

Authored By: Susan Fielding	Catlettsburg Refining, LLC <u>Marathon Petroleum Company LP</u>	Doc No.: RSW-EP-AS-SWI-08- CB Rev No: 05
Doc Custodian: Safety Professionals		Document Control
Approved By: Safety Supervisor		
Date Approved: 02/03/2020	Next Review Date: 02/28/2023	Effective Date: 02/03/2020

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Catlettsburg Refining, LLC	Safe Work Instruction	
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PURPOSE

To ensure current issues of Refinery Safe Work Instructions are available from electronic database or hard copy and obsolete procedures are promptly removed.

DEFINITIONS

1. **Documents** – A distinct section of the Safe Work Instructions such as the Table of Contents, Administrative, Personnel, Operational, Health Monitoring Plans or an individually numbered Standard Practice Instruction.

RESPONSIBILITIES

1.0 Safety Department

- 1.1 Manual Owner – keep SWIs up-to-date and ensure that only current documents are in the electronic database.

REQUIREMENTS

1. Each SWI must contain the following:
 - A. A Review/Revision history that contains the date approved, next review date, effective date, and the names of persons who authored the review or revisions. A brief description of revisions are listed in Document Librarian under revision list.
 - B. Only current procedures.
2. Electronic database and any published hard copies must include a Table of Contents that contains the SWI number, title, next review date and effective date.
3. Each document shall contain the following:
 - A. Authored By
 - B. Document Custodian
 - C. Approved By
 - D. Date Approved
 - E. Next Review Date
 - F. Effective Date
 - G. Revision Number
 - H. Statement: "Printed copies should be used with caution. The use of this document must ensure the current approved version of the document is being used."

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4. Copying the electronic SWI documents is permitted for training, review or daily work use. Copies are to be destroyed after such use or when a newer revision is issued, whichever comes first.
5. Distribution is available to all locations via MPC Connect.

Revision History

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
1	First on in Doc. Lib	Kay Maynard	RMT	04/15/03	04/15/03
	Updated header, changed review date	Darin Barber	Darin Barber	04/15/03	04/15/03
	Changes made	Jonathan Scott	Darin Barber	04/15/03	04/15/03
	Changed reviewed date	Darin Barber	Darin Barber	09/23/08	09/23/08
	Revised header on pages 2-5	Greg Gibson	Darin Barber	09/23/08	09/23/08
	Changed to Physically Impossible 2.8.5	Jonathan Scott	RMT	09/23/08	09/23/08
2	Changes made revised procedures	Dee Hill	Greg Gibson	02/27/12	02/27/12
3	Added revision history	Dee Hill		7/18/14	
4	Reviewed No Changes On Current Document	Susan Fielding	Greg Gibson	2/16/17	2/16/17
5	Added 3 H under Requirements; updated header	Melissa Hutchinson	Greg Gibson	02/03/2020	02/03/2020