Port of Tallinn

Port Rules

Valid from 25.04.2026

PORT OF TALLINN

Table of Contents

1 General part ... 3
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 ... 9
1.7 Traffic management on the port territory ... 10
1.8 Maintenance and safety on the port territory ... 11
1.9 Security requirements ... 11
1.10 Agency services ... 12
1.11 Companies operating at the port ... 12
1.12 Approval of timetables ... 12

2 Vessels entering and departing from the port ... 12
2.1 Pilotage ... 12
2.2 Procedure for notification of the vessel's intention to enter or depart ... 13
2.3 Registration of the entry and departure of vessels ... 15
2.4 Requirements of state supervisory bodies for entry and departure of vessels ... 15

3 Vessel traffic in port waters ... 16
3.1 Berthing of vessels ... 16
3.2 Shifting and remooring of vessels ... 16
3.3 Special conditions ... 17
3.4 Towing of vessels ... 17
3.5 Vessel traffic in ice conditions ... 17

4 Stay of vessels in the port ... 17
4.1 Requirements for berthed vessels ... 17
4.2 Special conditions ... 18
4.3 Interior and deck operations on berthed vessels ... 18
4.4 Organisation of communication ... 19
4.5 Connecting of vessels to onshore supply systems ... 19
4.6 Dredging and diving operations ... 21

5 Handling of dangerous cargoes ... 21

6 Handling of petroleum and petroleum products ... 22
6.1 Loading and unloading tankers ... 22
6.2 Bunkering of vessels ... 22

7 Reception of the waste from ships and cargo residues ... 23

8 Fire safety requirements at the port and organisation of rescue operations ... 24

9 Organisation of passenger services at ports ... 25
9.1 Organisation for embarkation and disembarkation ... 25
9.2 Organisation of ticket sales ... 25
9.3 Safety requirements ... 25
9.4 Passenger services ... 25
9.5 Ambulance, rescue service and police ... 25

10 Old City Marina ... 25

Appendix 1. Contact information ... 26

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.portoftallinn.com 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, The Port Community's Internal Regulations and Code of Ethics (available at the website 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, 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)	EH2000 (m)	Length (m)	Width (m)
Old City Harbour φ=59°27′N λ=024°46′E	56	94.0	N/A	N/A	24	4,986	11.0	10.8	340	42
Muuga Harbour φ= 59°30′N λ=024°58′E	563	689.0	N/A	N/A	29	6,379	18.0	17.8	300	50
Paldiski South Harbour φ=59°20′N λ=024°05′E	133	137.0	180	15.5	11	2,160	15.7	15.5	250	45
Saaremaa Harbour φ=58°32,4′N λ=022°14,4′E	22	41.0	N/A	N/A	3	445	10.0	9.8	200	30
TOTAL	774	961			67	13.970				

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

Old City Harbour plan

1.5.1.3 Muuga Harbour 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.

Muuga Harbour plan

1.5.1.4 Paldiski South Harbour 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.

Paldiski South Harbour plan

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

Saaremaa Harbour plan

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: 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.

1.5.2.3 Information about the salinity of the Baltic Sea is available on Environment Agency website.

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 (182.0 m from ramp at berth no. 7)	7.0 m	6.8 m
	up to 38 m from bollard no. 20 Secondary berth no. 9	4.5 m 4.5 m	4.3 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	8.0 m	7.8 m
	Berth no. 15 (with ramp)	8.0 m	7.8 m
	Berth no. 16	8.0 m	7.8 m
	Berth no. 17	8.0 m	7.8 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
	9 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 30	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. 17 from bollard no. 19 to bollard no. 20	12,2 m	12,0 m
Berth no. 17 from bollard no. 21 to bollard no. 26	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 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. 6A (with ramp)	13,7 m	13,5 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 edge of berth no. 5 is 12.1 m (EH2000).

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)).

1.5.3.4 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 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 seal 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 (servicing of recreational crafts at Saaremaa Harbour from 1 May to 31 October), Paldiski South 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

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.

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 in accordance with the requirements set forth in legislation. The requirements for operating unmanned aircraft are available on the Estonian Transport Administration website.

1.8 Maintenance and safety on the port territory

1.8.1 All persons 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. To prevent environmental pollution, vehicles and movable machinery (hereinafter: collectively referred to as machines) located and operating in the port area must be technically in order. At the request of the port authority, the machines operator (owner, user) shall provide a written certificate of the machine condition (maintenance report, technical inspection certificate, etc.). The port authority has the right to prohibit the use of machines on the port's premises that are visually observed to be technically not in order (leaks, etc.) and may require the immediate relocation or suspension of such a machine until the fault is repaired and a technical inspection is passed. The vehicle operator is responsible for eliminating pollution caused by the use of machines (oil leaks, etc.). The machine operator must ensure, at their own expense, the availability of a sufficient amount of absorbent and its subsequent proper disposal. If pollution is eliminated by the port authority or a third party, the vehicle operator bears all costs associated with the elimination of the pollution.

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 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 port captain' division.

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 emergency situations, including accidents or disturbances that threaten human life, health, the environment, property, or the functioning of services, which activate an alarm system or give rise to other justified concerns about port safety, 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.

1.8.10 Persons staying on the territory of the port must wear high visibility warning clothing and protective equipment as necessary and in accordance with established standards.

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,security requirements are presented in Chapter no 3 of the Port Act and,
- requirements of port security plans,
- Access to Port Areas of the Port of Tallinn.

Information about port security is published on the website of the Transport Administration and Port of Tallinn

1.10 Agency services

At the harbours of the Port of Tallinn shipping agency services are provided by shipping 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 Pilotage. The pilotage is organised according with the Chapter no 13 of the Maritime Safety Act “Pilotage of ship”

2.1.1 Pilotage services for entering and departing from the port are provided by Estonian State Fleet. 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 (GT) 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 upon saving human lives, prevention of an accident or reduction of damage arising from an accident
- Vessels which, due to the impact of force majeure, cannot use pilotage services
- Military vessels of the Republic of Estonia
- Military vessels of a Member Country of the North Atlantic Treaty Organization and other foreign countries with which Estonia cooperates militarily, as well as vessels of European Union Member States and European Economic Area Member States performing coastal and border guard and pollution control functions, except in cases where the vessel is using a tugboat service in the port basin for manoeuvring or entering or leaving the port, or where pilotage is required by the port authority;
- Vessels flying the national flag of Estonia with a gross tonnage of less than 20 000 are exempt from pilotage in the compulsory pilotage area, except while entering a port and leaving the port and within the port basin
- 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 Estonian State Fleet operate round-the-clock. Ordering pilot service must be in accordance with Regulation no 15 (dated 28.11.2002) of the Minister of Economic Affairs and Communications 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 Estonian State Fleet. Communication with the on-call operator shall be over the phone at +372 526 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 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 Maritime Administration (at present Transport 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 the Transport Administration website. 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:

2.2.5.1 if it is a vessel to which the SOLAS Convention does not apply (pursuant to SOLAS 1974 Convention/ Chapter I / Reg. 3(a));

2.2.5.2 if it concerns a vessel of a flag state that has acceded to the SOLAS Convention, with respect to which the port state may, if necessary, apply SOLAS/ISPS requirements (under the SOLAS 1988 Protocol / Article I(3));

2.2.5.3 if a vessel of a flag state that has acceded to the SOLAS Convention does not have a valid safety certificate, but the state has decided, after a risk assessment, to allow the ship into the port;

2.2.5.4 if the vessel's security level is higher than that of the receiving port facility;

2.2.5.5 after a security incident or the emergence of its threat at the receiving port facility or on vessels berthed there;

2.2.5.6 if required by the Transport Administration.

2.2.6 The declaration of security form has been established with the Maritime Administration (at present Transport 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 the Transport Administration website.

2.2.7 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)
- 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

2.2.8 In case of vessels entering or departing simultaneously, the Vessel Traffic Shift Manager shall determine the order.

2.2.9 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.

2.2.10 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 upon arrival of the vessel and prior to the departure of the vessel from the port.

2.3.2 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.

2.3.3 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 agent 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.

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 on the Estonian Police and Boarder Guard Board website www.politsei.ee/en.

2.4.6 The ship's captain or ship agent must notify the vessel traffic center and the Electronic Maritime Information System of the threat of the spread of particularly dangerous infectious diseases on board the vessel. Exiting and entering the infected ship is prohibited until ordered by an official of the Health Board. 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.

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 If necessary, the berthing location for a vessel shall be indicated by the port authority.

3.1.3 In port water area a vessel shall move at the minimum safe speed. 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. The speed of a vessel entering the water area of Muuga Harbour shall not exceed 12 knots. From the traverse of berth no. 9A and no. 10A to the western or eastern basin of the harbor, the vessels speed shall not exceed 7 knots. The speed of a vessel entering the water area of Old City Harbour at the traverse of North Mole shall not exceed 8 knots.

3.1.4 The distance between two vessels moored at the quay shall be at least 1/10 of the total length of the larger vessel.

3.1.5 The port authority shall release and secure the mooring ropes of vessels, except for ancillary vessels, unless otherwise agreed upon.

3.1.6 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.

3.1.7 In Muuga Harbour, mooring takes place at quays 1A, 2A, 1, 2, 3, 3A, 7, 9A, and 10A according to the mooring instructions 'Mooring Guidance for Tankers in Muuga Harbour'.

3.2 Shifting and remooring of vessels

3.2.1 Shifting of vessel in port water area is permitted only with the permission of the Vessel Traffic Shift Manager and generally with the assistance of the pilot.

3.2.2 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 Shifting along the berth is generally permitted without a pilot with the permission of the Vessel Traffic Shift Manager. 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.

3.3 Special conditions

3.3.1 In case of restricted 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, 11, 12 and 17 is permitted if northwest, north and northeast wind speeds do not exceed 14 m/s, only in case of a favourable weather forecast for the next 24 hours. The berthing of container ships and bulk carriers with length over 220 m at berth no. 17 is permitted if wind speeds do not exceed 17 m. The berthing of vessels at berths no. 31, 32, 33 and departing from there is permitted if westerly, northwesterly and northerly wind speeds do not exceed 15 m/s.

3.3.3 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.

3.3.4 The Vessel Traffic Shift Manages shall make a final decision with the approval of the Harbour Master 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.

3.3.5 Turning of vessels in the waters of the Old City Harbour is permitted only with the permission of the Vessel Traffic Shift Manager.

3.3.6 A vessel shall vacate the berth at the request of the port authority.

3.3.7 Swimming, jet skis, small rubber boats, seaplanes, rowboats and other small floating craft are prohibited in the water areas of the harbours of Port of Tallinn, unless a written agreement has been concluded with the port authority.

3.4 Towing of vessels

The use and the required number of tugboats shall be determined by the master of the vessel.

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 ship.

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.

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 The master of the vessel must ensure compliance with environmental protection requirements while in port so that no cargo or other goods, environmentally polluting or harmful chemicals, or other emissions or waste are released into the environment during the vessel's operations or during its loading or unloading operations. This also applies to maintenance and repairs of a vessel at berth. The master must ensure that disturbances (waves, noise, air pollution, vibration) to persons or vessels in the port area or in the port area during the vessel's stay in port or when the ship enters or leaves the port area are minimal and take all measures to reduce disturbances.

4.1.7 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.

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, 17, 31, 32 and 33, 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 Shift Manager. 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 Shift Manager. 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 the vessel’s Master ensures the

collection and removal of paint and cleaning residues to prevent their release them into the marine environment. Cleaning the propeller is permitted if cleaning agents are not used.

4.3.4 Disposing of and pumping any pollutants, wastewater, sewage, etc. off board is prohibited in port waters.

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

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

Phone +372 631 8588, +372 5307 7229 e-mail vs.kapten@ts.ee

Dispatcher (8:00-20:00): phone +372 631 8363, +372 526 9882, e-mail vs.dispetsher@ts.ee

4.4.2 Muuga Harbour

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

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

Phone +372 631 9532, +372 526 9971 e-mail m-kapten@ts.ee

4.4.3 Paldiski South Harbour

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

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

Phone +372 631 8810, +372 522 1757, E-mail paldiski-disp@ts.ee

4.4.4 Saaremaa Harbour

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

Dispatcher: phone +372 610 0703, e-mail saaremaa@ts.ee

4.5 Connecting of vessels to onshore supply systems

4.5.1 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

4.5.2 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 (In exceptional cases, by prior arrangement, with a minimum of 72 hours' notice in advance, vessels can be supplied with water once on berths no. 1, 3, 5, 7, 8).
- Vessels can be supplied with water on all weekdays from 7:00 to 19:00. After 19:00, vessels can be supplied with water in exceptional cases by 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.
- Vessels can be supplied with water on all weekdays from 8:00 to 19:00. After 19:00, vessels can be supplied with water in exceptional cases upon by prior agreement

4.5.2.3 At Paldiski South Harbour:

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

4.5.3 Maximum water supply per hydrant is generally 10–15 m^3/hour; at Muuga Harbour up to 20 m^3/hour and on berths no. 24–27 of the Old City Harbour up to 40 m^3/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. In Muuga Harbour, the connection of the ship to the shore power grid takes place year-round (except in storm conditions), with the parameters of the electrical connection panel being max 400A/400V/50Hz and the connection method using terminals (connection cable from the ship).

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^3/h in total), berths no. 5, 7, 8, 10, 12, 13, 14, 15 and 17 (up to 100 m^3/h on each berth) and berths no. 24, 25, 26 and 27 (up to 200 m^3/h on each berth). Wastewater is received in accordance with the Waste from ships reception and handling plan established by the port authority.

4.5.9 Reception of sewage via sewerage piping system is possible from vessels mooring at Muuga Harbour berths no. 13 and no. 14 (total up to 40 m^3/h) and berth no. 15 up to 40 m^3/h. Wastewater is accepted according to the Waste from ships reception and handling plan established by the port authority.

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 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.

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 of 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 shall submit information regarding the presence, quantity and storage location of dangerous cargo to the Division of the Harbour Master on request without delay.

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 The company providing bunkering services (hereinafter: bunkerer) must implement all necessary measures during bunkering to prevent environmental pollution.

6.2.2 The bunkerer enters his contact details, information about the type of fuel offered and the location of the operation into the Electronic Maritime Information System (Transport Administration).

6.2.3 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.

6.2.4 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.

6.2.5 Bunkering of passenger ships shall take place after the disembarkation of passengers and before the embarkation of new passengers.

6.2.6 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 and Muuga Harbour, the pollution elimination service can be requested round-the-clock through the vessel traffic centre.

6.2.7 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).

6.2.8 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.

6.2.9 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 the waste from ships and cargo residues

7.1 The waste from ships shall be received from vessels in accordance with the Ports Act and the Waste from ships reception and handling plan of the Port of Tallinn.

7.2 Information regarding the type and quantity of waste 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 the waste from ships (except cargo residues) at the port is organised by the port authority. The transfer of cargo residues is organised by the agent on behalf of the vessel. Additional information about the reception of waste 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, who, if necessary, includes representatives of operators working in the port territory..

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 person.

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.

Appendix 1. Contact information

Contact information is updated regularly on the website of the Port of Tallinn www.portoftallinn.com.

PORT OF TALLINN

Sadama 25, 15051 Tallinn	
Registry code 10137319	
Phone, e-mail	+372 631 8555, ts@ts.ee
Website	www.ts.ee
24-hour Passenger information	+372 631 8550
Access permit information	+372 631 8074, security@ts.ee
IT Helpdesk	+372 631 8051, helpdesk@ts.ee

Old City Harbour

Sadama 25, 15051 Tallinn	
Phone, e-mail	+372 631 8555, vanasadam@ts.ee
Harbour Master	+372 631 8329
Deputy Harbour Master	+372 528 6931
24-hour Vessel Traffic Shift Manager	+372 631 8588, +372 5307 7229, vs.kapten@ts.ee
Dispatcher (8:00-20:00)	+372 631 8363, +372 526 9882, vs.dispetsher@ts.ee

Old City Marina

Dispatcher	+372 631 8085, jahisadam@ts.ee

Muuga Harbour

Maardu tee 57, 74115 Maardu	
Phone, e-mail	+372 631 9502, muuga@ts.ee
Harbour Master	+372 631 9521
Deputy Harbour Master	+372 631 9530
24-hour Vessel Traffic Shift Manager	+372 631 9532, +372 526 9971, m-kapten@ts.ee

Paldiski South Harbour

Lõunasadama tee 11, 76806 Paldiski	
Phone, e-mail	+372 631 8800, paldiski@ts.ee
Harbour Master	+372 631 8805
Deputy Harbour Master	+372 506 4122
24-hour Vessel Traffic Shift Manager	+372 631 8810, +372 522 1757, paldiski-disp@ts.ee

Saaremaa Harbour

Ninase village, Saaremaa rural municipality, 93631	
Dispatcher (09.00-16.00)	+372 610 0703, saaremaa@ts.ee
Harbour Master	+372 631 8805
Deputy Harbour Master	+372 506 4122
24-hour Vessel Traffic Shift Manager	+372 631 8810, +372 522 1757, paldiski-disp@ts.ee

RECEPTION OF WASTE FROM SHIPS, GREEN MARINE AS

Uus-Sadama 24, 10120 Tallinn

Phone	+372 631 8252, +372 515 9303
E-mail	info@greenmarine.ee
Website	www.greenmarine.ee

TUGBOAT SERVICES ALFONS HAKANS AS

Staapli 8-20, 10151 Tallinn

Phone	+372 611 6190
24-hour Mobile	+372 5349 8101
E-mail	office.estonia@alfonshakans.com
Website	www.alfonshakans.fi

ESTONIAN STATE FLEET

Lume 9, Tallinn 10416

E-mail	info@riigilaevastik.ee
Website	www.riigilaevastik.ee

Pilotage service

Phone	+372 526 8432
E-mail	operaator@riigilaevastik.ee
Muuga pilot room, phone	+372 5660 1671, +372 5620 2244
Paldiski pilot room, phone	+372 504 3825

ESTONIAN TRANSPORT ADMINISTRATION

Valge 4, 11413 Tallinn

Phone	+372 620 1200
E-mail	info@transpordiamet.ee
24-hour Emergency number	+372 620 5665
E-mail	navinfo@transpordiamet.ee
Security incidents	maritime.security@transpordiamet.ee
Ice breaking info	+372 524 3842, winternavigation@transpordiamet.ee
Electronic Maritime Information System	+372 620 5667
E-mail	emde@transpordiamet.ee
Website	www.transpordiamet.ee

POLICE AND BORDER GUARD BOARD

Tallinn border crossing points
Old City Harbour, Sadama 25, Tallinn
Muuga Harbour, Maardu tee 57, Muuga
Paldiski South Harbour, Lõunasadama tee 11, Paldiski
Saaremaa Harbour, Ninase village, Saaremaa

Phone (24-hour on call)	+372 619 1260, +372 504 6454
e-mail	merepiir@politsei.ee

ESTONIAN TAX AND CUSTOMS BOARD

Customs Unit at Old City Harbour Mon–Sun (by prior arrangement)
Sadama 24, 10111 Tallinn

Phone	+372 676 4765, +372 5347 8643
E-mail	sadamate.kontroll@emta.ee

Muuga customs point
Mon–Sun 8:30–16:30
Veose 4, 74115 Maardu

Phone	+372 676 4811, +372 676 4847
Fax/Phone	+372 676 4821
E-mail	muuga.pp@emta.ee, ee121@emta.ee

24-hour Vessel Traffic Centre (Customs officers provide service via email and telephone)
Veose 4, 74115 Maardu

Phone	+372 676 4837
E-mail	laevad.pohja@emta.ee

Muuga Free Zone A-passage working hours (Mon–Fri 8:00–20:00, documents accepted until 19:30.)
Põhjaranna tee 21, 74114 Maardu

Phone	+372 676 4816

Paldiski South Harbour border crossing point
(Mon, Wed Fri 8:30–16:30, Tue, Thurs border crossing officers provide service by e-mail and telephone)
Lõunasadama tee 11, 76806 Paldiski

Phone	+372 676 4858
E-mail	ee116@emta.ee

Saaremaa Harbour service point
Mon–Thu 9–16:30, Fri 9–15:30

Tallinna 58, 93818 Kuressaare	etma@emta.ee

ESTONIAN ENVIRONMENTAL BOARD

Roheline 64, 80010 Pärnu

Phone	+372 662 5999
Short number	1247
E-mail	1247@1247.ee, info@keskkonnaamet.ee
Website	www.keskkonnaamet.ee

ESTONIAN HEALTH BOARD

Northern Regional Office
Paldiski mnt 81, 10617 Tallinn

Phone	+372 794 3500
E-mail	info@terviseamet.ee
Website	www.terviseamet.ee

Off-duty officer of the Department of Epidemiology of Infectious Diseases (NHEO) Health Board

Phone	+372 5344 0429
E-mail	ewrs@terviseamet.ee
Website	www.terviseamet.ee

Western Regional Office Saaremaa Branch
Lossi 12, Kuressaare 93816

Phone Mon–Fri 08:00–16:00	+372 5332 2819 ,
E-mail	mailto:aina.vaher@terviseamet.ee

ESTONIAN SAFETY INVESTIGATION BUREAU

Mäealuse 2/3, 12618 TallinnPhone (working days 8-17)	+372 625 6314
E-mail	info@ojk.ee
Website	www.ojk.ee

AGRICULTURE AND FOOD BOARD

Northern region
Tallinn office, plant sector
Väike-Paala 3, 11415 Tallinn

E-mail	phyto.tallinn@pta.agri.ee
Website	www.pta.agri.ee

Muuga Harbour border crossing point:
Hoidla tee 6, 74115 Maardu (postal address Maardu tee 57, 74115 Maardu)
Mon–Fri 9–08:00,-18:00

Phone	+372 631 9688, +372 520 1208
E-mail	vet.muuga@pta.agri.ee

Plant sector

Phone/Fax	+372 631 9624, +372 507 4233
E-mail	phyto.muuga@pta.agri.ee

Muuga Harbour opening times: Mon-Fri at 8:00-17:00.

COMMUNICATION SERVICES

Telia Eesti AS

Phone	123, +372 639 7130
E-mail	info@telia.ee
Website	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
Website	www.112.ee