**Hengyi Industries Sdn Bhd**

**恒逸实业（文莱）有限公司**

HYBN-T9-11-0043-2024-1

**No.2 Refinery Dept. Equipment Defect and Fault Management Rules**

**炼油二部设备缺陷及故障管理细则**

Issued Date：May 2024 颁布日期：2024年5月

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 effective as of March 26, 2021.

本细则从2021年3月26日起实施。

此版为第二版，从2024年5月1日起实施，第一版废止。

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# 1 Purpose 目的

This Rules is hereby formulated to standardize equipment defect and fault management of managerial personnel and operating personnel and to ensure safe operation of equipment.

为规范管理人员和操作人员对设备缺陷及故障的管理，确保设备安全运行，特制订本细则。

# 2 Scope of Application 适用范围

These rules apply to the management of defects and failures of the second refinery equipment.

本细则适用于炼油二部设备缺陷及故障管理。

# 3 Terms and Definitions 术语和定义

3.1 Equipment Defect means such equipment degradation, damage to components and parts, failure to meet process control criteria and other phenomena as are caused by various reasons and can be classified into Common Defect and Major Defect according to its nature.

设备缺陷：指由于各种原因造成的设备性能下降、零部件损伤、达不到工艺控制指标等现象，设备缺陷按其性质可分为一般缺陷和重大缺陷。

3.2 Common Defect means such defects as can be eliminated timely and with which the equipment can still operate without the need for special monitoring measures.

一般缺陷：指能够及时消除、虽带病运行但不需采取特殊监护措施的设备缺陷。

3.3 Major Defect means such defects as are likely to cause equipment accident but with which the equipment must operate under special monitoring measures due to production needs.

重大缺陷：指可能引发设备事故，但因生产需要必须采取特殊监护措施而带病运行的设备缺陷。

3.4 Fault means the loss of partial or all functions of equipment that are defined in technical documents due to certain reason.

故障：指设备因某种原因丧失技术文件中明确的部分或全部功能。

# 4 Division of responsibilities　职责分工

4.1 Management position 管理岗位

4.1.1 Equipment management personnel are responsible for the daily management of equipment defects in the department; do a good job of filing and filing the equipment defect handling records and information feedback.

设备管理人员负责本部门设备缺陷及故障的日常管理；做好有关设备缺陷处理记录归档及信息反馈。

4.1.2 Responsible for the rectification of general defects, establish a general defect management account; prepare and report the application form for major defects, and cooperate in the rectification of major defects.

负责一般缺陷的整改，建立一般缺陷管理台帐；编制、上报重大缺陷立项申请表，配合做好重大缺陷整改。

4.2 Coordinated management position　协同管理岗位

4.2.1 Process managers and HSE managers are responsible for participating in the formulation of major defect monitoring measures and handling plans;

工艺管理人员与HSE管理人员负责参与制订重大缺陷监控措施、处理预案；

4.2.2 Electrical operator, Instrument operator and Equipment Maintenance operator are responsible for handling any equipment defects on site and provide equipment defect handling records.

电气、仪表、检维修人员负责现场设备缺陷的处理；提供设备缺陷相关处理记录。

4.3 Executive position 执行岗位

4.3.1 The operator is responsible for promptly discovering equipment defects in production operations and reporting to the equipment management personnel, and contacting the maintenance department and cooperating with equipment defects,

操作岗位人员负责在生产操作中及时发现设备缺陷并汇报设备管理人员，联系并配合维保部门处理设备缺陷，将设备缺陷及时录入EM系统。

# 5 Management Content 管理内容

5.1 Management principles 管理原则

5.1.1 Closed-loop management: Equipment defect and fault are subject to the whole-process closed-loop management of inspection and discovery, rectification and treatment, recording and filing.

闭环管理：设备缺陷及故障实行检查发现、整改处理、记录归档全过程闭环管理。

5.1.2 Classification management: Common defects are in the charge of the department where equipment is located; Equipment Management Dept. is responsible for organizing to handle major defects and the operation departments are responsible for site management.

分级管理：一般缺陷由设备所在部门负责管理；重大缺陷由机械动力部组织处理，运行部负责现场管理。

5.1.3 Electronic management: All equipment defects and faults are managed online by EM management system; the *Application Form for Approval of Major Equipment Defects*, and the *Major Defect Management Records of Equipment* are completed, submitted and managed in electronic form in this system.

电子化管理：所有设备缺陷及故障通过EM管理系统实行在线管理，《设备重大缺陷立项申请表》、《设备重大缺陷管理台帐》以电子文档的方式在系统中进行填报和管理。

5.2 Inspection and handling 检查与处理

5.2.1 When the operator discovers equipment defects, it shall be entered into the EM management system upon being reviewed by the team leader on duty, and its nature shall be determined preliminarily after necessary emergency measures have been taken. Any common defect that can be handled immediately shall be directly notified by operating personnel to the Maintenance Dept., which then will arrive at the site timely to eliminate such defect; any common defect that cannot be handled immediately shall be reported by operating personnel to the person in charge of equipment of the operation department, and the technician in charge of the equipment will establish the common defect management records and include the same into the maintenance plan, and eliminate the defects during unit maintenance; any equipment defect discovered by operating personnel in the public utility tunnel under the jurisdiction of any other department shall be timely notified to the Planning & Dispatching Dept. for handling.

操作人员发现设备缺陷时，当班班长审核后录入EM管理系统，及时向设备管理人员进行汇报同时在工作群中发布，并采取必要的应急措施后，初步判断其性质。对于一般缺陷，能立即处理的，操作人员直接通知维保部门及时到现场进行消缺处理，并将处理结果在工作群众公布；不能立即处理的，操作人员汇报运行部设备管理人员，由设备管理人员建立一般缺陷管理台帐，列入检修计划，待装置检修时进行消缺；如操作人员发现设备缺陷存在于其它部门所辖的公共管廊上，应及时通知调度落实处理。

5.2.2 Any major equipment defect shall be reported by operating personnel in time, confirmed on site by the person in charge of equipment and then reported to the leader of operation department and the Equipment Management Dept. for review. Equipment Management Dept. organizes the risk evaluation for major equipment defects, makes the defect elimination plan, and supervises and urges the Maintenance Dept. to timely eliminate the defects and, in the case of failure to eliminate such defects, organizes the formulation of equipment operation monitoring measures and the preparation of maintenance plan and eliminates defects during equipment maintenance, provided that safety is ensured.

对于重大设备缺陷，操作人员应及时上报，经设备管理人员现场确认后汇报主管领导及机械动力部进行审核。机械动力部组织重大设备缺陷进行风险评估、制订消缺方案、督促维保部门及时消缺，如不能消缺，应在确保安全的前提下，组织制订设备运行监控措施，组织编制检修计划，待装置检修时进行消缺。

5.2.3 For any major equipment defect, the operation department shall submit the Application Form for Approval of Major Equipment Defects to the Company’s leader in charge for review and approval; upon approval, the Equipment Management Dept. shall establish the major defects management records.

对于重大设备缺陷，由设备管理人员上报重大设备缺陷立项申请表，经公司主管领导审批后由机械动力部建立重大缺陷管理台帐。

5.2.4 Where an equipment defect involves different departments, the Equipment Management Dept. will uniformly organize the formulation of treatment plans and coordinate the implementation of such plans.

设备缺陷如涉及到不同部门，由机械动力部统一组织制订治理方案、协调实施。

5.2.5 If any defective equipment needs to be re-started after shutdown, it shall be fully checked for compliance with the operation requirements; if it fails to reach the operation conditions, the defect must be handled before the equipment is put into operation.

缺陷设备因停运后需再次启运时，应全面检查设备能否满足运行要求；如不具备启运条件，必须对缺陷进行处理后才能投入运行。

5.2.6 The operation department shall complete the closed-loop work within 3 days after the Maintenance Dept. has coped with equipment defect or fault; any maintenance records that need be entered into the EM system shall be entered by the operation department and the Maintenance Dept. within one week upon defect elimination.维保人员处理完设备缺陷或故障后，设备管理人员应在消缺后3天内完成缺陷闭环工作；对需录入EM系统的检修记录，设备管理人员与维保人员应在消缺后一周内录入。

5.2.7 Report to the Equipment Management Dept. within 5 days upon the occurrence of any fault in any important equipment.

重要设备发生故障后，设备管理人员应在5天内填写《设备故障分析报告》报机械动力部。

# 6 Supervision and Inspection 监督检查

Equipment manager is responsible for supervising the equipment defect and fault management and incorporating the same into performance management for regular inspection and examination.

炼油二部负责设备缺陷及故障管理进行监督并纳入绩效管理，定期进行检查和考核。

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

7.1 Associated procedures 关联程序

7.1.1 Equipment Defect and Fault Handling Procedures HYBN-T2-07-0002-2018-1

设备缺陷及故障处理程序 HYBN-T2-07-0002-2018-1

7.1.2 Equipment Defect and Fault Analysis Procedures HYBN-T2-07-0003-2018-1

设备缺陷及故障分析程序 HYBN-T2-07-0003-2018-1

7.2 Associated records 关联记录

7.2.1 Common Defect Management Records of Equipment HYBN-T6-07-0007-001-2018

设备一般缺陷管理台帐 HYBN-T6-07-0007-001-2018

7.2.2 Major Defect Management Records of Equipment HYBN-T6-07-0008-001-2018

设备重大缺陷管理台帐 HYBN-T6-07-0008-001-2018

7.2.3 Application Form for Approval of Major Equipment Defects

HYBN-T6-07-0009-001-2018

设备重大缺陷立项申请表 HYBN-T6-07-0009-001-2018

7.2.4 Equipment Fault Analysis Report HYBN-T6-07-0010-001-2018

设备故障分析报告 HYBN-T6-07-0010-001-2018

# 8 Supplementary Rules 附则

8.1 This Rules is under the jurisdiction of No.2 Refinery Dept.

本细则由炼油二部归口管理。

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

本细则起草部门：炼油二部。

8.3 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。

8.4 Preparation and approval of this Rules are shown in Table 1:

本制度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**

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| --- | --- | --- | --- | --- |
| 2 | 01/05/2024 | KONG QING ZHAN 孔庆站 | ADILI BULIBULI阿地里·布力布力 | SUN JIAN HUAI孙建怀 |
| Revision版本 | Issued date颁布日期 | Prepared by编制人 | Reviewed by审核人 | Approved by批准人 |