



SAARTE LIINID

VIRTSU PORT RULES

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Annex 1: Port layout and Location plan of navigation marks and signs

1. GENERAL PART

The rules shall apply on the territory and the water area of Virtsu Port (hereinafter referred to together as the port area) and they are obligatory for every enterprise operating in the port, including all persons staying in the port, and for ships visiting the port regardless of their Flag State.

1.1. TYPE OF COMMERCIAL UNDERTAKING OF THE PORT AUTHORITY

- 1.1.1. The Port owner is Saarte Liinid Ltd.
- 1.1.2. Saarte Liinid Ltd operates as a public limited company in compliance with the Commercial Code and legislation in force in Estonia.
- 1.1.3. The registry code of Saarte Liinid Ltd is 10216057.

1.2. PORT LOCATION, DELIMITING THE PORT LAND AND WATER AREA

- 1.2.1. Virtsu Port is located in Väinameri, on the eastern coast of Suur Väin. The centre coordinate of the port: latitude = 58°34,5' N and longitude = 23°30,6' E.
- 1.2.2. Total water area of the port is 17.5 ha.
- 1.2.3. Total land area of the port is 8.16 ha.

1.3. LAYOUT OF THE PORT AREA AND LOCATION PLAN OF NAVIGATION MARKS AND SIGNS

- 1.3.1. Port layout and Location plan of navigation marks and signs is provided in Annex 1.

1.4. TECHNICAL DATA OF THE PORT

- 1.4.1. The port is formed by a 180 m long breakwater, stretching to NNW from the coast. It is extended by a 100 m quay, ending up with a 20 m NE direction quay. The total length of 8 quays in the port is 640 m. The quays are located on in the N part of the breakwater, on both sides. An imaginable line to NW direction from the port light beacon divides the port water area into two parts: outer basin with the depth of 7.0 m and with the western and northern quays; inner basin with the depth of 5.5 m and with the eastern quay, standing quay and pile quay. A 350 m long breakwater, protected with granite rocks and equipped with storage sites, takes to a 160 m long NW-directed quay no. 8.
- 1.4.2. Water depths are given in case of zero water level. Water depth is the minimal depth measured at 1,5 m from a berth edge.
- 1.4.3. Description of quays:

Quay No	Length (m)	Depth (m) EH2000	Depth (m)* BHS-77
Quay No 1 (with ramp)	102,0	5,8	6,0
Quay No 2 (cargo vessels)	48,0	5,8	6,0
Quay No 3 (fishing vessels, pilot launch)	20,0	5,0	5,2
Quay No 4 (with ramp)	130,0	5,0	5,2
Quay No 5 (fishing vessels, small crafts)	30,0	4,3	4,5
Quay No 6 (with ramp)	72,0	5,0	5,2
Quay No 7 (small crafts, yachts)	24,0	2,4	2,6
Quay No 8 (cargo quay)	160,0	6,8	7,0
Quay No 9 (small crafts, yachts)	18,0	1,6	1,8
Quay No 10 (small crafts, yachts)	15,0	1,2	1,4

****NB! From January 1, 2018 the height system of Baltic 1977 (BHS-77), used in Estonia so far was replaced with European Vertical Reference System, which is abbreviated in Estonia EH2000.***

- 1.4.4. Water depths are given in case of zero water level. Water depth is the minimal depth measured at 1,5 m from a berth edge, except in the case of berth No 9, where the minimum depth is measured from the edge of the berth.
- 1.4.5. Depending on weather conditions, sea level in harbour may differ in average from the zero by +70 to -40 cm. Information on sea level can be obtained either from the Harbour Master's Office or on WEB site <http://online.msi.ttu.ee/meretase/graph.php?jaam=virtsu>



- 1.4.6. The main function of the port is providing services to Kuivastu-Virtsu ferryboat line, in addition the following freights are loaded and unloaded: crushed stone, round timber, wood chips, fish products and packaged products. Services are also provided to yachts and small craft.
- 1.4.7. At a prior request, mobile lifting devices and other loading equipment are available for reloading cargo. The port has no stationary lifting equipment.

1.5. RESTRICTIONS TO VESSEL OVERALL DIMENSIONS

- 1.5.1. The minimum under keel clearance (free water) of a vessel must be at least 5% of the vessel draught when ship manoeuvring in the port. If the 5% calculation of the clearance under keel gives the result:
- less than 20 cm, the minimum under keel clearance for manoeuvring shall be 20 cm.
 - more than 20 cm, the minimum under keel clearance for manoeuvring shall be at least 40 cm.

The master of the vessel must always consider the declared depth of the port water area and the access channel. The minimum water under the keel must be ensured regardless of water level fluctuations, waves, and changes in draft due to manoeuvring or movement of the vessel.

- 1.5.2. The biggest vessel received in the port may be of maximum 130 m long, 20 m wide and with 6.5 m of draught.
- 1.5.3. In the port water area there are three manoeuvring areas:
- circle for cargo vessels, with the diameter of 200 m and the central point of width = 58°34,58' N and length = 22°30,35' E;

- circle for ferries, with the diameter of 160 m and the central point of width = 58°34,58' N and length = 23°30,58' E;
- circle for cargo vessels, with the diameter of 180 m and the central point of width = 58°34,525' N and length = 22°30,285' E.

1.6. RESTRICTIONS ARISING FROM THE REQUIREMENTS OF ENVIRONMENTAL PROTECTION AND DANGEROUS CARGO

- 1.6.1. Dangerous cargo conveyed by ferryboats must be located on duly marked vehicles.
- 1.6.2. Dangerous cargo shall be handled in the port according to the Chemicals Act, the legislation enacted under the act, requirements imposed under chapters VI and VII of the International Convention for the Safety of Life at Sea and annexes I to III of the International Convention for the Prevention of Pollution from Ships.

1.7. BUSINESS HOURS

- 1.7.1. Vessels are handled 24/7 pursuant to the demand.
- 1.7.2. Ferryboats are handled in accordance with the contract and the schedule.
- 1.7.3. On national and public holidays, vessels shall be loaded and unloaded at a special agreement.

National holiday:

24 February Independence Day, anniversary of the Republic of Estonia

Public holidays:

1 January	New Year
	Good Friday
	Easter Sunday
1 May	May Day
	Pentecost
23 June	Victory Day
24 June	Midsummer Day
20 August	Day of Restoration of Independence
24 December	Christmas Eve
25 December	Christmas Day
26 December	Boxing Day

1.8. PORT NAVIGATION SEASON

- 1.8.1. Navigation season lasts round the year, to vessels with no ice-class restrictions may be established in winter.

1.9. LOCAL TIME DIFFERENCE FROM UTC

- 1.9.1. Since last Sunday in March +3 hours.
- 1.9.2. Since last Sunday in October +2 hours.

1.10. GENERAL INFORMATION ON BUSINESSES OPERATING IN THE PORT

- 1.10.1. Information about the companies in port can be obtained from Port Office or calling (+372) 5344 3945 or (+372) 5307 8282.

1.11. TRAFFIC REGULATION ON PORT TERRITORY

- 1.11.1. Entrance and exiting area of the ferryboat line is regulated with traffic signs and marks. This area is governed by Traffic Code.
- 1.11.2. The vehicles and mechanisms used in the cargo loading zone shall be equipped with warning lights, name or identification of the owner and a number. Parking of such vehicles on quays and outside the respectively marked parking area is prohibited. Vehicles may not stand on a quay unless so needed for servicing vessels. In the latter case, the driver shall not leave the vehicle without surveillance.
- 1.11.3. The use of lifting equipment in the port is performed in accordance with the conditions of work environment (temperature, wind speed etc) established by the manufacturer of the equipment.
- 1.11.4. Cranes shall at least 30 minutes prior to the arrival/departure of a vessel be parked in such a manner that to ensure safe manoeuvring at mooring or laying off from the quay.
- 1.11.5. Unauthorized access to quays is prohibited.
- 1.11.6. Entering port security area is prohibited without respective permit obtained from port authorities.

1.12. CLEANLINESS ON PORT TERRITORY

- 1.12.1. All operators and persons in port area shall ensure the cleanliness and order within its working area and compliance with fire safety, health protection and environmental requirements.
- 1.12.2. No objects disturbing hauling shall be located at quays.
- 1.12.3. Fishing is prohibited in port area
- 1.12.4. Smoking on the port territory is allowed in respectively allocated places.
- 1.12.5. Unauthorized use of waste containers is prohibited.
- 1.12.6. Accidents with people or equipment on the port territory, any pollution of the port area, damages to ships or quays shall immediately be reported to Port Supervisor.

2. REGULATION OF WATER CRAFT ENTERING, STANDING IN AND LEAVING THE PORT

2.1. NOTICE OF THE ENTERING AND DEPARTURE INTENTION

- 2.1.1. Entering of the ferry boats shall take place in accordance with the provisions of the line contract with the ferry line operator.
- 2.1.2. The arriving ship's Captain or agent shall notify the Harbour Master's Office of the wish to enter the port as early as possible, to allow for the preparation of a timetable.
- 2.1.3. For reservation of the moorage the ship's agent or Master shall send initial notice to e-mail address viljar.viil@saarteliinid.ee , and all changes shall be updated.
- 2.1.4. A notice of arrival shall include the following information:
 - time of arrival;
 - the ship's name, IMO number, overall length (Loa), draught;
 - reason for entering the port (loading/unloading/other);
 - type and volume of the cargo;
 - consignor/consignee
- 2.1.5. Having received confirmation of receipt of the ship at the port, the sender of the notice shall register the ship's call to the port in the Estonian Maritime Document Exchange (EMDE)

system through which all the subsequent business will be carried out (information concerning the ship, notices, documents, etc.).

2.1.6. Vessels of coastal shipping must notify the Port Supervisor about the arrival or departure of the

ship orally via mobile phone in due time, following the good maritime practice.

2.1.7. The Skipper of the small craft shall notify Port Supervisor of leaving and formalise its leaving.

2.2. GRANTING OF ARRIVAL AND DEPARTURE PERMISSION

2.2.1. 15 minutes prior to entering the port, the vessel shall apply for a respective permission at Harbour Master's Office.

2.2.2. 15 minutes prior to leaving the port, the vessel shall apply for a respective permission at Harbour Master's Office.

2.2.3. Port administration or Harbour Master may refuse from granting of the permission, in case:

- the established port fees and fines are unsettled;
- a respectively authorised state agency issues such an order.

2.3. PROCEEDING AN ENTERING AND LEAVING NOTICE AND INFORMATION REQUIRED

2.3.1. Ship's agent or Master shall transmit all required information and documents through the Estonian Maritime Document Exchange (EMDE) system. A notice of arrival of the ship at port shall be forward seventy-two and twenty-four hours before the arrival of the ship or immediately after the departure from a previous port if the steaming time is less than twenty-four hours.

2.3.2. Upon entrance to port or leaving port, the ship's agent or Master shall present necessary documents.

2.3.3. In addition to the documents referred to in clause 2.3.1, the ship's agent or Master is required to forward, via EMDE, to the Harbour Master's Office, at departure of the ship from port, the following documents:

- Statement of Facts;
- Notice of Readiness; Bill of Lading.

2.3.4. If EMDE is not functioning, the necessary information shall be forwarded in another manner.

2.4. ENTRANCE FORMALITIES AND REQUIRED DOCUMENTS

2.4.1. Ferries, passenger and cargo vessels regularly connecting destinations on domestic lines in Estonia as well as other vessels not leaving the Estonian economic zone may produce a general declaration (in case there are no amendments in the presented data) for up to 1 month.

2.4.2. Upon leaving the port, the documentation shall be submitted prior to the departure.

2.5. QUARANTINE, CUSTOMS AND BORDER GUARD FORMALITIES AND EXECUTION OF DOCUMENTATION

2.5.1. Virtsu Port is the border crossing point open for international traffic (except for small craft). Border and customs control is available at request in the port. Border and customs formalities are executed round the clock.

2.5.2. Leaving Virtsu Port for a foreign country, the small craft shall arrange border and customs formalities in the border crossing point open for international traffic of some other harbour where the formalities of small craft are executed.

- 2.5.3. The Skipper of the small craft shall register the entrance into the port by Harbour Supervisor's record in a respective book.
- 2.5.4. The Master of a vessel shall notify Harbour Master of a possibly infected person on board. Harbour Master's Office shall immediately notify of the Health Board local division of it.

2.6. ESTABLISHING COMMUNICATION WITH WATER CRAFTS

- 2.6.1. The Harbour Master's Office(Harbour Supervisor) mobile phone number available 24/7 (+372) 5344 3945
- 2.6.2. Radio communication on VHF 16/14 channel, call sign "Virtsu sadam".
- 2.6.3. Harbour Master's e-mail virtsu.ylevaataja@saarteliinid.ee (for notices and applications accordance Port Rules).

2.7. REQUIREMENTS TO THE MOORED WATER CRAFT

- 2.7.1. All orders given by Harbour Master's Office and the Harbour Supervisor concerning laying the vessels and small craft shall be mandatory to their Masters. For the purpose to organize of safe water traffic, a harbour master has the right to demand compliance by persons staying in the port with the requirements arising from legislation, port rules and good seamanship.
- 2.7.2. Using an anchor on the port water area shall be approved by Harbour Master.
- 2.7.3. In case moored vessels use an anchor, the anchor chain shall be hauled down so that not to disturb the movement of other vessels.
- 2.7.4. The mooring ropes shall be fastened only to the mooring posts assigned for this purpose, the ropes shall be supplied with anti-rat shields.
- 2.7.5. Berthing of the small craft laying in the marina shall be assigned by Harbour Supervisor.
- 2.7.6. Vessels standing side-by-side at any quay is a subject of Harbour Master's permission.
- 2.7.7. Vessels standing alongside a quay shall not use propellers. As an exception, these are allowed to be used by vessels only by permission of Harbour Master.
- 2.7.8. Part of the crew, who can secure a safe laying of the vessel and are in case of necessity able to secure the vessel's fast leaving to the roadstead, shall always stay on board the vessel while standing alongside the quay.
- 2.7.9. The main engine, steering and anchor gears shall stay in working order. Any repair and maintenance work that may prolong the time necessary for readiness to depart as well as fire and abandon ship drills may only take place at the permission of Harbour Master.
- 2.7.10. The moored vessel shall have a safe gangway under which there is a protective net and a life buoy supplied with a heaving line. During the dark the gangway shall be lightened.
- 2.7.11. The board at the quay-side of a moored vessel shall be lightened.
- 2.7.12. Connection of the power cables of vessels and small craft to the port power system shall be done at the permission of Harbour Supervisor.
- 2.7.13. The crews of vessels shall keep the port land and water area clean.
- 2.7.14. The Master of vessels and Skippers of small craft shall secure a safe standing of these in the port at any weather condition, protection of the property on vessels as well as a safe embarkation and disembarkation of passengers.
- 2.7.15. Swimming on port water area is prohibited.
- 2.7.16. Accidents with people or equipment on the port territory, any pollution of the port area, damages to ships or quays and venders shall immediately be reported to Harbour Supervisor.

2.8. DECK OPERATIONS ON MOORED WATER CRAFT

- 2.8.1. Implementing work producing litter shall be allowed if the cleanliness of the port land and water area are guaranteed.
- 2.8.2. For welding and other work with open fire, the captain of a vessel shall apply in writing to the port administration. Upon obtaining the permission, Harbour Master's Office shall be informed on starting and completing such work.
- 2.8.3. Outboard works are allowed only if all safety precautions are being followed.
- 2.8.4. Fire and abandon ship drills, launching of boats and rafts shall be allowed only with the permission of the Harbour Master.
- 2.8.5. The Harbour Master's Office shall be notified of a repair of the main engine and its estimated time of completion.
- 2.8.6. Dry-cargo vessels may pump out ballast water providing that it does not contain oil or other substances dangerous to the environment and that it will not get on the berth.
- 2.8.7. Tanks may be washed only in case washing water does not reach the port area.

3. VESSEL TRAFFIC REGULATION IN PORT

3.1. Vessel traffic in port

- 3.1.1. Vessels, except ferry boats serving ferry line, may move on port water area and channel only at the approval of Harbour Master's Office.
- 3.1.2. Upon moving on port water area, "International Rules for Avoiding Collision of Vessels" shall be applicable for all ships (incl. small crafts and other water crafts) and the rules of good seamanship should be followed.
- 3.1.3. Upon vessels simultaneously entering and leaving the port, the ferryboat sailing according to the established schedule and a boat leaving after that shall have the right of way, except for emergency cases.
- 3.1.4. On port water area a vessel shall move at a minimum speed at which it can maintain manoeuvrability. The operating regime of a vessel's propulsion devices shall be such that not to endanger other vessels laying at the quay. The steering, anchor and hauling gear of a vessel shall be in working order and ready for use.
- 3.1.5. Relocating a vessel on port water area shall only be allowed with the permission of Harbour Master's Office. Relocating a vessel compulsory for piloting, shall be piloted upon relocation. Shifting a vessel alongside a quay is permitted without a pilot.
- 3.1.6. In case of vessels moving in the channel, sports and small craft shall at their approach keep as far of the channel's centreline as is possible ensuring their own maritime safety.
- 3.1.7. The programme of sports events conducted on port water area shall be approved by Harbour Master.
- 3.1.8. Vessels shall perform manoeuvres in the respectively allocated manoeuvring areas.
- 3.1.9. Small crafts and other water crafts shall be registered in compliance with the legislation in force, their Skippers shall have a valid license.
- 3.1.10. Any kind of acrobatic riding and any towing for an amusement ride purpose is prohibited on port water area.
- 3.1.11. Small floating vessels and small craft may be launched from quays in respectively allocated places.
- 3.1.12. Small floating vessels and small craft shall not sail closer to quays or vessels laying at quays than 30 m, except for the cases of their own berthing.
- 3.1.13. There is a safe speed limit on the port water area and special attention should be paid for other ships and small crafts.

3.2. REQUIREMENTS FOR VESSELS TRAFFIC UNDER REGULAR AND SPECIAL CONDITIONS, MANEUVERING AND RELOCATING

- 3.2.1. The ferry sailing according to the established schedule have the right of way when entering and leaving port.
- 3.2.2. Upon poor visibility conditions, the entrance into port and leaving port shall be decided by the Captain of the ship in coordination with the Harbour Master's Office.
- 3.2.3. Entering and leaving the port is prohibited at the southern wind exceeding 15 m/s and northern wind exceeding 18 m/s, except ferry boats. Ferry boats entering and leaving the port is prohibited at the wind exceeding 25 m/s. In case of necessity, entering and leaving the port shall be decided in each separate case by Harbour Master and the Captain of a vessel together.

3.3. MOORING

- 3.3.1. During mooring Harbour Supervisor shall be present at the quay and assign the vessel's location to the embankment ramp or the processed cargo, takes into account the safety requirements.
- 3.3.2. The distance between the vessels moored at the quay shall secure the safety of vessels.

3.4. TOWING OF VESSELS

- 3.4.1. The port has no tugboat.

3.5. TRAFFIC IN ICE-CONDITIONS

- 3.5.1. The port does not belong among the ports covered by ice-breaking service provided by the state of Estonia.
- 3.5.2. Upon mooring, breaking and pushing off the ice between the quay and the vessel shall be implemented at the expense of the vessel owner or possessor.

3.6. SPECIAL REQUIREMENTS DEPENDING ON THE CLASS OF A VESSEL AND CHARACTER OF CARGO

- 3.6.1. Berthed ferries shall use mooring ropes during loading and unloading operations. The propellers shall be stopped.

4. PORT SERVICES PROVIDED AND THE RELATED SERVICES AND ARRANGMENT OF THEIR RENDERING

The following services are provided in the port: servicing the ferry lines, servicing cargo and fishing vessels, receiving bilge water and sewage, drinking water and power supply, servicing passengers, hobby seafarers and maritime tourists.

4.1. LOADING, UNLOADING AND STORING GOODS (incl dangerous goods)

- 4.1.1. The goods conveyed on ferry lines must be located on vehicles.
- 4.1.2. Loading and unloading goods shall take place in accordance with contracts with legal persons implementing loading and unloading operations of its goods in the port.

4.2. STEVEDORE WORK

- 4.2.1. The port does not implement stevedore's work.

4.3. WATER SUPPLY

- 4.3.1. Supplies of drinking water are available in the port. See Price List of Saarte Liinid Ltd.

4.4. RECEIVING SHIP'S WASTE

- 4.4.1. Receiving and delivery of ship's waste shall take place in compliance to requirements provided for in the Ports Act and "Plan for receiving and handling ship's waste" in the port of Virtsu approved by the Environmental Board.

4.5. FUEL AND LUBRICANTS SUPPLY

- 4.5.1. Fuel and lubricants can be supplied in the port, arranged by the owner or agent of a vessel.
- 4.5.2. Bunkering of vessels is possible from a road tanker only and takes place only if prior approved with the Harbour Master's Office.
- 4.5.3. No fuel is supplied to small craft in the marina.

4.6. DIVING WORKS

- 4.6.1. The port does not implement diver's work.
- 4.6.2. For implementing underwater work, the manager of work shall apply for a permission to Harbour Master.
- 4.6.3. A diver-ship or transportable diver-unit shall have a radio communication with Harbour Master's Office. If VHF radio communication means are not available, a mobile phone can be used, the number of which shall be announced to Harbour Master's office.

4.7. REPAIR AND PAINTING WORKS

- 4.7.1. Repair and painting work shall be implemented at an agreement with the Harbour Master's Office. The port does not provide repair and painting work services for water crafts.

4.8. CONNECTING A VESSEL TO COMMUNICATIONS, POWER AND OTHER ON-SHORE SYSTEMS

- 4.8.1. Supplying with water and connecting a vessel to the communications and power supply systems shall be implemented with the permission of Harbour Master or Harbour Master's Office. See Price List of Saarte Liinid Ltd.
- 4.8.2. Supply of electric power is available at all quays.

4.9. OTHER SERVICES PROVIDED IN THE PORT

- 4.9.1. Winter small craft storage.

5. PASSENGER SERVICE ARRANGEMENT IN THE PORT

- 5.1.1. The operator of the ferry line shall arrange the embarkment and disembarkment of passengers to and from ferry.

- 5.1.2. The ferry shall be handled at the quay assigned by Harbour Master.
- 5.1.3. The owner or operator of the ferry line shall arrange ticket sale to boats.
- 5.1.4. At the port area the passengers and drivers shall follow the traffic signs and marks. This area is governed by Traffic Code.
- 5.1.5. Passengers are prohibited to walk in the loading/unloading zone of cargo vessels.

6. MEDICAL AID IN THE PORT

- 6.1. Medical aid to the port customers shall be provided by health care institutions of Lääne County.
- 6.2. Emergency care is available at the emergency phone 112.

7. FIRE SAFETY REQUIREMENTS IN THE PORT AND COORDINATION OF RESCUE WORK

- 7.1.1. Ensuring fire safety on port area takes place in accordance with the requirements provided for in the current Fire Safety Act.
- 7.1.2. Fire fighting and rescue equipment of a vessel standing in the port shall be in working order.
- 7.1.3. For welding and other work with open fire, the Master of a vessel shall apply in writing to the Harbour Master`s Office. Upon obtaining the permission, Harbour Supervisor shall be informed on starting and completing such work.
- 7.1.4. The Master of a vessel or the person replacing him shall supervise fire extinguishing on the vessel.
- 7.1.5. Implementing work with open flame is prohibited on port area.
- 7.1.6. All quays shall be equipped with rescue posts (life buoy with heaving line and boat-hook) on sight and accessible.
- 7.1.7. Primary fire extinguishing equipment is located in the harbour building.
- 7.1.8. In case of fire in the port or on a vessel standing in the port, all other vessels shall get ready the fire fighting and rescue equipment and the main engine for providing help at fire extinguishing operations. On the vessels standing nearby general alarm shall be announced.
- 7.1.9. In case of an emergency situation (petroleum leakage, fire etc.) in the port, it must immediately be reported to the Rescue Service phone 112, Harbour Supervisor, Police and Border Guard Administration and depending on the character of a situation also to other respective agencies.
- 7.1.10. In case of a pollution arising from a vessel, the crew shall immediately apply measures for stopping and localising the pollution.
- 7.1.11. Harbour Master shall coordinate the elimination of pollution on port area, involving other required institutions. The port shall have the right to claim the pollution elimination related costs from the polluter.
- 7.1.12. Instructions for activity and the list of pollution abatement equipment and their location for eliminating pollution are provided in the Spill Contingency Plan of Virtsu Port.

8. PROCEDURE OF CALLING RESCUE SERVICE AND ORGANISATIONS PROVIDING OTHER KIND OF HELP OR PERFORMING SUPERVISION

Special services may be called independently or via the port:

- 1) Rescue Service: 112
- 2) Police: 112

9. PRICE LIST by SAARTE LIINID Ltd
www.saarteliinid.ee

Annex 2

Port layout and Location plan of navigation marks and signs

