



SILPORT
Port of Sillamäe

PORT OF SILLAMÄE

PORT RULES

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1. General part

1.1 Establishment and scope of the Port Rules

Current rules are prepared accordingly 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 Transport Administration. rules 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 Type of commercial undertaking

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 operates as a landlord-type port. Port of Sillamäe is registered in the Commercial Register of Tallinn under code 10318973 on the December 2, 1997 and operates as a public limited company based on statute, commercial code and other legal acts of the Republic of Estonia.

1.3 Location of the port

1.3.1 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 annex 1). The aquatory of the port is 390.5 ha.

1.3.2 The aquatic border of the port runs between following coordinates:

	<i>Latitude</i>	<i>Longitude</i>
1	<i>59° 24' 49.020"N</i>	<i>27° 42' 21.000"E</i>
2	<i>59° 25' 52.200"N</i>	<i>27° 42' 21.000"E</i>
3	<i>59° 25' 52.200"N</i>	<i>27° 46' 13.030"E</i>
4	<i>59° 24' 37.020"N</i>	<i>27° 46' 13.030"E</i>
5	<i>59° 24' 10.480"N</i>	<i>27° 45' 18.930"E</i>

The coastline and port facilities between points 1 and 5.

1.4 Procedures for vessels calling Port of Sillamäe (Silport)

- 1.4.1 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 ($\varphi=59^{\circ} 29' N$ $\lambda=027^{\circ} 42' E$).
- 1.4.2 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 „Maly Tyuters “on the port side.
- 1.4.3 Deep draught Vessels are entering and leaving the harbour through the dredged channel. The channel is marked with two pairs of cardinal buoys and has a length of 2250 metres, depth 16,3 metres (EH200)/16,5 metres (BK77) and width 300 metres. Turning point diameter - 500 metres.
- 1.4.4 With the pilot's approval vessels with draught of 8 meters or less, may not use the buoyed channel to enter or leave the port and leave all the buoys eastward of their route.

1.5 Description of the port aquatory and quays.

1.5.1 The port has 13 berths with the total length of 2626,2 metres:

Berth number	Length of the berth (m)	Declared depth at the berth (m) (EH2000)	Declared depth at the berth (m) (BK77)	Height from (zero) water level to the berth surface (m)
1	319,0 m	-15,8 m	-16,0 m	+4,5 m
2	319,0 m	-15,8 m	-16,0 m	+4,5m
4	200,0 m	-11,8 m	-12,0 m	+3,0 m
5	191,0 m	-11,8 m	-12,0 m	+2,95 m
6	122,0 m	-9,8 m	-10,0 m	+2,95 m
7	30,0 m	-6,5 m	-6,7 m	+2,0 m
9	260,0 m	-12,8 m	-13,0 m	+3,0 m
10	175,0 m	-11,8 m	-12,0 m	+3,0 m
11	175,0 m	-11,8 m	-12,0 m	+3,0 m
12	186,0 m	-11,8 m	-12,0 m	+3,0 m
13	274,6 m	-15,3 m	-15,5 m	+3,0 m
14	274,6 m	-15,3 m	-15,5 m	+3,0 m
15	100,0 m	-11,8 m	-12,0 m	+3,0 m

*Seawater salinity in the harbour ~3‰

1.5.2 The declared depths at quays are indicated at the datum of water level. Depending on weather conditions, water level in the harbour may differ from the datum by +150 to -80 cm. Information on the sea level can be obtained either from the Harbour Master's Office (phone +372 52 67 999) or VHF channel 68, call sign "Port Control" or at website: <http://on-line.msi.ttu.ee/meretase/graph.php?en&bk77&jaam=sillamae>

1.5.3 The length of the berth number 1 is 319m and the declared depth is 15,8m (EH200)/16m (BK77). At the southern edge of the berth the depth is decreasing rapidly up to the +/-0 meters. The declared depth is guaranteed through the distance of 150m from the middle point of the loading platform to the south, 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.

1.6 General restrictions and requirements

- 1.6.1 The vessel may enter the port and stand in the port only with the permission of the port administration. All requirements of the port administration concerning the berthing of a vessels at a berth, the shifting to another berth or, if necessary, the rejection of a vessel from the port to the roadstead shall be mandatory for the shipowner and master.
- 1.6.2 The Harbour Master may impose additional restrictions in the navigable area of the port, including suspending entrance of the water crafts into the port or leaving it if it is necessary for safety reason.
- 1.6.3 Maximum length of a vessel entering the port should be 275 meters. For entering the port for vessels of larger size and mooring alongside one another, special permission should be obtained. Such permission is issued by Harbour Master upon reception of written statement from the vessel's captain, confirmed by vessel's owner, keeping in mind requirements of

safe navigation, weather conditions, maneuvering properties of a vessel and weather forecast.

- 1.6.4 The underkeel clearance should always be minimum 5% of vessel's draught but not less than 50 cm when vessel manoeuvring and standing in the port. The master 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 squat. Minimum underkeel clearance must be maintained at all the situations.
- 1.6.5 Disposing off and pumping out any pollutants, wastewater, sewage, etc. overboard is prohibited in port aquatory.
- 1.6.6 Restrictions arising from environmental requirements or dangerous shipload are laid down on every particular case by Environmental Board or Rescue Board separately.
- 1.6.7 Port area is the enclosed territory. Entrance to the area is granted by the respective permit or crewlist.

1.7 Working hours and duration of the navigation season

- 1.7.1 The port office has a five-day working week (Monday to Friday). The working hours are from 08.00 -17.00. The Harbor Master's Office operates 24h. Servicing of vessels takes place 24h according to the placed order.
- 1.7.2 National holiday & Public holidays:

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

- 1.7.3 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).
- 1.7.4 Navigation lasts all the year-round.

1.8 Traffic regulation on port territory

- 1.8.1 All mobile and removable mechanisms located and operating in the port territory shall be equipped with warning lights, owner's name or identification and number. Parking of such vehicles at quays or outside of the parking area marked with corresponding signs is prohibited. Parking of vehicles at the quay, railroads and crane way is prohibited, except for cases when it is necessary for the serving of vessels. In that case the vehicle shall not be left unmanned. Vehicles parked in a wrong manner are removed at owner's expense
- 1.8.2 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.).
- 1.8.3 Portal cranes and their booms should be parked half an hour prior to vessels arrival, departure or during the shifting at the birth.

- 1.8.4 Entering the port with a vehicle is granted on the basis of a permit issued by the port administration. The port owner has the right to establish paid entrance and exit to the harbour.

1.9 Port territory cleanliness

- 1.9.1 Business operators in the port shall ensure cleanliness, discipline and fulfillment of fire, environmental and health safety requirements on the territory and at the quays at their disposal.
- 1.9.2 In winter the operators shall clean the quay at their disposal, especially the surroundings of bollards and firefighting posts from ice and snow, and organize sanding. Snow mixed with the dirt shall be removed from the quays and taken to the site designated by the port owner. Pure, uncontaminated snow, may be disposed into water only with the permission of the Harbor Master's Office.
- 1.9.3 There shall be no objects obstructing shifting the vessels at the quays.
- 1.9.4 Performing operations that generate noise, refuse (dust) and black exhaust from the vessels standing in the port, is prohibited.
- 1.9.5 Cleaning of railcars can be carried out at sites consented with the port owner.
- 1.9.6 Smoking on port territory is prohibited, except for places allocated for this.
- 1.9.7 All accidents, both with people and equipment, pollution on the aquatory, damage to vessels, quays and fenders shall be immediately reported to the Harbor Master's Office.

1.10 Security requirements on port territory

- 1.10.1 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 Transport Administration based on the requirements of ISPS Code (International Code for the Security of Ships and Port Facilities of 1 July 2004), as an amendment of International Convention for the Safety of Life at Sea – SOLAS, EU enacted the International regulations with EC Regulation (EC) No 725/2004 of the European Parliament and of the Council of 31 March 2004, on enhancing ship and port facility security.
- 1.10.2 All persons operating in the port area of Port of Sillamäe are required to comply with the ISPS Code, the requirements of port security plans and the rules for passing through entrances and staying on the territory of Port of Sillamäe and Sillamäe free zone.

1.11 Use of the same berth by different terminals

- 1.11.1 If the berth is in use by different terminals, the terminals must agree on the use of the berth.
- 1.11.2 If the terminals do not reach an amicable solution, the vessel will be accepted in general order at the time requested by the EMDE (Electronic Maritime Information System).
www.emde.ee

1.12 Companies operating at the port

- 1.12.1 Information on terminal operators, agents, etc., engaging in port operation activities, is published on the port's website and in these port rules annex.

2. Vessel entering and leaving the port

2.1 Procedure of announcing the entering and leaving intention of a vessel

- 2.1.1 The agent or master of a vessel arriving at the port shall be obligated to provide information about the planned arrival of the vessel in the Electronic Maritime Information System (available at the address www.emde.ee) 72 and 24 hours in advance or immediately after departure from the previous port if the duration of the voyage is less

than 24 hours and additionally specify the arrival of the vessel at the port 2 hours in advance.

- 2.1.2 Upon the arrival or departure of a ship at an Estonian port the master or ship's agent shall forward all relevant information and required documents according to the regulation no 194 established 19 of May 2004 by the Government of Estonia „The procedure for vessels and recreational craft to enter and exit the inland maritime waters, ports, and Estonian waters of transboundary water bodies.

<https://www.riigiteataja.ee/akt/111082011005>

- 2.1.3 All the required information and necessary documents shall be communicated via the Electronic Maritime Information System (EMDE). If the EMDE does not function, the information shall be communicated in another manner.
- 2.1.4 If the documents required for the port are not available to the port administration from the EMDE, they shall be submitted by other means upon request of the Harbour Master's Office.
- 2.1.5 The Harbour Master shall have the right to require from ship the submission of other internationally required certificates if necessary.

2.2 Grant of permission to enter or leaving the port

- 2.2.1 Permission for the vessel to enter the port is granted by the Harbour Master's office and is approved with relevant authorities if such need becomes evident.
- 2.2.2 On simultaneous entering or leaving the rotation for vessels is determined by the Harbour Master's office.
- 2.2.3 1 hour before arriving at the roadstead / pilot station or intending to enter, the vessel shall contact the Harbor Master's Office on VHF channel 68 with the call sign "SILLAMÄE SADAM" / "SILLAMAE PORT CONTROLL" or by mobile phone: +372 5267 999.
- 2.2.4 Not later than 1 hour prior to departure, the master or agent of the vessel shall contact the Harbor Master's Office.
- 2.2.5 Liners have the first priority on entering and leaving the port. In case of delay, the liner misses first priority and she will be given permission for entering and leaving the port in a common queue.
- 2.2.6 Before entering or leaving the port, the master of the vessel or the pilot must request permission from the Harbor Master's Office. (VHF channel 68 with the call sign "SILLAMÄE SADAM" / "SILLAMAE PORT CONTROLL" or by mobile phone: +372 5267 999). The permission is valid for 15 minutes.
- 2.2.7 Before leaving the port, the master of the vessel is obliged to hand over all ship-generated waste and cargo residues to the port (or the service provider), unless:
- the storage facilities on board are sufficient for the storage of ship-generated waste until it reaches the port of destination;
 - landing from ships is not required under the International Convention for the Prevention of Pollution from Ships;
 - no landing is required from ships which have acceded to the International Convention for the Prevention of Pollution from Ships;
 - the ship has a written agreement with the port authority of the next port of call according to which this type of cargo waste is accepted in that port;
 - the new cargo is the same substance /cargo as the previous cargo.
- 2.2.8 The port administration or port control may refuse the departure of the vessel upon the order of the supervisory officials of the Transport Administration if:
- the master refuses to let the vessel be inspected;

- the master refuses to submit the ship's certificates for inspection;
- the vessel's certificates are missing or expired;
- the vessel is not seaworthy;
- the vessel is not manned or equipped according to the requirements;
- the vessel is not loaded or ballasted or the cargo is not secured according to the requirements;
- the number of passengers on the ship exceeds the maximum authorised number;
- the vessel has on deck cargo or grain cargo but lacks a stability calculation;
- the vessel lacks a towing calculation for sea towage if such calculation is required, or other towing requirements are violated;
- significant violations of occupational health, occupational safety or health protection requirements are discovered on the vessel;
- environmental safety requirements, including the requirements regarding transfer of vessel-generated waste and cargo residues, are violated;
- significant violations of security requirements are discovered on the ship;
- in case of existing navigation, people's health or environment endangering factors;
- the vessel does not have an insurance policy or certificate regarding due liability insurance or other financial security or they have expired;
- stipulated fines or dues are unpaid;
- the Electronic Maritime Information System (EMDE) has not been properly complete

2.3 Organizing of pilotage

- 2.3.1 Pilotage is mandatory for all ships upon entering and leaving the port, except in the case of exceptions provided in the [Maritime Safety Act](#):

<https://www.riigiteataja.ee/en/eli/ee/Riigikogu/act/515012020002/consolide>

- vessels performing state administrative duties and flying the national flag of Estonia, vessels while providing port services, and vessels which belong to the dredging fleet flying a foreign flag which are leaving a port basin;
- all recreational craft and ships with a gross tonnage of less than 500;
- vessels whose master, or passenger ships whose master and chief mate have passed the examination for free pilotage and who hold a pilot exemption certificate;
- vessels upon saving human lives, prevention of an accident or reduction of damage arising from an accident;
- vessels which, due to the impact of *force majeure*, cannot use pilotage services;
- military vessels of the Republic of Estonia;
- icebreakers providing services to the state, vessels flying a foreign flag and providing services to the state, and vessels flying a foreign flag which belong to a dredging fleet while leaving a port basin for the period of dredging activities, provided that such ships have made at least ten trips under the guidance of a pilot;
- chemical tankers, liquefied gas carriers and oil tankers with a gross tonnage of over 3000 shall not be exempted from compulsory pilotage.

- 2.3.2 Pilotage services in the port aquatory, for entering to the port and leaving from the port are provided by Riigilaevastik (Estonian State Fleet). The pilot service is provided only on the basis of a pilot order submitted through EMDE. Pilot orders will be accepted by phone and e-mail only if access to EMDE is limited due to system malfunction.

- 2.3.3 Pilotage of Riigilaevastik (Estonian State Fleet) is carried out 24 hours a day.

Entering Narva Bay the Pilot station is located at the point $\phi=59^{\circ}29'N$, $\lambda=27^{\circ}42'E$.

- 2.3.4 Pilot is ordered for vessels via an agent or the owner of a ship sailing under the Estonian national flag upon entering:
- 24 hours prior to the vessel's arrival at the pilot station at the latest;

- in case the time of departure from the last port is less than 24 hours, at the departure from the port;
- the order shall be specified 6 hours and after that 2 hours prior to the vessel's arrival at the pilot station;
Upon leaving:
- 4 hours prior to leaving at the latest, the order shall be specified 1 hour prior to leaving.

2.3.5 Pilots are ordered via the electronic marine information system EMDE www.emde.ee (also available on the internet: <https://riigilaevastik.ee/lootsimine>). By phone and e-mail, if access to EMDE is limited due to a system malfunction – operator's of the Riigilaevastik (Estonian State Fleet) – mobile +372 52 684 32, e-mail: operaator@riigilaevastik.ee. Sillamäe pilot station – VHF canal 68 call sign „SILLAMÄE LOOTS“/ “SILLAMAE PILOT“, mobile +372 514 3857, e-mail: slmloots@riigilaevastik.ee.

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

- 2.4.1 The organization of entry and departure formalities of vessels at the port in connection with the quarantine, customs and border regime shall be conducted in accordance with the procedure established by the legislation of the Republic of Estonia and the procedure of the customs rules, provided in international agreements. Border control shall be conducted in accordance with the Schengen border rules, the State Borders Act, the rules and procedures of border crossing points, and customs control shall be conducted according to the customs clearance procedure applicable at Estonian ports.
- 2.4.2 Representatives of the state supervisory bodies are not permanently present at the border crossing point of the port. Border control shall be carried out upon a call. The communication of information regarding the arrival and departure of vessels shall be carried out in accordance with the provisions of the rules and procedures of the border crossing point.
- 2.4.3 Upon the entry of a vessel to the port, no one is allowed to disembark the vessel, take goods or items on shore before the arrival of an officer conducting the border and customs control. No one is allowed to board the vessel without the permission of the Border Guard Board.
- 2.4.4 The carrier or, at his approval, the person who has assumed responsibility for delivering the goods (a dispatcher, an agent or another person designated by the carrier to communicate with customs, performing actions prescribed in the customs rules, whereas fulfilling every requirement prescribed by law) shall be responsible for and shall perform the necessary customs formalities regarding goods brought to the port (to the customs territory).
- 2.4.5 All necessary customs formalities shall be performed electronically in the information systems of the Tax and Customs Board and/or in the system of the Estonian Maritime Information System (EMDE). Detailed instructions on fulfilling the obligation of notifying the Tax and Customs Board are available at the Tax and Customs Board's website. Contact information (appendix No. 4 to the Rules). Additional information is available from Sillamäe customs office. The free zone border is open Mon–Sun twenty-four hours, the Customs Office is open Mon–Sun 8:00–20:00
Contact details (Annex 3):
Tööstuse 14
Sillamäe 40231
Phone: 676 2561, 676 2562, 5692 3403, 5692 3574
E-mail: sadam2.ida@emta.ee, sillamae.toll@emta.ee, emta@emta.ee
Customs office code: EE5130EE

- 2.4.6 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.
- 2.4.7 If a vessel arrives at the port from a contagious region and there is an infected person or a person suspected of being infected on board the vessel, an officer of the Estonian Sanitary Quarantine Office boards the vessel first to decide whether to grant the vessel a free pratique permit or to quarantine the vessel. The requirements, terms and conditions and activities for the prevention of the spread of infectious diseases are described in the Port Epidemic Control Regulation of the Port of Sillamäe.
- 2.4.8 A vessel that has passed the border and customs control for departure from the port shall depart from the port with no further delay.

3. Vessel traffic in the port aquatory

3.1 Mooring of vessels

- 3.1.1 During the mooring of a vessel, a representative of the operator shall be present at the quay.
- 3.1.2 The mooring master indicates the location of the vessel at the berth.
- 3.1.3 In port aquatory the vessel shall proceed at a minimum speed at which it can maintain maneuverability with her rudder. The vessel's propellers operating manner shall be such that it would not affect the vessels laying at the quay.
- 3.1.4 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.
- 3.1.5 Tankers shall be made fast alongside the berths, with their bow heading outwards.
- 3.1.6 The distance between two vessels moored nearby at the quay shall be at least 1/10 of the total length of the larger vessel.
- 3.1.7 The mooring gang take care of 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 mooring gear shall be in good working order.
- 3.2.3 Vessels with the length of 100–150m may be shifted along the quay without tugboats up to 50m, shifting over 50m shall be performed with the help of tugboats. Shifting a vessel in the port or alongside over 100m takes place with a pilot on board. Vessels with the length of 150m and more shall be shifted alongside only with the help of tugboats.

3.3 Special terms

- 3.3.1 Decision on the entry / leave the port in the case of bad visibility or strong wind, takes vessels captain in cooperation with the pilot and Duty Harbourmaster.
- 3.3.2 Mooring of the tankers at the berths no-s 1, 2, 9 – 11 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 vessel's Master and Harbormaster's Office.
- 3.3.3 Tankers with LOA exceeding 255 m may be taken alongside berth no 1. Berthing is permitted only at day time with the wind speed not exceeding 10 m/s. It is highly recommended that tankers with LOA exceeding 255m is to be moored such a way, that

most after manifold (onboard) would be connected to the seaside cargo arm (ashore).
(same recommendation for the maximum length tankers at the berth number 2).

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, excepting when, under provisions of the present rules, the use of tugboats is compulsory.
- 3.4.2 For the berthing of a tanker with LOA exceeding 255m, four tugboats are compulsory.
- 3.4.3 Tugboat assistance is compulsory for the following vessels:
 - Gas tankers with LOA 120 metres and more
 - All other vessels with LOA 160 metres and more

Exception is vessels with Azimuthing Stern Drive (ASD).

- 3.4.4 Towing service in Port of Sillamäe is provided by the service provider.

3.5 Vessel traffic in ice-conditions.

- 3.5.1 Use of an icebreaker and the procedure of icebreaking activities is regulated by the Ministry of Economic Affairs and Communications Regulation No 265 of 23 December 2003 "[The Procedure of Icebreaking Activities](#)".

www.riigiteataja.ee/akt/112122013011

- 3.5.2 Port of Sillamäe has been declared a port serviced by a state icebreaker (up to the navigable boundary of the port).
- 3.5.3 The Master of the vessel in need of icebreaking services is required to submit an icebreaker service order through the vessel agent or, in the absence of the agent, through a shipowner to the Transport Administration via the Electronic Maritime Information System (EMDE) no later than 12 hours before the planned departure from port or no later than 24 hours before arrival to designated.
- 3.5.4 The time when the vessel leaves the port and the time of formation of the caravan at ice-border is established by the Transport Administration who will notify the vessel through the agent.
- 3.5.5 Ice breaking 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.

4. **Vessels in the port**

4.1 Requirements to moored vessels

- 4.1.1 Vessels standing alongside the quay shall heave the anchor up to the hawser.
- 4.1.2 Standing of vessels alongside each other may take place only with the permission of the Harbour Master.
- 4.1.3 Vessels standing alongside the 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, so that vessel will be able to leave the port at short notice. 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 should have a properly placed gangway to the berth, under which carefully secured safety net. During night-time the gangway shall be lighted.
- 4.1.6 Mooring lines shall be made fast to indicated bollards / mooring hooks only. Rat guards should be placed at each mooring line.
- 4.1.7 All accidents, either with people or equipment, pollution at the aquatory, damage to vessels, quays and fenders shall be immediately reported to the Harbour Master's office.
- 4.1.8 Ships flying under the foreign flag or national flag are required to hoist the flag of the Republic of Estonia while in port in accordance with the legislation in force.
- 4.1.9 During standing of the vessel in the port the Master of the vessel or his substitute is obliged to guarantee the compliance of all regulations valid on the port territory and instructions of the port administration by the crew members and other persons onboard.
- 4.1.10 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.
- 4.1.11 The master of the vessel is responsible for her safety alongside in the port.
- 4.1.12 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. Time spent alongside without loading/discharging operation charged according to the Port's rules, annex 4, p.3.4.2.
- 4.1.13 After vessel's departure agent renders statement of facts to the Harbour Master's office.
- 4.1.14 At the request of the port owner, the vessel is required to leave the berth. Otherwise, the port orders tugboats to force removal the vessel from the berth at the expense of the shipowner.

4.2 Special terms

- 4.2.1 The western aquatory of the port is opened to Northerly and the eastern is opened to Easterly winds. If the wind speed from W – N – E exceeds 16 m/s, laying alongside the correspondent the berth may become dangerous for vessels due to high swell.
- 4.2.2 When the height of the waves exceeds 1.5 m, tugboats will not be able to provide assistance to the vessels. With the wind speed exceeding 12 m/s from the directions from W – N – E, use of the tugboats might be restricted.
- 4.2.3 The storm warning notification (wind speed 12 m / s and more from W – N – E directions and wind speed 20 m/s from any directions) shall be forwarded to the vessels by the Harbour Master's Office in written. Upon reception, of a storm warning, the master of the vessel or a chief mate, shall be on board of the vessel.
- 4.2.4 The master of the moored vessel must make a decision either to stay in the port or to leave to the roadstead after receiving a written storm warning notification from the Harbor Master's Office and before the weather deteriorates. The decision to leave or to stay in the port shall be made by the master of the ship in coordination with the Harbor Master's Office. In any case, the vessel shall be disconnected from shore-based systems and shall be able to proceed to the roadstead at the first request of the Harbor Master's Office.
- 4.2.5 In the case of W to E winds, when a storm warning is received with a wind speed of 20 m / s and more, vessels are generally taken out of port. Vessels may remain in the port only in coordination with the Harbor Master's Office, if their safe standing is ensured depending on the wind direction and the vessel's location in the port.
- 4.2.6 Expenses for moving vessel to roadstead and back due to the bad weather conditions bears shipowner.
- 4.2.7 For wintering and repairs of vessels in the port a respective contract shall be made with the Port Administration.

4.3 Inner and deck operations on moored vessels

- 4.3.1 Welding operations and other work with the open fire on the 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, painting of the hull, cleaning the hull from rust and noisy operations are prohibited in the port.
- 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. Above water line pumping out outlet should be seaside of the vessel.
- 4.3.5 Tankers can wash tanks only if washing water does not reach port aquatory.

4.4 Means of communication

- 4.4.1 VHF radio station of the port operates 24 hours a day, channel 68, call sign „SILLAMÄE SADAM”/ „SILLAMÄE PORT CONTROL” or mobile +372 5267 999.

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 track only.
- 4.5.3 Upon request of the captain of the vessel the water supplier shall provide a certificate of compliance on drinking water quality.
- 4.5.4 Electricity supply of an alternating current 400 V from any electric box on quays is possible.

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. Handling of dangerous cargo

- 5.1 Handling of dangerous goods and cargo at the port are performed in accordance with applicable legislation, including the Chemicals Act and legislation established on the basis thereof, the International Maritime Dangerous Goods Code (IMDG Code), Maritime Safety Committee of the IMO Circular No. 675 Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas (MSC/Circ. 675), Chapter VII of the International Convention for the Safety of Life at Sea (SOLAS), and the requirements of rules for maritime transport of dangerous cargoes established under Annexes I–III of the International Convention for the Prevention of Pollution from Ships (MARPOL 73/78).

5.2 The transport of dangerous goods and notification of dangerous goods shall be carried out in accordance with the procedure established in § 42 of the [Maritime Safety Act](#).

www.riigiteataja.ee/en/eli/ee/Riigikogu/act/515012020002/consolide

The procedure for notification of dangerous cargo and the list of data to be transmitted have been established by Regulation No. 74 of the Minister of Economic Affairs and Communications of 14 July 2011 "Procedure for notification of dangerous cargo" ([Ohtlikust lastist teavitamise kord](#)).

www.riigiteataja.ee/akt/103092019004

- 5.3 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. Dangerous goods are reported through the Electronic Maritime Information System EMDE.
- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 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.
- 5.8 Prior to the arrival of dangerous cargo being stored in the 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.
- 5.9 The operator shall notify the Port Authority of any issuing, suspension and/or revocation of an authorization to operate the highly dangerous enterprise or dangerous enterprise, according to the Explosive/ Chemical Substances Act and should submit relevant documents within 10 days after issuing by the Technical Regulatory Authority to the Port Authority.
- 5.10 Terminals operating in the port (excluding terminals storing dangerous cargo of class 3 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.
- 5.11 The person in charge submits a quarterly report concerning the movement of dangerous cargo through the port area to the Harbour Master by the 10th day of the following month of the quarter.

6. Handling of oil and oil products

6.1 Loading/ discharging of tankers

- 6.1.1 Terminal for loading and discharging of oil and oil products should be build or modified according to the requirements of the MARPOL (Marine Pollution) 73/78 Annex 1. If accidentally spilled, 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.

- 6.1.2 International Safety Guide for Oil Tankers & Terminals — (ISGOTT) should be the source and the basement for determination of mutual responsibilities of terminal and tanker.
- 6.1.3 Organizational and technical measures, which ensure the safety of workers, prevention of fire, sea pollution and localization and elimination of their after-effects, shall be developed in at the terminal.
- 6.1.4 The responsible persons of both parties are approving and signing the safety regulations concerning co-operation between the terminal and the tanker, immediately after the arrival of the tanker - "ship-shore safety checklist" approved by the Minister of Economic Affairs and Communications (or provided in the appendix of ISGOTT).

The copy of the safety checklist shall be preserved for at least 30 days.
- 6.1.5 When loading-discharging a tanker, a signal code flag "B" (BRAVO) shall be hoisted and a red signal light switched on at night.

6.2 Bunkering

- 6.2.1 Bunkering of vessels is possible either from cars or from the berth no. 4 – oil terminal "Alexela Sillamäe" and takes place only if prior approved with the Harbour Master's office.
- 6.2.2 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 for the unauthorised persons to the bunkering area.
- 6.2.3 The captain of the vessel has responsibility to notify the Harbour Master's office immediately on every emergency situation, sea pollution or dangerous situation that may cause environmental pollution. Rectifying of pollution takes place at the expense of the party having caused the pollution. It is possible to order an oil-recovery vessel through the Harbour Master's office 24 hours a day.
- 6.2.4 The company performing bunkering shall have an insurance accepted by the port owner.
- 6.2.5 When loading-discharging and bunkering a tanker, a signal code flag "B" (BRAVO) shall be hoisted and a red signal light switched on at night.
- 6.2.6 LNG bunkering of vessels at the port from a vehicle onto a vessel (Truck-To-Ship) shall be subject to a risk assessment approved by the Port Authority and the terminal in advance.

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

- 7.1 Reception of ship waste (bilge water, sewage, garbage and other contaminants in sewage and waste as vessel generated waste) from vessels is performed in accordance with applicable legislation, including the Waste Act, Port Act and regulation No. 31 of the Minister of Economic Affairs and Infrastructure "Requirements for submitting information regarding Delivery and Receipt of Ship-Generated Waste and the basis for determining the fee for Receipt of Cargo Residues" of 21 April 2022 ([Laevajäätmete üleandmist ja vastuvõtmist puudutava teabe esitamise nõuded ning laevajäätmete vastuvõtmise tasu määramise alused](#)), and the Ship-Generated Waste and Cargo Residues Reception and Handling Plan of the Port of Sillamäe.
- 7.2 Information on the type and quantity of vessel waste for disposal shall be provided to the port owner. Normally requested from the vessel and submitted by the vessel's agent via EMDE.
 - 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.
- 7.3 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.

- 7.4 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.
- 7.5 Garbage (solid consumer waste) can be delivered to companies having the waste permit who shall, if necessary, arrange sorted waste reception.
- 7.6 Dangerous waste can be delivered to companies receiving dangerous waste. Ballast water cannot be delivered in the port.
- 7.7 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.
- 7.8 Besides the pumping out of clean ballast water, it is prohibited to dispose off or pump out pollutants (sewage, grey water, etc.) overboard in the port water area. As an exception, pumping out only the outboard washing water of exhaust gas cleaning system (open loop scrubber) permitted, provided that it is carried out in accordance with the guidelines drawn up by the Marine Environment Protection Committee (MEPC) of the IMO.

8. Fire precaution requirements in the port and organizing of rescue operations

- 8.1 Fire precaution in the port area and the objects located there is provided in the Fire Safety Act, legislation issued on the basis of the Act and the general fire precaution instructions of the port.
- 8.2 Companies operating at the port shall ensure the fulfillment of fire precaution requirements, the availability of fire extinguishing appliances and rescue equipment on the territory and/or facilities at their disposal (incl. technological equipment) and the maintenance, working order and regular inspection of such equipment.
- 8.3 Performing of works with open fire in port territory shall be organized in accordance with the Ministry of Internal Affairs Regulation No. 47 Safety Requirements for Hot Work of 7 September 2010 and Ministry of Internal Affairs Regulation No. 38 Requirements for Training and Certificates for Hot Work of 30 August 2010, the general fire safety rules of the port and be authorized by the Harbour Master's Office.
- 8.4 Free access shall be granted to all port facilities and buildings. Things must not obstruct outlets of the fire hydrants. Earth works or closing of the roads and passages are only allowed with the prior permission of the port owner and in the case if the alternative passage is provided from another direction.
- 8.5 Port facilities and buildings shall be equipped with the firefighting and rescue equipment in accordance with the applicable legislation. The location of the primary portable fire extinguishing appliances and the rescue equipment shall be described in the relevant Emergency Plan and / or Fire Safety Regulation.
- 8.6 Firefighting and rescue equipment shall be in working order, clearly visible and have an unobstructed access to them. Inappropriate use of rescue equipment is prohibited.
- 8.7 Firefighting and rescue equipment on the vessels alongside in the port shall be readily available for its immediate use.
- 8.8 Every entrepreneur in the territory of the port should 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.
- 8.9 Every entrepreneur on port territory is obligated to submit a fire safety self-inspection report according to the Fire Safety Act. They should draw up the fire safety regulations, establishing the procedure for self-inspection at the institution or the company. A copy of the fire safety regulation shall be submitted to the state fire safety supervision authority.
- 8.10 Every entrepreneur on port territory obligated to submit a fire safety report shall draw up a fire extinguishing plan together with the list of necessary extinguishing agents, technical and other measures and should obtain the approval of the state fire safety supervision authority.

- 8.11 Every entrepreneur on port territory which is obliged to submit a fire safety report shall prepare a plan of action in the event of a fire together with a list of all the necessary extinguishing agents, technical and other equipment and organise an evacuation training drill and fire training drill once a year. The plan of action in the event of a fire shall be approved by the state fire safety supervision authority.
- 8.12 In case of fire in the port or on the vessel alongside in the port, the main engine, firefighting and rescue equipment of all other vessels should be at the standby and immediately ready for providing help at fire extinguishing operations. On the nearby vessels alongside in the port general emergency alarm should be risen.
- 8.13 Fire safety requirements compliance in the port territory shall be inspected by a state fire safety supervision authority along with the port authority representative.
- 8.14 In the event of a fire or any other accident instances, a call should be made to emergency number 112 and the Harbour Master's Office.

9. Regulations on serving passengers in the port*

- 9.1 The servicing staff of the shipping line organizes the movement of passengers and provides them with necessary information.
- 9.2 Passengers shall follow the fire precaution rules established in the port. Movement of passengers in the 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.
- 9.3 Emergency service in the port: in the case of need the corresponding emergency, service shall be summoned at 112.

10. Medical Care in port

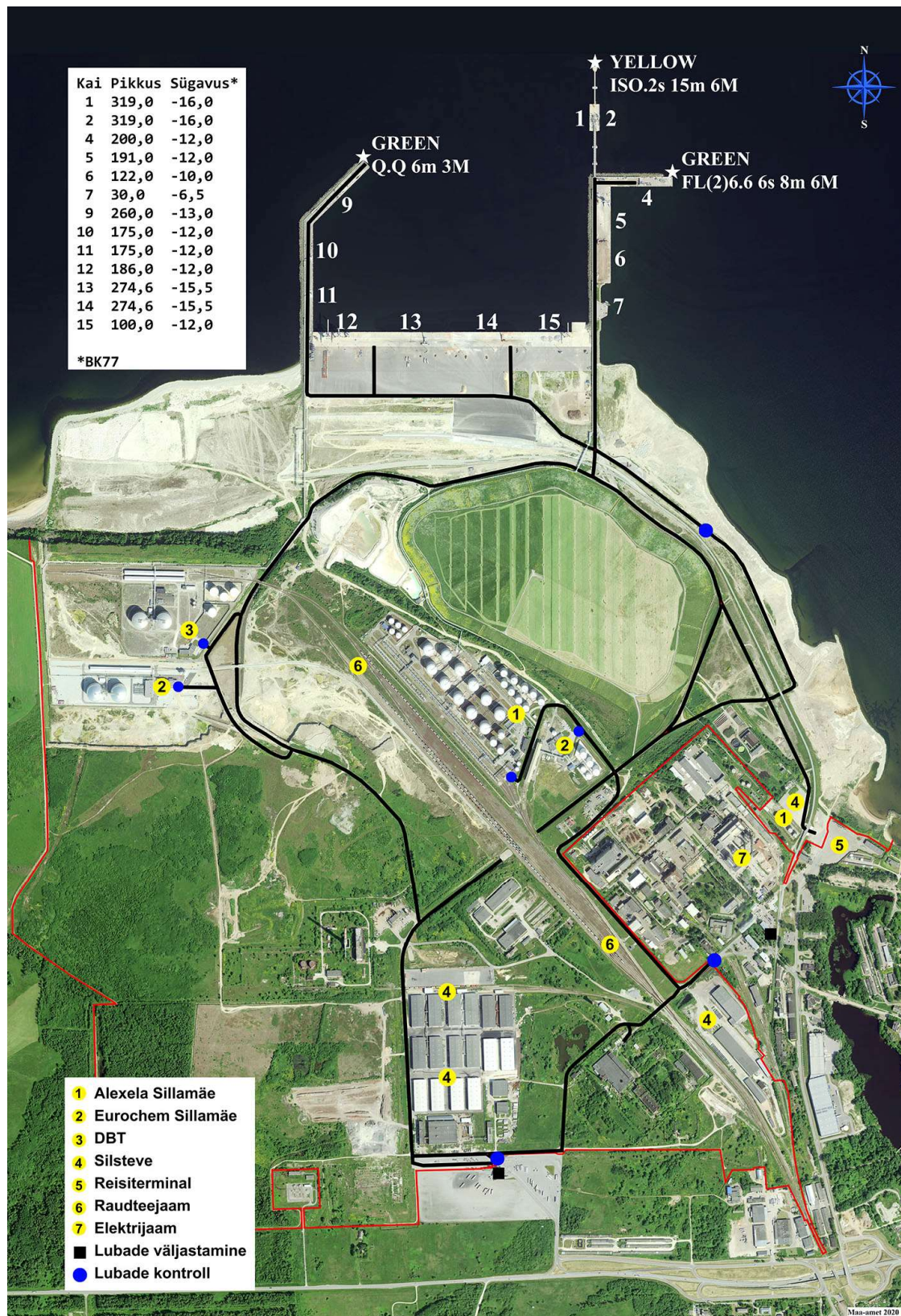
- 10.1 Medical care is provided by local health authority. The emergency first aid ambulance can be called 24/7, dial – 122. Transporting the patient to health care facility is organized by vessel's Agent.

11. Order for calling special services

- 11.1 In the case of emergency operational communication is handled by the security guard of the port, who is in touch with the police station and the port administration and if necessary, can call rescue service.
- 11.2 The ambulance, police and rescue services can be contacted 24/7 at the general emergency number: 112.

* Port currently does not serve passenger vessels sailing on regular lines

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



Depths are in the BK77 system.

Annex 2 Agents in the Port of Sillamäe*

Company	Phone	Fax	Website
Adella Shipping OÜ	+3725053329		www.adella.eu
Atlas Baltic OÜ	+372 631 8980	+372 631 8984	www.atlasbaltic.net
Altum Mereagentuur OÜ	+372 670 8079	+372 670 9292	
Baltic Marine Service Tallinn OÜ	+372 6623365	+372 6623367	www.bms-overseas.com
CF&S Estonia AS	+372 666 4400	+372 666 4444	www.cfs.ee
Estma OÜ	+372 640 1853	+372 640 1853	www.estma.ee
Estmare Logistika OÜ	+372 631 9914	+372 621 8975	www.estmare.ee
EuroChem Terminal Sillamäe AS	+372 39 29 217	+372 39 29298	www.eurochem.ee
NavEst Shipping OÜ	+372 6674 844		www.navest.ee
Prima Chartering Estonia	+372 661 8014		www.primas.fi
Seatrader Agency OÜ	+372 631 9931	+372 631 9930	www.seatrader.ee
Tallship OÜ	+372 627 3530	+372 627 3531	www.tallship.ee

* The list is not exhaustive

Annex 3 Useful information

Company	Phone	Home page/ Fax/Radio	E-mail
<u>Port of Sillamäe</u> Kesk 2, 40231 Sillamäe Suur-Karja 5, 10140 Tallinn Harbourmaster's Office 24 h Harbour Master René Sirol	+372 39 29 150 +372 640 5279 M: +372 52 67 999 +372 39 29 155 M: +372 50 43 892 +372 640 5266 +372 39 29 277	https://www.silport.ee +372 39 29 177 +372 640 5279 +372 39 29 199 ULL/VHF 68: SILAMÄE SADAM / SILLAMAE PORT CONTROL	silport@silport.ee silport@silport.ee harbourmaster@silport.ee r.sirol@silport.ee
<u>Riigilaevastik</u> (Estonian State Fleet) Lume 9, Tallinn, 10416 Harjumaa Pilot service Duty operator (24H) Pilot in Port of Sillamäe The director of the pilottage area: Vambola Mandel	 M: +372 52 68 432 M: +372 51 43 857 +372 39 29 367 M: +372 51 76 474	http://www.riigilaevastik.ee https://riigilaevastik.ee/lootsimine https://riigilaevastik.ee/lootsimine ULL/VHF 68: SILLAMÄE LOOTS / SILLAMAE PILOT	info@riigilaevastik.ee operaator@riigilaevastik.ee slmloots@riigilaevastik.ee
<u>Transport</u> <u>Administration</u> Valge 4, 11413 Tallinn Emergency 24h Report security incidents EMDE support service	+372 620 1200 +372 620 5500 + 372 620 5665 +372 620 5667	https://www.transpordiamet.ee 	info@transpordiamet.ee navinfo@transpordiamet.ee maritime.security@transpordiamet.ee emde@transpordiamet.ee
<u>Estonian Police and</u> <u>Border Guard Board</u> Pärnu mnt 139, 15060 Tallinn Põhja prefektuuri Tallinna kordon 24h Ida prefektuur	+372 612 3000 M: +372 50 46 454 +372 619 1260 +372 33 72 200	https://www.politsei.ee +372 612 3009 	ppa@politsei.ee tallinna.kordon@politsei.ee ida@politsei.ee

Rahu tn 38, 41588 Jõhvi vald			
Maritime security centre (JRCC Tallinn) 24h	+372 619 1224	https://www.politsei.ee ULL/VHF 16 ja 69: TALLINN MEREVALVEKESKUS/ TALLINN RESCUE	jrcc@politsei.ee
<u>Tax and Customs Board</u> Lõõtsa 8a, 15176 Tallinn 24h juhtimiskeskus Customs information, e-customs services Sillamäe Customs Office Tööstuse 14, 40231 Sillamäe	Eraklient: +372 880 0811 Äriklient: +372 880 0812 +372 676 2888 +372 880 0814 M: +372 56 923 574 +372 5692 3403 +372 676 2561 +372 676 2562	https://www.emta.ee	emta@emta.ee valve@emta.ee tollinfo@emta.ee sadam2.ida@emta.ee , sillamae.toll@emta.ee
<u>Environmental Board</u> Roheline 64, 80010 Pärnu 24h hotline Ida-Virumaa Office Pargi 15, 41537 Jõhvi	+372 662 5999 +372 633 1313 1313 +372 33 95 660	https://www.keskkonnaamet.ee +372 680 7427	info@keskkonnaamet.ee 1313@112.ee ida-virumaa@kki.ee
<u>Health Board</u> Paldiski mnt 81, 10617 Tallinn Ida regionaalosakond Kalevi 10, 30322 Kohtla-Järve	+372 794 3500 +372 53 40 3231	https://www.terviseamet.ee	info@terviseamet.ee info@terviseamet.ee
<u>Agriculture and Food Board</u> Väike-Paala 3, 11415 Tallinn Jõhvi office Pargi 15, Jõhvi linn, 41532 Ida-Virumaa	+372 605 1710 +372 33 66 774	https://pta.agri.ee/ +372 33 66 774	pta@pta.agri.ee ida@pta.agri.ee
<u>Estonian Rescue Board</u> Raua 2, 10124 Tallinn Rescue hotline	+372 628 2000 +372 660 1524	https://www.rescue.ee +372 628 2099	rescue@rescue.ee 1524@112.ee

Easteren Rescue centre Rahu 38, Jõhvi 41532	1524 +372 33 91 900		ida@rescue.ee
<u>Emergency Response Centre</u> Osmussaare 2, 13811 Tallinn State helpline 24h Emergency number (Kiirabi, politsei, päästeteenistus)	+372 628 7400 +372 600 1247 1247 112	http://www.112.ee	112@112.ee

Waste reception and sewage reception /Communication services			
Silport Kinnisvara AS Kesk 2, 40231, Sillamäe	+372 39 29 102	+372 39 29 153	

Hazardous waste receiving			
Ökosil AS Kesk 2, 40231, Sillamäe	+372 39 29 141	+372 39 29 152	ecosil@ecosil.ee

Towing service			
Alfons Hakans AS Staapli 8-20, 10415 Tallinn	+372 611 6190	https://www.alfonshakans.fi	office.estonia@alfonshakans.com
<u>Päringud ja tellimused</u>	+372 56673070		operations.baltic@alfonshakans.com
<u>Hädaolukord</u>	+372 56 61 0138		
<u>24h Sillamäe piirkond</u>	+372 56 468 584		

Annex 4 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 Fairway dues.

1.2 Tonnage dues, quay charges, waste charges and mooring charges dues are levied by Port of Sillamäe. Fairway dues are levied by the Transport 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 license 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 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
Vessels loading/unloading bulk cargoes	1,150
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 6th 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 call – 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 meter 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 3.4.3.

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, excepting 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. Rate of mooring charges in EUR per single mooring operation:

GT range	Cargo ships, EUR	Passenger and cruise vessels, yachts and sailing craft, EUR
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 is 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.
- 3.4.5 If two or more vessels lie alongside each other, port dues and charges shall be charged from each vessel.

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 Electric power 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 5.
- short-term use of a tug boat "Arno II" – 250 EUR/hour.

Annex 5.

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

L x B	EUR
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 agent 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 Towage 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 towage.

2.3 If by any reason, the tow is not ready for towage, 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 towage – 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 Towage conditions

3.1 In the present conditions the term during towage 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. Towage is also to be deemed any action to keep vessel alongside or shifting the vessel.

3.2 In the case of the towage – 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, crew 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 6 Sillamäe Harbour Navigation Marks

