



Hengyi Industries Sdn Bhd
恒逸实业（文莱）有限公司

HYBN-T3-01-0009-2019-1

Interim Methods for Performance Appraisal

绩效考核暂行办法

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	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司				
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1 Purpose 目的

Driven by the maximization of the Company's overall benefits, these Methods are formulated based on the progress, startup, commissioning, and safe, stable and long-term operation of the project, so as to consolidate basic management, stabilize and improve technical and economic indicators, and ensure smooth implementation of the project and continuous improvement of management level and economic benefits.

以公司整体利益最大化为导向，围绕项目进度、开工试车、安全平稳长周期运行，夯实基础管理，稳定并提升技术经济指标，确保项目顺利推进以及管理水平和经济效益的持续改进。

2 Scope of Application 适用范围

These Methods are applicable to the monthly performance appraisal of all departments of the Company during the startup period.

本办法适用于公司各部门开工期月度绩效考核。

3 Terms and Definitions 术语和定义

None.

无。

4 Management Responsibilities 管理职责

4.1 Specified administrative authority 归口管理部门

CEO's Office is the specified administrative authority for performance appraisal of the Company, and undertakes the following main responsibilities:

总经理办公室是公司绩效考核的归口管理部门，主要职责如下：

4.1.1 Organize the formulation or revision of the Company's performance appraisal methods and summarize the detailed appraisal rules for each profession.

组织制定或修订公司绩效考核办法汇总各专业考核细则。

4.1.2 Take the lead in formulating and reviewing the detailed appraisal rules for each profession, track and urge the implementation of continuous improvement measures for appraisal items.

牵头制定并审核汇总各专业考核细则，跟踪督促落实考核项目的持续改进措施。

4.1.3 Summarize and review the appraisal results of each appraised department, convene relevant meetings on the Company's performance appraisal, and release the appraisal results.

汇总审核各考核部门考核结果，召集公司绩效考核有关会议，发布考核结果。

4.1.4 Cooperate with HR Dept. to well honor the appraisal.

配合人力资源部做好考核兑现工作。

4.2 Coordinated management departments 协同管理部门

Functional management departments of the Company, including HR Dept., Finance Dept., Commercial Dept., Materials Supplies Dept., Scheduling & Dispatch Dept., Equipment Management Dept., HSE Dept. and IT Dept., shall act as the professional appraisal department and collaborative management department for performance appraisal. Their main responsibilities are shown as follows:

包括人力资源部、财务管理部、商务部、物资装备部、计划调度部、机械动力部、HSE管理部、信息管理部在内的公司职能管理部门是绩效考核的专业考核部门和协同管理部门，主要职责如下：

4.2.1 Be responsible for formulating or revising the detailed rules for the implementation of the performance appraisal of the department or the profession, and organizing the implementation.

负责制定或修订本部门或本专业绩效考核实施细则并组织实施。

4.2.2 Decompose and issue objectives of performance appraisal to the concerned department and discipline according to the production and operation management objectives of the Company.

根据公司生产经营管理目标，分解下达本部门本专业承担的各项绩效考核目标。

4.2.3 Track, analyze and predict the completion of the appraisal items, timely check and urge the production execution department and Maintenance Dept. to formulate and implement effective measures to ensure the completion of the appraisal objectives or continuous improvement.

跟踪、分析、预测考核项目完成情况，及时检查督促生产执行部门和维保部门制定落实有效措施，确保考核目标完成或持续改进。

4.2.4 Appoint special assessors to complete the appraisal work of the concerned departments and professions in a fair or just manner, and report the appraisal results within the specified time.

指定专门考核员，公正公平完成本部门、本专业考核工作，在规定时间内上报考核结果。

4.2.5 Carefully verify complaint opinions of the appraised departments and put forward specific appraisal suggestions.

对被考核部门的申诉意见认真核实，并提出具体的考核建议。

4.2.6 Be responsible for the formulation and implementation of the department's appraisal

methods.

负责制定并实施本部门考核办法。

4.3 Executive departments 执行部门

The 10 production execution departments and Equipment Maintenance Dept., including No.1 Refinery Dept., No.2 Refinery Dept., No.3 Refinery Dept., No.4 Refinery Dept., Power Dept., Port and Storage Dept., Utilities Dept., Quality Analysis Dept., Electrical Operation Dept., and Instrument Control Dept., serve as the execution departments of performance appraisal. They are responsible for implementing the Company's performance appraisal methods, formulating and implementing the department's performance appraisal methods and reporting them to the CEO's Office (Enterprise Management) for the record.

炼油一部、二部、三部、四部、热电部、港务储运部、公用工程部、质量检验部、电气运行部、仪表控制部等 10 个生产执行部门及设备检修部是绩效考核的执行部门，负责执行公司绩效考核办法，制定并实施本部门绩效考核办法并报总经理办公室（企管）备案。

5 Management Content 管理内容

5.1 Appraisal organization 考核组织

The CEO directly leads the Company's performance appraisal. Each professional management department shall complete the professional appraisal last month according to the specified schedule, and reports it to the CEO's Office (Enterprise Management) for review, summary and publicity. After the appraisal results are approved by the CEO, the results will be publicized and submitted to the HR Dept. for honoring.

CEO 直接领导公司绩效考核工作，各专业管理部门按规定时间完成上月专业考核，报总经理办公室（企管）审核、汇总、公示，考核结果经 CEO 审核批准后进行结果公示并交人力资源部进行兑现。

5.2 Appraisal content 考核内容

5.2.1 The monthly performance appraisal during the startup period consists of two parts: professional management appraisal and special work appraisal. Each part is mainly based on item appraisal, i.e. the specific appraisal items are directly linked to the award amounts and expressed by the amount added or deducted. For departments that have entered operation management, unscheduled shutdown appraisal will be added. Professional management departments may adjust the appraisal items according to the circumstances, but approval is required.

开工期月度绩效考核由专业管理考核和专项工作考核两部分组成，每部分以事项考核为主，即具体考核事项与奖金额直接挂钩，以加扣金额表示。对已进入运行管理的部门，增加非计划停工考核。专业管理部门可视情况调整考核项目，但需经过批准。

5.2.1.1 Professional management appraisal 专业管理考核

Professional management appraisal shall be carried out according to the detailed rules for professional appraisal of various functional departments, as shown in Annex 9.1.

专业管理考核根据各职能部门专业考核细则执行，详见附件 9.1。

5.2.1.2 Special work appraisal 专项工作考核

Special work appraisal consists of HSE management, quality, stability and anti-fraud. See Annex 9.2 for details.

专项工作考核由 HSE 管理、质量、稳定、反舞弊四个方面构成，详见附件 9.2。

5.2.1.3 Unscheduled shutdown appraisal 非计划停工考核

Unscheduled shutdown appraisal is mainly carried out to ensure the safe, stable and long-term operation of the units that have been put into operation. See HYBN-T3-06-0007-2019-1 *Management System for Unscheduled Shutdowns and Abnormal Fluctuations*.

非计划停工考核主要为了确保已投入运行的装置安全稳定长周期运行，考核依据参见《非计划停工及异常波动管理办法》(HYBN-T3-06-0007-2019-1)。

5.3 Appraisal rules 考核规则

5.3.1 In the course of item appraisal, each appraisal shall be made based on fact without limits.

事项类考核有一项计一项，不设限额。

5.3.2 The total amount of professional management appraisal shall be controlled, i.e. the monthly reward amount of professional departments shall not exceed the deduction and penalized amount in principle.

专业管理考核实行总额控制，即专业部门月度奖励金额原则上不超过扣罚金额。

5.3.3 The problems found in various inspections organized by the government, external institutions and Hengyi Group shall be implemented according to 2 times of the appraisal standards in the Detailed Rules for Professional Management Appraisal.

对政府、外部机构、恒逸集团组织的各类检查查出的问题，按专业管理考核细则中考核标准的 2 倍执行。

5.3.4 For departments, teams or individuals that have completed temporary, emergency or work exceeding normal workload, or have made outstanding achievements in ensuring the progress of trial run, reducing unscheduled shutdown, improving management and solving

major and difficult problems, the professional appraisal department or leaders of the Company may put forward reward suggestions.

完成临时性、应急性或超过正常工作量的工作，或在确保试车进度、减少非计划停工、提升管理、解决重大疑难问题等方面做出突出成绩的部门、团队或个人，专业考核部门或分管公司领导可提出奖励建议。

5.3.5 The professional appraisal department may, according to the actual situation of the trial run, put forward appraisal opinions for departments or professional work that are ineffective.

专业考核部门可根据试车工作实际情况，对工作不力、效果较差的部门或专业工作进行提出考核意见。

5.3.6 The leaders of the Company in charge of performance appraisal may put forward appraisal opinions in combination with the actual situation, and the deputy general manager and general manager assistant of the Company may propose appraisal suggestions for the concerned department or the appointed work.

主管绩效考核的公司领导可结合实际情况提出考核意见，公司副总经理、总助可对分管的部门或工作提出考核建议。

5.3.7 In principle, different professional management departments will not separately appraise the same matter.

不同专业管理部门原则上不对同一事项分别进行考核。

5.4 Appraisal fulfillment 考核兑现

5.4.1 Monthly performance bonus base: The Company determines the monthly bonus amount of each department according to the actual situation.

月度绩效奖金基数：公司根据实际情况确定各部门月度奖金额度。

5.4.2 According to the detailed rules for professional appraisal, the amount of penalty shall not be limited by the bonus base, and shall be deducted according to the facts.

根据专业考核细则扣罚金额的不受奖金基数限制，据实扣罚。

5.4.3 Deductions for specific responsible person shall be limited to such person's salary of the current month, and the monthly comprehensive performance appraisal of each department shall be deducted to the extent of bonus of the current month.

对具体责任人的扣罚以本人当月薪酬为限，各部门月度综合绩效考核扣罚总额以当月部门奖金额度为限。

5.5 Appraisal procedure 考核程序

5.5.1 At the beginning of each month, the designated assessors will summarize the professional appraisal opinions of each professional appraisal department. A professional appraisal meeting shall be held where practicable, which will form the monthly professional

appraisal opinions upon being reviewed and signed by the department leaders. The monthly performance appraisal shall be reported to the CEO's Office (Enterprise Management) before the 5th of that month.

各专业考核部门每月初由指定考核员汇总本专业考核意见，具备条件的应当召开专业考核会议，经部门领导审核签字后形成月度专业考核意见，并于当月 5 日前将月度绩效考核情况报总经理办公室（企管）。

5.5.2 The CEO's Office (Enterprise Management) will publicize the preliminary appraisal on the Company's website for 3 days before the 6th of each month. If there is any objection to the appraisal, a complaint shall be filed before the end of the publicity.

总经理办公室（企管）每月 6 日前将初步考核情况审核后在公司网站上公示 3 天。对考核情况有异议的，在公示结束前提出申诉。

5.5.3 The CEO's Office (Enterprise Management) will review, sort out and summarize the appraisal results on the 10th of each month and report them to the CEO for review. When necessary, a performance appraisal meeting shall be held to review the appraisal.

总经理办公室（企管）每月 10 日左右对考核结果进行审核、整理、汇总后报 CEO 审核。必要时召开公司绩效考核会议，对考核情况进行评审。

5.5.4 The CEO's Office (Enterprise Management) will publish the final appraisal results issued by the CEO on the Company's website on the 15th of each month and submit them to the HR Dept. for fulfillment according to relevant procedures.

总经理办公室（企管）每月 15 日左右将 CEO 签发后的最终考核结果在公司网站上公布，并同时报送人力资源部按相关程序进行兑现。

5.6 Other provisions 其他规定

5.6.1 If any department is subject to appraisal and penalty due to other functional management departments, the specific leading department may put forward appraisal opinions according to the responsibility, and the CEO's Office (Enterprise Management) shall implement the appraisal upon approval of the Company's leaders.

因其他职能管理部门原因造成本部门被考核扣罚的，可由具体工作牵头部门根据责任大小提出考核意见，经公司领导批准由总经理办公室（企管）落实考核。

5.6.2 If the actual situation of the Company changes significantly or the setting of the appraisal objectives is seriously unreasonable, resulting in significant deviation or serious irrationality in the implementation results of the appraisal objectives, the functional management department shall put forward opinions and timely adjust or cancel them upon approval of the Company's leaders.

由于公司实际情况发生重大变化或考核目标设置严重不合理，导致考核目标执行结果产生重大偏差或严重不合理的，由职能管理部门提出意见，经公司领导批准后适时调整或取消。

5.6.3 For employees subject to administrative sanctions, the bonus shall be calculated and

distributed according to the *Regulations on Management of Disciplinary Punishment* of the Company.

受到行政处分的职工，奖金计发按公司《违纪惩处管理规定》执行。

5.6.4 Each department shall formulate detailed rules for department appraisal by reference to this appraisal method. In principle, the monthly bonus quota of the department shall be distributed equally to the registered employees. On this basis, all appraisal results shall be implemented to specific personnel.

各部门参照本考核办法制定部门考核细则，部门月度奖金额度原则上按在册在文员工平均分配，并在此基础上，将所有考核结果落实到具体人员。

5.6.5 The leaders of the Company in charge of the appraisal may decide or convene a performance appraisal meeting to decide other exceptional cases.

其他例外情况，公司主管考核的领导或其召集绩效考核会议研究决定。

6 Inspection and Supervision 检查与监督

6.1 All departments and employees of the Company have the right to supervise the Company's performance appraisal methods and results.

公司各部门、所有员工有权对公司绩效考核办法和考核结果进行监督。

6.2 The CEO shall convene the performance appraisal meetings from time to time to review, supervise, adjust and optimize the appraisal methods, contents and procedures.

CEO 不定期召集公司绩效考核会议，对考核办法、内容、程序进行审查、监督并调整优化。

6.3 The CEO's Office shall publicize the appraisal results on a monthly basis and accept supervision; take the lead in checking the complaints of various departments and give timely reply.

总经理办公室按月公示考核结果，接受监督；对各部门申诉牵头进行核查，及时给出回复意见。

6.4 The CEO's Office shall promptly organize various functional management departments to revise and improve the appraisal methods according to the system documents.

总经理办公室及时组织各职能管理部门根据体系文件修订和完善考核办法。

7 Associated Procedures and Records 关联程序和记录

7.1 Associated procedures 关联程序

Performance Appraisal Procedure HYBN-T2-01-0016-2018-1

绩效考核程序 HYBN-T2-01-0016-2018-1

7.2 Associated records 关联记录

7.2.1 *Appraisal Complaint Form* HYBN-T6-01-0040-001-2019

考核申诉单 HYBN-T6-01-0040-001-2019

8 Supplementary Rules 附则

8.1 These Methods are under the centralized management of the CEO's Office.

本规定由总经理办公室归口管理。

8.2 These Methods are drafted by CEO's Office.

本规定起草部门：总经理办公室。

8.3 CEO's Office is responsible for the interpretation of these Methods.

本规定解释权归总经理办公室拥有。

8.4 Revision, preparation and approval of these Methods are shown in Table 1:

本规定版本编制和审批情况见表 1:

Table 1 Revision, preparation and approval of document**表 1 文件版本编制和审批情况**

1	2019-09-02	Sun Jin 孙进	Li Peng 李鹏	Chen Liancai 陈连财
Revision 版本	Issued date 颁布日期	Prepared by 编制人	Reviewed by 审核人	Approved by 批准人

9 Annexes 附件

9.1 Detailed Rules for Professional Management Appraisal

专业管理考核细则

9.2 Detailed Rules for Special Work Appraisal

专项工作考核细则

Annex 9.1

附件 9.1

Detailed Rules for Professional Management Appraisal**专业管理考核细则****(I) Detailed Rules for Professional Appraisal of CEO's Office****总经理办公室专业考核细则**

1 In the case of any failure to handle with the key work assigned by the Company's leaders in a timely or an effective manner, or failure to fulfill the professional management responsibilities of functional departments, and being criticized by the Company's leaders, the responsible department shall be deducted by BND200; In case the circumstances are so serious as to generate great influence on the key work progress of the Company, the penalty will be doubled; In case the main leaders of the Company publicly praise the specific work at the meeting, BND50-200 will be added depending on the circumstances.

对公司领导交办的重点工作未及时办理的或办理不力，或职能部门专业管理职责履行不到位，受到公司领导批评的，扣责任部门 200 文币，情节严重导致公司重点工作进度受到重大影响的，加倍扣罚；因特定工作受到公司主要领导在会议上公开表扬的，视情节加 50-200 文币。

2 In the case of any mistakes or careless check on the drafting and reviewing of official documents and manuscripts, and being criticized by the Company's leaders, the drafting department shall be deducted by BND50.

对公文、文稿起草、审核存在失误或把关不严，受到公司领导批评的，扣拟稿部门 50 文币。

3 BND50 will be added in case any drafting department submits the written materials with high quality according to the provisions; In the case of delayed submission or submission without acceptable writing quality, the drafting department shall be deducted by BND50; the drafting department that fails to finish the work on schedule or has poor writing quality shall be deducted by BND50.

按规定上报材料且文字质量较高的拟稿部门，加 50 文币；延期上报或已上报但文字质量尚可的拟稿部门，扣 50 文币；对未按期完成或文字质量较差的拟稿部门，扣 50 文币。

4 For cadres on duty who violate the duty management regulations, the party concerned shall be deducted by BND50.

对违反值班管理规定的值班干部，扣当事人 50 文币。

5 For meetings presided over by the Company's leaders, the absentee shall be deducted by BND50, and those personnel who are late shall be deducted by BND20; in the case of arriving late or absence of professional meetings, the appraisal will be halved; in the case of being criticized by the Company's leaders due to ineffective organization of the meeting, the responsible department shall be deducted by BND100.

对公司领导主持的会议，缺席人员扣 50 文币，迟到人员扣 20 文币，专业会议迟到、缺席，考核减半。会议组织不力，受到公司领导批评的，扣责任部门 100 文币。

6 For company-level meetings, the video or audio system of the meeting shall be opened 10 minutes in advance at each meeting venue, otherwise, relevant departments or responsible persons shall be deducted by BND20/time; If the video or audio system of the meeting is not shut down in time after the meeting is completed, the relevant department or responsible person shall be deducted by 10BND/time.

对公司级会议，各会场应提前 10 分钟接通会议视频或音频系统，否则扣相关部门或责任人 20 文币/次；会议结束后未及时关闭会议视频或音频系统的，扣相关部门或责任人 10 文币/次。

7 Any department that engages in unauthorized contact with government authority or authorized entities, visits or releases information to foreign parties shall be deducted by BND100.

擅自与政府部门或授权单位接洽、访问、对外方发布信息等活动的部门，扣 100 文币。

8 In the case of unauthorized disclosure of sensitive information of the Company during the foreign exchanges or activities, the responsible person shall be deducted by BND1000 and the responsible department shall be deducted by BND000. In case of disclosure of company secrets, the responsible person shall be deducted by BND2000, and be claimed for responsibility until the labor contract is terminated.

在对外交往或活动中，未经授权泄露公司敏感信息的，扣责任人 1000 文币，扣责任部门 2000 文币。泄露公司机密的，扣责任人 2000 文币，并可进行追责直到解除劳动合同。

9 In the case of failure to collect and sort out archives in time according to regulations or incomplete archives and inconformity to the requirements, the responsible department shall be deducted by BND50/item. If the archives are not properly kept, lost, defaced, or the borrowed archives are not returned on time, the responsible person shall be deducted by BND100/item.

未按规定进行档案收集、整理并及时归档或档案归档不完整、不符合要求的，扣责任部门 50 文币/每项。档案保管不善、丢失、污损，或借阅档案未按时归还的，扣责任人 100 文币/件。

10 In the case of failure to carry out daily post inspection, weekly post inspection and other professional post inspection according to the requirements of the professional system, or no inspection record, BND100 shall be deducted each time.

未按专业制度要求开展日岗检、周岗检等专业岗检，或无检查记录的，每次扣 100 文币。

11 In case various problems of post inspection at all levels are not rectified in time or the actual effect is not good, BND100 shall be deducted each time; In case the problem occurs repeatedly during post inspection, the appraisal shall be doubled.

各级各类岗检问题整改不及时或实际效果不好的，每项扣 100 文币；岗检问题重复发生的，加倍考核。

12 In the case of failure to formulate detailed rules for the internal appraisal of the department as required, 200BND shall be deducted; In the case of failure to carry out the appraisal according to the Company's appraisal methods and the department's appraisal rules, which causes complaints from employees and is confirmed by investigation, BND100 shall be deducted; In the case of failure to implement the appraisal results, rewards and punishments of

the Company's to the relevant responsible persons, BND100 shall be deducted.

未按照要求制定部门内部考核细则的，扣 200 文币；未按公司考核办法和本部门考核细则进行考核，引起职工投诉并经调查确实的，扣 100 文币；未将公司考核奖惩结果落实到有关责任人，扣 100 文币。

13 In the case of failure to fill in and submit the report for professional appraisal in a timely and standardized manner, BND50 shall be deducted.

专业考核单位考核报表填报不及时、不规范，扣 50 文币。

14 In the case of poor organization in major activities and work processes of the Company and being criticized by the Company's leaders, BND200-1000 shall be deducted, depending on the circumstances, while departments that are well organized and praised by the Company's leaders will be added by BND200-1000.

在公司重大活动和工作过程中组织较差，受到公司领导批评的部门，视情节扣 200-1000 文币，组织较好并受到公司领导表扬的部门，加 200-1000 文币。

15 In case the system or process is not formulated in a timely manner, or the drafting quality of the system is poor and there are obvious defects, the centralized management department of the system or process shall be deducted by BND100/item.

未及时制订制度或流程，或制度起草质量较差、存在明显缺陷的，扣制度或流程归口管理 100 文币/项。

16 In the case of failure to revise the system or process with poor implementation effect in time according to the requirements of the Company's leaders, thus affecting the normal work, the specified administrative authority shall be deducted by BND200.

未按公司领导要求对执行效果较差的制度或流程修订不及时，影响正常工作的，扣归口管理部门 200 文币。

17 In the case of failure to implement the management system of the Company and causing no serious consequences, the responsible department shall be deducted by BND200; if serious consequences are caused, BND500-2000 shall be deducted depending on the seriousness of the case; in the case of failure to follow the process, BND100-500 shall be deducted based on the seriousness.

不执行公司管理制度且未造成严重后果的，扣责任部门 200 文币，造成严重后果的，视情节轻重，扣 500-2000 文币；不按流程办事的，视情节轻重扣 100-500 文币。

18 In case major delays or difficulties occur in the implementation of related work due to unfulfilled supervision and inspection of the specified administrative authority of the system or process, the department shall be deducted by BND30/item/person; In case the specified administrative authority of the system or process does not perform appraisal for 2 consecutive months or only give rewards without penalty, it shall be deducted by BND20/item/person.

制度或流程归口管理部门因监督检查不到位，导致相关工作出现重大延误或难以落实的，扣部门 30 文币/项/人；制度或流程归口管理部门连续 2 个月不考核或只有奖励无扣罚的，扣部门 20 文币/项/人。

19 In the case of failure to formulate (revise) timely the changed system, external regulations or standards of the Company as required, BND200/item shall be deducted.

公司制度、外部法规或标准等发生变化时，未按要求及时制（修）订的，扣 200 文币/项。

20 In the case of failure to formulate the plan for publicizing and implementation of the system or failure to conduct the training for publicizing and implementation of the system as required, BND100/item shall be deducted.

未按要求制定制度宣贯计划或进行制度宣贯培训的，扣 100 文币/项。

21 In the case of any failure to implement standards or perform the relevant work of system management as required, or any delayed or ineffective rectification of non-conformities in system documents, the responsible department shall be deducted by BND500; if serious consequences are caused, the penalty will be doubled. For the issues without defined direct responsibility, the specified administrative authority of the system or process shall assume management responsibility for the business under its management and be deducted by BND10/item/person. Penalty will be doubled successively for repeated occurrence.

未按要求履行贯标或体系管理相关工作的，或对体系文件的不符合项整改不及时或效果不明显的，扣责任部门 500 文币，造成严重后果的，加倍扣罚。对无直接责任的问题，制度或流程归口管理部门对所管理的业务应承担管理责任，扣部门 10 文币/项/人。重复发生，逐次加倍扣罚。

22 In the case of failure to enforce the bidding management regulations stipulated by Hengyi Group or the government, the responsible department shall be deducted by BND1000-5000 depending on the seriousness of the case. If the contract management is not standardized, or the contract approval procedures are not performed, BND100/item shall be deducted.

不执行恒逸集团或政府规定的招投标管理规定，视情节轻重，扣责任部门 1000-5000 文币，合同管理不规范，或未履行合同审批程序的，扣 100 文币/份。

23 In case there are major mistakes in the contract without losses, the responsible department shall be deducted by BND200/item, and if losses are caused, BND1000-2000 shall be deducted depending on the seriousness of the case.

合同中出现重大失误且未造成损失的，扣责任部门 200 文币/份，造成损失的，视情节轻重扣 1000-2000 文币。

24 In case any visible waste and debris are not cleaned up in the battery limit for more than 48 hours, BND100 shall be deducted for every piece; In case no rectification is made within one week upon receipt of the rectification notice, BND200 shall be deducted for every piece; In case the office environment is poor, or the articles are not placed neatly, BND20 shall be deducted for each time, and BND50-200 shall be deducted if it happens repeatedly or if no change is made upon repeated instruction.

界区有明显垃圾、杂物，48 小时以上未及时清理，每处扣 100 文币；接到整改通知，超过一周时间未整改，每处扣 200 文币；办公区环境较差，或物品摆放不整齐，每次扣 20 文币，重复发生或屡教不改的，扣 50-200 文币。

25 In case the waste is not thrown into the garbage can as required and scattered around the

garbage can, BND50 shall be deducted for every piece. If it happens many times, the appraisal will be doubled step by step.

垃圾桶未按规定丢入垃圾桶散落在垃圾桶周围的，每处扣 50 文币，多次发生的，逐次加倍考核。

26 In case the waste is not collected and removed according to time, the responsible person shall be deducted by BND100 for each time; In case the factory environment, hygiene and cleaning are not supervised, and the Company's leaders give criticism or it is complained and verified, BND500 shall be deducted for each time.

未按时间收集和清运垃圾的，每次扣责任人 100 文币；厂容和卫生、保洁监管不到位的，受到公司领导批评或投诉查实的，每次扣 500 文币。

27 In case of the destruction of greening and road facilities, in addition to the compensation according to the price, the responsible department shall be deducted by BND500-2000, depending on the seriousness of the case.

毁坏绿化及道路设施的，除照价赔偿外视情节严重情况，扣责任部门 500-2000 文币。

28 In case any person finds and reports the dumping of construction waste, solid waste, or the surrounding environment pollution caused by the uncivilized construction, and the responsibility is not attributable to the department where such person works, the department where such person works will be added by BND50; the department that actively cooperates with the factory environment and health inspection, and assists in dealing with the scene environmental remediation will be added by BND 500/time.

发现并举报偷倒施工垃圾、固体废弃物，或不文明施工造成周边环境污染，且责任不属于所在部门的情况，每次对举报人所在单位加 50 文币；对积极配合厂容及卫生检查，协助处理现场环境整治的部门，加 500 文币/次。

29 In the case of damage to public property or public goods, in addition to compensation according to the price, the responsible person shall be deducted by BND100/time; In case of violation of apartment management regulations or dining management regulations, the responsible person shall be deducted by BND 50/time.

损害公共财产或公共物品，除照价赔偿外，扣责任人 100 文币/次；违反公寓管理规定或就餐管理规定的，扣责任人 50 文币/次。

30 In the case of failure to park car or bicycle in accordance with the regulations, the responsible person shall be deducted by BND50/time.

不按规定停放汽车或自行车，扣责任人 50 文币/次。

(II) Detailed Rules for Professional Appraisal of HR Dept.

人力资源部专业考核细则

1 BND20 shall be deducted in case an employee is late for work or leaves early for less than 30 minutes; BND40 shall be deducted on case an employee is late for work or leaves early for 30-60 minutes; in case an employee is late for work or leaves early for more than 60 minutes, such person will be deemed as absenteeism for one day, and deducted by the same day's

salary, and BND60 at the same time.

上班迟到或早退 30 分钟以内，扣 20 文币；迟到或早退 30-60 分钟，扣 40 文币；迟到或早退 60 分钟以上，视旷工一天，扣除当日工资，同时扣 60 文币。

2 In case an employee absents from work for one day without any reason, the salary of that day and BND100 shall be deducted.

员工无故旷工一天，扣除当日工资，同时扣 100 文币。

3 In case an employee goes out to work without informing leaders or colleagues, and is untraceable, the salary of that day and BND100 shall be deducted.

外出工作未向领导或同事知会，出入无法追踪，扣除当日工资，同时扣 100 文币。

4 BND20 shall be deducted in case an employee registers attendance or punches the card on behalf of others, or registers attendance or punches the card in advance.

代人签到或打卡/签到虚假提前，扣 20 文币。

5 BND20 shall be deducted in case an employee browses external websites unrelated to the job and does other things unrelated to the job during work hours.

员工上班期间浏览与工作无关的外部网站等与工作无关的事情，扣 20 文币。

6 BND10 shall be deducted in case an employee during the shift, the mobile phone is not stored in the designated location according to the company's fixed placement requirements.

当班期间手机未按公司定置化摆放要求存放在指定位置，扣 10 文币。

7 BND40 shall be deducted in case an employee fails to abide by the *Regulations on Management of Leave and Attendance of Employee* and to go through the approval procedures as required.

员工未遵守《员工请假考勤管理规定》，休假未按要求走审批手续，扣 40 文币。

8 BND40-100 shall be deducted in case an employee is absent from his/her post, arbitrarily leaves his/her post and visits others during work hours.

员工上班期间不坚守岗位，脱岗、串岗，扣 40-100 文币。

9 BND40-100 shall be deducted in case an employee is in poor mental state and sleeps at work.

上班期间精神状态不佳、睡岗，扣 40-100 文币。

10 BND60-100 shall be deducted in case an employee is engaged in a second occupation during working hours and other profitable economic activities in the name of personal leave, sick leave and other holidays.

员工上班时间从事第二职业，以请事假、病假等假期的名义去从事其他有收益经济活动的，扣 60-100 文币。

11 BND100-200 shall be deducted in case an employee participates in mobbing, rioting, fights and other acts that affect work, production order and the Company's image.

员工发生聚众闹事、打架斗殴等影响工作、生产秩序和公司形象行为的，扣 100-200 文币。

12 BND60-100 shall be deducted in case an employee fails to observe the shift arrangement system and change shifts without approval.

员工未遵守排班制度，未经批准擅自换班，扣 60-100 文币。

13 BND60-100 shall be deducted in case an employee spreads dissatisfaction in public places, instigates others to make trouble, violates discipline, and affects others' work.

员工在公共场合散布不满情绪，煽动指使他人闹事、违纪等，影响他人工作，扣 60-100 文币。

14 BND20 shall be deducted in case an employee is late for the Company's training, leaves early or is absent without any reason.

参加公司培训迟到、早退或无故缺席的，扣 20 文币。

15 BND10 shall be deducted from each item in case mentoring agreement is missing or the filling is not standardized (the agreement without training objectives and plan will be deemed as invalid).

导师带徒协议缺失或填写不规范（无培养目标计划视同无效），每份扣 10 文币。

16 BND100 shall be deducted in case the mentor fails to organize or supervise the work of the apprentice.

导师带徒工作组织或督导不力，扣 100 文币。

17 BND60-100 shall be deducted in case the annual training plan submitted is not implemented or not performed on schedule without reasonable reasons, and the additional training plan is not reported to the HR Dept..

对提报的年度培训计划无合理理由未按时实施或没有实施，对追加的培训计划没有向人力资源部报备，扣 60-100 文币。

18 BND60-100 shall be deducted in case the external training process fails to meet the requirements, and the training summary and research report are not submitted, or the training summary and research report are not up to the standards.

送外培训流程不符合要求，未提交培训总结和调研报告或培训总结和调研报告不达标，扣 60-100 文币。

19 BND10 shall be deducted for each item in case the qualification certificate is lost due to improper safekeeping.

上岗资格证因未妥善保管造成丢失，每本扣 10 文币。

20 BND5 shall be deducted for each item in case the during the shift, the operation permit was not stored in the designated position according to the company's fixed placement requirements.

当班期间上岗操作证未按公司定置化摆放要求存放在指定位置，每本扣 5 文币。

21 In case any person is found to be cheating on the spot in the examination for obtaining the qualification certificate for the post, the results of the post examination shall be cancelled, and such person shall be regarded as unqualified in the post examination and shall be treated as demotion or waiting for assignment.

人员上岗取证考试被当场发现存在作弊行为，取消上岗考试成绩，视为上岗考试不合格，作降级或待岗处理。

22 BND200 shall be deducted in case the department engages in malpractices for personal

gain in training or examination at the company level.

部门在公司级培训或考试存在徇私舞弊，弄虚作假行为的，扣 200 文币。

23 The training summary of the department and the training work plan for the next year shall be submitted at the end of each year; BND60-100 shall be deducted in the case of failure to submit, or delay in submittal without reason.

每年年底提交本部门培训工作总结与下年度培训工作计划，未提交或无故拖延提交，扣 60-100 文币。

24 BND20-100 shall be deducted in case an employee damages the operating equipment, and throws litter and paper scraps, and fails to maintain environmental sanitation of simulation classrooms when participating in simulation training.

参加仿真培训时，损坏操作设备，乱扔垃圾纸屑，不维护仿真教室的环境卫生，扣 20-100 文币。

25 BND50-100 shall be deducted in case an employee fails to pass the examination of the company-level technical or safety training and still fails to pass the supplementary examination.

公司级技术或安全培训考核不合格，经补考仍不合格，扣 50-100 文币。

26 BND60-100 shall be deducted in the case of failure to cooperate with the HR Dept. in the preliminary selection of personnel training objects and the specific implementation of personnel training plans.

未配合人力资源部做好人才培养对象的初步甄选和人才培养计划的具体实施，扣 50-100 文币。

27 BND50-100 shall be deducted in the case of failure to cooperate with the HR Dept. in all kinds of job competition, list of candidates for key positions, application, selection and training, recommendation, recruitment and acceptance.

未配合人力资源部做好各类人才竞聘上岗、关键岗位储备人选名单、申报选拔培养、推荐推荐、招聘接收等工作，扣 50-100 文币。

28 BND50-100 shall be deducted in the case of failure to cooperate with the list of candidates for rank adjustment and the recommendation for rank adjustment put forward by the HR Dept..

未配合人力资源部提出职级调整申报人选名单和职级调整建议，扣 50-100 文币。

29 BND20 shall be deducted in case an employee remain passive and slow down work due to subjective reasons

消极怠工，因主观原因导致工作滞后，扣 20 文币。

30 BND60-100 shall be deducted in case an employee finds excuses to disobey or defy the superior's work arrangement and scheduling.

找借口不服从或违抗上级的工作安排和调度，扣 60-100 文币。

31 BND60-100 shall be deducted in case an employee rebuts the leader with rude remarks and deliberately delays the work assigned by the leader.

公开顶撞领导，对领导交办的工作故意拖延，扣 60-100 文币。

32 BND50 shall be deducted in case an employee does not cooperate with other departments of the Company or fails to finish the work on time.

对公司其他部门的工作不予以配合或未按时完成，扣 50 文币。

33 BND50 shall be deducted in case an employee divulges the Company's secrets, inquires about, talks about other people's remuneration or spreads gossip to damage the Company's image.

泄露公司机密，打听、谈论他人待遇或散布小道消息使公司形象受损，扣 50 文币。

34 BND50 shall be deducted in case of failure to timely publicize, implement and train the laws, regulations and systems of human resources issued by the Company as required.

对公司下发人力资源法律法规、制度等，未及时按要求进行宣贯、培训，扣 50 文币。

35 BND60-100 shall be deducted for each item in case of failure to submit the attendance sheet on schedule every month, or if the attendance sheet is not standardized or incorrect.

每月未按时提报考勤表，考勤表填报不规范或填报错误，每处扣 60-100 文币。

36 BND50 shall be deducted in case an employee leaves work or is absent from work, fails to report or handle such absenteeism in time

员工离职或旷工未及时提报或不及办理，扣 50 文币。

37 BND20 shall be deducted for each item in case the salary calculation is wrong or the report is not timely.

薪酬计算出错或提报不及时的，每处扣 20 文币。

38 BND10 shall be deducted for each person/time in case of failure to complete the appraisal for confirmation of probation on time, and to fill the application form normatively.

未按时做好员工试用期满转正考核，考核表填报不规范，每人次扣 10 文币。

39 BND50 shall be deducted in case of failure to submit the results of the department's annual performance appraisal and related materials in time as required.

未按要求及时提交本部门年度绩效考核结果及相关资料，扣 50 文币。

40 BND50-100 shall be deducted in case the department has not formulated and implemented an internal daily appraisal management system, and internal personnel management is disorganized.

部门未制定落实内部日常考核管理制度，内部人员管理混乱，扣 50-100 文币。

41 BND50 shall be deducted for each person/time in case an employee fails to obey the Company's visa arrangement or deceives deliberately without special reasons, so that the visa cannot be processed.

无特殊原因，不服从公司签证工作安排或故意欺骗导致签证无法办理，每人次扣 50 文币。

(III) Detailed Rules for Professional Appraisal of Finance Dept.

财务管理部专业考核细则

1 Each department shall report the plan of fund revenue and expenditure for the following three months before the 25th of each month, and BND50 shall be deducted for each overdue day.

各部门每月 25 日前提报后三个月资金收支计划，每晚 1 天扣 50 文币。

2 The sum of the unplanned income and expenditure of each department this month shall not

exceed 5% (inclusive) of the total amount of the plan submitted last month, and BND50 shall be deducted for each exceeding 5%, with a maximum of BND150 per month.

各部门本月计划外收支总和不得超出上月提报计划总额的 5%（含），每超出 5%扣 50 文币，每月最高不超过 150 文币。

3 BND50 will be added for the current month in case all revenues and expenditures of each department in the current month are included in the reported plan of fund revenue and expenditure.

各部门当月全部收支均在提报的资金收支计划内，当月加 50 文币。

4 Each department shall submit the relevant payment process within 5 working days upon receipt and verification of the original documents. If the payment process exceeds the deadline, BND10 shall be deducted for each overdue day, and the maximum amount will not exceed BND100 per month.

各部门在收到相关单据原件并审核无误后，应在 5 个工作日内提交相关付款流程，超出期限每天扣 10 文币，每月最高不超过 100 文币。

5 In case there is any error of principle in the payment process submitted by each department, which needs to be corrected, BND10 shall be deducted for each time, and the maximum deduction will not exceed BND100 per month.

各部门提交的付款流程，存在原则性错误，需退回流程修改的，每次扣 10 文币，每月最高不超过 100 文币。

6 In case no reply is made within 10 working days after the doubt in reviewing the payment process is feedback to the submitter and Finance Dept. rejects the submittal in the process, BND10 shall be deducted for each time, and the maximum deduction will not exceed BND100 per month.

财务部审核付款流程时存在疑问给予提报人反馈后 10 个工作日内未给予回复，财务部退回流程的，每次扣 10 文币，每月最高不超过 100 文币。

7 All departments shall submit monthly (quarterly and annual) financial budgets on schedule. BND50 shall be deducted for each overdue day in case such budgets are not submitted on schedule.

各部门按时报送月度（季、年）财务预算，未按时报送，每晚 1 天扣 50 文币。。

8 In case the completion rate of monthly (quarterly, annual) financial budget of each department exceeds the range of 90%-110%, BND50 shall be deducted for every extra 5%, with a maximum of BND150.

各部门月度（季、年）财务预算完成率超出 90%-110%范围，每超出 5%扣 50 文币，最高不超过 150 文币。

9 In the case of failure to collect, sort and archive the financial files on schedule according to the regulations, or in the case of incomplete and non-conformed files the responsible department shall be deducted by BND50/item. In case the financial files are not properly kept, lost or defaced, or the borrowed files are not returned on schedule, the responsible person shall

be deducted by BND100/piece.

未按规定进行财务档案收集、整理并及时归档或档案归档不完整、不符合要求的，扣责任部门 50 文币/每项。财务档案保管不善、丢失、污损档案的，或借阅档案未按时归还的，扣责任人 100 文币/件。

(IV) Detailed Rules for Professional Appraisal of Commercial Dept.

商务部专业考核细则

1 The Scheduling & Dispatch Dept. is responsible for defining the variety and quantity with regard to the Company's annual, quarterly and monthly crude oil demand, and informing the Commercial Dept. in advance; participating in countersigning the crude (raw material) oil purchase contract; preparing oil seed processing plan and disposal plan for nonconforming products, and organizing operation department to dispose nonconforming products; developing the statistics on the completion of the crude (raw material) oil purchase. BND20/item shall be deducted in the case of failure to execute the work above as required, and BND10/item shall be deducted if the plan is not issued in time.

计划调度部负责制定公司年、季、月度原（料）油需求品种和数量，并提前通报商务部；参与原（料）油采购合同会签；负责编制油种加工方案 and 不合格品处置方案，并组织运行部对不合格品进行处置；负责原（料）油采购完成情况统计，未按要求执行扣 20 文币/项，计划下发不及时扣 10 文币/项。

2 The Scheduling & Dispatch Dept. is the technical assistance entity in the claims investigation and verification process, responsible for providing technical assistance. BND20/item shall be deducted if it fails to fulfill its responsibilities.

计划调度部是理赔调查、核实过程的技术协助单位，负责提供技术方面的协助，职责不落实扣 20 文币/项。

3 The Commercial Dept. shall, upon receipt of the complaint information, call the customer for verification. When on-site investigation and handling are required, the Commercial Dept. shall take the lead in organizing relevant production departments, Equipment Management Dept., Quality Analysis Dept. and other relevant departments to verify and obtain evidence, coordinate solutions with customers, and form investigation reports. Commercial Dept. shall conduct analysis and research on the complaint incident and put forward suggestions for handling according to the investigation report. After obtaining the approval of the production departments and the customer, the Commercial Dept. will fill in the *Claim Approval Form* and submit it to the leaders for review and approval. In the case of failure to satisfy the requirements and non-fulfillment of the responsibilities, the relevant departments shall be deducted by BND20/item.

商务部接到投诉资料后，应致电客户了解核实情况。需要进行现场调查处理时，由商务部牵头组织相关生产部门、机械动力部、质量检验部等相关部门进行核实、取证，并与客户协调解决办法，并形成调查报告。商务部根据调查报告对投诉事件进行分析研究，并提出处理建议，在征得生产

部门及客户的同意后填写《理赔审批表》上报领导审批，不符合要求，相关部门职责不落实扣 20 文币/项。

4 The Scheduling & Dispatch Dept. is responsible for defining the variety and quantity with regard to the Company's annual, quarterly and monthly coal demand, and informing the Commercial Dept. and Hengyi Industries Sdn Bhd in advance; participating in countersigning the coal purchase contract; preparing the disposal plan for nonconforming products, and organizing to dispose nonconforming products; developing the statistics on the completion of the coal purchase. BND20/item shall be deducted in the case of failure to execute the work above as required, and BND10/item shall be deducted if the plan is not issued in time.

计划调度部负责制定公司年、季、月度煤炭需求品种和数量，并提前通报商务部，恒逸实业国际有限公司；参与公司煤炭采购合同会签；组织编制不合格品处置方案并组织对不合格品进行处置；负责煤炭采购完成情况统计，未按要求执行扣 20 文币/项，计划下发不及时扣 10 文币/项。

5 Power Dept. and Scheduling & Dispatch Dept. of the Company shall submit the coal demand plan to the Commercial Dept. on a monthly basis in advance (three months). The Commercial Dept. shall submit the monthly coal demand plan to Hengyi Industries Sdn Bhd in advance to formulate the purchase plan. BND20/item shall be deducted in the case of failure to fulfill the above work as required.

公司热电部、计划调度部按月提前（三个月）向商务部提报月度煤炭需求计划，商务部将月度煤炭需求计划提前提报至恒逸实业国际有限公司，制定采购计划，未按要求执行扣 20 文币/项。

6 The Commercial Dept. shall contact the Scheduling & Dispatch Dept. on a weekly basis (or on a daily basis during the emergency insurance and supply period) for the purchase, consumption, inventory and in-transit situation of coal. BND20/item shall be deducted in the case of failure to fulfill the above work as required.

商务部须每周（应急保供时期每日）跟计划调度部对接煤炭的采购、消耗、库存和在途情况，未按要求执行扣 20 文币/项。

7 The Scheduling & Dispatch Dept. is responsible for reviewing the technical requirements, production capacity and delivery date of the products. BND20/item shall be deducted in the case of failure to fulfill the above work as required.

计划调度部负责评审对技术要求和产品的生产能力及交货期，未按要求执行扣 20 文币/项。

8 The Scheduling & Dispatch Dept. is responsible for balancing the Company's production plan and production plan according to the demand of related party transactions. BND20/item shall be deducted in the case of failure to fulfill the above work as required.

计划调度部负责根据关联交易需求平衡公司生产方案和生产计划，未按要求执行扣 20 文币/项。

9 The Scheduling & Dispatch Dept. is responsible for preparing and issuing the Company's annual comprehensive plan and quarterly (monthly) production operation plan; arranging the connection between production and delivery of products and maintaining reasonable inventory; participating in the review and countersign of sales contracts in Brunei market; confirming whether the contract products required by customers can be produced and delivered; adjusting

the production plan, optimizing the product structure, and increasing the production of products that are urgently needed in the market or have high added value according to the Company's optimization requirements and production and sales adjustment plan. BND20/item shall be deducted in the case of failure to execute the work above as required, and BND10/item shall be deducted if the plan is not issued in time.

计划调度部负责编制下达公司年度综合计划、季（月）度生产作业计划；负责安排产品生产与出厂衔接，保持合理库存；参与文莱市场销售合同评审、会签；负责对客户要求的合同产品能否生产、出厂进行确认；根据公司优化要求和生产销售调整计划，调整生产方案、优化产品结构，增产市场急需的或附加值高的产品，未按要求执行扣 20 文币/项，计划下发不及时扣 10 文币/项。

10 The Scheduling & Dispatch Dept. of the Company shall prepare annual (quarterly and monthly) production plans according to the principle of optimal benefits, and submit them to the Company's manager for signature and approval. BND20/item shall be deducted in the case of failure to execute the work above as required, and BND10/item shall be deducted if the plan is not issued in time.

公司计划调度部按效益最优原则，编制年（季、月）度生产计划，报公司经理签字批准，未按要求执行扣 20 文币/项，计划下发不及时扣 10 文币/项。

11 The Scheduling & Dispatch Dept. shall prepare the purchase plan application form according to the purchase plan and production requirements. BND20/item shall be deducted in the case of failure to execute the work above as required.

计划调度部根据采购计划和生产所需，编制采购计划申请单，未按要求执行扣 20 文币/项。

12 The Quality Analysis Dept. shall strictly enforce standardized procedures in the inspection process to ensure the accuracy of the analysis data, recheck and confirm the unqualified items, and supervise the whole process. BND20/item shall be deducted in the case of failure to execute the work above as required.

质检部在检验过程中应严格执行标准化规程，确保分析数据的准确性，对不合格项目进行复查确认，全程监督，未按要求执行扣 20 文币/项。

13 Make a "qualified" or "unqualified" judgment on the analysis items of quality indicators specified for the refinery. The inspection results shall be accurate and normative. BND20/item shall be deducted in the case of inaccurate and unnormative inspection results.

对炼厂规定的质量指标的分析项目做出“合格”或“不合格”的判定。检验结果应准确、规范，检验结果不准确不规范扣 20 文币/项。

14 The Quality Analysis Dept. shall, in accordance with the provisions and requirements of product standards and test methods, configure standard measuring instruments and inspection equipment that conform to the requirements of relevant analysis methods and technical specifications for product inspection. All measuring instruments, instruments and meters must be clean, complete, maintained and verified as required, equipped with verification certificates and conformity marks. It is not allowed to use any measuring instrument and testing equipment that have not been verified, fail to pass the verification or exceed the validity period. For

inspection, measuring and testing equipment that cannot be submitted for inspection, self-calibration procedures shall be formulated and calibrated regularly. BND20/item shall be deducted in the case of failure to comply with regulations.

质检部应根据产品标准和试验方法的规定和要求,配置满足商检相关分析方法及技术规范要求的标准计量器具和检验设备。所有计量器具和仪器、仪表等必须干净、完整并按要求进行维护保养和检定,并附有检定合格证和合格标识。没有经过检定、检定不合格或超过有效期的计量器具和检测设备不准使用。对无法送检的检验、测量及试验设备,应制定自校规程,定期校准,未按规定执行扣 20 文币/项。

15 The Quality Analysis Dept. shall coordinate with the handling of user quality complaints and provide timely relevant data support. BND20/item shall be deducted in the case of failure to execute the work above as required.

质检部配合处理用户质量投诉,及时提供相关数据支持,未按要求执行扣 20 文币/项。

16 The Quality Analysis Dept. shall arrive at the wharf or shore tank in time according to the scheduled notification time to carry out supervision and sampling for the relevant commercial inspection operations. BND20/item shall be deducted in the case of failure to execute the work above as required.

质检部按调度通知时间,及时到达码头或岸罐,进行相关商检作业的监督取样工作,未按要求执行扣 20 文币/项。

17 The Quality Analysis Dept. is responsible for supervising to complete the sampling work for commodity inspection within the time stipulated in the contract. BND40/item will be added in case no demurrage fee is incurred due to sampling.

质检部负责监督商检按合同约定时间内完成取样工作,未因取样造成滞期费用产生,加 40 文币/项。

18 The Quality Analysis Dept. shall strictly enforce standardized procedures in the inspection process to ensure the accuracy of the measurement data, recheck and confirm the measurement errors beyond the contract, and supervise the whole process. BND20/item shall be deducted in the case of failure to execute the work above as required.

质检部在检验过程中应严格执行标准化规程,确保量检数据的准确性,对超出合同规定的量检误差进行复查确认,全程监督,未按要求执行扣 20 文币/项。

19 The Quality Analysis Dept. must re-evaluate the accuracy of the previous cause analysis and the effectiveness of the implemented corrective measures in the case of re-occurrence of nonconformities, or in case the verification of corrective and preventive measures fails to achieve the expected results. Re-formulate measures, implement and verify them until they are effective. BND20/item shall be deducted in the case of failure to execute the work above as required.

质检部对再次发生的不符合或纠正和预防措施验证没有达到预期效果的,必须重新评价之前的原因分析的准确性、已执行的纠正措施的有效性。重新制定措施,并实施、验证,直至有效为止,未按要求执行扣 20 文币/项。

20 The Quality Analysis Dept. shall cooperate with the handling of customer complaints, and provide relevant data support in a timely manner. BND20/item shall be deducted in the case of failure to execute the work above as required.

质检部配合处理用户量检投诉，及时提供相关数据支持，未按要求执行扣 20 文币/项。

(v) Detailed Rules for Professional Appraisal of Materials Supplies Dept.

物资装备部专业考核细则

1 The sum of the monthly temporary demand plan and emergency demand plan that need to be submitted to the Company shall not exceed 5% (inclusive) of the total number of monthly plans. BND5 shall be deducted for each one exceeding the total number. Major production adjustments or unforeseen emergency plans will not be taken into appraisal.

需求计划提报单位每月临时计划及紧急计划总和不得超过月度总计划条数的 5%（含），每超出一条扣 5 文币。生产发生较大调整或发生不可预见的紧急事故计划不予考核。

2 The technical parameters filled in the demand plan application form by the submitting entity must be accurate and the demand time must be reasonable. BND5 shall be deducted for each item if the parameters are inaccurate and the demand time is unreasonable.

需求计划提报单位在需求计划申请表中填写的技术参数必须准确无误，需求时间必须合理。参数不准确、需求时间不合理的，扣 5 文币/条。

3 The submitting entity of demand plan shall be deducted by BND5 for each work order that has not been completed and no longer executed for more than 3 months beyond the demand date and has not been written off in time.

需求计划提报单位对超过需求日期 3 个月以上未完成且不再执行的工单，未及时核销的，扣 5 文币/条。

4 In case the submitting entity of demand plan deletes the issued work order, but fails to submit it in written form to the Materials Supplies Dept. for confirmation, BND30 shall be deducted for each order.

需求计划提报单位对已下达的工单进行删除，但未以书面形式报物资装备部确认的，每条扣 30 文币。

5 In case the submitting entity of demand plan fails to receive emergency materials (excluding accessories that need to be prepared in advance for emergency repair of important machines and pumps) within three working days upon the final time of arrival determined by the Materials Supplies Dept. and the submitting entity through review, BND30 shall be deducted for each time.

需求计划提报单位对所提报的紧急物资（不含重要机泵抢修需提前准备的配件），按物资装备部与提报单位经评审所确定的最终时间到货三个工作日内不领取的，扣 30 文币/次。

6 For each unplanned or over-planned purchase by the Materials Supplies Dept., BND 5 shall be deducted for each time.

物资装备部每发生一项无计划或超计划采购的，扣 5 文币/次。

7 In case the submitting entity of demand plan or the specified administrative authority fails to reply within three days upon receipt of the technical clarification mail from the Materials Supplies Dept., BND30 shall be deducted for each time.

需求计划提报单位或归口管理部门接到物资装备部技术澄清邮件三天内不予答复的，扣 30 文币/次。

8 In the case of failure to cooperate with the Materials Supplies Dept. to carry out technical confirmation for more than three days during the business negotiation process, BND30 shall be deducted for each time.

在商务谈判过程中不配合物资装备部进行技术确认超过三天的，扣 30 文币/次。

9 In case the progress of material procurement is affected for more than three days due to a suspect of specifying suppliers and product models without providing written materials, BND30 shall be deducted for each time.

涉嫌指定供应商、指定产品型号，不提供书面资料影响物资采购进度超过三天的，扣 30 文币/次。

10 In the case of backlog of the submitting entity of demand plan due to errors in the technical parameter submitted, BND30 shall be deducted for every additional backlog of USD1,000.

需求计划提报单位因技术参数提报错误形成的积压，每新增积压 1000 美元，扣需求计划提报单位 30 文币。

11 For the backlog caused by errors of the design entity, the design entity shall be deducted by BND100 for every additional USD1,000, and the specific appraisal will be carried out by the specified administrative authority of the design. If the specified administrative authority of the design has appraised the design entity, the submitting entity of demand plan will no longer be appraised.

对于因设计单位设计错误形成的积压，每新增 1000 美元扣设计单位 100 文币，具体考核由设计归口管理部门执行。如设计归口管理部门对设计单位进行了考核，则不再考核需求计划提报单位。

12 For the materials that cannot be used in future production and construction upon appraisal by the technical department due to the submission of the wrong plan, and the amount of which is more than USD10,000, the Materials Supplies Dept. shall report to the Company for corresponding treatment.

对于因计划错报，经过技术部门鉴定在今后生产建设中无法使用，且金额在 10000 美元以上的物资，由物资装备部上报公司，由公司进行相应处理。

13 In case the submitting entity of demand plan and the specified administrative authority fail to participate in the arrival inspection and acceptance in time upon receipt of the arrival inspection notification from the Materials Supplies Dept., BND30 shall be deducted for each time.

需求计划提报单位及归口管理单位接到物资装备部到货验通知件未及时参加到货验收的，扣 30 文币/次。

14 In case the submitting entity of demand plan and the specified administrative authority participate in the acceptance and they do not sign the acceptance form upon satisfactory

acceptance, BND30 shall be deducted for each time.

需求计划提报单位及归口管理单位参与验收，验收合格后不在验收单上签字的，扣 30 文币/次。

15 In case the material borrowing form is not filled, BND30 shall be deducted for each time.

物资借料不填写借料单的，扣 30 文币/次。

16 In case the material borrowing form is not signed or the signature is incomplete, BND30 shall be deducted for each time.

借料单无人签字或签字不全的，扣 30 文币/次。

17 In case the materials borrowed are not cleaned up within five working days, BND30 shall be deducted for each time. Additional BND5 shall be deducted for every more than 1 working day.

五个工作日内不清理借料的，扣 30 文币/次。每超过 1 个工作日加扣 5 文币。

18 In case that material requisition entity does not provide the requisition notice, BND30 shall be deducted for each time.

领料单位不提供领料通知单的，扣 30 文币/次。

19 In case the requisition notice is not signed or the signature is incomplete, BND30 shall be deducted for each time.

领料通知单无人签字或签字不全的，扣 30 文币/次。

20 In the case of the wrong delivery due to the wrong information in the requisition notice, BND30 shall be deducted for each time.

领料通知单信息错误导致发货错误的，扣 50 文币/次。

21 For those who falsely claim or sign on behalf of the material picker, BND100 shall be deducted for each time.

冒领或代签领料人签字的，扣 100 文币/次。

22 In the case of direct notice sent to the Materials Supplies Dept. to recycle waste barrels without the approval of OA application, BND30 shall be deducted for each time.

未经 OA 申请审批，直接通知物资装备部进行废桶回收的，扣 30 文币/次。

23 In case any department fails to fill in the recycling ledger of waste barrel according to the management regulations of the Materials Supplies Dept. and directly requires the Materials Supplies Dept. to recycle waste barrels, BND30 shall be deducted for each time.

未按管理规定填写废桶回收台账，直接要求物资装备部进行废桶回收的，扣 30 文币/次。

24 In case the waste barrel contains a large amount of waste and waste liquid, BND10 BND shall be deducted for every barrel.

废桶内含有大量废物、废液的，扣 10 文币/桶。

25 In case the waste barrels are not stored according to the requirements of the Materials Supplies Dept., or piled up at will, BND100 shall be deducted for each time.

未按物资装备部要求随意存放、堆砌废桶的，扣 100 文币/次。

26 In the case of direct notice sent to the Materials Supplies Dept. to perform distribution without the approval of OA application, BND50 shall be deducted for each time.

未经 OA 申请审批，直接通知物资装备部配送的，扣 50 文币/次。

27 In case the material distribution location is not clearly defined, resulting in the second transfer of Materials Supplies Dept., BND50 shall be deducted for each time.

未明确物资配送地点导致物装部二次转运的，扣 50 文币/次。

28 In case the personnel of the Materials Supplies Dept. are required to do any work other than distribution at will in the process of distribution, BND100 shall be deducted for each time.

配送过程中随意要求物资装备部工作人员做配送以外工作的，扣 100 文币/次。

29 In case the operation time and place are stopped or changed at will after the start of the distribution operation, BND50 shall be deducted for each time.

配送作业开始后，随意叫停或变更作业时间、作业地点的，扣 50 文币/次。

30 The Materials Supplies Dept. is the specified administrative authority of the Company's material reserves, responsible for the unified management of material reserves, unified scheduling, inventory balancing and putting forward appraisal opinions on newly accumulated materials.

物资装备部是公司物资储备归口管理部门，负责物资储备的统一管理、统一调度、平衡利库及对新增积压物资提出考核意见。

31 The scope of appraisal for overstocked materials covers the conventional reserve materials that have not been requisitioned in time for more than 12 months upon arrival. The appraisal method adopts the monthly appraisal based on the accumulated value of the current year. For each percentage point exceeding the value of the beginning of the year (rounded), the relevant inventory responsible entity shall be deducted by BND10 for the current month.

积压物资的考核范围是指到货 12 个月以上未及时领用的常规储备物资。考核方式为每月按当年累计值考核，每超出年初值一个百分点（四舍五入），扣相关库存责任主体当月 10 文币。

32 For the appraisal of overstocked materials, besides the submitting entity of demand plan, the reviewing entity of demand plan shall be appraised at the same time. The appraisal method: the appraised amount of the reviewing entity of demand plan=the sum of the appraised amount of submitting entity of demand plan in the current month $\times 5\%$.

对于积压物资的考核，除考核需求计划提报单位外，同时考核需求计划审核单位，考核方式为：需求计划审核单位考核金额=各需求计划提报单位当月考核金额之和 $\times 5\%$ 。

(VI) Detailed Rules for Professional Appraisal of the Scheduling & Dispatch Dept.

计划调度部专业考核细则

1 Hierarchical appraisal shall be carried out according to the completion percentage. In the case of failure to complete the monthly purchase plan of raw materials (including raw oil and chemical raw materials) (when $100\pm 3\%$ of monthly planned quantity is completed, the plan is regarded as complete), BND100 shall be deducted when $100\pm 5\%$ of the plan is completed; BND150 shall be deducted when $100\pm 10\%$ of the plan is completed; BND200 shall be deducted when the completion percentage of the plan is less than 90% or more than 110%.

未完成原料（含原料油、化工原料）月度采购计划（完成月计划量 $100 \pm 3\%$ ，视作完成计划）。按完成百分比实行阶梯考核，完成计划的 $100 \pm 5\%$ 的，扣 100 文币；完成计划的 $100 \pm 10\%$ ，扣 150 文币；计划完成低于 90% 或高于 110% 的，扣 200 文币。

2 Hierarchical appraisal shall be carried out according to the completion percentage. In the case of failure to complete the monthly sales plan for unfinished products (including raw oil and chemical raw materials) (when $100 \pm 3\%$ of monthly planned quantity is completed, the plan is regarded as complete), BND100 shall be deducted when $100 \pm 5\%$ of the plan is completed; BND150 shall be deducted when $100 \pm 10\%$ of the plan is completed; BND200 shall be deducted when the completion percentage of the plan is less than 90% or more than 110%.

未完成产品（含原料油、化工原料）月度销售计划（完成月计划量 $100 \pm 3\%$ ，视作完成计划），按完成百分比实行阶梯考核，完成计划的 $100 \pm 5\%$ 的，扣 100 文币；完成计划的 $100 \pm 10\%$ ，扣 150 文币；计划完成低于 90% 或高于 110% 的，扣 200 文币。

3 Hierarchical appraisal shall be carried out according to the completion percentage. In the case of failure to complete the monthly plan for sales volume of quantitatively packaged products (including petroleum coke) (when $100 \pm 1\%$ of monthly planned quantity is completed, the plan is regarded as complete), BND100 shall be deducted when $100 \pm 3\%$ of the plan is completed; BND150 shall be deducted when $100 \pm 5\%$ of the plan is completed; BND200 shall be deducted when the completion percentage of the plan is less than 95% or more than 105%. 定量包装产品（含石油焦）销量未完成月度计划（完成月度计划的 $100 \pm 1\%$ ，视作完成计划）。按完成百分比实行阶梯考核，完成计划的 $100 \pm 3\%$ 的，扣 100 文币；完成计划的 $100 \pm 5\%$ ，扣 150 文币；计划完成低于 95% 或高于 105% 的，扣 200 文币。

4 BND200 shall be deducted if production is not organized according to the monthly plan. 未按月度计划组织生产，扣 200 文币。

5 In case the plan is delayed in submission or is not submitted without any reason, BND20-50 shall be deducted if the timely issuance of the plan is affected.

上报计划不及时或无故不上报计划的，影响计划按时下达的，扣 20-50 文币。

6 BND20-50 shall be deducted In the case of failure to submit relevant information on the preparation of the plan in time and to cooperate with the planning work, affecting the preparation of the plan.

不及时报送编制计划相关信息的，不配合计划工作影响计划编制的，扣 20-50 文币。

7 BND50 shall be deducted in case statistics ledger is not established as required 未按要求建立统计台账，扣 50 文币。

8 BND50 shall be deducted in case the bill is issued in an irregular format, with incomplete contents, inaccurate quantity and non-conforming signature.

票据开具格式不规范、内容不完整、数量不准确、签字不合规，扣 50 文币。

9 Inventory shall be carried out on schedule, in an accurate and comprehensive manner, so as to form basic data, and accounts shall be checked in time. BND50 shall be deducted in case the above requirements are not met.

准时、准确、全面进行盘点，形成基础数据，并及时对帐，不符合要求的，扣 50 文币。

10 Statistical analysis shall be carried out as required, and the format, submitting time, signature and seal of the statistical report shall comfort to the relevant requirements. BND20-50 shall be deducted in the case of any non-conformance.

按要求进行统计分析。统计报表的格式、上报时间、签名盖章等符合相关要求，不符合要求的，扣 20-50 文币。

11 Statistical data shall be properly kept within the stipulated time limit. BND100 shall be deducted in the case of failure to provide basic data in time during the internal and external inspection.

统计资料按照规定期限妥善保管,如内外部检查未及时提供基础资料，扣 100 文币。

12 BND40 shall be deducted for each person in each time In case relevant departments failed to implement the work arrangement according to the daily operation plan.

相关部门未按照日作业计划落实工作安排，每人次扣 40 文币。

13 BND100 shall be deducted In the case of failure to obey and execute the scheduling instructions without reason or failure to execute the scheduling instructions.

无故不服从和执行调度指令的或未按调度指令执行的，扣 100 文币。

14 BND20 shall be deducted IN case the party that receives the dispatching instruction fails to repeat, check and record such instruction.

接受调度指令受令方未做好复述核对和记录，扣 20 文币。

15 BND20-40 shall be deducted in the case of failure to report to the on-duty dispatcher within the specified time and place, and attend on duty according to the regulations, or failure to leave the post without authorization during the on-duty period or failure to conduct patrol inspection according to the regulations.

未在规定时间内和地点内向值班调度报到的，未按规定参加值班、或值班期间擅自离岗或未按规定进行巡检的，扣 20-40 文币。

16 BND40 shall be deducted in case no lateral communication is performed prior to the cross-device operation that may cause change to material boundary conditions of the device, or the other party is not informed of the process of cross-device operation in time.

在进行跨装置操作作业或操作作业会引起装置物料边界条件改变的，操作作业前未横向联系，跨装置操作作业的未将作业进程及时通报对方，扣 40 文币。

17 BND20 shall be deducted in the case of failure to provide the Scheduling & Dispatch Dept. with the arrival plan of crude oil vessels, coal vessels and refined oil vessels, loading plan of refined oil product on that day (within 24 hours) and the change information of corresponding plans on a daily basis.

每天未向计划调度部提供当日（24 小时内）原油船、煤船、成品油船到港计划和成品油装车计划，以及相应计划的变更信息，扣 20 文币。

18 In the process of contact reporting, BND40 shall be deducted for disrespect to the other party, rude and foul language, unclear and accurate contact contents, and failure to make

timely records.

联系汇报过程中不尊重对方、语言粗暴不文明、联系内容不清晰准确、未进行及时记录等，扣 40 文币。

19 BND40 shall be deducted in the case of failure to provide the regular report to on-duty dispatcher according to the provisions and failure to report in time under special circumstances such as changing operating conditions, starting and stopping important equipment, changing the operation mode of public system, receiving and releasing materials, intermittent material discharging or pollutant discharging, abnormal operation of machines, pumps, meters and other equipment that may endanger the smooth operation of production, and significant change in the power load and operation mode change.

未按规定对值班调度进行例行汇报的；改变操作条件、开停重要设备、改变公用系统运行方式、收付料、间歇性物料排放或污染物排放、在发生运行机泵、仪表等设备异常危及生产平稳运行时、在动力负荷及运行方式发生大的变化时等特殊情况下未及时请示汇报的，扣 40 文币。

20 BND100 shall be deducted if the operation departments fail to start the corresponding level of accident disposal plan as required in case of emergency and to report to the on-duty dispatcher in time, or if the information reported is unclear or incorrect.

遇到紧急情况时，运行部未按规定启动相应等级的事故处置预案；未及时向值班调度汇报的；汇报信息不清晰或错误的，扣 100 文币。

21 BND100 shall be deducted in case the leader of the responsible entity does not answer the phone or not reply upon receipt of the SMS when the emergency plan is activated.

启动应急预案时，责任单位领导不接听电话、或收到短信不回复等情况，扣 100 文币。

22 BND200-400 shall be deducted in case the production device (unit) is scheduled to stop or start (production adjustment) without any scheme or overall planning, or such scheme is not approved or has incomplete approval; and the scheme is not carried out.

在生产装置（单元）进行计划停、开工（生产调整）时，无方案、无统筹的；方案无审批或审批不全的；执行时未按方案进行的，扣 200-400 文币。

23 BND40 shall be deducted in case the summary report of start-up and shutdown is not completed 15 days after the production device (unit) is put into normal operation as planned.

在生产装置（单元）按计划投产正常 15 日后，未完成开停工总结报告的，扣 40 文币。

24 BND 200-400 shall be deducted in the case of production abnormality, including abnormal fluctuation and unscheduled shutdown, and emergency plan is started or measures are taken slowly.

发生生产异常，包括异常波动和非计划停工的，且启动应急预案而未启动或采取措施迟缓的，扣 200-400 文币。

25 BND40 shall be deducted in the case of failure to submit the production abnormality report to the Scheduling & Dispatch Dept. in time upon the occurrence of production abnormality, or in the case of unspecific analysis and non-profound summary within 72 hours after the device is adjusted and restored to normal.

发生生产异常后，通过调整装置恢复正常 72 小时内，未及时向计划调度部提交生产异常报告或分析不透彻、总结不深刻的，扣 40 文币。

26 BND40 shall be deducted in case the linkage trial run is carried out before the scheme of trial run is approved prior to the linkage trial run; the key steps are not publicized on the wall and the "three-level confirmation" control is implemented In the process of trial run.

联动试车前，投料试车方案未经审批进行试车的；在投料试车过程中，未对关键步骤上墙公示，并实施“三级确认”控制的，扣 40 文币。

27 BND20-40 shall be deducted in case each operation department fails to properly isolate the public works system, and regularly report the prepared isolation list of public works system to the Scheduling & Dispatch Dept. for filing.

各运行部未做好公用工程系统隔离，编制的公用工程系统隔离清单，未定期上报计划调度部备案，扣 20-40 文币。

28 The operation departments shall not use circulating water and fire fighting water to flush the ground and equipment before do a good job in optimizing the utilization level of water resources; BND50 shall be deducted in case each operation department fails to ensure the smooth operation of the sewage system and to notify the production scheduler and downstream operation department in time when the process conditions such as sewage quality and flow rate are greatly changed.

运行部未做好水资源优化利用水平，不得将循环水、消防水用于地面和设备冲洗；各运行部未做好污水系统的平稳运行，当污水水质、流量等工艺条件发生较大改变时，未及时通知生产调度和下游运行部，扣 50 文币。

29 BND100-200 shall be deducted in the case of accidents such as over-temperature and over-pressure, water attack, pipeline shedding, turbine damage and high-temperature scald due to the failure to abide by the operating procedures such as pressure test, purging, replacement and pipe warming before the steam system pipeline is put into service.

蒸汽系统管线投用前，未遵守试压、吹扫、置换、暖管等操作规程，造成超温超压、水击、管线脱落、汽机损坏、高温烫伤等事故发生的，扣 100-200 文币。

30 BND100-200 shall be deducted in case the operation department fails to apply to the production scheduler and HSE Dept. in advance and to take preventive measures such as silencing before carry out steam target test, purging, pressure test and other operations.

运行部进行蒸汽打靶、吹扫、试压等操作时，未提前向生产调度和 HSE 管理部申请，未做好消音等防范措施，扣 100-200 文币。

31 BND100-200 shall be deducted in the case of failure to timely report, make a mark or give clear mark when change occurs in the pipeline materials due to project modification and process optimization.

因项目改造、流程优化等而导致管线物料变化，未及时汇报和进行标识或标识不清的，扣 100-200 文币。

32 BND50 shall be deducted in case the entity that uses fuel gas fails to timely report to the

on-duty dispatcher of the Scheduling & Dispatch Dept. before starting or stopping or the operation of greatly increasing or decreasing the fuel gas consumption, which cause impacts.

使用燃料气的单位，在启用、停用或在进行大幅增减燃料气用量操作之前，未及时向计划调度部值班调度汇报且造成影响，扣 50 文币。

33 BND50 shall be deducted in case the relevant operation departments fail to do a good job in the daily operation and maintenance of fuel gas balance facilities such as LPG vaporizer, gas cabinet compressor, aromatic hydrocarbon combined C5 vaporizer, oil burner of atmospheric and vacuum distillation unit, and startup boiler of power station; and fail to report to the Scheduling & Dispatch Dept. when fuel-gas balance facility is scheduled for maintenance

相关运行部未做好罐区 LPG 汽化器、气柜压缩机、芳烃联合 C5 汽化器、常减压装置油火嘴、电站启动锅炉等燃料气平衡设施的日常运行维护；燃料气平衡设施安排检修时，未向计划调度部汇报的，扣 50 文币。

34 BND20 shall be deducted in case the operation departments fail to drain the fuel gas system pipeline and flare system pipeline as required; and fail to arrange maintenance in time when the discharging monitoring instrument of flare system pipeline is out of order.

运行部未按规定对燃料气系统管线和火炬系统管线排凝；火炬系统管线排放的监控仪表故障时，未及时安排维修的，扣 20 文币。

35 BND20 shall be deducted in case the operation departments fail to monitor properly the pressure and flow of hydrogen, air and nitrogen systems, and to timely report to the on-duty dispatcher in the event of fluctuation.

运行部对氢气、风、氮气系统的压力、流量监控不到位，出现波动时未及时向值班调度汇报，扣 20 文币。

36 BND100 shall be deducted in case water is found in the raw materials of delivered unit as Port and Storage Dept. fails to dehydrate in time after the purchased raw oil, self-produced raw oil and dirty oil are put into the tank; or in case Port and Storage Dept. fails to timely report to the on-duty dispatcher and find out the reason when the abnormal water content of raw oil is found.

外购原料油、自产原料油、污油等进罐后，港务储运部未及时脱水，导致付装置原料带明水的；当发现原料油含水异常时，未及时汇报值班调度并查明原因的，扣 100 文币。

37 BND20-100 shall be deducted in case the operation departments fail to implement the safety and environmental protection measures for tank cleaning as required, to strictly control the quality acceptance of tank cleaning, and to properly treat the oil sludge at the tank bottom, according to the procedures in the process of tank cleaning, leading to environmental impacts.

在清罐过程中，运行部未按规定落实好清罐安全环保措施的，清罐质量验收未严格把关的；罐底油泥未按程序妥善处理造成环保影响的，扣 20-100 文币。

38 BND20-100 shall be deducted in case the operation departments fail to control the generation and discharge of dirty oil according to regulations, to recycle according to regulations and to form statistical records.

运行部未按规定控制油污的产生、排放、未按规定进行回炼的和未形成统计记录, 扣 20-100 文币。

39 BND100-200 shall be deducted in case finished product tank is unqualified, other devices are seriously affected or the environment is polluted when sump oil is replaced at a large number of flares and distillate outlets and unqualified tanks are replaced due to operation or equipment failure.

由于操作或设备故障造成大量放火炬和馏出口改油污、改不合格罐或造成成品罐不合格, 或其他装置造成严重影响的或污染环境的, 扣 100-200 文币。

40 BND20-100 shall be deducted in case the system pipelines are not put into service, stopped and overhauled as required, and the abnormal situations such as leakage, deformation and displacement of the system pipelines within the jurisdiction are not found and handled in time.

系统管线未按要求投用、停用、检修等, 辖区内系统管线泄漏、变形、移位等异常情况未及时发现和未及时处理的, 扣 20-100 文币。

41 BND20-100 shall be deducted in case each operation department fails to establish a ledger for system pipeline pressure relief and internal pipeline pressure relief according to regulations.

各运行部未按规定制定系统管线放压和部内部管线放压台账, 扣 20-100 文币。

42 BND20-100 shall be deducted in case the oil storage pipeline in the system fails to release pressure in time as required.

系统管线中存油管线未按规定及时放压, 扣 20-100 文币。

43 BND100-200 shall be deducted in the case of abnormal production scheduling due to communications, network and other information transmission failures and vehicles not in place on time; and in the case of affected production operation command due to inadequate maintenance of production information systems such as LIMS, MES and DCS.

通讯、网络等信息传输故障及车辆不能按时到位, 影响生产调度工作正常进行的; 因 LIMS、MES 及 DCS 等生产信息系统维护不到位影响生产运行指挥的, 扣 100-200 文币。

44 BND40 shall be deducted in case MES data is not filled on time and is incorrectly filled. MES 数据填报不及时、填报错误, 扣 40 文币。

45 BND40 shall be deducted in the case of failure to take samples for analysis in a timely manner, or in the case of exceeding the time limit, and failure to add samples for analysis as required.

未及时采样分析, 或逾时, 及未按要求加样分析的, 扣 40 文币。

46 BND50 shall be deducted in the case of failure to complete the compilation, revision and release of technical operation procedures, technical drawings and other data on schedule.

未按期完成工艺技术操作规程、技术图纸等资料的编制、修订及发布, 扣 50 文币。

47 BND50 shall be deducted in case hazard (environmental factors) identification and risk (environmental factors) evaluation are not carried out for the change operation unspecified in

the operation procedures according to the actual situation before the operation, and no corresponding measures are taken.

操作规程里未明确的变更作业，作业前未根据实际情况进行危害（环境因素）识别和风险（环境因素）评价，未采取相应措施，扣 100 文币。

48 BND50 shall be deducted in case the central control room, external operation room and other places are not equipped with Process Flow Diagram (PFD), Process and Instrumentation Diagram (P&ID), plane layout chart and interlock logic chart as required, .

中控室、外操间等场所未按规定配备装置工艺流程图（PFD）、仪表控制流程图（P&ID）、平面布置图及联锁逻辑图，扣 50 文币。

49 BND50 shall be deducted in the case of failure to submit the documents are not completed and handed in before the specified node, for which time is of the essence, such as trial run scheme, start-up and shutdown scheme, new oil processing scheme, calibration scheme, monthly report on process technology, summary report on technological breakthrough, and evaluation report on the use of auxiliary materials.

试车方案、开停工方案、新油种加工方案、标定方案、工艺技术月报、技术攻关总结报告、辅材使用评价报告等未有时间要求的文档，未在规定节点之前完成、上交，扣 50 文币。

50 BND50-100 shall be deducted in the case of any obvious error found in technical documents such as trial run scheme, start-up and shut-down scheme, new oil processing scheme, calibration scheme, and monthly report of process technology.

试车方案、开停工方案、新油种加工方案、标定方案、工艺技术月报等技术文件，内容出现明显错误，扣 50-100 文币。

51 BND50 shall be deducted in case records such as internal operation records, external operation inspection records, and process technology ledgers are not recorded as required, and there are obvious errors found in these records.

内操运行记录、外操巡检记录、工艺技术台账等记录文件未按规定记录、有明显错误，扣 50 文币。

52 BND100-200 shall be deducted in the case of failure to execute interlocking related procedures; unauthorized removal or modification of process interlocking.

未执行联锁相关程序；私自摘除、修改工艺联锁，扣 100-200 文币。

53 BND200 shall be deducted in case no relevant safety measures or emergency plans have been formulated prior to the removal of process interlocking.

工艺联锁摘除前，未制定相关的安全措施或应急预案，扣 200 文币。

54 BND200 shall be deducted in case the process interlocking management is disorder, the interlocking ledger is inconsistent with the actual situation, and the interlocking processing records are not filed.

工艺联锁管理混乱，联锁台账与实际不符，联锁处理记录等未存档，扣 200 文币。

55 BND200 shall be deducted in case operating errors trigger the start of process interlock.

操作失误触发工艺联锁启动，扣 100 文币。

56 BND50 shall be deducted in case DCS alarm is not found, reported and processed, resulting in greater impact.

DCS 报警，未发现、未汇报、未处理，产生较大的影响，扣 50 文币。

57 BND100 shall be deducted in case the process index that is not involved in interlocking gives an alarm for more than 2 times and there is no cause analysis and no response measures.

不参与联锁的工艺指标报警 2 次以上，无原因分析、无应对措施，扣 100 文币。

58 BND50 shall be deducted in case the identification of the pipeline at the key operation parts is unclear, and the identification of the pipeline is missing or the damage is not repaired in time.

关键操作部位管道标识不清，管道标识缺失、损坏未及时修复，扣 50 文币。

59 BND100 shall be deducted in the case of failure to organize the daily/weekly post inspection without reasons.

无故未组织日/周的岗位检查，扣 100 文币。

60 BND00 shall be deducted in the case of failure to declare chemical auxiliary materials on time, which affects the production of the equipment.

化工辅材未按时申报，影响装置生产，扣 100 文币。

61 BND50 shall be deducted in the case of disordered on-site management of auxiliary materials, and absence of operation instructions and notes in accordance with the regulations.

辅材管理现场管理混乱、未张贴使用说明书；未按照规定加注，扣 50 文币。

62 BND50 shall be deducted in the case of the disordered use and management of the medium in the public works of the unit (under non-abnormal conditions), and non-fulfillment of energy consumption index.

装置公用工程介质使用管理混乱（非异常状况下），未完成能耗指标，扣 100 文币。

63 BND50 shall be deducted in case steam, water and other media in the unit area are randomly arranged, and equipment and ground are flushed with circulating water.

装置区蒸汽、水等介质乱排乱放；使用循环水冲洗设备、地面，扣 50 文币。

64 BND50 shall be deducted in case the iron ions in the sulfur-containing sewage of the unit exceed the standards..

装置含硫污水铁离子超标，扣 50 文币。

65 BND50 shall be deducted in case the abnormal boiler steam and water quality is not found, reported and handled in time.

锅炉汽、水品质异常，未及时发现、汇报、处理，扣 50 文币。

66 BND50-100 shall be deducted in case disposal sites illegally discharge sewage without approval; and increase pollutant discharge points without permission.

排污点未经审批偷排乱放；私自增加污染物排放点，扣 50-100 文币。

67 BND50-100 shall be deducted in case water is used illegally for the unit; water of different quality are mixed, and there is no one to supervise the leakage at the scene.

装置违规用水；不同品质水互窜；现场跑冒滴漏无人监管，扣 50-100 文币。

68 BND50 shall be deducted in the case of failure to establish blind flange ledger as required; to hang tags for the on-site blind plates; and to report to the production scheduler when the blind plate in the battery limit is disassembled and assembled.

未按照要求建立盲板台账；现场盲板未实行挂牌管理；界区盲板拆装，未汇报生产调度，扣 50 文币。

69 BND100 shall be deducted in case Level I process index exceeds the standard; and there are no cause analysis and adjustment measures made for Level I process index exceeding the standard.

一级工艺指标超标；一级指标超标，无原因分析及调整措施，扣 100 文币。

70 BND50 shall be deducted in the case of spot checks and questions on Level I process index.

一级工艺指标抽查、提问，扣 50 文币。

71 BND50-100 shall be deducted in case the principle of “ten permissions and five impermissibilities” has not been performed at the time of handover; someone is late and there was a large operational adjustment within 1 hour before the handover, which affected the upstream and downstream operations.

交接班未履行“十交五不接”；交接班有人员迟到；交接班前 1 小时内有大的操作调整影响上下游操作，扣 50-100 文币。

72 BND20-50 shall be deducted in the case of failure to implement a system of walkaround inspection; false inspection records; and no major accident hidden danger found in the formalistic walkaround inspection.

未执行巡回检查制度；巡检记录造假；巡检流于形式、未发现重大事故隐患，扣 20-50 文币。

73 BND200 shall be deducted in the case of shutdown of unit and key equipment, and emergency shutdown of single unit, due to supervision negligence, misoperation and input error.

监盘疏忽、输入失误等，造成单元、关键设备停车，单装置紧急停车，扣 200 文币。

74 BND500 shall be deducted in case the unit is shut down, the upstream and downstream systems are cut off and shut down, and large-scale operation and adjustment of the system are made due to supervision negligence, misoperation and input error.

监盘疏忽、输入失误等，造成装置停车、上下游系统进料切断、停车，系统大面积操作调整的情况，扣 500 文币。

75 BND100 shall be deducted in case the economic and technical indexes of the device are not completed.

装置经济技术指标未完成，扣 100 文币。

76 BND20-40 shall be deducted in the case of being late, absent from and leaving early the Company's production and marketing meeting, planning seminar, production optimization meeting, production scheduling meeting, process regular meeting and other meetings

organized by the Scheduling & Dispatch Dept., or failure to sign in as required; without any reason.

参加计划调度部组织的公司产销碰头会、计划讨论会、生产优化会、生产调度会、工艺例会等会议迟到、早退或不按规定签到的；不参加会议且无故缺席的，扣 20-40 文币。

(VII) Professional Appraisal Rules of Equipment Management Dept.

机械动力部专业考核细则

1 BND50 shall be deducted if failing to sign for confirmation on commissioning conditions according to organization system before the Units get started.

机组开机前未按组织体系对试车条件进行签字确认，扣 50 文币。

2 BND50 shall be deducted if the system fluctuates due to the inadequate confirmation at the start of the Units.

机组开机确认不到位引起系统波动，扣 50 文币。

3 BND100 shall be deducted if the equipment fails due to the unused interlocking instrument at the start of the Units.

机组开机时联锁未投，引起设备故障，扣 100 文币。

4 BND50 shall be deducted if the interlocking instrument is cut off or revised without approval. 未经审批而切除设备联锁或修改联锁，扣 50 文币。

5 BND20-50 shall be deducted if there is "oil escaping, spilling or interflow" phenomenon during the start of the Units.

机组开机过程中引起“跑、冒、窜”，扣 20-50 文币。

6 BND20 shall be deducted if one fails to operate the equipment according to its operation procedures.

未按设备操作规程而操作设备，扣 20 文币。

7 BND20-100 shall be deducted if the equipment is damaged due to the failure to run it according to its operation procedures.

未按设备操作规程而引起设备损坏，扣 20-100 文币。

8 BND50-100 shall be deducted if one fails to use the safety valve and valve block as per requirements in the process of startup.

开工过程中安全阀及阀组未按规定投用，扣 50-100 文币。

9 BND50-100 shall be deducted if the safety valve trips off due to the operation.

因操作原因引起安全阀起跳，扣 50-100 文币。

10 BND20-50 shall be deducted if the production is affected by spare parts or materials during the startup.

开工过程因备件、材料原因影响生产，扣 20-50 文币。

11 BND20 shall be deducted if the emergency procurement is declared for many times (twice or more) every month during the startup.

开工过程中每月多次（2 次及以上）申报紧急采购，扣 20 文币。

12 BND50-100 shall be deducted if the equipment is in over-temperature and overpressure conditions as a result of the operation.

因操作原因引起设备超温超压，扣 50-100 文币。

13 BND20-100 shall be deducted if the equipment fails due to its improper maintenance.

因设备维护不当引起设备故障，扣 20-100 文币。

14 BND20-50 shall be deducted if the boiler or steam turbine is switched off without application.

未经申请而停运锅炉、汽机，扣 20-50 文币。

15 BND20-50 shall be deducted if no effective construction and operation safety permit is issued for the site construction.

现场施工未开署有效的施工作业安全许可票，扣 20-50 文币。

16 BND20-50 shall be deducted if the pump evacuation, leakage or other equipment failure is not discovered due to the inadequate inspection.

因巡检不到位未发现机泵抽空、泄漏等设备故障，扣 20-50 文币。

17 BND20 shall be deducted if the time of power cut and supply is delayed due to the failure to complete the inspection and operation of electrical system in advance before the deadline required on the power cut and supply work permit.

停送电作业票要求时间内未提前完成电气系统检查、操作，导致延误停送电时间，扣 20 文币。

18 BND20-50 shall be deducted if the instrument operation assurance unit fails to arrive on the scene within 20 minutes after receiving the device & equipment failure notice.

机电仪保运单位在接到装置设备故障通知后未在 20 分钟到达现场，扣 20-50 文币。

19 BND20-50 shall be deducted if the operation department fails to collect equipment data and establish complete and accurate equipment archives as well as records related to spare parts and accessories in a way conforming to requirements before the newly added or updated device or equipment is put into operation.

新增、更新装置设备在投运前，运行部收集设备资料，建立完整的、准确的设备档案及备品配件相关台账，不符合要求的，扣 20-50 文币。

20 BND20-50 shall be deducted if the operation department fails to submit the list of needs and technical requirements for spare parts and accessories in an accurate and timely way as required.

运行部确保对所提报的备品配件需求清单和技术要求准确、时效性，不符合要求的，扣 20-50 文币。

21 The emergency procurement of accessories may be reported promptly, the work flow should be that the operation department files an application to the Equipment Management Dept. for approval upon the signature of its person in charge of equipment, the Materials Supplies Dept. will organize to procure such accessories, and then the operation department will make up the demand plan under stipulated procedures within 3 days; BND20-50 shall be deducted if the aforesaid flow does not meet requirements.

紧急采购配件可即时申报，由运行部提出申请，经本部门设备负责人签字后报机械动力部审批，由物资装备部进行采购，运行部在 3 日内按规定程序补办需求计划，不符合要求的，扣 20-50 文币。

22 BND20-50 shall be deducted if the repair department fails to protect and timely return the unused spare parts in a way conforming to requirements when it receives and is required to protect spare parts and accessories according to the repair order.

维修部门按维修工单进行领用备品配件，对领出的备件要进行保护，未使用的备件要保护好并及时退，不符合要求的，扣 20-50 文币。

23 Materials Supplies Dept. should be responsible for the timeliness of delivery and reliability of quality of the accessories requirement plan that meets normal procurement cycle, otherwise, BND40-60 shall be deducted.

物资装备部对满足正常采购周期的配件需求计划的交货及时性、质量可靠性负责，不符合要求的，扣 40-60 文币。

24 Materials Supplies Dept. should be responsible for keeping the spare parts and accessories in good condition according to management rules of storehouse and supplies, otherwise, BND20-50 shall be deducted.

物资装备部按库房物资管理规定保管备品配件，确保备品配件的完好，不符合要求的，扣 20-50 文币。

25 When there is a need to replace the spare parts and accessories provided by original equipment manufacturer, the operation department should fill out the *Application Form for the Replacement of Spare Parts and Accessories*, and submit it for hierarchical examination and approval, the *Application Form for the Replacement of Spare Parts and Accessories* is taken as the basis for the first procurement of Materials Supplies Dept., BND20-50 shall be deducted if the aforesaid requirements are not met.

原设备厂家提供的备品配件需要替代时，运行部应填报《备品配件替代申请表》，并逐级审批，《备品配件替代申请表》作为物资装备部首次采购依据，不符合要求的，扣 20-50 文币。

26 Check whether the operation department carries out periodic hand turning as required, if not, BND20-50 shall be deducted.

检查运行部是否按要求定期盘车，不符合要求的，扣 20-50 文币。

27 Check the preheating condition of spare hot oil pump, BND20-50 shall be deducted if requirements are not met.

检查备用热油泵预热情况，不符合要求的，扣 20-50 文币。

28 During the standby of the Units equipped with independent lubricating oil station, the emergency bearing oil pump of the station should run at least once every week for no less one hour every time, if not, BND20-50 shall be deducted.

配有独立润滑油站的机组在备用期间，润滑油站的备用油泵至少每周运行一次，每次运行不少于 1 小时，不符合要求的，扣 20-50 文币。

29 Check whether the operation department switches the pump regularly as required, and

maintains corresponding start and stop records in the EM system within 5 days after the switch, if not, BND20-50 shall be deducted.

检查运行部是否按要求定期切换机泵，并在切换后 5 天内 EM 系统中有相应的开停机记录，不符合要求的，扣 20-50 文币。

30 Upon the stop or repair of the unit, auxiliary pump of the unit must be switched prior to its startup and have a test run for no less than 72 hours after its repair, otherwise, BND20-50 shall be deducted.

机组在停机或检修后，开机前必须完成机组附属泵的切换工作，附属泵在检修后试运时间不少于 72 小时，不符合要求的，扣 20-50 文币。

31 Each operation department is responsible for the daily maintenance and inspection work of anticorrosion facilities, corrosion monitoring facilities and thermal insulation facilities related to the equipment, pipes and steel structures in the area under its jurisdiction, BND20-50 shall be deducted if relevant requirements are not met.

各运行部负责所辖区域内的设备、管道、钢结构相关的防腐蚀设施、腐蚀监测设施、绝热设施的日常维护和检查工作，不符合要求的，扣 20-50 文币。

32 The addition or deletion of thickness measuring points and the alteration of thickness measuring frequency shall be subject to the application filed by the operation department in the equipment EM and further to the examination and approval of Equipment Management Dept., otherwise, BND20-50 shall be deducted.

测厚点的增加或删除，测厚频率的改变，由运行部在设备 EM 中提出申请，机动部审核变更申请，不符合要求的，扣 20-50 文币。

33 Each operation department should, based on the anticorrosion thickness measuring frequency of devices, carry out on-the-spot thickness measurement over equipment and pipes on schedule according to the thickness measuring points on the isometric drawings for the purpose of fixed point thickness measurement, and input the results into EM system within seven business days after the thickness measurement; BND20-50 shall be deducted if relevant requirements are not met.

各运行部根据装置防腐测厚频率，准时按照定点测厚用空视图的测厚点进行设备管道的测厚工作，测厚结束后 7 个工作日内输入 EM 系统中，不符合要求的，扣 20-50 文币。

34 Thermal insulation materials torn down due to the overhaul or emergency repair of equipment and pipes should be restored immediately and, in any case no later than ten days after the completion of such repair; failing which, BND20-50 shall be deducted.

因设备和管道检修、抢修所拆除的绝热材料，待检修完毕后立即修复，最迟不得超过 10 天，不符合要求的，扣 20-50 文币。

35 The operation department sets up the water analysis system for the naphtha tank bottom, the water analysis should cover pH value, sulfur content, chloride ion concentration, iron ion concentration and other data, so as to offer basis for the analysis of corrosion conditions, BND20-50 shall be deducted if relevant requirements are not met.

运行部建立石脑油罐底水质分析制度，水质分析应包括 pH 值、硫含量、氯离子浓度、铁离子浓度等数据，为腐蚀状况分析提供依据，不符合要求的，扣 20-50 文币。

36 For the inspection over storage tanks under normal pressure, check whether the tank becomes deformed or not, whether there is corrosion or leakage in the weld seam, whether the paint insulation falls off, whether the bottom edge plate is corroded and its thickness is reduced; check whether winding staircase, wind girder and platform, railings and other labor protection facilities are in good conditions or not; check whether the concrete base cracks or not, whether the rain ditch and sewage ditch in the tank area are unblocked or not, whether the fire dike and separation dike are in good conditions or not; check whether back-fire relief valve, breather valve, gaging hatch, foam generator, automatic dehydrator, manhole, loophole, vent valve, heater, centralized drainage system, sampler, flexible metallic conduit, content gauge and other tank accessories are in good conditions or not; check whether the floating roof drainage system and drain hole at the bottom of foam weir plate are unblocked and free of sundries; BND40-60 shall be deducted if relevant requirements are not met.

常压储罐检查，检查罐体是否存在变形、焊缝有无腐蚀或渗漏、油漆保温是否脱落，罐底边缘板是否存在腐蚀减薄；检查盘梯、抗风圈以及平台、栏杆等劳动保护设施是否完好；检查混凝土基础是否开裂、罐区雨水沟及油污沟是否畅通、防火堤及隔堤是否完好；检查阻火器、呼吸阀、量油孔、泡沫发生器、自动脱水器、人孔、透光孔、通气阀、加热器、中央排水系统、采样器、金属软管、液位计等储罐附件是否完好；浮顶排水系统和泡沫堰板底部排水孔是否畅通，浮顶无杂物，不符合要求的，扣 40-60 文币。

37 Lightning protection and electrostatic prevention facilities of storage tanks must meet requirements of relevant standards and specifications, and be inspected comprehensively every half a year, the grounding resistance detection should be arranged twice every year; and BND20-50 shall be deducted if relevant requirements are not met.

储罐防雷、防静电设施必须符合有关规范标准的要求，半年一次对防雷、防静电设施进行全面检查，每年安排两次接地电阻检测，不符合要求的，扣 20-50 文币。

38 Fixed point thickness measurement and inspection should be conducted over the tank roof (or external floating roof), tank walls and lower girth sheet at least once every year, relevant data should be put on file for management; fixed thickness measuring points should be marked out obviously on the tank, failing which, BND20-50 shall be deducted.

每年至少应对储罐顶（或外浮顶）、罐壁（沿盘梯）及下圈板进行 1 次定点测厚检查，并将数据归档管理；固定的测厚点应在罐体上做好明显标志，不符合要求的，扣 20-50 文币。

39 Breather valve of tanks should be inspected once every six months (including flame arrester), in case of blocking, valve disk, valve seat and corrugated fire resistance layer should be cleaned timely, failing which, BND20-50 shall be deducted.

储罐的呼吸阀应每半年检查一次（包括阻火器），堵塞时及时清洗阀盘、阀座和波纹阻火层，不符合要求的，扣 20-50 文币。

40 Storage tanks under normal pressure should be inspected comprehensively once every

six years, extension formalities should be handled for the overdue tanks at a time limit no more than 9 years, complete records and archives should be prepared for the comprehensive inspection works; BND20-50 shall be deducted if relevant requirements are not met.

常压储罐每六年全面检查一次，超期应办理延期手续，最多不能超过 9 年，全面检查的工作都必须有完整的记录并存档，不符合要求的，扣 20-50 文币。

41 The operation department shall handle general issues discovered in the daily and weekly inspection in a timely manner, report significant issues to the Equipment Management Dept. and adopt temporary emergency measures; BND50-100 shall be deducted if such requirements are not met.

运行部应及时处理日检、周检中查出的一般问题，对于重大问题上报机械动力部并采取临时应急措施，不符合要求的，扣 50-100 文币。

42 Departments taking part in special maintenance shall designate highly responsible and technically competent personnel to participate the daily inspection, and arrange head technician or team leader or others at higher rank to participate the weekly inspection; the change of special maintenance personnel taking part in daily inspection or weekly inspection must be subject to the approval of the Equipment Management Dept.; BND20-50 shall be deducted if relevant requirements are not met.

参加特护的部门应指定责任心强、技术素质好的人员参加日检，安排主管技术员或班长以上人员参加周检；日检、周检特护人员变更须经机械动力部批准，不符合要求的，扣 20-50 文币。

43 Special maintenance personnel for daily inspection should carry out tour inspection over special maintenance equipment according to the working standard every day during 8:00-10:00 and 14:00-16:00, inspect the operation parameters and conditions of special maintenance equipment and fill out the *Daily Inspection Record of Special Maintenance Equipment*, BND20-50 shall be deducted if relevant requirements are not met.

日检特护人员每天按工作标准对特护设备巡回检查，时间为 8:00~10:00、14:00~16:00，对特护设备的运行参数及状况进行检查，并填写《特护设备日检会签记录表》，不符合要求的，扣 20-50 文币。

44 Technical head of the operation department should carry out tour inspection over special maintenance equipment once every day, fill out the *Daily Inspection Record of Special Maintenance Equipment*, and check the implementation of such daily inspection conducted by operators, BND20-50 shall be deducted if relevant requirements are not met.

运行部主管技术人员应对特护设备每天巡检一次，填写《特护设备日检会签记录表》，并检查作业人员特护日检执行情况，不符合要求的，扣 20-50 文币。

45 The *Daily Inspection Record of Special Maintenance Equipment* should be kept by the operation department for one year for future reference, BND20-50 shall be deducted if such requirement is not met.

《特护设备日检会签记录表》由运行部保存备查，记录本保存期为 1 年，不符合要求的，扣 20-50 文币。

46 Special maintenance personnel for weekly inspection should participate in the weekly inspection activity organized by the Equipment Management Dept. on schedule, carry out the inspection as required and fill out the *Weekly Inspection Record of Special Maintenance Equipment*, BND20-50 shall be deducted if relevant requirements are not met.

周检特护人员按时参加机动部组织的周检活动，按要求进行检查，填写《特护设备周检会签记录表》，不符合要求的，扣 20-50 文币。

47 The operation department should prepare a summary regarding the equipment operation of current month and the task completion of last month before monthly appraisal, and designate its staff to take part in the appraisal on schedule, fill out the *Form of Special Maintenance Equipment Operation* before the 5th day every month and finish all works assigned by the appraisal meeting on time; BND20-50 shall be deducted if relevant requirements are not met.

运行部在月讲评前应做好本月设备运行情况和上月任务完成情况的收集，并指派人员按时参加讲评，在每月 5 日前填报《特护设备运行情况表》；按时完成讲评会布置的各项工作，不符合要求的，扣 20-50 文币。

48 Accumulators in normal operation should be inspected every six months; and the bag pressure should be inspected every time the unit is stopped for overhaul; BND20-50 shall be deducted if relevant requirements are not met.

正常运行的蓄能器每六个月检查一次；每次机组停机检修时，应检查皮囊气压，不符合要求的，扣 20-50 文币。

49 BND20-50 shall be deducted if the following materials are discovered to be not in conformity with requirements, i.e., records of heating furnace equipment; structural drawings of the full set of equipment; operation methods of industrial furnaces; emergency plan, fault and accident records and cause analysis reports of heating furnaces; summaries of regular effect monitoring and analysis of heating furnaces; records of overhaul, urgent repair and technological transformation as well as completion materials; test reports of furnace tube and attachments; process operation records; and maintenance, overhaul and inspection records.

检查发现加热炉设备台帐；全套设备结构图纸；工业炉操作法；加热炉事故预案、故障、事故记录及原因分析报告；加热炉定期炉效监测分析汇总表；检修抢修、技术改造记录及竣工资料；炉管及附件检测报告；工艺操作运行记录；检维修检查记录，不符合要求的，扣 20-50 文币。

50 Heating furnaces should be operated in strict accordance with operation methods and control indicators, it is strictly forbidden to run in an over-temperature, over-pressure and over-load state, BND50-100 shall be deducted if such requirements are not met.

加热炉操作运行要严格按操作法和控制指标进行，严禁超温、超压、超负荷运行，不符合要求的，扣 50-100 文币。

51 Energy saving control indicators for heating furnace operations: generally, the final exhaust gas temperature should not be greater than the designed temperature, if the sulfur content in fuel deviates largely from the designed value, calibration and smoke dew point test should be carried out to determine the reasonable exhaust gas temperature of heating furnace

(which is generally 20~30℃ higher than dew point temperature); and BND20-50 shall be deducted if relevant requirements above are not met.

加热炉操作运行节能控制指标：最终排烟温度一般应不大于设计温度，如燃料含硫量偏离设计值较大，则应进行标定和烟气露点测试，然后确定加热炉合理的排烟温度（一般应高于露点温度 20~30℃），不符合要求的，扣 20-50 文币。

52 Managers of production units should manage the following works well: conduct tour inspection over the heating furnace operations at least once every day; carry out the inspection over heating furnace operations and problems at least once every week and maintain the records for filing; prepare the analysis report on the heating furnace of this units every month, and fill out the *Summary of Thermal Efficiency Monitoring of Heating Furnace* in the EM system before the 25th day every month, which may be postponed in case of holidays; BND20-50 shall be deducted if relevant requirements above are not met.

生产装置管理人员应做好下列工作：每日不少于一次的加热炉运行情况巡检；每周进行一次加热炉运行情况和问题检查，并做好记录备案；每月编写本装置加热炉运行情况分析报告并于每月 25 日前完成 EM 系统中《加热炉热效率监测汇总表》的填报，节假日顺延，不符合要求的，扣 20-50 文币。

53 Operators of production units should strengthen the regulation on three valves and one damper (oil valve, steam valve, air valve and flue damper), guarantee that the chamber of a furnace is bright and not turbid, avoid the overlong and overlarge flame in the burner, and strictly prohibit the pipe licking. Operators should try to keep multiple nozzles and arranged flames, and maintain the efficient operation, otherwise, BND20-50 shall be deducted.

生产装置操作人员要加强三门一板（油门、汽门、风门，烟道挡板）的调节，保证炉膛明亮不浑浊，避免燃烧器火焰过长、过大、冒烟，严禁舔管。要尽量保持多火嘴齐火焰，维持高效运行，不符合要求的，扣 20-50 文币。

54 The operation department is responsible for setting up records for the fixed assets in kind, and designating the manager for physical assets, who will take part in the on-site handover, acceptance and confirmation of newly added fixed assets, and take charge of the combination of assets; the maintenance of fixed assets of his unit, and the formulation of repair plan for fixed assets of his unit; moreover the manager will also be responsible for putting forward the application for leaving idleness or discarding as useless of the fixed assets or production devices; BND20-50 shall be deducted if relevant requirements are not met.

运行部负责建立固定资产实物台帐，落实实物资产的管理人，参加新增固定资产实物现场交接验收确认，负责资产的组合工作；负责本单位固定资产的维护保养工作，负责制定本单位固定资产的修理计划；负责提出固定资产、生产装置的闲置、报废申请，不符合要求的，扣 20-50 文币。

55 The unit to which fixed assets belong must implement the management of fixes assets with specific responsibilities assumed by specific personnel. When receiving and using the public fixed assets, one should register on the *Registration Form for Equipment Use*, otherwise, BND20-50 shall be deducted.

固定资产所属单位的固定资产实物管理应落实责任到人。对于公用固定资产领用时，应在《设备领用登记表》上进行登记，不符合要求的，扣 20-50 文币。

56 The unit to which fixed assets belong must guarantee the good condition of idle equipment and fill out the *Application for Idleness of Fixed Assets*, and handle the idleness procedures upon the examination and approval of Equipment Management Dept.; otherwise, BND40-60 shall be deducted.

资产所属单位必须保证闲置设备的完好，并填写《固定资产闲置申请单》，经机械动力部审核同意后办理闲置手续，不符合要求的，扣 40-60 文币。

57 Fixed assets lying idle in warehouse and on site will be maintained by the Materials Supplies Dept. and original using unit respectively, records should be established for idle equipment; otherwise, BND40-60 shall be deducted.

入库闲置和现场闲置的固定资产分别由物资装备部、原使用单位负责维护、保养，建立闲置设备的台帐，不符合要求的，扣 40-60 文币。

58 Unused production facilities should be maintained daily by units owning such assets. The lubrication and turning situation should be inspected regularly for rotating equipment; for static equipment with sealing conditions, nitrogen filled protection or other anticorrosion measures should be taken and regular inspection record should be maintained; otherwise, BND40-60 shall be deducted.

闲置生产装置由资产所属单位进行日常维护、保养等工作。对于动设备要定期检查润滑和盘车情况；对于静设备有封闭条件的要进行充氮保护或其他防腐措施，并做好定期检查记录，不符合要求的，扣 40-60 文币。

59 The *Application for Technical Appraisal of Fixed Assets and Discarding Them as Useless* should be filled out by the owner of such assets, while the appraisal team will sign on the *Application for Technical Appraisal of Fixed Assets and Discarding Them as Useless* and reach the appraisal conclusion. Fixed assets discarded and demolished as useless should not be used any more; BND40-60 shall be deducted if relevant requirements are not met.

《固定资产技术鉴定及判废申请表》由资产所属单位填写，鉴定小组在《固定资产技术鉴定及判废申请表》上签署鉴定结论。经报废拆除的固定资产，不得继续使用，不符合要求的，扣 40-60 文币。

60 Fixed assets should not be dismantled or removed before the approval of discarding as useless, otherwise, BND50-100 shall be deducted.

固定资产在报废批准前一律不得拆除或移除，不符合要求的，扣 50-100 文币。

61 The operation department should protect its lubricating oil depot against the rain, the sun and dust, maintain it in a dry, clean and well ventilated place, and keep complete fire fighting facilities; the lubricating oil (grease) should be attached with a certificate label, indicating the oil (grease) brand; lubricating oil (grease) of different brands should be stored separately, and should not be mixed or piled up confusedly; the certificate will be kept for one year; BND20-50 shall be deducted if relevant requirements are not met.

运行部润滑油库应防雨、防晒、防尘、干燥清洁、通风良好，并有完善的消防设施；润滑油（脂）要有合格标签，注明油（脂）牌号，不同牌号的润滑油（脂）要分别储存，不得混装或混合堆放；合格证保存期为一年，不符合要求的，扣 20-50 文币。

62 Materials Supplies Dept. should carry out sampling and regular item analysis on every kind of new lubricating oil, so as to ensure the quality of new oil, and should release the photocopy of certificate for each batch of the oil (indicating the oil delivery time) to receiving department; the operation department, when receiving it, is entitled to require the Materials Supplies Dept. to conduct random inspection on the new oil quality, and has the right to reject the unqualified oil; BND20-50 shall be deducted if relevant requirements are not met.

物资装备部应对每种新入库润滑油进行采样及常规项目分析，确保入库新油质量合格，每批次油的合格证复印件（注明送油时间）在发放时一起给领用部门；运行部在领用时，有权要求物资装备部对新油质量进行抽检，对抽检不合格的油有权拒收，不符合要求的，扣 20-50 文币。

63 Materials Supplies Dept. must entrust Quality Analysis Dept. to carry out sample analysis on the lubricating oil which has been stored in the warehouse for more than 1 year, with major analysis items covering the viscosity, flash point and acid value. The unqualified lubricating oil will be disposed as waste oil and its use will be strictly prohibited; the qualified lubricating oil will be confirmed by the Equipment Management Dept. and released to the oil using department together with the analysis sheet; BND20-50 shall be deducted if relevant requirements are not met.

物资装备部对入库后储存时间超过 1 年的润滑油，在发放前必须委托质量检验部进行抽样分析，主要分析项目：粘度、闪点、酸值。分析不合格的按废油处理，严禁使用；分析合格的由机械动力部确认，与分析单同时发放给用油部门，不符合要求的，扣 20-50 文币。

64 The operation department should prepare the *"Five Fixation Table" for the Lubrication of Pump Equipment* and implement it strictly as required, otherwise, BND50-100 shall be deducted.

运行部按要求编制《机泵设备润滑“五定表”》，并严格执行，不符合要求的，扣 50-100 文币。

65 Oil type and plate number should be clearly marked out on the lubricating instrument for designated purpose; all instruments should be arranged in good order as per category and specification, be cleared regularly, kept intact and incorporated into the shift content, otherwise, BND20-50 shall be deducted.

润滑器具应清晰标记油种牌号，专具专用；器具应按种类规格摆放整齐，定期清扫，保持清洁完好，并纳入交接班内容，不符合要求的，扣 20-50 文币。

66 BND20-50 shall be deducted if the lubricating oil is not "filtered for three stages" before use according to requirements.

润滑油在使用前必须经过“三级过滤”，不符合要求的，扣 20-50 文币。

67 Quality Analysis Dept. should, based on the lubricating oil analysis list and analysis frequency sent by the Equipment Management Dept., prepare the analysis plan and complete the analysis task on schedule, otherwise, BND20-50 shall be deducted.

质量检验部根据机械动力部下达的润滑油分析清单及分析频次，编制分析计划并按时完成分析任务，不符合要求的，扣 20-50 文币。

68 Quality Analysis Dept. should enter the analysis results into LIMIS system within 7days, while operation department staff should confirm the analysis results, failing which, BND20-50 shall be deducted.

质量检验部应在 7 天之内把分析结果输入 LIMIS 系统中，运行部设备人员应对分析结果进行确认，不符合要求的，扣 20-50 文币。

69 Upon the overhaul of unit (pump) with independent lubricating system, such lubricating system should be cycled for at least 4 hours, and be put into commissioning and production after it passes regular analysis. Dehydration inspection should be conducted for the oil tank at least once every week, and be done after the refilling, relevant records should be maintained. When the oil tank is discovered to contain more water during normal operation, causes should be found out and dehydration should be conducted more frequently; BND20-50 shall be deducted if relevant requirements are not met.

具有独立润滑油系统的机（泵）组大修后，润滑油系统应循环 4 小时以上，常规分析合格后方可试车投用。油箱平时每周应不少于一次脱水检查，加油后应进行脱水检查，并做好记录；正常运行中发现油箱含水量多时，应查找原因并增加脱水频次，不符合要求的，扣 20-50 文币。

70 The “Application for Discarding Lubricating Oil” should be filled out in writing when the lubricating oil is about to be replaced for more than 1000kg, upon the approval of the competent leader of the operation department, the approval should be further submitted to the Equipment Management Dept. for approval; and BND20-50 shall be deducted if relevant requirements are not met.

润滑油更换数量一次超过 1000kg 的，应书面填写“润滑油判废申请单”，经运行部主管领导审核同意后报机械动力部审批，不符合要求的，扣 20-50 文币。

71 BND20-50 shall be deducted if the establishment of management records for general defects does not conform to requirements.

建立一般缺陷管理台帐，不符合要求的，扣 20-50 文币。

72 The full course closed-loop management will be carried out for the equipment defect and failure from inspection & discovery, rectification & processing and record & filing, failing which, BND20-50 shall be deducted.

设备缺陷及故障实行检查发现、整改处理、记录归档全过程闭环管理，不符合要求的，扣 20-50 文币。

73 When the operation department discovers any equipment defect, the on-duty team leader will enter it into EM management system upon examination, failing which, BND20-50 shall be deducted.

运行部发现设备缺陷时，由当班班长审核后录入 EM 管理系统，不符合要求的，扣 20-50 文币。

74 For general defects that can be processed immediately, operators should inform the Maintenance Dept. directly to eliminate and handle such defects on the spot time, otherwise,

BND20-50 shall be deducted.

对于一般缺陷，能立即处理的，操作人员直接通知维保部门及时到现场进行消缺处理，不符合要求的，扣 20-50 文币。

75 For general defects that cannot be handled immediately, operators should report to the person in charge of such equipment in the operation department, list into maintenance plan and eliminate such defects during the maintenance, otherwise, BND20-50 shall be deducted.

不能立即处理的一般缺陷，操作人员汇报运行部设备主管人员，列入检修计划，待装置检修时进行消缺，不符合要求的，扣 20-50 文币。

76 For major equipment defects, operators should report to the higher level in a timely manner, and submit to operation department leader and Equipment Management Dept. for further examination upon the site confirmation of the person in charge of the equipment, BND40-60 shall be deducted if relevant requirements are not met.

对于重大设备缺陷，操作人员应及时上报，经设备主管人员现场确认并报运行部领导及机械动力部进行审核，不符合要求的，扣 40-60 文币。

77 After Maintenance Dept. handles the equipment defect or failure, the operation department should complete the closed loop management of defects within 3 days after such defects are eliminated, otherwise, BND20-50 shall be deducted.

维保部门处理完设备缺陷或故障后，运行部应在消缺后 3 天内完成缺陷闭环工作，不符合要求的，扣 20-50 文币。

78 For repair record that should be entered into EM system, the operation department and Maintenance Dept. should enter such within one week after defects are removed, otherwise, BND20-50 shall be deducted.

对需录入 EM 系统的检修记录，运行部与维保部门应在消缺一周内录入，不符合要求的，扣 20-50 文币。

79 Upon the failure of key equipment, the operation department shall fill out the *Equipment Failure Analysis Report* within 5 days and submit it to Equipment Management Dept., otherwise, BND20-50 shall be deducted.

重要设备发生故障后，运行部应在 5 天内填写《设备故障分析报告》报机械动力部，不符合要求的，扣 20-50 文币。

80 Technical files should be set up for every production facility, with specific and detailed contents as well as true, accurate and complete records, otherwise, BND20-50 shall be deducted.

要求每一台生产设备从投用至报废建立技术档案，内容要具体详细，记录真实、准确、齐全，不符合要求的，扣 20-50 文币。

81 Operators of special equipment must obtain the special operation permit before taking the post, otherwise, BND40-60 shall be deducted.

特种设备操作人员必须取得特种作业证后方可上岗，不符合要求的，扣 40-60 文币。

82 Operators should observe the operating procedures strictly and should not operate in an

over-temperature, over-pressure, over-speed and over-load state, otherwise, BND20-50 shall be deducted.

操作人员应严格遵守操作规程，不准超温、超压、超速、超负荷运行，不符合要求的，扣 20-50 文币。

83 Operators should keep the equipment clean and maintain it well, and should also keep the window clear, the ground clean, the trench bottom out and the equipment tidy, otherwise, BND20-50 shall be deducted.

操作人员做好设备卫生及维护保养，保持窗明、地净、沟见底、设备整洁，不符合要求的，扣 20-50 文币。

84 Operators should inspect the contracted equipment on schedule per month, eliminate problems that can be handled in a timely manner, and feed back the inspection results to the team leader, who will fill out the *Registration Form of Problems Discovered in Contracted Equipment* and report to the higher level in a centralized way; BND20-50 shall be deducted if relevant requirements are not met.

每月按时完成对承包设备检查，对能处理的问题及时予以消除，并把检查结果反馈给班长，由班长集中填写《承包设备检查问题登记表》并上报，不符合要求的，扣 20-50 文币。

85 Maintenance Dept. must guarantee the 24-hour duty and confirm on the scene promptly after receiving the equipment failure notice, otherwise, BND20-50 shall be deducted.

维保部门须保证 24 小时值班，在接到设备故障通知后，立即赶到现场确认，不符合要求的，扣 20-50 文币。

86 The following items shall be reported every month: instrument availability, usage rate and automatic control rate; effective utilization rate and failure rate of key units; availability of equipment and key equipment; and leakage rate of static sealing point; BND20-50 shall be deducted if relevant requirements are not met.

按月上报：仪表完好率、投用率、自控率；关键机组有效利用率、故障率；设备完好率和重要设备完好率；静密封点泄漏率，不符合要求的，扣 20-50 文币。

87 Management of static sealing leakage point: static sealing leakage point should be put on the list and record, indicating the time of discovery, the leaking part, the list number and the measures taken or to be taken, failing which, BND20-50 shall be deducted.

静密封泄漏点管理：静密封泄漏点须挂牌登记，注明泄漏发现时间、泄漏部位、挂牌号及已采取的措施或下步准备采取的措施等，不符合要求的，扣 20-50 文币。

88 Equipment completion data (including electronic edition) should be prepared after the equipment overhaul and update, and within one month after completing the maintenance, the construction unit should set up and hand over the equipment completion data, failing which, BND20-50 shall be deducted .

设备经大修、更新后要建立完整的设备竣工资料（含电子版），在完成检修后一个月内，施工单位负责做好设备竣工资料的建立和移交工作，不符合要求的，扣 20-50 文币。

89 BND20-50 shall be deducted if relevant files have not been set up within one month after

the department receives the completion data upon the overhaul and update of the equipment.

设备经大修、更新后设备所在部门在收到竣工资料一个月内完成建档工作，不符合要求的，扣 20-50 文币。

90 Technical files of the equipment mainly cover: the equipment record card (including technical characteristics such as equipment item number, name, specifications & model, and key technical parameters, manufacturer, place of installation, date of going into operation, etc.), detail list of auxiliary facilities, pre-commissioning record of rotating equipment, instructions for the installation and use of the equipment, major defect record, equipment inspection and overhaul record, replacement and corrosion situation of main accessories, equipment accident record, equipment operating record (for key equipment, start-stop time, continuous operating time, annual accumulated operating time, accumulated operating time of previous years and causes of every shutdown should be recorded; for general equipment, annual accumulated operating time and accumulated operating time of previous years should be recorded), and record of technological transformation; BND20-50 shall be deducted if relevant requirements are not met.

设备技术档案主要包括：设备卡片（包含技术特性：如设备位号、名称、规格型号及主要技术参数、制造厂、安装地点、投产日期等）、附属设备明细表、动设备联动试车记录、设备安装使用说明、重大缺陷记录、设备检验、设备大修记录、主要配件更换及腐蚀情况、设备事故记录、设备运行时间记录（重要设备记录每次停、开时间、连续运行时间、年累计运行时间、历年累计运行时间及每次停车原因；一般设备记录年累计运行时间和历年累计运行时间）、设备技术改造记录，不符合要求的，扣 20-50 文币。

91 Annual repair projects that can be implemented during the operation of device, projects involving construction, installation and renovation, technical transformation projects, repair projects and maintenance projects may be listed into the monthly repair plan, but the full set of construction drawings shall be submitted at the same time when the monthly repair plan is submitted, and necessary equipment, materials and accessories should be fixed in advance; otherwise, BND40-60 shall be deducted.

装置运行期间可实施的年度修理项目、涉及施工安装更新项目、技术改造项目、维修项目及维护项目等可列入月度检修计划，但必须在上报月度检修计划的同时交付整套施工图纸，且在所需设备、材料、配件均已落实，不符合要求的，扣 40-60 文币。

92 The operation department is responsible for the construction management of its own annual repair projects, breakdown maintenance, monthly maintenance plan and sporadic maintenance projects; BND40-60 shall be deducted if relevant requirements are not met.

运行部负责本部门年度修理项目、停工检修、月度检修计划、零星维修项目的施工管理，不符合要求的，扣 40-60 文币。

93 Materials Supplies Dept. shall place an order for equipment, materials, spare parts and accessories according to the repair and renovation projects and their drawings, organize the sources of goods, issue materials timely, and provide information about the order/ arrival of

equipment and important materials to the project department and Equipment Management Dept. every month, otherwise, BND40-60 shall be deducted.

物资装备部要根据修理、更新项目及其图纸所列设备、材料、备品配件计划进行订货，组织货源，及时发料，并按月向项目部门和机械动力部提供设备、重要材料订货/到货信息，不符合要求的，扣 40-60 文币。

94 Repair & construction unit must handle the "safety permit for repair and construction" of the device before conducting the repair and construction on site, the operation department shall sign for confirmation over safety measures, repair & construction is strictly prohibited if there is no valid "safety permit for repair and construction"; BND40-60 shall be deducted if relevant requirements are not met.

检修施工单位必须到装置办理“检修施工安全许可票”后方可进行现场检修施工，运行部对安全措施进行确认签字，无有效“检修施工安全许可票”严禁检修施工，不符合要求的，扣 40-60 文币。

95 When providing original materials, accessories and equipment, Materials Supplies Dept. should provide the certificate of conformity and quality assurance certificate and other materials at the same time, substitute materials shall be subject to the approval of designer or project department, as well as the substitute procedures, otherwise, BND50-100 shall be deducted.

物资装备部在提供原材料、配件、设备时，应同时提供合格证书及质量保证书等资料，代用材料必须经设计人员或项目所在部门同意，并办理代用手续，扣 50-100 文币。

96 The construction department shall maintain a record for every crater of pressure pipe and inspection data for main weld seams; no insulation work may be conducted for weld seams and static sealing parts before the pressure test of process pipeline; record is kept for every equipment, inspection and confirmation shall be conducted when the repaired equipment is reset, and the equipment seal sheet shall be prepared; BND40-60 shall be deducted if relevant requirements are not met.

施工部门要做到压力管道每道焊口有记录，主要焊缝有检验资料；工艺管线在未试压前焊缝及静密封部位不得保温；每台设备有记录，检修设备复位时应做好检查确认并填写设备封闭单，不符合要求的，扣 40-60 文币。

97 Repair unit must comply with construction disciplines and do all works in a civilized way, otherwise, BND40-60 shall be deducted.

检修单位必须遵守施工纪律，做到文明施工，不符合要求的，扣 40-60 文币。

98 Repair department should adopt rigorous and firm blocking measures during the repair, and take strict precautions against the foreign matter falling into the open mouth after the equipment disassembly; construction materials and repair wastes should be piled at designated place; the replaced equipment, container, heat exchanger and pump should be disposed upon the joint confirmation of equipment using department and Equipment Management Dept.; BND40-60 shall be deducted if relevant requirements are not met.

检修部门在检修过程中要采取严密牢固的封堵措施，严防设备拆卸后敞开的管口有异物落入；施

工用料及检修废料要堆放在指定地点；换下来的设备、容器、整台换热器、机泵等由设备所在部门和机械动力部联合确认后再行处理，不符合要求的，扣 40-60 文币。

99 Check whether the equipment is in good condition after the repair: the pump surface, base plate and repair area are free of sundries and greasy dirt; lubricating system, sealing oil system, cooling system, air seal, balance pipe and other auxiliary systems are in good condition without leakage; the oil cup, oil leveler, safety shield, valve handle, turning gear and other accessories are in good condition; oil leveler is clear and oil level is normal; the base is solid and complete, foundation bolts and all connecting bolts are well buckled, arranged and fastened; blow-down valve and drain valve are complete and easy to use; reciprocating pump lubricator is in good condition without oil leakage at its connector, oiling points are unblocked and oiling parts are normal; the number of gaskets for alignment should not exceed three and be exposed obviously; BND20-50 shall be deducted if relevant requirements are not met.

设备检修后完好检查：机泵表面、基础台板及检修区域无杂物和油污；润滑系统、封油系统、冷却系统、气体密封、平衡管等辅助系统完好无泄漏；油杯、油标、安全护罩、阀门手轮及盘车机构等附件完好；油标清晰、油位正常；基础、基座坚固完整，地脚螺栓及各部连接螺栓应满扣、齐整、紧固；机体排污、放水阀齐全好用；往复机泵注油器完好，接头不漏油，注油点畅通，注油部位正常；找正用垫片不超过 3 张且不明显外露，不符合要求的，扣 20-50 文币。

100 Quality assurance system is established for key repair projects, special quality acceptance personnel are designated for general projects. Intermediate quality inspection records and project final acceptance reports are prepared for key repair projects, while final acceptance records are prepared for general projects, BND50-100 shall be deducted if relevant requirements are not met.

重点检修项目建立有质量保证体系，一般项目有专门的质量验收人员。重点检修项目有中间质量检查记录和项目最终验收报告，一般项目有最终验收记录，不符合要求的，扣 50-100 文币。

101 For the times of fault repair, appraisal will be conducted for every repair, BND50-100 shall be deducted if relevant requirements are not met.

故障返修次数：每返修一次进行考核，不符合要求的，扣 50-100 文币。

102 Materials Supplies Dept. is required to hand over the random data of special equipment to the company's document management department within one week after the special equipment is accepted as qualified and handed over to the using unit, while the company's document management department will verify and classify timely the technical data within one week according to the acceptance sheet of technical data, and manage the data and copy release work well, failing which, BND40-60 shall be deducted.

物资装备部需在特种设备验收合格移交给使用单位后的一周内将特种设备随机资料移交公司文档管理部门，公司文档管理部门及时根据技术资料验收单在一周内核准技术资料，并分类归档，做好资料保管和复印发放工作，不符合要求的，扣 40-60 文币。

103 Construction management unit should hand over the complete set of data regarding the special equipment installation as well as the monitoring and testing data during the installation

to the company's document management department and handle the handover procedures within 15 days after the newly added special equipment is installed and accepted. Technical data should be handed over to the using department and put into technical file within 15 days after the completion and acceptance of major repair and renovation of special equipment. The special equipment may be rejected if the data are handed over incompletely; and BND40-60 shall be deducted if relevant requirements are not met.

施工管理单位在新增特种设备安装验收合格后 15 日内将齐全的特种设备安装和安装过程中的监督检验资料按项目移交公司文档管理部门，并办理移交手续。特种设备重大修理改造完工验收合格后 15 日内将技术资料移交使用部门存入技术档案。如资料移交不全有权拒绝接收，不符合要求的，扣 40-60 文币。

104 The operation department should submit the registration form of special equipment utilization and relevant materials to the Equipment Management Dept. for examination within one month before or after the special equipment is put into use. When the special equipment gets changed in its security condition, leaves unused for a long period, its installation is moved or its ownership is transferred, the new using department should take relevant materials and apply to the Equipment Management Dept. for use registration again, otherwise, BND50-100 shall be deducted.

运行部在特种设备投用前或投用后一个月内将特种设备使用登记表及相关资料报机械动力部审查。当特种设备发生安全状况变化、长期停用、移装或过户情况时，使用部门应持相关资料向机械动力部申请变更登记。特种设备停用后重新启用、移装或过户由新使用部门持相关资料重新向机械动力部申请使用登记，不符合要求的，扣 50-100 文币。

105 The operation department should set up the complete records and archives on the basis of *Equipment Classification and Whole Process Management System*, and update the records at the end of every year. Archives should cover relevant design documents, quality certificate, instructions for use and maintenance, technical files of installation, use registration of special equipment, use registration and identification, regular test report, records of daily use conditions and other contents; and should enter and maintain such information into EM system; BND40-60 shall be deducted if such requirements are not met.

运行部根据《设备分级与全过程管理制度》建立完善的台帐和档案，台帐每年底更新一次。档案中需包括相关设计文件、质量合格证明、使用维护说明、安装技术文件资料、特种设备使用登记证、使用登记标识、定期检验报告、日常使用状况记录等内容。并在 EM 系统录入和维护，不符合要求的，扣 40-60 文币。

106 Equipment location number should be sprayed on the surface of boiler or pressure vessel, and use registration mark of special equipment should be hanged on the obvious place, on-site equipment location number and use registration mark should be consistent with information input in the EM system. Safety inspection certificate should be stick on the prominent position of elevator or lifting equipment in use. Safety and warning mark, use rules, installation unit, maintenance unit and corresponding emergency call number should be stick on the prominent

position of entry-exit of the elevator; BND40-60 shall be deducted if such requirements are not met.

锅炉、压力容器本体上须喷涂设备位号和在显著位置悬挂特种设备使用登记标识, 现场设备位号、使用登记标识需与 EM 系统上信息一致。在用电梯、起重机械明显部位张贴安全检验合格标志。电梯出入口明显位置张贴安全警示标志、使用准则、安装单位、维修保养单位以及相应的应急报警电话号码, 不符合要求的, 扣 40-60 文币。

107 Personnel in charge of the management, operation and maintenance of special equipment should get professionally trained, take the post with certificate and have the certificate examined regularly. Personnel leaving the post for six months or more should pass the qualification appraisal again, and resume the post upon passing the appraisal, otherwise, BND40-60 shall be deducted.

特种设备管理、操作、维护等工作的人员经专业培训, 持证上岗, 证书定期审验。离岗六个月以上人员需重新进行资格考核, 经确认合格后方可上岗作业, 不符合要求的, 扣 40-60 文币。

108 Daily use, maintenance, management and inspection should be conducted for the special equipment, and routine patrol inspection should be carried out under routine normalized management rules, records and closed-loop treatment should be adopted for the problems discovered; BND40-60 shall be deducted if such requirements are not met.

特种设备进行日常使用、维护、管理和检查, 按照日常规格化管理规定进行日常巡检, 对发现的问题进行记录及闭环处理, 不符合要求的, 扣 40-60 文币。

109 Departments using the special equipment should ensure that its operating procedures and post operation methods meet safety operation requirements of special equipment, and the running in over-pressure, over-temperature and over-load should be completely eradicated. The change of using conditions must be subject to design requirements, otherwise, BND50-100 shall be deducted.

使用特种设备部门的工艺操作规程和岗位操作法需满足特种设备安全操作要求, 杜绝超压、超温、超负荷运行。使用条件改变时, 必须满足设计要求, 不符合要求的, 扣 50-100 文币。

110 For fixed pressure vessel at safety status grade 4, the monitored use measures should be handled and implemented before its use, and its accumulated monitored use time should not exceed 3 years; mobile pressure vessel at safety status grade 4 or 5 or fixed pressure vessel at safety status grade 5 should not be used any more; otherwise, BND50-100 shall be deducted.

安全状况等级为 4 级的固定式压力容器投用前需办理、落实监控使用措施, 且其累积监控使用时间不得超过 3 年; 安全状况等级为 4、5 级的移动式压力容器或安全状况等级为 5 级的固定式压力容器不得继续使用, 不符合要求的, 扣 50-100 文币。

111 Pressure pipes should be managed as per separate regions and different devices, each pipeline should be contracted by a designated person for inspection, so as to realize clear management duties, rather than leave it in a state of neglect. Patrol inspection should be strengthened and accident plan be formulated for pipes carrying combustible, explosive or

poisonous substance. Patrol inspection should be strengthened and regular and fixed point thickness measuring measures be taken for pipelines with serious corrosion, easy leakage and serious dangers; BND40-60 shall be deducted if such requirements are not met.

压力管道实行分区域、分装置管理情况，每条管线承包到人进行检查，做到管理职责明晰，不存在无人管理现象。输送可燃、易爆或有毒介质的管道加强巡检，制定事故预案。对腐蚀严重、易发生泄漏且危害严重的管道采取加强巡查、定期、定点测厚等措施，不符合要求的，扣 40-60 文币。

112 For industrial pipes in use whose safety status grade cannot meet use requirements, the defects should be eliminated and repaired, and the safety appraisal methods should be adopted to confirm whether they can be used till the next inspection cycle; pipes that have no repair value or are hard to sustain till the next maintenance cycle should be replaced; BND40-60 shall be deducted if such requirements are not met.

安全状况等级达不到使用要求的在用工业管道应进行消缺、修复，采用安全评定方法确认能否安全使用到下一检验周期；对无修复价值或难以维持到下一次检修周期的管道应予更换，不符合要求的，扣 40-60 文币。

113 For pressure vessel storing the liquefied petroleum gas and high-strength steel pressure vessel (it refers to pressure vessel manufactured by materials whose lower limit of standard tensile strength is $\delta b \geq 540\text{MPa}$), the content analysis of corrosive substance should be carried out on the medium therein at the end of every month, and its content should be controlled, otherwise, BND40-60 shall be deducted.

介质为液化石油气的储存压力容器及高强钢压力容器（指使用标准抗拉强度下限 $\delta b \geq 540\text{MPa}$ 材料制造的压力容器）每月月底对工作介质进行腐蚀介质的含量分析并控制其含量，不符合要求的，扣 40-60 文币。

114 Department using the gas cylinder should use it correctly in strict accordance with the *Safety Monitoring Procedures of Gas Cylinders* and relevant safety use provisions; the department should neither weld or alter the steel mark or color mark on the cylinder; nor use gas cylinder passing the time limit for inspection or having been discarded as useless; nor refill the gas in cylinder to other ones or fill the cylinder by tanker directly; nor dispose the residue in the cylinder independently; BND40-60 shall be deducted if the above requirements are not met.

气瓶的使用部门应严格按照《气瓶安全监察规程》有关安全使用规定正确使用气瓶；不得对气瓶瓶体进行焊接和更改气瓶的钢印或者颜色标记；不得使用超期未检或已报废的气瓶；不得将气瓶内的气体向其他气瓶倒装或直接由罐车对气瓶进行充装；不得自行处理气瓶内的残液，不符合要求的，扣 40-60 文币。

115 Department using the elevator shall designate a full-time (part-time) person as the elevator safety manager. Such person shall appraise the safety operation status every day and inspect the elevator every month, and shall record on the daily inspection form and monthly inspection form. Otherwise, BND40-60 shall be deducted.

电梯使用部门需指定专（兼）职人员作为电梯安全管理人员。该人员每天评估安全运行状况，每

月对电梯进行检查。并在日常检查表和月度检查表上记录，不符合要求的，扣 40-60 文币。

116 Maintenance units shall be supervised and urged to carry out regular inspection, maintenance and defect elimination for elevators and lifting machines. Safety manager needs to sign on the maintenance record and put on file. When an external unit uses the lifting equipment, the technical staff of equipment department shall confirm the corresponding certificate of operators, and record the certificate number of special operators on the operation permit; operators should inspect the performance of lifting equipment before use, report and deal with problems discovered in a timely manner; comply with operating procedures strictly during the use; park it at designated place after the use, cut off the power, maintain the equipment and close on the operation permit; BND40-60 shall be deducted if the above requirements are not met.

督促维保单位做好电梯、起重机械定期检查、维护保养及消缺工作。安全管理人员需对维保记录签字确认并存档。外单位使用起重机械时由设备所在部门技术人员确认作业人员相应证书，并在作业票上记录特种作业人员证书号；使用前应对起重机械的性能进行检查，发现问题及时反映并处理；使用中严格遵守操作规程；使用完毕停放在指定地点，并停电、维护保养和在作业票上进行关闭，不符合要求的，扣 40-60 文币。

117 Departments using the boiler, pressure vessel or pressure pipe should carry out annual online inspection by designated person at least once every year, and fill out relevant records. When discovering any abnormality and problem, they should analyze the cause seriously and adopt rectification measures timely; report major hidden dangers to the Equipment Management Dept. promptly, who will organize to implement the rectification scheme. On the basis of regular maintenance and qualified independent check, the Equipment Management Dept. will entrust test units to inspect the elevator, lifting equipment and forklift regularly. Inspection will be conducted once every year for elevator and forklift, and once every two years for lifting equipment; BND20-50 shall be deducted if the above requirements are not met.

锅炉、压力容器、压力管道使用部门每年至少进行一次由专人进行的年度在线检查并填写记录。检查发现异常情况和问题时，应认真分析原因，及时采取整改措施；重大安全隐患应及时报机械动力部，由机械动力部组织落实整改方案。电梯、起重机械、叉车的定期检验在经常性维护保养和自行检查合格的基础上，由机械动力部委托检验单位进行。电梯、叉车每年一次，起重机械每两年一次，不符合要求的，扣 20-50 文币。

118 The special equipment inspection plan for the next year should be prepared annually on the basis of use registration certificate or regular test report of the special equipment, and be implemented in the next year upon approval. The test plan added temporarily should be submitted to the Equipment Management Dept. in writing before its implementation, otherwise, BND40-60 shall be deducted.

每年应根据特种设备使用登记证或定期检验报告内容编制下年度特种设备检验计划，经审核批准后在下一年实施。临时追加的检验计划需书面报机械动力部审查后执行，不符合要求的，扣 40-60 文币。

119 For the special equipment or safety accessories that cannot be inspected on schedule, the using department shall give a detailed list, work out reliable monitoring or emergency measures, put forward a written application for the extension one month in advance before the inspection expires, and, upon the examination of the using department leader, submit it to the Scheduling & Dispatch Dept. and HSE Dept. for examination, and finally to the Equipment Management Dept. Upon the examination over the application for extension, the Equipment Management Dept. will submit it to the company's leader for approval. During the extended inspection, effective monitoring measures and emergency management measures should be implemented, and monitoring records be maintained. Otherwise, BND50-100 shall be deducted.

对不能按期检验的特种设备或安全附件由使用部门列出详细清单，制订可靠的监护或抢险措施，在检验到期前一个月提出书面延期检验申请，经使用部门主管领导审核后送计划调度部、HSE部审核后报机械动力部。机械动力部对延期检验申请报告审核后报公司主管领导审批。延期检验期间落实有效的监护措施和应急管理措施并做好监控记录，不符合要求的，扣 50-100 文币。

120 Ledgers shall be established for safety accessories used on the special equipment, such as safety valves, bursting discs, pressure gauges, thermometers, level gauges, and they shall be updated at the end of each year. If it fails to meet the requirements, BND40-60 shall be deducted.

特种设备上使用的安全阀、爆破片、压力表、温度计、液位计等安全附件应建立台账，每年年底更新一次，不符合要求的，扣 40-60 文币。

121 The basic parameters for the set pressure of the safety valve shall be fully filled in. The supervisor as well as the technical director of the department responsible for examining and approving the set pressure shall sign for confirmation. If it fails to meet the requirements, BND40-60 shall be deducted.

安全阀定压基本参数填写齐全。整定压力的审定栏部门主管人员及技术负责人签字确认，不符合要求的，扣 40-60 文币。

122 The set pressure and setting of the set pressure of the safety valve, the burst pressure designed for the bursting disc and the setting value of safety interlock device shall be carried out in strict accordance with the designed values. If it fails to meet the requirements, BND40-60 shall be deducted.

安全阀的整定压力、爆破片的设计爆破压力、安全连锁装置的设定值严格按照设计给出的数值进行定压和设定，不符合要求的，扣 40-60 文币。

123 The change to the safety valve set pressure, the burst pressure designed for the bursting disc and the setting value of safety interlock device shall be declared in written form to the Equipment Management Dept., the Scheduling & Dispatch Dept. and the HSE Dept. Changes can only be carried out after they have been approved by the company's supervisor. If it fails to meet the requirements, BND40-60 shall be deducted.

安全阀整定压力、爆破片设计爆破压力、安全连锁装置设定值的变更需书面形式向机械动力部、

计划调度部、HSE 部申报，经公司分管领导批准方可变更，不符合要求的，扣 40-60 文币。

124 The safety valve shall be calibrated at least once a year. If it fails to meet the requirements, BND40-60 shall be deducted.

安全阀校验每年至少进行一次，不符合要求的，扣 40-60 文币。

125 If the safety valve passes the calibration, the lead sealing must be conducted, and the labels with such contents as the name of the calibration institution, the calibration number, the safety valve number, the set pressure and the next calibration date must be hung. After the safety valve is normally put into use, the technical personnel of the using department shall confirm the signature on the set pressure book and input the calibration results into the EM system. If it fails to meet the requirements, BND40-60 shall be deducted.

安全阀校验合格须加铅封并悬挂有校验机构名称，校验编号，安装设备编号，安全阀编号，整定压力和下次校验日期等内容的标牌。安全阀投用正常后由使用部门技术人员在定压本上确认签字并将校验结果录入 EM 系统，不符合要求的，扣 40-60 文币。

126 The new safety valve or the backup safety valve can only be installed for use after it has been debugged. If any abnormality occurs during its use, the calibration shall be entrusted in time. If it fails to meet the requirements, BND40-60 shall be deducted.

新安全阀或备用安全阀经调试后方可安装使用；使用期间出现异常应及时委托校验，不符合要求的，扣 40-60 文币。

127 Generally, the ledger for the bursting disc shall be replaced within 2 to 3 years. The bursting disc used under harsh conditions shall be replaced annually. If the maximum design pressure is exceeded while the burst does not occur, the bursting disc shall be replaced immediately. The bursting disc whose service life has been specified shall be replaced within this period. If it fails to meet the requirements, BND40-60 shall be deducted.

爆破片台帐一般 2~3 年内更换，苛刻条件下使用的应每年更换；对超最大设计压力而未爆破的应立即更换；爆破片规定使用年限的应在使用年限内更换，不符合要求的，扣 40-60 文币。

128 Valves between normally operated special equipment (such as boilers, pressure vessels, and pressure pipes) and safety relief devices (safety valve or bursting disc device) or valves on the inlet and outlet lines of safety relief devices must be fully opened. Double-line valves must be fully closed, sealed with lead and checked regularly. If it fails to meet the requirements, BND40-60 shall be deducted.

正常运行的锅炉、压力容器、压力管道等特种设备与安全泄放装置（安全阀或爆破片装置）之间或安全泄放装置进、出口管线上的阀门必须全开，复线阀必须全关，并加铅封且定期检查，不符合要求的，扣 40-60 文币。

129 The calibration, maintenance and management of the pressure gauge shall comply with the company's relevant regulations on measuring instruments and devices. The warning red line indicating the maximum working pressure shall be posted on the dial of the pressure gauge (including the newly enabled one) by the using department. The pressure gauge shall be calibrated by the corresponding qualified calibration unit. If the pressure gauge passes the

calibration, lead sealing shall be conducted. The selection and installation of the pressure gauge shall be carried out in accordance with the *Pressure Vessels Safety and Technical Supervision Regulations*. If it fails to meet the requirements, BND40-60 shall be deducted.

压力表校验、维护、管理应符合公司计量器具、测量装置有关规定。压力表（含新启用的）由使用部门在刻度盘上张贴指示最高工作压力的警戒红线条。压力表应由相应资格的校验单位校验，校验合格加铅封。压力表选用和安装按《压力容器安全技术监察规程》执行，不符合要求的，扣 40-60 文币。

130 The level gauge shall be regularly overhauled. The overhaul period shall be determined according to the actual situation, but it shall not exceed the overall inspection period of the pressure vessel. The glass tube (plate) and other level gauges on the pressure vessel shall be based on the liquid level that can be seen clearly, and the warning red line indicating the highest and lowest safe liquid levels shall be posted. The automatically controlled level gauge shall be sensitive and reliable. The level gauge selection and pressure test shall be carried out in accordance with the *Pressure Vessels Safety and Technical Supervision Regulations*. If it fails to meet the requirements, BND40-60 shall be deducted.

液位计应定期检修，检修周期根据实际情况确定，但不应超过压力容器全面检验周期。压力容器上的玻璃管（板）等液位计应以能看清液位为准，并张贴最高和最低安全液位警戒红线条。自动控制液面计应灵敏可靠。液位计的选用、耐压试验按《压力容器安全技术监察规程》执行，不符合要求的，扣 40-60 文币。

131 Field thermometers and automatically controlled thermometers shall be sensitive and reliable. The temperature measuring meter shall be calibrated regularly, and the calibration period shall comply with the relevant provisions of the national metrological department and the company's relevant regulations on measuring instruments and devices. If it fails to meet the requirements, BND40-60 shall be deducted.

现场温度计、自动控制温度计应灵敏可靠。测温仪表应定期校验，校验周期应符合国家计量部门和公司计量器具、测量装置的有关规定，不符合要求的，扣 40-60 文币。

132 The scrapping (decommissioning) of the special equipment shall be carried out in accordance with the relevant requirements of the *Regulations on the Physical Management of Fixed Assets*. The special equipment, that needs to be scrapped by the inspection unit or that needs to be scrapped or decommissioned due to such reasons as the technical innovation or the process change, shall be confirmed by the relevant department and then reported to the Equipment Management Dept. by the using department, so as to handle the scrapping or decommissioning procedures according to regulations. The using department shall report to the Equipment Management Dept. so as to cancel the use registration of the scrapped equipment. After the procedures for scrapping the special equipment have been completed, the operation department shall return the registration certificate for the use of the special equipment to the Equipment Management Dept. If it fails to meet the requirements, BND20-50 shall be deducted.

特种设备的报废（停用）按照《固定资产实物管理规定》的有关要求执行。检验单位判废或因技改或工艺变更等原因需报废或停用的特种设备，经相关部门确认后由使用部门报部按规定办理报废或停用手续。报废设备由使用部门向机械动力部办理使用登记注销；办理完特种设备报废手续后，运行部需将特种设备使用登记证交回机械动力部，不符合要求的，扣 20-50 文币。

133 It is prohibited to transfer and reuse the special equipment that needs to be scrapped. If the special equipment needs to be sold as waste materials, the destructive disassembly shall be carried out. If it fails to meet the requirements, BND40-60 shall be deducted.

判废的特种设备禁止转让和再作特种设备使用，当作为废旧设备材料销售时，应进行破坏性解体，不符合要求的，扣 40-60 文币。

134 When the special equipment that has been scrapped or decommissioned needs to be re-enabled due to the technical innovation or the process change, the demand unit shall submit the commissioning application to the Equipment Management Dept. The Equipment Management Dept. shall arrange for the inspection of the special equipment by the inspection unit, and only the qualified special equipment can be enabled. If it fails to meet the requirements, BND40-60 shall be deducted.

因技改或工艺变更原因报废或停用的特种设备需要重新启用时，由需求单位提报启用申请报机械动力部，由机械动力部安排检验单位检验合格后方可启用，不符合要求的，扣 40-60 文币。

135 It is forbidden to erect sheds or construct illegal buildings within the company without permission. During the overhaul period, the construction unit can temporarily set up a work shed only after obtaining the consent of the project unit and the tactical department. After the overhaul, the work shed must be dismantled as soon as possible. If it fails to meet the requirements, BND50-100 shall be deducted.

未经许可，禁止在公司范围内私自搭棚或建设违章建筑，大修期间施工单位临时搭设工棚需经项目所在单位和机动部同意后方可搭设，大修结束后，必须尽快拆除工棚，不符合要求的，扣 50-100 文币。

136 It is forbidden to pile up buildings and household garbage on the main road or on both sides. If it fails to meet the requirements, BND50-100 shall be deducted.

严禁在主道路上、或两侧堆放建筑物、生活垃圾，不符合要求的，扣 50-100 文币。

137 If the road in the production area needs to be broken due to construction requirements, the road breaking operation can only be carried out with the consent of the Road Dept. and the approval of the Equipment Management Dept. If it fails to meet the requirements, BND50-100 shall be deducted.

生产区域内道路因施工需要破土时，经道路所属部门同意，报机械动力部批准后方可进行道路破土作业，不符合要求的，扣 50-100 文币。

138 Roadblocks and night warning lights shall be set up during the road excavation. If temporary pass is required, steel plates that meet the strength requirements shall be laid. If it fails to meet the requirements, BND50-100 shall be deducted.

道路开挖施工期间，应设置路障和夜间警示灯，临时通行应铺设符合强度要求的钢板，不符合要

求的，扣 50-100 文币。

139 Fire (water) dikes must be kept intact. If the dike needs to be demolished, the corresponding procedures must be handled. Only with the approval of the Equipment Management Dept. can the dike be demolished. It is strictly forbidden to demolish dikes without approval. If it fails to meet the requirements, BND50-100 shall be deducted.

防火（水）堤必须保持完整，若需破堤，须办理破堤手续，经机械动力部批准后方可施工，未经批准严禁破堤，不符合要求的，扣 50-100 文币。

140 Open rainwater ditches shall be inspected once a week, including the cleaning and dredging of rainwater ditches. The relevant records shall be kept well. If it fails to meet the requirements, BND20-50 shall be deducted.

每周对雨水明沟进行一次检查，包括对雨水沟的清扫、疏通，并作好记录，不符合要求的，扣 20-50 文币。

141 The validity period of the *Excavation Work Permit* is: no more than 10 days each time. The validity period can be extended twice. After two extensions, the *Excavation Work Permit* will need to be renewed. If it fails to meet the requirements, BND40-60 shall be deducted.

《破土作业许可证》有效期：每次最长不超过 10 天。可延期二次，超过二次需重新办理破土作业许可证，不符合要求的，扣 40-60 文币。

142 Technicians shall monitor the rotating equipment at least once a month. The monitoring contents include the vibration of the bearing part, the maximum temperature and other operating parameters. The monitoring results will be reflected in the monthly equipment report. If it fails to meet the requirements, BND20-50 shall be deducted.

技术人员每月对转动设备至少监测一次，监测内容包括轴承部位的振动、最高温度等运行参数，监测结果体现在设备月报，不符合要求的，扣 20-50 文币。

143 When the rotating equipment is monitored, if the vibration and temperature exceed the standard or other abnormal problems are found, the competent department shall be reported in time. If it fails to meet the requirements, BND50-100 shall be deducted.

转动设备监测发现振动、温度超标或其它异常问题，及时向主管部门汇报，不符合要求的，扣 50-100 文币。

144 Equipment ledger, archives, design data, instruction manual, random data, calibration records, inspection and maintenance procedures and other basic data shall be established and perfected for the instrumentation equipment. In the process of operation, the technical status sheet of the instrument and automation system, the equipment defect ledger, and the change record, etc. shall also be established. If it fails to meet the requirements, BND20-50 shall be deducted.

仪表设备应建立和健全设备台帐、档案、设计资料、说明书、随机资料、校验记录、检维修规程等基础资料，运行过程中还应建立仪表及自动化系统技术状况表、设备缺陷台帐、变更记录等，不符合要求的，扣 20-50 文币。

145 Before the instrumentation equipment is put into use, the Instrument Control Dept. shall

compile relevant regulations according to the characteristics of the equipment, and carry out technical training, preplanned accident drill and other work. If it fails to meet the requirements, BND40-60 shall be deducted.

仪表设备投用前，仪表控制部应根据设备的特点编制相关规程，开展技术培训、事故预案演练等工作，不符合要求的，扣 40-60 文币。

146 The instrumentation equipment shall be calibrated, checked and compared according to the instrument calibration, inspection and comparison procedures. The corresponding calibration sheet or checklist and the comparison record shall be filled in. The calibration shall be carried out at least once per production cycle. Only the qualified instrumentation equipment can be used. If it fails to meet the requirements, BND20-50 shall be deducted.

仪表设备应按仪表校验、检查确认、比对等规程进行相应的校验、检查确认和比对，并填写相应校验单或检查确认单及比对记录，合格后方可使用，每生产周期至少进行一次，不符合要求的，扣 20-50 文币。

147 Before the instrumentation equipment is put into operation, the instrument maintenance personnel must carry out a comprehensive inspection for each instrument and confirm the zero position and the measuring range. The loop must be calibrated before it is put into use, and the instrumentation equipment must also be calibrated after its fault has been repaired. If it fails to meet the requirements, BND20-50 shall be deducted.

仪表设备投运前，仪表维护人员必须对每台仪表进行全面检查，并对零位、量程等进行确认，回路投用前必须经过联校，仪表设备故障修复后必须进行校准，不符合要求的，扣 20-50 文币。

148 For the vibration, displacement and other mechanical parameters of the unit, it is necessary to carry out probe characteristic test and loop calibration test. The actual rotating speed check table needs to be used for the loop test of the unit speed probe, and the medium or the actual signal needs to be used for the calibration of the displacer and pressure switch. If it fails to meet the requirements, BND40-80 shall be deducted.

对于机组振动、位移等机械量参数，需要做探头特性试验及回路联校试验，机组转速探头需要用实际转速台做回路试验，沉筒、压力开关要用介质或实际信号进行校验，不符合要求的，扣 40-80 文币。

149 Special personnel shall be assigned to take charge of the maintenance of important instrumentation equipment, and the maintenance of general instrumentation equipment shall be managed in the special area. The step-by-step reporting and handling shall be carried out in case of failure of the important instrument or major equipment. If it fails to meet the requirements, BND20-60 shall be deducted.

重要仪表设备的维护实行专人负责，一般仪表设备的维护实行专区分片负责；重要仪表或关键设备发生故障时，应及时逐级报告和处理，不符合要求的，扣 20-60 文币。

150 Major operation implementation plan shall be prepared for the major instrument. For high-risk operations, the operation plan shall be signed by the operation department and approved by the company's competent department. For low-risk operations, the operation plan

shall be signed by the production and operation department and approved by the leader of Instrument Control Dept. If it fails to meet the requirements, BND40-60 shall be deducted.

重大仪表作业需编写仪表重大作业实施方案，风险等级高的作业，作业方案需经运行部会签、公司主管部门批准；风险相对较低的作业，作业方案需经生产运行部会签，仪表控制部部领导批准，不符合要求的，扣 40-60 文币。

151 The Instrument Control Dept. shall regularly carry out patrol inspection on all parts of the instrument power supply system, check the operation of power box, power distributor, switch, fuse and other components, and deal with any problems found in time. When the hardware conditions are met, a power failure alarm function shall be set up. If it fails to meet the requirements, BND40-60 shall be deducted.

仪表控制部应定期对仪表供电系统的各部位进行巡回检查，检查电源箱、电源分配器、开关、熔断器等部件运行情况，发现问题及时处理。在硬件条件具备时，应设置电源故障报警功能，不符合要求的，扣 40-60 文币。

152 The identification of switches, power distributors and power supply terminal blocks in the power supply system must be accurate and clear. The drawings and data of the power supply system must be complete. If it fails to meet the requirements, BND40-60 shall be deducted.

供电系统中的开关、电源分配器、供电端子排的标识必须准确清晰，供电系统图纸资料要齐全，不符合要求的，扣 40-60 文币。

153 Air supply system (air tank, valve, pipeline, oil remover, filter, pressure reducing valve, pressure gauge, etc.) under the jurisdiction shall be regularly inspected. The filter in use under the jurisdiction and the drain valve at the lowest point of the device shall be regularly drained. If it fails to meet the requirements, BND20-50 shall be deducted.

定期对所辖供气系统（风罐、阀门、管线、除油器、过滤器、减压阀、压力表等）检查。定期对所辖在用的过滤器、对装置最低点处的排污阀进行排空，不符合要求的，扣 20-50 文币。

154 On-line process analyzer management: on-line process analyzers shall be checked at least once every production cycle, and calibration records shall be filled in on a timely basis. For new or repaired instruments, they must be checked (or compared) up to standard before being put into use. If it fails to meet the requirements, BND20-50 shall be deducted.

在线分析仪表管理：在线分析仪表至少每个生产周期校验一次，并及时填写校验记录。对于新投用的或故障修复后的仪表，在投用前必须校验（或比对）合格方可投用，不符合要求的，扣 20-50 文币。

155 For on-line process analyzers that do not meet the requirements or cannot be verified, the instrument inspection or confirmation method can be adopted, and corresponding records shall be filled in to ensure the normal operation of the instrument. If it fails to meet the requirements, BND20-50 shall be deducted.

对于不具备条件或无法校验的在线分析仪表，可采用仪表检查或确认的方法进行，并填写相应记录，确保仪表正常运行，不符合要求的，扣 20-50 文币。

156 Management of safety and environmental protection instruments: the Equipment

Management Dept. shall organize and entrust a unit with radioactive source overhaul qualification to be responsible for the installation, removal and commissioning of instrument radioactive sources. The Instrument Control Dept. shall cooperate well. It is strictly prohibited to install and remove the instruments without permission. Corresponding ledgers shall be established for each removal and installation. If it fails to meet the requirements, BND40-60 shall be deducted.

安全及环保仪表的管理：仪表放射源的安装、拆除和调试，应由机械动力部组织委托具有放射源检修资质的单位负责，仪表控制部做好相应配合工作，严禁私自进行安装、拆除，每次拆除、安装均要建立相应台账，不符合要求的，扣 40-60 文币。

157 If the safety and environmental protection instrument needs to be deactivated for more than 48 hours fault, the *Approval Form for Deactivation (Activation) of Safety and Environmental Protection Instrument* must be handled, countersigned by the production operation department where the instrument is located, and submitted to the HSE Dept. for approval. In case of weekends and holidays, the approval formalities need to be re-handled within two days when on workdays. If it fails to meet the requirements, BND40-60 shall be deducted.

安全环保仪表故障超过 48 小时需停用时，必须办理《安全环保仪表停用（启用）审批单》，经所在生产运行部会签，报 HSE 管理部审批，遇双休日、节假日可在上班后两天内补办审批手续，不符合要求的，扣 40-60 文币。

158 Combustible (toxic) gas alarm and fire/gas alarm system (FGS) shall be checked once every six months, and ammonia nitrogen analyzer, chemical oxygen content (COD) analyzer, chimney CEMS and other testing instruments shall be checked once a year. After checking, the corresponding instrument check list shall be filled in. If it fails to meet the requirements, BND40-60 shall be deducted.

可燃（有毒）气体报警仪、火/气报警系统（FGS）应每半年校验一次，氨氮分析仪、化学氧量（COD）分析仪、烟囱 CEMS 等检测仪表应每年校验一次，校验后应填写相应的仪表校验单，不符合要求的，扣 40-60 文币。

159 Daily management of automation system mainly includes daily inspection and maintenance of system power supply, operation status of hardware equipment such as host / controller, intact condition of peripheral equipment such as fans of each cabinet, temperature, humidity, sound and light alarm of machine room, etc. If it fails to meet the requirements, BND20-50 shall be deducted.

自动化系统日常管理主要包括对系统供电、主机/控制器等硬件设备的运行状态、各机柜的风扇等外围设备的完好状况、机房的温度、湿度、声光报警等进行日常检查和维护，不符合要求的，扣 20-50 文币。

160 The software of the control system, including system software and application software, shall be properly stored, and shall be double backed up and stored in different places. The backup medium shall indicate the software name, backup date, backup person, etc. After the

software is modified, it shall be backed up in time. If it fails to meet the requirements, BND20-50 shall be deducted.

控制系统的软件包括系统软件和应用软件要妥善保存,做到双备份且异地保存,备份介质要注明软件名称、备份日期、备份人等,软件修改后,应及时备份,不符合要求的,扣 20-50 文币。

161 For the maintenance of the video monitoring system, the on-site camera is firmly installed, the wiring is standard and tidy, the surface is clean, the glass at the front end of the camera is clean and pollution-free, the pan-tilt is flexible to rotate, the image is clear and free from interference, the screen is clean and free from damage, each key is flexible, and each data indication on the display screen is correct. The identification of system equipment is clear, the indicator lights of each equipment are normal, the video equipment operates normally, and the recorded image content is clear and complete. If it fails to meet the requirements, BND20-50 shall be deducted.

视频监控系统的维护保养,现场摄像头安装牢固,接线规范、整齐,表体清洁,摄像头前端玻璃清洁无污,云台转动灵活,图像清晰无干扰,屏幕清洁无破损,各按键动作灵活,显示屏各数据指示正确。系统设备标识清楚,各设备指示灯指示正常,录像设备运行正常,录制的图像内容清晰、完整,不符合要求的,扣 20-50 文币。

162 For the use of video monitoring image information, if the company departments and individuals need video monitoring image information for business reasons, they need to fill in the *Application Form for Use of Video Monitoring Image Information*, which shall be operated and provided by relevant professional and technical personnel after being viewed by the competent department. If it fails to meet the requirements, B\$20-50 shall be deducted.

视频监控图像信息的使用,公司部门及个人因业务需要视频监控图像信息的,需填写《视频监控图像信息使用申请表》,经主管部门审核后,由相关专业技术人员操作、提供,不符合要求的,扣 20-50 文币。

163 Production device interlocking equipment must be kept in good condition. All interlock protection circuits must be put into use unless approved according to the procedure. Interlocking standby units and equipment must be in good condition with the interlocking of the operating device. If it fails to meet the requirements, BND50-100 shall be deducted.

生产装置联锁设备必须保持完好,联锁保护回路除按程序批准切除外,必须全部投用。联锁备用单元和设备必须与运行装置投用联锁一样处于完好状态,不符合要求的,扣 50-100 文币。

164 Interlocking value, interlocking pre-alarm value, interlocking condition, interlocking mode and interlocking logic need to be changed, interlocking change procedures must be handled. Corresponding preventive measures shall be formulated when the interlocking protection system is removed. If it fails to meet the requirements, BND50-100 shall be deducted.

联锁值、联锁预报警值、联锁条件、联锁方式及联锁逻辑等需要变更时,必须办理联锁变更手续,切除联锁保护系统时应制订相应的防范措施,不符合要求的,扣 50-100 文币。

165 The equipment account, interlocking schematic diagram/logic diagram, wiring diagram, change order, confirmation form, interlocking value and interlocking pre-alarm value list of

interlocking protection system shall be timely filed and kept for at least two production cycles. The interlocking change order shall be kept for a long time. If it fails to meet the requirements, BND50-100 shall be deducted.

联锁保护系统的设备台帐、联锁原理图/逻辑图、接线图、变更单、确认单、联锁值及联锁预报警值清单等资料要及时整理归档，并至少保存二个生产周期，其中联锁变更单需长期保存，不符合要求的，扣 50-100 文币。

166 An obvious warning mark shall be set up for the equipment of the interlocking protection system. Emergency stop button shall be equipped with button protection cover. If it fails to meet the requirements, BND50-100 shall be deducted.

联锁保护系统的设备要设立明显的警示标识。紧急停车按钮，应设有按钮防护罩，不符合要求的，扣 50-100 文币。

167 The operation department where the boiler and steam turbine are located shall maintain boiler, steam turbine and professional equipment for combustion and transportation. If it fails to meet the requirements, BND20-50 shall be deducted.

锅炉与汽机所在运行部应做好锅炉、汽机、燃运专业设备的维护工作，不符合要求的，扣 20-50 文币。

168 If there are idle boilers and steam engines, the operation department where the boilers and steam engines are in shall be in line with the relevant regulations to maintain the inactive (idle) boiler steam engine equipment. If it fails to meet the requirements, BND40-60 shall be deducted.

如有闲置锅炉、汽机，则锅炉与汽机所在运行部应按照相关规程做好停用（闲置）锅炉汽机设备的保养工作，不符合要求的，扣 40-60 文币。

169 Safety accessories of boilers and steam engines are in good condition on site. Check whether safety valves are in good condition, and lead sealing and labels are complete; whether marks for the highest, lowest and normal water levels on the water level gauge are clear; whether the red line of the pressure gauge is marked clearly, and the dial is intact and clearly visible. If it fails to meet the requirements, BND20-50 shall be deducted.

锅炉与汽机的安全附件现场完好。安全阀完好情况，铅封和标签是否齐全;水位计上最高、最低以及正常水位标记清晰；压力表红线标记明显，表盘完好清晰可见，不符合要求的，扣 20-50 文币。

170 The analysis of lubricating oil and control oil quality shall be carried out according to the *Lubricating Oil Management System*. If it fails to meet the requirements, BND40-60 shall be deducted.

润滑油、控制油油质分析按《润滑油管理制度》执行，不符合要求的，扣 40-60 文币。

171 Boiler, steam engine equipment maintenance. For major overhaul and renovation, the overhaul unit shall prepare the construction plan and get the approval of the Owner before construction. General maintenance shall be carried out according to *Equipment Maintenance Management System*. If it fails to meet the requirements, BND40-60 shall be deducted.

锅炉、汽机设备的检修。属于重大检修和改造内容的，检修单位应编制施工方案并经业主批准后

方可施工。一般检修按《设备检修管理制度》执行，不符合要求的，扣 40-60 文币。

172 After overhaul of boilers and steam engine equipment, all operation departments shall organize trial operation of main auxiliary engines. After steam engine overhaul, mechanical overspeed (if there is electric overspeed, it can be tested in interlocking test), main valve tightness, high-profile valve tightness, check valve tightness and other tests shall be organized, and corresponding records shall be filed at the same time. If it fails to meet the requirements, BND20-50 shall be deducted.

锅炉、汽机设备大修后各所在运行部应组织各主要辅机试运。汽机大修后应组织进行机械超速（有电超速的，可在联锁试验中进行试验）、主汽门严密性、高调门严密性、逆止门严密性等试验，同时做好相应记录归档工作，不符合要求的，扣 20-50 文币。

173 The operation department where the boilers and steam engines are located after breakdown for overhaul and defect elimination shall complete the overhaul summary within one month and report to the Equipment Management Dept. If it fails to meet the requirements, BND40-60 shall be deducted.

锅炉、汽机停工大修、消缺后所在运行部应在一个月内完成检修总结工作，并报机动部，不符合要求的，扣 40-60 文币。

174 The process technology management and production operation management of boilers, steam turbines and gas transportation shall be carried out in accordance with the *Process Technology Management System* and *Production Operation Management System* of the ministry of planning and dispatching. If it fails to meet the requirements, BND20-50 shall be deducted.

锅炉、汽机、燃运各专业的工艺技术管理、生产运行管理按计调部《工艺技术管理制度》、《生产运行管理制度》执行，不符合要求的，扣 20-50 文币。

175 Basic information management of electrical equipment: the electrical equipment shall establish and improve the basic data such as the equipment account, archives, design data, instructions, random data, calibration records, inspection procedures. In addition, it shall also establish electrical equipment technical status sheet, equipment defect ledger, and change record, etc. in the operation process. If it fails to meet the requirements, BND20-50 shall be deducted.

电气设备基础资料管理：电气设备应建立和健全设备台帐、档案、设计资料、说明书、随机资料、校验记录、检维修规程等基础资料，运行过程中还应建立电气设备技术状况表、设备缺陷台帐、变更记录等，不符合要求的，扣 20-50 文币。

176 If the safety equipment configuration, placement, use, storage, regular testing, test marks; firefighting equipment configuration, regular inspection, inspection marks, accounts, etc.; grounding wire number, placement, etc. fail to meet the requirements; if the warning sign is not standard and fails to meet the requirements, BND20-50 shall be deducted.

安全用具配置、摆放、使用、保管、定期试验、试验标志；消防器材配置、定期检查、检查标志、台帐等；接地线编号、摆放等不符合要求；警示牌不规范，不符合要求的，扣 20-50 文币。

177 Turbo-generators and diesel generators shall be inspected regularly by designated personnel to eliminate hidden dangers and defects in operation in a timely manner, and "special maintenance" activities shall be carried out. Maintenance shall be arranged according to the cycles and items specified in the regulations, and technical files for generator maintenance shall be established and perfected. Check the electric generator body, excitation device, control system and meter, etc. If it fails to meet the requirements, BND20-50 shall be deducted.

汽轮发电机、柴油发电机进行定人、定时巡检，及时消除运行隐患和缺陷，并开展“特护”活动，按规程规定的周期、项目安排检修，建立健全发电机检修技术档案。检查发电机本体、励磁装置、控制系统及表计等，不符合要求的，扣 20-50 文币。

178 If check found thermometer, temperature signal device is not complete, not in good condition, ontology thermometer, remote temperature thermometer instructions and ontology is not consistent with the actual temperature; the oil level and color of oil-filled casing and oil storage tank are abnormal, and there is oil leakage in casing and body; the damp-proof and waterproof measures for gas relay, gas protection intermediate terminal box and outdoor terminal box are not perfect; transformer fire prevention measures do not conform to regulations; the cooling device is not in good condition; there is abnormality in other parts, BND20-50 shall be deducted.

检查发现温度计、温度信号装置不齐全、不完好，本体温度计、远方测温温度计指示与本体实际温度不一致；充油套管、储油柜的油面、油色不正常，套管及本体有渗漏油现象；气体继电器、瓦斯保护中间端子盒和室外端子箱防潮、防水措施不完善；变压器防火措施不符合规定；冷却装置不完好；其他部位存在异常，扣 20-50 文币。

179 Check whether stator temperature, bearing temperature, vibration, lubrication condition, sanitary condition and excitation system are in good condition. If it fails to meet the requirements, BND20-50 shall be deducted.

检查定子温度、轴承温度、震动、润滑情况、卫生情况、励磁系统是否完好，不符合要求的，扣 20-50 文币。

180 After inspection, if it is found that high-voltage circuit breaker has no double identity codes, and the number plate of disconnecting switch (including grounding switch) is installed improperly, with illegible writing; no double identity codes is present behind and in front of each chamber of HV distribution device (switchgear); the permanent warning plate is incomplete and unclear; the barrier fails to meet the requirements; the control switch, button, meter, fuse, secondary circuit pressure plate and terminal strip have incorrect names and unclear markings, BND20-50 shall be deducted.

检查发现高压断路器无双重名称编号，隔离开关（含接地开关）编号牌安装不规范、字迹不清晰；户内高压配电装置各间隔（开关柜）前后无双重名称编号；常设警告牌不齐全、不清晰；遮栏不符合要求；控制开关、按钮、表计、熔断器、二次回路压板、端子排名称不正确、标志不清晰，扣 20-50 文币。

181 After inspection, if it is found that the overall condition is not good; the operation condition is abnormal; the SF6 gas leak detection cycle fails to meet the requirements, and the substation with SF6 circuit breaker indoors fails to meet the requirements for safety protection measures; doors and windows of the distribution room and cables supplied are not tightly sealed to openings or holes in the distribution room; the blocking device against misoperation is incomplete; the operating temperature of the environment fails to meet the requirements of the company's relevant regulations; contacts show signs of heating and the capacity of various types of equipment fails to meet the maximum load requirements, BND20-50 shall be deducted. 检查发现整体状况不完好；运行状态异常；SF6 气体检漏周期不符合规定，室内有 SF6 断路器的变电站运行安全防护措施不符合规定；配电室门窗、电缆进入配电室孔洞封闭不严密；防误操作闭锁装置不完善；环境运行温度不符合公司有关制度要求；触头有发热征象，各类设备容量不满足最大负荷要求，扣 20-50 文币。

182 After inspection, if it is found that the UPS wiring mode is not connected according to the drawings; the UPS operating environment fails to meet the requirements; it fails to conduct walk around inspection according to the regulations, and the abnormal situation is recorded in time, if it fails to meet the requirements, BND20-50 shall be deducted.

检查发现 UPS 接线方式未按图纸接线；UPS 运行环境未达到要求；未按规定巡视检查，发现异常情况及时记录，未达到要求，扣 20-50 文币。

183 EPS operation and maintenance management regulations are compiled according to the requirements, battery temperature, wiring and internal resistance are normal, walk around inspection is conducted according to the regulations, and the abnormal situation is recorded in time. If it fails to meet the requirements, BND20-50 shall be deducted.

按要求编制 EPS 的操作、维护管理规定，电池温度、接线、内阻无异常，按规定巡视检查，发现异常情况及时记录，不符合要求，扣 20-50 文币。

184 Check the heating status of the converter and the motor; the normal temperature of the local area of the converter; the normal operation status of the cooling fan of the converter; the current output status of the converter. If it fails to meet the requirements, BND20-50 shall be deducted.

检查变频器和电机发热状况；变频器局围温度正常状况；变频器冷却风扇正常运转状况；变频器输出电流状况，不符合要求的，扣 20-50 文币。

185 After inspection, if it is found that any abnormality is present in the equipment and operation condition; the operating environment fails to meet the requirements; the number and item of electrical equipment is incomplete, inaccurate and unclear; the zero grounding protection of the field electrical equipment is not perfect; the explosion-proof electrical equipment on site fails to meet the requirements, BND20-50 shall be deducted.

检查发现设备、运行状况有异常；运行环境不符合要求；电气设备编号、位号不齐全、不准确、不清晰；现场电气设备的接地接零保护不完善；现场防爆电气设备不符合要求的，扣 20-50 文币。

186 After inspection, if it is found that the DC bus voltage cannot be maintained within the

prescribed range; the battery voltage in floating charge operation exceeds the prescribed range; the charging device fails to be switched normally; the insulation of DC system to the ground is low; the battery is not discharged according to the prescribed period; the monitoring record is incomplete, BND20-50 shall be deducted.

检查发现直流母线电压不能保持在规定范围内; 浮充运行的蓄电池电压超出规定值范围; 充电装置不能正常切换; 直流系统对地绝缘低; 蓄电池不按规定周期进行放电试验; 监测记录不全, 扣 20-50 文币。

187 If emergency lighting installation cannot be switched normally and the failure rate of lighting fixtures is higher than 5%, BND20-50 shall be deducted for each 1% exceeded.

事故照明装置不能正常切换, 照明灯具故障率高于 5% 每超 1% 考核, 扣 20-50 文币。

188 Check whether the explosion-proof electrical appliances (including operating poles, distribution boxes, lamps, explosion-proof motors, etc.) of the whole plant are implemented in accordance with the relevant provisions of electrical equipment and operation management system. If it fails to meet the requirements, BND20-50 shall be deducted.

全厂防爆电器 (含操作柱、配电箱、灯具、防爆电机等) 按电气设备及运行管理制度相关规定执行, 不符合要求的, 扣 20-50 文币。

189 After inspection, if it is found that there is no plan of lightning protection and electrostatic protection of the whole plant; the lightning protection and electrostatic protection facilities fail to meet the requirements; there is no periodic inspection report; the connection of grounding wire and cross-connection is not intact, BND20-50 shall be deducted.

检查发现无全厂防雷、防静电平面图; 防雷、防静电设施达不到要求; 无定期检测报告; 接地线、跨接线等连接完好, 扣 20-50 文币。

190 After inspection, if it is found that the power lines and facilities are incomplete; the fire prevention measures of cables are imperfect; the smoke alarm device fails; the inlet and outlet of substations cables and cable tunnels are imperfect to prevent water inflow, seepage and drainage facilities; the site cable bridge is seriously corroded, with broken grounding connection and insufficient cover, BND20-50 shall be deducted.

检查发现电力线路及设施不完好; 电缆防火措施不完善, 烟雾报警装置失灵; 变电站 (所) 电缆进出口、电缆隧道防止进水、渗水及排水设施不完好; 现场电缆桥架腐蚀严重、接地连线断裂、缺盖少, 扣 20-50 文币。

191 Check whether the electrical system is operating normally; whether the smoke, sound and light alarm, hand report, temperature sensing cable, fiber grating, etc. have no faulty. If it fails to meet the requirements, BND20-50 shall be deducted.

电气系统运行正常; 烟感、声光报警、手报、感温电缆、光纤光栅等无故障, 不符合要求的, 扣 20-50 文币。

192 If the electrical system protection is not configured properly, and normal operation is not put in accordance with the provisions; discharging device is not in good condition; fire prevention measures fails to meet the requirements, BND40-60 shall be deducted.

电气系统保护配置不完善，未按规定正常投入运行；放电装置不完好；防火措施不符合规定，扣 40-60 文币。

193 Check whether the functions of integrated automation network communication system, micro-computer five-prevention monitoring system and video monitoring system are configured according to the technical agreement and operate normally. After inspection, if it is found that the device is not in good condition; it cannot be put into use normally; the key management is not strict; it does not put into normally for every place; the working condition is poor, BND40-60 shall be deducted.

综合自动化网络通讯系统、微机五防监控、视频监控系统功能实现按技术协议要求配置并正常工作，检查发现装置不完好；不能正常投用；钥匙管理不严格；未正常投入每处；工作情况不良，扣 40-60 文币。

194 After inspection, if it is found that relay protection action record, analysis and evaluation are not recorded; every action is incorrect; incorrect actions are not analyzed, BND40-60 shall be deducted.

继电保护动作记录、分析及评价工作，检查发现无记录；动作不正确每次；不正确动作无分析，扣 40-60 文币。

195 After inspection, if it is found that the relays, pressing plates, test terminals, fuses and terminal rows on protective cabinets and cabinets fail to conform to the relevant requirements; the names and markings are incomplete and unclear; the outdoor terminal boxes are not clean and tightly packed, BND20-50 shall be deducted.

保护盘柜及盘柜上的继电器、压板、试验端子、熔断器、端子排等检查发现不符合有关要求；名称标志不齐全、不清晰；室外端子箱不整洁、不严密，扣 20-50 文币。

196 The operation department is responsible for the declaration of the calibration plan of the measuring equipment and the cooperation with the traceability of the measuring equipment of the department. If it fails to meet the requirements, BND20-50 shall be deducted.

运行部负责本部门测量设备校准计划的申报，配合完成本部门测量设备的量值溯源工作，不符合要求的，扣 20-50 文币。

197 When the Maintenance Dept. carries out routine maintenance and modification such as range modification and reset of measuring equipment for trade handover, it must be confirmed by relevant technical personnel and metrologists before modifications are made; it is necessary to determine whether recalibration is needed for some modifications. If it fails to meet the requirements, BND20-50 shall be deducted.

维护部门对贸易交接测量设备进行量程修改、清零等日常维护和改动时，须经相关技术人员和计量人员确认后方可改动；部分改动需判定是否需要进行再校准，不符合要求的，扣 20-50 文币。

198 If formulation and strict implementation of the procedures of the department's metering operation in and out of the factory and cooperation with the analysis of data error and the investigation and settlement of metering disputes fail to meet the requirements, BND20-50 shall be deducted.

制定本部门进出厂计量操作程序并严格执行，配合数据超差的分析和计量纠纷的调查与处理，不符合要求的，扣 20-50 文币。

199 The entry and upload of custody transfer data shall be timely and accurate, without errors or omissions. If it fails to meet the requirements, BND20-50 shall be deducted.

贸易交接数据的录入及上传须及时、准确，不得出现错项、漏项等情况，不符合要求的，扣 20-50 文币。

200 The intact rate of equipment is equal to and more than 95%, the intact rate of important equipment is equal to and more than 98%, the intact rate is calculated by dividing the intact number of equipment by the total number of equipment multiplied by 100%. If the intact rate of equipment is equal to and more than 95%, for every reduction of 1%, the responsible unit shall be deducted by BND50-100. If the intact rate of important equipment is equal to and more than 98%, for every reduction of 1%, the responsible unit shall be deducted by BND50-100.

设备完好率 $\geq 95\%$ ，重要设备完好率 $\geq 98\%$ ，完好率=设备完好台数/设备总台数 $\times 100\%$ ，设备完好率 $\geq 95\%$ ，每降低 1%扣责任单位 50-100 文币，重要设备完好率 $\geq 98\%$ ，每降低 1%扣责任单位 50-100 文币。

201 Leakage rate of static sealing point is less than or equal to 0.5‰ (standard at 0.5‰) and is calculated by dividing the total number of leakage points by the total number of static sealing points multiplied by 1000‰. For every increase of 0.1‰ of the leakage rate of static sealing point, the responsible unit shall be deducted by BND50-100.

静密封点泄漏率 $\leq 0.5\text{‰}$ （标准 0.5‰），静密封点泄漏率=泄漏点总数/静密封点总数 $\times 1000\text{‰}$ ，每升高 0.1‰扣责任单位 50-100 文币。

202 The intact rate of instrument is equal to or more than 95% (standard at 95%); the automatic control rate of instrument is equal to or more than 90% (standard at 90%), the interlocking intact rate is equal to or more than 100% (standard at 100%) and the commissioning rate of analytical instrument is equal to or more than 90% (standard at 90%). For every reduction of 1%, the responsible unit shall be deducted by BND50-100.

仪表完好率 $\geq 95\%$ （标准 95%）；仪表自控率 $\geq 90\%$ （标准 90%）；联锁完好率 100%（标准 100%）；分析仪表投用率 $\geq 90\%$ （标准 90%）。每降低 1%扣责任单位 50-100 文币。

203 Thermal efficiency index of heating furnace: design index; for every 1% reduction in design index, BND50-100 shall be deducted.

加热炉热效率指标：设计指标；每降低 1%设计指标扣 50-100 文币。

204 The number of emergency repairs at night is rewarded and assessed according to the ranking of departments. If it fails to meet the requirements, BND50-100 shall be deducted.

夜间抢修次数按部门排名进行奖励和考核，扣 50-100 文币。

205 It is compulsory to attend all kinds of meetings organized by the Equipment Management Dept. on time and to avoid late arrival, early departure, and absence from meetings. In case of late arrival and early departure, a penalty of BND50 shall be charged. In case of absence from meetings, a penalty of BND100 shall be charged.

按时参加机械动力部组织的各种会议，杜绝迟到、早退及未请假不参加会议，迟到、早退扣 50 文币，未请假不参加会议扣 100 文币。

206 If the requirements of minutes of meetings of the mechanical discipline have not been enacted or completed on time, and no application has been submitted, BND50-100 shall be deducted.

对设备专业会议纪要要求未执行或未按时间完成，也没有提出申请，扣 50-100 文币。

207 During the normal operation of the device, the material purchase plan shall be reported to the Equipment Management Dept. Before the 25th of each month and the parameters and quantity shall be accurate and complete. If it fails to meet the requirements, BND50-100 shall be deducted.

装置正常运行期间每月 25 日前把物料采购计划上报机动部，参数、数量准确齐全，符合使用，不符合要求的，扣 50-100 文币。

208 The Operation Department did not report the equipment problems in the unit in time, 40-100 BND will be deducted.

运行部没有及时汇报装置中的设备问题，扣 40-100 文币。

209 If poor site standardization in the unit is found, 20-40 BND will be deducted for less than 3 items found, and the penalty will be doubled if more than 3 items has been found.

装置现场规格化差，3 条以下扣 20-40 文币，3 条以上加倍。

(VIII) Profession Appraisal Details for HSE Dept.

HSE 管理部专业考核细则

1 For those who smoke in the production plant, their labor contracts shall be terminated according to the company's management system.

在生产厂区内吸烟的，依据公司管理制度解除劳动合同。

2 For those who take illegal drugs in the area under the management of the company, their labor contracts shall be terminated according to the company's management system.

在公司管辖区域吸毒的，依据公司管理制度解除劳动合同。

3 For those who take up posts after drinking and cause production accidents consequently, their labor contracts shall be terminated according to the company's management system.

酒后上岗造成安全生产事故发生的，依据公司管理制度解除劳动合同。

4 For those who take illicit substances, commit severe thefts or violate the laws and regulations of Brunei, their labor contracts shall be terminated according to the company's management system.

服用违禁药品上岗、发生严重偷盗行为等其他违反文莱法律法规的行为，依据公司管理制度解除劳动合同。

5 A penalty of BND500 shall be charged each time in case of failure to fulfill HSE responsibility system and complete HSE goal indicators.

HSE 责任制不落实，未完成年度 HSE 目标指标的，扣 500 文币/次。

6 A penalty of BND500 shall be charged each time in the case of stopping or changing the interlock and safety protection facilities without permission.

未经许可停用、改变联锁和安全保护设施的，扣 500 文币/次。

7 A penalty of BND20 shall be charged each time in case of failure to wear and use labor protective articles in a correct manner when entering the production area.

进入生产区域未正确佩戴和使用劳动防护用品，扣 20 文币/次。

8 A penalty of BND50 shall be charged each time in the case of failure to wear acid and alkali resistant clothes or gloves when contacting acid, alkali or other corrosive substances.

接触酸、碱或其他有腐蚀性物质不穿防酸、碱服或手套，扣 50 文币/人次。

9 A penalty of BND50 shall be charged each time in the case of failure to wear (or to wear in a correct manner) appropriate gas masks (filtering type, long-tube type, air-supply type or air breathing apparatuses) based on the concentration of toxic gas under the exposure to toxic or hazardous gas.

接触有毒、有害气体作业时，未能（或不正确）根据有毒气体浓度的高低，选戴合适的防毒面具（过滤式、长管式、供风式或空气呼吸器），扣 50 文币/人次。

10 A penalty of BND50 shall be charged each time if non-explosion-proof devices or communication devices are used in the area of fire and explosion protection production plant.

在防火防爆生产装置区域内使用非防爆设备和通讯设备，扣 50 文币/人次。

11 A penalty of BND20 shall be charged each time in case of failure to attend the training organized by HSE dept. on time, late arrival, early departure and absence during the training period or failure to pass the exam.

未按时参加 HSE 组织的各项培训，参加培训期间出现迟到、早退、缺席等，考试不合格，扣 20 文币/人次。

12 A penalty of BND40 shall be charged each time in case of failure to make HSE education and training for the contractors in the operating area.

未对在属地内的作业承包商进行 HSE 教育培训，扣 40 文币/次。

13 A penalty of BND50 shall be charged each time in the case of arranging the personnel without qualified training certificates to work independently.

安排未经培训合格的人员独立从事作业，扣 50 文币/次。

14 A penalty of BND50 shall be charged each time if the personnel engaged in special operations take up posts without certificates or with expired certificates.

从事特种作业人员无证上岗或特种作业证书过期的，扣 50 文币/次。

15 A penalty of BND30 shall be charged each time in the case of failure to organize Tire 2 safety education, return-to-work and job-reshuffle safety education and the safety education for visitors and temporary workers; and in the case of failure to fill in education files in a timely manner.

未按要求组织二级安全教育、复工和换岗安全教育、外来人员和临时用工安全教育，未及时填写

教育档案，扣 30 文币/次。

16 A penalty of BND40 shall be charged each time in the case of incomplete records for Tire 3 employee education or failure to file and save training records as required.

员工三级教育记录不全或培训档案未按要求建立和存档，扣 40 文币/人次。

17 A penalty of BND20 shall be charged each time in the case of failure to organize employees to study HSE documents and accident notifications.

HSE 文件、事故通报等未按要求及时组织学习的，扣 20 文币/次。

18 A penalty of BND40 shall be charged each time if employees are not familiar with the content of HSE activities and the HSE knowledge that should be known in their posts.

员工不熟悉 HSE 活动内容，不熟悉岗位应知应会的 HSE 知识，扣 40 文币/人次。

19 A penalty of BND20 shall be charged each time in case of failure to organize shift- team safety activities as required. A penalty BND10 shall be charged each time in the case of incomplete records of shift-team activities. A penalty of BND20 shall be charged each time if supervisors fail to participate in shift-team activities on time and to confirm with signature.

未按要求组织班组安全活动扣 20 文币/次，班组活动记录不全的扣 10 文币/次，领导未按时参加班组活动，未签字确认的扣 20 文币/次。

20 A penalty of BND20 shall be charged each time if employees are not familiar with the distribution of toxic and hazardous medium such as hydrogen sulfide, and do not know the alarm value of toxic and flammable gas alarm apparatuses.

员工不熟悉本岗位硫化氢等有毒有害介质的分布情况，不了解有毒、可燃气体报警仪报警值，扣 20 文币/人次。

21 A penalty of BND20 shall be charged each time if employees cannot report fires in a correct manner or use firefighting and protective apparatuses.

员工不会正确报火警，不会使用灭火器材，不会使用防护器材，扣 50 文币/人次。

22 A penalty of BND30 shall be charged each time in the case of failure to organize emergency drills according to the plan; a penalty of BND20 shall be charged each time in the case of failure to record as required; a penalty of BND10 shall be charged each time if employees are not familiar with the on-site disposal plan.

未按计划组织应急预案演练的，扣 30 文币/次；记录不符合要求，扣 20 文币/次；员工不熟悉现场处置预案，扣 10 文币/人次。

23 A penalty of BND50 shall be charged each time in the case of failure to establish emergency material registers and keep emergency materials properly.

未建立应急物资台账，应急物资保管不善，扣 50 文币/次。

24 A penalty of BND30 shall be charged each time in the case of malfunction of emergency flushing facilities (eyewash equipment).

应急冲洗设施（洗眼器）不能正常使用，扣 50 文币/次。

25 A penalty of BND100 shall be charged each time in the case of delays or concealment in reporting accidents and incidents; a penalty of BND50 shall be charged each time in the case of

failure to report accidents and incidents in a timely manner as required by the system.

发生事故、事件迟报、瞒报的，扣 100 文币/次；事故、事件未按制度要求及时上报，扣 50 文币/次。

26 A penalty of BND40 shall be charged each time if the production department fails to organize employees to study after a HSE accident occurs.

发生 HSE 事故，生产部门未及时组织学习的，扣 40 文币/次。

27 A penalty of BND30 shall be charged each time if employees are not clear about the causes for the accident that occurs in the company.

员工对本单位发生的事故原因不清楚，扣 30 文币/人次。

28 A penalty of BND50 shall be charged each time in the case of failure to fulfill the "Four Never Leave-off" principle in a timely manner and the implement preventive measures properly after the occurrence of a HSE accident.

发生 HSE 事故后，未及时落实“四不放过”原则，防范措施执行不到位的，扣 50 文币/次。

29 penalty of BND30 shall be charged each time in the case of failure to establish and improve the seven basic registers for HSE organizations, HSE meetings, HSE training, HSE inspection and hazard management, accident management, HSE assessment and hazardous chemical management.

未按要求建立、完善 HSE 组织、HSE 会议、HSE 培训、HSE 检查及隐患治理、事故管理、HSE 考核奖惩、化学危险品管理台账七本基础台账的，扣 30 文币/次。

30 A penalty of BND30 shall be charged each time in the case of portable gas detectors are overdue for inspection; a penalty of BND200 shall be charged each time if portable gas detectors are damaged; a penalty of BND10 shall be charged each time in the case of failure to carry portable gas detectors during normal inspection and supervision.

便携式气体检测仪过期未及时送检，扣 30 文币/次；便携式气体检测仪损坏，扣 200 文币/台次；正常巡检及监护未佩戴便携式气体检测仪，扣 10 文币/次。

31 A penalty of BND20 shall be charged each time in the case of failure to take preventive measures when there is obvious leakage of flammable and toxic gas in process units.

装置区有明显可燃及有毒气体泄漏未采取防范措施的，扣 20 文币/次。

32 A penalty of BND200 shall be charged each time in the case of failure to fulfill safety measures as per the plan during oxygen-free operations.

无氧作业时，未按方案落实各项安全措施，扣 200 文币/次。

33 A penalty of BND100 shall be charged each time in the case of failure to wear life jackets during the construction at jetties or operations at the sea.

码头施工及水上作业不穿救生衣的，扣 100 文币/次。

34 A penalty of BND100 shall be charged each time in the case of failure to handle high-risk work permits; a penalty of BND40 shall be charged each time in the case of failure to go through approval formalities for high-risk operations; a penalty of BND20 shall be charged each time in the case of failure to fill in work permits completely or as required.

未办理高风险作业许可证扣 100 文币/次；未按规定办理高风险作业审批手续扣 40 文币/次；作业许可证填写不全有缺项，或未按要求填写的，扣 20 文币/次。

35 A penalty of BND20 shall be charged each time if supervisors fail to hold the required certificates, supervision identification and gas detectors, or are not clear about their supervision responsibilities; a penalty of BND20 shall be charged each time if supervisors and handling personnel of hazardous chemicals desert their posts without permission.

监护人未按规定持票并佩带监护标识、佩戴气体检测仪，不清楚监护职责，扣 20 文币/次；监护人员及危险化学品装卸人员擅离岗位的，扣 40 文币/次。

36 A penalty of BND20 shall be charged each time in the case of failure to fulfill HSE measures for high-risk operations.

高风险作业，HSE 措施未落实，扣 20 文币/项。

37 A penalty of BND100 shall be charged each time in the case of failure to wear the harness during the operations at height.

高处作业不系挂安全带的，扣 100 文币/次。

38 A penalty of BND50 shall be charged each time if the erection of scaffolds fails to meet construction specifications or there are no signs such as “qualified” “unqualified” “strictly forbidden to use” are hung up.

脚手架搭设不符合施工规范或安全检验后没有挂“合格”、“不合格”“严禁使用”等告知牌的违章行为的，扣 50 文币/次。

39 A penalty of BND500 shall be charged each time in the case of being engaged in radioactive operations at the construction site without valid permits.

未持有效许可证擅自在施工现场进行放射性作业的，扣 500 文币/次。

40 A penalty of BND50 shall be charged each time in the case of failure to set up warning lines, safety warning signs and guardrails for hoisting operations, and in the case of unrelated personnel entering the warning area.

吊装作业未设警戒线、安全警示牌和护栏或无关人员进入警戒范围的，扣 50 文币/次。

41 A penalty of BND50 shall be charged each time in the case of appropriating, dismantling or damaging HSE signs on site without permission.

无故擅自挪用、拆除或损坏现场 HSE 标识牌等，扣 50 文币/次。

42 A penalty of BND50 shall be charged each time in the case of destroying fire dikes in tank farms or water cofferdams in unit areas.

未经许可破坏罐区防火堤或装置区隔水围堰，扣 50 文币/次。

43 A penalty of BND30 shall be charged each time in the case of using civil, non-explosion-proof electrical sockets or power boxes at the construction site within the explosion protection area in normal production units.

正常生产装置，防爆区域内施工现场使用民用、非防爆的接电插座或动力箱等，扣 30 文币/次。

44 A penalty of BND50 shall be charged each time if no flame arresters and special cylinder racks are provided for oxygen cylinders and acetylene cylinders on site; if such cylinders are

not fixed reliably and the safe distance from fire sources is less than 10 meters; or if the interval between such cylinders is less than 5 meters.

现场使用的氧气瓶、乙炔瓶没有采用阻火器、没有使用专门的气瓶架或者没有绑扎固定并且距离火源安全距离小于 10 米，气瓶间距小于 5 米以上的违章行为，扣 50 文币/次。

45 A penalty of BND30 shall be charged each time if the grounding protection and lightning protection measures for electrical equipment and power distribution lines fail to meet safety specifications.

电气设备和配电线路的接地保护、防雷措施不符合安全规范的，扣 30 文币/次。

46 A penalty of BND30 shall be charged each time in the case of failure to make regular inspection and test on temporary power facilities.

不进行临时用电设施定期检查试验的，扣 30 文币/次。

47 A penalty of BND50 shall be charged each time in the case of failure to make any rectification without unacceptable explanation for the issues found during safety inspection .

对安全检查出的问题不能说明可接受理由而未进行整改的，扣 50 文币/次。

48 A penalty of BND20 shall be charged each time in the case of failure to make HSE inspection as required and in the case of no records. A penalty of BND10 shall be charged each time if registers are not complete and clear.

未按要求开展 HSE 检查，无记录扣 20 文币/次。检查台账不完整、不清晰，扣 10 文币/次。

49 A penalty of BND50 shall be charged each time in the case of failure to cooperate with or comply with the HSE management personnel in inspection.

不配合、不服从 HSE 管理人员检查的，扣 50 文币/次。

50 A penalty of BND200 shall be charged each time if major HSE hazards found for multiple times in HSE inspection are not rectified in a timely manner.

多次 HSE 检查存在的重大 HSE 隐患未按要求及时整改的，扣 200 文币/次。

51 A penalty of BND30 shall be charged each time in the case of failure to report the HSE management data that need to be reported or in the case of lack of relevant HSE management data.

需要上报的 HSE 管理资料不报或检查缺少相关 HSE 管理资料的，扣 30 文币/次。

52 A penalty of BND30 shall be charged each time in the case of failure to participate in HSE meetings without the permission of supervisors.

未向主管领导请假无故不参加 HSE 会议的，扣 30 文币/次。

53 A penalty of BND20 shall be charged each time if air breathing apparatuses are not inspected regularly and are not reserved in good conditions.

空气呼吸器未定期检查，不能完好备用的，扣 20 文币/次。

54 A penalty of BND20 shall be charged each time in the case of failure to check firefighting equipment and facilities according to the specified frequency. A penalty of BND20 shall be charged each time in the case of dirty and messy surfaces of firefighting equipment and facilities. A penalty of BND20 shall be charged each time in the case of decompression of

extinguishers, and loss of fire hoses/fire guns/fire wrenches, etc. A penalty of BND20 shall be charged each time in the case of spraying fire extinguishers and dismantling equipment accessories without permission. A penalty of BND20 shall be charged each time if fire hoses are not cleaned and dried in a timely manner after being used or are damaged for man-made reasons. A penalty of BND40-200 shall be charged according to the loss and influence if fire hydrants and fire monitors are damaged for man-made reasons. A penalty of BND200 shall be charged in the case of malicious damage.

未按规定频次开展消防设备设施点检的, 扣 20 文币/处。消防设备设施表面卫生脏、乱、差, 扣 20 文币/处。灭火器失压、消防水带/消防水枪/消防扳手等丢失, 扣 20 文币/处。故意喷射灭火器的, 拆除设备附件的, 扣 20 文币/次。水带使用后无及时清洗、晾干或人为造成水带损坏的, 扣 20 文币/次。人为原因造成消火栓、消防炮损坏, 视损失情况和影响情况处罚 40-200 文币/处, 恶意损坏的, 处罚 200 文币/处。

55 A penalty of BND40 shall be charged each time if firefighting water is used or disabled without permission; or if no formalities are not gone through or formalities are not complete.

擅自使用/停用消防水, 未办理手续或手续不齐全的, 扣 40 文币/次。

56 A penalty of BND20-100 shall be charged each time according to the circumstances if firefighting equipment and facilities are disabled without permission. A penalty of BND20-100 shall be charged each time according to the circumstances in the case of failure to rectify firefighting equipment malfunctions. A penalty of BND20-100 shall be charged each time according to the circumstances in the case of failure to make preventive measures or get the approval of competent departments if rectification cannot be realized in a short term due to material shortage or other objective reasons.

擅自停用消防设备设施的, 视情节扣 20-100 文币/处。消防设备故障未及时整改的, 视情节扣 20-100 文币/处。因材料等客观原因短期内无法整改而未制定防范措施或未经主管部门批准的, 视情节扣 20-100 文币/处。

57 A penalty of BND40 shall be charged each time in the case of blocking firefighting accesses, safety evacuation exits and firefighting equipment, or in the case of failure to keep fire doors (fire resistant rolling shutter doors) normally closed. A penalty of BND20 shall be charged each time in the case of blocking nozzles, alarm valves of the automatic water sprinkler system, end-point water test apparatuses, pump adapters, water-powered alarms and other parts.

未经批准擅自阻塞消防通道、安全疏散出口、遮挡消防设备、防火门(防火卷帘门)未常闭的, 扣 40 文币/处。遮挡喷头、自动喷水系统报警阀、末端试水装置、水泵接合器、水力警铃等部件的, 扣 20 文币/处。

58 A penalty of BND10 shall be charged each time if firefighting records are not complete or clear.

各类消防记录不齐全、模糊不清的, 扣 10 文币/处。

59 A penalty of BND100 shall be charged each time in the case of failure to fulfill the on-duty

requirements for the firefighting duty room. A penalty of BND40 shall be charged each time if an alarm message is not processed in a timely manner. A penalty of BND100 shall be charged each time if a fire alarm message is not processed in time. A penalty of BND20 shall be charged each time if a fault message is not processed in time.

消防值班室未落实人员值班的，扣 100 文币/处，发现警报信息，未及时处理的，扣 40 文币/次，若是火警信息，扣 100 文币/次，故障信息未及时处置的，扣 20 文币/条。

60 A penalty of BND40 shall be charged each time to the responsible department if any emergency evacuation signs and illuminating lamps are damaged. A penalty of BND100 shall be charged each time to the responsible department in the case of failure to make tests regularly. A penalty of BND100 shall be charged each time to the responsible department in the case of no records available (deemed as that such work is not conducted).

应急疏散指示牌和照明灯具损坏的，扣属地部门 40 文币/处，未定期开展测试的，扣责任部门 100 文币/次，无记录视同未开展此项工作，扣 100 文币/次。

61 A penalty of BND 100 shall be charged each time against the competent department if no regular tests are conducted for the fire alarm system & its main components, the manual alarm buttons & visual & audio alarms for the FGS, and fans of the fire prevention & smoke exhaust system. A penalty of BND 100 shall be charged each time if no records are provided, which is deemed as no execution of these tests. A penalty of BND100 shall be charged each time if any failure of the system power is not troubleshot promptly. A penalty of BND 100 shall be charged each time if the fire alarm system is put out of service without authorization.

火灾报警系统及其主要部件、FGS 系统中手动报警按钮、声光警报器、防排烟系统风机等未定期开展测试的，扣责任部门 100 文币/次，无记录的视同未开展此项工作，扣 100 文币/次。系统电源故障未及时处理的，扣 100 文币/次。擅自停用火灾报警系统，扣 100 文币/次。

62 A penalty of BND 100 shall be charged each time if the control system of the fire water pump is not set to "Auto". A penalty of BND40 shall be charged each time in case of closing of the outlet valve of the system. A penalty of BND100 shall be charged each time if the level of the fire water tank/pool is lower than the specified value for a long time, without prompt reporting.

消防水泵控制系统未设置成自动状态，扣 100 文币/次，系统出口阀门有关闭情况发生的，扣 40 文币/处。柴油泵油箱液位未在一半以上的，扣 40 文币/处。消防水罐/池液位长期低于规定要求而未及时报告的，扣 100 文币/次。

63 A penalty of BND 40 shall be charged for each location in case of failure to carry out jetting tests for the sprinkler system and fixed water cannon (manual & auto) for the unit zone and tank farm. A penalty of BND 40 shall be charged each time if no records are provided, which is deemed as no execution of the tests.

装置区、罐区喷淋系统、固定消防炮（手动、自动）未定期开展喷射测试的，扣 40 文币/处。无记录的，视为未开展此项工作，扣 40 文币/处。

64 Other examinations are required in addition to the examinations on environmental

protection in case of pollution due to unauthorized drainage of the foam fluid into the rainwater system. In this case, a penalty of BND40 shall be charged each time.

擅自将泡沫液排入雨水系统而造成环境污染的，除执行环保考核外，另追加考核，扣 40 文币/次。

65 The gas fire system shall be generally set to “manual”. The competent department shall share the compensation, and shall be subject to additional examination and fines (BND200/time) in case of accidental spray of (the chemical agent cylinder and nitrogen cylinder) of the gas system due to improper management.

气体灭火系统平时应设置成手动状态，因管理不善，造成气体系统气瓶（药剂瓶、氮气瓶）误喷，除承担一定比例赔偿外，另追加考核，扣责任部门 200 文币/次。

66 The dry powder fire suppression system shall be generally set to “manual”. The competent department shall bear compensations, and shall be subject to additional examinations and fines (BND 20/time) in case of accidental spray of the dry powder system due to improper management.

干粉灭火系统平时应设置成手动状态，因管理不善，造成干粉系统误喷，除承担一定比例赔偿外，另追加考核，扣责任部门 200 文币/次。

67 A penalty of BND40 shall be charged each time in case of failure to establish standing book of issuing personal protective equipment. A penalty of BND20 shall be charged each time in case of failure to issue the personal protective equipment to individuals and failure of individuals to wear the personal protective equipment.

未建立个人防护用品发放台账，扣 40 文币；未发放给个人，未规范佩戴个人防护用品，扣 20 文币。

68 A penalty of BND40/item will be charged in case of failure to set up yellow area warning lines in the general toxic workplaces, and failure to set up red area warning lines in the high toxic workplaces, and if occupational hazard factors exceed the standard in workplaces without measures being taken.

一般有毒作业场所未设置黄色区域警示线，高毒区域未设置红色区域警示线，作业场所职业病危害因素超标并未采取相关措施，扣 40 文币/项。

69 A penalty of BND20/item will be charged in case of failure to regularly maintain and manage the emergency gas cabinet, failure to establish packing list and usage details. A penalty of BND20/item shall be charged in case of incomplete and incorrect information.

未对应急气防柜进行日常维护与管理，未建立应急气防柜物品清单及使用明细，扣 20 文币/项；记录信息不全、有误，扣 20 文币/项。

70 A penalty of BND40/person shall be charged in case of failure to organize occupational health examination before, during and after taking up posts as required.

未按要求组织上岗前、在岗期间、离岗后职业健康检查的，扣 40 文币/人。

71 A penalty of BND60/person shall be charged if employees with occupational taboos are arranged to work at places with exposure to occupational hazards.

安排有职业禁忌症的员工从事接触职业病危害的工作，扣 60 文币/人。

72 A penalty of BND30 shall be charged each time in case of failure to properly manage the first-aid medical box and failure to use and register it as specified. A penalty of BND20 shall be charged each time in case of failure to periodically check the first-aid medical box, and failure to apply for replacement of medicines for which the quality period has expired.

应急药箱管理不善，未按要求使用登记，扣 30 文币/次；未定期检查，过期药品未及时申请更换的，扣 20 文币/次。

73 A penalty of BND20/person shall be charged each time in case of failure to comply with security regulations and refusal to accept security checks and management.

不遵守安管理规定，不接受保安检查和管理的行为，扣 20 文币/人次。

74 A penalty of BND20 shall be charged each time in case of violation of traffic rules, illegal parking, non-compliance with prescribed routes, speeding, mixed loading and other acts.

违反交通规则，违章停车、不按规定路线行驶、超速驾驶、人货混装等行为扣 20 文币/次。

75 A penalty of BND40 shall be charged each time in case of motor vehicles entering into the production area without any relevant permits.

机动车辆没有办理相关许可证，进入生产区域的行为扣 40 文币/次。

76 A penalty of BND20 shall be charged each time in case of violation of the regulations on entry and leaving factory, falsification of signature, and lending name tag to others.

违反进出厂规定，伪造签字、转借胸卡的行为，扣 20 文币/次。

77 If the speeding of a motor vehicle is between 15-20km/h, a verbal warning shall be given. A penalty of BND30 shall be charged each time if the speeding of a motor vehicle exceeds 20km/h.

机动车辆超速行驶（15-20km/h）口头警告，机动车辆超速行驶（大于 20km/h）的，扣 30 文币/次。

78 A penalty of BND50 shall be charged each time if the fire arrestor for a motor vehicle that has entered the plant area has fallen due to improper installation, and this condition has not been found promptly.

机动车辆进入厂区阻火器未安装牢靠脱落未及时发现的，扣 50 文币/次。

79 All personnel and vehicles are not allowed to enter the site unless an entry pass is granted. A penalty of BND50 shall be charged each time if the provided proof or certificate is found to be fake.

人员、车辆办证入场，提供虚假证明、证书、证件的行为，扣 50 文币/次。

80 A penalty of BND40 shall be charged for the competent department each time if the environmental protection systems, operating procedures are incomplete, or not updated promptly.

环保管理体系不健全、环保管理制度、操作规程不完善或未及时更新，扣责任部门 40 文币/次。

81 A penalty of BND40 shall be charged each time in case of failure to prepare rules for effluent segregation, and failure to draw the effluent segregation diagrams.

未制定清污分流管制规定、未绘制清污分流图，扣 40 文币/次。

82 A penalty of BND100 shall be charged each time in case of unavailability of routine operation records for environmental protection devices and facilities as specified.

未按规定做好环保装置、设施日常运行记录的, 扣 100 文币/次。

83 A penalty of BND100 shall be charged each time in case of unavailability of registers for potential risk correction, and unavailability of plans for such corrections.

无环保隐患整改台账、无计划安排环保隐患整改工作的, 扣 100 文币/次。

84 A penalty of BND40 shall be charged each time in case of failure to prepare the register for the discharge of sewage from the production units.

未做好生产装置污水排放台账, 扣 40 文币/次。

85 A penalty of BND40 shall be charged each time if the environmental protection register and data are not properly established and archived.

未做好环保台账及环保资料的建立归档工作的, 扣 40 文币/次。

86 A penalty of BND40 shall be charged each time if the monitoring register and statistics report are not established as specified, or statistics are affected because the reported analysis & statistics data are incorrect or not provided in a timely manner.

未按要求建立监测台账和统计报表, 分析统计数据上报出现差错或不及时影响统计工作的, 扣 40 文币/次。

87 A penalty of BND40 shall be charged each time in case of incorrect or non-conforming data from the provided environmental protection files.

提交环保的资料, 数据不准确或不符合要求的, 扣 40 文币/次。

88 A penalty of BND20 shall be charged each time if the pollution discharge indicators exceed the internal control indicators. A penalty of BND50 shall be charged each time if the indicators exceed the company's control values. A penalty of BND100 shall be charged in case of non-conformance of the seawater discharge indicators.

排污指标超过内控制指标, 扣 20 文币/次, 超过公司控制指标, 扣 50 文币/次; 外排海水指标不合格, 扣 100 文币/次。

89 The penalty bases corresponding to the colors of the exhaust smoke (as per the Ringelmann blackness) are as follows: BND20, 30 and 40 correspond to level 2, level 3 and level 4 (and above) respectively. The penalty amount = penalty base x fold (times). The penalty amount will be calculated accumulatively based on the time during which the smoke exists each day. One "fold" corresponds to 15-30 minutes. Two fold corresponds to 31-60 minutes. Four fold corresponds to 60 minutes and longer. During the monthly assessment, the penalty amount will be calculated based on the accumulated time (covering each day in which smoke is found).

外排烟气烟色(林格曼黑度)为 2 级、3 级、4 级以上(含 4 级)的扣罚基数分别为 20 文币、30 文币、40 文币。扣罚金额 = 扣罚基数 × 倍数。按当天冒黑烟时间累计每天的扣罚金额, 15~30 分钟按 1 倍计算, 31~60 分钟按 2 倍计算, 60 分钟以上按 4 倍计算。月度考核按逐天累计扣罚金额。

90 A penalty of BND100-500 shall be charged each time if black smoke from the flare is found due to improper operations.

由于操作不当等原因造成火炬冒黑烟，扣 100-500 文币/次。

91 A penalty of BND 50-200 shall be charged each time against the responsible department in case of failure to report to the competent department, and fail to implement the pre-report of environmental pollution discharge.

装置试车、开、停工未通知主管部门，未落实环保信息报告与排污预报告制度，考核责任部门扣 50-200 文币/次。

92 A penalty of BND 200 shall be charged each time against the responsible department in case of failure to prepare and implement environmental management program for the pre-commissioning, commissioning, starting and shutdown, overhaul, and fail to carry out risks identification. A penalty of BND50 shall be charged each time in case of failure to organize the above management program training.

预试车、试车、开停工及大检修未编制并落实环保管理方案，未进行风险辨识，考核责任部门 200 文币/次；未组织上述管理方案培训，考核 50 文币/次。

93 A penalty of BND20-100 shall be charged each time in case of failure to effectively implement effluent segregation work.

未有效落实清污分流工作，扣 20-100 文币/次。

94 A penalty of BND100-200 shall be charged each time in case of failure to implement the reporting system for abnormal pollution discharge; or in case of secret discharge of high-concentration sewage or discharge of it after dilution.

未落实异常排污申报制度，偷排或采用稀释方法排放高浓度污水，扣 100-200 文币/次。

95 A penalty of BND200 shall be charged each time if oil, acid, alkaline or high concentration toxic waste liquid is discharged into drainage pipe network.

向排水管网排放油类、酸液、碱液或者高浓度有毒废液，考核 200 文币/次。

96 A penalty of BND100 shall be charged each time in case of unauthorized discharge of water to the outside of the plant without any analysis or permission.

没有进行分析及许可，擅自将水排到厂界外的，扣 100 文币/次。

97 A penalty of BND40-100 shall be charged each time if oil is found in the rainwater discharged from the unit due to improper management.

由于管理不到位，造成装置外排水有油花的，扣 40-100 文币/次。

98 A penalty of BND40-100 shall be charged each time in case of (i) oil build-up in the responsible area due to blockage of the sewage system; (ii) blockage of the ditches/channels by sludge or foreign materials; (iii) leakage of materials on the site; and no measures have been taken to solve these problems.

所管辖区域污水系统不畅，区域内有油污堆积、沟渠积泥、杂物堵塞不畅或现场有物料跑冒，没有及时处理，扣 40-100 文币/次。

99 A penalty of BND40 shall be charged each time if the leaked materials are not collected

(i.e. not flushed to the sewerage system).

没有对泄漏物料进行收集即用水将其冲入下水系统，扣 40 文币/次。

100 A penalty of BND200-1,000 shall be charged each time in case of unauthorized discharge of rainwater outside the plant without analysis or permission.

没有进行分析及许可，擅自将雨水排到厂界外，扣 200-1000 文币/次。

101 A penalty of 50-100 shall be charged each time in case of serious oil leakage due to improper management.

装置管理不善，跑冒滴漏严重的，扣 50-100 文币/次。

102 A penalty of 100 shall be charged each time in case of oil leakage from the oil pool or oil well (but no environmental pollution is caused) due to improper management.

管理不到位，出现冒池、冒井未造成环境污染事故的，扣 100 文币/次。

103 A penalty of BND20-100 shall be charged each time in case of failure to properly collect, classify, store, treat and transfer the general industrial solid waste and hazardous waste. A penalty of BND200 shall be charged each time in case of failure to implement the regulation requirements on linked management of wastes.

一般工业固废与危险废物未妥善收集、分类、存放、处理和转移扣 20-100 文币/次；未落实废弃物联单管理的，扣 200 文币/次。

104 A penalty of 200 shall be charged each time in case of discharge or unloading of general solid waste and hazardous solid waste into the rainwater pipe network.

向雨水管网排放、倾倒一般固废、危险固废，扣 200 文币/次。

105 A penalty of BND40 shall be charged each time if no sampling signs are provided at the monitoring points for discharge ports and unit contamination sources as specified, or the sampling signs are lost, or these regular monitoring points are inadequately maintained.

排放口和各装置污染源监测点不按规范设置采样标志牌，标志牌缺失、常规监测点维护不到位，扣 40 文币/次。

106 A penalty of BND100 shall be charged each time against the responsible department if works related to environmental protection are not arranged during the overhaul.

责任部门对检修中环保工作没有专门布置的，扣 100 文币/次。

107 A penalty of BND20 shall be charged each time in case of ground contamination by oil due to lack of contamination control measures during overhaul/repair.

检维修未采取污染控制措施，致使油品污染地面扣 20 文币/次。

108 A penalty of BND20-100 shall be charged each time in case of ground or soil contamination due to lack of effective measures against contamination during cleaning of tanks and pools (wells).

清罐、清池（井）未采取有效的防污染措施造成地面或土壤污染扣 20-100 文币/次。

109 A penalty of BND50 shall be charged each time for imperfect environmental protection facilities, and failure to report the abnormal environmental protection operation. A penalty of BND50 shall be charged each time against the responsible department each time in case of

failure to repair in a timely manner.

环保设施不完善或运行不正常，不及时上报，扣责任部门 50 文币/次；维修不及时扣责任部门 50 文币/次。

110 A penalty of BND50 shall be charged each time against the responsible department in case of unauthorized suspension, dismantlement or non-use of environmental protection facilities.

擅自停运、闲置、拆除或不投用环保设施，扣责任部门 50 文币/次。

111 A penalty of BND50-100 shall be charged each time if the erroneous data are uploaded or recorded due to inadequate online meter monitoring.

对在线监控仪表监控不到位，造成错误数据上传或记录，考核 50-100 文币/次。

112 A penalty of BND20-50 shall be charged each time against the responsible department in case of failure to calibrate the online monitoring instruments as specified.

在线监测仪表未按规定校验，扣责任部门 20-50 文币/次。

113 A penalty of BND 100 shall be charged each time in case of lack of control & mitigation measures for identified major environmental factors.

对识别出的重大环境因素，没有采取控制、削减措施的，扣 100 文币/次。

114 A penalty of BND 100-500 shall be charged each time if the hidden environmental risks/dangers are not eliminated within the specified period.

未在指定的时间内及时消除环保隐患，扣 100-500 文币/次。

115 A penalty of BND50 shall be charged each time in case of failure to prepare, modify a contingency plan for environmental accidents as specified, or failure to organize practices as per the contingency plan, or in the case of incomplete records. A penalty of BND20-50 shall be charged each time in case of failure to update the register for emergency materials used for environmental protection in a timely manner, and failure to report or supplement these emergency materials in a timely manner.

没有按规定制定、修订环境事故应急预案，预案没有组织演练，记录不全的，扣 50 文币/次。未及时更新环保应急物资台帐、未及时提报、补充应急物资扣 20-50 文币/次。

116 A penalty of BND40-100 shall be charged each time in case of environmental pollution accidents, and in case of failure to handle the accident in a timely manner or improper handling.

发生环保污染事故、事故应急处置不及时或处置不当，扣 40-100 文币/次。

117 A penalty of BND50-100 shall be charged each time in case of ground pollution due to leakage of oil and materials. A penalty of BND500-1,000 shall be charged in case of ground water pollution.

跑油、跑料造成地面或土壤污染，扣 50-100 文币/次；造成地下水污染的考核 500-1000 文币/次。

118 A penalty of BND200-1,000 shall be charged against the responsible department in case of environmental complaints, warnings from government departments, penalties or impacts on the company's image.

发生环保投诉、政府部门警告、处罚或给公司形象造成影响，考核责任部门 200-1000 文币/次。

119 A penalty of BND 50 shall be charged each time in case of failure to prepare or modify a contingency plan for environmental accidents as specified, or failure to organize practices as per the contingency plan, or in case of insufficient records.

没有按规定制定、修订环境事故应急预案，预案没有组织演练，记录不全的，扣 50 文币/次。

120 A penalty of BND 40 shall be charged each time if the emergency monitoring personnel fail to arrive at the monitoring site to perform the tasks.

应急监测人员不能及时到达监测现场，完成监测任务的，扣 40 文币/次。

121 A penalty of BND100 shall be charged each time in case of leakage from the pool or well (no environmental pollution accidents are caused) due to improper management.

管理不到位，出现冒池、冒井未造成环境污染事故的，扣 100 文币/次。

122 A penalty of BND 500-1,000 shall be charged each time against the responsible person in case of minor injury of 1-2 person(s) (including acute poisoning) due to an accident (Each person is out of work for not more than 3 working days).

一次事故造成 1-2 人轻伤（包括急性中毒），歇工均不超过 3 个工作日，责任者每起扣 500~1000 文币/次。

123 penalty of BND500-1,000 shall be charged each time against the responsible person in case of a direct loss of not more than 200 thousands RMB due to an accident.

一次事故造成的直接经济损失在 20 万元以下，责任者每起扣 500~1000 文币/次。

124 A penalty of BND500-1,000 shall be charged each time against the responsible person in any of the following situations: (i) Treatment by the sewage treatment plant is affected due to failure of the contaminants to enter the area managed by the department, or due to discharge of high-concentration/special sewage to the salt-containing/oil-containing sewage system. (ii) People in the company were not in a good condition due to spread of toxic/ hazardous gases.

污染物未进入部门管辖区域外，或未经许可直接排放高浓度/特殊污水至含盐/含油污水系统，造成污水场处理冲击；或有毒有害气体扩散造成公司内人员不适，责任者每起扣 500~1000 文币/次。

125 A penalty of BND1,000-3,000 shall be charged each time in case of minor injury of a minimum of 3 persons due to an accident, including acute poisoning (Each person is out of work for more than 3 working days).

一次事故造成 3 人及以上轻伤（包括急性中毒）；歇工均超过 3 个工作日以上，扣 1000~3000 文币/次。

126 A penalty of BND1,000-3,000 shall be charged each time in case of serious injury of a minimum of 1 person due to an accident.

一次事故造成 1 人及以上重伤的，扣 1000~3000 文币/次。

127 A penalty of BND1,000-3,000 shall be charged each time if an accident results in a direct loss of at least 200,000RMB, and any of the following cases occurs: (i) The contaminants enter areas outside those under the management of the department; (2) High-concentration/special sewage is directly discharged to the salt-containing/ oil-containing system without permission,

seriously affecting the sewer treatment plant; (3) Employees in the company are poisoned due to the spread of toxic or hazardous gases.

一次事故造成的直接经济损失在 20 万元及以上, 污染物进入部门管辖区域外, 或者未经许可直接排放高浓度/特殊污水至含盐/含油污水系统, 造成污水处理场严重冲击; 或有毒有害气体扩散造成公司内人员轻微中毒, 责任者每起扣 1000~3000 文币/次。

128 Assessment of accidents outside factories: one accident resulted in the death of one person or more; pollutants entering the periphery of the factory area or marine environment with oil spill of 2 tons or more at sea; direct discharge of high concentration/special sewage to saline/oily sewage system without permission, resulting in paralysis of the sewage treatment plant; or poisoning caused by the diffusion of toxic and harmful gases within the company, or causing complaints from residents outside the island, assessment shall be conduct according to the company security council as per the principle of "four never let go" .

厂外级事故考核: 一次事故造成 1 人及以上死亡; 污染物进入厂区周边或海洋环境, 海上溢油量 2 吨及以上; 未经许可直接排放高浓度/特殊污水至含盐/含油污水系统, 造成污水处理场瘫痪; 或有毒有害气体扩散造成公司内人员中毒, 或引起岛外居民投诉的, 根据公司安委会决议考核, 按“四不放过”原则落实执行。

129 Reward criteria for problems or hidden dangers found/dealt with by supervision and inspection:

监督检查发现/处理的问题或隐患奖励标准:

Leakage or failure of non-flammable and explosive products such as water, wind, medium and low pressure steam (less than 6.4 MPa), nitrogen and petroleum coke; dirty oil, acid and alkali substances in rainwater open ditches; odorous gas discharged into the environment; solid waste does not classify, a reward of BND50-100 per time.

水、风、中低压蒸汽 (6.4MPa 以下)、氮气及石油焦等非易燃易爆品的泄漏或故障; 雨水明沟有油污、酸碱物质; 恶臭气体排放到环境; 固废不按要求分类 50-100 文币/次,

Leakage or failure of acid, alkali, ammonia, sulfur dioxide, benzene series, high pressure and ultra-high pressure steam (6.4 MPa or more), natural gas, flammable gas, low temperature oil products, and potential electrical safety hazards; oil, sulfur and ammonia-containing sewage in drainage system goes into each other; oil products enters into the water drainage system; a reward of BND 100-300 per time.

酸、碱、氨、二氧化硫、苯系物、高压及超高压蒸汽 (6.4MPa 以上)、天然气、可燃性气体、低温油品的泄漏或故障, 以及电气安全隐患; 排水系统含油、含硫、含氨污水互串; 排水系统串入油品 100-300 文币/次.

Leakage or failure of high temperature oil products, hydrogen, hydrogen sulfide, highly toxic substances and liquid hydrocarbons; hidden dangers of radiation source protection equipment and facilities; hidden dangers of environmental protection facilities; a reward of 300-1000 BND per time.

高温油品、氢气、硫化氢、剧毒物质、液态烃的泄漏或故障; 放射源防护设备设施的隐患; 环保

设施隐患 300-1000 文币/次.

A reward of 300-1000 BND per time shall be given for the above mentioned that may lead to unit shut down, personal casualties, fire and explosion, and environmental pollution.

以上可能导致装置停车、人身伤亡、火灾爆炸、环境污染的安全隐患 1000 文币/次以上.

For those who discover the leaks or faults that are hidden and difficult to find, which are liable to cause serious consequences, promotion and reward shall be given.

对于位置隐蔽、不易发现的泄漏或故障，易造成严重后果的，升级嘉奖。

(IX) Profession Appraisal Details for IT Dept.

信息管理部专业考核细则

1 For commencing relevant informatization projects without examination and approval by IT Dept. and related demanding departments, BND60/time shall be deducted.

未经信息部及相关需求部门审核开工信息化相关项目，扣 60 文币/次。

2 For proposing change requirements and causing the delay of system online implementing or project progress after the demand investigation and plan design stage, BND40/time shall be deducted.

需求调研及方案设计阶段后，提出需求更改并造成系统上线或工程进度延后，扣 40 文币/次。

3 If it fails to positively participate in project evaluation, design optimization of technical plan, BND20/time shall be deducted.

项目评估，技术方案设计优化阶段，不积极参与，扣 20 文币/次。

4 If it subjectively takes unreasonable measures to result in delay of business progress, BND10/time shall be deducted.

主观层面，未经商议采取不合理措施造成商务进度延误，扣 10 文币/次。

5 If it fails to cooperate with the IT Dept. to conduct relevant demands research, detailed design review, training, testing, online, problem feedback and collection, etc., BND20/time shall be deducted.

未配合信息管理部进行相关需求调研、详细设计评审、培训、测试、上线、问题反馈与收集等工作，扣 20 文币/次。

6 Privately pass on the internal documents to the third parties without the consent of the IT Dept. during the project construction stage, BND10-40/time shall be deducted.

项目建设阶段，未经信息管理部同意，私自传阅内部资料于第三方，扣 10-40 文币/次。

7 If the business department conducts further optimization and change which involved expenses and supplementary contracts during the project acceptance after the stable operation, BND10-40/time shall be deducted.

项目上线稳定运行后，项目验收过程中，出现业务部门进一步优化和变更，涉及费用及增补合同问题，扣 10-40 文币/次。

8 If it fails to daily monitor and maintain the server, operation system, data base, application system and accessory equipment, BND20/time shall be deducted.

未按照规定进行对服务器、操作系统、数据库，应用系统及附属设备的日常监控及维护，扣 20 文币/次。

9 Strict control of user power limit of information system, implementation of strong password strategy for personal use only, those who violate the regulations, BND40/time shall be deducted.

严格控制信息系统用户权限，执行强密码策略，仅限本人使用，违反规定者，扣 40 文币/次。

10 If the IT Dept. and related business departments fail to review system user list and power limit as scheduled, BND20/time shall be deducted.

信息部及相关业务部门未按期审核系统用户清单及权限，扣 20 文币/次。

11 If the IT Dept. fails to strictly control management system change or fails to comply with *Change Management Procedure* so as to further cause the damages to backup and transfer of production environment data, BND40/time shall be deducted.

信息部未严格控制管理系统变更或未遵守《变更管理程序》规定，造成生产环境数据备份及迁移受损，扣 40 文币/次。

12 If the IT Dept. causes data loss and disclosure, and the data cannot be backspaced which influences the key users because of failure to backup information system procedure and application data as required regularly, BND40/ time shall be deducted.

信息部未定期按照要求备份信息系统程序和应用数据，造成数据丢失、泄露、无法回退，并对关键用户使用造成影响，扣 40 文币/次。

13 The IT Dept. shall uniformly accept the users' declarations to be declared online as demanded. For the delay of operation and maintenance caused by the IT Dept. because of failure to implement *Management Procedure of Information Operation & Maintenance*, BND10-20/time shall be deducted.

统一接受用户申报问题，业务部门按需线上申报，由于业务部门未按照《信息运维管理程序》执行造成运维延误，扣 10-20 文币/次。

14 If each operation department fails to increase the telephone users and intercom users abiding by *Management Procedure of Information Facilities Receipt* and *Management Procedure of Account Access*. For the other problems which are not implemented according to *Management Procedure of Information Operation & Maintenance*, BND20/time shall be deducted.

各运行部增加通讯话机用户、对讲机用户未按《信息设施领用管理程序》、《帐号权限管理程序》等执行。其他问题未按《信息运维管理程序》执行，扣 20 文币/次。

15 If it fails to borrow or add information equipment according to *Management Procedure of Information Equipment Application*, BND20/time shall be deducted to relevant person.

未按照《信息设备申领管理程序》规定借用或新增信息设备，相关人员，扣 20 文币/次。

16 If each department fails to implement localized management of information infrastructures, fails to establish their own standing book of information infrastructures, and fails to achieve consistency between accounts and materials, BND10-30/time shall be deducted.

各部门未落实信息基础设施属地化管理，未建立本部门信息基础设施台账；未做到账物相符，扣 10-30 文币/次。

17 If it fails to backup important information infrastructures and fails to inspect and maintain information infrastructures, BND10-30/time shall be deducted.

未进行重要信息基础设施备份冗余，和信息基础设施日常巡检和维护，扣 10-30 文币/次。

18 For unauthorized implementation of information infrastructure changes, failure to prepare change risk plans, impacts on production and operation caused by failure of implementation, BND20-60/time shall be deducted.

未经报批实施信息基础设施变更，未预备变更风险预案，实施失败对生产运行造成影响，扣 20-60 文币/次。

19 If it fails to follow the rules to enter or leave the computer room, borrow and misappropriate the equipment in information room, BND20/time shall be deducted.

未按规定随意进出机房、外借、挪用信息机房设备，扣 20 文币/次。

20 If it causes loss by theft, fire disaster, etc. because of failure to follow the rules, BND100/time shall be deducted.

未按规定操作造成机房失窃、火灾等，扣 100 文币/次。

21 If it causes secret information disclosure, virus and hacker attacks because of personal failure to protect the security of flash driver, disk, mobile hard disk, notebook computer, PDA and other movable equipment, BND20-60/time shall be deducted.

因个人原因未做好 U 盘、移动硬盘、笔记本电脑、PDA 等可移动设备的安全防护工作造成泄密涉密，病毒、黑客袭击，扣 20-60 文币/次。

22 If the information infrastructure is damaged artificially and it results in abnormal operation, shutdown, irreparable damage, it shall be compensated according to the evaluation of the IT Dept., and BND20-60/time shall be deducted.

人为损坏信息基础设施，造成运行异常、停机、不可修复损伤，按照信息部评估后赔偿，扣 20-60 文币/次。

23 If it fails to maintain and inspect the network equipment and links according to the regulations, BND10-30/time shall be deducted.

未按时按规定进行网络设备、链路的维护与巡检工作，扣 10-30 文币/次。

24 If it fails to timely deal with and record the network failure, and fails to submit related reports and modification plan, BND30/time shall be deducted.

未及时处理、记录网络故障，未提交相关报告和整改方案，扣 30 文币/次。

25 If users visiting the internet, intranet users, external network users fail to connect the company's network remotely according to *Management Procedure of Account Access*, BND20/time shall be deducted.

访问互联网用户、内网用户、外部用户、远程接入公司网络等未按《帐户权限管理程序》执行，扣 20 文币/次。

26 If it fails to conduct network configuration change according to *Change Management*

Procedure, or if it conducts without review and testing, BND20-40/time shall be deducted.

网络配置变更未按《变更管理程序》流程执行，或未经审核和测试即执行，扣 20-40 文币/次。

27 If the security system or its accessories are shut down or damaged without the approval of the IT Dept., affecting the normal operation of the system, BND40/time shall be deducted.

未经信息管理部审核，擅自关闭或损坏安防系统或其附属设备，影响其正常运行，扣 40 文币/次。

28 In case of unauthorized reproduction, inquiry or provision or dissemination of image information to other units or individuals without the approval of the IT Dept., BND40/time shall be deducted.

未经信息管理部审核，擅自复制、查询或者向未经批准其他单位和个人提供、传播图像信息，扣 40 文币/次。

29 In case of unauthorized deletion, modification of the operation procedures and records of the monitoring system without the approval of the IT Dept., BND40/time shall be deducted.

未经信息管理部审核，擅自删除、修改监控系统的运行程序和记录，扣 40 文币/次。

30 In case of unauthorized changes in the use of security system and the location of camera equipment, and interfering with and hindering the normal operation of security monitoring system without the approval of the IT Dept., BND40/time shall be deducted.

未经信息管理部审核，擅自改变安防系统的用途和摄像设备的位置，干扰、妨碍安防监控系统的正常运行，扣 40 文币/次。

31 In the absence of security check, server security policy, user password policy and network access policy before the information system goes online, and security check report, BND20-40/time shall be deducted.

信息系统上线前未进行安全检查、建立服务器安全策略、用户密码策略、网络访问策略等，未产生上线前安全检查报告，扣 20-40 文币/次。

32 If the IT Dept. fails to carry out the safety self-inspection of each system on schedule as required, causing asset losses, BND40/time shall be deducted.

信息管理部未按照规定按期进行各系统安全自查并造成资产损失，扣 40 文币/次。

33 If the relevant business departments or key users fail to cooperate with the IT Dept. in formulating relevant data backup disaster recovery strategies, backup recovery testing, etc., BND40/time shall be deducted.

相关业务部门或关键用户不配合信息管理部制定相关数据备份容灾策略，备份恢复测试等工作，扣 40 文币/次。

34 If, by any means, the system login passwords and network resources of various software and hardware devices involving network security that are not authorized to be used are inquired, accessed, modified and deleted, and the network or system is scanned and probed, BND100/time shall be deducted.

以任何手段查询、访问、修改和删除未授权使用的各种涉及网络安全的软硬件设备的系统登录密码与网络资源，对网络或系统进行扫描、探测，扣 100 文币/次。

35 If any individual or department attacks, interferes with or destroys the normal operation of

the Company's network system, makes use of computer viruses and Trojan horse programs or carries out network attacks in the company's network, BND100/time shall be deducted.

任何个人或部门攻击、干扰和破坏公司网络系统正常运行，在公司网络内制作使用计算机病毒、木马程序，或进行网络攻击，扣 100 文币/次。

36 If any outsider uses a restricted account to access the intranet, or the corporate network system without approval, BND20/time shall be deducted.

外来人员使用受限帐户访问内网，未经批准，外来人员使用公司网络系统，扣 20 文币/次。

37 If any unit or individual duplicates, inquires or provides or disseminates data and information to other units or individuals without approval, BND40/time shall be deducted.

任何单位或个人擅自复制、查询或者向未经批准其他单位和个人提供、传播数据信息，扣 40 文币/次。

38 In case of failure to participate in the training of software and hardware system usage and information security organized by the IT Dept. on time, BND10-30/time shall be deducted.

未按时参与信息管理部组织的软硬件系统使用培训、信息安全培训等培训工作，扣 10-30 文币/次。

39 All acts that may cause damage to the company's information assets, information leakage and cyber-attacks are handled in accordance with the relevant laws and regulations of the company.

本考核细则中涉及所有会造成公司信息资产受损，信息泄密、受网络攻击等行为，均以法律法规及公司相关规定处理为先。

40 The cumulative monthly deduction per person is BND400 at most.

单人每月累计扣罚 400 文币为上限。

(X) Profession Appraisal Details for Quality Management

质量管理专业考核细则

1 Monthly census of the on-spec rate of products manufactured. If the on-spec rate of products manufactured was 100%, the quality inspection department and the ministry of storage shall be rewarded 1000 BND respectively; In case the on-spec rate of products manufactured was less than 100%, the Annex 9.2 detailed rules for special work shall be implemented.

每月统计产品出厂合格率。产品出厂合格率达到 100%，奖励质检部、港储部各 1000 文币；产品出厂合格率<100%，执行附件 9.2《专项工作考核细则》。

2 Monthly census shall be conducted for on-spec rate of distillation outlet. If the on-spec rate of distillation outlet of each unit is more than 97%, reward the relevant operation department 1000 BND; for each 1% decreased, deduct 500 BND; and deduct up to 2000 BND.

每月统计各装置馏出口合格率，装置馏出口合格率>97%，每增加 1%奖励相关运行部 1000 文币；每减少 1%扣责任运行部 500 文币，最多扣 2000 文币。

3 Monthly census shall be conducted for on-spec rate of oil blending. If the on-spec rate of

one-time blending of oil products is more than 95%, reward BND 1000 to port restoring department; if it is less than 85%, deduct BND 500 from port restoring department.

每月统计油品一次调合合格率。油品一次调合合格率>95%，奖励港储部 1000 文币；小于 85%，扣港储部 500 文币。

4 In case various functional departments and operation department have verify the main raw and auxiliary materials, the process, main operating conditions and product blending process, etc. They have failed to implement the Verification Management System; 50 BND shall be deducted for each item.

各职能部门及运行部变更主要原辅材料、工艺流程、主要操作条件和产品调和工艺等，未执行《变更管理制度》，每一项扣 50 文币。

5 In case fluctuation occurs in the operation of operation department which may cause off-spec product, and the operation department did not timely adjust the operation and timely notify the QA/QC department, 50 BND shall be deducted from the responsible department. For repeated off-spec, evaluation should be organized, and corrective measures should be taken if necessary. For each time of the off-spec, 50 BND shall be deducted from the responsible department.

运行部操作出现可能造成质量不合格的波动，没有及时调整操作并及时通知质量检验部，扣责任部门 50 文币。对多次出现的不合格应组织评审，必要时采取纠正措施，一次不符合扣责任部门 50 文币。

6 For the refining of waste oil during the production of jet fuel, the Planning and Dispatching Department shall assess the nature of the waste oil, its proportion in crude oil and its impact on product quality. The plan and Dispatching Department shall be deducted 50 BND for each time of off-spec.

生产航煤期间回炼污油，计划调度部应评估污油性质、占原油比例及对产品质量产生的影响，一次不符合扣计划调度部 50 文币。

7 If coal, crude oil, distillation outlet, semi-finished products and finished products are off-spec, the scope (time, place, batch, quantity, etc.) of coal, crude oil, distillation outlet, semi-finished products and finished products shall be determined by the corresponding operation department, separated and marked, and the off-spec marks shall be made on the relevant account books. 20 BND shall be deducted from the responsible department for each off-spec item.

煤炭、原（料）油、馏出口、半成品、成品不合格，由所在运行部确定其范围（时间、地点、批次、数量等）、隔离并标识，在相关台帐上做出不合格的标识。一项不符合扣责任部门 20 文币。

8 Unqualified appraisal, failing to implement the "Regulations on the Administration of Unqualified Products", 20 BND shall be deducted from the responsible department.

不合格评审，未执行《不合格品管理规定》，每项次扣责任部门 20 文币。

9 Samples from distillation outlet are taken by various operation departments, which should take measures to ensure accurate and timely sampling (within 20 minutes before and after the prescribed sampling time) and ensure that the samples are representative. 20 BND shall be

deducted from the responsible department for each item of failing to comply with the standard. 20 BND shall be deducted from the responsible department for failing to report the malfunction of the sampler for repairment in a timely manner.

馏出口样品由各运行部采样，各运行部应采取措施保证采样准确、及时（在规定采样时间前后 20 分钟以内），确保样品具有代表性。一项不符扣责任部门 20 文币。采样器故障没有及时报修，扣责任部门 20 文币。

10 The port storage department submits an annual plan for the next year's tank cleaning to the Dispatching Department before mid-December each year, failing to do so will be deducted 20 BND. If the port storage department does not clean the contaminated tanks and pipelines in accordance with the plan for tank cleaning, 50 BND will be deducted each time.

港储部每年 12 月中旬前提出次年清罐年度计划报计划调度部，未提出清罐年度计划扣 20 文币；港储部未按储罐清洗计划清洗储罐、未及时清洗被污染的储罐和管线，每次扣 50 文币。

11 The pipelines and containers used for jet fuel shall be cleaned according to the regulations, and the cabin inspection shall be carried out in accordance with the Inspection Procedure for jet fuel cabins. If the truck is not loaded within 24 hours after washing, the part-time inspector of the Port Storage and Transportation Department shall re-inspect it before loading. If it fails to comply with the regulations, 50 BND will be deducted from the Port Storage and Transportation Department each time.

航煤用的管线、容器按规定进行清洗，船舱检查执行《航煤船舱检查程序》。如洗后 24 小时未装车，在装车前要由港务储运部兼职检查员重新检查。未按规定执行，每次扣港储部 50 文币。

12 The new tank of jet fuel should be cleaned once a year after its use and once every three years in normal service; the frequency of cleaning must be increased or cleaned immediately when abnormal conditions occur; the tank should be cleaned in time when contaminant appears during oil delivery, the water color from tank bottom drainage becomes darker or viscous substances occur; and the responsible department should be deducted 50 BND each time if it fails to comply with the regulations.

航煤新罐使用一年后清罐一次、正常三年清洗一次；出现异常情况时，必须增加清洗频率或立即清洗；付油出现污物、罐底排水水分颜色变深或有粘稠物时应及时清罐；未按规定执行，每次扣责任部门 50 文币。

13 If the loading and shipping operators of the Port Storage and Transportation Department fails to implement the "six-checking, three-observation" system (i.e. checking of the vehicle (ship) number, pipeline, oil product type, product quality certificate or laboratory analysis sheet, container inspection certificate and quantity; observation of container cleanliness, oil color and lead seal), 20 RMB per time, 20 BND will be deducted from the Port Storage and Transportation Department`

港务储运部装车、装船操作工，未执行“六对三看”制度（即对车（船）号，对管线，对油品品种，对产品质量合格证或化验分析单，对容器检查合格证，对数量；看容器清洁程度，看油品颜色，看铅封），每次扣港务储 20 文币。

14 When the oil products of the same type but different # number are shipped from the factory, if the product quality problem appears due to the Port Storage and Transportation Department fails to fill up the pipeline with qualified product, 100 BND will be deducted, in case accident appears from this, the Annex 9.2 detailed rules for special work shall be implemented.

同一产品不同牌号的油品出厂时，因港储部未顶线导致油品质量问题，每次扣 100 文币，如果造成质量事故，执行附件 9.2 《专项工作考核细则》。

15 Before the first batch of jet fuel loading (trucks) after the new commissioning or equipment maintenance, if the pipeline is not filled up with on-spec final oil blend, or old pipelines or tank of more than 1 year are used, or fails to fill up the pipeline in case two adjacent jet fuel loading is more than 15 days, or the Port Storage and Transportation Department fails to inform QA/QC department to take samplings from the pipeline, 100 BND will be deducted for each item mentions above.

新投用或装置检修开工后首批航煤装船（车）前，未用合格的成品油顶线，使用 1 年以上的老管线和油罐，两次装船（车）间隔航煤产品 15 天以上未顶线，港储部未通知质量检验部采管线样品，每一项未执行扣责任单位扣 100 文币。

16 If the identification of storage tanks and pipelines is not clear, 10 BND will be deducted from the responsible department.

储罐及管线标识标识不清，每处扣责任部门 10 文币。

17 In oil blending, the Port Storage Department, in accordance with the sequence of “from heavier oil stream to lighter oil stream”, separately receives component oils into blending tanks or merges them into tanks; completes settlement, dehydration, additives, circulation and other operations in accordance with regulations; when gasoline, kerosene, diesel and other refined tanks need to be blended, the cycle time is not less than 3 hours, and the cycle time of refined tanks with oil additives is not less than 4 hours, so as to ensure that the oil is fully recycled. After the oil tank stops feeding, the minimum settling time is not less than 4 hours. In case the above is not implemented in accordance with the regulations, 20 BND will be deducted from the Port Storage and Transportation Department for each item.

油品调和时，港储部依照密度大小按照先重后轻的原则，将组分油分别收入调合罐或合流进罐；按照规定完成沉降、脱水、加剂、循环等操作；汽油、煤油、柴油等成品罐需要调合时，循环时间不少于 3 小时，添加油品添加剂的成品罐循环时间不少于 4 小时，保证油品调和均匀。在油罐停止进油后，沉降时间最短不少于 4 小时。以上未按规定执行，每项次扣港储部 20 文币。

18 When the product oil seal tank is qualified after inspection, in case the tank is inverted or moved before leaving the factory, and the component changes, the planning and dispatching department fails to inform the QA/QC department in time, 100 BND will be deducted each time from the responsible department.

成品油封罐后经检验合格，在出厂前发生倒罐或移库，组分发生变化时，计划调度部未及时通知质量检验部，每次扣责任单位 100 文币。

19 Solid products such as sulphur should be uniquely labeled by means of accounting

records, labeling of packaging bags and certification of products leaving the factory. If the number 4 oil refining department fails to carry out as required, 20 BND shall be deducted each time.

硫磺等固体产品，以台帐记录、包装袋标记和产品出厂合格证的方式，做好唯一性标识。炼油四部未按要求执行的，每次扣 20 文币。

20 The purchase and use of oil additives shall meet the requirements of product standards and make sure that the approved qualified additives will be used. In case oil additives do not meet the requirements of product quality standards, 50 BND will be deducted from the responsible department. According to the requirements of product standards, the concentration of antioxidant additives for jet fuel is in the range of 20.5 (+3.5 mg/L); the initial dosage of antistatic agent is not more than 3.0 mg/L; the cumulative dosage is not more than 5.0 mg/L; and the concentration of antiwear additives is not more than 20 mg/L. In case the dosage concentration does not meet the requirement, 20 BND will be deducted each time from the responsible department.

油品添加剂的采购、使用应符合产品标准要求，确保使用经批准的合格的添加剂。油品添加剂不符合产品质量标准要求，扣责任单位 50 文币。按产品标准要求，航煤抗氧剂添加剂浓度在 20.5±3.5mg/L 范围内；抗静电剂初次加入量不大于 3.0 mg/L，累积加入量不大于 5.0 mg/L；抗磨剂添加剂浓度不大于 20mg/L。添加剂浓度不符合要求，每次扣责任部门 20 文币。

21 Port Storage and Transportation Department shall establish a record for the use of oil additives, which shall record such information as the time, name, batch number, quantity, quality and expiry date of use. If no record or incomplete information is established for the use of oil additives, the Department of Storage will be deducted 10 BND for each item.

港储部应建立油品添加剂使用台帐，台帐中记录使用的时间、名称、批号、数量、质量、有效期等信息，未建立油品添加剂使用台帐或信息不全，每处扣港储部 10 文币。

22 Cleaning and use of jet fuel filters. Refinery No.2 Department and Port Storage and Transportation Department carry out "Inspection Procedure of jet fuel filters and coalescers", and establish daily dehydration records of jet fuel filters and coalescers, filters, coalescer cleaning and filter element replacement record. If no execution, 20 BND will be deducted each time from the responsible department.

航煤过滤器的清扫与使用，炼油二部、港务储运部执行《航煤过滤器、聚结器检查程序》，并建立航煤过滤器、聚结器每日脱水记录、过滤器、聚结器清扫、滤芯更换台账。未执行，每次扣责任部门 20 文币。

23 During the packaging process of sulphur products, Refinery No 4 department shall take good protective measures to ensure that the products are not polluted in the packaging process, Refinery No 4 department will be deducted 40 BND if the action has not been taken effectively. 硫磺产品在包装过程中，炼油四部应做好防护措施，确保产品在包装过程中不被污染，执行不到位扣炼油四部 40 文币。

24 If the Department of Commerce has not provided the certificate of quality inspection of the

coal suppliers, and has not provided the implementation standard or analytical method in the certificate, 10 BND shall be deducted from the Department of Commerce.

商务部未提供进厂煤炭供方质检证书且证书中未提供执行标准或分析方法，扣商务部 10 文币。

25 When coal is sampled, if the door of the barrel cabinet is unlocked, 10 BND will be deducted from the thermoelectric department.

煤炭采样时收集桶柜子门未上锁，扣热电部 10 文币。

26 If Planning and dispatching department and operation Department did not provide technical parameters of chemical raw and auxiliary materials or technical agreement indicators and acceptance criteria to the QA/QC department, 20 BND will be deducted from the responsible department.

计划调度部、运行部门未向质量检验部提供化工原辅材料技术参数或技术协议指标及验收标准，扣责任部门 20 文币。

27 If the Department of Material and Equipment did not provide the Quality Certificate of Chemical Raw and Auxiliary Materials to the QA/QC Department (including the implementation of standards and analysis methods), 10 BND will be deducted per time from the Department of Material and Equipment;

物资装备部未向质量检验部提供化工原辅材料的质量证书（包括执行标准和分析方法），每次扣物资装备部 10 文币；

28 If Material and Equipment Departments and Operating Departments have not set up a record for the claiming and use of oil additives, or the record is inconsistent with the actual situation, or has not claimed for the use in accordance with the regulations, 20 BND will be deducted from the responsible department each time.

物资装备部、各运行部未建立油品添加剂领用和使用台账，或台账和实物不符，或未按规定领用，每次扣责任部门 20 文币。

29 Violation of the relevant quality management system, depending on the seriousness of the circumstances, 20-100 BND will be deducted from the responsible department.

违反质量管理相关制度，视情节轻重每项次扣责任单位 20-100 文币。

30 The company set up a special fund for quality advanced award to reward outstanding units and individuals in quality work. According to the principle of "one vote of rejection is valid", the unit that have quality accident will be cancel the quality to participate in this evaluation for the reward.

公司设立质量先进奖励专项资金，用于奖励质量工作中表现突出的单位和个人。按照质量一票否决的原则，发生质量事故责任单位取消年度单位评先评优资格。

Annex 9.2

附件 9.2

Detailed Rules for Special Work Appraisal

专项工作考核细则

Item 内容	Appraisal Criteria 考核标准	Appraisal Dept. 考核部门
HSE Management HSE 管理	<p>1. In case of a safety, environmental protection, occupational hygiene accident outside the plant or media exposure due to environmental pollution or occupational incident, the Dept. in charge shall be fined the full bonus of two months, and all other departments shall be fined the full bonus of one month.</p> <p>发生 1 起厂外级安全、环保、职业卫生事故或因环境污染、职业卫生事件被媒体曝光的，扣责任部门 2 个月全奖，其他所有部门扣 1 个月全奖。</p>	HSE Dept. HSE 部
	<p>2. In case of a safety, environmental protection, occupational hygiene accident, the Dept. in charge shall be fined the full bonus for that month and HSE Dept. be fined half bonus for that month. In case of enlarged scope of accidents and secondary accidents due to the improper emergency response, the responsible department shall be fined an additional 50% monthly bonus (to be deducted in the following month) and relevant departments shall be fined an 10-20% monthly bonus proportionally according to their extent of responsibilities.</p> <p>发生 1 起公司级安全、环保、职业卫生事故，扣责任部门当月全奖；HSE 部负监管责任，相关管理人员扣当月半奖。因事故处理不当，造成事故扩大，产生次生事故，加扣责任部门月度奖金 50%（次月补扣）；相关部门根据责任大小扣当月奖金的 10-20%。</p>	
	<p>3. In case of a safety, environmental protection, occupational hygiene accident, the Dept. in charge shall be fined a 30% monthly bonus for the current month and HSE Dept. shall be fined a 10% monthly bonus due to monitoring responsibilities. In case of enlarged scope of accidents and secondary accidents due to the improper emergency response, the responsible department shall be fined a 50% monthly bonus for the current month. Relevant departments shall be fined a 10-20% monthly bonus for the current month proportionally according to their extent of the responsibilities.</p> <p>发生 1 起运行部级安全、环保、职业卫生事故，扣责任部门当月奖金 30%，HSE 部负监管责任，相关管理人员扣当月奖金 10%；事故处理不当，造成事故扩大，产生次生事故，扣责任部门当月奖金 50%。相关部门根据责任大小扣当月奖金的 10-20%。</p>	

Item 内容	Appraisal Criteria 考核标准	Appraisal Dept. 考核部门
Quality 质量	<p>1. In case of a major quality accident or product quality problems exposed by the media, the main responsible department shall be fined by entire bonus for two months, and the secondary responsible department shall be fined by entire bonus for one month.</p> <p>发生 1 起重大质量事故或被媒体曝光披露的产品质量问题, 扣主要责任部门 2 个月全奖, 次要责任部门扣 1 个月全奖。</p> <p>2. In case of a general quality accident, the main responsible department shall be fined by 50% bonus for the current month, and the secondary responsible department shall be fined by 10-30% bonus for the current month.</p> <p>发生 1 起一般质量事故, 主要责任部门扣当月奖金的 50%, 次要责任部门扣当月奖金 10-30%。</p>	Quality Analysis Dept. 质量检验部
Stability 稳定	<p>In case of major mass incidents (more than 10 persons), or major adverse effects caused by inadequate work or improper disposal, the responsible department shall be fined by 50-100% bonus for the current month according to the circumstances.</p> <p>对发生较大群体性事件 (10 人以上) 负有主要责任, 或因工作不力、处置不当造成重大不良影响的, 视情节扣责任部门当月奖金的 50-100%。</p>	CEO's Office 总经办 HR Dept. 人力资源部
Anti-fraud 反舞弊	<p>1. In case of any economic loss caused to the company due to violation of relevant regulations in the procurement, sales, engineering construction, inspection and maintenance, investment, asset disposal, capital operation and other work, the responsible department shall be fined by 30% bonus for the current month; in case of adverse any adverse effect, the responsible department shall be fined by 50-100% bonus for the current month according to the circumstances.</p> <p>在采购、销售、工程建设及检维修、投资、资产处置、资金运作等工作中, 违反相关规定, 给公司造成损失的, 扣责任部门当月奖金 30%; 造成不良影响的, 视情节扣责任部门当月奖金的 50-100%。</p> <p>2. In case of violation of laws, regulations, company regulations and relevant provisions of Hengyi Group, and economic loss caused to the company due to major legal disputes arising from contracting faults, breaches of contract, etc. in production and business activities, the responsible department shall be fined by 20% bonus for the current month for B\$ 5000 per loss; in case of adverse effects, the responsible department shall be</p>	CEO's Office 总经办 HR Dept. 人力资源部

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	<p>fined by 50-100% bonus for the current month according to the circumstances.</p> <p>违反法律、法规、公司规定和恒逸集团有关规定，在生产经营活动中因缔约过错、违约等或发生重大法律纠纷案件，给公司造成财产损失的，每损失 5000 文币扣责任部门当月奖金 20%；造成不良影响的，视情节扣责任部门当月奖金的 50-100%。</p>	
	<p>3. In case of a greater negative impact caused to the company due to violation of relevant regulations in publicity, confidentiality and other aspects, the responsible department shall be fined by 50-100% bonus for the current month according to the circumstances.</p> <p>对外宣传、保密等方面违反有关规定，对公司造成较大负面影响的，视情节扣责任部门当月奖金的 50-100%。</p>	
	<p>5. In case of being held accountable or punished due to violation of discipline or law, the responsible department shall be fined by 20% bonus for the current month; In case of serious fraud, the responsible department shall be fined by 50% bonus for the current month.</p> <p>因违纪违法受到追责或处理的，扣责任部门当月奖金的 20%；发生重大舞弊的，扣责任部门当月奖金的 50%。</p>	
	<p>6. Other matters that cause major losses or adverse effects to the company shall be implemented in accordance with the above standards.</p> <p>其他对公司造成重大损失或不良影响的事项，参照上述标准执行。</p>	

