**特种设备管理程序**

**序**

发行版本：A

修 改 码：0

文件编码：

页码：1/31

# 1 目的

为规范××公司（以下简称：公司）特种设备管理，防止和减少事故发生,确保特种设备完好运行、安全使用，特制定本程序。

# 2 范围

本程序适用于公司特种设备的管理和控制。

# 3 职责

3.1××科是本程序的归口管理部门，负责公司特种设备的管理工作。

3.2××科负责公司特种设备的安全监管工作。

3.3××负责特种设备的日常管理、使用、维护、保养、监督检查、检修工作。

3.4××负责电梯的日常管理、使用、维护、保养、监督检查、检修工作。

# 4 工作程序

4.1特种设备的购置

各单位根据生产运行和物业服务需要，向供应科提出特种设备购置申请，生产管理科审核，经公司相关会议研究，主管领导审批通过后，报事业部有关部门申请购置。

购置的特种设备及其安全附件，必须是出自经省级以上（含省级）政府特种设备监察机构批准的制造厂家生产制造的，并按生产经营许可范围制造的特种设备及其安全附件。

特种设备到货后，生产管理科应组织各相关单位，对设备随机资料及其安全质量进行检查验收。

4.2使用

特种设备使用单位应建立特种设备技术档案和管理制度，特种作业人员必须经过专业培训，持证上岗。

特种设备使用单位应定期对特种设备及其安全附件进行维护保养、检测和检查工作。

4.3定期检验

特种设备使用单位，应在特种设备安全检验合格有效期满前2个月向生产管理科提出定期检验申请。

××科制定《特种设备检验计划》，并组织和委托有资质的检验机构按计划实施检验工作。

4.4维护保养和检修

每年 月，特种设备使用单位应编制上报下一年度设备检修计划，经生产管理科审查，公司主管领导审批后报服务事业部，对特种设备进行检修。

特种设备使用单位应加强特种设备的管理，实行设备专责制，专人管理，定期检查和维护保养，以确保设备安全运行。

设备检修后由生产管理科组织相关单位进行验收和记录。

4.5监督检查

特种设备投入使用前，使用单位自检，生产管理科专检，合格后方可投入运行。

特种设备使用单位应按照规定进行检查和保养，填写设备安全检查表。

生产管理科牵头，组织相关职能部门对特种设备使用单位的设备管理使用情况进行定期检查，督促整改。

4.6拉运及存放

特种设备拉运必须由有专业资质的拉运部门进行拉运，并采取相关防护措施，避免设备在运输过程中受到损坏；设备设施在冬季整修或闲置停用期间，要采取上盖下垫等措施进行防护。

4.7停用、报废

凡停止使用的特种设备由各基层单位向生产管理科办理停用封存手续。

特种设备使用单位对拟报废的特种设备按规定向生产管理科申请报废，得到报废许可批复后，使用单位书面报生产管理科，并上交特种设备档案和特种设备注册品牌，生产管理科向事业部主管部门申请办理注销。没有办理注销手续的报废特种设备不准异地使用和销售。

# 5 相关文件

《设备管理制度》。

# 6 记录

《特种设备登记表》

《锅炉月度检查表》

《电梯月度检查表》

《特种设备巡检记录》

《特种设备保修记录》

《安全阀定压值审批单》

《安全阀延检审批单》

《电气高压变配电设备状况统计表》

《电气低压变配电设备状况统计表》

《锅炉工艺设备台帐》

《容器设备工艺设备台帐》

《起重设备统计表》

《电梯统计表》

《压力管道延检审批单》

《气瓶检验计划》

《锅炉检验计划》

《压力容器检验计划》

《压力管道检验计划》

《安全阀检验计划》

《电梯检验计划》

《机动车辆检验计划》

《固定式起重设备检验计划》

《变压器运行记录》

《高压室运行记录》

《临时用电票》

# 特种设备登记表

编号：-JL-07-01 顺序号：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 设备名称 | 制造单位 | 规格型号 | 编号 | 出厂日期 | 使用日期 | 检验日期 | 检验周期 | 检验  结果 | 检验机构 | 使用证号 | 备注 |
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保存部门：生产管理科、使用单位 保存期：三年

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| 锅炉月度安全检查表 | | | | |
| 编号：-JL-07-02　　　　 使用单位:　　　　　　　注册编号: | | | 检查表编号： | |
| **序号** | **项目** | **内容** | **检查情况** | **备注** |
| 1 | 使用证 | 有质量技术监督局颁发的锅炉使用许可证，固定在锅炉房醒目位置。 |  |  |
| 2 | 安全阀 | 01.应灵敏可靠，铅封完整，在有效的校验期内。 |  |  |
| 02.一般应安装在锅筒的最高处，并设排气管引至安全地点。 |  |  |
| 3 | 压力表 | 01.压力表盘刻度的极限值应为工作压力的1.5~3倍，刻度盘上应划出红线指示允许的最高工作压力。 |  |  |
| 02.表盘直径不应小于100mm，压力表精度不低于2.5级。 |  |  |
| 03.压力表检验和维护应符合国家计量部门的规定，检验后应铅封 |  |  |
| 4 | 水位计 | 01.安装在便于观察的部位且有照明。 |  |  |
| 02.有指示最高、最低安全水位的明显标志。 |  |  |
| 03.玻璃管式水位计应有防护装置（如防护罩、快关阀等），但不得妨碍观察真实水位。 |  |  |
| 5 | 定期检验 | 在用锅炉每年进行一次外部检验，每两年进行一次内部检验，每6年进行一次水压试验。 |  |  |
| 6 | 水质分析 | 锅炉应定期进行水质分析并记录。 |  |  |
| 7 | 报警联锁保护 | 01.2t/h 以上锅炉安装高、低水位报警装置和低水位报警保护装置应灵敏、可靠。 |  |  |
| 02.6t/h以上锅炉安装超压报警和超压联锁保护装置应灵敏、可靠 |  |  |
| 8 | 持证上岗 | 司炉工和水质分析人员都必须经过培训持证上岗。 |  |  |
| 检查的意见和建议：  检查人： 日期： | | | | |
| 使用单位意见：  负责人签字： 　　　日期: | | | | |
| 注：没有或未进行的检查项目在检验结果中打“－”，无问题或合格的检查项目在检验结果中打“∨”，有问题或不合格的检查项目在检验结果中打“×”并在备注中说明。 | | | | |

保存单位：使用单位保存期：三年

# 电梯月度安全检查表

**说明：按以下项目逐项检查，以 [ √ ] 方式表示检查完成或功能状况正常，以 [ × ] 方式表示未检或功能状况不正常。**

**一、机房**

[]1.机房入口道路畅通，门窗齐全，通风良好；

[]2.机房内无积尘、油污；

[]3.备品配件堆放整齐合理；

[]4.所有部件外表无积尘、油污；

[]5.机房内各种警视标记完善、清晰；

[]6.制动器灵活可靠，松闸间隙小于0.7mm；

[]7.电源开关熔丝容量正确、可靠，空气开关符合技术要求；

[]8.电气设备接地、接零牢固可靠；

[]9.曳引机、电动机应有适量润滑，油标齐全，油位清晰；

[]10.限速器应有适量润滑；

[]11.控制柜内元器件工作正常可靠，接线整齐，线号完整正确；

[]12.极限开关动作灵敏可靠；

**二、井道**

[]1.导轨自动润滑装置工作正常，油量适中；

[]2.井道信息系统工作正常可靠；

[]3.对重反绳轮润滑良好，挡绳装置有效可靠；

[]4.井道照明设施正常工作有效可靠；

[]5.随行电缆及支架，无卡阻、无打结现象；

[]6.补偿装置活动空间符合要求，运行中无碰擦现象；

[]7.端站保护开关有效可靠；

**三、轿厢**

[]1.轿厢照明、紧急照明及通风设施有效可靠；

[]2.轿厢报警装置有效可靠；

[]3.操纵箱按钮动作灵敏，开关有效可靠，信号指示准确清晰；

[]4.安全触板、光电开关或光幕保护门装置动作灵敏，有效可靠；

[]5.自动开门机构运转灵活，噪音低，各种开关动作可靠；

[]6.轿顶无杂物、无积尘、油污；

[]7.轿顶反绳轮保护罩、挡绳装置齐全有效；

[]8.曳引机钢丝绳表面清洁，张力均衡，检查锈蚀及断丝情况；

[]9.曳引机钢丝绳绳头组合装置双螺母锁紧，锁紧销齐全；

[]10.轿顶各个电气开关，动作正确可靠；

[]11.平层装置动作准确可靠；

[]12.超载装置动作灵活可靠；

[]13.导靴工作正常可靠，靴衬间隙正确；

**四、层站**

[]1.各层门及其联动系统，动作轻快，并有适当润滑；

[]2.各层门门锁装置，可靠锁闭，电气联锁符合要求；

[]3.各层门强迫关门装置，动作灵活可靠；

[]4.各层门紧急开锁装置，动作灵活可靠；

[]5.各层站楼层召唤按钮动作灵活可靠，指示清晰，准确无误；

**五、底坑**

[]1.地面无杂物，无积尘、油污；

[]2.底坑检修盒，各开关动作正确无误；

[]3.限速器涨紧装置，润滑适当，距地面高度应符合标准；

[]4.底坑照明有效可靠；

**六、检查出的问题记录：**

**七、整改处理情况：**

**检查维护人员签字：**

**监督检查人员签字： 年月日**

# 设备巡检记录

编码： -JL-07-03 顺序号：

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| --- | --- | --- | --- | --- | --- | --- |
| **序号** | **设备名称** | **规格/型号** | **巡检情况** | **整改情况** | **巡检人** | **巡检时间** |
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保存部门：使用单位 保存期限：三年

# 设备修保记录

编码：-JL-07-04顺序号：

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| **序号** | **设备名称/型号** | **修保日期** | **修保单位** | **修保内容** | **修保质量** | **修保人** | **验收人** |
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保存部门：使用单位： 保存期限：在用期间

# 安全阀定压值审批单

编号：-JL-07-05 单位：

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| 安全阀编号 | | |  | | 所属设备工艺编号及名称 | | | | |  | | | |
| 安全阀型号 | | |  | | 制造厂 | | |  | | 出厂日期 | | | 年月 日 |
| 弹簧号 | | |  | | 定压值 | | | MPa | | 投用日期 | | | 年月 日 |
| 设  备  设  计  条  件 | 温度 | | ℃ | | 设  备  操  作  条  件 | | 温度 | ℃ | | 审  批 | 车间意见 | |  |
| 压力 | | MPa | | 压力 | MPa | | 生产科意见 | |  |
| 介质 | |  | | 介质 |  | | 二级单位主管领导意见 | |  |
| 定压值变更记录 | | | | | | | | | | | | | |
| 日期 | | 操作条件改变 | | | | 变更后定压值MPa | | 车间意见 | 生产科意见 | | | 二级单位意见 | |
| 温度  ℃ | | 压力  MPa | |
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| 安 装 部 位 结 构 简 图 | | | | | | | | | | | | | |

保存期：三年

# 安全阀延检审批单

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| 编号：-JL-07-06填表单位： 机动科编号： | | | | | |
| 设备名称 |  | 安全阀型号 |  | 制造厂 |  |
| 设备位号 |  | 产品编号 |  | 定压值 |  |
| 设备设计压力Mpa |  | 设备操作压力Mpa |  | 投用年月 |  |
| 设备设计温度℃ |  | 设备操作温度℃ |  | 介质名称 |  |
| 所在位置 |  | | | | |
| 申请延检原因 | 填报人：年月日 | | | | |
| 风险评价及风险削减措施 | 专业管理人员：年月日 | | | | |
| 车间审查意见 | 签字： 年月日 | | | | |
| 二级单位审批意见 | 签字： 年月日 | | | | |
| 生产运行部审批意见 | 签字： 年月日 | | | | |
| 其它部门意见 |  | | | | |

保存期：三年

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| 电气高压变配电设备状况统计表 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 编号：-JL-07-07 编制单位： 编制日期： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | **变电所编号** | | | | | **使用单位** | | | **变电所位置** | | | | | **维护单位** | | | | **变压器台数** | | | **变压器型号规格（容量）** | | | **生产厂家** | | | | | **投用时间** | | **高压开关柜台数** | | | **高压开关柜型号规格** | | | **生产厂家** | | | | **投用时间** | | | | |
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|  | 编制人： | | | | |  | | |  | | | | |  | | | |  | | |  | | |  | | | | | 主管领导： | | | | |  | | | 保存期：三年 | | | | | | | | |
| 电气低压变配电设备状况统计表 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 编号：-JL-07-08填报单位：填报日期： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | | | **低压配电室编号** | | | | **使用单位** | | | **设备安装位置** | | | | | **维护单位** | | | | | **母线段数** | | | | | | | **低压柜台数** | | | **低压柜型号规格** | | | **低压柜制造商** | | | | | **低压柜投用时间** | | | | | | **备注** | | | |
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| 7 | | |  | | | |  | | |  | | | | |  | | | | |  | | | | | | |  | | |  | | |  | | | | |  | | | | | |  | | | |
| 8 | | |  | | | |  | | |  | | | | |  | | | | |  | | | | | | |  | | |  | | |  | | | | |  | | | | | |  | | | |
| 9 | | |  | | | |  | | |  | | | | |  | | | | |  | | | | | | |  | | |  | | |  | | | | |  | | | | | |  | | | |
| 10 | | |  | | | |  | | |  | | | | |  | | | | |  | | | | | | |  | | |  | | |  | | | | |  | | | | | |  | | | |
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|  | | | 编制人： | | | | | | |  | | | | |  | | | | | 主管领导： | | | | | | |  | | |  | | |  | | | | | 保存期限:一年 | | | | | | | | | |
| 锅炉工艺设备台帐 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 编号：-JL-07-09 单位：统计日期：年月日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 序号 | 装置名称 | 设备名称 | | | 工艺编号 | | 规格型号及结构特征 | 重量 （t） | | | 主体材质 | | | 炉管 | | 使用条件 | | | | | | | | | | 类 别 | | 炉内衬里材料/厚度 | 制造单位 | | 出厂 日期 | | | 使用 日期 | 数 量 | 档案内容 | | 安全阀 | | | | 燃烧器 | | | | 设备原值（元） | | 设备净值（元） | | | | 设备分类 | 备注 |
| 规格数量 | 材质 | 介质 | | | 压力(Mpa) | | | 温度（℃） | | | | 型 号 | 定压值（Mpa） | | | 型 号 | 数量 | | 燃料种类 |
| 设 计 | 使 用 | | 设计 | | | 使用 |
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| 合计 | | | | | | |  | 台 | | |  | | |  |  |  | | |  |  | |  | | |  |  | |  |  | |  | | |  |  |  | |  |  | | |  |  | |  |  | |  | | | |  |  |
| 说明：档案内容以数字代码填入。1 设备卡片；2 设备设计图；3 设备检修纪录；4 设备运行纪录；5 设备检验报告；6 质量证明书；7 产品合格证；8 试压、试漏记录；9 附机资料；10 制造安装竣工图等。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

审核： 编制： 保存期限：三年

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 容器设备工艺设备台帐 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 编号：-JL-07-10 | | | | | | 单位： | |  | | | | | | |  | |  | |  |  | |  | |  |  | | 统计日期：年月日 | | | | | | | | |
| 序号 | 装置名称 | 设备名称 | 工艺编号 | 规格型号及结构特征 | 容量（m3） | 重量 （t） | 主体材质 | 使用条件 | | | | | 压力容器类别 | 保温材料/厚度 | | 制造单位 | | 出厂 日期 | | | 使用 日期 | | 数 量 | | | 档案内容 | | 安全阀 | | 设备原值（元） | 设备净值（元） | 设备分类 | 备注 |
| 介质 | 压力(Mpa) | | 温度（℃） | | 型 号 | 定压值（Mpa） |
| 设 计 | 使 用 | 设计 | 使用 |
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| 合计 | | | |  | 台 |  |  |  |  |  |  |  |  |  | |  | |  | | |  | |  | | |  | |  |  |  |  |  |  |
| 说明：档案内容以数字代码填入。1 设备卡片；2 设备设计图；3 设备检修纪录；4 设备运行纪录；5 设备检验报告；6 质量证明书；7 产品合格证；8 试压、试漏记录；9 附机资料；10 制造安装竣工图等。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |

审核 ：编制：保存期：三年

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| 起重设备统计表 | | | | | | | | | | | | | | | | | | | | |
| 编号：-JL-07-11 | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 序号 | 所在装置 | 设备位号 | 设备名称 | 规格型号 | 单位 | 数量 | 原值（元） | 净值 （元） | 制造单位 | 生产日期 | 投用日期 | 主电机型号/功率/电压 | 辅助电机型号/功率/电压 | 吊装重量 （吨） | 吊装高度（米） | 注册编号 | 使用证编号 | 设备状况 | 是否在用 | 备注 |
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| 编制：联系电话： 填报日期：年月日 审核：　保存期：三年 | | | | | | | | | | | | | | | | | | | | |
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| 电梯统计表 | | | | | | | | | | | | | |
| 编号：-JL-07-12 | | | | | |  |  |  |  |  |  |  |  |
| 序号 | 使用单位 | 注册代码 | 电梯所在地 | 型 号 | 投用日期 | 数量 | 原值（元） | 净值 （元） | 制造单位 | 投用日期 | 设备状况 | 是否在用 | 备注 |
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|  | 审核： |  | 编制： |  | 年 | 月 | 日 |  |  | 保存期： 一 年 | | | |

# 压力管道延检审批单

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| --- | --- | --- | --- | --- | --- |
| 编号：-JL-07-13填表单位： 顺序号： | | | | | |
| 管道名称 |  | 管道规格(mm) |  | 介质 |  |
| 所在工号 |  | 材质 |  | 投用年月 |  |
| 起止设备名称 |  | 长 度(M) |  | 介质名称 |  |
| 设计压力Mpa |  | 操作压力Mpa |  | 上次检测时间 |  |
| 设计温度℃ |  | 操作温度℃ |  | 本次检测时间 |  |
| 所在位置 |  | | | | |
| 申请延检原因 | 填报人：年月日 | | | | |
| 风险评价及风险削减措施 | 专业管理人员：年月日 | | | | |
| 车间审查意见 | 签字： 年月日 | | | | |
| 二级单位审批意见 | 签字：年月日 | | | | |
| 生产运行部审批意见 | 签字： 年月日 | | | | |
| 其它部门意见 |  | | | | |

保存期：三年

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| 气瓶检验计划 | | | | | | |
| 编号：-JL-07-14 | | | | |  |
| **序 号** | **气 瓶 名 称** | **规 格** | **数 量** | **产 权 归 属** | **托 管 单 位** | **备注** |
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| 锅炉检验计划 编号：-JL-07-15 | | | | | | | | | | | | | |
| **序号** | **使用证编号** | **锅 炉 所 在 地** | **锅炉型号** | **锅炉类型** | **锅炉用途** | **安全附件** | **操 作 条 件** | | | **制 造 厂** | **投用日期** | **下次检验时间** | **备 注** |
| **温度 ℃** | **压力 MPa** | **介质** |
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| 压力容器检验计划 编号：-JL-07-16 | | | | | | | | | | | | | | | | |
| **序号** | **使用证编号** | **所 在 装 置** | **设 备 名 称** | **工艺编号** | **主要规格** | **容 积** | **材 质** | **安全附件** | **操 作 条 件** | | | **容器类别** | **制造厂** | **投用日期** | **下次检验时间** | **备 注** |
| **φ×L×δ** | **温度 ℃** | **压力 MPa** | **介质** |
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| 压力管道检验计划 编号：-JL-07-17 | | | | | | | | | | | | | | | |
| **序号** | **注册代码** | **所 在 装 置** | **管道名称** | **管道编号** | **主要规格** | | | **材 质** | **操 作 条 件** | | | **管道类别** | **投用时间** | **计划检验时间** | **备 注** |
| **直径mm** | **壁厚mm** | **长度m** | **温度 ℃** | **压力 MPa** | **介质** |
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| 安全阀检验计划 编号：-JL-07-18 | | | | | | | | | | | | |
| **序号** | **所在装置** | **所在设备** | **型 式** | **规 格 型 号** | **定压值** | **操 作 条 件** | | | **制 造 厂** | **投用日期** | **下次校验时间** | **备注** |
| **工艺编号** | **MPa** | **温度 ℃** | **压力 MPa** | **介质** |
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| 电梯检验计划 编号：-JL-07-19 | | | | | | | | |
| **序 号** | **注 册 代 码** | **电梯所在地** | **设备名称** | **型 号** | **制 造 厂** | **投 用 日 期** | **下次检验时间** | **备注** |
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| **机动车辆检验计划**  编号：-JL-07-20 | | | | | | | | | | | |
| **序号** | **注册代码** | **设备使用单位** | **设备名称** | **型 号** | **起吊重量（吨）** | **设备编号** | **车 牌 号** | **制 造 厂** | **投用日期** | **下次检验时间** | **备注** |
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| **固定式起重设备检验计划**  编号：-JL-07-21 | | | | | | | | | |
| **序号** | **注册代码** | **设备使用单位** | **设备名称** | **型 号** | **起吊重量（吨）** | **制 造 厂** | **投用日期** | **下次检验时间** | **备注** |
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**变压器运行记录**

编号：-JL-07-22

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| 项目  数据  日期 | 变压器 | | 存在缺陷及整改情况 | 卫生情况 | 签名 | 备注 |
| 油温 | 油位 |
| 月 日 时 |  |  |  |  |  |  |
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| 交班人 |  | |  | | | |
| 接班人 |  | |

保

存期：三年

**高压室运行记录**

编号：-JL-07-23

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| 日期 | 号柜高压电字 | | | | 签名 |
| 有功 | 无功 | 电流 | 电压 |
| 月日时 |  |  |  |  |  |
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| 值班时间 |  | | 本班记事 | | |
| 交班人 |  | |
| 接班人 |  | |

保存期：三年

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| 地 点 | |  | | |
| 用电时间 | | 至 | | |
| 用电设  备 | 名称 |  | |  |
| 总容量 |  | |
| 用电单位 | |  | 有何动火安全手续 | |
| 电负责人 | |  |  | |
| 接线人 | |  |
| 以上负荷于年月 日 时接于 回路,熔丝安 | | | | |

**临时用电票**

:编号：-JL-07-24

保存期：一年