



Port of Tallinn

# PORT RULES

Valid from 1 February 2022

## TABLE OF CONTENTS

<b>1</b>	<b>GENERAL PART</b> .....	<b>3</b>
1.1	Establishment and scope of the Port Rules .....	3
1.2	Type of commercial undertaking .....	3
1.3	Areas of activity of Port of Tallinn.....	3
1.4	Location of the port .....	4
1.5	Technical specifications of the port .....	5
1.6	Working hours and duration of the navigation season .....	11
1.7	Traffic management on the port territory .....	11
1.8	Maintenance and safety on the port territory .....	12
1.9	Security requirements .....	12
1.10	Agency services.....	13
1.11	Companies operating at the port.....	13
1.12	Approval of timetables .....	13
<b>2</b>	<b>VESSELS ENTERING AND DEPARTING FROM THE PORT</b> .....	<b>13</b>
2.1	Organisation of pilotage .....	13
2.2	Procedure for notification of the vessel's intention to enter or depart.....	14
2.3	Registration of the entry and departure of vessels .....	16
2.4	Requirements of state supervisory bodies for entry and departure of vessels .....	16
<b>3</b>	<b>VESSEL TRAFFIC IN PORT WATERS</b> .....	<b>17</b>
3.1	Berthing of vessels .....	17
3.2	Shifting and remooring of vessels.....	17
3.3	Special conditions .....	18
3.4	Towing of vessels .....	18
3.5	Vessel traffic in ice conditions .....	18
<b>4</b>	<b>STAY OF VESSELS IN THE PORT</b> .....	<b>19</b>
4.1	Requirements for berthed vessels.....	19
4.2	Special conditions .....	19
4.3	Interior and deck operations on berthed vessels .....	19
4.4	Organisation of communication .....	20
4.5	Connecting of vessels to onshore supply systems.....	21
4.6	Dredging and diving operations.....	22
<b>5</b>	<b>HANDLING OF DANGEROUS CARGOES</b> .....	<b>23</b>
<b>6</b>	<b>HANDLING OF PETROLEUM AND PETROLEUM PRODUCTS</b> .....	<b>24</b>
6.1	Loading and unloading tankers.....	24
6.2	Bunkering of vessels .....	24
<b>7</b>	<b>RECEPTION OF SHIP-GENERATED WASTE AND CARGO RESIDUES</b> .....	<b>25</b>
<b>8</b>	<b>FIRE SAFETY REQUIREMENTS AT THE PORT AND ORGANISATION OF RESCUE OPERATIONS</b> ...	<b>26</b>
<b>9</b>	<b>ORGANISATION OF PASSENGER SERVICES AT PORTS</b> .....	<b>27</b>
9.1	Organisation for embarkation and disembarkation .....	27
9.2	Organisation of ticket sales.....	27
9.3	Safety requirements .....	27
9.4	Passenger services .....	27
9.5	Ambulance, rescue service and police.....	27
<b>10</b>	<b>OLD CITY MARINA</b> .....	<b>27</b>
	<b>APPENDIX 1. CONTACT INFORMATION</b> .....	<b>28</b>

# **1 GENERAL PART**

## **1.1 Establishment and scope of the Port Rules**

- 1.1.1 The Port Rules and any amendments thereto shall be approved by the Port of Tallinn (hereinafter also port authority) in accordance with the legislation applicable in the Republic of Estonia.
- 1.1.2 All parties operating at the port shall be notified of substantial amendments to the Port Rules on the port website at [www.ts.ee/en/](http://www.ts.ee/en/) or through alternative means no later than one month prior to the date of entry into force of the amendments.
- 1.1.3 These Rules shall be applicable in all port areas of the harbours belonging to the Port of Tallinn and shall be compulsory to all parties operating or staying at the port.
- 1.1.4 Documents related to the Port Rules are, in particular, Port Charges and Fees of the Port of Tallinn and The Port Community's Internal Regulations (available at the website [www.ts.ee/en/rules-rates/](http://www.ts.ee/en/rules-rates/)).
- 1.1.5 All disputes arising from the Port Rules and associated documents that cannot be settled by way of an agreement shall be settled at Harju County Court pursuant to the legislation of the Republic of Estonia.

## **1.2 Type of commercial undertaking**

Port of Tallinn (registry code 10137319) operates as a public limited company pursuant to the articles of association of the Port of Tallinn, the Commercial Code and other legislation of the Republic of Estonia.

## **1.3 Areas of activity of Port of Tallinn**

Port of Tallinn operates as a landlord-type port, and its main areas of activity include activities associated with port operations.

## 1.4 Location of the port



## 1.5 Technical specifications of the port

### 1.5.1 Description of the port.

1.5.1.1 *Port of Tallinn comprises the following harbours, Old City Harbour, Muuga Harbour, Paljassaare Harbour, Paldiski South Harbour, Saaremaa Harbour.*

Harbour, coordinates	Harbour territory (ha)	Harbour waters (ha)	Canal		Number of berths	Total length of berths (m)	Max depth (m)		Max craft dimensions	
			Width (m)	Depth (m)			BK 77 (m)	EH200 0 (m)	Length (m)	Width (m)
<b>Old City Harbour</b> φ=59°27'N λ=024°46'E	56	94.0	N/A	N/A	24	4,986	11.0	10.8	340	42
<b>Muuga Harbour</b> φ= 59°30'N λ=024°58'E	567	682.0	N/A	N/A	29	6,379	18.0	17.8	300	50
<b>Paljassaare Harbour</b> φ=59°27'N λ=024°42'E	32.8	33.0	90–150	9.0	11	1,859	9.0	8.8	190	30
<b>Paldiski South Harbour</b> φ=59°20'N λ=024°05'E	119	147.0	180	15.5	10	1,850	15.7	15.5	250	45
<b>Saaremaa Harbour</b> φ=58°32,4'N λ=022°14,4'E	20	41.0	N/A	N/A	3	445	10.0	9.8	200	30
<b>TOTAL</b>	794.8	997.0			77	15,519				

#### 1.5.1.2 *Old City Harbour*

Old City Harbour is a passenger port that services passenger and RO-RO ships as well as recreational crafts.

[www.ts.ee/en/old-city-harbour/](http://www.ts.ee/en/old-city-harbour/)

#### 1.5.1.3 *Muuga Harbour*

The port has availability for loading and unloading petroleum and petroleum products, break bulk and solid bulk goods, timber, refrigerated cargo, and container and RO-RO ships.

[www.ts.ee/en/muuga-harbour/](http://www.ts.ee/en/muuga-harbour/)

#### 1.5.1.4 *Paljassaare Harbour*

The port has availability for loading and unloading petroleum and petroleum products, break bulk and solid bulk goods and timber, and performing vessel repairs, incl. dock repairs.

[www.ts.ee/en/paljassaare-sadam/](http://www.ts.ee/en/paljassaare-sadam/)

#### 1.5.1.5 *Paldiski South Harbour*

The port has availability for loading and unloading petroleum and petroleum products, vegetable oil, break bulk and solid bulk goods, timber, and container and RO-RO ships and fishing vessels. Additionally, Paldiski South Harbour functions as a passenger port.

[www.ts.ee/en/paldiski-south-harbour/](http://www.ts.ee/en/paldiski-south-harbour/)

#### 1.5.1.6 *Saaremaa Harbour*

Saaremaa Harbour services passenger ships, cargo ships, fishing vessels and recreational crafts.

[www.ts.ee/en/saaremaa-harbour/](http://www.ts.ee/en/saaremaa-harbour/)

### 1.5.2 **Maximum craft dimensions permitted**

1.5.2.1 The declared depth at the berth is the smallest depth measured at one meter from the edge of the berth or the smallest depth within the width and length of the vessel and set against a measurement error of -10 cm. The minimum under keel clearance (free water) of a vessel must be at least 5% of the vessel draught in order to be able to manoeuvre the vessel at the port. In the event that 5% calculation of the under keel clearance of the vessel yields:

- Less than 20 cm, the minimum under keel clearance for manoeuvring shall be 20 cm
- More than 40 cm, the minimum under keel clearance for manoeuvring shall be 40 cm

1.5.2.2 Clearance shall be determined according to the declared depth, and the minimum under keel clearance shall be ensured in every situation, irrespective of the fluctuation of the water level or the increase of the draught during the manoeuvring or movement of the vessel. For vessels exceeding the maximum permitted dimensions, the entry into, departure from and manoeuvring in port waters shall be subject to a written application of the master of the vessel and the approval of the harbour master or their deputy within the limits ensuring navigational safety according to weather and manoeuvring conditions.

**1.5.3 The declared depths of ports at zero datum of the water level are as follows:**

*1.5.3.1 Old City Harbour*

Part of the waters	Berth no.	BK77 (m)	EH2000 (m)
Basin no. 1	Berth no. 1 (with ramp)	8.5 m	8.3 m
	Berth no. 3 (with ramp)	8.0 m	7.8 m
	Berth no. 5 (with two ramps)	8.3 m	8.1 m
Basin no. 2	Berth no. 7 (with ramp)	8.5 m	8.3 m
	Berth no. 8 (159.0 m from ramp)	7.0 m	6.8 m
	up to 38 m from bollard no. 20	4.5 m	4.3 m
	Secondary berth no. 9	4.5 m	4.3 m
	Berth no. 10 (with ramp)	7.7 m	7.5 m
	Secondary berth no. 11	7.3 m	7.1 m
Basin no. 3	Berth no. 12 (with ramp)	7.5 m	7.3 m
	Berth no. 13 (with ramp)	8.0 m	7.8 m
	Berth no. 14	10.0 m	9.8 m
	Berth no. 15 (with ramp)	10.0 m	9.8 m
	Berth no. 16	10.0 m	9.8 m
	Berth no. 17	10.0 m	9.8 m
Admiralty Basin	Berth no. 18	4.5 m	4.3 m
	Berth no. 19	4.5 m	4.3 m
	Berth no. 20	4.5 m	4.3 m
	Berth no. 21	4.5 m	4.3 m
	Berth no. 22	4.5 m	4.3 m
	Berth no. 23	4.0 m	3.8 m
	7 floating berths for recreational crafts	4.0 m	3.8 m
Cruise ship berths	Berth no. 24	10.7 m	10.5 m
	Berth no. 25	10.7 m	10.5 m
	Berth no. 26	11.0 m	10.8 m
	Berth no. 27	11.0 m	10.8 m

### 1.5.3.2 Muuga Harbour

Berth no.	BK77 (m)	EH2000 (m)
Berth no. 1A	14.4 m	14.2 m
Berth no. 2A	6.6 m	6.4 m
Berth no. 1	11.4 m	11.2 m
Berth no. 2	11.2 m	11.0 m
Berth no. 3	8.2 m	8.0 m
Berth no. 3A	13.0 m	12.8 m
Secondary berth 3W	5.5 m	5.3 m
Secondary berth 3O	5.5 m	5.3 m
Secondary berth	5.5 m	5.3 m
Berth no. 4	7.5 m	7.3 m
Berth no. 5 (with ramp)	7.1 m	6.9 m
Berth no. 6	9.5 m	9.3 m
Berth no. 6A	10.9 m	10.7 m
Berth no. 7	14.4 m	14.2 m
Berth no. 8	14.4 m	14.2 m
Berth no. 9	17.4 m	17.2 m
Berth no. 9A	18.0 m	17.8 m
Berth no. 10	17.4 m	17.2 m
Berth no. 10A	18.0 m	17.8 m
Berth no. 11	12.9 m	12.7 m
Berth no. 12	12.4 m	12.2 m
Berth no. 13 (with ramp), from bollard no. 1 to bollard no. 7	12.4 m	12.2 m
Berth no. 13 (with ramp), from bollard no 7. to bollard no. 8	11.8 m	11.6 m
Berth no. 14 (with ramp)	12.4 m	12.2 m
Berth no. 15 (with ramp)	12.4 m	12.2 m
Berth no. 16	14.5 m	14.3 m
Berth no. 17	14.5 m	14.3 m
Berth no. 31, from bollard no. 1 to bollard no. 3	10.20 m	10.0 m
Berth no. 31, from bollard no. 3 to bollard no. 10	10.7 m	10.5 m
Berth no. 32	16.2 m	16.0 m
Berth no. 33	11.0 m	10.8 m

Berths no. 31, 32 and 33 can be accessed through a canal with a length of 920 m, width of 200 m and depth of 17.8 m (BK77) (17.6 m (EH2000)).



### 1.5.3.3 Paljassaare Harbour

Berth no.			BK77 (m)	EH2000 (m)
Berth no. 31	From bollard no. 1	to bollard no. 2	3.4 m	3.2 m
	From bollard no. 2	to bollard no. 5	4.2 m	4.0 m
	From bollard no. 5	to bollard no. 6	5.4 m	5.2 m
Berth no. 32	From bollard no. 6	to bollard no. 13	6.4 m	6.2 m
	From bollard no. 13	to bollard no. 17	6.5 m	6.3 m
Berth no. 33	From bollard no. 17	to bollard no. 24	8.7 m	8.5 m
Berth no. 34	From bollard no. 24	to bollard no. 27	6.7 m	6.5 m
	From bollard no. 27	to bollard no. 28	5.9–6.4 m	5.7–6.2 m
Berth no. 35	From bollard no. 13	to bollard no. 14	6.4–9.0 m	6.2–8.8 m
	From bollard no. 14	to bollard no. 30	9.0 m	8.8 m
Berth no. 36	From bollard no. 1	to bollard no. 13	6.4 m	6.2 m
Berth no. 37	From bollard no. 1	to bollard no. 5	4.5 m	4.3 m
Berth no. 38	From bollard no. 7	to bollard no. 9	4.5 m	4.3 m
Berth no. 39	From bollard no. 10	to bollard no. 11	4.5 m	4.3 m
Berth no. 40	From bollard no. 12	to bollard no. 15	4.2 m	4.0 m
	From bollard no. 15	to bollard no. 17	6.0 m	5.8 m
Berth no. 41	From bollard no. 1	to bollard no. 5	6.0 m	5.8 m

Entry to and departure from the port is through a canal with a length of 800 m, width of 90–150 m, depth of 9.0 m (BK77) (8.8 m (EH2000)).

#### 1.5.3.4 Paldiski South Harbour

Berth no.	BK77 (m)	EH2000 (m)
Berth no. 1	11.7 m	11.5 m
Berth no. 2 (with ramp)	11.4 m	11.2 m
Berth no. 3	9.0 m	8.8 m
Berth no. 3A (with ramp)	9.0 m	8.8 m
Berth no. 4 (with ramp)	8.5 m	8.3 m
Berth no. 5	8.5 m	8.3 m
Berth no. 6 (with ramp)	8.7 m	8.5 m
Berth no. 7	15.7 m	15.5 m
Berth no. 8	12.7 m	12.5 m
Berth no. 9	13.0 m	12.8 m

Declared depth at 15.0 m from the edge of the berth from bollard no. 6 of berth no. 4 to the end of berth no. 5 is 12.1 m (EH 2000).

Entry to and departure from the port is through a canal with a length of 960 m, width of 180 m and depth of 15.7 m (BK77) (15.5 m (EH2000)) and through a turning basin with a diameter of 460 m and depth of 14.5 m (BK77) (14.3 m (EH2000)).

#### 1.5.3.5 Saaremaa Harbour

Berth no.	BK77 (m)	EH2000 (m)
Berth no. 1	10.0 m	9.8 m
Berth no. 2 (with ramp)	7.0 m	6.8 m
Berth no. 3	3.0–7.0 m	2.8–6.8 m
Floating berth for recreational crafts	4.5–6.0 m	4.3–5.8 m

**NB! The previously used standard Baltic Height System of 1977 (BK77) has been replaced by the European Vertical Reference System (EH2000).**

1.5.4 Depending on the weather conditions, the sea level at the ports may differ from the zero datum by +157 cm (BK77) (181 cm (EH2000)) to -95 cm (BK77) (-71 cm (EH2000)). Information about sea level is available at the vessel traffic centre.

## 1.6 Working hours and duration of the navigation season

- 1.6.1 Vessels are serviced round-the-clock according to demand. The navigation season at Muuga Harbour, Old City Harbour, Paldiski South Harbour, Paljassaare Harbour and Saaremaa Harbour is from 1 January to 31 December (servicing of recreational crafts at Saaremaa Harbour from 15 May to 15 September).

National holidays:

24 February	Independence Day, anniversary of the Republic of Estonia
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Public holidays:

1 January	New Year's Day
	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

- 1.6.2 Local time differs from the UTC by +2 hours; in the summer (from the last Sunday of March to the last Sunday of October) by +3 hours.

## 1.7 Traffic management on the port territory

- 1.7.1 All non-road mobile machinery and portable machinery located and operating on the port territory shall be equipped with emergency lights, the owner's name or identification and number. Parking vehicles at the berths and outside the parking area designated with corresponding signs is prohibited. Keeping non-road mobile machinery, portable machinery and vehicles on berths, ramps, railway and crane lanes is prohibited, except for cases where it is necessary for servicing of vessels or carrying out maintenance and repair work on port facilities. In this case, the driver shall not leave the non-road mobile machinery, portable machinery or vehicle unattended. Incorrectly parked non-road mobile machinery, portable machinery or vehicle shall be removed at the owner's expense.
- 1.7.2 Lifting equipment shall be used at the port in accordance with the working environment conditions (temperature, wind speed, etc.) prescribed by the manufacturer of the lifting equipment.
- 1.7.3 Portal cranes shall be positioned so that it ensures the safe manoeuvring of the vessel upon berthing and departure from the berth no later than 30 minutes before the arrival/departure of the vessel. It is prohibited to operate cranes and trains on the berth during shifting operations. If necessary, the presence of the crane driver shall be ensured.
- 1.7.4 The loading of cars and embarkation of passengers on passenger ferries shall be completed five minutes before the vessel is scheduled to depart.

- 1.7.5 Entry to the port is subject to the document Access to Port Areas of the Port of Tallinn established by the port authority (available at the website [www.ts.ee/en/rules-rates/](http://www.ts.ee/en/rules-rates/)).
- 1.7.6 The traffic of passengers arriving by and heading to liners as well as the traffic of passengers of cruise ships and transport vehicles servicing them at the port shall be organised by the operators in a contractual relationship with the port authority whose orders shall be compulsory to all parties involved in traffic.
- 1.7.7 Unloading cargo from transport vehicles and railway rolling stock and loading cargo onto transport vehicles and railway rolling stock on the port territory is permitted only in designated areas and by an operator in a contractual relationship with the port authority or pursuant to a permit issued by the port authority in advance.
- 1.7.8 Operating manned and unmanned aircrafts in the port area is permitted only with the prior written approval of the Port Safety Department and a permit to fly approved by the Estonian Transport Administration.

## **1.8 Maintenance and safety on the port territory**

- 1.8.1 All undertakings operating at the port are obligated to ensure the cleanliness and maintenance of the areas, berths, buildings and structures used by them as well as the compliance with all the safety, security, environmental and health protection requirements.
- 1.8.2 In the winter, operators shall remove ice and snow from the berths in their use, in particular from areas surrounding bollards and fire hydrants, and organise the winter-sanding of berths. Snow mixed with garbage shall be removed from the berths and disposed of in a collection site designated by the port authority. Pure snow may be shoved into the water only with the permission of the vessel traffic service.
- 1.8.3 Berths shall be free of objects that could obstruct mooring operations.
- 1.8.4 It is prohibited to carry out operations that cause noise and debris (dust) not compliant with the applicable environmental requirements on vessels staying alongside at the port.
- 1.8.5 Railway rolling stock may be cleaned only in locations and under the terms and conditions approved by the port authority. Cleaning railway rolling stock in the port area is prohibited.
- 1.8.6 Smoking is prohibited on the port territory, except in designated areas.
- 1.8.7 All accidents involving people and equipment at the port or on a vessel alongside at the port, pollution of the port area, damage to vessels, berths and fenders, and other incidents and training exercises on board a vessel that could bring about any operations on the port area (incl. necessity for vehicles engaged in emergency response to enter the port) shall be promptly reported to the vessel traffic centre of the port.
- 1.8.8 It is prohibited to use open fire on the port territory (excl. approved hot work).
- 1.8.9 The storage of items not related to the vessel's cargo operations and use of lifting equipment on the berth shall be approved by the port authority in advance. In case of lifting work, the port authority may require the submission of a lifting plan, which provides the calculations of loads applicable to the berth. Loading, unloading and/or placing items on the berth cordon area (3–4 metres from the edge of the berth) is prohibited. Loads on the berth may not exceed the limits specified in the technical specifications of the structure. Measures shall be taken in advance to prevent potential damage to the berth surface.

## **1.9 Security requirements**

All persons operating in the port area of the harbours of the Port of Tallinn are obligated to comply with:

- International Code for the Security of Ships and Port Facilities (ISPS Code), which entered into force on 1 July 2004 as one part of the International Convention for the Safety of Life at Sea (SOLAS)
- Regulation (EC) No 725/2004 of the European Parliament and of the Council of 31 March 2004 on enhancing ship and port facility security
- Requirements of port security plans
- Access to Port Areas of the Port of Tallinn

### **1.10 Agency services**

At the harbours of the Port of Tallinn shipping agency services are provided by licensed agents pursuant to the contracts concluded.

### **1.11 Companies operating at the port**

Information about terminal operators engaged in loading cargo at the ports as well as about agents, regular shipping lines, etc. is available on the website of the Port of Tallinn.

### **1.12 Approval of timetables**

- 1.12.1 Shipowners, operators or their agents shall submit written proposals for drawing up timetables for their liners and cruise ships to the port authority no later than by 1 October of each year. Subsequent proposals shall be considered, as appropriate, after the vessel timetable has been drawn up according to the timetables submitted timely. A timetable for a new shipping service or changes to the timetable of an existing shipping service shall be approved by the port authority no later than 1 (one) month in advance.
- 1.12.2 In the event of a failure to adhere to the timetable, shipping service providers shall benefit from concessions, provided that the failure to adhere to the timetable was due to force majeure, an accident or obstructions caused by third parties and consequences thereof. The port authority shall be promptly notified in writing of any potential deviations from the timetable. Any use of an additional vessel or a replacement vessel with different parameters for the provision of shipping services shall be approved by the port authority.

## **2 VESSELS ENTERING AND DEPARTING FROM THE PORT**

### **2.1 Organisation of pilotage**

- 2.1.1 Pilotage services for entering and departing from the port are provided by AS Eesti Loots. Pilotage is mandatory for all vessels, excluding the following:
- Vessels on state administrative duty flying the national flag of Estonia
  - Vessels providing port services and vessels of a dredging fleet flying the flag of a foreign country when leaving port waters
  - All recreational crafts and vessels with gross tonnage of less than 500
  - Vessels whose master or a passenger ship whose master and first mate have passed a pilot exemption examination and hold a pilot exemption certificate
  - Vessels rescuing a person, preventing an accident or reducing damage arising from thereof
  - Vessels that are unable to use pilotage services due to force majeure
  - Military vessels of the Republic of Estonia

- Vessels flying the national flag of Estonia with gross tonnage of less than 20,000 are exempt from pilotage in the mandatory pilotage area of Muuga, Tallinna, Kopli, Paldiski, Kuna and Hara Bays, except in port waters
- Icebreakers providing services to the state, vessels flying the flag of a foreign country and providing services to the state, and a vessel of a dredging fleet flying the flag of a foreign country leaving port waters in the course of dredging operations and provided that pilotage services have been provided to the vessel in the past on at least ten occasions
- Chemical tankers, liquefied gas tankers, and oil tankers with gross tonnage of over 3,000 shall not be exempt from mandatory pilotage

2.1.2 Pilots of AS Eesti Loots operate round-the-clock. Pilot stations are situated as follows:

- Suurupi (latitude = 59°29,4'N; longitude = 24°33,0'E)
- Tallinn (latitude = 59°36,8'N; longitude = 24°37,4'E)
- North-eastern shipping lane of Muuga Bay (latitude = 59°39,0'N; longitude = 25°09,0'E)
- North-western shipping lane of Muuga Bay (latitude = 59°36,0'N; longitude = 24°52,0'E)
- 4 nautical miles to NW from the gate of Paldiski South Harbour (latitude = 59°23,0'N; longitude = 24°00,0'E)
- 3 nautical miles to the north of Saaremaa Harbour (latitude = 58°35,0'N; longitude = 22°12,0'E)

2.1.3 A pilot for a vessel shall be requested through an agent from the on-call operator of AS Eesti Loots. Communication with the on-call operator shall be over the phone at 605 3888 and 526 8432 and VHF channels no. 13, 16 and 72. A pilot shall be requested for the vessel

2.1.3.1 *Upon arrival:*

- No later than 24 hours prior to the arrival of the vessel at the pilot station
- If the departure from the previous port is less than 24 hours prior to the arrival, then upon departing from the port
- The request shall be specified 6 hours and then 2 hours prior to the arrival of the vessel at the pilot station

2.1.3.2 *Upon departure:*

- No later than 4 hours prior to departure; the request is specified 1 hour prior to departure

## 2.2 Procedure for notification of the vessel's intention to enter or depart

2.2.1 The agent or master of a vessel arriving at the port shall be obligated to provide information about the planned arrival of the vessel in the Electronic Maritime Information System (available at the address [www.emde.ee](http://www.emde.ee)) 72 and 24 hours in advance or immediately after departure from the previous port if the duration of the voyage is less than 24 hours and additionally specify the arrival of the vessel at the port 2 hours in advance.

2.2.2 In case of disruptions in the Electronic Maritime Information System, all the data and documents required in the Electronic Maritime Information System shall be sent to the vessel traffic centre of the respective port by e-mail.

2.2.3 Information about a vessel heading off to foreign waters shall be presented in the Electronic Maritime Information System at least 4 hours prior to the departure of the vessel from the port. A vessel seeking to enter a port shall submit a pre-arrival security notice in the Electronic Maritime Information System. The pre-arrival security notice form has been established as appendix 3 to the Estonian Transport Administration (former Maritime Administration) circular no. 5-1-7/2145 of 06 July 2015 on Compliance with the Requirements of the International Code for the Security of Ships and Port Facilities, the International Convention for the Safety of Life at Sea, as amended, and the Regulation of the European Parliament and of the Council (form

available at [www.transpordiamet.ee/maanteed-veeteed-ohuruum/sadamad/sadamate-turvalisus](http://www.transpordiamet.ee/maanteed-veeteed-ohuruum/sadamad/sadamate-turvalisus). The pre-arrival security notice shall be submitted by the master of the vessel, security officer of the vessel or the agent of the vessel (shipowner in the absence of an agent):

- At least 24 hours prior to the arrival at the port
  - No later than upon departure from the previous port of call if the duration of the voyage is less than 24 hours
  - If the port of call changes during the voyage, immediately upon learning of the new port of call
- 2.2.4 The intention of a vessel to enter or depart does not have to be notified of if the vessel enters or departs from the port in accordance with the timetable approved by an authority specified in the Procedure for Vessels and Recreational Crafts Entering and Leaving Inland Maritime Waters, Ports and Transboundary Bodies of Water in the Ownership of the Republic of Estonia (Government of the Republic Regulation No. 312 of 20 April 2019) (excl. in the event that a person suspected of being infected is on board).
- 2.2.5 A declaration of security shall be completed by the shipowner and the port facility authority in the following cases:
- Vessel is a non-SOLAS vessel;
  - SOLAS vessel has no valid security certificate, but the state has decided to permit the vessel into the port following a risk assessment;
  - Security level of the vessel is higher than that of the respective port facility;
  - Following a security incident or a threat thereof in the respective facility or on vessels berthed there;
  - If required by the Estonian Transport Administration.
- 2.2.5.1 The declaration of security form has been established with the Maritime Administration Circular no. 5-1-7/2145 of 06 July 2015 on Compliance with the Requirements of the International Code for the Security of Ships and Port Facilities, the International Convention for the Safety of Life at Sea, as amended, and the Regulation of the European Parliament and of the Council and is available at [www.transpordiamet.ee/maanteed-veeteed-ohuruum/sadamad/sadamate-turvalisus](http://www.transpordiamet.ee/maanteed-veeteed-ohuruum/sadamad/sadamate-turvalisus).
- 2.2.6 A vessel entering or departing from a port shall request the permission of the shift manager of the respective vessel traffic centre (hereinafter: Vessel Traffic Shift Manager), which shall be valid for 15 minutes:
- Old City Harbour call sign TALLINN – RADIO 5 (*Tallinn Port Control*) VHF channel 14 upon entering no closer than 1 nautical mile from the port gate (northwestern pier)
  - Paljassaare Harbour call sign TALLINN – RADIO 5 (*Tallinn Port Control*) VHF channel 14
  - Muuga Harbour call sign MUUGA – RADIO 5 (*Muuga Port Control*) VHF channel 87
  - Paldiski South Harbour call sign PALDISKI SOUTH HARBOUR (*Paldiski Port Control*) VHF channel 9
  - Saaremaa Harbour call sign TAMME RADIO (*Saaremaa Port Control*) VHF channel 14
- 2.2.7 In case of vessels entering or departing simultaneously, the Vessel Traffic Shift Manager shall determine the order.
- 2.2.8 Liners have the right of way upon entering and departing from the port. In case of a delay of more than 15 minutes from the agreed timetable, liners lose their right of way and are permitted to enter and depart from the port as and when possible.
- 2.2.9 Pursuant to the legislation of Estonia, the harbour master may refuse to grant permission to leave for a vessel.

### **2.3 Registration of the entry and departure of vessels**

- 2.3.1 The master shall by themselves or through an agent register the arrival or departure of the vessel at the vessel traffic service and submit the required documents in the Electronic Maritime Information System no later than six hours after the arrival of the vessel at the port and at least one hour (at least three hours in case of dangerous cargo) prior to the departure of the vessel from the port.
- 2.3.2 Passenger ferries may register the departure immediately prior to the departure of the vessel.
- 2.3.3 A properly formalised General Declaration and Crew List shall be submitted in the Electronic Maritime Information System when registering the arrival and departure. Information about ship-generated waste transferred shall be submitted in the Electronic Maritime Information System to the vessel traffic service when registering the departure of the vessel.
- 2.3.4 Upon the vessel's first call to the port, a copy of the International Tonnage Certificate or another internationally recognised document that includes data on the gross tonnage of the vessel shall be submitted in the Electronic Maritime Information System; the vessel shall immediately notify the port authority of any changes to the tonnage certificate. The harbour master shall have the right to require the submission of other internationally required certificates if necessary.

### **2.4 Requirements of state supervisory bodies for entry and departure of vessels**

- 2.4.1 The organisation of entry and departure formalities of vessels at the ports in connection with the quarantine, customs and border regime shall be conducted in accordance with the procedure established by the legislation of the Republic of Estonia, incl. border control shall be conducted in accordance with the Schengen border rules, the State Borders Act, and the rules of procedure of border crossing points, and customs control shall be conducted pursuant to the customs clearance procedure applicable at Estonian ports and the procedure of the customs rules.
- 2.4.2 Representatives of the state supervisory bodies are not permanently present at the border crossing point of the port. Border control shall be carried out upon a call. The communication of information regarding the arrival and departure of vessels shall be carried out in accordance with the provisions of the rules of procedure of the border crossing point.
- 2.4.3 Upon the entry of a vessel to the port, no one is permitted to disembark the vessel, take goods or items on shore before the arrival of an officer conducting the border and customs control. No one is permitted to board the vessel without the permission of the Border Guard Board. If a vessel arrives at the port from a contagious region and there is an infected person or a person suspected of being infected on board the vessel, an officer of the Estonian Sanitary Quarantine Office boards the vessel first to decide whether to grant the vessel a free access permit or to quarantine the vessel. The requirements, terms and conditions and activities for the prevention of the spread of infectious diseases at the harbours of the Port of Tallinn are described in the Port Epidemic Control Regulation of the Port of Tallinn (available at the address [www.ts.ee/en/rules-rates/](http://www.ts.ee/en/rules-rates/)).
- 2.4.4 A vessel that has passed the border and customs control for departure from the port shall depart from the port with no further delay.
- 2.4.5 Legal grounds for foreigners to stay in Estonia are available at the address [www2.politsei.ee/et/teenused/eestis-viibimise-seaduslikud-alused/](http://www2.politsei.ee/et/teenused/eestis-viibimise-seaduslikud-alused/).



### **3 VESSEL TRAFFIC IN PORT WATERS**

#### **3.1 Berthing of vessels**

- 3.1.1 During the berthing of cargo vessels, a representative of the operator is required to be present on the berth.
- 3.1.2 Berthing location for a vessel shall be indicated by a flag or a blinker.
- 3.1.3 In port waters, a vessel shall move at the minimum speed that allows it to be manoeuvrable with a steer. The operating mode of vessel propellers shall be such that it does not endanger other vessels staying alongside at the berth. When approaching port waters, a vessel shall travel at a speed that does not cause waves that could endanger port facilities and other vessels staying alongside at the port.
- 3.1.4 Entry of a vessel with dimensions exceeding the permitted limits to the port requires a written permit of the harbour master or their deputy separately in each case.
- 3.1.5 The separation distance of vessels berthing at the port berth shall in each possible case ensure the safety of vessels.
- 3.1.6 The port authority shall release and secure the mooring ropes of vessels, except for ancillary vessels, unless otherwise agreed upon.
- 3.1.7 Vessels that are loaded and unloaded by an operator with priority access to the berth shall also have priority access for berthing at the berth and loading and unloading cargo at the berth encumbered with priority access upon the notification of the arrival of the vessel at the port pursuant to section 2.2.1. If the port authority has been notified of the arrival of the vessel specified in this section more than 72 hours in advance, the berth shall be ready for the vessel to berth by the time of the arrival of the vessel at the port. If the arrival of the vessel has been notified of 24 to 72 hours in advance, the berth shall be ready for the vessel to berth no later than within 24 hours from the arrival of the vessel at the roadstead of the port. In case of later notification, the vessel is permitted to enter the port on equal grounds with other vessels pursuant to section 2.2.6. If the arrival of a vessel to be loaded and/or unloaded on the basis of priority access to the berth has been notified of but the vessel fails to arrive, the person who forwarded the notice shall be obligated to compensate the person who covered the respective expenses for the expenses incurred by vacating the berth encumbered with priority access. If the terms and conditions pertaining to priority access to the berth have been agreed upon in more detail in the contract concluded between the port authority and the operator with priority access to the berth, the contract shall take precedence.

#### **3.2 Shifting and remooring of vessels**

- 3.2.1 Shifting of vessels along the berth and remooring in port waters is permitted only with the permission of the Vessel Traffic Shift Manager.
- 3.2.2 Shifting along the berth is permitted without a pilot. At Muuga Harbour, a pilot is required to shift vessels of over 180 m in length along the berth. In case of a shifting distance under 100 m, a written exemption may be requested from the harbour master or their deputy. The master of the vessel, together with the shift manager of vessel traffic, shall decide on the use of a tugboat. During shifting, the vessel's main engines must be ready for immediate use.
- 3.2.3 The vessel is remoored with the help of a pilot, and the need to use a tugboat shall be approved by the shift manager of vessel traffic.

### **3.3 Special conditions**

- 3.3.1 In case of poor visibility, the master of a vessel together with the Vessel Traffic Shift Manager shall make a decision regarding the entry and departure of the vessel from the port.
- 3.3.2 At Muuga Harbour, the berthing of vessels at berths no. 7, 8, 9, 9A, 10, 10A, 11, 12 and 17 is permitted if northwest, north and northeast wind speeds do not exceed 12 m/s and at berths no. 7, 8 and 11 only in case of a favourable weather forecast for the next 24 hours. When berthing vessels at berths no. 15 and 16 and departing from there the use of tugs is recommended in case of wind speed exceeding 12 m/s.
- 3.3.3 As a rule, vessels of over 150 m in length enter and depart from Paljassaare Harbour only if the wind speed does not exceed 10 m/s.
- 3.3.4 In case of westerly winds with a speed over 15 m/s at Paldiski South Harbour, vessels are permitted to berth at and depart from berths no. 7, 8 and 9 only in exceptional cases with the permission of the Harbour Master or his deputy. Tankers of over 220 m in length are permitted to berth at and depart from berth no. 7 only when wind speed does not exceed 12 m/s.
- 3.3.5 Berthing services for vessels visiting Paljassaare Harbour that are not involved in loading and unloading operations are available at 8:00–20:00. Berthing services at berths no. 31, 32, 33 and 34 shall provide AS Petromaks Spediitori and at berths 35, 36, 37, 38, 39 and 40 shall provide OÜ Hundipea.
- 3.3.6 Turning of vessels in the waters of the Old City Harbour is permitted only with the permission of the Vessel Traffic Shift Manager.
- 3.3.7 A vessel shall vacate the berth at the request of the port authority.
- 3.3.8 The Vessel Traffic Shift Manager shall make a final decision regarding the entry of the vessel in case of unfavourable weather conditions. The Vessel Traffic Shift Manager shall consult the pilotage service provider, tugboat service providers and terminal operator representatives prior the decision.

### **3.4 Towing of vessels**

The use and the required number of tugboats shall be determined by the master of the vessel, except when the use of tugboats is compulsory pursuant to the provisions of these Rules.

### **3.5 Vessel traffic in ice conditions**

- 3.5.1 Requests for the use of the services of an icebreaker shall to be submitted by an agent to the Estonian Transport Administration via the Electronic Maritime Information System.
- 3.5.2 The time of departure of a convoy (vessel) from the port and the time of forming a convoy at the ice border shall be established by the organiser of ice breaking operations who in turn shall notify the master of the vessel through the agent.
- 3.5.3 Ice breaking operations in the waters of the harbours of the Port of Tallinn shall be carried out at the expense of the port authority. The necessity and extent of ice breaking operations shall be determined by the harbour master of each port. Upon berthing a vessel, ice shall be cleared from between the berth and the vessel with tugboats at the expense of the shipowner or possessor of the vessel.

## **4 STAY OF VESSELS IN THE PORT**

### **4.1 Requirements for berthed vessels**

- 4.1.1 Vessels staying alongside a quay shall heave the anchor to the hawse.
- 4.1.2 Vessels can stay alongside each other only with the permission of the harbour master. At Muuga Harbour, it is generally not permitted for vessels (excluding the vessels of the ancillary fleet of the port) to be staying alongside each other.
- 4.1.3 Vessels staying alongside at a berth shall be prohibited from operating propellers. As an exception, propellers may be operated at the lowest possible speed with the permission of the Vessel Traffic Shift Manager.
- 4.1.4 There shall always be a sufficient number of crew members on a vessel docked at a berth who are able to ensure the prompt departure of the vessel to the roadstead if necessary. Main engines, steering and anchoring equipment shall be in working order. Any repair or maintenance operations that could prolong the time required for the vessel to depart may take place only with the written permission of the harbour master or his deputy.
- 4.1.5 Berthed vessels shall have a safe gangway equipped with a safety net underneath. During night-time, the gangway shall be illuminated.
- 4.1.6 Vessels that have completed or halted loading and/or unloading operations shall vacate the berth to allow other vessels to moor no later than within four hours from the issue of the respective order by the Vessel Traffic Shift Manager.

### **4.2 Special conditions**

- 4.2.1 Upon receiving a storm warning, vessels and operators shall take all the necessary additional measures to ensure safety. If a storm warning is received, vessels shall be disconnected from the onshore power grid.
- 4.2.2 At berths no. 3, 4, 5, 6 and 14 of Muuga Harbour, the bed of the waters has been reinforced with concrete slabs up to 25 m from the edge of the berth. Vessels berthing or staying at or leaving from these berths are prohibited to drop the anchor.
- 4.2.3 Waters of Muuga Harbour and inner roadsteads are not protected from northwest, north and northeast winds. If the speed of such winds exceeds 17 m/s, the stay of vessels at the port, particularly at berths no. 4, 7, 8, 11, 12 and 17, becomes dangerous for vessels due to strong waves. If the height of waves exceeds 1.5 m, the use of tugboats is restricted. In this case, the master of the vessel decides together with the Vessel Traffic Shift Manager whether the vessel should depart.
- 4.2.4 In case of permanent strong winds above 12 m/s in the waters of the Old City Harbour, the passenger ladder shall be removed from a passenger ship docked at the berth to ensure safety. The respective decision shall be made by the master of the vessel together with the Vessel Traffic Shift Manager.

### **4.3 Interior and deck operations on berthed vessels**

- 4.3.1 Welding operations and other hot work on the open deck are permitted with the permission of the vessel traffic centre. The Vessel Traffic Shift Manager shall be notified of the commencement and completion of the operations.

- 4.3.2 All outboard operations, drills and launching of boats and rafts is permitted only with the permission of the vessel traffic service. The Vessel Traffic Shift Manager shall be notified of the commencement and completion of operations.
- 4.3.3 Cleaning vessels with chemicals, removing old paint, cleaning the hull from rust, also cleaning the underwater hull of a vessel is prohibited at the port. As an exception, correcting paintwork on vessels and cleaning the underwater hull of passenger ships is permitted only with the permission of the Vessel Traffic Shift Manager, provided that cleaning residues are collected to prevent their release into the marine environment.
- 4.3.4 Disposing of and pumping any pollutants, wastewater, sewage, etc. off board is prohibited in port waters. As an exception, pumping only the washing water of exhaust gas cleaning systems is permitted, provided that it is carried out in accordance with the guidelines drawn up by the Marine Environment Protection Committee (MEPC) of the IMO.
- 4.3.5 Vessels are permitted to pump ballast water from the segregated tanks of dry cargo vessels and tankers off board only if ballast water complies with the requirements established in the international convention and does not contain any petroleum or other environmentally hazardous substances. Vessels that have been granted an exemption on ballast water treatment in accordance with the ballast water convention and have submitted a certificate to that effect to the vessel traffic control centre are permitted to pump ballast water. Pumped water must not land on the berth during pumping.
- 4.3.6 Tankers are permitted to wash tanks only if the washing water does not land on the port area.
- 4.3.7 Exhaust soot emission from ships in the port is prohibited, except during mooring and unmooring.

#### **4.4 Organisation of communication**

The port VHF radio station is operational round-the-clock with the following call signals:

##### **4.4.1 Old City Harbour**

TALLINN RADIO 5 (*Tallinn Port Control*) – vessel traffic centre

Vessel Traffic Shift Manager. Monitored channel/operating channel – VHF 14

Phone +372 631 8588, +372 5307 7229 e-mail [vs.kapten@ts.ee](mailto:vs.kapten@ts.ee)

Dispatcher: phone +372 631 8363, +372 526 9882 e-mail [vs.dispetsher@ts.ee](mailto:vs.dispetsher@ts.ee)

##### **4.4.2 Muuga Harbour**

MUUGA RADIO 5 (*Muuga Port Control*) – vessel traffic centre

Vessel Traffic Shift Manager. Monitored channel/operating channel – VHF 87

Phone +372 631 9532, +372 526 9971 e-mail [m-kapten@ts.ee](mailto:m-kapten@ts.ee)

Dispatcher: Phone +372 631 9523, +372 506 0476 e-mail [m-dispetsher@ts.ee](mailto:m-dispetsher@ts.ee)

##### **4.4.3 Paljassaare Harbour**

TALLINN RADIO 5 (*Tallinn Port Control*) – vessel traffic centre

Vessel Traffic Shift Manager. Monitored channel/operating channel – VHF 14

Phone +372 631 8588, +372 5307 7229, e-mail [vs.kapten@ts.ee](mailto:vs.kapten@ts.ee)

Dispatcher: phone +372 631 8363, +372 526 9882, e-mail [vs.dispetsher@ts.ee](mailto:vs.dispetsher@ts.ee)

##### **4.4.4 Paldiski South Harbour**

PALDISKI SOUTH HARBOUR (*Paldiski Port Control*) – vessel traffic centre

Vessel Traffic Shift Manager. Monitored channel/operating channel – VHF 09

Phone +372 631 8810, +372 522 1757, E-mail [paldiski-disp@ts.ee](mailto:paldiski-disp@ts.ee),

#### 4.4.5 Saaremaa Harbour

TAMME RADIO (*Saaremaa Port Control*), operating channel – VHF 14, only on weekdays at 9:00–16:00

Dispatcher: phone 610 0703, e-mail [saaremaa@ts.ee](mailto:saaremaa@ts.ee)

### 4.5 Connecting of vessels to onshore supply systems

4.5.1 Water and onshore power supply of vessels is subject to the permission of the vessel traffic centre.

Attention! From the 1<sup>st</sup> of December 2021 water and onshore power supply of vessels is organised by the company Hundipea OÜ (orders [juhtimiskeskus@hundipea.ee](mailto:juhtimiskeskus@hundipea.ee)).

4.5.2 Vessels can be supplied with water as follows:

#### 4.5.2.1 At the Old City Harbour:

- On all berths (except berths no. 18 and 19) during the period from 1 May to 30 September and on berths no. 10, 12, 15, and 17 all year round (upon a prior agreement, vessels can be supplied with water once on berths no. 1, 3, 5, 7, 8, 13, 14, 20 and 21).
- Vessels can be supplied with water on all weekdays from 7:00 to 19:00. After 19:00, vessels can be supplied with water upon a prior agreement.

#### 4.5.2.2 At Muuga Harbour:

- On all berths (except berths no. 1, 1A, 2 and 2A). On berth no. 3A, water supply is possible only during the summer navigation period. On berths no. 31, 32 and 33, a request for the supply of water shall be given at least three hours in advance.
- Vessels can be supplied with water round-the-clock.

#### 4.5.2.3 At Paldiski South Harbour:

- On all berths
- Vessels can be supplied with water round-the-clock.

#### 4.5.2.4 At Paljassaare Harbour:

- On berths no. 31, 34, 35, 36 all year around (down to -10C) and on berths no. 32, 33 during the period from 1 May to 30 September;
- Vessels can be supplied with water on business days from 8:00 to 16:00.

4.5.3 Maximum water supply per hydrant is generally 10–15 m<sup>3</sup>/hour; at Muuga Harbour up to 20 m<sup>3</sup>/hour and on berths no. 24–27 of the Old City Harbour up to 40 m<sup>3</sup>/hour.

4.5.4 Upon the request of the master of a vessel, the port authority shall present a compliance certificate for drinking water.

4.5.5 Onshore power supply (up to 200 kW (400 V, 50 Hz)) to vessels is possible from all vessel switchboards situated on berths, excl. berths no. 1, 1A, 2, 2A, 3, 3A, 7, 9A, 10A (due to the risk of explosion of tankers) and berths no. 8 and 16 of Muuga Harbour.

4.5.6 Berths no. 3, 5, 7, 12 and 13 of the Old City Harbour are equipped with onshore power connections 50 Hz/11 kV compliant with standards IEC/IEEE 80005-1 ED2 and IEC/IEEE 80005-2. Maximum power on berths no. 5, 12 and 13 is 2.5 MVA, 3 MVA on berth no. 3 and 4 MVA on berth no. 7. Vessels moored at berths no. 3, 5, 7, 12 and 13 are required to fully switch over from electricity consumption to onshore electricity consumption in case the berth is used for longer than two hours, provided that the vessel is suitable and the required capacity is available. Connection to and disconnection from the onshore power supply takes place on board the vessel, and liability for it lies with the master of the vessel.

- 4.5.7 Berths no. 5, 12 and 13 of the Old Port are equipped with automatic mooring devices. Vessels moored at berths no. 5, 12 and 13 are required to moor and unmoor by means of automatic mooring devices, provided that the vessel is suitable and the required capacity is available and provided that the weather conditions are favourable (wind speed up to 17 m/s, sea level height range -90 cm to +125 cm (EH 2000)). The mooring at and departure of a vessel from the berth by means of automatic mooring devices takes place on board the vessel, and liability for it lies with the master of the vessel.
- 4.5.8 In the Old City Harbour, vessels can discharge wastewater through the sewerage pipeline on berths no. 1 and 3 (up to 80 m<sup>3</sup>/h in total), berths no. 5, 7, 8, 10, 12, 13, 14 and 15 (up to 100 m<sup>3</sup>/h on each berth) and berths no. 24, 25, 26 and 27 (up to 200 m<sup>3</sup>/h on each berth). Wastewater is received in accordance with the Ship-Generated Waste and Cargo Residues Reception and Handling Plan established by the port authority (available at the address [www.ts.ee/en/rules-rates/](http://www.ts.ee/en/rules-rates/)).
- 4.5.9 The supply of drinking water and electricity is carried out by the vessel traffic service. An advance notice regarding the need for water and power supply of vessels shall be submitted to the port authority:
- At least 24 hours prior to the arrival at the port if the port of call is known
  - Immediately upon learning of the port of call if this information is available less than 24 hours prior to the arrival at the port of call
  - No later than upon departure from the previous port of call if the duration of the voyage is less than 24 hours
  - The customer who failed to submit an advance notice is served according to the possibility

#### **4.6 Dredging and diving operations**

- 4.6.1 Dredging operations in the waters shall be approved by the harbour master. Upon the arrival of the dredging vessel, the master of the vessel shall submit the work instructions, instructions for ensuring navigational safety and the layout plan for the location of anchors of the dredging vessel to the Harbour Master.
- 4.6.2 Dredging vessels and vessels servicing them shall ensure an uninterrupted radio communication with the Vessel Traffic Shift Manager on VHF channels. In accordance with the Convention on the International Regulations for Preventing Collisions at Sea, a vessel engaged in dredging or underwater operations restricted in her ability to manoeuvre must have the prescribed lights and signals.
- 4.6.3 For underwater operations, the foreman shall obtain a permission from the vessel traffic service.
- 4.6.4 Vessel or vehicle dropping divers into the water shall have an uninterrupted VHF radio connection with the Vessel Traffic Shift Manager. In the absence of a VHF radio device, a mobile phone may be used, and the mobile phone number shall be presented to the Vessel Traffic Shift Manager. Signal code flag A (ALPHA) must be hoisted for diving operations, and the prescribed lights must be on in the dark.

## 5 HANDLING OF DANGEROUS CARGOES

- 5.1 Dangerous cargo shall be handled at the port in accordance with legislation, including the Chemicals Act, the International Maritime Dangerous Goods Code (IMDG Code), Maritime Safety Committee of the IMO Circular No. 675 Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas (MSC/Circ. 675), Chapter VII of the International Convention for the Safety of Life at Sea (SOLAS), and the requirements of rules for maritime transport of international dangerous cargoes established under Annexes I–III of the International Convention for the Prevention of Pollution from Ships (MARPOL 73/78).
- 5.2 All dangerous cargoes arriving at the port (except for solid bulk and liquid cargoes) shall be packaged and labelled in accordance with the requirements of the IMDG Code and have the required documents.
- 5.3 If dangerous cargoes are not packaged and labelled in accordance with the requirements or the delivery thereof has not been announced to the port pursuant to these Rules, the port authority may prohibit the unloading or delivery of such cargo to the port area.
- 5.4 In order to send particularly dangerous cargo (IMDG Code classes 1, 6.2, 7) or large quantities of dangerous cargo to the port, a person with the right of disposal of such cargo shall obtain the prior approval of the port authority. Handling highly dangerous cargo in the Old City Harbour is prohibited.
- 5.5 Operators operating at the port shall provide the port authority with the contact details of the person in charge of safe handling of dangerous cargo.
- 5.6 Upon the transit of dangerous cargo through the port, the responsible person shall have a declaration of dangerous cargo, container (cargo) packaging certificate and operating instructions for emergencies and these documents shall be available if needed at all times when dangerous cargo is at the port area.
- 5.7 Port operators (excl. operators storing dangerous cargo of third class in stationary tanks) shall submit information regarding the presence, quantity and storage location of dangerous cargo to the Division of the Harbour Master. The aforementioned information as at 8:00 shall be submitted once a day no later than by 11:00.
- 5.8 The person in charge of an operator handling dangerous cargo shall submit a quarterly report regarding the movement of dangerous cargo through the port area to the Port Safety Department by the 10th day of the month following the end of the previous quarter.
- 5.9 The operator shall notify the Port Safety Department of an activity licence issued under the Explosive Substances Act and/or of the issue, suspension and/or revocation of an authorisation to operate a dangerous enterprise or an enterprise with a major hazard under the Chemicals Act and shall submit the mandatory documents specified in the Chemicals Act to the Port Safety Department within 10 days after the issue of the operation authorisation by the Technical Regulatory Authority.

## **6 HANDLING OF PETROLEUM AND PETROLEUM PRODUCTS**

### **6.1 Loading and unloading tankers**

- 6.1.1 The loading and unloading of petroleum and petroleum products specified in Annex 1 to MARPOL 73/78 (International Convention for the Prevention of Pollution From Ships, 1973 as modified by the Protocol of 1978) in and from tankers shall take place at a berth built or modified for that purpose in accordance with the requirements. The loading and/or unloading of liquid cargo by direct connection from one vessel to another is prohibited.
- 6.1.2 Definition of the reciprocal obligations of the terminal and the tanker is based on the International Safety Guide for Oil Tankers & Terminals (I.S.G.O.T.T.).
- 6.1.3 Organisational and technical measures that ensure the safety of the workers, prevention of fire and sea pollution, and localisation and elimination of the consequences thereof shall be established in the terminal. The responsible people from both parties shall agree upon and sign the safety regulations regarding the joint operations of the terminal and the tanker immediately after the arrival of the tanker.
- 6.1.4 The terminal must have measures in place to prevent air pollution and odour nuisance for residents. Open sampling from tanker cargo tanks must be approved by the shift manager of vessel traffic in advance.

### **6.2 Bunkering of vessels**

- 6.2.1 Bunkering of vessels from a vehicle or tanker shall be approved by the terminal and the Vessel Traffic Shift Manager in advance. A vessel shall request the permission of the Vessel Traffic Shift Manager for the bunkering of the vessel in advance and notify the Vessel Traffic Shift Manager of the completion of bunkering operations.
- 6.2.2 When bunkering a vessel from a vehicle, primary fire extinguishing appliances and equipment for eliminating potential localised pollution shall be available at the bunkering site or in close proximity thereto. The person performing bunkering operations shall keep unauthorised people away from the bunkering site.
- 6.2.3 Bunkering of passenger ships shall take place after the disembarkation of passengers and before the embarkation of new passengers.
- 6.2.4 The master of a vessel shall immediately notify the terminal operator and the vessel traffic centre of all emergencies and occurrences of marine pollution or of dangerous situations that may result in environmental pollution. Pollution shall be eliminated at the expense of the party who caused the pollution. At the Old City Harbour, Paljassaare Harbour and Muuga Harbour, the pollution elimination service can be requested round-the-clock through the vessel traffic centre.
- 6.2.5 The undertaking performing bunkering operations shall have an insurance contract acceptable to the port authority that is in compliance with the risk level of the undertaking that fully covers property damage, personal injuries and environmental pollution damage caused to the port authority and/or any third parties as a result of the operations of the undertaking (incl. bunkering).
- 6.2.6 When loading/unloading and bunkering a tanker, a signal code flag "B" (BRAVO) shall be hoisted and a red signal light shall be switched on in the dark.
- 6.2.7 LNG bunkering of vessels at the port from a vehicle onto a vessel (Truck-To-Ship) and/or from a bunker vessel to an vessel (Ship-To-Ship) shall be subject to a risk assessment approved by the port authority and the terminal in advance.



## 7 RECEPTION OF SHIP-GENERATED WASTE AND CARGO RESIDUES

- 7.1 Ship-generated waste and cargo residues shall be received from vessels in accordance with the Ports Act, the Minister of Economic Affairs and Communications Regulation No. 78 Procedural Requirements for Delivery and Receipt of Ship-Generated Waste and Cargo Residues of 29 July 2009, and the Ship-Generated Waste and Cargo Residues Reception and Handling Plan of the Port of Tallinn (available at the address [www.ts.ee/en/rules-rates/](http://www.ts.ee/en/rules-rates/)).
- 7.2 Information regarding the type and quantity of ship-generated waste and cargo residues shall be provided to the port authority via the Electronic Maritime Information System:
- At least 24 hours prior to the arrival at the port if the port of call is known
  - Immediately upon learning of the port of call if this information is available less than 24 hours prior to the arrival at the port of call
  - No later than upon departure from the previous port of call if the duration of the voyage is less than 24 hours
  - The vessel shall notify the Vessel Traffic Shift Manager of the commencement and completion of the removal of water and oil mixtures.
- 7.3 The reception of ship-generated waste and cargo residues at the port is organised by the port authority. The transfer of ship-generated waste and cargo residues is organised by the agent on behalf of the vessel. Additional information about the reception of ship-generated waste and cargo residues is available at the vessel traffic service.
- 7.4 Vessel ballast water cannot be disposed of at the ports.
- 7.5 It is prohibited to dispose of or pump pollutants (sewage, grey water, etc.) overboard in the port water area. As an exception, pumping only the washing water of exhaust gas cleaning systems is permitted, provided that it is carried out in accordance with the guidelines drawn up by the Marine Environment Protection Committee (MEPC) of the IMO.

## **8 FIRE SAFETY REQUIREMENTS AT THE PORT AND ORGANISATION OF RESCUE OPERATIONS**

- 8.1 Ensuring fire safety on the territory and facilities of the port is provided for in the Fire Safety Act and legislation issued on the basis of the Act.
- 8.2 Companies operating at the port shall ensure the availability of fire extinguishing appliances and rescue equipment on the territory and/or facilities in their use (incl. technological equipment) and the maintenance, working order and regular inspection of such equipment.
- 8.3 Hot work shall be performed on the territory of the port in accordance with the Minister of the Interior Regulation No. 47 Safety Requirements for Hot Work of 7 September 2010 and Minister of the Interior Regulation No. 38 Requirements for Training and Certificates for Hot Work of 30 August 2010, and the performance of hot work shall be approved by the Port Safety Department in advance.
- 8.4 All port buildings and facilities shall have unobstructed access, and objects must not be stored in fire corridors. Digging through or closing off of paths and passageways is permitted only with the permission of the port authority, provided that passage is ensured elsewhere.
- 8.5 Buildings and facilities on the port territory shall be equipped with firefighting and rescue equipment in accordance with the applicable legislation. The location of primary fire extinguishing appliances and rescue equipment shall be described in the relevant Emergency Plan and/or Fire Safety Regulation.
- 8.6 Firefighting and rescue equipment shall be in working order, clearly visible and have an unobstructed access to them. Improper use of rescue equipment is prohibited.
- 8.7 Firefighting and rescue equipment on board vessels docked at the port shall be readily available for potential use.
- 8.8 An undertaking operating on the port territory which is obligated to submit a fire safety self-inspection report pursuant to the Fire Safety Act shall draw up in writing fire safety regulations establishing the procedure for self-inspection at the institution or company. The fire safety self-checking report shall be submitted in the self-service environment of Estonian Rescue Board.
- 8.9 The owners of buildings shall arrange the conduct of fire safety inspections every three years according to the Fire Safety Act.
- 8.10 An institution or undertaking which is obliged to submit a fire safety report shall prepare a plan of action for the event of a fire together with a list of all the necessary extinguishing agents, technical and other equipment and organise an evacuation training drill and fire training drill once a year. The plan of action for the event of a fire shall be approved and communicated to the employees by the manager of an undertaking or institution.
- 8.11 In case of a fire at the port or on the vessel staying in the port, all other vessels shall prepare their firefighting and rescue equipment as well as start their main engines in order to assist in firefighting operations. A general alert shall be declared on adjacent vessels.
- 8.12 Compliance with fire safety requirements on the port territory shall be inspected by a state fire safety supervisory official together with the representative(s) of the port authority.
- 8.13 In the event of a fire or any other emergency, a call shall be placed to the emergency number 112 and the vessel traffic centre shall be notified.

## **9 ORGANISATION OF PASSENGER SERVICES AT PORTS**

### **9.1 Organisation for embarkation and disembarkation**

- 9.1.1 Embarkation and disembarkation of passengers shall take place through passenger terminals and galleries.
- 9.1.2 Passenger paths have been designated with information screens and directional signs.
- 9.1.3 Both port staff and the staff servicing the shipping line shall organise passenger traffic and provide information.
- 9.1.4 The traffic flow of passengers with vehicles arriving by and heading to liners at the Old City Harbour and Paldiski South Harbour as well as the traffic of passengers of cruise ships and the transport servicing them shall be organised by the operators in a contractual relationship with the port authority for the provision of the specified service whose orders shall be compulsory to all parties involved in traffic.
- 9.1.5 Vehicle paths have been designated with traffic signs, information screens and directional signs.
- 9.1.6 Drivers and passengers of vehicles waiting to embark are permitted to exit the vehicles only with the permission of a loading officer.

### **9.2 Organisation of ticket sales**

Tickets are sold in passenger terminals and vehicle check-in pavilions by agencies of shipping companies.

### **9.3 Safety requirements**

Passengers are obligated to refrain from activities indicated on prohibitory signs on the port territory.

### **9.4 Passenger services**

- 9.4.1 There are ticket offices of shipping companies, ATMs, baggage rooms, food establishments, shops, currency exchange points, etc. in the passenger terminal.
- 9.4.2 There is free Internet connection in the Old City Harbour passenger terminals and their vicinity.

### **9.5 Ambulance, rescue service and police**

- 9.5.1 There is no medical point at the port.
- 9.5.2 Ambulance, rescue service and police can be called using the emergency number 112.

## **10 OLD CITY MARINA**

- 10.1 The port area of the Old City Harbour accommodates a marina for serving hobby seafarers.
- 10.2 Old City Marina Rules servings as an appendix to the Port Rules are available together with other information about the Old City Marina at the website [www.ts.ee/en/rules-rates/](http://www.ts.ee/en/rules-rates/).

## APPENDIX 1. CONTACT INFORMATION

Contact information is updated regularly on the website of the Port of Tallinn [www.ts.ee/en/](http://www.ts.ee/en/).

### TALLINNA SADAM

Sadama 25, 15051 Tallinn

Registry code 10137319

Phone, e-mail

+372 631 8555, [ts@ts.ee](mailto:ts@ts.ee)

Website

[www.ts.ee](http://www.ts.ee)

Passenger information (24 h)

+372 631 8550

Access permit information

+372 631 8074, [security@ts.ee](mailto:security@ts.ee)

IT Helpdesk

+372 631 8051, [helpdesk@ts.ee](mailto:helpdesk@ts.ee)

### Old City Harbour

Sadama 25, 15051 Tallinn

Phone, e-mail

+372 631 8555, [vanasadam@ts.ee](mailto:vanasadam@ts.ee)

Chief Harbour Master

+372 631 8329

Deputy Harbour Master

+372 528 6931

Vessel Traffic Shift Manager (24 h)

+372 631 8588, +372 5307 7229

E-mail

[vs.kapten@ts.ee](mailto:vs.kapten@ts.ee)

Dispatcher (12 h)

+372 631 8363, +372 526 9882

E-mail

[vs.dispetsher@ts.ee](mailto:vs.dispetsher@ts.ee)

### Old City Marina

Marina Master

+372 631 8085, [jahisadam@ts.ee](mailto:jahisadam@ts.ee)

### Muuga Harbour

Maardu tee 57, 74115 Maardu

Phone, e-mail

+372 631 9502, +372 526 9971, [muuga@ts.ee](mailto:muuga@ts.ee)

Chief Harbour Master

+372 631 9521

Deputy Harbour Master

+372 631 9530

Vessel Traffic Shift Manager (24 h)

+372 631 9532

E-mail

[m-kapten@ts.ee](mailto:m-kapten@ts.ee)

Dispatcher

+372 631 9523

E-mail

[m-dispetsher@ts.ee](mailto:m-dispetsher@ts.ee)

### Paldiski South Harbour

Lõunasadama tee 11, 76806 Paldiski

Phone, e-mail

+372 631 8800, [paldiski@ts.ee](mailto:paldiski@ts.ee)

Harbour Master

+372 631 8805

Deputy Harbour Master

+372 631 8811

Vessel Traffic Shift Manager (24 h)

+372 631 8810, +372 522 1757

E-mail

[paldiski-disp@ts.ee](mailto:paldiski-disp@ts.ee)

### Paljassaare Harbour

Paljassaare 28, 10313 Tallinn

Phone, e-mail

+372 631 8555, [paljassaare@ts.ee](mailto:paljassaare@ts.ee)

Chief Harbour Master

+372 631 8329

Deputy Harbour Master

+372 631 8330

Vessel Traffic Shift Manager (24 h)

+372 631 8588, +372 5307 7229

E-mail

[vs.kapten@ts.ee](mailto:vs.kapten@ts.ee)

Dispatcher (12 h)

+372 631 8363, +372 526 9882

E-mail

[vs.dispetsher@ts.ee](mailto:vs.dispetsher@ts.ee)

### Saaremaa Harbour

Ninase village, Saaremaa rural municipality, 93631

Phone

+372 610 0703, [saaremaa@ts.ee](mailto:saaremaa@ts.ee)

Harbour Master

+372 631 8805

Deputy Harbour Master

+372 631 8811

Vessel Traffic Shift Manager (24 h)

+372 631 8810, +372 522 1757

E-mail

[paldiski-disp@ts.ee](mailto:paldiski-disp@ts.ee)

**RECEPTION OF SHIP-GENERATED WASTE GREEN MARINE AS**

Uus-Sadama 24, 10120 Tallinn

Phone

+372 631 8252, +372 515 9303

E-mail

[greenmarine@greenmarine.ee](mailto:greenmarine@greenmarine.ee)

Website

[www.greenmarine.ee](http://www.greenmarine.ee)**TUGBOAT SERVICES ALFONS HAKANS AS**

Staapli 8-20, 10151 Tallinn

Phone

+372 611 6190

Mobile (24 h)

+372 5349 8101

Fax

+372 611 6190

E-mail

[office.tallinn@alfonshakans.com](mailto:office.tallinn@alfonshakans.com)

Website

[www.alfonshakans.fi](http://www.alfonshakans.fi)**EESTI LOOTS AS**

Sadama tee 9, Rohuneeme, Viimsi rural municipality

74012 Harjumaa

Phone

+372 605 3800

E-mail

[loots@loots.ee](mailto:loots@loots.ee)

Website

[www.loots.ee](http://www.loots.ee)

Pilotage service

Phone

+372 605 3888, +372 526 8432

E-mail

[tellimus@loots.ee](mailto:tellimus@loots.ee)

Muuga pilot room, phone

+372 5660 1671, +372 5620 2244

Paldiski pilot room, phone

+372 674 1010, +372 504 3825

**ESTONIAN TRANSPORT ADMINISTRATION**

Valge 4, 11413 Tallinn

Phone

+372 620 1200

E-mail

[info@transpordiamet.ee](mailto:info@transpordiamet.ee)

24h Emergency number

+372 620 5665

E-mail

[navinfo@transpordiamet.ee](mailto:navinfo@transpordiamet.ee)

Security incidents

[maritime.security@transpordiamet.ee](mailto:maritime.security@transpordiamet.ee)

VTS operators

+372 620 5669

GOFREP operators

+372 620 5764

Electronic Maritime Information System

+372 620 5667

E-mail

[emde@transpordiamet.ee](mailto:emde@transpordiamet.ee)

Website

[www.transpordiamet.ee](http://www.transpordiamet.ee)**POLICE AND BORDER GUARD BOARD**

Tallinn border guard station

Süsta 15, 11712 Tallinn

Phone

+372 619 1260, +372 504 6454

E-mail

[tallinna.kordon@politsei.ee](mailto:tallinna.kordon@politsei.ee)

Paldiski South Harbour

Phone (24 h on call)

+372 619 1260

Saaremaa border crossing point Ninase village, Saaremaa rural municipality

Phone (24 h (on call))

+372 619 1260

**ESTONIAN TAX AND CUSTOMS BOARD**

Customs Unit at Old City Harbour Mon–Sun (10:00-18:00)

Sadama 24, 10111 Tallinn

Phone

+372 676 4765, +372 5347 8643

E-mail

[sadamate.kontroll@emta.ee](mailto:sadamate.kontroll@emta.ee)

Muuga customs point

Mon–Sun 8:30–19:30

Veose 4, 74115 Maardu

Phone

+372 676 4811, +372 676 4816

Fax/Phone

+372 676 4821

E-mail

[muuga.pp@emta.ee](mailto:muuga.pp@emta.ee)

Vessel Traffic Centre (Mon-Sun 24 hours a day)

Veose 4, 74115 Maardu

Phone

+372 676 4837

E-mail

[laevad.pohja@emta.ee](mailto:laevad.pohja@emta.ee)

Paldiski South Harbour border crossing point

Mon–Fri 8:30–16:30

Lõunasadama tee 11, 76806 Paldiski

Phone

+372 676 4858

E-mail

[ee116@emta.ee](mailto:ee116@emta.ee)

Saaremaa Harbour service point

Mon–Thu 8:30–16:30, Fri 8:30–15:30

Tallinna 58, 93818 Kuressaare

E-mail

+372 676 3001, +372 676 3003

[saare@emta.ee](mailto:saare@emta.ee)

**ESTONIAN ENVIRONMENTAL BOARD**

Pikk 20a, 80011 Pärnu

Phone

+372 662 5999

Short number

1247

E-mail

[1247@112.ee](mailto:1247@112.ee), [info@keskkonnaamet.ee](mailto:info@keskkonnaamet.ee)

Website

[www.keskkonnaamet.ee](http://www.keskkonnaamet.ee)

**ESTONIAN HEALTH BOARD**

Northern Regional Office

Paldiski mnt 81, 10617 Tallinn

Phone

+372 794 3500

E-mail

[info@terviseamet.ee](mailto:info@terviseamet.ee)

Website

[www.terviseamet.ee](http://www.terviseamet.ee)

Terviseameti valveametnik (24 hours a day)

Phone

+372 5344 0429

E-mail

[ewrs@terviseamet.ee](mailto:ewrs@terviseamet.ee)

Website

[www.terviseamet.ee](http://www.terviseamet.ee)

Western Regional Office Saaremaa Branch

Lossi 12, Kuressaare 93816

Phone Mon–Fri 08:00–16:00

+372 501 3262

E-mail

[inge.balin@terviseamet.ee](mailto:inge.balin@terviseamet.ee)

**ESTONIAN SAFETY INVESTIGATION BUREAU**

Suur-Ameerika 1, 10122 Tallinn

Phone (24 h)

+372 5841 7444

E-mail

[info@ojk.ee](mailto:info@ojk.ee)

Website

[www.ojk.ee](http://www.ojk.ee)

## **AGRICULTURE AND FOOD BOARD**

Northern region

Tallinn office, plant sector

Uus-Sadama 24/4, 10112 Tallinn

Phone

+372 631 8503, +372 516 0967

E-mail

[pp.tallinn@pta.agri.ee](mailto:pp.tallinn@pta.agri.ee)

Website

[www.pta.agri.ee](http://www.pta.agri.ee)

Paljassaare Harbour border crossing point:

Serviced by inspectors called through the Northern region

Muuga Harbour and Paldiski South Harbour border crossing point:

Hoidla tee 6, 74115 Maardu (postal address Maardu tee 57, 74115 Maardu)

Phone

+372 631 9688, +372 520 1208

E-mail

[vet.muuga@pta.agri.ee](mailto:vet.muuga@pta.agri.ee)

Taimetervis, aiandustooted

Phone/Fax

+372 631 9624, +372 507 4233, +372 5368 2155

E-mail

[phyto.muuga@pta.agri.ee](mailto:phyto.muuga@pta.agri.ee)

Muuga Harbour opening times: Mon-Fri at 08:00-20:00.

The border crossing point at Paldiski South Harbour is open during the same hours on call.

## **COMMUNICATION SERVICES**

### **TELIA EESTI AS**

Phone

123, +372 639 7130

E-mail

[info@telia.ee](mailto:info@telia.ee)

Website

[www.telia.ee](http://www.telia.ee)

### **ESTONIAN EMERGENCY RESPONSE CENTRE**

Estonian Emergency Response Centre's Northern centre

Osmussaare 2, 13811 Tallinn

Phone (emergency number for ambulance, rescue service and police)

112

Phone

+372 628 7400

E-mail

[112@112.ee](mailto:112@112.ee)

Website

[www.112.ee](http://www.112.ee)