

Refinery Managers
February 22, 1978
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Wednesday

8:30 a.m.

Conclude inspection.

Thursday

8:30 a.m.-10:30 a.m. Meeting - Refinery Conference Room
Off sites inspection team to discuss reports and formulate verbal presentation for local management.

10:30 a.m.

Meeting with local management for verbal presentation of each inspection.

Note: A written report will be prepared by each off site inspection team member and submitted to the team chairman within one week. The chairman will consolidate the individual reports and submit a final written report to local management. A copy of the final report will be submitted to appropriate management as designated by Mr. Cal Barnes.

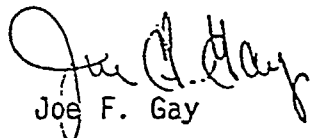
The Corporate Safety personnel on the inspection team will be responsible for conducting a simulated OSHA inspection, reviewing fire protection along with any outstanding fire protection recommendations and assisting other teams. The OSHA inspection will be conducted with the supervisory personnel in each affected operating area.

It should be pointed out that certain sections of the audits can be completed on a limited amount of the facilities. This is especially true of the larger refineries. It is the responsibility of the local management to designate those facilities to be involved based on a "worst first" concept.

The effectiveness of these audits is largely dependent on advance preparation by each team member and a free exchange of unbiased information.

Attached are copies of the audits to distribute to your team members.

If there are any date conflicts or questions regarding these audits, please contact Cal Barnes or me.


Joe F. Gay

JFG/od

Enc.

cc: C. G. Barnes
A. E. Bynum w/attachment
C. Strunk

AN 000143