

## MINIMUM REQUIREMENTS FOR MOORING AND UNMOORING SERVICE PROVIDERS

Port of Rauma Ltd grants under Regulation (EU) 2017/352 of the European Parliament and of the Council the right to provide services in the port area managed by Port of Rauma Ltd, and requires compliance with the following requirements from the service providers and their sub-suppliers who register to provide vessel mooring and unmooring services within the area of Port of Rauma Ltd.

Port of Rauma Ltd makes the decision based on requests submitted by companies. The requests submitted to Port of Rauma Ltd shall describe how the company plans to organise its activities, and that it fulfils the following minimum requirements. The request shall be accompanied by documents that demonstrate the compliance of the company with the hereinafter specified minimum requirements.

The company operating as a service provider shall agree and commit to comply in its activities with the conditions and procedures referred to in this document as minimum requirements. The company is liable to Port of Rauma Ltd and/or other parties for any damage caused by the company's activities; Port of Rauma Ltd shall not be held liable for any damage caused by the activities of the company to its sub-suppliers, customers ordering the services, or any other parties. The company shall also be liable for the sub-suppliers it uses and shall commit to ensure that the sub-suppliers fulfil the minimum requirements and comply with the procedures that apply to them.

### General minimum requirements for the company

- 1.1 The company shall be of good repute and comply with currently valid laws and statutes (including e.g. norms, standards, regulations, and guidelines based on social law and labour law). The company shall be registered in the Finnish Trade Register or some other company register in EU area, as well as in the Finnish Prepayment Register referred to in the Finnish Prepayment Act, the Finnish Employer Register, and the Finnish VAT Register referred to in the Finnish Value Added Tax Act, and shall have fulfilled its obligation of payment of social security contributions, pension contributions, and taxes. The company shall join the tilaajavastuu.fi service or demonstrate with certificates the fulfilment of public obligations. The certificates submitted in connection with registration may not be older than three months. After that, the certificates shall be submitted every twelve (12) months, excluding companies that have joined the tilaajavastuu.fi service.

## 2 Minimum requirements related to mooring and unmooring services

- 2.1 The company agrees to provide in the area managed by Port of Rauma Ltd mooring and unmooring services reliably and equally to all vessels according to demand. The company providing the services shall invoice the services directly to the shipping companies or representatives of the shipping companies using the services.
- 2.2 The company shall agree to comply with the currently valid environmental laws and related regulations and guidelines, the conditions and regulations of the

environmental permit which is binding of Port of Rauma Ltd, as well as with the currently valid Port Ordinance, the guidelines of the Port for responsible practices and other regulations and guidelines in applicable parts.

- 2.3** The company shall report any accidents and abnormal conditions in the port area which it has detected or which have in some other manner come to its knowledge to the emergency response centre, if necessary, and always to Port of Rauma Ltd in accordance with the general safety guidelines and regulations of Port of Rauma Ltd.
- 2.4** The company providing mooring and unmooring services shall make provisions for potential accidents by taking out liability insurance policies which cover any damage caused to Port of Rauma Ltd, its customers, and any other parties operating in areas managed by the port. The company shall also obtain insurance coverage to its employees.
- 2.5** Mooring and unmooring services shall be designed and produced in a manner which ensures there is no unnecessary waiting for the service by the vessels that use the services. The service provider shall be capable of providing mooring/unmooring services on a 24/7 basis every day of the year and with a response time of no longer than two (2) hours from the order.
- 2.6** The company providing mooring and unmooring services shall immediately report to Port of Rauma Ltd any damage to equipment, quay or other damage occurring in connection with the provision of the service. Reporting shall take place in writing. In case any damage to the quay or any other damage occurring or detectable in connection with mooring and unmooring work is not reported or reported after a delay, the company providing mooring and unmooring services shall be held liable for any damage caused by the delaying of reporting / failure to report the damage.
- 2.7** The service provider shall immediately report to Port of Rauma Ltd any shortcomings in safety detected in the quay area, such as missing quay safety equipment or deficient maintenance of the quay area.
- 2.8** The employees of the service provider shall wear sufficient personal protective equipment, such as a life jacket, helmet, safety footwear, and high-visibility outerwear carrying a CE mark, as well as any other protective equipment required by the port authority.
- 2.9** The responsible persons of the company shall have at least two (2) years of experience in the mooring/unmooring activities of vessels and a licence to use VHF radios. Responsible person refers to the person who at any given time is in charge of or participates in the performance of work or supervises the work on the site.
- 2.10** The employees of the service provider shall have a valid occupational safety card, sufficient first aid skills and skills for self-rescue and the rescuing of others from water.
- 2.11** Everybody participating in mooring/unmooring work shall be provided with work induction and shall comply with the occupational safety and security instructions in force in the port and in applicable parts with the conditions of the regulatory permits valid in the port area. The number of employees assigned to the work shall be sufficient to ensure the level of service and occupational safety. An up-to-date list of employees assigned to the work shall be submitted to Port of Rauma Ltd. The list shall indicate the time of induction training and the name of the instructor, the validity period of the Occupational Safety Card, and information on first aid and rescue skills. The service provider is responsible for the training and induction of the employees.
- 2.12** The responsible persons of the Company shall be subjected to a concise security clearance ordered by Port of Rauma Ltd. Consent to the clearance shall be submitted to Port of Rauma Ltd with the registration and whenever there are changes in responsible persons.

- 2.13** The employees of the service provider shall have sufficient knowledge of Finnish and English for the mooring and unmooring activities.
- 2.14** The employees of the service provider shall carry with them inside the port area a valid employee ID card of the company.
- 2.15** The service provider shall have one contact point that can be reached 24/7 by telephone.
- 2.16** The service provider shall have vehicles for the provision of the service, as pedestrian traffic is restricted in the port area. The vehicles shall be equipped with warning lights and shall show the name of the company.
- 2.17** The service provider is responsible for entering the official unmooring or mooring time of the vessel in the Portnet system within 2 hours for vessels operating within the EU and within 30 minutes for vessels arriving from/departing to outside the EU.

### **3 Instructions for appeal and termination of activities**

- 3.1** The service provider can appeal against a decision related to the right to provide services taken by Port of Rauma Ltd in accordance with the provisions of law.
- 3.2** At the request of Port of Rauma Ltd, the service provider is obliged to demonstrate its compliance with the specified minimum requirements as well as with its description of its operational arrangements and associated procedures. Port of Rauma Ltd can revoke the service provider's right to provide services, if the service provider fails to take action to correct its operation in accordance with the minimum requirements or the associated procedures within four (4) weeks of receiving a written request from Port of Rauma Ltd.
- 3.3** Port of Rauma Ltd has the right to prohibit the operation of the service provider in the port area with immediate effect, if the service provider by intent or gross negligence or repeatedly is in breach of the terms and obligations specified in the minimum requirements or the associated procedures.
- 3.4** The service provider shall notify Port of Rauma Ltd about its intention to discontinue the provision of mooring and unmooring services in the port area. The notification shall be submitted no later than one (1) month prior to the discontinuation of the provision of services.