	DREDGING CORPORATION OF INDIA LTD VISAKHAPATNAM SAFETY MANAGEMENT MANUAL		
	DOC: SMM	Sec No: 3.0	Page 1 of 9
	Revision: 0	Rev. Date : 15-06-2021	Issue No: 6

3.0 THE COMPANY

3.1. INTRODUCTION

The Dredging Corporation of India Ltd (shall henceforth be mentioned as Company) was set up under the Company's Act, 1956, by the Government of India on 29-03-1976. DCI commenced commercial operations from 01-04-1977, after taking over MOT Dredgers, Ancillary Vessels and Equipment, along with the on-going dredging operations at different Ports, from Shipping Corporation of India Ltd. (SCI), which was till then, operating the MOT (MOST) Dredgers on an "agency basis". Since inception, DCI has been functioning on profitable lines and the results of its performance are published in the annual reports. As per the Share Purchase Agreement executed between Government Of India and Consortium of Ports, w.e.f 08/03/2019 DCIL came under the management of Consortium of Ports with the change over of Top Management.

3.1.1 OBJECTIVE

The Primary objective of the Company is to provide integrated dredging and allied services to the Major / Minor Ports, Shipyards, Navy and other clients.

3.1.2 REGISTERED OFFICE & CORPORATE OFFICE

The Registered Office is located at Core-2, 1st Floor, "SCOPE MINAR", Plot No. 2A & 2B, Lakshmi Nagar District Centre, Delhi-110091, India.

The Corporate Office (Head Office) is located at "Dredge House", H.B. Colony Main Road, Seethammadhara, Visakhapatnam – 530 022. Regional Offices (Site Offices) are set established at Mumbai, Kochi, Paradip and Kolkata. Also project offices are set up at various ports in India, depending upon the operational requirements.

3.1.3 MANPOWER


Company's manpower comprises of floating personnel working on board the ships and shore employees working at Head office, Regional Offices and various Project Offices.

3.1.4 PRESENT ACTIVITIES OF DCI

Company has been concentrating on providing integrated dredging services to various major and minor ports in India and the Indian Navy.

3.1.5 IMPLEMENTATION OF SMS


Company maintains its fleet of Dredgers always in working condition, by complying with all the statutory and mandatory requirements, so as to render their full potential service to clients. While doing so, Company ensures its obligations towards Safety Management and thereby improving reliability of its services to clients / customers, by implementation of suitable safety management programmes throughout the corporation, in accordance with ISM code requirements. The documentation of the Safety Management Manual is on the basis of the guidelines of ISM Code and the Safety Management Programme is consistent with its objectives in terms of the Internal Annual Targets and Articles of Association of the Company. Accordingly, in the process of documentation of the corporate Safety Management Manual, references are cited with regard to the various Working Manuals, Procedures, Management Directives / Circulars, Office Orders, etc., which are in use in different functional departments, project offices and dredgers of the Corporation.

	DREDGING CORPORATION OF INDIA LTD VISAKHAPATNAM		
	SAFETY MANAGEMENT MANUAL		
	DOC: SMM	Sec No: 3.0	Page 2 of 9
	Revision: 0	Rev. Date : 15-06-2021	Issue No: 6

A) To ensure proper operational implementation of the ISM Code, the company has followed the guidelines given by IMO vide MSC-MEPC.7/Cir.5 revoked by MSC-MEPC.7/Cir.8. The main elements used are as below;

1. Scope and Application.
2. Development of SMS.
3. Designated Person.
4. Review of SMS.
5. Reporting and analysis of Non-Conformities, Observations, accidents and hazardous occurrences.
6. Internal Audits.
7. Qualifications, Training and Experience of Personnel.
8. Company's Responsibilities.

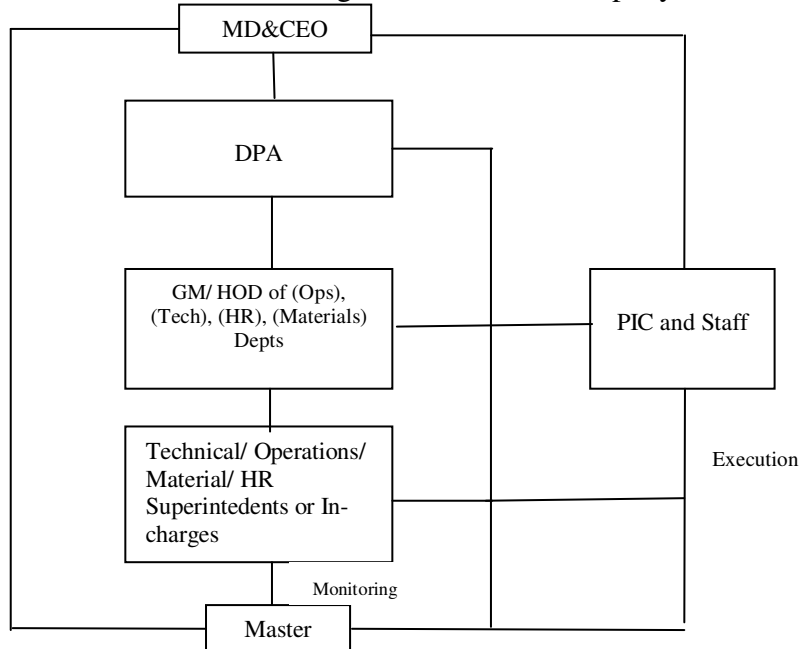
B) The company's Safety Management System is made in such a way that the same complies with mandatory rules and regulations and all applicable codes, guidelines and standards recommended by the Organization, Administrations, Classification Societies and Maritime Industry Organizations are taken in to account. While doing so, the list of codes, recommendations, guidelines and other safety and security related non-mandatory instruments, issued by IMO vide MSC.1/Cir.1371 is referred to.

	DREDGING CORPORATION OF INDIA LTD VISAKHAPATNAM		
	SAFETY MANAGEMENT MANUAL		
	DOC: SMM	Sec No: 3.0	Page 3 of 9
	Revision: 0	Rev. Date : 15-06-2021	Issue No: 6

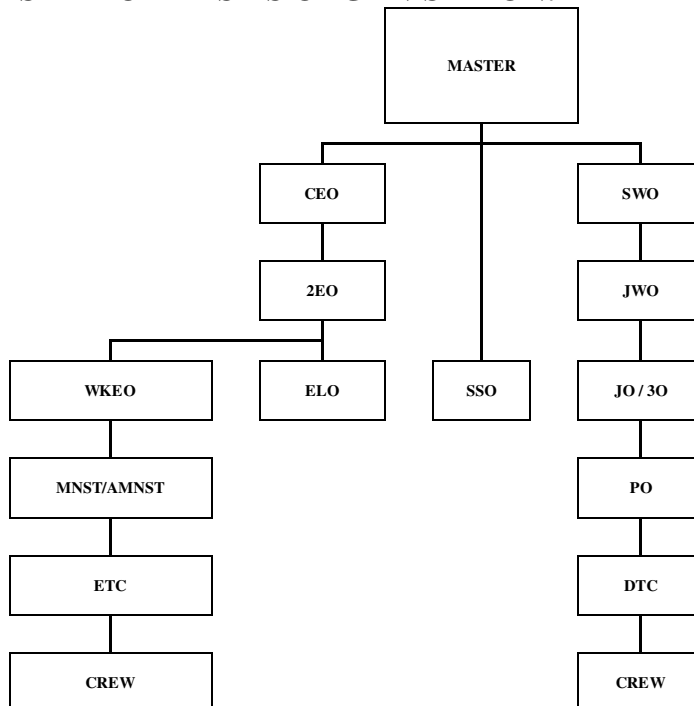
3.2 COMPANY RESPONSIBILITIES AND AUTHORITY

3.2.1 SMS ORGANISATION OF THE COMPANY

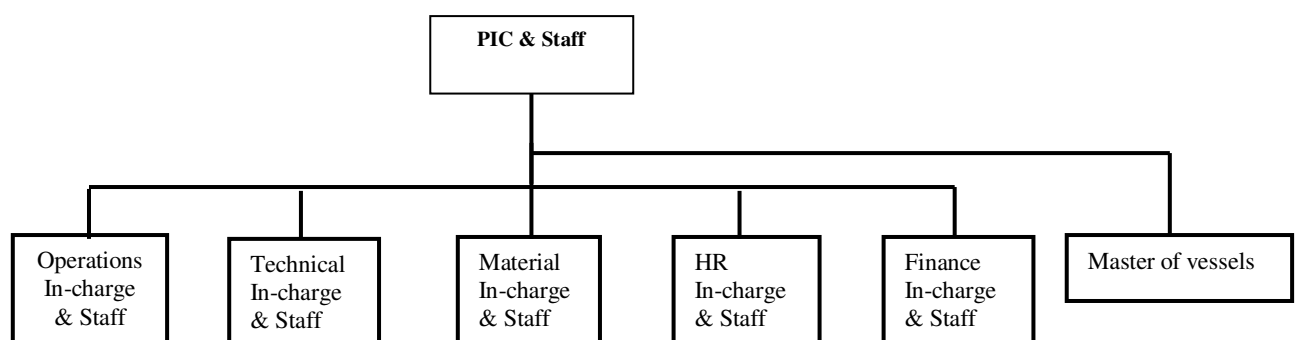
The Organisation is basically a 3 tier structure, the Head Office being centrally located, the Regional Offices, Project Offices and the Dredgers operating at the various project locations. The overall SMS Organisation of the company is as below:




3.2.2 THE SHIPBOARD SMS ORGANISATION:



3.2.3 THE REGIONAL OFFICE SMS ORGANISATION



	DREDGING CORPORATION OF INDIA LTD VISAKHAPATNAM SAFETY MANAGEMENT MANUAL		
	DOC: SMM	Sec No: 3.0	Page 4 of 9
	Revision: 0	Rev. Date : 15-06-2021	Issue No: 6

3.3 AUTHORITY & RESPONSIBILITY OF SHORE BASED PERSONNEL*

(Refer to the guidelines for the operational implementation of the International Safety Management (ISM) Code by Companies (MSC-MEPC.7/Circ.8))


The qualifications and experience of Shore Personnel are contained in Personnel Manual. The SMS related functions of Shore based Personnel who are involved in the Company's Safety Management System are detailed below. These duties are in addition to their regular Managerial duties and functions.

3.3.1 MANAGING DIRECTOR & CHIEF EXECUTIVE OFFICER

The MD is the Chief Executive Officer (CEO) / Top Management of the Corporation and also the Chairman of the Management Review Committee on Safety. He is authorized to provide decisions necessary to implement the Company's objectives for the effective implementation of Safety Management System (SMS) onboard all DCI dredgers and offices. He is responsible for providing adequate resources and support to the Designated Person to enable them, discharge their functions effectively. In his absence the senior most amongst CGM/CFO shall act as the MD.

3.3.2 GM (Tech) / HOD (Tech)

- i) All functions relating to Technical, Material, Dry dock repairs of all vessels including ancillary crafts.
- ii) Planning, tendering, budgeting, execution and supervision of Dry docking repairs of all vessels.
- iii) Scrutiny of Dry dock bills and processing for payment.
- iv) Ensuring compliance of Statutory and Classification requirements related to Dry dock and validation of Dry dock related certificates.
- v) Finalization of Rate Schedule contracts in respect of repair firms and empanelling of workshops at all Regional/ Project offices.
- vi) All matters relating to PMS, ISO/SMS/ISPS and other quality standards.
- vii) All technical matters relating to P&I, H&M damages in respect of all DCI vessels.
- viii) Coordinating with all RGM's / PIC's / Technical Officers of Regional / Project offices for proper functions and to get periodical reports.
- ix) To put best efforts for maximizing Dredger availability, productivity of the Vessels and minimizing breakdowns and operational costs.
- x) All Project Heads and Masters / CEOs shall report on all critical issues related to Technical aspects of particular vessel to GM (Tech).
- xi) Finalization of Material, Maintenance and Technical Management of vessels.
- xii) Initiating corrective measures for reported non-conformities with regard to Technical and Material matters both onboard and ashore.
- xiii) Member of Management Review Committee.
- xiv) Member of Emergency Response Team (ERT).
- xv) Arranging qualified auditors for Half-Yearly Inspections and Internal Audits available from his department, as per the schedule issued by the DP.
- xvi) Incharge for Radio Safety Officer (RSO) and co-ordinates with Vessel, Project and DP in case of any emergency pertaining to radiation incidents onboard vessels.
- xvii) Reports to MD and shall maintain departmental records as per Checklist DOC-013.
- xviii) In the absence of GM (Tech), the senior most officer in the department acts as the HOD (Tech).


	DREDGING CORPORATION OF INDIA LTD VISAKHAPATNAM		
	SAFETY MANAGEMENT MANUAL		
	DOC: SMM	Sec No: 3.0	Page 5 of 9
	Revision: 0	Rev. Date : 15-06-2021	Issue No: 6

3.3.4A) DGM/JGM (TECH)

- i) Monitoring and preparing daily status of dredgers so as to ensure vessels are maintained as per the requirement of statutory authorities, classification societies and the company.
- ii) Ensuring timely dry dock repairs of vessels is carried out.
- iii) Visit onboard vessel for assessing the extent of repairs, preparation and finalization of Dry dock work package in consultation with Master / CEO.
- iv) Carrying out periodical Technical audits pertaining to Dry Dock package.
- v) Maintaining departmental records as per SMS Checklist DOC – 013.
- vi) Dealing with non-conformities covering technical procedures of the SMS both on board the ships and ashore.
- vii) Initiating corrective measures to rectify deficiencies found during Half – Yearly inspections of vessels and initiating corrective measures if necessary.
- viii) Scrutinizing all technical reports and Engine Log Abstracts received from vessels and initiating corrective action wherever required.
- ix) Co-ordinating with DP, Master and FS Department with regard to training of Engine Room Personnel.
- x) Reports to GM (T)/HOD (T)

3.3.3 GM (Mat) / HOD (Mat)

- i) All functions of Material Management, viz., planning and procurement of Dry Dock & afloat related spares and stores on receipt of SPI/RMR/SMR duly sanctioned by Technical Department at HO and coordination with suppliers, contractors and other agencies for timely execution
- ii) New material code generation / creation (codification) for spares & stores are to be carried / arranged by Material Department at HO.
- iii) Function relating to clearance and connecting to various project offices/RO's for the materials received at CSC, VSP/MNO Chennai.
- iv) All activities pertaining to supply of fuels & lubricants for all vessels.
- v) Finalizing the rate contracts of various items viz., Galvanized Steel Wire Ropes, PP Ropes, Aluminium Anodes, Paints, Lube oils analysis and Charts & Publications etc.
- vi) All activities of Central Stores Complex, Visakhapatnam are to be carried by Material Department, HO.
- vii) Disposal activities such as waste oil and scrap items through MSTC etc on receipt of committee reports from respective PO's/RO's.
- viii) Matters pertaining to ISM/ISPS/ISO and IMS pertaining to HO, Material Department.
- ix) Vendor Registration / Performance and revalidation.
- x) Coordination with RO/ PO for timely procurement of critical spares & stores as per priority given by Technical department.
- xi) Initiating corrective measures for reported non-conformities with regard to Material matters both onboard and ashore.
- xii) Member of Management Review Committee.
- xiii) Member of Emergency Response Team (ERT).
- xiv) Arranging qualified auditors for Internal Audits available from his department, as per the schedule issued by the DP.
- xv) Arranging immediate assistance to vessels in case of breakdowns concerning Material Department.
- xvi) Reports to GM (T) and shall maintain departmental records as per Checklist DOC-020.

	DREDGING CORPORATION OF INDIA LTD VISAKHAPATNAM SAFETY MANAGEMENT MANUAL		
	DOC: SMM	Sec No: 3.0	Page 6 of 9
	Revision: 0	Rev. Date : 15-06-2021	Issue No: 6

3.3.4 GM (HSE) / HOD (HSE)


- i) Ensure effective monitoring and implementation of health, safety and environment procedures.
- ii) Ensure implementation and compliance of ISM and ISPS procedures.
- iii) Analyse all incidents related to health, safety and environment.
- iv) Ensuring that corrective measures are initiated with regard to non-conformities raised onboard and ashore.
- v) Reviewing shipboard safe practices in accordance with SMS and Company's own requirements and initiating corrective measures.
- vi) Review of ship and shore contingency plans to ensure safe operations on board vessels and improving their emergency preparedness.
- vii) HOD (HSE) is appointed as the Designated Person as required by ISM Code.
- viii) Coordinator of Management Review Committee.
- ix) Co-ordinator of Emergency Response Team (ERT).
- x) To monitor ISM and ISPS policies in the company.
- xi) Reports to CGM and shall maintain departmental records as per Checklist DOC-023.
- xii) In the absence of GM (HSE), the senior most officer in the department acts as the HOD (HSE).

3.3.6A) DGM (HSE)

- i) To Schedule training and drills of ISM and ISPS
- ii) To conduct internal audits of ISM & ISPS as a team from HSE department.
- iii) To analyze Incidents / Accidents and Near Miss for health, safety and environment.
- iv) To analyze Safety Committee Meetings / Master's SMS Reviews / Quality Inspections / NC Reports for Health, Safety and environment.
- v) Arranging through concerned departments the vessel's requirements for Safety Items & Publications.
- vi) Liaisoning with DG Shipping, MMD and IRS with regard to ISM and ISPS matters.
- vii) Reports to GM(HSE)/HOD (HSE).

3.3.5 GM (HR) / HOD (HR)

- i) Transfers & Postings of Officers, POs and Crew.
- ii) Dealing with death cases of staff.
- iii) Claims – Officers, POs, Crew.
- iv) Identification of Training needs for Officers, POs and Crew.
- v) Processing of payroll in Respect of Officers, POs, Crew – Salary related grievances.
- vi) Verification of COC, CDC, medical certificates and passports of all staff before joining.
- vii) Maintaining of records relating to Change of Command.
- viii) Monitoring Independent watch keeping or Independent tube operators for deck officer trainees.
- ix) DG Shipping correspondence.
- x) Recruitment of all cadres.
- xi) Implementation of Wage Agreements, Union matters, Disciplinary cases, Tonnage Tax, Court Cases.
- xii) Updation of online articles, corrections if required, Updation of Weekly/monthly crew lists in ERP.
- xiii) Settlement of Terminal Benefits of all cases – retirements, resignations, death cases etc.
- xiv) Medical bills relating to Officers, POs & Crew.
- xv) Settlement of grievances of floating employees.
- xvi) Initiating corrective measures for reported non-conformities with regard to HR-FS matters both onboard and ashore.

	DREDGING CORPORATION OF INDIA LTD VISAKHAPATNAM		
	SAFETY MANAGEMENT MANUAL		
	DOC: SMM	Sec No: 3.0	Page 7 of 9
	Revision: 0	Rev. Date : 15-06-2021	Issue No: 6


- xvii) Member of Management Review Committee.
- xviii) Member of Emergency Response Team (ERT).
- xix) Arranging qualified auditors for Internal Audits available from his department, as per the schedule issued by the DP.
- xx) Reports to MD and shall maintain departmental records as per Checklist DOC-018.
- xxi) In the absence of GM HR/ HOD (HR), the senior most officer in the department acts as the HOD (HR)

3.3.7A) DGM HR(FS)

- i) Review of training needs of floating personnel & communicating the same to HOD (HR)
- ii) Recruitment of qualified and competent fleet personnel fulfilling the requirements of MS Act and STCW and administering their service conditions.
- iii) Co-ordination of recruitment and assigning / posting of personnel to company vessels
- iv) To liaise and coordinate with all heads of department with regard to floating personnel training and improvement of skills and competency.
- v) Maintaining records of qualifications, training and experience of fleet personnel.
- vi) Verifying authenticity of Certificates of competency and other statutory certificates of fleet personnel prior to posting them on board.
- vii) Reports to HOD (HR).

3.3.6 GM(Ops) / HOD (Ops)

- i) Ensuring that all the shipboard practices are in accordance with the Company Health, Safety and Environment Policy and applicable National, International regulations.
- ii) Monitoring daily status of vessels and reporting to management in the first hour of the day.
- iii) Responsible for regular review of projects, monitoring and reporting of progress to the management.
- iv) Co-ordination & liaisoning with Projects RGM(s) for smooth execution of Projects.
- v) Maintenance of data base relating to physical performance of the dredgers in ERP and manually.
- vi) Calling and finalizing the tenders including chartering and outsourcing as per requirement at HO.
- vii) Maintaining records for ISM, IMS and other statutory audits.
- viii) Preparation of monthly/ quarterly/ yearly tentative & actual crafts program.
- ix) Effective planning of mobilization and demobilization of vessels and issuing of voyage orders.
- x) Correspondence with DG Shipping, Ministry of Shipping, Government of India and other agencies relating to maritime trade, dredging operations, etc. in dealing with policy matters with these authorities, with the approval of competent authority.
- xi) Review and assessment of the operational needs for vessels, equipment, pipeline, etc. from time to time and initiate action for acquisition and provision in capital budget.
- xii) Review of ship safety practices such as Deck Log Abstracts, Master Handing Over Report etc.,
- xiii) Initiating corrective measures for reported non-conformities with regard to Operations matters both onboard and ashore.
- xiv) Member of Management Review Committee.
- xv) Member of Emergency Response Team (ERT).
- xvi) Arranging qualified auditors for Internal Audits available from his department, as per the schedule issued by the DP.
- xvii) Arranging immediate assistance to vessels in case of breakdowns concerning Operations Department.
- xviii) Reports to MD and shall maintain departmental records as per Checklist DOC-012.

	DREDGING CORPORATION OF INDIA LTD VISAKHAPATNAM SAFETY MANAGEMENT MANUAL		
	DOC: SMM	Sec No: 3.0	Page 8 of 9
	Revision: 0	Rev. Date : 15-06-2021	Issue No: 6

xix) In the absence of GM/HOD (Ops), the senior most officer in the department acts as the HOD(Ops).

3.3.8A DGM(OPS)

- i) Ensuring that all shipboard operations are carried out in accordance with companies SMS procedures.
- ii) Maintaining departmental records as per SMS Checklist DOC – 012
- iii) Initiating corrective measures for reported non-conformities with regard to operations matters both onboard and ashore.
- iv) Co-ordinating with Project Office, Port Administration, Coast Guard, Navy and salvage services during emergency.
- v) Liaisoning with DP, Master and FS Department with regard to training of Deck Personnel.
- vi) Continuously monitoring all mandatory rules and regulations of DG Shipping and Classification Societies and Industry Codes and guidelines to ensure compliance.
- vii) Ensuring all latest editions of publications as per DOC – 008 and Charts as per DOC – 010 are made available on board.
- viii) Ensuring that the necessary Notices to Mariners are made available on board the vessels to ensure that publications and charts are kept updated.
- ix) He will report to GM (Ops)/HOD (Ops).

3.3.9 GM (IT) / HOD (IT)


- i) Ensure implementation and compliance to DCI Cyber Security Risk Management Plan (CSRMP).
- ii) Review the CSRMP periodically.
- iii) Assess Cyber Risk onboard dredgers and address as per the CSRMP as required.
- iv) Carryout periodical cyber risk related mock drills
- v) Ensure compliance to IMO/DGS requirements pertaining to CSRMP
- vi) Initiating corrective measures for reported non-conformities with regard to IT matters both onboard and ashore.

3.3.7 REGIONAL GENERAL MANAGER (RGM) / CHIEF PROJECT MANAGER (CPM)

- i) Planning, Execution, Monitoring of all the projects under their control.
- ii) Maintenance, Operations of dredgers/ crafts deployed at the projects under Regional Offices.
- iii) To take all necessary steps for proper execution of projects under their control, including safety of men & vessels and proper execution of the projects.
- iv) Ensure ISM/IMS implementation in the RO and POs under the region.
- v) Co-ordinating activities related to SMS requirements between Head Office and company vessels.

3.3.8 PROJECT IN-CHARGE

- i) Co-ordinating activities related to SMS requirements between Regional Office and company vessels.
- ii) Rendering repair assistance, material support and all other shore support services to vessels as required from time to time.
- iii) Liaisoning with Master and head office during maintenance and operation of the vessel. Maintaining a record of scheduled and unscheduled maintenance carried out for vessel.
- iv) Close co-ordination with external auditors in conducting SMS/ISPS/MLC audits/inspections onboard vessels and project.
- v) Ensure that personnel joining on board have valid certificates of competency and medical examination.

	DREDGING CORPORATION OF INDIA LTD VISAKHAPATNAM		
	SAFETY MANAGEMENT MANUAL		
	DOC: SMM	Sec No: 3.0	Page 9 of 9
	Revision: 0	Rev. Date : 15-06-2021	Issue No: 6

- vi) Arrange for Medical examination of reporting personnel and periodic medical examination as per requirement of the Master.
- vii) Accompany Head Office representatives for Half-Yearly inspections and initiate corrective measures on non-conformities pertaining to Project Office.
- viii) Immediately respond with rescue / salvage assistance to any emergency on board vessel in line with the CMA and keep the Head Office informed.
- ix) Carryout at least one mock drill involving a vessel, project and Head office every month in line with Sec 3.0 of the CMA.
- x) Interact with workshops on a regular basis for adoption of safety norms on board vessels.
- xi) Arrange for auditors for internal SMS audit assigned from his project, as per the Internal audit program issued by the DP.
- xii) Co-ordinate with vessels for supply of fuel and garbage/waste oil/scrap disposal ashore.
- xiii) Co-ordinate closely with Port authorities and be adequately informed of assistance that can be rendered by Port.
- xiv) Co-ordinate Maritime Administration and Classification Society Surveys on board vessels.
- xv) He shall maintain Project Office Records as per Checklist DOC-011.

3.3.9 PROJECT SUPPORTING STAFF

As per requirement suitable, experienced and trained officers/staff are posted at the projects to render all necessary assistance to the Project In-charge in the following areas:

- i) Technical and material support to vessels at the Project.
- ii) Administration of personnel matters relating to fleet and shore personnel of the project.
- iii) Hydrographic Survey support to the vessels at the project such as forwarding of latest sounding charts of the dredging areas duly authenticated by survey-in-charge or Port authority.
- iv) They report to PIC.

3.4 FLEET PERSONNEL

Authority and responsibilities of Master and key Fleet Personnel under the SMS are given in Sec 5.0 of Safety Management Manual (SMM) and sec 2.0 of Shipboard Operation Manual (SOM) respectively. These are in addition to their duties and responsibilities assigned by the company.