

INSTRUCTIONS ON HEAVY GOODS VEHICLE TRAFFIC FOR FOREIGN DRIVERS ENTERING FINNISH PORT AREAS

(updated: February 15, 2007)

Finnish Port Operators Association
Finnish Port Association
Ministry of Transport and Communications



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FINNISH PORT OPERATORS ASSOCIATION



MINISTRY OF TRANSPORT
AND COMMUNICATIONS FINLAND



FINNISH TRANSPORT AND LOGISTICS

**Project part-financed by the European Union
(European Regional Development Fund) within
the BSR INTERREG III B Neighbourhood
Programme.**

This publication has been produced with the financial assistance of the European Union. The content of this publication is the sole responsibility of the publisher and can under no circumstances be regarded as reflecting the position of the European Union.

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PURPOSE OF THE INSTRUCTIONS

These instructions, intended for foreign Heavy Goods Vehicle (HGV) drivers entering the area of Finnish ports, comprise the general instructions applied to all ports. Instructions for specific ports are available on the web pages of ports and port operators, which can be accessed via the links found at the end of this instruction manual.

GENERAL INSTRUCTIONS

Operating in the port area

Operations in ports are controlled by provisions and regulations based on Finnish legislation, and on procedural instructions specific to each port.

Access surveillance

The core areas of ports are fenced and closed to unauthorised traffic under the International Ship and Port Facility Security Code, which came into force on July 1, 2004. The purpose of the Code is to combat organised crime and terrorism.

Access passes

A pass is required for each vehicle entering an ISPS area to bring in or take goods out of the area. The pass is either issued by the port authority or a company authorised by it, for example a port operator, who receives or hands over the goods.

The pass for a vehicle transporting goods may be specifically for one load, for a fixed period or valid until further notice. In some ports container and trailer traffic is controlled by means of passes specific to transport units.

When moving around the enclosed area, drivers must if necessary prove their identity and the purpose of their being in the port area. A passport and driver's licence, and bill of freight or waybill or other transport documents are suitable for this purpose.

According to the Port Facility Security Code there are three levels of security at ports. If the level of security at the port has for some reason been raised from the lowest level, i.e. level 1, to a higher level, the identity of everyone entering port area is checked as well as the vehicles and the loads transported on them. The checks are carried out and instructions for emergency situations are given by the authorised authorities (customs, the Border Guard, police). The checks are otherwise spot checks.

Identification of vehicles

At most ports vehicle are identified automatically at the gate. Identification is by the vehicle's registration plate, an RFID tag, (radio frequency identification tag) in the vehicle, or by a special identification given for visit. The registration plates must be clean for identification, and the distance to the vehicle in front must be sufficient for the identification camera to be able to read the registration number.

Changing the RFID tag or giving it to another driver is a penal offence.

The information on the registration number or ID tag of a vehicle that has received a permission to enter the port area is recorded in the access surveillance system. The system checks the vehicle's right to enter the port gate. If the boom does not open for some reason, the driver can contact the control room by the telephone at the gate.

Traffic and occupational safety and health

Safety clothing

According to occupational safety and health legislation it is compulsory to wear an approved reflective vest when moving in the port area outside the vehicle (CE EN 471). In the area of the Rauma container terminal and in Pori in the whole port area a helmet must be worn (CE EN 397).

Driving in the port area – traffic safety

On routes in the port area, the principles of road traffic legislation are to be observed. Speed limits, parking places and other traffic arrangements are indicated by traffic signs. Special care must be taken to drive within the speed limits, which are usually lower than the general speed limits. Headlights must be kept on whenever the vehicle is moving.

The routes to be used may be marked separately. Maps of port areas with the routes and locations of offices and service points marked are available at gates and service points. Maps can also be printed from the web pages of port operators.

Driving is prohibited in container yards and on quays, unless required by the assignment. In ports handling chemicals and oil, vehicles are prohibited from driving on the quays if a vessel is being loaded or unloaded at the quay.

HGVs and articulated trucks are to give way to trains, work machinery, gangways moving on rails, cranes and other equipment moving on rails. If a vehicle is parked on or beside a crane or railway track, the driver must remain beside the vehicle.

Vehicles parked without permission or contrary to the instructions of the port authority may be removed at the expense of the vehicle user or owner.

If there is a passenger in the vehicle in an ISPS area, he or she may not get out of the vehicle. In addition, the passenger must have his or her own access pass.

Any ice and snow must be removed from the top of a container or trailer before leaving the port at the place designated for this purpose.

The load weight is to be checked against the documents. If there is excess weight, all the ensuing measures and obligations must be discharged before leaving the port.

Environmental safety

All idling of the vehicle or the diesel engine of the heating unit is regulated in the port area by the pertinent legislation (2 minutes before starting or 4 minutes before starting if the temperature is below -15o C). Hot work and vehicle repairs, apart from minor repairs, are also prohibited. Lighting an open fire and the use of gas or other cookers with an open flame are prohibited, except in the designated areas, if provided.

All waste and rubbish must be taken to the appropriate collection points, whose location is shown in maps and guidebooks. Any oily waste must be taken to a hazardous waste collection point. The port authorities must be notified of any oil damage immediately.

Transport of hazardous substances

Advance notice of all hazardous substances being transported via the port must be given no less than 24 hours before the load arrives at the port. Giving this notice is the responsibility of the consignor of the load.

It is not permitted to store load units containing hazardous substances in passenger harbours, and they must be forwarded without delay. In freight harbours the storage of hazardous substances, other than classes 1 and 7 and certain particularly hazardous substances, is possible in places reserved for classified load units.

The IMDG code labels on empty transport units may not be removed before the unit has been cleaned (neutralised) in the appropriate manner.

Damage

If the vehicle causes damage to a quay or other equipment, the port personnel must be notified immediately in order to make a proper assessment of the damage.

Other instructions

Special transports

Special transports and arrangements for them in the port area must be agreed on with the port authorities before arrival at the port. Information on any special arrangements or routes on the road network is available from Finnish Road Administration, which is also responsible for issuing permission for special transports on public roads.

Customs

Customs service points in the port are usually marked on the map of the port area. The opening hours of the service points vary in different ports. Handling of a load should not be started until the customs formalities have been completed.

Photographing in the port area

Taking photographs and videos in the port area is subject to permission, which is granted by the port authority.

Actions relating to loading and unloading

The driver must verify the details of the assignment beforehand, such as the parts of port area and other places concerned, and the person receiving or handing over the goods or load.

Transport documents

The task of the party commissioning the transport (client) is to ensure that all the necessary documents for leaving or picking up a load are in order and deliver them to the right place and to the right consignee in the port.

The compiler of the document (signatory) is responsible for the validity of the information given and for any extra expenses arising from incorrect information. Any missing transport documents, such as a terminal advice, must be procured in cooperation with the client, who is responsible for submitting the information.

The transport documents must be safely stored until they have been handed over to the consignee. Confidential information in documents may not be given to outsiders.

Operating in the load handling area

The port operator is to provide information on the hoisting site or space or warehouse and its loading door, where the transport is to be unloaded or loaded. The port operator has ground plans of the terminal area, where the loading sites and routes to them are marked. Drivers do not have the right to enter warehouse facilities or container yards without permission.

When operating in the terminal area special care should be taken when driving and reversing on the loading quays. In the loading bays of warehouse buildings, wedges should be placed under the wheels of the vehicle.

The driver must check that the markings and quantities of the goods correspond to the information in the documents and that the load is undamaged on superficial inspection.

Notification should be made without delay of any external damage noticed on containers or trailers, and also of any deviances, and the required inspection and other measures should be taken immediately. The documents relating to the inspection must be kept for any later clarification needed.

The load must be appropriately fastened before leaving the port.

Special instructions for container terminals

In order to ensure rapid and safe handling of loads, the driver should find out the procedures at the terminal as accurately as possible before arriving at the container terminal. Instructions are found, for example, on the web pages of the port operators operating at terminals. The following general procedures are observed at container terminals:

- The container must be taken to or fetched from the hoisting site or space indicated without deviating from the route.
- Hoists must be ordered beforehand and instructions are given according to the practices of the terminal, either at the gate or on arrival at the hoisting site.
- Container fittings and locks must be opened when the vehicle arrives at the hoisting site. In winter the holes in the bars must be cleaned of snow and ice before the container is lowered onto the transport platform. If the container is lifted onto a platform with sides, the side nearest the driver must be opened before lifting.
- If hoists are performed straddle carriers, the machine operator must be able to see the registration number on the rear wall of the tractor.
- The vehicle's engine must be switched off during loading.
- Depending on the container terminal, the driver must be either in the cab of the vehicle or outside the vehicle beside the front wheel on the driver's side, so that the driver of the hoisting equipment knows where he is.
- Whenever leaving the cab, the driver must always wear a reflective vest.

- The driver must follow the lift carefully throughout its duration. The use of mobile phones is prohibited during this time.
- The handling of goods may be done in a different order than the order in which vehicles have arrived at the hoisting site, depending on the loading and unloading routes of the hoisting equipment.
- If the loading is delayed for an exceptional length of time, the vehicle is to be kept parked at the designated place. Advice and additional instructions can be obtained from terminal personnel at the site.
- After the container has been lifted from the vehicle, the vehicle should be driven away from the hoisting site immediately.
- When the container has been lifted onto the vehicle, before leaving the loading site, the driver should check that the container number corresponds to that in the documents and that the seal is unbroken.

How to act in emergencies

The driver of a vehicle in the port who notices an accident (in Finnish: onnettomuus), a fire (in Finnish: tulipalo) or other dangerous situation, should proceed as follows:

- contact the nearest member of port personnel immediately or call the general emergency number 112 and explain, e.g. in English, what has happened and where
- help the victims of the accident as far as possible and prevent the spread of the fire and other damage
- when the emergency services arrive at the scene, act according to their instructions.

Driver's checklist

The driver should, as far as possible, in advance

- find out the approach route to the port for heavy traffic
- find out where the load is to be left or picked up at the destination port and who is responsible for receiving it or handing it over
- check the validity of all passes
- check the notifications to be made beforehand and the necessary documents
- check the time when the load is ready to be handed over or received
- check that the seal of a container to be loaded is intact
- check any special procedures for hazardous substances
- check that all the appropriate safety and protective clothing are in the vehicle
- check the opening hours of customs and other service points
- make sure that registration plates are clean so that they can be easily identified.

LINKS TO INSTRUCTIONS FOR SPECIFIC PORTS

Instructions for specific ports and links to special instructions of local operators are to be found on the web pages of many port operators. There are direct links from the following websites:

<http://www.satamaliitto.fi>
(Finnish Port Association)

<http://www.satamaoperaattorit.fi>
(Finnish Port Operators Association)

The websites contain e.g. personal and contact details, information on service hours, special instructions for specific operations and ports, information on services for drivers, traffic guides for specific ports, signs and security and safety instructions for specific ports.

The updated Instructions on Heavy Goods Vehicle Traffic for Foreign Drivers Entering Finnish Port Areas are always available in Russian and English on the following websites:

www.satamaliitto.fi
(Finnish Port Association)

www.satamaoperaattorit.fi
(Finnish Port Operators Association)

www.skal.fi
(Finnish Transport and Logistics SKAL)

