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| 、logo小 | **Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司** | | | | | | |
| **Meeting Minutes**  **会议纪要** | | | | | | |
| Record No. | HYBN-T6-11-0056-2019-1 | | | | | Page1 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 | 14:00 pm, Jun 1 | | 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, Wang Dongfeng, Zhou Hongjian, Wang Dongfeng, Yang Shihai, Zhang Jinxiang, Gao Junjie, Zhao Tingyun, He Kun, Lu Xinbao, Sun Baoliang, Zhang Hengrui, Zhang Leibo, Sun Weifeng, Hu Jianghai, Tong Jinhui, Deng Xingchao, Miao Jian, Gao Yanna  徐峥嵘、海诚、陈晓林、周洪建、王东峰、杨仕海、张锦祥、高俊杰、赵挺云、何昆、陆新宝、孙宝良、张恒瑞、张雷博、孙伟峰、胡江海、童金辉、邓星朝、苗建、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 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 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；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, pipeline pressure test, water flushing, blasting and purging, etc.   1. 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 77 problems of three inspections and four determinations added, so far a total of 33896problems, 3607 closed loop, the total closed loop rate is 93.25%. The main problems are unfinished construction, Lack of material , etc.  二、精制本周新增三查四定问题77项，截至目前问题共3896项，总闭环3607项，闭环率为93.25%。未消项问题主要为施工未完成、缺少材料等。  III Pressure test of refined middle and low pressure pipelines has been completed except for 1030-a201 blowout line which has not been tested due to lack of materials. The high-voltage pipeline rerouting involves 11 welding joints. The division and quality department suggest not to do the second pressure test. Minister Chen will communicate with general manager tong to give professional opinions.  三、精制中低压管线试压除1030-A201放空线因缺少材料未试压，其余管线试压均已完成；高压管线改线涉及11道焊口，分部及质量部建议不做二次试压，由陈部长与童总沟通，给出专业意见。  Ⅳ Machine pump single test, high pressure flange fastening coordination personnel should arrive at the site at 8 a.m. every day, if necessary to work overtime at night.  四、请机泵单试、高压法兰紧固工作配合人员每天早上8点到达现场，如有需要请晚上加班配合工作。  V The centrifuge compressor is expected to start oil running next Monday and finish oil running within a week. Please confirm the process of oil running, connect temporary lines to places where conditions are not met, and ensure the smooth operation of oil running.  五、加裂离心机预计下周一开始跑油，一周内完成跑油工作。请相关人员确认跑油流程，对不具备条件的地方接临时线，确保跑油工作顺利展开。  Ⅵ After the completion of pump commissioning, check and confirm the flow of the pump which needs to be started and stopped. During the operation of the machine pump, temperature and vibration should be measured to ensure no excessive current and record.  六、机泵试运完成后，对需要开停的机泵要检查确认到位，机泵运行过程中要测温、测振，确保不超电流，并做好记录。  Ⅶ This week, it was found that the circulating water was not used before the refined 4th shift started the pump. The temporary gasket hole in the process of P203A pump test was not aligned, leading to the process impassability. For the above problems, remind all monitors and technicians to remind them when arranging work.Confirm the process, control every link, find out the problem in time, solve the problem.  七、本周发现精制四班启泵之前循环水未投用，加裂P203A试泵时流程临时垫片孔未对上，导致流程不通。针对以上问题，请各班长及技术员在安排工作时做好提醒，  确认好流程，把控好每一个环节，及时发现问题，解决问题。  Ⅷ 1030-E102C has been finished to deal with. It began to reset on site and it will be put into use after pressure test.  八、1030-E102C处理完毕，现场开始复位，复位完毕后打压，待打压合格后正常投用。  Ⅸ The DHT& KHT unit will start normalized work from next week onward, and strive to be completed before the official delivery.  九、煤柴油装置下周起开始开展规格化工作，争取正式中交之前完成。  X When the equipment major is carrying out pump test, high pressure flange fastening, static equipment manhole sealing and other work, the problems affecting the starting schedule should be solved in time to ensure the normal start.  十、设备专业在开展机泵试运、高压法兰紧固、静设备封人孔等工作时遇到影响开工进度的问题要及时解决，确保开工正常进行。  XI All the dispatching telephones in the factory have been tested and put into use. Please use the production contact system, the dispatching telephones for post contact, and the walkie-talkie for site contact.  十一、全厂调度电话已调试正常并投用，请各位员工使用生产联系系统，岗位联系使用调度电话，现场联系使用对讲机。  XI The report method of the on-duty management personnel has been changed. The management personnel on duty should report by dispatching telephone at 19:00 on weekdays and 9:00 in the morning on holidays.  十二、值班管理人员报道方式更改，请值班的管理人员在工作日于19点使用调度电话报备，节假日于早上9点使用调度电话报备。  XIII The computer in CCR and field operator room has been installed, LIMIS and MES functions and Internet access functions are being debugged, and MES system shall be used for shift log after debugging.  十三、中控室及外操室电脑已经安装完成，LIMIS及MES功能、上网功能正在调试，待完成调试后，交接班日志需使用MES系统。  XIV In June, the site work is very intensive and has a lot of content. In order to meet the needs of the site work, the amount of overtime increased in June, and the overtime table has been sent to the work group. If there is temporary overtime on site, the work arranged by the management staff will be reported to aihui according to the hourly statistics. The work arranged by the team will be signed by the supervisor at the end of the month by the monitor statistics.  十四、6月份现场工作密度大，内容多，为了满足现场工作需要，6月份加班量增加，加班表已发至工作群。现场如有临时加班，管理人员安排的工作按小时统计好报给爱慧，班组安排的工作由班长统计月底找主管领导签字。  XV In order to improve work efficiency and ensure that all work starts are completed before the node, each monitor shall make work plans for the next day and the third day before 16 o 'clock every day. If there is a need, it shall be presented in the on-site coordination meeting in time. It shall be professionally checked and sent to the minister of the sea by WeChat of the enterprise before 20 o 'clock.  十五、为了提高工作效率，确保各项开工各项工作在结点前完成，各班长于每天16点前制定次日及第三日工作计划，有需求在现场协调会上及时提，专业上做好把关，于20点之前通过企业微信发送给海部长。  XVI Three inspections and four determinations Work closure in the professional, each professional to give the final opinion, Deng Xingchao, Liu Shixu site implementation processing.  十六、三查四定工作收尾归口在专业上，各专业给出最终意见，邓星朝、柳世旭现场落实处理情况。  XVII If there is any problem of three inspections and four determinations added in pipeline installation and equipment installation, the reasons shall be given.  十七、煤柴油装置管线安装、设备安装三查四定问题如有增加，需给出原因。  XVIII Make a list of the problems that need to be led by the designer and connected with the design institute.  十八、设计问题收尾，对需设计牵头,与设计院对接的问题进行梳理并列清单提报。  XIX The person in charge of the special work should strengthen the field work and timely feedback the work information.  十九、各专项工作负责人加大现场工作开展力度，工作信息及时反馈。  XX Close all design changes within the next week. Need to grasp the single test run; Need to grasp the static equipment manhole closure, Chen minister tracking static equipment internal rectification problems.  二十、工程收尾工作需关注设计变更，下周内关闭所有设计变更；需抓紧单机试运行；需抓紧静设备人孔封闭，陈部长跟踪静设备内部整改问题。  XXI The coal and diesel equipment technology major shall give rectification opinions to the equipment major and construction units on the problems involved in the starting process.  二十一、煤柴油装置工艺专业就开工流程涉及的问题向设备专业及施工单位提整改意见。  XXII The customized management of the site is led by minister Chen, and the customized management of the outdoor exercise room is led by minister hai. The goods should be placed and the handover should be completed.  二十二、现场定制化管理由陈部长牵头，外操室定制化管理由海部长牵头，摆放好物品，做好交接班。  XXIII According to the site work coordination, on June 20, the fuel gas will be introduced. The technicians are requested to sort out the starting work and find problems. The feedback will be sent to minister xu before next Wednesday.  二十三、根据现场工作统筹，6月20号引燃料气，请工艺人员对开工工作进行梳理，查找问题，下周三之前反馈至徐部长。 | | | | | | | |