



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

HYBN-T9-11-0033-2020-2

---

**No.2 Refinery Dept. Process Index & Process  
Optimization Management Rules**

**炼油二部工艺指标及优化管理细则**

Issued Date: Sept 2020

颁布日期：2020 年 9 月

Issued by: Yang Shi Hai Miao Jian

编 制：杨仕海 苗健

Checked by: Hai Cheng Zhao Ting Yun

审 核：海诚 赵挺云

Approved by: Sun Jian Huai

批 准：孙建怀

## Preface 前言

This rule is written based on “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。

This rule is first published as of June 23, 2020, Revised on September 22, 2020.

本细则第一版发布时间为 2020 年 6 月 23 日，第二版发布时间为 2020 年 9 月 22 日。

This rule is effective as of September 22, 2020 and the first version issued on June 23, 2020 shall be abolished.

本细则自 2020 年 9 月 22 日起开始实施，同时废止 2020 年 6 月 23 日发布的第一版本。

# Content 目录

Preface 前言.....	III
Content 目录.....	IV
1 Purpose 目的.....	1
2 Scope of application 适用范围.....	1
3 Management responsibilities 管理职责.....	1
4 Management content and requirements 管理内容及要求.....	1
5 Supervision and assessment 监督与考核.....	5
6 Supplementary Rules 附则.....	5

 <b>HENGYI</b>	<b>Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司</b>			
	<b>No.2 Refinery Dept. Process Index &amp; Optimization Management Rules</b>			
	<b>炼油二部工艺指标及优化管理细则</b>			
Doc. No.	HYBN-T9-11-0033-2020-2	Ver. No.	2	Page 1 of 5

## 1 Purpose 目的

These rules are formulated in order to ensure the process operation of unit is operated based on supported index and optimized the process operation.

为确保各装置工艺运行过程有据可依，优化装置运行，特制定本细则。

## 2 Scope of application 适用范围

2.1 These rules stipulate the scope, responsibilities, management contents and requirements of process index and process optimization management in No.2 Refinery Dept.

本细则规定了炼油二部工艺指标管理和工艺优化管理的职责、管理内容及要求。

2.2 These rules apply to the management of process index and process optimization in the No.2 Refinery Dept.

本细则适用于炼油二部工艺指标管理和工艺优化管理。

## 3 Management responsibilities 管理职责

The process discipline is responsible for the revision, supervision and inspection of these rules, and the shift 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 工艺指标管理

4.1.1 The content of process control index should include: unit name, process control index numbering, main quality control index of raw materials and auxiliary materials, product quality index, intermediate product quality index, unit process parameter control index, power index, environmental protection control index, signature and execution date of the process engineer and department leader. Company index level is first index level and operation department

index level is the second index level. The first index level must not exceed the standard under any circumstances.

工艺控制指标的内容应包括：装置名称、工艺控制指标编号、原料及辅助材料主要质量控制指标、产品质量指标、中间产品质量指标、装置工艺参数控制指标、动力指标、环保控制指标、工艺主管人员及部门领导签字、执行日期。公司级指标为一级指标，运行部级指标为二级指标。一级指标任何情况下均不可超标。

4.1.2 The content of stability rate should include: unit name, device process parameter control index, signature of process engineer and department leader, execution date, etc.

平稳率的内容应包括：装置名称、装置工艺参数控制指标、工艺主管人员及部门领导签字、执行日期等。

4.1.3 The shift should control the DCS parameters within the range of stability rate. When exceeding the range, they should timely adjust and check the reasons for overruns and propose corrective measures to prevent the phenomenon of overruns again.

班组应将 DCS 参数控制在平稳率范围内，超出范围时应及时调整并检查超限原因、采取纠正措施，防止再次发生超指标的现象。

4.1.4 When the production is abnormal and the shift cannot control the DCS parameters within the stability rate range, the shift supervisor should organize for the handling and report to the process supervisor; if the DCS parameters cannot be controlled within the process index, the process engineer and on-duty dispatcher should be reported immediately.

当生产出现异常，班组无法将 DCS 参数控制在平稳率范围内时，班长应组织处理并向工艺主管人员进行汇报；若 DCS 参数无法控制在工艺指标范围内，应立即汇报工艺主管人员和值班调度。

4.1.5 The team can apply for exemption from the process supervisor when the team cannot control the DCS parameters within a stable rate range due to the external systems, operating system and other reasons.

由于外部系统、操作系统等原因导致班组无法将 DCS 参数控制在平稳率范围内，班组可向工艺主管人员申请免考核。

4.1.6 All shift members should memorize the control range of the process index, and the main operator should also be familiar with the control range of the stability rate

班组全员应熟记工艺指标控制范围，主操还应熟悉平稳率控制范围。

4.1.7 At the end of each month, the stability rate statistics for the current month will be performed. Individual index labor competition established by the department is add 20 points, 10 points for second place, 5 points for third place, and none for fourth place. Take the average score if the score is the same.

每月末进行当月平稳率统计。依据部门制定的单项指标劳动竞赛排名第一名的班组加 20 分，第二名加 10 分，第三名加 5 分，第四名不加分，得分相同的取平均分。

4.1.8 Process technicians should regularly check the unit stability rate and if there is any abnormality, contact and handle in time.

工艺技术人员应定期检查装置平稳率采集情况，如有异常，及时联系处理。

4.1.9 The process engineer shall regularly revise the process index. In principle, the first-level index shall be revised once a year or one production cycle. Within 10 working days after the revised version of the first-level index, the second-level index shall be revised as required.

工艺主管人员应定期修订工艺指标，原则上一级指标一年或一个生产周期修订一次，在一级指标修订版发布后 10 个工作日内，二级指标应按要求进行修订。

4.1.10 After the process specifications have been revised, send the process specifications to the teams to study in time and establish a learning signature record.

工艺指标修订完成后，需及时下发班组学习，建立学习签字记录。

4.1.11 The process engineer can temporarily change the second-level indicators when it is required for the production, but the first-level index must not be exceeded.

在生产需要时装置工艺主管人员可临时更改二级指标，但不得超出一级指标。

4.1.12 When the revised value of the index exceeds the design value, the identification and evaluation of hazards and environmental factors shall be carried out.

指标修订值超过设计值时，应进行危害及环境因素识别和评价。

## 4.2 Process optimization management 工艺优化管理

4.2.1 When each unit involves technical difficulties such as impact on increase production

and profit, save material consumption, reduce energy consumption, reduce production losses, reduce production costs, improve product quality, improve product performance, improve economic benefits, and upgrade technical index, suggestion for process optimization and adjustment by process engineer should be proposal in time.

各装置涉及影响增产增收、节约物耗、降低能耗、减少加工损失、降低生产成本、影响提高产品质量、改善产品性能、提高经济效益以及技术指标达标升级等技术难题时，工艺专业人员应及时提出工艺优化调整建议。

4.2.2 The optimization plan should be prepared before the process optimization and adjustment, and after the approval of the project, the corresponding implementation should be carried out according to the requirements.

工艺优化调整前应编制优化方案，经审批立项后按要求进行相应的实施。

4.2.3 The content of the process optimization plan should include: adjust purpose, raw material characteristics, product distribution, quality requirements, process conditions, operating methods, raw material consumption, safety measures, environmental protection measures, etc.

工艺优化方案的内容应包括：调整目的、原材料特征、产品分布、质量要求、工艺条件、操作方法、原材料消耗、安全措施、环保措施等。

4.2.4 During the process optimization and adjustment, the shift should strictly follow the optimization plan, and the process engineers are responsible for supervision and inspection.

工艺优化调整期间，班组应严格按照优化方案执行，工艺专业人员负责监督检查。

4.2.5 During the normal production period, it is not allowed to adjust the unit process flow, DCS operating parameters and PID parameters without authorization. If optimization is required, the shift should report to the process discipline personnel first, and then implement optimization adjustments after the process discipline personnel agree, and make records.

正常生产期间，不得擅自对装置流程、DCS 操作参数及 PID 参数等进行调整，如需优化，班组应首先汇报工艺专业人员，得工艺专业人员同意后再实施优化调整，并做好记录。

4.2.6 After the process optimization and adjustment is completed, the process engineers should modify and complement the operation rules and operation cards in time according to the



No.2 Refinery Dept. Process Index & Optimization Management Rules HYBN-T9-11-0033-2020-2  
 content of the optimization plan, and at the same time organize and coordinate the relevant personnel to collect and organize technical data under the prerequisite of ensuring safety circumstance, compose the overall (small) summary of process optimization. The content includes measures, optimization plan content, implementation time, comparison before and after implementation, optimized results, existing or encountered problems, and optimization management measures that need to be improved in the next step.

工艺优化调整完成后，工艺专业人员应及时根据优化方案的内容对操作规程、操作卡片进行修改和补充，同时组织协调有关人员在保证安全的前提下开展技术数据的收集、整理，进行工艺优化总(小)结的编写。内容包括措施、优化方案的内容、实施时间、实施前后的对比、优化后的效果、存在的或遇到的问题、下一步需改进的优化管理措施等。

## 5 Supervision and assessment 监督与考核

5.1 The management rules of utility system shall be under the management of process discipline.

工艺指标管理细则，由工艺专业归口管理。

5.2 Department leaders are responsible for supervision and inspection.

部门领导负责监督检查。

5.3 The assessment is conducted based on 《No.2 Refinery Dept. Performance Appraisal Management Rules》.

考核依据《炼油二部绩效考核细则》。

## 6 Supplementary Rules 附则

6.1 The rules are managed by the No.2 Refinery Dept. For the unfinished matters, please refer to the company's professional management systems.

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 preparation and approval of the version of these rules are shown in Table 1.

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	/09/2020	Yang Shi Hai Miao Jian 杨仕海 苗健	Hai Cheng Zhao Ting Yun 海诚 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