



GENERAL CARGO TERMINAL

OPERATIONAL GUIDELINES

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Section A - General

A-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, e.g. Safety and Security Instructions.

In the interest of all stakeholders (port users, cargo interests, consignees, shippers, agents, subcontractors, authorities, port, etc.) please note 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

A-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 or at Anchorage
- 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

A-3 Brief Description of Sequence of Events

- Client submits Operations Service Request (OSR) in writing to GCT-Planning by Fax, E-mail, or Letter
- GCT-Planning processes request
- Client to obtain financial clearance from GCT-Finance

- GCT-Planning to plan activity, allocates resources and advises client of changes if any
- OSR to be considered processed and approved (Work Order, Tally sheet)
- GCT-Operations to execute activity (Sign-off on completion on Tally sheet)

Note:

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

A-4 Contacts & Communication

A-4.1 Language

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

A-4.2 Contacts

Section	Planning & Operations Management	Operations & Gate	CFS & Vessel Spares
Telephone Numbers	+968 2321 9500 Ext 416 / 404 / 400	+968 2321 9500 Ext 433	+968 2321 9500 Ext 408
Fax Numbers	+968 2321 9279	+968 2321 9339	
E-Mail	gctops@salalahport.com	gctops@salalahport.com	gctcfs@salalahport.com
Duty GSM		+968 9948 1324	+968 9291 6321

Other Related Sections	Ship Services (garbage skips & fresh water)	Salalah Port Control, Duty: 24/7	HSSE & PFSO (Port Fire & Safety Officer), Duty: 24/7
Telephone Numbers	+968 2321 9500 Ext 421 / 423	+968 2321 9500 Ext 422 / 423	+968 2321 9500 Ext 406 / 441 / 666
Fax Numbers	+968 2321 9253	+968 2321 9253	+968 2321 9246
E-Mail	shipservices@salalahport.com	portcontrol@salalahport.com	PFSO@salalahport.com
Duty GSM	+968 9948 1210		+968 9224 7626 (Abdullah) +968 9949 0457 (Ali Al Mashali) +968 9928 7107 (Ali Shamas)

A-5 Working Hours

The General Cargo Terminal operates around the clock on the following schedule:

Section	Planning & Operations Management	Operations & CFS	Gate
Normal	Sat – Thu 08:00 – 16:30	Sat – Thu 08:00 – 16:00	Sat – Thu 08:00 – 16:00
Normal Overtime	N.A.	Sat – Thu 16:00 – 24:00	Sat – Thu 16:00 – 23:00
Special Overtime	N.A.	Friday & Holidays	Friday & Holidays Subject availability ROP Customs

A-6 Abbreviations

AN	Arrival Notice
AGY	Agency / Agent
ASB	Anti Spillage Blocks
BB	Break Bulk
CBM	Cubic Metre
CT	Container Terminal

DB	Dry Bulk
ETA	Expected Time of Arrival
ETC	Expected Time of Completion
ETD	Expected Time of Departure
FPB	Force Protection Barrier
GCT	General Cargo Terminal
HL	Heavy Lift
HM	Harbour Master
HSSE	Health Safety Security & Environment
HZ/DG	Hazardous / Dangerous (Cargo)
IMO	International Maritime Organisation
LB	Liquid Bulk
LOA	Length Overall
M	Metre
MT	Metric Tonne
NA	Not Applicable
OSR	Operations Service Request
PA	Port Authority
PC	Port Control
POD	Port of Discharge
POL	Port of Loading
ROP	Royal Oman Police
RNO	Royal Navy of Oman
RF	Reefer / Refrigerated
RoRo/RR	Roll On Roll Off
TBC	To Be Confirmed
TBN	To Be Nominated
WOG	Without Guarantee
WP	Weather Permitting

A-7 Port Access

A-7.1 Gate Passes

Access to the GCT with valid Gate Passes only. Gate Passes can be obtained through HSSE Department (Health Safety Security and Environment) and are subject to the applicable Rules and Regulations.

A-7.2 Liability & Regulations in Brief

Upon entering the port one:

- Accepts this is done on one's own sole responsibility. The Port can not accept any liability not limited to damage/harm to equipment and/or injury to persons
- Complies with the port HSSE rules & regulations, not limited to; vehicles to be insured, wearing of proper PPE (Personal Protection Equipment)
- Follows the instructions given by the Port ('s personnel)

The Port has the right at any time to refuse entry to or to send out people and/or vehicles without further explanation.

A-7.3 External, Non-Port Owned Operational Equipment

Non-port owned operational equipment (e.g. cranes, front loaders, forklift trucks etc.) can only be brought into the Port with prior written permission of GCT-Operations; a request for same has to be submitted in writing to GCT-Planning well in advance. Bringing in equipment without prior permission of GCT-Operations, may lead to charges as per Tariff as if Port equipment has been used.

Section B – Vessels & Berths

B-1 Berth Allocation

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

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

GCT-Operations / Planning maintains a long term berth and operations plan in order to be able to advise potential port users on the availability of a berth and plan operations related resources. As such it is recommended to advise any possible vessel call as soon as known by the agent to the port, even info on intended / tentative calls.

GCT-Operations maintain the right to decline the request of a berth at its discretion. In general such a decline is related to risk mitigation; i.e. vessel's condition and/or intended (Cargo) operations.

B-2 Berth Reservation (subject to applicable version of GCT / Marine Tariff)

It is possible to reserve a General Cargo berth in advance, subject to availability, and acceptance of the application to 'reserve a berth' by the Port at a Consolidated Marine Charges Tariff based on LOA. Cancellation Charges apply to reserved berths based on the consolidated marine charges for the berth time reserved as per tariff. 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.

B-3 Arrival Notice (AN)

The vessel agent has to submit the AN:

- 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 08:00-16:00, excl. 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 provision
- Repairs
- Crew changes

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.

B-4 Sailing Time & Extended Stay

B-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 hrs 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.

B-4.2 Extended Stay

Extended stay is any stay longer than:

- Cargo call: completion + 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, or 'quay-blockage-idle-surcharge' expressed in a rate per meter quay-length occupied (incl. mooring lines) per 24 hrs.

Section C – 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 is not limited to:

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

C-1 Operations Service Request (OSR)

The client has to submit the OSR:

- Completely and correctly filled out
- During working hours of GCT-Planning only (Sat-Thu 08:00-16:00, excl. 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; usually presented in the form of a signed Work Order (WO).

Any lack of compliance or incorrect information may lead to:

- Non-processing of OSR
- Fine to be debited to the client's account as per tariff

C-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 documents / requirements (i.e. health certificates etc.)
- Financial Clearance from GCT-Finance
- Port holds the right to re-measure, weigh any cargo

C-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:
 - Number of packages, volume (cbm) and gross weight (mt)
- Discharge Manifest Recap (summary of manifest of all PoLs):
 - Packing/Discharge list with clearly indicated
 - Marks & Numbers
 - Dimensions (m), volume (cbm) and gross weight (mt) per package
- Stowage Plan
- Vessel Gear details (including ramp details for RoRo)
- Shipment Terms and conditions; including specification which party will settle which charges:
 - Unlashing
 - On board shifting
 - Stevedoring
 - Quay handling
 - Yard Handling
 - Storage
 - Delivery
- Subject to Shipment Terms indicate Direct or Indirect Delivery

In case of doubt, or unclear and / or incomplete information provided to GCT-Operations, or non-compliance with Port Rules and Regulations and Procedures by client or his subcontractors the Port has the right to:

- Stop / not start operations till further notice; idle time for account vessel
- Charge extra charges or fines as per tariff

C-2.2 Load (Export / Transhipment) 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:
 - Number 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
 - Marks & Numbers
 - Dimensions (m), volume (cbm) and gross weight (mt) per package
- Stowage Plan
- Vessel Gear details (including ramp details for RoRo)
- Shipment Terms and conditions; including specification which party will settle which charges:
 - Lashing,
 - On board Shifting
 - Stevedoring
 - Quay Handling
 - Yard Handling / Delivery
- Subject to Shipment Terms indicate Direct or Indirect Delivery

In case of doubt, or unclear and / or incomplete information provided to GCT-Operations, or non-compliance with Port Rules and Regulations and Procedures by client or his subcontractors the Port has the right to:

- Stop / not start operations till further notice; idle time for account vessel
- Charge extra charges or fines as per tariff

C-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 can the Port 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 into the Port with prior written permission of GCT Operations, a request for same has to be submitted in writing to GCT Planning well in advance

Section D – Guidelines ref. Operation Type and Commodity

D-1 General

D-1.1 Vessel and Cargo Condition

The vessels including its cargo gear deployed should be fit and suitable for the commodity (to be) handled. The cargo (to be) handled should be in the suitable condition to be handled with the available means. The Port has the right to, not limited to:

- Not-accept/refuse any vessels or cargo which the port deems a risk of any of the stakeholders
- Stop any operation in case, but not limited to:
 - There is any reason for doubt on the suitability/condition of the vessel, cargo, handling mode combination of the afore mentioned. .
 - Either party involved does not comply with requirements/instructions of the port.
 - Direct/indirect risks involved, this includes leaving vessel gear By-Pass possibilities enabled (vessel's responsibility to disable By-Pass mode).
- 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.

As guideline to suitability of a vessel this is subject to, not limited to following characteristics:

- Vessel size and type
- Vessel status: general condition of hull and crew, Class, (pending) Survey's, P&I, flag, etc.
- Vessel gear: derricks, cranes, etc. (incl. quantity, outreach, SWL)
- Hold / hatch configuration: box shape, cellular, 'wings', tween-decks, strengthened decks, etc.
- Lashing and securing possibilities and material.
- Stability control: anti heeling tanks, tank condition.
- Cargo: to be handled, in transit on board.

As for aspects related to vessel, commodities, stowage, etc. we will refer to the publication “Thomas’ Stowage” (*the properties and stowage of cargoes*), the IMDG-Code and / or other international maritime recognised publications; i.e. from IMO, Lloyds Register, BIMCO, IACS, etc.

D-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.

D-3 Liquid Bulk

D-3.1 Continuous / Manifold / Pipe (e.g. 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
- Spillage response measures in place
- Draft Survey

D-3.2 Discontinuous / Tanker Trucks (e.g. 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
- Draft Survey

D-4 Dry Bulk (DB)**D-4.1 Continuous / Pipe (e.g. discharge grain, loading cement)**

- Arrange equipment well in advance (vacuulator / unloader, crane / grabs / hoppers, tanker trucks)
- Make sure equipment is in good condition and not leaking
- Bear in mind increased freeboard / clearance when discharging, and required removal of front loader by port crane at completion
- Comply with any HSSE requirements e.g. dust and contamination proof
- Cleaning of area upon completion of operation
- Front-wheel loaders operating on quayside to have a smooth bucket rim, no dents / teeth
- Draft Survey

D-4.2 Discontinuous / Grabs / Marshalling Yard Pre-stock (e.g. discharge barites, loading limestone)

- Request in time for proper marshalling / pre-stock area
- Stick to the indicated marshalling / pre-stock 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 side
- 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
- Request for gangs in case of bucket operation
- Arrange for proper grabs; especially when direct discharging into truck or hopper (touch or rope-pull grabs not suitable)
- Draft Survey, truck / grab weighing

D-4 Break Bulk (BB)

D-4.1 Heavy Lit / Project Cargo (BB-HL / Prj) Incl. Forest Products and Metal Goods

- Vessel to be properly HL geared
- Vessel to provide HL / suitable slings, shackles, hooks, spreaders, etc. i.e.
- Coated pipes
- Large volume manufacturing / processing plant units
- Drilling rigs
- 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 packing list provided). Indirect may be possible upon prior agreement of GCT-operations
- Equipment for direct delivery to be suitable and in proper condition. Bear in mind that any damage to port will be for liability consignee; this may be included liquidated damages / compensation i.e. for a 'lost' access road
- Proper dunnage or other protective means to be arranged for in advance. Excess dunnage or other stowage related material for disposal or other, is charged /

loaded as 'normal' cargo, unless otherwise agreed in writing. Port can not accept any damage due improper protection of either cargo and/or vessel

- Cargo may be re-measured, weighed if deemed required for account Shipper (export) / consignee (import)

D-4.2 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:
 - Loose or unitized
 - Tonnage
 - Vessel condition, what gear can be deployed
 - Shore transportation
 - Quality liabilities / surveys
 - Available equipment and manpower
 - Sensitive foodstuffs
 - Storage
 - Special requirements; thermal suits
- Cleaning upon completion
- Timely request for Reefer container preparation in case of direct stuffing; manifest will be subject to container manifest details
- Cargo may be re-measured, weighed if deemed required for account shipper (export) / consignee (import)

D-4.2 Reefer (BB-RF)

- 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 tug masters, HL / spreader forklifts, Mafia trailers
- Stability issues

- Cargo may be re-measured, weighed if deemed required for account shipper (export) / consignee (import)
- Any specialised equipment like military, tracked, mining etc. customer to provide qualified operators
- Slip free decks; sand and rags available

D-5 Livestock

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

D-6 Cruise / Passenger

- Position of main gangway, and services gangway / hatches, bunker manifolds to be indicated prior arrival (bear in mind freeboard, quay height)
- Bus / coach traffic + parking plan to be respected; separation between tour buses and gate shuttle
- No 'loose' passengers wandering in the Port
- Tape fencing
- Request in time for tourist performances (dance group, camels, souvenir tent, etc.)
- Gate Passes for coaches and busses, and ROP permission to leave the Port with tourists, to avoid taxi issues

D-7 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
- To avoid misunderstanding about the goods designation, it is recommended to provide GCT with a certified, by master or agent, copy of the written request / provision-purchase-order from master and or owner
- Any delivery to or 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 misdeclaration and or an attempt at fraud and as such subject to fines and or additional charges as the Port deems suitable

- Bunkering, gas bottles and other hazardous goods handling are subject to permission of Port Authority; Harbour Master / Port Control and HSSE Dept

D-8 Misc: Navy

- Diplomatic clearance (Dip-Clearance)
- Coordination with HSSE-Dept, Port Control / Harbour Master, Authorities (ROP, RNO, etc.)
- Request for Force Protection Barrier (FPB) in time
- Request for diving / underwater inspection of quayside plus service boats in time
- Yokohama fendering, additional gangway
- Misc. ref berth:
 - Draft: sonar dome
 - 'Out of gauge': flight deck overhanging quayside

D-9 Boat Lifting / Storage on Quayside

- Permission to lift out / lift back to the water; to be obtained from Port Authority: Harbour Master and Port Control
- With this permission an OSR to be submitted with GCT-Planning
- Correct Vessel details to be provided:
 - Gross weight (light ship + bunkers, water, netting, etc.)
 - Dimensions (Loa, Width, Draft + Air draft)
- Lifting and storage for risk and costs of owner
- Owner / Master / Skipper to indicate sling positions
- Cleaning deposit may not be returned if the place is left dirty
- Hull Supports to be arranged for by owner / master / skipper
- Works on boat, only with written permission from GCT-Operations
- Owner / Master / Skipper shall leave his contact details with GCT-Operations, and

shall not leave the vicinity of Salalah for the duration his boat is in the Port (in or out of the water)

D-10 References ref Vessel Types and Commodities

Indications for port users ref vessel types, not limited to the remarks as listed.

D-10.1 Tankers

- Max size Panamax, Suez max on request
- Q-88 + dox valid, Port Control Approval
- Manifold positions

D-10.2 Bulk Carriers

- Class: IACS member
- IMO BC-Code compliant
- Suitable for heavy cargoes
- Max size: Panamax
- Aggregates, Ores, Minerals: suitable for heavy cargoes
- Cement: 'dedicated' cement carrier; stability, spillage, dust

D-10.3 General Cargo / Multi Purpose Vessels / Heavy Lift

- Suitable for the cargo they carry
- Clear Stowage plan, marks plus numbering
- Class Certified cargo gear incl. cranes and derricks
- Strengthened decks for Heavy Lift / OOG
- Ballast / Anti-Heeling system

D-10.4 Reefer

- Daily productivity
- Hold temperatures
- Commodity details and handling mode

D-10.5 RoRo

- Ramp plus hatch details; quay height, tidal variance, med mooring
- Ventilation
- Internal ramp dimensions
- Illumination

D-10.6 Livestock

- Cattle ramp
- Fresh water, hay, quarantine

D-11 GCT-CFS

D-11.1 IMO Cargo

Minimum required prior considering handling by GCT-CFS:

- OSR
- Cargo Manifest
- IMO manifest
- Detailed Packing List
- Emergency Response Details, Commodity Characteristics
- Positive Handling Advise by HSSE-Dept
- Protective measures provided by HSSE-Dept

D-11.2 X-Stuffing / Reconsolidation

Minimum requirements prior considering handling by GCT-CFS:

- OSR
- Proper details on arrival initial unit:
 - ETA, vessel, unit size
 - Manifest plus packing list, incl. mark and number packages
 - Packages to be clearly labelled; weight, volume and final destination
- Proper details on departure reloaded unit:
 - ETA + ETD, vessel, unit size
 - Manifest, booking list plus packing list, incl. mark and number packages

- Packages to be clearly labelled; weight, volume and final destination

D-12 Safety Related Matters

Definitions for this chapter:

Customer:

Any entity, either by itself, a representative, sub-contractor, or other, requesting, is provided with and / or receives a service from GCT(-Operations) in specific, or the Port in general.

Operator:

GCT(-Operations) in specific and the Port in general, the entity who is providing a certain service to the above mentioned Customer

D-12.1 Hazardous Goods

Definitions:

As used herein, the term "hazardous goods" refers to any goods which have any hazardous, dangerous, explosive, flammable, poisonous, infectious, noxious, spontaneously combustible, radioactive, corrosive or oxidizing character or effect whatsoever, including without limitation any material or substance identified by any HazMat law as being a marine or other pollutant, an explosive, a dangerous or hazardous material, or a hazardous waste. The term "HazMat laws" refers to any international, federal, state, provincial, local, tribal or other treaty, law, statute, regulation, rule or ordinance relative to the transportation of hazardous goods.

Availability and Right of Refusal:

The handling of hazardous goods will at all times be subject to availability of equipment deemed sufficient and appropriate by Operator in its sole discretion. Operator may refuse to handle any hazardous goods which it believes, in its sole discretion, may present an unreasonable risk of damage to any vessel, vehicle, equipment or property, and / or unreasonable risk of injury or illness to any person; in such an event, Operator shall notify Customer, and Customer shall promptly thereafter, at its risk and expense, alleviate Operator's concerns to Operator's satisfaction or promptly retrieve and remove the hazardous goods from the terminal facility.

Offeror Responsibility:

Customer shall be solely responsible for offering, describing, identifying, naming, classifying, documenting, packing, packaging, marking and labelling all hazardous goods tendered in strict compliance with HazMat laws. Each bill of lading respecting the goods must contain a shipper certification as required by HazMat laws.

Shipping Papers:

Customer shall be solely responsible for providing Operator with complete, comprehensive and approved shipping papers with respect to any hazardous goods tendered hereunder, which papers shall include all information, descriptions, instructions, disclosures and documentation required by HazMat laws and a full description and identification of the hazardous goods, including their type, quantity, proper shipping name, classification, packing group, chemical group, identification numbers and hazardous and subsidiary hazardous natures. Without limiting the foregoing, Customer shall obtain and provide the following to Operator prior to the performance of any terminal services whatsoever:

- Full name and street address
- Telephone number and contact name for the owner, shipper / consignor and consignee of the hazardous goods
- Full description of the hazardous goods
- Booking confirmation numbers
- Complete and clear written instructions for the loading, handling, storing, movement, transportation and unloading of the hazardous goods as well as for response, clean-up, mitigation, remediation, alleviation, removal and restoration in the event of any spill or release
- Full name, address and telephone number for a contact person who has comprehensive knowledge with respect to the hazardous goods, including their hazardous nature and emergency incident response requirements. The contact person must be immediately available at all times during the performance of terminal services; his/her telephone number must be available and monitored at all times, and must not be a beeper number or otherwise involve any answering or call-back service

Hazardous Waste:

If the hazardous goods include hazardous waste, Customer must give prior written notice to Operator and obtain express authorization from Operator at least thirty (30) days in advance of tender of such hazardous waste goods. In addition, the shipping papers must include original Manifests and all other paperwork required by HazMat laws and any government, terminal, port agency or authority applicable to the transportation of hazardous waste. Customer shall be solely responsible for the ultimate disposal / destination of any hazardous waste shipment if accepted.

Permits:

Customer shall be responsible for obtaining and providing any and all transit or movement notices, permits, authorizations and confirmations for the hazardous goods and their handling and transportation, in accordance with and as required by applicable HazMat laws and any government, terminal and / or port agency or authority.

Security Plans:

If the hazardous goods requiring a security plan, the shipping papers must also include a security plan conforming to applicable HazMat laws.

Liability and Indemnity:

Customer agrees to be responsible for, and to indemnify and hold Operator harmless (including legal fees and costs) from and against, any and all other loss, damage, expense, claim, liability, suit, fine and penalty resulting from or in any way relating to such hazardous goods, their handling and transportation, including without limitation any loss, damage, expense, claim, liability, suit, fine or penalty resulting from or in any way relating to Customer's failure to comply with the requirements and responsibilities allocated to it above or under HazMat laws. The foregoing allocation of responsibility and agreement to indemnify specifically includes, but is not limited to; property damage and bodily injury, illness and death claims as well as all pollution and environmental matters such as response, clean-up, mitigation, remediation, alleviation, removal and restoration.

D-12.2 Safety Rules and Guidelines

In addition, Customer and the vessel shall abide by the following safety rules and guidelines of Operator.

- All cargo gear certificates, including wire rope certificates, must be current, valid and available for inspection. (See subsection **D-12.3 Vessel Gear Certifications**)
- The vessel's standing and running gear shall be inspected by Customer or the vessel's officers before Operator's performance of any terminal services, to insure that all such gear, including safety limit switches and alarms, are in safe and proper working order
- Wire safety straps of not less than 19 mm / 0.75" in diameter shall be in place where required on swinging booms
- A safe gangway equipped with stanchions and handrails and a safety net shall be maintained at all times. If approach steps are needed, they shall be fitted with rope stanchions or handrails a minimum of 84 cm / 33" high
- Lighting must be adequate in all work and walking areas, including gangways
- Decks and walkways must be kept unobstructed and free of debris, dunnage, oil, grease and all other potential slipping or tripping hazards
- Pontoons or hatch covers left in place must be properly secured. When stacked on deck, they shall have dunnage or other suitable material placed between tiers and be properly lashed with a 3' (three foot) clearance from hatch coamings
- Folding hatch covers must be securely locked when open
- All hatch and escape ladders must be in good condition with no bent or missing rungs or abnormal space between ladder sections
- In addition, Customer and the vessel shall comply with all applicable requirements and regulations of the Port and Omani Government / law

An officer of the vessel shall be in attendance at all times during operations to monitor vessel trim and stability and to observe and be notified of any accident or damage. Customer shall be responsible for reporting any claim for Operator damage to the Operator's attending supervisor immediately and for acknowledging receipt of reports. If

Operator has additional requirements for the vessel to improve working conditions, Customer and the vessel shall fully cooperate.

Operator may request that Customer sign a separate, written Safety Rules and Guidelines agreement stating the above, as identified in **Section E – Construction and Integration**, in which event the signed, written agreement shall be deemed incorporated herein and applicable concurrently with this schedule, with the provisions of the signed, written agreement to supersede the provisions of this Schedule to the extent of any direct conflict but no further.

D-12.3 Vessel Gear Certification

The vessel shall maintain and offer for inspection by Operator prior to the commencement of terminal services current and valid registrations and certificates for the vessel's gear, including without limitation forklifts, spreader bars, cranes, slings, etc., as required by occupational health and safety regulations. In addition, Customer and the vessel agree as follows:

- Crane booms must be raised to the recommended safe working position, placed in OPERATE mode and have all BY-PASS keys removed
- If it is necessary to use BY-PASS mode to obtain stowage required for safety to the vessel or goods, only the superintendent or head foreman will be given BY-PASS keys
- A vessel officer must be in attendance while any crane is operated in BY-PASS mode, to avert improper use of the crane
- Operator will not be responsible or held liable for any loss or damage to the vessel or cargo gear while the cranes are in BY-PASS mode

Operator may request that Customer sign a separate, written Statement of Crane / Gear Responsibility agreement stating the above, as identified in **Section E – Construction and Integration**, in which event the signed, written agreement shall be deemed incorporated herein and applicable concurrently with this Schedule, with the provisions of the signed, written agreement to supersede the provisions of this schedule to the extent of any direct conflict but no further.

Section E – Construction and Integration

This schedule shall be construed neutrally, and for the mutual benefit of the parties, rather than for or against a party. If any provision of this Schedule is found to be legally unenforceable, it is agreed that such provision shall be deemed deleted from this Schedule as if never made a part hereof, with the remaining provisions of this Schedule to not be effected thereby and to remain in full force and effect. Any failure of Operator to enforce a provision of this schedule shall not be deemed to waive such provision or any other provision in this schedule.

Operator may request that the Customer signs a separate, written agreement for any one or more terminal services, in which event the signed, written agreement shall be deemed incorporated herein and applicable concurrently with this schedule, with the provisions of the signed, written agreement to supersede the provisions of this schedule to the extent of any direct conflict but no further.

The schedule, together with Operator's written quotation and any separate, written agreements between Operator and Customer as identified above, represents the entire agreement between Operator and Customer and supersedes all prior and contemporaneous agreements, written or oral.