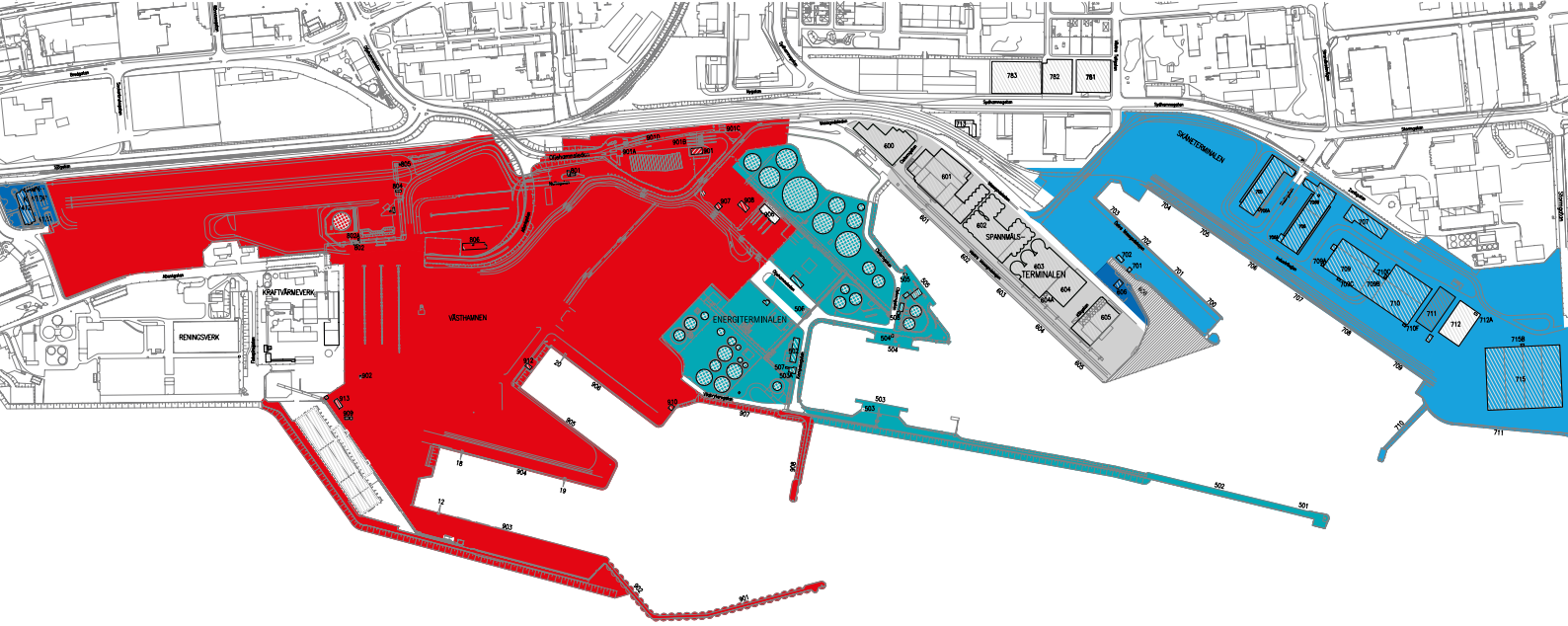


Bylaw for

the Port of Helsingborg

Issued by Gustav Eek
Approved by Joakim Sandberg
Rev nr 0.4

Date 2025.02.026
Verified by Joakim Sandberg

HELSINGBORGS HAMN
PORT OF HELSINGBORG

List of contents

18. Appendix

The forms are available as web form and / or as a PDF form on HHAB's website.
Follow the links below:

The Port of Helsingborg processes your personal data when you fill in a form!
You can read more about your rights and how the Port of Helsingborg processes personal data here:
Information regarding processing of personal data »

1. Application of the regulation

1.1 Overall regulation

The overall regulation for the operations in the port of Helsingborg are written in laws, ordinances, and general advices by authorities and in port regulation for the city Helsingborg.

1.2 Application

These bylaws with appendices are applicable in the port of Helsingborg area. With the exceptions of certain specified terminals, Helsingborgs Hamn AB (hereinafter referred to as HHAB) has the overall responsibility of co-ordination in the port.

1.3 Provisions

It rests upon the users of the terminals, the berths and all other areas in the port where these bylaws are applicable to take part of the bylaws. And to ensure that subordinated- or hired personnel are informed. The bylaws can be obtained from the Helsingborg Port Control (hereinafter HPC) and they are also published on our website:
www.port.helsingborg.se

2. Contacts in the Port of Helsingborg

2.1 Head office

Visiting address:
Oceangatan 3, 252 25 Helsingborg

Postal address:
Port of Helsingborg
SE 251 89 Helsingborg

Phone: +46 42 10 63 00
E-mail: **info@port.helsingborg.se**

2.2 Notifications and reports

Helsingborg Port Control (hereinafter referred to as HPC) is manned around the clock and handles all issues regarding ship's arrival, departure and all questions regarding the operation

E-mail: **hpc@port.helsingborg.se**
Office: +46 42 10 63 22
Cellphone: +46 70 558 00 59

Central gate (Weekdays 06:00 – 20:00)
Questions regarding pre-notification for cargo
E-mail:**gate@port.helsingborg.se**
Phone: + 46 42 10 63 26

Notifications and reports:

- Notification of arrival
- Notification of Dangerous goods
- Waste declaration
- Fresh water ordering
- Bunkering
- Drone, diving and underwater activities

Send to: **hpc@port.helsingborg.se**
Phone: +46 42 10 63 22

2.3 VHF-channel

HPC is watching VHF channel 11 around the clock and it is the working channel in the port.

2.4 Admittance to the port area

Application for permission for entry into the port areas is to be sent to HPC: **hpc@port.helsingborg.se**

2.5 Towage

Tugboats can be ordered by Svitzer, phone +46 42 14 14 30 or +46 31 10 97 10 around the clock.

3. The working environment

HHAB is responsible for the working environment for its own personnel. Health care required by the working conditions is available through occupational healthcare agreement. Each employee in a supervisory position within HHAB shall ensure that the staff, own and / or hired personnel comply with the rules and regulations that have been issued.

4. Responsibility of coordination

Definition:

- The work to prevent risks of accidents is coordinated at the workplace.
- The person responsible for work is also responsible for the risks in the operation.
- Work should be planned to prevent risks of accidents.
- General protective devices are set up and maintained, general safety regulations for the workplace are issued.
- Responsibility for the special protective devices that may be required to complete certain jobs.
- Staff spaces and sanitary facilities are set up at the workplace to the required extent.

If an establishment is a common workplace for several activities, the person in charge of the workplace has the responsibility of coordination. When a ship is a common workplace for multiple operations, the shipowner is responsible for preventing accidents. Responsibility for safety during cargo handling is HHAB.

The responsibility for coordination may in some cases of cargo handling in the port of Helsingborg be transferred to the shipping company who is operating at the terminal. The responsibility of coordination by law shall ensure that all employee and those who are working at the common workplace comply with the instructions given by the coordinator.

Companies who has the responsibility of coordination in the port where HHAB operates:

North Harbour

Helsingborg Yacht Club is responsible for coordination for all work within the North Harbour.

Energy Port

HHAB is the responsible of coordination for all work within the Energy Port. See **"Bylaw for the Energy Port".**

Öresundslinjen Terminal (former Forsea)

Öresundslinjen is the responsible of coordination for all work within the Öresundslinjen Terminal.

Skania Terminal

HHAB is responsible of coordination for all work within HHAB buildings and common outdoor work areas. Within leased buildings respectively tenant is responsible for coordination.

Dry bulk Terminal

Lantmännen is responsible of coordination for all their work activity's.

Sundsbussarnas terminal

Sundsbussarna is responsible of coordination for all work within Sundsbussarnas Terminal.

West Harbour

HHAB is the responsible of coordination for all work within the West Harbour

4.1 Responsibility of coordination between ship and terminals

For arrivals and departures for all ships within the Energy Port, Skania Terminal, Dry Bulk Terminal and the West Harbour is the HPC responsible of coordination.

Combi Terminal, Energy Port, Skania Terminal and West Harbour:
HHAB is the responsible coordinator for operations within the terminal areas. In the oil depots areas, the designated oil company's are responsible of coordination for their own areas.

Dry Bulk Terminal:
When Lantmännen has the management over the cargo handling, they are the responsible coordinator. When the cargo handling requires additional personnel from HHAB on board the ship, HHAB will take over the responsibility of coordination.

4.2 Instructions

For the workplace on board ships, the supervisors shall cooperate with the responsible ships officer to achieve safe working place for both the personnel on board and the staff from HHAB.

Prior commencing cargo handling operation, the management and safety representative shall be given an opportunity to make a safety inspection/check for vessels and terminals.

SEE APPENDIX 18.8 SAFETY CHECK FOR VESSELS AND TERMINALS »

Before commencing the work on board the ship, HHAB shall submit written instructions, regulations and Bylaws to the master of the ship. Bylaws and Safety regulation should be handover primarily by the ship's agents, secondary by the HPC immediately after the ship has arrived.

4.3 Cargo handling of pellets

Cargo handling of pellets requires coordination with Öresundskraft AB (ÖKAB).

ÖKAB is the manager over the pellets warehouse and HHAB provides staff, including supervisors for the cargo handling of pellets. So the HHAB supervisor is the responsible of coordination for the these operations.

4.4 Responsibility of coordination in Bulk Harbour

HHAB has an agreement with the Kemira Kemi AB to handle the questions regarding maritime safety. Kemira Kemi AB has the overall responsibility of coordination in their port.

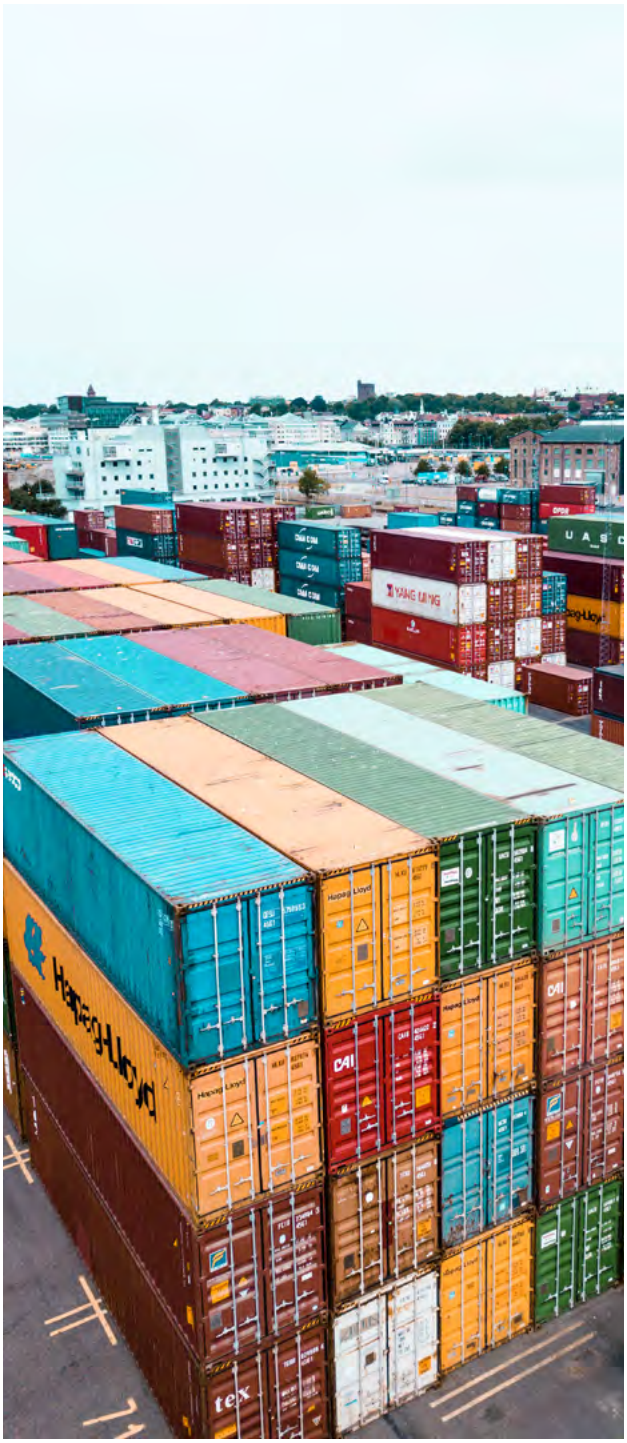
4.5 Placards of responsibility of coordination

There are placards for all work places where HHAB is the responsible coordinator to clarify that.

4.6 Work environment plan

A work environmental plan must be established for some special construction works. Such plan is prepared for such occasions if it is necessary.

All work should be planned so that they can be carried out in a healthy and safe environment. The planning needs to be based on a risk assessment, which is important to plan in advance. It is important to make regular safety rounds in construction work places due to constant and rapid changes with many risks.



5. General security regulations

5.1 Access

The international Ship and Port Facility Security Code (ISPS) is valid in all port areas. The West Harbour inclusive the Energy Port is also a vital installation according to skyddslagen (2010:305). Violating conditions of the vital installations will result in a report to the police. Everyone in the port shall have their ID-cards available during all time. Anyone who don't have a ID-card should be rejected from the ISPS port area. Only persons in service has access in the port. Visitors don't have access to move freely in the port without visiting host. As an entrepreneur you are allowed to move freely in the working area for the designated work field. An entrepreneur should always have an appoint of contact from HHAB.

5.2 CCTV

The entire port area is monitored and recorded by cameras. For incidents, recorded material will be reviewed. Representatives from the union shall participate when recorded material are being reviewed.

5.3 Traffic

Maximum limit for all vehicles in the port is 30 km / h. It is usually advisable to drive more more slowly due to all machines which operate in the port. Some vehicle has limited vision due to the cargo which they are handling.

Rotating warning light or general warning light shall be activated when driving in the port area. In general there are also public and local traffic regulations issued by the authorities.

5.4 Parking

Parking is only allowed in arranged and parking areas. Vehicles involved in working operations are excluded. They should be parked at designated areas by HHAB or at the working place.

5.5 Clothing

All persons staying in the port area were they handle cranes, trucks and lifting devices shall wear safety clothing. Helmet must be worn in areas where hanging cargo can be present. Persons in the vehicles in operation in port has limited visibility and the most important protection is to be seen to avoid accidents. Visitors are assigned a helmet and a safety vest for their visit in the port (available at the headquarters at the reception).

5.6 Solid and liquid waste

Waste is handled according to the waste plan of the Port of Helsingborg.
Waste are sorted at our own recycling facility for further handling of waste contractor. Handling of engine room generated waste (Sludge) is further described in Chapter 14.

Wastewater from scrubber installations must not be discharged into the port basin.

5.7 Hazardous waste

Only licensed companies may dispose of and transport hazardous waste.

5.8 Diving and underwater operations

Diving and underwater operations may only take place in the port of Helsingborg they have permission to do so. Application is to be sent to the HPC. The manager over the operation must always inform HPC in any changes in the operation or the plan. The divers must hoist the signal flag for diving operation.

5.9 Smoking, alcohol and drugs

Smoking is permitted in arranged smoking areas. Smoking is prohibited indoors as well as outdoors and in vehicles in the Oil Terminal and in areas where dangerous goods are handled. No person performing work in the port area may be affected by alcohol or drugs.

5.10 Electrical equipment

Electrical equipment must be classed and made from an authorized manufacturer.
Connection of electrical equipment can only be carried out with approved connections.

5.11 Groundwork

All work which includes digging, drilling or making any holes in the ground within the port area may only take place after permission has been obtained from HHAB, Technical department.
Before permission is granted Technical department shall consult with the HSE department. Proper communication must be kept with the Technical and HSE department during the whole operation.
HHAB:s strategy for polluted land areas shall be complied with at all times.

5.12 Painting and washing work of ships

All painting of ships is prohibited at the berth Helsingörskajen. On other quays, the application of painting work/washing approval should be sent to HPC. Paint residues on the quays from ships will be cleaned at the expense of the vessel.

If the ship is planning to paint from a raft they you should send the application to HPC. The requirements are that they should have an approved certificate for the raft. The master or the responsible officer should perform a risk assessment and it should be signed by all involved persons on board.

Things to have in mind during the risk assessment are the weather condition and if the ship is handling cargo. The master is the responsible coordinator

5.13 Incident report

All incidents, accidents, oil spill and other accidents that may affect the environment should be reported. Also violations of the ISPS/Skyddslagen should be registered.

6. Alarm list and crisis plan for Port of Helsingborg

All HHAB vehicles should be provided with an alarm list.

6.1 Crisis Commander

HHAB use Crisis Commander which is a crisis system where all contact information and plans are documented with accompanying instructions and routines.

6.2 The operational crisis group

This group of personnel are already available in the port or when duty calls. They should be able to act in an incident and maintain an initial crisis organization until the strategic crisis group is able to take over.

The following persons on duty should be included in the Operating crisis group:

- HPC
- Technical supervisor on duty call
- Supervisor on duty
- All other personnel on duty call

HPC has the authority to initiate the operational crisis group. This temporary group should according to the alarm plan, orientate and inform the management and all other involved personnel in order to provide good hand-overs. They should initially be able to meet the media and provide a shorter update, all other communication with the media after the critical point should be handled by the media representative from the HHAB.

EXECUTIVES	RESPONSIBILITY	AUTHORITY
HPC	• Leader over the operating crisis group • Cooperation with authorities • Communicate with the strategic crisis group • Documentation	• Establish the strategic crisis group • Request extra personnel • HHAB representative to the media • Temporarily stop the production
Technical supervisor on duty call	• Physical infrastructure arrangements • Leader of the logistic work • Prepared to lead the crisis group when needed	• Request the on-duty call personnel • Ensure logistics and supplies
Supervisor on watch	• Ensure that the production can continue as far as possible • Responsible over the personnel • Allocate personnel to the crisis group	

Each executive is required to provide for the perseverance of his function and to plan for hand-over, the most responsible is the leader of the operational crisis group.

6.3 The strategic crisis group

The majority of this group are from the management in the port, and the group can connect more employees to the group depending of the issue. The strategic crisis organization consists of:

- CEO
- HR manager
- Chief commercial officer
- Chief of security and environment
- Chief operation officer

This group is established when an incident requires it and when the operational crisis group is insufficient and mainly in case of incidents that are of major media interest and affect the company's business plan and long-term business.

EXECUTIVES	DEPUTY	RESPONSIBILITY	AUTHORITY
CEO	Chief finance officer	• Inform the board • Internally and externally Communication	
HR Manager		• External crisis support • HR service • Coordinate debriefing	• Request external support
Chief commercial officer	Marketing coordinator	• Media and information's plans • Social media • Plan press conferences • Documentation of contacts with media	• Contacts with media
Chief of security and environment	Safety coordinator	• Chief of the staff in crisis management • Lead the organisation • Collaboration with authorities • Document and create a background for the situation	• Take actions for the physical protection and the access in the port
Chief operation officer	Supervisor on watch	• Enable continued production • Contacts with customers • Reserve personnel were in need	• Stop the production

7. Hot work

7.1 Extent

The definition of hot work are work with heat or sparking, for example welding, cutting, soldering, rounding or other fast-moving tools, it may not be carried out within the HHAB area without written permission or notification.

The guideline applies to the hot work that is not performed at a permanent workplace. Work in the workshop is therefore not covered by the routine.

The Act on Flammable and Explosive Goods (LBE) applies to the Energy Port and there are special requirements associated with the permit. This also applies to ships. Issued hot work permits only apply for a limited period and must include immediate fire extinguishing equipment and fire protection.

The person who is planning hot work should in advanced, preferably 4 days before the start of a hot work, contact the Technical Department for the planning of the hot work to be carried out within the HHAB area.
Permission is given by HHAB designated license holder at technical Department.

7.2 Guidelines

- When temporary hot work should be carried out, in the area of Port of Helsingborg, by its own personnel or external entrepreneur, permission must be given by the authorized license holder before work commences
- Workers of temporary hot work that cause heating or sparking (cutting, welding, soldering, etc.) must have a valid certificate issued by the Swedish Fire Protection Association
- Hot work should not be started before the hot work license holder has approved that the work can be performed safely.
- Swedish Fire Protection Association's safety regulations applies. The HHAB authorization form and checklist for hot work should be used and followed. Hot work may not be performed without a hot work permit with the exception of emergencies (where obvious risk of injury may occur if you don't perform the work immediately)
- The same guideline apply for hot work on board ships, it should be STCW approved personnel who perform the hot work and the Master of the ship is totally responsible for the work after HPC has approved the application.

7.3 Hot work on board ships

Applications for exemption from the general prohibition for hot work can be submitted to HPC.
The master of the vessel may after approval of the application, carry out hot work at his own responsibility. The application must be signed by the master and they should confirm that they use the Swedish Fire Protection Association's safety regulations for hot work. HHAB checklist must be completed and sent to HPC.
There may be reasons for rejection, such as nearby cargo operations, bunkering, etc. No hot work may begin before the HPC has approved the application.

7.4 Energy Port

The Act on Flammable and Explosive Goods (LBE) applies to the terminal and sets special requirements associated with the permit. Always contact the depot manager in advance for planning the work, HHAB use the Rescue Service to assists with risk assessment and inspection of the workplace before permission can be given.

7.5 Miscellaneous

Hot work in explosion-class spaces / areas must comply with the requirements of ATEX directive for documented risk assessment and maintain the personal protection for worker's health and safety. Equipment and all materials installed should be suitable for operation in potentially explosive areas and shall be operated in such a way that it cannot trigger an explosion. Written hot work permit and general permit to work are required.

SEE APPENDIX 18.1 HOT WORK PERMIT »

SEE APPENDIX 18.2 WORK PERMIT »

Work in enclosed spaces, also requires both hot work permit and a general permit to work.

All forms and checklists should be saved and archived by all responsible persons. All documents should be saved for at least 3 years. In case of uncertainty about hot work, contact the authorized responsible person at the technical department or HSE (Health, Safety and Environment) department.

8. Enclosed spaces

8.1 Extent

Before the work starts in enclosed space, the risk of work should be assessed. Lack of oxygen, fire and explosion risk have led to several serious- and fatal accidents and we should everything we can to avoid it.

8.2 Approvement

A permit to work in enclosed spaces should be sent to HHAB and an approval should be received before the work starts. All forms and checklists should be archived by the responsible person for the work. In case of uncertainty about work in enclosed spaces – contact the responsible person at the technical department or HSE (Health, Safety and Environment) department.

8.3 Before the work commence

Risk assessment should include:

- Measure the oxygen level to make sure that it is normal breathing air. If the oxygen level is under normal, you can quickly become unconscious and several deaths have occurred in this way. If there is a risk of low oxygen, the oxygen content must be measured before work starts.
- If the enclosed space can contain residues or vapours of flammable or explosive substances, measures have to be taken to check that there is no risk of explosion.
- Measure the level of hazardous gas, for example H2S or CO that may be present in the space.

8.4 Work in enclosed spaces

- Always be at least two persons when working in enclosed spaces.
- During work in enclosed spaces there should be always be someone in the vicinity who can monitor the person who works inside the enclosed space.
- It should always be prepared to lift out the person who are working in the enclosed space.

9. Entrepreneurs in the Port of Helsingborg

9.1 Responsibility of coordination

HHAB has, unless other agreement the responsibility of coordination for safety under the work environment act.
Prior commencement of work, the contractor shall provide information to the client about who has the direct work environment responsibility of the supplier.

9.2 Responsibility of the employer

The contractor is responsible for the personnel of the subcontractors in the same way as for their own staff. Prior to the commencement of work, the contractor shall provide a list of contacts of personnel with names of own as well as subcontractors names.

The client is entitled to obtain the necessary information about the contractor's subcontractors. The client is entitled to reject any contractor who does not meet the client's requirements. The same requirements should be applicable to both the contractors and the subcontractor.

9.3 Insurance for the entrepreneurs

All contractors in HHAB area of responsibility must fill in: Instructions for General Contract Insurance before the work commence.

SEE APPENDIX 18.3 GENERAL CONTRACT INSURANCE »

9.4 Safety and protection

The work should be carried out in such a way that it doesn't endanger injury to persons or property. The contractor is obliged to comply with the regulations notified by the client, to prevent accidents.

Helmet and warning clothes should be used within the designated area.

If the contractor observes any work environment outside his area of responsibility which in his opinion is unsatisfactory from the work environment or safety point of view, he is required to immediately notify the client. The contractor keeps his or her employees with the personal protective equipment that the work requires and healthcare equipment, such as the first aid etc.

Prescribed equipment such as fall arrestor, safety belts, safety helmets etc. shall be used. When using the clients associated lifts, baskets and traverses as generally or temporarily given for

9.5 Entry and exit

The contractor is obligated to comply with the rules issued by the client regarding passage of personnel and transport of freights. Special accesses are required to locked facilities. The client arranges the permit for enter if it is necessary.

A personal pin-code or card is required to enter the port area. Pin-code or card is provided by the contact person of the client. Upon completion of work, all cards must be returned to the port.

Traffic to and from the construction site should be done according to the regulations of internal driveways. Vehicles used for travel to and from the workplace should be parked outside the port area if the client hadn't permit the use of the vehicle in the port.

9.6 Safety regulation

All persons staying in the port of Helsingborg is obligated to take part of the information in "The safety regulation of Port of Helsingborg".

SEE APPENDIX 18.9 THE SAFETY REGULATION OF PORT OF HELSINGBORG »

10. Access to the Port

10.1 Access control

Only personnel involved in operations as well as personnel appointed by the relevant authority have access to the port area where cargo handling or other activities take place.

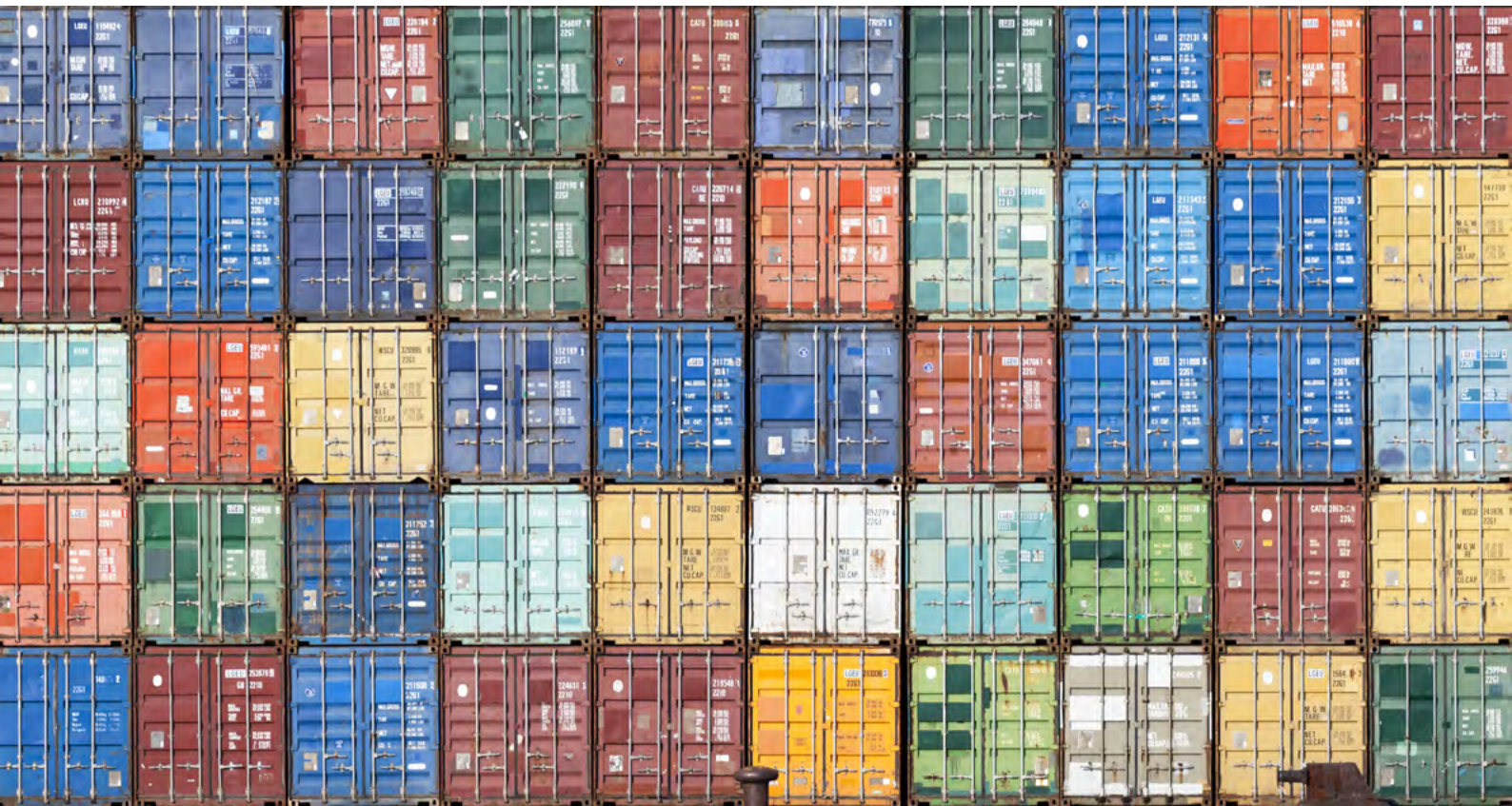
The law of "Ship Protection Act", skyddslagen and the ISPS Code has requirements for identifying persons staying in a port area: Everyone must be able to identify themselves at any time and place in the port.

10.2 Passage for the crew

Ships crew are entitled for passage through the port area to make personal matters ashore after taken part of the "Safety regulations of Port of Helsingborg". The Port of Helsingborg does not offer transport of crews to and from the gate.

10.3 Crew change

Crew list must be sent to the HPC associated with the ship notification of arrival. Registered crew may pass through the gate with a valid ID or passport.



11. Notification of arrival

Ships who are planning a port of call shall send the notification of arrival to the HPC in writing by letter, fax or e-mail by the shipping company, the master or the agent. Notification of arrival should be written in the above form in advanced and no later than 24 hours before the estimated arrival of the vessel to the port, unless HHAB, taking into account the duration of the ship's voyage or other circumstance, allows for a shorter period of time. 1 hour notice should also be called by VHF ch 11 to the HPC.

The Ports of Sweden Regulations are applicable for each call and the shipping companies are obligated to pay a port fee according to the established fee regardless of whether the berth or other the equipment in the port is used.

SEE APPENDIX 18.7 NOTIFICATION OF ARRIVAL »

11.1 1 hour notice for arrival and departure

Arrivals and departures must be notified no later than 1 hour before planned action to the HPC for assist the vessel at the berth.

11.2 Moorings and linesmen

The master of the vessel should consult with the HPC at the mooring for the arrival, to allocate the forces of mooring ropes on the bollards in a responsible manner.

During work with mooring in connection with arrival and departure there shall be two linesmen on

the quayside for ships over 50 meters. Linesmen should wear safety clothing and protective equipment accordance to the safety regulation of port of Helsingborg, helmets and life jackets. The linesmen shall arrive at the berth at least ten minutes before the ship crosses the breakwater, and upon departure no later than ten minutes before the scheduled departure of the vessel. The linesmen are obligated to notify the HPC by phone one hour before service the vessel to inform that they have linesmen ready to solve the assignment. Regardless of the time of the day.

11.3 Access to ships

In addition to those who according to the authorities has access to a ship, it is the master of the ship who decides who else has access. However, personnel from HHAB should always have access to the ship in service matters.

11.4 Visitors

Ships who want to have visitors or deliveries must report this in the visitor list. If a car is to be used in the port, it should be stated in the list. Visitors should be able to identify themselves in the gate and at any time in the port. The visitor list should be sent to HPC.

11.5 Inspection

The port- and rescue authorities have the right to inspect vessels in respect of the regulations in the port facility and the provisions of the Bylaw Port of Helsingborg. The master is required to comply with the regulations provided by the inspector and to be helpful in the inspection.

11.6 Towing

When ships manoeuvres in the Port of Helsingborg, tugs should be used in accordance with the "Guidelines and restrictions in the port of Helsingborg" from the Swedish Maritime Administration.

11.7 Gangway

The gangway for access between the ship and shore or ship to ship shall be safe and consist of a classed and approved gangway. A safety net must be rigged and properly secured under the gangway before the work commence. Gangway and safety net shall be appropriately illuminated during the dark hours. When the ship is moored in the port of Helsingborg, there should always be a safe gangway connected to the ship.

11.8 Fire protection

The fire protection equipment of the vessel should be in good condition and the ships which has dangerous goods on board should have the fire equipment ready for immediate use. The crew must be trained and familiar with its operation. See the alarm plan for alarming the designated persons or authorities.

11.9 Maintenance work on board

The request for permission for any maintenance work should be sent to HPC. Maintenance work should not be started on ships in cargo handling with dangerous goods or any dangerous substance. Minor maintenance work may be done where only non-sparking hand tools are used. The prerequisite is that open fire or spark forming tools not are used and that the ship can be moved by own main engine at short notice.

11.10 Exhausts, use of propellers, cleaning of boilers etc.

Main engines shall only be used for the time necessary of the manoeuvre operation of the ship. Vessels shall ensure that smoke evacuation from main machines, auxiliaries, boilers and any other equipment is minimized.

In order to use the propellers when moored at berth, permission is required from the HPC.

11.11 Radar

When the ship is at the dock, the ship's radar may not be running. Exceptions may, for special reasons, be granted by HHAB, HPC.

11.12 Damages on the port facilities

If a ship damages a quay, crane or causes a oil spill in the port, this should be reported directly to HPC. The HPC shall request the master of the ship to sign the document "Damage Report / Notice of Liability".

SEE APPENDIX 18.4 DAMAGE REPORT/NOTICE OF LIABILITY »

12. Loading, discharging storage etc.

12.1 General

Cargo handling, transport or storage of goods, means of transport or other materials may only be carried out by the responsible personnel. Goods or other materials shall be handled so that port planning, buildings, pavement, rails, cranes or anything else aren't damaged or danger to any person doesn't occur.

Goods, means of transport or other equipment may not block gates, streets or any place that impede the accessibility of an emergency vehicle, nor to block a bollard.

12.2 Addition

In addition to the above regulations, special instructions can be found for cargo handling in the individual terminals of the port.

13. Dangerous goods

13.1 General

Dangerous goods may be handled in the port only if the owner has sent a notification of arrival of the goods.

HHAB is entitled to reject any dangerous goods transport within the port area if safety could be jeopardized.

HHAB has the right to stop dangerous goods transports when no complete documentation or labelling can be displayed or any other safety reason.

HHAB decides when and where ships with dangerous goods are to be moored in the port. In case of emergency or other danger, all relevant vessels shall be able to quickly start up and move by their own main engine and move within the port, or depart.

13.2 Notification of arrival

Dangerous goods may only be transported in the port of Helsingborg area after a notification to HHAB, no later than 24 hours before the dangerous goods arrive. Report of dangerous goods to HHAB does not exempt anyone from liability by law, regulation or other regulations regarding the transport of dangerous goods.

Exemptions from the obligation to report dangerous goods may occur for ferry companies that maintain frequent and extensive traffic, provided that the affected shipping company has documented and HHAB approved procedures for the transport of dangerous goods.

13.3 Notification

The following information should contain:

- Arrival and departing dangerous goods by sea
- Arrival and departing dangerous goods by road or railway

DGD - Dangerous Goods Declaration (IMDG Code) shall contain:

1. Proper Shipping Name (PSN)

2. Class

3. UN number

4. Amount and Quantity

5. Secondary Risks

6. Flash point

7. Packaging

8. Marine Pollutant

9. Empty, uncleaned packaging

10. Other danger

11. EMS

12. If other waste than radioactive waste which is the dangerous goods that is transported, PSN must be provided by WASTE (example WASTE Proper Shipping Name)

13. Salvage Packing

13.4 Dangerous goods in the port

Dangerous goods are handled in the port facility, mainly according to the IMDG Code for storing, separation distance, marking etc. Dangerous goods are set up in designated areas in the port.
Dangerous goods departed by railway or road are handled according to the applicable transport regulations (RID or ADR), as agreed with the carrier.

13.5 Safety advisor for dangerous goods

HHAB has its own Safety advisor for dangerous goods, which is contacted if questions are raised.

14. Waste

Vessels in respect of the port of call should in advance notify the delivery of waste and sludge to HPC.

Unlisted waste is not accepted.

Prior notification must be made no later than 24 hours before the estimated time of arrival of the vessel to the port, unless the duration of the ship's voyage or other circumstances allows for a shorter period of time.

Disposal of waste generated during the vessel's normal operation (ship-generated waste) in accordance with the "No-special-fee" system is included in the port and environmental fee.

Not sorted and other waste that has occurred in addition to the above, e.g. In case of repair work, discarded electronic equipment, furniture, any cargo residues etc. are taken care of and actual costs are being charged to the shipping company.

Procedures:
When a ship in their notification of arrival reports the amount and type of waste to be handled, a platform with recycling vasculars will be placed in the vicinity of the ship. The waste will be stored in our own recycling centre until an authorized company will pick up the waste.

When a ship reports the delivery of sludge ("Special Declaration of engine room waste sludge"), a tank truck is ordered to the designated berth.

Detailed Information to ships is found in HHAB's Waste handling manual

SEE APPENDIX 18.5 SPECIAL DECLARATION OF ENGINE ROOM WASTE SLUDGE »

14.1 Waste plan categories

Ship waste is divided into two categories:

- Ship-generated waste
- Cargo residues.

The ship-generated waste includes oil residues which is generated from the ships engine room, toilet waste and solid waste.

The solid waste includes household waste, plastic, paper, wood, solid or liquid hazardous waste in packaging and other non-biodegradable materials.

14.2 Waste plan

HHAB has prepared a waste plan approved by the Swedish Transport Agency

14.3 Exemptions for compulsory discharging of waste

The Transport Agency may issue exemptions from mandatory discharge of waste for ships on certain permanent voyages such as ferries and other regular traffic.

14.4 Engine room waste (sludge)

Vessels which has reported the delivery of sludge will pump it ashore to the receiving tank truck.
The ship should provide personnel for connection and monitoring the operation. See safety watch.
Agreed times of delivery must be followed.

14.4.1 Information in the notification

When reporting the notification of liquid waste, the following information should be provided:

- Quantity
- The waste should be free from foreign substances such as PCB, solvents and detergents.
- Delivery declaration must be signed by the responsible officer.
- The flash point of the product, more or less than 60°C.

If the flash point of the product is less than 60°C, the ship is obligated to prove that it is engine room generated waste.

14.4.2 Safety watch

The ship should provide personnel for safety watch during the whole operation of delivery to prevent leakage and to have an overall contingency safety plan. The delivery vessel shall provide personnel for connecting and disconnecting the hose between the vessel and the receiving tank truck.

14.4.3 Equipment for deliver the sludge

The ship's connection for discharging the engine room waste shall be carried out in accordance with international standard with the connection on deck. The pressure in the line between the vessel and the receiving tank truck should not exceed 0,6MPa(6kp/cm^2). The capacity of delivery should not be less than 5 m^3/h.

14.4.4 Responsibility

Responsible ship or vehicle recipients must designate a person to monitor the operation before the delivery starts and if necessary, order stop the pumping.
The discharging ship are obligated to take all necessary actions in order to prevent oil spill.

14.4.5 Before starting the pump

Drivers of the receiving tank truck should notify the discharging ship of the highest pump rate of the waste may be received and the quantity to be filled in each tank.

The hose to use for the operation should be securely connected and rigged in such a way that it cannot be damaged by the ship's movements. Only approved hoses tested during the last 12 month of period should be used.

Check that all valves on the receiving tank truck are set up correctly.

Safe communication shall be established between leaving ships and receiving vehicles and maintained during the whole operation.

When preparatory checks have been made and reported to receiving vehicle, he should give the clearance to begin the pumping to the vehicles.

14.4.6 During the bunkering operation

Hoses should be checked continuously for leakages.

During the whole discharging operation, the driver of the receiving vehicle and the safety watch on the discharging ship shall be in such a position that they can immediately order the pumping to be aborted. The level of the tank in the receiving vehicle should be checked continuously.

14.4.7 After completed the bunkering

Hose connections must be disconnected in such way that there will be no oil spill.

14.4.8 Oil spill

In the event of oil spill, the following actions should be taken immediately:

- Abort the pumping.
- Close all the valves immediately on the whole line.
- Prevent the oil spill from reaching a water well or coming into the water. Use absorbent material, oil boom, rags etc.
- Contact HPC.
- Take care of the oil spill and other residues.

14.4.9 Additional costs

HHAB can in cases where the ship does not meet the above requirements, send an invoice to the shipowner for the additional costs arising from the incident.

15. Bunkering

15.1.1 Definitions

Receiving ship are referred as the ship which receives bunker through hose. Bunker boat or barge is referred as the boat or barge that supplies bunker oil to the receiving ship. Bunker vehicle is referred as the vehicle that supplies bunker oil to the receiving ship.

The bunkering of vessels in this chapter applies to gas oil, gas oil or heavy oil used as marine propellant.

For the fuelling of LNG as propellant, restrictions in addition to the below are described in the following chapter.

15.1.2 Notification

The notification of bunkering must be sent to HPC before bunker boat, barge or vehicle arrives in Helsingborg and before the operation starts. Details of the notification should include:

- The name of the receiving vessel
- The name of the bunker supplier
- The quantity to be handled
- The oil quality
- Where the bunker oil has been loaded

15.1.3 Responsibility

Before starting the bunkering operation, the "Bunkering checklist" must be filled in commonly by the bunkering boat or vehicle and the receiving ship. The master of the receiving ship and bunker boat shall report their plans to the HPC via VHF channel 11 before the operation starts. The master of the receiving ship, the bunker boat or barge if used, shall designate a safety watch on each vessel which are able to abort the pumping, before the bunkering starts.

The master of the receiving ship is the overall responsible for the bunker operation and the master of the bunkering boat, barge or driver of the vehicle is obligated to take all necessary actions to prevent oil spill.

15.1.4 Before starting the bunkering operation

The venting for the actual bunkers tanks should be fitted with appropriate overfill protection. All scuppers on the receiving vessels and on the bunker boat shall be plugged and sealed. The master on the bunker boat or driver of the bunkering vehicles shall be informed of the maximum permitted pump rate and the quantity to be filled in each tank.

Hoses from bunker boat or bunkering vehicles shall be connected to the connection on board with sufficient insulation equipment and rigged in such a way that it cannot be damaged by the vessel's movements. Only approved hoses tested during the last 4 months of period may be used and at least once a year the hoses must be tested by an independent testing company from ashore. Check that all valves in use for the operation are set up for filling to the correct tank. Safe communication via radio and backup communication shall be established between receiving ships and bunker boat or bunkering vehicle. This communication must be maintained until the bunkering operation is completed and the bunkering hose has been disconnected and blinded.

15.1.5 During the bunkering operation

Hose connections and hoses must be checked continuously for leakage. Safety watch and / or drivers must be in such a position that they can immediately abort the pumping in case of overfilling or in any other situation that calls for this. The level of the tanks should be monitored continuously from both receiving ship and bunker boat or vehicles which are delivering the bunker oil. Pump rate at the start-up and topping must be adjusted to ensure the safe operation.

15.1.6 After completed the bunkering

There must be oil tray in place when the hose is disconnected, and the hose should be fitted with a blind flange immediately after disconnection and before returning to the bunkering boat or ashore to bunkering vehicles.

15.1.7 In case of oil spill

If an oil spill occurs, the following measures should be taken immediately:

- Stop the pumping
- Immediately close all valves on both receiving vessels and bunker boat or bunker vehicle
- Contact HPC on Channel VHF 11 or phone +46 (0) 42-10 63 22, +46 (0) 705-58 00 59 and the emergency service phone +46 112.
- Use your own oil spill equipment until the emergency service arrives.

15.1.8 Requirements for the equipment on board for the bunker boat

The bunker boat should have a classed and approved oil boom on board for the bunker operations, the oil boom should have a length of at least two ship lengths for the bunker boat. The oil boom must be fitted with moorings and towing rope, stand-by for action in case of an oil spill. Crews on both receiving vessels and bunker boats should help each other to launch the oil boom immediately.

Following equipment which also should be included: Boat hook, at least two heaving lines, absorbents, absorbent rags, oil trays, oil collectors, sacks, brushes, shovels, suitable clothes for oil cleaning and cleaning agents.

SEE APPENDIX 18.6 BUNKERING CHECKLIST »

15.2 Supply of LNG to vessels in port of Helsingborg

15.2.1 Purpose

The purpose of this instruction is to define and establish the conditions for carrying out bunkering with LNG to ships in port of Helsingborg.

These instructions include technical requirements, preparations carried out before the receiving ships arrive at the port, during the actual bunkering between tanker truck/bunker vessels and vessels and measures after completion of the bunkering to restore the area to normal operations.

The instruction is established to ensure the health and safety of people and the environment before, during and after completing the bunkering.

15.2.2 Extent

The handling of LNG containing methane entails the risk of emissions occurring. The consequences of an emission can result in personal injury, environmental emissions and, in the extreme, lead to fire/explosion.

In order to minimise risks, this instruction is designed to ensure that probabilistic and consistent measures are taken. The instruction is based on a conducted risk analysis and national and international guidelines.

The port of Helsingborg is responsible for specifying the location and stipulating under what circumstances and under what conditions the bunkering may take place at one for Port of Helsingborg AB safe manner.

The instruction contains guidelines for bunkering and technical requirements.

The port of Helsingborg AB is a co-ordinate manager in its own field but not responsible for the implementation of the Bunker operation. The responsibility rests with the parties who will carry out the operation.

The bunkering shall be carried out in accordance with this instruction and after issuing relevant checklist for LNG bunkering.

The safety instructions are divided into two parts: Regulations and technical Requirements.

15.2.3 Rules for the implementation of bunkering

15.2.3.1 Notification

• Notification of bunkering to be sent to Helsingborg Port Control (HPC)

• The notification should be sent 24 hours before the scheduled bunkering.

• Vessels wishing to bunker are responsible for the notification.

• The notification can be carried out by a representative and must be in writing.

• The notification shall include the name of the supplier and contact details.

• Responsible for carrying out the bunkering on board and contact details shall be presented in connection with the notification of the bunkering.

HPC is responsible for notifying where and when bunkering may take place. Before bunkering, HPC shall correctly complete the internal checklist (section 5) followed and each action must be carried out in a therefore intended manner. Before bunkering, in addition, check list/s according to the instructions of the supplier and the ship to be filled out by both parties.

15.2.3.2 LNG supplier

LNG suppliers must present written instructions for bunkering operations. This instruction must be received by port of Helsingborg before the first bunker operation begins.

Supplier shall be authorised by Swedish authority (Transportstyrelsen)

Parking of idle LNG tank truck within the port of Helsingborg area is not allowed.

The bunkering of LNG by ship shall be preceded by its own vessel notification. Bunker supply vessel berths alongside receiving ship.

15.2.3.3 Berth and operations in the port

The bunkering of LNG may only take place in the port parts: West Harbour (Berth 903-906), Grain Quay (600-605) and Skania Terminal (700-709).

On berths 903 to 906 and 701 are areas with electric equipment NOT approved according to ATEX. Delivery point (Hazard Zone) must have a minimum safety distance to these points by at least 5 (five) metres. Maps showing these points are found in ANNEX 1 at end of this document.

Loading/Discharging operations are not allowed during bunker operation.

Other operation such as traffic in the area should be included in the calculation and informed of the ongoing supply.

Area for bunkering shall be checked if appropriate for this type of operation.

Passing or berthing/departing vessels adjacent to the receiving vessels shall ensure

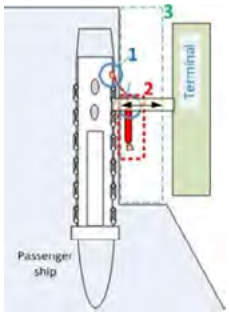
25 meters of passage distance, including tugs. The call for a ship to the opposing quay may therefore be inappropriate and denied by HPC while operation of bunker takes place.

15.2.3.4 Definition of monitoring, safety and risk areas

Monitoring & Security Area means the port area which prevents unauthorized persons from entering. This is the Port of Helsingborgs ISPS area.

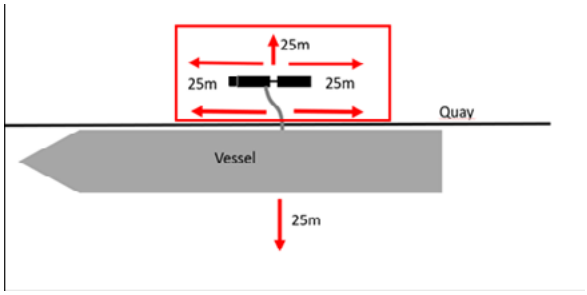
Safety Zone -25 meters Danger area around the entire bunker operation including tanker or bunker vessel, hose and connection points. This area shall be blocked, if necessary, by a barrier tape to mark its boundaries.

Danger area (Hazardous zone) - at the connection/ delivery point where any leak can occur is a restriction area according to ATEX. 5 meters in radius and 15 meters in height. In this area, equipment not classified for this purpose is allowed.

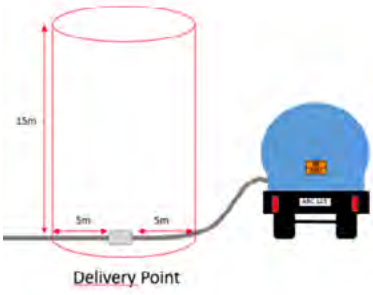


1. Hazard Zone
2. Safety Zone
3. Monitoring and Security Area

Säkerhetsområde – Safety Zone::



Riskområde – Hazard Zone:
ATEX. On maps, ANNEX 1 selected sites that do not meet ATEX.



15.2.3.5 Monitoring of area at bunkering scene

No unauthorized personnel may be closer than 25 meters from the bunkering point. The area shall be blocked, if necessary, by a barrier tape to mark the area.

15.2.3.6 Storm water gutters / drains in area

If gutters for storm-water in the safety area are present, they should be sealed with passerine or sealing mat.

15.2.3.7 Driving routes to bunkering point

Before arriving at the Bunkering point, the tanker truck shall be advised of route to bunkering berth, and the truck shall be piloted, possible turning point or area where the tanker can reverse/turn. Removal of ice/snow in winter must be conducted.

Drivers of tanker vehicles must be informed and be aware of traffic rules within the port area and any restrictions. Safety Precautions and the place of recovery shall be known.

Fire brigade shall be able to reach bunkering point on two different routes in order to ensure availability in the event of an accident.

All other traffic in the security area of the bunkering is prohibited. Includes cranes.

The tanker truck shall drive to the bunkering area after the vessel's safely moored alongside berth.

15.2.3.8 Weather restrictions

Bunkering is not allowed in connection with thunder storms or strong winds.

15.2.3.9 Mooring and shifting of ships

The mooring of the ship must be made before bunkering may commence. Shifting is not allowed during bunkering. Mooring and mooring ropes must not be detached before the bunker hose is safely disconnected from the ship.

15.2.3.10 Loading and unloading of ships

The loading and unloading of vessels shall not be carried out during the execution of the bunkering.

15.2.3.11 Communication

Liaison communications must be established and controlled between ships, tanker trucks and HPC before the bunkering process commences. Communication equipment used in the Hazard Zone must be approved for use in explosive atmospheres zone 1.

Communication Pathways to alert emergency services must be clarified in the event of an accident. If communication between parties is interrupted, the bunkering shall also be interrupted.

15.2.3.12 Notification at the completion of Bunkering operation

When bunkering is completed, this should be reported to HPC..

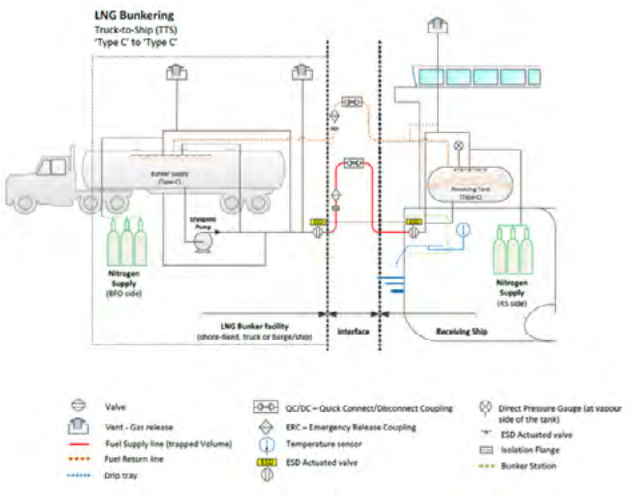
15.2.3.13 Area submission

When Bunkering is completed, the tanker or bunker vessel shall leave the port area immediately after its own measures upon closure of the bunkering are carried out.

Enclosures of area and gutter seals to be removed.

15.2.4 Technical description and requirements for the bunkering procedure

15.2.4.1 Sketch of bunkering arrangement



15.2.4.2 Requirements for routines, technical equipment, maintenance and monitoring

Before bunkering may take place, both bunker supplier and receiving ship shall ensure that the following are in place:

- Written instructions. Emergency measures.
- The respective parties´ checklists are correctly checked and completed
- Training of personnel and proper maintenance of equipment
- Continuous monitoring and level measurements
- Emergency stops
- ERC (Emergency release coupling)
- ESD Link (connected emergency stop)
- Break-Away coupling.
- PERC (Power emergency release coupling).
- Ground connected

15.2.4.3 Fire Fighting measures

The availability and function of hand fire extinguishers at bunkering space shall be ensured. Fire readiness according to receiving vessel instructions to be in place. Water supply points are available on quays.

15.2.4.4 Protective equipment

Personnel must wear protective equipment for handling LNG and protective equipment according to Port of Helsingborg´s safety instructions for staying within the port area.

15.2.4.5. Explosive atmospheres and equipment used

During the operation of bunkering, part of the area (Hazard Zone) is classified as an area of explosive atmosphere Zone 1, only equipment that is rated may be used in this area.

The use of mechanical equipment that can generate heat or create sparks is not allowed in the Hazard Zone.

The radar equipment on the ship can create an electromagnetic field that, together with metal parts, can be a possible ignition source. Radar and other electrical equipment on the ship near (25 meters) the bunkering point shall be shut off throughout the bunker operation.

15.2.4.6 Monitoring during bunkering and emergency measures

If any of the systems to carry out the bunkering does not work in the intended manner, the bunkering shall be discontinued immediately.

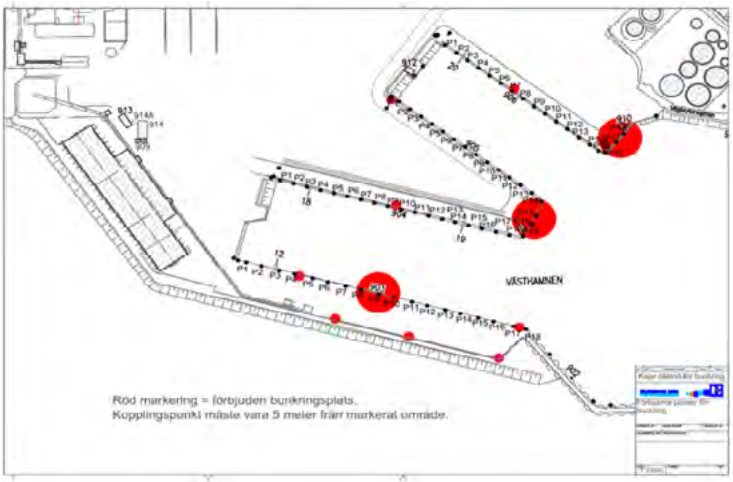
Whenever port personnel or persons responsible for the bunkering observe a potentially hazardous situation or breach of safety instructions, the operation shall be interrupted immediately.

In case of an anticipated leakage or incident, HPC should be informed. Emergency measures according to the instructions of each operator to be taken.

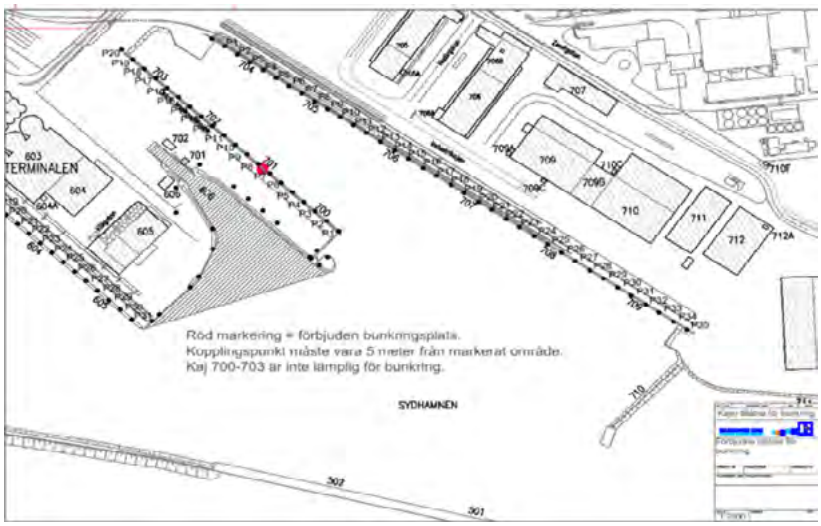
15.2.5 Bunkering LNG - Internal Checklist

NO.	ACTION	YES	NO	SIGNATURE:
1	Is there a notification for the bunker of LNG 24 h before the planned bunkering?	☐	☐	
2	Is supplier approved by Transportstyrelsen?	☐	☐	
3	Are designated responsible persons from ships and tanker trucks, including contact details disclosed?	☐	☐	
4	Safety and handling routines are presented and handed over?	☐	☐	
5	Is the location free from other traffic? Is information notified? Is Hazard zone free from points with non approved ATEX points? Any other measures needed?	☐	☐	
6	IInformation of driving routes to the driver of a tanker truck is notified? Any restrictions?	☐	☐	
7	Enclosure of area for bunkering?	☐	☐	
8	Are gutters in the safety area sealed?	☐	☐	
9	Have the parties correctly filled in their own checklists, carried out their own checks according to their instructions and are communication established between all parties?	☐	☐	
10	Verification that no one not classified for Zone 1 technical equipment is in the Hazard zone	☐	☐	
11	Are there technical equipment in the form of emergency stop, ESD, PERC and Break-away coupling?	☐	☐	
12	Are emergency measures, alarm paths to emergency services and re-collection site known?	☐	☐	

ANNEX 1 – BERTH 903-906 – POINT WHERE NON ATEX EQUIPMENT. HAZARD ZONE NOT ALLOWED WITHIN 5 METRES FROM THESE POINTS.



ANNEX 1 – BERTH 903-906 – POINT WHERE NON ATEX EQUIPMENT. HAZARD ZONE NOT ALLOWED WITHIN 5 METRES FROM THESE POINTS.



16. Bylaw for the Energy Port Helsingborg

16.1 See the Bylaw for the Energy Port Helsingborg »

16.2 See the contingency plan for the Energy Port Terminal»

17. Emergency in the Port of Helsingborg

17.1 Actions in case of fire, personal injury or other emergencies

- RESCUE
  Help the exposed persons first
- ALERT
  Rescue service 112
  HPC - VHF Ch 11 or telephone +46 42 10 63 22, +46 705-58 00 59
- WARN
  Warn other persons about the emergency
- ACTION
  Take action, start to extinguish the fire CPR etc.
- ABORT
  Abort the cargo handling
- MEET
  Meet the rescue service and handover all the details
- SHIP
  The master should prepare for moving the ship, watch VHF Ch 11 and wait for orders and instructions from HPC

17.2 Distress situation for ship regarding Fire, oil spill, accident etc.

In the event of an alarm on board the ship, personnel from HHAB shall gather at the assembly station on the quay. If the master of the ship decides to evacuate the ship, they will gather at the same assembly station.

- ALERT
  Rescue service +46 112
  HPC - VHF Ch 11 or telephone +46 42 10 63 22, +46 705-58 00 59
- STOP THE CARGO HANDLING
- TAKE ACTION FOR EXTINGUISHING THE FIRE, HANDLE THE OIL SPILL OR ACCIDENT
- ALERT
  Alert with the ship siren and the fire alarm on board
- PREPARE TO MOVE THE SHIP

HELSINGBORGS HAMN
PORT OF HELSINGBORG