



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

HYBN-T9-11-0001-2025

No.2 Refinery Dept. Performance Appraisal Management Rules

炼油二部绩效考核细则

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2. current version 此版本

This is the twelfth edition, which was issued and implemented on Jan 2025, and repeals the previous edition of the HYBN-T9-11-0030-2024-11 _No.2 Refinery Dept Performance Appraisal Rules.

此版本为第十二版，于 2025 年 1 月发布并实施，同时废止此前版本的《HYBN-T9-11-0030-2024-11_炼油二部绩效考核细则》。

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1 Purpose 目的

The management rules are specifically formulated to standardize the departmental performance appraisal management rules in alignment with actual production practices. 为规范部门绩效考核管理，结合生产实际，特制订本细则。

2 Scope of application 适用范围

The rules are applicable to the entire employees and intern of No.2 Refinery Dept. 本细则适用于炼油二部全体员工及实习生。

3 Terms and Definitions 术语和定义

Overtime work: for business causes, in the workplace specified by the Company, the working hours is extended on prescribed working days after the arrangement and approval from the Company, which is known as overtime work by extending the working days; for cases other than working days prescribed by the Company, there are overtime work on weekend and overtime work on statutory holidays.

加班：因工作原因，在公司规定的工作场所，经公司安排并按规定审批，在规定的工作日延长工作时间的情况，称为长工作日加班；在公司规定的工作日之外进行工作的情况，可分为休息日加班及法定节假日加班。

Accidents: Events occurring during the production process due to improper operations or violations of company management policies, operating procedures, control plans, or emergency response procedures. These incidents result in serious impacts, including personal injury, abnormal equipment damage, fire explosion, massive leakage of hazardous chemicals, extensive environmental pollution, plant shutdown or product quality contamination in tank farms.

事故：在生产过程中，由于误操作或违反公司管理制度、操作规程、控制方案或应急预案，引发的人身伤害，设备非正常损坏，火灾爆炸、危化品大量泄漏、大面积环境污染、装置停工或罐区产品质量污染等影响严重的事件。

Incident: Refers to the production-related activities in production site that cause minor injuries to personnel, fluctuations in operation, production abnormalities, small material leaks, environmental contamination or pollution, and violation of process discipline, operational discipline, or labor discipline, causing significant impacts.

事件：指生产场所内出现的人员轻度伤害，操作波动、生产异常、物料少量泄漏、环境污染、违反工艺纪律、操作纪律、劳动纪律等造成影响较大的生产操作活动。

4 Management Responsibilities 管理职责

Department leaders are responsible for reviewing and approving the appraisal rules for the each discipline. Process engineers are responsible for the appraisal rules related to production, process, shift handover, patrol inspection, quality, etc. Equipment engineers are responsible for the appraisal rules concerning equipment maintenance. Safety engineers are responsible for the appraisal rules related to safety production, environmental protection, fire management, etc. Training engineers are responsible for training management rules. Integrative statistician is responsible for the rules pertaining to statistics, human resources and integrated management.

部门领导负责审核、批准各专业考核细则，工艺工程师负责生产、工艺、交接班、巡检、质量等细则，设备工程师负责设备维护等细则，安全工程师负责安全生产与环保、消防管理等细则，培训工程师负责培训管理细则，综合统计员负责统计、人资及综合管理等细则，培训工程师负责培训管理细则。

5 Management Content 管理内容

5.1 Department Management Requirement 部门管理要求

5.1.1 The department leaders and all discipline person in charge evaluate the shift team and individuals in accordance with the “No.2 Refinery Dept. Employee’s Rewards and Penalties Rules”, and the assessment results are included directly in the monthly performance appraisal. 部领导、各专业根据《炼油二部绩效考核细则》对班组及个人进行考核，考核结果直接纳入当月绩效考核。

5.1.2 The assessment of shift teams is divided into five disciplines: process, equipment, HSE, training and integrative management. Each discipline is evaluated and ranked monthly by the corresponding management personnel, with efforts made to ensure consistency or similarity in the assessment criteria across all disciplines.

班组考核分为工艺、设备、HSE、培训、综合管理五个专业，分别由相应管理人员按月考核、排名，其中各专业考核幅度尽量保持一致或接近。

5.1.3 The operation department establishes a performance reward fund, with the total monthly performance reward fund is determined based on the company's performance assesement results for the department. The Kerosene & Diesel Hdyrotreating Unit and Hydrocracking & LPG Fractionation Unit are independently accounted for performance, and the assessment

range is maintained consistently. Performance assessments adhere to the principle of clear rewards and penalties, ensuring appropriate differentiation and prohibiting equal distribution. 运行部设立绩效奖励基金，每月绩效奖励基金总额根据公司对运行部的绩效考核结果来确定。煤柴油加氢和加裂气分装置进行独立绩效核算，考核幅度也基本保持一致，绩效考核坚持奖罚分明原则，适当拉开差距，禁止平均分配。

5.1.4 Both shift teams and individuals are assigned a performance benchmark, which is allocated by the shift supervisor on a monthly bases. The performance benchmark for each Kerosene & Diesel Hydrotreating Unit shift team is 150 points (1 point is equivalent to 10 RMB, as stated below), and 200 points for Hydrocracking & LPG Fractionation Unit shift team. The total performance score the shift team for the month is the sum of the benchmark points and the five disciplinary assessment points. The individual benchmark performance is linked to performance in their position, department, unit, and team. Interns have no performance quota during the internship, and the team leader shall bear the responsibility for the implementation of assessment decomposition.

班组与个人均设立基准绩效，其中煤柴油加氢班组每月由班长分配的绩效基准分为 150 分（1 分约折合 10 元人民币，下同），加裂气分班组为 200 分，基准分加上五个专业考核分即为班组当月绩效得分；个人基准绩效与岗位、部门、装置及班组绩效相关，实习生实习期间无绩效额度人员，考核分解落实由班组长承担。

5.1.5 The teams ranking first in energy consumption, emergency drills, and specific labor competitions indicators set by the department will receive an additional 5-10 points, and the second and third-place teams will receive a reduced number of points based on specific situations, while the last-place team will not receive any additional points. The process stability rate and product quality pass rate will be evaluated through regular inspections and assessments.

装置综合能耗、应急演练、部门制定的单项指标劳动竞赛等排名第一名的班组分别加 5-10 分，第二、三名班组则依据具体情况递减加分，最后一名不加分。工艺平稳率、质量合格率执行日常检查、考核。

5.1.6 The monthly performance scores of each shift team are directly converted into a bonus amount based on the total performance reward fund for the unit in that month. The operation department, based on the monthly performance rankings of the shift teams, will award an additional 30 points to the first-place team, 20 points to the second-place team, and 10 points to the third-place team, whereas the fourth-place team will not receive any additional points. 各班组每月绩效得分结果根据当月装置区域的绩效奖金总额度直接折算为奖金金额；运行部根据班组月度绩效排名，第一名的班组额外奖励 30 分，第二名奖励 20 分，第三名奖励 10 分，第四名不奖励。

5.1.7 The shift team's professional assessment points and benchmark points make up the team's performance score, which is distributed by the shift leader according to the actual contributions of employees (including local employees). The total performance bonus for shift team employees cannot exceed the monthly performance cap for the team; the performance of the shift leader and deputy shift leader is directly linked to the team's monthly performance assessment, which is evaluated by the department.

班组专业考核分及基准分为班组绩效，由班长根据职工的实际贡献情况统一分配（包括本地员工），其中班组职工绩效奖金总额不得突破当月班组绩效总额的上限；班长、副班长的绩效与本班当月的绩效考核直接挂钩，由部门统一考评。

5.1.8 The results of the monthly performance assessment of the team must be publicly announced within the team to achieve the goal of performance motivation and at the same time, proper guidance should be provided to promote better team performance and improve the overall work progress.

班组的月度绩效考核结果要在班组内部公布，以达到考核激励的目的，同时要做好引导工作，以促进班组工作更好地开展。

5.1.9 For timely and appropriate handling of production emergency response, the team will be rewarded with 5-50 points per instance..

生产应急处置及时、得当，奖励班组 5~50 分/次。

5.1.10 In the case of a general accident or incident, the responsible person will have 20-100% of their performance bonus for the month deducted. The shift leader and other relevant responsible individuals will be jointly assessed, and the shift team's performance will be reduced by 5-20 points.

发生一般性事故或事件的责任人，考核当月 20-100%绩效奖金；班长及其他相关责任人连带考核，同时考核班组绩效 5-20 分。

5.1.11 In the case of a safety production accident caused by improper operations or violations, the responsible individual will have 10%-50% of their monthly base salary deducted. If the situation is severe, it is recommended that the company terminate their labor contract directly. The performance score of the responsible shift team will be reduced by 20-100 points, and the responsible shift team, accident responsible person, and the shift leader will be disqualified from the annual performance awards.

对因误操作或违章等原因导致发生责任性安全生产事故的，考核相关责任人当月基础工资的 10%-50%，情节严重的建议公司直接与其解除劳动合同，同时考核责任班组绩效 20-100 分，并取消责任班组、事故责任人及班长的年终评优资格。

5.1.12 For individuals who violate operating procedures or unauthorizedly disable interlocks, if

the violation is minor, 50%-100% of their monthly performance will be deducted. If the violation is severe, 10%-50% of their monthly base salary will be deducted, and a warning letter for termination of labor contract will be issued. For those who cause accidents, the responsible person will have 50%-100% of their monthly base salary deducted, and it is recommended that the company terminate their labor contract immediately.

对于违反操作规程或擅自违规切除联锁的责任人，情节轻微的考核当月绩效 50-100%，情节严重的考核当月基础工资的 10%-50%，并下发解除劳动合同警告信；对因此而造成事故的，考核责任人当月基础工资的 50%-100%，并建议公司直接解除劳动合同。

5.1.13 If internal management failures lead to recurring issues, production abnormalities, or equipment failures within the shift team, the operation department will assess the direct responsible person and also hold the shift leader or engineer accountable by deducting 20%-50% of their monthly performance. Additionally, the shift team's performance will be reduced by 5-50 points.

对于因内部管理不到位导致班组工作出现重复性问题、生产异常波动、设备故障的，运行部将在考核直接责任人的同时连责班长或工程师 20%-50%月度绩效，同时考核班组绩效 5-50 分。

Violation of labour discipline during work, including leaving the post, sleeping on duty, playing mobile phones, browsing unrelated websites, fighting, etc., will result in a performance deduction of 20%-100% for the month on the individual involved. In severe cases, 10%-50% of the individual's monthly base salary will be deducted, and a warning letter for termination of the labor contract will be issued. The shift leader (or deputy shift leader) will bear the management responsibility, with a 20%-50% deduction from their monthly performance, and the shift team's performance will be reduced by 5-50 points. If the shift leader (or deputy shift leader) is present during the disciplinary violation, the shift leader will be treated as equally responsible, with the same assessment as the individual involved. For teams with such violations, the performance score will be reduced by 5-50 points per instance. For repeated violations by individuals or teams, the department will issue a warning letter for termination of the labor contract to both the individual and the shift leader. -

在岗期间违反劳动纪律，包括脱岗、睡岗、玩手机、浏览与工作无关网站、打架斗殴等，考核当事人当月绩效 20%-100%，情节严重的考核当月基础工资的 10%-50%并给与解除劳动合同警告；当班班长（副班长）承担管理责任，考核当月绩效 20%-50%，连带考核班组绩效 5-50 分；若班长（副班长）在场发生违纪情况的，则班长视同违纪，与当事人同责考核；对出现上述违纪情形的班组考核绩效 5-50 分/次，对连续、重复发生违纪现象的个人及班组，部门给予当事人及班长解除劳动合同警告信。

5.1.14 It is necessary to distinguish between management responsibility and direct responsibility for various types of issues. The assessment of management responsibility is, in principle, should be 10% to 50% of the result of direct responsibility assessment.

要区分各类问题的管理责任和直接责任，其中管理责任的考核力度原则上是直接责任考核结果的 10%~50%。

5.1.15 Each discipline must carefully carry out daily, weekly, and monthly inspections, with the assessment of issues identified during these inspections not falling below 70% on a monthly basis. The department will conduct evaluations and announcements each month and implement corresponding assessments. The department's performance assessment will primarily focus on negative incentives, with responsibility for issues directly assigned to the relevant individuals and shift teams. For any job inspection issues within the company, the department will apply double penalties, with the relevant responsible individuals directly bearing the consequences.

各专业要认真做好日、周、月检工作，每月检查问题考核比原则上不应低于 70%，部门每月进行评比通报并进行相应考核。部门绩效考核以负激励考核为主，责任问题要直接考核到相关责任人及班组。对于公司各类岗检问题，部门将进行翻倍考核，均由相关责任人直接承担。

5.1.16 The operation department will evaluate and reward the outstanding shift teams, shift leaders, and employees each month. Each unit area's shift team that ranks first in the comprehensive assessment of all disciplines for the month, without any disqualifications, will generally be considered the outstanding shift team. Each shift team will select one outstanding employee based on work performance each month. The Hydrotreating and Hydrocracking units will each select 1 safety guardian and 1 outstanding newcomer (new employees within their first year) each month; The department will also select 7 outstanding local employees each month (4 from the Hydrocracking unit and 3 from the Hydrotreating unit); The department's professional technical management team will select 2-3 outstanding managers each month. The results of these selections will be discussed and reviewed by the department leadership, and announced within the operation department. Outstanding shift leaders, employees, safety guardians, and outstanding managers will each receive a reward of 300 RMB per person, while outstanding newcomers and local employees will each receive 200 RMB per person. At the end of the year, the annual awards for various categories will be determined based on the comprehensive performance scores of each shift team or individual throughout the year (excluding disqualifications), and the department will conduct unified recognition and rewards.

运行部每月评比优秀班组、优秀班长、优秀员工并进行奖励。其中每个装置区域当月各专业综合考核第一名且无否决项的班组原则上即为优秀班组；各班组每月根据工作绩效评选一名优秀员工；加氢、加裂装置区域每月各评选 1 名安全卫士、1 名优秀新人（入职 1 年以内的新员工）；部门每月评选 7 名优秀本地员工（加裂推选 4 名、加氢推选 3 名）；部门专业技术管理团队每月评选 2-3 名优秀管理人员。上述评选结果经部门领导讨论审核后在运行部范围内进行公布，其中优秀班长、优秀员工、安全卫士和优秀管理员各奖励 300 人民币/人，优秀新人和优秀本地员工各奖励 200 人民币/人。年终各类先进的评优结果则由全年各班组或个人的综合绩效考

核分数确定（否决项除外），部门统一进行表彰、奖励。

5.1.17 The department will establish a unified special training reward fund to reward individuals and shift teams who have shown outstanding performance in skills training, mentorship programs, and skill competitions.

部门统一设立培训专项奖励基金，对在技能培训、导师带徒和技能竞赛等工作中表现突出个人及班组进行奖励。

5.1.18 Participants in additional training organized by the company or department who meet the requirements may be granted rest or rewards within the department. However, in principle, they are not allowed to apply for overtime.

参加公司或部门额外培训，符合要求的可在部门内部安排休息或奖励，但原则上不能申请加班。

5.1.19 The department requires that all personnel participating in modular training, independent on-the-job training, inter-departmental training, panel and field job rotation training, and technical team internships undergo process tracking and evaluation of the actual training effectiveness. The operation department will conduct performance assessments for those who are negligent in training, show a disengaged attitude, frequently fail exams, or are unable to independently perform their duties for an extended period. Based on the situation, they will be given reminders, disciplinary warnings, or other actions, with severe cases suggesting termination of their labor contract. The department will reward individuals who perform excellently during training, and their performance will serve as an important reference for job adjustments.

部门要求对所有参加模块化培训、独立顶岗操作培训、跨岗学习、内外操轮岗学习及技术组见习的人员进行培训过程跟踪和实际培训效果评价。运行部对培训不认真、态度敷衍或经常考试不及格、长期不能独立顶岗操作的人员进行绩效考核，并根据实际情况分别给予提醒谈话、违纪告诫等处理，情节严重的建议公司解除其劳动合同；部门对在培训过程中表现优秀的人员进行适当奖励，同时作为岗位调整的重要参考依据。

5.1.20 Department management personnel may grant appropriate awards to employees who perform exceptionally well in daily work or temporary work arrangements, based on actual circumstances..

部门管理人员对在日常工作或临时性安排工作中表现出色的员工可根据实际情况进行适当的嘉奖。

5.1.21 In the performance assessment, shift teams and individuals found to be engaged in fraudulent behaviour will face a doubled penalty in the assessment, and their eligibility for annual performance awards will be revoked.

在绩效考核项目中存在弄虚作假行为的班组和个人，运行部将在加倍考核的同时，取消该班组、个人的年度评优资格。

5.1.22 Professional technical management personnel must diligently fulfill their job responsibilities, consciously adhere to departmental work arrangements, proactively engage on-site, and assist and guide shift teams in ensuring safe production. The department's professional leaders will assess the performance of management personnel in the monthly performance evaluation based on their work performance. If production fluctuations, abnormalities, or accidents occur due to neglecting duties, poor management, or improper instructions, the responsible individuals will bear the corresponding management responsibility and be evaluated according to the relevant company or operation department regulations.

专业技术管理人员应认真履行自己的岗位职责，自觉服从部门工作安排，主动靠前、深入现场，协助并指导班组做好安全生产工作。部门分管专业领导每月根据管理人员的工作表现在月度绩效中进行相应考核。对于因未认真履职、管理不到位或违章指挥造成装置生产波动、生产异常或各类事故的，承担相应管理责任，并按照公司或运行部的相关制度规定进行考核。

5.1.23 The department leader will make the final decision on any disputed assessments.
部门领导对有争议的考核进行最终裁决。

5.1.24 For any recurring problems, the assessment should be doubled.
对于重复发生的考核问题，应加倍考核。

5.2 Process Discipline Performance Appraisal 工艺专业绩效考核

5.2.1 Process operation procedure and drawing management 工艺技术操作规程及图纸管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.1.1	Team members must strictly follow the requirements of work arrangements, process cards, operating procedures, and plans 班组操作人员必须严格按工作安排、工艺卡片、操作规程、方案的要求进行操作	If the operation is not in accordance with the requirements, the responsible person shall be assessed 5-50 points / item and time. All the consequences arising therefrom shall be borne by the responsible team (person) 不按要求操作，考核责任人 5~50 分/项、次。由此引发的一切后果由责任班组（人）承担

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.1.2	After the operation is completed, the team should promptly hand in the completed operation card to the designated location 操作结束后，班组应及时将填写完成的操作卡上交至指定地点	Fail to follow this procedure, assess the responsible person 1 to 5 points/item 未按此执行，考核责任人 1~5 分/项
5.2.1.3	All kinds of production adjustment or production operation changes must be reviewed and approved by the production deputy manager or manager before implementation. If the change of production operation needs to be changed during the implementation process, it must be approved again. 各类生产调整或生产操作变动在实施之前须经生产副部长或部长审核批准后组织实施，若在实施过程中需对生产操作变动内容进行变更，必须再次审批方能实施	Failure to perform the assessment according to the regulations, deduct 10 to 15 points/time. In the event of an accident, the party shall bear the relevant accident assessment. 未按规定执行考核 10~15 分/次，发生事故则由当事人承担相关事故考核
5.2.1.4	All kinds of procedures, plans, and other documents that have been approved according to the procedures are strictly prohibited from being changed without authorization. If the actual situation is found to change, the content that needs to be modified must be re-approved according to the program before it can be executed. 各类已按程序审批过的规程、方案、预案等文件严禁擅自更改执行。若发现实际情况有变化，必须按程序对需要修改的内容重新进行编审批，然后才能执行	Failure to comply with the regulations, the assessment of the responsible person will be deduction of 10 to 20 points, the accident will be the party responsible for the relevant accident assessment 未按规定执行，考核责任人 10~20 分，造成事故则由当事人承担相关事故考核
5.2.1.5	The unit revises the process technical regulations every three years, and the maintenance unit should be reviewed six months after the unit is started 装置每三年修订一次工艺技术规程，检修装置开车后半年应对规程进行评审完善	Fail to carry out as required, assess 5-10 points/time 未按要求执行，考核 5-10 分/次
5.2.1.6	The process technical drawings shall be revised every three years, and the technical drawings shall be updated in time after each technical transformation. 工艺技术图纸应每三年修订一次，每次完成技术改造后，应及时对技术图纸进行更新	Fail to carry out as required, assess 5-10 points/time 未按要求执行，考核 5-10 分/次
5.2.1.7	Each unit should be distributed with PID drawings and PFD drawings, and the drawings should be based on the actual site. 各装置应配发 PID 图纸和 PFD 图纸，图纸应以现场实际为准	Fail to carry out as required, assess 5-10 points/time 未按要求执行，考核 5-10 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.1.8	The on-duty shift is responsible for the management of various data and documents in the central control room and the field operator room. 当班负责中控室，外操室各项资料、文件的管理	If the data is lost or damaged, the on-duty shift will be assessed 2-10 points 资料丢失，损坏，考核当班 2-10 分

5.2.2 Shift handover and takeover management 交接班管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.2.1	The shift team should arrive at their positions 15 minutes in advance and check the operation of each position 接班班组应提前 15min 到达各自岗位，并对各岗位运行情况进行检查	No carry out on-site pre-inspection, assess 2-5 points/time 未进行现场预检，考核 2-5 分/次
5.2.2.2	During the pre-inspection of takeover period the takeover personnel shall not make operation adjustments at will. 接班预检期间，接班人员不得随意进行操作调整	Violators are assessed 5-10 points/time. 违反者，考核 5-10 分/次
5.2.2.3	The shift handover personnel should maintain a good hygiene and a proper placement of object in field operator room in advance. 交班人员应提前做好外操室卫生及物品的定置定位摆放工作。	Fail to carry out as required, assess 2 points/time 未做规定执行，考核 2 分/次
5.2.2.4	The takeover personnel must attend the shift handover meeting on time. The shift handover supervisor introduces the situation (including hidden dangers), and the takeover shift supervisor organizes and presides over the meeting. 接班人员准时参加交班会，交班班长介绍当班情况(包括隐患情况)，接班班长组织并主持会议	Failure to comply with the regulations, the assessment for person responsible is to deduct 2~5 points / time 未按规定执行，考核责任人 2~5 分/次
5.2.2.5	Before and after the handover meeting, the staff of each post should go to the site to perform the handover of the questions raised according to the requirements of "ten handovers" and "five not-takeover." If there is a dispute in the process of handover, the on-duty officer shall make the decision. 交接班会前后，各岗位人员应到现场按“十交”，“五不接”的要求对所提问题进行对口交接，在确认无问题后，由接班人员签字后，交班人员方可离岗，在交接班过程中若发生争议，由值班管理人员进行裁决	Fail to carry out as required, assess 1-10 points/time 未按要求执行，考核 1-10 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.2.6	The shift handover team shall rectify the problems raised by the shift takeover team and feedback the results of the rectification to the shift supervisor and on duty officer. 交接班班组应对接班班组提出问题问题整改, 并将整改结果与接班班长和值班人员进行反馈	The problem of the shift handover team has not been handled and get off work without permission, deduct 5 points/area and items. 交接班班组问题未处理完擅自下班考核 5 分/处、项
5.2.2.7	The content of shift log for shift supervisor and panel operator (including MES) shall be filled in according to the company's unified format (person, machine, material, method, and ring), shift supervisor and panel operator shall submit the shift log by clicking the handover or takeover button on the "Shift Change" module in MES system between 6.30~9.30. 班长、内操交接班日志(含 MES)内容按照公司统一格式进行填写(人、机、料、法、环), 班长和内操应在 6:30~9:30 之间在 MES 系统《生产交接班》模块上点接班或交班	Fail to carry out as required, assess 2-5 points/time 未按要求执行, 考核 2~5 分/次
5.2.2.8	During the shift handover, if the index are not within the required range, without any special circumstances the shift handover team make the adjustment, and then the shift can be handover. If the adjustment (more than 30 minutes) is still abnormal, the shift takeover team continues to adjust. 交班时, 若各指标不在要求范围内, 无特殊情况由交班方调节正常, 方可交班, 如经过调整(超过 30min)仍不正常, 交由接班方继续调节	Fail to carry out as required, assess the shift handover team 2-5 points/time 未按要求执行, 考核交接班班组 2~5 分/次
5.2.2.9	During 8: 00-8: 30 and 20: 00-20: 30, DCS operation and parameter abnormal information are handled by the shift handover team. 8:00-8:30 和 20:00-20:30 期间 DCS 操作及参数异常信息由交接班班组处理	Fail to carry out as required, assess the shift handover team 1-10 points/time 未按要求执行, 考核交接班班组 1~10 分/次
5.2.2.10	The handover position is unsuccessful, then the shift handover team cannot leave the post. The officer on duty shall decide whether the shift handover team to continue substitute for the post, and the operator who is arranged to be on duty shall obey the arrangement of the department on-duty officer 接班岗位无人接班, 交班人不得离岗, 由值班人员根据接班班组能否顶岗情况决定交班者的去留, 被安排代岗的操作人员须服从部门值班管理人员的安排	The takeover team do not takeover, and the handover personnel has left the post without permission, deduct 5 points/time. 接班方未接班, 交班人擅自离岗考核 5 分/次
5.2.2.11	The shift takeover team must arrive at the field operation room on time to participate in the handover meeting, and must not be late or absent for no reason.	Fail to carry out as required, assess the shift handover team 1-5 points/time

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
	接班人员必须按时到达外操室参加交接班会议，不得无故迟到，旷会	未按要求执行，考核 1~5 分/次
5.2.2.12	<p>The personnel participate in the handover should strictly observe the disciplines of the venue, listen carefully to the handover situation, and must not whisper to the ears to do anything that has nothing to do with the content of the handover class. For questions raised in the handover process, after the shift supervisor reports, question asked one by one.</p> <p>参与交接班人员，应严格遵守会场纪律，认真聆听交班情况，不得交头接耳，做与交接班内容无关的事情，对于交接班过程中的疑问，待交班班长汇报完毕后，逐一提问</p>	<p>Failure to abide by the discipline of the venue, assess 1 to 3 points / person.</p> <p>不遵守会场纪律，考核 1~3 分/人</p>
5.2.2.13	<p>It is not allowed to make large adjustments one hour before the shift, except for special circumstances. 交班前一小时不准做大幅度调节，特殊情况例外</p>	<p>Large adjustments were made before the handover, which had a greater impact on production, deduction of 5 to 10 points, and bear all the consequences.</p> <p>交接班前进行大幅调节，对生产造成较大影响，扣 5~10 分，并承担由此引起的一切后果</p>

5.2.3 Patrol inspection management 巡回检查管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.3.1	<p>Each device operation position shall be inspected every 2 hours. The class monitor position is inspected every 6 hours, and the on duty personnel inspect twice a day. Each position's patrol inspection must be conducted within the specified time.</p> <p>各装置操作岗位每 2 小时巡检一次。班长岗位每 6 小时巡检一次，值班人员每天巡检两次。各岗位巡回检查必须在规定的时间内。</p>	<p>Fail to carry out as required, assess the responsible person 5-15 points/time</p> <p>未按要求执行，考核责任人 5~15 分/次</p>
5.2.3.2	<p>During the inspection process of each post, inspection shall be carried out point by point according to the prescribed route, content and method, and inspection shall not be missed without any reason. 各岗位巡检过程中，应按规定的路线、内容和方法，进行逐点检查，不得无故漏检。</p>	<p>The inspection is not carried out according to the prescribed route or missed inspection, the person responsible is assess 2-5 points/time</p> <p>不按规定的路线进行巡检或漏检，考核责任人 2~5 分/次。</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.3.3	<p>During the inspection process, each parameter should be carefully checked and reported and compared with the central control room. The total inspection time is 60-120min. The interval between single point net consumption time and inspection is not less than 5 minutes, The inspection content should not be omitted.</p> <p>巡检过程中应认真检查每一项参数，并与中控室进行汇报和对照，每次巡检总时间为 60-120min，单点净耗时间巡检时间间隔 $\leq 5\text{min}$，巡检内容不得遗漏。</p>	<p>Fail to carry out as required, assess 1-10 points/time</p> <p>未按要求执行，考核 1~10 分/次</p>
5.2.3.4	<p>Team leader inspection time: The total time for each inspection shall not be less than 120 minutes, and the inspection content shall not be omitted.</p> <p>班长巡检时间：每次巡检总时间不少于 120min，巡检内容不得遗漏。</p>	<p>Fail to carry out as required, assess 1-10 points/time</p> <p>未按要求执行，考核 1~10 分/次</p>
5.2.3.5	<p>Before the inspection, the production and operation of the equipment in the inspection area should be grasp, and the defective equipment should pay extra attention on the inspection. The team members shall immediately contact, report and organize the correct handling of all kinds of problems found during inspection</p> <p>巡回检查前，应掌握巡检区域的生产及设备的运行情况，对有缺陷的设备进行重点检查。对巡检检查中发现的各类问题班组要及时联系汇报并组织正确处理</p>	<p>Fail to carry out as required, assess the recent inspection personnel 3-5 points/time</p> <p>未按要求执行，考核最近一次巡检人 3~5 分/处</p>
5.2.3.6	<p>Regular light out inspection and high point area inspection within the unit and the external pipelines. If any abnormalities are discovered during inspection, they should be reported to the shift supervisor in time and dealt with. The inspection information is recorded in the MES shift supervisor log record.</p> <p>定期熄灯检查，对装置内部各高点，外部管线进行巡检，检查发现异常情况，应及时汇报班长，并进行处理，巡检情况填写在 MES 班长交接班日志中。</p>	<p>Fail to carry out as required, assess 2-5 points/time</p> <p>未按要求执行，考核 2~5 分/处</p>
5.2.3.7	<p>The team conducts a light-off inspection of the entire unit once a week, and conducts detailed inspections of the hydrogen-proximate parts of the unit. If any abnormality is found, the shift supervisor and department leader should be reported immediately.</p> <p>班组每周对全装置进行一次熄灯检查，对装置内各临氢部位进行详细检查，若发现异常，应立即汇报班长和部门主管人员。</p>	<p>Failure to conduct a light-off inspection as required, assess 5 points / time</p> <p>未按要求进行熄灯检查，考核 5 分/次</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.3.8	During the patrol inspection of each post, the on-site inspection parameters should be recorded truthful in the XiaoShen patrol inspection device to record the problems and important conditions found during the inspection, so that can be traced back. 各岗位巡回检查过程中, 要将现场检查参数如实记录到小神探巡检仪中, 记录巡检发现的问题及重要情况, 做到痕迹可追溯。	Fail to carry out as required, assess responsible person 1-3 points/time 未按要求执行, 扣责任人 1~3 分/次
5.2.3.9	During the inspection, the inspection personnel shall dress as required, and equip with the corresponding inspection tools and inspection equipment to ensure the quality of the inspection. 巡检时巡检人员须按要求着装, 配备相应的巡检工器具和检查设备, 确保巡检质量。	Fail to carry out as required, assess responsible person 1-3 points/time 未按要求执行, 扣责任人 1~3 分/次
5.2.3.10	When abnormal conditions occur during operation, there must be no less than two persons (one person inspecting and one person supervising) to minimize the time spent in dangerous places. 运行过程中出现异常情况时安排检查确认的巡检必须不少于两人同行 (一人巡检、一人监护), 尽量减少在危险场所的逗留时间。	Fail to carry out as required, assess responsible person 2 points/time 未按规定执行, 扣责任人 2 分/次。
5.2.3.11	If the team cannot handle the problems found during the inspection, they should report to the department in a timely and level-by-level manner. The team should report to the department about the hidden dangers and the supervisors should contact for treatment in time. 对巡检检查中发现问题, 班组处理不了的, 要及时逐级向上汇报, 班组汇报到部门的事故隐患, 主管人员要及时联系处理。	Fail to carry out as required, assess the shift team 3-5 points/time 未按照此要求执行, 考核当班班组 3~5 分/处
5.2.3.12	For those who have seriously investigated the hidden dangers and actively handled and reported them, they will be rewarded according to the circumstances. 对于认真巡检发现事故隐患并积极妥善处理、汇报者, 根据情节给予奖励。	Department internal reward, 5- 20 points/time 部门内部奖励, 5~20 分/次 Apply for rewards according to the company's reward and punishment system 并按照公司奖惩制度申请奖励

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.3.13	<p>Inspection facilities must be guaranteed to be in good condition during the shift. If defects are found, they must be replaced and repaired within four hours from the shift to the end of the shift. On-site labels (including chemical materials and sampling points), unclear handwriting, irregular labeling or poor hygiene should be reported to the on duty officer in time. If any kind of signboards (including chemical materials and sampling points) on the spot are poor in hygiene, it should be handled by the shift team. 当班期间必须保证巡检设施完好无缺，发现有缺损的，必须在当班至交班后四小时内补齐、修复。现场各类标识牌(包括化材、取样点)，字迹不清、标识不规范或卫生差时班组及时汇报主管技术人员。现场各类标识牌(包括化材、取样点)，卫生差，由当班班组处理。</p>	<p>Fail to carry out as required, assess the shift team 1-5 points/time 未按要求执行，考核 1~5 分/次</p>
5.2.3.14	<p>In addition to the scheduled inspections, the shift supervisor and the leaders may arrange for temporary inspections according to the production load conditions, seasonal and meteorological changes, equipment special protection requirements and etc. 除规定的巡回检查外，班长及部门领导可以根据生产负荷情况，季节、气象变化，设备特护要求等情况，安排临时性的巡回检查。</p>	<p>Fail to carry out as required, assess the shift team 3-5 points/time 没有按要求执行，扣责任人 3~5 分/次</p>
5.2.3.15	<p>The data should be uploaded in time, and after checking whether there is any abnormality in the inspection data, sign for confirmation. If any abnormality is found in the data, the department management should be contacted in time. 应及时上传数据，核对巡检数据有无异常后进行签字确认，若发现数据异常，应及时联系部门管理人员。</p>	<p>Fail to carry out as required, assess the shift team 2-5 points/time 没有按要求执行，考核 2~5 分/次</p>
5.2.3.16	<p>The inspection device must be guaranteed to be in good condition during the shift. 当班期间，确保巡检设备的完好性。</p>	<p>If the inspection device is damaged or lost, assess the shift team 50-500BND/unit, at the same time, the shift team will be assessed with 5-50 points per unit. 损坏或丢失巡检仪器，考核当班班组 50~500 文币/台，同时考核当班班组 5~50 分/台。</p>
5.2.3.17	<p>Operators with independent inspection qualifications can complete the external inspection work and sign for confirmation; Operators who do not have independent inspection qualifications</p>	<p>Failure to perform according to the requirements, the assessment of the</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
	<p>must be accompanied by qualified personnel to complete the inspection and sign for confirmation.</p> <p>具备独立巡检资质的操作人员，可单独完成外操巡检工作和签字确认；不具备独立巡检资质的操作人员，需在具备资质人员的陪同下完成外操巡检工作和签字确认。</p>	<p>responsibility of the outside exercise 2 ~ 5 points/times, even the responsibility of the outside exercise monitor 2 ~ 5 points/times</p> <p>未按要求执行，考核责任外操 2~5 分/次，连责外操班长 2~5 分/次</p>

5.2.4 Process index control and operation instruction management

工艺指标控制和操作指令管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.4.1	<p>If the process index exceeds the control range of the stability rate, the team must report and check the cause of the overrun in time, and propose corrective measures to prevent the occurrence of index that out of range again.</p> <p>出现工艺指标超出平稳率控制范围，班组必须及时调整并检查超限原因、提出纠正措施，防止再次发生超指标的现象。</p>	<p>Fail to carry out as required, assess the responsible person 1-3 points/time</p> <p>未按规定执行，考核责任人 1~3 分/次</p>
5.2.4.2	<p>The process parameters and conditions specified in the operating scheme must be strictly implemented for startup-shutdown operations and recovery operations after accident.</p> <p>开停工操作、事故处理后恢复操作必须严格执行方案中规定的各工艺参数条件。</p>	<p>Fail to carry out as required, assess 3-5 points/time, for serious consequences, refer to the assessment of the accident event</p> <p>未按照要求执行的，考核 3~5 分/次，造成后果的，参照事故事件考核</p>
5.2.4.3	<p>All team members should memorize the control range of the process index and process work instruction content, and the main operator should be familiar with the control range of the steady rate.</p> <p>班组全员应熟记工艺指标控制范围以及工艺指令内容，主操应熟悉平稳率控制范围。</p>	<p>Fail to carry out as required, assess 2-5 points/time</p> <p>未按要求执行，考核 2~5 分/次。</p>
5.2.4.4	<p>Stability rate needs to meet company control indicators.</p> <p>平稳率需达到公司控制指标。</p>	<p>If the stability rate is lower than the company's assessment index, the stability rate rankings for the first to fourth places will be assessed at 10%, 20%, 30% and 40%, respectively.</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
		平稳率低于公司考核指标，平稳率排名第一至第四名分别按照 10%，20%，30%和 40%进行考核
5.2.4.5	After the unit is modified and expanded, the process index should be updated together with the technical regulations; the first-level indicators should be revised annually. 装置经过改扩建后，工艺指标应会同技术规程一同进行更新；一级指标应每年修订一次	Fail to carry out as required, assess 5-10 points/time 未按要求执行，考核 5~10 分/次
5.2.4.6	Remote measurement, control, online analytical instruments for production process parameters, data acquisition equipment, process control computer equipment (DCS,SIS,FGS), actuators and instrumentation automation systems composed of them, flammable and toxic gas alarms, video surveillance system. If the monitoring system is inaccurate or malfunctioning, it is necessary to find the instrument personnel to handle it in time. 用于生产过程参数的远传测量、控制、在线分析仪表，数据采集设备、过程控制计算机设备（DCS，SIS,FGS），执行器及由它们组成的仪表自动化系统，可燃和有毒气体报警器，视频监视系统，有不准确的或出现故障的，当班要及时联系仪表人员进行处理。	If cannot contact timely (referring to a problem that exceeds 10 minutes), and assess the responsible person 2 points/item 联系不及时（指出现问题超过 10 分钟），考核责任人 2 分/项次
5.2.4.7	During working, the employee must carefully monitor, and not allowed to do any work-unrelated matter. 当班期间各岗位员工必须认真监盘，不允许做与工作无关的事情。	Violators, assess responsible team (person), 5 points/time 违反者，考核责任班组（人）5 分/次
5.2.4.8	The main operation of each position shall not leave the main operation room at will. If it is necessary to temporarily leave the main operation room for special reasons, it must be operated by another main operation. During this period, the temporary main operator will be responsible for any information displayed in the DCS. 各岗位监盘主操不得随意离开主操室，如特殊原因需要暂时离开主操室，必须要由另外一名主操进行替岗监盘操作。在此期间，暂时替岗监盘的主操将对 DCS 中所显示的任何信息负责。	Violators, assess responsible team (person), 5 points/time 违反者，考核责任班组（人）5 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.4.9	<p>The main operator is responsible for the operation and management of the main control room during the shift, and all kinds of record accounts should be neatly arranged. Various records and items are not allowed to be placed on the panel operation desk and SIS auxiliary operation platform.</p> <p>主操负责当班期间主控室操作管理，各类记录台账，应分类整齐摆放。各项记录、物品不允许放置在操作键盘和 SIS 副操台上。</p>	<p>Violators, assess 2-5 points/time 违反者，考核 2~5 分/次</p>
5.2.4.10	<p>During the shift, the operating parameters that are beyond the stable rate range and should be intervened and adjusted in time.</p> <p>当班期间，操作参数超出平稳率范围，应及时干预、调整</p>	<p>Fail to carry out as required, assess the responsible team (person) 2-5 points / time 未按要求执行的，考核责任班组（人）2~5 分/次</p>
5.2.4.11	<p>It must be ensured that the stability rate of single point is not less than 80%.</p> <p>确保单点平稳率不低于 80%。</p>	<p>Fail to carry out as required, assess the responsible team (person) 1 point / time 未按要求执行的，考核责任班组（人）1 分/次</p>
5.2.4.12	<p>The key parameters such as the operation load, reaction temperature and reaction pressure of the unit shall not be adjusted arbitrarily without the permission of the on duty officer and leader. The team shall strictly carry out the operation of increase and decrease processing capacity according to the instructions of the department or dispatch.</p> <p>未经值班人员或主管人员许可，不得随意调整装置进料负荷、反应温度和反应压力等关键参数，班组在生产中应严格按照部门指令或调度指令进行提降处理量操作。</p>	<p>Violators, assess responsible team (person), 5 -10 points/time 违反者，考核责任班组（人）5~10 分/次</p>
5.2.4.13	<p>High and low pressure venting drum, recycle hydrogen liquid KO drum, liquefied gas desulfurization drum, CLPS gas desulfurization tower KO drum, and dry gas desulfurization tower KO drum should be drained in time if liquid is found.</p> <p>高低压放空罐、循环氢分液罐、液化气脱硫罐、低分气脱硫塔分液罐、干气脱硫塔分液罐，若发现带液应及时进行切液。</p>	<p>If the liquid is not drained as required, assess the responsible shift 3 to 5 points/time 未按照要求切液的，考核当班 3~5 分/次</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.4.14	The level of waste amine liquid tanks, and waste alkaline liquid tanks in various places exceeds 50%, and must be sent out in time. 废胺液罐、废碱液罐液位超过 50%，必须及时进行外送。	Fail to carry out as required, assess the responsible shift 3- 5 points/time, reward executing shift 3points/time 未按照要求执行的，考核当班 3~5 分/次，并奖励执行班组 3 分/次
5.2.4.15	The on-duty shift members must check the stability rate in time to confirm whether it exceeds the first-level indicators, and promptly appeal in case of non-subjective reasons. 当班员工及时查看平稳率，确认一级指标是否超标，对于非主观原因造成的超标情况及时提出申诉。	Fail to carry out as required, assess 1-3 points/time. 未按要求执行，考核 1~3 分/次
5.2.4.16	For the internal control indicators of the device released by the management personnel to the work group, they must be strictly implemented during the shift. 对于管理人员发布到工作群中的装置内控指标，当班期间需严格执行。	The product quality exceeds the internal control index, and the assessment is 1 to 3 points per time; the important operating parameters exceed the internal control index, and the assessment is 2 to 5 points per time. 产品质量超内控指标，考核 1~3 分/次；重要操作参数超内控指标，考核 2~5 分/次。

5.2.5 Chemical agent management 化工原材料管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.5.1	Chemical agent management personnel promptly purchase chemical materials to ensure sufficient inventory. 化材主管理人员及时进行化材申购，确保库存充足。	Fail to record as required, assess 5-10 points/time 未按要求记录，考核 5~10 分/次
5.2.5.2	The chemical agent management personnel fills in the chemical agent consumption statistics logsheet in time, analyzes the chemical agernt dosing effect, and adjusts the chemical agent filling unit consumption 化材管理人员按时填写化工原辅材料消耗统计台帐，分析化材加注效果，并适时调整化材加注单耗。	Fail to record as required, assess 5points/time 未按要求记录，考核 5 分/次
5.2.5.3	The shift team fills and records chemical agent according to regulations. 班组按照规定进行化材加注，记录。	Fail to carry out as required, assess 1-3 points/time 未按要求执行，考核 1~3 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
		Carry out as required, assess 1-3 points/time 按要求执行, 奖励 1~3 分/次
5.2.5.4	Add chemical agent in strict accordance with the regulations to prevent confusion and leakage of chemical materials. 严格按照规程进行化材添加, 防止化材种类混淆, 泄漏。	Fail to record as required, assess 5-10 points/time 未按要求记录, 考核 5~10 分/次。
5.2.5.5	During the shift, the normal operation of the chemical pump must be guaranteed. If any abnormality is found, report and adjust in time. 当班期间必须保证化材泵的正常运行, 若发现异常, 及时汇报并调整。	The chemical pump cannot pumped up to the volume, and assess 2 points/time if do not discovered timely 化材泵不上量, 未及时发现考核 2 分/次
5.2.5.6	During the shift, attention must be paid to the analysis of acid water in a timely manner. If any abnormality is found, report and adjust in time. 当班期间必须及时关注酸性水分析情况, 若发现异常, 及时汇报并调整。	The analysis of acidic water is abnormal, and adjustment not reported as required assess 2 to 3 points/time 酸性水分析异常, 未按照要求汇报调整的考核 2~3 分/次
5.2.5.7	On-site chemicals agent should be stored at designated locations, neatly with clear label. 现场化材应定点存放, 摆放整齐, 标识清晰。	Fail to carry out as required, assess 2-5 points/time 未按要求执行, 考核 2~5 分/次

5.2.6 Quality management 质量管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.6.1	It is strictly forbidden to mix the sampling bottles of various samples to avoid sample pollution; full displacement should be carried out during the sampling of various samples to prevent taking dead samples and cannot reflect the true situation 各类样品严禁混用取样瓶, 避免造成样品污染; 各类样品取样时要进行充分的置换, 防止取死样, 不能反映真实的情况	Failure to sample as required, assess 2~5 points/time 未按规定取样考核 2~5 分/次
5.2.6.2	Sampling should be done at the sampling port of the specified specification. 在指定规范的取样口进行取样。	Failure to sample as required, assess 2~5 points/time 未按规定取样考核 2~5 分/次
5.2.6.3	The team must complete sampling within the time specified in the inspection plan. 班组必须在检验计划规定时间内完成采样。	Failure to sample as required, assess 2~5 points/time 未按规定取样考核 2~5 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.6.4	<p>Teams should be carefully operated to ensure product quality. Sampling analysis should be authentic, and large-scale adjustments before sampling are strictly prohibited.</p> <p>班组应精心操作，确保产品质量合格。取样分析应具有真实性，严禁取样前进行大幅度调节。</p>	<p>Failure to carry out as required, unqualified sample, assess 2~5 points/time</p> <p>未按要求执行，出现不合格样品，考核 2~5 分/次</p>
5.2.6.5	<p>The results of sampling and analysis should reflect the current operating conditions, and sampling for fraud are prohibited.</p> <p>取样分析结果应能反应当前操作情况，禁止取样作假。</p>	<p>Violators will be assessed 5 points/time, and those who violated multiple times will be doubled</p> <p>违反者，考核 5 分/次，多次出现者翻倍考核</p>
5.2.6.6	<p>When there is unqualified product or abnormal samples during the shift, the team should adjust the operation in time, and add samples in time.</p> <p>当班出现产品质量不合格或样品异常，班组应及时调整操作，并及时进行加样</p>	<p>Fail to carry out as required, assess 2-5 points/time</p> <p>未按要求执行，考核 2~5 分/次</p>
5.2.6.7	<p>Product quality information should be explained in the MES system handover log, and the adjustment measures should be noted to form a closed loop.</p> <p>产品质量信息应在 MES 系统交接班日志中进行说明，并注明调整措施，形成闭环。</p>	<p>Fail to record as required, assess 1-3 points/time</p> <p>未按要求记录的，考核 1~3 分/次</p>
5.2.6.8	<p>If the product quality index or inspection plan is adjusted, the management personnel shall notify the team in time; the team should write on the shift log for one cycle.</p> <p>对产品质量指标或检验计划调整的，管理人员应及时通知班组；班组应在交接班日志进行交接 1 个轮班。</p>	<p>Fail to carry out as required, assess 2 points/time</p> <p>未按照要求执行的，考核 2 分/次</p>
5.2.6.9	<p>Sampling of high-risk medium must wear corresponding labor protection equipment, one person work, one supervisor .</p> <p>高风险介质的取样，必须佩带相应劳动防护器具，一人作业，一人监护。</p>	<p>Fail to record as required, assess 2-3 points/time</p> <p>未按要求记录的，考核 2~3 分/次</p>
5.2.6.10	<p>The operation should be smooth during the shift, and the operation parameters should be adjusted in time according to product analysis to ensure that the product quality is qualified.</p> <p>当班期间应平稳操作，并根据产品分析及时调整操作参数，确保产品质量合格。</p>	<p>Unqualified of DHT naphtha dry point, KHT naphtha dry point, product kerosene flash point, product diesel flash point, copper strip corrosion, assess 2 points/time; unqualified low sulfur content in diesel or non-</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
		<p>compliance with diesel sulfur content assesses 3 points/time. Unqualified HC light and heavy naphtha, LPG, or H₂S content of the LP offgas assess 3 points/time; Unqualified LPG, refined propylene and isobutane for LPG Fractionation unit assess is 3 points/time.If any parameters exceed internal control limits, assess 1 point/time. Unqualified HC heavy naphtha water content, assess 1 point/time.</p> <p>柴油加氢石脑油干点, 煤油加氢石脑油干点, 产品煤油闪点, 产品柴油闪点, 铜片腐蚀不合格, 考核 2 分/次, 低分气硫含量产品柴油硫含量不合格考核 3 分/次。加氢裂化装置轻重石脑油、液化气、脱后干气 H₂S 含量不合格, 考核 3 分/次。气分液化气, 精丙烯和异丁烷分析不合格, 考核 3 分/次。超出内控指标, 考核 1 分/次。加裂重石水含量不合格, 考核 1 分/次。</p>
5.2.6.11	<p>The sampling device must be clearly labelled, correct valve status, the facilities are intact, and no leakage. 取样器必须标识清晰, 各阀门状态正确, 设施完好, 无泄漏。</p>	<p>Fail to carry out as required, assess 2-5 points/spot. 未按要求执行, 考核 2~5 分/处</p>
5.2.6.12	<p>The shift shall confirm the tag number and quantity of the samples in time during the shift period, as well as liaise properly with the laboratory sampling personnel, and sign for confirmation on the sampling record book. 班组当班期间应及时对取样样品位号、数量进行确认, 并和化验取样人员做好对接, 并在取样登记本中进行签字确认。</p>	<p>Fail to carry out as required, assess 1-2 points/time. 未按要求执行, 考核 1~2 分/次</p>

5.2.7 Interlock alarm management 联锁报警管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.7.1	Teams should be carefully operated to ensure that the operating parameters are within the normal range. 班组应精心操作，保证操作参数在正常范围之内。	Human misoperation caused interlock action, and the responsible person and teams are assessed according to the accident event standard. 人为误操作，造成联锁动作，按照事故事件对当事人及班组进行考核
5.2.7.2	If an alarm occurs in SIS or DCS, the main operator must conduct a cause analysis, confirm and eliminate it. If it cannot be eliminated or the alarm parameter settings are unreasonable, the team should promptly report to the supervising engineer SIS 或者 DCS 出现报警，主操必须进行原因分析，确认并消除，无法消除或报警参数设置不合理，班组应及时向主管工程师汇报。	Fail to carry out as required, assess 2 – 5 points/time 未按此执行，考核 2~5 分/次
5.2.7.3	In case of emergency, it is necessary to temporarily remove the interlock. The team leader needs to report to the professional engineer and supervisor first, obtain permission, and take preventive measures before performing the removal operation, and record it in the "Interlock Temporary Change Registration Form (within 48 hours)". 紧急情况，需要对联锁进行短时间切除，班长需先汇报专业工程师和主管领导，获得允许并做好防范措施后方可执行摘除操作，并在《联锁临时变更登记表（48h 以内）》中进行记录。	Fail to carry out as required, assess 2 -20 points/time 未按要求执行，考核 2-20 分/次。
5.2.7.4	In principle, during the shift, ensure that all interlocks are in normal operation, and the emergency shut-off valve on site should be in remote mode 原则上，当班期间确保各联锁处于正常投用状态，现场的紧急切断阀应处于远程状态。	Fail to carry out as required, assess 5 - 20 points / time. 未按要求执行，5~20 分/次。
5.2.7.5	The response of DCS and interlock alarm sound is on, so that the operator can get all kinds of alarm information in time. DCS 及联锁报警音响应处于打开状态，以便操作人员及时获取各类报警信息。	Simply turn off the DCS or SIS alarm information, assess 5 points / time. 随意关闭 DCS 或者 SIS 报警信息，考核 5 分/次
5.2.7.6	Modification of various parameters on DCS and SIS is strictly prohibited without the authorization of both the department and the instrument technician. DCS 及 SIS 上的各类参数，在未取得部门和仪表双方的授权下，严禁进行修改。	Without the permission of the department, randomly modify the alarm parameters on the DCS, PID setting parameters, and assess 2 to 5 points / item.

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
		未经部门允许，随意修改 DCS 上报警参数，PID 整定参数，考核 2~5 分/项
5.2.7.7	Approved modification of DCS and SIS parameters must be registered in a timely manner as required. 经批准修改 DCS 和 SIS 参数的必须按要求及时登记。	Those who have not registered on the log sheet assess 2 to 3 points / item. 未在台账上登记的，考核 2~3 分/项
5.2.7.8	If the instrument fails during the shift, contact the instrument technical immediately to deal with it. 当班期间出现仪表失灵情况，必须及时联系仪表进行处理。	If the instrument fails to be found for more than 5 minutes, assess responsible shift for 3-5 points / time. 仪表失灵超过 5 分钟未发现的，考核当班 3~5 分/次
5.2.7.9	Instruments that involved with interlock must be operated by the main operator and above, and it is required to confirm by the CCR shift supervisor. 涉及联锁的仪表，必须由主操及以上人员操作，并要求中控室当班负责人确认。	Fail to carry out as required, assess 2 - 5 points / time. 未按要求执行，考核 2~5 分/次。 Improper operation that causes interlock action in the unit, which shall be handled in accordance with the accident event. 操作不当引发装置联锁，按照事故事件处理
5.2.7.10	The shift member should be proficient in the interlock logical relations and interlock values. 班组员工应熟练掌握联锁逻辑关系及联锁值。	Fail to meet the standard, assess 2-5 points/time. 未达标者，考核 2~5 分/次
5.2.7.11	Before the interlocking is cut off and put into use, it must be checked and confirmed that safety measures are in place and conditions are met before operation can be carried out. 联锁的切除及投用前，必须做好检查和确认，安全措施落实到位、条件具备后方可进行操作。	Failure to comply with requirements will result in a score of 2-5 points per assessment. Failure to confirm conditions will trigger interlocking actions, and assessment will be conducted based on the accident event. 未按要求执行，考核 2~5 分/次，条件确认不到位触发联锁动作，按照事故事件进行考核。
5.2.7.12	The cutting and putting into operation of interlocking requires the operation of the main operator or above, and confirmation shall be made by the deputy team leader or above or authorized personnel of the team leader. 联锁的切除、投用操作，需主操及以上岗位人员操作，由副班长及以上或班长授权人员进行确认。	Failure to comply with requirements, failure of assessment operators to comply with requirements, 2-5 points per assessment, failure of central control team leader to comply with requirements, 2-5 points per assessment.

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
		未按要求执行，考核操作人员未按要求执行，考核 2~5 分/次，中控班长未按要求执行，考核 2~5 分/次。

5.2.8 Process optimization management 工艺优化管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.8.1	There should be a plan for the optimization and adjustment of the production process of each unit, and the corresponding implementation should be carried out according to the requirements. 各装置生产工艺优化调整应有方案，并按照规定要求进行相应的实施。	Fail to carry out as required, assess 3-5 points/time 未按照要求执行的，考核 3~5 分
5.2.8.2	The technical improvement measures of each unit shall be reported in accordance with the requirements and shall be followed up and implemented. 各装置技改技措应按照规定要求进行申报，并进行跟踪落实。	Fail to follow up as required, assess responsible person 3 points/time 未按照要求跟踪落实的，考核责任人 3 分
5.2.8.3	The rationalized suggestions for the optimization of the unit operation reported by the team will be rewarded once they are adopted. 班组提报的优化装置运行的合理化建议，一经采纳的将进行奖励。	Once the rationalization suggestion is adopted and put into practice, according to the rationalization suggestion reward scoring matrix, reward 10-300 RMB/article. 合理化建议一经采纳的并付诸实施的，依据合理化建议奖励评分矩阵表，奖励 10~300 人民币/条。
5.2.8.4	Under normal conditions, the instrument loop shall be in the automatic control state, and report in time in case of abnormal conditions which leads to failure of automatic operation. 正常自动控制状态，出现异常情况导致无法投自动应及时汇报。	If the automatic control rate index is lower than 97%, for every 1% lower, assess 2 points/%. 自控率指标每低于 97% 一个百分点，则考核 2 分/百分点。

5.2.9 Process technical log sheet and operation record management 工艺技术台账及操作记录管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.9.1	In accordance with company management requirements, each discipline establishes various professional management log sheet and updates them in real time. 各专业按照公司管理要求，建立各项专业管理台账，并实时更新。	Fail to carry out as required, assess responsible person 5 points/time 未按此执行，考核责任人 5 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.9.2	The operation record should be filled in on time and accurately. A black signing pen or fountain pen should be used in the filling process, and the writing should be neat. 运行记录应按时, 准确进行填写, 填写过程要使用黑色签字笔或钢笔, 字迹要工整.	The blank or missing content in operation record, assess 0.5 points / item, and maximum is 5 points. Not recorded on time, assess 2 points/time 运行记录内容空项遗漏, 考核 0.5 分/项, 封顶 5 分。未按时记录的考核 2 分/次
5.2.9.3	The operation record shall not be altered at will, and should not have empty items. The modified items shall be strictly drawn with parallel bars and kept clean and tidy. 运行记录, 不得随意涂改, 出现空项, 修改项应严格画双杠, 并保持大面整洁。	Wrong record not modified as required, assess 1 point/item, simply alter or cross out for more than 3 spots, assess 0.5 point/item and capped at 5 points 错误记录未修改, 考核 1 分/项, 随意涂改, 或杠改超过 3 处及以上, 考核 0.5 分/项, 封顶 5 分
5.2.9.4	All records should be filled in truthfully and on time. 各项记录要如实按时填写。	The content is falsified, assess 10 points / time 内容作假, 考核 10 分/次
5.2.9.5	All records should be certified and kept to ensure completeness. 各项记录要认证保存, 确保完整。	Records are torn, damaged, and evaluated, 1 to 5 points / time 记录撕毁, 损坏, 考核, 1~5 分/次
5.2.9.6	The fixed work should be recorded in time. 固定工作完成后应及时进行记录。	For blank records and unable to prove that the work has been completed, according to the work not carry out as required, assess 2 to 5 points 对于记录空白而又无法证明工作已经完成, 按照工作安排未执行考核 2~5 分
5.2.9.7	Report various log sheet and monthly reports on time, and update unit control index in time. 按时提报各类台账, 月报, 及时更新装置控制指标。	Fail to carry out as required, assess responsible person 5-10 points/time 未按要求执行, 考核责任人 5-10 分/次

5.2.10 Process blind plate management 工艺盲板管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.10.1	Each unit establishes a process blind plate log sheet. 各装置建立工艺盲板台账。	Fail to carry out as required, assess responsible person 3 points/time 未按此执行, 考核责任人 3 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.10.2	The process engineers are responsible for filling out and issuing the ticket before disassembly and assembly of the blind plate, and responsible for the on-site explanation of the blind plate construction. 工艺管理人员负责盲板拆装前票证的填写下发, 负责对盲板施工进行现场交底。	Fail to carry out as required, assess responsible person 5 points/time 未按此执行, 考核责任人 5 分/次
5.2.10.3	All records of the blind plate disassembly and assembly process shall be filled in truthfully and kept intact. 盲板拆装过程的各项记录要如实填写, 完整保存。	The content is falsified and assess 10 points / time 内容作假, 考核 10 分/次
5.2.10.4	After the status and position of the blind plate are changed, the team should complete the record of the "Flexible Blind Plate Change Registration Logsheets" at least within one shift cycle. Registration must be completed within two shifts cycle after the change during the startup-shutdown period. 盲板状态及位置发生改变后, 班组至少在一轮班内完成《动态盲板变更登记台账》记录。开停工期间必须在变更后两轮班内完成登记。	Fail to carry out as required, assess responsible person 1-3 points/time 未按要求执行, 考核 1~3 分/次
5.2.10.5	The shift is responsible for the daily anti-corrosion management of the blind plate in the responsible area. 班组负责责任区域内盲板的日常防腐管理。	Fail to carry out as required, assess 2 points/spot 未按要求执行, 考核 2 分/处
5.2.10.6	The shift is responsible for the management and verification of blind plate marks in the responsible area. 班组负责责任区域内盲板标记管理和核对。	Fail to carry out as required, assess 2 points/spot 未按要求执行, 考核 2 分/处
5.2.10.7	The shift is responsible for the regular inspection of the status of the blind plate signs in the responsible area. 班组负责责任区域内盲板标状态的定期检查。	Fail to carry out as required, assess 2-5 points/time 未按要求执行, 考核 2~5 分/次
5.2.10.8	Before changing the state of the blind plate, the risk of change and the controlled state of the material should be fully evaluated to prevent material from channeling and leaking. 盲板状态改变前, 应充分评估变更风险和物料受控状态, 防止物料互窜和泄漏。	Fail to carry out as required, assess 5-10 points/spot, if an accident is caused, assessment shall be carried out according to the accident 未按要求执行, 考核 5~10 分/处, 造成事故的, 按照事故事件进行考核
5.2.10.9	It is forbidden to use iron sheet, asbestos board or rubber board as temporary blind plate for energy isolation. 禁止使用铁皮, 石棉板或者橡胶板等作为临时盲板, 进行能量隔离。	The violators are assessed 5 to 10 points / site. If an accident is caused, the assessment shall be carried out according to the accident event 违反者考核 5~10 分/处, 造成事故的, 按照事故事件进行考核
5.2.10.10	Before disassembling the blind plate, you must confirm that the materials before and after the blind plate have been drained completely before you can organize	The construction was carried out before the medium was drained

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	personnel for construction. 盲板拆装前, 必须确认盲板前后物料已经放尽, 方可组织人员进行施工。	completely, assess responsible person 10 points / time 介质未放尽, 便进行施工, 考核责任人 10 分/次
5.2.10.11	The position of anti-medium channeling must use double valve plus blind plate or double valve to close and vent to open for anti-channeling management. 防介质互窜位置, 必须使用双阀加盲板或者双阀关, 放空开的方式, 进行防互窜管理。	The on-site condition does not meet the requirements of the anti-media channeling management, and assess 5 - 10 points / place 现场状态未达到防介质互窜管理要求, 考核 5~10 分/处

5.2.11 Utilities usage management 公用工程介质使用管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.11.1	Before using utilities medium, you must contact the dispatch and upstream departments to prevent impact on the system during the use. 公用工程介质使用前, 必须联系调度及上游部门, 防止使用过程中对系统造成冲击。	Use it without communication, and assess 3 to 10 points / time 未沟通联系, 擅自使用, 考核 3~10 分/次
5.2.11.2	The circulating water shall not be used as flushing water or discharged at will, and non-circulating water sources shall not be discharged into the circulating water system. 不得将循环水用作冲洗水或随意排放, 不得将非循环水源排入循环水系统。	Simply discharge, assess the responsible person 2 to 5 points / time 随意排放, 考核责任人 2~5 分/次
5.2.11.3	The establishment of a water cooler equipment log sheet should include records of replacement, leakage, and overhaul monitoring records. 建立水冷却器设备台帐, 应包括更换、泄漏、大修监测等情况记录的档案。	Fail to carry out as required, assess 5 points/time 未按此执行, 考核 5 分/次
5.2.11.4	The temperature, pressure and water quality of the circulating water cooler inlet and outlet should be checked every week, and any abnormality should be reported to the department in time. 每周应对循环水冷却器进、出循环水温度、压力和水质情况检查, 发现异常, 应及时汇报部门。	Fail to carry out as required, assess 2-10 points/time 未按要求执行, 考核 2~10 分/次
5.2.11.5	The team should adjust the dosing metering of the exhaust steam system in time to ensure that the pH of the boiler water and phosphate are qualified. 班组应及时调整乏汽系统加药计量, 确保炉水的 pH, 磷酸根合格。	Fail to adjust the dosage in time, resulting in unqualified analysis, assess 2 points / time, if the company conducts assessment of water quality analysis, the department will assess the responsible team according to twice the assessment standard of the company

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		未及时调整加药量，造成分析不合格，考核 2 分/次，若公司对水质分析进行考核，部门按照公司考核标准的两倍，对责任班组进行考核
5.2.11.6	Check whether the continuous operation of the steam drum is normal, and discharge once per shift. 检查汽包连排运行是否正常，每班一次定排排放。	Fail to carry out as required, assess 2 points/time 未按要求执行，考核 2 分/次
5.2.11.7	During the shift, the water vapor system should be checked to prevent the occurrence of running leaks, and any leaks should be contacted and dealt with in time. 当班期间，应对水汽系统进行检查，防止出现跑冒滴漏，对于出现的漏点，要及时联系和处理。	Fail to carry out as required, assess 1-2 points/time 未按要求执行，考核 1~2 分/处
5.2.11.8	The water level of the air-cooler water tank should be controlled within the normal range to prevent abnormal overflow, and vacuated of low liquid level. 空冷水箱水位应控制在正常范围，防止非正常溢流，低液位抽空。	If overflow or evacuation occurs, the assess 2 to 5 points / time. 出现溢流或者抽空，考核 2~5 分/次
5.2.11.9	Check the air-cooler water quality in each shift. If the water quality is abnormal, the cause should be investigated and reported to the supervisor, and the water quality of the water tank should be replaced in time. 每班对空冷水质进行检查，若水质异常，应进行原因排查并汇报主管人员，及时对水箱水质进行置换。	Fail to inspect as required, assess 2 points/time 未按要求进行检查的，考核 2 分/次
5.2.11.10	It is strictly prohibited to discharge water vapor at will. 严禁水汽随意排放。	Violators, assess 3-5 points/time. 违反者，考核 3~5 分/次
5.2.11.11	The unit fire water shall not be diverted for other purpose. 装置消防水不得挪为它用。	Simply use firefighting water, assess 5 to 10 points/time. 随意使用消防水，考核 5~10 分/次
5.2.11.12	The waste oil and waste alkali (waste amine liquid) generated in the production process should be unified recycled to the waste oil and waste liquid system, and it is not allowed to be directly discharged into the wastewater system. 生产过程中产生的废油，废碱（废胺液），应统一回收至污油，废液系统，不允许直接排放至污水系统。	Simply discharge, assess 5 to 10 points/time 随意排放，考核 5~10 分/次
5.2.11.13	During the production process, the oil-water interface should be strictly controlled to prevent oil from being brought into	Sulfur water consist of water, assess 5 points/time 含硫污水带油，考核 5 分/次

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	the sulfur-containing sewage system. 生产过程中, 应严格控制好油水界面, 防止将油带进含硫污水系统。	
5.2.11.14	Check the instrument air tank and fuel gas separation tank in each shift and drain the liquid. 每班对仪表风罐, 燃料气分液罐进行检查并切液。	Fail to carry out as required, assess 2 points/time 未按要求执行, 考核 2 分/次
5.2.11.15	Use water, steam and nitrogen medium for flushing and purge. After use, the site must be managed to prevent medium from channeling. 使用水、蒸汽、氮气介质进行冲洗吹扫, 使用完毕后, 现场必须做到防介质互窜管理。	Fail to meet the management requirements for anti-channeling of media, assess 5 points / place 未达到防介质互窜管理要求, 考核 5 分/处
5.2.11.16	The shift should be carefully operated and must not be discharged to high and low pressure systems for no reason. 班组应精心操作, 不得无故向高、低压系统进行泄放。	Abnormal emissions of shift, assess 5 points/time 班组异常排放, 考核 5 分/次
5.2.11.17	The team should monitor the temperature and flow changes of the unit exhaust air. For abnormal emissions, they must report with the department supervisor and dispatch. The shift supervisor should promptly organize the team to conduct problem investigation. 班组应监控好装置放空气外排温度和流量变化, 对于异常排放, 必须与部门主管和调度进行汇报, 班长要及时组织班组人员进行问题排查。	Abnormal emissions occurred, the team did not investigate the problem, assess was 2 to 5 points/time. 出现异常排放, 班组没有进行问题排查, 考核 2~5 分/次
5.2.11.18	The steam traps of the steam system shall operate normally, without any abnormalities such as blockage or direct discharge, and there is no water hammer in the pipeline. 蒸汽系统各疏水器正常运行, 无堵塞, 直排等异常情况, 管线无水击。	If there is an abnormal situation and not treated, assess the shift 5 points/spot 出现异常情况, 未进行处理, 考核当班班组 5 分/处

5.2.12 Contact report management 联系汇报管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.12.1	Abnormal information of the unit or production fluctuations should be reported to the shift supervisor in time, and the shift supervisor should report to the department supervisor and dispatch. 装置出现异常信息或生产出现波动, 应及时向班长进行汇报, 班长向部门主管人员和调度进行汇报。	Fail to report as required, assess 5 points/time 未按照要求汇报的, 考核 5 分/次
5.2.12.2	After the shift supervisor obtains the abnormal information, the team members should be immediately organized for proper disposal. 班长获取异常信息后, 要立即组织班组人员进行正确处置。	Fail to carry out as required, assess 20-50 points/time, if accident cause, it should be assessed according to the accident event

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		未按照要求执行，考核 20~50 分/次，造成事故的，按照事故事件进行考核
5.2.12.3	<p>In case of unplanned work stoppage, the team should promptly contact the department head engineer, deputy minister, minister, and dispatcher. The team leader should organize the team members to handle according to the emergency response plan, and the department duty personnel should arrive at the scene in a timely manner to organize and handle the situation.</p> <p>装置出现非计划停工，班组应及时进行联系部门主管工程师、副部长、部长和调度，班长组织班组成员按照应急处置预案进行处理，部门值班人员及时到达现场进行组织处理。</p>	<p>Fail to carry out as required, assess 5-10 points/time</p> <p>未按照要求执行，考核 5~10 分/次</p>
5.2.12.4	<p>Dispatcher issued the adjustment instruction to the main operator. The main operator shall make a record of the corresponding instruction reception and report to the shift supervisor and the department supervisor in time.</p> <p>调度向主操下达的调整指令，主操应做好相应指令接收记录，并及时向班长和部门主管人员进行汇报。</p>	<p>Fail to carry out as required, assess 2-5 points/time</p> <p>未按要求执行，考核 2~5 分/次</p>
5.2.12.5	<p>The main operator shall be arranged according to the dispatcher instructions, and the instructions shall be executed in time and accurately.</p> <p>主操应根据调度指令安排，及时准确的执行调度指令。</p>	<p>The dispatch instruction is not carried out for no reason, assess 5 points/time</p> <p>无故未执行调度指令，考核 5 分/次</p>
5.2.12.6	<p>During the operation, if internal process changes are involved, the team must report to the department supervisor. If it involves external systems or process changes that may affect other departments, it must report to the dispatcher and related departments at the same time.</p> <p>操作过程中，涉及内部流程变动，班组必须向部门主管人员进行汇报，涉及外部系统或者可能影响其他部门的流程变动，必须同时汇报调度和相关部门。</p>	<p>The shift team do not report as required, assess 2-10 points/time</p> <p>班组未按要求汇报，考核 2~10 分/次</p>

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5.2.12.7	During the production process, if there is any non-conforming information, the team should report it to the department head engineer in a timely manner. The team leader should organize the team members to make adjustments and conduct sample analysis in a timely manner. For abnormal analysis of raw material properties, it is necessary to report to the scheduling team in a timely manner. 生产过程中, 出现不合格信息, 班组应及时向部门主管工程师汇报, 班长要及时组织班员进行调整操作和加样分析。对于原料性质分析异常, 要及时汇报调度。	Fail to carry out as required, assess 2 points/time 未按照要求执行, 考核 2 分/次
5.2.12.8	The various operations inside the unit may have an impact on the upstream and downstream unit. The team should call the corresponding device and dispatcher before the operation to avoid fluctuations in the operation of the related unit. 装置内部各项操作可能对上下游装置造成冲击, 班组应在操作前电话联系对应装置和调度, 避免引起相关装置操作波动。	The shift team do not contact as required, assess 3 points/time 班组未按要求联系, 考核 3 分/次
5.2.12.9	The quality inspection center fails to send sample bottles to the unit according to the inspection plan, and the team should contact the quality inspection center in time to prevent the sampling plan from being unimplemented. 质检中心未按照检验计划向装置送样瓶, 班组应及时联系质检中心, 防止取样计划无法执行。	The shift team do not contact as required, assess 1-3 points/time 班组未按要求联系, 考核 1~3 分/次
5.2.12.10	During the shift, equipment, instruments, and electrical abnormalities, the team must contact the department supervisor, dispatcher and corresponding inspection and maintenance, instrument and electrical competent departments to troubleshoot. 当班期间, 设备, 仪表, 电气出现异常, 班组必须及时联系部门主管, 调度, 以及对应检修, 仪表和电气主管部门进行问题排查。	The shift team do not report as required, assess 5 points/time 班组未按要求汇报, 考核 5 分/次
5.2.12.11	The switching and starting of the high-voltage motor in the unit must be contacted by the dispatcher and the power dispatcher, and they can be operated only after obtaining approval. 装置内高压电机切换、启动, 必须联系调度和电力调度, 获得批准后方可进行操作。	The shift team do not report as required, assess 5 points/time 班组未按要求汇报, 考核 5 分/次
5.2.12.12	When the unit leaks and catches fire, the team should immediately report to the department management, dispatcher and fire brigade, and request the fire brigade to provide on-site support. 装置出现泄漏着火时, 班组应立即汇报部门管理人员, 调度和消防队, 请求消防队进行现场支援。	The shift team do not contact and report as required, assess 5 points/time 班组未按要求联系汇报, 考核 5 分/次

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5.2.12.13	<p>When the device experiences or may experience shutdown, catalyst overheating, overpressure, leakage, fire, personnel injury or sudden illness, major environmental pollution and other accidents, the first discoverer of the department should immediately report to the team leader. The team leader or the team leader should arrange a dedicated person to report to the department's chief engineer, responsible leader and department head, duty personnel and dispatcher in the first time.</p> <p>装置出现或可能出现停工、催化剂飞温，超压、泄漏、着火、人员伤害或突发疾病、重大环境污染等事故事件时，部门第一发现人应立即汇报班长，班长或班长安排专人在第一时间内汇报给部门主管工程师、分管领导和部长、值班人员及调度。</p>	<p>The shift team do not contact and report as required, assess 5-20 points/time</p> <p>班组未按要求联系汇报，考核 5-20 分/次</p>
5.2.12.14	<p>When there is an injury or sudden illness during the shift, the department leader should be contacted in time, and the department should contact the HSE department and integrative management department for treatment. 当班期间出现人员受伤或突发疾病时，应及时联系部门主管，部门联系 HSE 部、综合管理部进行处置。</p>	<p>The shift team do not report as required, assess 5 points/time</p> <p>班组未按要求汇报，考核 5 分/次</p>
5.2.12.15	<p>The shift supervisor should grasp all operation trends during the shift (including instrument, electrical, inspection and maintenance, etc.), and report the operation contents to the its discipline supervisor. 班长应掌握当班期间所有作业动向（包括仪表，电气，检维修等），并将作业内容向对口专业主管人员进行汇报。</p>	<p>Fail to carry out as required, assess 2-5 points/time</p> <p>未按要求执行，考核班长 2~5 分/次</p>
5.2.12.16	<p>Work progress at the start, end and end of all kinds of operations in the field and central control room shall be reported in a timely manner in the work group, and professional management can be notified if necessary. 现场和中控室进行各类作业开始、结束、结束后工作进度班组需及时在工作群中进行汇报，有必要可通知专业管理人员。</p>	<p>Failure to carry out as required, assess shift team 2-5 points/time</p> <p>未按照要求执行考核班组 2~5 分/次</p>
5.2.12.17	<p>During daily operations, panel and field operators should maintain good communication. 日常操作应做好内外操联系沟通。</p>	<p>Unit fluctuations due to insufficient communication between panel and field operators, assess the responsible person 2-10 points/time, assess shift monitor 1-5 points/time 因内外操联系不到位，导致装置参数</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
		异常。考核责任人 2-10 分/次，连责班长 1-5 分/次

5.2.13 DCS Operating System Management DCS 操作系统管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.13.1	The CCR shift supervisor is responsible for the management of the central control room during the shift; the team members should obey the unified management of the supervisor. The supervisor is required to patrol the DCS screen at least every 2 hours, and remind the shift members to deal with any abnormal situation in time; when the unit is abnormal, bring up the DCS alarm screen in time, and find out the cause of the problem in time. 中控班长负责当班期间中控室的管理；班组员工要服从班长的统一管理。要求中控班长至少每 2 小时对 DCS 画面进行全面巡屏，发现异常及时提醒岗位员工处理；当装置出现异常时，及时调出 DCS 报警画面查看，及时找出问题发生的原因。	If the team disobey the management without any reasons, assess 5 points/time; if they fail to carry out as required, the shift supervisor will be assessed 2-5 points/time, if the parameters are abnormal and not discover in time, the assessment will be 2-20 points/time. 无故不服从管理，考核 5 分/次；未按照要求执行，考核班长 2~5 分/次，参数异常，未及时发现，考核 2~20 分/次。
5.2.13.2	The emergency operation card and any process discipline documents shall be classified and placed in the specified document box. Personal belongings, water bottles and other things are not allowed to be placed in front of the operation keyboard and SIS auxiliary console. The operation records and personal notebooks shall be placed in the drawer of DCS console after use. 应急操作卡、工艺台账等应分类整齐摆放至规定文件盒。个人物品、水杯等杂物不允许放置在操作键盘和 SIS 辅操台前。运行记录及个人笔记本等物品用完后放置在 DCS 操作台抽屉里。	Fail to carry out as required, assess 2-5 points/time 未按要求执行，考核违反者 2~5 分/次
5.2.13.3	During the shift, it is strictly forbidden to eat at the DCS console, and it is strictly forbidden to store fruits, food and other things unrelated to work in the drawer of the console; it is strictly forbidden to use personal computers or tablets on the DCS console. 当班期间，严禁在操作台就餐，操作台抽屉严禁存放水果、食品等与工作无关的东西；严禁在 DCS 操作台使用个人电脑或平板。	Violators, assess responsible person 2-5 points/time 违反者，考核责任人 2~5 分/次
5.2.13.4	The main operators at each post shall not leave the post or the central control room at will. If it is necessary to	Violators, assess responsible team (person), 5 points/time

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
	temporarily leave the post for special reasons, it must be operated by another main operator. During this period, the temporary main operator will be responsible for any information displayed in the DCS. 各岗位监盘主操不得随意离开主操室，如特殊原因需要暂时离开主操室，必须要由另外一名主操进行替岗监盘操作。在此期间，暂时替岗监盘的主操将对 DCS 中所显示的任何信息负责。	违反者，考核责任班组（人）5分/次
5.2.13.5	During the shift, the main operators of each post must carefully monitor the DCS, and is not allowed to do anything unrelated to the work. 当班期间各岗位主操必须认真监盘，不允许做与工作无关的事情。	Violators, assess responsible team (person), 2-20 points/time 违反者，考核责任班组（人）2~20分/次
5.2.13.6	During daily operation, it is strictly forbidden to use the numeric keys of DCS console keyboard to manually input the values. Only the arrow keys can be used for adjustment. The numeric keys can only be used during emergency state, and the main operator needs to verify the values manually before pressing ENTER. 日常运行期间，严禁用DCS操作台键盘数字键手动输入数值，只能使用控制面板的步进键进行调节。数字键仅适用于紧急状态下，且主操在手动输入数值后，需进行核实后再按 ENTER 键。	Violators, assess the responsible person 2-5 points/time. If an accident occurs, the responsible person shall be assessed according to the circumstances. 违反者，考核责任人 2~5分/次 造成事故事件发生，按事故事件考核相关责任人
5.2.13.7	During daily operation, the DCS console keyboard is only used to switch the operation screen from one to another, and to silent the alarm. If the keyboard is malfunctioned, contact the instrument personnel to handle with the problem. 日常运行期间，操作台键盘仅用于各操作画面的切换以及报警的消音等。发现操作键盘有失灵现象及时联系仪表进行处理。	Violators, assess the responsible person 2-5 points/time. 违反者，考核责任人 2~5分/次
5.2.13.8	The P, I, D parameters, set value, alarm value SVH and SVL, upper and lower limit MVH and MVL of valve position of DCS operating system control point are not allowed to be modified without permission of management personnel. In case of inappropriate operation due to the set values and parameters, modification can only be carried out after contacting and reporting management personnel for approval. The situation then shall be handed over to next shift well, and the registration and update timely in the alarm logsheet. DCS 操作系统控制点的 P、I、D 参数、设定值报警值 SVH、SVL，阀位上下限 MVH 和 MVL，各参数报警值未经管理人员许可，严禁私自进行修改。运行中若出现不合	Violators, assess the responsible team (person) 2-5 points/time. 违反者，考核责任人 2~5分/次 违反者，考核责任班组（人）2~5分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
	适的，在联系汇报管理人员同意后方可进行修改，并做好交接，并及时在动态报警台账中进行登记更新。	
5.2.13.9	During the shift, the alarm information shall be confirmed and eliminated within 30s in the process alarm status bar of DCS operation screen. This is to prevent excessive accumulation of alarm information that unable the operators to capture the key alarm information and deal with the abnormal situation in time. DCS 操作画面过程报警状态栏，当班期间需在 30s 内对报警信息进行确认并消除，防止累积过多，无法捕捉到关键报警信息，错过处理异常情况的时间。	Fail to carry out as required, assess the responsible team 2-5 points/time 未按要求执行，考核责任班组 2~5 分/次
5.2.13.10	During the shift, it is strictly prohibited to mute the DCS alarm sound without authorization. 当班期间，DCS 报警声音严禁擅自关闭。	Violators, assess the responsible team 5 points/time 违反者，考核责任班组 5 分/次
5.2.13.11	If there is any inaccuracy or malfunctions of remote measurement, control, online analytical instruments for production process parameters, data acquisition equipment, process control computer equipment (DCS, SIS, FGS) and its actuators and instrumentation automation systems, flammable and toxic gas alarms, video surveillance system, it is necessary to contact the instrument personnel to handle it in time. 用于生产过程参数的远传测量、控制、在线分析仪表，数据采集设备、过程控制计算机设备（DCS，SIS，FGS），执行器及由它们组成的仪表自动化系统，可燃和有毒气体报警器，视频监视系统，有不准确的或出现故障的，当班要及时联系仪表人员进行处理。	If cannot contact timely (referring to a problem that exceeds 10 minutes), assess the responsible person 2 points/time 联系不及时（指出问题超过 10 分钟），考核责任人 2 分/项次

5.2.14 Other management 其它管理

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.14.1	On-site glass plate level meter must be used 现场玻璃板液面计必须投用	Not used for no reason, assess responsible person 3 points/piece 无故不投用，考核责任人 3 分/个

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.2.14.2	All flow meter auxiliary lines must not be opened without reason. If it is necessary to open the auxiliary line, the consent of the on duty personnel or the supervising technical personnel must be obtained, and telephone records must be kept 所有流量计副线无故不得打开，若必须开副线，必须征得值班人员或主管技术人员的同意，并做好电话记录。	Those who open the bypass line privately, assess 5 points/item. 私自开副线者，考核 5 分/项次
5.2.14.3	Control valve adjustment or overhaul, medium must be changed to bypass line, when the control valve is removed, and it is strictly prohibited to adjust or overhaul the control valve when the medium is passing through the control valve line. 控制阀调校或检修，介质必须要改走副线，切除控制阀，严禁介质走控制阀的同时调校或检修控制阀。	Violation, assess responsible team (person) 3 points / time. 违反者，考核责任班组（人）3 分/次
5.2.14.4	On-site process pipeline labelling and red line labelling of liquid level gauge shall be complete. 现场工艺管道标识，液面计红线标识应齐全。	Incomplete labelling, assess 0.5 point per label, maximum 5 points 标识不全的，考核 0.5 分/条，上限 5 分封顶
5.2.14.5	The standardized content of the pipeline labelling and daily process requirements must meet the management requirements of the department. 管道标识以及日常工艺要求规格化内容必须符合部门管理要求。	If it does not meet the daily standardization requirements of the process, assess be 2-5 points/item 不符合工艺日常规格化要求的，考核 2-5 分/项
5.2.14.6	Complete the fixed daily work on time and make corresponding records according to the requirements; if there is any abnormality, you should report to the supervisor in time. 按时完成各项固定日常工作，并按照要求进行相应记录；若出现异常，应及时向主管人员汇报。	Fail to carry out as required, assess 2-10 points/time 未按规定执行，考核 2~10 分/次
5.2.14.7	The control instruments measures equipped for process anti-corrosion, the instruments shall be regularly checked to ensure the accuracy of measurement. 工艺防腐措施配套的控制仪表，计量仪表应定期校验，以保证计量的精准度。	Fail to carry out as required, assess 5 points/time 未按规定执行，考核 5 分/次
5.2.14.8	For pipelines involving oil vapor, hydrogen sulfide, sourwater and hydrogen medium, the drain valve must be closed, and blind plates or pipe caps must be installed to prevent medium leakage. 涉及油气，硫化氢，含硫污水，氢气介质的管线倒淋，阀门必须处于关闭状态，同时必须安装盲板或管帽，防止介质泄漏。	Fail to carry out as required, assess 2 points/spot 未按要求执行，考核 2 分/处
5.2.14.9	The on-site process status must meet process management requirements, and flow adjustments must not be made at	Fail to carry out as required, assess 5-10 points/spot

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
	will. 现场流程状态必须符合工艺管理要求, 不得随意进行流程调整。	未按要求执行, 考核 5-10 分/处
5.2.14.10	The shift member should be familiar with the emergency operation card and emergency plan handling content. 班组应熟悉应急操作卡、应急预案处理内容。	Depend on the answer, assess or reward 2-5 points/time 视回答情况, 考核 2~5 分/次, 或奖励 2~5 分/次
5.2.14.11	If there is no objective reason, the shift team must carry out the process instruction, production adjustment and daily plan work arrangement that are arranged by the department accordingly. 对于部门安排的工艺指令、生产调整以及发布的《日计划工作安排》, 若无客观原因, 班组必须按照要求执行	Fail to carry out as required, assess 2-10 points/time 未按要求执行, 考核 2-10 分/次
5.2.14.12	After the liquid draining of each drum is completed, the liquid drain valve is not closed in time, resulting in safety accidents such as material leakage and equipment overpressure. 各塔罐切液完成后, 未及时将切液阀关闭, 造成物料泄露, 设备超压等安全事故。	Fail to carry out as required, assess the responsible person 5-50 points/time, the team on duty will be assessed with 5-50 points at the same time. 未按照要求执行的, 考核责任人 5~50 分/次, 同时考核当班班组 5~50 分。

5.3 Equipment Discipline Performance Appraisal 设备专业绩效考核

5.3.1 Requirements and assessment rules for daily operation, inspection and maintenance for pumps 机泵日常操作、巡检及维护方面的要求及考核细则

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.1.1	Due maintenance or operation failure that cause the operating pump to 运行机泵由于维护或操作不到位而造成	•		Vacuated: deduct 10-20 points/unit 抽空: 扣 10~20 分/台 Bearing or seal damaged: deduct 30-50 points/unit (This will be an elimination criterion for the annual evaluation)

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
				轴承或密封损坏：扣 30~50 分/台(作为全年评优否决项)
5.3.1.2	No shaft rotation is carried out according to the schedule for standby pump or compressor (including improper shaft rotation, failure to carry out the required shaft rotation, abnormal rotation not immediately addressed and recorded) , and no shaft rotation record is made in the MES shift system 备用泵或压缩机未执行定期盘车要求（包括盘车不到位、未按要求盘车、盘车异常未及时联系处理和记录），未在 MES 交接班中记录盘车情况	•		<p>No rotation of pump shaft, assess 2 points/unit, not more than 20 points 泵未盘车扣 2 分/台，不超过 20 分，</p> <p>No rotation of compressor shaft, assess 5 points/unit, 压缩机未盘车扣 5 分/台。 Assessment of 5 points/shift for not rotating shaft within the specified time 未在规定时间内盘车的扣 5 分/班次</p> <p>No shaft rotation for twice per month, additional 10 points deduction 全月两次未盘车，加扣 10 分</p> <p>No shaft rotation for thrice per month, additional 20 points deduction 全月三次未盘车，加扣 20 分</p> <p>Deduct 2 points per time for non-barring record 无盘车记录扣 2 分/次。</p> <p>Deduct 10 points per time if there is abnormal shaft rotation that is not promptly addressed or recorded. 盘车异常未及时联系处理和记录扣 10 分/次</p>

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.1.3	The damage of the pump coupling guard was not discovered in time, and the buckle was not restored after Rotating. 机泵联轴器护罩损坏未及时发现，盘车后未将卡扣恢复扣紧的。	•	•	Deduct 5 points per unit 扣 5 分/台次
5.3.1.4	Failure to complete regular switching of pumps without reason; Or failure to regularly replace lubricating oil; Or failure to complete the records of pump switching and lubricating oil replacement on time 无故未完成机泵定期切换的；或未完成定期更换润滑油的；机泵切换及定期更换润滑油记录未按时完成的。		•	Deduct 10 points per unit, no more than 30 points. 扣 10 分/台，不超过 30 分
5.3.1.5	Failure to perform valve temperature measurement on reciprocating compressors as required, or failure to report abnormalities in a timely manner. 未按要求对往复式压缩机进行气阀测温；发现异常未及时上报的。	•		Deduct 5 points per unit, no more than 10 points 扣 5 分/台，不超过 10 分
5.3.1.6	The startup and shutdown record of the corresponding pump switching is not recorded in the EM system 机泵切换未在 EM 系统建立相应开停记录的	•		Deduct 5 points per unit 扣 5 分/台
5.3.1.7	Found out vibration, excessive temperature or other abnormal problems on the rotating equipment, which is not reported to the supervisor in time 转动设备监测发现振动、温度超标或其它异常问题，未及时向主管人员汇报的	•		Deduct 5 points per unit 扣 5 分/台
5.3.1.8	Poor maintenance causes backup pumps (including but not limited to high-temperature pumps not preheating properly, pumps not powered) to be unable to be standby 维护不好造成备用泵（包括且不限于高温泵预热不到位、泵未送电）无法备用的	•		Deduct 10 points per unit 扣 10 分/台
5.3.1.9	Inadequate maintenance resulted in the liquid level and pressure of the PLAN52 sealing tank, the pressure and flow rate of the PLAN72+76 sealing gas, the pressure and temperature of the	•		Deduct 5 points per spot 扣-5 分/处

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
	PLAN53B sealing oil, and the flow rate and pressure of the PLAN32 sealing flushing oil not meeting the requirements 维护不到位导致 PLAN52 密封罐液位、压力, PLAN72+76 密封气压力、流量, PLAN53B 密封油压力、温度, PLAN32 密封冲洗油流量、压力不符合要求			
5.3.1.10	The pump is not put into standby or trial operation in time without special reasons after maintenance 机泵检修后无特殊原因未及时达到备用状态	•		Deduct 10 points per unit 扣 10 分/台
5.3.1.11	Poor oil quality or water found in the bearing housing or oil cup of the pump 机泵轴承箱或油杯油质差或带水	•		Proactively replaced: add 1-3 points/spot 主动更换: 加 1-3 分/加油点 Not found out: deduct 5 points/spot 未发现: 扣 5 分/加油点
5.3.1.12	Check and found out that the oil level of the pump bearing box is inappropriate 检查发现机泵轴承箱油位不合适	•		Below the lower red line: 5 points/unit 低于下红线: 扣 5 分/台 Above the upper red line: deducted 3 points/unit 高于上红线: 扣 3 分/台
5.3.1.13	Check and found out that the oil level of the replenish oil cup is lower than the red line; the threaded connection of the replenishment oil cup is loose and was not detected or addressed in time. 检查发现补偿油杯油位低于红线; 补偿油杯螺纹接口松动未及时发现、处理的。	•		Deduct 5 points per unit 扣 5 分/台
5.3.1.14	The air-cooler belt is broken or the air-cooler belt slips, and it is not dealt timely 空冷皮带断或空冷皮带打滑未及时联系处理的	•		Deduct 2-4 points/unit, proactively find out and contact for treatment immediately for slip belt additional 1 point/unit, fracture additional 2 points/ unit

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
				扣 2-4 分/台，主动发现并联系处理打滑的加 1/台次，断裂的加 2/台次
5.3.1.15	Motor tripped or overloaded due to operation reason 电机由于操作原因跳停或过载	•		Deduct 10 points/unit 扣 10 分/台
5.3.1.16	Proactively detecting high differential pressure and other equipment issues with the inlet filter of the pump, seal flushing oil filter, lubricating oil filter 主动发现机泵入口过滤器、密封冲洗油过滤器、润滑油过滤器差压高及其他设备问题	•		Contact for rectification: add 1 -5 points/unit 联系整改好的：加 1-5 分/台 Not found out: deduct 1-5points/unit 未发现：扣 1-5 分/台
5.3.1.17	Proactively found out equipment problems such as bearing failures or abnormalities (no maintenance is not in place) 主动发现轴承故障或异常等设备问题（无维护不到位）	•		Add 1 point/unit, if the problem is more serious, add 2-5 points/unit 加 1 分/台，问题较严重的加 2-5 分/台
5.3.1.18	Proactively found out mechanical seal leaks 主动发现机械密封漏的	•		Maintenance not needed add 1 point/spot, maintenance need add 2-5 points/spot 不需要检修加 1 分/处，需要检修加 2-5 分/处
5.3.1.19	Proactively found out the failure of the pump motor and arrange for maintenance or refueling 主动发现机泵电机故障并安排检修或加油	•		Better after refueling: add 2 point/unit 加油后好转：加 2 分/台 Maintenance required: add 3-5 points/unit 需检修：加 3-5 分/台
5.3.1.20	Lube oil sight glass, lube oil cup, liquid level gauge of the mechanical seal system must have correct and clear red lines. The pump's temperature, pressure gauge and vibration measurement points and pump steering are marked right and not missing		•	No red line or spot deduct 2 points per spot 无红线或点扣 2 分/处

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		On shift 当班	Area in charge 包干	
	机泵油视镜、补偿油杯、封液罐液位计、压力表需有正确清晰红线，测温测振点及机泵转向需标识正确没有缺失			
5.3.1.21	Pump oil and water sight glass, bearing box sight glass, replenish oil cup, oil seal tank liquid level, etc. can not be seen clearly 机泵油水视镜、轴承箱视镜、补偿油杯、封油罐液位等看不清的		•	Deduct 2 points/spot 扣 2 分/处 Add 1 point/spot for proactively found out and deal. 主动发现并处理的加 1 分/处
5.3.1.22	The pump shaft rotating line is not intact or does not meet the standard 机泵盘车线不完好或不符合规格化的		•	Deduct 2 point per spot 扣 2 分/处
5.3.1.23	Wash the motor with water or steam 用水或蒸汽冲洗电机的	•	•	Deduct 10 points per unit 扣 10 分/台 Motor damage: Deduct additional 20-50 points/unit 电机损坏: 扣 20-50 分/台
5.3.1.24	The charter card is damaged, unclear, or the name of the responsible person is missing or not updated in time 包机牌损坏、不清晰、承包责任人名字缺失、未及时更新的		•	Deduct 2 points per unit 扣 2 分/台
5.3.1.25	The composite air-cooled water tank has been cleaned and accepted 复合空冷水箱清理且验收合格的	•		Those who pass the inspection will be rewarded 100RMB/unit for HC and LPG unit, 50RMB/unit for HT, and deduct 10-30RMB for those who fail to pass the inspection 验收合格的, 加裂气分奖励班组 100RMB/台, 加氢奖励班组 50RMB/台, 验收不合格的考核责任班组 10-30RMB
5.3.1.26	The surrounding sanitation is polluted or the floor drain is blocked during the cleaning process of	•		The responsible team is assessed at 5 points, and

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	the composite air cooler water tank. 复合空冷水箱清理过程中造成周围卫生被污染或造成地漏堵塞的			the team is required to clean up the surrounding sanitation or clear the floor drain 考核责任班组 5 分, 并要求班组清理周边卫生或疏通地漏

5.3.2 Requirements and assessment rules for daily operation, inspection and maintenance for furnace 加热炉日常操作、巡检及维护方面的要求及考核细则

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.2.1	Ignition hole, anti-explosion door or hole are not tightly closed 点火孔、看火门或孔等未关严	•		Deduct 2 points/spot 扣 2 分/处
5.3.2.2	Large air leakage on the quick-open damper or explosion-proof door and does not contact for treatment timely 快开风门或防爆门漏风较大未联系处理	•		Deduct 2 points each, proactively found out the air leakage point and cooperated with the treatment add 1-5 points/spot depend on the workload 扣 2 分/个, 漏风点积极查找、配合处理的视工作量酌情加 1-5 分/处
5.3.2.3	Stopping the burner without closing the damper 停用燃烧器未关闭风门	•		Deduct 5 points each 扣 5 分/个
5.3.2.4	If the pilot light is extinguished but not found out, the pilot light and the burner are blocked and not cleaned in time 长明灯熄灭未检查发现的, 长明灯、火嘴堵塞未及时联系清理的	•	•	The pilot lamp goes off and is not discovered, deduct 5-10 points/branch 长明灯熄灭未检查发现的, 扣 5-10 分/支 Pilot light and main

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
				burners nozzles are blocked and not cleared in time, deduct 2-5 points/branch 长明灯、火嘴堵塞未及时联系清理的扣 2-5 分/支 The blockage was found and treated, add 1-5 points/spot 配合处理的视工作量酌情加 1-5 分/次
5.3.2.5	Damaged or missing accessory parts of the heating furnace were not reported in time 加热炉附属部件损坏或缺失未及时发现上报的		•	Deduct 2-5 points each 扣 2-5 分/次
5.3.2.6	The flame burning condition of the heating furnace is not good, the flame flutter the furnace tube, not forming, fluttering, the furnace hearth is turbid, dim, and black smoke occur etc are not adjusted timely 加热炉火焰燃烧状况不好, 火苗扑炉管、不成形、发飘, 炉膛混浊、昏暗、冒黑烟等未及时调整的		•	Deduct 2 points/spot 扣 2 分/处 No rectification for twice per month, additional 5 points deduction 全月两次未调整, 加扣 5 分 No rectification for thrice per month, additional 10 points deduction 全月三次未调整, 加扣 10 分
5.3.2.7	The operating parameters of the heating furnace, such as load, furnace oxygen content, negative pressure, exhaust gas temperature, etc., are not adjusted in a timely manner beyond the process card or departmental control indicators. 加热炉运行各参数如负荷、炉膛氧含量、负压、排烟温度等超工艺卡片或部门控制指标未及时调节的。		•	2 points will be deducted for failure to make timely adjustments within one hour, and 5-10 points will be deducted for prolonged failure to make timely adjustments 一小时之内未及时调整扣 2 分/处、长时间未及时调整扣 5-10 分/处

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.2.8	The liquid draining valve of the air preheater system of the heating furnace needs to be fully open on site. The team inspects and confirms that the water seal level of the liquid draining U-shaped pipe is normal, and checks whether the U-shaped pipe for liquid draining has fallen off. 加热炉空气预热器系统脱液阀现场需全开状态，班组巡检检查确认脱液 U 形管水封液位正常，脱液 U 形管是否脱落	•		Fail to carry out as required, deduct 5 points 未按要求执行，扣 5 分
5.3.2.9	Ranking of heating furnace thermal efficiency evaluation 加热炉热效率评比排名	•		Add 5 points to the first place in the thermal efficiency evaluation of the heating furnace Add 3 points to the second place in the thermal efficiency evaluation of the heating furnace Add 2 points to the third place in the thermal efficiency evaluation of the heating furnace 加热炉热效率评比第一名加 5 分 加热炉热效率评比第二名加 3 分 加热炉热效率评比第三名加 2 分

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.2.10	Temperature measurement records of furnace wall, furnace bottom, and observation window of the heating furnace. 加热炉炉壁、炉底、看火窗测温记录	•		Failure to execute as required, deduct 5 points. 未按要求执行，扣5分

5.3.3 Requirements and assessment rules for daily operation, inspection and maintenance for lubricating oil 润滑油日常操作、巡检及维护方面的要求及考核细则

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.3.1	Lubricating oil station (referring to the cabin of the three-stage filtering oil station) contains water and impurities in the oil drum and oil pot, and there are impurities on the filter 润滑油站（指三级过滤油站小屋）油桶、油壶内含水、杂质，过滤网上有杂质	•		Deduct 5 points/spot 扣5分/处
5.3.3.2	When the lubricating oil is added, the three-stage filtration is not performed 添加润滑油时未执行三级过滤的	•		Deduct 5 points/time 扣5分/次
5.3.3.3	The teams do not take lubricant samples for no reason 班组无故不采润滑油样	•		Deduct 5 points/spot 扣5分/处
5.3.3.4	Lubricant analysis failed due to missing or inadequate sampling procedures 由于班组采样程序缺失或不到位造成润滑油分析不合格	•		Deduct 5 points/spot 扣5分/处 Falsify, deduct 5-10 points/spot

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
				弄虚作假扣 10 分/处
5.3.3.5	Lubricant addition and replacement do not meet the requirements of the "Five Set Lubricating Oil Tables"; there is no special tool for oil addition and replacement tools 润滑油添加、更换不符合“润滑油五定表”要求；加换油工具没有专具专用	•		Deduct 5-10 points/unit 扣 5-10 分/台
5.3.3.6	After the lubricant is added or replaced, it is not recorded in the EM system 润滑油添加、更换后未在 EM 系统记录的	•		Deduct 1-3 points/unit 扣 1-3 分/台
5.3.3.7	Lubricator is blocked or too fast.no adjustment. 注油器不通或滴速过快不做调整的。	•		Deduct 2-5 points/spot 扣 2-5 分/点
5.3.3.8	Lubricant added or replaced that caused overflow, not cleaned; the oil in the oil container was not dumped in time 润滑油添加、更换造成溢出的，未打扫；接油盒油满未及时倾倒	•		Deduct 2 points/spot 扣 2 分/处 Not cleaned in time: 4 points/spot 未及时清理：扣 4 分/处
5.3.3.9	Large unit oil tank, crankcase and oiler liquid level is lower than the red line 大机组油箱和曲轴箱、注油器液位低于红线	•		Deduct 5-10 points/spot 扣 5-10 分/点
5.3.3.10	Disposal of waste oil against the regulations 违规处理废油的	•		Deduct 5-10 points/time 扣 5-10 分/次
5.3.3.11	Oil stains or debris are found on the ground, countertops, walls, doors and windows of the lubricating oil station and waste oil barrel area 润滑油站及废油桶区地面、台面、墙面、门窗有油迹或杂物	•		Deduct 2 point/spot 扣 2 分/处
5.3.3.12	Not recorded in the inspection record book of the oil station 油站巡检记录本上未进行记录的	•		Deduct 2 point/time 扣 2 分/次
5.3.3.13	Large units, engine pump lubricating oil tanks are not dewatered every Wednesday, or are not recorded truthfully in the daily inspection log book 大机组、机泵润滑油箱每周三白班未进行脱水，或在润滑油站日检记录本中未如实记录的	•		Deduct 2 points/spot, no more than 10 points 扣 2 分/处，不超过 10 分
5.3.3.14	Add or replace lubricant of pump(or unit)with independent console 带独立润滑油站的机泵（组）加换油	•		Add 0.5-1 points/barrel 加 0.5-1 分/桶

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		On shift 当班	Area in charge 包干	
5.3.3.15	The on-site oil receiving box is managed by the shift team, and the oil receiving box should be emptied before the shift gets off work. 现场接油盒由当班班组管理，当班下班前应清空接油盒。	●		Deduct 2 points/time 扣 2 分/次
5.3.3.16	Lubrication oil barrel must have analysis report attached. If lost or not attached in time, deduct points. 润滑油桶上要粘贴化验分析单，丢失或未及时粘贴			Deduct 2 points/item 扣 2 分/个
5.3.3.17	Lubricating oil barrels in the compressor room should be kept clean, placed on trays, and covered with fireproof cloths. 压缩机房内润滑油桶卫生干净，放在托盘上且盖好防火布。			Deduct 2 points/item 扣 2 分/个

5.3.4 Requirements and assessment rules for daily operation, inspection and maintenance for compressor 大机组特护日常操作、巡检及维护方面的要求及考核细则

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.4.1	The team should does not carry out special protective equipment job for the large machine as required, flip and record within the specified time. (8: 00~10: 00, 14:00~16:00), it will be subject to penalties. The special care work for large unit should be performed by shift leader, deputy shift leader, or acting shift leader. 班组应按要求做好大机组的特护工作，在规定时间内翻牌并进行记录，每日两次特护时间为 8:00~10:00,14:00~16:00，大机组的特护工作由班长、副班长或代理班长进行。	●		Special protective care for large machine is not performed on time, deduct 5 points/unit per time, no more than 20 points. Task is not carried out as required, deduct 5 points/unit per time. 未按时进行大机组特护：扣 5 分/台·次，总扣分不

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		On shift 当班	Area in charge 包干	
				超过 20 分。未按要求执行的：扣 5 分/台·次，
5.3.4.2	The compressor inlet demister tank and associated pipelines were not drained in time, and the liquid level is higher than the red line. 压缩机入口分液罐、 干气密封一次气聚结器 及有关管线未及时排凝，液位高于红线， 压缩机集液罐未按照正常操作而造成集液罐超压的。	•		Deduct 5 points/time 扣 5 分/次
5.3.4.3	The interstage separation tank and compressor collection tank of the reciprocating compressor were not discharged in a timely manner, and the liquid level was above the red line 往复式压缩机级间分液罐及压缩机集液罐未及时排凝，液位高于红线	•		Deduct 5 points/time 扣 5 分/次
5.3.4.4	Unit operating parameter alarm not found in time 机组运行参数报警未及时发现	•		Deduct 5-10 point/spot, equipment failure or hidden danger that cause equipment failure deduct 10 ~ 50 points / time 扣 5-10 分/处，导致设备故障或运行隐患的扣 10~50 分/次
5.3.4.5	The defects that affect the normal operation of the unit are found on site and need to be reported or contacted immediately (such as high intake air temperature, cylinder noise, etc.) 现场发现影响机组正常运行的缺陷，需及时上报或联系处理（如进排气温度偏高、气缸杂音等）	•		Maintenance required, add 5-10 points/time; 需停机处理加 5~10 分/ 次; Maintenance not required, add 1-5 points/time; 不需停机处理加 1~5 分/ 次; Not found out in time, deduct 5-10 points/time 未及时发现扣 5~10 分/次
5.3.4.6	The spare pumps of each unit and pump lubricating oil pump and water station water pump should be in automatic state 各机组及机泵润滑油泵、水站水泵的备用机泵应处于自动状态，未做到	•		Deduct 5 points/unit 扣 5/台

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.4.7	Failure to properly conduct and record the air tightness inspection of accumulator inflation needle valve 未按要求做好蓄能器充气针阀气密性检查及记录	•		Failure to record, deduct 2 points/time 未做记录扣 2 分/次 Failure to inspect, deduct 5 points/time 未检查扣 5 分/次

5.3.5 Requirements and assessment rules for equipment defects and hidden dangers 设备缺陷及隐患方面的要求及考核细则

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.5.1	If a leakage point on site is found and registered as required, the team that is contact and dealt in time will be assessed based on the doubled value of the defect found 发现现场泄漏点并按要求登记的，联系并处理的班组按发现缺陷翻倍值考核	•		General leakage points (refer to water, low-pressure steam, air, nitrogen, lubricating oil): add 1-2 point/spot 一般性的漏点（水、低压蒸汽、风、氮气、润滑油）：加 1~2 分/点 Big leakage: add 2-5 points/point 大的漏点：加 2~5 分/点
5.3.5.2	Found pipelines, drains, floor drains that are blocked. The shift team that found and handled the problem in time will be assessed based on doubled the value of the defect found. 发现管线、导淋、地漏堵塞的。处理的班组按发现缺陷翻倍值考核	•	•	Add 1-5 point/time, add 2-5 points/time for proactive contact for treatment, deduct 2-5 point / time undiscovered 加 1~5 分/次，主动处理好的加 2~5 分/次，未发现的扣 2~5 分/次
5.3.5.3	The equipment or pipeline parts are defective, such as valves with few bolts, back caps,		•	Add 1-5 points/spot for proactive contact for

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		On shift 当班	Area in charge 包干	
	handwheels or poor thermal insulation, coatings, electrostatic grounding, incomplete nameplates, etc. 设备或管道部件有缺陷的，如阀门少螺栓、背帽、手轮或保温不完好，涂层、静电接地、铭牌不完好等。			treatment, deduct 2-5 points/spot if discovered during inspection 主动处理好的加 1~5 分/处，检查发现扣 2~5 分/处
5.3.5.4	Liquid level gauge and backwater sight glass are unclear 液位计、回水视镜不清未及时发现处理的		•	If not spotted, deduct 2 points/spot; add 2 points/spot for proactively identifying and addressing issues in other team areas.未发现扣 2 分/处，主动发现并处理其它班组区域的加 2 分/处
5.3.5.5	Found that there is no short wire or blind cover at the end of drain valve 发现导淋阀后无短丝或盲盖主动联系处理好的	•		Deduct 1-2 points/unit 加 1~2 分/台次
5.3.5.6	Vibration or shaking of the pipeline is found, reported or contact for treatment 发现管线振动或晃动，上报或联系处理的	•		Add 1-2 points/spot for reporting, add additional 2-5 points/spot for proactively contacting & solving 上报加 1~2 分/处，主动联系处理好的加 2~5 分/处
5.3.5.7	The insulation that was removed during the shift does not contact for restoration; if it was not restored in time due to external reasons, and the handover record was not made; the day shift team does not contact for restoration for the insulation that is handover to them 当班期间拆除的保温未联系恢复的；因外部原因未能及时恢复的，未做好交接记录的；白班班组对交接下来需复位保温未联系恢复的	•		Deduct 2-5 points/spot 扣 2~5 分/处
5.3.5.8	The fire dikes and cofferdams in toxic and flammable areas such as atmospheric pressure storage tanks, ammonia tanks, desulfurizer tanks have cracks, holes and other defects, which are not registered		•	Deduct 2-5 points/spot 扣 2~5 分/处

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		On shift 当班	Area in charge 包干	
	常压储罐、氨罐、脱硫剂罐等有毒易燃区的防火堤、围堰有裂纹、孔洞等缺陷，而未登记			
5.3.5.9	Thermometers and pressure gauges that are damaged should be replaced in time, and relevant records should be updated accordingly. 温度计、压力表损坏应及时更换并记录相关台账	•		Not replaced and records are missing, deduct 2 points/unit; 未更换及记录缺失的：扣 2 分/台； The team in which proactively replaces items in other teams' areas and record the changes, add 1-2 points/spot; 班组主动更换其它班组区域的并登记加 1~2 分/处；
5.3.5.10	The vessel and pipeline within the unit are not well insulated, the labor protection is damaged or the lighting is not intact, and it is not dealt with in time or recorded accordingly 装置内容器设备和管道上保温不完好，劳动保护损坏或照明不完好，未及时记录的		•	Deduct 2-5 points/spot 扣 2~5 分/处
5.3.5.11	The identification of the towers, tanks, and pumps in the device is not clear and has not been dealt with in time. 装置内各塔，罐，机泵等设备位号标识不清晰未及时处理		•	Deduct 2 points/spot 扣 2 分/处

5.3.6 Requirements and assessment rules for inspection and work permit 检修施工作业票方面的要求及考核细则

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.6.1	The measures of the team are not done properly during the inspection and construction work 检修施工作业中班组措施落实不到位的	•		Deduct 5-10points/time 扣 5-10 分/次 Serious case, deduct 10-20 points 情节严重的, 扣 10~20 分
5.3.6.2	Teams do not issue work permit for no reason 班组无故不开作业票的	•		Deduct 5 points/time 扣 5 分/次
5.3.6.3	Issuance of maintenance operation ticket is not up to standard, and the ticket is not closed as required after construction 检修作业票签发不规范, 施工后未按要求闭票的	•		Deduct 5 points/time 扣 5 分/次
5.3.6.4	If the permit is closed without tracking the completion of the operation, the information and permit of the unfinished operation cannot be clearly handed over 未跟踪落实作业完成情况即闭票的, 未完成作业的信息和票证未能清晰交接下班的	•		Deduct 5 points/time 扣 5 分/次
5.3.6.5	After the equipment is overhauled, the construction unit is urged to do a good job of "cleaning up the site after finishing work" (including thermal insulation reset, rack removal, etc.), which is not completed or the completion is not good (incomplete job due to objective reasons, it must be handed over and recorded) 设备检修后督促施工单位做好“工完料尽场地清”工作 (包括保温复位, 架子拆除等), 未完成或完成情况不好 (客观原因未完成必须交接、记录)	•		Deduct 5-10 points/spot 扣 5~10 分/处
5.3.6.6	The work permit and work schedule are not clearly handed over to the next shift or lost. 未闭作业票票证及作业进度未清楚交接下班的, 或作业票丢失的。	•		If hand over is not clear, deduct 5 points/ticket 未交接的扣 5 分/票 If work permit is lost, deduct 5 points/ticket 票证丢失的扣 5 分/票

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.6.7	Job tickets should not be placed randomly, unclosed job tickets should be placed in the job ticket holder, and closed-loop job tickets should be placed in the box for recycling job tickets. 作业票不得随意乱放，未闭作业票应放在作业票夹子里，完成闭环的作业票应放在回收作业票的盒子里。	•		2 points/vote will be deducted for failure 未做到的扣 2 分/票

5.3.7 Requirements and assessment rules for other aspect 其他方面的要求及考核细则

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.7.1	The unit's start-up confirmation is not done properly and causes system fluctuations 机组开机确认不到位引起系统波动的	•		Deduct 10 points/time, serious case, deduct 20 points/time 扣 10 分/次，严重的扣 20 分/次
5.3.7.2	Fail to operate equipment in accordance with equipment operating regulations 未按设备操作规程操作设备	•		Deduct 10 points/time, cause damage to the equipment, deduct 50 - 100 points/time 扣 10 分/次，造成设备损坏的扣 50~100 分/次
5.3.7.3	Fake equipment records, such as machine pump status monitoring, etc. 设备记录作假的如机泵状态监测等	•		Data falsification: deduct 20 points/spot, with a cap on monthly full bonus. Responsible shift leader is also held accountable (This will be an elimination criterion for annual evaluation)

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
				数据作假: 扣 20 分/处, 当月全奖封顶, 联责班长, (作为全年评优否决项)
5.3.7.4	Fail to done properly the equipment sanitation and maintenance, fail to maintain a good job of clear window vision, ground cleaning, trench bottoming, and neat equipment 未做好设备卫生及维护保养, 未做好窗明、地净、沟见底、设备整洁的		•	Deduct 1-5 points/time 扣 1~5 分/次
5.3.7.5	The safety valve popped due to wrong operation 安全阀因误操作起跳的	•		Pop out: deduct 10 points/unit 起跳: 扣 10 分/台; No report in time: deduct additional 10 points/time; 未及时汇报记录的: 加扣 10 分/次;
5.3.7.6	The safety valve is not put into use in time after inspection; the state of the safety valve and the lead seal do not meet the requirements. The safety valve body and related attachments such as the nameplate and constant pressure information plate are incomplete and have not been found and reported. 安全阀检验后未及时投用, 安全阀状态及铅封不符合规定的。安全阀本体及相关附件如铭牌、定压信息牌不完好未发现并汇报的。	•	•	Not put into use: deduct 10 points/unit 未投用: 扣 10 分/台 No lead seal on the front, rear valves, safety valves; or front, rear valve's opening condition wrong, deduct 5 point/spot 安全阀前后阀、安全阀无铅封的, 或前后阀门未全开的扣 5 分/处 Safety valve and the related attachments have defects, deduct 2-5 points/unit 安全阀及附件有缺陷的扣 2~5 分/台。
5.3.7.7	Fail to strictly abide by the operating conditions (mainly based on process cards or operating methods, and for those not in process card it is mainly based on design conditions or clearly specified by the department) results in	•		Deduct 20 points (double evaluation of important equipment, and deliberate acts will be dealt with separately)

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
	overtemperature and overpressure operation of pressure vessels 未严格遵守操作条件(以工艺卡片或操作法为主,无工艺卡片的以设计条件或部明确规定为主)造成压力容器超温、超压运行			扣 20 分(重要设备加倍考核、故意行为另行处理)
5.3.7.8	On-site pressure gauges, on-site level gauges, the red line mark is not pasted in accordance with the requirements of the standard or has no mark. 现场压力表、现场液位计, 红线标识未按照规格化标准要求粘贴或无标识的。		•	Deduct 2 points/spot 扣 2 分/处
5.3.7.9	There is no debris in the skirt within the unit, on the basis, sampling box, instrument box, etc., no debris on the equipment, pipe racks, valves, pressure gauges, thermometers, signs are not cleaned up, and the team does not do 装置裙座内、基础上、采样箱、仪表箱等无杂物, 设备、管架、阀门上无杂物, 压力表、温度计、标牌清理不积灰, 班组未做到的		•	Deduct 1-5point/spot 扣 1-5 分/处
5.3.7.10	The bolts and blind plates are obviously corroded, the screw rod is not greased, and the anti-corrosion work is not in place. 螺栓、盲板等有明显锈蚀、丝杆未涂抹润滑脂, 防腐工作不到位的。		•	Deduct 2 point/spot 扣 2 分/处
5.3.7.11	Add points for Key equipments well standardized assessment. 重要设备规格化良好的加分考核。		•	Add 1-3 per time 加 1-3 分/次
5.3.7.12	Deliberate damage to tools, such as vibration measuring pens and temperature measuring guns, tools that should be handed over are damaged but not handed over, and public tools are not found after they are lost. 故意损坏工具, 如测振笔和测温枪的, 应交接的工具损坏后未交接的, 公用的工具丢失后未找到的。	•		Deduct 5 points/piece, and compensate according to the price 扣 5 分/只, 并且照价赔偿

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.7.13	<p>During the shift, the team must strictly abide by the warehouse management regulations of the Second Refinery Department.,If materials are put in and out of the warehouse, the "Materials In and Out Record Form" should be registered as required., If personnel from other units are found to be using warehouse materials without permission, they should be stopped immediately.,Materials that need to be stored in the warehouse must be arranged neatly according to the prescribed positions. During the shift, the sanitary supplies in the warehouse are dirty, messy, and poor and need to be sorted out in time.The team should lock the warehouse promptly after the materials enter and exit the warehouse, and it is prohibited to lose keys,etc.not done</p> <p>当班期间班组需严格遵守炼油二部库房管理规定，如物资出入库应按要求登记“物资出入库记录表”，发现外单位人员私自领用库房物资应及时制止，对需要入库的物资要按规定好的位摆放整齐，当班期间库房卫生物资脏、乱、差需及时整理，物资出入库后班组应及时对库房上锁，禁止弄丢钥匙 等，未做到的</p>	•		Deduct 1 - 5 points/shift 扣 2~5 分/班次
5.3.7.14	<p>Teams cooperate to deal with equipment work, depending on workload</p> <p>班组配合处理设备工作，视工作量而定</p>	•		Add 1 - 5 points/time/spot 加 1~5 分/次/项
5.3.7.15	<p>Rationalization suggestions with good effects on equipment operation and maintenance</p> <p>对设备运行和维护有较好效果的合理化建议</p>	•		Add 1 - 5 points/time 加 1~5 分/次
5.3.7.16	<p>In order to meet the work of advance notice and arrangement of various inspections and assessments, the team or team has unreasonably delayed or failed to complete</p> <p>为迎接各类检查评比提前通知安排的工作，班组无故拖延或不完成的</p>	•	•	Deduct 10-30 points/time 扣 10~30 分/次

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.7.17	Cannot effectively assist the department in maintaining equipment or has a negative attitude. 不能很好地协助部门搞好设备维护工作，或有抵触情绪	•		Deduct 5-10 points/time 扣 5~10 分/次
5.3.7.18	Problems checked by the company will be doubled on the basis of the company 公司检查出来的问题，在公司的基础上加倍考核	•	•	
5.3.7.19	Regular work and special care work are not done properly resulting in deduction assessment 定期工作和特护工作不到位造成扣分考核的	•	•	Besides the direct or indirect responsible to the deduction, monitor will deduct additional 2 points / time 除按规定考核直接或间接责任人外，班长扣 2 分/次
5.3.7.20	Equipment accident 发生设备事故的	•		In addition to the direct or indirect responsible person according to the regulations, the shift will deduct -20-50 points / time 除按规定考核直接或间接责任人外，扣相关班组 20-50 分/次
5.3.7.21	Receive equipment work arrangement but did not implement it or did not complete it without any reasons 接到设备专业工作安排而未执行或无理由未完成的	•		Deduct 5-30 points/time 扣 5~30 分/次
5.3.7.22	Other relevant matters that are not included in the assessment will be deducted as appropriate according to the situation 其它未列入考核内容的有关事宜，视情况套用同类条例酌情加扣	•	•	

No. 考核条款	Assessment content description 考核内容描述	Responsible Shift 责任班组		Assessment standard 考核标准
		On shift 当班	Area in charge 包干	
5.3.7.23	Questions about equipment majors 设备专业提问相关问题	•	•	1-2 points/person for good answers, deduct 2-5 points/person for poor answers 回答较好的加 1-2 分/人次，回答较差的扣 2-5 分/人次
5.3.7.24	Problems in daily, weekly and monthly inspections are overdue without rectification 日周月检问题无故超期未整改的	•	•	Deduct 5-10 points/item 扣 5-10 分/条
5.3.7.25	On-site F guns should be placed neatly in the gun rack, each gun rack no less than three, can not be placed anywhere, the ground floor is responsible for the shift group, the first floor is responsible for the shift group area. 现场 F 枪应在枪架上摆放整齐，每个枪架上不少于三把，不得随地乱放，地面一层归当班班组负责，一层以上按班组区域负责。	•	•	Deduct 2 points/time 扣 2 分/次

5.4 HSE Discipline Performance Appraisal HSE 专业绩效考核

5.4.1 HSE integrative management requirements HSE 综合管理要求

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.4.1.1	HSE facility management requirements HSE 设施管理要求 The management of HSE facilities should strictly implement the "three fixed and one handover" system: "fix storage, fix personnel maintenance, fix inspection period, included in the handover" to ensure that they are in good condition. HSE 设施的管理应严格执行“三定一交”制度：“定点存放、定人维护、定期检查，列入交接班”，确保完好备用。	Fail to carry out as required, assess 2-5 points/time; 未按要求执行的，考核 2~5 分/次；

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.4.1.2	<p>HSE facilities shall not be left unused, stop, modified, used for other purposes or dismantled for no reason; HSE facilities shall be maintained regularly, and the storage of debris is strictly prohibited around them, and they shall be kept in good condition at any time. After FGS system gives off alarms, the personnel should confirm, record and deal with it in time. HSE 设施不得无故闲置、停用、改造、挪作它用或拆除； HSE 设施应定期保养，周围严禁堆放杂物，保持随时可以取用的良好状态。FGS 系统报警后岗位人员应及时确认、记录并处理。</p>	<p>Fail to carry out as required, assess 2-5 points/time; Result in serious consequences, assess 5-10 points/time 未按要求执行的，考核 2~5 分/次； 造成严重后果的，考核 5~10 分/次</p>
5.4.1.3	<p>HSE facilities should be regularly maintained to keep them readily available HSE 设施应定期保养，保持随时可用状态</p>	<p>If the HSE equipment is artificially damaged, compensation shall be made at the price HSE 设备设施人为损坏的，照价赔偿 The unintentional damage or loss of facilities with a value of more than 400BND will be compensated at 20%~50% of the depreciation price (4-in-1 alarm costs 5000RMB, and walkie-talkie costs 15000RMB). If the company needs to recover the facilities, the company's assessment system will be implemented. 非故意损坏或丢失价值超过 400 文币的设施，按折旧价 20%~50%赔偿（四合一按 5000RMB 计价，对讲机按 15000RMB 计价），公司若追责收回则执行公司考核制度。</p>
5.4.1.4	<p>Firefighting management requirements 消防管理要求 It is forbidden to reduce the fire separation distance, and it is forbidden to block or encroach on the fire control channel at will; it is forbidden to close and block the evacuation channel and safety exit; it is forbidden to move, misappropriate or damage various fire safety signs 禁止缩小防火间距，不得随意堵塞、侵占消防通道；禁止封闭、堵塞疏散通道、安全出口；禁止擅自移动、挪用、损坏各类消防安全标识</p>	<p>Fail to carry out as required, assess 2-5 points/time; Result in serious consequences, assess 5-10 points/time 未按要求执行的，考核 2~5 分/次； 造成严重后果的，考核 5~10 分/次</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.4.1.5	Each team is responsible for the daily inspection of fire hydrants, fire vertical pipes and fire hydrant boxes, fire cannon, fire sandbox in the responsible area 各班组负责辖区内消防栓、消防竖管、消防栓箱、消防炮、消防沙箱的日常检查。	Fail to carry out as required, assess 1 point/area, not capped 未按要求执行的, 考核 1 分/处, 上不封顶
5.4.1.6	Inspection of small extinguisher device no less than 2 times per month; ensure that fire-fighting device is hygienic, clean, free from debris, in good condition, placed in position, and replaced and report in time after use 小型灭火器材检查每月不少于 2 次; 保证消防器材卫生干净、无杂物、完好备用、定位摆放、使用后及时补充更换并汇报	Fail to carry out as required, assess 1 point/spot, not capped 未按要求执行的, 考核 1 分/处, 上不封顶
5.4.1.7	Any individual should report the fire situation in time when a fire alarm is discovered; the alarm procedure shall be implemented in accordance with the requirements of the "Alarm and Alarm Received Management Procedure" 任何个人, 在发现火情时, 应及时报告火警; 报警程序按照《报警、接警管理程序》要求执行	If a fire is found and not reported in time, assess 5 points/time; causing an accident to expand, assess according to company assessment standards; Report in time to avoid expansion of accident, reward 5-10 points/time 发现火情, 未及时报告, 考核 5 分/次; 造成事故扩大的, 按公司考核标准执行; 及时汇报避免事故扩大的, 奖励 5~10 分/次
5.4.1.8	Permission management for the use and stop of fire water cannon; under normal circumstances, approval needed before usage, and it can be used directly in emergency. Report to the department in time after put into use. 对消防水使用、停用实行许可管理; 正常情况下如需使用必须得到批准, 紧急情况下可直接使用, 使用后及时汇报部门。	Fail to carry out as required, assess 2-5 points/time 未按要求执行的, 考核 2~5 分/次
5.4.1.9	Volunteer firefighters should first perform personal protection, and then assist full-time firefighters in firefighting and personnel search and rescue in case of accidents Emergency disposal. 志愿消防队员在事故应急处置时, 首先做好个人防护再协助专职消防员进行火灾扑救、人员搜救等工作	Carry out as required, reward the responsible personnel 5-10 points/time 按要求执行的, 奖励当事人 5~10 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.4.1.10	<p>HSE training and education HSE 培训及教育</p> <p>Each shift should carry out shift-level safety education to new employees. Each shift should carry out HSE education as a team 各班组应对新员工开展班组级安全教育。各班组应开展以班组为单位的 HSE 教育</p>	<p>Fail to carry out as required, assess 5-10 points/time</p> <p>未按要求执行的, 考核 5~10 分/次;</p>
5.4.1.11	<p>Department leaders and discipline management personnel are assigned to the corresponding team to participate in the team HSE activities according to the team HSE activity plan, all discipline management personnel participate in team HSE activities at least once a month, to ensure that the presence of management personnel on the safety activities of each team, and check the organization of each team</p> <p>部门领导、各专业管理人员根据班组 HSE 活动计划分配到对应班组参加班组 HSE 活动, 各专业管理人员每月至少参加一次班组 HSE 活动, 确保每个班组的安全活动都有管理人员参加, 对各班组组织形式进行把关</p>	<p>Fail to carry out as required, assess 2-5 points/time</p> <p>未按要求执行的, 考核 2~5 分/次</p>
5.4.1.12	<p>Each team should organize the HSE activities of the team according to the requirements of the department, and record them in the format and frequency required by the company.</p> <p>各班组应按部门要求认真组织班组 HSE 活动, 按公司要求的格式、频次记录</p>	<p>Fail to carry out as required, assess 2-5 points/time</p> <p>未按要求执行的, 考核 2~5 分/次;</p>
5.4.1.13	<p>Team members should master the content of the HSE activities of the team and master the knowledge and skills of HSE</p> <p>班组成员应掌握班组 HSE 活动学习内容, 掌握各项应知应会的 HSE 知识技能</p>	<p>Spot-check the learning content of HSE activities of employee teams and groups; incomplete answers, or unfamiliar with the HSE knowledge and skills required for the position, assess the responsible person 2 points / time; If the exam score is below 70%, deduct 2-5 points/time.</p> <p>抽查员工不会的, 或回答不全的, 考核责任人 2 分/次; 试卷考试低于 70 分的, 考核 2-5 分/次</p>
5.4.1.14	<p>HSE logo management HSE 标识管理</p> <p>The HSE logo shall not be dismantled or intentionally damaged without authorization. If a defect is found, it shall be replaced in a timely manner as required. Those who intentionally damage the logo will be penalized in accordance with the relevant provisions of the company assessment</p>	<p>Fail to carry out as required, assess 2 - 5 points/time</p> <p>未按要求执行的, 考核 2~5 分/次</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
	HSE 标识不得擅自拆动或故意损坏, 若发现缺损, 应按要求及时更换。	
5.4.1.15	HSE Hidden Troubleshooting HSE 隐患排查管理 The daily hidden trouble investigation of the shift member and post staff should be carried out at any time during the daily inspection, safety inspection, on-site operation and production management, and all kinds of hidden dangers should be found, record, rectified and closed loop managed at any time. 班组、岗位员工日常隐患排查应在日常巡检、安全检查和现场操作以及生产管理过程中, 对各类隐患要随时查找、登记、整改、闭环。	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次
5.4.1.16	After discovering hidden dangers, the member of each team shall report the "Application Form for Hidden Hazards and Safety Award" to the unit safety supervisor within 5 working days from the day of discovery, late declaration will not be rewarded. All kinds of hidden dangers should be reported in time and filled in as required, not fake. 各班组人员发现隐患后, 自发现日起 5 个工作日内将《查隐患 保安全奖励申请表》报至装置安全主管人员, 逾期申报不予奖励。发现各类隐患应及时申报, 填写规范, 不得造假。	Fail to carry out as required, assess 2 - 5 points/time. For the rewards, it will be implemented according to the company's special rewards. For any falsification discovered, the individual will be forfeited from their entire annual hazard reward. 未按要求执行的, 考核 2~5 分/次, 奖励按公司专项奖励执行; 发现造假一次罚没个人全年隐患奖励所得
5.4.1.17	The personnel in each position found out hidden dangers, and after being reviewed by the shift supervisor, record in the hidden trouble investigation and management logbook, and after taking the necessary emergency measures, the nature of the preliminary judgment was determined: if it can be dealt with immediately, the shift team directly informs the maintenance department to go to the site to eliminate the defect ; If it cannot be dealt with immediately, the shift team shall report to the discipline supervisor of the department 各岗位人员发现隐患, 由当班班长审核后录入隐患排查治理台账, 并采取必要的应急措施后, 初步判断其性质: 能立即处理的, 当班班组直接通知维保部门及时到现场进行消缺处理; 不能立即处理的, 当班班组向部门专业主管人员汇报	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次
5.4.1.18	Discipline supervisors carry out rectification of hidden dangers according to the actual situation, and included in the maintenance plan and included in the department's "hidden danger management tracking table" for flexible management 专业主管人员根据实际情况进行隐患整改,	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次

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	列入检修计划并纳入部门《隐患治理跟踪表》进行动态管理	
5.4.1.19	Emergency plan 应急预案 The plan is revised at least every three years, and the revision of the plan should be recorded, archived and filed 预案至少每三年修订一次，预案修订情况应有记录、归档并备案	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次
5.4.1.20	The department shall conduct on-site disposal plan no less than 1 monthly drill per shift, which must include 1 on-site actual combat emergency drill. All shift team should organize it properly. 现场处置预案运行部每班每月演练不少于 1 次，其中必须包括 1 次现场模拟实战综合应急演练。班组应认真组织应急演练。 Familiarize employees with their units' emergency plan through emergency drills. 通过应急演练培训，员工应熟悉本装置应急预案。	Fail to carry out as required, assess 1- 5 points/time 未按要求执行的，不合格项目考核 1~5 分/项目
5.4.1.21	HSE, process and equipment professional management personnel should participate in the drill and evaluation of the on-site emergency drill. 安全，工艺，设备各专业管理人员参与现场处置预案的演练、评估等工作	Fail to carry out as required, assess 2-5 points/time 未按要求执行的，考核 2~5 分/次
5.4.1.22	Incident management 事故管理 After the accident occurs, the team leader (or internal operator) shall immediately report to the head of the department, and then report to the dispatch room 事故发生后，班组长（或内操）需立即向本部门负责人报告，再向调度室报告	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次
5.4.1.23	Concealment and non-reporting, false reporting, intentional delay and non-reporting, intentional destruction of the accident site, concealment of the truth of the accident, or refusal to accept investigation and refusal to provide relevant information and information shall be aggravated 事故发生后隐瞒不报、谎报、故意拖延不报、故意破坏事故现场、隐瞒事故真相，或者无正当理由，拒绝接受调查以及拒绝提供有关情况 and 资料的，加重处理	Fail to carry out, deal as accident event 未按要求执行的，按事故对待
5.4.1.24	Accident handling should adhere to the principle of "Four Not Let Go", that is, do not let go if the cause of the accident is not cleared, do not let go if the responsible person does not handled, do not let go if the rectification measures are not implemented, and do not let go if the relevant people are not educated	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 5~10 分/次

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	事故处理要坚持“四不放过”原则，即事故原因未查清不放过、责任人员未处理不放过、整改措施未落实不放过、有关人员未受到教育不放过	
5.4.1.25	<p>Change management 变更管理</p> <p>Change application: In the company system management, any change that does not meet the requirements of the management system document, and has or will have an impact on system management, should complete the change procedure, and the change department will fill out the "Change Application Approval Form" 变更申请：在公司体系管理过程中，凡与管理系文件规定要求不符的，已经或将对体系管理产生影响的变更事项，均应办理变更手续，由变更所在部门填写《变更申请审批表》</p> <p>When involved in any changes, shall follow the procedures such as application, approval, hazard identification, design, implementation, acceptance, etc. 涉及各类变更事项，均应办理变更手续，落实申请、审批、风险辨识、设计、实施、验收等要求程序。</p>	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次
5.4.1.26	<p>shall be monitored and supervised on site by technical experts and management personnel assigned by the department in charge and the department involved. 变更项目实施过程管理，应由变更主管部门及变更所在部门安排专业技术和管理人员进行现场监督和安全交底。</p>	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次
5.4.1.27	<p>Violation of company system 5.1.1.1, 5.1.1.2, 5.1.1.3, 5.1.1.4, 5.1.1.5, involving smoking, drug use, drinking or come to work. 违反公司制度 5.1.1.1、5.1.1.2、5.1.1.3、5.1.1.4、5.1.1.5，涉及吸烟，吸毒，上班饮酒，醉酒上岗的。</p>	Once it's found, executed according to the company's relevant system 一经发现按公司相关制度执行
5.4.1.28	The professional management personnel of the department are strictly forbidden to command in violation of regulations or beyond the level of command 部门各专业管理人员严禁违章指挥或者越级指挥。	Fail to carry out as required, assess 20-100RMB /time. If an accident is caused, follow the company's "Four Do Not Let Off" management system for accident handling. 未按要求执行的，考核 20-100RMB/次，如果造成事故，按照公司事故处理“四不放过”管理制度执行

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5.4.1.29	It is prohibited to ride bicycles across the unit. Any bicycles found parked in non-designated areas of the unit should be removed immediately 禁止骑自行车穿行装置，发现自行车停放在装置非指定区域需及时清理	Fail to carry out as required, assess shift on-duty 2-5 points/time. 未按要求执行的考核当班班组 2~5 分/次

5.4.2 Safety management requirements 安全管理要求

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.4.2.1	Hazard source identification and risk assessment 危险源辨识和风险评估 When engaged in production operations and other related activities, each team should conduct hazard identification, risk assessment and control according to the prescribed time, period and method, and be responsible for its results 各班组在从事生产作业和其它相关活动时，应按规定时间、周期、方法进行危险源辨识、风险评估和控制，并对其结果负责	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次
5.4.2.2	All discipline should organize the identification of hazard sources and risk assessment (JHA analysis) in accordance with the requirements of companies and departments, determine the risk level, and formulate and implement risk control measures 各专业作业负责人应按照公司、部门要求组织开展危险源辨识与风险评估（JHA 分析），确定风险等级，制定并落实风险控制措施 JHA analysis and on-site safety disclosure shall be made before commencing any work,so that the personnel for construction,monitoring, and other related works are fully aware of the work hazards and safety measures. 高风险作业前应开展 JHA 分析和现场安全交底，施工人员、监护人员及相关人员清楚作业危害和安全措施。	Fail to carry out as required, assess 2 - 5 points/time Executed well, reward 2-5 points/time 未按要求执行的，考核 2~5 分/次； 执行情况较好的，奖励 2~5 分/次
5.4.2.3	Hazardous chemicals management 危险化学品管理 When employees use hazardous chemicals, they must understand and master the safety technical specifications of the relevant content of and safe operating procedures of the corresponding hazardous chemicals, and take corresponding precautions to avoid personal injury accidents 员工使用危险化学品时，必须了解和掌握相应危	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次；

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	<p>险化学品安全技术说明书和安全操作规程有关内容，并采取相应的防范措施，避免发生人身伤害事故</p>	
5.4.2.4	<p>High-risk operations management 高风险作业管理 The high-risk operation permit is the basis for the operation. The relevant personnel must strictly follow the approval procedures. Applicants, reviewers, and approvers must sign on spot, and signing before confirmation is strictly prohibited. Alteration or proxy signing is not allowed. If modifications are necessary, they must be signed and confirmed by the approver at the modification site. 高风险作业许可证是作业的依据，相关人员必须严格履行审批手续，申请、审核、批准人员必须现场签字，严禁先签字后确认；不得涂改、代签，确需修改时，应经批准人在修改处签字确认</p>	<p>Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次</p>
5.4.2.5	<p>High-risk operation plans should be submitted as required, and high-risk operations required for production emergencies should be submitted to the OA process and can be operated only after review and approval.. 应按要求提报高风险作业计划，因生产应急需要的高风险作业，应提交 OA 流程，经审核、审批后方可作业。</p>	<p>Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次</p>
5.4.2.6	<p>When the high-risk operation permit involves changes on the key personnel, the approved personnel shall sign the high-risk operation permit after the changer agrees. When there are many changes, it should be apply again 高风险作业许可证涉及关键人员变动时，应经审批人同意后，变更人员在高风险作业许可证上签字。变更人员较多时，应重新办理</p>	<p>Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次</p>
5.4.2.7	<p>Before the operation, the operation department (unit) and the application department work together to identify the possible danger sources of the operation, fill in the JHA record form as required by the company, and formulate corresponding safety measures; and give out safety notice/tips for the personnel involved in the operation. Before start of operation, the guardian should carefully implement and confirm the on-site measures. 作业前，作业部门（单位）和申请部门一起对作业可能存在的危险源进行辨识，按公司要求填写 JHA 记录表，制定相应的安全措施；并对参加作业的人员进行安全交底。作业前，监护人应认真落实现场措施并对措施进行确认。</p>	<p>Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次 监护人提出可行补充措施的，奖励 1~2 分/项</p>

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5.4.2.8	<p>The work applicant shall personally participate in the work covered by the high-risk operation permit. When the operation involves multiple persons in charge, the persons in charge shall be listed in the application form of the high-risk operation permit. The content of the high-risk work permit should be consistent with the actual work content, and one ticket for multiple usage is strictly prohibited. 作业申请人应实地参与高风险作业许可证所涵盖的工作，当作业涉及多个负责人时，涉及的负责人均应列在高风险作业许可证申请表内。高风险作业许可证内容应实际作业内容一致，严禁一票多用。</p>	<p>Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次</p>
5.4.2.9	<p>After the operation is completed, the guardian of the application department shall sign and confirm after passing the on-site acceptance, and then the high-risk operation permit can be closed and returned to the HSE engineer for archiving. If the work is not completed and the work permit is within the time limit, the work permit must be handed over to the next team. 作业完成后，申请部门监护人在现场验收合格后，方可关闭高风险作业许可证，并返回 HSE 工程师存档。若作业未完成且作业许可证在时效内，需将作业许可证交接给下个班组。</p>	<p>Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次</p>
5.4.2.10	<p>When the operation content and environmental conditions change, the operation permission needs to be renewed, and the environmental conditions and safety measures should be re-confirmed, and the operation can be continued only after passing the qualification. No operation permits and guardians, high-risk operations are prohibited 当作业内容和环境条件变更时，需重新办理作业许可，应重新对环境条件和安全措施予以确认，合格后才能继续作业。无作业许可和监护人，禁止进行高风险作业。</p>	<p>Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次：</p>
5.4.2.11	<p>During high-risk operations, guardians should wear obvious signs and corresponding gas detectors, and clearly understand guardianship responsibilities 高风险作业时，监护人应佩戴明显标识及相应气体检测仪，并清楚了解监护职责。 Persons who have obtained job certificates and guardian qualifications can participate in on-site guardianship. 取得上岗证和监护人资质的人员方可参与现场监护。</p>	<p>Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次</p>
5.4.2.12	<p>During high-risk operations, unrelated personnel shall not enter the warning range 高风险作业时，无关人员不得进入警戒范围</p>	<p>Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次</p>

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5.4.2.13	When performing high-risk operations, the guardian should promptly correct and stop violations during the operation process, and immediately terminate the operation when an abnormal situation occurs on the spot, and promptly carry out initial treatment such as alarm, fire extinguishment, personnel evacuation, rescue, etc 高风险作业时，监护人应及时纠正和制止作业过程中的违章行为，当现场出现异常情况立即终止作业，及时进行报警、灭火、人员疏散、救援等初期处置	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次；
5.4.2.14	Hot work management 动火作业管理 If there is a hot work is done around the equipment, the environmental analysis should be carried out at least within 10m of the hot spot. The qualified personnel trained in gas analysis should use a portable gas detector to complete the environmental detection work. The analysis results should be filled in the hot work safety permit 在设备外部动火，应至少在动火点 10m 范围内进行环境分析，经气体分析培训合格人员使用便携式气体检测仪完成环境检测工作，分析结果填入动火安全作业许可证	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次
5.4.2.15	When performing hot work gas analysis in confined space, it is required to use a portable gas detector for real-time monitoring in the restricted space. If there is an abnormality, the hot work operation should be stopped, and the sample should be analyzed after reprocessing 对受限空间内的气体进行动火气体分析时，要求在受限空间内使用便携式气体检测仪实时监测，出现异常应停止动火，重新处理后再采样分析	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次
5.4.2.16	If the operation interruption time exceeds 60 minutes, re-sampling and analysis shall be carried out. Before each hot work, a hot work analysis shall be carried out 作业中断时间超过 60 分钟，应重新取样分析，每项动火前均应进行动火分析	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次
5.4.2.17	Confined space operation management 受限空间作业管理 Before the operation, the confined space should be cleaned or replaced according to the characteristics of the materials contained (passby) in the confined space. The oxygen content must be analyzed and tested. Analysis and detection of combustible gas and toxic and harmful gas 作业前，应根据受限空间盛装（过）的物料特性，对受限空间进行清洗或置换，必须对氧含量进行分析检测，对可能存在可燃气体、有毒有害气体的受限空间，还必须进行可燃气体、有毒有害气体分析检测	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次；

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5.4.2.18	During the construction process, the guardian should check whether the gas environment of the working space is qualified every 2 hours. If the analysis result is abnormal, the operation should be stopped immediately and correspond measures should be taken. 施工作业过程中由监护人每间隔 2 小时检测一次作业空间的气体环境是否合格。分析结果异常时, 应及时停止作业, 并采取相应措施。	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次;
5.4.2.19	The tools and materials carried by the operator must be registered, and it is forbidden to bring items other than the operation equipment into the confined space. When leaving the confined space, the operating personnel and working tools should be counted, and after confirming that it is correct, it can be submitted for acceptance 作业人员所带的工具、材料须进行登记, 禁止携带作业器具以外的物品进入受限空间。离开受限空间时应清点作业人员和作业工器具, 确认无误后, 方可交验	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次;
5.4.2.20	High-altitude operation management 高处作业管理 Special personnel supervision should be set up for high-altitude operations, and safety warning areas should be set up. Operators should not rest in the operation area 高处作业应设专人监护, 应设安全警戒区, 作业人员不应在作业处休息	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次
5.4.2.21	When working in special heights, the operation department (unit) should formulate an emergency plan 特殊高处作业时, 作业部门(单位)应制定应急预案	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次
5.4.2.22	High-altitude operators should wear full-body double-hook safety belts, and the safety belts should be hung high and used at low location 高处作业人员应配戴全身式双挂大钩安全带, 安全带应高挂低用	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次
5.4.2.23	It is forbidden to throw objects, tools and debris from high altitude 禁止高空抛扔物件、工具和杂物	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次
5.4.2.24	Anti -fire and anti-explosion area safety management 防火防爆区域安全管理 Prohibit the use of gasoline or volatile solvents for scrubbing machines, accessories, vehicles and hand washing, and work clothes 禁止使用汽油或挥发性溶剂洗刷机、配件、车辆和洗手、洗工作服	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次
5.4.2.25	It is strictly forbidden to discharge dirty oil, toxic and hazardous substances into sewers, open ditches and ground 严禁将油污、有毒有害物质排入下水道、明沟和地面	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.4.2.26	Use of non-explosion proof devices and communication devices in the fire and explosion prevention process production facilities areas. 在防火防爆生产装置区域内使用非防爆设备和通讯设备。	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次;
5.4.2.27	Offices, field operator rooms and changing rooms are not allowed to store large amounts of flammable and flammable liquids 办公室、外操间和更衣室内不准存放大量易燃、可燃液体	Fail to carry out as required, assess 2~ 5 points/time 未按要求执行的, 考核 2~5 分/次
5.4.2.28	Personal protection management 个体防护管理 Employees properly wear labor protection equipment according to the requirements of the company and the department 员工按公司和部门的要求正确佩戴劳动防护用品	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次;
5.4.2.29	When entering the unit, shift members must wear a portable four-in-one alarm detector, which is exposed near the jacket pocket of work clothes; 班组人员进入装置, 必须佩戴便携式四合一报警仪; Long time employees exposed to excessive noise shall wear noise proof ear plugs and muffs. 员工长时间接触噪声超标的作业场所, 必须配戴防噪声耳塞或耳罩。	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次
5.4.2.30	When working in a hydrogen sulfide-hazardous area, you should wear an isolated air respirator, set up warning signs around the operation point, and set a specific person to monitor 在硫化氢危害区域作业, 应佩戴隔离式空气呼吸器, 作业点周围设置警示标示, 并有专人监护	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次;
5.4.2.31	Braids/hairs of employees shall be put up tightly inside the safety helmets, headscarves and headwear should be stuffed into work clothes. Prevent being involved in the pump. 员工的发辫要紧盘在安全帽内, 头巾、头饰等塞入工作服内。防止被机泵卷入。	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的, 考核 2~5 分/次;
5.4.2.32	Each team shall assign personnel with first-aid certification to inspect the first-aid kit once a month. A designated person shall regularly inspect the emergency supplies cabinet and medical kit. If supplies are insufficient or expired, they must promptly report to the HSE management personnel. 各班组指定有急救员资质的人员每月一次检查急救药箱, 专人定期对应急物资柜医药箱进行检查, 物资不足或过期时应及时向 HSE 管理人员汇报。	If the requirements are not implemented, the assessment will be 2-5 points per time; the personnel who cooperate with the replacement of the empty exhalation bottle during the shift will be rewarded with 2-5 points per time 未按要求执行的, 考核 2~5 分/次; 当班期间配合更换空呼吸瓶的人员, 奖励 2-5 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.4.2.33	Employees shall be familiar with the distribution of H2S and other toxic and hazardous substances they may be exposed to at work, as well as the alarm set value of toxic and combustible gas detectors & alarms. 员工应熟悉本岗位硫化氢等有毒有害介质的分布情况，了解有毒、可燃气体报警仪报警值。	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次；
5.4.2.34	Check, drain and maintain emergency eye wash equipment once a week to keep the water quality in good condition. 洗眼器按每周一次进行日常检查、排放、维护，确保水质正常。	Fail to carry out as required, assess 2 points/time 未按要求执行的，考核 2 分/次；
5.4.2.35	Employees must wear protective glasses when working with liquid ammonia, lye, amine, DMDS, etc. 员工在涉及液氨、碱液、胺液、DMDS 等危化品作业时必须佩戴防护眼镜。	Fail to carry out as required, assess 2 points/time 未按要求执行的，考核 2 分/次；

5.4.3 Environmental protection management requirements 环保管理要求

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.4.3.1	Wastewater management requirements 废水管理要求 Oil or other chemicals spilled on the ground should be cleaned in time, and it is strictly forbidden to flush the water into the sewage or rainwater system. The oily wastewater drain in the pump area shall be blocked as required. 油品或其它化学品洒落地面，应及时处理干净，严禁将用水冲入污水或雨水系统。机泵区含油污水地漏按要求进行封堵。 No oil spills at the surface of externally discharged rainwater. 装置外排雨水无油花。	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次
5.4.3.2	Each team should strengthen the management of on-site sampling barrels and oil collection trays, ensuring that waste oil and rainwater are promptly emptied. 各班组应加强现场取样桶、接油盘的管理，其内的废油、雨水要及时清倒。	Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核 2~5 分/次
5.4.3.3	It is forbidden to pour various pollutants into the clean rainwater system; it is forbidden to use oily rainwater, clean rainwater ditches to transport or store wastewater containing toxic pollutants It is forbidden to discharge oil, acid, alkali or high concentration toxic waste liquid into the drainage network 禁止将各类污染物倒入清洁雨水系统；禁止利用含油雨水、清淨雨水沟渠输送或者存贮含有毒污染物的废水	Fail to carry out as required, assess 2 - 10 points/time 未按要求执行的，考核 2~10 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.4.3.4	<p>It is forbidden to discharge oil, acid, lye or high-concentration toxic waste into the drainage pipe network. The oil on the surface of oily sewage should be cleaned up in time, and analyzed according to the requirements of the upstream device before delivery. If the analysis fails, it should be dealt with in time, and the sample should be added for analysis within 4 hours after the result comes out, and recorded in the handover.</p> <p>禁止向排水管网排放油类、酸液、碱液或者高浓度有毒废液。</p> <p>含油污水表面油污应及时处理干净，外送前视上游装置要求进行分析，分析不合格应及时处理并在结果出来以后4小时内加样分析，并记入交接班。</p>	<p>Fail to carry out as required, assess 2 - 10 points/time 未按要求执行的，考核2~10分/次</p>
5.4.3.5	<p>All shift should strengthen the management of leakage points to prevent running, dripping, and leakage from happen. If oil leakage occurs in the cofferdam, the initial rainwater floor drain shall be blocked in time. 各班组应加强漏点管理，杜绝跑、冒、滴、漏现象发生。围堰内如发生漏油，应及时封堵初期雨水地漏。</p>	<p>Fail to carry out as required, assess 2 - 10 points/time 未按要求执行的，考核2~10分/次</p>
5.4.3.6	<p>Air pollution management requirements 大气污染管理要求 Exhaust gas treatment facilities, monitoring facilities, and VOCs control facilities shall be well protected. No department or individual shall be shut down, idle, or dismantled without authorization. 废气处理设施、监测设施、VOCs控制设施应保护完好，任何部门和个人不得擅自停运、闲置、拆除</p>	<p>Fail to carry out as required, assess 5 - 10 points/time 未按要求执行的，考核5~10分/次</p>
5.4.3.7	<p>All kinds of exhaust gas must meet the emission standards. Report to the department and dispatch in time before emission. 各类废气须达标排放，排放前及时汇报部门和调度</p> <p>Indiscriminate emissions of exhaust gases causing a strong smell, complaints from stakeholders and public panic are forbidden.</p> <p>禁止无组织排放废气，造成现场气味比较大、相关方进行投诉、人员恐慌。</p>	<p>Fail to carry out as required, assess 5 - 10 points/time Result in serious consequences, subject to company management rules 未按要求执行的，考核5~10分/次； 造成严重后果的，以公司管理制度为准</p>
5.4.3.8	<p>Waste management 废弃物管理</p> <p>Household garbage should be placed in the garbage can set up around the device, it is forbidden to mix other types of waste, the garbage can must be placed at a fixed point, the waste metal is uniformly recycled into the metal recycling bucket, and the old metal generated on the site is prohibited to throw into the garbage can. 生活垃圾应放置在</p>	<p>Fail to carry out as required, assess 2 - 5 points/time 未按要求执行的，考核2~5分/次</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
	装置周边设置的垃圾桶内，禁止混入其他类废弃物，垃圾桶必须定点摆放，废旧金属统一回收到金属回收桶内，禁止将现场产生的旧金属扔到垃圾桶中。	
5.4.3.9	<p>Environmental protection process control management 环保过程控制管理</p> <p>Strengthen the environmental protection management during the whole process of unit startup, shutdown, inspection and maintenance, reduce the amount of pollutants produced, ensure the controlled discharge of pollutants, and prevent the occurrence of environmental pollution events and disturbances 加强装置开、停工及检维修全过程中的环保管理，减少污染物产生量，确保污染物受控排放，杜绝环境污染事件和扰民事件的发生</p>	<p>Fail to carry out as required, assess 5 - 10 points/time</p> <p>未按要求执行的，考核 5~10 分/次；</p>

5.4.4 Occupational health management requirements 职业健康管理要求

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.4.4.1	<p>Employees who are engaged in operations exposed to occupational hazards undergo an occupational health inspection voluntarily once a year. Personnel in all positions in the department should participate in accordance with the requirements of the company. Those with abnormal initial inspection results related to occupational hazard factors should participate in re-examination, and the re-examination rate should reach 100%.</p> <p>从事接触职业病危害作业的员工每年自愿进行一次在岗期间职业健康检查，部门各岗位人员应按公司要求参加，与职业危害因素有关的初检结果异常者，应参加复检，复检率应达到 100%</p>	<p>Fail to carry out as required, assess 5 points/time. If the company has an assessment, it shall be carried out according to the company assessment.</p> <p>未按要求执行的，考核 5 分/次。公司有考核的按公司考核进行。</p>
5.4.4.2	<p>Implement the company's epidemic prevention system and the department's epidemic prevention management regulations</p> <p>执行公司防疫制度和部门的防疫管理规定</p>	<p>Fail to carry out as required, assess 2~5 points/time. If the company has an assessment, it shall be carried out according to the company assessment.</p> <p>未按要求执行的，考核 2~5 分/次。公司有考核的按公司考核进行。</p>

5.4.5 Security management requirements 治安保卫管理要求

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.4.5.1	<p>Entry of personnel management 人员进出厂管理</p> <p>No violation on the regulations of entry and exit of plant (island), and it is strictly prohibited to forge signatures, lend the vehicle entry (to island) permits, work cards and DARE cards. 不得违反进出厂（岛）规定，严禁伪造签字、转借、车辆入厂（岛）通行证、工卡、DARE 卡的行为</p>	<p>Fail to carry out as required, assess 5 points/time depending on the severity of situation 未按要求执行的，视情节轻重，考核 5~10 分/次</p>
5.4.5.2	<p>It is strictly forbidden to enter the production area for people who are not well-dressed, shorts, snicker and slippers 严禁衣着不整、着短裤、穿钉鞋和穿拖鞋者进入生产区</p>	<p>Fail to carry out as required, assess 5 points/time 未按要求执行的，考核 5 分/次</p>
5.4.5.3	<p>On-site security management 厂内治安管理</p> <p>Personnel in various positions in this department shall not violate the company and department security management requirements, including but not limited to the following situations: 本部门各岗位人员不得违反公司、部门治安管理要求，包括但不限于以下几种情况：</p> <p>(1) Disturb the internal order of the company and affect the normal production, and do not listen to dissuasion 扰乱公司内部秩序，影响生产正常进行，不听劝阻的；</p> <p>(2) Those who create rumors to confuse the public and incite trouble, and internal employees collude with others to harm the interests of the enterprise 造谣惑众，煽动闹事的，内部职工与他人串通共同损害企业利益的；</p> <p>(3) Those who molest or insult women, fight and fight, insult their leaders, causing minor injuries 调戏、污辱妇女的，打架斗殴，围攻、谩骂领导，致人轻微伤害的；</p> <p>(4) Stealing company and personal property, damaging company property, facilities, or jumping over the fence 偷窃公司及个人财物，损坏公司财物、设施或跳跃围墙的；</p> <p>(5) Other violations of internal security management 其他违反内部治安管理行为</p>	<p>In case of any violation of the company's security management system, the responsible person shall not be rewarded that month; if it causes serious consequences, it shall be handled according to the company or Brunei law 违反公司治安管理制度任一情况的，考核责任人当月不得奖；造成严重后果的，按公司或文莱法律处理</p>
5.4.5.4	<p>For vehicles driving in the factory, the entrance and exit of the factory shall not exceed 5 kilometers/hour, and the main and branch lines shall not exceed 25 kilometers/hour. Speed driving and driving without a license、 driving without a permit are prohibited. After private cars enter the industrial park, speeding and illegal parking are strictly prohibited. 厂内车辆驾驶，出入厂门不得超过 5 公里/小时，主支干线不得超过 25 公里/小时，杜绝超速及无照驾驶、无许可证驾驶行为。私家车进入工业园区后严禁超速行驶和违规停车。</p>	<p>Fail to carry out as required, assess 2~5 points/time. If the company has assessment, it shall be carried out according to the company's assessment. If an accident is caused, follow the company's "Four Do Not Let Off" management system for accident handling. 未按要求执行的，考核 2~5 分/次。公司有考核的按公司考核执</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
		行。如果造成事故，按照公司事故处理“四不放过”管理制度执行。

5.5 Training Management Discipline Performance Assessment 培训专业绩效考核

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.5.1	<p>According to the actual situation, the squad leader will designate a master (generally the deputy squad leader) for the employees in need, and arrange for the master and the apprentice to sign a master-apprentice contract. For other reasons such as the master returning to the country for vacation, a designated person must be the trainer during this period, and a mentoring agreement for this period must be signed and handed over to the training coordinator before the end of the month.</p> <p>班长根据实际情况，为有需要的员工指定师傅，（一般情况下为副班长）并安排师傅与徒弟之间签订师徒合同。在师傅回国休假等其他原因，须由指定人员作为此期间的培训师傅，并签订此期间的导师带徒协议，并于月底前交至培训工程师。</p>	<p>If the requirements are not implemented, the assessment monitor or designated personnel will be assessed receive 5 points per person.</p> <p>未按要求执行，考核班长或指定人员 5分/人。</p>
5.5.2	<p>The mentor distributes the professional training plan to ensure that each shift has clear training and learning content.</p> <p>师傅对专业培训计划进行分解，确保每个轮班有明确的培训学习内容。</p>	<p>Fail to perform as required, the mentor will be assessed 2-5 points/person.</p> <p>未按要求执行，考核师傅 2-5分/人。</p>
5.5.3	<p>The team leader conducts inspection and spot checks on the learning and training work every two weeks to ensure that the training is carried out according to plan.</p> <p>班长每两周对学习培训工作情况进行监督抽查，确保培训工作按计划进行。</p>	<p>Fail to perform as required, the team leader will be assessed 2-5 points/time.</p> <p>未按要求执行，考核班长 2-5分/次。</p>
5.5.4	<p>The mentor should follow the apprenticeship contract and training plan to complete the corresponding training content.</p>	<p>Fail to perform as required, the mentor will be assessed 2-10 points/time.</p> <p>未按要求执行，考核师傅 2-10分/次。</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
	师傅应根据师徒合同和培训计划，完成相应的培训内容。	
5.5.5	Participating parties should be equal and treat each other with civilization. 参培双方应平等、文明相待。	Violators will be assessed 2-10 points/time. 违反者，考核 2-10 分/次。
5.5.6	During the training, the mentor shall check and confirm the correctness of the trainee's operation process. 培训期间，师傅应检查确认徒弟操作过程的正确性。	Misuse of the trainee's assessment shall be borne by the corresponding mentor. 徒弟由于误操作造成的考核，由对应师傅承担。
5.5.7	During the training, in principle, the trainees have no independent operation authority and all operations are required the mentor's consultation. 培训期间，徒弟原则上无独立操作权限，所有操作均需请示师傅。	Fail to perform as required, trainee appraisal 5-10 points/time. 未按要求执行，考核徒弟 5-10 分/次。
5.5.8	During the training, in principle, the trainees have no independent operation authority and the corresponding operation needs to be performed under the supervision of the mentor until the department examination verification and acceptance is qualified then the trainees can stand on their own. 培训期间，徒弟原则上无独立操作权限，需在师傅的监护下进行相应操作，直至部门考试验收合格，徒弟可独立顶岗。	Fail to perform as required, the mentor will be assessed 5-10 points/time. 未按要求执行，考核师傅 5-10 分/次
5.5.9	Trainees shall actively participate in professional training courses organized by the department. 徒弟应积极参加部门组织的专业培训课程。	Unacceptabel absence excuses during professional courses will be assessed 5 points/time. 无故缺席专业课程，考核 5 分/次。
5.5.10	In principle, the trainees shall obey the arrangements by the mentor for training and learning according to the mentor's requirements. 原则上徒弟应服从师傅对培训工作的安排，根据师傅的要求进行学习。	Fail to perform as required, trainee appraisal 2-5 points/time. 未按要求执行，考核徒弟 2~5 分/次。
5.5.11	During the training, if the mentor is changed, the assessments and rewards will be distributed according to the proportion of time spent with trainees. 培训期间，中途更换师傅，考核与奖励按带徒时间比例分配。	---
5.5.12	The mentor and/or trainee have failed to complete the department's training tasks during the training as required. 培训期间，师傅和徒弟未能按照要求完成部门安排培训任务。	Mentor and/or trainee will be assessed 1-10 points/time, and the same time the team leader and deputy team leader will be assessed 2~5 points/time.

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
		考核师傅、徒弟 1~10 分/次，同时考核班长或副班长 2~5 分/次。
5.5.13	The mentor and trainees have completed the training tasks arranged by the department as required. 培训期间，师傅和徒弟按照要求完成部门安排培训任务。	Will get reward 2-10 points/time, and at the same time the team leader and deputy team leader will get reward 2 points/time. 奖励 2~10 分/次，同时奖励班长、副班长 2 分/次。
5.5.14	Examine and verify the training effect, and carry out the implementation of the assessment in accordance with the principles of rewards and penalty. Depending on the situation, the process, equipment, and HSE discipline scores can be combined according to 5:3:2 to obtain a comprehensive score, and implement the assessment based on the comprehensive score. 对培训效果进行考试验证，按照奖优罚劣的原则进行考核落实。可视情况，选择将工艺、设备、HSE 专业成绩按照 6:3:1 合并得出综合成绩，以综合成绩落实考核。	Apprentices who participated in the mentor's apprenticeship: If the score is above 90 (inclusive), the apprentice will be awarded 5 points/time, the mentor 3 points/time, and the team 2 points/time; Scores between 40 (inclusive) and 59 points, the apprentice will be deducted 5 points/time, the mentor will be 3 points/time, and the team will be 3 points/time; If the score is lower than 40 points, the apprentice will be deducted 10 points/time, the mentor will be 5 points/time, and the team will be 5 points/time. Newly recruited Chinese employees: If the score is above 90 (inclusive), the apprentice will be awarded 5 points/time, the (deputy) shift supervisor 3 points/time, and the team 2 points/time; Scores between 40 (inclusive) and 59 points, deduct the employee 5 points/time, 3 points/time for the (deputy) shift supervisor, and 3 points/time for the team; If the score is lower than 40 points, deduct the employee 10 points/time, 5 points/time for the (deputy) shift supervisor, and 5 points/time for the team. Other: Scores above 90 (inclusive) points will

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
		<p>be rewarded with 2 points per time, and those with scores above 95 (inclusive) will be awarded 5 points per time; Scores between 40 (inclusive) and 59 points, deduct 5 points/time; Scores less than 40 points, deduct 10 points/time.</p> <p>参与导师带徒的徒弟： 成绩在90（含）分以上，奖励徒弟5分/次、师傅3分/次、班组2分/次； 成绩在40（含）～59分，考核徒弟5分/次、师傅3分/次，班组3分/次； 成绩低于40分，考核徒弟10分/次，师傅5分/次，班组5分/次。</p> <p>新入职的社招中方员工： 成绩在90（含）分以上，奖励徒弟5分/次、（副）班长3分/次、班组2分/次； 成绩在40（含）～59分，考核当事人5分/次、（副）班长3分/次，班组3分/次； 成绩低于40分，考核当事人10分/次、（副）班长5分/次，班组5分/次。</p> <p>其他： 成绩在90（含）分以上，奖励2分/次，95（含）分以上奖励5分/次； 成绩在40（含）～59分，考核5分/次； 成绩低于40分，考核10分/次。</p>
5.5.15	<p>Apprentices who participate in the mentor and apprentices agreement and newly recruited Chinese employees should pass the department's acceptance after completing their respective phased trainings to achieve independent post-post capabilities.</p> <p>参与导师带徒的徒弟和新入职的社招中方员工，在完成各自的阶段性培训后，应通过部门验收，达到独立顶岗能力。</p>	<p>Failure to pass qualification examination, penalty of 100 RMB per time, the team will be assessed 5 points/person per time; Successfully pass qualification examination, reward with 300 RMB per time, the team will be awarded 5 points/person per time.</p> <p>顶岗考试未通过验收，考核 100RMB/次，班组考核 5 分/人次；通过验收，奖励 300RMB/人次，奖励班组 5 分/人次</p>

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5.5.16	Class members are expected to take the daily exams administered by each major. 班员应参加各专业进行的日常考试。	If the professional examination is not passed, the assessment is 5-10 points/person/time.
5.5.17	Daily quizzes and examinations for each major, 各专业日常提问、考试	Failing examination will result in a penalty of 10-20 RMB/time. If monthly pass rate of team falls below 50%, the team leader (or deputy team leader) will be assessed 5-10 points. 不及格的考核 10-20 人民币/次, 班组月度及格率低于 50%, 考核班长(副班长) 5-10 分。
5.5.18	Newly joined apprentice or employees on job rotation failed to complete or pass the monthly OTS practice training (6 months in total) as required by the department. 新入职员工或轮岗员工未按部门要求完成或通过每月 OTS 实践培训	A deduction of 1-3 points/time if the apprentice scores less than 60 points. 成绩低于 60 分的, 扣 1~3 分/次。 A deduction of 2-5 points/time if the apprentice fails to complete the training. 未完成培训, 扣 2~5 分/次。

5.6 Integrative Statistician Discipline Performance Appraisal 综合统计专业绩效考核

5.6.1 Statistician Discipline Management Requirement 统计专业管理要求

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.6.1.1	The integrative statistician should submit the materialenergy consumption statistics monthly report and energy consumption weekly report to the Scheduling and Dispatch Dept within the time specified by the Scheduling and Dispatch Dept. 综合统计员应在计调部规定的时间内提交物料、能耗统计月报、能耗统计周报至计划调度部	Fail to carry out as required, assess 3-5 points/time 未按要求执行, 考核 3~5 分/次
5.6.1.2	The integrative statistician should submit the auxiliary material report and complete the "Auxiliary Material Consumption Statistics" module in the MES system on within the time specified by the Scheduling and Dispatch Dept. 综合统计员应在计调部规定的时间内提交辅料相关报表并完成 MES 系统中的《辅料消耗统计》模块	Fail to carry out as required, assess 3-5 points/time 未按要求执行, 考核 3~5 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.6.1.3	Panel operator should submit on time and save the "Single Equip Balance" or "Instrument Measurement" data in MES system 内操应按时提交保存 MES 系统《单装置平衡》或《仪表计量》数据	Fail to carry out as required, assess the responsible 5 points/time 未按要求执行, 考核责任人 5 分/次
5.6.1.4	Panel operator should not modify the non-abnormal data without permission on "Single Equip Balance" or "Instrument Measurement" in the MES system 内操不得擅自修改 MES 系统《单装置平衡》或《仪表计量》无异常数据	Fail to carry out as required, assess the responsible person 3-5 points/data 未按要求执行, 考核责任人 3~5 分/数据
5.6.1.5	Panel operator should modify the abnormal data on "Single Equip Balance" or "Instrument Measurement" in the MES system 内操对 MES 系统《单装置平衡》或《仪表计量》异常数据应进行修改确认	Fail to carry out as required, assess the responsible person 3-5 points/data 未按要求执行, 考核责任 3~5 分/数据
5.6.1.6	The comprehensive statistician shall submit the corrosion inhibitor consumption statistics to the Planning and Dispatching Department within the time specified by the Planning and Dispatching Department. 综合统计员应在计调部规定的时间内提交三剂消耗统计至计划调度部。	Fail to carry out as required, assess 3-5 points/time 未按要求执行, 考核 3~5 分/次

5.6.2 Human-Resources Discipline Management Requirement 人资专业管理要求

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.6.2.1	Employee should the DARE access card to work to avoid denied entry to island or going late for work 员工上班应携带 DARE 通行证, 避免因未带通行证而导致无法上岛, 或延误上班时间。	Fail to carry out as required, assess the responsible person 5 points/time 未按要求执行, 考核责任人 5 分/次
5.6.2.2	Employees should bring Hengyi work ID to work to avoid being unable to tag in/out for attendance 员工上班应携带恒逸工作卡, 避免因未带工作卡而无法上下班打卡考勤。	Fail to carry out as required, assess the responsible person 5 points/time 未按要求执行, 考核责任人 5 分/次
5.6.2.3	Tag in/out on behalf of others 不得代人签到或打卡	Fail to carry out as required, assess the responsible person 5 points/time 未按要求执行, 考核责任人 5 分/次
5.6.2.4	Employee should reach their post according to the stipulated working hours (The time of the punch card machine shall prevail) or must not left early. 员工应按规定工作时间(以打卡机时间为准)达岗, 不得提前离岗	Late or leave early within 15mins assess 4 points/time 迟到、早退 15 分钟以内考核 4 分/次; Late or leave early within 30mins assess 8 points/time

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		<p>迟到、早退 30 分钟以内考核 8 分/次； Late or leave early within 45mins assess 15 points/time</p> <p>迟到、早退 45 分钟以内考核 15 分/次； Late or leave early more than an hour, without permission, considered as absenteeism for a day</p> <p>迟到或早退超过一小时，未经上级批准，视为旷工一天</p>
5.6.2.5	<p>Before asking for leave and leaving the post (including Professional Development Class, with the leave selected as "in-lieu", in which does not actually be deducted), employee must first obtain approval from the relevant superior. The leave application must be submitted 24 hours in advance through the "HYBN-0205-Leave Application Process" form. Once the process is archived, the leave can be granted. If leave is due to urgent illness or matters, and the employee has not followed the leave procedures in advance (such as giving verbal leave or asking someone else to apply), the employee must complete the leave procedures on the next day after the leave ends. Emergency leave can only be requested up to 5 times per year.</p> <p>请假离开岗位前（含副班，请假类型选“调休”，实际不扣除调休），需首先征得相关上级领导同意后，提前 24 小时提交《HYBN-0205-Leave Application Process 请/休假申请流程》，流程归档后方可休假。如因急病急事，未事先办理请假手续，仅口头请假或委托他人请假的，应在假期结束次日，补办请假手续，且紧急请假一年度内最多不超过 5 次。</p> <p>For local interns who have not officially join the company, the leave and attendance management regulations during internship shall follow the notice issued by HR department. Before asking for leave and leaving the post, the intern must first get approval from shift leader, then submit leave request via email, including the reason and relevant supporting documents, at least 12 hours in advance. The email should be sent to the person who is responsible for department attendance and forward to the shift leader and department leader.</p>	<p>Fail to carry out as required, assess the responsible person 3 - 5 points/time 未按要求执行，考核责任人 3~5 分/次</p> <p>For interns who fail to carry out as required, assess the shift leader (or deputy shift leader) 3-5 points. 未按要求执行的实习生，考核班长（或副班长）3-5 分</p>

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	<p>文方未正式入职的实习生，在实习期间，请假考勤管理规定以人资发布的通知为准，请假离开岗位前，需首先征得上级领导同意后，提前 12 小时以邮件形式说明请假原因并附上相关证明后发送至部门考勤员并抄送本班班长及部门领导。</p>	
5.6.2.6	<p>For Mainland employees returning back China for vacation leave, those who wish to return early or take a self-paid leave must separately fill out the "Early Leave Application Form" and "Self-paid Leave Application Form." After getting signature and approval by the department leader, the integrative statistician will issue the "No.2 Refinery Department Returning Home Vacation Leave Approval Form" (for departmental archiving). The form must then be approved by the team leader (or deputy team leader), the Deputy Head of Department, and the Head of Department. Application should be submitted 15 days in advance according to the following processes:</p> <ol style="list-style-type: none"> 1. Submit "Early Leave Application Form" or "Self-paid Leave Application form" as an attachment via the "HYBN-0205-Leave Application Process" system. 2. For Self-paid Leave, submit the "Self-paid Leave Application Form" via the "HYBN-0117-Application for Purchase/Reschedule Flight Ticket" system. <p>Once application has been approved by relevant leaders, the employee is granted to take leave. If the employee and their family members intend to travel on Hengyi's chartered flight (HangZhou line) at their own expense, the employee must also submit the "HYBN-0143-Chartered Flight Ticket Reservation Process."</p> <p>中国籍员工回国休假，若有提前使用额度回国休假的或自费休假的需分别填写《提前休假申请表》或《自费休假申请表》，经部门领导签字同意后，由综合统计员下发《炼油二部回国休假审批表》（部门存档）经班长（副班长）、分管副部长、部长审批后，提前 15 天按：</p> <ol style="list-style-type: none"> 1. 《HYBN-0205-Leave Application Process 请/休 	<p>Fail to carry out as required, assess the responsible 5 - 10 points/time 未按要求执行，考核责任人 5~10 分/次</p>

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	<p>假申请流程》上传附件《提前休假申请表》或《自费休假申请表》;</p> <p>2. 《HYBN-0117-Application for Purchase/Reschedule Flight Ticket-机票订购/改签申请流程》上传附件《自费休假申请表》,</p> <p>向公司提出申请, 并经相关领导批准后方可休假; 如有员工和员工家属需一同自费乘坐恒逸包机(杭州线), 员工必须提交《HYBN-0143-包机航班机票预定流程》</p>	
5.6.2.7	<p>Those who fail to go to work on time after the expiration of the home leave without valid reasons and fail to go through the formalities for renewal shall be treated as absenteeism</p> <p>无正当理由, 假期满后不按时上班, 且未办理续假手续的, 按旷工处理</p>	<p>Executed in accordance with relevant company regulations</p> <p>按公司相关条例进行落实</p>
5.6.2.8	<p>"HYBN-0205-Leave Application Process" or "HYBN-0204-Overtime Application Process-Overtime Application Process" should be filled in according to the specifications, and the application date, start time, end time, number of days of leave, type of leave, Overtime hours, overtime type, etc. And submit the "HYBN-0204-Overtime Application Process-Overtime Application Process" OA process within the month, and upload relevant certificates for sick leave, marriage leave, and maternity leave.</p> <p>应按规范填写《HYBN-0205-Leave Application Process 请/休假申请流程》或《HYBN-0204-Overtime Application Process-加班申请流程》, 准确填写申请日期、开始时间、结束时间、请假天数、请假类型、加班时长、加班类型等内容。并在当月内提交《HYBN-0204-Overtime Application Process-加班申请流程》OA 流程, 病假、婚假、生育假需上传相关证明。</p>	<p>Fail to carry out as required, assess the responsible 3-5 points/error</p> <p>未按要求执行, 考核责任人 3-5 分/处</p>
5.6.2.9	<p>The shift supervisor should promptly inform the supervisor regards the abnormal attendance of the employees in the shift</p> <p>班长应及时告知上级主管, 本班员工异常出勤情况</p>	<p>Fail to carry out as required, assess the monitor 5 points/time</p> <p>未按要求执行, 考核班长 5 分/次</p>
5.6.2.10	<p>The personnel monthly attendance rate is linked to the performance appraisal 个人每月出勤率与绩效奖金挂钩</p>	<p>Staff who return late to work after home leave will be delayed up to one flight at a time, and a one-month performance bonus</p>

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		<p>will be deducted for each flight delayed. It can be postponed at most once a year, and if it is postponed twice, the evaluation grade will be reduced on the original basis. Except during the period of return home leave, in other cases, the number of unpaid leave per month, if more than 5 days (not including 5 days) but less than 10 days, 50% of performance appraisal will be deducted; if more than 10 days, all performance appraisal will be deducted</p> <p>延期到岗的回国休假人员，每次最多往后延一个航班，每延一个航班扣除一个月绩效奖金。每年最多延期一次，延期两次者在原基础上降低评优等级。</p> <p>除了回国休假期间，其它情况下，当月事假，大于 5 天（不包括 5 天）小于 10 天，个人基本绩效奖金扣除 50%，大于 10 天，个人绩效奖金全部扣除。</p>
5.6.2.11	<p>The shift should submit the attendance sheet, medical certificate, marriage certificate, etc. in time 班组应在规定时间内提交考勤表、病休证明、婚假证明等</p>	<p>Fail to carry out as required, assess the shift 5 points/time 未按要求执行，考核班组 5 分/次</p>
5.6.2.12	<p>The person filling in the form and the shift supervisor should sign and confirm the attendance sheet 填表人及班长应在考勤表上签字确认。</p>	<p>Fail to carry out as required, assess the responsible person 2 points/time 未按要求执行，考核责任人 2 分/次</p>
5.6.2.13	<p>Each shift's attendance in charge should fill in the attendance sheet truthfully in accordance with the company's uniform regulations and various attendance related reports required by the department, and must not alter or resort to fraud 考勤员应按照公司统一规定符号，如实填写考勤表及部门要求的各类考勤相关报表，不得涂改，不得弄虚作假</p>	<p>Fail to carry out as required, assess the responsible person 3-10 points/error 未按要求执行，考核责任人 3~10 分/处</p>
5.6.2.14	<p>Employees with passports and green identity card should submit them to the integrative statistician in time before the visa expires; Failure to attend medical checkup appointments and green card appointments on time as arranged by the company 护照和绿卡在手的员工应在签证到期前及时提交给综合统计员；</p>	<p>Fail to carry out as required, assess the responsible 5 points/time 未按要求执行，考核责任人 5 分/次</p>

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	未按时参加公司安排的体检预约和绿卡办理预约的；	
5.6.2.15	<p>Not allowed to browse non-work-related external websites or do other non-work-related things during work or training</p> <p>不得在上班或培训期间浏览与工作无关的外部网站或做其他与工作无关的事情</p>	<p>Fail to carry out as required, assess the responsible 5 - 20 points/time</p> <p>未按要求执行，考核责任人 5~20 分/次</p>
5.6.2.16	<p>Employees must maintain a good mental state and must not leave their post without permission or sleep during shift</p> <p>员工当班期间，要保持良好的精神状态，不得脱岗、睡岗</p>	<p>Wandering around other position, assess 5 points/time</p> <p>脱岗，考核 5 分/次</p> <p>Poor state of mind, assess the responsible person 10 points/time.</p> <p>精神状态不佳，考核责任人 10 分/次</p> <p>Sleeping, deduct 50-100% of performance appraisal of the responsible person, assess the shift 10-20 points/time, and personal year-end evaluation qualification of responsible person is cancelled.</p> <p>睡岗，考核责任人 50%-100%绩效，考核班组 10-20 分/次，并取消个人年终评优资格。</p>
5.6.2.17	<p>The mobile phones of shift employees during the shift should be placed in the designated location according to the company's fixed placement requirements</p> <p>当班期间倒班员工手机应按公司定置化摆放要求存放在指定位置。</p>	<p>Fail to store mobile phones as required, assess the responsible person 5 - 10points/time.</p> <p>Usage of mobile phones during professional development classes, assess the responsible person 5-10 points/time.</p> <p>During shift, usage of mobile phones for non-work-related things, deduct 50-100% of performance appraisal of the responsible person, assess corresponding shift's supervisor according to rule 5.1.14.</p> <p>If production operations are affected, assess according to circumstances.</p> <p>未按要求存放手机，考核责任人 5-10 分/次。</p> <p>副班学习期间，违规使用手机，考核责任人 5-10 分/次。</p> <p>当班期间，使用手机做与工作无关之事，考核当事人 50%-100%月度绩效奖金；并按总则 5.1.14 连责对应班组管理人员。</p> <p>若影响生产操作，参照事故事件处理。</p>

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5.6.2.18	The job qualification certificate should be kept properly to avoid loss 应妥善保管上岗资格证，避免丢失	Fail to carry out as required, assess the responsible 5 points/time 未按要求执行，考核责任人 5 分/次
5.6.2.19	The work qualification certificate should be placed in the designated location according to the company's fixed placement requirements 上岗资格证应按公司定置化摆放要求存放在指定位置	Fail to carry out as required, assess the responsible person 5 points/time 未按要求执行，考核责任人 5 分/次
5.6.2.20	In work, leaders' instruction should be obeyed, complete the tasks assigned as required, and not openly contradict the leader 在工作中，应听从领导指挥，按要求完成领导交办的工作，不得公开顶撞领导	Fail to carry out as required, assess the responsible person 5 - 50 points/time 未按要求执行，考核责任人 5~50 分/次
5.6.2.21	Employee spread dissatisfaction emotion in public, incited others to make trouble, violate discipline, etc., affecting others' work 员工在公共场合散布不满情绪，煽动指使他人闹事、违纪等，影响他人工作	Assess 5 – 20 points/time, at the same time further handle in accordance with the company system 考核 5~20 分/次，同时按照公司制度做进一步处理。
5.6.2.22	Failure to do work, neglect of duty, causing major losses to the company 工作失职，玩忽职守，给公司造成重大损失的	Cancel the monthly performance appraisal, at the same time further handle in accordance with the company system 取消当月绩效奖，同时按照公司制度做进一步处理。
5.6.2.23	Theft, fighting, sexual harassment, etc. occurred in the department 部门内发生盗窃、打架斗殴、性骚扰等行为	Cancel the monthly performance appraisal, at the same time further handle in accordance with the company system 取消当月绩效奖，同时按照公司制度做进一步处理。
5.6.2.24	Take advantage of job or work convenience, solicit other people's property or illegally accept others' property; illegally occupy the property of the unit as one's own; illegally occupy corporate property, receive services or use labor services; embezzle the unit's funds for personal use; provide, disclosing the unit's business secrets 利用职务或工作上的便利，索取他人财物或者非法收受他人财物；将本单位财物非法占为己有的；非法占有企业财物、接受服务或使用劳务；挪用本单位资金归个人使用；对外提供、泄露本单位商业秘密	Cancel the monthly performance appraisal, report to HR department 取消当月绩效奖，并提报人力资源部
5.6.2.25	Employee do not apply leave from the shift supervisor and did not participate in the training or	Assess 5 points/time 考核 5 分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
	overtime work for no reason 员工未跟班长请假，无故不参加培训或副班的	
5.6.2.26	Doze off and whisper during training period or overtime work 在培训或副班时间打瞌睡、窃窃私语等	Assess 3 - 5 points/time 考核 3~5 分/次
5.6.2.27	After the training or overtime work, the training room (meeting room) environment was not kept clean, the table and chairs are neatly arranged, and the whiteboard is wiped clean 培训或副班完后，应保持培训室（会议室）环境清洁，桌椅摆放整齐，白板擦拭干净	Fail to carry out as required, assess the shift 3-5 points/time 未按要求执行，考核班组 3-5 分/次
5.6.2.28	Consciously abide by the discipline and maintain a good behaviour during examination. Do not whisper and exchange answers during exams. Cheating in exams is strictly prohibited 自觉遵守考纪，维护良好考风。考试时不交头接耳、互通答案，严禁考试作弊	Whisper during exam, access 5 points/time 考试时交头接耳，考核 5 分/次； Cheating, access 10 points/time 作弊者，考核 10 分/次
5.6.2.29	Each major should send the monthly assessment results to the comprehensive statistician before the 10th of each month 各专业应在每月 10 号前把当月考核结果发给综合统计员	Fail to carry out as required, assess the responsible 2 - 5 points/time 未按要求执行，考核责任人 2~5 分/次
5.6.2.30	The employee (including the probation period) shall submit the resignation application within the time specified in the HR requirements and sign it and specify the resignation date. The handover procedure shall be completed within two weeks of the resignation date and submitted to HR 员工（含试用期）应在人资要求规定时间内提交离职申请并由本人签字以及明确离职日期，并在截止离职日期两周内办理完成交接手续并提交至人资	Failed to submit the separation report as required, and assessed the parties or team for 5 points per time; Failure to handle the handover procedures according to the prescribed time, the assessment of the parties or the team 5 points/times, the assessment issued by the company, by the team to bear 未按要求提交离职报告，考核当事人或班组 5 分/次； 未按规定时间办理离职交接手续，考核当事人或班组 5 分/次，公司下发的考核，由班组承担

5.6.3 Integrative Discipline Management Requirement 综合专业管理要求

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.6.3.1	Fail to complete the work arranged by the Department according to the requirements within the required time 未能在规定时间内按要求完成部门安排的工作	Assess 5 - 10 points/time 考核 5~10 分/次
5.6.3.2	Complete the work arranged by the department according to the requirements within the specified time, perform well and get praise from the superior 在规定时间内按要求完成部门安排的工作，表现优异并获得上级表扬	Reward 2 - 10points/time 奖励 2~10 分/次
5.6.3.3	No one shall post irrelevant information or change the layout and content of the website pages at will without approval 任何人未经批准，不得随意发布无关信息或更改网站页面版式及内容	Fail to carry out as required, assess the responsible 2 points/time 未按要求执行，考核责任人 2 分/次
5.6.3.4	No one shall post any remarks on the company's website that violate national laws and regulations, harm the national interests, damage the company's image or other social ethics 任何人不得在公司网站上发布违反国家法律、法规、有损国家利益、公司形象以及其他违反社会公德的言论	Fail to carry out as required, assess the responsible 5 points/time 未按要求执行，考核责任人 5 分/次
5.6.3.5	Anyone who intentionally damages public property shall compensate for the loss 故意损坏公共财物的，应当赔偿损失	Assess the responsible person 5 points/time 考核责任人 5 分/次
5.6.3.6	The items in the central control room and the field operator room should be placed according to the standardized rules 中控室、外操室物品应按照规格化标准摆放	Fail to carry out as required, assess the shift 5-10 points/time 未按要求执行，考核班组 5-10 分/次
5.6.3.7	Employee should eat at the scheduled time, dine in early or late 员工应在规定时间就餐，不得提前或推后用餐	Fail to carry out as required, assess the responsible person 2 - 5 points/time 未按要求执行，考核责任人 2~5 分/次
5.6.3.8	(1)The team should submit the meal order form accurately and on time within the specified period. If there are personnel changes in the team, the meal plan should be updated in a timely manner. If the company requires employees to pick up meals from the restaurant, the team should ensure timely collection. 班组在规定时间内及时准确无误的提交订餐表；若班组有人员变动，应及时更新订餐表；若公司要求前往餐厅领取餐食的，班组应及时领取。	(1)Fail to carry out as required, assess the responsible person or team 1-5 points/time. 未按要求执行，考核责任人或班组 1-5 分/次 (2) Fail to carry out as required, assess the responsible person or team 5 points/time. 未按要求执行，考核责任人或班组 5 分/次 (3) Fail to carry out as required, assess the responsible person or team 5 points/time. 未按要求执行，考核责任人或班组 5

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
	<p>(2)The company will regularly check the card-swiping system and the in-house meal delivery data every week, ensuring there is no repeated meal occurrence. 每周公司将定期核查刷卡系统和厂内送餐表数据，不可出现重复就餐情况；</p> <p>(3)The company will regularly conduct spot checks on in-house meal deliveries. The team should ensure that meals are consumed according to the allotted quantities and avoid waste. 公司将定期抽查厂内送餐情况，班组需按份数及时用餐，不可浪费。</p>	分/份
5.6.3.9	Employee should park bicycles as required 员工应按规定停放自行车	Fail to carry out as required, assess the responsible 2 points/time 未按要求执行，考核责任人 2 分/次
5.6.3.10	The integrative statistician shall release the next month duty schedule before last day of each month 综合统计员应在每月最后一天前发布下个月的值班计划表	Fail to carry out as required, assess the responsible 50 RMB/time 未按要求执行，考核责任人 50 元/次
5.6.3.11	The personnel on duty should sign in on the " No.2 Refinery Dept. Duty Attendance Sheet" to record the attendance on duty 值班人员应在《炼油二部值班签到表》上签到，记录值班出勤情况	Fail to carry out as required, assess the responsible 50 RMB/time 未按要求执行，考核责任人 50 元/次
5.6.3.12	The on-duty personnel should handle all kinds of emergency affairs and report work in time while on duty 值班人员在岗期间应及时处理各种紧急事务和汇报工作	Fail to carry out as required, assess the responsible 200 RMB/time 未按要求执行，考核责任人 200 元/次
5.6.3.13	The on-duty personnel should inspect in time 值班人员应在规定时间巡检	Fail to carry out as required, assess the responsible 50 RMB/time 未按要求执行，考核责任人 50 元/次
5.6.3.14	The on-duty personnel should check the attendance of the shift member, the implementation of labor discipline and process discipline, and should participate in the shift handover meeting as required 值班人员应检查人员出勤情况、劳动纪律和工艺纪律的执行情况，应按要求参加班组交接班会	Fail to carry out as required, assess the responsible 50 RMB/time 未按要求执行，考核责任人 50 元/次
5.6.3.15	The on-duty personnel should check in on the "Check-in Logbook" during the inspection 值班人员巡检期间应在《值班签到本》上签到	Fail to carry out as required, assess the responsible 50 RMB/time 未按要求执行，考核责任人 50 元/次
5.6.3.16	The on-duty personnel should fill in the on-duty records strictly, completely and in accordance with the requirements 值班人员应严格按照要求如实、完整、规范的填写值班记录	Fail to carry out as required, assess the responsible 50 RMB/time 未按要求执行，考核责任人 50 元/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.6.3.17	The on-duty personnel should record the issues that are temporarily not handled/treated in the duty record book 值班人员对当班暂不能处理的问题应注明在值班记录中	Fail to carry out as required, assess the responsible 50 RMB/time 未按要求执行, 考核责任人 50 元/次
5.6.3.18	The on-duty personnel should conduct regular inspection of on-site special protective equipment during weekends and holidays, flip the cards as required and properly fill out special protection book 值班人员在周末及节假日期间对现场特护设备应按要求进行巡检, 翻牌并规范填写特护本	Fail to carry out as required, assess the responsible 50 RMB/time 未按要求执行, 考核责任人 50 元/次
5.6.3.19	The on-duty personnel should participate in the scheduling meeting on weekends and holidays, reported the production situation, main work done and the existing problems on the day, and should feedback the resolution of the scheduling meeting. 值班人员在周末及节假日期间应按时参加调度会, 汇报当天生产情况、所做的主要工作及存在的问题, 并反馈调度会决议	Fail to carry out as required, assess the responsible 50 RMB/time 未按要求执行, 考核责任人 50 元/次
5.6.3.20	Operational level accidents caused by violations of rules 因违章造成运行部级事故的	Cancel the monthly performance appraisal, report to HR department 取消当月绩效奖, 同时按照公司制度进一步处理
5.6.3.21	Discipline inspections such as daily inspection, weekly inspection and monthly inspection shall be carried out in accordance with the requirements of the professional system, and inspection records shall be formed 应按专业制度要求开展日检、周检及月检等专业岗检, 并形成检查记录	Fail to carry out as required, assess the responsible 50 RMB/time 未按要求执行, 考核责任人 50 元/次
5.6.3.22	The issued or published documents or work instructions should sign in timely manner 应及时在下发文件或工作指令上签字确认	Fail to carry out as required, assess the responsible 50 RMB/time 未按要求执行, 考核责任人 50 元/次

6 Inspection and Supervision 监督与考核

6.1 Each discipline personnel are responsible for supervising and inspecting the implementation of the management rules by personnel at all levels of the department. For those who fail to comply with the requirements, the relevant personnel shall be held accountable in accordance with the assessment rules for the management rules of the department performance award.

各专业管理人员负责监督检查部门各级人员对此管理细则执行情况, 对未按要求执行的人员, 按照部门绩效奖管理细则考核规定追究有关人员责任。

6.2 The leading team of the department has the final right to interpret these rules.

部门领导班子对本细则具有最终解释权。

7 Supplementary Rules 附则

7.1 The rules are managed by the No.2 Refinery Dept. For the unfinished matters, please refer to the company's professional management systems.

本细则由炼油二部归口管理，未尽事宜参照公司各专业管理制度等执行。

7.2 The preparation and approval of the version of these rules are shown in Table 1.

本细则版本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

12	1/1/2025	Luo Xin 罗欣	Yang Fan、Yang Shihai、 A Dili Bulibuli 杨帆、杨仕海 阿地里布力布力	Sun Jianhuai 孙建怀
Version 版本	Issued Date 颁布日期	Compiler 编制人	Reviewer 审核人	Approval 批准人