



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

HYBN-T3-06-0001-2024-2

Production Planning Management System

生产计划管理制度

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Version Information 版本信息

1 Version 1 第一版

Version 1 was released on 23st May, 2019.

第一版发布时间为 2019 年 5 月 23 日。

2 Version 2 第二版

2.1 Version 2 was released on 1th April, 2024.

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2.1.1 Revise Contents 修订内容

2.1.1.1 The following clauses were amended: 4.1.2、5.2.1、5.2.3、5.2.4、5.3.1、5.3.2、5.8.1.1、

5.8.1.2（3）、5.8.2.1、5.8.2.3.

以下条款进行了修改：4.1.2、5.2.1、5.2.3、5.2.4、5.3.1、5.3.2、5.8.1.1、5.8.1.2（3）、5.8.2.1、5.8.2.3。

	Hengyi Industries Sdn. Bhd. 恒逸实业（文莱）有限公司				
	Production Planning Management System 生产计划管理制度				
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1 Purpose 目的

To standardize the management of the company's production planning, improve the management level of production planning, and promote the complete accomplishment of the company's production and operation objectives.

为了规范公司生产计划管理，提高生产计划管理水平，促进公司各项生产经营目标全面完成。

2 Scope of Application 适用范围

This management system is applicable to all production-related functional departments and operation department.

本制度适用于生产相关各职能部门和运行部。

3 Terms and Definitions 术语和定义

Production planning: Includes annually, monthly, and daily crude oil (feedstock) resource planning, process planning, product sales planning, technical and economic indicators.

生产计划：包括年、月、日原（料）油资源计划、加工计划、产品销售计划和技术经济指标等。

4 Management Responsibilities 管理职责

4.1 Designated management department 归口管理部门

4.1.1 Scheduling & Dispatch Dept., the designated management department of production planning, is responsible for the preparation, transmission, modification, and appraisal of production planning.

计划调度部是生产计划的归口管理部门，负责生产计划的编制、下达、调整及考核。

4.1.2 Responsible for the application, verification, update and maintenance of the scheduling & dispatching software model. Organizing the third-party company to verify the model.

负责计划、调度软件模型的应用、校核、更新和维护等工作；负责牵头组织第三方公司对模型校核工作。

4.1.3 Responsible for the arrangement of production and marketing meetings, as well as the formulation of meeting minutes.

负责组织召开产销碰头会，编制产销碰头会纪要。

4.1.4 Responsible for the formulation of oil product blending plan.

负责制定油品调合方案。

4.2 Cooperating management departments 协同管理部门

4.2.1 Finance Dept. is responsible for providing the required data including prices of feedstock, products, intermediate products, fixed costs and variable costs for the planning & dispatching software model periodically.

财务管理部负责定期提供计划调度软件模型需要的原料、产品、中间品等价格及固定费用、变动费用等数据。

4.2.2 Commercial Dept. is responsible for the provision of market information, implementation of crude oil (feedstock) procurement and product marketing plan, preparation of transportation and shipping schedule, as well as the proposal of suggestions for modification. International Industry Co., Ltd. is responsible for the implementation of raw (material) oil procurement and product sales plan.

商务部负责提供市场信息；负责落实原（料）油采购和产品销售计划，编制运输和船期计划以及提出调整建议。国际实业有限公司负责原（料）油采购和产品销售计划的落实。

4.2.3 Equipment Management Dept. is responsible for the provision of maintenance and repair plans including shutdown maintenance plan of processing units, annual overhaul, monthly maintenance, and daily maintenance plans.

机械动力部负责提供装置停工检修、年度大修、月度维修、日常维修等检维修计划。

4.2.4 Materials Supply Dept. is responsible for the implementation of procurement plan for catalysts, additives and solvents, as well as provision of relevant procurement information.

物资装备部负责落实化工三剂采购计划和提供相关采购信息。

4.2.5 HSE Management Dept. is responsible for providing safety and environmental protection-related information which affects production.

HSE 管理部负责提供影响生产的安全环保相关信息。

4.2.6 Ports and Storage Department is responsible for providing information concerning feedstock and products loading and unloading.

港务储运部负责提供原料和产品装卸相关信息。

4.2.7 Quality Analysis Dept. is responsible for releasing information concerning the quality of feedstock and products, formulation of feedstock and product analysis plans; arrangement of quality abnormality analysis meeting, investigation and analysis of accidents caused by poor quality, proposal of management suggestions, conduct of tests for oil product blending samples, proposal of suggestions for oil product blending scheme, as well as the calibration of on-line gasoline blending system.

质量检验部负责通报原料和产品质量信息，制定原料产品分析计划；组织召开质量异常分析会，进行质量事故调查分析，提出处置意见；负责进行油品调合小样试验，提供油品调合方案建议；

负责汽油在线调合系统的校验。

4.2.8 Information Management Dept. is responsible for the management of planning & dispatching software, as well as signing of agreements with external technical service organizations.

信息管理部负责计划调度软件的管理，负责外部技术服务单位协议的签订。

4.2.9 All cooperating departments shall participate in production planning seminars and provide suggestions for the arrangement of production planning.

各协同部门参加生产计划讨论会，为生产计划安排提供建议。

4.3 Implementation departments 执行部门

4.3.1 All operation departments function as implementation department. They are responsible for providing production and operation information, including problems found during daily maintenance and production.

各运行部为执行部门，负责提供生产运行信息，包括日常检修、生产中存在的问题等。

4.3.2 Participate in discussions, organization, and implementation of production planning to ensure the reliability of the implementation.

负责参与生产计划讨论和组织实施，确保计划完成准确率。

4.3.3 Provide data of processing units required for the maintenance of planning & dispatching software model.

负责提供计划调度软件模型维护所需的装置数据。

5 Management Content 管理内容

5.1 Principle of Formulation 编制原则

5.1.1 Obey laws and regulations in Brunei, implement production and operation policies, as well as relevant systems and regulations of the Company.

遵守文莱当地有关法律法规，贯彻落实公司生产经营方针、相关制度及规定。

5.1.2 Adhere to the principle of safety first, guarantee product quality, meet safety and environmental protection requirements, and promote energy conservation and consumption reduction.

坚持安全第一，保证产品质量，符合安全环保要求，推进节能降耗。

5.1.3 Optimize the allocation and transportation of resources, reduce the cost of feedstock processing, optimize the processing scheme, and exploit the production potential of the processing units.

优化资源配置和运输、降低原料加工成本，优化加工方案、挖掘装置生产潜力。

5.1.4 Optimize and modify product structure based on market orientation, increase production of high value-added products, and maximize the benefits.

以市场为导向，优化和调整产品结构，增产高附加值产品，实现效益最大化。

5.2 Preparation of 5 years and annual production plan 五年及年度生产经营计划的编制

5.2.1 Before 15th Oct of every year: Commercial Dept. shall provide information concerning the markets, prices and resources of feed and products for next year and the next five year; Equipment Management Dept. shall provide maintenance and repair plans for next year and the next five year; HSE Management Dept. shall provide HSE-related work plan for next year and the next five year; Scheduling & Dispatch Dept. shall prepare the annual production plan based on the technical improvement measures of processing unit, production and management guidelines, as well as development strategies of the Company for next year and the next five year.

每年 10 月 15 日前，商务部提供下一年及未来五年原料及产品的市场、价格、资源等信息，机械动力部提供下一年及未来五年检维修计划，HSE 管理部提供下一年及未来五年 HSE 工作计划，计划调度部根据下一年及未来五年装置的技改技措计划，结合公司生产经营方针和发展战略，编制公司年度生产经营计划。

5.2.2 In line with the *Procedure of Compilation of Annually, and Monthly Production Plan*, Scheduling & Dispatch Dept. shall use the planning & dispatching software to prepare the first draft of annual production planning before 15th Nov of every year.

计划调度部按照《年度、月度生产计划编制程序》，每年 11 月 15 日前，利用计划调度软件编制年度生产计划初稿。

5.2.3 Before 30 Nov of every year, Scheduling & Dispatch Dept. shall organize and hold annual and 5 years production planning seminar which is to be presided over by the CEO and attended by relevant deputy managers in charge and production-related departments.

每年 11 月 30 日前，计划调度部组织召开年度及未来五年生产经营计划讨论会，会议由总经理主持，相关分管副经理及各生产相关部门参加。

5.2.4 Scheduling & Dispatch Dept. shall prepare the annual and 5 years production plan based on the essence of the production planning seminar, then issue and distribute *Procedure of Compilation of Annually, Quarterly and Monthly Production Plan* before 31st Dec.

计划调度部根据计划讨论会会议精神，编制年度及未来五年生产经营计划，于 12 月 31 日前通过《年、季、月度计划编制程序》完成审批并下达。

5.2.4 Scheduling & Dispatch Dept. shall prepare the annual production plan based on the essence of the production planning seminar, then issue and distribute *Procedure of Compilation of Annually, and Monthly Production Plan* before 31st Dec.

计划调度部根据计划讨论会会议精神，编制年度生产计划，于 12 月 31 日前通过《年度、月度计划编制程序》完成审批并下达。

5.2.5 According to the requirements of Brunei government, prepare the company's Five-year Production and Operation Plan, which shall be prepared simultaneously with the annual plan in principle.按文莱政府要求，编制公司五年生产经营计划，原则上与年度计划同步编制。

5.3 Preparation of monthly production plan 月度生产计划的编制

5.3.1 Before the 10th and 20th day of each month, Scheduling & Dispatch Dept. shall provide information concerning the markets, prices and resources of feed and products for the M+1, M+2 and M+3 month according to Commercial Dept.; Equipment Management Dept. shall provide maintenance and repair plans for the M+3 month, HSE Management Dept. shall provide HSE-related work plan for the M+3 month; Scheduling & Dispatch Dept. shall prepare the M+3 Month Crude Oil Purchasing Plan, M+1 Month Formal Plan M+1 Month Formal Plan production plan based on the technical improvement measures of the processing units for the M+3 month, production and management guidelines and development strategies, as well as objectives of annually plan of the Company.

计划调度部根据商务部最新提供的 M+1 月、M+2 月和 M+3 月度的原料产品市场信息、价格信息、资源信息等，机械动力部提供 M+3 月度的检维修计划，HSE 管理部提供 M+3 月度 HSE 工作计划，计划调度部根据 M+3 月度装置的技改技措计划，结合公司生产经营方针和发展战略以及年度计划目标，编制 M+3 月原油采购计划、M+1 月正式计划和 M+2 月预安排生产经营计划。

5.3.2 In line with the *Procedure of Compilation of Annually, and Monthly Production Plan*, Scheduling & Dispatch Dept. shall use the planning & dispatching software to prepare M+3 Month Crude Oil Purchasing Plan before the 15th day of every month and first draft of M+1 Month Formal Plan and M+2 Month Pre-plan production plan before the 25th day of every month.

计划调度部按照《年度、月度生产计划编制程序》，每月 15 日前，利用计划调度软件编制 M+3 月度原油采购计划；每月 25 日前，编制 M+1 月正式计划和 M+2 月预安排生产经营计划初稿。

5.3.3 Before the 15th day of every month, Scheduling & Dispatch Dept. shall organize and hold M+3 Month Crude Oil Purchasing Plan production planning.

每月 15 日前，计划调度部组织召开 M+3 月原油采购计划讨论会。

5.3.4 Before the 25th day of every month, Scheduling & Dispatch Dept. shall organize and hold Company-level monthly production planning seminar including M+1 Month Formal Plan and M+2 Month Pre-plan, which is to be presided over by CEO and attended by relevant deputy managers in charge and production-related departments.

每月 25 日前，计划调度部组织召开公司级月度生产计划讨论会，包括 M+1 月正式计划和 M+2 月预安排生产计划，会议由 CEO 主持，相关分管副经理及各生产相关部门参加。

5.3.5 Scheduling & Dispatch Dept. shall prepare the monthly production plan based on the essence of the discussion seminar, obtain approval in accordance to the *Procedure of Compilation of Annually, Quarterly and Monthly Production Plan* before the 25th day of every month, and then issue and distribute such plan.

计划调度部根据计划讨论会会议精神，编制月度生产经营计划，于每月 25 日前进入计划调度部《年、季、月度计划编制程序》计划审批流程，完成审批并下达。

5.4 Preparation of daily production plan 日生产计划的编制

5.4.1 Scheduling & Dispatch Dept. shall prepare the daily production plan according to information on the Company's monthly production and operation plan, meeting, analysis meeting, dispatch meeting, production-marketing meeting, as well as the crude oil resources, product quality, product inventory, product delivery and actual operating conditions of processing units.

计划调度部根据公司月度生产经营计划会、优化会、公司调度会、日产销碰头会信息，并结合原油资源、产品质量、产品库存、产品出厂和装置实际运行情况，编制日生产计划。

5.4.2 Upon obtaining approval from the head or manager of Scheduling & Dispatch Dept., the daily production plan shall be issued to relevant departments for implementation before 18:00 each day.

日生产计划经计划调度部分管部长或经理审定后在每日 18:00 前发至相关部门实施。

5.4.3 Planning period of daily production plan: 20:00 on the same day ~ 20:00 on the next day.

日生产计划的计划期为当日 20:00~次日 20:00。

5.4.4 Main content of daily production plan: main work scope of daily plan, crude oil dispatching arrangement, feedstock and load of processing units, production scheme of processing units, product blending and transportation and transfer arrangements, mode and time of product delivery, operation mode of oil tank and long-distance pipeline, etc.

日生产计划安排主要内容：日计划工作要点、原油调度安排、装置原料和负荷安排、装置生产方案、产品调合和输转安排、产品出厂方式和时间、油罐和长输管线运行方式等。

5.5 Preparation of oil product blending scheme 油品调合方案编制

5.5.1 Scheduling & Dispatch Dept. shall utilize the oil product blending models to prepare the preliminary scheme for oil product blending based on the analysis results of blending components of various oils by the Quality Analysis Dept.

计划调度部根据质量检验部对各油品调合组分的分析结果，运用油品调合模型，制定油品调合初步方案。

5.5.2 Quality Analysis Dept. shall verify the proportion of blending components and put forward feasible suggestions on gasoline blending scheme, based on the preliminary scheme for oil product blending and sample tests of oil product blends that have been conducted.

质量检验部根据油品调合初步方案，进行调合方案小样试验，验证调合组分比例，提出可执行的油品调合方案建议。

5.5.3 Scheduling & Dispatch Dept. shall formulate the oil product blending scheme and issue such to Ports and Storage Dept. based on the suggestions on oil product blending scheme provided by the Quality Analysis Dept.

计划调度部根据质量检验部提供的油品调合方案建议，形成油品调合方案，并下达到港务储运部。

5.5.4 Based on the oil product blending scheme, the Ports and Storage Dept. shall conduct oil product blending production according to the proportion of each blending component and ensure the blending proportion and amount.

港务储运部根据油品调合方案，按照各调合组分比例，进行油品调合生产，并保证产品调合比例和数量。

5.6 Modifications in production plan 生产计划调整

5.6.1 No modification shall be made for annual production plan.

年度计划不进行调整。

5.6.2 For modifications in monthly production plan and relevant technical indicators due to abnormal production conditions and accidents, the responsible department shall file an application which is to be reviewed by the head of Scheduling & Dispatch Dept. via the *Procedure for Modification of Production Plan*. Relevant modifications shall be implemented after approval from the CEO is obtained.

因生产异常、事故等生产原因引起月度生产计划和相关技术指标的调整，由责任部门提出申请，通过《生产计划调整程序》经计划调度部负责人审核，最后 CEO 审批后下达执行。

5.6.3 For modifications in monthly production planning and relevant technical indicators due to non-production factors such as changes in market demand and the Company's production and operation strategies, the Scheduling & Dispatch Dept. shall file an application which is to be reviewed by the head of Scheduling & Dispatch Dept. via the *Procedure for Modification of Production Plan*. Relevant modifications shall be implemented after approval from the CEO is obtained.

因市场变化、公司生产经营策略等非生产因素引起月度生产计划和相关技术指标的调整，由计划调度部提出申请，通过《生产计划调整程序》计划调度部负责人审核，最后 CEO 审批后下达执行。

5.6.4 The application for modifications in monthly production plan shall be submitted no later than three days before the end of each month, and no modification shall be made if the time limit exceeds.

月度生产计划调整的申请提交时间不得晚于每月月底前三天，过期不予调整。

5.7 Management and application of planning & dispatching software 计划调度软件管理与应用

5.7.1 Software management 软件管理

5.7.1.1 Planning & dispatching software model, database and user permission shall be subjected to professional management. The Company director in charge of production planning has the highest approval authority.

计划调度软件模型、数据库、用户使用权限实行专业管理，主管计划公司领导具有最高审批权限。

5.7.1.2 The applicant shall file an application which is to be reviewed by the chief planning engineer of Scheduling & Dispatch Dept., approved by the leader in charge of planning of Scheduling & Dispatch Dept., and then the chief planning engineer shall handle it and establish records.

申请人提出申请，经计划调度计划主任工程师审核后，计划调度部主管计划领导审批后，由计划主任工程师办理并建立台账登记。

5.7.1.3 Every user shall strictly manage the model and data of the planning & dispatching software. The Company's model and data shall not be copied and disseminated to other organizations or individuals outside the Company without permission. According to relevant regulations in the Company's confidentiality agreement, all the planning & dispatching software shall only be used within the Company, the planning & dispatching software and the range of use shall not be extended to other organizations or individuals outside the Company.

公司各用户严格管理计划调度软件模型和数据，未经许可不得将公司模型和数据复制、传播至公司以外的单位或个人。按照公司保密协议的有关规定，所有公司使用的计划调度软件只能在本公司内部使用，不得将计划调度软件和使用范围扩散至公司以外的单位或个人。

5.7.2 Application of validated and optimized software 软件校核与优化应用

5.7.2.1 Validation cycle of the model depends on the actual needs.

模型校核周期根据实际需要情况而定。

5.7.2.2 All departments participating in model validation shall provide relevant data or technical support to Scheduling & Dispatch Dept. according to their respective responsibilities. After sorting out the data, Scheduling & Dispatch Dept. shall provide such data to an external technical support organization as the basic data for model validation.

各参与模型校核部门按照各自的职责向计划调度部提供相关数据或提供技术支持。计划调度部整理数据后，提供给外部技术支持单位，作为模型校核的基础数据。

5.7.2.3 The external technical support organization is responsible for formulating the model validation scheme and plan, as well as validation of model and implementation of the testing schemes according to the technical requirements of Scheduling & Dispatch Dept.

外部技术支持单位负责制定模型校核方案和计划，结合计划调度部的技术需求，校核模型并运行测试方案。

5.7.2.4 For model building, modified and updated model codes, consistent standard codes for planning & dispatching software models of the Company shall be used. For the new codes that are to be added to the model, the Scheduling & Dispatch Dept. is responsible for the verification of the new standard codes, and such new codes can only be used after confirming that the naming rules are met and is of no repetition.

模型建立、修改和更新的模型代码，统一使用股份公司计划调度软件模型标准代码。对于模型需要新增的代码，由计划调度部负责新标准代码审定，确认符合命名规则并无重复使用后，才能使用。

5.7.2.5 After the validated model reaches the required accuracy of validation, it is submitted to the chief engineer of the Scheduling & Dispatch Dept. for review and acceptance. After acceptance and approval by the head of the Scheduling & Dispatch Dept., the *Confirmation Form of Model Delivery and Acceptance* shall be filled in. The validated model is then used for optimization of quarterly and monthly production plans, as well as other day-to-day schemes. Refer to the *Procedure for Application of Validated and Optimized Planning & Dispatching Software Model* for detailed flow.

校核后的模型达到校核要求精度后，交由计划调度部计划主任工程师审核验收，经计划调度部负责人验收审批后，填写《模型交付验收确认单》。校核后的模型用于年、月度计划排产和日常方案优化应用。具体流程见《计划调度软件模型校核与优化应用程序》。

5.7.2.6 In daily applications, the benchmark model can be modified and adjusted according to the need and the change of production plan, of which the model modification shall be recorded. 在日常应用中，可根据需要和生产方案变化对基准模型进行修改和调整，并将模型修改情况进行记录。

5.7.2.7 The Scheduling & Dispatch Dept. shall participate in communicating with Aspen Company or other external technical support organization for tasks such as software upgrade, irregular training, model maintenance, secondary development, so as to continuously improve the application level of the planning & dispatching software.

计划调度部参与联系 Aspen 公司或外部技术支持单位进行软件升级、不定期培训、模型维护、二次开发等工作，不断提高计划调度软件应用水平。

5.8 Work mechanism 工作机制

5.8.1 Daily Production-marketing meeting 日产销碰头会

5.8.1.1 The production-marketing meeting, which presided over by the head or deputy head of Scheduling & Dispatch Dept., with relevant personnel from the Commercial Dept., Equipment Management Dept. (Metering), Quality Analysis Dept., Ports & Storage Dept. and Power Dept. participating, shall be held at 11:00 of every normal working day, or at least once during long holidays.

日产销碰头会由计划调度部部长或副部长主持，商务部、机械动力部（计量专业）、质量检验部、港务储运部及热电部相关人员参加，正常工作日每天上午 11:00 召开，长假期间至少召开 1 次。

5.8.1.2 Main content of daily production-marketing meeting:

日产销碰头会主要内容：

(1) Assess the implementation of decisions made in previous daily production-marketing meeting;

检查上次日产销碰头会决定执行情况；

(2) Assess the accomplishment in production of processing units, product quality and delivery of products against the plan;

对照计划检查装置生产、产品质量和出厂完成情况；

(3) Commercial Dept., Scheduling & Dispatch Dept., Equipment Management (Metering), Quality Analysis Dept., Ports & Storage Dept. and Power Dept. shall report the dynamics of crude oil and raw material arrival, product quality, laycan date, mode of product delivery, berth arrangements, product market price, as well as coal loading and unloading information and coal inventory respectively;

商务部、计划调度部、机械动力部（计量专业）、质量检验部、港务储运部及热电部分别通报原料油进厂动态、产品质量、产品出厂船期、方式和泊位安排、产品市场价格信息、煤炭接卸及库存情况；

(4) Resolve existing problems in the chain of production, transportation and marketing;

协调产运销衔接存在的问题；

(5) Make clear arrangements in arrival of resources and their processing, link the production of products with their delivery appropriately, and implement the oil product blending scheme.

明确资源进厂与装置加工安排，衔接产品生产与出厂，落实油品调合方案。

5.8.1.3 Scheduling & Dispatch Dept. is responsible for sorting out the minutes of the meeting, which is to be published after being examined and approved by the head of department. Relevant departments shall then implement the decisions of the meeting as required.

计划调度部负责整理会议纪要，经部门负责人审定后发布，有关单位应按要求执行会议决定。

5.8.2 Optimization meeting 优化会

5.8.2.1 The optimization meeting shall be presided over by CEO and attended by relevant leaders of the Company, and head of the Scheduling & Dispatch Dept., Commercial Dept., Finance Dept. every Monday.

优化会由 CEO 主持，相关公司领导和计划调度部、商务部、财务管理部等部门主要领导参加，每周一召开。

5.8.2.2 Main content of the optimization meeting:

优化会主要内容：

(1) Asses the implementation of decisions made during the previous meeting;

检查上次会议决定执行情况；

(2) Scheduling & Dispatch Dept. and Commercial Dept. shall report information in planning, production, market data and delivery completion, optimization work progress as well as analysis of the existing problems;

计划调度部、商务部分别汇报计划、生产、市场信息、出厂完成情况和优化工作进展等，分析存在的问题；

(3) Discussion of problems in recent production, marketing and finance with proposal of their respective solutions;

讨论近期生产、销售、财务等方面存在问题并提出解决措施；

(4) Requirements of work from Leaders of the Company.

公司领导对工作提出要求。

5.8.2.3 The Scheduling & Dispatch Department is responsible for formulating the minutes of the meeting and issuing them to relevant departments for implementation after it is signed by leaders of the Company.

计划调度部负责整理会议纪要，并经公司领导签发后发布执行。

5.8.3 Planning seminar 计划讨论会

5.8.3.1 The planning seminar shall be presided over by CEO and attended by relevant leaders of the Company and main leaders of the Scheduling & Dispatch Dept., Commercial Dept., Finance Dept., Equipment Management Dept. and operation departments on the 25th of every month.

计划讨论会由 CEO 主持，相关公司领导和计划调度部、商务部、财务部、机械动力部、各运行部等部门主要领导参加，每月 25 日前召开。

5.8.3.2 Main content of planning seminar:

计划讨论会主要内容：

(1) Scheduling & Dispatch Dept. and Commercial Dept. shall report the completion of plan, production, product delivery, as well as the analysis of existing problems;

Scheduling & Dispatch Dept., Commercial Dept. and Equipment Management Dept. shall report information including planning, production, market data and delivery completion, maintenance arrangement as well as analysis of the existing problems;

计划调度部、商务部、机械动力部等分别汇报计划、生产和产品出厂完成情况、以及检修安排等，分析存在的问题；

(2) Discussion of annually and monthly production and operation plan, and proposal of relevant suggestions and measures;

讨论年度、月度生产经营计划排产，并提出相关建议和措施；

(3) Requirements for work by Leaders of the Company.

公司领导对工作提出要求。

5.8.3.3 Scheduling & Dispatch Dept. is responsible for perfecting the minutes of meeting which has been discussed, which is to be published online after being examined by the head of Scheduling & Dispatch Dept. and approved by CEO.

计划调度部对讨论后的计划进行修改完善，经计划调度部负责人审定，最后经 CEO 审批上网公布。

5.9 Relevant requirements 相关要求

5.9.1 Based on the monthly and daily production plans, the operation departments shall compile and formulate countermeasures in advance and disseminate them to their operators in order to ensure thorough implementation of the plan.

运行部应根据月、日生产计划安排，提前组织制订措施并落实到操作岗位，保证计划执行到位。

5.9.2 If there are problems encountered during the implementation of the monthly and daily production plans, the head operation departments shall promptly give feedback to the manager or head of Scheduling & Dispatch Dept. while shift supervisors of the operation department shall promptly report to on-duty dispatchers of Scheduling & Dispatch Dept. and their respective head of operation departments. The Scheduling & Dispatch Dept. shall then assemble the technical personnel of relevant departments to resolve such problems promptly.

日生产计划执行过程中遇到问题，运行部主管领导应及时向计划调度部分管经理或部长反馈，操作岗位班长应及时向计划调度部值班调度和运行部主管领导汇报。计划调度部应及时组织相关部门技术人员协调解决。

5.9.3 Commercial Dept. shall actively cooperate with Scheduling & Dispatch Dept. to prepare monthly and daily raw material and product transportation scheme and implementation to ensure the tight connection between raw materials and posterior route of products. Commercial Dept. shall also report raw material supply and product delivery conditions during dispatch meetings and production-operation analysis meetings while informing the production management departments regarding the issues affecting the production, together with their respective solutions.

商务部要积极配合计划调度部做好月、日原料油和产品运输方案和执行，保证原料油正常衔接和产品后路畅通，公司调度会和优化会上要汇报原料供应和产品出厂情况，对生产造成影响的及时通知生产管理部门和公司主管领导，并制定改进措施。

5.9.4 Scheduling & Dispatch Dept. shall supervise, urge and inspect the implementation of daily production plan, predict the completion of production, and correct the deviations in the implementation through rolling planning of daily production plan.

计划调度部督促检查日生产计划执行情况，做好生产完成情况的预测，通过日生产计划滚动安排及时纠正计划执行中出现的偏差。

5.9.5 Every user from the Company shall comply with relevant regulations in the Company's confidentiality agreement. Models and data of the planning & dispatching software shall be strictly managed whereby, models and data shall not be copied and disseminated to other organizations or individuals outside the Company without permission.

公司各用户遵守公司保密协议的有关规定，严格管理计划调度软件模型和数据，未经许可不得将公司模型和数据复制、传播至公司以外的单位或个人。

6 Inspection and Supervision 检查与监督

6.1 Scheduling & Dispatch Dept. shall supervise and track all segments in the implementation of production plans and report relevant issues to urge the rectification of such issues, so as to achieve the goals of completing monthly plan based on daily plans, and annual plan based on monthly plans.

计划调度部对生产计划执行各环节进行监督和跟踪，并对相关问题进行通报，督促其整改，达到

以日保月，以月保年的目的。

6.2 Scheduling & Dispatch Dept. shall perform regular inspections and appraisals in accordance with the *Performance Management Measures* of the CEO's Office. The content of appraisal includes: technical and economic indicators of operation departments, accuracy in implementation of the production plans, and first-time qualifying rate of oil blending.

计划调度部按照总经理办公室《绩效管理办法》定期进行检查和考核。考核内容包括：各运行部技术经济指标，生产计划完成准确率、油品调合一次合格率等。

7 Associated Procedures and Records 关联程序和记录

7.1 Associated procedures 关联程序

7.1.1 *Procedure for Compilation of Annually Quarterly and Monthly Production Plan* (HYBN-T2-06-0001-2024-2)

年度、月度生产计划编程序 HYBN-T2-06-0001-2024-2

7.1.2 *Procedure for Alteration of Production Plan* (HYBN-T2-06-0002-2024-2)

生产计划调整程序 HYBN-T2-06-0002-2024-2

7.1.3 *Procedure for Preparation of Daily Production Plan* (HYBN-T2-06-0004-2024-2)

日生产计划编程序 HYBN-T2-06-0004-2024-2

7.1.4 *Procedure for Authorization of Scheduling and Dispatch Software* (HYBN-T2-06-0005-2024-2)

计划调度软件权限管理程序 HYBN-T2-06-0005-2024-2

7.1.5 *Procedure for Application and Model Validation of Scheduling and Dispatch Software* (HYBN-T2-06-0006-2024-2)

计划调度软件模型校核与优化应用程序 HYBN-T2-06-0006-2024-2

7.2 Associated records 关联记录

7.2.1 *Template for Production Plan Notification Form* (HYBN-T6-06-1001-2024-2)

计划通知单模板 HYBN-T7-06-1001-2024-2

7.2.2 *Template of Model Acceptance Form* (HYBN-T7-06-1002-2024-2)

模型交付验收确认单 HYBN-T7-06-1002-2024-2

7.2.3 *Template for Production and Sales Meeting Minute* (HYBN-T7-06-1009-2024-2)

产销会会议纪要模板 HYBN-T7-06-1009-2024-2

7.2.4 *Template for Production and Operation Plan* (HYBN-T7-06-1048-2024-2)

生产经营计划模板 HYBN-T7-06-1048-2024-2

8 Supplementary Rules 附则

8.1 This management system is under the jurisdiction of Scheduling & Dispatch Dept.

本制度由计划调度部归口管理。

8.2 This System is composed by Scheduling & Dispatch Dept.

本制度起草部门：计划调度部。

8.3 Scheduling & Dispatch Dept. is responsible for the interpretation of this System.

本制度解释权归计划调度部拥有。

8.4 Revision, preparation and approval of this System are shown in Table 1:

本制度版本编制和审批情况见表 1：

Table 1 Revision, compilation and approval of this document

表 1 文件版本编制和审批情况

2	2024-04-01	Jin Rentong, Tian Liang 金仁通、田亮	Xu Zhengrong 徐峥嵘	Chen Liancai 陈连财
Revision 版本	Issue date 颁布日期	Composed by 编制人	Reviewed by 审核人	Approved by 批准人