

## Cabinet Regulations No. 77

Riga, February 4, 2020 (Minutes No. 5 par.27)

### The Freeport of Riga Regulations

*Issued in accordance with the part 1.<sup>1</sup>  
of Section 6 of the Law on Ports*

#### 1. General Provisions

1. The Regulations stipulate the operation of the Freeport of Riga (hereinafter - the Freeport).

2. For the purpose of the Regulations:

2.1. the port water area comprises the Daugava River and all the other water basins within the boundaries of the port as well as the outer roadsted confined by a straight line between the coordinates  $\varphi=57^{\circ}07.0$  N;  $\lambda=23^{\circ}53.0$  E and  $\varphi=57^{\circ}07.0$  N;  $\lambda=24^{\circ}05.0$  E and lines to the South along the meridians from the mentioned coordinates up to the coastline, as well as the anchorage of the outer roadsted of the port, the boundaries of which are specified in paragraph 102 of the present Regulations;

2.2. main shipping fairways:

2.2.1. entry channel to the mouth of the river (Daugava) from the reception buoy "B" and the channel in the Daugava River up to the Vanshu bridge (the main shipping fairway);

2.2.2. Milgravis Channel;

2.2.3. Sarkandaugava Channel;

2.3. shipping fairway – an artificially created channel, adequately equipped with aids to navigation (buoys, lead lines), located in the port water area and entry roads, for the safe use by marine vessels;

2.4. Cargo Vapour Emission Control System – the system referred to in subparagraph 1.2.13. of the Circular No. 585 "Standards for Vapour Emission Control Systems" of the Maritime Safety Committee of the International Maritime Organization;

2.5. off side of a vessel – the side of a vessel opposite to the moored side;

2.6. vessel approach channel - a water area between the main shipping fairway and a berth, required for navigation, ship maneuvers, mooring and unmooring operations, excluding the berth water area;

2.7. berth water area - a 35 meters wide part of the water area, which is parallel to the berth cordon line and extends along its entire length;

2.8. berth operator - the berth owner, lessee or possessor, engaged in economic activities at the berth or other berth operations;

2.9. Vessel Traffic Service Center - the management facility, from which the appropriately certified personnel performs ship traffic coordination in the port water area and its approaches. The Vessel Traffic Service Center is equipped with the necessary equipment and means of communication;

2.10. Vessel Traffic Service Center operator - a suitably qualified and certified employee of the Freeport of Riga Authority (hereinafter – the Freeport

Authority), which controls and monitors vessel traffic at the port and issues instructions to the traffic participants;

2.11. pilot – a duly qualified and certified Freeport Authority employee, which provides pilot services at the port;

2.12. small ship - any vessel, including the one which is intended for sports and recreation purposes (e.g. recreation vessel, cutter, and sailboat) less than 24 m in length;

2.13. harbour craft – an icebreaker, a tug, a floating crane, a bunkering vessel, a sewage, bilge water and waste collector, a diving boat and other vessels, which on a legal basis provide specific services at the port;

2.14. inland waterway vessel - a vessel which is intended for inland waters navigation and which carries 12 or more passengers, except for a small ship;

2.15. ship agent - a person, which is engaged in ship agency in accordance with the Article 112 of the Fourth part of the Maritime Code, and performs functions, stipulated by the legislation on the port formalities, in the capacity of the user of the International Cargo Logistics and Port Information System (SKLOIS);

2.16. Pilotage Exemption Certificate - a certificate on exemption from the obligation to use pilotage services (hereinafter – the PEC certificate) - a certificate issued by the Harbour Master to the vessel Master in accordance with the laws and regulations on pilotage;

2.17. a permit for navigating in the port water area (AKOA) - a permit issued by the Harbour Master to the vessel Masters for navigation in the port water area in accordance with Annex 1 to the present Regulations. This permit is required for the following types of vessels:

2.17.1. harbour craft;

2.17.2. vessels engaged in dredging;

2.17.3. inland waterway passenger vessels;

2.17.4. vessels which perform certain works in the port water area on a legal basis;

2.18. hazardous and polluting cargo - hazardous and polluting cargo in compliance with provisions of the Maritime Administration and Marine Safety Law and legislation on hazardous and polluting cargo handling in ports, as well as empty containers, which previously contained hazardous goods;

2.19. maximum draft - the maximum authorized vessel draft in meters at the “0” water level. The maximum draft is measured in compliance with the Baltic height system BAS-77;

2.20. depth at the berth - a bottom mark measured at a distance of one meter from the berth cordon line;

2.21. berth free part - part of the berth, which is designed for the vessel mooring and is free from any obstacles (e.g. vessels, items, which are advanced over the cordon line, other vessels’ mooring ropes);

2.22. dredgers - all types of vessels and floating technical devices used for the port water area dredging;

2.23. the structural unit of the State Border Guard - the structural unit of the State Border Guard responsible for carrying out border inspections at the border crossing point of the Port of Riga.

3. The management of the Freeport infrastructure, maintenance of navigation and technical equipment, icebreaking, emergency response, hydrographic measurements, provision of pilot transfers, pilotage and navigation services in the port and port access roads, as well as dredging works shall be performed by the Freeport Authority on its own or involving a legally independent entity, which shall be controlled by the Authority in the same way as it controls its own structural units.

4. The Freeport Authority shall study the demand for and supply of port services and provide a range of port services by concluding contracts with economic operators, or provide these services on its own or through a legally independent entity controlled by the Authority in a similar manner as it controls its own structural units in compliance with European Parliament and Council Regulation (EU) 2017/352 of 15 February 2017 establishing a framework for the provision of port services and common rules on financial transparency in ports.

5. The Harbour Master of the port shall ensure the operational management of ship traffic and maritime safety control in the Freeport in accordance with the Maritime Administration and Maritime Safety Law, the Law on Ports and legislation regulating maritime safety.

6. A person who does not have the relevant authority (license) and legal persons who have not entered into an agreement with the Freeport Authority shall be prohibited from performing any activity in the Freeport, as well as performing any duties related to the operation of the port.

## **2. Land of the Port and the Port Water Area Boundaries**

7. The Freeport area consists of the land area part and the inland waters' part in accordance with the provisions of the Law on Ports. The Freeport boundaries are specified in the laws and regulations on the Freeport.

8. The use of the Freeport or part thereof for defense purposes shall be regulated by laws regarding the use of the port for defense purposes.

## **3. Harbour Master**

9. The Harbour Master is the official of the Freeport Authority, which in accordance with the Law on Ports, Maritime Administration and Marine Safety Law, other laws and regulations governing the Harbour Master's competence, and the present Regulations shall organize and monitor vessel traffic within the port limits and approaches thereto, perform functions of control over the safety of navigation with respect to vessel traffic within the port, the port water area, shipping fairways, berths and terminals.

10. The Harbour Master shall organize and manage operation of the Harbour Master Service.

11. The Harbour Master's orders related to maritime safety and human rescue within the port water area, including the procedures for winter navigation in ice, shall be mandatory for all vessels, organizations, commercial companies, as well as other legal and natural persons. Contesting or appealing the orders referred to in this Section shall not suspend their execution.

12. The Harbour Master shall be entitled to take operational decisions in emergency situations in regards of the vessel, if there is a danger for ships, people, the environment, the port facility or another vessel.

13. Provided there has been an accident at the port or at its approaches the Harbour Master shall notify the National Armed Forces Navy Flotilla Coast Guard (hereinafter - the Coast Guard), the Transport Accident and Incident Investigation Bureau and the State Joint Stock Company "Latvian Maritime Administration" (hereinafter – the Latvian Maritime Administration), but in case of pollution - shall notify the State Environmental Service and shall immediately initiate an investigation of the accident and collection of the necessary evidence and documents.

14. The Harbour Master on the basis of the information, provided by a Freeport Authority employee or another person, shall notify the Maritime Safety Inspectorate of the Latvian Maritime Administration about the ship and its crew if there is a suspicion that the ship's technical condition or the crew's activities may endanger maritime safety or the environment.

15. The vessel detention and release shall be carried out by the Harbour Master in accordance with the Maritime Administration and Marine Safety Law, Maritime Code and relevant legislation on the port state control procedures.

16. The Harbour Master shall be able to detain a vessel for up to 72 hours or three working days (depending on whichever is later) if the vessel is involved in the accident at sea, has caused damage to the port property or caused pollution, or in the case of other maritime claims under the Maritime Code, provided that it is not possible to obtain a judicial decision on the seizure of the vessel expeditiously.

#### **4. Shipping Fairways and Data on Berths**

17. All fairway navigational technical aids at the port shall comply with the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA) system established for the "A" region.

18. The Harbour Master shall determine the type of stationary navigation signs' operation and floating navigational aids' placement.

19. Operation of navigational technical aids shall be provided by the economic operators, who have entered the contract with the Freeport Authority in regards of commercial activities at the port.

20. The Harbour Master shall be provided with the port depth measurement information by the Freeport Authority or by a legally independent entity, which is controlled by the Authority in the same way as it controls its own structural units.

21. The Harbour Master in compliance with the provisions of Annex 2 to the present Regulations shall establish the maximum permissible particulars of vessels (ship draft, length and breadth) within the port fairways, in specific port areas and at berths, taking into account the condition of the port water area (water level, current speed, depth, etc.), weather forecast and any other information on maritime safety, as well as shall define berth specialization, in compliance with the local government territorial development planning documents and environmental protection requirements. The Freeport Authority shall publish this information on the Freeport's Web page at [www.rop.lv](http://www.rop.lv)

22. Depending on the fluctuations in the water level in the Daugava River, or due to any other circumstances, the Harbour Master shall be able to determine permissible particulars of vessels, which differ from the ones set in paragraph 21 of the present Regulations

#### **5. Vessel Traffic in the Port Water Area**

## **5.1. Procedure for Providing Information on the Vessel's Arrival and Departure from the Port**

23. Formalities related to the vessel's arrival to the port and departure from the port as well as the requirements related to the registration of passengers of a passenger ship shall be arranged in compliance with the provisions of the laws and regulations on port formalities.

24. The Freeport Harbour Master Service shall control the compliance of the information in the International Cargo Logistics and Port Information System (SKLOIS) with the laws and regulations on port formalities.

25. While the vessel is entering or leaving the port, crossing the Vessel Traffic Service Center's area border in the radius of 10 nautical miles in the sector 270°-020° from Daugavgriva lighthouse ( $\varphi=57^{\circ}03'57$  N;  $\lambda=024^{\circ}01'30$  E), the vessel Master shall notify the Vessel Traffic Service Center thereof using very high frequency (hereinafter-VHF) Channel 9 or 16 (call sign "Satiksme" or "Riga Traffic").

26. If necessary, the Harbour Master shall be entitled to request the ship agent to submit the documents provided for in international regulatory legislation or the laws and regulations of the ship's flag state

27. A vessel shall be permitted to enter or leave the port only after the appropriate control authorities have made a note to that effect in the International Cargo Logistics and Port Information System (SKLOIS). If a vessel is exempted from the obligation to use the International Cargo Logistics and Port Information System (SKLOIS) in accordance with laws and regulations regarding port formalities, such permission shall be granted by the Vessel Traffic Service Center in coordination with the control authorities.

28. For a vessel to leave the port for the performance trial, the following documents shall be submitted to the Vessel Traffic Service Center:

28.1. a ship's agent or Master's application;

28.2. an authorisation for the performance trial issued by the ship classification society or the Latvian Maritime Administration Maritime Safety Inspectorate;

28.3. a crew list in compliance with the requirements of the Certificate of Minimum Crew Manning;

28.4. a list of the repair enterprise employees and specialists.

29. An outgoing vessel may be exempted from clearing formalities related to leaving the port after submitting to the Vessel Traffic Service Center and to the structural unit of the State Border Guard only lists of the vessel crew and passengers on board the vessel in cases where assistance to ships and lives in distress is required or upon standing orders from the Harbour Master due to critical circumstances.

30. Should a vessel depart from the port without the Vessel Traffic Service Center permission, the Coast Guard should be notified about it. The Coast Guard shall take measures to detain the ship and ensure its return to port in compliance with the procedures, prescribed by the applicable laws and regulations.

31. Oil tankers carrying more than 2 000 tons of oil bulk with no valid certificate, specified by the International Convention on Civil Liability for Oil Pollution Damage, attesting that insurance or other financial security is in force in accordance with the provisions of this Convention, as well as any vessel with GT 1000 and more without insurance or other financial security certificate on civil liability for bunker oil pollution

caused by damage or loss, as required by the 2001 International Convention on Civil Liability for Bunker Oil Pollution Damage, shall be prohibited from entering into, or departing from, the port

### **5.2. Communications within the Port**

32. The harbor craft tankers (bunkering tankers), with GT greater than 150, shall be equipped with Class A automatic identification system (AIS).

33. VHF Channel 9 shall be used for traffic organization. Within the port VHF Channel 9 may be used only for the vessel traffic regulation and for calling a vessel. For communication with a vessel, that is not binding on all traffic participants, the Vessel Traffic Service Center shall use VHF channel 78.

34. VHF Channel 67 shall be used by pilots.

35. VHF Channel 14 is the Vessel Traffic Service Center reserve channel.

36. For connections with tugboats the pilot shall use free VHF Channel (11, 14, or 67) upon coordination with the tugboat Master.

37. All vessels shall ensure radio communication on VHF Channels 9 and 16; small ships equipped with VHF radio, as far as practicable, shall ensure radio communication via VHF Channel 9.

38. The pilot shall choose free VHF Channel (11, 14 or 67) for communicating with the person at berth, which is responsible for the readiness to receive the vessel and for specifying the exact mooring place.

### **5.3. Services Provided by Pilots and the Vessel Traffic Service Center**

39. A Pilot shall inform the Master of a vessel entering the port or leaving it, as well as navigating within the port, about the vessel traffic at the port, special maneuvering conditions at the port, the recommended number of tugboats and their capacities, specific details of mooring or unmooring operations and other navigation safety issues.

40. Vessels with a maximum length exceeding 50 meters and more, as well as tankers and passenger ships, irrespective of their length, shall be subject to compulsory pilotage.

41. The following vessels may be exempt from pilotage:

41.1. vessels the Masters of which have a valid PEC certificate;

41.2. harbour craft and inland waterway vessels, the Masters of which have a permit for navigating in the port water area (AKOA), issued by the Harbour Master of the port in accordance with Annex 1 to the present Regulations.

42. The Master shall be entitled to receive a Pilotage Exemption Certificate, issued by the Harbour Master, if the following requirements are met:

42.1. the Master with a specific vessel (or a technical equivalent of the specific vessel) has called the port on a regular basis, not less than 12 times in 6 months, with a pilot on board;

42.2. there are at least 2 senior pilots' recommendations stating that the Master is familiar with the operation of the port navigation aids, communication systems, depths and currents in the port and can enter or leave the port independently without the use of pilotage;

42.3. the vessel Master is familiar with the present Regulations;

42.4. the vessel Master speaks one of the Freeport's common communication languages (Latvian language and/or English language).



43. In order for a Master to obtain a permit to navigate in the port water area (AKOA), a Knowledge Evaluation Test Minutes (Annex 3) shall be drawn up for his or her compliance with the requirements referred to in paragraph 42 of the present Regulations and signed by the Freeport Harbour Master Service Commission.

44. The Harbour Master, taking into account the existing weather conditions or any other factors in the port, which may affect navigation safety, shall be entitled to require the pilotage.

45. The presence of a pilot onboard, shall not absolve the Master and officers from their duty to ensure safe navigation.

46. The pilotage at the port shall be provided 24 hours a day.

47. Pilots shall board and disembark in accordance with Regulation 23 of Chapter V of the International Convention for the Safety of Life at Sea, 1974, and the Protocol of 1988 relating thereto (SOLAS Convention).

48. Provided boarding or disembarking of a pilot on the outer roads is or will be impossible due to a heavy sea or other circumstances, mentioned in paragraph 47 of the present Regulations, the vessel shall wait for the weather to improve at the outer roads or along the berth. Leaving the port, the vessel may keep a pilot on board until the next port of call upon prior approval of the Harbour Master and upon submission of the ship agent's letter of guarantee for the pilot return.

49. With the Master's consent, a pilot may disembark or board a vessel in the Daugava River on Rinuzhi Leading Marks line, if the following conditions are met:

49.1. visibility is at least two nautical miles;

49.2. the length of a vessel does not exceed 150 meters;

49.3. the vessel's draft does not exceed 7 meters;

49.4. a vessel is not carrying hazardous goods;

49.5. a vessel has safe radio communications with the Vessel Traffic Service Center (communicating in mutually understandable language).

49.6. one-way movement of the vessel in the channel is ensured.

50. The Freeport Harbour Master Service shall not be liable for a pilot's delay caused by unforeseen circumstances or incorrect information.

51. The pilot's replacement with another pilot during a vessel's voyage from the pilot boarding place up to the pilot landing place shall not be permitted, except in exceptional circumstances.

52. By use of its technical facilities, the Vessel Traffic Service Center shall monitor and regulate vessel traffic within the port and shall provide services to the traffic participants in accordance with International Maritime Organization (IMO) Resolution A.857 (20).

53. The Vessel Traffic Service Center shall make video and audio recordings. Video and audio recordings shall have a confidential nature; they shall be the property of the Freeport Authority and shall be stored for 72 hours.

54. The Vessel Traffic Service Center shall provide the following services:

54.1. provide information regarding berths, water level, wind, current direction and speed in the Daugava River, the planned vessel entry time, port capacities, and other information related to the safety of navigation;

54.2. provide hydro-meteorological information to the vessels at their request;

54.3. monitor the operation of navigational aids and notify traffic participants of changes thereof.

#### **5.4. Safety of Navigation and Maneuvres at the Port**

55. The depth reserve between the vessel hull and the seabed at berth shall be at least 0.5 meters, at berth approaches - at least 10% and at shipping fairways - at least 15% of the maximum permissible vessel draft.

56. Any movement of vessels in the port without the permission of the Vessel Traffic Service Center shall be prohibited. Only the Vessel Traffic Service Center may grant permission to start the movement

57. Masters of vessels, who have received a PEC certificate or a permit to navigate in the port water area (AKOA), shall also include the number of the PEC certificate or the permit in the movement permission report.

58. A vessel shall obtain permission to start movement from the Vessel Traffic Service Center via VHF Channel 9. If the vessel has not been set in motion within 15 minutes after obtaining the permission, such permission shall be obtained anew.

59. Any traffic participant shall follow the Vessel Traffic Service Center instructions as concerns the order of the traffic, movement elements (speed, vessel course) and anchorage.

60. Priorities in the vessel traffic shall be enjoyed by:

60.1. vessels in distress and those sailing to rescue;

60.2. State service ships of the Republic of Latvia and foreign countries;

60.3. passenger vessels;

60.4. vessels maintaining regular traffic with the port and sailing on the basis of a schedule approved by the Freeport Authority;

60.5. outbound vessels shall have priority over other traffic participants, unless otherwise defined by the Vessel Traffic Service Center;

60.6. vessels navigating in the main shipping fairway shall have priority over other traffic participants;

60.7. waterborne craft, which due to its draft, can navigate only within the marked water area sections and channels, shall have priority over other waterborne craft.

61. Traffic participants in the port water area shall comply with the 1972 Convention on the International Regulations for Preventing Collisions at Sea (hereinafter - the COLREG Convention), if not stipulated otherwise by the present Regulations.

62. Any traffic participant, which is capable to safely navigate beyond the main fairways, shall not impede the passage of vessels along them.

63. Navigation shall be prohibited:

63.1. for short-manned vessels;

63.2. for a vessel without valid vessel documents issued by the flag state's public authority and the ship classification society;

63.3. for a vessel, which does not comply with other provisions of laws, regulating shipping.

64. If in compliance with the sub-paragraphs 63.2. or 63.3. of the present Regulations navigation is prohibited for a vessel, her participation in traffic is possible only with a valid single voyage permit issued by the flag state's public authority or the ship classification society.

65. Vessel traffic in the main shipping fairway shall take place only in one direction in cases as follows:



65.1. the vessel is transporting dangerous cargo or the cargo holds contain residuals of such cargo;

65.2. the vessel's length exceeds 150 m or her draft is above seven m;

65.3. a cruise ship or a warship of another country is entering or leaving the port;

65.4. a vessel which tows another ship or floating craft is entering or leaving the port.

66. Vessel traffic at the port may be restricted if:

66.1. the wind force exceeds 14 m/s;

66.2. visibility is less than four times the maximum length of the vessel, expressed in meters (LOA).

67. Derogations from the requirement referred to in sub-paragraph 66.2. of the present Regulations shall be determined by the Harbour Master of the port taking into account the wind direction or other factors.

68. Vessels shall comply with safe speed, depending on sailing conditions, in addition:

68.1. vessel's (except for a small ship) maximum speed on the main shipping fairway within the Daugava River shall not exceed eight knots;

68.2. vessel's (except for a small ship) maximum speed within Milgravis and Sarkandaugava Channels shall not exceed six knots;

68.3. overtaking of another vessel on the main shipping fairway within Milgravis and Sarkandaugava Channels shall be prohibited.

69. Restrictions on navigation at berths shall be determined by the Harbour Master in compliance with Annex 2, Section 2 "Data on Berths" of the present Regulations.

70. Vessels' speed shall be reduced to the minimum maneuvering speed when passing berths with ships, floating cranes, dredgers and any underwater work sites.

71. Only Northern gate of the Fishery Port shall be used for shipping in the Fishery Port basin.

72. The pilots shall pilot the vessel to and from the berth in the possession of the ship repair companies. The maritime specialist (dock master) of the relevant capital company shall be allowed to steer the vessel movement only in cases related to ship repair (for example, mooring, shifting, towing) between berths or floating docks in the possession of one legal entity. If a berth or a floating dock in the possession of the relevant capital company is located in different areas of the port, the movement of the ship shall be steered by the pilot.

73. A ship repair plant shall inform the Vessel Traffic Service Center about the start of docking one hour in advance as well as shall inform about the operation completion.

74. If a vessel's main engine is being repaired at a ship repair plant, the vessel shall be accompanied by a tug up to Buoy "B".

75. When navigating within the port, any vessel's heel shall not exceed three degrees.

76. Small ship traffic within the port shall not impede the traffic of vessels proceeding along the shipping fairway. It is forbidden to cross the ship's course closer than three cables from her bow.

77. When navigating in the port waters outside the area specified in the laws and regulations regarding navigation of vessels in inland waters, a small ship shall sail at a speed that does not endanger other traffic participants, people, moored floating craft

and other floating or stationary structures, especially taking into account the wave effect, generated by the floating craft.

78. Conveyance of passengers shall only be allowed to waterborne craft specially designed for the purpose with relevant documents and appropriate lifesaving equipment on board.

79. Before placing fishing gear in the Daugava River basin of the port water area, its placement shall be coordinated with the Harbour Master.

80. All kinds of water sports competitions in the Daugava River basin of the port water area without the approval of the Harbour Master shall be prohibited.

81. All types of underwater works in the port water area shall be coordinated with the Harbour Master by submitting the form specified in Annex 4 to the present Regulations.

82. Cargo, passenger and supply operations (including bunkering operations) at the outer roads anchorage shall be performed in compliance with the laws and regulations regarding the procedure for the use of Latvian waters and the navigation regime therein. In order to obtain a permit from the Harbour Master for the performance of a supply operation, the form specified in Annex 5 to the present Regulations shall be submitted.

83. A Master of a vessel in danger of sinking within the port water area limits shall do whatever possible to prevent vessel's sinking within the port shipping fairway limits and shall immediately notify the Vessel Traffic Service Center of his/her actions.

84. All accidents or casualties and onboard fires that result in damages caused to people, vessels, port structures or port navigational equipment shall be notified by a vessel Master to the Vessel Traffic Service Center without delay.

### **5.5. Tugboat Services**

85. Tugboat services in the port shall be provided by the Freeport Authority itself or by a legally independent entity, which shall be controlled by the Authority in the same way as it controls its structural units and commercial companies that have concluded agreements with the Freeport Authority on conducting commercial activities in the port.

86. The vessel Master shall determine the necessary number of tugboats, taking into account the tugboat capacity, upon coordination with the pilot, in compliance with the vessel's technical equipment, actual weather or other factors that may affect the vessel's safe maneuvering. In case of disagreement the number of tugboats shall be determined by the Harbour Master.

87. The Master of a vessel in tow shall command the work of tugboats, determine the type and scope of tugboat services as well as bear liability for tugboat safety.

88. Towage of an unmanned vessel shall be under the command of the Master of the tugboat whose tow is fastened at the bow of the vessel being towed.

89. The ship agent shall apply for the tugboat services addressing the tugboat service providing company.

90. During storm warning the port tugboats shall be ready for operation.

91. The pilot shall recommend the vessel Master the necessary tugboat number and power in compliance with the Annex 6 to the present Regulations.

### **5.6. Ice Navigation**

92. Winter navigation period and measures to be implemented in case of ice hazard shall be determined in compliance with the laws and regulations on procedure concerning use of Latvian waters and navigation regime thereof.

93. The procedures related to navigation in ice conditions shall be specified by the Harbour Master's order, taking into account the Latvian Environment, Geology and Meteorology Center's information.

94. During the ice navigation period, the Master of a vessel proceeding to the port, at least 24 hours prior to arrival at the meridian of Irbe Lighthouse, or immediately after leaving the previous port of call shall, directly or through his/her agents, provide the Harbour Master and the Master of the icebreaker with the following data concerning the vessel:

- 94.1. the expected time of arrival (ETA) at the meridian of Irbe Lighthouse;
- 94.2. the vessel's name;
- 94.3. the call sign;
- 94.4. the vessel's classification society;
- 94.5. ice class;
- 94.6. the vessel's greatest length (LOA);
- 94.7. the vessel's breadth;
- 94.8. the vessel's actual draft (fore and aft);
- 94.9. the vessel's condition (with cargo or in ballast);
- 94.10. power of the vessel's main engine;
- 94.11. the vessel's ship agent;
- 94.12. the vessel's e-mail;
- 94.13. the vessel's specific technical features or any restrictions that may affect navigation in ice conditions.

95. Six hours before the vessel's arrival at the Irbe lighthouse meridian, the Master of the vessel shall re-confirm or specify the time of the vessel's arrival directly or through the vessel's agent.

96. The Master of a ship at berth shall notify the Vessel Traffic Service Center and the icebreaker Master directly or through the ship's agent at least six hours in advance of the estimated time of departure, providing the following information:

- 96.1. the expected time of departure (ETD);
- 96.2. the vessel's name;
- 96.3. the vessel's actual draft (fore and aft);
- 96.4. the vessel's condition (with cargo or in ballast);
- 96.5. the port of destination.

97. Should a vessel fail to follow instructions of the Harbour Master or the Master of the icebreaker, the Master of the icebreaker may refuse to provide the ice-breaking services, notifying the Vessel Traffic Service Center thereof.

98. The need of towing a vessel shall be determined by the Master of the icebreaker.

99. The vessel Master shall bear the risk of potential vessel damage, caused by navigation in ice conditions. The Freeport Authority shall not be responsible for any delay, damage as well as other losses caused to the vessel, the crew, passengers or cargo, due to navigation in ice conditions.

100. During the ice navigation period, the icebreaker shall maintain radio communications on VHF Channels 16 and 13, and while in the port water area, on VHF Channel 9 as well, unless defined otherwise.

101. Ice-breaking at berth approaches and fairways shall be carried out by the commercial companies on a contractual basis.

## **6. Lying at Berth and Mooring Regulations**

### **6.1. Anchorage Area for Vessels**

102. Water depth at the anchorage in the outer roadsted shall be in the range from 29 meters to 35 meters and its bottom is sand and sludge. An anchorage area at the outer roadsted of the port shall be defined by the following points:

102.1.  $\varphi=57^{\circ}08'82$  N;  $\lambda=023^{\circ}51'60$  E;

102.2.  $\varphi=57^{\circ}06'28$  N;  $\lambda=023^{\circ}56'01$  E;

102.3.  $\varphi=57^{\circ}05'08$  N;  $\lambda=023^{\circ}53'71$  E;

102.4.  $\varphi=57^{\circ}07'61$  N;  $\lambda=023^{\circ}49'29$  E.

103. Ship anchoring or removal of the anchor shall be coordinated with the Vessel Traffic Service Center.

104. In the case of a vessel for whatever reason not being able to leave the anchorage, the Master shall notify the Vessel Traffic Service Center thereof indicating delay reason.

105 Vessels shall not be allowed to drop their anchors within the port water:

105.1. in places marked with the signs "Anchorage prohibited";

105.2. if it follows from the data on berths specified in Section II of Annex 2 to the present Regulations;

105.3. closer than 100 m from floating docks, underwater power cables and pipelines, marked in the navigations maps;

105.4. within the fairways' limits.

106. In exceptional circumstances, vessels under 100 m in length, after the Vessel Traffic Service Center's instructions shall be able to anchor in the Daugava River outside the main shipping fairway. Vessels' main engines shall be ready for operation or use of tugboats services.

### **6.2. Preparation and Operation of Berths**

107. The berth operator shall ensure safety of berths' technical operation and mooring and unmooring of vessels at the berth.

108. The berth operator shall provide the following conditions at the berth:

108.1. shall provide radio communications with a person, who is responsible for the readiness to accommodate the vessel, and the exact vessel's mooring place;

108.2. shall provide at least two linesmen for safe mooring and unmooring of the vessel;

108.3. shall take measures to ensure no admittance of any unauthorized person inside 10 m wide waterfront zone from the berth cordon line during mooring/unmooring operations.

109. Mooring operations shall be prohibited at a berth unless the berth is ready.

110. If the expected vessel's particulars exceed the ones specified in the Annex 2 to the present Regulations, the handling of such a vessel shall be coordinated with the Harbour Master. For this purpose, the applicant shall send the Harbour Master the following information in due time:

110.1. data on a vessel;

110.2. a scheme of a vessel's mooring at the berth.

111. When a passenger ship is lying at berths it shall be prohibited to carry out liquefied gas (propane butane) cargo operations without the permission of the Harbor Master.

112. With the aim to ensure the safety of life or ships in case of emergency, as well as or to prevent consequences of accidents, natural disasters or pollution, the Freeport Authority shall be entitled to make use of any berth for the period of the relevant operation without the permission of the berth's operator

### **6.3. Procedure of a Vessel's Mooring and Lying at Berth**

113. The Vessel Traffic Service Center shall be informed by the relevant ship agent about the berth assigned to the ship, and about the berth assigned to a warship – by the National Armed Forces Commander or his/her authorized representative.

114. The number and location of mooring ropes, providing safe lying of a vessel at berth, shall be determined by the respective Master, coordinating it with the pilot. Mooring ropes shall be equipped with special shields to prevent rodents on board the ship.

115. Lying at berth, a vessel shall have a watch on board. The vessel shall be securely moored with her gangways lit and rigged with safety nets beneath. There shall be a lifebuoy with a line attached near the gangway.

116. It is prohibited to perform mooring at two adjacent berths simultaneously.

117. To ensure the safety of the mooring maneuver, the minimum free part of the berth shall be at least 20% larger than the maximum length (LOA) of the vessel to be moored.

118. Two vessels may be berthed alongside each other only if the Harbour Master and both Masters agree to it, provided the current on the River Daugava is under one knot.

119. It is prohibited to berth a vessel alongside another vessel:

119.1. if the vessel undergoes fumigation;

119.2. if there are hazardous cargo of the class covered by the International Maritime Dangerous Goods Code ( hereinafter- IMDG Code) or their residues.

120. Oil product terminals and tankers shall comply with the legislation regarding the movement and control of hazardous and polluting cargo in ports.

121. Provided there is hazardous cargo of the class covered by the IMDG Code on board, the vessel shall be permanently ready for sailing out to sea.

122. Upon receipt of a storm warning, a Master shall take additional measures to secure the vessel's stay by notifying the Vessel Traffic Service Center thereof.

123. At berth vessels shall be prohibited to swing out derricks and cargo booms over board unless required for cargo operations.

124. A vessel shall be allowed to lower her boats within the port water area limits only with the permission of the Harbour Master, except for extraordinary situations. In training cases external board lifeboats may be lowered for a short time up to the water level, informing the Vessel Traffic Service Center thereof.

125. An intention to lay up a vessel along a berth outside the territory of a ship repair yard or a ship building plant to have her main engine, steering or anchoring gear repaired and other ship repair work performed shall be agreed on with the Harbour Master. Prior to the performance of these repairs, the permission of the Harbor Master

shall be obtained. The application referred to in Annex 7 to the present Regulations shall be submitted for the receipt of a permit.

126. Lying at berth in the dark time of the day, the vessel's deck shall be illuminated, but the navigation lights shall be turned off. The off-side of a barge, which is moored at the external side of a vessel and is used for cargo handling, shall be lit.

127. Small ships shall have limited access to all the berths on the port territory, and their use without coordination with the Freeport Authority or the berth operator shall be prohibited. This requirement shall not apply to vessels used for public services' performance, including inspection services.

## **7. Environmental Protection Regulations and Hazardous and Polluting Cargo Handling at the Port**

128. Those being within the Freeport shall comply with the environmental protection requirements set out in the International Convention for the Prevention of Pollution from Ships, 1973, and its 1978 Protocol (hereinafter referred to as the MARPOL Convention) and the 1992 Convention on the Protection of the Marine Environment of the Baltic Sea Area, as well as national legislation.

129. In the port water area it shall be prohibited to discharge from shore objects and vessels:

129.1. all kinds of oil and oil-containing products, harmful and hazardous chemical substances;

129.2. vessels' cargo and bunkering tank washing waters;

129.3. any cargo residues, cargo separation materials and any other type of waste.

130. Outboard valves of polluted waters drainage systems shall be locked up and sealed.

131. The following operations shall be prohibited at the port:

131.1. hull cleaning and painting, with the exception of specially equipped places, in compliance with the environmental protection requirements. The requirements of the present paragraph shall not apply to the mechanical removal of biofouling and re-painting of the cargo mark;

131.2. operating the ship-generated waste incinerators;

131.3. using the toilet, which is not equipped with a closed sewage holding tank or the vessel is not equipped with sewage treatment plant in compliance with the MARPOL Convention requirements;

131.4. storage of oil product residues in inappropriate places.

132. Provided during cargo operations the permissible environment pollution norms, stipulated by law, are exceeded, loading intensity shall be immediately reduced to the amount when the relevant norms are respected.

133. Collection of ship-generated waste at the port shall be performed in compliance with the laws and regulations for ship-generated waste and polluted water collection and the approved Freeport Authority Plan "The Ship-generated Waste Management Plan at the Freeport of Riga".

134. Prior to commencing cargo operations, all oil tankers and chemical tankers shall be buoyed off by booms, except during a period of ice. At any other time, booms and oil or noxious liquid substance recovery equipment shall be ready in accordance with



the berth emergency response plan. The oil product and noxious liquid cargo transshipment berth shall have a supply of absorbing substances enabling absorption of at least half of polluted spill and a skimmer with a total capacity of at least of 20 cub.m/h. A berth or terminal operator shall be fully responsible for the implementation of the said requirements

135. Booms and oil product recovery equipment of a bunkering vessel shall be available in accordance with a plan for the elimination of ship accident consequences.

136. Vessel bunkering operations shall not be started unless a bunkering safety check-list is duly completed and mutually signed.

137. An oil or chemical substance handling terminal, a berth or a berth group shall have the Action Plan to Combat Accidental Pollution, approved by the State Environmental Service. The terminal or berth operator shall be fully responsible for the fulfillment of the mentioned requirements.

138. Usage of substances dissolving or submerging floating oil and its products shall be prohibited for water surface cleaning within the port water area limits

139. Should oil or chemical products be spilled on deck or overboard during cargo and bunkering operations, the relevant operation shall be stopped immediately and the spill shall be reported to the Vessel Traffic Service Center and the ship agent, and pollution elimination works shall be commenced at once. The berth operator shall implement pollution elimination measures on the berth or in the port water area in compliance with the Action Plan to Combat Accidental Pollution of the relevant berth.

140. With wind force 10 m/s and more loading of dust-raising bulk cargoes shall be suspended.

141. A Master shall inform the Vessel Traffic Service Center of the cases of pollution observed within the territory or the port water area, but a berth operator, as well as any other person employed within the port territory, shall inform the Port Police.

142. Vessels with radioactive substances on board may enter the port and carry out cargo handling operations, in compliance with the International Code for the Safe Carriage of Packaged Radioactive Nuclear Fuel, Plutonium and High-Level Radioactive Waste by Ship (INF Code) and the IMDG Code requirements, upon prior notification of the Freeport Authority. Should a vessel with radioactive substances endanger the environment or people the Harbour Master in agreement with the State Environmental Service Radiation Safety Center may prohibit the vessel to enter the port.

143. Terminal owners and port economic operators who are engaged in hazardous and polluting cargo operations shall be fully responsible for the relevant cargo handling, storage and transport within the port territory in compliance with the laws and regulations, stipulating the requirements for hazardous and polluting cargo handling and control at ports.

144. When performing cargo operations the operator shall comply with the following environmental protection requirements:

144.1. when loading petroleum products or dangerous chemicals and mixtures thereof with a vapor pressure (measured by the Reid method) of 27.6 kilopascals (at 37.8 ° C) or more, or heavy fuel oil, crude oil or benzene, if such products, substances and the total turnover of the mixture specified in the polluting activity permit for the port territory owned or used by the operator is 200,000 tons per year or more, cargo vapor emission control systems shall be used. Emissions of

volatile organic compounds (hereinafter - VOC) from the cargo vapor emission control system shall not exceed 10 g / Nm<sup>3</sup>;

144.2. if the vessel referred to in subparagraph 144.1. of the present Regulations does not have the necessary equipment to connect to the cargo vapour emission control system, the operator shall take other measures to ensure that VOC emissions do not exceed 10 g / Nm<sup>3</sup> and odor concentration - 5 ouE / m<sup>3</sup> at the terminal area border, as well as comply with the requirements referred to in subparagraph 144.3. of the present Regulations regarding the performance of monitoring;

144.3. the terminal operator which handles the substances referred to in subparagraph in 144.1. of the present Regulations and their mixtures, shall establish a monitoring system for odors and VOC emissions, providing online data transmission to the Freeport Harbour Master's Service and the State Environmental Service;

144.4. the port supervisor shall evaluate the results of the monitoring, referred to in subparagraph 144.3. of the present Regulations, and if the VOC emissions exceed 10 g / Nm<sup>3</sup> or the odor concentration exceeds 5 ouE / m<sup>3</sup> at the border of the terminal area, shall require the terminal operator to immediately take the necessary measures, including reducing the loading intensity. The terminal operator shall immediately take the necessary measures, including reducing the loading intensity to comply with these standards;

144.5. before the commencement of loading operations of each tanker, the terminal operator shall electronically send the following information to the port supervisor: the name of the ship, berth number, a copy of the safety data sheet on chemical substance or mixture and the volume of loading;

144.6. the terminal operator who discharges heavy fuel oil from wagon tanks on railway overpasses shall comply with the following requirements:

144.6.1. the odor generated by the operation shall not exceed the odor concentration of 5 ouE / m<sup>3</sup> at the border of the terminal area;

144.6.2. tank top covers shall be used;

144.6.3. shore tanks, which do not use "floating roof" technology, shall be connected to the cargo vapour control system, which shall ensure that VOC emissions do not exceed 10 g / Nm<sup>3</sup>, as well as shall comply with the requirements referred to in subparagraph 144.3. of the present Regulations;

144.6.4. the discharge of the contents of wagon tanks into open tanks shall be not permitted.

145. Provided there are plans to change the operation with hazardous or polluting cargo, the owners of the terminal or the port operators shall inform the Freeport Authority and receive the necessary permits and approvals in compliance with the procedures, stipulated by laws and regulations.

146. Provided there is packaged cargo, subject to the provisions of the IMDG Code Class 1 (explosives) or the IMDG Code Class 5.2 (organic peroxides) on board the vessel, the requirements concerning the vessel's and hazardous cargo location at the port, stipulated by the laws and regulations on hazardous and polluting cargo handling and control at ports, shall be observed.

147. The berth operators shall coordinate cargo container inspection, washing and repair sites with the Freeport Authority

148. Operators of berths and terminals shall perform economic activities in accordance with category A or B permits or category C certificates issued by the State Environmental Service.

### **8. Dredging at the Port**

149. Hydro-construction works related to underwater cables and underwater communications, and all kinds of dredging activities within the port water area shall be carried out in compliance with the applicable laws and regulations, upon prior coordination, in writing, with the Freeport Authority and the Harbour Master

150. Prior to commencing dredging operations, a dredging foreman shall coordinate the work procedure, operational framework as well as positioning of anchors, buoys and ropes with the Harbour Master.

151. Dredgers shall promptly notify the Vessel Traffic Service Center of any change in the operational process. Changes in ropes, anchor and buoys positioning shall be coordinated with the Vessel Traffic Service Center.

152. While dredging, the vessel shall comply with the COLREG Convention and radio communication requirements at the Freeport. All vessels, approaching the dredging vessel, shall proceed in compliance with the COLREG Convention, unless otherwise specified.

153. Dredgers working in the port water area shall clear the passage or give way to vessels entering or leaving the port.

154. Of vessels approaching a dredger from opposite directions simultaneously, the vessels following the current shall have the priority.

155. In order to commence traffic, dredgers and hopper vessels shall request permission of the Vessel Traffic Service Center and shall act in compliance with the provisions of the present Regulations.

### **9. Fundamental Principles for the Port Security and Safeguarding**

156. Measures to provide the port, berths, terminals and territory security shall be organized and implemented in compliance with the International Ship and Port Facility Security Code (ISPS Code), laws and regulations, stipulating the vessel, port and port facility security requirements and in compliance with the security plans, approved by the Latvian Maritime Administration.

157. The port facility security officer shall immediately notify the Port Security Officer and the Port Police of emergency situations at the port facilities within the meaning of the present Section.

158. A system for passes and safeguarding within the port territory shall be determined by the Freeport Authority. Economic operators shall coordinate with the Freeport Authority their choice of security service providers.

159. The Freeport Authority shall supervise all economic operators, including security companies, and shall be entitled to terminate the relevant economic operator's operation in the Freeport territory.

160. Economic operators shall establish pass control points upon coordination with the Freeport Authority. The Freeport Authority shall inform the state institutions, referred to in the present Regulations, about pass control points

161. It shall be prohibited to park or store a vehicle, which may interfere with the internal port traffic.

162. Vessel crew members shall be able to cross the Freeport territory in compliance with the provisions of the Regulation (EU) 2016/399 of the European Parliament and of the Council of 9 March 2016 on a Union Code on the rules governing the movement of persons across borders (Schengen Borders Code) and the Immigration Law.

163. A respective berth or warehouse owner or operator shall be responsible for the safety of cargo and vehicles within the port territory, berths or warehouses.

## **10. Customs, Border Control, Sanitary, Fire Prevention, Veterinary, Phytosanitary, Food safety, Non-food product Safety, Quality and Classification Control Regime in the Port**

### **10.1. Customs Control**

164. The State Revenue Service, in accordance with its competence, shall perform customs control of goods that are brought into the territory of the Freeport or leave the territory of the Freeport, as well as customs control of persons entering and leaving the said territory and their luggage.

165. Starting the unloading and loading of a vessel in the outer roadstead, inner roadstead or at berth and the delivery of supplies, as well as the vessel's personnel disembarking before completing customs formalities shall be prohibited.

166. Movement of goods in the territory of a free zone, entry into a free zone and export from a free zone shall be performed in compliance with a technological scheme developed by a licensed capital company, which has obtained the status of a free zone in accordance with the procedures specified in the Freeport of Riga Law, and has been approved by the State Revenue Service. The Port Police shall control the implementation of technological schemes in accordance with the competence determined by the agreement concluded between the Freeport Authority and the State Revenue Service.

### **10.2. Border Control Area Regime**

167. The border control regime in the Freeport shall be stipulated by the State Border Law of the Republic of Latvia and other laws and regulations of the Republic of Latvia, as well as international laws and regulations.

168. Border checks of persons and vessels in the Freeport shall be performed by the State Border Guard in accordance with its competence and in compliance with the border crossing point inspection technology of the Port of Riga, which has been coordinated with the Freeport Authority.

169. All vessels shall carry crew lists and, if there are passengers on board, passenger lists (Form 6 in Appendix 1 to the Annex to the Convention on Facilitation of International Maritime Traffic, 1965) or passenger registration information in accordance with the legislation on port formalities.

### **10.3. Sanitary regime**

170. Sanitary regime in the Freeport shall be governed by the Latvian Republic applicable law on public health.

171. With the aim to prevent or mitigate public health risks the Health Inspectorate in accordance with its competence shall supervise and control compliance with the laws and regulations related to epidemiological safety and environmental health, drinking

water safety, chemicals and chemical product trade and professional use as well as shall evaluate fulfilment of the requirements of the laws and regulations and shall assess potential threats to public health in the Freeport.

172. The Health Inspectorate shall perform the vessel hygienic assessment in accordance with the International Health Regulations.

173. The berth operator shall be responsible for the maintenance of the sanitary-hygienic condition of the berth in compliance with the laws and regulations.

174. It shall be prohibited to use water from the water area of the Freeport or other berths as drinking water.

175. A ship shall be able to receive drinking water from the water supply systems of the Freeport or other berths where the water quality complies with laws and regulations on the mandatory safety and quality requirements for drinking water.

176. If drinking water is supplied to a vessel from the berth water supply system, which is not connected to the centralized water supply system of the economic operator, the berth owner, lessee or operator shall be obliged to ensure drinking water quality monitoring in compliance with the laws and regulations on mandatory drinking water safety and quality requirements, providing vessel management with a certificate on the quality of drinking water.

177. If evidence of a threat to public health has been established on a vessel or in the territory of the Freeport, the Master, owner, operator, ship's agent or the Freeport Authority shall immediately act in accordance with laws and regulations regarding public health measures and with legislation on international health regulations.

#### **10.4. Veterinary, Phytosanitary, Food Safety, Non-food Product Safety, Quality and Classification Control Regime in the Port.**

178. Cargo veterinary, phytosanitary, food safety and non-food product safety, quality and classification control in the port shall be executed by the Food and Veterinary Service at the specially equipped control points in accordance with the laws and regulations on border crossing points and the conduct of the inspection therein in accordance with the approved Riga port border control point inspection technology.

179. Provided there is a reasonable suspicion of veterinary, phytosanitary, food safety and non-food product safety, quality and classification requirements' violations in the Freeport territory, the Food and Veterinary Service shall notify the Freeport Authority thereof.

### **11. Civil Defence and Fire Safety Regulations**

180. Provided there is an emergency or disaster in the Freeport territory, a berth operator shall immediately notify the State Fire and Rescue Service, using the single emergency call 112, as well as the Port Police Public Order Service Operational Management Unit and, and depending on the type of event - shall notify special services and shall organize the activities in accordance with the relevant interinstitutional cooperation plan depending on the situation.

181. The relevant owner or user shall be responsible for fire safety in the relevant part of the Freeport territory.

182. Fire safety on vessels in the port water area shall be responsibility of the Master.

183. Fire-fighting systems and equipment of a vessel within the port water area shall be in working order and ready for immediate operation. A vessel shall be ready to be connected to the shore fire-fighting systems.

184. Upon outbreak of a fire on board a vessel, the vessel guard shall sound an alarm and notify the Vessel Traffic Service Center and the State Fire and Rescue Service, which if necessary shall participate in fire-fighting.

185. Upon noticing a fire in the port territory, the person noticing the fire shall, without delay, notify the State Fire and Rescue Service, using the single emergency call 112, shall notify the Port Police and the berth operator. After the detection of a fire or the receipt of a notification about a fire, the berth operator shall sound an alarm and arrange fire-fighting, if it is possible to do so without endangering human health and life.

186. The Harbour Master shall be entitled to appoint tugboats for fire-fighting on board the vessel and, as far as practicable, in the Freeport territory.

187. A permit for short-term hot work on board ships that are not lying alongside the repair berths shall be issued by the Master, upon coordination with the responsible person of the berth operator and with the Harbour Master. In order to receive a permit for the performance of hot works, the form referred to in Annex 8 to the present Regulations shall be submitted.

188. During bunkering or other hazardous cargo handling operations the vessel shall hoist a code flag "Bravo" and shall show a red light, when dark

189. Gas, chemical and oil product tankers shall perform their bunkering either prior to, or after cargo operations. No other ships shall be prohibited to moor alongside gas chemical and oil product tankers during cargo handling operations.

190. A berth operator, regardless of the location of fire, shall allow the use of the water supply systems and fire-fighting resources, available at the berth.

191. A berth operator shall provide cargo placement in such a way as to ensure access to cargo and fire-fighting equipment. Evacuation routes shall be free.

## **12. Hazardous and Polluting Cargo Handling and Storage at the Port**

192. Activities with hazardous and polluting cargo in the port shall be performed in compliance with the Maritime Administration and Marine Safety Law, the Law on the Movement of Dangerous Goods and laws and regulations regarding the movement and control of hazardous and polluting cargo in ports.

193. A suitably qualified employee of the Port Internal Security Service (hereinafter - inspector) shall control the safe transportation and storage of hazardous and polluting cargo. Upon request of the inspector, the berth operator shall immediately provide information on all hazardous and polluting cargoes at the terminal. A berth operator shall eliminate the deficiencies, identified by the inspector within the specified term.

194. Prior to the hazardous and polluting cargo handling and storage a terminal shall submit to the Freeport Authority a technological scheme of hazardous cargo transportation and hazardous cargo storage facilities' description.

## **13. Dues and Charges Collected at the Port**



195. The port dues and upper limits of the service fee tariffs shall be determined by the Freeport Authority in compliance with the Law on Ports. The Freeport Authority, 45 days before any amendments to the port dues become effective, shall ensure the availability of the amendments thereof on the web site of the Freeport Authority [www.rop.lv](http://www.rop.lv).

196. Vessels, entering the port, shall pay fees for navigational services, which shall be received by the Maritime Administration of Latvia in compliance with the Law on Ports and the regulations of the state stock company "Latvian Maritime Administration" in regards of the paid service fee list.

197. A ship agent shall ensure payment of the port dues and service fees to the Authority, economic operators and Latvian Maritime Administration, as well as shall provide the dues and fees collection from ship-owners in compliance with the approved tariffs and payment procedures, stipulated at the Freeport.

#### **14. Hydro-technical Structures and Equipment Operation**

198. Berth operators shall submit to the Harbour Master data on depths within the berth water area once a year.

199. Operators of dry bulk cargo, scrap metal, pulpwood or similar cargo handling berths shall submit data on soundings within the berth area to the Harbor Master every six month.

200. A technical inspection of hydro-technical structures owned or managed by a natural or legal person shall be performed once a year.

201. If necessary, the Harbour Master shall require extraordinary soundings, the water area inspection involving the hard-ground bottom trawl or divers.

202. Vessels shall be prohibited from operating a propeller and a thruster while at berth, except for operation during the mooring or unmooring of the vessel, as well as for the inspection of mechanisms after their repair or maintenance.

203. Should any action of a vessel cause damage to a berth or any other port structure, equipment or facility, the representatives of the Freeport Authority and the berth operator together with the Master shall perform an initial site inspection and shall draw up a statement of the case. Assessment of the relevant repair costs shall be made by the berth operator expert and shall be presented to the shipowner as a claim for damages. The vessel shall not leave the port unless she possesses a shipowner's or a shipowner insurance company's loss reimbursement guarantee letter.

#### **15. Final provision**

204. A terminal operator shall ensure the implementation of the requirements referred to in subparagraphs 144.2., 144.3. and 144.6. of the present Regulations by 31 December 2021.

Prime Minister *A. K. Kariņš*

Minister of Transport *T. Linkaits*

**A Permit for Navigating in the Port Water Area (AKOA)**

Riga \_\_\_\_\_ 20 \_\_\_\_ No. \_\_\_\_\_

In compliance with the Cabinet Regulations No.77 of February 4, 2020 the “Freeport of Riga Regulations” and with the Minutes of the Freeport of Riga Harbour Master Commission Decision (Minutes),

the vessel \_\_\_\_\_ Master \_\_\_\_\_  
(name of the vessel) (name, last name)

shall be allowed to navigate the relevant vessel in the Port of Riga without the use of pilotage services.

The permit is valid until \_\_\_\_ \_\_\_\_ 20 \_\_\_\_.

Exemption from the obligation to use pilotage services can be canceled without prior notice in accordance with the Harbour Master’s standing order.

Harbour Master \_\_\_\_\_  
(name, last name) (signature)

Place for STAMP

Miniser of Transport *T. Linkaits*

**Particulars of Ship Channels, Berths and Berths Specialization**

**I. Ship channels**

No.	Ship channel	Channel breadth, in meters	Max. vessels draught (at "0" water level), in meters	Vsels' LOA, in meters	Date&No of the standing order
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Ship's draft indicated at "0" water level in accordance with BAS-77.

Harbour Master, Freeport of \_\_\_\_\_ (name, surname)  
Riga

\_\_\_\_\_, 20\_\_

**II. Particulars of the berths**

No.	Port area	Berth's		Ship's max		Date&No. of standing order	Remarks
		Name	Length in meters	Draft at the berth	LOA at the berth		
1.							
2.							

3.							
4.							
5.							
6.							
7.							
8.							

Harbour Master, Freeport of \_\_\_\_\_ (name, surname)  
Riga

\_\_\_\_\_, 20\_\_

### III. Specialization of the berth

No.	Specialization of the berth	Name of the berth
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Specialization of the berth has operational purpose and the Authority's latest notification shall prevail.

Harbour Master, Freeport of \_\_\_\_\_ (name, surname)  
Riga

\_\_\_\_\_, 20\_\_

**Knowledge Evaluation Test Minutes  
for receiving a permit for navigation in the port water area**

Riga \_\_\_ 20\_\_

No \_\_\_\_\_

**I. Details of the tested person**

Name, last name: \_\_\_\_\_ Identification code: \_\_\_\_\_

Position: \_\_\_\_\_ Education: \_\_\_\_\_

\_\_\_\_\_  
(education facility name, the year of graduation, No. of Diploma, qualification)

Competence certificate No.: \_\_\_\_\_; issue date: \_\_\_\_\_

Qualification: \_\_\_\_\_

Experience in ship navigator position: \_\_\_\_\_ years; operating as a vessel Master: \_\_\_\_\_ years;

Vessel type \_\_\_\_\_.

**II. Data on a vessel**

Vessel name: \_\_\_\_\_ Call sign: \_\_\_\_\_;

Vessel type: \_\_\_\_\_ Length: \_\_\_\_\_ m Breadth: \_\_\_\_\_ m; GT: \_\_\_\_\_

Vessel owner: \_\_\_\_\_.

**III. Knowledge test**

No.	Test subject	Assessment (passed/not passed)*
1.	Language skills (Latvian and / or English).	
2.	Practical navigation	
3.	Navigation and pilot chart	
4.	Knowledge of port regulations	

Note:\* Knowledge test is deemed to be settled if the assessment in all test subjects is "passed".

#### IV. Commission Decision

To exempt the specific vessel from pilot services in the Freeport of Riga water area for one year, issuing a permit for navigation in the port water area.

Commission Chairman Harbour

Master

\_\_\_\_\_

Commission  
members:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the Minutes; I undertake to comply with the provisions of the Freeport of Riga Regulations and the COLREG Convention.

I agree/disagree  
with the  
Commission  
decision

\_\_\_\_\_

(name, last name of the tested person)

\_\_\_\_\_

(signature)

Miniser of Transport *T. Linkaits*



### **Application for a permit for underwater operations in the port water area**

#### **Mandatory requirements**

1. Underwater operations shall be started only after obtaining a signed permit.
2. Prior to the start of the operations, as well as after the completion or termination of the operations, the Contractor shall notify "SATIKSME" on VHF channel 9.
3. The Contractor shall continuously monitor VHF channel 9.
4. The Contractor shall comply with the Cabinet Regulations No. 77 of February 4 2020 the "Freeport of Riga Regulations" and exhibit a warning signal "A" for underwater operations.

Date of operation	Time of operation From – to
Place/berth	
Name of the Contractor	Name of the Client Contact telephone No.
The person responsible for the operation (name, last name)	Was the agreement with the FPRA concluded? Yes <input type="checkbox"/> No <input type="checkbox"/> Agreement No.
The Contractor's contact telephone number	Works will be performed from: • berth • vessel • another floating craft
Short description of the work to be performed	
Additional requirements to ensure work safety	
Responsible for work  (signature)	Harbour Master Service approval  (name, last name, position, signature)

The application for performance of underwater works shall be sent electronically to the e-mail addresses [kontrol@rop.lv](mailto:kontrol@rop.lv) and [captain@rop.lv](mailto:captain@rop.lv) before starting the operations.

Minister of Transport *T. Linkaits*

### Application for Ship Supply Operations at the Port Anchorage

#### Mandatory requirements

1. Ship supply operations at a port anchorage shall be carried out only after approval of the application.
  
2. The Master of the supply vessel shall notify the Vessel Traffic Service Center of the commencement, suspension or termination of the reported operations on VHF channel 9.

Date of performance of works from – to	Duration of performance of works from – to
Name of the vessel subject to supply	Name of the supply vessel
Master or representative of the supply vessel	Master or representative of the supply vessel
_____ (signature)	_____ (name, last name)
	_____ (contact phone)
The Master of the supply vessel has assessed the meteorological forecast for the period of the planned operation	Yes <input type="checkbox"/>
The Master of the supply vessel confirms that the supply operation at the port anchorage will be carried out only in safe weather conditions	Yes <input type="checkbox"/>
Brief description of the supply operation	

Harbour Master Service

Does the Harbour Master Service approve the performance of supply operations	Yes <input type="checkbox"/> No <input type="checkbox"/>
Harbour Master Service approval	
_____ (name, last name, position, signature)	

The application for ship supply operations in the roadstead shall be sent electronically to the e-mail addresses [kontrole@rop.lv](mailto:kontrole@rop.lv) and [captain@rop.lv](mailto:captain@rop.lv) before the start of the works.

Minister of Transport *T. Linkaits*

### Recommendations for the Use of Tugboats

Tankers and dry bulk carriers		
Vessel DW (t)	Number of tugboats	Tugboat minimal total capacity (Bollard Pull) (t)
1,000–20,000	1	20–60
20,000–70,000	2	60–110
70,000–120,000	3	110–140
over 120,000	4	over 140
Container carriers and general cargo carriers		
Vessel max length (LOA), m	Number of tugboats	Tugboat minimal total capacity (Bollard Pull) (t)
Up to 120	1	20
120–170	2	20–100
170–250	3	100–160

If the vessel is equipped with a thruster gear, the recommended number of tugboats or capacity (power) can be changed.

Minister of Transport *T. Linkaits*

### **Application for Immobilisation of the Ship's Main Engine or Other Major Repairs**

#### **Mandatory requirements**

1. Immobilization or other major repairs to the ship's main engine shall not commence prior to the approval.
  
2. Before commencing the work, as well as after the completion of the work, the ship Master shall notify the Vessel Traffic Service Center in VHF channel 9.

Date of performance of works from – to	Duration of performance of works from – to						
Name of the vessel	Berth						
Master or representative of the vessel  (signature)	(name, last name)						
	(contact phone)						
	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Will the ship's main engine be immobilized</td> <td style="border: none;">Yes <input type="checkbox"/></td> <td style="border: none;">No <input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Will other major repairs be performed other than engine immobilization</td> <td style="border: none;">Yes * <input type="checkbox"/></td> <td style="border: none;">No <input type="checkbox"/></td> </tr> </table>		Will the ship's main engine be immobilized	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will other major repairs be performed other than engine immobilization	Yes * <input type="checkbox"/>
Will the ship's main engine be immobilized	Yes <input type="checkbox"/>	No <input type="checkbox"/>					
Will other major repairs be performed other than engine immobilization	Yes * <input type="checkbox"/>	No <input type="checkbox"/>					
* Brief description of the work to be performed							
Harbour Master Service							
Does Harbour Master Service approve the application	Yes <input type="checkbox"/> No <input type="checkbox"/>						
Harbour Master Service approval							
_____ (name, last name, position, signature)							

The application for immobilisation of the vessel's main engine or other major repairs shall be sent electronically to the e-mail addresses [kontrol@rop.lv](mailto:kontrol@rop.lv) and [captain@rop.lv](mailto:captain@rop.lv) before starting the work.

Minister of Transport *T. Linkaits*

*Application for the Performance of Hot Work on Board*

**1. Kuģa vārds, tips, pieraksta osta/Ship's name, type, port of registry**

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**2. Kuģa atrašanās vieta (terminālis, piestātne)/Location of the ship (terminal, berth)**

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**3. Darba veids/Type of hot work**

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**4. Darba veicējs(-i)/Person/s assigned for hot work**

- 1.
- 2.
- 3.

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(amats, vārds, uzvārds, licences numurs/Position, name, surname, licence number)

**5. Ugunsbīstamos darbus veikt/Duration of hot work**

no/from \_\_\_\_\_ līdz/to \_\_\_\_\_  
(datums, laiks/date, time) (datums, laiks / date, time)

**6. Par kuģa ugunsdrošību un ugunsbīstamo darbu veikšanu atbild kuģa kapteinis/**

*The ship's master is responsible for the safety of hot work on board!*

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(kuģa kapteinis/master of the ship)

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(paraksts/signature)

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(darba veicējs/person assigned for hot work)

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(paraksts/signature)

**7. Papildu ugunsdrošības pasākumi/additional fire precaution measures implemented**

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**8. Piestātnes lietotāja pārstāvja saskaņojums/Approval by berth operator's representative**

\_\_\_\_\_  
(amats, vārds, uzvārds/position, name, surname)

\_\_\_\_\_  
(paraksts/signature)

**9. Ostas policija ir informēta par ugunsbīstamiem darbiem**

*Port police is informed of hot work - ovn@rop.lv*

\_\_\_\_\_  
(jā, nē)  
(yes/no)

**10. Ostas kapteinis saskaņo ugunsbīstamos darbus**

*Harbour Master's approval - captain@rop.lv*

\_\_\_\_\_  
(jā, nē)  
(yes/no)

The application for the performance of hot works on board shall be sent electronically to the e-mail addresses ovn@rop.lv and captain@rop.lv before the start of the works.

Minister of Transport *T. Linkaits*