

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

V.O.CHIDAMBARANAR PORT TRUST



PROCESS	MARINE DEPARTMENT
SECTION	MANUAL FOR FLOATING CRAFTS SECTION

ISSUE NO	: 00
DATE	: 05.08.17
APPROVED BY (WITH SIGN)	Sd/-(05.08.2017) Deputy Conservator

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LIST OF RECIPIENTS

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
1	Assistant Marine Officer	1

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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

The main work of Floating Crafts Division is assisting pilotage operations by providing tugs, launches and mooring boats.

Floating Crafts Division also caters to various services to customers such as water supply to ships by barge at anchorage, towing barges and cranes, towing of sailing vessels for lightening operations and other miscellaneous services.

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 provision of tugs and launches along with crew and mooring crew for pilotage operations within 40 minutes of communication from port signal station.

EMS

To maintain clean and pollution free port.

OHSAS

To ensure use of proper PPEs.

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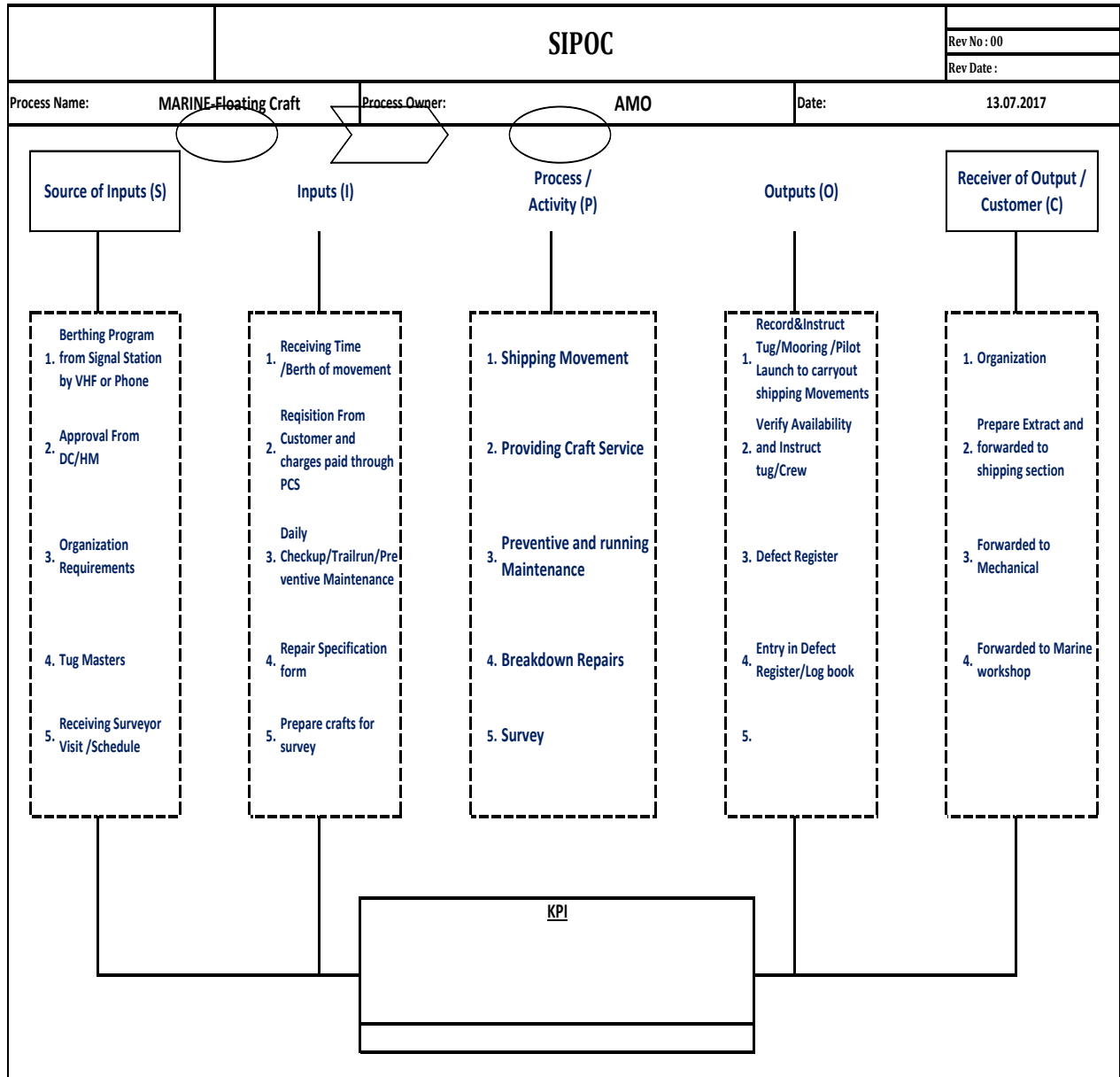
ABBREVIATIONS	
A/D	Accounts Department.
D.C	Deputy Conservator.
HM	Harbour Master.
Hrs.	Hours
M.T	Motor Tug
A.M.O	Assistant Marine Officer
SL.NO	Serial Number.
Yrs.	Years.
EDI	Electronic Data Interchange
AE	Assistant Engineer

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SIPOC



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Interested Parties	
4.2 Understanding the requirements of the Interested parties	
Interested Parties	Requirements
Mechanical Dept	Defect register
Marine workshop	Breakdown repairs
Organisation	Shipping movement
Tug master	Repairs specification form

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List of Crafts

FLOATING CRAFTS

Vessels Classified with I.R.S

1.1	45 Ton Bollard Pull Tug	1
1.2	32 Ton Bollard Pull Tug	1
1.3	Pilot Launch	3

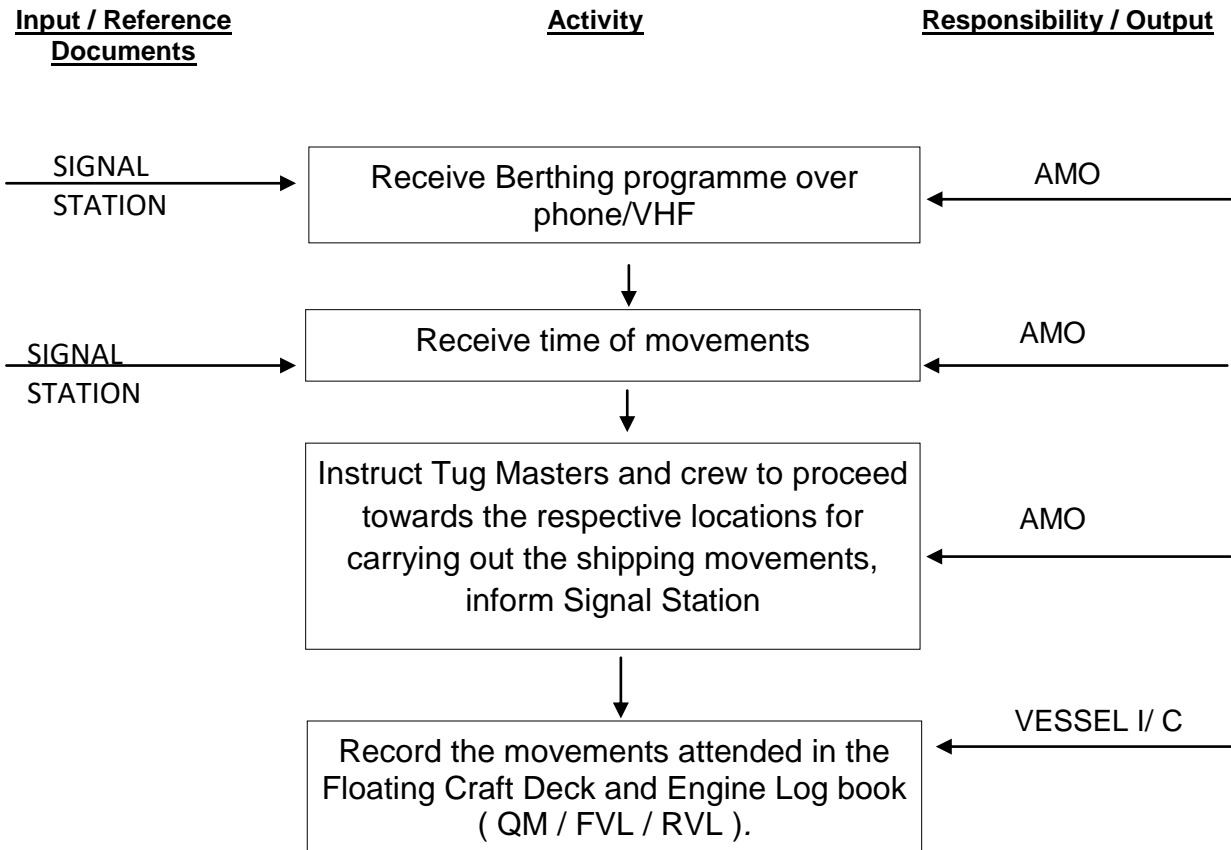
OTHER CRAFTS

1.4	Mooring Boat	2
1.5	Floating Crane	1

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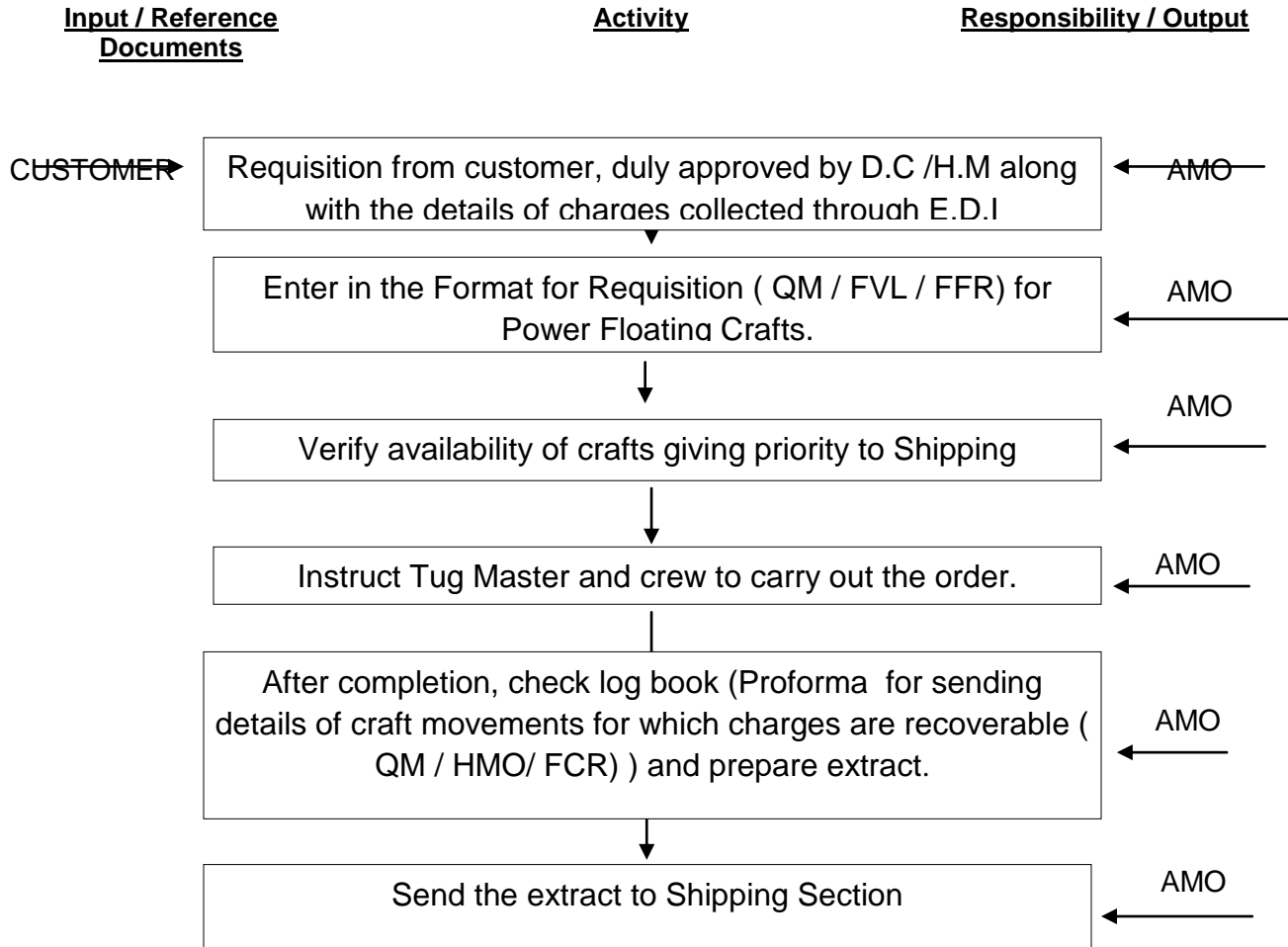
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SHIPPING MOVEMENTS



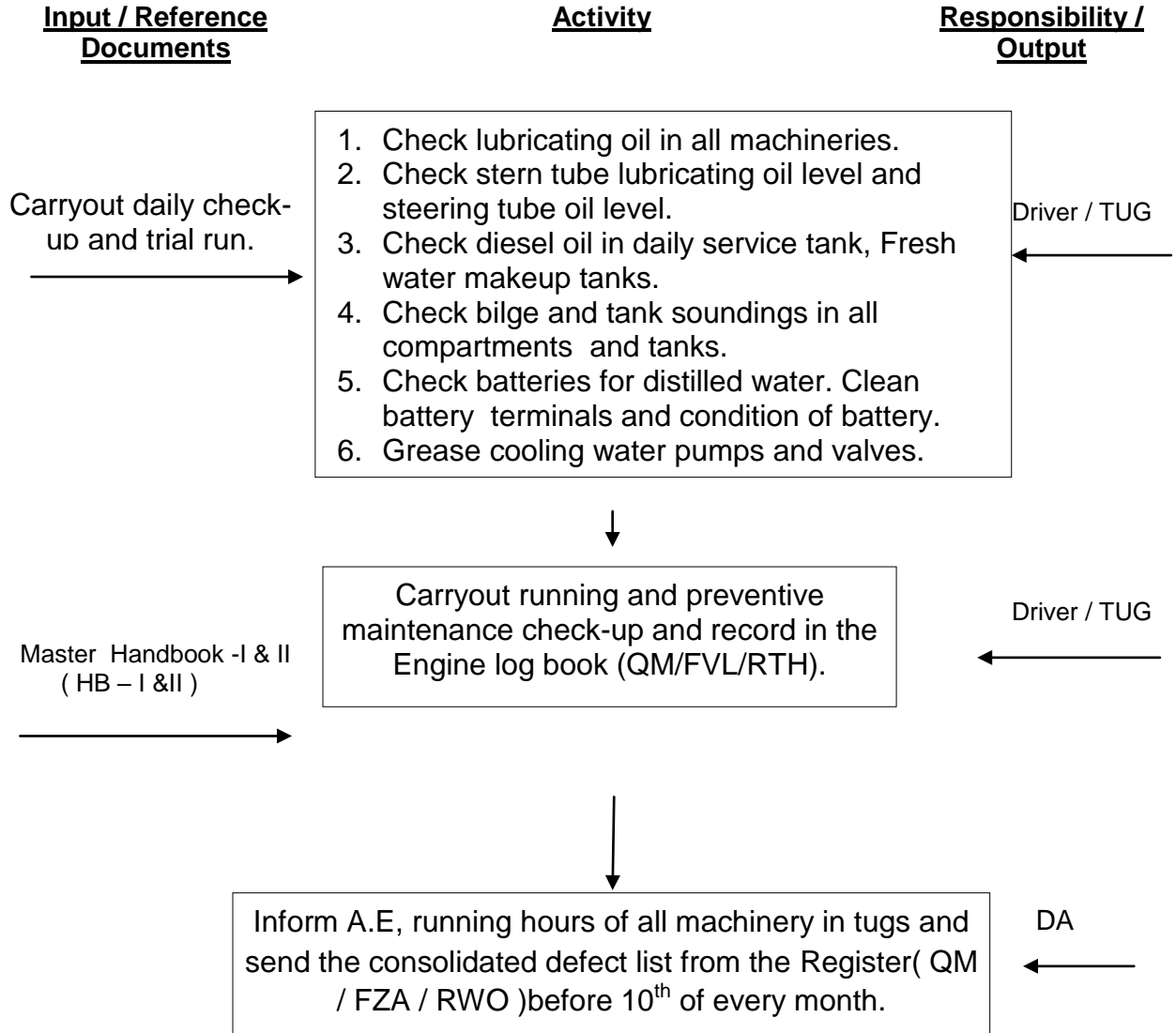
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Providing Craft Service



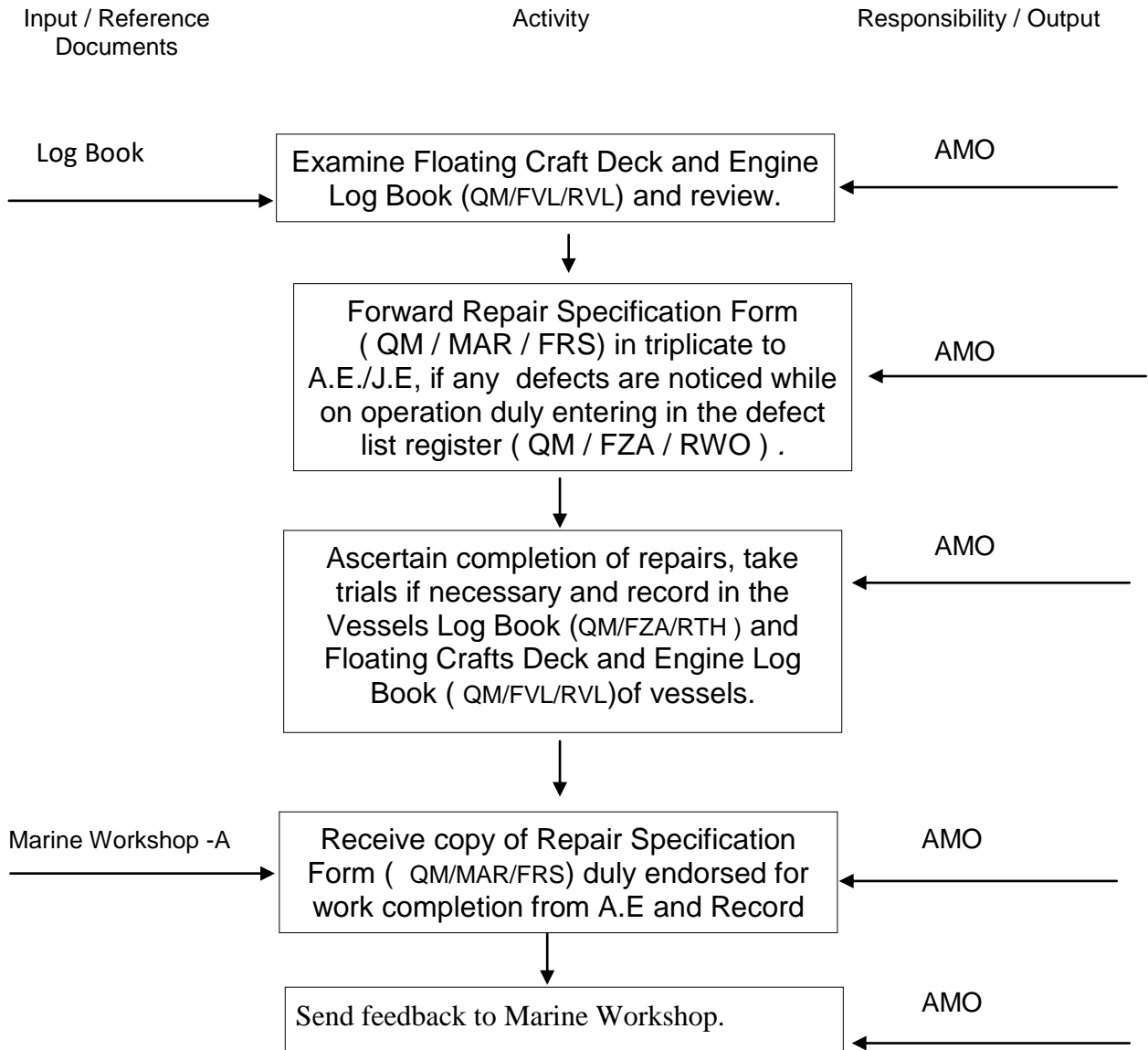
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RUNNING AND PREVENTIVE MAINTENANCE



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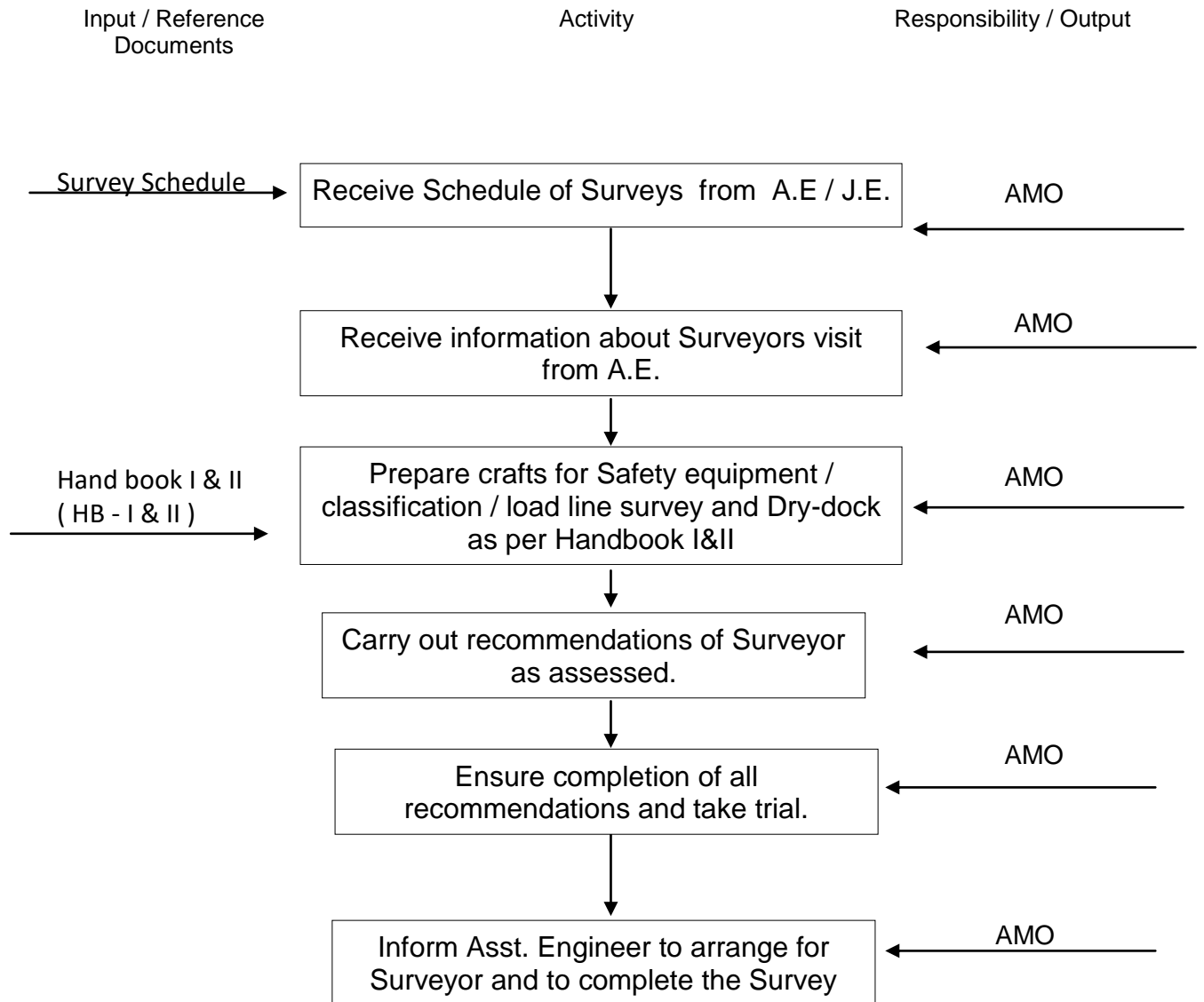
Breakdown Repairs



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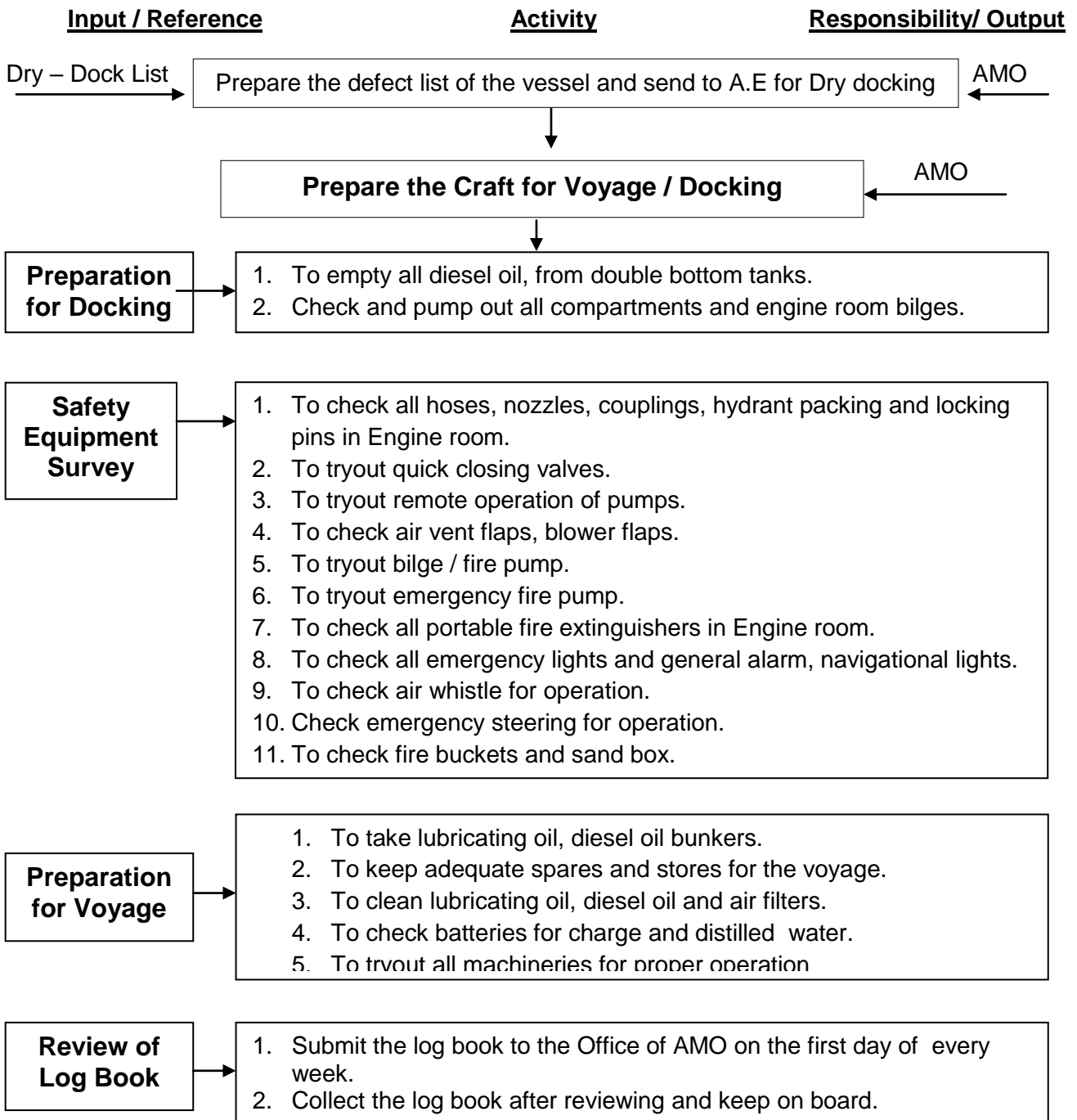
SURVEY



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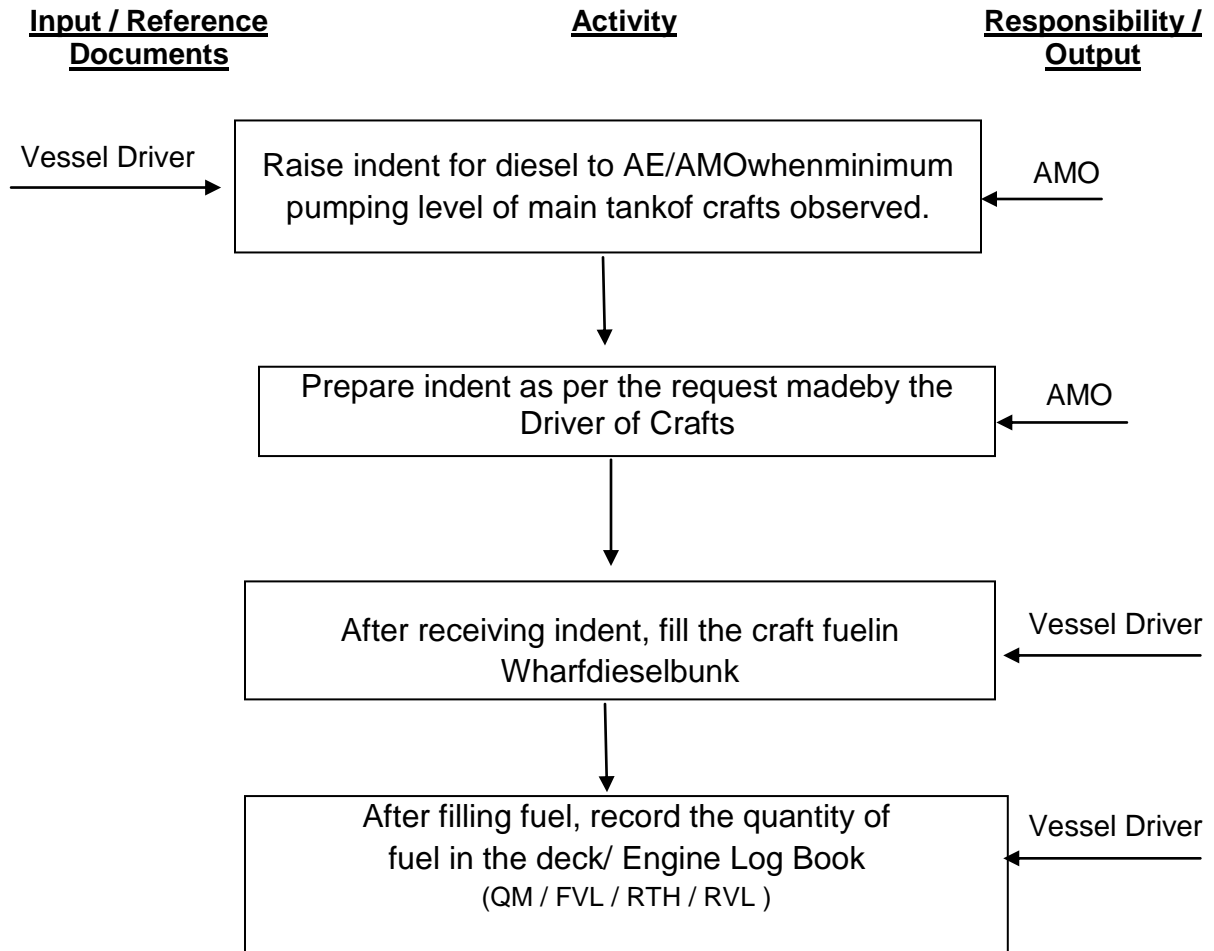
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Dry- Docking of Crafts



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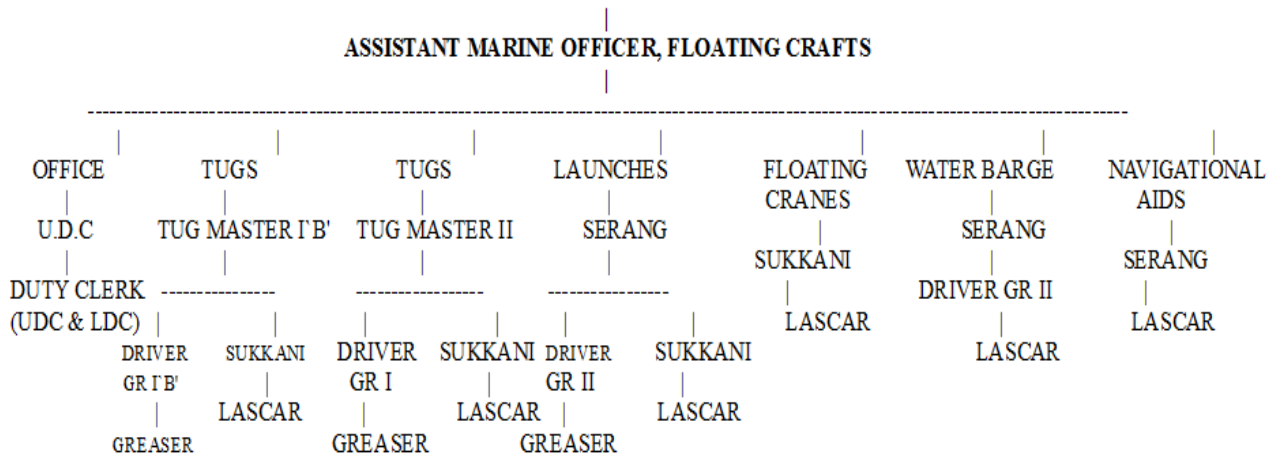
BUNKERING FLOATING CRAFTS



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ORGANISATION CHART



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RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
Dry Docking of crafts	Proper planning and execution
Tug Maintenance	Planned periodical maintenance
Pilot Launch Maintenance	Planned periodical maintenance
Mooring boat	Providing two launches

KEY PERFORMANCE INDICATOR:

To ensure provision of tugs and launches along with crew and mooring crew for pilotage operations within 40 minutes of communication from port signal station.

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.	Spillage / leakage of oil	Marine Pollution	OCP 4
2.	Spillage oil during bunkering	Marine Pollution	OCP 5
3	Generation / Disposal of Garbage	Contamination of Harbour Water & Land Area	OCP 6
4.	Emission of smoke	Air Pollution	OCP 1
5.	Noise Pollution	Health Hazard	OCP 9
6.	Consumption of Fuel	Reduction of Natural Resources	OCP 10
7.	Generation of waste oil	Hazardous	OCP 13

Reference Standard Requirement

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ISO 14001:2015, Clause: 6.1.1

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Hazard Identification, Risk Assessment and Controls

SI NO	HAZARD	RISK	CONTROL METHOD
1.	Breaching safety items	Human Injury	SOP-3
2.	Crafts & its lifting Appliances	Slips/Trips & Falls/Fatal accident	SOP-5, SOP-3
3.	Electrocution	Human Injury	SOP-1
4.	Fall from Heights	Human injury, Fatal accident	SOP-12,SOP-3

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LIST OF REGISTERS	CODE NO	RETENTION PERIOD
Defect list Register	QM/FZA/RWO	3 Yrs
Engine Log Book of vessels	QM/FVL/RTH	Life time of Craft
Floating crafts Deck and Engine Log Book	QM/FVL/RVL	Life time of craft
Stock Register	AM/FZA/RSS	3 Yrs
Handbook – I (For Drivers)	QM/HB-I	Permanent
Handbook – II (For Tug Masters)	QM/HB-II	Permanent
Complaint Register	QMR/DOC/RCR	3 Yrs
Tugs and Launches Control Register	QM/FVL./ROC	3 Yrs
LIST OF FORMATS:	CODE NO	RETENTION PERIOD
Repair Specification Form	QM/MAR/FRS	3 yrs.
Proforma for sending details of craft movements for which charges are recoverable.	QM/HMO/FCR	2 yrs.
Requisition for power floating crafts.	QM/FVL/FFR	2 yrs.
Survey Report Form	14-02-389	3 yrs.
Form for Survey reported stores.	14-02-382	3 yrs.
Stores indent	14-02-352	3 yrs.
Purchase Requisition	QMM/IVC/1	3 yrs.

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