

V.O.CHIDAMBARANAR PORT TRUST  
INTEGRATED MANAGEMENT SYSTEM MANUAL

# V.O.CHIDAMBARANAR PORT TRUST



PROCESS	GENERAL AND ADMINISTRATION DEPARTMENT
SECTION	MANUAL FOR BOARD SECTION

ISSUE NO	: 00
DATE	: 05.07.17
APPROVED BY (WITH SIGN)	SECRETARY

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# V.O.CHIDAMBARANAR PORT TRUST

## INTEGRATED MANAGEMENT SYSTEM MANUAL

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**LIST OF RECIPIENTS**

<b>SI.NO</b>	<b>NAME OF THE RECIPIENTS</b>	<b>CONTROLLED COPY NO</b>
1.	Dealing Assistant	1

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**REVISION SHEET**

**1. ISSUE STATUS :**

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

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### SCOPE

Board Section is assisting in the functioning of the Board constituted under Major Port Trusts Act, 1963. This Section deals with the works relating to constitution of Board of Trustees, conducting Board Meetings, Payment of Fees to the Trustees, etc. All the correspondences relating to the section are routed through Deputy Secretary, Senior Deputy Secretary and Secretary.

### 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.

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### IMS OBJECTIVE OF THE DEPARTMENT

#### QMS

To ensure prompt disposals on matters relating to Establishment the Port To Implement the Government Policies on various issues relating to Port Establishment. To give advice to various department of this Port on various issues relating to the Port Establishment.

#### 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

Ensure collection of Agenda Items from All HoD's before 10 days to date of Board Meeting. Issuing the Minutes of the Board Meeting to all concerned within 5 days from the date of Board Meeting

#### EMS

To ensure reduction of paper and to conserve energy.

#### OHSAS

To ensure prevention of ill health and injury.

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<b>ABBREVIATIONS</b>	
CPT	Chairman
Dy.CPT	Deputy Chairman
HOD	Heads of Department
VOCPT	V.O.Chidambaranar Port Trust
Secy.	Secretary
DS	Deputy Secretary
HO & Sr.Asst.Secy	Hindi Officer & Senior Assistant Secretary
AS Gr.II	Assistant Secretary Grade II
SH	Section Head
DA	Dealing Assistant
BOD	Board Section
B.M	Board Meeting
MOS	Ministry of Shipping
SAP	System Applications and Products
L&DA	Legal & Disciplinary Action
PRO	Public Relations Officer
E-II	Establishment II
IR	Industrial Relations
CDN	Co-ordination
E-I	Establishment I
PIO	Public Information Officer

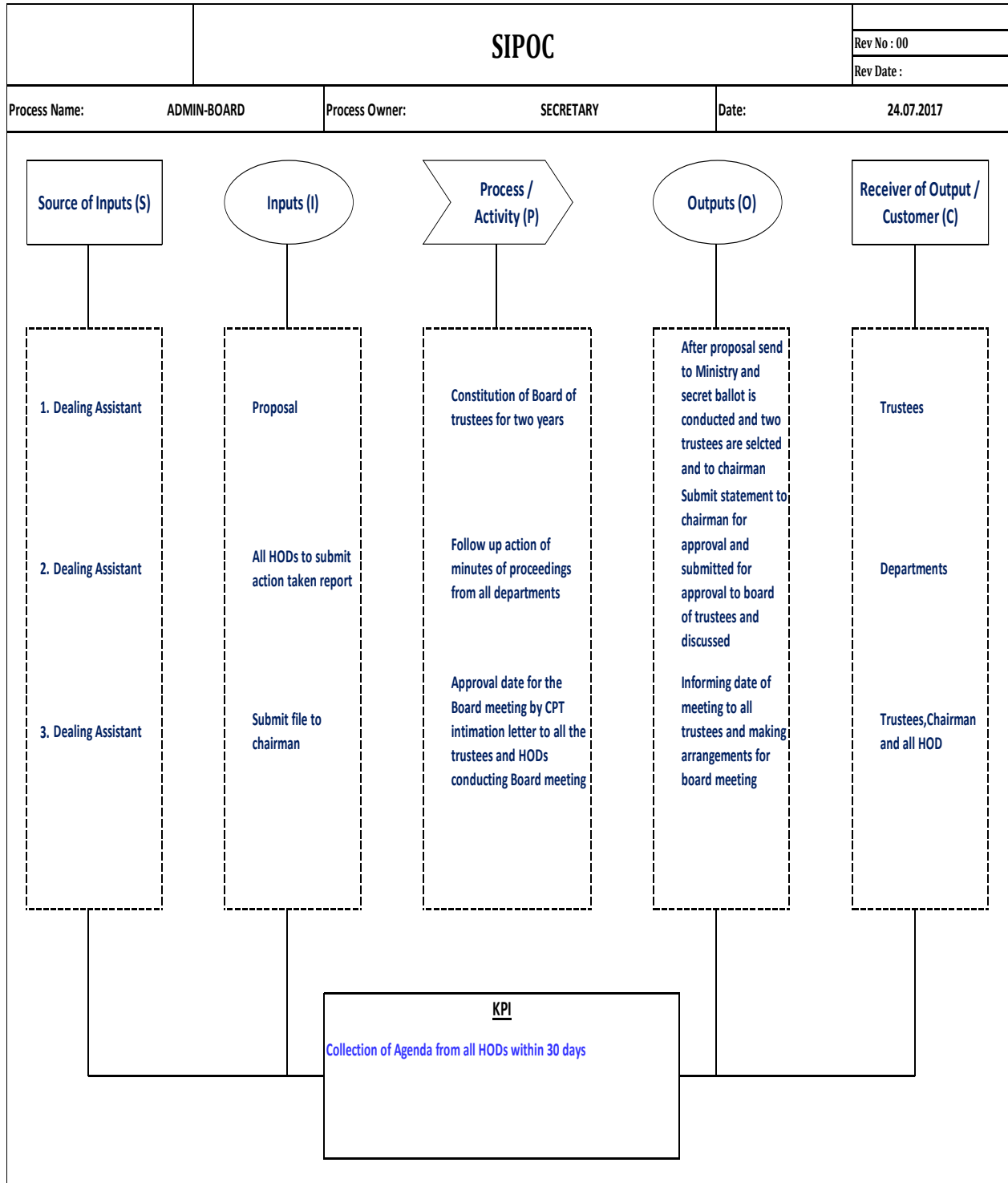
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### SIPOC



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<b>V.O.CHIDAMBARANAR Port Format No. VOC/IP, Issue No: 01, Date: 05.07.2017</b>	
<b>Interested Parties</b>	
<b>4.2 Understanding the requirements of the Interested parties</b>	
<b>Interested Parties</b>	<b>Requirements</b>
Trustees	Secret Ballot for selection of trustees
Departments	Action taken report

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## INTEGRATED MANAGEMENT SYSTEM MANUAL

BOARD SECTION	Title : Constitution of Board of Trustees for two years	
Input / Ref.Documents	Activities	Responsibility / Out put
DA	Initiate proposal for approval of CPT for nomination of Trustees for a period of two years as per MPT Act, 1963.	DS/Sr.DS/Secy/ 3 days
DA	After approval, send the proposal to Ministry for nomination of Trustees representing Central/State Government including other interest except Labour Trustee	DS/Sr.DS/Secy 6 days
IR/DA	Conduct Secret Ballot Election to nominate Labour Trustees among Recognized / Registered Unions	DS/Sr.DS/Secy 1 month
DA	Name of two elected Representatives to be called for from the Unions which stood First and Second place in the Secret Ballot Election	DS/Sr.DS/Secy 10 days
DA	After receipt of letter from the Unions nominating Prospective Labour Trustees the names are sent to Vigilance Department to get Vigilance Clearance, if Port employee and if not an employee, for police verification report from the Superintendent of Police, Tuticorin District	Vigilance Dept/Police Dept/DS/Sr.DS/Secy 5 days

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BOARD SECTION	Title : Constitution of Board of Trustees for two years	
<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
<p>DA →</p>	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">                     After obtaining Vigilance Clearance/Police Verification Report the names sent to Ministry for approval and Gazette notification                 </div>	<p>← <u>DS /Sr.DS/ Secy./</u> 10 to 15 days</p>
<p>DA →</p>	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">                     After receipt of Gazette notification from the Ministry, a letter intimating appointment as Trustees for respective years are sent by Chairman to the Trustees                 </div>	<p>← <u>DS /Sr.DS/ Secy.</u> 3 days</p>

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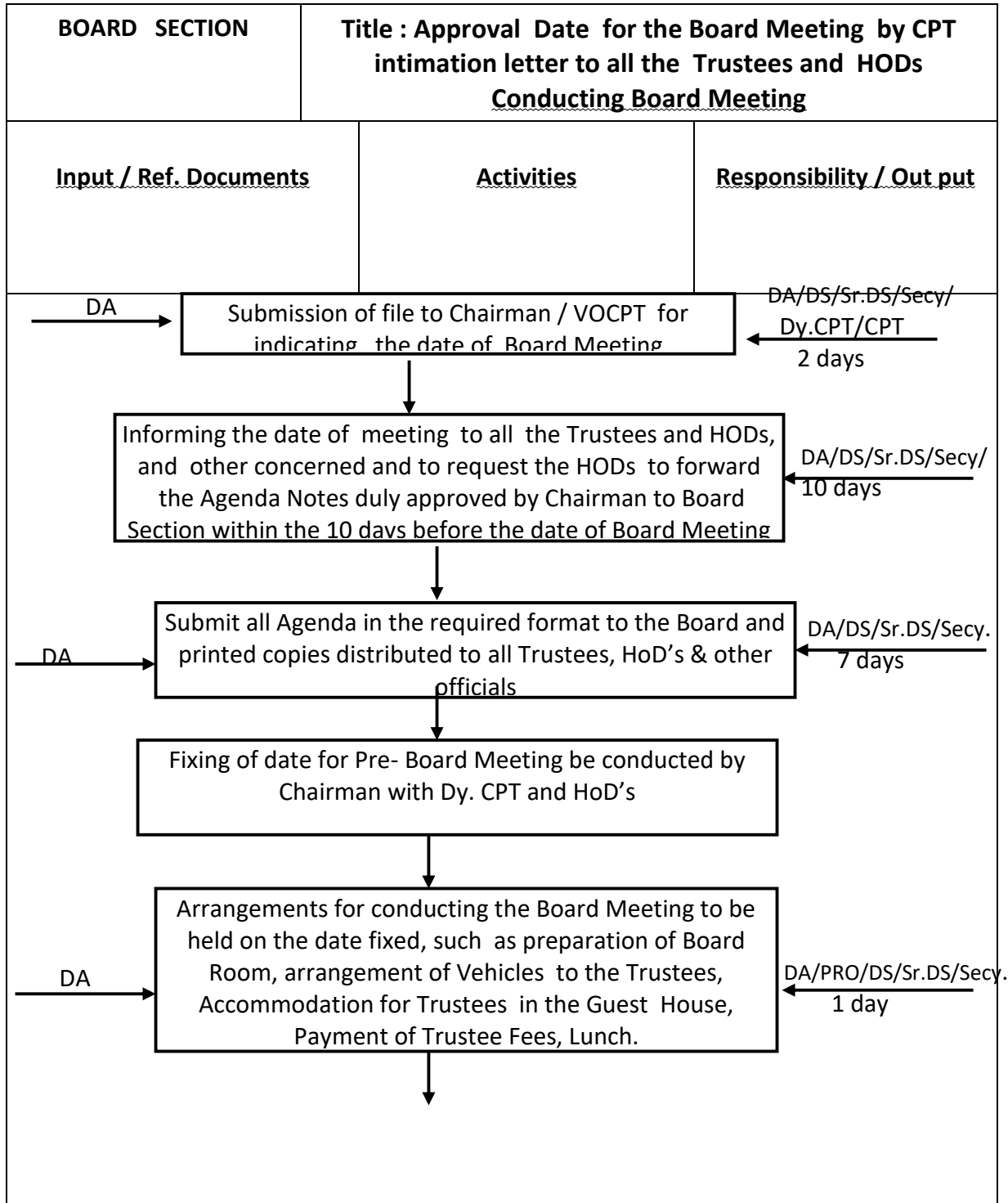
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BOARD SECTION	Title : Follow up Action of Minutes of Proceedings from All Departments	
<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
DA →	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     All HODs are requested to submit the action taken report on Minutes of proceedings of the Previous Board Meeting.                 </div>	← DS/Sr.Ds / Secy. 5 days
DA →	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     Submit the consolidate follow up action in a Statement to Chairman for approval                 </div>	← DA/DS/Sr.DS/Secy. 3 days
DA →	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     Submission of the above statement to the Board of Trustees in the ensuing Board Meeting in the form of Agenda Note for information and approval                 </div>	← DS/Sr.DS / Secy. 4 days
DA →	<div style="border: 1px solid black; padding: 5px;">                     Forwarding of the approval and decision of the Board to all the Departments for taking appropriate action on the Minutes related to the respective                 </div>	← DS/ Sr.DS / Secy. 3 days

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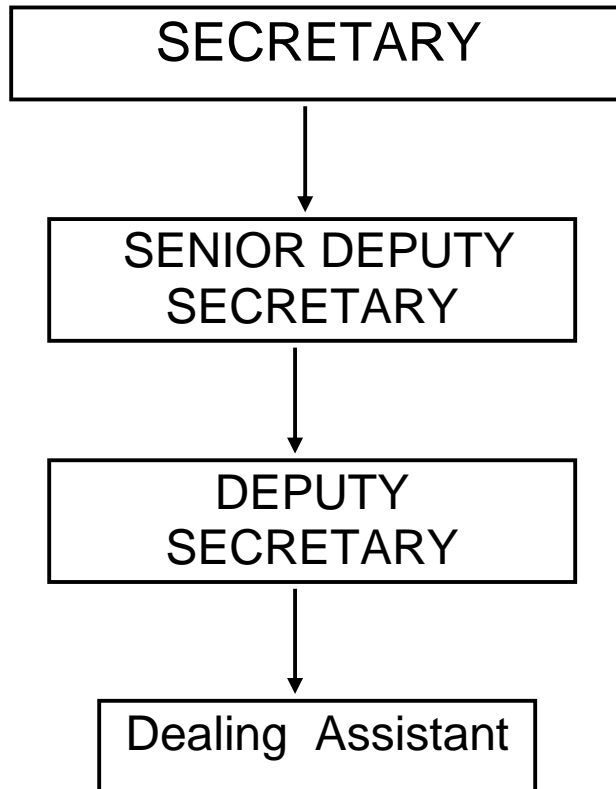
## INTEGRATED MANAGEMENT SYSTEM MANUAL

BOARD SECTION	Title : Approval Date for the Board Meeting by CPT intimation letter to all the Trustees and HODs <u>Conducting Board Meeting</u>	
<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
DA →	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Get the Signature of the Trustees in the Register Ensure payment of sitting fees immediately, to the Trustees.</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Conduct Board Meeting. Minutes of Meetings to be prepared. Minutes approved by CPT is to be circulated among all Trustees &amp; HoD's</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">Keep the Stitched Agenda/Resolution Chronologically</div>	<div style="margin-bottom: 10px;">DA/DS/Sr.DS/Secy. ←</div> <div style="margin-bottom: 10px;">DA/DS/Sr.DS/Secy. ← Within 5 days from the date of Board Meeting</div> <div>DA/DS/Sr.DS/Secy. ←</div>

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**ORGANISATION CHART**

**BOD SECTION**



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**RISK ASSESSMENT AND RISK TREATMENT**

<b>RISK</b>	<b>CONTROL METHOD/PROCESS</b>
Agenda	Schedule preparation should be in advance and proper
Union Election	Documents and communication between the unions and organization should be in a proper way

**KEY PERFORMANCE INDICATOR:**

<b>SI.NO</b>	<b>OBJECTIVES</b>	<b>DESCRIPTION</b>	<b>TARGET</b>
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

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**Reference Standard Requirement**

ISO 14001:2015, Clause: 6.1.1

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**Hazard Identification, Risk Assessment and Controls**

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SI NO	HAZARD	RISK	CONTROL METHOD
1	Radiation	Eye strain	SOP/3
2	Electrocution	Human Injury	SOP/1
3	Dust	Health hazard	SOP/3

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BOARD SECTION		Title : List of Registers, and Reference Rule Books	
<b>I. List of Register :</b>			
Sl.No.	Name of the Register	Code No.	Retention Period
1	Trustee's Attendance Register	QS / BOD / RTA	Permanent
2	Minutes of the Board Meeting	QS/BOD/MBM	Permanent
<b>II. List of Reference Rule Books :</b>			
Major Port Trust Act, 1963			

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