

*New Revised Specs
for EP-494-S*

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CHEVRON U.S.A. INC.
MANUFACTURING DEPARTMENT
EL PASO, TEXAS

SPECIFICATION NO. EP-494-S
January 24, 1983 (MDC)
Page 1 of 5

SPECIFICATION NO. EP-494-S
SECURITY SERVICES
EL PASO REFINERY

1.0 SCOPE

- 1.1 CONTRACTOR shall furnish security services as required and authorized by COMPANY for use at the Chevron El Paso Refinery located at 6501 Trowbridge Drive, El Paso, Texas.
- 1.2 CONTRACTOR shall furnish only Texas Board Commissioned guards who meet the training requirements as specified by the Texas Board of Private Investigators and Private Security Agencies.
 - 1.21 All guards must have completed training at a Board approved School prior to assignment at the Chevron El Paso Refinery.
 - 1.22 All guards must meet the following experience requirements:

<u>Guard Level I</u>	-	1 year minimum total security experience with <u>military duty waiver</u> , and pass alcohol and drug test (new hires and part-time).
<u>Guard Level II</u>	-	Minimum of 180 days on-site security experience and/or performance.
<u>Guard Level III</u>	-	Minimum of 180 days on-site security experience and/or performance.
<u>Guard Level IV</u>	-	Based on on-site security experience and/or performance (on-site assistant supervisor)
<u>Guard Level V</u>	-	Based on on-site experience and/or performance (site supervisor)
<u>Guard Level VI</u>	-	Based on on-site experience and/or performance (site supervisor)

* Revised 12/91 (HF)

CHEVRON U.S.A. INC.
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SPECIFICATION NO. EP-494-S
January 24, 1983 (MDC)
Page 2 of 5

Military Duty Waiver - ~~the~~ Military service duty may be counted in lieu of security experience by mutual agreement of COMPANY and CONTRACTOR.

- 1.23 Guards must stay current on all phases of training.
- 1.24 No on-the-job training may be done on the Chevron El Paso Refinery premises except to familiarize the new guard with specific duties.
- 1.3 CONTRACTOR will provide checkpoint recorders capable of recording the time that roving guard is at designated points in the refinery. COMPANY and CONTRACTOR will mutually agree on number and placement of check points.
- 1.4 This Specification supplements the Contract Terms and Conditions, Form GO-279 (OS-9-86). In the event any discrepancy is deemed to exist between this document and said Terms and Conditions, the provisions of the latter shall be controlling.

2.0 GENERAL PROVISIONS

- 2.1 CONTRACTOR will abide by the rules and regulations as set forth in Addendum No. 1, dated February 1985 and entitled "Additional Provisions for the Performance of work", Pages A1 through A17 and Appendices BI and BII. Addendum No. 1 supplements the Contract Terms and Conditions Form GO-279 (OS-9-86).
- 2.2 Daily work priorities and/or additional instructions to CONTRACTOR, other than those listed in this Specification, will be agreed upon orally between the Company and Contractor Representatives unless the situation, as determined by either or both parties, dictates the need for written authorization as follows:
 - 2.21 Any service, or additional instruction to CONTRACTOR that does not constitute a contract change, but requires written authorization, will be transmitted on an "Authorization to Perform Work", Form MFG-2649X. The "APW" may be initiated and authorized by the Company Representative and the agreement may be commenced immediately. Example: An "APW" would be required for COMPANY to authorize an increase in the number of security officers furnished by CONTRACTOR.
 - 2.22 Any service, or additional instruction to CONTRACTOR that does constitute a contract change must be transmitted on a "Change" Form GO-283-GEN. Example: A "Change" would be required for COMPANY to authorize an increase in the cost of security services furnished by CONTRACTOR.

CHEVRON U.S.A. INC.
MANUFACTURING DEPARTMENT
EL PASO, TEXAS

SPECIFICATION NO. EP-494-S
January 24, 1983 (MDC)
Page 3 of 5

- 2.3 The COMPANY reserves the right to require CONTRACTORS to search and/or screen their employees before entering upon COMPANY premises, engaging in COMPANY business or operating COMPANY equipment. CONTRACTORS are required to have controlled substance and alcohol procedures which allow the CONTRACTOR to search and/or screen their employees who are on COMPANY premises, engaged in COMPANY business or operating COMPANY equipment in a manner that at least meets the requirements of this Specification. Prior to conducting a search and/or screen of their employees on COMPANY premises, CONTRACTORS must notify the local COMPANY facility manager.
- 2.4 The Safety Engineer or his designate will be assigned Company Representative to administer the details of the contract, to adjust manpower requirements and/or work schedules for all CONTRACTOR security services within their areas of responsibility.
- 2.5 Written "Guard Orders" are required by CONTRACTOR on site (main vehicle gate and west gate - contractors) and at the Safety Engineer's office.
- 2.51 "Guard Orders" shall be reviewed at least annually and/or immediately upon changes in the site security requirements. These orders shall be approved by the Safety Engineer.
- 2.6 CONTRACTOR'S work schedule is as follows:
- 2.61 Main Vehicle Gate
- Main gate will have 24 hour per day stationary guard coverage.
- Shifts for guards may be established by the CONTRACTOR with the Safety Engineer's approval.
- 2.62 West Gate (walk through gate only)
- CONTRACTOR will provide stationary coverage as required by Company.
- 2.63 East Gate (usually walk through gate only, except in certain emergencies)
- CONTRACTOR will provide stationary coverage as required by COMPANY.
- 2.64 Roving Guard
- 2.641 The CONTRACTOR will provide a 24 hours roving guard.

CHEVRON U.S.A. INC.
MANUFACTURING DEPARTMENT
EL PASO, TEXAS

SPECIFICATION NO. EP-494-S
January 24, 1983 (MDC)
Page 4 of 5

2.642 The CONTRACTOR will provide a marked vehicle for the express use of the roving guard.

2.6421 All maintenance, repairs, and other expenses of these vehicles will be the sole responsibility of the CONTRACTOR, (COMPANY will furnish all fuel to be used on site).

2.6422 The vehicle must be insured and have a current State license and Inspection sticker.

2.6423 The vehicle shall have as equipment

- Spot light
- Emergency lights (not red)
- Side markings for identification

2.7 The objective of the security force personnel is the protection of property owned and personnel employed by COMPANY. This shall be accomplished with a maximum of courtesy. Should security force personnel feel that the actions, conduct and/or language of any person or persons contacted is beyond reason, security force personnel will make an oral, followed by a complete written report to Safety Engineer.

2.8 No Contractor Security Officer shall leave a security post until properly relieved, except when the schedule calls for such action. When a relief is scheduled and the normal tour of duty has been completed, the CONTRACTOR employees on duty shall continue to fill the post until proper relief can be secured.

3.0 DETAILS OF THE WORK

* 3.1 The work shall include, but not be limited to the following:

3.11 CONTRACTOR shall furnish commissioned, uniformed, trained security officers approved by the Company.

3.12 Guards will not carry firearms or nightsticks. Failure to comply with this rule will be just cause for termination.

3.13 CONTRACTOR'S security officers will carry out their duties in a businesslike manner and use common sense in interpreting these orders. Courtesy, diplomacy and tact are prime requisites in dealing with visitors and employees. CONTRACTOR'S security officers must be alert and present a neat and clean appearance at all times.

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SPECIFICATION NO. EP-494-S
January 24, 1983 (MDC)
Page 5 of 5

- #### 4.0 CONTRACT PRICE

- ## 5.0 ACCOUNTING OF CONTRACT COSTS

- ## 5.2 Invoicing Instructions

- Labor invoices shall indicate date, refinery charge number, labor classification, hours worked, rate per hour, total charge for each labor classification and total labor charges.

6.0 INFORMATIVES

- 6.11 Authorization to Perform Work, (APW) Form MFG-2649X

- 6.12 Contract Change, Form GO-283-GEN

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