

BP OIL -- TOLEDO REFINERY

	Toledo Refinery	Procedure No.: SAF 031
Effective Date: July 11, 2011	Sign In/Sign Out Procedure	Rev. No.: 4
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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 on 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 on the unit, operators and emergency responders would be subject to additional risk looking for a potential victim who is not on 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

- 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.
- Make contact with the operator.
- 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.

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 the area:

- a) Unit Operators
- b) Asset Shift Supervisors
- c) Asset Superintendents
- d) Operations Coordinators
- e) Refinery Coordinator
- f) Asset Performing Authority
- g) Outside General Operators
- h) Equipment Operators
- i) Area Authority

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

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

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