

Minimum requirements for refuelling 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 **refuelling** in the Port area.

Refuelling services refer to adding solid, liquid or gas fuel or other energy sources to marine vessels for use as propulsion or for generating energy generally or for a specific purpose on the vessel while at port in accordance with port regulations.

The Port will make a decision within four (4) months of the disclosures/registrations 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

- 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.
- 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 cover all potential damage caused to the Port and its customers.

2. Minimum requirements associated with refuelling

- 2.1. The company commits to offering refuelling services in the area controlled by the Port in a reliable manner equally to all vessels based on demand. The company offering the services is to invoice the services directly from the shipowner or their representative.
- 2.2. Everyone participating in the 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. Sufficient manpower must be utilised for maintaining the level of service and occupational safety.
- 2.3. The refuelling services must be planned and produced in a manner where the vessels and other port traffic do not have to wait due to service. Before commencing the refuelling service, the Port must be advised of the type of fuel to be used, the name of the vessel, the quay and the time. Once the advisory has been received, the Port will authorise it after which the refuelling can begin.
- 2.4. Refuelling services must be planned and produced in a manner that results in no spills

to the water or ground. The company offering the refuelling services shall be prepared with sufficient spill containment equipment and materials intended for covering rainwater drains.

- 2.5. 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.
- 2.6. The equipment used to offer the refuelling service must be suitable for producing the service in all local conditions.
- 2.7. The company producing refuelling services must report quay, spill or other damages created when offering the service in a manner required by the Port.
- 2.8. 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 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. The service provider is to report a change to the services intended above in item 2.1 at least three (3) months before the change is to be in effect.
- 3.5. 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.
- 3.6. This minimum requirement document and the approval document are to be drafted in Finnish and English. Should any disputes arise from the interpretation of these documents, the Finnish text shall apply.
- 3.7. The service provider is to notify the Port of their intention to modify or terminate the offering of refuelling services in the port area. The notice must be provided a minimum of three (3) months before the services are to be modified or terminated.