

GENERAL INSTRUCTION MANUAL

86.011

ISSUING ORG. TERMINAL OPERATIONS DEPARTMENT

ISSUE DATE

REPLACES

04/28/2010

NEW

SUBJECT

TANKER VETTING PROCEDURE AT SAUDI ARAMCO
PORTS AND TERMINALS

APPROVAL

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CONTENTS:

This instruction outlines the responsibilities and procedures for the vetting of tankers nominated to call at Saudi Aramco Ports and Terminals. To the extent this instruction conflicts with any other Saudi Aramco internal policy or procedure regarding nomination, berth suitability, approval, or berthing of tankers at the Company's Ports or Terminals, this instruction shall control.

This instruction consists of the following sections:

1. ABBREVIATIONS
2. DEFINITIONS
3. COMPANY POLICY
4. PURPOSE
5. RESPONSIBILITIES
6. TANKER VETTING PROCEDURES
7. TANKER VETTING CRITERIA
8. BANNED TANKERS
9. TANKER PRE-BERTHING INSPECTIONS

1. ABBREVIATIONS

IMO: International Maritime Organization
 OCIMF: Oil Companies International Marine Forum
 OSPAS: Oil Supply Planning & Scheduling Dept
 PS&MD: Product Sales & Marketing Dept
 COSMD: Crude Oil Sales & Marketing Department
 Q88: Questionnaire 88
 SIRE: Ship Inspection Report (SIRE)
 TOD: Terminal Operations Department
 TPOD: Terminal Pilotage Operations Div
 TSIS: Terminal Ship Information System
 TTSU: Tankship Technical Support Unit
 TVS: Tanker Vetting System
 VTS: Vessel Traffic System
 SBT: Segregated Ballast Tanks
 VTMS: Vessel Traffic Management System

2. DEFINITIONS:

- 2.1 Arrival: The local time at which a tanker arrives at a port's geographic limits.
- 2.2 Banned Tanker: A previously Flagged Tanker that is prevented from any future visits to any Saudi Aramco port or terminal due to involvement in repeated major deficiencies or incidents.

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- 2.3 Flagged Tanker: Any tanker that caused a pollution incident at a Saudi Aramco Port or Terminal, or is found to have serious safety deficiencies or violations.
- 2.4 INTERTANKO: is the International Association of Independent Tanker Owners.
- 2.5 International Ship Security Certificate (ISSC): ISSC is issued to individual ships to fulfill mandatory security requirements through the International Ship & Port Facility Security Code (ISPS).
- 2.6 Liquefied Petroleum Gas (LPG): is a liquefied petroleum gas consisting predominantly of butanes, and propane, which can be retained in a liquid form by compression or refrigeration or a combination of compression and refrigeration.
- 2.7 Nominated Tanker: a tanker nominated by off taker to load or discharge hydrocarbon cargo at any of Saudi Aramco ports or terminals.
- 2.8 Pollution Incident: any release of Oil in any measurable amount from a tanker within or adjacent to the geographical boundaries of any Saudi Aramco port or terminal.
- 2.9 Oil: For purposes of this instruction shall mean any liquid hydrocarbon substance.
- 2.10 Pollution Prevention Plan: A plan submitted by tanker owners or operators who have had previous Pollution Incidents at Saudi Aramco terminal facilities. A Pollution Prevention Plan is required to ensure sufficient additional pollution mitigation procedures are in place to prevent further Pollution Incidents.
- 2.11 Port Captain: As used in this instruction, the title "Port Captain" means the Saudi Aramco Port Captain who is in charge of all Saudi Aramco Ports.
- 2.12 Positive SIRE Report: An Oil Company International Marine Forum (OCIMF) generated inspection report detailing acceptable conditions and operational standards observed on a tanker by a trained inspector working on behalf of an oil Company.
- 2.13 Questionnaire 88 (Q88): An INTERTANKO document that contains specific ship details.
- 2.14 Segregated Ballast Tanks (SBT) Tanker: A tanker is classified as an SBT Tanker if it is fitted to load ballast only into dedicated tanks that are segregated from the tanker's cargo tanks.

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- 2.15 TVS Initiator: the individual who has the authority to initiate tanker suitability request through the Tanker Vetting System as designated by his organization.
- 2.16 Vela International Marine Limited: is a Liberian shipping company that is a wholly owned subsidiary of Saudi Aramco.
- 2.17 Tanker Suitability Request: A request initiated via Tanker Vetting System by authorized initiator to verify the tanker suitability at the requested port.
- 2.18 Vetting: is an in-depth assessment of a tanker's quality and suitability for the nominated port or terminal prior to granting approval or clearance.

3. COMPANY POLICY:

Saudi Aramco policy is to safeguard its employees, ports and terminals facilities and the surrounding offshore and onshore environment from damages and pollution that could be caused by unsafe, substandard or unseaworthy tankers, whether operationally or due to physical deficiencies. To achieve this goal, Saudi Aramco has adopted a zero tolerance policy concerning Pollution Incidents caused by tankers calling at its ports or terminals. Therefore, Saudi Aramco screens all nominated tankers with the aim to accept for berthing for loading or discharging only those tankers that have a documented record of safe operations and compliance with all Saudi Aramco and internationally accepted safety standards.

4. PURPOSE:

The purpose of this instruction is to establish procedures for the Vetting of tankers nominated to load or discharge cargo at Saudi Aramco's ports and terminals, and to define specific areas of responsibility in order to implement such procedures.

5. RESPONSIBILITIES:

- 5.1 Port Captain is responsible for, and is authorized to perform and oversee, the following functions:
 - 5.1.1 Establishment and maintenance of the TSIS & TVS databases for all tankers calling at any Saudi Aramco ports and terminals.
 - 5.1.2 Insuring that all requests for suitability of tankers that are received from COSMD, OSPAS, PS&MD and Vela as well as other port users are promptly processed by TOD/TTSU and that confirmation of acceptance or rejection of such tankers by TOD/TTSU are communicated in a timely manner to the appropriate parties prior to the tanker's nomination.

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- 5.1.3 Ensuring that tanker pre-berthing inspections are properly carried out by the Duty Senior Harbor Pilot or his designated representative on arrival of the tanker to the Saudi Aramco port limits.
- 5.1.4 Making the final pre-arrival and post-arrival determination whether the tanker is suitable for berthing or berthing will be denied.
- 5.1.5 Determine whether or not a tanker is to be "Flagged" for future port visits in accordance with the procedures set forth in this instruction.
- 5.1.6 Determine whether a tanker is to be banned from future visits to Saudi Aramco ports or terminals, and under what circumstances such ban may be waived.
- 5.1.7 Ensure overall safety of tanker movements/berthing at all Saudi Aramco ports and marine terminals.
- 5.2 Tankship Technical Support Unit (TTSU) is responsible for:
 - 5.2.1 Accurately maintaining and updating the TSIS and TVS database.
 - 5.2.2 Maintaining Saudi Aramco's access to the SIRE database.
 - 5.2.3 Consulting, as necessary, other international tanker databases that provide information not otherwise available from the TSIS or SIRE databases.
 - 5.2.4 Responding in timely manner to tanker suitability requests to COSMD, PS&MD, Vela, OSPAS and other port users.
 - 5.2.5 Communicating on a timely basis with PS&MD, OSPAS, COSMD ,Vela and other TVS users regarding additional information or documentation required in order to make a determination as to whether a tanker is suitable for nomination.
 - 5.2.6 Updating the TSIS with all Flagged and Banned Tankers.
 - 5.2.7 Complying fully with the vetting procedures set forth in Paragraphs 6 and 7 below.

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- 5.3 COSMD, OSPAS, PS&MD, and Vela with regard to any tanker nominated to load or discharge at any Saudi Aramco port or terminal, COSMD, OSPAS, PS&MD and Vela have the following responsibilities:
- 5.3.1 Upon nomination of a tanker to load or discharge cargo, submit requests for tanker suitability via TVS to TTSU well ahead of time and prior to the tanker's arrival, to permit TTSU to evaluate the tanker's suitability for nomination in a timely manner.
 - 5.3.2 Ensure that the tanker, port name and cargo (as appropriate) are selected correctly in TVS. In case a tanker is not available in TVS database, initiator should communicate with TTSU in order to add the tanker.
 - 5.3.3 Ensure Q88 is up to date, tanker's certification and International Ship Security Certificate are valid and uploaded to the TVS for every tanker nominated to call at any of Saudi Aramco's ports and terminals.
 - 5.3.4 Follow up on pending requests and respond in a timely manner to TTSU to expedite the acceptance process.
 - 5.3.5 Ensure that tanker owners, operators, charterers and agents, where applicable, are advised of Saudi Aramco's tanker vetting procedures prior to the tanker's arrival. In addition, notwithstanding the acceptance of tankers during the nomination process, the final suitability of all tankers is subject to passing pre-berthing/pre-loading inspections and being in full compliance with Saudi Aramco Ports & Terminals Rules and Regulations. Tankers could be rejected by the Port Captain for major deficiencies or violations of Saudi Aramco have and/or accepted international operational and safety requirements.
 - 5.3.6 Ensure suitable tanker is assigned to the berths listed in the evaluation response generated by TVS. If the suitable tanker is assigned to a berth which is not listed in the evaluation response, the approval of Port Captain or his designated representative must then be obtained via the TVS.
- 5.4 Duty Senior Harbor Pilots are responsible for:
- 5.4.1 Conduct a pre-berthing inspection on arrival of the tanker to verify that the tanker's condition is in compliance with all Saudi Aramco and International Rules and Regulations. Moreover, all deficiencies and violations that were reported corrected must be verified for satisfactory completion of the suitability process.

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- 5.4.2 As a part of the pre-berthing inspection, confirm that there are no other operational or safety deficiencies which were not previously noted in the TSIS or SIRE database that may cause pollution or damage to Saudi Aramco property and/or personnel.
- 5.4.3 Ensure that any suitable Flagged tanker complies with the agreed pollution prevention plan and any other safety measures required by the Port Captain.

If the tanker (i) has deficiencies listed in the TSIS or SIRE databases that remain uncorrected, or other deficiencies are noted during the pre-berthing inspection; or (ii) the tanker has been Flagged and has failed in any respect to adhere to the Pollution Prevention Plan or other safety measures required by the Port Captain; or (iii) additional deficiencies arise following suitability of the tanker for berthing,

The Duty Senior Harbor Pilot shall direct the tanker to an anchorage until such time as the deficiencies are corrected. In such event, the Chief Harbor Pilot and the Port Captain should be immediately notified by the Senior Harbor Pilot and the provisions of Paragraphs 6 and 7 of this instruction shall apply.

- 5.5 Chief Harbor Pilot is responsible to oversee the activities of the Duty Senior Harbor Pilots and to ensure that tanker compliance or non-compliance relating to suitability conditions are promptly conveyed to the Port Captain.

6. TANKER VETTING PROCEDURES:

6.1 Tanker Suitability Request:

- 6.1.1 COSMD, PS&MD, OSPAS and Vela shall initiate the Tanker Suitability Request by submitting an up-to-date Q88 and valid copies of tanker's certificates (if needed) and a copy of the ISSC via TVS for evaluation by TTSU.
- 6.1.2 For each tanker calling at any Saudi Aramco port or terminal, COSMD, OSPAS and PS&MD, and Vela are required to submit the document mentioned in 6.1.1 for each visit. The request initiator should also comply with the requirements stated in Paragraph 5.3.2 of this instruction.
- 6.1.3 For Vela owned and bareboat/Time charterer tankers, the previous mentioned requirements in Paragraph 6.1.1 should be provided every six months or when any of the tanker's certificates are renewed or in the event of changes to the tanker's ownership.

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6.2 Suitability Request Evaluation:

Upon receipt of a Tanker Suitability Request, TTSU shall:

- 6.2.1 Compare Saudi Aramco port and terminal berth parameters with tanker's particulars contained in the submitted Q88 via TVS database to insure the tanker is compatible with the berth parameters.
- 6.2.2 Cross check the TSIS database, records of tanker's previous port calls (if any), the SIRE database and any other available information or databases for all relevant historical information on the nominated tanker, including whether the tanker has been flagged or banned from entry into Saudi Aramco ports and terminals and the status of all previously noted operational or safety deficiencies or violations of Saudi Aramco or international safety standards or regulations.
- 6.2.3 Respond, via TVS, to all Tanker Suitability Requests to the initiator(s), advising whether the tanker is suitable or unsuitable to visit the requested port or terminal. For suitable tankers, the response should list all suitable berths for the tanker in a particular port and specify any additional requirements to be imposed upon the tanker as a condition of suitability to berth. If the tanker is unsuitable, such response should specify the reasons(s) why the tanker is not suitable. Whether an unsuitable tanker is accepted as one time basis shall require the conditional approval of Port Captain or his designated representative.
- 6.2.4 Verify and upload all documents related to a Tanker Suitability Request in TVS with the correct tanker's name and validity dates where applicable.
- 6.2.5 Verify all documents associated with automated responses by the designated TTSU staff and satisfactorily reviewed documents must be uploaded in the TVS database.

7. TANKER VETTING CRITERIA:

7.1 All Tankers:

In evaluating a Tanker Suitability Request, TTSU shall review and consider/confirm the following factors with regard to all tankers:

- 7.1.1 The name and IMO number of the tanker, including all previous names under which the tanker was registered.

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- 7.1.2 The tanker's dimensions, particulars and age as reflected in the Q88 submitted.
- 7.1.3 The tanker's current, previous and date of Port Registry.
- 7.1.4 The tanker's current and previous owners/operators/managers.
- 7.1.5 The tanker's previous casualty reports maintained in TSIS from any reported incident at any location involving the tanker.
- 7.1.6 The tanker's history of all previous Pollution Incidents, deficiencies and violations of Saudi Aramco or international operational and safety standards or regulations by the tanker or its owners/operators/managers during any previous calls at any Saudi Aramco port.
- 7.1.7 The type of tanker and hull (SBT, single hull, double hull).
- 7.1.8 The validity of all the tanker's statutory certificates listed in the submitted Q88.
- 7.1.9 The tanker's SIRE Report, where applicable, must be positive and valid.

If TTSU determines certain deficiencies or violations that occurred or were noted during the tanker's last visit at any Saudi Aramco Terminals have not been corrected, all processed suitability responses of subject tanker will be invalid. TTSU may ask COSMD, OSPAS, PS&MD, and Vela to submit a new suitability request for a deficient tanker for comprehensive screening. Such practice will ensure that all tankers rectify all deficiencies prior to the tanker's arrival. TTSU shall not issue response of suitability until satisfactory verification and evidence of correction of such deficiencies is received.

7.2 Tankers Over 10 Years Old:

In addition to the criteria in Paragraph 7.1 above, any tanker that is more than 10 years old at the estimated time of arrival, and which has *not* visited a Saudi Aramco port or terminal for one year or more shall have completed a satisfactory SIRE inspection within the year preceding the Tanker Suitability Request in order to be accepted for berthing.

7.3 Flagged Tankers:

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Tankers may be flagged at the discretion of the Port Captain, as appropriate, under any of the following circumstances:

- 7.3.1 Occurrence of a Pollution Incident at Saudi Aramco Ports & Terminals; or
- 7.3.2 Presence of operational or safety deficiencies aboard the tanker that create an unreasonable risk of pollution, damage to property, or danger to personnel, or are otherwise noted in the TSIS, SIRE, and the tanker's history and remain uncorrected at the time of receipt of the request for tanker suitability, or are discovered during the pre-berthing inspection; or
- 7.3.3 Violations of Saudi Aramco, Saudi Arabian or internationally required operational or safety standards or regulations, noted in the TSIS, SIRE, or other tanker's history and shown as un-rectified at the time of receipt of the request for tanker suitability, or are discovered to be un-rectified during the pre-berthing inspection or at any time thereafter during loading or discharge operations.

Any tanker that is Flagged by the Port Captain shall remain a Flagged Tanker in the TSIS database and must be screened by TTSU for each visit to any Saudi Aramco port or terminal until satisfactory improvement and performance are maintained during the tanker's visits to Saudi Aramco ports and Terminals.

- 7.3.4 Removal of the designated 'Flagged Tanker' may be considered at the Port Captain's discretion.

7.4 Suitability Assessment Of Flagged Tankers:

Upon receipt of a Tanker Suitability Request for any Flagged tanker, TTSU shall take the following actions:

7.4.1 For Tankers Flagged For A Pollution Incident:

TTSU shall coordinate with COSMD, OSPAS, PS&MD and Vela to obtain a Pollution Prevention Plan (provided by ship owner / operator) satisfactory to the Port Captain during the evaluation process. If the Pollution Prevention Plan is satisfactory, TTSU shall issue a response of suitability. If the Pollution Prevention Plan is not satisfactory, the tanker suitability request status shall be pending until an adequate Pollution Prevention Plan is accepted. Otherwise, the Tanker Suitability Request shall be rejected.

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Upon arrival of the Flagged tanker, it shall be inspected and monitored closely by the assigned Harbor Pilot, in accordance with section 8 of this instruction, to insure that the tanker Pollution Prevention Plan is fully implemented prior to berthing the tanker.

7.4.2 Tankers Flagged For Operational Or Safety Deficiencies:

Tankers owners must present to Saudi Aramco Port Captain, a certificate/statement of fact and valid & positive SIRE Inspection Report, depending on the deficiency category and severity, confirming that all previous deficiencies have been corrected to Saudi Aramco operational standards. If the information provided is not satisfactory to the Port Captain, the tanker will be rejected.

If a Flagged Tanker is considered suitable, it will be inspected and monitored closely by the assigned Harbor Pilot on arrival in accordance with section 8 of this instruction, to ensure that the deficiencies have been satisfactorily corrected.

7.4.3 Tankers Flagged For Violation Of Saudi Aramco, Or International Standards Or Regulations:

Tankers owners must present to the Saudi Aramco Port Captain, corrective actions implemented and their plan to avoid reoccurrence of such violation in future visits. If the actions taken are not satisfactory to the Port Captain, the Flagged Tanker will be rejected.

Upon arrival, any suitable flagged tanker will be inspected and monitored closely by the assigned Harbor Pilot, in accordance with section 8 of this instruction, to insure that the corrective actions stated during the evaluation process are adequate and fully implemented.

8. TANKER ARRIVAL AND PRE-BERTHING INSPECTION:

8.1 All Tankers:

- 8.1.1 Upon arrival, VTS Operators/Shift Coordinators, under the supervision of the Duty Senior harbor Pilot, shall confirm that all noted deficiencies from previous visits are corrected and master's statement of fact could be requested to detail the corrections that were made to address those deficiencies or violations. If the Master is unable to provide adequate information confirming corrective actions are taken, then the Duty Senior

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Harbor Pilot shall direct the tanker to the anchorage and notify the Chief Pilot and Port Captain.

8.1.2 The Duty Senior Harbor Pilot shall ensure that all tankers arriving to berth at Saudi Aramco ports are further subject to a pre-berthing/pre-loading operational and safety inspection by the assigned Harbor Pilot/Terminal representative(s) to confirm the tanker's compliance with all applicable Saudi Aramco rules and regulations. Upon completion of the pre-berthing/pre-loading inspection, the assigned Harbor Pilot/Terminal representative(s) shall confirm to the Duty Senior harbor Pilot by radio that the tanker is compliant in all respects. Upon receipt of this confirmation, and provided all other entry and pre-berthing/pre-loading requirements are satisfactory for the tanker, the Duty Senior harbor Pilot shall proceed with the tanker's berthing.

8.1.3 In the event that the tanker's master/captain is unable to confirm that all outstanding deficiencies or violations have been corrected or if the pre-berthing/pre-loading inspection reveals that the tanker continues to have uncorrected deficiencies or un-rectified violations of operational or safety standards and regulations, the tanker shall be directed to anchorage until such deficiencies or violations are corrected to the satisfaction of the assigned harbor pilot and consultation of the TTSU. If such deficiencies or violations cannot be corrected or rectified within a reasonable time, and with approval of the Port Captain, the tanker shall be denied permission to berth.

8.2 Flagged Tankers:

8.2.1 Tankers Flagged For Pollution:

8.2.1.1 Upon arrival of the tanker, in addition to the standard pre- berth inspection carried out by the assigned Harbor Pilot, the Duty Senior Pilot and the assigned Harbor Pilot shall insure that the tanker is in compliance with the Pollution Prevention Plan.

8.2.1.2 If there are no deficiencies in the tanker's pollution prevention plan, the Duty Senior Harbor Pilot should be notified by radio that the tanker is suitable for loading or discharge. If there are no deficiencies noted during the pre-berthing inspection, the tanker shall be approved to berth. If the plan has not been fully implemented to the satisfaction of the Duty Senior Pilot, with the permission of the Chief Harbor Pilot, TTSU Supervisor and with decision of the Port Captain, Duty Senior Harbor Pilot may deny the tanker permission to berth.

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8.2.1.3 If, at any time after acceptance to berth and/or commencement of loading or discharge, the Pollution Prevention Plan is not properly followed, the Duty Senior Pilot may direct the tanker to cease loading or discharge operations until such time as the problem is corrected. If the problem cannot be corrected within a reasonable time or to the satisfaction of the Duty Senior Pilot, with the permission of the Chief Pilot and the Port Captain, the tanker will be refused permission to continue loading and directed to depart the berth.

8.2.2 Tankers Suitable Conditional To Pilotage Team Inspection:

8.2.2.1 Upon arrival of a suitable tanker subject to TPOD team inspection, the Duty Senior Harbor Pilot should notify TTSU of the tanker's arrival time and intended inspection location. The Duty Senior Harbor Pilot shall insure that a designated TPOD Team boards the tanker during daylight to conduct a comprehensive inspection to confirm that all previously noted operational, safety deficiencies or violations have been rectified and is in compliance with all Saudi Aramco and International Rules & Regulations. If the Inspection Team determines that any deficiencies or violations have not been satisfactorily rectified, or that the evidence of such correction or compliance provided by the tanker is unsatisfactory, the tanker may be directed to an approved anchorage until such time as the non-conformity is resolved to the satisfaction of the Port Captain. If the deficiencies or violations cannot be rectified, with the permission of the Chief Pilot and the Port Captain, the tanker may be rejected.

8.2.2.2 If, at any time after acceptance to berth and/or commencement of loading or discharge, further deficiencies or violations are noted on a tanker, the Duty Senior Harbor pilot or assigned Harbor Pilot may direct the tanker to cease loading or discharge operations until such time as the deficiencies or violations are corrected or rectified. If the non-conformity cannot be resolved within a reasonable time, with the permission of the Chief Pilot and the concurrence of Port Captain, the tanker will be refused permission to continue loading or discharging and shall be directed to depart the berth.

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9. BANNED TANKERS:

- 9.1 Any Flagged Tanker considered suitable for berthing at any Saudi Aramco ports or terminals and during the course of berthing, loading, discharging, bunkering, or unberthing may be permanently banned by the Port Captain for any further calls at all Saudi Aramco ports and terminals, if:
- (i) Causes another Pollution Incident; or
 - (ii) Is found to have further operational or safety deficiencies that create risk of pollution, damage to property, or danger to personnel; or
 - (iii) Commits further violations of Saudi Aramco, or internationally required operational or safety standards or regulations.
- 9.2 In the event that a tanker is banned, the Port Captain shall issue a written notice to OSPAS, stating the effective date of the ban and the reasons therefore. The tanker's status shall also be recorded in the TSIS database. No tanker entered in the TSIS database as a banned Tanker will thereafter be permitted to berth at any Saudi Aramco port or terminal without the express written permission of the Port Captain.
- 9.3 The Port Captain may, upon written request from the tanker owners, operators, managers, or agents, and with due regard to the circumstances regarding the events leading to banning of the tanker, or for other reasons found to be in the best interests of Saudi Aramco, waive the ban on a tanker on a case by case basis. No waiver of the ban by the Port Captain on any single occasion shall be considered as a waiver of the ban with respect to future port calls. The owners, operators, managers or agents of a banned tanker shall be advised to submit all such requests for waiver of the ban to the Port Captain in writing, stating the reasons therefore. If the Port Captain determines that a waiver should be granted, he will advise all interested parties in writing. Any banned Tanker that is granted such a waiver for a single port call shall be further subject to the conditions for berthing imposed on a Flagged Tanker by Section 7 of this instruction.

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CONCURRED BY:

Manager, Oil Supply Planning & Scheduling Dept.

Date_____

Manager, Crude Oil Sales & Marketing Department

Date_____

Manager, Product Sales & Marketing Department

Date_____

Asst. General Counsel, Law Department

Date_____

APPROVED BY:

Manager, Terminal Operations Department

Date_____

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