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Revised 4-17-72

Tyler Pipe Industries Operating Policies and Procedures

APPROVED:

John Warner
President
Revised November 24, 1969

A-1

SUBJECT: TYLER PIPE INDUSTRIES, INC. OPERATING POLICIES AND PROCEDURES

DISTRIBUTION: A, B, C, EP, W, JT, PF

PURPOSE

To outline the system to be used in writing, numbering and distributing Company policies and procedures.

SCOPE

Includes all policies or procedures written and distributed for operational purposes of Tyler Pipe Industries, Inc. and their subsidiaries.

GENERAL

The three attachments are the format, numbering system, and distribution codes of all Tyler Pipe Industries, Inc. operating policies and procedures.

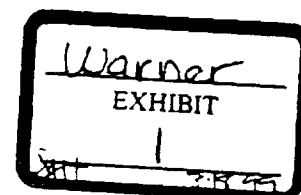
Attachment #1 outlines the format to follow for writing each procedure.

Attachment #2 shows the numbering system to be used.

Attachment #3 lists the distribution codes to be used on all operating policies and procedures.

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Warner, John Andrew



TYLER PIPE INDUSTRIES
OPERATING POLICIES AND PROCEDURES

Policy or Procedure Number (See Attachment #2)

SUBJECT: Title (As brief as possible)

DISTRIBUTION: (See Attachment #3)

PURPOSE

(State why policy or procedure is being written and generally the purpose it will serve.)

SCOPE

(State what areas, functions, materials, etc. that are covered in the policy or procedure.)

GENERAL

(If necessary, state additional information not included in the purpose and scope.)

PROCEDURE

(As brief as possible state the functions in sequence to be performed naming the organization responsible for each function and how and when each is to be done. Use job titles instead of individual names.)

TYLER PIPE INDUSTRIES
OPERATING POLICIES AND PROCEDURES

*Revised
April
1971*

A-1 TYLER PIPE INDUSTRIES, INC. OPERATING POLICIES AND
PROCEDURES (Cont'd)

Policy or Procedure Numbering System

The following identification system is used on Tyler Pipe Industries, Inc. Operating Policies and Procedures:

- A - Administrative
- IR - Industrial Relations Division
- MS - Materials & Special Services
- P - Production Division
- S - Sales Division
- F* ~~TR~~ - ~~Treasury~~ Division
- TS - Transportation & Shipping Division
- EP - East Penn
- W - Wade, Inc.
- JT - Jersey-Tyler
- PF* - ~~Planning~~ *The Eng.*

Each number prefix is determined by the division originating the policy or procedure even if more than one division is involved. If division prefix is not determined, then the Administrative prefix is used. If most or all of the divisions are included in a policy or procedure, the Administrative prefix is to be used. Each is numbered numerically after the prefix - for example: ~~TR~~-1, ~~TR~~-2, etc. would be ~~Treasury~~ Division numbers one and two.

FINANCE

Policy or Procedure Distribution Codes

- ✓ A - Management Staff
- ✓ B - All Department and Section Heads
- ✓ C - All Supervisors
- ~~IR - Industrial Relations and Department Heads~~
- ~~MS - Materials and Special Services~~
- ~~P - Production Department Heads~~
- ~~S - Sales Department Heads~~
- ~~TR - Treasury Department Heads~~
- ~~TS - Transportation and Shipping Department Heads~~
- EP - East Penn
- ✓ W - Wade
- JT - Jersey-Tyler
- PF - Phonetic File

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