

V.O.CHIDAMBARANAR PORT TRUST  
INTEGRATED MANAGEMENT SYSTEM MANUAL

# V.O.CHIDAMBARANAR PORT TRUST



PROCESS	MARINE DEPARTMENT
SECTION	MANUAL FOR SHIPPING SECTION

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

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DATE: 05.08.17	

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## INTEGRATED MANAGEMENT SYSTEM MANUAL

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**LIST OF RECIPIENTS**

<b>SI.NO</b>	<b>NAME OF THE RECIPIENTS</b>	<b>CONTROLLED COPY NO</b>
1	Assistant Secretary	1
2	Superintendent/Head Clerk, Shipping	2

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### 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)

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### SCOPE

Shipping Section ensures to issue the certification of entry and clearance of vessels arrival/ departure and collection of craft hire charges on utilization.

### 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**

Ensure immediate issue of entry and clearance certificate when arrival/departure of vessels and collection of craft hire charges on utilization

**EMS**

To maintain clean and pollution free port.

**OHSAS**

To ensure use of proper PPEs.

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<b>ABBREVIATIONS</b>	
D.C	Deputy Conservator
H.M.	Harbour Master
A.S	Assistant Secretary
Supdt.	Superintendent
H.C	Head Clerk
U.D.C.	Upper Division Clerk
L.D.C	Lower Division Clerk
A.D	Accounts Department
E.D.I	Electronic Data Interchange
VOCPT.	V.O. Chidambaranar Port Trust

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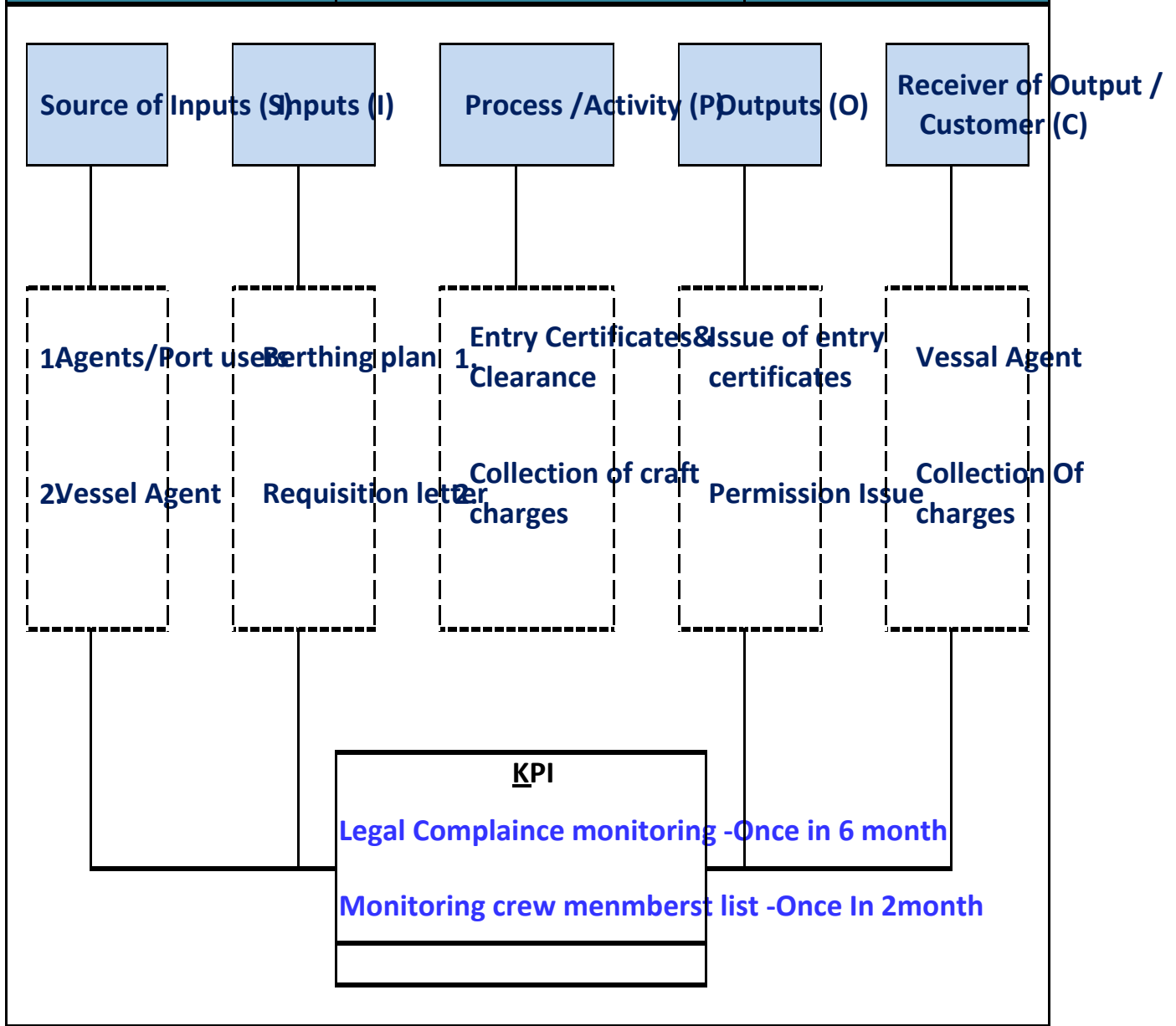
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### SIPOC

Process Name: MARINE-Shipping	Process Owner: DC	Date: 13.07.201
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<b>V.O.CHIDAMBARANAR Port Format No. VOC/IP, Issue No: 01, Date: 05.07.2017</b>	
<b>Interested Parties</b>	
<b>4.2 Understanding the requirements of the Interested parties</b>	
<b>Interested Parties</b>	<b>Requirements</b>
Agent, Port Users	Entry Certification & Clearance
Vessel Agent	Collection of craft charges

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### LIST OF MASTER DOCUMENTS

SI. No.	LIST OF MASTER DOCUMENTS	CODE NO
1	Procedure Manual for Deputy Conservator's office/Shipping Section	QM/DCO/SHIP
2	Craft Movement Register	QM/HMO/RCM
3	Entry/Clearance Certificate	QM/HMO/FSC
4	Proforma for sending details of craft movement for which charges are recoverable	QM/HMO/FCR
5	Indian Port's Act, 1908	QS/CDN
6	Major Port Trusts Act, 1963	QS/CDN
7	Scale of Rates	QA/CAO/SOR
8	Common – Control of Documents	QM/CCD
9	Common – Control of Records	QM/CCR
11	Common – Control of non-conforming service	QM/CNC
11	Common – Follow up action on Internal Audit and NCR , Follow up action on External Audit	QM/CIE
12	Common – Corrective Action	QM/CCA
13	Common – Preventive Action	QM/CPA

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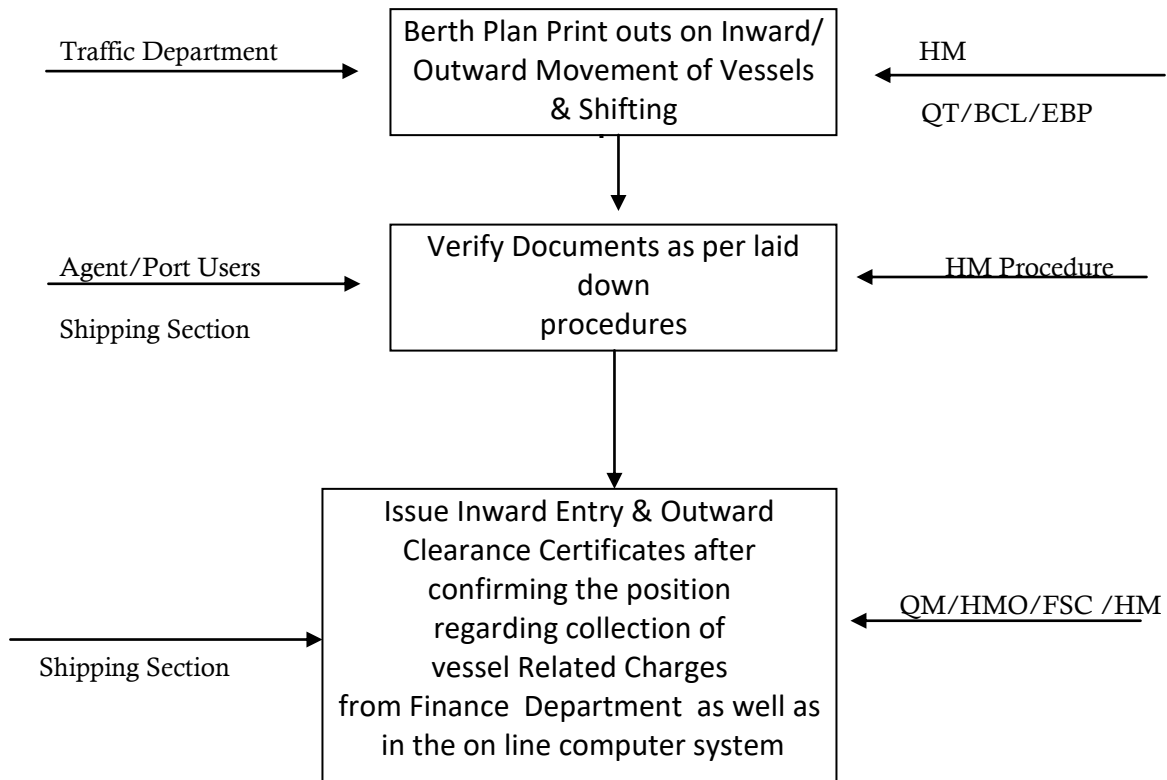
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Section : QM/SHIP	Title : Shipping Section
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Procedure	: QM/SHIP
Purpose	: To Issue Entry and Outward Clearance Certificates to Vessels
Reference	:
Authority & Responsibility	: The authority lies with the Deputy Conservator. The responsibility lies with the Harbour Master
Scope	: To Issue Entry and Outward Clearance Certificate to vessels.

1.0 Shipping : Issue of Entry & Clearance Certificates to vessels.

Input / Reference Documents	Activity	Responsibility / Output
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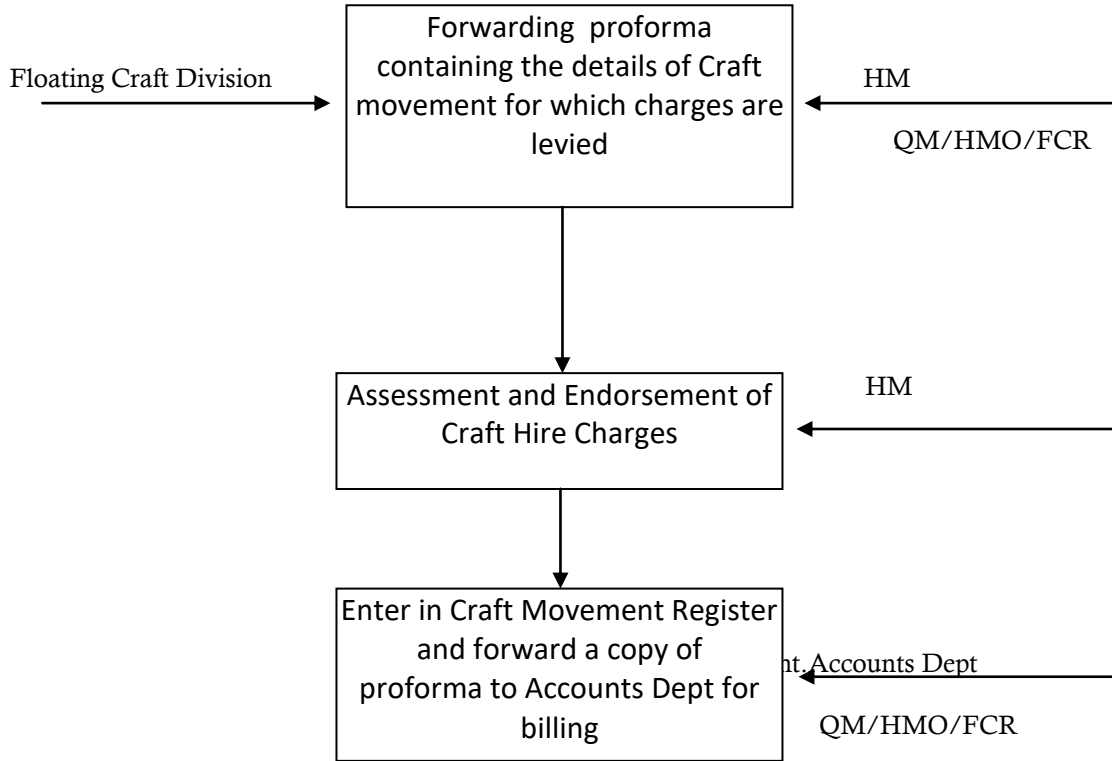


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Section : QM/SHIP	Title : Shipping Section
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- Collection of Craft Hire Charges:



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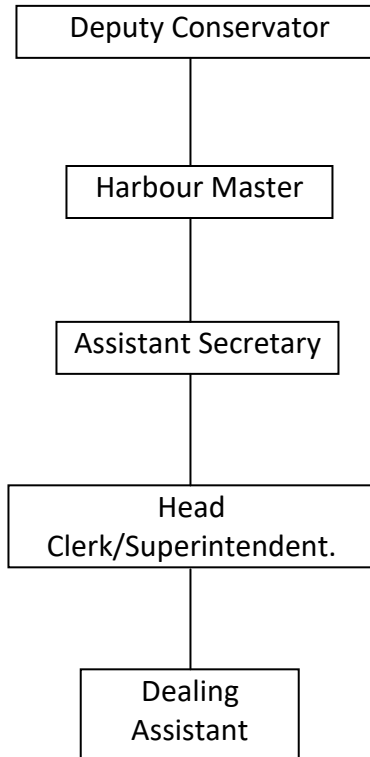
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SL. NO.	PROCEDURE	RESPONSIBILITY	AUTHORITY
1.0	SHIPPING SECTION		
1.1	On receipt of application/requisition from the Agent/Port Users and after verifying the documents with reference to International Maritime Organisation General Declaration (IMO-FAL-GD), Ship Movement (MO-MOST-SM) – (Annexure IV) and General Declaration (IMO-MOST-GD) – (Annexure IV) Cargo Declaration, Crew List, Passenger List in confirmation with collection of Vessel Related Charges paid through EDI in Accounts Department, Inward Entry Certificate & Outward Clearance Certificate are issued twice a day i.e. application/requisition received upto 1230 Hrs., Certificates are issued at 1330 hrs and in respect of applications received upto 1630 hrs., certificates are issued at 1730 hrs on the same day etc., based on Traffic Department's Berthing Plan, considering 24 hours time of leaving the vessel from Port. In holidays Inward Entry Certificates and Outward Clearance Certificates are issued at 1400 Hrs., in consolidated manner. In case of Emergency, Outward clearance certificate are issued immediately.	Dealing Assistant / Head Clerk/Supdt.	H.M
1.2	In case of Naval and Government Vessels, prepare data for Marine Charges and forward it to Accounts Department for final billing within four working days from the date of receipt of information from Signal Station.	Dealing Assistant / Head Clerk / Supdt.	H.M
	If the cargo is Furnace Oil, inform A/D to collect Oil Pollution Cess Charges when there is no valid certificate 3 (4) of Merchant Shipping (Levy of Oil Pollution Cess Rules)		
1.3	Received form QM/HMO/FCR from Floating Craft Division, Zone A for floating crafts spared for customers other than Shipping in duplicate. Assessment of Tug Hire Charges in the Online System through EDI from the Agents concerned and make entry in the Craft Movement Register. Forward a copy of the form QM/HMO/FCR to A/D within four working days for billing.	Dealing Assistant / Head Clerk / Supdt.	H.M

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## ORGANISATION CHART



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**RISK ASSESSMENT AND RISK TREATMENT**

RISK	CONTROL METHOD/PROCESS
Communication	Communication facilities should be improved

**KEY PERFORMANCE INDICATOR:**

Ensure immediate issue of entry and clearance certificate when arrival/departure of vessels and collection of craft hire charges on utilization

**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	Spreading of dust in the air	Air Pollution	OCP/06
2	Spreading of dust in the land	Health Hazard	OCP/06
3	Leakage of cargo into the sea	Water Pollution	OCP/06
4	Leakage	Water Pollution	OCP-18
5	Leakage in the land	Land Pollution	OCP-16
6	Spreading of spillage in the land	Land pollution	OCP-14

**Reference Standard Requirement**

ISO 14001:2015, Clause: 6.1.1

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**Hazard Identification, Risk Assessment and Controls**

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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

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