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INTER-OFFICE CORRESPONDENCE

EXHIBIT

TO: See Distribution

FORT WORTH, TEXAS

DATE: November 5, 1979

FROM: Joe F. Gay

SUBJECT: Refineries Safety Audits
Substitution on Inspection Team
Corpus Christi Refinery Audit

As B. W. Cogswell recently transferred from Enid to Wilmington, J. E. Bollinger has been designated to replace him on the Corpus Christi Audit Team. This audit is scheduled for November 13, 14, 15, 1979.

Joe F. Gay

JFG/od

DISTRIBUTION:

J. E. Bollinger
T. J. Bronaugh
B. W. Cogswell
P. D. Fritz
B. D. Routh
L. P. Shelton

champlin

INTER-OFFICE CORRESPONDENCE

TO: See Distribution

FORT WORTH, TEXAS

FROM: Joe F. Gay

DATE: November 2, 1979

SUBJECT: Refinery Safety Audit Forms

Enclosed is one copy of the form to be used during the Refinery Safety Audits which will be conducted in November and December. Please reproduce sufficient copies with the information filled in pertinent to your refinery and have ready for distribution to the audit team before the audit begins.

Joe F. Gay

Joe F. Gay By W.S.C.

JFG/od

Enc.

DISTRIBUTION:

J. W. Fletcher
B. D. Routh
C. F. Shockley

champlin

INTER-OFFICE CORRESPONDENCE

TO: See Distribution

FORT WORTH, TEXAS

FROM: Joe F. Gay

DATE: November 2, 1979

SUBJECT: Refineries Safety Audits

Final dates have been established for refinery audits as indicated below.

Respectively managers are requested to confirm the availability of participants to this office.

LOCATION AND DATE	INSPECTION TEAM	ON SITE COUNTERPART
Corpus Christi Refinery November 13, 14, 15, 1979	C. L. Strunk O. D. Robison B. W. Cogswell M. A. Waggoner J. W. Fletcher J. F. Gay W. E. Childers	L. P. Shelton J. H. Tansey J. H. Dobson A. F. Uehlinger B. D. Routh
Wilmington Refinery November 27, 28, 29, 1979	C. L. Strunk J. H. Dobson R. N. Prince B. D. Routh W. E. Childers D. G. Perryman	T. J. Bronaugh H. Kreitz C. H. Beck J. W. Fletcher
Enid Refinery December 11, 12, 13, 1979	C. L. Strunk R. C. Duvall W. M. Feagle C. H. Beck R. A. Koy W. E. Childers D. G. Perryman	P. D. Fritz E. J. Daugherty O. D. Robison J. E. Bollinger C. F. Shockley

INSPECTION SCHEDULE

Tuesday, 9:30 a.m.	Meeting - Refinery Conference Room Discussion of purpose of inspection and assignment of responsibilities for team members. Each team lays out plans for their respective inspection. Begin inspection.
Wednesday, 8:30 a.m.	Conclude inspection.
Thursday, 8:30 a.m. to 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.

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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 purpose of the audit would include a review of the 1978 audits and their status. The chairman will be responsible for updating the team members on the previous year's audit.

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

Joe F. Gay by WEC.
Joe F. Gay

JFG/od

DISTRIBUTION:

C. H. Beck
J. E. Bollinger
T. J. Bronaugh
W. E. Childers
B. W. Cogswell
E. J. Daugherty
J. H. Dobson
R. C. Duvall
W. M. Feagle
J. W. Fletcher
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R. A. Koy
H. Kreitz
D. G. Perryman
R. N. Prince
O. D. Robison
B. D. Routh
L. P. Shelton
C. F. Shockley
C. L. Strunk
J. H. Tansey
A. F. Uehlinger
M. A. Waggoner

cc: M. P. Aquilina
C. G. Barnes
R. M. Ponder
A. W. Smith

champlin

INTER-OFFICE CORRESPONDENCE

TO: See Distribution

FORT WORTH, TEXAS

FROM: Joe F. Gay

DATE: August 1, 1979

SUBJECT: Refineries Safety Audits

Plans are again being formulated for inspection audits to be made at each of the refinery locations, Corpus Christi, Enid and Wilmington. The following personnel are recommended for each audit team.

LOCATION AND DATE	INSPECTION TEAM	ON SITE COUNTERPART
Corpus Christi Refinery	C. L. Strunk O. D. Robison B. W. Cogswell M. A. Waggoner J. W. Fletcher J. F. Gay D. G. Perryman	L. P. Shelton J. H. Tansey J. H. Dobson A. F. Uehlinger B. D. Routh
Enid Refinery	C. L. Strunk R. C. Duvall W. M. Feagle C. H. Beck R. A. Koy J. F. Gay D. G. Perryman	P. D. Fritz E. J. Daugherty O. D. Robison B. W. Cogswell C. F. Shockley
Wilmington Refinery	C. L. Strunk J. H. Dobson R. N. Prince B. D. Routh J. F. Gay D. G. Perryman	T. J. Bronaugh H. Kreitz C. H. Beck J. W. Fletcher

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The purpose of the audit would include a review of the 1978 audits and their status. The chairman will be responsible for updating the team members on the previous year's audit.

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

Please review with your personnel and determine the dates most convenient for auditing your facility. To allow for travel time we should begin the audits on a Tuesday morning and conclude Thursday noon.

Please advise my office when a firm date has been determined.

Joe F. Gay

JFG/od

DISTRIBUTION:

T. J. Bronaugh
P. D. Fritz
L. P. Shelton

cc: M. P. Aquilina
C. G. Barnes
R. M. Ponder
C. L. Strunk