

Petromaks Holding OÜ port area access control procedure

Tallinn, 2022

The order lays down the rules and requirements for the entrance of persons and vehicles to the port area of Petromaks Holding OÜ (hereinafter referred to as „Port“).

Vehicles and individuals must always use the access gate at Nõlva 15B (hereinafter referred to as „Gate 1“).

The security and safety measures are set up and are in force within the Port area for the implementation of the International Ship and Port Facility Code (ISPS Code) safety rules. Vehicles and individuals must always use the access gate at Nõlva 15 (hereinafter referred to as „Gate 2“) to access restricted Port area.

The Port operates 24/7, the Port Authorities 08:00 – 17:00.



Access to the port area and the vessels

An access permit must be applied at the Port administration, address: Nõlva 15, 10416, Tallinn.

Short-term access permit applications shall be made in written or oral form. An application shall contain first name, last name, personal identification code or date of birth, reason of visit and vehicle registration plate number (if in vehicle).

Access permits for over 7 days are dealt with within a week after submission of the application.

Electronic keys and personal access permits are issued at the Port administration (hereinafter referred to as „Petromaks“).

Ship agent send to Petromaks (sadam@petromaks.com) information of vessel’s arrival and its time of stay. Petromaks will issue electronic keys to a crew in the amount required for a pedestrian gate for the period of stay.

Permanent vehicle permits are multiuse plastic electronic keys, which drivers can use to open gates to access the Port.

Individuals obtaining the access permits shall fulfil the safety regulations of the Port area, which they have to familiarize themselves with at www.petromaks.com .

The holder of the personal permit is responsible for its legitimate use. Port administration has the right to suspend or revoke an Access permit if used in a way that is harmful to Petromaks or contrary to the imposed requirements. Each case is considered individually.

Random checks on individuals and vehicles are carried out at the Port areas. Visitors are always required to carry an identity document with them and to show the document to a person carrying out the inspection.

A company may apply for multiple access permits on the same application form. The company is then responsible for issuing the access permits.

If the visit is sporadic or a one-time visit a notice shall be given in advance to the person who has invited the guest.

NB! Cost permits (without VAT):

- Issue of permit or duplicate 16 euros
- Extension/maintenance of the personal permit 13 euros
- Vehicle permit 3 euros/month/vehicle
- Short-term permit (with or without vehicle) Free of charge
- Truck with purpose of loading/unloading to/from vessel Free of charge

When issuing a primary permit a fee for the issuance and annual maintenance is applied. When issuing a duplicate a fee for the issuance is only applied as a maintenance fee has already been paid.

The maintenance fee is charged for the whole period when issuing a permit. When extending permit a maintenance fee and monthly fee for vehicle permit are charged.

In case of revoked personal and/or vehicle permit, the fees paid are non-refundable.

A permit issuing fee includes a card Production costs, labor costs. Maintenance fee includes costs of maintenance of information system and access control system, labor costs.

Information for vessels

When the vessels arrive in the Port, the Master receives electronic keys in the amount required by the ship agent, which the crew may use when going ashore through the pedestrian „Gate 2“.

The Master shall always in advance send to the administration of the Port through a ship agent lists of the crew, of the passengers, of crew replacements, of service companies that will attend the vessel, of visitors invited to the vessel, and suppliers of goods that will go on board the vessel as well as the contact details to the vessel.

The Master shall keep a log of persons going ashore and present the list to the authorities and/or the administration of the Port on request.

Prior to departure, the Master shall return the electronic keys to the ship agent, who has to return them to the administration of the Port.

Video surveillance

The Port area is monitored by video surveillance.

Contact information

Work days 8:00 – 17:00

**Phone: +372 650 7777
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Petromaks Holding OÜ

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