

V.O.CHIDAMBARANAR PORT TRUST



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

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.	TITILE	PAGE NO.
1	List of Recipients	
2	Revision Sheet	
3	Introduction / Quality Policy / Objectives	
4	Organisation Chart - TPT	
5	Organisation Chart – Civil Department	
6	Organisation Chart - Section	
7	Abbreviation	
8	Procedure for execution of work through contract (Flow Chart No. 1)	
9	Maintenance and cleaning of warehouses, approach arm roads and container yard.	
10	Raising the damage cost for the damaged Port properties by the Port users and realization	
11	Maintenance of VCM delivery pipe lines along approach arm road upto shallow draught 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	List of Documents Maintained	
18	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
TPT	:	Tuticorin 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-Gr-I	:	Accounts Officer
AO-Gr-II	:	Junior Accounts Officer
QS	:	Quantity Survey
SBW	:	South Breakwater
MB	:	Measurement Book

SCOPE

The Wharf Maintenance -II Division is headed by the Executive Engineer. Who is assisted by Assistant Executive Engineer, /A.E ,Junior Engineer, Maistry, and Safaiwala. He is functioning under the control, supervision of the SE (Civil), guidance of Deputy Chief Engineer and under the authority of the Chief Engineer. This Division is responsible for Maintenance of Warehouses, approach arm roads and container yard inside Green gate

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

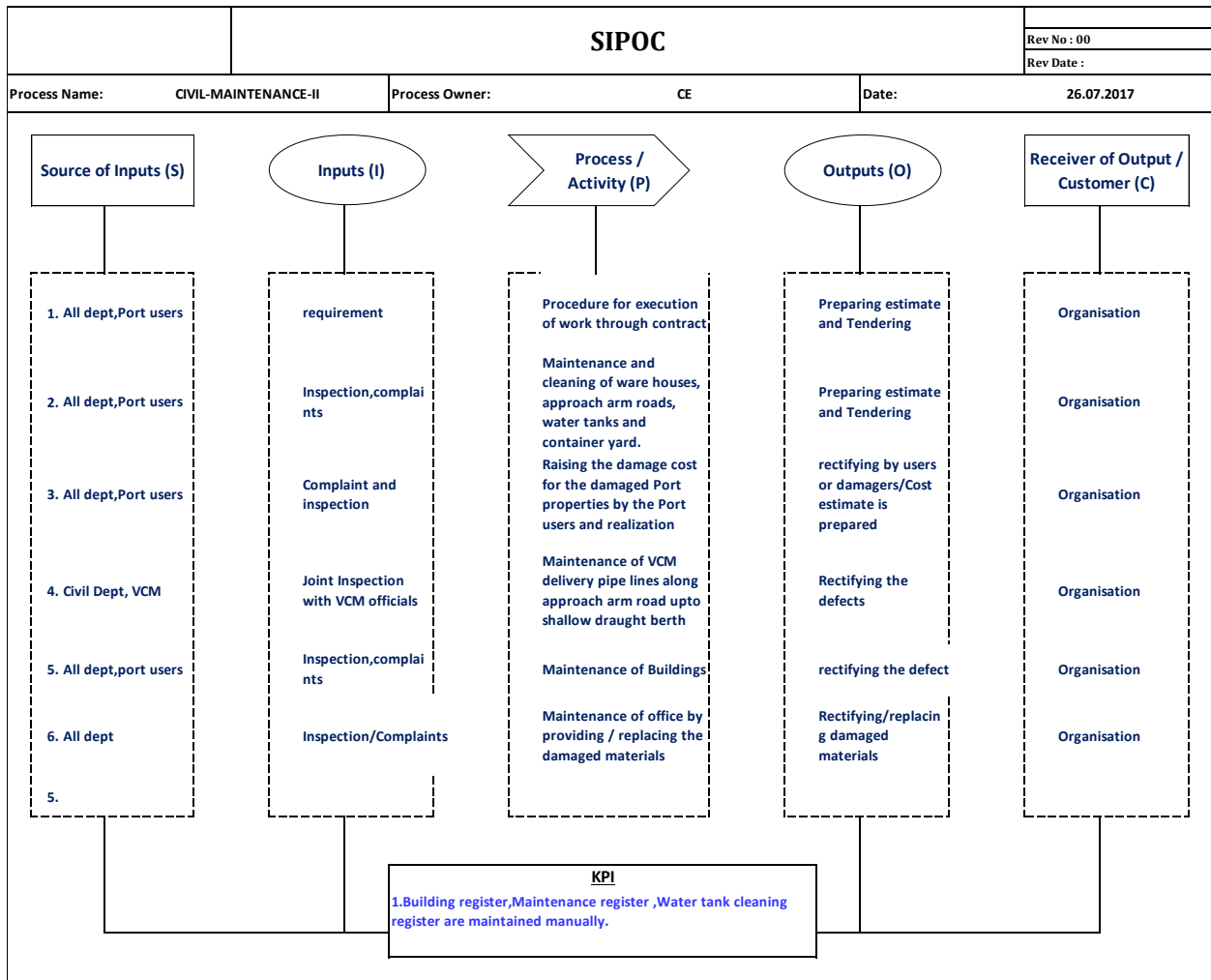
EMS

To ensure reduction of paper and to conserve energy

OHSAS

To ensure prevention of ill health and injury.

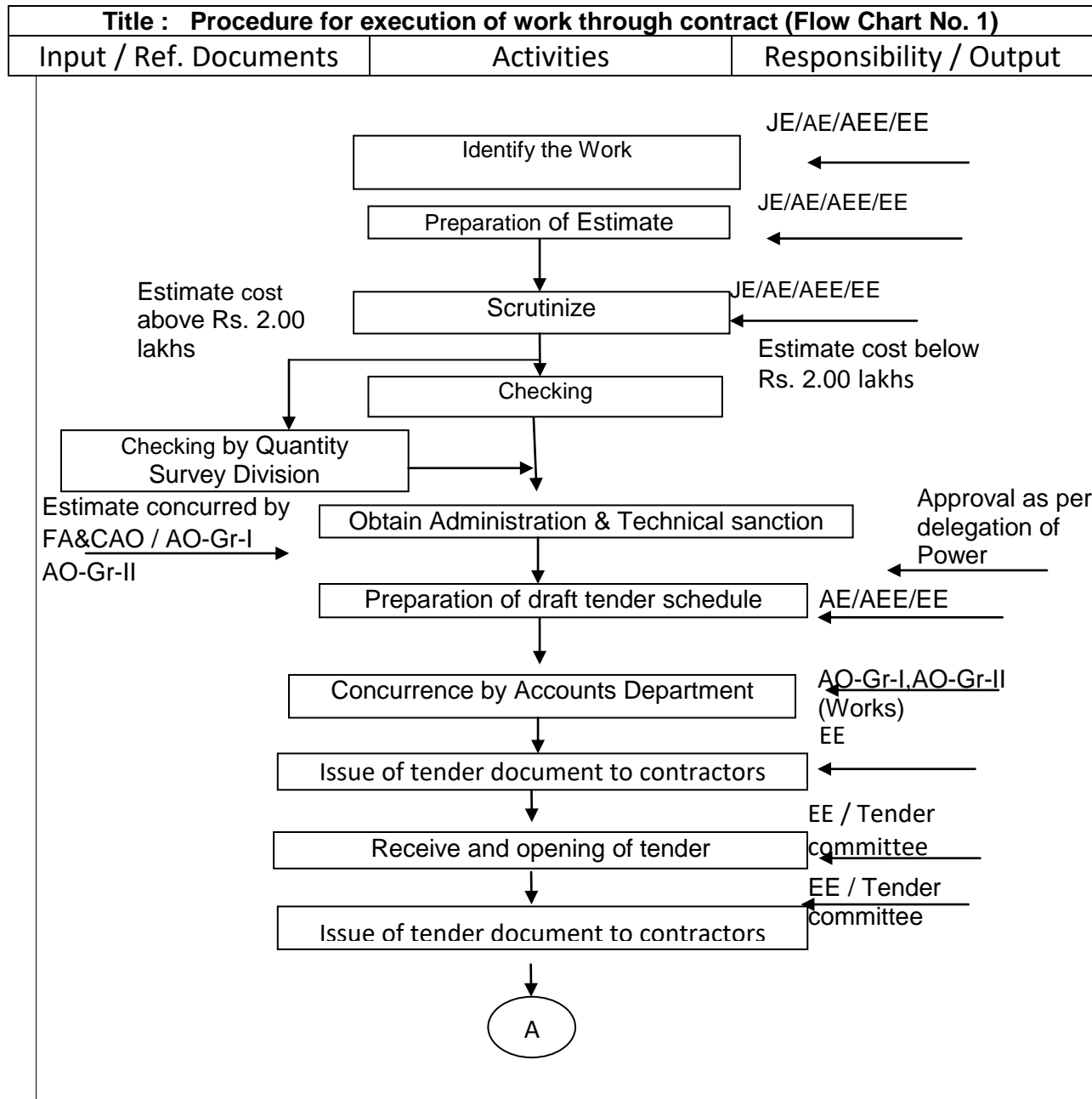
V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL



V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

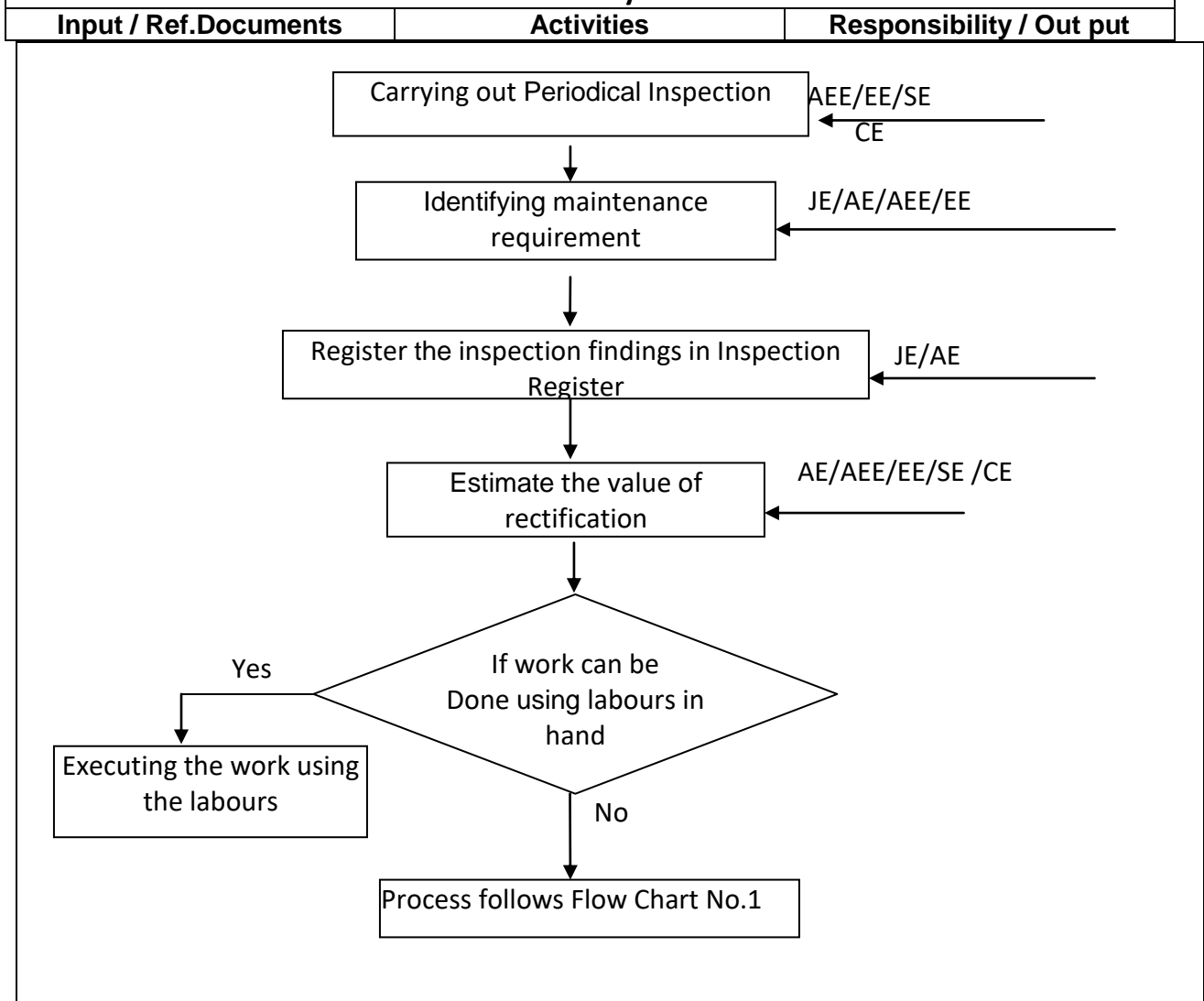
ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

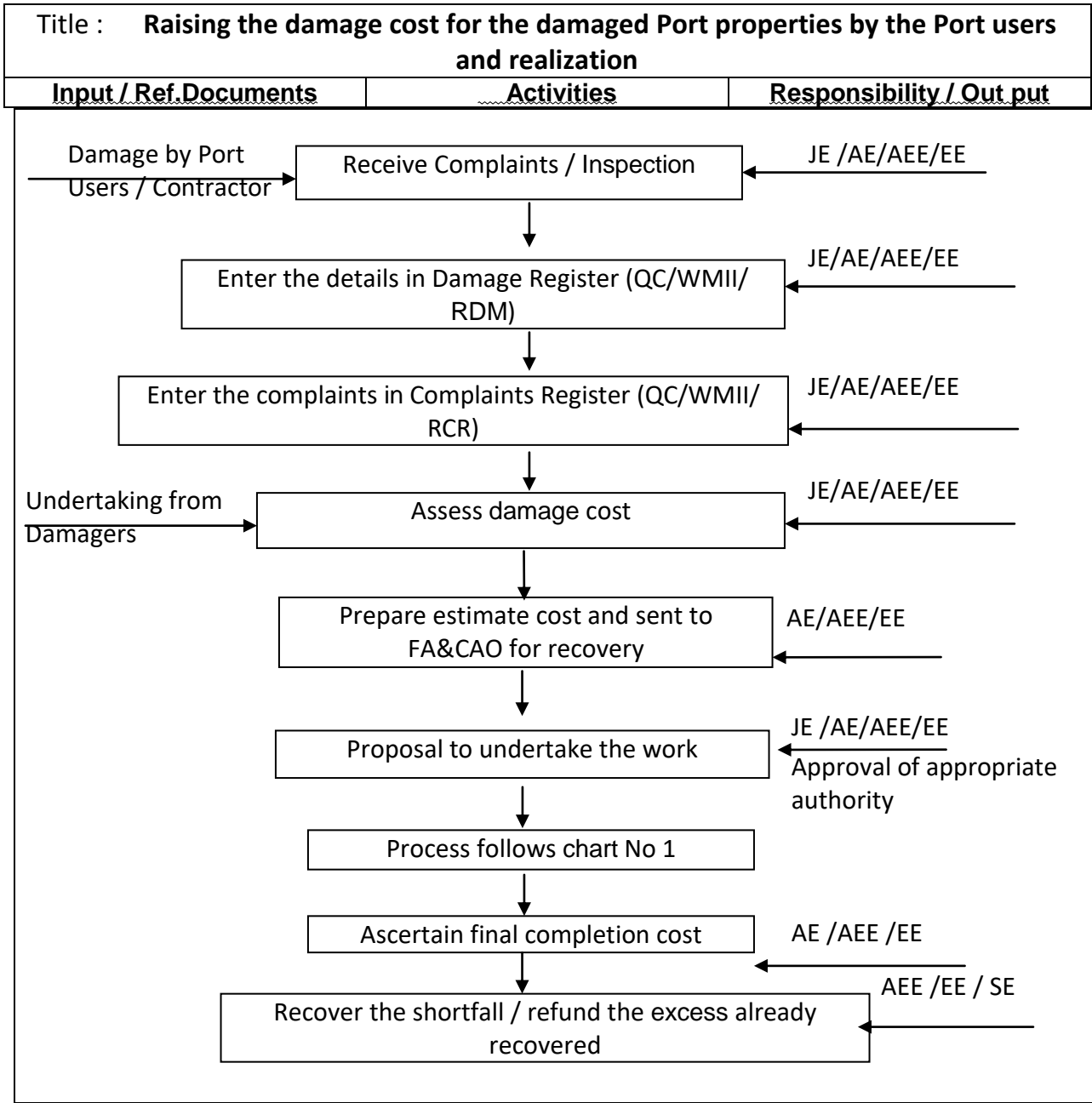


V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

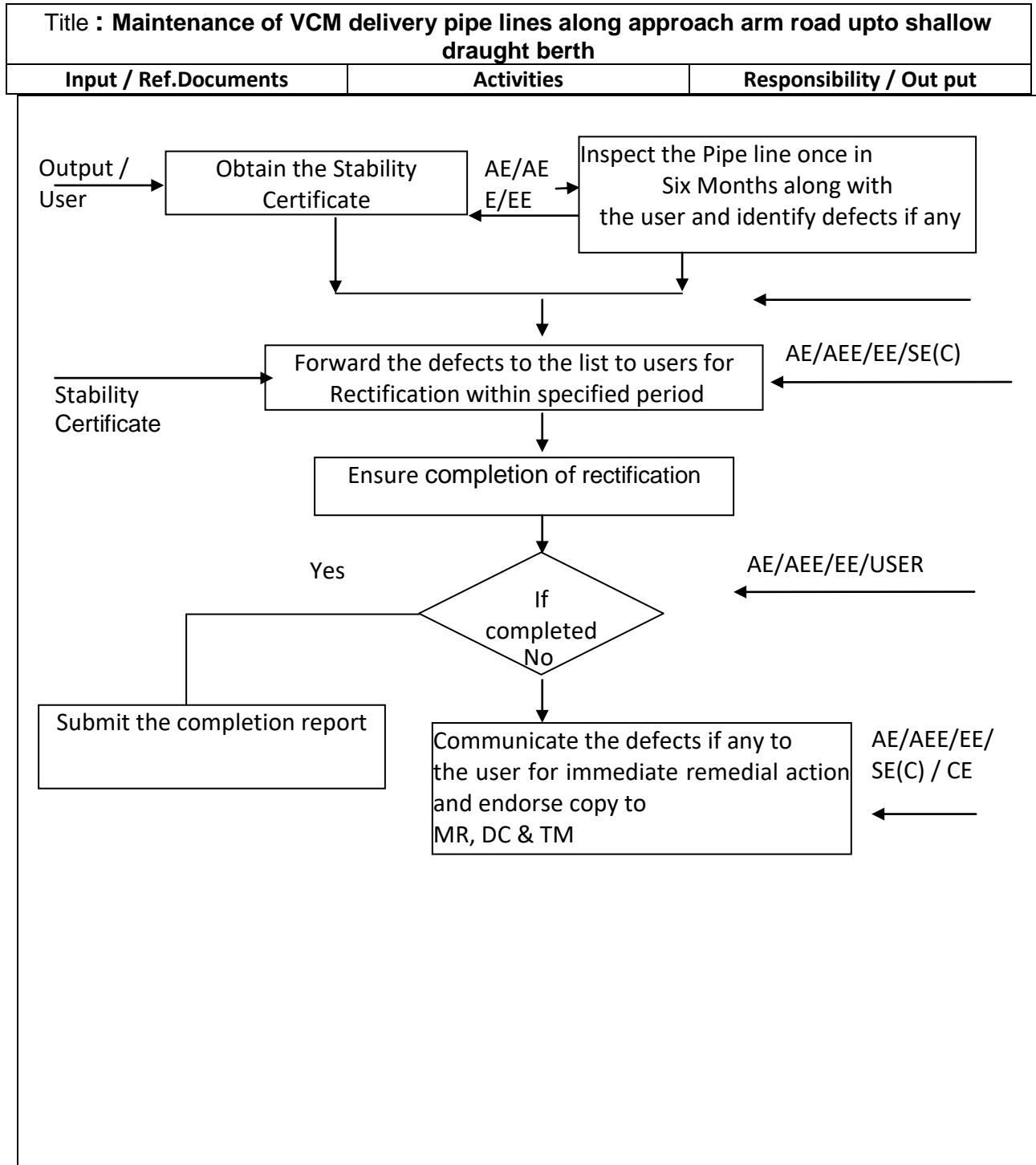
Title: Maintenance and cleaning of ware houses, approach arm roads, water tanks and container yard.



V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL



V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL



V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

Title : Maintenance of Buildings		
Input / Ref.Documents	Activities	Responsibility / Out put
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Inspecting the buildings once in three months</div> <div style="text-align: right; margin-bottom: 5px;">← AE/JE /AEE/EE</div>	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Condition assessment of the structure</div> <div style="text-align: right; margin-bottom: 5px;">← AE/JE/AEE/EE</div>	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Enter the observations in the Building Register (QC/WMII/RBM)</div> <div style="text-align: right; margin-bottom: 5px;">← AE/JE/AEE</div>	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">If there is repair or need</p> </div>	
	<div style="text-align: center; margin-bottom: 5px;">Yes</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Estimate Preparation</div> <div style="text-align: right; margin-bottom: 5px;">← AE/AEE/EE</div>	
	<div style="border: 1px solid black; padding: 5px;">Process as per flow chart No. 1</div>	

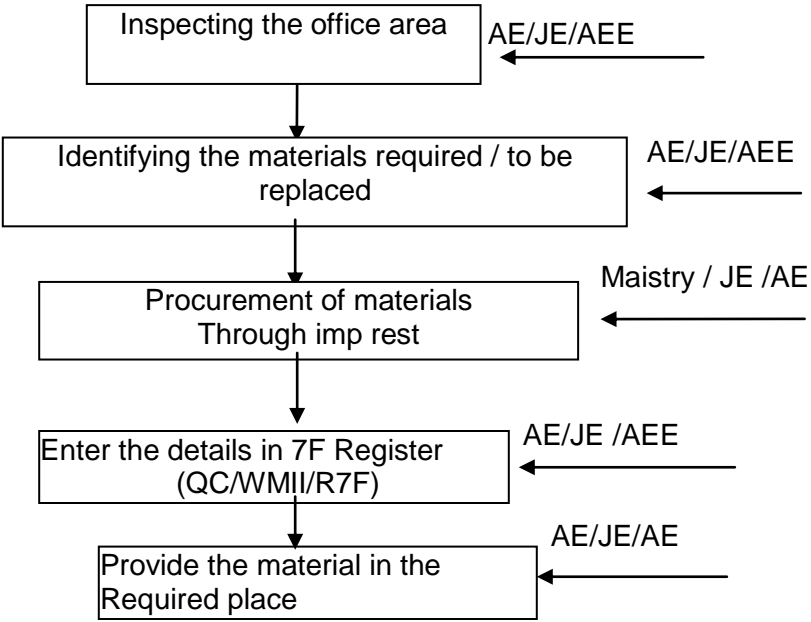
ISSUE NO: 00 DATE: 05.07.2017	APPROVED BY CHIEF ENGINEER
--	---

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

Title : Maintenance of office by providing / replacing the damaged materials		
Input / Ref.Documents	Activities	Responsibility / Out put
<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;">Inspecting the office area</div> <div style="text-align: right; margin-right: 20px;">← AE/JE/AEE</div> <div style="text-align: center; margin: 0 auto 10px auto;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;">Identifying the materials required / to be replaced</div> <div style="text-align: right; margin-right: 20px;">← AE/JE/AEE</div> <div style="text-align: center; margin: 0 auto 10px auto;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;">Procurement of materials Through imp rest</div> <div style="text-align: right; margin-right: 20px;">← Maistry / JE /AE</div> <div style="text-align: center; margin: 0 auto 10px auto;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;">Enter the details in 7F Register (QC/MMII/R7F)</div> <div style="text-align: right; margin-right: 20px;">← AE/JE /AEE</div> <div style="text-align: center; margin: 0 auto 10px auto;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;">Provide the material in the Required place</div> <div style="text-align: right; margin-right: 20px;">← AE/JE/AE</div> </div>		

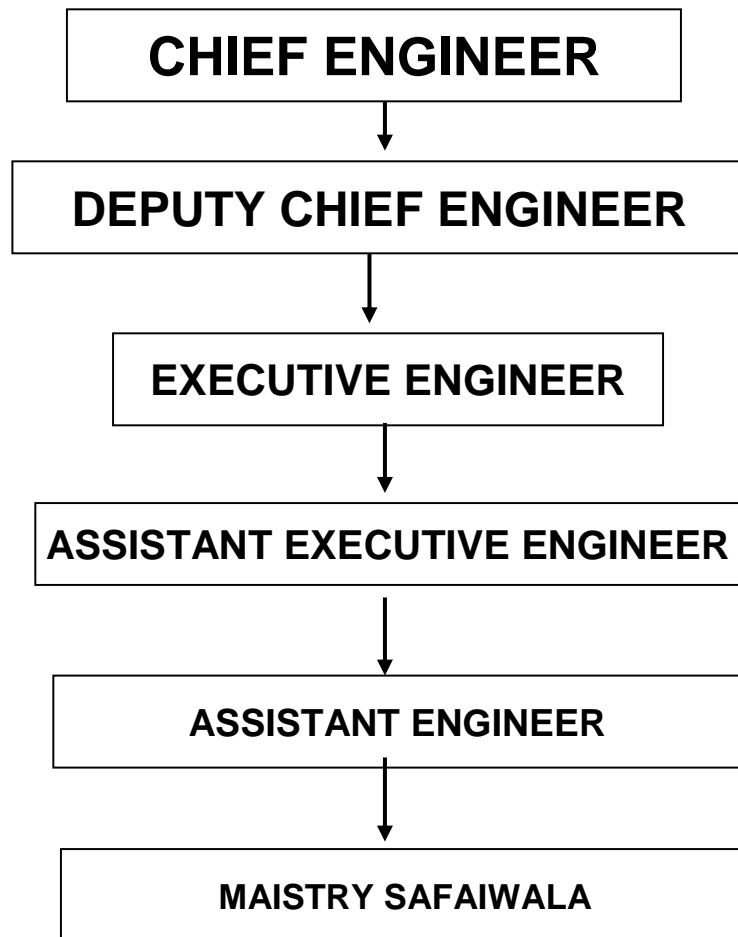
ISSUE NO: 00 DATE: 05.07.2017	APPROVED BY CHIEF ENGINEER
--	---

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

Title : Maintenance of office by providing / replacing the damaged materials		
Input / Ref.Documents	Activities	Responsibility / Out put
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Inspecting the office area</div>	AE/JE/AEE 
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Identifying the materials required / to be replaced</div>	AE/JE/AEE
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Procurement of materials Through imp rest</div>	Maistry / JE /AE
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Enter the details in 7F Register (QC/WMI/R7F)</div>	AE/JE /AEE
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Provide the material in the Required place</div>	AE/JE/AE

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

ORGANISATION 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

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	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

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.	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.	Agreement Register	QC / WMII / RAG	5 years
7.	Building Register	QC / WMII / RBM	Permanent
8.	Register of Pipe line inspection	QC / WMII / RIP	Permanent

LIST OF DOCUMENT / FORMATS

Sl. No.	Document / Formats	Purpose
1	Store Indents : 14-02-352	To draw materials from stores
2	Survey Report : 14-02-389	To propose survey report towards unserviceable material
3	Return of Stores : 14-02-382	To return to the survey reported materials to main stores

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

Wharf Maintenance - II

Title : Benchmark	
<u>Schedule of Preventive Maintenance</u>	
<u>Activity</u>	<u>Period</u>
<u>Warehouses</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 water tanks (PVC)	: Once in a month
<u>General Cleaning</u>	
Approach Arm	: Daily
Building and work area	: Daily
Container Yard	: 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

ISSUE NO: 00	APPROVED BY CHIEF ENGINEER
DATE: 05.07.2017	