

GENERAL INSTRUCTION MANUAL

82.001

ISSUING ORG. SAFANIYA OFFSHORE PRODUCING DEPARTMENT

ISSUE DATE
10/01/2002REPLACES
NEWSUBJECT EMERGENCY RESPONSE OPERATIONS ROLES &
RESPONSIBILITIES IN OFFSHORE OILFIELDSAPPROVAL
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This General Instruction defines the crucial Emergency Response Operational Roles and Responsibilities of selected Departments potentially involved in Emergency Response Operations in the Offshore Oilfields.

The Text includes:-

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5. RESPONSIBILITIES OF ADVISORY& SUPPORT ORGANIZATIONS.
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1.0 OBJECTIVE

The Objective of this General Instruction, is to clearly define the roles and responsibilities of each designated Department, when responding to any emergency that may potentially occur in the Saudi Aramco Offshore Oilfields.

2.0 DEFINITIONS

- 2.1 Emergency Response Operations – Any emergency response required to an offshore facility incident, where the incident cannot be controlled by existing internal emergency response resources and where outside emergency response resources are required.
- 2.2 Offshore Oilfields- Are those Oilfields contained within the Saudi Aramco Offshore Concession Area.
- 2.3 Offshore Facility – Any Fixed Production or Well Platform and/or Jack-up Rig or Floating Work Barge that has no means of self-propulsion.
- 2.4 Offshore Facility Proponent – Is the Designated Department solely responsible for the operation of an offshore facility. For the purpose of this General Instruction, the Proponent will be one of the following: - Safaniya Offshore Producing, Ras Tanura Producing, Drilling & Workover, Marine, or Offshore Projects Department.
- 2.5 Operational Advisory & Support Organizations – Are those organizations that may respond to an emergency and provide advice and/or emergency operational support/resources to the Proponent. For the purpose of this General Instruction, these Organizations may include the following: - Aviation Department, Fire Protection Department, Loss Prevention Department, Marine Department, Offshore Industrial Security, Medical Department, as well as specialized contractors that may be required to provide emergency operational advice and/or operational support.

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2 OF 5**3.0 PRIMARY DEPARTMENTS INVOLVED**

3.1 The Primary Departments involved in Emergency Response Operations in the Offshore Oilfields are:

- Safaniya Offshore Producing Department
- Drilling & Workover Organization
- Ras Tanura Producing Department
- Offshore Projects Department
- Fire Protection Department
- Marine Department
- Aviation Department
- Medical Department
- Loss Prevention Department
- Industrial Security Department

4.0 RESPONSIBILITIES OF THE PROPONENTS OF OFFSHORE FACILITIES

- 4.1 It is the sole responsibility of the Proponent of an Offshore Facility to immediately notify their respective DCC and continuously maintain specially trained personnel to respond to any internal emergency situation. The Proponent of an Offshore Facility shall be prepared to safely & effectively conduct fire-fighting, rescue, and/or well control operations as warranted, for a period of up to two (2) hours, without supplemental emergency operational resources from onshore locations.
- 4.2 It is responsibility of the Proponent of an Offshore Facility to take command and safely & effectively manage any emergency situation, unless directed to another authority by the Chairman of the DCC (Disaster Control Center).
- 4.3 It is the responsibility of the Proponent of an Offshore Facility to specifically request emergency operational support services and safely coordinate the operations of these support services.
- 4.4 SOFDP shall establish & maintain an integrated Special Offshore Emergency Operations Support Team, composed of subject matter experts from designated departments, maintained on a continuously available Emergency Response Operational Basis.
- 4.5 The designated Special Offshore Emergency Operations Support Team members from Drilling & Workover and Producing shall be maintained on a continuous “**On Call**” Emergency Response Operational Basis.
- 4.6 It is the responsibility of the Special Offshore Emergency Operations Support Team to contact and if necessary, contract the required specialized emergency response advisory and/or operational services from outside Saudi-Aramco.

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3 OF 5**5.0 RESPONSIBILITIES OF ADVISORY & SUPPORT ORGANIZATIONS**

5.1 The Aviation Department shall provide :

5.1.1 Medical evacuation of injured personnel as directed by the Medical Department.

5.1.2 Assistance in open sea Search and Rescue Operations, including directional guidance to Marine Department vessels, conducting open sea rescue operations.

5.1.3 Assistance in the transportation of emergency response personnel and equipment to and from Offshore Facilities, as directed by the Proponent of the Offshore Facility.

5.2 The Marine Department shall provide:

5.2.1 Vessels to conduct open sea Search and Rescue Operations.

5.2.2 Vessels to assist in the recovery of personnel that have entered the water or have abandoned the Offshore Facility via escape capsules.

5.2.3 Vessels to assist in fire-fighting operations. The Marine Department's assistance in offshore fire-fighting operations, will be strictly limited to operating their vessel's off-ship fire-fighting systems, as directed and required by the Proponent of the Offshore Facility, or his designate, in support of fire-fighting and/or well control operations.

5.2.4 Vessels to transport emergency response personnel and equipment to and from Offshore Facilities, as directed by the Proponent of the Offshore Facility.

5.2.5 Diving Services at the request of the Proponent of the Offshore Facility.

5.3 The Fire Protection Department shall provide:

5.3.1 Designated Fire Officers with the required experience and knowledge in Offshore Fire-fighting, who will advise the Proponent on all offshore emergency planning and operational matters.

5.3.2 The designated Fire Officers will offer direction in combating fires at offshore facilities, at the discretion of the Proponent of the Offshore Facility.

5.3.3 The designated Fire Officers shall provide emergency operational guidance to all responding Marine Department vessels, at the discretion of the Proponent of the Offshore Facility.

5.3.4 Designated Senior Fire Officers and equipment to support fire fighting and rescue operations, at the discretion of the Proponent of the Offshore Facility.

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- 5.4 The Loss Prevention Department shall provide appropriate Offshore Operational Safety & Hazard Management Assessment Recommendations, along with practical implementation suggestions to the Proponent of the Offshore Facility.
- 5.5 The Medical Department shall provide offshore medical services as required.
- 5.6 Offshore Industrial Security shall provide emergency operational support at the discretion of the Proponent of the Offshore Facility.

6.0 OFFSHORE EMERGENCY RESPONSE OPERATIONAL PREPAREDNESS**6.1 PLANNING**

- 6.1.1 The Proponent Organizations shall implement a comprehensive emergency response operational plan for their respective offshore facilities.
- 6.1.2 The designated advisory and operational support organizations shall develop the appropriate departmental procedures to accomplish their defined roles and responsibilities.
- 6.1.3 The Proponent Organizations shall define the minimum required number of FiFi Classed Vessels for the Offshore Oilfields and appropriately define and forecast these vessel operating requirements.

6.2 EMERGENCY OPERATIONAL RESOURCES

- 6.2.1 All designated Advisory & Operational Support Organizations shall maintain proponent organization approved, offshore emergency response operational subject matter experts, on a continuous emergency operational basis.
- 6.2.2 The Proponent Organizations shall implement appropriate offshore facility emergency response equipment maintenance, inspection and performance testing programs, to ensure the facility's emergency response equipment is continuously maintained in a fully operational condition.
- 6.2.3 The Proponent Organizations will provide the Marine Department with detailed emergency operational planning information, regarding their Off-ship fire-fighting systems tactical operational support requirements.
- 6.2.4 The integrated Special Offshore Emergency Operations Support Team shall identify and continuously maintain the appropriate Fire-Fighting, Rescue and Well Control Equipment in a fully operational condition.

6.3 TRAINING

- 6.3.1 The Proponent Organizations shall provide specialized offshore emergency response operational training, to selected facility personnel,

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in accordance with Recognized International Offshore Standards.

- 6.3.2 The Marine Department shall ensure that marine crews are fully capable in operating their Off-ship Fire-fighting Systems, Rescue Craft and Rescue Appliances fitted to their respective vessels.
- 6.3.3 The Fire Protection Department shall provide designated Fire Officers with specialized offshore emergency response operational experience & knowledge, in accordance with Recognized International Offshore Standards.
- 6.3.4 The Fire Protection Department shall provide Marine Department personnel training, in the utilization of their respective Off-ship Fire-fighting systems, in support of offshore emergency response operations.
- 6.3.5 The Proponent of the Offshore Facility shall ensure that the designated Offshore Plant Emergency Response Team Leaders and Incident Commanders, are specially trained in Offshore Operational Incident Management, in accordance with Recognized International Offshore Standards.
- 6.3.6 Each defined Department shall ensure that their personnel are appropriately trained to safely and effectively fill their defined roles and responsibilities, as specified in this General Instruction.

7.0 OFFSHORE EMERGENCY RESPONSE OPERATIONAL SAFETY RESPONSIBILITIES

- 7.1 The respective Proponent Facility Foremen are solely responsible for the safety of their Offshore Facility and related personnel at all times.
- 7.2 The respective helicopter captains are solely responsible for the safety of their helicopter and crew at all times.
- 7.3 The respective vessel captains/masters are solely responsible for the safety of their vessel and related crew at all times.

Recommended by: Manager, Safaniya Offshore Producing Dept.

Concurred by:

Manager, NA Oil Drilling & W/O Dept.

Manager, RT Producing Dept.

Manager, Loss Prevention Dept.

Manager, Medical Department

Manager, Fire Protection Department

Manager, Offshore Projects

Manager, Marine Department

Manager, Aviation Department

Approved By:

VP, Northern Area Oil Operations