

V.O.CHIDAMBARANAR PORT TRUST



PROCESS: CIVIL ENGINEERING DEPARTMENT
SECTION: MANUAL FOR WHARF MAINTENANCE-I

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	Procedure for execution of work through contract	
9	Maintenance and cleaning of Wharves, transit sheds, roads, water supply & drainage arrangement and all buildings in Wharf area.	
10	Raising the damage cost for the damaged Port properties by the Port users and realization	
11	Maintenance of delivery pipe lines to Phosphoric acid tanks at VOC-IV Berth	
12	Creation of additional Infrastructural facilities to cope with the demand forecast	
13	Maintenance of Buildings	
14	Maintenance of office by providing / replacing the damaged materials	
15	List of Registers	
16	List of Benchmark	
17	Common -Follow up action on Internal Audit and NCR; follow up action on External Audit.	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

LIST OF RECIPIENTS

Sl.No.	Name of the Recipient	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

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	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

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
EE	:	Executive Engineer
AEE	:	Assistant Executive Engineer
AE	:	Assistant Engineer
JE	:	Junior Engineer
A/D	:	Accounts Department
A.O-Gr-I	:	Accounts Officer
AO-Gr-II	:	Junior Accounts Officer
QS	:	Quantity Survey
SBW	:	South Breakwater
MB	:	Measurement Book

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

SCOPE

The Wharf Maintenance - I Division is headed by the Executive Engineer. He is assisted by Assistant Executive Engineer, Junior Engineer, Junior Maistry and he is functioning under the control, supervision of the Superintending Engineer, 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.

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

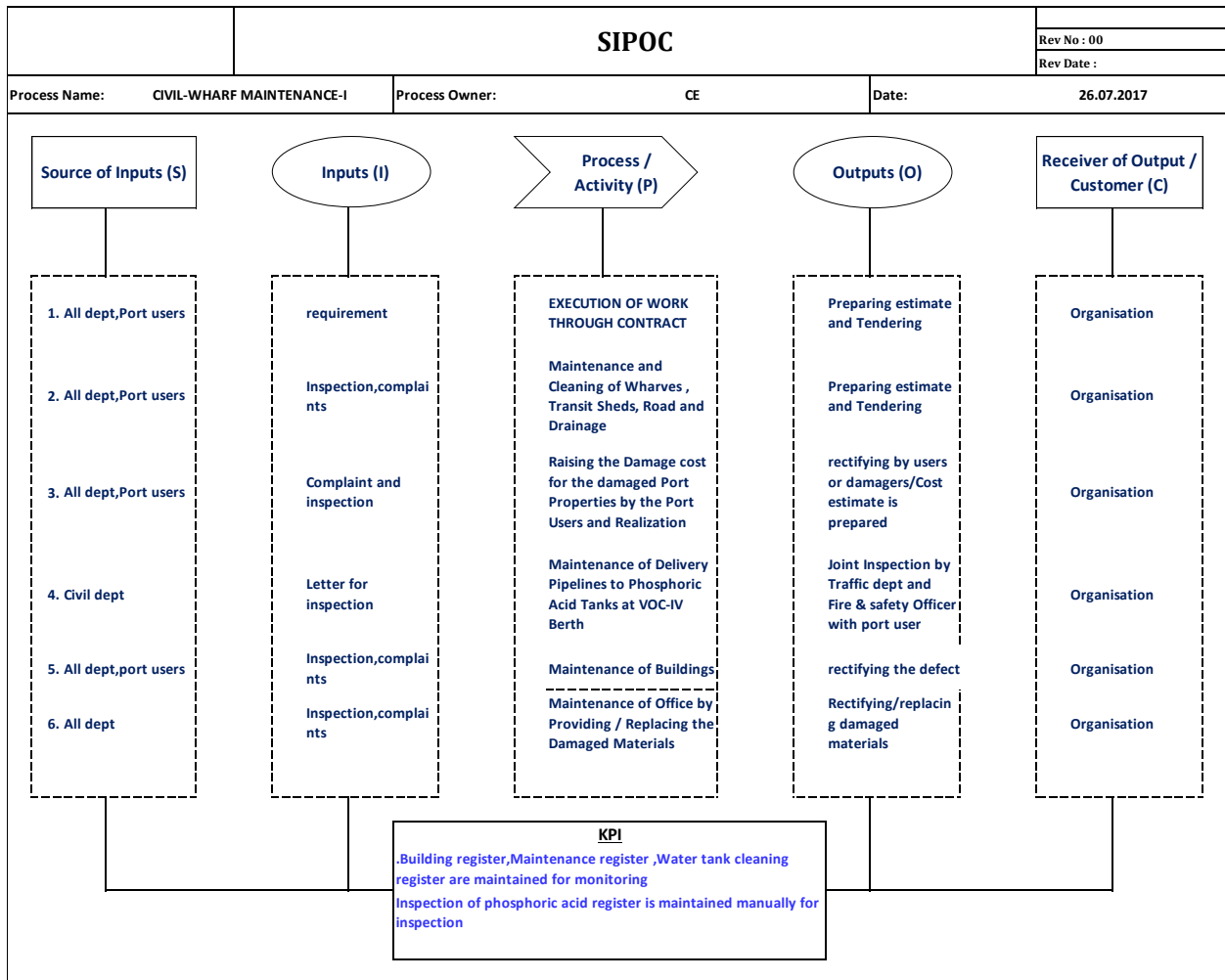
EMS

To ensure reduction of paper and to conserve energy

OHSAS

To ensure prevention of ill health and injury.

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

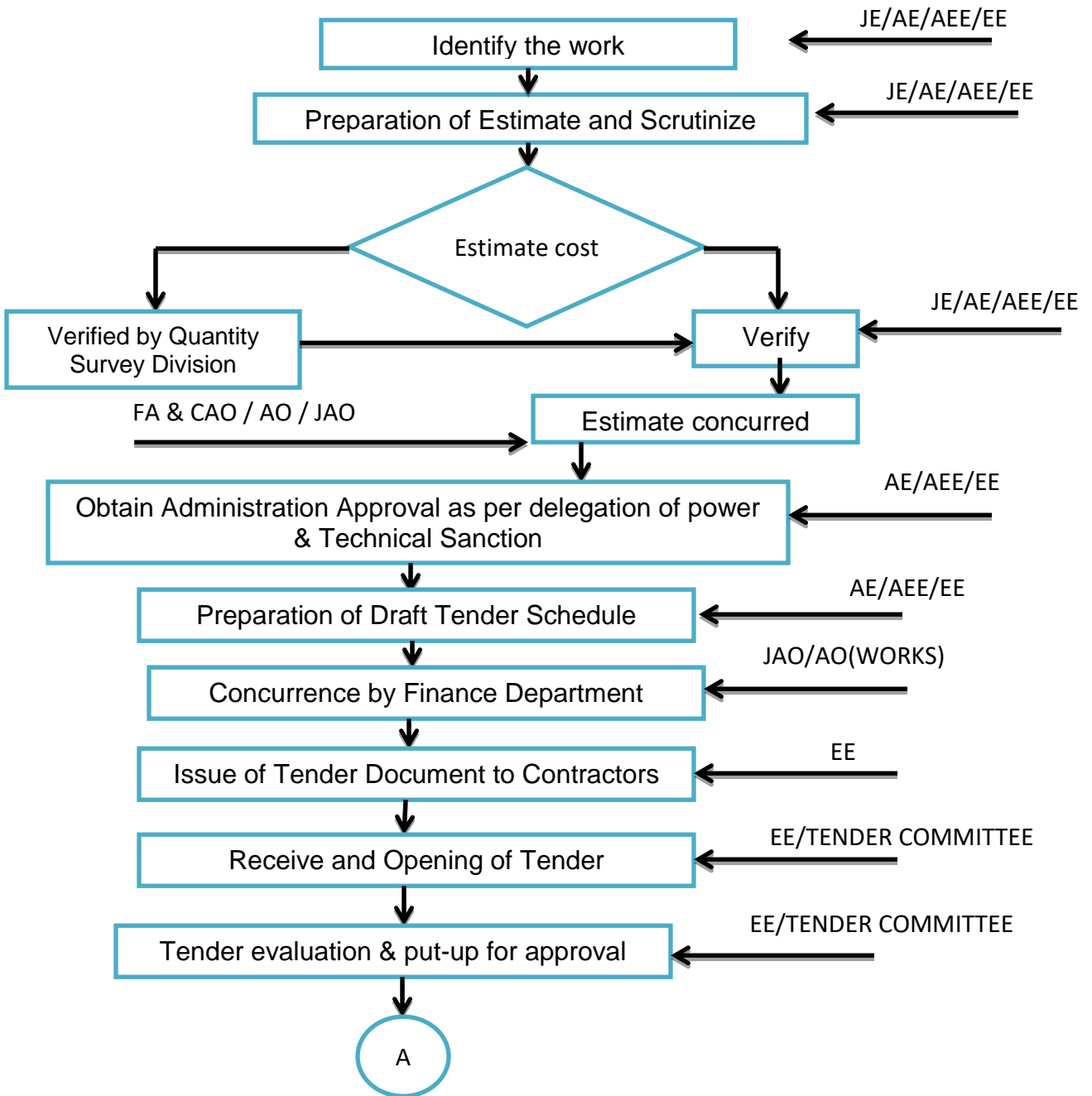


V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

EXECUTION OF WORK THROUGH CONTRACT		
Input / Ref.Documents	Activities	Responsibility / Out put



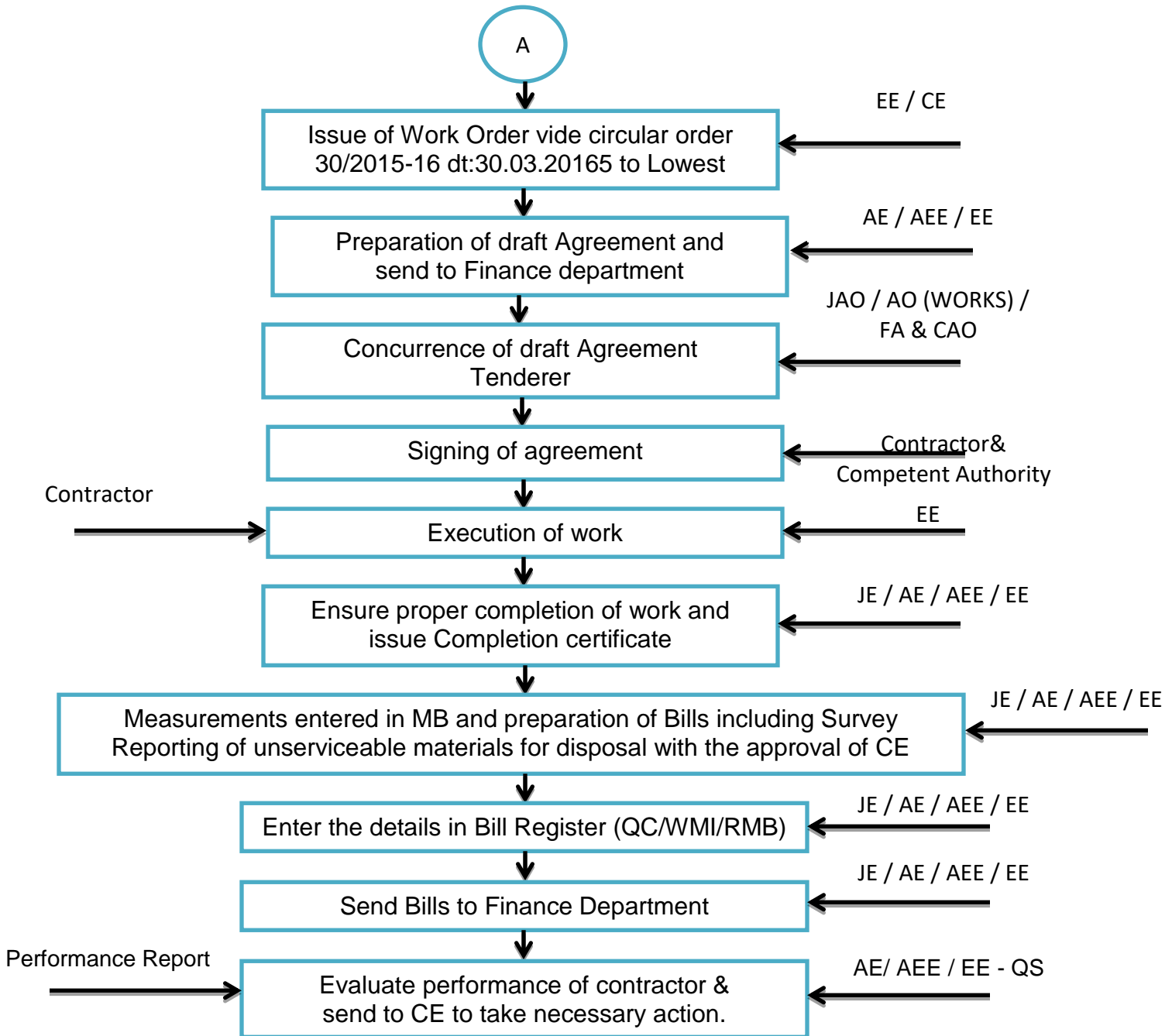
ISSUE NO: 00 DATE: 05.07.2017	APPROVED BY CHIEF ENGINEER
--	---

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

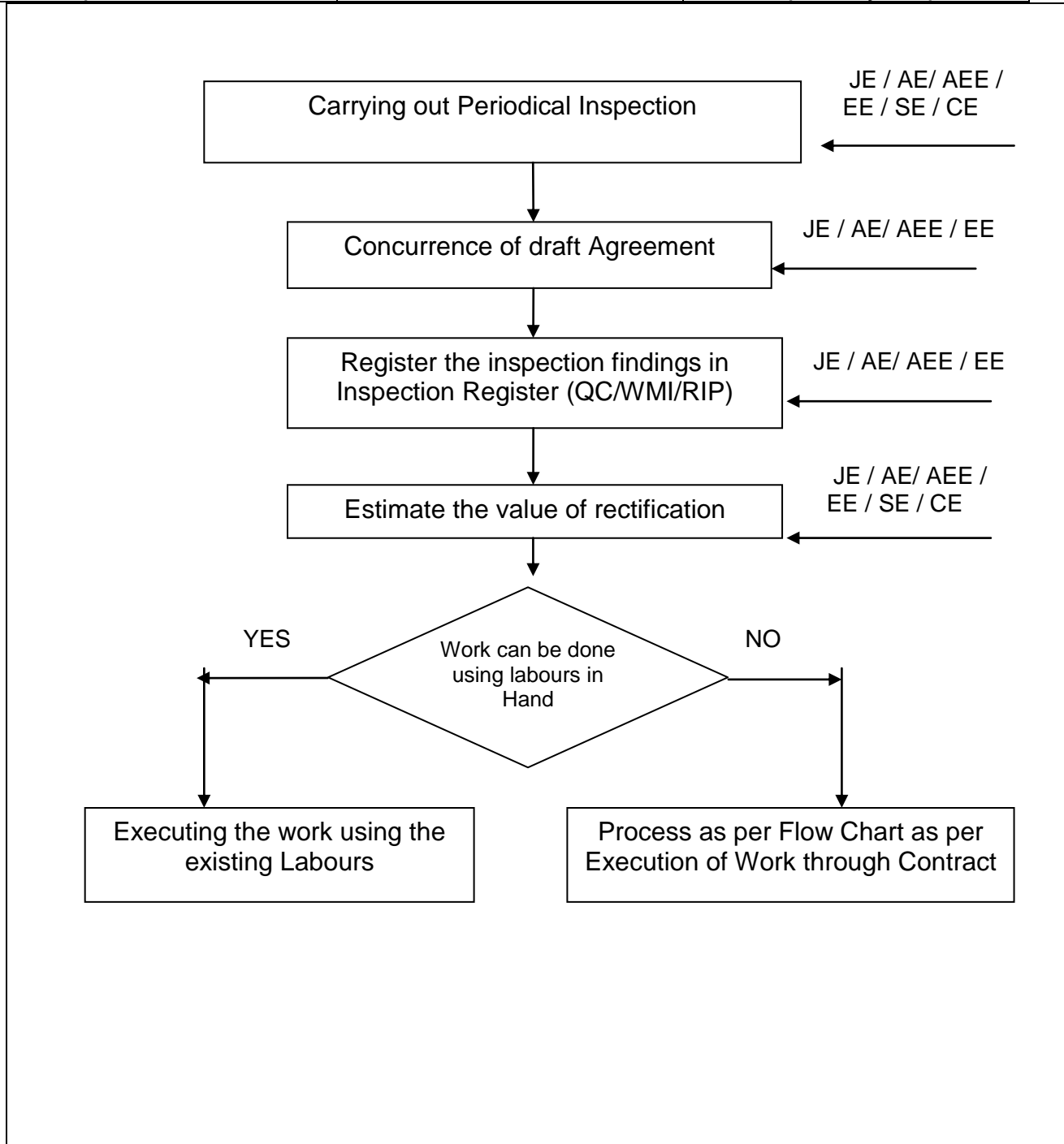
EXECUTION OF WORK THROUGH CONTRACT		
Input / Ref. Documents	Activities	Responsibility / Out put



ISSUE NO: 00 DATE: 05.07.2017	APPROVED BY CHIEF ENGINEER
--	---

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

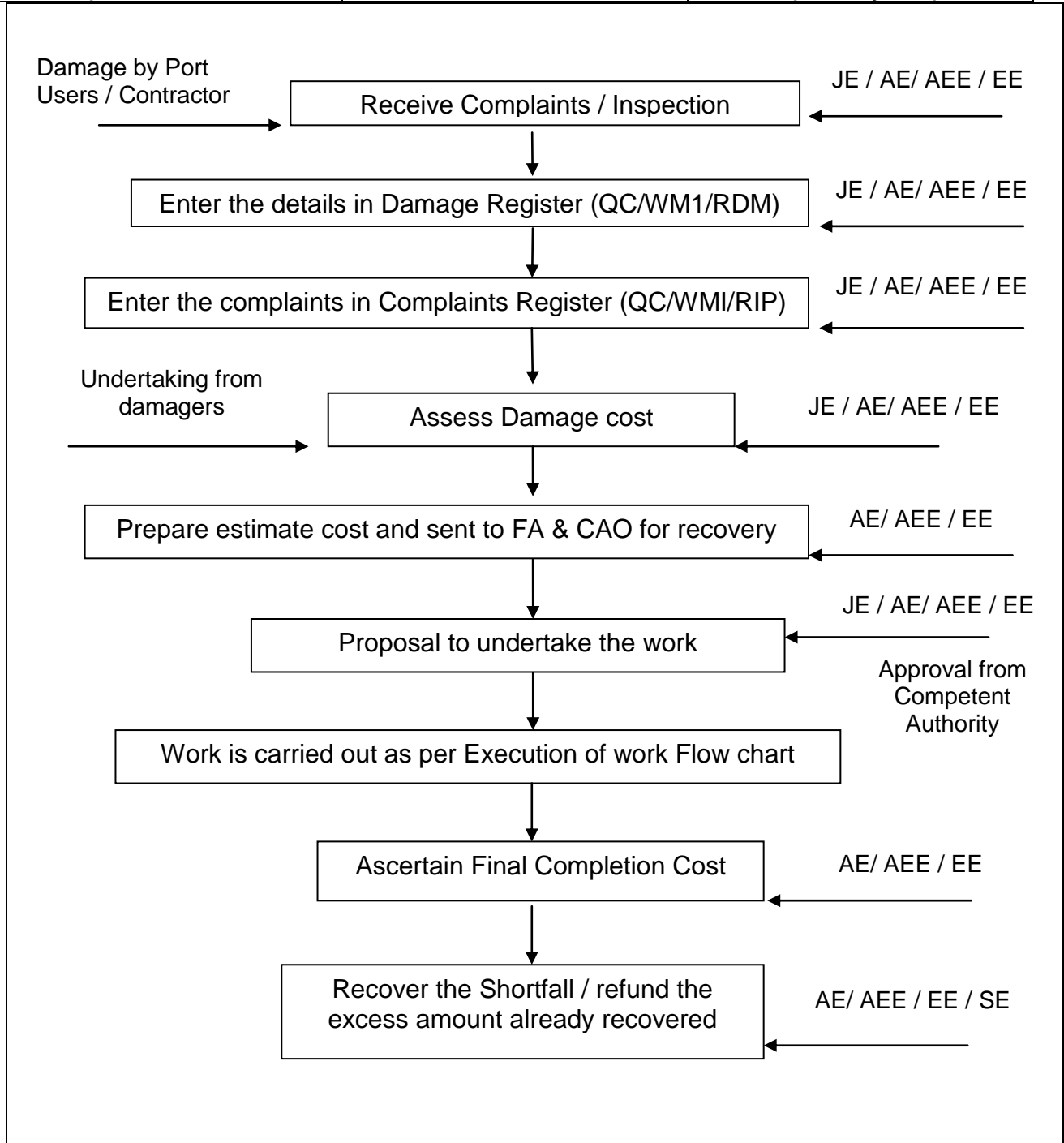
Maintenance and Cleaning of Wharves , Transit Sheds, Road and Drainage		
Input / Ref. Documents	Activities	Responsibility / Out put



ISSUE NO: 00 DATE: 05.07.2017	APPROVED BY CHIEF ENGINEER
--	---

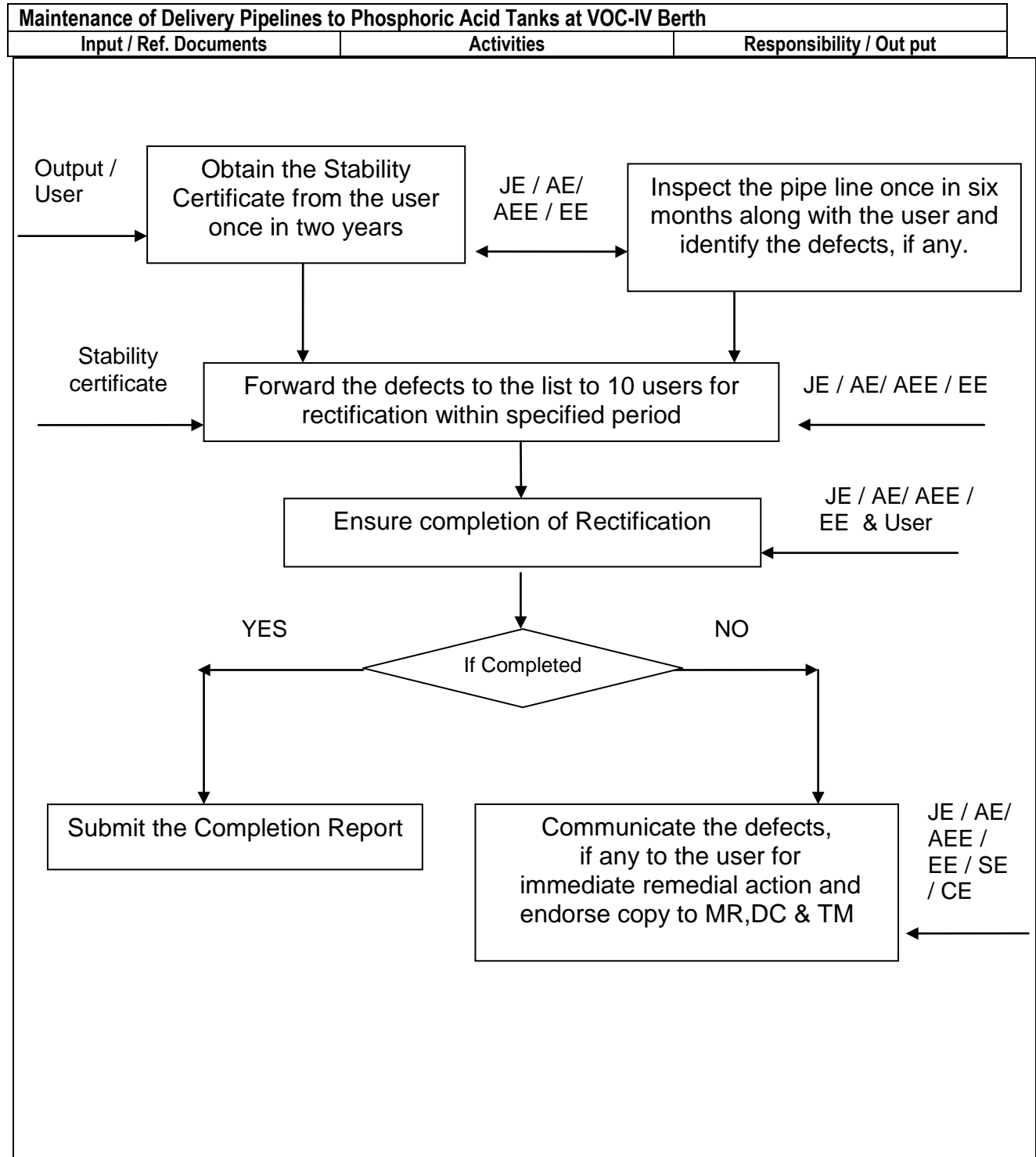
V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

Raising the Damage cost for the damaged Port Properties by the Port Users and Realization		
Input / Ref. Documents	Activities	Responsibility / Out put



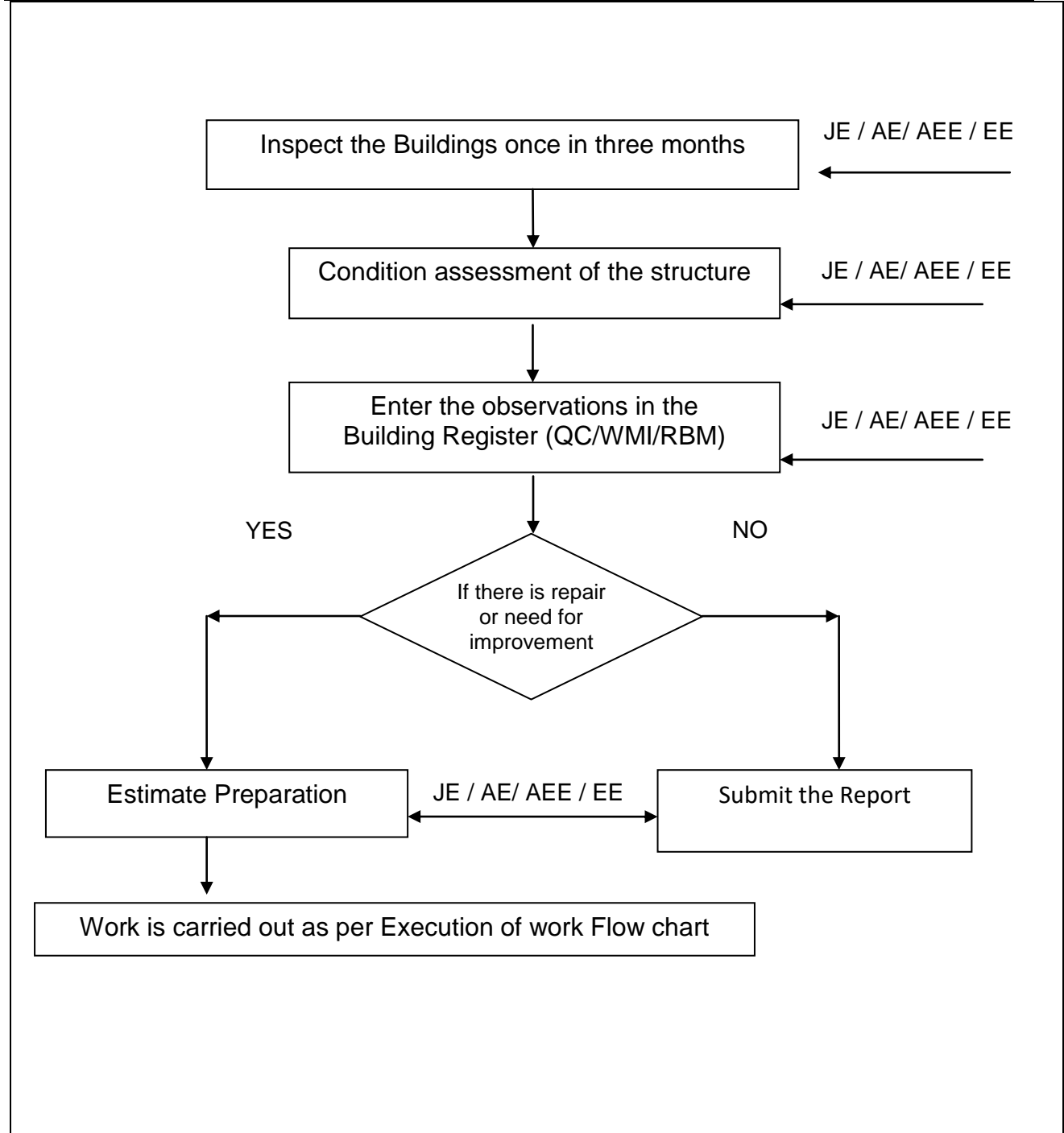
ISSUE NO: 00 DATE: 05.07.2017	APPROVED BY CHIEF ENGINEER
--	---

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL



V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

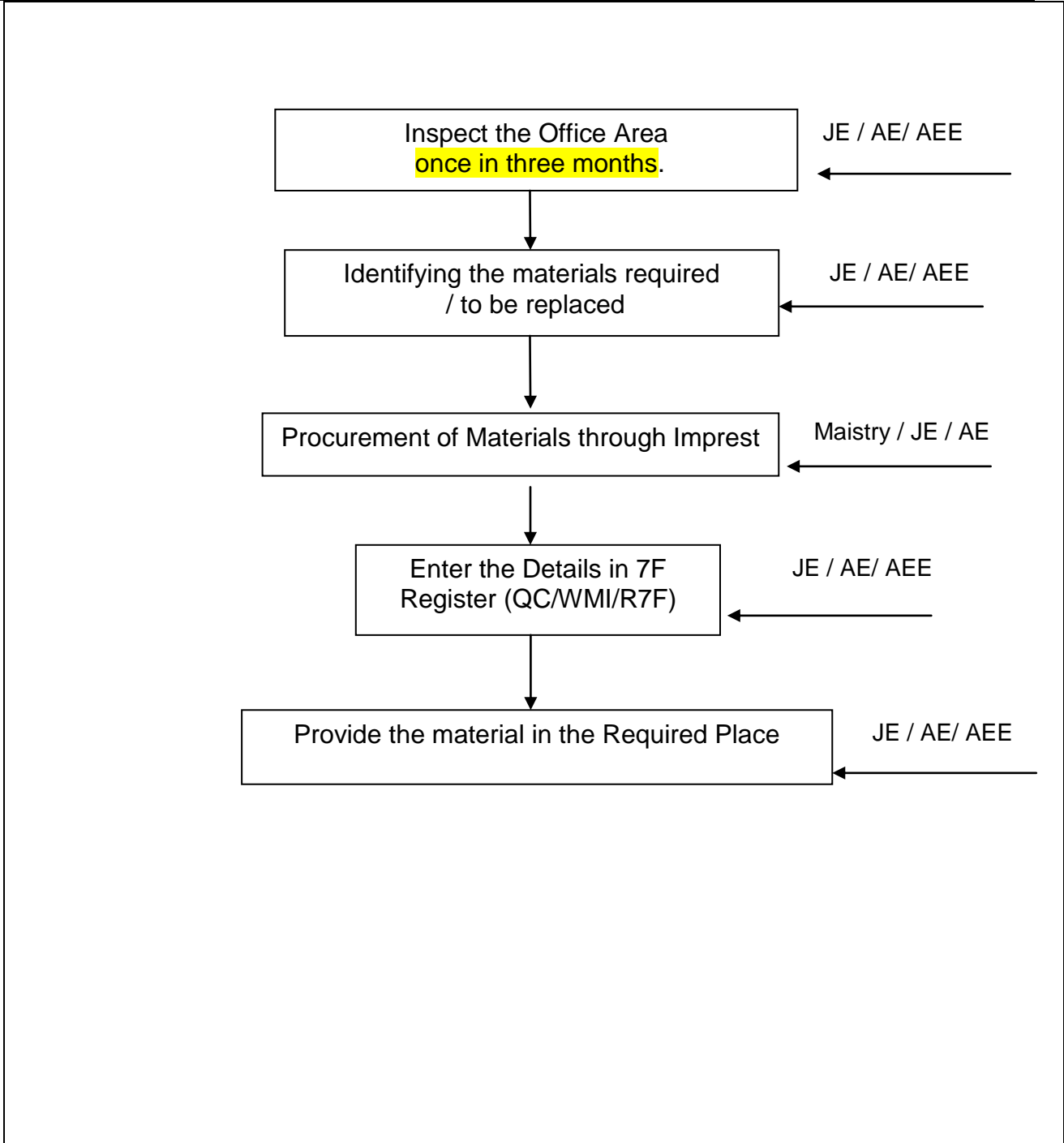
Maintenance of Buildings		
Input / Ref. Documents	Activities	Responsibility / Out put



ISSUE NO: 00 DATE: 05.07.2017	APPROVED BY CHIEF ENGINEER
--	---

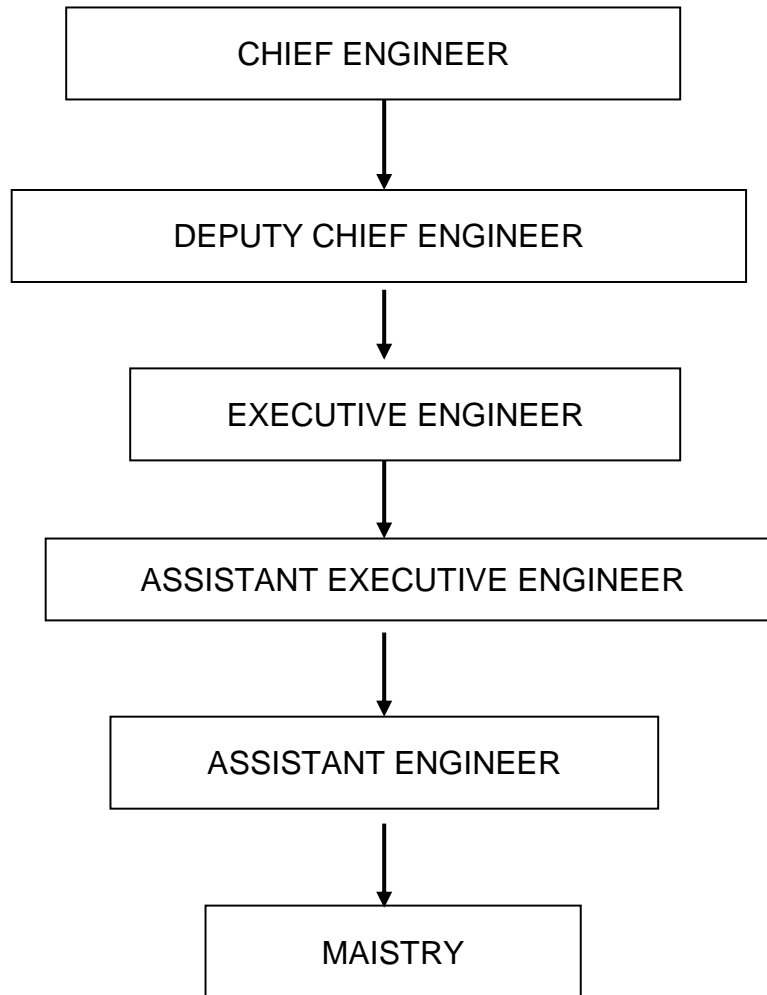
V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

Maintenance of Office by Providing / Replacing the Damaged Materials		
Input / Ref. Documents	Activities	Responsibility / Out put



ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

ORGANIZATION CHART



V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

RISK ASSESSMENT AND RISK TREATMENT

Risk	Control Method/Process
<ul style="list-style-type: none">• Tender Processing	<ul style="list-style-type: none">• Tender processing through online

KEY PERFORMANCE INDICATOR

SNO	Objectives	Description	Target
1	COMPLAINTS	INSPECTION	ACTION TAKEN WHEN NEEDED

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

ACTION ADDRESS AND 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	Spillage of sewage water and sewage	Land contamination	OCP/05

Note: Detailed RART ref : CIVIL-ASPECT/IMPACT REGISTER –WHARF MAINTENANCE-I

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	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	SOP/13
5	Dust emission	Respiratory Disorder	SOP/4
6	Generation of bad smell	Respiratory disorder	SOP/4

Reference Standard Requirement

BS OHSAS 18001:2007, Clause: 4.3.1

List of Registers			
Sl. No.	Name of the Register	Code No.	Retention Period
1.	Inspection Register	QC / WMII / RIP	5 years
2.	7F Register	QC / WMII / R7F	5 years
3.	Damage Register	QC / WMII / RDM	5 years
4.	Bill Register	QC / WMII / RBL	5 years
5.	Cleaning Register (for water tank)	QC / WMII / ROH	5 years
6.	Complaint Register	QC / WMII / RCR	5 years
7.	Building Register	QC / WMII / RBM	Permanent
8.	Register of Pipe line inspection	QC / WMII / RIP	Permanent

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

Wharf Maintenance - I

Benchmark	
<u>Schedule of Preventive Maintenance</u>	
<u>Activity</u>	<u>Period</u>
<u>Wharves</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)
Re-painting of Yellow and red Line at wharf	: Once in 6 months
<u>Transit Sheds</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 4 months
Cleaning of Small Tanks (PVC)	: Once in a month
<u>General Cleaning</u>	
Wharf area	: Daily
Buildings	: Daily
<u>Damage of Port Property</u>	
Rectify Damage	: 12 Months (from the date of report of damage from user)
<u>Stability Certificates</u>	
Inspect the pipe lines along with users	: Once in 6 months
Obtaining stability certificates from the users who have erected the structures & are maintaining	: Once in a two years

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	