

# SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

## GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

1310.000

ISSUING ORG. AVIATION DEPARTMENT

ISSUE DATE

\* 01/16/2005

REPLACES

02/19/2001

SUBJECT TRANSPORTATION OF DANGEROUS GOODS ONBOARD SAUDI  
ARAMCO AIRCRAFTAPPROVAL  
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### CONTENT:

#### 1.0 PURPOSE:

The purpose of this General Instruction is to ensure that shippers of dangerous goods within Saudi Aramco comply with the provisions of this General Instruction from the Aviation Department, the Dangerous Goods Regulations issued by the International Air Transport Association (IATA) and the provisions of the Aeronautical Information Publication (AIP) from the Presidency of Civil Aviation (PCA).

#### 2.0 APPLICATION:

This Instruction applies to all shippers in any department and any Saudi Aramco contractor requiring the air shipment of any class of dangerous goods onboard the Company's aircraft. This General Instruction applies whether a shipper sends a courier to accompany the dangerous material or not.

Any department disregarding the restrictions contained in this General Instruction or the applicable regulations that are accepted as the standards for safety by this General Instruction, may be denied the privilege of transporting materials onboard Company aircraft. Any employee who, by willful or careless disregard of this General Instruction, causes, permits, or allows dangerous goods to be transported onboard Company aircraft that could endanger a flight may be subject to immediate disciplinary action or termination.

#### 3.0 POLICY:

The Kingdom of Saudi Arabia is a signatory to the United Nations International Civil Aviation Organization (ICAO) Annex 18 to the Convention. The broad provisions of Annex 18 are amplified in the Technical Instructions for the Safe Transport of Dangerous Goods by Air (Document 9284) which serves as the basis for the IATA Dangerous Goods Regulations. Therein Saudi Aramco has adopted, as the safe standards for the transportation of dangerous goods, the provisions of the Dangerous Goods Regulations (DGR) published annually by IATA. It is incumbent on all shippers to become familiar with the provisions of the IATA regulations. The Aviation Department will enforce the packing, marking, labeling and documentation requirements contained in the IATA DGR publication. Exceptions to this policy can only be approved by the Manager of the Aviation Department. The safety of the flight crew members, the passengers, couriers and the aircraft is paramount when dangerous goods are scheduled for movement onboard the Company's fixed wing or rotary wing aircraft.

#### 4.0 DEFINITIONS:

**Cargo Aircraft** - Any aircraft, other than a passenger aircraft, which is carrying goods or property. For purposes of dangerous goods shipments on Saudi Aramco aircraft requiring "cargo only" designation an aircraft may be combi configured however, no passengers shall be allowed on the aircraft during the flights that the dangerous goods are transported. A courier assigned by the user department to monitor

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special use cargo like testing equipment and radioactive materials may be allowed on board a cargo only aircraft.

**Combi Aircraft** - Any aircraft that can be configured for the movement of cargo on the main deck with or without passengers.

**Courier** - A Saudi Aramco employee/contractor designated by a department to accompany high value or very important cargo transported by air on a Company aircraft. The courier should remain with the cargo/aircraft at all times and is responsible for safeguarding the designated cargo. Couriers are normally used during the transportation of radioactive cargo, currency, or high cost electronics equipment. For "cargo aircraft only" flights couriers are not considered passengers.

**Dangerous Goods** - Articles or substances which are capable of posing a significant risk to health, safety or property when transported by air and which are classified according to Section 3 of the IATA DGR. This cargo may be described as "dangerous cargo" or "hazardous materials".

**Overpack** - An enclosure used by a single shipper to combine one or more packages to form one handling unit for convenience and stowage. Dangerous goods packages contained in the overpack must be properly packed, marked, labeled and in proper condition as required by the IATA regulations, as well as the overpack container.

## **5.0 RESPONSIBILITIES:**

- 5.1 The Manager of the Aviation Department shall make the final determination as to whether a dangerous good shipment may be made onboard a Saudi Aramco aircraft, if it is not listed in the IATA DGR publication.
- 5.2 The Captain of the aircraft is the final authority regarding the acceptance of dangerous goods for movement onboard his aircraft. He may delegate the responsibility for checking the proper packaging, marking, labeling, manifesting and shipper's declaration to another crew member. The Captain must sign the Shipper's Declaration for Dangerous Goods when presented for review and accept the cargo for shipment or decline to transport the cargo.
- 5.3 The Airplane Safety Pilot is responsible for publishing this General Instruction and verifying the provisions contained herein. He will review the contents of this General Instruction on a biennial basis, as a minimum. He is also responsible for coordinating and/or conducting initial and refresher training in dangerous goods air transportation for all Aviation Department aircrew members and ground support personnel every 24 months. Additionally user department personnel will invited to attend DGR classes on a space available basis.
- 5.4 The Passengers/Couriers traveling onboard Saudi Aramco aircraft are not allowed to carry any dangerous good article on their person or in their carry-on baggage except as defined in Table 2.3.A., Provisions for Dangerous Goods Carried by Passengers or Crew in the IATA DGR's. Any other potentially dangerous good or article must be checked with the passenger agent and

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included in their checked baggage if authorized by the DGR's. Under no circumstances are items such as blasting caps, other explosives, oil samples or other dangerous chemicals permitted in the passenger's/courier's personal possession. All acceptable dangerous goods must be properly packaged and placed in an appropriate aircraft cargo loading area.

5.5 The Shipper is responsible for the following for all dangerous cargo movements:

5.5.1 Providing a properly completed manifest (Saudi Aramco 2057 - Attachment 1).

5.5.2 Providing a properly completed Shipper's Declaration for Dangerous Goods (Saudi Aramco 9131 - Attachment 2) that includes contact telephone number for the Shipper and the Consignee in the event of fire or abnormal conditions.

5.5.3 Ensuring that prohibited articles or substances are not forwarded for air transportation to the Aviation Department.

5.5.4 Insuring that dangerous goods are properly classified, packed, marked labeled and documented for air transportation. Contact the nearest Aviation Department Pax/Cargo Traffic Supervisor for assistance, if required.

5.5.5 Insuring the requirements for overpacks and freight containers have met the IATA standards.

5.5.6 Providing advance notification of any shipments involving radioactive substances. A minimum of a 48 hour pre-notification to the Aviation Department is required. (Exception: The Inspections Department is granted a waiver to the 48 hour pre-notification requirement as specified in the letter from the Manager of the Aviation Department)

5.6 The Pax/Cargo Traffic Supervisor at all terminals are responsible for the following:

5.6.1 The acceptance or rejection of dangerous goods for air shipment.

5.6.2 The proper storage of the dangerous goods prior to air shipment and until such time as a shipper/receiver can pick up the cargo. There may be some types of dangerous goods that must be delivered/picked up by the receiver immediately due to the lack of proper storage areas at the Aviation facility.

5.6.3 The proper loading of the dangerous goods cargo on the aircraft.

5.6.4 The proper inspection of the dangerous goods cargo using an acceptance checklist to insure that the packing meets IATA air shipment standards.

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5.6.5 The notification to the Captain of the aircraft that dangerous goods are planned for shipment onboard his aircraft and obtaining his signature on the Shippers Declaration. If the Captain declines a shipment the Supervisor will return the shipment to the shipper to correct any discrepancies identified by the Captain or his crewmembers. The Supervisor will not attempt to transport the same shipment on another aircraft until such time that all valid discrepancies are corrected by the shipper.

5.6.6 Maintaining shipping records containing the manifest and shippers' declaration for 90 days after the shipment is delivered to the receiver.

5.6.7 Maintaining an appropriate supply of dangerous goods labels that can be affixed to packing materials when the labels have fallen off or been torn off a user package.

### 6.0 CLASSES OF DANGEROUS GOODS:

In accordance with the IATA Dangerous Goods Regulations the classes of dangerous goods are as follows:

Class 1: Explosives. There are six divisions of explosive substances.

Class 2: Gases. Compressed, liquefied, dissolved under pressure or cryogenic.

Class 3: Flammable liquids.

Class 4: Flammable solids and substances liable to spontaneous combustion; substances which, on contact with water, emit flammable gases or are pyrophoric.

Class 5: Oxidizing substances; and organic peroxides.

Class 6: Toxic substances and infectious substances.

Class 7: Radioactive materials.

Class 8: Corrosives.

Class 9: Miscellaneous dangerous goods, i.e. dry ice, magnetic materials etc.

### 7.0 OTHER RESTRICTIONS AND REQUIREMENTS:

7.1 Some articles are not acceptable for air shipment on passenger carrying aircraft but are permitted on "cargo only" aircraft. The Aviation Department will make that determination in consultation with the shipper. It remains the shipper's responsibility to positively identify the article/substance to be shipped so that the Department can make a final transportability decision.

7.2 No shipper may request the air transportation of dangerous goods unless the cargo is clearly identified on the manifest (Saudi Aramco form 2057) as well as the Shipper's Declaration (Saudi Aramco form 9131) which accompanies the material. The shipper will sign the form 9131 certifying proper packaging and labeling requirements that meet IATA requirements.

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- 7.3 No terminal personnel shall load dangerous goods onboard a Company aircraft unless the Captain of the aircraft is informed that it is being placed onboard and the location of the container. A form 9131 signed by the Captain, is required for all dangerous cargo shipments. The Captain of the aircraft must insure that the container is free of punctures, dents, leakage or other indications of damage. The Captain may delegate the responsibility for the inspection of the cargo to another crew member.
- 7.4 The shipper shall affix all appropriate labels to any dangerous goods that are scheduled for air shipment. Aviation cargo handling personnel shall replace labels that come loose or are otherwise removed during shipment.
- 7.5 Shippers will pack all liquid materials in securely closed containers that are within the standards of the IATA regulations and provide sufficient inert absorbing materials to prevent leakage or distortion of the outside container if a turnover or breakage should occur. Special labeling such as "this way up"(arrows) orientation labels will be attached to all shipments containing a liquid that may or may not be considered dangerous goods.
- 7.6 This General Instruction is the authorization for the publication of Saudi Aramco Form 9131, Shipper's Declaration for Dangerous Goods. This form will be completed as per Section 8.1 of the IATA DGR's and the attachment to this G. I. This Form will be published as a stationary item so that all users may order the documents as needed. The Airplane Safety Pilot is responsible for the updating and publication of this form as needed.
- 7.8 The publication of the dangerous goods hazard and handling labels as required by the DGR's is the responsibility of the KFIA Damman Pax/Cargo Dispatcher Supervisor. In addition to the specifications described in Section 7 of the DGR's these labels will be published in Arabic as well as English wording to facilitate handling within the Kingdom of Saudi Arabia. These documents will also published as a stationary item so that all users may order labels as necessary.

**8.0 POINTS OF CONTACT:**

- 8.1 Questions regarding the classification/packaging/documentation requirements of dangerous goods should be referred to the Pax/Cargo Terminal Supervisors at the appropriate Aviation facility. Additional information may be requested from the Airplane or Helicopter Safety Pilots. Movement of cargo that is not covered by the IATA publication should be directed to the Manager of the Aviation Department.
- 8.2 The primary point of contact for questions regarding this General Instruction is the Airplane Safety Pilot at the Aviation Department Administration Building, Box 80, Dhahran 31311, Saudi Arabia. The telephone number is 877-4600 and the fax number is 877-4942.

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Approved:  
Manager, Aviation Department

Concur:  
Manager, Loss Prevention Department

Attachment 1: Saudi Aramco Form 2057 (Manifest)  
Attachment 2: Saudi Aramco Form 9131 (Shipper's Declaration)  
Attachment 3: Dangerous Goods Acceptance Checklists(Samples)

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