



Annex
Approved by
the directive No. 1-4/91 dated 2018
of the chairman of the board from

ACCESS TO PORT AREAS

1 Purpose of the order and general provisions

- 1.1 The procedure regulates the entrance of persons and vehicles to AS Tallinna Sadam (hereinafter referred to as Port of Tallinn) in order to access restricted port areas (Old City Harbour, Muuga Harbour, Paldiski South Harbour, Paljassaare Harbour). Compliance with the procedure is obligatory for all persons operating in the port. The Head of the Port Safety Department is responsible for updating the procedure. The port security group is responsible for issuing access permits.
- 1.2 The Port of Tallinn shall use the alarm and tracking equipment in order to detect violation of the requirements of the procedure on the bases and pursuant to the procedures provided by legislation. The following documents are associated with the order:
- 1.2.1 International Ship and Port Facility Security Code (ISPS Code);
 - 1.2.2 Harbour Act;
 - 1.2.3 National Defence Act
 - 1.2.4 Customs Act;
 - 1.2.5 State Border Act;
 - 1.2.6 Rules for the organization of border check points;
 - 1.2.7 Security Act;
 - 1.2.8 Port of Tallinn regulations;
 - 1.2.9 Port of Tallinn ports security plans (with access restriction);
 - 1.2.10 Port of Tallinn Handling Procedure; processing procedure of personal data;
 - 1.2.11 Port of Tallinn Muuga Harbour free zone working arrangement (hereinafter Muuga Harbour free zone working arrangement).
- 1.3 The related Port of Tallinn documents are finalized, registered, processed and stored at the Port of Tallinn Document Management System (hereinafter DHS).

2 Entry of persons, vehicles and goods to port areas

- 2.1 Persons are allowed to enter port areas on the following grounds:

Entrant	Right of access of a person	In addition when entering with a vehicle
Person working in port or providing services, including an	Personal permit or short-term right of access with personal	Vehicle right of access

official executing state supervision	identification document (official's work certificate)	
Passenger	Passenger ticket / boarding pass with personal identification document	Vehicle ticket / boarding pass
Crew member	Crew list with personal identification documents	Vehicle right of access
Visitor to the ship	Visitors list with personal identification documents	Vehicle right of access
Driver of goods transport vehicle	Personal identification document	Vehicle right of access

- 2.2 Access to port area is possible only on the basis of a permanent permission or short-term right of access, if necessary; the right of access of the vehicle is also applied for if the person wishes to enter with the vehicle.
- 2.3 The right of access is valid only with a valid identity document.
- 2.4 In Muuga Harbour, the Muuga free zone working arrangement also applies for entrants (<http://www.ts.ee/rules-rates>)
- 2.5 Officials (if necessary with a vehicle) are allowed to enter port area in order to perform duties they are assigned to by law (Police and Border Guard, Rescue Board, Tax and Customs Board, Maritime Administration or other public authority for the purpose of state supervision).
- 2.6 Access to port area via the railways is only allowed in rolling stock units. Crossing the railway passage is not allowed on foot or with any other vehicle.

3 Carrying out security checks

- 3.1 Security check is screening of persons (including passengers, staff, personnel at port services, crew members and visitors) and detection of items, articles and means of transport accompanying the persons (including weapons, explosives or equipment, etc.) that may pose a risk to human life or health, as well as to the property in the port area, including vessels.
- 3.2 Security inspections are carried out at the port entrance on the basis of the port security plan.
- 3.3 Persons refusing security check shall be denied from entering to the port area.

4 Application for and issue of personal permit

- 4.1 The applicant completes the application on the web <http://www.ts.ee/manuals-applications>. A document photo is added to the application. Phone requests will not be accepted.
- 4.1.1 If the applicant provides a service to an enterprise operating in the port area under a contract concluded with Port of Tallinn (hereinafter Partner of Port of Tallinn), the applicant agrees with the partner of Port of Tallinn and attaches the letter of approval in writing to the application
- 4.2 Application details:
- 4.2.1 type of permit (new, extension, duplicate);
- 4.2.2 applicant (enterprise applying for permit);
- 4.2.3 contact person, e-mail, phone (with whom the details will be specified and the time and place of issue of the permit will be agreed upon);

- 4.2.4 the content and reasoning of the application, contractor of the company applying for the permit (Partner of Port of Tallinn) in port area;
 - 4.2.5 an invoice email or address;
 - 4.2.6 receivers of personal permits (first name, last name, personal identification code, if not available, date of birth);
 - 4.2.7 ports where the access is needed;
 - 4.2.8 ports which need to be accessed by vehicles;
 - 4.2.9 vehicles which need access the port area (vehicle registration plate number);
 - 4.2.10 the beginning and end of validity of the permit, but not more than 1 year.
- 4.3 The online application is automatically transmitted by the information system to DHS. The employee of Port of Tallinn (hereinafter the handler) processing the application examines the application and makes a decision on application for processing it, registers the application, completes the application data if necessary, verifies compliance with the contracts; if necessary, corresponds with the applicant.
- 4.3.1 If the application does not have the approval of the partner of Port of Tallinn operating in the port area, the handler will send a notice to the applicant about the need for approval and will continue the procedure after obtaining the approval.
 - 4.3.2 The processor assesses the validity of the application and defines the access rights, depending on the reasoning and coordination with the Partner of Port of Tallinn.
 - 4.3.3 If the handler decides not to accept the application, the handler shall refuse to register the application and will send a notice to the applicant.
- 4.4 The handler shall direct the request simultaneously to the administrative managers for coordination, who are responsible for the relevant ports. The administrative manager coordinates the application (if possible, indicates the access passages to which the right of access is included) or rejects it with justification within 3 working days.
- 4.5 Grounds for refusal of personal permits or right of access are:
- 4.5.1 applicant (person or company) has previously used the license contrary to the requirements of this procedure;
 - 4.5.2 granting access rights may damage or damages the interests of the Port of Tallinn;
 - 4.5.3 false information has been provided to gain the right of access
 - 4.5.4 there is no justified need for access rights or the approval of the partner of Tallinn Port.
- 4.6 Once the administrative managers have approved the application, the application will be automatically sent to the accountant for an invoice. If at least one manager does not coordinate the application, the application will be returned to the handler who, if necessary, will specify the data and send the application for re-approval or reject the application.
- 4.6.1 In the event of a rejection, the handler shall inform the applicant.
- 4.7 The accountant shall prepare an invoice in the accounting system and issue it within 1 working day. When the accounting system receives information on the payment of the invoice, the system automatically executes the DHS billing date and sends the notification to the handler.
- 4.7.1 If the invoice is not paid by the due date, the accountant sends a reminder to the client. If the invoice is not paid within one month, the handler will be notified, if necessary, contact the applicant, terminate the procedure and direct the accountant to prepare a credit note.
- 4.8 Once the invoice is paid, the process handler will enter the personal permit data into the security and passage system (VLP) and vehicle information into number recognition system (ANTS) and print personal permits.
- 4.9 The applicant will receive a notice of the completion of personal authorization within 5 business days of payment of the invoice.

- 4.10 The person's name, personal identification code, photo and company name are printed on the personal permit.
- 4.11 Personal permit will be given to the contact person determined in the application on the basis of personal identification document. Issue of personal permits takes place on business days from 9.00-15.00 at AS Tallinna Sadam office building (Sadama 25, Tallinn). Following the issue of a personal permit, the handler or the deliverer of the permit shall indicate issue of the permit in the DHS (the date of issue and the person to whom the personal permit is issued) and the proceedings are terminated

5 Validity of personal permit

- 5.1 Personal permits can be applied for up to 1 year at a time. The applicant will make a new application for renewal. A new personal permit will not be issued, but the person's access rights will be extended.
- 5.2 If necessary, vehicle information, which needs access to port area, can be modified free of charge. The applicant sends information in writing by e-mail to security@ts.ee, the handler registers the application and modifies the data of the vehicles related to the person's personal permit in VLP and ANTS.
 - 5.2.1 When adding vehicles, an invoice for additional right of access is provided (monthly fee according to the number of added vehicles).
- 5.3 Upon expiry of justified need of a personal permit or right of access (upon termination of an employment contract or other contractual relationship, termination of activity of a person and / or state agency or enterprise, etc.), the applicant shall immediately inform Port of Tallinn at security@ts.ee. The handler will close access permits.
- 5.4 The holder of personal permit shall immediately notify security@ts.ee if the company's data changes in the commercial register (name, registry code, address). If necessary, one must apply for new personal permits and access rights, make changes at VLP and ANTS.
- 5.5 The personal permits and vehicle right of access expires on the date indicated in the application. DHS sends an automatic notification to the contact person one month before the expiration of the permit.
- 5.6 The personal permits and vehicle right of access will expire automatically in VLP and ANTS upon the deadline.

6 Requesting a short-term right of access

- 6.1 Short-term access rights will be issued for up to 30 days, unless agreed otherwise.
- 6.2 A request for short-term right of access is submitted in writing at least 24 hours before entering port area:
 - 6.2.1 For Vanasadam and Paljassaare Harbour luba.vanasadam@ts.ee;
 - 6.2.2 For Paljassaare Harbour luba.paljassaaresadam@ts.ee;
 - 6.2.3 For Paldiski South Harbour luba.paldiskisadam@ts.ee;
 - 6.2.4 For Muuga Harbour luba.muugasadam@ts.ee.
- 6.3 The application must contain the following information:
 - 6.3.1 applicant (company applying for access right);
 - 6.3.2 contact person, e-mail, phone;
 - 6.3.3 the content and reasoning of the application, partner of the company requesting access (partner of Port of Tallinn) on port area;
 - 6.3.4 the recipients of the right of access (first name, last name, personal identification code, if not present, date of birth);

- 6.3.5 ports to which access is required;
 - 6.3.6 ports to which access is required with vehicle;
 - 6.3.7 the vehicles for which access to port area is required (vehicle registration plate number);
 - 6.3.8 the beginning and end of validity of the right of access, but not more than 30 days unless agreed otherwise.
- 6.4 In case of short term right of access, personal permit is being issued, unless agreed otherwise. When issuing a personal permit, access rights are entered into VLP. Personal permit is returned upon expiry of the short-term right of access.
- 6.5 If the duration of the short-term access rights granted to the same person during the year from the beginning of the validity period of the permit (the date of commencement indicated in the application) exceeds the allowed time, Port of Tallinn shall have the right to demand reimbursement of remuneration for entrance to port area in accordance with the costs of the permits specified in Annex 1.

7 Using personal permit and right of access

- 7.1 The holder of the personal permit is responsible for its legitimate use. Port of Tallinn security company and the port security group will monitor their use. Port of Tallinn has the right to suspend or revoke a personal permit or right of access of a vehicle if used in a way that is harmful to Port of Tallinn or contrary to the established requirements.
- 7.2 The vehicle registration plate must comply with the technical requirements of the motor vehicle and its trailer, established in accordance with the Traffic Act, and must be particularly legible during daylight in at least 40 m and in the dark in at least 25 m, be clean, free from deformation and without covering, and the fastenings must not degrade the legibility of the registration plate.
- 7.3 The holder of personal permit (including passenger in the vehicle) registers personal permit in the passage system upon entering and leaving the port area.
- 7.4 The holder of personal permit must make sure that the passage is closed after its use.
- 7.5 The holder of personal permit shall not:
- 7.5.1 transfer the permission of a person to a third party;
 - 7.5.2 grant access to third parties and vehicles that do not have access rights;
 - 7.5.3 bring substances or objects to port area which could pose a risk to the people's life, health or property of the port and ships.
- 7.6 In the free zone of Muuga Harbour, the import and export of goods is carried out only through customs clearance offices of the Tax and Customs Board. The inspection of goods and commercial documents is carried out by the Tax and Customs Board in accordance with customs regulations and the work arrangement of Muuga Harbour free zone. Entry and export of goods from B-access is prohibited.
- 7.7 The owner of the personal permit shall promptly inform the port security group at security@ts.ee if the personal permission becomes unusable, is lost or stolen. The handler closes the personal permit in VLP and ANTS, if necessary, and issues a duplicate, if necessary.

8 Restrictions on operation in port area

- 8.1 In port area it is not allowed to:
- 8.1.1 stay without permission;
 - 8.1.2 enter from place, which is not provided for this purpose;
 - 8.1.3 damage or compromise the property located in port area;
 - 8.1.4 interfere or impede the activities of persons in port area or perform trade or service activities which are not coordinated with the port;

- 8.1.5 act not in accordance with the purpose or place stated in the permit application
- 8.1.6 stay in port area under alcohol or narcotic inebriation;
- 8.1.7 violate the requirements of safety equipment, fire safety, environmental safety, etc. in port area;
- 8.1.8 transfer personal permit to third parties;
- 8.1.9 allow entrance to port area to third parties, persons and vehicles not having an authorization or other basis for entry into port area;
- 8.1.10 bring explosive substances, guns or other substances, objects or equipment dangerous to people, ships, buildings (buildings and facilities);
- 8.1.11 enter port basin with scooters, boats and other floating means without the permission of vessel traffic management group shift manager;
- 8.1.12 swim, dive, fish or do other similar things in port basin without the coordination of vessel traffic management group shift manager;
- 8.1.13 park vehicles in non-designated places, including berth, and near-by areas (except vehicles serving ships according to the current traffic regulations);
- 8.1.14 exit the vehicle without a safety vest or stay in the mooring area of the ships without a safety vest and without safety helmet in designated areas;
- 8.1.15 operate manned and / or unmanned aerial vehicles without the prior written approval of the Port Security Department.

9 Personal data processing

- 9.1 Port of Tallinn processes the data of the permit holder in accordance with the Personal Data Protection Act.
- 9.2 Personal data (name, personal identification code, photo, vehicle registration plate number) used for requesting personal permits, short-term access rights and vehicle rights of access is used only for issuee of permits, verifying the justification of granting access rights by the partner of Port of Tallinn, verifying the right of access, ensuring security in port area and, if necessary, to handle accidents in port area. Personal data is issued only on the basis of legislation.
- 9.3 Upon submission of an application for permit, the applicant agrees that the Port security group may verify the accuracy of the information provided by the applicant in the application on the bases prescribed by legislation.
- 9.4 Access to personal data related to permits is made available in DHS for the handler, the head of the port safety department, the port security group, the port managers and the document management department.
- 9.5 VLP and ANTS data is available to administrative managers, port security department port security group and Port of Tallinn contract security agency and agencies conducting state supervision on the basis of legislation.

1. Cost of permits

Item	Unit	Price in euros (without VAT)
1.1 Issue of personal permit or duplicate	One personal permit	16
1.2 Maintenance of the permit	One year	13
1.3 Right of access to vehicles	One month / one vehicle	3
1.4 Changing the data of vehicle related to personal permit	One personal permit	Free of charge
1.5 Short term right of access (with or without vehicle)	One personal permit	Free of charge
1.6 Means of transport of goods (p 2.4)	One month / one vehicle	Free of charge

2 The price list for permits

- 2.1 A one-time fee and a yearly maintenance fee are paid for personal permit
 - 2.1.1 The fee for issue of a personal permit includes the workpiece cost of personal permit, the maintenance cost of the card-printer, the labour cost.
 - 2.1.2 Maintenance fee includes maintenance costs for information systems and guard, access systems maintenance costs, depreciation of permits information system, labour costs.
- 2.2 The maintenance fee is charged at the same time as applying for a permit for the whole period
- 2.3 In case of vehicle access rights, the monthly fee is paid for each vehicle (including suppliers, couriers, service vehicles, such as garbage, maintenance) for access to port area (regardless of the number of ports).
- 2.4 Access fees shall not be charged for means of transport intended to transport goods to or from the customs control zone or free zone in port area (with or without goods, including Ro-Ro), for which the port dues are paid.
- 2.5 When renewing the personal permit, monthly fee for maintenance and vehicle right of access shall be paid. The fee for issuing personal permit will not be charged if the card is issued.
- 2.6 When issuing a duplicate, a fee for the issuance of personal permit is applied, but no maintenance fee is applied as it has already been paid upon issue of the initial personal permit.