

2025-06-25 • VERSION 3.0



# Port Regulations

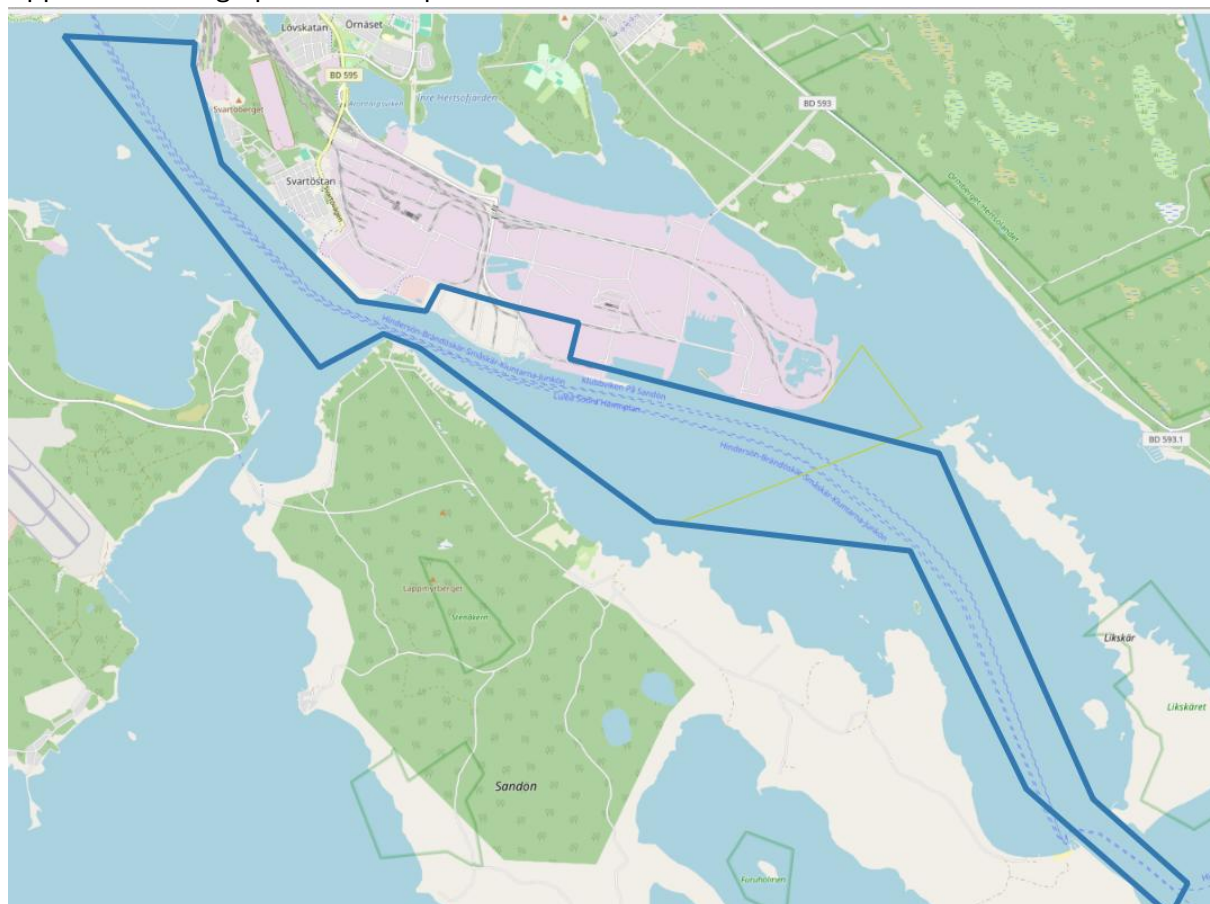


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## Definitioner

DoS	Declaration of security,
Hamnen	The port: the geographical area marked on the map attached to the port regulations (Appendix 1)
IMDG	International Maritime Dangerous Goods
IMO	International Maritime Organization
ISPS	International Ship and Port Facility Security Code
MSW	Maritime Single Window

PCB  
PFSO  
PORT  
PSO  
TSFS

Polychlorinated Biphenyls  
Port Facility Security Officer  
Ports system of Port of Luleå  
Port Security Officer  
Swedish Transport Agency regulations

## Terms and conditions

To ensure safe and efficient operations within the Port of Luleå, the following port regulations apply. These regulations are based on the current Port Ordinance for Luleå Hamn AB and are binding for all parties operating within the port area. The current Port Ordinance is available on the Port of Luleå's website.

For a clear understanding of the port's geographical scope, all concerned parties are referred to the attached map showing the boundaries of the Port of Luleå. The map includes all facilities, land areas, and water areas covered by the Port Ordinance.

The port regulations apply to activities related to vessel operations and cargo handling within the Port of Luleå. Terminal operators and other stakeholders must be familiar with these regulations and ensure that subordinate or contracted personnel are informed of and comply with them.

Additional rules and areas of application for vessel operations are specified in the terminal information available on the Port of Luleå's website.

## Contact with Port of Luleå

### **Port Authority**

#### **Luleå Hamn AB**

Port ID Number: 20490

### **Visiting Address – Port Office**

Luleå Hamn AB

Strömörvägen 9

SE-974 37 LULEÅ, Sweden

**Switchboard (office hours): +46 (0)920 45 68 00**

**Website:** <https://portlulea.com>

**Port Control**

**Office hours:** +46 (0)920 45 68 02

**Email:** [portcontrol@portlulea.com](mailto:portcontrol@portlulea.com)

**PSO (Port Security Officer) – Luleå Port:**

Anna Josefsson

Phone: +46 (0)920 45 68 04

Email: [anna.josefsson@portlulea.com](mailto:anna.josefsson@portlulea.com)

**Deputy PSO:**

Phone: +46 (0)70 325 12 87

Email: [TIB@portlulea.com](mailto:TIB@portlulea.com)

**Security Level in the Port:** Level 1



## Radio Communication

Call chanel VTS-Luleå: VHF kanal 14

<b>Luleå Hamn Position: 65°32'.8N 22°15'.5E'</b>	
<b>UN Locator code</b>	SELLA
<b>Victoriahamnen, inkl. Strömörpiren</b>	0016
<b>Uddebo Energihamn</b>	0017
<b>Sandskär</b>	0018
<b>Svartökajen</b>	0019
<b>Svartökajen</b>	0020
<b>Södra Hamn</b>	0021

## General Environmental and Safety Regulations

### General

All activities within the port area, both on land and on board vessels, must be carried out in accordance with applicable laws, regulations, and permits. Cargo or other materials must not be placed in a way that obstructs access for emergency vehicles, blocks mooring bollards, or impedes fire hydrants.

Personal protective equipment (PPE) must be used in accordance with current instructions and occupational health and safety regulations. Refer also to the specific terminal information for further guidance.

## Noise and Odour

Emissions of soot, smoke, steam, etc., from vessels must be minimized and must not cause inconvenience or obstruct other activities within the port. Odours resulting from vessel operations must also be minimized.

Vessels must ensure that noise and smoke emissions from main engines, auxiliary engines, boilers, ventilation systems, and any other equipment are kept to a minimum. Main engines should only be used for the time necessary to maneuver the vessel.

Moored vessels must comply with any specific noise requirements that may apply to individual berths.

## Discharges into Water

No polluted water may be discharged within the port area.

### Scrubber

The use of exhaust gas scrubbers is only permitted if the scrubber is operated in **closed loop mode**.

### Ballast water

Only clean ballast water may be discharged in the port. "Clean ballast water" refers to water that meets the quality standards of the Ballast Water Management Convention and applicable Swedish legislation.

If oil contamination is detected or suspected, the vessel's commanding officer is responsible for ensuring that the discharge is immediately stopped. It is not permitted to discharge ballast water onto the quay, cranes, or any other facility/equipment.

#### **Malfunction of Ballast Water Treatment Equipment**

In the event of a malfunction of the vessel's ballast water treatment system, the discharge of ballast water must be stopped immediately.

If the vessel experiences technical problems with the equipment and, for specific reasons, needs to discharge untreated ballast water, the following actions must be taken:

1. **Contact the Swedish Transport Agency** – The vessel must contact the Swedish Transport Agency to apply for an exemption to discharge untreated ballast water.
2. **Inform the Port** – The vessel or its agent must inform Luleå Port if such an exemption has been granted.

# ISPS Port Security

## **Security Level in the Port: Level 1**

If any activity potentially related to security concerns is detected, the security function must be contacted immediately. This includes suspicious persons near port facilities, theft, breaches of access regulations, etc. Be vigilant for incidents and behaviors that deviate from the normal situation.

The PFSO (Port Facility Security Officer) or the port facility's security responsible person will notify the vessel and the Port Security Officer if there is a need to change the vessel's security level.

Each Port Facility is responsible for and controls access points to port facilities within the port area. The master is responsible for the vessel and must identify all persons coming onboard.

All visitors must be pre-notified to Port Security by the master. All ship supplies must be pre-notified and accompanied by verification documentation before being brought onboard. The crew is responsible for the inventory of goods.

Vessels operating at a security level higher than 1 must notify Port Control via the ship's arrival notification prior to arrival, stating the current security level. The notification must specify whether the elevated level is declared by the master or the flag state.

ISPS-classified vessels are only permitted to berth at ISPS-classified port facilities. Exceptions may be granted by the Port Authority in cooperation with the Swedish Transport Agency.

## Maritime Security and Port Security

The port facility operator shall ensure that maritime security assessments and plans are kept up to date and comply with EU Regulation 2004/725/EC as well as national laws and regulations concerning maritime security. The Port Authority shall have oversight of the plans for the port facilities included in the port security framework to enable the port security organization and the Port Security Officer to conduct port security assessments and develop port security plans according to the relevant laws and regulations.

The port facility's PFSO (Port Facility Security Officer) shall participate annually in exercises conducted within the framework of the Port Security Act.

The port facility shall also consider whether it is classified as a critical infrastructure facility and designated as a civil protection object.

The port facility must ensure that security measures are appropriately adapted to meet the security needs of each respective terminal. The port facility operator holds the overall decision-making authority over the terminals in matters related to security concerning port security, maritime security, and civil protection objects/critical infrastructure facilities.



## Video Surveillance

The port area is under video surveillance. In the event of an incident, recorded footage will be reviewed.

For more information regarding the handling of recorded material, please refer to the Luleå Port website.

## Access to the Port

Anyone present within the port area must be able to prove their identity and/or present a valid access permit.

The following identity documents are accepted: Swedish driving licence, national ID card, or passport.

Only authorised personnel may remain within the port facility in accordance with the **Maritime Security Act**, the **Port Security Act**, and, where applicable, the **Protective Security Act**.

Authorised personnel normally include:

- The vessel's crew
- Terminal stevedoring and harbour personnel
- Mooring crews
- The cargo owner's carrier or haulier
- Visitors approved by the master

When crossing the boundary of the port facility or cargo area, any **non-pre-planned movements** must always be pre-notified to the terminal in accordance with the terminal's instructions.

**Crew changes** must be pre-notified. Pre-notified crew members may pass through the gate on presentation of a valid ID document or passport.

The terminal operator issues temporary **shore passes** for entry and exit.

The vessel is responsible for maintaining the log and for returning both the shore passes and the logbook upon departure.

## Declaration of Security (DoS)

The **PFSO (Port Facility Security Officer)** must be contacted if a vessel requests the exchange of a Declaration of Security (DoS).

A port facility shall request that a DoS be established in the following situations:

- If the **vessel is operating at a higher security level** than the port facility.
- If the **vessel has previously been in contact with a port facility that did not have an approved security plan**.
- If the vessel is engaged in **ship-to-ship operations** with another vessel that does not hold an **International Ship Security Certificate (ISSC)**.

- If the **port facility has reason to believe** that the vessel does not comply with the provisions of the Maritime Security Act.

# Advance Notification

## Ship Notification

All vessels subject to mandatory reporting that intend to call at or pass through **Port of Luleå** must submit a **ship notification** in **MSW (Maritime Single Window)** no later than **24 hours prior to arrival**. The Port Authority may, based on the vessel's voyage time or other circumstances, allow for a shorter notice period.

If the vessel is **not subject to mandatory MSW reporting** or for other reasons wishes to make an **earlier notification**, this can be done through the port's **PORT system**, subject to approval.

## Berthing Order

The general principle is that vessels arriving **first at the pilot boarding area** will be berthed at the terminal, provided that the **ship notification has been submitted** in accordance with current regulations and that:

The vessel is **cargo-ready**, and

The **terminal is prepared** to commence operations

**Deviations** from this principle may be made in exceptional cases, such as:

Risk of **production disruption** due to low inventory levels

A **dedicated berth** assigned to a specific vessel

Vessels are brought alongside the quay **when loading or unloading operations are set to begin**.

Vessels waiting for a berth will primarily be directed to an **anchorage area**, but may, in certain cases, be assigned a **temporary berth**.

In connection with cargo handling, the terminal operator must be notified at the time of transport booking to enable proper resource planning.

## Berthing Order and Notification

The berthing order applies to vessels that:

Have **arrived in the traffic area** (approaching from sea), and

Are anchored at a designated anchorage area

The **Notice of Readiness (NOR)** shall be submitted in accordance with the applicable **charter party**.

## Exceptions to Berthing Order

The **Port Authority**, or a designated representative, may decide to make exceptions to the berthing order in the following cases:

- **Risk of production disruption or critically low inventory levels**
- **Reserved berth** for a specific vessel
- The **vessel is not ready for cargo operations** (e.g., tank cleaning or ventilation in progress)
- The **berth is not utilized within 6 hours** of the allocated berthing time

## Berth Allocation Conflicts

When multiple vessels request access to the **same berth**, priority is given to the vessel that **first arrives at the pilot boarding area**, provided that the vessel is **cargo-ready** and the **terminal is prepared** for operations.

The Port Authority may, if necessary, request a copy of the Notice of Readiness (NOR) and the Statement of Facts.

Regarding cargo handling, the terminal operator must be notified at the time of transport booking to allow for resource planning during loading/unloading operations.

## Vessel Allocation

Vessels are **not permitted to berth** in the port **without prior authorization from Port Control**.

The terminal must provide Port Control with the following information:

- **Berth assignment**
- **Planned vessel position** along the quay
- **Vessel priority**, if multiple vessels are assigned to the same berth
- Information on **planned or ongoing maintenance** affecting the berth (e.g., cranes, loading arms, etc.)
- **Contact number** for the on-duty vessel planner

The terminal must **continuously coordinate berth allocation planning with Port Control** and report any **deviations in ongoing loading or unloading operations** via the Port system.

## Mooring

During the port stay, vessels must be **kept securely moored at all times**. Mooring lines should be kept **well tensioned** and adjusted as needed.

The terminal is responsible for ensuring that **bollards on the quay are available** in such a way that vessels can moor safely. Mooring plans are provided in the terminal information.

Mooring personnel will place **signal lights on the bollards** during arrivals to assist in vessel positioning.

**VHF radio communication** must be used by all parties involved during both arrival and departure mooring operations.

## Mooring Personnel

Mooring personnel operating within Luleå Port must have completed documented training in accordance with the IMO **“Guidelines for minimum training and education for mooring personnel” FAL.6/Circ.11 of 11 July 2005** or equivalent training, and the company must hold liability insurance.

During mooring operations (vessel arrival, departure, or shifting), **approved mooring personnel from the terminal must be engaged**.

Orders for mooring personnel are made through the respective terminal operator.



## Gangway

Vessels berthed in the port are **required to provide a suitable gangway** to enable safe access between the vessel and the shore, complete with safety nets.

The gangway's position must **not obstruct operations on the quay**.

## Vessels Berthing in the Port

Vessels must **at all times be ready to move under their own power on short notice**.

Exceptions may be granted by Port Control and may be subject to conditions.

Vessels that are not loading or unloading are not allowed to remain in the port without permission from Port Control.

## Cranes

Upon vessel arrival and departure, cranes must be positioned at least **50 meters forward and aft of the vessel**.

Cranes must **not be operated or swung over vessels** that are maneuvering to or from the berth. The boatmen give clearance to the stevedores and/or the vessel once all mooring operations are completed, so that crane movement/loading/unloading can commence.

Boatmen must not release mooring lines while loading or unloading operations are ongoing. Additionally, the crane trolley must be placed in the parking position.

## Lifeboats

Lifeboats, rafts, or free-fall lifeboats **may not be lowered into the water without permission from Port Control during drills**.

In the Energy Terminal (Energihamnen), permission must also be obtained from the terminal. Nautisk information

## Tugboat Service

Regulations for tugboat assistance in Luleå Port have been developed in consultation with the Swedish Maritime Administration (Sjöfartsverket) and provide information on the number of tugboats required for vessel arrivals and departures at Luleå Port.

The calculation of the number of tugboats is based on normal current conditions and wind speeds up to 10 m/s.

Under adverse current conditions and wind speeds exceeding 10 m/s, additional tugboats may be required beyond those specified. The pilot, in consultation with the vessel's master, determines on a case-by-case basis whether a planned vessel operation can be conducted with sufficient safety margins.

Changes to Luleå Port's tugboat regulations are made in coordination with the Swedish Maritime Administration, Luleå Pilot Area.

In accordance with Section 18 of the Port Regulations, the Port Authority may require tugboat assistance.

More information about tugboat regulations can be found on the Luleå Port website.

## Tug Assistance for Non-Pilotage Vessels

For vessels not subject to compulsory pilotage, the Port Authority – as the party responsible for safety and port infrastructure – recommends that a pilot be engaged when tug assistance is required.

## Anchoring in the Port

Vessels are not permitted to anchor or drag anchors in the Sandö Channel or near quay facilities within the Port of Luleå. Anchoring within the port always requires permission from Port Control and may only take place after confirmed approval. Any unauthorized anchoring must be reported to Port Control immediately.

## Vessel Services

### Fresh Water

Information and regulations regarding the supply of fresh water are provided in the terminal information.

### Provisions

Delivery of provisions and other supplies must be carried out with consideration to ongoing loading and unloading operations. A representative from the vessel must be given the opportunity to inspect the delivery before it is brought into the port facility.

### Waste

Refer to the respective **Waste Folder** for each terminal.

## Loading, Unloading, Storage of Cargo, etc.

### Cargo handling

Loading, unloading, transport, and storage of cargo, vehicles, or other materials may only take place under the direction of authorized personnel.

Cargo handling must be carried out in a safe manner so that no damage occurs to the port's facilities or equipment, and no risk is posed to personnel. The permitted ground pressure must not be exceeded. After cargo handling is completed, the work area must be restored. Cleaning may be required if necessary.

Cargo, vehicles, or other materials must not be placed on evacuation routes or in areas that obstruct emergency vehicle access. Neither may they obstruct mooring bollards.

Specific instructions may apply to cargo handling within individual terminals.

## Dangerous Goods in Packaged Form

The terminal must contact Port Control as early as possible when handling dangerous goods in packaged form. Dangerous goods should be brought into the port for loading as late as is practicably possible and must be removed from the port as soon as possible after unloading. Explosive substances classified as Class 1 and radioactive materials in Class 7—except for the categories 1.4 S, 1.2 G, 1.3 G, 1.4 G, and non-labelled Class 7—are only permitted to enter or exit the terminal during the time the vessel is actively being loaded or unloaded, in order to avoid any storage outside of this period. Loading of dangerous goods must begin as soon as possible after the goods have entered the terminal, and entry of such goods should take place as close to the vessel's departure as is practically feasible. Exceptions allowing temporary storage outside of these timeframes may be granted on a case-by-case basis for transport safety reasons. It is important to note that storage of dangerous goods is not permitted within the port; only handling as part of the transportation process is allowed.

## Marking and Labelling

Within the port, all packages and cargo units containing dangerous goods must be marked and labelled in accordance with the regulations of the applicable mode of transport.

Dangerous goods involving maritime transport must always be marked in accordance with the IMDG Code.

The port operator reserves the right to stop the transport of dangerous goods if complete documentation or proper marking cannot be presented, or for any other reason that may pose a safety risk.

## Handling and Storage

The terminal must present a storage plan for dangerous goods, approved by the fire and rescue services, to the port operator.

A dangerous goods declaration or other relevant information must be available to authorities, emergency services, and terminal staff for the duration the goods are present at the terminal, to ensure immediate emergency response if needed.

Any accident or incident involving dangerous goods must be reported immediately to the emergency services.

## Special Notification

For larger quantities of dangerous goods, or goods that may pose specific risks or involve a large number of items with the same UN number, the terminal must contact Port Control well in advance, regardless of whether the goods will be handled within the Port of Luleå or are in transit.

## Storage

Storage of dangerous goods is not permitted within the Port of Luleå—only handling as part of the transport process is allowed. Cleaning of dangerous goods containers/tanks may only take place at an authority-approved location with proper facilities for hazardous waste disposal. Storage or depot holding of empty, non-cleaned dangerous goods containers/tanks is strictly prohibited.

## Notification of Dangerous Goods Arriving by Road and Rail

Dangerous goods arriving at the port by land (road or rail) must be pre-notified to the relevant terminal in accordance with applicable regulations.

## Notifications and Permits

All notifications and permit requests must be submitted to Port Control via the Port system. The exception applies to notifications and permit requests that concern only the terminals—these matters must be reported directly to the respective terminal. This exception does not apply to vessel-related matters.

### Diving

Diving is only permitted with authorization from Port Control. Divers must hold a professional certificate and be certified for the specific type of diving work to be performed. The responsible diving supervisor must ensure compliance with the following points:

Permission or changes must always be obtained from Port Control.

Port Control must be informed before and after each diving operation (a diving permit may be valid for a longer period, but Port Control must be notified at each diving occasion).

The diving supervisor is responsible for staying updated on vessel traffic to and from the relevant quay where diving is taking place.

International maritime traffic regulations, port regulations, and port rules must be followed.

### External Maintenance Work Onboard

External repair and maintenance work on vessels moored at the quay must not commence without permission from Port Control. Note that any work causing spills (such as paint residues, cleaning agents, wash water, etc.) that directly or indirectly enter the harbor basin is strictly prohibited.

### Immobilisation

For work that causes the vessel to be unable to move under its own power or be moved at all, permission must be obtained from Port Control. Such permission may be subject to conditions. Rundkörning av framdrivningspropeller

The ship's propellers may only be used for maneuvering; any other use requires special permission from Port Control.

### Hot work on board ships

For temporary hot work on board ships, the ship's master or a person appointed by the master is responsible for fire safety and ensuring that safety regulations (for Swedish ships, the SBF safety regulations apply) are followed, including issuing permits for temporary hot work.

If the hot work is to be carried out in areas where stevedoring operations are ongoing or in the immediate vicinity of the terminal, permission must be obtained from the terminal's coordination officer.



## Dry cargo ports and tankers

Tankers are generally not allowed to call at dry cargo ports. Exceptions may be granted by Port Control, provided the vessel presents a valid entry certificate showing that it is gas-free. Upon arrival at a dry cargo port, and if work is to be performed on board, a work certificate issued by an approved external gas inspector is required. The external gas inspector shall:

Inspect spaces and tanks where there is a risk of explosive gases

Perform gas measurements in these spaces

Confirm that the vessel is gas-free, which means:

A maximum of 1% of the LFL (Lower Flammable Limit) for the relevant product

At least 21% oxygen content in the atmosphere

No traces of toxic substances such as benzene, hydrogen sulfide, or other harmful gases

## Bunkering

Notification of bunkering must be made in Port. The notification shall include the following information:

The name of the receiving vessel

The name of the bunkering vessel or the loader/driver of the tank vehicle

The name of the bunker supplier

Time and place of bunkering

Quantity and product type

The person responsible for bunkering on the receiving vessel and the driver of the bunkering vehicle are obliged to take all necessary safety measures within their respective areas of operation to prevent the release of bunker oil into the external environment.

Bunkering from tank vehicles is not permitted during ongoing loading, unloading, or sampling of flammable goods with a flashpoint below 30 degrees Celsius on the receiving vessel.

Bunkering from tank vehicles is not allowed during ongoing loading/unloading if the receiving vessel has previously carried a flammable substance with a flashpoint below 30 degrees Celsius in cargo tanks or slop tanks to be used as cargo tanks unless tank cleaning has been performed and the receiving vessel is gas-free. A gas-free vessel must be certified with a gas-free declaration from the vessel or a certificate from an independent inspector.

Bunkering must not take place simultaneously with loading/unloading of Class 1 or Class 2 products.

## LNG

Bunkering of LNG is permitted at the Sandskär terminal. For more information about procedures and conditions, please refer to the LNG Bunkering Operating Instructions.

## Before pumping begins

The tanks' vents (gooseneck vents) on the vehicle must be equipped with devices to prevent overfilling. The driver of the receiving vehicle shall inform the delivering vessel of both the maximum pump pressure that the waste can be received at and the quantity to be filled in each tank. The hose for discharging pumpable waste must be securely connected to the connection onboard the delivering vessel and rigged in such a way that it cannot be damaged by the vessel's movements. Only approved hoses tested within the last 12 months may be used. Spill trays must be placed under both the delivering vessel's and the receiving vehicle's manifold connections. It must be checked that all valves on the vehicle are set so that filling occurs into the correct tank. Hoses, pipelines, and the handling area must be well lit so that leaks can be detected. Secure communication must be established between the delivering vessel and the receiving vehicle. This communication shall continue until the discharge is completed and the hose disconnected.

## During pumping

Hoses shall be continuously monitored for leaks. Throughout the entire discharge operation, the driver of the receiving vehicle and the safety watch on the delivering vessel must remain in a position where they can immediately order the pumping to stop. The level in the receiving tanks shall be continuously monitored.

## After pumping is completed

After pumping is completed, hose connections shall be loosened in a way that prevents spillage of oily waste. Spill trays shall be used. Hoses without shut-off valves shall be fitted with blind flanges or secured blind plugs before the hoses are returned to the receiving vessel or vehicle.

## In the event of spill

The following actions must be taken immediately

- Pumping shall be stopped.
- Valves on both the discharging vessel and the receiving vehicle shall be closed immediately.
- Alert emergency services by calling 112.

## Procedure in Emergency Situations

The ship's fire protection equipment shall be in good condition and ready for immediate use.

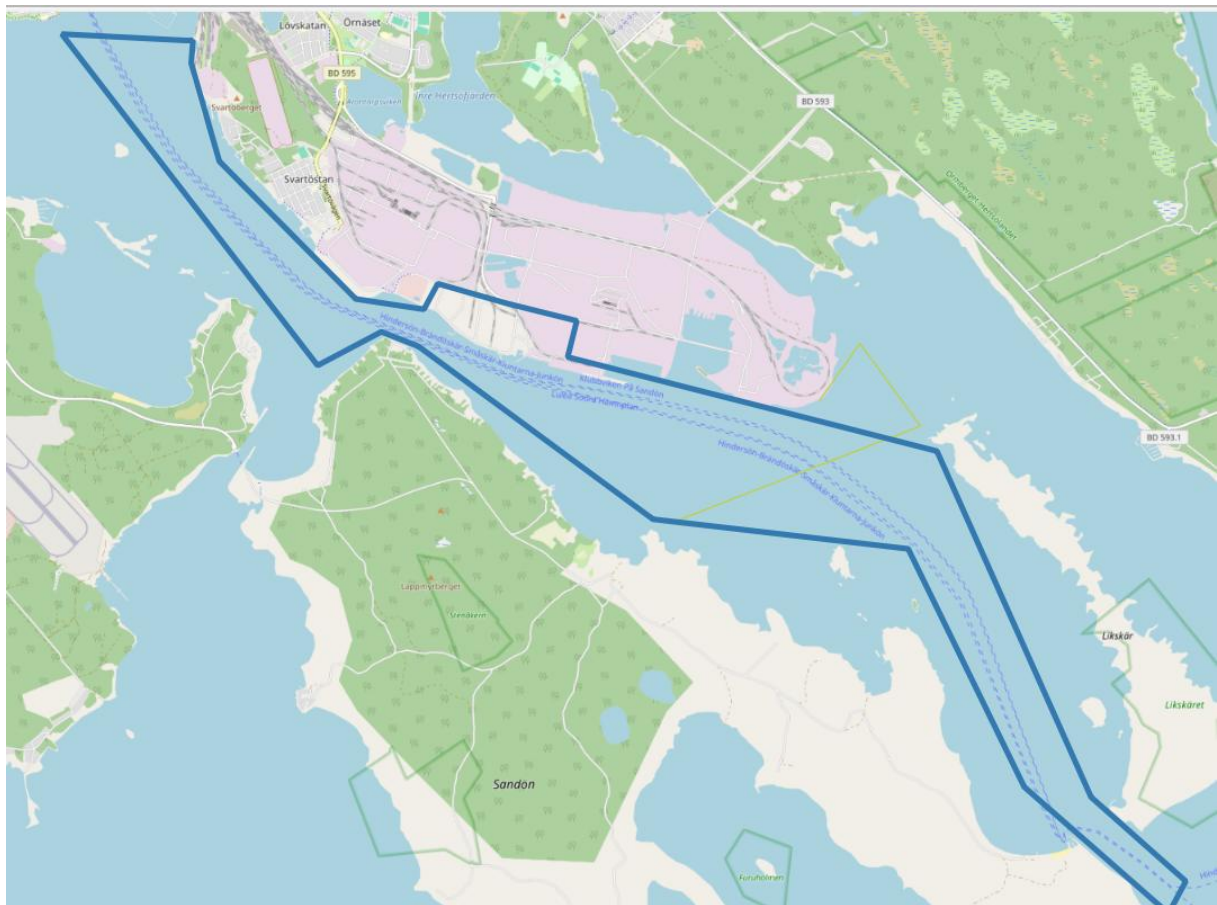
The crew must be trained and well acquainted with its operation.

In case of an emergency, the alarm list according to Table 1 shall be activated.

Additional contact details and emergency procedures for each terminal are provided in.

Call order list		
1.	Emergency call (police, ambulance, fire service)	112
2.	Sweden Rescue	VHF kanal 16
3.	Contact VTS LULEÅ	VHF kanal 14
4.	Duty officer Port of Lulea	+46 (0)70 325 12 87

## Appendix 1: Geographical Municipal Port Area



## Appendix 2: General Port Area Boundary

