

CELANESE SPECIALTY OPERATIONS
TECHNICAL CENTER
Corpus Christi, Texas

To: Management Safety Committee September 11, 1986
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Documentation Procedure for Safety Shutdown System Tests

ABSTRACT

The Laboratory Safety Committee and the High Pressure Laboratory Governing Committee developed a documentation procedure for safety shutdown system tests. Details of the procedure are contained herein.

Keywords
Safety
Shutdown
System
Audit
S-000

PLAINTIFF'S
EXHIBIT
CEL-662

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DISCUSSION

The recent safety audit at the Tech Center identified the need for a procedure to document testing of safety shutdown systems. A joint meeting between the Lab Safety Committee (LSC) and High Pressure Lab Governing Committee (HPLGC) was held to develop the protocol and form required for this documentation procedure. It is recommended that the following procedure be adopted as Tech Center policy.

The following situations will require safety shutdown system testing of lab units:

- 1) Initial startup or reactivation of a unit.
- 2) Whenever any wiring changes are made to the shutdown system.
- 3) Anytime a problem with the shutdown system is suspected.
- 4) All safety systems must be tested on an annual basis.

Safety shutdown system testing can be performed by maintenance and/or laboratory personnel. The individual performing the test will obtain a test form from the Maintenance and Engineering (M&E) secretary. This form must be completed and returned to the M&E secretary before the unit can be operated. The method used to test the shutdown system will be left to the discretion of the unit supervisor.

The M&E secretary will maintain both a hard file and a VAX file of completed test forms. The VAX file will be a reminder program that notifies the chairmen of the LSC and HPLGC when a unit's annual safety system test is due. The chairmen will then notify the unit supervisor that he must test his shutdown systems within the next month.

The documentation form (Appendix I) will identify:

- the unit,
- unit location (e.g. hood in 410),
- supervisor,
- technician/operator,
- shutdown systems tested,
- person performing the test,
- type of test (i.e. instrumental or empirical),
- set point
- date test performed,
- whether the shutdown system works, and
- any comments

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The shutdown system test policy will also be on the back of the form.

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SAFETY SHUTDOWN SYSTEM TEST FORM

UNIT: _____

LOCATION: _____

UNIT SUPERVISOR: _____

TECHNICIAN/OPERATOR: _____

	<u>SHUTDOWN SYSTEMS TESTED</u>	<u>SET POINT</u>	<u>TYPE OF TEST</u>	<u>INITIALS</u>	<u>PASS</u>
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____
6)	_____	_____	_____	_____	_____
7)	_____	_____	_____	_____	_____
8)	_____	_____	_____	_____	_____
9)	_____	_____	_____	_____	_____

COMMENTS:

(SIGNATURE OF PERSONS PERFORMING TESTS)

DATE

RETURN COMPLETED FORM TO MAINTENANCE & ENGINEERING SECRETARY

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SAFETY SHUTDOWN SYSTEM TEST POLICY

All lab units at the Tech Center will require safety shutdown system testing during the following situations:

- 1) Initial startup or reactivation of a unit.
- 2) Whenever any wiring changes are made to the shutdown system.
- 3) Anytime a problem with the shutdown system is suspected.
- 4) All safety systems must be tested on an annual basis.

Safety shutdown system testing can be performed by maintenance and/or laboratory personnel. The individual performing the test must obtain a test form from the Maintenance and Engineering (M&E) secretary. This form must be completed and returned to the M&E secretary before the unit can be operated. The method used to test the shutdown system will be left to the discretion of the unit supervisor.

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September 11, 1986

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