

 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司		
	Meeting Minutes 会议纪要		
	Record No.	HYBN-T6-11-0054-2019-1	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	13:00 pm, May 17	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>Hai Cheng, Chen Xiaolin, Wang Dongfeng, 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, Hu Jianghai, Tong Jinhui, Mi Jianghua, Deng Xingchao, Miao Jian, Liu Shixu, Gao Yanna</p> <p>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、胡江海、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 deputy minister Hai, and the leaders of each class reported the on-site important job, 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 Hai and minister Chen summarized the work this week and made arrangements for the work next week. The summary is as follows:</p> <p>本次会议由副部长海诚主持，各班长对班组重点工作、三查四定及消项工作、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；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：</p> <p>I This week, all teams continued to carry out three inspections and four determinations inspections as planned, including item elimination, pipeline pressure test, water flushing, blasting and purging, etc.</p> <p>一、本周各班组继续按计划进行三查四定检查及消项、管线试压、水冲洗、爆破吹扫等工作。</p> <p>II This week new 38 problems of three inspections and four determinations</p>			

added, so far a total of 3749 problems, 449 closed loop, the total closed loop rate is 77.24%. The main problems are unfinished construction, temporary blind plate, temporary gasket, etc.

二、精制本周新增三查四定问题 38 项，截至目前问题共 3749 项，总闭环 2869 项，闭环率为 77.24%。未消项问题主要为施工未完成、临时盲板、临时垫片类等。

III There are 3,634 questions in total, of which 146 have been eliminated this week for HCU. There are 1281 questions in total, of which 436 have been eliminated this week for LPG Unit.

三、加裂三查四定问题共 3634 项，本周消 146 项；气分三查四定问题共 1281 项，本周消 436 项。

IV This week, the elimination item of installation facilities and pollution separation facilities in the table of refined three inspections and four determinations has been basically completed. There are two valves and four quick joints missing in the remaining fire standpipe, and 31 fire steam rings will be installed after the completion of air tightness.

四、本周精制三查四定表格中关于安技设施、清污分流设施问题消项基本完成，其中消防竖管缺少 2 个阀门和 4 个快速接头，消防蒸汽环 31 个待气密结束后安装。

V The closure of the outer pipe network of the decontamination diversion system has been solved by contacting the dispatch department.

五、清污分流系统外管网封堵，已联系调度着手解决。

VI A total of 563 HSE problems were added, including 5 new problems, 301 problems was eliminated, including 51 new problems. All teams are requested to follow up the rectification situation in time, especially the problems of rainwater, oily sewage and fire water system.

六、加裂三查四定 HSE 类问题总数 563，新增 5 项，总销项 301 项，新销项 51 项，销项率 53.5%。请各班组及时跟进问题整改情况，特别是雨水、含油污水、消防水系统问题。

VII First aid supplies and medicines was provided in the external crack operation room this week. All teams are required to carry out regular inspection and register for use after use..

七、本周在加裂外操室配置急救用品及药品，请各班组进行定期检查，使用后进行使用登记。

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、本周就取样器等问题的整改，向施工单位直接发送联络函，施工单位以此为依据进行消项。

IX This week, the hydrotreating carried out blasting purging and water flushing as planned. 1020-E-101 has not been exploded due to lack of shim; The water loading of 1020-D-101 and C-201 has been completed, and has been flushed to the pump inlet. After the single test of standby pump is completed, the tower bottom process will be rinsed.

九、本周精制各班组按计划进行爆破吹扫和水冲洗工作。1020-E-101 因缺少垫片暂未爆破；1020-D-101 和 C-201 上水完成，已经冲洗至机泵入口，待机泵单试完成后，进行塔底流程冲洗。

X The change of 1030-E-101 has started the construction, and special personnel

will be arranged to monitor the site. Class 3 shall make sure the internal cleaning and welding quality.

十、1030-E-101 变更已开始施工，现场安排专人监护，请精制三班检查管线内洁度及焊接质量。

XI HCU and LPG unit continue to work together with the circulating water flushing of the system. At present, the upper water flange in each region has been disconnected, so as to prepare for the next step of flushing with water cooler.

十一、加裂、气分装置继续配合系统循环水冲洗工作，目前各区域上水法兰已断开，为下一步带水冷却器冲洗作准备。

XI All class leader shall confirm the insulation of the equipment in the class area, found that the insulation should be done without insulation, timely report to Gao Junjie.

十二、请精制各位班长对本班区域内的设备保温情况进行确认，发现应该做保温而未保温的情况，及时汇报高俊杰。

XIII The lubricating oil warehouse has been applied to the site. Gao Junjie shall arrange the warehouse and put the shift book and oil changing record book in the warehouse. The keys will be handed out to the team next week. Please make the handover and clean the warehouse.

十三、润滑油库房已申领至现场，请高俊杰布置好库房，将交接班本和加换油记录本放在库房中。下周起钥匙发放至班组，请各班做好交接，打扫号库房卫生。

XIV Please report the spare parts of the high pressure heat exchanger, high-pressure valves of different specifications, shelves and other materials to the material plan for May.

十四、请各负责人及时将高压换热器备件、不同规格的高压阀门、货架等物资上报至5月份材料计划中。

XV Gao Junjie shall connect with the motor department to ensure that the amount of lubricating oil in the warehouse is twice the amount of refueling.

十五、请高俊杰与机动部对接，确保库房润滑油的量为加油量的两倍。

XVI Please check whether there is gasket in the plug before the single test of the pump. If there is no gasket, please apply in time and add gasket.

十六、请各班组在机泵单试前，检查丝堵是否有垫片，没有加垫片的及时申领，加装垫片。

XVII Last week, cheating staff will be arranged to retake the exam, suspected cheating staff according to the "two staff rewards and punishment rules" to implement the assessment.

十七、上周上岗考试作弊人员将安排统一重考，疑似作弊人员按《二部职工奖惩细则》落实考核。

XVIII The on-the-job examination on site will be organized. After the question bank is completed, it will be distributed to all teams. Please study hard.

十八、下阶段将组织现场上岗考试，待题库完成后将下发至各班组，请班长带领班员认真学习。

XIX 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.

十九、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。

XX Strengthen the attention to the problem of material missing, hydrocracking by Liu Shixu is responsible for, Refined by Deng Xingchao is responsible for. Weekly contact with construction team and construction management department, urge them to speed up the rectification.

二十、加强对材料缺失问题的重视，加裂由柳世旭负责，精制由邓星朝负责，将三查四定中所有材料缺失问题列为 A 类问题，每周与施工队和施工管理部对接，督促其抓紧整改。

XXI For the problem of missing high pressure gasket, it is confirmed that it should be provided by the construction team, and it must be provided by the construction team.

二十一、针对高压垫片缺失的问题，确认应由施工队提供的，必须由施工队提供。

XXII In case of illness or injury, the monitor and management personnel should pay attention and arrange treatment in time.

二十二、现场出现人员生病、受伤等问题，班长及各管理人员需引起重视，及时安排治疗。