



Port Regulations



Valid from
2023 07 01

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Introductory Regulations

§ 1

These Port Regulations apply to the Port of Trelleborg and are to be applied within the area of responsibility.

§ 2

Trelleborgs Hamn AB operates the Port under the supervision of the managing director.

§ 3

In these Port Regulations, *Traffic Control* refers to Nautical Advisor and Trelleborg Port Control (TPC) and the Managing Director.

In §18-26 the Ports Ship Agency is included as Traffic Control.

§ 4

In these port regulations, *Ship* refers to any object apart from naval aircrafts being used for transport on water or that can move on or under the water surface.

Pleasure ships in these port regulations refer to ships and boats used for leisure purposes.

Radio Communication

§ 5

Communication with TPC is to be carried out on VHF channel 74, and preferably in English.

Exceptions from using the English language may occur when contact has been established between ships.

Messages regarding arrival and departure are to be initiated by "Trelleborg Port Control" followed by the ship's name.

The TPC operator will reply with the information/guidance required for safe navigation.

The TPC operator must confirm that an arrangement between ships has been understood.

Traffic Regulations

§ 6

Definitions

Departing ships when unloading/loading has been carried out, all onshore connections have been released and the ship is ready to cast off fore and aft.

Arriving ships when the first announcement, 5 minutes before arriving to the first buoy pair in the fairway, have been made.

When ship has arrived to the first buoy pair, a second announcement must be done to Trelleborg Port Control.

Ships that turn around outside for reverse entrance have the same obligation to register as standard arriving ships on VHF.

Ships that are out of their time schedule must adapt after those who are in time unless other agreements have been established between the ships.

§ 7

Departure

Departing ships must give notice on VHF channel 74 when ready for departure. If ships do not depart in conjunction with the notice, a new notice must be given to obtain a new permission. When a ship has registered its departure, arriving ships must await the departing ship, unless other arrangements has been made between the ships. Ships ready for departure with limited radar coverage due to ships in the port may obtain information from TPC regarding ship movements.

§ 8

Fishing vessels, pleasure ships and other smaller watercrafts

All fishing vessels, pleasure ships and other small watercrafts must register their arrival through VHF channel 74, 20 minutes before passing the outer piers.

A registration must also be carried out before departure.

Ships without access to VHF radio may register to TPC through phone number +46-410 36 37 10. When registering through phone, address, phone number and other details must also be reported.

§ 9

Ships must be navigated in such a way that they do not danger or hinder the traffic and so that other ships and facilities are not damaged.

Ship commanders must navigate with caution when passing naval construction sites.

In fair wind and stream conditions the following speed limit is applied when passing the outer piers – **7 knots**.

§ 10

It is the master or ship owner's responsibility to stay advised regarding the water depth at the indicated location for mooring or anchoring.

§ 11

A ship may only moor on locations indicated by the TPC. For ships that regularly make land at the port, a location may be assigned for the whole, or parts of a calendar year. TPC may designate a delay or request to move ships if necessary for traffic or other

reasons.

Regulations of the port owner's right to move ships that hinder the port's operation are located in the law regarding movement of ships in public ports. (1986:371)

§ 12

Anchoring is not allowed within the port area and in the entrance fairway, except for in cases when anchoring must be carried out to assure that the ship is navigated safely or if a location is indicated by the TPC.

§ 13

Mooring, anchoring, delays and movement of ships must be carried out in such a way that other ships or facilities are not damaged and that danger or hinder does not arise to other ship traffic. When ships are moored alongside, anchors may not be used without permission from the TPC.

If the ship's construction and equipment, the formation of the port or the weather conditions calls for it, it is the ship commander's or owner's responsibility to obtain information about the suitability of the different locations and how the maneuvering of the ship should be carried out when anchoring, postponing or moving the ship. Under special circumstances, the Traffic Control may assign the use of tugboats.

§ 14

If there is an imminent risk that a ship may sink, damage or substantially hinder the port traffic or other operations in the port area, TPC may decide that the ship is not allowed to enter the port area or that the ship is to be removed from the area.

§ 15

When mooring, anchoring or moving a ship the task is to be carried out with the help of a tug boat if necessary due to weather conditions, order, or the security of the port area.

§16

Ship commanders, ship-owners or representatives must immediately report to traffic control if a ship has sunk or ran aground. Traffic control may require the owner to remove the ship within a certain period. Owners of other objects that may hinder or damage ships or other facilities must report to TPC. The traffic control may then order the owner to remove the object within a certain period.

§ 17

Salvage of ships or goods requires permission from the traffic control. The permission can be combined with certain conditions in each case.

Registration Obligation etc.

(Regarding the landing of oil and general cargo, berth 101 or 102)

Ships with the landing of oil or trade as destination are not prioritized regarding arrival and departure and must therefore adapt their schedule to the ferry traffic regarding both arrivals and departures. Information regarding suitable time slots can be obtained from the Trelleborg Port Control.

§ 18

Preregistration

The ship commander, ship-owner or a representative must notify the port office if a ship intends to make land at the port. The registration **must take place 24 hours prior to arrival** and must contain information about the ship's name, draught, estimated time of arrival and type of cargo and quantity. If the cargo contains harmful (dangerous) goods, specific regulations according to §25 must be observed. Registration is sent to agency@port.trelleborg.se and tpc@port.trelleborg.se according to appendix 1 which also must include invoice address.

§ 19

Ship registration

Before a ship arrives at the port, the ship's commander, ship owner or a representative must send a written registration to TPC. The registration **must be sent 12 hours prior to arrival** to tpc@port.trelleborg.se. The registration must contain information according to appendix 1.

§ 20

Declaration of goods

At the latest when loading or unloading is completed, the ship's commander, ship owner or a representative must hand in a declaration of goods to tpc@port.trelleborg.se specifying the loaded and unloaded goods, or corresponding documents and also leave information regarding consignees and consignor. It is the consignee or consignor's responsibility to when requested by the port office present bills of lading or similar documents.

§ 21

Registration of departure

The ship commander, ship-owner or a representative must notify to tpc@port.trelleborg.se and agent@port.trelleborg.se about what time the ship is going to depart. The notification must take place, at the latest at the time of departure and contain information about time of departure, destination port and loaded draught at departure.

§ 22

More than what has been provided in §§ 19 – 22 it is the ship commander's, the ship-owner's or a representative's responsibility to when requested from TPC provide documents and records required to determine port fees or similar fees.

§ 23

The information stated in §§ 19 – 23 does not apply Swedish ships of state or leisure ships.

§ 24

The port office may approve those registrations according to §§ 19 – 22 - with the exception of the responsibility to report dangerous goods - are made once per calendar year, or parts of the calendar year for ships that regularly make land at the port, and for towboats in their home port.

Dangerous goods

§ 25

Regarding the registration and handling of dangerous goods the following regulations apply:

1. The Swedish Board of Transport's proclamation, TSFS 2010:159, regarding regulations and general advice for transporting dangerous goods in port.
2. Preannouncement of dangerous goods must be done before arrival according to above mentioned proclamation, §9.
3. The Swedish Board of Transport's proclamation, TSFS 2010:96, regarding measures against water pollution.

Loading, unloading and storage management of goods etc.

§ 26

Goods, vehicles, or other material must be handled or placed on a location indicated by the production manager; Trelleborgs Hamn AB.

§ 27

It is the responsibility of Trelleborgs Hamn AB to open the gates/barriers on ship arrivals and to close gates/barriers on departures. Any maneuvering of the gates/barriers in between may be performed by the ship personnel at their own responsibility. Ship ramps are not allowed to be lifted before the barriers have been closed.

Measures against pollution, etc.

§ 28

Measures against water pollution are specified in:

1. Law 1980:424 regarding measures against water pollution from ships.
2. State constitution (1980:789) regarding measures against water pollution from ships.
3. The Shipping Administration's decree regarding measures against water pollution from ships.

§ 29

Contaminated water and solid impurities must not be released from ships onto the dock or onto other ships in the port nor is it allowed to dispose of scrubber water (EGCS) discharge water in the port basins. Only clean water and ballast water that has been treated according to legislation in force is allowed to be released into the basins.

§ 30

Waste to be handled by the municipality is to be handled according to specific directions. Contact Environment Manager. (App 3)

Fire regulations

§ 31

Rules regarding prohibition to unload a ship in the port are specified in the port's conditions for handling dangerous goods. For further information refer to the Shipping Administration's decree (SjöFs 2005:7) regarding guarding ships in port.

§ 32

Emissions with sparks from the ships funnel, exhaust pipe or other device are not allowed at the landing or by other ship or stock. Ships must be equipped with spark arrester/protection when docked by the oil berth.

§ 33

Smoking and open flames are not allowed in the cargo hold or on deck by the cargo hatch while loading or unloading when docked by the oil berth.

§ 34

Smoking and open flames are not allowed where signposted.

Special Regulations

§ 35

Permission must be obtained from TPC before a landed ship is rendered non-maneuverable due to reparation, maintenance or similar.

§ 36

Repair and maintenance work must be reported to TPC in good time together with a

description of the precautionary and cleaning measures taken to prevent foreign substances, micro debris or unapproved chemicals from ending up in the harbor basins, on land or being flushed into the storm water or creating inconveniences for other actors in the port. This also applies to washing of hull.

Use caution when painting outdoors considering paint splash etc.

Maintenance, which emits a loud noise level, is not allowed between 18.00 and 07.00 hours.

§ 37

Propellers, water jets or other propulsion may not be running whilst alongside or other mooring areas, without permission from TPC, if it can affect water depth or cause damage or danger.

§ 38

Fishing with nets, hoop nets, ground lines or hoops and/or placement of fishing equipment for cleaning purposes is not permitted within the port area.

§ 39

Ships are not allowed to shift without permission from TPC. The permission may be associated with certain conditions.

§40

If anyone damages the landing, fenders, beacons, buoys, or other property within the port area it must be immediately reported to TPC via phone or VHF channel 74.

§ 41

Diving and underwater work requires permission by TPC.

Safety Regulations

§ 42

Personnel within the operational area must wear a safety jacket/vest with good visibility, carry an identification card with photo, and have authorization according to the ISPS regulations.

§ 43

Service- and entrepreneur vehicles driven within the operational area must be marked with the company's name on the sides and be equipped with a clearly visible rotating/flashing orange light and respect the speed limit.

Responsibility Regulations

§ 44

Persons who intentionally or by negligence break rules in these port regulations may be penalized according to chapter 3 § 22.2 in the Public Order Act.

The Public Order Act law also contains regulations for injunctions and forfeiture.

These port regulations come into effect 1:st of July 2023

PORT OF TRELLEBORG

Appendix 1.



Fartygsanmälan till Trelleborgs hamn. Ships report to Port of Trelleborg

Endast för THAB
Löp nr.
Only for Port Auth

Skickas via mail minst 12 timmar innan ankomst / Sends by e-mail 12 hours before arrival at the latest
tpc@port.trelleborg.se

Förhandsanmäl via mail minst 24 timmar innan ankomst till
 Pre announce by mail at least 24 hours before arrival to
agent@port.trelleborg.se

1. Fartygs fakta / Ships fact

Fartygs namn/ships name	Anropssignal/Callsign	IMO nr/no	Hemmahamn / Home port
Längd m / Length m	Bredd m / Beam m	Typ / Type (bulk/ro-ro/lo/lo/tank/PCC)	Nation
Brutto vikt / Gross weight	Netto vikt / Net weight	Befälhavarens namn / Masters name	

2. Ankomst/Arrival

AA / MM / DD // YY / MM / DD
Senaste hamn // Latest port of call

3. Avgång / Departure

AA / MM / DD // YY / MM / DD
Nästa hamn // Next port of call

4. Tid / Time

ETA
ETD

5. ISPS

Security Level 1, 2 or 3.

6. Last / Cargo

Markera lämplig rad med X / Mark appropriate row with X

<input type="checkbox"/>	Lasta / Load	Vikt / Weight	Typ av produkt / Type of product
	Lossa / Unload	Vikt / Weight	Typ av produkt / Type of product
<input type="checkbox"/>	Transit- last / cargo	Vikt / Weight	Typ av produkt / Type of product
		Vikt / Weight	Typ av produkt / Type of product
<input type="checkbox"/>	Farligt gods / Dangerous goods	UN nr	Klass
		Netto vikt / Net weight	MFAG
		EmS	

7. Fakturering hamnvaruavgift / Invoice for harbourgoods fee

Namn / Adress / Name Address	Org. Nr.	Endast för THAB Only for Port Auth
------------------------------	----------	---------------------------------------

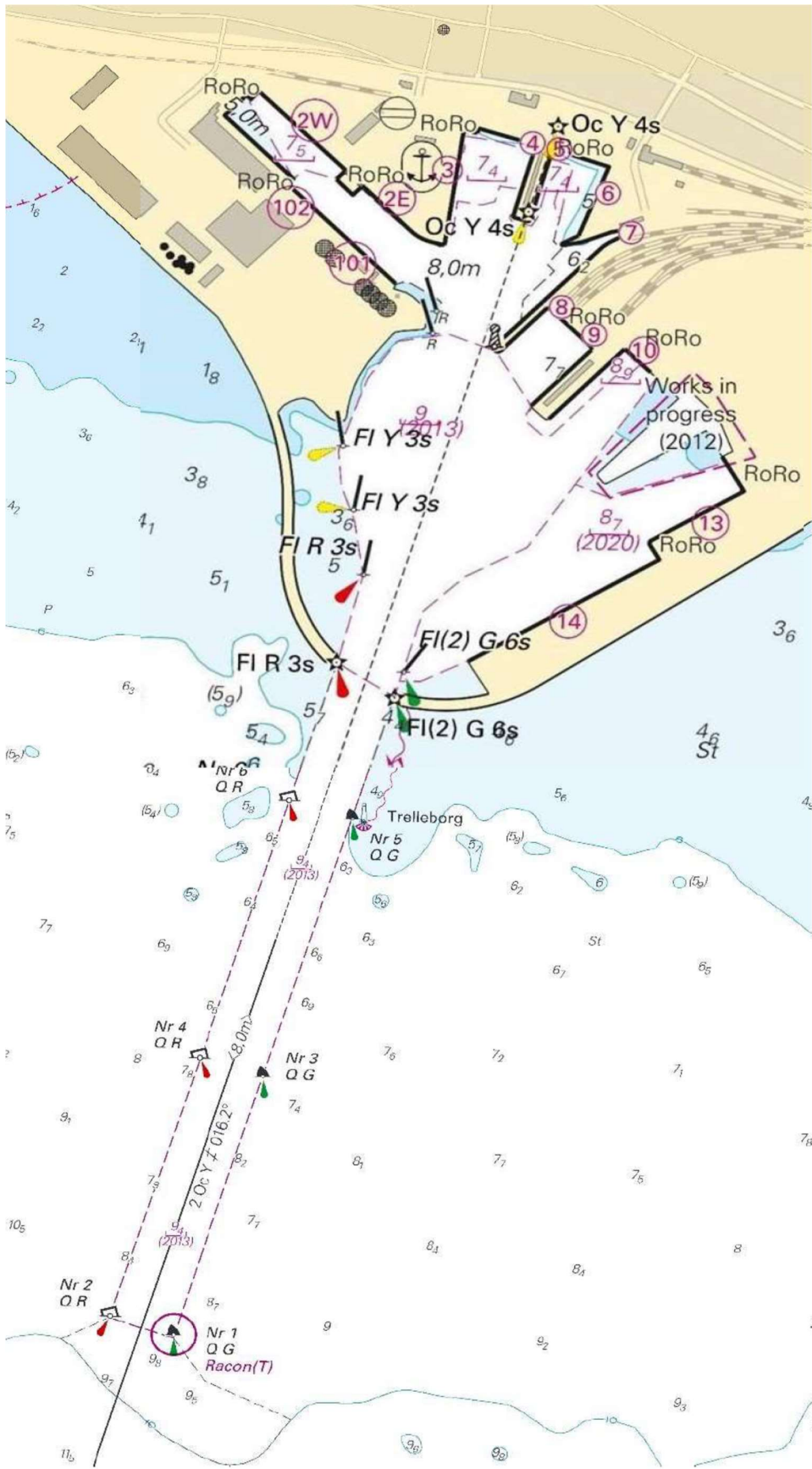
8. Fakturering fartygsavgift / Invoice for ships fee

Namn / Name Adress / Address	Org. Nr.	Endast för THAB Only for Port Auth
------------------------------	----------	---------------------------------------

9. Fakturering lastn/lossn / Invoice for load./unload.

Namn / Name Adress / Address	Org. Nr.	Endast för THAB Only for Port Auth
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Appendix 2.



Appendix 3.

Contact List

Växel / Switchboard	+46(0)410 36 37 00
Trelleborg Port Control 24h	+46(0)410 36 37 10
Quality manager	+46(0)410 36 37 11
Landlord manager	+46(0)410 36 37 13
Security Manager	+46(0)410 36 37 30
Operation Manager / Coordinator Land	+46(0)410 36 37 35
PFSO	+46(0)410 36 37 36
Communication Manager	+46(0)410 36 37 37
Environment Manager	+46(0)410 36 37 47
Logistic Manager	+46(0)410 36 37 51
Trelleborg Shipping Agency	+46(0)709 36 97 19
Nautical Advisor / Coordinator Sea	+46(0)739 76 01 26

Appendix 4.

Order and Safety regulations for contract work within the port of Trelleborg.

These regulations contain important information about the general rules of conduct and other regulations in effect within the area of responsibility for Trelleborg Hamn AB and also regulations regarding the contractor's responsibility to create a healthy working environment and prevent risks of unhealthiness, accidental events, fires etc. which may be connected to work conditions and conditions for job execution.

1. Introductory regulations

1.1 By contractor is referred to every company or person who has undertaken the task of working within the area of responsibility for Trelleborg Hamn AB. (Referred to as THAB below)

1.2 The contractor is considered responsible employers for all the workers engaged in the current job. If the contractor hires or borrows personnel or subcontractors, this personnel is also considered to be under the contractor's leadership and responsibilities in issues related to the working environment and safety.

1.3 It is the contractor's responsibility to assure that his staff managers and representatives in issues related to the working environment and safety are presented with these regulations and that they are agreed upon.

2. Regarding legislation, constitutions, prescriptions etc.

2.1 All work must be conducted observing the working environment law and other work protection legislation with support from the regulations stated within.

2.2 If nothing else has been agreed upon, it is the contractor's responsibility to carry out the registrations required by law to the responsible authorities and to obtain permissions and approval from authorities if needed.

3. Coordination responsibilities

3.1 Information about the person responsible for coordination at THAB is indicated on the order.

3.2 The person responsible for coordination is, if nothing else has been agreed upon, responsible for measures regarding health protection and accident prevention for the operation taking place in the coordination area for which this person has been appointed responsible in issues related to the working environment.

4. General responsibilities for the contractor

4.1 All contractors that are to work within THAB must contact THAB's representative for coordination issues to obtain information regarding issues related to the working environment and safety.

4.2 It is the contractor's responsibility to notify THAB's representative for coordination issues about who the contractor's contact person is and who has been appointed responsible team leader and representative for the contractor in working area issues for the job in question. The contractor's representative must attend the meetings organized by THAB's representative for coordination issues. The contractor's personnel must follow the rules and regulations specified by THAB's representative to avoid poor health, accidents, fires etc.

4.3 The contractor is responsible to plan and organize the work in a way that it is satisfactory in every aspect. The contractor must deliver all relevant information to THAB's representative and confer with him regarding working area measures so that satisfactory safety is given to issues such as injuries or damages to people, property or environment which may be related to the work or the particular risks or conditions that apply for the execution of the work.

4.4 It is the contractor's responsibility when planning the work to survey the work site and obtain information regarding what kind of operation that takes place there and in the surrounding area. Depending on what kind of work the contractor has right to do and the work site conditions, it is up to the contractor to obtain all the necessary information regarding piping systems, canisters and their potentially hazardous or explosive contents and similar for working environment and safety purposes.

4.5 The contractor must assure that the work is being conducted in a way that is safe in working environment aspects, with consideration taken to the particular conditions, risks and situations related to the conduct of the work.

4.6 The contractor is responsible that the hired personnel have the competence and experience required to carry out the work in question and that they obtain clear and sufficient instructions regarding the conduct of the work.

4.7 The contractor is responsible to supply the personnel with suitable tools and other aids, all well maintained without defects, and that professional working methods are being used when conducting the work.

4.8 The contractor is responsible to supply all own and hired personnel with sufficient personal protection equipment and must assure that all personnel have the knowledge and have been trained to use the equipment and also have been informed about occurring risks for ill-health and accidents.

4.9 The contractor is responsible that all own and hired personnel have been equipped with approved visibility gear.

4.10 When in doubt or problems regarding safety issues, the person responsible for working environment issues is responsible to contact the coordination manager at THAB.

5. Specific regulations regarding the contractor's responsibility to have insurance.

5.1 Contractors who conduct work at THAB must have a valid liability insurance, extended with increased responsibility for property, a product liability insurance and a fully comprehensive insurance for the contractor. The amount of insurance must be adjusted so that they cover the value of the contracted work and THAB's property in question.

5.2 The contractor is responsible during the contracted time for damages to non-finished parts of the contract and for health issues caused by the contractor or its employees to property belonging to THAB. The contractor is also responsible for damages caused by any subcontractors hired by the contractor.

5.3 The contractor must show proof of valid insurance in conjunction with proof of paid insurance premium to confirm that an insurance has been issued according to above. The buyer must be coinsured. As an alternative, an insurance certificate issued by the

insurance company confirming the valid insurance can be accepted. A new confirmation must take place when renewing the insurance during the period of the contract or the warranty of the contracted job.

6. Loaned equipment.

6.1 If THAB supplies lifting devices, protection equipment, technical devices as a loan, it is under the responsibility of the contractor. The provided equipment must be returned in its original condition, or if needed, by new equipment.

7. Utilization of electric power.

7.1 Connection to fixed electrical equipment requires permission from THAB and must be done according to instructions.

7.2 The contractor is responsible that all electrical material or other equipment is approved.

8. Fire protection.

8.1 Welding or work tasks involving open flames may only take place with written permission and proof of valid certificates. Welding also involves cutting, grinding and flexing. Exception from the rule regarding written permission only applies to such working premises where a permanent permission has been issued.

8.2 Permissions to weld are issued by THAB's technical department. The contractor must clearly indicate the working site with a welding sign and assure that a thorough control of the area is performed for fire protection purposes after welding.

8.3 Welding may only take place at the time and place specified in the permit. The contractor is responsible that the welding is performed by professionally skilled personnel, with vast knowledge of fire extinguishing and the associated risks. Certificate from the course "Heta arbeten/Hot work" must be presented.

8.4 Gas welding units must be flawless and supplied with wheels. The unit must be equipped with fire extinguishers along with protection gloves and key to the acetylene canister, tied to the unit by using a fireproof string of suitable length. Welding units must be equipped with approved back pressure for acetylene gas.

8.5 After each working day, gas welding units must be kept at an indicated location. Electrical devices (for example welding units) must be disconnected from the electric outlet after each day.

8.6 The contractor must keep fire extinguishing equipment such as fire blankets and extinguishing devices available.

8.7 If THAB so requires, it is the contractor's responsibility to supply fire watch personnel and in that case report to THAB's fire protection controller. That does not implicate any limitation to the contractor's responsibility.

8.8 The contractor is responsible to obtain information and to inform its personnel about THAB's regulations and routines in case of fire or fire hazard and where equipment for fire extinguishing and life-saving is located and how it is used. This information can be obtained from THAB's fire protection controller.

8.9 Open flames are prohibited within the oil area of the port or in connection to the area.

9. Inflammable and hazardous substances and toxic waste

9.1 Inflammable and hazardous substances are not allowed within THAB's area of operation without permission from THAB's cooperation manager and then only under the conditions the manager prescribes. Inflammable and toxic substances are not allowed without a written declaration of contents.

9.2 The contractor must abide THAB's regulations regarding handling and storage of toxic and hazardous waste.

10. Sanitation and cleaning.

10.1 It is the contractor's and its team leader's responsibility to guarantee order on the work site.

10.2 The contractor is responsible that all work-related waste on the construction site is removed as soon as possible.

10.3 When the contractor has finished all its work obligations, the work site must be thoroughly cleaned by the contractor's personnel.

11. Access to THAB's area of operation.

11.1 To access THAB's area of operation, regarding vehicles and pedestrians, an entry card issued by THAB or an application in advance is required. The entry cards are issued by the Ports PFSO. Visitors, suppliers, subcontractors etc. to contractors must be preregistered at the Traffic Information Center. Preregistration can only be made by the contractor's work leader on location. A preregistration must contain certain information such as who is coming, whom the person is visiting, where the person is from and when the person is coming. More information can be obtained from the Ports PFSO.

12. Vehicles.

12.1 Vehicles are not allowed to enter without permission or preregistration. (Preregistration, see 11.1)

12.2 Contractor vehicles must be equipped with rotating or flashing lights on the roof as well as clearly visible company stickers on the sides.

12.3 Traffic rules according to following:

- Persons who have obtained an entry card must use it when entering. If no entry card has been issued, contact the work leader who will contact the Port's PFSO.
- Visitors/suppliers etc. to contractors must be preregistered at the Trelleborg Port Control to be allowed in.
- Preregistration can only be made by work leader/boss or according to agreement with the security manager.
- When driving in the port area, a warning light on the roof and clearly visible company stickers are required.
- You are not allowed to drive around level-crossing barriers. If you do that, you will be held responsible for any mishaps/incidents and rejected from the Port area.
- Driving from the east part to the west part of the port must take place on the northern road, Hansavägen, unless indicated otherwise.
- The road in front of ferry berth 3,4,5 and 6 are specifically for traffic related to loading and unloading.
- You have to comply to the instructions given by THAB's personnel.
- Respect the speed limit of 30km/h

12.4 THAB assumes no responsibility for damages on vehicles that do not respect the traffic regulations.

12.5 Security companies hired by THAB have the right to check the cargo area and the interior of vehicles within THAB's area of operation according to ISPS (2004:487) on behalf of the PFSO.

Traffic regulations within the port area of Trelleborg.

For traffic in to and within the port area the following rules apply:

- Visitors/suppliers etc. to contractors must be preregistered at the TPC, +46 (0)410-363710 or tpc@port.trelleborg.se to be allowed in. Preregistration can only be made by the work leader/manager.
- Vehicles in the port area must carry a warning light on the roof and clearly visible company stickers are required.
- You are not allowed to drive around laid level-crossing barriers. If so, any mishaps/incidents will be under the driver's responsibility and the driver will be disallowed in the port area.
- Driving from east to west and vice versa is only allowed:
 - Towards east, over the Fly-over.
 - Towards west, uses the northern exit road.
 - In front of berths 3, 4, 5 and 6 is only for the Port's production personnel.
- You must correct yourself to the instructions given by THAB's personnel.
- Respect the speed limit of 30km/h.

Port of Trelleborg

Operation Manager

Traffic Regulations for time scheduled ferries.

Communication on VHF-channel 74.

All communication on channel 74 is preferably to be held in English. Divergence from English can occur when communication is established between vessels. Announcements concerning arrivals and departures shall be addressed to "Trelleborg Port Control".

The Port Control operator on duty will respond with an acknowledgement or required information to obtain safe maneuvering.

Arrivals.

Vessels must, by a first announcement on VHF-channel 74, give a five-minute notice before arriving to the fairway entrance.

After that, departing vessels are compelled to await inbound traffic. Unless other ship to ship agreements are reached.

When vessels are in line with the two first buoy pair of the fairway entrance they must give a second announcement on VHF-channel 74.

Departures.

Departing vessels shall announce, on VHF-channel 74, that they are ready for departure. When vessels have announced their departure, inbound traffic is compelled to await outbound traffic. Unless other ship to ship agreements are reached.

Vessels ready for departure that have limited radar coverage due to other vessels in the port area, can receive information from Trelleborg Port Control the concerning other vessels movements.

Definitions.

Departing vessel:

When loading is completed, and vessel is ready to let go of mooring lines fore and aft.

Arriving vessel:

By the first announcement, five minutes before arriving to the fairway entrance.

Clarifications.

Vessels turning south of the fairway for reversed entrance into port have the same announcement duty, i.e., five minutes, as above mentioned.

Appendix 7

Visitors

To access the port area of Trelleborg, the following criteria are required:

- **Persons must have an errand and must have a booked appointment with someone.**
- **Persons must be preregistered by this someone.**
- **Persons must be able to identify themselves.**
- **Persons must wear safety jacket/vest.**
- **Persons must conform to given instructions.**
- **Persons must carry a valid ticket if traveling with a ferry.**

Not respecting the rules above may result in rejection from the port.

Security Manager
Port of Trelleborg

Appendix 8



Appendix 9



Acknowledgment

I have received, read and will follow the regulations in this Port Regulation.

Trelleborg the.....

.....
Name signatur

.....
Printed name

.....
Company

.....
Corporate number

.....
City

Hand over to DP at the Port of Trelleborg.

Appendix 9

**WASTE REPORT**

INFORMATION TO BE NOTIFIED BEFORE ENTRY INTO THE PORT OF TRELLEBORG

SEND TO agent@port.trelleborg.se 24 HOURS PRIOR TO ETA



Port of destination as referred to in Article 6 of Directive 2000/59/EC:

1 Name: _____ 2 Call sign: _____ 3 IMO number: _____ 4 Flag State: _____

5 ETA: _____ 6 ETD: _____ 7 Last port: _____ 8 Next port: _____

9 Last port and date when waste was delivered: _____ Quantities (m3): _____

10 Are you delivering (mark appropriate box): ☐ all ☐ some ☐ none of your waste into port reception facilities?

11 Type and amount of waste and residues to be delivered and/or remaining on board, and percentage of maximum storage capacity:

If delivering all waste, complete second and last columns as appropriate. If delivering some or no waste, complete all columns.

Type	Waste to be delivered (m ³)	Maximum dedicated storage capacity (m ³)	Amount of waste retained on board (m ³)	Port at which remaining waste will be delivered	Estimated amount of waste to be generated between notification and next port of call (m ³)	Waste that has been delivered at the last port of delivery identified under point 7 above (m ³)
------	--	---	--	---	---	--

Waste oils

Oily bilge water						
Oily residues (sludge)						
Other (specify)						
Sewage ⁽¹⁾						

Garbage

Plastics						
Food Wastes						
Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)						
Cooking Oil						
Incinerator ashes						
Operational wastes						
Animal carcass(es)						
Cargo residues ⁽²⁾ (specify) ⁽³⁾						

⁽¹⁾ Sewage may be discharged at sea in accordance with Regulation 11 of Marpol Annex IV. The corresponding boxes do not need to be completed if it is the intention to make an authorised discharge at sea.⁽²⁾ May be estimates.⁽³⁾ Cargo residues shall be specified and categorised according to the relevant Annexes of Marpol, in particular Marpol Annexes I, II and V.**Notes**

1. This information may be used for port State control and other inspection purposes.
2. Member States will determine which bodies will receive copies of this notification.
3. This form is to be completed unless the ship is covered by an exemption in accordance with Article 9 of Directive 2000/59/EC.

I hereby confirm that:

- the above details are accurate and correct, and
- there is sufficient dedicated onboard capacity to store all waste generated between notification and the next port at which waste will be delivered.

Date

Time

Signature

Appendix 11

Quality Policy

Purpose

This policy aims to describe the Port of Trelleborgs approach to work with quality issues where the goal of the company's quality work is satisfied customers. The Port of Trelleborg must be characterized by high quality in terms of personnel, products/services and a high level of service.

Guidelines

The company is certified in accordance with the international quality standard ISO 9001:2015. The management system must be a tool to control and manage the company and to fulfill the requirements of customers and authorities

The Port of Trelleborg, the natural choice

The Port of Trelleborg must act as a link in the transport chain from sender to receiver through a:

- Close cooperation with operators in the port
- Close cooperation with actors along the transport chain

The customers requirements are our driving force

The customer must perceive THAB as flexible and willing to serve. The customer's image of the Port of Trelleborg is influenced by each employee's:

- Behavior towards the customer
- Conduct towards the customer's customer as well as through
- The quality of service delivered

Quality is everyones responsibility

Every employee within the Port of Trelleborg is responsible for:

- Their own work is done correctly
- Try to anticipate shortcomings
- Avoid risks of error
- Act quickly when errors occur

We can always get better

It is the responsibility of each employee to actively work to:

- Identify quality deficiencies
- Question existing routines
- Make suggestions for improvements

Committed leadership produces committed employees

The management must show and give

- Information
- Education
- Support

to every employee the opportunity to increase their skills and motivation to develop the company.

Trelleborg 2022-04-12 Jörgen Nilsson



ENVIRONMENT POLICY



Trelleborg Port aims to be an environmentally adapted hub in the transportation chain from sender to receiver through close collaboration with customers and other stakeholders. The environmental impact of our operations shall be managed by:

Efficient port logistics:

We strive to minimize negative environmental impacts such as air and water emissions, noise, accidents, and climate impact by offering high service levels and efficient port logistics.

Good environmental performance of vehicles and equipment:

We are committed to continuously renewing our vehicles and equipment, ensuring that their environmental performance remains at the forefront of technological development.

Employees with environmental competence:

Our port employees are expected to possess strong environmental knowledge to gradually reduce the environmental impact of our operations in their daily work.

Close collaboration with customers and other stakeholders:

Through dialogue with our customers and relevant stakeholders, we aim to reduce the port's environmental impact and thereby strengthen our competitiveness.

Holistic perspective and long-term approach:

Our efforts in the field of environmental sustainability are characterized by a comprehensive view and long-term thinking. We continuously strive to improve and develop our processes, products, and services. By promoting sustainable growth, we contribute to achieving society's environmental and transportation goals. Compliance with binding requirements, including legal and other relevant regulations, is fundamental and goes without saying.

2023-05-23

Trelleborg Port