

Interoffice Memorandum



TO (Name and Location)	DATE
As Listed*	April 8, 1987
FROM (Name and Location)	REFERENCE NO.
C. C. Robertson	CCR-112-M-87

*D. L. Matthews - Bay City
S. E. Gregorcyk - Bishop
C. F. Hall - Bishop
F. L. Chitty - Clear Lake
J. E. Dornak - Clear Lake

K. Haritos - Clear Lake
W. E. Raygor - Clear Lake
C. E. Prater - Pampa
J. W. White - Pampa
S. C. Hahn - CCTC

PLAINTIFF'S
EXHIBIT
CEL-690

Subject: Maintenance Supervisors Meeting

Based on feedback from my letter CCR-77-M-87, it appears May 12 and 13 will be a good date for the 1987 Maintenance Supervisors Meeting. This meeting will be an opportunity to spend some time together sharing ideas and information commonly associated with Maintenance activities. It will be an informal round table discussion with everyone contributing information and participating in discussions as to why and how we manage our activities.

Attached is the list of proposed topics for discussion with a list of people, titles and locations named to attend. Any member may be called on to lead the discussion of a topic in which they have expertise. If after review there are other topics or people you want to add to the list please let me know.

If there are no objections to the date for this meeting by April 16, I will proceed with necessary arrangements. If you have conflicts or any questions please feel free to contact me.

C. C. Robertson

CCR/11
Attachments

cc: R. E. Allen - Bay City
D. D. Siemonsma - Bishop
R. C. Hearon - Clear Lake
H. A. Wilmeth - Clear Lake
C. Jones - Pampa
L. W. Hartman - CCTC

File: 6.5.0.0-M

DO IT RIGHT THE FIRST TIME

009096

MAINTENANCE SUPERVISORS MEETING

May 12 and 13, 1987

Agenda

Maintenance Organization

1. Maintenance Department Organization (Draw Chart)
2. Supervisor Assignments - Crafts and number of hourly people reporting to each
3. Maintenance Concept: Zone, central or combination
4. Multi-Craft Practice
5. What Craft is Responsible For (grey areas) - Ladder repairs, changing out breathing air bottles, etc.
6. Contractor Interface with Maintenance
7. Productivity Indicators Being Used in Maintenance
8. Maintenance Experience using SPC
9. Maintenance Injury Investigation and Reporting

Formal Preventive Maintenance Program

1. Refrigeration A/C PM
2. Electrical/Instrumentation PM
3. Mechanical PM
4. Mobile Equipment or Rolling Stock PM
5. Emergency Equipment PM
6. Fire Extinguishers PM

OSHA Related Inspections and Records

1. Hoists and Other Lifting Equipment
2. Mobile Cranes
3. Forklifts
4. Aerial Personnel Lifts
5. Tractors
6. Tools

Daily Maintenance Scheduling

1. Work Order Priority Setting
2. Materials, Machinery and Manpower Coordination
3. Materials Expeditor, Coordinator
4. I & E Scheduling - Is it separate from mechanical?
5. How Are I & E Small Jobs Handled - Log book, standing work order, etc.?
6. Mechanical Small Jobs That Require No Planning. How are they handled?

009097

Turnaround Planning

1. Do you have a cut-off interval prior to turnaround date?
2. Who supervises outside contract people?
3. Who determines when process equipment is clean (Process Engineer, Corrosion Inspector or Operations)?
4. How do you secure extra materials for turnaround that is stock in warehouse?
5. What procedure is used for permitting during turnarounds?
6. Any control for add-on to turnaround list?
7. Any cut-off time for engineering work orders prior to turnaround?

OSHA Compliance for Asbestos Regulation General 29CFR1910.1001/Const. 29CFR1926.58

1. Training of Employees as to Hazards (Film)
2. Plant History of Employee Health Relating to Asbestoses
3. Sampling to ID Asbestos in Plant
4. Monitoring of Employees Exposed to Asbestos
5. Mark, Tag, Etc. to Warn of Materials Containing Asbestos
6. Plan to Eliminate Asbestos from Plant Site
7. Collect Cost Associated with New Asbestos Law
8. What Effect Has Asbestos Compliance Hand on Maintenance Productivity?

009098

MAINTENANCE SUPERVISORS MEETING

May 12 and 13, 1987

Participants

<u>Name</u>	<u>Title</u>	<u>Location</u>
D. L. (Don) Matthews	Maintenance Section Leader - I & E	Bay City
C. C. (Charlie) Robertson	Maintenance Section Leader	Bay City
S. E. (Scotty) Gregorcyk	General Foreman - I & E	Bishop
C. F. (Fred) Hall	General Foreman - Mechanical	Bishop
Fred Chitty	Planning Coordinator	Clear Lake
Jerry Dornak	Shop Foreman - Vlv Rpr, Auto, Inside Mach Shops	Clear Lake
Kenny Haritos	Area Foreman	Clear Lake
Bill Raygor	Refrigeration A/C Foreman	Clear Lake
C. E. Prater	Maintenance Area Supervisor - I & E, Rotat Equip	Pampa
James White	Maintenance Area Supervisor - Fab Equipment	Pampa
S. C. Hahn	Maintenance Supervisor	Tech Center

009099