

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

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LIST OF RECIPIENTS

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
1.	Radiographer	1

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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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SCOPE

Radiology Section offers services of taking Xray to the patients after consulting doctors, along with the reports are preserved for a period of three years. Thereafter, the X-Rays are handed over to the Main Stores (Mechanical Engineering Department) for disposal to TNPCB, authorised vendors. The fixer solution and developer solution after use are stored in cans and after accumulating to 50 cans are handed over to the Main Stores (Mechanical Engineering Department) for disposal to TNPCB, authorised vendors as per Biomedical Waste Act, 1998.

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

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

To process and develop the X-Ray films within 1/2 hour if emergency. The X-Rays report is given on the same time.

EMS

To ensure reduction of paper and to conserve energy.

OHSAS

To ensure prevention of ill health and injury.

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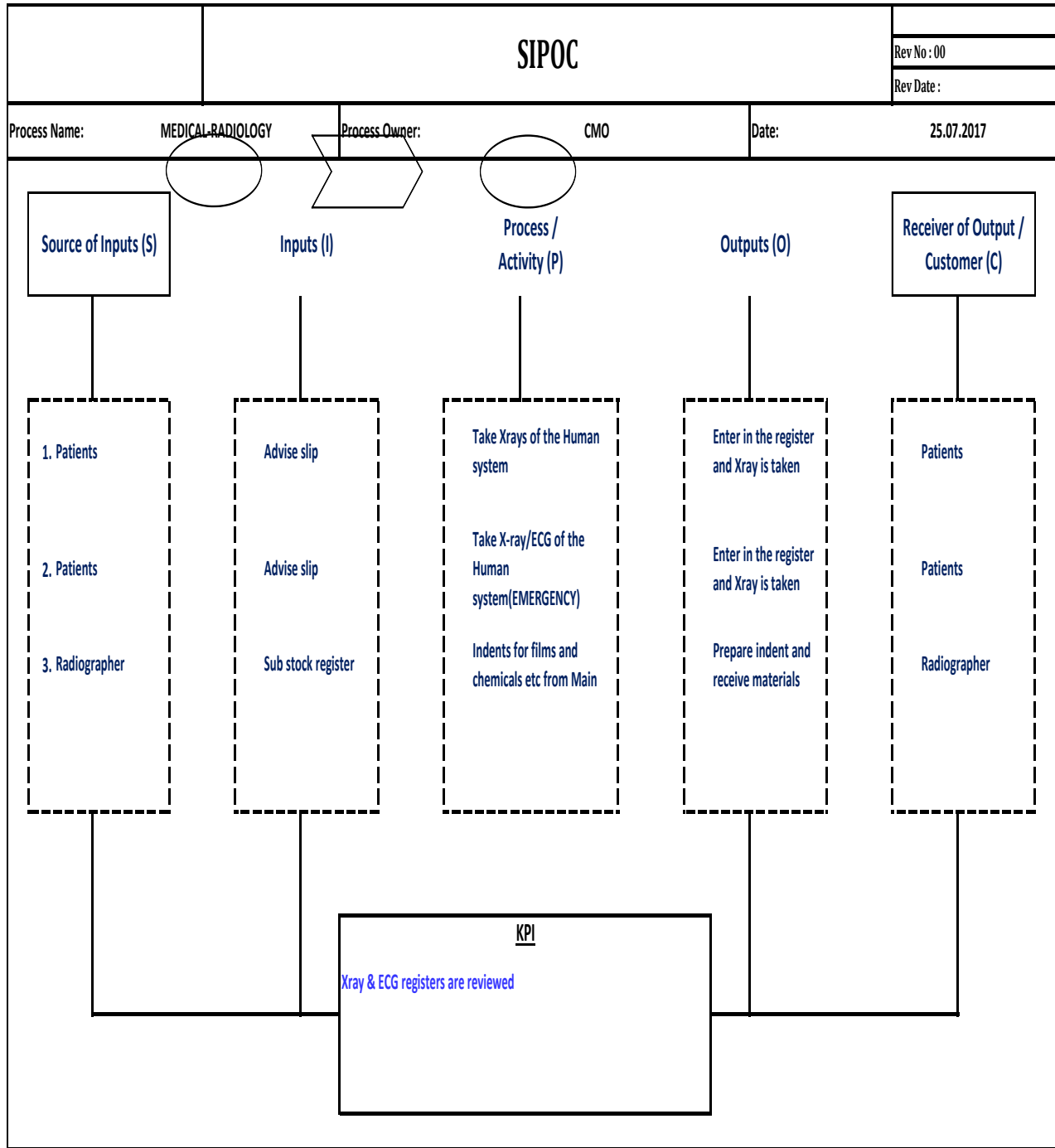
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ABBREVIATIONS	
CISF	Central Industrial Security Force
CMO	Chief Medical Officer
Sr.Dy. CMO	Senior Deputy Chief Medical Officer
Dy. CMO	Deputy Chief Medical Officer
SMO	Senior Medical Officer
MO	Medical Officer
RAD	Radiology
PA	Postero Anterior
AP	Antero Posterior
ECG	Electro Cardiogram
QMS	Quality Management System
EMS	Environment Management System

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SIPOC



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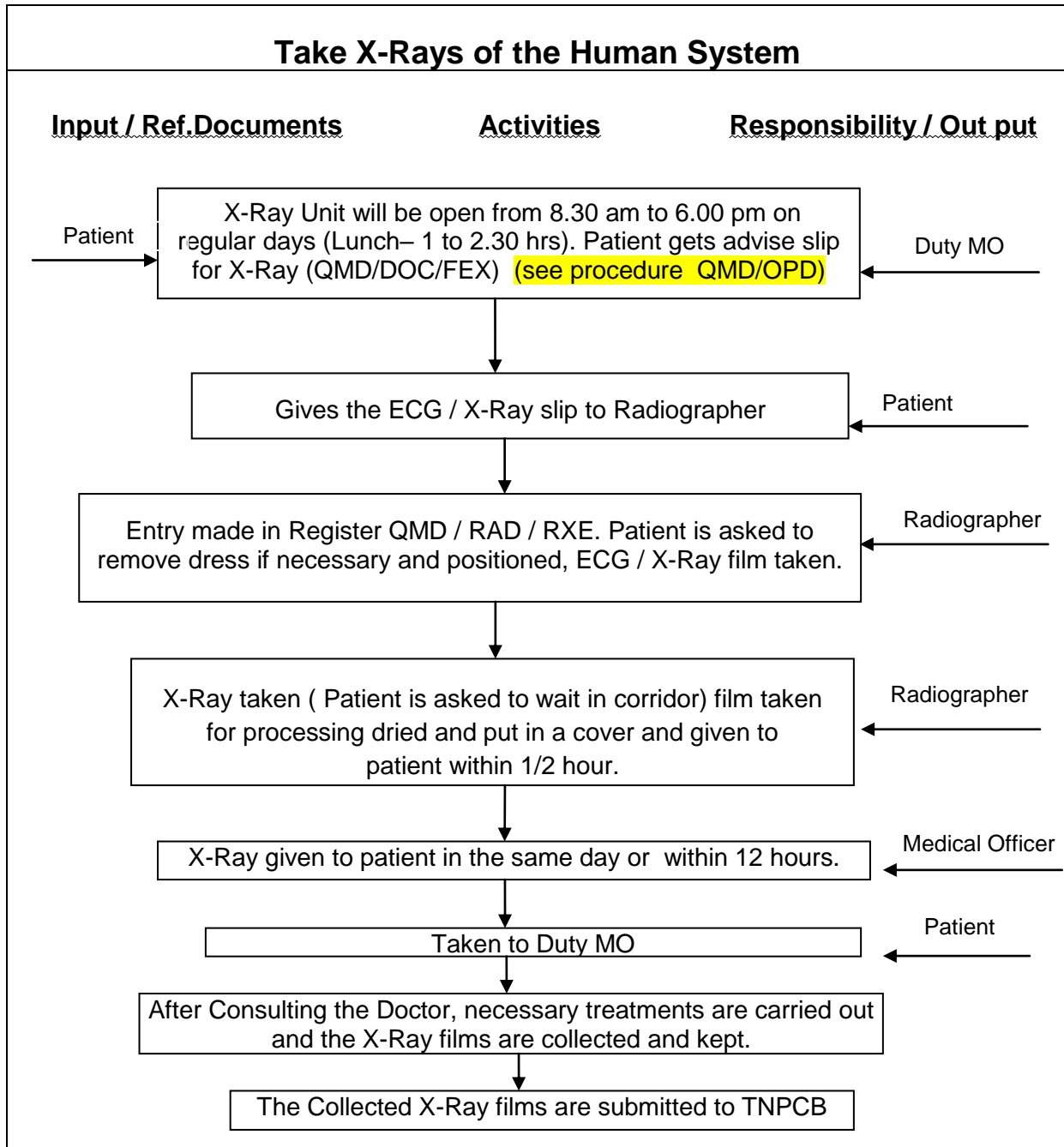
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Interested Parties	
4.2 Understanding the requirements of the Interested parties	
Interested Parties	Requirements
Patients	Xray and report
Radiographer	Advise slip

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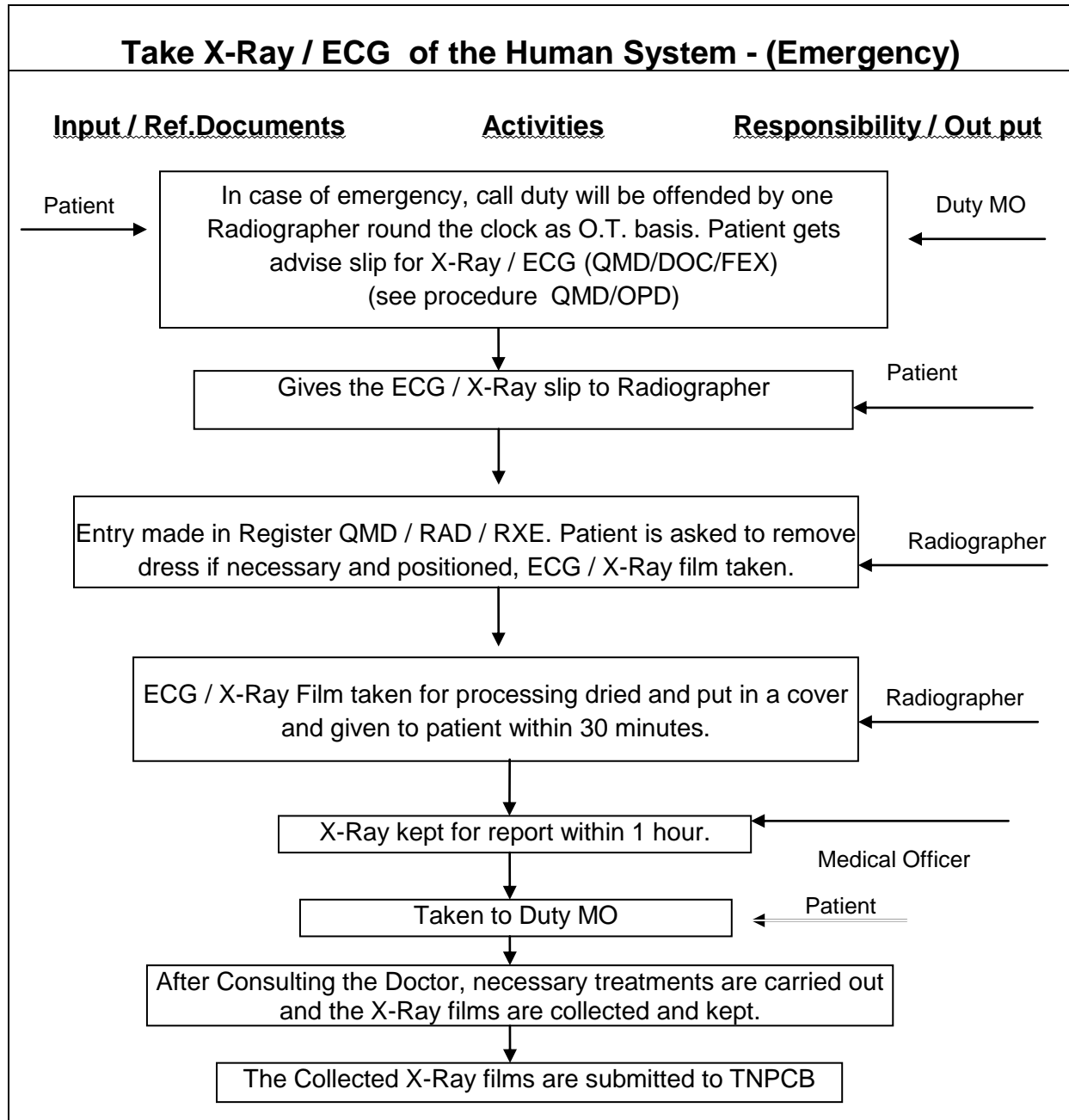
BENCH MARK

- To process and develop the X-Ray films within 1/2 hour.
- The X-Rays report is given on the same day.
- If emergency within one hour.

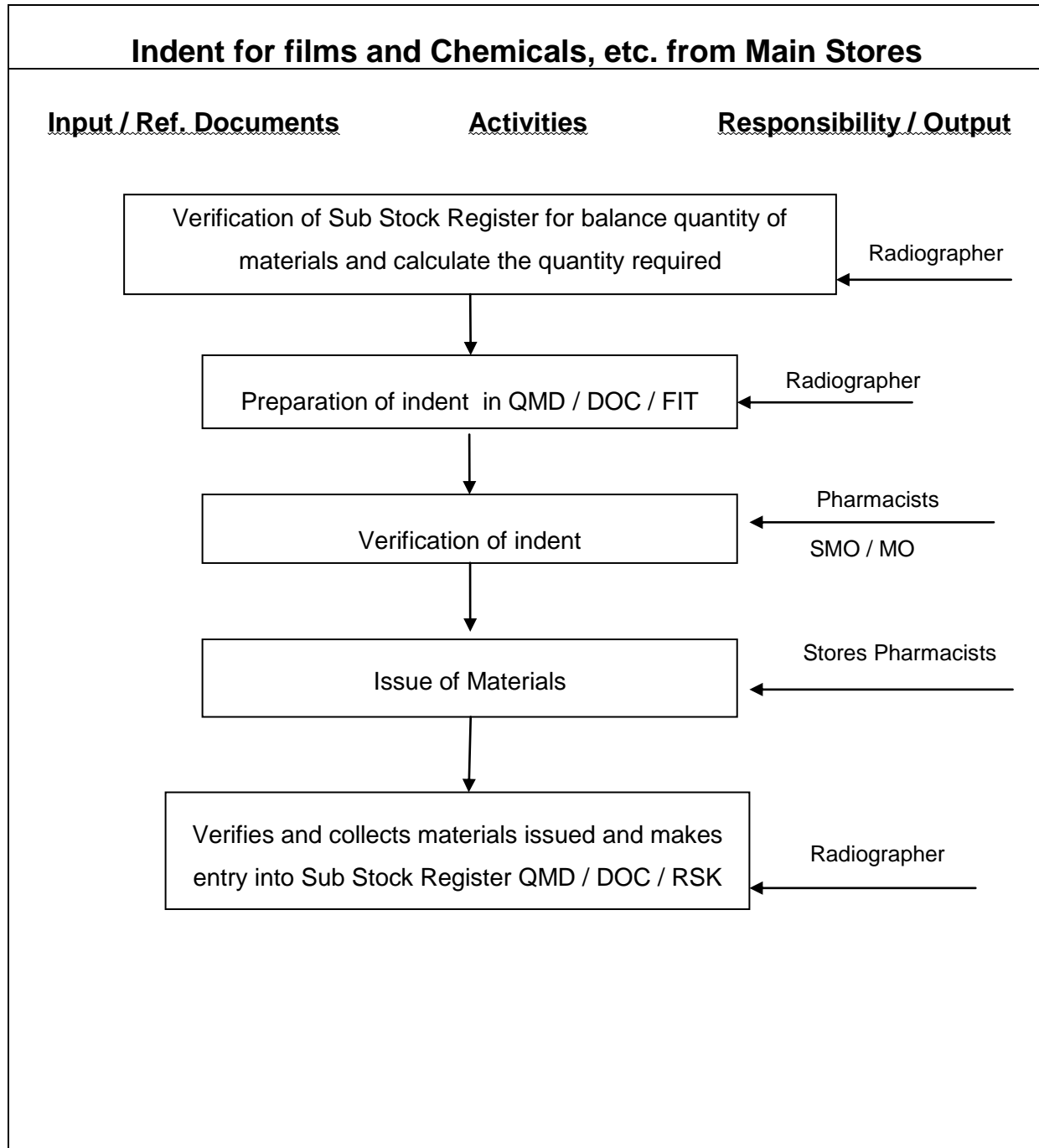
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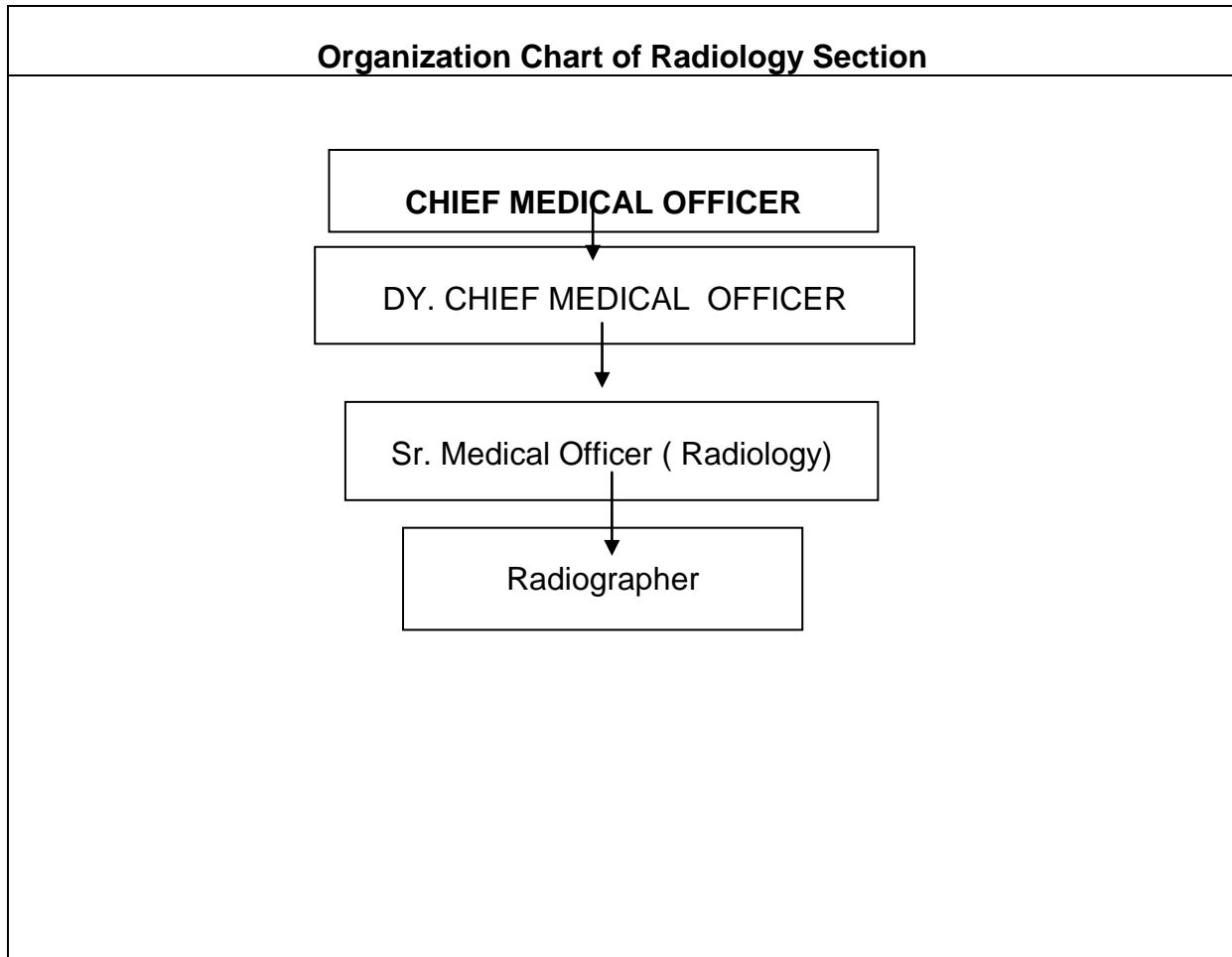


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RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
SAP	Proper Training should be given

KEY PERFORMANCE INDICATOR:

To process and develop the X-Ray films within 1/2 hour if emergency. The X-Rays report is given on the same time.

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	Exposure to radiation while taking X-rays.	Air pollution health hazard	SEA/18OCP/02
2	Emission of Chemical fumes from film processor.	Air pollution health hazard	SEA/19OCP15
3	Generation of chemical waste	Hazardous waste&Land pollution	SEA/22OCP02

Reference Standard Requirement

ISO 14001:2015, Clause: 6.1.1

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Hazard Identification, Risk Assessment and Controls

SI NO	HAZARD	RISK	CONTROL METHOD
1	Exposure to radiation	Health hazard	SOP/03
2	Emission of chemical fumes from film processor	Respiratory problem	SOP/04
3	Dust accumulation	Respiratory problem allergy	SOP/04
4	Generation of chemical waste	Respiratory problems skin allergy	SOP/02

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LIST OF DOCUMENTS			
1. REGISTERS			
S.No.	REGISTERS	CODE	RETENTION PERIOD
1)	Sub Stock Register	QMD / DOC / RSK	10 Years
2)	X -Ray & ECG Register	QMD / RAD / RXE	5 Years
2. FORMATS :			
S.No.	FORMATS	CODE	RETENTION PERIOD
1	Manuals for equipments	QMD/CLB/FME	
3. DOCUMENTS OF EXTERNAL ORIGIN :			
S.No.	DOCUMENTS	CODE	RETENTION PERIOD
1)	ECG & X ray Order form	QMD / DOC / FEX	3 years
2)	Form for Indent	QMD / DOC / FIT	5 years

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