

V.O.CHIDAMBARANAR PORT TRUST  
INTEGRATED MANAGEMENT SYSTEM MANUAL

# V.O.CHIDAMBARANAR PORT TRUST



PROCESS	MARINE DEPARTMENT
SECTION	MANUAL FOR SIGNAL STATION

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

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# V.O.CHIDAMBARANAR PORT TRUST

## INTEGRATED MANAGEMENT SYSTEM MANUAL

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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**

<b>SI.NO</b>	<b>NAME OF THE RECIPIENTS</b>	<b>CONTROLLED COPY NO</b>
1	Signal Bosan.	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 Signal Station monitor the overall operations of pilotage and communications with various agencies of Shipping Agents, Floating Crafts Division, Pilots, Traffic Department etc. and coordinate the shipping operations in a smooth 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 vessel reporting readiness information to Floating Crafts/Pilot within 30 minutes

**EMS**

To maintain clean and pollution free port.

**OHSAS**

To ensure use of proper PPEs.

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### ABBREVIATIONS

D.C	Deputy Conservator.
H.M	Harbour Master.
L.O.A	Length Over All.
SL.NO	Serial Number.
ETA	Expected Time of Arrival
V.H.F	Very High Frequency.
Yrs.	Years.
VTMS	Vessel Traffic Management System
SB	Signal Bosan

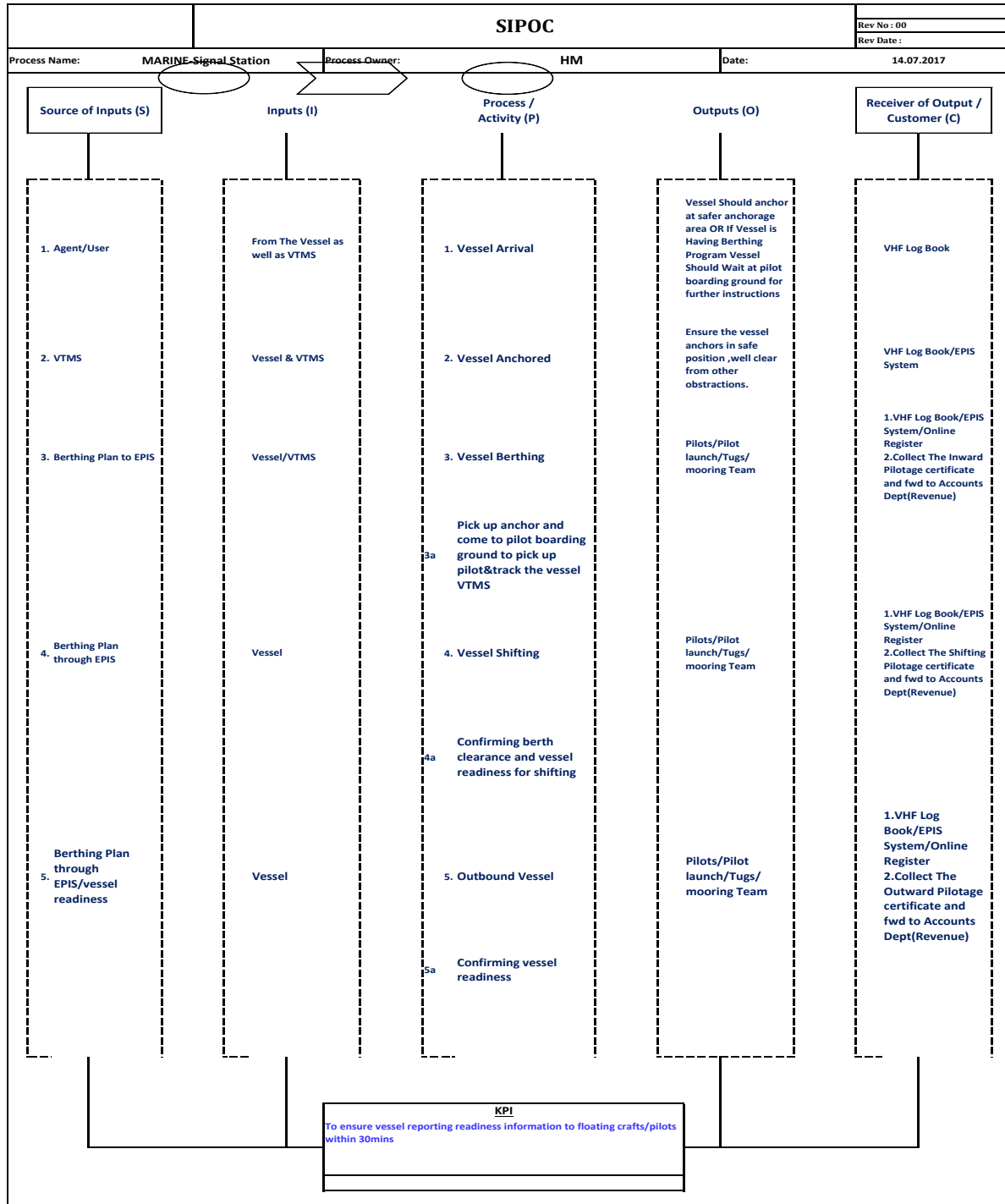
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### SIPOC



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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>
DC	Handling the vessel in distress, Weather forecast
HM	Handling the vessel in distress, Weather forecast
Agent/ User	Vessel anchor

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<b>SL.NO.</b>	<b>TITLE: LIST OF EQUIPMENT IN SIGNAL STATION</b>
1.0	SIGNAL STATION
1.1	V.H.F Equipment - 03 nos.
1.2	Vessel Traffic Management System

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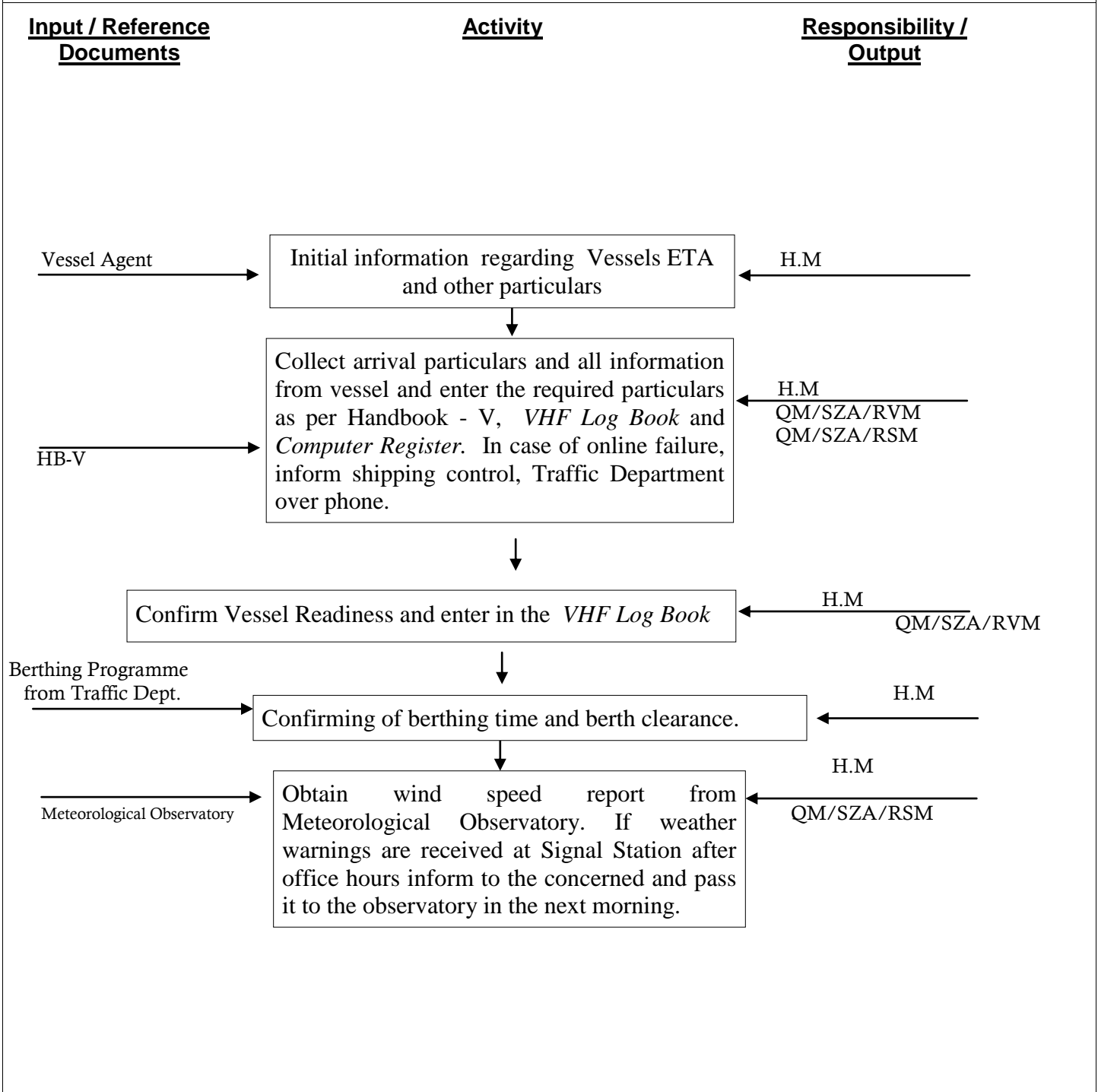
**LIST OF MASTER DOCUMENTS**

<b>Sl. No.</b>	<b>LIST OF MASTER DOCUMENTS</b>	<b>CODE NO</b>
1	Procedure Manual for Signal Station	QM/SZA
2	Handbook – V	HB-VIII
3	Common – Control of Documents	QM/CCD
4	Common – Control of Records	QM/CCR
5	Common – Control of non-conforming service	QM/CNC
6	Common – Follow up action on Internal Audit and NCR , Follow up action on External Audit	QM/CIE
7	Common – Corrective Action	QM/CCA
8	Common – Preventive Action	QM/CPA
9	VHF Log book	QM/SZA/RVM
10	Transit Light Register	QM/SZA/RLT
11	Inward Pilotage Certificate	QM/SZA/FPI
12	Outward Pilotage Certificate	QM/SZA/FPO
13	Pilotage Certificate for Shifting	QM/SZA/FPS
14	Service Feedback from Ship Master	QM/SZA/FSF
15	Register for Maintenance of VHF sets	QM/SZA/RMV
16	Computer Register	QM/SZA/RCR

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**Receiving and conveying information from and to Ship`s Master**



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**Receiving and conveying information from and to Ship`s Master**

<u>Input / Reference Documents</u>	<u>Activity</u>	<u>Responsibility / Output</u>
	Inform Pilot & Operations In-charge and enter in the <i>Register and VHF Log Book</i>	← <u>Pilot</u> QM/SZA/RSM
	Enter the required particulars with respect to Berthing / Unberthing / shifting operations in the <i>VHF log book &amp; Computer Register</i> .	← <u>H.M</u> QM/SZA/RVM & RCR
	Enter the required particulars in online system	← <u>SignalBosan</u>
	Forwarding Pilotage certificates to Accounts Department (Revenue)	← QM/SZA/FPI QM/SZA/FPO QM/SZA/FPS

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## Handling Vessels in distress

<u>Input / Reference Documents</u>	<u>Activity</u>	<u>Responsibility / Output</u>
Master of the vessel →	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Receive distress signal</div>	← Signal Bosan .
	↓	
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Convey the distress message to the competent authority.</div>	← D.C / H.M / SB.
	↓	
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Check the nature of distress and take appropriate action.</div>	← D.C / H.M

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Breakdown maintenance of VHF Sets

Input / Reference Documents

Activity

Responsibility / Output

Prepare Defect List and enter in the Register for Maintenance of VHF Sets

Signal Bosan  
←  
QM/SZA/RMV

Inform the Supplier / Contractor for Repair/Service.

Signal Bosan /HM  
←

Authenticate the work done by issuing a certificate

Signal Bosan /HM  
←

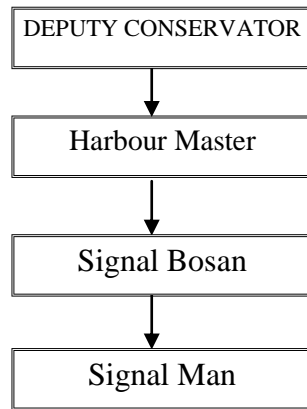
Analyse the performance and record.

Signal Bosan /HM  
←  
QM/SZA/RMV

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## ORGANISATION CHART



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### RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
VTMS Maintenance	Planned periodical Maintenance
Dust in Signal Station	Planned periodical Maintenance

### KEY PERFORMANCE INDICATOR:

To ensure vessel reporting readiness information to Floating Crafts/Pilot within 10 minutes

### 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

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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-3
2.	Electrocution	Human Injury	SOP-1
3.	Dust	Health Hazard	SOP-3
4	Body Joint pain	Human Injury	SOP-3
5.	Slippery	Human Injury	SOP-3
6.	Dust Emission	Respiratory Disorder	SOP-4

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### LIST OF REGISTERS

LIST OF REGISTERS	CODE NO	RETENTION PERIOD
T & P Register	QM/MAR/RTP	Permanent
Transit Light Register	QM/SZA/RLT	5 years.
VHF Log Book	QM/SZA/RVM	5 years.
Computer Register	QM/SZA/RCR	5 years.
LIST OF FORMATS	CODE NO.	RETENTION PERIOD
Inward Pilotage Certificate	QM/SZA/FPI	Not applicable as the copies are not retained
Outward Pilotage Certificate	QM/SZA/FPO	"
Pilotage Certificate for Shifting	QM/SZA/FPS	"
Service Feedback from Ship Master	QM/SZA/FSF	1 year

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### LIST OF REGISTERS

Sl.No.	LIST OF REGISTERS:	CODE NO.	RETENTION PERIOD
1	Pollution Charges Register	QM/PCC/RPC	3 years.
2	General Diary	QM/FSN/RGD	3 years

Sl.No.	LIST OF FORMATS :	CODE NO.
1	Pollution Report Form	QM/PCC/FPR

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