mail: [emde@transpordiamet.ee](mailto:emde@transpordiamet.ee)

WWW: [www.transpordiamet.ee](http://www.transpordiamet.ee)

**Estonian Health Board**

Northern Regional Office Paldiski mnt 81, 1061 Tallinn

Phone: (+372) 794 3500

E-mail: [info@terviseamet.ee](mailto:info@terviseamet.ee)

Terviseameti valveametnik (24 h/7)

Tel: (+372) 5344 0429

E-mail: [ewrs@terviseamet.ee](mailto:ewrs@terviseamet.ee)

WWW: [www.terviseamet.ee](http://www.terviseamet.ee)

## Annex 6. The location of rescue and firefighting equipment

