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V.O.CHIDAMBARANAR PORT TRUST



ISO 9001:2008

TRAFFIC DEPARTMENT

MANUAL FOR SHIPPING CONTROL

QT/SHC

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SHIPPING CONTROL (QT-SHC)

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List of Recipient

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1	Assistant Traffic Manager / Supr.	1

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SHIPPING CONTROL (QT-SHC)

REVISION SHEET

I. Issue Status:

SI. No.	Issue No.	Date	Reasons for Re-issue
1	1 to 7	27.11.1995,05.1.1996, 10.4.1996,07.2.1997, 03.2.1999,09.12.1999,	Adequacy audit relates to old version (ISO:9002:1994)
2	8	24.7.2002	Due to change in the system standard to the new version (ISO:9001:2000)
4	9	28.8.2002	Adequacy audit Internal audit & Departmental manual review
5	10	31.7.2006	Renewal audit March,2006 Departmental Review Meeting April 2006 & Internal audit June 2006
6	11	11.12.2009	Due to change in the system standard to the new version ISO 9001: 2008
7	12	12.9.2011	Renaming of the Tuticorin Port Trust as V.O.Chidambaranar Port Trust
8	13	13.02.2015	Implementation of New ERP and SAP System.

II. Revision Status of Issue No. 13 dated: 13.02.2015

SI.No.	Page No.	Section	Revision		Reasons
			No.	Date	
1					
2					
3					
4					

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SHIPPING CONTROL (QT-SHC)

Introduction / Quality Policy / Objective

INTRODUCTION

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 are detailed in the Shipping Control Manual.

Quality Policy of the Port:

"To ensure Customer satisfaction through Continual Improvement of facilities and services for maritime trade at optimum cost."

Quality Objective of the Department

To ensure the parameters of (1) Ship Berth Day Output,(2) Pre- Berthing Detention Time, (3)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.

Quality Objective of the Section

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

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TRAFFIC DEPARTMENT DEPARTMENTAL MANUAL

SHIPPING CONTROL (QT-SHC)

ABBREVIATION

CPT	Chairman Port Trust
T.M.	Traffic Manager
D.T.M.	Deputy Traffic Manager
A.T.M. (OP)	Assistant Traffic Manager (Operation)
C.D.C.	Central Documentation Centre
SUPR.	Supervisor
AD(R)	Assistant Director (Research)
S.H.C	Shipping Control
CHD	Cargo Handling Division
GL.	General
CONTR.	Container
DEPT.	Department
SL.NO.	Serial Number
N.A.	Not Applicable
AE/SS	Assistant Engineer, Service Station
B.CELL	Berthing Cell
ICD	Inland Container Depot.
PIS	Performance Information Statement
RFD	Results Framework Document

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V.O.CHIDAMBARANAR PORT TRUST TRAFFIC DEPARTMENT **DEPARTMENTAL MANUAL** SHIPPING CONTROL (QT-SHC) **ORGANISATION CHART** TRAFFIC MANAGER SR..DEPUTYTRAFFIC MANAGER SR.ASSISTANT TRAFFIC MANAGER (OP) ASSISTANT TRAFFIC MANAGER (OP) ASSISTANT TRAFFIC MANAGER Gr-II (SHIFT) SUPERVISOR (SHIFT) SHUNTING JAMEDAR / POINTSMAN Issue No : 13 Originated by : Departmental Manual Committee Date : 13.02.2015 Page No : 1 of 1

Traffic Manager

Approved by

Revision No

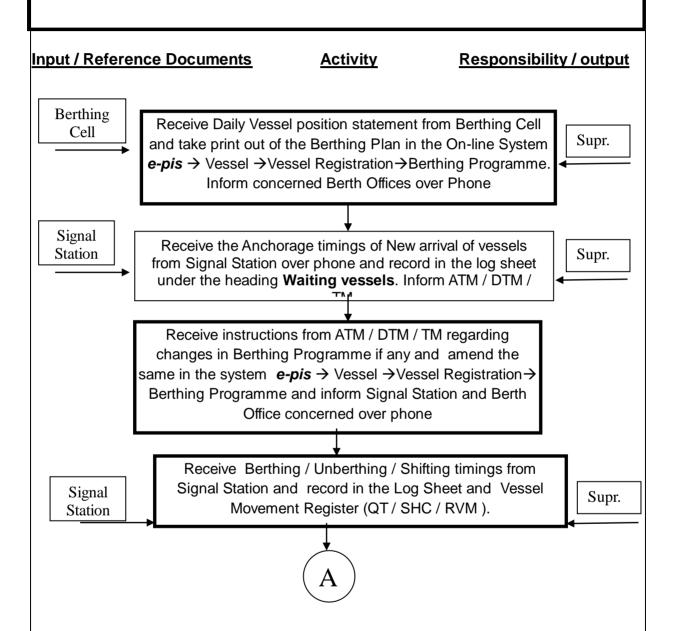
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SHIPPING CONTROL (QT-SHC)

Vessel Operations



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V.O.CHIDAMBARANAR PORT TRUST TRAFFIC DEPARTMENT **DEPARTMENTAL MANUAL** SHIPPING CONTROL (QT-SHC) **Vessel Operations** Input / Reference Documents Responsibility / output Activity Α Receive shift wise Gang position from CHD / VOCPT CHD/VOCPT Supr. over phone and record the details in log sheet. Inform to ATM / DTM / TM. and Supr. / Green Gate Update vessel working details in the respective Supr. log sheets. Receive general instructions if any from ATM/DTM/TM, Supr. inform the same to Berth Offices and other operational units. Receive complaints if any from agents, and record Agent Supr. in the Complaints Register (QMR/DOC/RCR) for taking suitable action. Issue No 13 Originated by : Departmental Manual Committee Date : 13.02.2015 Page No : 2 of 2 Revision No 0

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Date

: 13.02.2015

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V.O.CHIDAMBARANAR PORT TRUST TRAFFIC DEPARTMENT DEPARTMENTAL MANUAL SHIPPING CONTROL (QT-SHC)

Allocation of Equipments

Input / Reference Documents Ac

Activity

Responsibility / output

Agent request

Prepare Indent (QT/SHC/FMI) daily in first shift for Mechanical Appliances required for the next day and forward to AE/Service station.

Supr.

Agent request

Receive Machinery Requisition QT/SHC/RAE from Agents through Berth Offices over phone. Allocate Machinery as per guidelines issued in circular No.ATM(OP)/2009-2010/001dt.02.9.2009 and arrange Machinery through AE/Service station. Record the details in the Register for Machinery allocation.

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SHIPPING CONTROL (QT-SHC)

WAGONS MOVEMENTS

Input / Reference Documents

Activity

Responsibility / output

Requisition for placement of wagons

Receive information from Railway / Berth Officials regarding the arrival of wagons both bulk/break bulk and ICD container

Supr.

SHC .

Arrange Railway Power through Agent and instruct Shunting Jamedar / Points Man to assist in bringing wagons from Marshalling yard to concerned Berth for Placement.

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List of Registers

I. List of Register

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

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TRAFFIC DEPARTMENT DEPARTMENTAL MANUAL

SHIPPING CONTROL (QT-SHC)

Title: Issuing of Crew Permit /

Recording Accidents /

Dangerous Occurrences

Input / Reference Documents

Activity

Responsibility / output

ISSUING OF CREW PERMIT FOR COASTAL VESSEL

Agent request

Receive requisition along with crew list from Agents for issuing crew permit for ships crew. Issue Permits and record the details in the Crew Permit Register (QT/SHC/RCP)

Supr.

Recording Accidents / Dangerous Occurrences

Report from Operational Units 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).

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