

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

V.O.CHIDAMBARANAR PORT TRUST



PROCESS	MARINE DEPARTMENT
SECTION	MANUAL FOR METEOROLOGICAL OBSERVATORY SECTION

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

ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	

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
9	List of Equipments	10
10	Activities of Shipping Section	11
11	Organization Chart	17
12	Risk Assessment and Risk Treatment	18
13	Key Performance Indicator	18
14	Action to Address Risk and Opportunities	18
15	Hazard Identification, Risk Assessment and Controls	19
16	Common-Follow up action on Internal Audit and NCR, Follow up action on External Audit.	

ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

LIST OF RECIPIENTS

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
1	Scientific Assistant	1

ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

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)

ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SCOPE

Meteorological Observatory gives early warning about the bad weather and cyclones. It records and sends all weather data for the Meteorological Station at Chennai and also for the Port. It provides wind speed and directions to Port authority as and when required for safe shipping movements inside the Harbour area.

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: 05.08.17

APPROVED BY
Deputy Conservator

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

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 sending weather message through E-mail/ over phone before 0900 Hours and 1800 Hours to regional meteorological centre on everyday.

EMS

To maintain clean and pollution free port.

OHSAS

To ensure use of proper PPEs.

ISSUE NO: 00

DATE: 05.08.17

APPROVED BY
Deputy Conservator

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

ABBREVIATIONS

A.T.M	Assistant Traffic Manager
C.E	Chief Engineer
D.C	Deputy Conservator.
H.M	Harbour Master
I.M.D	India Meteorological Department
I.S.T	Indian Standard Time
M.M.R	Monthly Meteorological Register
MET	Meteorological Observatory
O.T.G.A	Observatory and Tide Gauge Attender
SL.NO	Serial Number.
S.A	Scientific Assistant
R.M.C	Regional Meteorological Centre.
W.T	Weather Telegram

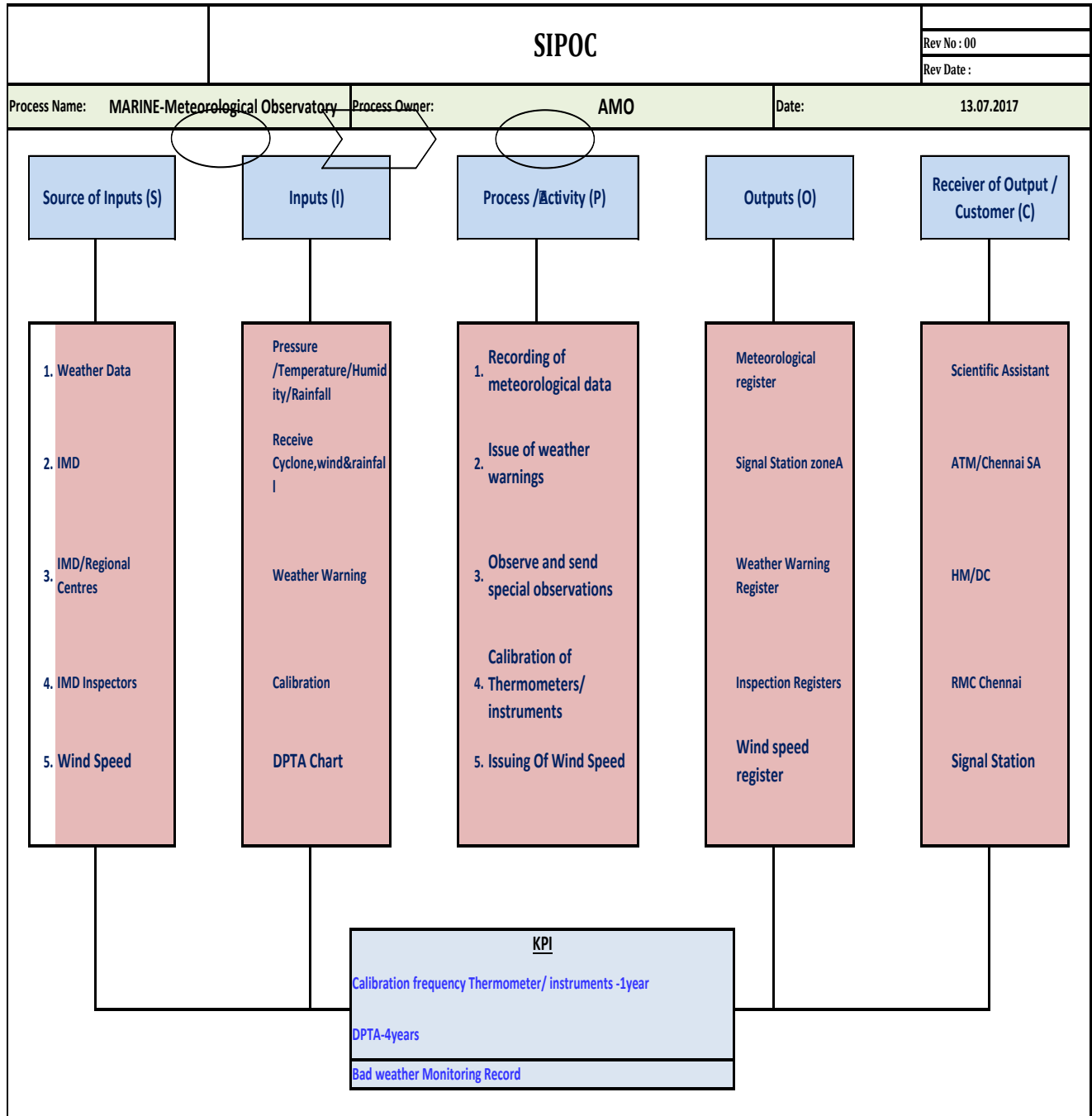
ISSUE NO: 00
DATE: 05.08.17

APPROVED BY
Deputy Conservator

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SIPOC



ISSUE NO: 00 DATE: 05.08.17	APPROVED BY Deputy Conservator
--	---

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
RMC Chennai	Calibration
ATM	Weather warnings
Signal Station	Weather warnings
HM/DC	Special Observations

ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

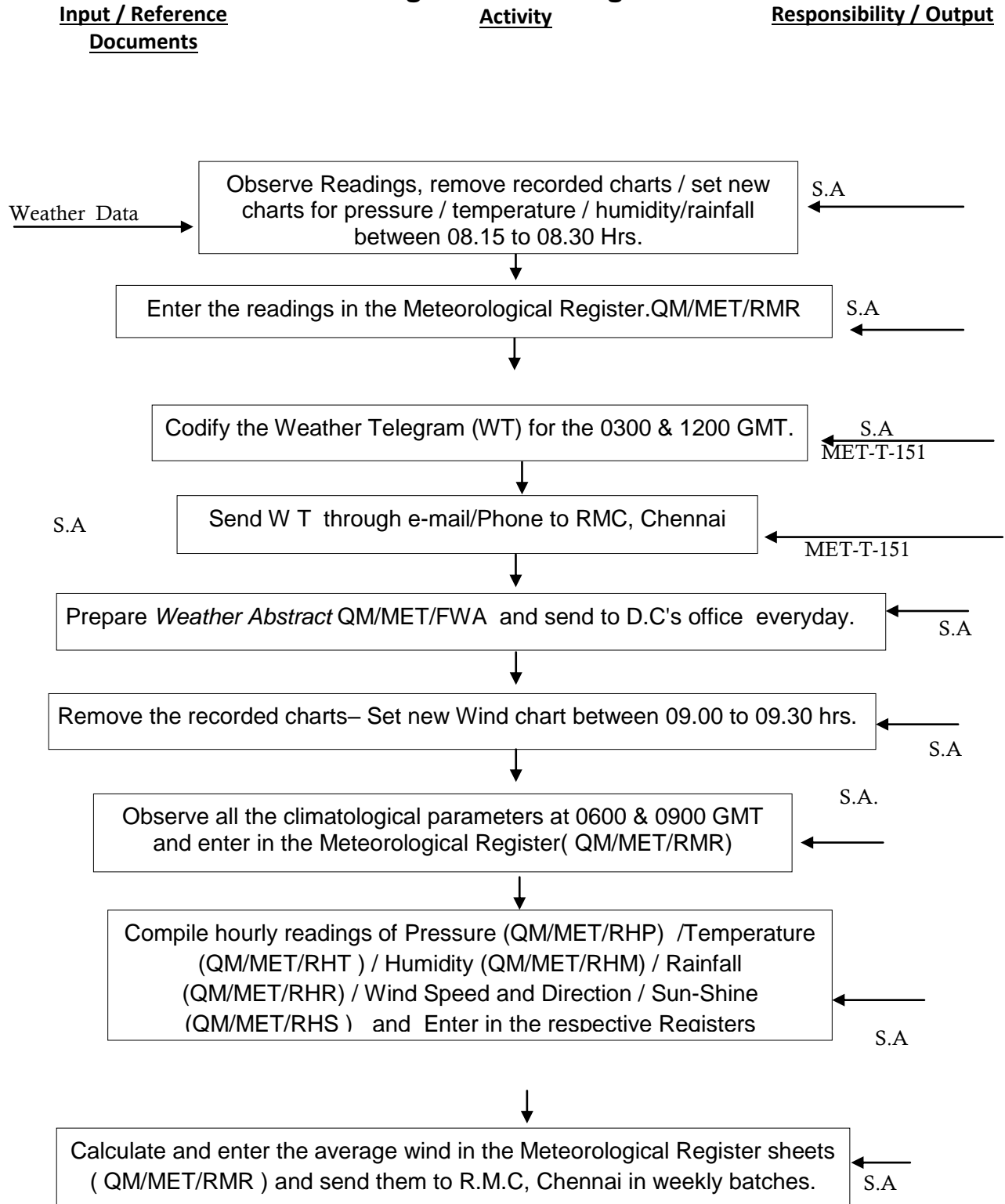
Sl.No.	List of Thermometers &Other Equipments	Nos.
1	Dry Bulb Thermometer	2
2	Wet Bulb Thermometer	2
3	Maximum Thermometer	2
4	Minimum Thermometer	2
5	Thermometer 0- 110 c	1
6	Hair Hygrograph	1
7	Dynes Pressure Tube Anemograph	1
8	Micro Barograph	1
9	Dry Thermograph	1
10	Ordinary Rain gauge	1
11	Self Recording Rain gauge	1
12	Sun Shine Recorder	1
13	Mercury Kew Pattern Barometer	1
14	Cup counter Anemometer	1
15	Wind Vane	1

ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

Recording of Meteorological Data



ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	

Recording of Meteorological Data

<u>Input / Reference Documents</u>	<u>Activity</u>	<u>Responsibility / Output</u>
------------------------------------	-----------------	--------------------------------



All recorded charts of Pressure /Temperature/Humidity / Rainfall / Wind / Sun-Shine and all the parameter copied in the respective Formats are (Met. -T-336, Met. -T-337, Met. -T-116, QM/MET/FSQ, QM/MET/FMP, QM/MET/FMS, QM/MET/FWA)	← S.A
---	-------



Send duplicate copies of weather telegrams MET-T-151 and <i>Meteorological Registers</i> (QM/MET/RMR) to R.M.C., Chennai, within first week of the successive month	← S.A
---	-------



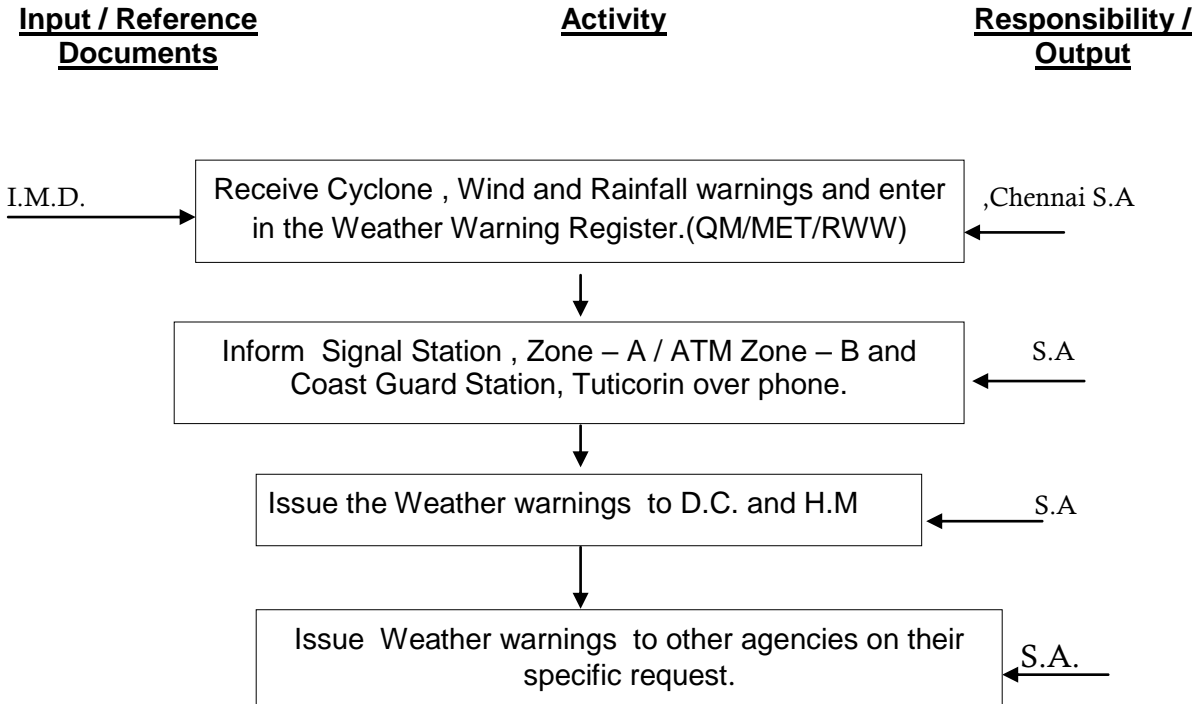
Send Meteorological Statistics to Engg. Dept.(Civil) every month.	← S.A.
---	--------



← S.A	Obtain feedback about correctness of all data sent during the year.	← MD,Del
-------	---	----------

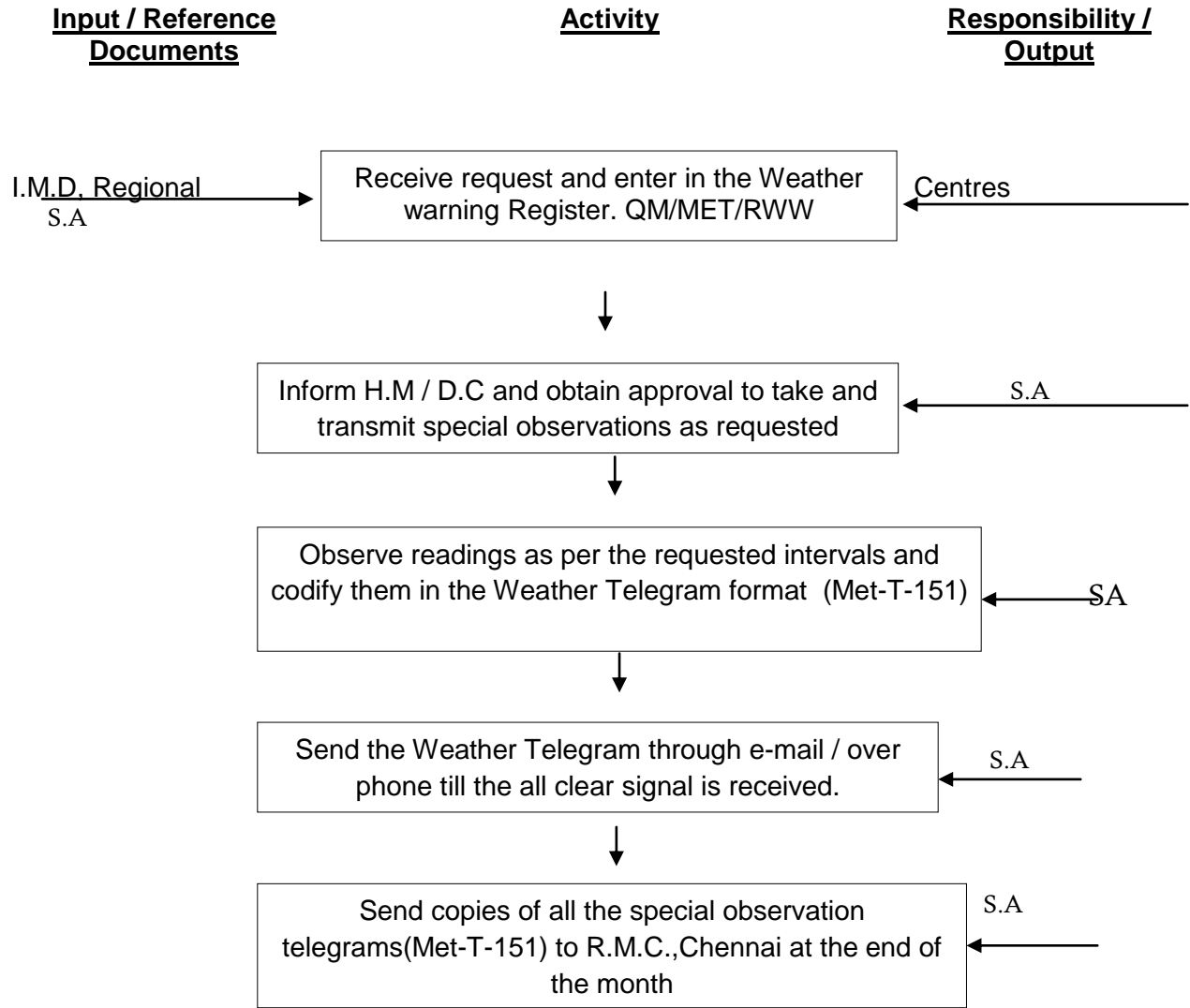
ISSUE NO: 00 DATE: 05.08.17	APPROVED BY Deputy Conservator
--------------------------------	-----------------------------------

Issue of Weather Warnings



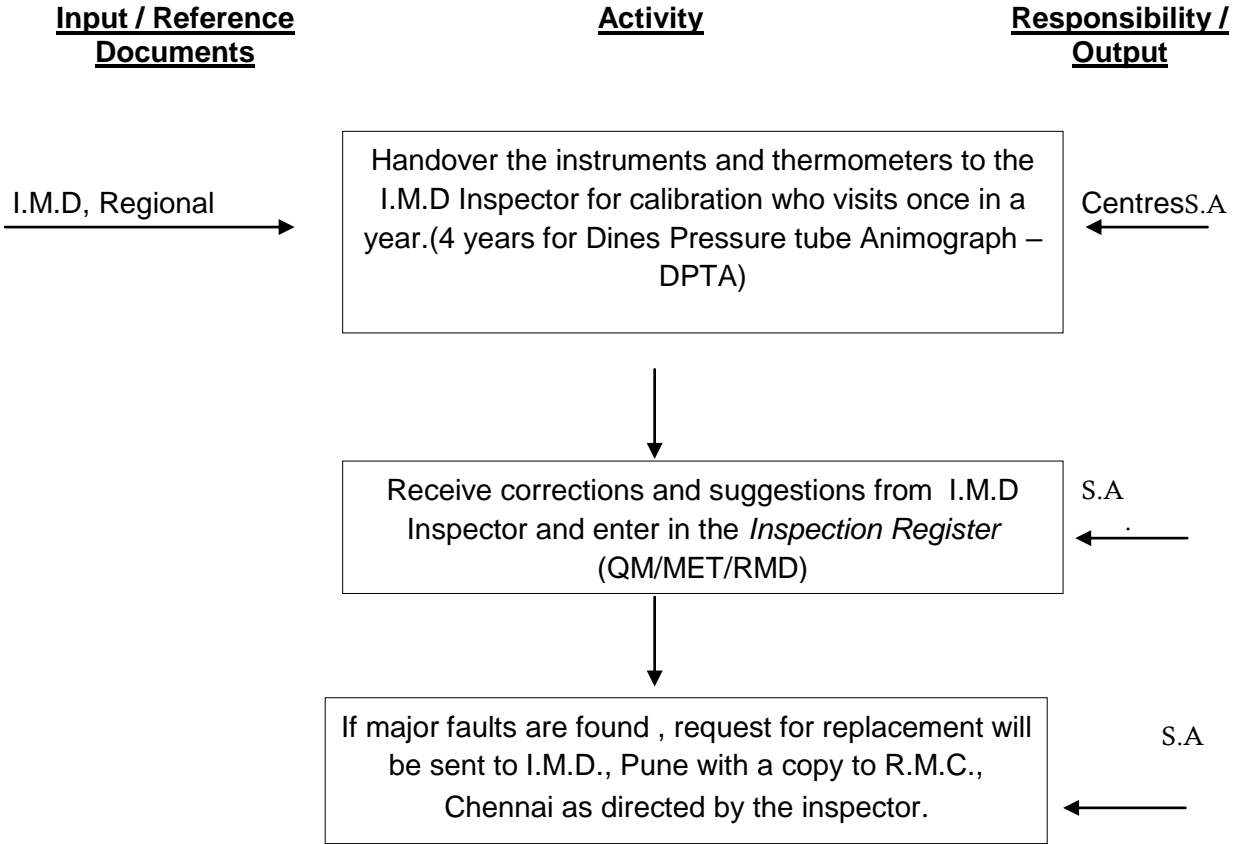
ISSUE NO: 00 DATE: 05.08.17	APPROVED BY Deputy Conservator
--	---

Observe and Send Special Observations



ISSUE NO: 00 DATE: 05.08.17	APPROVED BY Deputy Conservator
--	---

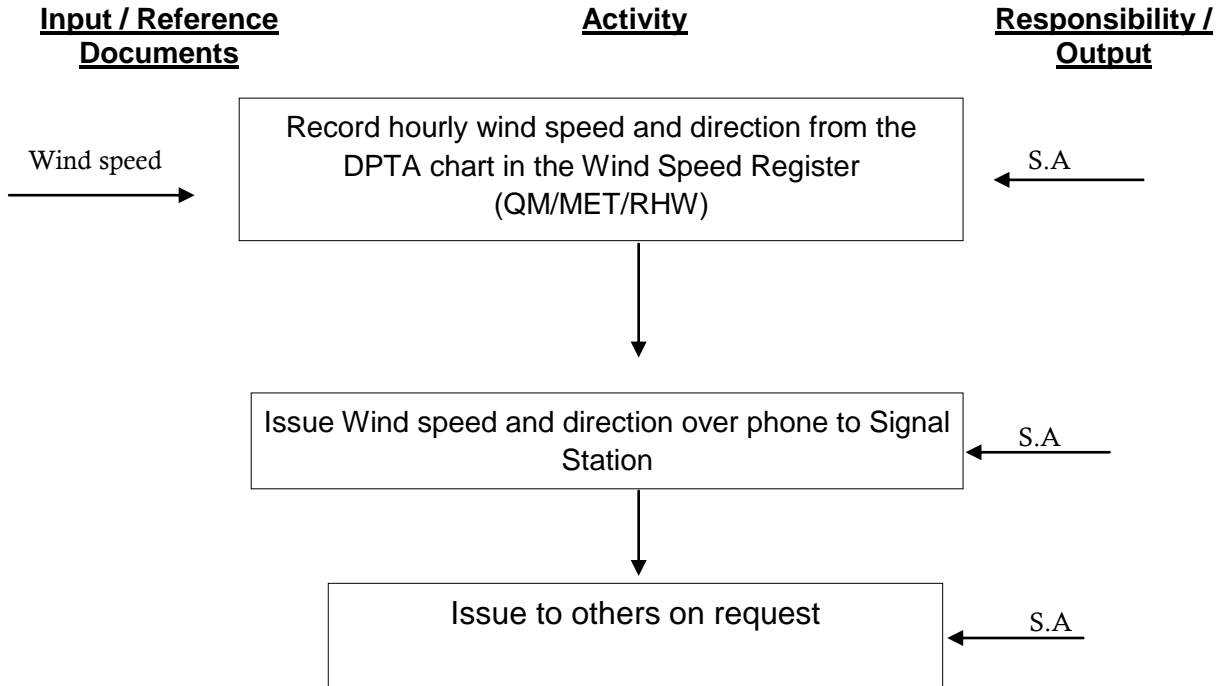
Calibration of Thermometers and Self Recording Instruments.



ISSUE NO: 00 DATE: 05.08.17	APPROVED BY Deputy Conservator
--	---

METEOROLOGICAL OBSERVATORY
(QM / MET)

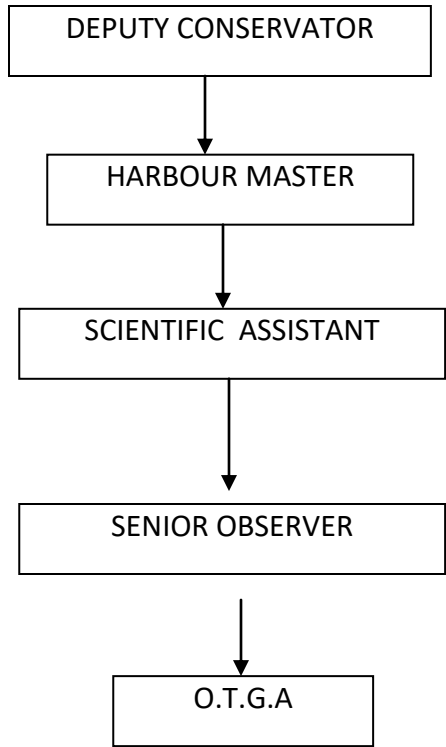
Issuing of Wind Speed.



ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	

ORGANISATION CHART

|



ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
Power Failure	Alternative sources to be provided

KEY PERFORMANCE INDICATOR:

To ensure sending weather message through E-mail/ over phone before 0900 Hours and 1800 Hours to regional meteorological centre on everyday.

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 of Natural Resources	-
2.	Noise Pollution	Health Hazard	OCP-9
3.	Emission of smoke	Air Pollution	OCP-1

Reference Standard Requirement

ISO 14001:2015, Clause: 6.1.1

ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	

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-03
2	Electrocution	Human Injury	SOP-01
3	Leakage of cartridge	Health Hazard	SOP-01
4	Tin Tag Puncturing	Human Injury	SOP-01
5	Dust	Health Hazard	SOP-03
6	Body joint pain	Human Injury	SOP-03
7	Slippery	Human Injury	SOP-03
8	Dust Emission	Respiratory Disorder	SOP-4

ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

ISSUE NO: 00	APPROVED BY Deputy Conservator
DATE: 05.08.17	