

 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司		
	Meeting Minutes 会议纪要		
	Record No.	HYBN-T6-11-0052-2019-1	Page 1 of 4
Meeting Title 会议名称	Weekly meeting of No.2 refinery department 炼油二部每周例会	Chairperson 主持人	Xu Zhengrong 徐峥嵘
Date/时间	9:00 am, Apr 26	Venue 地点	PMB island No.2 refinery department meeting room PMB 岛炼油二部会议室
Signer/签发人: Signing Date/签发日期:			
Attendees/参会人员: <p>Xu Zhengrong, Hai Cheng, Zhou Hongjian, Yang Fan, Yang Shihai, Ye Aihui, Zhang Jinxiang, Li Wentao, Gao Junjie, Zhao Tingyun, Mao Yiqing, He Kun, Lu Xinbao, Yu Chunlin, Zhang Hengrui, Zhang Xin, Xu Bo, Zhao Wulei, Tong Jinhui, Mi Jianghua, Deng Xingchao, Miao JianLiu Shixu, Gao Yanna</p> <p>徐峥嵘、海诚、周洪建、杨帆、杨仕海、叶爱慧、张锦祥、李文涛、高俊杰、赵挺云、何昆、毛奕清、陆新宝、余春林、张恒瑞、张鑫、徐波、赵武磊、童金辉、米江华、邓星朝、苗建、柳世旭、高艳娜</p>			
Content/纪要内容: <p>The meeting was presided over by minister Xu, and the leaders of each class reported the on-site construction quality inspection, three inspections and four determinations job, team dynamics and team training. Process, equipment and HSE engineers reported personal work progress, training plan and problems in work. Minister Xu, minister Hai summarized the work this week and made arrangements for the work next week. The summary is as follows:</p> <p>本次会议由部长徐峥嵘主持，各班长对现场施工质量检查工作、三查四定工作、班组人员动态及班组培训情况进行汇报；工艺、设备及 HSE 工程师对个人工作进展、培训计划及工作中的问题进行汇报；徐部长、海部长对本周工作进行总结，对下周工作做出安排，现汇总纪要如下：</p> <p>I This week, all classes continued to carry out three inspections and four</p>			

determinations on-site construction quality inspection, pipeline pressure test, water flushing and other work as planned, reported the problems found and canceled the rectification problems in time.

一、本周各班组继续按计划进行三查四定、现场施工质量检查、管线试压及水冲洗等工作，对发现的问题按要求记录上报，对已整改问题及时消项。

II This week, hydrotreating and hydrocracking continued to train the on-site process and operation of pump and compressor as planned.

二、本周精制及加裂继续按计划培训现场流程及机泵操作。

III This week new 354 problems of three inspections and four determinations added, so far a total of 3678 problems, 591 closed loop, the total closed loop 2026.

This week, the problems of single line chart was added into the problems of three inspections and four determinations for continuous tracking and processing.

三、精制本周新增三查四定问题 354 项，截至目前问题共 3678 项，本周闭环 591 项，总闭环 2026 项。本周将单线图梳理的问题加入三查四定问题，持续跟踪处理。

IV There are a total of 3222 problems in hydrocracking unit, of which 969 have been eliminated. There are a total of 1800 problems LPG fractionation unit, and 210 problems have been eliminated. Due to lack of materials, some problems cannot be eliminated. 加裂三查四定问题共 3222 项，已消 969 项；气分三查四定问题共 1800 项，已消 210 项。因缺少材料，部分问题无法消项。

V The pressure test bag of hydrotreating medium and low pressure has been completed by 96%, the pressure test bag of hydrocracking medium and low pressure has been completed by 28%, and the pressure test bag of hydrotreating and hydrocracking high pressure has been completed by 96% in total. The pressure test work of refined pipeline is expected to end next week.

五、精制中低压试压包已完成 96%，加裂中低压试压包已完成 28%，精制及加裂高压试压包总共完成 96%，精制管线试压工作预计下周结束。

VI This week, the project department and construction department was contacted to rectify the problems of installing technology facilities and pollution separation facilities in the form of three inspections and four determinations. The rectification has been completed for the rest parts except the furnace area.

六、本周联系项目部、二化建对三查四定表格中关于安技设施、清污分流设施度问题进行整改，除炉区外其余部分已完成整改。

VII This week, each class was trained the use of fire fighting equipment as planned, and next week, each class will carry out the assessment and test of fire fighting skills by themselves.

七、本周精制及加裂各班组按计划培训消防器材的使用，下周计划各班自行开展消防技能的考核测试工作。

VIII In order to better promote the QP acceptance of the compressor plant in hydrocracking unit, the department focused on the self-inspection of the plant on May 1. Statistics in addition to the compressor plant all kinds of problems 111, the current construction unit has sent three teams to eliminate the work.

八、为了更好的推进加裂建筑物压缩机厂房 QP 验收工作，部门于 5 月 1 日集中对厂房进行自检工作。统计除压缩机厂房各类问题 111 项，目前施工单位已派出三支队伍

进行消项工作。

IX This week, a part of the safety equipment was distributed in the field operator room and the registration form of the use of safety equipment was compiled. Users are required to register the use time and return time to realize closed-loop management.

九、本周在外操室配发部分安技装备并编制安技装备使用登记表，要求使用人对使用时间、归还时间进行登记，实现闭环管理。

X This week, in view of the problems requiring the design of supplementary materials, the list has been submitted to the project division, and supplementary materials will be provided in the form of contact form of the construction unit.

十、本周针对三查四定工作需要设计增补材料的问题，已列表并交由项目分部，通过施工单位联络单形式增补材料。

XI The pressure grade of the inlet flange of 1040-P107 is inconsistent. We have reported to the manufacturer for reshipment. We will contact the manufacturer for rectification after the goods arrive.

十一、1040-P107 入口法兰压力等级不一致，已反馈厂家重新发货，待到货后联系整改。

XI All teams are requested to strengthen the installation and extraction confirmation of split blind plate, especially the removal confirmation of temporary pressure test blind plate.

十二、请各班组加强分体式盲板加装及抽出确认，尤其是临时试压盲板的拆除确认。

XIII Each shift is responsible for blasting and blowing in one area, and arrange the cooperation of the transportation personnel. The work tickets have been sent to each shift. Please study hard and make good preparation.

十三、每班负责一个区域的爆破吹扫，安排保运人员配合，作业票已下发至各班组，请认真学习，做好前期准备工作。

XIV 3.5MPa steam line pickling acceptance unqualified, will arrange pickling, is expected to be completed before May 12.

十四、3.5MPa 蒸汽线酸洗验收不合格，将安排重新酸洗，预计 5 月 12 日之前完成。

XV The weekly regular meeting will be held at 1:30 p.m. in the meeting room of the hydrogenation division of the central control building every Saturday from next week. All class leaders and managers are requested to attend the meeting on time.

十五、自下周起周例会每周六下午 1 点半在中控楼炼油二部会议室召开，请各位班长及管理人员按时参加，无故不得缺席。

XVI All information and news of the department will be released on the website in time. Please log in timely and grasp the department information.

十六、部门各项工作信息及部门新闻动态将及时发布网站，请各位员工及时登陆，了解部门信息。

XVII Overseas allowances for employees on the island will be paid in full from May 1.

十七、自 5 月 1 日起岛上员工海外津贴将全额发放。

XVIII The performance appraisal will be implemented in May. To refine the management and adapt to the new policy, the detailed rules of department appraisal will be adjusted.

十八、5 月份将实施绩效考核，为细化管理，适应新政策，部门考核细则将调整。

XIX In order to enhance the cohesion of the team and enrich the life of employees, the department will organize league building activities in the near future.

The activity planning book has been developed, and group activities will be organized after the application for funds is completed.

十九、为增强团队凝聚力，丰富员工生活，部门近期将组织团建活动，活动策划书已制定，待经费申请完成将组织团体活动。

XX The examination reply of the patent supplier has been reported to the department. Please follow up and deal with it.

二十、专利商检查答复已反馈至部门，请各专业跟踪后续处理。

XXI The raw material, reaction and fractionation system will carry out the following work, such as blowing, water washing and single machine test run, etc. The monitor is requested to organize the staff to do the site work well according to the single machine test plan, train the staff's on-site practical operation ability, and strengthen the team running in.

二十一、原料、反应、分馏系统将开展后续吹扫、水冲洗、单机试运等工作，请班长依据单机试车方案，组织人员做好现场工作，锻炼员工现场实操能力，加强队伍磨合。

XXII All the systems involved in HSE shall be inspected one by one according to the standards of three inspections and four determinations, and put into use in time after reaching the commissioning conditions, so as to find problems in advance and solve them.

二十二、所有 HSE 所涉及的系统均按三查四定标准逐个检查，达到投用条件后及时投用，以便提前发现问题，解决问题。

XXIII Recently, there are many operations in high places and restricted Spaces on the site. Please make risk assessment according to the actual situation of the site and implement safety measures to ensure safe production.

二十三、近期现场高处作业、受限空间作业较多，请员工结合现场实际情况做好风险评估，落实好安全措施，确保安全生产。

XXIV Please strengthen the information communication and timely feedback the problems found on site to ensure the smooth development of the work.

二十四、请各位员工加强信息沟通，对现场发现的问题及时反馈，保证工作顺利开展。

XXV Please Zhao Tingyun and Li Wentao make a 3.5mpa steam shooting risk assessment.

二十五、请赵挺云牵头，李文涛配合，做好 3.5MPa 蒸汽打靶风险评估。

XXVI The onboarding examination will be held on the afternoon of May 13th. Please strengthen the study of question bank and process and get ready for it.

二十六、上岗考试将于 5 月 13 日下午举行，请各位员工加强题库和流程的学习，做好准备。