



INTER-OFFICE CORRESPONDENCE

TO: See Distribution

FORT WORTH, TEXAS

FROM: Joe F. Gay

DATE: June 8, 1978

SUBJECT: Corpus Christi Refinery Safety Audit

Confirming previous communications the following schedule has been developed for the Corpus Christi Refinery Safety Audit Tuesday, June 13 through Thursday, June 15. Reservations have been confirmed and guaranteed at the Hilton Inn, Phone 512-888-7970, for the nights of June 12, 13 and 14 for Jack Stevens and Howard Kreitz, and for the nights of June 12, 13, 14 and 15 for D. G. Perryman, J. F. Gay, R. N. Prince, C. F. Shockley and M. Waggoner.

<u>LOCATION AND DATE</u>	<u>INSPECTION TEAM</u>	<u>ON SITE COUNTERPART</u>
Corpus Christi Refinery	Jack Stevens (Chairman)	Leon Shelton
June 13, 14, 15, 1978	Bob Prince	John Dobson
	Howard Kreitz	Jim Tansey
	Chet Shockley	Brack Routh
	Max Waggoner	August Uehlinger
	Joe Gay	
	Doug Perryman	

INSPECTION SCHEDULE

Tuesday, June 13
9:30 a.m.

Meeting - Refinery Conference Room
Discussion of purpose of inspection and assignment of responsibilities for team members.
Each team lays out plans for their respective inspection.
Begin inspection.

Wednesday, June 14
8:30 a.m.

Conclude inspection

Thursday, June 15

8:30 a.m. - 10:30 a.m.

Meeting - Refinery Conference Room
Off sites inspection team to discuss reports and formulate verbal presentation for local management.

10:30 a.m.

Meeting with local management for verbal presentation of each inspection.

Note: A written report will be prepared by each off site inspection team member and submitted to the team chairman within one week. The chairman will consolidate the individual reports and submit a final written report to local management. A copy of the final report will be submitted to appropriate management as designated by Mr. Cal Barnes.

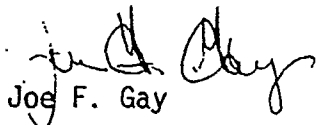
AN 000138

Corpus Christi Refinery Safety Audit
June 8, 1978
Page Two

The Corporate Safety personnel on the inspection team will be responsible for conducting a simulated OSHA inspection, reviewing fire protection along with any outstanding fire protection recommendations and assisting other teams. The OSHA inspection will be conducted with the supervisory personnel in each affected operating area.

It should be pointed out that certain sections of the audits can be completed on a limited amount of the facilities. It is the responsibility of the local management to designate those facilities to be involved based on a "worst first" concept.

The effectiveness of this audit is largely dependent on advance preparation by each team member and a free exchange of unbiased information.


Joe F. Gay

JFG/od

DISTRIBUTION:

Cal Barnes
John Dobson
Howard Kreitz
Bob Prince
Brack Routh
Leon Shelton
Chet Shockley
Jack Stevens
Jim Tansey
August Uehlinger
Max Waggoner
Doug Perryman

AN 000139