



# V.O.CHIDAMBARANAR PORT TRUST



**ISO 9001:2008**

**TRAFFIC DEPARTMENT**

**MANUAL FOR**

**SHIPPING CONTROL**

**QT / SHC**

Issued to	:	ATM / Supr.
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**Issue No.13**

**Date : 13.02.2015**



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

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**List of Recipient**

<b>Sl.No</b>	<b>Recipients</b>	<b>Control Copy No.</b>
1	Assistant Traffic Manager / Supr.	1

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**REVISION SHEET**

**I. Issue Status :**

Sl. 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**

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

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**Introduction / Quality Policy / Objective**

**INTRODUCTION**

Shipping control is the vital unit which ensures uninterrupted Port operations by co-ordinating 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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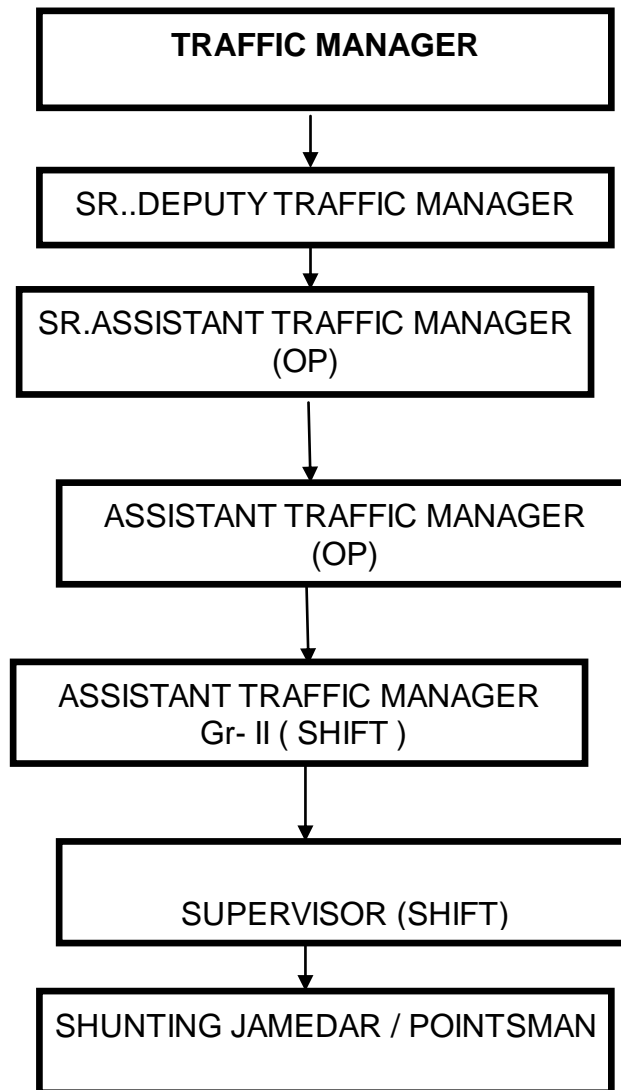
**ABBREVIATION**

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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**ORGANISATION CHART**

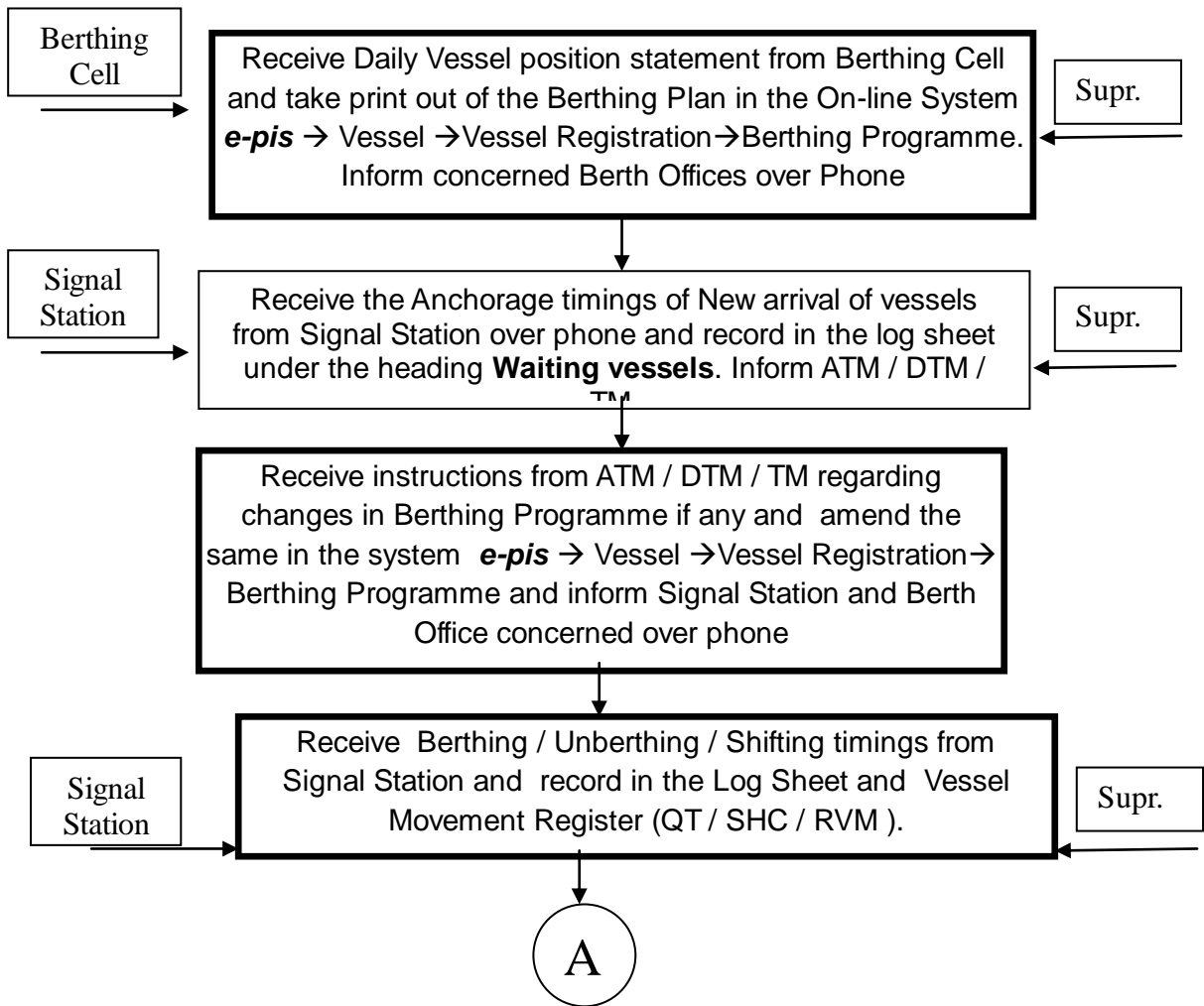


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**Vessel Operations**

**Input / Reference Documents                      Activity                      Responsibility / output**

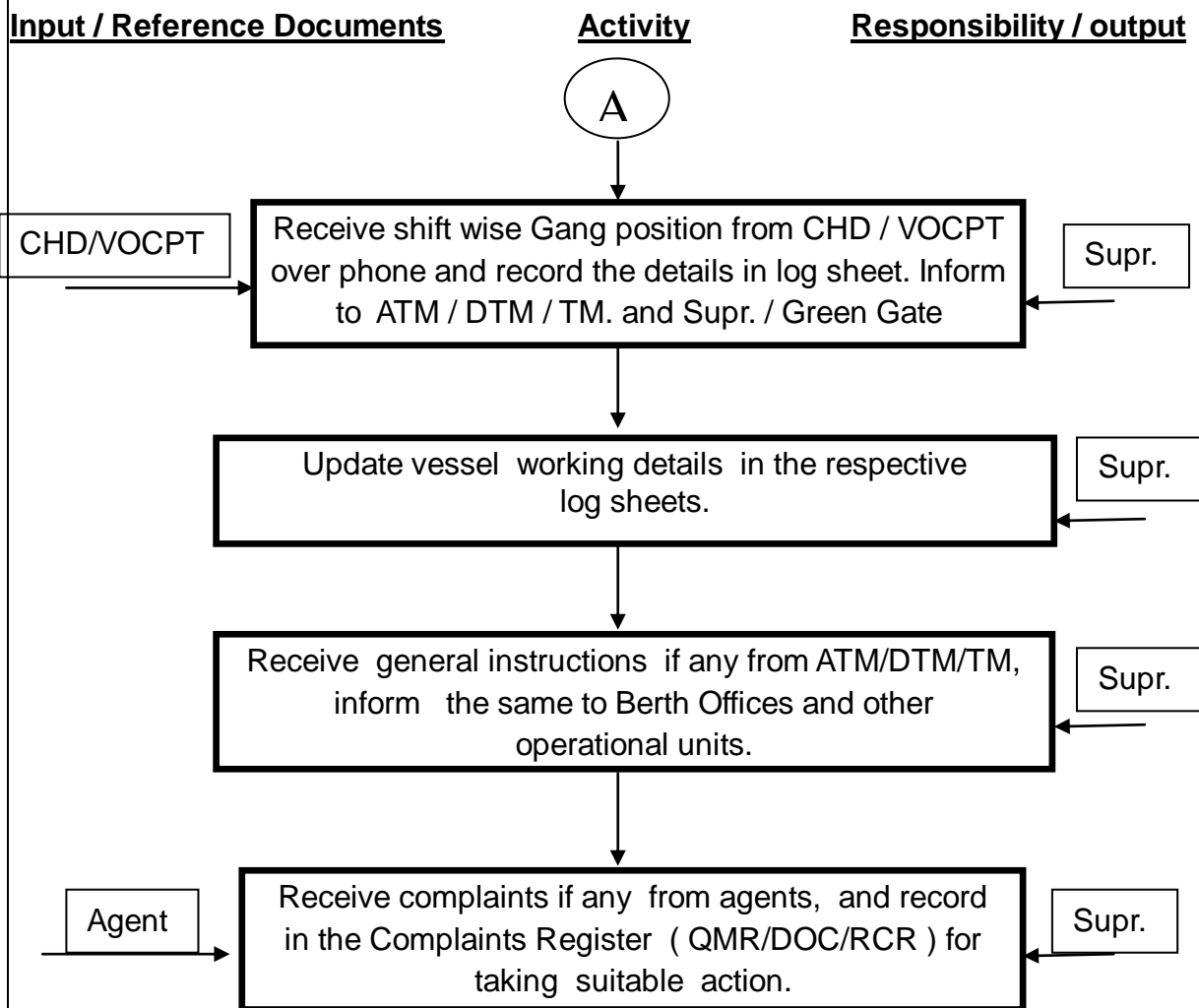


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**Vessel Operations**



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**SHIPPING CONTROL (QT-SHC)**

**Allocation of Equipments**

<u>Input / Reference Documents</u>	<u>Activity</u>	<u>Responsibility / output</u>
------------------------------------	-----------------	--------------------------------

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)/2009-2010/001 dt.02.9.2009 and arrange Machinery through AE/Service station. Record the details in the Register for Machinery allocation.

← Supr.

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**List of Registers**

**I. List of Register**

<b>Sl.No.</b>	<b>Name of the Register</b>	<b>Code No.</b>	<b>Retention Period</b>
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

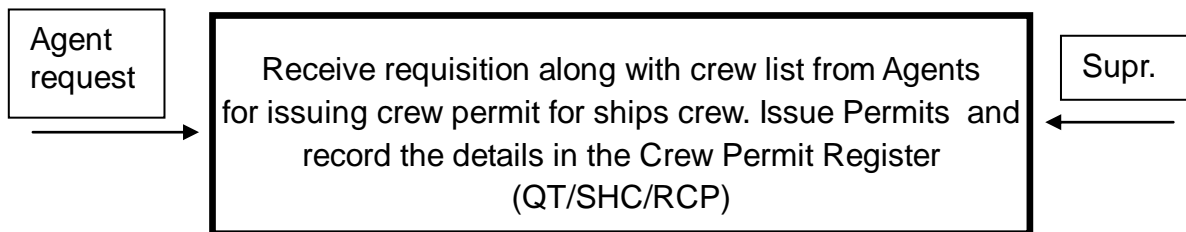
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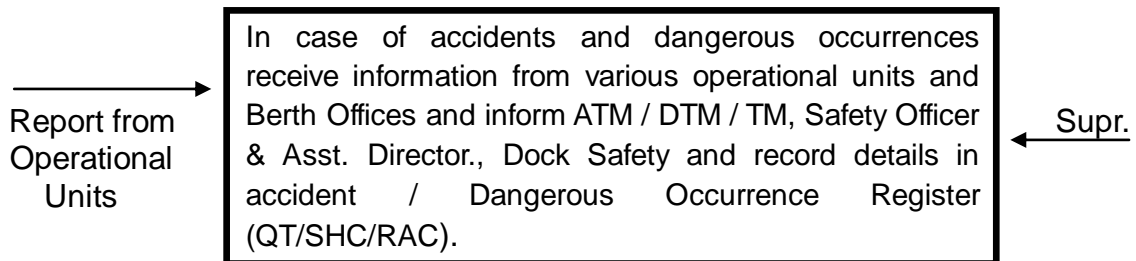
**Title : Issuing of Crew Permit /  
Recording Accidents /  
Dangerous Occurrences**

Input / Reference Documents                      Activity                      Responsibility / output

**ISSUING OF CREW PERMIT FOR COASTAL VESSEL**



**Recording Accidents / Dangerous Occurrences**



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