



C. Steinweg Oman LLC

Office

P.O. Box 338, PC 325, Liwa
Sohar - Sultanate Of Oman
Phone: +968 - 2685 0419
Fax: +968 - 2685 0426
E-mail: info@om.steinweg.com

Website: oman.steinweg.com

Dated: Thursday 02/04/2020
Subject: New rules for transporters arriving at CSO pre-gate office
Purpose: To request all transporters to assign a transport coordinator at CSO pre-gate office
To: All Consignors/Consignees/Transporting companies

Dear sir(s)/madam(s),

As communicated on the 25th of March 2020 to all consignors/consignees; C. Steinweg Oman LLC (CSO) does its utmost best to continue our services and to support our clients; while at the same time abiding to new regulation issued by the local and national government.

On the 29th of March 2020, **The Ministry of Transport** has ordered the following circular no. 3/2020, with subject: **“Stop paper transactions”**

In order to comply with this regulation CSO will implement the following process as per tomorrow, 3rd of April 2020, starting in the morning shift at 7:00 AM:

- A. All Parties collecting or delivering cargo will need to post **1 transport coordinator** at the parking side in front of the CSO pre-gate office;
- B. All truck drivers need to present all needed documentation (including Driving License and Mulkia) to their own transport coordinator, then get body temperature checked by CSO security and go back and wait in his truck.
- C. After collection, transport coordinator will present the documents to the CSO staff at the pre-gate office in such a way that the documents can be assessed without physical contact with the coordinator nor with the documents;
- D. The CSO official will provide the transport coordinator with the gate-in tickets once access to terminal is possible;
- E. The transport coordinator will distribute the gate-in tickets to the truck drivers who have remained in their truck during the entire process;
- F. The truck driver can proceed to enter the terminal, by presenting the gate-in ticket to the security official at the terminal gate. Scanning of the gate-in ticket will be done without physical contact;
- G. The normal CSO cargo delivery/collection process can take place. Truck drivers must keep a safe distance of minimum 1.5 meter to CSO terminal staff. Not adhering to the before mentioned instruction may lead to dismissal of the truck driver.

Please note:

- The transport coordinator must report himself to the CSO health checkpoint before start work where his temperature will be measured, and a work permission paper will be issued.
- The transport coordinator needs to be present throughout the entire delivery/collection operation. It is the responsibility of the Transport company to arrange for replacement and communicate this to CSO.



C. Steinweg Oman LLC

Office

P.O. Box 338, PC 325, Liwa
Sohar - Sultanate Of Oman
Phone: +968 - 2685 0419
Fax: +968 - 2685 0426
E-mail: info@om.steinweg.com

Website: oman.steinweg.com

- The transport coordinator needs to wear protective gear, certified to protect against the Covid-19 virus. Including, but not limited to:
 - A facial mask
 - Gloves
- The identity of the transport coordinator will be communicated to CSO Security Supervisor, via:
 - Security_Supervisor3@om.steinweg.com
- CSO will instruct the transport coordinator on:
 - The documentation collection
 - The presentation of the documents to CSO pre-gate staff
 - CSO HSSE rules
- The transport coordinator is obliged to follow CSO HSSE policy.

In case of questions/escalation purposes with regard to the above process please contact:

Topic	Department	Name/ Telephone	Name / Email address
<ul style="list-style-type: none">○ Communication of identity Transport Coordinator○ Training documentation process○ HSSE policy CSO○ Protective gear	HSSE	Hamed Saidi: 9663 0072 Security Supervisor on duty: 9851 6810	Security_Supervisor3@om.steinweg.com
<ul style="list-style-type: none">○ Escalation	HSSE	Hassan Ateeq (Head of HSSE) 9967 9721	Hassan.a@om.steinweg.com

C. Steinweg Oman LLC wishes all relations health, patience and strength during these difficult times. We apologize for the inconvenience, but trust that we will keep serving you in a professional and satisfying manner.

Kind regards,

Hendrik van Mierop Schenkenberg

Chief Executive Officer
C. Steinweg Oman LLC