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Ants Tammeleht
Chairman of the Executive Board
Saarte Liinid Ltd

28 July 2010



KIHNU PORT

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- Annex 1: Price List of Saarte Liinid Ltd
- Annex 2: State agencies operating in Kihnu Port
- Annex 3: Businesses operating in Kihnu Port
- Annex 4: Notice to the Port of Call
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- Annex 6: Layout of the port water area
- Annex 7: Plan of quays
- Annex 8: Location plan of navigation marks
- Annex 9: Port Layout

1. GENERAL PART

Current rules remain in force in the land and water area of Kihnu 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. Kihnu 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. Kihnu Port is located on the east coast of Kihnu island on the Suaru "nose". The centre coordinate of the port: latitude = 58⁰08,50' N and longitude = 24⁰01,22' E.
- 1.2.2. Total water area of the port is 5.07 ha.
- 1.2.3. Total land area of the port is 1.34 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. From south the port is protected by a 220 m long ENE directional breakwater. There are 3 quays in the port with total length 255 m.
- 1.4.2. Quays no 1 and 2 are with ramps for acceptance of ferry boats. By the quay no 3 there is buoy for acceptance of small crafts.
- 1.4.3. Port of entry along the canal, length of 800 m, width of 50 meters, minimum depth of 4,1 meters. Entrance of the port due to fulfilment in the port left side of the rigged shifted towards the port leading line axle.

1.5. RESTRICTIONS TO VESSEL OVERALL DIMENSIONS

- 1.5.1. The biggest vessel received in the port may be of maximum 60 m long, 15 m wide and with 3.7 m of draught.
- 1.5.2. The main function of the port is providing services to ferryboat line, in addition the following freights are Services are also provided to yachts and small craft.
- 1.5.3. At a prior request, mobile lifting devices and other loading equipment are available for reloading cargo. The port has no stationary lifting equipment.
- 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 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. In the port there is no receiveing, storing and delivering of dangerous goods.
- 1.6.4. The state does not carry out ice-breaking works on the waterway and on the port area, there is not navigation with unfavourable ice conditions.

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. 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. With favourable weather navigation season lasts round the year, to vessels with no ice-class restrictions may be established in winter.
- 1.8.2. During ship berthing ice washing between quay and vessel takes place on the shipowners expense.

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. Parking of cars and other 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.

1.12. 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. In Kihnu port there is not open border checkpoint for international traffic and there is not border control for ships. Before entering Kihnu port the ship arriving from foreign waters shall arrange border and customs formalities in an open for international traffic, border point of some other harbour where the formalities are executed.

- 2.1.4. The agent or captain of the vessel shall notify the 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. Harbour Master's Office shall notify the border guard and the customs point of Pärnu of 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.
- 2.1.7. The vessel with excessive gauge arriving or leaving the port and maneuvering in the water area may take place only with ship captain's request and with the Harbour Master's Office written permission ensuring of navigation to weather and maneuvering conditions.
- 2.1.8. The agent or captain of a vessel shall notify the Harbour Master's Office of:
- leaving into foreign waters, at least 1 hour prior to the vessel leaving the port;
 - an unexpected leaving the port immediately.
- 2.1.9. 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;
- 2.1.10. The captain of the small craft shall notify Harbour Master's Office of leaving and formalise its leaving.
- 2.1.11. Crossing the state border, the small craft, which is not exempt from the border clearance requirement by the meaning of the Schengen border rules, before leaving internal waters of Estonia shall arrange leaving in an open for international traffic border point of some other harbour (basis law of the state border).

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's Office 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. The ferryboats, passenger ships, cargo ships and fishing boats keeping regular contact with Estonia's domestic routes, shall form the Universal Declaration (if the data does not change) for 1 month.
- 2.4.2. When leaving port the documents shall be submitted prior the departure.

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

- 2.5.1. In Kihnu Port there is no border point for international open traffic and no border control is performed to small craft in Kihnu Port. When calling at Kihnu Port from a foreign country, the

small craft shall prior to entering Kihnu 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.

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

- 2.6.1. Information on the ship approaching port and the ship's departure port shall be transmitted Harbour Master's Office mobile phone number (+372) 44 69 932, GSM (+372) 53 328 095.

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 Master's Office.
- 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. Small floating vessels and small craft shall be registered in compliance with the legislation in force, their masters shall have a valid license.
- 3.1.10. 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.
- 3.1.11. Any kind of acrobatic riding and any towing for an amusement ride purpose is prohibited on port water area.
- 3.1.12. Small floating vessels and small craft may be launched from quays in respectively allocated places.
- 3.1.13. 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.), MANOEUVERING AND RELOCATING

- 3.2.1. Entering and leaving the port is prohibited at the wind exceeding 18 m/s and visibility is less than 100 meters. 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.

3.3. 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. Special requirements shall be established by Harbour Master's Office according to need.

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. The goods conveyed on ferryboat line must be located on vehicles.
- 4.1.2. Loading and unloading goods shall take place with a prior approval of the Harbour Master's Office.
- 4.1.3. Warehousing and storage of goods does not take place.

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 Kihnu and Munalaiu-Manilaiu of Saarte Liinid Ltd, approved by Pärnu-Viljandi 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. No fuel is supplied to small craft in the marina.

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 service.

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.

4.9. 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. Vessels going for international travel can carry out bunkering in an open for international traffic point and where the custom formalities are executed.
- 4.9.3. 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.
- 4.9.4. 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.
- 4.9.5. 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.
- 4.9.6. Upon bunkering, the signalling code flag "B" (BRAVO) shall be hoisted and a warning light shall be switched on for the night time.
- 4.9.7. 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 Saaremaa 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 Kihnu 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