

# **DREDGING CORPORATION OF INDIA LIMITED**



## **INTEGRATED MANAGEMENT SYSTEM (IMS)**


**QUALITY MANAGEMENT SYSTEM (QMS) - AS PER ISO 9001:2015 &  
ENVIRONMENT MANAGEMENT SYSTEM (EMS)-AS PER ISO 14001:2015**

## **OPERATIONS DEPARTMENT MANUAL**

SECTION 1.01	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/1
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CONTROL SHEET:

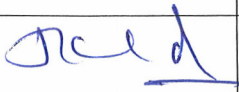
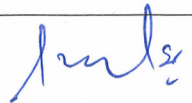

ISSUED TO :  
ISSUE NO. :  
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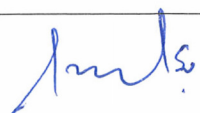
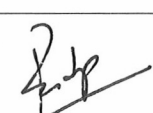
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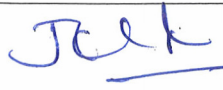
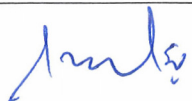

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**1.03 REVISION RECORD SHEET:**

When it becomes necessary to revise the contents of this manual or to reissue the manual, modifications are prepared by Dy.HOD (Ops), reviewed (and issued) by HOD(Ops) and are approved by Nodal Officer. The revised / re-issued sheets in the relevant section are sent to the controlled copy holders.

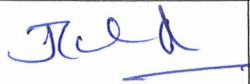


The modified sheets bear issue no., revision no. and date and are entered on this Revision Record Sheet. The recipients shall insert the revised sheet(s) in their manual and remove & destroy the corresponding old sheet(s).

Sl. No.	Sec. No.	Sheet No.	Issue No.	Revision No.	Issue/ Revision Date	Revision Description
1	1.02	1 of 2 2 of 2	2	1	03-02-2020	1) Sec.- 1.02 to 1.06, 2.02 to 3.01, 4.02, 4.03, 5.01, B 2.1 and B 2.2 are modified and updated. 2) Sec. B 3.4 newly inserted.
2	1.03	1 of 2 2 of 2	2	1	03-02-2020	All revisions recorded
3	1.04	1 of 1	2	1	03-02-2020	1) Designations modified for original, Contrld. Copy no. 1 and 12. 2) Controlled Copy nos. 2, 3, 7 and 8 are stopped. 3) Controlled Copy nos. 17 to 22 are newly included.
4	1.05	1 of 2	2	1	03-02-2020	CGM, CPM, MD and RGM are newly included.
5	1.06	1 of 1	2	1	03-02-2020	Modified according to the developments during 2019.
6	2.02	1 of 1	2	1	03-02-2020	Organogram updated.
7	2.03	1 of 2 2 of 2	2	1	03-02-2020	Responsibilities and authorities updated.
8	3.01	1 of 1	2	1	03-02-2020	Jr. Surveyor is replaced with Surveyor.
9	4.02	1 of 1	2	1	03-02-2020	1) In S.no. 9, Project Divisions deleted 2) S.no.-10 on Regional Offices/ Project Offices/ Vessels newly included.

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10	4.03	1 of 1	2	1	03-02-2020	1) Sec.no. 2.02 is replaced with 2.01 2) CHOD replaced with CGM.
11	5.01	1 of 1	2	1	03-02-2020	Sl.no.11 and 12 are newly included.
12	B 2.1	1 OF 2 2 OF 2	2	1	03-02-2020	S.no.4 on Prohibition of Single Use Plastics is newly included.
13	B 2.2	1 of 1	2	1	03-02-2020	S.no.2 on Prohibition of Single Use Plastics is newly included.
14	B 3.4	1 of 1	2	0	03-02-2020	OCP4 on Prohibition of Single Use Plastics is newly inserted.

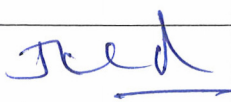
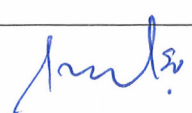
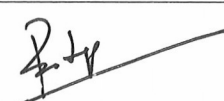
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#### 1.04 LIST OF RECIPIENTS

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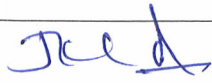
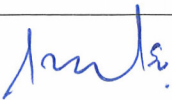
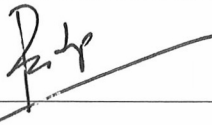
CONTROLLED COPY No.	DESIGNATION
<i>Original</i>	<i>GM(Ops) HOD(Ops)</i>
1	<i>GMD MD</i>
2	<i>DFN</i>
3	<i>DOF CGM</i>
4	<i>CEO</i>
5	Nodal Officer
6	HOD- Marketing Department HOD(Mktg)
7	<i>GMP-I</i>
8	<i>HOD- Project division - II</i>
9	<i>GM(PE)/HOD- Inland Dredging division HOD(IDD)</i>
10	GM(Tech)
11	<i>GM(Mat) HOD(Mat)</i>
12	<i>GM(HSE) HOD(HSE)</i>
13	<i>HOD- (HR-SE) Department HOD(HR)</i>
14	<i>HOD- (HR-FS) Department</i>
15	<i>HOD- Finance Department HOD(Fin)</i>
16	<i>HOD- IT Department HOD(IT)</i>
17	<i>Chairman</i>
18	<i>RGM/CPM, Kolkata</i>
19	<i>RGM/CPM, Paradip</i>
20	<i>RGM/CPM, Kochi</i>
21	<i>RGM/CPM, Mumbai</i>

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### 1.05 ABBREVIATIONS

AM(Ops)	Assistant Manager (Operations)
BCD	Below Chart Datum
BH-I	Backhoe-I
BM	Bench Mark
CD	Chart Datum
CGM	<i>Chief General Manager</i>
CONT	Contracts
CPM	<i>Chief Project Manager</i>
CSD	Cutter Suction Dredger
DUR	Daily Utilisation Report
DDR	Daily Dredging Report
DDPR	Daily Dredging Progress Report
HOD (OPS)	Head Of The Department (Operations)
<del>ID</del> IDD	<del>Inland Dredger</del> Inland Dredging Division
IMS	Integrated Management System (QMS & EMS)
JM(S)	Joint Manager (Survey)
DGM(Ops)	Deputy General Manager (Operations)
MD	Managing Director
MOU	Memorandum Of Understanding
MUC-I	Multi Utility Craft - I
OPS	Operations
PIC	Project In-Charge
PO	Project Office
QTY	Quantity
R.A.BILL	Running Account Bill
RO	Regional Office
RGM	<i>Regional General Manager</i>
SHS	Sr. Hydrographic Surveyor
SUR	Survey
TECH	Technical
TSHD	Trailer Suction Hopper Dredger


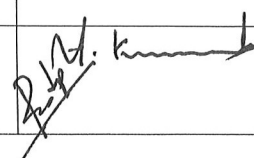
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**Part-B EMS**

APPCB	Andhra Pradesh Pollution Control Board
CMA	Contingency Manual Ashore
CMD	Chairman and Managing Director
CPCB	Central Pollution Control Board
CS	Company Secretary
DCI	Dredging Corporation of India Limited
DFN	Director (Finance)
DGS	Director General of Shipping
EMS	Environment Management System
EMP	Environmental Management Programme
GVMC	Greater Visakhapatnam Municipal Corporation
IMO	International Maritime Organisation
ISM	International Safety Management
ISO	International Organisation for standardisation
LOR	Legal and other requirements
MARPOL	Marine Pollution
MOEF	Ministry of Environment & Forests
MOS	Ministry of shipping
MRM	Management Review Meeting
OCP	Operational Control Procedures
PIC	Project In- Charge
PJB	Pre Joining Brief
PO	Project Office
SCM	Shipboard Contingency Manual
SMS	Safety Management System
SOLAS	Safety of life at Sea
VBC	Violating Business Concerns
VIC	Violating Interested Party Concerned
VLR	Violating Legal and other Requirement

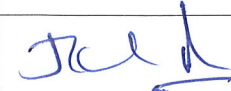
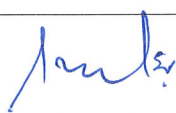
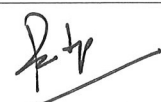
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**1.06 INTRODUCTION:**

Operations department is responsible for Regular review of projects, Monitoring and Reporting progress of projects to the Management, Scrutiny and process of proposals received from project divisions for approval of competent authority, Budgeting, Periodical audit & inspection of projects, Functional advise to the divisional heads on project matters and any other operational activities not delegated to project divisions.

HOD(Operations) is the head of the department. He reports to CGM.

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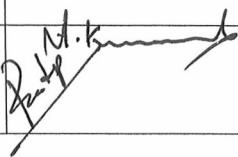
**2.01 OBJECTIVES:**

i) Quality Objectives:

- Regular review and reporting on progress of projects to the management vide daily dredging progress report.
- Issue of monthly tentative crafts program.
- Ensuring settlement of suppliers' invoices which are in order within 30 days from receipt of invoices.
- Imparting orientation training to new incumbents by department seniors on IMS covering department activities within 30 days from the date of reporting to HOD.

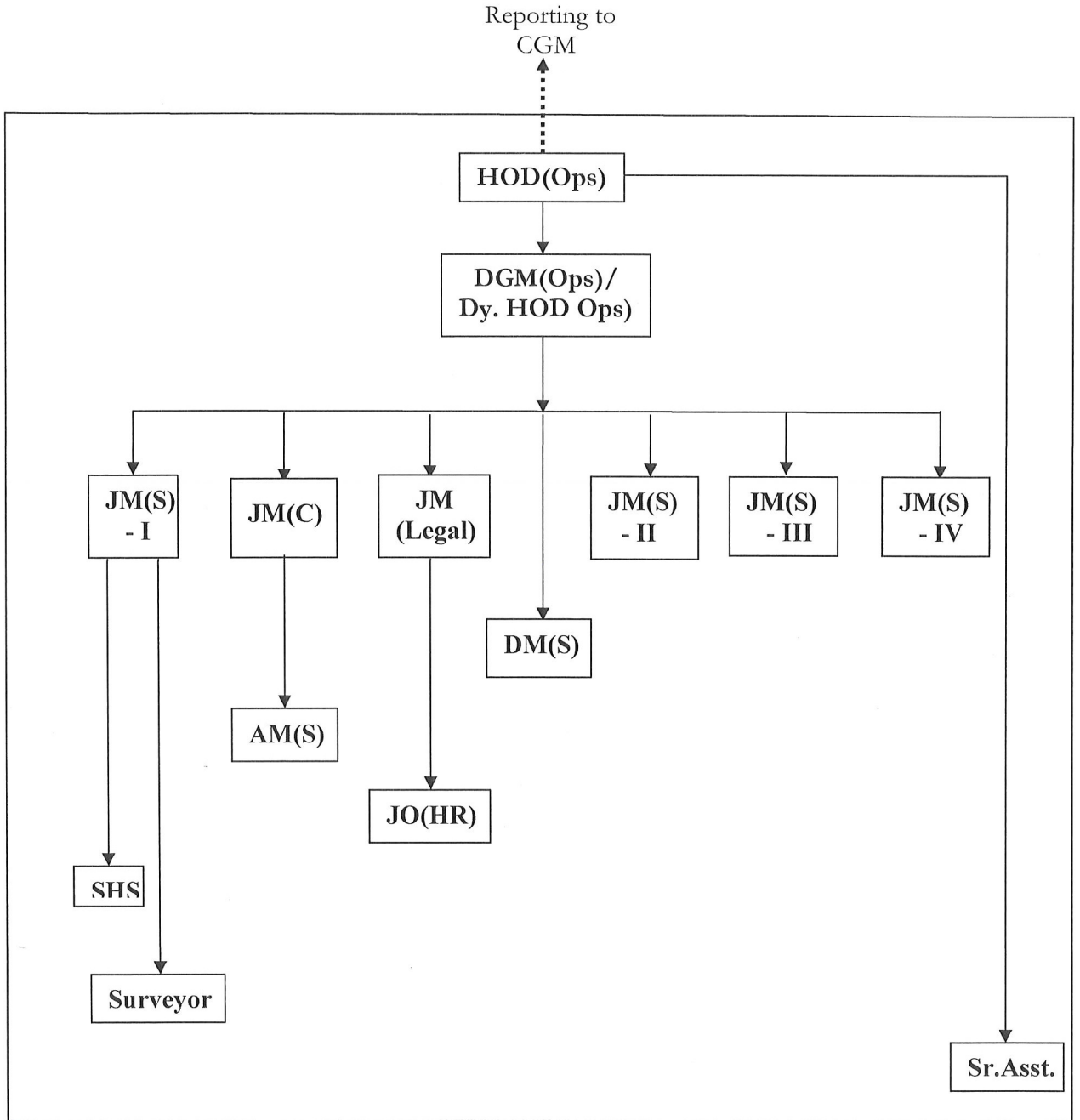
ii) Environment Objectives:

- Optimum consumption of stationery.
- Handing over of used cartridges to IT Department for disposal.

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SECTION 2.02	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/2
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**2.02 ORGANOGRAM**



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### **2.03 RESPONSIBILITIES AND AUTHORITIES:**

#### **HOD (Ops):**

- 1) overall in-charge of the Operations Department
  - 2) Review and Reporting progress of projects to top Management
  - 3) Preparation of MOU and Budgeting.
  - 4) Issue of Tentative Crafts Program.
  - 5) Any other operational activities delegated from time to time.
- Reports to CGM.

#### **DGM(OPS)/ DY.HOD (Ops):**

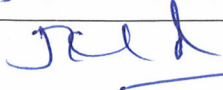
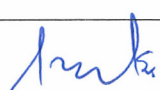
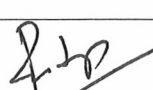
- 1) Assisting HOD(Ops) in above works and acting as Dy.HOD(Ops).
  - 2) Day to day project monitoring & co-ordination.
  - 3) Compiling performance of dredgers
  - 4) Department administrative works
  - 5) Finalize draft of annual revenue budget of HO-Ops. department and put up to HOD(Ops) and monitor it quarterly.
  - 6) Interacts with other departments on HO-Ops. Department activities.
  - 7) ERP, billing,
  - 8) Revenue monitoring,
  - 9) MoU and other Planning works
  - 10) Maintain IMS and SMS of Operations Department.
- Reports to HOD(Ops)

#### **JM(S)-I:**

- 1) Preparation of annual revenue budget and comparing with actuals Quarterly, Half yearly and annually.
  - 2) Prepare and issue monthly tentative crafts program.
  - 3) Day to day project monitoring & co-ordination.
  - 4) Compiling performance of dredgers
  - 5) ERP, billing and Revenue monitoring,
  - 6) MoU and other works of Planning section.
- Reports to HOD(Ops) and assist Dy. HOD(Ops).

#### **JM(C):**

- 1) Initiate proposals for service contracts, obtain approval and forward to the concerned.
  - 2) Interacts with other departments on HO-Ops. Department activities.
  - 3) Service contracts assigned from time to time.
  - 4) Other department works assigned from time to time.
- Reports to HOD(Ops) and assist Dy. HOD(Ops).

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**JM(S)-II:**

1. HO-Ops. Survey equipment works.
  2. Replies to Govt. audit queries of Operations Department.
  3. Maintaining IMS and IMS of Operations Department.
  4. Processing of Providing Agency Services contract for 2020-23 .
- Reports to HOD(Ops) and assist Dy. HOD(Ops).

**JM(S)-III:**

- 1) Service contracts assigned from time to time.
  - 2) Other department works assigned from time to time.
- Reports to HOD(Ops) and assist Dy. HOD(Ops).

**JM(S)-IV:**

- 1) Initiate proposals for service contracts assigned, obtain approval and forward to the concerned.
  - 2) Administrative works of Operations Department.
  - 3) Assist in other department works assigned from time to time.
- Reports to HOD(Ops) and assist Dy. HOD(Ops).

**JM(Legal):**

All the legal & arbitrational matters.  
Reports to HOD(Ops) and assist Dy. HOD(Ops).

**DM(S):**

- 1) Assist in initiating proposals for service contracts, obtain approval and forward to the concerned.
  - 2) Assist in other department works assigned from time to time.
- Reports to HOD(Ops) and assist Dy. HOD(Ops).

**AM(S):**

- 1) Assist in initiating proposals for service contracts, obtain approval and forward to the concerned.
  - 2) Assist in other department works assigned from time to time.
- Reports to HOD(Ops) and assist Dy. HOD(Ops) and JM(C) and all JMs/ DM.

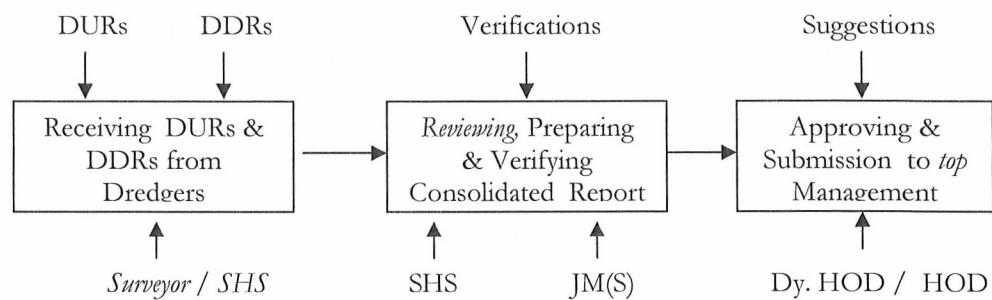
**SHS, Surveyor and Sr.Assistant:**

Assist the concerned officer as per the organogram in carrying out the department works and other officers.  
Reports to HOD(Ops) and assist Dy. HOD(Ops) and all other officers.

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**3.01 FUNCTIONS OF HO-OPERATIONS DEPT'T. – REPORTING PROGRESS TO  
MANAGEMENT:**



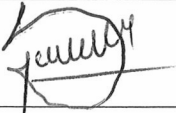
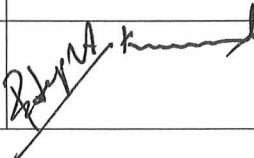
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SECTION 4.01	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/4
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#### 4.0 ACTIVITIES

##### 4.01 MONITORING PROGRESS OF PROJECTS:

1. The production parameters as targeted are monitored at regular intervals and compared with the planned parameters.
2. Daily utilization reports, daily dredging reports, weekly, fortnightly & monthly performance reports and pre/progress/post dredging surveys form the basis for monitoring and evaluation of the project at various stages and on completion.
3. Deputation of concerned executives for necessary advice, guidance, and assistance and for co-ordination with various agencies for achieving time and cost targets set for the project.

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SECTION 4.02	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/4
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#### 4.02 INTERACTION WITH OTHER DEPARTMENTS:

HO-Ops. Department interacts with following department in the department related activities as follows:

1. **MARKETING DEPARTMENT:**

Interacts in connection with dredging agreement and related issues.

2. **TECHNICAL DEPARTMENT:**

Interacts in connection with construction, repairs and dry-docking of vessels.

3. **MATERIALS DEPARTMENT:**

Interacts in connection with supply of materials to vessels as necessary.

4. **HSE DEPARTMENT:**

Interacts in connection with maintaining SMS and IMS systems, conducting audits and imparting related trainings.

5. **HR-SE HR DEPARTMENT:**

Interacts in connection with manning of personnel, establishment / closure of project offices, disciplinary actions, supply of office furniture, transfers and postings of the personnel, sanction of leave, imparting trainings for continuous improvement of skills etc. as necessary.

*Interacts in connection with floating establishment related issues as necessary.*

~~6. **HR-FS DEPARTMENT:**~~

~~*Interacts in connection with floating establishment related issues as necessary.*~~

6. **FINANCE DEPARTMENT :**

Interacts in connection with scrutiny and payment of service contractors' invoices, releasing of security deposits, releasing EMDs of unsuccessful tenderers, financial vetting on the proposals, budget provisions for plan & Non-plan schemes, revenue budgets, monthly revenue statements physical and financial reports of projects, reconciliation of out standing amounts, information regarding MOU targets and achievements as necessary.

7. **INFORMATION TECHNOLOGY DEPARTMENT:**


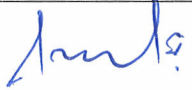
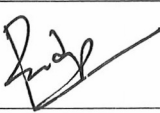
Interacts in connection with data logging of performance of dredgers, formulation of daily and monthly performance reports of all the dredgers with reference to MOU, providing computers with accessories and internet connectivity, transferring/receiving data from dredgers to the shore offices and vice versa, training the personnel in respect of software and operating systems and ERP as necessary.

8. **PROJECT DIVISIONS AND ID DIVISION:**

*Interacts in connection with data pertaining to progress, review, budgeting and MOU as necessary.*

9. **REGIONAL OFFICES / PROJECT OFFICES / VESSELS:**

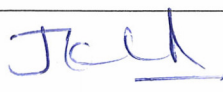

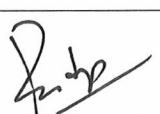
*Interacts in connection with data pertaining to progress, review etc. as necessary from time to time.*

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SECTION 4.03	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/4
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**4.03 MEASUREMENT AND ANALYSIS:**

The objectives mentioned in Section ~~2.02~~ 2.01 are monitored, measured and analyzed quarterly and the statement is forwarded to CHOD CGM with a copy to Nodal officer for information.

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SECTION 4.04	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/4
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**4.04 Risk Assessment and Mitigation plan:**

Sl. no.	Statement	Contributing factors	Risk				Level	Whether Significant	Mitigation Plan
			Likelihood (L) (1-5)	Consequences (C) (1-5)	Score L x C				
1	In regular review and reporting on progress of projects to management.	Delay in Reporting of daily dredging progress to management.	2	4	8	Low	No	Ensuring timely submission of Daily Dredging Progress Report.	
2	In regular issue of monthly tentative crafts program	Delay in issue of monthly tentative crafts program	2	4	8	Low	No	Ensuring timely submission of monthly tentative crafts program	
3	In regular settlement of suppliers' invoices	Delay in settlement of suppliers' invoices.	2	3	6	Low	No	Ensuring timely settlement of suppliers' invoices	
4	Un-impacting orientation training to new incumbents	Lack of training to new incumbents	2	4	8	Low	No	Imparting timely orientation training to new incumbents by department seniors	
5	In-optimum consumption of stationery	Lack of optimum consumption of stationery	3	3	9	Low	No	Ensuring optimum consumption of stationery	
6	Non-handing over of used cartridges to IT Department for disposal	Lack of disposal of e-waste.	2	4	8	Low	No	Ensuring timely handing over of used cartridges to IT Department for disposal	

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SECTION 5.01	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/5
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### 5.0 ANNEXURES

#### 5.01 EQUIPMENT MAINTAINED:

The following survey equipment is maintained by HO-Operations department as on date:

Sl. No.	Name of the Asset with Make/ identification mark	Quantity (Nos.)
1.	Tide Gauge - Valeport VTM 710 (S.no.17948) along with 8 nos. PVC pipes, Material and cables.	1
2.	Tow fish - Valeport - (S.no. 17294) (in wooden box)	1
3.	DGPS Reference unit – Magellan Aquarius (Sl no. 0647029) (along with UHF transmitter and small stand.)	1
4.	Battery chargers -Elak (S.no.-C6/26 & C6/24)	2
5.	Leveling Instruments - Sokkia C-31- 3 nos. (S.no. - 243398, 262498 & 242917) and Leica NA - 828 -1 no.(S.no.-5011563) along with 3 stands & 3 staves.	3
6.	Digital Theodolites - Sokkia-DT2 - (S.no.122170) and Sokkisha SB-4 AP-31.	2
7.	Citation Prism – National - NI 450 along with Prism.	1
8.	Electronic Distance Meter -EDM (Distomat) - Sokkisha - Red 2L (S.no. - 104500)	1
9.	Total Station – Leika T-460	1
10.	Distance Finder – Ranging 1000 a/w multimeter DT-830D	1
11.	<i>HP Designjet T830, 36 inch Multifunction printer (F9A30B) with printer stand and all accessories</i>	<i>1</i>

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SECTION 5.02	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/5
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**5.02 Documents maintained by HO-Ops. Deptt.:**

**A) Records**

1) Files:

<u>Sl. No.</u>	<u>Name Of File</u>	<u>Identification no.</u>	<u>Retention Period (Yrs)</u>
1	IMS General correspondence	OPS/IMS/01	3 Years
2	IMS audits correspondence	OPS/IMS/02	3 Years
3	IMS measurement and analysis	OPS/IMS/03	3 Years
4	Customer feedback	OPS/IMS/04	3 Years
5	Corrective and preventive actions	OPS/IMS/05	3 Years
6	Status on raising of dredging bills	OPS/IMS/06	3 Years
7	IMS Ops department manual modifications	OPS/IMS/07	3 Years
8	IMS MRMs	OPS/IMS/09	3 Years
9	IMS Trainings	OPS/IMS/10	3 Years
10	Performance of projects	OPS/IMS/12	3 Years
11	List of documents	OPS/IMS/13	3 Years
12	HO-Ops. department manual archives	OPS/IMS/14	3 Years
13	IMS-Pre joining brief	OPS/IMS/14	3 Years

**2) REGISTERS:**

<u>Sl. No.</u>	<u>Name Of Register</u>	<u>Identification no.</u>	<u>Retention Period (Yrs)</u>
1.	Issue & Opening of Tenders	OPS/IMS /R-01	10
2.	Survey Equipment	OPS/IMS /R-02	5
3	Bill Register	OPS/IMS /R-02	5

**B) Other Documents**

<u>SL. NO.</u>	<u>NAME OF THE DOCUMENT</u>	<u>IDENTFN. NUMBER</u>	<u>RETENTION PERIOD (YRS)</u>
I	IMS Apex manual – Controlled Copy no.10	OPS/IMS/I	Permanent
II	IMS Procedure manual – Cntrld. Copy no.10	OPS/IMS/II	
III	HO-Ops. Deptt. manual - Original	OPS/IMS/III	

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**ii) IMS - Pre-joining Brief format**

I have been given Pre-joining brief on Integrated Management System of DCI Ltd. on my joining the department. The details are as follows:

- **Integrated Management Policy of DCI**  
Prevention of pollution, conservation of natural resources etc.
- **Environmental Aspects & Impacts of DCI**  
Discharge of Oil, Disposal of garbage, Discharge of sewage, Emission of gases. Oil pollution, Air pollution, Depletion of natural resources, Health Hazard etc.
- **Integrated Management System objectives, Targets & Programs of DCI**  
Compliances to MARPOL - Annexure-I, IV,V and VI, MOU Targets viz., HSD, lube oil consumption etc. and Environmental Management Programmes.
- **Applicable legal & other requirements of DCI**  
MS Act 1958, MARPOL 73/78, SOLAS 1974, EP Act & Rules 1986 etc.
- **Competence, Training & Awareness**  
Identification of training needs for implementation of Integrated Management System.
- **IMS documents and their control**  
IMS manuals, files, registers and other documents
- **Operational control procedures (OCPs)**  
Disposal of waste oil, Spillage/leakage of oils/lubricants, Consumption of oil etc.
- **Emergency Preparedness & Response procedures**  
Oil Pollution, Fire, Collision, Grounding etc.
- **Monitoring and Measurement of equipment**  
Calibration of Equipment related to IMS and maintaining record and validity.
- **Internal Audits**  
Previous and forthcoming audits
- **Non-Conformity (NC), Corrective Actions**  
NCs raised till date, NCs pending as on date, CAs taken/ pending.
- **Management Reviews**  
Previous and forthcoming MRMs, minutes of MRMs, Actions taken/pending

Name:

Designation/ Rank :


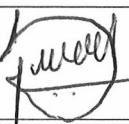
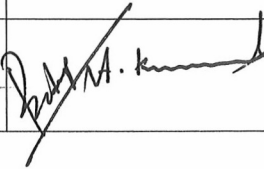
Badge/ Code No.:

Date :

Signature of the incumbent

Counter Signature of HOD

**Note:** The pre-joining brief is given to all Department personnel immediately after joining the deptt.. All the relevant manuals, files and documents will be given to him/her for familiarization with IMS.

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**SECTION  
5.03**

**DREDGING CORPORATION OF  
INDIA LIMITED**

**IMS OPERATIONS  
DEPARTMENT MANUAL  
DCI/OPS/5**

**5.03 FORMATS**

**i) DAILY DREDGING PROGRESS REPORT FORMAT**

DREDGING CORPORATION OF INDIA LIMITED OPERATIONS DEPARTMENT, HEAD OFFICE, VISAKHAPATNAM DAILY DREDGING PROGRESS REPORT																	
PROJECT	DREDGER	DREDDG HOURS	MAINTENANCE	BREAK DOWN	OTHER REASONS	TOTAL LOADS	HOPPER QTY (m3)	FUEL CONSUMPTION		REMARKS	REPORTED QUANTITY OF THE PROJECT (L m3)	CUMMULATIVE REPORTED QTY OF THE PROJECT (L m3)	ESTIMATED INSITU QTY OF THE PROJECT (L m3)	TARGET QTY. AS PER MOU /AGMT. (L m3)	BALANCE QTY. TO BE DREDGED (L m3)	BALANCE DAYS OF THE PROJECT AS ON DATE AS PER MOU /AGMT./ MOM	TARGET QTY. PER DAY OF THE PROJECT AS ON DATE
								DRED. (KL)	NON-DRED. (KL)								
REF: Ops/Plg/01																	
DATE :																	
REPORT FOR THE DATE OF :																	
F.Y :																	
1	2	3	4	5	6	7	8	10	11	12	13	14	15	16	17	18	19
<u>Operational</u>																	
<u>V/Ls:</u>																	
<u>Non Operational</u>																	
<u>V/Ls:</u>																	
<u>Prepared By:</u>																	
<u>Designation:</u>																	
<u>JS/ SHS</u>																	
<u>AM(O)/JM(S)</u>																	
<u>Verified by:</u>																	
<u>Reviewed by:</u>																	
<u>Issued by:</u>																	
<u>JGM(Ops)</u>																	
<u>GM(Ops)</u>																	

To: DOT, DFN and CMD Secretariats - For kind information of DOT, DFN and CMD.

CC: GMP-I, GMP-II and Nodal Officer - For kind information.

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# **PART - B**

**(Environment Management System)**



SECTION B 1.1	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/B 1
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**B 1.0 EMS - Procedures**

**B 1.1 Procedure for Identification of Environmental Aspects, Impacts and Assessment of Significant Aspects**

Environmental aspects arising out of DCI activities, which influences the environment either directly or indirectly along with their impacts on environment have been identified, evaluated and tabulated in Aspects and Impacts register. Steps involved in identification of environmental aspects, impacts and assessment of significant aspects are as follows:

**Step 1**

Various activities of DCI which influence environment are entered in Col.2.

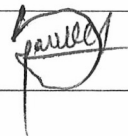
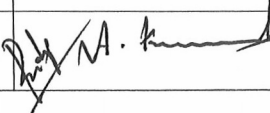
**Step 2**

Environmental aspects for each activity of the department/ vessel/PO and their impacts on environment are identified by a core team, taking in to consideration the followings and are entered in Col. 3.

- a) Emissions to air
- b) Releases to water
- c) Releases to land
- d) Usage / spillage of oil
- e) Sewage disposal
- f) Noise Levels
- g) Use of resources
- h) Use of radio active material & disposal of its waste
- i) Other environmental issues

**Step 3**

The nature of the aspect whether it is Normal (N), Abnormal (AB) or Emergency (E) is assessed and entered in Col.4.

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SECTION B 1.1	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/B 1
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#### Step 4

The environmental impacts, in any one of the followings are written in Col. 5:-

1. Oil Pollution
2. Air Pollution Sewage Pollution
3. Water Pollution
4. Land Pollution
5. Noise pollution
6. Radioactive pollution
7. Depletion of natural resources

#### Step 5

If any activity / service falls under any one of the followings, i.e., Violating Legal & Other Requirement (VLR) /Violating Interested Party Concern (VIC)/ Violating Business Concerns (VBC), then it is marked 'Yes' under Col.6/7/8 and its aspect is considered significant without further calculating its impacts from Column No. 9 to 13.


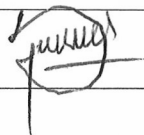
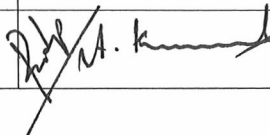
(1) **Violating Legal & Other Requirement (VLR):**

If the activity is not complying with the applicable legal and other requirements, then it is considered as violating legal and other requirements. Accordingly, following activities are considered as meeting compliances to legal & other requirements for the purpose of implementing environmental management system in the organization.

- (a) Those specific to the activity / operation
- (b) Those specific to organization's services (Agreements with clients, Memorandum of Understanding etc.)
- (c) Marine regulations
- (d) General environmental laws.
- (e) Authorization, license and permits

(2) **Violating Interested Party Concern (VIC):**

If an individual or a group is affected by the activity of the DCI, it is treated as Violating Interested Party Concern.

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(3) **Violating Business Concerns (VBC):**

If DCI incurs losses more than Rs.1,00,000/- per day, due to an activity of the department/vessel/project office then , it is considered as violating business concern.

**Step 6**

If the activity is not covered under any one of the provisions VLR/VIC/VBC (as per step 5 ), then the parameters of the impacts are assigned weightages in column nos. 9 to 12, which is detailed below for assessing significance of the impacts:-

<b>Col. 9 SEVERITY (S)</b>		<b>Col. 10 SCALE OF IMPACT (I)</b>		<b>Col. 11 FREQUENCY (F)</b>		<b>Col. 12 DURATION (D)</b>	
5	Ecological concern	5	Global	5	Continuous	5	One month or more
4	Human health effect	4	National	4	Several times a day	4	One week or more
3	Depletion of resources	3	Regional	3	Once a day	3	One day or more
2	Causes nuisance	2	Local	2	Once a week	2	One hour or more
1	Negligible impact	1	Work area	1	Once a month or more	1	Less than an hour

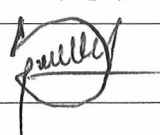
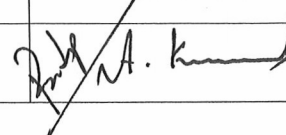
**Step 7**

The weightage in column no. 9 to 12 are multiplied and the value is entered in column 13

**Step 8**

If the value in Col.13 (SIFD) exceeds 75, then the aspect is considered as significant and is marked 'yes' in Col. 14.

It is to be noted that the activity, aspects, impacts identification and analysis is an ongoing process and the same needs to be updated from time to time by the core team. Significant environmental aspects observed during the process shall be taken into account in establishing, implementing and maintaining environmental management system effectively.


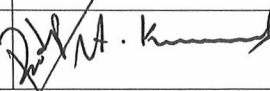
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SECTION B 1.2	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/B 1
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**B 1.2 Procedure for Identification Review, Verification  
and Evaluation of Legal and Other Compliances**

**i) Identification of Legal and Other Compliances:**

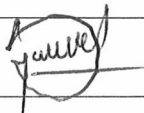
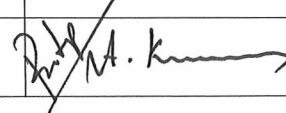
1. Taking in to consideration the dredging activities of DCI, the applicable environmental related legal and other requirements to be complied by DCI are identified from following:
  - a. Books on general environment laws.
  - b. Information on websites of IMO, DGS, MOEF, MOS, CPCB, State PCBs and GVMC.
  - c. Others:-
    - i. National and international applicable legal requirements.
    - ii. State and local Government applicable legal requirements.
    - iii. Agreement with customers.
    - iv. Non-regulatory guidelines.
    - v. Voluntary principles or codes of practice.
2. In column -6 of table shown in Sec.4, the applicable environmental related legal and other requirements have been identified based on impact analysis that are applicable to DCI. Further, all the environmental activities and aspects having legal ramifications have been considered as significant and OCPs and EMPs as applicable have been prepared as per section 4.1.2
3. It is ensured that these applicable legal and other requirements are taken into account in establishing, implementing and maintaining the integrated management system in DCI.
4. Dredging being the prime activity of DCI Ltd. and carried out at various ports of India and abroad as per the tender conditions. However, environmental monitoring (Air, Water, Noise etc)of dredging site and in port areas are the responsibility of the Port management or the organization responsible for tendering.
5. The monitoring in the dredging site shall be carried out only when specifically mentioned in the tender document. Environmental Management of the dredger, project offices and other services provided by DCI shall form an integral part of the management system and all applicable rules and regulations shall be adhered to.

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**ii) Review, Verification and Evaluation of Legal and Other Compliances:**

- 1) The review and evaluation of compliances of legal and other requirement is done Quarterly by Nodal Officer. The status of compliances is also discussed in the MRM. However in case of any major amendments are contemplated or promulgated, the same on identification shall be implemented.
- 2) During the review and evaluation of compliances MR shall ensure that the LOR are verified and conforms to the activities of DCI.
- 3) The process of review and evaluation consists :
  - i. Review of documents and Records
  - ii. Inspections / observations
  - iii. Discussions with process owners and in MRM
- 4) The compliance in applicable aspects is maintained by concerned departments. Non compliance, if any, is also brought out.
- 5) The applicable LOR is identified and summarized in the Legal Requirement Register.
- 6) The status of compliance is discussed in MRM and corrective/preventive actions as deemed necessary are initiated as part of effective compliances of the Integrated Management System.

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<i>Nielkansen</i>			Rev : Date :	00 15-02-2019

SECTION B 2.1	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUALDCI/OPS/B 2
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B 2.0 REGISTERS

2.1.1 ASPECTS & IMPACTS REGISTER:




Sl. No.	Activity	Environment Aspect		Environment Impact	Violation of Legal or other requirement			Weightage of Impact				Whether Significant (Yes, if Col.6/7/8 is 'yes' or Col. 13 > 75 )	
		Nature (N/A/E)	Col. 4		VLR	VIC	VBC	Parameters			Gross		
Col.1	Col. 2	Col. 3	Col. 4	Col. 5	Col.6	Col. 7	Col.8	Col.9	Col. 10	Col. 11	Col. 12	Col. 13	Col. 14
I	<u>House Keeping of Department:</u>												
1	Maintenance of records	Consumption of stationery	N	Depletion of natural resources	Yes	-	-						Yes
2	Computer printing/Photo copying	Disposal of used cartridges and toner boxes	N	Health Hazard	Yes	-	-						Yes
3	Disposal of records	Disposal of old records	N	Air pollution	Yes	-	-						Yes
4	Prohibition of Single Use Plastics	Disposal of Single Use Plastics	N	Environmental hazard	Yes	-	-						Yes

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SECTION B 2.1	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUALDCI/OPS/B 2
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2.1.2 SIGNIFICANT ASPECTS REGISTER




Sl. No.	Significant Aspect	Sl. no. of aspect in AIR	Whether Eliminated/ Controlled	Reference Sec. no.	
				EMP	OCP
1.	Consumption of stationery	I (1)	Controlled		B 3.1
2.	Disposal of used cartridges and toner boxes	I (2)	Controlled		B 3.2
3.	Disposal of old records	I (3)	Controlled		B 3.3
4.	<i>Prohibition of Single Use Plastics</i>	I (4)	<i>Controlled</i>		B 3.4

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SECTION B 2.2	DREDGING CORPORATION OF INDIA LIMITED	IMS OPERATIONS DEPARTMENT MANUALDCI/OPS/B 2
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**B 2.2 LEGAL AND OTHER REQUIREMENTS REGISTER (LR)**

Sl. no.	Applicable Legal/ Other requirement	Section / Chapter / Clause	Applicable Clause		Aspect to which the requirement is applicable	Action needed
			Brief Description			
1	E-Waste Management and handling rules 2016	Clause 5	Responsibilities of consumer or bulk consumer		Disposal of used cartridges and toner boxes	OCP-2 (Section B 3.2) to be followed.
2	DCIL's HSE Circular No. 08/2019 dtd. 08/11/2019	Para 3 under Sl.no. (b).	Prohibition of Single Use Plastics		Disposal of Single Use Plastics	OCP-4 (Section B 3.4) to be followed.

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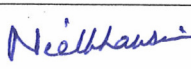
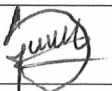
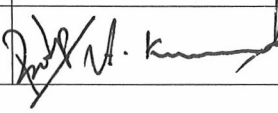


SECTION B 3.1	DREDGING CORPORATION OF INDIA LIMITED OCP-1	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/B 3
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**B 3.0 OPERATIONAL CONTROL PROCEDURES (OCPs)**

**B 3.1 Optimum consumption of stationery**


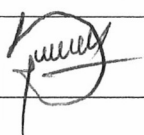
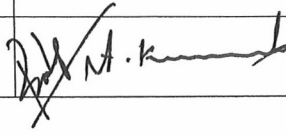
Sl. No.	Steps
1.	To ensure awareness amongst all the employees on conservation of stationery.
2.	To ensure optimum use of stationery during official works viz., drafting, typing & printing etc.
3.	Paper used on one side is reused for drafting purpose.
4.	Photocopies /prints are avoided wherever possible.
5.	Quantity of procurement of stationery is monitored.
6.	To encourage use of e-mail for carrying out official communications and thereby reduce stationery.

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SECTION B 3.2	DREDGING CORPORATION OF INDIA LIMITED OCP-2	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/B 3
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### B 3.2 Disposal of E-waste

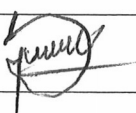
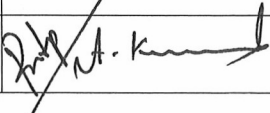
Sl. No.	Steps																																																																																																																												
1.	When electric / electronic equipment like PCs, laptop, mobile phones, CPU, Notepad, Copying equipment, cartridge/ toner box, CDs/DVDs etc., are of no use or requires replacement, it is ensure that the same is marked as hazardous and stored separately.																																																																																																																												
2.	<p style="text-align: center;">Proper record of e-waste is maintained as per the following format:</p> <p style="text-align: center;"><b>FORM FOR MAINTAINING RECORDS OF E-WASTE HANDLED/GENERATED</b> Generated Quantity in Metric Tonnes (MT) or Kilograms (Kg) per year</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1.</td> <td style="width: 65%;">Name &amp; Address : Producer /Manufacturer/Refurbisher /Dismantler/Recycler /Bulk Consumer</td> <td style="width: 10%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>2.</td> <td>Date of Issue of extended Producer Responsibility Authorization Registration</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>Validity of Extended Producer Responsibility Authorization</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>Types &amp; Quantity of e-waste handled /generated</td> <td style="text-align: center;">Category</td> <td style="text-align: center;">Quantity</td> </tr> <tr> <td></td> <td></td> <td colspan="2" style="text-align: center;">Item description</td> </tr> <tr> <td>5.</td> <td>Types &amp; Quantity of e-waste stored</td> <td style="text-align: center;">Category</td> <td style="text-align: center;">Quantity</td> </tr> <tr> <td></td> <td></td> <td colspan="2" style="text-align: center;">Item description</td> </tr> <tr> <td>6.</td> <td>Types &amp; Quantity of e-waste sent to authorized collection center authorized by producer/ dismantler/recycler/refurbisher/ authorized dismantler/recycler</td> <td style="text-align: center;">Category</td> <td style="text-align: center;">Quantity</td> </tr> <tr> <td></td> <td></td> <td colspan="2" style="text-align: center;">Item description</td> </tr> <tr> <td>7.</td> <td>Types &amp; Quantity of e-waste transported</td> <td style="text-align: center;">Category</td> <td style="text-align: center;">Quantity</td> </tr> <tr> <td></td> <td></td> <td colspan="2" style="text-align: center;">Item description</td> </tr> <tr> <td></td> <td colspan="3">Name, address and contact details of the destination</td> </tr> <tr> <td>8.</td> <td>Types &amp; Quantity of e-waste refurbished</td> <td style="text-align: center;">Category</td> <td style="text-align: center;">Quantity</td> </tr> <tr> <td></td> <td></td> <td colspan="2" style="text-align: center;">Item description</td> </tr> <tr> <td></td> <td colspan="3">Name, address and contact details of the destination of refurbished materials</td> </tr> <tr> <td>9.</td> <td>Types &amp; Quantity of e-waste dismantled</td> <td style="text-align: center;">Category</td> <td style="text-align: center;">Quantity</td> </tr> <tr> <td></td> <td></td> <td colspan="2" style="text-align: center;">Item description</td> </tr> <tr> <td></td> <td colspan="3">Name, address and contact details of the destination</td> </tr> <tr> <td>10.</td> <td>Types &amp; Quantity of e-waste recycled</td> <td style="text-align: center;">Category</td> <td style="text-align: center;">Quantity</td> </tr> <tr> <td></td> <td>Types &amp; Quantity of materials recovered</td> <td colspan="2" style="text-align: center;">Item description</td> </tr> <tr> <td></td> <td></td> <td colspan="2" style="text-align: center;">Quantity</td> </tr> <tr> <td></td> <td colspan="3">Name, address and contact details of the destination</td> </tr> <tr> <td>11.</td> <td>Types &amp; Quantity of e-waste sent to recyclers by dismantlers</td> <td style="text-align: center;">Category</td> <td style="text-align: center;">Quantity</td> </tr> <tr> <td></td> <td></td> <td colspan="2" style="text-align: center;">Item description</td> </tr> <tr> <td></td> <td colspan="3">Name, address and contact details of the destination</td> </tr> <tr> <td>12.</td> <td>Types &amp; Quantity of other waste sent to respective recyclers by dismantlers/ recyclers of e-waste.</td> <td style="text-align: center;">Category</td> <td style="text-align: center;">Quantity</td> </tr> <tr> <td></td> <td></td> <td colspan="2" style="text-align: center;">Item description</td> </tr> <tr> <td></td> <td colspan="3">Name, address and contact details of the destination</td> </tr> <tr> <td>13.</td> <td>Types &amp; Quantity of e-waste treated &amp; disposed</td> <td style="text-align: center;">Category</td> <td style="text-align: center;">Quantity</td> </tr> <tr> <td></td> <td></td> <td colspan="2" style="text-align: center;">Item Description</td> </tr> <tr> <td></td> <td colspan="3">Name, address and contact details of the destination</td> </tr> </table> <p style="text-align: center;">Strike off whichever is not applicable</p>	1.	Name & Address : Producer /Manufacturer/Refurbisher /Dismantler/Recycler /Bulk Consumer			2.	Date of Issue of extended Producer Responsibility Authorization Registration			3.	Validity of Extended Producer Responsibility Authorization			4.	Types & Quantity of e-waste handled /generated	Category	Quantity			Item description		5.	Types & Quantity of e-waste stored	Category	Quantity			Item description		6.	Types & Quantity of e-waste sent to authorized collection center authorized by producer/ dismantler/recycler/refurbisher/ authorized dismantler/recycler	Category	Quantity			Item description		7.	Types & Quantity of e-waste transported	Category	Quantity			Item description			Name, address and contact details of the destination			8.	Types & Quantity of e-waste refurbished	Category	Quantity			Item description			Name, address and contact details of the destination of refurbished materials			9.	Types & Quantity of e-waste dismantled	Category	Quantity			Item description			Name, address and contact details of the destination			10.	Types & Quantity of e-waste recycled	Category	Quantity		Types & Quantity of materials recovered	Item description				Quantity			Name, address and contact details of the destination			11.	Types & Quantity of e-waste sent to recyclers by dismantlers	Category	Quantity			Item description			Name, address and contact details of the destination			12.	Types & Quantity of other waste sent to respective recyclers by dismantlers/ recyclers of e-waste.	Category	Quantity			Item description			Name, address and contact details of the destination			13.	Types & Quantity of e-waste treated & disposed	Category	Quantity			Item Description			Name, address and contact details of the destination		
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3.	The E-waste is collected by IT department from departments, Project offices and Vessels and the same is handed over to Material department for safe disposal to authorised firm for recycling.(Buy back policy is preferred).																																																																																																																												

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SECTION B 3.3	DREDGING CORPORATION OF INDIA LIMITED OCP-3	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/B 3
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**B 3.3 Disposal of old records**

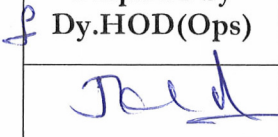
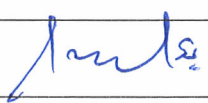
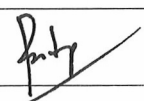
Sl. No.	Steps
1	To maintain a retention period of the files/records in accordance with HO circular no. 37/2001.
2	Segregate the files/record based on their retention period.
3	To obtain approval of competent authority for wedding out the records.
4.	To handover to HOD (HR) for disposal of the records by ensuring environmental safe methods.

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SECTION <i>B 3.4</i>	DREDGING CORPORATION OF INDIA LIMITED <i>OCP-4</i>	IMS OPERATIONS DEPARTMENT MANUAL DCI/OPS/B 3
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*B 3.4 Prohibition of Single use plastics*

<i>Sl. No.</i>	<i>Steps</i>
1	<i>To maintain a list of items categorised as Single use plastics (the disposable plastic items which are used only once and then thrown away). which have come to / being used in Operations department quarterly.  (Eg.: Cutlery, plates and cups, up-to 10 ltr bottles for water and other drinks, garbage and shopping bags and dispensing containers for cleaning fluids which are less than 10 ltrs volume., Bags, trays, containers, food packing film, milk bottles, freezer bags, shampoo bottles, ice cream containers, bottles for water and other drinks, dispensing containers for cleaning fluids, biscuit trays, hot drink cups, insulated food packagings, protective packagings for fragile items, microwave dishes, ice cream tubes, potato chip bags, bottle caps etc.).</i>
2	<i>To collect the same and send to HO-HR- General Services section for arranging safe disposal.</i>
3	<i>To initiate measures to prevent usage of the Single use plastics.</i>
4.	<i>To create awareness among the department personnel on the ecological hazards caused by the Single use plastics and the necessity of their prohibition.</i>

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