



THIS INSTRUCTION FOR OPERATORS IS A SUMMARY OF PRACTICAL PROCEDURES AT THE PORT.

At the area of Port of Pietarsaari port regulations, acts, degrees and other provisions define operational procedures.

The Port of Pietarsaari operates as a general port. The port consists of the quay areas of Pargas, South, Buskö and Laukko.

Port of Pietarsaari operates in accordance with ISO—9001 certificates and maintains constant interaction with its stakeholders operating at the port area. Beside of safety and security, through the development of the legislation environmental aspects became one of the most important operational requirements.

PORT REGULATIONS

Port regulations describes the rules of the Port in detail and are available in full on internet pages www.portofpietarsaari.fi.

ACCESS PASS PROCEDURE

Access to the port area requires an access pass. The access pass applications are processed and granted by Port Administration.

Without valid reason conveyance in the port area is prohibited. Due to ISPS regulations the port is not able to accept vehicles without advance notification.

According to the advance notification a temporary transit permit is granted for visitors or transportation.

Transportation companies and visitors must apply the transit permit through the company they deliver or carry cargo or where they visit. Transit permit is personal and in the vehicle of the company car orientated.

In all issues concerning access passes contact **Port Control**
Tel. + 358 6 723 1388, fax: + 358 6 723 0300
VHF 16 & 13, portcontrol@jakobstad.fi

SAFETY AND SECURITY

The Port of Pietarsaari applies the international ISPS Code as well as assessments and security plans accepted by the Finnish Maritime Administration. Safety and security matters require for instance the following notices: IMDG advance information on vessels, advance information on transport and advance information on visitors.

The Port of Pietarsaari is responsible for the relevant maintenance of the dock area and traffic areas within the Port.

The quay-specific load-bearing capacity must be verified in conjunction with the use of cranes; the quay-specific information has been delivered to the operators.

All special transport and its arrangements within the Port area must also be agreed upon separately.

Photographing and video recording at the Port area are prohibited without permission from the Port of Pietarsaari.

Port lighting is controlled by on-duty service at **Port Control in centralised manner. Tel. + 358 6 723 1388, fax: + 358 6 723 0300, VHF 16 & 13, portcontrol@jakobstad.fi**

OCCUPATIONAL SAFETY

The Port of Pietarsaari requires that everyone uses CE safety clothing provided with the employer's logos to ensure the visibility of personnel at the Port Area. Identification cards supplied by the Port of Pietarsaari is worn by permanent personnel working within the Port Area.

The speed limit for land traffic in the Port area is 30 km/h. An amber flashing light must be used on the roof of service vehicles and all machinery. Pedestrian traffic is only permitted on marked routes on the edges of the quay.

Containers or other equipment must not be placed or stored on traffic routes even temporarily.

At railroads, the space required by rail traffic must be taken into account.

Hot work permits at the Port Area are granted at telephone number Tel. +358 44 7851 680.

Port of Pietarsaari requires that all parties operating at the Port have Occupational Safety Card. The card indicates that its bearer has general induction training in occupational safety matters.

Whenever construction or repair work is carried out or commissioned at the Port area, the relevant operator must draw up a project specific occupational safety document (Rak VNp 629/94) that describes the specific occupational safety risks and hazards of each work areas.

Port of Pietarsaari requires that all construction projects by the operators are informed. Smaller projects require a construction notice and projects specified in the Finnish Construction Act require construction permit, for which Port of Pietarsaari gives a statement to the construction authorities.

Violation of regulations will lead to the cancellation of the access pass

ENVIRONMENTAL MATTERS

Port of Pietarsaari is informed immediately of any damage, emissions and their detection.

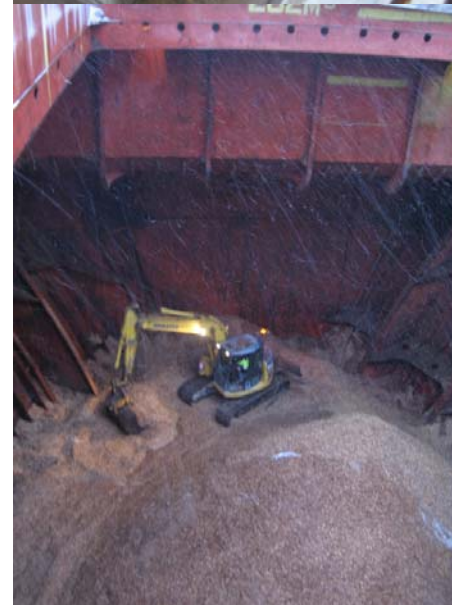
Cargo handling must be planned and carried out so that there are no emissions to the sea, air or ground. This must especially be taken into account in the handling of fine-fraction and light-weight bulk.

Rainwater inlets in the quay must be closed with detachable covers during bulk loading and discharging. After cargo handling, dirty areas must immediately be cleaned from loose material.

The possibility of oil leaks must be minimised. The storage and handling of fuels and chemicals within the Port area must be arranged so that harmful substances are not released to the environment and that they cause no risk of contamination. If oil leaks to the ground, the contaminated area must be cleaned immediately and the oil leak must be reported to the **Port Control Tel. + 358 6 723 1388**.

Prevention of contamination must also be taken into account in the handling of waste generated as a result of operation.

Littering is prohibited. Idle running vehicles are prohibited.



**GENERAL
EMERGENCY
NUMBER
112**

On-duty of Port of Pietarsaari VHF

Channel 13 & 16 (12 working channel)

On-duty service of Port of Pietarsaari-Port Control (access permits, photography, hot work, damages)

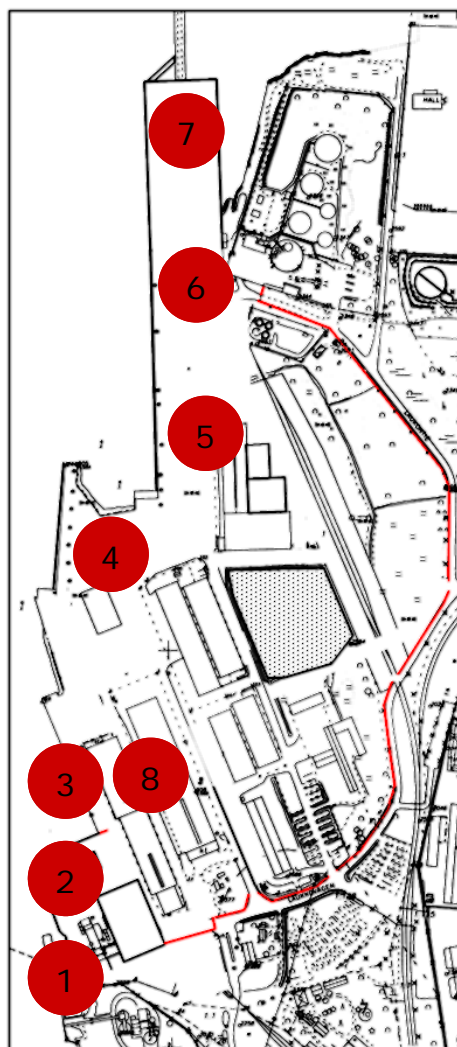
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Port Administration

+358 6 723 1628



- 1 Pargas (100 m / 6m), PQ
- 2 Port Administration
- 3 South (165 m / 7,4 m), SQ
- 4 Buskö (160 m / 7,4 m), BQ
- 5 Laukko I (152 m / 9 m), LQ1
- 6 Laukko II (150 m / 9 m), LQ2
- 7 Laukko III (200 m / 9 m), LQ3
- 8 Port Operator