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OPERATIONS · PORT OF SOHAR

Annex A — General Supervisor: what you decide

An addition to the General Supervisor Job Description. It takes nothing away from it.

General Supervisor	All shifts	Draft — not issued	Operations and HR
APPLIES TO	SCOPE	STATUS	TO BE AGREED WITH

1 WHY THIS ANNEX EXISTS

The Job Description sets out **what a General Supervisor does**. It does not say **what he settles himself**. Where that is not written down, work travels upward by default — not because anyone intends it to, but because nothing says it should stop. This annex writes it down. Every line here is an addition; nothing in the Job Description is withdrawn or contradicted.

2 THE LINE

If it ends when your shift ends, you decide it. If it outlives your shift, it comes up. That settles most of a day without a conversation, and where it does not, the table below says so. You do not need permission to do your job. You need it to change what somebody else has been promised.

3 WHERE DECISIONS SIT

YOU DECIDE, NO ONE TO ASK	YOU DECIDE, AND YOU REPORT IT	COMES UP FIRST
Deployment of men and equipment across the gangs during your shift	**Overtime within the agreed norm**	**Anything that changes the berth plan or the vessel sequence**
Order of work within the agreed plan — which hatch, which hold, which block first	Calling extra manpower from the pool	Any commitment to a customer or agent: a time, a rate, a completion
Breaks and rolling breaks, so the gang keeps being fed	Changing gang size for the rest of the shift	Stopping a vessel's operation for a reason other than safety
Swapping equipment for what is available	Re-sequencing the day's deliveries	Spend above the agreed limit
Starting and finishing on time, and recording any deviation with its reason	Holding a gang back because the cargo is not ready	A dispute with a third party that is not resolved inside the shift
Correcting a tally or documentation error made on your shift	Work carried over to the next shift	Anything that will still be a problem after your shift ends

4 A STANDING TASK KEEPS ITS OWN DECISIONS

- Some General Supervisors carry a **named standing task** beside the shift — berth planning, tally. The decisions belonging to that task stay with the person who holds it. This annex governs the shift, not the task.
- Where a standing task and a shift decision meet — a berth plan that a shift cannot deliver — **the two speak to each other first** and the outcome is reported. It does not go up as a disagreement.

5 TWO THINGS THAT ARE NOT DECISIONS

- **A Letter of Protest is a record, not an outcome.** Write it where it belongs — and keep working the problem alongside it. A protest filed and left is a shift that stopped twice.
- **Bring a proposal, not a problem.** When something has to come up, bring what you would do about it. You were standing there; whoever you are asking was not.

6 WHAT THE JOB DESCRIPTION ALREADY SAYS

- *"Typically a General Supervisor will spend around 60% of his time on supervisory activities outside on the terminal."* — this annex is written so that the paperwork does not quietly take that time back.
- *"…and execute minor administrative activities in the terminal office."* — administration that is not minor, and not yours, belongs somewhere else. **If it keeps arriving, say so**: that is a fault in how we are set up, and it gets fixed there.
- *"To make sure that team members are executing their job as instructed."* — the shift is yours. This annex says where it ends, not that it is smaller.

Safety sits outside all of it. If something is unsafe, work stops until it is put right. That decision is always yours, it is never questioned afterwards, and it is never held against you or your shift.

Read together with the General Supervisor Job Description. Signed as understood, not as a change of terms.

EMPLOYEE NAME AND SIGNATURE	OPERATIONS	DATE