



Hengyi Industries SdnBhd
恒逸实业（文莱）有限公司

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HYBN No.2 Refinery Dept
恒逸实业（文莱）炼油二部

HYBN No.2 Refinery Dept
恒逸实业（文莱）炼油二部

No.2 Refinery Department DCS Operation System Management Rules

炼油二部 DCS 操作系统管理细则

HYBN No.2 Refinery Dept
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Preface 前言

This rule is drafted and formulated by No. 2 Refinery Department.

本管理细则由炼油二部起草和制定。

This rule is released and effective as of March 26, 2021.

本细则从 2021 年 3 月 26 日起发布并实施。

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 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司			
	No.2 Refinery Department DCS Operation System Management Rules			
	炼油二部 DCS 操作系统管理细则			
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1 Purpose 目的

The safe operation of the DCS operating system is the key to the daily safe and stable production of the unit. Since the company's operation, there have been several consecutive incidents in which production fluctuations and even device shutdowns have occurred due to incorrect input of values. To strengthen the management of the DCS operating system, these rules are formulated.

DCS 操作系统的安全运行是装置日常安全平稳生产的关键，公司自运行以来，已连续发生几次因误输入数值导致生产波动甚至装置停工的事件事故。为加强 DCS 操作系统的管理，特制定本细则。

2 Scope of application 适用范围

2.1 These rules stipulate the responsibilities, management content and requirements of the DCS operating system management of No. 2 Refinery Department

本细则规定了炼油二部 DCS 操作系统管理的职责、管理内容及要求。

2.2 These rules apply to the management of the DCS operating system of No. 2 Refinery Department

本细则适用于炼油二部 DCS 操作系统管理。

3 Management responsibilities 管理职责

The process specialist is responsible for the daily management and maintenance of the operation of the entire DCS system, and is responsible for the revision, supervision and inspection of these rules, and the team is responsible for the implementation of these rules.

工艺专业负责日常 DCS 整个系统运行的管理以及维护，并负责本细则的修订、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 Requirements for the DCS System Operating Platform DCS 系统操作台要求

4.1.1 During daily operation, the DCS system operating table and monitoring screen should be kept neat and tidy, and it is strictly forbidden to stack miscellaneous items and heavy objects on the operating keyboard.

日常运行期间, DCS 系统操作台面及监视屏幕应保持整齐、整洁, 操作键盘严禁堆放杂物、重物。

4.1.2 It is strictly forbidden to use personal computers or tablets on the DCS console during the shift.

当班期间严禁在 DCS 操作台使用个人电脑或平板。

4.1.3 The operator's personal water cup is strictly prohibited to be placed on the operation table to prevent the water cup from being poured and spilled on the operation panel, which will affect the normal use of the DCS system.

操作员个人水杯严禁放置在操作台面上, 防止水杯倾倒水洒在操作面板上, 影响 DCS 系统的正常使用。

4.1.4 After filling out the operation records and using personal notebooks, place them in the drawer of the DCS console.

运行记录及个人笔记本等物品用完后放置在 DCS 操作台抽屉里。

4.1.5 It is strictly forbidden to eat at the console, and it is strictly forbidden to store fruits, food and other things irrelevant to the work in the drawer of the console.

严禁在操作台就餐, 操作台抽屉严禁存放水果、食品等与工作无关的东西。

4.2 Requirements for Operating the DCS System DCS 系统操作要求

4.2.1 During daily operation, it is strictly forbidden to use the numeric keys of the DCS console keyboard to manually input values. Only the step keys on the control panel can be used for daily adjustments. The numeric keys of the DCS console keyboard are only suitable for emergency situations and then after manually entering the value, it must first be verified before pressing the ENTER key.

日常运行期间, 严禁用 DCS 操作台键盘数字键手动输入数值, 只能使用控制面板的步进键进行日常调节, DCS 操作台键盘数字键仅适用于紧急状态下, 且主操在手动输入数值后, 需进行核实后再按 ENTER 键。

4.2.2 During daily operation, the DCS console keyboard is only used to switch between the operation screens and silence alarms. If the operating keyboard is found to be malfunctioning, contact the instrument in time.

日常运行期间, DCS 操作台键盘仅用于各操作画面的切换以及报警的消音等。发现操作键盘有失灵现象及时联系仪表进行处理。

4.2.3 It is strictly forbidden to modify the P, I, D parameters of the DCS operating system control point, the set value alarm value SVH and SVL, the upper and lower valve limit MVH and MVL, the alarm value of each parameter without the permission of the manager. If something

inappropriate occurs during operation, it can be modified after contacting the reporting manager for approval, and the handover should be done, and the alarm value can be registered and updated in the dynamic alarm log book in time.

DCS 操作系统控制点的 P、I、D 参数、设定值报警值 SVH 和 SVL，阀位上下限 MVH 和 MVL，各参数报警值未经管理人员许可，严禁私自进行修改。运行中若出现不合适的，在联系汇报管理人员同意后方可进行修改，并做好交接，报警值及时在动态报警台账中进行登记更新。

4.2.4 In the alarm status bar of the DCS operation screen, the alarm information needs to be confirmed within 30s during the shift, and then eliminated, to prevent excessive accumulation, failure to capture key alarm information, and missing the time to deal with abnormal situations.

DCS 操作画面报警状态栏，当班期间需在 30s 内对报警信息进行确认，然后再消除，防止累积过多，无法捕捉到关键报警信息，错过处理异常情况的时间。

4.2.5 DCS system management authority: up to 1 unit is allowed to be operated by the team leader S2, while the rest of the units operation authority is U1. It is strictly forbidden to modify the authority at will during the shift.

DCS 系统管理权限：加裂气分装置以及煤柴油加氢装置最多允许 1 台处于班组长操作权限 S2，其余操作权限均为 U1，班组当班期间严禁随意进行权限的修改。

4.2.6 The DCS control window on the control panel must be closed in time after the adjustment is completed to prevent accidental input caused by accidentally touching the keyboard shortcut keys.

DCS 调节器控制面板调节完毕后须及时关闭，防止误碰操作键盘快捷键导致异常输入。

4.2.7 During normal operation, each team leader or the person in charge of the central control will conduct a full patrol of the DCS screen every 2 hours, and promptly remind the staff of the post if any abnormality is found; When the unit is abnormal, timely call out the DCS alarm screen special person to view, timely find out the cause of the problem.

正常运行期间，各班组长或中控负责人每 2 小时对 DCS 画面进行全面巡屏，发现异常及时提醒岗位员工处理；当装置出现异常时，及时调出 DCS 报警画面专人查看，及时找出问题发生的原因。

4.2.8 The process specialist is responsible for the daily management of DCS alarm and the equipment related parameters alarm.

DCS 报警管理日常由工艺负责，设备相关参数报警意见。

4.2.9 Trainees in the central control room need to perform DCS-related operations under the supervision of skilled workers, and can operate independently after passing the departmental assessment and acceptance.

新进中控室学岗人员需在熟工的监督下进行 DCS 相关操作，通过部门考核验收后方可独立操作。

4.2.10 The DCS alarm sound is strictly prohibited to be turned off without authorization, and the DCS system alarm and automatic control rate are included in the daily assessment.

DCS 报警声音严禁擅自关闭，DCS 系统报警及自控率纳入日常考核。

5 Supervision and assessment 监督与考核

5.1 No.2 Refinery Department leaders are responsible for supervision and inspection.

炼油二部工艺专业负责日常检查考核，部门领导负责监督。

5.2 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 This Rules is drafted by No.2 Refinery Dept.

本细则起草部门：炼油二部。

6.3 No.2 Refinery Dept. is responsible for the interpretation of this Rules.

本细则解释权归炼油二部拥有。

6.4 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

1	26/03/2021	Yang Fan 杨帆	Sun Jian Huai 孙建怀	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