

GENERAL INSTRUCTION MANUAL

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

ISSUE DATE

09/01/2011

REPLACES

06/29/2004

SUBJECT MATERIAL MOVEMENT GATE PASSES

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SCOPE: This General Instruction (GI) provides guidelines and procedures for using material gate passes while transporting company materials/equipment, contractor and personal property items through security gates or posts.

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Appendix-I A log-sheet used for allowing materials for temporary use or delivery inside Saudi Aramco facility and its exit within 14 days time.

Appendix-II A sample of gate pass form SA-61 used for transporting materials/equipment thru security gates or posts.

1.0 DEFINITION

The material gate pass is a document, which assists in transporting the materials in a vehicle or hand carried out of Saudi Aramco facilities, including residential areas, with approvals from proponents or sponsors. This empowers security personnel to inspect materials, verify required information/approval authorizations and confirm accuracy before the materials exit through security gates or posts. Also, it includes reporting illegitimate practices to department manager or higher when discovered during the verification process at a security gate or post.

2.0 GLOSSARY AND FORMS USED**2.1 Abbreviations and acronyms**

- 2.1.1 AISOD Area Industrial Security Operations Department
- 2.1.2 ASD Area Storehouse Department
- 2.1.3 DPC Delivery Point Code
- 2.1.4 ISO Industrial Security Operations
- 2.1.5 ISSD Industrial Security Support Department
- 2.1.6 MGPS Material Gate Pass System
- 2.1.7 SEC Saudi Electric Company
- 2.1.8 STS Security Technical Services

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2 OF 11**2.2 Forms used in gate pass transactions**

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|-------|---------|--------------------------------------|
| 2.2.1 | SA-61 | Material & Equipment Gate Pass |
| 2.2.2 | SA-61D | Personal Property Gate Pass |
| 2.2.3 | SA-111S | Reclamation Sales (Gate Pass) |
| 2.2.4 | SA-9456 | Multiple Use Gate Pass |
| 2.2.5 | SA-9429 | Request for Pre-numbered Gate Passes |
| 2.2.6 | SA-9318 | Signature Authority |
| 2.2.7 | SA-8825 | Specimen Signature Index Card |

3.0 TYPES OF MATERIAL GATE PASSES

All material gate passes are controlled documents, which will be issued to employees, company organizations and subsidiary companies located within Saudi Aramco facilities against specified transactions or approved requests. The gate passes and their applications are as follows:

Type	Gate Pass Application
* Form SA-61	<ol style="list-style-type: none"> This gate pass is to be used for transporting photocopy machines, shredders, calculators, typewriters, projectors, videos, telephones, television sets, desks, chairs, tables, file cabinets, furniture and associated accessories/peripherals including intellectual property and electronic media containing corporate data, service and safety awards, engineering drawings, industrial trash, etc., out of restricted/non-restricted facilities, administration offices, storehouses, warehouses, community areas and Dhahran core area. Gate pass is not required for laptop computers, tablet PC and mobile phones. This gate pass will be used for Company owned unlicensed heavy equipment that are transported/hailed from proponent's premises to the user's location. It includes contractor heavy equipment that require exit from Saudi Aramco facilities. This gate pass can also be used for transporting employee's personal items (not from residential area), contractor and other agencies' property items excluding personal data and storage media, e.g., computer diskettes or other storage media, for which no gate pass is required.. This gate pass will not include consumable and stationery items.
Form SA-61D	<ol style="list-style-type: none"> This gate pass is to be used for personal effects or give away items while exiting residential areas including temporary/permanent check out, vacation or leaving on a chapter 8-14 assignment.
Form SA-111S	<ol style="list-style-type: none"> This gate pass is to be exclusively used for reclamation items sold to employees through reclamation yard.
Form SA-9456	<ol style="list-style-type: none"> This gate pass is to be used for company, personal and contractor's materials/equipment including maintenance tools, safety items, computers, associated peripherals and storage media, which are frequently taken out of the gates/posts and returned to original location. This gate pass will not include consumable and stationery items.

4.0 OBTAINING BLANK GATE PASSES SA-61D, SA-111S & SA-9456

The blank gate passes (SA-111S/SA-9456) will be issued to issuing organization thru ISSD or AISOD material custodian offices against Form SA-9429 signed by department manager or delegated division head. A camp resident (employee) will obtain gate passes (SA-61D) through Security Shift Superintendent or Area Supervisor's office. The following rules will apply:

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- 4.1 Only authorized employees including MTS personnel will collect the gate passes and acknowledge that they have checked/received blank gate passes before leaving material custodian office and confirm that there are no missing gate passes or discrepancies in the packages.
- 4.2 Except members of the corporate/executive management, the department managers and delegated division heads will provide ISSD or AISOD Manager with completed signature authority form SA-9318 before blank gate passes (SA-111S/SA-9456) are requested. Form SA-9318 will contain business signatures used on the community facility ID cards. In the case of changes in organization code, transfer, In-Kingdom or Out-of-Kingdom training assignment exceeding 6 months, or when authorization has expired, a new form SA-9318 will be processed and sent to ISSD or AISOD Manager.
- 4.3 While requesting blank gate passes (SA-61D), an employee or dependent wife (camp resident) will sign a log sheet, which includes pre-printed gate pass number, employee name, badge number, house number where employee is staying, work/house telephone numbers and employee's signature as recipient of the gate passes.

5.0 OBTAINING GATE PASS SA-61

The following transactions will be executed to obtain gate pass SA-61 through MGPS:

Function	Requirements
Assign issuer – an individual who will be generating gate passes	<ol style="list-style-type: none"> The system will allow department manager and division heads (approvers) to assign the department/division employee(s) including MTS personnel Issuer privileges to generate approved gate passes. An email notification will be sent to the Issuer notifying that he/she has been added into the system as an Issuer.
Remove issuer	<ol style="list-style-type: none"> The system will allow department manager (or approvers) to remove gate pass Issuer(s). An email notification will be sent to the removed Issuer notifying he/she has been removed from the system as an Issuer.
Assign approver – an individual who will be approving gate passes	<ol style="list-style-type: none"> The system will allow department manager & above to assign only Saudi Aramco employees Approver privileges with selection of more than one operating area(s) to approve gate passes on department or division level on behalf of manager. An e-mail notification will be sent to the Approver notifying that he/she has been added into the system as an Approver. The approval authorization will not include MTS personnel, consultants, visitors, SEC employees, contractor employees or customers and subsidiary company employees located outside Saudi Aramco premises.
Remove approver	<ol style="list-style-type: none"> The system will allow department manager to remove gate pass APPROVER(s). An email notification will be sent to the removed APPROVER notifying that he/she has been removed from the system as an Approver.
Generate gate pass	<ol style="list-style-type: none"> Individual will ensure that he/she (user) is an authorized Issuer or Approver. If the user is an authorized Issuer or Approver, then the system will allow him/her to generate an approved gate pass for the department.
Update gate pass	<ol style="list-style-type: none"> The system will allow an Issuer or Approver to update information in a gate pass that he/she had generated earlier but not yet Approved.
Approve or disapprove gate pass	<ol style="list-style-type: none"> The system will allow department manager & above or an Approver to approve or disapprove a gate pass generated for the organization after he/she has received an e-mail notification from the Issuer. Except Manager who has full authority for the department, an Approver (if approved by Manager) may also approve the gate

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	<p>passes on department level but he will not be Gate Pass Issuer for other organization code.</p> <p>2. Upon approval of the gate pass, an email notification will be sent to the Issuer informing the approved status. The Issuer can the print the gate passes for execution at the gate or post.</p>
Cancel gate pass	1. The system will allow an Approver to cancel a gate pass generated for his/her organization before its execution at the gate or post.
List executed gate passes	1. The system will be used by a Verifier to list all the executed gate passes that are pending verification for the department.
Verify gate pass	1. The system will allow a Verifier to verify executed gate passes generated for the organization.
Assign verifier – an individual who will be verifying the executed gate passes	1. The system will allow department manager & above to assign more than one employees as Verifier for the organization. This will not include MTS personnel, consultants, visitors, contractors or customers.
Remove verifier	1. The system will allow department manager to remove gate pass Verifier(s).
Generate issuer report	<p>1. The system will list all the Issuers who belong to a given department.</p> <p>2. If the report user is proponent department personnel, then the report will be generated automatically without requesting any selection criteria. In this case, the report will list all the Issuers who belong to the user's department.</p>
Generate approver report	1. The system will list all the Approvers who belong to a given department. If the report user is proponent department personnel, then the report will be generated automatically without requesting any selection criteria.
Generate verifier report	1. The system will list all the Verifiers who belong to a given department. If the report user is proponent department personnel, then the report will be generated automatically without requesting any selection criteria.
Generate gate pass status report	1. The system will list all the gate passes that meet the selection criteria. If the report user is proponent department personnel, then the report will list only those gate passes issued by his/her department.
Print approved gate pass	<p>1. The system will allow any Issuer or Approver to print an approved gate pass that is in the system (3 copies).</p> <p>2. If the Issuer or Approver is a proponent department personnel, he/she will only be allowed to print gate passes generated by his/her department.</p>
Print blank gate passes for emergency use	<p>1. The system will allow Manager or Approver to print 100 blank pre-numbered gate passes for use when the system is down or there is a power failure only. These emergency passes should be generated ahead of time and secured under safe custody.</p> <p>2. Department will be allowed to allocate these 100 blank gate passes among its divisions for use at any given time.</p> <p>3. The system will generate control numbers of the form with the text "Emergency" and the prefix "E-000000" indicating it is an emergency gate pass.</p> <p>4. Emergency gate passes will be re-generated for further use after the Security personnel have executed the information into MGPS for the previously used gate passes.</p>

6.0 LOANING OR TRANSFER OF BLANK GATE PASSES

The loaning or transferring of gate passes to other departments, contractors, subsidiary companies or individuals is strictly prohibited. Non-compliance will result in investigation and the report sent to issuing organization and/or executive management.

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7.0 GENERAL REQUIREMENTS FOR GATE PASSES

Except SA-61D and electronically produced SA-61, the gate passes SA-111S and SA-9456 including unused gate pass (SA-61) will be recorded in a log-sheet by the Issuer before they are processed and taken to the gate or post. Only clear computer printed and typewritten gate passes SA-61 will be accepted. The issuer/user will not write vehicle information if the items are to be hand carried. Incomplete or illegible handwriting found on the gate pass will cause the gate pass to be rejected. The following requirements will apply:

Gate pass	Requirements
Form SA-61	<ol style="list-style-type: none"> The gate pass should be dated in month/day/year and the Approver or Issuer will clearly describe the information of the materials with its ownership, carrier, plant tag number, physical ID number or serial number regardless of whether the items are packed in boxes, packages or crates with ownership to facilitate quick verification and execution at the gate or post. All items must be listed in the gate pass and the system will generate copies as 1 of 1, 2, 3, 4, 5, etc. No separate listings, sheets, manifest or forms will be attached to the gate pass. The approved gate pass will be utilized and the materials taken out of the gate or post within a week's time (1-7 days). If seven days' time has elapsed, the gate pass will be cancelled and re-issued. In case an employee is deceased, terminated, or did not return to Saudi Aramco, the ASD will handle the transfer of personal effects from residential area to his/her destination by using gate pass Form SA-61 under their org. code. The ASD authorized personnel will pronounce on the form (SA-61) that "this gate pass is being issued for personal effects belonging to an employee (indicate badge number) who has expired, terminated, or did not return to Saudi Aramco".
Form SA-61D	<ol style="list-style-type: none"> The gate pass should be dated in month/day/year, used and the materials taken out within a week's time (1-7 days). If seven days' time has elapsed and the listed items are not taken out, the gate pass will be cancelled and a new one issued. The camp resident will check appropriate categories on the form, i.e., (i) sold, (ii) gifted, (iii) transferred, (iv) going on vacation, (v) chapter 8-14 assignment, or (vi) checked out from a community area. The resident will list items that are being exited through security gate or post and the name of the gate pass bearer (carrier). The camp resident will also provide information, i.e., his/her name, badge number, house number where he/she stays, location (area), home telephone and signature, before the processed gate pass is handed to a carrier. The copies will be issued after verification of required information according to the distribution order given in the gate pass. In the event an employee (or dependent) is transporting personal property items from one residential camp to another, he/she will present the original and 1st copy at the security gate where an employee or dependent normally resides or works, retain 2nd copy (employee) and will present the 3rd copy to the onward temporary destination (security gate). If listed items exceed the space of a form, second form will be used with complete information and signature as needed. No separate listings, sheet, manifest or form will be attached to the gate pass.
Form SA-111S	<ol style="list-style-type: none"> The gate pass will be dated in month/day/year, used and the materials taken out within a week's time (1-7 days). If seven days' time has elapsed and listed items are not taken from the gate or post, the gate pass will be cancelled and a new one will be issued. The gate pass issuer will clearly describe the quantity, lot(s) of the materials sold and information related to the issuer and the customer, i.e., name, badge number, date, work address, telephone, type of carrier, employee's signature and approval of authorized

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	<p>personnel.</p> <p>3. If the listed items exceed space on the first form, a second form will be used with complete information and signature as required and its copies distributed according to the distribution list on the form. No separate listings, sheet, manifest or form will be attached to the gate pass.</p>
Form SA-9456	<p>1. Form SA-9456 should be typewritten or computer printed with issue and expiration date in month/day/year. The validity will not exceed one (1) year. Form SA-9456 may be used for more than one employees and operating areas. This form will not be used for U-drive or temporary replacement vehicles. The form will include destination (location/sites) where user(s) will take materials for their use during assigned job and the work location where they will return on a daily basis.</p> <p>2. Form will be completed with all necessary information, i.e., material type with plant tag number, physical ID number and/or serial number and ownership. Do not include personal or contractor items with company items. The requirement of plant tag number or physical ID number will not apply to the contractor's or personal property items, and the contracting establishment's stamp will be placed on the form if materials belong to a contractor or subcontractor. Also, do not include personal items with company belongings.</p> <p>3. If listed items exceed the space of a form, second form as 1 of 2, 3 will be issued with complete information and signatures on all forms. No separate listings, sheet, manifest or form will be attached to the gate pass.</p> <p>4. Only original laminated with Industrial Security's concurrence and stamp will always be maintained to allow exit of the materials out of the security gates or posts. The copies of approved gate pass will be issued according to the distribution list.</p>

8.0 ISSUING ORGANIZATION AND EMPLOYEE'S RESPONSIBILITIES

8.1 In addition to the procedures and requirements stated in this instruction, department managers will also ensure the following:

8.1.1 Only authorized employees approve the gate passes. Employees on vacation, business assignment, short leave or medical leave exceeding 10 consecutive days must not issue or approve gate passes.

8.1.2 The pre-printed (blank) gate passes must always be available for use during emergency situation and all blank gate passes must be safeguarded at all times. Except electronically produced gate pass SA-61, a log-sheet with information, i.e., (i) serial number of the gate pass, (ii) user name, (iii) badge number, (iv) org code and (v) date issued will be maintained before the unused gate passes are issued.

8.1.3 The company intellectual property and storage media containing proprietary materials are properly labelled with ownership rights before transporting thru security gates or posts. The contractors working within company premises must also label their materials/equipment, which are intended to be used for company operations or frequently transported thru security gates or posts.

8.1.4 For excess items listed on the gate pass found during its check/execution, an additional gate pass is approved. The excess materials will not be allowed to exit until approved gate pass is presented or otherwise the materials be taken back to the site where it came from. The matter will be referred to STS for investigation if the circumstances are found suspicious.

8.1.5 Form SA-8825 (one card per person) approved for employees who can sign gate pass SA-

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111S will be provided to the AISOD Manager ahead, not less than 5 working days, before an individual can sign the gate pass.

- 8.1.6 All gate pass approval authorizations are periodically reviewed and required changes are updated accordingly. Moreover, the verifiers should verify the approvers list thru the system without any request from AISOD Manager.
- 8.1.7 Form SA-9456 is used for materials/equipment belonging to contractor or sub-contractor regardless of whether the items are hand carried or taken by a vehicle. Form SA-9456 should be affixed by an official stamp of the contracting establishment.
- 8.1.8 All issued forms (SA-9456) are reviewed every six months ensuring that employees have returned the listed items to the department after they have completed their assigned jobs. In the case of discrepancy, the department manager will request investigation from AISOD Manager. When Form SA-9456 is no longer needed or when validity has expired, it should be void and returned to AISOD Manager or delegate.
- 8.1.9 In cases where an approved or unused gate pass is lost before execution, the incident is immediately reported, in writing, to the AISOD Manager. The damaged or improperly printed gate passes must be cancelled and information updated accordingly.
- 8.2 **Employees** who are Issuers, Approvers or carriers of gate passes (SA-61, SA-111S or SA-9456) must comply with the following:
 - 8.2.1 The approved gate passes must be presented to security personnel at the gate or post while exiting the facility or residential camp whether or not security men have requested it. For personal computer diskettes or storage media, a gate pass is not required but employee will confirm that the contents are completely personal. Incorrect confirmation is subject to STS investigation
 - 8.2.2 The gate passes must not be altered or overwritten with information after they are approved and issued. In the case of errors occurred in the information, the gate pass will be cancelled and a new one issued.
 - 8.2.3 The approval authorization(s) are properly processed online for approving gate pass SA-61 or for SA-111S thru SA-8825. Form SA-8825 will contain the business signatures, which appeared on the community facility ID cards.
 - 8.2.4 A gate pass must not be processed or signed if authorization is not already approved, expired, cancelled, or it is removed by the department manager.
 - 8.2.5 Original of Form SA-9456 containing department manager's approval and AISOD Manager or his delegate's concurrence with Industrial Security's stamp must always be kept in a vehicle or hand carried and presented to security personnel while exiting the gate or post.
 - 8.2.6 Form SA-9456 is prepared for a period consistent with operational needs, not exceeding one (01) year and used for transporting company purchased materials/equipment including computers, intellectual property items, electronic media and associated peripherals and ensure that the items are returned to the original location as needed.
 - 8.2.7 Any item not intended to be taken in a vehicle should not include vehicle's information. A statement will be used that vehicle information is unspecified. The authorization for personal

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computer belonging to company employee is rare and must be approved by Administrative Area Head or above.

9.0 MATERIALS LOADED FROM STOREHOUSE FOR DELIVERY OR USE IN THE FACILITY

The drivers (Saudi Aramco employees and contractor personnel) who are assigned company or contractor vehicles will be allowed to load materials from area storehouse for pick up, delivery and use in the facility. They will comply with the following guidelines:

- 9.1.1 Present 3 copies of approved gate pass SA-61 to security men at the gate or post while exiting with loaded materials. Form SA-61 will specify destination(s) with DPC's, buildings and the department (end user) where the materials are to be delivered.
- 9.1.2 Upon exit from storehouse and arrival at the plant facility gate and if the loaded materials are not heavy in nature, the driver will contact the department's representative to arrange its pickup outside the gate(s) instead of allowing the vehicle to enter the facility. If the materials are heavy and cannot be picked at the plant gate, the representative will come to the gate or post, confirm accuracy of the materials and request its entry after recording appropriate information thru log sheet at the gate (see Appendix-I).
- 9.1.3 Those intending to take their personal items inside the facility will also be required to use Appendix-I at the gate or post, but he/she will present approved gate pass SA-61 while transporting the items out of the facility.

10.0 MATERIALS LOADED FROM LOCAL COMMUNITY FOR DELIVERY INSIDE STOREHOUSE, OTHER FACILITIES AND CONTRACTOR USE

- 10.1 The drivers (Saudi Aramco employees/contractor personnel) using company or contractor assigned vehicles to deliver materials inside storehouses and other facilities are required to have, in their possession, original or photocopies of Saudi Aramco designated forms, present to security personnel at the gate or post and contact department's representative before entering the facility. The representative will come to the gate or post for verification of the loaded materials. After confirmation and log of the loaded materials at the gate or post (see appendix-I), the security man or gate controller will allow the materials to enter the facility. For materials entering storehouses, verification or log will not be required.
- 10.2 The contracting establishment may also bring materials/equipment for their permanent or temporary use inside Saudi Aramco restricted and non-restricted facilities. A complete, detailed list of the materials will be logged in a log sheet (see appendix-I) at the security gate or post before the loaded materials are allowed to enter the facility. In the event an establishment wants the materials to be taken out within 14 days, the materials/equipment will be allowed to be exited on the presentation of completed appendix-I of this GI without any gate pass. If the materials are to be taken after 14 days, a gate pass (SA-61) will be processed indicating that the materials/equipment is contractor's property.
- 10.3 If the materials/equipment purchased from local community regardless of whether the materials are packed in boxes or do not require to be delivered or off-loaded inside restricted facility, the proponent will comply with the following:

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- 10.3.1 Appoint representative(s) who will be responsible for possible off-loading of the materials inside or outside the gate and coordinating with Security personnel who will also witness the off-loading of the materials.
- 10.3.2 Identify the gates or posts in coordination with Security in the area where large materials are to be inspected and provide inspection tools, such as X-ray machine, etc. This task will be accomplished in the presence of security personnel.
- 10.3.3 When materials have arrived at the gate/post, the driver must contact proponent's representative, who will come to the gate/post where he will fill in and sign a material log sheet (appendix-I). The representative will confirm to Security what materials are to be inspected before Security allows materials to enter the restricted facility, and that the transfer (unloading) will be completed within 14 days.
- 10.3.4 Before signing the material log sheet, the representative will verify the materials and will immediately report the discrepancies to the Security personnel. After the materials are entered into a facility and if it is found questionable during the unloading process, the representative will also inform Security personnel. If the condition of loaded materials is found suspicious, the Security Shift Superintendent or Area Supervisor will call K-9 special search services.
- 10.3.5 If the loaded materials cannot be off-loaded inside a facility for any reason, the department's representative will verify the materials and coordinate its exit through designated gate or post after justifying the rejection of the loaded materials by using appendix-I. In the case of accepting partial shipment, an appendix-I will be issued to enable exit of the remaining materials.

- 10.4 For transporting refuse, i.e., trash, garbage or unwanted personnel effects from community areas, gate pass is not required. In this case, CS will ensure that contractor personnel must load only refuse and unwanted materials, and that no other items are taken with it. Any violation or discrepancies discovered at the gate/post will be subject to confiscation and investigation with results reported to the proponent.

11.0 COLLECTION/EXECUTION OF COMPLETED GATE PASSES AT THE GATE OR POST

- 11.1 A bearer of approved gate pass will present 3 copies of electronic gate pass SA-61 to the 1st security gate where a security man or gate controller will check materials, verify required information, sign all 3 copies in the box "checked/executed at 1st gate", retain 1st copy for execution at the 1st gate, give 2nd and 3rd copies to the bearer (carrier) who will take to the 2nd gate. The bearer will present two copies taken from 1st gate at the 2nd gate where a security man or gate controller will perform the same function as done by the security man or gate controller at the 1st gate and will allow the materials exited thru the gate or post. A security man or gate controller at the 2nd gate will sign the copies, retain 2nd copy for execution at the 2nd gate and give 3rd copy to a bearer who will, in turn, submit to end user or fax a copy to the issuing organization for reference.
- 11.2 In cases where there are 3 gates in the area, the transaction will be executed at the 1st and 3rd gate and the security man or gate controller at the second gate will see the completed gate pass with signatures from 1st security gate. In the case of only one gate in the area, the security men or gate controller will check materials, verify required information, sign all three copies in the box "checked/executed at 1st gate", retain 1st and 2nd copies for execution at the gate and give 3rd copy to the bearer (carrier).

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- 11.3 For emergency gate passes processed by issuing organization, the security man or gate controller will perform the same function as done for normal gate pass and also verify approver's name, badge number and org. code against a list available at the gate and allow exit of the material after taking applicable copies for execution at the gate or post.
- 11.4 The executed gate passes (SA-61D) will be collected at the designated gates or posts according to the distribution list on the form. A camp resident will return unused gate passes to the same Security offices from where the gate passes were issued.
- 11.5 Original and copies of form SA-111S will be issued according to the distribution list given in the form.
- 11.6 All copies of the executed or non-executed gate passes (SA-61) will be forwarded to Security Shift Superintendent or Area Supervisor where they will act as Processors and ensure that the gate passes are properly executed at the gates or posts.

12.0 VERIFICATION OF EXECUTED GATE PASSES AND OTHER INFORMATION

Issuing organization will ensure the following:

- 12.1 All executed gate passes (SA-61/SA-111S) must be verified by the Verifiers and the hardcopies are maintained in chronological order by control number for a period of 2 years from the date they were issued/executed or until the Auditing have completed verification.
- 12.2 When copies of executed gate passes (SA-111S) are received from AISOD Manager or his delegate, the verification of the gate passes including signature of the authorized personnel (issuer) and legitimacy of the quantity/nature of the materials taken through security gates will be completed and returned to AISOD Manager or delegate with or without discrepancy report.
- 12.3 Employees different from those authorized to approve gate passes will perform verification within 14 days of execution date. A reminder will be sent to Verifier if executed gate passes are not verified. In the case of no response from Verifier, a message will be sent to department manager to complete the verification process within 14 days. If no response is received in 14 days, the next level of management will be notified with a copy sent to Auditing accordingly.

13.0 RETURN OF UNUSED OR CANCELED GATE PASSES

Issuing organizations will ensure that gate passes are used within specified time. The electronically produced unused gate passes are cancelled if not used within specified time. After the unused gate passes (SA-61) are cancelled, the information will be updated thru MGPS. Camp residents will return unused gate passes to the same offices from where the gate passes were obtained.

14.0 AUTHORIZATIONS FOR APPROVING GATE PASSES

- 14.1 Department Managers and those delegated to sign manager's level documents will process online the approval authorizations for themselves and supervisory level & above to approve gate pass SA-61 on their behalf. The authorizations below supervisory level will be justified and it will be subject to AISOD Manager's concurrence.
- 14.2 ASD Manager will provide AISOD manager with completed Form SA-8825 (one form for each employee) to approve gate pass SA-111S. The authorization does not include consultants, visitors,

GENERAL INSTRUCTION MANUAL

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09/01/2011

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SEC employees, contractor employees and subsidiary companies located outside Saudi Aramco premises.

- 14.3 Department Managers who primarily authorized their employees to approve gate passes (SA-61/SA-111S) will update authorizations, especially when changes in authorized employee's status such as transfer, separation, retirement, or business assignment have occurred.

15.0 DESTRUCTION OF EXECUTED GATE PASSES

- 15.1 After the verification process has been completed for executed gate passes (SA-61 & SA-111S) or when Auditing have completed its verification, the verified executed gate passes (hardcopies) will be destroyed beyond recognition through a shredder or other means with the approval of department manager.
- 15.2 The expired SA-9456 will be retained in department's file for one year from the date of its expiry date or until the Auditing have completed verification. After this period, form(s), which do not require further renewal, will be shredded with the approval of department manager.

16.0 CLARIFICATION OF GI PROCEDURES

Any clarifications on the procedures or requirements stated in this instruction will be referred to ISO General Manager, or ISSD Manager, Box 90, Bldg. 325, Room 260, Dhahran.

APPROVED:

General Manager, Industrial Security Operations