

INTER-COMPANY MEMO



DATE: December 22, 1992

TO: All Supervisors

FROM: D. Duncan *[Signature]*

SUBJECT: CORRECTIVE ACTION AND CONTINUOUS IMPROVEMENT
PROCEDURE

The Corrective Action and Continuous Improvement (CA/CI) procedure is used to update quality system documents. These documents include:

The Refinery Quality Manual
Unit/Area Quality Guides
Procedure Manuals

Process Safety Management uses a similar procedure called Request for Change (RFC). If an RFC involves changes to one of the documents listed above it is equal to a CA/CI for procedure manuals only. A CA/CI form is the only method used to correct the Refinery Quality Manual or Unit/Area Quality Guides. A CA/CI form is attached. If there are any questions concerning the use of the CA/CI procedure, please contact Doug Duncan at 8532.

DLL/pjh

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KOCH REFINING COMPANY

See Procedure on Reverse Side

(1) Corrective Action/Continuous Improvement Request		
Originator(s)	Unit/Group	Date
Reason for Request: Include details such as; title, page, equipment #, location, ect.		
Recommend: Describe corrections, changes, or improvement ideas. Attach marked-up copies of documents, drawings, or proposed revisions if necessary to provide clarity.		

(2) Approval Comments: Specific action to be taken.			
Training Required: State training needs and method (formal or notification only)			
Completion date: (estimated)	Approval	Date	Approval
			Date

(3) Person(s) Responsible for Implementation			
Affected		Verification	Initial & Date
	Document/Form	Documents updated & distributed	
	Equipment	Repair/Modification complete	
	Personnel	Training/Notification complete	
	Other _____	Other _____	
Comments:			

Corpus Christi Refinery

Form Approved *KAC*

11/16/92

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