



V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM

E.D.P.CENTRE

DEPARTMENTAL HAND BOOK

PROCESSING WORKS IN PM MODULE
(HAND BOOK NO. QEDP010)

ISO 9001:2015

Issue No.1

Date: 02.01.2018



**V.O.CHIDAMBARANAR PORT TRUST
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

**HAND BOOK FOR PROCESSING WORKS IN PM MODULE
HAND BOOK NO.QEDP010**

I N D E X

| Sl. No. | TITLE | No. of Pages |
|----------------|-------------------|---------------------|
| 1. | Title Page | 1 |
| 2. | Index | 1 |
| 3. | List of Recipient | 1 |
| 4. | Revision Sheet | 1 |
| 5. | Abbreviations | 1 |
| 6. | Procedure | 2 |

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Page No. : 1 of 1
Revision No : 0
Date : 02.01.2018

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LIST OF RECIPIENTS OF THIS MANUAL

| Sl. No. | Recipients | Controlled Copy No. |
|----------------|--|----------------------------|
| 1. | Deputy Chairman | 1 |
| 2. | Financial Adviser & Chief Accounts Officer | 2 |
| 3. | Management Representative (ISO Cell) | 3 |
| 4. | Sr.Deputy Director (EDP) | 4 |
| 5. | Soft Copies of the manual accessible to All Assistant Directors All Data Processing Officers | |

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REVISION SHEET

Document Name : Departmental Manual - Hand Book
Code : QEDP010

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| Sl. No. | Issue No. | Date | Reasons for Re-issue |
|---------|-----------|------------|---|
| 1 | 1 | 30.6.2003 | Implementation of QMS in EDP (ISO:9001:2000) |
| 2 | 2 | 15.2.2010 | Due to changes from ISO:9001:2000 standard to the new version ISO:9001:2008 |
| 3 | 3 | 24.2.2012 | Due to renaming of Tuticorin Port Trust as V.O.CHIDAMBARANAR Port Trust. |
| 4 | 4 | 03.02.2016 | Change of Manual after ERP implementation |
| 5 | 1 | 02.01.2018 | Change of Manual after IMS implementation |

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PROCESSING WORKS IN PM MODULE
(DOCUMENT CODE : QEDP010)

ABBREVIATIONS

| | | |
|-----|---|------------------------------------|
| SAP | : | Systems, Applications and Products |
| PM | : | Plant Maintenance |
| MM | : | Materials Management |

V.O.CHIDAMBARANAR PORT TRUST

EDP CENTRE

DEPARTMENTAL MANUAL (QEDP)

HAND BOOK NO. QEDP010

PROCESSING WORKS IN PM MODULE

| | | |
|----------------|---|--|
| Procedure | : | Asset Lifecycle Management Process |
| Authority | : | Financial Adviser & Chief Accounts Officer |
| Responsibility | : | DPO(MV) |

Plant Maintenance (PM)

The SAP PM application component provides businesses with a comprehensive software solution for all maintenance activities that are performed within a company. The uniform, graphical user interface is particularly user-friendly and quickly meets with acceptance thanks to the numerous possibilities that are available for tailoring it to meet individual business requirements.

The data and functions of all maintenance procedures performed within a company can be fully inter-connected. The openness of the R/3 System enables you to use external systems that are integrated with the PM component, such as geographical information systems (GIS), computer-aided design (CAD) systems and supervisory control and data acquisition (SCADA) systems.

The benefits of the SAP Plant Maintenance are as follows :

- ❖ It automates the process of performing facility repair and maintenance requests. For example, SAP records a problem that is reported, labor and materials are planned, costs are recorded, and then costs are settled.
- ❖ Plant Maintenance operates the overall maintenance business processes and functions allows a maintenance organization to: Identify, document, and

V.O.CHIDAMBARANAR PORT TRUST

EDP CENTRE

DEPARTMENTAL MANUAL (QEDP)

HAND BOOK NO. QEDP010

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correct failures and degradations of any assets for which they have responsibility.

SAP Plant Maintenance comprises the following activities:

a)Inspection

- ❖ All measures which establish the actual condition of a technical system.

b)Preventive maintenance

- ❖ All measures which maintain the ideal condition of a technical system. The purpose is to maintain the high availability of technical systems, for example, production plants, in the long term for the business.

c)Repair

- ❖ All measures which restore the ideal condition of a technical system. The purpose of maintenance processing comprises of several levels, which do not necessarily all have to be implemented in full. Therefore, it is possible to process a repair using many planning stages, such as preliminary costing, work scheduling, material provision, resource planning and permits. However, it is also possible to react immediately to damage events causing production shutdown, and to produce the required orders and shop papers with the minimum of entries in the shortest possible time.

V.O.CHIDAMBARANAR PORT TRUST

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DEPARTMENTAL MANUAL (QEDP)

HAND BOOK NO. QEDP010

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**Other measures taken using the maintenance organization
Integration with Other SAP modules**

Through integration with other modules (for example, Materials Management, Production and Planning, Sales and Distribution, Personnel Management, and Controlling) the data is always kept current and processes that are necessary for Plant Maintenance and Customer Service are automatically triggered in other areas (for example, a purchase requisition for non-stock material in the MM-Purchase)