**办公室**

**编号：**BZH-REF-03-03

**主要负责人、安全管理人员台账**

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| 序号 | 姓名 | 职务  及工种 | 证书  编号 | 取证  时间 | 第一次  复审时间 | 第二次  复审时间 | 备注 |
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说明：1.支撑对象：\*\*\*\*\*公司《安全机构与人员任命管理制度》；2.适用范围：主要负责人、安全管理人员台账；3. 要求：按照实际情况填写；4.安全科保存；5.保存期限3年。