



HENGYI INDUSTRIES SDN BHD

*Excellence in developing Petrochemicals
through pursuing Innovation and Business sustainability*

INVITATION FOR EXPRESSIONS OF INTEREST

Hengyi Industries Sendirian Berhad (HYBN) invites interested companies to submit Expressions of Interest (EOI) for the following work:

Provision for PMB Operation Technical Work Support (REF:MSD633249)

1. Tender brief of work

- Experience technical personnel needed are: 6 pax of crane operators, 5 pax of wheel loader operators, 5 pax of dump truck drivers, 1 pax of tanker driver, 1 pax of minivan driver, 2 pax of supervisors, 1 pax of manager, 1 pax safety officer and 78 site labourers.
- The roles for the services are to be involved in Coal Unloading and Coal Bunker Cleaning, Transfer of Ash & Slag to Ash-Slag Yard, Cleaning of Coal Handling System and Ash System, Liquid Caustic Soda Preparation, Transfer of Petcoke to Power Plant, Warehouse Worker, Laboratory Sampling Driver, Utilities Dept. Work, Grass Cutting work around the Plant and Site Management.
- Working hours would be 6 days in a week and Shift Working Hour 24 hours until vessel leave.
- Contractor to ensure all the employees have appropriate government approval such as Employee Medical Fitness Test, Valid LD & Employment Visa, EICV approval and HSE training before they begin work at PMB.
- Contractor shall ensure appropriate insurance coverage and safety programme for its employees that comply with Brunei laws and regulations.
- To comply with Hengyi's policies and relevant Brunei Darussalam Legislations.

2. Contract Duration

- 2 years service contract + 1 year renewable.

3. Local Business Development (LBD):

- The above work category falls under **CORE** Quadrant of the Local Business Development Directive for the Oil and Gas Industry, issued by the Department of Energy, Prime Minister's Office.
- Hengyi Industries Sdn Bhd LBD requirements are in line with the LBD Directives as issued by the Department of Energy, Prime Minister's Office.
- EOI is open to **ALL** companies.
- Target for recruitment and development of qualified Bruneian staff, including graduates will be part of Tender / Contract.

Note : This Expressions of Interest shall not be deemed as an invitation to tender from HYBN. Any expenses incurred in connection with this EOI to be borne solely by the interested parties.



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Interested companies are required to fulfill the following prerequisite and complete the Pre-Qualification Questionnaire together with copies of the key documents as stated therein. The requirements and Pre-Qualification Questionnaire can be downloaded under this link [https://www.hengyi-industries.com/opportunities/expression-of-interest-\(eoi\)/](https://www.hengyi-industries.com/opportunities/expression-of-interest-(eoi)/)

Prerequisite: 1) Company profile 2) Acquired 5 to 10 years of experiences of the same work nature 3) Established HSE Management Policy 4) Established Quality Assurance Policy.

Interested companies shall submit a **HARD COPY** of the letter of interest with the company letterhead together with copies of the abovementioned key documents to **Hengyi Industries Sdn Bhd**, Plot 30, 31, & 32, Serasa Muara Industrial Estate, Brunei-Muara District BT 1728, Negara Brunei Darussalam, with title **“Provision of PMB Operation Technical Work Support” (REF:MSD633249)” Attention to: “Tender Coordinator”** no later than **5pm, on 20th October 2024**. Late submissions will not be entertained. Any inquiries on the EOI can be made to **“Tender Coordinator”** at 60000216@pmb.hengyi.com.

An Electronic copy in PDF shall be sent via email to 60000216@pmb.hengyi.com with the subject heading title **“Provision of PMB Operation Technical Work Support” (REF:MSD633249)”**

Note : This Expressions of Interest shall not be deemed as an invitation to tender from HYBN. Any expenses incurred in connection with this EOI to be borne solely by the interested parties.

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

外包劳务技术附件
**Provision for Supply and Management of
Manpower Technical Appendix**

甲方：恒逸实业（文莱）股份有限公司
PARTY A: HENGYI INDUSTRIES SDN BHD

签字：
Signature:

日期：
Date:

乙方：
PARTY B:

签字：
Signature:

日期：
Date:

Item No.1 Coal Unloading and Coal Bunker Cleaning 卸煤作业

1) Job Scope 工作内容:

Unload 50,000T of coal vessel at least twice a month; it takes 5-7 days on average to unload 1 vessel. When Vessel arrives, the workers in each shift are expected to work 12hr shift to quickly clear the vessel and complete the coal unloading operation as soon as possible. Set up supervisor (1/shift), crane operator (3/shift), wheel loader operator (2/shift), labourer (6/shift). After the coal vessel leaves, all personnel to return to normal working hours, mainly in charge of cleaning the crane and coal jetty, labourers to assist in Item No.3, crane operators to temporarily replace dump truck driver in Item No.2 when required and follow work arrangements from Power Dept.' s operator.

每月至少卸载两次 5 万吨煤船；卸载一艘船平均需要 5-7 天时间。当船舶到达时，每班工人需工作 12 小时进行轮换倒班，以快速清理船舶，尽快完成卸煤作业。设置主管(1 人/班)、门机司机(3 人/班)、装载机司机(2 人/班)、力工(6 人/班)。在煤船离开后，所有人员恢复正常工作时间，主要负责煤码头和门机的卫生，并且力工需协助输煤线打扫卫生，门机司机需临时代替放灰放渣自卸车司机并听从热电部人员的工作安排。挖机司机属正常上班时间，负责球型球仓的倒煤、污水池清理等工作

2) Work Schedule 工作时间:

Normal Working Hour 正常工作时间: 8:00am – 12:00pm, 1.30pm – 5.30pm, 6 days/week 6 天/周。

Shift Working Hour 倒班时间: 8:00am – 8:00pm, 8:00pm – 8:00am. Two shift system 两班倒

3) Manpower Requirement 人员需求:

- 6 Kangaroo Crane Operators 门机司机
- 4 Wheel Loader Operators/ 1 Excavator Operator 装载机/挖机司机
- 12 Labourers 力工

Item No.2 Transfer of Ash & Slag to Ash-Slag Yard 放灰放渣

1) Job Scope 工作内容:

2 Dump truck drivers and 2 labourers per shift which two truck driver is responsible for the transfer of ash/slag from the ash/slag silo to the ash-slag yard, one labourer is responsible for operating the ash withdrawal equipment of the ash silo and the other labourer is responsible for operating the slag withdrawal equipment of the slag silo.

每班 2 个自卸车司机和 2 个力工，其中 2 名卡车司机负责将灰/渣从灰/渣仓转移至灰渣场，1 名工人负责操作灰仓的放灰设备，另 1 名工人负责操作渣仓的放渣设备。

2) Work Schedule 工作时间:

Shift Working Hour 倒班时间: 8:00am – 8:00pm, 8:00pm – 8:00am. Two shift system everyday

每天两班倒

3) Manpower Requirement 人员需求:

- 4 Dump Truck Driver 自卸车司机
- 4 Labourers 力工

Item No.3 Cleaning of Coal Handling System and Ash System 输煤线打扫卫生

1) Job Scope 工作内容:

Cleaning from coal jetty to coal bunker and from slag silo to ash-slag yard. 8 Labourers per shift and a total of 3 shifts with only 2 shift working every day. When manpower is tight, the temporary arrangement will be 2 shifts workings every day without the third shift.

从煤码头到炉前煤仓，从灰渣仓到灰渣场的清理。每班 8 个力工，共 3 班，3 班 2 倒。人员紧张时要临时安排为 2 班 2 倒。

2) Work Schedule 工作时间:

Shift Working Hour 倒班时间: 8:00am – 8:00pm, 8:00pm – 8:00am. Everyday 每天

Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Shift A/B	Shift B/C	Shift C/A	Shift A/B	Shift B/C	Shift C/A	Shift A/B

3) Manpower Requirement 人员需求:

- 24 Labourers 力工

Item No.4 Liquid Caustic Soda Preparation 配碱作业

1) Job Scope 工作内容:

2 Labourers per shift. Two tons of solid caustic soda will be transferred every day from warehouse to the preparation site. The labourers are responsible for preparing liquid caustic soda with a concentration of 30%.

每班 2 个工人。每天将有两吨固碱从仓库转移到制配现场。力工负责配制浓度为 30%的液碱。

2) Work Schedule 工作时间:

Shift Working Hour 倒班时间: 8:00am – 8:00pm, 8:00pm – 8:00am. Two shift system everyday 每天两班倒

3) Manpower Requirement 人员需求:

- 4 Labourers 力工

Item No.5 Transfer of Petcoke to Power Plant 四部焦化拉焦粉

1) Job Scope 工作内容:

a. Cement tanker truck is used to transport coke fines and bed coke which are loaded from the storage tank and transported to coke powder silo of Power Plant; 7-9 trips/day and 14 tons/trip.

b. Forklift is used to transport the bed coke, and the bed coke is transported to the coal bunker of Power Plant; 1-2 trips every 2-3 days.

c. Under special circumstances where production requires, the wet coke needs to be transported to the coal bunker of the Power Plant using dump truck; 1-2 trips/shift and 6 tons/trip.

d. Driver should do daily cleaning and refueling for the vehicle. Labourer should assist and cooperate with the driver, do cleaning and also carry out any work arrangements from Hengyi personnel.

a、运输干焦粉需要水泥罐车，将焦粉从储罐装至水泥干粉车中运送、卸至电站焦粉料仓，每天运输约 7-9 车，每车静载约 14 吨；

b、运输床层焦需要叉车，用叉车将床层焦送至热电部煤仓；约 2-3 天运输 1-2 次；

c、遇特殊情况，生产需要运输湿焦至热电部煤仓，运送需要密闭运输车，每班运输约 1-2 次，每车约 6 吨。

d、司机应对车辆进行日常打扫卫生，加油等；力工应配合司机工作，清理地面卫生和执行恒逸人员安排的其他事项。

2) Work Schedule 工作时间:

Shift Working Hour 倒班时间: 8:00am – 8:00pm。

3) Manpower Requirement 人员需求:

- 1 Driver that are able to drive cement tanker truck, dump truck and forklift 会驾驶水泥罐车、密闭运输车以及叉车的司机
- 2 Labourer 力工

Item No.6 Warehouse Worker 仓库

1) Job Scope 工作内容:

Responsible for loading, unloading, unpacking, sorting and maintenance of warehouse goods as well as housekeeping.

负责仓库货物装卸、开箱、掏箱、分类和维护以及打扫卫生。

2) Work Schedule 工作时间:

Normal Working Hour 正常工作时间: 8:00am – 12:00pm, 1.30pm – 5.30pm, 6 days/week 6 天/周。

3) Manpower Requirement 人员需求:

- 10 Labourers 力工

Item No.7 Laboratory Sampling Driver 质检部司机

1) Job Scope 工作内容:

Driver is responsible for driving laboratory operator in a minivan to all the sampling points around the plant and assists the operator in collecting samples.

司机负责驾驶面包车承载质检操作员到装置周围的所有取样点，并协助操作员收集样本。

2) Work Schedule 工作时间:

Normal Working Hour 正常工作时间: 8:00am – 12:00pm, 1.30pm – 5.30pm, 6 days/week 6 天/周。

3) Manpower Requirement 人员需求:

- 1 Minivan Driver 面包车司机

Item No.8 Utilities Dept. Work 公用工程搬药剂、清理污油井、吸污车作业配合

1) Job Scope 工作内容:

3 labourers are responsible for carrying and adding chemicals (chemicals: PAC, PAM, glucose, calcium nitrate, sodium carbonate, phosphorus salt, etc.) in wastewater treatment unit. 1 labourer is responsible for cleaning up the lumpy waste oil in canteen' s manhole. 1 Sewage truck driver and 1 laborer is responsible for coordinating the operation of the sewage suction truck.

3 名力工负责污水处理场、一循药剂搬用、投加（药剂品种：PAC、PAM、葡萄糖、硝酸钙、碳酸钠、磷盐等）。1 名力工负责食堂下水井块状污油清理。1 名吸污车司机负责全厂污水、污油抽吸，并和 1 名力配合，负责吸污车作业。

2) Work Schedule 工作时间:

Normal Working Hour 正常工作时间: 8:00am – 12:00pm, 1.30pm – 5.30pm, 6 days/week 6 天/周。

3) Manpower Requirement 人员需求:

- 4 Labourers 力工， 1 Sewage Truck Driver 吸污车司机

Item No.9 Grass Cutting Work around the Plant 除草作业

1) Job Scope 工作内容:

Responsible for cutting and cleaning grass around the plant or area as instructed.
按照指示负责全厂的除草工作。

2) Work Schedule 工作时间:

Normal Working Hour 正常工作时间: 8:00am – 12:00pm, 1.30pm – 5.30pm, 6 days/week 6 天/周。

3) Manpower Requirement 人员需求:

- 18 Grass Cutter 割草力工

4) Formulate SOP for the use and maintenance of lawn mowers, and train all mowers in the use of machines.

制定割草机使用和维持的 SOP, 对所有割草人员进行机器使用培训。

5) After mowing every day, store all mowing equipment and fuel bottles in the designated safe area.

每天完成割草作业后，将所有割草设备及燃油物资瓶等存放在指定的安全区域。

Item No.10 Site Management 管理人员

1) Job Scope 工作内容:

a. 2 Supervisors cum safety are to work in shift (1 per shift) at coal jetty when coal vessel arrives to supervise and coordinate the unloading operation to ensure smooth running during the entire operation. Return to normal working hours when coal vessel leaves and they are to oversee workers at other areas listed from Item No.1 to Item No.9.

b. It is mandatory to set up a full-time safety management personnel, responsible for safety management, to ensure the safety of all personnel and business.

a、当煤船到达时，由 2 名管理人员兼 HSE 管理将在煤码头轮班工作(每班 1 人), 主要监督和协调卸煤作业，以确保整个卸载期间顺利运行。当煤船离开时，恢复正常工作时间，负责监督、管理第 1-9 项所列的业务以及人员。

b、需要设置 1 名专职安全管理人员，负责安全管理工作，确保所有人员以及业务安全。

2) Work Schedule 工作时间:

Normal Working Hour 正常工作时间: 8:00am – 12:00pm, 1.30pm – 5.30pm, 6 days/week 6 天每周。

Shift Working Hour 倒班时间: 8:00am – 8:00pm, 8:00pm – 8:00am, until vessel leave 直到船离开。

3) Manpower Requirement 人员需求:

- 1 Full-time Safety Officer 专职安全员 1 名
- 2 Supervisors/HSE Coordinator 管理人员兼 HSE 管理
- 1 Manager 经理

Responsibility for Compliance 合规责任

- 1) Contractor shall comply with all applicable laws and Health, Safety and Environmental (HSE) Guidelines within the Hengyi' s Operations Area. These guidelines will be followed for a safe and healthy working environment, without incident and in an environmentally sound manner.

承包商遵守恒逸公司作业区域内的所有适用法律和健康、安全和环境(HSE)指南。承包商应遵循这些指导方针，营造一个安全、健康的工作环境，不发生任何事故，对环境无害。

- 2) Contractor shall have own safety program and comply with all additional measures required by Brunei law.

承包商应拥有自己的安全计划，并遵守文莱法律要求的所有附加措施。

- 3) In addition, Contractor shall also comply with all Hengyi' s in house HSE guidelines and requirements.

此外，承包商还应遵守所有恒逸公司的内部 HSE 指南和要求。

- 4) All costs associated with compliance are included in the compensation provided under the Contract.

与合规性相关的所有费用都包含在合同规定的补偿中。

- 5) Contractor shall communicate these HSE Guidelines to all employees prior to entering Hengyi' s Operation Area.

承包商应在进入恒逸公司的作业区域之前，将这些 HSE 指南传达给所有员工。

- 6) Contractor shall ensure all crane operators, wheel loader operators, dump truck, tanker and minivan drivers possesses relevant qualified driving license and certificates or those recognized by Brunei Government.

承包商应确保所有门机司机、装载机司机、自卸车司机、水泥干粉车司机和面包车司机持有合格或文莱政府认可的驾照和证书。

- 7) Contractor shall ensure all members are fit for duty and the foreign workers comply with the mandatory medical requirement of Brunei government.

承包商应确保所有成员身体健康，外籍工人符合文莱政府的强制性医疗要求。

- 8) Any deficiencies in the compliances of HSE shall be communicated to the Contractor to be rectified and implement within the specified time frame.

HSE 合规性方面的任何缺陷应传达给承包商，以便在规定的的时间框架内进行纠正和实施。

Entrance to Hengyi' s Operations Area 恒逸作业区进入要求

- 1) Contractor shall inspect and confirm that the work site within the Hengyi' s Operations Area is safe and if not, promptly report any unsafe condition to Hengyi.

承包商应检查并确认恒逸公司作业区内的工地是安全的，如果不安全，立即向恒逸公司报告任何不安全的情况。

- 2) Contractor shall comply with Hengyi' s Security requirements that is communicated to Contractor before performance of services.

承包商应遵守恒逸公司的安全要求，该要求在履行服务前传达给承包商。

- 3) Contractor shall ensure that only employees or personnel of Contractor or related group having authorized business arising out of this Contract are allowed in the Hengyi' s Operational Area.

承包商应确保，只有承包商或相关团体的雇员或人员有权从事本合同项下的授权业务，才能进入恒益公司的作业区域。

- 4) Safety training should be provided to workers within the outsourcing company every month, and records should be kept.

每月对公司进行安全培训，并有记录。

Equipment Operation Safety Requirement 设备操作要求

- 1) Contractor shall comply with rules and regulations including written instructions by Hengyi relating to equipment safety. These include speed limit, weight limit, barriers and all other safety measures at all times.

承包商应遵守设备安全相关的操作规范，包括恒逸公司的书面指示。这些包括速度限制，重量限制，障碍和所有其他安全措施，确保设备安全运行。

- 2) All equipment operator and vehicle driver must not use a mobile phone or any other communication devices while equipment or vehicle are in motion. However, operator can answer phone calls once the equipment or vehicle have stopped or in a safe location idling.

当设备或车辆行驶时，所有设备操作员和车辆驾驶员不得使用移动电话或任何其他通讯设备。然而，一旦设备或车辆停止或在安全位置空转，操作员方可接听电话。

Work Documentation 工作文件

- 1) Prior to starting any safety critical work, Contractor shall study these work and perform a briefing to all the potentially affected employees.

在开始任何安全关键工作之前，承包商应研究这些工作，并向所有可能受影响的员工进行简报。

- 2) This is to identify any existing or potential job hazards and determine the best way to

perform the job and eliminate hazards and risks.

这是为了识别任何现有的或潜在的工作危害，并确定执行工作和消除危害和风险的最佳方式。

- 3) Any safety critical work conducted will be documented by the Contractor for record keeping purpose.

出于记录目的，承包商将记录所进行的任何安全关键工作。

Fire Protection and Emergency Response 消防和应急响应

- 1) Contractor shall take reasonable precautions to prevent fires. Contractor shall ensure contaminated paper, rags, trash, and other combustible are disposed of in safe containers in compliance with applicable laws and generally accepted good industry practice.

承包商应采取合理的预防措施来防止火灾。承包商应确保受污染的纸张、碎布、垃圾和其他易燃物按照适用法律和普遍接受的良好行业惯例在安全容器中处理。

- 2) Contractor shall ensure that flammable liquids, such as gasoline and fuel oil, are transported and stored in metal containers. These liquids must be stored away from ignition source.

承包商应确保易燃液体，如汽油和燃油，用金属容器运输和储存。这些液体必须储存在远离火源的地方。

- 3) Contractor shall ensure fire protection equipment are not tampered with, 承包商应确保消防设备不受干扰。

- 4) Contractor shall provide its own fire protection equipment for the use of its employees and personnel unless this is to be provided by Hengyi.

承包商应提供自己的消防设备供其雇员和人员使用，除非这些设备由恒逸公司提供。

- 5) Contractor shut down internal combustion engines before refueling.

承包商在加油前必须关闭内燃机。

- 6) In case of fire or other emergency situation, Contractor shall immediately take appropriate measures to protect the safety of personnel and to extinguish the fire or handle the emergency situation even where the cause is unrelated to the Services. The first priority is the safety of all personnel. Contractor shall notify Hengyi immediately.

如果发生火灾或其他紧急情况，承包商应立即采取适当措施保护人员安全，灭火或处理紧急情况，即使原因与服务无关。所有人员的安全是第一要务。承包商应立即通知恒逸公司。

- 7) Contractor shall shut down and remove all equipment from the area in and around the fire and other emergency to the extent possible.

承包商应尽可能关闭并移除火灾和其他紧急情况区域及其周围的所有设备。

- 8) Contractor to ensure that matches and lighters are not used in hazardous areas.

承包商确保不在危险区域使用火柴和打火机。

Medical Aid 医疗救助

- 1) Contractor shall provide first aid personnel, equipment and supplies for its employees and personnel.

承包商应为其雇员和人员提供急救人员、设备和用品。

Personal Protective Equipment 个人劳保

- 1) Personal Protective Equipment shall be provided by Contractor for its employees according to generally accepted good industry practice and comply with Hengyi' s requirements.

承包商应根据公认的良好行业惯例为其员工提供个人 PPE，并符合恒逸的要求。

Housekeeping 规格化管理

- 1) Contractor shall maintain good housekeeping at all times and keep all work sites clean and free from obstructions. Tripping hazards shall be marked and identified.

承包商应始终保持良好的内务管理，并保持所有工作现场清洁无障碍物。应标记和识别绊倒危险。

- 2) Contractor shall keep access to emergency exits clear at all times.

承包商应始终保持紧急出口畅通无阻。

- 3) Contractor shall ensure unwanted materials, equipment, waste and rubbish generated shall be appropriately disposed from the site.

承包商应确保产生的不需要的材料、设备、废物和垃圾从现场得到适当处理。

Incident and Safety Reporting 事故和安全报告

- 1) Contractor shall report all on-the-job accidents or injuries to Hengyi.

承包商应向恒逸公司报告所有工作中的事故或伤害。

- 2) Contractor shall report all theft and other incidents of criminal nature to Hengyi.

承包商应向恒逸公司报告所有盗窃和其他犯罪性质的事件。

- 3) Contractor shall provide Hengyi with a copy of every incident and accident report

involving personnel injury or property damages that is filed with Contractor' s Insurance Company that are reportable under governmental regulations.

承包商应向恒逸提供一份涉及人员伤亡或财产损失的事件和事故报告的副本，该报告已在承包商的保险公司备案，根据政府法规应予以报告。

Environmental Protection 环境保护

- 1) Contractor shall prevent spills or other release of oil or chemical substances.
承包商应防止油或化学物质的溢出或其他释放。
- 2) Contractor shall ensure proper disposal of hazardous and non-hazardous wastes.
承包商应确保适当处理危险和非危险废物。
- 3) Contractor shall comply with any environmental practices specified by Hengyi.
承包商应遵守恒逸公司规定的任何环境惯例。
- 4) Contractor shall ensure that its employees do not hunt, disturb or capture native birds, fish or animals.
承包商应确保其员工不捕猎、打扰或捕捉本地鸟类、鱼类或动物。

Stop Work Authority 停工令

- 1) Contractor shall stop work when an imminent hazard to persons, property or the environment is identified and immediately notify Hengyi that work has stopped, the reasons for stopping and when work can be resumed. Contractor shall take appropriate measures to abate the imminent hazard and limit the duration of work and coordinate effort with Hengyi to mitigate the effect of this stop work authority.
当发现对人员、财产或环境有迫在眉睫的危险时，承包商应停止工作，并立即通知恒逸公司工作已经停止、停止的原因以及何时可以复工。承包商应采取适当措施减轻迫在眉睫的危险，限制工程的持续时间，并与恒逸公司努力协调，减轻停工令的影响。

Training 培训

- 1) Contractor shall ensure its employees are trained in compliance of HSE standards, laws and regulations over the Hengyi' s Operations Area.
承包商应确保其员工在恒逸公司作业区域接受符合 HSE 标准、法律和法规的培训。
- 2) Prior to commencement of the Services, Contractor shall ensure all employee participate in Hengyi Site Safety Induction Course.
在服务开始之前，承包商应确保所有员工参加恒逸现场安全入职课程。

Insurance 保险

- 1) Contractor shall ensure appropriate insurance coverage for its employees that comply with Brunei laws and regulations.
承包商应确保其员工获得符合文莱法律法规的适当保险。
- 2) Contractor shall also take up public liability insurance to cover for accident or damage to property.
承包商还应为事故或财产损失投保公共责任险。

Employee Welfare 员工福利

- 1) Contractor' s employee compensation shall include food and lodging of employee.
承包商的员工福利应包括员工的食宿。
- 2) Contractor' s employee compensation shall include transportation to the workplace.
承包商的员工福利应包括到工作场所的交通费用。
- 3) Contractor' s employee shall have 1 day rest every week.
承包商的员工每周应能休息 1 天。

Work Preparation 工作准备

- 1) Contractor to ensure all the employees have appropriate government approval such as employee medical fitness test, LD, employment visa, ME-ICV approval and HSE trainings before they begin.
承包商应确保所有员工在开始工作前获得适当的政府批准，如员工健康体检、身份证、工作签证、能源局 ICV 批文和 HSE 培训。
- 2) Check and assess
The contractor shall unconditionally accept the inspection and supervision of Hengyi's user department, and assess the behaviors that violate Hengyi's safety, environmental protection and quality.
检查考核
承包商应无条件接受恒逸使用部门的检查监督，对于违反恒逸相关安全、环保、质量的行为进行考核。

Attachment 1: Overview of Manpower Requirement

附件 1：人员需求表

Attachment 附件 1: Overview of Manpower Requirement 人员需求表

No. 序号	Dept. 作业管理部门	Item 项目	Crane Operator 门机司机	Wheel Loader/ Excavator Operator 装载机 及挖机 司机	Dump Truck Driver 自卸车 司机	Tanker Driver 水泥干粉 车司机	Minivan Driver 面包车 司机	Labourer 力工	Sub- total 小计
1	Power Dept. 热电部	Coal Unloading & Coal Bunker Cleaning 卸煤作业	6	5				12	23
		Transfer of Ash & Slag to Ash-Slag Yard 放灰放渣			4			4	8
		Cleaning of Coal Handling and Ash System 输煤线打扫卫生						24	24
		Liquid Caustic Soda Preparation 配碱作业						4	4
2	Refinery Zone 4 四部焦化	Transfer of Petcoke to Power Plant 拉焦粉				1		2	3
3	Material Supplies Dept. 物装部	Warehouse Worker 仓库						10	10
4	Quality Analysis Dept. 质检部	Laboratory Sampling Driver 司机					1		1
5	Utilities Dept. 公用工程部	Utilities Dept. Work 搬药剂、吸污、清理污水、污油井			1			4	5
6	CEO Office 总经理办公室	Grass Cutting Work around the Plant 除草作业						18	18
Sub-total 小计			6	5	5	1	1	78	96
Total 合计			In addition: 1 Manager, 1 Full-time safety officer and 2 Supervisor (Manage coal unloading operation and HSE management), total 96 personnel 另需设置经理 1 名, 专职安全员 1 名, 主管 (负责卸煤及 HSE 管理) 2 名, 共计 100 名						

Note: 1) The actual manpower supply can be appropriately adjusted according to the requirements of Hengyi' s site, contractor shall actively cooperate.

2) Detailed works are assigned by Department in charge of the area.

备注: 1) 恒逸因生产需要, 可做适当人员调整, 承包商应积极配合。

2) 具体工作安排由作业所在地部门负责。