

Authored By: Sheila Fraley	<u>Catlettsburg Refining, LLC</u> Camera Pass	Doc No.: RGD-H002-Form01-CB Rev No: 4
Doc Custodian: HR Manager		Refinery General Document
Approved By: HR Manager		
Date Approved: 12/28/18		Next Review Date: 12/28/19

MARATHON PETROLEUM COMPANY LP
Catlettsburg Refining, LLC

Camera Pass

Hot Work Permit required per Safe Work Permit procedures before taking any photographs.

Issued to:

Company:

Area the camera will be used:

Expiration date:

Camera Pass Recipient Signature

Marathon Petroleum Contact Person

Human Resources Authorization	Date
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Camera Pass Instructions:

- (1) Cameras need hot-work permits, following the requirements of the Safe Work Permit procedures.
- (2) All pictures taken while on refinery property and considered for internal use must be reviewed by the Marathon Contact Person. If pictures are intended for external use, such as publications/advertising/publicity, they are to be reviewed by Marathon Contact Person **and** HR Department, sjfraley@marathonpetroleum.com, for proprietary reasons.
- (3) The Camera Pass is to remain with recipient while on Catlettsburg Refining, LLC's property.
- (4) The recipient's signature above indicates they have read and understand these Camera Pass procedures.
- (5) Upon its expiration, please return this form to Karen Kazee, Catlettsburg Refining, LLC Human Resources.

Rev: 2/25/15
 CBG HR

Marathon Petroleum Company LP	Catlettsburg Refining, LLC	
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Rev. No.	Description of Change	Author	Approved By	Revision Date
4	Updated header per Doc Control Audit	K. Kazee		5/13/19
	Updated Next Review Date	K. Kazee		12/18/18
	Updated Next Review Date	K. Kazee		12/19/17
	Updated Next Review Date	K. Kazee		12/15/16
	Updated Next Review Date	K. Kazee		11/6/15
3	Updated: (1) Safety Work Permit became Safe Work Permit, (2) Signature became Camera Pass Recipient Signature and (3) added Revision Date and CBG HR at bottom.	K. Kazee (Keri Pomatto & Sheila Fraley review)		2/25/15
2	Reformatted headings to be more user friendly	K. Kazee		5/24/12
1	Updated Next Review Date	K. Kazee		12/00/11