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## **INKOO SHIPPING AND KANTVIK SHIPPING, PORT REGULATIONS**

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## **1. General regulations**

These port regulations are a supplement to currently valid legislation and other decrees.

These port regulations and instructions are applicable in the area administrated by Inkoo Shipping Oy Ab. The borders of the port area are outlined in the attached map.

The port company reports all suspected crimes to the police.

The master of a vessel, or his agent, must submit all necessary details to the port company, for debiting of fees and dues, and for encouragement of the safety of the traffic and of the port.

Photographing and video recording in the closed area is permissible only with approval from the port company.

## **2. Safety in the port area**

Companies operating in the port must comply with the instructions and security regulations given by the port company.

Companies operating in the port must appoint a contact person for management of security issues. Long term operating companies and companies with lease agreements must additionally join the access control system.

A person seeking access to the closed area, must on request present his access permit, prove his identity by identification approved by the port company, or if neither of these are presentable, give necessary personal data for admitting access. Unauthorized persons staying in the port can be dismissed, if necessary with help from the police, the customs' or the coastguard.

CE-marked, high visibility clothing and a helmet must be worn in the port area.

Anybody is obliged to give potentially relevant information to the port company for maintaining the security in the port, and the port- and navigational security intended in the ISPS code.

While staying in port, the vessel must notify the port company about any arriving and departing visitors, and traffic supporting or supplying the vessel.

### **3. Management of environmental issues**

Companies operating in the port must pay attention to currently valid environmental permissions, and comply with the regulations. Additionally, the companies must comply with any separate regulations given on the grounds of these permissions.

Companies operating in the port must appoint a person for managing environmental issues.

The companies must allow the port company to carry out inspections, necessary for implementation and monitoring of the environmental permissions, in their premises, machinery and devices.

The companies must, without compensation, hand over necessary information for compliance with the rules and conditions, and take part in the environmental assessments required by the conditions of the permit, as far as it focuses on the company's activity in the port.

#### **Disposal of ships' garbage**

The ships' garbage disposal guide of the port presents the valid instructions for disposal of garbage, the collecting stations and the contact persons.

The shipmaster must care for that the garbage disposal guide is followed when processing and sorting garbage.

### **Regulations for maintaining cleanliness for ships, and in handling of goods**

The shipmaster must care for that no contaminating substances run into the natural environment, or into the built up areas in the port, and for that no activities onboard cause unreasonable inconvenience for other users of the port.

The shipmaster or goods holder is obliged to immediately report goods, oil or any other contaminating substances that has fallen into the water, and start immediate actions to remove the same.

A person carrying out handling of goods, or his subordinate, must care for that the activity doesn't neither cause unnecessary pollution, nor unnecessary noise. They must also care for that scrap, cargo residues, dunnage, tarps and covers are brought to the assigned places, and that the stained fields are cleaned. Fields that despite demand, are left uncleaned, will be cleaned on the goods holders expense.

The port company can interrupt the handling of goods whenever it generates dust or noise that harms the environment.

#### **4. Compulsory notices to the port**

The operator, agent or the master of a vessel approaching the port must submit the advance notices required by the act on vessel traffic service, to the PortNet data system. All other notices are to be submitted as required by the port company.

Schedules, and changes in schedules for vessels in regular passenger traffic or transport of goods, must be negotiated in good time, on beforehand.

Commencement of regular traffic in the port, as well as operating tug boats, water-buses, trawlers or similar (e.g. bunkering barge for LNG) vessels in commercial trade, from the port must be negotiated with the port company on beforehand.

Pre notification about dangerous goods must be done to the port company 24 hrs prior to arrival to the port, unless otherwise agreed. The goods are considered as dangerous whenever so determined in the international maritime dangerous goods code (IMDG-code), in the European agreement on international road transports (ADR) or regulations on transport of dangerous goods on railways (RID).

Whenever transporting considerable great quantities, or especially hazardous or dangerous goods, a confirmation in advance must be obtained for bringing such goods into the port area at all.

A vessel arriving from a port contaminated by any infectious disease, or if somebody on board has become diseased in some general hazardous contagion, or unknown disease, must report this, well in advance, to the port company, and wait for instructions before entering the port (free pratique).

If, during the voyage, an animal has died or got seriously ill, this must be reported to the port company, to receive instructions from a veterinarian.

## **5. Placing a vessel, and getting about in the port**

The highest permissible speed and other restrictions are expressed by signs for navigation. Besides this, the vessels' speed must be controlled case by case so that no damage, harm or risk is caused to the port itself, installations or constructions, vessels or anybody else using the port.

Berths are in general assigned in order of vessels' arriving. The port company can impose exceptions in this.

A vessel must be moored in a place imposed by, and in a way accepted by the port company. The owner or the holder of a vessel must supervise that the moorings are perpetually serviceable. The shipmaster ought to be aware of the prevalent water depth at his vessels' location.

In mooring and unmooring, as well as when staying at berth, necessary carefulness is to be taken notice of, to avoid damage on cranes and other appliances on the berth. The port company might impose that a pilot and/or a tugboat is assigned for assistance when moving in the port.

Usage of the vessels anchor beside the quays is prohibited. A sufficient number of fenders must be placed on the outside of a moored vessel.

A gangway must be placed from the vessel to enable a safe route to the quay. Only access bridges and gangways equipped with handrails and a safety net can be used. All routes must be lit in darkness.

All davits for boats, derricks, cranes, gangways and other out-sticking objects, must be placed so that neither the moving of port cranes, nor other vessels passing by on the sea side is blocked.

Unless differently agreed with the port company only slow speed rotation, for testing, is allowed on the propeller when preparing for departure.

Clearing of snow and ice from the vessel to the quayside is prohibited.

A vessel must be shifted to another berth on the port company's requirement. Any vessel in the port must be manned with a

sufficient crew, to enable shifting of the vessel, whenever necessary.

A laid up vessel, or any floating construction, can be placed in the port on long term conditions, only with admission from the port company. For the maintenance of such vessel, or construction, a trusted person must be assigned by the owner or his agent, and the name and address handed to the port company.

## **6. Unloading, loading and storage of goods**

Care must be taken for that no quays or equipment is damaged in discharging or loading. Before placing heavy cranes on the quays, the crane owner must make sure of the strength of the quay and obtain a permission of placement from the port company.

Goods and units must neither be stored nor, when discharging or loading is in progress, be placed hampering the port cranes, nor on the quays, traffic routes or their exclusion areas, paths, or in front of doors to warehouses, on fire hydrants, in front of life saving equipment, neither in any place where they might hamper use of these, or for the traffic.

If vermin or similar organisms or creatures that can be categorized likewise, are observed in a vessel's cargo, the discharging of the cargo must be interrupted immediately. The shipmaster is obliged to report the case to the port company, and await their instructions before resuming the discharge.

### **Cargo comprising dangerous goods**

A precondition for loading or discharging dangerous goods is that, unless the goods are in bulk, it is appropriately marked, e.g. in accordance with the IMDG-code, or packed as in the said code, or in another appropriate way.

Unless such goods are either marked or packed in the above mentioned way, the port company can deny discharging from the vessel, or deny the goods to be brought by land to the port area for loading, or make other precautions.

When discharging dangerous goods in bulk, the master, or the goods holder is obliged to arrange sufficient and efficient watching and make other precautions on their own account, whenever the port company insists. The company responsible for the operations must secure that no outsiders get access to the working area.

Dangerous goods and residues may be stored only in allocated warehouses and stockyards.

Explosives and radioactive substances can be kept in the port area only if this is allowed by law or decree, and a permit based on these is issued.

Whenever discharging or loading liquid fuels in the oil harbour, the international industrial code (ISGOTT) and the security instructions from the port on handling liquid fuels, is applicable.

## **7. Road traffic (vehicles)**

The basic principles of the Finnish road traffic act are applicable in the port area. The highest permissible speed, parking lots and other arrangements are shown by traffic signs.

Parking arrangements in the port are shown by parking signs, and parking is allowed only in these places. Parking elsewhere brings along liability to compensations in the case of accident.

All vehicles are required to give way to any port appliance on rails.

The driver of a vehicle stopped or parked at the rails of a crane is not allowed to leave his vehicle.

Work that is performed nearby the rail or within the reach of a crane must always be reported to the port.

Rules on driving on an iced surface of waters are found elsewhere.

The port company is not liable to compensation for damage to vehicles.

## **8. Regulations on rescue**

Marked roads and paths for rescue and salvage in the warehouses and stockyards in the port, as well as fire hydrants –traps and –wells, and routes to pipelines must always be kept free from obstacles and trafficable. Rescue and salvage equipment, as well as automatic fire sensors, alarms and firefighting appliances must be continually kept in good order and the first-hand extinguishers easily reachable.

If a vessel carries flammable substances as cargo, the making of open fire, sparking work and smoking is prohibited in the vessels outer areas, and the nearby berths and waters.

Ventilation and washing of tanks and holds, where flammable or dangerous substances has been stored or kept, is prohibited without the port company's approval.

Making open fire, sparking work and smoking is prohibited in areas where flammable fluids and liquid containers are stored. The prohibition is in force also in the waters within a distance of 50 meters from the quays and vessels in such area.

Any crew member on a vessel in the port must participate, in accordance to his ability, in the salvation, and in shifting vessels away from hazardous places in accordance with instructions from the authorities and from the port company.

## **9. Regulations on boating and other leisure activities**

Recreational boating in the port area is in general forbidden. Exceptions can be made by a separate permit from the port.

Fishing in the closed area of the port, in a fairway, from a bridge or the quays, and in the port basin is forbidden. Swimming in the port basin or in the fairway is forbidden. Opening of a fairway outside the established fairway is allowed only with a permit from the port company.

A permit is always needed for arrangement of any tournament, game or other happening in the grounds managed by the port company.

## **10. Measures to be taken in case of accidents or violations**

A vessel or boat that has grounded, capsized or has sunken in the port, must be removed as soon as possible by the owner or holder.

To shallow the waters is prohibited. If the water depth in the port is decreased due to accident or any other reason, the port administration and the national navigation authorities must be informed. The sounding of the area is done on expense of the person to blame.

If a sunken vessel or any other object in the water causes danger or hampers navigation, the owner must furnish the object with warning signs.

In case he fails to do so, the port company will care for the signs, on the owner's expense.

If somebody operating in the port causes damage to a quay, installation or construction, he must, without delay report this to

the port company. The person to blame, or his representative, will be invited to a valuation event arranged by the port company.

If there is, without permission, a vessel, boat or any other objects located contrary to the port regulations, or hampering the traffic and neither the master, driver, owner or holder attends to moving it, it can be moved by the port company, but on the responsible persons expense.

If goods, machinery or a vehicle is, contrary to the regulations placed on the land area, and neither the master, nor the owner, driver nor the holder attends to moving it, it can be moved by the port company, but on the responsible person's expense.

The port company can deny access to the port area for anybody violating these port regulations. In addition, the violator is responsible for compensation for any damages and expenses caused.

Violation of any law, act or decree results in sanctions imposed by the prevailing legislation itself.

## **11. Claims and limitation of liability**

Reclamations or claims against the port company must be proposed without irrelevant delay.

In case the suffering part is an entrepreneur he will lose his suit if the reclamation or claim is proposed later than 30 days from the incident.

Proceedings against the port company must be taken within one year from the incident, or from the time when the suffering part became aware of the incident. The course of law will be held in the port company's place of residence, unless otherwise agreed.

Finnish legislation is to be applied in the action.

## **12. Supplementary technical instructions**

Please see: [www.inkooshipping.fi](http://www.inkooshipping.fi) or inquire from the port company.

A supplement chart is attached to these Port regulations.

These port regulations have been approved by the company board of Inkoo Shipping Oy Ab on 11. February 2015

These port regulations are valid until further notice, and come in force immediately.

