Start & Stop — Morning Shift

07:00 – 15:30 · what happens at each step, and what happens when it does not

Reading it. Left column is the time. The box is what is done. On the right is the question and, when the answer is no, the reason code that goes on the sheet. **E** solid = ours, counts in the CSO figure. **C** outlined = not ours, reported separately. Full rules in Start and Stop Times v2.0.

before 06:00	**Absence notifications in** CSO and third party, to the fixed OPS number	**All absences reported?**	NO — **P** Outgoing GSV does not know the gap and cannot plan
06:00 – 06:30	**Outgoing GSV adjusts the planning** Arranges a replacement for every reported absence	**Replacement arranged?**	NO — **P** Gang starts incomplete
06:15	**GSVs present at the terminal**		
06:15 – 06:45	**System and IVMS checks** Presence of GSV, SV2 and SV3; clock-in status	**Checks done same day?**	NO — **P** A gap is found after the start instead of before it
06:30	**SV2 and SV3 present at the terminal** Picked up earlier than the general bus	**SV2 and SV3 present?**	NO — **T** Transport late, the handover shifts back
06:30 – 06:45	**Shift handover** GSVs and SVs. SVs of the outgoing shift stay at their workplaces		
06:45	**Shift planning final** Which gang goes where, including replacements		
07:00	**Clock in — all employees present** SVs allocate the men as they arrive	**Everyone clocked in?**	NO — **E** Late, or absent without notice
07:00 – 07:15	**Toolbox talk** General first, then per vessel. PPE and gear prepared		
07:15	**Canteen cleared, transport leaves** To B7, B9, B25 and the yard — too far to walk and still be on time		
07:30	**OPERATIONAL START** At the workplace, PPE on, gear ready	**Productive work at 07:30?**	NO — Actual time and one code — E P Q T O ours, C W S1 S2 reported separately
from 07:30	**GSVs walk all vessels** Divided between the GSVs on shift, at the workplaces — not from the canteen	**Every vessel seen?**	NO — The start is assumed instead of checked
12:00 – 13:00	**Scheduled break**	**Back at work at 13:00?**	NO — **E** Late restart, recorded like any other
15:30	**OPERATIONAL STOP** Work continues until this time. Preparing to leave starts after it	**Worked until 15:30?**	NO — **E** Early finish
at 15:30	**Final handover at the workplace** To the incoming gang, at the vessel — not at the gate		

Where every NO ends up — one line on the sheet.
Any deviation over 5 minutes ▸ the Tally Clerk writes the actual time and what happened ▸ the SV assigns the code and signs ▸ the GSV initials for receipt ▸ the data is extracted daily. Nobody is blamed for a reason we can fix.

Start & Stop — Afternoon Shift

15:00 – 23:30 · what happens at each step, and what happens when it does not

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before 14:00	**Absence notifications in** CSO and third party, to the fixed OPS number	**All absences reported?**	NO — **P** Outgoing GSV does not know the gap and cannot plan
14:00 – 14:30	**Outgoing GSV adjusts the planning** Arranges a replacement for every reported absence	**Replacement arranged?**	NO — **P** Gang starts incomplete
14:15	**GSVs present at the terminal**		
14:15 – 14:45	**System and IVMS checks** Presence of GSV, SV2 and SV3; clock-in status	**Checks done same day?**	NO — **P** A gap is found after the start instead of before it
14:30	**SV2 and SV3 present at the terminal** Picked up earlier than the general bus	**SV2 and SV3 present?**	NO — **T** Transport late, the handover shifts back
14:30 – 14:45	**Shift handover** GSVs and SVs. SVs of the outgoing shift stay at their workplaces		
14:45	**Shift planning final** Which gang goes where, including replacements		
15:00	**Clock in — all employees present** SVs allocate the men as they arrive	**Everyone clocked in?**	NO — **E** Late, or absent without notice
15:00 – 15:15	**Toolbox talk** General first, then per vessel. PPE and gear prepared		
15:15	**Canteen cleared, transport leaves** To B7, B9, B25 and the yard — too far to walk and still be on time		
15:30 – 15:45	**Fifteen minutes planned** Short break on a twelve hour shift, or to pray		
15:45	**OPERATIONAL START** At the workplace, PPE on, gear ready	**Productive work at 15:45?**	NO — Actual time and one code — E P Q T O ours, C W S1 S2 reported separately
from 15:45	**GSVs walk all vessels** Divided between the GSVs on shift, at the workplaces — not from the canteen	**Every vessel seen?**	NO — The start is assumed instead of checked
19:00 – 20:00	**Scheduled break**	**Back at work at 20:00?**	NO — **E** Late restart, recorded like any other
23:30	**OPERATIONAL STOP** Work continues until this time. Preparing to leave starts after it	**Worked until 23:30?**	NO — **E** Early finish
at 23:30	**Final handover at the workplace** To the incoming gang, at the vessel — not at the gate		

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Start & Stop — Night Shift

23:00 – 07:30 · what happens at each step, and what happens when it does not

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before 22:00	**Absence notifications in** CSO and third party, to the fixed OPS number	**All absences reported?**	NO — **P** Outgoing GSV does not know the gap and cannot plan
22:00 – 22:30	**Outgoing GSV adjusts the planning** Arranges a replacement for every reported absence	**Replacement arranged?**	NO — **P** Gang starts incomplete
22:15	**GSVs present at the terminal**		
22:15 – 22:45	**System and IVMS checks** Presence of GSV, SV2 and SV3; clock-in status	**Checks done same day?**	NO — **P** A gap is found after the start instead of before it
22:30	**SV2 and SV3 present at the terminal** Picked up earlier than the general bus	**SV2 and SV3 present?**	NO — **T** Transport late, the handover shifts back
22:30 – 22:45	**Shift handover** GSVs and SVs. SVs of the outgoing shift stay at their workplaces		
22:45	**Shift planning final** Which gang goes where, including replacements		
23:00	**Clock in — all employees present** SVs allocate the men as they arrive	**Everyone clocked in?**	NO — **E** Late, or absent without notice
23:00 – 23:15	**Toolbox talk** General first, then per vessel. PPE and gear prepared		
23:15	**Canteen cleared, transport leaves** To B7, B9, B25 and the yard — too far to walk and still be on time		
23:30	**OPERATIONAL START** At the workplace, PPE on, gear ready	**Productive work at 23:30?**	NO — Actual time and one code — E P Q T O ours, C W S1 S2 reported separately
from 23:30	**GSVs walk all vessels** Divided between the GSVs on shift, at the workplaces — not from the canteen	**Every vessel seen?**	NO — The start is assumed instead of checked
02:00 – 03:00	**Scheduled break** Moved from 05:00 – 06:00	**Back at work at 03:00?**	NO — **E** Late restart, recorded like any other
around 05:00	**Prayer taken in turns at the workplace** The SV coordinates who goes when, so the gang never stands still		
07:30	**OPERATIONAL STOP** Work continues until this time. Preparing to leave starts after it	**Worked until 07:30?**	NO — **E** Early finish
at 07:30	**Final handover at the workplace** To the incoming gang, at the vessel — not at the gate		

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