Interoffice Memorandum

PLAINTIFF'S EXHIBIT CEL-691

TO (Name and Location)	DATE
As Listed*	May 5, 1987
FROM (Name and Location)	REFERENCE NO.
C. C. Robertson	CCR-139-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

Subject: Maintenance Supervisors Meeting

Since there were conflicts with May 12 and 13, the Maintenance Supervisors Meeting is now scheduled for May 27 and 28. The location will be the Conference Center at the Nassau Bay Hilton (Clear Lake area, NASA Rd. 1) as per Ray Hearon's memo RCH-60-87. Each attendee is responsible for making his own room reservations at the Hilton (713/333-9300).

For confirmation reasons if there are any changes in the number of people scheduled to attend this meeting please contact me at extension 4124 or Lynette Lowrance at extension 4118 by May 21.

The meeting will begin at 8:00 a.m. on May 27 and conclude at 12:00 noon on May 28. For more information see the attached agenda. If you have any questions please contact me.

Charles Robertson

C. C. Robertson

CCR/11
Attachment

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

MAINTENANCE SUPERVISORS MEETING

May 27 and 28, 1987

Agenda

Day 1 - May 27

8:00 a.m. Opening Remarks

8:05 a.m. Self introduction by each attendee giving name, location, job title and brief description of responsibilities.

8:15 a.m. to 12:00 noon — Maintenance Organization

1. A designated person from each plant should be prepared to draw a rough sketch of their Maintenance organization. List crafts reporting to each first line supervisor and the number of hourly people they supervise.
2. Maintenance Concept: Zone, central or combination
3. Multi-Craft Practice
4. What Craft is Responsible For (grey areas) - Ladder repairs, changing out breathing air bottles, etc. (Bring your list)
5. Contractor Interface with Maintenance
6. Productivity Indicators Being Used in Maintenance
7. Maintenance Experience Using SPC
8. Maintenance Injury Investigation and Reporting

12:00 noon to 1:00 p.m. LUNCH

1:00 p.m. to 3:30 p.m. — 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

3:30 p.m. to 5:00 p.m. — OSHA Related Inspections and Records

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

Day 2 - May 28

8:00 a.m. to 9:30 a.m. — 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?

9:30 a.m. to 11:00 a.m. — 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?

11:00 a.m. to 11:45 a.m. — OSHA Compliance for Asbestos Regulation General 29CFR1910.1001/Const. 29CFR1926.58

1. Training of Employees as to Hazards
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?

11:45 a.m. to 12:00 noon — WRAP UP

MAINTENANCE SUPERVISORS MEETING

May 27 and 28, 1987

Participants

Name	Title	Location
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