

Authored By: Greg Gibson	<b><u>Marathon Petroleum Company LP</u></b>  <b>Request for SWI Variance</b>	Doc No.: RSW-EP-AS-SWI-03- CB Rev No: 06
Doc Custodian: Safety Professionals		Catlettsburg Refining, LLC
Approved By: RMT		<b>Safety Work Instruction</b>
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## Request for SWI Variance

### Overview

#### Purpose

The purpose of this procedure is to ensure that the level of protection is maintained when variances are approved against the Safe Work Instructions (SWI). There may be exceptions and new situations that were not considered when the SWIs were originally written which need to be addressed. This procedure will provide the proper communication, approval and management of documentation.

#### Scope

The scope of this document applies to MPC employees and contractors performing work at Catlettsburg Refining, LLC.

Printed copies should be used with caution. The user of this document must ensure the current approved version of the document is being used.

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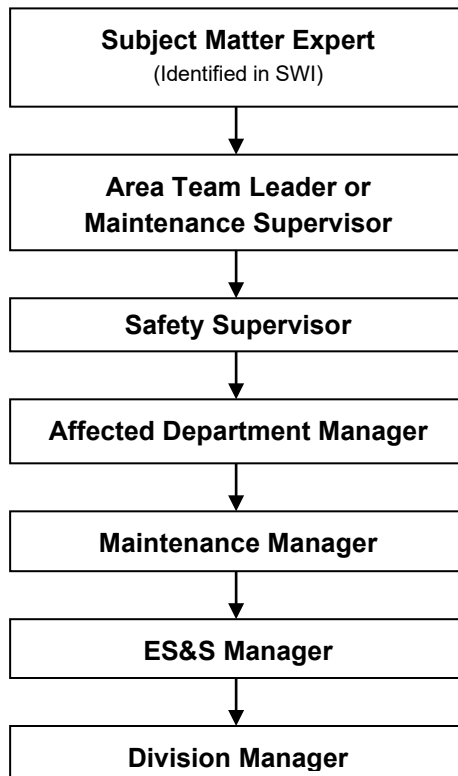
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# 1.0 Responsibilities

## 1.1 General

- 1.1.1 A variance must be requested any time a change from approved refinery Safe Work Instruction is anticipated or considered necessary.
- 1.1.2 Each variance request must address only one procedure. General variance requests against a procedure will not be approved. Specifically, the portion of the procedure in question must be referenced on the request. Variances to multiple items in the same procedure must be identified, detailed and addressed separately although only one log number will be assigned.
- 1.1.3 Variances must be requested using the form in Attachment 1. The Requestor is responsible for obtaining all signatures needed on the Variance Form and returning the completed copy to the Safety Department Administrative Assistant.
- 1.1.4 The “Alternative Measures” section must list actions and measures to ensure the varied task(s) will be done without compromising the level of protection. Additional pages may be attached to describe the alternative measures.
- 1.1.5 The Requestor/Requesting Department is responsible for communicating the approved variance to all affected personnel.

## 1.2 Approval Signatories



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- 1.2.1 All Variances must be approved by the: the Variance Requester, SWI Subject Matter Expert (SME/Author'd By), the applicable Area Team Leader or Maintenance Supervisor, Safety Supervisor, Affected Department Manager, Maintenance Manager, ES&S Manager and the Division Manager.
- 1.2.2 Completed forms must be submitted to the Safety Department Administrative Assistant for logging and filing. The form will be scanned and placed on the Safety/Industrial Hygiene homepage.

**1.3 Variances Needed after Normal Work Hours**

- 1.3.1 The Variance procedure must also be used after normal daily business hours and on weekends or holidays. The primary difference in its use is the acceptance of verbal approvals over the telephone.
- 1.3.2 Telephone approvals are acceptable. The phone call must be made by the variance requestor. The date/time of approval must be noted on the form.

**1.4 Individual Approver is Unavailable**

- 1.4.1 If a required signature for approval is unavailable (not at work due to vacation, sickness, etc.) then the person who has been designated the individuals authority may sign the variance in place of the required signature. If the required signature individual has not named a designee then the individual's immediate supervisor may sign for the required signature. If the immediate supervisor is signing for the subject matter expert they should be competent in the variance subject matter or designate a competent person to sign as the subject matter expert.

**1.5 Records**

- 1.5.1 The Safety Department must retain on file a copy of all approved variance requests, and a log of yearly variance requests.

**2.0 Requirements**

- 2.1 A level of Health, Safety or Environmental protection at least equivalent to the original SWI will be maintained.
- 2.2 Approved variances are only valid for the specific job as listed on the variance request. Duration of variance shall be specified on the variance form. All variances must be reviewed and reissued annually (calendar year). To remain valid, each variance must be resubmitted and renewed by January 1st of the following year.

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### 3.0 Appendix A: Terms and Definitions

- A.1 Refinery SWI Variance** - A variance against a specific non-regulatory requirement in a refinery Safe Work Instruction involving health, personnel safety, or process safety.
- A.2 Subject Matter Expert** - Is the recognized authority within the refinery on the contents and materials addressed in a specific SWI. The Subject Matter Expert is listed as the author in the Safe Work Instructions.

### 4.0 Appendix B: Attachments

- B.1 Request for SWI Variance

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### B.1 Request for SWI Variance Form

**Reference:** For the most up-to-date, working copy of this form go to [RSW-FORM#SAF082-CB](#).

REQUEST FOR SWI VARIANCE FORM			
<b>Area/Unit</b>			
<b>Request By:</b>		<b>Date:</b>	
<b>Variance to Procedure</b>		<b>Procedure Date:</b>	
Procedure Requirement or Phrase Including Page and Section			
Reason for Variance			
Alternative Safety Measures			
<b>Is this a renewal? Y _____ N _____</b>			
Action Plan			
<b>Issue Date:</b>		<b>Expiration Date:</b>	
Approval			
<b>1. Variance Requester</b>		<b>Date:</b>	
<b>2. Subject Matter Expert</b>		<b>Date:</b>	
<b>3. Area Team Leader or Maintenance Supervisor</b>		<b>Date:</b>	
<b>4. Safety Supervisor</b>		<b>Date:</b>	
<b>5. Affected Department Manager</b>		<b>Date:</b>	
<b>6. Maintenance Manager</b>		<b>Date:</b>	
<b>7. ES&amp;S Manager</b>		<b>Date:</b>	
<b>8. Division Manager</b>		<b>Date:</b>	

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## Revision History

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

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
2	Updated Header, added check boxes, and changed dates.	Paul Peter	Darin Barber	11/18/07-09/23/08	09/23/08
3	1) Changed approved by. 2) Revised Revision # on page 3 & 4. 3) Added table of contents	1) Paul Peter 2) Greg Gibson 3) Mike Stapleton	1) Mark Perry, John Weber and Mark Estep 2) Greg Gibson 3) Greg Gibson	05/01/09 02/25/10 02/25/11	5/01/09 2/25/10 02/25/11
4	Added additional signature requirements. Removed department variances.	Jonathan Scott	RMT	2/7/14	2/7/14
5	Full document review. Added scope and "affected" in front of Department Manager.	Keri Pomatto	RMT	5/3/16	5/3/16
6	Added reference link to Request for SWI Variance Form.	Keri Pomatto	Seth Overly	7/20/16	7/20/16