PROCEDURE BULLETIN — TEXAS CITY PLANT P-0408

REQUEST FOR ENGINEERING SERVICES

PLAINTIFF'S EXHIBIT
MON-1441

I. PURPOSE

The purpose of this procedure is to briefly describe engineering services that are provided by the Engineering Department and to outline the method of obtaining the services.

II. POLICY

Requests for engineering services are to be formal in order to insure that the work is justified, to establish the scope, objective and priority of projects, and to maintain records of work done.

III. SCOPE

Engineering services for the Texas City plant will be provided by the Plant Services Department. Available services include:

1. Capital projects - Design and project management.
2. Engineering design and drafting services.
3. Utilities planning.
4. Liaison with Central Engineering on plant projects.
5. Engineering studies and/or design on manufacturing projects at request of Production, Process Technology and Central Engineering.
6. Industrial engineering services.
7. Engineering studies for new and proposed projects and plant improvements.
8. Engineering Standards and standards liaison with Central Engineering.
9. Assignment of all functional item numbers (see Bulletin P-0411).
10. Routine engineering consultation.
11. Engineering Central Files.

IV. PROCEDURE

A. Initiation of an Engineering Work Order

Requests may be initiated by authorized personnel in any department by properly filling out an Engineering Work Order (EWO) form (form #A-101-1180 Appendix "A").

The EWO must include a priority number which the initiating department feels is appropriate considering their other project priorities; a brief descriptive title; a brief but thorough description of what is wanted; and a brief but thorough statement(s) of the objective(s).

Requests should be forwarded to the appropriate engineering supervisor or superintendent.

IV. PROCEDURE (cont'd.)

B. EWO Processing and Approval

Engineering will complete the estimate portion of the EWO, assign an EWO number and return the EWO to the originator for approval (Appendix B).

Approval authorizes study costs only.

The request is then forwarded to the appropriate Engineering Superintendent for final acceptance.

Routine engineering services of a minor nature may be requested verbally.

C. Report of Results

An EWO request will usually culminate in either a report or an appropriation request (AR). If the engineering evaluation indicates new capital expenditure is justified, then an AR will be initiated. Some requests involving only engineering or drafting will culminate in a drawing issue or a memorandum report.

Reviewed by:

G. A. Danner
G. W. Daues
F. E. Grissom
W. G. Juhl
C. M. McCullough
C. Navarrete
G. T. Ryan
J. G. Trafton
G. L. Tromblee

Revised by: J. F. Carlisle

Approved by: G. L. Tromblee

W. G. Juhl

G. A. Danner

SC 004730

LAM005941

P-0408

Monsanto

Texas City

ENGINEERING WORK ORDER

Priority_____

EWO Number_____

PT Job Number_____

Date_____

Dept:_____

Title:_____

DESCRIPTION:

OBJECTIVE:

Initiated by:_____ Date_____ AR/PAFE Expected Yes__ No__

Project Engineer_____

STUDY COST $_____ ±30% Total Cost $_____ ±50%

Mfg. Approvals/Date_____

Accepted for Engineering:

Engineering Supv./Date_____

Engineering Supt./Date_____

Engr. Form A-101-1180

SC 004731

LAM005942

ENGINEERING WORK ORDER APPROVALS

Originator's Department	FINAL APPROVALS REQUIRED	
	ESTIMATED ENGINEERING STUDY COST	
	0 - 5000	> 5000
Production	Mfg. Supt. Chief Chemist	Supt. of Mfg.
Plant Engineering	Maint. Supt.	Plant Engineer
Personnel Department	Personnel Supt.	Director, Personnel
Plant Services	Mgr. Matl. Hand. M & MT Supt. Engr. Supt. Mgr. MISD	Supt. of Plant Services
Accounting	Acct. Supt.	Chief Accountant
P.T.	PT Mgr.	Mgr. of PT
Monsanto Plastics & Resins Co.	Mfg. Supt.	Supt. Mfg.
Industrial Chemical Company	T.S.D. Supv.	T.S.D. Supt.

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