



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

HYBN-T6-07-0029-2024-2

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## Management Measures for Performance Assessment of Maintenance Weekly Plan

### 检维修周计划绩效考核管理办法

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## Version Information 版本信息

1 Rev 1 released on Oct. 23, 2023.

第一版发布时间为 2023 年 10 月 23 日。

2 Rev 2 released on April 1, 2024.

第二版发布时间为 2024 年 4 月 1 日。

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## 1 Purpose

### 目的

In order to strengthen the daily maintenance and repair management of equipment, combined with predictive maintenance strategies, equipment that needs to be repaired should be prepared in advance and planned reasonably to achieve the goal of safe, efficient, and high-quality on-site operation, and ensure stable production operation.

为强化设备的日常检维修作业管理，结合预知性检修策略，对需要检修的设备提前准备、合理规划，实现现场作业安全、高效、高质量施工目的，保障生产稳定运行。

## 2 Scope of Application

### 适用范围

This regulation applies to all operation departments, instrument control departments, electrical operation departments, and equipment maintenance departments of the company.

本规定适用于公司各运行部、仪表控制部、电气运行部、设备检修部。

## 3 Terms and Definitions

### 术语和定义

Plan accuracy=number of completed tasks within the plan/ (original planned tasks + number of unplanned tasks)

计划准确率=计划内完成作业数/（原计划作业数+计划外作业数）

## 4 Management Responsibilities

### 管理职责

#### 4.1 Specified management department

##### 归口管理部门

The Equipment Management Department is the centralized management department for the inspection and maintenance weekly plan, responsible for the formulation and revision of the "Interim Measures for Performance Evaluation of Inspection and Maintenance Weekly Plan", coordinating the management of the company's inspection and maintenance weekly plan,

inspecting the preparation and execution of various department plans, and incorporating this into the company's performance evaluation..

机械动力部是检维修周计划的归口管理部门，负责《检维修周计划绩效考核暂行办法》的制定和修订，负责统筹协调公司检维修周计划的管理工作，负责检查各部门计划编制和执行情况，并将此纳入公司绩效考核。

#### 4.2 Collaborative management departments

协同管理部门

The Planning and Dispatching Department and HSE Management Department, in collaboration with the Equipment Management Department, are responsible for ensuring access conditions and safety management for on-site construction operations.

计划调度部和 HSE 管理部协同机械动力部，负责做好现场施工作业准入条件和安全管理。

#### 4.3 Executive departments

执行部门

Each operation department (including electric operation department and instrument control department) is responsible for the preparation of the weekly maintenance plan of the department, and the equipment maintenance department, instrument control department, electric operation department and external contractors are responsible for the implementation of the maintenance plan.

各运行部(含电气运行部和仪表控制部)负责做好本部门检维修周计划的编制工作，设备检修部、仪表控制部、电气运行部和外部承包商负责检修计划实施。

### 5 Management Content

管理内容

#### 5.1 Assessment indicators

考核指标

##### 5.1.1 Plan accuracy 计划准确率

The plan prepared by the department is generally required to be comprehensive, without omissions, and must be able to be implemented.  $\text{Plan accuracy} = \frac{\text{number of completed tasks}}{\text{original planned tasks} + \text{number of unplanned tasks}}$ . The planned project cannot be implemented due to factors such as inadequate accessories, personnel, processes, or safety conditions before the operation, as well as foreseeable tasks not included in the plan, all of which will affect plan accuracy. Due to the differences in process characteristics and

equipment types among different operating departments, differentiated standards are established for the accuracy of plans for different operating departments based on preliminary trial operation data. The specific indicators are as follows.

部门编制的计划原则上要求全面无疏漏，且须能够得到实施。计划准确率=计划内完成作业数/(原计划作业数+计划外作业数)，计划项目因作业前未落实到位，造成配件、人员、工艺或安全条件不具备等因素无法实施，以及可预见的作业未纳入计划，都会影响计划准确率。由于各运行部工艺特性和设备种类存在差异，依据前期的试运行数据，对不同运行部的计划准确率制定差异化标准。具体指标如下：

No. 序号	Unit Name 单位名称	Plan accuracy% 计划准确率%		
		Excellent 优	Good 一般	Fail 不及格
1	Refining Dept 1 炼油一部	≥95	$90 \leq X < 95$	<90
2	Refining Dept 2 炼油二部	≥95	$90 \leq X < 95$	<90
3	Refinery Dept 3 (Aromatics) 炼油三部（芳烃）	≥95	$90 \leq X < 95$	<90
4	Refining Dept 3 (Reforming) 炼油三部（重整）	≥95	$90 \leq X < 95$	<90
5	Refining Dept 4 炼油四部	≥95	$90 \leq X < 95$	<90
6	Utilities Dept 公用工程部	≥95	$90 \leq X < 95$	<90
7	Port Storage Dept 港储部	≥95	$90 \leq X < 95$	<90
8	Electrical Dept 电气部	≥95	$80 \leq X < 95$	<80
9	Instrument Control Dept 仪控部	≥85	$75 \leq X < 85$	<75
10	Power Dept 热电部	≥85	$75 \leq X < 85$	<75

## 5.2 Assessment criteria

### 考核标准

5.2.1 The accuracy rate of each department's plan is calculated on a weekly basis, and the total number of plans and assignments for the entire month are taken as calculation parameters each month. The assessment criteria are: 100 excellent rewards, 20~50 BND good rewards, no assessment for passing, 20~50 BND deduction for failing.

各部门计划准确率以周为单位统计，每月取全月总计划数和作业数作为计算参数。考核标准为：优等奖励 20~50 文币，一般不考核，不及格扣 20~50 文币。

5.2.2 Failure to submit the inspection and maintenance weekly work plan in a timely manner will result in 50 BND deductions from the responsible unit per occurrence; Failure to fill in the plan content as required will result in 5 BND per item deduction from the responsible unit. 10 out of 10 work tickets will be deducted for errors or omissions in the summary of the equipment maintenance department's work tickets, and a reward of 20 BND per week will be given if they are completely complete and correct. If the operation plan is not implemented as required due to the reasons of the construction unit, the responsible unit will be deducted by 20-50 BND per item.

未及时上报检修周作业计划扣责任单位 50 文币/次；未按规定要求填报计划内容扣责任单位 5 文币/项。设备检修部作业票汇总错误或缺失扣 10 文币/张，完全齐全无误奖励 20 文币/周。因施工单位原因导致作业计划未按要求实施的，扣责任单位 20~50 文币/项。

### 5.3 Supplementary explanation

#### 补充说明

5.3.1 The assessment items will be publicly announced in the weekly plan review report every week. If there are any doubts, they will be reported or explained to the Mobility Department before the end of the week on Tuesday of the week of publication. Overdue dates will not be accepted.

考核项每周在周计划点评通报中公示，有疑问处，于公示当周的周一下班前向机动部反馈或解释，逾期不受理。

5.3.2 Cooperative operations such as filter cleaning, adding and removing blind plates (blind covers) and instrument calibration temporarily proposed by production operation caused by production adjustment or temporary emergencies are not included in the planned accuracy assessment, but are included in the operation plan as far as possible under foreseeable circumstances.

因生产调整或临时突发引起的过滤器清洗、加拆盲板（盲盖）、生产操作临时提出的仪表校验等配合性作业不计入计划准确率考核，但在可预见的情况下尽可能列入作业计划。

5.3.3 Temporary or sudden inspections of on-site equipment, as well as non-disassembly adjustment operations, are not included in the accuracy assessment of the plan, such as valve packing gland tightening, flange bolt tightening, and replacement of pressure gauges and thermometers.

现场设备临时或突发的检查、非解体性调整作业不计入计划准确率考核，如阀门填料压盖紧固、法兰螺栓紧固、更换压力表温度计等。

5.3.4 Non production equipment maintenance operations may not be included in the weekly work plan, such as office facility maintenance, engineering vehicle maintenance, weeding, on-site debris cleaning, etc.



非生产设备类维修作业可不列入周作业计划，如办公设施维修、工程车辆维修、除草、现场杂物清理等。

5.3.5 Multiple devices in the device carry out the same type of operation, such as adding lubricating grease, wiring inspection in the instrument and electrical profession, and other simple operations. The device is counted as a unit and classified as the same operation by type. The homework ticket is still issued as required.

装置中多台设备实施同一类型的作业，如加润滑脂、仪电专业的接线检查等简单作业，以装置为单元，按类型统计为同一项作业。作业票仍按照要求开具。

5.3.6 The planned shutdown, maintenance and defect elimination of the device (unit) shall not be included in the weekly planned operation management.

装置（单元）计划性停工检修、消缺，其计划检修项目不列入周计划作业管理中。

5.3.7 The department responsible for preparing the work plan needs to submit it before 14:00 on Friday. The construction unit should communicate and contact the department in a timely manner to ensure the feasibility of the plan. The mobile department will release the weekly work plan on Saturday and will not make any changes after it is released.

编制作业计划的部门需于周五 14:00 前提交，施工单位及时与编制部门沟通联系，落实计划的可行性，机动部周六发布周作业计划，发布后将不再更改。

## 7 Associated Procedures and Records

### 关联程序和记录

#### 7.1 Associated procedures

##### 关联程序

N/A

无

#### 7.2 Associated records

##### 关联记录

N/A

无

## 8 Supplementary provisions

### 附则

6.1 This regulation is under the centralized management of the Equipment Management Department.

本规定由机械动力部归口管理。

6.2 The Regulations are drafted by Equipment Management Department.

本规定起草部门：机械动力部。

6.3 The right to interpret this regulation belongs to the Equipment Management Department.

本规定解释权归机械动力部拥有。

6.4 See table for the compilation and approval of this specification version 1.

本规范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

2	2024-04-01	Hu Chuang 胡川	Zhao Ting Yun 赵挺云	Xu Ye 徐野	Chen Liancai 陈连财
Version 版本	Promulgation Date 颁布日期	Editor 编制人	Reviewer 审核人	Examiner 审定人	Approver 批准人