



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

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Management System of Ship Inspection and Maintenance 船舶检查维护管理制度

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1 Purpose

目的

Company ships run in tropical seawater all the year round and will be corroded by seawater; Frequent offshore operations will also affect its service life. In order to strengthen the management of ships, it is necessary to carry out daily inspection and maintenance of ships. This management system is specially formulated to ensure the safe and smooth operation of the company's ships.

公司船舶常年在热带海水中运行，会被海水腐蚀；频繁的海上作业也会影响其使用寿命，为加强船舶的管理，需要对船舶进行日常检查和维护。为确保公司船舶安全平稳运行，特制订本管理制度。

2 Area of application

适用范围

This system is applicable to port storage and transportation department, electrical operation department, instrument control department, information department and equipment maintenance department.

本制度适用于港务储运部、电气运行部、仪表控制部、信息部、设备检修部。

3 Terms and definitions

术语和定义

Ship: The ship is composed of hull, power plant, outfitting and other equipment, such as anchor and mooring equipment, rudder and steering equipment, life-saving and fire-fighting equipment, communication and navigation equipment, lighting and signal equipment.

船舶：船舶是由船体、动力装置、舾装和其他设备，如锚与系泊设备、舵与操舵设备、救生与消防设备、通信与导航设备、照明与信号等设备组成。

4 Management responsibility

管理职责

4.1 Centralized management department

归口管理部门

Equipment Management Department is the centralized management department.

机动部为归口管理部门。

4.1.1 Responsible for the revision of this system, and check and assess the implementation of this system.

负责本制度的制修订工作，并对本制度的执行情况进行检查与考核。

4.1.2 Responsible for reviewing the ship modification and major maintenance projects reported by the port storage department.

负责对港储部上报的船舶改造及重大维修项目进行审核。

4.1.3 Organize the maintenance department, port storage department, information department, instrument control department and electrical operation department to conduct monthly and annual inspections on ships.

组织检修部、港储部、信息部、仪控部、电气运行部对船舶进行月度和年度检查。

4.2 Executive arm

执行部门

Equipment maintenance department, port storage and transportation department, IT department, instrument control department and electrical operation department are the executive departments.

设备检修部、港务储运部、信息部、仪表控制部、电气运行部为执行部门。

4.2.1 The port storage department is responsible for establishing the basic technical files of ships; Compile the ship post operation method and conduct operation and inspection according to the regulations; Carry out daily maintenance and defect elimination; Be responsible for reporting ship modification and major maintenance projects and organizing their implementation.

港储部负责建立船舶基础技术档案；编制船舶岗位操作法并按规定进行操作和巡检；开展日常维护保养及消缺工作；负责上报船舶改造及重大维修项目并组织实施。

4.2.2 The port storage department is responsible for handling the problems found in the daily inspection and monthly inspection, and reporting the major problems to the Equipment Management Department and taking corresponding measures. 港储部负责处理日检、月检中查出的问题，对于重大问题上报机械动力部并采取相应措施。

4.2.3 The port storage department is responsible for the formulation and implementation of the emergency plan for major defects of ships in this department.

港储部负责本部门船舶重大缺陷应急预案的制定和落实工作。

4.2.4 The Information Department, Instrument Control Department and Electrical Operation Department are responsible for daily maintenance of equipment within their respective professional scope; The equipment maintenance department is entrusted by the port storage department to be responsible for the daily maintenance of ships.

信息部、仪表控制部、电气运行部负责做好各自专业范围内设备的日常维护工作；设备检修部受

港储部的委托负责船舶日常维修工作。

5 Management content

管理内容

5.1 Basic management work

基础管理工作

5.1.1 The port storage department should establish the basic archives of ships, so as to make one ship file. Basic archives should include:

港储部应建立船舶基础档案资料，做到一船一档。基础档案资料应包括：

5.1.1.1 Ship equipment account.

船舶设备台帐；

5.1.1.2 A complete set of equipment structure drawing.

全套设备结构图纸；

5.1.1.3 Ship post operation method.

船舶岗位操作法；

5.1.1.4 Ship accident plan, maintenance records, failure and accident records and cause analysis report

船舶事故预案，维修保养记录，故障、事故记录及原因分析报告；

5.1.1.5 Technical transformation records and completion data

技术改造记录及竣工资料。

5.1.2 The port storage department shall compile the ship post operation law, and organize the training and examination for ship operators who should know and know the knowledge, and they can only take up their posts after passing the examination.

港储部应编制船舶岗位操作法，并组织对船舶操作人员应知、应会知识培训和考试，合格后方可上岗。

5.2 Operating maintenance

运行维护

5.2.1 Operators of the port storage department should operate the ship in strict accordance with the post operation method and do a good job in the standardization of the ship.

港储部操作人员要严格按岗位操作法操作船舶，并做好船舶的规格化工作。

5.3 Daily and monthly inspection system.

日、月检查制

5.3.1 The daily inspection shall be organized by the port storage department, and the ship

site shall be inspected once a day, and the Record Form for Daily Inspection of Ships shall be filled in.

日检由港储部组织，应对船舶现场每天巡检一次，填写《船舶日检记录表》。

5.3.2 The daily inspection of ships is uninterrupted throughout the year, and the personnel on duty are responsible for the daily inspection on holidays.

全年船舶日检不间断，节假日的日检由值班人员负责。

5.3.3 The Daily Inspection Record of Ships is kept in a designated place every month and managed by the Port Storage Department, with a retention period of one year.

《船舶日检记录表》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 Problems found by inspection personnel in daily inspection shall be handled in time or notified to relevant personnel, and implemented according to ship management procedures.

巡检人员在日检中发现的问题应及时处理或通知有关人员，并按船舶管理程序执行。

5.3.5 Monthly inspection shall be organized by the motor department to conduct a comprehensive inspection of the ship in various types of work, including machinery, electricity, instrument, operation, management and information. Each department shall fill in the inspection information in the monthly inspection record book of the ship. The monthly inspection will be carried out on the 10th of each month, and the specific time will be determined by the port storage department according to the sea conditions and then informed to the professionals of the motor department.

月检由机动部组织机、电、仪、操、管、信息各工种对船舶进行全面检查。各部门在船舶月检记录本填写检查情况。月检每月 10 号左右进行，具体时间由港储部根据海况确定后告知机动部专业人员。

5.3.6 The Equipment Management Department should track the processing results of monthly inspection problems, coordinate and solve important problems and problems that need multi-disciplinary cooperation.

机械动力部应跟踪月检问题的处理结果，协调解决重要问题和需多专业协同处理的问题。

5.4 Inspection and maintenance

检维修

The Operation Department shall do a good job in the daily maintenance of the ship, especially the maintenance of the main engine, air compressor and steering gear. When problems are found, they should be repaired in time, and the faults should be eliminated. It is forbidden to run the ship with diseases.

运行部做好船舶的日常维护工作，特别是对主机、空压机和舵机的保养。发现问题要及时修理，排除故障，禁止船舶带病运行。

5.4 Modification and major maintenance of ships

船舶的改造及重大维修

The modification and major maintenance of the ship shall be planned by the port storage department, and the Equipment Management department shall take the lead in organizing the implementation after being approved by the relevant departments and leaders of the company.

船舶的改造及重大维修由港储部编制计划，经公司相关部门、领导审批后由机械动力部牵头组织实施。

6 Inspection and supervision

检查与监督

The Equipment Management Department is responsible for supervising, inspecting and assessing the daily inspection and maintenance of ships.

机械动力部负责对船舶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 program

关联程序

N/A

无

7.2 Associated record

关联记录

N/A

无

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

4	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

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