

REGULATIONS ON ORDER IN THE PORT „FILIPI SHIPYARD d.o.o.“

Based on Article 84 of the Law on Maritime Property and Sea Ports (Official Gazette No. 158/03, 141/06, 38/09, 123/11, 98/19, 56/16, 98/19), the management of „Filipi Shipyard d.o.o., Ždralovac 1, Sukošan, identification number: 36685663336, is issuing this Rulebook.

1. BASIC PROVISIONS

- 1.1. This Rulebook prescribes the conditions and manner of maintaining order in the special purpose port of the shipyard, Filipi Shipyard d.o.o. hereinafter: Shipyard.
- 1.2. These rules apply to the entire area used by the Shipyard (land and sea) in accordance with the Concession Agreement on maritime property for the purpose of economic use with the right to reconstruct and expand the special purpose port, the shipyard port CLASS: UP/I-342-11/22-03/1, FILE NUMBER: 2198-01-22-9 concluded with the Zadar County as the concession provider, on August 8, 2022.
- 1.3. The order in the shipyard is carried out by the concessionaire, the management of the company Filipi Shipyard d.o.o.

2. DETERMINATION OF PLACES FOR THE ACCOMMODATION OF VESSELS

- 2.1. The shipyard contains places for the accommodation of boats, yachts and ships (hereinafter referred to as vessels), wharves and pontoons.
- 2.2. Permanent or transit accommodation is determined by the harbor master, in agreement with the shipyard manager.
- 2.3. Permanent accommodation at sea or on land is determined by a contract with the owner or user of the vessel, according to the General Terms and Conditions of the Filipi Shipyard d.o.o.

- 2.4. Accommodation on land is determined according to the plan of the area provided for it or, if necessary, with the approval of the shipyard manager.
- 2.5. The vessel in the port must be moored with suitable and correct ties on the mooring devices (bollards, shackles, etc.).

3. NAVIGATION OF THE VESSEL

- 3.1. A vessel entering the port in the shipyard must not sail at a speed greater than 2 knots.
- 3.2. Every time that a vessel enters the shipyard port, the master of the vessel is obliged to announce his arrival to the sailor or the shipyard manager.
- 3.3. The master of the vessel is obliged to have a valid navigation license (vignette) and a list of persons certified by the harbor master.
- 3.4. The master of the vessel is obliged to report his arrival at the shipyard office without delay by presenting his personal documents, the vessel's documents and the list of the crew on board (except for the master of the vessel who has a contract for permanent accommodation or repair at the shipyard).
- 3.5. The master of the vessel is obliged to keep garbage and waste oil until arrival at the port, where he is obliged to hand them over.
- 3.6. If an extraordinary event occurs on the vessel to persons, hull, equipment, machinery or cargo, or if environmental pollution is observed, the person operating the vessel is obliged to report this to the shipyard without delay.
- 3.7. After a call about pollution is made, the maintenance and environmental protection service, which has in its premises the means and equipment for preventing sea pollution, will begin to remove the consequences of sea pollution.
- 3.8. Vessels, when they arrive in the port, or when they leave it, and during navigation in the port, must reduce their speed so that the waves created by their navigation do not damage other vessels, the coast and devices in the port.

4. MOORING AND ANCHORING

- 4.1. Vessels in the shipyard are moored according to the instructions of the staff (harbor manager and sailors). The mooring of the vessel must be carried out in a safe manner, with correct ropes of appropriate dimensions. Mooring ropes must not interfere with the navigation of other vessels.
- 4.2. Anchoring of vessels is prohibited in the shipyard port.
- 4.3. Connecting the vessel to the electrical and plumbing installations of the shipyard is only allowed if the vessel has the correct installations for this.
- 4.4. The port manager can move the vessel to another berth in the port due to the mooring needs of larger vessels or unexpected, extraordinary events such as fire, sinking, force majeure, etc.

5. THE VESSEL'S STAY AT THE PORT

5.1. The following is prohibited in the port:

1. disable access to mooring devices;
2. move, change and remove moorings, anchors and devices of another vessel, except when it is necessary to prevent immediate and obvious damage or when it is necessary due to the arrival or departure of a vessel;
3. tie vessels to navigational and other markings, and devices that are not intended for mooring and move on them;
4. place, move, change, remove or damage navigational and other markings or mooring devices without authorization;
5. damage the operational coast by placing various objects (antennas, plastic storage, carpets, etc.), drive wedges into the coast, perform any other action that damages the operational coast;
6. welding, lighting a fire in an open area on the coast or on a vessel and on mooring devices, and undertaking any actions that cause a fire hazard (sawing/grinding steel, use of pyrotechnics...)
7. clean and scrape, and paint the above-water or underwater part of the vessel's formwork while it is in the sea and without appropriate equipment in controlled conditions only in the service area and with the prior approval of the shipyard manager;
8. pollute the air by emitting dust, smoke and other gases above the permitted amounts that are established by special regulations;
9. keep the vessel's propeller in operation, except for when performing the necessary maneuver of the vessel;
10. carry out repair and reconstruction work on the vessel's formwork, deck, equipment and machinery, as well as maintenance work without the approval of the shipyard management. For all major works, a service zone is designated where the work is carried out by shipyard employees or contracted shipyard subcontractors.
11. The ban does not include owners of vessels in transit who use the shipyard's service for annual maintenance.
12. excluding contractual cooperators of Filipi Shipyard d.o.o., other natural and legal persons are not allowed to carry out work on a vessel without a valid authorization from the vessel owner and prior approval of the shipyard management, or with the payment of a fee for the use of the shipyard's infrastructure.
13. foreign physical and legal persons are allowed to carry out work on the vessel only within the warranty period with the presentation of a guarantee order for the work, a valid power of attorney from the owner of the vessel and after payment of the fee for the use of the infrastructure.
14. All persons who carry out business activities in the area of the shipyard with permission from the shipyard management must have a registered company or trade for that activity and must have passed an exam for working in a safe manner with an authorized company for conducting safety at work and they are responsible for themselves.
15. filling or transferring fuel by the user of the vessel's accommodation;
16. burning waste on the vessel;

17. using the vessel's toilet and emptying the black tank;
18. disturbing the night time peace between 10:00 p.m. and 8:00 a.m. by the users of the accommodation;
19. threaten the safety of navigation, human lives and the environment in any way;
20. carrying out activities on a vessel that may endanger human life, cause a fire, pollute the sea or cause damage to other vessels, the coast, port devices, other devices and facilities;
21. have a 220 V cable plugged into the power supply socket while the crew is not on the vessel. When leaving the vessel, the cable must be disconnected or the shipyard's sailor will do it, except in the case of a specially contracted vessel maintenance service;
22. swim, dive, glide, windsurf, tow or learn water skiing;
23. park a vehicle in the service area of the shipyard, under someone else's vessel on land and outside the areas marked for vehicle parking;
24. walking through the workshops and around the working area of the crane and other technical equipment
25. washing dishes in sanitary facilities
26. keeping auxiliary boats, etc., tied to the vessel at the accommodation.

5.2. The following is allowed in the port:

- 1) the loading of propellant on vessels at the berth in the port, in accordance with the Ordinance on the handling of dangerous substances, conditions and methods of transportation in maritime transport, loading and unloading of dangerous substances, bulk and other cargo in ports, and the method of preventing the spread of expired oils in ports („Official Gazette“ no. 51/05, 127/10 and 34/13, 88/13, 79/15, 53/16, 41/17 and 23/20).

Supplying the vessel with propellant fuel as needed will be done at the berth in the service zone of the operational coast of the crane or as judged by the shipyard manager for the most suitable place.

6. ARRIVAL OF THE VESSEL BY LAND

- 6.1. When arriving at the shipyard by land, with a towing vehicle and a vessel on a trailer or by truck, the owner or user of the vessel is obliged to announce his arrival to the shipyard in advance and upon arrival he must register at the shipyard's office and, above all, he is obliged to inform himself about the regulations related to the entry of vessels into the Republic of Croatia as well as customs regulations. The owner or user of the vessel must then open a work order for lowering the vessel into the sea or parking the vehicle and trailer along with the presentation of personal documents and the vessel's documents.
- 6.2. Upon the arrival of a new vessel by land, the owner or user of the vessel is obliged to present his personal documents and the vessel's documents - the single customs declaration (JCD), and further act according to the instructions of the staff and the procedure for conducting customs affairs.
- 6.3. The owner or user of a vessel who has entered into an annual accommodation contract with the shipyard is obliged to register his arrival at the shipyard's office during working hours with the presentation of personal documents, or to send a notification by e-mail at least 2 days before his arrival on the vessel.

7. DEPARTURE FROM THE SHIPYARD PORT

- 7.1. When leaving the shipyard, the owner or user of the vessel is obliged to disconnect the vessel's electrical, plumbing and gas connections.
- 7.2. When leaving the shipyard, the master of the vessel is obliged to leave the correct mooring equipment. If the vessel remains on annual accommodation, the master of the vessel is obliged to hand over the vessel's keys to the shipyard office together with the vessel's valid documents (vignette with associated documentation, valid insurance and mandatory insurance). The keys will be returned when he returns to the vessel, The shipyard is not responsible for a vessel if the keys are not stored in the shipyard's office,
- 7.3. If a vessel that was in transit leaves the shipyard by land, all operations of lifting the vessel and loading it onto a vehicle or trailer are performed through the shipyard's service office.
- 7.4. If the vessel for which there was an Accommodation Agreement leaves the shipyard permanently, the master of the vessel must notify the shipyard office of the departure of the vessel, and cancel the Accommodation Agreement in writing.
- 7.5. If the vessel for which there was an Accommodation Agreement leaves the shipyard by land, all operations of lifting the vessel and loading onto the vehicle are performed through the service office at the shipyard.

8. REGISTRATION AND ACCEPTANCE OF WASTE FROM VESSELS AND REMAINING CARGO

The registration and reception of waste in the port is carried out in accordance with a special PLAN for the reception and handling of waste from vessels and the remaining cargo from vessels

- 8.1. Toilets and showers of vessels that do not have black tanks for receiving waste water may not be used at the shipyard. Vessels may not be washed with detergents that are not acceptable for the environment. The shipyard provides the possibility of using toilets and showers for users of its services. If the Owners or users of vessels pollute the sea or the facilities of the shipyard, the shipyard will charge the Owner a cleaning fee. Vessel owners who pollute the area of the shipyard port may be charged fines for pollution.
- 8.2. The exact locations, description and instructions for disposal of all types of waste are shown on the schematic diagram, which is also part of the waste management plan in the port, and which is displayed on the shipyard's official notice board and the shipyard's office. In case of non-compliance, the shipyard will take legal measures, and the owner will be charged three times the usual price for the cost of cleaning personnel, materials or equipment to be used during cleaning. Furthermore, failure to comply with the shipyard gives valid grounds for unilateral termination of all existing contracts and agreements with the Owner in question, and it will not be possible to request any refund of already paid funds.
- 8.3. It is absolutely forbidden to discharge bilge or waste water or waste of any kind into the sea, outside of the designated facilities.
- 8.4. The owner of the vessel is responsible for cleaning the environment of any pollution both in the sea and on land in connection with his vessel. If he does not do it properly, the shipyard employees will perform the cleaning, and the owner will be charged for all cleaning operations.
- 8.5. Hazardous, inflammable and explosive materials, poisonous and toxic materials, liquid fuels, acids and oils must not be brought into the shipyard except by transporting them in safe and well-guarded leak-proof containers. All local rules and regulations regarding this matter must be strictly followed and applied and the owner is obliged to ensure that no unpleasant odors are released into the environment. If appropriate preventive measures are not taken, the owner will be held responsible and possible costs for rectifying the situation will be charged. The shipyard director must be informed of the nature and amount of such of the mentioned material.

9. METHOD OF CONTROL

- 9.1. Control over the application of this rulebook is performed by the administration or a person authorized by the administration.
- 9.2. Control of the management, docking, mooring, anchoring and sailing of vessels in the shipyard is performed by the shipyard manager.
- 9.3. Supervision over the safety of navigation and over the enforcement of order in the port and over the enforcement of this ordinance is carried out by the Zadar Port Authority.

10. OBLIGATIONS OF THE AUTHORITY MANAGING THE PORT

- 10.1. The authority that manages the port is obliged to supervise the Vessels at the shipyard, in accordance with the relevant laws and professional standards.
- 10.2. The shipyard is obligated to:
 - monitor the condition of the vessel and moorings and inform the user of the accommodation about the observed deficiencies;
 - maintain and, if necessary, change the anchor line between the anchor and the vessel;
 - enable the supply of electricity according to the possibilities of the network and the correctness of the socket on the power cabinet;
 - monitor and maintain power cabinets;
 - enable the vessel to be supplied with water and the correctness of the faucet;
 - in the event of visible sea penetration and/or fire, intervene and undertake all actions aimed at saving the vessel and the property of the shipyard at the expense of the user of the accommodation;
 - report damage to the Vessel caused by other Vessels and/or third parties to the competent authorities (Port Authority and Maritime Police)
 - make sure that the Vessel is placed and positioned in accordance with the instructions of the shipyard;
 - the shipyard is not responsible for any damage caused to vehicles during the use of the shipyard's parking spaces;
 - the shipyard is properly insured according to the law of the Republic of Croatia against liability arising from its activities;
- 10.3. In the absence of the accommodation user, the shipyard has the right to temporarily use the accommodation, while the accommodation user is obliged to inform the shipyard about the return of the vessel 24 hours before the return by phone and/or email and SMS message to the already known number of the shipyard. The accommodation user is obliged to report any absence of the vessel.
The absence of the Vessel from the shipyard port is not deducted from the cost of accommodation of the Vessel.
- 10.4. The body that manages the port is obliged to notify all users of the services provided by Filipi Shipyard d.o.o. on how to submit complaints and/or objections about the quality of the services provided. Any user of the services provided by the Shipyard can submit a complaint and/or objection in writing, to which the authority managing the port is obliged to respond within the legal deadline.

11. FINAL PROVISIONS

- 11.1. On the date that this Rulebook enters into force, the current regulation on maintaining order in ports and in other parts of the internal sea waters and territorial sea of the Republic of Croatia for the special purpose port, the shipyard port of Filipi Shipyard d.o.o. from _____ ceases to be valid,

11.2. This Rulebook enters into force after obtaining the consent of the Port Authority of Zadar.

In accordance with the regulations of the Republic of Croatia, Filipi Shipyard d.o.o. by the adoption of this Rulebook, as a user of the shipyard port, therefore as the authority that manages the port, fulfilled its obligation to prescribe order in the port

Published on:

Filipi Shipyard d.o.o.

Came into effect:

Director: Ljubomir Zrilić

HARBOR CAPTAIN :

Signature:

Seal: