## **V.O.CHIDAMBARANAR PORT TRUST**



PROCESS	TRAFFIC DEPARTMENT
SECTION	MANUAL FOR BERTHING CELL

ISSUE NO	: 00
DATE	: 05.07.17
APPROVED BY (WITH SIGN)	Sd/- (05.07.17) Traffic Manager

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### **INTEGRATED MANAGEMENT SYSTEM MANUAL**

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## **LIST OF RECIPIENTS**

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
1	ASSISTANT TRAFFIC MANAGER/SUPERVISOR	1

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## **REVISION SHEET**

### 1. ISSUE STATUS:

SI.NC	ISSUE NO	DATE	REASON FOR REVISION
1	1	05.07.2017	Up gradation & Integration of QMS(9001:2015), EMS(14001:2015), OHSAS(18001:2007)

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#### **SCOPE**

Berthing Cell is responsible for Registering the vessels and allotting suitable berths for the ships and to arrange berthing/ sailing schedule as per the Berthing Programme for those completed loading / unloading operations.

#### 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 the parameters of Average Pre-Berthing Detention Time. Ship Berth Day Output, Turn Round Time of vessels and over all-Idle Time of ships at berth are within the norms (RFD) fixed by Ministry for the year.

#### **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

To ensure timely Berthing and Un-berthing of vessels as per the Berthing Norms by continuously contacting all concerned with reference to the Berthing Schedule prepared every day.

#### **EMS**

To ensure reduction of paper and to conserve energy.

#### **OHSAS**

To ensure prevention of ill health and injury.

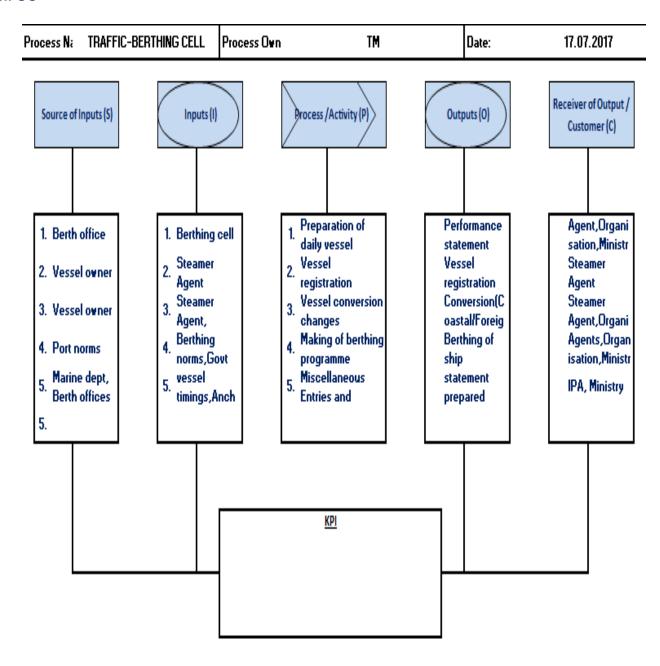
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ABBREVIATIONS		
VOC PT	V O Chidambaranar Port Trust	
CPT	Chairman Port Trust	
TM	Traffic Manager	
FA&CAO	Financial Adviser & Chief Accounts Officer	
DTM	Deputy Traffic Manager	
ATM	Assistant Traffic Manager	
Supr.	Supervisor	
BCL	Berthing Cell	
PCS	Port Community System	
ERP	Enterprise Resource Planning	
e-pis	ERP - Port Information System.	

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#### **SIPOC**



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Interested Parties	
4.2 Understanding the requirements of the Interested parties	
Interested Parties Requirements	
Agent	Performance and Berthing of ship stetement
Ministry	Berthing Programme
Vessel Owner	Vessel Registration and Conversion Changes

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## Title: **Vessel Registration through Port Community System Input / Ref.Documents Activities** Responsibility / Out put The details of the expected vessels, furnished by Ship the Ship Agents in the Vessel Profile available Agent in the Port Community System (PCS)will be populated in the Port *e-pis* system. Supervisor will check the correctness of the details ATM / furnished by the agent in the system through e-Supr. *pis*→Vessel →Vessel Registration approval → ensure the correctness and approve. On approval, a unique vessel number will be generated which could be used for all the transactions with the Port.

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	Title: Ve	ssel Conversion	Changes	
Input / Ref.	Documents	Activities	Responsibility	/Out put
Ship Agents		letter from Ship Agents orsed by TM / Sr.DTM /		
	entered in the s	e TM / Sr.DTM / DTM, system through <i>e-pis</i> – n – vessel registration m	vessel – vessel	
		<del> </del>	_	
	<ul><li>Vessel Name</li><li>Voyage state</li><li>Name of the</li><li>Cargo Descr</li><li>Tonnage</li></ul>	us ( Foreign / Coastal) Master ription ratus ( Import / Export) Call Call	n the system.	
	The following change he ship agents.	es would be made, on re	equest received from	
	voyage cancel registration, Popenalty ).  2. Agent convers through <i>e-pis</i> conversion – v	ellation $\rightarrow$ e-pis – vessel lation – add. (on cancel ort collects One day Beion, if any, will be made – Vessel – Voyage candoyage conversion - addresion – e-pis – vessel – esion – add.	llation of voyage enth Hire Charges as de in the system cellation – Agent d.	ATM / Supr.

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# **Title: Making of Berthing Programme** Input / Ref.Documents Responsibility / Out put **Activities** Berthing / Un-berthing / Shifting of the vessels are decided as per the Berthing Norms of the Port (Annexure - I) Ship Agent in the Berthing Meeting held every working day with the Port users in the presence of Traffic Officials and Marine Officials According to the decision taken in the Berthing Meeting, a Berthing Plan is generated in the system*e-pis*→Vessel → Vessel Registration → Berthing Programme. If necessary, the Berthing Plan will be modified by the authorised Traffic Staff based on the request of the agent ATM / Supr. subject to the approval of the higher officials (TM/DTM/ATM).

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Title :	Preparation	of Daily Vessel Perfo	rmance State	ment
Input / Ref	.Documents	Activities	Responsibility	/ Out put
e-pis Port Information System	A. Vessels v B. Vessels e Website a through th distributee Sr.ATMs,	- Cargo Operation - Performance Report along with vaiting at Anchorage and expected to be sent to EDP for using also to Agents, Port users a neir respective Email IDs. (Prind to CPT, Dy.CPT, CVO, TM, SATMs Gr-I, AD (R) of Traffic Deconservator, Harbour Master and	updating in the Port and Stakeholders it out Reports are br.DTM, DTM, epartment and to	ATM / Supr.
e-pis Port Information System	e-pis – Reports Vessel Perform  ➤ Date-wi  ➤ Month-v  ➤ Cargo H	rgo Operation Performance In a Cargo Operation – Performance In ance Report along with print-or se Cargo Handling – Executive wise Executive Statement and Handling Details will be sent to Can / Traffic Manager and Traffic	ance Reports- uts of Chairman / Deputy	ATM /Supr. <b>←</b>
	Officials			

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cellaneous I	Entries and Preparation o	of Periodical Stat	ements	
Documents	Activities	Responsibility /	Out put	
	A) Miscellaneous Entries			
Pre Berthing Detention timings for the Incoming vessels will be fed in the     e-pis→Vessel→vessel Registration→ Pre-Berthing Detention→ Add with valid reasons daily for the vessels berthed in the previous day				
2. Tonnage of cargoes handled at Anchorage Operations will be fed in the  e-pis→Vessel→Vessel Registration→ Lighterage Operation→ Add which will be added to the day's Tonnage.				
<ol> <li>Container Weight Variation for the number of TEUs handled for the previous day, cargoes handled at Zone-B / Ship stores loaded in the Vessels will be fed in         <ul> <li>e-pis→ Cargo Operation→ Common Operation→ Cargo</li> <li>Log Sheet→ Add which will be added to the day's Tonnage</li> </ul> </li> </ol>				
B) Preparation of Periodical Statements				
2. Monday Report showing the details of vessels waiting and working in the port would be sent to IPA through e-mail Id ipa@nic.in &ipa@hub.nic.in every Monday.			<b>S</b> UPR.	
waiting for Unloading Midstream prepared a	berth, number of vessels worki or Both), number of vessels w n, and Vessel not meant for Carg and send to IPA every Saturday	ing ( Loading and vorking at go operations is	•	
			SUPR. ◆——	
	1. Pre Berthin fed in the e-pis >\ Detention berthed  2. Tonnage of fed in the e-pis >\ Operation  3. Container \( for the previous ded in the e-pis >\ I on Sheepis >\	A) Miscellaneous Entries  1. Pre Berthing Detention timings for the Incomplete in the e-pis→Vessel→vessel Registration Detention→ Add with valid reasons of berthed in the previous day  2. Tonnage of cargoes handled at Anchorage fed in the e-pis→Vessel→Vessel Registration Operation→ Add which will be added to  3. Container Weight Variation for the number for the previous day, cargoes handled at Zoloaded in the Vessels will be fed in e-pis→ Cargo Operation→ Common Operation→ Add which will be added to  B) Preparation of Periodical State  1. Daily Information on Vessel Position State sent to IPA, through e-mail id mos.ipa@n  2. Monday Report showing the details of vesworking in the port would be sent to IPA to ipa@nic.in &ipa@hub.nic.in every Monda  3. Saturday Report showing the details of number of vessels working or Both), number of vessels working Unloading or Both), number of vessels working unioaling or Both), number of vessels working in the port would be sent to IPA to ipa@nic.in &ipa@hub.nic.in.  Monthly Pendency Statementfor Container	<ol> <li>A) Miscellaneous Entries</li> <li>Pre Berthing Detention timings for the Incoming vessels will be fed in the         e-pis→Vessel→vessel Registration→ Pre-Berthing Detention→ Add with valid reasons daily for the vessels berthed in the previous day</li> <li>Tonnage of cargoes handled at Anchorage Operations will be fed in the         e-pis→Vessel→Vessel Registration→ Lighterage Operation→ Add which will be added to the day's Tonnage.</li> <li>Container Weight Variation for the number of TEUs handled for the previous day, cargoes handled at Zone-B / Ship stores loaded in the Vessels will be fed in         e-pis→ Cargo Operation→ Common Operation→Cargo I on Sheet→ Add which will be added to the day's Tonnage.</li> <li>B) Preparation of Periodical Statements</li> <li>Daily Information on Vessel Position Statement prepared and sent to IPA, through e-mail id mos.ipa@nic.in.</li> <li>Monday Report showing the details of vessels waiting and working in the port would be sent to IPA through e-mail Id ipa@nic.in &amp;ipa@hub.nic.in every Monday.</li> <li>Saturday Report showing the details of number of vessels waiting for berth, number of vessels working (Loading and Unloading or Both), number of vessels working at Midstream, and Vessel not meant for Cargo operations is prepared and send to IPA every Saturday through e-mail Id</li> </ol>	

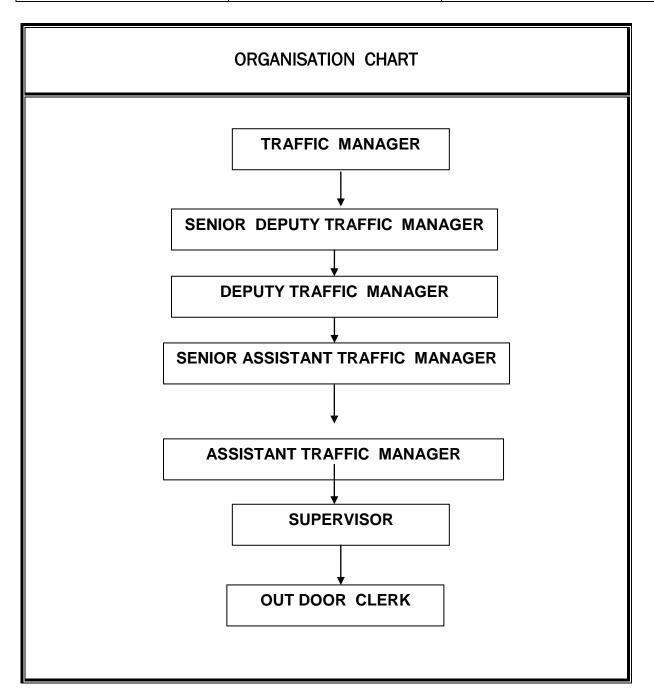
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Title: Issuance / Renewal of Stevedore Licence				
Input /	Ref.Documents	Activities	Responsibility / Ou	t put
Stevedore Agents	Issuance / the Port as per Reg  www.tuticorinp (Licer  1. Receive lette 2. Forwarded to 3. Issue Form and 4. Stevedore ag along with Se fee of Rs.50 5. Documents to a) Legal do incorpor b) Copy of c) Proof of d) Solvency e) Xerox co f) List of go g) List of en h) Tonnage of Renev	Renewal of Stevedoring Lice the Tuticorin Port Trust (Lice ulations-2010Notified by Gov  ort.gov.in > Trade News > nsing of Stevedores) Regular  r of request from Stevedore of CPT through TM for approval to the concern agents on gents submits the Form `A' we ecurity Deposit of Rs.5 Lakhs of the Submitted: cournent for Partnership deed ation under the Companies of the previous Stevedore Lice contract letters of Certificate issued by a Bandopy of PAN card ears along with validity Certificates given by Cargo wal.	ence are done by ensing of Stevedores) vt. of India.  Tuticorin Port Trust slations-2010  Agents for getting Form`A' val getting approval from CPT vith relevant documents s and Stevedore Licence form of DDs. d or Certificate of Act 1956. nce in case of Renewal. k ficates ce Handling Division in case	ATM /Supr
	Renewa The above constituted by the C the Committee's	Certificate from Cargo Handl  I. e documents will be ve PT consisting of TM/ FA&CA recommendations CPT wor ore Licence.The duly signed	rified by the Committee AO and Secretary.Based on uld approve the Issuance	′

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#### **RISK ASSESSMENT AND RISK TREATMENT**

RISK	CONTROL METHOD/PROCESS
Communication Issue	<ul> <li>New Communication facilities</li> </ul>

#### **KEY PERFORMANCE INDICATOR:**

SI.NO	OBJECTIVES	DESCRIPTION	TARGET
1			

#### **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,

00	ingereration (and many interest income	, , , , , , , , , , , , , , , , , , ,	
SI NO	ASPECT	IMPACT	CONTROL METHOD
1	Consumption of electricity	Reduction in Natural	EMP/01
2	Consumption of paper	resources Reduction in natural	OCP/01
3.	Caroading of dust in air	resources Air Pollution	OCP/12
3.	Spreading of dust in air	All Follution	OOF/12

## **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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## **List of Documents**

1. Daily Vessel Performance Report

QT / BCL / FPV

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