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	Sd/-(05.08.2017)
(WITH SIGN)	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 I 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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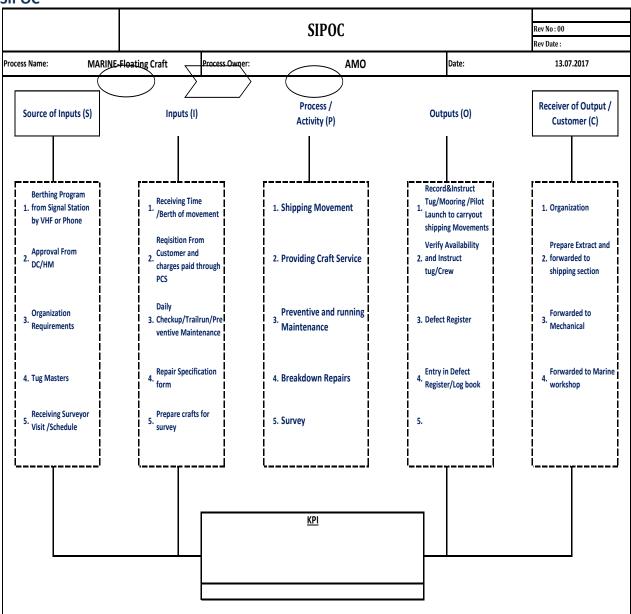
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ABBREVIATIONS		
A/D	Accounts Department.	
D.C	Deputy Conservator.	
НМ	Harbour Master.	
Hrs.	Hours	
M.T	Motor Tug	
A.M.O	Assistant Marine Officer	
SL.NO	Serial Number.	
Yrs.	Years.	
EDI	Electronic Data Interchange	
AE	Assistant Engineer	

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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 45 Ton Bollard Pull Tug 1.1 1 32 Ton Bollard Pull Tug 1.2 1 Pilot Launch 1.3 3 **OTHER CRAFTS Mooring Boat** 1.4 2 Floating Crane 1.5 1

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SHIPPING MOVEMENTS **Input / Reference Activity Responsibility / Output Documents** SIGNAL **AMO** Receive Berthing programme over **STATION** phone/VHF AMO Receive time of movements SIGNAL **STATION** Instruct Tug Masters and crew to proceed towards the respective locations for AMO carrying out the shipping movements, inform Signal Station VESSEL I/C Record the movements attended in the Floating Craft Deck and Engine Log book (QM/FVL/RVL).

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Providing Craft Service

Input / Reference Responsibility / Output **Activity Documents** Requisition from customer, duly approved by D.C /H.M along **CUSTOMER** AMO with the details of charges collected through E.D.I Enter in the Format for Requisition (QM / FVL / FFR) for AMO Power Floating Crafts. AMO Verify availability of crafts giving priority to Shipping **AMO** Instruct Tug Master and crew to carry out the order. After completion, check log book (Proforma for sending details of craft movements for which charges are recoverable (**AMO** QM / HMO/ FCR)) and prepare extract. **AMO** Send the extract to Shipping Section

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RUNNING AND PREVENTIVE MAINTENANCE

Input / Reference Responsibility / **Activity Documents** Output 1. Check lubricating oil in all machineries. 2. Check stern tube lubricating oil level and Carryout daily checksteering tube oil level. Driver / TUG up and trial run. 3. Check diesel oil in daily service tank, Fresh water makeup tanks. 4. Check bilge and tank soundings in all compartments and tanks. 5. Check batteries for distilled water. Clean battery terminals and condition of battery. 6. Grease cooling water pumps and valves. Carryout running and preventive Driver / TUG maintenance check-up and record in the Master Handbook -I & II Engine log book (QM/FVL/RTH). (HB – I &II) Inform A.E, running hours of all machinery in tugs and DA send the consolidated defect list from the Register(QM / FZA / RWO)before 10th of every month.

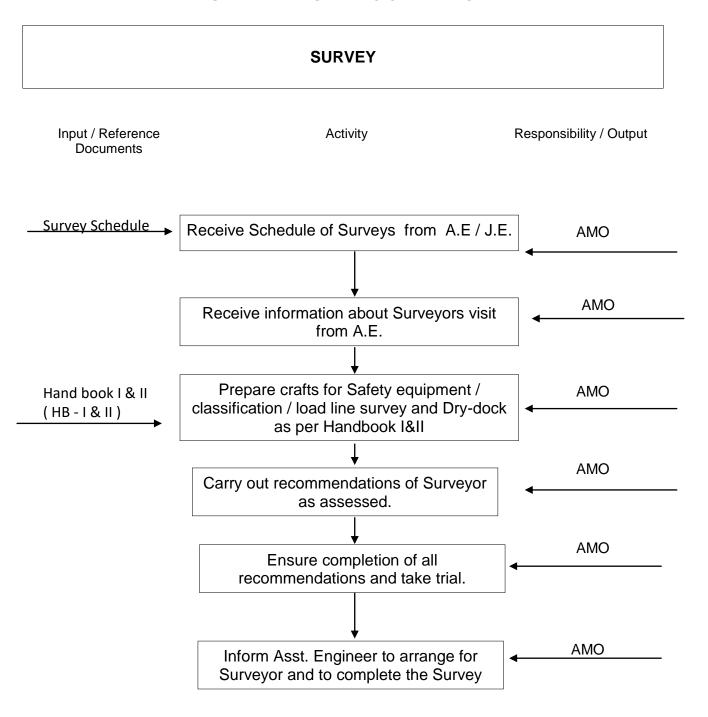
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Breakdown Repairs Input / Reference Activity Responsibility / Output **Documents AMO** Log Book Examine Floating Craft Deck and Engine Log Book (QM/FVL/RVL) and review. Forward Repair Specification Form (QM/MAR/FRS) in triplicate to **AMO** A.E./J.E, if any defects are noticed while on operation duly entering in the defect list register (QM / FZA / RWO). **AMO** Ascertain completion of repairs, take trials if necessary and record in the Vessels Log Book (QM/FZA/RTH) and Floating Crafts Deck and Engine Log Book (QM/FVL/RVL)of vessels. Receive copy of Repair Specification Marine Workshop -A **AMO** Form (QM/MAR/FRS) duly endorsed for work completion from A.E and Record AMO Send feedback to Marine Workshop.

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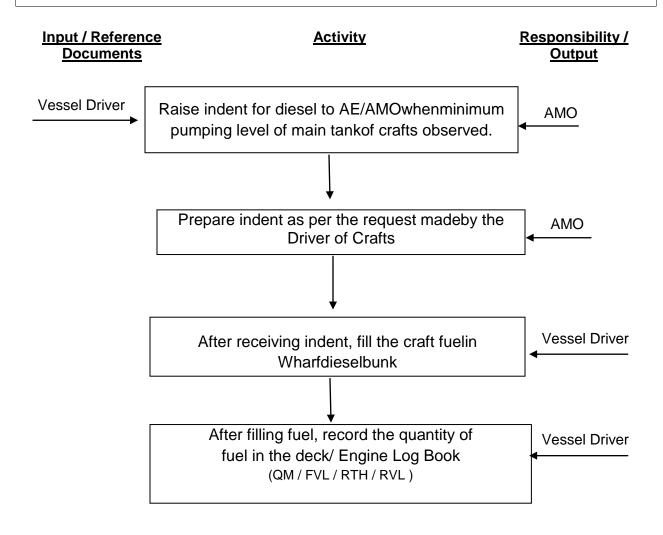
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Dry- Docking of Crafts Input / Reference Activity **Responsibility/ Output** Dry – Dock List AMO Prepare the defect list of the vessel and send to A.E for Dry docking AMO Prepare the Craft for Voyage / Docking **Preparation** 1. To empty all diesel oil, from double bottom tanks. for Docking 2. Check and pump out all compartments and engine room bilges. 1. To check all hoses, nozzles, couplings, hydrant packing and locking Safety **Equipment** pins in Engine room. Survey 2. To tryout quick closing valves. 3. To tryout remote operation of pumps. 4. To check air vent flaps, blower flaps. 5. To tryout bilge / fire pump. 6. To tryout emergency fire pump. 7. To check all portable fire extinguishers in Engine room. 8. To check all emergency lights and general alarm, navigational lights. 9. To check air whistle for operation. 10. Check emergency steering for operation. 11. To check fire buckets and sand box. 1. To take lubricating oil, diesel oil bunkers. 2. To keep adequate spares and stores for the voyage. **Preparation** 3. To clean lubricating oil, diesel oil and air filters. for Voyage 4. To check batteries for charge and distilled water. To tryout all machineries for proper operation **Review of** 1. Submit the log book to the Office of AMO on the first day of every Log Book week. 2. Collect the log book after reviewing and keep on board.

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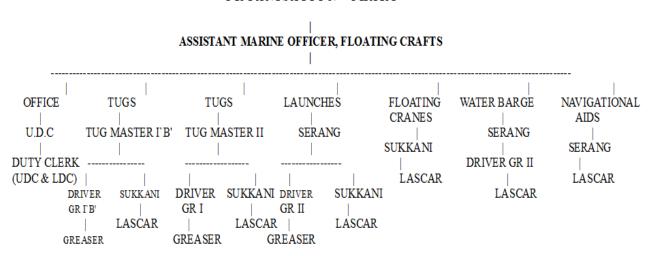
BUNKERING FLOATING CRAFTS



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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,

00	0.0.1.80.4.01.10 (0.0.0 = 0.1.1) 0.1.10. 0.41.01.1		
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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