



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

HYBN-T9-11-0009-2025

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**No.2 Refinery Department**  
**Employee Training Management Rules**

**炼油二部员工培训管理细则**

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## Version Information 版本信息

### 1. Version 1 第一版

Version 1 was released in November 2023. It has been revised for 4 times since then.  
第一版发布时间为 2023 年 11 月，此后经过 4 次修订。

### 2. Current Version 此版本

This is the fifth version, which is released and implemented in April 2025, and repeals the previous edition "HYBN-T9-11-0050-2024-3\_No.2 Refinery Dept. Employee Training Management Rules".  
此版本为第五版，于 2025 年 4 月发布并实施，同时废止此前版本的《HYBN-T9-11-0050-2024-3\_炼油二部员工培训管理细则》。

### 3. Amendments 修订内容

#### 3.1. Additions 新增内容

None.

无。

#### 3.2. Revisions 修订条款

4.2.2, 4.2.4, 4.2.5.2, 6.1, 6.2, 6.3, 9

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## 1. Purpose 目的

In order to standardize the training of employees, No.2 Refinery Department has formulated the training management rules according to the company's "HYBN-T3-02-0006-2020-2 Staff Training Management Regulations".

为规范员工培训工作，根据公司《HYBN-T3-02-0006-2020-2 员工培训管理规定》，细化并制定炼油二部培训管理细则。

## 2. Scope of Application 适用范围

These rules and regulations are applicable to all official employees of No.2 Refinery Department and the graduates of colleges and secondary technical schools who join the department for internship.

本管理细则适用于炼油二部全体正式员工和进入部门实习的大中专毕业生。

## 3. Definitions 定义

3.1 Theoretical knowledge: refers to the basic theoretical knowledge, some professional knowledge, post safety skills, rules and regulations and other basic knowledge that each post needs to master.

应知：指本岗位操作需要掌握的理论基础知识、部分专业知识、岗位安全技能、规章制度等基本知识。

3.2 Operative skills: refers to the skills to be mastered for independent operations, including process operation skills, equipment operation skills, safe operation supervision skills, emergency treatment methods that are necessary for safe operation, and work procedures.

应会：独立上岗操作应掌握的工艺操作技能、设备操作技能、安全作业监督技能、岗位安全作业必备的紧急处理方法及工作程序。

#### **4. Management Content 管理内容**

##### **4.1. Management Responsibilities 管理职责**

**Training Coordinator:** the training coordinator of the department is responsible to attend the company's training-related meetings, coordinate with Human Resources Department, and convey and transform the training requirements of the company. Also, to track the training progress and the needs of employees, to organize team members to sign the mentor-apprentice agreements, to prepare the annual training plan for the department, to establish training logs of employees, to assist engineers in formulating training plans of employees, to carry out acceptance check and assessments, and to maintain training files.

**培训工程师:** 部门培训工程师负责参加公司培训相关会议, 与人力资源部工作对接, 传达并转化公司培训要求; 掌握员工培训动态和需求, 组织班员进行师带徒协议签订; 编制部门年度培训计划, 建立员工培训档案、协助专业工程师进行人员培训方案制定、验收考核、培训档案维护。

**Specialty Engineers:** establish training plans for corresponding specialty, carry out evaluations and acceptance checks, fill in the evaluations in the employee training logs, and regularly compile the acceptance results to the training coordinator.

**专业工程师:** 建立各专业培训计划, 执行专业考评验收, 对员工培训档案中专业考评情况进行填写, 定期将验收结果汇总至培训工程师处。

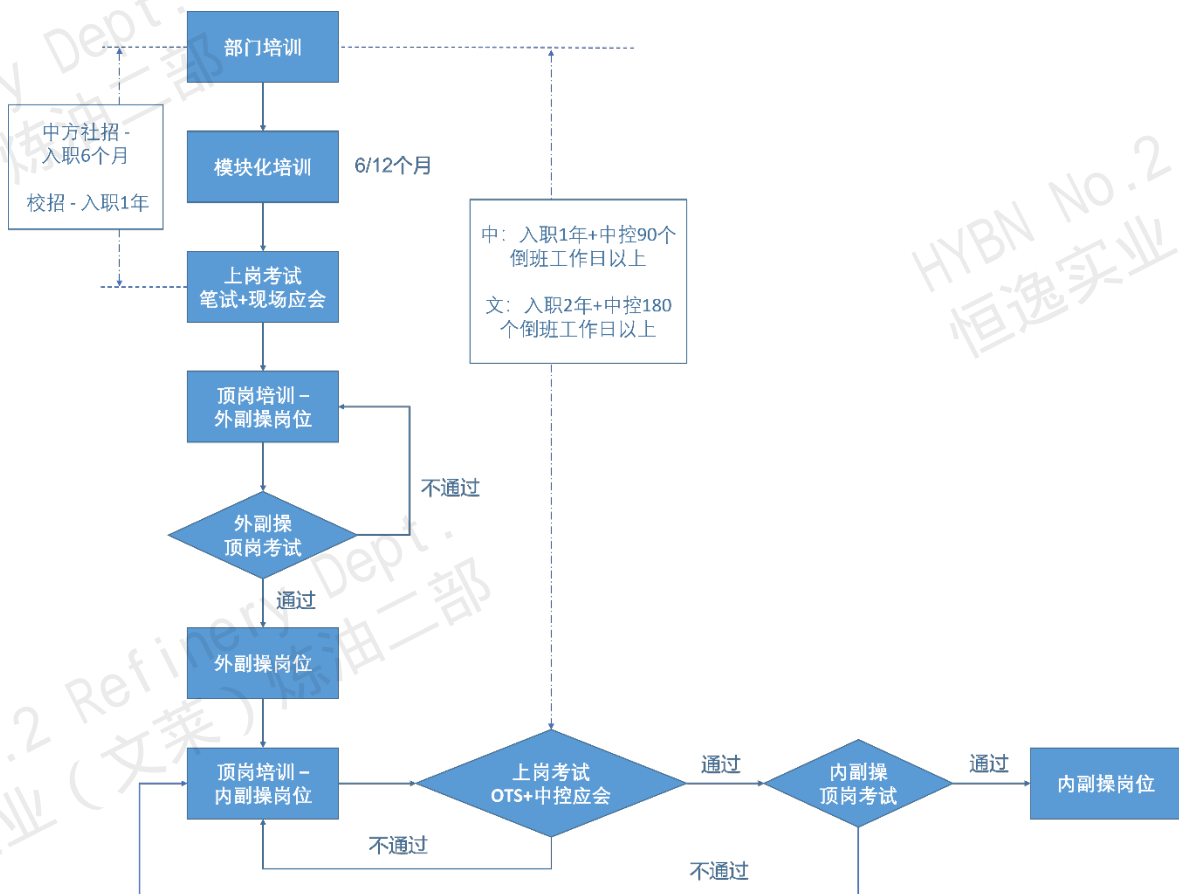
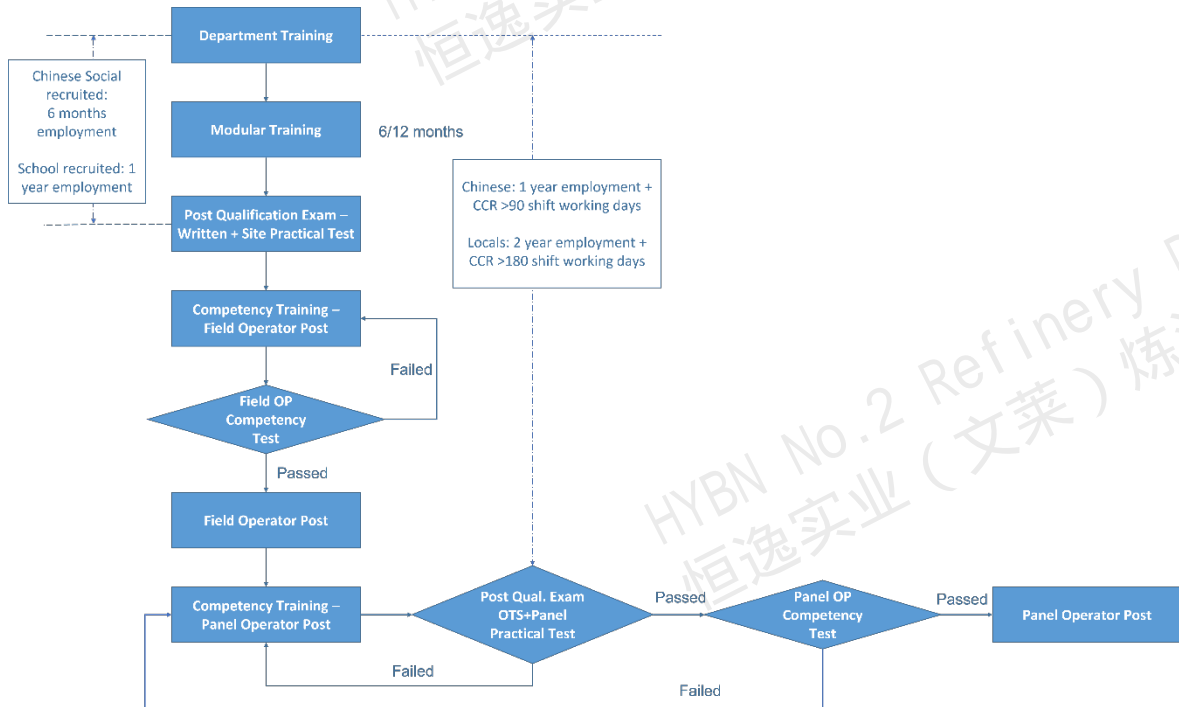
**Team Training Leader:** in general, the deputy shift leader of each shift team is appointed as the head of team training, otherwise will be appointed by the department under special circumstances. The deputy shift leader is responsible for the training of the shift members, directly led by the department and each specialty, and has the right to issue and use the team training fund for the month. The deputy shift leader is fully responsible for the training of the shift members, and records the actual working condition of the individuals in the training logs, and evaluates the training effect and competency of the individuals.

**班组培训负责人:** 各班组原则上安排副班长作为班组培训负责人, 特殊情况下由部门制定, 副班长负责班组人员培训, 接受部门和各专业直接领导, 拥有当月班组培训基金的发放权和使用权。副班长全面负责班员培训工作, 并在培训档案中记录员工培训期间实际工作情况, 评估员工培训、顶岗效果。

#### **4.2. Training Method 培训方法**

All new employees and interns are required to receive a 2-day departmental training after the completion of the company training, and then enter respective shift team for modular training (modular training for school recruited employees lasts for 12 months, and that for social recruited employees lasts for 6 months). After the Chinese social-recruited employees have joined the company for 6 months, or after local employees have joined the company for 1 year, the company will organize the 1<sup>st</sup> stage post-qualification exam (written test + on-site practical test). Field Operator ranking can be obtained only after employees pass the modular training and the 1<sup>st</sup> stage post-qualification exam. For employees that are still not competent as an operator after the modular training is completed, will enter the competency training stage. For employees who have obtained the Field Operator post may be arranged to study for panel operations, and participate the 2<sup>nd</sup> stage post-qualification exam (OTS + panel practical test) and the competency exam for Panel Operator post. Panel Operator ranking can be obtained after passing both the exams.

所有新入职员工和实习员工，完成公司培训后，需接受部门 2 天的进装置前培训，培训结束后进入班组接受模块化培训（校招员工模块化培训为期 12 个月，社招员工为期 6 个月）。中方社招员工入职满 6 个月、文方员工入职满 1 年，公司组织参加第一阶段上岗考试（笔试+现场应会考试）。员工模块化培训和第一阶段上岗考试均通过后，方可获得正式外副操岗位。若模块化培训结束，但仍然未达到副操岗位水平的员工，则进入顶岗培训阶段。获得外操岗位的员工，视情况安排内操学习并安排第二阶段上岗考试（OTS+中控应会考试）及内操岗位顶岗考试，均通过后方可获得正式内操岗位。





After obtaining official operator post, employees can voluntarily participate in the “continuing education” training and self-study according to their own pace. After passing the training and assessment, if there is a vacant at a higher rank, the individual may replace in turn and promote to a higher rank.

员工获得正式副操岗位后, 根据自身情况, 自愿参与继续教育培训, 自主学习, 培训考核通过后, 若更高一级岗位人员空缺, 可依次补位, 晋升更高职位。

#### **4.2.1. Departmental Training 部门培训**

New employees and interns shall receive departmental training upon completion of company-level education/training. The departmental training lasts for 2 days. Department management personnel will explain on the department overview, management regulations and department culture etc., and HSE engineer will conduct safety training before employees first enter the units. After the completion of departmental training, HSE professions will organize a training assessment (written test) for the new employees. Employees that pass the test will then be assigned to operation shift team, and the shift leader will conduct the team safety training.

新员工或者实习员工, 完成公司级教育后, 需接受部门培训。部门培训时间 2 天, 由部门管理人员讲授部门概况、管理规定和部门文化等内容, 由 HSE 工程师进行装置前安全培训。部门培训完成后, HSE 专业组织入职员工培训考核 (笔试), 合格后由部门分配至运行班组, 并由班组长进行班组安全培训。

#### **4.2.2. Modular Training 模块化培训**

The department carries out on-site modular training for new employees. The training period of school recruitment staff is 12 months, while the training period of social recruitment staff is 6 months. Employees can complete the modular training content in advance and apply for acceptance check according to their own learning situation.

部门对新入职员工, 统一开展现场模块化培训。校招员工培训期为 12 个月, 社招员工培训期为 6 个月, 员工可以根据自身学习情况, 提前完成模块化培训内容并申请验收。

The training takes the team as the main focus. The trainees sign the mentor-apprentice agreement with the designated personnel of the department, and carry out the daily operation skills and theoretical knowledge training for the new employees and local employees according

to the modular training plan of the department. The detailed training content can be found in the Modular Training Plan for No.2 Refinery Department Employees (2025 Edition). Trainees should timely complete the learning content of the month and hand in the work assigned by the engineer on time, and combine it with daily operation, and learn the theoretical knowledge and operative skills. Every month, the paired mentor will first complete the acceptance test of the apprentice. Those who pass the test (Chinese employees  $\geq 80$  points, local employees  $\geq 70$  points) will then be tested by specialty engineers. From the end of the month to the beginning of the following month, engineers of each specialty shall conduct monthly training acceptance check in the form of written test or simulated operation. The training coordinator shall compile the acceptance results of process, equipment and HSE specialty; if the assessment result is unsatisfactory, the team shall continue with the current training stage and halt any new content training until a passing score is achieved.

培训以班组为主体，学员与部门指定人员签订师徒协议，按照部门的模块化培训计划，对新入职员工和本地员工开展日常操作技能和理论知识的培训。详细培训内容见炼油二部员工模块化培训计划（2025 版）。学员应及时完成当月学习内容并按时上交工程师布置的作业，并将其与日常操作相结合，认真学习应知应会知识。每月首先由结对师傅完成对徒弟的技能考试评估，成绩合格的（中方员工 80 分以上、本地员工 70 分以上）再由各专业工程师组织考试。各专业工程师在当月底至次月初进行月度培训验收，验收形式为笔试或模拟操作，培训工程师将工艺、设备和 HSE 三个专业验收成绩进行汇总，成绩不合格的则由班组继续开展当前阶段的模块化培训内容，暂停新内容培训直至考试通过。

After the completion of the modular training, the department will determine whether the employees are qualified according to the previous training and acceptance results of each specialty and the independent operation ability evaluation results of the team. If they are not qualified, they need to move on to the “competency training” stage.

模块化培训结束后，部门根据各专业历次培训验收情况和班组对员工的独立操作能力评估结果，判定员工模块化培训验收是否合格，若不合格，需转入顶岗培训。

The employees who participate in the modular training directly accept the training arrangement of the deputy monitor. The deputy monitor carries out all-round training, with the modular training plan and independent operation as the goal. If the deputy shift leader is in CCR, he/she may

switch with the shift leader to site according to the requirements of the modular training content. When the deputy shift leader is on leave, the shift leader will take over the training work. If the deputy shift leader is not able to carry out the training responsibilities due to objective reasons, the department will appoint an individual to ensure the implementation of on-site training.

参与模块化培训的员工，直接接受副班长的培训安排；副班长以模块化培训计划和独立顶岗操作为目标，对其展开全方位培训。副班长若在中控，根据模块化培训内容需求，与班长互换至现场；副班长休假期间，由班长接替培训工作；若副班长因为客观原因，不具备担任培训工作条件，则由部门指定专人，确保现场培训正常实施。

#### 4.2.3. Competency Training 顶岗培训

Participants in the competency training are employees who have completed the modular training program but are unable to work independently. Based on the skill requirements of Field Operator 2 in the "List of Operating Skills for Kerosene and Diesel Hydrogenation Unit" and "List of Operating Skills for Hydrocracking Unit & LPG Fractionation Unit", employees continue to self-learn and exercise their independent operation ability in combination with daily operations.

参与培训的对象为完成模块化培训计划后，但又无法独立顶岗的员工。员工以《煤、柴油加氢装置岗位操作技能清单》和《加裂气分装置岗位操作技能清单》中外副操 2 岗位技能要求为目标，继续参照模块化培训计划进行自我学习，并结合日常操作，锻炼自身独立操作能力。

At the end of each quarter of the year, the process and equipment professions will conduct an acceptance check for the employees participating in the competency training. The acceptance results of each specialty will be converted at a ratio of 60% and 40%, and the overall passing score is 70 points. After the employees pass this acceptance check, they will end the competency training and officially promoted to "operator 2".

工艺、设备专业将每季度末对参与顶岗培训员工进行一次验收，各专业验收成绩以 60%、40%的比例进行折算，成绩达到 70 分为合格。员工通过本次验收后，将结束顶岗培训工作，并正式转入副操 2 岗位。

Employees shall take the competency exam every quarter of the year. After one year of competency training, if the employee still fails to pass the acceptance check, starting from the first acceptance check of the following year, the department will give a warning letter for each failure and report it to the Human Resources Department. The employee is required to provide

an explanation if he/she is unable to participate in the quarterly exam; however, only 2 withdrawals from the exam are allowed for each year.

员工在经历一年顶岗培训后，若仍然无法通过验收，则从第二年度第一次验收开始计算，每季度参加一次顶岗考试，每一次不合格，部门将给予一次警告信并上报人力资源部，若员工确认无法参与此季度考试，需由本人提出说明，但每年不得超出 2 次弃考。

The training coordinator is responsible for the archiving of competency examination papers and scoresheets.

培训工程师负责将顶岗考试试卷或评分表归档保存。

#### **4.2.4. Post-rotation Training 轮岗培训**

Field operators that are capable of independent operations and show excellent performance can be arranged by the shift leader to learn the control operations of main operator in CCR according to the situation of the shift team. The deputy and main operators that are capable of independent operations of a unit or section can rotate to another unit or section according to the work arrangement in the shift team. These trainees first learn the various management regulations of control operations and the three major disciplines of the central control room, and pass the "Panel Operators Theoretical & Practical Knowledge Assessment" test (test score greater than 90 points) and the Post-rotation OTS exam (test score greater than 80 points), and then learn the operations of the unit. Employees will undergo modular training for central control operations based on job requirements, modular training for school recruited employees shall last for 12 months, and that for social recruited employees shall last for 6 months. Main field operators must undergo the rotation training, and apply to the engineers of corresponding specialty for the "Main Operator Competency Exam" according to his/her learning progress.

具备独立顶岗水平且表现优异的外操，可由班长根据班组情况，安排进入中控学习主操操作，具备独立操作单装置或某个单元的副操、主操，可根据班组工作安排，进行其他装置或单元的轮岗学习。学员首先学习中控各项操作管理规定、三大纪律并通过《中控操作人员应知能力》测试（考试成绩大于 90 分）及轮岗仿真考试（考试成绩大于 80 分）后，再进行装置操作学习。员工根据需求开展中控模块化培训，校招员工培训期为 12 个月，社招员工培训期为 6 个月。外主操人员必须接受轮岗培训，并根据自身学习进度，向专业工程师申请《主操岗位能力测试》考试。

According to the main operator skills evaluation, the evaluation results of engineers and the

competency evaluation as a main operator submitted by the shift team, the department comprehensively inspects the individual's competency as a main operator, and takes this as the condition for the promotion of operator to main operator. After passing the assessment, the operator can perform independent operations and be promoted first when there is a vacant. If the main field operator fails to pass the assessment, he/she will be demoted to operator.

部门根据主操技能测试、专业工程师的考评结果和班组提交的主操独立顶岗能力评估, 综合考察其主操岗位顶岗能力, 并以此作为副操晋升主操的条件, 评估通过后, 可进行独立顶岗并优先获得岗位替补资格, 若外主操无法通过此评估, 将其调整至外副操岗位。

The daily rotation training mechanism is practiced within the shift team, where the main field operators and field operators 1 & 2 will participate in the central control operation, so as to ensure that in each shift team, the number of operators capable of CCR operations in the Hydrogenation Unit central control room is not less than 3 people, and not less than 4 people for Hydrocracking Unit.

班组内部形成日常轮训机制, 外主操、外副操进入中控学习主操操作, 确保每个班组中, 具备中控系统操作人数加氢不少于 3 人, 加裂不少于 4 人。

Shift leaders should be capable of both panel and field operating skills, be familiar with the department's management systems and operating procedures, and pass the "Shift Leaders Post Competency" test (with a score of greater than 80 points).

班长应同时具备内主操和外主操的操作技能、熟悉部门各项管理制度和操作流程, 并通过《班组长岗位能力》测试 (成绩大于 80 分)。

#### **4.2.5. OTS Training OTS 专项培训**

Simulation system learning is conducted on new employees and employees undergoing rotational training. Employees in Kerosene & Diesel Hydrogenation Unit practice on the simulation system of "Liquid-phase Diesel Hydrogenation Unit", while employees in the Hydrocracking Unit and LPG Fractionation Unit practice on the simulation system of "Hydrocracking Unit".

针对新员工和轮岗员工开展仿真系统学习, 煤、柴油加氢装置岗位人员对《液相柴油加氢装置》仿真系统进行练习; 加裂气分装置岗位人员对《加氢裂化装置》仿真系统进行练习。

Employees practice self-learning on OTS trainings. Trainees who are at the stage of Modular

Training are required to log in for OTS practice every month. The Training Coordinator will check on the practice and examination results of the trainees, and feedback to the Scheduling & Dispatch Department and the Human Resources Department. After completing the one-month simulation training and passing the exam, the trainees can enter CCR for rotational training. The new employees will carry out a 6-month or 12-month OTS practice of a single unit (until one completed the company post-qualification exam), and the engineer will check on the practice records of the employees. The simulation exam questions of each stage are randomly selected from the question bank by the engineers, and the trainees are required to complete the exam questions on the specified date.

OTS 培训为员工自我学习，在模块化培训阶段的学员，每月需登录学习，培训工程师统计学员练习和考试情况，并将其反馈至计调部和人力资源部。轮岗学员完成为期一个月的单装置仿真培训练习并通过考试后，可进入中控轮岗学习；新员工进行为期 6 至 12 个月的单装置仿真培训练习（直至参加完公司上岗培训考试），工程师对学员练习情况进行检查；各阶段的仿真考试题目，由装置工程师从题库中随机抽取，学员需在规定日期完成考试题目。

#### 4.2.5.1. OTS Training Content 培训内容

HC & LPG Fractionation Unit New Employees OTS Training Plan 加裂气分装置新入职员工培训练习题目		
No. 序号	OTS Topics 项目名称	Remarks 备注
Month 1 第 1 月	Utilities System And HP-Tightness	公用系统投用、高压气密
	LP-Pressurize and Cold Oil Transportation	低压系统气密、冷油运
Month 2 第 2 月	Hot Oil Transportation	热油运
	Vulcanizing and Switch VGO To Normal	原料切换
Month 3 第 3 月	Sulfur Injection and Ammonia Injection	催化剂预硫化、钝化
	Normal Start-up	正常开工
Month 4 第 4 月	Accident Handling of Reaction Feedstock Interruption	原料中断处置
	Treatment of Injection Water Interruption	注水中断
	Handling of Unit Power Failure	停电处置

Month 5 第 5 月	Accident Handling of Temperature Excursion of Reactor	反应飞温处置
	Handling of Makeup Hydrogen Interruption	新氢中断处置
Month 6 第 6 月	3.5MPa Steam Interruption	3.5MPa 蒸汽中断处置
	Normal Shutdown	正常停工

KHT & DHT New Employees OTS Training Plan 煤柴油加氢装置新入职员工培训练习题目		
No. 序号	OTS Topics 项目名称	Remarks 备注
Month 1 第 1 月	Nitrogen Pressure and Hydrogen Airtightness of Reaction System	反应系统氮气及氢气气密
	Feed Interruption	原料中断
Month 2 第 2 月	Catalyst Pre-sulphuration via DMDS Injection	注入 DMDS 的催化剂的预硫化
	Fuel Gas Interruption	燃料气中断
Month 3 第 3 月	Diesel Circulation and Pre-sulphuration	柴油循环和预硫化
	Make-Up Hydrogen Cut-Off	新氢中断
Month 4 第 4 月	Cold Diesel Circulation, Hot Oil Transportation of Fractionation System	分馏系统冷、热油运
	P-102 Shutdown	P-102 停泵
Month 5 第 5 月	Hot Start-Up	热态开工
	Electricity Cut-Off	停电中断
Month 6 第 6 月	Normal Start-Up	正常开工
	P-205 Pump Shutdown	P-205 停泵

#### 4.2.5.2.OTS Training Requirement 培训要求

New employees shall practice according to the topics set in the simulation training plan. The number of times an employee logs into the simulation system to practice shall be not less than 2 times per month, and the duration of each practice shall not be less than 30 minutes. At the end of each month, they will take the simulation test. The management personnel will set the test online, where the test questions are set according to the monthly training content. The passing score for the simulation test is 60 points.

新员工按照月度仿真培训内容进行练习，员工每月登录仿真系统练习的次数不得少于 2 次，每次练习时长不得少于 30min；每个月月底参与仿真考试，管理人员按照每月培训内容设定考试题目并在线上发布，考试成绩 $\geq 60$  分为合格。

Employees on post-rotation will take a simulation test at the end of the month. The test questions are picked from the learning content (3 questions) by the management personnel, published online and tested. Employees obtaining more than 80 points are qualified to enter CCR for DCS learning.

轮岗人员在当月月底参与仿真考试，考试题目为练习题目中任意三题，由管理人员随机抽取，线上发布并考试，考试成绩 $\geq 80$  分，可进入中控参与 DCS 操作学习。

#### 4.2.6. Professional Development Class 副班培训

Engineers of each specialty will conduct a professional development class monthly for all shift team members, and the training content of each specialty mainly includes:

针对全体班组人员，各专业管理人员组织开展每月副班学习活动，各专业在月度副班期间的培训内容主要有：

1) Process: analysis of production and operation problems, unit operation bottleneck, operation adjustment, shutdown, startup and emergency handling of each unit; sort out and report the process management of each team according to the daily, weekly and monthly inspection activities of the month, and publicize and explain the management regulations according to the management requirement.

1) 工艺专业：工艺针对各装置生产运行问题、装置运行瓶颈、操作调整以及装置的停开工，应急等分析；结合每月日周月检活动，梳理通报各班组工艺管理情况，并根据管理需求，进行管理制度宣贯和讲解。

2) Equipment: explain the structure, principle, operation, maintenance, corrosion mechanism and protection of all kinds of equipment corresponding to the actual situation of each unit; analyze the causes of hot spots and problems for the month and their improvement measures; sort out and report the equipment management of each team according to the daily, weekly and monthly inspection activities of the month, and publicize and explain the equipment management regulations according to the management requirement.



2) 设备专业：结合装置实际对各类设备的结构、原理、操作、维护以及设备腐蚀机理和防护进行讲解；结合每月设备热点难点问题，对问题原因和改进措施进行分析；结合每月日周月检活动，梳理通报各班组的设备管理情况，并根据管理需求，宣贯和讲解设备管理要求。

3) HSE: organize team members to learn the HSE training content released by the company every quarter; learn about recent accidents in the industry; explain the relevant regulations to the shift teams according to the HSE daily, weekly and monthly inspection problems.

3) HSE 专业：组织班员学习公司每季度发布的 HSE 培训内容；学习近期行业内事故事件；对照 HSE 日周月检问题，对班组进行相关制度讲解。

4) Training: organize employees of all shift teams to conduct bilingual training and acceptance check according to the Chinese and English learning plan released every month.

4) 培训专业：组织各班组成员，按照每月发布的中英文学习计划，进行双语培训和验收。

#### 4.2.7. Emergency Drill 应急演练

With shift team as the main focus, “unannounced” emergency drills are carried out by process and HSE specialty according to the department's annual plan. Drill topics are selected by the engineers from the annual plan, ensuring that each team covers all kinds of typical emergency treatment in this year's drill. Process, equipment and HSE professions comment on the drills, and the comprehensive results of the on-site drills are included in the monthly emergency drill evaluation.

以班组为主体，按照部门年度计划开展应急演练。工艺联合 HSE 专业，以“不告知”形式进行演练，演练题目由工程师从年度总计划中抽取，并尽量确保各班组在此年度的演练中，覆盖各类典型应急处置。工艺、设备、安全专业参与演练讲评，并将现场演练综合成绩纳入月度应急演练评比中。

#### 4.2.8. Continuing Education 继续教育

After the employees achieve the level of deputy operator by means of modular training and competency training, employees can carry out “continuing education” independently according to their own conditions in order to obtain higher positions. The learning content refers to the skill requirements of each post stipulated in the “List of Operating Skills for Kerosene and Diesel Hydrogenation Unit” and “List of Operating Skills for Hydrocracking Unit & LPG Fractionation

Unit”.

部门通过模块化培训、顶岗培训等方式，使员工达到副操岗位水平后，员工根据自身情况自主进行继续教育培训以便获得更高岗位，学习内容参照《煤、柴油加氢装置岗位操作技能清单》和《加裂气分装置岗位操作技能清单》中规定的各岗位技能要求。

According to their own learning progress, employees take the initiative to apply to the training coordinator for examination and acceptance check after mastering the corresponding operational skills. After the engineer passes the acceptance, the training coordinator will update the corresponding training files and submit them to the Human Resources Department simultaneously.

员工根据自身学习进度，掌握相应操作技能后，主动向培训工程师申请考试验收，专业工程师验收合格后，由培训工程师完善对应培训档案，并同步提报人力资源部。

In order to consolidate the unit operation skills of employees and strengthen their ability to implement the management systems, the department will conduct a test on process cards, interlocking, emergency plans and contact & reporting management requirements for all employees in the first quarter of each year. Within half a year after the end of the cyclical major overhaul of the units, a test on the “Main Operator Post Competency” will be conducted for the position of Main Operator, and a test on the “Shift Leader Post Competency” will be conducted for the position of Shift Leader.

为巩固员工装置操作技能水平，强化制度执行能力，部门将在每年第一个季度对全体员工进行工艺卡片、联锁、应急预案和管理制度考试。装置周期性大检修结束后半年内，对主操岗位进行一次《主操岗位能力》测试，班长岗位进行一次《班组长岗位能力》测试。

## **5. Training Verification 培训验收**

At the beginning of each month, the process, equipment and HSE engineers will carry out the acceptance check of the employees participating in the modular training program on the learning content of the previous month. Competency exam will be carried out every quarter of the year.

In principle, the acceptance check for each individual shall not exceed 60 minutes.

工艺、设备、HSE 专业工程师，每月月初对参与模块化培训的员工，进行上个月培训内容验收；每季度对顶岗培训人员进行验收考试，考试验收时间，单人每次考试验收时间原则上不超过 60min。

According to the training content of professional development classes, each specialty can check

the learning and preparation situation of employees in the form of written test or verbal questioning.

各专业根据副班培训内容，可以通过笔试或者提问形式，检验员工副班学习和准备情况。

## **6. Training Assessment 培训考核**

6.1 Modular Training acceptance scores: the assessment consists of mentor evaluation and specialty engineer evaluation. For mentor evaluation, Chinese employees requires a passing score of 80 points in all specialty, while local employees require a passing score of 70 points in all specialty. For specialty engineer evaluation, the passing score for process, equipment, HSE is 60 points each. Employees who failed the modular training acceptance test conducted by the specialty engineers shall be assessed according to the "No.2 Refinery Dept. Performance Appraisal Management Rules"

6.1 模块化验收成绩，分为师傅验收及专业工程师验收。师傅验收，中方员工各专业成绩均 80 分以上、本地员工各专业成绩均 70 分以上评定为合格；专业工程师考试验收，工艺、设备、HSE 单项成绩均为  $\geq 60$  分合格。专业工程师考试验收不及格，参照《炼油二部绩效考核细则》进行考核。

6.2 The department will issue special training funds for the mentors who participate in the training. If the employee passes the modular comprehensive performance evaluation, the department will issue 100 yuan/person/month to the mentor. If the employee passes the modular training acceptance checks in advance, the mentor will be rewarded according to the content of the acceptance check. For the rest of the assessment, refer to the "No.2 Refinery Dept. Performance Appraisal Management Rules".

6.2 部门为参与培训的师傅，发放专项培训基金。若员工模块化综合成绩考评合格，部门为师傅发放 100 元/人/月，若提前通过模块化培训验收，则按照一次性验收合格的内容，对师傅进行奖励，其余考核参照《炼油二部绩效考核细则》。

6.3 Competency examination results: both process and equipment scores shall be converted according to the weightage of 60% and 40%, with comprehensive score  $\geq 70$  points is considered qualified. For the Interlocks Management Requirements test, Contact & Reporting Management Requirements test, Unit Emergency Plan test, and the specialty exams or questionings during the professional development class, the passing score is 70 points for

Brunei employees and 80 points for Chinese employees. The assessment shall be referred to the "No.2 Refinery Dept. Performance Appraisal Management Rules".

6.3 顶岗考试成绩中，工艺和设备按照 60%和 40%比例折算，综合成绩 $\geq 70$  分，评定为通过；联锁管理要求考试、联系汇报等管理制度考试、装置应急预案考试、副班专项考试或提问，均以文方员工 70 分、中方员工 80 分为及格线，考核参照《炼油二部绩效考核细则》。

6.4 The training acceptance passing rate of shift team employee is linked to the year-end evaluation of the team, accounting for 25% of the total performance of the team's year-end evaluation.

6.4 班组员工培训验收通过率与班组年终评优挂钩，占年终班组总成绩的 25%。

6.5 For local employees, awards for outstanding local employees are set separately according to training acceptance and working ability. The number of outstanding local employees in Hydrogenation and Hydrocracking Unit shall be selected according to about 30% of the total number of local employees in each unit, and each person shall be rewarded with 200 yuan/time.

6.5 对本地员工，根据培训考试和工作能力，单独设立优秀本地员工奖。加氢、加裂优秀本地员工的名额按照各装置本地员工人数的 30%左右进行评选，每人奖励 200 元/次。

6.6 Monthly excellent shift team selection: assessment for process, equipment, HSE and training each accounted 25% of the selection.

6.6 月度优秀班组评选，按照工艺、设备、HSE、培训考核各占 25%权重进行评选。

6.7 The year-end selection of outstanding trainers: one each for Hydrogenation and Hydrocracking Unit.

6.7 年终评选优秀教培人员，加氢、加裂各一名。

6.8 The department shall optimize the payment method of mentor guidance reward fees according to the actual situation. None shall be rewarded to those who do not actually play the role of guidance or have poor guidance effects.

6.8 部门根据实际情况优化师带徒奖励费用发放办法，对于没有实际发挥传帮带作用或带徒效果差的不予发放奖励费用。

6.9 The additional assessment shall comply with the "No.2 Refinery Dept. Performance Appraisal Management Rules".

6.9 附加考核遵循《炼油二部绩效考核细则》。

## **7. Interns Management 实习生管理**

7.1 Upon completion of the company and department inductions, interns are assigned to shift teams. After entering shift teams, interns must abide by the rules and regulations of the company and abide by the work arrangements of the department and shift team.

实习生完成公司及部门培训之后将被分配到不同的班组。实习生在进入班组后必须遵守公司的规章制度，并遵守部门和班组的工作安排。

7.2 Throughout the internship, the interns will be directly managed by the shift monitors and will be monitored by the department Training Coordinator. The assigned shift monitor is responsible for ensuring the intern's safety during work, facilitating daily training, assigning tasks, maintaining the intern's attendance records, and overseeing discipline matters. The Training Coordinator is responsible for overseeing the training process, maintaining internship-related records including logbooks and examinations, and facilitating communication between the intern, the company, and the supervisor to monitor the progress of the internship.

实习生在实习期间将由班组长直接管理，并由部门培训工程师进行监督。班组长负责确保实习生工作环境的安全，促进日常培训，分配任务，管理实习生的出勤记录，并监督纪律事项。培训工程师负责监督培训过程，归档与实习相关的记录，包括日志和考试，并促进实习生、公司和主管之间的沟通，以监督实习进展。

7.3 It is compulsory for the interns to attend the shift handover and takeover meetings. If the intern cannot attend the handover or takeover meeting in time, the intern is required to inform his/her shift monitor on shift in advance with appropriate reasons.

实习生必须按时参加交接班。若实习生无法准时参与交接班，实习生需提前告知当班班长，并说明原因。

7.4 If the intern needs to leave his/her post for prayers or other reasons, he/she should report to the shift monitor in advance. Interns are required to control the time duration for being away from work, and return to his/her post in a timely manner. Interns who leave their posts without permission shall be considered as skiving off work.

实习生若因祈祷等原因需离开岗位，应提前向班长报备。要求实习生自行把控外出时长，处理完相关事务后应及时返回岗位。实习生未经允许擅自离开岗位将视为脱岗。

7.5 The leave and attendance management regulations for interns during the internship period

are subject to the notice issued by the Human Resources Department. Before taking leave, the intern must first obtain the consent of his/her shift monitor in advance. After approval by the shift monitor, the intern shall email at least 12 hours in advance to the statistician and Training Coordinator of the department, with a carbon copy (CC) or the screenshot of the email sent to the shift monitor. The email should consist of the full name of the intern, the name of the school with the batch the intern is in, the shift team the intern is allocated in, and the reason for leave with any relevant certificates attached (such as medical certificates). If an intern fails to perform as required for the first time, the corresponding shift monitor will be assessed in accordance with the "No.2 Refinery Dept. Performance Appraisal Management Rules". If the intern still fails to comply with the requirements despite the first assessment and repeated reminders, a warning letter will be issued to the intern. This warning letter will be regarded as the intern's personal basis for internship evaluation.

实习生在实习期间的请假考勤管理规定以人资发布的通知为准。实习生请假之前必须事先征得班组长的同意，经班组长批准后，提前 12 小时以邮件形式注明姓名、学校（批次）、班组及请假原因并附上任何相关证明文件（如病假证明）后发送至部门综管员及培训工程师并将邮件抄送或截图给班组长。初次未按要求执行的将按照《炼油二部绩效考核细则》考核相应班组长，首次考核并提醒后仍未改善的，将对其发出警告信，此警告信将作为实习生本人实习评估的依据。

7.6 The department has arranged learning tasks for the interns. During the internship period, interns must submit the assignments to the Training Coordinator within the specified time period. Please refer to "HC Interns Learning Tasks" and "HT Interns Learning Tasks" for more details of the learning tasks.

部门为实习生制定学习任务。实习生实习期间需在指定时间内将部门安排的作业提交给培训工程师。学习任务详见《加裂实习生学习任务》及《加氢实习生学习任务》。

7.7 Interns must comply with all the rules and regulations of the company and department. Any violations will be included in the evaluation at the end of the internship period, and internship evaluation opinions shall be issued by the shift monitor of the interns. The department will evaluate the interns based on the evaluation opinions of the shift team and the completion status of daily work of the intern. If the overall score is less than 80 points, the intern will be rejected by the department.

实习生必须遵守公司及部门的所有规章制度。如有违纪情况将纳入实习期满考核评估中。实习生在实习期结束前由班组长负责出具班组实习考评意见。部门结合班组考评意见和实习生日常工作完成情况进行评估，成绩低于 80 分将不予录用。

## **8. Additional Explanations 补充说明**

8.1 The assessment mentioned in this plan is in Chinese yuan.

方案中考核金额，均为人民币。

8.2 The department shall review the assessment results and have the right to interpret them. For other matters that are not mentioned in this plan shall follow the company's management and assessment system.

部门对考核结果进行审核并拥有解释权，其它未尽事项，遵循公司管理和考核制度。

## **9. Attachments 关联文件**

9.1 Human Resources Department "HYBN-T3-02-0006-2020-2 Staff Training Management Regulations"

9.1 人力资源部《HYBN-T3-02-0006-2020-2 员工培训管理规定》

9.2 No.2 Refinery Dept. "No.2 Refinery Dept Modular Training Program"

9.2 炼油二部《炼油二部模块化培训计划》

9.3 No.2 Refinery Dept. "No.2 Refinery Dept. List of Operating Skills for Kerosene and Diesel Hydrogenation Unit"

9.3 炼油二部《煤、柴油加氢装置岗位操作技能清单》

9.4 No.2 Refinery Dept. "No.2 Refinery Dept. List of Operating Skills for Hydrocracking Unit & LPG Fractionation Unit"

9.4 炼油二部《加裂气分装置岗位操作技能清单》

9.5 No.2 Refinery Dept. "HC Interns Learning Tasks"

9.5 炼油二部《加裂实习生学习任务》

9.6 No.2 Refinery Dept. "HT Interns Learning Tasks"

9.6 炼油二部《加氢实习生学习任务》

9.7 No.2 Refinery Dept. "No.2 Refinery Dept. Performance Appraisal Management Rules"

9.7 炼油二部《炼油二部绩效考核细则》

10. Supplementary Rules 附则

10.1 The rules are managed by the No.2 Refinery Dept. For 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。

10.2 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

5	25/04/2025	Wong Yen Shin 黄艳芯	Yang Fan、 Yang Shi Hai、 A Dili BuliBuli 杨帆、杨仕海、 阿地里·布力布力	Sun Jian Huai 孙建怀
Version 版本	Issued Date 颁布日期	Compiler 编制人	Reviewer 审核人	Approval 批准人