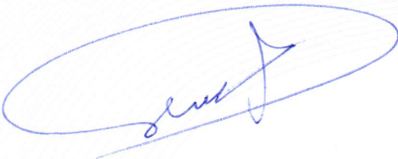



## Sand Transfer Procedure

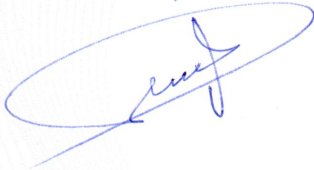
Prepared by	Reviewed and Approved by
Fahad Al-Anazi	Bader M. Al-Rasheed
Head of Silica Sector	CEO
	

### Distribution Status

Department: Head of Silica Sector

Responsible person: Fahad Al-Anazi

Sign



## Introduction

- **Purpose:** Procedures for transferring silica sand from the warehouse to wellsite.
- **Scope:** Production, Operation, Quality and Supply chain departments

## Safety Precautions

- **Personal Protective Equipment (PPE):** Ensure all personnel wear appropriate PPE, including gloves, helmet, safety glasses, and dust masks.
- **Hazard Identification:** Identify and mitigate hazards such as dust inhalation, machinery operation, and vehicle movement.
- **Emergency Procedures:** Follow the emergency procedures created by quality department.

## Warehouse Pre-Transfer Preparation

- **Documentation:** Verify all necessary documentation, including purchase orders, delivery notes, and safety data sheets.
- **Equipment Check:** Inspect all equipment, including conveyors, loaders, for proper functioning and safety.
- **Site Preparation:** Ensure the transfer area is clean, free of obstructions, and has proper signage.

## Sand Loading from Factory to Warehouse

- **Loading Procedures:**
  - Verify the quantity and quality of sand to be loaded.
  - Use appropriate machinery (e.g., conveyors, loaders) to transfer sand into trucks.
  - Ensure vehicles are properly sealed to prevent spillage during transit.
  - Follow safety rules.
- **Transport to Warehouse:**
  - Follow designated routes and speed limits.
  - Ensure vehicles are properly maintained and operated by trained drivers.



## Sand Storage at Warehouse

- **Unloading Procedures:**
  - Position vehicles in designated unloading areas.
  - Use appropriate machinery to transfer sand from vehicles to storage units.
  - Ensure proper ventilation and dust control measures.
  - Follow safety rules.
- **Storage Management:**
  - Maintain accurate inventory records.
  - Regularly inspect storage units for signs of contamination or damage.
  - Implement FIFO (First In, First Out) inventory management to maintain sand quality.

## Sand Loading from Warehouse to Bulklers

- **Loading Procedures:**
  - Follow the Pre-Checklist.
  - Verify the quantity and quality of sand to be loaded.
  - Use appropriate machinery to transfer sand into bulklers
  - Ensure bulklers are properly sealed to prevent spillage during transit.
  - Follow safety rules.
- **Transport to Wellsite:**
  - Follow the Pre-Checklist.
  - Follow designated routes and speed limits.
  - Ensure bulklers are properly maintained and operated by trained drivers.

## Delivery to Wellsite

- **Arrival Procedures:**
  - Verify delivery schedule and wellsite location.
  - Coordinate with customer personnel for offloading.
- **Offloading Procedures:**
  - Position bulkers in designated offloading areas.
  - Use appropriate machinery to transfer sand to wellsite storage or directly to the well.
  - Ensure proper ventilation and dust control measures.
  - Follow safety rules.

## Post-Transfer Activities

- **Documentation:** Complete all necessary delivery and transfer documentation.
- **Reporting:** Report any incidents, spills, or equipment malfunctions to the appropriate personnel.

## Quality Control

- **Sampling and Testing:** Regularly sample and test sand for quality assurance.
- **Record Keeping:** Maintain detailed records of sand quality, transfer activities, and any issues encountered.

## Continuous Improvement

- **Feedback Collection:** Collect feedback from personnel involved in the transfer process.
- **Process Review:** Regularly review and update transfer procedures to improve efficiency and safety.