


# V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM(IMS)

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

## TRAFFIC DEPARTMENT TRUCK PARKING TERMINAL (TPT) MANUAL


**ISSUE NO.2 DATE : 24.05.2019**

|                                                                                                                      |                   |
|----------------------------------------------------------------------------------------------------------------------|-------------------|
| Originated by : Document Controller                                                                                  | Issue No. : 2     |
|                                                                                                                      | Date : 24.05.2019 |
| Approved by : <br>Traffic Manager | Page No. : 1 of 1 |
|                                                                                                                      | Revision No : 0   |
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**I N D E X**

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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<br/>Intranet only</b> |
| 2.    | SR. DEPUTY TRAFFIC MANAGER           |                                                         |
| 3.    | DEPUTY TRAFFIC MANAGER               |                                                         |
| 4.    | SR. ASSISTANT TRAFFIC MANAGER        |                                                         |
| 5.    | SAFETY OFFICER                       |                                                         |
| 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<br>Up gradation & Integration of QMS(9001:2015),<br>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**

Truck Parking Terminal is responsible to

1. Issue of annual permit to vehicle / equipment
2. Issue of daily permit to vehicle / person

**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 issue permit to vehicles / persons

**EMS**

To ensure reduction of paper and to conserve energy.

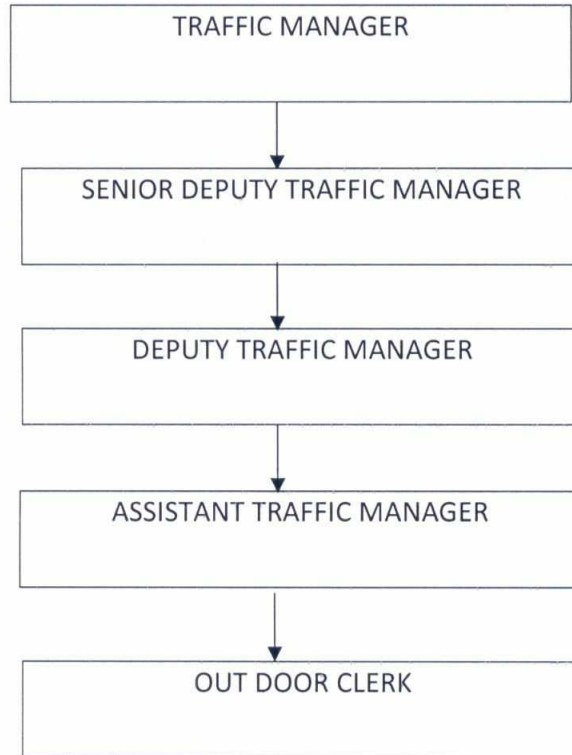
**OHSAS**


To ensure prevention of ill health and injury.

|                                                                                                                      |                                                            |
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ORGANISATION CHART




|                                                                                                                      |                                                           |
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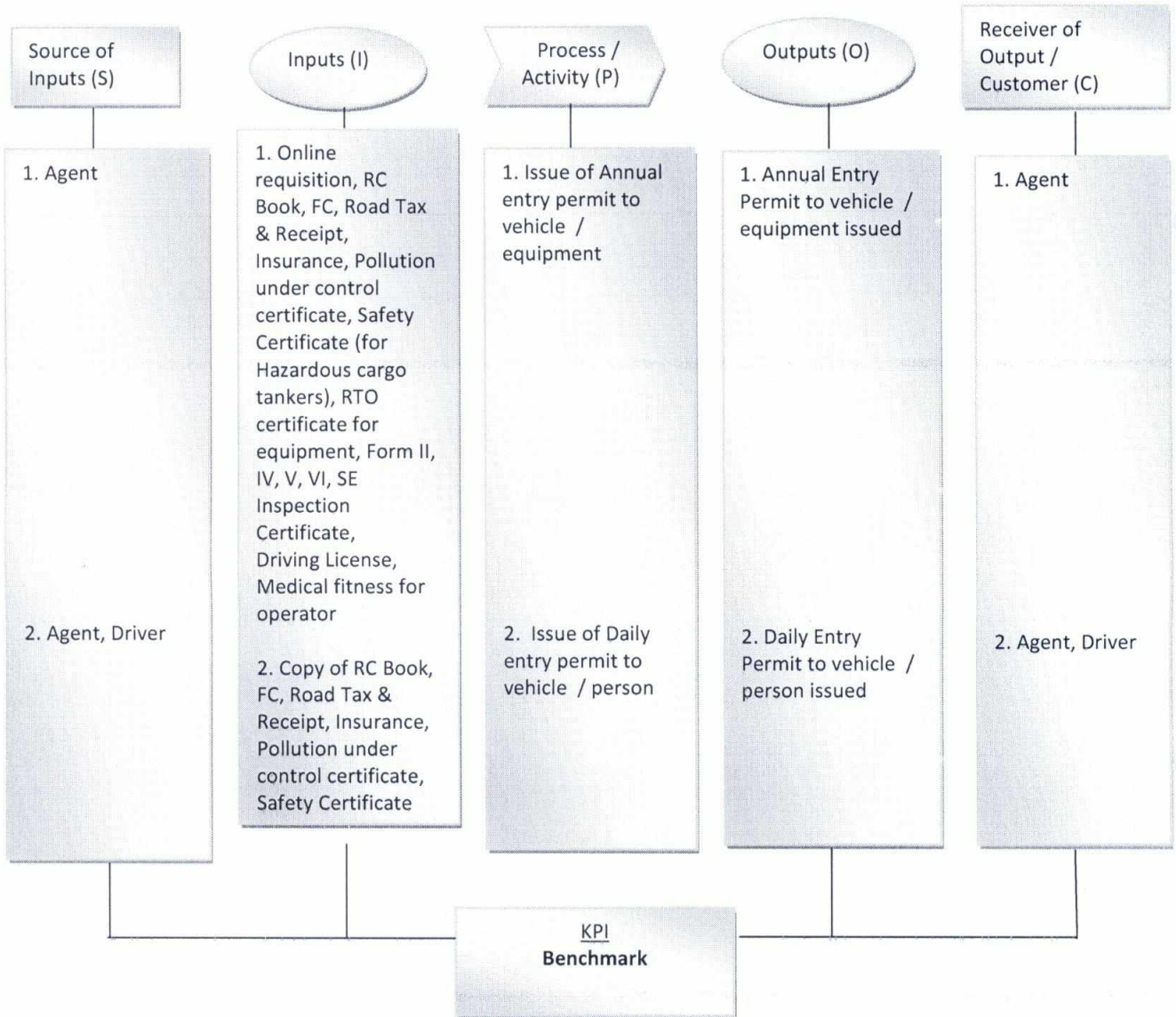
**ABBREVIATIONS**


|       |                                     |
|-------|-------------------------------------|
| VOCPT | V O Chidambaranar Port Trust        |
| CPT   | Chairman, Port Trust                |
| DYCPT | Deputy Chairman, Port Trust         |
| TM    | Traffic Manager                     |
| SRDTM | Senior Deputy Traffic Manager       |
| DTM   | Deputy Traffic Manager (Operations) |
| ATM   | Assistant Traffic Manager           |
| ODC   | Out Door Clerk                      |
| RFID  | Radio Frequency Identification      |

|                                                                                                                   |                                                        |
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**SIPOC**



|                                                                                                                   |                   |
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**Interested Parties**

**4.2 Understanding the requirements of the Interested parties**

| <b>Interested Parties</b> | <b>Requirements</b>                    |
|---------------------------|----------------------------------------|
| Agent                     | License of drivers, cleaners, vehicles |
| Customer                  | License for persons                    |

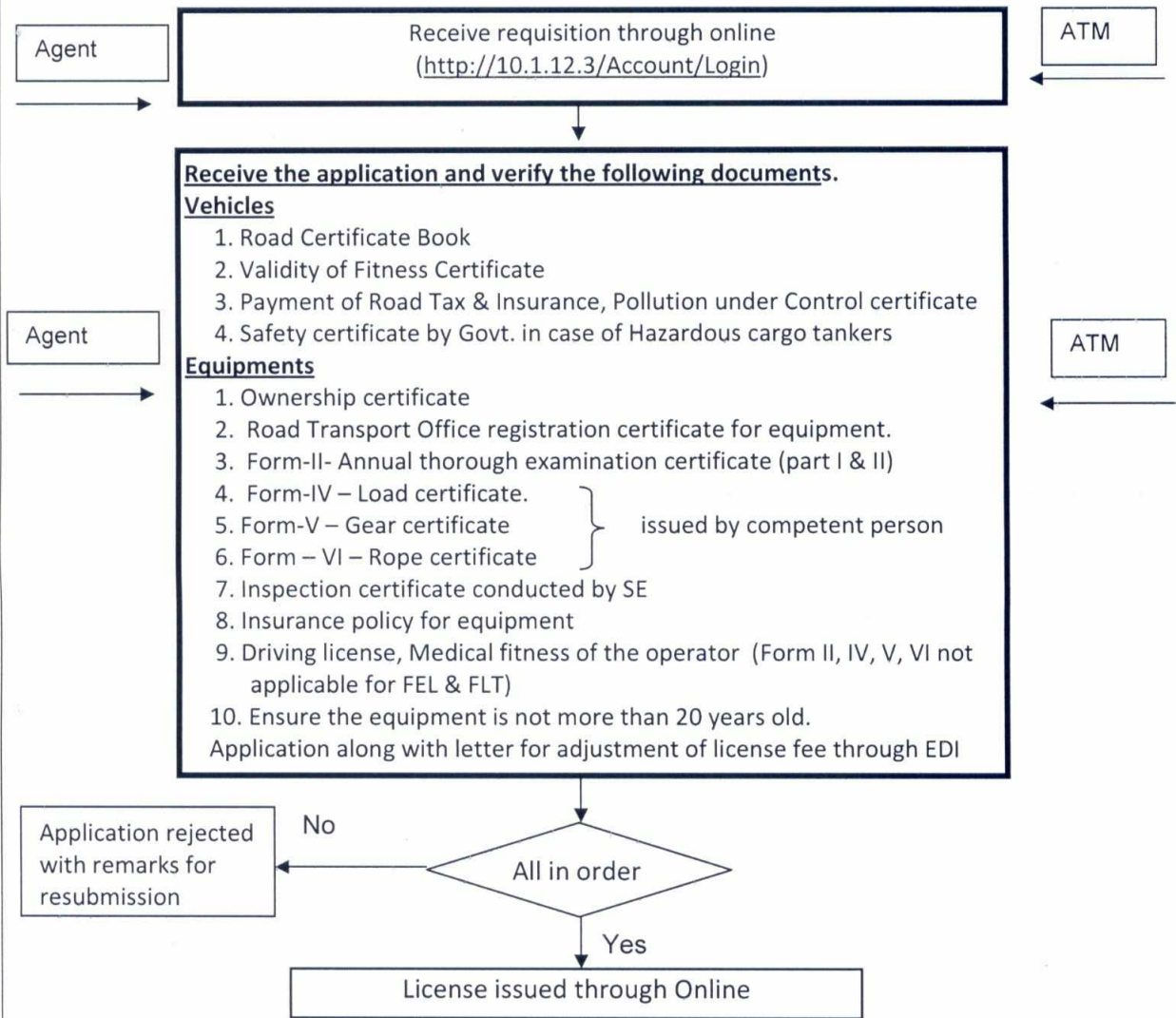
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**TITLE: ISSUE OF ANNUAL PERMIT TO VEHICLE / EQUIPMENT**

**INPUT / REF. DOCUMENTS                      ACTIVITY                      RESPONSIBILITY / OUTPUT**

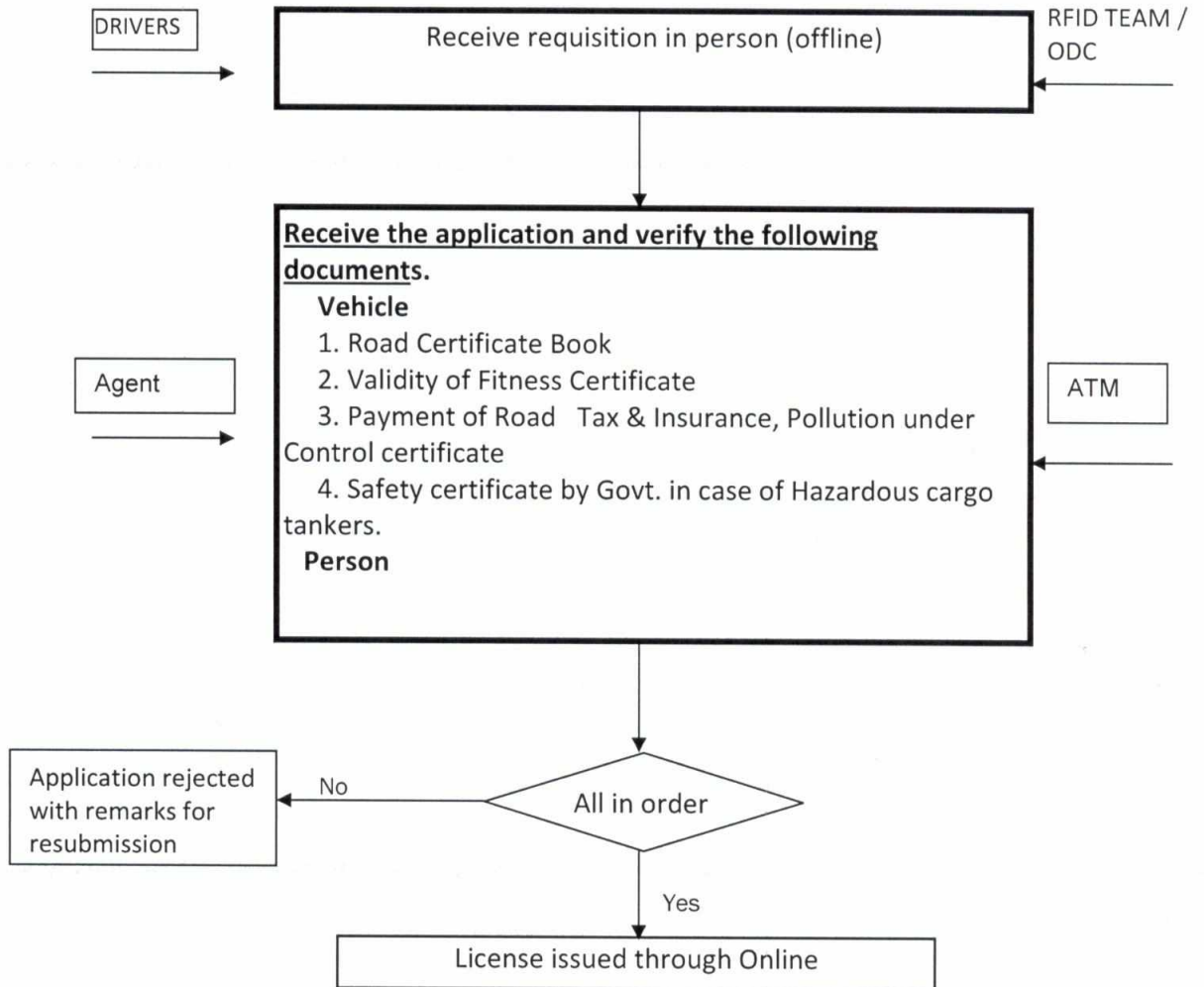


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**TITLE: ISSUE OF DAILY PERMIT TO VEHICLE / PERSON**

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



|                                     |                                                            |
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**IMS RISK MANAGEMENT**

**RISK ASSESSMENT & RISK TREATMENT :**

| RISK                                                                    | Control Method / Process                                                       |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• POS machine failure</li> </ul> | <ul style="list-style-type: none"> <li>• POS machine to be changes</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Printer Problem</li> </ul>     | <ul style="list-style-type: none"> <li>• New Printer to be provided</li> </ul> |

**Reference Standard Requirement : ISO 9001:2015**

**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 land  | Health Hazard                  | OCP/06         |

**Reference Standard Requirement : ISO 14001:2015.**

|                                                                                                                      |                                                           |
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**TITLE: IMS RISK MANAGEMENT**

**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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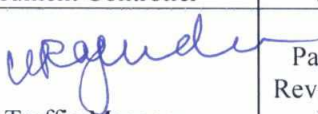
TITLE : LIST OF REGISTERS & FORMATS

List of Formats

| Sl.No. | Name of the Format | Code No. | Retention Period |
|--------|--------------------|----------|------------------|
|        |                    |          | Nil              |

List of Registers


| Sl.No. | Name of the Register | Code No. | Retention Period |
|--------|----------------------|----------|------------------|
|        |                      |          | NIL              |

|                                                                                                                   |                   |
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**BENCHMARK**

| SL No | Activity                                            | Benchmark                                                                                  |
|-------|-----------------------------------------------------|--------------------------------------------------------------------------------------------|
| 1     | To issue license for drivers, cleaners and vehicles | Within the same shift after the payment of prescribed fee and required document submission |
| 2     | Issue of permit for vehicles/ equipments            | Within the same shift after the payment of prescribed fee and required document submission |

|                                                                                                                      |                                                           |
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