



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

HYBN-T3-07-0010-2024-2



Special Equipment Management System



特种设备管理制度



Issued Date: Apr. 2024

颁布日期: 2024 年 4 月

Version Information 版本信息

1 Rev 1 released on December 31, 2018.

第一版发布时间为 2018 年 12 月 31 日。

2 Rev 2 released on April 1, 2024.

第二版发布时间为 2024 年 4 月 1 日。



 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司			
	Special Equipment Management System 特种设备管理制度			
	Doc No.	HYBN-T3-07-0010-2024-2	Ver No.	2

1 Purpose

目的

This system is hereby formulated in order to standardize the management of special equipment and guarantee safe, steady and long-term operation of special equipment.

为规范公司特种设备的管理，保证特种设备安全、平稳、长周期运行，特制定本制度。

2 Scope of Application

适用范围

The system applies to all involved departments.

本制度适用于各部门。

3 Terms and Definitions

术语和定义

3.1 Special equipment: boilers, pressure vessels, pressure pipes, lifts, hoisting machines, passenger transport cableways, large recreation facilities and special motor vehicles on spot which can endanger personal safety and cause severe injury, including all safety accessories, safety protection devices and associated facilities, generally divided into two categories: pressure-bearing equipment and E&M equipment.

特种设备：是指涉及生命安全、危险性较大的锅炉、压力容器、压力管道、电梯、起重机械、客运索道、大型游乐设施和场内专用机动车辆。特种设备包括其附属的安全附件、安全保护装置和与安全保护装置相关的设施，分为承压类和机电类。

3.2 Boiler: enclosed equipment utilizing varied fuels, power or other energies to heat the contained liquid to specific temperature while bearing specific pressure, including pressure-bearing steam boilers with a volume not less than 30L and pressure-bearing hot-water boilers with outlet water pressure not lower than 0.1MPa (gauge pressure) and rated power not lower than 0.1MPa.

锅炉：是指利用各种燃料、电或者其他能源，将所盛装的液体加热到一定的参数，并承载一定压力的密闭设备。其范围为容积大于或者等于 30L 的承压蒸汽锅炉；出口水压大于或者等于 0.1MPa（表压），且额定功率大于或者等于 0.1MPa 的承压热水锅炉；

3.3 Pressure vessel: an enclosed equipment containing gas or liquid while bearing specific pressure, including fixed vessels containing gas/liquefied gas with the maximum operating

pressure not lower than 0.1MPa (gauge pressure) and liquid with the maximum operating temperature not lower than standard boiling point, the volume not less than 30L and the inner diameter (maximum geometric size of the inner boundary of a non-circular cross section) not less than 150mm as well as gas cylinders containing gas/liquefied gas with nominal operating pressure not lower than 0.2MPa (gauge pressure) and the product of pressure and volume not less than 1.0MPa•L or liquid with standard boiling point no greater than 60°C.

压力容器：是指盛装气体或者液体，承载一定压力的密闭设备，其范围规定为最高工作压力大于或者等于 0.1MPa（表压）的气体、液化气体和最高工作温度高于或者等于标准沸点的液体、容积大于或者等于 30L 且内直径(非圆形截面指截面内边界最大几何尺寸)大于或者等于 150mm 的固定式容器；盛装公称工作压力大于或者等于 0.2MPa（表压），且压力与容积的乘积大于或者等于 1.0MPa•L 的气体、液化气体和标准沸点等于或者低于 60°C 液体的气瓶。

3.4 Pressure pipe: tubular equipment transporting gas or liquid at specific pressure, including pipes with the maximum operating pressure not lower than 0.1MPa (pressure gauge), transporting gas, liquefied gas, steam or inflammable, explosive, toxic and corrosive liquid or liquid with the maximum operating temperature not lower than standard boiling point, with the nominal diameter not less than 50mm; excluding pipes having a nominal diameter less than 150mm and maximum operating pressure lower than 1.6MPa (gauge pressure) that transport non-toxic, non-combustible or non-corrosive gas and pipes constituting the main part of equipment.

压力管道：是指利用一定的压力，用于输送气体或者液体的管状设备，其范围规定为最高工作压力大于或者等于 0.1MPa（表压），介质为气体、液化气体、蒸汽或者可燃、易爆、有毒、有腐蚀性、最高工作温度高于或者等于标准沸点的液体，且公称直径大于或者等于 50mm 的管道。公称直径小于 150mm，且其最高工作压力小于 1.6MPa（表压）的输送无毒、不可燃、无腐蚀性气体的管道和设备本体所属管道除外。

3.5 Gas cylinder: used at normal ambient temperatures (-40~60°C), with a nominal operating pressure not lower than 0.2MPa (gauge pressure) and the product of pressure and volume not lower than 1.0MPa.L, containing gas, liquefied gas and liquid with standard boiling point low higher than 60°C (excluding fire extinguishing gas cylinders only bearing pressure in fire extinguishing and bearing no pressure when standby).

气瓶：是指在正常环境温度（-40~60℃）下使用的、公称工作压力大于或等于 0.2MPa（表压）且压力与容积的乘积大于或等于 1.0MPa.L 的盛装气体、液化气体和标准沸点等于或低于 60℃ 的液体的气瓶（不含仅在灭火时承受压力、储存时不承受压力的灭火用气瓶）。

3.6 Lift: power-driven E&M equipment moves upwards, downwards or horizontally to transport people or cargos in form of box moving along a rigid guide rail or step (tread) moving along a fixed line.

电梯：是指动力驱动，利用沿刚性导轨运行的箱体或者沿固定线路运行的梯级（踏步），进行升降或者平行运送人、货物的机电设备。

3.7 Hoisting machine: E&M equipment operating vertically or horizontally to handle heavy

objects, with a rated hoisting capacity not less than 3t (or rated hoisting torque not less than 40t•m for a tower crane, productivity not less than 300t/h for a handling bridge) and hoisting height not less than 2m;

起重机械：是指用于垂直升降或者垂直升降并水平移动重物的机电设备，额定起重量大于或者等于 3t（或额定起重力矩大于或者等于 40t•m 的塔式起重机，或生产率大于或者等于 300t/h 的装卸桥），且提升高度大于或者等于 2m 的起重机；

3.8 Forklift: a self-propelled vehicle hoisting loads to a certain height for stacking via a gantry and a lifting fork, being one of the special motor vehicles for construction sites/plants according to Regulations on Safety Monitoring and Inspection of Special Equipment.

叉车：是指通过门架和货叉将载荷起升到一定高度进行堆垛作业的自行式车辆，是《特种设备安全监察条例》中厂（场）内专用机动车辆中的一种。

4 Management Responsibilities

管理职责

4.1 Specified administrative authority

归口管理部门

4.1.1 Equipment Management Dept. is the specified administrative authority for special equipment management.

机械动力部是特种设备管理的归口管理部门。

4.1.2 Organize compiling machine records of special equipment; examine the use, inspection and routine maintenance of special equipment.

组织编制特种设备台帐；检查特种设备的使用、检验以及日常维保。

4.1.3 Take charge of certification, delayed inspection, shutdown, scrapping and cancelation of special equipment.

负责特种设备取证及延期检验、停用、报废、注销等工作。

4.1.4 Organize preparing and implementing special equipment inspection plans and review schemes; review inspection reports for completeness and accuracy; archive technical documents.

组织编制特种设备检验计划、审查检验方案并组织实施；审查检验报告的完整性和准确性及技术数据统计、归档工作。

4.1.5 Make suggestions on qualification of special equipment inspection organizations; supervise, inspect and coordinate work quality and progress of the inspection organization; review and inspect work quantities;

负责对特种设备检验单位资质提出要求；监督、检查、协调检验单位的工作质量和工作进度；审核检验工程量；

4.1.6 Investigate and handle special equipment-related incidents.

负责特种设备事故调查和处理。

4.2 Coordinated management departments

协同管理部门

4.2.1 The HR Dept. carries out safety and technology education and qualification training for special equipment management and operation personnel as well as issues qualification certificates; re-examines qualification of personnel who have been off their jobs for more than six months, ensuring they are qualified before taking up the jobs.

人力资源部组织特种设备管理、操作和作业人员安全技术教育及资质培训，颁发相应资质证书。离岗六个月以上人员需重新进行资格考核，合格后上岗。

4.2.2 The Scheduling & Dispatch Dept. supervises the implementation of operational and technological parameters of pressure-bearing special equipment; takes part in incident investigation; countersigns applications for delayed inspection of special equipment and lay down monitoring measures; arranges regular inspection of shutdown, idling and replacement of special equipment.

计划调度部负责监督承压类特种设备的操作、工艺指标执行及巡回检查落实情况；参与事故调查；会签特种设备延期检验申请并组织制定监控措施；安排定期检验特种设备的停工和倒空、置换工作。

4.2.3 The HSE Dept. supervises safety of special equipment; organize preparing emergency plans for special equipment incidents; takes part in special equipment incident investigation and handling; countersigns applications for delayed inspection of special equipment.

HSE 管理部负责特种设备安全监督；组织编写特种设备事故应急预案；参与特种设备事故调查和处理；会签特种设备延期检验申请。

4.2.4 The Materials Supply Dept. reviews qualification of manufacturers of special equipment and accessories/elements; purchases, conducts unpacking inspections on, stores and provides quality assurance certificates and supervision certificates for special equipment and accessories/elements; reviews qualification of outsourcers for maintenance and inspection of special equipment and conducts tendering.

物资装备部负责特种设备及配（元）件制造商资质审查；负责特种设备及配（元）件的采购、开箱验收、保管并提供质保资料及监检证明；负责特种设备所需维护保养、检验外协单位资质审查及招标工作。

4.2.5 The GM's Office verifies, archives, copies and issues accompanied and as-built materials of special equipment.

总经理办公室负责特种设备随机与竣工资料核准、归档、复印、发放。

4.3 Executive departments

执行部门

4.3.1 Each operation department shall be the executive body to prepare special equipment records, report verification data of special equipment as well as establish and complete technological documents and data of special equipment;

各运行部为执行部门，负责编制特种设备台帐；上报特种设备取证资料；建立、完善特种设备技术档案和资料。

4.3.2 Use, inspect and examine special equipment; lay down special equipment operating procedures and emergency plans; take part in investigation and handling of special equipment incidents.

负责特种设备使用、检查、检验工作；编写特种设备操作规程、事故应急预案；参与特种设备事故的调查和处理；

4.3.3 Prepare and implement special equipment inspection plans; countersign inspection and re-work plans; safety hand over equipment for inspection and handle problems found in inspection; review and inspect work quantities.

负责编制特种设备检验计划并实施，会签检验、返修方案；负责待检设备安全交出以及检验发现问题的处理；审核检验工程量。

4.3.3 Apply for delayed inspection, shutdown, change, scrapping and cancelation of special equipment; implement monitoring measures for delayed inspection; keep monitoring records.

负责特种设备延期检验、停用、变更、报废、注销等的申请，制定、落实延期检验设备的监控措施，做好监控记录。

4.3.4 The Equipment Maintenance Dept. maintains and repairs special equipment and guarantees safety operation of equipment.

设备检修部负责特种设备维护保养与检修工作，保证特种设备的安全运行。

5 Management Content

管理内容

5.1 Design and type selection

设计与选型

5.1.1 Designers of special equipment shall obtain necessary permits and qualification certificates and conduct designing according to relevant standards and specifications.

特种设备的设计单位应取得相应的许可和资格证书，并按相关标准、规范进行特种设备的设计。

5.1.2 Type selection of special equipment shall be based on reliability, maintainability, operability, environmental protection, energy efficiency and economic effect to determine main parameters of equipment. Do not use any equipment which has been ordered to be eliminated.

特种设备选型需从可靠性、维修性、操作性、环保、节能、经济性等实际情况出发综合考虑后确定特种设备主要参数，严禁选择已明令淘汰的特种设备。

5.2 Manufacture

制造

Manufacturers of special equipment shall obtain corresponding certificates for production or approval and entrust an organization with supervision and inspection authorization to supervise and inspect the manufacturing process of equipment, with supervision and inspection reports presented.

特种设备的制造单位应具有相应生产许可证或安全认证，并委托具有监督检验资质的单位对特种设备的制造过程进行监督检验，出具监督检验报告。

5.3 Purchase

采购

5.3.1 The Materials Supply Dept. entrusts a qualified manufacturer to produce special equipment. Purchased equipment shall comply with technical standards and design drawings. Any modification shall be provided with written approval from the original designer.

物资装备部须委托具有相应资格的制造单位进行特种设备的制造；所采购特种设备应符合特种设备技术标准和设计图样要求；如有修改，需提供原设计单位同意修改的书面材料。

5.3.2 The Materials Supply Dept. entrusts the manufacture of critical special equipment to a third party at the plant.

物资装备部对属于重要设备的特种设备制造过程需委托第三方驻厂监造。

5.4 Delivery and arrival inspections

出、入厂检验

5.4.1 Before delivery, the Materials Supply Dept. will organize delivery inspection, acceptance and witnessing with the attendance of Equipment Management Dept., Operation Dept. and the Supervisor. Problems found shall be immediately solved before delivery. Personnel taking part in inspection, acceptance and witnessing shall sign on report forms, with inspection and acceptance reports prepared and submitted to Equipment Management Dept. for archiving.

特种设备出厂前由物资装备部组织，机械动力部、运行部、监造单位参加进行出厂验收和见证试验，对存在问题及时整改，未整改合格不得出厂。参与验收和见证试验的人员应在验收报告单上签字确认，并编写验收报告交机械动力部存档备案。

5.4.2 Heat exchangers must be provided with official pads and pass pressure test before delivery.

换热设备出厂前必须全部使用正式垫片并试压合格。

5.4.3 The Materials Supply Dept. shall inspect any special equipment arriving at the plant, including both spot inspection or re-inspection, with the aid of the using department and

Equipment Management Dept. Inspection results shall comply with design requirements, Code for Safety and Technical Inspection of Special Equipment, etc. If rework is required, the rework plan must be subject to discussions among design, manufacturing and supervision authorities before implementation.

物资装备部组织对入厂的特种设备进行检验，检验的项目可以采用抽检和复验等方式，使用部门和机械动力部协助；检验结果应符合设计、《特种设备安全技术检查规程》等规定要求。需要返修时，返修方案须经设计、制造、监造等部门共同讨论后实施。

5.4.4 The Materials Supply Dept., upon arrival inspection of special equipment, shall fill out Form of Arrival Quality and Technical Data Acceptance in duplicate, one kept by itself and the other submitted to the GM's office together with accompanied materials.

物资装备部组织特种设备入厂验收时需填写一式两份的“入厂质量及技术资料验收单”，一份由物资装备部留存，一份同随机资料移交总经理办公室留存。

5.5 Materials

资料

5.5.1 The Materials Supply Dept. shall be responsible for completeness of accompanied materials of special equipment, which shall include design documents in duplicate, material quality certificates, product quality certificates and process supervision and inspection reports.

物资装备部对特种设备随机资料的完整性负责，随机资料应包括一式两份的设计文件、材料质量证明书、产品质量合格证明、制造过程监督检验证明等。

5.5.2 Accompanied materials shall be handed over by the Materials Supply Dept. to the GM's Office within one week after arrival inspection. The GM's Office shall verify said materials in one week based on Form of Arrival Quality and Technical Data Acceptance and archive the materials by category, ensure proper storage, copy, issuance and registration of materials.

随机资料由物资装备部在入厂检验合格后的一周内移交总经理办公室；总经理办公室及时根据技术资料验收单在一周内核准技术资料，并分类归档，做好资料保管、复印、发放、登记工作。

5.5.3 Installation contractors of special equipment shall, within 15 days after installation inspection and acceptance, hand complete special equipment installation, supervision and inspection materials over to the GM's Office, with proper handover formalities finished.

特种设备安装单位需在安装验收合格后 15 日内将齐全的特设设备安装和监督检查资料移交总经理办公室，并办理移交手续。

5.6 Installation

安装

5.6.1 Installation, supervision and inspection contractors of pressure-bearing special equipment shall be qualified for their work; lifts and hoisting machines, after self-inspection,

shall be entrusted to an inspection organization for proper supervision and inspection.

承压类特种设备的安装和监督检验单位应具有相应资质；电梯、起重机械在安装自检合格后委托检验单位实施监督检验。

5.6.2 Before site installation or assembly, it is required to check equipment against drawings, damage of equipment and components and completeness of technical materials. The Materials Supply Dept. shall contact with the manufacture for any manufacturing defect or incompleteness of technical materials.

特种设备在现场安装或组装前，需检查实物是否与图样相符、设备及零部件有无损坏、技术资料等是否齐全。如发现制造质量问题或产品技术文件不全，由物资装备部与制造厂联系处理。

5.6.3 After installation of special equipment, Equipment Management Dept. shall organize inspection and acceptance by relevant parties before use.

特种设备安装竣工后，机械动力部组织相关部门验收，验收合格后方可投用。

5.6.4 Equipment Management Dept. shall hand as-built materials to the GM's Office and the using department within 15 days after works are completed. Incomplete materials may be rejected.

机械动力部组织安装单位在工程完工后 15 日内向总经理办公室和使用部门移交内容符合要求的竣工资料，如资料移交不全有权拒绝接收。

5.7 Use registration and change 使用登记与变更

5.7.1 Before use, the using department shall submit materials required for special equipment use registration to Equipment Management Dept. for review. Determine the safety class and date of initial inspection of each set of special equipment. Prepare and issue certificates for use registration.

使用部门在特种设备投用前将特种设备使用登记所需资料报机械动力部审核，合格后确定每台特种设备的安全状况等级和首次检查日期、制作使用登记证并下发。

5.7.2 The using department shall archive special equipment use registration certificates by category and put up the special equipment use sign at eye-catching places for special equipment on site.

使用部门将特种设备使用登记证进行技术归档并将特种设备使用标识悬挂在现场特种设备显著位置。

5.7.3 In case of change in use condition, long-term shutdown or relocation of equipment, the using department shall apply for change registration to Equipment Management Dept. with proper documents.

当特种设备发生使用状况变化、长期停用、移装时，使用部门应持相关资料向机械动力部申请变更登记。

5.7.4 For re-use after shutdown or relocation of equipment, the using department shall apply

for use registration to Equipment Management Dept. with proper documents.

特种设备停用后重新启用、移装后由新使用部门持相关资料重新向机械动力部申请使用登记。

5.8 Use and maintenance

使用与维护

5.8.1 The using department shall timely collect technical data and set up records and files for special equipment. Records shall be updated at the end of each year. Files shall include design documents, quality certificates, instructions for use and maintenance, technical data, use registration certificates, regular inspection reports, daily records, etc. and entered into the EM system.

使用部门应及时收集整理特种设备技术资料，建立台帐和档案，台帐每年底更新一次。档案中应包括相关设计文件、质量合格证明、使用维护说明、技术文件资料、使用登记证、定期检验情况、日常使用状况等内容。并录入 EM 系统。

5.8.2 The Equipment Maintenance Dept. shall perform routine maintenance of special equipment. If external aid is required, the department shall apply to Equipment Management Dept. and then select a qualified external organization.

特种设备的日常维护保养由设备检修部负责。需外协时由设备检修部提出，机械动力部同意后由物资装备部确定外协单位。

5.8.3 The using department shall perform routine management and carry out patrol examination and maintenance of special equipment. Record and correct problems found to form a closed-loop management system. Maintain standby or shutdown equipment to ensure its intactness and operability.

使用部门应做好特种设备日常管理，进行巡检、维护，对发现的问题进行记录、整改，形成闭环管理；对备用或停用特种设备，应采取维护保养措施，确保设备完好。

5.8.4 The using department shall lay down specific technical operational codes and job methods to ensure special equipment is always operated in a safe manner. Avoid overpressure, over-temperature and overloaded operation. Design requirements must be satisfied when use conditions change.

使用部门的工艺操作规程和岗位操作法需满足特种设备安全操作要求，杜绝超压、超温、超负荷运行。使用条件改变时，必须满足设计要求。

5.8.5 Implement site marking management on special equipment. Spray equipment tag number on all equipment at the site, ensuring it is consistent with that given in the use certificate.

特种设备实行现场标识管理，现场设备须喷涂设备位号，并与使用证上的设备位号一致。

5.8.6 Pressure vessel

压力容器：

5.8.6.1 Fixed pressure vessels with Class 4 safety rating shall not be used until monitoring

measures are proposed and implemented, with the total monitored use not exceeding 3 years; mobile pressure vessels with Class 4 or 5 safety rating or fixed pressure vessels with Class 5 safety rating shall no longer be used.

安全状况等级为 4 级的固定式压力容器，在办理、落实监控措施后方可使用，其累积监控使用时间不得超过 3 年；安全状况等级为 4、5 级的移动式压力容器或安全状况等级为 5 级的固定式压力容器不得继续使用。

5.8.6.2 Pressure vessels with Class 4 or 5 safety rating or those having been used for over 20 years shall not be transferred, sold or remotely installed for use as the same purpose.

安全状况等级为 4、5 级或者使用时间超过 20 年的压力容器不得转让、销售或异地安装仍作压力容器使用。

5.8.6.3 For pressure vessels storing LPG and high-strength steel pressure vessels (those built with materials having a standard tensile strength lower limit $\delta_b \geq 540\text{MPa}$), working media shall be regularly subject to corrosive content analysis to properly restrain the content.

介质为液化石油气的储存压力容器及高强钢压力容器（指使用标准抗拉强度下限 $\delta_b \geq 540\text{MPa}$ 材料制造的压力容器）应定期对工作介质进行腐蚀介质的含量分析并控制其含量。

5.8.7 Pressure pipe

压力管道：

5.8.7.1 Manage pressure pipes by zone and equipment. Ensure each pipe is properly managed and inspected with management responsibilities clearly divided; strength patrol examination of pipes transmitting inflammable, explosive or toxic media. Lay down emergency plans. Strengthen patrol examination and carry out regular and site-specific thickness measurement for severely corroded pipes for which leak is highly probably and severe damage is foreseeable.

压力管道采用分区域、分装置管理，并将每条管线落实承包检查，做到管理职责明晰，不得存在无人管理现象；对输送可燃、易爆或有毒介质的管道加强巡检，制定事故预案；对腐蚀严重、易发生泄漏且危害严重的管道采取加强巡查、定期、定点测厚等措施。

5.8.7.2 Repair and restore existing industrial pipes that fail the required safety rating. Check if such pipe can be used safely till the next inspection period with the safety evaluation method. Replace pipes of no repair value or can no longer last till the next inspection period.

安全状况等级达不到使用要求的在用工业管道应进行消缺、修复，或采用安全评定方法确认能否安全使用到下一检验周期；对无修复价值或难以维持到下一次检修周期的管道应予更换。

5.8.8 Gas cylinder

气瓶：

Strictly abide by Code for Safety Monitoring of Gas Cylinder for use. Do not weld or change steel stamps or color marks on a gas cylinder. Do not use a gas cylinder overdue for inspection or scrapped. Do not introduce gas from one cylinder to another or directly charge a cylinder with tank truck. Do not dispose residual liquid in a gas cylinder without approval.

气瓶的使用部门应严格按照《气瓶安全监察规程》使用气瓶；不得对气瓶瓶体进行焊接和更改气

瓶的钢印或者颜色标记；不得使用超期未检或已报废的气瓶；不得将气瓶内的气体向其他气瓶倒装或直接从罐车对气瓶进行充装；不得自行处理气瓶内的残液。

5.8.9 Lift and hoisting machine

电梯、起重机械：

5.8.9.1 Put up eye-catching safety inspection marks where a lift or hoisting machine is employed. Put up safety warning signs, use rules as well as emergency call numbers of the installation contractor and maintenance contractor at the entrance and exit of each lift. Do not use those expiring the valid period, failing inspections or failing to obtain safety inspection mark.

在用电梯、起重机械须在明显部位贴有安全检验合格标志。电梯出入口明显位置张贴安全警示标志、使用准则、安装单位、维修保养单位以及相应的应急报警电话号码。对于超有效期、检验不合格、未取得安全检验合格标志的禁止使用。

5.8.9.2 The lift operator on shift from using department of lift shall at least take the lift upwards and downwards once to check its condition, perform daily inspection and make record on the daily checklists; Special equipment safety management personnel of using department to perform inspection on lift every month and make record on the monthly checklist.

电梯使用部门当班电梯操作人员每天乘电梯上、下各一次以评估安全运行状况和进行日常检查并在日常检查表上记录；使用部门特种设备安全管理人员每月对电梯进行检查并在月度检查表上记录。

5.8.9.3 When a hoisting machine is operated by an external operator, the operator shall be checked for operation qualification by technical personnel of the using department. Inspect performances of the machine before use. Any problem shall be immediately reported and handled. Strictly abide by operational codes during use. Park the machine at an appointed site after use; disconnect the equipment for maintenance.

外单位使用起重机械时由设备所在部门技术人员确认作业人员相应证书；使用前对起重机械的性能进行检查，发现问题及时反映并处理；使用中严格遵守操作规程；使用完毕停放在指定地点，并停电和进行维护保养。

5.8.9.4 Equipment Management Dept. and the using department shall supervise the maintenance contractor to regularly inspect, maintain and repair lifts and hoisting machines. Safety management personnel of the using department shall sign on and archive maintenance records.

机械动力部和使用部门督促维保单位做好电梯、起重机械定期检查、维护保养及消缺工作。使用部门安全管理人员需对维保记录签字确认并存档。

5.8.10 Forklift

叉车

5.8.10.1—A forklift shall only be used after primary inspection.

叉车在经过首次检验后方可投入使用。

5.8.10.2 The using department shall carry out trial running according to instructions for use

and maintenance before using forklift every day. Keep records of said inspection. Carry out self-inspection and maintenance at least once per month by the operator; perform annual inspection thoroughly by safety management personnel or an entrusted professional organization. Keep inspection records for at least 5 years.

使用部门在叉车每天使用前按照使用维护保养说明的要求进行试运检查，并且记录；每月至少进行一次自行检查和维护保养，由作业人员实施；每年进行一次全面检查，由安全管理人员或者委托专业机构实施；检查记录至少保存 5 年。

5.8.10.3 In case of anomalies, eliminate potential risks and record the condition before using a forklift. Include records into technical files.

叉车出现异常情况应在消除隐患后方可使用并且记录，记录存入技术档案。

5.9 Maintenance

检修

5.9.1 The using department shall prepare plans for special equipment maintenance and submit them to Equipment Management Dept. for approval. The latter shall appoint a maintenance contractor if external aid is needed.

使用部门负责编制特种设备检修计划报机械动力部审批；物资装备部负责对需要外协的检修确定检修单位。

5.9.2 The using department shall take charge of site management, tracking of material arrival, maintenance quality acceptance, recording and archiving during maintenance.

使用部门负责检修期间现场管理、跟踪材料到货情况、检修质量验收，并记录、归档。

5.9.3 The using department shall summarize and report equipment file modifications and maintenance records to Equipment Management Dept. in one month after maintenance.

使用部门在检修完成一个月后将设备档案修订和检修总结并报机械动力部。

5.9.4 Equipment Management Dept. shall organize, coordinate and manage comprehensive shutdown maintenance. Organize maintenance coordination meetings; implement preparation for shutdown maintenance, review organization construction design, construction schemes for main works and construction network.

机械动力部负责组织、协调和管理全面停工检修工作。组织召开检修协调会，落实停工检修的准备工作，审定施工组织设计、重大项目的施工方案和确定施工网络。

5.9.5 The maintenance contractor shall prepare construction schemes for main maintenance works, which will be countersigned by the Operation Dept. and Equipment Management Dept. before implementation.

重要检修项目由检修单位编制施工方案，经运行部和机械动力部会签后方可实施。

5.9.6 Equipment Management Dept. shall review qualification for special equipment maintenance of any external organization.

机械动力部负责审查外协单位特种设备检修作业相关资质。

5.10 Refitting and overhaul

改造、重大修理

5.10.1 For refitting and overhaul of special equipment, the using department shall file an application and Equipment Management Dept. will entrust the original designer or a qualified designer for verification and scheme designing, which will be implemented upon approval.

特种设备的改造、重大修理由使用部门提出申请，机械动力部委托原设计单位或具有相应资质的设计单位核算，制定方案，经批准后实施。

5.10.2 Contractors engaged in special equipment refitting or overhaul shall lay down construction schemes and submit them to the person in charge of the Construction Contractor for approval, before submission to the using department, Equipment Management Dept. and Vice Chief Engineer of the Company for countersign.

从事特种设备改造、重大修理的单位应制定施工方案，经施工单位负责人审核批准后再报使用部门、机械动力部、公司副总工程师审核会签。

5.10.3 Refitting or overhaul of special equipment shall be undertaken by a qualified contractor. A qualified supervisor shall be entrusted to supervise and inspect the process of refitting or overhaul and present a supervision and inspection report. The Construction Contractor shall, prior to construction, inform the Supervisor of specific condition and construction scheme for equipment refitting or overhaul in writing. The Supervisor shall implement supervision and inspection during construction and present a report to Equipment Management Dept.. After refitting, main pressure-bearing components of special equipment shall be subject to pressure-withstanding tests.

特种设备的改造、重大修理由有相应资质的单位承担。并委托具有相应资质的监督检验单位对特种设备改造和修理过程进行监督检验，并出具监督检验报告。施工单位应在施工前将特种设备改造、重大修理情况及施工方案书面告知监督检验单位。监督检验单位在施工过程中实施监督检验，在完工后向机械动力部出具监督检验报告。特种设备主要承压部件改造后须经耐压试验。

5.10.4 Equipment Management Dept. shall organize inspection and acceptance of special equipment after refitting or overhaul before use. The Construction Contractor shall hand technical data over to the using department for archiving within 15 days.

特种设备改造、重大修理完工后由机械动力部组织相关部门参加验收，合格后方可投用。施工单位应在 15 日内将技术资料移交使用部门存入技术档案。

5.10.5 Materials for equipment refitting or overhaul shall be provided with complete quality certificates (including product certificates, material performance and component reports, etc.) and comply with design requirements.

改造、重大修理施工用料应有完整质保资料（包括合格证、材料性能、成分等），并符合设计技术要求。

5.11 Regular inspection

定期检验

5.11.1 The using department of boiler, pressure vessel and pressure pipe shall perform annual online inspection at least once a year and fill out the records. Take measures if any anomaly is found. Report major risks to Equipment Management Dept. The latter will organize the implementation of rectifying measures. Regularly calibrate, inspect or repair safety accessories.

锅炉、压力容器、压力管道使用部门每年至少进行一次年度在线检查并填写记录。检查发现异常情况及时采取措施；重大安全隐患应及时报机械动力部，由机械动力部组织落实整改方案。特种设备的安全附件需定期校验、检修或更换。

5.11.2 The using department shall prepare the special equipment inspection plan of the next year at year end based on use registration or regular inspection report, which will be reviewed by the responsible authority and submitted to Equipment Management Dept. for approval, ensuring regular inspection of equipment. Temporary inspection plans shall be reported to Equipment Management Dept. in writing for approval.

使用部门每年底应根据特种设备使用登记证或定期检验报告编制下年度特种设备检验计划，经主管领导审核后报机械动力部审批，保证特种设备能按期检验，临时追加的检验计划需书面报机械动力部审查后执行。

5.11.3 For special equipment not available for regular inspection in design documents, the using department shall provide a written statement when applying for Use Certificate.

对设计文件注明不能进行定期检验的特种设备，使用部门需在申请办理《使用登记证》时作出书面说明。

5.11.4 For special equipment to be reused after over a year's shutdown, refit and relocated, with different media and possible degradation due to corrosion, exceeding original design conditions and subject to strength calibration or with suspicious safety conditions, thorough inspection and pressure-withstanding pressure must be performed before operation.

对停用一年以上需重新启用的、已经使用过移装来的、介质改变并可能造成腐蚀恶化的、超原设计条件并经强度校核合格的、对安全状况有怀疑的特种设备投用前须进行全面检验和耐压试验。

5.11.5 Equipment Management Dept. shall summarize, review and approval inspection plans. The Materials Supply Dept. shall appoint inspection organizations and materials 2 months in advance of the expiration of the inspection period.

机械动力部对上报的检验计划进行汇总、审核、批准后下达；物资装备部负责在检验期届满前2个月落实检验单位及材料。

5.11.6 The inspection organization shall prepare special equipment inspection schemes and submit them to Equipment Management Dept. for approval based on actual conditions. After preliminary review by Equipment Management Dept., the inspection organization and the using department are organized to discuss, supplement and complete the plans and schemes before

countersigning and approval.

检验单位需根据实际情况编制特种设备检验方案报机械动力部初审，机械动力部初审合格后组织检验单位、使用部门对方案讨论、补充和完善后进行会签、审批。

5.11.7 The inspection organization and personnel engaged in special equipment inspection shall be qualified. Safety measures shall be taken during inspection. Inspection results shall be timely reported to the using department. Any defect shall be immediately informed to Equipment Management Dept. with Form of Inspection Liaison presented. Any major change in an inspection scheme shall be reported to Equipment Management Dept.

从事特种设备检验的检验单位和人员应当取得相应的检验资质和人员资格证。检验过程中落实安全措施；及时将检验完成情况和检验结果通报使用部门；发现超标缺陷及时通知机械动力部并出具检验联络单；检验方案有重大变更时书面报送机械动力部。

5.11.8 The using department shall hand over equipment in safe condition and conduct site disclosure to the inspection organization; during inspection, special persons shall be appointed to coordinate and communicate matters on inspection.

使用部门应将待检设备安全交出并在检验前向检验单位进行现场交底；检验实施期间安排专人负责检验的协调联络。

5.11.9 Equipment Management Dept. shall supervise and examine the entire inspection quality and progress by the inspection organization and assist in handling problems during inspection. Report inspection results to the using department in time.

机械动力部对检验单位的检验质量和进度进行全过程监督、检查，协调处理检验过程中出现的问题，及时将检验情况通报使用部门。

5.11.10 If pressure-withstanding pressures are required in inspection schemes, rework schemes or codes, boilers, pressure vessels and pressure pipes shall be tested as required.

锅炉、压力容器、压力管道经检验合格后，如检验方案、返修方案或规程要求进行耐压试验的应按要求进行。

5.11.11 The inspection organization shall immediately inform Equipment Management Dept. of inspection conclusions. For qualified equipment, the inspection organization may notify Equipment Management Dept. of preliminary inspection conclusions before presenting the inspection report. When finding defects or severe risks of equipment, the inspection organization shall timely inform Equipment Management Dept. for the latter to handle and confirmation by the inspection organization before use.

检验单位需及时将检验结论告知机械动力部。对检验合格的特种设备，检验单位可以在检验报告出具前将检验初步结论通知机械动力部。检验发现设备存在需要处理的缺陷和严重事故隐患时，检验单位应及时将缺陷通知机械动力部，由机械动力部负责处理并经检验单位确认合格方可使用。

5.11.12 The inspection organization shall present the inspection report within 20 working days after inspection is completed and be responsible for accuracy and completeness of the report. If any discontent with the report is presented, Equipment Management Dept. shall coordinate and handle the situation. The report shall be in triplicate, separately held by the

inspection organization, the using department and Equipment Management Dept.

检验单位应在检验确认合格后 20 个工作日内出具检验报告并对报告的准确性和完整性负责。如对检验报告内容有异议，由机械动力部进行协商处理。检验报告一式三份，分别由检验单位、使用部门、机械动力部留存。

5.11.13 Hoisting machines and forklifts shall be inspected before primary operation with “Primary Inspection Report” presented.

起重机械和叉车由检验单位在首次投用前进行检验，并出具“首次检验报告”。

5.11.14 Regular inspection of lifts, hoisting machines and forklifts shall be carried out annually by inspection unit entrusted by Equipment Management Dept. on the basis of qualified maintenance and self-inspection of the using department.

电梯、起重机械、叉车的定期检验在使用部门维护保养和自行检查合格的基础上，每年由机械动力部委托检验单位进行一次检验。

5.12 Delayed inspection

延期检验

5.12.1 Detail lists and monitoring measures are required for special equipment not available for regular inspection by the using department. A written application for delayed inspection shall be filed one month in advance of the expiration of the inspection period. The plan shall be reviewed by the competent authority of the using department and transferred to Scheduling & Dispatch Dept. and HSE Dept. for countersign before submission to Equipment Management Dept. The latter shall review the application and report it to the authority for approval.

对不能按期检验的特种设备由使用部门列出详细清单，并制订监控措施，在检验到期前一个月提出书面延期检验申请，经使用部门主管领导审核后送计划调度部、HSE 管理部会签后报机械动力部。机械动力部对延期检验申请报告审核后报公司主管领导批准。

5.12.2 Reasons must be given for rejecting delayed inspection. Leaderships of the Company shall be informed and the application will be returned to the using department.

不同意延期检验的部门应说明理由，向公司分管领导说明，并将延期检验申请退回原使用部门。

5.12.3 During delayed inspection, the using department shall effectively monitor equipment on a daily basis and keep records accordingly.

特种设备延期检验期间，由使用部门落实有效的监控措施，每天检查并做好记录。

5.13 Rework and turnaround

返修流转

5.13.1 The using department shall report defects found during regular inspection to Equipment Management Dept. via an application for rework. Equipment Management Dept. reviews the application and entrust reworks to a qualified inspection organization.

特种设备定期检验发现的缺陷由使用部门向机械动力部提交返修申请，机械动力部审核后委托有相应资质的检修单位进行返修。

5.13.2 The inspection organization shall prepare rework schemes and submit them to competent departments for countersign by vessel type and approval procedure. In case of overhaul, Equipment Management Dept. will submit repair schemes to the inspection organization for review.

检修单位应编制返修方案并按容器类别和审批程序报送有关部门会签、审批。涉及重大修理时，由机械动力部将修理方案提交检验单位审查。

5.13.3 The inspection organization shall guarantee inspection quality. Perform self-inspection and then notify the inspection organization for inspection.

检修单位须保证返修质量，返修自检合格后通知检验单位进行检验。

5.13.4 The inspection organization shall submit rework data to the using department and Equipment Management Dept. for archiving within one week after rework.

检修单位返修结束后一周内将返修技术资料交使用部门和机械动力部归档。

5.14 Safety accessories

安全附件

5.14.1 The management of safety accessories of special equipment shall conform to the requirements of specifications and standards such as Safety and Technical Supervision Regulations for Special Equipment. The use of safety valves and bursting discs shall be in accordance with the relevant contents in the Management System of Safety Relief Devices. 特种设备的安全附件管理应符合《特种设备安全技术监察规程》等规范标准要求。安全阀、爆破片的使用按照《安全泄放装置管理制度》中相关内容执行。

5.14.2 Safety accessories of special equipment shall be purchased from authorized suppliers with compliant quality.

特种设备安全附件必须向具有制造许可证单位采购，质量应符合相关标准的规定。

5.14.3 The using department of special equipment shall set up safety accessory records for safety valves, rupture disks, pressure gauges, thermometers, level meters, etc. and update them at year end.

特种设备使用部门应建立安全阀、爆破片、压力表、温度计、液位计等安全附件台账，每年更新一次。

5.14.4 The valves between boilers, pressure vessels, pressure pipelines and other special equipment in normal operation and the safety relief devices (safety valves or bursting disc devices) and the outlet pipelines of the safety relief devices in service must be fully opened, and the auxiliary valves should be fully closed, sealed with lead, and checked and recorded quarterly according to the safety relief device management system. 正常运行的锅炉、压力容器、压力管道等特种设备与投用安全泄放装置（安全阀或爆破片装置）之间和投用安全泄放装置出口

管线上的阀门必须全开，副线阀全关，加铅封并按照安全泄放装置管理制度进行季度检查和记录。

5.14.5 Safety valve

安全阀

5.14.5.1 Manage pressure of safety valve by keeping logs of pressure, one log for each valve. The using department shall fill out basic parameters in the log. The approval column for set pressure shall be confirmed and signed by the head of using department and technical principal.

安全阀定压采用定压本方式管理，每台一本，定压本中有关基本参数由使用部门填写，整定压力的审定栏由使用部门主管人员及技术负责人确认签字。

5.14.5.2 Set pressure of safety valve and designed rupturing pressure of rupture disk shall be determined and set strictly according to design data. Any change shall be submitted to Equipment Management Dept., Scheduling & Dispatch Dept. and HSE Dept. and to company leadership for approval.

安全阀的整定压力、爆破片的设计爆破压力严格按照设计给出的数值进行定压和设定；变更应以书面形式向机械动力部、计划调度部、HSE 管理部申报，经公司分管领导批准。

5.14.5.3 In principle, the safety valves shall be calibrated once a year, and the safety valves that meet the requirements of extended calibration period shall be calibrated according to the approved extended calibration period after being approved by the company leaders. If it is necessary to postpone the verification, the approval procedure shall be implemented with reference to 5.12. And at least once a month to check and record.

安全阀原则上每年校验一次，经确认符合延长校验周期要求的安全阀经公司领导批准后按批复的延长校验周期进行校验。如需延期校验，审批程序参照 5.12 执行。并每月至少进行一次检查并进行和记录。

5.14.5.4 Safety valve calibration shall be carried out by the equipment maintenance department, and the maintenance and calibration personnel shall obtain the Certificate of Special Equipment Operator.

安全阀校验由设备检修部进行，检修、校验人员应取得《特种设备作业人员证》。

5.14.5.5 The calibration organization shall present a calibration report in duplicate within 15 days after calibration, one held by the inspection organization and the other by the using department.

校验单位在校验合格后 15 日内出具一式二份的校验报告，校验单位、使用部门各一份。

5.14.5.6 Safety valve calibration records shall be filled out and signed by the calibration organization. The using department takes part in pressure setting and sign on the record. After calibration, valves shall be provided with lead seals labels indicating the name of calibration organization, calibration number, tag number of installation equipment, number of safety valve, set pressure and date of next calibration. When safety valves operate normally, technical personnel of the using department shall sign on the pressure log and input calibration results into the EM system.

安全阀校验记录由校验单位填写签字，使用部门参加定压并签字。安全阀校验合格须加铅封并悬挂有校验机构名称、校验编号、安装设备位号、安全阀编号、整定压力和下次校验日期等内容的标牌。安全阀投用正常后由使用部门技术人员在定压本上确认签字并将校验结果录入 EM 系统。

5.14.5.7 Maintain safety valves for off-line calibration vertical and avoid collision during transport.

离线校验的安全阀运输安装过程中应保持垂直并避免碰撞。

5.14.5.8 Install and use new valves after testing; entrust qualified organizations for calibration if any anomaly occurs during use.

新安全阀经调试后方可安装使用；使用期间出现异常应及时委托校验。

5.14.6 Rupture disk

爆破片

5.14.6.1 Replace rupture disks usually once per 2~3 years, or annually under strict conditions; immediately replace rupture disks exceeding maximum design pressure while not ruptures; replace those within their service years.

爆破片一般 2~3 年更换一次，苛刻条件下使用的应每年更换；对超最大设计压力而未爆破的应立即更换；爆破片规定使用年限的应在使用年限内更换。

5.14.6.2 Install pressure gauges and vent valves when rupture disks and safety valves together. Regularly check indications of pressure gauge and gas and liquid discharge of vent valves to ensure if a rupture disk works normally.

爆破片和安全阀串联使用时两者之间应装压力表和排气阀，通过定期对压力表显示和排气阀排气、排液情况确认爆破片是否正常。

5.14.7 Calibrate, maintain and manage pressure gauges according to regulations of the Company. The using department shall mark a warning line indicating the maximum or minimum operating pressure on the dial. Install lead seals for calibrated pressure gauges. Selection and installation of pressure gauges shall comply with Code for Safety Monitoring of Pressure Vessels.

压力表校验、维护、管理应符合公司有关规定。压力表（含新启用的）由使用部门在刻度盘上标识指示最高或最低工作压力等的警戒线。压力表经校验合格加铅封，选用和安装按《压力容器安全技术监察规程》执行。

5.14.8 Regularly maintain level gauges at an interval depending on actual condition, not exceeding the comprehensive inspection period for pressure vessels. Glass tubes/plates and other level indicators on a pressure vessel shall allow clear vision of level, with maximum and minimum levels marked.

液位计应定期检修，检修周期根据实际情况确定，但不应超过压力容器全面检验周期。压力容器上的玻璃管（板）等液位计应以能看清液位为准，并标识最高和最低安全液位警戒线。

5.14.9 Site thermometers shall be sensitive, reliable, regularly calibrated which the calibration period shall be based on rules of the Company for metering instruments and mark a red warning line indicating the maximum or minimum temperature.

现场温度计应灵敏可靠、定期校验，校验周期应符合公司计量器具的有关规定，并标识最高或最低温度警戒红线。

5.14.10 Fast-opening pressure vessel interlocking devices shall be from reliable suppliers. The device shall operate flexibly, reliably and be maintained regularly based on actual condition by the using department, never exceeding the comprehensive inspection period of pressure vessel.

快开门式压力容器安全连锁装置应选用具有相应资质单位的产品，安全连锁装置应动作灵敏、可靠并定期检修，周期由使用部门视实际情况确定，但不应超压力容器全面检验周期。

5.14.11 Remove the emergency cut-off device from vessel proper for comprehensive inspection of the vessel for disassembly, inspection, maintenance and adjustment, subject to pressure-withstanding, sealing and emergency cut-off tests.

紧急切断装置在压力容器全面检验时应当从压力容器本体上拆下，进行解体、检验、维修和调整，做耐压、密封、紧急切断等性能试验。

5.15 Scrapping and reuse

报废与启用

5.15.1 Scrapping (out-of-use) of special equipment shall conform to requirements of Rules on Management of Fixed Assets in Kind. Scrapped equipment shall be submitted by the using department to Equipment Management Dept. for cancelling use registration.

特种设备的报废（停用）按照《固定资产实物管理规定》的有关要求执行。报废设备由使用部门向机械动力部申请办理使用登记注销。

5.15.2 Scrapped equipment shall never be transferred or reused for the same purpose and shall be disassembled in a destructive manner for sales as waste equipment and material.

判废的特种设备禁止转让和再作特种设备使用，当作为废旧设备材料销售时，应进行破坏性解体。

5.15.3 The reuse of shutdown special equipment shall be applied by the using department, approved by Equipment Management Dept. with proper inspections performed.

停用特种设备需要重新启用，须由使用部门提申请，经机械动力部批准并安排检验合格。

6 Inspection and Supervision

检查与监督

Equipment Management Dept. shall supervise, examine and inspect the execution of rules on special equipment management.

机械动力部负责对运行部特种设备管理执行情况进行监督检查、考核。

7 Associated Procedures and Records

关联程序和记录

7.1 Associated procedures

关联程序

7.1.1 Special Procedures for Special Equipment Management(HYBN-T2-07-0025-2024-2)

特种设备专业管理程序 HYBN-T2-07-0025-2024-2

7.1.2 Procedures for Use and Registration of Special Equipment (HYBN-T2-07-0025-2024-2)

特种设备使用登记管理程序 HYBN-T2-07-0026-2024-2

7.1.3 Procedures for Regular Inspection of Special Equipment (HYBN-T2-07-0026-2024-2)

特种设备定期检验管理程序 HYBN-T2-07-0027-2024-2

7.1.4 Procedures for Delayed Inspection of Special Equipment (HYBN-T2-07-0028-2024-2)

特种设备延期检验程序 HYBN-T2-07-0028-2024-2

7.1.5 Procedures for Rework and Turnaround of Special Equipment

(HYBN-T2-07-0029-2021-2)

特种设备返修流转管理程序 HYBN-T2-07-0029-2024-2

7.2 Associated records

关联记录

7.2.1 Form on Equipment Arrival Quality and Technical Data Acceptance

(HYBN-T6-07-0075-001-2018)

设备入厂质量及技术资料验收单 HYBN-T6-07-0075-001-2018

7.2.2 Use Registration for Boiler, Pressure Vessel, Lift, Crane and Forklift

(HYBN-T6-07-0076-001-2018)

锅炉、压力容器、电梯、起重机、叉车使用登记表 HYBN-T6-07-0076-001-2018

7.2.3 Use Registration for Pressure Pipe HYBN-T6-07-0077-001-2021 压力管道使用登记表

HYBN-T6-07-0077-001-2018

7.2.4 Summary of Use Registration of Pressure Pipe (HYBN-T6-07-0078-001-2018)

压力管道使用登记汇总表 HYBN-T6-07-0078-001-2018

7.2.5 Form on Application for Safety Valve Calibration (HYBN-T6-07-0079-001-2018)

安全阀校验申请单 HYBN-T6-07-0079-001-2021

7.2.6 Annual Inspection Report of Pressure Vessel (HYBN-T6-07-0080-001-2018)

压力容器年度检查报告 HYBN-T6-07-0080-001-2018

7.2.7 Annual Inspection Report of Pressure Pipe (HYBN-T6-07-0081-001-2018)

压力管道年度检查报告 HYBN-T6-07-0081-001-2018

7.2.8 Form on Application for Special Equipment Inspection (HYBN-T6-07-0082-001-2018)

特种设备检验计划申请表 HYBN-T6-07-0082-001-2018

7.2.9 Form on Application for Delayed Inspection of Special Equipment

(HYBN-T6-07-0083-001-2018)

特种设备延期检验申请表 HYBN-T6-07-0083-001-2018

7.2.10 Form on Application for Defect Repair of Special Equipment

(HYBN-T6-07-0084-001-2018)

特种设备缺陷返修申请表 HYBN-T6-07-0084-001-2018

7.2.11 Form on Application for Scrapping/Shutdown of Special Equipment

(HYBN-T6-07-0085-001-2018)

特种设备报废（停用）申请表 HYBN-T6-07-0085-001-2018

7.2.12 Lift Routine Checklist HYBN-T6-07-0086-001-2018

电梯日常检查表 (HYBN-T6-07-0086-001-2018)

7.2.13 Lift Monthly Checklist (HYBN-T6-07-0087-001-2018)

电梯月度检查表 HYBN-T6-07-0087-001-2018

7.2.14 Form on Approval of Change in Pressure of Safety Valve

(HYBN-T6-07-0088-001-2018)

安全阀定压值变更审批表 HYBN-T6-07-0088-001-2018

7.2.15 Annual Inspection Report of Boiler(HYBN-T6-07-0089-001-2018)

锅炉年度检查报告 HYBN-T6-07-0089-001-2018

8 Supplementary Rules

附则

8.1 The System is under the jurisdiction of HR Dept.

本制度由机械动力部归口管理。

8.2 The 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 the System.

本制度解释权机械动力部拥有。

8.4 Revision, preparation and approval of the System are shown in table 1:

本制度版本编制和审批情况见表 1:

Table 1 Revision, preparation and approval of document

表 1 文件版本编制和审批情况

2	2024-04-01	Deng Xianlin 邓咸林	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