

# V.O.CHIDAMBARANAR PORT TRUST



**PROCESS: CIVIL ENGINEERING DEPARTMENT**

**SECTION: MANUAL FOR QUANTITY SURVEY DIVISION**

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

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**INTEGRATED MANAGEMENT SYSTEM MANUAL**

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**LIST OF RECIPIENTS**

<b>Sl.No.</b>	<b>Name of the Recipient</b>	<b>Controlled Copy No.</b>
1	Assistant Executive Engineer / Assistant Engineer	1

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**REVISION SHEET**

<b>Sl. No.</b>	<b>Issue No.</b>	<b>Date</b>	<b>Reason for revision</b>
1	00	05.07.2017	Upgradation and integration of QMS 9001:2015, EMS – 14001:2015, OHSAS – 18001:2007

**REVISION STATUS OF ISSUE NO.8 DATED:**

<b>SI.NO</b>	<b>PAGE NO</b>	<b>SECTION</b>	<b>REVISION</b>		<b>REASON</b>
			<b>NO</b>	<b>DATE</b>	
1					
2					
3					

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**SCOPE**

The Quantity Survey Division is headed by the Executive Engineer who is assisted by Assistant Executive Engineer and Assistant Engineer. He is functioning under the control, supervision and direction of the guidance of Deputy Chief Engineer and under the authority of the Chief Engineer. This Division is responsible for check & sanction the estimate received from other divisions, invite and evaluate tender, finalization of contract, Monthly/Quarterly returns sent to Ministry/IPA and preparation of Annual Plan.

**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 service 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 Department**

**QMS**

**EMS**

To ensure reduction of paper and to conserve energy

**OHSAS**

To ensure prevention of ill health and injury.

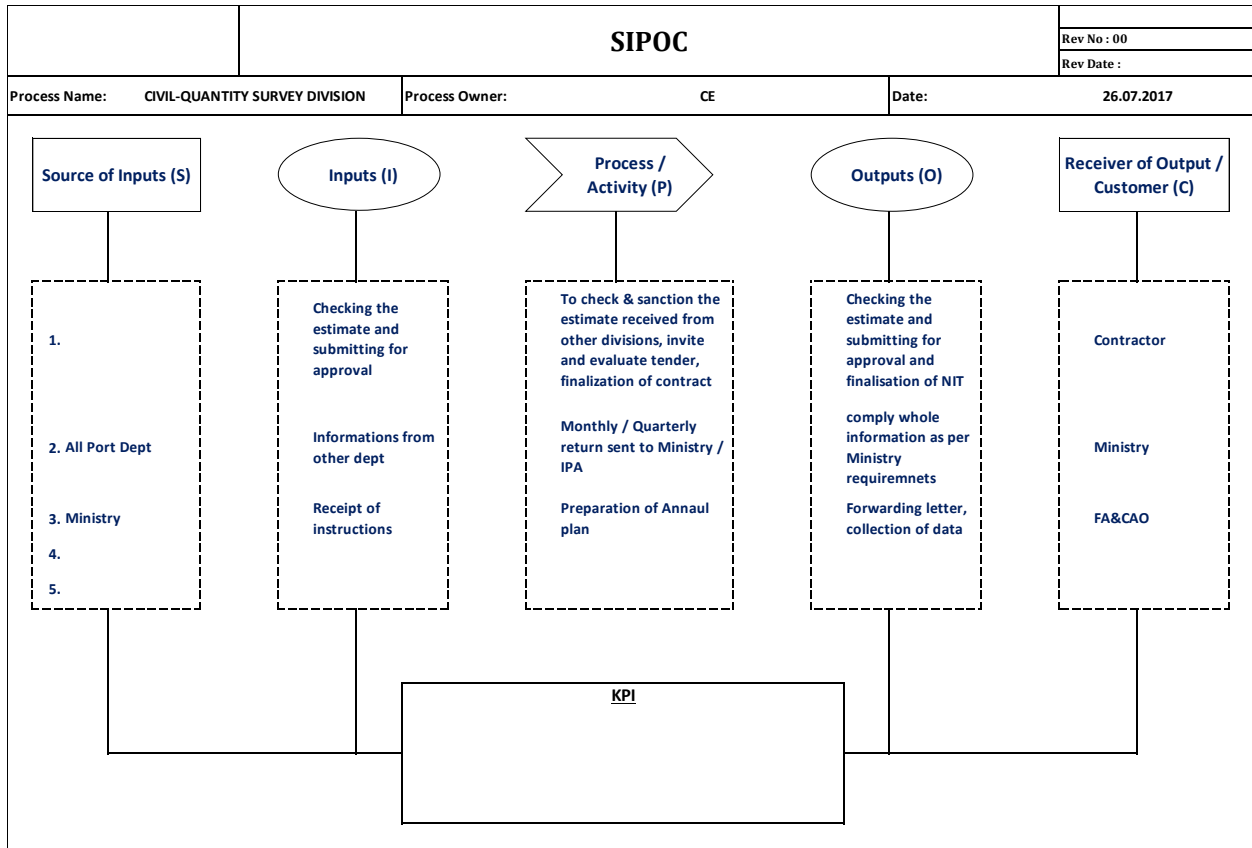
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<b>ABBREVIATION</b>		
CPT	:	Chairman Port Trust
Dy.CPT	:	Deputy Chairman Port Trust
MR	:	Management Representative
HODs / Dy.HOD	:	Heads of Department / Deputy Heads of Department
CMO	:	Chief Medical Officer
T.M	:	Traffic Manager
FA&CAO	:	Financial 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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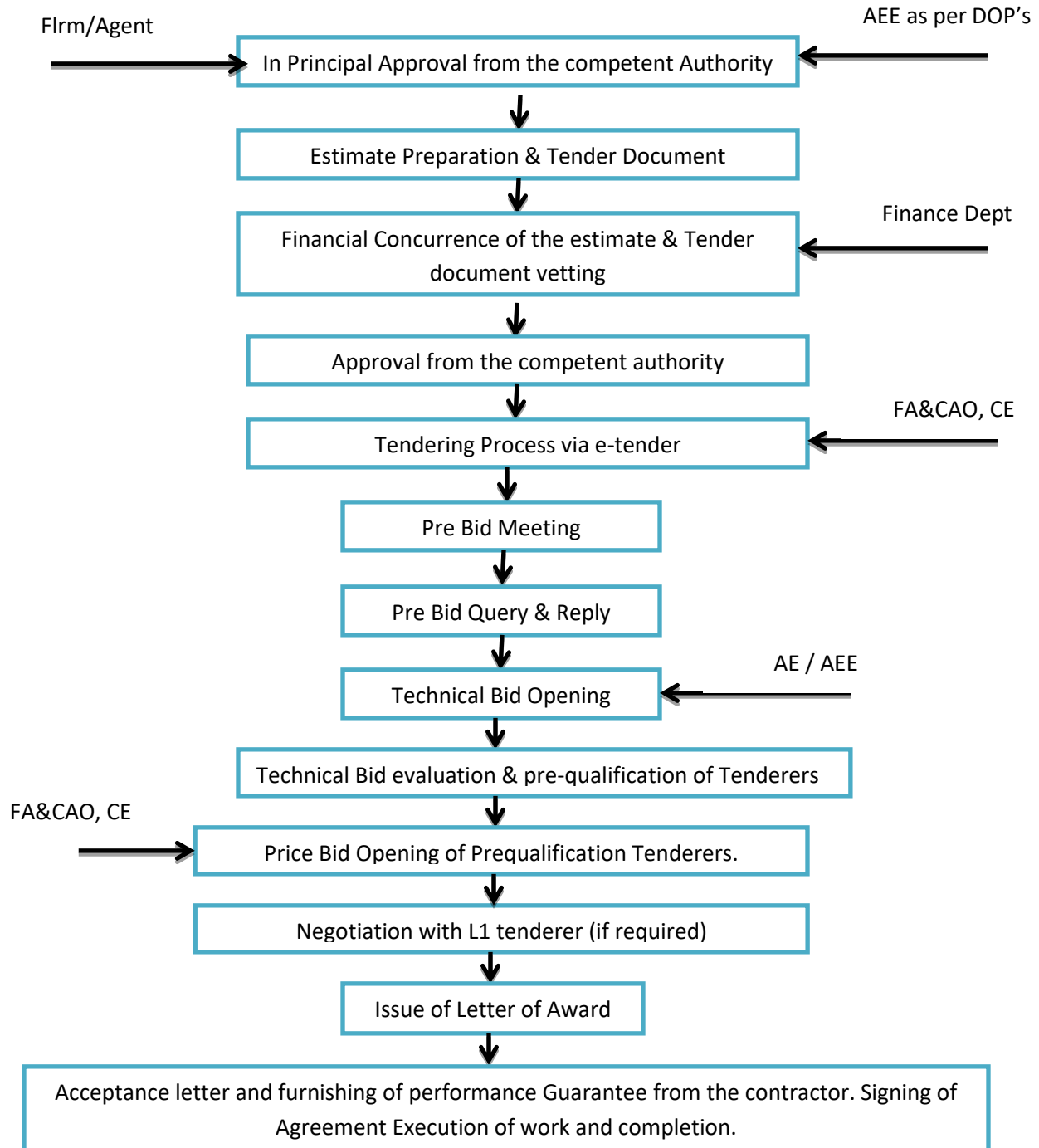
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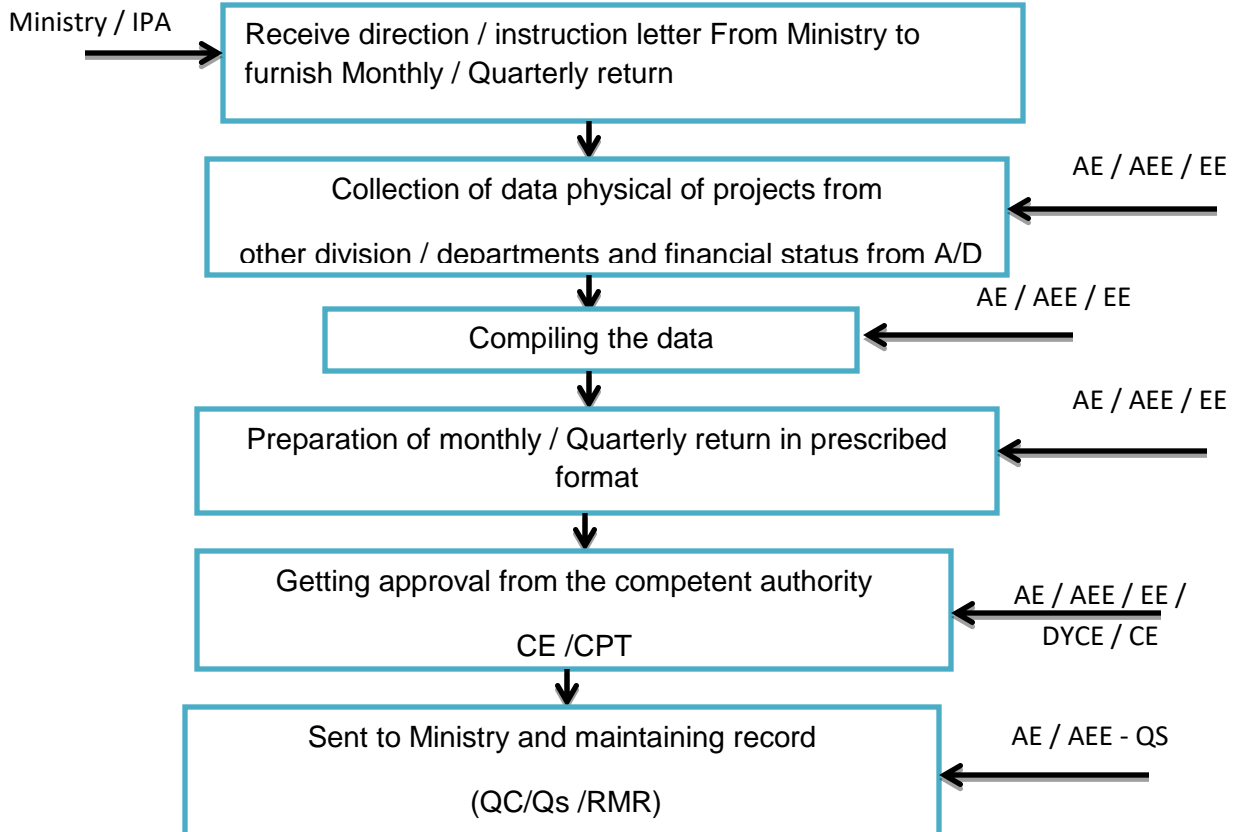
<b>Title : Works Contract – Tendering Process</b>		
<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>



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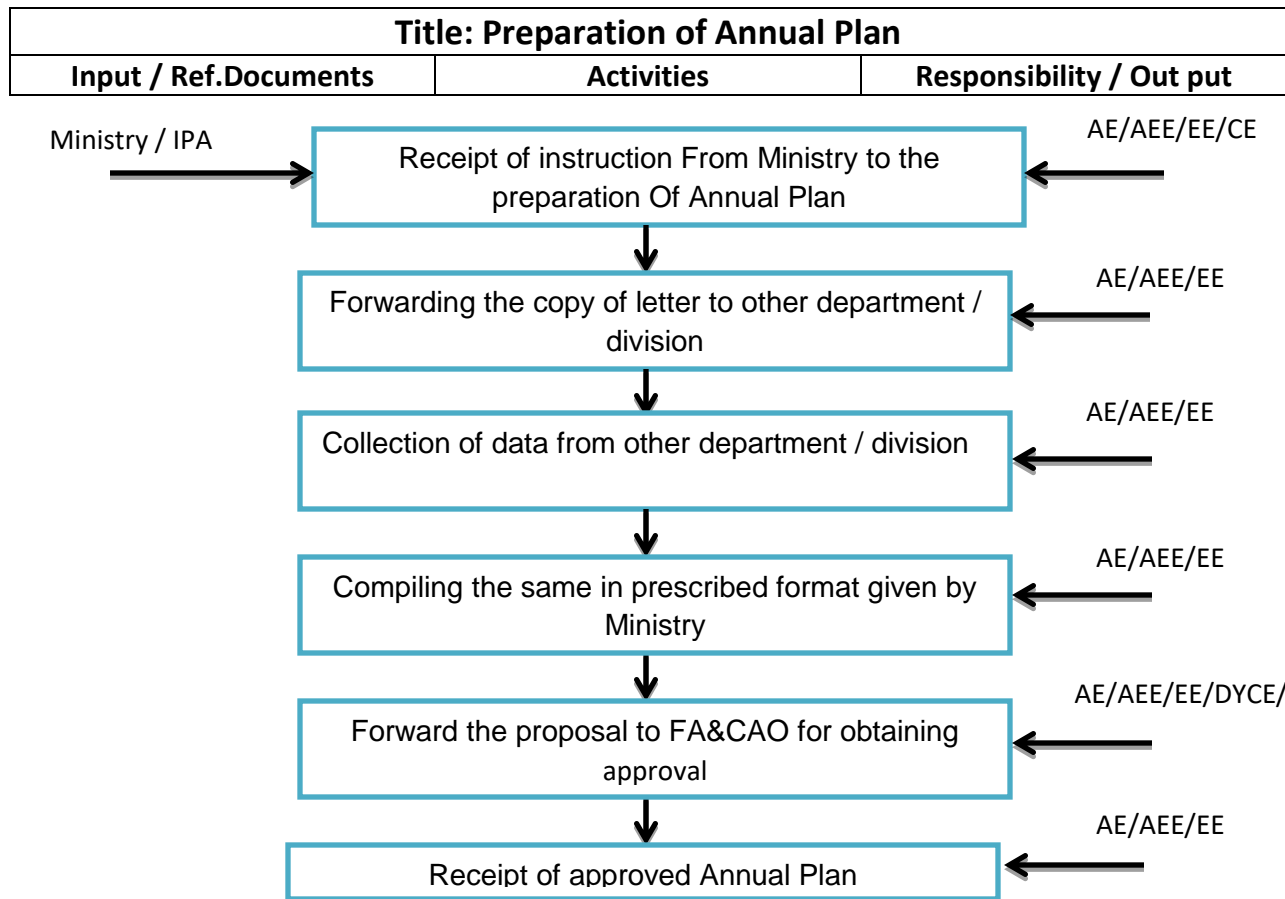
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<b>Title: Monthly / Quarterly return sent to Ministry / IPA</b>		
<b>Input / Ref.Documents</b>	<b>Activities</b>	<b>Responsibility / Out put</b>

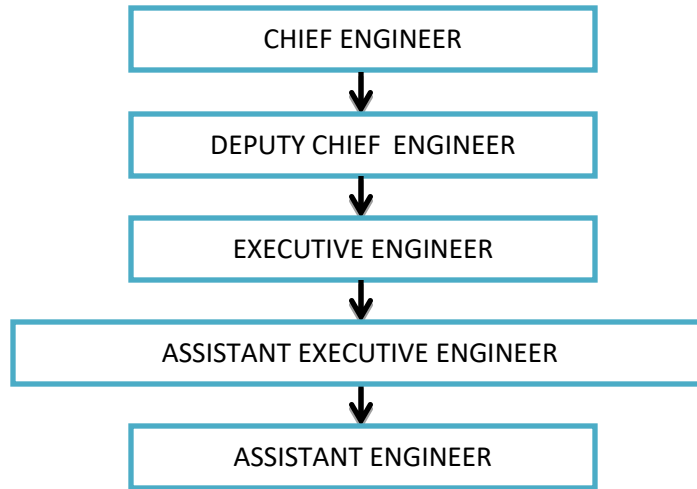


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**ORGANIZATION CHART**



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## **RISK ASSESSMENT AND RISK TREATMENT**

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

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## **KEY PERFORMANCE INDICATOR**

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SNO	Objectives	Description	Target
1	TENDER	FINALIZE TENDERER	NEEDED

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### **ACTIONS TO ADDRESS RISK AND OPPRTUNITIES**

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

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

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**Reference Standard Requirement**

BS OHSAS 18001:2007, Clause: 4.3.1

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**List of Registers**

**I. List of Register :**

<b>Sl. No.</b>	<b>Name of the Register</b>	<b>Code No.</b>	<b>Retention Period</b>
1.	Technical sanctioned estimate for revenue works	QC / QS / RER	No Retention period
2.	Technical sanctioned estimate Plan and Non-Plan and deposit works	QC / QS / REP	No Retention Period
3.	Tender notice	QC / QS / RCT	No Retention period
4.	Tender opening	QC / QS / RTO	No Retention Period
5.	Contract agreement	QC / QS / RCR	No Retention Period
6.	Confidential Reports for Contractors	QC / QS / RCC	No Retention Period

**II. Formats :**

<b>Sl. No</b>	<b>List of Formats</b>	<b>Purpose</b>
1	Confidential Report for Contractors Performance QC / QS / FCC	For maintaining confidential report for contractor's performance by every July of the succeeding year.

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**QUNATITY SURVEY DIVISION SECTION**  
**(QC/QS)**

<b>Title : Benchmark</b>			
<b>Activity</b>			<b>Period</b>
1.	Estimate Scrutiny	:	2 to 4 weeks
2.	Obtain Technical Sanction	:	7 days
3.	Preparation of draft tender schedule from the date of sanction	:	10 days
4.	Preparation of NIT and issued after concurrence of draft tender schedule	:	7 days
5.	Preparation of schedule for sale	:	7 days
6.	Tender evaluation after opening including negotiation		
	a. Single Cover	:	10 days
	b. Two Cover	:	45 days
	c. Pre qualification	:	60 days
7.	Issue of work order after approval of tender	:	7 days
8.	Execution of Agreement	:	13 days
9	Validity of Tender	:	90 Days

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