

**Notice on the Selection Best Pair Mentor and
Apprentice Award 2022**
关于开展 2022 年度“导师带徒”评优工作的通知

All Departments:

各部门：

With the aim to strengthen operator training, to promote operator skill improvement and job succession, and to ensure the “mentor-apprenticeship” is of high quality. The Company has decided to carry out The Year Best Mentor and Apprentice appraisal (2022). The details as follow:

为了加强操作人员的培养，促进操作人员的技能提升和岗位成才，确保“导师带徒”培训工作高质量完成，公司决定开展 **2022** 年度“导师带徒”评优工作，现将有关事项通知如下：

I. Eligibility 评选对象

All Operation Departments, Equipment Management Department and HSSE Department, Fire Fighting Division mentor-apprentice pair and the mentor-apprenticeship pairing period shall exceed more than 3months in 2022.

评选对象为各运行部、机械动力部计量专业及 **HSE** 管理部消防队的结对师徒，且在 **2022** 年度内结对时间超过 3 个月。

II. Principle of Appraisal 考核原则

The appraisal standard is formulated based on the ‘mentor-apprenticeship’ agreement, which focuses on both the training effect and process.

以“导师带徒”培训协议为基础制定考核评价标准，既注重培训效果，又兼顾培训过程。

III.Appraisal Content 考核内容

The main appraisal items will be on the implementation of the ‘mentor-apprenticeship’ agreement, the development and completion of staged cultivation plan, mentor’s guidance, communication and feedback, apprentice’s professional knowledge mastery, improvement of the practical skills, mentor and apprentice work performance and etc.

主要考核评价“导师带徒”培训协议履行情况、阶段性培训计划制定及完成情况、师傅的指导沟通与反馈情况、徒弟的专业知识掌握情况、实际操作技能水平提升情况、师徒的工作表现及个人绩效等。

IV.Appraisal Procedure 评选程序

1. Department Selection 部门推选

1) Employee to submit “Best Paired Mentor-Apprentice Application Form” (Annex 1).

员工提交《优秀结对师徒申报表》（附件1）。

2) The department prepare all the material needed for the appraisal such as the mentor-apprenticeship agreement, staged cultivation plan, apprentice’s learning record, mentor’s training record, daily test record and monthly performance assessment record and other appraisal required material.

部门准备好参选师徒的导师带徒协议、阶段性培养计划、徒弟的学习记录、师傅的培训计划、日常考试记录、月度绩效考核记录等考核所需要的各项材料。

3) The department to establish an appraisal working team shall consist of not less than 4 people which include the team leader, all engineer, deputy head of department and head of department.

部门组织成立“导师带徒”评优工作小组，由班长、各专业工程师、副部长和部长组成，一般不少于 4 人。

4) The appraisal working team with combination of “Mentor-Apprentice Appraisal Form” (Annex 2) to appraise the mentor and apprentice accordingly and provide the appraisal result and guidance opinion. Each department each unit shall recommend not more than one (1) pair of mentor-apprentice and fill in the “Best Paired Mentor-Apprentice Summary Form” (Annex 3) and submit to Gao Yan Na, Human Resource Department before 31st December 2022.

评优工作组成员结合《导师带徒考核评价表》(附件 2)，逐人逐项进行打分，给出考核结果和指导意见，各部门每个装置推选不超过 1 对优秀师徒，并填报《优秀结对师徒汇总表》(附件三)，于 12 月 31 日之前报送至人力资源部高艳娜。

2. Company Selection 公司评选

The Company selection committee will determine the final list of the best paired mentor and apprentice based on the name list submitted by each department.

公司评选委员会根据各部门提报的优秀师徒名单确定最终优秀结对师徒名单。

3. Best paired mentor and apprentice will be awarded with honor certification and prize money.

为优秀结对师徒颁发荣誉证书及奖金。

Annex 1: Best Paired Mentor-Apprentice Application Form

附件一：优秀结对师徒申报表

Annex 2: Mentor-Apprentice Appraisal Form

附件二：导师带徒考核评价表

Annex 3: Best Paired Mentor-Apprentice Summary Form

附件三：优秀结对师徒申报表

Human Resource Department
9th December 2022

