HENGYI	Hengyi Industries Sdn Bhd 恒逸实业(文莱)有限公司							
	Meeting Minutes 会议纪要							
	Record No.	HYBN-T6-11-0053-2019-1 Page 1						Page 1 of 4
Meeting Title 会议名称	Weekly refinery d	of t 尋周例	No.2 会	Chaiı	Chairperson 主持人		Xu Zhengrong 徐峥嵘	
Date/时间	15:00 pm,May 10		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:

Xu Zhengrong, Hai Cheng, Chen Xiaolin, 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

徐峥嵘、海诚、陈晓林、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

## Content/纪要内容:

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 and minister Chen summarized the work this week and made arrangements for the work next week. The summary is as follows:

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、陈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:

- I This week, all teams continued to carry out three inspections and four determinations inspections as planned, including item elimination, on-site construction quality inspection, pipeline pressure test, water flushing, blasting and purging, etc.
- 一、本周各班组继续按计划进行三查四定检查及消项、现场施工质量检查、管线试 压、水冲洗、爆破吹扫等工作。
  - II This week new 33 problems of three inspections and four determinations

added, so far a total of 3711 problems, 449 closed loop, the total closed loop 2745. This week, the site docking meeting was held with the construction team to communicate the disputes, and the effect was good

二、精制本周新增三查四定问题 33 项,截至目前问题共 3711 项,本周闭环 449 项,总闭环 2745 项。本周与施工队进行现场对接会议,沟通争议问题,效果较好。

III There are 3,348 questions in total, of which 1,409 have been eliminated. Make clear the time node of public engineering, each team contact construction team actively, eliminate item work to advance steadily.

三、加裂三查四定问题共 3348 项,已消 1409 项;明确公用工程投用时间结点,各班组积极联络施工队,消项工作稳步推进。

IV This week, the pressure test of two systems was finished, and the pressure test of the remaining seven systems was not completed. Among them, the construction of low-pressure nitrogen system, vent system and compressor inlet was not completed, and the pressure test will be carried out after the construction is completed.

四、本周精制完成2个系统的试压工作,剩余7个系统未试压,其中低压氮气系统、放空系统、压缩机入口施工未完,待施工完成后开展试压。

V All the high pressure test bags of cracking have been completed, and 50% of the middle and low pressure test bags have been completed.

五、加裂高压试压包已全部完成,中低压试压包完成 50%。

VI The main pipeline installation of gas separation device has been basically completed, but the elimination rate of problems in three inspections and four determinations is low, work teams shall strengthen the elimination of gas separation device.

六、气分装置主管安装基本完成,但三查四定问题消项率低,请班组加强气分装置 消项力度。

VII The installation of the DHT&KHT protection steam ring and eye washer has started and is expected to be completed on May 11. The fire riser enters the water filling pressure test stage and is put into use in time after the pressure test is completed.

七、煤柴油装置消防蒸汽环和洗眼器开始安装,预计 5 月 11 日完成。消防竖管进入充水试压阶段,待试压完成后及时投用。

VIII On May 14, kerosene K101 is scheduled to carry out empty load test. Members of the moving equipment team are temporarily withdrawn from the team to cooperate with the test work.

八、计划 5 月 14 日对煤油 K101 进行空负荷试车,动设备小组成员暂时从班组抽出,配合试车工作。

IX This week, the hydrotreating carried out blasting purging and water flushing as planned. As the circulating water has not been put into use, P-201 cannot be started, so the water flushing in the fractionation section and raw material section cannot be continued.

九、本周精制各班组按计划进行爆破吹扫和水冲洗工作。由于目前循环水尚未投用, 无法启泵 P-201,因此分馏段和原料段无法继续进行水冲洗工作。

X This week, the hydrotreating main operator was arranged to participate in MES system data entry training. After the completion of UOP training, the hydrocracking main operator will be arranged for data entry training.

十、本周安排精制主操参加 MES 系统数据录入培训, 待加裂完成 UOP 培训完成后, 将安排加裂主操进行数据录入培训。

XI This week team HSE activities was organized according to the HSE training plan, and learned the accident report of No.1 boiler 3.30 of the ministry of heat and power and 11.8 major accident cases of Zibo Jiazhou heat power co., LTD.

十一、本周按 HSE 培训计划组组织班组 HSE 活动,学习热电部 1#锅炉 3.30 跳车事故报告和淄博嘉周热力有限公司 11.8 较大事故案例。

XI On May 1st, the department focused on the self-inspection of the cracking compressor workshop. At present, 111 items of various problems are counted. The construction unit has dispatched three teams to eliminate the project.

十二、部门 5 月 1 日集中对加裂压缩机厂房进行自检工作。目前统计各类问题 111 项。项施工单位已派出三支队伍进行消项工作。

XIII This week, it was found that the construction team violently disassembled the high-pressure flange. Work team shall strengthen supervision and strictly prevent the sealing surface of the high-pressure flange from being damaged.

十三、本周现场发现施工队暴力拆卸高压法兰,请班组引起重视,加强监督,严防高压法兰密封面受损。

XIV Please pay more attention to the oil station running of cracking, and measure the temperature, vibration and other data every day and report in the working group.

十四、加裂循环氢压缩机油站跑油,请班组多关注,每天测量温度、振动等数据并在工作群中汇报。

XV At present, the process, equipment and safety work are carried out simultaneously. Monitor shall arrange the work ensure that all the professional team members are engaged in the professional work. If there is any difficulty, please find the management personnel to coordinate in time.

十五、目前工作、设备、安全各专业工作同步进行,请班长安排好班组工作,确保 各专业小组人员投入到专业工作中,有困难及时找管理人员协调。

XVI In the near future, the high-pressure pipeline team will be organized to organize special bolt fastening training in the apartment after work.

十六、近期将组织高压管道小组下班后在公寓内开展螺栓紧固专项培训。

XVII The safety valve constant pressure calibration has been basically completed. Please timely submit the constant pressure manual to minister Chen for signature.

十七、安全阀定压校验基本完成,请及时将定压本上交至陈部长签字。

XVIII Monitor shall improve the quality of weekly summary, which should reflect the key work, training content, examination results and problems requiring management and coordination of the work team.

十八、 请班长提高周总结质量,周总结需反映本周班组重点工作、培训内容、考试成绩及需要管理协调的问题。

XIX To strengthen the management of boundary blind board and implement management according to the management standard of normal production operation.

十九、加强边界盲板管理,按正产运行管理标准落实管理。

XX 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、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。

XXI Blasting blowing work shall be carried out strictly according to the operation ticket. If there is any problem, please report it in time and do not change it without permission.

二十一、爆破吹扫工作严格按操作票落实,如有问题及时汇报,不得私自随意变更。

XXII Liu Shixu shall arrange special elimination items for cracking public works and high voltage system, and Chen Xiaolin shall organize special inspection for cracking static and dynamic equipment m.

二十二、请柳世旭安排加裂公用工程专项消项、高压系统专项消项,请陈晓林组织加裂动静设备专项检查。

XXIII Recently, there are some phenomena such as careless entering the site and lax safety awareness. Please strengthen safety training.

二十三、近期出现人员进入现场麻痹大意,安全意识松懈等现象,请安全专业加强培训。

XXIV The onboarding examination will be held in the new office building 108 from 2pm to 4pm on May 13th. Please strengthen the study of question bank and process and get ready for it.

二十四、上岗考试将于 5 月 13 日下午 2 点至四点在新办公楼 108 举行,请各位员工加强题库和流程的学习,做好准备。