Cladding Technology Shanxi Co., Ltd

HSE Special Safety Inspection Record

I. Basic Inspection Information (Integrating Standardized and Core Business Elements)

Item	Content to Be Filled (Differentiating Special Types and Clarifying Business Relevance)
Document No.	CLADDING-HSE-PD-52
Inspection Type	□ Holiday Inspection (□Spring Festival □National Day □Mid-Autumn Festival □Others: _____) □ Seasonal Inspection (□Spring Lightning Protection □Summer Heatstroke Prevention □Autumn Fire Prevention □Winter Freezing Prevention □Others: _____) □ Special Governance Inspection (□Hazardous Chemicals □Electrical Safety □Fire Safety □Others: _____)
Inspection Time	Inspection Date: ____ Year ____ Month ____ DayInspection Period: From ____ Hour ____ Minute to ____ Hour ____ MinuteTotal Duration: _____ Hours
Inspection Theme	(Shall be in line with business scenarios, e.g., "Pre-National Day Special Inspection on Hazardous Chemical Control in Warehousing Area + Equipment Shutdown in Loading and Unloading Area", "Summer Special Inspection on Heatstroke Prevention in Maintenance Workshop + Electrical Overheating Prevention")
Inspection Basis	① □Annual Inspection Plan □Superior Document Requirements □Seasonal Characteristics □Others: _____ (e.g., "Company HSE Special Inspection Management System") ② "HSE On-Site Emergency Response Card (V2.0)",

	"Special Equipment Shutdown and Maintenance Regulations", "Hazardous Chemical Storage Specifications"
Inspection Scope	(Clearly specify specific areas / locations and associate with business modules) □ Warehousing Area (Hazardous Chemical Storage Area / General Materials Area / Temperature and Humidity Sensitive Area) □ Loading and Unloading Operation Area (Forklifts / Cranes / Loading and Unloading Platforms) □ Equipment Maintenance Workshop (Electrical Cabinets / Precision Equipment / Chemical Storage) □ Equipment Installation Site (Scaffolding / Temporary Electricity / High-Altitude Working Surfaces) □ Auxiliary Facilities (Power Distribution Room / Hazardous Waste Warehouse / Emergency Materials Warehouse / Drainage System)
Inspection Team Information	Inspection Team Leader: (Name and Position: _____, Qualification: HSE Engineer / Registered Safety Engineer)Inspection Team Members: (Name and Position: _____), (Name and Position: _____)
Inspected Unit / Accompanying Personnel	Inspected Unit / Department: (e.g., Warehousing Department / Transportation Department / Equipment Department)Accompanying Personnel: (Name and Position: _____, Responsible for On-Site Guidance and Information Connection)

II. Core Content of Special Inspection (Integrated by "Special Type + Business Field", Covering All Scenarios)

(I) Holiday Special Safety Inspection (Applicable Before Major Holidays, Focusing on "On-Duty + Control + Shutdown")

Serial No.	Inspection Item	Inspection Content and Standards (In Line with Business Scenarios)	Inspection Result (□Compliant □Non-Compliant)	Existing Problems (Recorded by Area)	Rectification Requirements (Clarifying Responsibility and Time Limit)
1	On-Duty Arrangement	① Complete on-duty		(e.g., "Only 1 person on	① Supplement on-duty personnel in the

		schedule for key positions (hazardous chemical post in warehousing area, power distribution room, security), with ≥2 persons per shift (1 person in charge + 1 assistant); ② On-duty personnel have received special training (including emergency response, equipment start-stop) and hold certificates for post (e.g., power distribution room on-duty certificate, hazardous chemical administrator certificate); ③ 24-hour unobstructed contact information for on-duty personnel, posted in the on-duty room		duty in the hazardous chemical area of the warehousing area, no assistant; The certificate of the power distribution room on-duty personnel expired 3 months ago")	hazardous chemical area to 2 persons per shift; ② Arrange re-training for personnel with expired certificates within 3 days, and replace them with certified personnel before they pass the training; ③ Responsible Departments: Human Resources Department + Inspected DepartmentCompletion Time: 48 hours before the holiday

2	Emergency Preparation	① Emergency materials (fire extinguishers, absorbent cotton, first-aid kits) supplemented to twice the daily amount, stored in emergency cabinets in the warehousing area / loading and unloading area, with clear lists; ② Emergency phones (internal 119/120, external 119/120) tested to be unobstructed, emergency lighting / backup generator (50kW) started normally; ③ Emergency response cards (post version) posted in the on-duty room		(e.g., "The fuel of the emergency generator in the loading and unloading area is only 50%, failing to meet the 80% reserve requirement; The povidone-iodine in the first-aid kit of the warehousing area has expired")	① Supplement the generator fuel to 80% and replace the expired first-aid drugs; ② Test emergency equipment daily and keep records on file; ③ Responsible Department: Inspected DepartmentPerson in Charge: Emergency AdministratorCompletion Time: 24 hours before the holiday
3	Control of Key Locations	① Warehousing Area: "Dual-person, dual-		(e.g., "The valve of Acetylene Cylinder	① Close the cylinder valve, ventilate to dispel the odor, and lock again; ② Cut off the power of

		lock" system implemented for hazardous chemicals (acetylene / hydraulic oil) with locked locks, intact sealing of oil drums / gas cylinders, and complete temperature and humidity (10-30℃) records; ② Power Distribution Room: Non-essential equipment switched off, power supply retained for key equipment (monitoring / emergency lighting), and power-off labels posted; ③ Security Facilities: Infrared alarms in the hazardous chemical area and monitoring systems in all areas (storage ≥7 days)		No.1 is not tightly closed, with slight leakage; Non-essential Cabinet No.1 in the power distribution room is not powered off")	non-essential equipment and post labels; ③ Responsible Department: Inspected DepartmentPerson in Charge: Team LeaderCompletion Time: 12 hours before the holiday

		operating normally			
4	Access Control and Security Measures	① Complete registration for personnel / vehicle entry and exit, and external personnel can enter the operation area only after approval; ② Security patrol frequency ≥3 times per day (8:00 a.m., 2:00 p.m., 8:00 p.m.) with complete records; ③ Unobstructed fire exits, and emergency doors can be opened normally (no locking)		(e.g., "Cardboard boxes piled up in the fire exit of the loading and unloading area; 2 days of external personnel registration records are missing")	① Clear materials in the fire exit and complete the missing registration records; ② Responsible Department: Inspected DepartmentPerson in Charge: Security AdministratorCompletion Time: 6 hours before the holiday
5	Equipment Shutdown Management	① Forklifts / Cranes: Power off and shut down, forklift forks lowered to the ground, crane hooks lifted to the highest position, and "Holiday Shutdown" labels posted; ② Pre-		(e.g., "The forks of Forklift No.3 are not lowered to the ground, and the tire pressure is 2.0bar; There are 4 broken wires in the crane steel rope")	① Adjust the forks of the forklift to the ground and inflate to 2.8bar; ② Replace the crane steel rope; ③ Responsible Department: Equipment DepartmentPerson in Charge: Equipment AdministratorCompletion Time: 24 hours before the holiday

		shutdown inspection: Forklift tire pressure (2.5-3.0bar), number of broken wires in crane steel ropes (≤3 wires / lay length), with complete records			

(II) Seasonal Special Safety Inspection (Customized by Season, Focusing on "Seasonal Risks + Business Adaptation")

1. Spring Safety Inspection (Key Points: Lightning Protection and Anti-Static + Wind Protection + Moisture Prevention)

Serial No.	Inspection Item	Inspection Content and Standards (In Line with Business Scenarios)	Inspection Result (□Compliant □Non-Compliant)	Existing Problems (Recorded by Area)	Rectification Requirements (Clarifying Responsibility and Time Limit)
1	Lightning Protection and Anti-Static	① Lightning protection facilities of lightning rods in the warehousing area and cranes in the loading and unloading area tested qualified (grounding resistance ≤10Ω), and reports within		(e.g., "The grounding resistance of the lightning rod in the warehousing area is 15Ω, exceeding the standard; No grounding for the shelves in the hazardous chemical area")	① Rectify the grounding of the lightning rod to 8Ω and install anti-static grounding for the shelves; ② Responsible Department: Engineering DepartmentPerson in Charge: Electrical EngineerCompletion Time: 7 days before spring thunderstorms

		the validity period; ② Intact anti-static grounding for pipelines / shelves in the hazardous chemical area (grounding resistance ≤100Ω), with complete test records			
2	Wind Protection Measures	① Scaffolding at the installation site and outdoor materials (pipe fittings / equipment) firmly reinforced without looseness; ② Billboards on the roof of the warehousing area and sunshades in the loading and unloading area firmly fixed without rusting and falling risks		(e.g., "The vertical poles of the scaffolding at the installation site are loose; 3 screws of the sunshade in the loading and unloading area are missing")	① Reinforce the vertical poles of the scaffolding and replenish the screws of the sunshade; ② Responsible Department: Inspected DepartmentPerson in Charge: Team LeaderCompletion Time: 5 days before spring gales
3	Moisture Prevention for Electrical Equipment	① Dehumidification devices installed in electrical cabinets of the maintenance workshop and distribution		(e.g., "The humidity in the electrical cabinet of the maintenance workshop is 68%, without dehumidification device; The insulation	① Install dehumidification devices and replace unqualified cables; ② Responsible Department: Equipment DepartmentPerson in Charge: Electrical EngineerCompletion

		boxes in the temperature and humidity sensitive area of the warehousing area, with humidity ≤60%; ② No immersion of temporary cables, and no aging of insulation layers (insulation resistance ≥1MΩ)		resistance of the temporary cable is 0.8MΩ")	Time: 3 days before spring humidity
4	Drainage System	① The ground slope of the warehousing area / loading and unloading area ≥3‰, with no ponding; ② No debris blockage in rainwater wells / drainage ditches, and smooth water flow test (drained within 5 minutes after water injection)		(e.g., "The ground slope of the loading and unloading area is 2‰, with ponding; Rainwater Well No.2 is blocked")	① Adjust the ground slope to 3.5‰ and dredge the rainwater well; ② Responsible Department: Engineering DepartmentPerson in Charge: Engineering AdministratorCompletion Time: 7 days before spring rainfall

2. Summer Safety Inspection (Key Points: Heatstroke Prevention + Flood Prevention + Equipment Overheating Prevention)

Serial No.	Inspection Item	Inspection Content and Standards (In	Inspection Result (□Compliant	Existing Problems	Rectification Requirements

		Line with Business Scenarios)	□Non-Compliant)	(Recorded by Area)	(Clarifying Responsibility and Time Limit)
1	Heatstroke Prevention	① Ventilation and cooling facilities (air conditioners / fans) in high-temperature operation areas (≥35℃) of the maintenance workshop / installation site operating normally; ② Heatstroke prevention materials (mung bean soup, Huoxiang Zhengqi Water (validity period ≥6 months), cooling oil) available in all areas, with complete lists; ③ Avoid outdoor operations during high-temperature periods (11:00-15:00) and implement the "work 4 hours and rest 2 hours" system		(e.g., "The air conditioner in the maintenance workshop is faulty, with a temperature of 38℃; No Huoxiang Zhengqi Water in Area No.2")	① Repair the air conditioner and temporarily install fans; ② Supplement heatstroke prevention materials to all areas; ③ Responsible Departments: Administration Department + Inspected DepartmentCompletion Time: 3 days before summer high temperatures

2	Flood Prevention Measures	① Flood prevention materials (sandbags ≥500, submersible pumps ≥3) stored at emergency points, tested to be startable normally; ② Water retaining boards (height ≥30cm) installed at low-lying areas of the warehousing area and the entrance of the power distribution room		(e.g., "Only 2 submersible pumps available, 1 missing; No water retaining board in the power distribution room")	① Supplement submersible pumps to 3 units and install water retaining boards; ② Responsible Department: Inspected DepartmentPerson in Charge: Emergency AdministratorCompletion Time: 10 days before summer flood season
3	Typhoon Prevention	① Scaffolding at the installation site and crane booms in the loading and unloading area firmly fixed, and detachable components (e.g., sunshades) removed in advance; ② Clear signs for emergency shelters (1st		(e.g., "Crane booms not fixed; Blurred signs for shelter areas")	① Fix the crane booms and re-paste shelter signs; ② Responsible Department: Inspected DepartmentPerson in Charge: Team LeaderCompletion Time: 24 hours before typhoon warning

		floor of the office building), which can accommodate all personnel			
4	Equipment Overheating Prevention	① Forklifts / Cranes: Normal water tank level, oil temperature ≤90℃ (tested after 30 minutes of operation), and no blockage of cooling fans; ② No blockage of ventilation holes in distribution boxes of the power distribution room / maintenance workshop, with temperature ≤40℃ (infrared temperature measurement)		(e.g., "Low water level in the water tank of Forklift No.3, with oil temperature of 95℃; The temperature of the distribution box is 45℃")	① Supplement water to the water tank and clean the cooling fans and ventilation holes; ② Responsible Department: Equipment DepartmentPerson in Charge: Equipment AdministratorCompletion Time: 5 days before summer high temperatures
5	Food Hygiene (Canteen-Related)	① Fresh canteen ingredients without expiration; ② Normal operation of refrigeration		(e.g., "The temperature of the canteen refrigeration equipment is 8℃, exceeding	① Repair the refrigeration equipment to below 5℃ and complete the missing disinfection records; ② Responsible Department: Administration

		equipment and complete tableware disinfection records		the 5℃ standard; 3 days of disinfection records are missing")	DepartmentPerson in Charge: Canteen AdministratorCompletion Time: 3 days before summer high temperatures

3. Autumn Safety Inspection (Key Points: Fire Prevention + Equipment Maintenance + Fog Prevention)

Serial No.	Inspection Item	Inspection Content and Standards (In Line with Business Scenarios)	Inspection Result (□Compliant □Non-Compliant)	Existing Problems (Recorded by Area)	Rectification Requirements (Clarifying Responsibility and Time Limit)
1	Fire Prevention Measures	① Thorough cleaning of withered grass, fallen leaves and waste packaging in the warehousing area / loading and unloading area, with no accumulation of flammable materials; ② Complete approval for hot work (e.g., maintenance welding), with supervision and fire prevention measures (fire		(e.g., "Waste cardboard boxes piled up in the corner of the warehousing area; Missing supervision records for hot work")	① Clear flammable materials and complete supervision records; ② Responsible Department: Inspected DepartmentPerson in Charge: Safety OfficerCompletion Time: 7 days before autumn dry season

		blankets / fire extinguishers)			
2	Seasonal Equipment Maintenance	① Replace forklifts / cranes with autumn engine oil (viscosity suitable for 10-20℃) with normal oil level; ② Clean and maintain precision equipment (CNC machine tools) in the maintenance workshop with sufficient lubrication		(e.g., "Crane No.2 not replaced with autumn engine oil; Insufficient lubrication for CNC machine tools")	① Replace engine oil and supplement lubricating grease; ② Responsible Department: Equipment DepartmentPerson in Charge: Equipment AdministratorCompletion Time: 10 days before autumn temperature drop
3	Fog Prevention Measures	① Reflective and clear warning signs (e.g., speed limit, no entry) in outdoor operation areas of the loading and unloading area / installation site; ② Normal testing of fog lights and position lights of forklifts /		(e.g., "Blurred reflective warning signs in the loading and unloading area; Faulty fog lights of Forklift No.1")	① Replace reflective signs and repair forklift fog lights; ② Responsible Department: Inspected DepartmentPerson in Charge: Team LeaderCompletion Time: 5 days before autumn foggy season

		transport vehicles			

4. Winter Safety Inspection (Key Points: Freezing Prevention + Slip Prevention + Snow Prevention + Heating)

Serial No.	Inspection Item	Inspection Content and Standards (In Line with Business Scenarios)	Inspection Result (□Compliant □Non-Compliant)	Existing Problems (Recorded by Area)	Rectification Requirements (Clarifying Responsibility and Time Limit)
1	Freezing Prevention Measures	① Water pipes in the warehousing area and hydraulic pipelines in the maintenance workshop wrapped with thermal insulation cotton (thickness ≥50mm) without exposure; ② Replace forklifts / cranes with -10℃ anti-freezing hydraulic oil (when temperature ≤0℃) with normal oil level		(e.g., "One exposed section of the hydraulic pipeline in the maintenance workshop; Crane No.2 not replaced with anti-freezing oil")	① Wrap with thermal insulation cotton and replace with anti-freezing oil; ② Responsible Department: Equipment DepartmentPerson in Charge: Equipment AdministratorCompletion Time: 10 days before winter freezing

2	Slip Prevention Measures	① Anti-slip straw mats laid on loading and unloading platforms / stairs (≥1 mat per 10m²), and timely snow removal; ② Replace forklifts with snow tires (tread depth ≥5mm), and driving speed ≤3km/h		(e.g., "No anti-slip straw mats on the loading and unloading platform; Forklifts not replaced with snow tires")	① Purchase anti-slip straw mats and replace with snow tires; ② Responsible Department: Inspected DepartmentPerson in Charge: Team LeaderCompletion Time: 5 days before winter snowfall
3	Snow Prevention Measures	① Timely snow removal from the roofs of the warehousing area / maintenance workshop, with load-bearing meeting requirements (≤50kg/㎡); ② Start outdoor equipment (cranes) only after snow removal		(e.g., "Snow thickness on the roof of the warehousing area exceeds 15cm; Cranes started without snow removal")	① Remove snow from the roof and equipment; ② Responsible Department: Inspected DepartmentPerson in Charge: Safety OfficerCompletion Time: Within 2 hours after snowfall
4	Heating Equipment	① Heating equipment (air conditioners / electric heaters) in		(e.g., "Electric heater in the maintenance workshop has electric	① Repair the electric heater and move flammable materials away; ② Responsible Departments: Administration

		the on-duty room / maintenance workshop tested qualified without electric leakage; ② Distance between heating equipment and flammable materials (cardboard boxes / rags) ≥1m		leakage; Distance from cardboard boxes is 0.5m")	Department + Inspected DepartmentCompletion Time: 3 days before winter low temperatures

(III) Special Inspection of Key Fields (Focusing on High-Risk Fields and Aligning with Core Business)

1. Special Inspection of Hazardous Chemicals (Core Areas: Warehousing Area / Chemical Storage in Maintenance Workshop)

Serial No.	Inspection Item	Inspection Content and Standards (In Line with Business Scenarios)	Inspection Result (□Compliant □Non-Compliant)	Existing Problems (Recorded by Area)	Rectification Requirements (Clarifying Responsibility and Time Limit)
1	Storage Management	① Classified storage of hazardous chemicals (acetylene / hydraulic oil / rust remover), with distance between		(e.g., "Distance between oxygen and acetylene is 8m; Oil Drum No.1 is damaged	① Adjust the distance between gas cylinders to 12m and replace the damaged oil drum; ② Responsible Department: Warehousing DepartmentPerson in Charge: Hazardous

		incompatible substances (oxygen and acetylene) ≥10m, and limited storage (acetylene ≤5 cylinders / area); ② No damage or leakage of oil drums / gas cylinders, and tightly closed bottle caps / valves		and leaking oil")	Chemical AdministratorCompletion Time: Immediate
2	Safety Measures	① Good ventilation in the hazardous chemical area of the warehousing area (ventilation fans operated ≥6 hours per day), with temperature 10-30℃ and humidity ≤60%; ② Leakage prevention: Intact leak-proof pallets (height ≥10cm) and sufficient reserve of absorbent cotton / sandbags		(e.g., "Faulty ventilation fan; 2 damaged leak-proof pallets")	① Repair the ventilation fan and replace leak-proof pallets; ② Responsible Department: Warehousing DepartmentPerson in Charge: Team LeaderCompletion Time: Within 24 hours

3	Emergency Preparation	① Emergency materials for leakage (absorbent cotton, neutralizer, protective equipment) stored in the emergency cabinet of the hazardous chemical area for easy access; ② Normal testing of eye wash stations / emergency showers (maintenance workshop) with sufficient water pressure		(e.g., "No neutralizer in the emergency cabinet; No water in the eye wash station")	① Supplement neutralizer and check water supply for the eye wash station; ② Responsible Departments: Warehousing Department + Equipment DepartmentCompletion Time: Within 48 hours
4	Signs and Markings	① Clear and non-faded safety labels for hazardous chemicals; ② MSDS (Material Safety Data Sheet) posted in the storage area for easy reference; ③ Eye-catching warning signs of "No Open Flame" and "Hazardous		(e.g., "Missing label on Cylinder No.2; MSDS not posted")	① Re-paste labels and MSDS; ② Responsible Department: Warehousing DepartmentPerson in Charge: Hazardous Chemical AdministratorCompletion Time: Within 12 hours

		Chemical Area"			

2. Special Inspection of Electrical Safety (Core Areas: Power Distribution Room / Maintenance Workshop / Installation Site)

Serial No.	Inspection Item	Inspection Content and Standards (In Line with Business Scenarios)	Inspection Result (□Compliant □Non-Compliant)	Existing Problems (Recorded by Area)	Rectification Requirements (Clarifying Responsibility and Time Limit)
1	Power Distribution System	① Complete management system for the power distribution room and standardized on-duty records; ② Preventive test reports of electrical equipment within the validity period without expiration; ③ No debris in the distribution cabinet and no loose or rusted terminal blocks		(e.g., "Preventive test expired for 1 month; Debris in the distribution cabinet")	① Complete the preventive test within 15 days and clean the distribution cabinet; ② Responsible Department: Equipment DepartmentPerson in Charge: Electrical EngineerCompletion Time: 15 days
2	Temporary Electricity	① Complete approval procedures for temporary electricity at the installation		(e.g., "No approval for temporary electricity; Cable insulation	① Supplement the approval and replace the damaged cable; ② Responsible Department: Installation

		site, with "one machine, one switch, one leakage protector" configuration; ② Cables overhead or protected by pipes without rolling or immersion, and normal testing of leakage protectors (tripping current ≤30mA)		damaged due to rolling")	DepartmentPerson in Charge: Safety OfficerCompletion Time: Immediate
3	Explosion-Proof Electrical Equipment (Hazardous Chemical Area)	① Electrical equipment (lamps / switches) in the hazardous chemical area of the warehousing area are explosion-proof type, with model selection meeting area classification (e.g., Ex d IIB T4); ② Intact sealing of explosion-proof junction boxes without damage		(e.g., "Non-explosion-proof lamps in the hazardous chemical area; Damaged sealing of junction boxes")	① Replace with explosion-proof lamps and repair the sealing of junction boxes; ② Responsible Department: Equipment DepartmentPerson in Charge: Electrical EngineerCompletion Time: 7 days

4	Grounding Protection	① Qualified grounding resistance for equipment grounding (forklifts / cranes / machine tools), lightning protection grounding (lightning rods), and anti-static grounding (hazardous chemical pipelines) (≤4Ω / ≤10Ω / ≤100Ω respectively); ② Clear grounding signs and firm connections		(e.g., "Grounding resistance of the forklift is 6Ω; Broken anti-static grounding")	① Rectify the grounding to 4Ω and reconnect the anti-static grounding; ② Responsible Department: Equipment DepartmentPerson in Charge: Electrical EngineerCompletion Time: 5 days

3. Special Inspection of Fire Safety (Covering All Areas)

Serial No.	Inspection Item	Inspection Content and Standards (In Line with Business Scenarios)	Inspection Result (□Compliant □Non-Compliant)	Existing Problems (Recorded by Area)	Rectification Requirements (Clarifying Responsibility and Time Limit)
1	Fire-Fighting Facilities	① Fire Extinguishers: Configured according to density standards in		(e.g., "One fire extinguisher in the warehousing area has	① Replace the fire extinguisher and clear the blockage around the fire hydrant; ② Responsible Department: Inspected

		all areas (1 unit per 50 ㎡ in the warehousing area, 1 unit per 100 ㎡ in the loading and unloading area), with pressure in the green zone and within the validity period; ② Fire Hydrants: Complete accessories (hoses / nozzles), unobstructed, and normal water pressure; ③ Automatic fire-extinguishing systems (e.g., in the warehousing area) tested normally		pressure in the red zone; Fire hydrant blocked")	DepartmentPerson in Charge: Fire Protection AdministratorCompletion Time: Within 24 hours
2	Fire Exits and Evacuation	① Fire exit width ≥1.2m, with no piled materials; ② Clear and eye-catching evacuation signs, and normal testing of emergency lighting		(e.g., "Parts piled up in the fire exit of the maintenance workshop; 2 non-functional emergency lights")	① Clear the exit and repair the emergency lights; ② Responsible Department: Inspected DepartmentPerson in Charge: Safety OfficerCompletion Time: Within 12 hours

		(automatically activated when power is cut off); ③ Emergency doors can be opened in both directions without locking			
3	Fire Separation Distance	① Distance between shelves in the warehousing area ≥0.5m, and distance from walls ≥0.3m; ② Distance between equipment (forklifts / cranes) and flammable materials (oil drums / cardboard boxes) ≥5m		(e.g., "Distance between shelves is 0.3m; Distance between the forklift and oil drums is 3m")	① Adjust the positions of shelves and equipment to meet the distance requirements; ② Responsible Department: Inspected DepartmentPerson in Charge: Team LeaderCompletion Time: Within 48 hours
4	Hot Work Management	① Complete approval for hot work, no flammable materials under / around the hot work site, and assigned fire supervisor and fire-extinguishing equipment; ②		(e.g., "Missing approval for hot work; No fire supervisor")	① Stop hot work, supplement the approval and assign a fire supervisor; ② Responsible Department: Inspected DepartmentPerson in Charge: Safety OfficerCompletion Time: Immediate

		Re-inspection 30 minutes after hot work to ensure no re-ignition risk			

(IV) Special Inspection of Equipment and Facilities (Focusing on Special Equipment and Safety Facilities, Aligning with Business Operations)

Serial No.	Inspection Item	Inspection Content and Standards (In Line with Business Scenarios)	Inspection Result (□Compliant □Non-Compliant)	Existing Problems (Recorded by Area)	Rectification Requirements (Clarifying Responsibility and Time Limit)
1	Lifting Machinery (Loading and Unloading Area)	① Periodic inspection reports within the validity period and complete operation registration certificates; ② Normal testing of safety devices (load moment limiter, height limiter, anti-drop hook); ③ No broken wires (≤3 wires / lay length) and wear ≤10% for steel ropes		(e.g., "Expired inspection; Faulty load moment limiter")	① Stop use and complete inspection and maintenance within 7 days; ② Responsible Department: Equipment DepartmentPerson in Charge: Equipment AdministratorCompletion Time: 7 days

2	Pressure Vessels (Warehousing Area / Maintenance Workshop)	① Complete operation registration for gas cylinders / air storage tanks and qualified periodic inspection; ② Safety accessories (pressure gauges, safety valves) within the calibration period with normal indication; ③ No over-pressure use and well-ventilated storage environment		(e.g., "Expired calibration of the safety valve of Air Storage Tank No.1; Damaged pressure gauge")	① Replace the safety valve and pressure gauge and complete calibration; ② Responsible Department: Equipment DepartmentPerson in Charge: Equipment AdministratorCompletion Time: 5 days
3	In-Plant Vehicles (Loading and Unloading Area)	① Qualified periodic inspection of forklifts and valid driving licenses; ② Forklift drivers hold certificates for post (forklift driving license) without unlicensed operation; ③ Normal testing of safety		(e.g., "Expired inspection of Forklift No.2; Unlicensed operation by the driver")	① Stop use and complete inspection; ② Immediately stop the unlicensed personnel from working and arrange certificate application; ③ Responsible Department: Transportation DepartmentPerson in Charge: Team LeaderCompletion Time: 10 days

		devices (brakes, horns, lights)			
4	Safety Facilities (All Areas)	① Intact and non-damaged equipment guards (machine tools / motors) and guardrails (platforms / stairs); ② Normal testing of interlocking devices (maintenance workshop equipment), and equipment cannot be started after power-off; ③ Clear and eye-catching warning signs (speed limit, no entry)		(e.g., "Damaged machine tool guard; Failed interlocking device")	① Replace the guard and repair the interlocking device; ② Responsible Department: Equipment DepartmentPerson in Charge: Equipment AdministratorCompletion Time: 3 days

(V) Special Inspection of Working Environment (Focusing on Occupational Health and Environmental Control, Aligning with Employee Operations)

Serial No.	Inspection Item	Inspection Content and Standards (In Line with	Inspection Result (□Compliant □Non-Compliant)	Existing Problems (Recorded by Area)	Rectification Requirements (Clarifying Responsibility and Time Limit)

		Business Scenarios)			
1	Occupational Health	① Qualified detection of noise (≤85dB) and dust (≤8mg/m³) in the maintenance workshop, with reports within the validity period; ② Personnel exposed to noise / dust wear protective equipment (earplugs / masks) and have complete physical examination records		(e.g., "Noise in the maintenance workshop is 90dB; One employee not wearing earplugs")	① Install sound insulation facilities and require employees to wear protective equipment standardizedly; ② Responsible Departments: Equipment Department + Administration DepartmentCompletion Time: 7 days
2	Lighting System	① Qualified illuminance in operation areas (warehousing area ≥50lux, maintenance workshop ≥300lux, installation site ≥100lux); ② 100% intact rate of lighting		(e.g., "Illuminance in the warehousing area is 30lux; 2 damaged lighting devices")	① Add lighting fixtures and repair damaged equipment; ② Responsible Department: Engineering DepartmentPerson in Charge: Engineering AdministratorCompletion Time: 5 days

		equipment without lighting dead angles			
3	Ventilation System	① Normal operation of ventilation equipment in the maintenance workshop / hazardous chemical area of the warehousing area with sufficient air volume; ② Qualified air quality detection (VOCs ≤600mg/m³) with complete records		(e.g., "Insufficient air volume of the ventilator; VOCs detection exceeds 700mg/m³")	① Repair the ventilator to increase air volume; ② Strengthen ventilation and re-detect; ③ Responsible Department: Equipment DepartmentPerson in Charge: Equipment AdministratorCompletion Time: 3 days
4	Fixed-Position Management	① Classified placement of materials in the warehousing area with clear signs (e.g., "Hydraulic Oil Area", "Pipe Fitting Area") without mixed placement; ② Fixed-position storage of tools / spare		(e.g., "Mixed placement of materials in the warehousing area; Scattered tools in the maintenance workshop")	① Organize materials and tools and standardize fixed-position management; ② Responsible Department: Inspected DepartmentPerson in Charge: Team LeaderCompletion Time: 2 days

		parts in the maintenance workshop for easy access; ③ No debris accumulation in operation areas and clean environment			

III. Problem Summary and Rectification Requirements (Integrating Closed-Loop Management and Strengthening Responsibility Tracing)

(I) Problem Statistics (Classified by Category, Quantifying Special Inspection Effectiveness)

Problem Category	Number of Severe Problems (Requiring Immediate Rectification)	Number of General Problems (Requiring Rectification Within Time Limit)	Number of Observation Items (Requiring Continuous Attention)	Problem Proportion (%)	Mainly Involved Areas (Business Modules)
Management-Related Problems					(e.g., on-duty arrangement, hot work approval)
Equipment and Facility Problems					(e.g., lifting machinery, electrical equipment)
Working Environment Problems					(e.g., lighting, ventilation)

Personnel Behavior Problems					(e.g., protective equipment wearing, unlicensed operation)
Total				100%	

(II) Rectification Requirements (Clarifying Closed-Loop Elements and Aligning with Special Inspection Time Effectiveness)

Serial No.	Problem Description (Concise and Concise, Associated with Business)	Problem Level (□Severe □General)	Rectification Measures (Specific and Operable)	Responsible Department	Person in Charge	Rectification Time Limit	Verification Requirements (e.g., "On-Site Test + Report")
1	The valve of Acetylene Cylinder No.1 in the warehousing area is not tightly closed, with slight leakage (National Day Special Inspection)	□ □	① Immediately close the valve and ventilate to dispel the odor; ② Re-lock with "dual-person, dual-lock" system; ③ Check the sealing of other cylinders	Warehousing Department		6 hours before the holiday	On-site inspection for no leakage and record pressure value
2	Faulty air conditioner	□ □	① Repair the air	Equipment Department		3 days before high	Normal operation of

	in the maintenance workshop, with temperature of 38℃ (Summer Special Inspection)		conditioner and temporarily install 2 fans; ② Monitor the temperature daily and stop work when it exceeds 35℃			temperatures	the air conditioner and temperature ≤35℃
3	No approval for temporary electricity at the installation site and damaged cable due to rolling (Electrical Special Inspection)	□ □	① Immediately stop electricity use and supplement the approval; ② Replace the damaged cable and lay it overhead	Installation Department		Immediate	Complete approval, no cable damage, and qualified leakage test
4	Forklifts not replaced with snow tires, with tread depth of 3mm (Winter Special Inspection)	□ □	① Replace with snow tires (tread depth ≥5mm); ② Test the driving speed ≤3km/h	Transportation Department		5 days before snowfall	Qualified tire detection and speed up to standard
...							

IV. Inspection Conclusion (Quantitative Evaluation and Proposing Improvement Directions)

(I) Overall Evaluation

Evaluation Grade	Judgment Result (□Excellent □Good □Qualified □Unqualified)	Judgment Basis (In Line with Special Inspection and Business)
Excellent	□	100% control of special inspection risks, 0 severe problems, general problem rectification rate ≥95%, 100% compliance rate of business operations (e.g., "All hidden dangers rectified in the National Day Special Inspection, no risks")
Good	□	Core risks (hazardous chemicals / electrical / special equipment) well controlled, 0 severe problems, general problem rectification rate ≥85% (e.g., "Only 2 general problems in the Summer Special Inspection, no safety risks")
Qualified	□	General risks well controlled, ≤1 severe problem, general problem rectification rate ≥75% (e.g., "1 severe problem rectified immediately in the Electrical Special Inspection, others to be rectified within time limit")
Unqualified	□	Major risks not controlled, ≥2 severe problems, general problem rectification rate ＜75% (e.g., "Mixed placement of hazardous chemicals + failed electrical grounding not rectified")

(II) Major Achievements

1. (In line with business and special inspection, e.g., "100% implementation of 'dual-person, dual-lock' system for hazardous chemicals in the National Day Special Inspection, 100% coverage of equipment shutdown inspection", "Completion of heatstroke prevention material allocation in 8 operation areas in the Summer Special Inspection, increasing the wearing rate of employee protective equipment to 95%")
2. (e.g., "5 grounding problems identified in the Electrical Special Inspection, 3 rectified immediately, reducing the risk of electric shock", "Completion of thermal insulation for 20 water pipes in the Winter Special Inspection, no freezing and cracking risks")
3. (e.g., "The posting rate of MSDS for hazardous chemicals increased from 80% to 100% through the special inspection of key fields, and the over-expiration rate of special equipment inspection reduced from 15% to 0")

(III) Main Existing Problems

1. (Focusing on business shortcomings, e.g., "Insufficient inspection frequency of hazardous chemicals in the warehousing area, resulting in untimely detection of cylinder leakage", "Expired preventive tests of electrical equipment in the maintenance workshop, with insulation aging risks")
2. (e.g., "Delayed preparation for seasonal special inspections, with heatstroke prevention materials in summer arriving later than the onset of high temperatures", "Non-standard personnel behavior, still 3 cases of unlicensed operation / non-wearing of protective equipment")

(IV) Improvement Suggestions

1. Management Level: (e.g., "Establish an early warning mechanism for special inspections, start preparation for seasonal special inspections 15 days in advance; Strengthen on-duty training to ensure 100% certification rate for key positions")
2. Equipment Level: (e.g., "Develop 'one equipment, one file' for special equipment and remind of inspection regularly; Install gas leakage alarms in the hazardous chemical area for real-time monitoring")
3. Personnel Level: (e.g., "Conduct monthly special skill training (e.g., summer heatstroke prevention, winter freezing prevention) and employees can take up posts only after passing the assessment; Establish a 'hidden danger snapshot' reward mechanism to encourage employees to participate in risk control")

V. Signature Confirmation (Clear Rights and Responsibilities, Ensuring Tracing)

(I) Signature of Inspection Team Members

Name	Position	Signature	Date	Remarks (e.g., "Responsible for Electrical Equipment Inspection")

(II) Confirmation by Person in Charge of Inspected Unit

"I confirm the results of this special inspection and the problem descriptions, and promise to implement the responsibilities in accordance with the rectification requirements and complete the rectification on schedule."

Signature: _____ Position: _____ Date: ____ Year ____ Month ____ Day

(III) Review by Competent Department

"The inspection process of this special inspection is reviewed to be compliant, the problem descriptions are accurate, and the rectification requirements are feasible. It is agreed to promote the rectification as planned."

Signature: _____ Department: _____ (e.g., Quality, Safety and Environmental Protection Department) Date: ____ Year ____ Month ____ Day

(IV) Approval by Company Leader

"The conclusion of this special inspection is approved. The competent department is required to track the rectification progress to ensure closed-loop control of special inspection risks."

Signature: _____ Position: _____ Date: ____ Year ____ Month ____ Day

VI. Rectification Verification Record (Ensuring Problem Closed-Loop and Aligning with Special Inspection Time Effectiveness)

(I) Rectification Verification Status

Serial No.	Problem Description (Corresponding to "Rectification Requirements")	Rectification Completion Status (□Completed on Time □Completed with Delay □Not Completed)	Verification Result (□Qualified □Unqualified)	Verifier	Verification Date	Verification Description (e.g., "On-Site Test Data / Photo No.")
1	The valve of Acetylene Cylinder No.1 in the warehousing area is not tightly closed, with slight leakage	□ □ □	□ □			No on-site leakage, normal pressure value (_____MPa)
2	Faulty air conditioner in the maintenance workshop, with temperature of 38℃	□ □ □	□ □			Normal operation of the air conditioner, temperature stable at 32℃
3	No approval for temporary electricity at the installation site and damaged cable due to rolling	□ □ □	□ □			Complete approval, overhead cable, and qualified leakage test
4	Forklifts not replaced with snow tires, with tread depth of 3mm	□ □ □	□ □			Snow tire tread depth 5mm, qualified speed test
...						

(II) Verification Conclusion

□ All problems have been rectified, and closed-loop control of special inspection risks is achieved

□ Some problems remain to be rectified (Uncompleted items: _____), re-verification required before ____ Year ____ Month ____ Day

□ Unqualified rectification, need to formulate a new rectification plan (Unqualified items: _____)

Verifier's Signature: _____ Department: _____ Verification Date: ____ Year ____ Month ____ Day

Filling Instructions and Archiving Requirements

1. Filling Specifications:
    - Inspection results shall be objective and fair. Problem descriptions shall specify "Area + Specific Location + Phenomenon" (e.g., "Acetylene Cylinder No.1 in the warehousing area"), and vague descriptions are prohibited;
    - Rectification requirements shall clarify "Responsible Department + Person in Charge + Time Limit". Severe problems shall be rectified immediately without delay.
1. Archiving Management:
    - This record shall be uniformly archived by the Quality, Safety and Environmental Protection Department, and simultaneously sent to the inspected department and the competent department for filing;
    - Retention Period: Not less than 3 years. The retention period of special records for major hidden dangers (e.g., hazardous chemical leakage, electrical grounding failure) shall be extended to 5 years.
1. Special Requirements:
    - "Before and after rectification comparison photos" "test reports" and other supporting materials shall be attached for rectification verification and pasted on the attachment page of the record;
    - Historical records shall be referred to in subsequent similar special inspections, and key re-inspection of previous hidden danger points shall be conducted to avoid repeated problems.

Issuance Date: January 1, 2026