

质量安全环境管理体系文件状态登记表
Register of Quality & HSE Documentation

Update: 2013-06-04

Item No. 序号	Document No. 文件编号	文件名称	Document Name	Dept. In Charge 主管部门	Rev 版本	Issued Date 发布日期	Remark 备注
A 公司手册 Company's Manual							
1	QHSE/PJ/M00	质量安全环境手册	QUALITY & HSE MANUAL	QA/QC & HSE	5	2013-5-1	无英文版
B 通用程序文件 General Procedure Documents							
2	QHSE/PJ/GP/001	文件控制程序	Document Control Procedure	QA/QC	6	2013-3-20	
3	QHSE/PJ/GP/002	记录控制程序	Record Control Procedure	QA/QC	2	2010-5-1	
4	QHSE/PJ/GP/003	环境因素和危险源识别与评价控制程序	Environmental and Hazard Factor Identification and Estimation Control Procedure	HSE	2	2010-5-20	
5	QHSE/PJ/GP/004	法律法规与其他要求控制程序	Legal and other Requirements Control Procedure	HSE	1	2008-2-20	
6	QHSE/PJ/GP/005	沟通、交流、参与与协商控制程序	Communication, Exchange, Participation and Consultation Control Procedure	QA/QC	1	2008-2-20	
7	QHSE/PJ/GP/006	员工教育培训控制程序	Employee Training Control Procedure	HR	2	2012-5-12	
8	QHSE/PJ/GP/007	危险化学品控制程序	Dangerous Substances/Chemical Control Procedure	Oper.	1	2008-2-20	
9	QHSE/PJ/GP/008	环境运行控制程序	Environmental Operating Control Procedure	HSE	1	2008-2-20	
10	QHSE/PJ/GP/009	危险作业控制程序	Dangerous Working Control Procedure	HSE	1	2008-2-20	
11	QHSE/PJ/GP/010	相关方环境行为与职业健康安全风险控制程序	Interested Party HSE Risk Control Procedure	HSE	1	2008-2-20	
12	QHSE/PJ/GP/011	应急准备和响应控制程序	Emergency Preparedness and Response Control Procedure	HSE	2	2011-5-17	
13	QHSE/PJ/GP/012	内部审核控制程序	Internal Audit Control Procedure	QA/QC	2	2012-5-1	
14	QHSE/PJ/GP/013	环境与安全卫生绩效测量控制程序	HSE performance measurement control procedure	HSE	1	2008-2-20	
15	QHSE/PJ/GP/014	不合格品控制程序	Non-conforming product control procedure	QA/QC	1	2008-2-20	
16	QHSE/PJ/GP/015	合规性评价控制程序	Evaluation of compliance control procedure	HSE	1	2008-2-20	
17	QHSE/PJ/GP/016	事故、事件、不符合、纠正和预防措施控制程序	Incidents Investigation, Non-Conformance, Corrective/Preventive Actions Control Procedure	QA/QC	6	2013-1-20	
18	QHSE/PJ/GP/017	停止作业程序	Stop Work Procedure	HSE	0	2011-3-1	
作废	QHSE/PJ/GP/018	行为基础安全-安全训练观察计划	Behavior-Based Safety Safety Training Observation Program	HSE	0	2011-4-6	
C 部门工作手册 Department's Manual							
19	QHSE/PJ/M01	技术部工作手册	Technical Department Manual	Tech.	2	2013-5-6	无英文版
20	QHSE/PJ/M02	采办部工作手册	Procurement Department Manual	Procu.	4	2012-6-15	
21	QHSE/PJ/M03	操作部工作手册	Operation Department Manual	Oper.	3	2010-4-23	无英文版
22	QHSE/PJ/M04	质检部工作手册	QA/QC Department Manual	QA/QC	5	2012-11-1	
23	QHSE/PJ/M05	设备设施部工作手册	Equipment/Facility Department Manual	E/F	4	2013-5-6	无英文版
24	QHSE/PJ/M06	人力资源部工作手册	HR Department Manual	HR	0	2012-3-20	
25	QHSE/PJ/M07	后勤保障部工作手册	Logistics Support Department Manual	LSD	1	2012-5-6	无英文版
26	QHSE/PJ/M08	健康安全环保部工作手册	HSE Department Manual	HSE	4-2	2011-3-5	
27	QHSE/PJ/M09	场地部工作手册	Yard Department Manual	Yard	4	2013-5-10	无英文版

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作废	QHSE/PJ/M09-1	场地办工作手册	Yard-Office-Manual	Yard	1	2012-5-1	无英文版
28	QHSE/PJ/M09-2	制管车间工作手册	Tubular Workshop Manual	Yard	0	2010-5-1	无英文版
31	QHSE/PJ/M09-3	结构车间工作手册		Yard	0	2013-5-1	无英文版
作废	QHSE/PJ/M09-3	安装车间工作手册	Assembling-Workshop-Manual	Yard	0	2010-5-1	无英文版
作废	QHSE/PJ/M09-4	模块车间工作手册	Module-Workshop-Manual	Yard	1	2010-12-10	无英文版
作废	QHSE/PJ/M09-5	机电车间工作手册	E&I-Workshop-Manual	Yard	0	2010-5-1	无英文版
32	QHSE/PJ/M09-6	配管车间工作手册	Piping Workshop Manual	Yard	0	2011-3-20	无英文版
33	QHSE/PJ/M09-5	起重车间工作手册	Lifting Workshop Manual	Yard	1	2013-5-10	无英文版
作废	QHSE/PJ/M09-8	场地部综合队工作手册	Comprehensive-Workshop-Manual	Yard	0	2010-5-1	无英文版
34	QHSE/PJ/M09-9	场地部建造管理室工作手册	N/A	Yard	0	2012-6-30	无英文版
35	QHSE/PJ/M10	经营市场部工作手册	Business & Marketing Department Manual	B&M	2	2011-5-20	无英文版
36	QHSE/PJ/M12	总经理办公室工作手册	General Manager Office Manual	GM Office	0-0	2012-5-12	
作废	QHSE/PJ/M12	培训部工作手册	Training-Department-Manual	Training	3	2011-6-15	2012-3-1
D 管理文件、作业文件 Management Documents and Work Instructions							
D00 通用管理文件、作业文件 General Management Documents and Work Instructions							
37	QHSE/PJ/WI/Q001	通用项目文件控制程序	General Project Document Control Procedure	QA/QC	6	2013-3-20	中英对照
38	QHSE/PJ/WI/Q002	文件控制印章使用规定	Use Rule of Document Control Seal	QA/QC	1	2010-5-1	
39	QHSE/PJ/WI/Q003	机械完工和预调试管理程序	Mechanical Completion and Commissioning Management Procedure.	QA/QC	0	2011-6-1	中英对照
42	QHSE/PJ/WI/Q004	完工文件控制程序	As-built Document Management Procedure	QA/QC	0	2011-7-14	
43	QHSE/PJ/WI/Q005	监视测量设备控制程序	Monitoring and Measuring Equipment Control Procedure	QA/QC	1	2013-1-24	
	QHSE/PJ/WI/Q006	通用项目材料控制程序					
44	QHSE/PJ/WI/Q007	质量事故、事件调查处理程序	Quality Accident/Incident Investigation and Disposal Procedure	QA/QC	0	2013-1-20	中英对照
45	QHSE/PJ/WI/Q008	分包商管理手册	Subcontractor Management Manual	QA/QC and BM	1	2011-11-10	
	QHSE/PJ/WI/Q009	质量安全奖管理规定					
46	QHSE/PJ/WI/S001	厂内工业气体管理规定	Company Industrial Gas Management Regulation	HSE	1	2011-8-1	
47	QHSE/PJ/WI/S002	特种设备使用安全管理手册		E&F	0	2012-1-13	无英文版
48	QHSE/PJ/WI/S003	安全作业黄金准则		HSE	0	2013-4-7	无英文版
D01 技术部文件 Technical Department's documents							
49	QHSE/PJ/WI01/Q001	标准划线程序	Specification For the Marking	Tech.	0	2006-12-8	
50	QHSE/PJ/WI01/Q002	标准制管工艺	Fabrication for Strucure Piping	Tech.	0	2006-12-8	
51	QHSE/PJ/WI01/Q003	栏杆标准制作工艺	Specification for the Fabrication of handrail	Tech.	0	2006-12-8	
52	QHSE/PJ/WI01/Q004	资料管理指南	Documentation Management Guide	Tech.	2	2013-4-17	
53	QHSE/PJ/WI01/Q005	技术文件的编制与评审	Preparation&Assessment of Technical Document	Tech.	0	2006-12-8	
54	QHSE/PJ/WI01/Q006	ISO管线制图规范/指南	Guidelance/Criterion for Preparation of ISO Drawing	Tech.	0	2006-12-8	
作废	QHSE/PJ/WI01/Q007	IT设备管理规定	IT Equipment Management Regulation	Tech.-	0	2007-8-10	

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作废	QHSE/PJ/WI01/Q008	计算机软件管理规定	Regulation for Computer Management	Tech.	0	2007-8-11	
55	QHSE/PJ/WI01/Q009	临时附件和支撑设计建造程序	Temporary Attachment and Supports Design & Fabrication Procedure	Tech.	0	2007-7-2	
作废	QHSE/PJ/WI01/Q010	在建项目业主IT服务管理规定	IT Service for Clients of Proj	Tech.	0	2008-9-10	
56	QHSE/PJ/WI01/Q011	工程设计制图规范	Engineering Drafting Regulation	Tech.	0	2010-4-30	
57	QHSE/PJ/WI01/Q012	加工设计文件管理程序	Shop Design Document Control Procedure	Tech.	2	2012-5-3	
作废	QHSE/PJ/WI01/Q013	电子信息安全管理手册	Electronic Information Security Management	Tech.	0	2010-6-21	
58	QHSE/PJ/WI01/Q014	现场设计修改控制程序	Site Modification Control Procedure	Tech.	0	2010-6-9	
作废	QHSE/PJ/WI01/Q015	公司网站管理办法	Company Website Management Measure	Tech.	1	2012-6-20	无英文版
作废	QHSE/PJ/WI01/Q016	加密文档解密管理程序	Encryption Management Procedure for Energy	Tech.	0	2010-6-21	
59	QHSE/PJ/WI01/Q017	PDMS设计管理程序	Management Procedure for PDMS Design	Tech.	1	2013-4-3	
60	QHSE/PJ/WI01/Q018	Tekla Structures三维设计工作手册	Tekla Structures 3D Design Manual	Tech.	1	2013-4-17	
61	QHSE/PJ/WI01/Q019	详设分包商管理程序	Management of Detailed Design Subcontractor	Tech.	0	2012-11-19	
62	QHSE/PJ/WI01/Q020	管线试压设备及材料的选用、采购及管理说明	Specification for Selection Purchasing and Management of Piping Pressure Test Equipment	Tech.	0	2013-3-15	
63	QHSE/PJ/WI01/Q022	项目技术协调工作指南		Tech.	0	2013-5-16	无英文版
64	QHSE/PJ/WI01/S001	压力试验安全环境操作规程	Pressure Test Safety and Environment Protection Specification	Tech.	1	2008-2-20	
65	QHSE/PJ/WI01/S002	临时吊耳系列（40T及以下）制造及使用规范	Temporary Padeye Series (40T and below) Fabrication and Application Regulation	Tech.	2	2012-4-1	
66	QHSE/PJ/WI01/S003	脚手架使用维护管理规定	Scaffolds Usage, Maintenance and Management Regulation	Tech.	3	2012-5-23	
67	QHSE/PJ/WI01/S004	水平生命线使用管理规定	Rules for Using Horizontal Lifeline	Tech.	0	2012-8-23	
D2 采办部文件 Procurement Department's documents							
68	QHSE/PJ/WI02/Q001	业主来料物质管理操作规程	Client's Incoming Materials Manager	Procu.	0	2009-7-29	
69	QHSE/PJ/WI02/Q002	询比价管理操作规程	Price Enquiry and Comparison Operation Process	Procu.	0	2010-1-27	
70	QHSE/PJ/WI02/Q003	进出口操作流程	Import and Export Operation Process	Procu.	0	2010-5-27	
71	QHSE/PJ/WI02/Q004	手册核销及退运控制程序	Manual Verification and Returning Control Procedure	Procu.	0	2010-11-11	
72	QHSE/PJ/WI02/Q005	项目出口数据制定流程	Formulation Process of Project Export Data	Procu.	0	2010-11-11	
作废	QHSE/PJ/WI02/Q006	合格供应商资格评审文件管理办法	Regulation on Qualification Appraisal	Procu.	0	2011-5-9	无英文版
73	QHSE/PJ/WI02/Q007	工具管理规程	Tools Management Regulation	Procu.	1	2011-7-26	
74	QHSE/PJ/WI02/Q008	进出口报关程序	Import and Export Customs Clearance Procedure	Procu.	0	2010-12-29	
75	QHSE/PJ/WI02/Q009	物料保管保养管理规定	Materials Handling & Preservation Procedure	Procu.	1	2012-1-1	
76	QHSE/PJ/WI02/Q010	采办部资料管理规定	Procurement Department Document Management Regulation	Procu.	0	2011-4-12	

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77	QHSE/PJ/WI02/Q011	仓库物料标识程序	Warehouse Marking System Management	Procu.	0	2011-4-12	
78	QHSE/PJ/WI02/Q012	仓库先进先出管理规定	FIFO Procedure	Procu.	0	2011-4-12	
79	QHSE/PJ/WI02/Q013	进口材料办理免除关税管理规定	Operation Rule for Exemption from Customs Duties of Imported Materials & Equipments	Procu.	0	2011-6-2	
80	QHSE/PJ/WI02/Q014	采办部投标工作程序	Tender Procedure of Procurement Department	Procu.	0	2011-6-30	
81	QHSE/PJ/WI02/Q015	物料编码手册	Material Coding Manual	Procu.	0	2011-7-13	
82	QHSE/PJ/WI02/Q016	设备验收管理程序	Equipment Receiving Inspection Management Procedure	Procu.	0	2011-7-27	无英文版
83	QHSE/PJ/WI02/Q017	项目余料及呆滞物料管理办法	Management of Project Leftover Materials and Excessive Stock	Procu.	0	2011-8-5	
84	QHSE/PJ/WI02/Q018	供应商现场审核程序	Supplier Site Audit Procedure	Procu.	1	2012-8-20	
85	QHSE/PJ/WI02/Q019	供应商质量信息反馈管理程序	Management Procedure for Supplier Quality Information Feedback	Procu.	0	2012-3-30	
86	QHSE/PJ/WI02/Q020	供应商质量进度控制外派人员操作规程	Operating Rules for Expatriates of Quality Schedule Control on Suppliers	Procu.	0	2012-3-26	
87	QHSE/PJ/WI02/Q021	采购合同控制及催办程序	Purchase Order Control and Expedite Procedure	Procu.	0	2012-6-20	
88	QHSE/PJ/WI02/Q022	CFRE采办操作流程	CFRE Procurement Procedures	Procu.	0	2012-6-15	
89	QHSE/PJ/WI02/Q023	国外自采物料进口操作程序	Import Procedures of Self-imported Foreign Materials	Procu.	0	2012-3-30	
90	QHSE/PJ/WI02/Q024	材料申请单提单规则		Procu.	0	2012-4-1	无英文版
作废	QHSE/PJ/WI02/QS001	气体系管理操作规程	N/A	Procu.	0	2009-12-8	2011-4-25
91	QHSE/PJ/WI02/Q026	供应商管理手册	Supplier Management Manual	Procu.	1	2013-3-20	
92	QHSE/PJ/WI02/Q027	进口清关费用参考文件		Procu.	0	2012-11-26	无英文版
93	QHSE/PJ/WI02/SE001	危化品泄漏应急预案	Dangerous Chemical Leaking Response Procedure	Procu.	1	2010-6-30	
94	QHSE/PJ/WI02/E001	废物收集、标识、贮存和处理管理规定	Waste collection, identifying, storage and handling regulation	Procu.	2	2011-5-9	
95	QHSE/PJ/WI02/S001	仓库安全管理规定	Warehouse Safety Management Regulation	Procu.	1	2008-2-20	
作废	QHSE/PJ/WI02/S002	气瓶安全检查规定	N/A	Procu.	0	2010-7-13	2011-4-25
D3 操作部文件 Operation Department's documents							
96	QHSE/PJ/WI03/Q001	项目费用管理程序	Project Cost Management Procedure	Oper.	1	2011-4-25	
作废	QHSE/PJ/WI03/Q002	统计管理制度	Statistic Management Procedure	Oper.	0	2006-12-8	
97	QHSE/PJ/WI03/Q003	计划工作程序	Plan Operation Procedure	Oper.	1	2011-9-26	无英文版
98	QHSE/PJ/WI03/Q004	蓬莱场地码头及外来船舶停靠管理	Penglai Jutal Jetty and ship mooring Management Procedure	Oper.	2	2011-4-1	无英文版
99	QHSE/PJ/WI03/Q005	项目管理程序	Project management procedure	Oper.	0	2006-12-8	
100	QHSE/PJ/WI03/E001	节约使用生产资料制度	Materials Saving Regulation	Oper.	1	2010-8-16	无英文版
作废	QHSE/PJ/WI03/S001	打砂、喷漆安全操作规程	Blasting & Painting Safety Operation Specification	Oper.	0	2006-12-8	撤销
101	QHSE/PJ/WI03/S002	生产项目安全管理规定	Project Safety Management Regulation	Oper.	0	2006-12-8	

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102	QHSE/PJ/WI03/S003	码头安全管理规定	Jetty Safety Management Regulation	Oper.	1	2010-7-14	
103	QHSE/PJ/WI03/S004	水上作业安全管理规定	Over Water Operation Safety Management Regulation	Oper.	1	2008-1-14	
104	QHSE/PJ/WI03/S005	外租设备安全管理规定	Out-hired Equipment Safety Management Regulation	Oper.	0	2006-12-8	
105	QHSE/PJ/WI03/S006	现场管理规定	Site management regulation	Oper.	0	2006-12-8	
作废	QHSE/PJ/WI03/S007	架子工安全操作规程	Scaffolding Erector Safety Operation Specification	Oper.	0	2010-5-15	转移
D4 质检部文件 QA/QC Department's documents							
作废	QHSE/PJ/WI04/Q001	测量仪器检查程序	Calibration Procedure for Surveying Instrument	QA/QC	0	2006-12-8	2012-2-27
106	QHSE/PJ/WI04/Q001	焊机校准程序	Calibration Procedure of Welding Machines	QA/QC	0	2013-3-13	中英文版
107	QHSE/PJ/WI04/Q002	通用焊接材料控制程序	General Welding Consumable Control Procedure	QA/QC	4	2013-3-19	中英对照
108	QHSE/PJ/WI04/Q003	NDT分包商管理制度	NDT Subcontractor Management Procedure	QA/QC	1	2008-2-20	
109	QHSE/PJ/WI04/Q004	NDT人员培训、考核和资格认证书面实施细则	Written practice for training, examination, qualification and certification of NDT personnel	QA/QC	0	2007-10-11	
110	QHSE/PJ/WI04/Q005	焊工胸牌管理程序	Welder Name Badge Control Procedure	QA/QC	3	2012-9-10	
111	QHSE/PJ/WI04/Q006	焊工考试及焊工资质管理程序	Welder & Welding Operators Qualification Test and Certificates Control Procedure	QA/QC	4	2012-9-10	
112	QHSE/PJ/WI04/Q007	分包商焊工考试考核及焊工资质管理程序	Welder & Welding Operators Qualification Test, Evaluate and Certificates Control Procedure for Subcontractors	QA/QC	4	2012-9-10	
作废	QHSE/PJ/WI04/Q009	质量事故调查处理程序	Quality Accident Investigation And Disposal Procedure	QA/QC	0	2010-5-1	
113	QHSE/PJ/WI04/Q009	材料验收质量问题定义和分类标准	Definition and Classification Standard for Quality Issues in Material Receiving Examinations	QA/QC	0	2012-9-10	
	QHSE/PJ/WI04/Q010	材料质量控制分类/分级					
114	QHSE/PJ/WI04/Q011	不锈钢材料控制程序	Stainless Steel Material Control Procedure	QA/QC	0	2012-2-15	
115	QHSE/PJ/WI04/SE001	放射性同位素事故应急预案	Radioactive Isotope Emergency Response Procedure	QA/QC	0	2006-12-8	
116	QHSE/PJ/WI04/S001	NDT操作、管理程序	NDT Operation and Management Procedure	QA/QC	0	2006-12-8	
117	QHSE/PJ/WI04/S002	NDT表面探伤安全操作规程	Safety Requirement for NDT Surface Inspection	QA/QC	0	2006-12-8	
118	QHSE/PJ/WI04/S003	射线作业安全操作规程	Radiography Operation Safety Specification	QA/QC	0	2006-12-8	
D5 设备设施部文件 Equipment&Facility Department's documents							
119	QHSE/PJ/WI05/Q001	维修备件、材料及油料管理程序	Maintenance Spare Part, Material and Fuel Management Procedure	E&F	0	2011-4-1	无英文版
120	QHSE/PJ/WI05/Q002	设备保养制度	Equipment and Facility Maintenance Procedure	E&F	1-11	2012-11-1	无英文版
121	QHSE/PJ/WI05/Q004	基础设施报修及维护管理程序	Infrastructure Repair and Maintenance Management Procedure	E&F	1	2012-10-29	无英文版
122	QHSE/PJ/WI05/Q006	设备报修管理制度	Equipment reporting to repair management regulation	E&F	1	2012-8-22	无英文版

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Item No. 序号	Document No. 文件编号	文件名称	Document Name	Dept. In Charge 主管部门	Rev 版本	Issued Date 发布日期	Remark 备注
122	QHSE/PJ/WI05/SE001	新建(装)、改建、扩建设施、设备安全卫生及环境保护管理程序	Newly Built(Installed) Facility, Equipment Safety & Environmental Protection Management Procedure	E&F	1	2008-4-25	无英文版
123	QHSE/PJ/WI05/SE002	场地动土、开挖、回填管理程序	Site Ground-breaking, Excavation and Backfilling Management Procedure	E&F	0	2011-2-25	无英文版
124	QHSE/PJ/WI05/E001	节约用水制度	Water Conservation Procedure	E&F	0	2006-12-8	
125	QHSE/PJ/WI05/E002	节约用电制度	Electricity Conservation Procedure	E&F	1	2012-3-28	无英文版
作废	QHSE/PJ/WI05/S001	电气作业安全操作规程	Electrical Safety Operation Regulation	E&F	0	2006-12-8	2010.8.23 作废
126	QHSE/PJ/WI05/S002	设备安全操作规程	Equipment Safety Operation Regulation	E&F	1-16	2013-5-10	
127	QHSE/PJ/WI05/S003	特种设备安全操作规定	Special Equipment Safety Operation Regulation	E&F	1	2008-2-25	
128	QHSE/PJ/WI05/S004	厂区内设备设施防雷击管理规定	Lightning strike Management for Equipment and Facility within Yard	E&F	0	2006-12-8	
129	QHSE/PJ/WI05/S005	安全供电工作制度	Safety Power-supply System	E&F	0	2006-12-8	
130	QHSE/PJ/WI05/S006	用电安全管理规定	Power utilization Safety Management Specification	E&F	1	2010-8-24	无英文版
作废	QHSE/PJ/WI05/S007	电工安全操作规程	Electrician Safety Operation Specification	E&F	0	2006-12-8	2010.8.23 作废
131	QHSE/PJ/WI05/S008	机加工工人安全操作规程	Machining Worker Safety Operation Specification	E&F	0	2006-12-8	
132	QHSE/PJ/WI05/S009	设备大修安全操作规定	Equipment Major Overhaul Safety Operation Regulation	E&F	1	2008-2-18	
作废	QHSE/PJ/WI05/S010	临时用电安全管理规定	Regulation of Temporary Power Supply	E&F	1	2007-3-25	2010.8.23 作废
133	QHSE/PJ/WI05/S011	钳工作业安全操作规程	Locksmith Safety Operation Regulation	E&F	0	2006-12-8	
作废	QHSE/PJ/WI05/S012	设备报修管理制度	Equipment reporting to repair management regulation	E&F	1	2012-8-22	无英文版
作废	QHSE/PJ/WI05/S013	压力管道安全使用管理规定	N/A	E&F	2	2010-3-10	2011.4.29 作废
D6 人力资源部文件 HR Department's documents							
134	QHSE/PJ/WI06/Q001	职位说明书汇编	Compilation of Job Description	HR	1	2010-4-1	
作废	QHSE/PJ/WI06/Q002	行政车辆使用管理规定	Administrative Vehicles Usage Management Regulation	HR	0	2009-10-22	无英文版
作废	QHSE/PJ/WI06/Q003	办公用品管理规定	Office Supplies Management Regulation	HR	0	2009-10-22	无英文版
135	QHSE/PJ/WI06/Q004	外派/外聘培训管理规定	Assignment External Training Management Regulation	HR	1	2012-5-30	无英文版
136	QHSE/PJ/WI06/Q005	人力资源教育培训实施细则	Implementation Rules of Human Resources Education and Training	HR	0	2011-3-21	无英文版
137	QHSE/PJ/WI06/Q006	招聘、录用管理相关规定	N/A	HR	0	2012-5-30	无英文版
138	QHSE/PJ/WI06/Q007	内训讲师管理细则	N/A	HR	0	2012-5-30	无英文版
139	QHSE/PJ/WI06/Q009	持证上岗管理办法	N/A	HR	0	2012-4-24	无英文版
140	QHSE/PJ/WI06/Q011	员工争议申诉处理程序	N/A	HR	0	2012-6-1	无英文版
141	QHSE/PJ/WI06/Q012	员工关系维护管理办法	Employee Relationship Management Measure	HR	1	2012-10-17	
142	QHSE/PJ/WI06/Q013	外籍人员突发事件应急预案	N/A	HR	0	2012-10-20	无英文版
143	QHSE/PJ/WI06/Q014	反商业贿赂管理程序	N/A	HR	0	2012-10-15	无英文版
150	QHSE/PJ/WI06/Q015	童工拯救控制程序	N/A	HR	0	2012-10-15	无英文版

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151	QHSE/PJ/WI06/Q017	员工诫勉谈话试行办法	N/A	HR	0	2013-4-17	无英文版
作废	QHSE/PJ/WI06/E004	节约使用办公及生活用品制度	Office and Living Materials Conservation Procedure	HR	2	2008-9-25	
152	QHSE/PJ/WI06/S001	职工健康管理规定	Staff Health Management Regulation	HR	3	2008-9-25	
作废	QHSE/PJ/WI06/S002	办公场所安全卫生管理规定	Office Area Safety and Hygiene Management Regulation	HR	2	2008-1-8	
作废	QHSE/PJ/WI06/S003	交通车辆安全管理规定	Traffic Vehicles Safety Management Regulation	HR	1	2007-8-8	
D7 后勤保障部文件 Logistics Support Department's documents							
153	QHSE/PJ/WI07/Q002	快件运输业务管理规定		LSD	0	2013-5-6	
154	QHSE/PJ/WI07/S001	职工食堂安全卫生管理规定	Dining Room Working Safety Management Regulation	LSD	0	2007-12-2	无英文版
155	QHSE/PJ/WI07/S002	职工宿舍安全卫生管理规定	Employee Dormitory Safety and Hygiene Management Regulation	LSD	0	2007-12-2	无英文版
156	QHSE/PJ/WI07/S003	食物饮水中毒应急预案	Food/water toxicosis emergency plan	LSD	1	2011-7-14	无英文版
157	QHSE/PJ/WI07/S004	职工生活区停放车辆管理规定	Employee Living Area Parking Management Regulation	LSD	0	2007-12-2	无英文版
158	QHSE/PJ/WI07/S005	职工生活区娱乐室管理规定	Employee Living Area Entertainment Room Management Regulation	LSD	0	2007-12-2	
159	QHSE/PJ/WI07/S006	职工生活区洗衣房管理规定	Employee Living Area Laundry Management Regulation	LSD	0	2007-12-2	
160	QHSE/PJ/WI07/S007	职工生活区锅炉房安全管理规定	Employee Living Area Boiler Room Safety Management Regulation	LSD	0	2007-12-2	
161	QHSE/PJ/WI07/S008	后勤保障部库房管理规定	Logistics Support Department Warehouse Management Regulation	LSD	0	2007-12-2	
162	QHSE/PJ/WI07/S009	食堂财务管理规定	Dining Room Finance Management Regulation	LSD	0	2007-12-2	
163	QHSE/PJ/WI07/S010	食堂设备安全操作管理规定	Safety Operation of Dining Room Equipment Management Regulation	LSD	0	2007-12-2	无英文版
164	QHSE/PJ/WI07/S011	食堂原料验收、入库管理规定	Dining Room Raw Materials Receiving Inspection and Storage Management Regulation	LSD	0	2007-12-2	
165	QHSE/PJ/WI07/S012	生活区宿舍楼火灾应急预案	Dormitory of Employee Living Area Fire Emergency Plan	LSD	0	2010-5-25	无英文版
D8 安保部文件 HSE Department's documents							
166	QHSE/PJ/WI08/SE001	健康、安全、环境目标、指标和管理方案管理程序	HSE Objectives, Targets and Program Management Procedure	HSE	0	2006-12-8	
167	QHSE/PJ/WI08/SE002	防灾减灾应急预案	Prevention Nature Disaster Emergency Plan	HSE	2	2010-4-20	无英文版
168	QHSE/PJ/WI08/SE003	火灾爆炸事故应急预案	Fire & Bombing Accident Emergency Response Procedure	HSE	1	2010-4-20	无英文版
169	QHSE/PJ/WI08/SE004	通用HSE管理规定	General HSE Management Regulation	HSE	1	2008-2-20	
170	QHSE/PJ/WI08/SE005	防暴雪应急预案	Blizzard Emergency Plan	HSE	0	2010-1-21	
171	QHSE/PJ/WI08/SE006	噪声监控与听力保护程序	Noise Monitoring and Hearing Conservation Procedure	HSE	1	2012-12-20	
172	QHSE/PJ/WI08/E001	环境污染事故应急预案	Environmental Pollution Emergency Preparedness	HSE	0	2006-12-8	
173	QHSE/PJ/WI08/S001	工作安全分析程序	Job Safety Analysis Procedure	HSE	2	2009-10-15	
174	QHSE/PJ/WI08/S002	起重索具及机具管理规定	Lifting and Rigging Equipment Management Regulation	HSE	2	2010-10-6	

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175	QHSE/PJ/WI08/S003	急救站管理规定	First Aid Station Management Regulation	HSE	0	2006-12-8	
176	QHSE/PJ/WI08/S004	特种作业人员管理规定	Special Trade Operator Management Specification	HSE	1	2011-9-27	无英文版
177	QHSE/PJ/WI08/S005	作业场所职业卫生管理规定	Work Area Occupational Hygiene Management Specification	HSE	0	2006-12-8	
178	QHSE/PJ/WI08/S006	人员伤亡事故应急预案	Personnel Casualty Response Procedure	HSE	0	2006-12-8	
179	QHSE/PJ/WI08/S007	作业许可管理程序	Work Permission Management Procedure	HSE	2	2010-7-12	
180	QHSE/PJ/WI08/S008	高空作业事故应急预案	Working at Height Accident Emergency Response Procedure	HSE	0	2006-12-8	
181	QHSE/PJ/WI08/S009	消防安全管理规定	Fire-fighting Safety Management Specification	HSE	2	2010-5-18	
182	QHSE/PJ/WI08/S010	个人劳动防护用品管理规定	Personnel Protective Equipment Management Regulation	HSE	4	2011-1-10	
183	QHSE/PJ/WI08/S011	吊装作业管理规定		HSE	2	2013-2-28	无英文版
184	QHSE/PJ/WI08/S012	特种设备重特大生产安全事故应急救援预案	Major Production Safety Accidents of Special Equipment Emergency Response Plan	HSE	0	2010-5-27	无英文版
185	QHSE/PJ/WI08/S013	挂牌上锁程序	Lock-out/Tag -out Procedure	HSE	0	2011-4-26	
186	QHSE/PJ/WI08/S014	传染病疫情应急预案	Emergency Plan to Infectious Disease	HSE	0	2011-5-1	
187	QHSE/PJ/WI08/S015	保安管理程序	Security Management Procedure	HSE	0	2012-2-1	
作废	QHSE/PJ/WI08/S016	听力保护医疗监护程序	Hearing Conservation Medical Surveillance Program	HSE	0	2012-6-10	无中文版
188	QHSE/PJ/WI08/S017	酒精和违禁药品监控管理规定	Alcohol and Illegal Drug Management Regulation	HSE	1	2012-11-29	
D9 场地部文件 Yard Department's documents							
189	QHSE/PJ/WI09/Q001	余料分级管理规定	Classification Management of Surplus Materials	Yard	2	2010-11-18	
作废	QHSE/PJ/WI09/Q002	设备及仪表保护管理规定	Management regulation for equipment and instrument protection	Yard	0	40247	2013-4-9作废
190	QHSE/PJ/WI09/Q003	管线保护管理规定	Management Regulation for Piping Protection	Yard	0	2010-3-10	
191	QHSE/PJ/WI09/Q004	场地分包商（劳务）管理办法	N/A	Yard	0	2011-11-20	无英文版
192	QHSE/PJ/WI09/Q005	场地质量问题分析调查流程	Yard Quality Issues Investigation Flow	Yard	0	2011-12-8	
193	QHSE/PJ/WI09/Q006	物料交接管理规定	The Regulation of Materials Handing-over and Taking-over	Yard	0	2013-6-1	无英文版
作废	QHSE/PJ/WI09/Q006	油漆构件保护管理规定	N/A	Yard	0	41095	2013-4-9作废
194	QHSE/PJ/WI09/Q007	返工、怠工统计及调查改进程序	N/A	Yard	0	2012-7-20	无英文版
作废	QHSE/PJ/WI09/S001	打砂喷漆安全操作规程	Blasting & Painting Safety Operation Specification	Yard	0	40695	2013-4-9作废
195	QHSE/PJ/WI09/S002	动力（电力/气动）工具安全操作规程	Power (Electrical/Pneumatic) Tools Safety Operation Specification	Yard	2	2007-5-28	
196	QHSE/PJ/WI09/S003	电/气焊工安全操作规程	Electrical/Gas Welding Safety Operation Specification	Yard	1	2008-2-20	
197	QHSE/PJ/WI09/S004	铆工安全操作规程	Fitter Safety Operation Regulation	Yard	1	2008-2-20	
作废	QHSE/PJ/WI09/S005	气瓶使用安全操作规程	Gas Cylinder Usage Safety Operation Specification	Yard	0	2006-12-8	2011-5-3作废
198	QHSE/PJ/WI09/S006	手动工具安全操作规程	Manual Tools Safety Operation Specification	Yard	0	2006-12-8	
199	QHSE/PJ/WI09/S007	场地安全文明生产管理规定	Yard Safety Civilized Production Management Regulation	Yard	0	2006-12-8	

质量安全环境管理体系文件状态登记表
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200	QHSE/PJ/WI09/S008	起重工安全操作规程	Rigger Safety Operation Regulation	Yard	0	2006-12-8	
198	QHSE/PJ/WI09/S009	架子工安全操作规程	Scaffolding Erector Safety Operation Specification	Yard	0	2013-5-10	无英文版
作废	QHSE/PJ/WI09/S009	架子工安全操作规程	Scaffolding Erector Safety Operation Specification	Yard	1	2008-2-20	作废, 划归操作部
作废	QHSE/PJ/WI09/S010	物料交接管理规定	The Regulation of Materials Handing-over and Taking-over	Yard	0	2009-10-1	
199	QHSE/PJ/WI09/S011	厂内机动车辆驾驶员安全操作规程	Vehicle Driver's Safety Operation Regulation Within company	Yard	1	2008-2-20	
作废	QHSE/PJ/WI09/S012	气瓶搬运安全操作规程	Gas Cylinder handling safety Operation Specification	Yard	1	2008-2-20	2011.5.3作废
200	QHSE/PJ/WI09/S013	夜间作业安全管理规定	Night Operation Safety Management Regulation	Yard	0	2006-12-8	
201	QHSE/PJ/WI09/S014	高处作业安全管理规定	Working at Heights Management Specification	Yard	2	2011-9-25	无英文版
202	QHSE/PJ/WI09/S015	交叉作业安全管理程序	Cross Work Safety Management Procedure	Yard	1	2008-2-20	
203	QHSE/PJ/WI09/S016	吊车司机安全管理规定	Lifting Equipment Driver Safety Management Regulation	Yard	0	2006-12-8	
204	QHSE/PJ/WI09/S017	管件堆码管理规定	Pipe Piling Management Regulation	Yard	0	2006-12-8	
205	QHSE/PJ/WI09/S018	焊接车间粉尘、烟尘防护管理规定	Welding Workshop Dust and Smoke Protection Management Regulation	Yard	1	2008-2-20	
206	QHSE/PJ/WI09/S019	恶劣天气室外作业管理规定	Bad Weather Outdoor Working Management Regulation	Yard	1	2008-2-20	
作废	QHSE/PJ/WI09/S020	生产现场气带安全管理规定	Production Field Air-Hose Safety Management Regulation	Yard	0	2008-2-20	2011.5.3作废
207	QHSE/PJ/WI09/S021	吊机滑轮设备安装操作规程	The Regulation of Crane Sheaves and Equipments Installation	Yard	0	2009-10-1	
208	QHSE/PJ/WI09/S022	管工安全操作规程	Pipe Fitter Safety Operation Specifications	Yard	0	2009-5-18	
作废	QHSE/PJ/WI09/S023	电焊工安全操作规程	E&I worker Safety Operation Specification	Yard	1	40704	2013-4-9作废
作废	QHSE/PJ/M09Y	预处理车间管理手册		Yard	0	2007-10-8	改为综合队工作手册
D10 经营市场部文件 Business & Marketing Department's documents							
209	QHSE/PJ/WI10/Q001	投标管理程序	Tender management procedure	B&M	1	2008-2-20	无英文版
210	QHSE/PJ/WI10/Q002	分包管理程序	Subcontracting Management Procedure	B&M	5	2011-10-25	无英文版
211	QHSE/PJ/WI10/Q003	合同管理程序	Contracts management procedure	B&M	0	2006-12-8	无英文版
212	QHSE/PJ/WI10/Q004	客服管理程序	Customer Service Management Procedure	B&M	0	2006-12-8	无英文版
D11 财务部 Fiance Department's documents							
213	QHSE/PJ/WI11/001	研发支出管理程序	Research&Development Expenditures Management Regulation	Finance	0	2009-10-1	
214	QHSE/PJ/WI11/002	出口货物退(免)税管理程序	ExportTaxRefund (Exemption) Management Regulation	Finance	0	2009-10-1	
215	QHSE/PJ/WI11/003	保险投保与索赔管理制度		Finance	0	2011-11-28	
D12 总经理办公室 GM Office's documents							
216	QHSE/PJ/WI12/Q001	行政车辆使用管理规定	Administrative Vehicles Usage Management Regulation	GM Office	1-0	2012-4-18	
217	QHSE/PJ/WI12/S001	行政车辆安全管理规定	Administrative Vehicles Safety Management Regulation	GM Office	2-0	2012-4-18	