



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

HYBN-T3-07-0022-2024-2



Coal Management System



煤炭管理制度



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 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司			
	Coal Management System 煤炭管理制度			
	Doc. No.	HYBN-T3-07-0022-2024-2	Ver No.	2

1 Purpose

目的

This System is hereby formulated in order to standardize and strengthen the Company's coal management, define management responsibilities, reduce coal use cost, improve the coal use efficiency and increase the Company's overall benefit.

为规范和加强公司煤炭管理，明确管理职责，降低煤炭使用成本，提高煤炭使用效率和公司总体效益，特制订本制度。

2 Scope of Application

适用范围

This System is applicable to the whole-process management of the Company's coal planning, procurement, inspection, measurement, transfer, storage, use, statistics and analysis.

本制度适用于公司煤炭计划、采购、检验、计量、输转、储存、使用、统计、分析的全过程管理。

3 Terms and Definitions

术语和定义

N/A.

无。

4 Management Responsibilities

管理职责

4.1 Specified administrative authority

归口管理部门

4.1.1 Equipment Management Dept. is the specified administrative authority of the Company's coal management (except for coal quality management), which shall be responsible for organizing the formulation (revision) of the Company's coal management system, planning all departments' coal management regulations and organizing supervision and inspection of the Company's coal management; besides, it shall be responsible for

entrusting the inspection, applying for the purchase and arranging the maintenance of coal ash loading/unloading, transfer and measurement equipment.

机械动力部是公司煤炭管理的归口管理部门（煤炭质量管理除外），负责组织制（修）订公司煤炭管理制度，统筹各部门煤炭管理相关规定，负责组织公司煤炭管理的监督检查；负责煤灰装卸、输转、计量设备的委托检验、申购和维修安排。

4.1.2 Be responsible for reviewing the coal demand plan of power station; Be responsible for organizing the mid-year and end-of-year inventory of the coal bunker of the power station.

负责审核电站煤炭需求计划；负责组织对电站煤仓进行年中、年末的盘库工作。

4.1.3 Be responsible for the management of coal conveying system, and organize and discuss the outsourcing contract of coal unloading at the wharf and cleaning of conveying trestle.

负责煤炭输送系统的管理，组织商谈码头卸煤及输送栈桥清理业务外包合同。

4.1.4 Participate in coal procurement quality review.

参与煤炭采购质量评审。

4.1.5 Be responsible for supervising the inspection of draft gauge for coalers, inspecting hold and confirming the coal measurement data; be responsible for organizing calibration of electronic belt scale for coal handling; be responsible for investigation into and analysis of measurement disputes and issuance of measurement error report; and be responsible for organizing the mid-year and year-end coal stocktaking and other coal stocktaking supervision.

负责运煤船的水尺检尺监督、验舱及煤炭计量数据确认；负责组织输煤电子皮带秤的检定；负责计量纠纷的调查分析，出具计量误差报告；负责组织年中、年末煤炭盘库工作及其他煤炭盘库监督工作。

4.2 Coordinated management departments

协同管理部门

4.2.1 Scheduling & Dispatch Dept. is responsible for dispatch, balance and coordination among coal use/consumption, inventory and demand/procurement;

计划调度部负责煤炭使用消耗、库存与需求采购间的调度平衡、协调工作；

4.2.2 Commercial Dept. is responsible for procurement, receipt and entrusted inspection of coal, takes the lead in quality and measurement dispute handling; it is also responsible for sending notices on arrival information of coalers and organizing commodity inspection and sampling upon their arrival.

商务部负责煤炭的采购、到货接收、到货委托检验，牵头负责质量、计量纠纷处理；负责煤船到港信息通知、到港后的商检组织和采样组织。

4.2.3 Finance Dept. is responsible for coal settlement, periodic coal cost analysis, and account handling in case of difference in coal inventory quantity or value.

财务管理部负责煤炭结算，定期进行煤炭成本分析；负责煤炭盘库量值差异的帐务处理。

4.3 Executive departments

执行部门

4.3.1 Power Dept., Port and Storage Department, and Lab Dept. are the executive departments.

热电部、港务储运部、质量检验部为执行部门。

4.3.1.1 Power Dept. is responsible for: managing the technological process of coal in this department; preparing the coal requirement plan; preparing the statistical statement on coal consumption; initial measurement of as-received coal; daily management and stocktaking of coal; supervising the sampling of as-fired coal and the sampling and sample preparation of as-received coal; and applying for the maintenance, inspection and repair of coal loading/unloading, transfer and measurement equipment in the charge of it.

热电部负责本部门的煤炭工艺过程管理；负责煤炭需求计划编制；负责煤炭消耗统计报表编制；负责进厂煤炭的初始计量；负责煤炭的日常管理及盘库工作；负责入炉煤的采样和入厂煤采制样的监督；负责所属煤炭装卸、输转、计量设备的维护、检验和维修申请。

4.3.1.2 Port and Storage Department is responsible for: ship berthing and unberthing management; submitting applications to the maritime and port authority of Brunei for arrangement of ship berthing; arranging the ship unberthing operations according to production dispatch instructions; and maintenance & management of berthing and mooring equipment (bitt, fender and beacon).

港务储运部负责船舶靠泊和离泊管理；负责向文莱海港局申报申请，安排船舶靠泊；负责按生产调度指令安排船舶离泊作业；负责靠泊和系泊设备（系缆柱、护舷、航标）的维护管理。

4.3.1.3 Lab Dept. is responsible for: whole-process management of coal quality; coal sampling, sample preparation and laboratory test management and quality control and quality dispute handling; sample check, sample preparation and laboratory test of as-received coal and the sample preparation and laboratory test of as-fired coal.

质量检验部负责煤炭质量的全过程管理；负责煤炭采、制、化管理及质量控制、质量纠纷处理，负责入厂煤的样品核查、制样、化验以及入炉煤的制样、化验工作。

5 Management Content

管理内容

5.1 Plan management

计划管理

5.1.1 Power Dept. prepares the annual, quarterly and monthly coal requirements plans based on the annual, quarterly and monthly power and steam consumption plans of units of Scheduling & Dispatch Dept. and the actual conditions of boilers. The requirements plans shall include the quantity required and the quality criteria and shall be submitted to the Equipment Management Dept. for review and approval before being submitted to Scheduling & Dispatch Dept.

热电部根据计划调度部的年、季、月装置用电、用汽计划和锅炉实际情况，编制年、季、月煤炭需求计划，需求计划应当包含需求数量和质量指标，报机动部审核后发计划调度部。

5.1.2 Scheduling & Dispatch Dept. prepares the coal purchase plan by balancing the requirements plan and inventory and then sends it to Commercial Dept.

计划调度部通过平衡需求计划和库存情况，编制煤炭采购计划发商务部。

5.2 Procurement management

采购管理

5.2.1 Commercial Dept. is responsible for sending the coal purchase plan to and signing a coal purchase contract with Hengyi Industries International PTE LTD.

商务部负责向恒逸国际有限公司发出煤炭采购计划，并与其签订煤炭采购合同。

5.2.2 Commercial Dept. shall define in the coal purchase contract the following principles that must be followed in coal purchase:

商务部应当在煤炭采购合同中明确煤炭采购须遵循以下原则：

5.2.2.1 Comply with coal quality criteria;

符合煤炭质量指标；

5.2.2.2 Make quality and price comparisons to strive for the lowest comprehensive cost;

比质比价，力争综合成本最低；

5.2.2.3 Give preference to use our measurement equipment and standard and to measure by electronic belt scale;

优先采用以我方计量设备和标准，计量方式优先采用电子皮带秤计量；

5.2.2.4 Give preference to our quality analysis data.

优先采用以我方质量分析数据。

5.2.2.5 The coal purchase contract shall contain provisions on rejection criteria and on penalty for failure to meet coal quality criteria, and such provisions shall be submitted in advance to Equipment Management Dept. and Power Dept. for their comments or for countersigning the contract.

煤炭采购合同应有拒收指标和未达到煤炭质量指标的违约处罚条款，并且该条款应提前书面征求机械动力部、热电部意见或进行合同会签。

5.2.3 The specific implementation of coal purchase shall comply with *Coal Purchase Management System* of Commercial Dept.

煤炭采购的具体实施按商务部《煤炭采购管理制度》执行。

5.3 Unloading and transfer

接卸、输转

5.3.1 Commercial Dept. shall, based on the information offered by Hengyi Industries International PTE LTD, contact the Coal Supplier and the Coal Carrier, determine the name/voyage and time of berthing of each coaler 24 hours before the berthing, and notify Equipment Management Dept., Lab Dept. and Port and Storage Department of the same.

商务部根据恒逸国际有限公司提供的信息，联系煤炭供方、运输方，在靠港 24 小时前确定煤炭

运输船的船名/航次、靠港时间，通报机械动力部、质量检验部、港务储运部。

5.3.2 After Commercial Dept. and Port and Storage Department have completed all formalities for coalers to berth and piloted the coalers to the coal jetty for berthing, Commercial Dept. shall inform the Equipment Management Dept. and Lab Dept. in advance of the exact time of berthing.

商务部、港务储运部办理完成煤船靠港的所有手续，将煤船引至煤码头靠港后，由商务部将靠港确切时间提前通知机械动力部、质量检验部。

5.3.3 Commercial Dept. contacts the commodity inspection personnel to board for draft inspection, and the measurement personnel from Equipment Management Dept. to board for supervising the draft inspection and keeping records. Personnel supervising the draft inspection must be familiar with the draft survey knowledge.

商务部联系商检人员登船检尺，机械动力部计量人员登船监督检尺，并做好记录。监督检尺人员须熟悉水尺计量知识。

5.3.4 Power Dept. organizes teams/groups to inspect the equipment within the scope from hopper-equipped portal crane to spherical coal bunker, including conveyor belt, electronic belt scale, automatic sampling machine and de-ironing separator, to ensure equipment meets the coal unloading demand and, in line with the coaler berthing information offered by Equipment Management Dept., arranges for the operators of hopper-equipped portal crane to make inspection and preparation before coal unloading.

热电部组织班组对带斗门机至球形煤仓范围内的包括输送皮带、电子皮带秤、自动采样机、除铁器在内的设备进行检查，确保设备满足卸煤需求，并根据机械动力部提供的煤船靠港信息安排带斗门机操作人员做好卸煤前的检查、准备工作。

5.3.5 Coal unloading shall begin upon ending of draft inspection and continue after coal is unloaded to a relatively independent area of spherical coal bunker. During this course, teams/groups of Power Dept. shall conduct patrol inspection on coal unloading process in accordance with the *Process Technology Management System* and record the same in the shift change log. Focus shall be put on recording the time of startup and shutdown of belt, time of placement and remove of sampling bucket, initial and ultimate data of electronic belt scale, etc. 检尺结束开始卸煤，煤炭卸至球仓某一相对独立区域，卸煤应连续进行。期间，热电部班组应按《工艺技术管理制度》对卸煤过程进行巡检并在交接班日志中记录。重点应记录皮带开机时间、停机时间、采样桶放置时间、取走时间、电子皮带秤起始数据、终了数据等。

5.3.6 After coalers have been emptied, and after which have been confirmed by measurement personnel from Equipment Management Dept., the hopper-equipped portal crane shall stop operation. Power Dept. shall stop the operation of belts according to operating instructions after confirmation that no coal has been left on the belts and in the stacker.

煤船卸空后，经机械动力部计量人员确认后，带斗门机停止作业。热电部确认皮带上煤全部走空、堆料机无落料后按操作规程停止皮带运行。

5.4 Quality management

质量管理

5.4.1 Lab Dept. is responsible for implementing whole-process management of coal quality, formulating *Coal Quality Management Regulations*, making and organizing the implementation of stipulations about sampling, sample preparation, laboratory test, quality control, quality dispute, etc. of coal. Lab Dept. shall conduct independent quality inspection on each batch of coal.

质量检验部对煤炭质量实施全过程管理，并制定《煤炭质量管理规定》，对煤炭的采样、制样、化验、质量控制及质量纠纷等作出规定，并组织实施。质量检验部应当对每一批次煤炭进行独立的质量检验。

5.4.2 Equipment Management Dept. formulates and issues the coal quality criteria and analysis frequency. Where the coal purchased fails to meet the coal quality criteria, Lab Dept. will organize Commercial Dept., Planning and Dispatching Dept., Equipment Management Dept. and Power Dept. to conduct non-conformance review, and make a non-conformance disposition plan, submit it to the Company's Deputy General Manager in Charge of Quality and Mechanical Power for approval and implement it upon being approved.

机械动力部制订煤炭质量指标和分析频率，并予以发布。当采购煤炭未达煤炭质量标准，由质量检验部组织商务部、计划调度部、机械动力部、热电部进行不合格评审，并制定不合格品处置方案，报公司分管质量和机械动力的副总经理批准后执行。

5.4.3 Power Dept. is responsible for managing and operating automatic sampling machine, and taking samples in accordance with operating rules and such sampling plan as is presented by Lab Dept; as-fired coal sampling plan is presented by Lab Dept. and sampling is in the charge of Power Dept. Power Dept. is responsible for handing samples over to Lab Dept. which will inspect and confirm the samples, prepare samples and conduct analysis and inspection, and then issue a coal quality report.

热电部负责自动采样机的管理和操作，负责按操作规程和质量检验部提出的采样方案进行采样；入炉煤采样方案由质量检验部提出，热电部负责采样。热电部负责将样品移交质量检验部，质量检验部在对样品进行检查、确认后制样、分析检验并出具煤炭质量报告。

5.5 Technological process and storage yard management

工艺过程管理和堆场管理

5.5.1 Equipment Management Dept. organizes the preparation of the process technology regulations about coal unloading, conveyance, crushing, storage and firing, and handles countersigning, review and approval formalities as required by the *Process Technology Management System* before releasing it.

机械动力部组织编写煤炭卸煤、输送、破碎、储存、燃烧过程的工艺技术规程，按《工艺管理制度》要求办理会签、审批手续后予以发布。

5.5.2 Power Dept. shall mark the coal stored in spherical coal bunker by its incoming batches, transfer it based on the principle of "first warehouse-in, first warehouse-out", and carry out daily management such as regular temperature measurement. Engineers of fuel discipline from Power Dept. shall organize the coal unloading, conveyance, crushing, storage and firing in accordance with the *Process Technology Management System* and the process technology

regulations. The management process mentioned above shall be recorded and analyzed in the *Monthly Report on Production Technology* on a monthly basis.

热电部应对球形煤仓存煤按进煤批次进行标记，按先进先出原则做好转输工作，并做好定期测温工作等日常管理工作。热电部燃料专业工程师按《工艺技术管理制度》、工艺技术规程，组织做好煤炭卸煤、输送、破碎、储存、燃烧工作。以上管理过程按月在《生产技术月报》中予以记录、分析。

5.5.3 Any problem found by the engineers of fuel discipline from Power Dept. in the course of coal process management shall be handled as per corrective and preventive measures.

热电部燃料专业工程师在煤炭工艺管理过程中发现的问题，按纠正和预防措施处理。

5.5.4 Equipment Management Dept. shall timely organize Power Dept. to conduct trial firing of new coals; upon completion of trial firing, Power Dept. will prepare a trial firing assessment report and Equipment Management Dept. will organize the review of the same.

机械动力部应当及时组织热电部开展新煤种试烧工作，试烧结束由热电部编制试烧评价报告，机动部组织评审。

5.6 Measurement, statistics and stocktaking management

计量、统计及盘库管理

5.6.1 Measurement Discipline of Equipment Management Dept. takes the lead in coal measurement management and organizes the setting and implementation of check frequency and methods for measurement devices in the course of coal measurement; it is responsible for supervising and confirming the measurement data in commodity inspection, and also organizes or participates in stocktaking of spherical coal bunker.

机械动力部计量专业牵头负责煤炭计量管理，组织制订煤炭计量过程中计量装置的校验频率和方法并组织实施；负责对商检计量数据进行监督和确认；组织或参与球形煤仓的盘库工作。

5.6.2 Power Dept. is responsible for initial measurement of coal; measured data will be confirmed by the Measurement Discipline of Mechanical Department before it is submitted to Planning and Dispatching Dept.

热电部负责煤炭初始计量，经机械动力部计量专业进行数据确认，报计划调度部。

5.6.3 Power Dept. reports the coal consumption, warehouse-in, storage and other statuses in the last 24 hours to the dispatcher on duty of Planning and Dispatching Dept. at 6:00 every day and keeps records accordingly. Power Dept. analyzes the loss of coal reserves in the *Monthly Report on Production Technology* and reports it to Equipment Management Dept.

热电部每日 6:00 向计划调度部值班调度汇报前 24 小时的煤炭消耗、入库、库存等情况，并作记录。热电部在《生产技术月报》中对煤炭储损进行分析并报机动部。

5.6.4 Measurement Discipline of Equipment Management Dept. organizes the mid-year and year-end stocktaking of spherical coal bunker of Power Dept; Power Dept. conducts stocktaking once per month under the supervision of person assigned by Measurement Discipline of Equipment Management Dept. Upon completion of stocktaking, Power Dept. prepares and submits the *Coal Stocktaking Form* to Equipment Management Dept. The loss of coal reserves in spherical coal bunker shall not exceed 0.5%.

机械动力部计量专业组织做好年中、年末的热电部球形煤仓的盘库工作；热电部做好每月一次的盘库工作，机械动力部计量专业派员监督盘库。盘库结束后由热电部编制《煤炭盘点表》报机械动力部。球形煤仓存损率不得超 0.5%。

5.6.5 Settlement of the coal purchase contract shall be subject to our measurement preferably, and electronic belt scale is adopted preferably for measurement; if the settlement of contract is based on the counterparty's measurement and if the difference between both parties' measurements is out of limits, Commercial Dept. shall organize the coordination in measurement dispute handling and present handling suggestions, and the Leader in charge of measurement of Equipment Management Dept. shall investigate into the measurement dispute and issue an investigation report. Moisture measured by both parties shall be averaged.

煤炭采购合同优先采用我方计量为准的结算方式，计量优先采用电子皮带秤为依据；若合同采用对方计量为结算依据，当双方计量差异超标时，由商务部组织协调计量纠纷处理并出具处理意见，机动部计量管理人员应当开展计量纠纷调查并出具调查报告。计量时两者水份应折平。

5.6.6 Finance Dept. shall handle accounts about coal loss on a monthly basis as required. If the loss rate is within the fixed range, the monthly loss shall be written off by Finance Dept; if the loss rate exceeds the fixed loss rate, the monthly loss shall be verified by Equipment Management Dept. first, and then written off by Finance Dept.

财务管理部按规定每月对煤炭损耗量进行帐务处理。若损耗率在定额范围内，当月损耗量，由财务管理部作帐务核销处理；若损耗率超过定额损耗率，当月损耗量由机械动力部核定后，由财务管理部作帐务核销处理。

6 Inspection and Supervision

检查与监督

6.1 GM's Office is responsible for incorporating coal management into the Company's performance management measures for assessment.

总经理办公室负责将煤炭管理纳入公司绩效管理方法进行考核。

6.2 Equipment Management Dept. is responsible for establishing assessment criteria, determining assessment methods, conducting supervision and assessment, and issuing assessment comments in terms of relevant departments' implementation of the coal management system.

机械动力部负责对相关部门煤炭管理制度执行情况，制定考核指标，明确考核办法，实施监督和考核，并出具考核意见。

6.3 Lab Dept. is responsible for establishing assessment criteria, determining assessment methods, conducting supervision and assessment, and issuing assessment comments in terms of relevant departments' coal quality management.

质量检验部负责对相关部门煤炭质量管理情况，制定考核指标，明确考核办法，实施监督和考核，并出具考核意见。

7 Associated Procedures and Records

关联程序和记录

7.1 Associated procedures

关联程序

Coal Management Procedures (HYBN-T2-07-0072-2024-2)

煤炭管理程序：HYBN-T2-07-0072-2024-2

7.2 Associated records

关联记录

N/A.

无

8 Supplementary Rules

附则

8.1 This System is under the jurisdiction of Equipment Management Dept.

本制度由机械动力部归口管理。

8.2 This System is drafted by Equipment Management Dept.

本制度起草部门：机械动力部。

8.3 Equipment Management Dept. is responsible for the interpretation of this System.

本制度解释权归机械动力部拥有。

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

本制度编报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

2	2024-04-01	Xie Kejun 谢可君	Zhao Tingyun 赵挺云	Xu Ye 徐野	Chen Liancai 陈连财
Revision 版本	Issued date 颁布日期	Prepared by 编制人	Reviewed by 审核人	Authorized by 审定人	Approved by 批准人