



## **WELCOME AT TALLINN SHIPYARD**

**Tallinn Shipyard, one of BLRT REPAIR YARDS, members of BLRT GRUPP** - one of the largest industrial holdings in the Baltic sea region.

We offer our customers full range of services in the field of repair and modernization for all type of vessels. High quality service is allowed by combination of highly skilled and constantly educated employees, extensive range of modern facilities and equipment. We keep up with the times, constantly expanding our capabilities in order to keep Your good vessel afloat and in good technical condition.

# MAIN RULES

All vessels shall comply with the requirements of **MARPOL** and **BALTPOL**, as well as with the laws and regulations of the Republic of Estonia.

There is an access control at the territory. The purpose of control at entrance gates is to ensure the safety of people, equipment, vessels that are located at the yard (in accordance with the international **ISPS Code** (protection of ships and port facilities) adopted on 01.07.2004) as well as the safety of the holding's material values.

**OHS** activities in the shipyard are regulated by the **Occupational Health and Safety Act** and related legislation.

AS BLRT Grupp complies with all environmental requirements and operates in accordance with the requirements of environmental laws and related legal acts.

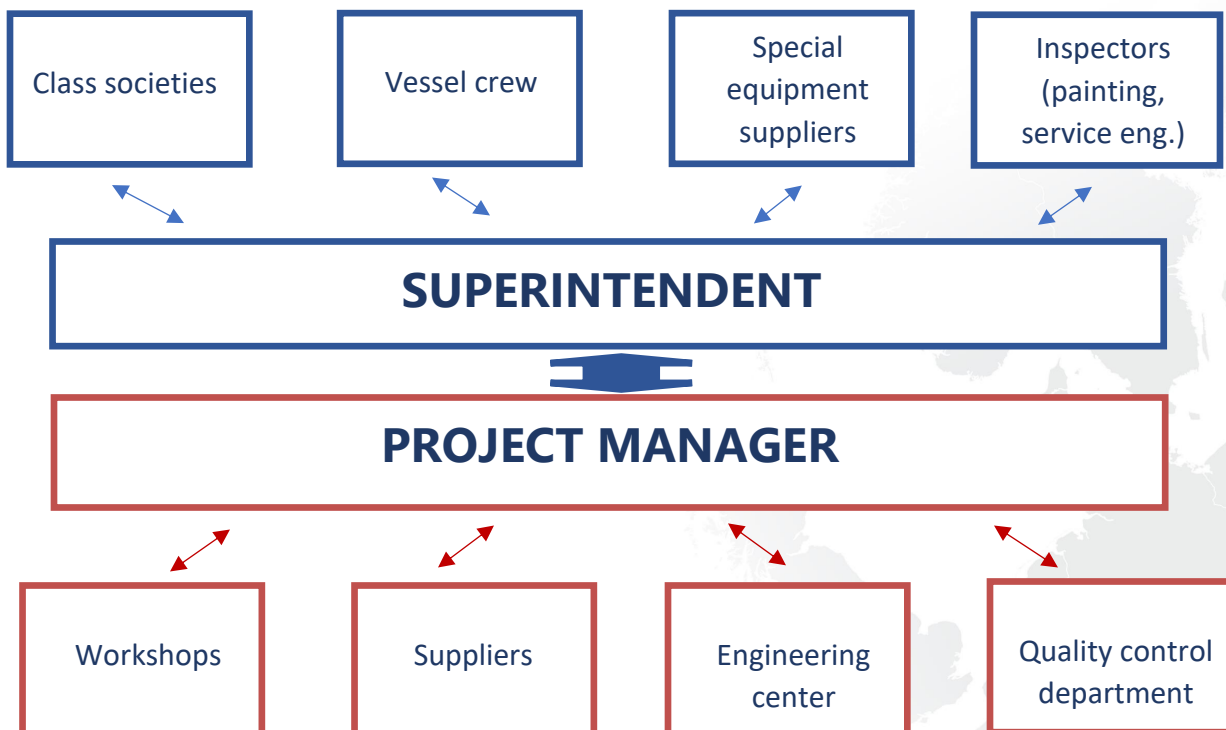
In case there's wind at the shipyard with a speed over 10 m/s, painting and cleaning of ships is **FORBIDDEN**.

## WORKING HOURS:

- Office employees 07 : 30 – 16 : 30
- For main personnel directly involved in the repair process working hours are set in accordance with the BLRT Grupp internal rules.

**ALL MATTERS RELATED TO REPAIRS, DELIVERY OF EQUIPMENT/ SUPPLIES, ETC.,  
ARE RESOLVED ONLY THROUGH OUR PROJECT MANAGER**

## PROJECT INTERACTION CHART



# COMPLIANCE WITH SAFETY RULES

1. Upon vessel's arrival at port, Captain submits the crew list to the central checkpoint (+372 610 2448). The document contains a list of personnel indicating the details of crew members:
  - Surnames;
  - Names;
  - Personal ID codes;
  - Dates of birth;
  - Seaman's passport numbers
2. The list of crew members of repaired ships must be approved by the **project manager**, who is in charge of repair;
3. The list of crew members of the vessels using BLRT Grupp AS harbor for anchorage shall be approved by the **port dispatch service**;
4. When visiting the vessel by non-crew members (relatives etc.), Captain (senior mate) submits an application for a pass to yards **security service** in advance, indicating the data of the visitor;
5. When crew members are leaving for the city, they must carry seaman's passport with them;
6. If it is necessary to take out crew members' personal belongings through the checkpoint, the yard's **security service** is provided with a list of things. List to be approved by the Captain or his deputy and the seal of the vessel. If this requirement is not met, belongings may be confiscated until their ownership is established. Personal clothing, shoes, food, cigarettes are not subject to detention;
7. In case of confiscation of belongings, the yard's **security service** draws up an act, one copy of which is handed over to the person in respect of whom it was drawn up;
8. Crew members who are (alcohol intoxicated or similar) are allowed to enter the territory of the yard only when accompanied by an officer of the watch, with delivery on board;
9. The crew members are prohibited from being in production facilities, warehouses, workshops, gas stations, etc., if this is not related to the project needs and requirements;
10. Alcoholic beverages are allowed to be carried on board the ship only with a written application from the ship's Captain.

# **COMPLIANCE WITH OH&S REGULATIONS**

## **SAFETY REQUIREMENTS:**

1. Be attentive to signals given by drivers of moving vehicles
2. Comply with the requirements of warning posters, inscriptions, signs and light signals
3. Move around the shipyard only in designated areas (SEE YARD`S MAP)
4. Bypass at the safe distance the places where welding, cutting, metal cutting, work at height or rigging is carried out
5. Use Personal Protective Equipment

## **AT THE SHIPYARD IS PROHIBITED:**

1. To be of alcoholic, narcotic and other intoxication
2. Use open fire in fire-hazardous places
3. Stay under a raised load
4. Pass in places not intended for passage, pass over the folded material
5. Go behind fences, access high-risk and dangerous zones
6. Cross the road in front of a moving vehicle
7. Carry out hot works without agreement with Project Manager

## **SMOKING AT THE YARD IS ALLOWED ONLY IN DESIGNATED AREAS!**

### **IN CASE OF EMERGENCY:**

1. Inform the shipyard about the incident by phone + **372 610 2448**
2. Describe what happened and where, state the name of the person reporting the accident. State where you are. If possible, provide the phone number of the machine located in the area where the accident occurred.

### **IN CASE OF AN ACCIDENT ALWAYS CALL: + 372 610 2448**

### **EMERGENCY PHONE NUMBERS:**

- |                 |            |
|-----------------|------------|
| 1. FIRE SERVICE | <b>112</b> |
| 2. AMBULANCE    | <b>112</b> |
| 3. POLICE       | <b>112</b> |

# DOCKING RULES

## PREPARING THE VESSEL FOR DOCKING

### THE CREW **MUST**:

1. Take all possible measures to eliminate or reduce the list and trim of the vessel (in exceptional cases, with dockmaster's agreement, it is allowed to lift the vessel with a list of up to 1 degree);
2. Inform the Project Manager about all known and suspected damage to the shell plating of the vessel, their locations, the condition of the side keels;
3. In winter time, take measures to protect the vessel from the formation of an "ice bowl" (keeping holds closed, heating of tanks, etc.)

## VESSEL PILOTAGE TO THE DOCK, DOCKING

1. Vessel pilotage is mandatory in the shipyard waters. Vessel pilotage from the berth to the dock and back, from the sea to the dock and back, as well as giving orders to the tugs is carried out by the pilot under the supervision of the vessel's Captain, until the vessel passes through the dock threshold. All operations related to the approaching vessel to the dock/ out of the dock are coordinated by the Captain of the vessel together with the pilot, who, in his turn, coordinates actions with Port Authorities.
2. Vessels pilotage to/out of the dock must be carried out by at least two tugs, depending on weather conditions. Entering the **dock number 2** must be carried out by three tugs. Leaving the **dock number 2** must be carried out by two tugs. In exceptional cases, it is allowed to enter/ leave the dock on its own. It is allowed to enter **dock number 2** with two tug boats if the vessel is running the main engine. After vessel passes through threshold of the dock, the master of the ship is obliged to fulfill all orders of the dockmaster.
3. Prior to arrival of the vessel to the dock, ship's master must:
  - Prepare mooring lines, heaving lines, fenders,;
  - Take off all equipment which is out of vessel dimensions;
  - Prior entering the dock, switch off vessel radar.
4. During docking of the vessel, following is prohibited:
  - Transferring of fuel or cargo shifting;
  - Pumping out ballast without informing the dockmaster;
  - Pumping overboard liquids with concentrations of substances above 15 ppm.

# VESSEL STAY IN THE DOCK/ BY THE BERTH






## FOLLOWING IS **PROHIBITED** FOR SHIP'S CREW:

1. To pump fuel and lubricants (fuel, oil) without agreement with the project manager;
2. To bunker without agreement with Project Manager;
3. Pump out ship's oil residues and fuel oil on dock's deck;
4. Irregularly consume fuel from wing tanks or to fill in ship's spaces with water (without agreement with the dockmaster);
5. Remove the gangways without permission;
6. To use tools and equipment located on the dock without agreement with project manager;
7. To interfere internal works of the dock's staff;
8. To enter machinery and **STAFF ONLY** rooms of the dock without dock master permission;
9. To connect to power-, water-, air-, oxygen-, natural gas supply systems or to make self-switching over, without dock's staff permission;
10. To throw away ship's domestic garbage, except for special designated places;
11. To throw away wood plates, tools and etc.;
12. To switch on the ship's radar for testing or repair purposes without dockmaster permission;
13. Carry out objects, equipment, etc. beyond the dimensions of the vessel. In case MOB buoys (on the wings of the bridge) protruding beyond the dimensions of the ship, the above-mentioned buoys must be removed before the ship is docked;
14. Swimming/ walking on ice;
15. Fishing;
16. Launching the floating facilities without agreement with the port authorities and Project Manager;
17. To start propellers and bow thrusters at the berth without coordination with the port authorities and Project Manager;
18. To execute hot works without written permission of the shipyard's fire safety inspector;
19. To leave household appliances, equipment, fuel/ oil/ lubricants barrels/containers, paint drums, fire extinguishers, other cylinders, and other hazardous waste for disposal by the berth.

# UNDOCKING AND DEPARTURE

1. Before undocking of the vessel, the Captain inspects underwater part of the vessel and fills in Undocking Declaration;
2. Filling of the ballast water is carried out only after permission of the dockmaster has been granted;
3. To check vessel's hull and overboard valves and pipes water tightness dockmaster must suspend lowering of the dock. The crew must inspect the ship and inform the dockmaster about the possibility to continue undocking operation;
4. When the ship is taken out of the dock, the Captain is obliged to follow all instructions of the dockmaster until the second end of the ship passes through the dock threshold. After that, tugs must follow orders of the pilot the under the approval and supervision of the vessel Captain.

## ABOUT OUR PARTNERS

|  |   |
|--|---|
| <b>BLRT REKATO</b><br><a href="https://www.blrtrekato.ee/">https://www.blrtrekato.ee/</a><br> | <b>TALLINN SHIPYARD</b><br><a href="https://blrtyards.com/en/facilities/">https://blrtyards.com/en/facilities/</a><br>   |
| <b>WÄRTSILÄ</b><br><a href="https://www.wartsila.com/">https://www.wartsila.com/</a><br>      | <b>VB SADAM</b><br><a href="https://www.portvenebalti.ee/index.php/en">https://www.portvenebalti.ee/index.php/en</a><br> |
| <b>BLRT ERA</b><br>   |   |

# CONTACTS

## MANAGEMENT OF TALLINN SHIPYARD

|  |                |
|--|----------------|
| Executive Director                       | +372 5649 6776 |
| Deputy Executive Director for Production | +372 5662 6211 |
| Sales Director                           | +372 504 3112  |
| Head of Project Management Department    | +372 507 0224  |
| Safety Officer                           | +372 5646 6353 |

## DOCKS

|   |   |
|---|---|
| Dock Production Manager   | +372 521 5176                                       |
| Dock 3  | Watchman +372 521 7068<br>Dockmaster +372 504 6901  |
| Dock 2  | Watchman +372 518 6705<br>Dockmaster +372 5522 5441 |
| Dock 34   | Watchman +372 518 9078<br>Dockmaster +372 504 6901  |
| <b>The port dispatcher service works around the clock (Calling sign "KOPLI")</b><br><u>Docking: FREQUENCY №6</u><br><u>Entering and exiting the port: FREQUENCY №11</u> |   |
| Dispatching service   | +372 5341 9708                                      |
| Security service  | +372 610 2448                                       |