

INTEROFFICE MEMO

PPG INDUSTRIES

LAKE CHARLES

To: Distribution

Date: March 23, 1992

From: Dick Holliday

Subject: Annual VCM Training

DH

The annual VCM training which is required by governmental regulations will be held during April for Derivatives Operations and Technical personnel and shift Maintenance mechanics. All training will be held in Training Rooms B & C, beginning at 7:00 AM on the following days:

Thursday, April 2
Wednesday, April 8
Wednesday, April 15
Wednesday, April 22

For Derivatives Operations, the day shift should be scheduled to attend the safety meeting, with the night shift holding over for coverage.

Clark Graybill will be the instructor for the required VCM training.

In addition, the Howgozit QAT will administer the second Total Quality survey after the VCM training. All personnel, regardless of SPU, are encouraged to participate in this survey. It is expected that the total time for VCM training and the survey will be about one hour.

Distribution:

Richard Andersen
Jeff Barker
Bob Byars
Howard Duhon
Clark Graybill
Vern Morgan
Francisco Ortiz
Don Pearson
Jim Rock
Billy Salter
Lamar White
Derivatives Shift Supervisors

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