

Monsanto

FROM (NAME & LOCATION)

Marjorie Grady - MISD Texas City

DATE April 10, 1985

CC:

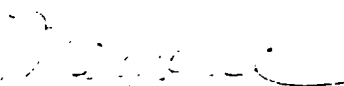
SUBJECT Procedure Bulletin P-0916

REFERENCE

TO :All Holders of Procedure Bulletin Manuals

Attached is a copy of a new Procedure Bulletin "Interface Electrical Maintenance With Engineering and Construction - P-0916.

If additional copies are needed, please let me know.


Marjorie Grady

Attachment

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PROCEDURE BULLETIN — TEXAS CITY PLANT

INTERFACE ELECTRICAL MAINTENANCE WITH
ENGINEERING AND CONSTRUCTION

P-0916

I. PURPOSE

This procedure is to insure that installation of electrical equipment will be adequately supported by Monsanto Maintenance.

II. SCOPE

This procedure covers all I&E projects installed at Texas City.

III. RESPONSIBILITY

The person(s) responsible for implementing this Procedure is stated under "Procedure" Below.

IV. PROCEDURE

1. New units or major unit revisions (normally designed by CED).
The SUPERVISOR of MAINTENANCE ENGINEERING will determine the project scope from the CED PROJECT MANAGER and from this information will resolve with the AREA ELECTRICAL FOREMAN the following items:
 - a. Checkout and detailed startup procedure.
 - b. Manpower requirements for (a) above.
 - c. Training and vendor literature needs in view of new equipment not previously used in the plant.
 - d. Spare parts literature and additional store stock needed.
 - e. Drawing distribution.
 - f. Acquisition of new tools or other equipment needed for startup.

2. Minor Unit Revisions (Normally designed by Plant I&E Department)
The I&E PROJECT ENGINEER will review each project's scope with the AREA FOREMAN and resolve the following concerns:

- a. The degree of participation in checkout and startup by the unit electricians. The magnitude of the project will determine this extent. For example, this could be fairly detailed on the one hand to no more than a walk-through on the other.
- b. That the design incorporates constructive comments from the AREA FOREMAN. This may result in reduced cost and/or simplicity of design and operation. This must be done prior to detailed design work.
- c. That the materials needed for the project construction be reviewed to determine:

1. Source — can any items be obtained from surplus

LAM006296

ORIGINAL ISSUE: 4/85

REVISED:

PAGE 1 OF 3

PROCEDURE BULLETIN — TEXAS CITY PLANT

INTERFACE ELECTRICAL MAINTENANCE WITH
ENGINEERING AND CONSTRUCTION

P-0916

field stock or if outside purchase, determine who is responsible for writing orders.

2. Makes and models of items. This is to reduce the number of different makes and standardize as possible.
- d. Accurate electrical drawings and instrument loop diagrams. Drawings must be sent to ELECTRICAL FOREMAN at the same time as for construction. The I&E ENGINEER is responsible for incorporation of field changes on drawings (after receipt of as-built markups from the field) and reissuing the corrected copies to the area foreman. The FOREMAN is responsible for placing the drawings in a file convenient for the CRAFTSMEN'S use.
- e. Adequate vendor information. The I&E ENGINEER will request instruction books, parts list, etc., as part of equipment order and be responsible for its receipt and issue to the ELECTRICAL MAINTENANCE FOREMAN. The ELECTRICAL MAINTENANCE FOREMAN will be responsible for placing the vendor information in a file convenient for the CRAFTSMEN'S use.
- f. Adequate replacement parts. The AREA ELECTRICAL FOREMAN will be responsible to determine what new store stock parts are needed and write request to set-up. After approval, the FOREMAN is responsible for reviewing with CRAFTSMEN the new MICS parts listing so future retrieval will be less difficult.

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ORIGINAL ISSUE:	4/85	REVISED:	PAGE ² OF ³
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PROCEDURE BULLETIN — TEXAS CITY PLANT

INTERFACE ELECTRICAL MAINTENANCE WITH
ENGINEERING AND CONSTRUCTION

P-8916

3. The AREA ELECTRICAL FOREMEN shall be responsible for keeping the Leadman informed of the status of all new and major and minor revisions within the unit(s) on a periodic basis.

Revised By Ben Kullerd
Ben Kullerd

Approved by W. V. O'Donnell
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LAM006298

ORIGINAL ISSUE: 4/85

REVISED:

PAGE 3 OF 3