



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

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## Walkie-talkie Use Management Regulations

## 对讲机使用管理规定

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	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司				
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## 1 Purpose 目的

In order to regulate the use and management of walkie-talkie, ensure the free flow of information at work, improve work efficiency and extend the service life of walkie-talkie. This Regulation is hereby formulated.

为规范对讲机使用和管理，确保工作期间信息畅通，提升工作效率，延长对讲机使用年限，特制定本规定。

## 2 Scope of application 适用范围

This regulation applies to all departments of the company.

本规定适用于公司各部门。

## 3 terminology and definition 术语和定义

3.1 Walkie-talkie: A two-way mobile communication tool, which can be used to talk within a certain area without being charged; it is suitable for frequent communications in relatively fixed area.

3.1 对讲机：一种双向移动通信工具，在一定区域内可以通话，没有话费产生，适用于相对固定且频繁通话的场合。

3.2 Equipping target: personnel who need to be newly equipped with walkie-talkie, middle-level cadre, shift member, and employee with special needs approved by the leader.

3.2 配备对象：需新配置对讲机的人员，中层干部，班组人员，和经过领导批准的有特殊需要的公司员工。

## 4 Management responsibility 管理职责

4.1 designated management department 归口管理部门

4.1.1 The IT Department is the designated management department of the company's walkie-talkie and its support system, which is responsible for formulating Walkie-talkie Management Regulations.

4.1.1 信息管理部是公司对讲机及其支持系统的归口管理部门，负责制定对讲机管理规定。

4.1.2 Be responsible for maintenance and management of walkie-talkie and related

communication network.

4.1.2 负责公司对讲机、相关通讯网络的维护和管理。

4.1.3 Be responsible for the selection, unified keeping, distribution and recycling of walkie-talkie.

4.1.3 负责对讲机的选型，统一保管、分配和回收。

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

Material Supplies Department is responsible for the purchase of walkie-talkie

物资装备部负责对讲机的采购。

#### 4.3 Implement department 执行部门

Each department is responsible for the keeping and daily management of its own walkie-talkie distributed, as well as the management of its own channel allocated.

各部门负责本部门已分配对讲设备的保管、日常管理，以及本部门配置频道的管理。

### 5 Management content 管理内容

#### 5.1 Purchasing method and distribution scheme 购置方法与分配方案

5.1.1 In order to facilitate the management of the company, the walkie-talkie is universally purchased by the Material Supplies Department, and is kept, distributed and recycled by the IT Department.

5.1.1 为便于公司管理，对讲机统一由物资装备部购置，并由信息管理部统一保管、分配、回收。

5.1.2 The IT Department is responsible for the selection of walkie-talkie. The IT Department shall take into consideration of a variety of factors such as selection, brand, configuration, performance, price and so on.

5.1.2 对讲机的选型由信息管理部负责，信息管理部应综合考虑选型，品牌、配置、性能、价格等因素，择优选型。

5.1.3 According to the principle of "equipping walkie-talkie to the position of needs", each department propose a requirement to the IT Department by initiating an OA approval process from the department's contacting person, after the leader's approval, walkie-talkie will eventually be collected from the IT Department by registering.

5.1.3 各部门根据岗位工作进行配备的原则通过向信息管理部提出需求，由部门对接人统一发起OA审批流程，经领导审批完成到信息管理部登记领取。

#### 5.2 Daily management 日常管理

5.2.1 The property rights of walkie-talkie purchased by the company for employees' office use belong to the company and are uniformly listed in the company's fixed assets management sequence.

5.2.1 公司购置给员工办公使用的对讲机产权属于公司所有，统一列入公司固定资产管理序列。

5.2.2 Users shall take good care of the walkie-talkie, strictly prevent them from being lost and damaged.

5.2.2 使用人对对讲机应妥善保管，严防丢失，严防人为损坏。

5.2.3 Walkie-talkie is only used for daily work and dealing with unexpected incidents. Other communication approach should be chosen for any contact unrelated to work. It is forbidden to use Walkie-talkie to conduct any activities that is not related to work (such as chatting) so as to avoid unnecessary channel occupation which affects normal work.

5.2.3 对讲机只用于日常工作和处置突发事件时联系，与工作无关的联系应选用其他通讯方式，禁止在工作时间利用对讲机进行闲聊等做与工作无关的用途，避免无故占用频道影响正常工作。

5.2.4 The user of the walkie-talkie is responsible for the maintenance and keeping of the walkie-talkie, battery and charger.

5.2.4 对讲机的使用人负责对讲机、电池、充电器的维护和保管。

5.2.5 Comply with the principle of "Familiar with performance, skilled use". That is to say, walkie-talkie users must be familiar with its performance and operation methods, and be able to use the walkie-talkie skillfully.

5.2.5 “熟悉性能、熟练使用”原则。即对讲机使用人必须熟悉其性能和操作方法，能够熟练使用对讲机。

5.2.6 Comply with the principle of "Scientific allocation, one walkie-talkie is exclusive for one position". That is to say, the walkie-talkie is limited to be used only at working hours for working purposes in the company.

5.2.6 “合理配置，一机一岗专用”原则。即对讲机仅限上班时间、因岗位工作需要、在公司内部使用。

5.2.7 Comply with the principle of "users shall take good care of walkie-talkie, people who break the walkie-talkie shall compensate for it". That is to say, in case of damage or lost of walkie-talkie out of poor usage or keeping, that person must compensate according to the cost.

5.2.7 “谁使用，谁保管，谁损坏，谁负责”原则。即因使用或保管不当造成损坏或丢失的，必须照价赔偿。

### 5.3 Maintenance & repairment and compensation upon lost 保养修理与丢失赔偿

5.3.1 When the walkie-talkie is malfunctioning, IT Department shall be contacted in a timely manner. The IT Department will uniformly arrange the repairment through relevant maintenance process. The repair cost will be counted in the Department expenses.

5.3.1 当对讲机出现故障时，应及时与信息管理部联系，并通过相关维修流程，由信息管理部统一安排修理，修理费用计入部门费用。

5.3.2 The service life of walkie-talkie is tentatively set at 5 years. In terms of the application for new walkie-talkie within 5 years, the actual condition of the original one needs to be verified by the IT Department.

5.3.2 对讲机报废年限暂定为 5 年，5 年内申请新对讲机，需经信息管理部鉴定原对讲机实际使用情况。

5.3.3 Any damage or loss of walkie-talkie due to improper use and keeping shall be investigated for liability and compensation at the cost.

5.3.3 凡因使用、保管不当造成对讲机损坏或丢失的，均应追究责任并照价赔偿。

5.3.4 If the damage is serious enough to scrap the walkie-talkie, the amount of compensation shall be as follows: the original price \* (durable life - used life) / durable life - residual value (the durable life of the walkie-talkie is tentatively set at five years).

5.3.4 损坏严重须报废的，赔偿金额为：原价\*（耐用年限—已用年限）/ 耐用年限—残值（对讲机耐用年限暂定为 5 年）。

5.3.5 If the walkie-talkie is lost, no residual value shall be subtracted from the amount of compensation.

5.3.5 对讲机丢失，赔偿金额不减残值。

#### 5.4 precautions for use 使用注意事项

5.4.1 After receiving the walkie-talkie, employees must use the walkie-talkie correctly in strict accordance with the instructions to avoid man-made damage.

5.4.1 员工在领取对讲机之后，必须严格按照说明书正确使用对讲机，避免人为损坏。

5.4.2 Employees shall cherish the walkie-talkie. Due to the fact that walkie-talkie is explosion-proof, it is strictly forbidden to dismantle, throw and knock on the walkie-talkie at will. It is strictly forbidden to place the walkie-talkie in dusty and humid environments. It is strictly forbidden to place the walkie-talkie near heating devices or where the sun can directly shine in order to ensure the performance, service life and smooth operation of the walkie-talkie.

5.4.2 员工应当爱惜对讲机，因对讲机有防爆级别，严禁私自拆卸、随意抛掷和敲打对讲机等不良行为，严禁将对讲机放在多尘、潮湿环境，严禁将对讲机放置在加热装置附近或阳光能直射到的地方，以保障对讲机的性能、寿命和使用效果。

5.4.3 When the person in charge of the walkie-talkie transfers or leaves his position, he must return the fully equipped and well-functioning walkie-talkie to the department, relevant procedure can only be gone through with the confirmation and signature of the person in charge in the department.

5.4.3 对讲机使用责任人在调岗或离职时，必须将配置齐全、功能完好的对讲机交还部门，并经部门负责人签字确认后方可办理相关手续。

5.4.4 Personnel who is equipped with walkie-talkie must carry it with him during working hours and keep it in a state of proper functioning with sufficient power and right channel. Loss or damage due to personal reasons must be reported in time and remedial measures should be



taken.

5.4.4 配发对讲机的人员在上班期间必须随身携带对讲机并保持设备开启、电力充足、频段匹配的有效使用状态；因个人原因丢失或损坏必须及时上报，并采取补救措施。

5.4.5 For position where several people share one walkie-talkie, specific person in charge must be designated by the department. Handing over, acceptance inspection and confirmation of the walkie-talkie shall be properly conducted when handing over shifts.

5.4.5 对于数人共用同一对讲机的岗位，必须由部门指定具体责任人，在交接班时做好对讲机的移交、验收和确认。

5.4.6 Due to that walkie-talkie is used at a single channel; no person shall interrupt other's talk from walkie-talkie at will unless in emergency. In case of conflicting in-between calls from upper level and current level, the current level shall hand over initiatively.

5.4.6 由于对讲机属单频使用，因此除非紧急情况，任何人员不得随意打断他人的正常通话。当遇到上级呼叫与本级呼叫相冲突时，应主动让出本级通话。

5.4.7 In case abnormal phenomenon is found by the employee during daily use of the walkie-talkie, such as appearance damage, parts damage, malfunction, odor abnormality and smoking, the employee shall turn off the power immediately, take out the battery and send it to the IT Department for processing. If a malfunction has been found but it has not been sent to be repaired in time, the consequences arising therefrom shall be borne by the responsible person concerned.

5.4.7 员工在正常使用对讲机的过程中如果发现对讲机外观损毁、配件损坏、功能失灵、气味异常和机体冒烟等异常现象，应立即关闭电源，并取出电池，然后送信息管理部处理。已发现使用故障，但未及时报修的，由此引起的后果由相关责任人自行承担。

## 5.5 Standard language 规范用语

Caller: XX position or XX(name) is calling XX position or XX(name), please reply when you hear it( repeat once or several times).

呼叫方：XX 岗位或 XX（姓名）呼叫 XX 岗位或 XX（姓名），听到请回答（重复一次或数次）。

Callee: Copy that, please talk, finish.

被叫方：收到，请讲，完毕。

Caller: Talk things through clearly in a concise manner, use "finish" to end the talk.

呼叫方：把呼叫内容讲清楚（简明扼要），结束要用“完毕”。

Callee: Copy that, (words of reply), finish.

被叫方：收到，（回复内容），完毕。

Special attention: In case of being called the name from the caller, if the callee cannot make sure whether or not the caller is calling him, the callee shall wait for the caller to make the call once again.

特别注意：如果遇到指名呼叫，在未听清是否呼叫自己的情况下，应等待呼叫方的再次呼叫。

## 6 Inspection and supervision 检查与监督

The IT Department is responsible for inspecting and supervising the use of walkie-talkie in each department.

信息管理部负责对各部门对讲机使用进行检查与监督。

## 7 Related procedure and record 关联程序和记录

### 7.1 Related procedure 关联程序

Management procedure for equipment claiming HYBN-T2-09-0002-2018-1

设备申领管理程序 HYBN-T2-09-0002-2018-1

### 7.2 Related record 关联记录

Information Infrastructure account HYBN-T6-09-1003-001-2018

信息基础设施台账 HYBN-T6-09-1003-001-2018

## 8 Supplementary articles 附则

8.1 The IT Department is designated to manage this regulation.

8.1 本规定由信息管理部归口管理。

8.2 This regulation is formulated by The IT Department.

8.2 本规定起草部门：信息管理部。

8.3 The right of final interpretation of this regulation belongs to The IT Department.

8.3 本规定解释权归信息管理部拥有。

8.4 Please refer to Table 1 for detailed formulation and approval information of this regulation.

8.4 本规定版本编制和审批情况见表 1：

Table1 formulating and approval information

表 1 文件编制和审批情况

1	2019-08-20	Yanwu 严武	Zhu zhejun 朱浙军	Chen lianchai 陈连财
Version 版本	Date of issue 颁布日期	Drafter 编制人	Checked by 审核人	Approved by 批准人