Fatigue Risk Management Standard

Overview

Purpose

The purpose of this standard practice is to provide guidance to all stakeholders on understanding, recognizing and managing fatigue that may impact worker performance in process safety sensitive positions.

Scope

The scope of this standard practice is based on the requirements of **API RP 755 2nd Edition**. It is intended for Marathon Petroleum Company LP (MPC) refineries covered by the OSHA Process Safety Management Standard, 29 CFR 1910.119.

Conformance Dates

L6 refineries will fully implement **RSP-1328-000** requirements by September 15, 2022. L10 refineries will fully implement **RSP-1328-000** requirements by December 31, 2022, consistent with the Gap Assessment conformance date.

Records Retention

Printed copies of this document should not be retained more than 12 months. Any revision to this document will be retained indefinitely.

Table of Contents

1.0 References

1.1 Refining References

MPC Training Materials should be referenced in application of this standard (refer to corporate lesson plans). The table below lists the Refining references used with this document.

Number	Description
GEN-1027	Fatigue Risk Management Standard
RSP-1310	PSM/RMP Incident Investigation

1.2 Industry References

The table below lists the industry references used with this document.

Number	Description
American Petroleum Institute (API)	
API RP 755	Fatigue Risk Management Systems for Personnel in the Refining and Petrochemical Industries

1.3 Terms

For definitions of terms used in this document, see Appendix A: Terms and Definitions.

2.0 General Information

2.1 Description: Fatigue

Fatigue in process safety sensitive positions has been identified as a contributing factor for incidents throughout the refining and petrochemical industry. Fatigue can be mitigated with a comprehensive management system that is integrated with other safety management systems.

2.2 Support for Standard

The Fatigue Risk Management Standard (FRMS) outlined in this document is supported by MPC senior management. It includes a process to review and enhance policies and procedures as needed with the goal of continuous improvement.

2.3 Mitigating Fatigue Risk

Mitigating fatigue risk is everybody's responsibility. Workplace practices dealing with fatigue mitigation will only be successful if stakeholders recognize the importance of minimizing fatigue for workers in process safety sensitive positions. Key stakeholders at each location shall consult on the development of this document and on the policies and procedures developed at each location to meet this Standard and the implementation of those policies and procedures.

3.0 Components of Fatigue Risk Management Standard

3.1 Covered Positions by the FRMS

3.1.1 Fatigue can affect anyone that is impacted by sleep deprivation. The intent of **API RP 755** and this Standard is to implement guidelines for personnel involved in process safety sensitive actions.

3.1.2 Process safety sensitive actions involve the operation, control, installation and/or maintenance of process equipment within a refinery. These positions are critical for ensuring the following:

(a) Equipment preparation is safe from process hazards via our lock-out/tag-out and safe-work permitting processes.
(b) Equipment commissioning or return to service after completing the pre-startup safety review process.
(c) Equipment operation is being monitored and is within safe operating limits.
(d) The work on the equipment is completed to the required standards.
(e) The QA/QC activities are completed to the required standards.
(f) The equipment is being monitored so that it is suitable for the service.

3.1.3 Each refinery shall maintain a list of positions that are covered by the FRMS. This includes MPC hourly Operations, Product Control (excluding laboratory employees), Maintenance, and their direct supervisors who are actively working in process safety sensitive job functions.

3.2 Roles and Responsibilities

The table below describes the roles and responsibilities for positions involved with this document.

Note: Product Control Laboratory employees and their direct supervisors are not considered subject to the standard.

Role	Responsibilities
Refinery Management	Champion development of the FRMS policies and procedures and will provide the necessary resources to ensure implementation.
Operations, Products Control, and Maintenance Supervision of Applicable Employees	Participate in FRMS training and will be alert to and follow all procedures necessary to mitigate any effects of Worker Fatigue in the operations they supervise.
• Operations, Products Control, and Maintenance Craft Hourly Employees • Maintenance QA/QC Field Inspection Salary and Hourly Employees	**(a)** Participate in FRMS training. **(b)** Will remain continuously aware of one's own level of fatigue when on duty and take appropriate steps to enhance alertness while on duty, including securing adequate sleep during non-working hours. **(c)** Will notify supervision when fitness of duty could be in question due to fatigue.
Contractor Companies	Contractors that supply workers involved in process safety sensitive actions as defined in Section 3.1 will adopt and implement policies and procedures that are consistent with **API RP 755** and will be responsible for ensuring compliance and will have the ability to demonstrate compliance. Further detail concerning the determination of contractors subject to **API RP 755** has been included in Appendix B.

3.3 Workload Balance

Each refinery should establish scheduling rules to ensure that hours of service guidelines (Section 3.8) are being adhered to.

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3.0 Components of Fatigue Risk Management Standard, Continued

3.4 Employee Training, Education and Communication

3.4.1 Individuals working in positions covered by the FRMS (Section 3.1) shall receive initial and refresher training on the causes, risks and potential consequences of fatigue.

3.4.2 The training program should include:

- **(a)** Basic scientific principles of sleep, and sleep disorders, alertness, circadian and fatigue physiology so that they can make informed decisions which will help them reduce the fatigue risk for themselves, their colleagues and the people they may supervise/manage.
- **(b)** Information that can allow family members an increased awareness of fatigue issues and knowledge of measures that can mitigate fatigue.
- **(c)** Strategies for achieving good quality, restorative sleep.
- **(d)** Understanding the specific risks of fatigue impairment in their own work environment and work duties.
- **(e)** Recognizing the signs of fatigue impairment and knowledge on the healthy and effective ways to mitigate them.
- **(f)** The effects of work and rest scheduling on employee fatigue and the most effective ways to schedule work to minimize the risk.

3.4.3 Supervisors that manage individuals covered by the FRMS shall receive additional initial and refresher training on recognizing Fatigue, its impact on the workgroup and the policy/action required if an individual displays the symptoms of Fatigue.

3.4.4 The Supervisory training should include:

- **(a)** How to detect when employees are excessively fatigued and how to assess fitness for service.
- **(b)** The structure and management of the FRMS.
- **(c)** The influence of staffing levels on employee fatigue.
- **(d)** How to manage a team of employees to minimize the fatigue risk within the group.
- **(e)** Site specific policies and procedures for addressing workers exhibiting symptoms of fatigue.

3.4.5 Refresher training for employees and supervisors should be set on a 3-year cycle.

3.5 Work Environment

3.5.1 Each refinery's FRMS should take into account the type of work that is being done at that location. Adequate opportunity for work breaks should be made available based in part on the nature of the work.

3.5.2 Indoor work spaces occupied by personnel covered by the FRMS should be well lit, using lighting sources positioned to avoid glare and eye strain. Light sources at night should be selected to minimize circadian system disruption.

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3.0 Components of Fatigue Risk Management Standard, Continued

3.6 Individual Risk Assessment and Mitigation

3.6.1 Each refinery shall encourage individual employees to be continuously aware of their level of fatigue and take appropriate steps to enhance their alertness while on duty. Individuals working shift work and others who may be involved in working extended hours during plant outages should use their time off to get appropriate sleep and maintain their alertness and fitness for duty. Also, supervisors are expected to be alert to signs of excessive fatigue in employees and contractors. Refer to Section 3.2 for more information.

3.6.2 Each report of fatigue will be evaluated on a case-by-case basis. When an employee reports they are too fatigued to work safely, and when employees experience repeated bouts of fatigue, the employee's supervisor will involve Human Resources and the Medical department as necessary to review possible corrective measures, including possible referral for medical evaluation.

3.7 Incident / Near Miss Investigation

3.7.1 All process safety related incidents are investigated per **RSP-1310**. Category 2 and higher incidents require the use of the TapRoot® method for determining the causal and contributing factors to the incident. Determining if Worker Fatigue is a factor for an incident is part of the TapRoot® process to determine causal factors. Only qualitative assessments can be made by investigative teams.

3.7.2 Refinery incidents that are Category 2 or higher should note if FRMS policies and procedures were not followed for individuals working in Covered Positions. This includes use of the Exception process (Section 3.8.5) during the period of the incident.

3.8 Hours of Service Guidelines

API RP 755 differentiates hours of service limitations based on three types of schedules: Rotating Normal, Non-Rotating Normal, and Outage shift schedules. The hours of service limitations in this standard match the limitations in **API RP 755 2nd Edition**.

The Rotating Normal shift hours of service limitations are more restrictive than the Non-Rotating Normal shift. Non-rotating work schedules allow for more consistent sleep periods which reduce the likelihood of fatigue.

The outage rules provide temporary flexibility recognizing the need for increased staffing for events (outages, turnarounds, major maintenance, etc.). During outage periods, the rotating shifts are typically discontinued and the personnel are put on non-rotating shifts. Extra staffing and supervision is also typical.

The Recommended Practice concluded that consistently working at these limits is not sustainable and may lead to chronic sleep debt. The overall FRMS shall be designed to prevent employees from frequently working at these limits over the long term. The objective of these limits is to establish the triggers at which additional fatigue risk evaluations will be performed when exceptions occur.

Policies and procedures implemented at each refinery for scheduled hours of service shall be consistent with the guidelines outlined in this section, taking into account the Exception Process (Section 3.8.5).

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3.0 Components of Fatigue Risk Management Standard, Continued

3.8 Hours of Service Guidelines (continued)

Section 3.8.1 details the hours of service limits which shall not be exceeded by covered individuals in Refining, taking into account the Exception Process (Section 3.8.5). These limits have been developed in the context of the existence of a comprehensive FRMS.

<table>
<tr><th>Topic</th><th>Guideline</th></tr>
<tr><td>3.8.1 Work Set Limits</td><td>Apply the following work set limits for all shift employees:
3.8.1.1 Rotating Normal Shift Schedule Work Sets (those including regularly scheduled night assignments) shall not exceed 92 hours.
3.8.1.2 Non-Rotating Normal Shift Schedule Work Sets (straight-day assignments) shall not exceed 105 hours.
3.8.1.3 Outage Shift Schedules Work Sets (see outage definition in Appendix A) shall not exceed 182 hours.
3.8.1.4 Between each Work Set there shall be a Rest Period (Section 3.8.4). A Rest Period will complete the current Work Set and reset hours towards the next Work Set.
3.8.1.5 Scheduled Work hours should be limited to 12 hours.
3.8.1.6 Total Work Set hours includes time for hand-offs, holdovers, and overtime.
3.8.1.7 The decision to work over the maximum Work Set hours prior to receiving a Rest Period shall be managed through the exception process (Section 3.8.5)
3.8.1.8 Work Set hours are based on hours worked between rest periods, and not solely based on 8, 10, or 12-hour shifts. The table below summarizes typical Work Set limitations:
<table>
<tr><th></th><th></th><th colspan="3">Maximum Number of Typical Shifts</th></tr>
<tr><th></th><th>Maximum Work Set Hours</th><th>12-Hour Shift</th><th>10-Hour Shift</th><th>8-Hour Shift</th></tr>
<tr><td>Rotating Normal Shift Schedule</td><td>92 hours</td><td>7 shifts</td><td>9 shifts</td><td>11 shifts</td></tr>
<tr><td>Non-Rotating Normal Shift Schedule</td><td>105 hours</td><td>8 shifts</td><td>10 shifts</td><td>13 shifts</td></tr>
<tr><td>Outage Shift Schedule</td><td>182 hours</td><td>15 shifts</td><td>18 shifts</td><td>22 shifts</td></tr>
</table></td></tr>
<tr><td>3.8.2 Extended Shifts</td><td>Apply the following Extended Shift guidelines:
3.8.2.1 Extended Shifts (greater than 14 hours) should not be routinely scheduled and shall occur only when necessary in order to avoid an unplanned open safety critical position or accomplish an unplanned critical task.
3.8.2.2 The decision to work an extended shift greater than 14 hours shall be managed through the Exception Process (Section 3.8.5).
3.8.2.3 For Extended Shifts (greater than 14 hours), a minimum of 8 hours shall be provided before returning to work.</td></tr>
<tr><td>3.8.3 Holdovers</td><td>Holdover periods for activities other than normal work responsibilities (training, etc.) should not exceed 2 hours. Where possible, this should occur at the end of the dayshift or at the beginning of the normal nightshift.</td></tr>
<tr><td>3.8.4 Rest Period</td><td>Apply the following for rest periods:
3.8.4.1 A Rest Period will end the current Work Set and start a new Work Set.
3.8.4.2 For Normal Shift Work Sets that did not include four or more night shifts, a Rest Period of 34 hours is required to end the current Work Set and reset hours for the next Work Set.
3.8.4.3 For Normal Shift Work Sets that included four or more night shifts, a Rest Period of 46 hours is required to end the current Work Set and reset hours for the next Work Set.
3.8.4.4 For Outage Shift Work Sets, a Rest Period of 34 hours is required to end the current Work Set and reset hours towards the next Work Set. The 34-hour Rest Period is not affected by the number of night shifts worked during an Outage.
3.8.4.5 Scheduling guidance that meets the Rest Period requirements are provided in Appendix A.9.</td></tr>
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3.0 Components of Fatigue Risk Management Standard, Continued

3.8 Hours of Service Guidelines (continued)

Topic	Guideline
3.8.5 Exception Process	If any of the criteria or limits specified in the Hours of Service guidelines is expected to be exceeded or an extended shift (>14 hours) is contemplated, an established management Exception Process shall be initiated. The Exception Process shall involve two management or supervision representatives, of which at least one shall be on-site. Each site shall develop policies and procedures to manage exceptions. The process shall be documented to include: **(a)** The reason requiring the additional work hours or work days in excess of the Hours of Service limits in Section 3.8, **(b)** Planned mitigation steps, **(c)** Approval of two management or supervision representatives (one must be on-site), **(d)** Any additional details, including risk assessment or discussion topics, and **(e)** The job or task to be worked and the timeframe involved (documented by the scheduling system where available).
3.8.6 Significant Fatigue Risk Exception Process	The following scenarios may pose significant fatigue risk: **(a)** Working more than 18 hours in a single shift, **(b)** Returning to work prior to having 8 hours off after working an extended shift, and **(c)** Working more than one extended shift (greater than 14 hours) per Work Set. If any of these exceptions occur, the appropriate Refinery Leadership Team member(s) shall be notified by the next business day after the exception.
3.8.7 Call-Outs	All call-outs shall count towards the hours of service limitations: **3.8.7.1** Call-outs that occur (start or end) within 8 hours of a scheduled shift shall be included as time worked in the closest scheduled shift. **3.8.7.2** The same Extended shift limitations and the exception process shall apply for call-outs. **3.8.7.3** For call-outs resulting in an extended shift, a minimum of 8 hours is required between the completion of the extended shift and returning to work. **3.8.7.4** For situations where an individual is called-out multiple times throughout the same day, the duration of the call outs shall be added, and hours of service limits shall apply.

3.9 Alternate Hours-of-Service Limitations

3.9.1 API RP 755 allows for these hours of service requirements to be superseded if site-specific, validated data is available to demonstrate at least equivalent levels of safety utilizing scientific principles of fatigue risk management.

3.9.2 For locations that have performed studies validating alternate requirements, the study must be documented and accessible from the location's site plan.

3.9.3 Locations with documented alternate hours-of-service limitations must perform a revalidation study when significant changes are made to Section 3.8 Hours-of-Service Guidelines. The intent is to revalidate the fatigue risk from updated scientific information, studies, and industry data.

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3.0 Components of Fatigue Risk Management Standard, Continued

3.10 Periodic Review of Policies and Procedures

The FRMS policies and procedures shall be reviewed, at a minimum, semi-annually with site leadership to determine compliance, effectiveness and opportunities for improvement.

3.10.1 The following existing metrics will be discussed in aggregate, to assess, to assess effectiveness and opportunities for continuous improvement:

- **(a)** Monthly OT reports,
- **(b)** Exceptions per Section 3.8.5,
- **(c)** Key workforce utilization data, and
- **(d)** Other as deemed appropriate (e.g., incident investigations, process safety advisories, etc.).

3.10.2 Targets shall be set for key metrics of the FRMS and shall be incorporated into the site policy. During site leadership reviews, gaps between key metrics and targets shall be reviewed, and plans developed to close any gaps. Targets shall be reviewed at least every two years.

Appendix A: Terms and Definitions

A.1 Call-Out	***Call-Out*** is summoning an employee to the work site at a time the employee was not scheduled to work.
A.2 Covered Positions	***Covered Positions*** are positions subject to FRMS policies and procedures as defined in Section 3.1.
A.3 Direct Supervision	***Direct Supervision*** is salaried supervision that is typically working a shift that directly supervises hourly Operations, Products Control, and Maintenance employees.
A.4 Extended Shifts	***Extended Shifts*** are work shifts that extend beyond 14 hours.
A.5 Key Stakeholders	***Key Stakeholders*** are the members of the Refinery Management Team and representatives for the positions covered by the FRMS.
A.6 Non-Rotating Normal Shift	A ***Non-Rotating Normal Shift*** is a work schedule where people maintain consistent day shifts, also known as straight-day assignments.
A.7 Open Shifts	***Open Shifts*** are foreseeable or planned vacancies in Operations and Products Control where the vacancy is known in advance of the site specific scheduling period and overtime will be required to fill the vacancy (non-emergency). Examples include, but are not limited to, extended sick leave, special assignments, shift trades, or vacation.
A.8 Outage	***Outages*** are planned or unplanned interruptions of Scheduled Work in a process area that require personnel in process safety sensitive positions to be called out or scheduled to work above normal staffing requirements. Outages include: **(a)** Planned or unplanned unit shutdowns, **(b)** Significant interruption in normal operations, **(c)** Major project construction and commissioning, **(d)** Work stoppages, **(e)** Turnarounds, **(f)** Mobilizing and demobilizing for the above activities.

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Appendix A: Terms and Definitions, Continued

A.9 Rest Period

During Normal Shifts, a Rest Period is defined as a period of time that allows 34 hours time off, with the exception that a Work Set containing four or more nights requires 46 hours time off. During outages, a Rest Period is defined as a period of time that allows for 34 hours time off, regardless of the number of nights worked in a Work Set. The following tables reflect the requirements to meet these requirements:

Normal Shifts (Rotating and Non-Rotating) for 10 and 12 Hour Employees										
	D	**N**	**D**	**N**	**D**	**N**	**D**	**N**	**Min Req Time Off**	**Scheduled Time Off 12-hr (10-hr)**
Days to Days	Work	Sleep	Off	Sleep	Work				34	36 (38)
Nights to Nights	Off	Work	Off	Sleep	Off	Sleep	Off	Work	46	60 (62)
Days to Nights	Work	Sleep	Off	Sleep	Off	Work			34	48 (50)
Nights to Days	Off	Work	Off	Sleep	Off	Sleep	Work		46	48 (50)

Outages for 10 and 12 Hour Employees										
	D	**N**	**D**	**N**	**D**	**N**	**D**	**N**	**Min Req Time Off**	**Scheduled Time Off 12-hr (10-hr)**
Days to Days	Work	Sleep	Off	Sleep	Work				34	36 (38)
Nights to Nights	Off	Work	Sleep	Off	Sleep	Work			34	36 (38)
Days to Nights	Work	Sleep	Off	Sleep	Off	Work			34	48 (50)
Nights to Days	Off	Work	Sleep	Off	Sleep	Off	Work		34	48 (50)

Normal Shifts (Rotating and Non-Rotating for 8 Hour Employees														
	D	**E**	**N**	**D**	**E**	**N**	**D**	**E**	**N**	**D**	**E**	**N**	**Required Time Off**	**Scheduled Time Off**
Days to Days	Work	Off	Sleep	Off	Off	Sleep	Work						34	40
Days to Evening	Work	Off	Sleep	Off	Off	Sleep	Off	Work					34	48
Days to Nights	Work	Off	Sleep	Off	Off	Sleep	Off	Off	Work				34	56
Nights to Nights	Off	Off	Work	Off	Off	Sleep	Off	Off	Sleep	Off	Off	Work	46	64
Nights to Days	Off	Off	Work	Off	Off	Sleep	Off	Off	Sleep	Work			46	48
Nights to Evening	Off	Off	Work	Off	Sleep	Off	Off	Sleep	Off	Off	Work		46	56
Evening to Evening	Off	Work	Sleep	Off	Off	Sleep	Off	Work					34	40
Evening to Day	Off	Work	Sleep	Off	Off	Sleep	Off	Off	Sleep	Work			34	56
Evening to Night	Off	Work	Sleep	Off	Off	Sleep	Off	Off	Work				34	48

Outages for 8 Hour Employees													
	D	**E**	**N**	**D**	**E**	**N**	**D**	**E**	**N**	**D**	**E**	**Required Time Off**	**Scheduled Time Off**
Days to Days	Work	Off	Sleep	Off	Off	Sleep	Work					34	40
Days to Evening	Work	Off	Sleep	Off	Off	Sleep	Off	Work				34	48
Days to Nights	Work	Off	Sleep	Off	Off	Sleep	Off	Off	Work			34	56
Nights to Nights	Off	Off	Work	Sleep	Off	Off	Sleep	Off	Work			34	40
Nights to Days	Off	Off	Work	Sleep	Off	Sleep	Off	Off	Sleep	Work		34	48
Nights to Evening	Off	Off	Work	Sleep	Off	Sleep	Off	Off	Sleep	Off	Work	34	56
Evening to Evening	Off	Work	Sleep	Off	Off	Sleep	Off	Work				34	40.
Evening to Days	Off	Work	Sleep	Off	Off	Sleep	Off	Off	Sleep	Work		34	56
Evening to Nights	Off	Work	Sleep	Off	Off	Sleep	Off	Off	Work			34	48

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Appendix A: Terms and Definitions, Continued

A.10 Rotating Normal Shift	A ***Rotating Normal Shift*** is a work schedule where people move through a cycle of working during day, evening, or night shifts.
A.11 Scheduled Work	***Scheduled Work*** is a representation of an employee's hours of work that is provided in advance of a Work Set in accordance to the site work rules and/or labor contract.
A.12 Shift	A ***Shift*** is four or more consecutive hours worked, regardless of the nature of the work.
A.13 Shift Work	***Shift Work*** is an organization of work where workers succeed each other at the same workplace while performing similar operations at different times of the day thus allowing longer hours of operation than feasible for a single worker.
A.14 Stakeholders	***Stakeholders*** are the individuals whose hours of service are affected by this document (e.g., employees, managers, supervisors, contractors, etc.) and the individuals responsible for the implementation and compliance of this standard.
A.15 Work Sets	***Work Sets*** include any work that takes place between minimum required rest periods.
A.16 Worker Fatigue	***Worker Fatigue*** is impaired mental and physical functioning caused by sleep deprivation and/or being awake during normal sleep hours. This may result from extended work hours, insufficient opportunities for sleep, failure to use available sleep opportunities, or the effects of sleep disorders, medical conditions or pharmaceuticals which impair sleep or increase sleepiness.

Appendix B: Contractor Applicability Determination

B.1 Contractor Applicability

Contractors that supply workers involved in process safety sensitive actions as defined in Section 3.1 will adopt and implement policies and procedures that are consistent with **API RP 755** and will be responsible for ensuring compliance. For Maintenance and Construction work, those contractors that supply crafts performing invasive work directly on Mechanical Integrity covered equipment are covered by this standard.

To clarify which contractors are subject to **API RP 755**, the following are examples of contractor services and whether they are required to comply with the standard.

Contractor	Example(s)	Required to Comply with API RP 755 (Yes/No)
Loading/Offloading Operations	A contractor loads or offloads product materials. Examples could include loading operations for LPG trucks, offloading barge materials, coke cutters, or gasoline shipments.	Yes Those involved with loading operations would have to comply with **API RP 755**.
Operating Process Equipment	A contractor operates a waste treatment facility at a refinery. The contractor LOTO's equipment and operates independently without a work authorization permit issued by MPC. The contractor may write hot work and cold work permits.	Yes The contractor is involved with operating process equipment and manages their own permitting process.
Electrical Testing	Provides resources for the testing of electrical equipment in the substations.	Yes These contractors are ensuring the mechanical integrity of the electrical equipment.
Support Services	Provide scaffolding or cleaning services for the work completed in the Process Units or Tank Farms.	No These contractors are not working directly on the process equipment.
Safety Professionals	Provide safety support resources in the field to address individual safety checks like initial confined space entries but are not involved in the routine issuing of permits.	No These contractors are at times completing safety checks on equipment but they are not directly involved in issuing the daily safe work permits.
Planning & Scheduling Resources	Provide planning and scheduling services for the work completed in the field.	No The planners may visit work sites to develop work scopes but they do not work directly on process equipment. The schedulers typically do not work in the field.
Office Services	Office janitorial services.	No These contractors do not complete work in the Process Units or Tank Farms.

Revision History

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

Rev. No.	Description of Change	Author	Approved By	Rev. Date
0	First issue of document.	R.S. Hanks	Refining Division Managers	6/8/12
1	Updated Contractor responsibilities and added Appendix B.	R.S. Hanks	D.T. Roland	7/24/12
2	Added Appendix C for clarifications on refinery-specific references.	R.S. Hanks	D.T. Roland	9/10/12
3	Updated Section 3.9 in Appendix C.	R.S. Hanks	D.T. Roland	1/17/13
4	Updated to include Maintenance.	P.S. Lysaght	Refining Division Mangers	9/20/13
5	Minor update per Union negotiations.	B.M. Hamari	D.T. Roland	2/11/14
6	Added CBD conformance date.	J.L. Nelson	J.A. Sexton	5/4/15
7	Reviewed and approved. No content changes made. Included Detroit Conformance Date statement.	J.T. Zuech	J.M. Richert	6/26/17
8	Rest period requirements updated to match with API RP 755 2nd Edition. Changes will assist WorkForce sites with FRMS implementation.	J.M. Zalewski	J.F. Marra	5/26/20
9	Added conformance date for L10 refineries.	N.T. Birchall	J.F. Marra	9/9/20
10	Updated for API RP 755 2nd Edition. Major revisions to work set limits, callouts, and exception requirements.	J.M. Zalewski	HR, Maintenance, Operations, and Products Control Managers	10/6/21