

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

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

ISSUE NO: 00	APPROVED BY Traffic Manager
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V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

INDEX

SI.NO	TITLE	PAGE NO
1	Cover Page	1
2	Index	2
3	List of Recipients	3
4	Revision Sheet	4
5	Introduction/Quality Policy & Objectives	5
6	Abbreviation	6
7	SIPOC	7
8	Interested Parties	8
9	Vessel Registration through Port Community System	9
10	Vessel Conversion Charges	10
11	Making of Berthing Charges	11
12	Making of Berthing Programme	12
13	Preparation of Daily Vessel Performance Statement	13
14	Miscellaneous Entries and Preparation of Periodical Statements	14
15	Issuance / Renewal of Stevedore License	15
16	Organization Chart	16
17	Risk Assessment and Risk Treatment	17
18	Key Performance Indicator	17
19	Action to Address Risk and Opportunities	17
20	Hazard Identification, Risk Assessment and Controls	18
21	List of Documents	19
22	Common-Follow up action on Internal Audit and NCR, Follow up action on External Audit.	

ISSUE NO: 00	APPROVED BY Traffic Manager
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

LIST OF RECIPIENTS

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

ISSUE NO: 00	APPROVED BY Traffic Manager
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

REVISION SHEET

1. ISSUE STATUS :

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

ISSUE NO: 00	APPROVED BY Traffic Manager
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

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.

ISSUE NO: 00

DATE: 05.07.17

APPROVED BY
Traffic Manager

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

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
<i>e-pis</i>	ERP - Port Information System.

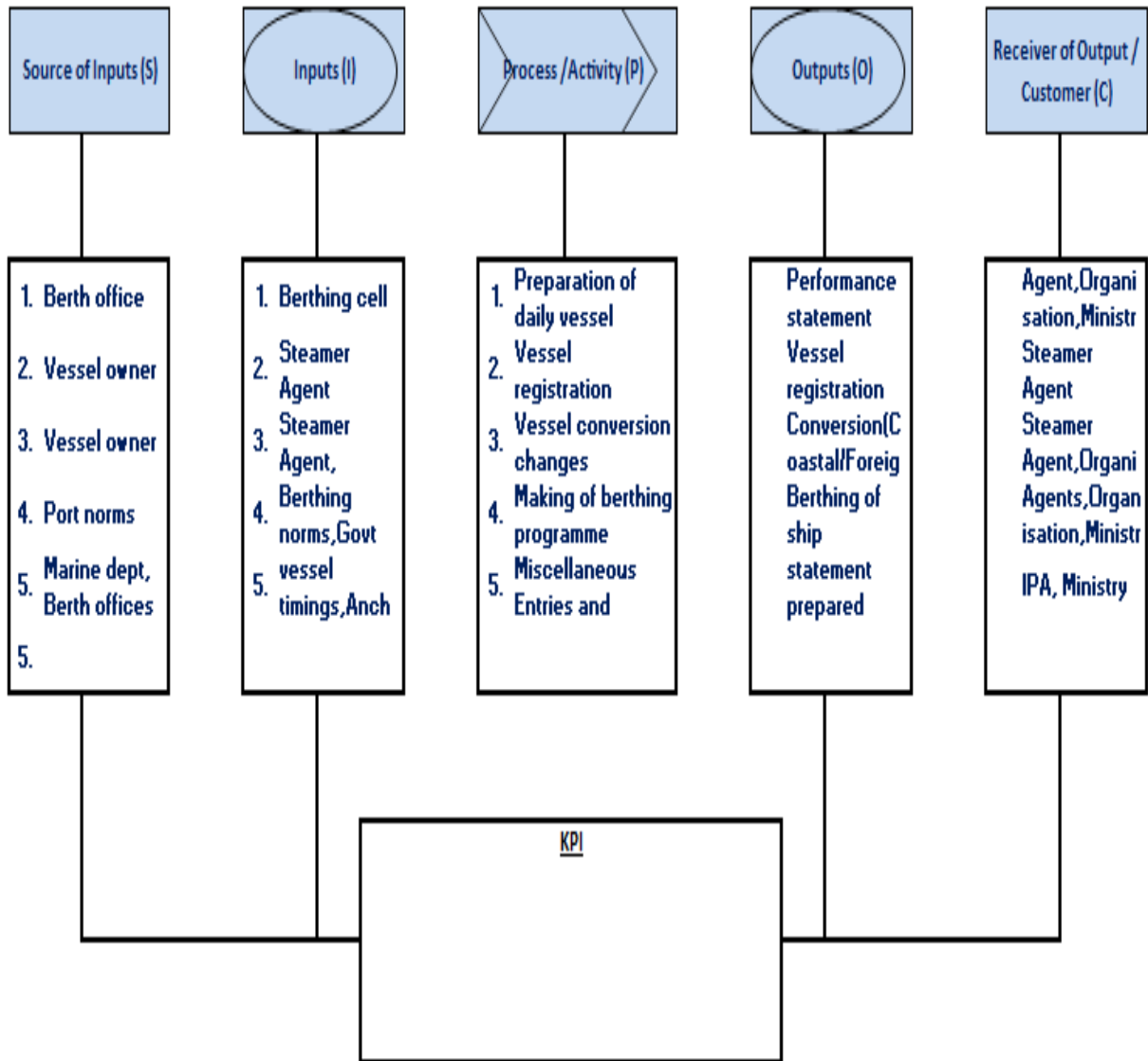
ISSUE NO: 00
DATE: 05.07.17

APPROVED BY
Traffic Manager

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

SIPOC

Process No: TRAFFIC-BERTHING CELL	Process Own TM	Date: 17.07.2017
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ISSUE NO: 00	APPROVED BY Traffic Manager
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

V.O.CHIDAMBARANAR Port Format No. VOC/IP, Issue No: 01, Date: 05.07.2017	
Interested Parties	
4.2 Understanding the requirements of the Interested parties	
Interested Parties	Requirements
Agent	Performance and Berthing of ship statement
Ministry	Berthing Programme
Vessel Owner	Vessel Registration and Conversion Changes

ISSUE NO: 00	APPROVED BY Traffic Manager
DATE: 05.07.17	

Title : Vessel Registration through Port Community System

Input / Ref.Documents

Activities

Responsibility / Out put

Ship
Agent →

The details of the expected vessels, furnished by the Ship Agents in the Vessel Profile available in the Port Community System (PCS) will be populated in the Port **e-pis** system.



Supervisor will check the correctness of the details furnished by the agent in the system through **e-pis** → Vessel → Vessel Registration approval → ensure the correctness and approve.

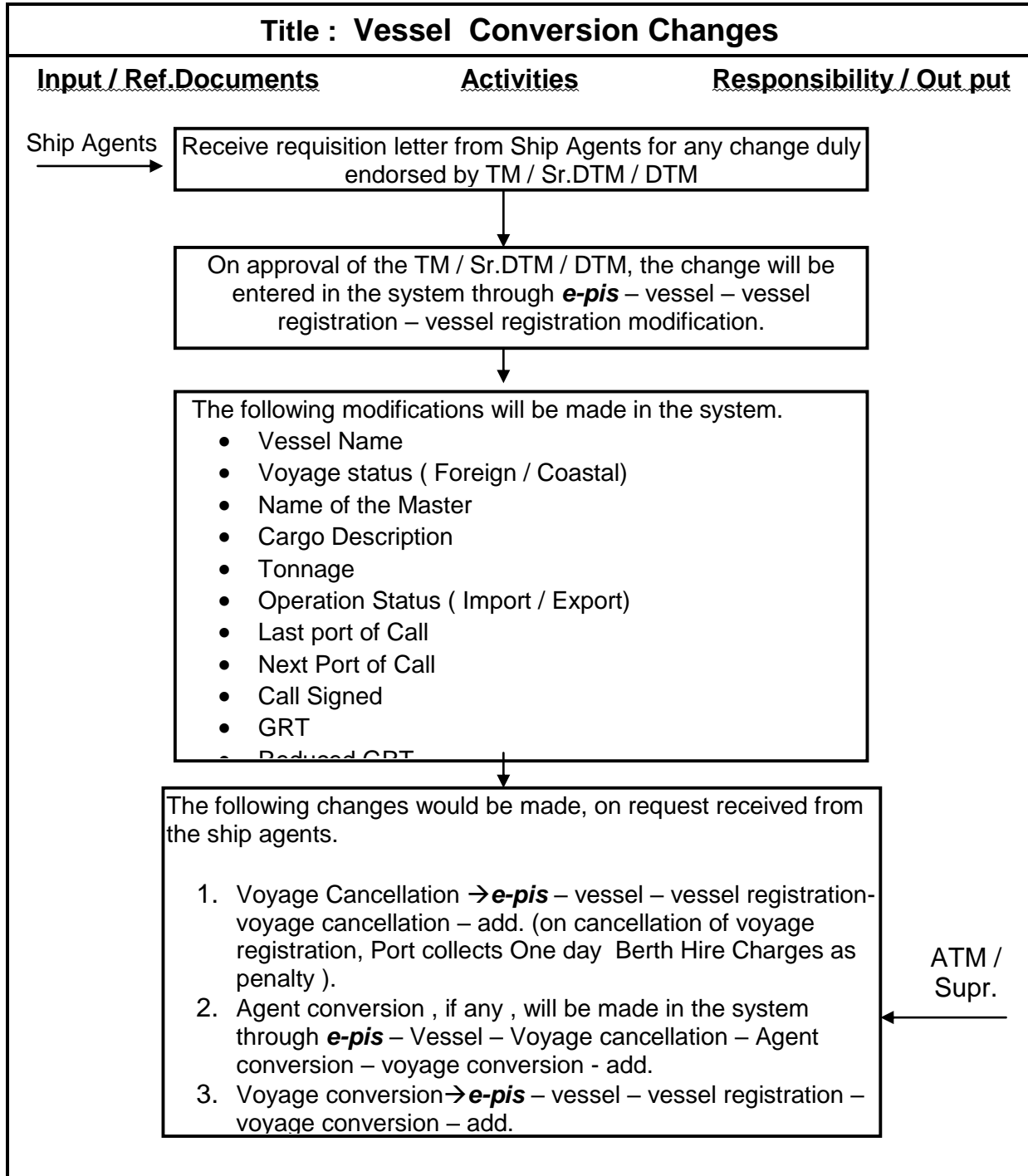
ATM /
Supr.



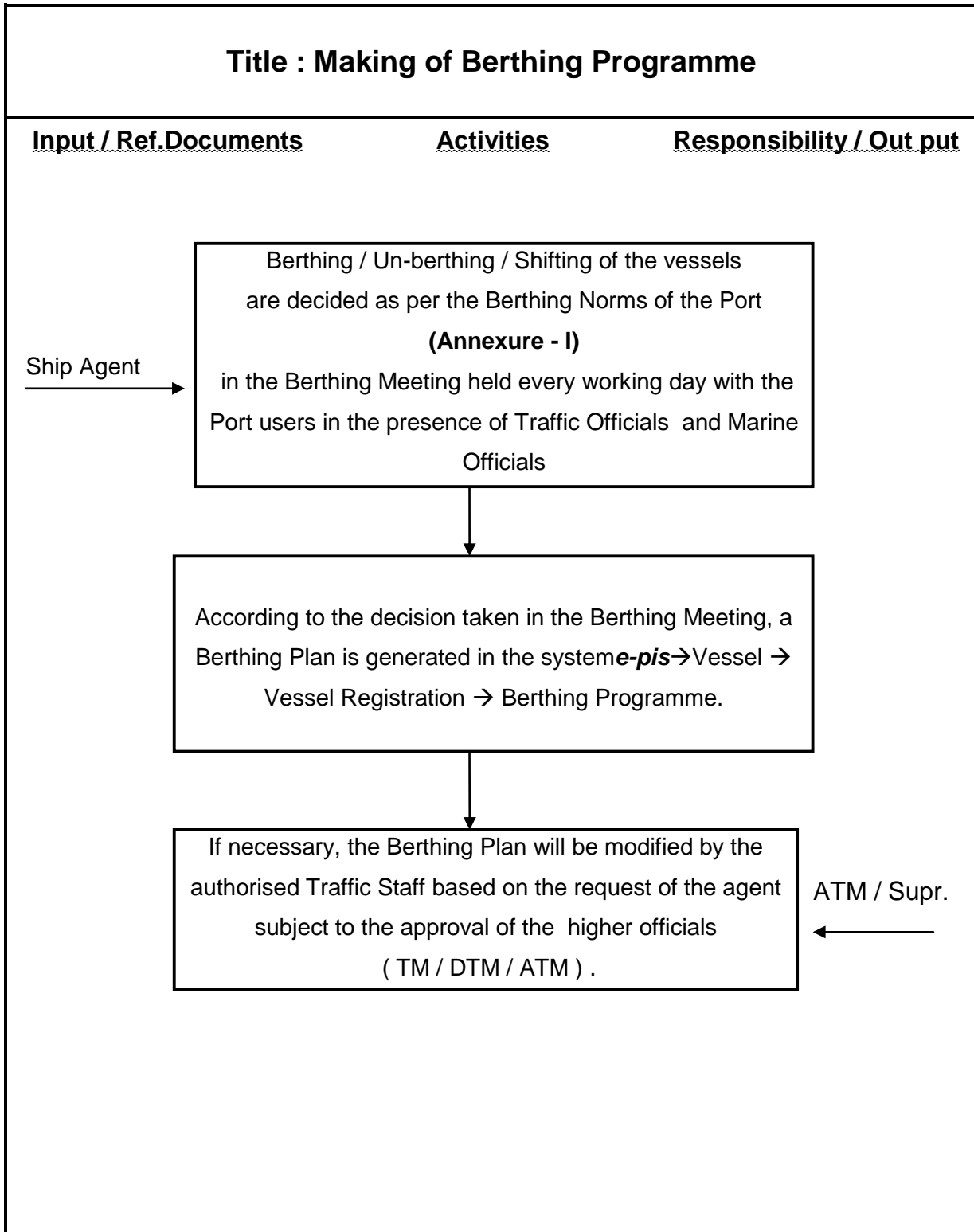
On approval, a unique vessel number will be generated which could be used for all the transactions with the Port.

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL



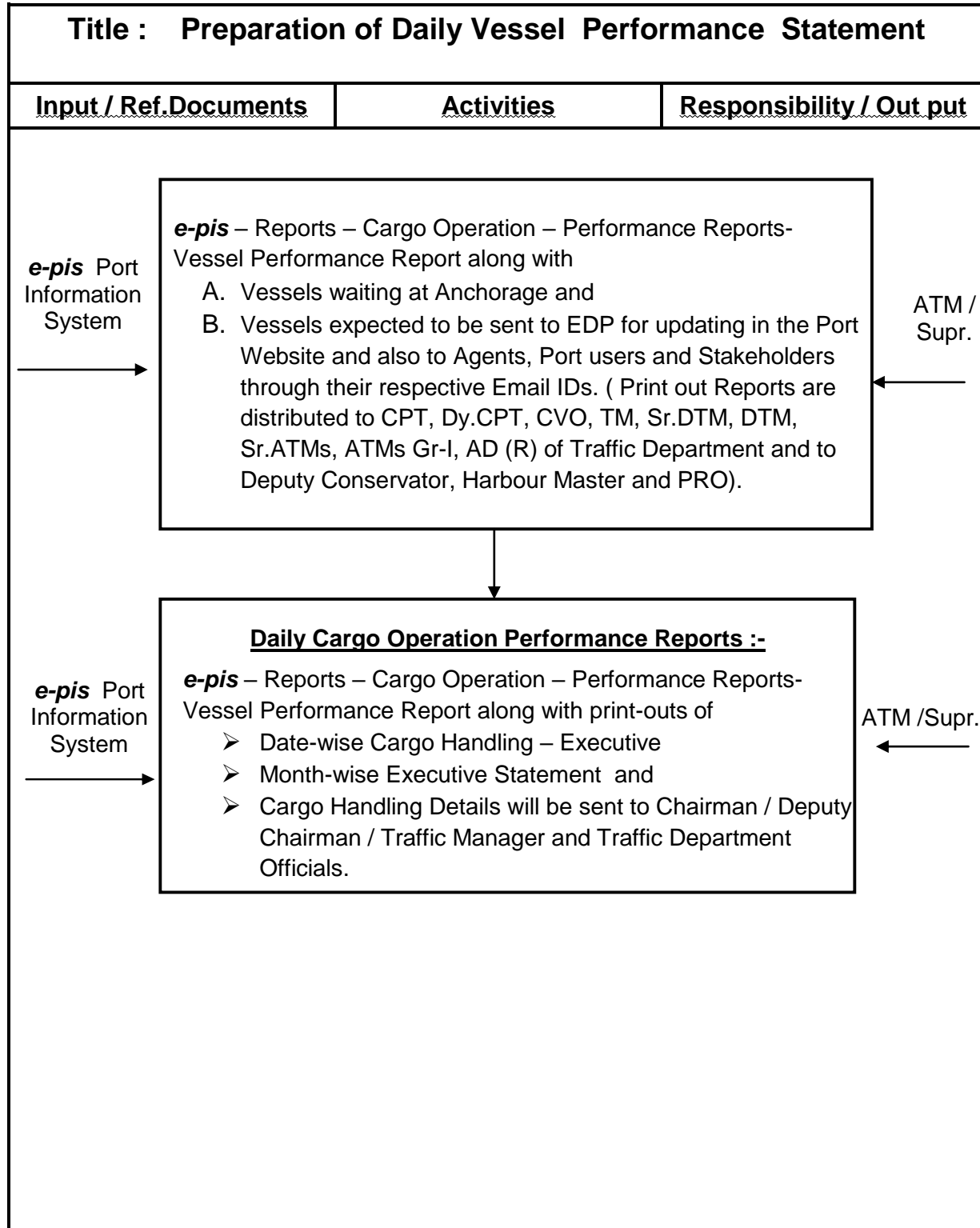
ISSUE NO: 00	APPROVED BY Traffic Manager
DATE: 05.07.17	



ISSUE NO: 00 DATE: 05.07.17	APPROVED BY Traffic Manager
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V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL



ISSUE NO: 00	APPROVED BY Traffic Manager
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

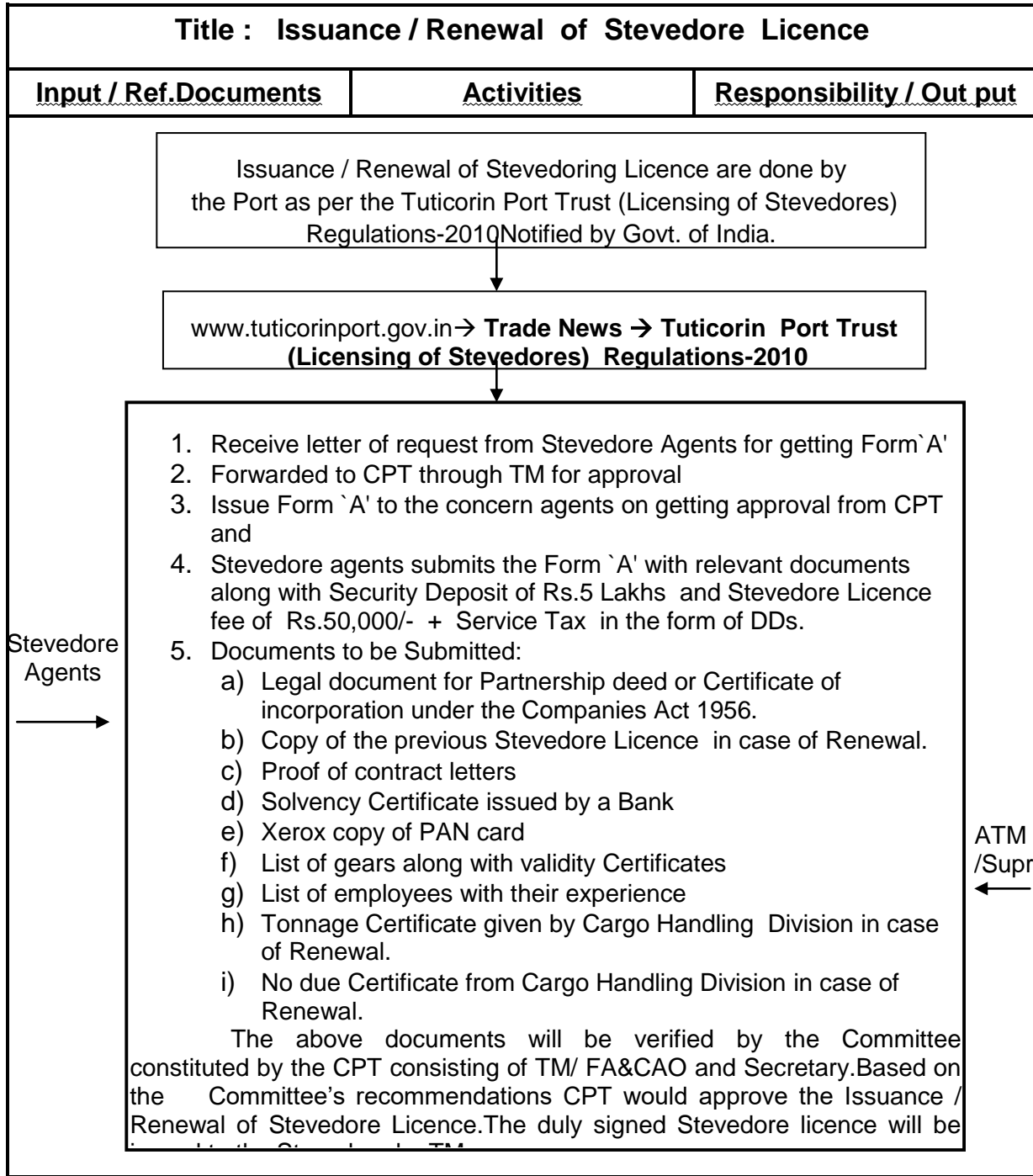
INTEGRATED MANAGEMENT SYSTEM MANUAL

Title : Miscellaneous Entries and Preparation of Periodical Statements		
Input / Ref.Documents	Activities	Responsibility / Out put
A) Miscellaneous Entries		
Marine/Signal/ Log Sheet Entries →	<ol style="list-style-type: none"> 1. Pre Berthing Detention timings for the Incoming vessels will be fed in the <i>e-pis</i>→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 <i>e-pis</i>→Vessel→Vessel Registration→ Lighterage Operation→ Add which will be added to the day's Tonnage. 3. 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 <i>e-pis</i>→ Cargo Operation→ Common Operation→Cargo Log Sheet→ Add which will be added to the day's Tonnage 	SUPR. ←
B) Preparation of Periodical Statements		
Daily Vessel Performance Statement →	<ol style="list-style-type: none"> 1. Daily Information on Vessel Position Statement prepared and sent to IPA, through e-mail id mos.ipa@nic.in. 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. 3. 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 ipa@nic.in& ipa@hub.nic.in. 	SUPR. ←
Terminal Operator →	Monthly Pendency Statementfor Containers received from Terminal operator will be sent to IPA.	SUPR. ←

ISSUE NO: 00 DATE: 05.07.17	APPROVED BY Traffic Manager
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V.O.CHIDAMBARANAR PORT TRUST

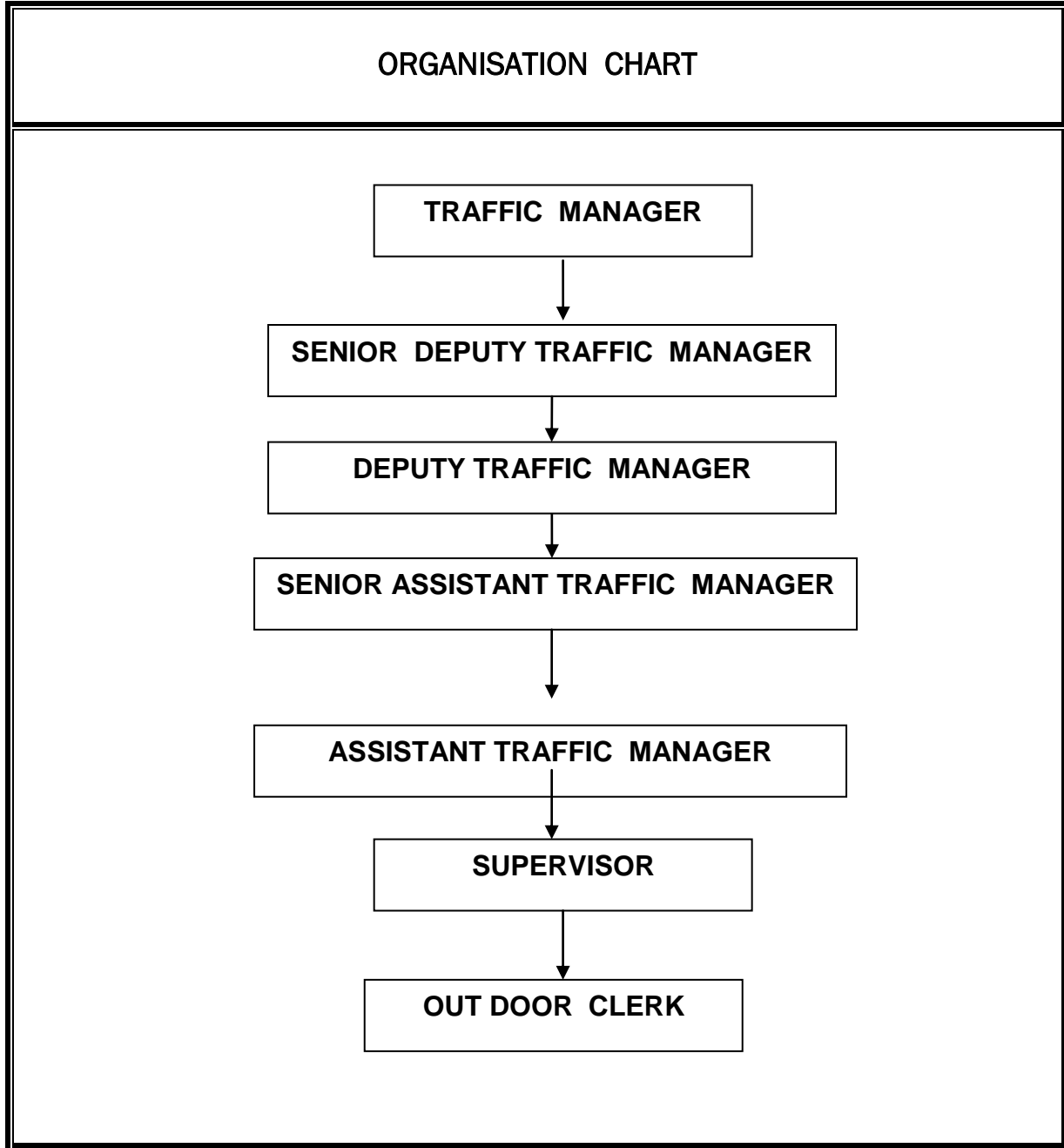
INTEGRATED MANAGEMENT SYSTEM MANUAL



ISSUE NO: 00	APPROVED BY Traffic Manager
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

Format. No:	Issue No: 00	Date: 05.07.2017
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ISSUE NO: 00	APPROVED BY Traffic Manager
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
<ul style="list-style-type: none"> • Communication Issue 	<ul style="list-style-type: none"> • New Communication facilities

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,

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
3.	Spreading of dust in air	Air Pollution	OCP/12

Reference Standard Requirement

ISO 14001:2015, Clause: 6.1.1

ISSUE NO: 00	APPROVED BY Traffic Manager
DATE: 05.07.17	

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

ISSUE NO: 00

DATE: 05.07.17

APPROVED BY
Traffic Manager

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

List of Documents

1. Daily Vessel Performance Report **QT / BCL / FPV**
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ISSUE NO: 00	APPROVED BY Traffic Manager
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

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