C. Steinweg Oman LLC

Office
P.O. Box 338, PC 325, Liwa
Sohar - Sultanate Of Oman
Phone: +968 - 2685 0418
E-mail: info@om.steinweg.com

Website: steinweg.com

OPERATIONS · PORT OF SOHAR

Start & Stop Tally Sheet

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

OPS-FORM-SST-01	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

VESSEL | GANG | HATCH / WORKPLACE

DATE | TALLY CLERK (NAME) | SUPERVISOR (NAME)

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
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.

TOTAL DEVIATION (MIN) _____

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**.

Why this matters. The hours have been counted for years; the reason has not. Without a cause written next to the time, every improvement is a guess. One line at the time it happens is worth more than an hour of reconstruction afterwards.

TALLY CLERK — SIGNATURE | SUPERVISOR — SIGNATURE (SV1 / SV2 / SV3) | TIME HANDED OVER | RECEIVED BY GSV — INITIALS + TIME

receipt of sheet, not approval