

GENERAL CARGO TERMINAL - GCT - OPERATIONAL GUIDELINES

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1. General

1.1 Introduction

The purpose of this document is to describe the operational procedures for the activities related to the General Cargo Terminal (GCT).

This document is to be read in conjunction with the Port Rules & Regulations, the General Cargo Terminal Tariff, Harbour Master's Notice to Mariners, and any other document published/issued by the Port, i.e. Safety and Security Instructions.

In the interest of all stakeholders (port users, cargo interests, consignees, shippers, agents, subcontractors, authorities, port, etc.) following points for guidance:

- operations can only be properly executed with :
Information being provided on timely basis, correct and complete in all respects
- The Port may refuse any operation, cargo , vessel, etc. any time if the Port deems this required.

1.2 GCT activities

The General Cargo Terminal in the Port of Salalah handles the following activities:

- Berth Allocation of all vessels not requiring a berth on the Container Terminal.
- Loading/Discharge of cargo or coordination of same for vessels on GCT-Berths.
- Storage of Cargo not stored on the Container Terminal.
- Additional Services related to lifting, moving, washing, of cargo, equipment etc.
- CFS activities; Container Freight Station; stuffing/ stripping of containers, and value added services
- Collecting, Storing, Delivery of vessel spare parts.

1.3 Brief Description of Sequence of Events

- a) Client submits Operations Service Request (OSR) in writing with GCT-Planning by Fax, E-mail, or Letter.
- b) GCT-Planning processes request.
- c) Client to obtain financial clearance, with GCT-Finance.
- d) GCT-Planning to plan activity, allocates resources and advises client of chances if any.
- e) OSR to be considered processed and approved.
- f) GCT-Operations to execute activity.

Note:

GCT-Operations/Planning maintains the right to refuse, postpone the execution of requests if they deem same required, without further explanation.

1.4 Contacts & Communication

1.4.1 Language

All communication with GCT to be in English, the international recognized language for maritime communication.

1.4.2 Contacts

Section	Tel No : +968 – 23 21 95 00	Fax No : +968 -	E-mail :	Duty GSM No : +968-
Planning & Mng	23 21 95 00 Ext 416	23 21 92 79	gctops@salalahport.com	
Operations & Gate	23 21 95 00 Ext 433	23 21 93 39	gctops@salalahport.com	99 48 13 24
CFS & Vessel Spares	23 21 95 00 Ext 408		gctcfs@salalahport.com	92 91 63 21

1.5 Working Hours

Section	Normal	Normal Overtime	Special Overtime	
Planning & Mng	Sat – Thu 0800 - 1630	N.A.	N.A.	
Operations	Sat – Thu 0800 - 1600	Sat – Thu 1600 - 2400	Friday's and Holidays	
Gate	Sat – Thu 0800 - 1600	Sat – Thu 1600 - 2300	Friday's and Holidays Subject availability ROP Custom's	

1.6 Abbreviations

1.7 Port Access

1.7.1 Gate Passes

Access through valid Gate Passes only. Gate Passes can be obtained through HSSE Department (Health Safety Security and Environment).

1.7.2 Liability & Regulations in brief

Upon entering the port one

- accepts this is done on one's own, sole and only responsibility. The Port can not accept any liability not limited to damage/harm to equipment and or people.
- One complies with the port HSSE rules & regulations, not limited to: insured vehicles, wearing of proper PPE (Personal Protection Equipment).
- Follows the instructions given by the Port('s personnel).
- The Port has the right anytime to refuse or send out people and or vehicles without further explanation.

2. Vessels & Berths

2.1 Berth Allocation

Berth allocation is done by and to the discretion of GCT-Operations/Planning and is based on:

- Arrival Notice (AN) details.
- Reason for Call, type of Operation.
- Completeness and correctness of provided information.
- Timely receipt of information by GCT-Operations/Planning.
- Miscellaneous activities/non-cargo operations.

GCT-operations/Planning keeps a long term berth planning; to be able to advise potential port users on the availability of a berth. As such it is recommended to advise any possible vessel call as soon as known by the agent.

2.2 Berth Reservation

It is possible to reserve a General Cargo berth in advance, subject to availability, and acceptance to 'reserve a berth' to port discretion, at the following Consolidated Marine Charges Tariff based on LOA as follows:

<u>Vessel LOA Category</u>	<u>Charge per 24 hour Period (or part thereof)</u>
Up to 100 m	1000
Over 100m and up to 150m	1500
Over 150m and up to 200m	2000
Over 200m and up to 250m	2500
Over 250m and up to 300m	3000
Over 300m and up to 350m	3500

Terms & Conditions-Cancellation Charges apply to reserved berths based on the consolidated marine charges for the berth time reserved as follows:

More than 30 days in advance	nil
21-30 days in advance	10%
11-20 days in advance	20%
02-10 days in advance	30%
Less than 48 hours in advance	50%

- Berth can be reserved up to 12 months in advance
- Berth must be reserved not less than 30 days in advance in writing through a shipping agent registered with the Port along with provision of vessel

details and arrival and departure time. Shipping agent will be required to place a suitable guarantee.

- Consolidated Marine Charges include Pilotage, Tugs, Berthing/Unberthing Charges, Port Dues and daily Sanitary Charge. Rate includes up to 24 hours free waiting at the anchorage when available in case vessel arrives ahead of schedule
- 24 hour period commences from time of berthing
- In case of delayed arrival of the vessel, the consolidated marine charges apply from the original berth time booked
- Any delay or Pilot kept waiting through fault of vessel or agent will be counted as berth time used
- Any delay to tugs through fault of vessel or agent will be billed at RO150.000 per tug per hour or part thereof
- In case more tugs are utilized for any reason than the requirement as per Harbour Master's circular no 05/2000 (as updated from time to time), then these are chargeable at the rate of RO150.000 per hour or part thereof
- An delay to mooring gang through fault of vessel or agent will be billed at US\$100 per hour or part thereof
- Vessels ready in all respects to sail and so notifying the Port prior to the end of the current 24 hour period will not be charged for additional 24 hour period in case of delays in sailing waiting for Pilot or Tug

2.3 Arrival Notice (AN)

The vessel agent has to submit the AN:

- as per template in annex....
- Completely and correctly filled out, including possible miscellaneous activities, and time to prepare vessel for sea.
- During working hours of GCT Planning only (Sat-Thu 0800-1600, excluding Holidays).
- At least 24 hrs prior arrival on Salalah anchorage.
- Any amendments to be forwarded to GCT-Operations/Planning immediately in writing.
- AN is obligatory for both vessels and dhows/launches.
- Only one agent per vessel call; in case two or more agents announce the same vessel call, the vessel will not be taken up in the berthing plan, until the 'non'-agents have declined in writing. In order to avoid confusion agent to send the written owner's/principal's appointment together with the AN.
- Enclosing IMO manifest for both cargo to be discharged as well as cargo in Transit.

Any lack of compliance or incorrect information may lead to:

- Non-processing of AN.
- Fine to be debited to agent's account as per tariff

Advise to vessel Agent's:

Make sure you have received the full information on requirements from master and or owners/principals; and relay same with the AN to GCT-Operations/Planning.

Especially in regard to:

- bunkers and provisions
- repairs
- crew changes
- etc.

And prepare for same in time, in order to avoid delays and surprises.

As well as the time required to prepare the vessel for sea upon completion of operations.

Non-authorized delays /non-permitted delays will be subject to extra charges for agent's account as per tariff.

2.4 Sailing Time & Extended Stay

2.4.1 Sailing Time:

Cargo Operations Call:

Sailing Time will initially be based on the time the cargo operations are expected to be completed plus 1 (one) hour to prepare vessel for sea. In case vessel/agents expects not to be ready for sea this to be notified in writing to GCT-Operations/Planning well in advance, latest 4 hours prior expected time of completion cargo operations.

Miscellaneous Call (non cargo ops):

Sailing Time based on the request of agent at the time of submitting AN.

2.4.2 Extended Stay:

Extended stay is any stay longer than:

- Cargo call: completion time + 1 hour.
- Misc call: time announced by agent on AN.

An extended stay is only possible with permission of GCT-Operations/Planning.

Subject to situation permission can be given after submitting a written request for same to GCT-Operations/Planning, and explanation why.

In case vessel stays longer without prior obtained permission additional charges will be levied as per tariff.

3. Cargo & Other Operations

Any activity to be executed or to be permitted by GCT-Operations is on basis of an Operations Service Request (OSR) only.

This includes but not limited to:

- Vessel Cargo Operations: loading, discharge, restow, (un)lash, etc.
- Yard Cargo Operations: loading/discharge trucks.
- (pre)storage of cargo.
- Logistic services to vessels.
- Lifting of dhows/launches from the water.
- Provide equipment or manpower on request.

3.1 Operations Service Request (OSR)

The client has to submit the OSR:

- As per template in annex....
- Completely and correctly filled out.
- During working hours of GCT Planning only (Sat-Thu 0800-1600, excluding Holidays).
- Latest at 15:00 hrs on the GCT-Planning working day in prior to the requested start of execution of the request.
- Financial clearance to be obtained from GCT-Finance prior start of execution.
- Any amendments to be forwarded to GCT-Operations/Planning immediately in writing.

Operations can only be executed with a processed and approved OSR.

Any lack of compliance or incorrect information may lead to:

- Non-processing of OSR.
- Fine to be debited to agent's account as per tariff.

3.2 Cargo Operations (vessel, Yard)

OSR's for Cargo Operations can only be accepted when full details are submitted to GCT-Planning on:

- Import/Transshipment Manifest and Booking Note.
- Shipment Terms & Conditions; from which should be clear which party is liable for which part of the charges.
- IMO-document + clearances, Custom Clearance, other authority dox/requirements (i.e. health certificates etc.)
- Financial Clearance from GCT-Finance.

3.2.1 Discharge (Import/Transshipment) Cargo Operations (Vessel, Yard)

Prior arrival of the vessel, the Agent to submit to GCT-Planning:

- Discharge Manifest per PoL (port of loading); complete including
 - o nr of packages, volume (cbm) and gross weight (mt).
- Discharge Manifest Recap (summary of manifest of all PoL's)
- Packing/Discharge list with clearly indicated
 - o Marks & Numbers
 - o Dimensions (m), volume (cbm) and gross weight (mt) per package.
- Stowage Plan.
- Vessel Gear details (incl ramp details for RoRo)
- Shipment Terms and conditions; including specification which party will settle which charges :
 - o Unlashing,
 - o Stevedoring,
 - o Quay handling,
 - o Yard Handling/delivery.
- Subject to Shipment Terms indicate Direct or Indirect Delivery.

In case of doubt, unclarities and or incompleteness of information provided to GCT-Operations, or non-operational-compliance of client or his subcontractors has the right to:

- Stop/not start operations till further notice; idle time for account vessel.
- Charge extra charges.

3.2.2 Load (Export/Transshipment) Cargo Operations (Vessel, Yard)

Prior arrival of the vessel, the Agent to submit to GCT-Planning:

- Booking List; summary per PoD (port of discharge) of bookings per shipper / commodity. Booking List to indicate :
 - o Nr of packages, volume (cbm), gross weight (mt).(After actual loading, booking list forms base for Export Manifest).
- Booking list recap, consolidation/total of all cargo to be loaded.
- Packing list Packing/Load list with clearly indicated
 - o Marks & Numbers
 - o Dimensions (m), volume (cbm) and gross weight (mt) per package.
- Stowage Plan.
- Vessel Gear details (incl ramp details for RoRo)
- Shipment Terms and conditions; including specification which party will settle which charges :
 - o lashing,
 - o Stevedoring,
 - o Quay handling,
 - o Yard Handling/delivery.

- Subject to Shipment Terms indicate Direct or Indirect Delivery.

In case of doubt, unclarities and or incompleteness of information provided to GCT-Operations, or non-operational-compliance of client or his subcontractors has the right to:

- Stop/not start operations till further notice; idle time for account vessel.
- Charge extra charges.

3.2.3 Additional Conditions

- Subject to commodity, quantity and vessel-details specific or additional conditions may apply, of which a brief listing follows here below.
- In no circumstance the port can be kept liable for unclear arrangements between owner and consignee.
- External Operational Equipment (e.g. cranes, front loaders, forklift trucks etc.) can only be brought in by permission of GCT Operations, a request for same has to be submitted in writing to GCT Planning well in advance.

4. Guidelines ref Operation Type and Commodity

4.1 General

4.1.1 Vessel and Cargo condition

The vessels including its cargo gear deployed should be fit and suitable for the commodity (to be) loaded.

The cargo (to be) loaded should be in the suitable condition to be handled with the available means.

The port has the right , and not limited to;

- to not-accept/refuse any vessels or cargo which the port deems a risk of any of the stakeholders.
- Stop any operation in case there is any reason for doubt on the suitability of the vessel or cargo.
- Verify with classification societies, P and I clubs, Insurance companies, Port State Control, Shippers and Consignees, etc. about the correctness on the information provided to the port about the vessel or cargo.

4.1.2 Non Port 'Owned' Equipment and Personnel

The use of equipment not owned by the port and the deployment of personnel not under contract with the Port inside the Port for GCT related operations/activities is only allowed with prior written Permission of GCT-operations/Planning. To request for permission can be obtained by submitting an OSR.

Any shipper, consignee, vessel operator working with own or subcontracted personnel and or equipment is fully liable for the condition of the equipment and behaviour of this personnel, and as such has to make sure that same complies with all rules and regulations applicable.

Non compliance may lead the Port to stop operations for account of the party who does not comply.

4.2 Liquid Bulk (WB)

4.2.1 Manifold/Pipe (i.e. fuel discharge/loading)

- Approved OSR prior start operation.
- Vessel to be accepted by Port Control (i.e. subject Q-88).
- Vessel manifold/connection to be advised in metres from the bow.
- Consignee/shipper to obtain all required HSSE approvals.
- Consignee/Shipper to provide all related HSSE requirements.
- Pumping rate and ETC (Expected Time of Completion Cargo Ops) to be provided to GCT-Operations/Planning.

4.2.2 Tanker Trucks (i.e. vegetable oil discharge)

- Approved OSR prior start operation.
- Vessel to be accepted by Port Control (i.e. subject Q-88).
- Vessel manifold/connection to be advised in metres from the bow.
- Consignee/shipper to obtain all required HSSE approvals.
- Consignee/Shipper to provide all related HSSE requirements (i.e. anti spillage measures equipment).
- Pumping rate and ETC (Expected Time of Completion Cargo Ops) to be provided to GCT-Operations/Planning.
- Cleaning quayside upon completion.

4.3 Dry Bulk (DB)

4.3.1 Continuous/Pipe (i.e. grain discharge, cement loading)

- Arrange equipment well in advance (vacuvator/unloader, tanker trucks).
- Make sure equipment is in good condition/not leaking.

- Bear in mind increased freeboard/clearance when discharging, and take out of front loader by port crane.
- Comply with any HSSE requirements i.e. dust and contamination proof.
- Cleaning of area upon completion of operation.

4.3.2 Discontinuous / Grabs/marshalling yard prestock (i.e. barytes discharge, limestone loading)

- Request in time for proper marshalling/prestock area.
- Stick to the indicated marshalling/prestock area.
- Arrange for sufficient and adequate Anti Spillage Blocks (ASB) when loading from quayside.
- Arrange for enough equipment to have a continuous flow to/from vessel
- Arrange for Front loaders without 'dents/teeth' for quay side deployment.
- Vessel; till further notice to be a geared vessel with proper outreach and grabs/buckets.
- Upon completion quayside to be cleaned, any remaining product after loading to be consolidated in one area, indicated by GCT-Operations.
- Till further notice night time loading to be done by shippers crane operators.
- Limited number of approved trucks under crane and in port.

4.4 Break Bulk (BB)

4.5 Heavy Lift / Project Cargo (BB-HL / Prj)

- vessel to be properly HL geared.
- vessel to provide HL slings, shackles etc.
- vessel to supervise HL operation.
- detailed packing list, stow plan and vessel gear details to be provided prior arrival vessel.
- pieces over 40 mt or extreme dimensions on direct delivery basis only; decision basis provided packing list).
- Equipment for direct delivery to be suitable and in proper condition.

4.6 Reefer (BB-RF)

- Subject to conditions.
- To be accepted by the Port on a case by case basis.
- Prior arrival submit request to GCT-Operations/Planning if the Port can accept the concerned consignment.

- Possible restrictions/limitations :
 - o Loose or unitized
 - o Tonnage
 - o Vessel condition, what gear can be deployed.
 - o Shore transportation.
 - o Quality liabilities/surveys.
 - o Available equipment and manpower.
 - o Sensitive Foodstuffs
- Cleaning upon completion.
- Timely request for Reefer container preparation in case of direct stuffing; manifest will be subject to container manifest details.

4.7 RoRo (BB-RR)

- Ramp details; tonnage, length, width, angle(s), vessel position+side, height (tide), vessel entry gate.
- Detailed Stow Plan + packing list.
- RoRo equipment available on board; 4x4 tugmasters, HL/spreader forklifts, Mafi trailers.
- Stability issues.

4.8 Livestock

- Certificates : health, quarantine
- Food, Water and Sanitary matters.
- Required time for cleaning to be indicated prior start operations.
- Livestock shore side transportation.
- Livestock handling; by 'approved' means only; proper baskets/slings or gangway.
- Limited nr of trucks under 'crane'.

4.9 Cruise / Passenger

- Position of main gangway to be indicated prior arrival.
- Bus/Coach traffic + parking plan to be respected; separation between tour buses and gate shuttle.
- No 'loose' passengers wandering in the Port.
- Tape fencing.

4.10 Bunkering, Provisions & Vessel Parts

- Any commodity loaded in cargo compartment will be considered as cargo, and will be subject to related charges.
- Parts, equipment to be loaded discharged are subject to custom clearance.
- Any delivery to/from a vessel is subject to permission of GCT Operations; as such needs to be requested in writing prior delivery. Non compliance will be considered mis-declaration and or an

attempt to fraud and as such subject to fines and or additional charges as the Port reckons suitable.

4.11 Misc: Navy

- Dip-clearance
- Coordination with HSSE-Dept, Port Control/Harbour Master, Authorities (ROP, RNO, etc.)
- Request for force protection barrier in time.
- Request for quayside + service boat diving in time.