

**CONFIRMED:**

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Ants Tammeleht  
Chairman of the Executive Board  
Saarte Liinid Ltd

14 July 2010



# **ROOMASSAARE PORT**

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## 1. GENERAL PART

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

### TYPE OF COMMERCIAL UNDERTAKING OF THE PORT AUTHORITY

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

### PORT LOCATION, DELIMITING THE PORT LAND AND WATER AREA

Roomassaare Port is located in the Gulf of Riga, on the southern coast of Saaremaa. The centre coordinate of the port: latitude = 58°13' N and longitude = 22°30' E.  
Total water area of the port is 8.07 ha.  
Total land area of the port is 7.7 ha.

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

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

### TECHNICAL DATA OF THE PORT

The port is formed by a protected with boulders towards the sea 180 m long W breakwater, a 140 m long extending from it S breakwater and a 220 m long E breakwater protecting the marina. Port buildings and cranes are located on W breakwater, the inner sides of which have been adjusted to quays. The port consists of two basins. S basin is used for servicing cargo, fishing and passengers vessels, N basin accommodates yachts and small craft.

The dredged channel of the port has a total length of 1670 m, the declared depth of the channel is 5.8 m and the narrowest width is 86 m.

### RESTRICTIONS TO VESSEL OVERALL DIMENSIONS

The biggest vessel received in the port may be of maximum 120 m long, 20 m wide and with 4,7 m of draught.

The following freights are loaded and unloaded and partly stored: round timber, liquid fuel, processed timber, turf, metal constructions, crushed stone, building materials, fish products and packaged products. Services are also provided to yachts and small craft.

Mobile lifting devices, a portal crane of 10 t lifting capacity 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 180 m and the central point of width = 58°12,85' N and length = 22°30,44' E.

A tugboat of 225 HP capacity operates in the port.

Technical description of quays is provided in Annex 5.

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

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)

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. 1.6.1. A prior notice shall be given in writing or faxed at (+372) 45 55574.

Dangerous and large goods shall be processed at a prior agreement with Harbour Master.

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.

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.

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.

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.

The operator of dangerous goods shall provide the port administration with the requisites of the persons responsible for the safe processing of dangerous goods.

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.

### **BUSINESS HOURS**

Harbour Master's Office shall operate and service vessels round the clock according to the placed order.

Vessels shall be loaded and unloaded round the clock at a prior agreement.

The working days of the port administration are from Monday to Friday.

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

### **PORT NAVIGATION SEASON**

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

### **LOCAL TIME DIFFERENCE FROM UTC**

Since last Sunday in March +3 hours.

Since last Sunday in October +2 hours.

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

The following service provision businesses operate in the port: ship's agency service, waste disposal, providing supplies to ships, trade, catering, security services. List of companies and requisite information are provided in Annex 3.

State agencies represented in the port are listed in Annex 2.

### **TRAFFIC REGULATION ON PORT TERRITORY**

The vehicles and mechanisms used in the port 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.

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.

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.

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.

For the Border Guard and Customs there is a designated and confirmed parking space in the port land area in order to secure undisturbed performance of service duties of these agencies.

### **CLEANLINESS ON PORT TERRITORY**

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.

No objects disturbing hauling shall be located at quays.

Smoking on the port territory is allowed in respectively allocated places.

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**

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

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.

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.

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.

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.

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.

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.

The vessels calling at the port on the basis of the approved by state agencies listed in art. 2.1.1. 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.

The agent or captain of a vessel implementing an organised cruise-tour shall in addition to the provisions of art. 2.1.4 provide electronically the border guard with the list of crew and passengers at least 1 hour before calling at the port.

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.

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.

As Roomassaare 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 Roomassaare 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 Roomassaare 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.

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.

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.

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.

The captain of the small craft shall notify Harbour Master's Office of leaving and formalise its leaving.

Upon leaving Roomassaare Port for a country of Schengen visa space, the small craft shall arrange border and customs formalities in the port border point.

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

15 minutes prior to entering the port, the vessel shall apply for a respective permission at Harbour Master's Office.

15 minutes prior to leaving the port, the vessel shall apply for a respective permission at Harbour Master's Office.

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.

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

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.

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.

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

Roomassaare Port is open for an international shipping traffic. Border and customs control is available at request in the port. Border and customs formalities are executed on all days, incl. National and public holidays from 8:00 to 22:00 local time.

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.

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).

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

The small craft calling at the port from a foreign country shall for passing border control berth at the quay as designated by Harbour Supervisor.

Prior to 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.

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.

The captain of the small craft shall register the entrance into the port by Harbour Supervisor's record in a respective book.

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.

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.

Upon leaving the port, the documentation shall be submitted prior to the departure, 2 hours prior to the departure is a recommended timescale.

Passenger and cargo vessels regularly connecting destinations on international lines may produce a general declaration for up to 2 weeks.

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.

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

24 hours prior to entering the port, at the fax number (+372) 45 55574.

Further notices to the Harbour Master's Office mobile phone number available 24 hours (+372) 53 451755, Harbour Master (+372) 52 44942, talman/dockers (+372) 45 55774

VHF 16/14 channel, call sign "Roomassaare sadam".

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

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.

Using an anchor on the port water area shall be approved by Harbour Master.

In case moored vessels use an anchor, the anchor chain shall be hauled down so that not to disturb the movement of other vessels.

The mooring ropes shall be fastened only to the mooring posts assigned for this purpose, the ropes shall be supplied with anti-rat shields.

Berthing of the small craft laying in the marina shall be assigned by Harbour Supervisor.

Vessels standing side-by-side at any quay is a subject of Harbour Master's permission.

Vessels standing alongside a quay shall not use propellers. As an exception, these are allowed to be used at a prior agreement by the Harbour Master.

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.

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.

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.

The board at the quay-side of a moored vessel shall be lightened.

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.

The crews of vessels shall keep the port land and water area clean.

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.

**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)**

Implementing work producing litter shall be allowed if the cleanliness of the port land and water area are guaranteed.

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.

Outboard work, fire and abandon ship drills, launching of boats and rafts shall be allowed only with the permission of the port administration.

The port administration shall be notified of a repair of the main engine and its estimated time of completion.

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.

Tanks may be washed only in case washing water does not reach the port area.

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

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

Vessels may move on port water area and channel only at the approval of Harbour Master's Office.

Upon moving on port water area, "International Rules for Avoiding Collision of Vessels" shall be applicable.

Upon vessels simultaneously entering and leaving the port, the a boat leaving shall have the right of way, except for emergency cases.

On port water area a vessel shall move at a minimum speed at which it can maintain manoeuvrability with the steer. 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.

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.

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.

The programme of sports events conducted on port water area shall be approved by Harbour Master.

Vessels shall perform turning manoeuvres in the respectively allocated manoeuvring areas.

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.

Small floating vessels and small craft shall be registered in compliance with the legislation in force, their masters shall have a valid license.

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.

Any kind of acrobatic riding and any towing for an amusement ride purpose is prohibited on port water area.

Small floating vessels and small craft may be launched from quays in respectively allocated places.

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.

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

Entering and leaving the port is prohibited at the wind exceeding 15 m/s and visibility less than 5 cbl. In case of necessity, entering and leaving the port shall be decided in each separate case by Harbour Master, the pilot and the captain of a vessel together.

Loading of unpackaged turf at the wind exceeding 10 m/s is allowed at the permission of the Harbour Master Office only.

The fluctuation of water level in the port is +35 cm to –30 cm in average, compared to “Kronstadt 0”. Information on water level can be obtained at the Harbour Master Office.

#### **MOORING**

During mooring Harbour Supervisor shall be present at the quay and assign the vessel's location to the embankment ramp or the processed cargo.

The distance between the vessels moored at the quay shall secure the safety of vessels.

#### **TOWING OF VESSELS**

A tugboat of 225 HP capacity operates in the port.

Towing a vessel shall be performed in compliance with regulation no.23 of 6 December 2002 “Towage rules” by the Minister of Economic Affairs and Communications.

Vessels with the length of 100 m and more shall be obliged to use the port tugboat at berthing and off-berthing in case the vessel has no bow-thruster.

#### **TRAFFIC IN ICE-CONDITIONS**

The port does not belong among the ports covered by ice-breaking service provided by the state of Estonia.

Ice-breaking work on the shipping lane and in the port water area is arranged by the port administration using the tugboat.

The tugboat service can be ordered at the Harbour Master Office at a prior notice of at least 2 hours.

Vessels with the length of 100 m and more and with no bow-thruster shall be obliged to use tugboat service in the port water area.

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

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 cargo, fishing vessels, servicing passengers, hobby seafarers, maritime tourists and state fleet, loading and unloading vessels, cargo storage, provision of vessel supplies, receiving bilge water and sewage, receiving consumer waste, drinking water and power supply.

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

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

Loading and unloading of vessels with dangerous and highly flammable goods and storing these goods shall take place in compliance with regulation no. 4 of 26 January 1998 by the Minister of Transport and Communications “Rules of receiving, processing, storing and delivering dangerous goods in port” and with Ports Act, Art.31 “Handling of dangerous cargo” as well as the fire safety instructions of Roomassaare Port, approved by the fire safety official of the Maritime Administration in compliance with Regulation no. 55 of 08.09.2000 by the Minister of Internal Affairs.

#### **STEVEDORE WORK**

The port shall arrange stevedore work being guided by current rules, agreement between the cargo owner and the port and the legislation in force. Stevedore shall act in accordance with his job description.

#### **WATER SUPPLY**

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”.

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

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 Roomassaare, Ringsu and Abruka of Saarte Liinid Ltd, approved by Hiiu-Lääne-Saare Region of the Environmental Board.

#### **FUEL AND LUBRICANTS SUPPLYING**

In the petrol pump on the service quay of the marina diesel fuel and petrol are available.

Supplying cargo vessels with fuel and lubricants shall be arranged by the agent of a vessel and confirmed by the port administration.

#### **DIVER’S WORK**

The port does not implement diver’s work.

For implementing underwater work, the manager of work shall apply for a permission to Harbour Master.

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.

#### **REPAIR AND PAINTING WORK**

Small-scale painting work can be ordered at the port administration.

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

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”.

Supply of electric power is available at all quays.

Supply of water is available at quays 2-7.

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

Bunkering of vessels in the port is implemented from a road tanker (also from a tanker) and prior to it the agent or owner of a vessel shall inform of it the port administration and customs unit. Bunkering at the roadstead is prohibited.

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.

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.

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.

Upon bunkering, the signalling code flag “B” (BRAVO) shall be hoisted and a warning light shall be switched on for the night time.

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**

Small craft performing passenger traffic, shall register entering and departure from the port in a respective book in the port office.

Passenger boats shall be serviced at the quay assigned by Harbour Master.

The owner or operator of the ferryboat line shall arrange ticket sale to boats.

Passengers are prohibited to walk in the loading/unloading zone of cargo vessels.

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

Medical aid to the port customers shall be provided by health care institutions of Kuressaare city.

Emergency care is available at the emergency phone 112.

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

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.

Fire fighting and rescue equipment of a vessel standing in the port shall be in working order.

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.

The captain of a vessel or the person replacing him shall supervise fire extinguishing on the vessel. Implementing work with open flame is prohibited on port area.

All quays shall be equipped with rescue posts (life buoy with heaving line and boat-hook) on sight and accessible.

Primary fire extinguishing equipment is located in the harbour building.

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.

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.

In case of a pollution arising from a vessel, the crew shall immediately apply measures for stopping and localising the pollution.

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.

Instructions for activity and the list of pollution abatement equipment and their location for eliminating pollution are provided in the pollution abatement plan of Roomassaare 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