



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

HYBN-T3-02-0006-2020-2



Staff Training Management Regulations

员工培训管理规定



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Version Information 版本信息

1 Version 1 第一版

Version 1 was released on 31st December, 2018.

第一版发布时间为 2018 年 12 月 31 日。

2 Version 2 第二版

2.1 Version 2 was released on 1st January, 2020. Version 2 revised the following contents in Version 1 and updated the corresponding numbers.

第二版发布时间为 2020 年 01 月 01 日，第二版较第一版主要修改如下内容，并更新相应序号。

2.1.1 Create New Contents 新增内容

2.1.1.1 Clause 5.8.3.3, create new “For those who are unqualified for the induction examination, will receive the first warning letter. After 3 months of intensive training, the department submits a re-examination application to the HR dept., then HR dept. conducts the retest for the staff. But the staff fail in the retest, will receive the second warning letter. After 1 months of re-training, the staff who fail in the second retest, will receive the violation of the labor contract warning letter”.

5.8.3.3 条款，增加“对于上岗考试不合格人员，给予第一次警告信，经强化培训满 3 个月后，由部门向人力资源部提出补考申请，进行考试不合格项的补考。补考不合格者，给予第二次警告信。再次经过强化培训 1 个月，对于第二次补考不及格者，给予违纪解除劳动合同警告信”内容。

2.1.1.2 Clause 5.10.2 created new contents “Special jobs (such as welders) need to go to the company's designated institution for qualification before entering the job, only the staff obtain the qualification, then they can be allowed to join the company. The qualification fee is verified by the company”.

5.10.2 条款增加“特殊工作（如焊工）等岗位人员入职前需要前往公司指定的机构进行资格认定，认定通过后方可进入公司报到，资格认定费用由公司实报实销”内容。

2.1.2. Revise Contents 修订内容

2.1.2.1 Clause 5.7.1, revised to “Identification of scope of special operation personnel”.

5.7.1 条款为修订为“特种作业人员范围的识别”。

2.1.2.2 Clause 5.8.3 , revised to “Pre-work assessment”

5.7.1 条款修订为“上岗考核管理”内容。

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

目的

The Regulations is hereby formulated in order to regulate training in the Company and promote corporate human resource development.

为规范公司培训工作，推进公司人力资源开发，特制订本规定。

2 Scope of Application

适用范围

The Regulations is applicable to employees signing labor contract or labor agreement with the Company and vocational school and college students signing employment agreement with the Company and practicing in the Company.

本规定适用于与公司签订劳动合同或劳务协议的员工、签订就业协议并来公司实习的大中专毕业生。

3 Terms and Definitions

术语和定义

None.

无。

4 Management Responsibilities

管理职责

4.1 Designated administrative department

归口管理部门

4.1.1 HR Dept., as the designated administrative department in charge of training work in the Company, shall be responsible for preparing staff training management regulations and supervise its implementation.

人力资源部是公司培训工作的归口管理部门，负责制订员工培训管理规定，并监督执行。

4.1.2 It shall be responsible for organizing the preparation and implementation of the Company's annual training plan and also shall be responsible for unified management of

training expenses.

负责组织编制公司年度培训计划并具体实施，负责培训费用的统一管理。

4.1.3 It shall be responsible for approval of external training and signing of training service agreement.

负责送外培训的审批、培训服务协议签订。

4.1.4 It shall be responsible for establishing and improving all types of test and assessment question banks and organizing the training, assessment and issuance regarding acquisition (review) of various job qualification certificates.

负责建立健全各类考试考核题库；负责组织开展上岗资格类取（复）证的培训、考核、发证。

4.2 Coordinated management departments

协同管理部门

4.2.1 HSE Dept. shall be responsible for level 1 safety training provided for new employees and supervision of level 2 and level 3 safety training conducted by all departments.

HSE 管理部负责对新进员工的一级安全培训，并对各部门二级、三级安全培训进行监督。

4.2.2 Functional departments including Mechanical Dept. and HSE Dept. shall be responsible for identification and assessment of special operation personnel within the scope of their responsibilities as well as training implementation.

机械动力部、HSE 管理部等职能部门负责职责范围内特种作业人员的识别、审核和培训实施。

4.3 Executive departments

执行部门

4.3.1 It is necessary to prepare and organize the implementation of training plans for their own employees, establish training standing book, submit training demands to HR Dept. and recommend employees for external training.

负责制订本部门员工培训计划并组织落实，建立培训台帐；负责向人力资源部提出培训需求、推荐送外培训人员。

4.3.2 It is necessary to specifically implement level 2 and level 3 safety training and assessment of new employees and assess operative skill of operators at the end of each training conducted for acquisition (review) of job qualification certificate.

负责具体实施新进员工的二、三级安全培训和考核、作业人员上岗证取（复）证培训应会考核。

5 Management Content

管理内容

5.1 Training object and requirement

培训对象和要求

5.1.1 Employees have the right and obligation to receive training.

员工有接受培训的权利和义务。

5.1.2 New employees (including interns signing employment agreement with the Company) shall participate in a 3-5-business day induction training.

新进公司员工（含与公司签订就业协议的实习生）应参加 3-5 个工作日的入职培训。

5.1.3 Employees shall participate in post qualification training before taking their posts and shall spend some time on post adaptability training every year after taking their posts. In case of special requirements for post qualification (competence) training, it is imperative to take their posts after acquisition of work licenses.

员工上岗前应参加岗位资格培训，上岗后每年应参加一定时间的岗位适应性培训。对上岗资格（资质）培训等有特殊要求的，应先取证、后上岗。

5.2 Training content and method

培训内容与方式

5.2.1 Training shall cover corporate culture, occupational quality, business knowledge and skill, and safety education at three levels.

培训内容包括企业文化、职业素质、业务知识技能和三级安全教育等。

5.2.2 Training can be conducted by various means based on realities like on-the-job training, internal training, external training and self study. It also can be implemented by combining actual working conditions with forum discussion and skill competition.

培训根据实际情况可采用在岗培训、内部培训、送外培训、自学等多种形式，也可通过座谈交流、技能竞赛等与工作实际紧密结合的途径来开展。

5.2.3 It shall promote employees to conduct self-study and encourage and support them to spend their spare time on study and training.

提倡员工自学，鼓励并支持员工利用业余时间参加学习培训。

5.3 Preparation of training work plan

培训工作计划编制

5.3.1 HR Dept. shall issue *Request for Proposal in Annual Employee Training* to all departments in the fourth quarter of each year to consult on employee training assessment demands in next year.

人力资源部在每年四季度向部门下发《员工年度培训工作征询表》，征询下年度员工培训考核需求。

5.3.2 After intensive consultation, investigation and analysis, all departments shall submit training assessment demands regarding employee training and acquisition (review) of work licenses of special operation personnel by the end of each November.

各部门在广泛征询和调查分析的基础上，每年 11 月底前提出员工培训、特种作业人员取证培

训考核等需求。

5.3.3 HR Dept. Shall, based on department training demands, corporate development strategy, personnel quality and structure of the Company and annual line of effort, prepare corporate training work plan for next year and issue and implement it after approval by CEO.

人力资源部根据部门培训需求，结合公司发展战略和公司人员素质结构以及年度工作主线，编制下年度公司培训工作计划，报 CEO 批准后下发实施。

5.3.4 As for training plan subject to any change or cancellation, proposing department shall complete *List of Change in Employee Training Plan* and such training plan shall not be changed or cancelled until it is reviewed and approved by HR Dept.

对需变更或取消的培训计划，由提出部门填写《员工培训计划变更表》，并经人力资源部审核批准后方可变更或取消。

5.4 Internal trainings

内部培训

5.4.1 As for training which can be completed relying on internal teachers or internal resources of the Company or training which requires external teachers and has a wide range of audiences (in general, more than 20 people), it shall employ internal training.

依靠公司内部师资或内部力量即可完成的培训，或虽需要外聘师资、但受众较多（一般在 20 人以上）的培训采用内部培训方式。

5.4.2 Internal training is conducted mainly by means of training class as well as actual or simulation operation, emergency drill, forum exchange, skill competition or skill examination (contest). Internal training class shall be organized by proposing department and implemented after reviewed by HR Dept. Prior to implementation, it shall prepare training scheme and determine such training preparation work including teaching material, trainees, teachers and training place. As for startup of training class, it shall issue class startup notice which can employ written notice or online notice.

内部培训主要采用培训办班方式，也可采用实际或模拟操作、应急演练、座谈交流、技术比武或技能考试（竞赛）等方式。内部培训办班由提出部门组织，人力资源部审核后实施，实施前应制定培训方案，落实教材、学员、师资和场地等培训准备工作。开办培训班应发办班通知，办班通知可采用书面通知或网上通知等形式。

5.4.3 The Company shall establish its internal training teacher resources and set up the part-time lecturer team for employee training. Part-time lecturers are classified as internal part-time lecturers of the Company and external lecturers specially invited by the Company. HR Dept. shall provide the opportunity for training of internal part-time lecturers so as to improve their teaching competence.

公司建立内部培训师资力量，成立员工培训兼职讲师队伍，兼职讲师分为公司内部兼职讲师和公司外部特聘讲师两类。人力资源部提供内部兼职讲师培训机会，提高兼职讲师讲课水平。

5.4.5 Expenses incurred by internal training can be disbursed from training expenses of the

Company. Internal training expenses mainly include class start-up expense, part-time teaching (lecture) fee, awards for skill competition or skill contest, and training site use fee. Class start-up expense is mainly used for printing teaching materials and purchasing stationery and training aids required by training. Part-time teaching (lecture) fee is used for payment of lecture remuneration and traffic and accommodation fees of lecturers. Part-time teaching (lecture) fee shall be paid to lecturers at the end of internal training class; see Table 1 for payment standards for part-time teaching (lecture) fee.

内部培训发生的费用可在公司培训经费中列支，内部培训的费用主要包括开班费、兼（讲）课费、技术比武或技能竞赛奖励、培训场地费等，开班费主要用于印刷教材，购置培训所需的文具、教具等，兼（讲）课费用于支付讲师讲课报酬及交通食宿费等。内部培训办班结束后，支付培训讲师兼（讲）课费用；兼（讲）课费用标准支付见表 1。

Table 1 Standard for (pre-tax) part-time teaching (lecture) fee of lecturer

表 1 讲师兼（讲）课费标准（税前）

Category of lecturer 讲师分类	Standard for part-time teaching (lecture) fee 兼（讲）课费标准 (Unit: BND/class hour) (单位：文币/课时)	Remarks 备注
Part-time teaching by employees of the Company in working hours 公司员工工作时间兼课	10	
Part-time teaching by employees of the Company in spare time 公司员工业余时间兼课	16	
Lecture given by external personnel 公司外部人员来公司讲课	100	As for extremely important lecturers, such fee shall be paid according to the agreement concluded by both parties 特别重要的讲师按双方签订的协议支付

5.4.6 After training class is over, it shall assess training participants and determine their assessment results. Such assessment can be conducted by means of examination or comprehensive appraisal. Assessment result employs hundred-mark system and 60 points or above means pass. Training assessment result shall be included in trainees' training files.

培训班结束后应对参培人员进行考核，确定考核成绩。考核可采用考试或综合评价的方法进行。考核成绩采用百分制，60 分以上为及格。培训考核成绩记入学员培训档案。

5.4.7 Within one month after the training class, implementation departments shall complete

List of Information about Training Class Startup and sort out and archive various training class startup materials. List of Information about Training Class Startup shall be submitted to HR Dept. for the record. Meanwhile, class startup information shall be entered into HR information database.

培训班结束后一个月内，实施部门应填写“培训班办班情况表”，整理好各类培训办班资料并归档。“培训班办班情况表”送人力资源部备案。同时将办班情况录入人事信息数据库。

5.4.8 Training effects evaluation

培训效果评估

5.4.8.1 After key class training is over, HR Dept. shall conduct teaching evaluation of training course quality and general training effect. It shall analyze problems found and propose opinions on continuous improvement. Teaching evaluation can be conducted by means of trainee forum and questionnaire.

重点班在培训实施完成后，人力资源部对培训课程质量和培训综合效果进行教学评估。分析存在问题，提出持续改进意见。教学评估可采用学员座谈会、问卷调查等方式进行。

5.4.8.2 At the end of each internal training, implementation departments shall select examination, actual field operation, training tips or other ways based on realities to conduct effect evaluation of trainees. Those with non-ideal evaluation result shall be subject to make-up examination; as for those failing to pass make-up examination, it shall cancel their employment qualification (for new employees) or operation qualification or demote them.

每次内部培训结束后，由实施部门根据实际情况选择考试、现场实际操作或培训心得等方式对受训者进行效果评估。对评估不理想的要求补考，补考不及格者取消其录用资格（新员工）、作业资格或降职处理。

5.4.8.3 HR Dept. can, together with trainee departments, investigate behavior change and performance improvement of employees before and after training and interview them at the end of some training courses, in order to evaluate training effect.

人力资源部可选择部分培训课程在培训结束后，会同受训部门对员工参加培训前后的行为改变和工作业绩提升情况进行调查、访问，以评估培训效果。

5.5 External training

送外培训

5.5.1 If it is difficult to complete training relying on internal teachers or internal resources of the Company or such training has a narrow range of audiences, it shall employ external training.

依靠公司内部师资或内部力量难以完成或受众较少的培训采用送外培训方式。

5.5.2 Personnel subject to external training shall meet the basic condition for training participation, acknowledge corporate culture of the Company, be willing to service the Company, and have a certain post-related expertise and development potential.

送外培训对象应符合参加培训的基本条件，认同公司的企业文化，愿意服务企业，具备一定的岗

位专业技能和发展潜能。

5.5.3 Training objects shall submit their applications via “training management process” in OA system at least 15 days earlier and deal with related approval formalities.

培训对象至少提前 15 天通过 OA 系统“培训管理流程”提出申请，办理好相关审批手续。

5.5.3.1 As for overseas training, domestic training in Brunei with training expense over BND2000 per time per person or off-job training with a duration over 10 days, it shall submit such training to CEO for approval.

出国培训、文莱国内培训费用超过 2000 文币/次/人或脱产培训超过 10 天的培训项目，报 CEO 审批。

5.5.3.2 As for domestic training in Brunei with training expense less than BND2000 per time per person or off-job training with a duration less than 10 days, if such training involves in posts below deputy department leader, it shall submit such training to deputy general manager in charge of this affair for approval; if such training involves in posts above deputy department leader, it shall submit such training to CEO for approval.

文莱国内培训费用低于 2000 文币/次/人或脱产培训 10 天以下的培训项目，副部长以下岗位报分管副总审批即可，副部长以上岗位报 CEO 审批。

5.5.4 At the end of study and training, trainees are required to prepare their training tips and experience, and register in their own departments with qualified and effective external training assessment evidences (certificates, transcript and score card) which shall be used as valid basis for training evaluation.

学习培训结束后，学习培训人员需撰写培训心得，并持合格、有效外培考核证明(证书或成绩单、鉴定表等)，到本部门登记记录，作为培训评估的有效依据。

5.5.5 Training expenses shall be subject to charging standards specified in training notice, provided with training expense invoices and reimbursed after audit by HR Dept. Traffic and accommodation fees incurred shall be implemented in accordance with *Management Regulations on Administrative Expenses*.

培训费用以培训通知收费标准，并开具培训费用发票，经人力资源部审核报销。产生的交通费用和住宿费用报销参照《行政费用管理规定》执行。

5.6 Induction training

入职培训

5.6.1 Within one month after new employees (including interns signing employment agreement with the Company, the same below) join the Company, HR Dept. shall arrange them to participate in induction training which continues for 3-5 business days.

新员工(含与公司签订就业协议的实习生,下同)进公司一个月内,由人力资源部安排进行入职培训,培训时间 3-5 个工作日。

5.6.2 Contents of induction training shall at least include company profile, corporate culture, management system, job responsibilities and safety training at three levels.

入职培训的内容至少应包括：公司概况、企业文化、管理制度、岗位职责、三级安全培训等内容。

5.6.3 Only employees who have passed induction training assessment are allowed to be assigned to their posts.

经入职培训考核合格的员工，方可分配至各岗位。

5.7 Training assessment for special operation personnel

特种作业人员培训考核

5.7.1 Identification of scope of special operation personnel. All departments shall, based on job content, environment and equipment within the scope of their authorities as well as related policies, laws and regulations, propose the scope of special operation personnel involved and submit it to Equipment Management Dept. and HR Dept. to Review. After approval by CEO Management Team, making the <Special Operations Person Training Evaluation Form > .HR dept. list the form in annual training plan after review by specified administrative authorities including Mechanical Dept. and HSE Dept. Intern training program are conducted by Technical management department, External training programs are conducted following the External training management clause, for some Chinese staff who have to attend the training in China, they should finish the training during their vacation to China. In general, Personnel engaged in special operations must obtain relevant qualification certificates before entering the job. Additionally, if the national laws and regulations and industry norms have other new items, execute according to regulations

5.7.1 特种作业人员范围的识别。各部门根据管理范围内的工作内容、环境、设备等情况，按照有关政策法规的要求，提出所涉及的特种作业人员范围，经机械动力部、HSE 管理部等归口管理部门审核，报公司审定，具体见《特种作业考核项目识别表》。人力资源部将特种作业培训项目列入年度培训计划：内部培训由专业管理部门负责实施；外部培训项目，参照送外培训管理条款实施，对于中国籍员工需要返回中国完成培训的，需利用回国休假期间进行培训和复审。原则上相关特种工作人员需凭相关资格证书入职报到。另外，如若国家法律法规和行业规范有要求的项目，按规定执行。

5.7.2 Related functional departments (Mechanical Dept. and HSE Dept.) shall, in combination with identification results, organize internal teachers to conduct training and assessment of special operation personnel regarding certificate acquisition or review, and submit them to HR Dept. for audit, registration, numbering and certificate issuance.

5.7.2 相关职能部门（机械动力部、HSE 管理部等）结合识别结果，组织内部师资对特种作业人员进行取证或复审培训、考核，报人力资源部审核、登记、编号、发证。

5.8 Post qualification management

上岗资格管理

5.8.1 Scope of personnel required to obtain post qualification.

需取得上岗资格的人员范围。

Process unit (including units of Port and Storage Dept. and Power Dept.) operators, personnel engaged in test & analysis, metering, fire control, M&E instrument operation and maintenance, and full-time (part-time) special operation personnel shall not take their posts until they experience orientation training, pass examination and obtain post qualifications.

装置（含港储、热电）操作工、化验分析、计量、消防、机电仪运行及维修工以及专（兼）职从事特种作业的人员须经上岗培训并考核合格取得上岗资格后，方可上岗作业。

5.8.2 Orientation training

上岗培训

Contents of orientation training shall include: HSE skill, post business and special operation.

上岗培训内容包括：“HSE 技能”、“岗位业务”以及“特种作业”。

5.8.2.1 “HSE skill” includes safety education at three levels, operational procedures for post safety, labor protection, occupational health and environmental protection.

“HSE 技能”包括三级安全教育、岗位安全操作规程、劳动保护、职业卫生及环境保护。

5.8.2.2 “Post business” includes such two aspects as “must know” and “must master”. “Must know” refers to basic theoretical knowledge, expertise and basic knowledge about operational procedures for post safety, equipment and instruments required by post operation; “must master” refers to process operation skill, equipment operation skill, tool (device) use skill required by independent post operation as well as accident handling plan to be mastered for operation safety.

“岗位业务”包括“应知”、“应会”两个方面，“应知”是指上岗操作应具备的基础理论知识、专业知识、岗位安全操作规程和设备仪表等基本知识；“应会”是指独立上岗操作应掌握的工艺操作技能、设备操作技能、工（器）具使用技能，以及岗位安全作业必须掌握的事故处理预案等。

5.8.2.3 As for personnel engaged in special work posts, they shall be subject to training organized by the Company and pass training examination.

属特种作业岗位人员应经公司组织培训，考核合格。

5.8.3 Pre-work assessment

上岗考核

Skilled workers participating in pre-work test shall be trained for more than 6 months, new graduates(including the trainees and the graduates who have some Internship experience should be trained for more than 12 months. Those who are learning fast and have outstanding ability and have joined the company for more than 6 months, with a written application by his or her department, can take the induction test in advance .At the end of training, it shall organize examination of qualified employees and summarize and submit examination results to HR Dept.

after such examination. Such examination shall be composed of two parts, i.e., “must know” and “must master” examinations (practical operation/on-site Q&A).

熟练工原则上入职满 6 个月以上可参加上岗考试，校招员工（含实习学生和有外单位实习经验的校招员工）原则上入职满 12 个月以上可参加上岗考试。对于学习进步快，能力突出者，入职满 6 个月以上者，经部门提出书面申请，可适当提前参加上岗考试。在培训结束后组织对符合条件的员工进行考试，考试由应知和应会考试（实际操作/现场问答）两部分组成，考试结束后将结果汇总至人力资源部。

5.8.3.1 HSE Dept. shall take charge of “HSE skill” assessment and merely those with a score of 80 points or above shall be considered qualified.

“HSE 技能”考核由 HSE 部负责，成绩必须达 80 分及以上为合格。

5.8.3.2 “Post business” assessment covers such aspects as “must know” and “must master” and shall be organized by HR Dept. and implemented by employment departments. 60 points means pass. Pass of both items shall be considered as pass of “post business” assessment.

“岗位业务”考核包括“应知”、“应会”两个方面，由人力资源部组织，用人部门具体实施，得分 60 分以上为合格，两项均合格为“岗位业务”考核合格。

5.8.3.3 Related specified administrative functional authorities shall organize centralized theoretical training and assessment regarding acquisition or review of certificates by special operation personnel and those with assessment scores of more than 60 shall be considered qualified.

特种作业人员取证或复审集中理论培训和考核由相关归口职能管理部门组织，考核得分 60 分以上为合格。

5.8.3.3 For those who are unqualified for the induction examination, a first warning letter will be issued. After 3 months of intensive training, the department submits a re-examination application to the HR dept., then HR dept. conducts the retest for the staff. But the staff fail in the retest, will receive a second warning letter. After 1 months of re-training, the staff who fail in the second retest, will receive the violation of the labor contract warning letter.

对于上岗考试不合格人员，给予第一次警告信，经强化培训满 3 个月，由部门向人力资源部提出补考申请，进行考试不合格项的补考。补考不合格者，给予第二次警告信。再次经过强化培训 1 个月，对于第二次补考不及格者，给予违纪解除劳动合同警告信。

5.8.4 Issuance of post qualification certificate

上岗合格证发放

All departments shall, based on assessment of “HSE skill”, “post business” and “special operation”, prepare the Assessment Form for Acquisition or Review of Post Qualification of Operators and submit it to HR Dept. for review, registration, numbering and issuance.

各部门根据员工的“HSE 技能”、“岗位业务”和“特种作业”的考核情况，编制“作业人员上岗取证考核表”，报人力资源部审核、登记、编号、发证。

5.8.5 Post qualification review

上岗资格复审

5.8.5.1 Period of validity of post qualification is not fixed; if there are other discipline-related requirements, it shall implement such requirements. In case of any of the following circumstances, it must conduct timely post qualification review:

上岗资格有效期为无固定期，专业上另有要求的按规定执行。其中出现以下情况之一时必须及时复审：

(1) Personnel directly responsible for accidents at Level III or above must be subject to review regarding “HSE skill” and “post business”;

发生 III 级及以上事故的直接责任者，须进行“HSE 技能”和“岗位业务”的复审；

(2) Personnel leaving her or his original post for more than 1 year (including but not limited to maternity leave and sick leave) must be subject to review regarding “HSE skill” and “post business”;

脱离原作业岗位 1 年以上者（包括但不限于产假、病假等），须进行“HSE 技能”和“岗位业务”的复审；

(3) If special operation personnel leaves her or his post for a period exceeding that specified by certificate renewal, she or he must be subject to review regarding “special operation”;

特种作业人员脱离取证岗位时间超过重新取证规定时限的，须进行“特种作业”的复审；

(4) Prior to commissioning of new (renovated and enlarged) unit, startup of unit after shutdown and overhaul, commissioning of unit after completion of new technical innovation (technical measures), application of new processes and new equipment and modification of important management system, it shall, based on actual conditions of units and production safety demands, conduct review training assessment of related personnel according to all or individual items required by pre-work assessment;

在新建（含改扩建）装置投料试车、装置停工大修后开车、装置完成重大技改（技措）试车及应用新工艺、投用新设备及重要管理制度修改实施前，根据装置实际情况和安全生产需要，对相关人员进行上岗考核所需的全部或单项内容进行复审培训考核；

(5) Personnel failing to participate in special operation review as required shall be subject to review regarding “special operation”;

未按规定要求参加特种作业复审者，需进行“特种作业”的复审；

(6) Personnel unable to independently work in any post requiring post qualification must be subject to review regarding “HSE skill”, “post business” and “special operation”.

不能在需具备上岗资格的岗位独立作业的，须进行“HSE 技能”、“岗位业务”和“特种作业”的复审。

5.8.5.2 All departments shall conduct post qualification review assessment of operators, prepare the *Assessment Form for Acquisition or Review of Post Qualification of Operators* and submit it to HR Dept. for review, registration, numbering and issuance,

各部门对作业人员进行上岗资格复审考核，应编制《作业人员上岗资格取（复）审考核表》，报

人力资源部审核、登记、编号、发证。

5.8.6 Management requirement for *Post Qualification Certificate*

《上岗合格证》管理要求

5.8.6.1 *Post Qualification Certificates* of employees on duty shall be placed in fixed places and information about such employees shall be consistent with that in such certificates.

当班员工的《上岗合格证》应定点放置、人证相符。

5.8.6.2 If an employee is assigned to other post, she or he shall bring her or his *Post Qualification Certificate*. Department receiving such employee shall register work transfer in the *Post Qualification Certificate*.

员工调动工作单位时，应随带《上岗合格证》。调入部门应及时将变动情况在《上岗合格证》内登记。

5.8.6.3 Employees shall keep their *Post Qualification Certificates* properly. As for damaged or missed certificates, it shall handle reissuance formalities and pay certificate production cost as appropriate.

员工应妥善保管《上岗合格证》。破损或遗失的应办理补发手续，并酌情缴纳制证工本费。

5.9 Training on new units

新建装置培训

5.9.1 Departments in charge of new units (including renovated or enlarged units, the same below) and related responsible departments shall propose employee training plans and demands and submit them to HR Dept. and HR Dept. shall organize the preparation of annual training plan for new units.

新建装置（含改扩建装置，下同）所在部门及相关责任部门提出各类人员培训计划需求报人力资源部，人力资源部组织编制新建装置年度培训计划。

5.9.2 Training contents include: basic theory, professional skill, practices in similar production units, DCS training and simulation training.

培训内容包括：基础理论、专业技能、同类生产装置实习、DCS 培训、仿真培训等。

5.9.3 Implementation of training plan for new units

新建装置培训计划的实施

5.9.3.1 Contents of basic theoretical training cover basic knowledge of new units and specialized knowledge regarding process technology and mechanical equipment. Such training shall be implemented by unit department and related responsible department by means of internal training class.

基础理论培训，内容包含新装置基础知识、工艺技术、机械设备等专业知识。由装置部门及相关

责任部门以内部办班的培训方式开展。

5.9.3.2 Contents of professional skill training cover process flow, process procedure, post operation method, emergency plan for accident, and startup and shutdown schemes. Such training shall be specifically implemented by unit department and related responsible department.

专业技能培训，内容包含装置工艺流程、工艺规程、岗位操作法、事故预案、开停工方案等内容。由装置部门及相关责任部门具体实施。

5.9.3.3 Production practice in similar unit

同类装置生产实习

(1) If the Company has no similar unit or has similar unit but with great technical differences, the Company may select units employing similar technology from other companies for proper production practice. Participation in external production practice must be included into annual training plan of the Company or be approved by CEO of the Company. External production practice must define specific matters including training content, training time, trainee and training place and it shall sign training entrustment agreement with internship unit (except when internship unit refuses to sign such agreement).

公司内无同类装置或虽属同类装置但有较大技术差异的，可选择其他公司同类型技术的装置进行适当的生产实习。参加公司外部生产实习必须纳入公司年度培训计划或经公司 CEO 审批。外部生产实习必须有明确具体的培训内容、培训时间、培训人员、培训地点等具体事项，应与实习单位签订委托培训协议（实习单位拒绝签订委托培训协议时除外）。

(2) If there are 5 or more personnel engaged in production practice, training request department shall assign team leader, test and assess trainees and link test and assessment results with economic responsibility system and competition for post so as to guarantee practice effect.

生产实习人数在 5 人及以上的，送培部门应指定领队，对实习人员进行考试、考核，并将结果与经济责任制和竞聘上岗挂钩，确保实习效果。

(3) At the end of production practice, it shall conduct training appraisal and summary of trainees, submit routine test and assessment information and training appraisal and summary to HR Dept. for filing within one month. Expenses including accommodation fee and meal subsidy shall be in accordance with price level in training place and be properly reduced based on reimbursement standard for business trip.

生产实习结束后，做好实习人员的培训鉴定和培训总结，1 个月内将日常的考试、考核情况、培训鉴定和培训总结交人力资源部备案，住宿、餐补等费用标准参考培训地物价水平，在出差报销标准基础上适当下调。

(4) As for external training programs continuing for one month or more, HR Dept. shall organize on-site inspection and assessment to guarantee training quality. It shall carry out irregular random inspection and assessment of the implementation of other external training programs.

人力资源部对 1 个月及以上的送外培训项目组织现场检查考核，确保培训质量。对其他送外培训项目的实施情况进行不定期抽查考核。

5.9.4 Internal training class and DCS training set out in training plan shall be implemented in accordance with requirements in the System for related types of training.

培训计划中的公司内部培训班、DCS 培训等按本制度相关培训类型的要求开展。

5.9.5 As for units with simulation training system, it shall complete full-flow simulation training assessment before interim hand-over and take-over.

建有仿真培训系统的装置应在中交前完成全流程仿真培训考核任务。

5.10 Management of acquisition of professional (practice) qualification certificate
职(执)业资格取证管理

5.10.1 As for acquisition of professional (practice) qualification certificate specified by laws and regulations and required by production operation of the Company or specified by higher competent authority, competent functional department in the Company shall propose the scope of post required to obtain such certificate; after checked by HR Dept., the Company shall organize employees to participate in the first certificate acquisition training, certificate registration and continuing education in a unified manner. Training expenses shall be reimbursed in accordance with *Management Regulations on Administrative Expenses*.

属法律法规规定且公司经营所需的、或上级主管部门规定应具备的职(执)业资格取证，由公司主管职能部门提出取证岗位范围，经人力资源部核定，由公司统一组织参加首次取证培训、注册和继续教育，培训费用报销参照《行政费用管理规定》执行。

5.10.2 As for acquisition of certificates for self improvement of one employee, if confirmation opinion provided by the Company is required, department where such employee belongs to and HR Dept. shall jointly review and give consent. However, time and expense required by test, registration and training shall be borne by applicants.

属个人自我提高类的取证等，若需要公司提供确认意见的，由所在部门和人力资源部共同审核同意，但其考试、注册、培训等所需时间、费用均由报考者自理。

5.10.2 Special jobs (such as welders) need to go to the company's designated institution for qualification before entering the job, only the staff obtain the qualification, then they can be allowed to join the company. The qualification fee will be provided by the Company on a reimbursable basis.

特殊工作（如焊工）等岗位人员入职前需要前往公司指定的机构进行资格认定，认定通过后方可进入公司报到，资格认定费用由公司实报实销。

5.11 Signing of study and training agreement

学习培训协议的签订

5.11.1 If employees participate in off-job training continuing for 10 or more days, training

requiring BND2000 or more from the Company and other types of important training, they shall sign training service agreement used as a supplement or attachment to labor contact.

员工参加连续脱产 10 天及以上或公司出资超过 2000 文币及以上的培训及其他重要培训的,应签订培训服务协议, 并作为劳动合同的补充或附件。

5.11.2 Main content and expense of study and training agreement include training and business trip expenses incurred during the period of off-job training, production practice training and domestic and overseas technical exchange. Meanwhile, such agreement shall specify the term of service.

学习培训服务协议的主要内容和费用: 脱产培训、生产实习培训、国内外技术交流期间的培训、差旅等费用, 同时约定服务期限。

5.11.3 Term of general training program is 5 years and begins when the entire training program is over and completed. As for the following circumstances, term of service shall be:

一般培训项目的服务期限为 5 年, 服务期计算起始时间为培训项目全部结束并完成之时。以下情况的服务期限分别为:

(1) Personnel engaged in training on new units or renovated or enlarged units are required to sign study and training agreement. Term of service of study and training agreement shall start with participation in first training or exchange regarding new units and ends with the 3rd year after successful commissioning of new units.

参加新建装置或改扩建装置培训人员需签订学习培训服务协议。学习培训服务协议服务期限起始日为首次参加新建装置相关培训或交流, 截止日为新建装置投料试车成功后 3 年。

(2) If employees terminate labor or service relations or employment agreements with the Company prior to expiry of term of service, they shall pay intellectual investment compensation fee to the Company.

员工在服务期限未满之前与公司解除劳动、劳务关系或就业协议, 应向公司支付智力投资补偿费。

1) Intellectual investment compensation fee= $A \times (1-C \div D)$, where: A refers to all training expenses and related business trip expense and subsidy paid by Party A during the period of various kinds of training arranged for Party B; C means time served in the Company(unit: month) and D means the term of service expected to be provided (unit: month).

智力投资补偿费= $A \times (1-C \div D)$, 其中: A 为甲方在为乙方安排的各项培训时支付的各项培训费及相关的各项差旅费、补贴等费用; C 为已服务的时间(单位为月) D 为应服务期限(单位为月),

2) Note: service time shall be deemed to commence upon successful commissioning of the unit; in case of demission prior to the end of such period, employee is required to fully pay intellectual investment compensation fee.

注: 服务时间从投料试车成功后开始计算, 在此之前离职需全额赔偿智力投资补偿费。

5.12 Training fund management

培训经费管理

5.12.1 Training fund of the Company shall be used for related expenses incurred in the course of training, such as internal class startup fee, part-time teaching (lecture) fee for lectures, award for skill competition or skill contest, training place fee, expense used for purchase of related teaching equipment and facilities, training fee for the mentor, and new unit training fee.

公司培训经费用于培训工作过程中发生的相关费用，如内部培训办班开班费、兼（讲）课费、技术比武或技能竞赛奖励、培训场地费、购置职教相关设备与设施、导师带徒、新建装置培训费等。

5.12.2 Training fund, as special fund for training, shall not be used for other purposes.

培训经费作为培训工作专用资金，不得用于其它用途。

6 Inspection and Supervision

检查与监督

HR Dept. shall supervise, inspect and assess employee training management.

人力资源部负责对员工培训管理工作进行监督检查并考核。

7 Associated Procedures and Records

关联程序和记录

7.1 Associated procedures

关联程序

7.1.1 External Training Procedure HYBN-T2-02-0016-2018-1

送外培训程序 HYBN-T2-02-0016-2018-1

7.1.2 External Training Startup Procedure HYBN-T2-02-0017-2018-1

内部培训办班程序 HYBN-T2-02-0017-2018-1

7.1.3 Procedure for Acquisition or Review of Certificate for Special Work

HYBN-T2-02-0018-2018-1

特种作业取（复）证程序 HYBN-T2-02-0018-2018-1

7.1.4 Procedure for Acquisition or Review of Post Qualification Certificate of Employees

HYBN-T2-02-0019-2018-1

员工上岗取（复）证程序 HYBN-T2-02-0019-2018-1

7.2 Associated records

关联记录

7.2.1 Request for Proposal in Annual Employee Training HYBN-T6-02-0019-001-2018

员工年度培训工作征询表 HYBN-T6-02-0019-001-2018

7.2.2 List of Change in Employee Training Plan HYBN-T6-02-0020-001-2018

员工培训计划变更表 HYBN-T6-02-0020-001-2018

7.2.3 Identification Form for Training Assessment of Special Operators

HYBN-T6-02-0021-001-2018

特种作业人员培训考核识别表 HYBN-T6-02-0021-001-2018

7.2.4 Assessment Form for Acquisition and Review of Post Qualification Certificate of Operators HYBN-T6-02-0022-001-2018

作业人员上岗取(复)证考核表 HYBN-T6-02-0022-001-2018

7.2.5 Information Form of Education Training Class Startup HYBN-T6-02-0023-001-2018

教育培训办班情况表 HYBN-T6-02-0023-001-2018

7.2.6 Statement of Account of Intellectual Investment Compensation HYBN-T6-02-0024-001-2018

智力投资补偿结算表 HYBN-T6-02-0024-001-2018

8 Supplementary Rules

附则

8.1 The Regulations is under the jurisdiction of HR Dept.

本规定由人力资源部归口管理。

8.2 The Regulations is drafted by HR Dept.

本规定起草部门：人力资源部。

8.3 HR Dept. is responsible for the interpretation of the Regulations.

本规定解释权归人力资源部拥有。

8.4 Revision, preparation and approval of the Regulations 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

2	2020-01-01	Xiang Xuemei 向雪梅	Zhao Fuzhen 赵辅珍	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