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OPERATIONS · PORT OF SOHAR

Start & Stop — Morning Shift Flow

What happens at each step, and what happens when it does not

OPS-FLOW-SST-01	Rev 1.0 (draft)	GSV · SV · Tally Clerk	Start and Stop Times	OPS-FORM-SST-01
Document	Revision	Applies to	Full rules in	Records on

READ BY SHAPE — Rectangle = what is done · Pointed both ends = the question · **E** Solid code = ours, counts in the CSO figure · **C** Outlined code = not ours, reported separately

BEFORE 06:00 — **Absence notifications in.** CSO **and** third party report via the fixed OPS telephone number.
→ **All absences reported?** NO → Outgoing GSV does not know the gap and cannot plan · gang starts incomplete — **P**

06:00 TO 06:30 — **Outgoing GSV adjusts the planning.** Arranges replacements for every reported absence.
→ **Replacement arranged?** NO → Gang starts incomplete — **P**

06:15 — **GSVs present at the terminal.** — draft timeline only, not yet in the procedure (open point 2).

06:30 — **SV2 and SV3 present at the terminal.**
→ **SV2 and SV3 present?** NO → Transport late · the handover shifts back — **T**

06:30 TO 06:45 — **Shift handover.** GSVs, SVs and Store personnel.

06:45 — **Allocation final, including replacements.** — 06:45 per the procedure; the earlier draft said 06:50 (open point 1).

07:00 — **Clock in. All employees present.** Toolbox talk: general first, then per vessel.
→ **Everyone clocked in?** NO → Late, or absent without notice — **E**

07:25 — **Canteen cleared.** SV2 / SV3 do a final check that everyone has left.

07:30 — **OPERATIONAL START**
Productive work begins **AT THE WORKPLACE** — PPE on, gear ready, mobile equipment manned.
→ **Productive work at 07:30?** NO

OURS — CONTROLLABLE BY CSO
- **E** employee
- **P** manpower planning
- **Q** CSO equipment
- **T** transport
- **O** operational preparation — gear, instructions, stow plan

NOT OURS — REPORTED SEPARATELY
- **C** vessel or customer
- **W** weather
- **S1** safety, unsafe condition
- **S2** safety, incident

FROM 07:30 — **GSVs walk all vessels.**
→ **Round walked?** NO → Nobody verifies whether the 07:30 start was actually achieved — the whole record above becomes an assumption

WHERE EVERY NO ENDS UP — ONE LINE ON THE SHEET

Any deviation over 5 minutes ▶ **Tally Clerk** records the actual time and what happened ▶ **SV** assigns the reason code and signs ▶ **GSV** receives the sheet ▶ **data extracted daily**

Flowchart, procedure, code card and tally sheet are one closed loop: the chart says when, the code card says which code, the sheet is where it is written down.

TO CONFIRM BEFORE APPROVAL

1. **Allocation time.** This chart uses **06:45**, matching the procedure. The earlier draft said 06:50.
2. **06:15 GSVs present** and the **07:15 bus departure** appear in the draft timeline but not in the procedure. Add them to the procedure, or drop them here.
3. **The 07:30 GSV round of all vessels** is not yet written into the procedure.