**Hengyi Industries Sdn Bhd**

**恒逸实业（文莱）有限公司**

HYBN-T9-16-0002-2024-2

**Duty Management Measures of Utilities Department**

**公用工程部值班管理办法**

Issued Date：Apr 2024 颁布日期：2024年04月

**Version Information　版本信息**

1　Version 1　第一版

Version 1 was released on 10th Jan. 2019

第一版发布时间为2019年1月10日。

2 Version 2　第二版

Version 2 was released on 01st Apr.2024. released with other system documents without any revisions.

第三版发布时间为 2024 年 4 月 1 日，为体系文件集中升版，无修订

# **Purpose 目的**

In order to strengthen the communication and coordination of internal and external work of the Utilities Department during non-working hours, the Department has set up a duty shift in accordance with the requirements of the Company. In order to clarify the responsibilities and requirements of the duty management personnel and ensure smooth and orderly work, this method is formulated.

为加强公用工程部在非工作时间段时部内外工作沟通和协调，部门按照公司要求设置了值班，为明确值班管理人员职责要求，确保工作顺畅有序，制定本办法。

# **Scope of application 适用范围**

These measures are applicable to the duty management of the management personnel of the Utilities Department, including duty personnel qualification requirements, duty schedule preparation, duty personnel transfer, duty record preparation, duty handover and post-duty rest, etc.

本办法适用于公用工程部管理人员的值班管理工作，包括值班人员资格要求、值班表编制、值班人员调换、值班记录编写、值班交接、值班后休息等。

# **Terminologies and definitions术语和定义**

N/A不适用

# **4 Management responsibilities 管理职责**

4.1　 The safety engineer of the Utilities Department is responsible for the preparation of the monthly departmental duty schedule and submits the following month's departmental duty schedule to the minister for review and approval before the 25th of each month. On the same day after the duty schedule is approved and released, it will be reported to the Planning and Scheduling Department and the General Duty Officer (General Manager's Office) of the company.公用工程部安全工程师负责每月部值班表的编制，在每月25日前将次月部值班表报部长审核批准。在值班表批准发布后当日，向公司计划调度部和公司总值班（总经理办）报送。

4.2　 The head of Utilities Department shall complete the approval of the duty roster by the 28th day of each month, and the safety engineer shall arrange for it to be posted on the department's webpage and distributed in writing to all operation rooms and offices of the department.

公用工程部长应在每月28日前完成对值班表的审批，并由安全工程师安排在部网页上发布，并以书面形式发放到部各操作室及办公室。

4.3 During the duty hours (outside the normal working hours), the staff on duty undertakes liaison, communication and coordination work within and outside the department, and has the right to deal with matters within the scope of their own duties and responsibilities.

值班人员在值班时间内（正常工作日时间外）承担部内、外的联络、沟通协调工作，有权处理自身职责管辖工作范围内的事宜，在生产运行必需或应急所需且涉及其它专业时，可随时联系部内专业工程师和部专业领导，有权要求相关专业人员上岛应急处理。

# **5 Management contents 管理内容**

## 5.1 Duty Officer Qualification Requirements值班人员资格要求

In principle, the duty officer is a manager.值班人员原则上由管理人员担任。

## 5.2 Duty staff arrangement值班人员安排

5.2.1 The safety engineer of the Utilities Department is responsible for the preparation of the monthly departmental duty schedule, which needs to take into account the personnel's leave and other factors, and submit it in written form to the head of department for approval.公用工程部安全工程师负责每月部值班表的编制，需考虑人员的休假等因素，以书面形式报部长审批。

5.2.2 The duty schedule will be implemented after the approval of the head of department, and the safety engineer will be responsible for publishing it.

值班表在部长批准后予以执行，由安全工程师负责公布。

5.2.3 One manager with duty qualification is arranged to be on duty every day. If the production or safety special needs, a corresponding professional engineer can be added temporarily together with the duty, but the number of simultaneous duty is not more than two per day.每天安排一名有值班资质的管理人员进行值班。如生产或安全特殊需要时，可以再临时增加一名相应专业工程师一起值班，但每天同时值班人数不超过两名。

## 5.3 Duty hours regulations值班时间规定

5.3.1 Duty hours: Weekend and Brunei public holiday duty is divided into day duty and night duty; weekday duty is night duty.

值班时间：周末及文莱公众节假日值班分为值白班和值夜班；工作日值班为值夜班。

Day shift time: 8:00am~17:30pm, night shift time: 17:30pm~8:00am the next day

值白班时间：8；00am~17:30pm，值夜班时间为：17:30pm~次日8:00am

5.3.2 Weekends and Brunei holidays are manned by chief engineers and above during the day.

周末、文莱节假日白天由主任工程师及以上人员值班。

## 5.4 Duty work requirements值班工作要求

5.4.1 The shift handover should be carried out between the duty personnel, the handover time is (7:30am-8:00am) and 17:00pm~17:30pm. the duty period should sign in the duty sign-in book set up in the operation room. The duty sign-in books are set up in the central control room, the field operation room of air separation and air compression, the field operation room of 6301, and the field operation room of wastewater.

值班人员之间应进行值班交接，交接时间为（7:30am-8:00am）和17:00pm~17:30pm。值班期间应在操作室内设置的值班签到本上签到。部值班签到本分别设置在中控室、空分空压外操室、6301外操室、污水场外操室。

5.4.2值班人员应参加运行班组（指倒班班组）的交接班，以了解生产情况、纪律情况等。

The duty officer should attend the handover of the operating shift (referring to the shift shift) in order to understand the production situation, disciplinary situation, etc.

5.4.3值班人员应在值班期间至少两次对部所有倒班岗位进行全面检查并签到，了解掌握生产情况、安全情况、纪律情况等。

The duty officer shall at least twice during the duty period conduct a comprehensive inspection and sign-in for all shift positions of the department to understand the production situation, safety situation, discipline situation, etc.

5.4.4 Night duty personnel should conduct a night check (2:00am~5:00am), and should pay attention to the company's announcement of ray detection to avoid the detection time period and detection position to prevent personal injury. The inspection positions shall be arranged by the duty personnel themselves, and at least two positions shall be inspected and signed in the duty sign-in book.

夜间值班人员应进行一次夜间查岗（2:00am~5:00am），应关注公司的射线探伤公告，避开探伤时间段和探伤位置，防止造成人身伤害。检查岗位由值班人员自行安排，至少检查两个岗位，并在值班签到本上签到。

5.4.5 The duty personnel do a good job of duty record, and record the main production situation, safety situation and discipline situation during the duty period comprehensively, accurately and truly.值班人员做好值班记录，全面、准确、真实记录值班期间的主要生产情况、安全情况、纪律情况等。

5.4.6 The duty personnel should do a good job of handing over the work equipment and legacy issues required for duty. If there are major problems during the duty shift that have not completed the closed loop, the duty shift handover and succession personnel must be handed over in person. The person taking over the shift should follow up on the handover of problems on duty until the closure of the loop.

值班人员应做好值班所需工器具和遗留问题交接。值班期间有重大问题未完成闭环的，值班交、接班人员必须当面进行交接。接班人员应对上班的问题交接情况进行跟踪了解，直至闭环。

5.4.7 The staff on duty must keep the communication open during the duty period and ensure that the cell phone is on.

值班人员在值班期间必须保持通讯畅通，确保手机处于开机状态。

5.4.8 Duty personnel should report to the duty dispatcher and the company general duty between 8:00am~9:00am and 17:30-18:30pm (either in person, by phone or intercom) and sign in as required by the dispatcher.

值班人员应在8:00am~9:00am、晚上17:30-18:30之间向值班调度和公司总值班报到（可以是当面、电话或对讲机），并按调度要求进行签到。

5.4.9 Personnel on day shift shall attend the company's daily dispatch meeting at 9:00 a.m. every day in room 108 of the company office building. Personnel on night duty shall attend the company night duty meeting (21:00, in room 204 of CCR) according to the requirement of the company's general duty.

值白班人员应参加公司每天上午9:00在公司办公楼108室进行的公司日调度会。值夜班人员应根据公司总值班要求参加公司夜间值班会议（21:00，在CCR的204室）。

5.5 Duty Transfer值班对调

5.5.1 In principle, duty officers are not allowed to do duty pairing.

原则上，值班人员不得进行值班对调。

5.5.2 When the duty officer on duty has been arranged otherwise or for other reasons, he/she cannot be on duty, he/she can discuss with other duty officers for duty transfer.

当值班人员在值班当天确实已经另有安排或其它原因，无法进行值班时，可以与其它值班人员商量进行值班对调。

5.5.3 The duty transfer is proposed by the duty officer who needs to be transferred at least 24 hours before the shift takes over, and coordinate the transferring personnel by themselves, then report to the head of department in writing for approval and report to the duty scheduler for record. The duty arrangement personnel will report the transfer situation to the company general duty for record as required. After the duty transfer, the duty officer shall explain the transfer when reporting to the duty dispatcher and the general duty shift.

值班对调由需要对调的值班人员至少在值班接班前24小时提出，并自行协调好对调人员，再书面报部长批准后，报给值班安排人员备案。值班安排人员将对调情况按需报公司总值班备案。值班对调后的值班人员在向值班调度和总值班进行值班报到时，应说明对调情况。

5.5.4 Duty to transfer personnel in accordance with the principle of grade (position) reciprocity, in principle, can be high for low, but not low for high.值班对调人员按职级（职务）对等原则进行，原则上可以高替低，但不可以低替高。

5.6 Duty Rest值班休息

5.6.1 Workday duty staff on duty between 23:00 and 7:00 of the next day due to production needs, night checks and other reasons affecting rest, can be a day of duty rest after the end of the day of duty. If the day of the end of duty is a weekend, public holiday or really because of production needs can not be on duty rest, can be postponed, but should be rested within a week.

工作日值班人员在值班当日23:00-次日7:00之间因生产需要、夜间查岗等原因影响休息的，可以在值班结束后当天进行一天值班休息。如值班结束当天为周末、公众节假日或确因生产需要无法进行值班休息的，可以顺延，但应在一周内休息完。

5.6.2 The duty break without rest will no longer be taken as overtime since the date of implementation after the revision of this document.

值班休息未休的，自本次文件修订后实施之日起，不再作为加班进行考勤。

# 6 Inspection & assessment **检查与考核**

## 6.1 The head of department make occasional inspections of the department duty handover record book, the closing of the loop after the handover of problems, and the duty sign-in situation, and make assessment comments.

## 部领导对部值班交接班记录本、问题交接后闭环情况、值班签到情况等进行不定期的检查，并提出考核意见。

6.2 The head of department checks the contents of the duty handover record book and then signs to confirm.

部领导对值班交接记录本内容进行检查后进行签字确认。

# 7 Associated Procedure and Record 关联程序和记录

N/A不适用。

# 8 Additional information **附加说明**

This rule is proposed and managed by the Utilities Department

本标准由公用工程部提出并归口。

Drafting department: Utilities Department

本标准起草部门：公用工程部。

The right to interpret this standard belongs to the utilities department.

本标准解释权归公用工程部

The details of version preparation and approval of this specification are as shown in Table 1:

本规范版本编制和审批情况见表1：

**Table 1 Details of Document Version Preparation and Approval**

**表1 文件版本编制和审批情况**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2 | 2024-04-01 | Zhanghaoran张浩然 | Wangliang  王亮 | She HongMei  佘红梅 |
| Version  版本 | Date Issued  颁布日期 | Prepared By  编制人 | Reviewed By  审核人 | Approved By  批准人 |

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# 9 Appendix 附件

N/A不适用。