

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER **Approved**
2.400

ISSUING ORG. MARINE DEPARTMENT

ISSUE DATE 07/01/06
REPLACES 03/20/02

SUBJECT OFFSHORE OIL SPILL CONTINGENCY PLAN

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1.0 PURPOSE:

This Instruction and the Regional Oil Spill Contingency Plans describe how Saudi Aramco will respond to oil spills within its offshore operational areas, with exception of Saudi Aramco's facilities at Yanbu. The cleanup of oil spills in the Port at Yanbu is handled by the King Fahad Industrial Port (SEAPA). However, Regional Oil Spill Response Coordinator-Western Region (ROSRC/WR) can be contacted for assistance if required.

Together this Instruction and the Regional Oil Spill Contingency Plans are designed to coordinate Saudi Aramco's resources effectively in the event of an oil spill.

2.0 REFERENCES

- 2.1 Saudi Aramco Environmental Protection Policy
- 2.2 General Instruction 2.104, "Offshore Oil Spill Reporting Procedures"
- 2.3 General Instruction 6.003, "Guide For Committees Investigating Major Incidents and Engineering Reviews of Other Incidents"
- 2.4 Global Oil Spill Contingency Plan
- 2.5 Arabian Gulf Oil Spill Contingency Plan
- 2.6 Red Sea Oil Spill Contingency Plan
- 2.7 General Instruction 2.714, "Environmental Protection Policy Implementation"
- 2.8 Accounting Instruction 716, "Oil Spill Clean-up work"

3.0 DEFINITIONS AND ACRONYMS

DCC	Disaster Control Center
EPD	Environmental Protection Department
GOSRD	Global Oil Spill Response Director
IO	Internal Order
OSC	Oil Spill Committee
OSR&EARL	Oil Spill Response and East Asia Response Limited
OSRT	Oil Spill Response Team
PRD	Public Relations Department
RECSO	Regional Clean Sea Organization

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ROSRC Regional Oil Spill Response Coordinator
SAA Saudi Aramco Affairs
SEAPA Sea Ports Authorities
Oil Any liquid hydrocarbon substance including crude and refined products

A spill or leak is any unintentional release of liquid hydrocarbons.

4.0 ENVIRONMENTAL PROTECTION POLICY AND RESPONSIBILITIES

Saudi Aramco is committed to the prevention of oil releases due to the normal operations of Saudi Aramco facilities to either the land or waters of Saudi Arabia. However, accidental oil discharges to the environment may occasionally occur. Saudi Aramco will take immediate action upon receiving a report of a spill from a Saudi Aramco facility. To this end:

- 4.1 The proponent will take immediate action to secure the source of the spill when the spill is from a Saudi Aramco facility/owned vessels or from a charter vessel and vessels in the Saudi Aramco Terminal operating area
- 4.2 Appropriate parties will be notified as required by General Instruction 2.104, "Offshore Oil Spill Reporting Procedures".
- 4.3 The Regional Oil Spill Response Coordinator (ROSRC) will evaluate the spill and commit sufficient manpower and materials to carry out appropriate protective and clean-up measures, to divert, contain, remove and/or disperse oil spilled from Saudi Aramco's own operations, from any vessel anchored or moored at Saudi Aramco's Terminal areas or from an un-known or non-Saudi Aramco source when the spill threatens Saudi Aramco public facilities.
- 4.4 An investigation will be conducted, as per G.I. 6.001 and G.I. 6.003 requirements, to:
 - 4.4.1 Determine the party responsible for the spill.
 - 4.4.2 Allow preventive measures where feasible to be taken in the future, and assist, when requested, and properly cleared by the Saudi Arab Government, in the clean-up operations from non-Saudi Aramco sources which threaten Saudi Arabian coastal areas.
- 4.5 Where appropriate, Saudi Aramco will restore facilities and natural, private, or industrial properties impacted by a spill from a Saudi Aramco facility.
- 4.6 As per Company policy and Accounting Instruction #716, Saudi Aramco will hold any non-Saudi Aramco facility or vessel, that is responsible for an oil spill, liable for the costs incurred by Saudi Aramco for the oil spill clean-up operation. Appropriate cost records will be kept for subsequent use in claims activities and for advising management.
- 4.7 Saudi Aramco will comply with existing industry practices, Saudi Arab Government regulations and International Conventions & Protocols, where they apply, for the prevention and control of oil releases to the Arabian Gulf and Red Sea. Also, Saudi Aramco will abide by authorized Saudi Arab Government direction during cleanups.

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- 4.8 It is Saudi Aramco's policy to keep Government officials informed as necessary in the event of an oil spill. This information transfer will take place only through appropriate channels as given in this General Instruction and under section III of the Regional Oil Spill Contingency Plans.

5.0 REPORTING:

It is important to immediately inform the Regional Oil Spill Coordinator and the Facility Management of any oil spill regardless of the size or criticality. It is also important to inform the Executive Management of any oil spill that may have an impact on vital Saudi Government or Saudi Aramco facilities or any environmentally sensitive areas. For more details of reporting oil spills, refer to G.I. 2.104, "Offshore Oil Spill Reporting Procedures".

6.0 PRIORITIES OF RESPONSE

In the event of an accidental oil release, the following are Saudi Aramco's priorities and objectives in responding to the incident:

- 6.1 In the case of a simultaneous oil spill and offshore disaster when only limited resources are available, the offshore disaster will take priority over the spill for allocation of those resources.
- 6.2 The primary concern, during all phases of an oil spill response operation, is the protection of human life. At all times during a spill incident, the overriding concern shall be the safety of the public and the Saudi Aramco personnel affected or potentially affected by the spill.
- 6.3 Vital Saudi Arab Government and Saudi Aramco facilities such as major desalination or power plants shall be protected. These facilities affect the health, safety and economy of a large segment of the people in Saudi Arabia.
- 6.4 The extreme importance of Saudi Aramco oil export terminals and critical production facilities requires that all Saudi Aramco resources be made available to ensure their protection and safe continuous operation.
- 6.5 Sensitive marine areas of Saudi Arabia at Arabian Gulf and Red Sea coasts shall be protected.

7.0 RESPONSE ORGANIZATION:

Saudi Aramco has two main groups responsible for ensuring that Saudi Aramco responds quickly and efficiently to an oil spill, the Oil Spill Committee and the Oil Spill Response Team.

7.1 Oil Spill Committee (OSC)

7.1.1 OSC Function

The function of this committee is to advise corporate management, review and approve appropriate strategies, plans and actions with regard to oil spill prevention, containment and clean-up within Saudi Aramco's area of operations. The Committee also ensures that proper coordination takes place between Saudi Aramco and its subsidiary companies with regard to oil spill pollution prevention and response matters.

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7.1.2 OIL SPILL COMMITTEE MEMBERS

- Vice President, Distribution and Terminal Operations – Chairman

Facility proponent/Tanker owner

- Vice President – Northern Area Oil Operations – Vice Chairman
- Vice President - Refining
- President & CEO-Vela International Marine
- General Manager-Pipelines

Support Organizations

- Vice President -Saudi Aramco Affairs
- Executive Director, Industrial Services
- Controller
- Treasurer
- Manager, Environmental Protection Department
- Manager, Marine Department
- General Counsel

OSC Secretary

- Global Oil Spill Response Director

7.1.3 ROLES & RESPONSIBILITIES OF THE OSC MEMBERS

7.1.3.1 CHAIRMAN

- Oversees the operations of Saudi Aramco's global oil spill clean-up organization to ensure promptness of response, appropriate allocation and mobilization of all available resources, and efficient clean-up at the oil spill site.
- Advises management on the progress of oil spill clean-up operations.
- Reviews and approves strategies to resolve claims and to assist in preparation of legal proceedings.
- Approves the release of information concerning oil spills to the media, in coordination with the Executive Head of Saudi Aramco Affairs.
- Ensures that the overall strategy of the oil spill response meets Saudi Aramco's policy and objectives.
- Announces the estimated volume of an oil spill.
- Reviews, endorses, and makes recommendations to the Management Committee on all oil spill issues, policies, response equipment and supplies, and relevant matters.

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- Manages overall Saudi Aramco Corporate response, collaborates with high level corporate and government officials, determines extent of response plan activation, and reports findings to Corporate Management.
- Ensures adequate approval authority for expenditures has been delegated to the Global Oil Spill Response Director (GOSRD) and the Regional Oil Spill Response Coordinators (ROSRCs) around the world.
- Remains apprised of the situation and makes key policy decisions.

7.1.3.2 FACILITY CUSTODIANS

Every facility owner is responsible through their line management, field supervisors, engineers and operators to always implement corrective measures to prevent any oil spillage. Each shall:

- Ensure that in the event of oil spills all sensitive areas such as water intakes have adequate protection.
- Ensure that their operations do not create undue risks to the environment or public health, and will conduct their operations with full concern for the protection of the land, air and water from harmful pollution, including oil spill.
- Take immediate action to secure the source of the spill, and provide proper salvage.
- Provide a qualified workforce to assist in mitigating the oil spill impact on sensitive areas. Adjacent facilities should contribute with their resources to guarantee quick response and prevent undue damages to the environment or public health.
- Identify credible leak/spill scenarios for their facilities.

7.1.3.3 PRESIDENT & CEO – VELA INTERNATIONAL MARINE

- Ensures that all Vela managed ships (owned & bareboat) have valid Shipboard Oil Pollution Emergency Response Plans.
- Ensures that all Vela managed ships have valid insurance as per the industry standards and regulations.
- Activates Vela Incident Management Team and Vela Incident Command & Support Team in Dubai to manage incidents related to Vela Managed Ships in accordance with Vela Emergency Response Plan (ERP) and in coordination with the Saudi Aramco Global Oil Spill Response Director.
- Determines Vela strategy to minimize internal/external impact to Saudi Aramco and Vela.
- Approves corporate press releases related to incidents of Vela Managed Ships and in coordination with the Chairman of the Oil Spill Committee.
- Assigns Vessel Operations Team to interface with the Global Oil Spill Response Director and his Oil Spill Response Team (during actual emergencies and drills) to provide support and expertise in all operations directly applicable to the affected Managed Vessel such as ship's stability, spill mitigation, and implementation of the Vela Incident Action Plan.
- Initiate salvage for affected vessels as required.

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7.1.3.4 VICE PRESIDENT- SAUDI ARAMCO AFFAIRS

Assigns qualified Public Relations Officers and Saudi Aramco Affairs representatives to interface between the oil spill response team and the governmental agencies concerned. To work with the Oil Spill Response Team to prepare press releases and deal with the media as needed.

7.1.3.5 EXECUTIVE DIRECTOR – INDUSTRIAL SERVICES

Through Marine, Aviation, Transportation and Roads and Heavy Equipment Department Managers, ensures availability and readiness of all pollution control equipment and logistics for oil spill support, including, but not limited to, Aircraft, Marine vessels, skimmers, booms, trucks, cranes, forklifts, etc.

7.1.3.6 CONTROLLER

Provides qualified representatives for consultancy, assistance on Saudi Aramco policies and accounting procedures related to clean up costs, control and claim recovery.

7.1.3.7 TREASURER

Assigns the necessary personnel to perform the following:

- Settle payments to all vendors, contractors and others as required for the clean-up cost.
- Coordinates the third party claims against the Company.
- Ensures settlement of claims initiated by the Company.
- Notifies all concerned brokers and insurers of the incidents.
- Coordinates with insurers to provide the necessary financial securities (Letter of Undertaking or Bank Guarantee by the P&I Club) required by Authorities of the affected areas.
- Negotiates and recovers claims from the Company's insurances.
- Advises on potential recoveries from other parties.
- Maintains valid credit cards to selected Oil Spill Response Team members.

7.1.3.8 MANAGER, ENVIRONMENTAL PROTECTION DEPARTMENT

- Meets the overall environmental protection policy in section 2 of GI 2.714, by ensuring that the requirements of section 3.5 of GI 2.714 are met.
- Assigns necessary personnel to support the company in protecting the environment.
- Monitors national and international environmental legislation and regulations for any changes.
- Ensures that all the beach areas and marine environment are surveyed after oil spills.

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7.1.3.9 MANAGER, MARINE DEPARTMENT

- Ensures qualified personnel are assigned to fill the positions of Global Oil Spill Response Director and Regional Oil Spill Response Coordinators.
- Provides support personnel to ensure that all pollution control vessels and equipment, owned by the Company, are well manned, maintained and replaced as deemed necessary.
- Ensures that major oil spill equipment/vessels are approved and endorsed by the Oil Spill Committee.

7.1.3.10 GLOBAL OIL SPILL RESPONSE DIRECTOR

Acts as the Secretary for the Oil Spill Committee and informs the Committee Chairman on all issues pertaining to company readiness. He is also responsible for the corporate response and coordination of all activities related to the safe and efficient control, and clean-up of oil spills. He coordinates oil spill activities for both Saudi Aramco and its subsidiaries and:

- Maintains current knowledge of Saudi Arab Government requirements in oil spill prevention and clean up techniques.
- Receives "Leak and/or Spill Reports" and maintains records of Saudi Aramco spill incidents.
- Follows-up on the oil spill notification procedure to ensure it has been fully executed.
- Acts as the Company representative with industry and governmental organizations on oil spill issues and serves as the Company liaison when a spill occurs.
- Provides support to the established Oil Spill Response Team organization.
- Identifies training requirements for Oil Spill Response Team members.
- Disseminates useful information to Oil Spill Committee members and the Regional Oil Spill Response Coordinators around the world.
- Advises the Oil Spill Committee members on preferred methods of oil spill cleanup and on the most suitable restoration procedures to mitigate ecological damage.
- Maintains a logbook of experienced people both within and outside Saudi Aramco who can be called in during an oil spill.
- Ascertains the extent of initial oil spill control operations and ensures those efforts are supplemented as required.
- Manages the Oil Spill Committee activities in support of the combating of oil spills.
- Coordinates with facility custodians and Vela to ensure that oil spill contingency plans are being maintained and implemented.
- Acts as the focal contact point with cooperative institutes, such as Oil Spill Response & East Asia Response Limited (OSR&EARL) and Regional Clean Sea Organization (RECSO).
- Ensures that Saudi Aramco conducts an oil spill drill every six months that requires significant mobilization (in the absence of an actual spill). Assist the ROSRC and the Superintendent, Marine Southern Area Offshore Operations Division, in designing, conducting and evaluating oil spill cleanup drills.

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- Acts as a Regional Oil Spill Response Coordinator in areas that are not covered by existing Regional Oil Spill Coordinators.
- Coordinate press release concerning oil spill to media.

7.1.4 OIL SPILL COMMITTEE MEETINGS

The committee will hold at least one meeting each year; the time and location will be decided by the committee Chairman. All members are expected to attend and other personnel may be invited as deemed necessary.

The Agenda for the annual meeting may include some or all of the following:

- An oil spill incident summary for Saudi Aramco and its subsidiaries
- New oil spill response technologies/ideas
- Challenges and lessons learned
- Issues relating to company readiness, training, drills, etc.
- Oil spill equipment/fleet replacement program
- International requirements

7.1.5 OIL SPILL COMMITTEE EMERGENCY MEETINGS

If a sizeable oil spill occurs in a critical location, the chairman of the committee may call for full or partial activation of the committee. The committee should select the proper tactics to ensure that the response and adequate resources are available for the oil spill cleanup.

7.2 Oil Spill Response Team (OSRT)

The Oil Spill Response Team consists of key personnel and members from the department that caused the spill, owners of threatened facilities, Marine Department, Aviation Department, other supportive organizations and subsidiary companies.

The Oil Spill Response Team shall be fully or partially activated by the Regional Oil Spill Response Coordinator to respond to oil spill incidents as necessary.

The Regional Oil Spill Response Coordinator will lead the response activities and will be the overall commander during the oil spill response activities.

The OSRT members are as follows:

Regional Oil Spill Response Coordinator (ROSRC)

- Environmental Protection Department Representative
- Legal Representative
- Public Relations Representative
- Government Affairs Representative
- Financial Representative

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- Controller's Representative
- Risk Management Representative
- Salvage Operations Representative (from proponent organization)
- Documentation keeper

Cleanup Operations Section Head (Marine Department)

- Aviation Representative
- Offshore Clean-up Supervisor
- Shoreline Clean-up Supervisor
- Containment and Recovery Supervisor
- Safety Representative
- Pollution Control Engineers
- Waste Disposal Coordinator
- Affected Facility Representative

Planning Section Head (Marine Department)

- Environmental Advisor (EPD)
- Environmental Advisor (Facility)
- Affected area facility Engineer
- Pollution Control Engineer

Logistics Section Head (Facility)

- Communications Representative
- Security Representative
- Manpower and Contracting Representative
- Accounting Representative
- Maintenance Representative (Facility)
- Materials Procurement Representative
- Community Services Support Representative
- Transportation Representative
- Heavy Equipment Representative
- Marine Department Representative

Telephone numbers and detailed job descriptions for each selected member of the OSRT can be found in the Regional Oil Spill Contingency Plans. For minor and medium spills the ROSRC shall decide which members of the OSRT are needed for the particular spill response.

7.3 The OSRT shall, at the time of an oil spill:

7.3.1 Be responsible for the efficient investigation, control, clean-up, restoration, waste disposal, and cost documentation of each applicable oil spill.

7.3.2 Keep the Global Oil Spill Response Director (GOSRD) informed of the progress of clean-up operations.

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7.4 Regional Oil Spill Response Coordinator shall:

- Immediately assess the situation in terms of spill size, severity, impact, the adequacy of the initial response effort and additional preventive measures required.
- Notify Saudi Aramco/other facilities that might be threatened by the spill through Saudi Aramco Affairs Representative.
- Notify the necessary members of the Oil Spill Response Team (OSRT). Generally, all members of the Oil Spill Response Team will be notified of a major oil spill. (Refer to the Regional Oil Spill Contingency Plans).
- Develop the overall plan of action and priorities for the containment and cleanup of the spill.
- Notify the Global Oil Spill Response Director of the magnitude of the oil spill and recommend additional response resources as required.
- Coordinate and direct the oil spill clean-up operation with help of the OSRT, if deemed necessary.
- Carry the required procedures to initiate the Internal Order (IO) if needed and ensure the cost data is kept current during oil spill cleanup work.
- Monitor the local response of all Saudi Aramco facilities (SEAPA's response at Yanbu) to combat the oil spill.
- Determine the appropriate additional equipment and resources that are needed to control the oil spill, or any assistance that can be provided by Saudi Aramco to supplement SEAPA's response at Yanbu (Red Sea ROSRC).
- Assume overall responsibility for managing the OSRT activities to ensure a safe, minimal environmental impact and efficient cleanup.

8.0 RESPONSE CLASSIFICATION OF OIL SPILLS

The size classifications given below are meant as general guidelines only. Any spill can be reclassified upwards or downwards as evaluated/judged by the ROSRC and the Secretary, OSC.

8.1 Minor Oil Spills:

Any oil releases, generally less than 50 barrels in size, judged to have minimal adverse environmental effect and to cause no hazard to personnel or equipment. In most cases, spills in this category will be recovered, chemically dispersed or allowed to disperse naturally depending on the location, time and weather conditions. The action taken will be at the discretion of the ROSRC.

8.2 Medium Oil Spills:

These are oil releases of between 50 and 5000 barrels in size. Spills of this size carry the potential of substantial environmental impact and will generally require clean-up. However, spills within this category that occur far from the shore should have the spill track forecasted and the actual track monitored to determine its path. Under certain circumstances conducting no clean-up operation may be the appropriate course of action. The action taken will be at the discretion of the ROSRC.

8.3 Major Oil Spills:

These are the oil releases greater than 5000 barrels. These oil releases carry the potential of severe environmental impact to adjacent beaches, marine life and/or harbor facilities.

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9.0 OIL SPILL CLEAN-UP EQUIPMENT & DRILLS

9.1 All pollution control equipment custodian departments must store and maintain the assigned equipment as per each equipment maintenance manual, and ensure qualified personnel are available on short notice to deploy the equipment during oil spill emergencies.

9.2 Oil spill drills shall include instructions for the use and proper deployment of oil containment and recovery and/or oil dispersing equipment. These drills shall be held at least once every six months unless the equipment has been used during the intervening period. The format and scope of such drills shall be formulated by the ROSRC(s), and approved, as necessary, by the GOSRD. At least once in every two years, the drill shall be integrated with an offshore disaster drill to evaluate the coordination and response.

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RECOMMENDED BY

Manager, Marine Department

Date: _____

CONCUR:

Vice President - Distribution & Terminal Operations

Date: _____

Executive Director (A) - Northern Area Oil Operations

Date: _____

Vice President - Refining

Date: _____

Vice President -Saudi Aramco Affairs

Date: _____

Executive Director -Industrial Services

Date: _____

Vice President, Drilling & Work over

Date: _____

APPROVED:

Sr. Vice President, Engineering & Operations Services

Date: _____

Sr. Vice President, Refining, Marketing & International

Date: _____

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