Operational regulations

Energyjetty, Port of Skellefteå

Revised and updated 24th October, 2025

Innehåll

1. General

1.1 Enforcement

The operating regulations were established by the Port of Skellefteå management team and apply in parallel with the provisions of general statutes and the Port Regulations applicable to the port.
The above publications can be ordered via portof.skelleftea@skelleftea.se .

The operating regulations are harmonised with:
The Swedish Transport Agency's statute book 2024:10, appendix 13 "Information brochure"

In addition, operations are regulated by instructions and recommendations issued by the Swedish Petroleum Institute (SPI) – Swedish Oil Port Forum (SOHF), the latest edition of the International Safety Guide for Oil Tankers and Terminals (ISGOTT) and the ISPS Code on port security.

Everyone working within the Port of Skellefteå's energy port area is obliged to comply with these regulations.

1.2 Information about geographical location

The terminal and adjacent port are located at:
Näsuddsvägen 25
932 32 Skelleftehamn Sweden

With geographical position in WGS 84:
64°40'50.6"N 21°16'36.8

1.2 Port Authority and Terminal Operator

The port authority is Skellefteå Municipality's Port of Skellefteå

Organisation number	212000-2643
Visiting address	Järnvägsleden 81 932 32 Skelleftehamn
Contact	portof.skelleftea@skelleftea.se
	+46 910-712 880 Baus
	+46 910-712 880 Boatmen

Terminal operator is	WIBAX Logistics AB
Company registration	556375-5080
Visiting address	Näsuddsvägen 25 932 32 Skelleftehamn
Contact	terminal.skelleftehamn@wibax.com
	+46 70 645 04 01, Jörgen Tjernlundd

1.3 Radiocommunication

Port operations use VHF radio:
Frequency 155 MHz, channel 13

The terminal provides radio to ships during unloading:
UHF, frequency 400-470 MHz, channel 1

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2. Ship notification

2.1 Ship notification

Ship notification for the import of goods to the Port of Skellefteå must be made at least 24 hours before the ship's estimated arrival, regardless of whether the goods are classified as dangerous goods or not. However, in certain cases, the port authority may allow a shorter notification period.

Ship notification must be made to portof.skelleftea@skelleftea.se .

Copies of the completed notification must be sent to the receiving depot and unloading supervisor before the ship's arrival.

2.2 Information in the notification

- The ship's name, call sign, nationality, GT, NT, DWNT and ice class.
- Name of the shipping company/operator/manager, agents and recipient.
- Estimated time of arrival (ETA) at pilot station and departure time (ETD).
- Description of cargo, number of tonnes to be unloaded, transhipped or loaded.
- The nearest preceding port and the nearest following port.

The ship notification form is available for download at www.portofskelleftea.se.

2.3 Ship notification of dangerous goods

Includes harmful chemicals in bulk according to the IBC and BCH codes, as well as flammable liquids with a flash point of +60°C or lower. Also includes gases to which the IMO transport code applies.

The provisions of SJÖFS 2006:34-35 and ICS Tanker Guide Chemicals must be complied with, and the ship notification must contain the above information (2.2)

2.4 Additional information in the notification for dangerous goods

- The chemical-technical name of the goods and any hazardous components.
- UN number.
- Class according to the IMDG Code
- Flash point (closed cup)
- Safety data sheet and information on any other special safety measures and risks..

2.5 Ship/Shore Safety Check-List procedure:

Before loading/unloading commences, the depot manager (or equivalent) shall, together with the ship's captain (or representative), review:

- Ship/Shore Safety Check-List and sign it.
- The unloading plan and sign it.

The depot manager (or equivalent) then informs the security guard that everything is ready to start.

Normally, the Ship/Shore Safety Check-List provided by the ship is used, but it is also available from the terminal operator..

3 Nautical information

3.1 General

Nautical charts of the approach and port area are published on the national nautical chart, see: https://www.sjofartsverket.se/sv/tjanster/sjokortsprodukter/

The prevailing wind direction is south to south-east

The harbour is not affected by tides or currents.

From mean water level, the water level varies between:

High water (average)	+0.86 m
Low tide (average)	-0.72 m

For current and updated guidelines, restrictions, routes and plans, see: https://www.sjofartsverket.se/sv/tjanster/lotsning/lotsomrade-lulea/

3.2 Pilots, tugboats and icebreaking

The port belongs to the Luleå pilotage area. For pilotage requirements and pilotage orders, see: https://www.sjofartsverket.se/sv/tjanster/lotsning/lotsomrade-lulea/

The port offers tugboat services with one tugboat.
Baus IMO 7041352 MMSI 265692080 Call sign SEVP.

Icebreaking is carried out on behalf of the port authority for all vessels arriving at and departing from the energy quay.

3.3 Passage past moored vessels

The area 50 m outside the energy quay may not be passed when vessels are moored.

3.4 Order of passage

The port authority confirms orders and assigns berths and order of passage, taking into account the current/expected traffic situation. The port authority is not responsible for delays or other consequences caused by changes in the traffic situation or other events beyond the port authority's control.

4. Rules within the energy port.

4.1 Smoking and open flames

Smoking and all forms of open fire are prohibited in the area of application, both indoors and outdoors and in vehicles.

4.2 Hot work, safety distances

Hot work may be carried out during the unloading and loading of tankers only if the following criteria are met:

- A valid hot work permit has been issued by the terminal operator or port authority.
- Personnel performing the work hold a valid hot work certificate.

The safety distance from the hot work to the pipeline is at least:

- 25 metres when unloading/loading Class 1 products
- 15 metres when unloading/loading Class 2 products
- 10 metres when unloading/loading Class 3 and other products

4.3 Vehicle traffic

Vehicle traffic on the gangway from land to the energy quay is not permitted

All vehicle traffic and the use of combustion engines in the Energy Port are prohibited when unloading/loading Class 1 and 2 products.

At other times, vehicle traffic is regulated by general traffic regulations with a general speed limit of 30 km/h within the port area.

4.4 Electrical equipment

Electrical equipment may only be connected using an approved connection plug. Mobile phones, walkie-talkies, torches or other electronic equipment must be

EX-rated, otherwise they must be switched off.

4.5 Personnel

Only authorized persons may enter the area and must wear a safety helmet, high- visibility clothing EN271 class 2 and safety shoes.

Eye protection and/or face masks must be worn when instructed to do so by the work supervisor.

4.6 Fire protection

Security guards and/or unloading supervisors shall ensure that the facility's fire extinguishing equipment is in good working order and that the ship-shore connection is ready for use.

4.7 Spills and leaks

Mobile spill trays shall be used in places where spills and leaks may occur (at valves, taps, etc.) and where there is no permanent device for collecting loose liquids. When handling Class 1 and 2 products, all collection vessels shall be earthed.

Valves, taps, air vents or similar devices for tapping, sampling, water drainage or similar purposes shall be kept locked, sealed or blind-flanged if there is a risk of unauthorised interference.

All scuppers/openings in the spillway on the energy quay shall be plugged during unloading/loading.

4.8 Photography

Permission for photography is granted by the Port Authority by separate agreement.

4.9 Transfer between depots/tanks

Transfer between depots using pipelines between the quay and the terminal must be reported to the Port Authority. Verbal notification must be made at least 8 hours before the operation is to commence, at which time verbal permission will be granted or refused.

Unloading/loading from/to ships takes precedence over transfer between depots.

4.10 Alcohol and drugs

There is zero tolerance for the use of drugs and alcohol

Violations will have immediate consequences and may lead to legal action.

Managers on ships and in terminals are expected to be aware that operations will cease immediately if a person or persons are deemed to be under the influence of alcohol and/or drugs.

Operations will not resume until the matter has been investigated and the Port Authority has given its approval.

5.Technical description of the quay

5.1 Quay

- Intended for unloading/loading of various types of liquid products.
- The 60-metre-long quay deck is constructed of concrete resting on piles. The quay height is 2.5 metres above mean sea level.
- The quay front is equipped with vertical flat fenders.
- The quay has 4 bollards, each with an SWL of 50 tonnes. See Appendix 1
- There are two bollards with an SWL of 100 tonnes on the mainland. See Appendix 1
- The energy quay is accessed from land via an approx. 75 m long gangway, the construction of which is similar to that of the energy quay, with a concrete deck on piles
- The maximum draught is 9.3 m.

6. Mooring

6.1 Extended moored time

Ships that are not loading or unloading and are ready for departure may not remain at the energy quay without special permission from the port authority.

6.2 Mooring equipment

When mooring tankers, only rope or wire with rope shackles may be used.

6.3 Mooring alongside (ship to ship))

Mooring of ships and other floating vessels alongside other ships may only take place with the permission of the port authority.

6.4 Mooring procedures

Mooring shall be carried out by trained personnel appointed by the port authority.

Recommendations issued by the Oil Companies International Marine Forum (OCIMF) and published in the Mooring Equipment Guidelines shall be followed to the extent practicable. See Appendix 1 for the orientation of bollards for the Energy Quay

6.5 Authorised traffic

Ships and other floating vessels may not enter or moor at Energyjetty without the permission of the port authority.

7 Technical description of equipment for unloading ships

7.1 Hose connections

Ships are connected from the quay manifold using free-standing hoses. The port authority provides the following:

- Two 8"/DN200 composite hoses (manufactured in May 2025)
  The "green" hose is MULTI-CHEM GREEN, PP/SG, 14 bar, -30° to +100°C The "Blue" hose is MULTI-OIL BLUE, PP/GG, 14 bar, -30° to +100°C Stainless steel coupling to ship is loose flange DIN DN 200, PN 10, 8 holes
- A 6"/DN150 composite hose designed for AD-Blue.
- The hoses are 20 metres long.
- No gas return
- Manifold BioDiesel/Tun Oil/HVO/Diesel is equipped with an insulating flange.

For caustic soda and bitumen, the ship itself must provide hoses to the quay manifolds

7.2 Pipelines for liquid fluids

Five separate pipelines extend from the quay manifold with connections to the various depots and cisterns.

- Sodium hydroxide
- BioDiesel/Light oil/HVO/Diesel
- Ad-Blue
- Bio-oil/Bitumen pipeline, heated
- Pipeline, not in operation

Pipe diameter from 150 mm up to 300 mm.

Maximum permissible pump pressure is 8 bar at the ship's manifolds.

The pipelines, except for bitumen, are drained after each unloading using compressed air and then a vacuum truck.

7.3 Other pipelines

Separate pipelines are available for receiving sludge and pipes for compressed air.

These pipes may only be used by sludge suction trucks and by terminal personnel when emptying other pipelines.

7.4 Pipeline for dry bulk

There is a separate pipeline for dry bulk. This pipe is owned and managed by another party.

For use of the dry bulk pipeline and if you require operating instructions or other information, please contact:

556919-5760 SweCem
Box 1291, S-262 24 Ängelholm

Email info@swecem.com
Tel +46 733 84 84 88

8. Rules for tankers at the quay.

8.1 Warningsignals

Tankers shall fly signal flag B during daylight hours and display a red signal light mounted on a signal mast during darkness.

8.2 Spark arrestors

Ships and craft calling at the oil port shall be equipped with effective spark arrestors on their funnels and exhaust pipes.

8.3 Fire protection

The ship's fire protection and decontamination equipment shall be in good working order.

8.4 Watchman

Ships in the Energy Port shall always have a competent watchman on deck. If the watchman is not a member of the crew, he or she must first be approved by the Terminal Operator.

The watchkeeper shall:

- Be thoroughly familiar with Chapters 7 and 8 of the operating instructions and have a good knowledge of the safety equipment available on the quay.
- Be available on deck so that gangways and moorings can be adjusted.
- Check that there are no oil spills from the ship.
- Check visitors in accordance with the ISPS Code.
- Ensure that the smoking ban is observed.
- Assist the ship's officer in monitoring compliance with both the ship's and the port's safety regulations and pay close attention to activities in the vicinity of the ship.
- Cooperate with shore personnel to ensure that safe cargo handling is not compromised.
- Report any incidents that may pose a danger to the ship's officers and/or unloading supervisor.
- Reject intoxicated persons. If the intoxicated person is an employee of the ship, he/she shall be taken on board under the supervision of the officer on watch.

8.5 Smoking

Smoking is prohibited on all open decks of the ship. Only areas designated by the captain may be used for smoking. Signs prohibiting smoking shall be posted in clearly visible locations.

8.6 Open flames – Hot work on board

The person responsible for granting permits for hot work within the area of application is the permit officer at the Port of Skellefteå.

Open flames or hot work such as welding may not be carried out on board without a permit. The exception is open flames in smoking areas.

8.7 Repairs

Repair work on board (repair work includes testing of radio transmitters and other electronic transmitting equipment) may not be carried out without permission from the Port Authority.
The exception is minor repairs that only require hand tools, provided that:

- No open flames are used.
- The ship's ability to move under its own power is not affected

8.8 Application

Sections 8.2 to 8.7 also apply to vessels that are not carrying dangerous goods and are located closer than 25 metres from vessels carrying dangerous goods on board.

8.9 Tank hatches and sounding holes

All openings on board shall be closed unless controlled sampling or wool measurement is being carried out.

8.10 Safety devices ashore

The master and other officers on board are obliged to familiarise themselves with the safety equipment ashore. This includes knowledge of:

- The location of fire-fighting equipment
- Assembly point

8.11 Inspection

The port authority and the emergency services have the right to inspect ships with regard to applicable regulations.

The captain is obliged to comply with the inspector's instructions and facilitate his work by providing the necessary assistance.

9. Emergency measures

9.1 Responsibility

The work supervisor ashore and the master on board shall, within their respective areas of responsibility, ensure that information on the measures to be taken in the event of accidents or incidents involving dangerous goods is always immediately available.
Such information shall also include Emergency Procedures for Ships Carrying Dangerous Goods (EmS) and Medical First Aid Guide (MFAG) and/or other similar information.

9.2 Alarm devices

All personnel concerned, both on board and ashore, shall, before cargo handling commences, ascertain the location of the nearest alarm device and how it is to be used. This includes alerting the Emergency Service. Tel. 112

9.3 Electrical storms

In the event of an approaching thunderstorm, all cargo handling of Class 1 products or other handling where flammable gases have formed must cease.
All tank openings and valves on board must be closed, including bypass valves on the ventilation system to the cargo tanks. All valves connected to cargo hoses and shore manifolds must be closed.

9.4 Sparking

If sparking from the ship's funnel is observed, measures must be taken immediately to stop this.

9.5 Pollution of land and water areas

If pollution of land or water areas is detected or suspected, the emergency services must be contacted by calling 112 and the port authority must be informed.

10. Ship services

10.1 Bunkering

The reception of bunkers shall always be carried out in accordance with MARPOL regulations and IS-GOTT recommendations. The ISGOTT checklist shall always be completed and used.

Before bunkering, the master of the receiving ship must notify the port authority of the name of the engineer responsible for bunkering.

Bunkers are delivered by tanker truck and/or existing bunker pipeline. The vehicle can be parked on land. The bunker pipeline is laid out and connected by the ship's personnel or by the terminal operator.

The unloading supervisor and security guard shall be notified before bunkering commences.

Bunkering may only take place before or after loading/unloading when class 1 or class 2 goods are being handled.

10.2 Fresh water

Fresh water is ordered via the "Port Go" app and supplied from a 3" hose to the ship.

10.3 Provisions

The delivery of provisions to moored ships must be notified to the port authority in advance for access to the gate to the port area.

10.4 Crew changes

Crew changes must be included in the ship notification and communicated to the agent.

10.5 Waste management

Services relating to ship-generated waste are specified in the port authority's document "Port Fees", which is available for download at

www. portofskelleftea.se

Sludge collection may only take place before or after loading/unloading when class 1 or class 2 goods are being handled.

10.6 Tank cleaning

Tank cleaning is not normally permitted at the oil quay. However, the port authority may permit such activity on special occasions by separate agreement.

10.7 Ballast water

Ballasting shall always be carried out in accordance with MARPOL and ISGOTT recommendations.

Only clean ballast water may be discharged into the Energy Port. Clean water means water that has been carried in separate ballast tanks, which are not connected to any cargo tanks, or has passed through a separator with such efficiency that the oil content of the discharged water does not exceed 15 ppm.

Appendix 1, Mooringplan