

Supplementary Notice on Duty Management of Operation Departments 关于运行部值班的补充通知

All departments / 各部门：

According to *Duty Management Regulations (HYBN-T3-01-0007-2018-1)*, the personnel on duty of operation departments shall conduct patrol inspections of the work posts within each department. It is hereby further notified that:

根据公司《值班管理规定》(HYBN-T3-01-0007-2018-1) 要求，运行部值班人员应对所辖范围进行巡检查岗，现对此进一步明确如下：

1. The personnel on duty of each department shall conduct at least two patrol inspections of the panel and field operator posts within each department, one during 21:00 p.m.-23:00p.m., and the other during 4:00 a.m.-6:00 a.m.

运行部值班人员值班期间，每班应至少两次对部门内、外操岗位进行巡检，其中：一次为上半夜 9:00-11:00 之间，一次在下半夜 4:00-6:00 之间。

2. Each operation department should put in place the *Attendance Book* inside the CCR and Field Operator Room. Personnel on duty of each department shall sign on the *Attendance Book* during their shift.

各运行部门应当在各内、外操操作室放置《值班签到本》，运行部值班人员巡检期间，应在《值班签到本》上签到，并注明到达时间。

3. The *Attendance Book* is available at the desk of Rahimah or Amin at CEO's Office, starting from Thursday afternoon.

请各部门于本周四下午到总经办 **Rahimah / Amin** 处领取《值班签到本》。

Please be notified of the above regulations and your compliance is appreciated.

特此通知并请遵照执行。

总经办、人力资源部

2019 年 10 月 7 日