

**SAUDI ARABIAN OIL COMPANY (Saudi Aramco)**  
**GENERAL INSTRUCTION MANUAL**

G.I. NO. **Approved**  
298.010

ISSUING ORG. COMMUNITY SERVICES

ISSUE DATE  
05/25/2011

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NEW

SUBJECT ADMINISTRATION PROCEDURE OF CONTRACTOR CAMPS / PARKS  
AND CONSTRUCTION CAMPS

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**CONTENTS:**

This instruction outlines the procedure to be followed for the administration of existing and new contractor residential parks, scattered contractor camps and construction camps by concerned Saudi Aramco organizations. The following items are covered in this G.I.

- 1. PURPOSE**
- 2. DEFINITIONS**
- 3. RESPONSIBILITIES OF INVOLVED PARTIES**
- 4. APPLICATION FORM**
- 5. SITE LOCATION DRAWING**
- 6. REVIEW & APPROVAL AUTHORITIES**
- 7. CONTRACTOR RESIDENTIAL PARK LOT RECOVERY**
- 8. DESIGN AND CONSTRUCTION REQUIREMENTS**

**1.0 PURPOSE:**

The primary purpose of this instruction is to ensure that:

- 1.1** Lots and accommodations within contractor residential parks shall not be used without prior review and approval by concerned Saudi Aramco organizations.
- 1.2** Lots and accommodations within contractor residential parks are limited to contractors who have active contracts with Saudi Aramco.
- 1.3** Contractor camps are to be completely removed by the contractor at the expiration of the term of the contracts.
- 1.4** Contractors shall vacate the assigned accommodation within contractor residential parks and camps immediately after expiration of contract term.
- 1.5** Contractors' facilities within contractor Residential parks, scattered contractor camps and construction camps comply with all appropriate Saudi Aramco and Government health, safety and environmental standards.
- 1.6** Contractor site allotment procedure outside contractor Residential parks is exempt from this GI and is referred to GI 2.718 (CONTRACTOR SITE ALLOTMENT PROCEDURE)
- 1.7** Residential parks, scattered contractor camps and construction camps achieve and maintain compliance with the provisions of GI 151.006 "Implementing the Saudi Aramco Sanitary Code".

**2.0 DEFINITIONS**

Contractor Residential Park (CRP)

Designated area located on Saudi Aramco controlled land for residential accommodation of and other

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support facilities of contractor personnel and administered by Community Services. Details shall be inclusive of furnished sleeping accommodations, meals, dining, recreation, hygiene, medical clinics and welfare facilities required to accommodate contractor and subcontractor personnel.

Scattered Contractor Camp (SCC)

Contractor accommodations built on either private or Saudi Aramco controlled land and approved by the specific contract proponent and final approval by Community Services.

Project Management (PM) Construction Camp (PMCC)

Designated area located on Saudi Aramco controlled land for residential accommodation (and other support facilities such as offices, diner, warehouse, etc...) for Saudi Aramco and/or construction contractor personnel to support the work associated with a Saudi Aramco contract. These PM Construction Camps are administered by a specific Project Management Department or Project Management Team (PMT).

Applicant

Saudi Aramco contract proponent.

### **3.0 RESPONSIBILITIES OF INVOLVED PARTIES:**

#### **3.1 The applicant shall:**

- 3.1.1** Perform all associated duties per GI 2.718 (CONTRACTOR SITE ALLOTMENT PROCEDURE) to establish any new contractor camp outside of the CRPs.
- 3.1.2** Obtain all approvals mentioned in Section 6.1 of this instruction for CRP lots.
- 3.1.3** Obtain all approvals mentioned in Section 6.4 of this instruction for CRP accommodation.
- 3.1.4** Conduct site survey at CRP with relevant Saudi Aramco organizations or other service providers to identify deficiencies and allocate responsibilities.
- 3.1.5** Proponents shall determine whether the contractor and its subcontractor \*field personnel accommodations shall be located in CRPs, PMCCs in accordance with GI 2.718 (CONTRACTOR SITE ALLOTMENT PROCEDURE), or be allowed to establish or utilize a SCC pending approval by Community Services. The proponent's determination of Contractor and subcontractor accommodation requirements shall be stated in all Mid Form and Long Form contracts.

\* (Exemptions can be made (by CS) for requiring mandatory accommodation of contractor and subcontractor management, Sr. Staff, Professional and Technical Staff who receive allowances and secure private accommodation on their own.)

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Ensure when Contractors are allowed to establish or utilize SCCs to house their field personnel, the contractor obtains prior approval of the SCC by CS prior to the start of site work. (Application for CS approval for SCCs shall be in accordance with section 4-8 of this instruction.)

Contractually require contractors to provide all personnel residing in RCPs, SCCs and PMCCs with medical facilities and medical care in accordance with Saudi Aramco Medical Services Organization's (SAMSO) Minimum Medical Requirements Manual (MMSR), MOH regulation and Saudi Arabia Labor Law.

Verify that contractor has provided all its employees and sub-contractor employees with medical insurance according to the regulations of the Cooperative Health Insurance Law in the Kingdom of Saudi Arabia. At a minimum this insurance shall provide cover for services at a 24/7 in-patient facility for medical examination, treatment and in-patient care."

- 3.1.6** Before camp construction, applicant shall submit design drawings, site plan, and specification of all facilities within CRP assigned lot, to contractor residential parks administration authority, Loss Prevention, Workplace Environment Division and Fire Protection Departments for review to ensure compliance with applicable Saudi Aramco requirements. Refer to the Saudi Aramco Sanitary Code and the Loss Prevention Department Safety Management Guide 007-005-20XX (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building) for building codes requirements. Community Services (CS) will have approval authority of construction documents based on supporting review comments by other Saudi Aramco organizations.
- 3.1.7** Applicant shall notify (after the camp or office has been installed and prior to occupancy) contractor residential parks administration, the Area Loss Prevention Superintendent or his representative, Fire Marshal and General Supervisor Workplace Environment Division/EPD at least one month in advance to inspect and verify that Saudi Aramco contractor camp standards are constructed in accordance with approved plans and specifications.
- 3.1.8** Not change the location designated on the approved drawings without applying for such a change, following the same procedure as for a new application.
- 3.1.9** Ensure that the contracting company complies with all Saudi Aramco health, safety and environmental standards and enforce the resolution of any related inspection finding in any assigned CRP lot, SCPs and PMCCs (refer to Attachment V for further clarification).
- 3.1.10** Report any health, safety and environmental reportable incident within their contractor assigned CRP lots or SCCs to Contractor Parks Administration. Reportable incidents shall include, but not be limited to, fires or personal injuries or fatalities.
- 3.1.11** Advise CRPs administration authority 3 months prior to the expiration of the contract term and/or termination. Also, the Contract Proponent shall provide relevant contract details

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(e.g. Contract Number, Contract termination date etc) to CRP Administration authority.

**3.1.12** Ensure that the site is clear of debris, underground utilities and foundations and restored to the original condition upon expiration of the contract term and/or termination.

**3.1.13** Assist the Community Services Contractor Camps Administration Team in the implementation of the requirements detailed in Attachment V - Procedure for Management of Safety and Hygiene at Contractor Camps and Project Support Buildings.

**3.2** Community Services shall:

**3.2.1** Act as the Administration Authority to perform all duties stated for the proponent in GI 2.718 (CONTRACTOR SITE ALLOTMENT PROCEDURE) for all existing and new CRPs.

**3.2.2** Ensure that the procedure outlined in this instruction is followed before establishing new parks or allowing occupancy in CRPs.

**3.2.3** Periodically work with Saudi Aramco Land Affairs and Facilities Planning Department to plan for future Contractor Park locations and reserve lands in order to provide lots or accommodation and support facilities accordingly.

**3.2.4** Ensure that Saudi Aramco is committed to allocate lots or accommodations to the contractor within CRPs where available and feasible.

**3.2.5** Review and approve CRP lot or accommodation application requests to ensure proper allocation.

**3.2.6** Review design drawings, site plan, and construction camp submittals/specifications for all facilities constructed within CRP for approval.

**3.2.7** Be responsible for "Letter of Understanding" with respect to land use within CRPs.

**3.2.8** Be responsible for record keeping and required follow-up, including recovering contractor camp lots within CRPs.

**3.2.9** Ensure compliance with the requirements of GI 151.006 at all contractor camps (i.e. CRPs, SCCs and PMCCs ).

**3.2.10** Coordinate, follow-up and close health, safety and environment deficiencies with contractors and contract proponents.

**3.2.11** Coordinate with Contracting Department and/or contract proponents to obtain SCC locations and contact information.

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**3.2.12** Keep a record of all active contractor camps and accommodation within all CRPs. This shall include but not be limited to records for contracts, inspections, construction documents, meetings, etc.

**3.2.13** Where exemptions are requested for residency of contractor camps; evaluate with other relevant Saudi Aramco organizations (e.g. WED/EPD, LP, CS) and obtain concurrence prior to granting exemptions for private accommodations that meet minimum Saudi Aramco standards.

**3.2.14** Ensure compliance by the applicant and contractor to Attachment V - Procedure for Management of Safety and Hygiene at Contractor Camps and Project Support Buildings.

**3.3** The Area Fire Marshal or his designated representative shall:

**3.3.1** Prior to construction for all contractor accommodation and project support buildings, review and approve the fire protection related system designs provided in these facilities to meet Saudi Aramco standards. Refer to Saudi Aramco Loss Prevention Department Safety Management Guide 007-005-20XX (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building) for building codes requirements.

**3.3.2** Prior to occupancy, inspect the contractor facilities after completion to verify compliance with approved fire protection requirements.

**3.3.3** Participate with Project Management and Community Services in performing periodic joint inspections to CRPs, SCCs and PMCCs as per GI 1781.001 Inspection, Testing, & Maintenance of Fire Protection Equipment.

**3.3.4** Report any fire protection system deficiencies directly to both Community Services and contract proponent.

**3.4** The Area Loss Prevention Division Superintendent or his designated representative shall:

**3.4.1** Prior to construction for all contractor accommodation and project support buildings, review all safety related requirements with facilities described in the application with necessary modifications to meet Saudi Aramco and Government standards. Refer to Saudi Aramco Loss Prevention Department Safety Management Guide 007-005-20XX (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building) for building codes requirements.

**3.4.2** Prior to occupancy, inspect the contractor facilities after completion to verify compliance with the safety related designs for the final layout and construction, and provide comments for necessary corrections.

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**3.4.3** Participate with Project Management and Contractor Parks Administration in performing periodic joint inspection to CRPs, SCC, and PMCCs.

**3.4.4** Report any safety deficiencies directly to both Community Services and contract proponent.

**3.5** General Supervisor, Workplace Environment Division/EPD or his designated representative shall:

**3.5.1** Prior to construction for all contractor accommodation review and approve all health and environmental requirements with facilities described in the application with necessary modifications to meet Saudi Aramco standards. Refer to Saudi Aramco Sanitary Code.

**3.5.2** Prior to occupancy, inspect the contractor facilities after completion to verify compliance with the approved health and environmental related designs for the final layout and construction.

**3.5.3** Monitor proponent compliance with the requirements of GI 151.006 by periodically performing compliance audits at contractor camps.

**3.5.4** Report any health and environmental deficiencies directly to Community Services CRP Administration Authority.

**3.6** Industrial Security Operations Area Superintendent or his designated representative shall:

**3.6.1** Assist Contractor Parks Administration in implementing relevant and applicable security standards and procedures for new CRPs.

**3.7** Inspection Department shall:

**3.7.1** Inspection Department (ID) services shall be requested in writing at least six months ahead of the construction of new CRP by a third party developer. The inspection services for construction of contractor residential camps/parks are as follows:

**3.7.1.1** Approve third party Inspection Agency that will perform monitoring inspection for construction of new contractor camps/parks.

**3.7.1.2** Assist in identifying Saudi Aramco approved Material Suppliers.

**3.7.1.3** Perform Scheduled Project Assessments during procurement and construction phases.

**3.7.1.4** Provide consultancy services during the cycle of the project.

**3.8** Power Distribution Department (PDD) shall:

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**3.8.1** Operate the receiving substations breakers except feeder breakers. Proponent department will be responsible for feeder and generator breakers and the downstream plant substations.

**3.8.2** All feeders' breakers, supplying loads outside the proponent facilities shall be PDD operation responsibility.

For Power Distribution Department Maintenance Responsibilities refer to Corporate Electrical Operation and Maintenance Delineation Standard.

**3.9** Project Management Teams shall:

**3.9.1** Act as the applicant (Proponent) and perform all associated duties in GI 2.718 CONTRACTOR SITE ALLOTMENT PROCEDURE to establish any new PMCCs.

**3.9.2** Ensure compliance with the requirement of GI. 151.006 at all construction camps.

**3.9.3** Coordinate periodic inspections to all construction camps by involving all concerned Saudi Aramco organizations (e.g. Area Loss Prevention, Fire Protection Department, Saudi Aramco Medical Services Organization) and other concerned Saudi Aramco organizations. (note: EPD will plan and schedule contractor camp inspections per 3.5.3)

**3.9.4** Conduct monthly inspection to all PMCCs in between other established periodic inspections.

**3.9.5** Coordinate, follow-up and close health, safety and environmental deficiencies with contractors and contractor proponents

**3.9.6** Act as the applicant (Contract Proponent) and perform all associated duties in this GI 298.010 ADMINISTRATION PROCEDURE OF CONTRACTOR CAMPS / PARKS AND CONSTRUCTION CAMPS for any contract camp or accommodation within CRPs.

**3.9.7** Assist the Community Services Contractor Camps Administration Team in the implementation of the requirements detailed in Attachment V - Procedure for Management of Safety and Hygiene at Contractor Camps and Project Support Buildings.

**3.10** Saudi Aramco Medical Services Organization (SAMSO) shall:

**3.10.1** Approve the medical facility design (i.e. clinic or a first-aid station) after reviewing CRPs, SCCs and PMCCs related drawings and specifications.

**3.10.2** Prior to camp occupancy and clinic operation review resumes, and credentials of the contractor's proposed medical personnel.

**3.10.3** Inspect the medical facilities after completion to verify compliance with the related designs for the final layout and construction, and provide comments for necessary corrections.



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**3.10.4** Prior to occupancy, review Contractors Emergency Medical Response Plan and evacuation procedures to ensure emergency response preparedness is adequate for the location.

**3.10.5** Participate with Project Management and Contractor Parks Administration in performing periodic joint inspection to CRP, SCC and PMCC clinics to verify compliance with SAMSO's Minimum Medical Standards Requirements (MMSR).

**3.10.6** Coordinate the correction of all healthcare deficiencies with contractors and contractor proponents.

## 4.0 APPLICATION FORM

The attached "Contractor Residential Park Lot Request" (Attachment I) and "Contractor Residential Park Accommodation Request" (Attachment II) shall be submitted duly completed and signed by the applicant (contract proponent) on behalf of their contractors. Prior to preparation and submittal of Contractor Residential Park Lot Request form, the applicant shall coordinate with Contractor Parks Administration to verify that land is available.

### 4.1 Key to Contractor Residential Park Lot Request Form

Attachment I - I	2 & 3	This information is required to establish contact whenever necessary.
Attachment I - II	1 - 4	This information is required to identify the site and lot size.
Attachment I - III	1 - 3	Describe the number of residential portables, office portable, and occupants.
Attachment I - III	4	Describe potable, fire, and raw water supply.
Attachment I - III	5	Describe power supply.
Attachment I - III	6	Describe provision for sewage and solid waste collection and disposal.
Attachment I - III	7	Supply all information necessary for emergency contact such as radio frequency, type of equipment, telephone, if any, and so on.
Attachment I - III	8	Describe life safety measures, e.g. smoke detectors, fire walls, emergency drills; fire protection equipment, e.g., firewater system and portable fire extinguishers and fire prevention measures, e.g. flammable storage, site inspections.
Attachment I - III	9	Describe food service facilities for workers at site.
Attachment I - III	10	Describe where and how workers are housed.

### 4.2 Key to Contractor Residential Park Accommodation Request Form:

Attachment II - I	1, 2&3	This information is required to establish contact whenever necessary.
Attachment II - I	4, 5&6	This information is required to provide the contract details.
Attachment II - II	1	This information is required to identify the CRP location.



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Attachment II - III 3

Describe the equipment size and load. If locally generated, show line breaker, power line and clearance, if connected with Saudi Aramco system.

Attachment II – III

This information is required to identify the number of contractor population based on seniority.

## 5.0 SITE LOCATION DRAWING:

Final drawings (not preliminary drawings) to scale shall be provided along with the application. A minimum of one drawing or sketch shall accompany the Contractor Residential Park Lot Request.

5.1 Universal Transverse Mercator (UTM) coordinates.

5.2 Site location to scale.

5.3 Total area in square meters.

5.4 Power lines and overhead clearance.

5.5 Existing utilities (water, sewer, drainage, power, gas).

5.6 Structures being erected by the contractor.

5.7 Sewage and solid waste disposal location and means.

5.8 Site access and traffic plan.

5.9 Site drainage.

5.10 Fire protection systems.

5.11 Security fence details.

5.12 Location in relation to significant nearby hazards (e.g. drilling rigs, plant facilities, specifically SCCs and PMCCs).

5.13 Other pertinent details, as necessary.

## 6.0 REVIEW & APPROVAL AUTHORITIES:

6.1 Contractor Residential Park Lot Request Form (Attachment I) should be reviewed in the following order and approved by Community Services:

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**6.1.1** Contract Proponent Department Manager (applicant)

**6.1.2** Area Loss Prevention Division Superintendent

**6.1.3** Area Fire Marshal

**6.1.4** General Supervisor Workplace Environment Division (WED/EPD)

**6.1.5** Contractor Parks Administration

**6.2** After signing of the Contractor Residential Park Lot Request, two copies of the "Letter of Understanding" (prepared by contractor residential parks administration) shall be signed in Arabic and English by (a) the contractor or his legal representative agreeing to its terms and conditions and (b) the Coordinator, contractor residential parks administration, on behalf of the Company. The Coordinator contractor residential parks administration, shall retain the original (English and Arabic versions) and the contractor shall retain the copy.

**6.3** A clear legible copy of the completed site application shall be sent by the applicant to all signatories.

**6.4** Contractor Residential Park Accommodation Request Form should be approved in the following order:

**6.4.1** Contractor Proponent Department Manager (I.e. CRPs, SCCs and PMCCs)

**6.4.2** Contractor Residential Park Administrator, Community Services (only CRPs)

**7.0 CONTRACTOR RESIDENTIAL PARK LOT RECOVERY:**

**7.1** Prior to the termination of a particular contract or its extension (if any) for which the site was made available to the contractor, the contractor shall be given 60 days written notice, with a copy to their proponent, by the contractor residential parks administration, to have the contractor detach, disassemble, and remove from the land all materials, supplies, structures, works, and equipment which they have constructed, erected or caused to be present on the said land. The contractor shall restore the site to its original condition to the satisfaction of contractor residential parks administration.

**7.1.1** The contract proponent shall inform the Contractor Parks Administration in writing the contract termination/extension (s) 3 months in advance.

**7.1.2** Departure clearance form (Attachment IV) shall be submitted by contractor proponent to Contractor Parks Administration for approval prior to release of contractor's final payment.

**7.2** If the contractor fails to fulfill his obligations per Attachment III (Letter of Understanding), Contractor Parks Administration Authority shall take the necessary action within 30 days after the

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termination of the contract or its extension.

- 7.3** Materials, Services and Payables Accounting Department (MS&PAD), upon receiving notice from Contractor Parks Administration shall withhold the contractor's entitlements including the final payment until MS&PAD receives a written notification from Contractor Parks Administration stating that the site has been cleared and payments can be released to the contractor.
- 7.4** Contractor Parks Administration shall inform the Contracting Department in writing in the event that the contractor has not fulfilled the obligations outlined in 7.1 and 7.2, as well as the "Letter of Understanding."
- 7.5** In the event that the contractor fails to fulfill the obligations mentioned in 7.1 and 7.2, as well as the "Letter of Understanding"; Contractor Parks Administration in coordination with the concerned Manager/Deputy Manager - Saudi Aramco Affairs, shall involve the proper authority to evict the contractor.

**8.0 DESIGN AND CONSTRUCTION REQUIREMENTS**

- 8.1** For safety related requirements, refer to Saudi Aramco Loss Prevention Department Safety Management Guide 007-005-20XX (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building), Saudi Aramco Construction Safety Manual and SAES-M-100 for building codes requirements. All construction shall be in full compliance with these codes and standards.

Recommended by:

Manager, NA/WR Community Services Department

Concurred by:

Manager, fire Protection Department  
Manager, Loss Prevention Department  
General Manager, Industrial Security Operations  
Manager, Power Distribution Department  
Vice President, Project Management  
Vice President, Engineering Services  
Executive Director, Medical Services Org.

Approved by:

Executive Director, Community Services

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**ATTACHMENT I**  
**CONTRACTOR RESIDENTIAL PARK LOT REQUEST FORM**

**I. General Information:**

1. Name of Saudi Aramco Department / Contract Proponent: \_\_\_\_\_ Tel No: \_\_\_\_\_
2. Name of Contractor: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Saudi Mobile Number \_\_\_\_\_ Office: \_\_\_\_\_ Home: \_\_\_\_\_
3. Contractor Representative Name: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_
4. Camp/Office Supervisor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_
5. Usage: Camp: \_\_\_\_\_ Office: \_\_\_\_\_
6. Saudi Aramco Contract Details: Contract No. \_\_\_\_\_ Work/Job Order No. \_\_\_\_\_
7. Type of Contract ☐ SFC ☐ MFC ☐ LFC ☐ Others
8. Contract Duration: From: \_\_\_\_\_ To: \_\_\_\_\_

**II. UTM Coordinates**

1. N \_\_\_\_\_ 2. N \_\_\_\_\_ 3. N \_\_\_\_\_ 4. N \_\_\_\_\_
1. E \_\_\_\_\_ 2. E \_\_\_\_\_ 3. E \_\_\_\_\_ 4. E \_\_\_\_\_
2. CRP (e.g. Uthmaniyah, Hawiyah, etc...) \_\_\_\_\_
3. Attached lot/site drawing, sketch or aerial photo No. \_\_\_\_\_ Date: \_\_\_\_\_
4. Total area of the assigned lot in square meters: \_\_\_\_\_

**III. Facilities** (Attach extra sheets, design drawings, site plan, and specifications as necessary – see Instructions)

1. Number of Residential Portables: Max: \_\_\_\_\_ Min: \_\_\_\_\_
2. Number of Office Portables: \_\_\_\_\_
3. Number of Occupants: Max: \_\_\_\_\_ Min: \_\_\_\_\_
4. Water Supply: \_\_\_\_\_
5. Electrical Supply: \_\_\_\_\_
6. Sewage & Trash Disposal System: \_\_\_\_\_
7. Communications: \_\_\_\_\_
8. Fire Protection Equipment: \_\_\_\_\_
9. Food Services Facilities: \_\_\_\_\_
10. Type of Residential Facilities: \_\_\_\_\_
11. Other Facilities (Specify) \_\_\_\_\_

**IV. Reviewed by**

Manager, Proponent Department \_\_\_\_\_  
Superintendent, Area Loss Prevention \_\_\_\_\_  
Area Fire Marshal \_\_\_\_\_  
General Supervisor, WED / EPD \_\_\_\_\_

Proponent department shall send a clear and legible copy to each signatory.

Approved by: \_\_\_\_\_  
**Contractor Residential Park Administrator,  
Community Services**

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**ATTACHMENT II**  
**CONTRACTOR RESIDENTIAL PARK ACCOMMODATION REQUEST FORM**

**I General Information:**

1. Name of Saudi Aramco Dept / Contract Proponent: \_\_\_\_\_  
\_\_\_\_\_ Tel No: \_\_\_\_\_
2. Name of Contractor: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Mobile Number Saudi Arabia \_\_\_\_\_ Office: \_\_\_\_\_ Home: \_\_\_\_\_
3. Contractor Representative Name: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_
4. Saudi Aramco Contract Details: Contract No. \_\_\_\_\_ Work/Job Order# \_\_\_\_\_
5. Type of Contract ☐ SFC ☐ MFC ☐ LFC ☐ Others
6. Contract Duration: From: \_\_\_\_\_ To: \_\_\_\_\_

**II Location**

1. CRP Name: \_\_\_\_\_

**III Required Accommodation**

Number of Laborers \_\_\_\_\_  
Number of Juniors \_\_\_\_\_  
Number of Seniors \_\_\_\_\_  
Other Facilities (Specify) \_\_\_\_\_  
Special Requests \_\_\_\_\_

Requested by:

Approved by:

\_\_\_\_\_  
**Manager, Proponent Department**

\_\_\_\_\_  
**Contractor Residential Park Administrator,  
Community Services**

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**ATTACHMENT III**  
**LETTER OF UNDERSTANDING FOR CONTRACTOR RESIDENTIAL PARKS LOTS**  
**SAUDI ARABIAN OIL COMPANY**

LOT # \_\_\_\_\_

PARK \_\_\_\_\_

CONTRACT # \_\_\_\_\_

USE OF SAUDI ARAMCO CONCESSION LAND

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTRACTOR #: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Dear Sir:

This is to confirm and evidence our mutual understanding concerning the basis upon which the Saudi Arabian Oil Company ("Saudi Aramco") shall make available to your Company certain parcels of real property ("Land") as hereinafter described, for the purpose of developing short term accommodations and related facilities for your employees engaged in work for Saudi Aramco in Saudi Arabia.

"Accommodations" shall include, but not be limited to the following:

- a) Portable housing including all required living facilities. (e.g. storage, mechanical, security, shower/toilet/hammam and recreation buildings; kitchen/dining/mess halls; medical/clinics, toilet, bathrooms, recreation, parking, etc.) Housing and facilities are for employees only and not for commercial use, (unless approved by Saudi Aramco Community Services Administration)
- b) Guard houses.

"Related facilities" shall include, but not be limited to the following:

- a) Satellite television, etc., (for employees not for commercial use).

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- b) Small grocery store, (for employees not for commercial use). The grocery store shall be constructed inside the contractor fence.

The temporary use of this Land is given as an accommodation to your Company and is intended exclusively for the use and benefit to your Company's employees who are authorized access to the Land. Access to each facility shall be granted only to authorized employees from within the perimeter of the Land.

Saudi Aramco hereby authorizes your Company to use the site as described in the Letter of Understanding Attachment I and subject to the following terms and conditions:

1. Your Company may construct and erect only temporary, i.e. removable, works, installations and structures on the Land made available by Saudi Aramco hereunder. All costs for anything stored, installed, erected or placed on the Land by you shall be for your account.
2. Your use and occupancy of the Land hereunder shall be exclusively for the purpose of facilitating your performance with your Contract No. \_\_\_\_\_ with Saudi Aramco as that contract may be amended, and shall be limited to the period during which you are actively performing services under said contract.
3. Although Saudi Aramco anticipates that you shall continue to occupy and use the Land described hereunder for the period during which you are actively performing services under your contract, mentioned above, this authorization may at any time be revoked by Saudi Aramco upon 60 days' written notice to you.
4. Any unauthorized and/or improper use of the Land shall result in the immediate termination of this authorization, at the sole discretion of Saudi Aramco.
5. Promptly upon termination of this authorization, whether under numbered paragraph 2 or numbered paragraph 3 above, you shall forthwith detach, disassemble and remove from the Land all materials, supplies, structures, works and equipment, which you have constructed, erected or caused to be present on said Land. In addition, and likewise at your own expense, you shall promptly restore the Land to the condition in which you found it (including removal of all debris) prior to making use of it hereunder.
6. Your company shall pay, defend and hold Saudi Aramco harmless from all taxes, dues, fees, and assessments of every kind and nature upon the improvements situated on the Land, upon your Company's use and occupancy of the Land, or its operations and activities in connection therewith or arising out of or because of the authorization hereby granted.
7. Your company shall be responsible for and shall indemnify and hold Saudi Aramco harmless from and against all claims, demands, causes of action or judgments for damages for injuries or death of persons or damage to property arising out of or in connection with or resulting from your use of the Land and this authorization. Your use of the Land shall be subject to and consistent with the safety and environmental health standards as determined by the appropriate Saudi Aramco departments for your facilities.



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8. Neither this expression of understanding nor any right, privilege or obligation arising under it may be assigned, transferred or sublet, either in whole or in part, by your company without the prior written consent of Saudi Aramco.
9. There are supplemental items that the contractor is responsible for completing and complying with. See Attachments I, II & III.
10. Saudi Aramco representatives, after giving prior notice, shall be permitted access to the site in order to inspect and verify that Saudi Aramco promulgated approval standards for health, environment, fire prevention and safety are being maintained.
11. Saudi Aramco Community Services approved Emergency Response/Notification Plan for CRPs.

Your Company agrees that in the event that your Company fails to comply with these terms and conditions, your company shall forfeit its privilege to bid on other Saudi Aramco contracts and Saudi Aramco will have the right to withhold the final payment payable to your Company under Contract No. \_\_\_\_\_ as may be amended and recover all costs Saudi Aramco may incur in enforcing this agreement at your Company's expense. If final payment has already been made under the only contract held by your company, your company agrees that an amount equal to the final payment plus all costs incurred by Saudi Aramco in enforcing this agreement will become payable to Saudi Aramco, and that Saudi Aramco may recover said sum by deducting said sum from contracts between Saudi Aramco and your Company. In case that all efforts have failed in evicting your company from the Land assigned to you, Saudi Aramco shall involve the concerned Government authorities to take the necessary action.

The terms and conditions of this letter constitute the entire understanding with respect to the subject. It shall not be amended except in writing signed by both Saudi Aramco and your Company.

If the foregoing is agreeable to you, kindly indicate your acceptance by signing this letter in Arabic and/or English in the space provided.

**SAUDI ARABIAN OIL COMPANY**

By: \_\_\_\_\_

**Contractor Residential Park Administrator,  
Community Services**

**AGREED AND ACCEPTED:**

\_\_\_\_\_

**(Contractor Representative)**

cc: Manager, Contracting Department

Date: \_\_\_\_\_

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**ATTACHMENT IV**  
**CONTRACTOR DEPARTURE CLEARANCE FORM**

**I General Information:**

1. Name of Saudi Aramco Dept / Contract Proponent: \_\_\_\_\_  
\_\_\_\_\_ Tel No: \_\_\_\_\_
2. Name of Contractor: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Mobile Number Saudi Arabia \_\_\_\_\_ Office: \_\_\_\_\_ Home: \_\_\_\_\_
3. Contractor Representative Name: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_
4. Saudi Aramco Contract Details: Contract No. \_\_\_\_\_ Work/Job Order# \_\_\_\_\_
5. Type of Contract ☐ SFC ☐ MFC ☐ LFC ☐ Others
6. Contract Duration: From: \_\_\_\_\_ To: \_\_\_\_\_

**II Location**

1. CRP Name: \_\_\_\_\_

**III** This is to verify that the above contractor has detached, disassembled and removed from the Land all materials, supplies, structures, works and equipment, which the contractor constructed, erected or caused to be present on said Land, and restored the Land to the condition he found it, which includes removal of all debris.

Requested by:

Approved by:

\_\_\_\_\_  
**Manager, Proponent Department**

\_\_\_\_\_  
**Contractor Residential Park Administrator,  
Community Services**

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## ATTACHMENT V

### **PROCEDURE FOR MANAGEMENT OF SAFETY AND HYGIENE AT CONTRACTOR CAMPS AND PROJECT SUPPORT BUILDINGS**

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#### **1.0 PURPOSE**

The purpose of this procedure is to define the role of contractors engaged in work for Saudi Aramco, in the proper management of safety and hygiene at contractor residential camps and accommodation buildings/apartments, either on Saudi Aramco controlled land (Residential Parks), or privately owned accommodation buildings/apartments (Scattered Camps). This procedure does not address construction design requirements. This procedure covers the operational management of contractor camps and accommodation buildings/apartments in a safe and hygienic manner, and the reporting requirements by contractors to Saudi Aramco, CS (Community Services), Contractor Camps Administration and Proponent Organizations.

#### **2.0 SCOPE**

This procedure is applicable for the management of existing and new contractor camps and project support buildings within Saudi Aramco controlled land, on Saudi Aramco project sites and at project support facilities (both on and off Saudi Aramco property). This includes in-Kingdom contractor camps/buildings (including private residential buildings/apartments) housing Saudi Aramco employees or contractor/subcontractor personnel who perform operations, maintenance or capital project work for Saudi Aramco. The construction standards including camp services for a new, modified or altered camps/accommodation is to comply with the Saudi Aramco - Safety Management Guide 007-005-20XX Application of Saudi Aramco Building Code to Contractor Camp and Project Support Buildings).

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### **3.0 REFERENCES**

Saudi Aramco Engineering Standards (SAES)

SAES-B-019, *Portable, Mobile and Special Fixed Firefighting Equipment*

SAES-B-017, *Fire Water System Design*

SAES-M-100, *Saudi Aramco Building Code (SABC)*

SAES-P-123, *Lighting*

SAES-S-040, *Saudi Aramco Water Systems*

Saudi Aramco - *Minimum Medical Standards Requirements Manual (MMSR)*

Saudi Aramco Sanitary Code (SASC)

Saudi Aramco Construction Safety Manual (SACSM)

Saudi Aramco Contract Manual (SACM)

Saudi Aramco Contractor Safety Pre-Qualification Program

Saudi Aramco Contract - *Terms and Conditions*

Saudi Aramco - *(General Instruction) G.I. 298.010 Administration Procedure Of Contractor Camps/Parks And Construction Camps*

Saudi Aramco - *Safety Management Guide 007-005-20XX Application of Saudi Aramco Building Code to Contractor Camp and Project Support Buildings).*

National Fire Protection Association (NFPA)

NFPA 10, *Standard for Portable Fire Extinguishers*

NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*

NFPA 13, *Standard for the Installation of Sprinkler Systems*

NFPA 17A, *Standard for Wet Chemical Extinguishing Systems*

NFPA 72, *National Fire Alarm and Signaling Code*

NFPA 54, *National Fuel Gas Code*

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## 4.0 DEFINITIONS

### 24/7

Services that are available 24-hours per day, 7-days a week, and 365-days a year.

### Camp/accommodation perimeter

In Residential Parks on Saudi Aramco controlled land, the residential camp area or lot surrounded by a fence or wall which is designated or assigned to a contractor; on privately owned land, the camp area or lot surrounded by a fence or wall; in residential accommodation buildings/apartments, a building or part of a building for residential use delineated by fences, walls and/or storey levels.

### Contractor Camp (also called Construction Camp or Contractor Residential Park)

Designated area located on either private or Saudi Aramco controlled land used for residential accommodation of contractor personnel working for Saudi Aramco, as well as Saudi Aramco personnel.

### PMT Construction Camp

Designated area located on Saudi Aramco controlled land for office and residential accommodation of construction contractor personnel and administered by PMT.

### Contractor Residential Park

Designated area located on Saudi Aramco controlled land for residential accommodation of contractor personnel and administered by Community Services.

### Scattered Private Contractor Camp

Contractor accommodations built on either private or Saudi Aramco controlled land and administered by the specific contract proponent.

### Means of Egress (Exit)

A continuous and unobstructed vertical and/or horizontal egress (exit) path of travel, from any point in a building, to a safe place outside and away from the building. To egress from a building means to exit from a building.

### Listed/Approved Electrical Equipment

Electrical devices and appliances that are placed on a list published by an internationally recognized testing organization acceptable to Saudi Aramco Loss Prevention Dept. Examples of listing organizations can include CE (Conformité Européenne – European health & safety product label), Underwriter Laboratories (UL) – USA, Underwriter Laboratories Canada (ULC), Factory Mutual (FM) – USA, Electrical Testing Labs (ETL) – USA, Canadian Standards Association (CSA) or other independent and internationally recognized testing laboratories.

### National Fire Protection Association (NFPA)

The NFPA is an American standards development and publication organization that produces a wide range of standards associated with fire safety, maintenance and system design.

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## **5.0 CONTRACTOR RESPONSIBILITIES**

### **5.1 Compliance**

The contractor shall manage and operate residential camps and accommodation buildings/apartments in accordance with this guide and the following requirements.

- Saudi Aramco Sanitary Code (SASC)
- Saudi Aramco Construction Safety Manual (SACSM)
- Saudi Aramco Contract Manual (SACM)
- Saudi Aramco Contractor Safety Pre-Qualification Program
- Saudi Aramco Contract - *Terms and Conditions*
- Saudi Aramco - (*General Instruction*) G.I. 298.010 Administration procedure Of Contractor Camps/Parks And Construction camps

### **5.2 Camp/Accommodation Supervisor**

The contractor shall appoint a Camp Supervisor to handle the day-to-day operations of the camp/accommodation, and to act as a single point of contact with CS Contractor Camps Administration team, the proponent organization and other Saudi Aramco agencies. For camps or accommodation with thirty (30) or more residents in a single location, the Contractor Camp Supervisor shall be full-time, and for twenty-nine (29) or less residents the Contractor Camp Supervisor may be part-time. The Contractor Camp Supervisor should be high school graduate level, be capable of understanding and implementing the requirements of this guide, and must speak, read and write in English, to a standard acceptable to Saudi Aramco. For residential parks and scattered camps, the contractor shall submit the resume of the Camp Supervisor to the CS Contractor Camps Administration team and the concerned proponent organization for approval; and in the case of Project Management Team (PMT) construction camps, the contractor shall submit the resume of the Camp Supervisor to PMT.

The contractor shall ensure that Camp Supervisor has sufficient time, empowerment, manpower support, materials and other resources, to ensure proper compliance with this guide.

### **5.3 Camp/Accommodation Maintenance and Janitorial Support**

The contractor shall provide adequate resources for the preventive maintenance and timely repair of all camp/accommodation services, and for critical services such as electrical power, air-

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conditioning, water supply/plumbing, and sewage system, repair crews are to be available 24/7. The contractor shall also provide adequate janitorial and cleaning resources to ensure proper hygiene and cleanliness on a daily basis throughout the camp/accommodation. Residents who work outside the camp/accommodation, shall not be assigned cleaning duties in communal areas (toilets, bathrooms, corridors, eating areas, kitchens, laundries, yards, parking-lots, etc), other than in their own sleeping/living space. The contractor shall develop a master cleaning schedule for the entire camp/accommodation, which shall identify areas to be cleaned and how often, the persons responsible and what materials and equipment is to be used. The contractor shall also use a qualified and experienced pest control operative or contractor and implement an integrated approach to pest management, which emphasizes exclusion, pest proofing, elimination of breeding sites and harborage, surveillance and trapping.

#### **5.4 Camp/Accommodation Services**

The contractor shall develop and implement a written Maintenance & Safety Plan for the safe and hygienic operation of all camp/accommodation services and the maintenance of critical equipment, forwarded to the CS Contractor Camps Administration team for approval, and in the case of Project Management Team (PMT) construction camps, the contractor shall submit it to PMT. The Maintenance & Safety Plan should be added to the contractor's safety manual. The written plan is to include, but not limited, to the following:

- Reference the Saudi Aramco Sanitary Code (SASC), Section 7 with regard to site plans, facilities and services to be planned and provided.
- The camp/accommodation must be provided with at least two (2) operable telephones for use in emergencies, with access 24/7 to all residents, and emergency contact numbers posted adjacent for fire, ambulance/medical assistance and police/security.
- Designated sleeping rooms are to be kept in a clean and hygienic condition, with adequate sleeping space and closet storage sufficient for each resident, in accordance with paragraph 5.1 above and in particular SASC, and kept free of rodents, feral animals, insects and other vermin.
- The operation and monitoring of food preparation, storage and designated eating areas shall comply with paragraph 5.1 above and in particular SASC, be subject to daily cleaning (as a minimum) and kept free of rodents, feral animals, insects and other vermin.
- Electrical cooking and food preparation appliances including refrigerators/chillers are to be Listed/Approved, need to be kept in a safe and hygienic condition, and routinely maintained; any defects need to be repaired/corrected immediately and treated as high priority, in accordance with paragraph 5.1 above.
- LPG (liquid petroleum gas, butane and propane) equipment such as cooking appliances, space heaters, etc, including associated gas cylinder storage and gas pipe work, shall be operated and maintained in accordance with CS guidance note 'LPG SAFETY'; and all LPG



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appliances operated internally shall have a minimum of two (2) vents, one lower level and the other upper level in each room, with at least one opening window to provide emergency ventilation; to comply with paragraph 5.1 above. Large LPG installations with bulk storage need to comply with NFPA 54 National Fuel Gas Code.

- All communal areas such as toilets, bathrooms, lounges, corridors, staircases, etc, shall be kept in a safe and hygienic condition to comply with paragraph 5.1 above and in particular SASC, and be subject to daily cleaning (as a minimum) and kept free of rodents, feral animals, insects and other vermin.
- All communal laundry areas shall be operated and kept in a safe and hygienic condition, with laundry equipment in sufficient numbers to suit the camp/accommodation total population, to comply with paragraph 5.1 above and in particular SASC, and be subject to daily cleaning (as a minimum).
- A safe, clean and plentiful supply of cool fresh potable drinking water shall be provided to residents 24/7. The supply infrastructure pipe work and storage for drinking water and water used for washing, bathrooms and toilets, shall be effectively operated and maintained. Timely repairs are to be treated as high priority. The entire water supply network including quality testing and water sampling routines shall comply with paragraph 5.1 above and in particular SASC.
- The entire sewage system at camp/accommodation, including the collection infrastructure pipe work and holding tanks, as well as off-site transportation and disposal of effluent, shall comply with paragraph 5.1 above and in particular SASC.
- Yards, parking-lots, recreation/sports areas and spaces between buildings at residential camps shall be kept free of debris and trash, must not used for construction materials and plant/equipment storage, and kept free of rodents, feral animals and other vermin, to comply with paragraph 5.1 above and be subject to weekly cleaning (as a minimum).
- Trash at camp/accommodation buildings must not be allowed to accumulate, trash bins should be emptied daily and the trash taken to a designated temporary storage area kept free of rodents, feral animals, insects and other vermin, and taken off-site to final disposal/landfill site regularly (twice weekly minimum), to comply with paragraph 5.1 above and in particular SASC.
- The operation and maintenance of fire detection and alarm systems, fixed and portable fire protection equipment, shall comply with paragraph 5.1 above and NFPA 72 (National Fire Alarm and Signaling Code), NFPA 25 (Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems), NFPA 17A (Standard for Wet Chemical Extinguishing Systems), and NFPA 10 (Standard for Portable Fire Extinguishers) respectively. Copies of the preventive maintenance (PM) reports shall be attached to the Monthly Activity Report (MAR) as described in paragraph 5.6 below.

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- Emergency means of egress routes, such as corridors, fire exit doors and staircases must be kept clear at all times, and all fire exit doors must be easily opened from the inside at all times (never locked), and in every building evacuation plans are to be posted adjacent at all exit doors and at each landing level on staircases, to comply with paragraph 5.1 above.
- All external and internal lighting systems, including emergency and exit lighting, shall be kept clean and operable at all times, to comply with paragraph 5.1 above and in particular (Saudi Aramco Engineering Standard) SAES-P-123.
- In June of every year, the electrical installation in all accommodation and support buildings must be tested and approved by an independent experienced and qualified electrical engineer, to comply with paragraph 5.1 above and NEC (National Electrical Code - USA). A copy of the electrical engineer's test report shall be attached to the MAR as described in paragraph 5.6 below. Any noted electrical deficiencies are to be rectified in a timely manner and corrective action recorded.
- All electrical appliances, power-cords and multi-outlet strips owned by the contractor and/or by residents shall be Listed/Approved, rated at the current capacity of the connected load and the electrical supply voltage of the camp/accommodation, without the use of portable transformers/power regulators; equipped with a Listed/Approved plug matching the outlet receptacles without the use of an adaptor; are in good condition and routinely checked; to comply with paragraph 5.1 above and NEC.
- The filters on HVAC (heating, ventilation and air-conditioning) equipment are to be cleaned on a weekly basis, and preventive maintenance (PM) conducted in accordance with, and at the frequencies as stated in the manufacturer's operating manual, or every six months, whichever is the sooner; to comply with paragraph 5.1 above, and in particular SASC. A copy of the HVAC PM reports shall be attached to the MAR as described in paragraph 5.6 below.
- Where required by the contract, a medical trained nurse and/or physician and/or ambulance shall be available 24/7. Where trained nurse and/or physician is not required by the contract, 10% of residents shall be certified in first-aid & BLS (basic life support), and a clean and hygienic treatment room shall be available 24/7 with a well stocked first-aid kit frequently replenished. Refer to Saudi Aramco Minimum Medical Standards Requirements Manual (MMSR), pages 84-92
- The camp/accommodation shall be secured 24/7 with a continuous security fence or wall, and access restricted to authorized personnel only via a controlled gate, door or other means. Breaches and holes in the security fence/wall need to be repaired immediately and treated as high priority. Refer to Saudi Aramco Sanitary Code (SASC), Section 7.

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## **5.5 Camp/Accommodation Inspections**

The Contractor Camp Supervisor shall cooperate fully with, and provide full access when requested by the concerned Saudi Aramco Contractor Camps Administration Team, contract proponent and/or other Saudi Aramco agencies, to conduct periodic inspections in all areas of the camp, accommodation, support buildings/apartments controlled by the contractor.

The contractor shall routinely conduct periodic inspections in the frequencies as shown below, shall accurately record all observed deficiencies and implement timely corrective actions.

### **5.5.1 Weekly Inspection/Monthly Report**

The Contractor Camp Supervisor shall ensure that weekly inspections are conducted at all accommodation, support buildings/apartments controlled by the contractor, using the Contractor's Weekly Inspection Form shown in Form B to this Attachment V, noting all deficiencies, corrective actions and dates completed. At the end of each calendar month, the Contractor Camp Supervisor shall attach copies of the completed weekly inspection forms to the MAR, as described in 5.6 below.

### **5.5.2 Annual Inspection/Annual Report**

In June of every year, the Contractor Camp Supervisor shall conduct an annual detailed inspection at all accommodation, support buildings/apartments controlled by the contractor, using the Annual Inspection Form shown in Form A to this Attachment V, and noting all deficiencies and subsequently list all corrective actions/dates completed in the Corrective Action Report shown in Form C to this Attachment V. At the end of the month of June, the Contractor Camp Supervisor shall attach a copy of the completed Annual Inspection Form and Corrective Action Report in the MAR, as described in 5.6 below.

## **5.6 Reporting**

The Contractor Camp Supervisor shall maintain an effective reporting system to contractor senior management, the concerned Proponent Organization and the CS Contractor Camps Administration Team; and for PMT construction camps, to contractor senior management and PMT.

### **5.6.1 Immediate Reporting**

The Contractor Camp Supervisor shall notify via telephone any of the following occurrences.

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- Serious injury or fatality to any camp/accommodation resident; including any occurrence of a serious communicable/infectious disease designated by the Saudi Arabian Ministry of Health. For definitions of types of injuries, refer to G.I. 6.007 Reporting Of Contractor On-Job Injuries/Occupational Illnesses.
- Fire incidents no matter how small; building or structural collapse; major power outage or major loss of water supply for more than 8 hours; and serious/major security related incidents. Refer to G.I. 6.001 [Notification Requirements for Incidents (Including Fires)].

**5.6.2 Reporting Within 24-Hours**

The Contractor Camp Supervisor shall notify in writing any of the following occurrences.

- Follow-up written report on any of the occurrences as described in 5.6.1 above
- Major sewage outages for more than 8 hours; major HVAC equipment outages; cooking or food equipment outages affecting large number of residents (i.e. more than 10); and moderate security related incidents

**5.6.3 Monthly Reporting**

The Contractor Camp Supervisor shall compile and submit a Monthly Activity Report (MAR) at the end of each month. The MAR shall include, but not limited to, the following.

- Reportable occurrences as described in paragraphs 5.6.1 and 5.6.2 above
- Total number of PM jobs planned versus number completed; total number of repair jobs reported versus number completed, awaiting materials, pending or on-hold; to camp/accommodation services as described in paragraph 5.4 above
- Total number and type of camp/accommodation inspections planned versus number completed, as described in paragraph 5.5 above
- Total number and type of training sessions planned versus number conducted, for camp/accommodation residents, to include the training programs described in paragraph 5.7 below

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- Status update on corrective actions from inspections conducted by the concerned contractor camps administration team, contract proponent and other Saudi Aramco agencies
- Other notable safety related events and information

## **5.7 Training**

The contractor shall develop and implement a comprehensive training program for residents, and shall include, but not be limited to, the following.

### **5.7.1. *New-Resident Safety Orientation Program***

The contractor shall develop a new-resident safety orientation program and the Contractor Camp Supervisor is to ensure it is delivered to all new camp/accommodation residents. The new-resident safety orientation shall include basic safety elements, fire safety, use of fire extinguishers, what to do in an emergency, first aid/BLS, personal hygiene, etc. The contractor shall submit the initial new-resident safety orientation program to the CS Contractor Camps Administration team and the concerned proponent organization for approval; and for PMT construction camps, to PMT. Copies of the sign-up sheet records for all attendees shall be attached to the MAR, as described in 5.6 above.

### **5.7.2 *Refresher Training***

The Contractor Camp Supervisor shall ensure safety orientation refresher training is periodically delivered (at least annually) to all existing residents, as a reminder to follow all safety rules. Copies of the sign-up sheet records for all attendees shall be attached to the MAR, as described in 5.6 above

### **5.7.3 *Food Safety Training***

Where the contractor provides centralized catering to residents, food handlers shall be trained to an approved standard, as directed by Community Services and EPD.

### **5.7.4 *Water Treatment Systems***

Where a Contractor Camp is not provided with treated water (Potable Water and/or Chlorinated Water) from a respective Contractor Park, the contractor is responsible to provide a Water Treatment System (e.g. Reverse Osmosis/Chlorination), and shall develop training in the operation and maintenance of such system/s. The contractor shall also

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provide refresher training (at least annually) to those who operate and maintain such a system/s.

**5.7.5 Weekly Safety Meetings**

The Contractor Camp Supervisor shall ensure that weekly safety meetings are held with the participation of all camp/accommodation residents, and should discuss relevant and topical safety issues that affect residents. Alternatively, weekly workplace safety meetings should include camp safety issues. Copies of the weekly safety meeting, minutes-of-meeting with a list of all attendees, shall be attached to the MAR, as described in 5.6 above.

**5.7.6 Fire Drills**

The Contractor Camp Supervisor shall ensure that fire drills/emergency evacuation drills are held at the camp/accommodation, twice (2) per year minimum, appoint and train wardens in each building/storey level to assist residents in timely and proper evacuation. Copies of the fire drills/emergency evacuation drills critique meetings, minutes-of-meeting shall be attached to the MAR, as described in 5.6 above.

**5.7.7 Risk Management Training**

The contractor shall ensure that the Contractor Camp Supervisor and other camp/accommodation key-personnel, receive training in risk management techniques. Copies of the risk management training records shall be forwarded to CS Contractor Camps Administration team and the concerned proponent organization for review; and for PMT construction camps, to PMT.

**5.7.8 Emergency Disaster Planning**

The contractor shall develop an emergency disaster plan for the camp/accommodation with contingencies for handling a major emergency and assigning sufficient resources to provide all necessary support to residents, including relocation/re-housing of residents to an off-site location should it be necessary, based on credible scenarios; and submit the plan to the CS Contractor Camps Administration team and the concerned proponent organization for review; and for PMT construction camps, to PMT. The contractor shall also ensure that Contractor Camp Supervisor, camp/accommodation key-personnel and other participants/maintenance support staff receive training in emergency disaster planning and attend an emergency disaster drill once (1) per year minimum.

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## **5.8 Records**

The contractor shall maintain adequate records for a period of not less than two (2) years, and make them readily available for review at the request of the CS Contractor Camps Administration Team and the concerned proponent organization; and for PMT construction camps, to PMT; or other Saudi Aramco agency. The records shall include, but not limited to, the following.

- The name, age, nationality, passport number, iqama number, and Saudi Aramco ID number (as applicable), of all camp/accommodation residents.
- The maintenance history records of critical camp/accommodation equipment as described in paragraph 5.4 above (Camp/Accommodation Services).
- The completed camp/accommodation inspection checklists and corrective action reports (as described in paragraph 5.5 above (Camp/Accommodation Inspections)).
- MAR's as described in paragraph 5.6 above (Monthly Activity Reports).
- The training history as described in paragraph 5.7 above (Training).

## **5.9 Failure to Comply**

The contractor is to comply with all requirements included in this guide. Failure to comply will be as per the disciplinary procedure described in the Saudi Aramco Contract and Saudi Aramco Contracting Manual; and in the case of contractor camps at Residential Parks on Saudi Aramco controlled land, additionally as per paragraph 7.0 (Contractor Park Lot Recovery) in G.I. 298.010.

## **6. CS CONTRACTOR CAMPS ADMINISTRATION TEAM RESPONSIBILITIES**

The main roles and responsibilities of CS Contractor Camps Administration team are described in paragraph 3.2 (Responsibilities of Involved Parties - Community Services) of G.I. 298.010. However, the CS Contractor Camps Administration Team shall also provide technical and operational advice (as applicable), to contractors operating camp/accommodation and support buildings, including providing copies of safety training programs (as available) to support the contractor's safety orientation program for camp/accommodation residents; except for PMT construction camps.

The CS Contractor Camps Administration team shall also conduct periodic announced and unannounced inspections at camp/accommodations using the Inspection Form shown in Form A to this Attachment V, provide coordination to other Saudi Aramco agencies joining the inspection



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team (as applicable); compile a report and forward to the Contractor Camp Supervisor; and track timely completion of corrective actions; except for PMT construction camps, where the CS Contractor Camps Administration team is to be the auditing agency for PMT sponsored camp inspections.

**7. PROJECT MANAGEMENT TEAM RESPONSIBILITIES**

The main roles and responsibilities of PMT are described in paragraph 3.9 (Responsibilities of Involved Parties - Project Management Team) of G.I. 298.010. However, PMT is to also assume the role of the camp administration team as described in this attachment at PMT construction camps.

**8. CONTRACT PROPONENT RESPONSIBILITIES**

The main roles and responsibilities of the Contract Proponent are described in paragraph 3.1 (Responsibilities of Involved Parties - Contract Proponent) of G.I. 298.010. However, the Contract Proponent shall also assist the CS Contractor Camps Administration team in the implementation of the requirements described in this attachment.

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## Attachment V - Form A

### Contractor Camp/Accommodation Audit/Pre occupancy audit & Annual Inspection Form

**Note:** If possible have Contractor Camp Supervisor, Safety Officer & Fire Wardens in attendance.

#### Contract Proponent Contact Person

<b>Name:</b>	<b>Address:</b>	<b>Business Email:</b>
<b>Business Phone:</b>	<b>Business Mobile:</b>	<b>Fax:</b>

#### Contractor Company Name:

<b>Representative Name:</b>	<b>Address:</b>	<b>Business Email:</b>
<b>Business Phone:</b>	<b>Business Mobile:</b>	<b>Fax:</b>

**Number of Residents Staying on Camp:**

**Name of SA Proponent:**

**Date of Inspection:**

**Proponent Inspection Team Leader:**

#### REQUIREMENT

#### SATISFACTORY

	<b>A. Camp Management &amp; Records</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Contractor Camp Supervisor conducts weekly inspections using this checklist and retains on site records of corrective actions.			
2.	Contractor Camp Supervisor compiles the results of weekly inspections and timely corrective actions, submits the MAR (monthly activity report) to the concerned Saudi Aramco organization, and retains on site records.			
3.	Contractor has compiled a Maintenance & Safety Plan for camp/accommodation services and the Contractor Safety Manual has a section on residential camp/accommodation management, clearly stating responsibilities. Copy on site for reference.			

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4.	Current log maintained of all camp/accommodation residents.			
5.	A copy of the contractor park layout plan is prominently displayed within the Contractor Camp Supervisor's office and is available to Fire wardens 24/7.			
6.	Emergency evacuation & response plans prepared and posted in all means of egress routes.			
7.	All residents are trained and familiar with the evacuation plan, and on site records kept.			
8.	Fire/emergency evacuation drills conducted within the last 6 months at the camp/accommodation and completed written drill evaluations/critique.			
9.	New residents have camp/accommodation safety orientation on arrival (shown fire-fighting equipment, escape routes, assembly areas, etc) and on site records kept.			
10.	All residents have received camp/accommodation fire safety training and on site records kept. State percentage of those trained (year to date):			
11.	Contractor promotes fire safety in the camp/accommodation and has a clear smoking control policy, with smoking in designated areas only, using sand filled receptacles.			
12.	All fire detection, alarms and fire-fighting/protection equipment have been inspected as per NFPA 72, NFPA 25, NFPA 17A, and NFPA 10 as applicable, on site records kept and all actionable items corrected.			
13.	Entire electrical installation at the contractor accommodation must comply with NEC [National Electrical Code - USA] and tested prior to occupancy and annually (by a qualified and experienced independent electrical engineer, on site records kept and all actionable items corrected.			
14.	Periodic PM checks and servicing of electrical appliances/equipment (heating, cooking, food preparation, washing, drying and cleaning appliances, etc) by qualified and experienced maintenance technician, on site records kept and all actionable items corrected.			
15.	Periodic PM checks and servicing of LPG (butane and propane) equipment (heating, cooking, etc) by qualified and experienced LPG technician, on site records kept and all actionable items corrected.			
16.	Preventive maintenance (PM) performed on every HVAC unit by a qualified and experienced technician, every 6 months or as instructed by the manufacturer, whichever is the sooner. On site records are kept and all actionable items corrected.			

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17.	A Master Cleaning Schedule has been developed, and implemented. This schedule shall identify areas to be cleaned, persons responsible and materials and equipment to be used. Written cleaning schedules and checklists are completed for all communal areas and facilities and on site records are kept.			
18.	Qualified/trained pest controller is employed and implements an integrated approach to pest management. This emphasizes exclusion, pest proofing, elimination of breeding sites and harborage, surveillance & trapping. Documented pest control inspections and records of action taken are available on site.			
	<b>B. Fire Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
19.	An appropriate number of trained Fire Wardens appointed throughout the camp/accommodation, with back-ups.			
20.	Fire fighting team/brigade appointed and trained, and provided with appropriate equipment, where directed by Saudi Aramco.			
21.	Adequate roads and a 6.1 meter clear width space for maneuvering fire trucks for access to all areas of the camp/accommodation.			
22.	Written A4-size Fire Warning Notices posted prominently stating names of fire wardens and emergency phone numbers. Written instructions in case of fire and includes directions to evacuate the building, raise the alarm and call Civil Defense/Fire Protection Dept.			
23.	Exit doors or fire escapes are never locked or blocked. No evidence of padlocks on exterior exit doors, which can block critical exit routes.			
24.	Camp/accommodation buildings are constructed of non-combustible materials to prevent rapid fire growth. Combustible materials such as plywood used for internal/external cladding will result in rapid fire growth and greatly decreases the available time needed for residents to safely egress in a serious fire. (Ref: LPD Guide Number 007-005-2010: Application of Saudi Aramco Building Code to Contractor Camp and Project Support Buildings) Refer to the LPD Guide for further clarification on circumstances where this may not be required.			
25.	Camp/accommodation buildings are spaced wide apart to prevent fire spread from building to building. Every portable accommodation unit must, where practicable, be separated at a distance of not less than 6 meters from any other structure. Refer to the LPD Guide for further clarification on circumstances where this may not be required.			
26.	Exit doors are constructed and installed to comply with IBC (International Building Code). Where required by IBC, full width panic bars, UL listed, are fitted.			

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27.	An effective and operable fire alarm/warning system is installed throughout the camp/accommodation, and where required by IBC, equipped with smoke/heat detectors, must be capable of proving audible fire warning to all camp residents, with initiation points easily accessible 24/7.			
28.	The fire alarm system is checked and tested on a monthly basis and is being maintained adequately, on site records kept and all actionable items corrected.			
29.	Smoke detectors connected to the fire alarm system (where fitted), are installed (UL/FM listed or CE standard, in sleeping areas to comply with NFPA 72, and tested on a monthly basis and are being maintained adequately. On site records are kept and all actionable items corrected.			
30.	Self-contained smoke alarms (where fitted) are UL/FM listed or CE standard, are checked and tested on a monthly basis and kept clean and free of dust. It is desirable that battery powered smoke alarms should be hard wired and connected to buildings primary electrical supply /with standby battery UL/FM or CE standard listed type smoke alarms. Whichever the type, smoke alarms batteries are replaced every year (12-months). On site records kept and all actionable items corrected.			
31.	Emergency and exit lighting is fully operational & tested monthly. On site records are kept and all actionable items corrected.			
32.	An adequate number of fire extinguishers provided [mixture of ABC dry chemical], wall mounted at the appropriate height], inspected and checked in accordance with NFPA 10. On site records are kept and all actionable items corrected.			
33.	Fire hydrants, fire water storage tanks, fire pumps, fire hose reels, cabinets, stations & standpipes, fire sprinkler systems, wet chemical fire suppressions systems, where required by IBC, are properly installed, fully operable, inspected visually & tested every month in accordance with NFPA 25/NFPA 17A (as applicable), and date recorded on label attached. On site records are kept and all actionable items corrected.			
34.	A logbook is maintained near the control panel for each fire alarm or fixed fire protection system. The logbook is used to document all testing, inspection, maintenance, and activation of the fire alarm or fixed fire protection system.			
35.	"As-Built" drawings, specifications, and technical manuals of all fire alarms and fixed/portable fire protection systems are available on site and updated.			
36.	Camp housekeeping is satisfactory and no fire hazards noted. (If not, give details in the corrective action report).			
37.	Flammable storage areas securely locked (or fenced), posted with a warning sign 'Danger:			

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	Flammable Area' and located at least 15 m (50 feet) away from the nearest building or storage area for combustibles.			
	<b>C. LPG Cylinder Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
38.	LPG (butane or propane) cylinders are only refilled by an approved LPG dealer/vendor.			
39.	LPG cylinders are stored outside under sunshade and not located inside any building.			
40.	LPG cylinders are free from corrosion, not exposed to moisture and kept away from wet areas.			
41.	LPG piping is either rigid metal or armored flexible tubing or proprietary steel-braided synthetic-rubber LPG hoses (preferred type) with threaded couplings. Have approved connections for cylinders and LPG appliances. Screw type jubilee clips or twisted wire must not be used. Natural rubber hoses (often pink or light brown color) must never be used.			
42.	LPG cylinder valve & coupling threads are in good condition. If the cylinder valve is broken or the coupling threads are damaged, the cylinder is removed from service and replaced.			
43.	LPG regulators are in good condition, and damaged units are removed from service and replaced.			
44.	Written LPG Leak Response Procedure for dealing with leaks (copies posted in the kitchen and at the LPG store).			
45.	Written LPG procedures for: installing & replacing a full cylinder (copies posted in the LPG store).			
46.	Staff trained in LPG leak and installation/replacement procedures.			
	<b>D. Bedrooms/Dormitories</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
47.	Visual checks are conducted on all electrical appliances in bedrooms to check for UL/FM/CE markings; any physical damage; damage to cables; fitted with correct plug and no overloading. On site records are kept and all actionable items corrected.			
48.	Only listed/approved electrical extension cords/multi outlet strips are used and in good conditions, and are marked with UL/FM/CE.			
49.	There are sufficient electrical wall outlet receptacles for the number of residents in each room to prevent overloading.			

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50.	Sleeping quarters with allocated floor space at a rate of not less than 4.6 m <sup>2</sup> (50 ft <sup>2</sup> ) but preferably 6.5m <sup>2</sup> (70 ft <sup>2</sup> ) are provided for each resident.			
51.	There is a procedure to prohibit cooking within bedrooms and this is enforced.			
52.	Bedrooms are clean, tidy & pest free.			
53.	Bed linen is provided to residents. Linen is changed at least twice monthly.			
54.	A table, chair and a reading lamp is provided in each dormitory.			
55.	A lockable cabinet or wardrobe is provided for each employee in a dormitory room to store personal items.			
56.	Doors on sleeping rooms, toilets/bathrooms, kitchens and laundry rooms that lead to the outside are self-closing and also have self closing screen doors that open outwards.			
	<b>E. Sanitary Accommodation</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
57.	Appropriate sanitary facilities/appliances provided. (See Table 1 at end of this checklist for number of sanitary facilities required)			
58.	Suitable cleaning equipment and supplies for toilet/bathrooms provided.			
59.	Suitable lockable storage space is provided for cleaning equipment.			
60.	Cleaning Schedules are implemented and daily updated.			
61.	Walls are non-absorbent to a minimum height of 1.8m in shower stalls and 1.2m elsewhere.			
62.	All bathrooms, toilets, laundry rooms and similar areas are well ventilated and free of excessive condensation. They are suitably cooled or heated and provided with mechanical ventilation systems or mechanical exhaust fans.			
63.	All floors are non-absorbent, are in good repair and are easy to clean.			
64.	All bathrooms, toilets, laundry rooms and similar areas are adequately illuminated, with a minimum of 540 Lux at eyelevel at the mirrors above washbasins.			
	<b>F. Facilities General</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
65.	Camp/accommodation buildings are in good condition. (If not, give details in corrective action report)			



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66.	The camp is not used for industrial purposes such as a lay-down yard or storage facility for construction materials or flammable materials/fuels, or for parking industrial vehicles and plant equipment. (If so, give details in corrective action report)			
67.	The electrical supply network and infrastructure has adequate capacity to safely meet the lighting, power and cooling load, including all reasonable communal living in the camp/accommodation facilities and services within it.			
68.	Air conditioning is provided and is fully functional in all accommodation and recreation areas.			
69.	The HVAC (heating, ventilation and air-conditioning) equipment is cleaned, checked and maintained in good condition, on site records kept and all actionable items corrected.			
70.	HVAC units are properly physically supported and installed.			
71.	Electrical panel boards are checked and in good condition, all electrical circuits are labeled, diagrammed and posted at power panels.			
72.	All energized electrical power equipment is labeled and hazard signs posted.			
73.	Standby electrical generators, where installed, are in good condition, checked and maintained. On site records are kept and all actionable items corrected.			
74.	All electrical appliances are rated for the camp/accommodation supply voltage without the use of portable transformers/regulators, and the plug can connect to the outlet receptacle without the use of an electrical adaptor.			
75.	All electrical outlet receptacles are in good condition and not overloaded.			
76.	Contractor camp is located on a well drained site, free from periodic flooding and not adjacent to marshes, stockyards, industrial sites, pipelines or any other safety and/or health hazard.			
77.	Floors, walls and ceilings in toilets, kitchens, dining rooms and laundry rooms are of materials that are smooth, impervious and easily cleanable.			
78.	Floors in toilet rooms, kitchens and laundry rooms slope to trapped floor drain and are coved at wall/floor junction.			
79.	Walls in kitchens and dining rooms are of materials that are continuous, smooth, impervious and easily cleanable and free from cracks, crevices and open joints.			

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80.	Ceilings in toilet rooms, kitchens, laundry rooms and dormitories are continuous and studs, joists, rafters are not exposed.			
81.	Utility lines not exposed on floors of toilet rooms, kitchens, dining and laundry rooms.			
82.	All buildings are designed to exclude insects and rodents through proofing measures such as self-closing outer screen doors, screen windows, metal plating on the lower edges of doors, etc.			
83.	Working areas are kept clean and tidy and free of tripping hazards.			
84.	All stairways have handrails on both sides, have a platform if it starts at an exit door and are properly illuminated.			
85.	Swimming pools, if provided, meet requirements equivalent to those outlined in Saudi Aramco Sanitary Code Section SASC-S-13, Swimming Pools, Wading Pools and Spas.			
86.	Windsock located in the camp (for camps located within 2km of a gas/oil facility or exploration facility).			
87.	Windsock is in a good condition.			
	<b>G. Kitchens</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
88.	Catering staff have received food hygiene training. Records are kept.			
89.	Food safety system in place (written procedures, temperature monitoring of cooked food, deliveries, refrigerators, freezers, bain-marie), and on site records kept.			
90.	A fire blanket is provided (UL/FM listed or CE standard) and is wall-mounted in a prominent location.			
91.	Cleaning Schedules available, being implemented & updated, and on site records kept. Schedules include the extraction fans & canopies.			
92.	Exhaust canopies incorporating fans and grease filters are installed above cooking appliances.			
93.	Adequate cleaning equipment and supplies for kitchen are provided by contractor and suitable lockable cupboard space is provided.			
94.	Kitchens are clean, ventilation extraction units are clean and grease free.			

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95.	A safe, clean potable water supply is provided in accordance with SASC (Saudi Aramco Sanitary Code).			
96.	Suitably located washbasins & hand drying facilities in food preparation areas.			
97.	Kitchens have a large double sink for food preparation, and an additional large three compartment sink for ware-washing. Each is provided with hot and cold water under pressure.			
98.	Large kitchen operations are provided with grease traps on sewer line immediately outside of the kitchen and are easily accessible for cleaning.			
99.	Food preparation surfaces are durable, smooth, impervious, easily cleanable and free from cracks, crevices etc.			
100.	A minimum of ½ cubic foot of both chiller and freezer space is provided per user in self-catering kitchens.			
101.	A minimum of 3 cubic feet of dry food storage space is provided per user in self-catering kitchens.			
102.	Kitchens have suitable cooking facilities. A minimum of one (1) LPG gas/electric burner ring is provided for each six occupants when self-catering kitchens are provided.			
103.	Kitchens and dining rooms are adequately illuminated, a minimum of 540 Lux at food preparations surfaces and washing sinks, and 320 Lux at dining table surface.			
104.	Kitchen and dining areas have sufficient air conditioning and exhaust ventilation to maintain temperatures at a tolerable level.			
105.	Adequate ventilation in kitchens - refer to CS guidance note 'LPG SAFETY'. There is a minimum of 2 vents, one lower level and the other upper level. At least one opening window to provide emergency ventilation.			
106.	Dining area provided with sufficient tables and chairs to accommodate 50% of the residents.			
107.	Conduits, pipes, and cables in kitchens are properly chased into the structure or are suitably covered.			
	<b>H. Laundry</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
108.	Contractor provides free personal laundry or sufficient number of washers and dryers for personal usage. Where a laundry is provided for personal linen only, a minimum of two			

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	(2) clothes washers and two (2) dryers must be provided for each 50 occupants or part thereof.			
109.	Laundry room is fully enclosed and is adequately illuminated, and air conditioned. Dryers ventilate to external air via rigid or flexible ducting.			
110.	If contractor uses a commercial laundry service, submit a copy of the agreement with a commercial laundry to the applicable Saudi Aramco contractor camp administration team for review.			
	<b>I. Water</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
111.	Camp provided with a safe pressurized supply of fresh water that is filtered and chlorinated for use in kitchens, toilets, and laundry facilities, and for other cleaning tasks; in accordance with SASC, including testing and sampling, and on-site records (as required).			
112.	A separate suitable chlorinated fresh drinking water supply is provided with outlets in suitable locations throughout the camp; in accordance with SASC, including testing and sampling, and on-site records are kept.			
113.	Storage tanks have tight fitting covers, are vented and are protected from contamination.			
114.	Functioning chlorination unit provided to treat raw water entering the facility (where applicable); in accordance with SASC, including testing and sampling, and on-site records are kept.			
115.	Chlorine levels are routinely monitored in accordance with SASC (minimum of 0.5ppm residual chlorine, maximum of 3.0ppm).			
116.	No cross connections exist between the potable water supply and any unsafe or questionable water supply, the sewage system or any other source of pollution. All faucet hoses, including bathroom faucet hoses, have backflow prevention devices (vacuum breakers) fitted.			
117.	Water storage & delivery systems are in good repair and no evidence of water leaks, in accordance with SASC, and on-site records kept.			
	<b>J. Sewage</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
118.	Sewage storage tanks are only used on camps with an occupancy level of 30 and below.			

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	Sewage holding tank is in good working order and adequate for the number of residents/workers, in accordance with SASC.			
119.	Sewage regularly taken by tanker to an approved Treatment Plant, in accordance with SASC.			
120.	Records adequate for each time a tanker takes sewage to an approved Treatment Plant.			
121.	Company used for effluent transportation is approved and procedures are in place to prevent spillage, in accordance with SASC.			
122.	Effluent disposal area is approved and there are no nuisance conditions existing, in accordance with SASC.			
	<b>K. Welfare</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
123.	Contractor provides an entertainment room with T.V. with sufficient sitting arrangements.			
124.	Contractor provides and maintains two (2) local telephone lines for residents in case of emergency, with access 24/7 to all residents of the camp/accommodation.			
125.	Contractor provides an exercise room with standard equipment and sufficient for 20 people to exercise at a time (or other alternative suitable sports facilities).			
	<b>L. Medical and Emergency Preparedness</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
	Note: Refer to Saudi Aramco - Minimum Medical Standards Requirements Manual (MMSR). See pages 84-92. Where clinics/nurses/ambulances are provided in the workplace, they are usually based in camps outside normal working hours. Where no nurse/ambulance is required by contract, the first aid arrangements and facilities will apply.			
126.	On-site clinic or medical treatment facility provided where required by the contract.			
127.	Trained nurse and physician, and/or ambulance provided where required by the contract.			
128.	Where no trained nurse or physician is required, 10% of occupants are trained in First Aid & BLS.			
129.	Emergency disaster plan developed and tested, and communicated to camp/accommodation key personnel and medical staff; and copies of the emergency disaster plan detailing all credible scenarios is available on site. Periodic drill conducted			

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	(annually minimum) and on-site records kept.			
130.	Treatment Protocols developed in accordance with Saudi Aramco Minimum Medical Standards Requirements Manual (MMSR) and communicated to medical staff.			
131.	Ambulance available on site at all times and is not used as a general duties vehicle.			
132.	Ambulance driver (where required by the contract) is provided and has received 'Specific Orientation' in accordance with the Saudi Aramco MMSR.			
133.	Ambulance (where required by the contract) is equipped with the following: <ul style="list-style-type: none"> <li>a) Communications (radio or mobile phone)</li> <li>b) Spare wheel &amp; jack</li> <li>c) Vehicle PM checklists completed</li> <li>d) Driver familiar with routes</li> <li>e) Cleaning &amp; disinfection schedules completed</li> <li>f) Stretcher</li> </ul>			
134.	A stretcher is provided in clinic/medical treatment room.			
135.	Refrigerator for medications (where provided) equipped with thermometer and temperature readings recorded on site (should operate between 2 0C to 8 0C).			
136.	Surfaces & fixtures in clinic/medical treatment room are well designed and capable of being easily cleaned & disinfected.			
137.	Cleaning & disinfection schedules available and being implemented in the clinic/medical treatment room, on-site records kept.			
138.	Washbasin (preferably with elbow lever faucet/taps) is provided in the clinic/medical treatment room, with disposable paper towel dispenser and wall mounted hand sanitizer.			
139.	Where no clinic is provided, camp/accommodation has adequate numbers of suitably stocked frequently replenished first-aid kits provided in prominent positions.			
140.	Posters indicating the following: a) The name of the person who is in charge of first aid kit or cabinet. b) The hospital where injured/ill personnel are to be transported. c) The telephone number(s) of the doctor(s) or first aid attendant(s). d). The emergency telephone number(s) to be called for assistance.			

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	<b>M. Hygiene</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
141.	Camp maintained in good, clean and sanitary condition, routinely checked and on-site records kept.			
142.	Outside perimeter of the camp/accommodation kept free from trash and dumping.			
143.	Written cleaning schedules are completed daily and on-site records kept.			
144.	Suitable covered garbage and refuse containers provided in kitchens and dining rooms and at strategic locations throughout the camp.			
145.	Refuse is collected and taken from all areas of the camp/accommodation on a daily basis to a temporary designated storage and disposed of at frequencies sufficient to avoid excessive odors, nuisance conditions and attraction of vermin; in accordance with SASC.			
146.	Camp is free from bugs and other insects, rodents, other vermin, and feral animals; in accordance with SASC (If not, give details in the corrective action report).			
	<b>N. Security</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
147.	Sign prominently displayed at the entrance to contractor parks and at the entrance to each lot within the site and at communal living facilities indicating the name of the site together with the current name, address, and telephone number of the proponent and the telephone number and mobile number of the site manager together with emergency contact details. (Refer to Saudi Aramco - (General Instruction) G.I. 298.010 Safety Management Guide for Application of Building Code to Contractor Camps and the Letter of Understanding for further details).			
148.	All of the accommodation areas/rooms have lockable doors.			
149.	Camp perimeter fences/walls/gates are in good condition. (If not, give details in the corrective action report)			
	<b>O. Camp Shop/Store</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
150.	Shop is clean, hygienic and pest free. Shop workers have basic food hygiene training.			

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**Table 1**

The number of shower, toilet/urinal and hand washbasin fixtures required per numbers of persons housed in the communal living facility is outlined in the table below (Reference: Saudi Aramco Sanitary Code, Chapter 7):

Number of persons housed in the communal living facility	Number of showers/baths	Number of toilets and urinals	Number of hand washbasins
1 to 6	1	1	1
7 to 10	2	2	2
11 to 20	4	4	4
21 to 40	6	6	6
41 to 60	8	8	8
61 to 80	10	10	10
81 to 100	12	12	12
More than 100	one per 10 additional persons	one per 10 additional persons	one per 10 additional persons

**Notes:**

Washbasins shall be conveniently located adjacent to toilet facilities. 60 cm (24 inches) of a trough hand washbasin space is considered to be equivalent to one hand washbasin. Also note that laundry tubs and service sinks are not acceptable substitutes for hand washbasins.

The temperature of the water discharged from the tap shall be at least 37 °C (98.6 °F) but not more than 50 °C (122 °F), to prevent scalds.



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**Attachment V - Form B**  
**Contractor Camp/Accommodation Weekly Inspection Form**

Each contractor shall conduct weekly inspections of their camps and keep this record on site. On a monthly basis, this checklist shall be completed for each camp and submitted to the applicable Saudi Aramco camp administration team and contract proponent organization. Where problems are noted, corrective action must be taken and recorded. The purpose of this is to effectively manage accommodation safety and hygienically. Those items identified as 'High Risk' need **immediate action** to prevent loss to life or major injury.

Refer to Saudi Aramco Management of Contractor Camps and Project Support Buildings Guide for more details of how to meet the below requirements.

**Note:** If possible have Contractor Camp Supervisor, Safety Officer & Fire Wardens in attendance.

<b>Contract Proponent Contact Person</b>		
<b>Name:</b>	<b>Address:</b>	<b>Business Email:</b>
<b>Business Phone:</b>	<b>Business Mobile:</b>	<b>Fax:</b>

<b>Contractor Company Name:</b>		
<b>Representative Name:</b>	<b>Address:</b>	<b>Business Email:</b>
<b>Business Phone:</b>	<b>Business Mobile:</b>	<b>Fax:</b>

<b>Number of Residents Staying on Camp:</b>
<b>Date of Inspection:</b>

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	Requirement	Comply		Target Completion Date	Corrective Action Taken	Date Completed
		Yes	No			
Emergency Preparedness						
01	All occupants are trained and familiar with the Evacuation Plan. Records kept. State percentage of those trained (year to date):	%		Immediate		
02	Contractor has performed a major emergency drill within the last 12 months and has completed written drill evaluations/critique.			Immediate		
Medical Arrangements						
Note: Refer to Saudi Aramco - Minimum Medical Standards Requirements Manual (MMSR). See pages 84-92. Where clinics/nurses/ambulances are provided in the workplace, they are usually based in camps outside normal working hours. Where no nurse/ambulance is required by contract, the first aid arrangements and facilities will apply.						
03	Trained nurse and physician provided (where required by the contract).			Immediate		
04	Ambulance available on site at all times & not used as a general duties vehicle (where required by the contract).			Immediate		
05	Ambulance equipped with the following: a) Communications (radio or mobile phone) b) Spare wheel & jack c) Vehicle PM checklists completed			Immediate		

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	d) Driver familiar with routes e) Cleaning & disinfection schedules completed f) Stretcher g) Medical equipment (as per SA Medical Standards Manual)					
	Requirement	Comply		Target Completion Date	Corrective Action Taken	Date Completed
		Yes	No			
06	Where no trained nurse or physician is required, 10% of occupants are trained in First Aid & BLS. State percentage of occupants trained.	%		Immediate		
07	Where no clinic is required, camp has suitably stocked first-aid kits provided in prominent positions & are frequently replenished.			Immediate		
<b>Fire Safety</b>						
08	Appropriate number of trained Fire Wardens appointed, with back-ups. (State numbers)			Immediate		
09	State percentage of camp residents trained in fire safety.	%				
10	Fire evacuation drills have been conducted every 6-months (minimum) and results recorded.					
11	Written A4-size Fire Warning Notice posted (named wardens, emergency phone numbers, etc)			Immediate		

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12	Fire Plans Posted (routes of evacuation clearly marked with assembly points)			Immediate		
13	An effective and operable fire alarm/warning system is installed throughout the camp/accommodation, capable of proving audible fire warning to all camp residents, with initiation points accessible 24/7.			Immediate		
	<b>Requirement</b>	<b>Comply</b>		<b>Target Completion Date</b>	<b>Corrective Action Taken</b>	<b>Date Completed</b>
		<b>Yes</b>	<b>No</b>			
14	The fire alarm system is checked and tested monthly and is maintained adequately.			Immediate		
15	All fire detection, alarms and fire-fighting/fire protection/suppression systems have been inspected in accordance with NFPA 72, NFPA 25, and NFPA 17A (as applicable). On site records kept and actionable items corrected.			Immediate		
16	Self-contained smoke alarms (where fitted) are UL/FM listed or CE standard, are checked and tested monthly, kept clean and free of dust, and located in the egress corridors/areas adjacent to sleeping rooms.			Immediate		
17	Emergency/exit lighting installed and fully operational.			Immediate		

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18	An adequate number of fire extinguishers provided, wall mounted at a suitable height [mixture of ABC dry chemical + water].			Immediate		
19	Fire exit doors comply with IBC and easily opened, and where required, UL listed full width panic bars are fitted. Fire exit doors are never locked.			Immediate		
	<b>Requirement</b>	<b>Comply</b>		<b>Target Completion Date</b>	<b>Corrective Action Taken</b>	<b>Date Completed</b>
		<b>Yes</b>	<b>No</b>			
<b>Safety</b>						
20	New occupants must have Camp Safety Orientation on arrival. (Physically show them fire-fighting equipment, escape routes, assembly areas, etc). Keep records.					
21	LPG (butane and propane) cylinders are located externally and never inside buildings. Hose connections are of rigid metal, armored flexible tubing or steel braided synthetic. Jubilee clips/wire ties and natural rubber hoses are not used.			Immediate		
22	The entire electrical installation including panel boards visually inspected and no signs of damage or overloading; all electrical appliances, electrical extension cords/multi outlet			Immediate		

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	strips are marked with UL/FM/CE, have been checked and in good condition.					
23	Periodic PM checks completed and timely repairs of, cooking and food preparation appliances, including refrigerators; clothes washing and dryer appliances; and LPG appliances, etc, by qualified technicians, and on-site records kept.			Immediate		
	<b>Requirement</b>	<b>Comply</b>		<b>Target Completion Date</b>	<b>Corrective Action Taken</b>	<b>Date Completed</b>
		<b>Yes</b>	<b>No</b>			
24	AC filters cleaned weekly, preventive maintenance (PM) performed on every air-conditioning unit by a qualified technician, every 6 months or as instructed by the manufacturer, whichever is the sooner.			Immediate		
	<b>Facilities</b>					
25	Bedrooms are not overcrowded and meet space standard. Minimum 4.6 m <sup>2</sup> (50 ft <sup>2</sup> ) each occupant. (Preferably 6.5m <sup>2</sup> (70 ft <sup>2</sup> )).					
26	Appropriate sanitation facilities/appliances provided to comply with SASC.					
	<b>Hygiene</b>					
27	Written cleaning schedule provided for all communal areas					

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	& completed daily.					
28	Kitchens are clean, ventilation extraction units are clean and grease free.					
29	Bedrooms are clean & pest free.					
30	Refuse stored correctly & removed daily.					

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**Attachment V - Form C**

**Contractor Camp/Accommodation Corrective Action Report**

REPORT DATE:		Contractor:		Location:	
ITEM : (Asterisk Indicates old items)	RECOMMENDATIONS	CORRECTIVE ACTION (State Timeline) (To be completed by Contractor)	STATUS (Open/Closed) (To be completed by Saudi Aramco)		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					



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**ISSUED BY:**

**POSITION:**

**SIGNATURE:**

**DATE:**

cc:

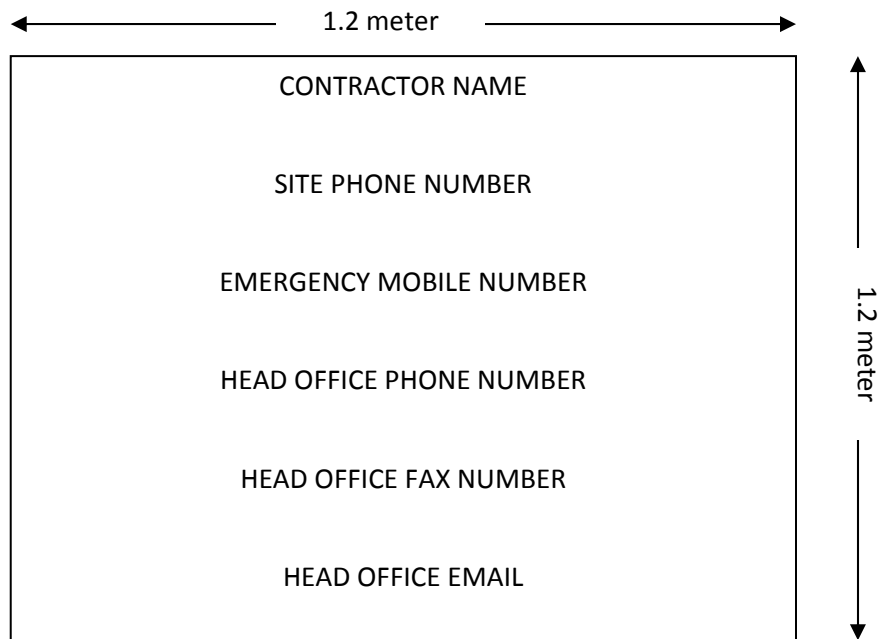
#### **ATTACHMENT IV-A to the Letter of Understanding**

The contractor is responsible for the following:

1. The Saudi Aramco proponent sponsorship is valid only for the period of the contract.
2. Animals and pets are strictly prohibited from entering the camp.
3. The area inside the camp shall be kept clean. This includes keeping the fence clean from debris.
4. The contractor is responsible for keeping the area clean from his camp boundary/fence up to the center of the road bordering his camp. If no one is using the land across the road from his camp the contractor shall keep clean the area up to and including the shoulder on the opposite side of the road.
5. For safety purposes the contractor shall create a sign to be installed near his gate. This shall be created in accordance to Attachment IV-B with the intent of establishing uniform identifiable signs. Saudi Aramco can provide the contractor with a list of vendors who can create the sign.
6. The Contractor shall provide one (1) employee to represent him as a member of the CRP Committee. Also, the member shall have good command of the English language both spoken and written. The member shall attend all CRP Committee meetings. He also shall have full authority to make decisions on behalf of the Contractor concerning actions from the Committee related area.
7. The Contractor shall provide at least one (1) employee approved by Community Services to be a trainer and train the Contractor's personnel on the designated CRP Emergency Notification Plan (ENP) and contractor camp orientation. The said certified employee shall train all of the Contractors personnel residing and/or working on designated Contractor Camp. All new employees shall be trained on the ENP within 1 week of entering the camp. The Trainer shall keep a record of all of the Contractor's personnel who are certified, and to make this available at anytime that Saudi Aramco requires reviewing this information. Therefore, it is essential that this information is accurate at all times. Saudi Aramco Area Loss Prevention Division will support safety training programs with their expertise.
8. The Contractor shall participate in the designated CRP biannual Emergency Drills, and resolve in a timely manner finding/s related the Contractor's facility and manpower, as a result of the drill. Also, he may be required to provide observers during Emergency Drills.
9. All camp design and construction should be as per the Saudi Aramco Sanitary Code and the Loss Prevention Department Safety Management Guide 007-005-20XX (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building) for building codes requirements. Particular attention shall be given to the relevant sections dealing with health and welfare provision and space provision where dormitories are shared, water supply, solid and sanitary waste management.

**ATTACHMENT IV-B to the Letter of Understanding:**

The contractor sign referenced in clause 5 of Attachment IV-A shall appear as follows:



1. The sign is to be made of 0.5 centimeter thick aluminum sheet.
2. Letters are to be 12 centimeters in height and are to be printed in capital block letters.
3. The sign is to have a green background.
4. Lettering is to be white and should reflect at night when headlights or flashlights are shone on it.

## **ATTACHMENT IV-C to Letter of Understanding**

In reference to Saudi Aramco Sanitary Code, particularly 'Camps & Communal Living Facilities' apply to all Contractor Facilities on the designated CRP lot and all existing contractor scattered camps/accommodation. Refer to Attachment VI - Procedure for Management of Safety and Hygiene at Contractor Camps and Project Support Buildings, for further details on requirements to meet. Also, regard should be given to the following:

### **DORMITORIES**

#### **General:**

All outside premises, floors, hallways, carpets on floors, walls, ceilings and appurtenances shall be maintained in a sanitary condition at all times. Each room shall be completely cleaned after each change of occupancy. Common areas shall be cleaned at least once daily.

No cooking shall be undertaken in any room of a habitable structure unless such room was specifically designed for this purpose and the use of such room for cooking is approved by Saudi Aramco EPD.

Hallways, entrances to fire escapes and stairways shall be kept free of obstructions.

Floor space in sleeping rooms shall be allocated at a rate of not less than 4.6 square meters (50 square feet) per occupant, preferably 6.5 square meters (70 square feet) per occupant.

The floors of dormitories shall be constructed of durable, smooth and easily cleanable materials.

Walls and ceilings shall be constructed of durable materials and shall have light colored, smooth, easily cleanable surfaces.

All openings to the outside shall be provided with solid doors or glazed windows that shall be kept tightly closed when not in use. All outer doors and screen doors shall be tight-fitting and self-closing.

The ceilings in all habitable rooms shall be at least 2.3 meters (7.5 feet) high as measured to the lowest projection from the ceiling.

All habitable rooms including kitchens and public corridors shall be sufficiently ventilated by means of natural or mechanical ventilation.

The temperature in all habitable rooms and other rooms in which personnel live and work shall be controlled by mechanical means and maintained at a level conducive to the healthful performance of the activity conducted in the area.

**Furnishings:**

A bed, mattress, mattress pad and pillow shall be provided for each occupant. All bedding and linen shall be clean, sanitary and in good repair.

At least one table, chair and reading lamp shall be provided for each sleeping room.

All curtains, carpeting, furniture and other furnishings shall be clean, sanitary and in good repair.

A storage closet or cabinet shall be provided for storing the clothing and other personal items of each occupant.

A refuse container shall be provided for each habitable room.

**TOILET/SHOWER UNITS**

Toilet and shower rooms shall be conveniently located at a distance of not more than 61 meters (200 feet) from the farthest habitable room or one floor to floor height of stairs and shall be accessible at all times the location shall be plainly marked by signs in Arabic and English.

Toilets, hand washbasins and showers shall be separately installed to be individually accessible and to permit simultaneous use.

The number of shower, toilet/urinal and hand washbasin fixtures required per numbers of persons housed in the communal living facility is outlined in Table 2.

**SASC-S07, TABLE 2****Numbers and Types of Fixtures Required**

<b><u>Number of persons housed in the communal living facility</u></b>	<b><u>Number of showers/baths</u></b>	<b><u>Number of toilets and urinals*</u></b>	<b><u>Number of hand washbasins</u></b>
From 1 to 6	1	1	1
From 7 to 10	2	2	2
From 11 to 20	4	4	4
From 21 to 40	6	6	6
From 41 to 60	8	8	8
From 61 to 80	10	10	10
From 81 to 100	12	12	12
More than 100	one per 10 additional persons	one per 10 additional persons	one per 10 additional persons

The minimum size of, and floor space allotted for, toilets, hand washbasins, urinals and showers shall be as follows:

**SASC-S07 TABLE 3****Minimum Space Required for Each Type of Installation**

<b><u>Installation</u></b>	<b><u>Minimum Width</u></b>	<b><u>Minimum Depth</u></b>	<b><u>Minimum Space Per Unit</u></b>
Hand washbasin	60 cm	105 cm	1.1 m <sup>2</sup>
Shower cubical	75 cm	75 cm	1.3 m <sup>2</sup>
Shower stall	75 cm	75 cm	1.3 m <sup>2</sup>
Toilet compartment	80 cm	105 cm	1.5 m <sup>2</sup>
Urinal	60 cm	105 cm	1.1 m <sup>2</sup>

Adequate hand washing facilities shall be conveniently located adjacent to toilet facilities. Note that 60 centimeters (24 inches) of a trough hand washbasin space is considered to be equivalent to one hand washbasin. Also note that laundry tubs and service sinks are not acceptable substitutes for hand washbasins.



A refuse container lined with a disposable plastic bag shall be provided next to hand washing facility. The refuse container need not be covered.

Tempered running water shall be provided to each hand washbasin. Water shall be tempered by means of a mixing valve or combination faucet. Water shall be delivered at a minimum pressure of at least 1.4 kilograms per square centimeter (20 pounds per square inch) with a minimum flow of at least 3.8 liters per minute (1 gallon per minute). The temperature of the water discharged from the tap shall be at least 37°C (98.6°F) but not more than 50°C (122°F). Any slow-closing faucet used shall provide a flow of water for at least 15 seconds without the need to reactivate the faucet.

Shower floors shall be skid-resistant or be provided with non-slip, impervious mats. Where impervious mats are used, they shall be cleaned and air dried at least once daily and shall not be kept on the shower floor when not in use. Wooden racks (duckboards over shower floors are prohibited).

Showers shall be supplied with water through thermostatic, tempering or mixing valves at a temperature of at least 37°C (98.6°F), but not more than 50°C (122°F) at a rate of at least 11.4 liters (3 gallons) per minute. Any slow-closing faucet used shall provide a flow of water for at least 30 seconds without the need to reactivate the faucet.

The floors of laundry rooms, shower rooms, toilet rooms, utility rooms and hand washing facilities shall have smooth, hard, easily cleanable surfaces that are non - slip, and impervious to water, detergents and disinfectants (carpeting is prohibited in these areas). These floors shall be sloped to properly trapped floor drains and the junctions between the floors and walls shall be coved and sealed.

Utility service lines and pipes shall not be unnecessarily exposed on floors. If exposed, they shall be installed in a way that does not obstruct cleaning.

Walls and ceilings shall be constructed of durable materials and shall have light colored, smooth, easily cleanable surfaces. In addition, the walls in toilet and shower rooms shall be impervious to water, detergents and disinfectants to a minimum height of 1.2 meters (4 feet) in toilet rooms and 1.8 meters (6 feet) in shower rooms. The junctions between the floors and walls in kitchens, laundry rooms, shower rooms, toilet rooms, utility rooms and hand washing facilities shall be coved and sealed.

The ceilings in hallways, corridors, bathrooms and water closet rooms shall be at least 2.3 meters (7.5 feet) high as measured to the lowest projection from the ceiling.

The use of rough or unsealed and unfinished building materials, such as brick, concrete blocks and wooden beams, is prohibited in habitable rooms, toilet rooms and shower rooms.

All openings to the outside shall be provided with solid doors or glazed windows that shall be kept tightly closed when not in use.

All outer doors and screen doors shall be tight-fitting and self-closing.

All shower rooms, toilet rooms, laundry rooms and similar areas shall be well ventilated and free of excessive condensation. They shall be suitably cooled or heated. They shall be provided with mechanical ventilation systems capable of providing the equivalent of five air changes per hour.

## **LIGHTING**

The following levels of illumination, whether from natural or artificial sources, shall be provided. In all cases, light shall be evenly distributed and of sufficient intensity to avoid discoloration, shadows and strong glare. Also refer to lighting requirements outlined in SAES-P-123, Saudi Aramco Engineering Standards.

**SASC-S07 - TABLE 1**

<b><u>Illumination</u></b> <b><u>Area to be illuminated</u></b>	<b><u>Illumination Levels Required*</u></b>	
	<b><u>Lux</u></b>	<b><u>Foot-candles</u></b>
Eye level above hand washbasin	540	50
Food Service area	540	50
General work areas	320	30
Kitchen	540	50
Shower/toilet block	215	20
All other indoor areas	110	10

\* Measured at a distance of 76 centimeters (30 inches) above the floor

## **LAUNDRY FACILITIES**

Provision shall be made available for staff to launder personal items of clothing and bedding. All laundering shall be undertaken in a separate room designated for this purpose.

Laundry facilities and services shall be provided for residents use to clean personal linen and clothing. A minimum of two washers and two dryers shall be provided for each 50 occupants or part thereof.

## **KITCHEN/DINING FACILITIES**

Where self-catering kitchens are provided and used, the design, construction and installation of equipment shall comply with requirements equivalent to those specified in Section SASC-S-04.

Self catering kitchens shall be provided with a minimum of the following:

**Refrigerator space** - 1/2 cubic foot per occupant.

**Freezer space** - 1/2 cubic foot per occupant.

**Dry food storage space** - 3 cubic feet per occupant.

**Cooking facilities** - 1 Burner per 6 occupants.

(Extractor canopy necessary where multiple burners provided)

**Ware washing facilities** - 1 large double sink with draining boards per 25 occupants or part thereof.

**Food preparation sinks** - 1 large preparation sink per 25 occupants or part thereof.

**Hand washing facilities** - 1 Wash basin with hot and cold water, hand cleanser, single use towels and dispensers.

**Dining facilities** - Sufficient tables and chairs to accommodate 50% of the residents.

The floors of kitchens shall have smooth, hard, easily cleanable surfaces that are non - slip and impervious to water, detergents and disinfectants (carpeting is prohibited in these areas). These floors shall be sloped to properly trapped floor drains and the junctions between the floors and walls shall be coved and sealed.

Utility service lines and pipes shall not be unnecessarily exposed on floors. If exposed, they shall be installed in a way that does not obstruct cleaning.

Floor mats and duckboards are prohibited in wet areas, e.g. kitchens, laundry rooms, shower rooms, toilet rooms, utility rooms and hand washing facilities.

Walls and ceilings shall be constructed of durable materials and shall have light colored, smooth, easily cleanable surfaces.

Utility service lines and pipes shall not be unnecessarily exposed on walls and ceilings. If exposed, they shall be installed in a way that does not obstruct or prevent cleaning.

Wall or ceiling mounted light fixtures, vent covers, fans, decorative materials, equipment and appurtenances shall be installed in a way that does not obstruct or prevent cleaning, shall be designed and

constructed to facilitate cleaning, shall be made of easily cleanable materials and shall be maintained in good repair. All such equipment should be installed and operated in such a manner that there is no risk to injury. All moving parts should be adequately guarded and all electrical wiring and connections be installed to current, recognized Saudi Aramco electrical standards.

All openings to the outside shall be provided with solid doors or glazed windows that shall be kept tightly closed when not in use.

All outer doors and screen doors shall be tight-fitting and self-closing. All doors and screen doors, including sliding or folding types, shall be constructed so that the space between the lower edge of the door and the threshold does not exceed 6.4 millimeters (0.25 inches). The space between sections of folding and sliding doors, when closed, shall not exceed 6.4 millimeters (0.25 inches). All exposed edges of the lower 20.3 centimeters (8 inches) of doors and jambs that are made of materials through which rodents could gnaw, especially outer doors and doors known to be accessible to rodents, shall be protected by covering such edges of doors and jambs with metal sheeting that cannot be gnawed through.

All outer doors of dormitories, kitchens, laundry rooms, shower rooms, toilet rooms, utility rooms and hand washing facilities shall be fitted with self-closing screen doors that open outwards. Saudi Aramco EPD may accept other effective fly control devices, e.g. air curtains in lieu of screen doors.

## **FIRE SAFETY**

Fire Safety shall be in accordance with standards equivalent to those specified in Inspection, Testing and Maintenance of Fire Protection Equipment (G.I. # 1781.00), Saudi Aramco Loss Prevention Department Safety Management Guide 007-005-20XX (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building), Saudi Aramco Construction Safety Manual.

Fire extinguishers suitable for all classifications of fire shall be provided in kitchens. Additional fire extinguishers should be provided in hallways or other convenient locations where dormitory blocks are separate from the kitchens or are large enough where the kitchen extinguisher is not easily accessible. A UL-300 listed wet-chemical kitchen hood fire extinguishing system is required above all cooking surfaces that produce grease-laden vapors. A Type I hood is required for cooking equipment producing smoke or grease-laden vapors.

Fire Plans - need to be posted in each floor where there are a large number of dormitory rooms and where escape is via a corridor and stairway. These should show locations of stairs, fire exits and fire extinguishers.

Smoke Detectors - Smoke detectors shall be provided as required by the Saudi Aramco Building Code and NFPA 72. They shall be provided in Common Corridors. Also, smoke alarms or detectors shall be installed in each residential room and checked regularly.

Fire Risks - Deficiencies including faulty electric equipment, overloaded sockets, jointed cables, gas cylinders inside buildings and improper materials used for connection gas cylinders to cookers, e.g. rubber tubing instead of rigid metal tubing and approved threaded connections shall be corrected.

### **CHLORINATED RAW WATER**

It is the responsibility of the contract company to maintain chlorine levels of the raw water entering his camp/facility from any external source. This involves disinfecting by chlorination or other means of equal efficiency in the killing or removal of organisms capable of causing infection. When chlorination is employed a sufficient amount of chlorine shall be added to the water to maintain a chlorine residual of at least 0.5 milligrams per liter (0.5 parts per million) at all points in the distribution system from which water may be withdrawn.

Hot and cold chlorinated raw water shall be provided to all hand washbasins, showers, ware washing facilities and laundry facilities. The hot water heating system shall be capable of producing a constant flow of hot water at a temperature of at least 50°C (122°F) Specific requirements pertinent to the hot and/or tempered water discharged from each class of fixture are outlined in appropriate Standards.

Plumbing shall be designed, sized and installed according to standards outlined in Saudi Aramco Engineering Standards. Plumbing and plumbing fixtures shall be operated and maintained in a way that prevents contamination. Plumbing and plumbing fixtures shall be kept clean and in good repair.

There shall be no cross connection between the chlorinated raw water supply and any unsafe or questionable water supply, sewerage system or any source of pollution that might contaminate or otherwise degrade the potable water supply.

A hose shall not be attached to a faucet unless a backflow prevention device is installed.

### **SANITARY WASTEWATER**

Sewage shall be collected, treated and disposed of in accordance with requirements equivalent to those specified in Section SASC-S-02 of the Saudi Aramco Sanitary Code and those outlined in the Saudi Aramco Engineering Standards. Where a public sewer system is available, all plumbing fixtures and building sewers shall be connected to it. In no case shall sewage or liquid waste of any type be discharged or otherwise disposed of on the surface of the ground, or into any well, cave, open ditch or reservoir until it has been properly treated and the disposal method has been approved by Manager, EPD. Pit latrines, outhouses and other non-water-carried sewage disposal methods are prohibited. Where sewage holding tanks/septic tanks have been approved, removal of sewage/wastewater by tanker from the contractor camp/facility shall be transported by approved tankers to and unloaded at a Saudi Aramco approved Sanitary Sewage Treatment Plant (SAASSTP). Records of shipment of sewage/wastewater to the above facility and receipts to acknowledge that such sewage shipments have been properly disposed of at SAASSTP, shall be kept by the Contractor Company for a period of 2 years, and be available for Saudi

Aramco Environmental Protection Organization or Saudi Aramco Community Services representatives to inspect. Therefore, it is mandatory that the Contractor Company occupying land on a Saudi Aramco CRP, Construction Camp or a Contractor Camp outside of a CRP, maintains accurate records of sewage/wastewater disposal at all times.

(Note: It should be noted that Sanitary Wastewater cannot be hauled off-site where the population exceeds thirty unless a variance of the Saudi Aramco sanitary code has been granted by Manager, EPD)

Wastewater shall only be disposed of at an approved wastewater treatment facility. As a requirement for continuing to provide waste disposal services to Saudi Aramco the disposal contractor shall provide proof of proper disposal by using Waste Manifest Form SA 9564.

Floor drains and sewer pipes shall be large enough to carry off all wastewater and sanitary sewage. Sufficient clean-out places shall be provided in sewer drainpipes.

## **WASTE DISPOSAL**

Prior to removal from the premises, garbage and other refuse shall be stored in a way that makes it inaccessible to insects, rodents and other vermin. Outside storage of garbage or refuse in open piles or in any container other than an approved garbage or refuse container is prohibited.

Approved garbage and refuse containers shall include standard 115 liters (30 gallons) steel garbage cans, modified 210 liters (55 gallons) steel drums, purpose-built lugger boxes and compactor systems. All such containers shall be made of durable, nonabsorbent, easily cleanable materials that are impervious to attack by insects, rodents and other vermin. They shall be designed and constructed so that they do not leak. Drain plugs, where required, shall be in place at all times except during cleaning.

The 210 liters (55 gallons), 115 liters (30 gallons) and smaller containers shall be lined with heavy duty plastic bags to minimize cleaning requirements and facilitate removal of refuse.

Refuse shall be disposed of often enough to prevent the development of odors and the attraction of insects and rodents, but not less than twice per week.

Waste shall be removed to the disposal facility in a purpose built refuse transport vehicle.

All refuse shall be disposed of in a municipal or approved sanitary landfill. Open dumps and burn-pits are prohibited.

#### الملحق 4

### كتاب تفاهم خاص بقطع الأراضي في المناطق التابعة للمقاولين

#### شركة الزيت العربية السعودية

رقم القطعة: \_\_\_\_\_

المنطقة: \_\_\_\_\_

رقم العقد: \_\_\_\_\_

استخدام أرض من مخصصات أرامكو السعودية

المقاول: \_\_\_\_\_

العنوان: \_\_\_\_\_

رقم العقد: \_\_\_\_\_

رقم الهاتف: \_\_\_\_\_

رقم الفاكس: \_\_\_\_\_

البريد الإلكتروني: \_\_\_\_\_

السلام عليكم ورحمة الله وبركاته،

نؤكد ونثبت بهذا فهمنا لأساس توفير شركة الزيت العربية السعودية ("أرامكو السعودية") قطعاً عقارية ("أرض") معينة سيتم وصفها فيما يلي لشركتكم بغرض تأسيس أماكن سكن مؤقتة والمرافق المتصلة بها لموظفيكم الذين يؤدون أعمالاً لأرامكو السعودية في المملكة العربية السعودية.

وتشمل "أماكن السكن المؤقتة" على سبيل المثال لا الحصر ما يلي:

(أ) مساكن متنقلة بما في ذلك جميع مرافق المعيشة المطلوبة (مثل المطابخ والمراحيض والحمامات وأماكن الترفيه ومواقف السيارات وغيرها). وتكون المساكن والمرافق لاستخدام الموظفين دون غيرهم ولا تخصص للاستخدام التجاري، (ما لم توافق على ذلك إدارة خدمات أحياء السكن التابعة لأرامكو السعودية)؛

(ب) المتاجر وخدمات التصنيع وساحات التخزين؛

(ج) مكاتب الحراسة.

وتشمل "المرافق ذات الصلة" على سبيل المثال لا الحصر ما يلي:

(أ) التفتزيون الموصل بمحطات الأقمار الاصطناعية وغيره (لاستخدام الموظفين وليس للاستخدام التجاري)؛

(ب) مخزن تموين صغير (لاستخدام الموظفين وليس للاستخدام التجاري). ويجب تأسيس هذا المخزن داخل سياج الأرض المخصصة للمقاول.

تم منح الحق في الاستخدام المؤقت لهذه الأرض لأغراض السكن الخاصة بشركتكم وهو حق يجب استخدامه فقط لمصلحة موظفي الشركة الذين يسمح لهم بالدخول إلى منطقة السكن التابعة لكم. ويجب منح حق الدخول إلى كل مرفق فقط للموظفين المصرح لهم الموجودين داخل السياج الخاص بتلك الأرض.

وتصرح أرامكو السعودية بهذا لشركتكم باستخدام الموقع الموصوف في التعليمات المرفقة رقم 2,718 (حسبما ينطبق في كل حالة\*) من دليل التعليمات العامة ومرفقاته والتمتع بذلك الحق في أداء الأعمال ذات الصلة بأرامكو السعودية مع مراعاة الأحكام والشروط التالية:

1- يجوز لشركتكم أن تنشئ وتقيم فقط أعمالاً وتركيبات وإنشاءات مؤقتة، أي يمكن إزالتها، على الأرض التي توفرها أرامكو السعودية بموجب هذا الكتاب. وتقيد جميع التكاليف المرتبطة بكل ما تخزنه أو تركبوه أو تقيمونه أو تضعوه على الأرض على حسابكم؛

2- يكون استخدامكم وشغلكم للأرض بموجب هذا الكتاب حصرياً بغرض تيسير تنفيذكم لأعمال عقدكم رقم \_\_\_\_\_ المبرم مع أرامكو السعودية حسبما يتم تعديله ويكون محدداً بالفترة التي تنفذون خلالها فعلاً أية خدمات بموجب ذلك العقد؛

3- على الرغم من أن أرامكو السعودية تتوقع استمراركم في شغل واستخدام الأرض الموصوفة في هذا الكتاب للفترة التي تنفذون خلالها فعلاً الخدمات المنصوص عليها في عقدكم حسبما هو مذكور أعلاه فإنه يجوز لأرامكو السعودية أن تقوم في أي وقت بإلغاء هذا التصريح بموجب إشعار خطي تقدمه إليكم مدته ستون يوماً؛

4- يجوز لأرامكو السعودية باختيارها وحدها أن تنهي هذا التصريح على الفور في حال حدوث أي استخدام غير مصرح به و/أو غير صحيح للأرض؛

5- يجب عليكم أن تقوموا فوراً حال إنهاء هذا التصريح بموجب الفقرة 2 أو 3 أعلاه بفصل وتفكيك وإزالة جميع المواد واللوازم والهيكل والأعمال والمعدات التي تكونون قد أنشأتموها أو أقمتموها أو تسببتم في وجودها على الأرض المذكورة على حسابكم الخاص. إضافة إلى ما سبق، يجب عليكم أن تقوموا على الفور وعلى حسابكم الخاص كذلك بإعادة الأرض إلى الحالة التي كانت عليها عند الاستلام وقبل استخدامكم لها (بما في ذلك إزالة جميع المخلفات)؛

6- يجب على شركتكم أن تدفع لأرامكو السعودية جميع الضرائب والمستحقات والرسوم والتقديرية مهما كان نوعها أو طبيعتها التي تفرض بسبب التحسينات التي تتم على الأرض أو على استخدام شركتكم للأرض وشغلها لها أو الأعمال والنشاطات المتصلة بها أو الناشئة عن هذا التصريح أو بسببه وأن تحمي أرامكو السعودية مما سبق وتضمن خلاصتها منه؛

7- تكون شركتكم مسؤولة عن جميع المطالبات والطلبات وأسباب الدعاوى أو الأحكام المتصلة بالتعويضات عن إصابة الأشخاص أو وفاتهم أو تلف الممتلكات مما ينشأ عن استخدام الأرض أو هذا التصريح أو يتصل به أو ينتج عنه وأن تعوض أرامكو السعودية عما سبق وتضمن خلاصتها منه ويكون استخدامكم للأرض خاضعاً لمعايير السلامة والصحة البيئية حسبما تحددها الإدارات المختصة التابعة لأرامكو السعودية لمرافق شركتكم ومتوافقاً معها؛

8- لا يجوز لشركتكم التنازل عن كتاب التفاهم هذا أو عن أي حق أو امتياز أو التزام ينشأ عنه أو تحويله أو تأجيله من الباطن كلياً أو جزئياً دون الحصول على موافقة خطية مسبقة من أرامكو السعودية؛

9- يكون المقاول مسؤولاً عن البنود التكميلية الواردة في الملحقات 1 و 2 و 3؛

10- يسمح لممثلي أرامكو السعودية الذين يقدمون إشعاراً مسبقاً بالدخول إلى الموقع لتفتيشه والتحقق من تطبيق معايير الصحة والبيئة والوقاية من الحرائق والسلامة الصادرة عن أرامكو السعودية والتي تمت الموافقة على أساسها؛

توافق شركتكم على أنه في حال تقصيرها في التقيد بهذه الأحكام والشروط فإنها ستتنازل عن حقها في تقديم عطاءات لعقود أرامكو السعودية الأخرى وسيكون لأرامكو السعودية الحق في حجز الدفعة النهائية المستحقة لشركتكم بموجب العقد رقم \_\_\_\_\_ حسبما يكون قد تم تعديله واستعادة جميع التكاليف التي تكون أرامكو السعودية قد تكبدتها في سبيل تنفيذ أحكام هذه الاتفاقية وذلك على حساب شركتكم. وإذا كانت شركتكم قد استلمت الدفعة الأخيرة المستحقة لها بموجب العقد الوحيد المتبقي لشركتكم مع أرامكو السعودية فإن شركتكم توافق على أن تدفع لأرامكو السعودية مبلغاً مساوياً للدفعة النهائية زائداً جميع التكاليف التي تتكبدتها أرامكو السعودية في سبيل تنفيذ أحكام هذه الاتفاقية وعلى أن أرامكو السعودية يمكنها الحصول على المبلغ المذكور من خلال خصمه من أثمان العقود المبرمة بين أرامكو السعودية وشركتكم. وفي حال باءت بالفشل جميع جهود إخراج شركتكم من الأرض المخصصة لكم فيجوز لأرامكو السعودية أن تطلب من الجهات الحكومية المختصة اتخاذ الإجراءات اللازمة لتحقيق ذلك.

تمثل الأحكام والشروط الواردة في هذا الكتاب كامل ما تم التفاهم عليه بيننا فيما يتعلق بموضوعه ولا يجوز تعديلها إلا بكتاب خطي توقع عليه أرامكو السعودية وشركتكم.

إذا وافقتم على ما هو مذكور أعلاه فيرجى التوقيع بالقبول باللغة العربية و/ أو الإنكليزية في المكان المخصص لذلك. وتفضلوا بقبول تحياتنا،

شركة الزيت العربية السعودية

عنها:

إدارة مناطق المقاولين، خدمات أحياء السكن

نقبل بما تقدم ونوافق عليه

(ممثل المقاول)

التاريخ:

نسخة إلى:

مدير عقد المقاولات



#### الملحق رقم 4-أ لكتاب التفاهم

يكون المقاول مسؤولاً عما يلي:

- 1- يسري مفعول منحة أرامكو السعودية لمدة سريان العقد فقط.
- 2- يمنع منعاً باتاً إدخال الحيوانات إلى حي السكن.
- 3- يجب المحافظة على نظافة حي السكن ويشمل ذلك تنظيف منطقة السياج من المخلفات.
- 4- يكون المقاول مسؤولاً عن المحافظة على نظافة المنطقة من حدود حي السكن / السياج لغاية منتصف الشارع المحيط بحي السكن الخاص بموظفيه. وإذا لم يكن هناك من يستخدم الأرض الواقعة وراء الشارع المار بحي السكن الخاص بالمقاول فيجب على المقاول المحافظة على نظافة المنطقة لغاية كثف الطريق على الجانب الآخر للشارع.
- 5- لأغراض السلامة، يجب على المقاول تركيب لوحة بالقرب من بوابة الحي الخاص به وفقاً لما ورد في الملحق 4-ب بهدف توحيد اللوحات التعريفية. ولهذا الغرض، يمكن لأرامكو السعودية أن توفر للمقاول قائمة بالتجار الذين ينتجون مثل تلك اللوحات.
- 6- على المقاول تعيين موظف واحد لتمثيله في عضوية لجنة منطقة المقاول يكون على إمام جيد باللغة الإنكليزية مخاطبة وكتابة لحضور جميع اجتماعات لجنة منطقة المقاول ويكون مفوضاً بشكل تام لاتخاذ قرارات بالنيابة عن المقاول فيما يتعلق بالإجراءات التي تتخذها اللجنة بخصوص المنطقة المعنية.
- 7- على المقاول تعيين موظف واحد على الأقل لحضور دورة "تدريب المدربين" والحصول على شهادة من إدارة منع الخسائر التابعة لأرامكو السعودية تسمح له بتدريب موظفي المقاول على نظام البلاغات الطارئة في المنطقة المحددة للمقاول. ويكون على الموظف المذكور بعد حصوله على الشهادة المطلوبة تدريب جميع موظفي المقاول الذين يسكنون و/ أو يعملون في حي السكن المعين للمقاول. ويجب تدريب جميع الموظفين الجدد على نظام البلاغات الطارئة خلال أسبوع واحد بعد وصولهم إلى حي السكن. ويطلب من المدرب الاحتفاظ بسجل لجميع موظفي المقاول الذين يتم اعتمادهم وتقديم هذا السجل لأرامكو السعودية في أي وقت تطلبه لمراجعة المعلومات المضمنة فيه، ويجب أن تكون هذه المعلومات صحيحة في جميع الأوقات.
- 8- على المقاول المشاركة في تدريبات الطوارئ نصف السنوية التي تجرى في المنطقة المخصصة للمقاول والقيام في الوقت المناسب بتصحيح المشكلات المتصلة بالمرفق والأيدي العاملة التابعة للمقاول التي يظهرها التدريب، وقد يطلب منه تعيين مراقبين لحضور تلك التدريبات.
- 9- بالنسبة لجميع أعمال التصميم والإنشاء المتصلة بحي السكن، ينبغي النظر في نظام النظافة الصحية الخاص بأرامكو السعودية ودليل إدارة السلامة الخاص بإدارة منع الخسائر رقم 20XX-005-007 (المعنون "تطبيق نظام البناء الخاص بأرامكو السعودية على حي السكن التابع للمقاول ومبنى مساندة المشروع) للحصول على جميع متطلبات نظم البناء.

#### الملحق رقم 4-ب لكتاب التفاهم

- تكون اللوحة التي يطلب من المقاول تركيبها حسبما هو مشار إليه في الفقرة رقم 5 من الملحق رقم 4-أ على النحو التالي:
- [تكون اللوحة بطول 1,2 متر وعرض 1,2 متر وتتضمن المعلومات أدناه وفق الترتيب التالي: اسم المقاول، رقم هاتف الموقع، رقم هاتف المكتب الرئيس، رقم فاكس المكتب الرئيس، البريد الإلكتروني للمكتب الرئيس]
- 1- تكون اللوحة مصنوعة من ألواح الألمنيوم سمك 0.5 سنتيمتر.
  - 2- تكون الأحرف بارترقاع 12 سنتيمتراً وبالخط العريض (الأحرف الكبيرة عند الكتابة باللغة الإنكليزية).
  - 3- تكون خلفية اللوحة خضراء.
  - 4- تكتب الأحرف باللون الأبيض وتعكس الضوء بالليل.

#### الملحق رقم 4-ج لكتاب التفاهم

ينطبق نظام النظافة الصحية الخاص بأرامكو السعودية وبصفة خاصة فقرة "مرافق أحياء السكن والمعيشة المشتركة" على جميع مرافق المقاول في القطعة المخصصة للمقاول، وينبغي الاهتمام بما يلي:

#### أماكن النوم

##### أحكام عامة:

يجب المحافظة على أسس النظافة الصحية في جميع الأوقات في جميع المباني الخارجية والأرضيات والردهات وسجاد الأرضيات والجدران والأسقف والملحقات. ويجب تنظيف الغرفة بشكل تام عندما يتغير شاعلها. ويجب تنظيف المناطق المشتركة مرة واحدة في اليوم على الأقل.

لا يسمح بالطبخ في غرف الوحدات المعدة للسكن ما لم تكن الغرفة مخصصة للطبخ وبعد اعتمادها بواسطة إدارة حماية البيئة التابعة لأرامكو السعودية.

يجب المحافظة على الردهات والمداخل إلى مخارج الطوارئ والدرج خالية من العوائق.

يجب أن لا تقل مساحة الأرضية في غرف النوم عن 4,6 متر مربع (50 قدماً مربعة)، ويفضل أن تصل إلى 6,5 متر مربع (70 قدماً مربعة)، لكل شخص.

يجب أن تكون أرضيات أماكن النوم مصنوعة من مواد شديدة التحمل ومرنة وسهلة التنظيف.

يجب أن تكون الجدران والأسقف مصنوعة من مواد شديدة التحمل وتكون أسطحها ذات لون خفيف ومرنة ويسهل تنظيفها.

يجب تركيب أبواب صلبة أو نوافذ بألواح زجاجية على جميع فتحات الجدران المواجهة للخارج وأن يتم إغلاق تلك الأبواب والنوافذ بإحكام عند عدم استخدامها. ويجب أن تكون جميع الأبواب الخارجية والأبواب الشبكية جيدة التثبيت وأن تغلق ذاتيًا. يجب أن لا يقل ارتفاع الأسقف في جميع غرف المعيشة عن 2,3 متر (7,5 قدم) مقياساً من أدنى ارتفاع لها. يجب توفير تهوية كافية بالوسائل الطبيعية أو الميكانيكية في جميع غرف المعيشة بما في ذلك المطابخ والممرات المشتركة. يجب أن يتم التحكم في درجة حرارة جميع غرف المعيشة وغيرها من الغرف المخصصة لسكن وعمل الموظفين بالوسائل الميكانيكية وأن تكون بالمستوى الذي يسمح بتنفيذ العمل في المنطقة بطريقة صحية.

#### **المفروشات:**

يجب توفير سرير وفرش وملاءة ومخدة لكل ساكن. ويجب أن تكون جميع هذه الأغراض نظيفة وصحية وبحالة جيدة. ويجب توفير طاولة واحدة وكروسي ومصباح قراءة على الأقل في كل غرفة مخصصة للنوم. تكون جميع الستائر والسجاد والمفروشات وغيرها نظيفة وصحية وبحالة جيدة. يجب توفير خزانة لحفظ الملابس وغيرها من الأغراض الشخصية لكل ساكن. يجب توفير وعاء لحفظ النفايات لكل غرفة معيشة.

#### **وحدات المراحيض والمرشات**

يجب إنشاء مراحيض ومرشات على مسافة لا تزيد على 61 مترًا (200 قدم) من أبعد غرفة معيشة أو بارتفاع طابق واحد ويجب أن تكون هذه المراحيض والمرشات متاحة للاستخدام في جميع الأوقات وأن توضع لوحات واضحة باللغتين العربية والإنكليزية تحدد مكانها. يجب تركيب مراحيض وأحواض لغسل اليدين ومرشات منفصلة يمكن لكل شخص أن يستخدمها بمفرده ويمكن استخدامها في نفس الوقت. يحدد الجدول رقم 2 عدد المرشات أو المراحيض أو أماكن التبول وأحواض غسل اليدين المطلوبة حسب عدد الأشخاص الذين يسكنون في مرفق المعيشة المشتركة.

#### **الجدول رقم 2، المواصفة إس أ إس سي – إس 07**

عدد ونوع الوحدات المطلوبة	عدد الأشخاص الذين يسكنون في مرفق المعيشة المشتركة	عدد المرشات / الحمامات	عدد المراحيض وأماكن التبول*	عدد أحواض غسل اليدين
من 1 إلى 6	1	1	1	1
من 7 إلى 10	2	2	2	2
من 11 إلى 20	4	4	4	4
من 21 إلى 40	6	6	6	6
من 41 إلى 60	8	8	8	8
من 61 إلى 80	10	10	10	10
من 81 إلى 100	12	12	12	12
أكثر من 100	واحد لكل 10 أشخاص إضافيين	واحد لكل 10 أشخاص إضافيين	واحد لكل 10 أشخاص إضافيين	واحد لكل 10 أشخاص إضافيين

تكون الحدود الدنيا لمساحة الأرضية المخصصة للمراحيض وأحواض غسل اليدين وأماكن التبول والمرشات على النحو التالي:

#### **الجدول رقم 3، المواصفة إس أ إس سي – إس 07**

الحد الأدنى للمساحة المطلوبة لكل وحدة:

الوحدة	الحد الأدنى للعرض	الحد الأدنى للطول	حد المساحة الأدنى لكل وحدة
حوض غسل اليدين	60 سم	105 سم	1,1 م
غرفة المرشة	75 سم	75 سم	1,3 م
غرفة الحمام	80 سم	105 سم	1,5 م
مكان التبول	60 سم	105 سم	1,1 م

يجب تركيب مرافق غسل اليدين بالقرب من مرافق المراحيض. ويجب ملاحظة أن 60 سم (24 بوصة) تعتبر مساحة كافية لحوض غسل اليدين، وأن أحواض غسل الملابس وأحواض الخدمة لا تعتبر بدائل مقبولة لأحواض غسل اليدين. ويجب توفير وعاء للنفايات مبطن بكيس بلاستيكي لا يعاد استخدامه بالقرب من مرفق غسل اليدين ولا يلزم أن يكون هذا الوعاء مغطى. يجب توفير مياه بدرجة حرارة معدلة في الصنبور الملحق بكل حوض لغسل اليدين ويجب تعديل درجة حرارة الماء باستخدام صمام خلط أو صنبور دمج على أن يتدفق الماء بضغط لا يقل عن 1,4 كيلو غرام في السنتيمتر المربع (20 رطلاً في البوصة المربعة) وبمعدل لا يقل عن 3,8 لتر (جالون) في الدقيقة وبدرجة حرارة لا تقل عن 37°م (98,6°ف) ولا تزيد على 50°م (122°ف). ويجب أن يوفر أي صنبور ذاتي الغلق تدفقاً للماء لمدة لا تقل عن 15 ثانية دون الحاجة لإعادة تشغيله.

يجب أن تكون أرضيات المرشحة من النوع المانع للانزلاق وإذا لم تكن كذلك فيجب تزويدها بمفرش مانع للانزلاق وغير مسرب للماء. وفي حال استخدام مثل هذا المفروش فيجب تنظيفه وتجفيفه مرة واحدة على الأقل في اليوم ولا يجوز تركه على أرضية المرشحة في حال عدم استخدامه. ويمنع استخدام الأرفف الخشبية التي توضع على أرضيات المرشحة.

يجب توفير المياه في المرشات من خلال صنابير ثيرموستاتية أو بدرجة حرارة معدلة أو مزجية ويجب تعديل درجة حرارة الماء على أن يتدفق الماء بدرجة حرارة لا تقل عن 37° م (98,6° ف) ولا تزيد على 50° م (122° ف) وبمعدل لا يقل عن 11,4 لتر (3 جالونات) في الدقيقة. ويجب أن يوفر أي صنوبر ماء ذاتي الغلق تدفقاً للماء لمدة لا تقل عن 30 ثانية دون الحاجة لإعادة تشغيله.

يجب أن تكون أرضيات غرف غسيل الملابس والمرشات والمراحيض والمنافع ومرافق غسل اليدين مرنة وشديدة التحمل وذات أسطح يسهل تنظيفها وغير زلقة ولا تنفذ الماء ولا تتأثر بسوائل التنظيف والتطهير من الجراثيم (يمنع استخدام السجاد في الأماكن المذكورة) كما يجب أن تكون منحدره باتجاه أنابيب التصريف المحجوزة بطريقة مناسبة وأن تكون مناطق التوصيل بين الأرضيات والجدران مجوفة ومحكمة الإغلاق.

ولا يجوز أن تكون خطوط وأنابيب خدمات المنافع مكشوفة دون داع على الأرضيات، فإن كانت كذلك فيجب تركيبها بطريقة لا تجعلها تعيق عمليات التنظيف.

يجب بناء الأرضيات والأسقف من مواد شديدة التحمل وأن تكون أسطحها ذات لون خفيف ومرنة ويسهل تنظيفها؛ إضافة إلى ذلك يجب أن تكون جدران غرف المراحيض والمرشات غير منفذة للماء ولا تتأثر بسوائل التنظيف والتطهير من الجراثيم بارتفاع لا يقل عن 1,2 متر (4 أقدام) في غرف المراحيض و1,8 متر (6 أقدام) في غرف المرشات. ويجب أن تكون مناطق التوصيل بين الأرضيات والجدران في المطابخ وغرف غسيل الملابس والمرشات والمراحيض والمنافع ومرافق غسل اليدين مجوفة ومحكمة الإغلاق.

يجب أن لا يقل ارتفاع الأسقف في الردهات والممرات والحمامات والمراحيض عن 2,3 متر (7,5 أقدام) مقاساً من أدنى ارتفاع لها. ويمنع استخدام مواد البناء الخشنة أو غير محكمة السد وغير المجهزة بالكامل مثل الطوب والكتل الخرسانية وأعمدة الخشب في غرف المعيشة وغرف المراحيض والمرشات.

يجب تزويد جميع الفتحات المؤدية إلى خارج المكان بأبواب صلبة أو نوافذ بألواح زجاجية يتم إغلاقها بإحكام عند عدم استخدامها.

يجب أن تكون جميع الأبواب الخارجية والشبكية مثبتة بإحكام وتغلق ذاتياً.

يجب توفير تهوية جيدة في جميع غرف المرشات والمراحيض وغسيل الملابس والمناطق المشابهة لها وأن تكون تلك الأماكن خالية من الرطوبة الزائدة وأن يتم تبريدها أو تدفئتها بالشكل المناسب وأن يتم تزويدها بأجهزة التهوية الميكانيكية المناسبة التي يمكن من خلالها حدوث ما يعادل خمس عمليات تغيير للهواء في الساعة.

#### الإضاءة

يجب توفير مستويات الإضاءة التالية من مصادر طبيعية أو صناعية. وفي جميع الحالات، يجب أن توزع الإضاءة بشكل متساو وبشدة كافية لتجنب تغير اللون أو تكون الظلال أو التوهج الشديد. ويرجى كذلك الرجوع إلى متطلبات الإضاءة المضمنة في المواصفة إس أ إي إس - بي - 123 من مجموعة المعايير الهندسية الصادرة عن أرامكو السعودية.

إس أ إس سي - إس 07 - الجدول رقم 1

#### الإضاءة

##### مستويات الإضاءة المطلوبة\*

المنطقة التي يطلب توفير الإضاءة بها	لوكس	شمعة / قدم
مستوى النظر فوق حوض غسل اليدين	540	50
منطقة تناول الطعام	540	50
مناطق العمل العامة	320	30
المطبخ	540	50
منطقة المرشحة / المراحيض	215	20
جميع المناطق الداخلية الأخرى	110	10

\* بالقياس من مسافة 76 سم (30 بوصة) فوق الأرضية.

#### مرافق غسيل الملابس

يجب توفير مرفق للموظفين لغسل ملابسهم وأغطية أسرهم الخاصة تكون في شكل غرفة مستقلة مخصصة لذلك الغرض. وفي حال توفير مغسلة لأغطية الأسرة الخاصة فقط فيجب توفير ما لا يقل عن غسالتين ومجففتين لكل 50 ساكن أو أقل.

#### مرافق المطبخ / تناول الطعام

في حال توفير واستخدام مطابخ للخدمة الذاتية فيجب التقييد في تصميمها وإنشائها وتركيب المعدات فيها بمتطلبات تماثل المتطلبات المنصوص عليها في المواصفة رقم إس أ إس سي - إس 04.

ويجب أن يتوفر ما يلي على الأقل في مطابخ الخدمة الذاتية:

المساحة المخصصة للتلابة - 0,5 قدم مكعبة لكل ساكن.

المساحة المخصصة للمجمدة - 0,5 قدم مكعبة لكل ساكن.

المساحة المخصصة لتخزين الطعام الجاف - 3 أقدام مكعبة لكل ساكن.

**مرافق الطبخ – موقد فرن واحد لكل 6 ساكنين.**

(يلزم توفير جهاز شفط هوائي في حال توفر عدد من مواقد الفرن).

**مرافق غسيل أواني المطبخ – حوض مزدوج كبير بألواح تجفيف لكل 25 ساكنًا أو أقل.**

**أحواض إعداد الطعام – حوض كبير لتحضير الطعام لكل 25 ساكنًا أو أقل.**

**مرافق غسل اليدين – حوض غسيل بماء حار وبارد ووحدة تنظيف اليدين ومنشفة تستخدم مرة واحدة ووحدات توزيع الصابون.**

**مرافق تناول الطعام – كميات كافية من الطاولات والكراسي لما نسبته 50% من السكان.**

يجب أن تكون أرضيات المطبخ ملساء غير خشنة وشديدة التحمل وذات أسطح يسهل تنظيفها وغير زلقة ولا تنفذ الماء ولا تتأثر بسوائل التنظيف والتطهير من الجراثيم (يمنع استخدام السجاد في الأماكن المذكورة) كما يجب أن تكون منحدرّة باتجاه أنابيب التصريف المحجوزة بطريقة مناسبة وأن تكون مناطق التوصيل بين الأرضيات والجدران مجوفة ومحكمة الإغلاق. ولا يجوز أن تكون خطوط وأنابيب خدمات المنافع مكشوفة دون داع على الأرضيات، فإن كانت كذلك فيجب تركيبها بطريقة لا تجعلها تعيق عمليات التنظيف.

يمنع استخدام مفارش الأرضية والأرصفة الخشبية التي توضع على الأرضيات في المناطق الرطبة مثل المطابخ وغرف غسيل الملابس والمرشاشات والمراحيض والمنافع ومرافق غسل اليدين.

ويجب أن تكون الجدران والأسقف مصنوعة من مواد شديدة التحمل وأن تكون أسطحها ذات لون خفيف ومرنة ويسهل تنظيفها. ولا يجوز أن تكون خطوط وأنابيب خدمات المنافع مكشوفة دون داع على الجدران والأسقف، فإن كانت كذلك فيجب تركيبها بطريقة لا تجعلها تعيق أو تمنع عمليات التنظيف.

يجب تركيب تثبيطات الإضاءة وأغطية التهوية والمرابح ومواد الزينة والمعدات والملحقات المركبة على الجدران أو الأسقف بطريقة لا تعيق أو تمنع عمليات التنظيف ويجب تصميمها وتركيبها بحيث يسهل تنظيفها وأن تصنع من مواد يسهل تنظيفها والمحافظة عليها بحالة جيدة. ويجب تركيب وتشغيل جميع هذه المعدات بطريقة لا تجعلها تمثل خطرًا. ويجب توفير حماية مناسبة من جميع القطع المتحركة وتركيب جميع الأسلاك والتوصيلات الكهربائية وفقًا للمعايير الكهربائية الحالية التي توافق عليها أرامكو السعودية.

ويجب تزويد جميع الفتحات المؤدية إلى الخارج بأبواب صلبة أو نوافذ زجاجية يتم إغلاقها بإحكام عند عدم استخدامها. يجب أن تكون جميع الأبواب الخارجية والأبواب الشبكية جيدة التثبيت وأن تغلق ذاتيًا. ويجب تركيب جميع الأبواب العادية والشبكية، بما في ذلك الأنواع المنزقة أو المنطوية، بحيث لا تتجاوز المسافة بين الطرف الأسفل للباب والعتبة 6.4 ملليمتر (0.25 بوصة). ويجب أن لا تزيد المسافة بين أقسام الأبواب المنطوية والمنزقة، عند غلقها، على 6.4 ملليمتر (0.25 بوصة). ويجب حماية جميع الأطراف المكشوفة في الجزء السفلي من الأبواب والعضادات التي يمكن أن تأكلها القوارض، خاصة الأبواب الخارجية وغيرها التي يمكن أن تصل إليها القوارض، حتى ارتفاع 20.3 سنتيمتر (8 بوصات)، بتغطيتها بصفيحة معدنية لا يمكن للقوارض أن تأكلها.

يجب أن تكون جميع الأبواب الخارجية لأماكن النوم والمطابخ وغرف غسيل الملابس وغرف المرشاشات والمراحيض والمنافع ومرافق غسل اليدين مزودة بأبواب شبكية تغلق ذاتيًا وتفتح إلى الخارج. ويمكن أن تقبل إدارة حماية البيئة التابعة لأرامكو السعودية باستخدام أدوات فعالة تمنع دخول الحشرات الطائرة مثل الستائر الهوائية بدلاً من الأبواب الشبكية.

### **السلامة من الحرائق**

يجب أن تتوافق إجراءات السلامة من الحرائق مع المعايير ذات الصلة المحددة في إجراءات معاينة وفحص وصيانة معدات الوقاية من الحريق (جي. أي. رقم 1781,00).

يجب توفير طفايات حريق مناسبة لجميع أنواع حرائق المطبخ، كما يجب توفير طفايات حريق إضافية في الردهات أو غيرها من المواقع المناسبة إذا كانت وحدات النوم منفصلة عن وحدات الطبخ أو كانت الوحدات كبيرة بحيث لا يمكن الوصول بسهولة إلى الطفايات الموجودة في المطبخ.

الخطط المتصلة بالحريق – يجب وضع هذه الخطط في مكان واضح في كل طابق يوجد فيه عدد كبير من غرف النوم وإذا كان الوصول إلى مخارج النجاة يتم عن طريق الممرات والدرج، ويجب أن تبين هذه الخطط موقع الدرج ومخارج الحريق والطفايات.

أجهزة التنبيه بوجود دخان – يجب توفير أجهزة التنبيه بوجود دخان في المطابخ وأماكن تناول الطعام والممرات المشتركة إذا كانت وحدات أماكن النوم من الحجم الكبير وتركيبها في كل غرفة مخصصة للسكن وفحصها بانتظام.

مخاطر الحريق – يجب دراسة أوجه القصور التي تتسبب في حدوث الحرائق مثل المعدات الكهربائية التي لا تعمل بصورة جيدة والإفراط في تحميل المقابس وتوصيل الكبلات وأسطوانات الغاز داخل المباني وسوء نوعية المواد التي تستخدم في توصيل أسطوانات الغاز بأفران الطبخ مثل استخدام الأنابيب المطاطية بدلاً من أنابيب المعدن الصلبة والتوصيلات المسننة المعتمدة.

### **الماء الطبيعي المعالج بالكlor**

يكون المقاول مسؤولاً عن المحافظة على مستويات الكلور في الماء الطبيعي الذي يصل إلى حي السكن / المرفق التابع له من أي مصدر خارجي. وتتضمن هذه المسؤولية تطهير الماء الطبيعي بالكلور أو غير ذلك من الوسائل ذات الفعالية المساوية للتخلص من، أو إزالة، المتعضيات القادرة على إحداث العدوى. وعند إتباع طريقة المعالجة بالكلور يجب إضافة مقدار كاف من الكلور إلى الماء للمحافظة على مستوى الكلور المتبقي في حدود لا تقل عن 0.5 ملليغرام (0.5 جزء في المليون) في اللتر في جميع نقاط نظام التوزيع الذي تصل المياه من خلاله.

ويجب توفير الماء الطبيعي الحار والبارد المعالج بالكlor إلى جميع أحواض غسل اليدين والمرشات ومرافق غسل الأواني والملابس. ويجب أن يمكن نظام تسخين الماء من الحصول على تدفق منتظم للماء الساخن على درجة حرارة لا تقل عن 50°م (122°ف). وتحتوي المعايير ذات العلاقة على المتطلبات المحددة للماء الحار و/ أو المعدلة درجة حرارته الذي يتم تصريفه من كل فئة معدات. ويجب تصميم معدات السباكة وتحديد مقاساتها وتركيبها حسب المعايير المنصوص عليها في مجموعة المعايير الهندسية الصادرة عن أرامكو السعودية، كما يجب تشغيل وصيانة معدات وتركيبات السباكة بطريقة تمنع حدوث التلوث، والإبقاء عليها نظيفة وبحالة جيدة في جميع الأوقات.

لا يجوز عمل توصيلات مشتركة بين مصادر إمداد الماء الطبيعي المعالج بالكlor ومصادر إمداد أي ماء غير آمن أو مشكوك في نوعيته أو شبكة تصريف أو أي مصدر للتلوث بشكل قد يؤدي إلى تلوث الماء المخصص للشرب أو تغيير نوعيته. ولا يجوز تركيب خرطوم في أي صنوبر للماء ما لم يتم أولاً تركيب أداة تمنع رجوع الماء.

#### الماء الصحي الفائض

يجب تجميع ماء الصرف ومعالجته والتخلص منه وفقاً للمتطلبات ذات الصلة المعادلة للمتطلبات المنصوص عليها في القسم إس أ إس سي – إس – 02 من نظام النظافة الصحية الخاص بأرامكو السعودية ومجموعة المعايير الهندسية الصادرة عن أرامكو السعودية. وفي حال وجود شبكة صرف صحي عامة فيجب أن توصل بها جميع تركيبات السباكة ووحدات الصرف الصحي للمباني. ولا يجوز، بأي حال من الأحوال، تصريف الماء الصحي الفائض أو السائل، مهما كان نوعه، أو التخلص منه بأي وجه آخر على سطح الأرض أو في أي بئر أو كهف أو حفرة مكشوفة أو حوض إلا بعد معالجته بصورة صحيحة وبعد أن يعتمد مدير إدارة حماية البيئة طريقة التصريف التي يراى إتباعها. ويمنع استخدام مراحيض الحفائر أو المراحيض الخشبية الخارجية أو غيرها من طرق تصريف الفضلات التي لا تستخدم المياه في نقلها. وبعد الحصول على الموافقة على صهاريج حفظ الفضلات، يجب نقل الفضلات / الماء الفائض من حي السكن / المرفق التابع للمقاول باستخدام ناقلات معتمدة إلى محطة الصرف الصحي التابعة لأرامكو السعودية وتفرغها هناك. وعلى المقاول الاحتفاظ بسجلات شحن الفضلات / الماء الفائض إلى المرفق المذكور أعلاه وبالمستندات التي تثبت تسليم الفضلات / الماء الفائض إلى محطة الصرف الصحي التابعة لأرامكو السعودية لمدة سنتين وتقديمها لإدارة حماية البيئة التابعة لأرامكو السعودية أو ممثلي خدمات أحياء السكن التابعة لأرامكو السعودية لأغراض المراجعة. ومن أجل تحقيق الغرض المذكور أعلاه، يلزم المقاول الذي يشغل أرضاً في منطقة المقاولين التابعة لأرامكو السعودية أو حي سكن الإنشاء أو حي سكن المقاول خارج منطقة المقاولين التابعة لأرامكو السعودية بالاحتفاظ في جميع الأوقات بسجلات صحيحة لعمليات التخلص من الفضلات / الماء الفائض.

(ملاحظة: لا يجوز نقل الماء الصحي الفائض من الموقع إذا كان عدد شاغليه يتجاوز ثلاثين شخصاً ما لم يسمح مدير إدارة حماية البيئة بتغيير النظام الصحي الخاص بأرامكو السعودية.)

ويجب التخلص من الماء الفائض فقط في المرافق المعتمدة لمعالجته. وكشرط لاستمرار توفير خدمات التخلص من النفايات لمصلحة أرامكو السعودية، يلزم مقاول التخلص من النفايات بإثبات تخلصه من النفايات بصورة صحيحة من خلال تعبئة استمارة بيان النفايات رقم إس أ 9564.

ويجب أن تكون أنابيب التصريف الأرضية وأنابيب النفايات كبيرة بما يكفي لنقل جميع الماء الفائض والفضلات الصحية. ويجب أن تحتوي أنابيب تصريف الفضلات على نقاط تنظيف كافية.

#### التخلص من النفايات

يجب حفظ الأوساخ وغيرها من النفايات قبل نقلها من المنطقة بطريقة لا تسمح بوصول الحشرات والقوارض وغيرها من الهوام إليها. ويمنع جمع النفايات أو الفضلات في أماكن مكشوفة أو في أوعية غير معتمدة لحفظها.

وتتضمن أوعية حفظ النفايات والفضلات المعتمدة صناديق النفايات الفولاذية القياسية سعة 115 لترًا (30 جالوناً) والبراميل الفولاذية المعدلة سعة 210 لترات (55 جالوناً) وصناديق النفايات المصنعة لأغراض محددة ومعدات ضغط النفايات. ويجب أن تكون جميع هذه الحاويات مصنوعة من مواد شديدة التحمل ولا تمتص السوائل ويسهل تنظيفها ولا تتأثر بهجمات الحشرات والقوارض وغيرها من الهوام وأن يتم تصميمها وتركيبها بحيث تمنع التسرب. ويجب أن تكون سدادات أنابيب التصريف، إذا كانت مطلوبة، مركبة في جميع الأوقات باستثناء أوقات التنظيف.

ويجب تبطين الحاويات سعة 210 لترات (55 جالوناً) و115 لترًا (30 جالوناً) والحاويات الأصغر بأكياس بلاستيكية شديدة التحمل لتقليل متطلبات التنظيف وتسهيل نقل النفايات.

يجب نقل النفايات على فترات كافية لمنع تكون الروائح المؤذية التي تجذب الحشرات والقوارض على أن لا يقل ذلك عن مرتين أسبوعياً.

يجب نقل النفايات إلى مرفق التخلص من النفايات على سيارات مخصصة لذلك الغرض.

ويجب التخلص من جميع النفايات في أماكن جمع النفايات المعتمدة أو التابعة للبلدية. ويمنع استخدام الأماكن المكشوفة أو أماكن حرق النفايات.