

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL

ISSUING ORG. FIRE PROTECTION DEPARTMENT

SUBJECT ONSHORE PLANT EMERGENCY RESPONSE TEAM (PERT)

G. I. NUMBER

1785.001

ISSUE DATE
03-10-02

REPLACES
03-01-99

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DEFINITION

Plant Emergency Response Team (PERT): An organized group of employees within Onshore industrial Saudi Aramco plant areas who are trained to work together and support the Fire Protection Department in response to on-site emergency incidents.

1.0 SCOPE

This GI authorizes the establishment of Plant Emergency Response Teams (PERTs) and outlines their organization and administration.

This instruction establishes the requirement, guidelines, and assigned responsibilities related to PERTs.

2.0 ORGANIZATION

- 2.1 PERTs are to be established at onshore locations where trained fire fighting personnel are required to support the Fire Protection Department during actual emergencies or fire drills. Employees forming the PERT shall be selected from Shifts at Saudi Aramco Plant Area organizations. PERT applications are requested on Saudi Aramco Form SA 9618.
- 2.2 The PERT shall be administered by the Plant Manager of the affected area, who may delegate this responsibility, in writing, to other supervisory personnel in the operations area of the plant. The Plant Manager shall still be responsible for the successful implementation and administration of the PERT.
- 2.3 The number of the individual PERT members for each facility shall be determined by the Manager Fire Protection Department or his designate in liaison with the Plant Manager or his designate, based on the Fire Protection manning levels at each Fire Station. The Manager, Fire Protection Department shall have the responsibility and authority to establish a PERT in any area where he identifies as requiring back- up for regular Fire Protection Department emergency responses. In the event of the Proponent not be able to achieve the required number of PERT members, the Manager FPD must be informed immediately.

3.0 MEMBERSHIP REQUIREMENTS

Members of the PERT shall be:

- 3.1 Selected because of their physical qualities and desire to serve in this capacity.

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- 3.2 Selected by the concerned Division Head, approved by the Plant Operations Manager, and concurred with by the Area Fire Marshal.
- 3.3 Able to pass a medical examination in accordance with Technical Memorandum 1-4 (TM 1-4). Selected PERT candidates must be below 45 years old and physically fit to pass the Fire Protection Medical examination TM 1-4.
- 3.4 Selected from Operations shift and maintenance personnel, and where possible, the nominations should be made to minimize the impact on other Plant Operational responsibilities, during an emergency.

4.0 RESPONSIBILITIES

- 4.1 The Plant Manager or his designate, is responsible for establishing and nominating PERT members in Saudi Aramco Plant Operating Areas, in liaison with the Manager, Fire Protection Department or his designate. PERT shall support the Fire Protection Department when responding to an emergency or fire drill within the designated plant operating areas. The Plant Operations Manager or his designee shall maintain a monthly up-to-date list of PERT members.
- 4.2 Plant Manager or his designate will be responsible for establishing an effective communications system and transportation for mobilizing PERT members in the event of an emergency, to the affected area.
- 4.3 Plant Manager shall be responsible for assuring that the PERT is staffed according to 2.3. Additional employees shall be trained to provide coverage for absent PERT members during vacations, sickness, and emergency leaves.
- 4.4 Plant Manager or his designate must inform area Fire Marshals immediately when a PERT member is replaced, dropped, resigns, or is re-assigned temporarily/permanently to another Organization and not be able to support PERT activities.
- 4.5 Plant Manager or his designate will submit a monthly list of PERT members available per Shift to the Area Fire Chief, and inform him of any changes to the availability. Area Fire Chief will update the PERT manning availability on each Shift and inform all FPD Shift Fire Officers of the status.
- 4.6 All PERT members shall respond immediately to their local operational area, in accordance with the established Plant area procedures, when notified of Fire Drills or actual emergency, unless it will endanger other areas of the plant that must be kept operational and/or operating for the overall safety of the facility. The area Fire Chief must be informed by the PERT member Supervisor, in the event that the PERT member cannot immediately respond.
- 4.7 Responding PERT members shall wear the required personal protective equipment (PPE), i.e., fire boots, helmet, fire jacket, pants and gloves, which will be available at their work site control rooms, and proceed to the area involved in an emergency, PERT members will be under the command of their Shift Superintendent or his designate, until the arrival of the Fire Protection Department Fire Officer-in-Charge.
- 4.8 In the event of an emergency, responding Shift Superintendents and PERT members, must assure that Safety procedures are adhered to, and arrange for another responsible person to perform the PERT members critical work area duties.

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- 4.9 PERT members, who fail to respond to emergencies within their area of responsibility on two consecutive occasions, will not be eligible for receiving SR500 monthly compensation payments. Specific Procedures for determining of absences and the method of handling excused absences will be developed by the Plant Management and transmitted to the Area Fire Chief; this will be inclusive of monitoring attendances at fire drills and confirming through normal communications the availability of PERT members.

5.0 TRAINING

- 5.1 Members of the PERT shall be required to attend all emergency incident-training sessions scheduled during regular working hours. The training schedule shall be made up, at least one month in advance, by the Area Fire Marshal, and distributed to the Plant Manager no later than the 25th of the preceding month. The Plant Manager will be responsible for notifying all of his PERT members. Plant Manager should transmit to the Area Fire Marshal the need for training in certain areas and subjects, as Plant Manager deems necessary.
- 5.2 PERT members shall receive, at a minimum, sixteen (16) hours per six (6) months training in emergency response activities. Fire Protection Department will be responsible for providing suitable Training for Plant Emergency Response Teams in accordance with GI 1783.001.
- 5.3 Training shall be in accordance with the Saudi Aramco Fire Protection Training Courses, or accepted and approved alternate specialized fire training courses equal to or exceeding Saudi Aramco requirements.
- 5.4 The Area Fire Marshal and Fire Chief in conjunction with Plant Manager shall be responsible for scheduling of training sessions for PERT members.
- 5.5 Attendance of training sessions during working hours is mandatory. Un-excused absences will be documented and reported to Plant Manager for appropriate corrective action.

6.0 CONDITIONS AND RATES OF COMPENSATION

- 6.1 PERT members participating in training or actual emergency activities during scheduled work hours will be considered as part of their normal job requirements and will receive their regular compensation for such time.
- 6.2 PERT members who are called in for emergency duty or attend training sessions outside of their normal working hours will be compensated in accordance with the Call-in Pay provisions set forth in Chapter 4 of the Industrial Relation Manuals. However, the requirement that an employee must be in overtime Class I to be eligible for Call-in Pay is waived for the purpose of this requirement.
- 6.3 Attendance sheets will be used to record attendance at training sessions, fire drills, and emergencies. The Fire Protection Department Officer-in-Charge of the incident or training session will be responsible for signing the PERT attendance sheets. The Fire Marshal or his designate shall forward copies of the approved attendance sheets on a monthly basis, to the Plant Manager for distribution to the employee's regular supervisor.
- 6.4 All compensation for hours involved attending emergency incidents or training sessions, or other PERT activities, during a PERT member's normal work hours shall be charged to the PERT member's regular organization code.

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- 6.5 PERT member's participation should be considered during the employee's annual Performance Appraisal Evaluation and Individual Development Plan.
- 6.6 PERT members will receive SR500 monthly compensation inclusive of any training overtime pay. If training overtime pay exceeds the SR500 monthly compensation payments, PERT members will only be eligible for the difference.
- 6.7 PERT members will not be eligible for the monthly compensation benefit when they go on vacation and business assignments or when they are assigned to another Organization that do not assign them as a PERT member.
- 6.8 PERT members monthly compensation payment will not be considered as a component of base salary and as such will not be included in the calculation of benefits or other base allowance.
- 6.9 Fire Protection Department will absorb all expenses related to onshore PERT monthly compensation payments and will arrange the monthly payments to eligible PERT members
- 6.10 PERT members will only be eligible for the SR500 monthly compensation on successfully completing the 16 hours Saudi Aramco Fire Brigade Training Courses.

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7.0 APPROVAL

Recommended by:

Approved by:

A. A. MOKHTAR
Manager, Fire Protection Department

A. M. AL-GHAMDI
Executive Director, Safety & Industrial Security

Concurred By:

M. Y. RAFIE
Senior Vice President, Industrial Relations & Affairs

D. A. F. AL-UTAIBI
Senior Vice President, Gas Operations

A. S. AL-SAIF
Senior Vice President, Exploration & Producing

S. R. AL-SHAIFAN
Senior Vice President, Refining, Supply & Distribution

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