REVISING PROCEDURE

THE PROCEDURE FOR MAKING CHANGES TO THIS BOOK WILL BE AS FOLLOWS:

1. ANY EMPLOYEE WHO HAS A REVISION SUGGESTION SHOULD MAKE IT KNOWN TO HIS UNIT SUPERVISOR. RECOMMENDED SUGGESTIONS SHOULD BE EXACT AND NOT OF A GENERAL NATURE.

2. IF IN AGREEMENT WITH THE SUGGESTED REVISION, THE UNIT SUPERVISOR WILL FORWARD A WRITTEN COPY OF THE SUGGESTED REVISION TO HIS AREA SUPERVISOR.

3. THE AREA SUPERVISOR WILL REVIEW THE RECOMMENDED REVISION AND IF IN AGREEMENT WITH THE REVISION, HE/SHE WILL ROUTE COPIES OF THE PROPOSED REVISION TO ALL OTHER AREA SUPERVISORS AND TO THE ENGINEERING AND MAINTENANCE SUPERINTENDENT. THEY ARE TO INDICATE BACK TO THE AREA SUPERVISOR WHETHER THEY AGREE TO THE PROPOSED REVISION.

4. IF THERE IS GENERAL AGREEMENT THAT THE REVISIONS SHOULD BE MADE, THE APPROVED REVISION WILL BE FORWARDED TO THE DESIGNATED SECRETARY, BY THE AREA SUPERVISOR, FOR TYPING AND DISTRIBUTION TO ALL PERSONS HAVING SAFETY EQUIPMENT AND TOOL PROCEDURE BOOKS.

5. IF IT IS DECIDED NOT TO MAKE THE SUGGESTED REVISION, THE AREA SUPERVISOR WILL GIVE FEED BACK TO THE ORIGINATOR THROUGH THE ORIGINATOR'S UNIT SUPERVISOR.

PLAINTIFF'S
EXHIBIT
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