



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

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# **Management Regulations on the Evaluation of Product Quality Indicators**

## **出产产品质量指标评审管理规定**

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	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司				
	<b>Regulations on the management of the evaluation of product quality indicators</b> <b>出产产品质量指标评审管理规定</b>				
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## 1 Purpose 目的

In order to monitor and manage the quality indicators of ex-factory products and ensure that the quality of ex-factory products meets the standard requirements, these regulations are formulated.

为了对出厂产品质量指标进行监控和管理，确保出厂产品质量符合标准要求，特制定本规定。

## 2 Scope of Application 适用范围

This regulation applies to all the company's factory products  
本规定适应于公司所有出厂产品。

## 3 Terms and Definitions 术语和定义

Not applicable.  
不适用。

## 4 Management Responsibilities 管理职责

### 4.1 Centralized Management Department 归口管理部门

4.1.1 The Quality Analysis Department is the central management department responsible for the review and management of product quality index review and management regulations. It is responsible for preparing (revising) these regulations and supervising their implementation.  
质量检验部是出厂产品质量指标评审管理规定的归口管理部门，负责制（修）订本规定并监督执行。

4.1.2 The Quality Analysis Department is responsible for organizing and convening a review meeting for the quality index of the products shipped.  
质量检验部负责组织召开出厂产品质量指标评审会议。

### 4.2 Collaborative Management Department 协同管理部门

4.2.1 The Planning and Scheduling Department is responsible for the formulation of monthly production plans.

计划调度部负责月度生产计划的制定。

4.2.2 The Ministry of Commerce is responsible for collecting the quality indicators of all products in the monthly production plan.

商务部负责收集月度生产计划中所有产品的质量标准。

#### 4.3 Executive Department 执行部门

4.3.1 The Planning and Scheduling Department is responsible for organizing each operation department to produce according to the monthly production plan.

计划调度部负责组织各运行部按月度生产计划进行生产。

4.3.2 Each operation department is responsible for production according to the product quality indicators of the monthly production plan.

各运行部负责按月度生产计划的产品质量指标进行生产。

### 5 Management Content 管理内容

5.1 Before the 5th of each month, the Planning and Dispatching Department issues the monthly production plan for the next month to the Ministry of Commerce.

每月 5 日前，计划调度部向商务部下达次月的月度生产计划。

5.2 The Ministry of Commerce is responsible for collecting the quality standards of all products in the monthly production plan, and issues the quality standards for the next month's products before the 20th of each month to the Planning and Scheduling Department and the Quality Analysis Department. Each product has special requirements, including oil products. Additive filling method, etc. When oil additives need to be carried on board, the type, amount and model of oil additives must be indicated.

商务部负责收集月度生产计划中所有产品的质量标准，于每月 20 日前将次月出厂产品质量标准下发计划调度部、质量检验部，每种产品有特殊要求时需标注清楚，包括油品添加剂的加注方式等。油品添加剂需随船携带时，需注明油品添加剂的种类、携带量及型号。

5.3 After receiving the quality indicators of the products shipped next month, the Quality Inspection Department organizes relevant departments such as the Planning and Adjustment Department, the Ministry of Commerce, the First Refining Department, the Second Refining Department, the Third Refining Department, the Fourth Refining Department, and the Port Storage and Transportation Department before the 25th of each month. Ex-factory product quality index review meeting to ensure that the ex-factory products meet the ex-factory index requirements of each product and the special requirements of customers. The quality

inspection department will form the meeting minutes of the review results, and distribute them to the relevant departments together with the summary version of the product quality indicators after the review.

质量检验部收到下月出厂产品质量指标后，于每月 25 日前，组织计调部、商务部、炼油一部、炼油二部、炼油三部、炼油四部、港务储运部等相关部门召开出厂产品质量指标评审会，确保出厂产品满足各产品出厂指标要求及客户的特殊要求。质量检验部将评审结果形成会议纪要，汇同评审后的出厂产品质量指标汇总版一并下发相关部门。

5.4 When the production indicators of each product need to be adjusted, the Planning and Scheduling Department will notify the Quality Analysis Department in a timely manner, and the Quality Analysis Department will modify the relevant quality indicators in the LIMS according to the indicator changes, and issue analysis tasks according to the indicator requirements

各产品生产上指标需调整时，计划调度部及时通知质量检验部，质量检验部根据指标更改情况修改 LIMS 中的相关质量指标，并按指标要求下达分析任务。

5.5 If there are fluctuations in the equipment during the daily production process, all departments should report to the Planning and Dispatching Department and the Quality Inspection Department immediately, and dispose of them in a timely manner to avoid contamination of finished tanks and reduce the generation of nonconforming products, and implement the "Distillation Export Unqualified Evaluation Procedures" .

如果在日常生产过程中，装置有波动，各部门应立即向计划调度部、质量检验部汇报，并及时处置，避免成品罐的污染、减少不合格品的产生，执行《馏出口不合格评审程序》。

5.6 When the Ministry of Commerce has a new product development task, it needs to provide quality indicators for the new product to the Quality Analysis Department and the Planning and Scheduling Department. The Planning and Scheduling Department issues minor tasks to the Quality Analysis Department, and the Quality Analysis Department completes the minor tests according to the minor tasks.

商务部有新产品开发任务时，需向质量检验部、计划调度部提供新产品的质量指标，计划调度部向质量检验部下达小调任务，质量检验部根据小调任务完成小调试验。

## 6 Supervision and Analysis 监督与检查

Quality Analysis Department will incorporate the implementation of these regulations into performance management and conduct regular Analysis and assessment.

质量检验部将本规定执行情况纳入绩效管理，定期进行检查和考核。

## 7 Associated Procedures and Records 关联程序和记录

7.1 馏出口不合格评审程序 HYBN-T2-17-0004-2018-1

7.2 成品、半成品不合格评审程序 HYBN-T2-17-0005-2018-1

## 8 Supplementary Rules 附则

8.1 The regulations are under the jurisdiction of Quality Analysis Department.

本规定由质量检验部归口管理。

8.2 The regulations are drafted by Quality Analysis Department.

本规定起草部门：质量检验部。

8.3 Quality Analysis Department is responsible for the interpretation of the regulations.

本规定解释权归质量检验部拥有。

8.4 Revision, preparation and approval of the regulations are shown in Table 2.

本规定版本编制和审批情况见表 2：

**Table 2 Revision, preparation and approval of the regulations**

**表 2 本规定版本编制和审批情况**

1	2021-03-10	Li Jikai 李继开	Luo Jianlin 罗建林	Shi Juchuan 石巨川
Revision 版本	Issued date 颁布日期	Prepared by 编制人	Reviewed by 审核人	Approved by 批准人