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OPERATIONS IMPROVEMENT PROGRAMME · PORT OF SOHAR

Starting & Finishing on Time

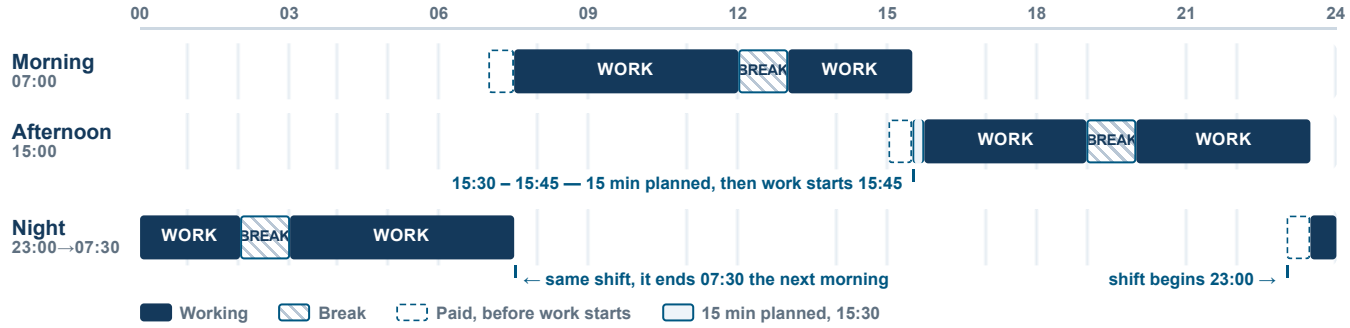
What changes, what does not, and what we ask of you

OPS-COMM-SST-01	Rev 1.8 · Draft	All OPS employees	Vessel · Yard · Delivery	Operations Management
DOCUMENT	REVISION	APPLIES TO	SCOPE	OWNER

This is not about catching people out

A late start is far more often a process than a person. Of the **ten reasons we record, one is the employee** — the rest are planning, equipment, transport, gear, the vessel, weather and safety. Those are ours to fix, and we cannot fix what was never written down.

1 YOUR DAY



2 THE TIMES

SHIFT	CLOCK IN	WORK STARTS	WORK STOPS	BREAK
Morning	07:00	07:30	15:30	12:00 – 13:00
Afternoon	15:00	15:45 NEW	23:30	19:00 – 20:00
Night	23:00	23:30	07:30	02:00 – 03:00 NEW

Working a 12-hour shift? The 15 minutes from 15:30 to 15:45 may be used as a short break, where the operation allows.

3 WHAT WE ASK

Be at your workplace, ready to work

Vessel, yard or delivery — at the start time you are where you were allocated and geared up, not still at the clock. If the work is then held up, that is recorded for what it was.

And it runs to the stop time

Gear away and the walk to the clock happen **after** that time. Hand over at your workplace, not at the gate.

Breaks start and end on time

Back at the workplace when the break ends — the same as at the start of the shift.

Cannot come in? Say so early

WhatsApp the OPS office phone before **06:00 · 14:00 · 22:00**. Then the gang stays complete.

Times are written down — and the reason

The Tally Clerk notes the times. At the end of the shift the SV goes through them with him and adds the **reason**. The reason is what we can fix. Anything over **5 minutes** counts as a deviation and gets a reason code.

Safety comes before all of it

Nothing on this sheet changes that. If something is unsafe, work stops until it is put right — and that is **never held against you or against the shift**.