

No.2 Refinery Pre-Work Meeting Management Regulations

炼油二部工前会管理规定

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Preface 前言

1. This regulation will be implemented from Apr 14, 2025. Revised on October 01, 2025

本规定从 2025 年 4 月 14 日起实施。2025 年 10 月 01 日修订。

Content 目录

1	Purpose 目的.....	1
2	Scope of application 适用范围.....	1
3	Risk Classification and Division of Responsible Personnels 风险等级及负责人划分	1
4	Pre-Job Meeting: Timing, Participants, and Location 工前会召开的时间、人员、地点规定.....	2
5	Main Contents of the Pre-Job Meeting 工前会主要内容	3
6	Precautions 注意事项.....	3
7	Supplementary Provisions 附则	3

	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司				
	No.2 Refinery Pre-Work Meeting Management Regulations 炼油二部工前会管理规定				
	Doc No.	HYBN-T9-11-0011-2025	Ver No.	2	Page1 of 4

1 Purpose 目的

This regulation is specially formulated to ensure that all personnel involved in direct operations clearly understand their work tasks, clarify responsibilities, identify risks, avoid injuries and mistakes, and ensure the safe and stable operation of the equipment.

为确保直接作业环节所有人员清楚的理解工作任务、明确职责、识别风险、避免伤害和失误，保证装置安全稳定运行，特制定此规定。

2 Scope of application 适用范围

A pre-job meeting must be held before performing any work task. Depending on the actual content and nature of the work, either a simple or detailed pre-job meeting can be conducted. All key staff members must participate and engage in discussions and exchange ideas related to the task to ensure everyone fully understands the work, clarifies responsibilities, identifies risks, and avoids injuries or operational mistakes.

执行任何工作任务前都必须召开工前会，可根据实际工作的内容和性质，选择召开简单的或详细的工前会，且所有主要工作人员均要参加，并就工作有关事项展开讨论与交流，使所有人员清楚的理解工作任务，明确职责，充分识别风险，避免伤害和工作失误。

3 Risk Classification and Division of Responsible Personnels 风险等级及负责人划分

According to the actual work content and the risk level of its nature, the corresponding person in charge of the pre-work meeting shall be assigned (the responsible persons shall be department head, deputy head, engineer, shift monitor, etc.).

根据实际工作内容及性质的风险等级，落实相应的工前会负责人（负责人员依次为部长、副部长、工程师、班长等）。

3.1 Special high-risk operations: organized by the department head. (Such as special hot work, radiation, etc.)

特级高风险作业：部长牵头组织。（如特级动火，射线等）

3.2 High-risk operations: organized by the deputy director in charge. (Such as working at heights, confined spaces, primary hot work, excavation, power trip, blind plates, lift operations, large unit switching and maintenance, key process switching, etc.)

高风险作业：主管副部长牵头组织。（如高处、受限空间、一级动火、破土、断路、盲板、吊装、大型机组切换及检修、关键流程切换等）

3.3 Medium-risk operations: organized by the chief engineer. (Such as secondary hot work, temporary power supply, key machine pump switching, safety valve calibration, etc.)

中风险作业：主管工程师牵头组织。（如二级动火、临时用电、关键机泵切换、安全阀校验等）

3.4 Other work: Organized by shift monitor (or shift assistant monitor) according to needs .

其它类作业：班组长（代班长）根据需要牵头组织。

4 Pre-Job Meeting: Timing, Participants, and Location 工前会召开的时间、人员、地点规定

4.1 Time: The pre-job meeting must be held promptly. Implementation of the operation should begin soon after the meeting. The interval between the meeting and the start of the operation should generally not exceed 1 hour. Otherwise, the task must be re-evaluated and a new pre-job meeting held.

时间：工前会需做好时效性把关，开完工前会需尽快开始实施操作，工前会与实际实施操作间隔一般不得超过1个小时，否则需再次评估作业内容重新召开工前会。

4.2 Participants: All key personnel involved in the task (generally those who sign off on the work permit: such as the deputy head(for special grade task, both head and deputy),process engineer, equipment engineer, HSE engineer, shift monitor, guardian, operators, etc.) must attend the pre-job meeting and be familiar with the task and related procedures in advance. If key personnel are replaced, a new pre-job meeting must be organized. For simpler tasks, work handover must be done carefully during personnel changes.

人员：工作主要参与者（一般为作业票证上签字的相关人员：如副部长（特级为正、副部长），工艺工程师、设备工程师、HSE工程师，班长，监护人，作业人员等）必须全部参加工前会并需提前了解作业内容与相关流程，若关键参与工作人员变更后需重新组织召开工前会，若工作内容较简单，人员替换过程中必须做好工作交底。

4.3 Location: The person in charge of the operation should organize the meeting at the actual job site (if central control personnel cannot attend on-site, it can be held in the control room by the management personnel or central control room monitor). The surrounding environment should be relatively quiet during the meeting.

地点：作业负责人应组织相关人员在实际作业现场召开工前会（中控人员若无法到达现场可由管理人员或内操班长直接在中控室组织召开），召开工前会过程中需确保周边环境相对安静。

5 Main Contents of the Pre-Job Meeting 工前会主要内容

5.1 Clarify the work content and purpose.

明确工作内容和目的。

5.2 Clarify the work procedure

明确工作程序。

5.3 Personal protective equipment required for the job.

工作中需要用到的个人防护用品。

5.4 Division of roles and communication methods.

人员分工及相关联络方法。

5.5 Define limits for stopping work or taking corrective actions.

明确停止工作或采取纠正行动的限值。

5.6 Clarify the impact on and restrictions of other work.

明确对其它工作的影响和限制要求。

5.7 Identify potential safety risks and implement preventive measures.

识别出可能存在的安全风险，并制定及落实预防措施。

6 Precautions 注意事项

6.1 Familiarize with the procedures in advance.

提前熟悉规程。

6.2 Full participation is mandatory—solo presentations are prohibited.

必须全员参与讨论，禁止一人唱独角戏。

6.3 Discussion unrelated to pre-work meeting are strictly prohibited.

禁止讨论与工前会无关的话题。

6.4 Be familiar with emergency measures and emergency contact numbers.

熟悉相关作业内容的应急措施及急救报警电话。

6.5 Strengthen communication between field operators and control room; communication must be clear and accurate.

加强内外操的联系汇报，内容清晰准确。

6.6 Leaving the operation site without permission is strictly prohibited.

作业过程中严禁随意离开。

7 Supplementary Provisions 附则

7.1 This regulation is under the jurisdiction of the Refining Department II. Any matters not covered shall follow the company's relevant 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 Version compilation and approval information for this regulation is listed in Table 1.

本细则版本编制和审批情况见表 1。

表 1 文件版本编制和审批情况

2	01/10/2025	Jiang Zhining 江志宁	Yang Fan 杨帆	Yang Shi Hai 杨仕海
Version 版本	Issued Date 颁布日期	Compiler 编制人	Reviewer 审核人	Approval 批准人
