


V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM (IMS)

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

TRAFFIC DEPARTMENT COAL & OIL JETTY (COJ) MANUAL


ISSUE NO.2 DATE : 24.05.2019

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| Originated by : Document Controller | Issue No. : 2 |
| | Date : 24.05.2019 |
| Approved by :  Traffic Manager | Page No. : 1 of 1 |
| | Revision No : 0 |
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TRAFFIC DEPARTMENT
INTEGRATED MANAGEMENT SYSTEM (IMS)
COAL & OIL JETTY (COJ) MANUAL**

I N D E X


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LIST OF RECIPIENTS

| SI.NO | NAME OF THE RECIPIENTS | CONTROLLED COPY NO |
|-------|--------------------------------------|--|
| 1. | TRAFFIC MANAGER | Controlled Copy to all through Internet system only |
| 2. | SR. DEPUTY TRAFFIC MANAGER | |
| 3. | DEPUTY TRAFFIC MANAGER | |
| 4. | SR. ASSISTANT TRAFFIC MANAGER | |
| 5. | ASSISTANT TRAFFIC MANAGER | |
| 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 & Procedures |

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

| Sl. No. | Page No. | Section | Revision | | Remarks |
|---------|----------|---------|----------|------|---------|
| | | | No. | Date | |
| 1 | | | | | |
| 2 | | | | | |
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COAL & OIL JETTY (COJ) MANUAL

Scope, IMS Policy & Objective

SCOPE

Coal & Oil Jetty is responsible for berthing / unberthing of vessels at Coal Jetty I & II and Oil Jetty and to monitor the landing / discharge operations in co-ordination with TTPS, PSC, IOC, SHV- LPG and other Agencies, observing all safety measures. This unit is 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.

OHSAS

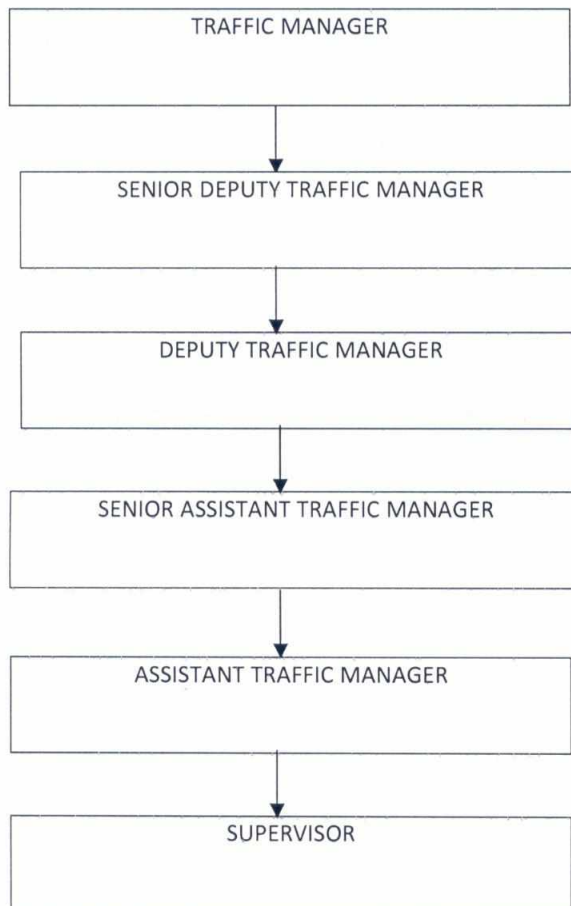
To ensure prevention of ill health and injury.

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ORGANISATION CHART



| | |
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**V.O. CHIDAMBARANAR PORT TRUST
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COAL & OIL JETTY (COJ) MANUAL

ABBREVIATIONS

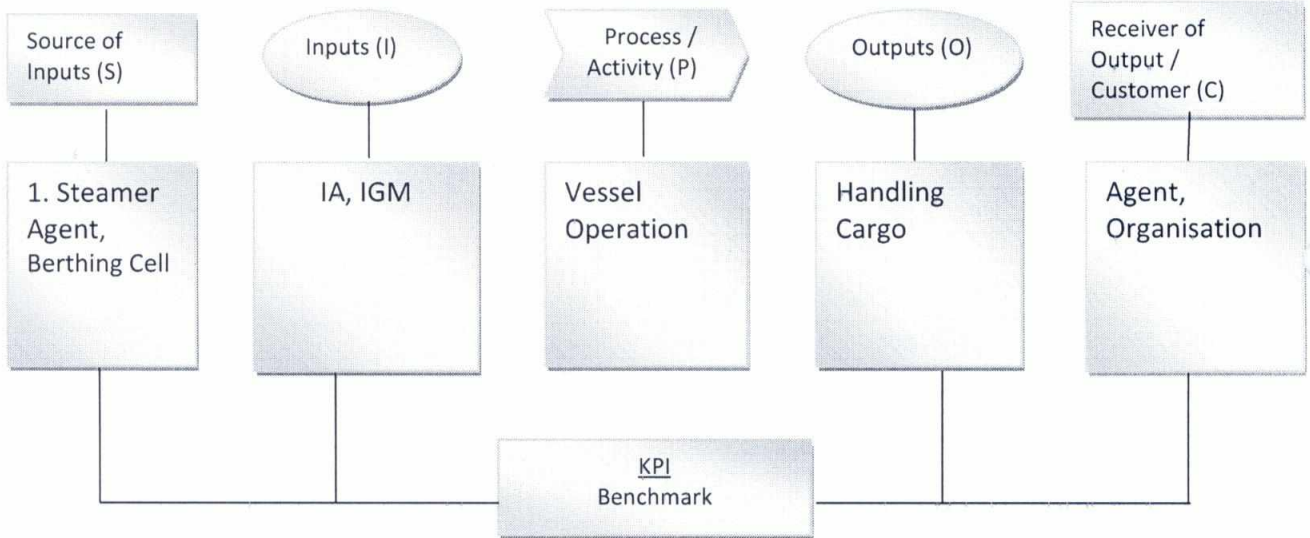
| | |
|---------------|--|
| VOC PT | V O Chidambaranar Port Trust |
| CPT | Chairman, Port Trust |
| DYCPT | Deputy Chairman, Port Trust |
| TM | Traffic Manager |
| DTM | Deputy Traffic Manager |
| Sr.A TM | Senior Assistant Traffic Manager |
| A TM (OP) | Assistant Traffic Manager (Operations) |
| Supr | Supervisor |
| A.O.(Rev.) | Accounts Officer (Revenue) |
| C.D.C. | Central Documentation Centre |
| e-pis | ERP - Port Information System |
| TTPS | Tuticorin Thermal Power station |
| A.D (R) | Assistant Director (Research) |
| SHC | Shipping Control |
| BCL | Berthing Cell |
| VCM | Vinyl Chloride Monomer |
| FO | Furnace Oil |
| LPG | Liquified Petroleum Gas |
| IMDG. Code | International Maritime Dangerous Goods code. |
| I G M | Import General Manifest |
| C I SF | Central Industrial Security Force |

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SIPOC




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Interested Parties

4.2 Understanding the requirements of the Interested parties

| Interested Parties | Requirements |
|---------------------|----------------|
| Agent, Organisation | Cargo Handling |

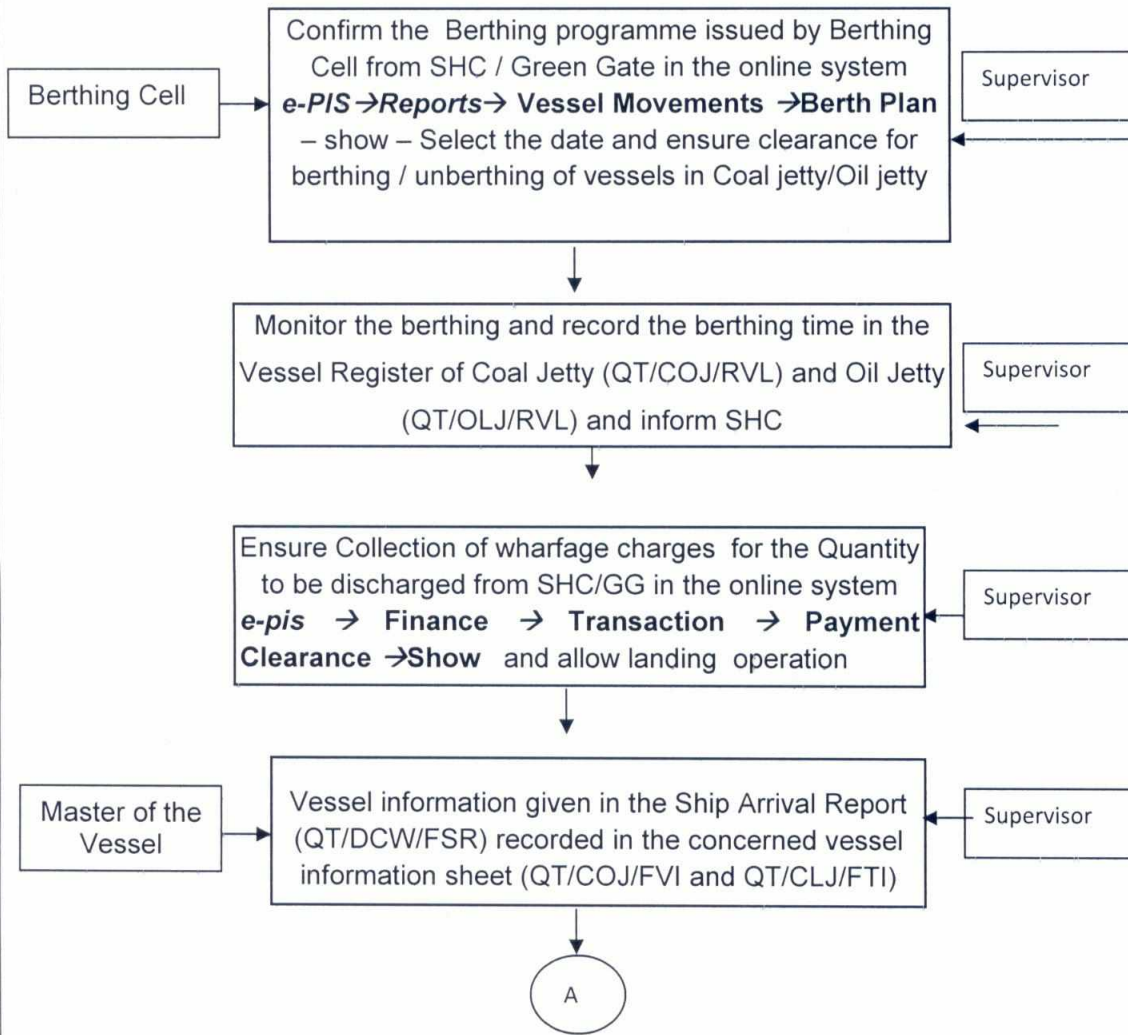
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**V.O. CHIDAMBARANAR PORT TRUST
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COAL & OIL JETTY (COJ) MANUAL

TITLE: VESSEL OPERATION

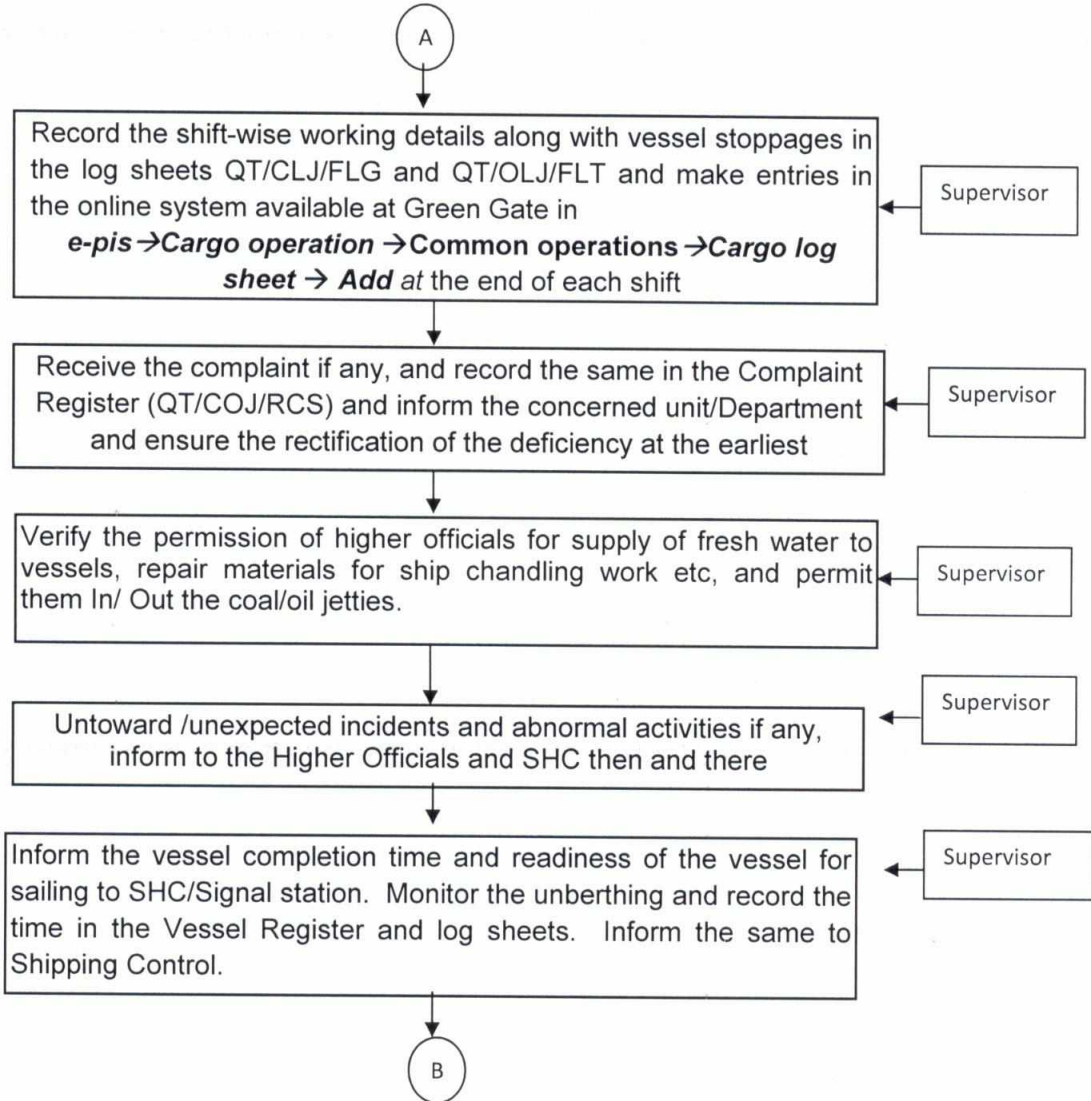
| <u>INPUT / REF. DOCUMENTS</u> | <u>ACTIVITY</u> | <u>RESPONSIBILITY / OUTPUT</u> |
|-------------------------------|-----------------|--------------------------------|
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TITLE: VESSEL OPERATION

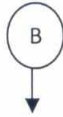


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Title : VESSEL OPERATION



Prepare General Abstract (QT/COJ/FGA) and make entries of the actual quantity landed in IGM details in the online system **e-pis → Cargo operation → Common operations → Cargo log sheet → Add.**

Supervisor



Endorse the Import Applications filed for collection of Wharfage charges for the vessel in the system
e-pis → Cargo operation → Assessment and Endorsement → Wharfage Endorsement → Add
 within 24 Hrs on completion of the vessel for billing at AO(R). Vessel file with connected documents sent to the office of ATM(OP)

Supervisor



Check the correctness of the details generated in the Performance Information Statement (QT/DCW/FPI) from the system
e-pis → Reports → Cargo Operation → Performance Reports → Performance Information Statement
 take the printout and send the same within 24 Hrs after sailing of the vessel to SRO section.


Supervisor



Record the effective working hours and idle time in the Vessel Performance Analysis Register QT/COJ/RPA for review.

Supervisor



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COAL & OIL JETTY (COJ) MANUAL

**Title: SAFETY Measures to be adopted at the time handling of Hazardous Cargoes
(Ammonia, Naphtha, Furnace Oil, Diesel, Petrol, Liquefied Petroleum Gas
& Chemicals)**

The Supervisor working in shift duties shall ensure the following :

1. Ensure availability of Fire extinguishers provided at Traffic Office and the date of re-charging.
2. Have the knowledge, where the emergency fire alarms are situated.
3. Prevent any persons from smoking in the entire Red Gate area.
4. Ensure the area is clean and devoid of oil/fuel oil spillages. If noticed, make the Agents to clear the spillages.
5. Intimate the fact of spillage in the land/sea, to the Safety Officer / Fire Service Office immediately.
6. Ensure vehicles in queue to avoid traffic jam and to aid easy flow of movements.
7. In case of emergency, call the Ambulance & fire fighting service to the spot and utilize the services.
8. Whenever any leakage in pipeline is noticed, the user using the pipeline shall be informed to take corrective action immediately.
9. If any fire is broken out while discharge is going on make alarm and also intimate the facts to the, Fire Station and the Marine Department. (Signal Station)
10. Inform the matter to the following higher Officials, in case of Major incidents
 - a) Fire Cum Assistant Safety Officer,
 - b) Harbour Master
 - c) Deputy Conservator
 - d) Deputy CPT
 - e) CPT
 - f) Traffic Manager
 - g) Senior Deputy Traffic Manager
 - h) Deputy Commandant, CISF
 - i) Assistant Director of Safety


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**TITLE: SAFETY Measures to be adopted at the time handling of Hazardous Cargoes
(Ammonia, Naphtha, Furnace Oil, Diesel, Petrol, Liquefied Petroleum Gas & Chemicals)**

11. In case of emergency try to evacuate the persons from the area as early as possible
12. Ensure the instructions of the Fire & Safety Officer - permission strictly. Report the non adherence to the Fire & Asst. Safety Officer /Fire station immediately.
13. With respect to Handling of Hazardous, dangerous, Liquid Petroleum Products Gas and Chemicals do not allow any hot work inside the Red Gate area..
14. Ensure one fire tender with full complement of crew and sufficient fire extinguishers at Oil jetties when there is a vessel.
15. Do not allow any vehicles near the Oil Jetty. Be aware that vehicles without spark arrester are not allowed beyond Red gate.
16. In case of doubts regarding the nature of cargo with respect to IMDG code, contact the Fire station Safety Officer to clear the doubts and keep the following records under custody
 - (a) Operational Control Procedure for handling cargoes at Coal Jetty and Oil Jetty.
 - (b) Material Safety Data Sheet for the cargoes handled at Coal and Oil Jetty.
17. In case of very high emergency, act as per instructions of the Action Group as indicated in the "Crisis Management and Disaster Preparedness Plan".

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IMS RISK MANAGEMENT

RISK ASSESSMENT & RISK TREATMENT :

| RISK | Control Method / Process |
|---|---|
| <ul style="list-style-type: none"> • Crane Not working • Conveyor Choking | <ul style="list-style-type: none"> • Monitoring Crane/ Maintenance Report • Monitoring Conveyor/ Maintenance Report |

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 | Generation of dust | Air pollution | OCP-23 |
| 2 | Spillage of coal | Land pollution | OCP-23 |
| 3. | Pungent smell | Health Hazard | OCP-24 |
| 4. | Spillage on wharf | Land Contamination | OCP-24 |
| 5 | Potential Fire Hazard | Air pollution | EPR -5 |
| 6 | Fugitive smell | Air Pollution | OCP-19&25 |
| 7 | Leakage | Land Pollution | OCP-19&25 |
| 8 | Potential Fire Hazard | Air Pollution | EPR -5 |

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

Hazard Identification, Risk Assessment and Controls :

| SI.No. | HAZARD | RISK | Control Method |
|--------|-------------------------|----------------------|----------------|
| 1 | Dust Emission | Respiratory Disorder | SOP / 4 |
| 2 | Generation of dust,fire | Respiratory problems | SOP-10 |

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 | Vessel Register Oil Jetty | QT/OLJ/RVL | One Finance Year |
| 2 | Vessel Register Coal Jetty | QT/CLJ/RVL | One Finance Year |
| 3 | Coal and Oil Jetty Diary | QT/OLJ/RDY | One Finance Year |
| 4 | Vessel information Statement | QT/CLJ/FVI | Till completion of the vessel file |
| 5 | Coal Jetty -Log sheet | QT/CLJ/FLG | Till completion of the vessel file |
| 6 | Vessel information for Tanker vessels | QT/OLJ/FTI | Till completion of the vessel file |
| 7 | Oil Jetty – Log Sheet | QT/OLJ/FLT | Till completion of the vessel file |
| 8 | Ship arrival report | QT/DCW/FSR | Till completion of the vessel file |
| 9 | Performance Information statement | QT/DCW/FPI | Till completion of the vessel file |
| 10 | General Abstract | QT/COJ/FGA | Till completion of the vessel file |
| 11 | Performance Analysis Register | QT/COJ/RPA | One financial year |
| 12 | Register for Complaints and Suggestions | QT/COJ/RCS | One financial year. |

II. List of FORMATS : -----


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BENCHMARK

| Sl. No | Activity | BENCHMARK |
|--------|---|--|
| 1 | Endorsement of Import Applications for collection of wharfage charges for Coal | 24 hrs. on completion of landing |
| 2 | Endorsement of Import Applications for collection of wharfage charges for Liquid Bulk Cargoes | 24 hrs. On receipt of final Survey Report. |
| 3 | Performance Information Statement of the vessel to be send to SRO Section | 24 hrs. After sailing of the vessel. |

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