

**CONFIRMED:**

/signed/

.....  
Ants Tammeleht  
Chairman of the Executive Board  
Saarte Liinid Ltd

29 July 2010



# **HELTERMAA PORT**

## **RULES**

<b>1.</b>	<b>GENERAL PART</b>	<b>3</b>
1.1.	Type of commercial undertaking of the port authority	3
1.2.	Port location, delimiting of the port land and water area	3
1.3.	Layout of the port area and location plan of navigation marks and signs	3
1.4.	Technical data of the port	3
1.5.	Restrictions to vessel overall dimensions	3
1.6.	Restrictions arising from the requirements of environmental protection and dangerous cargo	3
1.7.	Business hours	4
1.8.	Port navigation season	4
1.9.	Local time difference from UTC	4
1.10.	General information on businesses operating in the port	4
1.11.	Traffic regulation on port territory	5
1.12.	Cleanliness on port territory	5
<b>2.</b>	<b>REGULATION OF WATER CRAFT ENTERING, STANDING IN AND LEAVING PORT</b>	<b>5</b>
2.1.	Announcing the entering and leaving intention	5
2.2.	Granting of arrival and departure permission	6
2.3.	Proceeding an entering and leaving notice and information required	6
2.4.	Arrangement of entering formalities and documentation required according to quarantine, customs and border regime	7
2.5.	Quarantine, customs and border guard formalities and execution of documentation	7
2.6.	Establishing communication with water craft upon entering, standing in and leaving port	8
2.7.	Requirements to moored water craft	8
2.8.	Deck operations on moored water craft	8
<b>3.</b>	<b>VESSEL TRAFFIC ON PORT WATER AREA</b>	<b>8</b>
3.1.	Water craft moving on port water area	8
3.2.	Requirements to water craft at traffic under regular and special conditions, maneuvering and relocating	9
3.3.	Mooring	9
3.4.	Towing of vessels	9
3.5.	Traffic in ice-conditions	9
3.6.	Special requirements depending on the class of a vessel and character of cargo	9
<b>4.</b>	<b>PORT SERVICES PROVIDED AND THE RELATED SERVICES AND ARRANGEMENT OF THEIR RENDERING</b>	<b>9</b>
4.1.	Loading, unloading and storing goods	9
4.2.	Stevedore work	10
4.3.	Water supply	10
4.4.	Receiving ship's waste and cargo residues	10
4.5.	Fuel and lubricants supply	10
4.6.	Diver's work	10
4.7.	Repair and painting work	10
4.8.	Connecting a vessel to communications, power and other on-shore systems	10
4.9.	Other services provided in the port	10
<b>5.</b>	<b>PASSENGER SERVICE ARRANGEMENT IN THE PORT</b>	<b>11</b>
<b>6.</b>	<b>MEDICAL AID IN THE PORT</b>	<b>11</b>
<b>7.</b>	<b>FIRE SAFETY REQUIREMENTS IN THE PORT AND COORDINATION OF RESCUE WORK</b>	<b>11</b>
<b>8.</b>	<b>WAY OF CALLING RESCUE SERVICE AND ORGANISATIONS PROVIDING OTHER KIND OF HELP OR PERFORMING SUPERVISION</b>	<b>11</b>

- Annex 1: Price List of Saarte Liinid Ltd
- Annex 2: State agencies operating in Heltermaa Port
- Annex 3: Businesses operating in Heltermaa Port
- Annex 4: Notice to the Port of Call
- Annex 5: Technical description of quays of Heltermaa Port
- Annex 6: Layout of the port water area
- Annex 7: Plan of quays
- Annex 8: Location plan of navigation marks
- Annex 9: Port Layout
- Annex 10: Arrival notice
- Annex 11: Ship's waste receipt
- Annex 12: Security notice
- Annex 13: Security declaration

## **1. GENERAL PART**

Current rules remain in force in the land and water area of Heltermaa Port and are mandatory for all persons operating and staying in the port.

In case of his absence, Harbour Master shall authorise Harbour Supervisor to perform the tasks arising from the Ports Act.

### **1.1. TYPE OF COMMERCIAL UNDERTAKING OF THE PORT AUTHORITY**

- 1.1.1. Heltermaa Port is a structural unit of Saarte Liinid Ltd.
- 1.1.2. Saarte Liinid Ltd operates as a public limited company in compliance with the Commercial Code and legislation in force in Estonia.
- 1.1.3. The registry code of Saarte Liinid Ltd is 10216057.

### **1.2. PORT LOCATION, DELIMITING THE PORT LAND AND WATER AREA**

- 1.2.1. Heltermaa Port is located on the E coast of Hiiumaa, near the village of the same name. The centre coordinate of the port: latitude = 58°52,0' N and longitude = 23°02,9' E.
- 1.2.2. Total water area of the port is 21,67 ha.
- 1.2.3. Total land area of the port is 6,48 ha.

### **1.3. LAYOUT OF THE PORT AREA AND LOCATION PLAN OF NAVIGATION MARKS AND SIGNS**

- 1.3.1. Port layout is provided in Annex 9.
- 1.3.2. Location plan of navigation marks and signs is provided in Annex 8.

### **1.4. TECHNICAL DATA OF THE PORT**

- 1.4.1. The port is formed by a 170 m long N salient artificial cape, which N, W and SE side are located the quays.

### **1.5. RESTRICTIONS TO VESSEL OVERALL DIMENSIONS**

- 1.5.1. The biggest vessel received in the port may be of maximum 118 m long, 20 m wide and with 4,3 m of draught.
- 1.5.2. The main function of the port is providing services to Heltermaa-Rohuküla ferryboat line, in addition the following freights are services also passengers, amateur navigators, marine tourists and cargo ships.
- 1.5.3. Mobile lifting devices and other required equipment are available for reloading cargo.
  - In the port water area there is a manoeuvring area - a circle with the diameter of 100 m and the central point of width = 58°52,066' N and length = 23°03,00' E.
- 1.5.4. Technical description of quays is provided in Annex 5.

### **1.6. RESTRICTIONS ARISING FROM THE REQUIREMENTS OF ENVIRONMENTAL PROTECTION AND DANGEROUS CARGO**

- 1.6.1. Dangerous cargo conveyed on Heltermaa-Rohuküla ferryboat line must be located on duly marked vehicles.
- 1.6.2. In the port, dangerous cargo (goods) shall be directed to a separate, respectively marked lane and shall be loaded on a ship separate of other vehicles.
- 1.6.3. Dangerous goods from cargo vessels shall be received, stored and delivered in the port in compliance with regulation no. 25 of 1 June 2002 by the Minister of Transport and Communications "Rules of receiving, processing, storing and delivering dangerous goods in port" and in compliance with the following international documents:
  - IMDG Code (International Maritime Dangerous Goods Code);
  - IMO circular no. 675 by Maritime Safety Committee "Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas" (MSC/Circ. 675).
- 1.6.4. Harbour Master's Office shall be informed of dangerous goods arriving in the port for loading on a cargo vessel in compliance with the minister's regulation indicated in art. 1.6.3.. A prior notice shall be given in writing or faxed at (+372) 46 31 649.
- 1.6.5. Dangerous and large goods shall be processed at a prior agreement with Harbour Master.
- 1.6.6. All dangerous goods (excl. solid bulk goods and liquid goods) arriving in the port shall be packaged and labelled in compliance with the requirements of IMDG Code and supplied with required accompanying documents.
- 1.6.7. In case, dangerous goods are not packaged and labelled in compliance with requirements or their delivery to the port has not been announced according to requirements in force, the port authority shall have the right to prohibit discharging or delivering such goods to the port area.

- 1.6.8. In order to send particularly dangerous goods (IMDG Code, cl. 1; 6.2; 7) or big quantities of dangerous goods to the port, the possessor or forwarding agent of the substances shall obtain a prior agreement of the port.
- 1.6.9. For dangerous goods stored on port area, prior to the arrival of dangerous goods, a dangerous goods declaration, cargo (container) packaging certificate and an emergency instruction shall to be presented to the port.
- 1.6.10. The operator of dangerous goods shall provide the port administration with the requisites of the persons responsible for the safe processing of dangerous goods.
- 1.6.11. The persons in charge for processing dangerous goods shall submit a quarterly report concerning the movement of dangerous goods through the port area to the Harbour Master by the 10<sup>th</sup> day of the following month of the quarter.

### **1.7. BUSINESS HOURS**

- 1.7.1. Harbour Master's Office shall operate and service vessels round the clock according to the placed order.
- 1.7.2. Services to the ferryboat line shall be provided in compliance with the line contract and schedule.
- 1.7.3. Vessels shall be loaded and unloaded round the clock at a respective agreement.
- 1.7.4. The working days of the port administration are from Monday to Friday.
- 1.7.5. On national and public holidays, vessels shall be loaded and unloaded at a special agreement.

National holiday:

24 February Independence Day, anniversary of the Republic of Estonia

Public holidays:

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

### **1.8. PORT NAVIGATION SEASON**

- 1.8.1. Navigation season lasts round the year, to vessels with no ice-class restrictions may be established in winter.

### **1.9. LOCAL TIME DIFFERENCE FROM UTC**

- 1.9.1. Since last Sunday in March +3 hours.
- 1.9.2. Since last Sunday in October +2 hours.

### **1.10. GENERAL INFORMATION ON BUSINESSES OPERATING IN THE PORT**

- 1.10.1. The following service provision businesses operate in the port: ship's agency service, waste disposal, providing supplies to ships, trade, catering, piloting. List of companies and requisite information are provided in Annex 3.
- 1.10.2. State agencies represented in the port are listed in Annex 2.

### **1.11. TRAFFIC REGULATION ON PORT TERRITORY**

- 1.11.1. Entrance and exiting area of the ferryboat line is regulated with traffic signs and marks. This area is governed by Traffic Code.
- 1.11.2. The vehicles and mechanisms used in the cargo loading zone shall be equipped with warning lights, name or identification of the owner and a number. Parking of such vehicles on quays and outside the respectively marked parking area is prohibited. Vehicles may not stand on a quay unless so needed for servicing vessels. In the latter case, the driver shall not leave the vehicle without surveillance.
- 1.11.3. The use of lifting equipment in the port is performed in accordance with the conditions of work environment (temperature, wind speed etc) established by the manufacturer of the equipment.

- 1.11.4. Cranes shall at least 30 minutes prior to the arrival/departure of a vessel be parked in such a manner that to ensure safe manoeuvring at mooring or laying off from the quay.
- 1.11.5. Entering the port territory with a vehicle is performed on the basis of a permission granted by a respectively appointed by the port employee in accordance with valid rules and regulations.

#### **1.12. CLEANLINESS ON PORT TERRITORY**

- 1.12.1. An operator, implementing loading and unloading at a quay, shall ensure the cleanliness and order within its working area and compliance with fire safety, health protection and environmental requirements.
- 1.12.2. No objects disturbing hauling shall be located at quays.
- 1.12.3. Smoking on the port territory is allowed in respectively allocated places.
- 1.12.4. Accidents with people or equipment on the port territory, any pollution of the port area, damages to ships or quays shall immediately be reported to the port administration.

### **2. REGULATION OF WATER CRAFT ENTERING, STANDING IN AND LEAVING THE PORT**

#### **2.1. ANNOUNCING THE ENTERING AND DEPARTURE INTENTION**

- 2.1.1. Entering of the boats of the ferryboat line shall take place in accordance with the provisions of the line contract with the ferryboat line operator.
- 2.1.2. A ferryboat sailing according to an established schedule shall have the right of way to enter or leave the port.
- 2.1.3. Older type of ferryboat captain shall have the right, provided by the port authority, to choose between quays no. 1 and no. 3 upon entering the port and newer type of ferryboats (MM FC 90) shall be mooring at the quay no. 4.
- 2.1.4. The agent or captain of the vessel shall notify the border guard region, customs office performing customs supervision in the port, alarm phone of Maritime Administration, local health protection division, Plant Production Inspectorate (in case of a related cargo), Veterinary and Food Board (in case of a related cargo) and Harbour Master's Office of:
  - calling at the port from a foreign country at least 24 hours before the vessel's arrival in the port or directly after the departure from the previous port, if the duration of the voyage remains under 24 hours;
  - an unexpected calling at the port immediately.
- 2.1.5. A notice to the port of call shall include information on the vessel's name, estimated time of arrival, flag state, previous port of call, amount and type of ship-generated waste to be delivered in the port (template of the notice to port of call, Annex 4). The agent or captain of a vessel calling at the port shall provide further details to Harbour Master's Office 6 hours and 2 hours before the vessel's estimated arrival at the pilot station.
- 2.1.6. The agent or captain of a vessel entering inland sea from foreign waters shall notify the border guard and pilot service 2 hours before the vessel entering the inland sea.
- 2.1.7. The agent or captain of a vessel shall at least 4 hours before the vessel's arrival at the port provide the border guard region with the following detailed data:
  - name of the vessel;
  - number of crew;
  - number of passengers;
  - cargo;
  - port of departure;
  - infectiously diseased or possibly infected persons on board.
- 2.1.8. In case, there are infectiously diseased or possibly infected persons on board, the agent or captain of a vessel shall provide the data in art.2.1.7. to local health protection division.
- 2.1.9. In case, a vessel's bunkering from a vehicle is planned, the agent or captain of the vessel shall notify the customs office performing customs supervision in the port.
- 2.1.10. The vessels calling at the port on the basis of the approved by state agencies listed in art. 2.1.4. schedules shall not be obliged to notify the state agencies of calling at the port, except for the case a vessel can not follow the approved time and/or if there is a possibly infected person on board.
- 2.1.11. The agent or captain of a vessel implementing an organised cruise-tour shall in addition to the provisions of art. 2.2.7 provide electronically the border guard with the list of crew and passengers at least 1 hour before calling at the port.
- 2.1.12. Harbour Master's Office shall notify the border guard of:
  - the time of arrival, mooring quay, name of the vessel and flag state of all vessels calling at the port 1 hour in advance;
  - an unannounced calling at the port of a vessel from a foreign country immediately and secures that until the arrival of a border guard unit the crew and the passengers shall not

leave and nobody shall board the vessel, that no cargo or items shall be taken to the shore or on board.

- 2.1.13. A vessel sailing under the flag of the Republic of Estonia and a vessel registered into Estonia sailing under the flag of a foreign country shall notify Harbour Master's Office of its calling at the port 2 hours beforehand and a vessel requiring pilotage 2 hours before arriving at the pilot station.
- 2.1.14. As Heltermaa Port follows the provisions of the International Ship and Port Facility Security Code, International Convention for the Safety of Life at Sea and its amendments, directive of the European Union, the vessels applicable to ISPS Code shall submit a preliminary security notice (Annex 12) to Heltermaa Port prior to entering the port. The captain, security officer, agent or in case of absence of an agent, the owner of the vessel shall present the preliminary security notice to Heltermaa Port and the alarm phone of the Maritime Administration (+372 6205 666):
- at least 24 hours prior to calling at the port;
  - at departing from the previous port of call at the latest, in case the duration of the voyage remains under 24 hours;
  - in case the port of call changes during the voyage, immediately at identifying the new port of call.
- 2.1.15. The agent or captain of a vessel shall notify the border guard, customs office performing customs supervision in the port, alarm phone of Maritime Administration, local health protection division, Plant Production Inspectorate (in case of a related cargo), Veterinary and Food Board (in case of a related cargo) and Harbour Master's Office of:
- leaving into foreign waters, at least 4 hours prior to the vessel leaving the port;
  - an unexpected leaving the port immediately.
- 2.1.16. The vessels leaving the port on the basis of the approved by state agencies listed in the previous article schedules shall not be obliged to notify the state agencies of leaving the port, except for the case a vessel can not follow the approved time and/or if there is a possibly infected person on board.
- 2.1.17. Harbour Master's Office shall notify the border guard of:
- all vessels leaving the port, at least 1 hour prior to leaving the port;
  - a vessel leaving the port unannounced, immediately;
  - any vessel leaving the territorial sea of Estonia, 4 hours prior to the vessel leaving the port and not allow a vessel leaving prior to the arrival of the border guard unit and performing the border control. All vessels leaving without authorisation shall immediately be reported to the border guard.
- 2.1.18. The captain of the small craft shall notify Harbour Master's Office of leaving and formalise its leaving.
- 2.1.19. When leaving Heltermaa Port for a foreign country, the small craft shall arrange border and customs formalities in an open for international traffic border point of some other harbour where the formalities of small craft are executed.

## **2.2. GRANTING OF ARRIVAL AND DEPARTURE PERMISSION**

- 2.2.1. 15 minutes prior to entering the port, the vessel shall apply for a respective permission at Harbour Master's Office.
- 2.2.2. 15 minutes prior to leaving the port, the vessel shall apply for a respective permission at Harbour Master's Office.
- 2.2.3. Port administration or Harbour Master may refuse from granting of the permission, in case:
- the established port fees and fines are unsettled;
  - a respectively authorised state agency issues such an order.

## **2.3. PROCEEDING AN ENTERING AND LEAVING NOTICE AND INFORMATION REQUIRED**

- 2.3.1. The agent or captain of a vessel shall notify Harbour Master on the fulfilment of all leaving formalities and submit a preliminary notice on leaving the port.
- 2.3.2. The preliminary notice shall include the following information:
- name of the vessel;
  - time of leaving
  - destination port
  - gross tonnage of the vessel, length, width, draught with cargo;
  - number of passengers
  - description and quantity of cargo.

#### **2.4. ARRANGEMENT OF ENTERING FORMALITIES AND DOCUMENTATION REQUIRED ACCORDING TO QUARANTINE, CUSTOMS AND BORDER REGIME**

- 2.4.1. Heltermaa Port is open for an international shipping traffic (except for small craft). Border and customs control is available at request in the port. Border and customs formalities are executed round the clock.
- 2.4.2. Until having passed the border and customs control nobody shall leave the vessel, no cargo or items shall be taken to the shore. Without a respective authorisation from the border guard, nobody shall board the vessel.
- 2.4.3. The agent or captain of a vessel shall upon entering the port submit the following documents:
- General Declaration to the border guard region, customs office performing supervision in the port, alarm phone of the Maritime Administration, local health protection division, Plant Production Inspectorate (in case of a related cargo), Veterinary and Food Board (in case of a related cargo) and Harbour Master;
  - Crew list and the List of Passengers to the border guard region, customs office performing supervision in the port, Harbour Master and local health protection division;
  - Maritime Declaration of Health to the local health protection division;
  - Cargo Declaration, Declaration of Vessel Supplies, Cargo Manifests and Bills of Lading to the customs office performing supervision in the port, Plant Production Inspectorate (in case of a related cargo) and/or Veterinary and Food Board (in case of a related cargo) and to the border guard region Cargo Manifests only;
  - Crew's Effects Declaration to the customs office performing supervision in the port;
  - Declaration of Vessel Food Supplies and information on food waste to the Veterinary and Food Board;
  - Ship's waste receipt to Harbour Master (shall be submitted upon the departure of the vessel).

#### **2.5. QUARANTINE, CUSTOMS AND BORDER GUARD FORMALITIES AND EXECUTION OF DOCUMENTATION**

- 2.5.1. No border control is performed to small craft in the border point of Heltermaa Port. When calling at Heltermaa Port from a foreign country, the small craft shall prior to entering Heltermaa Port pass border control in an open for international traffic border point of some other harbour where border control on small craft is performed.
- 2.5.2. No entering permission to the port shall be granted to small craft arriving from foreign waters and not having passed border and customs formalities, except for a case of force majeure. Harbour Supervisor shall immediately report such an entrance to the border guard region and the customs office performing supervision in the port. Until having passed the border and customs control nobody shall leave the small craft, no cargo or items shall be taken to the shore. Without a respective authorisation from the border guard, nobody shall board the small craft.
- 2.5.3. The captain of the small craft shall hold during the stay in the port and at the request of the border guard officer performing the control submit the list of persons on board the small craft with a note verifying the border control having been passed.
- 2.5.4. The captain of the small craft shall register the entrance into the port by Harbour Supervisor's record in a respective book.
- 2.5.5. The captain of a vessel shall notify Harbour Master of a possibly infected person on board. Harbour Master's Office shall immediately notify local health protection division of it.
- 2.5.6. Upon entering the port, the documentation shall be submitted prior to starting the loading operations but no later than 6 hours after the entrance to the port. To the border guard the required documentation shall be submitted during the process of border control.
- 2.5.7. Upon leaving the port, the documentation shall be submitted prior to the departure, 2 hours prior to the departure is a recommended timescale.
- 2.5.8. Passenger and cargo vessels regularly connecting destinations on international lines may produce a general declaration for up to 2 weeks.
- 2.5.9. Ferryboats, passenger and cargo vessels regularly connecting destinations on domestic lines in Estonia as well as fishing boats not leaving the Estonian economic zone may produce a general declaration (in case there are no amendments in the presented data) for up to 1 month.

#### **2.6. ESTABLISHING COMMUNICATION WITH WATER CRAFT UPON ENTERING, STANDING IN AND LEAVING THE PORT**

- 2.6.1. 24 hours prior to entering the port, at the phone number (+372) 46 94 122
- 2.6.2. Further notices to the Harbour Master's Office mobile phone number available 24 hours (+372) 52 37 633, Harbour Master (+372) 53 333 997, Harbour Supervisor (+372) 46 94 122
- 2.6.3. VHF 9/16 channel, call sign "Heltermaa sadam".

## **2.7. REQUIREMENTS TO THE MOORED WATER CRAFT (PROHIBITIONS, OBLIGATIONS, RESTRICTIONS AND OTHER CONDITIONS)**

- 2.7.1. All orders given by Harbour Master's Office and the Harbour Supervisor concerning laying the vessels and small craft shall be mandatory to their captains.
- 2.7.2. Using an anchor on the port water area shall be approved by Harbour Master.
- 2.7.3. In case moored vessels use an anchor, the anchor chain shall be hauled down so that not to disturb the movement of other vessels.
- 2.7.4. The mooring ropes shall be fastened only to the mooring posts assigned for this purpose, the ropes shall be supplied with anti-rat shields.
- 2.7.5. Berthing of the small craft laying in the marina shall be assigned by Harbour Supervisor.
- 2.7.6. Vessels standing side-by-side at any quay is a subject of Harbour Master's permission.
- 2.7.7. Vessels standing alongside a quay shall not use propellers. As an exception, these are allowed to be used by vessels only by permission of Harbour Master's Office.
- 2.7.8. Part of the crew, who can secure a safe laying of the vessel and are in case of necessity able to secure the vessel's fast leaving to the roadstead, shall always stay on board the vessel while standing alongside the quay.
- 2.7.9. The main engine, steering and anchor gears shall stay in working order. Any repair and maintenance work that may prolong the time necessary for readiness to depart as well as fire and abandon ship drills may only take place at the permission of Harbour Master.
- 2.7.10. The moored vessel shall have a safe gangway under which there is a protective net and a life buoy supplied with a heaving line. During the dark the gangway shall be lightened.
- 2.7.11. The board at the quay-side of a moored vessel shall be lightened.
- 2.7.12. Connection of the power cables of vessels and small craft to the port power system shall be done at the permission of Harbour Master's Office or Harbour Supervisor.
- 2.7.13. The crews of vessels shall keep the port land and water area clean.
- 2.7.14. The captains of vessels and small craft shall secure a safe standing of these in the port, protection of the property on vessels as well as a safe embarkation and disembarkation of passengers.

## **2.8. DECK OPERATIONS ON MOORED WATER CRAFT (implementing work producing noise and litter, welding and other work with open fire, outboard work, launching boats and rafts, pumping ballast and washing tanks, repair of main engine)**

- 2.8.1. Implementing work producing litter shall be allowed if the cleanliness of the port land and water area are guaranteed.
- 2.8.2. For welding and other work with open fire, the captain of a vessel shall apply in writing to the port administration. Upon obtaining the permission, Harbour Master's Office shall be informed on starting and completing such work.
- 2.8.3. Outboard work, fire and abandon ship drills, launching of boats and rafts shall be allowed only with the permission of the port administration.
- 2.8.4. The port administration shall be notified of a repair of the main engine and its estimated time of completion.
- 2.8.5. Vessels may pump water from ballast tanks of dry cargo vessels off board if ballast water does not include oil or any other environmentally hazardous substances. In the pumping process, the pumped water may not reach the quay.
- 2.8.6. Tanks may be washed only in case washing water does not reach the port area.

## **3. VESSEL TRAFFIC ON PORT WATER AREA**

### **3.1. WATER CRAFT MOVING ON PORT WATER AREA (relocation, manoeuvring)**

- 3.1.1. Vessels, except ferry boats serving ferry line, may move on port water area and channel only at the approval of Harbour Master's Office.
- 3.1.2. Upon moving on port water area, "International Rules for Avoiding Collision of Vessels" shall be applicable.
- 3.1.3. Upon vessels simultaneously entering and leaving the port, the ferryboat sailing according to the established schedule and a boat leaving after that shall have the right of way, except for emergency cases.
- 3.1.4. On port water area a vessel shall move at a minimum speed at which it can maintain manoeuvrability, but not higher speed than 3 knots. The operating regime of a vessel's propulsion devices shall be such that not to endanger other vessels laying at the quay. The steering, anchor and hauling gear of a vessel shall be in working order and ready for use.
- 3.1.5. Relocating a vessel on port water area shall only be allowed with the permission of Harbour Master's Office. Relocating a vessel compulsory for piloting, shall be piloted upon relocation. Shifting a vessel alongside a quay is permitted without a pilot.

- 3.1.6. In case of vessels moving in the channel, sports and small craft shall at their approach keep as far of the channel's centreline as is possible ensuring their own maritime safety.
- 3.1.7. The programme of sports events conducted on port water area shall be approved by Harbour Master.
- 3.1.8. Vessels shall perform turning manoeuvres in the respectively allocated manoeuvring areas.
- 3.1.9. Turning of vessels in the turning area with or without the assistance of a pilot shall be done with the permission of Harbour Master's Office.
- 3.1.10. Small floating vessels and small craft shall be registered in compliance with the legislation in force, their masters shall have a valid license.
- 3.1.11. Upon moving on water area, small floating vessels and small craft shall follow the "International Rules for Avoiding Collision of Vessels" and the rules of good seamanship.
- 3.1.12. Any kind of acrobatic riding and any towing for an amusement ride purpose is prohibited on port water area.
- 3.1.13. Small floating vessels and small craft may be launched from quays in respectively allocated places.
- 3.1.14. Small floating vessels and small craft shall not sail closer to quays or vessels laying at quays than 30 m, except for the cases of their own berthing.

### **3.2. REQUIREMENTS TO THE TRAFFIC OF WATER CRAFT UNDER REGULAR AND SPECIAL CONDITIONS (fog, strong wind, ice etc.), MANEUVERING AND RELOCATING**

- 3.2.1. Entering and leaving the port is prohibited at the southern wind exceeding 20 m/s and northern wind exceeding 20 m/s, except ferry boats. Ferry boats entering and leaving the port is prohibited at the wind exceeding 25 m/s. In case of necessity, entering and leaving the port shall be decided in each separate case by Harbour Master and the captain of a vessel together.
- 3.2.2. The fluctuation of water level in the port is +70 cm to – 40 cm in average, compared to "Kronstadt 0". Information on water level can be obtained at the Harbour Master Office.

### **3.3. MOORING**

- 3.3.1. During mooring Harbour Supervisor shall be present at the quay and assign the vessel's location to the embankment ramp or the processed cargo.
- 3.3.2. The distance between the vessels moored at the quay shall secure the safety of vessels.

### **3.4. TOWING OF VESSELS**

- 3.4.1. The port has no tugboat.

### **3.5. TRAFFIC IN ICE-CONDITIONS**

- 3.5.1. The port does not belong among the ports covered by ice-breaking service provided by the state of Estonia.
- 3.5.2. Upon mooring, breaking and pushing off the ice between the quay and the vessel shall be implemented at the expense of the vessel owner or possessor.

### **3.6. SPECIAL REQUIREMENTS DEPENDING ON THE CLASS OF A VESSEL OR CHARACTER OF CARGO**

- 3.6.1. The newer type of ferryboats moored at the quay must use the trasters with minimum operating mode during loading and unloading operations, except with northern wind exceeding 18 m/s. Moorings must be used while standing by the quay with these winds. During night-time trasters shall be switched off and must be used moorings.
- 3.6.2. Older type of ferryboats shall be using moorings.

## **4. PORT SERVICES PROVIDED AND THE RELATED SERVICES AND ARRANGMENT OF THEIR RENDERING**

The following services are provided in the port: servicing the ferryboat line, servicing cargo and fishing vessels, receiving bilge water and sewage, receiving consumer waste, drinking water and power supply, servicing passengers, hobby seafarers and maritime tourists.

### **4.1. LOADING, UNLOADING AND STORING GOODS (incl dangerous goods)**

- 4.1.1. Loading and unloading goods shall take place in accordance with contracts with legal persons implementing loading and unloading operations of its goods in the port.

- 4.1.2. The goods conveyed on Heltermaa-Rohuküla ferryboat line must be located on vehicles.
- 4.1.3. In the port, dangerous cargo (goods) shall be directed to a separate, respectively marked lane and shall be loaded on a ship separate of other vehicles.
- 4.1.4. Loading and unloading of vessels with dangerous and highly flammable goods and storing these goods shall take place in compliance to Ports Act, Art.31 "Handling of dangerous cargo" as well as the fire safety instructions of Heltermaa Port, approved by the fire safety official of the Maritime Administration in compliance to Regulation no. 55 of 08.09.2000 by the Minister of Internal Affairs.

#### **4.2. STEVEDORE WORK**

- 4.2.1. The port does not implement stevedore's work.

#### **4.3. WATER SUPPLY**

- 4.3.1. Supplies of drinking water are available in the port. See Annex 1, Price List of Saarte Liinid Ltd., p.10 "Sale of water to vessels".

#### **4.4. RECEIVING SHIP'S WASTE AND CARGO RESIDUES**

- 4.4.1. Receiving of ship's waste and cargo residues shall take place in compliance to Ports Act, Regulation no. 78 of 29.07.2009 by the Minister of Economic Affairs and Communications "Organisational requirements for delivering and receiving ship's waste and cargo residues and the procedure of supervision of receiving, delivering, notifying of and keeping the accounting of ship's waste and cargo residues", "Plan for receiving and handling ship's waste" in the ports of Heltermaa and Sõru of Saarte Liinid Ltd, approved by Hiiu-Lääne-Saare Region of the Environmental Board.

#### **4.5. FUEL AND LUBRICANTS SUPPLYING**

- 4.5.1. Fuel and lubricants can be supplied in the port, arranged by the owner or agent of a vessel and confirmed by the port administration.
- 4.5.2. In the petrol pump on the small craft fuel berth diesel fuel and petrol are available.

#### **4.6. DIVER'S WORK**

- 4.6.1. The port does not implement diver's work.
- 4.6.2. For implementing underwater work, the manager of work shall apply for a permission to Harbour Master.
- 4.6.3. A diver-ship or transportable diver-unit shall have a radio communication with Harbour Master's Office. If VHF radio communication means are not available, a mobile phone can be used, the number of which shall be announced to Harbour Master's Office.

#### **4.7. REPAIR AND PAINTING WORK**

- 4.7.1. Repair and painting work shall be implemented at an agreement with the port administration.

#### **4.8. CONNECTING A VESSEL TO COMMUNICATIONS, POWER AND OTHER ON-SHORE SYSTEMS**

- 4.8.1. Supplying with water and connecting a vessel to the communications and power supply systems shall be implemented with the permission of Harbour Master or Harbour Master's Office. See Annex 1, Price List of Saarte Liinid Ltd., p.10 "Sale of water to vessels" and p.9 "Sale of electric power".
- 4.8.2. Supply of electric power is available at all quays.
- 4.8.3. Supply of water is available at all quays.

#### **4.9. OTHER SERVICES PROVIDED IN THE PORT**

- 4.9.1. Bunkering of vessels in the port is implemented from a road tanker and shall be approved by port administration. Bunkering at the roadstead is prohibited.
- 4.9.2. Prior to starting the operation, a preliminary bunkering check-list shall be filled in and measures shall be taken to avoid the pollution of the port area.
- 4.9.3. Upon bunkering vessels from a road tanker, primary fire-extinguishing appliances and appliances for liquidating possible local pollution shall be made available in the vicinity of the bunkering place.

- 4.9.4. The captain of a vessel shall immediately report to Harbour Master any emergency situation that may cause environmental pollution. Such a pollution shall be eliminated at the expense of the polluter.
- 4.9.5. Upon bunkering, the signalling code flag "B" (BRAVO) shall be hoisted and a warning light shall be switched on for the night time.
- 4.9.6. A company implementing bunkering shall have an insurance contract or other financial security such as a bank guarantee or international compensation fund certificate accepted by the port owner and corresponding to the risk level of the entrepreneur, which will cover the loss, personal injury and damage caused by environmental pollution to the port owner and/or to the third parties by the operation result, including bunkering.

## **5. PASSENGER SERVICE ARRANGEMENT IN THE PORT**

- 5.1.1. The operator of the ferryboat line shall arrange the embarkment and disembarkment of passengers to and from ferryboats.
- 5.1.2. The ferryboat line shall be serviced at the quay assigned by Harbour Master.
- 5.1.3. The owner or operator of the ferryboat line shall arrange ticket sale to boats.
- 5.1.4. Passengers are prohibited to walk in the loading/unloading zone of cargo vessels.

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

- 6.1. Medical aid to the port customers shall be provided by health care institutions of Hiiumaa County.
- 6.2. Emergency care is available at the emergency phone 112.

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

- 7.1.1. Ensuring fire safety on port area and the objects located there is provided in "General Requirements of Fire Safety", approved by the Minister of Internal Affairs and the fire safety rules of the port.
- 7.1.2. Fire fighting and rescue equipment of a vessel standing in the port shall be in working order.
- 7.1.3. For welding and other work with open fire, the captain of a vessel shall apply in writing to the port administration. Upon obtaining the permission, Harbour Master's Office shall be informed on starting and completing such work.
- 7.1.4. The captain of a vessel or the person replacing him shall supervise fire extinguishing on the vessel.
- 7.1.5. Implementing work with open flame is prohibited on port area.
- 7.1.6. All quays shall be equipped with rescue posts (life buoy with heaving line and boat-hook) on sight and accessible.
- 7.1.7. Primary fire extinguishing equipment is located in the harbour building.
- 7.1.8. In case of fire in the port or on a vessel standing in the port, all other vessels shall get ready the fire fighting and rescue equipment and the main engine for providing help at fire extinguishing operations. On the vessels standing nearby general alarm shall be announced.
- 7.1.9. In case of an emergency situation (petroleum leakage, fire etc.) in the port, it must immediately be reported to the Rescue Service phone 112, Harbour Supervisor, Border Guard Administration and depending on the character of a situation also to other respective agencies.
- 7.1.10. In case of a pollution arising from a vessel, the crew shall immediately apply measures for stopping and localising the pollution.
- 7.1.11. Harbour Master shall coordinate the elimination of pollution on port area, involving other required institutions. The port shall have the right to claim the pollution elimination related costs from the polluter.
- 7.1.12. Instructions for activity and the list of pollution abatement equipment and their location for eliminating pollution are provided in the pollution abatement plan of Heltermaa Port.

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

Special services may be called independently or via the port:

- 1) Rescue Service: 112
- 2) Police: 110