



# FIRE SAFETY MANAGEMENT SYSTEM

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Hengyi Industries Sdn Bhd  
恒逸实业（文莱）有限公司

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Fire Safety Management System

**消防安全管理制度**

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	<b>Fire Safety Management System</b> <b>消防安全管理制度</b>				
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## 1 Purpose 目的

This System is hereby formulated in order to prevent fire and reduce fire hazards, to clarify the company's requirements of fire safety management and responsibilities for fire safety in fire prevention areas, to standardize management procedures, and to enhance the management of the company's fire fighting equipment and facilities and appliances.

为预防和减少火灾危害，明确公司消防安全管理要求及各防火区消防安全职责，规范管理程序，加强公司消防设备设施及器材的管理，特制定本制度。

## 2 Scope of Application 适用范围

This System is applicable to all departments of the Company. 本制度适用于公司各部门。

## 3 Terms and Definitions 术语和定义

3.1 Fire control room: it refers to a room where the terminal displays of the automatic fire alarm system, fire and gas detection system (FGS) are set.

消防控制室：是指设置火灾自动报警系统、火灾和气体探测系统（FGS 系统）终端显示器的房间。

3.2 Fire fighting equipment and facilities: it refers to a fixed or semi-fixed system and its components with the function of fire protection, fire extinguishment, rescue and evacuation which are set within the scope of the company. It includes but not limited to the following systems: automatic fire alarm system, FGS, emergency broadcasting and communication system, spraying system, foaming system, dry powder system, fixed fire monitor, indoor and outdoor fire hydrants, gas distinguishing system, smoke control, emergency evacuation, and fire-extinguishing steam.

消防设备设施：是指固定或半固定设置于公司范围内，具有防火、灭火、救援、疏散等功能的系统及其主要部件。包括但不限于以下系统：火灾自动报警、FGS、应急广播和通讯、喷淋系统、泡沫系统、干粉系统、固定消防炮、室内外消火栓、气体系统、防排烟、应急疏散、消防蒸汽等。

3.3 Fire-fighting appliances: it refers to the equipment that are easy to me and operate, with the function of protection, fire extinguishment and rescue. It includes but not limited to the following equipment: fire extinguishers, fire hoses, fire-fighting guns, foam nozzles, mobile fire monitors, beltlines, fire sand and fire shovels.

消防器材：是指便于移动和操作，具有保护、灭火、救援等功能的装备。包括但不限于以下装备：灭火器、消防水带、消防枪、泡沫枪、移动式消防炮、消防绳、消防沙、消防锹等。

3.4 Fire extinguishing agent: it refers to the chemical agents with the function of fire extinguishment that are stored in fire fighting equipment (appliances). Such as: BC powder, ABC powder, Heptafluoro-propane gas, carbon dioxide gas and foam concentrate.

灭火剂：是指储存于消防设备（器材）中具有灭火功能的化学药剂。如：BC 干粉、ABC 干粉、七氟丙烷气体、二氧化碳气体、泡沫液等。

3.5 Fire-fighting technical services company: it refers to a company which provides our company services, such as, professional fire inspection, maintenance, filling, care and assessment.

消防技术服务公司：是指为公司提供专业消防检测、维护、充装、保养、评估等服务的公司。

## 4 Management Responsibilities 管理职责

### 4.1 Specified administrative authority 归口管理部门

4.1.1 HSE Dept., as the specified administrative authority for fire control of the company, is responsible for the company's work of fire safety education, fire safety supervision and management, fire fighting and rescue. It also implements the company's fire safety responsibility system and conducts supervision, inspection and assessment.

HSE 管理部是公司消防工作的归口管理部门；负责公司消防安全教育、消防安全监督管理和火灾的扑救工作，落实公司防火安全责任制，并进行监督、检查、考核。

4.1.3 Be responsible for providing the volunteer fire brigade with professional guidance and training, urging the fire brigade to prepare for fire fighting, and ensuring equipment used for firefighting, rescue and relief work are in good condition.

负责对志愿消防队进行业务指导与培训，督促消防队执勤备战，确保消防抢险救灾设备完好。

4.1.4 Be responsible for the review of firefighting operations, establishing and improving the accounts and archives for fire management, taking charge of fire inspection and supervision for rectification work of potential fire hazards.

负责消防作业审核，建立健全消防管理台账和档案；负责公司防火检查，监督火灾隐患整改工作。

### 4.2 Collaborative management departments 协同管理部门

4.2.1 CEO's Office is in charge of fire safety management of fire fighting equipment, facilities and appliances in the front area of the plant, apartment buildings and other areas.

总经理办公室负责厂前区、公寓楼等区域的消防设备、设施及器材的消防安全管理。

4.2.2 Materials & Supplies Dept. is responsible for the emergency procurement of materials for any emergency fire fighting in case of an accident and fire safety management for its warehouses.

物资装备部负责事故状态下消防应急物资紧急采购以及所辖仓库的消防安全管理。

4.2.3 Scheduling & Dispatch Dept. is responsible for using of fire-fighting water or not, and for the dispatching management of supervising fire engines on the spot.

计划调度部负责公司消防水使用、停用和消防车辆现场监护的调度管理。

4.2.4 Equipment Management Dept. is responsible for the maintenance of fire fighting facilities and equipment within the scope of company.

机械动力部负责公司范围内消防设施、设备维修。

### 4.3 Executive departments 执行部门

4.3.1 Operation departments are executive departments, which is responsible for formulating fire safety operation regulations of this department, implementing the fire safety responsibility system and specifying the person in charge of fire safety.

各运行部门为执行部门，负责制订本部门消防安全操作规程，落实防火安全责任制，明确岗位消防安全责任人。

4.3.3 Be responsible for the training of firefighting skills for the personnel of this department, for the establishment of volunteer fire brigades and organizing regular training and drills.

负责对本部门员工进行消防技能培训，组建志愿消防队伍，定期开展训练和演练。

4.3.4 Be required to conduct inspection and provide maintenance for the fire fighting facilities and appliances within this department to make sure they are sound.

按要求定期对部门内消防设施和器材进行检查和维护保养，确保消防设施和器材完好。

4.3.5 Executive departments shall carry out fire inspection on a regular basis to timely eliminate potential fire hazards, establish and improve accounts and archives of fire management for this department.

定期开展防火检查，及时消除火险隐患；建立健全本部门消防管理台账和档案。

4.3.7 Electrical Operation Dept. is responsible for the maintenance of firefighting electrical equipment and lines and for the inspection, maintenance, testing and other work of fire alarm system.

电气运行部负责消防电气设备、线路的维修和火灾报警系统巡检、维修、测试等工作。

4.3.8 Instrument Control Dept. is responsible for the inspection and maintenance of FGS and the maintenance and overhaul of instruments of fire fighting system.

仪表控制部负责 FGS 系统巡检、维修和全厂消防系统仪表的维护、检修工作。

4.3.9 Equipment Maintenance Dept. is responsible for the care and maintenance of the company's fire fighting equipment and facilities of machinery type, and for the filling, replacement and safety check of agentia of fire-fighting system.

设备检修部负责公司消防设备设施机械类维护保养及维修，消防系统药剂充装及更换、安全校验等工作。

## 5 Management Requirements 管理要求

### 5.1 Management principles and content 管理原则和内容

5.1.1 Throughout the fire safety work, adhere to principle of "One in charge shall assume the responsibilities", and implement fire safety responsibility system. Each employee shall perform the responsibilities to preserve the fire safety, protect the fire fighting facilities, prevent the fire and report the ringing fire alarm and participate in fire fighting.

消防安全工作坚持“谁主管、谁负责”的原则，实行防火安全责任制。每位员工都有维护消防安全、保护消防设施、预防火灾、报告火警和参加灭火的义务。

5.1.2 Fire safety management mainly includes the management of fire fighting equipment, facilities and appliances, the use of fire-fighting water or not, the use of fire engines, publicity and training concerning firefighting, fire inspection and fire-fighting drills.

消防安全管理主要包括消防设备设施及器材管理、消防水使用和停用、消防车使用、消防宣传和



培训、防火检查、消防演练等内容。

## 5.2 Fire safety management requirements 消防安全管理要求

5.2.1 Design materials for new construction, reconstruction, expansion and major technical transformation projects concerning fire control, etc., shall be submitted to the Brunei government for approval before they can be constructed. After the completion of this project, they shall be put into use after the acceptance and approval by the government.

新、改、扩建和涉及消防的重大技改项目等设计资料应报文莱政府批准后方可建设，工程完工后应经文莱政府验收批准后投入使用。

5.2.2 Management of fire fighting equipment and facilities shall comply with the Brunei FSO2016 Fire Safety Regulation, PBD12 Brunei Building Guidelines and Requirements and other laws and regulations, together with fire protection technology specifications of China.

消防设备设施的管理应符合文莱 FSO2016《消防安全法令》、PBD12《文莱建筑物指南及要求》等法律法规和中国消防技术规范。

5.2.3 No one shall arbitrarily damage, embezzle, dismantle, stop using, bury, occupy and block fire fighting equipment, facilities and appliances. It's prohibited to take fire hydrants, fire monitors and hydrant pipelines as supporting points or force-bearing points. 任何人不得擅自损坏、挪用、拆除、停用、埋压、圈占、遮挡消防设备设施及器材；禁止将消火栓、消防炮、消防管线等作为支撑点或受力点。

5.2.4 It's prohibited to narrow down the fire separation distance and arbitrarily block and occupy fire-fighting accesses. It's forbidden to close or block escape routes and safety exits, to move, embezzle and damage any kind of fire safety signs at will.

禁止缩小防火间距，不得随意堵塞、侵占消防通道；禁止封闭、堵塞疏散通道、安全出口；禁止擅自移动、挪用、损坏各类消防安全标识。

5.2.5 Fire bank shall be complete and intact. If there is any construction, the fire bank shall be restored after the construction is completed and report to the department in charge and the competent department for acceptance.

防火堤应完整无缺，如有施工应经主管部门审批，施工结束要及时恢复，并向所在部门及主管部门申请验收。

5.2.6 All kinds of fire extinguishers, fire shovels, buckets, sand and blankets, and other materials, shall be used exclusively for special purposes. All these materials shall be in a standby state instead of being vented, removed, reduced or damaged.

各类灭火器、消防锹、消防桶、消防沙、灭火毯等物资，做到专物专用，不得放空、撤除、减少或损坏，应时刻处于备用状态。

5.2.7 Daily pressure of the pipe network of the fire-fighting water system shall be maintained at more than 0.7MPa. During a fire alarm, the pressure of pipe network shall be maintained between 0.7-1.2MPa. Under normal circumstances, any department or individual shall not use fire monitors, fire hydrants and other facilities to access fire water except for testing and inspection (time for using the water is less than 60 seconds).

日常状态下消防水系统管网压力应维持在 0.7MPa 以上；火警时，消防水系统管网压力应维持在 0.7-1.2MPa。正常情况下，除测试、检查使用消防水外（用水时间小于 60s），任何部门或个人不得擅自开启消防炮、消火栓等设施取用消防水。

5.2.8 Fire-fighting water pumps shall be set in the "automatic" state in daily time, while other

fire fighting facilities, such as automatic fire alarm systems, FGSs, gas fire-extinguishing systems, powder fire-extinguishing systems, shall be set in the "manual" state. In an emergency, on-duty personnel and departments in charge of these systems shall immediately convert the "manual" state to the "automatic" state, and meanwhile observe its startup. If the system is not normally started, start it manually. Upon the termination of emergency state, departments in charge shall inspect, test and conduct maintenance for the system.

日常消防水泵应设置在“自动”状态，其他消防设施如火灾自动报警系统、FGS系统、气体灭火系统、干粉灭火系统等应设置在“手动”状态。紧急状态下，值班人员、系统管理部门应立即将“手动”转换为“自动”状态，同时观察系统启动情况，未正常启动时，采取手动方式启动；应急状态解除后，管理部门应对系统进行检查、测试和保养。

5.2.9 On-duty dispatchers and team leaders shall do well in on-site emergency command in case of an accident. The fire brigade of HSE Dept. shall do well in the management of personnel, vehicles and equipment, and shall be ready for an on-duty fire fighting within 24 hours. 值班调度和班组长应做好事故状态下现场应急指挥工作，HSE管理部消防队伍做好人员、车辆、装备管理，24h处于执勤备战状态。

### 5.3 Management of fire fighting equipment, facilities and appliances 消防设备设施及器材管理

#### 5.3.1 Management of foam station 泡沫站管理

5.3.1.1 Port And Storage Dept. is responsible for the daily management of foam fire extinguishing systems in the main plant area, the east dock, the west dock and the warehouse areas in the west dock. The scope of management shall start from the main valve of the inlet pipe of the foam station, including the balanced foam proportioning system, foam solution pipelines, foam generators, foam fire hydrants, foam hydrant boxes and equipment, foam concentrate within it. The foam fire extinguishing systems on the docks shall also incorporate electric fire monitors, and fire monitor towers, etc. The administrative authority of fire-fighting pump house shall be responsible for foam fire pumps and the pipelines in front of the main valve from the outlet to the inlet pipes of foam station.

港务储运部负责主厂区、东码头、西码头、西码头库区泡沫灭火系统的日常管理，管理范围：从泡沫站进口管道总阀门处开始计算，包括平衡式泡沫比例混合系统、泡沫混合液管线、泡沫发生器、泡沫消火栓、泡沫消火栓箱及箱内器材、泡沫液等；码头泡沫灭火系统还包括电动消防炮、消防炮塔等。位于消防泵房内的泡沫消防水泵以及出口至泡沫站进口管道总阀门前管线由消防泵房管理部门负责。

5.3.1.2 Fire brigades are responsible for the daily management of foam stations belonging to the fire brigade.

消防队负责消防队内泡沫站的日常管理。

5.3.1.3 These systems shall be tested once a month, the piping of the system shall be tested and flushed every six months, and the mechanical rotating parts of foam hydrant valves shall also be oiled every six months. Foam spray test shall be conducted every two years, and the flushing shall be performed promptly after the test.

每月对系统进行1次测试；每半年对系统管道进行测试和水冲洗；泡沫消火栓阀门的机械转动部件每半年上油1次；每两年进行1次泡沫喷射试验，喷射完毕后应及时进行冲洗。

5.3.1.4 Operation regulations for balanced foam proportioning system shall be posted in the

foam stations to mark the status of some key valves.

泡沫站内应张贴平衡式泡沫比例混合系统操作规程，对一些关键阀门进行状态标注。

5.3.1.5 Irrelevant articles and sundries shall not be piled up in the foam station, ensuring that the surrounding roads are unimpeded, and the equipment for giving and receiving alarm, power supply facilities, lighting and other facilities are to meet the fire protection requirements.

泡沫站内不得堆放无关物品及杂物，保持周围道路畅通，接报警设备、供电设施、照明等设施应满足消防要求。

### 5.3.2 Gas fire-extinguishing systems 气体灭火系统

5.3.2.1 In the information room of on the second floor of the office building, Heptafluoro-propane gas fire-extinguishing systems are set, with one cylinder for use and one as backup, and the back up cylinder is stored in the storage unit the manufacturer provided.

办公楼二楼信息机房设置七氟丙烷气体灭火系统，系统采用一用一备方式，备用气瓶储存在厂家提供的储存装置内。

5.3.2.2 Information Management Dept. is responsible for the daily inspection of the information room and the establishment of inspection files.

信息管理部负责信息机房的日常巡检，建立巡检档案。

5.3.2.3 The system is normally set in the "manual" state, with a delayed spray of 0-30 seconds. In the event of an accident, on-duty personnel shall immediately go to the duty room of the information room and convert the "manual" state to the "automatic" state. If the system has not been started, go to the cylinder room at once and use machinery tools for emergency startup.

系统常规设置为“手动”状态，0-30秒延时喷射。当有事故发生时，值班人员应立即赶赴信息机房值班室，将系统从“手动”状态调至“自动”状态，若系统仍未启动，应立即到气瓶间使用机械应急启动。

5.3.2.4 Patrol inspection of all the components of the system shall be performed once a week. 每周应对系统组件进行1次巡查。

### 5.3.3 Management of the automatic sprinkler system 自动喷水系统管理

5.3.3.1 Automatic sprinkler systems include the wet-type automatic sprinkler system, preacting automatic sprinkler system, water curtain system and automatic spraying system set in the buildings, equipment area, tank farm and docks.

自动喷水系统包括设置在建筑物、装置区、罐区、码头的湿式自动喷水系统、预作用自动喷水系统、水幕系统、水喷淋系统等。

5.3.3.2 Each department is responsible for the daily management of the automatic sprinkler system, and patrol inspection of the system shall be performed once a day.

各部门负责辖区内自动喷水系统的日常管理，每天对系统进行1次巡查。

5.3.3.3 Patrol inspection and inspection work of the automatic sprinkler system shall be performed as per Patrol Inspection Sheet for Fire Fighting Equipment and Facilities.

自动喷水灭火系统的巡查、检查工作按《消防设备设施巡检表》有关要求执行。

5.3.4 Management of fire hydrants, water pump adapters, fire standpipes and fire hydrant boxes.

## 消火栓、水泵接合器、消防竖管、消火栓箱的管理

5.3.4.1 Fire hydrants are divided into post and flush fire hydrants. Water pump adapters are divided into ground and underground ones. Fire standpipes are vertical fire pipes installed on platforms of equipment. Fire hydrants boxes are indoor fire hydrant boxes in the buildings, ground fire hydrant boxes in the equipment area, fire hydrant boxes on the platforms of the equipment and fire boxes containing fire-fighting equipment.

消火栓分为地上式和地下式消火栓；水泵接合器分为地上式和地下式水泵接合器；消防竖管为设置在装置平台的竖向消防干管；消火栓箱包括建筑物室内消火栓箱、装置区地上消火栓箱、装置平台消火栓箱、消防器材箱。

5.3.4.2 Each department is responsible for the daily inspection of fire hydrants, water pump adapters, fire standpipes and fire hydrant boxes under its jurisdiction.

各部门负责辖区内消火栓、水泵接合器、消防竖管、消火栓箱的日常检查。

5.3.4.3 Equipment Maintenance Dept. is responsible for maintenance, replacement, anti-corrosion and applying oil to the fire hydrants, water pump adapters, fire standpipes and fire hydrant boxes.

消火栓，水泵接合器，消防竖管，消火栓箱的维修、更换、防腐、上油等由设备检修部负责。

5.3.4.4 Application and replacement of fire hoses, nozzles, spanners and other accessories shall be approved by the department which submits the application and the HSE Dept., and after that, they can be obtained from the Materials & Supplies Dept.

消防水带、消防水枪、消防扳手等配件的申领、更换，经本部门及 HSE 管理部批准后从物资装备部领取。

## 5.3.5 Management of small fire-fighting appliances 小型灭火器材管理

5.3.5.1 Small fire-fighting appliances include all kinds of fire extinguishers, fire shovels, buckets, sand and blankets, and other materials. All these materials shall be used exclusively for special purposes, and shall not be appropriated for any other purpose or be vented, removed, reduced or damaged.

小型灭火器材包括各类灭火器、消防锹、消防桶、消防用沙、防火毯等，做到专物专用，不得挪作他用或无故放空、损坏、撤除。

5.3.5.2 Each department shall establish an account for the management of small fire-fighting appliances, which is managed and taken charge by specially-assigned personnel.

各部门应建立小型灭火器材管理台帐，专人管理及负责。

5.3.5.3 Appliances shall be placed in a places where they can be easily spotted and operated without affecting safety evacuation. The used appliances shall be immediately supplemented and replaced, and the site for these appliances shall not be moved at will.

器材应放置在显见易操作之处，不得影响安全疏散；使用过的器材应及时补充、更换，设置地点不得随意挪动。

5.3.5.4 Inspect the small fire-fighting appliances no less than twice a month.

小型灭火器材检查每月不少于 2 次。

5.3.5.5 Fire sand shall be kept dry, buckets and boxes shall be intact, and the fire shovels shall be fully equipped. All these appliances shall be available at any time.

消防沙保持干燥，桶、箱应完好无损、消防锹配备齐全，随时可用。

## 5.3.6 Coding for fire fighting equipment and facilities 消防设备设施编码

5.3.6.1 Fire fighting equipment and facilities are numbered in the form of: equipment code + department code + numeral code.

设备设施编号组成：设备代码+部门代码+数字编号。

5.3.6.2 Code for equipment and facilities: SS for post fire hydrants, SA for flush fire hydrants, SN for indoor fire hydrants, SG for fire hydrant boxes, XM for fire extinguisher cabinets, SQ for water pump adapters, ZS for alarm valves and PHP for foam stations.

设备设施代码：地上式消火栓 SS；地下式消火栓 SA；室内消火栓 SN；消火栓箱 SG；灭火器箱 XM；水泵接合器 SQ；报警阀 ZS；泡沫站 PHP。

5.3.6.3 Code for departments: the assigned department codes are shown in Table 1:

部门代码：部门代码分配如表 1：

Table 1 Allocation table of department codes

表 1 部门代码分配表

Name of department 部门名称	Department code 部门代码	Name of department 部门名称	Department code 部门代码	Name of department 部门名称	Department code 部门代码
CEO's Office 总经理办公室	01	Materials & Supplies Dept. 物资装备部	05	Equipment Management Dept. 机械动力部	07
HSE Dept. HSE 管理部	08	No. 1 Refinery Dept. 炼油一部	10	No. 2 Refinery Dept. 炼油二部	11
No. 3 Refinery Dept. 炼油三部	12	No. 4 Refinery Dept. 炼油四部	13	Power Dept. 热电部	14
Port and Storage Dept. 港务储运部	15	Utilities Dept. 公用工程部	16	Quality Analysis Dept. 质量检验部	17
Electrical Operation Dept. 电气运行部	18	Instrument Control Dept. 仪表控制部	19	Equipment Maintenance Dept. 设备检修部	20

(1) numeral code: No.000—No.999.

数字编号：000—999 号。

(2) Example: SS05001 No. 1 Refinery Dept. No. 001 post fire hydrant.

举例说明：例如 SS05001 炼油一部第 001 号地上式消火栓。

(3) Each department shall count the number of fire fighting equipment and facilities, and number these equipment and facilities as per the coding requirements.

各部门要统计本部门消防设备设施数量，按编号要求，对消防设备设施进行编号。

(4) Each department shall incorporate the inspection of code tags in their daily inspection. If any damage is found or the fonts are too ambiguous to be recognized, requirements for a new tag shall be put forward to the HSE Dept. which will make contacts for the production.

各部门要将编码标牌纳入日常检查内容，发现损坏或字体模糊无法辨认的，及时提出制作要求，由 HSE 管理部统一联系制作。

### 5.3.7 Purchase requisition of fire fighting equipment, facilities and appliances

#### 消防设备设施器材申购

5.3.7.1 Equipment Maintenance Dept. is responsible for the purchase requisition of mechanical fire fighting equipment and facilities.

设备检修部负责消防设备设施器材机械专业的申购。

5.3.7.2 Electrical Operation Dept. is responsible for the purchase requisition of electrical fire fighting equipment and facilities.

电气运行部负责消防设备设施器材电气专业的申购。

5.3.7.3 Instrument Control Dept. is responsible for the purchase requisition of instrumental fire fighting equipment and facilities.

仪表控制部负责消防设备设施器材仪表专业的申购。

5.3.7.4 HSE Dept. is responsible for the purchase requisition of fire extinguishers, hoses, nozzles, fire extinguishing agent and the technical service from fire-fighting organization. HSE 管理部负责灭火器、消防水带、消防水枪、灭火剂以及消防技术服务机构的申购。

5.3.7.5 Each professional department shall regularly purchase fire fighting equipment, facilities and spare components in advance according to the need of the site conditions and to meet the need of the situation. The purchase requisition of fire fighting equipment, facilities and appliances shall be performed as per the company's relevant regulations.

各专业管理部门根据现场需要，定期提前采购消防设备、器材以及备品备件，以满足现场的需要，消防设备设施器材的申购工作按公司有关规定执行。

### 5.3.8 Requisition and replacement of fire fighting equipment, facilities and appliances

#### 消防设备设施器材的领用、更换

5.3.8.1 Equipment Maintenance Dept., Electrical Operation Dept. and Instrument Control Dept. shall all acquire spare parts needed for maintenance from Materials & Supplies Dept. The department which is in need shall apply to the HSE Dept. and Materials & Supplies Dept. for the requisition of fire extinguishers, fire nozzles, fire spanners, fire hoses and others, which can all be acquired after their approval.

设备检修部、电气运行部、仪表控制部根据需求，向物资装备部领用维修所需的备品备件；灭火器、消防水枪、消防扳手、消防水带等领用，由领用部门向 HSE 管理部、物资装备部申请，经批准后到物资装备部领用。

5.3.8.2 Each department shall contact the professional management department in a timely

manner for the replacement of equipment and components in the event of any damage, aging and rusting. The replacement shall be made after the inspection and verification.

各部门检查中发现有损坏、老化、锈蚀的消防设备、部件，应及时联系专业管理部门，经检查确认后，予以更换。

5.3.8.3 Each professional management department shall, as much as possible, take the spare parts that might possibly be damaged into account and stock up in advance, and the emergency purchase shall be made for the spare parts that are damaged but not available in the warehouse.

各专业管理部门应尽可能考虑到可能损坏的部件并提前备货，对于损坏的部件而库房内没有的备品备件，应进行紧急采购。

5.3.8.4 Each professional management department shall regularly check the inventory with the Materials & Supplies Dept., and shall purchase and supplement spare parts, and shall ensure the product specification and quantity.

各专业管理部门应定期与物资装备部核对库存，提前采购补充备品备件，确保产品规格、数量。

5.3.9 Maintenance, suspension, demolition and abandonment management of fire fighting equipment and facilities.

消防设备设施维修、停用、拆除、报废管理

5.3.9.1 Each professional management department shall arrange personnel to check the fire fighting equipment and facilities on site after they have received the problems each department has raised. If maintenance is needed, obtain the spare parts from the Materials & Supplies Dept., and contact the post holders for maintenance. The maintenance for those that require the suspension of fire fighting facilities during the process shall proceed after reporting to the company's relevant departments for approval.

各专业管理部门收到各部门提出的消防设备设施方面问题后，立即安排人员到现场检查确认。需要维修的，从物资装备部领取备品备件，联系岗位人员进行维修；对于维修中需要停用消防设施的，需报公司相关部门批准后方可进行。

5.3.9.2 No one shall stop the working of fire fighting equipment and facilities.

禁止任何人擅自停用在用的消防设备设施。

5.3.9.3 Special demolition scheme shall be prepared and countersigned by competent authorities for the dismantling of the foam stations, fire monitor systems in the dock, fire alarm systems and other fixed large fire fighting equipment and facilities. And the demolition shall be made after the approval of the leader in charge of the company. The replacement of fire hydrants, fire monitors and other small equipment arising from damaging shall be made as per relevant provisions of this System.

对于泡沫系统、码头消防炮系统、火灾报警系统等固定式大型消防设备设施的拆除应编制专门的拆除方案，并经专业主管部门会签，经公司主管领导批准后方可拆除。对于消火栓、消防炮等小件设备损坏更换按本制度相关条款执行。

5.3.9.4 Maintenance, suspension, demolition and abandonment of fire fighting equipment and facilities shall be performed as per Management Procedures for Requisition (Replacement, Filling, Suspension, Demolition and Abandonment) of Fire Fighting Equipment and Facilities. 消防设备设施及器材维修、停用、拆除、报废等工作按《消防设备设施器材领用（更换、充装、停用、拆除、报废）管理程序》要求执行。

### 5.3.10 Inspection of fire fighting equipment and facilities 消防设备设施检测

5.3.10.1 Company shall inspect the fire fighting equipment and facilities once a year.

公司每年对消防设备设施进行检测 1 次。

5.3.10.2 Inspection of fire fighting equipment and facilities shall be performed by qualified fire-fighting technical service companies. Before inspection, the fire-fighting technical service company shall prepare the inspection scheme and work plan, carry out the work as planned, and issue the report after the inspection is finished.

消防设备设施的检测由有资质的消防技术服务公司完成；检测前，消防技术服务公司应编制检测方案和工作计划，并按计划开展检测工作，检测完毕后，出具检测报告。

5.3.10.3 HSE Dept. is responsible for the feedback of the problems of the fire inspection to relevant departments which shall recheck and tackle with it.

HSE 管理部负责将消防检测存在的问题反馈至相关部门，由各相关部门进行处理并复检。

### 5.3.11 Management of the use and suspension of fire-fighting water 消防水使用、停用管理

5.3.11.1 Company implements license management on the use and suspension of fire-fighting water. Under normal conditions, approval shall be required for use, while it can be used directly in case of emergency.

公司对消防水使用、停用实行许可管理；正常情况下如需使用必须得到批准，紧急情况下可直接使用。

5.3.11.2 When the production equipment is stopped for maintenance, the fire-fighting water system shall not be stopped. If the system needs to be stopped, it shall be restored before the equipment is stopped for maintenance. If it's really necessary to stop the use of fire water when the equipment is stopped for maintenance, it shall be approved by the leader in charge of the company.

生产装置停产检修时，消防水系统不得停用；若需停用，应在装置停产检修前予以恢复；装置停产检修期间，确需停用消防水，应由公司主管领导批准。

5.3.11.3 Department which applies for the use of fire-fighting water under normal conditions shall fill in the Application Form for Use/Suspension of Fire Water. The conditions for use shall be identified by Utilities Dept. or Port and Storage Dept. and approved by HSE Dept. After the Scheduling & Dispatch Dept. has put this application in record, the fire water can be used. The Utilities Dept. and the Port and Storage Dept. shall pay attention to the pressure of fire-fighting water during its use, and change to another fire pumps when necessary.

正常申请使用时，由申请部门填写《消防水使用/停用申请表》，经公用工程部或港务储运部确认使用条件，并经 HSE 管理部批准，到计划调度部备案后，方可使用。公用工程部或港务储运部在用水期间应关注消防水压力，必要时切换消防水泵供水。

5.3.11.4 After the use of fire-fighting water, the department which applies for use shall report to the on-duty dispatcher in time, who shall inform relevant department of the completion.

用水完毕后，申请部门应及时报告值班调度，由值班调度通知相关部门用水结束。

5.3.11.5 Use and suspension of fire-fighting water shall be carried out as per Management Procedures for Fire-fighting Water Use (Suspension).

消防水使用、停用按《消防水使用（停用）管理程序》要求执行。



### 5.3.12 Management of the use of fire engines 消防车使用管理

5.3.12.1 When the fire engines are required to monitor dangerous operations in the work site, such as hot wok or work in a confined space, the use of fire engines shall comply with Management Procedures for site monitoring of Fire Engines. The department that applies for use shall fill in the Application Form of Site Monitoring of Fire Engines and submit to the department leader, on-duty dispatchers and HSE Dept. for approval, and then inform the company's fire brigade which shall dispatch the fire engines. Once the fire engines complete their task, personnel for this department shall sign the application form and the fire engines return.

生产现场进行动火、受限空间等危险作业需要消防车监护时，按《消防车现场监护管理程序》要求执行，由申请部门填写《消防车现场监护申请表》，并经部门领导、值班调度和 HSE 管理部批准后，报公司消防队，由消防队派车；用车结束后，申请部门人员在申请表上签字确认，消防车返回。

5.3.12.2 On-duty dispatchers shall conduct unified command and dispatch for the fire engines that enter the site to monitor.

值班调度对进入现场监护的消防车进行统一指挥和调度。

5.3.12.3 When the fire engine enters the monitoring site, the applicant shall make technical disclosure to the fire fighters about the monitoring contents, matters needing attention, etc. 消防车进入监护现场后，申请人应对监护内容，注意事项等内容向消防人员进行技术交底。

5.3.12.4 Any one who spots a danger or a injured person shall dial the company's fire emergency number. The fire brigade that receives the alarm shall immediately start the emergency response procedure. After fire engines are dispatched, the fire-fighting dispatcher shall report to the on-duty dispatcher about the dispatch situations of vehicles and personnel. 紧急状态下，任何人发现险情或人员受伤，直接拨打公司火警电话进行报警；消防队接到报警后，立即启动消防队应急响应程序；当消防车派出后，消防调度员向值班调度报告车辆和人员出动情况。

### 5.4 Fire-fighting publicity and training 消防宣传和培训

5.4.1 HSE Dept. shall regularly organize fire-fighting publicity and education. Fire safety education shall be organized at least once a year for all the employees, and the company's fire brigade shall provide training services concerning the use and operation of fire-fighting appliances and individual protective equipment to each department.

HSE 管理部不定期组织开展消防宣传教育活动，每年至少组织 1 次全员消防安全教育，公司消防队向各部门提供消防器材、个人防护装备使用操作培训服务。

5.4.2 Fire-fighting training for personnel, such as new recruits, transferees and re-appointed staff, shall be performed during the three-level safety education activity by the responsible person of three-level safety education.

新员工、转岗、复岗等人员的消防内容培训，由三级安全教育负责人在进行三级安全教育时予以落实。

5.4.3 Each department shall perform fire safety education at least once per quarter. The content shall mainly include: fire-fighting laws and regulations, fire safety institutions and

operation rules, fire hazardousness and fire safety measures of the department, operation of fire fighting facilities, knowledge and skills concerning fire alarm, warning, separation, fire extinguishment and rescue, self-rescue and self-escape.

各部门每季度不少于1次消防安全教育；培训内容主要包括：消防法律法规；消防安全制度和操作规程；本部门的火灾危险性和防火措施；消防设施使用和操作；报警、警戒、隔离、灭火以及救人、自救与逃生的知识和技能。

5.4.4 Operators of fire fighting facilities and appliances shall receive special training in operation skills, learn and master corresponding operation skills, and may take the post after passing the examination.

消防设备设施操作人员应经过专门的操作技能培训，学习掌握相应的操作技能，经考试合格后上岗。

5.4.5 Records of department training shall be made, and the fire-fighting training shall be performed as per HSE Training Management Procedures.

部门培训应做好记录，消防培训参照《HSE 培训管理程序》要求执行。

## 5.5 Fire inspections and hidden danger management 防火检查和隐患治理

### 5.5.1 Fire inspections 防火检查

5.5.1.1 Fire inspections shall be divided into the company-level and the department-level inspections. At company level, there are monthly fire inspections, special inspections and professional inspections, while at department level, fire inspections are daily inspections.

防火检查分为公司级和部门级；公司级防火检查分为每月防火检查、专项检查和专业检查；部门级防火检查为日检。

5.5.1.2 Contents of fire inspections shall include situations of key fire-control places, integrity of fire fighting equipment, facilities, systems and appliances, shift taking of fire control room, escape routes, safety exits, fire lanes and other unimpeded conditions, integrity of archives and accounts, ratification of fire hazard.

防火检查的内容包括消防重点部位情况；消防设备设施系统及器材的完好性；消防控制室值班情况；疏散通道、安全出口、消防车通道等畅通情况；档案和台账完整情况；火灾隐患整改情况等。

### 5.5.2 Rectification of hidden dangers 隐患整改

For the hidden dangers spotted during the fire inspection, the department concerned shall contact corresponding department and personnel for to tackle with them. Rectification of ordinary hidden dangers shall be performed by professionals organized by each department. Major hidden dangers shall be rectified after the discussion by HSE management committee, before which safety protection measures shall be implemented by the personnel of relevant departments.

对于防火检查中发现的隐患，由所在部门联系相关部门和人员进行处理。一般隐患由各部门组织专业人员进行整改；重大隐患经公司 HSE 管理委员会讨论后落实整改，整改前由有关部门人员落实安全防护措施。

## 5.6 Fire-fighting drills, fire fighting and rescue 消防演练与灭火救灾

### 5.6.1 Fire-fighting drills 消防演练

5.6.1.1 Each operation department shall formulate special emergency plans and on-site response scheme according to specific situations, and organize regular drills as per the company's relevant regulations.

各运行部应根据具体情况制定专项应急预案和现场处置方案；各运行部按照公司相关规定定期组织演练。

5.6.1.2 Schemes shall be made before the drills. The scheme shall include scene of the drill, emergency response, gas protection and first aid, evacuation and processing. Fire brigades, gas protection departments and security departments shall also be invited to cooperate in the drill to make it more practical.

演练前，应编制演练方案，方案包括演练情景、应急响应、火灾扑救、气防急救、人员疏散、工艺处理等内容，也可邀请消防、气防、安保配合演练，以使演练更加贴合实际。

5.6.1.3 After the drill, it shall be summarized and the emergency response plan of the accident shall be revised according to the drills.

演练结束后应进行总结，根据演练情况对事故应急方案进行修订。

5.6.1.4 Field drills and other work shall be performed as per Management Procedures of Fire-Fighting Drills.

现场实战演练等工作按照《消防演练管理程序》执行。

### 5.6.2 Fire fighting and rescue 灭火救灾

5.6.2.1 Each department and individual shall report the fire alarm in time once it is spotted, and the procedures for report alarm shall be implemented in accordance with requirements of Management Procedures of Reporting and Answering Fire Alarm.

任何部门和个人，在发现火警时，应及时报告火警；报警程序按照《报警、接警管理程序》要求执行。

5.6.2.2 When reporting a alarm, briefly state the medium, location, and strength of fire (or name of the leaked toxic and hazardous substances), its development and spread, situation of the injured and the trapped.

报警时应简要说明着火的介质、地点、火势大小（或泄漏的有毒有害物质的名称）、发展蔓延情况、人员受伤（中毒）和被困情况。

5.6.2.3 In the event of a fire, the department where the fire has taken place shall take immediate measures to control and organize volunteer firefighters for initial fire control. The department shall also assist in fire fighting and rescue work after the full-time fire brigade has arrived.

发生火灾时，起火部门必须立即采取措施进行控制和组织志愿消防员进行初期控制；专职消防队到场后，协助进行灭火救援工作。

5.6.2.4 After receiving the alarm, the fire brigade shall immediately rushed to the site. In accordance with the scheme of fire fighting, the fire brigade shall rescue the personnel in danger and put out the fire as soon as possible to minimize fire damages, in the principle of "saving life while putting out the fire", "extinguishing the fire where it will cause the most severe damage first and then extinguishing the fire where it will cause less severe damage", and

“making breakthrough on the key places and eliminating the rest dangers from one place to another”.

消防队接到报警后，立即赶赴现场，根据灭火预案，按照“边救人，边灭火”、“先重点，后一般”、“重点突破，分片消灭”的原则，尽快救助遇险人员和扑灭火灾，最大限度降低火灾损失。

5.6.2.5 For places where many people gather, such as laboratory buildings, office buildings, the central control room and the apartment, the administrative personnel and staff shall first organize and guide evacuation, and at the same time arrange someone to report alarm and do rescue work or control the fire when it just take place.

化验楼、办公楼、中心控制室、维修站、公寓等人员聚集场所发生火灾时，该场所的管理人员及工作人员应首先组织、引导人员疏散，同时安排人员报警并扑救或控制初起火灾。

5.6.2.6 Emergency response procedures shall be started promptly after the accident of fire, and its emergency response level shall be escalated on the basis of development tendency.

发生火灾事故后，应迅速启动应急响应程序，并根据事故发展趋势决定是否应急升级。

5.6.2.7 While organizing and commanding fire fighting and rescue on site, the field commander-in-chief shall command and tackle with the fire fighting as per the corresponding emergency plan, and be entitled to decide the following issues according to the need of extinguishing the fire: use of water from various resources, gathering emergency materials needed for rescue, cutting off power and relevant materials, cordoning off an alert area and perform traffic control over some places, dismantling or damaging the buildings near the fire, mobilizing the company's water supply, power supply, medical aids, traffic and transportation, materials, logistics and other resources for rescue.

在组织和指挥火灾现场扑救时，现场总指挥根据相关应急预案进行指挥处置，并有权根据扑灭火灾的需要，决定下列事项：使用各种水源，调集救援所需应急物资；截断电源及相关物料；划定警戒区，实行局部交通管制；拆除或破损毗邻火灾的建构物；调动企业内供水、供电、医疗救护、交通运输、物资、后勤等资源开展救援。

5.6.2.8 Fire emergency disposal shall be performed as per Management Procedures for Emergency Response to Fire Fighting and Rescue and Management Procedures for Emergency Response to Gas Leakage Incident.

消防应急处置按照《消防救援应急响应管理程序》及《气体泄漏事件应急响应管理程序》要求执行。

## 5.7 Construction of emergency rescue teams 应急救援队伍建设

### 5.7.1 Full-time fire brigades 专职消防队

5.7.1.1 Company shall set up a full-time fire brigade, toward which a professional management shall be implemented and professional administrative staff shall be equipped.

公司成立专职消防队，实行专业化管理，配备专业管理人员。

5.7.1.2 Fire brigade shall carry out a standardized management, establish and improve the internal management system, and prepare a on-duty fire fighting within 24 hours.

消防队实行规范化管理，建立健全内部管理制度，实行 24h 执勤备战。

5.7.1.3 Fire brigade shall formulate a training plan of fire-fighting skills and tactics to ensure the “ six familiar points” of key places, that is, to be familiar with the name and location, conditions of the building, road and water resources, on-site fire fighting facilities, preventive measures and

countermeasures of fire fighting and emergency rescue.

消防队制定灭火技战术训练方案，做到重点部位“六熟悉”。即名称、位置熟悉；建筑状况熟悉，道路、水源熟悉，现场消防设施熟悉；预防措施熟悉，灭火抢险对策熟悉。

5.7.1.4 Formulate (revise) the fire control and emergency rescue plan timely for important fire control locations in the area of responsibility, and perform field drills frequently. Organize a regular joint fire-fighting and gas protection drills, constantly summarize the lessons learned, and continuously improve the level of fire fighting and rescue.

及时制（修）订责任区消防重点部位的灭火抢险预案，并经常实战训练；定期组织联合消防防演练，不断总结经验教训，持续提高灭火抢险水平。

5.7.1.5 Fire-fighting patrol inspection system shall be adhered to and specially-assigned personnel shall perform patrol inspection to timely spot and eliminate fire hazards. Special fire-fighting inspection shall be organized as planned according to the characteristics of safety production, seasons, holidays and others, to ensure the fire fighting facilities are in good condition and the fire-fighting passages are free.

坚持消防巡检制度，落实专人进行巡回检查，及时发现并消除火灾隐患；结合安全生产和季节、节假日等特点，有计划地组织开展消防专项检查，确保消防设施完好，消防通道通畅。

## 5.7.2 Volunteer fire brigades 志愿消防队

5.7.2.1 Each department shall set up a volunteer fire brigade based on the actual situations which shall be presided by the man in charge of fire safety of each department. Their daily work may be the responsibility of HSE managers of the department and instructed by the fire brigade. 各部门根据实际情况建立志愿消防队，志愿消防队由各部门消防安全负责人主管，日常工作可由本部门 HSE 管理人员负责，业务上接受消防队指导。

5.7.2.2 Number of the volunteer fire brigade shall not be less than 60% of the total personnel of the department, and external operators shall be the member of it. In case of personnel changes, each department shall report the change to the HSE Dept. within 30 days.

志愿消防队的人数不少于本部门职工总数的 60%，外操人员应为志愿消防队员；若有人员变动，各部门应在 30 天内将变动情况上报 HSE 管理部。

5.7.2.3 Volunteer firefighters shall combine the daily patrol inspection with the fire inspection in the area of their post responsibility. Rectify and report hazards once they are spotted and actively put forward reasonable advices on fire control to the head of this department and relevant departments. When an accident has emerged, volunteer fire fighters shall assist its full-time counterparts in fire extinguishment and rescue, personnel search and rescue, and other work.

志愿消防队员日常结合巡检对本岗位责任区进行防火检查，发现隐患及时整改或上报，积极向部门领导和有关部门提出消防合理化建议；事故时，协助专职消防员进行火灾扑救、人员搜救等工作。

## 5.8 Fire-fighting records and archives 消防记录和档案

5.8.1 Each department shall be responsible for establishing a department-level fire-fighting archive and submit it to the HSE Dept. which shall establish a company-level fire-fighting archive.

各部门负责建立本部门消防档案，并上报 HSE 管理部，HSE 管理部建立公司消防档案。

5.8.2 Content of fire fighting archives shall include basic information on fire safety , fire safety management and other documentations.

消防档案内容包括消防安全基本情况、消防安全管理情况等文件材料。

5.8.3 Basic fire safety information shall include: basic information of the department, the fire safety management system, registration forms concerning the basic information of full-time (volunteer) fire fighters, layout plans, layout plans of fire fighting facilities and appliances, statistical tables for rooms of fire pumps, foam stations and fire fighting facilities, summary tables for fire-fighting appliances, the fire-fighting equipment management table, key fire-fighting locations and drill schemes, records of fire-fighting drills, rectification accounts of hidden dangers of fire, the fire information registration form, fire inspection records, the statistical table of warehouses and storage tanks.

消防安全基本情况包括：部门基本情况、消防安全管理制度、专职（志愿）消防员基本情况登记表、平面布置图、消防设施器材平面布置图、消防泵房统计表、泡沫站统计表、消防设施统计表、消防器材统计汇总表、消防器材管理表、消防重点部位及演练方案、消防演练记录、火灾隐患整改台账、火灾情况登记表、消防检查记录表、仓库统计表、储罐统计表。

5.8.4 Situations that require fire safety management shall include: the Application Form of Site Monitoring of Fire Engines, the Fire Inspection Form, Patrol Inspection Form of Fire Fighting Equipment and Facilities, the Application Form of New (Replaced) Code Signs of Fire Fighting Equipment, Facilities and Appliances, the Application Form of Requisition (Replacement, Filling, Suspension, Demolition and Abandonment) of Fire Fighting Equipment, Facilities and Appliances, the Records of Shift Taking of Fire Control Room, the Inspection Cards of Fire Extinguishers and Fire Hydrant Boxes, the Application Form of the Use (Suspension) of Fire-Fighting Water.

消防安全管理情况包括：消防车现场监护申请表、防火检查表、消防设备设施巡检表、消防设备设施编码标识新增（更换）申请表、消防设备设施器材领用（更换、充装、停用、拆除、报废）申请表、消防控制室值班记录、灭火器及消火栓箱检查卡、消防水使用（停用）申请表。

5.8.5 Fire-fighting records shall be made as per Management Procedures for Requisition and Replacement of Fire-Fighting Registration Forms (Cards).

消防记录按照《消防记录表格(卡片)领用更换管理程序》要求执行。

## 6 Inspection and Supervision 检查与监督

HSE Dept. shall be responsible for inspecting and supervising the implementation of fire safety management system, and present the results in the performance assessment.

HSE 管理部负责对消防安全管理制度执行情况进行监督检查，并将检查结果在绩效考核中体现。

## 7 Associated Procedures and Records 关联程序和记录

### 7.1 Associated procedures 关联程序

7.1.1 Management Procedures for Requisition (Replacement, Filling, Suspension, Demolition and Abandonment) of Fire Fighting Equipment, Facilities and Appliances (HYBN-T2-08-0038-2018-1).

消防设备设施器材领用（更换、充装、停用、拆除、报废）管理程序 HYBN-T2-08-0038-2018-1。

7.1.2 Management Procedures of Reporting and Answering Fire Alarm  
(HYBN-T2-08-0039-2018-1).

报警、接警管理程序 HYBN-T2-08-0039-2018-1。

7.1.3 Management Procedures for Site Monitoring of Fire Engines (HYBN-T2-08-0040-2018-1).

消防车现场监护管理程序 HYBN-T2-08-0040-2018-1。

7.1.4 Management Procedures for Emergency Response to Gas Leakage Incidents  
(HYBN-T2-08-0041-2018-1).

气体泄漏事件应急响应管理程序 HYBN-T2-08-0041-2018-1。

7.1.5 Management Procedures for Requisition and Replacement of Fire-Fighting Registration  
Forms (Cards) (HYBN-T2-08-0042-2018-1).

消防记录表格(卡片)领用更换管理程序 HYBN-T2-08-0042-2018-1。

7.1.6 Management Procedures for Emergency Response to Fire Fighting and Rescue  
(HYBN-T2-08-0043-2018-1).

消防救援应急响应管理程序 HYBN-T2-08-0043-2018-1。

7.1.7 Management Procedures for Use of Fire-fighting Water (HYBN-T2-08-0044-2018-1).

消防水使用（停用）管理程序 HYBN-T2-08-0044-2018-1。

7.1.8 Management Procedures for Fire-fighting Drills (HYBN-T2-08-0045-2018-1).

消防演练管理程序 HYBN-T2-08-0045-2018-1。

## 7.2 Associated records 关联记录

7.2.1 Application Form of Site Monitoring of Fire Engines HYBN-T6-08-5001-001-2018

消防车现场监护申请表 HYBN-T6-08-5001-001-2018。

7.2.2 Fire Inspection Form HYBN-T6-08-5002-001-2018

防火检查表 HYBN-T6-08-5002-001-2018。

7.2.3 Patrol Inspection Form of Fire Fighting Equipment and Facilities

HYBN-T6-08-5003-001-2018

消防设备设施巡检表 HYBN-T6-08-5003-001-2018。

7.2.4 Fire-Fighting Archives HYBN-T6-08-5004-001-2018

消防档案 HYBN-T6-08-5004-001-2018。

7.2.5 Application Form of New (Replaced) Code Signs of Fire Fighting Equipment, Facilities and  
Appliances HYBN-T6-08-5005-001-2018

消防设备设施编码标识新增（更换）申请表 HYBN-T6-08-5005-001-2018。

7.2.6 Application Form of Requisition (Replacement, Filling, Suspension, Demolition and  
Abandonment) of Fire Fighting Equipment, Facilities and Appliances

HYBN-T6-08-5006-001-2018

消防设备设施器材领用（更换、充装、停用、拆除、报废）申请表 HYBN-T6-08-5006-001-2018。

7.2.7 Records of Shift Taking of Fire Control Room HYBN-T6-08-5007-001-2018

消防控制室值班记录 HYBN-T6-08-5007-001-2018。

7.2.8 Inspection Cards of Fire Extinguishers and Fire Hydrant Boxes

HYBN-T6-08-5008-001-2018

灭火器及消火栓箱检查卡 HYBN-T6-08-5008-001-2018。

7.2.9 Application Form of the Use (Suspension) of Fire-Fighting Water

HYBN-T6-08-5009-001-2018

消防水使用（停用）申请表 HYBN-T6-08-5009-001-2018。

## 8 Supplementary Rules 附则

8.1 This System is under the jurisdiction of HSE Dept.

本制度由 HSE 管理部归口管理。

8.2 This System is drafted by HSE Dept.

本制度起草部门 HSE 管理部。

8.3 HSE Dept. is responsible for the interpretation of this System.

本制度解释权归 HSE 管理部拥有。

8.4 Revision, preparation and approval of this System are shown in table 2.

本制度版本编制和审批情况见表 2:

Table 2 Revision, preparation and approval of document

表 2 文件版本编制和审批情况

1	2018-05-01	Xiang Xudong 项东旭	Xiao Chunbao 肖春宝	Chen Liancai 陈连财
Revision 版本	Issued date 颁布日期	Prepared by 编制人	Reviewed by 审核人	Approved by 批准人