

V.O.CHIDAMBARANAR PORT TRUST



PROCESS: CIVIL ENGINEERING SECTION: MANUAL FOR ESTABLISHMENT I

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

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INTEGRATED MANAGEMENT SYSTEM MANUAL

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LIST OF RECIPIENTS

SI.NO	NAME OF THE RECIPIENT	CONTROLLED COPY NO
1	Assistant Executive Engineer / Assistant Engineer	1

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REVISION SHEET

Issue Status

SI.NO	ISSUE NO	DATE	REASON FOR REVISION
1	00	05.07.2017	Upgradation and integration of QMS 9001:2015, EMS – 14001:2015, OHSAS – 18001:2007

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SCOPE

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.

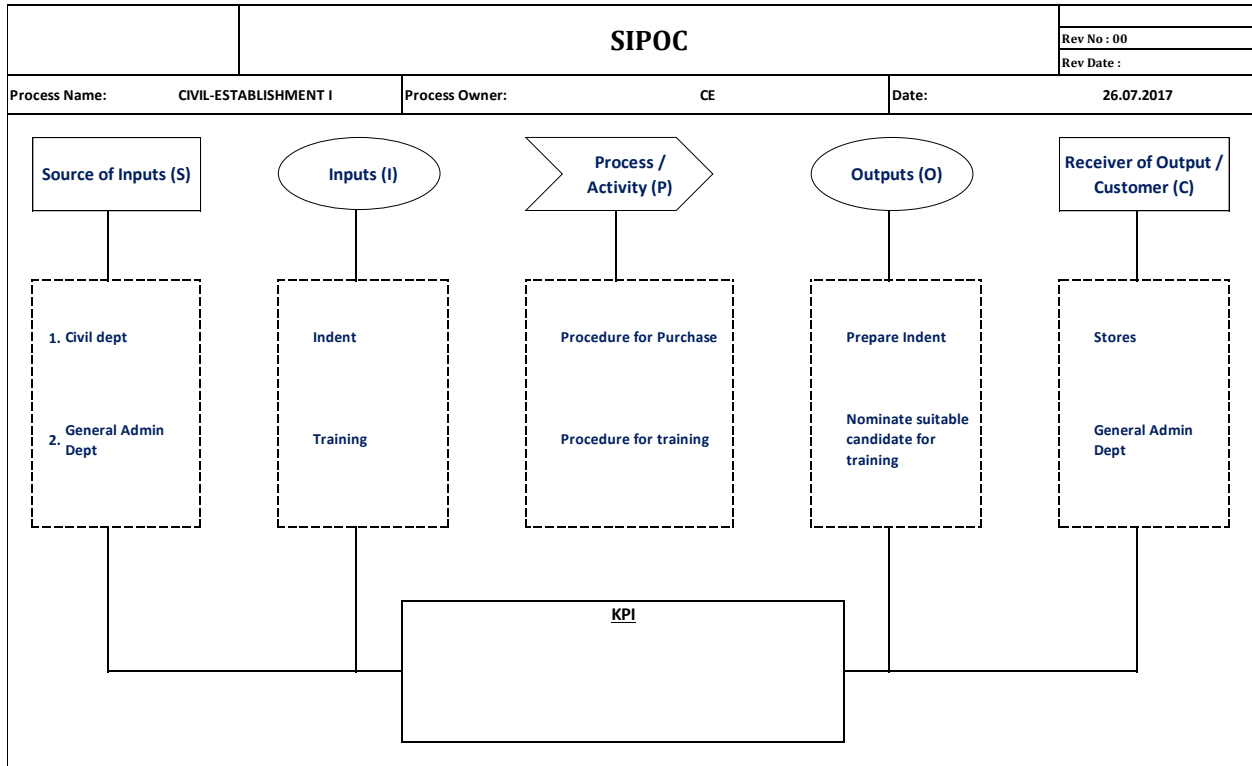
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ABBREVIATION		
CPT	:	Chairman Port Trust
Dy.CPT	:	Deputy Chairman Port Trust
VOCPT	:	V.O.Chidambaranar Port Trust
CE	:	Chief Engineer
DY.CE	:	Deputy Chief Engineer
SE(C)	:	Superintending Engineer (Civil)
EE	:	Executive Engineer
AEE	:	Assistant Executive Engineer
AE	:	Assistant Engineer
JE	:	Junior Engineer
AS	:	Assistant Secretary
SH	:	Section Head
DA	:	Dealing Assistant
A/D	:	Accounts Department

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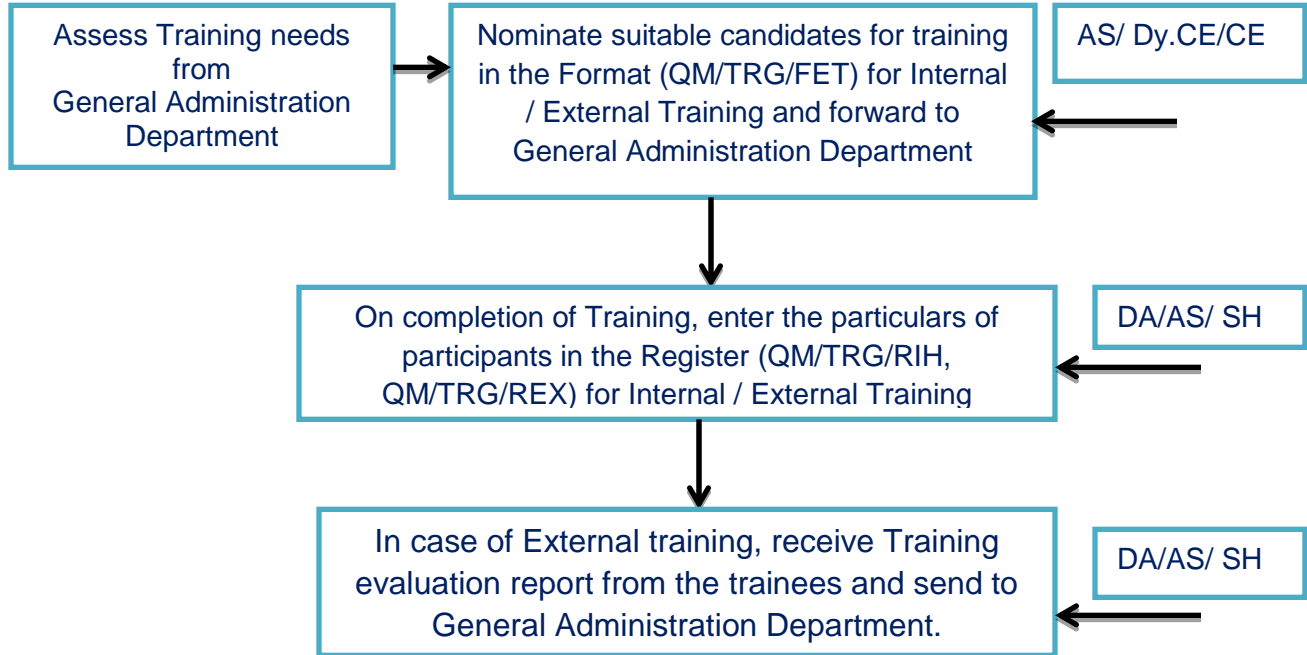
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Title : Procedure For Training		
Input / Ref Documents	Activities	Responsibility / Out put

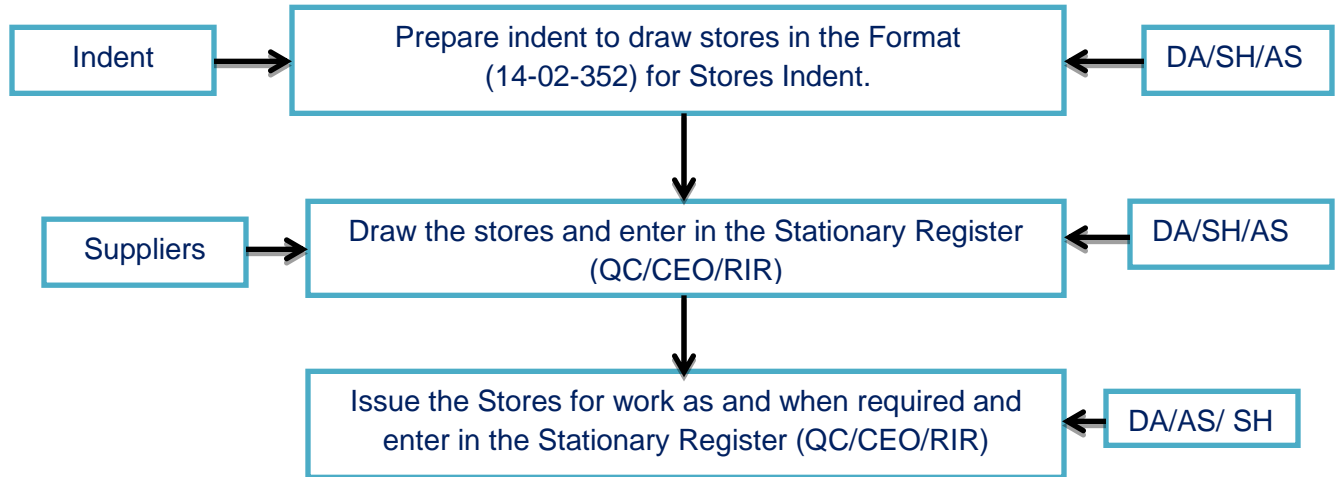


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Title: Procedure for Purchase

<u>Input / Ref Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
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RISK ASSESSMENT AND RISK TREATMENT

Risk

- Lack of training

Control Method/Process

- Proper training should be given
-

KEY PERFORMANCE INDICATOR

SNO	Objectives	Description	Target
1		TRAINING	NEEDED

ACTIONS TO ADDRESS RISK AND OPPORTUNITIES

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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 –MARINE SURVEY

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			
Sl. No	Name of the Register	Code No.	Retention Period
1.	Training Register	QC/TRG/REX/RIN	5Years
2.	Quotation Call Register	QC/CEO/RQC	3Years
3.	Receipt and Issue register	QC/CEO/RIR	3Years

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