

# FINA OIL AND CHEMICAL COMPANY – BIG SPRING REFINERY

## Certification Standards

October 17, 1997

2020 CBA Exhibit “D”

*(Bold, italicized information indicates most recent changes)*

### **New Employees**

**As per the attached Level Certification Requirements for each department.  
(See Attachment I)**

### **Existing or Experienced Employees**

#### **Minimum Level Requirements:**

All employees *with the exception of those noted in the following paragraphs* will be required to achieve a minimum Level III certification. An employee will be required to achieve Level III within two years following the availability of Levels 1 through III certification tests. Additionally, there will be no limit to the number of Level IV personnel working any given shift or unit. Each Department will determine the method of progression through Levels I-IV.  
(See Attachment II)

*The Company will allow one Level I person in the OM&S Department in the tank car position (pay rate will be Operator I rate). Departmental seniority will apply to those employees who want to freeze at Level I.*

#### **Training:**

Training materials will consist of review questions, Original Equipment Manufacturer manuals, existing procedures, system manuals, process overviews or other available information. All review questions or study materials will be provided to employees. Reasonable time will be provided for jobs that personnel are not familiar.

*Shift Seniority will apply to on the job training.*

The Training Committee will continue to meet monthly or more often as required to discuss the Certification Training and progress as well as other training issues.

**Testing:**

Test will consist of 20 to 50 questions depending on the complexity of the certification level, area or craft. *Each level test question pool will contain 200 or less questions.*

All knowledge and skills tests will require a minimum score of 80%.

The written knowledge testing will be closed book. A maximum of six hours will be allowed for testing on each level. Area Superintendents will schedule testing utilizing Integral Shift. If an employee can not be scheduled for testing on-shift, no more than three hours overtime will be paid to test the employee off-shift. An employee will not be required to respond to unit needs during testing except during an emergency.

Shift supervisors can administer written tests on off hours and weekends. Testing on off hours and weekends must be scheduled through the Area Superintendent.

Skill testing (walk-through, hands-on) will be administered by a combination of the following:

**Operations** – Operations Manager, Area Superintendent, Shift Leader or designee

**Lab** – Planning & Lab Manager, Lab Supervisor, Project Chemist, Shift Leader

**Maintenance** – Maintenance Staff, Field Coordinator

**Schedule:**

Each Area Superintendent will determine the start date and maintain the schedules for certification. The maximum time allowed for certification will begin upon availability of Level 1 – III certification tests. Each Area/Department will determine the certification start date and convey this information to the Human Resources Manager (HR). The HR Manager will notify the Union Representative(s), in writing, of the certification start dates. Turnaround activities and short/long term disabilities will not adversely impact the employees certification schedule.

The maximum allowed time for minimum certification (Level III) will be two years beginning on the date of availability of Level I – III written test.

The maximum allowed time for Level IV certification will also be two years beginning on the date of availability of Level IV written test. This applies to those personnel whose present wages are greater than the Level III pay rate.

**Failure to Certify:**

In the event an employee fails the knowledge or skills portion of the certification test, they must wait a minimum of 2 weeks before they will be allowed to re-test. The first failure of either knowledge or skills test will be addressed by the Area Superintendent and a Shift Leader to develop a training plan for the employee. *At the end of the 2 year certification period, those personnel not achieving certification requirements as outlined in the Minimum Level Requirements section, will be placed elsewhere in the Refinery at the pay scale achieved. Additionally, at the end of the 2 year certification period, pay scales will revert to the levels achieved.*

**Multiple failures of test:**

If an employee fails their knowledge or skills tests twice, the Certification Team will be convened to determine possible causes of failure. The Certification Team will determine any special training needs at this time.

**Transfers between units:**

Experienced personnel (2yr's minimum) will not require a evaluation period as outlined in the new employee guidelines for certification. Experienced personnel will be required to achieve a minimum of Level II certification within 24 months following their transfer. Level IV personnel will be required to re-certify at Level IV within 24 months following their transfer.

**Shift Leaders Evaluation/Certification Requirements:**

Shift leaders will be evaluated annually to determine if their performance meets the requirements as outlined in the Working Agreement. Each Area Superintendent and Department Manager will determine the scheduling for Shift Leader performance review. Shift Leaders disqualified will receive Level IV Certification pay for a maximum of 2 years at which time they must certify at Level IV or revert to the pay scale of the Level they have obtained.

**Relief Shift Leaders:**

Relief Shift leaders will be required to progress through the certification process and achieve a minimum Level IV in order to be eligible to relieve the assigned Shift Leader.

**Re-certification:**

All employees will be required to complete refresher training. Refresher training will include MOC modification, NOTOPS, procedure review and other mandatory training requirements in

order to maintain their certification. Annually, all employees must work a minimum of 3 weeks in each job that they have been certified (as outlined in **Attachment II**) to maintain their Level Certification. Failure to complete job rotation annually will result in a review by the Certification Team.

- \* The Certification Team may consist of the following members:
  - Department Manager
  - Human Resource Manager
  - First Line Supervisor (Maintenance or Operations Area Superintendent, Lab Supervisor)
  - Union Representation – Shift Leader or Maintenance Coordinator and Union Steward

**Level III and Stillman Wage Differential**

Company agrees to increase Operator III wage rate \$.08 per hour to correspond with present Stillman wage.

Note: This document is a supplement to the working agreement to clarify and define Exhibit “B1” paragraph 4.

**Rev.14**

# Attachment I

## Operations Level Certification Requirements

*These level certification requirements for new employees will apply to employees hired on or after October 6, 1997. All new employees will be required to achieve a minimum Level III certification.*

### **General Basic Skills - New Employees or As Required – 6 to 8 weeks Maximum**

- Safety Policies & Procedures
  - Environmental Policies & Procedures
  - Basic computer skills – Familiarization w/Email, PRiSM, Power Point Training
  - Whole number operations
  - Fractions
  - Decimals
  - Positive and negative numbers
  - Industrial lubrication – fundamentals of lubrication
  - Centrifugal pumps – principals of troubleshooting
  - Electrical safety awareness
  - Mechanical Seals
  - All Mandatory “New Hire” Training
- 

**Level I** Basic Operator Training (BOT) – Upon completion of 6 mos. Evaluation period, trainee is eligible for Level I Certification.

### Area Basic Skills – All Level I Personnel

- Process Overview, Systems Training and Testing
- Lab tests
- Sampling
- Basic operator rounds in all areas of Unit, ability to take shift
- Basic knowledge of all areas – equipment locations, switching pumps
- Successfully Pass Certification Tests
  - knowledge
  - skills

Sign-off by Shift Leader, Operations Superintendent or Operations Manager

## **Page 2 Operations Certification**

**Level II** – 12 mos. Minimum Unit work experience/maximum 18 mos. Unit work experience

- Procedures
- On the job training of DCS
- Successfully Pass Certification Tests
  - knowledge
  - skills
- Sign-off by Shift Leader, Operations Superintendent or Operations Manager

**Level III** – 18 mos. Minimum Unit work experience/30 mos. Maximum Unit work experience

- Continue operating DCS
- Successfully Pass Certification Tests
  - knowledge
  - skills
- Sign –off by Shift Leader, Operations Superintendent or Operations Manager

**Level IV** – 24 mos. Minimum Unit work experience

- Successfully complete testing on DCS – on the job master of DCS
- Successfully Pass Certification Tests
  - knowledge
  - skills
- Sign –off by Shift Leader, Operations Superintendent or Operations Manager

*9/17/97*

*Rev. 5-levcert*

## **Attachment II**

### **Job and Level Certification Relationship**

#### **Northside**

##### **South**

SLE, Reformate Splitter, Aromex,  
LDH, GOH, Cooling Twrs., C8=Level I

##### **North**

Level I and SWS, DHT, #1 SRU, #2 SRU,  
Scot, Flare=Level II

Levels I, II and Outside Operator=Level III

Levels I, II, III and DCS Operator=Level IV

#### **Crude Area**

Crude Unit, Vac., PDA = Level I

Level I and Reformer, HDS = Level II

Levels I, II and Outside Operator = Level III

Levels I, II, III and DCS Operator = Level IV

**Page 2 – job and level certification relationship**

**FCCU**

Cryo – Level I

Level I and Gas Con, Cooling Twrs.,  
Wet Gas Comp., Flare, Treaters = Level II

Levels I, II, and Cat Tower, Gulftronics, C.O.,  
Blowers, Preheaters, Main Column = Level III

Levels I, II, III and DCS Operator = Level IV

**Alky**

Waste Water = Level I

Level I and Boiler Operation = Level II

Levels I, II and Alky Operator = Level III

Levels I, II, III and DCS Operator – Level IV

**OM&S**

Tank Car Loading – Level I

Level I and Asphalt Loading = Level II

Levels I, II and Asphalt or Tank Farm Operator = Level III

Levels I, II, III, Asphalt and Tank Farm Operator Capabilities – IV

**Laboratory**

Asphalt = Level I

Level I and Distillation = Level II

Levels I, II and Octane – Level III

Levels, I, II, III and Chromatography = Level IV



Page 3 – job and certification level relationship

## **Maintenance Crafts**

(see attached for each craft)

**Rev2 - 9/97**



<b>Pipe Fitter</b>			
<b>Levels I-IV</b>			9/17/1997
<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>
			Boiler Maker Skills III
			Pipefitter Skills IV
		Boiler Maker Skills II	Boiler Maker Skills II
		Pipefitter Skills III	Pipefitter Skills III
		Tool Room Training	Tool Room Training
	Applied Math	Applied Math	Applied Math
	Pipefitter Skills III	Pipefitter Skills III	Pipefitter Skills III
	Boiler Maker Skills I	Boiler Maker Skills I	Boiler Maker Skills I
Pipefitting/Fab Skills I	Pipefitting/Fab Skills I	Pipefitting/Fab Skills I	Pipefitting/Fab Skills I
Rigging	Rigging	Rigging	Rigging
Flange Training	Flange Training	Flange Training	Flange Training
Filter Training	Filter Training	Filter Training	Filter Training
Equipment Operation	Equipment Operation	Equipment Operation	Equipment Operation
Computer Skills	Computer Skills	Computer Skills	Computer Skills
Math Skills	Math Skills	Math Skills	Math Skills
Hand Tools	Hand Tools	Hand Tools	Hand Tools
Refinery Knowledge	Refinery Knowledge	Refinery Knowledge	Refinery Knowledge
Mandated Training	Mandated Training	Mandated Training	Mandated Training
Health/Safety/Environmental	Health/Safety/Environmental	Health/Safety/Environmental	Health/Safety/Environmental

<b>Utility</b>			
<b>Levels I-IV</b>			9/17/1997
<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>
			Boilermaker III
			Pipefitter Skills III
		Boilermaker Skills II	Boilermaker Skills II
		Pipefitter Skills II	Pipefitter Skills II
	Boilermaker Skills I	Boilermaker Skills I	Boilermaker Skills I
	Pipefitter Skills I	Pipefitter Skills I	Pipefitter Skills I
	Band Saw & Power Tools	Band Saw & Power Tools	Band Saw & Power Tools
	Rigging Skills II	Rigging Skills II	Rigging Skills II
	Scaffolding Skills	Scaffolding Skills	Scaffolding Skills
Carpenter Skills	Carpenter Skills	Carpenter Skills	Carpenter Skills
Auto Mechanic Skills (Basic)	Auto Mechanic Skills (Basic)	Auto Mechanic Skills (Basic)	Auto Mechanic Skills (Basic)
Tool Room Training	Tool Room Training	Tool Room Training	Tool Room Training
Refractory Skills	Refractory Skills	Refractory Skills	Refractory Skills
Rigging Skills I	Rigging Skills I	Rigging Skills I	Rigging Skills I
Flange Training	Flange Training	Flange Training	Flange Training
Filter Training	Filter Training	Filter Training	Filter Training
Equipment Operation	Equipment Operation	Equipment Operation	Equipment Operation
Computer Skills	Computer Skills	Computer Skills	Computer Skills
Math Skills	Math Skills	Math Skills	Math Skills
Hand Tools	Hand Tools	Hand Tools	Hand Tools
Refinery Knowledge	Refinery Knowledge	Refinery Knowledge	Refinery Knowledge
Mandated Training	Mandated Training	Mandated Training	Mandated Training
Health/Safety/Environmental	Health/Safety/Environmental	Health/Safety/Environmental	Health/Safety/Environmental

<b>Mechanic</b>			
<b>Levels I-IV</b>			9/17/1997
<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>
			Centrifugal Compressor II
			Multiple Stage Turbine
			Multiple Train & Off-Set Alignment
			Machinist Skills II
			Vibration Analysis I
			Dynamic Balancing II
		Horizontal Split Case Pumps	Horizontal Split Case Pumps
		Multi-Stage Pump	Multi-Stage Pump
		Verticle Multi-Stage Pump	Verticle Multi-Stage Pump
		Horizontal Overhung Two Stage	Horizontal Overhung Two Stage
		Steam Turbines	Steam Turbines
		Verticle Turbine	Verticle Turbine
		Recip. Compressor	Recip. Compressor
		Centrifugal Compressor I	Centrifugal Compressor I
		Rotary Lobe Blower	Rotary Lobe Blower
		Speed Reducer	Speed Reducer
		Mixer	Mixer
		Laser Alignment II	Laser Alignment II
		Machinist Skills	Machinist Skills
		Dynamic Balancing I	Dynamic Balancing I
		Preventitive Maintenance	Preventitive Maintenance
	Horizontal Centrifual Pumps	Horizontal Centrifual Pumps	Horizontal Centrifual Pumps
	Verticle Inline Single Stage	Verticle Inline Single Stage	Verticle Inline Single Stage
	Recip. Compressor Valves	Recip. Compressor Valves	Recip. Compressor Valves
	Variable Pitch Fan	Variable Pitch Fan	Variable Pitch Fan
	Laser Alignment I	Laser Alignment I	Laser Alignment I
	Mechanical Skills II	Mechanical Skills II	Mechanical Skills II
Mechanical Skills I	Mechanical Skills I	Mechanical Skills I	Mechanical Skills I
Sewer Pumps	Sewer Pumps	Sewer Pumps	Sewer Pumps
Injection Pumps	Injection Pumps	Injection Pumps	Injection Pumps
Fans	Fans	Fans	Fans
Gear Pumps	Gear Pumps	Gear Pumps	Gear Pumps
Rigging Skills	Rigging Skills	Rigging Skills	Rigging Skills
Flange Training	Flange Training	Flange Training	Flange Training
Filter Training	Filter Training	Filter Training	Filter Training
Equipment Operation	Equipment Operation	Equipment Operation	Equipment Operation
Computer Skills	Computer Skills	Computer Skills	Computer Skills
Math Skills	Math Skills	Math Skills	Math Skills
Hand Tools	Hand Tools	Hand Tools	Hand Tools
Refinery Knowledge	Refinery Knowledge	Refinery Knowledge	Refinery Knowledge
Mandated Training	Mandated Training	Mandated Training	Mandated Training
Health/Safety/Environmental	Health/Safety/Environmental	Health/Safety/Environmental	Health/Safety/Environmental