

**HYBN-2023-002**

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**Notice on Carrying Out Turnaround Staff Competition  
with the Theme of "Safety, Environmental Protection, High  
Quality and On Schedule"**

关于开展以“安全环保、优质准点”为主题的大检修  
劳动竞赛的通知

**All Departments:**

各部门：

It is planned to launch a comprehensive turnaround (overhaul) of equipment on March 10, 2023 according to our company's work deployment. The turnaround project involves safety and environmental protection, technology upgrading, hidden hazard control management with tight schedule and heavy tasks. In order to mobilize the enthusiasm and creativity of majority of employees to participate in this turnaround, HYBN has decided that HR Dept., together with Equipment Dept., Scheduling & Dispatch Dept., and HSE Dept., jointly carry out a staff competition for the turnaround, select high-quality maintenance teams and excellent turnaround employees, give commendations and rewards, and make every effort to ensure that the inspection and modification are

completed in a "Safe, high-quality, civilized, on schedule, and economical" manner, and achieve the turnaround goal of "good shutdown, repaired efficiently, good startup, run stably and produce economic performance".

The specific notice is as follows:

根据公司工作部署，计划于 2023 年 3 月 10 日启动装置全面大检修，检修项目涉及安全环保、技术升级、隐患治理等多方面，工期紧、任务重。为调动广大员工参与大检修的积极性和创造性，公司决定由人力部联合机动部、计调部、HSE 部开展大检修劳动竞赛，评选优质检修团队和优秀检修员工，给予表彰和奖励，全力确保“安全、优质、文明、准点、节约”地完成检修改造，实现“停得下、修得好、开得起、稳得住、出效益”检修目标。具体通知如下：

#### **一、 Formation of Review Team 成立评审小组：**

In order to ensure the smooth development of this work, the review team with specialised management such as production, technology, planning, safety and environmental protection is established. The specific personnel are as follows:

为保证此项工作的顺利开展，成立以生产、技术、计划、安全环保等专业管理为成员的评审小组，具体人员如下：

Team leader 组长: Chen Lian Cai 陈连财

Deputy team leaders 副组长: Du Hai Peng 杜海鹏, Xu Ye 徐野, Zou Hui 邹慧, Chin Wan Yuan 陈奂燕

Team members 成员: Wang Dong Sheng 王东生, Zhao Hai Feng 赵海峰, Li Peng 李鹏, Alan Goh, Zhao Fu Zhen 赵辅珍, Chen Xiao Lin 陈小林, Pan Xiao Ming 潘小明, Xu Zheng Rong 徐峥嵘, Jin Ren

Tong 金仁通, Kong Wei 孔伟, Hai Cheng 海诚, Zhang Hong Bo 张洪波, Sun Peng 孙鹏, Ma Guang Teng 马广腾。

## **二、Competition Duration 竞赛时间:**

The entire turnaround of 2023.

2023 年大检修全程。

## **三、Competition Content 竞赛内容:**

- 1、Compete in good preparation for turnaround, compete for well planning. 赛大修准备工作好，比计划统筹准确。
- 2、Compete in well shutdown of equipment, compete for safety and economical inspection. 赛装置停工好，比安全经济交检。
- 3、Compete in good maintenance quality, compete for zero injury, zero pollution, and zero accident. 赛检修质量好，比零伤害、零污染、零事故。
- 4、Compete in maintenance schedule progress, closely follow turnaround network to ensure that the maintenance progress does not fall behind even for a day. 赛检修进度，紧扣大修网络，确保检修进度一天不落。
- 5、Compete successfully in first attempt startup, compete for safe and economical startup and operation. 赛一次开工成功，比安全经济投产。
- 6、Compete the display of owner's spirit, compete for active mobilization. 赛主人翁精神发挥好，比积极性调动。

## **四、Awards 评选奖项**

- 1、There will be 9 maintenance team awards, among which 3 winners

from maintenance units, 3 winners from project division teams, and 3 winners from technical research groups respectively. 评选优质检修团队奖 9 个，其中优胜检修单位、优胜项目分部团队、优胜技术攻关组各 3 个。

2、Select 20 "Excellent Maintenance Staff". The selection objects are all employees of HYBN who participating in the turnaround. 评选“优秀检修员工”20 名。评选对象为公司参加大修的全员员工。

## **五、 Selection Criteria 评选条件**

### **1、 Selection criteria for the "Quality Turnaround Team Award":**

“优质检修团队奖”评选条件：

- (1) Sufficient preparation of pre-maintenance and well planning.  
检修前期准备充分，计划统筹准确。
- (2) Equipment is well shut down, safe and economical for inspection. 装置停工好，安全经济交检。
- (3) Maintenance to achieve safety and environmental protection zero accidents, zero pollution, zero injury. 检修实现安全环保零事故、零污染、零伤害。
- (4) The equipment maintenance is qualified at one time, the maintenance process is stable and under control, civilized construction to reduce costs and increases efficiency. 设备检修一次合格、检修过程平稳受控，文明施工降本增效。
- (5) Overcoming key technical problems, innovating and creating benefits. 攻克关键技术难题，创新创效。
- (6) The maintenance project shall be completed on time, with

quality and quantity guaranteed, and ready for production to use on schedule. 检修项目按时、保质、保量完成，按期交付生产使用。

(7) The maintenance project to achieve normal operation at first attempt. 检修项目开车投用一次性运行正常。

(8) After maintenance project completed, materials shall be used up, site shall be cleared, and maintenance site and equipment shall be kept clean. 检修项目结束，做到工完、料尽、场地清，保持检修现场和设备的整洁。

## **2、"Excellent maintenance staff" selection criteria:**

“优秀检修员工”评选条件：

- (1) Holds correct attitude in the maintenance work, improve working skills, dedicated and work hard, have a high sense of responsibility and sense of ownership, to set an example in the work. 在检修工作中态度端正，钻研业务，爱岗敬业，具有高度责任感和主人翁精神，在工作中起表率作用。
- (2) Possess professional skills, good professional knowledge, outstanding achievements in improving work quality, energy saving and emission reduction. 具有熟练的专业技能，较好的专业知识，在提升工作质量、节能减排等方面成绩突出。
- (3) Proactively solve production problems in the department or discover major defects and hidden dangers in major equipment and systems, promptly take effective measures to avoid problems. 积极主动解决本部门生产难题或发现主要设备

及系统上有重大缺陷、隐患，及时采取有效措施避免问题发生。

(4) Strictly abide by the operation procedures and safety production system, make significant contribution to safety of production, avoiding major casualties, fires, equipment accidents, and emergency repairs. 认真遵守操作规程和安全生产制度，在安全生产、避免重大伤亡、火灾、设备事故及抢修抢险方面有重出贡献。

(5) Pay attention to reducing costs, increasing efficiency and saving materials during the maintenance process, and have outstanding performance in repairing old and recycling waste.

在检修过程中注意降本增效节约材料，修旧利废业绩突出。

(6) Comply relevant rules and regulations of company, no violations of law and disciplines. 遵守公司有关规章制度，无违法违纪现象。

(7) Able to complete all assigned maintenance tasks on time and excellently. 能按时、出色地完成交给的各项检修任务。

## 六、 **Selection Basis** 评选依据

During the turnaround period, all specialised management departments will go to the site to supervise, inspect and assess the quality, progress, cooperation, safety and environmental protection, management, employee demeanor and other aspects of the turnaround of each equipment, make inspection records. The final result will be the daily inspection and comprehensive assessment of the review team during the turnaround. 各

专业管理部门在大修期间深入现场，监督、检查、考核各装置大修质量、进度、协作、安全环保、管理、员工风采等方面的情况，做好检查记录，最终以大修期间日常检查情况及评审小组的综合评定为最终结果。

## 七、 **Selection Process** 评选流程

- 1、Material reporting. Declare within 10 days after the completion of major turnaround and normal construction, it is required to submit one hard copy about 1,000 words of work report, along with a soft copy to HR Dept. (advisable to attach JPEG format work photos of the recommended project and candidate when submit.)

材料上报。在大检修结束、开工正常后 10 日内申报，要求 1000 字左右事迹材料，领导签字纸质版一份，同时报送电子版至人力资源部。（申报时最好附上推荐项目和人选的图片格式的工作照片）

- 2、Define the list of winners. The HR Dept. shall organize an evaluation working group to hold a meeting for centralized discussion, initially define name lists, then submit to the company for approval. 确定获奖名单。由人力资源部组织评审工作小组开会集中讨论，初步确定名额，报公司审批。

- 3、Hold commendation meeting to present awards to winning teams and employees. 开办表彰大会，为获奖团队和员工颁奖。

## 八、 **Other Requirements** 其它要求

- 1、The time for maintenance work is tight and tasks are heavy, all departments must implement refined management to each team,

each process, and individual in accordance with the requirements of HYBN, to ensure the completion of this year's turnaround plan.

检修工作时间紧、任务重，各部门要按照公司要求将精细化管理落实到每个班组、每道工序、每个人，保证完成今年检修计划。

- 2、Continuously improve the team's operation quality and professional technical level through staff competition activities, and have innovation and cost awareness adaptation to the development of HYBN. 通过劳动竞赛活动不断提高队伍的业务素质和专业技术水平，要有创新意识、成本意识，适应公司的发展。

Notice is hereby given.

特此通知。

**Hengyi Industries Sdn Bhd**  
**3<sup>rd</sup> March 2023**

