

**V.O.CHIDAMBARANAR PORT TRUST**

**INTEGRATED MANAGEMENT SYSTEM (IMS)**

**ISO 9001:2015; ISO 14001:2015 & BS OHSAS 18001:2007**

**TRAFFIC DEPARTMENT**

**Berth Office (BOW) MANUAL**

**( VOC I to IV, AB V & VI, IX, CBW & SWB I )**


**ISSUE NO.2    DATE : 24.05.2019**

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**LIST OF RECIPIENTS**

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
1.	TRAFFIC MANAGER	<b>Controlled Copy to all through Internet system only</b>
2.	SR. DEPUTY TRAFFIC MANAGER	
3.	DEPUTY TRAFFIC MANAGER	
4.	SR. ASSISTANT TRAFFIC MANAGER	
5.	ASSISTANT TRAFFIC MANAGER /SECTION HEAD	
6.	MANAGEMENT REPRESENTATIVE (ISO CELL)	

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**REVISION SHEET**

**I. Issue Status :**

Sl. No.	Issue No.	Date	Reasons for Re-issue
1	1	05.07.2017	Change of Manual after IMS implementation Up gradation & Integration of QMS(9001:2015), EMS(14001:2015), OHSAS(18001:2007)
2	2	24.05.2019	Changes in Internal Work flow and procedures

**II. Revision Status of Issue No.2 dated : 24.05.2019**

Sl. No.	Page No.	Section	Revision		Remarks
			No.	Date	
1					
2					
3					
4					

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**Scope, IMS Policy & Objective**

**SCOPE**

Berth Offices are responsible to facilitate quick berthing / un berthing of vessels and monitoring landing / loading operations in close co-ordination with agents for maximum output and minimum idle time. These units are also responsible for closing of vessel files and preparing statistical statements.

**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.

**IMS OBJECTIVE OF THE DEPARTMENT**

**QMS**

To ensure the parameters of Average Pre-Berthing Detention Time, Ship Berth Day Output, Turn Round Time of vessels and over all-Idle Time of ships at berth are within the norms (RFD) fixed by Ministry for the year.

**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 reduce the ships berth hours and idle time of vessels at berth and to increase the ship berth – day output.

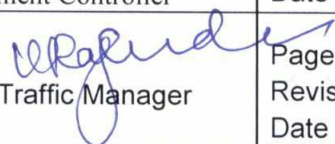
**EMS**

To ensure reduction of paper and to conserve energy.

To prevent spillage of cargo in the wharf area / into the sea by using hopper & save-all net.

**OHSAS**

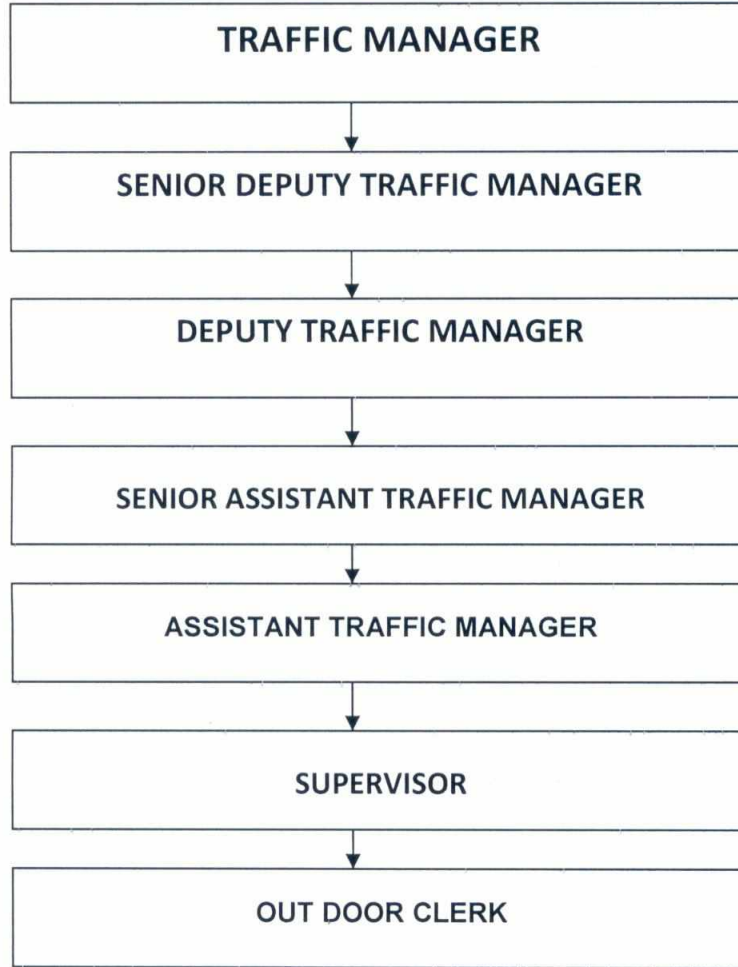
To ensure prevention of ill health and injury by using personal protective equipments.


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ORGANISATION CHART




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**ABBREVIATIONS**

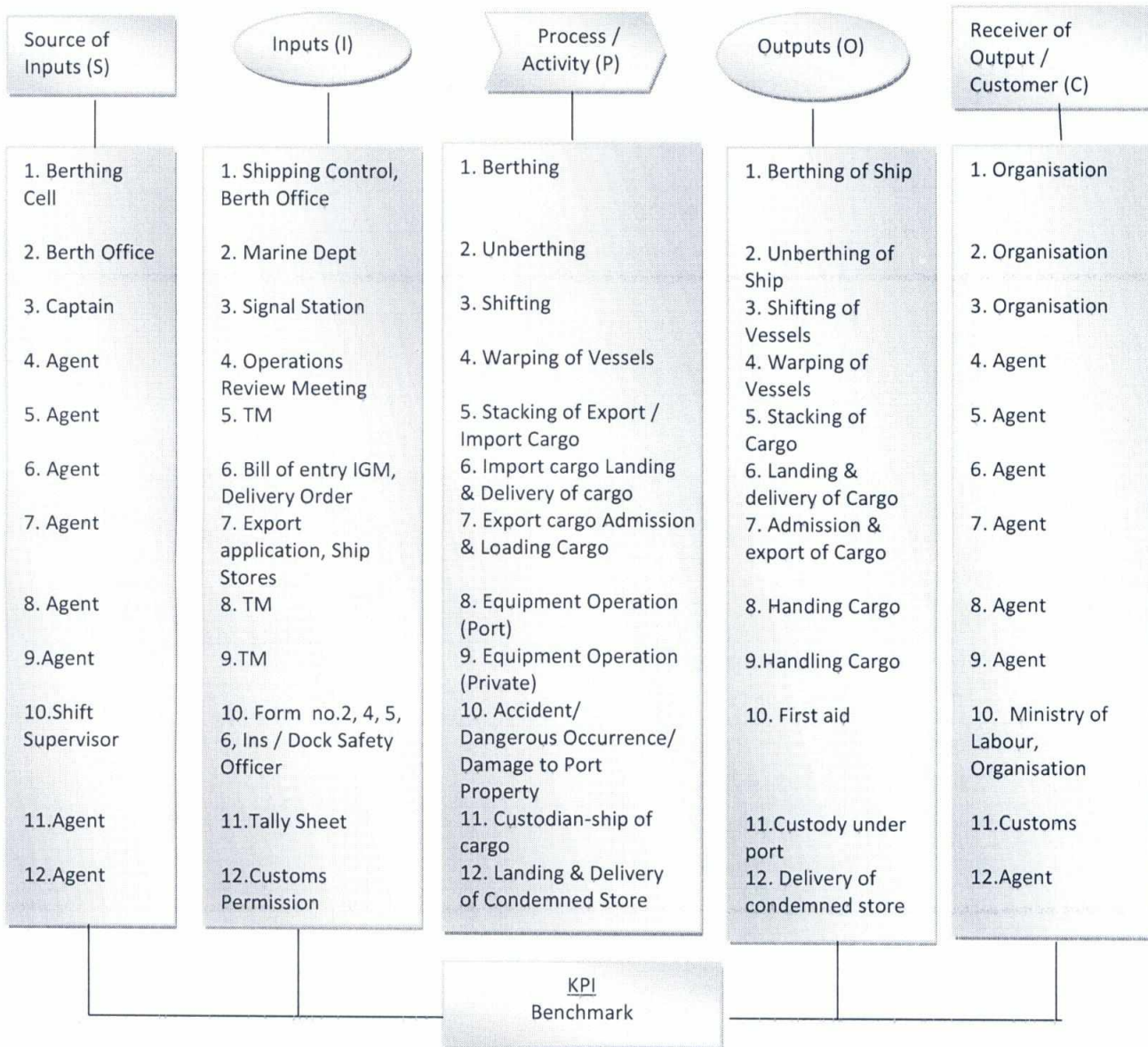
BOW	Berth Office Wharf
SWB	Shallow Water Berth
F.J.	Finger Jetty
T.Shed	Transit shed
TM	Traffic Manager
DTM	Deputy Traffic manager
ATM (Gr.)	Assistant Traffic Manager (Grade)
Supr.	Supervisor
ODC	Out Door Clerk
SE(M)	Superintending Engineer(Mechanical)
CDC	Central Documentation Centre
DCW	Documentation Cell Wharf
ERP	Enterprise Resource Planning
SO	Safety Officer
CHD	Cargo Handling Division
SHC	Shipping Control
VOCP	V.O.Chidambaranar Port Trust
e-PIS	Electronic Port Information System.
EGM	Export General Manifest
IGM	Import General Manifest
IA	Import Application
EA	Export Application
BE	Bill of Entry
DO	Delivery Order
FEL	Front End Loader
FLT	Fork Lift Truck

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**SIPOC**



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Interested Parties

4.2 Understanding the requirements of the Interested parties

Interested Parties	Requirements
Agent	Berthing Details
Ministry of Labor	Reports of Accidents, Damage occurred to Port Property
Captain	Berthing details


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**Title : Equipment Operations ( Port )**

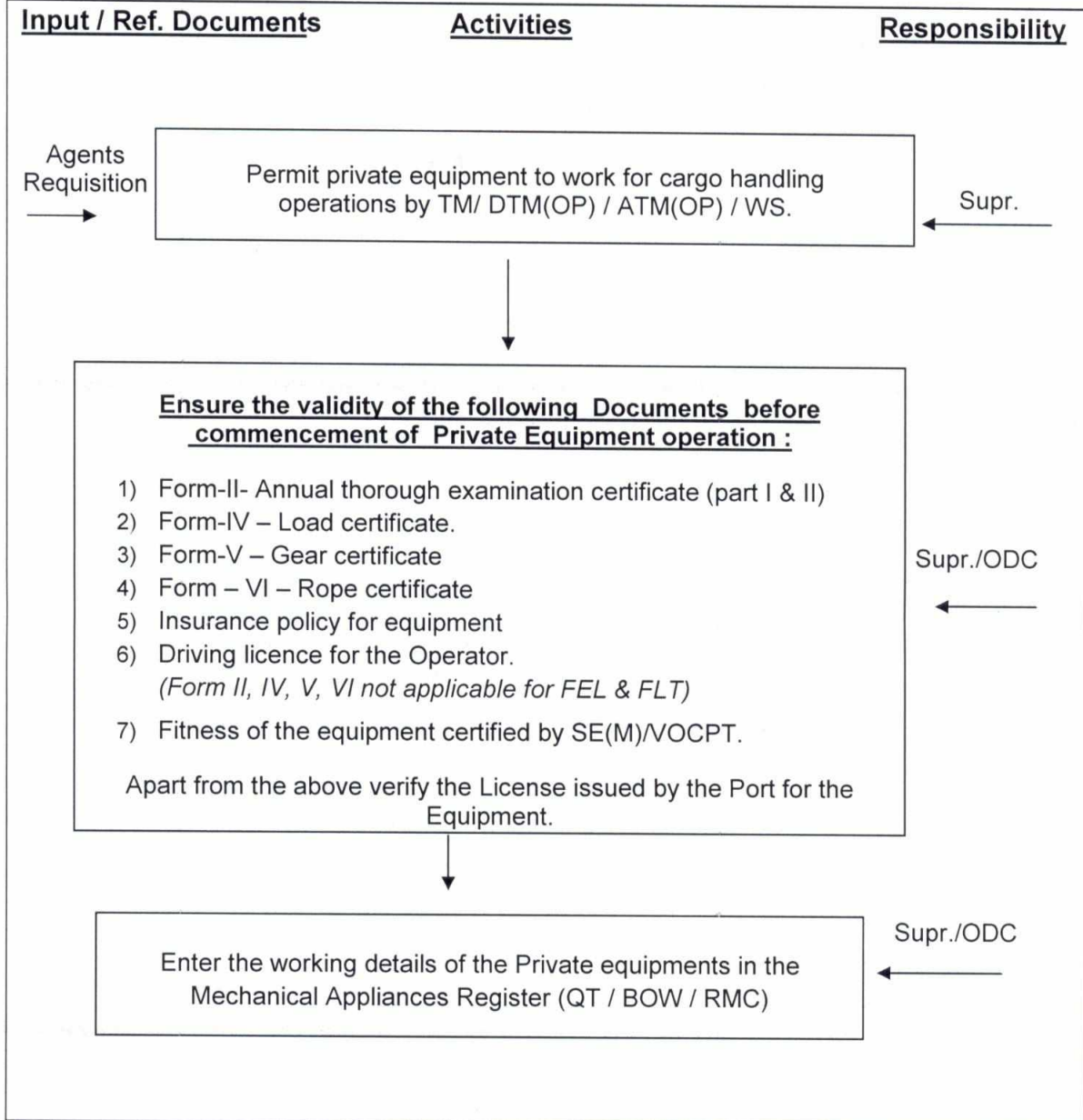
<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
Agents →	<div style="border: 1px solid black; padding: 5px;">           Arrange Port equipment(Wharf cranes) subject to availability on payment of equipment hire charges. The equipment will be spared as per the guidelines furnished below:             1. Priority to be given to the gearless vessel in allocation of Cranes.            2. If there is no gearless vessel in the berth then preference shall be given to the earlier finishing vessel.            3. If the cranes are demanded by the more than one user, the actual requirement / necessity may be taken into account.            4. If any dispute arise regarding allocation of Wharf cranes the decision of the Traffic Manager is final.         </div>	ATM / Supr. ←
	↓	
	<div style="border: 1px solid black; padding: 5px;">           Enter the working details of the Port equipments in the Mechanical Appliances Register (QT/BOW/RMC) and also in the system by e-PIS→Equipment→ Transaction→Equipment usage→Usage.         </div>	Supr. /ODC ←
	↓	
	<div style="border: 1px solid black; padding: 5px;">           Make endorsement after completion of vessel operation for the actual usage of Port equipment in system by e-PIS→Equipment→ Transaction→Endorsement-Equipment Hire→ Add.         </div>	Supr. /ODC ←


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**Title : Equipment Operations ( Private )**



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Title : Accident / Dangerous Occurrence / Damage to Port Property

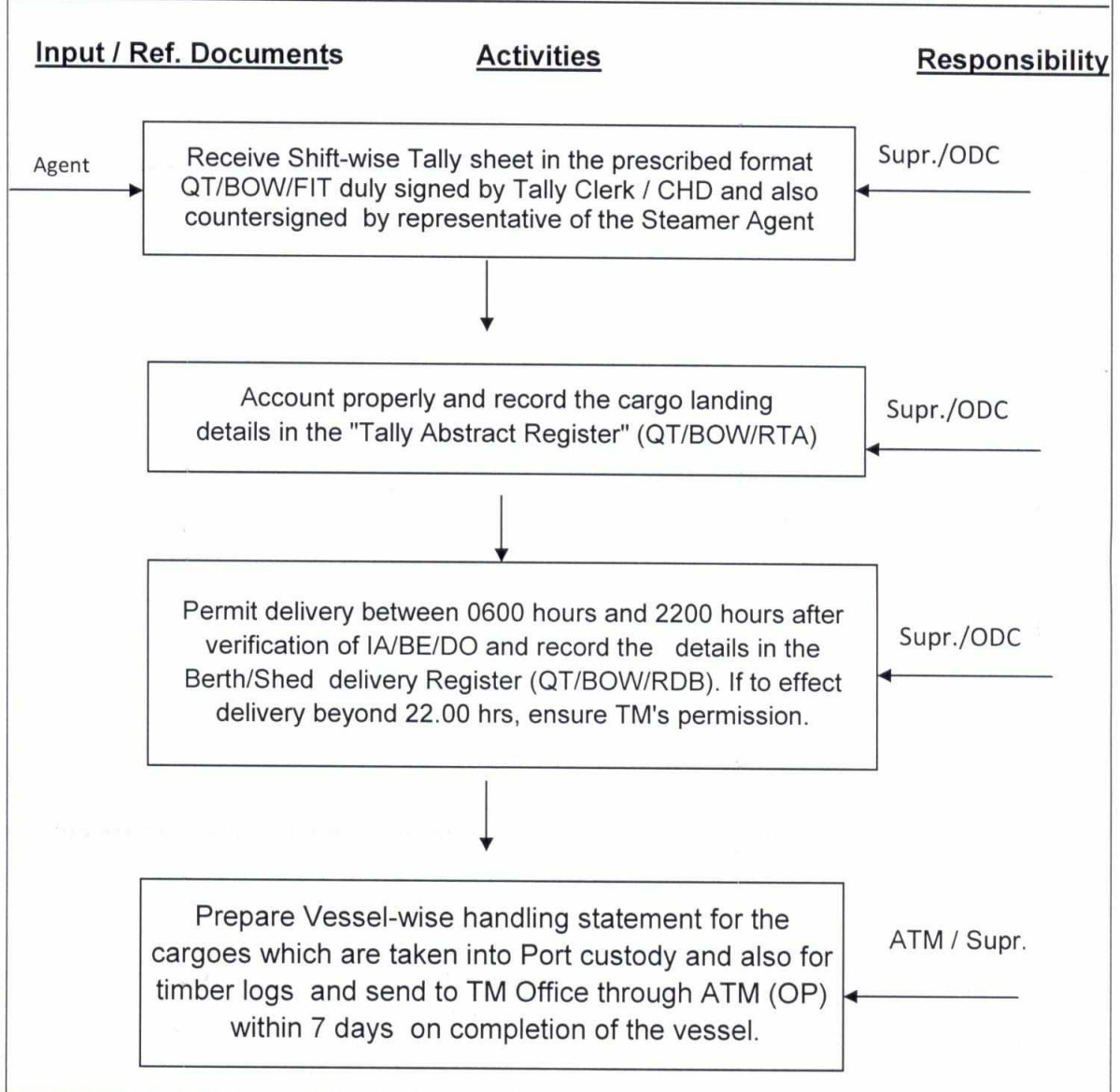
<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
<p>Accident →</p>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>In case of any accident, quick action is taken for treatment to the injured, in the First Aid Center and make arrangement for Port Ambulance for further treatment if needed. Report to TM / DTM / ATM / SO / Dock Safety through Shipping Control and inform Police, in case of fatal accident. Inform the details of Accident / Dangerous occurrence to Assistant Director / Dock Safety in the prescribed format (Form -12)</p> </div>	<p>← ATM / Supr.</p>
↓		
<p>Agent →</p>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>If any Damage is caused during cargo handling operations by users, inspect the damage area with concerned department officers and agents concerned. Get the liability letter from the concerned agent to bear the cost of damage to the Port property in the prescribed format and forward the same to the Department concerned through ATM (OP) for recovery of cost of damage from the Agents.</p> </div>	<p>← ATM / Supr.</p>


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**Title : CUSTODIANSHIP OF CARGO**



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**Landing & Delivery of Condemned Store (Iron scrap) from the vessel**

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
Request along with Master's Letter →	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Verifying &amp; confirm that the request of the Steamer agent / ship chandling license holder accompanies the letter from the Master of the vessel certifying that the material meant for repair or items scrapped are taken out from his vessel.                 </div>	Supr. / ODC ←
Customs Permission →	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Verify landing permission and permission for moving out the items obtained from the Customs Department.                 </div>	Supr. / ODC ←
Permission from TM / DTM / ATM →	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Check whether the items covered in the letter seeking permission for taking out of the Port. Get the approval of TM/DTM.                 </div>	Supr. / ODC ←
Permission letter by Agent / Ship Chandler →	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Ensure, after confirmation of all permissions / authorisations that the wharfage is paid for the actual quantity of cargo ascertained through Port Trust SOR                 </div>	Supr. / ODC ←
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Permit delivery after collection of wharfage as applicable. Till complete details with certificate of weighment, date of landing/delivery of items . Payment of various charges as applicable, permission letters etc and make it available in the concerned vessel file                 </div>	Supr. / ODC ←
	<div style="border: 1px solid black; padding: 5px;">                     Maintain the concerned files for future reference.                 </div>	Supr./ ODC ←

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**IMS RISK MANAGEMENT**

**RISK ASSESSMENT & RISK TREATMENT :**

RISK	Control Method / Process
• Printer problem	• New Printer to be provided
• Telephone not working	• New Connection

Reference Standard Requirement : ISO 14001:2015, Clause: 6.1.1.

**KEY PERFORMANCE INDICATOR:**

SI.NO	OBJECTIVES	DESCRIPTION	TARGET
1			

**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	Consumption of Electricity	Reduction in Natural Resources	EMP / 01
2	Consumption of Paper	Reduction in Natural Resources	OCP / 01
3.	Spreading of dust in air	Air Pollution	OCP / 12
4.	Spreading of dust in the land	Health Hazard	OCP / 06

Reference Standard Requirement : ISO 14001:2015, Clause: 6.1.2.

**Hazard Identification, Risk Assessment and Controls :**

SI.No.	HAZARD	RISK	Control Method
1	Radiation	Eye Strain	SOP / 3
2	Electrocution	Human Injury	SOP / 1
3	Dust	Health Hazard	SOP / 3
4	Leakage of Cartridge	Health Hazard	SOP / 1
5	Tin Tag Puncturing	Human Injury	SOP / 1
6	Body joint pain	Human Injury	SOP / 3
7	Slippery	Human Injury	SOP / 3
8	Dust Emission	Respiratory Disorder	SOP / 4

Reference Standard Requirement: BS OHSAS 18001:2007, Clause: 4.3.1.

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**Title : List of Registers & Formats**

**I. List of Register :**

Sl. No.	Name of the Register	Code	Retention Period
1	Supervisor Diary	QT / BOW / RDY	One Year
2	Berth Occupancy Register	QT / BOW / RBO	One Year
3	Vessel Register	QT / BOW / RVL	One Year
4	Pass Order Register for Export	QT / BOW / RPE	One Year
5	Pass Order Register for Import	QT / BOW / RPI	One Year
6	Mechanical Appliances Register	QT / BOW / RMC	One Year
7	Master Register for Delivery	QT / BOW / RMD	One Year
8	Wagon Register	QT / BOW / RWN	One Year
9	Admission Register for Vessel	QT / BOW / RAV	One Year
10	Admission Register for T.Shed	QT / BOW / RAS	One Year
11	Admission Register for Open Stock	QT / BOW / RAO	One Year
12	Delivery Register for Vessel	QT / BOW / RDV	One Year
13	Delivery Register for T.Shed	QT / BOW / RDS	One Year
14	Delivery Register for Open Stock	QT / BOW / RDO	One Year
15	Vessel Performance Analysis Register	QT / BOW / RPA	One Year
16	Tally Abstract Register	QT / BOW / RTA	One Year

**II. Formats :**

1	Ship Arrival Report	QT / BOW / FSR
2	Cargo Log Sheet for other Cargo	QT / BOW / FLG
3	Log sheet for Tanker Vessels	QT / BOW / FLT

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**BENCHMARK**

**IMPORT**

Endorsement of wharfage charges for


1	Liquid Bulk Vessels	24.00 hr. on completion of landing / Receipt of final ullage report
2	Break Bulk Vessels	working days on completion of landing
3	Endorsement of Demurrage Charges	2 working days on completion of delivery

**EXPORT**

1	Endorsement of Wharf age Charges	2 working days on completion of shipment
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**MISCELLANEOUS**

1	Endorsement of TRF Crane Charges	7 working days from the date of filing 2 working days after utilization
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