

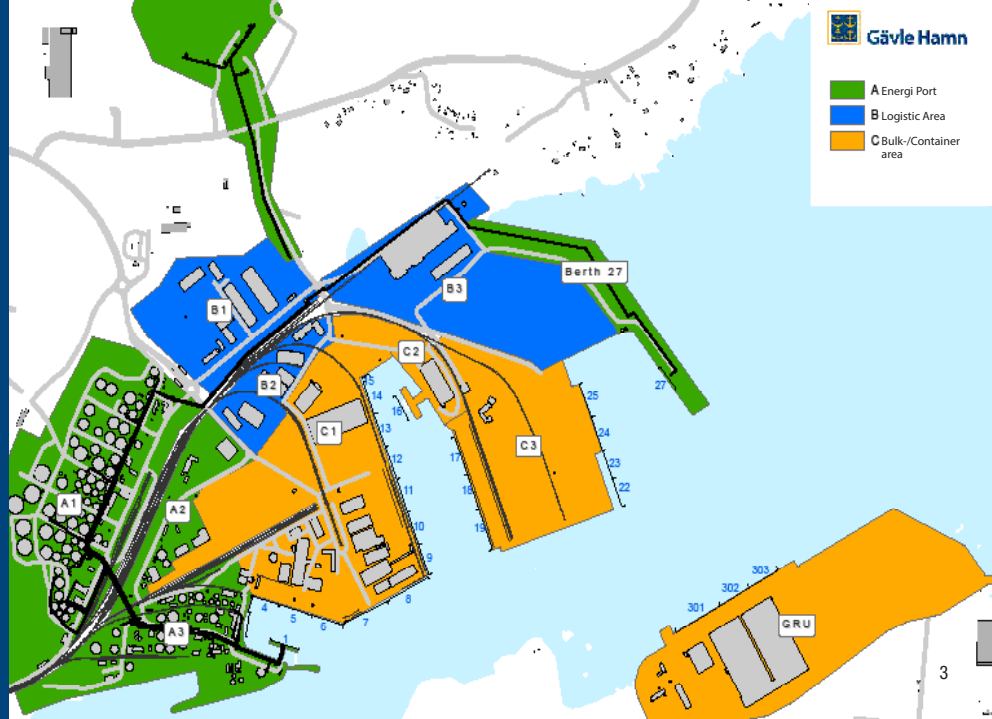
Rules and terms

for those who visit Port of Gävle

The purpose of this document is to ensure that all persons who are granted access to visit Port of Gävle have sufficient knowledge of the rules and terms that apply during the stay. Violations of the rules of the Port of Gävle may lead to a person being evicted from the area and may also lead to withdrawal of access card.

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Coordination responsibility

Shared workplace

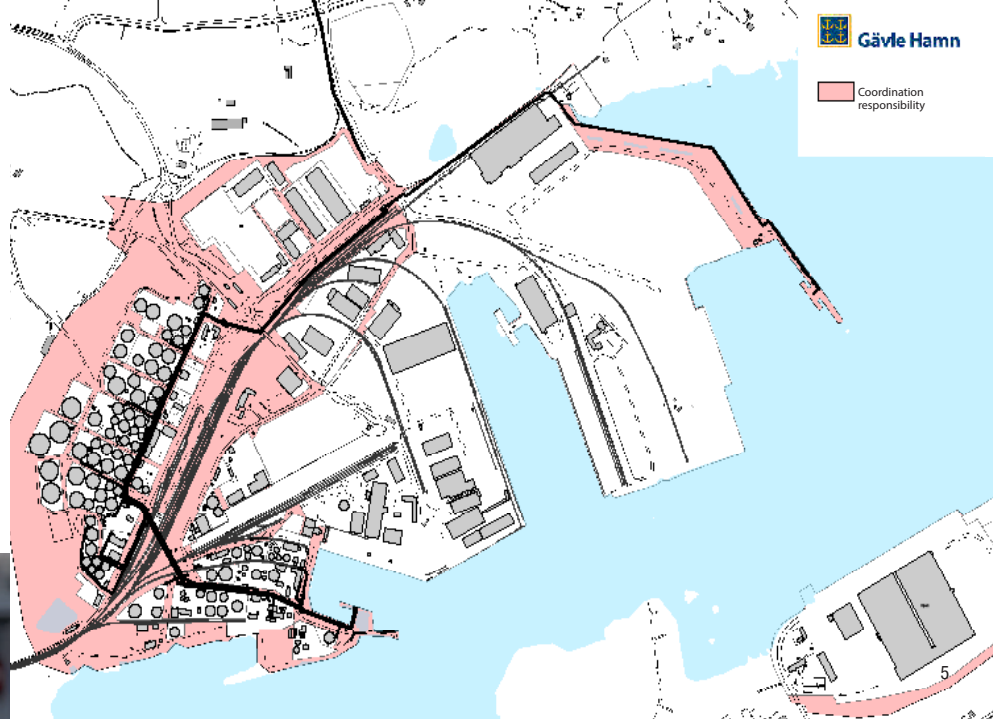
According to the Swedish Work Environment Act (SFS 1977:1160) a party that controls a shared workplace is responsible for coordinating health, safety and accident prevention measures. Areas where the Port of Gävle bears responsibility for coordination are shown in pink on the map; see page 5.

Leasehold and site leasehold areas within Port of Gävle

Leasehold and site leasehold areas at the Port of Gävle constitute separate proprietary workplaces where the operators concerned bear responsibility for coordination. Within these areas, the concerned operators rules apply.

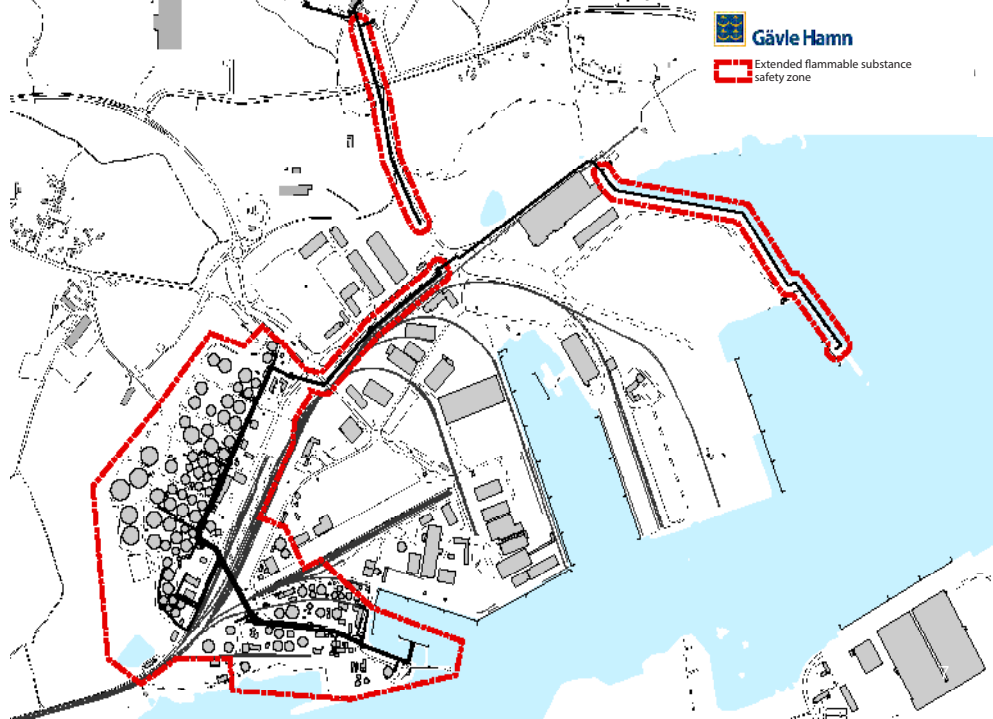
Rules applying within the areas for which Port of Gävle having the coordination responsibility

These rules and terms and other rules and regulations that concern individuals and companies in the Port of Gävle are available under "Customer service" on our website www.gavlehamn.se



General terms & traffic- and safety rules

- Maximum permitted speed is 30 km/h.
- Parking is only allowed at designated locations.
- Safety clothes should be worn outside of the vehicle and other protective equipment where required.
- Non-work-related traffic is prohibited.
- Note that a limited height prevails in many places within the area.
- It is not allowed to enter the area under the influence of alcohol or drugs.
- Smoking is prohibited throughout the extended flammable substance safety zone. These areas are marked with red lines on the map on page 7.
- Work permits are required for all types of work in the areas of Port of Gävle. Within areas, where Port of Gävle has coordination responsibility contact shall be taken directly with the Port traffic office by telephone +46 (0)26 178866 or at the main gate upon entry. Port traffic office advises person in charge at Port of Gävle regarding the issuing of the respective work permit.
- If work is to be carried out within the extended flammable substance safety zone, i.e. areas that are near or directly adjacent to pipelines, tanks and oil wells, a special work permit is required. In order to facilitate the overall coordination of work with so-called hot works, this must be reported to the Port traffic office. This applies to all hot work in the port area. Other work that may affect surrounding operations in the extended flammable safety zone must also be reported.
- Photographing and filming is prohibited within the area. For questions concerning permission to take photos or to film contact the Port traffic office on phone number +46 (0)26 178866.
- Visitors must be pre-registered. Co-passengers must be included in the application for access to Port of Gävle. To make a pre-registration, see the link <https://mobil.gavlehamn.se/>
- The entry code is personal and must not be transferred.
- You accept that information about name, picture, phone number, email address and registration number is saved from application time to one month after completion of the visit. Personal data is saved due to possible irregularities that may have occurred during the time of the visit. The data is stored on Port of Gävle's server.
- You accept that images from the surveillance cameras will be saved from the visit for one month. Images are saved due to possible irregularities that may have occurred during the time of the visit. The images are stored on Port of Gävle's server.
- You accept that photos/films which is taken by the Port of Gävle (or on behalf of the Port of Gävle) within the area, may be published on social medias, information sheets/brochures and on the website.

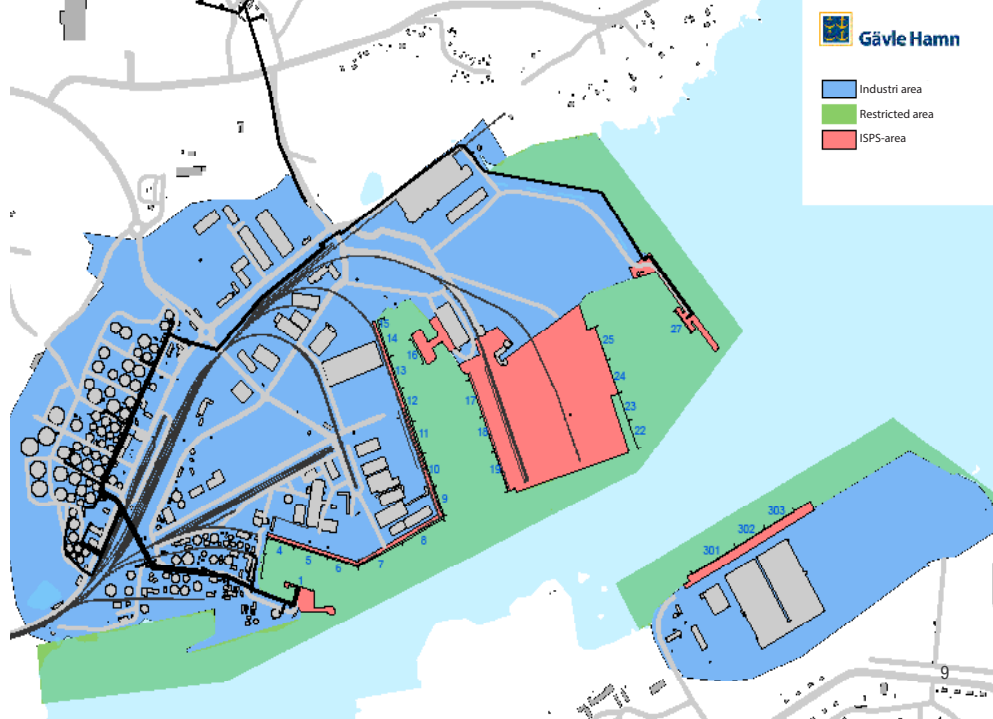


Authorization and access card

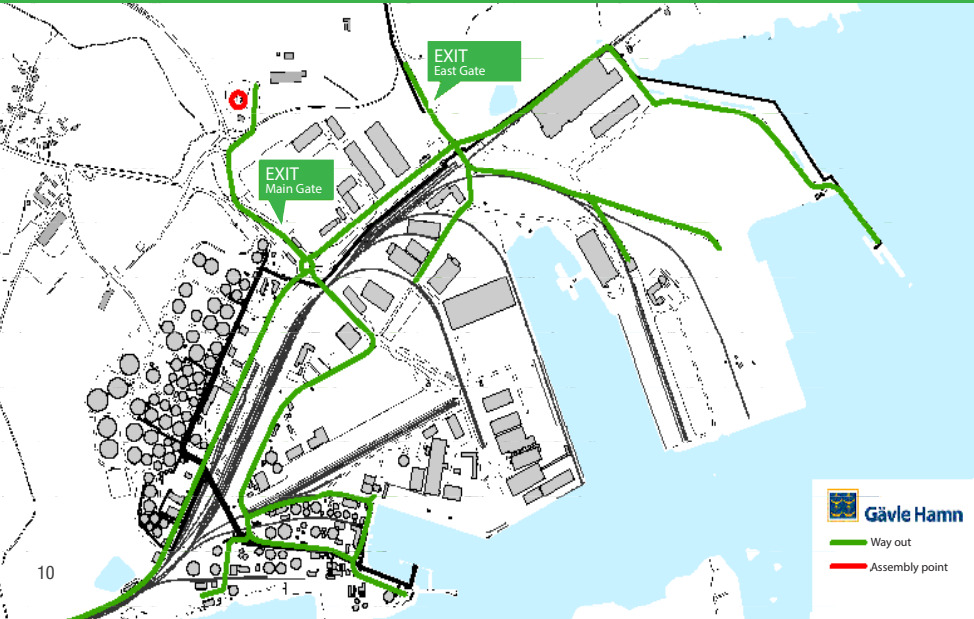
For access to areas within the Port of Gävle, an approved pre-registration or valid access card is required. Permission and access card may apply to either industry area or industry area together with the ISPS-area (see markings on the map on page 9). ISPS-areas are the quay areas where direct cooperation takes place between vessel and port. For permission to do work within the ISPS-area you must have passed an approved education in port security or alternatively be accompanied by qualified personnel.

Under "Customer Service"/"Applications, notifications & visitors" on Port of Gävle's website, there is a guide for guests regarding access requests.

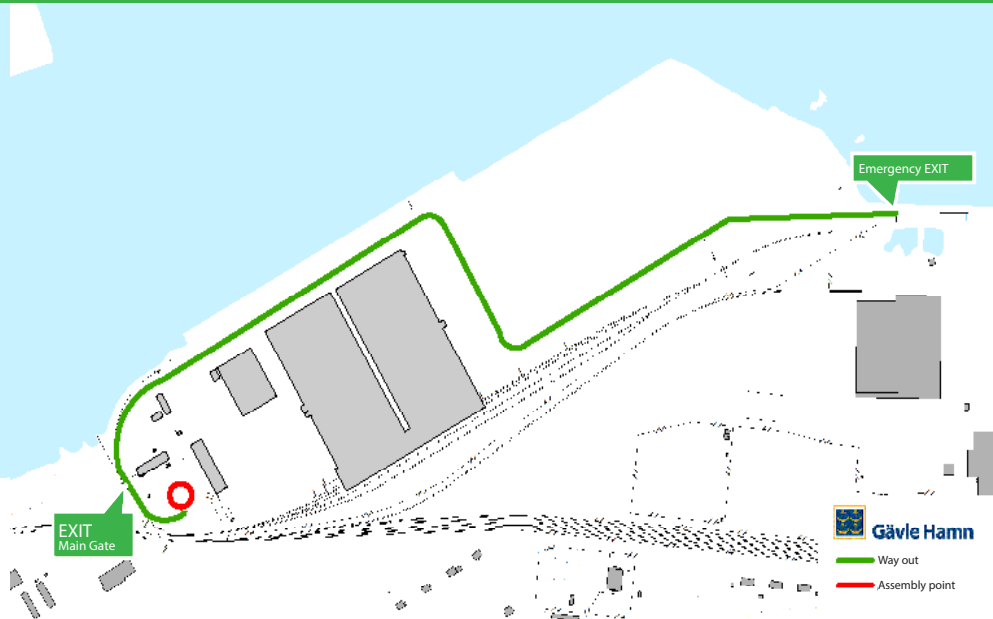
The access card is a personal value document and Port of Gävle shall be notified without delay if the card is lost. After the last use of the access card, the card must be returned to Port of Gävle.



EVACUATION MAP Fredriksskans



EVACUATION MAP Granudden



Deviation- and incident reporting

Shared workplace

All deviations and incidents such as spillages, fire, injury, damage or environmental harm must be reported to Port of Gävle's Port traffic office on phone number +46 (0)26 17 88 66 or by e-mail to trafik@gavlehamn.se. Near misses that might have caused an incident should also be reported

Reporting shall include information on:

- Date of the deviation/incident.
- Place of deviation/incident.
- Description of the deviation/incident.
- Other, according to the information provider, relevant information.
- Contact details of the information provider (name, phone number and e-mail).

Leasehold and site leasehold areas within Port of Gävle

The operator/assigner is responsible for deviation reporting within the proprietary leasehold or site leasehold area. Major incidents and deviations must also be reported to the Port of Gävle. Send the report by e-mail to trafik@gavlehamn.se.

Port security/ISPS

ISPS is a ship and port facility security code that is based on international rules, which are the same all over the world. The ISPS-code (International Ship and Port Facility Security Code) applies to vessels in international traffic and port facilities serving these vessels. The rules are intended to protect the port and its vessels from external threats such as possible terrorist attacks. For ports within Europe, there is also something called Maritime Security, which is an EC-directive covering the entire port.

The ISPS-code primarily regulates the accessibility for different people to different parts of the port area. It is e.g. prohibited from staying on quays and aboard vessels for persons without authorization.

The vessels also have their own ISPS-security, which means that they have their own protection zones for which they themselves are responsible. This means that the master of a vessel must give his permission before visitors can board. It is also often requirements of identification in order to get on board.

A basic function of maritime and port security is the three levels of protection; where level 1 is normal level, level 2 is elevated level of protection and level 3 is when an imminent risk exists. The rules for e.g. accessibility differs between the different levels of protection. It is NOA (National Operational Department) within the police that determines which level will apply in the port.

Another important part of the port- and maritime security is that the area around the port is separated by a fence with camera surveillance in some places.

Under "Customer Service"/"Port rules and regulations"/"Misc" on Port of Gävle's website, you can read more about the Port security/ISPS.

In case of emergency

Dial 112 for alarms to SOS

Evacuation alarm

Evacuate the port area and proceed to the assembly point (refer to pages 10–11). Trucks must also proceed to the assembly point. At the Fredriksskans port area the alarm is a regular, rising evacuation tone.

Emergency situations

Fire

- Cease all activity and assist people in distress.
- Dial 112 and then also the Port traffic office on phone number +46 (0)26 17 88 66.
- If possible, attempt to extinguish using the equipment available. Do not attempt to extinguish the fire if you lack the proper extinguishing agent or sufficient knowledge of how to safely extinguish what is burning.
- Evacuate and proceed to the assembly point.

Personal injury

- Assist the injured and ensure that this person is not left alone.
- Dial 112 and then also the Port traffic office on phone number +46 (0)26 17 88 66.
- Warn those around you if there is a risk of further injuries and meet up the ambulance so that they quickly can reach to the scene of the accident.

Important contact details

Organization	Function	Accessibility	Phone number	E-mail
Port of Gävle, Port Authority, Port traffic office	Traffic coordinator Main gate Fre- driksskans, TIB (standby officer in charge) and PFSO Energy Port	Year around, round-the-clock	+46 (0)26- 17 88 66	trafik@ gavlehamn.se
Yilport Gävle	Main gate Granudden	Mon–Thur 07:00-23:00, Fri 07:00-19:00	+46 (0)10- 551 8981	
BillerudKorsnäs AB	Gate-keeper Granudden	Other times, i.e. when Yilport Gävle do not have staffing in the Main gate on Granudden	+46 (0)26- 15 15 19	



Gävle Hamn