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OPERATIONS · PORT OF SOHAR

Start & Stop — Night 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 22:00 — **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**

22:00 TO 22:30 — **Outgoing GSV adjusts the planning.** Arranges replacements for every reported absence.
→ Replacement arranged? NO → Gang starts incomplete **P**

22:15 — **GSVs present at the terminal.** — draft timeline only, not yet in the procedure (open point 2).

22:30 — **SV2 and SV3 present at the terminal.**
→ SV2 and SV3 present? NO → Transport late · the handover shifts back **T**

22:30 TO 22:45 — **Shift handover.** GSVs, SVs and Store personnel.

22:45 — **Allocation final, including replacements.** — 22:45 per the procedure; the earlier draft said 22:50 (open point 1).

23:00 — **Clock in. All employees present.** Toolbox talk: general first, then per vessel.
→ Everyone clocked in? NO → Late, or absent without notice **E**

23:25 — **Canteen cleared.** SV2 / SV3 do a final check that everyone has left.

23:30 — **OPERATIONAL START**
Productive work begins **AT THE WORKPLACE** — PPE on, gear ready, mobile equipment manned.
→ Productive work at 23:30? 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 23:30 — **GSVs walk all vessels.**
→ Round walked? NO → Nobody verifies whether the 23:30 start was actually achieved — the whole record above becomes an assumption

02:00 TO 03:00 — **Break 02:00 – 03:00 — moved from 05:00 – 06:00.** NEW The old slot coincided with the morning prayer, which left the last two and a half hours of the shift standing idle.

AROUND 05:00 — **Prayer is taken in turns at the workplace.** The Supervisor coordinates who goes when, so the gang never stands still.

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 **22:45**, matching the procedure. The earlier draft said 22:50.
2. **22:15 GSVs present** and the **23:15 bus departure** appear in the draft timeline but not in the procedure. Add them to the procedure, or drop them here.
3. **The 23:30 GSV round of all vessels** is not yet written into the procedure.