



INTER-OFFICE CORRESPONDENCE

TO: See Distribution

FORT WORTH, TEXAS

FROM: William E. Childers

DATE: October 27, 1980

SUBJECT: Corpus Christi Refinery Audit

Further to my correspondence of September 12, 1980, the 1980 Corpus Christi Refinery Audit will be conducted November 4, 5, 6 in Corpus Christi with the following team and schedule:

AUDIT TEAM

Chet L. Strunk (Chairman)
Ernie Kanak
Jerry Akers
Orie D. Robison
Chet F. Shockley
W. E. Childers/J. F. Gay
Wesley Ott-Independent Consultant

ON-SITE COUNTERPART

Leon P. Shelton
Ray C. Duvall
Jim H. Tansey
Guy D. Whipple
Brack D. Routh

Accommodations have been booked in the name of William E. Childers for all visiting audit team members at the Sheraton Marina Inn, Corpus Christi (Phone 512-883-5111) for arrival November 3 and check out on November 6. Should there be a need for additional lodging time please advise this office.

Transportation arrangements should be made by the individual team members.

All visiting team members should further be encouraged to arrange to vote absentee for the upcoming election as the audit dates include November 4.

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 will outline plan for their respective inspections. Begin inspection.

Wednesday, 8:30 a.m. Conclude inspection.

Thursday, 8:30 a.m. to 10:00 a.m. Meeting - Refinery Conference Room. Inspection teams 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 inspection team member and submitted to the team chairman within one week. The chairman will consolidate these reports and submit a final written report to local management. A copy of the final report will be submitted to the appropriate members of management as designated by Mr. Cal Barnes.

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Review of the 1979 audit recommendations and their status will also be included in the scope of this audit. The chairman will have the responsibility for updating the team members on the past year's audit.

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

William E. Childers
William E. Childers

WEC/od

DISTRIBUTION:

E. Kanak
J. Akers
C. G. Barnes
W. E. Biggerstaff
R. C. Duvall
P. D. Fritz
R. M. Ponder
O. D. Robison
B. D. Routh
L. P. Shelton
C. F. Shockley
C. L. Strunk
J. H. Tansey
G. D. Whipple
Mr. Wesley Ott