

Authored By: Greg Gibson	Catlettsburg Refining, LLC <u>Marathon Petroleum Company LP</u>	Doc No.: RSW-EP-AS-SWI-04-CB Rev No: 06
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Approved By: Safety Supervisor	SWI/Program Revision Process	
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PURPOSE

The purpose of this procedure is to define a revision process for the refinery's Safe Work Instructions (SWIs) so that compliance can be maintained with all refinery, corporate and regulatory requirements.

DEFINITIONS

1. **Subject Matter Expert** - is the recognized authority within the refinery on the contents and materials addressed in a specific SWI. This person will be recommended by the ES&S Manager and approved by the RMT.

RESPONSIBILITIES

1.0 Subject Matter Expert

- 1.1 Review the procedures to ensure that they comply with government regulations, address corporate and company policies and to improve the procedure, if warranted, based on refinery employee suggestions.
- 1.2 Obtain written approvals.
- 1.3 Form a focus group to assist in the revision process.
- 1.4 Provide procedure interpretation for the refinery.
- 1.5 Recommend variance requests for approval or denial.

2.0 General

- 2.1 All responsibilities are outlined on the SWI Revision Process Flow Chart (Attachment 1).

REQUIREMENTS

1. Safe Work Instructions (SWIs) will normally follow the format of Purpose, Definitions, Requirements, Responsibilities, and Attachments. A simple flow diagram will be included in most instances to assist the reader.
2. The Division Manager, Environmental, Safety & Security Manager and Safety Supervisor will approve all Safe Work Instructions. The RMT and the area team leaders along with the Safety Department full-time hourly Health/Safety Representatives and designated users will review all new/revised procedures for comment.
3. A focus group will be used as necessary and will consist of salary and hourly end users and will work with the Subject Matter Expert to revise the SWI.
4. All plant employees will comply with the procedures and may make suggestions for improvement using the form provided in Attachment 2. Any employee who feels their suggestions are being ignored should contact an HES professional, the Full Time Hourly Safety Representative and/or their Health & Safety Committee Representatives.

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- When necessary, training will be administered to affected employees or contractors. The Refinery Management Team (RMT) will designate which Department is responsible for administering training and the delivery method.

Revision History

Document Revision History

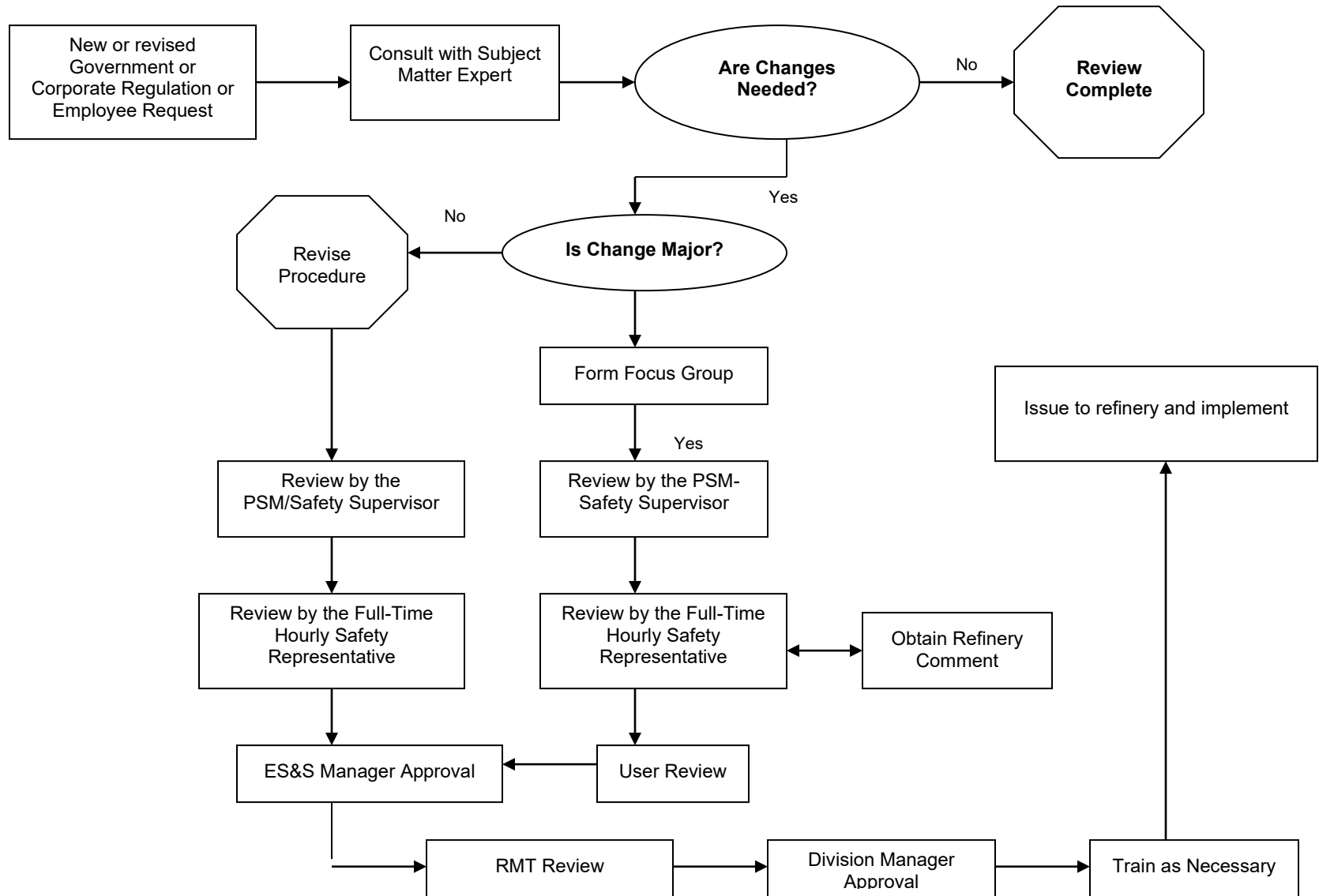
Complete the following table for each document revision.

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
2	First time in Doc Lib.	Paul Peter	RMT	04/15/03	04/15/03
3.	Revised header added Table of Contents, added footer Changed next review date Revised header on pages 2-5 Changed to #6 changed to Physically Impossible Changes made	Paul Peter Darin Barber Greg Gibson Jonathan Scott Mike Stapleton	RMT RMT Greg Gibson RMT RMT	04/15/03 04/15/03 04/15/03 04/15/03 04/15/03	04/15/03 04/15/03 04/15/03 04/15/03 04/15/03
4	Added Revision History	Dee Hill		07/18/14	
5	Reviewed and revised by Subject Matter Expert	Keri Pomatto	Greg Gibson	3/17/15	3/17/15
6	Reviewed by SME. Updated Header	Greg Gibson	Greg Gibson	04/24/2020	04/24/2020

ATTACHMENTS

- SWI Revision Process Flow Diagram
- SWI Revision Request Form

Attachment 1 SWI Revision Process



Marathon Petroleum Company LP	Catlettsburg Refining, LLC	
Title: [title]	Doc Number:	Rev No: 04

**Attachment 2
SWI Revision Request Form**

<p>SWI Title and Document Number _____</p> <p>Paragraph/Section _____</p> <p>Name of Person Requesting Change: _____ Date: _____</p> <p>Plant Mailing Address: _____</p>
<p>Reason for the Request:</p>
<p>Recommended Wording:</p>
<p>Comments:</p>
<p><input type="checkbox"/> Accepted</p> <hr style="width: 30%; margin-left: 0;"/> <p><input type="checkbox"/> Rejected</p> <p align="right">Subject Matter Expert</p>