

INTER-COMPANY MEMO



KOCH
INDUSTRIES INC



DATE: September 23, 1992
TO: ALL MANAGERS, SUPERINTENDENTS & SUPERVISORS
FROM: Doug Duncan *DD*
SUBJECT: ISO-9000 AWARENESS TRAINING

To facilitate the implementation of the Refinery Quality System, four ISO-9000 Awareness Training Courses have been scheduled for Thursday and Friday, October 1st and 2nd, and October 8th and 9th from 1:00 AM to 2:30 PM. These classes have been scheduled for supervisory personnel. Additional classes will be scheduled by the ISO-9000 Task Force to include all affected employees. Please plan to attend one of these four classes. Classes will be limited to 20-persons.

Please contact Peg Herber at 8584 to indicate which class you would like to attend. A location and agenda will be distributed by September 30, 1992.

DLD/pjh

OCT 9TH 1:00

K 016639

PS-490

QUICKI™ MEMO

REORDER # 47-223 MADE IN U.S.A.

TO DLE
DPN
EAP
AES
RJH
JWL

J. HARRIS
C. W. HERBER
G. BONITAM

FROM L.T. WORKS

SUBJECT: 150-9000 AWARENESS TRAINING

REPLY NECESSARY

☐ YES ☒ NO

DATE: 9/28/92

FOLD ↑

PLEASE INSURE THAT YOU ARE SIGNED UP TO ATTEND
A SESSION OF THE 150-9000 AWARENESS TRAINING
PROGRAM. FOUR (4) SESSIONS ARE CURRENTLY BEING
OFFERED. CONTACT PEG HERBER @ EXT. 8584 TO
SIGN UP.

THANKS,

PLEASE REPLY TO

SIGNED

L.T. Works

REPLY

FOLD —

DATE

SIGNED

SEND PARTS 1 & 3 INTACT. PART 3 IS RETURNED WITH REPLY.

REORDER # 47-223

K 016640