

V.O.CHIDAMBARANAR PORT TRUST



PROCESS: CIVIL ENGINEERING DEPARTMENT

SECTION: MANUAL FOR PLANNING AND DESIGN

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

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

INDEX

Sl. No.	TITLE	PAGE NO.
1	List of Recipients	
2	Revision Sheet	
3	Introduction/Quality Policy & Objectives	
4	Organisation Chart-VOCPT	
5	Organisation Chart-Civil Department	
6	Organisation Chart-Section	
7	Abbreviation	
8	Planning and design of additional infrastructure and to prepare drawing for proposals received from working division	
9	Carrying out development changes and control of design	
10	Procedure for execution of Projects under PPP mode	
11	List of Registers	
12	List of Benchmark	
13	Common-Follow up action on Internal Audit and NCR, Follow up action on External Audit.	

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

LIST OF RECIPIENTS

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

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

REVISION SHEET

1. ISSUE STATUS

Sl. 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

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

SCOPE

The Planning and Design Division is headed by the Executive Engineer (Designs). Who is assisted by Assistant Executive Engineer, Assistant Engineer), Ferro Printer, and Junior Maistry He is functioning under the control, supervision and direction of the guidance of Deputy Chief Engineer and under the authority of the Chief Engineer.

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.

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

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

This Division is responsible for planning and designing of infrastructures and also to prepare drawings for the proposals received from the works Divisions.

EMS

To ensure reduction of paper and to conserve energy

OHSAS

To ensure prevention of ill health and injury.

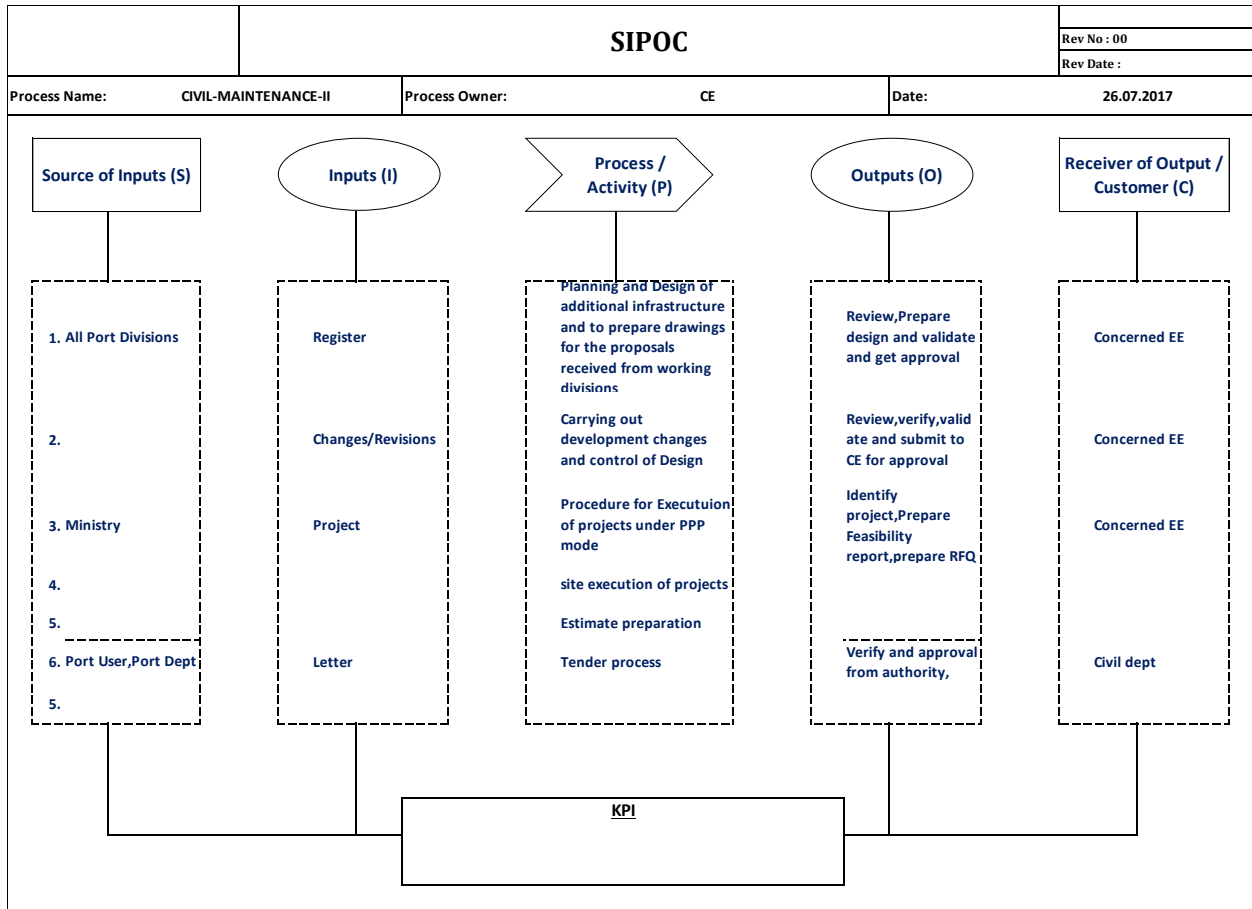
ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

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
PD	:	Planning and Design
JR	:	Junior
SR	:	Senior
IIT	:	Indian Institute of Technology
SERC	:	Structural Engineering Research Center
IS CODE	:	Indian Standard Code
GF	:	Ground Floor
SQ.M	:	Square Meter
A/D	:	Accounts Department
TAMP	:	Tariff Authority of Major Ports
IPA	:	Indian Ports Association
NMDP	:	National Maritime Development Programmer
GOI	:	Government of India
PPPAC	:	Public Private Partnership Appraisal Committee
PPP	:	Public Private Partnership
LOA	:	Letter of Acceptance
RFQ	:	Request For Qualification
RFP	:	Request For Proposal

ISSUE NO: 00 DATE: 05.07.2017	APPROVED BY CHIEF ENGINEER
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V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

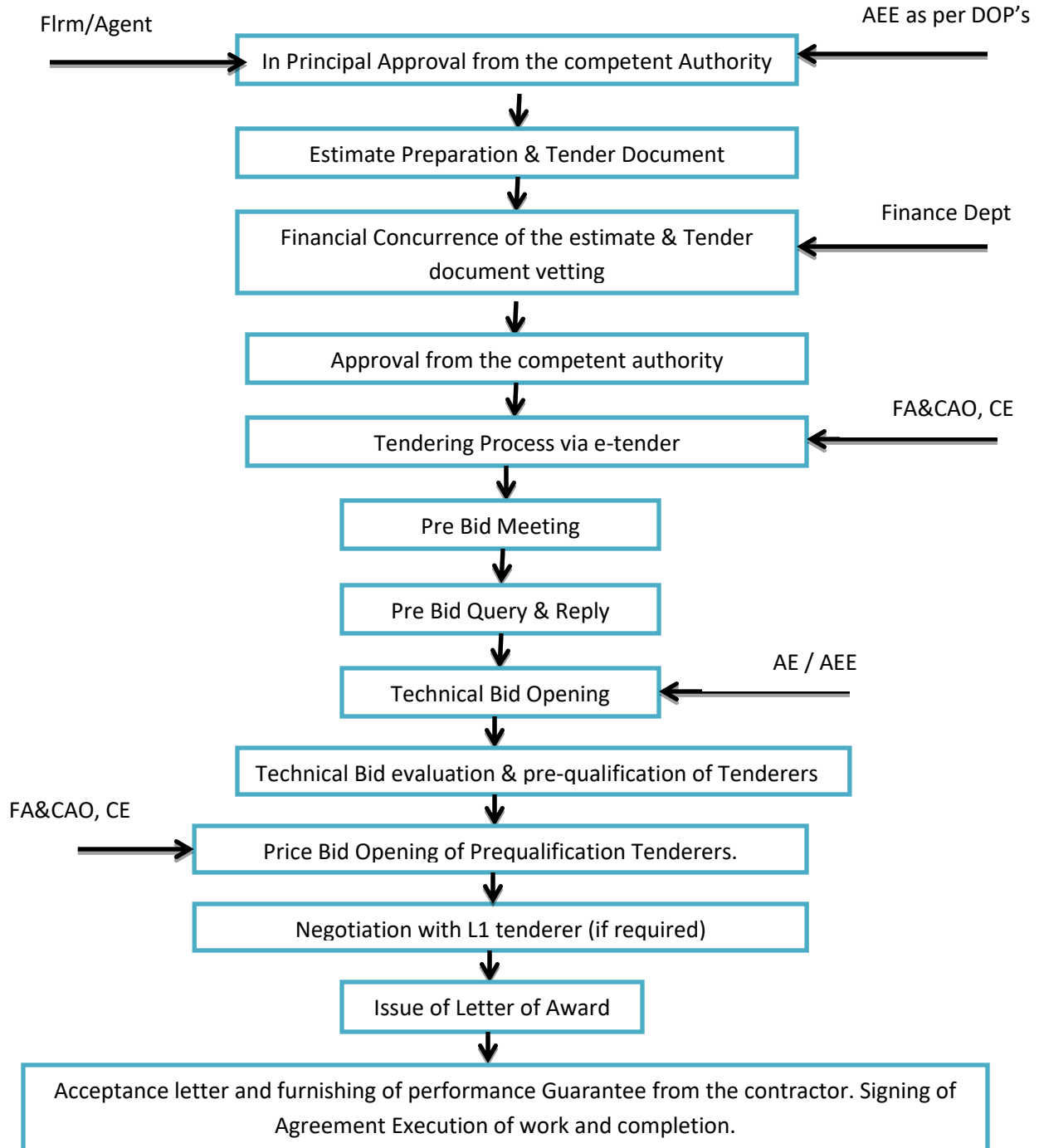


V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

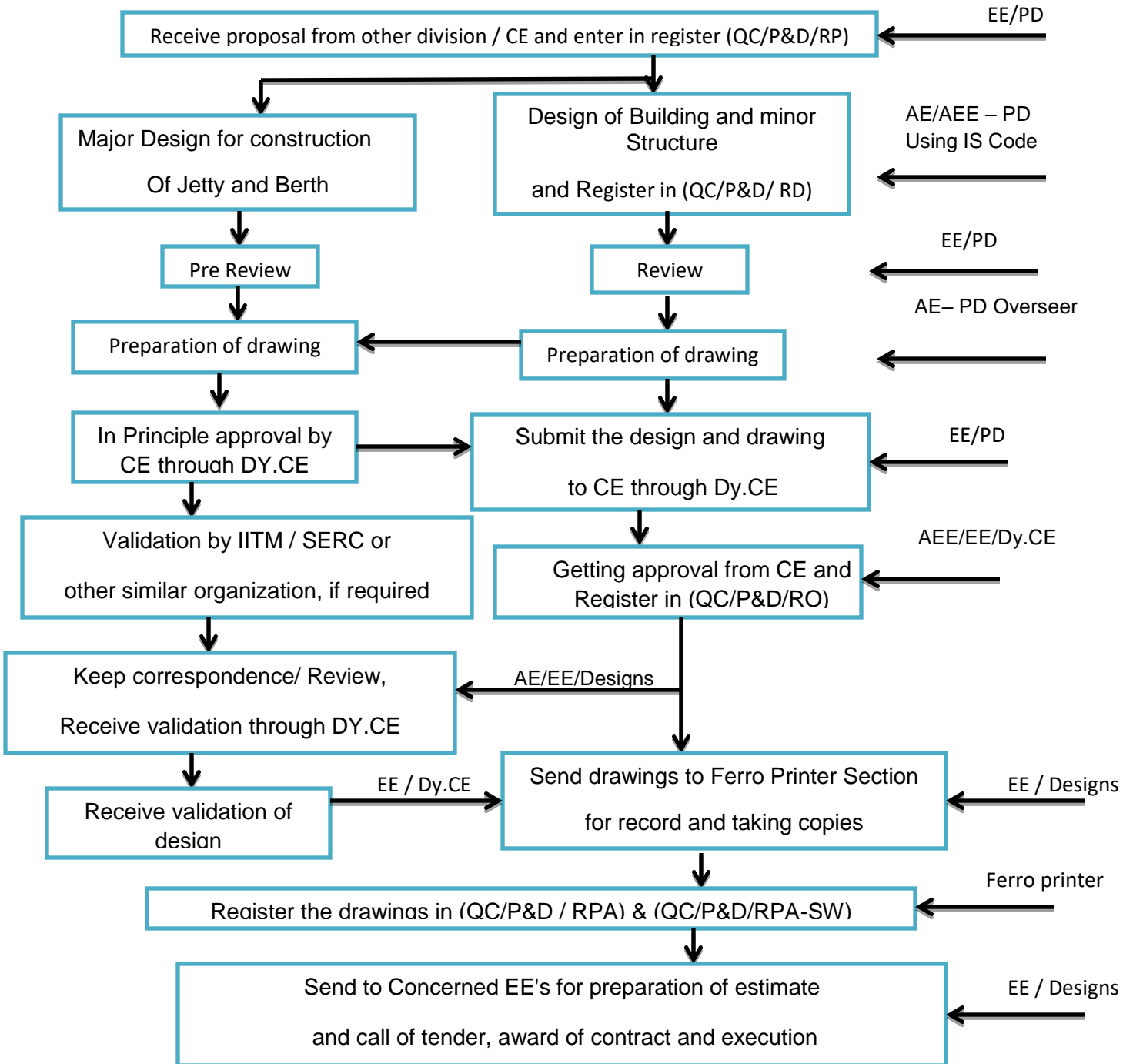
Title: Work Contract – Tendering Process		
Input / Ref. Documents	Activities	Responsibility / Output



ISSUE NO: 00 DATE: 05.07.2017	APPROVED BY CHIEF ENGINEER
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V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

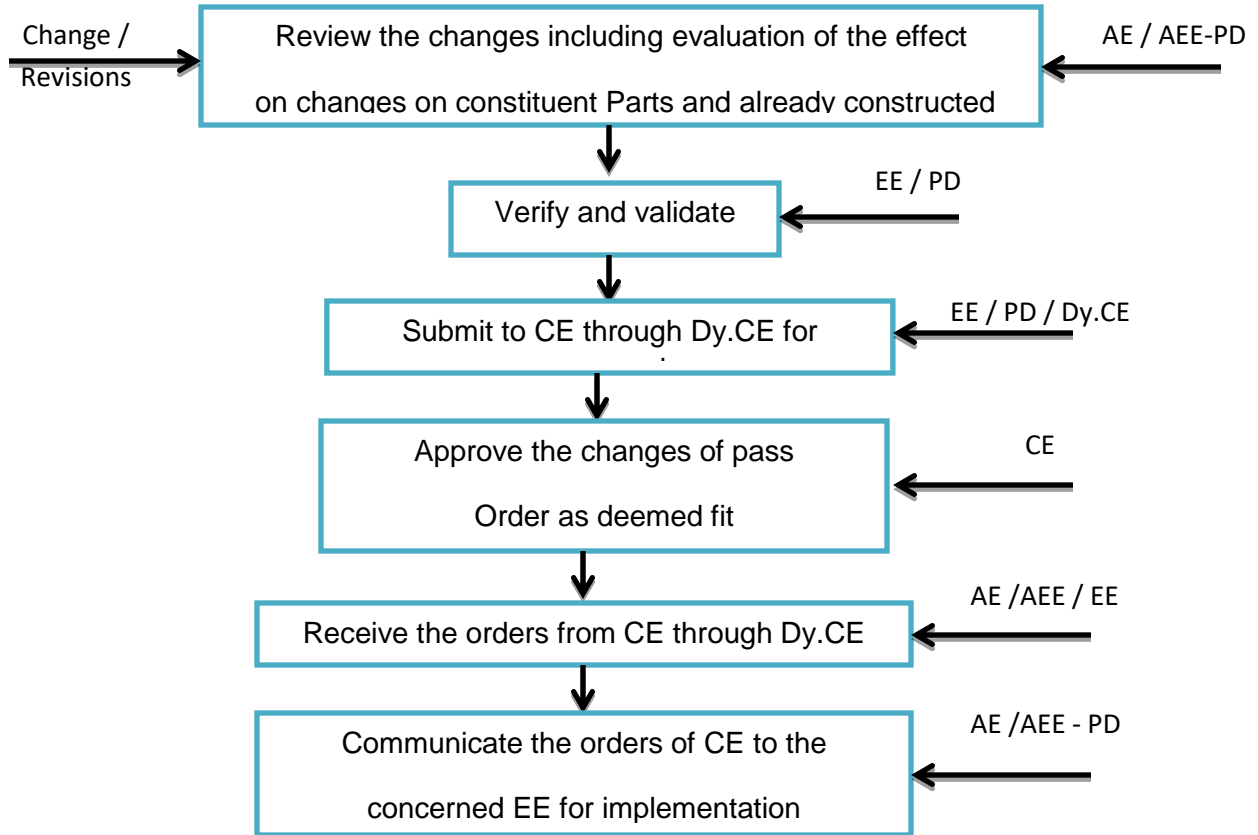
Title: Planning and Design of additional infrastructure and to prepare drawings for the proposals received from working divisions		
Input / Ref. Documents	Activities	Responsibility / Output



ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

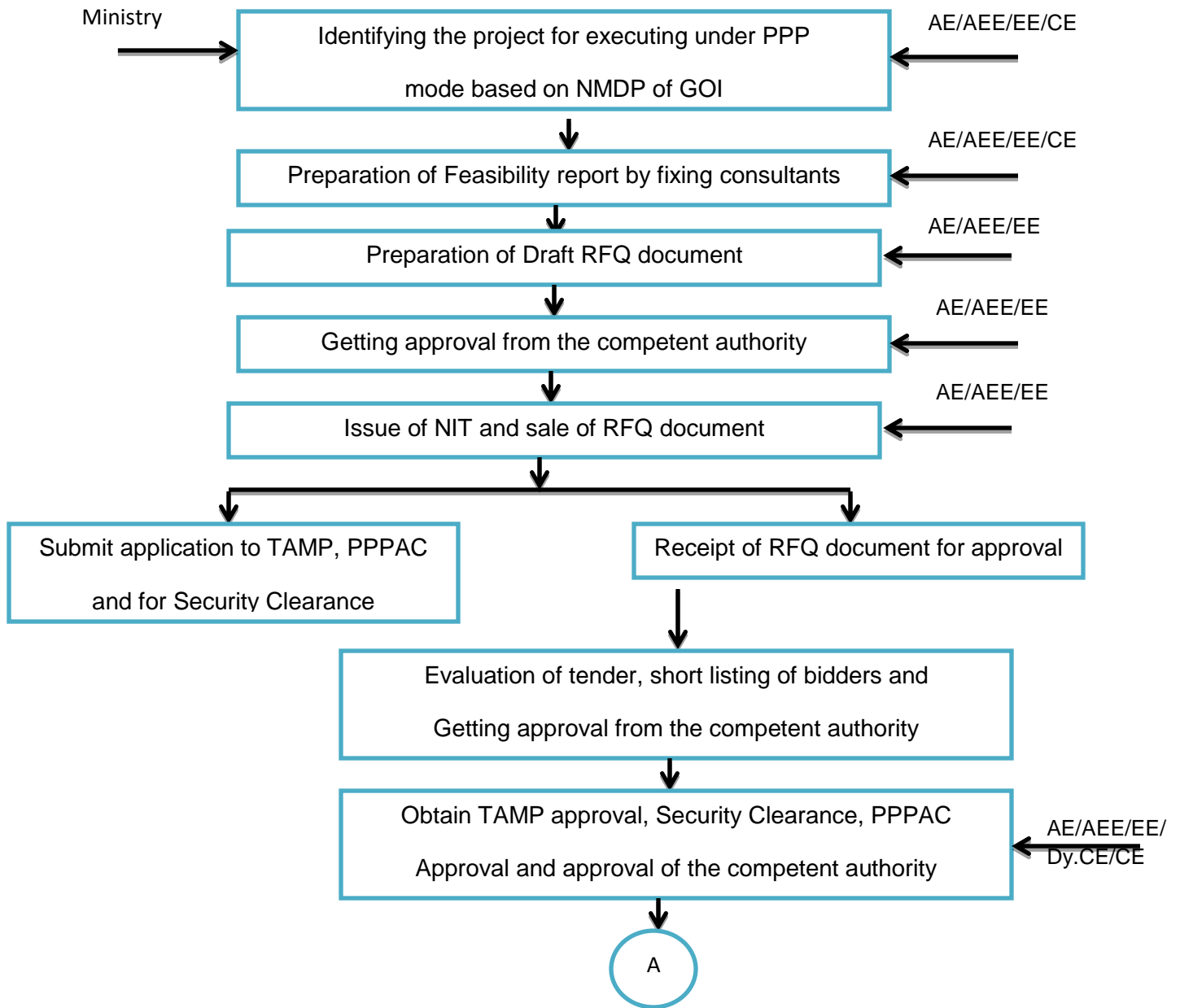
Title: Carrying out development changes and control of Design		
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ISSUE NO: 00 DATE: 05.07.2017	APPROVED BY CHIEF ENGINEER
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V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

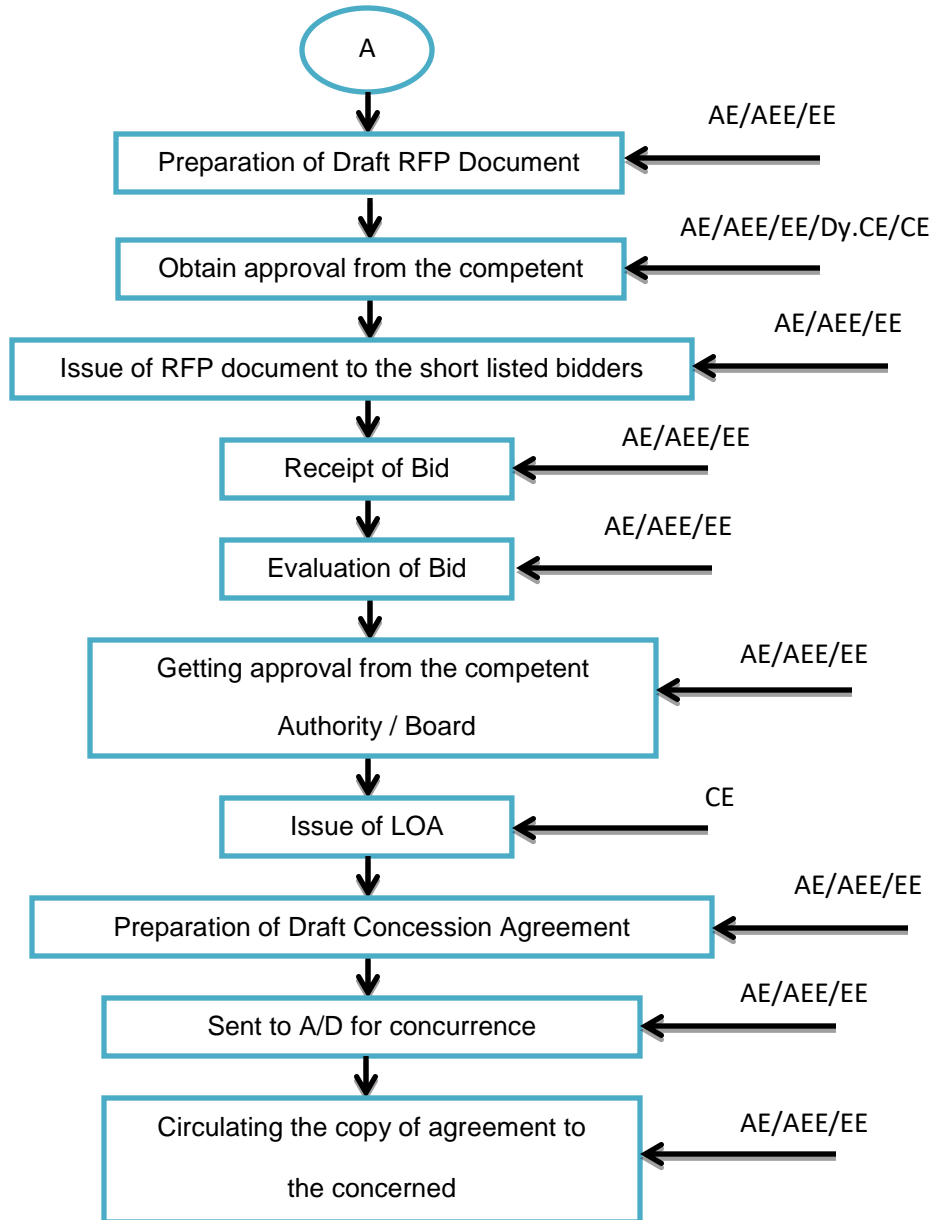
Title: Procedure for Execution of projects under PPP mode		
Input / Ref. Documents	Activities	Responsibility / Output



ISSUE NO: 00 DATE: 05.07.2017	APPROVED BY CHIEF ENGINEER
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V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

Input / Ref. Documents	Activities	Responsibility / Output
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ISSUE NO: 00 DATE: 05.07.2017	APPROVED BY CHIEF ENGINEER
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Risk Assessment and Risk Treatment

Risk	Control Method/Process
<ul style="list-style-type: none">• Tender Processing• Admin Approval• Dual work	<ul style="list-style-type: none">• System processing through online• System processing through online• Manpower should be increased

Key Performance Indicator

SNO	Objectives	Description	Target
1			

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

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

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

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

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

List of Registers			
Sl. No	Name of the Register	Code No.	Retention Period
1.	Register for Design	QC / P & D / R D	Permanent
2.	Register for proposal from Port users & other Organization	QC / P & D / R P	Permanent
3.	Objectives	QC / P & D / R O	Permanent
4.	Register showing the list of Plan Approved by C.E.	QC / P & D / RPA	Permanent
5.	Register showing the list of Plan Approved by C.E. (Subject- Wise Register)	QC / P & D / RPA-SW	Permanent

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

Planning & Design Section

Benchmark

SI. No	Activity	Buildings	Warehouses, godowns, sheds, bridges etc.,	Marine Structure		Road
1.	Planning and design					
	(a) upto 150 Sq.m	15 days				
	(b) 150 to 300 Sq.m	25 days				
	(c) more than 300Sq.m	Will increase proportionally	50 days	25 days	80 days	10 days
2.	Preparation of draft drawing					
	(a) upto 150 Sq.m	15 days	20 days	20 days	30 days	20 days
	(b) 150 to 300 Sq.m	20 days				
	(c) more than 300 Sq.m	Will increase proportionally				
3.	Approval of Design and drawing	5 days	10Days	5 days	20 days	5 days
4.	Preparation of fair drawing	5 days	5 days	5 days	10 days	5 days
5.	Approval of fair drawing and forwarding to concerned division for execution	5 days	5 days	5 days	10 days	5 days