



**SILPORT**  
Port of Sillamäe

PORT OF SILLAMÄE

PORT RULES

Valid from 1.01.2010

Confirmed

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## 1. Genral part

1.1 Port of Sillamäe Ltd operates on the basis of the statute and is the possessor of the territory and aquatory of the Port of Sillamäe.

Port of Sillamäe is registered in the Commercial Register of Tallinn under code 10137319 on December 2, 1997 and operates as a public limited company based on statute, commercial code and other legal acts of the Republic of Estonia.

Current rules is prepared pursuant to international conventions authorized by the Republic of Estonia, Republic of Estonia Acts and Government of the Republic

Regulations, resolutions of the President of the Republic, regulations of ministries and directives of the Maritime Administration and its fulfilment is obligatory for all vessels visiting the port aquatory regardless of flag country and for all physical and juridical persons located on the territory of the port.

1.2 The port is located on the Southern coast of Narva Bay  $\varphi=59^{\circ}25'34''N$ ,  $\lambda=27^{\circ}44'22''E$  (Port of Sillamäe tanker berth light beacon). The territory of the port is 211 667 sqm (see app 1).

The aquatory of the port is 390.5 ha.

1.3 Procedures for vessels calling Port of Sillamäe (Silport).

1.3.1 East bound vessel should proceed in the appropriate traffic lane in the general direction of traffic flow until reaching abeam „Vaindlo“ light house ( $\varphi=59^{\circ} 48,9' N \lambda=026^{\circ} 21,7' E$ ), then turn straight towards the pilot station of Silport ( $\varphi=59^{\circ} 29' N \lambda=027^{\circ} 42' E$ ).

1.3.2 West bound vessels should leave „Rodsher“ Island abaft their port beam, then cross east bound traffic lane and head to the pilot station of Silport ( $\varphi=59^{\circ} 29' N \lambda=027^{\circ} 42' E$ ), leaving island „MalyyTyuters“ on the port side.

1.3.3 Vessels are entering and leaving the harbour by dredged channel. The channel is marked with cardinal buoys and has a length of 2230 metres, depth 16,5 metres (BK77) and width 300 – 500 metres.

#### 1.4 The quays characteristic

##### 1.4.1 The port has 13 berths with total length of 2626 metres:

Berth number	Length of the quay (m)	Declared depth of the quay (m) (BK77)	Height from (zero) water level to the quay surface (m)
Berth 1	319,0	-16,0	+4,5
Berth 2	319,0	-16,0	+4,5
Berth 4	200,0	-12,0	+3,0
Berth 5	191,0	-12,0	+2,95
Berth 6	113,0	-10,0	+2,95
Berth 7	30,0	-6,7	+2,0
Berth 9	260,0	-13,0	+3,0
Berth 10	175,0	-12,0	+3,0
Berth 11	175,0	-12,0	+3,0
Berth 12	160,0	-12,0	+3,0
Berth 13	287,5	-15,5	+3,0
Berth 14	287,5	-15,5	+3,0
Berth 15	100,0	-12,0	+3,0

1.4.2 The declared depths at quays are indicated at the datum of water level. Depending on weather conditions, water level in harbour may differ from the datum by +150 to -80 cm (BK77). Information on sea level can be obtained either from the Harbour Master's Office (phone +372 52 67 999) or VHF ch 68 sign "Port Control", or on the web site <http://on-line.msi.ttu.ee/?en&jaam=sillamae&period=17280>

1.4.3 The under keel clearance should always be minimum 5% of vessel's draught when manoeuvring in the harbour. The captain of the vessel should always bear in mind the declared depth, water level at the present moment, presence of waves and changing of the vessel's draught under way.

1.4.4 Maximum length of a vessel entering the port should be 275 meters respectively. For entering the port for vessels of bigger size and mooring alongside one another, special permit should be obtained. The permit is issued by Harbourmaster upon reception of written statement from the vessel's captain, conformed by vessel's owner, keeping in mind requirements of safe navigation, weather conditions, manoeuvring properties of a vessel and weather forecast.

1.4.5 Mooring of the tankers at the berths no-s 1, 2, 9 and 10 is permitted if the wind speed from the directions from W till NE is not exceeding 12m/s. The final decision about taking vessel alongside in the event of strong winds and swell is taking Pilot Service in close cooperation with tug boats' Masters along with tanker's Master and Harbormaster's Office.

1.4.6 Tankers with LOA up to 275m may be taken starboard side alongside berth no. 1, heading outwards. For the berthing of a tanker with LOA exceeding 255m, four tugboats are compulsory. The length of the berth is 319m and declared depth is 16m (BK77). At the southern edge of the berth the depth is decreasing steeply up to the +/-0 meters (BK77). The declared depth is guaranteed in distance of 150m from the middle point of the loading platform to the place, where depth begins to decrease. There are two loading arms amid of the loading platform with distance between them 4,5m. The length of the loading platform is 86 meters. It is highly recommended that

tankers with LOA exceeding 255m is to be moored such way that most after manifold would be connected to the seaside cargo arm.

1.4.7 Generally approaching speed of vessels in mooring to berths no-s 1 and 2 cannot exceed 140 mm/s and to the berth no. 9 cannot exceed 165 mm/s. The approach angle cannot be larger than 5°. For the tankers with LOA of 250m and over approaching speed should not exceed 100 mm/s.

1.4.8 For the tankers with LOA exceeding 255 m berthing alongside berth no 1 is permitted only at day time with the wind speed not exceeding 10 m/s.

1.4.9 Tug boats will be unable to render assistance with the wind speed exceeding 12 m/s from the directions from W till NE due to the high swell most probably would be formed. In the case of bad weather warning reception, Harbormaster's Office in due course renders written notification to the ship's Master. The master should make decision in due time, whether to stay alongside or leave the berth before the adverse weather breakout.

1.4.10 Master of the vessel should ensure that ship moored alongside always appropriate way, mooring lines to be constantly watched, controlled and adjusted as necessary. Master 10 Master of the vessel should ensure that ship moored alongside always appropriate way, mooring lines to be constantly watched, controlled and adjusted as necessary. Master of the tanker should ensure that the tanker is moored in accordance with OCIMF recommendations.

1.5 Restrictions arising from environmental requirements or dangerous shipload are laid down on every particular case by Environmental Inspectorate or Rescue Board separately.

1.6 The port office has a five day working week (Monday-Friday). The working hours are from 8.00hrs-17.00hrs. The Harbour Master's Office operates 24hrs. Servicing of vessels takes place 24hrs according to the placed order.

1.7 Navigation lasts all- the- year-round.

### **National holiday**

February 24 Independence Day, Anniversary of the Republic of Estonia

### **Public holidays**

- 1) January 1 New Year
- 2) Good Friday
- 3) Easter
- 4) Whitsunday
- 5) May 1 Spring Holiday
- 6) June 23 Victory Day
- 7) June 24 Midsummer's Day
- 8) August 20 Re-independence Day
- 9) December 24 Christmas Eve
- 10) December 25 Christmas Day
- 11) December 26 Second Day of Christmas

1.8 Local time differs from UTC: In summer time by + 3 hours (from the last Sunday in March) and in winter time by +2 hours (from the last Sunday in October).

### 1.9 Traffic regulation on port territory

1.9.1 All mobile and removable mechanisms located and operating on port territory shall be equipped with warning lights, owner's name or identification and number. Parking of such vehicles at quays and outside the parking area marked with corresponding signs is prohibited. Standing of

vehicles at the quay, railroads and craneway is prohibited, except for cases when it is necessary for the serving of vessels. In that case the vehicle shall not be left without surveillance. Vehicles parked in a wrong manner are removed at owner's expense.

1.9.2 The use of lifting equipment in the port is performed in accordance with the conditions of work environment established by the manufacturer of the lifting equipment (temperature, wind speed, etc).

1.9.3 Portal cranes shall at least 30 minutes prior to vessel's arrival/ departure be parked in a manner that vessel's safe manoeuvring at mooring and laying off from the quay will be ensured. If necessary the presence of the crane driver shall be ensured.  
When hauling, cranes shall not work and vehicles shall not move at the quay.

1.9.4 Entering the port with a vehicle is performed on the basis of a permit issued by the port administration. The port owner has the right to establish paid entrance and exit to/from the harbour.

#### 1.10 Tidiness on port territory

1.10.1 Business operators in the port shall ensure tidiness, order and fulfillment of fire, environmental and health safety requirements on the territory and at the quays used by them.

1.10.2 In winter the operators shall clean the quay at their use, especially the surroundings of bollards and fire fighting hydrants from ice and snow, and organise sanding. Snow mixed with refuse shall be removed from the quays and taken to the site designated by the port owner. Pure unsmeared snow may be shoved into water only with the permission of the Harbour Master's office.

1.10.3 There shall be no objects disturbing hauling at the quays.

1.10.4 Performing operations that generate noise and refuse (dust) on the vessels standing in the port, is prohibited.

1.10.5 Cleaning of railcars can be carried out at sites consented with the port owner.

1.10.6 Smoking on port territory is prohibited, except for places allocated for this.

1.10.7 All accidents, both with people and equipment, pollution of the aquatory, damage to vessels, quays and ratchets shall be immediately reported to the Harbour Master's office.

#### 1.11 Security requirements on port territory

Entrance into port territory and adhering of security requirements on port territory is performed in accordance with the port security plan approved by the Estonian Maritime Administration and based on the requirements of ISPS code.

1.12 Confirmation of the berth, in use by various terminals.

1.12.1 If the berth is in use by different terminals, they have to reserve the time beforehand for the forthcoming vessel's call for loading/discharging. In the common case there is a possibility to reserve the berth for 48 hours, in advance of 14 days. The port is taking these dates for consideration, keeping these records and informing all interested parties about reservation and possible changes.

1.12.2 If reservation dates from different terminals are coinciding and these terminals cannot come to amicable solution, the right to enter first would be rendered the one, who have first applied for.

1.12.3 The application/reservation should include following specification data:

- Name of the vessel, IMO, LOA, maximum arrival/sailing draught;

- Reason of call;
- Cargo type and quantity;
- Name of the terminal.

- 1.12.4 If the port is confirming the acceptance of the vessel, the applicant (their agent) is entering vessel's call into electronic system EMDE.
- 1.12.5 If the berth was not previously reserved all vessels are accepted in the common queue.
- 1.12.6 In the occasion when one vessel stays alongside without cargo operation and another one requires to be handled (needs to discharge or load her cargo) at that berth, the first vessel under requirements of the port, must be shifted to another berth or leaved the berth to roadstead. Cargo operation should be deemed to be as the time required for loading/discharging plus 10 hours for preparation, cargo calculation etc. Loading and discharging should not include any kind of repairs onboard or terminal, vessel's tank cleaning, pipework and shore tank cleaning, cargo expectation, any kind of analysis expectation and so on. All expenses incurred with shifting and/or mooring are to be covered by the Terminal.
- 1.12.7 Time spent alongside without loading/discharging operation charged according to the Port's rules, annex 11, p.3.4.2.
- 1.12.8 After vessel's departure agent renders statement of facts to duty harbour master.

## 2. Entering and leaving of vessels in the port

### 2.1 Procedure of announcing the entering intention of a vessel

2.1.1 The captain or agent of the vessel calling at the port shall notify of his planned arrival border guard regional body, customhouse performing customs surveillance of the port, coordination centre of the Estonian Maritime Administration, local health protection service, Plant Production Inspectorate, Veterinary and Food Board, Harbour Master:

- 1) coming from foreign waters 24 hours beforehand or directly after departure from the previous port, if the duration of the voyage remains under 24 hours.
- 2) going to foreign waters minimum four hours prior departure from the port;
- 3) unexpected arrival or departure from the port immediately.

2.1.2 The captain or agent of the vessel shall 4 hours prior the arrival of the ship to the port submit specified data as follows:

1) Border Guard Region: ship's name and flag country, number of crew, number of passengers, cargo, departure or arrival port, persons suffering from communicable diseases or suspected being infected on board;

2) local health protection service: number of crew, number of passengers, departure or arrival port, persons suffering from communicable diseases or suspected being infected on board:

In addition to the abovementioned the following shall be submitted to the Harbour Master:

- 1) estimated time of arrival (ETA);
- 2) flag country;
- 3) port of departure;
- 4) general particulars;
- 5) real draft;
- 6) aim of entrance;
- 7) sort and quantity of waste to be delivered in port;
- 8) data on the technical state of the vessel.

2.1.3 Master of the passenger ferry shall submit in addition to data indicated in 2.1.1 and 2.1.2 electronically to Border Guard Region crew and passenger lists at least one hour prior calling at the port.

2.1.4 Master of the vessel entering inland maritime waters from foreign waters shall inform Border Guard region and Pilot Service 2 hours prior entering inland maritime waters.

2.1.5 The ship wishing to call at the port shall provide a preliminary security notice in the form approved by the Maritime Administration (see Annex 12) at the address:

[http://www.vta.ee/atp/failid/Eelteade\\_ISPS\\_2004.doc](http://www.vta.ee/atp/failid/Eelteade_ISPS_2004.doc).

Preliminary notice shall be provided by the master of the ship, ship security officer or ship agent (upon the absence of the agent the shipowner):

- at least 24 hours prior to calling at the port;
- at the leaving of the previous port of call at the latest, if the duration of the voyage remains under 24 hours;
- if the port of call changes during the voyage, immediately at the learning of the new port of call.

2.1.6 Security declaration form approved by the Maritime Administration (see Annex 13) shall be completed by the owner of the ship and the owner of port facility in the following cases:

- if it is a non-SOLAS ship;
- if SOLAS ship lacks the valid security certificate, but after assessing risks the country has decided to allow the ship into the port;
- if the security level of the ship is higher than that of the corresponding port facility;
- after the appearing of the security incident or its danger on the corresponding port facility or on the ships mooring there;
- if this is requested by the Maritime Administration.



The form is available at the address: [http://www.vta.ee/atp/failid/Turvalisuse%20deklaratsioon\\_2004.doc](http://www.vta.ee/atp/failid/Turvalisuse%20deklaratsioon_2004.doc)

- 1.6.7 Harbour Master's office shall inform Border Guard region and Maritime Administration Coordination Centre:
- 1) arrival time, mooring berth, ship's name and flag country of all vessels calling at the port one hour prior to the arrival
  - 2) immediately at the entering of the vessel into the port from foreign waters without prior notice and guarantees that neither the crew nor the passengers shall leave or board the vessel, take cargo or items to the shore or on board prior to the arrival of the official performing border control.

2.1.8 The vessel's arrival shall be registered at Harbour Master's office.

## 2.2 Organising of pilotage

2.2.1 When entering the port, pilotage is compulsory for all vessels except:

- 1) vessels completing state administrative duties sailing under the Estonian flag, technical ships and dredging vessels of the port, except for dredging vessels under foreign flag leaving port aquatory;
- 2) all small craft and vessels under Estonian flag of GT of 300 and less;
- 3) vessels the Master of which and in case of passenger ferries the Master and the Chief Officer are the holders of Pilotage Exemption Certificate;
- 4) vessels engaged in lifesaving operations, avoiding emergencies or diminishing losses resulting thereof;
- 5) vessels exempted from pilotage because of Force Majeure,
- 6) Naval Vessels of the Republic of Estonia.

2.2.2 The captain of the vessel calling at the port from foreign waters shall notify Border Guard region and the Pilot 2 hours prior entering inland maritime waters.

2.2.3 Pilotage of AS Eesti Loots (Estonian Pilot) is carried out 24 hours a day. Entering Narva Bay the Pilot station is located at the point  $\varphi=59^{\circ}29'N$ ,  $\lambda=27^{\circ}42'E$ .

2.2.4 Pilot is ordered for vessels via an agent from Estonian Pilot Ltd (VHF channel 68, call sign „Sillamäe Pilot” duty officer: phone +372 605 3888, fax +372 605 3881) in written or via e-mail: upon entering:

- 1) 24 hours prior to the vessel's arrival at the pilot station at the latest;
- 2) in case the time of departure from the last harbour is less than 24 hours, at the departure from the port;
- 3) the order shall be specified 6 hours and after this 2 hours prior to the vessel's arrival at the pilot station;

upon leaving:

- 1) 4 hours prior to leaving at the latest, the order shall be specified 1 hour prior to leaving.

2.2.5 The vessel entering or leaving the port shall obtain a permission to do so from the Harbour Master's office (VHF channel 68, call sign „Port Control”). The permission is valid for 15 minutes.

## 2.3 Grant of permission to enter the port

2.3.1 Permission to the vessel to enter the port is granted by the Harbour Master's office and is approved with relevant authorities if need becomes evident.

2.3.2 On simultaneous entering or leaving the order for vessels is designated by the Harbour Master's office.

2.3.3 Passenger ferries have the first option on entering and leaving the port. In case of unpunctuality the ferry misses first option and she will be given permission on entering and leaving the port as there is an opportunity.

#### 2.4 Entering formalities arrangement at the arrival of a vessel according to quarantine, customs and border regulations. Requested documents.

2.4.1 Captain or the owner of the vessel shall at the entering of the vessel into the port provide the following documents:

- 1) General Declaration – Border Guard Region; customhouse performing customs surveillance of the port; coordination centre of the Estonian Maritime Administration; local health protection service (upon request); Plant Production Inspectorate (in case of respective cargo); Veterinary and Food Board; Harbour Master.
- 2) Crew List and the List of Passengers – Border Guard Region; customhouse performing customs surveillance of the port; Harbour Master local health protection service (upon request);
- 3) Maritime Declaration of Health – local health protection service.
- 4) Cargo Declaration, Declaration of Vessel Supplies, Cargo Manifests and Bills of Lading – customhouse performing customs surveillance of the port and Plant Production Inspectorate and Veterinary and Food Board and the cargo manifest is submitted to the Border Guard Region only.
- 5) Crew's Effects Declaration – customhouse performing customs surveillance of the port.
- 6) Declaration of vessel garbage on sort and quantity to be handled – Harbour Master;
- 7) Declaration of Vessel Food waste indicating sort and quantity – Veterinary and Food Board.

At the entering into the port the documents shall be provided prior to the beginning of the loading operations, but not later than 6 hours after the entrance.

At the departure from the port the documents shall be provided prior to the departure, advisably 2 hours prior to departure.

2.4.2 Vessel calling at the port from foreign waters shall moor for passing border control to the berth at the place designated by the representative of the Harbour Master's office.

2.4.3 The arranging of the entering formalities of the vessel in the harbours in relation to the quarantine, customs and border regime is performed in accordance with the legal acts of the Republic of Estonia and procedure provided in international agreements.

2.4.4 A border guard unit is not permanently present at the border point of the port. Border control at the entering and leaving of the vessel is performed by the called border guard unit. For the calling of the border guard unit performing border control the captain of the vessel, the agent or at the absence of the agent, the ship owner shall submit a respective application to the border point.

#### 2.4.5 Organization of work of customs at Sillamäe port

Customs clearance of cargo and vessels is effected in Sillamäe Service Centre of Narva Tax and Customs Bureau (Tolstoi 5, Sillamäe, working hours 800–1630).

Information on entering and departing vessels, goods and time of their transportation shall be filed by the agent of the vessel or representative of the port promptly to Sillamäe Service Centre of Narva Taxation and Customs Bureau (fax +372 352 4008 or e-mail [sadam2.ida@emta.ee](mailto:sadam2.ida@emta.ee)). In case the abovementioned information is received outside of working hours on vessels arriving or departing outside working hours (if there is no working day between notification and arrival and departure of the vessel), the information shall be filed by the agent of the vessel or representative of the port promptly to phone +372 517 7674.

Additional information can be obtained via East Taxation and Customs Centre: phone +372 352 4008 or +372 356 6876.

Arising from the Customs regulation of the European Union all goods coming by sea are considered as goods of third countries until their customs status is established.

#### Granting of permission for unloading of goods under EU customs status

The ship's agent shall present to the customs during working hours (Monday–Friday) the document on certificating the goods customs status coming from the EU and being approved by the foreign customs authorities (fax copy).

The above document may be presented prior the ship's arrival. After checking the appropriate document the customs generally grants written permission for unloading of arriving goods.

#### Granting of permission for unloading of goods coming from the third countries

Customs formalities shall be passed during customs working hours at Sillamäe or as an exception by calling customs official pursuant to the Taxation and Customs Board procedure. The written request of the Declarant shall include at least: data of arriving of goods, ship's name and time of arrival (ETA) and the remark that "the declarant is entitled to effect the payment of the invoice upon acceptance for the customs services according to the stipulated rates, including expenses arising from passing the customs formalities.

Transportation of the customs official to and from the place of passing the customs formalities shall be guaranteed by the Declarant. The permission for unloading of the goods shall be granted after passing the customs formalities. The ship's agent shall present to the customs the ship's and cargo documents during the customs procedure.

#### Customs status verification of the goods with the community customs status consigned to the European Union

Verification is effected during customs working hours (Monday–Friday). For verifying goods customs status by the customs the Declarant shall submit the relevant documents to the customs, but the non-verification of the goods customs status shall not impede the transport of goods outward. In case of the ship's departure on weekend the ship's agent shall present the ship's and cargo documents to the customs on the following first working day.

#### Customs formalities on goods to be consigned to the third county (EXPORT)

Customs formalities shall be passed during customs working hours at Sillamäe or as an exception by calling customs official pursuant to the Taxation and Customs Board procedure. The written request of the Declarant shall include at least: data of arriving of goods, ship's name and time of arrival (ETA) and the remark that "the declarant is entitled to effect the payment of the invoice upon acceptance for the customs services according to the stipulated rates, including expenses arising from passing the customs formalities.

Transportation of the customs official to and from the place of passing the customs formalities shall be guaranteed by the Declarant. The permission for unloading of the goods shall be granted after passing the customs formalities. The ship's agent shall present to the customs the ship's and cargo documents during the customs procedure.

2.4.6 At the entering of the vessel into the port from infectious regions and in case there is a person suffering from communicable disease or suspected being infected on board, the first person to embark the vessel shall be the Health Officer of the quarantine service who is authorized either to grant Free Pratique or to put the vessel to quarantine.

2.4.7 The vessel having passed border and customs control for the departure from the port shall immediately leave the port.

## **3 Vessel traffic in port aquatory**

### 3.1 Mooring of vessels

3.1.1 During the mooring of vessels a representative of the operator shall be present at the quay.

3.1.2 The mooring master indicates the location of the vessel's bow using a flag or a blinker.

3.1.3 In port aquatory the vessel shall proceed at a minimum speed at which it can maintain maneuverability with the steer. The operating regime of the vessel's propellers shall be such that it does not endanger the vessels laying at the quay.

3.1.4 If two or more vessels lie alongside each other, port dues and charges shall be levied from all vessels.

3.1.5 The entering of the vessel in the port if its measurements are greater than permitted, takes place only with the written permission of the Harbour Master in each separate case. Tankers shall moor to quays bow towards the exit, i.e. aft first.

3.1.6 The separation distance of the vessels moored at the quay of the port shall be at least 1/10 of the total length of the larger vessel.

3.1.7 The linesmen of the port owner release and secure the mooring ropes of the vessels, except for auxiliary vessels, unless agreed otherwise with the port owner.

### 3.2 Shifting of vessels

3.2.1 Shifting of a vessel in port aquatory is allowed only with the permission of Harbour Master's office.

3.2.2 In the course of shifting the vessel in the port, the main propulsion, steering, anchor and moorage gear shall generally be in working order.

3.2.3 Vessels with the length of 100–150m may be hauled along the quay without tugboats up to 50m, hauling over 50m shall be performed with the help of tugboats. Shifting a vessel in the port or hauling along the quay over 100m takes place with a pilot on board. Vessels with the length of 150–180m shall be hauled along the quay only with the help of tugboats. Vessels longer than 180m are not hauled; shifting of such vessels will be consented with the Harbour Master.

### 3.3 Special terms

3.3.1 In case of poor visibility vessel's captain in concordance with the Harbour Master's office will decide the entrance and leaving of the vessel into/from the port.

3.3.2 At the request of the port owner, the vessel is required to free the berth. Otherwise the port orders tugboats to free the berth at the expense of the ship.

3.3.3 In case of wind exceeding 10 m/s vessels with GT over 4000, vessels with GT over 6000 equipped with bow thruster, applying a tugboat while entering/leaving the port is compulsory.

### 3.4 Towing of vessels

3.4.1 The use and the required number of tugboats shall be determined by the captain of the vessel, except for when proceeding from the provisions of the present rules the use of tugboats is compulsory.

3.4.2 In case of towing units with several tugboats the caravan shall be led by the skipper of the leading tugboat or the chief of the caravan

### 3.5 Vessel traffic in ice-conditions

3.5.1 Applications regarding the use of the services of an icebreaker are submitted through an agent to the Estonian Maritime Administration Coordination Centre at least 24 hours prior the planned departure from the port or arrival to the designated assembly station.

3.5.2 The time when the ship caravan (vessel) leaves the port and the time of formation of the caravan at ice- border is established by the Estonian Maritime Administration Coordination Centre who will via its agent notify the captain of the vessel of this.

3.5.3 Ice breaking work in the aquatory of the port is performed at the expense of the port owner. The need and extent of ice breaking work shall be determined by the Harbour Master.

Upon the mooring of the vessel the washing away of ice from between the quay and the vessel shall be performed with the tugboats at the expense of the ship owner or possessor.

## **4. Standing of the vessels in the port**

### 4.1 Requirements to moored vessels

4.1.1 Vessels standing alongside a quay shall heave the anchor to the hawse.

4.1.2 Standing of vessels abreast alongside quay may take place only with the permission of the Harbour Master.

4.1.3 Vessels standing alongside a quay shall not use propellers. As an exception, these are allowed to be used by vessels with the length less than 100m at the lowest speed when preparing main propulsion for going out to the sea or shifting.

4.1.4 Part of the crew shall always stay on board the vessel while standing alongside the quay, who in case it proves necessary are able to guarantee vessel's fast leaving to the road. The main propulsions, steering and anchor gears shall be in working order. Any repair or maintenance operations that may prolong the time necessary for readiness to depart, may take place only with the written permission of the Harbour Master.

4.1.5 The moored vessel will have a gangway corresponding to the berth, under which there is protection screen. During night-time the gangway shall be lighted.

4.1.6 All accidents, both with people and equipment, pollution of the aquatory, damage to vessels, quays and ratchets shall be immediately reported to the Harbour Master's office.

4.1.7 During standing of the vessel in the port the Master of the vessel or his substitute is obliged to guarantee the following of all regulations valid on the port territory and instructions of the port administration by the crew members and other persons onboard.

4.1.8 Mooring lines shall be fastened to indicated bollards only. Mooring lines shall carry rat shields.

#### 4.2 Special terms

4.2.1 Upon receiving a storm warning (wind speed of 25 m/s and over) the captain of the vessel or chief officer shall arrive on board of the vessel. In such a case vessel will be plugged off the electricity system on shore. The warning is forwarded by the Harbour Master's office, which will set the order of leaving the port.

4.2.2 Port aquatory and inner roads are not protected from East winds. If the speed of such winds exceeds 17 m/s, the standing of vessels at berths no. 5, 6 and 7, will due to high sea become dangerous for vessels. If the height of waves exceeds 1.5 m, the use of tugboats will be restricted. Then the captain of the vessel in concordance with the Harbour Master's office will decide the leaving of the vessel.

4.2.3 For wintering and repairs of vessels at the port a respective contract shall be made with the Port Administration.

4.2.4 A berth will be provided for a disabled vessel upon signing a contract between Shipowner and Port Administration.

4.2.5 Port area is the enclosed territory. Entrance to the area according to respective permit or crewlist only.

#### 4.3 Inner and deck operations on moored vessels

4.3.1 Welding operations and other work with fire on open deck are allowed with the permission of the Harbour Master's office.

Harbour Master's office shall be informed of the commencement and completion of such operations.

4.3.2 Outboard operations, drills, launching of boats and rafts is allowed with the permission of the Harbour Master's office only.

4.3.3 Cleaning of vessels with chemicals, removing of old paint, cleaning the hull from rust and noisy operations are prohibited in the port. A pollution license shall be issued for the painting of the vessel.

4.3.4 Dry cargo vessels and tankers can pump ballast water from the segregated tanks overboard in case the ballast water does not include oil or other environmentally hazardous substances. During pumping pumped water should not fall on the quay.

4.3.5 Tankers can wash tanks only if washing water does not reach port aquatory.

#### 4.4 Means of radio communication.

4.4.1 VHF radio station of the port operates 24 hours a day, channel 68, call sign „Port Control". Dispatcher phone +372 392 9155; fax +372 392 9199.

#### 4.5 Plugging of vessels into the quay systems

4.5.1 Supplying with water and plugging the vessel into the energy systems takes place with the permission of the Harbour Master's office.

4.5.2 Supply with water is possible from tank lorry only.

- 4.5.3 On demand of the captain of the vessel the water supplier shall file a certificate of compliance on drinking water quality.
- 4.5.4 Electricity supply of 380 V from any electric box on quays is possible.
- 4.5.5 Communication services are not available.

#### 4.6 Dredging and diving operations

- 4.6.1 The area where dredging operations are to be carried out is consented with the Harbour Master. Upon the arrival of the dredging ship the captain of the ship shall present to the Harbour Master's office the work instruction, instruction for ensuring safety of navigation and the plan for the location of anchors of the dredging ship.
- 4.6.2 Dredging ships and vessels serving them will ensure constant radio communication with the Harbour Master's office on VHF channel 68.
- 4.6.3 For carrying out underwater operations the manager shall obtain permission from the Harbour Master's office.
- 4.6.4 The vessel or vehicle lowering divers into the water shall have constant VHF radio communication with the Harbour Master's office. In case of absence of VHF radio communication means, a mobile phone may be used, the number of which will be announced to the Harbour Master's office.

## 5. Departure of vessels from the port

### 5.1 Procedure of announcing the leaving intention of a vessel

5.1.1 The captain or agent of the vessel leaving the port shall notify of his departure border guard regional body, customhouse performing customs surveillance of the port, coordination centre of the Estonian Maritime Administration, local health protection service (in case a person with infectious disease suspicion on board), Veterinary and Food Board, Harbour Master:

1) The leaving of the ship into foreign waters shall be notified at least 4 hours prior to leaving of the vessel from the port;

2) The unexpected leaving shall be notified promptly

5.1.2 Vessels departing from the port having timetable agreed with authorities indicated in 5.1.1 have no obligation to inform them, except when there is a person with infectious disease suspicion on board.

5.1.3 Harbour Master's office informs the border guard regional body and the coordination centre of the Estonian Maritime Administration:

1) times of departures of all ships from the port, ship's name and flag country one hour prior the departure and ensures that the vessel leaving for foreign waters shall not leave prior arrival of the border guard fatigue duty and passing the border control;

2) immediately about vessels departing from the port without prior notice.

### 5.2 Necessary information for granting departure permission

5.2.1 Preliminary notice shall contain:

1) Ship's name;

2) time of departure;

3) port of call;

4) name and quantity of cargo;

5) real draft.

### 5.3 Order of granting departure permission. Guarantee, customs and border guard formalities. Filing of documents.

5.3.1 The vessel intending to depart the port shall obtain the permission from the Harbour Master's office, if necessary, shall be approved with relevant authorities. Statement on port services shall be filed and verified by the ship's captain or agent with their signature. Leaving the port is prohibited without the aforementioned permission.

The port administration or port control may refuse the departure of the vessel upon the order of the Maritime Administration control official if:

1) the vessel's certificates are missing or expired ;

2) the vessel is not seaworthy;

3) the vessel is not properly manned or supplied;

4) the vessel is not properly loaded or the cargo is not properly fastened;

5) number of passengers onboard of the vessel exceeds the permitted limit;

6) significant non-compliances with security requirements have been detected;

7) in case of existing navigation, people's health or environment endangering factors;

8) stipulated fines or dues are unpaid;

5.3.2 Captain or the owner of the vessel shall prior to the departure from the port provide the following documents:

1) General Declaration – see 5.1.1;

2) Crew List and the List of Passengers – Border Guard Region; customhouse performing customs surveillance of the port; Harbour Master, local health protection service (upon request);

3) Cargo Declaration, Declaration of Vessel Supplies, Cargo Manifests and Bills of Lading – customhouse performing customs surveillance of the port and the cargo manifest is submitted to the Border Guard Region only;

4) Crew's Effects Declaration – customhouse performing customs surveillance of the port;

5) Declaration of Vessel Food supplies and information on food waste – Veterinary and Food Board.

The documents should be provided prior to the departure, advisably 2 hours prior to departure.

5.3.3 Vessel departing from the port to foreign waters shall moor for passing border control to the berth at the place designated by the representative of the Harbour Master's office.

5.3.4 The arranging of the leaving formalities of the vessel in the harbour in relation to the quarantine, customs and border regime is performed in accordance with the legal acts of the Republic of Estonia and procedure provided in international agreements.

5.3.5 The vessel having passed border and customs control for the departure from the port shall immediately leave the port. After departing from the port the vessel shall leave internal waters in the shortest way possible.

## **6. Handling of dangerous cargo**

6.1 Handling of dangerous cargo in the port is performed in accordance with the International Maritime Dangerous Goods Code, MSC/Circ. 675 "Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas", and regulation no.4 of the Minister of Transport and Communication of the Republic of Estonia dated January 26, 1998 "Rules on Receiving, Handling, Storage, and Issuing of Dangerous Cargo in the Port".

6.2 Harbour Master's office shall be notified of the arrival of dangerous cargo either by land or water at least 24 hours in advance, unless otherwise agreed. Advance notice shall be submitted in written or sent by fax.

6.3 All dangerous cargoes arriving at the port (excl. bulk and liquid bulk cargo) shall be packaged and labeled in accordance with the requirements of the IMDG code and have the required documents.

6.4 In case dangerous cargo is not packaged and labeled in accordance with the requirements or the port has not been notified about the delivery in advance in accordance with the current regulations, the port owner may prohibit the discharging or delivering such cargo to the port area.

6.5 For sending to the port particularly dangerous cargo (IMDG Code) or for sending big quantities of dangerous cargo, the person having the right of disposal of such cargo shall receive a prior approval from the port owner.

6.6 Operators operating in the port shall provide the port owner with the contact data of the person responsible for the safe handling of dangerous cargo. Operators shall have the regulation on the reception, storage, handling and delivery of dangerous cargo. Information on movement of cargo shall be delivered currently to the owner of the port.

6.7 Prior to the arrival of dangerous cargo being stored on port area, a corresponding Dangerous Goods Declaration, Container Packing Certificate and Transport Emergency Instruction shall be presented to the port owner. Upon transit of dangerous cargo through the port the responsible person of the operating company shall have the abovementioned documents and these must be available if necessary at any moment until dangerous cargo is located on port area.

6.8 Operators operating in port (excl. operators storing dangerous cargo of third class in stationary tanks) shall provide the Harbour Master's Office with information on the existence, quantity and storage place of dangerous cargo. The aforementioned information as of 8 a.m. shall be submitted once a day by 11 a.m. at the latest.



6.9 The person in charge submits a quarterly report concerning the movement of dangerous cargo through the port area to the Harbour Master by the 10<sup>th</sup> day of the following month of the quarter.

## **7. Handling of oil and oil products**

### 7.1 Loading/ discharging of tankers

7.1.1 The loading and discharging of oil and oil products established in MARPOL (Marine Pollution) 73/78 Annex 1 to tankers shall take place at a berth for that purpose built or modified in accordance with requirements. If the loaded or discharged cargo, depending on its characteristics, remains floating (does not dissolve nor evaporate completely), the person in charge of loading operations shall ensure quick deployment of suitable booms for the localization of pollution.

7.1.2 Determination of the mutual obligations of the terminal and the tanker is based on "International Safety Guide for Oil Tankers & Terminal" (I.S.G.O.T.T).

7.1.3 Organisational and technical measures, which ensure the safety of workers, prevention of fire and sea pollution and localization and liquidation of their after-effects, shall be developed in the terminal.

The responsible persons of both parties concord and sign the safety regulations concerning co-operation between the terminal and the tanker immediately after the arrival of the tanker.

7.1.4 Prior to the commencement of the loading and discharging operations of the tanker, the safety checklist (Annex 8) of the vessel/shore approved by the Minister of Economic Affairs and Communications (or provided in the appendix of I.S.G.O.T.T.) shall be filled in. The copy of the safety checklist shall be preserved for at least 30 days.

### 7.2 Bunkering

7.2.1 Bunkering of vessels is possible from cars only and takes place only if prior approved with the Harbour Master's office.

7.2.2 The Harbour Master's office shall notify immediately customhouse performing customs surveillance of the port about the bunkering in the port area by e-mail address:

[sadam2.ida@emta.ee](mailto:sadam2.ida@emta.ee). If the bunkering is effected on non-working hours and there is no working day between the notifying and bunkering, information shall be forwarded also by phone +372 524 2385.

7.2.3 At the bunkering of a vessel from cars, the fire extinguishing equipment and measures for liquidating possible local pollution shall be in the immediate proximity of the bunkering site. The bunkering site shall be surrounded and marked to restrict access of the outsiders to the bunkering area.

7.2.4 The captain of the vessel has responsibility to notify the Harbour Master's office immediately of every emergency situation, sea pollution or dangerous situation that may cause environmental pollution. Liquidation of pollution takes place at the expense of the party having caused the pollution. It is possible to order a recovery vessel through the Harbour Master's office 24 hours a day.

7.2.5 The company performing bunkering shall have an insurance accepted by the port owner.

7.2.6 When loading-discharging and bunkering a tanker, a signal code flag "B" (BRAVO) shall be hoisted on it and a red signal light switched on for the night.

## **8. Reception of vessel waste, sewage, oily bilge water and contaminants**

8.1 Reception of ship waste (bilge water, sewage, garbage and other contaminants in sewage and waste as vessel generated refuse) from vessels is performed in accordance with the Waste Act and regulation No. 78 of the Minister of Economic Affairs and Communications "Procedure of reception of bilge water, sewage, garbage and other pollutants from the vessel" dated 29.07.2009.

8.2 Information on the type and quantity of vessel waste for disposal shall be provided to the port owner.

- at least 24 hours prior to arrival in the port, if the port of call is known;
- immediately at the learning of the port of call, if this information is available less than 24 hours prior to arrival at the port of call;
- at departure from the previous port of call at the latest, if the voyage lasts under 24 hours.

At the arrival of the vessel a notice to the port of call owner shall be provided (see annex 7).

8.3 At the call of the port the ship's agent shall submit the Veterinary and Food Board a notice on food waste to be delivered with indication of type and quantity.

8.4 Bilge water in the engine room and oily mixtures (bilge water) can be delivered to companies having the corresponding handling license of dangerous waste and having contractual relationship with the port owner 24 hours a day.

8.5 Garbage (solid consumer waste) can be delivered to companies having the waste permit who shall, if necessary, arrange sorted waste reception (see Annex 5).

8.6 Dangerous waste can be delivered to companies receiving dangerous waste (see Annex 5). Ballast water cannot be delivered in the port.

8.7 The agent of the ship organizes the delivery of vessel waste. Food waste is received into containers placed on quays and marked:

CATEGORY I „ONLY FOR DISPOSAL”

Additional information on the reception of waste can be obtained from the Harbour Master's office.

## **9. Fire precaution requirements in the port and organizing of rescue operations**

9.1 Ensuring of fire precaution on port area and the objects located there is provided in “General Requirements of Fire Precaution”, approved by the Minister of Internal Affairs of the Republic of Estonia and the general fire precaution instructions of the port.

9.2 Business operators in the port shall ensure the fulfillment of fire precaution requirements on port territory at their use and/ or at other objects.

9.3 Performing of fire operations on port territory shall be organised in accordance with the requirements approved by the Minister of Internal Affairs of the Republic of Estonia (Safety requirements of fire work), the general fire safety rules of the port and be consented with the Harbour Master's dispatcher service.

9.4 Free access shall be ensured to all port buildings and facilities, items must not be stored in fire safety lanes. Digging or closing of ways and passages is allowed only with the permission of the port owner and in case passage is granted from other point.

9.5 Buildings and facilities located on port territory shall be equipped with fire fighting and rescue equipment in accordance with the Estonian legal acts.

9.6 Firefighting and rescue equipment shall be in working order, located at a clearly visible place and there must be free access to it.

9.7 Fire fighting and rescue equipment on the vessels standing at the port shall be readily available for its possible use.

9.8 Every business operator on port territory shall prepare a plan of activities for the 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.

9.9 The company proceeding or engaged in the storage of oil products shall prepare a firefighting plan together with the list of necessary extinguishing agents, technical and other measures and consent it with the rescue service agency.

9.10 In case of fire in the port or on the vessel standing in the port, all other vessels shall get ready the fire fighting and rescue equipment and the main engine for providing help at fire extinguishing operations. On the vessels standing nearby general emergency alarm will be given.

9.11 At the discovering of a fire or any other accident notification shall be made to emergency number 112 and the Harbour Master's Office.

## **10. Regulations on serving passengers in the port**

10.1 The servicing staff of the port organizes the movement of passengers and provides them with necessary information.

10.2 Passengers shall follow the fire precaution rules established in the port. Movement of passengers on port territory is performed by buses. An individual road user shall strictly follow the safety requirements of traffic rules and loading-discharging operations. Movement in the loading area is prohibited.

10.3 Emergency service in the port: in case of need the corresponding emergency service shall be summoned at 112.

## **11. Medical Care in port**

11.1 Medical care in port is available in Sillamäe Polyclinic: Sillamäe Health Centre PLC, Sillamäe, opened 24h, phone 639 29190, emergency medical care phone 112.

## **12. Order for calling special services**

12.1 In case of emergency operational communication is handled by the security guards of the port, who is in radio communication with the police station and port administration and can summon rescue service.

To contact police and rescue service:

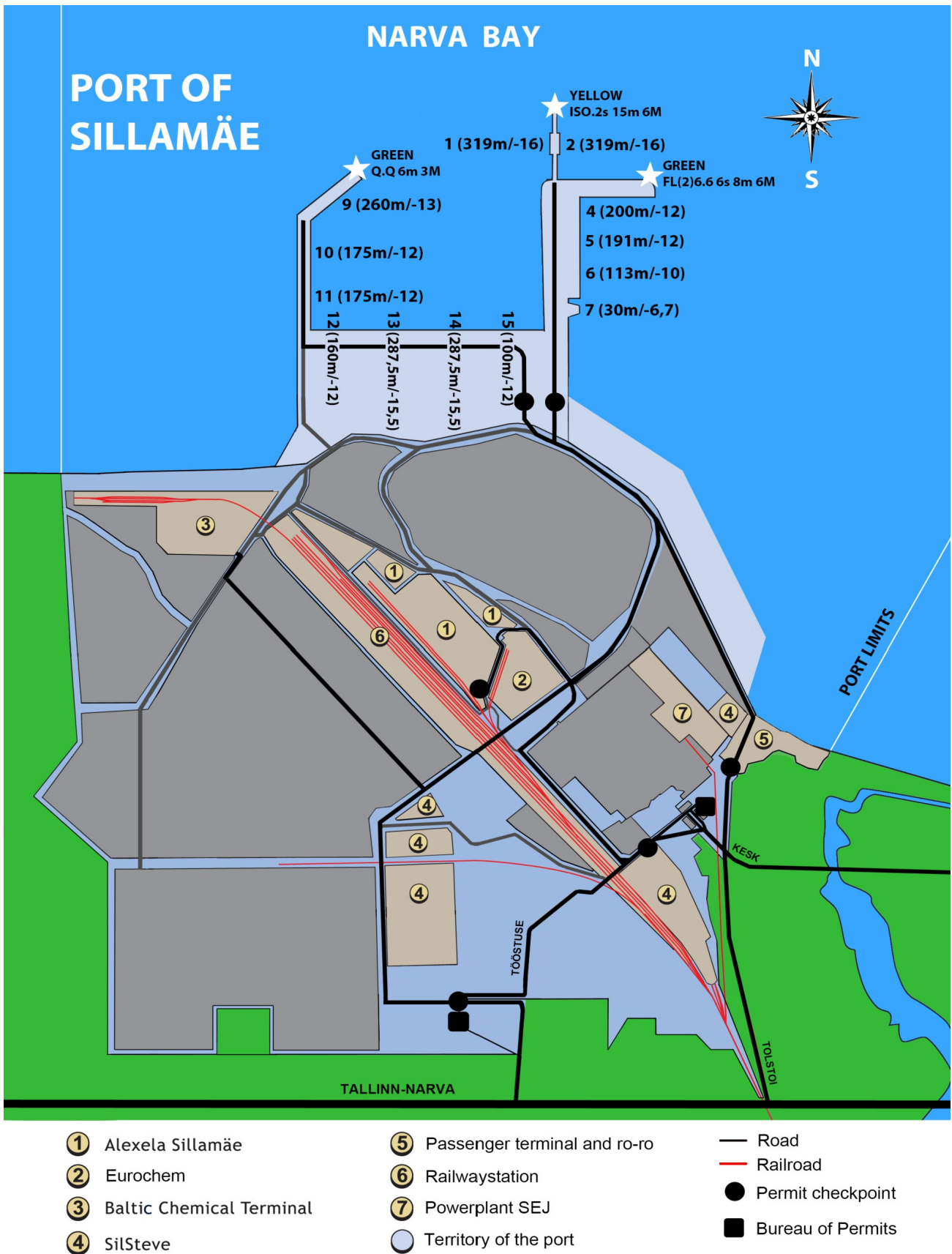
East-Virumaa, Sillamäe constable point, duty officer

112

Rescue service of East-Virumaa

112

## Annex 1. Sketch map of the territory and aquatory of the Port of Sillamäe



Depths are in the BK77 height system.

## Annex 2. Agents in the Port of Sillamäe

<b>Firm</b>	<b>Phone</b>	<b>Fax</b>	<b>E-mail, internet</b>
<b>Amisco AS</b>	+372 680 800 00	+372 680 800 01	<a href="http://www.amisco.ee">www.amisco.ee</a>
<b>Atlas Baltic OÜ</b>	+372 631 8980	+372 631 8984	<a href="http://www.atlasbaltic.net">www.atlasbaltic.net</a>
<b>CF&amp;S Estonia AS</b>	+372 666 4400	+372 666 4444	<a href="http://www.cfs.ee">www.cfs.ee</a>
<b>Estma OÜ</b>	+372 640 1853	+372 640 1853	<a href="http://www.estma.ee">www.estma.ee</a>
<b>Estmare Logistika OÜ</b>	+372 631 9914	+372 621 8975	<a href="http://www.estmare.ee">www.estmare.ee</a>
<b>Eurochem Logistics International</b>	+372 555 37 444		<b>agency(</b>
<b>Prima Chartering Estonia</b>	+372 661 8014		<b>mail@</b>
<b>Seatrader Agency OÜ</b>	+372 631 9931	+372 631 9930	<a href="http://www.seatrader.ee">www.seatrader.ee</a>
<b>Tallship OÜ</b>	+372 627 3530	+372 627 3531	<a href="http://www.tallship.ee">www.tallship.ee</a>

## Annex 3. Useful information

Institutions	Telefon/Phone	Faks/Fax	E-mail
<b>Port of Sillamäe Ltd</b> Kesk 2, 40231 Sillamäe	+372 39 29 150	+372 39 29 199	
Suur-Karja 5, 10140 Tallinn	+372 64 05 271	+372 64 05 279	
<b>Harbour Master's office 24h</b>	+372 39 29 155 +372 52 67 999	+372 39 29 199	<b>port@</b>
<b>Harbour Master René Sirol</b>	+372 50 43 892 +372 64 05 266	+372 64 05 279	<b>R.Sirol</b>
<b>Keskkonnainspektsioon/ Environmental Inspectorate</b> Kopli 76, 10416 Tallinn	+372 660 3333	+372 660 3350	
<b>Piirivalveamet/Estonian Board of Border Guard</b> Toompea 1, Tallinn	+372 693 6000 +372 33 69 646	+372 693 6012 +372 33 69 646	
<b>Toila piirivalvekordon/Toila Border Station</b> Toila vald, Toila, Ranna tn. 9	+372 33 95 760	+372 33 70 114	
<b>Korrapidaja/Duty Officer</b>			
<b>Maksu- ja Tolliamet/Estonian Tax and Customs Board</b> Narva mnt 9j, 15176 Tallinn	+372 683 5700 +372 337 8901 +372 352 4008	+372 683 5709 +372 337 0085	
<b>Ida maksu- ja tollikeskus/Eastern tax and Customs Centre</b> Rahu 3, Jõhvi	+372 356 6876 +372 392 9500 +372 392 4009 +372 517 7674	+372 392 4008	
<b>Sillamäe Teeninduskeskus/Service Centre of Sillamäe</b> Tolstoi 5, 40231 Sillamäe			
<b>Veeteede Amet/Estonian Maritime Administration</b> Valge 4, 11413 Tallinn	+372 620 5500 Häiretelefon/ Alarmphone: +372 620 5665	+372 620 5506	
<b>Koordinatsioonikeskus/ Coordination Centre</b> Lume 9, 10416 Tallinn		+372 620 5666	
<b>Eesti Loots AS/Estonian Pilot Ltd</b> Sadama tee 9, Viimsi vald, Rohuneeme, 74001 Harjumaa	+372 605 3800	+372 605 3810	
<b>Sillamäe lootsituba/Sillamäe Pilot House</b>	+372 392 9367 +372 514 3857		
<b>Tervisekaitseinspektsioon/Estonian Health Protection Inspectorate</b> Paldiski mnt. 81, 10617 Tallinn	+372 694 3500	+372 694 3501	
<b>Ida-Virumaa TKT osakond/Virumaa Health Protection Service, Department of East-Virumaa</b> Kalevi 10, 30326 Kohtla-Järve	+372 337 5115	+372 337 5215	
<b>Taimetoodangu Inspektsioon/Estonian Plant Protection Inspectorate</b> Teaduse 2, 75501 Saku	+372 671 2602 +372 337 0445 +372 337 0628	+372 671 2604 +372 337 0628	

<b>Ida-Viru büroo/East-Viru Office</b> Rakvere 27, 41533 Jõhvi	+372 356 6894		
<b>Veterinaar- ja Toiduamet/Estonian Veterinary and Food Board</b> Väike-Paala 3, 11415 Tallinn	+372 605 1710	+372 621 1441	
<b>Ida-Virumaa Veterinaarikeskus/Veterinary Centre of Ida-Viru County</b> Pargi 25, 41537 Jõhvi	+372 337 0537	+372 337 0580	
<b>Politsei/Police</b>	112		
<b>Päästeamet/Estonian Rescue Board</b>	112		

### Jäätmekäitlusfirmad/Waste Handling Companies

#### Olmejäätmete vastuvõtt/Consumer waste receiving firms

Asutus	Phone	Fax	E-mail
<b>Silport Kinnisvara AS</b> Kesk 2, 40231 Sillamäe	+372 392 9102	+372 392 9153	

#### Ohtlike jäätmete vastuvõtt/Hazardous waste receiving firms

Asutus	Phone	Fax	E-mail
<b>Ecosil AS</b> Kesk 2, 40231 Sillamäe	+372 392 9141	+372 392 9152	

#### Heitvete vastuvõtt/Sewage reception

Asutus	Phone	Fax	E-mail
<b>Silport Kinnisvara AS</b> Kesk 2, 40231 Sillamäe	+372 392 9102	+372 392 9153	

#### Puksiiriteenused/Towing services

Asutus	Phone	Fax	E-mail
<b>Sillamäe Sadam AS</b> Kesk 2, 40231 Sillamäe	+372 392 9416	+372 392 9415	
<b>Alfons Hakans AS</b> Ahtri 6A, 10151 Tallinn	+372 611 6190		office.tallinn @ alfonshakans.com

#### Sideteenused/Communication Services

Asutus	Phone	Fax	E-mail
<b>Silport Kinnisvara AS</b> Kesk 2, 40231 Sillamäe	+372 392 9102	+372 392 9153	

## Annex 4. Notice on entering the port

Laeva agendi nimi, aadress ja agenteerimise litsentsi number/Ship's agent's name, address and ship's agency service licence No

Saabumise teatis (kuupäev, nr.) \_\_\_\_\_  
 Notice on entering the port (date, No) \_\_\_\_\_

### Sillamäe Sadam Port of Sillamäe

Eeldatav laeva asukoht sadamas (kai või sadama osa, terminal)/Anticipated ship's location in the port (quay or port area, terminal)	
---	--

Laeva nimi/Ship's name	Kodusadam/Home port
Lipp Flag	Kapteni nimi/Captain
Laevaomanik Ship's Owner	

Tuleku eesmärk/Aim of call	Kaup Cargo
Kauba kogus/Quantity of cargo	
Seisuaeg Mooring time	
Laeva süvis/Draft Tf = Taf =	
Ohtlik kaup/Dangerous cargo <input type="checkbox"/> EI/NO <input type="checkbox"/> JAH/YES IMO nr	Klass Class Kogus/Quantity

Äraantavad heitmed, m <sup>3</sup> /Waste to be delivered m <sup>3</sup>	
Pilsivesi (v.a. masinaruumi pilsivesi)/Bilge water (excl engine room bilge water)	Masinaruumi pilsivesi/Engine room bilge water
Prügi/Garbage	Tahked õlijätmed/Solid oil waste
Lasti jätmed/Cargo waste	Fekaalveed/Sewage

IMO nr	
Maksimaalne süvis (m)/Max draft (m)	
Maksimaalne pikkus (m)/Max length (m)	
Maksimaalne laius (m)/Max width (m)	

Sadama kinnitus vastuvõtmise kohta  
 Confirmation of the port on acceptance



## Annex 5. Notice to the port of call

### Sillamäe sadam/Port of Sillamäe

Laeva nimi, kutsung, IMO number/Name of the ship, call sign, IMO number	
Eeldatav saabumise aeg/Estimated time of arrival	Eeldatav lahkumisaeg/Estimated time of departure
Eelmine sissesõidusadam/Previous port of call	Järgmine sissesõidusadam/Next port of call
Viimane laevaheitmete äraandmine (sadam ja kuupäev)/Last ship generated waste delivery (port, date)	
Kas sadama vastuvõtuseadmetesse anti ära laevaheitme(i)d (märgistage vastav ruut)? Was there a delivery of the ship's waste to the port reception equipment? Kõik/all <input type="checkbox"/> osa/partial <input type="checkbox"/> antud ära/no delivery <input type="checkbox"/>	

Laevaheitmete liik ja kogus, mis antakse ära sadamasse või jääb laeva ja vastava hoidla täituvus protsentides/ Type and quantity of ship generated waste to be delivered to the port or remaining on board, and percentage of the storage capacity:

Kui antakse ära kõik laevaheitmed, tuleb täita vastavalt teine veerg järgnevas tabelis.  
If delivering all waste, complete the second column as appropriate in the table beneath  
Kui antakse ära osa või ei anta laevaheitmeid ära, siis tuleb täita kõik veerud.  
If delivering some or no waste, complete all columns

Laevaheitmete liik Type of ship generated waste	Äraantavad heitmed m <sup>3</sup> Waste to be delivered, m <sup>3</sup>	Maksimaalne hoidla maht m <sup>3</sup> Maximum storage capacity m <sup>3</sup>	Laevale jäävate heitmete maht m <sup>3</sup> /täituvus % Amount of waste retained on board, m <sup>3</sup> / capacity used, %	Sadam, kus laeva jäävad laevaheitmed ära antakse Port in which remaining waste will be delivered	Teavitamisest kuni järgmise sadamani eeldatavalt tekkivate heitmete maht m <sup>3</sup> /eeldatav täituvus % Estimated amount of waste to be generated between notification and next port of call m <sup>3</sup> / estimated capacity used, %
1. Õlijäätmed/Waste oil					
Rasked jäägid/Sludge					
Pilsivesi (v.a. masinaruumi pilsivesi)/Bilge water (excl engine room bilge water)					
Masinaruumi pilsivesi/Engine room bilge water					
Muud (täpsustada)/Other (specify)					
2. Prügi/Waste					
Toidujäätmed/Food waste					
Plast/Plastic					

Muud/Other					
3. Lastiga seotud jäätmed* (täpsustada)/Cargo associated waste* (specify)					
4. Lastijäätmed* (täpsustada)/Cargo residues* (specify)					

\* võib olla /may be

Kinnitan allkirjaga (kapten):

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

I (the master) confirm with the signature:

– the above details are accurate and correct

– there is sufficient waste storage capacity onboard to store all the waste generated between notification and the next port at which the waste will be delivered

Master. . . . .

(signature)

Kuupäev/Date

Kellaaeg/Time

Kapten/Captain \_\_\_\_\_  
allkiri/signature

## Annex 6. Ship/shore safety checklist

### LAEV/KALLAS OHUTUSE KONTROLL-KÜSIMUSTIK SHIP/SHORE SAFETY CHECKLIST

Laeva nimi/Ship's name: \_\_\_\_\_

Kai/Quay: \_\_\_\_\_

Sadam/Port: \_\_\_\_\_

Saabumise kuupäev/Date of arrival: \_\_\_\_\_

Saabumise aeg/ Time of arrival \_\_\_\_\_

### TÄITMISE JUHEND/INSTRUCTIONS FOR COMPLETION OSA A: VEDELKAUBAD/PART A. LIQUID CARGO

Tööde ohutuse tagamiseks on vajalik, et kõikidele küsimustele antakse jaatav vastus, mida tähistatakse märgiga (V) vastavas kastikeses. Kus jaatavalt vastata pole võimalik, tuleb ära näidata põhjus ja kokku leppida laeva ja terminaali vahel sobivate ohutusabinõude rakendamises. Kui mingi küsimus ei kuulu vastamisele, tuleb märkuste lahtrisse vastava küsimuse järele teha vastav märg.

The safety of operations requires that all questions shall be answered affirmatively by clearly ticking (V) the appropriate box. If an affirmative answer is not possible, the reason shall be given and agreement reached upon appropriate precautions to be taken between the ship and the terminal. Where any question is considered to be not applicable, then a note to that effect shall be inserted in the remarks column.

Kastikese olemasolu veergudes „Laev“ ja „Terminaal“ tähendab, et kontroll antud küsimuses tuleb teostada vastaval osapoolel.

A box in the columns “Ship” and “terminal” indicates, that checks shall be carried out by the parties concerned.

Tähed **A**, **P** või **R** veergudes „Kood“ tähendavad:

The presence of the letters **A**, **P** or **R** in the column „Code“ indicates the following:

**A**- Kõik toimingud või kokkulepped peavad olema kirjalikult fikseeritud Kontroll-küsimustiku märkuste lahtris või muul vastastikku aktsepteeritaval viisil. Mõlemal juhul on mõlema poole allkiri nõutav.

**P**- Eitava vastuse korral ei tohi toimingud sooritada ilma Sadamavõimude loata.

**R**- Viitab teemadele, milliste osas tuleb teostada korduv kontroll ajaperioodide tagant, mis ei ületa deklaratsioonis kokkulepitut.

**A** – All procedures or agreements shall be in writing in the remarks column of the checklist or other mutually acceptable form. In either case the signature of both parties shall be required.

**P** – In the case of a negative answer, the operation shall not be carried out without the permission of the port authority.

**R** – Indicates items to be rechecked at intervals not exceeding that agreed in the declaration.

**OSA A: Last – vedelikud – üldine**  
**PART A. Cargo – liquid – general**

Üldküsimused/General questions	Laev/ Ship	Terminal/ Terminal	Kood/Code	Märkused/ Remarks
1. Kas laev sildunud turvaliselt? 1. Is the ship securely moored?		V	R	***
2. Kas avariipuksiirköied on paigutatud õigesti? 2. Are emergency towing lines correctly positioned?		V	R	
3. Kas ligipääs kaldale ja laevale on ohutu? 3. Is there safe access between shore and ship?		V	R	
4. Kas laevale ja kaldale pääs on ohutu? 4. Is embarking and disembarking safe?		V	PR	
5. Kas laevatekil on olemas toimiv vahiteenistus ning piisav järelvalve terminaalis ja laeval? 5. Is there an effective deck watch on board and adequate supervision on the terminal and on the ship?		V	R	
6. Kas laeva ja kalda vahel kokkulepitud kommunikatsioonisüsteem on töökorras? 6. Is the agreed ship/shore communication system operative?		V	AR	
7. Kas laeva ja kalda poolt kasutatav avariisignaali on lahti seletatud ja mõistetav? 7. Has the emergency signal to be used by the ship and shore been explained and understood?		V	A	
8. Kas on kokku lepitud kaubalaadimise, punkerdamise ja ballastitöötlemise toimingud? 8. Have the procedures for cargo, bunker and ballast handling been agreed?		V	AR	
9. Kas töödeldavas kaubas sisalduvate toksiliste ainetega kaasnevad ohud on teda ja arusaadavad? 9. Have the hazards associated with toxic substances in the cargo being handled been identified and understood?		V		
10. Kas on kokkulepitud seiskamis/peatamisprotseduurid avariitingimustes? 10. Has the emergency shutdown procedure been agreed?		V	A	
11. Kas tule tõrjevoolikud ja tule kustutusvahendid on laeva pardal ja kaldal omal kohal ning		V	R	

<p>valmis operatiivseks kasutamiseks?</p> <p>11. Are fire hoses and fire-fighting equipment on board and ashore positioned and ready for immediate use?</p>				
<p>12. Kas laadimis- ja punkerdamisvoolikud on korralikud , õigesti komplekteeritud ja vastavad oma kasutuseesmärgile?</p> <p>12. Are cargo and bunker hoses in good condition, properly rigged and appropriate for the service intended?</p>		V		
<p>13. Kas piigartid on kindlalt suletud ning kogumisvannid omal kohal nii laeval kui kaldal?</p> <p>13. Are scuppers effectively plugged and drip trays in position, both on board and ashore?</p>		V	R	
<p>14. 14 .Kas punkerdamise ja kaubalaadimise toruühendused, mida hetkel ei kasutata, on korralikult suletud poltidega kinnikeeratavate kaantega?</p> <p>14. Are unused cargo and bunker connections properly secured with fully bolted blank flanges?</p>		V		
<p>15. Kas merega ühendusesolevad klapid, juhul kui neid ei kasutata, on suletud ja visuaalsel hinnangul kindlalt paigas?</p> <p>15. Are sea and overboard discharge valves, when not in use, closed and visibly secured?</p>		V		
<p>16. Kas kõikide kauba –ja punkerdustankide luugid on suletud?</p> <p>16. Are all cargo and bunker lids closed?</p>		V		
<p>17. Kas kasutatakse kokkulepitud tankide ventilatsioonüsteemi?</p> <p>17. Is the agreed tank venting system being used?</p>		V	AR	
<p>18. Kas nn P/V klappide ja/või gaaside kiirväljalaske ventiilide töövoimet on kontrollitud nn tõstekontrollseadme abil, juhul kui viimane on olemas?</p> <p>18. Has the operation of the so called P/ V valves and/or high velocity vents been verified using the so called check lift facility, where fitted?</p>		V		

19. Kas kandelambid on nõutavat tüüpi? 19. Are hand torches of an approved type?		V		
20. Kas portatiivsed VHF/UHF raadiosaatjad on nõutavat tüüpi? 20. Are VHF/UHF transceivers of an approved type?		V		
21. Kas laeva pearaadiojaama antennid on maandatud ja radarseadmed välja lülitatud? 21. Are the ship's main radio transmitter aerials earthed and radars switched off?		V		
22. Kas portatiivsete elektriseadmete toitekaablid on vooluvõrgust lahti ühendatud? 22. Are electric cables to portable electrical equipment disconnected from power?		V		
23. Kas eluruumide uksed ja illuminaatorid on suletud? 23. Are all external doors and ports in the accommodation closed?		V	R	
24. Kas aken-tüüpi konditsioneerid on välja lülitatud? 24. Are window-type air conditioning units disconnected?		V		
25. Kas konditsioneeride õhuvõtuavad on suletud vältimaks kaubaaurude sisenemist? 25. Are air conditioning intakes, which may permit the entry cargo vapors, closed?		V		
26. Kas järgitakse kambüüsi ja teiste toiduvalmistamise seadmete kasutusnõudeid? 26. Are the requirements for use of galley equipment or other cooking appliances being observed?		V	R	
27. Kas järgitakse suitsetamist piiravaid nõudeid? 27. Are smoking restrictions being observed?		V	R	
28. Kas järgitakse lahtise tule kasutamist piiravaid nõudeid? 28. Are naked light using restrictions being observed?		V	R	
29. Kas on olemas kõik tingimused avariievakuatsiooniks? 29. Are there all provisions for an emergency escape?		V		
30. Kas laeva pardal ja kaldal on piisavalt personali toimetulekuks avariiolukorras? 30. Are there sufficient personnel on		V	R	

board and ashore to deal with an emergency?				
31. Kas laeva ja kaldatorustiku ühenduskoht on piisaval määral tihendatud? 31. Are adequate insulating means in place in the ship/shore connection?		V		
32. Kas on võetud tarvitusele abinõud pumpruumi piisavaks ventileerimiseks? 32. Have measures been taken to ensure sufficient pump room ventilation?		V	R	
33. Kui laeva saab laadida nn suletud laadimismeetodil, siis kas on kooskõlastatud nõudmised laadimiseks suletud meetodil? 33. If the ship is capable of so called closed loading, have the requirements for closed operations been agreed?		V	R	
34. Kas on ühendatud aurude ärajuhtimise torustik ? 34. Has the vapor return line being connected?		V		
35. Kui on ühendatud aurude ärajuhtimise torustik, siis kas on kooskõlastatud selle töörežiim? 35. If a vapor return line is connected, have operating parameters been agreed?		V		
36. Kas laeva tuletõrjeavariiplaanid on paigutatud nähtavale kohale? 36. Are ship emergency fire control plans visibly located?		V		

- \* Laadimisoperatsioonid tuleb katkestada tuule kiirusel:.....sõlme.  
Loading operations shall be impeded at wind speed knots.
- \* Laeva tuleb lahti ühendada tuulekiirusel:.....sõlme.  
The ship shall be disconnected at wind speed knots.
- \* Kai äärest tuleb eemalduda tuulekiirusel:.....sõlme.  
The ship shall lay off from the quay at wind speed knots.

DEKLARATSIOON:  
DECLARATON:

Meie, allakirjutanud, oleme kontrollinud, kus vajalik ka üheskoos, selle kontroll-küsimustiku punktid ja oleme kindlad, et meie poolt tehtud märked on õiged. Me kavatsame teostada korduvkontrolle nii nagu ettenähtud ning oleme kokkuleppinud, et veerus " **Kood** " tähega " **R** " tähistatud punktid tuleb ülekontrollida mitte harvem kui iga \_ tunni tagant.

We, the undersigned, have checked, where appropriate jointly, the items on this checklist and have satisfied ourselves that the entries we have made are correct to the best of our knowledge. We have also made arrangements to carry out repetitive checks as necessary and agreed that those items with the letter " **R** " in the column "Code" shall be re-checked at intervals not exceeding ..... hours.

<b>Laeva esindaja/For ship</b>	<b>Terminali esindaja/For terminal</b>
Perekonnanimi/Name:	Perekonnanimi/Name:
Amet/Position:	Amet/Position:
Allkiri/Signature:	Allkiri/Signature:
Aeg, kuupäev/Time, date:	



## Annex 7. Pre-bunker checklist

### Punkerdamiseelne kontroll-leht Pre-bunker checklist

Punkrilaeva nimi _____	Punkerdatava laeva nimi _____
Name bunker vessel _____	Name seagoing vessel _____
Auto registreerimisnumber _____	Kapteni nimi _____
Tank lorry reg No _____	Master's name _____
Kapteni/autojuhi nimi _____	Punkerdamise koht _____
Skipper's/driver's name _____	Place of bunkering _____
Punkerdamise kuupäev "____" _____.a.	Punkerdamise kell _____
Date of bunkering .../.../.....	Time of bunkering _____

PUNKERDAJA/BUNKER	PUNKRIT PEALEVÕTTEV LAEV/SEAGOING VESSEL
<p>1. Punkerdatava toote kogus: Quantity:</p> <p>Diislikütus _____ tonni _____ m<sup>3</sup></p> <p>Diesel fuel .....tons ..... m<sup>3</sup></p> <p>Masuut _____ tonni _____ m<sup>3</sup></p> <p>Heavy fuel.....tons ..... m<sup>3</sup></p> <p>Määrdeõli _____ tonni _____ m<sup>3</sup></p> <p>Lubricating oil .....tons .....m<sup>3</sup></p>	<p>1. Punkerdatava toote kogus: Quantity:</p> <p>Diislikütus _____ tonni _____ m<sup>3</sup></p> <p>Diesel fuel .....tons ..... m<sup>3</sup></p> <p>Masuut _____ tonni _____ m<sup>3</sup></p> <p>Heavy fuel.....tons ..... m<sup>3</sup></p> <p>Määrdeõli _____ tonni _____ m<sup>3</sup></p> <p>Lubricating oil .....tons .....m<sup>3</sup></p>
<p>2. Punkerdaja ja punkerdatava laeva vahelised sidevahendid _____</p> <p>Means of communication between the bunker vessel and seagoing vessel _____</p>	<p>2. Punkerdaja ja punkerdatava laeva vahelised sidevahendid _____</p> <p>Means of communication between the bunker vessel and seagoing vessel _____</p>
<p>3. Kes peab sidet punkerdatava laevaga? Who is responsible for the communication with the seagoing vessel?</p> <p>Nimi _____</p> <p>Name _____</p> <p>Amet _____</p> <p>Position _____</p>	<p>3. Kes peab sidet punkerdajaga? Who is responsible for the communication with the bunkering vessel?</p> <p>Nimi _____</p> <p>Name _____</p> <p>Amet _____</p> <p>Position _____</p>
<p>4. Kes vastutab punkerdamise ohutu läbimise eest? Who is responsible for the safety of bunkering procedures?</p> <p>Nimi _____</p> <p>Name _____</p> <p>Amet _____</p> <p>Position _____</p>	<p>4. Kes vastutab punkerdamise ohutu läbimise eest? Who is responsible for the safety of bunkering procedures?</p> <p>Nimi _____</p> <p>Name _____</p> <p>Amet _____</p> <p>Position _____</p>
<p>5. (a) Kas on olemas pumpade avariilüliti? (a) Is the pumps' emergency switch available?</p> <p>Jah _____ Ei _____</p> <p>Yes _____ No _____</p> <p>Kus _____</p> <p>Where _____</p> <p>(b) Kas avariolukorras tegutsemise kord on punkerdatava laevaga kokku lepitud?</p>	<p>5. Kui sageli kontrollitakse tankide täituvust ja kes vastutab mõõdistamise eest? How frequently is the ullage taken and who is responsible for gauging?</p> <p>Iga _____ minuti järel</p> <p>Every _____ minutes</p> <p>Nimi _____</p> <p>Name _____</p> <p>Amet _____</p>

(b) Have the emergency procedures been agreed upon with the seagoing vessel? Jah _____ Ei _____ Yes _____ No _____	Position
6. Kokkulepitud maksimaalne pumpamise kiirus ja surve voolikutes Agreed maximum pumping speed and pressure in hoses Kiirus _____ tonni/tunnis Speed _____ t/h Surve _____ baari Pressure _____ bars	6. Kokkulepitud maksimaalne pumpamise kiirus ja surve voolikutes Agreed maximum pumping speed and pressure in hoses Kiirus _____ tonni/tunnis Speed _____ t/h Surve _____ baari Pressure _____ bars
Kinnitan, et ma ei ületa pumpamiskiirust ja voolikutes lubatavat survet ja et vooliku ühenduskoha juures on vaht ohutu punkerdamise tagamiseks ning hädaolukorra puhul kiireks tegutsemiseks. I ascertain that I will not exceed the pumping speed and the permissible pressure and there is foam at the hose connection to guarantee the safety of bunkering and immediate actions in case of emergency.	Kinnitan, et ma olen võimeline vastu võtma eelpool mainitud kogused nimetatud pumpamiskiirustel ja survega voolikutes ning tagan, et punkri vastuvõtu eest vastutavad laevamehhaanikud ei sulge punkerdajaga eelnevalt kokku leppimata ühtegi ventiili, mis piiravad toote voolu ja et vooliku ühenduskoha juures on vaht tagamaks punkri ohutu vastuvõtmise ja hädaolukorra puhul kiire tegutsemise. I ascertain, that I am capable of receiving the abovementioned quantities at mentioned pumping speeds and pressure in hoses and guarantee, that ship's engineers responsible for bunkering shall not close any valves that limit the product flow without prior agreement with the bunkering vessel and that there is foam at the hose connection to guarantee the safety of bunkering and immediate actions in case of emergency.
Punkerdaja kapten/ autojuht Skipper/driver	Kapten/ vanemehhaanik Master/Chief engineer

Kontroll-leht peab olema täidetud enne punkerdamisoperatsioonide algust  
 Checklist shall be filled in prior the commencement of bunkering procedures.

## **Annex 8. Documents Provided at the Arrival and Departure of a Vessel**

In accordance with the notification procedure of state supervisory bodies entering and leaving of vessels and small crafts into/from inland sea, ports and the Estonian waters, the captain of the vessel shall at the entering of the vessel into the port and prior to the departure from the port through the ship agent, at the absence of the agent through the ship owner provide the following documents to the state supervisory bodies and the Harbour Master:

1. General Declaration:
  - a. Border Guard;
  - b. Customs;
  - c. Coordination Centre of the Estonian Maritime Administration;
  - d. Estonian Sanitary Quarantine Service;
  - e. Plant Production Inspectorate;
  - f. Veterinary and Food Board;
  - g. Harbour Master.
  
2. Crew List and the List of Passengers:
  - a. Border Guard;
  - b. Customs;
  - c. Estonian Sanitary Quarantine Service;
  - d. Harbour Master.
  
3. Maritime Declaration of Health
  - a. Estonian Sanitary Quarantine Service.
  
4. Cargo Declaration, Declaration of Vessel Supplies, Cargo Manifests and Bills of Lading:
  - a. Customs;
  - b. Estonian Plant Production Inspectorate;
  - c. Veterinary and Food Board;
  - d. Border Guard the cargo manifest only.
  
5. Crew's Customs Declaration, General Application, Notifications on Damages:
  - a. Customs
  
6. Declaration of Vessel Food Supplies and information on garbage:
  - a. Veterinary and Food Board.

At the entering into the port the documents shall be provided prior to the beginning of the loading operations, but not later than 6 hours after the entrance. At the departure from the port the documents shall be provided prior to the departure.

## Annex 9. Declaration of Security

Laeva nimi/Name of Ship:  
 Kodusadam/Port of Registry:  
 IMO number/IMO Number:  
 Sadamarajatise nimi/Name of Port Facility:

Käesolev turvalisuse deklaratsioon kehtib ajavahemikus ..... kuni ..... järgmiste tegevuste osas:

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

.....  
 (tegevuste loetelu, vajaliku detailsusega/list the 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 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 initsiaalid nende tulpade lahtrites tähendavad seda, et antud tegevuse läbiviimiseks on vastava kinnitatud plaani kohaselt: The affixing of the SSO or PFSO under these columns indicates that the activity will be done, in accordance with relevant approved plan, by	
Tegevus/Activity	Sadamarajatis/The port facility:	Laev/The ship:
Kõigi turvalisust puudutavate kohustuste täitmine Ensuring the performance of all security duties		
Piirangualade seire selle kindlustamiseks, et neisse saaks siseneda ainult vastava loaga Monitoring restricted areas to ensure that only authorized personnel have access		
Sadamarajatise sissepääsu kontrollimine Controlling access to the port facility		

Laevalepääsu kontrollimine Controlling access to the ship		
Sadamarajatise, sealhulgas sildumispiirkondade ja laeva lähiümbruse jälgimine Monitoring of the port facility, including berthing areas and areas surrounding the ship		
Laeva, sealhulgas sildumispiirkondade ja laeva lähiümbruse jälgimine Monitoring of the ship, including berthing areas and areas surrounding the ship		
Lasti käitlemine Handling of cargo		
Laevavarude üleandmine-vastuvõtmine Delivery of ship's stores		
Saatjata pagasi käitlemine Handling unaccompanied baggage		
Inimeste ja nende isiklike asjade laevale saabumise kontrollimine Controlling the embarkation of persons and their effects		
Laeva ja sadamarajatise vahelise turvaside valmisoleku tagamine Ensuring that security communication is readily available between the ship and port facility		

Käesoleva kokkuleppe allkirjastanud pooled kinnitavad, et nii sadamarajatis kui ka laeva ülalnimetatud 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 the specific arrangements agreed to and set out in the attached annex.

Kokkulepe sõlmiti .....  
 Agreement concluded koht/place kuupäev/date

Alljärgnevat eest ja nimel alla kirjutatud/Signed for and on behalf of	
Sadamarajatis/the port facility:	Laev/the ship:
(Sadamarajatisise turvaülemal allkiri/ turvaülemal allkiri/ Signature of Port Facility Security Officer) Master or Ship Security Officer)	(Laeva kapteni või Signature of
Allakirjutatu nimi ja ametinimetus/Name and title of person who signed	
Nimi/Name:	Nimi/Name:
Ametinimetus/Title:	Ametinimetus/Title:
<b>Kontaktandmed/Contact Details</b> (täidetakse vastavalt vajadusele/to be completed as appropriate) (märkida telefoninumbrid või kasutatavad raadiokanalid ja –sagedused/indicate the telephone numbers or the radio channels or frequencies to be used)	
Sadamarajatisise nimel/for the port facility:	Laeva nimel/for the ship:

Sadamarajatis/Port Facility

Laeva kapten/Master

Sadamarajatisise turvaülem/  
Port facility Security Officer

Laeva turvaülem/Ship Security Officer

Reeder/Company

Company Security Officer

Reederi turvaülem/

# Annex 10. Security notification prior to entry into the Estonian port of Sillamäe

(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"/> NO	
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 at 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 at port facilities:	<input type="checkbox"/> YES – Please detail	<input type="checkbox"/> NO	
10	Have appropriate security procedures been maintained during any ship to ship activity at the time of the last 10 calls at 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 the voyage?	<input type="checkbox"/> YES – Please detail	<input type="checkbox"/> NO	

Date:.....

Name and signature: .....

# Annex 11. Port dues and charges for services rendered to vessels

## 1. General terms

### 1.1 Compulsory port dues and charges for vessels:

- 1.1.1 tonnage dues
- 1.1.2 waste charges
- 1.1.3 mooring charges
- 1.1.4 pilotage dues
- 1.1.5 lighthouse dues
- 1.1.6 navigation dues.

1.2 Tonnage dues, quay charges, waste charges and mooring charges dues are levied by Port of Sillamäe. Lighthouse dues and navigation dues are levied by the Maritime Administration, pilotage dues are levied by AS Eesti Loots (Estonian Pilot Ltd).

1.3 Port dues charged by the Port of Sillamäe are not levied from:

1.3.1 vessels that have called the port only for the transporting to the land the sick, victims of a marine casualty or the deceased, in case the time of their laying in the port does not exceed 24 hours;

1.3.2 vessels used in port construction and reconstruction.

1.4 When calculating the charges, the period of time will be rounded off to 0.5 hours. A period of less than 30 min. is considered 0.5 hours and a period over 30 min. 1 hour.

1.5 Port dues and charges are paid to the bank account indicated on the invoice in euros (EUR) at the rate quoted by Eesti Pank (Bank of Estonia) on the day of vessel's departure from the port.

1.6 All invoices are due within 10 days from the date of the invoice, unless established otherwise in the contract. For every delayed day, the port owner is entitled to demand a fine in the amount of 0.15% of the unpaid sum.

1.7 Port owner reserves the right to change the amount of port dues and charges for the services rendered in the port. Port dues and charges are reviewed generally once a year, January 1, guiding from the consumer price index of the Republic of Estonia.

1.8 Ship owners, operators or their agents shall submit proposals for drawing up a schedule for their liners and cruise vessels every year by October 1 at the latest. The proposals submitted later shall be considered in case of possibility after the schedule based on timely submitted schedules has been drawn up.

1.9 The schedule shall be coordinated with the port owner at the latest 1 month prior to the opening of the line. Upon non-following of the schedule discounts to vessels on a regular line are offered only if the non-following of the schedule has been caused by force majeure, accident or hindrances caused by third persons and consequences proceeding from these. The port owner shall be immediately notified in writing of the possible deviations from the schedule. The bringing of an additional vessel or a replacement vessel with different parameters on a line shall be coordinated with the port owner.

1.10 In Port of Sillamäe agents with the appropriate licence provide ship agency services for the vessel pursuant to the contracts concluded.



## 2. Terms

2.1 Tanker of segregated ballast tanks is the oil tanker that confirms the requirements of EU Regulation No 2978/94 Article 2 of November 21, 1994 provisions.

2.2 Bunkering vessel is considered a vessel supplying the other vessels with fuel and lubricating oils to satisfy the needs of the given vessels. The ship owner of the bunkering vessel shall have a valid contract with the port owner.

2.3 Rigid barge caravan is considered to be one vessel, i.e. the port dues of the barge caravans shall be levied on the basis of the total gross tonnage. The captain of the caravan shall notify the port of the total length and greatest width of the caravan. The captain of the barge caravan shall present a Tonnage Certificate for every part of the caravan and for the tug boat.

2.4 A regular line is a maritime transport of cargo based on an officially announced regular schedule with one or several vessels, which call at the ports indicated in the schedule.

2.5 A container and ro-ro regular line is a regular line, where container vessels and ro-ro vessels operate and where the aforementioned cargo is in a quantitative surplus. The port owner has the right to demand from the ship owner information on it on a regular basis.

### 3. Port dues

#### 3.1 Tonnage dues

3.1.1 Tonnage dues are levied on the basis of the gross tonnage of the vessel (GT) separately for each entrance of the vessel according to rates as follows:

	EUR/GT per unit
tankers	2,100
tankers importing cargo, with GT up to and including 6000	1,860
passenger ships	0,215
cruise vessels, yachts and sailing crafts	0,450
ro-ro vessels	0,225
other vessels	1,050

3.1.2 Tonnage dues are levied on the basis of maximum GT limit of the vessel. Tonnage due shall not be levied of the GT exceeding the maximum GT limit. Maximum GT limits for ship types are as follows:

tankers	90 000 GT units
oil tankers of segregated ballast tanks	75 000 GT units
passenger vessels	30 000 GT units
cruise vessels	50 000 GT units

### 3.1.3 Discounts for gross tonnage charge

3.1.3.1 For passenger vessels on regular line discounts for gross tonnage charge are valid every calendar year separately:

- 31–90 calls	10%
- 91–250 calls	25%
- starting from the 251st call	80%

3.1.3.2 Discounts for gross tonnage charge for cruise vessels, yachts and sailing craft for every calendar year separately:

- 2–5 calls	60%
- starting from the 6 <sup>th</sup> call	80%

3.1.3.3. Deductions established in articles 3.1.3.1 and 3.1.3.2 are valid for each vessel separately in case of fulfilling the schedule.

3.1.3.4 For container and ro-ro vessels on regular lines discounts for tonnage dues for every calendar year separately:

1-20 calls	20%
21-40 calls	30%
starting from the 41st call	50%

For container and ro- ro vessels on a regular line, the number of calls of which is 3 and more times a week, starting from the first call 65%.

3.1.3.5 For other vessels on a regular line discounts for tonnage dues for every calendar year separately:

1-20 calls	10%
21-50 calls	20%
starting from the 51st call	40%

3.1.3.6 Fishing vessels get discount from tonnage dues up to 60%.

3.1.3.7 Vessels participating in military and international cooperation programs are exempted from tonnage dues and shall be levied for waste and mooring at the free quay charge of 1.5 EUR per 24h for every metre of vessel's length indicated in the Tonnage Certificate.

3.1.3.8 Quay charges are levied from vessels calling at the port only for bunkering, delivery of vessel waste, repair work, etc and not engaged in loading-unloading operations, are exempted from tonnage dues and are levied for the use of free quay pursuant to 4.4.3.

## 3.2 Waste charges

3.2.1 Waste charges are levied on the basis of the gross tonnage of the vessel (GT) separately for each entrance of the vessel according to rates as follows:

- All ships, except ro-ro ships: 0,1 EUR/GT unit (excl. in 3.2.3 noted ships).
- Ro-ro ships: 0,017 EUR/GT unit.

3.2.2 In case expenses of the owner of the port on reception of the ship's generated waste is exceptionally high (compared to ordinary expenses arising from reception of the waste generated by the similar ship), the owner of the port may cover the uncovered part of the expenses on the basis of the sort and quantity of actually delivered ship's generated waste.

3.2.3 Small and recreational craft up to overall length of 24 metres and 12 passengers, despite of the type and powerplant, fishing vessels, military vessels and vessels performing state administrative duties, are levied for waste according to the tariffs established by the waste receiver.

### 3.3 Mooring charges

3.3.1 Mooring charges are levied separately for every mooring operation in the following cases:

- at the entrance of the vessel to the port;
- at the departure of the vessel from the port;
- at the shifting of the vessel initiated by the Master and/or ship's agent and under circumstances not connected with loading-unloading operations and due to weather conditions;
- in case of shifting of the vessel due to loading-unloading operations effected by different operators.

3.3.2 Mooring charges are levied according to the gross tonnage of the vessel (GT) separately for every mooring operation according to the rates of mooring charges.

Rates of mooring charges in EUR per single mooring operation:

<b>GT range</b>	<b>Cargo ships, EUR</b>	<b>Passenger and cruise vessels, yachts and sailing craft, EUR</b>
0 - 2 000	150	50
2 001 - 6 000	225	83
6 001 - 20 000	300	108
20 001 - 50 000	400	140
50 001 and over	500	165

3.3.3 A single mooring operation is considered mooring, unmooring or hauling (less than 100 m). Re-mooring a vessel from one berth to another is considered two mooring operations. Shifting the vessel to the road with a later mooring to a quay and turning is considered re-mooring.

3.3.4 Bunker, fishing and military vessels, yachts and sailing craft are not levied for mooring if the mooring is performed by the ship and the owner of the port has not requested the rendering of the port mooring services.

### 3.4 Special terms

3.4.1 Calculation of port dues for oil tankers of segregated ballast tanks shall be based on the reduced GT in case the ship's Master or agent shall submit the port owner on arrival to the port the vessel's Tonnage Certificate with reduced GT.

3.4.2 If vessel, under any circumstances, dependent upon the reasons related to terminal or vessel itself, stays alongside and thus is interfering to the cargo operation of another (waiting) vessel after port's requirements to leave the berth, such vessel would be additionally charged in amount of 15 EUR per day, per every LOA meter, stated into tonnage certificate.

In the event of untimely berth leaving, vessel's captain / the owner are straight responsible to the port and any third parties, for the incurred by such delay loss.

3.4.3 For the use of a free quay prior ordered by the vessel for operations, which are not connected to loading-discharging operations (i.e. bunkering, waste delivering, repairs) a

charge of 3.0 EUR per 24 hours for every meter of vessel length indicated in the Tonnage Certificate shall be applied.

3.4.4 Vessels refusing the ordered operation less than 1 hour prior to the time agreed upon, are subject to paying a fine in the amount of 75 EUR.

### 3.5 Other fees

#### 3.5.1 Passenger fee

3.5.1.1 Passenger fee is levied at arrival and departure of a vessel according to the number of passengers provided by the captain of the vessel, who arrived at (or left) the port. Passenger fee is levied regardless of whether passengers disembarked or not (excl passengers indicated in 3.5.1.4).

3.5.1.2 A fee is levied for every passenger at arrival and departure in the amount of EUR 1.28.

3.5.1.3 One-time passenger fee in the amount of 1.02 EUR is levied for every passenger arriving at the port on board a cruise ship and continuing his/her journey on the same ship.

3.5.1.4 Passengers onboard a liner who do not disembark at the Port of Sillamäe, are exempted from the passenger fee as their destination is in the third country.

3.5.1.5 Passengers of age under 12 are exempted from the passenger fee.

#### 3.5.2 Electricity supply

- plugging the vessel into the electricity system on shore for every kilowatt used per hour - according to the tariff established in the port;

- in case of unauthorized plugging into the electricity system, the violator will be charged 10 times the amount of the sum calculated on the basis of the tariffs established in the port.

#### 3.5.3 Water supply and waste disposal from the vessel

- water supply from cars - according to the tariff established by the service provider;

- disposal of garbage and waste from the vessel - according to the tariff established by the service provider;

- reception of bilge water - according to the tariff established by the service provider.

#### 3.5.4 Fee for the use of port's auxiliary vessels

- liquidation of oil pollution – 300 EUR/hour + fee for short term use of the vessel;

- deployment of oil booms for loading- discharging operations – 300 EUR/operation + fee for short term use of the vessel;

- short-term use of a vessel (tug boat “Arno”) – specified in the Annex 12.

- short-term use of a tug boat “Arno II” – 250 EUR/hour.

## Annex 12. Towage Terms, Dues and Conditions

### 1 Towage dues.

1.1 All Towage works maintains tugboat ARNO, engine 1200 horse power.

1.2 All towage works, transportation to the roadstead of the crew member and their families, officials, agents, provisions, urgent medical assistance are maintained around the clock.

1.3 Basic dues are shown on the table 1, where L – is the Length overall, B – is the extreme Breadth. Data to be provided by vessel's Captain. Table shows basic dues meaning L x B for the single operation/towage up to the 3 hours long. Captain, providing wrong dimensions, is liable for the penalty equal of the correspondent 1 hour of the tugboat work. For the shifting purposes dues, shown in the table are multiplied by 1.25

Table 1

<b>L x B</b>	<b>EUR</b>
Under 1000	500
1001 – 2000	550
2001 – 3000	600
3001 – 4000	700
4001 – 5000	900
5001 – 6000	1100
6001 – 7000	1100
7001 – 8000	1650
8001 – 9000	2000
9001 – 10000	2400
10001 – 12000	2800
Each next over 2000 or it's part	500

1.4 The vessel with main engine out of control, towage works, shifting or delivery of the vessel to the roadstead is liable to additional dues in the volume of 50% of the basic dues.

1.5 If the towage works (towage or shifting) prolonged more than 3, but less than 5 hours – dues are increased by 30%, if 5 hour and more – dues are increased by 60%. Working time is started when the tugboat is leaving her berth and is ended – when the tugboat is moored to the berth.

1.6 All the works, concerned with transportation by the tugboat (i.e. works behalf of the captains or an agents order or any other customer: transportation of the crew member and their families, officials, agents, provisions, urgent medical assistance) and any other works other than towage are to be paid in amount of 500 EUR/hour. Tugboat working time rounds down to the half an hour.

1.7 The towage cost at the Baltic Sea is liable to the agreement.

## **2 General provisions, surcharges and discounts**

2.1 Towing is to be rendered by the client (the captain, an agent or representative), in 2 hours prior to the commencement of the work, with 30 minutes confirmation. Work request rendered with less than 2 hours is liable to surcharge of 10%.

2.2 Refusal of the work within less than 1 hour of commencement is to be paid as 1 hour of the corresponding towing.

2.3 If by any reason, the tow is not ready for towing, the time spent as waiting time to be paid as working time. Every not complete hour of waiting is to be deemed as completed, notwithstanding where the tugboat is waiting – alongside or at the berth.

2.4 All responsibility for any damage, arising during towing – damage to the tug boat, to the tow or third parties is on the vessel's account.

2.5 All dues during salvages at the sea are multiplied by 1.5. This coefficient is in use for every vessel taking part in salvage work.

2.6 Winter prices (from 15th of December till 15th of April) are 25% greater.

2.7 The surcharges:

- By 25% - for the night time – Monday to Friday if not national Holidays. The night time to be deemed the time from 18:00 till 07:00;
- By 50% - for the national Holidays and Weekends (Saturday and Sunday) from 18:00 till 07:00;
- By 100% - for the night time at Holiday and Weekends, from 18:00 at the day prior to Holiday till 07:00 of the next day.

2.8 In the case of the long term agreements, discounts are available depending of the work volume.

2.9 For the calculations all surcharges and discounts are liable to the main dues.

## **3 Towing conditions**

3.1 In the present conditions the term during towing meaning time shift, from the moment when the tugboat is ready to execute command from the tow for taking towing line or when the towing line is made fast on the tugboat, which one is earlier; until the moment when command from the tow to release (let go) the towing line is executed or when the towing line is released and the tugboat is leaved the tow, which one is later. Towing is also to be deemed any action to keep vessel alongside or shifting the vessel.

3.2 In the case of the towing – the tow is under command. The tugboat during this time is also under control of the vessel's agent and any person employed by the tugboat owner (the tug's crew) is also under the tow's captain control, excepting the case when such activity or inactivity of the tow's captain causes immediate threat of the death to the tugboat or/and their crew.

3.3 The owner of the tug boat is not responsible for the loss, caused to the tug boat or for the tow or loss for the property onboard the tow or by any reason any physical harm or death to the crew member of the tow, including carelessness of the tugboat crew, discrepancy of the seaworthiness of the tug boat, inconsistency of the machinery of the tugboat, the tow system, equipment or tow line, or lack of the fuel or/and any other conditions. The owner of the tow is liable to all claims, including claims arising for the physical harm or/and death, so that to release from liability the owner of the tugboat from any consequences.

The owner of the tugboat is also not responsible for the damage to the tow during any other works (other than towing), tugboat owner is also not liable to third parties claims (excepting tugboat crew)

in the case of physical injury or/and death. In the case of such an incident is caused by negligence of the tugboat owner, during preparation of the tug seaworthiness and for the navigation or preparation of the tug for the service, the responsibility of claiming such negligence is always lies within the tow.

3.4 The tow is not liable for any threat, caused by the tug boat, during any other time but towage. This condition does not exclude the right of the tug owner for the claims he might impose for the tow's owner.

3.5 The owner of the tugboat may substitute the tugboat by other with equivalent characteristics, or share part or complete work to the other tugboat owner, with same rights and obligations.

3.6 The tugboat owner is not holding responsibility of the war clause, strike, peoples unrest, labor disputes or consequences of the labor unrest, joining them or supporting, notwithstanding whether tugboat is taking part or not. Tugboat owner is also not responsible for the delays, even if they are caused by the owner's workers or by the tug boat owner's agents.

# Annex 13. Sillamäe Harbour Navigation Marks

## SILLAMÄE SADAM SILLAMÄE HARBOUR NAVIGATSIOONIMÄRKIDE ASENDIPLAAN NAVIGATION MARKS 1:7 500 50° 25' 20.70" N

