



# **Annex I:**

## **SIP Rules and Regulations Industrial Area**

### **A. Work Permit**

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## 1 Definitions

Common Area(s)	Means all areas in the SIP other than Plots.
Construction Permit	Means a permit, issued by SIPC to a Tenant, to execute Work in Common Areas, or Work in a Plot which may affect the Common Areas.
HSE	Means Health, Safety and Environment.
HSE Plan	Means a plan in which a Tenant has described all measures taken with respect to health, safety and environment on its Plot and in the execution of its activities in the Common Areas.
License Agreement	Means an agreement between SIPC and a Tenant to which SIPC grants to a Tenant certain rights of way and easements in the Common Area and/or a Plot and in which is described and defined the various responsibilities, tasks, rights and duties that go with such rights of way and easements or occupation.
Limited Work Permit	Means a Work Permit issued by SIPC to Tenants limited to specific activity in time and scope.
Permit Holder	Means a Tenant to whom a permit has been granted and issued under the conditions of this permit document.
Pipeline	Means all pipes used for the transport of fixed substances, liquids and gases as well as cables, in each case located in or above the ground in the Common Areas, and all ancillary or related installations within the Common Areas.
Pipeline Corridor	Means a reserved corridor in the Common Areas in which one or more Pipelines are located or proposed to be located.
Pipeline Manager	Means the designated representative of the owner/ operator of one or more Pipelines.



Pipeline Permit	Means a permit, issued by SIPC to a Tenant, to construct, own, operate and maintain one or more Pipelines in the Common Areas.
Plot	Means an area within the SOHAR Port Area with respect to which SIPC has entered into a Provisional Plot Plan Agreement, a Subusufruct Agreement, or License Agreement.
Provisional Plot Plan Agreement	Means an agreement between a potential Tenant and SIPC entered into prior to entering into a Sub-usufruct Agreement for the purpose of reserving a Plot and the associated rights and in which contains a description of the Plot.
SOHAR Port	Means the SOHAR Port Area as registered in Ministry of Housing, Electricity and Water land registry krooki No. 2-19- 087-01-001.
SIPC	Means the Sohar Industrial Port Company SAOC, established as a joint venture between the Government of the Sultanate of Oman and Mainport Holding Rotterdam B.V.
Special Transport Permit	Means a permit, issued by SIPC to a Tenant, to execute the transportation of a load through the Common Areas not satisfying applicable road design criteria.
Sub-usufruct Agreement	Means an agreement pursuant to which SIPC grants to a Tenant a sub-usufruct right in a Plot and in which is described and defined such Tenant's Plot and all the various responsibilities, tasks, rights and duties that go with the sub-usufruct of such Plot.
Tenant	Means any entity with which SIPC has entered into a Provisional Plot Plan Agreement, a Sub-usufruct Agreement or a License Agreement.

Work	Means any construction or constructionrelated activity (e.g. removal, alteration or repair) or maintenance activity in SOHAR Port.
Work Permit	Means a permit, issued once by SIPC to a Tenant, allowing such Tenant to start Work on a Plot for the first time.

## 2 General

### 2.1 Purpose of this Work Permit Document

The Work Permit Document specifies the conditions and procedures that have to be followed when a Tenant applies for a Work Permit.

### 2.2 Application of the Work Permit

A Work Permit is necessary to start Work on a Plot in the Sohar Industrial Port. The Permit needs to be obtained prior to the start of the first Work on a Plot and applies to the Tenant of the Plot.

## 3 Procedure

### 3.1 General

1. Tenant  
Tenant applies for a Work Permit by issuing a complete application form to SIPC (Appendix A).
2. SIPC  
SIPC will check if the information provided with the permit application is complete within two (2) weeks from the date of submission of a completed Application for a Work Permit.  
Message on receiving the full application will be sent back to the applicant.  
If the information provided is not complete, SIPC may issue a Limited Work Permit (with the precondition that there is a Sub-usufruct Agreement), which is limited to a specific activity in time and scope.  
SIPC will handover the Plot with co-ordinates to the Tenant by issuing a hand over certificate within one (1) week after the permit has been issued.

3. SIPC

SIPC will check if Tenant has a Sub-usufruct Agreement with SIPC.

If there is no Sub-usufruct Agreement in place, SIPC may issue a Limited Work Permit. Note; additional time is needed (in principle, two (2) weeks) in order to issue the Limited Work Permit.

SIPC will handover the Plot with co-ordinates to the Tenant by issuing a hand over certificate within one (1) week after the permit has been issued.
4. SIPC

SIPC will check if Plot is as agreed.
5. SIPC

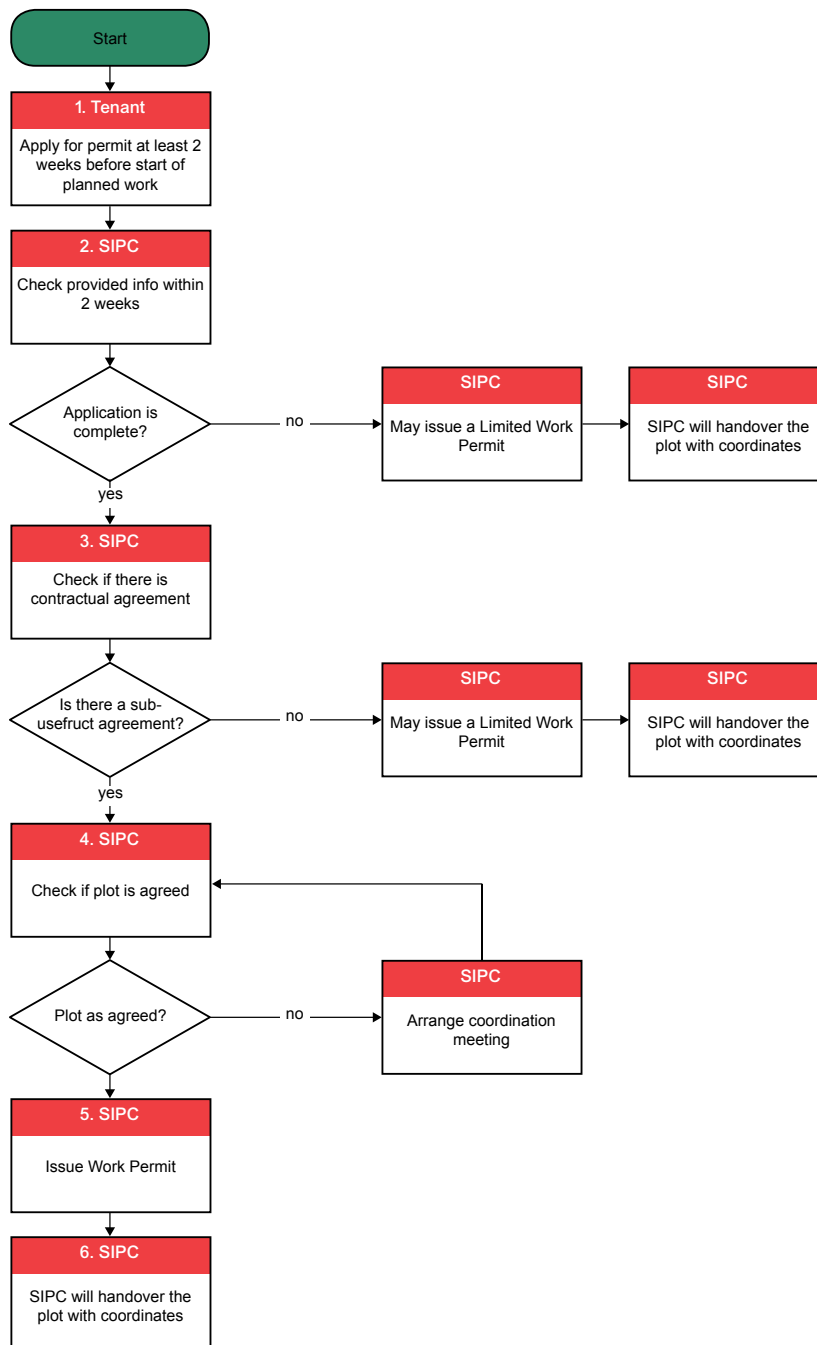
If the application is complete and a Sub-Usufruct Agreement is in place SIPC will issue a Work Permit.
6. SIPC

SIPC will handover the Plot with co-ordinates to the Tenant by issuing a hand over certificate within one (1) week after the permit has been issued.

Note that:

- (i) SIPC aims to have Work Permits usually issued within three (3) weeks after receiving a properly completed application.
- (ii) Time periods mentioned in the above procedure are indicative only.

### 3.2 Flow scheme Work Permit procedure



## 4 Terms and Conditions

In the sections 4.1 to 4.4 the conditions for the Permit Holder are defined.

### 4.1 General

#### a. Cancellation of the Permit

SIPC may cancel a Work Permit if:

- If the permit conditions are not complied with; or
- At the Permit Holder's request.

Work Permits will also expire as a result of termination of the Sub-usufruct Agreement or any other form of binding agreement between SIPC and the Party.

#### b. Acceptance of the Permit

Acceptance of this Work Permit shall be deemed as acceptance of all conditions of this Work Permit and waiver of any objections thereto.

#### c. Liability

Permit Holders will be liable for any damages caused by their activities in accordance with the Sub-usufruct Agreement or other applicable agreement between SIPC and the Permit Holder.

#### d. Conflicts between conditions

In the event that any condition contained herein to be in conflict with any other condition contained herein, then where principles of law do not provide to the contrary, the condition most protective of natural environment resources and public health and safety shall prevail to the extent feasible.

In the event that any condition contained herein to be invalid, then all remaining conditions shall remain in force.

#### e. Permit Modification

SIPC reserves the right to modify a Work Permit; provided that such modification will only take place after the Permit Holder has been provided with written notice and an opportunity to present any objections.

#### f. Validity of permit

Except as otherwise provided herein, a Work Permit is valid for the term of the Sub-usufruct Agreement or other applicable agreement between SIPC and the Permit Holder.

The Work Permit is not transferable.



Limited Work Permit will be valid for the described construction activities and the agreed timeframe.

**g. Availability of the permit on Plot**

The Work Permit must be available for presentation to inspectors at all times.

**h. Commercial announcements**

Any form of commercial announcements on or near the Plot not directly related to the Work is prohibited.

**4.2 Execution**

**a. Inspection and enforcement**

SIPC or its agents may execute inspections to check that all the conditions stated in the Work Permit are met. Entrance of the Plot will be in accordance with the Sub-usufruct Agreement or other applicable agreement between SIPC and the Permit Holder.

Note that other authorities will enforce their own set of rules and conditions.

**b. Construction Permit**

Outside the Plot there will be no construction activities, site huts, parking, storages or any other activities on the basis of this Work Permit. Specific Work in the Common Areas, or Work in a Plot which may affect the Common Areas, can only take place after a Construction Permit is issued.

**c. Soil pollution and obstacles**

Unless agreed otherwise the Plot will be handed over in an 'as is' condition. Removal of soil pollution and/ or obstacles present on the Plot will be entirely at the Permit Holder's risk and expense.

**d. Handing over the Plot**

Before a Work Permit is issued SIPC will inspect the Plot and its surroundings (roads, buildings, other structures) and an original condition report will be made by SIPC on basis of a visual inspection. The Plot then will be handed over from SIPC to the Permit Holder.

**e. Marking of the Plot**

The Tenant is responsible for setting out its Plot in accordance with the coordinates in the Party's signed Provisional Plot Plan Agreement or Subusufruct Agreement or any other tenancy agreement. The coordinates have to be measured in accordance with UTM WGS84, spheroid datum zone 40.

The Tenant shall carry out a proper land survey to mark the corners of the Plot in accordance with the agreed co-ordinates included in the PPPA or Sub-usufruct Agreement. SIPC must be given the opportunity to witness this survey. The Tenant shall mark the corners of the Plot with a post dug firmly in the ground and extending to a height of about (1) one-meter above ground level.

#### **f. Security and Fencing**

The Tenant is responsible for the security of the Plot at all times.

With start of Work, Tenant shall fence its Plot. If it is not possible to put the final fencing into place from the start of the Work a temporarily fence will be made. This fence should be at least two point four (2.4) meter high and have outriggers placed on top of it.

There has to be sufficient illumination near the gates during the night.

Storage of materials and equipment on the Plot directly next to the fence (within two (2) meters) is prohibited.

No working or storage outside of the agreed fence line will be permitted.

#### **g. Work near other structures**

Execution of Work in the vicinity of other nearby structures owned by others shall require the permission and possibly a permit from the managing body of that structure. For example, this concerns:

- Industrial equipment
- Overhead high-voltage cables
- Pipelines and cables
- Conveyer gantries
- Buildings
- Etc..

It is the responsibility of the permit applicant to get these permissions.

#### **h. Minimize hinder**

At all times the Permit Holder has the obligation to minimize hindrance to the other Tenants and parties operating the SIP.

#### **i. Pipelines and Pipeline Corridors**

If (temporarily) Pipelines (including cables) in the Common Areas are needed for the Work, an application must be made for a (temporary) Pipeline Permit. Each Pipeline is to get its own permit. In case of temporary Pipelines the permit application must state the period of time the Pipelines will be in use.

#### j. Traffic to and from the plot

##### Traffic flow

Before the Work Permit can be issued there must be an agreement upon measures to be taken related to traffic flow and traffic safety.

The following steps are to be taken between the applicant and SIPC:

- determine the maximum flow of traffic to and from the Plot.
- determine the maximum size and weights of the transports.
- determine possible temporary access roads
- determine the necessary traffic signs and signboards that indicate the way(s) to the plot
- determine other traffic measures

all measures to be taken have to be put on drawings which have to be agreed upon by all parties involved

At all times the road safety and the continued flow of traffic on the roads in the Common Areas is not to be compromised.

If obstruction of the roads can not be prevented in any way, additional measures are to be taken. The cost for these additional measurements will be entirely at the Permit Holder's expense.

With regard to the size and weight of the transports the standards as set out in the Roads Design Manual issued by MOTC, dated February 1994, are applicable.

#### Traffic Checks; Identification

SIPC shall have the authority to check all traffic entering, within or leaving SOHAR Port and may request the parties and their appointed representatives to provide clear and sufficient identification marking on vehicles.

#### k. Special Transports

When special transports (concerning weight, size, speed, etc.) are necessary they will be discussed with SIPC at least five (5) weeks before the date of expected commencement of the transport. For executing special transports a Special Transport Permit must be obtained from SIPC (see Annex I, D. Special Transport Permit).

## 4.3 Health, Safety and Environment

### a. Responsibilities

The Permit Holder is fully responsible for any environmental impacts or accidents caused by the Permit Holder's activities during period of execution of the Work.

### b. Training

The Permit Holder must ensure that all employees concerned received the necessary information/training in safety and environmental matters.

### c. Good Housekeeping of Site

The Permit Holder or their appointed representative shall maintain the cleanliness of roadways and other areas in the Common Areas used by them. When carting fill or soil, any mud, dirt, debris or spill-overs shall be promptly removed and the applicable area adequately cleaned up according to good international practice.

Permit Holder shall provide for a continuing dust control program during the execution of the Work according to good international practice.

Construction refuse and garbage must not be dumped or stored in SOHAR Port Common Areas and should be disposed of in off-site locations as directed by the applicable GSO authority.

### d. Spill prevention and Response

Permit Holder shall make every effort at all times to avoid spillage or escape of any materials which would cause ground, air or sea pollution and create a hazard to persons and the SOHAR Port premises.

Permit Holder shall develop a spill response plan which will guide the emergency effort.

### e. Emergency situations

All Work Permits are subject to the SOHAR Port Contingency Plan (as described in Annex IV) in the event of an emergency.

### f. 24-hour Contact

Prior to commencement of activities, Permit Holder shall provide to SIPC 24-hour telephone numbers for the person in charge of the Work, and other representatives who shall receive all orders and notices, as well as all communications regarding matters of condition and permit compliance.

#### g. Fire Fighting & Emergency Response

The Permit Holder has the obligation to deal with incidents and emergency situations during construction activities. The Permit Holder shall clearly define and fix the immediate responsibilities in the event of incidents and/or emergencies by establishing an emergency response procedure

Permit Holder shall ensure that all personnel involved in an emergency incident are aware of their proper action to an emergency call and how they fit in to the Permit Holder and SOHAR Port emergency plan.

Fire fighting equipment shall be available at the work site of Permit Holder as appropriate. Emergency exits and the mobilization plan have to be discussed and agreed with SIPC. Any Emergency drill shall timely be informed to SIPC.

#### 4.4 Documentation

##### Revision of documentation

When revisions of documents submitted to SIPC are made during the execution of the construction activities, these revisions have to be coordinated and acknowledged through SIPC. The approval of SIPC and (if applicable) other interested parties such as Pipeline Managers shall be needed to deviate from the approved plan.



Appendix A:

Work Permit Application Form



Sohar Industrial Port Company  
P.O. Box 777, P.C. 116, Mina Al Fahal  
Beach Oasis, Way # 3036  
Bldg 2838, Shatti Al Qurum  
Sultanate of Oman

Work Permit Application Form	
Application form #:	Date:
Organization Information	
1. Organisation:	Contact person:
	Address
	Phone:
	e-mail address:
2. To whom should SIPC direct inquires regarding this application?	Contact person:
	Address:
	Phone:
	e-mail address:
Required Information	
<ol style="list-style-type: none"><li>1. Description of the Work.</li><li>2. Drawings of requested Work. (digitally if possible)</li><li>3. Planning. (including: design, building and method statement</li><li>4. Proposed location and lay-out of temporary offices, site huts and storage area (if applicable.)</li><li>5. Date of the signed Sub-usufruct Agreement.</li><li>6. A (preliminary) environmental permit;</li><li>7. A (preliminary) Work execution plan containing:<ul style="list-style-type: none"><li>• a description of the scope of Work, including a layout plan;</li><li>• the applicable drawings of the work area (in relation to the plot);</li><li>• a Method Statement detailing the proposed type/sequence of activities and planning of the execution of the Work;</li><li>• organization of the Work including relevant contact data of key-personnel;</li><li>• the Environment Impact Assessment;</li><li>• the applicable Work HSE plan;</li><li>• the applicable Work emergency plan;</li><li>• the applicable Work security plan;</li><li>• the applicable list of contractors and a general overview of resources</li></ul></li></ol>	