

PROCEDURE FOR ACCESS TO PORT AREAS

1 Purpose and general provisions of the procedure

- 1.1 The procedure regulates the access of persons and vehicles to the port areas of AS Tallinna Sadam (hereinafter Port of Tallinn) with access restrictions (Old City Harbour, Muuga Harbour, Paldiski South Harbour). Compliance with the requirements of the procedure is mandatory for all persons staying in the port. The head of the safety department is responsible for updating the procedure.
- 1.2 In order to establish violation of the requirements of the Procedure, the Port of Tallinn uses alarm and monitoring equipment on the bases and pursuant to the procedure specified in legislation. The following documents are related to the procedure:
- 1.2.1 the International Ship and Port Facility Security Code (ISPS Code);
 - 1.2.2 Ports Act;
 - 1.2.3 National Defence Act;
 - 1.2.4 Customs Act;
 - 1.2.5 State Borders Act;
 - 1.2.6 rules for the organization of border crossing points;
 - 1.2.7 Security Act;
 - 1.2.8 Port of Tallinn Port Rules;
 - 1.2.9 Port of Tallinn ports security plans (with access restriction);
 - 1.2.10 Information management procedure of the Port of Tallinn; procedures for the processing of personal data;
 - 1.2.11 Work organization of AS Tallinna Sadam Muuga free zone (hereinafter work organization of Muuga free zone).
- 1.3 Related Port of Tallinn documents are formalized, registered, processed and stored in the Port of Tallinn Document Management System (hereinafter DHS).

2 Entrance of persons, vehicles, and goods to port areas

- 2.1 Persons are admitted to the port area on the following grounds:

Entrant	Person 's access right	In addition, when entering with a vehicle
A person working or providing services in a port, including an official exercising state supervision	Identity permit or short-term access right with identity document (official's employee identification)	Access right to the vehicle
Passenger	Passenger ticket / boarding pass with identity document	Vehicle ticket / boarding pass
Crew member	Ship's muster list with identity document	Access right to the vehicle
Ship visitor	List of ship visitors with identity document	Access right to the vehicle

Freight vehicle driver	Identification document	Access right to the vehicle
2.2	Access to the port area is only on the basis of a permanent identity permit or a short-term access right; if necessary, the access right to a vehicle is also applied for if the person wishes to enter on the vehicle.	
2.3	The access right is valid only together with a valid identity document.	
2.4	In the Muuga Harbour, in addition, the work organization of the Muuga Free Zone applies to entrants (www.ts.ee/eeskirjad-tasud/).	
2.5	State officials (if necessary, with a vehicle) are allowed to perform port duties in the port area (Police and Border Guard Board, Rescue Board, Tax and Customs Board, Transport Board, or other state agency for state supervision).	
2.6	Only rolling stock is allowed to enter the port area through railway entrances. It is not allowed to cross the railway entrance on foot or with another vehicle.	

3 Security check

- 3.1 Security check is the screening of persons (including passengers, staff, port service providers, crew members and visitors), items carried, goods and means of transport for substances and objects (including weapons, explosive substances, or devices, etc.) that may endanger human life or health, as well as property in the port area, including ships.
- 3.2 Security check is performed by the contractual security company of the Port of Tallinn at the entrance to the port on the basis of the port security plan.
- 3.3 Persons refusing security checks shall not be admitted to the port area.

4 Application for and issue of an identity permit

- 4.1 The applicant completes the application online www.ts.ee/sissepaasuload/. A document photo in .jpg format is attached to the application. Applications will not be accepted by phone.
 - 4.1.1 If the applicant provides a service to a company operating in the port area based on an agreement entered with the Port of Tallinn (hereinafter Port of Tallinn partner), the applicant shall previously approve the application with the Port of Tallinn partner and attach the approval to the application as a digital file or .pdf file.
- 4.2 Application details:
 - 4.2.1 type of permit (new, renewal, duplicate);
 - 4.2.2 applicant (company applying for the permit);
 - 4.2.3 contact person, e-mail, telephone (with whom the data is checked and the time and place of issuing the permit are agreed);
 - 4.2.4 the content of the application and the justification for the need to enter the port area, the contractual partner of the company applying for the permit (Port of Tallinn partner) in the port area;
 - 4.2.5 invoice e-mail or address;
 - 4.2.6 recipients of identity permits (first name, surname, personal identification code, in the absence thereof, date of birth);
 - 4.2.7 ports to which access is required;
 - 4.2.8 ports to which access by vehicle is required;
 - 4.2.9 vehicles requiring access to the port area (vehicle registration plate);
 - 4.2.10 the beginning and end of the validity of the permit, not exceeding 1 year.
- 4.3 An online application is automatically forwarded to DHS by the information system. The employee of the Port of Tallinn processing the application (hereinafter the processor) shall examine the application and decide on acceptance of the application, register the application,

- supplement the application data if necessary, check compliance with the agreements; if necessary, exchange information with the applicant.
- 4.3.1 If there is no approval in the application with the partner of the Port of Tallinn operating in the port area, the processor shall send a notice to the applicant regarding the need for approval and continue the proceedings after approval.
 - 4.3.2 The processor shall assess the justification of the request and determine the access rights depending on the justification and approval of the Port of Tallinn partner.
 - 4.3.3 If the processor decides not to process the application, the processor shall not register the application and shall send a corresponding notice to the applicant.
- 4.4 The processor shall at the same time forward the application to the administrative managers whose ports are responsible for the application for approval. The administrative manager shall approve the application (if possible, indicate the passes to which the access right is added) or reject it with a justification within 3 working days.
- 4.5 Grounds for refusal of identity permit or access right:
- 4.5.1 the applicant (person or company) has previously used the permit in contravention of the requirements of this Procedure;
 - 4.5.2 granting the access right may or will harm the interests of the Port of Tallinn;
 - 4.5.3 false information has been provided to obtain the access right;
 - 4.5.4 there is no justified need or approval of the Port of Tallinn partner to obtain the access right.
- 4.6 Once the administrative managers have approved the request, the request is automatically sent to the accountant for invoicing. If at least one administrative manager does not approve the application, the application is returned to the processor, who, if necessary, clarifies the data and resends the application for approval or rejects the application.
- 4.6.1 In the event of rejection, the processor shall inform the applicant.
- 4.7 The accountant prepares an invoice in the accounting system and issues it within 1 working day. When the accounting system receives information about the payment of an invoice, the system automatically fills in the date of payment of the invoice at DHS and sends a notification to the processor.
- 4.7.1 If the invoice is not paid by the deadline, the accountant will send a reminder to the customer. If the invoice is not paid within one month, the processor will be notified, if necessary, contacts the applicant, closes the procedure, and refers to the accountant for issuing the credit note.
- 4.8 Once the invoice has been paid, the processor enters the identity permit data into the access systems and prints the identity permits. The applicant will be notified of the completion of the identity permit within 5 working days of payment of the invoice.
- 4.9 The person's name, personal identification code, photograph and company name are printed on the identity permit.
- 4.10 The identity permit is issued on working days from 9.00 to 15.00 in the office building of AS Tallinna Sadam (Sadama 25, Tallinn), unless otherwise agreed. After the issuance of the identity permit, the processor marks in DHS the identity permit as issued (date of issue and the person to whom the identity permit was issued) and the procedure ends.

5 Validity of identity permit

- 5.1 You can apply for access rights to an identity permit for up to 1 year at a time. For renewal, the applicant submits a new application. Upon renewal, a new identity permit is not issued, but the person's access rights are extended.
- 5.2 If necessary, the data of the vehicles with which access to the port area is desired can be changed free of charge. The applicant sends the information in writing by e-mail security@ts.ee, the

processor registers the application and changes the data of the vehicles related to the identity permit in the access systems.

- 5.2.1 When applying for the access right to vehicles, an invoice shall be submitted for the additional access right (monthly fee according to the number of ports).
- 5.3 Upon termination of the justified need for an identity permit or access right (termination of employment or other contractual relationship, termination of activities of a person and / or state agency or company, etc.), the applicant shall immediately notify the Port of Tallinn by e-mail security@ts.ee. The processor closes the access rights.
- 5.4 The holder of the identity permit shall immediately notify security@ts.ee if the company's data in the commercial register changes (name, registry code, address). If necessary, new identity permits and access rights must be applied for, changes must be made in the access systems.
- 5.5 The access right to identity permits and vehicles expires on the date indicated in the application. The Port of Tallinn will send an automatic notification to the contact person one month before the expiry of the identity permit.

6 Applying for short-term access right

- 6.1 Short-term access rights shall be issued for up to 30 days, unless otherwise agreed.
- 6.2 An application for a short-term access right shall be submitted online or in writing at least 24 hours before entering the port area:
 - 6.2.1 In the case of the Old City Harbour to luba.vanasadam@ts.ee;
 - 6.2.2 In the case of the Paldiski South Harbour to luba.paldiskisadam@ts.ee;
 - 6.2.3 In the case of the Muuga Harbour to luba.muugasadam@ts.ee.
- 6.3 The application must contain the following information:
 - 6.3.1 applicant (company applying for the access right);
 - 6.3.2 contact person, e-mail, telephone;
 - 6.3.3 the content of the application and the justification for the need to enter the port area, the contractual partner of the company applying for the access right (Port of Tallinn partner) in the port area;
 - 6.3.4 recipients of access rights (first name, surname, personal identification code, in the absence thereof, date of birth, name of the company);
 - 6.3.5 ports to which access is required;
 - 6.3.6 ports to which access by vehicle is required;
 - 6.3.7 vehicles requiring access to the port area (vehicle registration plate);
 - 6.3.8 the beginning and end of the access right, which shall not exceed 30 days, unless otherwise agreed.
- 6.4 An identity permit shall be issued for the use of the short-term access right, unless otherwise agreed. When issuing an identity permit, personal and company data together with access rights are entered into the access system. The identity permit shall be returned to the entrance at the end of the access rights.
- 6.5 If the short-term permit is not returned, a reminder will be sent to the customer stating the deadline for returning the permit. The Port of Tallinn shall issue an invoice for the permit not returned by the term in accordance with the costs of the permits listed in Annex 1.
- 6.6 If the duration of access rights granted to the same person on the basis of short-term access rights applications from the beginning of the permit (start date indicated in the application) exceeds the permitted term, the Port of Tallinn has the right to charge retroactively for entry to the port area according to prices of permits stated in the Annex 1.

7 Use of identity permit and access right

- 7.1 The holder of the identity permit is responsible for its lawful use. The use is controlled by a contracted security company and security department in the Port of Tallinn. The Port of Tallinn has the right to suspend or revoke an identity permit or the access right to a vehicle if it is used to the detriment of the interests of the Port of Tallinn or in conflict with the established requirements.
- 7.2 The registration plate of a vehicle must comply with the technical requirements for a motor vehicle and its trailer established based on the Traffic Act and be legible, in particular in daylight from a distance of at least 40 m and at night, at a distance of at least 25 m, must be clean, undeformed, and uncoated, and the attachments must not impair the legibility of the registration plate.
- 7.3 The holder of the identity permit (incl. the passenger in the vehicle) registers the identity permit in the access system when entering and leaving the port area.
- 7.4 The holder of the identity permit must make sure that the passage behind him is closed.
- 7.5 The holder of an identity permit may not:
 - 7.5.1 give the identity permit to a third party;
 - 7.5.2 allow access to third parties (including vehicles) who do not have access rights;
- 7.6 In the free zone of Muuga Harbour, goods are imported and exported only through access points supervised by the Tax and Customs Board. The Tax and Customs Board performs the inspection of goods and commercial documents in accordance with the customs rules and the work organization of the Muuga Free Zone. The import and export of goods from the entrance B is prohibited.
- 7.7 The holder of the identity permit shall immediately notify the safety department security@ts.ee if the identity permit becomes unusable, is lost or stolen. The processor closes the rights related to the identity permit in the access systems and issues a duplicate based on the respective application. A duplicate shall be issued for a fee in accordance with the cost of the permits set out in Annex 1.

8 Restrictions on operating in the port area

- 8.1 In the port area it is not allowed to:
 - 8.1.1 stay without permission;
 - 8.1.2 enter from a place not intended for that purpose;
 - 8.1.3 damage or endanger property located in the port area;
 - 8.1.4 disturb or obstruct the activities of persons in the port area or perform trade or service activities not coordinated with the port;
 - 8.1.5 act in a manner inconsistent with the purpose or location specified in the permit application;
 - 8.1.6 be under the influence of alcohol or drugs in the port area;
 - 8.1.7 violate the safety, fire safety, environmental safety, etc. requirements in force in the port area;
 - 8.1.8 give the identity permit to third parties;
 - 8.1.9 allow access to the port area to the third parties;
 - 8.1.10 bring explosives, weapons or other substances, objects or means dangerous to persons, ships, edifices (buildings and structures) and other property to the port area;
 - 8.1.11 enter the water area of the port by scooters, recreational craft, and other floating equipment without the permission of the shift commander of the vessel traffic management department of the respective port;

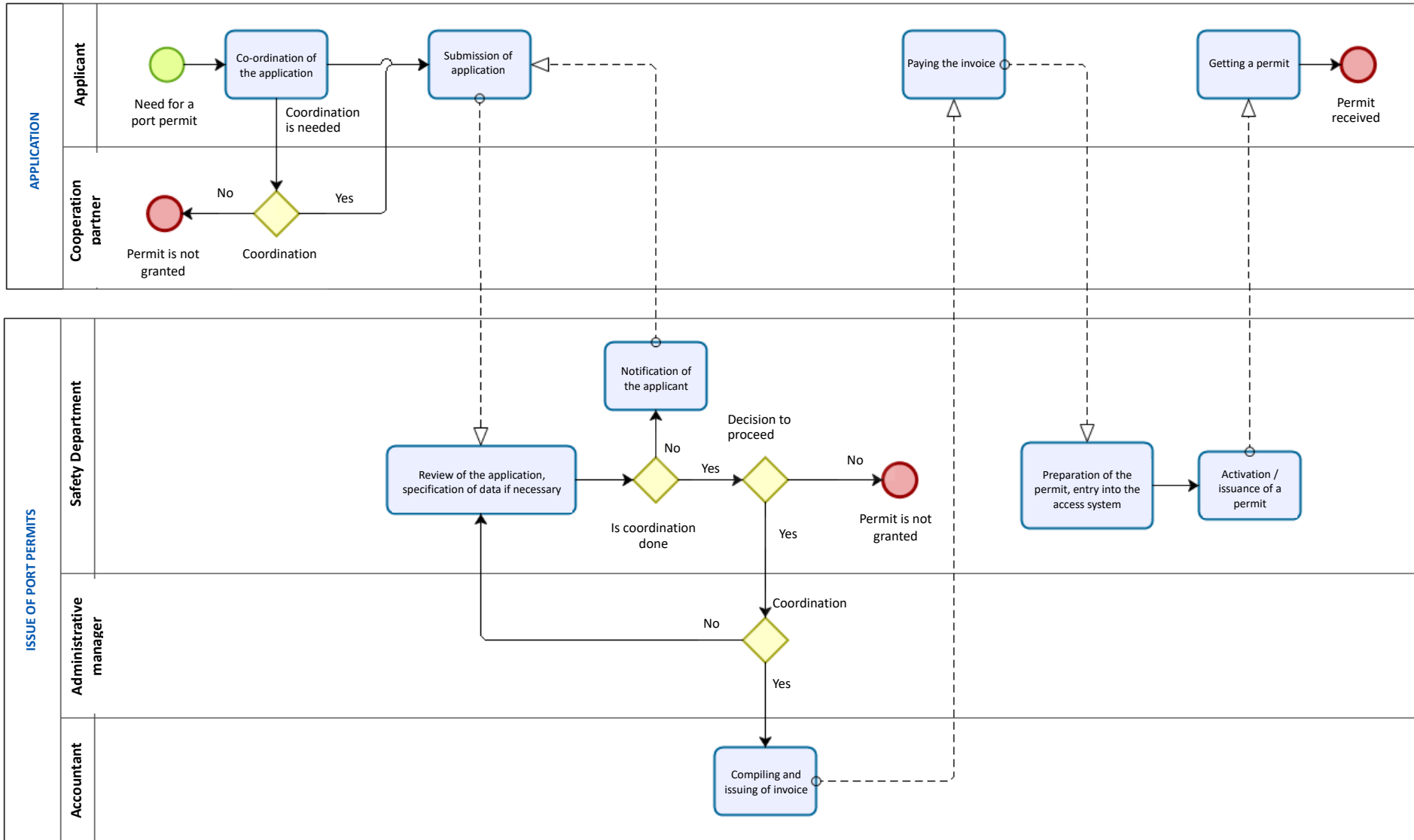
- 8.1.12 engage in swimming, diving, fishing, or the like in the water area without the approval of the shift commander of the vessel traffic management department of the relevant port;
- 8.1.13 park vehicles in places not intended for that purpose, including quays and areas close to quays (except for vehicles serving ships in accordance with the applicable traffic regulations);
- 8.1.14 leave the vehicle without a safety vest or stay in the mooring area of ships without a safety vest and in the corresponding marked areas without a safety helmet;
- 8.1.15 operate manned and / or unmanned aircraft without the prior written approval of the safety department.

9 Processing of personal data

- 9.1 The Port of Tallinn processes the data of the permit holder in accordance with the Personal Data Protection Act.
- 9.2 The data collected when applying for identity permits, short-term access rights and vehicle access rights (name, personal identification code, photograph, vehicle registration plate) is used only for issuing permits, checking the justification for granting access rights at the Port of Tallinn partner, checking the right of access, ensuring security in the port area and, if necessary, in handling accidents in the port area. Personal data is only issued based on legislation.
- 9.3 By applying for a permit, the applicant agrees that the safety department may verify the accuracy of the information submitted by the applicant in the application on the bases prescribed by legislation.
- 9.4 The security department, port authorities and the records management department have access to personal information related to permits stored in DHS.
- 9.5 The administrative managers, the security department, the contractual security company of the Port of Tallinn and the agencies exercising state supervision have access to the data in the access systems on the bases prescribed by legislation.

Compiled by Siiri Lõhmus

10 Scheme of activities



1. Cost of permits

Article	Unit	Price in euros without VAT
1.1 Identity permit	pcs	16
1.2 Maintenance of identity permit	12 months	13
1.3 Duplicate of identity permit	pcs	16
1.4 Change of vehicle data related to identity permit		Free of charge
1.5 Right of access to vehicles	One month / one port	3
1.6 Goods transport vehicle (p 2.4)		Free of charge
1.7 Short-term access right (with or without vehicle)		Free of charge
1.8 Replacement of a short-term permit in case of non-return	pcs	16

2 Permit pricing scheme

- 2.1 A one-time issue fee and an annual maintenance fee are paid for an identity permit.
- 2.1.1 The fee for issuing an identity permit includes the cost price of the identity permit blank, maintenance costs of the card printer, and labour costs.
- 2.1.2 The maintenance fee includes the maintenance cost of information systems and security and access control systems, the depreciation of the permit information system, and labour costs.
- 2.2 An invoice for the maintenance fee shall be submitted at the same time as the application for the permit for the entire period.
- 2.3 In the case of the access right to vehicles, the monthly fee is paid according to the number of ports to which the right of access has been granted (regardless of the number of vehicles).
- 2.4 The access right fee shall not be payable for means of transport intended for the transport of goods to or from the customs control zone or free zone in the port area (with or without goods, including Ro-Ro), for which a port fee is paid.
- 2.5 Upon extension of the identity permit, a maintenance fee, and a monthly fee for the access right to vehicles are paid. The fee for issuing an identity permit is not charged if the identity permit is available.
- 2.6 If a duplicate is issued, an identity permit fee will be paid, but no maintenance fee will be paid if it has already been paid for the current period. Due to a technical failure of the card, no fee will be charged for its replacement.
- 2.7 Upon closing the identity permit or the access right to the vehicle, the maintenance fee for the period paid for it and the fee for the access right to the vehicle shall not be refunded.