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| **班 前 / 班 后 会 议 记 录** | | | | | | | | | |
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| **使用单位： 虹桥油库 使用日期： 年 月** | | | | | | | | | |  |
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| **中国航空油料有限责任公司华东公司** | | | | | | | | | |  |

**班前/班后会会议记录**

日期：**04**月**15**日 时间： **08** ： **20** 分

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| 交  班  内  容 | 油  罐  情  况 | | 使用罐号 | | **4** | | | | 备用罐号 | | | **2** | | | | 当前收油  罐号 | |  | |
| 需通知  化验罐号 | | **1、3** | | | | 需排底  罐号 | | |  | | | | 需倒罐  罐号 | |  | |
| 收  油  情  况 | | 长输管线状态： 云峰□ 高桥□ 浦航□ 金山□ 切换中□ | | | | | | | | | | | | | | | | |
| 本次发油方  单据收到情况 | | | 接收单□ | | 检查单□ | | 合格证□ | | | 炼厂单□ | | 电脑录入  是否完成 | | | | 是□否□ |
| 设  备  情  况 | | 泵机（发油泵、消防泵、质检泵、在线加剂泵）  电动阀、收发油过滤器是否正常 | | | | | | | | | | | | | | | | 是□否□ |
| 当前发油泵 | | | | 变频P**106**　 P | | | | | | | 软启P**107**　 P**108**　 P | | | | | |
| 其  它  未  尽  事  宜 | | |  | | | | | | | | | | | | | | | | |
| 交班值班经理 | | | |  | | | | | | | 接班值班经理 | | | | | |  | | |
| 备注： | | 1.请交接班人员核对以上内容无误后签字确认。  2.班前/班后会会议由交班值班经理主持。 | | | | | | | | | | | | | | | | | |