



关于开展 2024 年岗位资格考核暨技能比武的通知

Notice on conducting 2024 Job Qualification

Assessment and Skills Competition

各部门

All Departments,

根据文莱政府对公司“5·30 事故”后续整改工作要求，人力部与计调部计划联合组织开展 2024 年岗位资格考核暨技能比武，考察评估人员操作技能，达到“以考促学、学以致用”的目标，保障公司安全生产。现就考试，安排如下：

According to the Brunei government's requirements for the follow-up rectification work of the company's "5·30 accident", the Human Resources Department and Schedule & Dispatch Department are going to jointly organize the 2024 Job Qualification Assessment and Skills Competition, to assess the operators' production skills and achieve the goal of "promoting learning through examination, and put into practice what one has learned ", to ensure the company's safe production. The examination arrangements are as follows:

一、 考试对象 Examination Participants

炼油一部、炼油二部、炼油三部、炼油四部、公用工程、热电部、港储部、质检部、电气运行部、仪表控制部、设备检修部、计量：已取得上岗资格的技能操作人员（截止 2024 年 8 月），计调部值班调度。

Skilled operators that have already obtained the job qualification certificate (up until August 2024), ranging from No.1 Refinery Department, No.2 Refinery Department, No.3 Refinery Department, No.4 Refinery Department, Utilities Department, Power Department, Port & Storage Department, Quality Analysis Department, Electrical Operation Department, Instrument Control Department, Equipment Maintenance Department, Metering, as well as Shift Dispatcher of

Schedule & Dispatch Department.

考试人数低于 10 人的装置，由部门参照下列要求出题、出卷，组织考试。

For units (professions) with fewer than 10 participants, the examination shall be conducted by the department in accordance with the requirements outlined in this document.

二、 考试类型 Examination Type

本次考试分为应知和应会：应知采用笔试方式进行，闭卷考试；应会以实操模拟的方式进行。

The examination is divided into theoretical knowledge and operative skills: theoretical knowledge will be conducted in the form of closed book written test; operative skills will be conducted in the form of practical and simulations.

三、 考试内容 Examination Content

1. 笔试：考试时间为 90 分钟，满分 100 分。文莱员工及格分 60；中国员工及格分 70。

Written Test: The duration of the test is 90 minutes, total points is 100, passing score for Brunei staff is 60, passing score for Chinese staff is 70.

- a) 考试范围：以各部门题库为基础，考察工艺指标、原辅料及产品质量、工艺及设备原理、设备基础知识、生产操作纪律/制度等相关内容，重点考察员工分析问题、解决问题的能力。各部门出题、组卷、阅卷，人力部印制试卷并组织考试。

Examination Scope: Based on the question bank of each department as the foundation, examine relevant content on process indicators, raw and auxiliary materials and product quality, process and equipment principles, basic equipment knowledge, production operation discipline/regulation

etc., with focus on examining employee's analytical and problem-solving ability. Each department sets the questions, test papers, and answer papers, the Human Resources Department prints the test papers and make arrangements for the examination.

b) 考试分值分布:

填空题, 共 10 题, 2 分每题, 总分 20 分;

单选题, 共 5 题, 2 分每题, 总分 10 分;

多选题, 共 5 题, 3 分每题, 总分 15 分;

判断题, 共 5 题, 1 分每题, 总分 5 分;

简单题/计算题, 共 6 题, 5 分每题, 总分 30 分

论述/材料 (案例) 分析, 共 1 题, 10 分每题, 总分 10 分

画图题 (PID 图), 共 1 题, 10 分每题, 总分 10 分, 要求标注管道介质名称、温度、压力、流量, 调节阀及位号, 关键手阀。对于没有画图要求的部门, 此项分值增加到论述/材料 (案例) 分析题。

Exam Score Distribution:

Fill in the Blank questions, 10 questions total, 2 points each, 20 points total;

Single Choice questions, 5 questions total, 2 points each, 10 points total;

Multiple Choice questions, 5 questions total, 3 points each, 15 points total;

Judgement questions, 5 questions total, 1 point each, 5 points total;

Short Answer/Calculation questions, 6 questions total, 5 points each, 30 points total

Discussion/Material (case) analysis, 1 question total, 10 points each, 10 points total

Drawing questions (PID diagram), 1 question total, 10 points each, 10 points in total. It is required to specify the pipeline medium name,

temperature, pressure, flow rate, regulating valve and position number, and important manual valves. For departments that do not have requirements on drawing, the score of this item is added to Discussion/Material (case) analysis.

- c) 同一装置不同场次的考试试卷，占卷面分值 50%的题目不能重复出现。

For different examination papers of the same profession (unit), the questions accounting for 50% of the total score in the test paper cannot be repeated.

- d) 考试需要的文具（包括计算器），由员工或部门自行准备。

All stationery (including calculators) required for the test shall be prepared by the employee or department.

2. 实操：满分 100 分，文莱员工及格分 70，中国员工及格分 80。

Practical Test: The total points is 100 points, passing score for Brunei staff is 70, passing score for Chinese staff is 80.

- a) 主操（主修、主值）和班长题目数量为 8-10 题；副操（副修、副值）及以下人员题目数量为 5 题。

The number of questions for Chief Operator and Team Leaders shall be between 8-10; the number of questions for Deputy Operators and below shall be 5.

- b) 考试范围：实操考试应注重实践应用，体现员工专业技能和应变能力。内容包含但不限于：现场流程、流程切换、生产调整操作、设备启停及维护保养、事故（故障）处理、异常情况及事故的判断、原因分析和处理方法、应急响应等。对于机电仪检维修人员：工器具的使用、设备（仪表）故障判断、设备（仪表）调校及安装、检维修方案制定等。

Examination Scope: The practical examination should focus on practical application and reflect the professional skills and adaptability of employees.

The content includes but is not limited to: onsite process, process switching, production adjustment operations, equipment start-up and shutdown and maintenance, accident (fault) handling, judgement of abnormal phenomena and accident, cause analysis and handling methods, emergency response, etc. For mechanical, electrical, instrument inspection and maintenance personnel: Tools usage, equipment (instrument) fault judgment, equipment (instrument) adjustment and installation, determination of inspection and maintenance plan, etc.

- c) 考察方式以现场挂牌、无实物操作、答辩、动手操作等。

The testing methods include on-site signage, non-physical operation, question and answering, hands-on operation, etc.

- d) 部门应提前准备实操考试记录纸, 每名员工一份, 员工实操过程应真实记录。

Departments should prepare the practical test record sheets in advance, give one copy to each employee, and truthfully record the employee's practical process.

3. 总成绩=应知笔试*60%+应会实操*40%。

Total Score = Written Test * 60% + Practical Test * 40%.

四、 工作计划 Work Schedule

1. 各部门应于 11 月 1 日（周五）前，完成笔试试卷组卷和实操考试记录的准备工作，并将笔试试卷电子版以邮件方式发给计调部副部长孔伟邮箱 (25000849@pmb.hengyi.com)，进行试题审核。

Each department should complete the preparation work of written test paper and practical test record before 1st November (Friday), and send the digital version of the written test paper to Mr.Kong Wei, Deputy HoD of Schedule & Dispatch Department (25000849@pmb.hengyi.com) for test question review.

2. 2024 年 11 月 18 日-21 日，开展笔试和实操考试。笔试场次和时间见附表。

The written and practical tests will be conducted from November 18th to 21st, 2024, inclusive. Please refer to the attached Excel file for the venue and schedule of the written test.

3. 11 月 22 日（周五）-26 日（周二），阅卷及统计笔试和实操成绩，各部门将上岗证交给人力部进行岗位资格复审登记。

Marking of the test papers and compiling the results will begin on November 22nd (Friday) and continue until November 26th (Tuesday). Afterward, the department can give back the qualification certificates to HR department for record-keeping purposes.

4. 11 月 29 日（周五），总结评比。

Summary and evaluation will be completed on 29th November (Friday).

五、 奖惩 Rewards and Punishments

1. 本次竞赛以装置（工种）人数作为依据，按照总成绩排名分设如下奖项：

装置 人数 \ 奖项数量	一等奖	二等奖	三等奖
10-15	1	×	×
16-30	1	1	×
31-45	1	1	1
46-60	1	1	2
61-75	1	2	2
≥76	1	2	3

The competition uses the total staff count of the unit (type of work) as reference, and the awards are set according to the total score ranking as below:

Reward Quantity Staff Count	First Prize	Second Prize	Third Prize
10-15	1	×	×
16-30	1	1	×
31-45	1	1	1
46-60	1	1	2
61-75	1	2	2
≥76	1	2	3

2. 奖金：一等奖奖励 300 文币/人；二等奖奖励 200 文币/人；三等奖奖励 100 文币/人。

Cash Prize: First prize award is BND 300/person; Second prize award is BND 200/person; Third prize award is BND 100/person

3. 对于应知笔试或应会实操其中任意一项不合格人员,考核月绩效奖 50 文币,直至补考合格为止; 2 科均不合格人员, 考核月绩效奖 100 文币, 直至补考合格为止。

For employees who fail to pass in either the theoretical knowledge written test or operative skills practical test, a penalty of BND 50 will be assessed in the monthly performance bonus until the retest has been passed. For employees who fail to pass both items, a penalty of BND 100 will be assessed in the monthly performance bonus until the retest has been passed.

4. 考试过程中，被发现有作弊行为的，对作弊人员考核 70 文币，该项目考试成绩记为无效，并视其作弊情节，给予警告信处分。

During the examination, if a personnel is found to be cheating, he/she will be fined BND 70, the result of the examination will be invalidated, and he/she will be given a warning letter depending on the extent of the cheating.

5. 承担出题组卷、实操考试的工作人员必须严肃对待考试，作风正派，严禁徇私舞弊行为，出题人员不得以任何方式（直接告知试题、言语暗示等方式）将试题泄露给参加考试的人员，一经发现，将会在公司例会中对部门进行通报批评，对泄题人员进行 100 文币的处罚，并取消部门所有人员该项考试成绩，由部门另外组卷重新安排考试。

The staff responsible for setting the test questions and practical test must take their responsibility seriously, behave in an upright manner, and strictly prohibit favoritism and fraud. The test setter must not leak the test questions to the test takers in any way (directly telling the test questions, giving verbal hints, etc.). Once discovered, the department will be criticized at the company's regular scheduled meeting, and the personnel responsible for leaking the questions will be penalized BND 100, and the test scores of all personnel in the department will be annulled, and the department will have to reset test papers and reschedule the examination.

附表：笔试安排

Attachment: Written Test Timetable

人力资源部、计划调度部

HR Dept. / Scheduling Dispatch Dept.

2024 年 10 月 17 日

17th Oct 2024