



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

HYBN-T3-07-0005-2024-2

Spare Parts Management System

备品配件管理制度

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Version Information 版本信息

1 Version 1 第一版

Version 1 was released on 31st Jan, 2018.

第一版发布时间为 2018 年 12 月 31 日。

2 Version 2 第二版

Rev 2 released on Apri 1,2024.

第二版发布时间为 2024 年 4 月 1。





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	Spare Parts Management System 备品配件管理制度				
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1 Purpose

目的

This System is hereby formulated to ensure equipment inspection and maintenance and reasonable reserve of spare parts.

为保障设备检维修工作，合理储备备品配件，特制订本制度。

2 Scope of Application

适用范围

This System applies to all involved departments.

本制度适用于各部门。

3 Terms and Definitions

术语和定义

Spare parts: refer to equipment components, materials and parts that are reserved and purchased for normal operation and maintenance of equipment.

备品配件：为满足设备正常运行和维修所储备和采购的设备部件、材料和配件。

4 Management Responsibilities

管理职责

4.1 Specified administrative authority

归口管理部门

4.1.1 The Equipment Management Dept. is the specified administrative authority of spare parts, which shall be responsible for the technical management and plan approval of spare parts.

机械动力部是公司备品配件的归口管理部门，负责备品配件的技术管理和计划审批。

4.1.2 Organize to prepare the list, consumption quota and reserve quota of spare parts, be responsible for the warehouse entry inspection of parts attached to important equipment, coordinate to solve the problems in spare parts management, and organize the repair of spare parts, the surveying and the approval of surveying drawings (including outsourced drawings).

组织编制公司备品配件明细表、消耗定额及储备定额；负责重要设备随机配件入库验收；协调解决备品配件管理中出现的问题；组织备品配件的修复、测绘及测绘图纸（含外委）的审核。

4.2 Coordinated management departments

协同管理部门

4.2.1 The Materials Supply Dept. shall be responsible for the review of reserve quota, the purchase, supply and inventory management of spare parts, and the organization of the identification and disposal of spare parts. In addition, the Materials Supply Dept. shall provide the basic data and list of spare parts, and give instructional advice on material purchasing cycle.

物资装备部负责储备定额的审核，负责备品配件的采购、供应和库存管理，组织对库存备品配件进行鉴定和处置；负责提供备品配件的基础资料、目录清单；负责提供物资采购周期指导性意见。

4.2.2 The Finance Dept. shall be responsible for verifying the reserve funds of spare parts.

财务管理部负责核定备品配件储备资金。

4.3 Executive departments

执行部门

4.3.1 The operation department, as the executive department, shall be responsible for preparing the list, consumption quota and reserve quota of spare parts and for the declaration of spare parts plan. In addition, it shall participate in the quality acceptance of parts attached to the equipment, and submit the list of changed parts and suggestions on the handling of original parts.

运行部为执行部门，负责编制本部门备品配件明细表、消耗定额及储备定额；负责本部门备品配件计划的申报；参与随机配件的质量验收；提报变更设备配件清单和对原有配件的处理意见。

4.3.2 The Equipment Maintenance Dept. shall be responsible for receiving and checking the quality of parts for maintenance, reporting the replacement and transformation information of parts of important equipment for maintenance to the Equipment Management Dept., surveying, repairing and processing and accepting the parts as required, and feeding back the consumption of parts.

设备检修部负责对检修用配件的领用和质量复核，将重要设备检修配件更换、改造等动态上报机械动力部，按要求对配件进行测绘、修复、加工和质量验收工作，并对配件消耗量的信息反馈。

5 Management Content

管理内容

5.1 Material management

资料管理

5.1.1 The scope and quantity of the materials to be provided must be indicated in the purchase contract of newly purchased equipment. In general, such technical documents as assembly drawings (including the list of parts) and instructions shall be made in five copies and attached with an electronic version, one for the Equipment Management Dept. the Materials Supply Dept. and the operation department respectively and others for the GM's Office for filing.

新购设备采购合同中必须注明所提供资料的范围和数量。通常装配图（含配件清单）、说明书等技术文件一式五份并附电子版文本。机械动力部、物资装备部、运行部各一份，其余归总经理办公室存档。

5.1.2 The operation department shall file the drawings of vulnerable parts of the equipment in use, among which the drawings and materials of important equipment must be complete.

运行部归档整理在用设备的易损件图纸，其中重要设备图纸资料必须齐全。

5.1.3 The Equipment Management Dept., the Materials Supply Dept. and the operation department shall complete the following basic management data of parts by the end of December every year:

每年 12 月底前，机械动力部、物资装备部、运行部应当完善如下配件管理基础资料：

5.1.3.1 Basic data such as equipment assembly drawing and component drawing (provided by the Materials Supply Dept. and archived by the operation department);

设备装配图、部件图等基础资料（物资装备部提供，运行部存档）；

5.1.3.2 List of equipment parts established in the EM system (by the operation department);
在 EM 系统中建立设备配件明细表（运行部）；

5.1.3.3 List and reserve quota of equipment parts (provided by the operation department and the Equipment Management Dept.);

设备配件明细表及储备定额（运行部、机械动力部）；

5.1.3.4 Storage records and cards of inventory spare parts and parts attached to equipment (provided by the Materials Supply Dept.).

库存备件、随机备件保管帐目和卡片（物资装备部）。

5.2 Quota management

定额管理

5.2.1 If the equipment reserves cannot meet the needs, the Equipment Management Dept. shall apply to the Company for approval, after which the Finance Dept. shall adjust.

设备储备金额无法满足需要，由机械动力部向公司提出申请，经审批后由财务管理部调整。

5.2.3 Formula to calculate reserve quota of spare parts:

备品配件储备定额数量测算公式：

$$N=A \cdot K \cdot a \cdot \frac{T}{P}$$

Where: N -- reserve quota (Nr.)

式中：N—储备定额数量（件）

A – quantity of equipment of the same kind (set)

A—同类设备台数（台）

K – quantity of the same spare parts on each equipment (Nr.)

K—每台设备上相同备件数量（件）

P – service life of parts (month)

P—配件使用期限（月）

T – manufacturing and ordering cycle of parts (month)

T—配件制造或订货周期（月）

a -- Coefficient of inequality (determined as per A and K)

a—不平均系数（由 A、K 确定）

Table 1 Coefficient of inequality a

表 1 不平均系统 a

A•K	1	2~5	6~10	10~20	20 以上
A	1	0.9	0.8	0.7	0.6

5.2.4 The Operation Department submits the purchase plan according to the reserve quota, the Equipment Management Department is responsible for reviewing the purchase plan, and the Material and Supply Department implements the procurement, storage and storage. 运行部按储备定额提报申购计划，机动部负责对申购计划的审核，物资装备部实施采购、储备和保管。

5.3 Plan and procurement management

计划与采购管理

5.3.1 The Materials Supply Department shall purchase the spare parts in the work order submitted by the Operation Department in time..

物资装备部对运行部提报的工单内配件应当及时采购。

5.3.2 The Operations Department centrally submits the spare parts or reserve materials required for equipment maintenance through the ERP system according to the maintenance plan. (The Equipment Management Department is responsible for reviewing the purchase order, and the Materials and Supply Department purchases according to the ERP work order.

运行部根据检修计划通过 ERP 系统集中提报设备检修所需配件或储备备料，（机动部负责对申购工单的审核，）物资装备部根据 ERP 工单进行采购。

5.3.3 Parts to be purchased in case of emergency can be declared immediately, applied for by the operation department, then approved by the Equipment Management Dept. after being signed by the person in charge of the equipment and finally purchased by the Materials Supply Dept. The operation department shall provide the demand plan within 3 days according to the specified procedures.

紧急采购配件可即时申报，由运行部提出申请，经本部门设备负责人签字后报机械动力部审批，由物资装备部进行采购，运行部在 3 日内按规定程序补办需求计划。

5.3.4 The Equipment Management Dept. shall organize to sign the technical appendix in case of changing the original manufacture of spare parts and the material and processing technology of parts.

备品配件如需变更原生产厂家、调整配件材质、加工工艺等，由机械动力部组织签订技术附件。

5.3.5 The Materials Supply Dept. shall inform the Equipment Management Dept. of the purchase of spare parts that has not been completed as planned at the end of each month.

物资装备部每月末应当向机械动力部通报未能按计划完成的配件采购情况。

5.4 Inventory management

库存管理

5.4.1 The Materials Supply Dept. shall carry out quality inspection for the warehousing of spare parts and go through the warehousing acceptance procedures. Spare parts to be warehoused shall be provided with qualification certificates.

物资装备部对备件入库要进行质量检验，办理入库验收手续；入库备件要有产品合格证。

5.4.2 The rotor inventory shall be placed according to the standard, and regularly turned, maintained and recorded.

库存转子按标准要求放置，定期盘转、防护保养并记录。

5.4.3 The spare parts attached to the equipment (including two-year spare parts) shall be delivered to the Materials Supply Dept. for storage after being counted.

设备的随机备件（含两年备件），经清点后直接移交物资装备部保管。

5.4.4 In case of any quality defects of spare parts that may affecting the use including appearance, assembly size and performance, the receiving department shall have the right to return the inventory, and the Materials Supply Dept. shall mark the spare parts of the same batch in a timely manner to avoid re-use.

凡发现备件外观、装配尺寸、性能等影响使用的质量问题，领用部门有权退库，物资装备部应及时对同批次配件作好标识，防止再次领用。

5.4.5 The Materials Supply Dept. shall ensure in the storage process that the specifications and materials are clear, the drawing No. is accurate and no corrosion, damage, deformation or deterioration is found. Also, it shall clean up the inventory of parts once a year and guarantee consistence between the accounts, materials and cards (drawings). The Materials Supply Dept. shall apply to discard the useless parts which are eliminated or corroded which shall be reviewed and verified by the Equipment Management Dept. and treated according to the specified procedures.

物资装备部在保管过程中要做到：规格材料明、图号准、不锈蚀、不损坏、不变形、不变质。每年清理一次配件库存，做到账、物、卡（图）相符。对因淘汰、锈蚀的无用配件，提出报废申请，由机械动力部组织相关部门进行审核、鉴定，按规定程序进行处理。

5.5 Requisition management

领用管理

5.5.1 The spare parts shall be requested for by the Maintenance Dept. as per the maintenance order.

备品配件的领用由维修部门根据维修工单进行领用。

5.5.2 The borrowing procedures shall be gone through and also the warehouse-p\out procedures shall be transacted within 15 days if parts are needed in advance due to equipment shutdown for maintenance or equipment repair.

因装置停工检修、设备抢修需预先借用配件，应当办理借用手续，并在 15 日内办完领料出库手续。

5.5.3 The parts that have been borrowed but not used in the maintenance due to some reasons, of which the surface is not damaged, the outer packing is intact and the delivery certificate materials are complete, can be returned to the warehouse within one week after the maintenance together with the excess materials for maintenance of which the service quality is not affected.

对已领出、借用配件因故未在检修中更换使用，若配件表面未受损、外包装良好、出厂合格证资料齐全等且不影响使用的检修余料，允许在检修完成一周内作退库处理。

5.6 Replacement management

替代管理

5.6.1 The operation department shall fill in the *Application for Replacement of Spare Parts* and submit for approval by all levels if the spare parts provided by the original equipment manufacturer need to be replaced. The *Application for Replacement of Spare Parts* shall serve as the basis for the first purchase of the Materials Supply Dept.

原设备厂家提供的备品配件需要替代时，运行部应填报《备品配件替代申请表》，并逐级审批，《备品配件替代申请表》作为物资装备部首次采购依据。

5.6.2 The Equipment Management Dept. shall organize to implement the surveying, trial production and trial application of the spare parts to be replaced with.

机械动力部组织实施备品配件替代的测绘、试制、试用等工作。

5.7 Repair and surveying management

修复、测绘管理

5.7.1 The repair and surveying of parts of the Company shall be implemented within the Company if possible. When parts need to be outsourced for repair and surveying, the Equipment Management Dept. shall organize to review the feasibility and implement the plan.

凡公司配件进行修复和测绘，应尽可能在公司内部实施；凡需外委修复和测绘配件时，由机械动力部组织对可行性、方案进行审核并实施。

5.7.2 The Materials Supply Dept. shall be responsible for the transport, warehousing and storage of the repaired parts which shall be accepted by the operation department and checked by the Equipment Management Dept. for the service condition.

物资装备部负责配件修复后的接运、入库和保管，运行部对修复配件进行验收，机械动力部对使用情况进行检查。

6 Inspection and Supervision

检查与监督

The Equipment Management Dept. shall be responsible for supervising the management of spare parts by the operation department, and notifying the problems and urging the operation department for rectification.

机械动力部负责对运行部备品配件管理进行监督，并对问题进行通报，督促其整改。

7 Associated Procedures and Records

关联程序和记录

7.1 Associated procedures

关联程序

7.1.1 Spare Parts Management Procedures (HYBN-T2-07-0013-2024-2)

备品配件管理程序 HYBN-T2-07-0013-2024-2

7.1.2 Parts Repair and Surveying Procedures (HYBN-T2-07-0014-2024-2)

配件修复、测绘工作程序 HYBN-T2-07-0014-2024-2

7.1.3 Spare Parts Reserve Quota Management Procedures (HYBN-T2-07-0015-2024-2)

备品配件储备定额管理程序 HYBN-T2-07-0015-2024-2

7.1.3 Spare Parts Replacement Management Procedures (HYBN-T2-07-0016-2024-2)

备品配件替代管理程序 HYBN-T2-07-0016-2024-2

7.1.4 Spare Parts Plan Declaration Procedures (HYBN-T2-07-0017-2024-2)

备品配件计划申报程序 HYBN-T2-07-0017-2024-2

7.2 Associated records

关联记录

7.2.1 Spare Parts Schedule (HYBN-T6-07-0064-001-2018)

备品配件计划表 HYBN-T6-07-0064-001-2018

7.2.2 Application for Replacement of Spare Parts (HYBN-T6-07-0065-001-2018)

备品配件替代申请表 HYBN-T6-07-0065-001-2018

7.2.3 Spare Parts Reserve Quota (HYBN-T6-07-0066-001-2018)

备品配件储备定额表 HYBN-T6-07-0066-001-2018

8 Supplementary Rules

附则

8.1 This System is under the jurisdiction of Equipment Management Dept.

本制度由机械动力部归口管理。

8.2 This System is drafted by Equipment Management Dept.

本制度起草部门：机械动力部。

8.3 Equipment Management Dept. is responsible for the interpretation of this System.

本制度解释权归机械动力部拥有。

8.4 Revision, preparation and approval of this System are shown in Table 2:

Table 2 Revision, preparation and approval of the System

表 2 本制度编制和审批情况

2	2024-04-01	QinZhangzhi 覃章志	Zhao Tingyun 赵挺云	Xu Ye 徐野	Chen Liancai 陈连财
Revision 版本	Issued date 颁布日期	Prepared by 编制人	Reviewed by 审核人	Authorized by 审定	Approved by 批准人