

INTER-COMPANY MEMO



DATE: September 3, 1992

*TO: Area Superintendents, Unit Foremen, Shift Foremen,
Operating Engineers*

FROM: B. Fleming

*SUBJECT: Document Control for Night Orders and Weekend
Operating Guidelines*

The Quality System Procedure Manual will provide guidelines for controlling quality related documents. Exceptions to this procedure are date effective work instructions for operating units (Night Orders & Weekend Operating Guidelines). These documents have to contain the following information.

- a) The area or unit(s) they apply to*
- b) Effective date*
- c) Pages must be numbered*
- d) The approval authority's name(s) or initials should appear at the end of the text to indicate the last page of the document.*

If obsolete issues are retained at the unit, they should be filed in chronological order.

These guidelines must be followed to conform with the Refinery Quality System.

TDA/kab

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