



PORT OF PÄRNU PORT RULES
Valid from 9 January 2018

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APPENDICES (available at AS Pärnu Sadam homepage www.parnusadam.eu)

Appendix 1: General data of quay owners

Appendix 2: The plan of the Port of Pärnu water area

Appendix 3: The scaled map of the depths of the water area of the Port of Pärnu

Appendix 4: The plan of the Port of Pärnu port territory

Appendix 5: The plan of positioning of quays in the Port of Pärnu

Appendix 6: The plan of the grid of navigation marks and signs in the Port of Pärnu

Appendix 7: The technical data of the quay operators and quays in the Port of Pärnu

Appendix 8: Enterprises operating in the Port of Pärnu and their general information

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1. GENERAL PART

1.1. Scope of application

- 1.1.1. The rules shall apply on the territory (see appendix 4 and paragraphs 1.3.1.2 and 1.4) and water area (see appendix 2 and paragraphs 1.3.1.3. and 1.4) of the Port of Pärnu and they are obligatory for every person operating or staying on the territory or water area of the Port of Pärnu, including subcontractors, and for ships visiting the port regardless of their flag state.
- 1.1.2. In addition to the provisions prescribed in the rules, all persons operating or staying on the territory or water area of Port of Pärnu are obliged to fulfil any other legal demands and orders of the port authority.
- 1.1.3. The port rules and its amendments thereto shall be authorized by AS Pärnu Sadam in accordance with relevant legislation of the Republic of Estonia.

1.2. Type of commercial undertaking

- 1.2.1. The port authority is AS Pärnu Sadam (registration code No. 11385865), to whom other quay owners in the water area of the Port of Pärnu have assigned the responsibility to provide safety and order on the territory and water area of the Port of Pärnu and the representation of the port in national institutions with previous approvals of the relevant quay owners, if necessary, under a decision made on 16 November 2001.
- 1.2.2. The following quay operators are operating in the Port of Pärnu (the general data of quay owners can be found in Appendix 1):
 - 1.2.2.1. AS Pärnu Sadam (registration code No. 11385865)
 - 1.2.2.2. OÜ Pärnu Stividorid (10740945)
 - 1.2.2.3. AS Pärnu Laevatehas (10124004)
 - 1.2.2.4. AS Japs (10033414)
 - 1.2.2.5. AS Transcom Vara (10531394)
 - 1.2.2.6. MTÜ Pärnu Jahtklubi (80058516)
- 1.2.3. AS Pärnu Sadam operates as a public limited company in accordance with the Commercial Code and other relevant legislation of the Republic of Estonia.

1.3. Terms

- 1.3.1. In the present rules and its appendices, the following terms are used in the following meanings:
 - 1.3.1.1. port authority – AS Pärnu Sadam, who is responsible for organizing the integral operation of the port;
 - 1.3.1.2. territory of the port – the dry land area of the Port of Pärnu that is modified for the mooring of water crafts and used for port servicing. The specific boundaries are set out in appendix 4;
 - 1.3.1.3. water area of the port – the delimited area of the water way of the Port of Pärnu that is required for organizing the safe mooring of water crafts, wherein the port authority is responsible for fulfilling the requirements of water traffic safety, security and environmental protection. The specific boundaries of the water area are set out in appendix 2;
 - 1.3.1.4. port area – the territory and water area of the Port of Pärnu;
 - 1.3.1.5. port facility – the place of cooperation between a ship and the port in the port area, i.e. a place where the ship is involved in activities which include embarking and disembarking of people, the movement of goods or the provision of port services to or from the ship;
 - 1.3.1.6. harbour master – the person organizing safe water traffic, safe berthing at the water area and fulfilling the security measures at port facilities;
 - 1.3.1.7. shift stevedore – the person organizing the loading and discharging works and ensuring safety on the territory of the port;

- 1.3.1.8. quay owner – a natural or legal person set out in paragraph 1.2.2. of the rules and in appendix 1 that owns or possesses a quay located in the water area of the port that has a port facility and ongoing port activity;
- 1.3.1.9. water craft – a floating vessel intended for water navigation, including a non-propelled floating vessel;
- 1.3.1.10. ship – water craft used for economic or professional purposes, for the performance of state administrative duties or vocational training. Also a water craft that is used for recreational activities with an overall length of more than 24 metres or a water craft carrying more than 12 passengers;
- 1.3.1.11. recreational craft – water craft with an overall length of less than 24 meters, which is not used for economic activities and which is not carrying more than 12 passengers;
- 1.3.1.12. passenger ship – a ship carrying more than 12 passengers;
- 1.3.1.13. passenger – a person on board a ship who is not part of the ship's crew (not in the list of the ship crew);
- 1.3.1.14. guest port – a part of the quay of a quay owner where services are provided only for recreational crafts.

1.4. Port location, delimitation of territory and water area

- 1.4.1. The port is situated in the delta of Pärnu River flowing into the Liivi Bay. The coordinates for the centre of the port (centre of the first manoeuvring area of ships) are $\varphi=58^{\circ}23'N$; $\lambda=24^{\circ}28,8'E$.
- 1.4.2. The plans of the port's territory and water area, the scaled map of the depths of the water area, the positioning of quays and the grid of navigation marks and signs are set out in appendices 2-6.
- 1.4.3. The total area of the port's water area is 2 256 800 m².
- 1.4.4. The total area of the port's territory is 396 598 m².

1.5. Technical data of the port

- 1.5.1. The length of the dredged sea channel (channel) is 6200 m, declared depth at 0 water level is 7,2 m and the narrowest width is 45 m. The depths measured in appendix 7 are measured from a distance of 1 m from the wall of the quay. Only one-way water traffic is allowed concurrently in the channel.
- 1.5.2. The port has mobile lifting devices with the lifting ability of up to 10 t and other devices needed for loading and discharging the cargo.
- 1.5.3. The port has a 1200 horsepower tug boat.
- 1.5.4. Ice breaking activities in the Liivi and Pärnu Bays from the open sea until the place with the coordinates $\varphi=58^{\circ}21,4'N$ ja $\lambda=24^{\circ}27,0'E$ is guaranteed by the state. Winter navigation is organized by the port authority in the part of the water area not covered by state-organized ice breaking activities.
- 1.5.5. The average fluctuation of the sea water level in relation to Kroonlinna "0" is +70 cm to -40 cm. Water level usually rises due to S and SW winds. Information regarding the water level is issued by the harbour master.
- 1.5.6. The technical data of the quay operators and quays can be seen in appendix 7.

1.6. Water craft size restrictions:

- 1.6.1. An imaginary line between the edges of the moles of the port divides the water area into the inner and outer water area. The inner water area has two manoeuvring areas:
 - 1.6.1.1. an ellipse with one 210 m axis situating along the river and other 185 m axis, with a centre point of $\varphi=58^{\circ}22,990'N$; $\lambda=24^{\circ}28,795'E$;
 - 1.6.1.2. a circle with a diameter of 200 m and with a centre point of $\varphi=58^{\circ}23,272'N$; $\lambda=24^{\circ}29,240'E$;
- 1.6.2. A ship may enter the port if its maximum dimensions are below the length of 140 m and width of 45 m. The maximum width dimensions do not apply in the case of a

maximum allowed draught size and in this case the harbour master determines the maximum width allowed separately case by case.

- 1.6.3. The maximum draught in the water area of the port depends on the particular water level and the harbour master determines it separately case by case.
- 1.6.4. When manoeuvring a ship in the port area, it is necessary to ensure that the water level under the keel is at least 5% of the draught of the ship and never less than 40 cm. The minimum water level under the keel has to be ensured regardless of water level fluctuations, waves and changes in the draught due to the manoeuvring or movement of the ship.
- 1.6.5. Water craft exceeding the size restrictions can enter and leave the port and manoeuvre in the water area only after a written request of the captain of the ship and the subsequent written permission of the harbour master only if safe navigation in accordance with weather and manoeuvring conditions is guaranteed.

1.7. Restrictions based on environmental protection requirements and dangerous cargo

- 1.7.1. Every enterprise operating in the port, including subcontractors and persons staying in the port shall be obliged to:
 - 1.7.1.1. guarantee cleanliness and ground maintenance on the territory, quays, buildings and facilities at their disposal;
 - 1.7.1.2. fulfil environmental protection requirements based on applicable legislation, conventions and the quality and environment management system of AS Pärnu Sadam (ISO 9001:2008 and ISO 14001:2005);
 - 1.7.1.3. avoid polluting the port area, *inter alia* with lubricants and hydraulic oils, diesel fuel, bunker oil fuel, oily residues or engine room bilge water (upon discovering a pollution or an accident, the supervisor or the shift stevedore shall be immediately informed thereof);
 - 1.7.1.4. eliminate any pollution from the port area immediately.
- 1.7.2. The procedure for handling waste received from ships is described in paragraph 4.5.
- 1.7.3. Unless previously agreed otherwise, the harbour master shall be informed of arriving dangerous goods at least 24 hours in advance, providing the harbour master with detailed information about the dangerousness of the goods. A declaration of dangerous cargo and the information regarding the dangerousness of the cargo shall be forwarded in accordance with the rules of the Minister of Economic Affairs and Infrastructure's regulation No. 74 of 14 June 2011 "The procedure of giving notification of dangerous cargo". The documents shall be forwarded via Estonian Maritime Document Exchange system (EMDE) or in case the former is not in working order, via e-mail to sadam@parnusadam.eu.
- 1.7.4. Dangerous cargo shall be handled in the port according to the Chemicals Act, the legislation enacted under the act, requirements imposed under chapters VI and VII of the International Convention for the Safety of Life at Sea and annexes I to III of the International Convention for the Prevention of Pollution from Ships and in accordance with International Maritime Dangerous Goods Code and IMO Maritime Safety Committee circular letter No 675 "Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas"
- 1.7.5. All dangerous cargo arriving to the port (except solid and liquid bulk cargo) must be packaged and labelled in accordance with the appropriate IMDG Code requirements and carry the required documentation.
- 1.7.6. If the dangerous goods are not packaged or labelled as required or the port has not been previously duly notified of their delivery in accordance with valid regulations, the harbour master may prohibit the delivering of such goods into the port area and the quay owner may prohibit the loading/discharging of such cargo.
- 1.7.7. For particularly dangerous cargo (IMDG Code: classes 1; 6.2; 7) or in the case of sending a large quantity of dangerous cargo, the person in possession of such cargo

or his forwarding agent must receive a prior approval from the harbour master and the quay operator.

1.7.8. Quay owners operating in the port must inform the port authority of the contact information of the person responsible for the safe handling of dangerous cargo.

1.7.9. For further regulation on handling dangerous cargo see paragraphs 4.2.2 and 4.2.3 of the rules.

1.8. Working time of the port

The port is in operation 24/7.

1.9. Navigational season of the port

1.9.1. The port has a year-round navigational season.

1.9.2. For the duration of icebreaking activities, the Estonian Maritime Administration may impose limitations on ships serviced by an icebreaker regarding the ship's ice class and power of the main engines.

1.10. Local time difference from UTC

1.10.1. Local time = UTC + 3 hours (as of the last Sunday in March until last Sunday in October)

1.10.2. Local time = UTC + 2 hours (as of the last Sunday in October until last Sunday in March)

1.11. General information on enterprises operating in the port

1.11.1. The enterprises operating in the port and their general information can be found in appendix 8.

1.11.2. Governmental offices operating in the port can be found in appendix 9.

1.12. Maintenance of the port area

1.12.1. Each quay owner is required to ensure tidiness, order and fulfilment of fire-precaution and environmental requirements on their territory.

1.12.2. Quay owners whose quays are exploited during winter must clean berths from snow, provide sanding on berths and keep bollards free from snow and ice. Collected snow must be removed from quays and transported to the collecting area designated by the port authority. Pure clean snow may be pushed into the water only if previously approved by the harbour master.

1.12.3. Objects interfering with hauling may not be situated on the quay.

1.12.4. Smoking on the port territory is allowed only in designated areas. Consumption of alcohol and drugs is prohibited in the the port area.

1.12.5. All accidents involving either people or machinery must be immediately reported to the harbour master or the shift stevedore and the quay owner.

1.12.6. Prior to leaving or entering the territory of the port, the user of a vehicle must, if necessary, clean the vehicle at the place designated by the quay owner in accordance with the public maintenance rules of the city of Pärnu.

2. REGULATION OF SHIPS ENTERING, STANDING IN AND LEAVING THE PORT

2.1. Notifying about an intention to arrive to or depart from the port

The agent of the ship sends a written notice to the harbour master and to the port control officer about the arrival or departure of the ship.

The notice have to send using EMDE electronic marine information system.

The port control officer helps the ships to determine their position in port and helps mooring and unmooring.

2.2. The arrival and departure application must include:

2.2.1. name of the ship and main dimensions, including the draft on arrival and departure;

2.2.2. ship owner and the owner's data;

2.2.3. arrival and departure dates and ETA;

2.2.4. reason of entry and details of the loading operation;

- 2.2.5. business name of the ship's agent and requisites;
- 2.2.6. quay number;
- 2.2.7. information required pursuant to the provisions of ISPS;
- 2.2.8. information about the threat of infectious diseases, if any;
- 2.2.9. list of crew members and information about the crew change;
- 2.2.10. information about waste and intention to give waste away according to types of waste;
- 2.2.11. information about repair works and works with open fire.

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

- 2.3.1. A border checkpoint for international traffic is situated in the port. A twenty-four-hour on call Border and Customs control is operating in the port (see annex 9).
- 2.3.2. The entering and leaving formalities with regard to quarantine, customs and border inspection shall be conducted in accordance with the procedure established by the legislation of the Republic of Estonia.
- 2.3.3. The border inspection shall take place in the border control zone aboard the ship moored at berth or at the boarding ladder in accordance with the Government of the Republic of Estonia's regulation No. 176 of 17 September 1997 "Approval of the Border Regime Rules".
- 2.3.4. The border inspection consists of checking persons and means of transport crossing the state border, customs inspection and, according to need, security, sanitary, veterinary of phytosanitary control and of possible other types of control prescribed by law.
- 2.3.5. If a ship has arrived from an infectious area and/or there is a person suffering from an infectious disease or a person with a suspicion thereof, then in addition to what is stipulated in section 2.3.3.2, the harbour master must also be notified. In such case, a sanitary quarantine surveillance officer shall be the first to board the ship and to decide whether to grant permission for free communication for the ship or to send it to quarantine.
- 2.3.6. On the reasoned request of the regional service of the Health Board, quay number 18 shall be converted into a sanitary quay.
- 2.3.7. The ship's agent, captain or the ship-owner must inform the harbour master of the ship's readiness to leave the port after a confirmation of fulfilling the formalities of customs, border inspection and quarantine.
- 2.3.8. A ship that has duly passed the border and customs inspection must leave the port with no further delay.

2.4. Establishing communication with ships upon entering, standing in and leaving the port

- 2.4.1. The information regarding a ship nearing the port shall be forwarded to the harbour master 24 hours prior to the ship reaching the pilot station on the fax number +372 444 2932 and 1 hour prior the arriving by calling the telephone number +372 514 8180 and/or VHF channel 13/16 call sign "Pärnu Traffic Control" (PTC) on the radio phone.

2.5. Requirements for moored ships

- 2.5.1. A ship may only stand in the port with the permission from the port authority. All orders from the port authority, including but not limited to orders regarding standing at berth, hauling to another berth, or, if necessary, sending the ship to roadstead are obligatory.
- 2.5.2. The mooring procedures for recreational crafts standing in neighbouring ports shall be established by the appropriate quay owner.
- 2.5.3. While standing in the port, the ship is obliged to follow the rules of the International Ship and Port Facility Security Code (the ISPS Code).

- 2.5.4. Ships sailing under a national flag of a foreign state shall be obliged to hoist the national flag of the Republic of Estonia according to applicable law while standing in the port.
- 2.5.5. The mooring lines shall be secured only to bollards intended for that purpose. The mooring lines must have shields for protection against rats.
- 2.5.6. Standing of ships by boards alongside whichever quay, shall only be allowed under the permission of the harbour master.
- 2.5.7. A standing ship shall not be allowed to operate the propellers for more than 2 minutes. As an exception, ships under 100 meters long are allowed to operate the propeller on the lowest revolutions when preparing the main engine for going to sea or hauling.
- 2.5.8. On a ship standing at berth, a part of the ship crew must always be on board to ensure the safety of the standing ship and a quick exit to roadstead, if necessary. This does not apply to recreational craft, ships under 300 GT in repair or maintenance works and fishing boats under 12 m in length.
- 2.5.9. The ship's main engine, steering gear and anchor gear must be in working order. Any repair and/or maintenance works that may extend the time needed for the ship to leave port may be performed only under the harbour master's permission.
- 2.5.10. A moored ship must have a safe boarding ladder suitable for the quay, equipped with a safety net underneath. In the dark, the boarding ladder must be illuminated.
- 2.5.11. The outlet openings on the berth side of the board must be equipped with shields to avoid water getting on the berth.
- 2.5.12. A moored ship's board has to be illuminated on the river side of the board.
- 2.5.13. Upon receiving a storm warning (wind speed at least 25 m/s) the captain or the first mate must board the ship. In such case, the ships must be unplugged from the electricity supply on shore. The harbour master shall forward the warning to the ships and will establish the procedure for leaving the port.
- 2.5.14. The ship's captain or his/her substitute must ensure the ship's safety when standing in port, the protection of the ship and the property of the port and the safety of people. Ship crews are obliged to keep the port territory and water area clean.
- 2.5.15. All accidents involving people and/or equipment in the port, the pollution of the port territory, damage to ships, quays and fenders and other damages must immediately be reported to the harbour master.
- 2.5.16. While standing in port, the ship's captain or his/her substitute must ensure that the ship crew and other people on board fulfil the valid port rules, requirements and the legal orders of the port authority.
- 2.5.17. Among other things, but not limited to, the following activities are prohibited when standing in port:
 - 2.5.17.1. discharging or pumping out sewage or water containing oil products over board;
 - 2.5.17.2. washing the ship: tanks, decks and deck structures if the washing water pollutes the water area of the port (contains oil or other substances dangerous to the environment);
 - 2.5.17.3. washing the cargo holds if the washing water is pumped into the water area of the port;
 - 2.5.17.4. throwing garbage, household and industrial waste on the berth or into the water;
 - 2.5.17.5. swimming in the water area;
 - 2.5.17.6. launching boats or rafts without informing the harbour master;
 - 2.5.17.7. consuming electricity or water from the port's system arbitrarily;
 - 2.5.17.8. keeping unregistered and/or unvaccinated animals on board the ship;
 - 2.5.17.9. discharging equipment onto the berth without authorization from the port authority;
 - 2.5.17.10. ignoring the legal orders of the port authority.

2.6. Requirements for docking vessels (deck works, welding works and works with open fire, off-board works and diver works, launching boats and rafts, washing tanks, repairs of main engine)

- 2.6.1. A permission must be asked for ship repair works;
- 2.6.2. A special permit must be obtained for works involving open fire and the requirements of the permit must be met;
- 2.6.3. It is forbidden to perform painting or other works that create dust or noise;
- 2.6.4. Waste must only be put in special containers;
- 2.6.5. Means of transportation may be parked in the parking lots or on quay, if a respective permit has been acquired;
- 2.6.6. Vessels and pleasure- boats may only stand at a quay specially determined for them and move around in port with low speed, in order not to create waves;
- 2.6.7. Diving works may only be performed upon the permission of the harbour master;
- 2.6.8. Giving away ship-generated waste may only be conducted pursuant to the rules established by the port authority.

3. SHIP TRAFFIC REGULATION IN THE WATER AREA OF THE PORT

3.1. Ship traffic in the water area of the port

- 3.1.1. Ship traffic in the water area of the port shall only be allowed when permitted by the harbour master. This does not apply to ferries traveling under a regular timetable authorized by the port authority.
- 3.1.2. Ferries traveling under a regular timetable authorized by the port authority have a priority right to enter and leave the port.
- 3.1.3. Ships and recreational crafts must adhere to the International Regulation for Preventing Collision at Sea and must abide to good practice while manoeuvring the water area of the port.
- 3.1.4. A ship must maintain the minimum speed at which the ship maintains its steering qualities when manoeuvring in the water area of the port. The operating mode of the ship's and recreational craft's propulsion devices must not endanger port facilities or other ships and recreational crafts standing at quays. The ship's steering, anchoring and hauling gear must be in immediate working order.
- 3.1.5. The relocation of ships in the water area of the port is only allowed with the permission of the harbour master. In case of relocating a ship that demands compulsory pilotage, then pilotage is obligatory. Hauling ships alongside a quay is allowed without a pilot.
- 3.1.6. In case ships with great tonnage are manoeuvring the channel, recreational craft and sport boats must timely keep as far from the channel centre line as possible providing their own navigational safety. It is forbidden to approach the manoeuvring zone of large ships while the ship is pivoting.
- 3.1.7. The programs for any events organized in the port area (including sport events) must be approved by the port authority beforehand and the events may only be carried out if permitted by the port authority.
- 3.1.8. Ships must carry out pivoting manoeuvres only in the designated manoeuvring area.
- 3.1.9. Pivoting manoeuvres outside of the designated manoeuvring area with or without the help of a tugboat may only take place when permitted by the harbour master.
- 3.1.10. Recreational crafts must be registered in accordance with relevant legislation. The skipper of a recreational craft must have a valid licence to navigate the recreational craft.
- 3.1.11. Stunt driving or other driving styles that have the purpose of a joyride or any towing for the purpose of a joyride is prohibited in the water area of the port.
- 3.1.12. Recreational crafts may only be launched in the areas designated for launching.
- 3.1.13. Recreational crafts may not navigate closer than 30 metres to quays or ships standing alongside quays.

3.2. Requirements for water crafts for navigation in normal and special conditions

- 3.2.1. If the water craft's turning circle diameter is more than 2 lengths of the water craft, the water craft must use the assistance of a tugboat.
- 3.2.2. Upon poor visibility conditions (less than 1 cable-lengths) the entering and leaving the port of ships exceeding 500 GT is decided by the harbour master in co-ordination with the port authority.
- 3.2.3. It is prohibited for "river-sea" type ships to navigate the water area of the port if wind speeds exceed 12 m/s and for other ships if wind speeds exceed 15 m/s. The final decision is made by the harbour master taking into account all weather conditions.

3.3. Mooring

- 3.3.1. During mooring, a representative of the quay owner or a shift stevedore must be present on the quay, who will indicate the ship's standing position alongside the quay in relation to the cargo being processed and the board of the ship.
- 3.3.2. The length between the ships at berth must ensure the safety of the ships.
- 3.3.3. It is recommendatory to use the tugboat service when mooring at quays 1-13.

3.4. Towage of ships and the ordering of a tugboat

- 3.4.1. Towage of ships shall be conducted in accordance with the Minister of Economic Affairs and Infrastructure's regulation No. 23 of 6 December 2002 "Requirements for Towage".
- 3.4.2. The tugboat service in the port can be used in accordance with the tariffs set out in the document of the port fees (available at www.parnusadam.eu).
- 3.4.3. The need for using a tugboat shall be determined by the ship's captain, except when it is obligatory pursuant to the provisions of the port rules. In order to use a tugboat the ship's captain shall submit an order through the ship's agent or a pilot to the captain of the tugboat not later than 1,5 hours prior to the start of the planned works and shall confirm or cancel the order not later than 30 minutes prior to the initial time. The ordering and cancelling shall be organized through calling the phone number +372 503 1115 and a written order or the cancel note shall be simultaneously sent on the e-mail address laevaliiklus@parnusadam.eu. If the order is cancelled, a payment corresponding to 30 minutes of tugboat services shall be paid.
- 3.4.4. Upon assisting a ship, the tugboat is at the service of the ship under its captain's or the pilot's command. Damages caused to the tugboat due to the activities of the ship's captain or the pilot shall be compensated by the person who ordered the tugboat. Damages caused to the person who ordered the tugboat or to third persons during towage, the ship whose captain had navigational control shall be considered liable until proven otherwise. Upon towing a ship with operational engines, her captain shall be considered having the navigational control.

3.5. Requirements for ships upon navigation in ice conditions

- 3.5.1. The use of an icebreaker and the procedure of icebreaking activities is regulated by the Minister of Economic Affairs and Infrastructure's regulation No. 265 of 23 December 2003 "The Procedure of Icebreaking Activities".
- 3.5.2. The port has been declared a port serviced by a state icebreaker up until the water area of the port.
- 3.5.3. In the water area of the port the icebreaking activities are organized by the Maritime Administration. The Maritime Administration is entitled to establish an "ice base" - an advising body for arranging the icebreaking activities.
- 3.5.4. The beginning and the end of the icebreaking period shall be determined by the Director General of the Maritime Administration based on ice conditions.
- 3.5.5. The harbour master shall arrange icebreaking activities in the water area of the port and the icebreaking activities shall be executed by the port's tugboat.

3.5.6. The orders for a state icebreaker shall be submitted through the Estonian Maritime Document Exchange system (EMDE) at least 24 hours in advance.

3.6. Special requirements depending on the watercraft's class and the nature of the cargo

3.6.1. Ships with grain cargo shall be obliged to present the stability calculations of the ship to the harbour master prior to leaving the port.

3.6.2. The speed limits applied in the water area for recreational craft are:

3.6.2.1. from the edges of the moles until the Turba quay (quay no 3) – up to 10 knots;

3.6.2.2. from the Turba quay (quay no 3) up to the city centre bridge – up to 5 knots, applying extra precaution regarding other ships and recreational crafts. The speed chosen must not cause surface wash, i.e. a wave distinguishable from natural waves;

3.6.2.3. in guest ports it is obligatory to adhere the speed limits of these ports (see Pärnu Jahtklubi www.jahtklubi.ee; Talvesadam www.talvesadam.ee).

3.7. Arrangement of pilotage

3.7.1. An obligatory pilotage area in order to ensure maritime safety starts when entering the port of Pärnu in the pilot station situated at $\varphi=58^{\circ}19'N$; $\lambda=24^{\circ}25'E$.

3.7.2. The pilotage to the port shall be conducted in accordance with the Minister of Economic Affairs and Infrastructure's regulation No. 15 of 28 November 2002 "The Procedure for Pilotage and the Places where a Pilot Embarks and Disembarks a Ship".

3.7.3. In the obligatory pilotage area the sea pilots are working 24 hours a day. The pilot service shall be ordered through an agent from the shift operator of AS Eesti Loots, fax +372 605 3881, tel. +372 605 3888, VHF channel 13/16 call sign "Pärnu Pilot". The pilotage shall be ordered upon the arrival of the ship:

3.7.3.1. not later than 24 hours before arrival of the ship to the pilot station;

3.7.3.2. if the time of arrival from the previous port is less than 24 hours, then at the moment of leaving the previous port;

3.7.3.3. the order shall be specified 6 and subsequently 1 hour prior to arrival of the ship to the pilot station; upon leaving of the ship:

3.7.3.4. not later than 4 hours before leaving, the order shall be specified 1 hour prior to leaving.

3.7.4. Pilotage is obligatory for ships when entering the port. The following ships are exempt from obligatory pilotage:

3.7.4.1. ships performing state administrative duties of the Republic of Estonia;

3.7.4.2. military vessels of the Republic of Estonia;

3.7.4.3. ships of technical fleet, also ships related to performance of port services and dredging fleet, except foreign ships of dredging fleet that are leaving the port's water area;

3.7.4.4. recreational crafts;

3.7.4.5. all ships with gross tonnage under 500 GT;

3.7.4.6. passenger ships whose captain and chief mate hold a Pilotage Exemption Certificate and other ships whose captain holds a Pilotage Exemption Certificate.

3.7.5. Rehauling on quays 1-3 and 12-13 is conducted without a pilot.

4. PORT SERVICES AND ACCOMPANYING SERVICES

4.1. List of port services

4.1.1. The following services, amongst others, are provided in the port: loading and discharging the ships, storage and processing of the cargo, bunkering, refilling of

supplies, bilge and sewage reception, domestic waste reception, providing with energy, repairing ships, servicing amateur sailors and sea tourists, servicing sea cruisers, creating opportunities for homeport of ships performing state administrative duties.

4.2. Loading and discharging of ships, cargo storage (including dangerous goods)

- 4.2.1. The loading, discharging and storage of cargo shall take place in accordance with an agreement concluded between the quay owners and the legal entity whose cargo is being loaded, discharged or stored (i.e the customer).
- 4.2.2. Dangerous and large-sized goods shall be processed only under a previous agreement with the quay owner (see also sections 1.7.3 through 1.7.9)
- 4.2.3. If dangerous goods are to be stored in the port area, then the quay owner must be presented with a corresponding dangerous goods declaration prior to the arrival of goods, a container packing certificate and a transport emergency instruction.

4.3. Stevedoring works

- 4.3.1. Stevedoring works shall be arranged by the quay owner according to the port rules, relevant legislation and contracts regarding the provision of stevedoring services.

4.4. Water supply

- 4.4.1. Supplying ships with water is possible and permitted using tank trucks. The tank trucks shall be allowed on the port territory by the harbour master under a written request (notice) of the ship's agent, ship's captain or the ship-owner. If necessary, the water supply shall be arranged by the ship's agent, ship's captain or the ship-owner.
- 4.4.2. Drinking water supplies may be restocked by quays 12-13 (Jannsen quays) and quays 18-20 (Kesklinna quays).

4.5. Reception of ship-generated waste and cargo residues

- 4.5.1. The port authority shall arrange the reception of ship-generated waste and cargo residue according to the Ports Act and the Minister of Economic Affairs and Infrastructure's regulation No. 78 of 29 July 2009 "Procedure Requirements for the Delivery and Reception of Ship-generated Waste and Cargo Residues".
- 4.5.2. The process of receiving ship generated waste and cargo residues is described in the port's plan for receiving and processing ship-generated waste and cargo residues (available at www.parnusadam.eu).
- 4.5.3. Waste fees are set out in the port fees document (available at www.parnusadam.eu).

4.6. Fuel and lubricants supply

- 4.6.1. It is possible to restock fuel and lubricants in the port.
- 4.6.2. The bunkering of ships shall take place using tank trucks and only with the previous approval of the harbour master.
- 4.6.3. Bunkering must be previously notified to the Tax and Customs Board. Bunkering on roadstead is prohibited.
- 4.6.4. Prior to commencing the bunkering, a pre-bunkering checklist must be filled out (annex 11) and safety precautions against polluting the port area must be taken.
- 4.6.5. During the bunkering of ships, primary fire extinguishing equipment and equipment for elimination of possible local pollution must be present at the bunkering site.
- 4.6.6. The ship's captain or his/her substitute is obliged to immediately notify the harbour master of any and all emergencies, pollutions or dangerous situations which may cause environmental pollution.
- 4.6.7. The company performing the bunkering must have a valid insurance accepted by the port authority that covers at least 32 000 euros of any damages or claims.
- 4.6.8. During bunkering, the ships being bunkered must hoist the single code flag "B" (BRAVO) and switch on a red signal light for the night.

4.7. Diving works:

- 4.7.1. The port authority does not provide diving services. Diving works shall be organized by the ship's agent, captain or ship-owner.

4.7.2. The harbour master must be notified in a written form of the need for diving works and the time and manner for performing the diving works shall be agreed upon with the harbour master.

4.7.3. The diving support ship or portable diving support unit must at all times maintain a permanent VHF radio connection with the harbour master. If VHF radio equipment is absent, a mobile phone may be used and the harbour master must be provided with the relevant number.

4.8. Repair and painting works

4.8.1. The port authority does not provide ship repair or painting services.

4.8.2. See section 2.9 for the specific requirements for repair and painting works for moored water crafts.

4.9. Connecting a water craft to communications, electrical supply and other shore-based systems

4.9.1. Connecting a water craft to communication and energy systems and to a water supply shall take place on the quay owners' permission, terms and orders.

4.9.2. Supplying craft with water shall take place in accordance with section 4.4 of the port rules.

4.10. Port fees

4.10.1. Port fees, their procedure of implementation and concessions of are set out in the port fees document (available at www.parnusadam.eu).

4.11. Other services provided by the port

4.11.1. The replenishment of ship supplies (e.g the *ship chandler* service) is allowed if the harbour master is previously informed. The transport (the ship's supplies) is allowed in the port territory under a written request (notice) of the ship's agent, captain or ship-owner. The harbour master has the right to verify that the delivered ship supplies correspond to the deliver notes while ensuring the intactness of the supplies and packages. The port authority does not provide ship supply services.

4.11.2. The port authority does not provide services for hobby seafarers.

4.12. Guest port services

4.12.1. The services and price lists for services offered by guest ports shall be established by the quay owners of the guest ports.

5. PASSENGER SERVICES IN THE PORT

5.1. Passenger liners on regular lines shall have priority service.

5.2. Domestic passenger liners are be serviced at quay no 20, other passenger ships shall be serviced at a quay designated by the harbour master.

5.3. The passenger are forbidden from areas of loading and discharging. The passengers are obliged to keep away from activities forbidden by the relevant signs in the port and to adhere to the legal orders of the port authority.

5.4. The ship's captain or his/her substitute and the ship crew must ensure the safe boarding and disembarking of the passengers.

6. MEDICAL CARE IN THE PORT

6.1. The port has no medical assistance point.

6.2. Medical care is provided by the health care authorities of the city of Pärnu. Emergency medical help can be called 24 hours a day every day through the dispatcher of the port or by calling the emergency service number 112.

7. FIRE SAFETY REQUIREMENTS IN THE PORT AND RESCUE WORK

7.1. The rules for ensuring fire safety in the port area and for the objects therein are established by the Rescue Act, the plan of action in an emergency and the port's plan of action for preventing and eliminating oil spillage.

7.2. Fire safety requirements for ships standing in the port

7.2.1. The firefighting and rescue gear of ships standing in the port must be in full working order and meet all valid requirements.

7.2.2. Works involving fire hazard are only allowed if the harbour master so permits (see section 2.9.1).

7.2.3. Actions on eliminating fire on-board shall be led by the ship's captain or his/her substitute.

7.3. Fire safety requirements in the port territory and the buildings and structures therein

7.3.1. Starting an open fire on the port area is strictly forbidden. Works involving welding and open fire on the port territory are only allowed if permitted by the harbour master.

7.3.2. Smoking is only allowed in the designated areas.

7.3.3. Quay owners must ensure that fire safety requirements are followed on his/her property.

7.3.4. The port authority and quay owners shall ensure the availability of fully working firefighting and rescue gear on the port area. The equipment must be clearly visible and freely accessible in accordance with the relevant legislation.

7.4. Placement of firefighting and rescue gear

7.4.1. Firefighting and rescue gear is located in designated, visible and accessible places on fixed foundations alongside the whole quay line. See the schematic plan of quays in annex 5 and the locations of rescue equipment (available at the Harbour Master's Office).

7.5. Plan of action in emergency situations

7.5.1. The plan of action for protecting people and property in case of a fire, natural disaster, catastrophe, accident, explosion etc. is set out in the plan of action in an emergency that is available at the Harbour Master's Office.

7.5.2. The harbour master and the Rescue Board must be immediately notified of a fire on the port area or on a ship, of an oil spill emergency or any other emergency.

7.5.3. In case of a fire in the port or on a ship standing in the port, all other ships shall declare a general alert and prepare their fire safety and rescue equipment and their main engine in order to provide assistance in extinguishing the fire or stopping its spread. The captain of the ship must also prepare the ship for leaving the port in case it is necessary for ensuring safety.

7.6. Pollution abatement in the port

7.6.1. The harbour master shall lead and coordinate the prevention and elimination of pollution in the port area.

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

7.6.3. The plan of action in case of a pollution is described in the pollution abatement plan available at the Harbour Master's Office.

7.6.4. Ships and persons in the port area are obliged to avoid oil spillage or any other kind of pollution in the port area.

7.6.5. A pollution of any kind (e.g. lubricants and hydraulic oils, diesel fuel, ship fuel, oily residues or bilge water from an engine room spilling on the port area) must be immediately notified to the harbour master, the Rescue Board and the Environmental Board.

- 7.6.6. Upon a pollution originating from a ship, the ship crew must immediately take measures to stop and locate the pollution and they must act according to the ship's pollution abatement plan.
- 7.6.7. The expenses and damages related to the pollution and elimination of pollution shall be borne and/or reimbursed by the polluter.

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

- 8.1. Special services may either be called directly or through the dispatcher of the port.
- 8.2. Emergency number for the police 112
- 8.3. Emergency number for rescue services 112
- 8.4. The Environmental Inspectorate number 1313

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