

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

V.O.CHIDAMBARANAR PORT TRUST



PROCESS	MARINE DEPARTMENT
SECTION	MANUAL FOR FIRE STATION

ISSUE NO	: 00
DATE	: 05.07.17
APPROVED BY (WITH SIGN)	Sd/-(05.08.2017) Deputy Conservator

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	Common-Follow up action on Internal Audit and NCR, Follow up action on External Audit.	

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LIST OF RECIPIENTS

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
1	Fire & Assistant Safety Officer	1
2	Sub Officer (South Fire Station)	2

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REVISION SHEET

1. ISSUE STATUS :

SI.N O	ISSU E 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

Fire Service monitors and control handling of hazardous cargo in Port area and Pollution Control of Port water. Loading / unloading, stuffing/destuffing the containers and transit of Hazardous cargoes are governed by the Safety Regulations, 1985 issued by this Port which defines procedure for handling of hazardous cargo in Port area. Fire and Assistant Safety Officer ensures that the above activities are done in a systematic and safe manner.

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 Pilot boarding the vessel within 1 hour and 10 minutes on the vessel reporting readiness for Incoming Vessel and 1 hour for Outgoing Vessel.

EMS

To maintain clean and pollution free port.

OHSAS

To ensure use of proper PPEs.

IMS OBJECTIVE OF THE SECTION

QMS

To ensure turn out time of 45 seconds from the receipt of the fire call.

EMS

To maintain clean and pollution free port.

OHSAS

To ensure use of proper PPEs.

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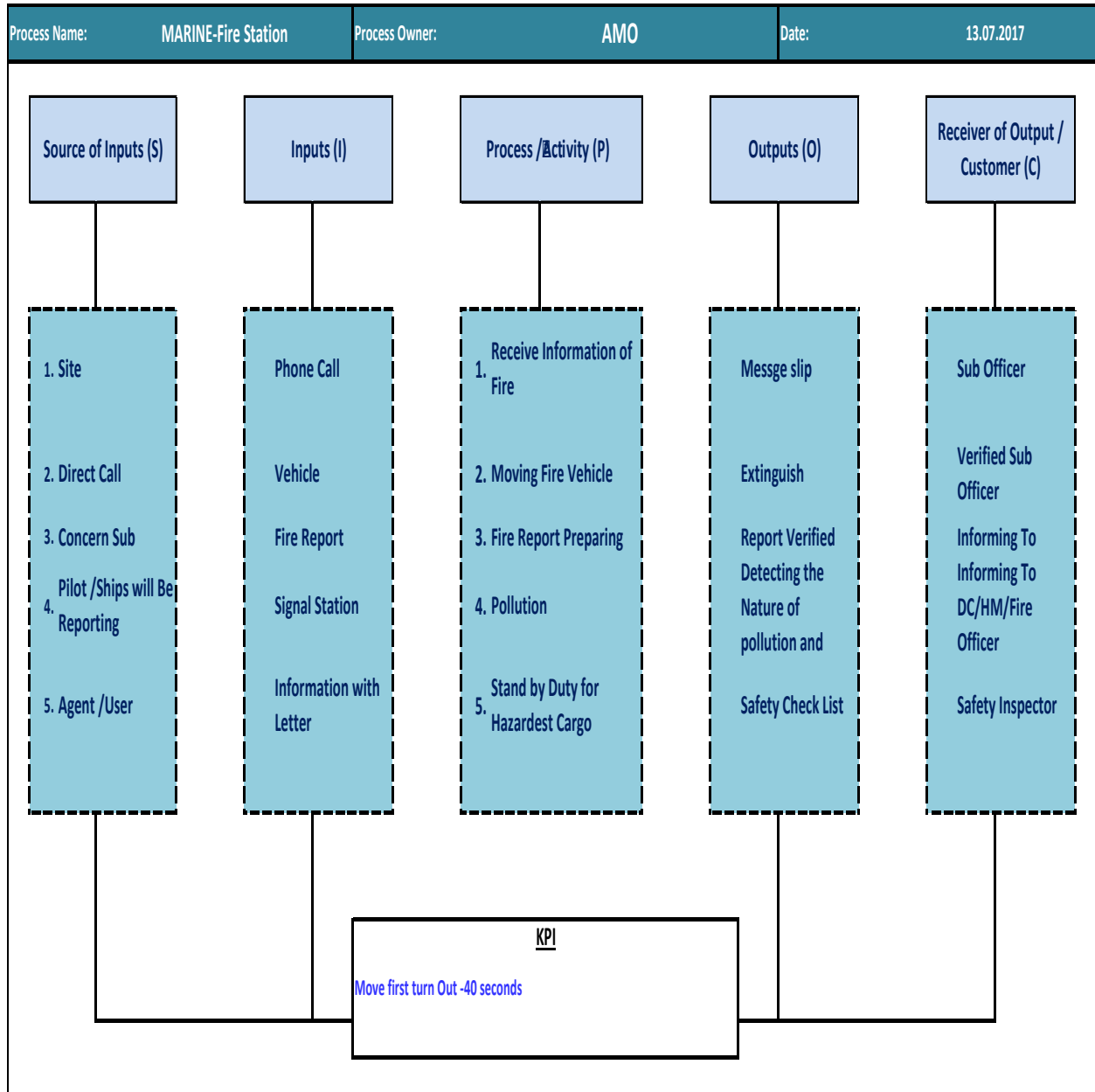
ABBREVIATIONS	
A.E	Assistant Engineer (Marine).
A.F.O	Assistant Fire Officer
Asst.	Assistant
C.I.S.F	Central Industrial Security Force
D.C	Deputy Conservator.
D.G	Dangerous Goods
F&ASO	Fire & Assistant Safety Officer.
H.M	Harbour Master.
H.O.D	Head of Department
I.M.D.G	International Maritime Dangerous Goods
I/c.	In-Charge
S.I	Safety Inspector
S.O	Sub Officer
VOC PT	V.O.Chidambaranar Port Trust
F.C	Fire Control
LF	Leading Fireman

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SIPOC



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Interested Parties	
4.2 Understanding the requirements of the Interested parties	
Interested Parties	Requirements
Sub officer	Receive information of fire
DC/HM/Fire Officer	Nature of Pollution
Safety Inspector	Safety Checklist

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SL.NO.	TITLE: LIST OF EQUIPMENT IN FIRE STATION		
1.0	PORT FIRE SERVICE		
1.1	Foam Tender	-	3 nos.
1.2	Water Tender	-	2 nos.
1.3	Larger Trailer Pump	-	2 nos.
1.4	Inspection Vehicle	-	1 no.
1.5	Breathing Apparatus	-	8 nos.
1.6	Portable pumps	-	1 nos.
1.7	Motor Cycle 100 CC	-	2 nos.
1.8	Fire Suit	-	10 nos.
1.9	Portable High Expansion Foam Generator-		1 no.

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LIST OF MASTER DOCUMENTS

Sl. No	LIST OF MASTER DOCUMENTS	CODE NO
1	Handbook	HB-III
2	Procedure Manual for Fire Station	QM/FSN
3	Breathing Apparatus Register	QM/FSN/RBA
4	Extinguisher Maintenance Register	QM/FSN/RFE
5	Fire call Register	QM/FSN/RFC
6	Fire Hydrant Register	QM/FSN/RFH
7	General Diary	QM/FSN/RGD
8	Mock Drill Register	QM/FSN/RMK
9	Register of ships of Hazardous cargo	QM/FSN/RHC
10	Snag Register	QM/FSN/RSN
11	Stock Register	QM/FSN/RSS
12	T & P Register	QM/MAR/RTP
13	Vehicle Log Book	QM/FSN/RLB
14	Permission for admission of hazardous cargo	QM/FSN/FHC
15	Dangerous goods declaration.	QM/FSN/FDD
16	Message Slip	QM/FSN/FSM
17	Fire Report Form	QM/FSN/FRF
18	Repair Specification Form	QM/MAR/FRS

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Documents of External origin

SI. No	LIST OF MASTER DOCUMENTS	CODE NO
1	IMDG Code	QM/FSN/RIC
2	Safety Regulations of then Tuticorin Port Trust	QM/FSN/RRS
3	Survey Report Form	14-02-389
4	Form for Survey Report stores.	14-02-382
5	Stores Indent	14-02-352
6	Purchase requisitions	QMM/IVC/1
7	Complaint Register	QMR/DOC/RCR

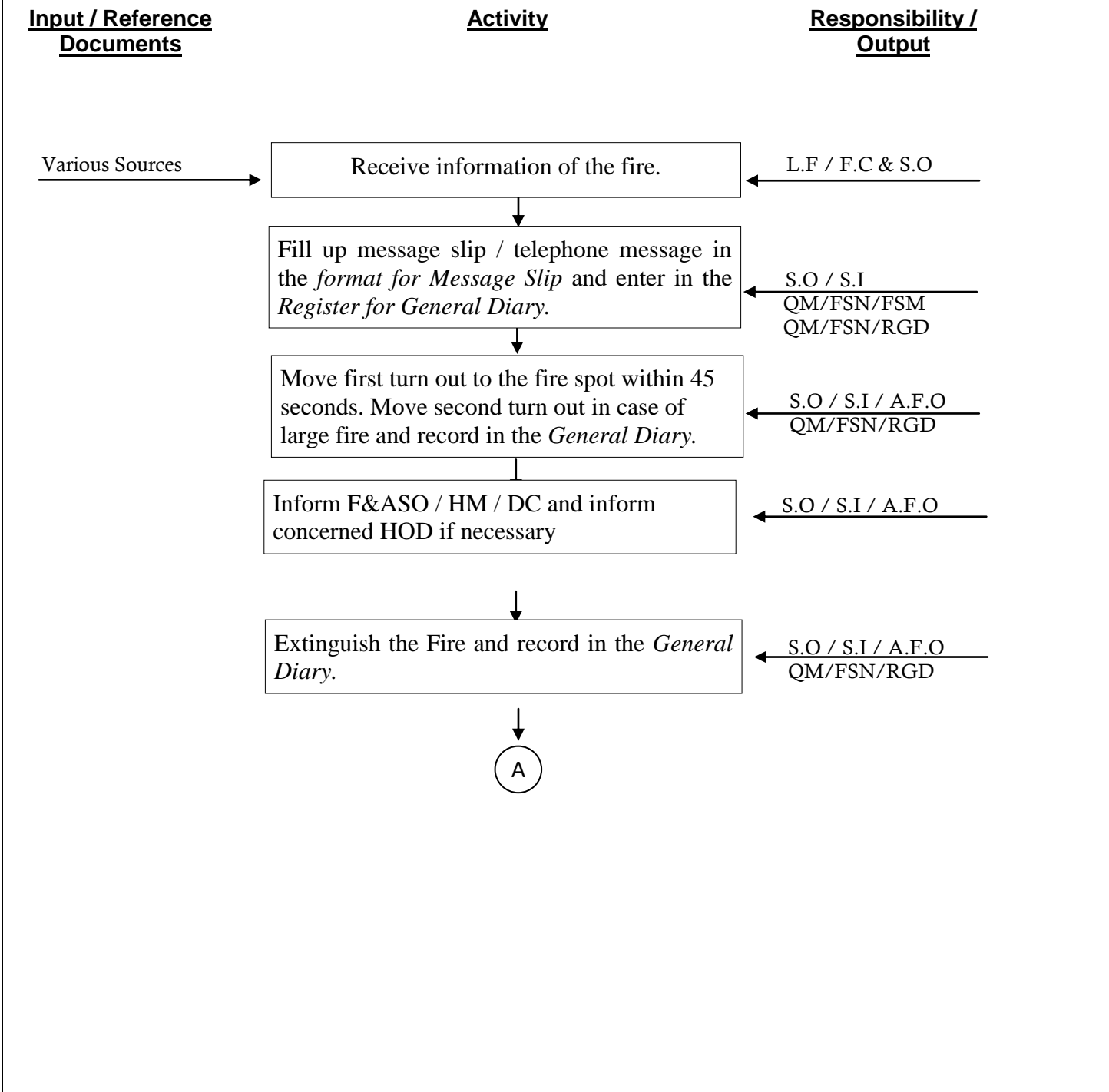
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Fire Fighting



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Fire Fighting

<u>Input / Reference Documents</u>	<u>Activity</u>	<u>Responsibility / Output</u>
	<p style="text-align: center;">(A)</p> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> Fill up the <i>Fire Report form</i> , submit it to DC in duplicate and make entry in the <i>Fire Call Register</i>. </div> <p style="text-align: center;">↓</p>	<p style="text-align: center;">←</p> <p>F&ASO QM/FSN/FRF QM/FSN/RFC</p>
	<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> In case of major fire & casualty, inform Ministry through DC. </div> <p style="text-align: center;">↓</p>	<p style="text-align: center;">←</p> <p>D.C</p>
	<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> Analyse the causes for the fire and take preventive action. </div>	<p style="text-align: center;">←</p> <p>D.C</p>

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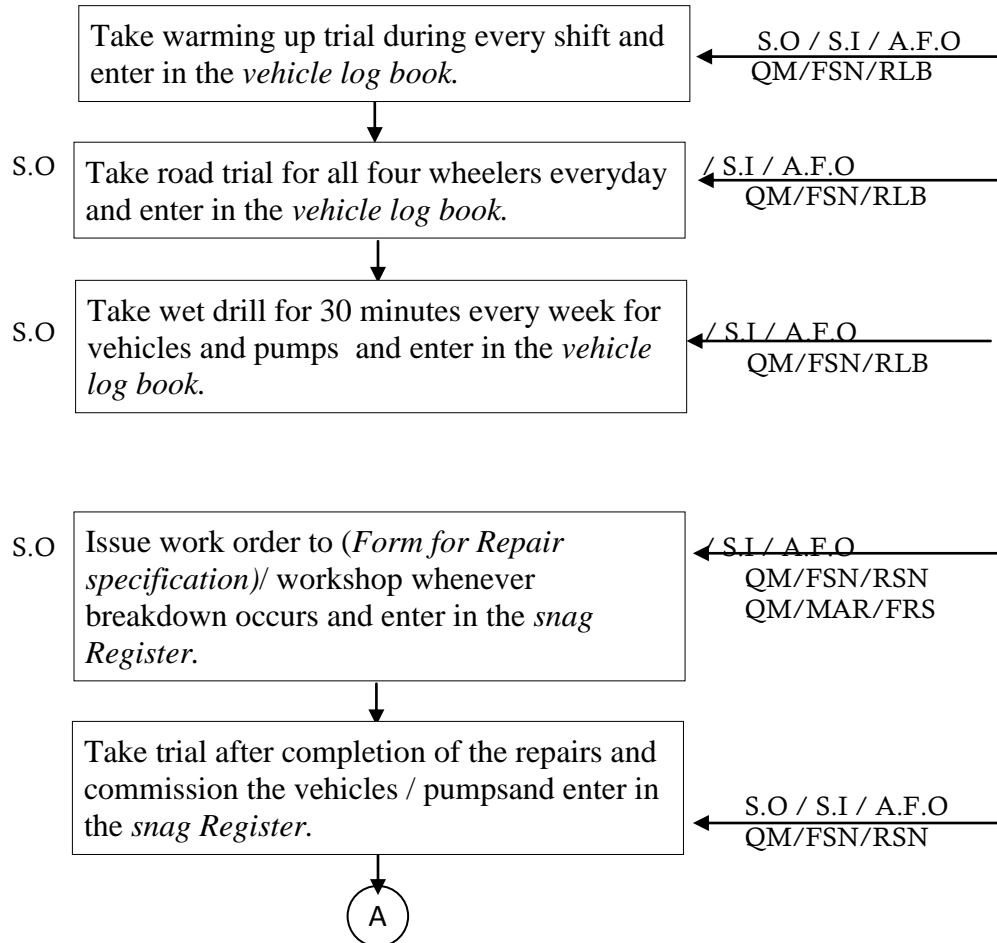
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MAINTENANCE

Input / Reference Documents

Activity

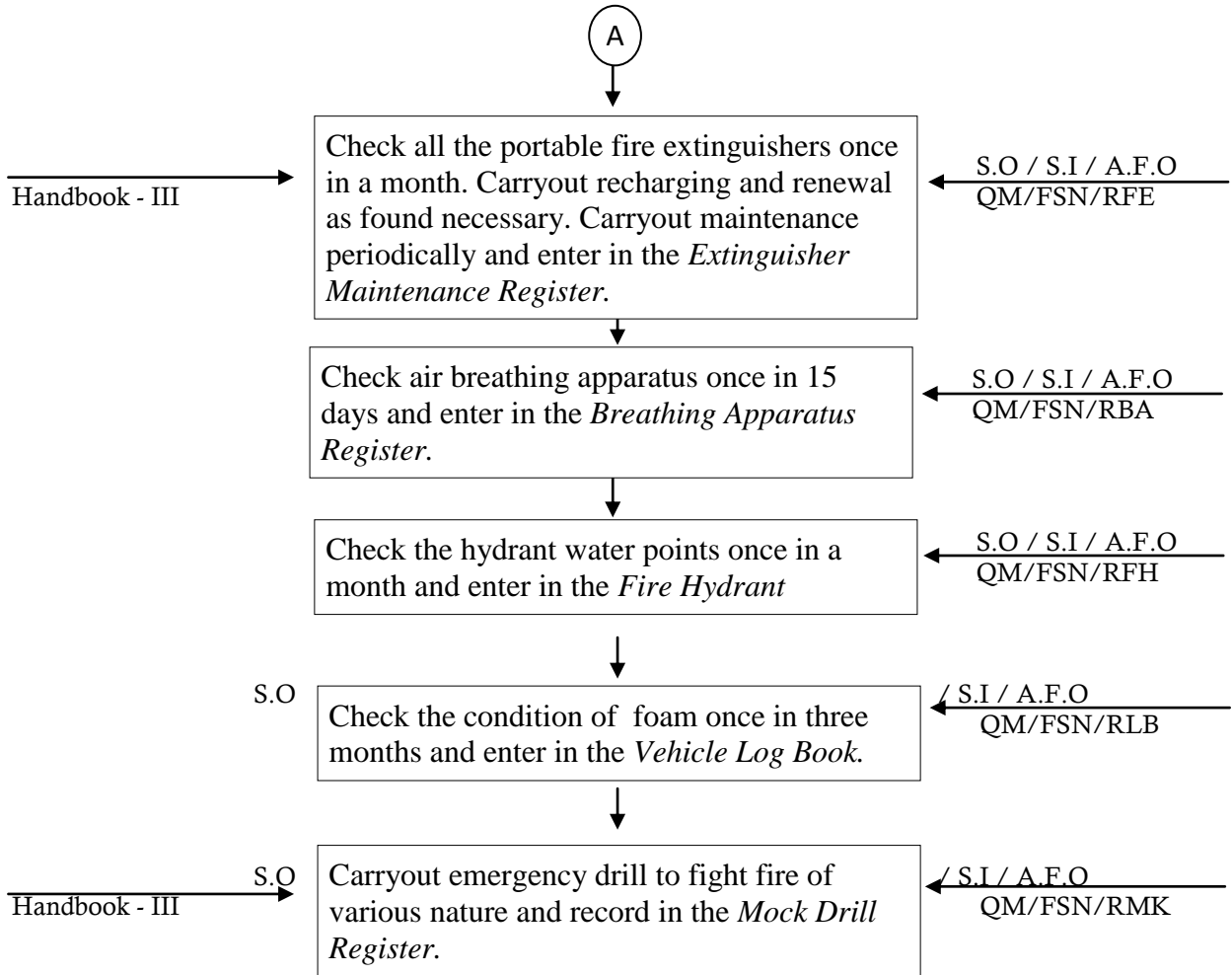
Responsibility / Output



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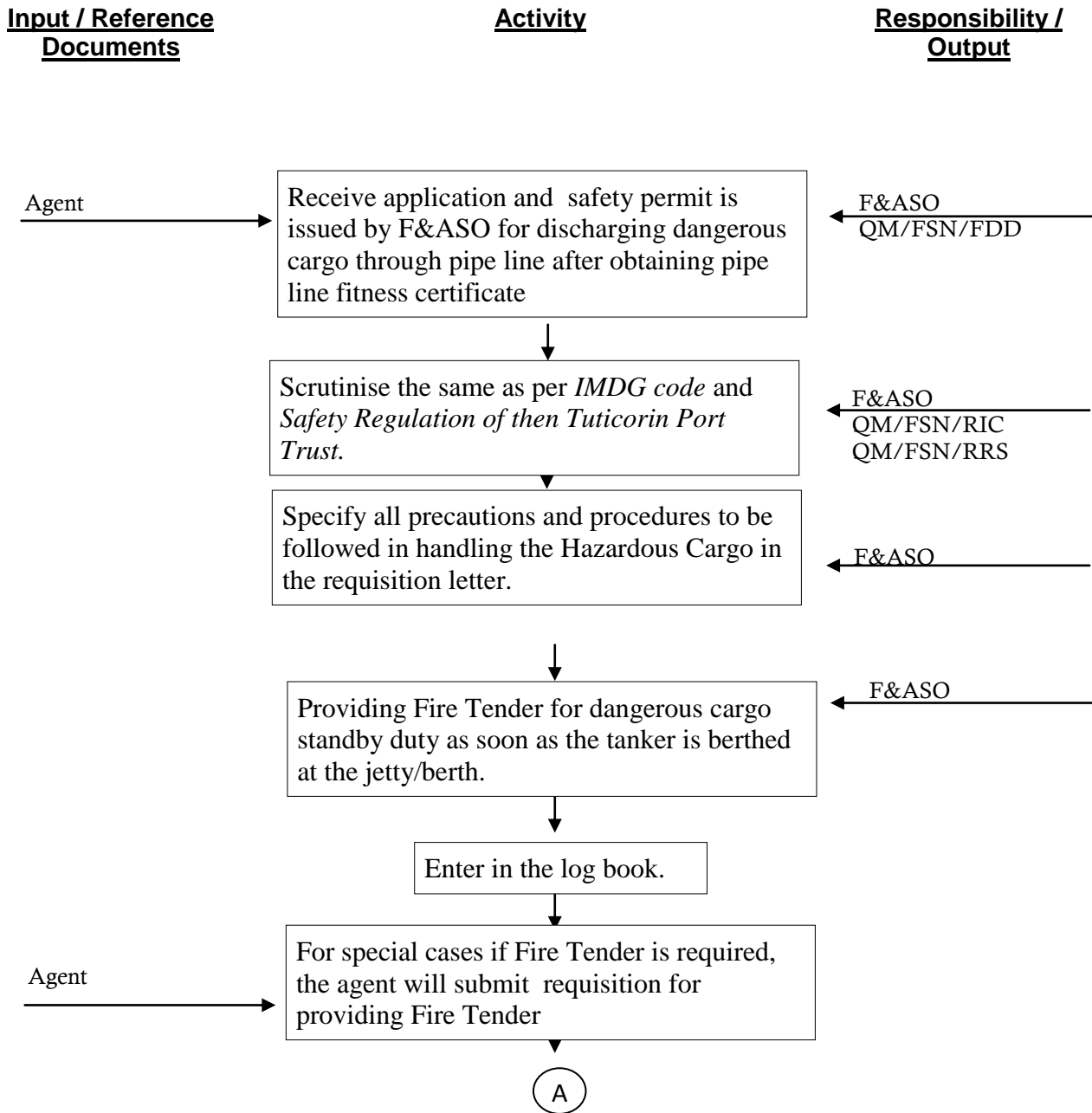
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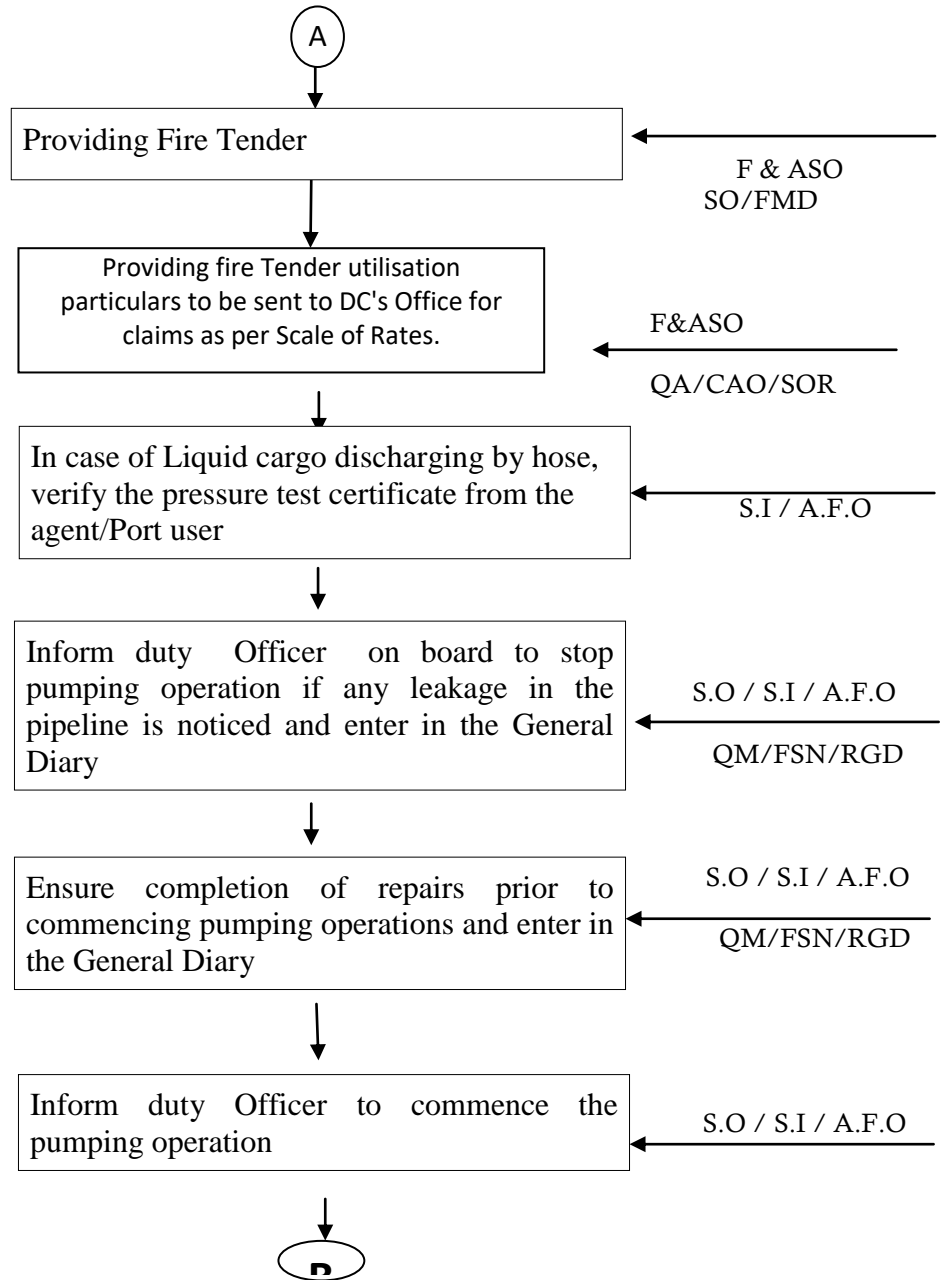
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Handling and storage of Hazardous Cargoes



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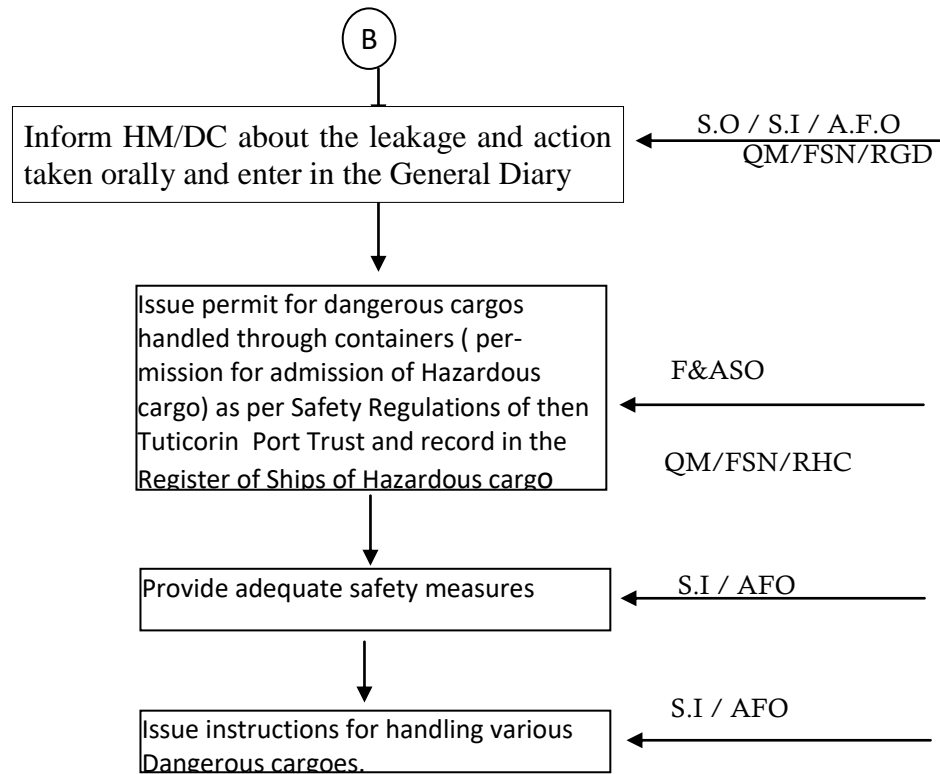
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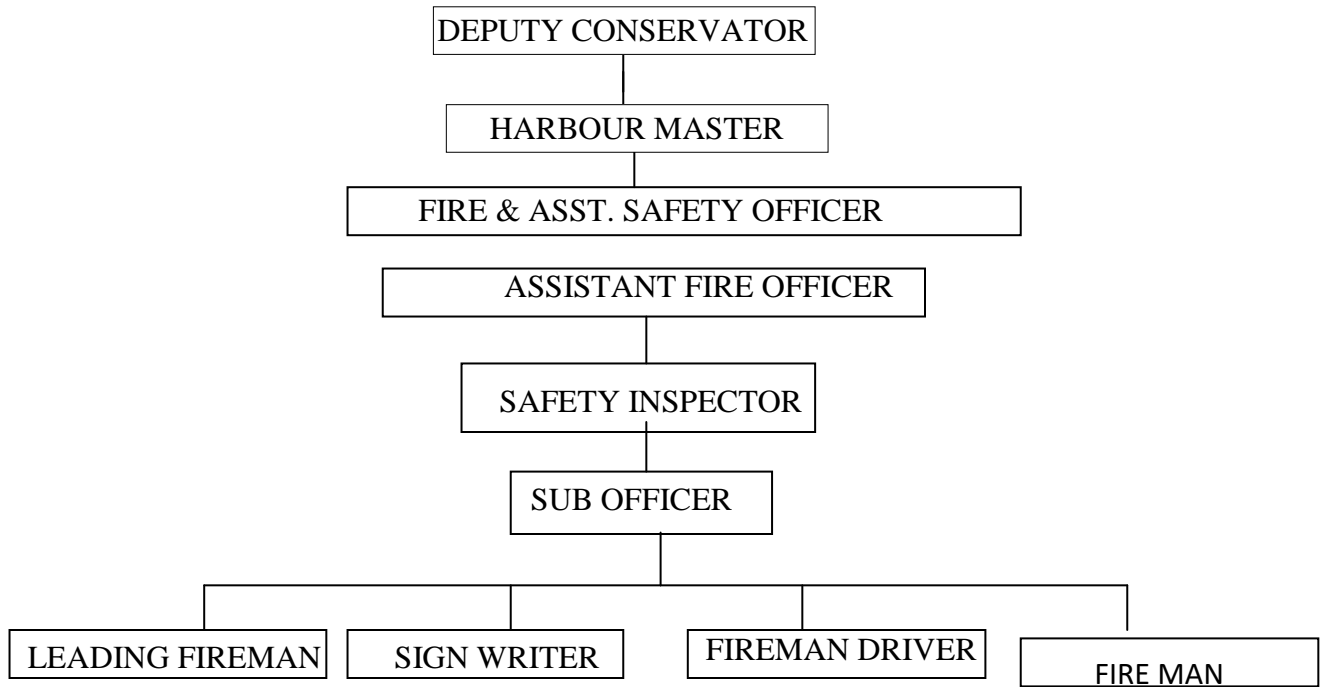
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ORGANISATION CHART



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RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
Fire Alarm Call Point	Fire Alarms should be fixed
Communication Issues	Proper Walkie Talkie Should be Provided
Shortage of Manpower	Manpower should be increased

KEY PERFORMANCE INDICATOR:

To ensure turn out time of 45 seconds from the receipt of the fire call.

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	Emission of smoke	Air pollution	OCP 1
2	Leakage of Oil	Land Contamination	OCP 2
3	Generation of oily cotton waste	Hazardous	OCP 3
4	Consumption of fuel	Reduction of natural resources	
5	Noise pollution	Health Hazard	
6	Spillage	Land Contamination	
7	Consumption of Electricity	Reduction of natural resources	
8	Consumption of water	Reduction of natural resources	OCP 14
8	Consumption of stationery	Reduction of natural resources	

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	Pressurized Water	Eye Injury	SOP-3
2	Smoke or Dusty Fire Extinction area	Respiratory Disorder	SOP-4
3	Certification / Training	Human Injury	SOP-3
4	Hose Fitting Maintenance	Skin Problem	SOP-3
5	Emmision of Smoke	Health Hazard	SOP-3

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1.1	List of Registers, Formats and Documents used;	CODE NO	RETENTION PERIOD
1.1.1	General Diary	QM/FSN/RGD	3 yrs
1.1.2	Fire call Register	QM/FSN/RFC	3 yrs
1.1.3	Fire Report Form	QM/FSN/FRF	2 yrs
1.1.4	Message Slip	QM/FSN/FSM	1 Yr
2.1	List of Registers, Formats and Documents used;	CODE NO	RETENTION PERIOD
2.1.1	Breathing Apparatus Register	QM/FSN/RBA	3 yrs
2.1.2	Extinguisher Maintenance Register	QM/FSN/RFE	3 Yrs
2.1.3	Fire Hydrant Register	QM/FSN/RFH	3 yrs
2.1.4	General Diary	QM/FSN/RGD	3 yrs
2.1.5	Mock Drill Register	QM/FSN/RMK	3 yrs
2.1.6	Snag Register	QM/FSN/RSN	3 yrs
2.1.7	Vehicle Log Book	QM/FSN/RLB	3 yrs
2.1.8	Repair Specification Form	QM/MAR/FRS	2 yrs
2.1.9	Handbook - III	HB-III	Not applicable
3.1	List of Registers, Formats and Documents used;	CODE NO	RETENTION PERIOD
3.1.1	Permission for admission of hazardous cargo	QM/FSN/FHC	2 yrs
3.1.2	Proforma - permit for D.G..Class 1-9 (stat)	QM/FSN/FDG	2 yrs.
3.1.3	Dangerous goods declaration.	QM/FSN/FDD	2 yrs
3.1.4	Register of ships of Hazardous cargo	QM/FSN/RHC	3 yrs
3.1.5	General Diary	QM/FSN/RGD	3 yrs
3.1.6	International Maritime Dangerous goods code	QM/FSN/RIC	Permanent
3.1.7	Safety Regulations of Tuticorin Port Trust	QM/FSN/RRS	Permanent
3.1.8	Handbook - III	QM-HB-III	Not Applicable

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4.0	LIST OF REGISTERS	CODE NO	RETENTION PERIOD
4.1	Breathing Apparatus Register	QM/FSN/RBA	3 yrs
4.2	Complaint Register	QM/FSN/RCR	3 Yrs
4.3	Extinguisher Maintenance Register	QM/FSN/RFE	3 Yrs.
4.4	Fire call Register	QM/FSN/RFC	3 yrs
4.5	Fire Hydrant Register	QM/FSN/RFH	3 yrs
4.6	General Diary	QM/FSN/RGD	3 yrs
4.7	IMDG Code	QM/FSN/RIC	Permanent
4.8	Automatic Fire Alarm Register	QM/FSN/RAL	3 yrs
4.9	Mock Drill Register	QM/FSN/RMK	3 yrs
4.10	Register of ships of Hazardous cargo	QM/FSN/RHC	3 yrs
4.11	Safety Regulations of VOC Port Trust	QM/FSN/RRS	Permanent
4.12	Snag Register	QM/FSN/RSN	3 yrs
4.13	Stock Register	QM/FSN/RSS	3 yrs
4.14	T & P Register	QM/MAR/RTP	3 yrs
4.15	Vehicle Log Book	QM/FSN/RLB	3 yrs

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