

	<b>RESOURCE LIBRARY - TECHNICAL SERVICES</b> <b>Boiler Room Management Procedure</b>	<i>CODE:</i> 07.01.032
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 4

**Purpose:**

**目的**

Ensure the boiler water quality, the boiler operation normally, long life, preventing accidents.  
 确保锅炉用水水质正常，保证锅炉无故障安全的运行，延长使用寿命,防止事故的发生。

**Policy:**

**政策**

Inspection before boiler operation, regularly check the operational status of the boiler and make the transfer of records to maintain the engine room ventilation to ensure clean sanitation.

锅炉运行前的检查，定期定时检查锅炉的运行状况并做好交接记录,保持机房通风换气，确保环境卫生清洁。

**Procedure:**

**程序**

**1 Boiler room management system**

**锅炉房的管理制度**

- 1.1 Boiler room be locked at any time, the key is kept by the administrator on duty, the independent members shall not borrow the keys and match new key is prohibited;  
 机房做到随时上锁，钥匙由当班管理员保管，无关人员不得借用钥匙，不得私自配钥匙；
- 1.2 Strict implementation of the security system, prohibit non-staff into the room;  
 严格执行安全制度，禁止非工作人员进入机房；
- 1.3 Storage of toxic, hazardous materials, smoking is prohibited;  
 机房内严禁存放有毒、有害物品，严禁吸烟；
- 1.4 Keep the engine room ventilation, to ensure the engine room sanitation.  
 保持机房通风换气，确保机房环境卫生清洁。

**2 Boiler room shift system**

**锅炉房交接班制度**

- 2.1 Succession staff 10 minutes earlier o the post, earnestly implement the shift system, shift staff should make shift record make the boiler room maintenance and cleaning of the equipment and environment;  
 接班人员应提前10分钟到岗位，认真执行交接班制度，做好交接班记录交班人员应在交班前完成锅炉房设备和环境的维护和清扫工作；
- 2.2 Succession staff finish shift procedure when no doubt, sign on a running diary, and fill in the shift time, take on the responsibility;  
 接班人员认为无疑后，正式办理交接班手续，同接班者在运行日记上签名，并填上正式交接班时间，承担本值责任；
- 2.3 If any accident or do the important task when shift time, suspend shift, the succession staff

	<b>RESOURCE LIBRARY - TECHNICAL SERVICES</b> <b>Boiler Room Management Procedure</b>	<i>CODE:</i> 07.01.032
		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 4

should take the initiative to assist the shift staff processing until the dealt well, then shift with the consent of the engineer on duty;

在交接班时，若遇到事故或执行重要操作，应暂停交接班，接班人员应主动协助上班人员处理、待操作处理完后，经值班工程师同意后再进行交接班；

- 2.4 Under normal circumstances, shift responsibility boundaries always as signature of both parties, but the cause of the accident is not affected by this retrospective time. The duty staff should be strictly in accordance with the system of convergence.

正常情况下，交接班责任分界时刻以双方签字时间为准，但事故原因追溯不受此时刻限制。值班人员应严格按照制度进行上值与下值之间交接班运行衔接。

### 3 Inspection before boiler operation

#### 锅炉运行前的检查

- 3.1 Boiler water supply pump must exhaust steam prior to initial use, in order to avoid idling the pump and burn;  
 锅炉补水泵在初次使用前务必排汽，以免空转而将泵烧坏；
- 3.2 Checking the gas pressure to meet the requirements;  
 检查燃气压力是否符合要求；
- 3.3 Checking the gas supply line is normal, confirming no gas leaks before start the boiler;  
 检查供气管路是否正常，确认无煤气泄漏后方可启动锅炉；
- 3.4 Soft water tank, make sure turn on the valve after input water;  
 软水箱，确认有水后再打开给水阀；
- 3.5 Check the water level in the boiler is normal, water softener device is working properly, the feed water quality is qualified;  
 检查锅炉内水位是否正常，软水器装置是否正常工作，给水水质是否合格；
- 3.6 Check the equipment, instrumentation, control circuit is normal;  
 检查各仪器、仪表、各控制电路是否正常；
- 3.7 Check the valve is normal switch, safety valve is normal.  
 检查各阀门是否开关正常、安全阀是否正常。

### 4 Precautions during running

#### 运行中的注意事项

- 4.1 Observation fans, pumps and other operation is stable, sound is normal, if unusual, timely shutdown and repair;  
 观察风机、水泵等运行是否平稳，声音是否正常，如有异常，应及时停炉修理；
- 4.2 Observe the gas pressure, hot water temperature and water pressure is normal, if abnormal, should be immediately removed;

	<b>RESOURCE LIBRARY - TECHNICAL SERVICES</b> <b>Boiler Room Management Procedure</b>	<i>CODE:</i> 07.01.032
		<i>EDITION:</i> 1
		<i>PAGE</i> 3 OF 4

观察燃气压力、热水温度以及给水压力是否正常，如有异常，应及时排除；

- 4.3 Observe fluctuations in the water level of the water table, if abnormal, should be excluded and identify the reason;

观察水位表的水位波动是否很大，如有异常，应查明原因后排除；

- 4.4 Any time the combustible gas alarm device alarm shall not activate the boiler or make spark, should immediately shutdown, shut off the main valve to identify the reason and repair;

任何时候可燃气体报警装置报警时，不得启动锅炉或制造火花，应立即停炉，关闭总阀，查明原因后修补漏点；

- 4.5 In the event of Fire cannot burn or suddenly turn off, should not be forced to repeatedly ignition, should identify reasons, troubleshooting before running;

如发生火点不着或运行中突然熄火情况，不应强行多次点火，应查明原因，排除故障后方可运行；

- 4.6 If unable to resolve, should be promptly reported leadership, contact the manufacturer to resolve;

如无法自行解决，应及时汇报领导，联系厂家共同解决；

- 4.7 Periodic regular analysis of water quality, sewage should be based on the results of the examination of water, sewage should be carried out at low loads, and pay attention to the water level.

定期有规律地分析水质情况，应根据水质检查结果进行排污，排污应在低负荷时进行，并注意水位情况。

**5 One of the following conditions, you should shutdown power supply and pull off the boiler emergently**

有下列情况之一时，应拉断锅炉电源进行紧急停炉

- 5.1 All moving parts on boiler stop running, but no fault tips or just a combustion system running while other parts stop working and no fault tips;

锅炉上所有运行部件停止运行，但无故障提示或仅有燃烧系统运行而其它部件停止工作且无故障提示；

- 5.2 Water pump failure or water system failure cannot supply water to the boiler;

水泵失效或水系统故障而不能向锅炉供水；

- 5.3 boiler water level below the water table minimum visible edge;

锅炉水位低于水位表最低可见边缘；

- 5.4 Add water but the water level continues to decline;

不断加水水位仍然继续下降；

- 5.5 Setting gauge or safety valve all the failure;

设置的压力表或安全阀全部失灵；

	<b>RESOURCE LIBRARY - TECHNICAL SERVICES</b> <b>Boiler Room Management Procedure</b>	<i>CODE:</i> 07.01.032
		<i>EDITION:</i> 1
		<i>PAGE</i> 4 OF 4

5.6 Boiler component damage and endanger personal safety.

锅炉元件损坏并危及人身安全。