Shift Handover Report

Refinery: Sandy Point Refinery (150,000 bpd capacity)

Crude Distillation Unit Handover Report

From: Rajesh Kumar (Day Shift)

To: Emily Watson (Night Shift)

Date: October 6, 2024

Time: 1900 hours

Key Issues:

- All systems operating normally

- Slight increase in desalter (D-12) brine conductivity

Action Items:

1. Monitor desalter performance:

- Increase wash water rate by 5%

- Check brine pH hourly

2. Prepare for crude switch at 2200 hours (K-101 to K-102)

3. Monitor vacuum distillation tower (T-402) bottom temperature