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| **File name**<br>**文件名** | **Special Equipment Operator Management Procedure**<br>**特种设备操作人员管理程序** | |

**Approval process**

**审批过程**

| | **Name**<br>**姓名** | **Title**<br>**职务** |
|---|---|---|
| **Drafted by**<br>**起草人** | Xu Guangxiang 许光祥 | EHS Officer |
| **Reviewed by**<br>**审阅人** | Yigal Cohen;<br>Shaogang Chen陈少刚;<br>Sehoon Park; | PVC & General Director;<br>PVC assistant & Safety coordinator;<br>Academy Safety Representative; |
| **Approved by**<br>**批准人** | | Campus Safety Committee; |

**Reversion records**

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| 01 | 2020-01-01 | New file 新建文件 |
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| 03 | 2025-12-01 | Regular renew 周期审阅更新 |

**Relevant departments** (select relevant departments with a "√")

**相关部门** (用√勾选相关部门)

| Construction Dept.<br>校园建设部 | √ | Operation Dept.<br>校园运营部 | √ | H.R. Dept.<br>人力资源部 | √ |
|---|---|---|---|---|---|
| RIGS<br>研究创新和研究生部 | √ | U.G. Dept.<br>本科教学部 | √ | I.T.Dept.<br>电脑信息部 | √ |

**Relevant documents 相关文件**

**No无**

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Electronic edition ■    Paper edition ☐

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## 1.0 Purpose 目的

The purpose of this procedure is to ensure that laboratory special equipment operators identify and understand the hazards in the use of related special equipment in the laboratory and implement all control measures.
此程序的目的是为了确保实验室特种设备操作人员识别并了解实验室内相关特种设备使用过程中的危险，并实施所有控制措施。

There are many special equipments used in laboratories, including pressure vessels, pressure pipelines, radiation equipment and instruments, which are special experimental equipment in the special equipment category specified by the state.
实验室用特种设备较多，主要有压力容器、压力管道、辐射设备仪器等属于国家明文规定的特种设备范畴的特殊实验设备。

Because there are corresponding unsafe factors in the use of these special equipment, it is necessary to strictly formulate and implement safe use and management.
因为这些特种设备在使用过程中存在相应的不安全因素，需对严格制定和执行安全使用与管理。

## 2.0 Scope 范围

This system applies to all laboratories special equipment related management in GTIIT
本制度适用于广东以色列理工学院内的所有实验室特种设备相关管理。

## 3.0 Responsibilities 职责

Operations-Environmental Safety and Health Department 运营-环境安全健康部门：

- Identify special equipment in the laboratory of the school, and perform registration and management;
  识别学校内部实验室特种设备，并进行登记和管理工作；
- Assist in organizing external and internal training of special operations personnel according to the needs of each laboratory;
  协助根据各实验室需求，组织特种作业人员外部和内部培训工作；
- Management of special operations personnel certificates and specific work arrangements for personnel;
  特种作业人员证件的管理和人员的具体工作安排；

- Assist project management personnel in arranging safety inspection of special equipment on campus.

  协助工程管理人员安排校内特种设备安全检查工作。

**Operations-Engineering Staff 运营-工程管理人员：**

- Responsible for application for registration certificate for safe use of special equipment on campus;

  负责校内特种设备安全使用登记证的申请；

- Responsible for the installation and maintenance of special equipment in the school;

  负责校内特种设备的安装、维护保养；

- Responsible for the safety inspection and regular external annual review and inspection of special equipment on campus;

  负责校内特种设备安全检查和定期外部年审和检验工作；

- Responsible for the evaluation of special equipment installation and maintenance contractor services.

  负责对特种设备的安装、维护保养承包商服务的评估。

## 4.0 Terminology 术语

**Special Equipment** is divided into special electrical equipment and special pressure equipment. And mainly possesses: electric hoisters, forklifts, pressure vessels and pressure pipelines.

According to the special equipment types and requirements required by the relevant management content of the State's "Special Equipment Safety Supervision Regulations", schools must strictly implement the corresponding management requirements.

**特种设备：**分为特种机电设备及特种承压设备，其中特种设备包括：电动葫芦式起重机、电梯、叉车、压力容器、压力管道、辐射设备等。

根据国家《特种设备安全监察条例》相关管理内容要求的特种设备种类和要求，学校均必须严格执行相应的管理要求。

## 5.0 Flow 流程

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5.1    Confirmation of special equipment operators 特种设备作业人员的确认

After purchasing special equipment in the laboratory, inform the EHS department on campus. The EHS department will identify the special equipment attributes and types of the equipment. After it is determined to be special equipment, the equipment shall be registered in accordance with the relevant national regulations, and the operation engineering manager shall be notified to apply for the registration certificate for the use of special equipment;

在实验室购买特殊设备后告知校内EHS部门，EHS部门对设备进行特种设备属性和种类辨识。在确定属于特种设备后，根据国家相关规定进行设备登记，同时告知运营工程管理者，由其进行特种设备使用登记证申请工作；

EHS will determine the corresponding operators according to the actual operating requirements of the laboratory, and arrange training for external special equipment operators to ensure that they can operate the corresponding registered special equipment after obtaining the special equipment operator qualification.

EHS根据实验室实际操作要求，确定相应的操作人员，并安排外部特种设备操作人员培训，确保获取特种设备操作人员资格后方能操作相应登记的特种设备。

5.2    Qualification requirements for special operations personnel 特种作业人员资质要求

Special operations personnel must be educated and trained in special safety technology and operational knowledge. After the relevant state departments have been evaluated, they must obtain the special equipment operation certificate and then hold the certificate. It is strictly forbidden for special equipment operators to work without a certificate.

特种作业人员必须进行过专门的安全技术和操作知识的教育和训练，经过国家有关部门考核合后，取得特种设备《特种作业操作证》后，持证上岗，严禁特种设备作业人员无证上岗。

5.3    Health requirements for special operators 特种作业人员健康要求

Due to the danger of special equipment operations, special operators should avoid accidents caused by diseases and physiological defects, and their health conditions must meet the following requirements:

因特种设备作业的危险性，特种作业人员的应避免疾病和生理缺陷造成事故，健康条件必须符合以下要求：

● Vision must be above 0.8, without color blindness;

视力须在0.8以上, 无色盲;

- No hearing impairment;
  无听觉障碍;

- No epilepsy;
  无癫痫;

- No hypertension;
  无高血压;

- No heart disease;
  无心脏病;

- No dizziness and sudden syncope;
  无眩晕和突发性昏厥等疾病;

- And no corresponding occupational contraindications.
  以及无相应职业禁忌症症状。


**5.4    Certificate management for special operations personnel 特种作业人员的证件管理**

- Operators who have obtained the Special Operation Operation Certificate will be re-examined every three years, and a re-examination will be submitted to the issuing authority 3 months before the validity of the certificate. Those who fail to perform the re-examination or fail the re-examination will be deemed to have invalidated their operation certificate.
  已取得《特种作业操作证》的作业人员，每三年进行一次复审，在证件有效期前3个月向发证机关提出复审，未按期复审或复审不合格的人员视其操作证自行作废。

- The personnel who obtained the qualification for special operations shall give a copy of the certificate to the engineering assistant, and the engineering assistant shall uniformly number and manage the relevant certificates.
  取得特种作业资格的人员应将证件的复印件交给工程助理，工程助理对相关的证件统一进行编号和管理。

- The EHS management staff uniformly arranges the annual review of the special operations personnel of each laboratory, and informs the special equipment operator two months in advance to arrange the time for the annual review and medical examination of the operation certificate.

EHS管理人员统一安排各实验室的特种作业人员的年审工作，并提前两个月提前通知特种设备操作人员安排时间进行操作证年审和体检等工作。

**5.5    Turnover management for special operations personnel 特种作业人员的离职管理**

If a person with a special type of job leaves the company, the operation engineering management staff will include a copy of the certificate of the special type of work in the person's resignation file and keep it for a specified period of time.

若特殊工种人员离职，运营工程管理人员将其特殊工种证书复印件归入该人员的离职档案中，按照规定年限进行保管。

## 6.0 Annex  附件

None  无