



Date, Place : 2 August 2026, Sohar
To : Vessel Agents
From : C. Steinweg Oman LLC (CSO)
Subject : Submission of Complete and Accurate Vessel Documentation Prior to Vessel Arrival
Reference : CSO/MO/2026/07/04

Dear Vessel Agents,

I hope this circular finds you well during these challenging times.

Due to the ongoing regional shipping disruptions and the resulting increase in vessel calls and cargo volumes, C. Steinweg Oman LLC ("CSO") is optimizing its operation continuously, to reduce vessel turnaround time, increase productivity, and provide stakeholders with reliable forecasts.

CSO continues to experience significant challenges arising from the late submission of complete and accurate vessel documentation.

Timely availability of final vessel and cargo information is critical for effective resource allocation, berth planning, cargo storage planning, and compliance checks. As a result, CSO cannot provide reliable Estimated Time of Berthing (ETB) information to vessel agents, cargo receivers, authorities and other stakeholders, all of whom rely on timely and reliable planning information.

To improve planning, resource allocation, and overall operational efficiency, CSO will implement the following documentation and berth planning requirements for arriving vessels **with immediate effect**. Vessels currently at anchorage are required to provide documentation immediately.

All required documentation shall be submitted no later than seven (7) calendar days prior to the vessel's Estimated Time of Arrival (ETA) at Sohar Port.

CSO shall review the submitted documentation for completeness and compliance. A Notice of Readiness (NOR) tendered before CSO has confirmed that all documentation is complete, accurate and satisfactory shall not be recognised by CSO for berth planning or berth allocation purposes.

If the required documentation has not been approved by CSO by the documentation deadline, recognition of the vessel's NOR will be postponed by one (1) calendar day for each day that approval is delayed.

Example:

- | | |
|----------------------------------|--------------------------|
| 1. ETA Sohar Port | : 10 August |
| 2. Documentation deadline | : 3 August |
| 3. Documentation submitted | : 4 August – 1 Day late |
| 4. Documentation approved by CSO | : 4 August – 1 Day late |
| 5. NOR tendered | : 10 August |
| 6. NOR recognised by CSO | : 11 August (NOR +1 day) |





This means our berthing criteria are:

SN.	CRITERIA	NOTES
1	DOCUMENTATION READINESS (MIN. 7 DAYS BEFORE ETA)	All documentation required by CSO Berth Planning has been submitted and confirmed as complete, accurate and satisfactory by CSO Berth Planning.
2	NOTICE OF READINESS (NOR)	NOR can only be validly tendered after: a. confirmation of CSO Berth Planning on criteria 1. b. arriving at Sohar Port Limits.
3	CARGO READINESS (EXPORTS)	Cargo Readiness approval by the Operator is applicable in case of export.
4	COMMERCIAL APPROVAL	Commercial approval by Operator is required to berth the vessel.

Accordingly, for berth planning and berth allocation purposes only, **the effective timestamp of a Notice of Readiness (NOR) shall be the time at which Criteria 1 and 2 have been fulfilled, rather than the time at which the NOR was initially tendered**, where the required documentation has not been submitted, reviewed and confirmed by CSO as complete, accurate and satisfactory.

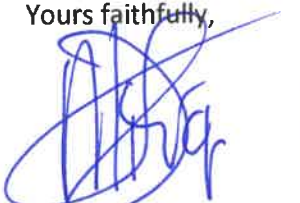
Should CSO request additional information or clarification, recognition of the NOR shall remain pending until such information has been received and accepted by CSO Berth Planning.

To avoid unnecessary delays, Vessel Owners and Charterers are strongly advised to nominate their Vessel Agent well in advance of arrival as is common to the maritime industry elsewhere globally, enabling all required documentation to be exchanged, reviewed and approved during the vessel's voyage. This will allow the vessel to validly tender an NOR immediately upon arrival at Sohar anchorage, subject to the remaining applicable berth acceptance criteria.

Kindly share this circular to your principals as soon as possible.

Thanking you for your understanding and cooperation.

Yours faithfully,


Hendrik van Mierop
Chief Executive Officer
C. Steinweg Oman LLC





List of required documentation:

Section	Required Document / Information	Requirement / Notes	Applicable
Cargo Documentation	Bill of Lading(s)	Required for assessment of final destination / registration of cargo / etc.	Yes
Cargo Documentation	Manifest	Required for assessment of final destination / registration of cargo / etc.	Yes
Cargo Documentation	Passenger Manifest / Crew List		Yes
Cargo Documentation	Stowage Plan - which should indicate full cargo , including non-Sohar cargo - which should clearly indicate the location of Sohar Cargo	Required for discharge planning, timings and yard allocation.	Yes
Cargo Documentation	MSDS(s)	Required where applicable, especially for IMDG / hazardous cargo.	If applicable
Cargo Documentation	Cargo Packing List – separate, with Oman Cargo only	Must be submitted in CSO new client packing list format.	Yes
Cargo Documentation	Cargo Packing List - separate, with GCC / Transit cargo only	Must be submitted in CSO new client packing list format	Yes
Operational Documentation	Work Information List (WIL)	Must be signed and stamped. Personnel should carry a copy of WIL with other documents during supply delivery, crew change or shore leave.	Yes
Operational Documentation	Advance Waste Notification Form		Yes
Operational Documentation	Vessel Particulars		Yes
Operational Documentation	Lifting diagrams / drawings		If applicable
HSE Documentation	Crane Valid Inspection Certificate / Thorough Examination Certificate	Required when vessel crane operation is expected. Crane test certificate validity should be 5 years or 2 years, as applicable.	If applicable
HSE Documentation	Lifting Gear Certification	Certificate validity: 12 months.	If applicable
HSE Documentation	Pre-Slung Lifting Slings Certificate	Required when vessel crane operation is expected.	If applicable





HSE Documentation	Records of Last Emergency Drill	Drill record should not be older than 30 days from vessel arrival.	Yes
HSE Documentation	First Aider Certification	Certificate must be updated every 5 years. Refresher course is required as first aid regulations are updated frequently.	Yes
HSE Documentation	SCBA Certification	SCBA stands for Self-Contained Breathing Apparatus. Certificate should be updated annually due to weather / heat and storage condition of the kit.	Yes
HSE Documentation	Gas Detection Device Calibration Certificate	Calibration should be updated annually or whenever the device is returned to service.	Yes
IMDG Requirements	IMDG Cargo Declaration	Required whether IMDG cargo is onboard or not.	Yes
IMDG Requirements	MSDS for IMDG Cargo	Required if IMDG cargo is onboard.	If applicable
IMDG Requirements	Written Confirmation - No IMDG Cargo Onboard	Required if no IMDG cargo is onboard.	If applicable
Voyage & Cargo Information	Previous Port of Call		Yes
Voyage & Cargo Information	Next Port of Call		Yes
Voyage & Cargo Information	Load Port		Yes
Voyage & Cargo Information	Cargo Shipping Terms		Yes
General Cargo / Stowage Details Photos	Hold Pictures from Loading Port	Required for general cargo vessels. This enables operations to visualize cargo position inside holds, pre-plan discharge, and allocate required equipment and yard space.	Yes

