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OPERATIONS · PORT OF SOHAR

Start & Stop Tally Sheet

One sheet per gang, per shift · written as it happens

OPS-FORM-SST-01 (worked example)	Rev 1.0 (draft)	Tally Clerks & Shift Supervisors	Start and Stop Times v1.8	OPS-CARD-SST-01
Document	Revision	Applies to	Full rules in	Reason codes

EXAMPLE — FOR BRIEFING ONLY · DO NOT FILE · names and vessel are illustrative

VESSEL	GANG	HATCH / WORKPLACE
MV Lady Sacha	*2*	*Hold 3*
DATE	**TALLY CLERK (NAME)**	**SUPERVISOR (NAME)**
06-10-2026	*R. Santos*	*K. Al Hinai*

SHIFT — TICK ONE ☐ Morning ☑ Afternoon ☐ Night ☐ Third party 12 h night

THE FOUR TIMES — ALWAYS FILLED IN

FIRST PRODUCTIVE MOVE	BREAK — STOPPED	BREAK — RESTARTED	LAST PRODUCTIVE MOVE
16:10	*19:00*	*20:00*	*23:30*
operational start			*operational stop*

PLANNED TIMES — FOR REFERENCE ONLY

Morning 07:30 – 15:30, break 12:00 – 13:00 · **Afternoon** 15:45 – 23:30, break 19:00 – 20:00 · **Night** 23:30 – 07:30, break 02:00 – 03:00 · **Third party 12 h** 19:00 – 07:00, breaks 19:00 – 20:00 and 02:00 – 03:00 · **12 h shift** 15:30 – 15:45 may be used as a short break

DEVIATIONS — EVERY STOP LONGER THAN 5 MINUTES

TALLY CLERK — WHAT HAPPENED				SUPERVISOR — CODE	
FROM	TO	MIN	WHAT HAPPENED	CODE	SV INIT.
15:45	*16:10*	*25*	*Gang on board and ready 15:45. Ship's crew did not release vessel crane until 16:10.*	*C*	*KAH*
21:05	*21:18*	*13*	*Lasher absent after break. Replacement arrived at the hold 21:18.*	*P*	*KAH*

TOTAL DEVIATION (MIN) *38*

HOW TO FILL THIS IN

Write it as it happens	Never reconstruct at the end of the shift. Record times **to the minute, as they occurred** — no rounding.
Anything over 5 minutes	Every deviation longer than five minutes gets **its own line**, with the actual time it started and ended.
The code is not yours	Record the fact and the time; **the Supervisor assigns the code**. Cause not visible? Leave it blank and say so at handover.
Mistake on the sheet?	Do not overwrite. Leave the original legible, correct it alongside, **initial and date** the change.
End of shift	The sheet goes to the Supervisor **in person, complete**, before you leave. The SV hands the signed sheets to the **GSV**.

Note on line 1. A vessel crane is the vessel's equipment, so it is coded **C** and reported separately. Coding it **Q** would count the vessel's downtime as ours.

TALLY CLERK — SIGNATURE	SUPERVISOR — SIGNATURE (SV1 / SV2 / SV3)	TIME HANDED OVER	RECEIVED BY GSV — INITIALS + TIME
R. Santos	*K. Al Hinai*	*23:40*	*KA · 23:55*
			receipt of sheet, not approval