

<b>SAUDI ARABIAN OIL COMPANY (Saudi Aramco)</b> <b>GENERAL INSTRUCTION MANUAL</b>  ISSUING ORG. LOSS PREVENTION DEPARTMENT  SUBJECT NOTIFICATION REQUIREMENTS FOR INCIDENTS (INCLUDING FIRES)		<b>G. I. NUMBER</b> <span style="color: blue;">Approved</span>  6.001	
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\*\* Supplement 6.001-1, Notifications Checklist

### 1. PURPOSE AND SCOPE

- 1.1 This instruction describes Saudi Aramco's notification requirements for major, moderate and minor incidents.
- 1.2 This instruction does not apply to company fleet motor vehicle accidents or to injuries or fatalities which result from these accidents (refer to Sections 2.2 and 2.6 of this GI).
- \* 1.3 This instruction does not supersede or replace local or plant emergency response/disaster plans. With the exception of preliminary reporting requirements (Section 4) wherein the area Saudi Aramco Affairs, Industrial Security, Loss Prevention, and Oil Supply Planning and Scheduling (only for hydrocarbon related incidents) must be notified within one hour of the proponent superintendent (or above) learning of an incident in the plant/facility/area under his jurisdiction, the requirements listed herein come into effect after the incident is brought under control. In case of a major or a moderate incident (as defined in Sections 3.2 and 3.3), it is advisable to initiate the notification procedure as soon as practicable, giving whatever preliminary information is available.

### 2. RELATED GENERAL INSTRUCTIONS

- \* 2.1 General Instruction 6.003, "Incident Investigation," describes investigative procedures for incidents.
- 2.2 This General Instruction does not apply to company fleet motor vehicle accidents; notification, reporting and recording of these shall be in accordance with General Instruction 6.029, "Reporting and Recording of Motor Vehicle Accidents."
- \* 2.3 All incidents involving oil spills shall be reported and documented as per General Instruction 2.104, "Offshore Oil Spill Reporting Procedures," or GI 2.401, "Inland Oil Spill Response Plan," in addition to the requirements specified herein.

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- \* 2.4 All incidents involving cranes or heavy equipment shall be reported and documented as per General Instruction 7.026, "Crane and Heavy Equipment Incident Reporting Procedures," in addition to the requirements specified herein.
- \* 2.5 All incidents involving fires shall be reported and documented as per General Instruction 1787.000, "Report of Fire, Emergency or False Alarm," in addition to the requirements specified herein.
- \* 2.6 For an incident involving job related injury or illness, additional requirements shall be the preparation of Saudi Aramco Form 3208, "Request for Medical Treatment of Injury or Occupational Illness," and Saudi Aramco Form 681, "Supervisor's Injury and Occupational Illness Investigation Report," as per General Instruction 155.003.
- \* 2.7 Reporting, investigation and recording of injuries and occupational illnesses shall be in accordance with General Instruction 6.005, "Reporting, Investigation and Recording of Injuries/Occupational Illnesses."
- 2.8 For an incident involving a multiplicity of the above-mentioned cases (for example, heavy equipment overturning and injuring a company employee), reporting and documentation shall be as per all the pertinent General Instructions (7.026, 155.003, and 155.004 in the example case).

### 3. INCIDENT CATEGORIES: MAJOR, MODERATE AND MINOR

- \* 3.1 Incidents shall be classified by the affected organization to define the levels of notification, investigation, and recording activity that are required by Saudi Aramco and the Saudi Arab Government. Three categories are used. In doubtful cases the Loss Prevention Department shall provide guidance on the incident category and investigation level.
- 3.2 **Major Incident:** An incident shall be classified as major if it meets one or more of the following criteria:
  - 3.2.1 An incident resulting in the loss of life of one or more Saudi Aramco personnel
  - 3.2.2 An incident injuring three or more Saudi Aramco personnel resulting in permanent disability (total or partial) or loss of any part of any extremity
  - 3.2.3 An incident injuring five or more Saudi Aramco personnel resulting in temporary disability (lost work time or restricted duty cases)

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3.2.4 An incident resulting in fire or damage loss of \$1 million or more (The cost of an incident includes all costs incurred to bring the facility/plant/operation back to its pre-incident condition. It includes all losses of product or production. For the purposes of incident-categorization, the loss cost shall not be offset by any proportions recoverable through insurance or from contractors or from third parties. Crime related losses, where loss of funds or material results from robbery, embezzlement, burglary, etc., are outside the domain of this General Instruction.)

\* 3.2.5 An inland oil spill of 1600 cubic meters (10,000 barrels) or more, irrespective of the proportion recovered or offshore oil spill more than 5,000 barrels

\* 3.2.6 A pipeline, trunkline, or flowline rupture, or any other unintentional release of flammable and/or toxic vapor or liquid large enough to require significant evacuation of plant personnel, closure of any public road or evacuation of any public area, or large enough to force curtailment of delivery of gas, condensate or sulfur to Government or private sector users for eight hours or more

3.2.7 Under some circumstances a moderate or minor incident may be declared “major” by the proponent vice president/executive director (or higher authority).

3.3 **Moderate Incident:** An incident shall be classified as moderate if it meets one or more of the following criteria:

3.3.1 Non-Saudi Aramco fatality

**NOTE:** This does not assign less importance to non-Saudi Aramco fatalities; however, it does indicate that Saudi Aramco's internal notification and investigation obligations are less severe for these cases in general. It is recognized that some of these cases may be classified as a major Saudi Aramco incident as permitted under Section 3.2.7 above.

3.3.2 Injury to one or two Saudi Aramco personnel resulting in permanent disability (total or partial) or loss of any part of any extremity

3.3.3 Injury to two-to-four Saudi Aramco personnel resulting in temporary disability (lost work time or restricted duty cases)

3.3.4 Fire or damage loss greater than or equal to \$100,000 but less than \$1 million (refer to Section 3.2.4)

\* 3.3.5 An inland oil spill greater than or equal to 160 cubic meters (1,000 barrels) but less than 1600 cubic meters (10,000 barrels), irrespective of the proportion recovered or offshore oil spill between 50 and 5,000 barrels

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- \* 3.3.6 An unintentional release of flammable and/or toxic vapor or liquid requiring evacuation of non-essential on-site personnel, or forcing curtailment of delivery of gas, condensate or sulfur to Government or private sector users for between one to eight hours
- 3.3.7 Any non-major incident may be declared “moderate” by the proponent manager at his discretion.
- 3.4 **Minor Incident:** An incident less serious than a moderate incident is defined as a minor incident. Some criteria are given below:
  - 3.4.1 Injury to Saudi Aramco personnel resulting in lost work time or restricted duty
  - \* 3.4.2 Injury to one or more supplemental manpower employees under direct supervision of a Saudi Aramco employee resulting in lost work time or restricted duty
  - 3.4.3 Damage loss over \$5,000 (except fires) but less than \$100,000 (refer to Section 3.2.4)
  - 3.4.4 Any fire with damage loss less than \$100,000
  - \* 3.4.5 Any inland oil spill less than 160 cubic meters (1,000 barrels) or offshore oil spill less than 50 barrels
  - 3.4.6 Any unintentional release of flammable and/or toxic vapor or liquid not addressed in Sections 3.2 (Major Incident) or 3.3 (Moderate Incident)

#### **4. PRELIMINARY NOTIFICATION REQUIREMENTS FOR MAJOR, MODERATE AND MINOR INCIDENTS**

- 4.1 Within one hour of being made aware of an incident, the superintendent or the shift superintendent (or above) of the plant/facility/operation/area affected shall notify the following by telephone or by messenger (if an individual cannot be reached by telephone):
  - \* 4.1.1 The manager of the area Industrial Security Operations Department
  - 4.1.2 The area manager of Saudi Aramco Affairs, or the respective deputy manager in the appropriate area so that he, in turn, may notify the concerned Government agencies as required by existing Government regulations (In the event the manager (or deputy manager) of Saudi Aramco Affairs is unavailable, the superintendent of the affected facility may notify the Saudi Aramco Affairs on-call representative through the nearest Security Control Center, which maintains a current duty roster.)

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4.1.3 The area Loss Prevention superintendent or his office

4.1.4 The shift coordinator of the Oil Supply Planning and Scheduling (OSPAS) Department  
(only for hydrocarbon related incidents)

4.1.5 The proponent manager who will communicate the information upward

4.2 If it becomes necessary for Industrial Security, Saudi Aramco Affairs, Loss Prevention or OSPAS personnel to obtain additional or follow-up information on the incident, they will secure such information by contacting personnel in the affected facility at the superintendent level or above.

4.3 This preliminary notification of Industrial Security, Saudi Aramco Affairs, Loss Prevention, and OSPAS is in addition to any subsequent notification requirements as stated in Sections 5 and 6 of this General Instruction. The primary purpose of this within-one-hour notification is to provide the referenced departments with enough available information to effectively liaise with various Government organizations (for example: the Ministry of Petroleum and Mineral Resources, the Supreme Commission for Industrial Security, the Civil Defense authorities, the Installation Security Forces, the Municipalities).

## **5. NOTIFICATION REQUIREMENTS FOR MAJOR AND MODERATE INCIDENTS**

5.1 All notifications listed below shall normally be made by telephone. If an individual cannot be reached by telephone, he shall be contacted by other means, such as by messenger. These notifications shall later be confirmed in writing. The purpose of this additional notification is to give the organizations involved details of the incident. This will enable them to initiate their own response as needed or transmit this information to various Government agencies or others as required.

5.2 As soon as practicable, but in no case more than eight hours after he has been advised, the proponent manager will inform the following persons of the incident:

5.2.1 The Saudi Aramco Affairs Representative

5.2.2 The General Manager, Industrial Security

5.2.3 The Manager, Environmental Protection Department (only for incidents involving hydrocarbon or chemical release)

5.3 Within twenty four hours, the proponent manager shall advise the following:

5.3.1 The General Counsel or the Law Department

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5.3.2 The Treasurer or the Risk Management Division (Treasurer's Organization)

\* 5.3.3 The managers of all departments affected by the incident, including those departments from which eye-witnesses, expert-witnesses, or members of the investigating committees are likely to come (The area Loss Prevention superintendent shall assist the proponent manager in determining this, if required.)

5.3.3 V.P., Engineering Services

5.4 It shall be the responsibility of the Saudi Aramco Affairs representative to notify the Ministry of Petroleum and Mineral Resources, and to invite representatives of the Ministry to take part in the investigation of major incidents, in accordance with existing Government requirements.

5.5 It shall be the responsibility of the General Manager, Industrial Security, to notify the Supreme Commission for Industrial Security, Ministry of Interior, in accordance with Government requirements.

5.6 After the preliminary notification of concerned Government agencies it shall be the responsibility of the appropriate manager of Saudi Aramco Affairs, or his deputy managers, to provide these agencies with any additional information they require regarding any of the incidents reported.

## **6. NOTIFICATION REQUIREMENTS FOR MINOR INCIDENTS**

6.1 The proponent manager shall notify his immediate superior of incidents in this category.

6.2 The proponent manager or his designee shall, within seven days of the incident, notify the Law Department, the Risk Management Division (Treasurer's Organization), and the managers of all departments affected by the incident.

6.3 The reporting of incidents in writing shall be per the procedures given in the General Instructions referred to in Section 2.

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**RECOMMENDED:** \_\_\_\_\_ DATE: \_\_\_\_\_  
MANAGER,  
Loss Prevention Department

**APPROVED:** \_\_\_\_\_ DATE: \_\_\_\_\_  
EXECUTIVE DIRECTOR,  
Safety & Industrial Security



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### Preliminary Notifications for All Incidents

Within **1 HOUR**, the **Superintendent or Shift Superintendent** shall notify the following by telephone or messenger:

- Manager of the area Industrial Security Operations Department (office and 24/7 numbers):.....
- Area Manager of Saudi Aramco Affairs or deputy manager in area (office and 24/7 numbers): .....
- Area Loss Prevention Superintendent or his office (office and 24/7 numbers): .....
- Shift coordinator of OSPAS – only for hydrocarbon related incidents (office and 24/7 numbers): .
- Proponent Department Manager (office and 24/7 numbers): .....

### Subsequent Notifications for Major and Moderate Incidents

As soon as practicable, but in no case more than **8 HOURS** after he has been advised, the **Proponent Manager** shall notify the following:

- Saudi Aramco Affairs representative (office and 24/7 numbers):.....
- General Manager, Industrial Security:..... 875-3439
- Manager, Environmental Protection Dept. (for hydrocarbon or chemical release):..... 876-7440

Within **24 HOURS**, the **Proponent Department Manager** shall notify the following:

- General Counsel or Law Department: ..... 873-5563
- The Treasurer or the Risk Management Division: ..... 873-4141
- V.P., Engineering Services: ..... 874-2376
- The managers of all departments affected by the incident

### Subsequent Notifications for Minor Incidents

As soon as practicable, the **Proponent Manager** shall notify his immediate superior.

The **Proponent Manager** or his designee shall, within seven days of the incident, notify the Law Department, the Risk Management Division (Treasurer's Organization), and the managers of all departments affected by the incident.

#### NOTES:

- The following information, at a minimum, shall be reported:
  - Type of incident (fire, leak, explosion, aircraft crash, oil spill, hostile act, etc.)
  - Time of incident onset
  - Where incident occurred (facility name and area)
  - Personnel unaccounted for
  - Injuries/deaths
  - Disrupts critical supplies (Yes or No) – if yes, provide description if possible
- Additional incident notification requirements, using Saudi Aramco form SA-2437, are in GI 1787.000, *Report of Fire, Emergency or False Alarm*.
- For an incident involving a multiplicity of cases, reporting and documentation shall be as per all the pertinent General Instructions.
- Notifications for major and moderate incidents shall later be confirmed in writing.
- All incident notifications and reporting shall be documented and records maintained.