

# **KELNASE SADAM**

## **PORT RULES**

Approved by  
Vice Mayor of Viimsi Municipality

14.11.2014

2015

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## I GENERAL DATA OF THE PORT

### 1.1 Definition of type of entrepreneurship of the port authority

Kelnase harbour (hereinafter *port*) which acts as a guest harbour enabling passenger ferry link between the ports of Leppneeme and Kelnase in compliance with the ferry line contract in force and providing port services to hobby seafarers and recreational craft.

The port authority and the holder of the port within the designated territory and port waters is Viimsi Municipality Government (hereinafter *Viimsi Vallavalitsus*) acting in pursuance with its status and legislation in force in Estonia.

#### Requisite information

Name: Viimsi Vallavalitsus  
Address: Nelgi 1, Viimsi alevik, Viimsi vald, 74001 Harju maakond  
Registration code: 75021250  
Phone; 6028800  
Fax: 6028801  
e-mail: [info@viimsivv.ee](mailto:info@viimsivv.ee)

As signatories to the “Suretyship Agreement” concluded between Viimsi Vallavalitsus and Viimsi Haldus OÜ and in accordance with the provisions of the contract the Parties involved authorize Viimsi Haldus OÜ as port operator to ensure the terms and conditions in compliance with the requirements arising from the contract.

#### Requisite information

Name: Viimsi Haldus OÜ  
Address: Nelgi 1, Viimsi alevik, Viimsi vald, 74001 Harju maakond  
Registration code: 10618178  
Phone; 6028836  
Fax: 6028837  
e-mail: [haldus@viimsivald.ee](mailto:haldus@viimsivald.ee)

### 1.2 Port location, delimiting of the port land and water area

The port is located on the northeastern shore of the island Prangli, on the cape of Kelnase in the parish of Viimsi, Harju County.

The centre coordinates of the port are: latitude = 59° 38 '18,00 "N and longitude = 25° 00' 48" E. The area of the port is 0,65 ha.

The water area represents an area with the following coordinates:

- |                       |                    |
|-----------------------|--------------------|
| 1. 59° 38 '14.100' N  | 25 ° 00 '45.900' E |
| 2. 59° 38 '15.670' N  | 25 ° 00 '47.690' E |
| 3. 59° 38 '19.940' N  | 25 ° 00 '54.680' E |
| 4. 59° 38 '18.830' N  | 25 ° 00 '56.930' E |
| 5. 59° 38 '17.350' N  | 25 ° 00 '53.420' E |
| 6. 59° 38 '15.920' N  | 25 ° 00 '51.440' E |
| 7. 59° 38 '12.860' N  | 25 ° 00 '49.400' E |
| 8. 59° 38 '11.750' N  | 25 ° 00 '46.030' E |
| 9. 59° 38 '10.510' N  | 25 ° 00 '45.550' E |
| 10. 59° 38 '10.780' N | 25 ° 00 '42.720' E |
| 11. 59° 38 '11.390' N | 25 ° 00 '42.220' E |

### 1.3 Technical data of the port

There are 5 stationary quays in the port with a total length of 198 m and a two-sided floating quay (quay no 6) with a total length of 35 m.

Quay data of the port

Quay No	Length (m)	Depth (m)	Purpose
1	49	3.3	
2	41	3.3	
3	35	2.2	
4	40	2.6	
5	33	2.7	
6	33 + 35	2.5 – 1.0	

Note: Quay numeration has been provided from seaward (right to left).

The following dimensional limits, such as 25.0 m in length, 6.0 m in width with 2.5 m draught are permitted for vessels entering the port. The entrance to vessels exceeding the overall dimensions is granted pursuant to the permit by the harbour master.

Vessels shall perform turning manoeuvres in the designated turning area with a diameter of 40 m and a draught of 3.5.

Ships enter and leave the port through the natural fairway marked with lateral spar buoys, lighted leading line and light beacon Est 126.2 (red) and Est 126.3 (green) on stone mole ends. Underwater obstructions in port waters can be marked with spar buoys. Maximum fluctuations of the water level are within the range from +120 to -90 cm.

Quays are equipped with steel mooring rings and bollards with maximum permissible load of 5 t. The quays no 1, 2 and no 5 are equipped with rubber fenders, 2 m in length with a diameter of 40 cm. Fenders have maximum permissible load of 2 t.

The floating jetty has a light fender. The quays no 3 and 4 of timber have standard rubber fenders.

The underwater structure consists of modular timber units and the above-water surface is of reinforced concrete on gravel pads. The quays no 3 and 4 are of timber manufacture. The quay no 6 is a wooden floating jetty. The quays no 1, 2 and 5 are combinations of timber and with concrete top structure and have maximum permissible load of 1.5 t/m<sup>2</sup>. The load resistance of the quays no 3 and 4 is not known but considering the load of the harvest taken from fishing vessels they have passed the overload test on duty. The floating jetty is safe for people to move on. The medium height of the quays with numbers 1, 2, 3, 4, 5 is +2.0 m at Kronstadt zero-level.

On the quays no 1, 2 and 5 there are facilities to switch to fresh water supply and electricity network.

Water traffic in the waters and entrances to the port requires caution due to:

- underwater obstructions in the port entrance NW part
- narrow distance between entrance moles

A navigator must take notice of on-shore aids and pay particular attention to floating aids

- drift and firm ice in winter.

#### **1.4 Restrictions arising from the weather**

Entering and leaving the port at eastern, north-eastern and northern winds exceeding 10 m/s and waves exceeding 3 balls may cause problems.

During frosty winters the port is closed when the water area is covered with thick ice.

In cases of thin or partial ice cover the port can be open.

#### **1.5 Restrictions arising from environmental requirements**

Arising from inadequate facilities for reception and transfer the port can handle only minimal quantities of waste and liquid waste per vessel.

- liquid waste cannot be delivered to the port
- there are containers for garbage.

#### **1.6 Port services include:**

- enabling berthing of small-sized passenger ferries, vessels of the Republic of Estonia on administrative duties and different types of small craft;
- organisation of water traffic in the port waters. Handing of mooring lines only in cases of preliminary notice and possibility;
- enabling cargo space on the quay and territory (max. 1.5t/m<sup>2</sup> on the quay)  
for temporary storage in restricted quantities Storage of cargo is regarded as rendering special commercial service and is a subject of implementing higher dues pursuant to charges established by the port authority or port operator;
- handling of dangerous goods with restrictions on cargo hazard levels, and disproportional cargo either in size or length, upon the preliminary agreement and decision by the harbour master, only.
- plugging a vessel to electricity systems upon agreement
- plugging a vessel to fresh water supply upon agreement

- receiving of sorted garbage (glass, plastic, metal, general garbage)
- toilet
- showers upon agreement.

### **1.7 Business hours of the port**

Port is open 24 hrs a day to operate and provide services to water craft. Water craft can enter and leave within 24 hours according to placed order. During the navigation season the port crew works daily on unlimited schedule in accordance with orders.

Port administration office at tel. +372 56476845, harbour master at tel. +372 5128188.

### **1.8 Navigation season**

Navigation season for regular liners and professional fishermen lasts throughout the year, for small craft from 01 May to 01 October.

### **1.9 Local time difference from UTC**

Local time differs from UTC in summer time by +3 hours and in winter time by +2 hours:

Since last Sunday in March +3 hours

Since last Sunday in October +2 hours

### **1.10 General information on businesses operating in the port**

Information on operating businesses is available at the port administration office and with businesses providing the service.

## **II PROCEDURE FOR WATER CRAFT ENTERING THE PORT**

### **2.1 Entering and mooring**

Small craft seeking to enter the port are exempt from the rule of preliminary notification before arrival.

Arrival of passenger liners takes place in compliance with the line schedule.

Vessels of the Republic of Estonia performing administrative duties shall notify immediately prior to entering the port.

Port crew shall be of assistance in assigning berth and appropriate information is entered in the port register by a respective port authority.

Quay no 1 is designated for a passenger liner with respective information in sight and visible whilst berthing of other water craft within particular area is prohibited.

### **2.2 Establishing communication upon entering**

Information on the ship approaching port shall be transmitted by calling at:  
harbour master's office tel. +372 56476845 and +372 5128188

### **2.3 Pilotage**

Vessels with GT over 300 shall not be able to enter the port, thus no requirement for mandatory pilotage.

### **2.4 Execution of entry formalities with regard to quarantine, customs and border guard**

Execution of entry formalities in compliance with the Schengen Area practices.

### **III PROCEDURE FOR WATER TRAFFIC IN THE WATER AREA**

#### **3.1. Water craft moving on port water area (relocating and manoeuvring)**

In the port water area the water craft shall move at the minimum speed with which the craft maintains maneuvering capabilities by means of steering gear or any other equipment. The water craft is allowed to move in a way which is not to endanger other vessels, such as generating waves or in other way cause discomfort to adjacent craft.

Upon moving on port water area “International Rules for Avoiding Collision of Vessels” shall be applicable.

The place for mooring shall be designated by the port supervisor. In case a water craft is entering the port in his absence the craft will be permitted mooring at whichever available berth except for the designated area for a regular liner marked by respective information. In cases of no free berth available the small craft shall be secured safely side by side to any suitable water craft whilst making his contact details visible and in sight. The navigator of the water craft is obligated to free the berth upon mooring of another ship and depending on the instructions of the master of another ship and thus relocate the water craft and find another berth.

#### **3.2 Requirements to the traffic under regular and special conditions (fog, strong wind, ice)**

Manoeuvring and relocating water craft under special conditions shall only be allowed upon the permit of the harbour master or a respective port authority.

In case of necessity to move in ice conditions, the decision shall be taken by the master of the ship in line with the recommendations given by the harbour master or a respective port authority.

Anchorage within the port water area is prohibited without the permit granted by the harbour master’s office.

#### **3.3 Mooring**

Mooring is not permitted under on-shore restrictive and prohibitive information boards. Vessels moored alongside the quay shall follow safety regulations and the rule of safe distance.

#### **3.4 Towing**

When entering or leaving the port with the assistance of a tug-boat the safety of the vessels shall be ensured by masters of the vessels. The captain of the towboat shall be held financially liable for damages incurred in the process of towing to the ship being towed, to the property on the ship and to the third party and shall compensate the cost for damages, as a rule.

#### **3.5 Ice conditions**

On the appearance of firm ice and when the water area is covered with ice the port is closed. A port authority shall not facilitate navigation in winter ice conditions.

### **3.6 Priorities upon entering and leaving the port**

Upon vessels simultaneously entering and leaving the port, the ferryboat sailing according to an established schedule have the right of way; in other cases the vessel leaving the port have the right of way, except for emergency situations.

## **IV PROCEDURE FOR WATER CRAFT STANDING IN THE PORT**

### **4.1 Requirements to the moored water craft (prohibitions, obligations, restrictions and other conditions)**

In port waters all orders of the harbour master's office shall be mandatory for the vessels standing in.

The master of the ship shall ensure sufficient number of mooring lines to ensure safe mooring. For the safety of human life when moving from the vessel to the pier and to protect people from falling into water the vessel must be equipped with appropriate gangway under which there is a safety net, a throw line with a lifebuoy on sight and accessible. The gangway shall be lighted in the dark.

Vessels over 24 m in length as well as those standing board to board must have the seaward board lighted. The master of the ship shall organise watchkeeping on the ship. Small craft shall use their own fenders.

**The master of the ship ( the skipper of the small craft) shall be responsible for safe mooring of the watercraft in port waters.**

The following is prohibited:

- 1.- discarding or pumping sewage or oily water over the vessel side;
- 2.- holding of fuel in tanks or tanks emptied from fuel on port territory;
- 3.- throwing garbage, municipal and individual waste to the quay or into the water;
- 4.- testing the main propulsion with the propeller switched on;
- 5.- swimming in the port water area,
- 6.- lowering boats and rafts into the water without the permission of a respective port authority
- 7.- loading supplies on berth without the permission of a respective port authority
- 8.- to perform loading and discharging works without the permission of a respective port authority

For cases of emergency the master of the vessel is obligated to communicate his contact details to a respective port authority for entry in the register in accordance with the placed order.

Upon special conditions (e.g. the weather) part of the crew must always stay on board of the vessel whilst it is standing alongside the berth. Special conditions shall be announced by the harbour master or a respective port authority.



#### **4.2 Interior works and deck works during vessels standing at the berth**

Performance of a kind of works is permitted in the port which are regarded relevant for the regular exploitation of the vessel and which do not cause environmental pollution or possibility of such pollution within the limits of the port and territory, fire-risk or any other inconvenience to people on board of adjacent vessels.

4.2.1 The master of the ship is obligated to obtain work permit from a respective port authority for performing operations on board that generate noise and rubbish.

4.2.2 The master of the ship is obligated to apply in writing for performing welding works or works with open flame. The fire extinguishing equipment must be in working order. Fire alarm shall be activated by the master of the ship if fire breaks out on board. The master of the ship shall coordinate fire extinguishing operations on the vessel. A respective port officer and other port crew must be alerted immediately.

4.2.3 Implementing works on the outer side (rust preventive works on the outer hull structure, coating works, etc.) shall be allowed upon the permit of the respective port authority if measures are applied to ensure cleanliness on the water area. Diver's works can be implemented only with the permit of the respective port authority.

4.2.4 Lowering boats and rafts into the water and training alerts shall be coordinated with the respective port authority.

4.2.5 Deballasting and flushing of tanks shall be coordinated with a respective port authority.

4.2.6 The captain of the ship is obligated to submit a written application for performing repair works of the main propulsion machinery and manoeuvring devices.

#### **4.3 Establishing communication upon standing in the port**

Information shall be transmitted: harbour master's office at tel. +37256476845, +372 5128188.

VHF radio communication is not available at the time of formulating the placed port rules.

### **V PROCEDURE FOR WATER CRAFT LEAVING THE PORT**

#### **5.1 Procedure of announcing intent to leave port**

At specified time the vessel shall apply for a respective permission to leave and shall have the right to leave only when the permit to leave has been granted by a respective port authority.

For small craft the permission to leave shall be granted if the established port dues and fees have been settled and a respective document issued by a respective port authority.

#### **5.2 Establishing communication upon leaving the port**

Information on ship departure shall be transmitted at tel. +37256476845, +372 5128188.

VHF radio communication is not available at the time of formulating the placed port rules. A respective port authority may refuse from granting of the permission to leave and detain the ship and cargo in cases established in law.

#### **5.3 Conditions as regard to pilot assistance**

No pilot service is provided in the port. In case of necessity the master of the ship shall take contact with "AS Eesti Loots" for pilot assistance.

Other information with regard to the chart of depths and layout of aids to navigation and symbols is available at the port administration information desk.

#### **5.4 Granting of the departure permission**

The permission to leave shall be issued by a respective port authority.

The ship shall leave directly after port dues and fees have been settled and appropriate proof of payment issued.

### **VI PORT SERVICES AND RELATED SERVICES**

#### **6.1 Port services are:**

- providing mooring;
- providing loading and discharging;
- water traffic organization for vessels entering the port and in the port waters.

More detailed list is provided under section 1.6 of the placed document.

#### **6.2 Loading, discharging and storing goods (incl. dangerous goods)**

Loading and discharging works of cargo shall be implemented by the consignor/consignee pursuant to preloading notification of a respectable port authority.

Since the port is not providing loading and discharging service the port administration shall be free of responsibility for safety regulations in executing operations. In cases of accident(s) arising from violating the requirements of safety regulations the person(s) liable for will be the master of the ship and the person involved in loading/discharging works with extended responsibility in cases of accidents.

#### **6.3 Reception of ship-generated waste, bilge water, incl. sewage water and oily bilge water and other dangerous residues**

There is a recycle station and containers of license holding companies for sorted ship-generated waste in the port territory. Reception of waste water (sewage), bilge water with residual oils and other dangerous residues shall be organized at the designated site in the port territory. Fee for the service is included in the port dues.

#### **6.4 Fuel and lubricants supply**

Bunkering of vessels in the port shall be upon agreement.

#### **6.5 Diver's work**

The port does not implement diver's work. Performance of underwater works requires permission from the harbour master or a respective port authority. In the course of the works a vessel shall have flag of a relevant code hoisted on board (RLK flag "A" ALFA).

#### **6.6 Maintenance of repair and paint works**

The port does not execute repair and paint works.

#### **6.7 Connecting a ship to communications, electricity and other on-shore systems**

Connecting a ship to electricity on-shore systems and supplies of fresh water is implemented in compliance with the arrangement approved by the harbour master.

**6.8 Other services provided by the port.**

- toilet
- shower

Service rates upon agreement.

**VII PASSENGER SERVICE REGULATION IN THE PORT**

**7.1 Organisation of passenger embarkation and disembarkation**

The operator of the passenger ferry line shall organize passengers' movement in compliance with the regulation of the carriage of passengers of the passenger liner and schedule. All the passengers follow both movement and security regulations according to the passenger ferry crew instructions. Movement of passengers within the territory of the port shall be arranged by a port representative.

**7.2 Ticket sale**

The operator of the ferry line shall arrange ticket sale to boats accessible at designated places.

**7.3 Safety requirements**

The passengers in port are obligated to follow fire safety regulations.

**7.4 Services to ferry line passengers**

- toilet.

**VIII PROVISION OF MEDICAL CARE IN THE PORT**

**8.1 Medical aid in the port**

There is no medical point in the port. Information on medical care is accessible at the port administration and displayed on the information board.

**8.2 Possibilities for emergency care**

Emergency care is available by calling 112.

The harbour master shall be notified immediately of any accident taking place on the port territory.

**IX FIRE SAFETY REQUIREMENTS AND PROCEDURE FOR RESCUE WORKS**

### **9.1 Requirements of fire extinguishing on the vessels standing in the port**

- fire extinguishing and rescue equipment of the vessels standing in the port shall be in working order;
- fire safety requirements shall be mandatory for all the vessels standing in the port;
- the master of the ship shall be responsible for following fire safety rules on the vessel and the skipper on the small craft.

### **9.2 Requirements of fire safety on the port territory, in the buildings and facilities**

- ensuring fire safety on port area, the facilities and objects located there is stipulated in “General requirements of Fire Safety” approved by the Ministry of Internal Affairs and the fire safety rules of the port under Estonian law;
- smoking and implementing work with open flame on the port territory is prohibited;
- smoking on board the vessel is prohibited except in places allocated for this;
- for welding, power, metal and other works with open flame on the port territory the master of the vessel shall apply in writing to the port authority;
- it is prohibited to store oily substances and fuel in canisters on the quay;
- in case of fire in the port the port facility security officer and rescue service must be alerted immediately.

### **9.3 The arrangement of rescue and firefighting equipment**

- it is prohibited to litter the access routes which lead to vessels standing in the port, fire extinguishing equipment or supplies;
- all the quays, are equipped with rescue posts (life buoy with a throw line and a boat-hook, ladder or fire extinguisher) in sight and accessible, making a total of four rescue posts;
- two (2/6 kg) dry powder extinguishers are available in the port facility.

### **9.4 Plan of action during emergency (incl. oil spill)**

Fire emergency:

- in case of fire general alarm shall be announced, all measures shall be applied for extinguishing fire;
- the captain of the vessel or the person replacing him shall supervise fire extinguishing operation on the vessel;
- all other vessels must get ready to assist with fire fighting and rescue equipment;
- fire extinguishers and other appliances shall be available since there is no manned firefighting unit in the port.

Refueling:

- members of the crew of the vessels standing in the port shall be obligated by every means to avoid oil products from getting into port waters and port territory;
- the master of the ship shall follow all the regulations which apply for refueling procedures, inform a port security officer of his intention and obtain permission for refueling;
- upon refueling a vessel, a signal code-flag ”B” (BRAVO) shall be hoisted and a red signal light switched on for the night;
- in case of pollution arising from the vessel, the crew of the vessel shall immediately apply measures for localizing oil spill and eliminating the pollution;

- in case of detecting pollution on the port waters or territory a port facility security officer must be immediately informed.

Implementing pollution control:

- a port authority officer must immediately apply measures to organise oil pollution abatement and must immediately inform the port holder and port operator;
- the master of the ship shall organise the liquidation of pollution and is the responsible person for performing the procedure;
- in case of oil spill the method of absorber beam shall be used to separate the water area partially or to the full extent. Assistance of the berthed ships shall be used for the operation. Special oil pollution control equipment shall be used.

- operational communication in the event of emergency (incl oil spill):

Port authority +372 56476845, harbour master +372 5128188  
Estonian Rescue Service 112  
Environmental Inspectorate 1313  
Police and Border Guard (PBGB) +372 6393272; +372 5252422  
Other emergency management and civil protection bodies and relevant organizations  
Which exercise supervision, etc.

## **9.5 Emergency action plan regarding the act of terror**

1. In the event of receiving a bomb threat or in case of terrorist act emergency operational assistance shall be called at 112. Emergency evacuation of people from port territory to temporary shelter site at safe distance shall be immediately commenced.
2. A port security officer shall close the access routes to port territory from land and sea and shall inform the harbour master, accordingly.
3. Until takeover by special services the operation shall be supervised by the harbour master or port security officer.

## **X PROCEDURE FOR CALLING THE RESCUE BOARD AND OTHER AGENCIES WHICH PROVIDE ASSISTANCE OR EXERCISE SUPERVISION**

Police and Border Guard (PBGB)	112
Estonian Rescue Service	112
VTs	620 5669

## **XI GENERAL**

The port operator or in the absence thereof the port authority shall comply upon organisation of passenger transport service with the obligations arising from valid requirements which apply to ports and rights of passengers when travelling by sea.

Passenger service provider:

Requisite information:

Name: Kihnu Veeteed AS

Registration code 10867071  
Phone 5272974

Administrative procedures prescribed in the present port rules remain in force in the land and water area of the port and are mandatory for all the persons and vessels operating or staying in the port irrespective of the flag state.

Persons who have violated the requirements arising from the port rules shall be held liable pursuant to law for failure to perform the obligations specified in the current port rules and the person(s) at fault shall cover the expenses.

In the event of dispute the original text “Kelnase sadama eeskiri”, approved by Viimsi Vallavalitsus supersedes the English translation of the original text.

## **ANNEXES**

ANNEX NO 1 - PORT DUES AND OTHER APPLICABLE CHARGES

ANNEX NO 2 - LAYOUT OF WATER DEPTHS AND AIDS TO NAVIGATION

ANNEX NO 3 – GENERAL LAYOUT OF THE PORT