

## **Minimum requirements for mooring and unmooring service providers**

Hangon Satama – Hangö Hamn Oy Ab (hereinafter “Port”) grants the permission to offer services in accordance with the European Parliament Regulation (EU) 2017/352 in the harbour area controlled by the Port and requires the service providers and their subcontractors to meet the following requirements when registering to engage in vessel **mooring and unmooring** in the Port area.

Mooring services refer to the necessary mooring and unmooring services, including shifting along the quay, for the safe operation of vessels in the port or waterways leading to the port in accordance with port regulations.

The Port will make a decision on issuing the permit within four (4) months of the disclosures completed by the companies. The disclosures submitted to the Port must describe how the company organises its operations and that it fulfils the following minimum requirements. The documents that demonstrate that the company fulfils the following requirements are to be included as appendices.

### **1. General minimum requirements for the company**

- 1.1. The company must follow laws and regulations, be registered in the Trade Register or another business register for the EU, prepayment register in accordance with the Prepayment Act and employer register, a value-added tax register in accordance with the Value Added Tax Act and it has not neglected the payment of social security fees, pension insurance fees and taxes. The company must join the tilaajavastuu.fi service or demonstrate the fulfilment of public obligations quarterly with the appropriate certificates. For companies from another EU member country, the corresponding legislation in that country must be followed, and the company must be registered in the corresponding registers in that country, and other international rules must be followed. When producing the service, the service provider is to follow the personnel regulations and agreements that are required for operating within the EU and Finland.
- 1.2. The service provider must have sufficient financial means to produce the service.
- 1.3. The company must have liability insurance with a minimum coverage of EUR 10 million. The liability insurance is to include coverage for all damages caused to the Port, its customers, vessels that arrive at the port and damages incurred by third parties due to the services offered by the company.

### **2. Minimum requirements for mooring and unmooring services**

- 2.1. The provider offering the service must commit to offering the service to all vessels in all of the port areas of the Port within the city limits of Hangö.
- 2.2. The company commits to offering mooring/unmooring services in the service area in a reliable manner without interruptions and equally to all vessels based on demand. The company offering the services is to invoice the services directly from the shipowners or their representatives.
- 2.3. The responsible individuals assigned by the company must have a minimum of two years of mooring/unmooring experience, ISPS safety manager training, seafaring experience and be licensed to operate a marine VHF radio. Responsible individuals refers to an on-site person responsible for completing the work, participating in the work or a person monitoring the work on-site.

- 2.4. Everyone participating in the mooring/unmooring work is required to have completed orientation for the work and must follow the occupational safety and other safety instructions in the Port Regulations and the procedures in effect in the port area and must ensure that the terms of permits from officials are fulfilled. The work must always comply with the manpower requirements defined by the Port for maintaining the service level and occupational safety, but in a manner where there are always at least two people for each vessel.
- 2.5. The provider offering the service must have a separate designated responsible individual/supervisor at the Western Port office on weekdays between 7 am and 4 pm.
- 2.6. There must be at least two employees offering mooring/unmooring services on-site 24/7 at both service locations, in addition to two employees/location on-call 24/7 with a maximum arrival time to the port of 30 minutes on every day of the year. In addition, the service provider is to follow the requirements and regulations in Finnish national social and employment right and collective bargaining agreements, including the provisions on working hours and rest times.
- 2.7. The mooring/unmooring services must be planned and produced in a manner that the vessels using the services do not have to wait due to the service. The service provider must be able to offer mooring/unmooring services in all service areas within a maximum wait time of 15 minutes from order. The service provider must be able to offer the service to a minimum of two vessels simultaneously requiring the service and the wait time for other services ordered at the same time cannot exceed 30 minutes.
- 2.8. The company producing mooring/unmooring services must notify the Port without delay of any quay and other damages that occur during the services. If an easily detectable quay or property damage is not reported and the party who caused the damage cannot be determined, the company offering the mooring and unmooring services is responsible for the damage.
- 2.9. The company must immediately report all mooring and unmooring events and accidents and exceptional incidents observed in the port area within the manner required by the Port using the information systems determined by the Port. A usage fee is charged for the use of information systems.
- 2.10. The responsible individuals of the company and its employees are required to undergo a limited security check.
- 2.11. Every service provider employee must have a valid work safety and fire work card and security officer card.
- 2.12. The entire personnel of the service provider must have sufficient Finnish, Swedish and English skills. Of the personnel participating in the mooring or unmooring of a vessel, at least one must have good English proficiency.
- 2.13. The entire personnel of the service provider must have sufficient first aid and fire extinguishing skills.
- 2.14. The service provider must have a service office both in the Western Harbour and the Koverhar Harbour, which can be reached 24/7 using a marine VHF radio, telephone and email.
- 2.15. The entire personnel of the service provider must wear an ID card approved by the PORT in addition to sufficient ISPS training.
- 2.16. The service provider is to have a sufficient number of vehicles approved by the Port for producing the service. The vehicles are to be equipped with flashing lights, and they need to state the company name and business ID.
- 2.17. The entire personnel of the service provider must have sufficient personal protective gear such as life vests, a helmet, safety boots and CE-marked reflective outerwear.
- 2.18. During the winter, the service provider must handle the anti-slip procedures and snow removal around the bollards on the edge of the quay/work area required for the service in a manner approved by the Port.
- 2.19. The entire personnel of the service provider must have completed

water rescue training.

2.20. Operations cannot commence until all of the minimum requirements have been fulfilled.

2.21. The Port withholds the right to modify these minimum requirements. Service providers will be notified of the modifications before they are to come into effect.

### **3. Appealing and terminating operations**

3.1. The service provider may appeal a decision made by the Port in accordance with the related legislation.

3.2. Upon the request of the Port, the service provider is at any time required to demonstrate that it is fulfilling the set minimum requirements. The Port may withdraw the right to offer services if the service provider does not correct its operations to meet the minimum requirements within 14 days of receiving a written notice to do so.

3.3. The Port has the right prohibit the service provider from operating in the port area with immediate effect if the service provider is violating the terms and obligations set in the minimum requirements in a deliberate or grossly negligent manner.

3.4. An approval document will be drafted between the Port and the service provider on offering services in the port area. The approval document states the fulfilment of minimum requirements. The service provider cannot start producing the service in the Port area before the Port has signed the approval document.

3.5. This minimum requirement document and the approval document are to be drafted in Finnish.

3.6. The service provider is to notify the Port of their intention to modify or terminate the offering of mooring or unmooring services in the port area. The notice must be provided a minimum of six (6) months before the services are to be modified or terminated.