

HYBN-2025-003

Notice on the Establishment of the Refinery Dry Gas  
Efficiency Enhancement Project Department  
关于成立炼厂干气增效项目部的通知

All Departments,

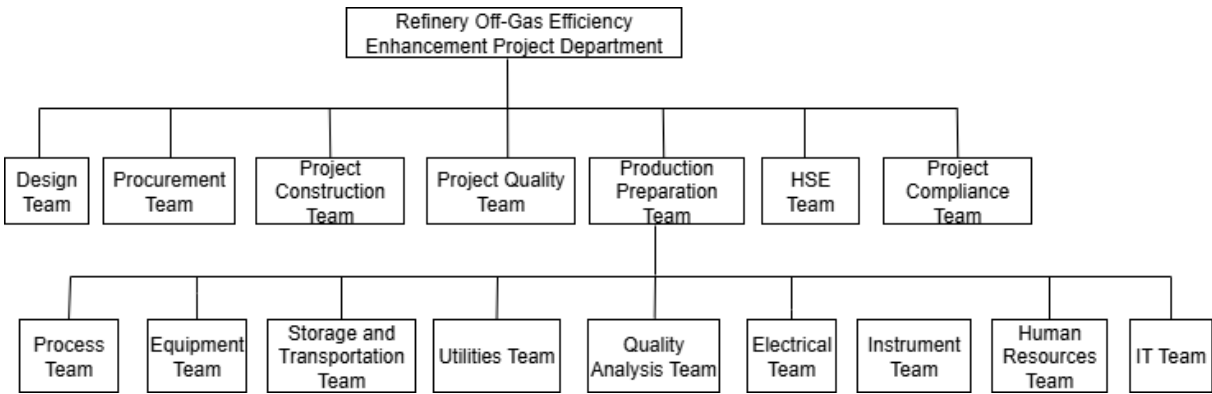
各部门：

To ensure the orderly and efficient implementation of the Refinery Dry Gas Efficiency Enhancement Project, the Company has resolved, after due deliberation, to establish the Refinery Dry Gas Efficiency Enhancement Project Department.

为确保炼厂干气增效项目有序高效推进，经公司研究，决定成立炼厂干气增效项目部。

I. Organizational Structure

组织架构图



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## II. Personnel Appointments

人员任命

**Project Department CEO: Chen Liancai**

项目部总经理：陈连财

**Project Department Deputy CEOs: Xu Ye, Zhang Jilei**

项目部副总经理：徐野、张积磊

**Design Team Leader: Ye Yang**

设计组组长：叶阳；

**Procurement Team Leader: Ma Ziyu**

采购组组长：马自玉；

**Project Construction Team Leader: Appointed by Project Company**

工程施工组组长：工程公司指派

**Project Quality Team Leader: Zhang Chaohong**

工程质量组组长：张朝红

**Production Preparation Team Leader: Sun Jianhuai**

生产准备组组长：孙建怀

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**Process Team Leader: Hu Zhilin**

工艺组组长：胡志林

**Equipment Team Leader: Zhao Tingyun**

设备组组长：赵挺云；

**Storage and Transportation Team Leader: Kan Zhaoxin**

储运组组长：阚兆新；

**Utilities Team Leader: She Hongmei**

公用工程组组长：佘红梅；

**Quality Analysis Team Leader: Zhao Wei**

质量检验组组长：赵伟；

**Electrical Team Leader: Guo Chonghuo**

电气组组长：郭崇伙；

**Instrument Team Leader: Cao Wei**

仪表组组长：曹伟；

**Human Resources Team Leader: Zhao Fuzhen**

人力资源组组长：赵辅珍；

**IT Team Leader: Yan Wu**

电信组组长：严武；

**HSE Team Leader: Hai Cheng**

HSE 组组长：海诚；

**Project Compliance Team Leader: Jed Yong Shi Han**

合规报审组组长：杨仕涵 YONG SHI HAN (JED)；

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### **III. Management Responsibilities**

#### **管理职责**

**1. Design Team: Responsible for design organisation and coordination at all stages of the project; managing design interfaces; organising design reviews and confirmation of design documents; supporting technical exchanges; overseeing design progress and design changes; cooperating with the HSE Team on risk assessments and with the Project Compliance Team on project approvals.**

设计组：负责项目各阶段设计组织与协调，管理设计界面；组织各类设计审查及设计资料确认工作；协助开展技术交流；负责设计进度、设计变更管理；配合 HSE 组开展风险评估、配合合规报审组开展项目报审工作。

**2. Procurement Team: Responsible for project procurement through the Engineering Company; organizing tendering activities; managing contract execution and administration; cost control; organizing project settlements; overseeing receipt, storage, inspection, and issuance of equipment and materials, ensuring timely deliveries; coordinating manufacturers to align with design requirements.**

采购组：依托工程公司负责项目采购；组织各类招投标；负责合同签订及管理，负责费用控制，组织工程结算；负责设备、材料接收、保管、检验及发放工作；负责设备、材料交催运，协调制造商与设计配合工作。

**3. Project Construction Team: Responsible for construction site permits and coordination; organizing pre-entry preparations of contractors in terms of technology, plans, management, and manpower; overseeing general layout, site management, heavy lifting, unit commissioning,**

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**intermediate handovers, and final acceptance.**

工程施工组：负责工程现场施工许可、施工协调；组织各类承包商进场前技术、方案、管理、人员准备；负责总平面、文明施工、大件吊装、单机试车、中间交接、竣工验收管理。

**4. Project Quality Team: Responsible for establishing the project quality system, preparing quality plans, and implementing quality supervision and control.**

工程质量组：负责项目质量管理体系建设、质量计划编制，实施质量监督与控制。

**5. Production Preparation Team: Responsible for production preparation and overall coordination prior to start-up; overseeing integration of process, equipment, electrical, instrumentation, utilities, energy systems, storage and transportation, quality analysis, human resources, general administration, and IT systems; participating in process design reviews; aligning planning, requirements analysis, standard-setting, and risk control to ensure smooth and efficient production readiness.**

生产准备组：负责生产组织筹备及开工前的整体协调工作；统筹工艺、设备、电气、仪表、公用工程、能源系统、港务储运、质量检验、人力资源、综合事务及信息化管理等相关工作；参与项目工艺设计审查，同步落实各专业相关的前期规划、需求梳理、标准制定及风险防控衔接，确保生产筹备各环节高效推进。

**6. HSE Team: Responsible for HSE planning and risk identification; organising safety, environmental protection, and occupational health**

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reviews during design stage; participating in program evaluations and providing improvement recommendations; overseeing environmental protection, security, fire safety, and occupational hygiene during construction; coordinating safety risk control and compliance management throughout the construction phase.

**HSE 组：**负责 HSE 策划与风险识别；组织开展设计阶段的安全、环保、职业健康审查；参与方案评估并提出改进建议；负责建设期环保、保卫、消防、职业卫生管理；统筹施工环节安全风险防控与合规管理。

**7. Project Compliance Team: Responsible for project submissions and correspondence; coordinating internal and external clarifications of technical and interface issues; preparing and submitting reports and documentation required by government authorities.**

合规报审组：开展项目申报、函件提交等工作；组织协调内外部及技术及界面澄清工作；组织编制并提交各类政府所需报告和资料。

**Hereby notified.**

特此通知。



**Hengyi Industries Sdn Bhd**  
**August 30<sup>th</sup>, 2025**

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