

## **PORT REGULATIONS OF PORT OF RAUMA**

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## **1. General regulations**

These Port Regulations supplement valid laws and other provisions.

The rules and guidelines laid down in the Port Regulations are to be complied with in the areas owned by the Town of Rauma that have been leased for port operations to Port of Rauma or other operators in the port area. These areas are indicated in the attached map (Appendix 1). The map attached to the Port Regulations also defines the port security areas subject to restrictions on movement and stay. (Appendix 2)

Unauthorised movement in a port area indicated as closed is prohibited. The prohibition of movement is shown by signs posted at the port area boundary.

Port of Rauma also acts as the Port Authority on behalf of the Town of Rauma.

The master or the agent of the vessel and other transport operators or shippers shall provide all the information necessary to collect the charges imposed by the Port Authority and to promote port and traffic safety and security.

Permission is required for photography and video recording in the port area. Companies operating in the port grant permission for areas under their administration and the Port Authority for other areas.

The Port Authority will report any suspected illegal activities to the police.

## **2. Notifications to be submitted to port**

### **2.1. Advance notification**

The vessel, the transport operator, the agent or the master of a vessel arriving in the port shall submit to the Port Authority an advance notification of the arriving vessel no later than 24 hours before arrival in the port; or at the latest when the vessel leaves the previous port if the voyage takes less than 24 hours; or if the next port is not known or changes during the voyage, as soon as this information becomes available.

The notification shall provide all the information required by the Port Authority as well as the relevant security level of the vessel. No advance notification is required of a vessel in scheduled traffic unless specifically requested by the Port Authority.

Notifications shall be submitted using the PortNet information system, or in some other manner specifically agreed on.

### **2.2. Arrival and departure notification**

The notifications of a vessel's arrival and departure shall be submitted to the Port Authority immediately after the arrival and departure of the vessel unless otherwise agreed. This

notification shall contain the information required by the Finnish Transport Safety Agency, the Port Authority and the Customs concerning goods unloaded and loaded as well as the numbers of arriving and departing passengers. The master or the agent of the vessel shall additionally provide all the information necessary to collect the charges imposed by the Port Authority and to promote port and traffic safety and security. The notifications shall also contain the ISPS security level declaration and any other information required by the ISPS Code.

### 2.3. Passenger vessels and other vessels

The Port Authority shall be notified of passenger vessel schedules and changes in the schedules in good time before scheduled traffic commences or the changed schedules are adopted. Operation can only start after the Port Authority has approved the schedule.

The Port Authority shall be notified of tugs, waterbuses, fishing trawlers or other similar vessels used in commercial activities and operating in and from the port before the start of such activity. The port charges and the notifications required of these vessels are also specified in this connection.

The Port Authority need not be notified of a vessel owned by the Government of Finland unless the vessel is used in merchant shipping. The same also applies to vessels used for recreational purposes; no advance notification is required of these vessels either. These vessels shall before arrival in the port area contact the Traffic Supervisors for allocation of a berth.

### 2.4. Dangerous goods

As concerns goods classified as dangerous, advance notification shall be given to the port 24 hours before the consignment is brought into the port area, unless otherwise agreed. Goods classified as dangerous include the substances referred to 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).

The internal guidelines of the Port Authority on the transport of dangerous goods must also be complied with in transports of particularly dangerous goods or large quantities of dangerous goods.

### 2.5. Vessel mobility

If the vessel has a need to perform service or maintenance work affecting the mobility or the transferability of the vessel (machinery, transmission, manoeuvring, moorings and anchor handling) when the vessel is in the port, the Port Authority shall be informed of this so that appropriate action can be agreed upon. For vessels which are immobile when

berthed at a tanker berth, more detailed instructions are provided in the Port Authority's safety guidelines for tanker berths and tank storage areas.

## 2.6. Risk of infectious disease

If the vessel arrives from an area contaminated by an infectious disease dangerous to public health or a person onboard the vessel has fallen ill during the voyage with a disease dangerous to public health or a disease suspected of being infectious or an unknown disease, the vessel shall notify the Port Authority of this in good time using the Maritime Declaration of Health of IMO and wait for the instructions of Port Authority before entering the port.

If a death has occurred onboard during the voyage, the Port Authority and the Police must be informed. In the case of an animal dying or becoming seriously ill onboard the vessel during the voyage, the Port Authority shall be informed requesting the instructions of the veterinary health authority.

## 3. Arrival and berthing of vessel in port

### 3.1. Vessel speed in port area

The maximum permitted speed and any other restrictions are indicated by means of water traffic signs. In addition, the speed of the vessel shall be adjusted to the prevailing conditions in the port water areas so as not to cause damage, inconvenience or danger to other port users, the port or its equipment or structures, or the vessel itself.

### 3.2. Berths and notifications of vessel transfers in port area

The vessel shall be moored or anchored in the location indicated by the Port Authority and may not be transferred to another location without the permission of the Port Authority.

Vessels are mainly allocated berths in the order of their arrival in the port area.

Exceptions may, however, be made to this rule by the decision of the Port Authority or by specific agreement giving a certain vessel, scheduled line or traffic service priority to the berths reserved for them.

The use of the berths and the privileges granted are in other respects stipulated in the terms specified by the Port Authority for the use of berths.

The master of the vessel shall at all times be aware of water depth in the berth.

The vessel shall be transferred to another location if so ordered by the Port Authority. The costs of transferring the vessel are charged to the vessel, if it is necessary for a reason for which the vessel is responsible.

Every vessel in the port area, unless laid up, shall be adequately manned to enable the vessel to be transferred if necessary.

When transferring the vessel in the port area, the master or the agent of the vessel shall submit an advance notification of the transfer to the local Vessel Traffic Service (VTS) Centre, and prior to transferring the vessel, the master of the vessel shall submit a traffic notice to the VTS Centre.

The use of a pilot is not compulsory when transferring a vessel within the port area, unless specifically required by the Port Authority. Pilots are authorised, however, to pilot vessels in the port area, if requested by the master of the vessel.

### 3.3. Mooring of vessel and vessel at berth

When mooring and unmooring the vessel as well as when the vessel is at berth, due care shall be exercised to avoid damage to the quay or any cranes located on the quay.

Tug assistance shall be used as necessary for mooring and unmooring the vessel. The Port Authority may also order the vessel to use tug assistance.

The owner or holder of the vessel must ensure that the vessel's mooring equipment is in good condition at all times. The master of the vessel must be aware of the current water depth at the vessel's location.

The use of the anchor is prohibited on the quayside. When moored, the vessel shall have adequate fendering.

Gangways and brows shall be fitted with handrails and protective netting and illuminated during darkness.

Davits, derricks, cranes, gangways and other equipment protruding beyond the vessel's sides shall be positioned so that they do not prevent transfers of cranes or vessel traffic on the seaward side.

Before arrival in the berth and when the vessel is moored, the drains, ballast water pipes and other outlets of the vessel shall be covered to prevent water or sewage from being discharged onto the quay.

Snow and ice removed from the vessel may not be placed on the quay.

The propeller of a berthed vessel may only be run at a slow speed for testing when standing by for departure unless otherwise agreed with the Port Authority.

### 3.4. Laid-up vessel

Mooring a laid-up vessel in the port shall be at the discretion of the Port Authority. The vessel shall be moored in the place and manner advised by the Port Authority.

The owner or holder of the vessel shall ensure that the vessel's mooring equipment is in good condition at all times.

The owner or the agent of a laid-up vessel shall entrust the maintenance of the vessel to a reliable person whose name, address and other contact information shall be provided to the Port Authority.

## 4. Safety and security in port area

Companies operating in the port shall comply with the guidelines and security regulations issued by the Port Authority.

The Port Authority shall be immediately informed of any accidents, injuries and severe incidents occurring in the port area.

Companies operating in the port area shall appoint a contact person for the management of security issues. In addition, participation in the access control system maintained by Port of Rauma is compulsory, primarily for companies with long-term operating and lease agreements.

Only authorised persons may access a port area indicated as a closed area by means of fences or signs. A person wishing to access a closed port area shall on request present their identification card or access permit approved by the Port Authority or, in the absence of these, provide the information needed to obtain right of access. Any unauthorised persons found inside the port area may be removed by the Port Authority, if necessary with the assistance of the police, Customs and border guard authorities.

Everyone has the obligation to provide to the Port Authority any information that may be of significance to port security as well as to port facility and shipping security as specified in the ISPS Code.

Vessels calling at the port shall provide to the Port Authority direct contact information for the vessel for use while the vessel is in the port.

When the vessel is in the port, it shall for the purposes of access control notify the Port Authority of any incoming and outgoing passenger traffic and traffic related to services provided to the vessel.

Gross or repeated violation of the regulations stipulated by the Port Authority for vehicle traffic in the port area is considered to endanger the safety of other users of the port and may result in a driving ban issued on a temporary basis or until further notice.

CE-marked high-visibility (EN ISO 20471) clothing (hi vis vest or similar) shall be worn in the entire port area.

In addition to the hi vis clothing, safety footwear and a safety helmet are also required when working in quay areas under the administration of the Port Authority.

Each terminal operator determines the protective and safety clothing required in their own terminal area.

Pedestrians and cyclists shall in the port area use the designated and marked access routes and wear CE-marked high-visibility (EN ISO 20471) clothing (hi vis vest or similar).

The Port Authority has the right to carry out a breathalyser test on persons suspected to be under the influence of alcohol and found in the port area or about to access the port area.

The Port Authority also has the right to perform drug tests, if necessary with the assistance of authorities, on persons found in the port area or about to access the port area.

The Port Authority is entitled to conduct inspections of vehicles arriving in or leaving the port area.

The Port Authority controls driving speeds, railroad crossing safety and compliance with other regulations in the port area. Gross or repeated violation of the regulations is considered to endanger the safety of other users of the port and may result in a driving ban issued on a temporary basis or until further notice.

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

When unloading and loading goods, care shall be taken to avoid damage to quay structures or to the port equipment used in loading or unloading operations. When placing heavy cranes, packages or cargo units on the quay, the owner of the crane, package or cargo unit shall verify the load bearing capacity of the quay from the Port Authority and obtain the approval of the Port Authority for the selected location.

During loading and unloading operations, no goods, self-propelled machinery or cargo units may be placed where they may obstruct port cranes, or on quays or in access areas, in front of warehouse doors, on top of fire hydrants, in front of life saving equipment or anywhere where they may obstruct traffic or the mooring and unmooring of vessels, except in special cases by specific permission of the Port Authority in each case. Goods and units may not without the consent of the Port Authority be stored in quay areas used for loading and unloading.

Any privately owned stevedoring equipment and machinery used in the port area shall be marked with the name or the logo of their owner, and machinery also with an ID number. Stevedoring equipment and machinery may not be left in the quay area after completion of the work.

#### 5.1. Dangerous goods in cargo

With the exception of bulk goods, dangerous goods may not be unloaded or loaded unless they are provided with appropriate labels as specified in the ADR, RID or IMDG Code, for example, and packaged using a method which conforms to the Code or some other appropriate method, and a written advance notification has been submitted to the Port Authority.

In case dangerous goods are not labelled or packaged as described above, the Port Authority may prohibit their unloading from the vessel or their transport by land to the port area for loading, or take any other safety actions.

Dangerous goods and wastes may only be stored in storages and field areas approved for this purpose.

When unloading and loading dangerous goods in bulk, the master of the vessel or the holder of the goods shall, at the request of the Port Authority, at their own cost provide adequately efficient guarding and take other precautions. The access of unauthorised persons to the unloading and loading area shall be prohibited by means of signs and prevented by means of appropriate barriers.

When unloading and loading liquid fuels in the oil harbour and at the chemical berths, the international standard for the industry (ISGOTT) as well as the internal safety guidelines of the Port Authority shall be complied with.

Explosives and radioactive substances may only be stored in the port area provided such storage is authorised under an act or decree and permission to do so has been granted by virtue of such an act or decree.

If pests or vermin are found in the vessel's cargo, unloading must be immediately discontinued. The master or the agent of the vessel shall immediately notify the municipal health care authorities and the Port Authority and await their instructions before resuming the unloading operation.

When storing goods in the port area, the instructions issued by the Port Authority shall be observed. Goods may not be stored in such a way that they could prevent the safe use of the quays, block traffic or obstruct the use of rescue or fire-fighting equipment.

Goods that cause inconvenience or damage because of leakage, odour or any other reason must be immediately removed from the port area.



## **6. Environmental management**

### **6.1. Environmental permit**

Companies operating in the port shall observe their own valid environmental permits and the environmental permit of the Port Authority and adapt their operations to the regulations specified in the permits. Companies shall also comply with any specific regulations issued by virtue of such permits.

Companies operating in the port area shall appoint a contact person for the management of environmental issues.

Companies shall allow the Port Authority to carry out any inspections on facilities, machinery and equipment within the area covered by the environmental permit, as required for the execution and monitoring of environmental permits granted for port operations.

Companies shall provide to the Port Authority free of charge any information required to ensure compliance with the permit regulations and take part in any environmental reviews referred to in the permit regulations to the extent that they relate to the operation of the company in the port area.

### **6.2. Waste management**

The valid waste management regulations regarding ship-generated waste as well as the waste collection points and contact persons can be found in the Port Authority's waste management guidelines.

The master of the vessel shall make sure that the waste management guidelines of the Port Authority are complied with in the handling and sorting of waste.

When a vessel is being serviced in the port, care must be taken to ensure that no waste from painting, rust removal, sandblasting etc. enters the sea. Wastes must be delivered for disposal in compliance with the waste management regulations of the Port Authority.

### **6.3. Sanitation regulations for vessels and goods handling**

The master of the vessel shall make sure that no contaminating substances or wastes are discharged from the vessel into the environment or the built-up areas of the port and the operations of the vessel do not cause an unreasonable threat of harm to other port users.

It is the obligation of the master of the vessel or the holder of the goods to immediately notify the Port Authority of any goods that have fallen overboard or of any oil or any other

contaminant that has spilled into water, and to take appropriate measures for their removal.

The handler of goods and the client for whom the goods are handled shall ensure that the handling of goods does not cause unnecessary accumulation of dirt or noise. The client and the handler shall make sure that any waste, cargo residues, pallets and covers are removed to indicated locations and contaminated areas are cleaned. Areas that have not been cleaned despite a request to do so will be cleaned at the cost of the holder of the goods.

If the handling of goods generates dust or noise that is harmful to the environment, the Port Authority may order the handling of the goods to be discontinued.

## **7. Emergency regulations**

Companies operating in the port area shall appoint a contact person for the management of safety issues and take part in the preparation of rescue plans for the area as well as in the procurement of required equipment and in emergency drills to the extent proportional to the risks involved in the operation of each company. Operators handling dangerous chemicals shall also appoint the chemical supervisor referred to in the Chemicals Act.

All marked fire roads in warehouses and storage fields in the port area as well as access routes to fire hydrants, fire wells and fire extinguishing pipes shall be kept clear for traffic at all times. Fire-fighting and rescue equipment as well as automatic fire detection and extinguishing devices shall be kept in good condition at all times, and portable fire extinguishers shall be readily available.

The fire extinguishing, rescue and first aid supplies and equipment provided in the port areas may only be used for their intended purpose of use.

In case the cargo of a vessel includes flammable goods, 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 in seaward areas.

The venting and washing of any onboard tanks that have been used to store flammable or dangerous substances is prohibited, unless the consent of the Port Authority has been obtained.

Open flames and smoking outdoors are prohibited in port and storage areas reserved for oil and other flammable liquids. This prohibition also applies to the seaward area within a 50-metre radius from storage areas, quays and vessels. The Port Authority may also issue other safety-related guidelines for areas of this type.

The regulations issued by the Port Authority are to be complied with as concerns open flames as well as hot work carried out in the land areas of the port.

The crews of vessels at berth shall to the best of their ability take part in rescue operations and in transferring vessels from dangerous locations according to the instructions of the authorities and the Port Authority.

## **8. Road and rail traffic**

Rail companies shall have a valid agreement with the Port Authority before starting a rail service to the area.

Trains, harbour cranes moving on rails, wheels or tracks, and any other stock on rails have right of way over all other vehicles. Parking is prohibited on crane rails and railway rails. If a vehicle must be stopped on a crane rail or railway rail for compelling reasons, the driver shall stay close to the vehicle. Applicable parts of normal road traffic regulations are in other respects complied with in the port area.

The operator in charge of the rail system shall always be informed of any work carried out in the vicinity of rails within the structure gauge.

The highest permissible speed of vehicles and other traffic arrangements, such as permitted railway crossing points, are indicated by traffic guidance equipment. Parking is in port areas regulated by parking signs and parking is only allowed in these designated areas. Otherwise, the owner or holder of the car is liable for damages in case of an accident.

The driving of a motor vehicle on an official ice road in the port area is only allowed with permission of the Port Authority, and even then, at the responsibility of the driver of the vehicle.

The Port Authority is not responsible for any damage to vehicles. The driver of the vehicle agrees to observe the instructions and regulations valid in the port area when given a driving permit to the area.

## **9. Action in case of accidents and violations**

If goods have fallen into water, or a vessel or a boat has grounded or sunk or is filled with water in the port area, the master or the owner of the vessel shall remove the vessel or the goods as soon as possible.

If a sunken vessel or goods in the water cause danger or obstruction to traffic, the owner or holder of the vessel or the goods shall mark them with warning signs. In case of failure to do so, the authorities or the Port Authority will have the vessel or the goods marked or removed at the cost of the owner or the holder.

If the quay or another piece of port equipment is damaged by a user of the port, this damage shall be immediately reported to the Port Authority. The Port Authority will

organise a survey of the damage and the party that has caused the damage or their agent is invited to be present in this survey.

If a vessel, boat, harbour machine, vehicle or any goods are placed in the port area without permission or in a manner that is otherwise in violation of the port regulations or obstructs traffic, and the master, driver, owner or holder fails to have them removed, they can be removed by the authorities or the Port Authority at the cost of the violating party.

If the owner of a vessel, boat or goods that have been taken into the Port Authority's possession is unknown or does not come forward within six months, the procedures prescribed for lost and found property will be followed with respect to the vessel, boat or goods.

Any activities resulting in the shoaling of the sea floor is prohibited. If an accident or some other reason causes shoaling of the sea floor in the port area, the Port Authority and the maritime authorities must be immediately informed of this. The affected area will be dredged and the water depth restored at the cost of the party responsible for shoaling.

The Port Authority may deny access to the port area for anybody violating these port regulations. In addition, the violator is liable for any damage and costs caused by them.

Violations of acts and decrees are subject to the punishment prescribed by the law.

## **10. Regulations regarding pleasure boating and other recreational activities**

Boats used for recreational purposes shall avoid unnecessary moving in the port area and always give way to merchant ships.

Such boats may not be anchored in the port water area anywhere where they will obstruct merchant shipping, or moored in berths designed for the loading or unloading of vessels, or to beacons or anywhere else where they might obstruct vessel traffic.

No obstructions to traffic may be placed in water areas used for port traffic without the consent of the Port Authority.

Fishing is prohibited in the closed port area, in fairways and harbour basins, on bridges and quays and any other similar locations.

Swimming is prohibited in harbour basins and fairways.

Opening a fairway outside the public navigation fairway is only allowed by permission of the Port Authority.

Competitions may never be organised in areas under the administration of the Port Authority without the consent of the Port Authority.

Fishing is in other respects regulated according to the fishing regulations of the Town of Rauma, and the port water area is included in the area, where a municipal fishing licence is required.

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

Any complaints or claims for compensation addressed to the Port Authority shall be presented without undue delay.

If a complaint is presented later than 30 days after the event or after the time the affected party detected the event, the injured affected party shall lose its right of action in cases where the affected party is a business entity.

Claims against the Port Authority shall be filed within one year from the date of the event or from the date the injured party became aware of the event. Claims shall be processed in the court of the domicile of the Port Authority unless otherwise agreed. The laws of Finland shall be applied in the court proceedings.

These Port Regulations are published in Finnish and in English. In case of interpretation disputes, the Finnish version applies.

## **12. Supplementary technical guidelines and Appendices to Port Regulations**

The following technical guidelines supplement the Port Regulations:

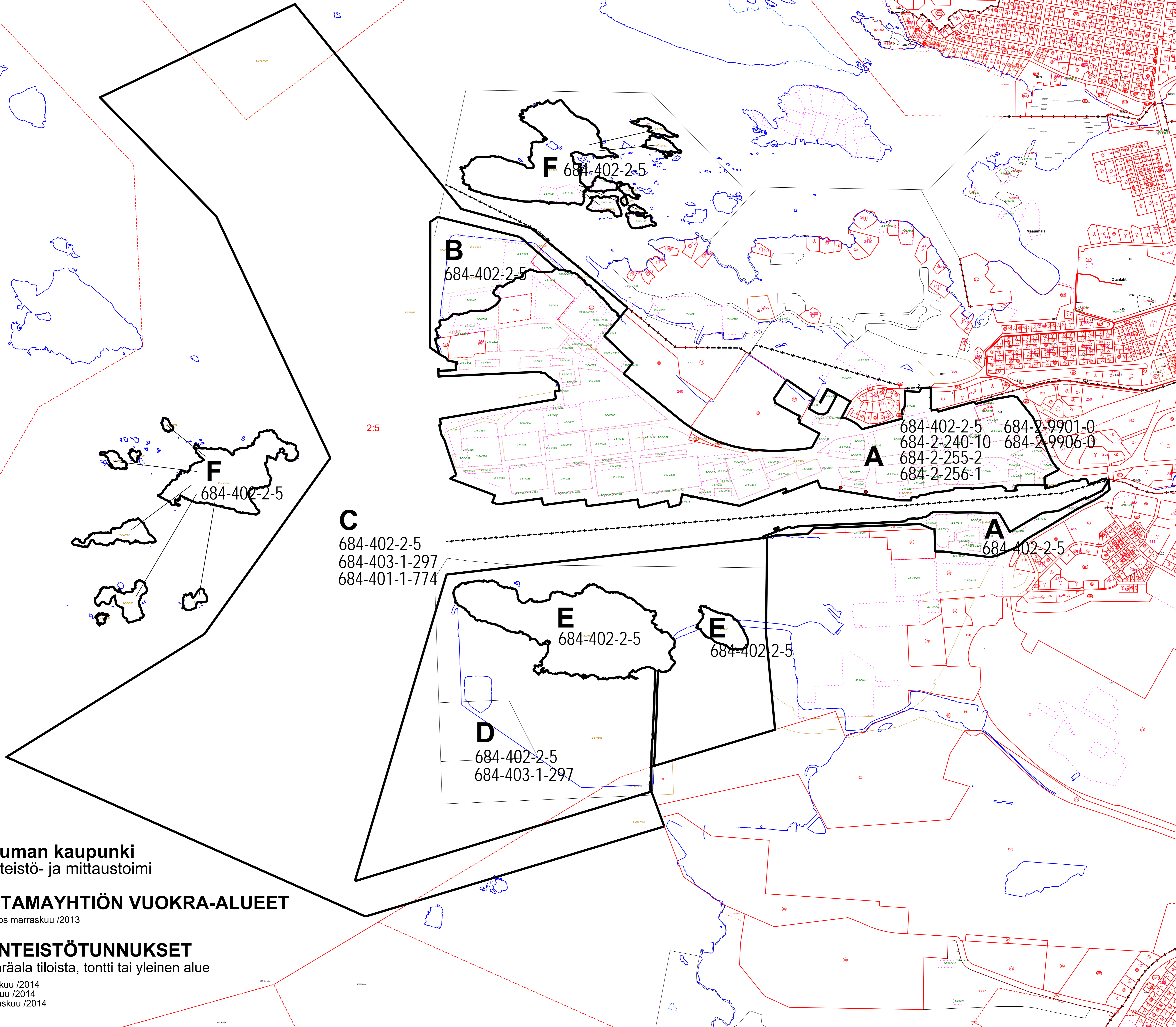
- Waste management instructions ([www.portofrauma.com/](http://www.portofrauma.com/))
- Environmental permit for operation of Port of Rauma
- Safety guidelines for tanker berths and tank storage areas in port of Rauma
- Rescue plan for port of Rauma
- Fishing regulations of Town of Rauma

A map of the port area referred to in the Port Regulations is attached to the Port Regulations.

These Port Regulations have been ratified under the decision of the Board of Directors of Port of Rauma (in Rauma on 18 January 2023).

The Port Regulations are valid until further notice and enter into force on 1 March 2023.

# Appendix 1



2:5

**C**  
684-402-2-5  
684-403-1-297  
684-401-1-774

**E**  
684-402-2-5

**E**  
684-402-2-5

**D**  
684-402-2-5  
684-403-1-297

**B**  
684-402-2-5

**F**  
684-402-2-5

**F**  
684-402-2-5

**A**  
684-402-2-5  
684-2-240-10  
684-2-255-2  
684-2-256-1  
684-2-9901-0  
684-2-9906-0

**A**  
684-402-2-5

**Rauman kaupunki**  
kiinteistö- ja mittaustoimi

**SATAMAYHTIÖN VUOKRA-ALUEET**  
luonnos marraskuu /2013

**KIINTEISTÖTUNNUKSET**  
määräala tiloista, tontti tai yleinen alue

heinäkuu /2014  
syyskuu /2014  
marraskuu /2014

# Appendix 2

