



# PORT REGULATIONS

## Port Of Kemi Ltd.

Port Of Kemi Ltd.  
Ajoksentie 748, 94900 KEMI, FINLAND  
Location 65° 40' N, 24° 31' E  
<https://www.portofkemi.fi/en/>  
email: [firstname.lastname@keminsatama.fi](mailto:firstname.lastname@keminsatama.fi)  
Business ID: 2446426-4

tel. +358 40 548 2065 (7/24/365 Port Security)  
VHF channel 12

Version 1.0

16.8.2022

## CONTENTS

<b>1 GENERAL REGULATIONS .....</b>	<b>3</b>
<b>2 SAFETY IN THE PORT AREA.....</b>	<b>3</b>
<b>3 ENVIRONMENTAL ISSUES .....</b>	<b>4</b>
<b>3.1 Waste management for vessels .....</b>	<b>5</b>
<b>3.2 Sanitation regulations related to vessels and handling of goods ...</b>	<b>5</b>
<b>4 NOTIFICATIONS TO THE PORT .....</b>	<b>6</b>
<b>4.1 Health security .....</b>	<b>7</b>
<b>5 VESSEL PLACEMENT AND MOVEMENT IN THE PORT .....</b>	<b>7</b>
<b>5.1 Vessel arrival and sailing .....</b>	<b>7</b>
<b>5.2 Berthing.....</b>	<b>8</b>
<b>6 LOADING, UNLOADING AND STORING OF GOODS .....</b>	<b>9</b>
<b>6.1 Dangerous goods in cargo .....</b>	<b>10</b>
<b>7 ROAD AND RAIL TRAFFIC.....</b>	<b>11</b>
<b>8 RESCUE AND SAFETY REGULATIONS.....</b>	<b>12</b>
<b>9 REGULATIONS CONCERNING BOATING AND OTHER LEISURE ACTIVITIES .....</b>	<b>13</b>
<b>10PROCEDURES IN THE CASE OF ACCIDENTS OR VIOLATIONS.....</b>	<b>13</b>
<b>11CLAIMS OF COMPENSATION AND LIMITATION OF LIABILITY.....</b>	<b>14</b>
<b>12SUPPLEMENTARY TECHNICAL INSTRUCTIONS AND APPENDICES TO THE PORT REGULATIONS.....</b>	<b>15</b>

## 1 GENERAL REGULATIONS

These port regulations complement the valid laws and other regulations.

The directives and instructions of the port regulations are to be obeyed in the areas administrated by Port Of Kemi Ltd (later: port administrator). The boundaries of the port area are shown on the map attached to this document.

In addition, areas with restrictions on movement and stay are indicates on the map attached to this document.

Unauthorized moving or staying is prohibited in the port area marked as closed area. The prohibition and the consequences resulting from violating it are indicated on signs placed on the boundaries of the port area.

Photographing and filming in the closed area is allowed only with the permission admitted by the port authority.

The port administrator will report all crimes as well as suspected crimes to the competent authorities.

The master or the agent of the vessel as well as other waterway, railway or highway traffic carrier of the vessel must provide all necessary information for collecting the port fees set by the port administrator and for improving the safety of the port and its traffic. Unless otherwise undisputedly brought forth, the party responsible for disbursement of the port fees is the above-mentioned carrier. The port administrator collects port fees i.e. for the usage of land and water areas, services provided and goods and commodities transported through the port.

## 2 SAFETY IN THE PORT AREA

Companies operating in the port shall comply with the instructions as well as safety and security regulations issued by the port administrator.

Companies operating in the port area shall appoint a contact person for safety and security issues. If required by the port administrator, companies with long term (more than six months) operating and leasing agreements are obligated to maintain the port's access control system for their part.



Vessels visiting the port must address a direct contact to the vessel while staying at the port.

While at the port, the vessel must notify the port security of any vessel related person or service provider traffic in the port area.

Upon request, a person attempting to enter the port area must present an identity card or access permit approved by the port administrator or alternatively, have a valid visitor's access permit granted by the port administrator. Supervisory authorities must present a valid official identity card upon request.

Unauthorised persons loitering in the port area will be removed from the area, if necessary, with the assistance of police, customs or Finnish Border Guard.

Master of the vessel shall report a list of the crew to the port administrator for access control purposes. Upon request while moving in the port area, all crew members must present an identification card or other valid identity card.

When moving in the port area, CE marked high-visibility clothing (EN 471) must be worn. Terminal operator defines the specifications of high-visibility clothing worn in terminal areas.

When moving in the port area, pedestrians and bicyclists must wear CE-marked high-visibility clothes (EN 471) and use designated and marked routes.

Everyone is obligated to inform the port administrator of any information that may impact the port's safety and security as well as the port and vessel security as referred to in the ISPS code.

The port administrator has the right to breathalyse anyone attempting to enter the port area suspected of being under the influence of alcohol or drugs.

### **3 ENVIRONMENTAL ISSUES**

Companies operating in the port must take notice of the environmental permits valid at any given time and adapt their operations to the permit specifications. In addition, separate specifications issued by those permits must be observed.

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



In the areas covered by the environmental permits admitted to the port administrator, the companies must allow the port administrator to carry out necessary inspections required for the implementations and follow-ups of the environmental permits concerning the premises, machinery and equipment.

Companies must give the port administrator, free of charge, any information necessary for complying with the port administrator's environmental permit terms. Companies shall also participate in the environmental surveys required by the port administrator's environmental permit terms insofar as they concern the operations of the company in question in the port area.

### 3.1 Waste management for vessels

The master of the vessel must look after that the waste management instructions of the port are obeyed when using the port waste reception facilities. Port of Kemi's waste management instructions can be found on Port Of Kemi Ltd.'s website (<https://www.portofkemi.fi/en/instructions/wastemanagement/>).

### 3.2 Sanitation regulations related to vessels and handling of goods

Removing rainwater, processed ballast water, snow and ice from a vessel into the quay is prohibited.

The master of the vessel must look after that no contaminating substances or waste are emitted from the vessel onto land or into water in the port area, and that vessel operations do not cause unreasonable hindrance to other users of the port.

The master of the vessel or the declarant is obligated to immediately inform the port administrator of goods fallen into water or oil or other contaminating substances leaked into water and take immediate action to minimize the possible damages and to remove the goods or substances.

Parties that commission and/or commit cargo handling in the port area, must take care not to begrime the port or cause unnecessary noise or other disturbance. The cargo handler and commissioner must take care that any waste, cargo residue, loading pallets and covers are taken to place indicated to them and that any soiled areas are cleaned. Areas that have not been cleaned despite of a request are to be cleaned at the expense of the cargo holder.



If the cargo handling causes dust or noise that disturbs the environment, the port operator can interrupt the handling of cargo.

Any environmental emission or damage detected in the port area must be reported to the port authority so the necessary procedures can be taken into action.

#### **4 NOTIFICATIONS TO THE PORT**

The operator, agent or master of the vessel arriving to port of Kemi must give to the National Maritime Single Window the advance notifications required by the Vessel Traffic Service. Notifications concerning rail or freight-truck traffic are to be given in the manner determined by the port authority.

For repairing, sand blasting or painting the vessel or for any similar action in the port area a permit must be received from the port authority before beginning the work.

The schedules and possible changes in schedules of regular passenger and cargo traffic vessels must be negotiated and agreed with the port authority in good time.

Railway companies must make an agreement of traffic operations with the port authority before commencing traffic in the port area.

Tugboats, bunkering vessels, waterbuses and fishing trawlers operating in or from the port as well as other similar vessels used for commercial purposes must make an agreement of operation with the port authority before beginning the operations.

Unless otherwise agreed, an advance notification of dangerous goods must be given to the port authority no later than 24 hours before bringing the batch of goods to the port area. Dangerous goods refer to the substances in accordance with the International Maritime Dangerous Goods Code (IMDG Code), the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) and the regulations concerning the international Carriage of Dangerous Goods by Rail (RID).

In addition, when transporting particularly dangerous goods or large volumes of dangerous goods, it must be ensured from the port authority in advance that the batch can be brought to the port area (advance inquiry).



## 4.1 Health security

If a vessel is arriving from a locality infected by a generically hazardous contagious disease or if, during voyage someone on board has fallen ill with a disease believed to be generically hazardous, contagious or unknown, it must be reported to the port authority in good time. The reporting is to be done by using the IMO Maritime Declaration of Health -form and their instructions must be followed before arriving the port.

On board, if an animal has died or become seriously ill during the voyage, the case must be reported to the port authority to get the instructions how to proceed from the veterinary authorities.

## 5 VESSEL PLACEMENT AND MOVEMENT IN THE PORT

### 5.1 Vessel arrival and sailing

In the port's water areas, the speed limits or other restrictions are indicated with signs for water traffic. In the water areas covered by the Port Regulations, the speed of a vessel is to be adjusted case-by-case basis so that it does not cause damage, harm or danger to other customers of the port, the port or its equipment and structures, or the vessel itself.

For safety reasons, a vessel must use a tug in following cases:

#### Vessels arriving the port:

- All vessels with length more than 100 meters and have a fixed propeller (FP) and/or doesn't have a thruster
  - o at least one tug
- All vessels more than 140 meters that have a fixed propeller (FP) and does not have a thruster efficient enough (750 KW).
  - o two tugs.
  - o if the vessel has a thruster efficient enough, at least one tug

#### Vessels departing the port:

For vessels mentioned above, at least one tug.



All vessels:

For vessels that carry deck cargo with large wind area, the need for tug assistance will be dealt case by case.

When the 10 min wind average is 12 m/s or more (measured by the official wind measuring station in Ajos):

- All arriving vessels, at least one tug.
- All departing vessels will be dealt case by case.

During ice breaking season:

All arriving vessels that need assistant in turnarounds in port area must be assisted by a tug.

The port authority has the right to order the vessel to use a tug assistance.

## 5.2 Berthing

The berthing places are mainly allocated in the order of the vessel arrival to the port area. However, exceptions to this can be made by the port authority's decision. For special reasons, the port authority can forbid a vessel to arrive the port area and to berth.

The vessel must be moored in the place indicated by and in the manner approved by the port authority. The vessel is not to be hauled, shifted or otherwise moved without port authority's approval. The owner or the person in charge of the vessel must oversee that the mooring equipment of the vessel is always in good condition. At any given time, the master of the vessel must be aware of the water depth of the berth where the vessel is located.

A vessel is obligated to connect to shore power when berthing in a place where the shore power connection is available.

The contact information of the operators performing mooring and unmooring of vessels are available on the port authority's website. In port of Kemi, the mooring and unmooring is performed by the port security of Port Of Kemi Ltd. Possible changes to that are informed on the website of the Port Of Kemi Ltd. (<https://www.portofkemi.fi/en/services/>)

Unassisted mooring and unmooring are allowed only with the permission and of the terms of the port authority.

When mooring and/or unmooring a vessel as well as while the vessel is berthing, caution must be observed to ensure the safety of the workers on the quay as well as to prevent any damage to the quay and the cranes and other





equipment on it. Also, the port authority may decree a vessel to use a pilot and/or tug assistance when the vessel is moving in the port area.

Use of an anchor on the quayside is permitted only by the authorization of the port authority.

While alongside the quay, the vessel must use adequate fenders when necessary.

Vessel's gangways and boarding ladders must be equipped with handrails and safety nets as well as kept enlightened during dark hours of a day.

Dauids, booms, cranes, gangways, boarding ladders and other equipment reaching outside the vessel must be placed so that they do not obstruct moving of cranes or vessel traffic on the seaward side of the vessel.

When moored, the propeller of the vessel may only be used in low-speed testing while the vessel is preparing to depart, unless otherwise agreed with the port authority.

Tankers transporting dangerous goods must have lines for towing to be used in a case of an emergency.

Removing snow and ice from a vessel into the quay is prohibited.

Vessel must be moved to another berth if decreed so by the port authority. All vessels, excluding stripped vessels, must have an adequate crew on board to move the vessel when necessary.

For placing a stripped vessel or other floating structure in the port for longer period of time, a permission from the port authority must be obtained. The owner or the representative of a vessel or other floating structure must entrust the maintenance of the vessel or structure to a reliable party whose contact information is informed to the port authority.

Unauthorizedly placed vessel in the port must be removed by the owner or person in possession immediately when decreed to do so by the port authority.

## **6 LOADING, UNLOADING AND STORING OF GOODS**

When loading and/or unloading goods, caution must be observed to ensure the safety of the workers on the quay as well as to prevent any damage to the quay and the cranes and other equipment on it. When placing heavy mobile



cranes on the quay, the owner of the crane must get the assurance from the port authority that the quay will bear the weight of the crane as well as get the port authority's approval of the location chosen for the crane.

Goods or units of transport may not be stored, or during loading or unloading place in the way of the cranes on the quay, on the quay itself, on traffic routes or on the safety zones around them, in corridors, in front of the warehouse doors, on top of fire hydrants, in front of lifesaving equipment, in front of switchboards or anywhere else where they may obstruct the use of above mentioned, traffic or rescue work.

Stevedoring equipment and machinery must be supplied with the name or the logo of the owner. Stevedoring equipment and machinery may not be left in the quay area once the work is completed.

If the presence of pests or organisms or animals classified as such is found from the cargo, the unloading of the vessel must be disrupted immediately. The master of the vessel is obliged to inform the port authority of the matter and to wait for instructions before continuing the unloading.

When storing goods in the port area, the port authority's instructions concerning storing of goods must be followed.

Any goods or units of transport which due to leakage, odour or other reason may cause danger or damage must be removed from the port area immediately by the holder of goods if required to do so by the port authority or authorities.

## **6.1 Dangerous goods in cargo**

For loading and unloading of dangerous goods, except for bulk goods, it is required that the goods are packed and labelled appropriately according to the IMDG Code.

In case the dangerous goods are not packed and labelled in a way mentioned above, the port authority can forbid the unloading the goods from a vessel or the transporting the goods to port area by land for loading as well as proceed with other necessary safety measures.

In case the dangerous bulk goods are being loaded or unloaded, if required by the port authority the master of the vessel with the goods or the holder of the goods is obliged, in their own expense, to arrange adequate guarding and proceed with other security measures to prevent the entry of unauthorised



persons to the loading and unloading area. The party in charge of handling the goods must prevent the entry of unauthorised persons to the loading and unloading area.

Dangerous goods and waste may only be stored in warehouses and outdoor areas designated for this purpose.

Explosives and radioactive substances may only be stored in the port area if it is permitted by law or decree and have a permit granted based on them.

When loading or unloading liquid fuels in the Oil Harbour, the International Safety Guide for Oil Tankers and Terminals (ISGOTT) as well as the safety instructions of the port must be followed.

The safety instructions for passenger traffic can be obtained from the traffic manager of Port Of Kemi Ltd.

## **7 ROAD AND RAIL TRAFFIC**

In the port area, the principles of the Finnish Road Traffic Act are followed. The speed limitations, parking spaces and other traffic arrangements such as railway crossings, are indicated with traffic signs.

All vehicles must follow the port authority's safety instructions.

Vehicles and machines must use a beacon or other similar flashing lights when moving in the operating and quay areas of the port.

In repetitive or aggravated speed limit violations the port authority can remove the access permit or the violator for certain time limit or entirely.

Parking in the port area is regulated with parking signs, parking is allowed only in those areas. If a vehicle is parked against the regulations, the owner of the vehicle or the person in charge is liable to indemnify in case of an accident.

All vehicles must yield trains and port equipment moving on rails. Also, vehicles must yield work machines and cranes unless otherwise instructed by traffic signs. The driver of a vehicle stopped on crane or railway tracks must not leave the vehicle unattended.

Work carried out near railway tracks, within the structure gauge, must always be reported to the port authority and the rail traffic operator before beginning the work.



Regulations on driving on ice covered water areas with a motorised vehicle are given in the Off-Road Traffic Act and the Water Traffic Act.

The port authority is not responsible for any possible damages to vehicles.

## 8 RESCUE AND SAFETY REGULATIONS

The companies operating in the port area must assign a contact person for managing the safety issues, to participate in the port area rescue plan preparations, for purchasing of the necessary equipment and to participate in safety and security exercises with a share proportioned to the risks involved in their own operations. The companies operating hazardous materials must also assign a supervisor for operations as required by the Chemicals Act.

In warehouses and on outdoor storage areas marked emergency access routes as well as access routes to fire hydrants, fire wells and fire extinguishing hoses must be kept unobstructed at all times. Firefighting and rescue equipment as well as automatic fire alarm and rescue equipment and automatic sprinkler systems must be kept in good condition at all times. Fire extinguishers and other firefighting equipment must be kept easily accessible.

If a vessel is carrying easily inflammable cargo, smoking, use of open fire and repair work which produces sparks are prohibited on decks, as well as on quays and water areas about the vessel.

The ventilating and cleaning such tanks or cargo hold of a vessel that have contained inflammable or hazardous substances is prohibited unless the port authority has granted a permission to do so.

In the storage areas used to store liquid containers and inflammable liquids smoking, use of open fire and repair work which produces sparks are prohibited. The prohibition also applies to the water area within 50-meter radius of warehouses, quays and vessels in such area.

In the port, all hot work must be conducted in designated hot work areas equipped for this purpose and with permission granted by the port authority.

In accordance with their capability, the crews of the vessels berthing in the port must participate in rescue work and moving vessels from critical locations, according to the instructions given by the authorities or the port authority.



## **9 REGULATIONS CONCERNING BOATING AND OTHER LEISURE ACTIVITIES**

A yacht and other such vessel must be moored only at designated locations or other locations assigned by the port authority.

A yacht and other such vessels must avoid unnecessary traffic in the port area and always yield the merchant vessels. Yachts or other such vessels are not allowed to be moored into quays designated for loading or unloading, buoys, beacons or anywhere else where they might disturb the vessel traffic.

In the port area, if a vessel, boat or cargo is placed without a permission or otherwise against the Port Regulations or in a manner that obstruct traffic and the master, driver, owner or person in charge fails to remove it, the port authority can remove it from the port area at the expense of the party concerned.

Such vessels, boats and goods whose owner is unknown or doesn't appear within three months and are therefore taken over by the port authority, are proceeded as prescribed on lost and found goods.

In the port area, fishing is prohibited on fairways, bridges, harbour basins, quays and other comparable places. Swimming is prohibited in the fairways and harbour basins.

Opening a fairway outside the common fairways is permitted only with the port authority's permission.

For all public events or competitions arranged in the area administrated by the port authority, a permission from the port authority is required.

## **10 PROCEDURES IN THE CASE OF ACCIDENTS OR VIOLATIONS**

In the port area, if a vessel or boat has run aground, floated or sunk, the owner of the vessel or the person in charge must remove it as soon as possible.

Lowering the water in the water area is forbidden. If the water area in the port is lowered due to an accident or any other reason, the port authority and the Finnish maritime authorities must be notified immediately. Clearing and harrowing the port's water area will be carried out at the expense of the party causing the damages.



If sunken vessel or goods fallen into water cause danger or disturbance to traffic, the owner or the person in charge must mark the area with caution buoys. If the area is not marked, the port authority marks the area at the expense of the owner or person in charge.

If a quay or other port's equipment or building is damaged by the user of the port, the port authority must be informed about the incident. The port authority arranges an evaluation of the damages to which the party who caused the damage or their representative is invited to join.

If a vessel, boat or goods are placed in the port area without port authority's permission or otherwise against the Port Regulations, or in the manner that obstructs traffic and the master, driver, owner or the person in charge fails to move it, it can be removed by the port authority at the expense of the party concerned.

If goods, machinery or vehicles are placed in the port area against orders and the master, owner or the person in charge fails to move it, it can be removed by the port authority at the expense of the party concerned.

If Port Regulations are violated, the port authority can withhold the violator's access to the port area. Also, the violator is liable for any damage caused as well as the associated costs.

Breaking the law or decree will result in a punishment assessed by the Finnish legislation.

## **11 CLAIMS OF COMPENSATION AND LIMITATION OF LIABILITY**

Any complaints or claims addressed to the port authority must be presented without unnecessary delay.

If a complaint is presents later than 30 days after the event occurred or the time when the party suffering the damage detected the event, the party suffering the damages loses the right of action in cases where the party suffering the damages is a business entity.

A claim against the port authority must be filed within one year from the date the event occurred or the date the party suffering the damage became aware of the event. Unless otherwise agreed, the claim will be proceeded in the court of the city where the port authority has its registered office.

In the litigation, the laws and decrees of Finland will be applied.



## 12 SUPPLEMENTARY TECHNICAL INSTRUCTIONS AND APPENDICES TO THE PORT REGULATIONS

These Port Regulations are supplemented by the following technical instructions:

- ISPS-safety plan
- guidelines for vessel generated waste
- guidelines for traffic in the port area
- guidelines for hot work
- guidelines for Atex work

This Port Regulations includes maps.

This Port Regulations includes a map of the port area referred to in the Port Regulations.

These Port Regulations have been confirmed and approved by a decision of the Port Of Kemi Ltd. 16.8.2022

These Port Regulations are valid until further noticed and will enter into force as of the 1<sup>st</sup> of September 2022.

