

**V.O. CHIDAMBARANAR PORT TRUST
MARINE DEPARTMENT**

DEPARTMENTAL MANUAL

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MARINE DEPARTMENT**

DEPARTMENTAL MANUAL

Procedure: QM/HB 1	LIST OF RECIPIENTS OF DEPARTMENTAL MANUAL
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SL.NO.	Name of Recipient	Controlled Copy No.
	Drivers of the following Tugs and Launches	
1	M.T.Tuticorin	1
2	M.T. Thiruvalluvar	2
3	M.T. Musal	3
4	M.L.Tuticorin	4
5	M.L.Nallathanni	5
6	M.B.Veena	6
7	M.B.Meera	7
8	F.C.Bharathi	8
9	AMO, Floating Crafts	9
10	Assistant Engineer	10

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MARINE DEPARTMENT
REVISION SHEET**

DOCUMENT NAME	Departmental manual
CODE	QM

No.	Issue No.	Date	Reason for revision	HOD/ MR
1	1 to 6	14.9.95, 25.10.95, 27.11.95, 01.03.96, 15.10.97, 18.01.01	Relates to ISO 9002 – 1994 Standards	
2	7	25.07.02	Complete revision due switching over to ISO 9001-2000	
3	8	03.02.02	Complete revision due to large number of revisions	
4	9	31.08.09	Complete Revision due switching over to ISO 9001:2008 standards	
5	10	15.02.12	Complete revision due to renaming the Tuticorin Port Trust as V.O.Chidambaranar Port Trust	
6	11	17/2/2015	Complete revision due to implementing the ERP/SAP system	

2.REVISION STATUS OF ISSUE

Sl. No.	PAGE	REVISION	No.	DATE	REASON	HOD/MR

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**HAND BOOK I
(for Drivers)**

Floating Crafts Maintenance:

I. Daily Checkups :

1. Check lubricating oil in all machineries.
2. Check stern tube lubricating oil level and steering tube oil level.
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.

II. 100 - 125 Hour Routine:

1. Clean diesel oil, air filters and bilge strainers.
2. Check / replenish Turbo charger oil level.

III. 250 – 300 Hour Routine :

1. Clean diesel oil air filter and bilge strainers.
2. Clean all lubricating oil filters.
3. Check / replenish Turbo Charger oil level.

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IV. 500 - 600 Hour Routine:

1. To clean/ renew diesel oil, lubricating oil filters.
2. To clean Turbo charger air filters.
3. To check/ renew gland packing of valves and oil stern tube.
4. Renew oil in the Turbo charger.

V. Weekly maintenance: (for high power Tugs)

Check items from I to II under safety equipment survey.

ANNUAL CLASSIFICATION / LOAD LINE SURVEY

1. To tryout bilge / fire pump with hose and nozzle on deck.
2. To tryout emergency fire pump.
3. To tryout quick closing valves and remote operation of lubricating oil, diesel oil pump and blowers.
4. To tryout communication between Wheel House and Engine Room, Wheel House and steering gear compartment.
5. To check and rectify all fire hydrant valves and locking arrangements.
6. To check all portable fire extinguishers for charging.
7. To check all emergency lights and general alarm.
8. To check up air compressor and air bottle relief valves for proper operation.
9. To check air whistle for proper operation.
10. Main switch board insulation mat to be checked.

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PREPARATION FOR DOCKING

1. To empty all diesel oil, from double bottom tanks.
2. Check and pump out all compartments and engine room bilges.

Safety Equipment Survey

1. To check all hoses, nozzles, couplings, hydrant packing and locking pins in Engine room.
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.

PREPARATION FOR VOYAGE

1. To take lubricating oil, diesel oil bunkers.
2. To keep adequate spares and stores for the voyage.
3. To clean lubricating oil, diesel oil and air filters.
4. To check batteries for charge and distilled water.
5. To tryout all machineries for proper operation.

REVIEW OF LOG BOOK

1. Submit the log book to the Office of AMO on the first day of every week.
2. Collect the log book after reviewing and keep on board.

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