



V.O.CHIDAMBARANAR PORT TRUST

PROCESS: CIVIL ENGINEERING

SECTION: MANUAL FOR MAINTENANCE

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

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LIST OF RECIPIENTS

SI.NO	NAME OF 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 VISION
1	00	05.07.2017	Upgradation and integration of QMS 9001:2015, EMS – 14001:2015, OHSAS – 18001:2007

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SCOPE

This Division is responsible for maintaining the Jetties, Buildings, Roads and Pipe Lines at North Breakwater

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.

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

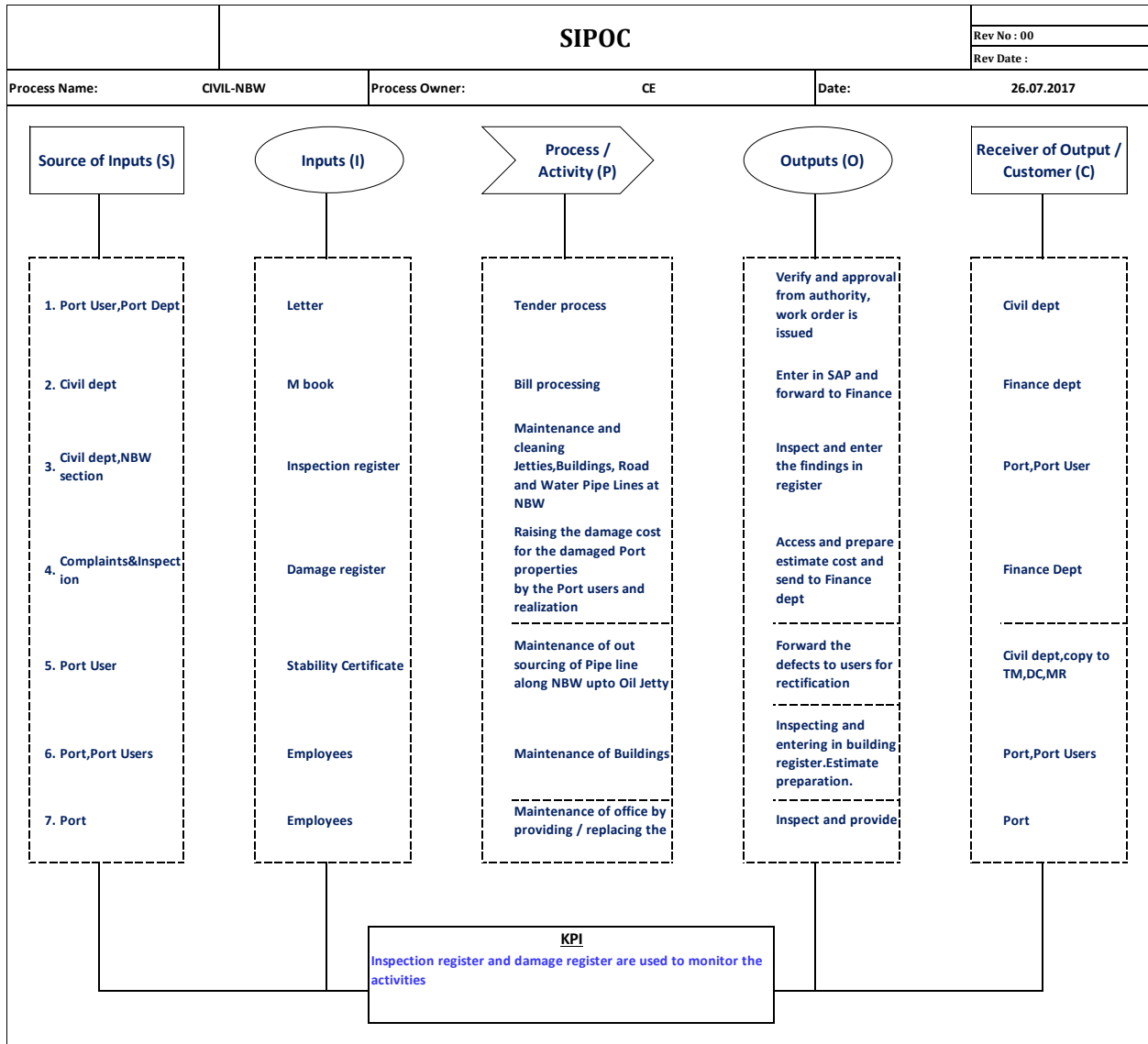
To ensure prevention of ill health and injury.

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ABBREVIATION		
CPT	:	Chairman Port Trust
Dy.CPT	:	Deputy Chairman Port Trust
MR	:	Management Representative
HODs / Dy.HOD	:	Heads of Department / Deputy Heads of Department
CMO	:	Chief Medical Officer
T.M	:	Traffic Manager
FA&CAO	:	Financial Adviser and Chief Accounts Officer
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
A/D	:	Accounts Department
A.O	:	Accounts Officer
JAO	:	Junior Accounts Officer
QS	:	Quantity Survey
NBW	:	North Breakwater
MB	:	Measurement Book

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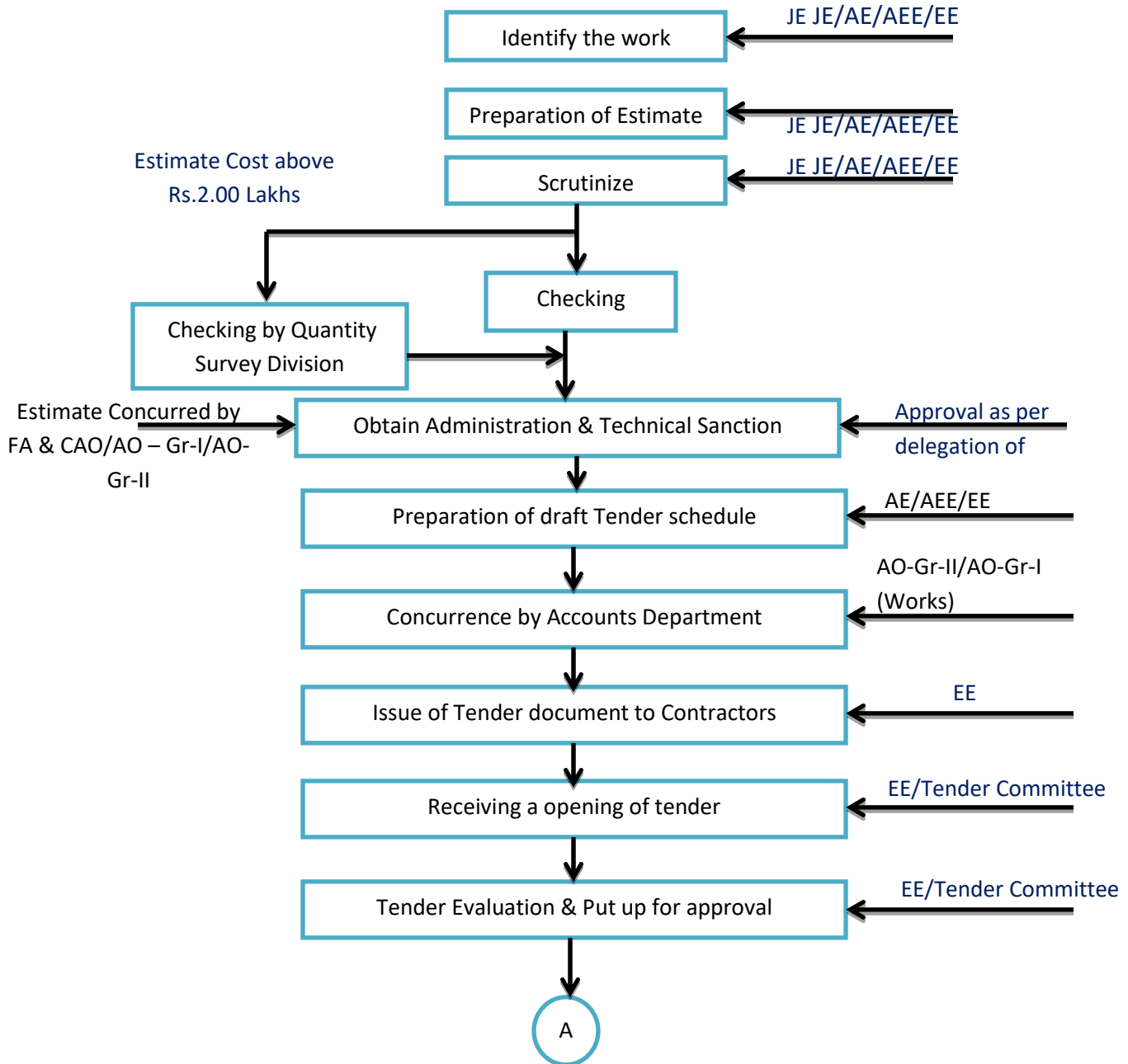


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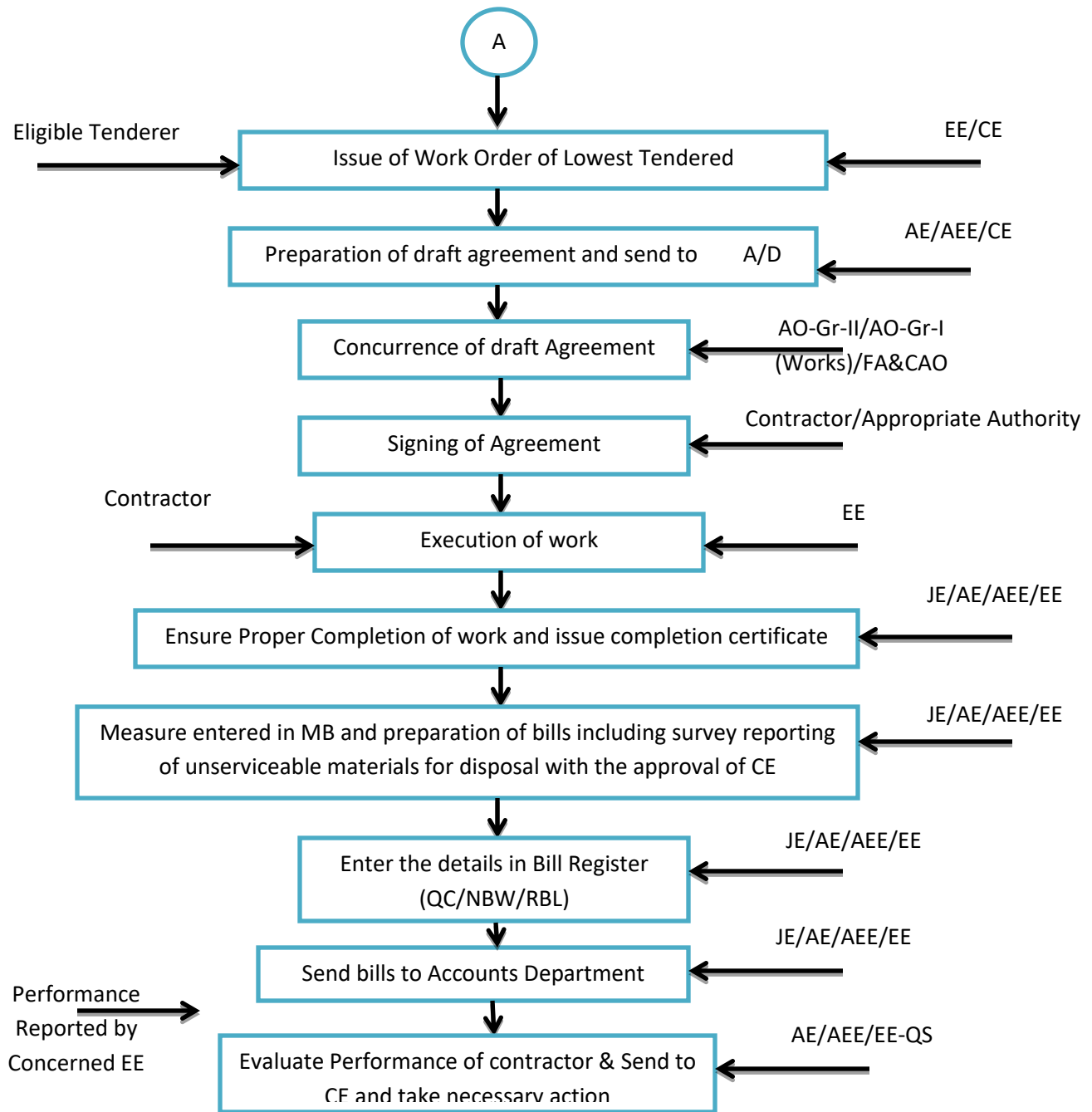
Title: Procedure for Execution of work through contract		
Input/Ref.Documents	Activities	Responsibility/Output



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Input /Ref.Documents	Activities	Responsibility Output
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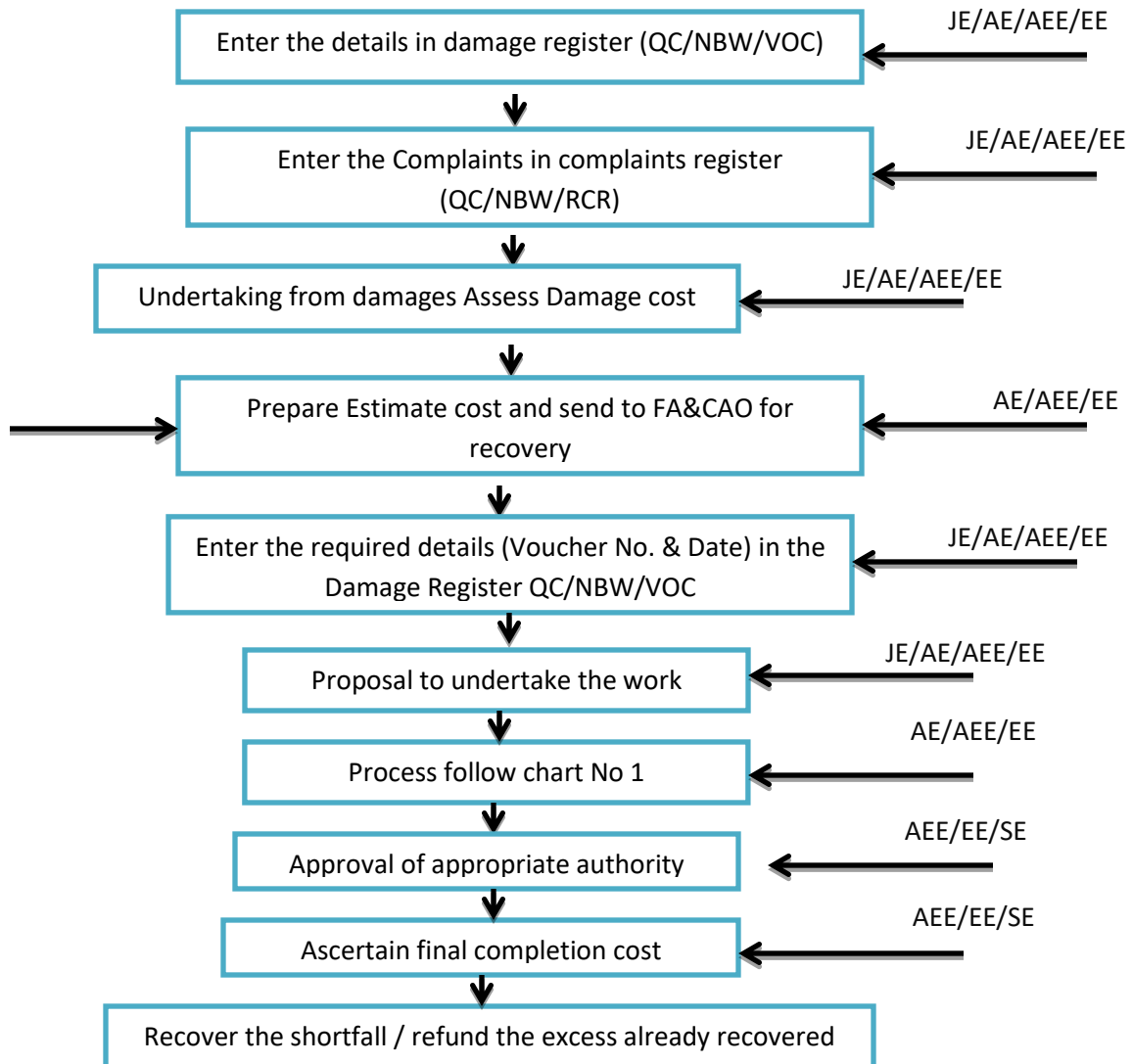
Title: Raising the damage cost for the damaged port properties by the port users and realization

Input/Ref.Documents	Activities	Responsibility/Output
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Damage by port
Users / Contractor

Receiving Complaints / Inspection

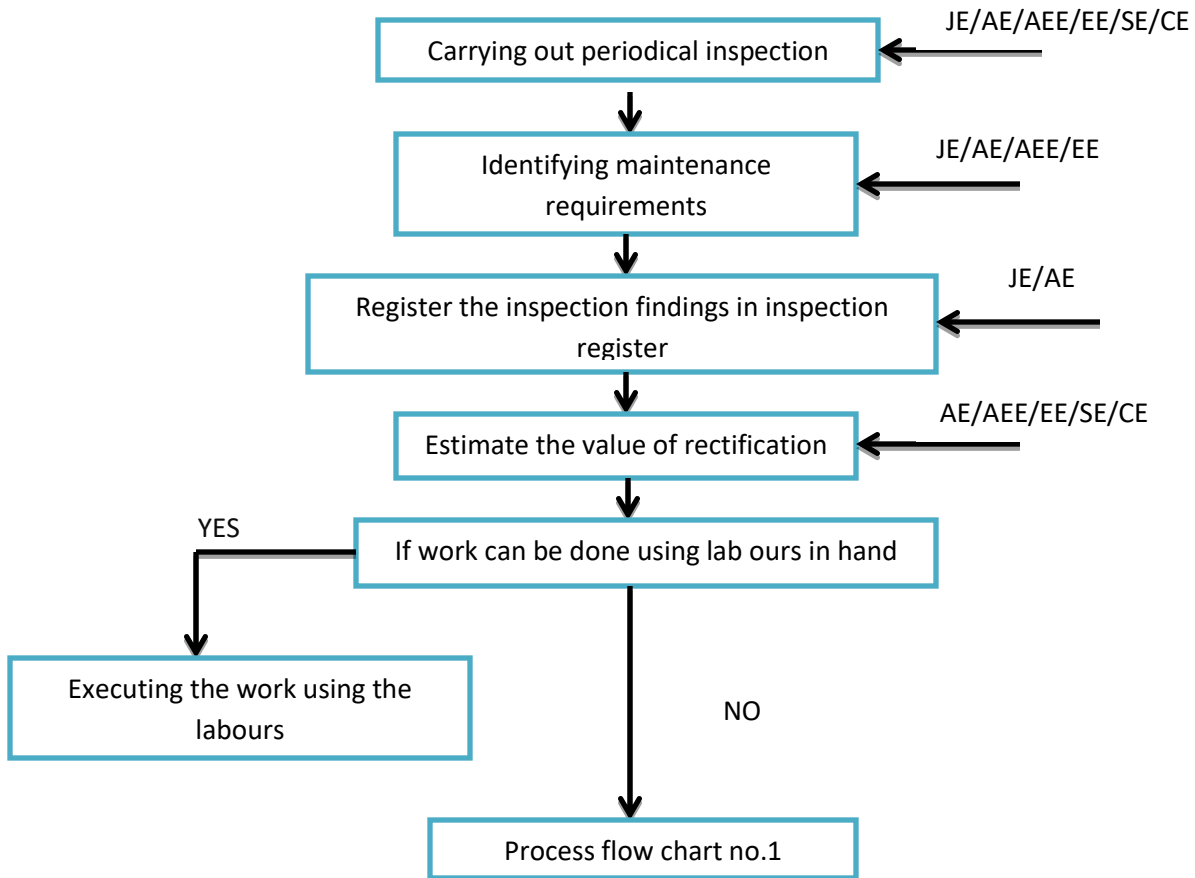
JE/AE/AEE/EE



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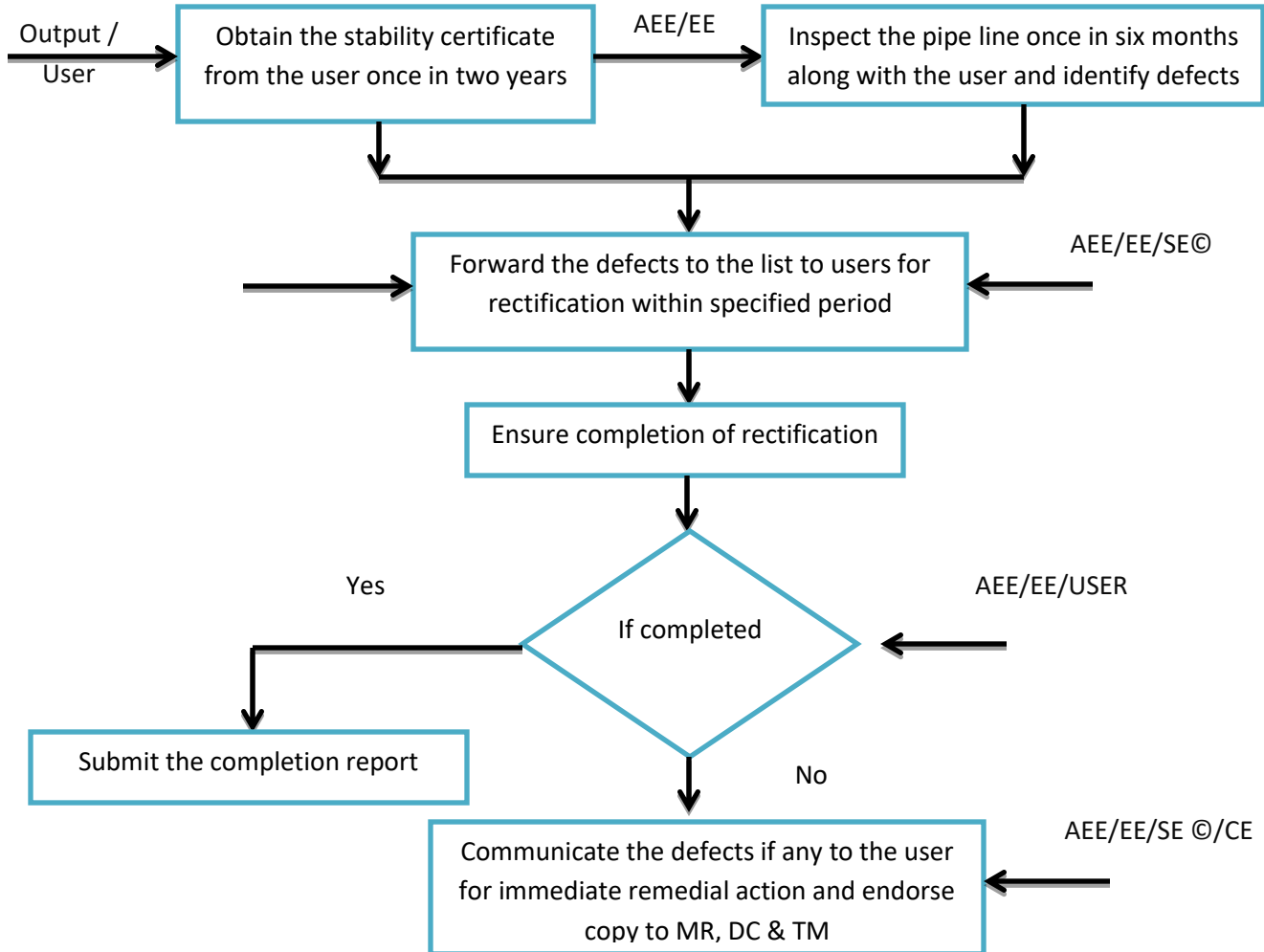
Title: Maintenance and Cleaning of Breakwater, Jetties, Buildings, Road and water pipelines at NBW		
Input / Ref. Documents	Activities	Responsibility/outputs



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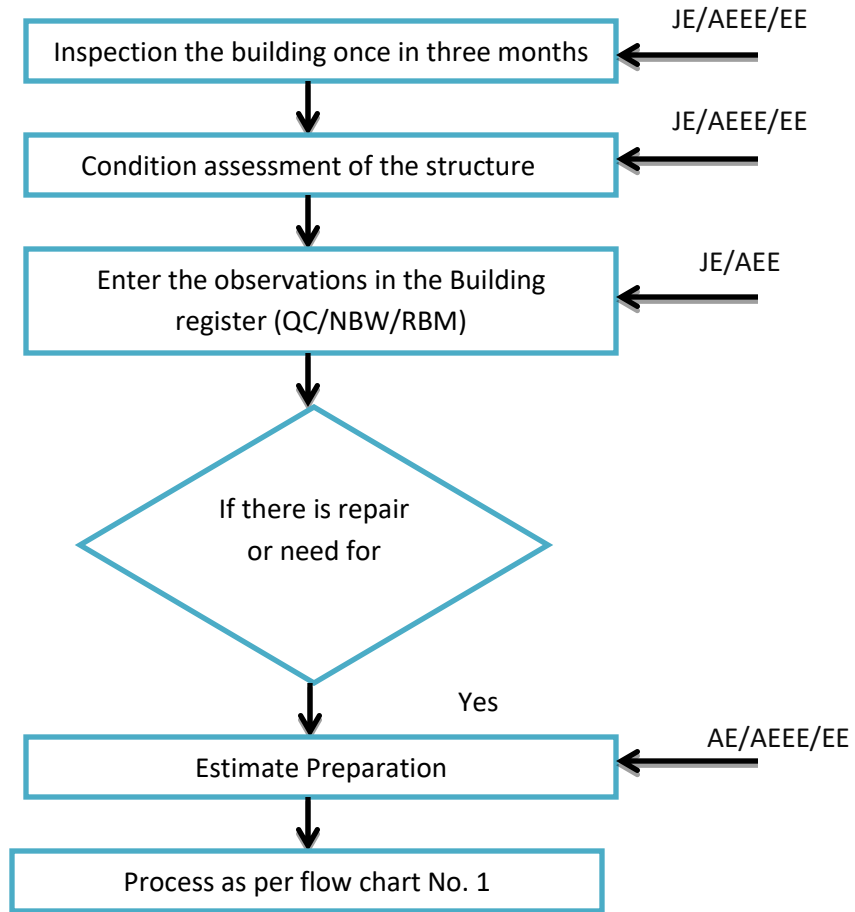
Title: Maintenance of out sourcing of pipe line along NBW upto Oil Jetty		
Input / Ref.Documents	Activities	Responsibility/ output



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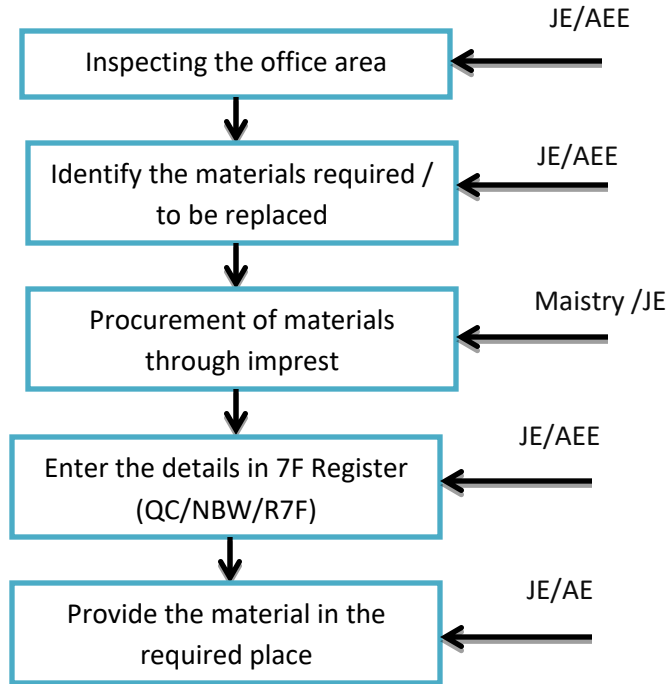
Title: Maintenance of Building		
Input/Ref. Documents	Activities	Responsibility / Output



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Title: Maintenance of office by providing /replacing the damaged materials		
Input / Ref. Documents	Activities	Responsibility / Output



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Risk Assessment and Risk Treatment

Risk	Control Method/Process
<ul style="list-style-type: none">• Tender Processing• Shortage of manpower	<ul style="list-style-type: none">• Tender processing through online• Manpower should be increased

Key Performance Indicator

SNO	Objectives	Description	Target
1	COMPLAINTS	INSPECTION	ACTION TAKEN WHEN NEEDED

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Actions to Address Risks 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 water	Reduction in Natural resources	OCP/01/02/03
2	Generate Bad smell	Air pollution	OCP/05
3	Risk of Potential Fire	Generation of Heat, Air pollution, Injury to Human being	OCP/07

Note: Detailed RART ref: CIVIL-ASPECT/IMPACT REGISTER –NORTH BREAKWATER

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	Fire risk	Fatal	SOP/10
2	Fall of person from height	Fatal,Permanent Injury,Single Injury	SOP/1
3	Dust	Health hazard	SOP/12
4	Noise	Hearing Impairment Respiratory Disorder	SOP/13
5	Dust emission	Respiratory disorder	SOP/4
6	Generation of bad smell		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	Inspection Register	QC / NBW / RIR	5 years
2	7F Register	QC / NBW / R7F	5 years
3	Damage Register	QC / NBW / RDM	5 years
4	Bill Register	QC / NBW / RBL	5 years
5	Compliant Register	QC / NBW / RCR	5 years
6	Cleaning Register (for water tank)	QC / NBW / RCL	5 years
7	Building Register	QC / NBW / RBM	Permanent
8	Register of Pipe line inspection	QC / NBW / RIP	Permanent

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NBW Section

Title : Benchmark		
Activity		Period
<u>Schedule of Preventive Maintenance</u>		
Painting Bollards and ladders	:	Once in 6 months
Reconditioning of Ladders and Bollards	:	7 days (From the date of assessment)
Replacing of Fenders	:	45 days of report from users/ during inspection)
<u>Buildings</u>		
Distemper / Weather Proof Paint	:	Once in 36 months
Painting steel / Windows / ventilators	:	Once in 36 months
Painting Steel structures, wooden doors, windows and Ventilators.	:	Once in 36 months
<u>Water Supply</u>		
Cleaning OHT / Sumps	:	Once in 2 months
Small Tanks (PVC)	:	Once in a month
<u>General Cleaning</u>		
Jetty area	:	Daily
Buildings	:	Daily
<u>Stability Certificates</u>		
Obtaining stability certificates from the users maintaining	:	Once in two years
Sounding of alongside berth/Jetties:		Once in six Months