



Employee HSE Re-education Management Measures

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Chapter 1 General Provisions

Article 1 Purpose and Basis

To strengthen and standardize the management of Health, Safety and Environment (HSE) re-education for employees of the company, continuously improve the HSE awareness and skills of all employees, timely update regulatory knowledge, re-train on job risks, consolidate emergency response capabilities, prevent and reduce work safety accidents, occupational health injuries and environmental pollution incidents, and ensure the compliant operation of HSE in business links such as material storage, equipment maintenance, transportation and distribution, and equipment procurement. These Measures are formulated in accordance with the Law of the People's Republic of China on Work Safety, the Law of the People's Republic of China on the Prevention and Control of Occupational Diseases, the Provisions on Safety Training for Production and Business Units, the Provisions on the Administration of Safety Technical Training and Assessment for Special Operation Personnel, the Requirements for HSE Management System of COMPANY, the Standards for Employee HSE Re-education of COMPANY, as well as the company's HSE management system documents, and in combination with the company's initial training system and actual business conditions.

Article 2 Scope of Application

1. Scope of Personnel: All on-the-job employees of the company, including regular employees, dispatched employees, seconded employees, and interns who have been on the job continuously for more than 1 year; with key coverage of high-risk positions (hazardous material warehouse managers, transportation drivers, hot work / high-altitude / confined space operation personnel, special equipment operators), special operation personnel (personnel holding Special Operation Operation Certificates), and key positions (HSE management personnel, department safety officers, team leaders, supplier on-site coordinators);
2. Reference Scope: The HSE re-education management for contractor personnel shall be implemented with reference to these Measures, led by the outsourcing management department;

3. Scope of Business: Covering the entire business chain including material storage (new hazardous material storage, application of new-type shelves), equipment maintenance (maintenance of new-type equipment, risks of lithium battery equipment), transportation and distribution (new regulations on hazardous material transportation), and equipment procurement (new HSE standards for suppliers, safety of purchased materials).

Article 3 Management Principles

1. Unified Planning and Hierarchical Implementation: The company's HSE Committee shall conduct overall planning, the HSE management department shall take the lead in formulating standards, and business departments shall implement the work by stratifying according to job risks, so as to avoid a "one-size-fits-all" approach;
2. Full Participation with Focus on Key Points: All on-the-job employees shall participate in re-education, and priority shall be given to ensuring re-education resources for high-risk positions, special operation personnel and key positions;
3. Integrating Theory with Practice and Emphasizing Practical Effects: Focusing on recent accident cases and new risks (equipment / materials / regulations), strengthen practical drills and on-the-job application, and reduce the accumulation of pure theory;
4. Continuous Improvement and Dynamic Management: Adjust the plan in combination with regulatory updates (1-2 times a year), accident lessons (triggered immediately), job changes (synchronized re-education), and process and equipment changes (respond within 2 weeks) to realize a closed loop of "planning - implementation - assessment - improvement";
5. Integrating into Daily Work and Improving Efficiency while Reducing Burden: Adopt a combined method of "fragmented + centralized + self-study", make use of fragmented time such as online platforms (during commuting hours) and pre-shift meetings (5-minute case studies), avoid occupying a large amount of working time, and ensure a 100% participation rate of all employees.

Chapter 2 Division of Responsibilities

Article 4 Responsibilities of the Company's HSE Committee

1. Examine and approve the company's HSE re-education management system, annual plan and special fund budget (included in the total HSE training budget, not less than the total number of re-education participants × 200 yuan / person);
2. Make decisions on major matters of re-education, such as the establishment of a re-education system for new high-risk positions, cooperation with external experts, and allocation of cross-departmental re-education resources;
3. Listen to the report on the effect of re-education every six months, supervise the compliance of re-education for high-risk positions and special operation personnel, and assess the overall effectiveness of re-education work.

Article 5 Responsibilities of the Quality, Safety and Environmental Protection Department

1. System and Plan: Formulate and improve the HSE re-education management system, and before the end of December each year, compile the Company's HSE Re-education Annual Plan in combination with the next year's regulatory update plan, accident cases of the current year and changes in job risks, specifying the re-education hours, content and assessment standards for each position;
2. Content and Resources:
 - Develop re-education resources: Compile special teaching materials (Annual HSE Regulatory Update Interpretation Manual, Accident Case Review Guide), micro-courses (10-15 minutes / section), multi-media teaching materials (videos / animations), and establish an external expert resource database;
 - Teacher management: Establish a team of full-time and part-time teachers, organize teacher training regularly (no less than 16 class hours per year), and conduct teacher assessment and evaluation (satisfaction + teaching effect);
3. Organization and Supervision:
 - Take the lead in company-level re-education: Such as annual regulatory update training, intensive training for special operation personnel before re-examination, and review meetings for major accident cases;
 - Supervise business departments: Conduct random checks on re-education records (sign-in, assessment, practical operation videos, self-study notes) every quarter, and conduct re-education system audits annually;
4. Evaluation and Archives: Take the lead in conducting a four-level evaluation of re-education effects (reaction / learning / behavior / result level), and form the Annual HSE Re-education Effect Report; establish a company-level re-education archive and guide business departments to improve employees' personal archives.

Article 6 Responsibilities of the Human Resources Department

1. System and Funds: Incorporate HSE re-education into the employee continuing education system, and conduct planning and assessment simultaneously; ensure re-education funds (allocated from work safety expenses and employee education funds), strictly implement the approval procedure, and conduct regular audits on the efficiency of fund use;
2. Resource Guarantee: Provide an online re-education platform (e-learning + mobile learning system) to support fragmented learning, online assessment and automatic statistics of class hours; build practical training sites (fire drill areas, equipment simulation areas);
3. Assessment and Application: Incorporate the re-education assessment results into the employee's annual HSE performance (accounting for 8%-10%), cancel the annual excellent evaluation qualification for those who fail the re-education, and suspend the on-

the-job status of those in high-risk positions who fail the re-education; directly link the re-education records with job promotion and qualification renewal (team leaders, safety officers).

Article 7 Responsibilities of Each Business Department (Warehousing, Equipment, Transportation, Procurement, Outsourcing Management Departments, etc.)

1. Demand Identification: Conduct an analysis of the department's re-education needs every October (compliance with laws and regulations, changes in job risks, employee capability gaps, accident lessons, application of new technologies), and fill in the HSE Re-education Demand Analysis Form (Appendix A);
2. Planning and Implementation:
 - Formulate the Departmental HSE Re-education Implementation Rules and monthly plans, and organize department-level re-education:
 - Warehousing Management Department: Re-education on "Interpretation of New Hazardous Material MSDS", "Load-bearing Risks of New-type Shelves", and "Leakage Handling", with practical drills once a quarter;
 - Equipment Management Department: Re-education on "Safe Operation of New Maintenance Equipment", "Maintenance Risks of Lithium Battery Equipment", and "New Requirements for Waste Classification and Handling", and update the operating procedures simultaneously;
 - Transportation Management Department: Re-education on "New Regulations on Hazardous Material Transportation (such as the update of the Measures for the Dynamic Supervision and Administration of Road Transportation Vehicles)" and "Upgraded Use of Vehicle Emergency Equipment";
 - Procurement Department: Re-education on "New Standards for Supplier HSE Evaluation (Carbon Footprint / Environmental Certification)" and "New Norms for Transportation Safety of Purchased Materials";
 - Outsourcing Management Department: Re-education for contractor personnel before entry (company HSE prohibitions, on-site risks) and special disclosure before operation;
 - Implement on-the-job re-education: Ensure full coverage of on-the-job re-education through methods such as "mentor-apprentice", "on-site practical guidance", and "self-study guidance (designated teaching materials + assessment)";
3. Assessment and Reporting: Within 1 month after re-education, verify the application effect through on-site random checks (operation of new equipment, handling of simulated risks) and daily observation (work behavior), and arrange make-up exams for those who fail within 1 week; submit the Departmental HSE Re-education Monthly Implementation Form to the HSE management department before the 7th of each month, including the number of sessions, number of participants, and assessment pass rate.

Article 8 Responsibilities of Employees

1. Participate in HSE re-education as required, and complete the annual class hour requirements (management personnel ≥ 16 , professional and technical personnel ≥ 24 , operation and service personnel ≥ 32 , special operation personnel in accordance with re-examination requirements);
2. Take the initiative to learn re-education content (online courses, designated teaching materials), master the HSE knowledge and skills required for the position, and apply them standardizedly in work;
3. Pass the re-education assessment and evaluation (theory + practical operation + application), and put forward improvement suggestions on the content and methods of re-education;
4. Special operation personnel shall participate in re-education for re-examination 3 months in advance to ensure compliance with on-the-job requirements within the validity period of the certificate.

Chapter 3 Re-education Content and Requirements

Article 9 Classification of Re-education Objects and Core Content

(I) Management Personnel (Company Leaders, Middle-level Cadres, Grass-roots Managers)

1. Annual Class Hours: No less than 16 class hours (10 for theory + 6 for practical operation);
2. Core Content:
 - Laws and Regulations and Concepts: Latest HSE laws and regulations (such as revised clauses of the Work Safety Law), standards and specifications, modern HSE management concepts (such as risk classification management and control, dual prevention mechanism);
 - Management Capabilities: Major risk management and control and emergency decision-making, accident investigation methods (Root Cause Analysis), HSE management system construction and operation (internal audit skills);
 - Cases and Application: Review of major industry accident cases (such as warehouse collapse, transportation leakage), and correlation analysis of recent violations / hidden dangers of the company;
3. Implementation Methods: Expert lectures (twice a year), case discussions (once a quarter), emergency command simulation (once every six months);
4. Assessment Methods: Theoretical test (laws and regulations + management knowledge, ≥ 85 points), scenario simulation (emergency decision-making, ≥ 90 points).

(II) Professional and Technical Personnel (Engineering and Technical Personnel, Full-time HSE Management Personnel)

1. Annual Class Hours: No less than 24 class hours (8 for theory + 16 for practical operation);
2. Core Content:
 - Professional Technology: HSE requirements in professional fields (such as equipment design safety, warehouse layout risks), HSE risk control for new technologies / new processes (such as intelligent warehouse system safety);
 - Skill Improvement: Update of HSE professional and technical knowledge (such as optimization of JSA/HAZOP analysis methods), key points of HSE review for professional and technical plans (such as risk assessment of maintenance plans);
 - Practical Application: Risk assessment of new equipment / materials (such as maintenance of lithium battery equipment), technical cause analysis of professional-related accidents;
3. Implementation Methods: Manufacturer technical training (for new equipment), professional seminars (once a quarter), on-site practical guidance (equipment risk assessment);
4. Assessment Methods: Theoretical test (professional knowledge, ≥ 85 points), practical operation assessment (risk assessment + plan review, ≥ 90 points).

(III) Operation and Service Personnel (Team Leaders, Front-line Operators: Warehousemen, Drivers, Maintenance Workers)

1. Annual Class Hours: No less than 32 class hours (8 for theory + 24 for practical operation);
2. Core Content:
 - Job Procedures: Update of on-the-job HSE operating procedures (such as height limits for stacking on new-type shelves), safe operation of new equipment / new materials (such as electric forklifts, new anti-corrosion coatings);
 - Risks and Emergency Response: Identification of new on-the-job risks (such as icy roads in winter transportation), improvement of emergency handling skills (such as initial control of hazardous material leakage, self-rescue in vehicle rollover);
 - Case Warning: Review of accident cases related to the position (such as warehouse stacking collapse, maintenance mechanical injury), correction of daily violations (such as not wearing a safety belt);
3. Implementation Methods: Fragmented learning in pre-shift meetings (5 minutes per day), on-site practical drills (twice a quarter), mentor-apprentice guidance (operation of new equipment);
4. Assessment Methods: Theoretical test (procedures + risks, ≥ 80 points), practical operation assessment (equipment operation + emergency handling, ≥ 90 points), daily behavior assessment (1 month, ≥ 85 points).

(IV) Special Operation Personnel (Welding, High-altitude, Confined Space, Special Equipment Operation, Hazardous Material Transportation)

1. Annual Class Hours: Regular re-education ≥ 16 class hours, intensive re-education before re-examination ≥ 8 class hours (3 months before the expiration of the certificate);
2. Core Content:
 - Regular Re-education: New national standards for special operations (such as the update of GB 9448 Welding and Cutting Safety), operation of new protective equipment (intelligent safety belts, explosion-proof cutting torches), recent special operation accident cases (such as welding backfire fires);
 - Re-education for Re-examination: New regulations within the re-examination cycle (update of GB 30871), emergency handling of special operation equipment failures, random checks of practical skills (such as fall prevention in high-altitude operations);
3. Implementation Methods: Lectures by external experts (for re-examination), practical operation assessment (once a month), online regulatory learning (fragmented);
4. Assessment Methods: Theoretical test (≥ 85 points), practical operation assessment (≥ 90 points), and only those who pass the re-examination assessment can submit an application for certificate renewal; those whose certificates have expired without re-examination shall re-participate in initial training + re-education (a total of 24 class hours), and can re-obtain the certificate only after passing the assessment.

Article 10 Trigger Timing of Re-education

1. Regular Trigger: Annual re-education (for all employees, once a year);
2. Immediate Trigger:
 - Update of Laws / Standards: Organize re-education for relevant positions (such as warehousing, transportation) within 1 month after the issuance of new laws and regulations by the state / group;
 - Accidents / Near-miss Incidents: Organize re-education for corresponding positions (case review + risk investigation) within 1 week after similar accidents (such as confined space poisoning, warehouse material overturning) occur in the company or industry;
 - Changes in Processes / Equipment / Materials: Organize re-education for operation and management positions within 2 weeks after the introduction of new equipment (fully automatic shelves) and new materials (new flammable coatings);
 - Job Changes: Conduct re-education on new job risks + responsibilities within 1 week after an employee is transferred to another position (general warehousing \rightarrow hazardous material warehousing) or promoted (team leader \rightarrow department safety officer);
 - Organizational Structure Adjustment: Conduct cross-departmental business HSE re-education (such as coordinated safety between procurement and warehousing) within 2 weeks after the merger / division of departments.

Chapter 4 Implementation of Re-education

Article 11 Demand Analysis (Launched in October Every Year)

1. Analysis Dimensions:

- Compliance with Laws and Regulations: Identify new requirements of newly issued / revised HSE laws and regulations (such as the Regulations on the Safety Management of Hazardous Chemicals) for positions;
- Changes in Job Risks: Combine annual risk assessment to identify new risks (equipment / materials / processes) and skill gaps associated with high-frequency hidden dangers;
- Employee Capability Assessment: Identify the weak links in employees' HSE knowledge / skills through annual assessments and daily violation records;
- Summary of Accident Lessons: Analyze similar accidents in the company and industry in the past year, and extract key points of re-education that need to be strengthened;
- Application of New Technologies: Identify the safe operation skills required for the application of new equipment (intelligent detection instruments) and new processes (automatic loading and unloading);

- #### **2. Output Results:** Each department fills in the HSE Re-education Demand Analysis Form (Appendix A) and submits it to the HSE management department for summary, which serves as the basis for formulating the annual plan.

Article 12 Plan Formulation

- #### **1. Annual Plan:** The HSE management department shall complete the compilation of the Company's HSE Re-education Annual Plan (Appendix B) before the end of December each year, including:

- Training objectives (such as "increasing the pass rate of emergency handling for operation and service personnel to 95%"), training objects, training content, training time (monthly distribution), training methods, assessment methods, teacher arrangement, and fund budget;
- The plan shall be issued after being examined and approved by the company's HSE Committee, and each business department shall formulate the Departmental HSE Re-education Implementation Rules based on this;

- #### **2. Monthly Plan:** Each department shall formulate the re-education plan for the next month before the 25th of each month, specifying specific items (such as "3rd week of October: Operation of New Gas Detectors"), training objects, venue / equipment preparation, and responsible persons, and submit it to the HSE management department for filing;

- #### **3. Plan Adjustment:** If the plan needs to be adjusted due to business changes or regulatory updates, the approval procedure shall be followed (department application → review by HSE management department → filing with company HSE Committee).

Article 13 Training Methods

1. Centralized Training (Accounting for 60% of Annual Class Hours):

- Expert Lectures: Invite external experts (lecturers from the Emergency Management Department, HSE experts from the group) to conduct regulatory interpretation and accident analysis, 1-2 times a year;
- Practical Drills: Conduct on-site drills for emergency handling (such as hazardous material leakage, vehicle rollover) and operation of new equipment (such as electric forklifts), no less than once a quarter, and retain drill videos;
- Case Discussions: Organize "accident review meetings" to restore the accident process, analyze the causes, associate job risks, and optimize operating rules, covering corresponding positions;

2. On-site Training (Accounting for 20% of Annual Class Hours):

- Mentor-apprentice: Technical backbones provide training on the operation of new equipment and high-risk operation skills, sign the Mentor-Apprentice Agreement, and clarify re-education objectives;
- Pre-shift Meetings: Team leaders conduct re-education (risk reminders, case sharing, operation key points) for 5 minutes before the start of work every day, and fill in the Team Pre-shift Meeting Re-education Record;
- On-site Guidance: Safety officers / technical personnel provide real-time guidance at the operation site (such as stacking standardization, hot work protection) and correct violations;

3. Online Training (Accounting for 15% of Annual Class Hours):

- Online Platform: Push micro-courses (regulatory interpretation, case videos, practical operation demonstrations) through e-learning and mobile learning systems, allowing employees to learn during commuting hours, and the platform automatically records class hours;
- Online Assessment: Conduct online tests (for fragmented re-education content), allowing multiple attempts until passing;

4. Self-study Guidance (Accounting for 5% of Annual Class Hours):

- Designated Teaching Materials: The HSE management department issues the Re-education Self-study Manual (including regulatory excerpts, case analysis, and thinking questions) every year, and employees submit the Self-study Notes after independent learning;
- Online Q&A: Establish a re-education Q&A group (staffed by internal trainers / experts) to answer employees' self-study questions.

Article 14 Teacher and Teaching Material Management

1. Teacher Team Construction:

- Internal Teachers: Selected from HSE specialists, technical backbones, and senior team leaders, requiring more than 5 years of relevant experience and passing the assessment

(theory \geq 90 points + practical operation \geq 95 points), and establish Teacher Files (teaching records, satisfaction evaluation);

- External Teachers: Selected from the Emergency Management Department, group training center, and equipment manufacturers, evaluate their qualifications (senior professional titles / national recognized training qualifications), sign the External Training Agreement, and include them in the "External Expert Resource Database";
- Teacher Improvement: Organize internal teacher training once a year (teaching skills, new regulatory knowledge), and select excellent teachers to participate in external professional training (such as HSE trainer certification);

2. Teaching Material Development and Management:

- Development Requirements: Teaching materials shall be in line with the company's business (such as cases of warehousing and transportation positions), updated in a timely manner (revised within 1 month after changes in regulations / equipment), and in various forms (text + video + animation);
- Review Mechanism: Teaching materials shall be jointly reviewed by the HSE management department and business departments to ensure accuracy and practicality;
- Resource Sharing: Establish a re-education teaching material database (online + offline), allowing employees to access and download at any time, and update versions regularly.

Chapter 5 Assessment and Evaluation

Article 15 Re-education Assessment

1. Assessment Methods:

- Theoretical Assessment: Online tests (for fragmented content, accounting for 30%), closed-book written tests (for centralized re-education content, accounting for 20%), with question types mainly including case analysis, judgment questions, and operation key point questions, avoiding rote memorization;
- Practical Operation Assessment: On-site operation (use of new equipment, emergency handling, accounting for 30%), scenario simulation (such as handling of simulated hazardous material leakage, accounting for 10%), scored by 2 examiners (HSE specialists + technical backbones);
- Application Assessment: Within 1 month after re-education, assess the on-the-job application effect through on-site inspections (operation standardization, risk identification ability, accounting for 10%);

2. Assessment Standards:

- Management Personnel: Theory \geq 85 points + practical operation \geq 90 points + application \geq 85 points, passing;
- Professional and Technical Personnel: Theory \geq 85 points + practical operation \geq 90 points + application \geq 85 points, passing;

- Operation and Service Personnel: Theory ≥ 80 points + practical operation ≥ 90 points + application ≥ 80 points, passing;
- Special Operation Personnel: Theory ≥ 85 points + practical operation ≥ 90 points, passing;
- The assessment pass rate for all positions shall reach 100% (after make-up exams);

3. Result Handling:

- Those who pass: Re-education records shall be included in personal files, serving as the basis for job renewal, promotion, and selection of excellent employees;
- Those who fail: Arrange make-up exams within 1 week (focusing on weak links, such as strengthening drills if failing the practical operation);
- Those who still fail the make-up exam:
 - High-risk positions / special operation personnel: Suspend on-the-job status, conduct re-education during the suspension period (no less than 16 class hours), and return to work only after passing;
 - Other positions: Cancel the annual excellent evaluation qualification, and affect the performance level (lower by 1 level);
 - Fraudulent acts (proxy exams, forging self-study notes): Cancel the qualification for this re-education, re-participate in re-education, and circulate a notice of criticism.

Article 16 Evaluation of Re-education Effects

1. Reaction Level Evaluation (Within 1 Month After Re-education):

- Method: Issue the HSE Re-education Satisfaction Questionnaire (Appendix C) to investigate the practicality of teaching materials, rationality of methods, teacher level, and class hour arrangement, with a recovery rate $\geq 90\%$;
- Standard: A satisfaction rate $\geq 85\%$ is considered qualified; if it is lower than 85%, the reasons (such as disconnected content, single method) shall be analyzed, and the re-education plan shall be adjusted within 1 week;

2. Learning Level Evaluation (Within 2 Months After Re-education):

- Method: Through statistics of theoretical test and practical operation assessment results, analyze the improvement range of employees' knowledge / skills (such as the pass rate of practical operation increasing from 80% to 95% after re-education);
- Standard: An average theoretical score ≥ 85 points and a practical operation pass rate $\geq 90\%$ are considered qualified; those who fail to meet the standards shall receive supplementary re-education;

3. Behavior Level Evaluation (Within 3-6 Months After Re-education):

- Method:
 - Violation Statistics: Compare the job violation rate before and after re-education (such as warehouse stacking violations, driver speeding), with a decrease of $\geq 15\%$ as excellent and $\geq 10\%$ as qualified;

- Hidden Danger Rectification: Count the self-inspection and self-correction rate of hidden dangers in positions related to re-education (such as hidden dangers of new equipment), with $\geq 95\%$ as qualified;

- Standard: A decrease in violation rate of $\geq 10\%$ and a self-inspection rate of hidden dangers of $\geq 90\%$ are considered qualified; those who fail to meet the standards shall conduct secondary re-education targeting weak links;

4. Result Level Evaluation (Within 1 Year After Re-education):

- Method:

- Safety Indicators: Count the accident rate (0 for serious injuries and above), occupational disease incidence rate (0), and environmental pollution incidents (0) of positions receiving re-education;

- Business Matching: Evaluate the matching degree between re-education content and new businesses (such as storage of new materials, cooperation with new suppliers), with $\geq 90\%$ as qualified;

- Economic Benefits: Analyze the cost of equipment damage and material loss reduced due to standardized operation (such as a 20% decrease in forklift failure rate after re-education);

- Output: The HSE management department shall compile the Annual HSE Re-education Effect Report in December each year, which shall be reviewed by the company's HSE Committee and used to optimize the re-education plan for the next year.

Article 17 Application of Evaluation Results

1. Improve Re-education Work: Adjust the re-education content (such as increasing practical operation class hours), methods (such as replacing teachers), and plans (such as conducting regulatory training in advance) based on the evaluation results;

2. Employee Assessment and Incentives: Incorporate the evaluation results into the employee's annual HSE performance, and give priority to excellent employees for job promotion and external training (such as group HSE backbone training);

3. Department Assessment: Incorporate the re-education effects (decrease in violation rate, accident rate) into the department's HSE performance assessment, and reward excellent departments;

4. Resource Allocation: Allocate more resources to positions / departments with poor re-education effects (such as increasing the number of lectures by external experts).

Chapter 6 Archive Management

Article 18 Archive Content

1. Company-level Archives:

- Systems and Plans: HSE re-education management system, Company's HSE Re-education Annual Plan and approval documents, plan adjustment approval forms;

- Resources and Implementation: Re-education teaching materials (paper + electronic), micro-course videos, external training contracts, teacher files, re-education sign-in sheets, summary of assessment results;
- Evaluation and Reports: Annual HSE Re-education Effect Report, re-education system audit report, summary analysis of satisfaction questionnaires;
- Special Operation Association: Ledger of the association between re-education for special operation personnel and re-examination of Special Operation Operation Certificates;

2. Department-level Archives:

- HSE Re-education Demand Analysis Form, Departmental HSE Re-education Implementation Rules, Departmental HSE Re-education Monthly Implementation Form;
- Re-education sign-in sheets of the department, assessment result sheets, practical operation video records, Team Pre-shift Meeting Re-education Records;

3. Employee Personal Archives:

- Basic Information: Name, position, entry time, accumulated annual re-education class hours;
- Re-education Records: Content, class hours, assessment results, application evaluation results of each re-education, Self-study Notes;
- Certificate Association: Copies of special operation operation certificates and re-education qualification certificates.

Article 19 Archive Management Requirements

1. Storage Form: Implement a dual-track system of electronic archives (company OA system / HR system) and paper archives; back up electronic archives monthly (to prevent loss); store paper archives by category (company-level / department-level / personal);

2. Retention Period:

- Company-level Archives: Permanent retention;
- Department-level Archives: Retention period of no less than 5 years;
- Employee Personal Archives: Permanent retention during employment, and retention for 5 years after resignation;

3. Access and Confidentiality:

- Access Permissions: Company-level archives (HSE management department, HSE Committee), department-level archives (department heads, HSE management department), personal archives (employees themselves, department heads, human resources department); those who need to access shall fill in the Archive Access Registration Form;
- Confidentiality Requirements: Strictly keep confidential the archives involving employee privacy (health information) and company secrets (risk assessment reports); no unauthorized copying or dissemination is allowed;

4. Dynamic Update: Within 3 working days after an employee completes re-education, the department safety officer shall update the electronic archives; the HSE management department shall conduct random checks on the compliance of archive updates monthly (update rate $\geq 98\%$), and organize archive sorting and filing in December each year.

Chapter 7 Fund Guarantee

Article 20 Fund Sources

1. Work safety expenses withdrawn in accordance with regulations (accounting for no less than 30% of the special HSE funds);
2. Employee education funds (withdrawn from the total salary, giving priority to ensuring re-education needs);
3. Other legal fund sources (such as special re-education subsidies from the group).

Article 21 Scope of Fund Use

1. Teacher Fees: Remuneration for internal teachers, service fees and travel expenses for external experts;
2. Teaching Material and Resource Fees: Teaching material development fees, data purchase fees, multi-media teaching material production fees, online platform maintenance fees;
3. Venue and Equipment Fees: Training venue rental fees, purchase and maintenance fees of practical operation equipment, assessment equipment fees;
4. Assessment and Certification Fees: Examination paper fees, certificate production fees, registration fees for special operation re-examination;
5. Other Related Fees: Meal subsidies for employees during re-education (limited to centralized training), reward fees for excellent employees.

Article 22 Fund Management Requirements

1. Earmarked Funds for Special Purposes: Re-education funds shall be used exclusively for HSE re-education work and shall not be embezzled or misappropriated (such as for non-re-education training or welfare);
2. Approval Procedure: For the expenditure of re-education funds of each department, a Fund Use Application Form shall be submitted in advance, which shall be implemented after being reviewed by the HSE management department, rechecked by the finance department, and approved by the company's in-charge leader;
3. Audit and Supervision: The finance department shall audit the use of re-education funds every quarter, and the HSE management department shall cooperate to provide expenditure details; submit the Re-education Fund Use Report to the company's HSE Committee at the end of the year;

4. Benefit Improvement: Give priority to choosing cost-effective re-education methods (such as replacing external experts with internal teachers, reducing venue fees through online training), and regularly analyze the efficiency of fund use (such as cost per class hour, effect-input ratio).

Chapter 8 Rewards and Penalties

Article 23 Rewards

Units and individuals who have made outstanding achievements in HSE re-education work shall be selected and commended in December each year, and the reward methods include:

1. Group Rewards:

- "Annual Advanced Unit for HSE Re-education": Award a medal, reward re-education funds (8% of the annual budget), and give priority to obtaining external expert resources;
- "Re-education Innovation Team": Reward teams that develop new re-education methods (such as VR simulation drills, micro-courses) with a cash reward of 5,000-10,000 yuan;

2. Individual Rewards:

- "Excellent HSE Re-education Worker": Award a certificate, reward with a cash reward of 3,000-5,000 yuan, and give priority to participating in external professional training;
- "HSE Re-education Learning Model": Commend employees who have passed the re-education assessment with excellent results (≥ 90 points) for 2 consecutive years and have no violations in on-the-job application, reward with a cash reward of 1,000-2,000 yuan, and include them in the reserve talent pool for job promotion;
- "Re-education Suggestion Award": Reward employees who put forward re-education improvement suggestions (such as adding VR practical operations, optimizing class hours) that are adopted with a cash reward of 500-1,000 yuan;

3. Special Reward for Special Operation Personnel: Those who pass the re-examination at one time after re-education and have no violations in the year shall be rewarded with a performance bonus of 1,000 yuan.

Article 24 Penalties

Units and individuals who violate the provisions of these Measures shall be dealt with according to the severity of the circumstances:

1. Department Penalties:

- Failure to carry out re-education as planned (monthly completion rate $< 90\%$): Deduct the department's HSE performance points (5 points per time), and deduct the department head's performance salary by 500 yuan;
- Fraud in re-education archives (proxy signing, falsifying class hours, forging records): Circulate a notice of criticism, cancel the annual HSE excellent evaluation qualification, suspend the department head for 1 week for inspection, and re-organize re-education;

- Illegal use of funds (embezzlement, misappropriation): Recover the illegal funds, the department head shall bear joint and several liabilities (deduct performance salary by 1,000 yuan), and the finance department shall be held accountable;

2. Individual Penalties:

- Unjustified absence from re-education (cumulative absence from class ≥ 2 times a year): Deduct 15 performance points each time, and cancel the annual excellent evaluation qualification;
- Failure to pass the re-education assessment and still failing the make-up exam: Conduct re-education during the suspension period (no less than 16 class hours), and pay the salary according to the local minimum wage standard during the suspension period;
- Failure of special operation personnel to participate in re-education for re-examination resulting in the invalidation of the certificate: The individual shall bear the cost of re-obtaining the certificate (2,000-5,000 yuan), and the department head shall be fined 1,000 yuan jointly;
- Fraudulent acts (proxy exams, forging self-study notes): Cancel the qualification for this re-education, re-participate in re-education, circulate a notice of criticism, and deduct 30 performance points.

Chapter 9 Supplementary Provisions

Article 25 Right of Interpretation

These Measures shall be interpreted by the company's Quality, Safety and Environmental Protection Department.

Article 26 Implementation Date

These Measures shall take effect as of the date of issuance, and the former Provisions on Employee HSE Re-training of China National Petroleum Pipeline Materials and Equipment Co., Ltd. shall be repealed simultaneously.

Article 27 Others

Matters not covered in these Measures shall be implemented in accordance with national laws and regulations, and the relevant provisions of China National Petroleum Corporation and COMPANY; if there is a conflict with the latest provisions of higher-level authorities, the provisions of higher-level authorities shall prevail.

Article 28 Appendices

1. Appendix A: HSE Re-education Demand Analysis Form
2. Appendix B: Annual HSE Re-education Plan Form
3. Appendix C: HSE Re-education Effect Evaluation Form (Including Satisfaction Questionnaire)

4. Appendix D: HSE Re-education Archive Directory
5. Appendix E: Requirements for Re-education of Special Operation Personnel

Appendices (Attachments)

Appendix A: HSE Re-education Demand Analysis Form

Analysis Dimension	Specific Content	Current Situation Assessment	Demand Suggestions	Responsible Person	Completion Time
Compliance with Laws and Regulations	1. Newly issued / revised HSE laws and regulations (such as the Regulations on the Safety Management of Hazardous Chemicals) 2. New requirements of the group / HSE (such as the update of the dual prevention mechanism)	<input type="checkbox"/> Fully covered <input type="checkbox"/> Partially covered <input type="checkbox"/> Not covered	<input type="checkbox"/> Add regulatory interpretation training <input type="checkbox"/> Supplement training on group requirements	Department Safety Officer	YYYY-MM-DD
Changes in Job Risks	1. New equipment / materials (such as intelligent warehouse systems, new flammable coatings) 2.	<input type="checkbox"/> Risks identified and training covered <input type="checkbox"/> Risks not identified and no training	<input type="checkbox"/> Add training on safe operation of new equipment <input type="checkbox"/> Add training on skills related to hidden dangers	Technical Backbone	YYYY-MM-DD

	High-frequency hidden dangers identified in annual risk assessment				
Employee Capability Assessment	1. Skill gaps in annual assessment (such as unskilled emergency handling) 2. Knowledge weak points related to daily violation records	<input type="checkbox"/> Capabilities up to standard <input type="checkbox"/> Partially up to standard <input type="checkbox"/> Not up to standard	<input type="checkbox"/> Skill enhancement training <input type="checkbox"/> Supplementary training on knowledge related to violations	Team Leader	YYYY-MM-DD
Summary of Accident Lessons	1. Accidents / near-miss incidents of the company in the past year 2. Similar industry accidents (such as warehouse collapse, transportation leakage)	<input type="checkbox"/> Case training conducted <input type="checkbox"/> No case training conducted	<input type="checkbox"/> Accident review and discussion <input type="checkbox"/> Industry case learning	HSE Specialist	YYYY-MM-DD
Application of New Technologies	1. Application of new technologies / equipment (such as automatic loading and	<input type="checkbox"/> Technical training conducted <input type="checkbox"/> No technical training conducted	<input type="checkbox"/> Training on safe operation of new technologies <input type="checkbox"/> Training on application of digital tools	Department Head	YYYY-MM-DD

	unloading, lithium battery equipment) 2. Digital tools (such as intelligent risk detection APP)				
Other Demands	1. Re-education suggestions put forward by employees (such as adding VR practical operations) 2. Cross-departmental collaborative safety needs (such as procurement and warehousing)	<input type="checkbox"/> Suggestions adopted <input type="checkbox"/> Suggestions not adopted <input type="checkbox"/> Collaborative gaps exist	<input type="checkbox"/> Implement employee suggestions <input type="checkbox"/> Cross-departmental collaborative re-education	Department Safety Officer	YYYY-MM-DD

Appendix B: Annual HSE Re-education Plan Form

No.	Training Item	Training Objects	Training Content	Training Method	Class Hours	Training Time	Teacher Type	Fund Budget (Yuan)	Responsible Department	Expected Target
1	HSE Re-education	Company Leaders	Interpretation of new	Expert lectures +	16	March, Sept	External Expert	30,000	HSE Management	Improve emerg

	ion for Management Personnel	, Middle-level / Grass-roots Managers	regulations, emergency decision-making, accident investigation, HSE system operation	case discussions		embe r	s + Internal Trainers		Department	ency decision-making capability by 20%
2	Re-education for Professional and Technical Personnel	Engineering and Technical Personnel, Full-time HSE Personnel	New technology risk control, JSA/HAZOP methods, HSE review of plans	Manufacturer training + practical operation	24	April, October	External Experts + Manufacturers	25,000	Business Departments	Risk assessment accuracy ≥ 95%
3	Re-education for Operation and Service Personnel	Warehousemen, Drivers, Maintenance Workers	Operation of new equipment, emergency handling, case warning	Pre-shift meetings + practical drills	32	Twice a month	Team Leaders + Internal Trainers	20,000	Business Departments	Emergency handling pass rate ≥ 95%

4	Re-education for Re-examination of Special Operation Personnel	Welders , High-altitude / Confined Space Operation Personnel	Re-examination regulations, operation of new equipment, practical operation random checks	Online + practical operation	8	3 months before the expiration of the certificate	External Experts	15,000	HSE Management Department	Re-examination pass rate 100%
5	Re-education for Contractor Personnel	Contractor Employees	Company HSE prohibitions, on-site risks, safety disclosure	Centralized lectures + assessment	8	Before entry + quarterly re-training	Outsourcing Management Department	10,000	Outsourcing Management Department	Violation rate decreased by 15%

Appendix C: HSE Re-education Effect Evaluation Form (Including Satisfaction Questionnaire)

I. Satisfaction Questionnaire (Reaction Level Evaluation)

Evaluation Item	Very Satisfied (5 points)	Satisfied (4 points)	Average (3 points)	Dissatisfied (2 points)	Very Dissatisfied (1 point)	Remarks
Practicality of Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the content in line with job

Materials						needs?
Training Method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the online / centralized / on-site method appropriate?
Teacher Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the explanation clear and professional?
Class Hour Arrangement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the class hours sufficient and the time not occupying work?
Overall Satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comprehensive evaluation of this re-education?
Improvement Suggestions						
Filler:		Position :		Filling Date: YYYY-MM-DD		

II. Learning Level Evaluation

Evaluation Item	Evaluation Method	Evaluation Result	Compliance Status <input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified
Theoretical Knowledge	Online test / closed-book written test	Average score: points, pass rate: %	

Practical Operation Skills	On-site operation / scenario simulation	Average score: points, pass rate: %	
Knowledge Mastery Level	Comparison of scores before and after re-education	Theory improved by _____ points, practical operation improved by _____ points	

III. Behavior Level Evaluation

Evaluation Item	Evaluation Method	Evaluation Result	Compliance Status <input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified
Violation Rate	Comparison of violation records before and after re-education	Before re-education: _____ times / month, after re-education: times / month, decreased by %	
Self-inspection Rate of Hidden Dangers	Statistics of on-the-job hidden danger self-inspection records	Self-inspected hidden dangers: _____ items, rectified items: _____ items, rectification rate: _____%	
Operation Standardization	On-site random inspection (≥ 30 times)	Standardized operations: _____ times, standardization rate: _____%	

IV. Result Level Evaluation

Evaluation Item	Evaluation Method	Evaluation Result	Compliance Status <input type="checkbox"/> Qualified
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			<input type="checkbox"/> Unqualified
Safety Indicators	Statistics of accidents / occupational diseases / pollution incidents	Accidents: _____ cases (0 for serious injuries and above), occupational diseases: _____ cases, pollution incidents: _____ cases	
Business Matching Degree	Comparison between re-education content and new businesses	Matched content: _____ items, unmatched content: _____ items, matching degree: _____ %	
Economic Benefits	Statistics of equipment damage / material loss costs	Before re-education: _____ yuan / month, after re-education: yuan / month, saved by %	

Evaluation Conclusion and Improvement Suggestions

Evaluation Conclusion	Overall Evaluation Level: <input type="checkbox"/> Excellent <input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified (Comprehensively determined based on the compliance status of each level)
Improvement Suggestions	1. Content Optimization: 2. Method Adjustment: 3. Resource Allocation: 4. Others:
Evaluator:	

Appendix D: HSE Re-education Archive Directory

Archive Category	Archive Name	Storage Form	Retention Period	Storage Location	Responsible Person
Company-level Archives	HSE Re-education Management System	Electronic + Paper	Permanent	HSE Management Department	HSE Specialist
	Annual HSE Re-education Plan and Approval Documents	Electronic + Paper	Permanent	HSE Management Department	HSE Specialist
	Re-education Teaching Materials, Micro-course Videos	Electronic + Paper	Permanent (updated version)	HSE Management Department	HSE Specialist
	Teacher Files, External Expert Resource Database	Electronic	Permanent	HSE Management Department	HSE Specialist
	Annual HSE Re-education Effect Report	Electronic + Paper	Permanent	HSE Management Department	HSE Specialist
	Ledger of Re-education and Re-examination for Special Operation Personnel	Electronic	Permanent	HSE Management Department	HSE Specialist
Department-level Archives	HSE Re-education Demand Analysis Form	Electronic + Paper	5 years	Business Departments	Department Safety Officer

	Departmental HSE Re-education Implementation Rules, Monthly Plans	Electronic + Paper	5 years	Business Departments	Department Safety Officer
	Re-education Sign-in Sheets, Assessment Result Sheets	Electronic + Paper	5 years	Business Departments	Department Safety Officer
	Team Pre-shift Meeting Re-education Records	Electronic + Paper	5 years	Business Departments	Team Leader
Personal Archives	Employee Re-education Records (Class Hours, Scores)	Electronic (HR System)	Permanent during employment, 5 years after resignation	Human Resources Department	HR Specialist
	Re-education Qualification Certificates, Self-study Notes	Electronic + Paper	Permanent during employment, 5 years after resignation	Human Resources Department	HR Specialist
	Copies of Special Operation Operation Certificates	Electronic + Paper	Permanent during employment, 5 years after resignation	Human Resources Department	HR Specialist

Appendix E: Requirements for Re-education of Special Operation Personnel

Operation Type	Re-education Cycle	Core Re-education Content	Training Method	Class Hour	Assessment Method	Re-examination Association
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				Requirements		n Requirements
Welding and Thermal Cutting	Annual re-education + re-examination every 3 years	1. Annual: Update of GB 9448, operation of new welding torches, case studies of welding backfire accidents; 2. Re-examination : New regulations in the re-examination cycle, practical operation random checks (fire prevention)	Online + practical operation	Annual 16 + re-examination 8	Theoretical written test + practical operation assessment	Only those who pass the re-education for re-examination can submit an application for renewal of the Special Operation Certificate; those whose certificates have expired shall re-participate in initial training + re-education (24 class hours)
High-altitude Operation	Annual re-education + re-examination every 3 years	1. Annual: Update of GB/T 3608, use of intelligent safety belts, high-altitude fall rescue; 2. Re-examination : Troublesho	On-site drills + online	Annual 16 + re-examination 8	Theoretical written test + practical operation assessment	Annual health certificate (no acrophobia , heart disease) shall be provided; those who fail the re-education

		oting of climbing equipment, practical operation (fall prevention)				for re-examination shall be suspended from work
Confined Space Operation	Annual re-education + re-education for re-examination every 3 years	1. Annual: Update of AQ 3028, operation of new gas detectors, poisoning rescue; 2. Re-examination : Optimization of ventilation and replacement , practical operation (use of respirators)	Practical operation + case discussion	Annual 16 + re-examination 8	Theoretical written test + practical operation assessment	Emergency rescue capability shall be assessed for re-examination; those who fail shall receive supplementary re-education (16 class hours)
Special Equipment Operation (Crane / Forklift)	Annual re-education + re-education for re-examination every 4 years	1. Annual: New national standards for equipment, optimization of load calculation, troubleshooting; 2. Re-examination : Review of operation records, practical	Manufacturer training + practical operation	Annual 16 + re-examination 12	Theoretical written test + practical operation assessment	Equipment operation records (annual ≥ 200 hours) shall be provided for re-examination; those who fail to meet the standards shall receive intensive

		operation (load control)				practical operation re- education
Hazardous Material Transporta tion	Annual re- educatio n + re- educatio n for re- examinat ion every 3 years	1. Annual: Update of the Rules for the Transportati on of Dangerous Goods by Road, leakage handling, driving in extreme weather; 2. Re- examination : Use of emergency equipment, identificatio n of hazardous materials	Online + on-site drills	Annual 16 + re- examinati on 8	Theoretic al written test + practical operation assessm ent	Hazardous material identificatio n capability shall be assessed for re- examinatio n; those who fail shall have their transportati on qualificatio ns cancelled and re- participate in re- education