

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

**DEPARTMENTAL MANUAL**

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<b>Procedure: QM/HB-III</b>	<b>LIST OF RECIPIENTS OF DEPARTMENTAL MANUAL</b>
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SL.NO.	Name of Recipient	Controlled Copy No.
1	Fire & Assistant Safety Officer	1
2	Assistant Fire Officer (Fire Station South)	2
3	Safety Inspector (Fire Station North)	3

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REVISION SHEET**

<b>DOCUMENT NAME</b>	<b>Departmental manual</b>
<b>CODE</b>	<b>QMHB III</b>

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 to switching over to ISO 9001-2002 standards Internal Audit	
5	10.	15.02.12	Complete revision due to renaming of the then Tuticorin Port Trust as V.O.Chidambaranar Port Trust.	
6	11	17.2.2015	Complete revision due implementing ERP/SAP system	

**2.REVISION STATUS OF ISSUE**

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

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HAND BOOK III**

**I. MAINTENANCE OF FIRE EXTINGUISHERS**

**1. WATER CARBON-DI-OXIDE**

Routine maintenance :

- a) Clean the discharge nozzle and the container once in a month.
- b) Remove the cap assembly and take out the CO<sub>2</sub> gas cartridge and weigh the gas cartridge, if found 10% of the gas is less, send for recharging.
- c) Repaint, re-charge once in a year with the date of charge marked on the extinguisher.
- d) As and when found empty for various reasons, charge it immediately with the date of charge marked on the extinguisher.
- e) Hydraulic Pressure test to be carried out once in five years.

**2. MECHANICAL FOAM EXTINGUISHER (Aquous Film Forming Foam)**

Routine maintenance .

- a) Clean, discharge hose and nozzle and container once in a month.
- b) Remove the cap assembly and take out the CO<sub>2</sub> gas cartridge and weigh the gas cartridge, if found 10% of the gas is less, send for recharging.
- c) Repaint, re-charge once in a year with the date of charge marked on the extinguisher.
- d) As and when found empty for various reasons, recharge it immediately with the date of charge marked on the extinguisher.
- e) Hydraulic pressure test to be carried out once in five years.

**3. DRY CHEMICAL POWDER**

Routine maintenance

- a) Remove the cap assembly and take out the Co<sub>2</sub> Gas cartridge and weigh the gas cylinder. If found 10% of the gas is less send for recharging. Take out the Chemical Powder dry it and again fill in as per the capacity of Fire Extinguisher once in 3 months.
- b) Clean the discharge hose and nozzle once in three months and ensure free flow of dry powder through the discharge hose and nozzle.
- c) Replace the gas cartridges once in five years with replacement of powder after proper weighing of gas cartridges and powder or as and when found necessary.

**4. CO<sup>2</sup> EXTINGUISHERS**

Routine maintenance :

- a) Clean hose and nozzle / horn .
- b) Weigh the Co<sub>2</sub> extinguisher once in three months with proper marking of the tare weight and gross weight. Recharge if the weight less by 10%
- c) Send the extinguisher for re-charging as and when found empty or 10% of the gas is
- d) Re-charge the extinguisher once in five years, after Hydraulic pressure test.

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**II. MAINTENANCE OF BREATHING APPARATUS (ONCE IN 15 DAYS)**

1. Fix the cylinder in B.A. set
2. Check the main valve for its proper function.
3. Check the demand regulator for the supply of air.
4. Check the pressure gauge for the correct quantity of air in the main cylinder if it is less
5. Check the whistle warning unit for its function as done in the pre-entry test.

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**IV. PROCEDURE FOLLOWED BY PORT FIRE SERVICE FOR VARIOUS FIRES**

There are 3 Fire stations located at various places of the Port viz North, South and Zone 'B' Fire Stations are manned round the clock and Oil Jetty Fire Station will be manned only when oil tankers are berthed.

1. Receive the Fire call message by the Leading Fireman in-charge of fire control and record the following information in the general diary.
  - a) Name of the caller
  - b) Place of call
  - c) Nature of Fire
  - d) Telephone number from where fire call message received
2. Convey the same to the respective jurisdiction of the Fire service station for immediate first turnout with all the accessories. Inspect the area of fire and start fire fighting with relevant fire fighting equipments.
3. Use Class A fire fighting media (water) If it is a carbonizing Fire. Use foam which is a Classe 'B' fire fighting media If fire is in POL product.
4. In case of engine room fire of a vessel, enter the engine room with the Breathing apparatus and fight fire with relevant fire fighting equipment.
5. In case of out break of an electrical fire, use Co2 extinguisher .
6. Use Co2 or DCP extinguishers in case of gas/metal fire.

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7. Send the second turnout if the fire is beyond the control of first turnout.
8. Inform the following officials of the Port in case of Major fire.
  - a) Fire and Assistant Safety Officer
  - b) Harbour Master
  - c) Deputy Conservator
  - d) Deputy Chairman
  - e) Chairman
  - f) Traffic Manager
  - g) Deputy Commandant, CISF
  - h) Chief Medical Officer
  - i) Police

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**V. PROCEDURE FOLLOWED BY PORT FIRE SERVICE FOR MAJOR FIRES**

The procedure to be followed in case of major fires are given in the Manual For 'Crisis Management and Disaster Preparedness Plan'.

**VI. EMERGENCY MOCK EXERICSE BY THE PORT FIRE SERVICE**

Carryout emergency drill as per Crisis Management and Disaster Preparedness Plan approved by Deputy Conservator.

**VII. INSTRUCTIONS FOR HANDLING HAZARDOUS CARGO**

Handling of Hazardous cargo is done in accordance with International Maritime Dangerous Goods code and Safety Regulations of then Tuticorin Port Trust.

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**SPECIAL INSTRUCTIONS**

**1) CAUSTIC SODA LYE**

- a) Deck water is to be run continuous and discharge to be kept through anchor hose
- b) All the deck scuppers to be closed and cemented.
- c) Red light in the night and the red flag in the day to be displayed.
- d) No unauthorised persons should be on the ship or on the cargo operations area except the ship's staff.
- e) All the persons who are engaged on cargo operations should be well
- f) Drip trays to be provided on all places wherever Flange joints provided.
- g) Loading/Discharging should be carried out as per the operations mentioned for the vessel.
- h) Body wash/Eye wash and fresh water showers should be provided on deck readily available for the emergency.
- i) Safety suits to be provided for all the persons who are working on the deck.
- j) Breathing apparatus to be kept on the deck for all, readily available.
- k) International code for the constructions and equipments of Ship carrying
- l) Main Engine to be on at short notice.
- m) Keep sand bags to use in case of need.

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**2. SULPHUR:**

- a) The open space being allotted must be cleaned and 5 mts radius around the sulphur stock must be cleaned as a path way and for placing the fire tender to
- b) The sulphur should be stocked faraway from the buildings and containers.
- c) The dry grasses and thorny bushes if any around the sulphur stock must be cleaned
- d) Watchman should be posted round the clock and unauthorised persons should not
- e) Smoking and naked light should not be permitted in and around the sulphur stock.
- f) The height of the sulphur stock should not exceed more than one metre.
- g) The permit is valid for only fifteen days from the date of issue.
- h) The conditions laid above must be strictly adhered failing which the company is

**3. LIQUID PETROLEUM GAS, VINYL CHLORIDE MONOMER**

- a) Instruct all Port users and contractors not to carryout hotworks in the North Break water area.
- b) Station one Fire tender at oil jetty Shallow Water Berth with full compliment of
- c) Keep standby six number of portable fire extinguishers (DCP, CO2) alongside the oil jetty.
- d) Incase of discharge of LPG ensure no vehicles are permitted beyond coal jetty

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**VIII. GENERAL INSTRUCTIONS FOR HANDLING HAZARDOUS CARGO  
THROUGH PIPELINE FROM OIL JETTY**

Discharging of dangerous cargoes in bulk through pipelines is permitted subject to the following conditions laid down.

1. Discharging of dangerous cargoes shall commence only during the day time, but a vessel which has commenced discharge before sunset may continue to discharge even after sunset provided that such discharge is continuous and without interruption.
2. Should any thing occur after sunset which necessitates repairs on disconnection to the plant, pipes etc., the discharge shall be discontinued until after sunrise.
3. In case of interruption to pumping after sunset, the Deputy Conservator (Safety Officer) may at his discretion grant special permission to recommence pumping even during the night time.
4. Before the commencement of dangerous cargoes discharge, checklist should be signed and handed over to the duty Safety Inspector / Sub Officer.
5. All the safety rules of this Port in force should be observed strictly.

**IX. IMPORT OF FURNACE OIL / FUEL OIL THROUGH TUTICORIN PORT AT  
SHALLOW WATER BERTH.**

1. The safety permit should be obtained from the Safety Officer / Assistant Safety Officer of the Port well in advance as it has been done for the other tankers.
2. The discharge of the cargo should be commenced only after ensuring safety precautions and informing to the Port Fire Service.
3. To keep fire tender (foam) ready alongside the shallow water berth till the discharge operations are completed.
4. Sandbag / saw dust should be kept readily available at the discharge spot for immediate use as and when required.
5. No smoking board should be displayed at the entrance of the berth.
6. There should not be any spillage of furnace oil / fuel oil / pollution on account of discharge of furnace oil / fuel oil at Shallow water berth.
7. Road tankers engaged to transport fuel oil /furnace oil should not block Port traffic.
8. Discharge should be completed within five days of the berthing the vessel.

For other hazardous cargoes, suitable instructions will be issued after referring the IMDG Code.

**X. MAINTENANCE OF FIRE VEHICLES AND FIRE PUMPS**

1. Job Card is prepared and handed over to A.E.E Workshop / Auto for attending vehicle repairs.
2. Indent is prepared and issued to Asst. Engineer/Workshop for attending pump repairs.

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