



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

HYBN-T3-07-0023-2024-2



Single Point Mooring Inspection Maintenance Management System

单点系泊检查维护管理制度



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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			
	Single Point Mooring Inspection Maintenance Management System 单点系泊系统检查维护管理制度			
	Doc No.	HYBN-T3-07-0023-2024-2	Ver No.	2

1 Purpose

目的

The single point mooring immersed in tropical sea water all year round will be naturally corroded by the sea water, requiring daily inspection and maintenance of the single point mooring. At the same time, frequent oil loading and unloading and ship activities may also cause damage to the mooring system. Carrying out inspection and maintenance work of different frequencies is conducive to ensuring the integrity of the mooring system, reducing the failure of mooring equipment and prolonging the life of the single point mooring. Therefore, this management system is hereby formulated.

单点系统常年浸泡在热带海水中，会被海水自然腐蚀，需要对单点系统进行日常检查和维护，同时频繁的接卸油和船舶活动也可能对系泊系统产生损伤，开展不同频次的检查维护作业有利于确保系泊系统的设施完整性、降低系泊设备的故障，延长单点寿命，为此特制订本管理制度。

2 Scope of Application

适用范围

This system is applicable to the inspection and maintenance management of the company's single point mooring system.

本制度适用于公司单点系泊系统检查维护管理。

3 Terms and Definitions

术语和定义

1.1 Single-point mooring: the single-point system is composed of equipment such as single-point buoy, floating hose, underwater hose, buoy anchor chain & other pile foundation system, underwater valve and hydraulic-driven system, terminal manifold, mooring cable and remote control system.

3.1 单点系泊：单点系统是由单点浮筒、漂浮软管、水下软管、浮筒锚链及其桩基系统、水下阀门和液压驱动系统、终端管汇、系船缆、远程控制系统等设备组成。

3.2 single-point system inspection and daily maintenance include: Daily inspection, pre-berthing inspection, weekly inspection, monthly inspection, annual inspection and special inspection (only after extreme weather conditions occur) for single-point mooring.

单点系统检查和日常维护包括：单点日常检查、泊前检、周检、月检、年检和特殊检查（只在极

端天气情况发生后进行)

3.3 Maintenance period refers to the time interval between two maintenance
维护周期是指两次维护之间的时间间隔。

4 Management Responsibilities

管理职责

4.1 Department in charge

归口管理部门

4.1.1 Equipment Management Dept. is the department in charge of this management system, responsible for the review, preparation and revision of the inspection and maintenance management system of single point mooring system, as well as the inspection and assessment of this management system.

机械动力部是本制度的归口管理部门，负责单点系泊系统检查维护管理制度的审核、编制、修订，负责本制度的检查与考核。

4.1.2 Equipment Management Dept. shall be responsible for reviewing the contents of the single point mooring system inspection and maintenance record submitted by the Port and Storage Department.

机械动力部负责对港储部上报的《单点系泊系统检查维护记录表》内容进行审核。

4.1.3 Equipment Management Dept. to organize Equipment Maintenance Department, Port and Storage Department, Instrument Control Department, Electrical Operation Department and Outsourced Maintenance Unit to carry out daily inspection, maintenance and repair of single point system.

机械动力部组织检修部、港储部、仪控部、电气运行部、外委维保单位对单点系统进行日常检查和维护、维修。

4.2 Implementation Department

执行部门

4.2.1 Port and Storage Department, Equipment Maintenance Department, Instrument Control Department and Electrical Operation Department shall carry out daily inspection and maintenance of topside equipment of single-point mooring system, and they shall be the implementation department of daily inspection and maintenance of single-point mooring.

港储部、检修部、仪控部、电气运行部对单点系统水上部分设备进行日常检查和维护，为单点系泊日常检查维护的执行部门。

4.2.2 Handle the general problems found in daily and weekly inspection, report major problems to the Equipment Management Department and take corresponding measures.

处理日检、周检中查出的一般问题，对于重大问题上报机械动力部并采取相应措施。

4.2.3 Equipment Maintenance Department, Electrical Operation Department, Instrument Control Department and Outsourced Maintenance Unit shall handle the entrusted maintenance tasks in a timely manner.

4.2.3 设备检修部、电气运行部、仪表控制部、外委维保单位应对委托的检修任务及时处理。

5 Management Content

5 管理内容

5.1 Maintenance scope division of single point mooring system

单点系泊系统维保范围划分

Topside part: This shall be responsible by Equipment Management Dept., Electrical Operation Dept., Instrument Control Dept., Operation Dept. and Equipment Management Dept. of Hengyi Brunei. Underwater part: the external maintenance unit shall be responsible for the underwater part.

水上部分：由恒逸文莱公司机、电、仪、操、管相关部门负责。水下部分：由外委维保单位负责。

5.2 Maintenance Personnel Requirement

维保人员要求

5.2.1 The department participating in maintenance inspection shall have the personnel with corresponding technical ability, and the personnel participating in weekly, monthly and annual inspection shall be the technician of each department.

参加维护检查的部门应具有相应技术能力的人员，参加周检、月检、年检的人员应为各部门的技术人员。

5.2.2 The personnel list of daily inspection, weekly inspection, monthly inspection and annual inspection shall be reviewed by the Equipment Management Department, and any changes in personnel list shall be approved by Equipment Management Department.

日检、周检、月检、年检的各部门人员名单需要经过机械动力部审核，人员变更须经机械动力部批准。

5.3 Daily inspection

日检

5.3.1 Port and Storage Dept. shall conduct on-site inspection of the single point mooring system once a day, conduct all-weather monitoring of the single point buoy in the central control room, and fill in the daily inspection record form of the single point mooring system.

港储部应对单点系泊系统现场每天巡检一次，对单点浮筒在中控室进行全天候监控，填写《单点

系泊系统日检记录表》。

5.3.2 Daily inspection of single point mooring system shall be carried out continuously all year round, and the personnel on duty shall be responsible for it during public holidays.

全年单点系泊系统日检不间断，节假日的日检由值班人员负责。

5.3.3 Daily inspection record form of single point mooring system shall be issued once a month and shall be placed in the designated place and managed by the Port and Storage Department. The shelf life shall be one year.

《单点系泊系统日检记录表》每月一本，放置在指定位置，由港储部负责管理，保存期为1年。

5.3.4 Personnel of single-point mooring system shall timely deal with or inform relevant personnel of the problems found in daily inspection, and implement the Management Procedures of single-point mooring system.

单点系泊系统人员在日检中发现的问题应及时处理或通知有关人员，并按单点系泊系统管理程序执行。

5.3.5 Port and Storage Department is responsible for the daily normalization of single point mooring system.

港储部负责单点系泊系统日常规格化。

5.4 Weekly inspection, pre-berthing inspection, monthly inspection and annual inspection
周检、泊前检、月检、年检

5.4.1 Weekly Inspection and Pre-mooring Inspection The operation and management personnel of the port storage department shall conduct a comprehensive inspection of the water part of the single-point mooring system, and fill in the inspection information in the weekly inspection and pre-mooring inspection record book of the single-point mooring system. Monthly inspection and annual inspection: The mobile department shall organize various types of work, such as machinery, electricity, instrument, operation and management, to conduct a comprehensive inspection of the above-water and underwater parts of single-point mooring. Each department shall fill in the monthly inspection and annual inspection record book of the single-point mooring system.

周检和泊前检由港储部操作和管理人员对单点系泊水上部分进行全面检查，并在单点系泊系统周检、泊前检记录本填写检查情况。月检和年检由机动部组织机、电、仪、操、管各工种对单点系泊水上和水下部分进行全面检查。各部门在单点系泊系统月检、年检记录本填写检查情况。

5.4.2 Equipment Management Department shall keep track on the handling of weekly inspection problems, and coordinate to solve important problems and problems that requires multi-professional cooperation.

机械动力部应跟踪周检问题的处理，协调解决重要问题和需多专业协同处理的问题。

5.5 Emergency maintenance, planned maintenance and overhaul
应急检修、计划检修及大修

5.5.1 Emergency maintenance: Equipment Management Department takes the lead to organize the Port and Storage Department and other relevant departments to implement.

应急检修：机械动力部牵头组织港储部等相关部门实施。

5.5.2 Planned maintenance and regular overhaul: The inspection and maintenance plan shall be prepared by the Port and Storage Department and after it is reviewed by Equipment Management Department, relevant departments shall be organized to implement the plan.

计划检修、定期大修：由港储部编制检维修计划，机械动力部审核后，牵头组织相关部门实施。

6 Inspection and Supervision

6 检查与监督

Equipment Management Department is responsible for the supervision, inspection and assessment of the daily inspection and maintenance of the single point mooring system.

机械动力部负责对单点系泊系统日常检查维护情况进行监督检查并考核。

7 Associated Programs and Records

关联程序和记录

7.1 Associated Programs

关联程序

N/A

无

7.2 Associated Records

关联记录

7.2.1 Personnel List of Single Point Mooring System (HYBN-T6-07-0163-2024)

单点系泊系统人员一览表 HYBN-T6-07-0163-001-2024

7.2.2 Inspection and Maintenance Records of Single Point Mooring System (HYBN-T6-07-0164-2024)

单点系泊系统检查维护记录表 HYBN-T6-07-0164-001-2024

8 Supplementary Provisions

附则

8.1 This management system shall be in charged by Equipment Management Dept.

本制度由机械动力部归口管理。

8.2 This management system is composed by: Equipment Management Dept.

本制度起草部门：机械动力部。

8.3 The right of interpretation of this system belongs to the Equipment Management Dept.

本制度解释权归机械动力部拥有。

8.4 The preparation and approval of this version of management system are shown in Table 1:

本制度版本编制和审批情况见表 1:

Table 1: Document version preparation and approval status

表 1 文件版本编制和审批情况

2	2024-04-01	Li Tao 李涛	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 审定人	Approved by 批准人

