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Purpose:

目的

To keep the items neat and tidy, the environment clean and dust-free
物品摆放整齐，环境干净无尘。

Policy:

政策

Fully comply with all safety operation, safety requirements and safety guidelines. Ensure that appropriate spare parts available for the use of equipment maintenance of the water supply system.

绝对遵守所有的安全操作,安全规定,安全准则。确保有适当的备件,可供供水系统设备维修使用。

Procedure:

程序

1. A clean work surface, vise clean and free of debris;
工作台面整洁,台钳整洁无杂物;
2. Welding machine power is turned off when not in use, with the wire coil put away and the welding tongs not on the ground;
电焊机在不用时关闭电源,线盘放好,焊钳放好切勿放在地上;
3. Bench drill start checking the power supply is normal, no iron and debris on the rig floor. Do not wear gloves in the operation of Bench drill;
台钻开机检查电源是否正常,钻台上无铁屑和杂物。操作台钻时切勿带手套;
4. Self-protection is necessary in Grinder grinding;
使用砂轮机打磨时注意自我保护;
5. Oxygen, acetylene bottles must be placed hidden. Reducing valve thimble should be loose from the valve when not in use, with the trachea disk and the torch put away, rather than on the ground;
氧气、乙炔瓶,一定放置隐蔽,不用时阀门关闭减压阀顶针松起,气管盘好,割枪放好,切勿放在地上;
6. Waste materials or accessories should be separated neat on the shelves;
货架上废旧材料或配件分开放置保持整齐;
7. Please have the equipment placed neatly, labeled of the missing materials, in order to confirm or change other spare parts, with metal cleaned up;
请各位维修完后把设备摆放整齐,贴上标志缺什么材料或已好,以便确认,把更改或其它配件,铁皮等一并收拾干净;
8. The welding clamp, cable, oxygen acetylene, tubes and torch must be made sure to clean up and put away, with no debris on the ground;
再次强调电焊钳、线,氧气乙炔、管、割枪,一定要收拾放好,地上无杂物干净、整洁;
9. Indoor fire operations must be accompanied by such effective fire prevention measures as fire blanket

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or fire extinguishers;

室内有明火作业,必须落实好灭火毯、灭火器采取有效的防火措施;

10. When mechanical cleaning is done with gasoline, it is necessary to take effective fire prevention measures, of which gasoline and rags not free to leave;
 如用汽油清洗机件时, 必须采取有效的防火措施, 汽油、擦布等不得随意乱放;
11. The specialized person should be responsible for indoor electrical equipment maintenance on a regular basis;
 室内电气设备专人负责, 定期检修;
12. AC power plugs and sockets shall be clearly marked;
 交流电源、插头、插座等须有明显标志;
13. Staff on duty should stick to their posts and may not be absent from duty, keep constant patrol and keep record.
 值班人员要坚守岗位, 不得擅离职守, 要不断巡视, 做好记录。