



SOHAR Port  
Agent's  
Manual





# Introduction

This manual has been created as a guide for agents licensed to operate in SOHAR Port, to provide information about marine services and port procedures. The steps for each procedure are numbered and on the following page you will find the corresponding explanation. The Port Coordination Centre is abbreviated with PCC throughout.

For any other information please find our website:

## **Nautical information**

<http://www.soharportandfreezone.com/en/shipping/nautical-information>

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## **Weather and Tides**

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## **Rules regulation, restrictions and Exemptions**

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Harbour Master of the SOHAR Port

#### LEGAL DISCLAIMER

This manual has been prepared for the information and guidance of agents working in the Port of Sohar. It is intended to cover the basic information and guidelines of the agent's procedures in the Port of Sohar. Port of Sohar makes every effort to have and maintain the contents of this document as up-to date, accessible, error-free and complete as possible. Port of Sohar therefore accepts no liability whatsoever for the occurrence and/or consequences of errors, faults or incompleteness or any other omission in connection with the information provided by this document. In case of any discrepancies or inconsistencies between this document and the applicable legislation, the latter will prevail.

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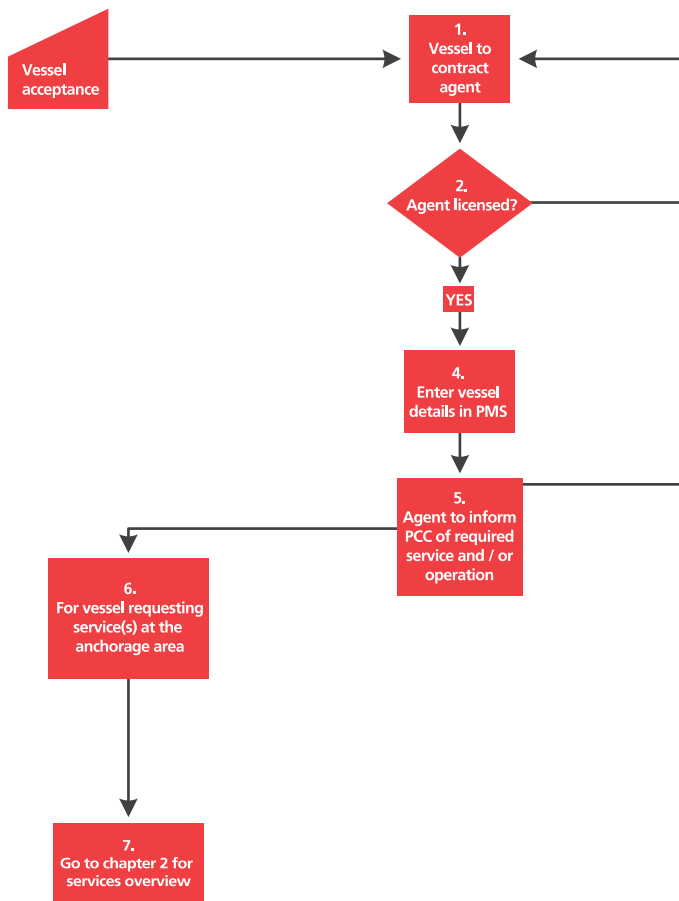
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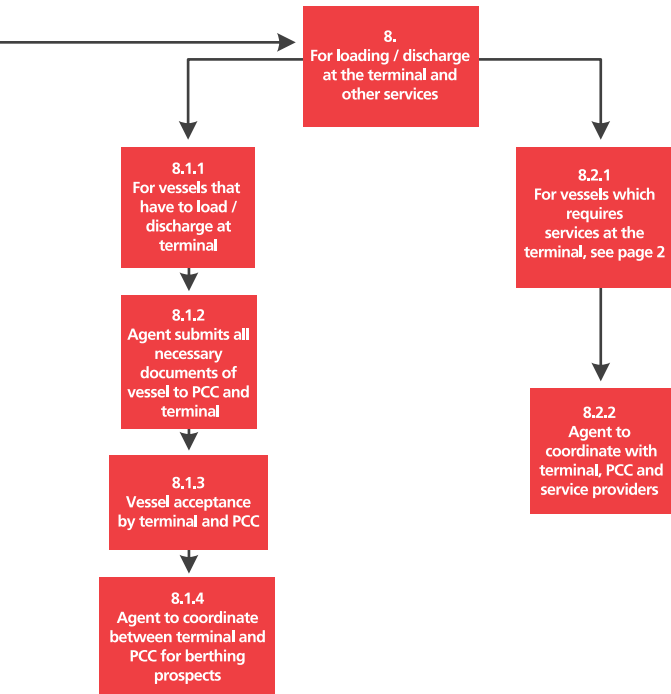
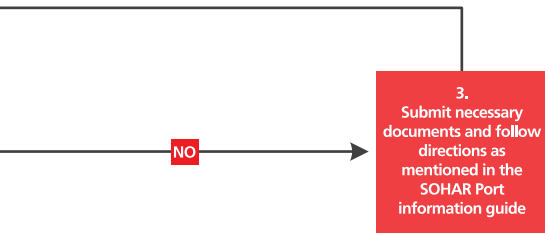


# Chapter 1: Vessel arrival and departure

## 1.1 | Vessel acceptance







## Explanation Activities

	Activity	Input
1.	Vessel to contract an Agent	
2.	Agent licensed?	
3.	Submit necessary documents and follow directions as mentioned in the SOHAR Port guide	
4.	Enter vessel particulars in PMS	

Description	Output	Applications
<p>Ship owner / Captain has to contract an Agent to represent the vessel.</p>		
<p>SIPC will register a shipping agent on request if the following has submitted:</p> <ul style="list-style-type: none"> <li>• Registry at the Ministry of Commerce and Industry</li> <li>• Trade registration from the Chamber of Commerce (Sohar)</li> <li>• Email-address, office, P.O. Box, telephone line, cable address and telex.</li> <li>• General company info including track record.</li> <li>• A bank guarantee to SIPC based on the forecast of vessels in the next calendar year.</li> <li>• Letter with authorized signatures.</li> <li>• Listing of shipping companies/lines the shipping agent represent (if applicable).</li> </ul> <p>(Documents to be send to SIPC commercial department)</p>		
<p>Agent submits necessary documents as mentioned in step 2 and follows directions of SOHAR Port guide.</p>		
<p>Agent to enter vessel particulars in PMS, after which the system will give the vessel a call ID number. If any change in the vessel's ETA; the agent must update PMS accordingly.</p>		

## Explanation Activities

	Activity	Input
5.	Agent to inform PCC of required service or operation	
6.	For vessel requesting service(s) at the anchorage area	
7.	Go to chapter 2 for services overview	
8.	For vessel requesting load / discharge at the terminal and other services	
8.1.1	Vessel to load / discharge at terminal	

Description	Output	Applications
Agent informs PCC of services or operation that vessel requires.		
<p>The anchorage area is divided into five sections;</p> <p>Anchorage A: a vessel waiting area</p> <p>Anchorage B &amp; D: Marine Supply / crew change / repairs and long period lay-up.</p> <p>Anchorage C &amp; E: area for vessel bunker operations and Ship To Ship (STS) activities.</p>		
Go to chapter 2 for services overview		
<p>Vessels which come to load / discharge and / or requires other services.</p> <p>* The use of tugs and pilot services is compulsory:</p> <ul style="list-style-type: none"> <li>- For any vessel with an overall length of seventy (70) meters during entering and leaving the port, berthing and un berthing.</li> <li>- In case of bad weather</li> <li>- vessels calling SOHAR Port for the first time</li> </ul>		
Vessel is going to load / discharge at a terminal in the SOHAR Port.		

## Explanation Activities

	Activity	Input
8.1.2	Submit necessary documents of vessel to PCC and terminal	
8.1.3	Vessel acceptance by terminal and PCC	
8.1.4	Agent to coordinate with terminal and PCC for berthing prospects	
8.2.1	For services requirements required at the terminal, go to chapter 2 for a service overview	
8.2.2	Agent to coordinate with terminal, PCC and service providers	

Description	Output	Applications
<p>Depending on type of vessel (MV / MT) the agent has to send the following documents / information to PCC by PMS.</p> <p>Motor Vessel:</p> <ul style="list-style-type: none"> <li>• List of dangerous goods</li> <li>• Crew list</li> <li>• Cargo manifest</li> <li>• Bill of Lading</li> <li>• International Tonnage Certificate</li> </ul> <p>Motor Tanker Vessel (additional):</p> <ul style="list-style-type: none"> <li>• Q88 / Form C</li> <li>• Bill of Lading</li> </ul>		
<p>When all above information / documents are submitted PCC will give the vessel acceptance through PMS.</p>		
<p>Vessel / Agent has to coordinate with terminal (and PCC) about:</p> <ul style="list-style-type: none"> <li>• ETA / ETD</li> <li>• Bert number</li> <li>• Any other requirements regarding the operation</li> </ul>		
<p>Go to chapter 2 for a service overview.</p>		
<p>Follow instructions as mentioned in 8.2.1</p>		

## 1.2 | Vessel shifting operation

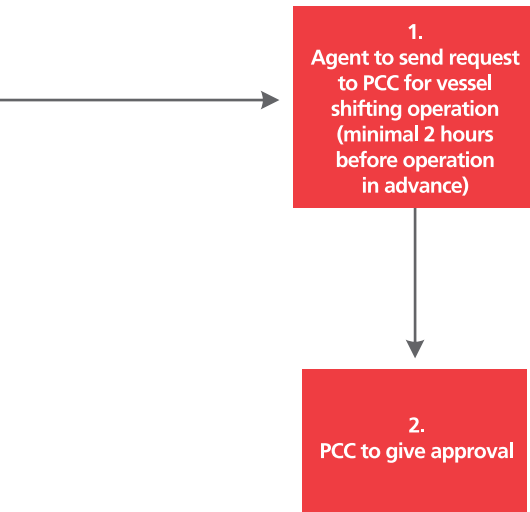


Vessel shifting operation

### Explanation Activities

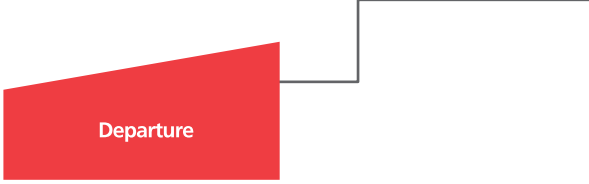
	Activity	Input
1.	Agent to send request for vessel shifting operation (minimal 2 hours in advance before operation)	
2.	PCC to give approval	





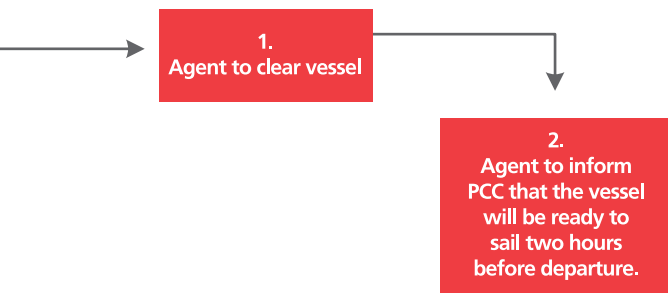
Description	Output	Applications
Agent to send a request to PCC and submit following information: <ul style="list-style-type: none"> <li>• Berth/terminal destination</li> <li>• Preferred time of operation</li> <li>• Approvals from involved terminals (!)</li> </ul>		
PCC's approval is subject to vessel movements in the port and the availability of pilots and tugs.		

## 1.3 | Vessel departure



### Explanation Activities

	Activity	Input
1.	Agent to clear vessel	
2.	Agent to inform PCC that the vessel will be ready to sail tow hour before departure.	



Description	Output	Applications
<p>Agent to clear following documents for the port clearance:</p> <ul style="list-style-type: none"> <li>• Vessel Arrival Notification</li> <li>• International Tonnage Certificate</li> <li>• Crew list</li> <li>• Garbage Certificate</li> </ul> <p>In cases of 'general cargo' agent to clear also:</p> <ul style="list-style-type: none"> <li>• Bills of Lading</li> <li>• Cargo manifest</li> </ul> <p>Documents to be cleared by the ROP customs, ROP coast guard, immigration, and Sohar Industrial Port (PCC)</p>		
<p>Agent to inform PCC that the vessel will be ready to sail two hours before departure so PCC can inform the pilot, tugs and the linesmen about the ship boarding time.</p>		





## 1.4 | Pilotage, Tug / towage, Linesman services

### Arrival

Vessels which requires (or are obliged to make use of) pilotage, tug/towage and linesman services, the agent has to update PMS system and inform PCC with the ETA of the vessel. Agents are to inform PCC by PMS with a request for pilot transfer giving minimum 2 hours notice. Agents are to include in their request the following:

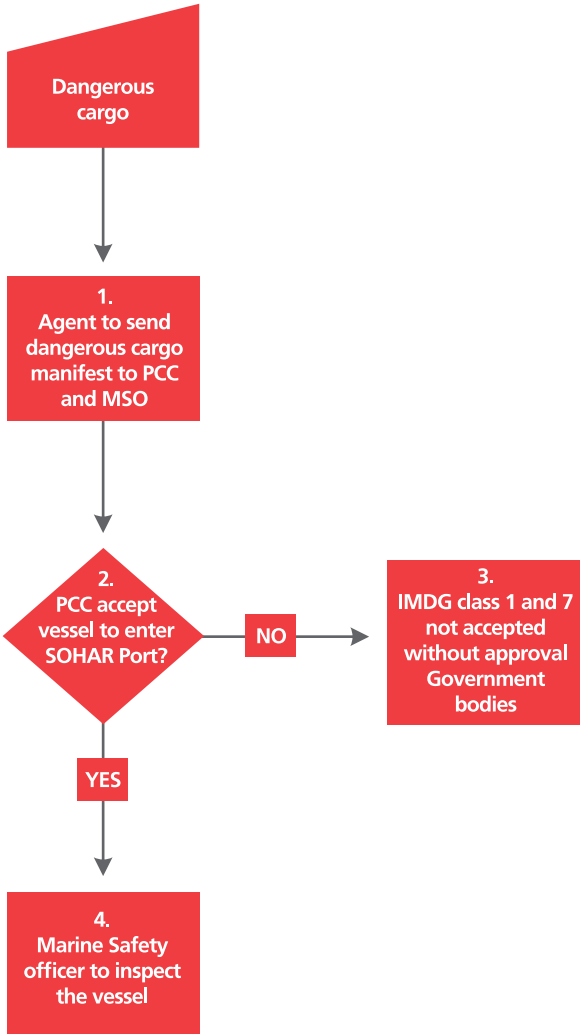
- Required pilot boarding time (Incoming/ departure)
- Name of vessel. (Incoming/ departure)
- Destination (berth, terminal, anchorage) (Incoming)

### Departure

In case of departure the agent has to inform PCC two hours in advance before sailing.

PCC will give further information and instructions.

## 1.5 | Dangerous cargo



## Explanation Activities

	Activity	Input
1.	Agent to send dangerous cargo manifest to PCC and MSO.	
2.	PCC accept vessel to enter SOHAR Port?	
3.	IMDG class 1 and 7 not accepted without approval Government Bodies	



Description	Output	Applications
Agent to send the dangerous cargo manifest to PCC and MSO before arrival.		
<p><b>YES:</b> go to point 4</p> <p><b>No:</b> Vessels carrying dangerous cargo of class 1 and/or 7 vessel needs approval of government bodies</p>		
<p>Vessels carrying dangerous cargo of class 1 or 7 are not allowed to enter port of Sohar without approval of following government bodies:</p> <ul style="list-style-type: none"> <li>• Ministry of Environment</li> <li>• Ministry of Transport and Communication</li> <li>• Civil defence</li> <li>• Royal Oman Police</li> </ul>		

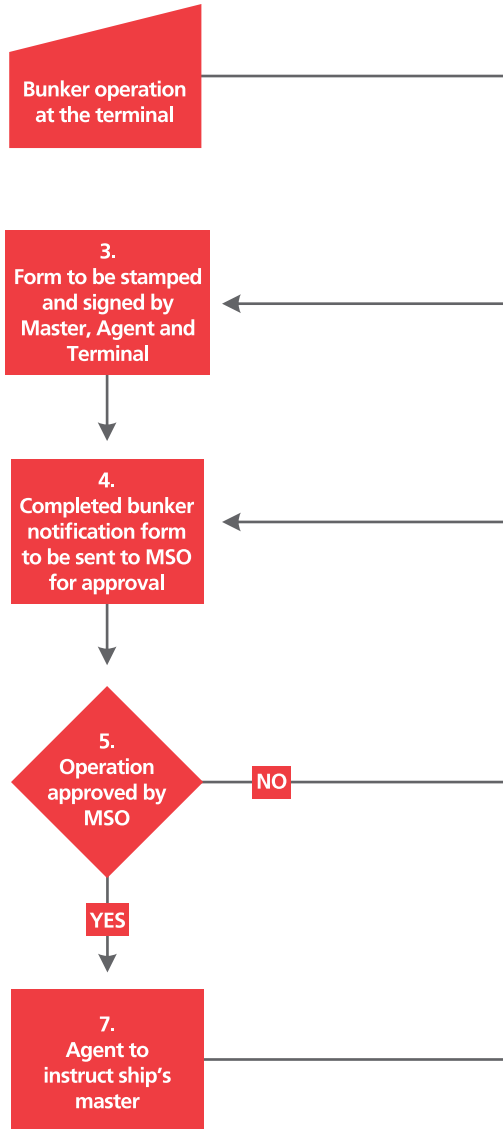
## Explanation Activities

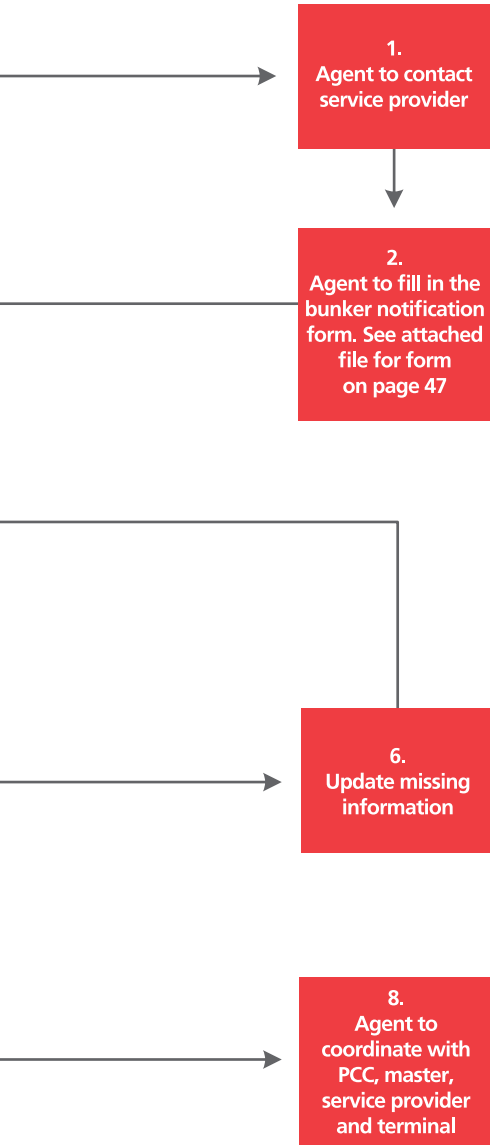
	Activity	Input
4.	Marine Safety officer to inspect the vessel	

Description	Output	Applications
<p>Marine safety officer to inspect the vessel alongside quay.  Marine safety officer will check the safety and the stowage plan of the vessel. All certificates and documents must be available:</p> <p><b>Motor Tanker:</b></p> <ul style="list-style-type: none"> <li>• International Oil Pollution Certificate</li> <li>• SOLAS safety equipment</li> <li>• SOLAS safety radio</li> <li>• SOLAS safety construction</li> <li>• Load line certificate</li> <li>• International safety management (ISM)</li> <li>• Civil Liability Certificate (CLC)</li> <li>• Certificate of fitness (Gas/Chemicals)</li> <li>• Certificate of class</li> <li>• ISPS / ISSC</li> <li>• Condition Assessment Scheme (CAS) – if applicable</li> <li>• Material Safety Data Sheet (MSDS)</li> </ul> <p><b>Motor Vessel:</b></p> <ul style="list-style-type: none"> <li>• Cargo Ship safety Construction Certificate (CSCC)</li> <li>• Oil record book part 1</li> <li>• Stowage plan</li> <li>• Material Safety Data Sheet (MSDS)</li> <li>• ISPS</li> <li>• ISSC</li> <li>• Acting security level</li> <li>• Security levels of 3 port of calls</li> <li>• Document of compliance (in respect to dangerous goods)</li> </ul>		

# Chapter 2: SOHAR Port marine services

## 2.1 | Bunkering in the port





## Explanation Activities

	Activity	Input
1.	Agent to contact service provider	
2.	Agent to fill in the Bunker Notification Form. See attached file for form on page 47	
3.	Form to be stamped and signed by Master, Agent and Terminal	
4.	Completed Bunker Notification Form to be send to MSO for approval	
5.	Operation approved by MSO?	
6.	Update missing information	

Description	Output	Applications
Agent to contact a licensed service provider in the SOHAR Port who will carry out the operation		
Notification of the intention to bunker is to be provided to the SOHAR Port MSO detailing the quantity and type of oil by filling in the Dangerous Goods and bunker Notification form.		
The form must be signed and stamped by the Master, the terminal and the agent.		
The completed form must be sent by e-mail or PMS to SOHAR Port MSO at least 24 hours prior to vessel's arrival.		
<p><b>YES:</b> go to point 7</p> <p><b>NO:</b> Agent to send missing information or update information</p>		
Agent to send missing information or update information. If MSO don't have the required documents / information the operation can be rejected.		

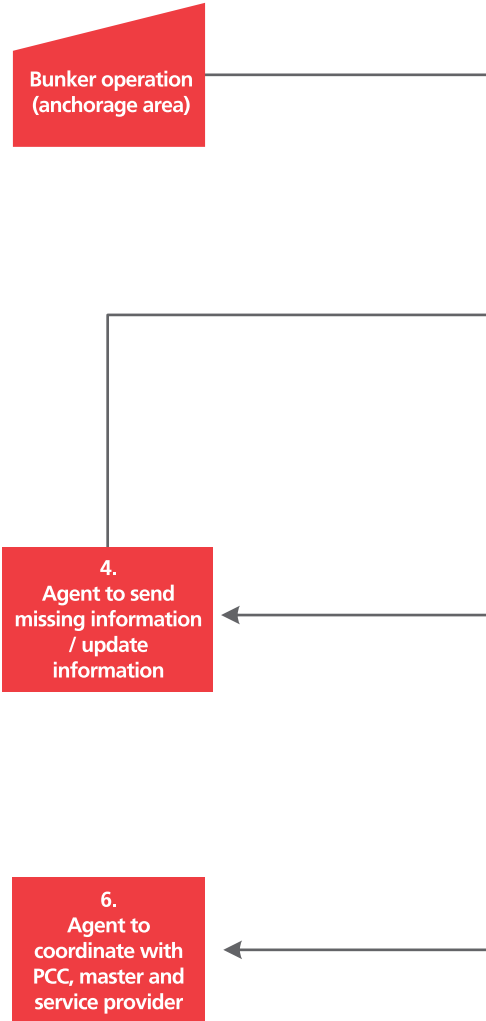
## Explanation Activities

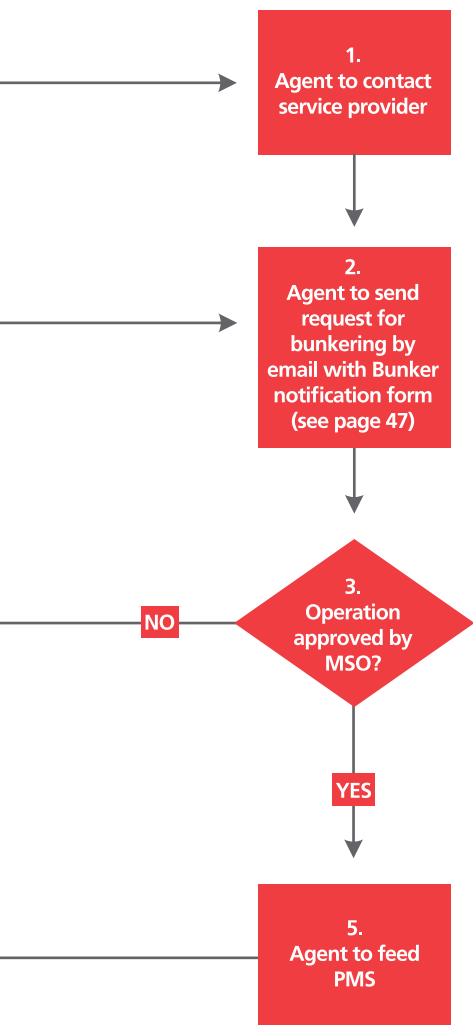
	Activity	Input
7.	Agent to instruct ship's master	
8.	Agent to coordinate with PCC, service provider, master and terminal	



Description	Output	Applications
<p>The ship's agent will notify the ship's master of his responsibility to contact PCC by VHF channel 71 one hour prior to their intention to bunker.</p>		
<p>Agent to coordinate with PCC / terminal / service provider and master at start/end of the operation.</p>		

## 2.2 | Bunkering at anchorage area



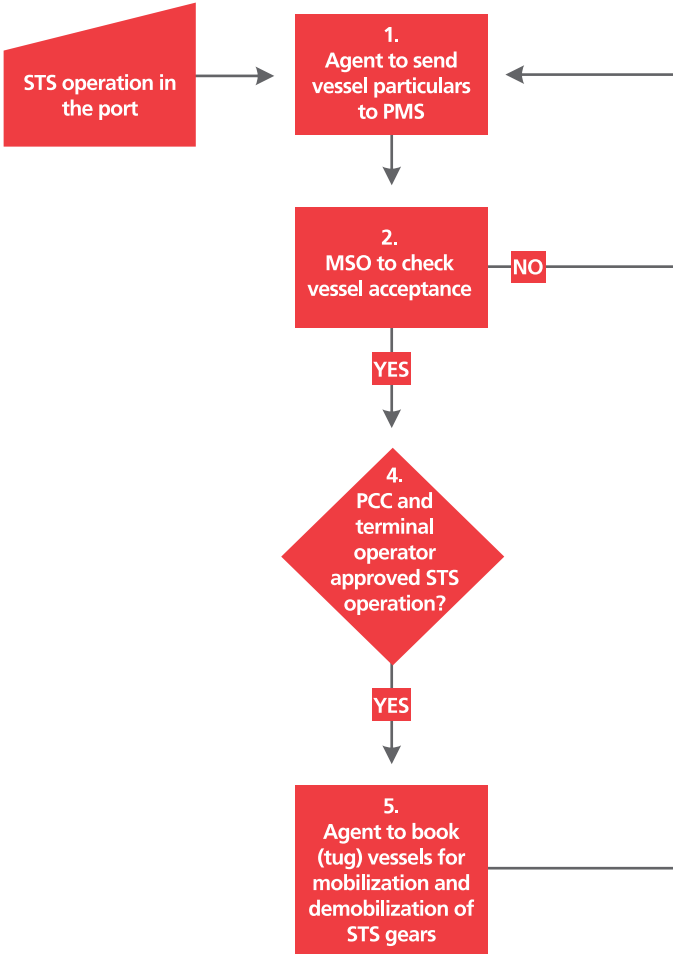


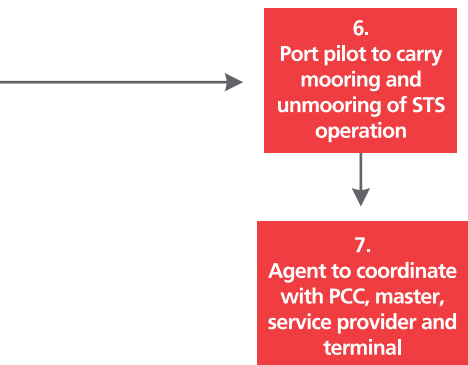
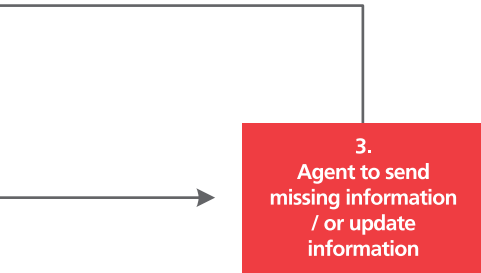
## Explanation Activities

	Activity	Input
1.	Agent to contact service provider	
2.	Agent to send request for bunkering by email with Bunker notification Form	
3.	Operation approved by MSO?	
4.	Agent to send missing information or update information	
5.	Agent to feed PMS	
6.	Agent to coordinate with PCC, master and service provider	

Description	Output	Applications
Agent to contact a licensed service provider in the SOHAR Port who will carry out the operation		
<p>Agent to send a request for bunker operation and the following documents by email to MSO :</p> <ul style="list-style-type: none"> <li>• Q88</li> <li>• Ship particulars</li> <li>• Bunker notification Form</li> </ul>		
<p><b>YES:</b> Go to point 5  <b>NO:</b> Agent to send missing information or update information.</p>		
Agent to send missing information or update information. If MSO don't have the required documents / information the operation can be rejected.		
Agent has to feed always PMS from permits list, choose Bunker.		
Agent to coordinate with PCC, master and service provider about start time of operation etc. Agent also to inform PCC at start and end of the operation.		

## 2.3 | STS operation in the port





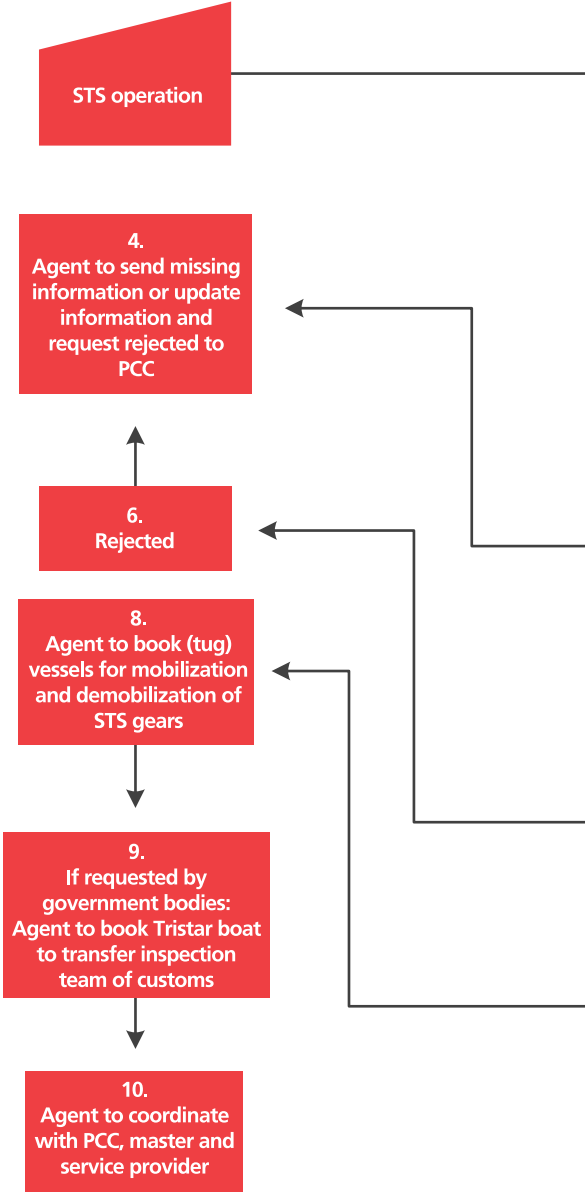
## Explanation Activities

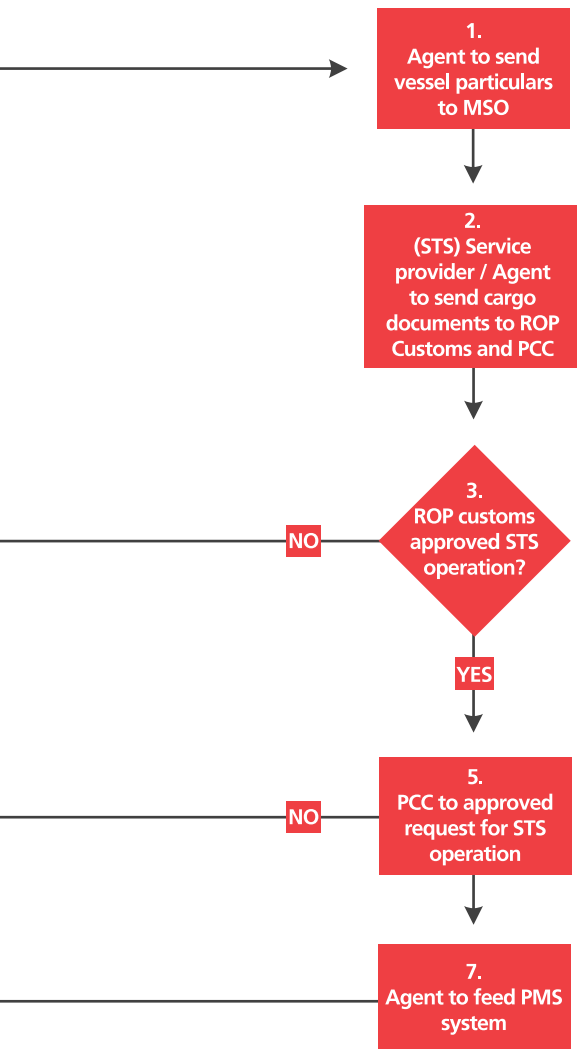
	Activity	Input
1.	Agent to send vessel particulars to PCC	
2.	MSO to check vessel acceptance.	
3.	Agent to send missing information / update information	
4.	PCC and terminal operator approved STS operation?	
5.	Agent to book (tug) vessels for mobilization and demobilization of STS gears	
6.	Port pilot to carry and assist mooring and unmooring during STS operation	
7.	Vessel to coordinate with PCC, master, terminal and service provider	



Description	Output	Applications
Agent has to send Q88 to MSO for final approval.		
<p>MSO to approve the vessel acceptance.</p> <p><b>YES:</b> go to point 3</p> <p><b>NO:</b> agent to send missing information / update information</p>		
<p>Agent to send missing information / update information. If PCC don't have the required documents / information the operation can be rejected.</p>		
<b>YES:</b> go to point 5.		
<p>Agent to communicate with PCC two hour in advance for the booking of vessel for marine and port services.</p>		
<p>Port pilot to carry and assist mooring and unmooring during STS operation.</p> <p>Government bodies are allowed to do inspections during the operation.</p>		
<p>Vessel to inform PCC about start time of operation and completion.</p>		

## 2.4 | STS operation in anchorage area





## Explanation Activities

	Activity	Input
1.	Agent to send vessel particulars to MSO	
2.	(STS) service provider / Agent to send cargo documents to ROP Customs and PCC / MSO	
3.	ROP customs approved STS operation?	
4.	ROP customs do not approve STS operation?	
5.	PCC to approve request for STS operation	
6.	Rejected?	
7.	Agent to feed PMS system	
8.	Agent to book (tug) vessels for mobilization and demobilization of STS gears	

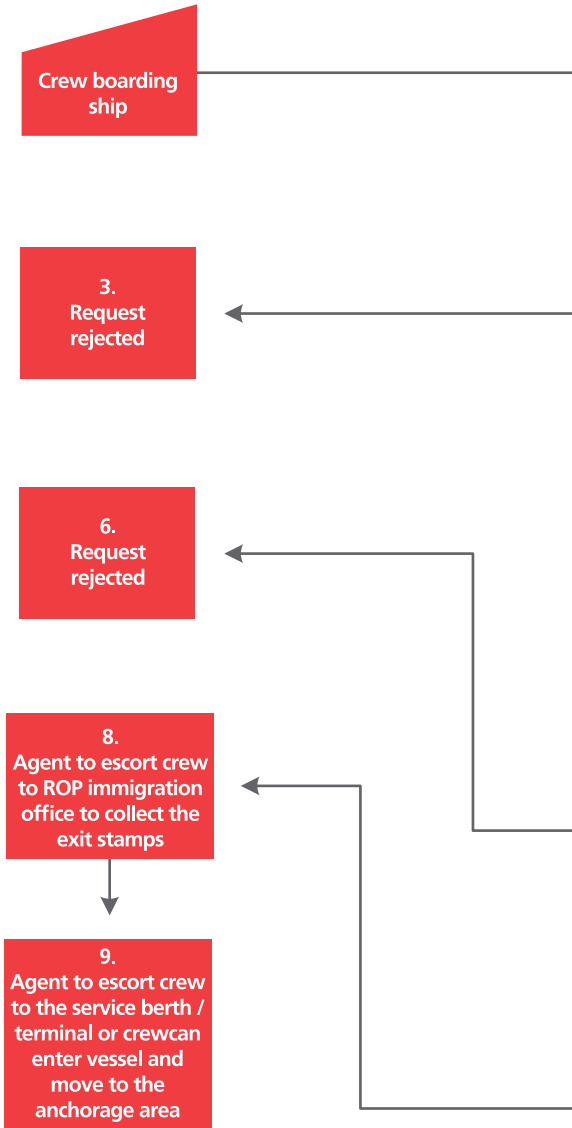
Description	Output	Applications
Agent has to send Q88 to MSO.		
<p>The STS service provider or Agent has to send the following cargo documents to ROP customs and PCC / MSO:</p> <ul style="list-style-type: none"> <li>• Bill of Lading</li> <li>• Invoices of cargo</li> <li>• Certificate of origin</li> <li>• Manifest</li> <li>• Dangerous Goods</li> </ul>		
YES: go to point 4.		
If ROP customs doesn't give the approval. The request will be rejected. ROP customs to send rejected details to PCC and MSO.		
PCC to approve request for STS operation to agent.		
PCC to send rejected details to Agent.		
Agent has to insert all required information in PMS system.		
Agent to communicate with PCC one hour in advance for marine and port services.		

## Explanation Activities

	Activity	Input
9.	If requested by government bodies: Agent to book Tristar boat for the custom clearance/inspection	
10.	Agent to coordinate with PCC, master and service provider	

Description	Output	Applications
Agent has to send Q88 to MSO.		
Agent to coordinate with PCC / master and service provider about start time of operation and completion.		

## 2.5 | Crew change operation (crew boarding ship)

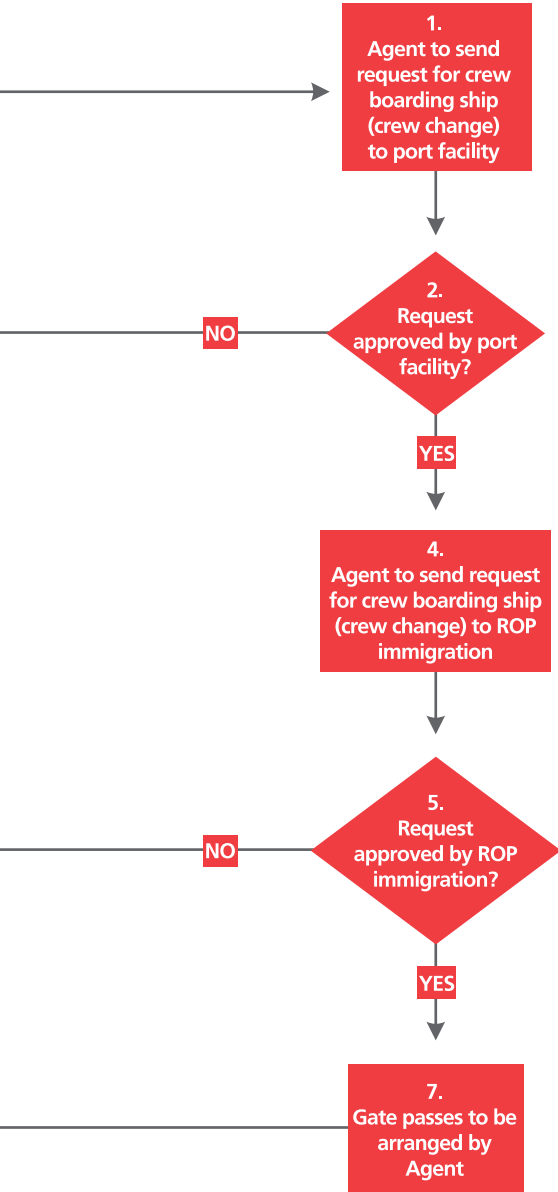




Notification:

ROP 'Sailors Transit Visa / Sea Crew Visa' procedure applies for crew coming into Oman by air or land border. Application should be prepared by Agent in advance.

For more information about crew changes see attachment on page 47 and 48



## Explanation Activities

	Activity	Input
1.	Agent to send request for crew boarding ship to port facility	
2.	Request approved by port facility?	
3.	Request rejected	
4.	Agent to send request for crew boarding ship to ROP immigration	
5.	Request approved by ROP immigration?	
6.	Request rejected	

Description	Output	Applications
<p>Port facility means Terminal, service berth or Anchorage area. SIPC is the operator of the service berth and Anchorage area.</p>		
<p><b>YES:</b> go to point 4 <b>NO:</b> request rejected</p>		
<p>When port facility do not approve, the request will be rejected.</p>		
<p>Agent to send request for crew boarding ship to ROP immigration and send Sailor Transit Visa / Sea Crew Visa.</p> <p>ROP immigration notifies ROP customs &amp; Ministry of health. This notification allows ROP customs and MOH to call for inspection when crew boarding ship. ROP immigration is also allowed to do a inspection.</p>		
<p><b>YES:</b> go to point 7 <b>No:</b> request rejected</p>		
<p>Restrictions may apply for certain nationalities as per ROP immigration decision. When ROP immigration do not approve, request will be rejected.</p>		

## Explanation Activities

	Activity	Input
7.	Gate passes to be arranged by Agent	
8.	Agent to escort crew to ROP immigration office to collect the exit stamps	
9.	Agent to escort crew to the service berth/terminal or crew can enter vessel and move to the anchorage area	

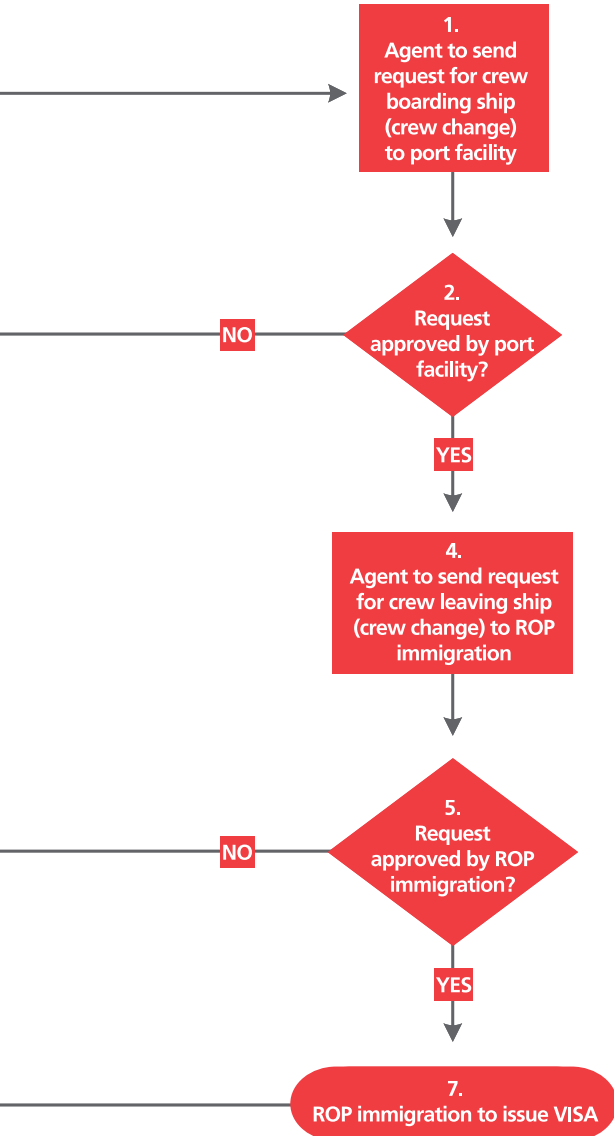
Description	Output	Applications
Agent to arrange gate pass with involved port facility.		
Agent to escort crew to ROP immigration office to collect the exit stamps at the ROP immigration office at Sohar Industrial Port. ROP immigration office is opened 24/7.		
Agent to escort crew to the service berth / terminal or crew can enter vessel and move to the anchorage area.		



Notification:

ROP 'Sailors Transit Visa / Sea Crew Visa' procedure applies for crew coming into Oman by air or land border. Application should be prepared by Agent in advance.

For more information about crew changes see attachment on page 47 and 48



## Explanation Activities

	Activity	Input
1.	Agent to send request for crew boarding ship to port facility	
2.	Request approved by port facility?	
3.	Request rejected	
4.	Agent to send request for crew leaving ship (single trip) to ROP immigration	
5.	Request approved by ROP immigration?	
6.	Request rejected	



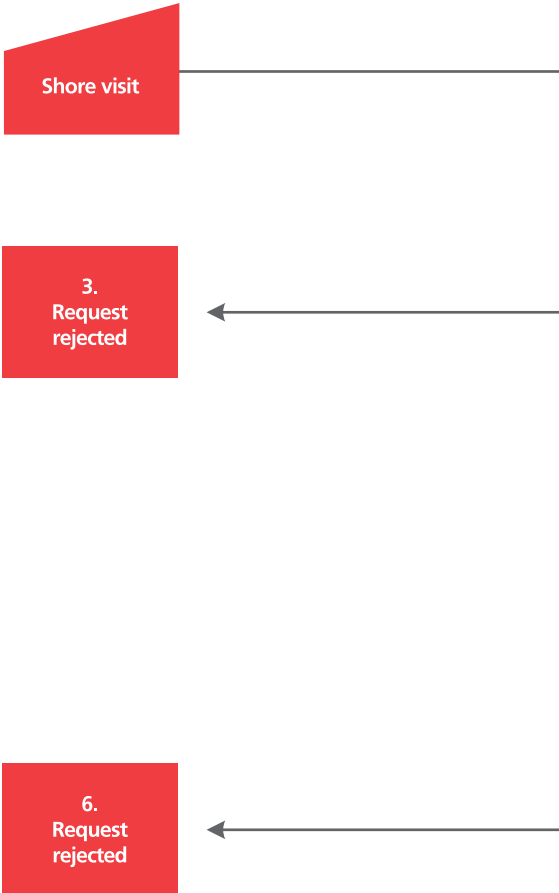
Description	Output	Applications
<p>Port facility means Terminal, service berth or Anchorage area. SIPC is the operator of the service berth and Anchorage area.</p>		
<p><b>YES:</b> go to point 4 <b>NO:</b> request rejected</p>		
<p>When port facility do not approve, the request will be rejected.</p>		
<p>Agent to send request for crew leaving ship (single trip) to ROP immigration. Agent to send the 'Sailors Transit Visa / Sea Crew Visa'</p>		
<p><b>YES:</b> go to point 7 <b>No:</b> request rejected</p>		
<p>Restrictions may apply for certain nationalities as per ROP immigration decision. When ROP immigration do not approve, request will be rejected.</p>		

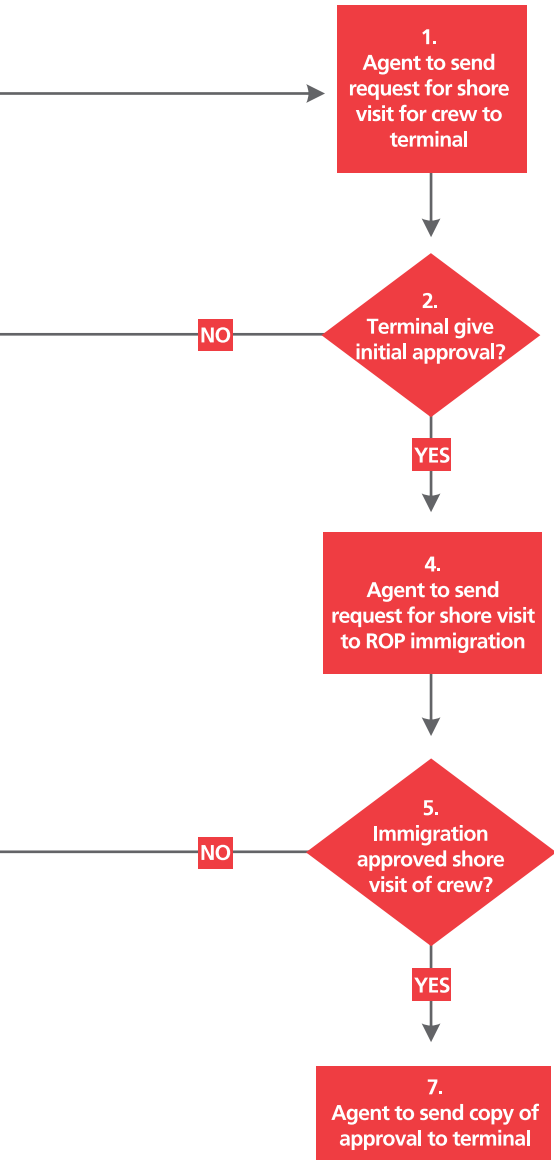
## Explanation Activities

	Activity	Input
7.	ROP immigration to issue VISA	
8.	Passport of crew must be stamped at ROP immigration office	
9.	Agent to escort crew to leaving border	

Description	Output	Applications
<p>ROP immigration to issue VISA for leaving crew member(s). Crew member(s) may leave Port facility, enter Oman and exit by land / air.</p> <p>Emergency VISA can be obtained from ROP immigration (SOHAR Port office) 24/7</p> <p>ROP immigration notifies ROP customs. This notification allows ROP customs and MOH to call for inspection when crew leaves ship. ROP immigration is also allowed to do a inspection.</p>		
<p>Passport of crew must be stamped at ROP immigration office.</p>		
<p>Crew allowed to enter Sultanate of Oman and exit by land / air. Agent to escort crew to leaving border.</p>		

## 2.7 | Shore visit (leisure / medical)





## Explanation Activities

	Activity	Input
1.	Agent to send request for shore visit for the crew to terminal and ROP immigration	
2.	Terminal to give initial approval	
3.	Request rejected	
4.	Agent to send request for shore visit to ROP immigration	
5.	Immigration approved shore visit of crew	

Description	Output	Applications
<p>Agent to send request for shore visit for the crew to terminal and PCC. Agent has to send a letter and a list of the involved crew for the shore visit.</p>		
<p>Terminal to give initial approval for the shore visit of the crew.</p> <p><b>YES:</b> go to point 4 <b>NO:</b> request rejected</p>		
<p>If terminal doesn't approve the shore visit of the crew for any reason, the request will be rejected.</p>		
<p>After ship moored the agent has to send following documents to ROP immigration:</p> <ul style="list-style-type: none"> <li>• Official request (letter)</li> <li>• List of involved crew (with passport details)</li> <li>• Agent has to take passports of involved crew of shore visit to ROP immigration office</li> </ul>		
<p><b>YES:</b> go to point 7. ROP immigration shall issue (stamped) Exit Passes for the crew.</p> <p><b>No:</b> request rejected</p>		

## Explanation Activities

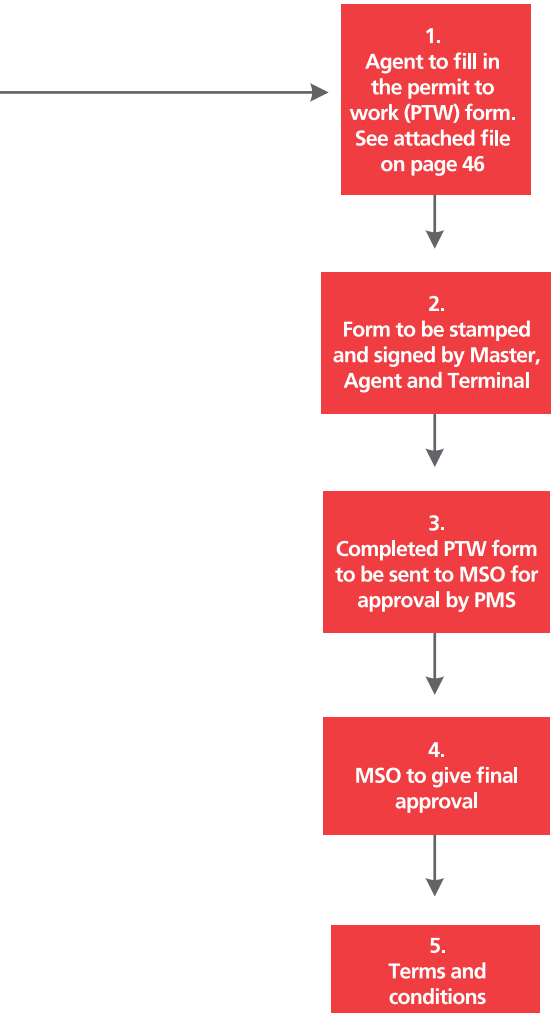
	Activity	Input
6.	Request rejected	
7.	Agent to send approval to terminal	



Description	Output	Applications
<p>If ROP immigration doesn't approve the shore visit of the crew for any reason, the request will be rejected.</p>		
<p>If the request is approved by ROP immigration agent received a stamped approval. Agent should send a copy of stamped approval to terminal. Crew may now enter Oman. Crew must return before midnight of the same day, unless medical emergency.</p>		

## 2.8 | Permit to work



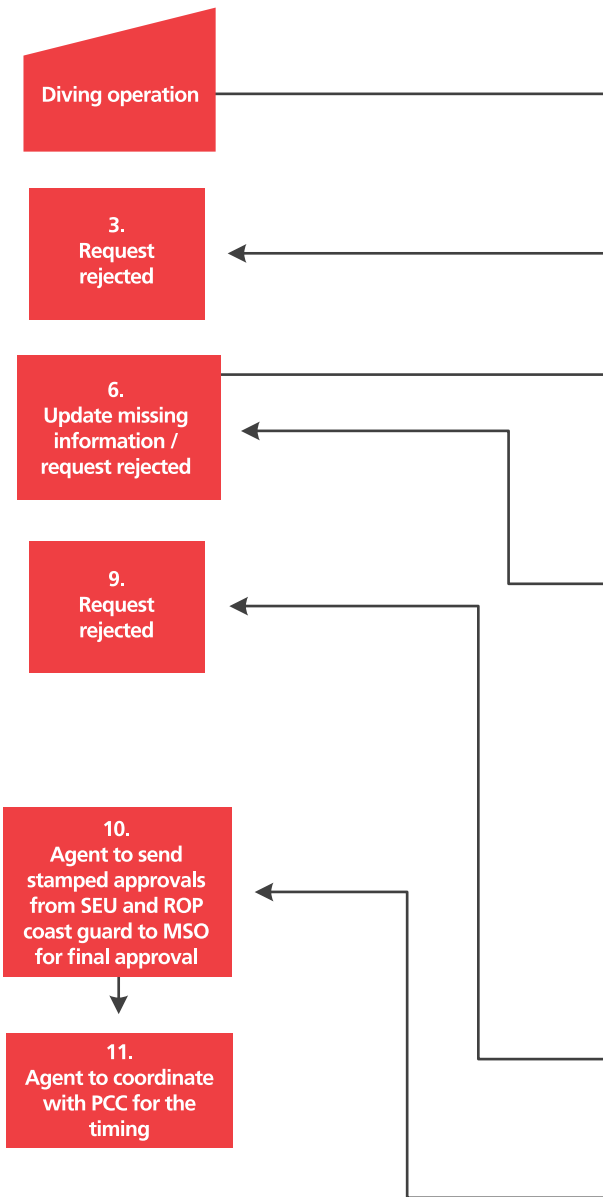


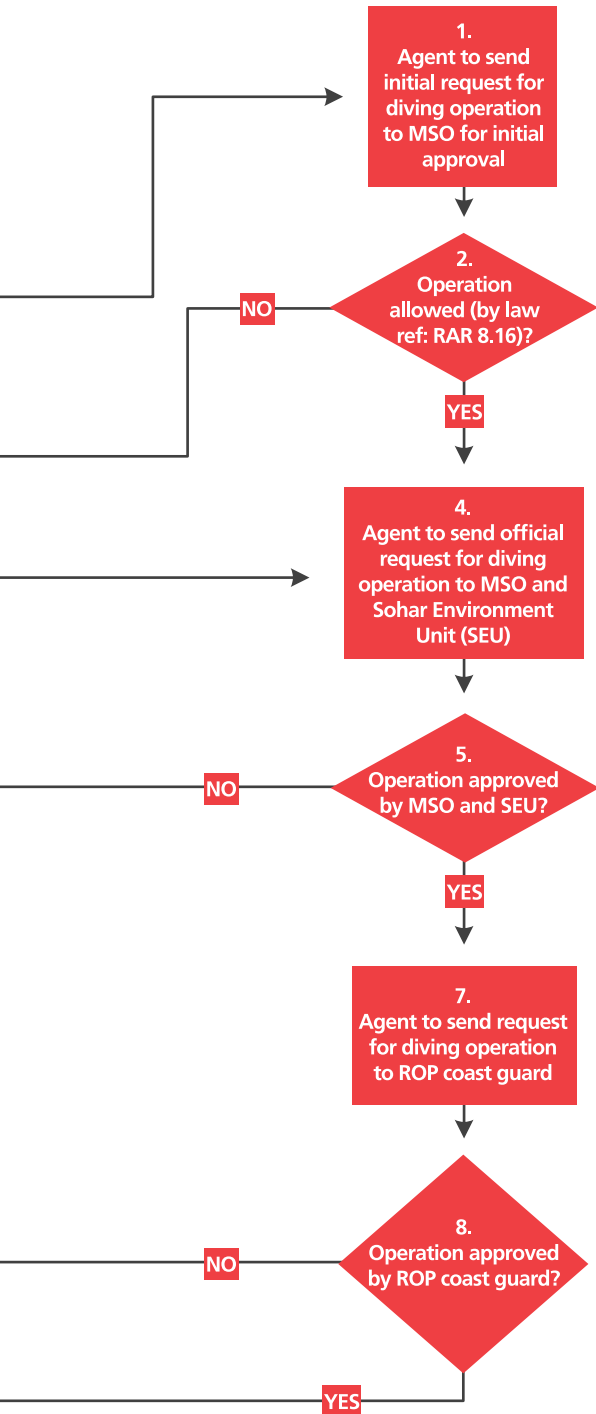
## Explanation Activities

	Activity	Input
1.	Agent to fill in the Permit To work(PTW) from (page 46)	
2.	Form to be signed and stamped by master, agent and terminal	
3.	Completed PTW form to be sent to MSO for approval by PMS	
4.	MSO to give final approval	
5.	Terms and conditions	

Description	Output	Applications
<p>Agent to fill in PTW in following cases:</p> <ul style="list-style-type: none"> <li>• Hot work</li> <li>• Cold work</li> <li>• Immobilization</li> <li>• Painting</li> <li>• Repair</li> <li>• etc</li> </ul> <p>Agent to fill in all required fields (!) in PTW form. Please see attached file on page 45 for PTW form.</p>		
<p>Form to be signed and stamped by master, agent and terminal.</p>		
<p>After PTW is signed by master, agent and terminal, agent to send the form to MSO for final approval.</p>		
<p>MSO to give final approval. After operation approved by master of vessel, terminal and the SIPC marine safety department, MSO to give final approval.</p>		
<p>Terms and conditions of PTW to be followed by agent and vessel at all times</p>		

## 2.9 | Diving operation





## Explanation Activities

	Activity	Input
1.	Agent to send request for diving operation to MSO for initial approval	
2.	Operation allowed (by rules and regulation ref: RAR 8.16)	
3.	Request rejected	
4.	Agent to send official request for diving operation to MSO and Sohar Environment Unit (SEU)	
5.	Operation approved by MSO and SEU?	
6.	Update missing information / request rejected	



Description	Output	Applications
<p>Agent to send an initial request for diving operation and to define purpose of operation. MSO will find out if operation is possible and allowed in the SOHAR Port.</p>		
<p><b>YES:</b> go to point 4 <b>NO:</b> request rejected</p>		
<p>Request will be rejected when operation is not allowed or possible in the port of Sohar.</p>		
<p>Agent to send an official request for diving operation to MSO and SEU. Agent to send following documents:</p> <ul style="list-style-type: none"> <li>• Official letter / email</li> <li>• Scope of work</li> <li>• Diving company license</li> <li>• Divers license</li> </ul>		
<p><b>YES:</b> got to point 7 <b>NO:</b> Request rejected</p> <p>Operation is approved by MSO and SEU if agent received a stamped letter / approval from MSO and SEU.</p>		
<p>MSO can give further instructions regarding missing information etc. If SEU or MSO don't approve the request, it will be rejected.</p>		

## Explanation Activities

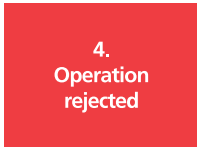
	Activity	Input
7.	Agent to send a request for diving operation to ROP coast guard for final approval	
8.	Operation approved by ROP coast guard?	
9.	Request rejected	
10.	Agent to send a copy of stamped approval from SEU and ROP coast guard to MSO	
11.	Agent to coordinate with PCC	

Description	Output	Applications
<p>Agent to send a request for diving operation to ROP coast guard. Agent to send following documents:</p> <ul style="list-style-type: none"> <li>• Official letter / email</li> <li>• Scope of work</li> <li>• Diving company license</li> <li>• Divers license</li> <li>• Stamped approvals from MSO and SEU (!)</li> </ul>		
<p><b>YES:</b> go to point 10 <b>No:</b> request rejected</p> <p>Operation is approved by ROP coast guard if agent received a stamped letter/ approval from ROP coast guard.</p>		
<p>If operation is not approved by ROP coast guard the request will be rejected.</p>		
<p>Agent to send a copy of stamped approval from SEU and ROP coast guard to MSO for final approval.</p>		
<p>After final approval (received from MSO) agent to coordinate with PCC about the operation.</p>		

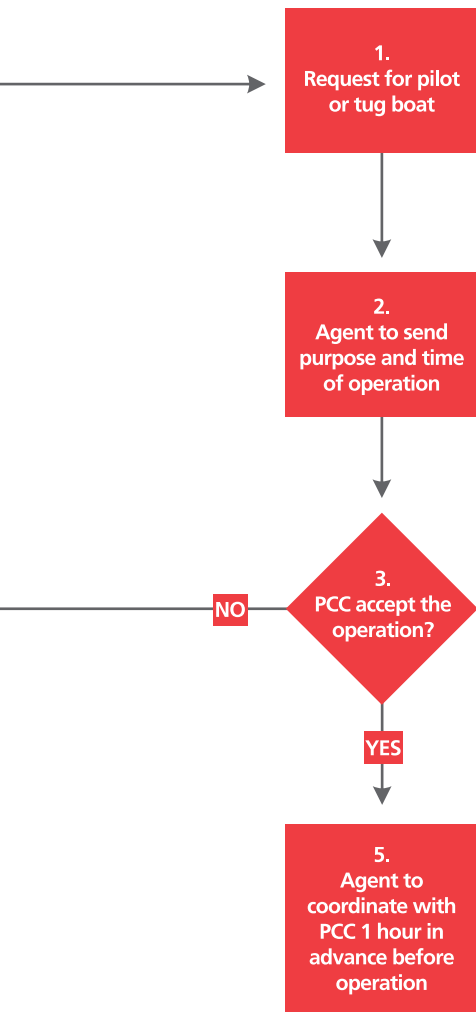
## 2.10 | Pilot boat operation



Booking of pilot  
or tug boat



4.  
Operation  
rejected

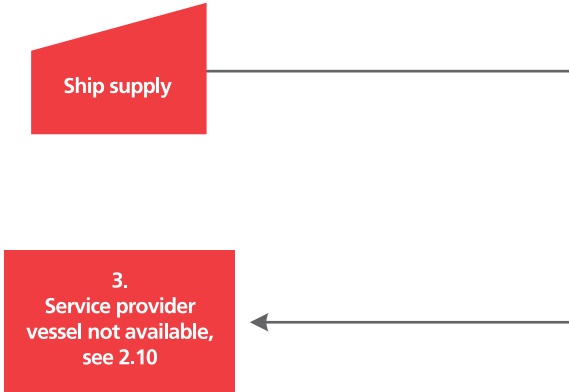


## Explanation Activities

	Activity	Input
1.	Request for pilot or tug boat	
2.	Agent to send purpose and time of operation	
3.	PCC to accept the operation?	
4.	Request rejected	
5.	Agent to coordinate with PCC 2 hour in advance before operation	

Description	Output	Applications
Agent to send request for pilot or tug boat operation.		
Agent to define purpose of operation and the time they need the pilot or tug boat.		
<p><b>YES:</b> go to pt. 5</p> <p><b>NO:</b> Request rejected</p>		
For priority reason PCC can't accept the operation. Please communicate with PCC and discuss other options regarding the time and / or the purpose of the operation.		
Agent to coordinate and communicate with PCC 2 hours in advance before operation.		

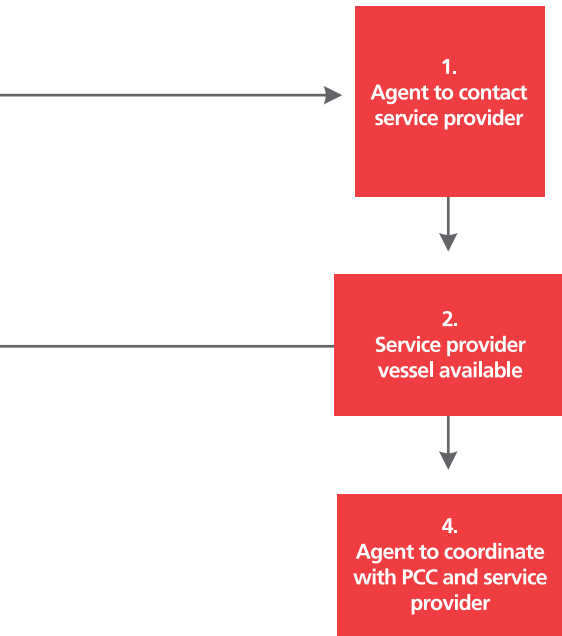
## 2.11 | Ship supply



## Explanation Activities

	Activity	Input
1.	Agent to contact service provider	
2.	Service provider vessel available	
3.	Service provider vessel not available, see 2.10	
4.	Agent to coordinate with PCC and service provider	

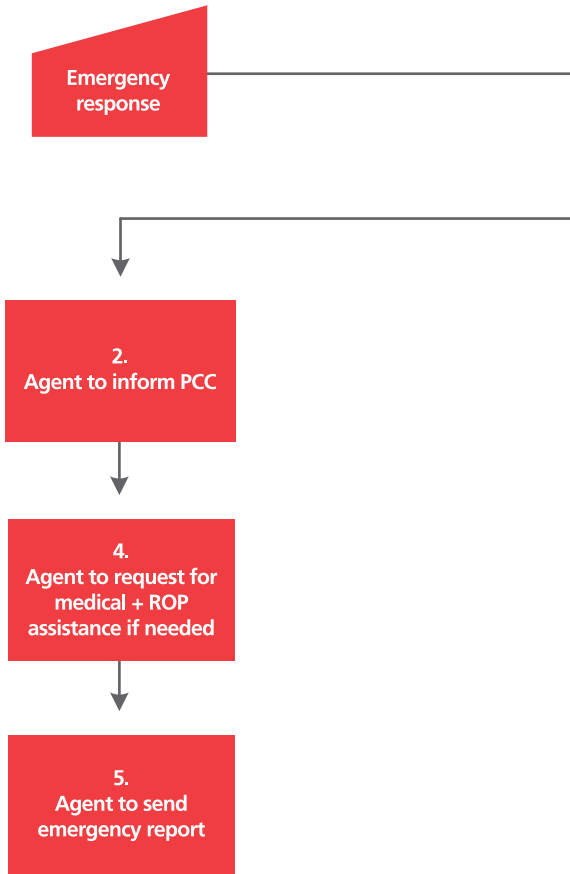


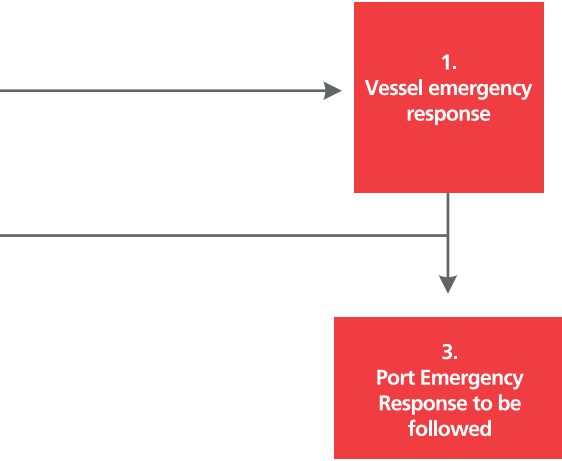


Description	Output	Applications
Agent has to inform service provider about the operation and the service.		
<b>YES:</b> go to pt. 4 <b>NO:</b> go to pt. 3		
Service provider vessel not available, agent to see 2.10.		
Agent to coordinate with PCC and service provider about start and end of operation. PCC will assist during the operation.		

# Chapter 3: Emergency response

## 3.1 | Emergency response





## Explanation Activities

	Activity	Input
1.	Vessel emergency response	
2.	Agent to inform PCC	
3.	Port Emergency Response to be followed	
4.	Agent to request for medical + ROP assistance if needed	
5.	Agent to send emergency report	

Description	Output	Applications
<p>For any incidents that may occur on the vessel such as, fire, explosion, pollution, injuries or fatalities inform PCC.</p> <p>PCC (24hour watch)  <b>Tel:</b> +968 268 52 777  <b>Fax:</b> +968 268 50 272  <b>VHF:</b> CH 71</p> <p>Marine Safety Office:  <b>Tel:</b> +968 268 85 780/777  <b>Fax:</b> +968 268 50 272  <b>Email:</b> ops@soharportandfreezone.com</p>		
<p>Agent to provide all necessary information regarding the incident to PCC such as:</p> <ul style="list-style-type: none"> <li>• Place of emergency / incident</li> <li>• Description of emergency/ incident</li> </ul>		
<p>Agent to follow procedure as mentioned in the Port emergency response guide / procedure. Which will be find on the SOHAR Port website: <a href="http://www.sohar-portandfreezone.com">www.sohar-portandfreezone.com</a></p>		
<p>In case needed agent to inform PCC whether the vessel needs medical and ROP assistance such as: doctors, fire-fighters, etc.</p>		
<p>Agent to send report 24 hrs after emergency. The report contains:</p> <ul style="list-style-type: none"> <li>• Description of the emergency / incident</li> <li>• Courses</li> <li>• Action been taken</li> </ul>		

# Chapter 4: Attachments

## Permit to work

### Information to be filled out by the agent

#### Permit type:

- Hot work     Cold work     Immobilization  
 Painting     Repair     Other:\_\_\_\_\_

Vessel:\_\_\_\_\_

Agent:\_\_\_\_\_

Call no:\_\_\_\_\_

Terminal /

Date / time

Berth:\_\_\_\_\_

of work:\_\_\_\_\_

Date /

Cargo

Ending time: \_\_\_\_\_

onboard:\_\_\_\_\_

Loading /

Unloading:\_\_\_\_\_

If Dangerous Cargo is on board or to be loaded, please specify type and quantity:

Description of activities in detail:

Location of work to be carried out:

Is the vessel ready to sail in case of an emergency?

---

#### Stamps and signatures:

Port Authority

Terminal

Agent

Master of vessel

\* Vessel is responsible and liable for any damage and / or pollution that may result from the work that they have specified in this permit.

**Terms and Conditions:**

- This permit is subject to terminal approval.
- This permit is subject to the vessel having on board dangerous goods.
- All safety precautions are to be taken.
- Spillage of paint, oil and all kinds of wastes onto water or berth is prohibited.
- Disposal of repair and maintenance waste onto terminal bins and skips is prohibited.
- General housekeeping is to be maintained.
- Vessel, Agent and Terminal stamp and signature are required prior to HMO approval.
- Port Control is to be informed of the following:
  - Exact start and finish time of work
  - Any incidents that has occurred during the vessel's stay within SOHAR Port.
  - Incase needed, extension of validity of this permit.

**Please note:**

Port Control Emergency Contact:  
+968 26852777 / +968 99342699 / VHF 71 / 16



## Bunker notification Form

This form is to be submitted 24hrs prior to vessel arrival

Please fill in the criteria below:

Vessel:\_\_\_\_\_ Agent:\_\_\_\_\_

Call no:\_\_\_\_\_ Terminal /

Date / time Berth:\_\_\_\_\_

of work:\_\_\_\_\_ Date /

Cargo Ending time: \_\_\_\_\_

onboard:\_\_\_\_\_ Loading /

Unloading:\_\_\_\_\_

Amount of bunkers to be transferred:\_\_\_\_\_

Type of bunkers to be transferred:\_\_\_\_\_

I certify to the best of my knowledge and belief there are no damaged, leaking or deteriorated containers, tanks or packages containing Dangerous Cargoes that may adversely affect the safety of workers, port area, vessel or the environment.

Agent Contact Details:

Address:\_\_\_\_\_

Phone:\_\_\_\_\_

Email:\_\_\_\_\_

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Stamps and signatures:

Agent Stamp

Vessel Stamp

Terminal Approval

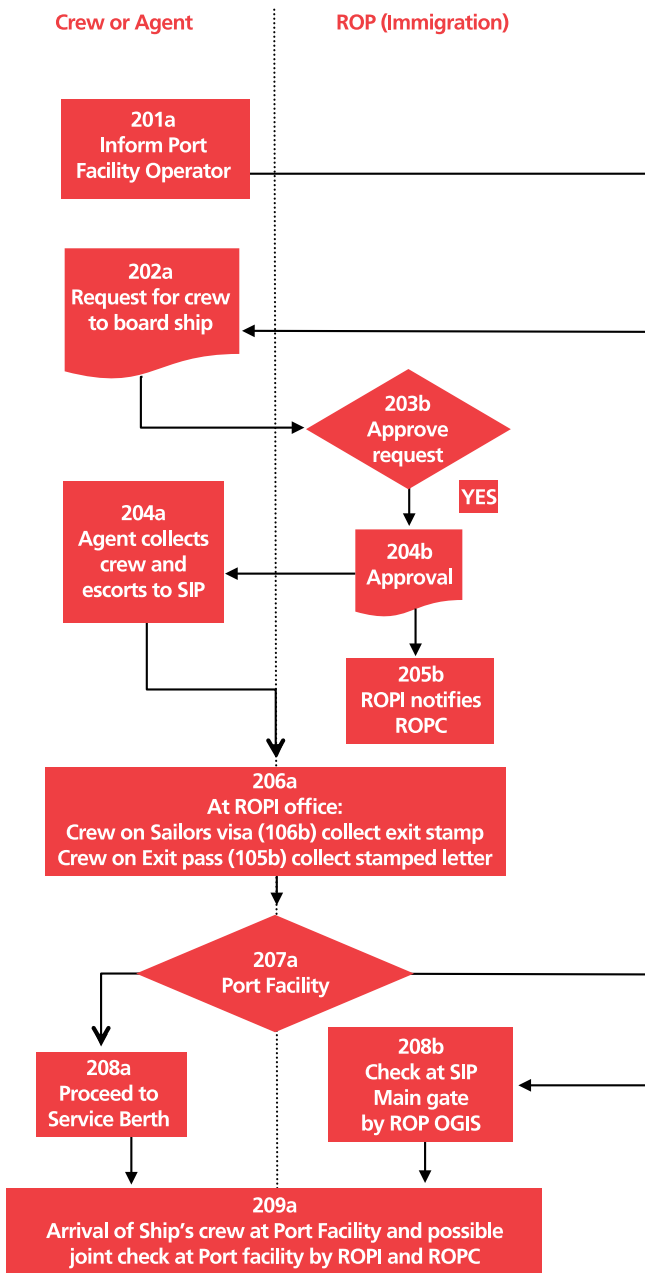
Sohar Port Authority Approval

Vessel Master is responsible for any damage or pollution that may arise from this operation.

Please note: Port Control Emergency Contact:

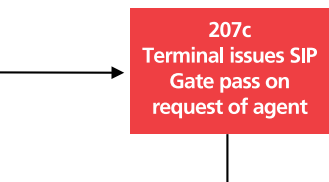
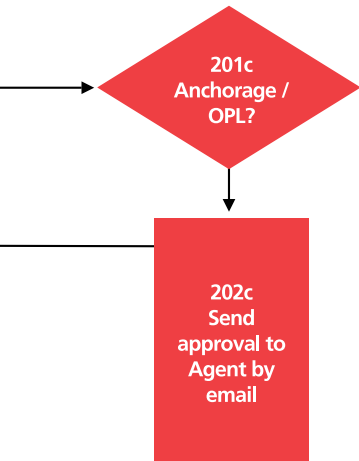
+968 26852777 / +968 99342699 / VHF 71 / 16

# PROCEDURE FOR SHIP'S CREW BOARDING SHIP



ROPI = Immigration, ROPC = Customs,  
 ROP OGIS = Oil & Gas Installation Security, OPL = Out-of-Port-Limits

## Operator of Port Facility



## Comments

Port Facility means Terminal, Service berth or Anchorage area. SIPC is the operator of Service Berth and Anchorage area.

**202a:** ROPI 'Sailors Transit Visa' procedure applies for Crew coming into Oman by Air- or Land border. Application should be prepared by agent in advance.

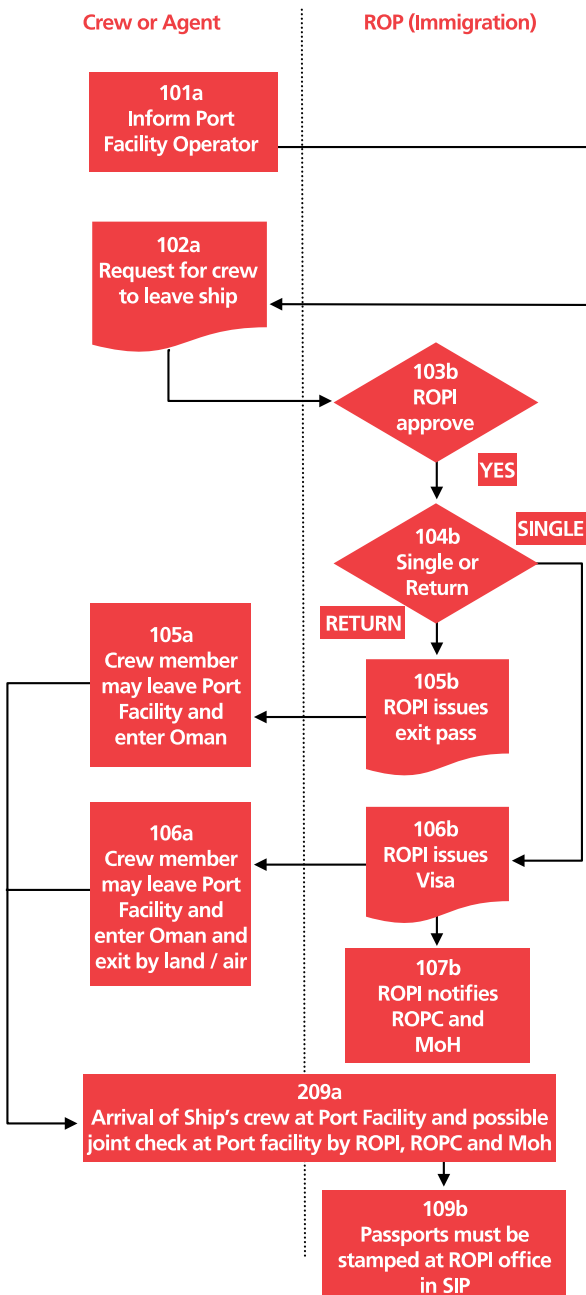
**205b:** This notification allows ROPC to call for inspection as per 209a.

**206a:** ROPI office at SIP is open 24/7

**208b:** Gate pass will be withdrawn at SIP Main Gate by ROP OGIS

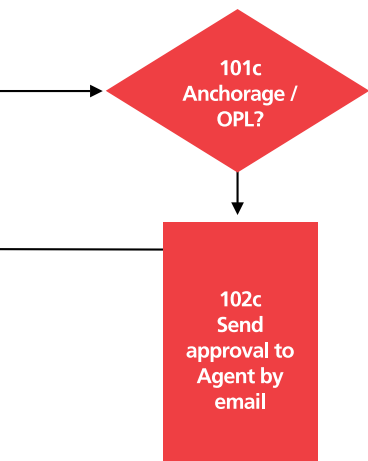
**209a:** In case of Anchorage or OPL, this check is done at the Service Berth.

## PROCEDURE FOR SHIP'S CREW LEAVING SHIP



ROPI = Immigration, ROPC = Customs,  
 ROP OGIS = Oil & Gas Installation Security, OPL = Out-of-Port-Limits

## Operator of Port Facility



## Comments

Port Facility means Terminal, Service berth or Anchorage area. SIPC is the operator of Service Berth and Anchorage area.

**102a:** Agent to include complete application for 'Sailors Transit Visa' (single trips only, see 104b).

**103b:** Restrictions may apply to certain nationalities as per DG ROPI decision.

**104b:** Single trip: Crew member leaving country by air or land border. Return trip: Crew member requires medical treatment or goes shopping.

**105b:** Crew member must return before midnight of the same day unless medical emergency.

**106b:** see 102a. Emergency visa can be obtained from ROPI in SOHAR Port (24/7).

**107b:** This notification allows ROPI and MOH to call for inspection as per 108a.

**108a:** In case of Anchorage or OPL, this check is done at the Service Berth.

**109:** ROPI Office is outside SIP secured area. Open 24/7. For exit pass holders (107b) this is not required.

