

INTER-COMPANY MEMO



PLAINTIFF'S
EXHIBIT
KRC-101

DATE AUGUST 10, 1992
TO ALL SUPERVISORS
CC: BOB ALLEN

FROM LARRY SURGINER (4827) / CURTIS HENSON (8379)
SUBJECT MANAGEMENT OF CHANGE

In order to comply with the new Process Safety Regulations and at the same time add a valuable tool to KOCH, the Management of Change process will be implemented in the refinery. The Request for Change form will replace the R.F.E. form now in use. This form will require some training to insure uniformity and a smooth transition.

The training will take place in a 1 to 2 hour training session in the Administration Conference room on August 20 & 21 and 27 & 28. There will be two sessions per day; 9:00 AM & 1:00 PM. Each session will be limited to 12 employees and filled on a first call basis.

Please notify the Training Department of the date and time you wish to attend (4767 - Cynthia).

Thank you.

LS/ca

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