



**Hengyi Industries Sdn Bhd**

**恒逸实业（文莱）有限公司**

HYBN-T9-11-0009-2020-2

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## **Process Discipline Management Rules**

### **工艺纪律管理细则**

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## Preface 前言

These rules are formulated in accordance with "<<HYBN-T3-06-0005-2018-1 Process Technology Management System".

本细则依据《HYBN-T3-06-0005-2018-1 工艺技术管理制度》制定。

These rules are effective as of September 30, 2018.

本细则从 2018 年 9 月 30 日起实施。

These rules are first issued on September 30, 2018 and revised on August 14, 2020.

本细则于 2018 年 9 月 30 日首次发布，于 2020 年 8 月 14 日发布修订。

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 <b>HENGYI</b>	<b>Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司</b>				
	<b>Process Discipline Management Rules</b> <b>工艺纪律管理细则</b>				
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## 1 Purpose 目的

In order to further standardize the operation and management of each unit in the No.2 Refinery Department, the process discipline management is clearly stipulated to ensure the orderly development of various tasks and the smooth operation of each unit.

为进一步规范炼油二部各装置运行管理，对工艺纪律管理进行明确的规定，确保各项工作有序开展，各装置平稳运行。

## 2 Scope of Application 适用范围

2.1 These rules stipulate the scope, responsibilities, management content and requirements of the process discipline management of the No.2 Refinery Department.

2.1 本细则规定了炼油二部工艺纪律管理的范围、职责、管理内容与要求。

2.2 These rules apply to the process discipline management of the No.2 Refinery Department.

2.2 本细则适用于炼油二部工艺纪律管理。

## 3 Responsibilities 职责

The process professional is responsible for the revision, supervision and inspection of these rules, and the team is responsible for the implementation of these rules.

由工艺专业负责本细则的修订、监督检查，班组负责本细则的执行落实。

## 4 Management Content and Requirements 管理内容及要求

### 4.1 Process index management

#### 4.1 工艺指标管理

For specific content and requirements, see <<HYBN-T9-11-0033-2020-1\_No.2 Refinery Department Process Indicators and Optimization Management Rules >>.

具体内容和要求见《HYBN-T9-11-0033-2020-1\_炼油二部工艺指标及优化管理细则》。

### 4.2 Process optimization management

#### 4.2 工艺优化管理

For specific content and requirements, see << HYBN-T9-11-0033-2020-1\_ No.2 Refinery Department Process Indicators and Optimization Management Rules >>.

具体内容和要求见《HYBN-T9-11-0033-2020-1\_炼油二部工艺指标及优化管理细则》。

### 4.3 Process interlocking and alarm management

#### 4.3 工艺联锁和报警管理

For specific content and requirements, see << HYBN-T9-11-0010-2020-2\_ No.2 Refinery Department Detailed Rules for Interlocking and Alarm Management >>.

具体内容和要求见《HYBN-T9-11-0010-2020-2\_炼油二部联锁和报警管理细则》。

### 4.4 Shift management

#### 4.4 交接班管理

For specific content and requirements, see <<HYBN-T9-11-0017-2019-2\_ No.2 Refinery Department Rules for the Handover Management >>.

具体内容和要求见《HYBN-T9-11-0017-2019-2\_炼油二部交接班管理细则》。

### 4.5 Tour inspection management

#### 4.5 巡回检查管理

For specific content and requirements, see << HYBN-T9-11-0018-2018-1\_ No.2 Refinery Department Implementation Rules for Tour Inspection of Coal and Diesel Hydrogenation Units >>.

具体内容和要求见《HYBN-T9-11-0018-2018-1\_炼油二部煤柴油加氢装置巡回检查实施细则》和《HYBN-T9-11-0019-2018-1\_炼油二部加氢裂化气分装置巡回检查实施细则》。

### 4.6 Process instruction and operation work permit management

#### 4.6 工艺指令和操作票管理

4.6.1 Before the implementation of new process requirements, process indicators, interlock (alarm) changes, and special process changes, process technicians need to fill in the corresponding process instructions. The team must strictly perform operations in accordance with the content of the process instructions, and be confirmed by the deputy shift team leader and higher position. Process technicians need to regularly check the execution of the team and sign the closed loop.

4.6.1 装置新增工艺要求、工艺指标和联锁（报警）变动及特殊流程改动等实施前，工艺技术人员需填写相应的工艺指令。班组需按工艺指令内容严格执行操作，并由副班长及以上岗位人员签字确认。工艺技术人员需定期检查班组执行情况，并对执行情况进行签字闭环。

4.6.2 Before the equipment starts and stops, special process changes and new processes are put into use, the process technicians need to formulate the corresponding process operation work permit and issue to the team. The shift team must strictly implement the contents of the process operation work permit and sign each item for confirmation. If the work is not finished during the shift, it is necessary to complete the handover of the operation work permit, and file it after all.

4.6.2 装置开停工、特殊流程改动及新增流程投用前，工艺技术人员需制定相应的工艺操作票并下发班组，当班班组需按工艺操作票各项内容严格执行，逐项签字确认，如当班期间工作未完，需做好操作票交接工作，全部结束后进行归档。

### 4.7 Daily/weekly/monthly inspection management

#### 4.7 日/周/月检管理

4.7.1 Process technicians are responsible for the preparation, revision and implementation of daily/weekly/monthly inspection tables for process majors.

4.7.1 工艺技术人员负责工艺专业日/周/月检表的编制、修订及执行。

4.7.2 On Mondays, Tuesdays, Wednesdays and Fridays of each week, daily inspections shall be carried out in accordance with the contents of the daily inspection table of the process profession, and weekly inspections shall be carried out according to the contents of the weekly inspection table of the process profession on Thursdays. On Thursdays and Fridays of the last week of each month, monthly inspections shall be carried out in accordance with the contents of the process professional monthly inspection form, and the inspection results shall be recorded. The record table shall be released in the work group in time.

4.7.2 每周的周一、二、三和五需按照工艺专业日检表的各项内容进行日检工作，每周的周四需按照工艺专业周检表的各项内容进行周检工作，每月的最后一周的周四、五需按照工艺专业月检表的各项内容进行月检工作，并将各项检查结果进行记录，记录表需及时在工作群中发布。

4.7.3 All kinds of problems found in the inspection process should be attached with photos of the problem, clarify with the responsible team, the person in charge and the time limit for rectification, and implement the corresponding assessment in accordance with the << No.2 Refinery Department Performance Evaluation Rules >>.

4.7.3 检查过程中发现的各类问题应附问题照片，明确责任班组、责任人及整改时限，并依据《炼油二部绩效考核细则》落实相应考核。

4.7.4 The team needs to check the daily/weekly/monthly inspection form released in the work group in time, and the responsibility problem items need to be rectified as required, and feedback closed loop in the work group.

4.7.4 班组需及时查看工作群中发布的日/周/月检表，责任问题项需按要求完成整改，并在工作群中反馈闭环。

#### 4.8 Process technology regular meeting management

##### 4.8 工艺技术例会管理

4.8.1 The No.2 Refinery Department organizes monthly process technical meetings, process technicians need to attend the meeting on time, and the equipment process chief engineer organizes the report.

4.8.1 炼油二部每月组织召开工艺技术例会，工艺技术人员需按时参会，由装置工艺主任工程师组织汇报各项内容。

4.8.2 The report of the regular process technology meeting shall include the following main contents:

4.8.2 工艺技术例会汇报应包括以下主要内容：

4.8.2.1 The implementation of various tasks in the minutes of the previous meeting.

4.8.2.1 前次会议纪要各项工作落实情况。

4.8.2.2 Daily/weekly/monthly inspection statistical analysis, effect evaluation and next work arrangement of the month.

4.8.2.2 当月日/周/月检统计分析，效果评价及下一步工作安排。

#### 4.8.2.3 The content report of the monthly process technology report:

##### 4.8.2.3 工艺技术月报内容汇报:

(1) Analysis of the completion of main technical and economic indicators.

(1) 主要技术经济指标完成情况分析。

(2) Analysis of the quality and changes of raw materials, intermediate products and finished products.

(2) 原料、中间产品及成品等质量情况以及变化情况分析。

(3) Analysis of the use of "three agents".

(3) “三剂”使用情况分析。

(4) Analysis of smooth operation rate.

(4) 操作平稳率分析。

(5) Analysis of major technological adjustments, abnormal conditions and long-term operation of the unit.

(5) 重大工艺调整情况分析、异常情况分析及装置长周期运行分析。

(6) Analysis of the completion of technological research and technological transformation projects.

(6) 技术攻关及技术改造项目完成情况分析。

(7) The completion of energy saving and emission reduction work.

(7) 节能减排工作完成情况。

#### 4.8.2.4 The main existing problems and the next work arrangements.

##### 4.8.2.4 目前主要存在问题及下一步工作安排。

### 4.9 Unit operation record management

#### 4.9 装置运行记录管理

4.9.1 Unit operation records include post operation records, electronic inspection records, and shift logs.

4.9.1 装置运行记录包括岗位操作记录、电子巡检记录、交接班日志。

4.9.2 The equipment operation records are collected, sorted and preserved by the process technicians. The regular post operation records are kept for three years; the original operation records of the original opening and shutdown positions are permanently stored; the original operation, shutdown, accident status and other important records are in the process technology account it is reflected and saved in the monthly production technology report.

4.9.2 装置运行记录由工艺技术人员负责收集、整理和保存，常规岗位操作记录保存三年；原始开、停工岗位操作记录永久保存；原始开、停工、事故状态等重要记录在工艺技术台帐和生产技术月报中体现并保存。

4.9.3 On-duty team needs to fill in and handover unit operation records as required. The filling requirements are as follows:

4.9.3 当班班组需按要求填写、交接装置运行记录，填写要求如下：



4.9.3.1 Record writing should use a black signature pen, requiring clear handwriting, clear sentences, and concise; data records should be filled in with Arabic numerals; time should be filled in a 24-hour system.

4.9.3.1 记录书写应使用黑色签字笔，要求字迹清楚、语句通顺、简洁；数据记录使用阿拉伯数字填写；时间填写使用 24 小时制。

4.9.3.2 The record should be signed and filled in the date and time in time before or after the shift.

4.9.3.2 交班前或接班后记录上应及时签名、填写日期时间。

4.9.3.3 The post operation record should be filled in by the personnel of the post, and the production operation record should be filled in on time on the shift, within  $\pm 20$  minutes of the recording time.

4.9.3.3 岗位操作记录应由本岗位人员进行填写，当班按时填写生产操作记录，在记录时间 $\pm 20$ 分钟内。

4.9.3.4 It is strictly forbidden to scribble, modify, and scratch in all operation records, and record errors shall be modified as required.

4.9.3.4 各运行记录严禁出现乱涂、乱改、乱划，记录差错按要求杠改。

4.9.3.5 Each item in the record shall be recorded in the corresponding position, and each position shall be recorded truthfully, and fraud is strictly prohibited.

4.9.3.5 记录中各项目应记录在对应的位置上，各岗位如实记录，严禁弄虚作假。

4.9.3.6 Record the production situation and operation adjustment of the shift in detail. Operation and adjustment of key parts must record the adjustment time, adjustment range, and adjustment result. If the shift is not adjusted properly, the status at the time of shift should be recorded.

4.9.3.6 详细记录本班的生产情况和操作调整。关键部位操作调整必须记录调整时间，调整幅度，调整的结果。若当班没有调整到位，应记录交班时的状态。

4.9.3.7 Abnormal operation fluctuations must be recorded in detail. The record should include the time of abnormal operation fluctuations, cause analysis, measures taken by the team, and the effect after the measures are taken. If the shift is not stable, the current status should be clearly explained.

4.9.3.7 操作异常波动必须详细记录，记录应包括操作异常波动的时间，原因分析，班组采取的措施，采取措施后的效果，交班未平稳，应交代清楚目前状态。

4.9.3.8 When an accident occurs, the time of occurrence, the measures taken and the results

of the treatment shall be recorded. If the shift is completed, the time when the operating unit returns to normal should be recorded.

4.9.3.8 发生事故时，应记录发生时间，所采取的措施及处理结果。若本班处理完成，需记录操作装置恢复正常的时间。

4.9.3.9 When changing the tank of raw materials or products, record the time and position (tank position number) before and after the change.

4.9.3.9 原料或产品改罐，需记录时间和更改前、后位置（罐位号）。

4.9.3.10 If there is any change in control valve status, alarm value or PID parameter during the shift, it must be recorded clearly.

4.9.3.10 当班期间若有控制阀状态、报警值或 PID 参数变动，必须记录清楚。

4.9.3.11 Routine work such as raw material and product quality information, dispatching instructions, equipment external contact, light-off inspection, external pipeline inspection, high-point inspection, etc. should be truthfully recorded in the post operation record or shift log, and the problem should be explained as necessary And handover.

4.9.3.11 原料和产品质量信息、调度指令、装置对外联系、熄灯检查、外部管线巡检、高点巡检等常规工作需在岗位操作记录或交接班日志中如实记录，并对问题进行必要说明与交接。

4.9.3.12 It is strictly forbidden to modify the operation history of the unit without permission.

4.9.3.12 严禁私自修改装置运行历史记录。

4.9.3.13 When records such as network or electronic account cannot be filled in or transmitted due to network or computer problems, it is necessary to contact and deal with it in time, and fill in relevant records manually.

4.9.3.13 网络或电子台帐等记录由于网络或计算机问题无法填写或传输时，需及时联系处理，并手工填写相关记录。

## 5 Supervision and Assessment 监督与考核

5.1 The process discipline management rules are managed by the process profession.

5.1 工艺纪律管理细则由工艺专业归口管理。

5.2 The head of department is responsible for supervision and inspection.

5.2 部门领导负责监督检查。

5.3 The assessment is based on the << No.2 Refinery Department Detailed Rules for Performance Assessment >>.

5.3 考核依据《炼油二部绩效考核细则》。

## 6 Supplementary 附则

6.1 These rules are under No.2 Refinery Department the centralized management, and the unmentioned matters shall be implemented with reference to the company's professional management systems.

6.1 本细则由炼油二部归口管理，未尽事宜参照公司各专业管理制度等执行。

6.2 The compilation and approval status of the version of these rules are shown in Table 1.

6.2 本细则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**

2	/08/2020	Yang Shi Hai 杨仕海	Miao Jian 苗健	Hai Cheng 海诚	Zhao Ting Yun 赵挺云	Sun Jian Huai 孙建怀
Version 版本	Issued Date 颁布日期	Compiler 编制人		Reviewer 审核人		Approval 批准人