

BP OIL -- TOLEDO REFINERY

Document Type: Procedure	Toledo Refinery	Procedure No.: SAF 031
Effective Date: December 21, 2015	Sign In/Sign Out Procedure	Rev. No.: 6
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SCOPE	This procedure describes the proper methods used to account for employees entering Units/Process Areas.
HEALTH Special PPE & Special Hazards	Standard PPE
SAFETY	Care must be taken to account for all employees after emergency evacuation has been completed.
REFERENCE DOCUMENTS	Alarm System Public Address System
SPECIAL MATERIALS & EQUIPMENT	N/A
QUALITY	N/A
ENVIRONMENTAL	N/A

OVERVIEW

The primary purpose of the sign in and sign out procedure is the accountability of all persons during an emergency situation. If you are in an operating unit and not signed in when an emergency occurs, no one will know where to look for you if you are seriously injured. Conversely, if you are signed in and not in the unit, operators and emergency responders would be subject to additional risk looking for a potential victim who is not in the unit. Both scenarios create unnecessary risk and confusion during an emergency.

Another purpose of the sign in and sign out procedure is to provide operators with the knowledge of who is in the area should a potential problem begin. Sign-in allows the operator to warn people in the area of any problem(s), which may be occurring requiring a change in work practices.

The procedure exempts some people from the sign in requirement. However, even if you are exempt, a verbal contact should be made with the operator. This can be done by telephone and/or radio. This will allow the operator to inform you of any known hazards in the area. It is also recommended to notify the operator once you leave the area and to notify the new operator when a shift change occurs.

1.0 Contact with Unit or Area Operator

NOTE: Making contact with unit or area operator is the #1 priority

- Make contact with the operator.
- Each person's name will be signed in and out of a log book located at/or near the control houses/satellites.
- Sign in before entering unit area.
- Sign out when job is complete or when leaving unit area. Personnel are not required to sign out when leaving on short trips (approximately 30 minutes); however, they are responsible for notifying their supervisor of their whereabouts if a unit evacuation has occurred while they are away.
- For pipe alley work, Sign In/Sign Out with outside general operator or at nearest control house.
- For large numbers of personnel, a daily list can be formed and given to the unit or area operator. This can be attached to the log book.

NOTE: The use of the MTS system for permitting purposes does not satisfy the accountability requirements of SAF 031. The e-CoW badges used for MTS are only used to log in and out of the permit program, not the unit itself. Signing into and out of log book is still required.

2.0 Exceptions to Signing In/Signing Out

The following personnel are exempt from Signing In/Signing Out of their assigned area and are *encouraged* to notify the operator before entering and when leaving the area:

- a) Unit Operators
- b) Asset Shift Supervisors
- c) Asset Superintendents
- d) Operations Coordinators
- e) Shift Managers
- f) Reliability Coordinator
- g) Compliance Coordinator
- h) Equipment Operators

The following personnel are exempt from Signing In/Signing Out of their assigned area, however they **must** notify the operator before entering and when leaving the area:

- a) Area Safety Advisor
- b) Warehouse Personnel making pick-ups or deliveries
- c) Operator Area Trainees
- d) Area Training Coordinator

3.0 Verification of log

- The Operator should review the sign-out log at the start of their shift
- If the Operator notices any person not signed-out, they should check if that person is still working in the unit. If the person cannot be found in the unit, the Operator should notify the Shift Supervisor with the name of the person who is signed-in but missing.
- The Shift Supervisor should forward the name to Security at the Main Gate (email address: G All Toledo Main Gate Security)
- Security will check whether that person has carded out of the refinery.
- If that person has not carded out of the refinery, Security will contact the individual's Contract Company Supervisor or BP Supervisor.
 - a) The Contractor Company Supervisor or BP-Husky Supervisor will be responsible for accountability of the missing person.
 - b) Security should forward names of any person who forgot to sign-out to the BP Contractor Management Program Superintendent and the United In Safety President for follow up.
- If that person has carded out of the refinery, Security will inform the Shift Supervisor and forward names of any person who forgot to sign-out to the BP Contractor Management Program Superintendent and the United In

Safety President for follow up.

- a) The BP-Husky Contractor Management Program Superintendent should notify the individual's supervisor to inform the missing person they forgot to sign-out.
- b) The Shift Supervisor should sign the person out in the log book.

Revision history

The following information documents at least the last 3 changes to this document, with all the changes listed for the last 6 months.

Date	Revised By	Changes
9/10/12	R. Myak	Added Area Process Safety Coordinator and Area Training Coordinator the the exempt but still notify list. MOC# 20114521-001.
8/27/15	R. Myak	Updated Job Titles Added language on the MTS system does not replace signing into log book. Added section 3.0 Verification of log

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