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OPERATIONS · PORT OF SOHAR

Start & Stop Reason Codes

Ten codes · one per deviation · the Supervisor assigns them

OPS-CARD-SST-01	Rev 1.0 (draft)	Shift Supervisors & GSV	Start and Stop Times v1.8	OPS-FORM-SST-01
Document	Revision	Applies to	Full rules in	Used with

CONTROLLABLE BY CSO

SOLID CODE · COUNTS IN THE CSO FIGURE

E	**Employee related**	Late arrival, absent without notice, leaving the workplace early
P	**Manpower planning**	Late allocation, missing replacement, gang incomplete
Q	**Equipment (CSO)**	CSO equipment not available or not ready, breakdown, operator missing, MHC daily check by TDC running into the operational start
T	**Transport**	Transport to or from the workplace late or not available
O	**Operational preparation**	Gear not ready, unclear instructions, stow plan or documents not available

REPORTED SEPARATELY — OUTSIDE CSO CONTROL

OUTLINED CODE · HATCHED COLUMN

Recorded and reported, but kept out of the CSO performance figure, so the KPI reflects what CSO can influence.

C	**Customer / vessel related**	Vessel not ready, hatches closed, shifting cargo, poor stowage, vessel crane or vessel gear not ready or not safe to use, ship's crew, cargo or trucks not available
W	**Weather**	Rain, wind or visibility stoppage
S1	**Safety — unsafe condition**	Work stopped until a risk is mitigated
S2	**Safety — incident**	Operations stopped following an incident

OTHER

X	**Other**	Comment mandatory

THE THREE THAT CAUSE ARGUMENTS

Q or C?	**Q is CSO equipment only.** A vessel crane or vessel gear that is not ready, or not safe to use, is **C**. Coding it Q would count the vessel's downtime as our own.
S1 or S2?	**S1** is work stopped **before** something went wrong, to remove a risk. **S2** is operations stopped **after** an incident. A safety stop never counts against the gang and is never a reason not to stop.
Still disagree?	The **Duty GSV decides and that decision stands.** A code C can support a claim against the vessel, so it has to be one judgement, not several.

WHO WRITES WHAT

Tally Clerk	records the fact and the time, to the minute, as it happens.
Supervisor	assigns the code and signs the sheet, before the end of the shift.
GSV	collects the signed sheets at the end of the shift.
Cause not visible	from the workplace — late allocation, a missing replacement? Leave the code open and complete it at handover.

> **One deviation, one code.** A stop that has two causes is split at the time the second one began. X is the last resort, not the quick one — and X without a comment is an entry nobody can use.

WHERE A DELAY IS ALSO AN ACCESS PROBLEM

A delay caused by the means of access — **gangway, man basket** — is coded **O** or **S** depending on the cause.

> **Why the code matters.** Over two and a half years, **1,664 hours** were lost at the shift boundary — **47% of all shifts**, around **1.8 hours a day**. The hours were recorded. The reason was not, so nobody could act on them. The code is the part that was missing.