Champlin

INTER-OFFICE CORRESPONDENCE

TO: See Distribution

FORT WORTH, TEXAS

FROM: William E. Childers

DATE: October 9, 1981

SUBJECT: Corpus Christi Refinery
Safety and Loss Control Survey

Please note that the date for the Corpus Christi Refinery Safety and Loss Control Survey has been changed to one week later than originally scheduled.

The 1981 Corpus Christi Refinery Safety and Loss Control Survey will be conducted November 17, 18, 19, 1981 by the following survey team members.

SURVEY TEAM	ON SITE COUNTERPART
C. L. Strunk - Team Chairman	R. E. Schneck
E. J. Daugherty	R. C. Duvall
M. A. (Bud) Bell	J. H. Tansey
J. N. Doddy	G. D. Whipple
D. R. Pace	B. D. Routh
T. L. Wills	D. L. Scharff
J. F. Gay/W. E. Childers	
R. A. Loveless	
W. L. Ott	

Accommodations have been booked in the name of William E. Childers for all visiting members at the Sheraton Marina Inn, 300 North Shoreline Drive, Corpus Christi, Texas 78401, Phone 512-883-5111 for arrival on Monday, November 16, 1981 and check out by Friday, November 20, 1981. Should there be a need for additional lodging time this office will be glad to assist upon request.

Arrangements for transportation should be accomplished by the individual team members.

In addition to the Loss Control Survey Form the survey team will utilize the services of an outside consultant to evaluate specific assignments. This evaluation should provide an additional source of viable information for management's consideration.

The survey team schedule will follow the same agenda as the previous surveys with the exception of Thursday, November 19, 1981.

INSPECTION SCHEDULE

Tuesday, November 17, 1981, 9:30 a.m.	Meeting, 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, November 18, 1981,8:30 a.m.	Continue inspection.

Thursday, November 19, 1981,	8:30 a.m. to 11 a.m.	Continue inspections.
	11 a.m. to 12 noon	Meeting, Conference Room, survey teams to formulate verbal presentation for local management.
	1:30 p.m.	Meeting with local management for verbal presentation of each inspection.

Note: A written report will be prepared by each inspection team member and will be 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.

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

William E. Childers

WEC/od

DISTRIBUTION:

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G. D. Whipple
T. L. Wills

cc: T. J. Bronaugh
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P. D. Fritz

bcc: M. P. Aquilina
W. E. Biggerstaff
F. M. Otto
R. N. Stafford