

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

DEPARTMENTAL MANUAL

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MARINE DEPARTMENT**

DEPARTMENTAL MANUAL

Procedure: QM/HB-II	LIST OF RECIPIENTS OF DEPARTMENTAL MANUAL
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SL.NO.	Name of Recipient	Controlled Copy No.
	Tug Masters 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 , Marine Zone A	10

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**VO.CHIDAMBARANAR PORT TRUST
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	30.08.09	Complete revision due to switching over to ISO-9001-2008 standards Internal audit	
5	10	15.02.12	Complete revision due to renaming the Tuticorin Port Trust as V.O.Chidambaranar Port Trust	
6	11	17.5.2015	Complete revision due to implementing ERP/SAP system	

2.REVISION STATUS OF ISSUE

Sl. No.	PAGE	REVISION	No.	DATE	REASON	HOD/M R

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HAND BOOK-II
(For Tug Masters)

I. Daily Checkups:

1. Check operation of navigational lights.
2. Check fresh water tank soundings.
3. Check engine room telegraph and steering for its working.
4. Check mooring ropes for proper lashing.

II. Weekly routine Engine driver / Tug Master:

1. To check fire pump with hose and nozzles.
2. To check up windlass for it's operation.
3. To check all water tight doors, emergency escape doors, sky light doors for proper closing and opening.
4. To check emergency steering system and navigatial lights
5. To grease all greasing points.

III. ANNUAL LOAD LINE / CLASSIFICATION SURVEY

1. To check all navigational lights and alarm for the same.
2. To check steering and emergency steering.
3. To check operation of windlass.

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4. To check water tightness of all water tight doors, hatch covers, emergency escape doors, butterfly bolts and nuts etc. To mark the open and close position.
5. To check all blower and ventilator flaps and mark open / close positions.
6. To tryout emergency fire pump with hose and nozzles.
7. To check all air vent pipes and wire meshes of all tanks and compartments.
8. To check water tight door packing for all water tight doors, and hatch covers, emergency escape doors.
9. To chip and paint load line marking.

IV. PREPARATION FOR DRY DOCKING

1. To empty fresh water tanks.
2. To remove all tyre fenders except one on each side.
3. To remove all loose stores, ropes and other materials from all compartments and stores.

V. SAFETY EQUIPMENT SURVEY

1. Life boat to lower, boat hook and all access check, falls to check / renew.
2. a) All shapes, signs and pilot ladlers to check.
b) Rockets to check for validity.
3. a) General alarm to be tried out.
b) Ship's bell, fog horn to check.
4. Navigational lights and alarm to check. All standby lamps to check.
5. All portable fire extinguishers to be checked for validity.

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6. To check air whistle for operation.
7. To check steering and emergency steering for operation.
8. Aldis lamp to check operation.
9. All hoses, nozzles, couplings to check.
10. Breathing apparatus, fire man's outfit and safety lamp to check.
11. Life rafts, life buoy, life jackets to check.
12. To check international shore coupling.
13. Check and provide fire fighting plan in the accommodation.

VI. VOYAGE PREPARATION

1. To keep all ship's documents and crew list on board.
2. To keep all navigational aids and charts ready on board.
3. To keep all spare charges for fire extinguishers on board.
4. All cabins to clean and keep ready for voyage.
5. Check for spare navigational light bulb and Aldis lamp bulb.
6. To remove all tyre fenders from ship side.
7. To clean the life boat, check the falls and all life boat accessories.
8. To tie up life raft, life buoys in place. To keep life jackets in respective cabins.
9. To check for steering and emergency steering and main engine controls.
10. All decks to be cleared of loose materials and lashing of oil drums to be done. Scuppers to be cleaned.

VII. 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 onboard.

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