


V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM(IMS)

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

TRAFFIC DEPARTMENT SHIPPING CONTROL (SHC) MANUAL

ISSUE NO.2 DATE : 24.05.2019

Originated by : Document Controller	Issue No. : 2
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LIST OF RECIPIENTS

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
1.	TRAFFIC MANAGER	Controlled Copy to all through Intranet only
2.	SR. DEPUTY TRAFFIC MANAGER	
3.	DEPUTY TRAFFIC MANAGER	
4.	SR. ASSISTANT TRAFFIC MANAGER	
5.	ASSISTTANT 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					
3					
4					

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Scope, IMS Policy & Objective

SCOPE

Shipping control is the vital unit which ensures uninterrupted Port operations by coordinating with Marine, Electrical and Mechanical Departments. This unit provides information to Port Officials, Shipping Agents and other agencies connected with Port operations. The procedure connected to Port operations is detailed in the Shipping Control Manual.

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

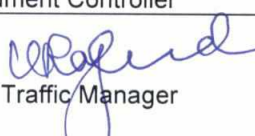
To ensure timely berthing of vessels as per the berthing plan by coordinating with Marine Department and contacting all concerned.

EMS

To ensure reduction of paper and to conserve energy.

OHSAS

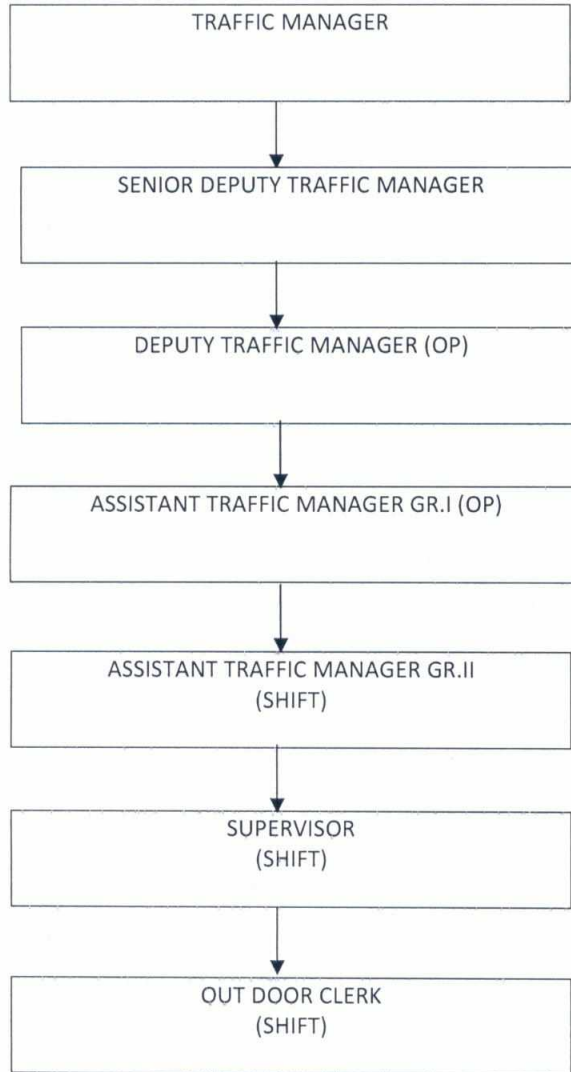
To ensure prevention of ill health and injury.

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ORGANISATION CHART




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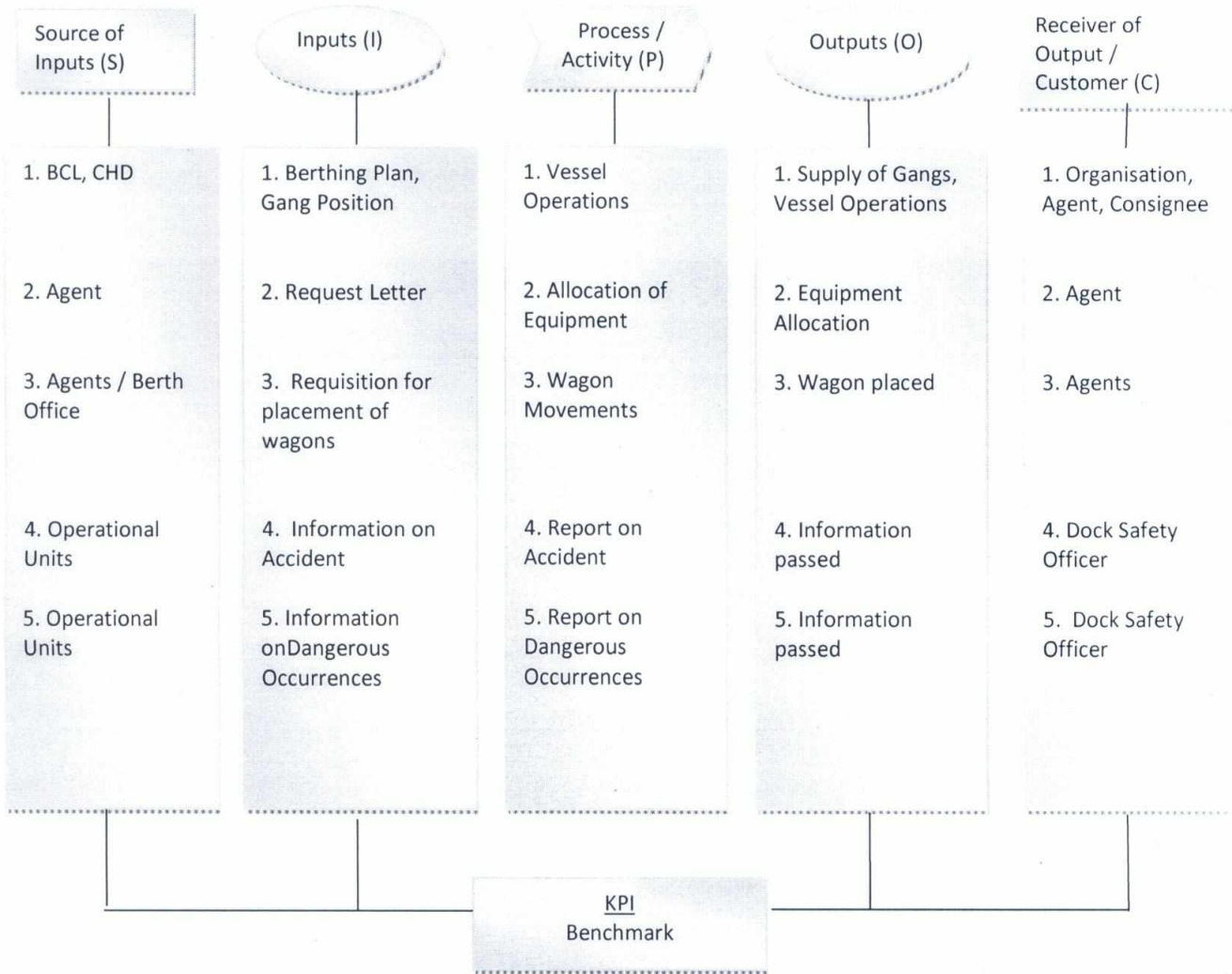
ABBREVIATIONS

VOCPT	V O Chidambaranar Port Trust
CPT	Chairman, Port Trust
DYCPT	Deputy Chairman, Port Trust
TM	Traffic Manager
SRDTM	Senior Deputy Traffic Manager
DTM (OP)	Deputy Traffic Manager (Operations)
SRATM	Senior Assistant Traffic Manager
ATM (OP)	Assistant Traffic Manager (Operations)
ADR	Assistant Director (Research)
AE /SS	Assistant Engineer, Service Station
Supr.	Supervisor
ODC	Out Door Clerk
SHC	Shipping Control Office
BCL	Berthing Cell
CHD	Cargo Handling Division
Contr.	Container
ICD	Inland Container Depot
Dept.	Department
N.A.	Not Applicable
SRO	Statistical & Research Section
PCS	Port Community System
ERP	Enterprise Resource Planning
e-PIS	ERP - Port Information System.
RFD	Results Framework Document

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SIPOC




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Interested Parties

4.2 Understanding the requirements of the Interested parties

Interested Parties	Requirements
Agent	Wagons placed, Equipments allotted
Crews	Permission
Dock Safety Officer	Information regarding accidents / dangerous occurrences

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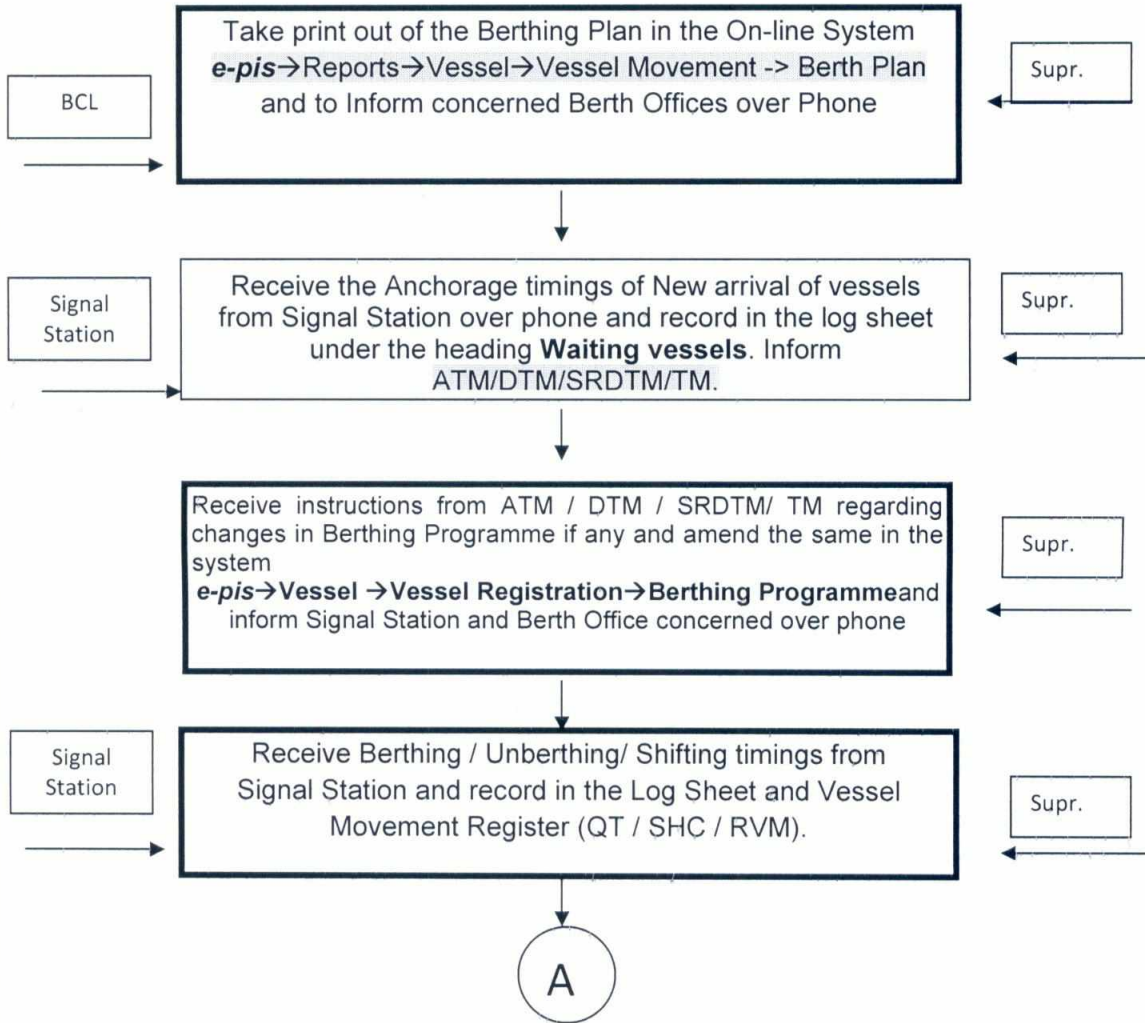
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TITLE: Vessel Operations

INPUT / REF. DOCUMENTS ACTIVITY

RESPONSIBILITY / OUTPUT

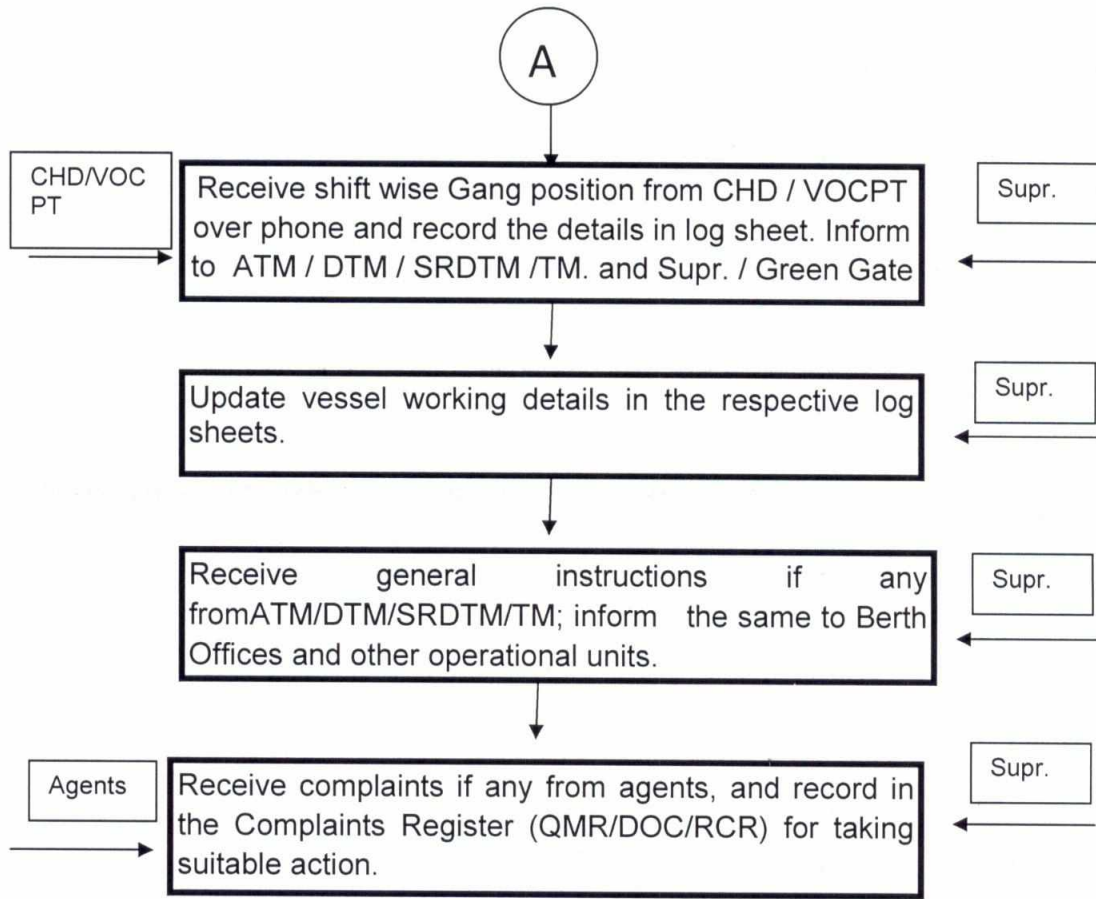



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TITLE: Vessel Operations

INPUT / REF. DOCUMENTS ACTIVITY RESPONSIBILITY / OUTPUT

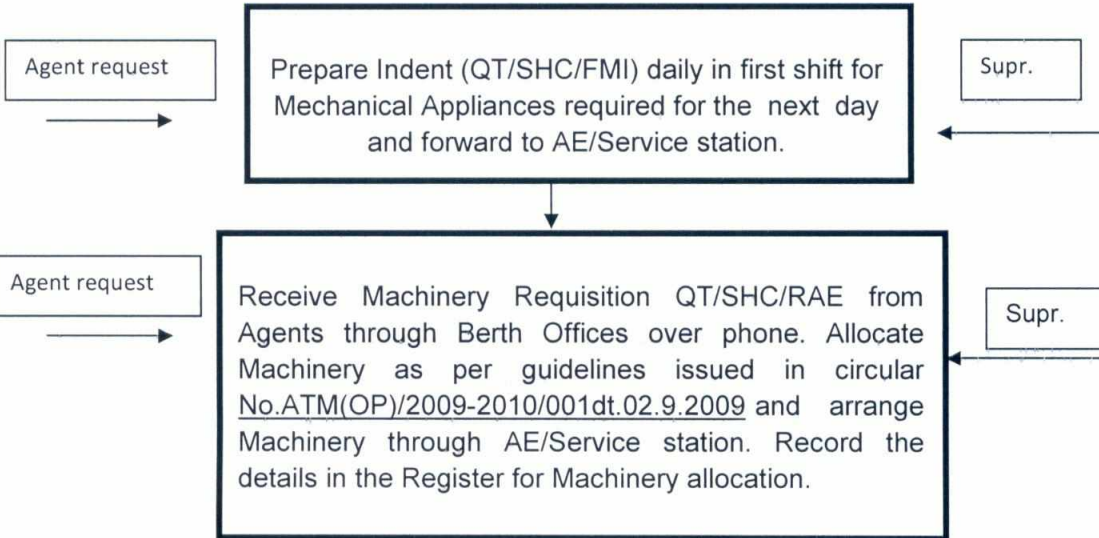


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TITLE : Allocation of Equipments

<u>INPUT / REF. DOCUMENTS</u>	<u>ACTIVITY</u>	<u>RESPONSIBILITY / OUTPUT</u>
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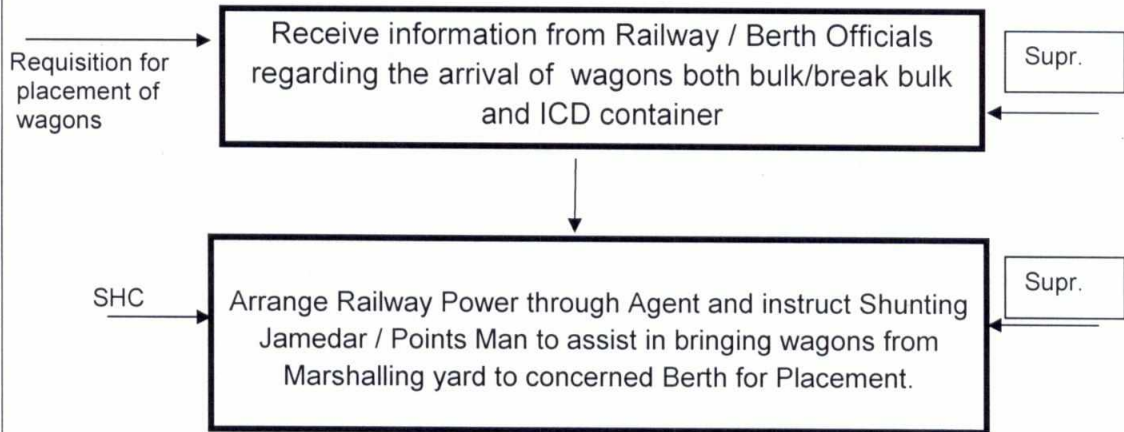


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TITLE : WAGONS MOVEMENTS

INPUT / REF. DOCUMENTS ACTIVITY RESPONSIBILITY / OUTPUT



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TITLE: Recording Accidents / Dangerous Occurrences


<u>INPUT / REF. DOCUMENTS</u>	<u>ACTIVITY</u>	<u>RESPONSIBILITY / OUTPUT</u>
-------------------------------	-----------------	--------------------------------

Recording Accidents / Dangerous Occurrences

Report from
Operational
unit

In case of accidents and dangerous occurrences receive information from various operational units and Berth Offices and inform ATM / DTM / TM, Safety Officer & Asst. Director., Dock Safety and record details in accident/ Dangerous Occurrence Register (QT/SHC/RAC).

Supr.

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TITLE : ACTION PLAN TO AVOID CONGESTION

Following action plans taken by Traffic officials for avoiding traffic congestion in the Port premises are monitored by Shipping Control:

1. In case of accident / break down of vehicles, ATM or Supervisor of Green Gate inspect the spot & regulate the traffic.
2. Trucks at delivery point will be stopped until further instructions to return back for loading.
3. As a measure of avoiding congestion in Gate-IN points, the queue length is monitored; Admission will be stopped in the Green Gate in case of vehicle stagnation; Instruction will be given to Terminals to intake more Container / Empty trailer in the queue.
4. In Gate-OUT point, one more lane (weighbridge) has been opened for delivery; Instruction to truck originating points to stop delivery till ease of traffic.
5. Over Dimensional Cargoes are parked orderly in the berth and haphazard parking is avoided. Traffic Supervisors / ODCs are advised to direct the truck drivers to park the vehicles in order.

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IMS RISK MANAGEMENT

RISK ASSESSMENT & RISK TREATMENT :

RISK	Control Method / Process
<ul style="list-style-type: none"> Information passing Issue 	<ul style="list-style-type: none"> Office Telephone line to be added in Shipping Control

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

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-03
2	Electrocution	Human Injury	SOP-01
3	Leakage of cartridge	Health Hazard	SOP-01
4	Tin Tag Puncturing	Human Injury	SOP-01
5	Dust	Health Hazard	SOP-03
6	Body joint pain	Human Injury	SOP-03
7	Slippery	Human Injury	SOP-03
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

List of Registers

Sl.No.	Name of the Register	Code No.	Retention Period
1	Indent Forms	QT/SHC/FMI	1 month
2	Log sheet for General Cargo Vessels	QT/SHC/FGC	1 month
3	Log sheet for Container Vessels	QT/SHC/FC	1 month
4	Log sheet for Coal and Oil Jetty Vessels	QT/SHC/FCO	1 month
5	Register for allocation of Machinery / Equipment	QT/SHC/RAE	1 Year
6	Daily position of vessels Computer statement	QT/BCL/FPV	1 month
7	Accident/Dangerous occurrence Register	QT/SHC/RAC	1 Year
8	Vessel Movement Register	QT/SHC/RVM	1 year.
9	Complaints and Suggestions register	QMR/DOC/RCR	1 Year


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BENCHMARK

Sl. No	Activity	BENCHMARK
1	To record the Anchorage timings of new arrival of vessels in the log sheet	Within one hour after receiving information from the Signal Station
2	To record the berthing/ unberthing/ shifting timings of vessels in the log sheet	Within one hour after receiving information from the Signal Station
3	To issue crew permit to the Agent	Same day after permitted by the competent authority

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