



CONTAINER TERMINAL

OPERATIONAL GUIDELINES

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Section A - General

The purpose of this document is to describe operational procedures applicable for the handling of containers and container vessels calling at the Port of Salalah Container Terminal, henceforth referred to as the “Terminal” in this document. This document is to be read in conjunction with the Port of Salalah Rules & Regulations and the Container Terminal Tariff (‘Tariff’) both of which will apply as appropriate.

A-1 Abbreviations

COD	Change of Destination
EDI	Electronic Data Interchange
EIR	Equipment Interchange Report
ETC	Expected Time of Completion
OOG	Out of Gauge
POD	Port of Discharge
ROP	Royal Oman Police
SSDR	Stevedore Ship Damage Report
TOS	Terminal Operating System

A-2 Working Hrs

The terminal operates round the clock on the following schedule:

Section	Working Hrs	Holidays
Terminal Operations	24 hrs	None except declared public holidays
Office Administration	08:00 hrs to 16:30 hrs	Thursday & Friday as weekly holidays, in addition to declared public holidays
Gate Operations	08:00 hrs to 16:00 hrs	Friday as weekly holiday in addition to declared public holidays

Overtime rates as per Tariff will apply for all activities carried out on declared public holidays. Containers can be received at or released from the Gate outside the working hrs shown

above at no additional charge (except on public holidays), but prior notice should be given to the Port to ensure the Gate is staffed appropriately.

A-3 Entry Passes

Permanent entry passes are issued at the discretion of the Sr. Manager, HSSE department on receipt of a letter from the company, justifying the need for frequent visits by its personnel concerned to the terminal, for legitimate business needs. Application forms are available at the main reception of the Container Terminal Administration Building. Permanent entry passes are valid for one year and are issued upon payment of R.O 10.000.

Monthly & Daily entry passes are issued subject to proof of legitimate business in the terminal, for a payment of R.O 1.000 & Baiza 200 respectively. Vehicle entry permits are selectively issued on providing vehicle registration and registration papers.

A-4 General Customs Formalities

The Line bears full responsibility for all Customs clearance formalities concerning their cargo.

Section B – Landside Operations

B-1 Gate Operations

Port of Salalah will arrange for transmission of gate in / out moves through EDI in CODECO format at specified frequencies agreed to with the Line.

B-2 Terminal Access

Port of Salalah controls access of truckers to the terminal. A trucker is only allowed on the terminal after full identification of the trucker and registration of the terminal visit. Containers are only allowed onto the terminal on instruction of the Line who has to provide an acceptance notification to Port of Salalah Gate Department before the container arrives at the gate.

Information required will be as follows:

- Container ID and Booking No.
- Equipment Size/Type
- Outbound Vessel / Voyage and POD
- IMO / Reefer / OOG Details

When delivering the container the trucker has to provide Container No. and Booking No. to gate staff. All full containers will be gated in subject to clearance of Customs formalities by the Line.

B-3 Exit Validation

Port of Salalah performs exit validation. Containers are only allowed to leave the terminal upon release instructions received from the Line, provided Omani Customs Department does not restrict the container from leaving the terminal.

The Line must provide Port of Salalah Gate Department with a hard copy of the release instruction.

Information required will be as follows:

- Container ID
- Receiving Party Identification or Reference Number
- Date Restrictions if any

Full containers will be allowed to depart the terminal only subject to completion of all customs formalities by the Line and full payment of port charges.

B-4 Checking Activity at Gate

For any containers entering or leaving the gate, the Port will perform a visual check and any deviations from provided data or anomalies are documented and reported to the Line.

The check includes the following:

- Container ID
- Equipment size/type
- Visual damage (external)
- Visual damage (internal - empty containers only)
- Presence of Seal

If any damage to a container is noticed at the gate, then a reference to this will be made on the gate ticket issued.

Any further checking required e.g. Seal number, CSC plate validity etc or further action like placing of seal or placard is chargeable as per Tariff.

B-5 Inter Terminal Transport

All transport of containers between the Container Terminal and other terminals controlled by Port of Salalah has to be arranged by Port of Salalah.

Transport orders for containers must be concluded in writing to Port of Salalah or via EDI at least 12 hrs before the activity has to take place.

B-6 Customs Inspection

In case ROP orders customs inspection of a container, Line should advise the Port who will move the container to the customs inspection area and unstuff the cargo as per ROP requirement and subsequently restuff the cargo in the container, such operation to be charged as per Tariff.

Section C – Vessel Operation

Information on vessels calling Port of Salalah to discharge or load containers is to be provided to the Port of Salalah Planning Department by the Line or its designated representatives.

The Line shall nominate a focal point that can be reached 24 hrs a day by Port of Salalah Planning and Operations Departments in case any issues concerning Vessel Planning / Operation need to be verified.

C-1 Marine Requirements

C-1.1 Working Hrs

Section	Working Hrs	Holidays
Administration	08:00 hrs to 16:30 hrs	Thursday & Friday as weekly holidays, in addition to declared public holidays
Marine Services	24 hrs	Nil
Port Control	24 hrs	Nil

C-1.2 Vessel Arrival Notice

The owner, ship's agents or the master of the ship shall send the arrival notice to the Harbour Master 48 hrs before arrival to the Port. He should also inform the Harbour Master with the details of the Ship, its cargo, any hazardous cargo, cases of illness and any defects which affects the vessel manoeuvrability.

C-1.3 Documents Required

- Insurance cover for third party liabilities, wreck removal and oil pollution
- Ship's registration certificate
- Port clearance certificate from last port of call
- ISPS Certificate
- Class Certificate

C-1.4 Establishing Communication

The master of the ship shall establish communication with Port Control and request permission to enter the Port limits, at least four hrs prior to the estimated time of arrival. Port Control will arrange the services of Pilotage, Tugs and Mooring Gang(s), and coordinate with Container Terminal Operations to have the gantry cranes and labour gangs ready. Normally cargo operations start upon lowering of the gangway from the vessel.

C-1.5 Pilotage

Pilotage services are available round the clock. Activation time for marine services is 30 minutes.

C- 2 Berth and Labour Planning

Pro-forma vessel schedules and move counts declared by the Lines form the basis for berth and stevedore / labour planning in the Quay Wall Schedule.

Daily berth planning will also include:

- Initial vessel call information
- Detailed vessel call information for initial and pro-forma calls
- Availability of quay-wall space
- Vessel connections

Based on this information the Port of Salalah Planning Department will prepare the daily “Game Plan”.

C-2.1 Pro-forma Vessel Schedules

Vessel string pro-forma berth windows are negotiated between the Line and Port of Salalah. Berth windows are related to an estimated number of container lifts and the required day and time of the week for the vessel operation.

Unless otherwise agreed, vessels will be planned for arrival and departure at pro-forma berth window.

Vessels arriving within pro-forma always have priority over vessels out of pro-forma or incidental vessel calls. If it concerns vessels of the same Line only, this Line may set its own priorities, provided that it does not impact the berth windows of other Lines.

C-2.2 Advance Schedules

The Line will provide to Port of Salalah Planning Department future projected schedules every week, from current date to 30 days in advance.

Information required will be as follows:

- Vessel Name
- Inbound / Outbound Voyage
- ETA / ETD
- Service

C-2.3 Initial Vessel Call Information

The Line is responsible for providing Initial vessel call information at least 7 work-days prior to the estimated vessel arrival date to the Port of Salalah Planning Department.

Information required will be as follows:

- Vessel Name
- Call Sign
- Inbound / Outbound Voyage
- ETA / ETD
- LOA
- Previous Port of Call
- Next Port of Call
- Estimated Move Count
- Vessel Service
- Vessel Operator

C-2.4 Detailed Vessel Call Information

Detailed information is to be provided to Port of Salalah Berth Planning Department for line haul vessels at least 48 hrs and for all other vessels at least 24 hrs prior arrival at the terminal.

Information required will be as follows:

- Vessel Name
- ETA
- Required ETD
- Expected Move Count, split as:
 - Total number of discharge / load moves
 - OOG discharge / load moves
 - Live reefer discharge / load moves
 - Empty container discharge / load moves
 - IMO class 1 & 7 discharge / load moves
 - Detailed information of any Break Bulk Cargo

Upon receipt of this information, Port of Salalah will undertake the final berth and labour planning.

In case of required changes in the requested ETA / ETD, the Port of Salalah Planning Department will contact the Line to create the best workable solution.

The Port has a minimum billing per vessel call for loading/discharging of containers as per Tariff.

Vessels are expected to use the Port's shore gantry cranes. Any movement or use of the vessel's gear while alongside is strictly subject to prior approval from the Port.

C-2.5 Communication on the “Port of Salalah Game Plan”

The Line will submit daily ETA update for their vessels latest at 10:00 hrs everyday. Port of Salalah will in turn revert with a Daily Game Plan latest at 15:00 hrs. In order to provide flexibility to our customers, the Game plan is always considered subject to change. Any agreements that are verbal in nature or those made after office hrs need to be confirmed in writing immediately on opening of the next working day.

C-2.6 Calls Outside Pro-forma

Vessels arriving off or outside the agreed pro-forma for a service concerning ETA as well as move count changes will have to form part of the Game Plan negotiations between Port of Salalah and the Line.

The Line has to request out-of pro-forma handling requirements in writing to the Port of Salalah Planning Department.

C-2.7 Vessel Connections

Connections other than those agreed to in the pro-forma schedule, have to form part of the Game Plan negotiations and these have to be announced to the Port of Salalah Planning Department preferably 48 hrs, but at least 24 hrs before ETA to ensure proper priority setting for the quay-wall.

C-2.8 Technical Information on the Vessel

For vessels calling Port of Salalah for the first time or in case of changes to the previously supplied vessel information the Line needs to supply Port of Salalah Planning Department with technical information on the vessel at least 72 hrs before arrival.

Technical information on the vessel consists of:

- Vessel Name
- Call Sign
- LOA
- Container Layout
- Lashing Plan
- Type of Twist Locks
- Type of Hatch Covers
- Mooring Restrictions (port / starboard side)
- Vessel Capacity in TEU
- Vessel Profile / NSD file (if available)
- Other peculiarities relevant to the Vessel Stowage

Further details subject to planning or operational needs have to be provided upon request.

Non-cellular vessels (ie vessels without cell-guides below deck and / or specific container stowage positions on deck) are not normally handled at the Container Terminal. In case Port agrees to handle such vessels at the Container Terminal, a surcharge on the loading and discharging rates will apply as per Tariff.

C-2.9 Notice of Readiness

Port will issue the vessel with a 'Notice of Readiness' at least 2 hrs prior to the estimated completion of cargo operations, and provided vessel confirms readiness to sail upon cargo completion Port will arrange to book Pilot, Tugs and unmooring gang(s).

Section D – Load and Discharge Operation

D-1 General

D-1.1 Gantry Crane Capacity

Port provides shore-side gantry cranes with minimum capacity of 40 tons under the spreader and there are cranes with up to 65 tons capacity.

D-1.2 Lashing

The Port Tariff for loading and discharging of containers includes the cost of lashing and unlashings of containers on board the vessel. Lashing equipment is to be provided by the Line. Port will maintain safe housekeeping of lashing material at all times and handle all lashing gear in a controlled manner and in accordance with accepted safety standards. Port will also handle discharging and loading of lashing material if required at no additional charge.

D-1.3 Hatch Cover Moves and Restows

Hatch Cover moves and restows are chargeable as per Tariff.

D-1.4 Use of Special Equipment

Use of special equipment for loading/unloading eg slings, frames etc is chargeable as per Tariff on per lift basis.

D-1.5 Bay Planning and Stability Calculations

Port will carry out Bay Planning and unloading / sequence of containers in accordance with the information provided by the Line as part of its normal service. Container stow plans prepared by the Port are subject to the final confirmation by the Master of the vessel. Port is responsible for providing information to the Line required for stability and lashing calculations, but Port is not responsible for making these calculations.

D-1.6 Definition of Loading/Discharging of Containers

Loading / discharging of containers is the handling by the Port of the containers between the stowage position onboard the vessel and the position in the Container Yard of the Port. No additional shiftings made based on any change in the information or additional information provided by the Line are included, and such additional shiftings made are chargeable as per Tariff. Import / Export containers pay Truck Loading / Unloading charge as per Tariff.

D-1.7 Reporting

Port makes reports as per Line's required format and frequency to the operator of the vessel for all containers loaded/discharged and in case of vessels loading containers belonging to more than one Line, to each Line for their containers.

D-1.8 Storage

Containers are stored in the Container Yard of the Port subject to the applicable Freetime and Container Storage rates as per Tariff.

D-1.9 Data Amendment

Data Amendment charges as per Tariff apply in case the discharge and / or load lists are not provided in time to the Port, or in case there is any change to the information provided. Any Data Amendment that involves containers being shifted from one stack to another will incur shifting charges in addition as per Tariff.

D-2 Discharge Operation

D-2.1 Vessel Profile Information

The Line is responsible for communicating the discharge, re-stow and remain-on-board instructions at least 24 hrs prior to the arrival of the vessel to Port of Salalah Planning Department. For vessels with less than 24 hrs steaming time from the previous port, these details are to be provided as soon as information becomes available. The Bay-plan of the arriving vessel is to be sent via EDI message (BAPLIE).

D-2.2 Discharge List Information

The discharge list is to be provided to Port of Salalah Planning Department 24 hrs prior arrival for mother vessels and 18 hrs prior arrival for feeder vessels. Exceptions will be made on a case to case basis for vessels with lesser steaming time as compared to these deadlines in which case load instructions have to be made available as soon as possible. The Line is expected to provide this information via EDI (COPRAR) or exceptionally as hardcopy / E-Mail attachment.

COPRAR DISCHARGE information required is as follows:

- Vessel / Voyage
- Container ID
- Container Operator
- Equipment Size/Type
- Container Gross Weight
- Status (Full / Empty)
- Next Vessel / Voyage and POD for Transshipment Cargo
- POD
- Hazardous Cargo Details (IMO Class, UN Nos.)
- Reefer Set Temperature
- OOG Measurements
- Special Requirements for Yard Stowage

Additional information required as follows:

- Total Container Discharge (Recap)
- Re-stow List, including current and future stowage positions
- Hazardous Cargo Manifest
- Reefer Manifest
- Out of Gauge Manifest
- Complete details of any Break Bulk Cargo (see Section E)

Changes to discharge data should be advised through a single consolidated mail before the 6 hour cut-off prior vessel arrival. Data sent after this deadline will incur Data Amendment charges as per tariff.

D-2.3 Checking Activity During Discharge (Tally)

During the discharge process, Port of Salalah will perform a visual check and any deviations from provided data or anomalies are documented and reported to the Line. This check also covers any restows.

The check includes the following:

- Container ID
- Equipment Size / Type
- Visual Damage
- Presence of seal (On request)

Any further checking required eg Seal number, CSC plate validity etc or further action like placing of seal or placard is chargeable as per Tariff.

D-2.4 Reporting

Port of Salalah is able to provide the Line with EDI Discharge Confirmation Messages (COARRI) at frequencies agreed to with the Line. In addition to the EDI information a recap of the final discharge activities will be provided to the Line earliest after vessel departure. If the Line cannot receive discharge confirmation, a hard copy print will be made available at the end of vessel operation.

D-2.5 Short-landed Container

When a container is reported short-landed, Port of Salalah Planning Department will contact the Line.

Information will be provided as follows:

- Container ID
- Vessel / Voyage
- Stowage position stated for the container
- Reasons for Short-Landing

D-2.6 Over-Landed Container

When a container(s) is reported as over-landed, the Port of Salalah Planning Department will contact the vessel operator.

Information will be provided as follows:

- Container ID
- Seal Number
- Status (full / empty)
- Equipment Type / Size
- Stowage Position the container was found in
- IMO / Reefer information as far as possible
- Reasons for Over-landing

The Line will investigate ownership / operator of the container and decide whether the container must be re-stowed or remain discharged. The Line will supply full container details to the Port of Salalah Planning Department and advise further action before vessel departure.

D-3 Load Operation

D-3.1 Pre-Plan

A vessel loading pre-plan in MOVINS / STIF file format will be forwarded to the Port of Salalah Planning Department by the Line as E-Mail attachment. The pre-plan should also include calculated departure displacement and GM (for lashing calculation). Deadline for submission of either document is at least 18 hrs before arrival of the vessel.

Minor stowage changes should be addressed and resolved between Port of Salalah Planning Department and the Vessel Command. For major changes involving utilization of partial occupied / void bays, or those that lead to significant changes in the stability conditions, the Line's stowage co-ordinator has to be consulted.

D-3.2 Load List Information

The Line will provide load list instructions to Port of Salalah Planning Department per EDI (COPRAR) at least 18 hrs prior to vessel arrival. Exceptions will be made on a case to case basis for vessels with a lesser steaming time as compared to this deadline, in which case load instructions will be made available as soon as possible.

COPRAR LOAD information required as follows:

- Vessel / Voyage
- Container ID
- Container Operator
- Equipment type / size
- Container Gross Weight
- Status (full / empty)
- POD
- Hazardous Cargo Details (IMO Class, UN Nos.)
- Reefer Set Temperature
- OOG Measurements
- Special Stowage Requirements
- Mode of Transport (Arrival)

Additional information required as follows:

- Total Container Load per POD (Recap)
- Out of Gauge Manifest
- Hazardous Cargo Manifest
- Reefer Manifest
- Complete details of any Break Bulk Cargo (see Section E)

Changes to load data should be advised through a single consolidated mail before the 6 hour cut-off prior vessel arrival. Data sent after this deadline will incur Data Amendment charges as per tariff.

If there is any discrepancy between the information received upon arrival of the container on the terminal and the load instruction information, the load instruction information will be

considered as the most valid source of information. The load instruction information will be used for the vessel stowage.

D-3.3 Re-Nomination of Cargo

In the event of rollover of cargo for whatever reason, the Line is expected, within 12 hrs of vessel departure, to communicate to the Port of Salalah planning department, the name of the new vessel which will load the cargo. Every such 'renomination' incurs a charge as per Tariff.

D-3.4 Pro-Forma Cargo Deadline

In principle, all containers must be in the yard upon arrival of the vessel in order to maintain vessel schedule integrity and ensure efficient stevedore operations.

The following will be taken into account:

- Vessel schedule reliability / integrity should not be affected
- Berth / Crane productivity should not be unduly impacted
- Line, Port and Customs requirements

The Line is responsible for ensuring that all cargo is available for loading prior vessel arrival. Same applies to cargo on hold or any other cargo released by the Line but not ready for loading due to any particular reason.

D-3.5 Checking Activity during Load (Tally)

During the load process, Port of Salalah will perform a visual check and any discrepancies or anomalies are documented and reported to the Line. This check includes restows.

The check includes the following:

- Stowage Position
- Visual Damage
- Presence of Seal

Any further checking required eg Seal number, CSC plate validity etc or further action like placing of seal or placard is chargeable as per Tariff.

D-3.6 Reporting

Port of Salalah Planning Department will update the Line with the ETC before and after start of vessel operation and advise the vessel and Port Control 2 hrs notice prior to vessel departure. Once vessel planning is completed Port of Salalah will forward a BAPLIE to the vessel. An updated BAPLIE will be delivered minimum 1/2 hour before completion of cargo operations.

Port of Salalah is able to provide the Line with EDI Load Confirmation Messages (COARRI) at frequencies agreed to with the Line. In addition to the EDI information a recap of the final load and a confirmed load list (CLL) will be sent to the Line via E-mail earliest after vessel departure.

In case of EDI failure Port of Salalah will provide the Line with a Bay Plan of the load condition upon request.

Any urgent or critical matters relating to discrepancies in reporting are to be addressed with the Port of Salalah Planning Superintendent on duty.

D-3.7 Short-Shipped Container

When a container is reported as short-shipped, Port of Salalah Planning Department will contact the Line.

Information will be provided as follows:

- Container ID
- Vessel / Voyage
- Port of Discharge
- Stowage position stated for the container
- Reasons for Short-Shipping

D-3.8 Over-Shipped Container

When a container is reported as over-shipped, Port of Salalah Planning Department will contact the Line.

Information will be provided as follows:

- Container ID
- Vessel / Voyage
- Container Operator for the over-shipped container
- Status (full / empty)
- Category (export / transshipment)
- Stowage Position (if available)
- IMO Details
- Reefer Details
- Reasons for Over-Shipping

D-4 Yard Inventory

Port of Salalah Planning Department will provide the Line with weekly Yard Inventory Reports for all laden and empty containers. In addition Port of Salalah will also provide on a weekly basis a list of laden containers in the yard, which do not have a nominated oncarrying vessel or POD. The Line will verify the missing details and revert with an update within 24 hrs of having received the input from Port of Salalah. Any re-nomination or COD is chargeable as per Tariff.

D-5 Vessel Bunkering, Repair, and Supply of Provision

Vessel bunkering, repair and provisioning activities have to be communicated to Port of Salalah Planning Department at least 48 hrs before arrival of the vessel.

These activities are only allowed after approval of Port of Salalah and are subject to safety and security procedures issued by the Port.

These activities should not delay the vessel stevedoring operation and must be completed within the operational working time of the vessel unless otherwise agreed. Only in exceptional cases may the stevedoring operations be stopped or the vessel port time extended because of these activities.

Section E – Break Bulk and Over Dimensional Cargo

E-1 Requirements

The Line is expected to provide information at least 48 hrs in advance of the vessel arrival to the Port of Salalah Planning and Operations Department on any break-bulk activity on vessels that is planned at Salalah.

The following Information has to be provided:

- Arrival / Ongoing transportation via water / via land
- Handling by Container Gantry Crane / External Crane
- Piece count
- Measurements
- Cargo Description
- Weight
- Position on Vessel
- Complete description including sketches, diagrams, photographs etc in jpeg / bmp format
- Customs Approval Confirmation

For over dimensional unitised cargo, the line is expected to provide a complete Out of Gauge manifest as part of the documentation submitted for a vessel call.

Undeclared, wrongly declared, poorly stowed or incorrectly packaged break-bulk or over dimensional cargo is subject to a fine as per Tariff. Port has the option of measuring and/or weighing the cargo to check the measurements and/or weight.

The Port will provide MAFI's or trailers for storing this cargo if required at no additional charge subject to availability. Any other equipment required for yard handling will be chargeable as per Tariff. Loading or Discharging and Quay Handling will be charged as per the applicable charges in Schedule III of the Tariff. Free time will apply as per the tariff for over dimensional containers, and storage charges will apply as per the tariff for over dimensional containers based on the length of the MAFI or trailer used (or if none used then the length of each piece).

E-2 Restrictions

Waterside handling restrictions are always subject to specific approval from Port of Salalah Planning and Operations Departments but approximately are as under:

Dimensions			
Height	Length	Width	Weight
10 m	18 m	6 m	65 MT

Lines are expected to take approval from the terminal prior acceptance of bookings involving break-bulk and over dimensional cargoes.

Section F – Direct Deliveries

For exceptional cases there exists a possibility for accepting or delivering containers under the hook for direct loading / discharging. For safety reasons this activity will have to comply with the Port of Salalah Rules and Regulations. The Port should be advised at least 24 hrs before the arrival of the vessel at the Pilot Station of any planned direct delivery containers.

The following information should be provided:

- Container ID
- Time of delivery
- Contents of the container
- Hazardous Details (IMO Class, UN No.) and Manifests as required

Port of Salalah will inform the Line about the expected time of loading or discharge of the container.

The requested direct delivery has to be confirmed to Port of Salalah three (3) hrs before arrival of the vessel.

Section G – Dangerous Cargo

The Line bears the full responsibility for compliance to all rules and regulations governing the handling and transportation of Dangerous Cargo. Packing, labelling, declaration, stowage and documentation have to comply with the IMDG Rules and Regulations for Sea Containers as well as local laws and any directions given by local and Port Authorities.

The Dangerous Cargo Manifest has to be provided to Port of Salalah Planning Department at least 24 hrs before vessel arrival. The Line is responsible for content and sufficiency of the manifest.

Port of Salalah will stow dangerous cargo container on the vessel as per instructions from the Line.

Dangerous cargo containers pay additional charges for loading and discharging as per Tariff.

Handling dangerous goods containers belonging to IMO classes 1 and 7 require special attention and permissions from the terminal and other competent authorities.

Dangerous cargoes requiring special handling will be entitled to reduced freetime as compared to normal containers and will be subject to separate storage rates as per Tariff.

Section H – Leakage / Spillage of Cargo

Leakage of cargo contents from a container can be reported either by the Line on receiving information from the vessel or by Port of Salalah staff while they are handling it in the terminal. On being made aware of a leakage, the Line will immediately advise its nominated surveyor to carry out a survey of the leaking container in conjunction with Port of Salalah Health, Safety, Security & Environment Department (HSSE). On receiving the surveyor's report, the Line will be responsible for taking necessary steps to arrange for re-packing of cargo through third party contractors or alternatively for cross-stuffing of cargoes, as per the advice received from the surveyor. Onward movement of such cargo from Salalah will be strictly subject to clearance from Port of Salalah HSSE, that the leakage has been stopped and container is cargo and sea worthy for onward transport. All costs and consequences due to leakage or

spillage of cargo will be solely on account of the Line as will a penal charge applied as per Tariff till corrective action is taken to stop the leakage.

Section I – Container Freight Station Activities

Port of Salalah has capabilities for container cargo rework, cross stuffing and CFS activities. Arrangements can be made via the CFS Co-ordinator.

Section J – Weighbridge

Port has a weighbridge and Line can issue instructions for any container to be weighed at charges as per Tariff.

Section K – Miscellaneous Services

Port can offer various services such as sweeping containers, fitting or removing tarpaulins, knocking down ends of flatbeds, bundling flatbed containers, applying or removing placards, fixing seals etc, all of which are chargeable as per Tariff.

Section L – Damage and Claims

The Damage & Claims Section of Port of Salalah is responsible for dealing with damages caused to the Line's equipment, its vessels or to port facilities, equipment or its personnel.

L-1 Damage to Line's Equipment (Without Prejudice)

If any damage to the Line's equipment is noticed at the time of discharge or loading, the Line will be informed immediately. Damages will be recorded in a Container Condition/Damage Report which will be forwarded to the Line within 24 hrs of having noticed the damage. Port of Salalah will also request the Vessel Command to acknowledge the Container Condition/Damage Report; however a refusal by the Vessel Command to do so does not make the Port of Salalah liable in any way for the damage.

The Line may depute its representative or an independent surveyor as it deems fit to inspect the equipment either on its own or through a joint survey with Port of Salalah.

If Port of Salalah is responsible for causing the damage to equipment / cargo then Port of Salalah will undertake to repair the container subject to the Line's go-ahead. Further, if equipment is declared to be un-sea or cargo worthy, then cross-stuffing of cargo will be arranged and all expenses towards cross-stuffing, including handling / shifting of containers, demurrage etc., will be on Port of Salalah account.

Fully supported claims from a Line for damage caused to equipment or to cargo within, have to be submitted to Port of Salalah, with necessary supporting documents, within a maximum period of 60 days from the date the equipment was reported as damaged to the Line. Any claim lodged thereafter will not be accepted by Port of Salalah.

In the event of suspected damage to cargo within the container, a joint survey involving Port of Salalah and the Line's representative is mandatory.

L-2 Damage to Line's Vessel (Without Prejudice)

Whenever any damage is caused by Port of Salalah to a vessel, Port of Salalah will immediately take steps to inform the Vessel Command and the Line of the incident.

Vessel Command provides the Stevedore Ship Damage Report (SSDR) which is acknowledged by Port of Salalah and forwarded to the Line latest 24 hrs after the damage has been noticed.

In case of damage Vessel Command has to contact Port of Salalah Shift Manager on Duty who is solely entitled to sign the damage report on behalf of Port of Salalah.

Port of Salalah will liaise with the Vessel Command and arrange for a joint inspection of the damage caused to the vessel.

An estimated cost for repairs to the vessel will be drawn up by Port of Salalah and repairs will be undertaken, subject to availability of time and a go-ahead from the Vessel Command / Line.

Unless otherwise agreed, any unfinished or pending repair of damages to vessels, on a particular call, will be undertaken at Salalah on the next or future calls. Port of Salalah will coordinate with the Line to ensure that the damaged location is kept free for repairs to be undertaken during the next call to Salalah.

Notification of any damage to the vessel by the Vessel Command should be made within 3 hour of occurrence. Port of Salalah will not be responsible for any claims made thereafter and under no circumstances after vessel departure.

L-3 Damage Caused by Third Parties

If damage is caused to containers or vessels by parties other than Port of Salalah, then Port of Salalah will undertake repairs only at the specific request of the Line at its risk and account.

L-4 Damage to Port Facilities/Equipment/Personnel

The Line will be fully responsible for all costs and consequence arising due to any damage caused by it, to port facilities, equipment or personnel.

Section M – Longstanding Cargo

Consignments remaining in the port in excess of the following periods will be subject to auction. Any cargo, for which the respective Port and Customs charges have not been paid will be considered frustrated and may be auctioned and sold by Port of Salalah after the following time periods:

- One Month - Refrigerated Containerized Cargo and other cargo considered perishable
- Three Months - All other Containerized Cargo

Section N – Reefer Containers

Live reefers will be plugged and unplugged as a standard activity in the stevedoring operations subject to availability of connections, at the temperature setting advised by the Line.

Reefer monitoring and maintenance is carried out by the Container Service section of the Maintenance Services Department, and is chargeable as per Tariff (charge includes electric supply). Monitoring of reefer containers is carried out at least every 8 hrs and any faults will be immediately reported to the Line. Export reefers can be precooled if required and electric supply/monitoring charges commence from the time of plug-in.

The Port can arrange PTI (Pre-Trip Inspection) of reefer containers and also can retrieve temperature data from the reefer data logger, both activities chargeable as per Tariff.

Section O – Port Safety and Security

O-1 Rules & Regulations

'The Port of Salalah Rules & Regulations' is issued by the Port Authorities and applies to all users of the Port. The complete document is available on the Port of Salalah Website.

O-2 International Ship and Port Security (ISPS)

The Port of Salalah is certified as fully compliant with all requirements laid down under the International Ship and Port Facility Security Code (ISPS).

All vessel operators are expected to fulfil requirements pertaining to their role as specified in the ISPS Code.

O-2.1 ISPS Measures by Port of Salalah

Port of Salalah has designated a Port Facility Security Officer (PFSO) and a Deputy PFSO (DPFSO) as point of contact for all issues pertaining to ISPS rules and regulations for the Port of Salalah.

O-2.2 ISPS Requirements for the Line

- Shipping Agents must submit ISPS vessel certification, ETA of the vessel, Crew list, estimated port stay and last 10 ports of calls to the Port Control 48 hrs prior to vessel arrival. This information is to be sent to PSFO@salalahport.com
- The Ships Security Officer must submit a completed Declaration of Security (DOS) of the vessel through the shipping agent to the Port Security Officer for endorsement upon berthing.
- Enquiries on the Port Security Level are to be directed to HSSE department.
- All users of port facilities must display facility passes at all times while at the facility. To apply for pass, please contact the HSSE department
- Port users must stop at all facility access control for Security check. Any violation will result in rejection of facility access
- For further information / clarification please feel free to contact the Port Facility Security Officer. Tel. 968 23219500 ext 466 / 409 / 406

O-3 X-Ray Inspection of Containers

Port of Salalah has modern X-Ray screening facilities, and in case any container is required to be screened, the Line should advise the Port who will make the necessary arrangements, which is chargeable as per Tariff.