

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

V.O.CHIDAMBARANAR PORT TRUST



PROCESS	CIVIL ENGINEERING
SECTION	MANUAL FOR ESTATE MANAGEMENT

ISSUE NO	: 00
DATE	: 05.07.2017
APPROVED BY (WITH SIGN)	Sd/- (05.07.2017) CHIEF ENGINEER

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LIST OF RECIPIENTS

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
1	ASSISTANT EXECUTIVE ENGINEER/ASSISTANT ENGINEER	1

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REVISION SHEET

1. ISSUE STATUS :

SI.NO	ISSUE NO	DATE	REASON FOR REVISION
1	1	5.07.2017	Upgradation & Integration of QMS(9001:2015),EMS(14001:2015),OHSAS(18001:2007)

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SCOPE

The Estate Management Division is responsible to ensure that land resources are put to optimum use as per the approved Land use plan with focus on retaining/attaching port traffic.

IMS POLICY OF THE PORT

We are committed to provide seaport facilities and related support services for seaborne transport facilities by –

- Ensuring quality service to EXIM Trade, by adhering all legal requirements.
- Protecting the environment including prevention of pollution.
- Ensuring safety by preventing injury and ill health.
- Continually improving the overall effectiveness of IMS through

Employee motivation and empowerment with social responsibility towards the progress of the Nation

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IMS OBJECTIVE OF THE DEPARTMENT
QMS

To ensure user agencies satisfaction through continual improvement of facilities and services by creating infrastructure and maintain the same at optimum cost

EMS

To ensure reduction of paper and to conserve energy

OHSAS

To ensure prevention of ill health and injury.

IMS OBJECTIVE OF THE SECTION

QMS

EMS

To ensure reduction of paper and to conserve energy.

OHSAS

To ensure prevention of ill health and injury.

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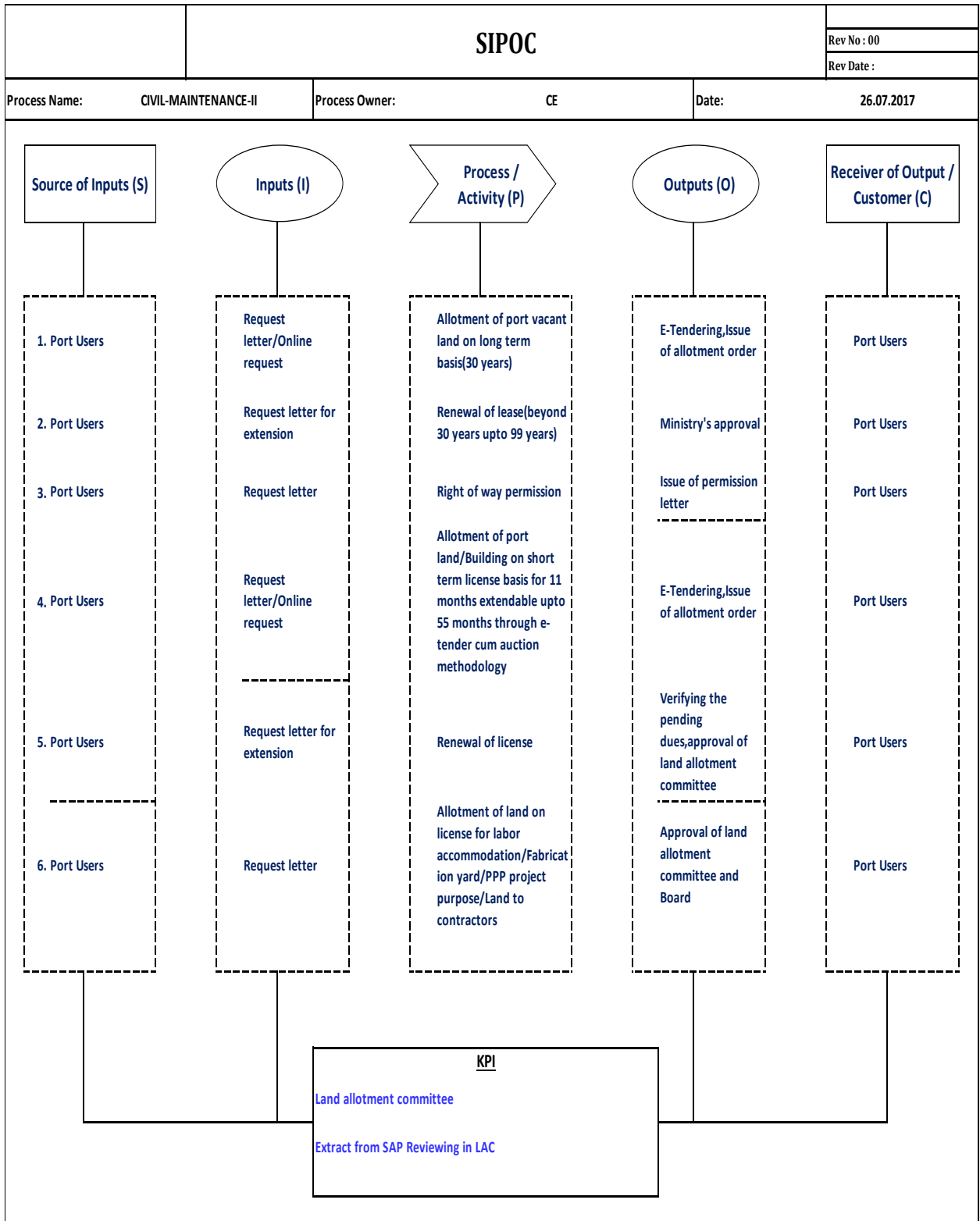
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ABBREVIATION		
CPT	:	Chairman Port Trust
Dy.CPT	:	Deputy Chairman Port Trust
VOCPT	:	V.O.Chidambaranar Port Trust
CE	:	Chief Engineer
DY.CE	:	Deputy Chief Engineer
SE(C)	:	Superintending Engineer (Civil)
EE	:	Executive Engineer
AEE	:	Assistant Executive Engineer
AE	:	Assistant Engineer
JE	:	Junior Engineer
LAC	:	Land Allotment Committee
EO	:	Estate Officer

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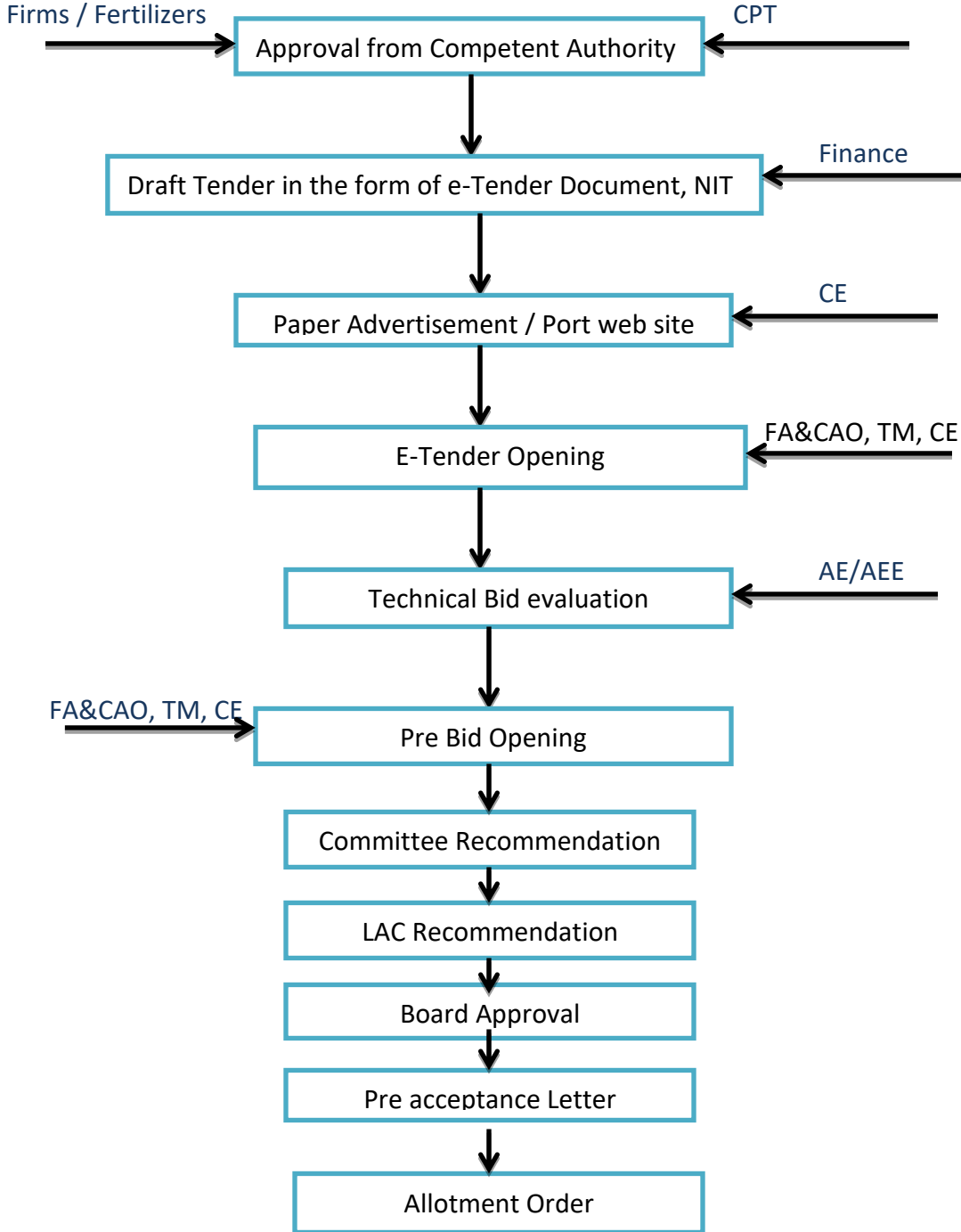
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Interested .Parties	
4.2 Understanding the requirements of the interested parties	
Interested Parties	Requirements
Ministry	LAC recomendation letter
Port Users	Work Order
LAC - Land Allotement Committee	Highest Bid & All required Documents

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Title : Allotment of Port Vacant and on Long Term basis (30 Years)		
Input / Ref. Documents	Activities	Responsibility / Out put



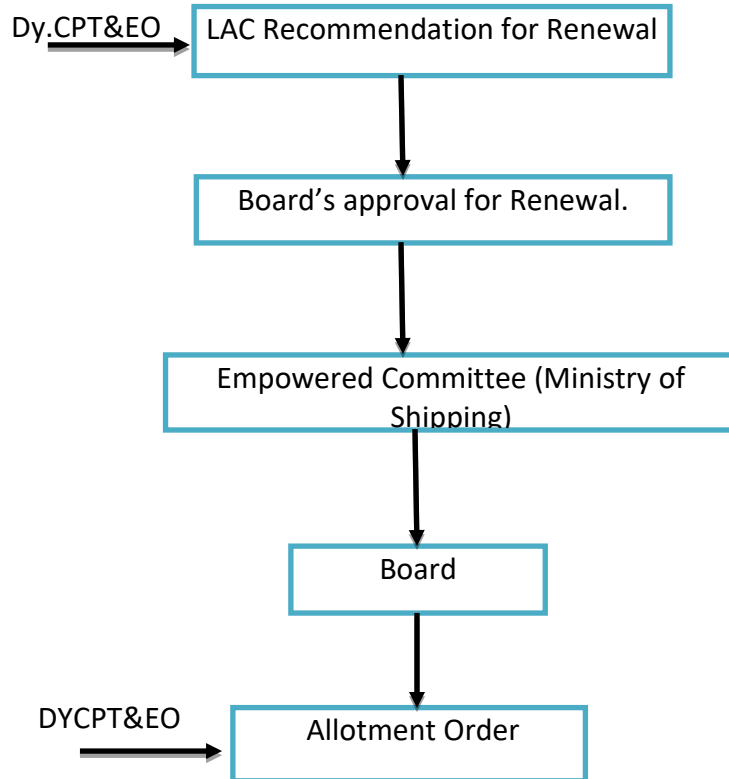
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Title: Renewal of Lease (Beyond 30 year's upto 99 years)

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
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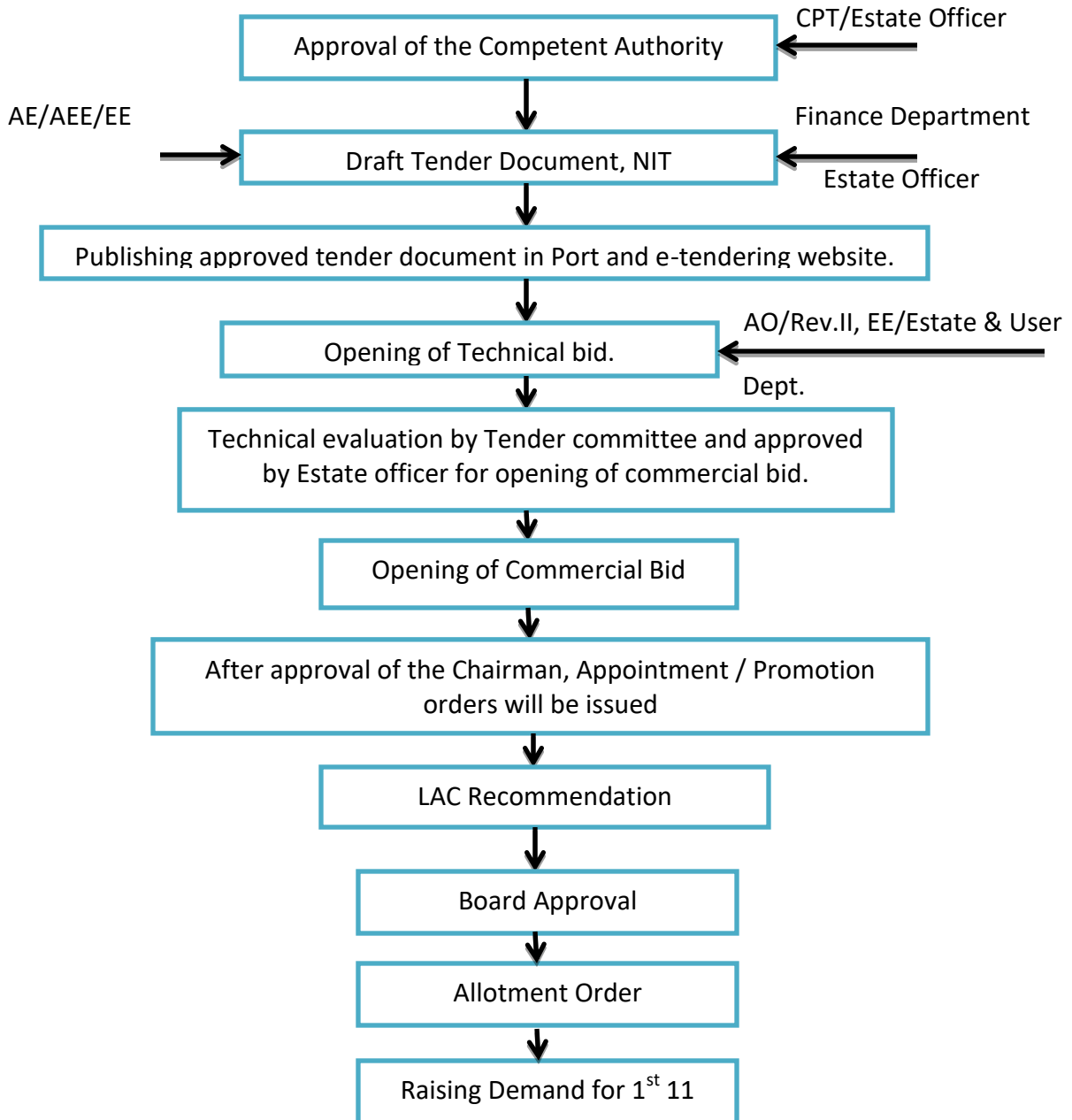
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Title : Allotment of Port Land / Building on Short Term license basis for 11Months extendable up to 55 Months through e-tender cum auction Methodology

Input / Ref. Documents	Activities	Responsibility / Out put
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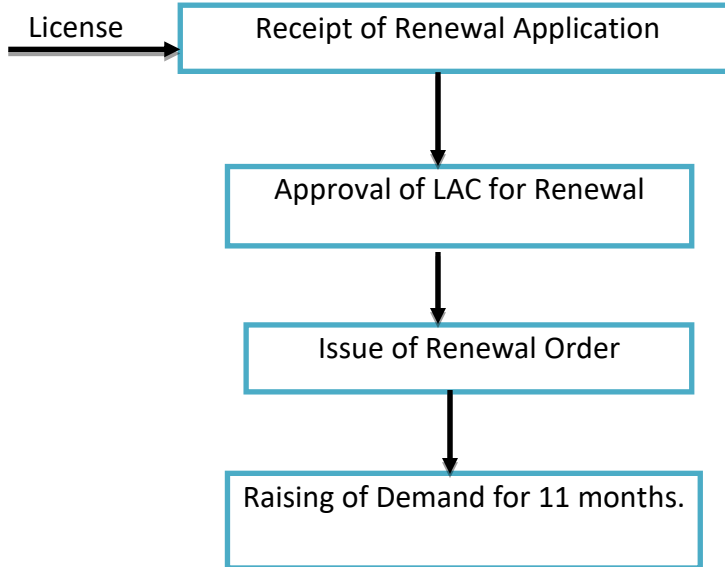


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Title: Renewal of License

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
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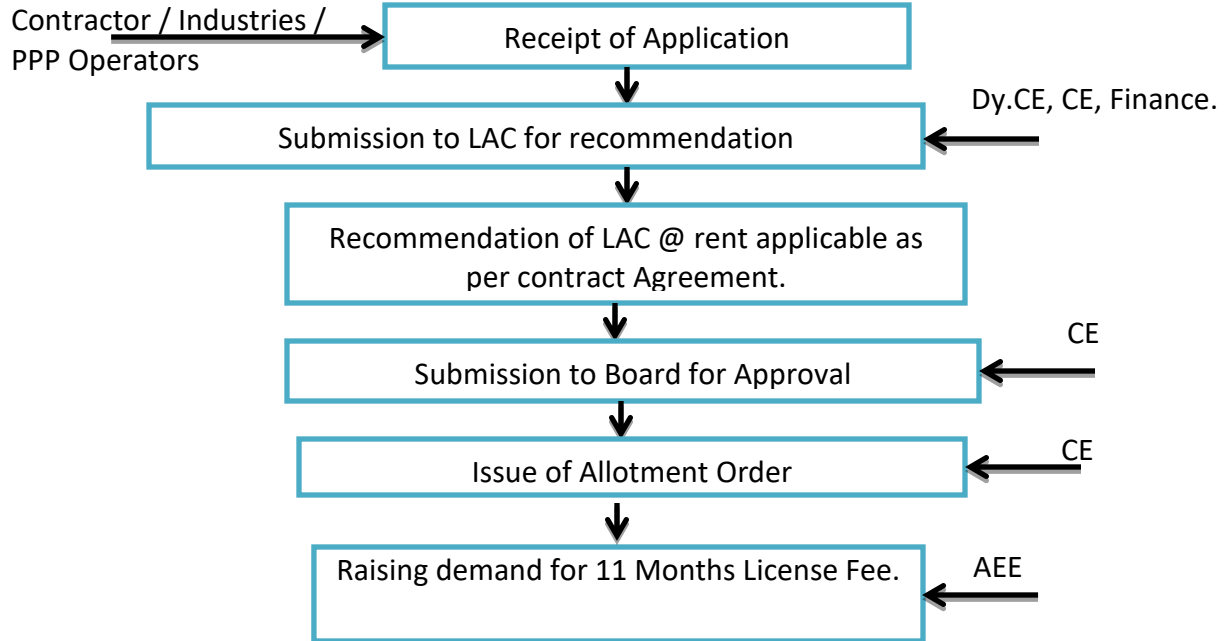
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Title: Allotment of land on License for labour accommodation / Fabrication yard/ PPP project purpose / Land to Contractors.

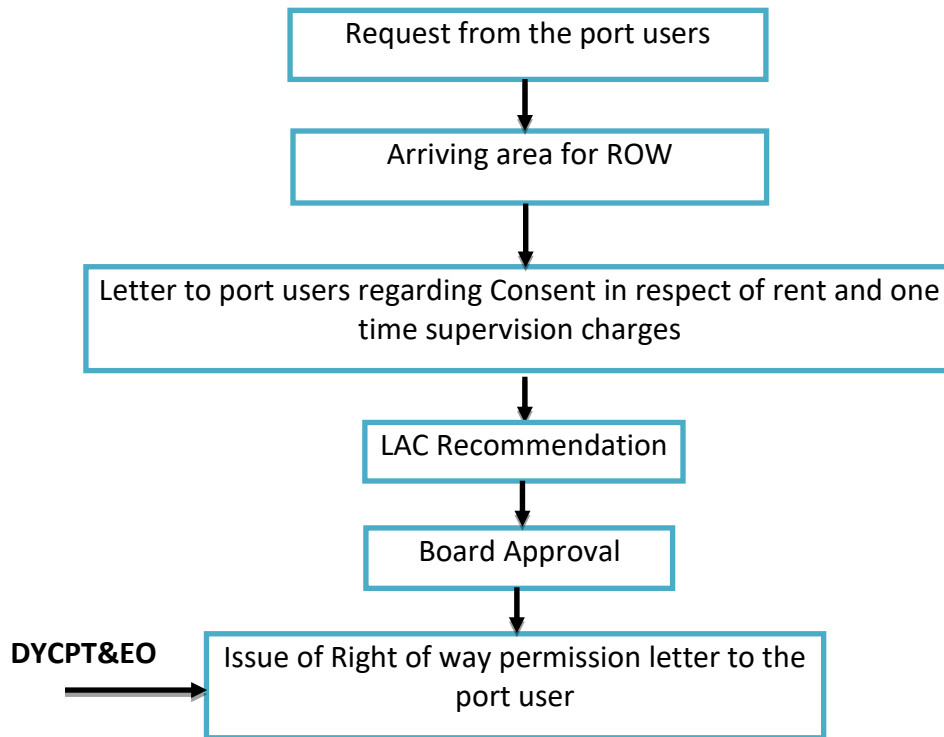
Input / Ref. Documents	Activities	Responsibility / Out put
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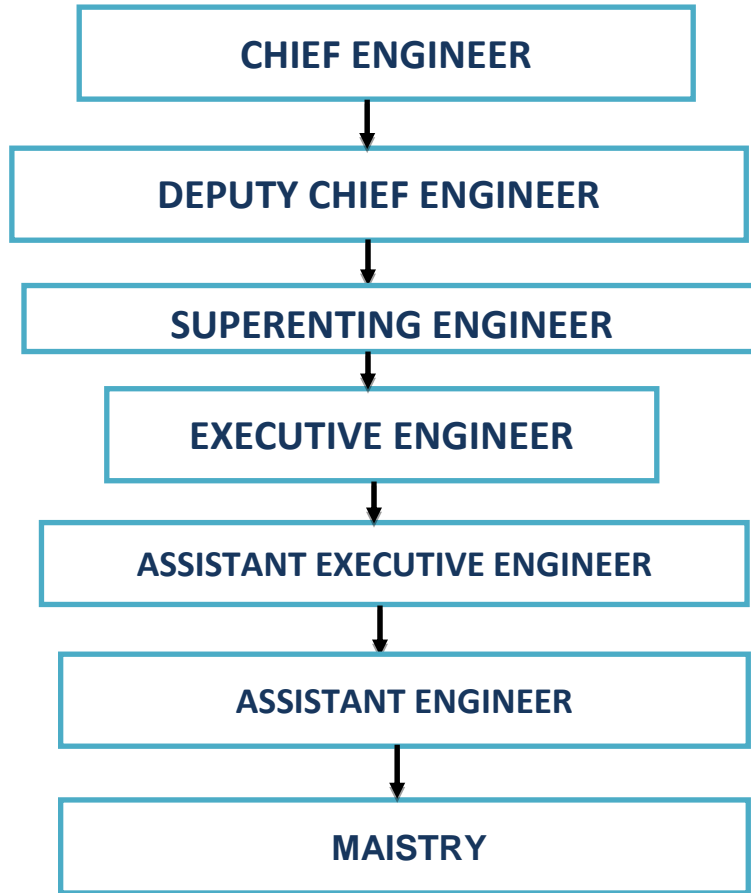
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Title : Right Of Way Permission(ROW)		
<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>



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ORGANIZATION CHART



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RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
<ul style="list-style-type: none">Tender Processing	<ul style="list-style-type: none">System Processing through online
<ul style="list-style-type: none">Court Cases	<ul style="list-style-type: none">Proper conditions to be mentioned the agreement

KEY PERFORMANCE INDICATOR:

SI.NO	DESCRIPTION	KPI	TARGET
1			

ACTION TO ADDRESS RISK AND OPPORTUNITIES

We determined the risks and opportunities related to its environmental aspects (see 10.2), compliance obligations (see 10.4) and other issues and requirements,

SI NO	ASPECT	IMPACT	CONTROL METHOD
1	Consumption of electricity	Reduction in Natural resources	EMP/01
2	Consumption of paper	Reduction in natural resources	OCP/01

Note: Detailed RART ref: CIVIL-ASPECT/IMPACT REGISTER –PLANNING & DESIGN

Reference Standard Requirement

ISO 14001:2015, Clause: 6.1.1

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Hazard Identification, Risk Assessment and Controls

SI NO	HAZARD	RISK	CONTROL METHOD
1	RADIATION	EYE strain	SOP-03
2	Electrocution	Human Injury	SOP-01
3	Leakage of cartridge	Health Hazard	SOP-01
4	Tin Tag Puncturing	Human Injury	SOP-01
5	Dust	Health Hazard	SOP-03
6	Body joint pain	Human Injury	SOP-03
7	Slippery	Human Injury	SOP-03
8	Dust Emission	Respiratory Disorder	SOP-4

Reference Standard Requirement

- BS OHSAS 18001:2007, Clause: 4.3.1

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List of Registers		
Name of the Register	Code No.	Retention Period

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