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OPERATIONS · PORT OF SOHAR

GSV Shift Round

The independent check that the shift actually started and actually finished

OPS-FORM-SST-02	Rev 1.0 (draft)	Duty GSV	Start and Stop Times	OPS-FORM-SST-01
Document	Revision	Applies to	Full rules in	Pairs with

DATE	DUTY GSV (NAME)	VESSELS ALONGSIDE (NUMBER)

SHIFT — TICK ONE ☐ Morning ☐ Afternoon ☐ Night

1 · START ROUND

complete within 30 minutes of the operational start

WRITE FIRST, READ AFTER. Fill in this table from what you see standing at the workplace. Only once both rounds are written down do you look at the Tally Clerk's sheet.

VESSEL	GANG	TIME OF VISIT	WORKING?	IF NOT — WHAT YOU SAW	CODE

2 · FINISH ROUND

before the operational stop

VESSEL	GANG	TIME OF VISIT	STILL WORKING?	IF NOT — WHAT YOU SAW	CODE

HOW TO FILL THIS IN

Write the time	The time you **stood there**, not the time you set out. A round without times proves nothing about the start.
Before you read the sheet	Write what you saw first. Reading the Tally Clerk's record before your own turns **an independent check into a copy**.
The code is yours to give	You decide a disputed code, so **give yours here** and settle it with the SV at handover.
Both ends of the shift	Starting on time and finishing on time are the same problem. A start round alone **measures half of it**.
Hand it over	This sheet goes in **with the gang sheets** at the end of the shift.

Where the two sheets disagree. If your time and the gang's time do not match, that disagreement **is the finding** — not something to smooth over. Write both down, settle it at handover, and leave the record showing which one stood.

DUTY GSV — SIGNATURE

TIME HANDED OVER