HENGYI	Hengyi	Industri	es S	dn Bho	1 恒	逸实业	(文莱	)有限公司
	Meeting Minutes 会议纪要							
	Record No.	HYBN-T6-11-0055-2019-1 P						Page 1 of 3
Meeting Title 会议名称	Weekly refinery d	of t 尋周例	No.2 会	Chairperson 主持人			Hai Cheng 海诚	
Date/时间	13:30 pm,May 24		Venue 地点		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:

Hai Cheng, Chen Xiaolin, Wang Dongfeng, Zhou Hongjian, Yang Fan, Yang Shihai, Ye Aihui, Zhang Jinxiang, Li Wentao, Gao Junjie, Zhao Tingyun, He Kun, Lu Xinbao, Yu Chunlin, Zhang Hengrui, Zhang Xin, Xu Bo, Hu Jianghai, Tong Jinhui, Mi Jianghua, Deng Xingchao, Miao Jian, Gao Yanna

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、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、高艳娜

## Content/纪要内容:

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:

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:

- 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.
- 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。
  - II This week new 45 problems of three inspections and four determinations

added, so far a total of 3794 problems, 3242 closed loop, the total closed loop rate is 85.5%. The main problems are unfinished construction, Lack of material, etc.

二、精制本周新增三查四定问题 45 项,截至目前问题共 3794 项,总闭环 3242 项,闭环率为 85.5%。未消项问题主要为施工未完成、缺少材料等。

III This week, the team carried out HSE activities as planned. The team member spoke without combining the specific content of the accident, which is not deep in combination with the actual operation. Specific discussion requirements will be clear, give full play to the team's subjective initiative..

三、本周按计划开展班组 HSE 活动,班员发言没有结合事故具体内容展开,与实际操作结合不深。将对具体的讨论要求进行明确,充分发挥班组主观能动性。

IV A total of 488 HSE problems were solved, including 8 new problems, 328 new problems and 66 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.

四、加裂三查四定 HSE 类问题总数 488, 新增 8 项, 总销项 328 项, 新销项 66 项, 销项率 67.2%。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。

V The theory section of the refined onboarding test has been finished in batches. The scores of Yan Xuefeng, Yang Zhiqian and Su Hang are not satisfactory. Please strengthen the on-site study and try to pass the onboarding test once.

五、精制上岗考试理论部分批卷已完成,严雪峰、杨志前、苏航成绩不理想,请加强现场学习,争取上岗考试一次通过。

VI Refined heating content division of labor will be sent to the team after the review of the department leaders, the team is required to check before the insulation package.

六、精制伴热内容分工待部门领导审核完毕后将下发至班组,请班组按要求在包保 温之前检查完毕。

VII The refined training room will be moved to the HSE training room in the camp. Please clean the classroom and hand over the keys.

七、精制培训室搬至营区 HSE 培训室,请值日人员打扫好教室卫生并做好钥匙交接。

VII Please report the gasket demand to gao junjie in advance. The gasket sent to the construction unit shall be signed by the construction unit.

八、请各班组提前将垫片需求报至高俊杰处,发给施工单位的垫片需由施工单位签字。

IX Refined part of the liquid level of the upper exposure, sundries fall into the liquid level, the follow-up will arrange personnel to carry out special inspection of the liquid level.

九、精制部分液面计上部敞口,有杂物落入液面计内,后续将按安排人员对液面计开展专项检查。

X Three inspections and four determinations elimination of the construction unit personnel shortage, material management loopholes and other problems, please Deng Xingchao, Liu Shixu to strengthen the contact with the division, improve the construction team elimination efficiency.

十、三查四定消项出现施工单位人员不足,材料管理漏洞等问题,请邓星朝、柳世旭加强与分部的联系,提高施工队消项效率。

XI Recently seal the container manhole, please strengthen the communication between the equipment and process, and seal the hole for the container that needs washing first.

十一、近期封容器人孔,请设备与工艺加强沟通,对需要冲洗的容器优先封孔。

XI HP flange restoration shall be witnessed and signed by division personnel. Failure to perform acceptance rejection as required..

十二、高压法兰恢复需有分部人员见证、签字,未按要求执行拒接验收。

XIII Crack steam turbine shooting, strengthen communication with instruments, the SIS and DCS problems as soon as possible to propose and modify.

十三、加裂汽轮机打靶,加强与仪表沟通,对 SIS 和 DCS 中存在的问题尽快提出并修改。

XIV Shanghai base staff has all the island into the team, monitor please pay more attention to staff dynamic thinking, training effect, work and life difficulties, to ensure the stability of the team, work together to open a good device.

十四、上海基地人员已全部上岛进入班组,请班长多关心员工思想动态、培训效果、 工作及生活中的困难,保证队伍稳定,齐心协力开好装置。

XV The team should report the problems that cannot be solved in the working process to the relevant professional person in charge in time, so as not to delay the work progress.

十五、班组在工作过程中遇到不能解决的问题需及时上报相关专业负责人,以免耽误工作进度。

XVI The person in charge of the process of each device shall sort out the start items according to the start planning node table, and send the completed contents to minister xu, minister hai and minister Chen every Wednesday before work.

十六、各装置工艺负责人按开工统筹节点表对开工项进行梳理,每周三下班前将已完成内容发送至徐部长、海部长、陈部长。

XVII All devices make the external system line purging form, and record the processing personnel, processing time and other information of the processed external lines as required.

十七、各装置做外部系统线吹扫表格,对已处理的外部线按要求记录处理人、处理时间等信息。

XVIII All containers of each device and externally connected pipelines require the valve to be closed when not in use.

十八、各装置所有容器与外部相连的管线在不使用时要求阀门关闭。

XIX The regulations of daily meeting have been sent to the work group to clarify the requirements of pre-shift meeting, post-shift meeting, meeting meeting, duty of management personnel, etc. Please timely feedback if you have any comments.

十九、每日会议规定已发至工作群,明确班前会、班后会、碰头会、管理人员值班 等要求,有意见请及时反馈。