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<b>File name</b> 文件名	<b>Special Equipment Management Procedure</b> 特种设备管理程序	

### Approval process 审批过程

	Name 姓名	Title 职务	Signature 签名	Date 日期
<b>Drafted by</b> 起草人	Xu Guangxiang 许光祥	EHS Officer		
<b>Reviewed by</b> 审阅人	Eran Galor; Shaogang Chen 陈少刚; Sehoon Park; Vicky Wu Ronghao Wang Fabian Huang	PVC & Director General; PVC assistant & Safety coordinator; Academy Safety Representative; Operations Department Deputy Director Logistics Department Manager Purchasing Department Manager		
<b>Approved by</b> 批准人		Campus Safety Committee;		

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### Relevant departments (select relevant departments with a “√”) 相关部门 (用√勾选相关部门)

Operations Department 运营部	√	Purchasing Department 采购部	√	Logistics Department 后勤部	√
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### Relevant documents 相关文件

无

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## 1. PURPOSE 目的

The purpose of establishing this procedure is to ensure procurement, installation, usage and Operation of special equipment in our campus according to National and local regulations and standard.

为确保学校的特种设备采购、安装、使用、维护符合国家法律法规要求及标准，特制定本制度。


## 2. SCOPE 范围

This procedure is applicable all special equipment and related activities in GTIIT.

本制度适用于广东以色列理工学院内的所有特种设备及相关活动。

## 3. REFERENCE DOCUMENTS 参考文件

- Special Equipment Safety Law of the People's Republic of China  
中华人民共和国特种设备安全法
- State Council Order No. 549 Special Equipment Safety Supervision Regulations (2009 Revision)  
国务院令 第549号 特种设备安全监察条例（2009修正）
- Announcement of the General Administration of Quality Supervision, Inspection and Quarantine on the revision of the "Special Equipment Catalog" (2014 No. 114)  
质检总局关于修订《特种设备目录》的公告(2014年第114号)
- Safety Technical Supervision Regulations for Stationary Pressure Vessels (TSG 21-2016)  
固定式压力容器安全技术监察规程（TSG 21-2016）移动式压力容器安全技术监察规程（TSG-R0005-2011）
- Safety Technical Supervision Regulations for Mobile Pressure Vessels (TSG-R0005-2011)  
移动式压力容器安全技术监察规程（TSG-R0005-2011）
- Regular inspection rules for pressure vessels (TSG R7001-2013)
- 压力容器定期检验规则（TSG R7001-2013）
- **PRESSURE VESSEL PART 1: GENERAL REQUIREMENTS (GB 150.1-2011)**  
压力容器 第1部分：通用要求（GB 150.1-2011）
- **CRYOGENIC INSULATED PRESSURE VESSELS (GB 18442-2001)**  
低温绝热压力容器（GB 18442-2001）
- Regulations on Safety Management and Supervision over Pressure Pipelines

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压力管道安全管理与监察规定

- Notice on strengthening the safety supervision of small boilers, quick-opening pressure vessels and dryers (tubes)

关于加强小型锅炉、快开门式压力容器和烘缸(筒)安全监察工作的通知

#### 4. DEFINITION 定义

- Specifically including boilers, pressure vessels, pressure pipelines, elevators, cranes, field (plant) special motor vehicles, etc. At present the existence of our special equipment include: pressurized steam boilers, fixed agent mobile pressure vessels, gas cylinders, industrial pipelines, elevators and other electric hoist type cranes, forklifts, pressure vessels, pressure pipelines.**特种设备**: 具体包括锅炉、压力容器、压力管道、电梯、起重机械、场（厂）内专用机动车辆等，目前我校存在的特种设备包括：承压蒸汽锅炉、固定剂移动式压力容器、气瓶、工业管道、电梯等。
- **Lifting Appliance** is an electric facility used for vertical lifting or vertical lifting together with moving loads horizontally. It includes elevator, the rated capacity of which is heavier or equal to 0.5t. And it also includes crane and fixed electric hoist of bearing style, the rated capacity is heavier or equal to 1t and the lifting height is higher or equal to 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，其范围规定为额定起重量大于或者等于 0.5t 的升降机；额定起重量大于或者等于 1t，且提升高度大于或者等于 2m 的起重机和承重形式固定的电动葫芦等。
- **Pressure vessel** is a sealing facility carrying a certain pressure, which is used to store amount of gas or liquid. It includes fixed and mobile vessel storing gas , liquefied gas or liquid that the maximum working temperature of which is higher or equal to standard boiling point, and the maximum working pressure of this kind of vessel is higher or equal to 0.1MPa( gauge pressure) and the product of pressure and volume is higher or equal to 1.0MPa.L. And it also includes gas cylinder and oxygen chamber storing gas, liquefied gas and liquid that the maximum working temperature of which is higher or equal to standard boiling point, the nominal pressure of this kind of facility is higher or equal to 0.2MPa(gauge pressure) and the product of pressure and volume is higher or equal to 1.0Mpa.L.

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**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 0.1 MPa（表压），且压力与容积的乘积大于或者等于 2.5MPa.L 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的固定式容器和移动式容器；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℃ 液体的气瓶；氧舱等。

- **Pressure pipeline** is a pipe facility, which is used to convey gas or liquid with a certain pressure. It conveys gas, liquefied gas and steam medium, the maximum working pressure of which is higher or equal to 0.1MPa(gauge pressure), or flammable, combustible, toxic and corrosive liquid medium or the liquid medium that the maximum working temperature of which is higher or equal to standard boiling point. And the diameter of this kind of pipeline is longer than 25mm.

**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）的气体、液化气体、蒸汽介质或者可燃、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介质，且公称直径大于 25 mm 的管道。

## 5. RESPONSIBILITY 职责

### 5.1. User unit 使用单位

- Responsible for the purchase application of special equipment.  
负责特种设备的申购。

**If self-purchase is needed:**

如涉及自购：

- Responsible for finding the qualified manufacturer for the procurement, installation and Operation of special equipment. In order to facilitate unified safety management, it is recommended to purchase the equipment through the purchasing department.

负责找具有资质的厂家进行采购、安装、维护保养。

为了便于统一安全管理，建议由学校采购部统一采购

- Responsible for the checking of special equipment before daily use.  
负责特种设备的日常使用前检查。
- Responsible for the establishment and training of special equipment standard operation procedure.  
进行特种设备标准操作程序的制定和培训。

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- Responsible for obtaining equipment related materials (such as factory certificate, test report, etc.) from the manufacturer or supplier.

负责向生产商或供应商索取设备申报的相关资料（如出厂合格证、检测报告等）。

## 5.2. Operations Department 运营部

- Responsible for the management of public special equipment (excluding laboratories) on campus. 负责校内公共特种设备(不含实验室)管理。 Provide specific technical requirement to special equipments.  
提供对设备的相关技术要求;
- Responsible for supervision of the daily operation of special equipment.  
负责监督特种设备的维护保养。
- Responsible for assisting in the service registration and regular annual verification of special equipment.  
负责协助办理特种设备的使用登记、定期年审。
- Responsible for evaluating the service of public special equipment installation and Operation contractors.
- 负责对公共特种设备的安装、维护保养承包商服务的评估。 If it is clear that the direct management department is responsible for the management of special equipment by the department is responsible for the certificate and daily operation, maintenance and other management, for example: the campus elevator equipment and plant vehicles, etc. by the Operations Department.  
如明确直接管理部门负责管理的特种设备由该部门负责证书和日常操作、维护等管理工作，例如：校内电梯设备和厂内车辆等由运营部负责。

## 5.3. Procurement Department 采购部

- Responsible for finding the qualified manufacturer for the procurement, installation and Operation of special equipment.  
负责找具有资质的厂家进行采购、安装、维护保养。
- Promptly return the product of illegal or unqualified supplier.  
对非法或不具有资质的供应商的产品应该及时退货。
- Responsible for the coordination and communication between user department and suppliers.  
负责使用部门与供应商之间的协调、沟通。
- Responsible for obtaining equipment related materials (such as factory certificate, test report, etc.) from the manufacturer or supplier.  
负责向生产商或供应商索取设备的相关资料（如出厂合格证、检测报告等）。

## 5.4. Logistics Department 后勤部

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- Responsible for the acceptance of special equipment

负责特种设备的验收

- During equipment acceptance, mark special equipment (including complete sets of equipment, components of equipment, etc.) to assist in the construction of special equipment information for Ledger.

在设备验收时,对特种设备(含成套设备、设备的组成部分等)进行标注,协助构建特种设备台帐信息。

- During equipment acceptance, mark special equipment (including complete sets of equipment, components of equipment, etc.) to assist in the construction of special equipment account information.

对于可能构成特设而无法确定的设备,将信息反馈至 EHS 办公室,由其提供相关的技术支持。

#### 5.5. EHS OfficeEHS 办公室

- Responsible for the identification and evaluation of special equipment and giving reasonable advice.

负责特种设备的辨识、评估,并提出合理化建议。

- Responsible for the outsourcing training and annual verification of special equipment operators.

负责特种设备操作人员的委外培训、年审;

- Responsible for managing the special equipment operation certificate, building the management files and keeping records.

负责特种设备操作证的证书的管理,建立管理档案,保存记录。

- Urging Operations Department to improve the safety management and technical requirements of special equipment.

督促操作部门完善特种设备的安全管理,技术要求。

- Communicate and coordinate with government department of special equipment management.

与特种设备管理政府部门的沟通、协调。

- When necessary, assist with special equipment safety training and publicity.

必要时,协助进行特种设备的安全培训及宣传。

- Responsible for providing technical support to procurement, logistics, operation and other departments.

负责向采购、后勤、运营等部门提供技术支持。

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## 6. PROCEDURE 程序

### 6.1. Procurement and Installation 采购及安装

- Operation or User Department applies for the procurement of equipment;  
运营或使用部门提出设备采购申请;
- Operations Department Equipment users provides specific technical requirement to special equipments before purchasing.  
设备使用方采购前提出对设备的相关技术要求;
- EHS evaluates whether the equipment belongs to special equipment;  
EHS 评估是否属于特种设备;
- If it is, refer to appendix A “The Operation, Installation and Purchase Application of Special Equipment”  
评估为特种设备, 选择按照附录 A 《特种设备操作与安装、申购》
- After confirming that the equipment belonging to the special equipment requisition, Operation and EHS office will propose the request on special equipment operation, installation, etc, and will ask the operation, Installation Company to provide qualification certificate and other materials.  
属于特设设备申购后, 设备使用方提出特种设备操作、安装等要求;  
EHS 办公室提出操作、安装单位资质、资料提供要求;
- The Logistics Department supervises the provision of relevant information by the operator or contractor in accordance with the requirements of the equipment user department and EHS.  
后勤部依照设备使用部门和 EHS 的要求, 督促操作厂家或者承包商按照不同阶段提供相关资料;
- After Logistics department and EHS confirms that the materials provided are complete, Logistics Department will conduct the acceptance and forward the acceptance report to Purchasing Department to make the final payment.  
后勤部和 EHS 确认所提供资料已经齐全后方可办理验收, 并在验收后将验收报告转交采购部办理尾款支付。

### 6.2. Registration 使用登记

- As required, EHS office goes to the local market supervision and management department to make special equipment use registration and get the registration certificate.



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EHS 办公室按照规定到属地的市场监督管理部门办理实验室特种设备的使用登记备案，取得特种设备使用登记证书。

- The EHS Office commissions qualified special equipment safety inspection agencies to conduct regular annual inspections of special equipment in the laboratory in accordance with the following requirements

Operations Department EHS 办公室依照以下要求委托具有资质的特种设备安全监察机构对实验室内特种设备进行定期年检。

No.序号	Category 类别	Inspection Category 检验类别	Inspection frequency 检验周期
1	Forklift 叉车	Annual Inspection 年检	Every year 1 年/次
2	Electric hoist crane 电动葫芦	Annual Inspection 年检	Every year 1 年/次
3	Pressure vessel 压力容器	External inspection 外部检验	Every year 1 年/次
		Inner inspection 内部检验	Every three years 3 年/次
		hydraulic test 水压试验	Every six years 6 年/次
4	Insulated gas cylinders 低温气瓶	Annual Inspection 年检	Every year 3 年/次
5	Pressure pipeline 压力管道	Annual Inspection 年检	Every six years 6 年/次
6	Safety release valve 安全阀	Annual Inspection 年检	Every year 1 年/次
7	Pressure gauge 压力表	Annual Inspection 年检	Every six months 6 个月/次
8	Interior vehicles 厂内车辆	Inner inspection 内部检验	Every year 1 年/次
9	Elevator 电梯	External inspection 外部检验	Once every half month 15 天/次

- If the annual inspection is failed, notify Operations Department to stop using, repair or renovate the equipment as required.



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年检不合格的，通知运营部门按照要求停用、维修、改造。

- Special equipment operator must hold the corresponding “Special Equipment Operator Certificate”.

特种设备的操作人员必须持有相应的《特种设备作业人员证》证书；

- Operations Department evaluates whether the operator has the ability to operate special equipment, corresponding qualification and work experience.

运营部门评估操作人员是否具备操作特种设备的能力及相应资格、工作经验等。

- Operations Department is responsible for special equipment’s regular inner parts inspection according to the request.

运营部门负责特种设备按照要求进行定期内部检查。

### 6.3. Operation 维护保养

- Operations Department is responsible for the Operation of special equipment.

运营部门负责特种设备管理特种设备维护保养管理工作。

- Operation of special equipment must be conducted by qualified Operation company and the Operation personnel must have corresponding qualification.

特种设备的维护保养必须由具有维护保养资格的单位进行，维护保养人员具备相应的维护保养资格。

### 6.4. Scraping 报废

- The scraping of special equipment is evaluated by Operations Department ( if the special equipment is fixed assets, Logistics Department shall join in the evaluation and conduct the disposal procedures of the scraped equipment) and has to notify the EHS office.

特种设备的报废由运营部评估（若所报废特种设备属于固定资产，则须由后勤部参与评估并作资产报废处理），并通知 EHS 办公室办公室；

- EHS office goes to the quality and technical supervision department to handle the cancellation procedure.


EHS 办公室到属地的市场监督管理部门办理注销手续。

### 6.5. Supervision and management 监督管理

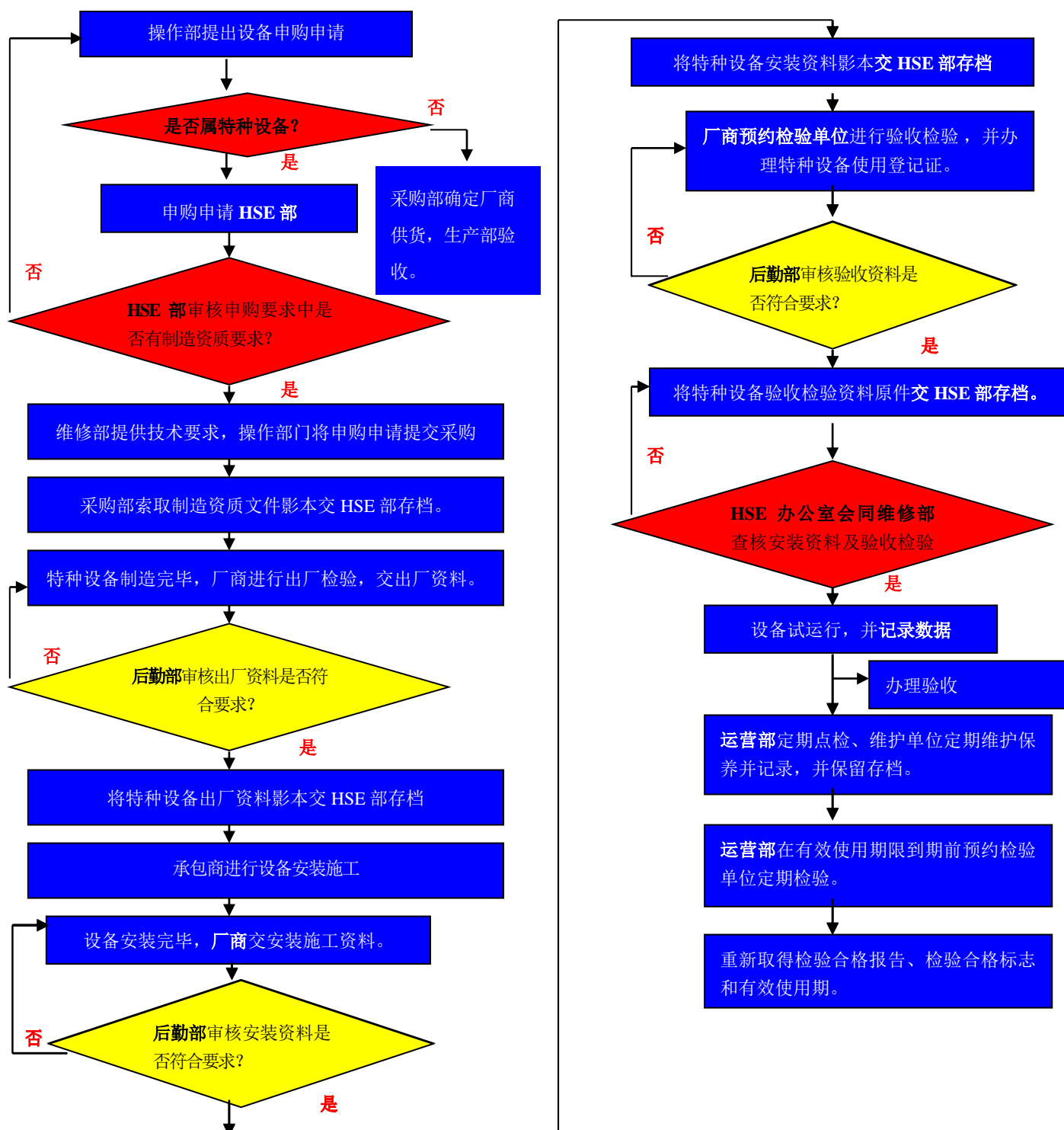
- Campus Safety Committee is the safety management agency for special equipment  
学校安委会是特种设备的安全管理机构。

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- Understand and conscientiously implement and implement national safety regulations, and perform safety management leadership responsibilities in accordance with the law.  
了解并认真贯彻、执行国家有关安全方面的规定，依法履行安全管理领导责任。
- Responsible for the safety management of the purchase, installation, use, repair, transformation, inspection and accident handling of special equipment  
对特种设备的购置、安装、使用、修理、改造、检验及事故处理等各环节的安全管理工作全面负责

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**7. APPENDIX A THE OPERATION, INSTALLATION AND PURCHASE APPLICATION OF SPECIAL EQUIPMEN 附录 A 特种设备操作与安装申购**



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