

Port of Kokkola Ltd.
Kantasatamantie 50
67900 Kokkola
Position 63°50,5 N, 023°01,6 E
www.portofkokkola.fi
satama@portofkokkola.fi
Phone: +358 6 8242400
Business ID (VAT Number) FI2642612-2

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1. General regulations

These Port Regulations complement the laws and other regulations in force.

The rules and instructions of these Port Regulations shall be followed on the port area administered by Port of Kokkola.

The port area referred to in these Port Regulations comprises the area the boundary of which starts from Hyljeniemi (WGS-84) latitude 63°52.6' N, longitude 023°02,43'E, from there to point 63°52,69'N, 023°01,91' E, to point 63°51,18' N, 023°00,30' E, to point 63°51,10' N, 023°00,19' E, to point 63°50,74' N, 023°00,12' E to point 63°50,70' N, 023°00,19' E, to point 63°50,74' N, 023°00,12' E , to point 63°50,70' N, 023°00,59' E, to point 63°50,02' N, 023°01,90' E and to point 63°50,19' N, 023°02,28' E and from there along the shoreline to the point of Hyljeniemi.

The land and water boundaries of the port area are marked on the map attached to these Port Regulations.

The port area is defined in accordance with the Police Act as a restricted area on movement and stay. The prohibition and consequences of its breach are stated on notice boards at the boundaries of the port area.

The Port Company will inform the police, who will investigate any breach of laws and regulations as well as any suspected crime.

The Master or agent of the vessel and other operators of transport must submit all information necessary to the Port Administration for charging the port dues and promoting of safety of the Port and the vessel traffic.

Fishing in an access channel or from a bridge, in the harbour basin, on the quay or other similar locations which causes an obstruction, is prohibited. Swimming in the harbour basin and in the access channels is prohibited. Opening a channel outside the public navigation channel is permitted only if authorized by the Port Company.

2. Safety of the port area

Any person wishing to gain access to the restricted port area must upon request present an identification card or access permit approved by the Port Company or in the absence of this, provide the necessary information for granting them access,. Any unauthorized persons found inside the port area may be removed, if necessary with the assistance of Police, Customs and Border Guard Authorities.

Everybody is obliged to provide to the Port Company any information that may be significant for the safety of the Port and for the safety of the port and the shipping, as set out in the ISPS Code.

While the vessel is in Port, it shall notify the Port Company for access control purposes of any inbound and outbound movements of persons and services to the vessel.

Declarations of cargo classified as hazardous shall be made in accordance with Item 8.

Other safety instructions, such as passage permits, can be found in the Port Safety Guide.

3. Operator in the port area

The operator in the port area shall agree in writing with the Port Company on the execution as well as the safety of their operations.

4. Managing environmental issues

Operators in the port shall in their activities abide by the valid environment permits and adjust their activities to the stipulations therein. In addition, the companies shall follow the separate instructions issued based on these permits.

Operators in the port area shall designate a contact person for the management of the environmental issues.

The operators shall allow the Port Company to carry out any inspections that are necessary for the execution and monitoring of the granted environment permits for port operations in premises, machines and equipment used in the area covered by the environment permit.

The operators shall free of charge provide the Port Company with all information necessary for compliance of the provisions of the permit, as well as participate in investigations required in the provisions of the permit when these are directed at the operations in the port area of the company in question.

5. Use of machines, equipment, etc. owned by the Port Company.

The Port Company shall, when requested place its owned cranes, with drivers, and terminals, warehouses, field areas and other port infrastructure at the disposal of a contractual operator, at charges according to the valid tariff, or as agreed.

The operator is responsible for the planning and supervision of the work performed with the above mentioned equipment of the Port Company and is obliged to report any detected fault or defect.

An operator, to whose disposal the Port Company has placed, as described above, cranes with drivers, terminals, warehouses, field areas and other port infrastructure, must include these elements in their planning, execution and monitoring of the work performance of said operator. Also any safety issue related to the performance of the work in question must be considered.

6. Vessel's waste management

The waste management stipulations, collection points and contact persons of the Port are presented in the valid guidelines for ships' waste management of the Port.

The Master shall ensure that the ships' waste management guidelines of the Port are complied with in the handling and sorting of wastes.

7. Cleaning instructions for ships and cargo handling

The Master of the vessel shall ensure that no substances or waste contaminating the environment are discharged from the vessel, and that the operations of the ship does not cause any disadvantage to other users of the Port. Before and while the vessel is moored, its drains, ballast water and other outlets shall be covered to prevent water or sewage from running onto the quay.

It is the duty of the Master of the vessel or the declarant of the goods to immediately notify the Port Company of any goods that have fallen into the water or any oil or any other pollutant that has leaked into the water and to take appropriate measures for their removal.

The Operators and those handling cargo on their behalf in the Port shall take necessary steps to prevent undue dirt and noise during handling. The cargo handler and those working on their behalf shall ensure that any waste, cargo pallets and covers are carried to the appropriate locations and that any soiled areas are cleaned.

The operator is responsible for any waste resulting from their activity in the port area, and immediately after the termination of the activity they are responsible for the cleanup of the resulting waste and the disposal of it in the appropriate manner. If the operator neglects their obligation to clean the Port Company is entitled to dispose of the waste at the expense of the operator and to charge a cleaning fee in accordance with the valid tariff.

In case the handling of goods causes dust or noise that is harmful to the environment, the Port Company may interrupt the handling of such goods.

8. Notifications to the Port Company

The traffic operator, agent or master of a vessel arriving in the Port must enter the advance notices required by the Vessel Traffic Service Act and the waste notices into the PortNet System. The notice must be given at least 24 hours before the arrival or at the latest when the vessel leaves a port in the direction of a Finnish port. If the destination will be known only during the voyage, the notice shall be given at the latest when the destination is known. In addition, a final arrival notice must be given by the vessel when it has arrived at its destination.

The traffic operator, agent or master of a seagoing vessel departing from a Finnish port or anchorage shall prior to the departure of the vessel give a departure notice using the PortNet System. In addition, a notice stating its final departure time must be given by the vessel when it has departed.

Leisure boats that have been authorized in writing by the Port Company to moor in the port need not enter into the PortNet System a notice of arrival at the Port, but shall in accordance with the ISPS Code, submit a notification of the crew and passengers of the boat to the Port Company.

Vessels owned by the Finnish State are also exempted from entering a notices into the PortNet System. A berth shall, however, always be reserved.

Regular schedules of passenger and cargo vessels, and changes therein, shall be discussed with the Port Company well in advance.

Notification of any tug, water-bus, fishing trawler, bunker barge or other similar vessel engaged in a commercial activity and operating in or out of the Port shall be given to the Port Company before the initiation of any activity.

Advance notification of goods classified as dangerous shall be given to the Port Company 24 hours before such a consignment is brought into the port area, unless otherwise agreed.

Goods classified as dangerous are substances listed in the International Maritime Dangerous Goods (IMDG) Code, the European Agreement on the International Carriage of Dangerous Goods by Road (ADR) and the Regulations concerning the International Carriage of Dangerous Goods by Rail (RID).

In addition, when transporting particularly dangerous goods or large quantities of dangerous goods, it is necessary to ensure in advance that the consignment may be brought into the port area (advance enquiry).

If the vessel is arriving from an area contaminated by a generally dangerous disease or if a person onboard the vessel has during the crossing fallen ill with a disease, that is generally dangerous, suspected to be contagious or is unknown, notification of this shall in good time be given to the Port Company and advice by the Port Company shall be awaited before arriving at Port.

If an animal has died or become seriously ill onboard during the crossing, notification of this shall be given to the Port Company, in order to receive instructions from the veterinary authorities.

9. Arrival of the vessel and berthing in the Port

The maximum speed permitted is indicated by means of water traffic signs. The speed shall be adjusted so that it does not cause damage, inconvenience or danger.

Pilotage is not compulsory in the port area. The sea pilots are permitted to pilot in the harbour area at the request of the ship's master.

The vessel shall be moored or anchored at the location indicated by the Port Company, and it may not be moved to another location without permission from the Port Company. The berths are mainly allocated in the order of arrival in Port. The Port company can make an exception from this on a case by case basis.

The Master of the vessel shall be aware of the current water depth at the berth.

While mooring and casting off the vessel as well as while the vessel is moored at berth, necessary care shall be taken to avoid damaging the quay and cranes on it, as well as any fixed equipment and constructions located on it. The Port Company can also order the vessel to use towing assistance when mooring and casting off.

Use of anchors on the quayside is forbidden. When moored to the quay, the vessel shall use a sufficient number of fenders.

Gangways and accommodation ladders shall be fitted with handrails and protective netting and shall be illuminated during the hours of darkness.

Davits, derricks, cranes, accommodation ladders and other equipment reaching over the vessel's sides shall be positioned so that they do not hamper the movements of the cranes on the quay nor vessel traffic on the seaward side.

Propellers of a berthed vessel may only be run at dead slow speed for testing while standing by for departure, except when otherwise agreed with the Port Company.

The vessel shall be moved to another berth if the Port Company so decides. Any vessel in the port area, unless laid up, shall be adequately manned to enable shifting manoeuvres at any time.

Tankers transporting dangerous goods and, when ordered to do so by the Port Company, any other vessel shall after mooring pay out two towing lines for emergency towing, one fore and the other aft at the vessel's seaward side with the eyelets close to the water surface.

Mooring a laid-up vessel in the Port requires the permission of the Port Company. The vessel shall be moored in the place and manner as instructed and approved by the Port Company. The owner or the party in possession of the vessel shall ensure the good quality and conditions of the moorings at all times, so that the vessel cannot shift due to changes in the sea water level.

The owner or the agent of a laid-up vessel shall entrust the maintenance of the vessel to a reliable person, whose name and address shall be given to the Port Company.

Boats used for recreational purposes shall avoid unnecessary movements in the harbour area and always give the right of way to commercial vessels.

Boats referred to above must not without permission be moored on berths designed for loading or unloading of vessels, on beacons or other navigation marks or elsewhere where they may obstruct traffic.

10. Unloading, loading and storage of goods

While unloading and loading goods, care shall be taken not to damage structural parts of the quay or port equipment used in the loading or unloading operations. When placing heavy cranes on the dock, the crane owner shall check the bearing capacity of the quay with the Port Company and obtain their approval for the location of the crane. Goods or cargo units may not during the loading or unloading operations be placed in the way of quay cranes, on the quay, streets, passages, in front of warehouse doors, on top of fire hydrants, in front of life-saving equipment or anywhere, where they may prevent the use of these or interfere with traffic.

Any privately owned stevedoring gear and work machinery used in the port area shall be marked with the name or logo of their owner, and in case of machinery also with an ID number. Stevedoring gear and work machinery may not be left on the quay area after the work has ended.

Dangerous goods shall be unloaded and loaded on the condition that they, with the exception of bulk goods, have been marked with appropriate labels, for example with IMDG Code markings, or that they are packaged in conformity with the aforementioned Code or in another appropriate manner.

If such dangerous goods are not labelled or packaged as described above, the Port Company may forbid their unloading from the vessel and their transport by land to the Port area for loading, or undertake other safety measures.

When unloading and loading dangerous goods in bulk, the master of the vessel or the declarant of the goods shall, on the request of the Port Company, arrange for efficient surveillance and take other safety measures at their cost. The access of unauthorized persons to the unloading and loading area shall be prevented by warning notices and appropriate barriers.

When liquid fuels are unloaded and loaded in the oil port, the own safety guidelines of the port/terminal shall also be adhered to.

If vermins are found in the cargo of a vessel, unloading shall cease immediately. The master of the vessel is obliged to report this to the Port Company and to await their advice before continuing the unloading.

When storing goods in the port area, storage instructions must be adhered to. Goods that cause inconvenience or damage because of a leakage, smell or any other reason shall be immediately removed from the port area by their owner.

Explosives and radioactive substances may only be stored in the Port area if permitted by law or statutory act, or if permission to do so has been granted based on law or statutory act.

11. Road and rail traffic

The traffic in the port area is governed by the principles of the Road Traffic Act. The highest permissible speed of vehicles, the parking areas and other traffic arrangements are indicated by traffic signs.

All vehicles shall give way to trains, passenger passageways and cranes moving on rails, and other equipment on rails. Parking on the tracks of cranes or trains is prohibited

Vehicles, which exceptionally are moving in work and quay areas, shall use flashing lights. CE marked, visible, protective clothing shall be worn when stepping out of a vehicle in work or quay areas.

The use of motor vehicles on ice covered water areas is separately regulated.

12. Life-saving rules

The companies working in the port area must designate a contact person, who is responsible for the management of safety matters and participate in the preparation of the life-saving plans, the acquisition of necessary equipment and drills, with a share that is proportionate to the risks of their activities.

Any marked fire passage in the warehouses and storage areas in the port area as well as routes to the fire hydrants, fire wells and fire extinguishing pipes shall be kept clear at all times. The fire-fighting and life-saving equipment, automatic fire detection and life-saving appliances, as well as automatic fire detection and extinguishing devices shall continuously be kept in working order at all times and portable fire extinguishers shall be easily accessible.

All fire work requires permission by the Port Company.

If the cargo of a vessel includes inflammable goods, the making of open fires, repair work producing sparks and smoking are prohibited on the open decks of the vessel as well as in the vicinity of the vessel both on the quay and on the water.

A tanker shall immediately after mooring be earthed by means of an earth cable. This earth cable may only be disconnected when the vessel departs from the port. The ventilation of such tanks onboard the vessel where inflammable substances have been carried is prohibited without the permission of the Port Company.

Open fire and smoking outdoors is prohibited on quays and in storage areas for inflammable liquids. This prohibition also applies to the water area within a 50 meter radius of the storage areas, quays and vessels.

The crew of vessels in the Port shall take part according to their capability in the rescue operations and the removing of vessels from locations under risk according to the instructions of the authorities.

13. Measures in the event of damages and violations

If a vessel or a boat has run aground, submerged or sunk, its owner or the party in possession of it shall remove it as soon as possible.

If the sunken vessel or other object in the water causes danger or obstruction to the traffic, its owner or the party in possession of it shall mark it with warning signs. If this is not done, the Port Company shall take care of the marking at the cost of the owner or the possessor.

If the quay or other port equipment is damaged by a port user, the damage shall immediately be reported to the Port Company. The Port Company will after such an incident arrange for a survey to estimate the costs of the damage. The party, who has caused the damage, will be invited to attend the survey.

If a vessel, a boat or goods has been placed in the port area without permission or otherwise in a manner that is in violation with the Port Regulations or obstructs traffic and the master, haulier, owner or declarant does not arrange for having them removed, they can be removed by the Port Company at the cost of the relevant party.

If any goods, machinery or vehicle is placed in the land area of the port against the stipulations of the Port Company and the master, haulier, owner or possessor does not arrange for having them removed, they can be removed by the Port Company at the cost of the relevant party.

The Port Company may refuse any person that breaches any of the stipulations of these Port Regulations entry to the port area. In addition the violator is obliged to pay for all damages and expenses that they have caused. Any breach of laws and regulations will be punished according to relevant legislation in force.

14. Demands for compensation and limitation of responsibility

Claims or demands for compensations from the Port Company shall be submitted without undue delay. If the claim is made later than 30 days after the event or from the date the sufferer noted the event, the claimant will lose their right of appeal if the claimant is an entrepreneur.

A complaint against the Port Company must be lodged within one year from the date of the damage or the sufferer was informed of the damage. The claim shall be brought before the court in the domicile of the Port Company, unless otherwise agreed. The court shall be governed by Finnish law.

15. Supplementary technical instructions

The Port Regulations are supplemented with the following technical instructions:

- *Port and terminal information book*
- *Port Safety Guide*
- *Other separately issued instructions*

These Port Regulations have been confirmed by the decision of the Board of Port of Kokkola on 16 September 2015 in Kokkola.

The Port Regulations are in force as from 1 October 2015, until further.