

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

V.O.CHIDAMBARANAR PORT TRUST



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| PROCESS | MEDICAL DEPARTMENT |
| SECTION | MANUAL FOR MEDICAL MAIN STORES |

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| ISSUE NO | : 00 |
| DATE | : 05.07.17 |
| APPROVED BY (WITH SIGN) | Sd/- (05.07.2017) Dy.Chief Medical officer |

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| ISSUE NO: 00 | APPROVED BY Dy.Chief Medical officer |
| DATE: 05.07.17 | |

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

INDEX

| SI.NO | TITLE | PAGE NO |
|-------|--|---------|
| 1 | Cover Page | 1 |
| 2 | Index | 2 |
| 3 | List of Recipients | 3 |
| 4 | Revision Sheet | 4 |
| 5 | Introduction/Quality Policy & Objectives | 5 |
| 6 | Abbreviation | 7 |
| 7 | SIPOC | 8 |
| 8 | Interested Parties | 9 |
| 9 | List of Benchmark | 10 |
| 10 | Procurement of all kind of Medicines, Surgical, Chemicals & Hospital Equipments | 11 |
| 11 | Supply of materials for indent | 12 |
| 12 | Organisation Chart | 13 |
| 13 | Risk Assessment and Risk Treatment | 14 |
| 14 | Key Performance Indicator | 14 |
| 15 | Action to Address Risk and Opportunities | 14 |
| 16 | Hazard Identification, Risk Assessment and Controls | 15 |
| 17 | List of Registers, Formats | 16 |
| 18 | Common-Follow up action on Internal Audit and NCR, Follow up action on External Audit. | |

| | |
|-----------------------|---|
| ISSUE NO: 00 | APPROVED BY Dy.Chief Medical officer |
| DATE: 05.07.17 | |

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

LIST OF RECIPIENTS

| SI.NO | NAME OF THE RECIPIENTS | CONTROLLED COPY NO |
|--------------|-------------------------------|---------------------------|
| 1. | Pharmacist (Stores) | 1 |

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|-----------------------|---|
| ISSUE NO: 00 | APPROVED BY Dy.Chief Medical officer |
| DATE: 05.07.17 | |

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

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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|-----------------------|---|
| ISSUE NO: 00 | APPROVED BY Dy.Chief Medical officer |
| DATE: 05.07.17 | |

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SCOPE

The Main Stores provides services for assessing the requirements and prepares the indent for the procurement of medicines, surgical, laboratory chemicals and reagents, X-Ray films, X-Ray chemicals and Hospital equipments.

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.

ISSUE NO: 00

DATE: 05.07.17

APPROVED BY

Dy.Chief Medical officer

IMS OBJECTIVE OF THE DEPARTMENT

QMS

Core Objective of this department is to provide comprehensive medical care to the full satisfaction of the Port employees and their family members, the retired employees and their spouses, the CISF and others registered with this department.

EMS

To ensure reduction of paper and to conserve energy

OHSAS

To ensure prevention of ill health and injury.

IMS OBJECTIVE OF THE SECTION

QMS

Verifying new stock in 3 working days and issuing of indent the next day.

EMS

To ensure reduction of paper and to conserve energy.

OHSAS

To ensure prevention of ill health and injury.

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|-----------------------|---|
| ISSUE NO: 00 | APPROVED BY Dy.Chief Medical officer |
| DATE: 05.07.17 | |

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

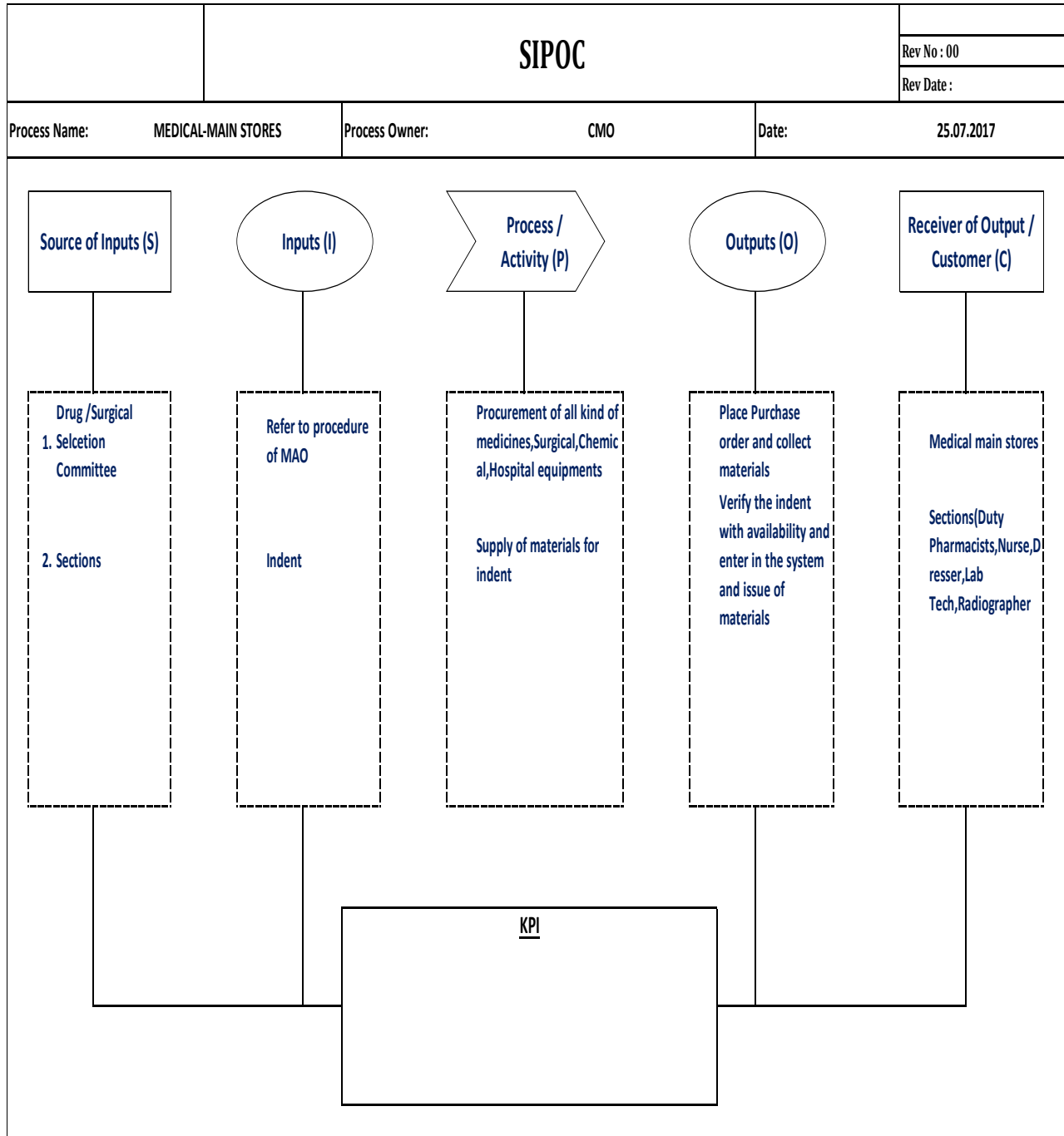
| ABBREVIATIONS | |
|---------------|--|
| CISF | Central Industrial Security Force |
| CMO | Chief Medical Officer |
| Sr. Dy. CMO | Senior Deputy Chief Medical Officer |
| Dy. CMO | Deputy Chief Medical Officer |
| SMO | Senior Medical Officer |
| MO | Medical Officer |
| MMS | Medical Main Stores |
| MAO | Medical Administrative Office |
| FA & CAO | Financial Adviser and Chief Accounts Officer |

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|-----------------------|---|
| ISSUE NO: 00 | APPROVED BY Dy.Chief Medical officer |
| DATE: 05.07.17 | |

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SIPOC



| | |
|--|---|
| ISSUE NO: 00 DATE: 05.07.17 | APPROVED BY Dy.Chief Medical officer |
|--|---|

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

| V.O.CHIDAMBARANAR Port Format No. VOC/IP, Issue No: 01, Date: 05.07.2017 | |
|---|------------------------|
| Interested Parties | |
| 4.2 Understanding the requirements of the Interested parties | |
| Interested Parties | Requirements |
| Pharmacists | Receiving of materials |
| Nurse | Receiving of materials |
| Dresser | Receiving of materials |
| Radiographer | Receiving of materials |
| Lab Technician | Receiving of materials |

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|-----------------------|---|
| ISSUE NO: 00 | APPROVED BY Dy.Chief Medical officer |
| DATE: 05.07.17 | |

V.O.CHIDAMBARANAR PORT TRUST
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BENCH MARK

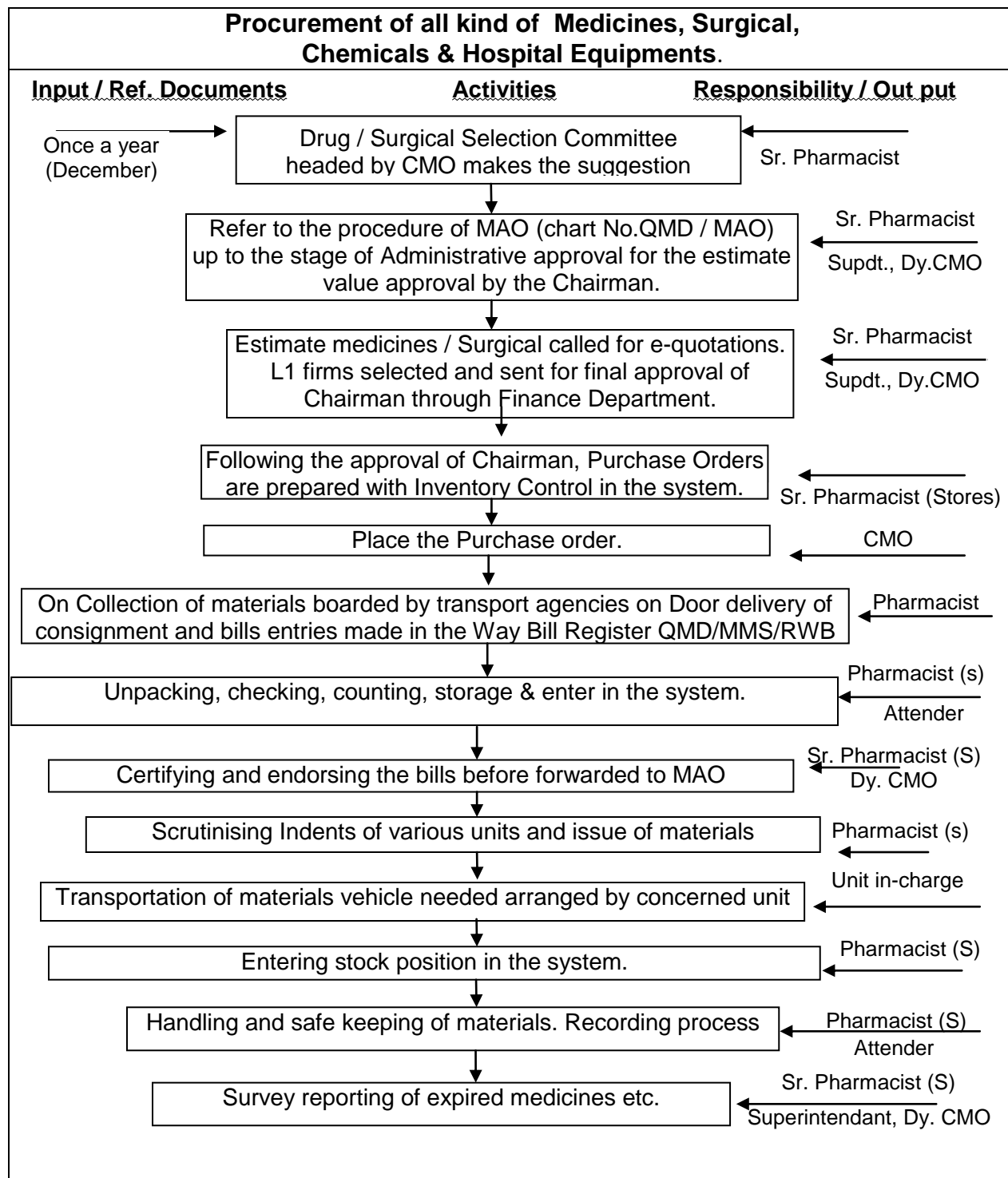
Verifying new stock - 3 working days.

Issuing indent – the next day.

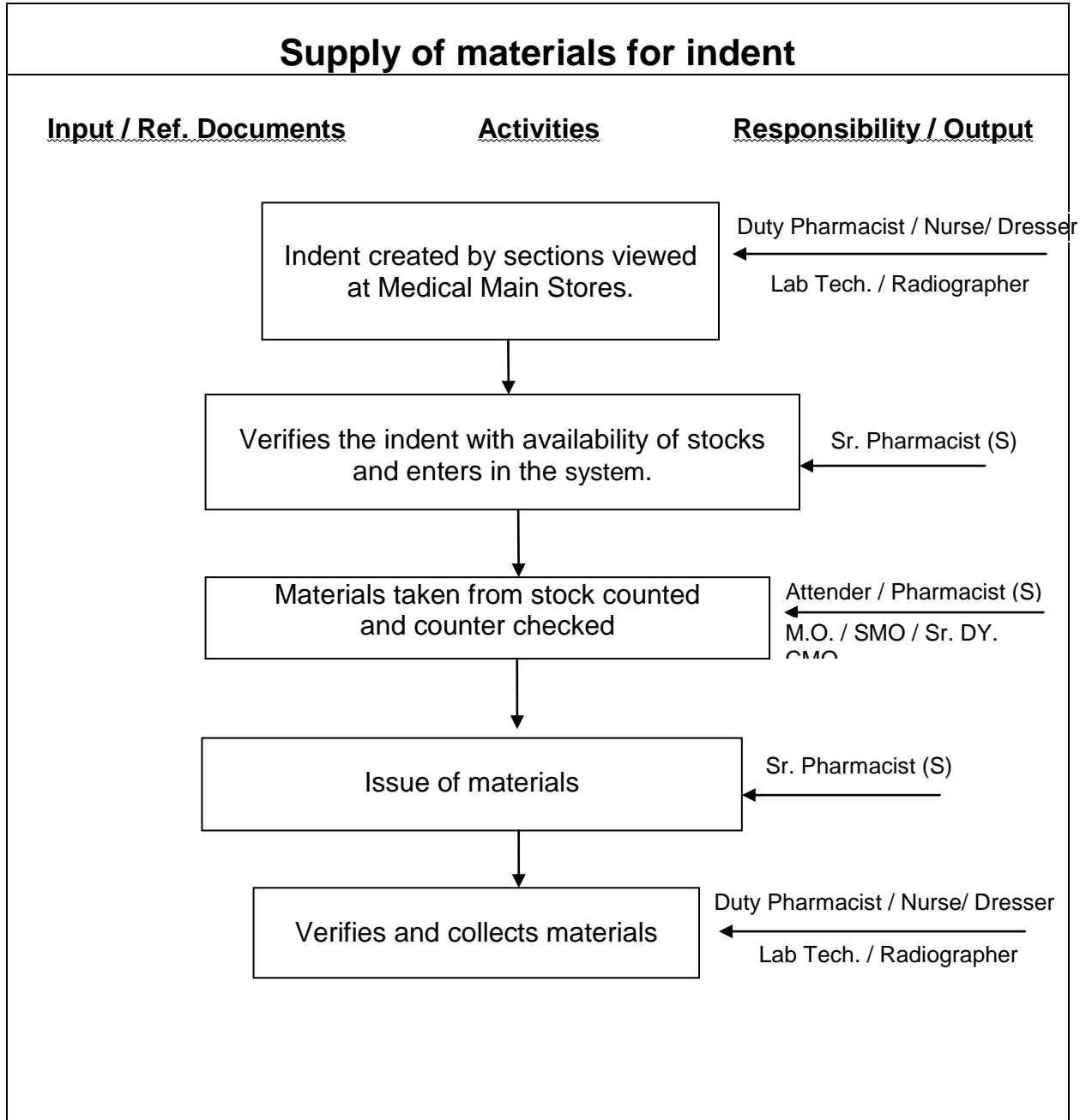
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| ISSUE NO: 00 | APPROVED BY Dy.Chief Medical officer |
| DATE: 05.07.17 | |

V.O.CHIDAMBARANAR PORT TRUST

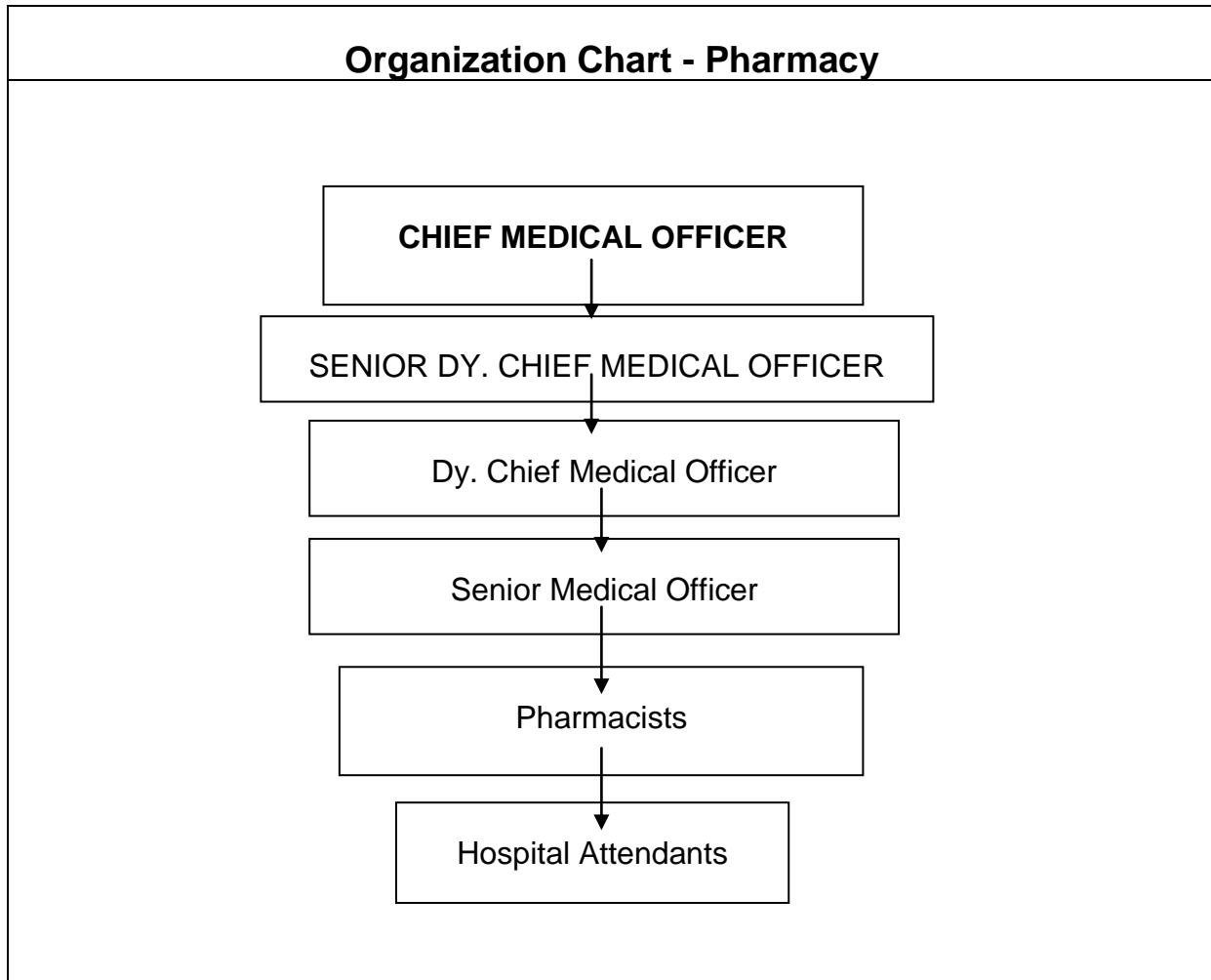
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| ISSUE NO: 00 DATE: 05.07.17 | APPROVED BY Dy.Chief Medical officer |
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|----------------|-------------|
| ISSUE NO: 00 | APPROVED BY |
| DATE: 05.07.17 | |



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|-----------------------|---|
| ISSUE NO: 00 | APPROVED BY Dy.Chief Medical officer |
| DATE: 05.07.17 | |

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

RISK ASSESSMENT AND RISK TREATMENT

| RISK | CONTROL METHOD/PROCESS |
|-------------|-------------------------------|
| • Intend | Proper Intend |

KEY PERFORMANCE INDICATOR:

Verifying new stock in 3 working days and issuing of indent the next day

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 | Disposal of discarded medicines, contaminated drugs and out-dated medicines | Land pollution | SEA/24OCP/4 |
| 2 | Generation of dry waste like cartons and boxes. | Land pollution | SEA/25OCP/10 |

Reference Standard Requirement

ISO 14001:2015, Clause: 6.1.1

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|-----------------------|---|
| ISSUE NO: 00 | APPROVED BY Dy.Chief Medical officer |
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V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

Hazard Identification, Risk Assessment and Controls

| SI NO | HAZARD | RISK | CONTROL METHOD |
|-------|---|-----------|----------------|
| 1 | Generation of dust and garbage | Infection | SOP/4 |
| 2 | Generation of dry wastes like box and cover | Infection | SOP/2 |

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|-----------------------|---|
| ISSUE NO: 00 | APPROVED BY Dy.Chief Medical officer |
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V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

| REGISTERS : | | | |
|--------------------|---------------------------|-----------------|-------------------------|
| Sl. No. | REGISTERS | CODE | RETENTION PERIOD |
| 1. | DDA register | QMD / MMS / RDD | Permanent |
| 2. | Indent originals register | QMD / MMS / RIO | 5 Years |
| 3. | Way bill register | QMD / MMS / RWB | 5 Years |

| | |
|-----------------------|---|
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