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1. General regulations

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

In the port area managed by Port of Kokkola Ltd. (hereinafter referred to as the "Port Company") the provisions and instructions of these Port Regulations shall apply. The port area referred to in these Port Regulations shall consist of the area described in Appendix 1.

The port area is defined as a restricted area for movement and stay in accordance with Chapter 9, Section 8 of the Police Act (872/2011). The prohibition of its infringement and the consequences thereof are stated on notice boards and signposts at the boundaries of the port area.

When needed, the Port Company will inform the police of the infringement, 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 the general safety of the Port and the vessel traffic.

Fishing in a fairway, access channel or from a bridge, in a harbour basin, on a quay or other similar locations which may cause an obstruction or danger, is prohibited. Swimming in the harbour basin and in the fairway or the access channel 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

Anyone entering the restricted port area must be familiarized with the Port Safety Guide available on the Port of Kokkola website (www.portofkokkola.fi) and act as therein required. Unauthorized persons encountered in the port area can be removed, if necessary, with the assistance of the authorities.

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

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

The use of drones in the port area is prohibited without permission from the Port Company.

Other safety instructions can be found in the Port Company's Safety Guide and the Port and Terminal Information Book (Appendix 2).

3. Operator in the port area

An operator in the port area shall agree in writing with the Port Company on the execution as well as the safety of their operations. The operator and the Port Company shall sign a cooperation agreement on safety.

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 own 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. Also, any safety issue related to the performance of the work in question must be considered.

6. Vessel's waste management

Waste management regulations, collection points and Port Company contact persons are presented in the Port Company's Safety Guide (Appendix 2). The Master must ensure that the handling and sorting of the ship's waste comply with the regulations of the Port Company.

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 do 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 leakage of water or sewage, etc., 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 may have leaked into the water and to act appropriately 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 institutional waste is transported to the appropriate location 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 operator, agent or master of a vessel arriving in the Port must submit the advance notices required by the Vessel Traffic Services Act, including waste notifications, to the official notification system of the Finnish authorities. The notice must be made at least 24 hours before arrival or at the latest when the port of destination is known. In addition, the vessel must provide a final arrival report upon arrival.

The operator, agent or master of a vessel departing from the port of Kokkola or its anchorage must submit a departure notice using the official notification system prior to departure. In addition, the vessel must give a notice stating its final departure time when it has departed.

Vessels owned by the Finnish state may be exempted from making the above-mentioned notifications.

A safety data sheet must be submitted to the Port Authority for all products handled in the port area.

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 massive 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, to receive instructions from the veterinary authorities.

9. Arrival of the vessel and berthing in the Port

The port company requires that all arriving and berthed cargo vessels fully comply with ITF requirements.

The speed and movements of the vessel must be regulated so as not to 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.

Berths are allocated by default on a first-come, first-served basis. The Port Company may deviate from this rule on a case-by-case basis. The vessel must be moored at a location designated by the Port Company. It may not be placed, shifted or moved without the Port Company's permission.

The Port Company reserves the right to require that tugs be used during arrival and departure at the ship's own expense near vessels engaged in risky cargo operations (e.g. ammonia handling). In exceptional cases, if public safety so requires, the Port Company may also order the vessel to use, at its own expense, tug assistance to assist the vessel upon arrival, departure or transfer.

The port company supports and encourages virtual arrivals, or the equivalent, and they are treated in the same way as physical arrivals in terms of berth allocation. Therefore, vessels that proceed to the port at an economic rate will not be disadvantaged, provided that they do not endanger or delay the commencement of cargo operations. The use of the virtual arrival system must always be agreed with the Port Company in advance.

The master of the vessel must always be aware of the current water depth.

During mooring, unmooring and berthing, care must be taken to ensure that the berth, structures, cranes and equipment on it are not damaged.

The use of anchors on the quayside is prohibited.

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. In the All Weather Terminal (AWT), engines may only be used if this has first been approved by the Port Company, to avoid false fire alarms caused by exhaust fumes.

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.

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 superior 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 dependable person, whose name and contact information 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. Mooring on quays, beacons, other navigational markers or anywhere else where they may obstruct traffic is prohibited.

10. Unloading, loading and storage of goods

When loading and unloading cargo, care must be taken not to damage the structural components of the quay or port equipment. When placing heavy cranes, equipment or cargo on the quay, the operator is responsible for being aware of the load-bearing capacity of the quay. Goods and cargo units must not be placed in the path of dock cranes, walkways, rails, in front of warehouse doors, on fire hydrants, in front of life-saving equipment, or anywhere where they may prevent their use or interfere with traffic.

Privately owned stevedoring equipment and machinery used in the port area must be marked with the owner's name and logo, and in the case of machinery, also with an identification number. Stevedoring equipment and machinery must not be left in the quay area after work has been completed, unless otherwise agreed.

Hazardous materials must be unloaded and loaded if, with the exception of bulk goods, they are marked with appropriate labels, for example IMDG Code markings, or they must be packaged in accordance with the aforementioned code or applicable regulations. The Port Company requires that the operator supervises that all persons involved in the handling of hazardous materials are trained and certified in accordance with their duties and regulations.

If such hazardous goods are not labelled or packaged as described above, the Port Company may prohibit their handling in the port area, and/or undertake other necessary safety measures.

When unloading and loading hazardous 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 necessary safety measures at their own 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 safety guidelines of the port/terminal shall also be adhered to. The tanker must be secured with a ground cable immediately after mooring. The ground cable may only be disconnected when the vessel leaves the port. Ventilating tanks containing flammable substances or residues is prohibited without the permission of the Port Company.

If vermin 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 leakage, smell or any other reason shall immediately be neutralised or removed from the port area by their owner. The operator must take into account any safety data sheets for the identification of hazards when handling goods.

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 and equipment units shall give way to trains, cranes and other equipment moving on rails, and other equipment on rails. Parking on the tracks is prohibited.

Vehicles operating on the quays and in the operational areas must use flashing lights. High-visibility clothing and a helmet are mandatory when exiting the vehicle on the quays and in the operational areas.

For more information, see the Safety Guide (Appendix 2).

Port of Kokkola operates as the infrastructure manager in the area and has a valid safety permit. The safety management system defines the operations on the rail network and the Rail Traffic Service Description describes the key operating methods of the rail network, which can be found on Port of Kokkola's website (Appendix 3).

12. Rescue regulations

The companies working in the port area must designate a contact person, who is responsible for the management of safety matters and who participates 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.

The marked fire escapes and the access routes to fire hydrants, wells, pipes and extinguishers in port warehouses, storage areas and rescue routes must be kept clear at all times. Fire-fighting and life-saving equipment as well as automatic fire detection and extinguishing equipment must be kept in good working order and easily accessible at all times.

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.

Open fire and smoking outdoors is prohibited on quays as well as 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, according to their capability, take part 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 party in possession.

If a ship, boat, machine, vehicle, goods, etc. are placed in the port area without permission or in a manner that is in violation of the Port Regulations or that hinders traffic, and the ship's master, haulier, owner or declarant does not arrange for having them removed, the Port Company may remove them at the expense of the part concerned.

If a port user damages a quay or other port equipment, the damage must be reported to the Port Company immediately. After such an event, the Port Company will arrange an investigation to assess the extent and costs of the damage. The party who caused the damage will be invited to the investigation.

The Port Company may refuse any person, company or organization that is in breach of 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. Claims for compensation and limitation of liability

Claims for compensation presented to 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 injured party 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 date the injured party was informed of the damage. The claim shall be brought before the court for the place of domicile of the Port Company, unless otherwise agreed. The court shall be governed by Finnish law.

15. Supplementary instructions

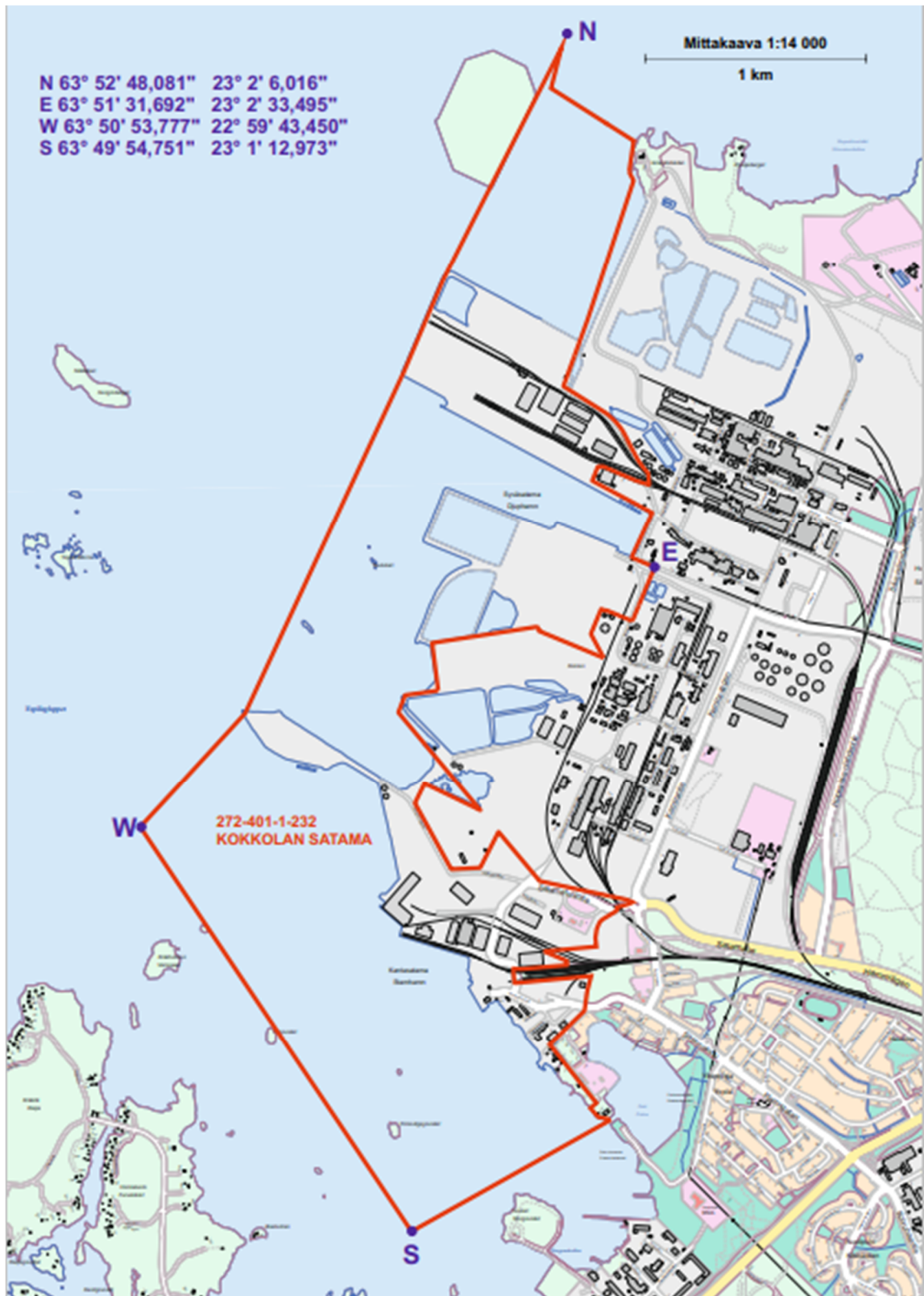
The Port Regulations are supplemented with the following instructions:

- Port and Terminal Information Book
- Safety Guide
- Railway service description
- Other separately issued instructions

These Port Regulations have been confirmed by the decision 21st February 2025 § 20 of the Board of Port of Kokkola.

The Port of Kokkola Ltd Port Regulations are in force as of 25th of April 2025.

16. Appendix 1. Map of the port of Kokkola



17. Appendix 2. Safety Manual and Port and Terminal Information Book

<https://portofkokkola.fi/wp-content/uploads/2023/06/TURVAOPAS.pdf>

<https://portofkokkola.fi/wp-content/uploads/2024/04/PORT-AND-TERMINAL-INFORMATION-BOOK-4.4.2024.pdf>

18. Appendix 3. Railway Service Description (Fin)

<https://portofkokkola.fi/wp-content/uploads/2024/06/Kokkolan-Satama-Oy-palvelupaik-kakuvaus-28.06.2024.pdf>