



PORT OF HANKO LTD PORT REGULATIONS

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1. General regulations

These Port Regulations complement the valid laws and other regulations.

The provisions and instructions of the Port Regulations shall be observed in the areas administered by Port of Hanko Ltd (later: port company or port authority). The boundaries of the port area are marked on the map appended to this document.

In addition, areas with restrictions on movement and stay are indicated on the map of these Port Regulations.

Only authorised persons are permitted to stay within a fenced or otherwise restricted port area marked as closed.

The prohibition and the consequences resulting from violating it are indicated on the signs placed on the boundaries of the port area.

A railway company must enter into an agreement concerning traffic with the port company before commencing traffic on the service facility tracks in the port area.

The port company's (the rail service facility operator's) instructions must be followed on the tracks in the port area.

Photography and video recording in the port area are prohibited without permission from the port company.

It is prohibited to fly drones in the port area without permission from the port company.

The master or agent of the vessel or other provider operating the traffic shall provide all the information that is necessary for collecting the charges levied by the port company and for promoting the safety of the port or traffic.

Port Ltd. shall report suspected offences to the competent authority for processing.

Security clearances

The port authority of an international port is obligated to apply for security clearance for persons carrying out duties at the port as specified under Section 7g of the Act on the Security of Certain Ships and Associated Port Facilities and on Monitoring Maritime Security ("*Turvatoimilaki*", 485/2004).



Additionally, the port authority can apply for security clearances for persons carrying out the duties specified in Section 19, Subsection 1, paragraph 4 and/or Section 21, Subsection 1, paragraphs 1 and 4 of the Security Clearance Act ("*Turvallisuusselvityslaki*", 726/2014).

Companies and organisations operating at the port must appoint a contact person for the port authority to manage applications for and procedures relating to security clearances.

Companies and organisations operating at the port undertake to inform their employees – and new employees upon recruitment – of their obligation to disclose to the port authority predetermined personal data, if their duties require a security clearance obtained by the port authority in accordance with Section 7g of the Act on the Security of Certain Ships and Associated Port Facilities and on Monitoring Maritime Security.

If the port authority concludes separate data disclosure agreements with companies/ organisations operating in its area, the terms agreed in those agreements shall apply.

Further information about the personal data that is collected and how it is processed can be found in the Port's ... (specify the further information and where it can be found: privacy policy/data protection policy/separate privacy policy drawn up for security clearances, or equivalent).

2. Safety and security in the port area

The companies operating in the port shall comply with the instructions and safety and security regulations issued by the port company.

The companies operating in the port area shall appoint a contact person for security issues for the port company. Companies with long-term operating and leasing agreements are obliged to join the Port company's access control system if required to do so by the port.

Companies/organisations operating in the port area must provide the port company with the contact details for the person responsible for the operator's data security.

Everyone is obliged to provide the port company with information that may impact the port's safety as well as port and vessel security as referred to in the ISPS Code.



The port company is entitled to revoke a person's access permit to the area temporarily or permanently if the person fails to comply with the area's movement regulations and instructions, or on other justified grounds.

Vessels visiting the port

Vessels visiting the port shall give the port company a direct contact point to the vessel while at port.

The master of the vessel must provide the port company with crew information for access control. When moving in the port area, all crew members must present a photo ID or other identity card upon request.

While at port, the vessel shall notify the port company's access control of any persons or service providers connected to them who enter or leave the port area.

Persons visiting the area

Upon request, a person attempting to enter the closed port area shall present an identity card or access pass approved by the port company; alternatively, the information necessary in order to grant access to visit the port must be available in the access control system. Supervisory authorities shall present an official identity card upon request.

Any unauthorised persons loitering in the port area may be removed from the area, with the assistance of the police, Customs or Border Guard authorities, if necessary.

CE-marked high-visibility clothing (EN 471) shall be worn in the port area.

When moving on foot in non-restricted areas in the port, the use of the following safety equipment and/or high-visibility clothing is required by the port company: *(detailed description provided by the port company)*

Terminal operators are responsible for defining the safety clothing required in the terminal areas.

When moving in the port area, pedestrians and light traffic shall use the designated and marked routes.

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



3. Environmental issues

The companies operating in the port shall take into account the environmental permits valid at any given time and adapt their operation to their provisions. In addition, companies shall observe the separate stipulations issued on the basis of those permits.

The companies operating in the port area shall appoint a responsible person for environmental issues.

Companies shall allow the port company to carry out necessary inspections required for the implementation and follow-up of environmental permits concerning the premises, machinery and equipment in the area covered by the environmental permit.

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

The master of the vessel shall see to it that the port company's vessel waste instructions are observed when using the port reception facilities.

Sanitation regulations related to vessels and handling of goods

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

The master of the vessel must ensure that no contaminating substances, waste, or cargo residues are released into the port areas, and that the vessel's operations do not cause unreasonable inconvenience to other port users.

Discharging untreated ballast water into the water is prohibited.

The master of the vessel or holder of goods is obliged to inform the port immediately of goods that have fallen into the water or of oil or other contaminating substances that have leaked into the water and take immediate action to restrict the damage and to remove them. More detailed instructions and contact details can be found on the port's website.

Parties that commission or carry out goods handling in the port shall take care not to defile the port or cause unnecessary noise. The goods handler and the commissioning party shall see to it that any waste, cargo residue, loading pallets and covers are taken to the place indicated for them and that



any soiled areas are cleaned. Areas that have not been cleaned despite a request to do so shall be cleaned at the expense of the goods handler, or ultimately, at the expense of the holder of the goods.

The port company may interrupt the handling of goods if it causes, or poses a risk of causing pollution of the environment as prohibited under the Environmental Protection Act.

Any environmental emissions or damage detected in the port area shall be reported to the port company so that the necessary rescue measures can be taken.

4. Notifications to the port

The operator, agent or master of a vessel arriving at the port shall give the advance notifications required by the Vessel Traffic Service Act to the Maritime Traffic Notification Service. Notifications concerning rail and lorry traffic shall be given in the manner determined by the port company.

The schedules of regular passenger and cargo traffic and changes therein shall be negotiated and agreed with the port company in good time.

Agreement on tugboats, bunkering vessels, waterbuses, fishing trawlers or other similar vessels operating in or from the port and used for commercial purposes shall be made with the port company before starting the operations.

Unless otherwise agreed, an advance notification on dangerous goods shall be given to the port company 24 hours before bringing the batch of goods to the port area. Dangerous goods refers to 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 volume of dangerous goods, it shall be ensured in advance that the batch can be brought to the port area in the first place (advance inquiry).

Health security

If a vessel is arriving from a locality infected with a generally hazardous communicable disease or if, during the voyage, someone on board has fallen ill with a disease believed to be generally hazardous, communicable or unknown, this fact must be reported to the port company in good time



using the IMO Maritime Declaration of Health form, and their instructions must be awaited before arrival at the port.

If an animal has died or become seriously ill on board during the voyage, it must be reported to the port company to get instructions from the veterinary authorities.

5. Placement and movement of vessels in the port

The highest permitted speed or any other restrictions in the port water area are indicated with water traffic signs. The speed of vessels shall be adjusted on a case-by-case basis so that it does not cause damage, harm or danger to other users of the port, the port or its equipment or structures, or the vessels themselves.

Berths are mainly allocated in the order of arrival at the port. However, exceptions to this may be made by a decision taken by the port company.

The vessel must be moored in the place indicated by and in the manner approved by the port company. The owner or person in charge of the vessel shall see to it that its mooring equipment is always in good condition. The master of the vessel must at any given time be aware of the water depth of the berth at which the vessel is located.

The contact details of operators engaged in the mooring and unmooring of vessels are available on the port company's website.

Unassisted mooring and unmooring is only allowed with the permission and at the terms of the port company.

When mooring a vessel at the quay, casting off as well as while moored, due caution must be observed to prevent damage to the quay and the cranes and other equipment on it. The port company may also order a vessel to use a pilot and tug assistance when the vessel is moving in the port area.

The use of an anchor on the quayside is only permitted with the port company's permission.

While alongside the quay, the vessel must use adequate fenders as needed.

Gangways and ships ladders must be fitted with handrails and protective netting and kept lit during the hours of darkness.



Davits, booms, cranes, ship ladders and other equipment beyond the sides of a vessel must be placed so that they do not obstruct the moving of cranes or vessel traffic on the seaward side of the vessel.

The screw of a vessel docked to a quay may only be used in low-speed testing while the vessel is preparing to depart, unless a different agreement has been reached with the port company.

Tankers transporting dangerous goods shall have lines for the purpose of towing in the event of an emergency.

The vessel must be moved to another berth if ordered to do so by the port company. Each vessel in the port area which is not laid up shall have sufficient crew on board to permit its moving should the need to do so arise.

The port company's permission must be obtained for placing a laid-up vessel or other floating structure in the port for a longer period. The owner or agent of a vessel or other floating structure must entrust their servicing to a reliable person whose name and address shall be notified to the port company.

6. Unloading, loading and storage of goods

In loading and unloading goods, care must be taken to ensure that neither the quay structures nor the equipment used for unloading or loading are damaged. When placing heavy mobile cranes on the quay, their owner must obtain assurance from the port company that the quay will bear the weight as well as get the port company's approval for the location chosen.

Goods or units of transport may not be stored, and in conjunction with loading or unloading, may not be placed in the way of quayside cranes, on the quay, traffic routes or the protective zones needed around them, in corridors, in front of warehouse doors, above fire hydrants, in front of lifesaving equipment or switchboards, or anywhere else where they may obstruct their use or traffic.

Stevedoring equipment and machinery used in the port area must be furnished with the owner's name or logo. Stevedoring equipment and machinery may not be left in the quay area once the work has been concluded.



If the presence of vermin or organisms or animals classified as such is detected in cargo, unloading must be interrupted immediately. The master of the vessel is obliged to notify the port company of the matter and wait for instructions before continuing the unloading.

Appropriate instructions must be followed when goods are stored in the port area.

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

Dangerous goods in cargo

A precondition for the loading and unloading of dangerous goods is that they, with the exception of bulk goods, are furnished with appropriate labelling in accordance with the IMDG Code and that they have been packed in the manner prescribed in the said code.

If dangerous goods are not marked or packed in as described above, the port company can prohibit the unloading of the goods from the vessel or their bringing into the harbour area by land for loading or take other necessary safety measures.

When dangerous bulk goods are being loaded or unloaded, the master of the vessel or the holder of the goods is obliged to arrange adequate guarding and take any other security measures if asked to do so by the port company. The company in charge of goods handling shall prevent the entry of unauthorised persons to the loading and unloading area.

Dangerous goods and waste may only be stored in warehouses and designated outdoor areas that have been approved for that purpose.

Explosives and radioactive substances may only be stored in the port area if it is permitted by law or decree and a permit has been granted on the basis thereof.

When liquid fuels are being unloaded or loaded in the oil harbour, the International Oil Tanker and Terminal Safety Guide (ISGOTT) and the Port's safety instructions for liquid fuels shall be observed.



7. Road and rail traffic

The principles of the Road Traffic Act shall be observed in traffic in the port area. The highest permitted speed of vehicles, right-of-way, parking spaces and other traffic arrangements, such as permitted railway crossing points, are indicated with traffic signs.

All vehicles shall comply with the port's safety instructions.

Vehicles and machines must use flashing warning lights when moving in the port's common operating and quay areas.

Parking in the port area is regulated with parking signs, and parking is only allowed in those areas. If a car is parked in violation of the signs, the owner or person in charge is liable for damages in the event of an accident.

All vehicles must give way to trains and port equipment moving on rails. The driver of a vehicle parked on crane or railway tracks must not leave the vehicle unattended.

Work carried out near railway tracks, within the structure gauge, shall always be reported to the port company and the rail traffic operator.

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

The port company shall not be responsible for any damage to vehicles.

8. Rescue regulations

The companies operating in the port area shall appoint a contact person for the management of safety issues and participate in the preparation of rescue plans for the area, purchasing of the necessary equipment, and exercises with the share proportioned to the risks involved in their own operations. The companies that handle dangerous chemicals shall also appoint a supervisor of operations as required by the Chemicals Act.

Marked fire routes in warehouses and on outdoor storage areas as well as access routes to fire hydrants, fire wells and fire-extinguishing hoses must be kept unobstructed for traffic at all times. Firefighting and rescue equipment as well as automatic fire alarm and rescue equipment and



automatic sprinkler systems must at all times be kept in good condition and initial fire-fighting equipment must be kept easily accessible.

If a vessel is carrying flammable cargo, the use of naked flame, repair work that produces sparks and smoking are prohibited on decks as well as on quays and water areas in the vessel's vicinity.

The airing and cleaning of any of a vessel's tanks that have contained flammable or dangerous substances is prohibited unless permission has been granted by the port company.

In the storage areas used for flammable liquids and liquid containers, the use of naked flame, repair work that produces sparks and smoking are prohibited. The prohibition also applies to the water area within a 50-metre radius from the warehouses, quays and vessels in such area.

All hot work in the port must be conducted in designated hot work areas equipped for this purpose or with permission granted by the port company.

In accordance with their ability, the crews of vessels in the port must participate in rescue operations and moving vessels from endangered locations, in accordance with the instructions given by the competent authorities and the port company.

9. Regulations concerning boating and other leisure activities

Leisure boats or vessels may only be moored at designated locations or other locations assigned by the port company.

Leisure boats and water transport vehicles must avoid unnecessary traffic in the port area and always give way to merchant vessels.

If a vessel, boat or goods have been placed without permission or otherwise against the Port Regulations or in a manner that obstructs traffic, and the master, driver, owner or person in charge of the vessel fails to take care of moving it, it can be removed by the port company at the expense of the party concerned.

The procedure with respect to such vessels, boats and goods taken in the possession of the port company whose owner is unknown or does not appear within three months shall be as is prescribed on lost and found goods.



Fishing is prohibited on fairways, bridges, the harbour basin, quays or other comparable places in the closed port area. Swimming is prohibited in the harbour basins and fairways.

Swimming is prohibited in the harbour basins and fairways.

Permission from the port company is required for all competitions or public events arranged in the area administered by the port company.

10. Measures in the event of accidents or violations

If a vessel or boat has run aground, broken loose or sunk in the port area, the vessel's owner or the person in charge of it must remove it as soon as possible.

Reducing the depth of the water area is prohibited. If the water area in the port is reduced due to an accident or other reason, the port company and maritime authorities shall be notified immediately.

The harrowing of the port area will be carried out at the expense of the party that caused the damage.

If a submerged vessel or goods that have fallen into the water cause danger or disturbance to traffic, the owner or person in charge shall mark off the area with warning buoys. If this is not done, the port company shall mark off the area at the expense of the owner or person in charge.

If a quay or other port equipment or building is damaged by a user of the port, the port company shall immediately be informed thereof. The port company shall arrange an assessment of damage to which the party who has caused the damage or their representative shall be summoned.

If a vessel, boat or goods have been placed without permission or otherwise against the Port Regulations or in a manner that obstructs traffic, and the master, driver, owner or person in charge of the vessel fails to take care of moving it, it can be removed by the port company at the expense of the party concerned.

If a vessel, boat or goods have been placed without permission or otherwise against the port regulations or in a manner that obstructs traffic, and the master, driver, owner or person in charge of the vessel fails to take care of moving it, it can be removed by the port company at the expense of the party concerned.



The port company may deny access to the port area to anyone who violates these Port Regulations. The person guilty of the violation shall also be liable to compensate for any damage caused as well as associated costs.

Breaking the law or decree shall result in a punishment prescribed by the legislation.

11. Claims for compensation and limitation of liability

Any complaints or claims for compensation addressed to the port company shall be presented in writing and without undue delay.

If a complaint is presented later than 30 days after the event or the time when the party that suffered the damage detected the event, the party that suffered the damage shall lose its right of action in the cases in which the party that suffered the damage is a business entity.

A claim against the port company shall be filed within one year from the date of the event or the date when the party that suffered the damage became aware of the event. Unless otherwise agreed, claims shall be handled in the court in the city where the port company has its registered office.

The laws of Finland shall be applied in the litigation.

12. Supplementary technical instructions and appendices to the port regulations

These Port Regulations are supplemented by the following technical instructions:

(list of instructions)

- rescue plan
- vessel waste instructions
- traffic instructions
- rail traffic instructions
- instructions concerning the transport of dangerous goods



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- occupational safety programme
- privacy policy
- environmental permit

A map showing the boundaries of the port area is appended to these port regulations.

These port regulations have been confirmed and approved by a decision of the Port of Hanko Ltd
29.12.2025.

The Port Regulations will be valid until further notice and will enter into force immediately.