

Doc Custodian: Safety Department		Doc No.: HSS-262 Rev No.: 1
Approved By: LAR Safety Manager		Process Unit Sign-in and Sign-out LAR Safety Standard
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HSS-262 Process Unit Sign-in and Sign-out

Purpose The purpose of this document is to establish consistent procedures to control the entrance and exit of maintenance, contractors, laboratory, and other support personnel in Process Safety Management (PSM) covered process areas in accordance with Federal and State PSM regulations.

Scope This standard practice shall apply to all maintenance, contractor, vendors, visitors and other support personnel (e.g., laboratory, safety, environmental, engineering, and technical service), who have a need to enter PSM covered processes. Specified Operations support personnel are exempt from sign-in/out as described in Section 3.1.3. but are required to carry radios on their person when entering the process unit/area.

This standard practice is intended to control the entrance and exit of personnel in Process Safety Management (PSM) covered process areas. Detailed requirements for Process Units and Tank farms are in the following sections. The goals of this entrance and exit procedure are to ensure that:

- a) The individuals entering the unit are aware of any unique hazards,
- b) Operating personnel are aware of what the individuals entering the unit are doing,
- c) The individuals gain permission to enter the unit from the operating personnel either with a verbal approval or through a work permit, and
- d) The names of the individuals entering the unit are logged by the sign-in/sign-out Logs such that operating personnel can account for everyone in the unit in the event of an emergency incident requiring a small-scale evacuation.

Los Angeles Refinery (LAR) will use their electronic system, as their primary mustering method for plant wide or large-scale emergency mustering and personnel accountability for some event with prior approval from Safety. The PSM covered process entrance and exit procedure could be used to provide a means of accountability of personnel in a process unit or tank farm in the event that an incident requires a small-scale evacuation or restricted access for that area.

Out of Scope Emergency Response Incidents: LAR emergency responders and outside responders are under the control of the appropriate incident command and do not check-in or sign in at the control rooms during these events. Emergency response vehicles are not required to notify Storage and Handling (S&H) or Receiving, Pumping and Storage (RP&S) when access to an incident requires travel through the tank farm.

Operators entering processing units other than their own for the purpose of working with **their own process equipment** do not need to sign in, however they must call in for approval/notification via the radio and call to check out once visit is completed. An example of this scenario includes Wastewater Operators checking wells.

Records Retention Printed copies of this document should not be retained more than 12 months. Any revision to this document will be retained a maximum of 10 years following the revision. Unit sign-in logs should not be retained for more than 30 days.

Marathon Petroleum Company LP	Standing Instruction	
Title: Process Unit Sign in and Sign out	Doc Number: HSS-262	Rev No: 1

Table of Contents

HSS-262 Process Unit Sign-in and Sign-out.....	1
Purpose	1
Scope	1
Out of Scope.....	1
Records Retention	1
1.0 References	3
1.1 Refining References	3
1.2 Governmental References.....	3
1.3 Terms.....	3
2.0 Roles and Responsibilities.....	4
2.1 Roles and Responsibilities	4
3.0 PSM Covered Process Unit Entrance and Exit Guidelines.....	5
3.1 Procedure.....	5
3.2 Safe Work Permit Use	5
3.3 Provisions to Not Require Repeated Unit Sign-in/Sign out.....	5
3.4 In the Event of an Emergency Evacuation.....	6
3.5 Unit Sign in and Sign out Audits	7
3.6 Turnaround and Unit Shut Down Situations.....	7
3.7 Tank Farm Process Areas	8
3.8 Blue Barn Coke Storage Facility	9
3.9 Access to the Coke Storage Structure.....	9
Appendix A: Terms and Definitions	10
A.1 Evacuation Points	10
A.2 Los Angeles Refinery (LAR).....	10
A.3 Non-Operating Personnel	10
A.4 Operator	10
A.5 Process Areas Boundary	10
A.6 Restricted Roads	10
A.7 Unit Sign In/Out Log Discrepancies.....	10
A.8 Unpermitted Tasks.....	10
A.9 Unrestricted Roads.....	10
A.10 Visitors.....	10
Appendix B: Emergency Evacuation Locations.....	12
B.1 Table	12
Appendix B: Emergency Evacuation Locations.....	13
B.2 Table	13
Appendix B: Emergency Evacuation Locations.....	14
B.3 Table	14
Appendix C: Example of a Good Unit Sign in/Out Logs	15
Revision History.....	16
Document Revision History	16

Marathon Petroleum Company LP	Standing Instruction	
Title: Process Unit Sign in and Sign out	Doc Number: HSS-262	Rev No: 1

1.0 References

1.1 Refining References

The table below lists the Refining references used with this document.

Number	Description
RSP 1709	Process Unit Sign in and Sign In
RSP-1127-000	Confined Space Entry
RSP-1128-000	Safe Work Permit
HSS 201	Safe Work Permit

1.2 Governmental References

The table below lists the industry references used with this document.

Number	Description
29 CFR 1910.119	Process Safety Management of Highly Hazardous Chemicals
OSHA No. 1215805	OSHA Informal Settlement Agreement
40 CFR 68.71(a), Reg 11.4)	General Risk Mgmt., Operating Procedures, EPA
8CCR,5189(f)(4),8	Process Safety Management of Highly Hazardous Chemicals
19CCR,2760.3(d),	Cal ARP, Operating Procedures

1.3 Terms

The following terms are used in this document:

- [A.1 Evacuation Points](#)
- [A.2 Los Angeles Refinery \(LAR\)](#)
- [A.3 Non-Operating Personnel](#)
- [A.4 Operator](#)
- [A.5 Process Areas Boundary](#)
- [A.6 Restricted Roads](#)
- [A.7 Unit Sign In/Out Log Discrepancies](#)
- [A.8 Unpermitted Tasks](#)
- [A.9 Unrestricted Roads](#)
- [A.10 Visitors](#)

References: For details, see **Appendix A, [Terms and Definitions](#)**.

2.0 Roles and Responsibilities

sa2.1 Roles and Responsibilities

The table below describes the roles and responsibilities related to this document.

Roles	Responsibilities
<p>Operations Personnel</p>	<ul style="list-style-type: none"> (a) When asked for permission to enter into the unit, i.e. verbal or face to face communication, from maintenance, contractors, vendors, visitors and other support personnel, Operations personnel must review all known and potentially hazardous conditions in the unit. Work scope of Non-Operations Personnel requesting entrance into the unit will be reviewed, including any activity already in process. (b) In case of a unit/refinery emergency evacuation or drill, Operations personnel will direct all non-essential personnel to the evacuation assembly areas for that unit. (c) Operations personnel shall provide at least two (2) evacuation routes to the assembly locations, <ul style="list-style-type: none"> • Refer to the evacuation map in Appendix B for evacuation points and assembly locations. (d) Operations personnel will check for personnel still in the unit at the end of their shift and relay this information to the next shift per shift turnover protocol. (e) Operations Shift Supervisor (OSS) or delegate shall collect the daily Unit Sign in and Sign Out Log at the beginning of the shift. Any incomplete entries from the prior shift will be addressed and reported to the responsible party. See 3.6.1
<p>Non-Operating Personnel</p>	<ul style="list-style-type: none"> (a) Upon entering Process Area, Non-Operating Personnel shall check in with the Unit Operator and inform them of the following: <ol style="list-style-type: none"> 1. Nature of business in the unit 2. Number of people in the group entering the unit 3. Exact Location of the Process Area to be entered 4. Expected time the group will be in the Process Area (b) Either each individual or the group designee must print the first and last name of every person requesting to enter into the Process Area clearly on the Unit Sign In and Sign Out Log. (c) If a condition develops requiring evacuation of non-essential personnel from the unit, all non-operating personnel shall report directly to the designated evacuation area. The Foreman, Coordinator, Supervisor, or Group Leader must acknowledge that all members of their group have left the process area or unit.

Marathon Petroleum Company LP	Standing Instruction	
Title: Process Unit Sign in and Sign out	Doc Number: HSS-262	Rev No: 1

3.0 PSM Covered Process Unit Entrance and Exit Guidelines

3.1 Procedure

- 3.1.1 If the work does not require a Safe Work Permit, verbal permission from the appropriate unit operating personnel is required along with logging into the unit as described in section 2.1. Non-Operating Personnel. The discussion between the person entering the unit and the operating personnel must include a discussion of any unique hazards and what the person entering the unit is to do. Either the operating personnel or the person entering the unit can request a face to face meeting to more thoroughly review hazards or work scope. All non-operating personnel must log in upon entering and exiting the area
 - 3.1.2 LAR uses a Unit Sign-in/Sign-out log, entering and exiting a process area, as such, it is acceptable for a foreman or craft representative to sign in their work partner or other workers to reduce congestion in a control room.
 - 3.1.3 The Area Team Leader, Operations Maintenance Specialist, Process Specialist, Day Foreman and OSS for each area are exempt from using sign-in/out logs. Emergency accountability for individuals in these roles is done using a call/respond notification in MPC Alerts as specified in Section 3.4.3. The notification will be issued in the event of an evacuation and will require response by the individual to confirm they are safe.
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3.2 Safe Work Permit Use

- 3.2.1 If the personnel entering the unit will be performing any work that will require a Safe Work Permit per [HSS 201](#), [RSP-1128-000](#), the Safe Work Permit process will be used to gain permission from the appropriate operating personnel prior to beginning any work. Signing into the unit ***is still required in addition to having a valid Safe Work Permit.***
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3.3 Provisions to Not Require Repeated Unit Sign-in/Sign out

- 3.3.1 LAR will not require repeated sign-in/sign-out for activities that are within the immediate worksite that inherently require personnel to temporarily move outside the battery limits of the unit/area (e.g., retrieving tools from a gang box, using port-a-johns, retrieving scaffolding material from the roadway, operating a skid loader in/out of unit, etc.).
 - 3.3.2 Control other than a Signing out of the unit (i.e. notifying and receiving approval from foreman, operator etc.) can be used for activities such as scheduled breaks or short duration trips back to the Maintenance shop for tools and other equipment. Breaks or interruptions lasting 30 minutes or longer, requires that a person must sign out of the unit.

Note: If for any reason non-operation personnel, i.e. maintenance, contractors, vendors, visitors and other support personnel, cannot make it back or gets reassigned to another job before the 30 mins is up, the foreman is responsible to sign out that individual.
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Marathon Petroleum Company LP	Standing Instruction	
Title: Process Unit Sign in and Sign out	Doc Number: HSS-262	Rev No: 1

3.4 In the Event of an Emergency Evacuation.

The following minimum safety procedures must be followed to ensure a safe evacuation (i.e. unit, refinery or drill) to the identified assembly locations, see Appendix B:

- 3.4.1 Proceed directly to the evacuation assembly location(s) that was identified during the conversation with Operations during signing into the unit.
- 3.4.2 Do not attempt to return to the Unit in order to sign out of the unit.
- 3.4.3 The RSS (501) has designated the Health and Safety Coordinator to go to the unit where the evacuation exists and retrieve the unit sign in logs from the Unit. If the Health and Safety Coordinator is not available, the RSS (501) will designate a Fire Brigade member or Operations Shift Supervisor to go to the unit where the evacuation exists and retrieve the unit sign in logs from the Unit. These logs will be taken to the nearby evacuation assembly locations and used to ensure all personnel are accounted for.

In the event of an evacuation, RSS (501) will direct Security Control to issue an MPC Alert notification requesting response to the list of roles specified in Section 3.1.3.

- 3.4.4 Health and Safety Coordinator or designee shall notify the RSS (501) once the personnel headcount process is complete.

RSS (501) will check with Security Control to assure response to the notification described in 3.4.3 and inform the Incident Commander of any potential rescue requirements.

- 3.4.5 If a refinery-wide evacuation occurs at any time (e.g., refinery emergency siren is activated), personnel should be instructed to immediately exit the plant on foot, Do Not attempt to leave the refinery in a vehicle.

- 3.4.6 After personnel accountability is confirmed; the following shall occur:

- Operating personnel must void any unit sign in/out logs used during the personnel accountability confirmation and resubmit sign in/out log to Unit Log in Book.
- Generate a new sign in/out log (i.e. each person re-entering process area must sign back in on the new sign in/out log) for servicing and support personnel as they re-enter process units and or tank farms after the emergency drill or event.

Marathon Petroleum Company LP	Standing Instruction	
Title: Process Unit Sign in and Sign out Audits	Doc Number: HSS-262	Rev No: 1

3.5 Unit Sign in and Sign out Audits

3.5.1 In an effort to maintain a consistent and effective Unit Sign in/out process; Operations will perform the audit review of the Sign in/out logs on a daily basis and email any log with discrepancies to the safety compliance email. Example of a good Unit Sign in/out Log. [Appendix C: Example of a Good Unit Sign In/Out Log](#)

This review is to determine if the unit Sign in/out logs were free of any discrepancies the previous shifts. If the Unit Sign in/out logs have any discrepancies, the following Sign In/Out Compliance Notification Process; will be followed:

- Operations will scan the Unit Sign-In/Out Logs (*with discrepancies only*) to: LAR-SafetyCompliance@Marathonpetroleum.com.
- **1st occurrence:** Safety will reach out with a Non-Compliance Notification via email to Contract Company Safety Representative or MPC Employee, Direct Line Supervisor/Foreman to report non-compliance.
- **2nd occurrence; (inside of 30-days):** Safety will reach out with a 2nd Non-Compliance Notification via email to Contract Company Safety Representative and Contractor Foreman or MPC employee, MPC Direct Line Supervisor/Foreman and MPC Area Team Lead, MPC Safety Supervisor.
 - Repetitive incidents, i.e. more than one (1) sign in/out discrepancy a 30-day period,

Note: this is a **final notification** before badge deactivation.
- **3rd occurrence; (inside of 30-days):** Safety will email Contract Company Safety Representative and Contract Site Supervision or MPC Employee and MPC Direct Line Supervisor/Foreman, MPC Area Team Lead, RTL member and Security of Notification of Badge Deactivation and Security will deactivate the badges.
- Contractor Supervisor will work through Safety Supervisor to reactivate Contractor badges.
- MPC Employee’s Area Team Lead will work with Safety Supervisor to reactivate badges.
- Safety Supervisor/Manager will work with Security for the reactivation

Important: MPC employees with repeated failure to comply with the Sign In/Sign Out Procedures will be referred to and reviewed with their supervision.

Note: The unit sign in/out logs **without any discrepancies** will be discarded by Ops via the record retention statement, in HSS 262 Process Unit Sign in/Out Procedures.

3.6 Turnaround and Unit Shut Down Situations

- 3.6.1** Unit Sign in Log locations will be designated prior to the Turnaround by the Operating Unit or Safety Department and stations placed around the outside of the unit boundaries. These locations will be stocked with blank Sign In / Sign Out logs.
- 3.6.2** Craft personnel working the TAR will sign the Unit Sign in logs during their pre-shift tailgate meeting. These Sign In / Sign Out logs will be kept in the pre-designated location while the workers are on site.
- 3.6.3** All visitors to the unit are required to sign in at one of the pre-determined Unit Sign in/out Log locations upon arrival at the unit
- 3.6.4** All workers on the unit, with the exception of operators assigned to the unit, are required to sign into the Unit Sign in Log by clearly printing their name, signing their

Marathon Petroleum Company LP	Standing Instruction	
Title: Process Unit Sign in and Sign out	Doc Number: HSS-262	Rev No: 1

name and logging the time when entering the unit. Sign out is also required by logging the time when leaving the unit for any reason.

3.6.5 In the event of an emergency evacuation, the same procedure will be used as described in Section 3.5

3.6.6 During turnaround or major shut down situations when the unit is cleared of hydrocarbons and toxics plus blinded from other units, the Refinery Management Team may suspend the requirements of the PSM covered process entrance and exit procedure as long as emergency accountability is maintained and all non-operations personnel are knowledgeable of nearby or general process hazards.

3.7 Tank Farm Process Areas

For the purposes of controlling entrance and exit in accordance with **29 CFR 1910.119(f)(4)**, the “Tank Farm Process Area” is defined as “classified or hazardous areas that are typically restricted from vehicle access without a vehicle entry permit. Examples of these Tank Farm Process Areas include areas inside tank dikes, in or around blending areas, pump pads, LPG storage areas, compressor areas, analyzers buildings, or knock engine buildings.

The following minimum safety procedures that must be followed to ensure safe entrance and exit into the Tank Farm Process Areas:

3.7.1 Personnel visiting the Tank Farm Process Areas, traveling on a restricted road, traveling on a road requiring a Gas Test to enter or entering the Tank Basin, are required to check in and sign in and out on the Unit Sign In Log located at the S&H or RP&S operations shelter buildings.

Note: Truck drivers loading at the Propane Truck Rack located next to Polypropylene will call and check in with S&H to notify operations of their arrival. The S&H operator will notify the Train and Rack operator of truck drivers at the Propane Truck Rack.

Note: Driving on unrestricted roads around the Tank Farm Processing areas do not require notification to the S&H or RP&S operators.

Note: Personnel visiting Tank Farm Areas can either sign-in/sign-out using the Unit Sign-In/Out Log or have Tank Farm personnel sign-in/sign-out for them.

Marathon Petroleum Company LP	Standing Instruction	
Title: Process Unit Sign in and Sign out	Doc Number: HSS-262	Rev No: 1

**3.8 Blue Barn
Coke Storage
Facility**

The following minimum Safety Procedure must be followed to ensure safe entrance and exit into the Blue Barn Storage Facility:

- 3.8.1** All non-operating personnel shall comply with section 2.1 and Out of Scope.
- 3.8.2** All personnel (including Coke Barn Operators) outside the Coke Barn will maintain a minimum clearance of twenty feet (20') from the Coke Barn Loader doors, also known as the "Prohibited Zone".
- 3.8.3** The Prohibited Zone for Door #1 shall be identified by K-Rail barricades, warning signs and road reflectors
- 3.8.4** Alternate doors shall have a temporary barricade erected for the full term of use
- 3.8.5** Entry into the "Prohibited Zone" is strictly prohibited, unless;
 - a. Operations approves the entry into the "Prohibited Zone" and informs the Loader Operator and,
 - b. Access to the door is shut down and barricades are erected on both sides of the door and,
 - c. The Loader Operator acknowledges and approves the shutdown of the door and,
 - d. All personnel entering the "Prohibited Zone" shall wear a reflective orange vest and,
 - e. A minimum of one (1) entrant shall carry a radio and monitor the channel that the Loader Operator is using.
- 3.8.6** Pedestrian traffic is prohibited inside the truck loading area unless;
 - a. Approval is granted by Operations for visual inspection only and, the entrance of the lane being accessed is barricaded.
- 3.8.7** For maintenance activity; the lane being worked on shall comply with the Los Angeles Refinery Operations Lockout / Tagout Policy. This is to prevent an accidental dump of a load of coke on individuals below the load out system).

**3.9 Access to the
Coke Storage
Structure**

- 3.9.1** Non-essential personnel shall not be granted access to the catwalk when the shuttle is in operation or being repositioned.
- 3.9.2** Operations shall inform the Loader Operator of the request for access;
 - (a) Access will not be granted until the Loader Operator verbally acknowledges the request for access.
- 3.9.3** The Loader Operator shall stop all operations in the area of request (West or East side);
 - (a) The dividing line between the West and East side of the structure shall be identified by the conveyor belt leading to the load out station.
- 3.9.4** The Loader Operator shall only enter and exit through Door #1, unless approval is granted from Operations to use another Door;
 - (a) When approved to use an alternate door, Operations and/or the Loader Operators shall set temporary barricades on both sides of the door extending out 20 feet prior to the use of the door.
- 3.9.5** All pedestrian traffic accessing the barn structure shall only enter and exit through Door #2.
- 3.9.6** All personnel entering the structure at grade shall wear reflective orange vests.
 - (a) Loader Operators are not required to wear the reflective vest unless they are to exit the cab of the Loader and enter the Barn Structure.
- 3.9.7** A minimum of one (1) entrant shall carry a radio and monitor the channel that the Loader Operator is using.

Doc Custodian: Safety Department	 Marathon Petroleum Company LP	Doc No.: HSS-262 Rev No: 1
Approved By: LAR Safety Manager		Process Unit Sign-in and Sign-out
Revision Approval Date: 8/31/2023		Next Review Date: 3/11/2024

Appendix A: Terms and Definitions

A.1 Evacuation Points **Evacuation Points:** the assembly location personnel are required to muster to in the case of an actual unit/refinery emergency or drill.

A.2 Los Angeles Refinery (LAR) **Los Angeles Refinery (LAR):** is defined as Carson, Wilmington, Sulfur Recovery Plant, Wilmington Calciner and Watson Cogeneration Plant.

A.3 Non-Operating Personnel **Non-Operating Personnel** is defined as maintenance, contractor, laboratory, other support workers, visitors and operating personnel not assigned to the unit who plan to enter a process area or unit other than the operations shelter or control room.

A.4 Operator **Operator:** is defined as essential personnel, assigned to a process area, that monitors, regulates, troubleshoots and operates complex process equipment.

A.5 Process Areas Boundary **Process Areas Boundary:** is the boundaries of the process units (ex. within the red lines at Carson), and tank basins, unless specifically excluded by HSE (at Carson) and the boundaries where you enter to proceed to a defined unit area (at Wilmington). This also includes ancillary areas owned by an operating area but that do not meet the requirements above. This would include locations such as cooling towers, pumphouses and similar off plot locations.

A.6 Restricted Roads **Restricted Roads:** Roads that require a gas test to drive on them or that enter into the Tank Basin.

A.7 Unit Sign In/Out Log Discrepancies **Discrepancies:** the following are Sign In/Out Discrepancies:

1. Name illegible, missing, incomplete (just first or last and not both)
2. Time Missing (or incorrect) for time in/out
3. Company missing
4. Incorrect Date
5. Incomplete Purpose/Unit Location

A.8 Unpermitted Tasks **Unpermitted Tasks:** are tasks that do not require a permit per HSS 201 Safe Work Permit. See Attachment B

A.9 Unrestricted Roads **Unrestricted Roads:** Roads that do not require a gas test to drive on them or that enter into the Tank Basin.

A.10 Visitors **Visitors:** are Non-essential personnel who are only entering the unit for a short period of time.

Marathon Petroleum Company LP	Standing Instruction	
Title: Process Unit Sign in and Sign out	Doc Number: HSS-262	Rev No: 1

Appendix B: Emergency Evacuation Locations

B.1 Table The following is the are **Emergency Evacuation Location Table**

Table 1 Evacuation Site and Location for LAR at Carson

Evacuation Site	Locations
A	<ul style="list-style-type: none"> • North of South Area Safety Issue
B	<ul style="list-style-type: none"> • Lunch tables near Air Gas
C	<ul style="list-style-type: none"> • On Sepulveda between Tanks 1 and 2
D	<ul style="list-style-type: none"> • West of Tank 60 on Wilmington Ave
E	<ul style="list-style-type: none"> • North of Cogen on Babikian Ave
F	<ul style="list-style-type: none"> • Near Gate 7
G	<ul style="list-style-type: none"> • Flagpole
H	<ul style="list-style-type: none"> • Gate 16
I	<ul style="list-style-type: none"> • West of PP Tech Center
J	<ul style="list-style-type: none"> • Near Gate 60
K	<ul style="list-style-type: none"> • Gate 62
L	<ul style="list-style-type: none"> • North/East of Blue Barn Coke Storage Area

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Appendix B: Emergency Evacuation Locations

B.2 Table Continued

Table 2 Evacuation Sites and Locations for LAR Wilmington

Evacuation Site	Locations
1	Parking lot east of field office building (FOB)
2	Parking lot at lunch room
3	East of Garage
4	Open area North of 1H Guard House
5	North of FCCU
6	Parking lot south of south area control building
7	Bottom of stairway Northwest of ETD
8	Alky BRM South Area
9	East side of RP&S Control Room
10	South side of CRU Control Room
11	Northeast side complex operator bldg. lunch room
12	Station #4 Coke Belt Office
13	Southeast of Coke Structure
16	East of CPD (FOS) Field Office Shelter

Appendix B: Emergency Evacuation Locations

B.3 Table

Table 3 Evacuation Sites and Locations for LAR Sulfur Recovery Plant (SRP)

Evacuation Site	Locations
1	Parking lot east of field offices (FOB)
2	Parking lot at lunchroom
3	East of Garage

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Revision Approval Date: 8/31/2023		Next Review Date: 3/11/2024

Appendix C: Example of a Good Unit Sign In/Out Logs

Name <i>(Legibly Print Full)</i> First and Last Name	Company	Unit	Date	Purpose	Time In	Time Out
Jeffery Holden	Work Safe Inc.	Coker	1/6/2021	Scaffold	06:15	11:45
Bob T. Builder	MPC Electrical Dept.	Coker	1/6/2021	Set up Temporary Power	07:45	13:20
Henry P. <i>(Incomplete. <u>Must have full name</u>, no abbreviations and legible i.e. No Scribble!)</i>	Team <i>(Company name must be legible i.e. No Scribble!)</i>	Coker	1/6/2019 <i>(date must be correct)</i>	Work <i>(what type of work)</i>	08:05	<i>(must have both Times: In and Out)</i>

Doc Custodian: Safety Department	 Marathon Petroleum Company LP Process Unit Sign-in and Sign-out	Doc No.: HSS-262 Rev No: 1
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Revision Approval Date: 8/31/2023		Next Review Date: 3/11/2024

Revision History

Document Complete the following table for each document revision.
Revision History

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
0	First issue of document.	Deborah Cannon	Safety Manager	3/11/2021	2/15/2021
1	Added clarification that sign in is required at remote locations in Appendix 1 (A5)	Connie Lema	Safety Supervisor	8/31/23	8/31/23