

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

V.O.CHIDAMBARANAR PORT TRUST



PROCESS	GENERAL AND ADMINISTRATION DEPARTMENT
SECTION	MANUAL FOR INDUSTRIAL RELATIONS SECTION

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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	7
7	SIPOC	8
8	Interested Parties	9
10	Conciliation Meeting	10
11	Strike / Demonstration	11
12	Union Membership verification	12
13	Deduction of subscription for Unions/Association	13
14	Organisation Chart	14
15	Risk Assessment and Risk Treatment	15
16	Key Performance Indicator	15
17	Action to Address Risk and Opportunities	15
18	Hazard Identification, Risk Assessment and Controls	16
19	List of Registers, Formats	17
	Common-Follow up action on Internal Audit and NCR, Follow up action on External Audit.	

ISSUE NO: 00	APPROVED BY
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.	Section Head	1

ISSUE NO: 00	APPROVED BY
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	Upgradation & Integration of QMS(9001:2015),EMS(14001:2015),OHSAS(18001:2007)

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SCOPE

Industrial Relations Section is concerned with settling issues / disputes raised by unions and maintained cordial relationship with unions in order to maintain good Industrial Relations.

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.

ISSUE NO: 00

DATE: 05.07.17

APPROVED BY

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

To ensure demands of Union / Employees to be solved as per the rules and the approval of the Competent Authority

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

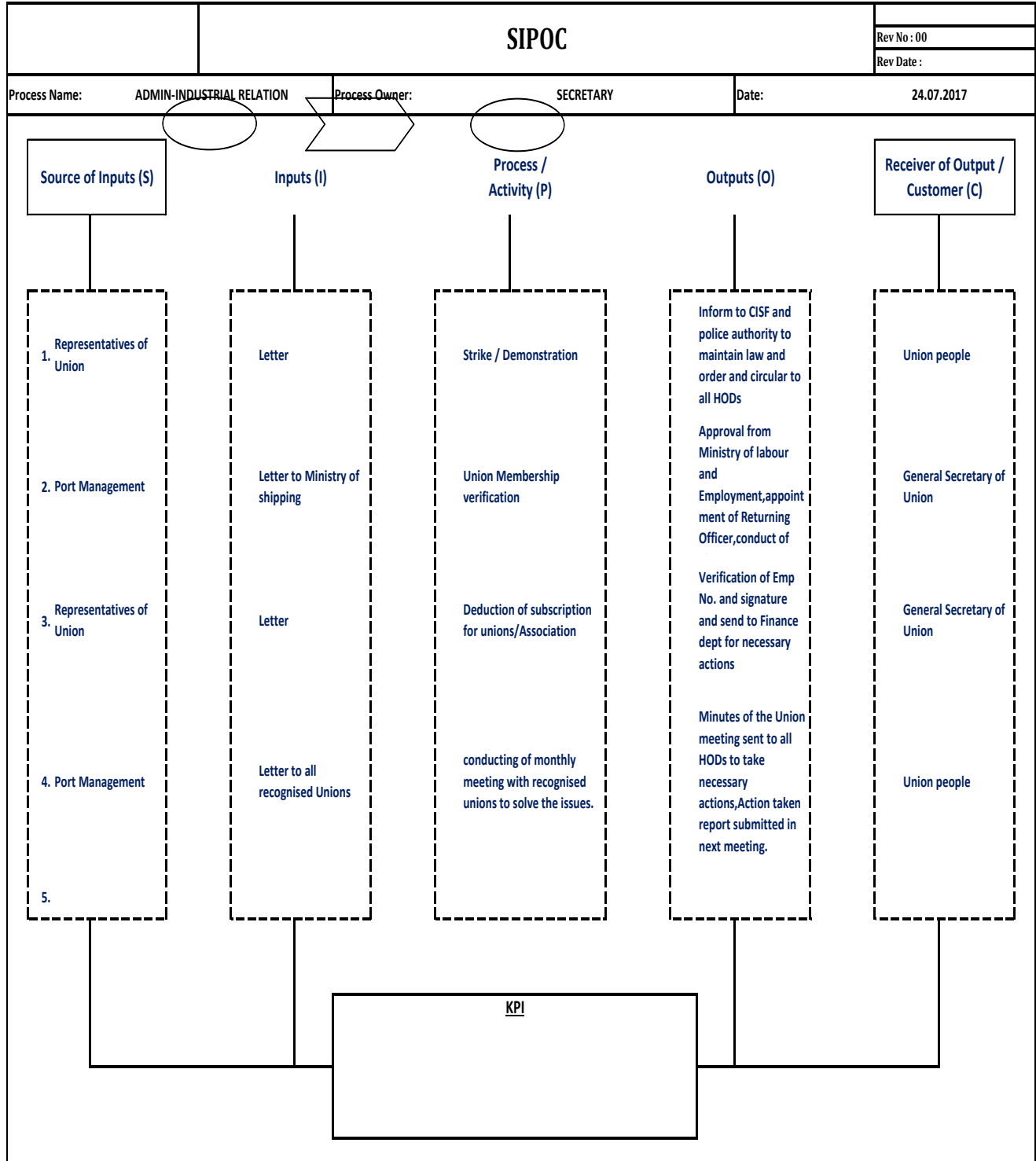
ABBREVIATIONS	
CPT	Chairman
Dy.CPT	Deputy Chairman
HOD	Heads of Department
VOCPT	V.O.Chidambaranar Port Trust
Secy.	Secretary
DS	Deputy Secretary
Sr.AS	Senior Assistant Secretary
APO Gr. I	Assistant Personnel Officer Grade - I
SH	Section Head
DA	Dealing Assistant
ALC	Assistant Labour Commissioner
RLC	Regional Labour Commissioner
SAP	Systems, Applications and Products
E-I	Establishment - I
E-II	Establishment - II
IR	Industrial Relations
CDN	Coordination
PRO	Public Relations Officer
PIO	Public Information Officer
L&DA	Legal and Disciplinary Action

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SIPOC



ISSUE NO: 00 DATE: 05.07.17	APPROVED BY
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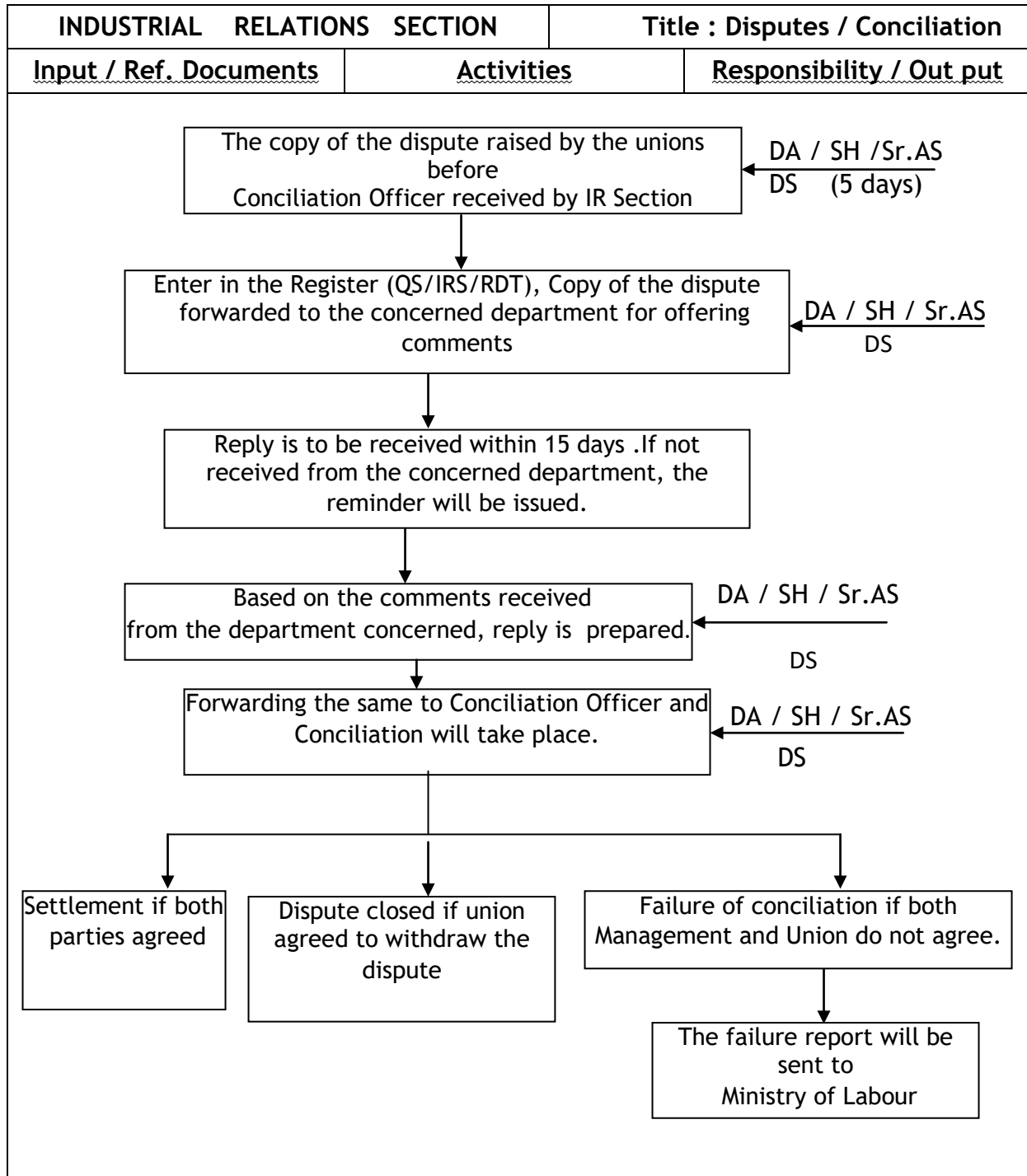
V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

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
General Secretary of Union	Approval from Ministry, Verification of Employee no. and signature
Union People	Conduction Monthly Meeting

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL



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

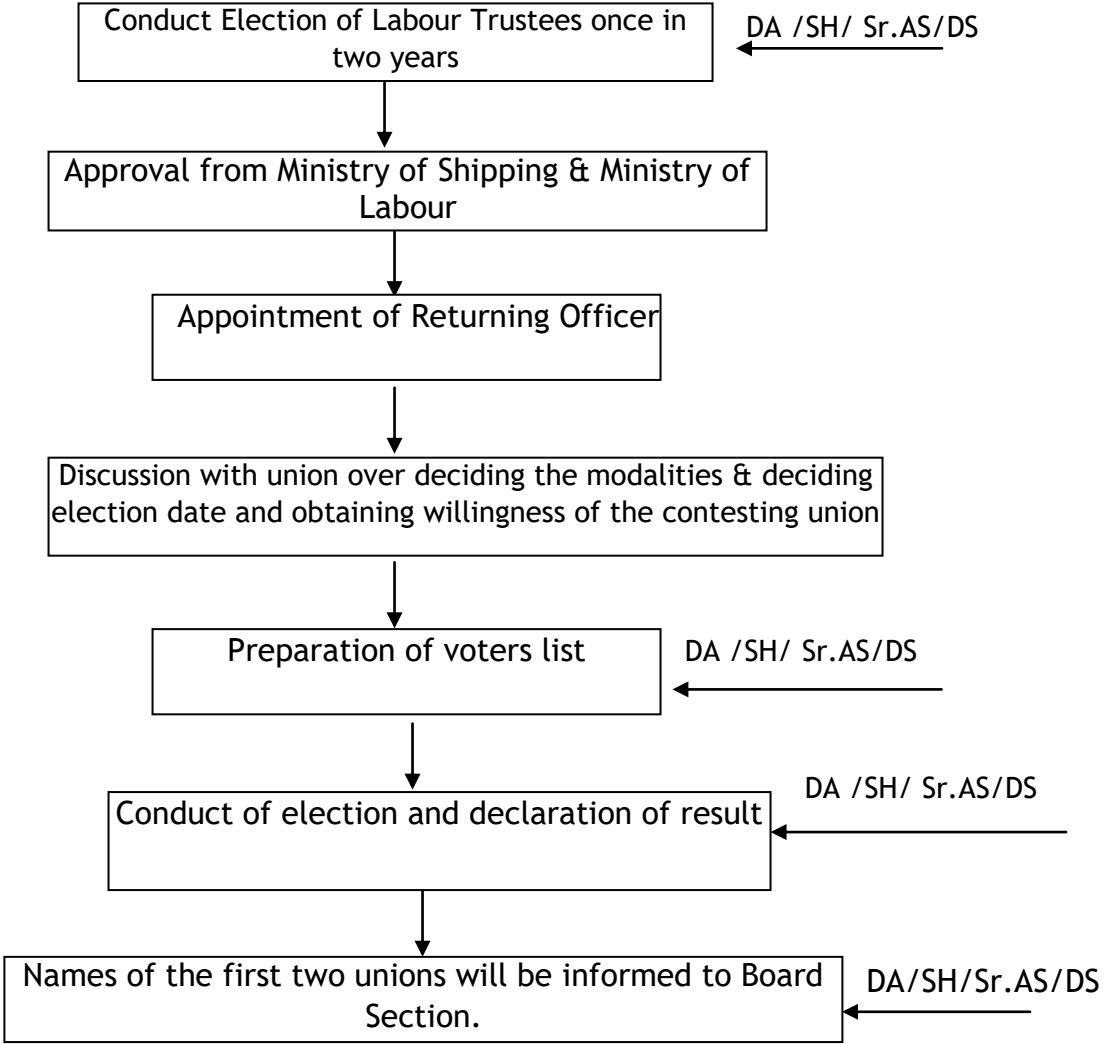
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INDUSTRIAL RELATIONS SECTION	Title : Strike / Demonstration	
Input / Ref. Documents	Activities	Responsibility / Out put
<div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Demonstration / Dharna Demands given by the unions </div> <div style="margin-bottom: 10px;">↓</div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> Copy sent to HOD concerned as a case may be </div> <div style="margin-left: 10px;">← DA/ SH /Sr.AS/DS</div> </div> <div style="margin-bottom: 10px;">↓</div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> Strike / Demonstration </div> <div style="margin-left: 10px;">← DA/ SH /Sr.AS/DS</div> </div> <div style="display: flex; justify-content: space-around; width: 100%; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: 30%; text-align: center;"> The absenteeism details and position prevailing on the day will be informed to Ministry </div> <div style="border: 1px solid black; padding: 5px; width: 30%; text-align: center;"> Informed to Ministry, RLC, ALC and Law enforcing Authorities, copies sent to HODs </div> <div style="border: 1px solid black; padding: 5px; width: 30%; text-align: center;"> Circular will be issued to all Departments to record the absenteeism details in order to send the same to Finance Department for necessary action with a copy to IR Section.(QS/IRS/RAD) </div> </div> </div>		

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

INTEGRATED MANAGEMENT SYSTEM MANUAL

INDUSTRIAL RELATIONS SECTION	Title : Union Membership Verification	
<u>Input / Ref.Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
	 <pre> graph TD A[Conduct Election of Labour Trustees once in two years] --> B[Approval from Ministry of Shipping & Ministry of Labour] B --> C[Appointment of Returning Officer] C --> D[Discussion with union over deciding the modalities & deciding election date and obtaining willingness of the contesting union] D --> E[Preparation of voters list] E --> F[Conduct of election and declaration of result] F --> G[Names of the first two unions will be informed to Board Section.] </pre>	<p>DA /SH/ Sr.AS/DS</p> <p>DA /SH/ Sr.AS/DS</p> <p>DA /SH/ Sr.AS/DS</p> <p>DA/SH/Sr.AS/DS</p>

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

INDUSTRIAL RELATIONS SECTION	Title : Deduction of subscription for Unions/Association	
Input / Ref.Documents	Activities	Responsibility / Out put
	<p data-bbox="331 428 1073 573">Unions submit the authorization letters of employees to General Administration Department to recover the Union Subscription for their members received by IR Section</p> <p data-bbox="331 642 1133 722">Verify the Authorization letters given by the employees and Employee Numbers with the SAP System</p> <p data-bbox="378 812 1086 898">Note submitted to the Secretary to recover the union subscription from the employees</p> <p data-bbox="378 976 1063 1165">After approval of the Secretary, a letter sent to FA&CAO with a copy to EDP Centre to recover the Unions Subscription from the Salary of the employees, department concerned, reply is prepared</p> <p data-bbox="378 1234 1026 1329">Finance Department recovers the amount and gave the amount to the Unions</p>	<p data-bbox="1073 428 1333 506">← DA / SH / Sr.AS DS (10 days)</p> <p data-bbox="1133 653 1385 730">← DA / SH / Sr.AS DS</p> <p data-bbox="1086 793 1338 905">← DA / SH / Sr.AS DS</p> <p data-bbox="1063 1024 1297 1142">← DA / SH / Sr.AS DS</p>

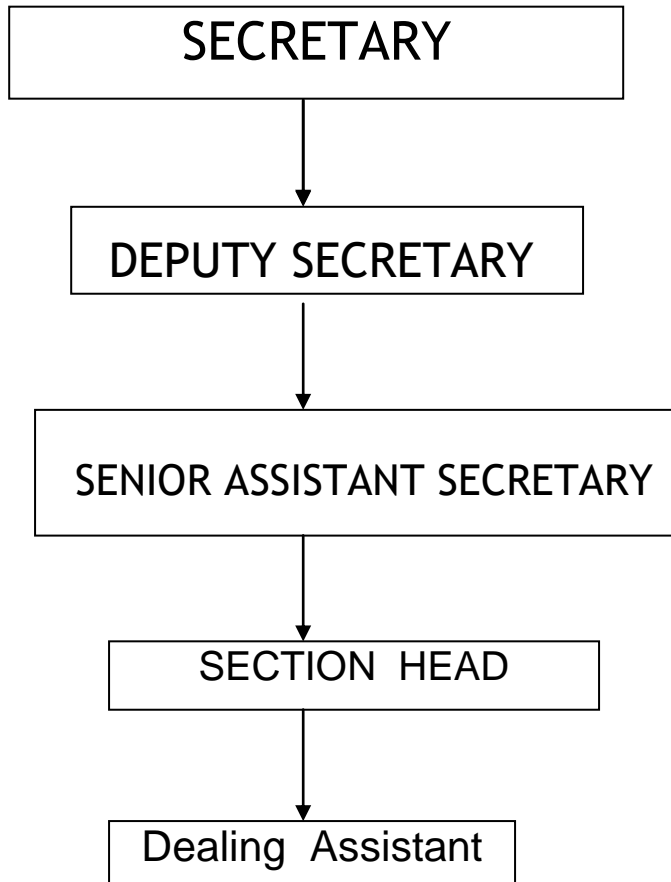
ISSUE NO: 00

DATE: 05.07.17

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ORGANISATION CHART

INDUSTRIAL RELATIONS SECTION



ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
Communication issue	Communication facilities should be improved

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

Reference Standard Requirement

ISO 14001:2015, Clause: 6.1.1

ISSUE NO: 00	APPROVED BY
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/3
2	Electrocution	Human Injury	SOP/1
3	Dust	Health hazard	SOP/3

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

INTEGRATED MANAGEMENT SYSTEM MANUAL

List of Registers

Sl. No.	Name of the Register	Code No.	Retention Period
1	Industrial Dispute Register	QS / IRS / RDT	Permanent
2	Strike / Demonstration Register	QS / IRS / RAD	Permanent

List of Reference Rule Books

1	The Industrial Disputes Act, 1947.
2	The Employees' Compensation Act, 1923.
3	The Payment of Gratuity Act, 1972.
4	All other Statutory Labour Enactments.

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