

THIS INSTRUCTION FOR VESSELS IS A SUMMARY OF PRACTICAL PROCEDURES AT 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 at Port Administration.

Vessels deliver a crew list to their agents who delivers them to the Port Administration. Vessel informs port control about crew alterations.

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 trough 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 the 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.

Vessel arrivals must be reported to the Port 24 hours before arrival.

Photographing and video recording at the Port area are prohibited without the 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 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.

Measures relating to the cargo handling of the vessel include:

- No action by the vessel may cause sparking.
- While unloading liquid, the protective zone extends to a distance of 25 meters from the vessel.
- Cargo handling is operated through co-operation between the operator and the captain of the vessel by following accepted safety regulations.
- Specific attention must be paid to moving cranes, rail and road traffic and unprotected edges of port quays.

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

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

The vessel considers the following procedures and act accordingly:

- VHF channels 13 & 16 are used at the Port Area.
- The pilot stays onboard until the vessel is safely moored to the quay. In special cases permission to transfers without a pilot is given.
- Mooring permit and permit to leave the Port.
- The vessel gives warning of potential risks, such as breaking of bow mooring ropes.
- Unnecessary use of propulsion is to be avoided while the stern ropes are being fastened. There is a potential risk of ropes going under the ice in the winter.
- When mooring, unnecessary throwing of the heaving line must be avoided (single long line is recommended, with mooring rope becket tied in the middle of the line).

ENVIRONMENTAL MATTERS

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

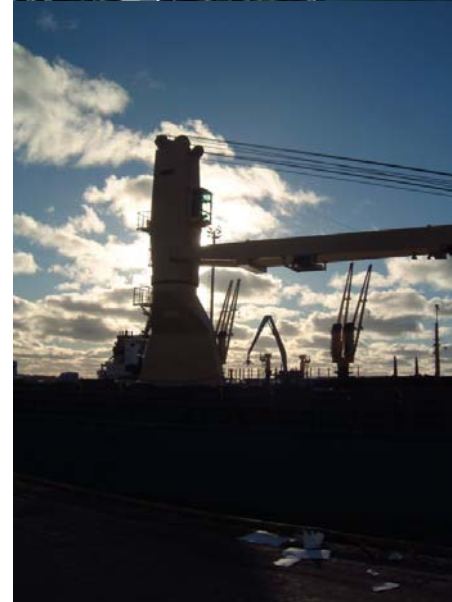
The Port has centralised waste management. Waste is sorted in accordance with the instruction for vessel waste management.

Delivery of any waste requires an advance notice to the Port Control, p. +358 6 723 1388, portcontrol@jakobstad.fi. Delivery must be supervised by the Port Control. It is forbidden to leave waste outside the waste collection station.

The receipt of oily waste or sewage requires an advance notice 24 hours prior to the intended time of delivery to the **Port Control, p. +358 6 723 1388, portcontrol@jakobstad.fi**.

Waste collection system of the port of Pietarsaari does not include ballast water of tankers and washing water of tank waste originating from cargoes IMDG/ADR/RID -classes. Regarding these types of waste, vessels must order direct service from waste management company.

It is prohibited to throw waste and any other objects into the sea. Littering is prohibited and leaving snow and ice on the quay in the winter is also prohibited.



**GENERAL
EMERGENCY
NUMBER
112**

On-duty of Port of Pietarsaari VHF

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

ISPS PFSO

Port Administration

Information for crew

Map of Pietarsaari

Taxi

Tourist Service of Pietarsaari

Channel 13 & 16 (12 working channel)

+358 723 1388
fax. +358 6 723 0300
portcontrol@jakobstad.fi

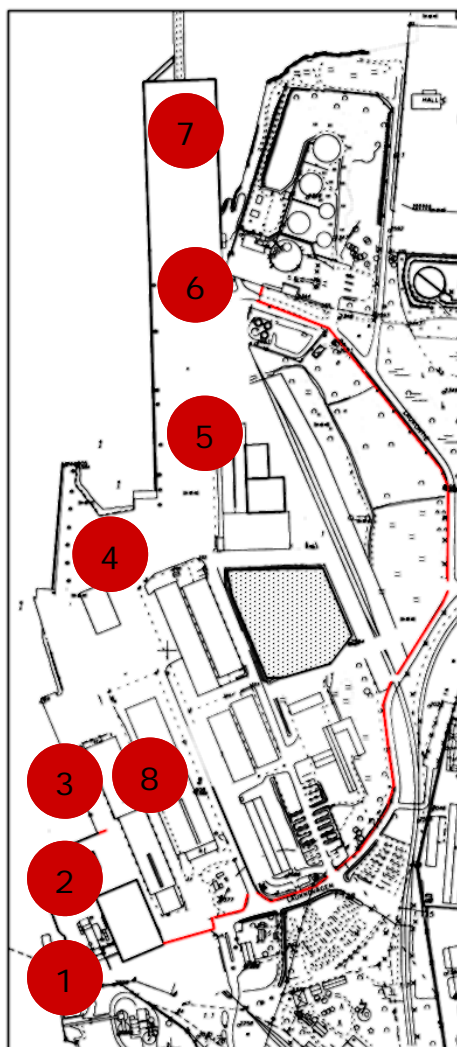
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port@jakobstad.fi

+358 6 723 1628

www.pietarsaari.fi

+358 6 100 417

Kauppatori 1, 68600 Pietarsaari
+358 6 723 1796



- 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