



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

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Management Regulation of Truck Crane and Forklift Usage

汽车吊、叉车使用管理制度



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 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司			
	Management System of Truck Crane and Forklift Usage 汽车吊、叉车使用管理规定			
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1 Purpose

目的

This system stipulates the detailed rules to be followed during the use of the company's truck cranes and forklifts to ensure the safe use of the truck cranes and forklifts.

本制度规定了公司汽车吊、叉车使用过程中需遵守的细则，以确保汽车吊、叉车的安全使用。

2 Scope of Application

适用范围

Applicable to all truck cranes, forklifts and related personnel in the company.

适用于公司内所有汽车吊、叉车及相关人员。

3 Terms and Definitions

术语和定义

3.1 Truck crane: it refers to a crane installed on the chassis of a common car or a special car, with its driving cab and lifting control room set separately. It is a kind of lifting machinery.

汽车吊：是指装在普通汽车底盘或特制汽车底盘上，其行驶驾驶室与起重操纵室分开设置的一种起重机，是起重机械的一种。

3.2 Forklift truck: refers to the self-propelled vehicle that lifts the load to a certain height through the portal frame and fork to carry out stacking operation. It is one of the special motor vehicles in the yard (factory) in the Regulations on Safety Supervision 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 Responsibilities

管理职责

4.1 Specified administrative authority

归口管理部门

4.1.1 The Equipment Management Department is responsible for the outsourcing maintenance, supervision and management of truck cranes and forklifts;

机械动力部是汽车吊、叉车使用管理的归口管理部门。

4.1.2 Organize the preparation of truck crane and forklift account; Check the use and daily maintenance of truck cranes and forklifts.

组织编制汽车吊、叉车台帐；检查汽车吊、叉车的使用及日常维保。

4.1.3 Be responsible for obtaining evidence for truck cranes and forklifts, as well as postponing inspection, stopping use, scrapping, cancellation, etc.

负责汽车吊、叉车取证及延期检验、停用、报废、注销等工作。

4.2 Coordinated management departments

协同管理部门

4.2.1 Human Resources Department is responsible for the skills training of crane drivers and forklift drivers.

人力资源部负责吊车司机、叉车司机的技能培训工作。

4.2.2 HSE Management Department is responsible for the safety supervision of truck cranes and forklifts. Organize the preparation of emergency plans for special equipment accidents; Participate in special equipment accident investigation and handling; Sign the application for extension inspection of special equipment.

HSE 管理部负责汽车吊、叉车的安全监督；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。

4.2.3 The Material and Equipment Department is responsible for the procurement of spare parts and maintenance services for the maintenance and repair of truck cranes and forklifts.

物资装备部负责汽车吊、叉车维护保养、修理所用配件以及维护保养服务的采购。

4.3 Executive departments

执行部门

4.3.1 The user department is responsible for the dispatching and management of truck cranes and forklifts. And establish equipment files, maintenance and overhaul records for truck crane and forklift equipment to be complete.

使用部门负责汽车吊、叉车的调度和管理，并建立汽车吊、叉车设备的设备档案，保养、检修记录要齐全。

4.3.2 Truck crane drivers and forklift drivers are responsible for the use and daily inspection of truck cranes and forklifts.

汽车吊司机、叉车司机负责汽车吊、叉车的使用和日常检查。

4.3.3 The vehicle maintenance unit is responsible for the lubrication, maintenance and troubleshooting of truck cranes and forklifts.

车辆维保单位负责汽车吊、叉车的润滑、维护保养及故障排除工作。

5 Management Content

管理内容

5.1 Requirements for Drivers

对司机的要求

5.1.1 Drivers of truck cranes and forklift trucks must receive training and obtain a forklift driving operation certificate before taking up their posts. Unlicensed personnel are strictly prohibited from driving forklift trucks.

汽车吊、叉车司机必须经过培训并取得叉车驾驶操作证方能上岗，无证人员严禁驾驶叉车。

5.1.2 Without the company's arrangement, drivers of truck cranes and forklifts are not allowed to teach others to drive vehicles without authorization.

未经公司安排，汽车吊、叉车司机不得擅自教他人驾驶车辆。

5.1.3 Drivers of truck cranes and forklifts are not allowed to drink and drive.

汽车吊、叉车司机不得酒后驾车。

5.1.4 Drivers of truck cranes and forklifts shall be dressed neatly when driving, and shall not drive with bare arms and slippers.

汽车吊、叉车司机驾车时要着装整齐，不得赤膊、穿拖鞋开车作业。

5.1.5 Drivers of truck cranes and forklift trucks are not allowed to carry out work unrelated to the operation, and help is not approved by the department head within the specified scope of work.

5.2 Pre-driving Inspection

驾驶前的检查

5.2.1 Check whether the steering lamp, brake, horn, headlight and reflector are in good condition; Are the shelves bent, damaged and cracked.

检查转向灯、刹车、喇叭、前灯和后视镜是否完好；货架是否有弯曲、损坏及裂纹。

5.2.2 Check all connecting pipes and joints of the oil circuit system for leaks

检查油路系统所有连接管、连接接头是否有泄漏。

5.2.3 Check whether the liquid levels of engine oil, hydraulic oil, diesel oil and coolant are within the allowable range, check whether the electrolyte is sufficient, and add the electrolyte according to the standard requirements before use.

检查发动机油、液压油、柴油及冷却液等液位是否在允许范围内，检查电解液是否足够，不足时应按标准要求增添后方可使用。

5.3 Driving regulations

驾驶规定

5.3.1 In principle, it is stipulated that special vehicles shall be used by special personnel. Without the approval of the department head, the factory door shall not be opened.

原则上规定专车专人使用，未经部门负责人批准，不得开出厂门。

5.3.2 Before starting the forklift, check whether the brake pedal is locked and whether the control lever is in the middle position. When there is no problem, preheating should be carried out first, and then starting after the preheating indicator is off. After starting, release the ignition key immediately. Start again should be more than 1 minute apart, if three consecutive starts fail, should promptly report to the department head to arrange processing. After the engine starts for about 20 seconds and runs smoothly, start the forklift. After starting, observe whether there are other vehicles, pedestrians or obstacles around. When turning, see the mirror clearly and observe the left and right situations, turn on the turn signal, walk slowly and sound the horn. When reversing, you should first look at your mirror and look back to see the situation. You can drive without obstacles. When driving, the fork should be 200-300mm away from the ground. It is not allowed to raise or lower the goods while driving. It should drive slowly when going up and down the slope. If the slope of the down slope is large, the forklift truck should drive backward and control the speed.

启动叉车前，先检查制动踏板是否处于锁定状态，控制杆是否处于中位。没有问题时，应先进行预热，等预热指示灯灭后再启动，启动后，立即松开点火钥匙。再次启动应隔 1 分钟以上，若连续三次启动不成，应及时报告部门主管安排处理。发动机启动约 20 秒平稳运行后，再开动叉车。开动后，注意观察周围是否有其它车辆、行人或障碍物；转弯时看清后视镜及观察左右情况，亮转向灯，慢行并鸣喇叭；倒车时应先看你后视镜及回头观察情况，无障碍物方能行驶。行驶时，货叉应距地面 200-300mm，在行进中不允许升高或降低货物，上下斜坡时应慢速行驶。若下斜坡坡度较大时，叉车应后退行驶并控制好车速。

5.3.3 Forklift truck should be driven in the direction of "upper right and lower left". When driving, you must concentrate and not be careless. Please slow down and honk at intersections, doorways or other invisible places. When driving or turning on wet, smooth and scraggy ground, please walk slowly. Avoid sharp turns or driving on unstable surfaces. Overloading and high-speed driving are strictly prohibited to ensure driving safety.

叉车需依照“右上左下”方向行驶，驾驶时必须集中精力，不可麻痹大意。在出入交叉口、门口或其它看不见的地方，请减速慢行，并鸣喇叭；在潮湿、光滑、凹凸不平的地面行驶或转弯时，请慢行；避免急转弯，或在不牢固的物体表面行驶；严禁超载行驶、高速行驶，以保证行车安全。

5.3.4 When driving, the driver should refuse others to get on the bus or do other work unrelated to the operation.

行车时，司机应拒绝他人上车，或进行其他与作业无关的工作

5.3.5 When stopping in transit, you must lower the fork to a distance of 100-300mm from the ground and turn off the fire before leaving the forklift.

运输途中停车时，一定要先把货叉降低至离地面 100-300mm 距离并熄火后才能离开叉车。

5.3.6 Drivers must abide by the relevant road traffic rules and regulations formulated by the company and drive according to the speed sign beside the road. It is strictly prohibited to drive

after drinking. Smoking, eating and chatting are not allowed during driving and hoisting operations. No irrelevant personnel are allowed to enter the cab when the truck crane is driving and hoisting.

驾驶员必须遵守公司制定的有关道路交通规章制度，按道路旁速度标识牌行车。严禁酒后开车，驾驶和进行吊装作业时不准吸烟、饮食和闲聊。汽车吊行驶和吊装作业时，严禁无关人员进入驾驶室。

5.4 Provisions on Loading, Unloading and Lifting

装卸、吊装规定

5.4.1 Forklift loading and unloading goods cannot be too high, so as not to block the line of sight, leading to accidents; Or the goods on the fork are very high, affecting the forward vision, the forklift truck should move backward; Except for short-distance displacement, goods of two plate heights shall not be transported at the same time.

叉车装卸的货物不能太高，以免挡住视线，导致事故的发生；或货叉上的货物很高，影响前进的视野，叉车应后退行驶；除短距离移位外，不得同时运输两板高度的货物。

5.4.2 Do not directly transport loose goods to avoid overturning, and fix them firmly before transportation; Stack boards shall be used to lift articles. For articles that are not stable, such as equipment with large height and articles that are easy to slide, ropes must be tied and tightened before lifting.

不要直接运送松散的货物以免翻倒，运送前应将其固定牢固；提升物品要用垛板，不易稳定之物件，如高度大的设备、易滑动物件必须绑上绳索，绑紧后方可提升。

5.4.3 When lifting the goods, the fork shall be lifted up first and then tilted forward. When lowering, it shall be lowered first and then tilted forward.

叉起货物时，货叉要先仰后提升，下降时，应先下降后前倾。

5.4.4 When using a forklift to lift off for work, one must stand on the fork on which the pallets are placed to work, and one is not allowed to work directly on the fork.

利用叉车升空工作时，人一定要站在放有垛板的货叉上才可工作，不准直接站立在货叉上作业。

5.4.5 Forklift drivers should honk their horns before pushing the goods towards people, and when the other party answers, they are slowly pushing the goods, and are not allowed to blindly push the goods towards people.

叉车司机朝人推进货物时，应先鸣喇叭，等对方应声，在慢慢推进，不准盲目朝人推进货物。

5.4.6 The unloaded goods shall be stacked in an orderly manner at the designated place, and the goods or forklift shall not be parked at the place that affects the passage of other vehicles or pedestrians.

卸下的货物应井然有序地堆放在指定的地点，货物或叉车都不得停放在影响其他车辆或行人通行的地方。

5.4.7 When parking, do not suspend the fork. It is forbidden for the driver to leave the forklift when the fork is suspended. No one is allowed to stand under the fork.

of truck cranes must be complete and effective

停车时，不要将货叉悬空；严禁货叉悬空时，司机离开叉车；货叉下面严禁站人。

5.4.8 The safety devices of truck cranes must be complete and effective

汽车吊的安全装置必须齐全有效

5.4.9 Mobile crane equipment used shall not be operated with diseases.

使用的汽车吊设备不可带病作业

5.4.10 Before working, the truck crane must check whether the operating devices are normal, whether the steel wire rope meets the safety regulations, whether the brakes, hydraulic devices and safety devices are complete, sensitive and reliable, and it is strictly prohibited to operate the parts with diseases.

汽车吊工作前必须检查各操作装置是否正常，钢丝绳是否符合安全规定，制动器、液压装置和安全装置是否齐全和灵敏可靠，严禁机件带病运行。

5.4.11 Crane working ticket shall be handled when lifting heavy objects. The content of hoisting work ticket must be complete and standard.

吊装重物时要办理吊车工作票。吊装工作票内容填写必须完整，规范。

5.4.12 The analysis and control measures for dangerous points in the lifting operation ticket must be complete and conform to the on-site work content

吊装作业票中危险点分析和控制措施必须完整，符合现场工作内容

5.4.13 The truck crane driver and rigger must cooperate closely and obey the signal of the commander. Before operation, the horn must be sounded. If the command gesture is unclear or wrong, the driver has the right to refuse to perform. During the work, the driver must stop the emergency stop signal sent to anyone immediately, and the work can not continue until unsafe factors are eliminated.

汽车吊司机、起重工必须密切配合，听从指挥人员的信号指挥。操作前，必须先鸣喇叭，如发现指挥手势不清或错误时，司机有权拒绝执行。工作中司机对任何人发出的紧急停车信号必须立即停车，待消除不安全因素后方可继续工作。

5.4.14 For mobile cranes working on soft ground, the ground shall be padded and compacted before use. The body must be fixed and stable, and the support must be placed firmly. There should be sufficient space and site in the operation area.

在松软的地面工作的汽车吊，应在使用前将地面垫平、压实。车身必须固定平稳，支撑必须安放牢固。作业区内应有足够的空间和场地。

5.4.15 When lifting heavy objects, lift the heavy objects about 10cm off the ground first, check whether the crane's stability and brakes are flexible and effective, and continue to work only under normal conditions.

在起吊较重物件时，应先将重物吊离地面十公分左右，检查吊机的稳定性和制动器等是否灵活和有效，在确认正常的情况下，方可继续工作。

5.4.16 When the truck crane is hoisting at or near full load, it is forbidden to carry out two or more operations at the same time, of which the left and right rotation angles of the arms cannot exceed 45, and it is strictly prohibited to carry out inclined hoisting, pulling hoisting and fast

lifting. No lifting and pulling of objects buried in the ground. It is strictly prohibited to operate under high voltage lines.

汽车吊在进行满负荷或接近满负荷吊装时，禁止同时进行两种或两种以上的操作动作，其中臂的左右旋转角度都不能超过 45° ，并严禁斜吊、拉吊和快速起落。不准吊拔埋入地面的物件。严禁在高压线下进行作业。

5.4.17 The truck crane shall not run horizontally on the slope, and it is not allowed to rotate the jib towards the lower part of the slope. If it is necessary to run or rotate, the fuselage must be padded first.

汽车吊不得在斜坡上横向运行，更不允许朝坡的下方转动起重臂。如果必须运行或转动时，必须将机身先垫平。

5.4.18 During hoisting operation, no one is allowed to stand, work or pass under the operation area, lifting arm, lifting hook and hoisted weight.

进行吊装作业时，作业区域，起重臂下，吊钩和被吊重物下方严禁任何人站立、工作或通行。

5.4.19 When the crane works near the live line, it shall keep a certain safe distance from the live line. In the range of maximum radius of gyration, the nearest distance allowed to the transmission line is shown in the table below. When working in rain and fog, the safe distance should also be appropriately enlarged. When the crane passes under the transmission line, the crane arm should be lowered first.

吊车在带电线路附近工作时，应与带电线路保持一定的安全距离。在最大回转半径范围内，其允许与输电线路的最近距离 见下表。雨雾天工作时安全距离还应适当放大。吊车在输电线路下面通过时，应先将起重臂放下。

5.4.20 It is strictly prohibited to overload the truck crane. If two truck cranes are used to lift a heavy object at the same time, there must be a special person for unified command. The vertical speed of the two cars shall be kept equal, and the weight of the objects shall not exceed 75% of the total allowable starting weight of the two cars; Pay attention to load distribution when binding slings. The load shared by each vehicle shall not exceed 80% of the maximum allowable lifting weight.

汽车吊严禁超载使用，如果用两台汽车吊同时起吊一件重物时，必须有专人统一指挥；两车的升降速度要保持相等，其物件的重量不得超过两车所允许的起重量总和的 75%；绑扎吊索时要注意负荷的分配，每车分担的负荷不得超过所允许的最大起重量的 80%。

5.4.21 When hoisting the crane, a certain distance should be kept between the hook and the pulley to prevent the wire rope from being broken or the boom from turning back when the winch passes through the wire. When the lifting arm reaches the maximum elevation angle and the hook is at the lowest position, the wire rope on the hoisting drum shall be kept for at least three turns.

吊车在吊装时，吊钩与滑轮之间应保持一定的距离，防止卷扬过线把钢丝绳拉断或起重臂后翻。在起重臂起到最大仰角和吊钩在最低位置时，卷扬筒上的钢丝绳应至少保留三圈以上。

5.4.22 The elevation angle of the boom shall not be less than 30° , and the crane shall avoid lifting the boom as much as possible under the condition of load. It is absolutely forbidden to

change the operating lever before lifting the boom safely.

起重臂仰角不得小于 30°，吊车在 载荷的情况下尽量避免起落起重臂。绝对禁止在起重臂起落稳妥前变换操作杆。

5.4.23 It is forbidden to touch wire rope and pulley with hands during work.

工作中禁止用手触摸钢丝绳和滑轮。

5.4.24 When the crane is working, it is not allowed to overhaul and adjust the parts.

吊车在工作时，不准进行检修和调整机件。

5.4.25 No matter during work stoppage or rest, the hanging objects shall not be hung in the air.

Adequate lighting should be provided for night work. After the work is finished, the hook and lifting arm shall be placed in the specified safe positions, all handles shall be set to zero position, and the power supply shall be cut off.

无论在停工或休息时，不得将吊物悬挂在空中。夜间作业要有足够的照明。工作完毕，吊钩和起重臂应放在规定的稳妥位置，将所有手柄放至零位，并切断电源。

5.4.26 Strictly abide by "No Ten" for lifting operations. That is, obey the command of the commander, no signal or unclear signal is allowed to work. No drunken homework. No assignment to non-designated personnel. Do not overload or exceed the working radius. No one is allowed to stand under the boom, and no one is allowed to operate over the cab when lifting objects. When lifting heavy objects, the driver is not allowed to leave the operation room. During operation, the driver is not allowed to engage in anything irrelevant to the operation or chat with others. The derrick has not been lifted back to its original position, and no on-site traveling crane is allowed. It is not allowed to operate under the conditions of wind force level 6 or above or thunderstorm weather. When the wind force reaches level 5, it is not allowed to operate in the open air with the wind surface or heavy objects close to the rated load. Do not drag or hang heavy objects obliquely. It is not allowed to operate when the distance from charged objects is less than a safe distance.

严格遵守起重作业“十不准”。即听从指挥人指挥，没有信号或信号不清不准作业。不准酒后作业。不准交给非指定人员作业。不准超负荷，超工作半径作业。不准吊杆下站人，吊物时不准在驾驶室上空运转。吊有重物时，驾驶员不准离开操作室，作业时司机不准从事与操作无关的事情或与他人闲谈。吊杆抬起未回复到原位，不准现场移动行车。不准在风力 6 级以上或雷雨天气条件下作业，当风力达到 5 级时，不准露天进行受风面或重物接近额定负荷的作业。不准拖拉和斜吊重物。不准在距带电物体小于安全距离时作业。

5.5 Parking Requirements

停放要求

5.5.1 After operation, park the forklift at the designated position, lay the fork flat on the ground, and carry out necessary inspection, sorting and cleaning on the vehicle.

作业完毕将叉车停放在指定的位置，货叉平放在地面，并对车辆进行必要的检查整理清洁。

5.5.2 After parking, place the control lever in the central position, pull the hand brake and pull

out the ignition key of the forklift.

停放后将控制杆放在中央位置，拉起手刹，拔出叉车点火钥匙。

5.6 Maintenance Regulations

保养规定

5.6.1 The truck crane and forklift shall be maintained regularly.

汽车吊、叉车要定时定期进行保养；

5.6.2 In normal work, if the vehicle is found to have alarm lights on and abnormal sounds, it should be stopped immediately and promptly reported to the department head for handling. The driver is not allowed to dismantle and repair the vehicle without permission.

在正常工作中，如发现车辆有报警灯亮、异常声音等现象，应立即停止使用并及时报告部门主管安排处理，司机不得私自拆修。

5.6.3 The driver shall clean the exterior of the vehicle at least once a week, and the oil, hydraulic oil, diesel oil, electrolyte and coolant required for each part shall be replenished in time.

司机每周至少要清洗车辆外表一次，各部位所需机油、液压油、柴油、电解液及冷却液等应及时补充加足。

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.

机械动力部负责对汽车吊、叉车使用管理的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 program

关联程序

N/A

无

7.2 Associated record

关联记录

N/A

无

8 Supplementary Rules

附则

8.1 This System is under the specific management of the Equipment Management 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	He Jiangan 何建刚	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

