INTER-COMPANY MEMO

KOCH
INDUSTRIES INC

DATE: *September 9, 1992*

TO: *All Supervisors & Operations Engineers*

FROM: *L. Surginer*

SUBJECT: **Request for Change - Revisions**

In an effort to increase the efficiency of our Management of Change Process, we are making some changes. These will be reflected in the attached flow chart.

The Review Group, in addition to reviewing the change, will determine whether it is an Expense or Capital Item.

Expense Items will be routed to the Unit Supervisor or Business Line Manager who will enter a Work Order Request. The RFC number should be entered in the comments section to inform Planning that the change has been reviewed. This is, also, the point at which any Engineering required should begin.

Capital Items will be routed to the correct Engineering Groups for disposition and they will initiate the Work Request.

This should be workable as these individuals are part of the review process.

The change is implemented and all "Section C" assignments completed, documented and filed with the Hazard Analysis Coordinator.

Normally RFC numbers are issued by the Operations Secretary (Kathy Beck #8330). Should one be needed during off hours, it may be obtained from the log in the Secretary's office. To avoid duplication of numbers, the numbers should be taken sequentially (according to Cost Code Center) and documented in the log. These RFC numbers should appear on the Empergency Work Request as well.

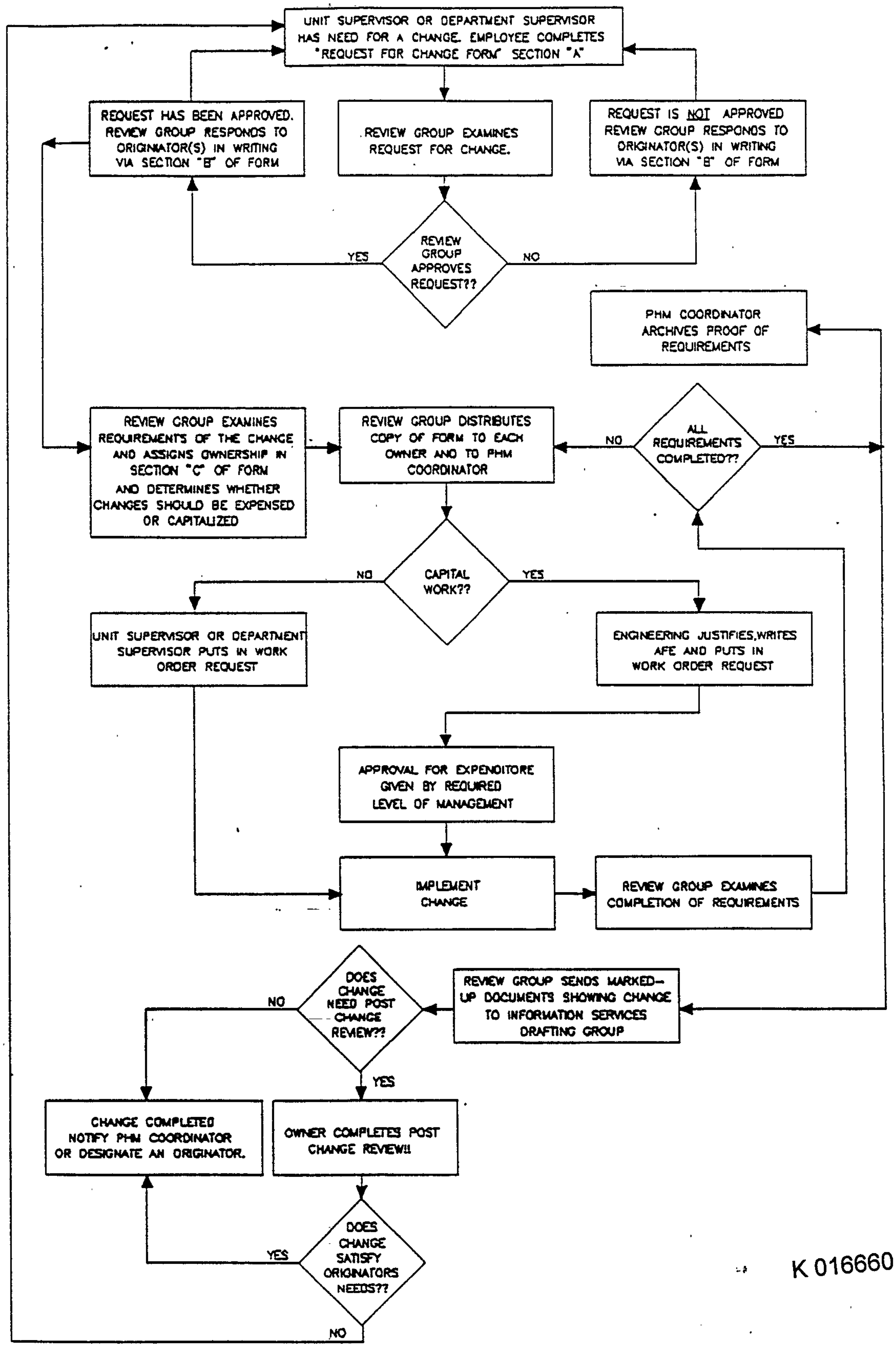
Thanks for your comments and cooperation.

LDS/kab

Attachment

MANAGEMENT OF CHANGE PROCESS FLOW CHART

9-8-92



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CAD FILE: ENG-028.DWG