

GENERAL INSTRUCTION MANUAL

710.005

(Consolidation of three GIs)

ISSUING

ORG:

INDUSTRIAL SECURITY OPERATIONS

ISSUE DATE

5/17/2011

REPLACES

03/01/2011

SUBJECT:

VEHICLE STICKERS AND HEAVY EQUIPMENT ACCESS TO
COMPANY FACILITIES

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CONTENT: This General Instruction (G.I) describes administrative procedures and requirements emerged from three (03) separate general instructions (e.g., 710.005, 710.007 & 710.010) for vehicle stickers and heavy equipment access to company facilities. It provides proponent/user responsibilities, business strategies and applicable transactions to be executed through e-Security application via SAP Corporate Portal at Intranet home page (<http://myhome.aramco.com.sa>) and extranet page (<http://portal.aramco.com>) with the following information:

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1.0 **GI PROPONENT**

Industrial Security Planning & Support Services Department (ISP&SSD) is the proponent of this instruction manual. With a view to serve customers, ISP&SSD and Area Industrial Security Operations Departments (AISODs) shall jointly ensure the policies, procedures and associated requirements are appropriately implemented in their areas of responsibility. All changes, comments or suggestions relating to the procedures and requirements stated in this GI manual shall be directed to ISP&SSD Manager, Box 90, Dhahran.

2.0 **PURPOSE**

This is to identify all automobiles operated in company's restricted facilities and non-restricted areas, including communities, and to ensure efficient and streamlined operation of Saudi Aramco vehicle stickers (all types). The types of automobiles are not limited to, but include all public/commercial (light/medium) vehicles and heavy equipment displaying license plates or if no license plates are issued by government agencies.

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3.0 GLOSSARY**3.1 ABBREVIATIONS AND ACRONYMS**

AAC	Aramco Associated Company
AOC	Aramco Overseas Company
ASC	Aramco Services Company
ASO	Area Sticker Office
AISOD	Area Industrial Security Operations Department
APNE	Apprenticeship Program Non-Employee
CDPNE	College Degree Program Non-Employee
CSL	Computer Security Liaison
CMC	Chronic Medical Condition
FrPD	Fire Protection Department
FRA	Final Release Agreement
IKLH	In-Kingdom Local Hire
ISO	Industrial Security Operations
MVPI	Motor Vehicle Periodic Inspection
PDD	Power Distribution Department
PTD	Permanent & Total Disability
SAA	Saudi Aramco Affairs
SAMSO	Saudi Aramco Medical Services Organization
SASV	Saudi Aramco Services Vehicle
SAP	Systems, Applications, & Programs
SCC	Security Control Center
SCIS	Supreme Commission for Industrial Security
STS	Security Technical Services
SEC	Saudi Electric Company
TLV	Transportation Light Vehicle

3.2 SERVICE REQUESTS AND FORMS USED

All service requests for new, renewal or replacement stickers shall be initiated through e-Security application where approvals are automatically secured and that applicants are scheduled for appointment and told what documents are required to be presented to Area Sticker offices while obtaining stickers for all type of registered, leased, contracted, owned or rental vehicles. The following forms are to be used as needed:

SA-4575, Statement

SA-8043, Report of Loss or Theft of Vehicle or Accessory

SA-8928, Notice on Misuse of Company Vehicles

SA-9598, Inspection of Unlicensed Heavy Equipment

4.0 GENERAL CONDITIONS

The following conditions and requirements must be met while issuing new, renewed or replacement vehicle stickers and/or granting access to company facilities:

- 4.1 None of the company organizations, contracting establishments or firms are permitted to create, design, reproduce, use, or partly coincide with vehicle stickers or vehicle gate passes and any other windshield stickers containing corporate logo without prior approval from Industrial

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- Security Planning & Support Services Department (**Note:** All types of stickers shall be affixed to the lower left-hand corner of the vehicle's windshield).
- 4.2 To be eligible for vehicle stickers, all employees, sponsors or drivers must have valid registration documents, legible license plates affixed to the front/rear of the vehicle and the owners/drivers must also have a valid driver's license recognized by the Saudi Arab or Gulf States to drive light/medium vehicle or heavy equipment in company premises.
 - 4.3 Vehicle stickers and/or pertinent information such as license plate number, plate origin, vehicle color, etc., must be updated through change of information service request whenever changes have occurred and employees or contractor representatives shall visit the Area Sticker office when new license plates have been issued (**Note:** A driver not holding valid driver's license as per vehicle type, designated sticker not showing facility code/group or vehicle is displaying expired inspection notice from Transportation Department shall not be allowed to enter a facility).
 - 4.4 Company assigned vehicles (including U-Drive & replacement) and SASV drivers shall visibly contain Saudi Aramco insignia in Arabic and door numbers in English conforming to the corporate identity standards. Vehicles belonging to the contracting firms and other servicing firms must be identified by the establishment's insignia (body logo) and door numbers in Arabic/English on the left and right rear fenders as well as the trunk, in four (04) inch high bold letters in visible color.
 - 4.5 All company assigned and contractor vehicles requiring stickers to enter restricted or non-restricted facilities must undertake MVPI for the renewal of registration booklet or as requested by ASO. Transportation Department shall provide Vehicle Inspection Notice for company and contractor vehicles prior to sticker installation. SEC vehicles shall be inspected by SEC Transportation Department. This requirement does not apply to government vehicles, privately-owned vehicles, or rented vehicles used by employees (**Note:** Supplemental contractor manpower using cars and require non-restricted stickers shall be exempt from the requirement of inspection certification).
 - 4.6 All vehicles passing through security gates must be affixed with stickers showing codes, groups, location or gate numbers for the specified facilities. (**Note:** Company assigned and contractor vehicles without stickers or displaying expired stickers are not allowed to enter vital installations and restricted facilities. Also, employees and others shall not enter community areas without valid stickers on their vehicles).
 - 4.7 All contracting firms, including subcontractors, SEC and subsidiary/joint venture companies doing their business with Saudi Aramco must register through Contracting Department and/or Material Supply to obtain vendor/agency code numbers.
 - 4.8 Department and contractor representatives, when initiating service requests through e-Security application, shall select plant specific codes/groups for restricted facilities or gate numbers for non-restricted sites, according to the business needs (**Note:** Plant specific codes/sites are available through e-Security application or Security Web page. The access privileges for company employees and consultants requiring access to multiple plants/sites are linked to the Plant IDs on approval from corporate management).
 - 4.9 Community and other type of stickers shall be issued on presentation of original documents to ASO (See supplement-04). Executives/General Management and other employees requesting community stickers for commercial vans or pick-ups, used for family members residing in main

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camps or Ar'Rabiyah compound, must confirm that these vehicles do not have commercial license and do not display commercial markings.

- 4.10 All Saudi retired employees are allowed to retain community stickers for their private vehicles according to the entitlement. If needed, regular employees, consultants, company visitors, students, trainees and retirees may obtain temporary stickers for their private/rental or loaned vehicles from the visitor control centers or at the designated security gates in the area (7-14 day's stickers are not counted towards the entitlement) for the stated reasons, e.g., accident, maintenance, registration renewal process or if individual is in the process of badging (**Note:** SC11+ expatriate retirees eligible for retirement on separation or terminated at Company option and have a valid Saudi residence or conversely live in Bahrain shall be allowed to have temporary 11+ stickers issued for their private vehicles as per validity of community IDs on approval from Director of Personnel Department or his delegates).
- 4.11 All permanent and temporary community-stickers issued for privately owned or leased-to-own vehicles are counted as one component against the employee's entitlement. The Ar'Rabiyah housing, core area and special needs r stickers are not included in the entitlement plan.
- 4.12 The service requests initiated for SEC vehicles needing access to electrical installations located in restricted facilities or non-restricted areas must be endorsed by PDD before requests are forwarded to plant managers for approval.
- 4.13 All completed new, renewal, replacement or re-assignment service requests (all type of stickers) shall remain valid until 30-days from the last approval date and it can be recalled for further update or changes and submitted through the system before the expiry of 30-day's time.
- 4.14 Department authorized validator(s) shall first verify required information and then release service requests of after-hours use, restricted or non-restricted area vehicle stickers, including cancellation requests to the approver(s) in three (03) working days.
- 4.15 Issuance of community-sticker for a private vehicle of contractor employee living in family camp is associated with the issuance of community-facility ID with approval from Admin Area Head. No further approval is needed for issuing community-sticker if community-facility ID has already been approved.
- 4.16 Company assigned vehicles displaying Industrial Security's stickers are for designated jobs or functions, not for personal use/activities and/or not for unauthorized commuting between residence and work locations as covered in Industrial Relations Manual Chapter 16.

5.0 RESPONSIBILITIES

The following organizations shall assist Industrial Security in formulating company policies and procedures relating to the vehicle stickers for implementation in all areas:

- 5.1 **HUMAN RESOURCES POLICY & PLANNING DEPARTMENT:** The department shall ensure the following:

- 5.1.1 Industrial Relations (IR) manual is updated with pertinent requirements, privileges and changes regarding the employee's usage of company assigned vehicles and displaying after-hours use emergency stickers or after-hours use business stickers during normal business hours, after-hours, weekends or holidays as stated in this instruction manual.
- 5.1.2 All policy relaxations and/or benefit changes that affect issuance of community or other type of stickers to Executives/General Management, SC15+/SC11-14/SC3-10 employees (including loanees to subsidiary/joint venture companies), consultants, deceased employees' spouses and dependents staying in camp, local communities and Ar'Rabiyah

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housing compound are timely communicated to the ISP&SSD Manager in order to amend changes to the Industrial Security's systems and for inclusion in applicable GI procedures.

5.2 **PERSONNEL DEPARTMENT:** The department shall ensure the following guidelines, in addition to the requirements stated in this instruction manual, are implemented:

- 5.2.1 SAP HR systems are updated with information on marital/family or single status for all regular Executives/General Management and SC15+/SC11-14/SC3-10 employees (male/female), casuals married to Aramco employees, IKLH female employees and the employees loaned to subsidiary/joint venture companies, including eligible dependents of SC11+ employees residing in company camps, local communities and Ar'Rabiyah compound for issuing designated community stickers for their privately owned vehicles as per entitlement.
- 5.2.2 SAP HR systems are updated with information for Saudi/expatriate normal/early retirees PTD/CMC annuitants and old ex-SAMREC retirees who are to be issued community stickers for their privately owned vehicles. This includes updating annuity numbers and SAP codes (61-70, 85-86 & 88) for retirees providing eligibility for vehicle stickers to be issued. At the same time, all Saudi retirees are directed to call Industrial Security Help Desk Support (Tel: 03-876-6000) to initiate service requests and facilitate appointments for obtaining vehicle stickers.
- 5.2.3 Early/normal retirees, families of deceased retirees and PTD/CMC annuitants are notified of the changes involving issuance of community-stickers, access privileges and entitlement, and directions to visit Industrial Security offices for removal of vehicle stickers during normal business.
- 5.2.4 Employees leaving the company permanently on early/normal retirement, termination, resignation, separation, or transferred to overseas offices are directed to visit ASO for Industrial Security clearance and removal of stickers from vehicles two (02) weeks prior to the final departure date has been completed online.
- 5.2.5 Once declared, affinity relationship link is provided in SAP HR systems between regular and retired employees and their non-employed dependents (wife/son/daughter/parents) and also between regular and retired employees and their working spouses. This relationship link is essential to prevent issuing multiple community stickers to individuals.
- 5.2.6 Families of Saudi employees who died while on duty are directed to visit ASO or Security Operations for removal of stickers, which had been issued to the deceased employees.
- 5.2.7 All policy changes involving the issuance of community stickers to all regular Executives/General Management, SC15+/SC11-14/SC3-10 employees, their eligible dependents, retirees, PTD/CMC annuitants and those employees who are separated without returning IDs or vehicle stickers are timely communicated to the ISP&SSD Manager, in order to amend Industrial Security systems and procedures. This includes sending letters signed by Director of Personnel Department or his delegates to issue temporary community stickers for expatriate retirees who have a valid Saudi residence or conversely live in the Kingdom of Bahrain by allowing them to enter main camps and recreational areas.

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5.2.8 All unusual cases that are not listed in SAP HR or not reflected in this instruction manual shall be reviewed and then communicated to ISP&SSD Manager for issuing designated stickers to employees or other individuals.

5.3 STAFFING SERVICES DEPARTMENT: The department shall ensure the following guidelines, in addition to the requirements stated in this instruction manual, are implemented:

5.3.1 SAP HR systems are updated with information on all new candidates, rehires, students, trainees (APNE/CDPNE), faculty members or other special program candidates needing community stickers for their properly registered vehicles.

5.3.2 Contracting firms shall submit service requests for vehicles used by their supplemental manpower assigned to Saudi Aramco and coordinate approvals through appropriate organizations and plant managers if the employees need restricted area vehicle access stickers while working in plant facilities.

5.3.3 Students, trainees, faculty members and supplemental contractor manpower are directed not to remove stickers from their vehicles under any circumstances. They must contact ASO or Security Operations for removal of stickers when scheduled training program is completed, terminated, transferred, or when they intend to sell their vehicles.

5.3.4 All policy and procedural changes regarding the vehicle stickers for new hires/rehires, students, trainees, faculty members and supplemental contractor manpower is timely communicated to the ISP&SSD Manager for inclusion in applicable procedures, modification to e-Security application and implementation in all areas.

5.4 COMMUNITY SERVICES:

5.4.1 Community Services Housing Divisions, in all areas, shall ensure that the SAP HR systems are updated whenever an employee or consultant changes house, relocates to a different camp, moves off-camp, moves into camp; changes status from bachelor to family, or family to bachelor; or on assignment exceeding six (06) months.

5.4.2 All policy changes that affect the issuance of community stickers to employees and consultants residing in family or bachelor camps (all areas) are timely communicated to the ISP&SSD Manager, Box 90, Dhahran.

5.5 TRANSPORTATION DEPARTMENT: The department shall ensure the following guidelines, in addition to the requirements stated in this instruction manual, are implemented:

5.5.1 All company assigned vehicles, including replacement and U-drive fleet are appropriately assigned company insignia and door numbers as per corporate policy before they are issued to the organizations for use by authorized employees. At the same time, U-drive and replacement vehicles (in all areas) are clearly identified and affixed by unique U-drive and replacement stickers respectively. The same instruction is applied to the company owned vehicles (exclude unlicensed equipment) which are handled and inspected by Equipment Services Department.

5.5.2 SAP and TLV systems are updated with information on company assigned vehicles when new license plates are issued or when registration booklet expiration date is renewed.

5.5.3 Service requests can be submitted for restricted area stickers to be issued to U-drive vehicles including replacement vehicles. U-drive vehicles shall be monitored, including overnight use, and misuse reported direct to the user departments. Service requests shall

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be approved for stickers to be issued to vehicles belonging to SASV drivers and contractors servicing companies in transportation fields.

- 5.5.4 Vehicle inspection notices issued through Transportation Department must be valid for vehicles belonging to company, contractors, subsidiary/joint venture companies, haulers and other firms/agencies including SAS vehicles that require access to company facilities. Vehicles registered in the name of contractor owners and displaying commercial markings shall also be inspected accordingly. Private vehicles owned by employees, consultants, visitors, trainees, students, contractor personnel and government agencies are exempt from the required periodic TD inspection.
- 5.5.5 Vehicle inspection notice shall not be issued for vehicles that do not contain prescribed insignia and door numbers with body logo for the contracting establishment or firm (**Note:** A contractor's sedan car containing body logo and needing access to non-restricted area may not require inspection certification from Transportation Department provided the car is in good condition).
- 5.5.6 TLV system is updated on the odometer readings and expiry dates for vehicle inspection notice issued to the company assigned vehicles. This includes updating TLV system on the information for company vehicles for which new license plates have been issued through government agencies regardless of whether vehicle inspection notice or Industrial Security stickers were recently issued.
- 5.5.7 All policy changes and requirements regarding the insignia, door number or MVPI certification regulations for company assigned vehicles and contractor vehicles must be communicated as soon as possible to the ISP&SSD Manager, Box 90, Dhahran.
- 5.6 **GOVERNMENT AFFAIRS:** Government Affairs and delegates (Saudi Aramco Affairs) shall ensure the following guidelines, in addition to the requirements set for proponents, are implemented:
- 5.6.1 Following the approval of Government Affairs or delegates, vehicle stickers shall be issued to government vehicles and other agencies such as airlines, port authorities, telecommunication companies, etc., for access to company's facilities and shall be appropriately coordinated through organizations and Industrial Security. This includes submitting service requests of stickers to be issued to non-Saudi Aramco affiliates including VIP guests, dignitaries, diplomats and government vehicles belonging to the Ministry of Defense & Civil Aviation, Ministry of Interior and security agencies, e.g., SCIS, Facilities Security Forces, Frontier Guards, National Guards, Customs Department and Police Department (**Note:** Restricted area stickers shall not be issued for personal vehicles of government employees).
- 5.6.2 Following the approval of Government Affairs or delegates, community-stickers for VIP guests, dignitaries, diplomats, and government officials shall be processed by ISO.
- 5.6.3 Cancellation of stickers issued to vehicles belonging to VIPs, dignitaries, diplomats and government agencies shall be communicated to ISP&SSD or AISOD Manager upon receiving a written request from Government Affairs or delegates (**Note:** All VIP guests, dignitaries, diplomats and government officials shall be reminded that stickers affixed on their vehicles must be removed and cancelled through Industrial Security offices before vehicles are sold or when stickers are no longer needed).

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- 5.7 **MEDICAL SERVICES:** The medical departments, in all areas, shall ensure the following guidelines, in addition to the requirements set for proponents, are appropriately implemented:
- 5.7.1 Physicians and liaison offices shall review and send to ASO the requests submitted by employees requiring special-needs stickers for themselves, their eligible dependents (son/father) living in local community area or dependents (son/wife/father) residing in camp.
 - 5.7.2 Special needs stickers are issued to “disabled” employees and dependent wives, living in company camps, who are able to drive motor vehicles safely according to medical examination (**Note:** Special need stickers requested for vehicles driven by the drivers of disable employees and their dependents, who cannot drive cars, shall not be approved).
 - 5.7.3 All policy changes and requirements regarding special-needs stickers for employees and their dependents, including the requirement of placing a symbol letter “H” on vehicle stickers issued to regular employees, consultants, contractors, trainees, students and others working for company hospitals/clinics are timely communicated to the ISP&SSD Manager, Box 90, Dhahran.
- 5.8 **PLANT MANAGERS:** The plant managers shall ensure the following guidelines, in addition to the requirements set for proponent organizations, are appropriately implemented:
- 5.8.1 Plant managers shall approve requests for restricted area stickers to be issued to vehicles belonging to the contractors, haulers, SEC, shipping agents, insurance companies and subsidiary/joint venture companies that require access to facilities operated under their administration. The concerned organizations shall be notified if requests are disapproved.
 - 5.8.2 Employees, consultants, visitors, trainees and contractor personnel entering vital installations and restricted facilities shall be reminded to have valid stickers displayed on vehicles at all times and shall be directed to park vehicles in designated parking area. If vehicles do not display stickers, drivers shall be directed to park vehicles outside the facilities.
 - 5.8.3 Plant manager (owner) may limit sharing the responsibility set to other departments for vital installations or restricted facilities under their administration and specify special procedure or requirements for vehicles entering the facilities with a notification sent to all organizations, company-wide (**Note:** This includes providing agreement to the requests if other departments are involved in sharing the access privileges for vital installations and restricted facilities).
 - 5.8.4 All policy changes that have occurred in the status of new or closed restricted facilities; including the intent to share or transfer approval privileges to other organizations are timely communicated to the ISP&SSD or AISOD Manager in order to update restricted area access codes on e-Security application.
- 5.9 **PROPONENTS**
Department Heads or higher and delegates shall request and/or approve new/renewal/replacement stickers for company vehicles that are assigned to employees/consultants/others as well as new/renewal sticker requests for vehicles belonging to contractors, haulers and contractor employees (**Note:** Ensure the operation of company and contractor vehicles is kept to a minimum for access to vital installations and restricted facilities, including communities. Names of the employees on-call responses in the area after-hours (1800-

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0600 hrs), during weekends or holidays and using company assigned vehicles affixed by after-hours use business stickers shall be sent to AISOD Manager). The following guidelines are in addition to the requirements stated in this instruction manual:

- 5.9.1 Division Heads or higher may designate their employees as service request initiator(s) and validator(s) to verify details such as vehicle information, user's duties & functions, contract numbers for contracting firms, access privileges, duration, etc, and to release the requests to approvers within three (03) day's time.
- 5.9.2 Department and contractor representatives shall initiate requests, at least 10 days, prior to start of business activities, contract or if existing stickers require renewal in order to allow sufficient processing time for vehicle stickers to be issued.
- 5.9.3 Assigned company vehicles are for designated jobs or functions to be performed by employees or other authorized personnel in company facilities are not for personal use/activities and are not for unauthorized commuting between residence & work locations as covered in Industrial Relations Manual Chapter 16.
- 5.9.4 Need for after-hours use emergency/business/shift stickers is justified for each user as being in the best interest of the company, based on the circumstances surrounding employee's work duties, functions, jobs, worksite/residence location, or special work requirements with approval from Admin Area Head or Business Line Head. (**Note:** After-hours use stickers are issued to individual employees to support company business during and after working hours and are not issued to them personally – see **section 9.0 and supplement 2 & 7** for more details).
- * 5.9.5 User of a company assigned vehicle must have valid and full time daily business need to be accomplished during normal working hours (0600-2000 hrs), after-hours, during weekends or holidays. This includes user's frequent visits to facilities; daily transportation between work areas and residence within a reasonable distance from work location; special work assignment; fulfilling assigned activities as part of department's emergency response team, on-call responders, or other compelling business reasons – see **section 9.0** for more details.
- 5.9.6 Proponents must ascertain individually assigned and pool vehicles affixed by designated stickers and shall make proper judgment to serve the maximum number of employees possible with the use of minimal stickers. Appropriate logs shall be used for pool vehicles to document driver's name, badge number, date, time and estimated return time of individual trips (**Note:** Transfer of after-hours use emergency/business sticker from one to another company assigned vehicle is not allowed).
- 5.9.7 Duties and/or assignment of the employee(s) using company assigned vehicles are periodically reviewed to ensure they are consistent with genuine need of after-hours use stickers or restricted area access stickers. If necessary, cancellation of designated stickers no longer required in specified area(s) can be initiated.
- 5.9.8 Requests for company assigned vehicles requiring access to vital installations and restricted facilities shall be processed without plant manager's approval, but requests of stickers must be matching with the user's plant access rights granted through Plant IDs. Vehicle sticker requests for subsidiary/joint venture companies, contractors, haulers, vendors, SEC, shipping agents, insurance companies, SAS drivers and other support-

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service firms shall be routed through concerned plant managers – see **section 8.0** for more details.

- 5.9.9 Service requests for contracting firms requiring non-restricted area stickers shall be processed with proponent's approval. The restricted area access request for SEC vehicle shall require PDD's endorsement before it is forwarded to the plant manager (**Note** Requests for vehicles belonging to subsidiary/joint venture companies located in Saudi Aramco premises shall be submitted by head of the company).
- 5.9.10 All main contracting firm(s) shall nominate their representatives up to three (03) persons to submit service requests through e-Security application for contracts awarded to their establishment and/or subcontractors (**Note**: Nomination of additional representatives requiring access to e-Security application shall be subject to proponent's concurrence and approval from ISP&SSD Manager).
- 5.9.11 All main contracting firms must confirm to Industrial Security's ASO that they have submitted a signed letter of understanding the rules and regulations meant for IDs and vehicle stickers by indicating the expiry of existing contract(s).
- 5.9.12 All contracting firms, SEC and subsidiary/joint venture companies shall appoint up to three (03) representatives (Saudi) to deal with Industrial Security's offices for stickers-related matters, which include accompanying drivers to Transportation Department for vehicle inspection notices and ASO while obtaining stickers or when old or current stickers require to be removed from vehicles (**Note**: This exempts SEC representatives from accompanying drivers while obtaining or removing vehicle stickers).
- 5.9.13 SAP core systems shall be updated with information on approved contracts awarded to main, including subletting contracts to subcontractors. The contracting firms, including subcontractors not registered with Saudi Aramco must apply for vendor number(s) to be assigned through Contracting Department or Materials Supply by using Web site (<http://esr.aramco.com>) before the sticker requests are submitted through e-Security application.
- 5.9.14 Endorsement shall be obtained from Contracting Department for issuing stickers to contractors that are servicing Saudi Aramco organizations with no contract in SAP system or if the contractor is providing services to organizations without contract obligations (**Note**: Main contracting firms shall not sublet contracts without prior approval from the proponent).
- 5.9.15 Approvals shall be requested from concerned departments and plant manager(s) for issuing stickers to vehicles of contractors that require multiple accesses to restricted facilities when they are simultaneously servicing up to four (04) organizations under different time schedule and operating priorities by providing necessary details and expiry dates of all contracts.
- 5.9.16 Department CSL shall invalidate access authorization for contractor representatives who do not require access to e-Security application any longer. The CSL may also suspend access authorization if contractor representatives did not use e-Security application for consecutive 90 days.
- 5.9.17 All main contractors, haulers, shipping agents, travel agents, SAS drivers and other servicing firms shall be directed to obtain Industrial Security clearance against a specific contract in order to release the contracted payments or retention money. The SEC, subsidiary/joint venture companies, airlines, port authorities, telecommunication

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companies and Banks are excluded from the requirement of Industrial Security clearance (**Note:** Expired stickers or those stickers not removed from vehicles through Industrial Security shall remain the responsibility of contracting establishment or agency).

- 5.9.18 Should vehicles displaying valid stickers are re-assigned to new users within the same department, user information and description of duties and business activities shall be changed in e-Security application information field with appropriate approvals noted. In the event of reorganization process, the new department shall coordinate with Industrial Security to update required information for vehicles and stickers in SAP systems and e-Security application (Refer to **section 16.0** for more details).
- 5.9.19 Contractor employees who are required to work inside community areas must execute their jobs/duties during working hours (**0700-1600 hrs**). Should contractor personnel required to perform their jobs after-hours, during weekends or holidays, proponent shall notify security shift superintendent or area security supervisor of the requirement by providing details for vehicles and employees.
- 5.9.20 The missing company assigned vehicles affixed with stickers must be immediately reported to Industrial Security (Security Control Center) or Transportation Department. Vehicle user shall personally telephone or fax a report to Security Control Center and/or Transportation's 24-hours Dispatch office to report the missing vehicle. Within 24 hours of the incident, or on the following working day, a formal report and form SA-8043 – report of loss or theft of vehicle or accessory, must be approved by the user's department head, endorsed by Industrial Security, and submitted to the Transportation Department. Same instruction will be applied for company owned vehicles (not unlicensed equipment) where Equipment Services Department must be notified as well as Industrial Security.
- 5.9.21 All service requests of restricted area access stickers must be reasonably matching with the codes or groups of vital installations and restricted facilities as shown on the employee's Plant IDs or users can demand access privileges for facilities where vehicles can actually be driven inside the area.
- 5.9.22 The previously issued stickers affixed on the vehicles must be removed through ASO or Security Operations prior to vehicle's inspection, retirement or replacement process due to maintenance or when vehicle is transferred to other organization.
- 5.9.23 Vehicles affixed with restricted area stickers and without designated stickers are for business use during normal business hours only, and shall be parked in company parking areas (**Note:** Vehicles showing restricted area stickers and without stickers taken outside or used after hours, weekends or holidays shall be logged and reported to the department).

6.0 IMPORTANT NOTES FOR USERS AND/OR SPONSORS

Industrial Relations (IR) manual and company instructions outline guidelines and regulations for responsible vehicle's operation by employees and others who are authorized to drive company assigned vehicles. Employees, sponsors and drivers are, therefore, responsible to operate their vehicles in company facilities and communities according to the approved regulations and the following rules in addition to the requirements stated in this GI Manual:

- *6.1 Company assigned vehicles displaying after-hours use emergency/business/shift stickers are to be used for business during normal working hours, after-hours, during weekends or holidays and may be parked at user's residence in or outside company compounds. The vehicles displaying restricted-area stickers or containing no stickers are also to be used for business during normal

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- working hours only (**Note:** Company vehicles affixed by after-hours use business stickers shall be logged at security gate after 2000 hrs daily, during weekends and holidays – see **supplement-7** for more details).
- 6.2 Employees, sponsors and users shall ensure the vehicles display clear and valid stickers while entering company's restricted facilities and other premises, including community areas.
 - 6.3 Vehicle owners and users shall safeguard stickers and shall not remove stickers under any circumstances and the vehicles shall be taken to Industrial Security offices for removal. Employees and/or users shall not lend vehicles displaying stickers for use on company premises (**Note:** Vehicle stickers not removed by Industrial Security offices shall remain the responsibility of owners and shall be subject to referral to STS group).
 - 6.4 Reproduction or forgery of Industrial Security stickers, misuse of access privileges and placement on different vehicles are offenses and are subject to investigation. Theft or loss of vehicles affixed with Industrial Security stickers shall be reported to the nearest Security Control Center and/or Transportation Department and the driver (employee) shall complete form SA-8043 for a stolen company vehicle.
 - 6.5 Employees residing on camp must exchange their community-stickers while moving off the company residential area, or remove stickers through Industrial Security offices while going OOK assignment/training accompanied by family members for a period exceeding six months.
 - 6.6 Saudi Aramco and contractor female employees may select husband, son, father, brother, guardian or family driver(s) for whom they received IDs to drop/pick them from work location to home. They shall present to ASO copies of IDs and driver's license of the same person who transports them while requesting stickers for the cars.
 - 6.7 Company assigned vehicles affixed with Industrial Security stickers shall be returned to the department before the users go on short or long vacation, business assignment, training, or other leave of absence (**Note:** E-Security application must be updated with required information when vehicle is returned to the department and reassigned to a new user during the specified reason).
 - 6.8 Employees, consultants, trainees, students and faculty members leaving the company on separation, termination, early/normal retirement, resignation, completion of assigned job, or on completion of training program shall obtain Industrial Security clearance online, two (02) weeks prior to final departure date in order to clear or allow Saudis retention of their private stickers issued to them.
 - 6.9 When the private vehicle is impounded or confiscated due to any reason (i.e. traffic violation, accident, exported, etc.), it is the responsibility of the employee or retiree (owner) to remove the stickers through Industrial Security offices.
 - 6.10 For employees including consultant, company visitor, trainee or summer/coop student who has purchased a new vehicle and is in the process of completing registration formalities or other reasons stated in this GI manual, a 7-14 day's temporary sticker shall be issued at the security control center or designated Security gate.
 - 6.11 Employees who operate unregistered vehicles in company premises or remove the stickers by themselves from their good condition operating/not damaged vehicle(s) shall be subject to referral to STS group.
 - 6.12 Contracting firms shall be responsible if vehicle stickers are not removed by Industrial Security offices for reasons stated in this instruction manual. Also, vehicles transferred to non-Aramco operating areas or sold without stickers removed by Industrial Security offices shall be investigated and referred to the proponent for appropriate action.

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7.0 ISSUING COMMUNITY-STICKERS

Permanent or temporary community-stickers are issued to employees and other approved categories (male/female) for their privately owned, leased, rental or borrowed vehicles based on marital-family or single status, residence in camp or residence in local community area against approved entitlement during normal business hours or during scheduled replacement program. In addition to the requirements stated in this instruction, the following guidelines shall be used (*See supplements 1, 2, 3, 4 & 7 for more details*):

- 7.1 All regular/retired Executives/General Management, Members of the Board of Directors, VIP Guests, Dignitaries and Diplomats are issued in-camp community stickers irrespective of their residence status. Regular/retired non-executive employees living in Ar'Rabiyah compound, SC15+/SC11+/SC3-10 employees, SC3-10 US/Canadian employees, including those on protected salary, casuals, consultants, students, trainees, and contractor personnel residing in company's family camps or bachelor camps at Dhahran, Ras Tanura, Abqaiq & Udhailiyah are issued in-camp community stickers. ASC/AOC/AAC employees on assignment to Saudi Aramco and staying in company residential areas are also issued in-camp community stickers.
- 7.2 All regular/retired SC15+/SC11-14/SC3-10 employees (male/female) including those on protected salary, IKLH expatriate females, consultants, retirees and other categories residing in local community areas shall be issued out-camp community-stickers. SC15+/SC11-14/SC3-10 employees on a single, or marital/family status staying in a non-family camp like remote areas and that their families are residing in local community areas, shall be issued out-camp community stickers.
- 7.3 All Saudi retired Executives/General Management, SC15+/SC11-14/SC3-10 retirees (male/female) and PTD/CMC annuitants are allowed to retain permanent community stickers as per their entitlement. Stickers in excess of entitlement shall, however, be removed from retiree's vehicles and cancelled by ASO at the time of completing Industrial Security clearance.
- 7.4 Vehicles belonging to regular Saudi female employee's husband/father/brother (non-Aramco employed) may be issued temporary stickers. In the case of separation (divorce), regular female employees shall ensure the stickers issued for spouse cars against their badge numbers are removed through Industrial Security offices.
- 7.5 A pre-printed letter "H" shall be placed on vehicle stickers issued to regular Executives/General Management, SC15+/SC11-14/SC3-10 employees, consultants, trainees, students, contractors and others (male/female) who are working for SAMSO in order to indicate special parking privileges in medical designated parking lots.
- 7.6 Issuance of temporary community-stickers to the privately owned vehicles of contractor employees who are approved to staying in 11+ residential camps is associated with the prior issuance of community IDs on approval from Admin Area Head and Community Services Executive Director.
- 7.7 No upgrade shall be provided to the community stickers issued for SC3-10 male employees who are married to SC11+ female employees (Saudi/expatriate casual) and they shall continue holding their SC3-10 IDs with the 11+ privileges while accessing designated facilities.
- 7.8 Temporary 11+ community stickers shall be issued to female employees and their visitors against their entitlement on a request initiated through e-Security application, as follows:
 - 7.8.1 Visitor (husband) of female regular employee living in 11+ camp, accessing company facilities and using contractor vehicle registered under contractor's company name

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without company body logo shall receive in-camp sticker against the female employee's entitlement.

7.8.2 Female regular employees or retirees accessing company facilities and using vehicles registered to the members of their families (father, mother, husband, brother, sister, son or guardian) shall receive stickers against the female employee/retiree's entitlement. A similar consideration shall be provided to a contractor female employee who is working for Saudi Aramco while issuing a contractor vehicle sticker.

7.8.3 Female regular employees accessing company facilities and using family vehicles owned by one of their family company without company body logo shall receive stickers against the female employee's entitlement. A similar consideration shall be provided to a contractor female employee who is working for Saudi Aramco while issuing a contractor vehicle sticker.

7.9 Temporary community-stickers may be issued to non-employed dependent son(s) and father of regular Executive/General Management and SC11+ employees residing in company camp, Ar'Rabiyah compound and local community against the employee's entitlement.

7.10 Saudi Aramco-sponsored or employee's sponsored domestic helpers/drivers working for regular/retired Executives/General Management and SC15+/SC11-14 employees shall be issued temporary stickers against the employee's entitlement (**Note:** Domestic helpers or drivers must be in possession of designated IDs).

7.11 Government or diplomatic vehicles used by Saudi Aramco employees or their dependents shall be issued community stickers provided power of attorney from concerned government agency or diplomatic mission is presented to Industrial Security.

7.12 Issuance of additional community-facility and other type of stickers in excess of entitlement shall require prior approval from ISP&SSD/AISOD Manager on a request submitted through e-Security application.

8.0 ISSUING RESTRICTED AND NON-RESTRICTED AREA STICKERS

Company assigned and contractor vehicles requiring access to vital installations and restricted facilities shall be issued restricted area stickers. For contractor vehicles requiring access to non-restricted areas including pipeline corridors and community areas, non-restricted area stickers shall be issued. Should a contractor vehicle require access to restricted and non-restricted areas to satisfy contract obligations, only restricted area sticker showing plant codes and security gates in the area shall be issued (***See restricted area plants/sites code listings placed at Security web site and supplements 1, 2, 3, 4 & 7.***). The following are in addition to the requirements stated in this instruction manual:

8.1 Company assigned vehicles are issued restricted area stickers without plant manager's approval provided vehicle inspection notice is valid in accordance with TD's procedure.

8.2 Vehicles belonging to subsidiary/joint venture company, SEC, contractors, haulers, SASV drivers, vendors and shipping agents shall be issued restricted and non-restricted area stickers on approvals from proponent and plant managers provided vehicle inspection notice is issued in accordance with TD's procedure (**Note:** Contractor and SAS drivers must ensure the driver's license is matching with the type of vehicle or equipment while entering restricted facility).

8.3 Contractor employees (male/female) working for Saudi Aramco shall be issued non-restricted area stickers for their properly registered vehicles, including vehicle owned by female's family members or owned by family's company and that female employee shall select husband, son, father, brother, guardian or family driver to drop and pickup from work location to back home.

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- 8.4 Contractor vehicles registered in the name of company owners shall be issued restricted or non-restricted area stickers provided they adhere to the described procedure and requirements stated in this instruction manual. The request shall be supported by a copy of establishment's commercial registration (CR) and vehicle registration booklet showing name of the same company owner to ASO while obtaining stickers.

9.0 OTHER TYPE OF STICKERS

Other type of stickers such as After-hours Use, Dhahran Core Area, Ar'Rabiyah Housing and Special Needs) which are considered non-community facility stickers shall be issued to employees and others to satisfy operational strategies with the following requirements:

- 9.1 **After-hours use stickers** (emergency/business/shift) are issued for company assigned vehicles when users have valid, full time, daily business activity, including transportation between residence, work and other operating areas where they can make frequent visits to the facilities or areas and they can be reached by radio, telephone, cell phone or through any other established means of contact to perform assigned duties during normal working hours, after-hours, during weekends or holidays.
- 9.2 To qualify for after-hours use **emergency sticker**, user(s) must also be a part of department's emergency response team in order to promptly respond to emergency situations involving fire, safety or Government Affairs activities on a 24-hours/day basis during normal business hours, after-hours, during weekends and holidays (**Note:** Employee shall reside within a commuting distance of 80 km or less than one hour driving time from his work location to respond to an emergency situation).
- 9.3 To qualify for after-hours **business sticker**, user(s) must also be a part of on-call responses, or when sticker's usage is justified as being in the best interest of the company based on circumstances surrounding particular employees' duties, worksite or special work requirements to be performed for business responses only during normal business hours from Saturday to Wednesday, after-hours, during weekends or holidays.
- 9.4 To qualify for **shift sticker**, its usage is justified on the circumstances surrounding employee's duties to be performed in rotating shift schedule during normal business hours, after-hours, weekends or holidays in the same operating area.
- 9.5 **Dhahran core area stickers** are issued for company assigned vehicles used by regular Executives and General Management irrespective of their offices located inside Dhahran core area. Dhahran core area stickers are also issued to retired Executives/General Management for their privately owned vehicles.
- 9.6 **Special-needs stickers** are issued to regular employees residing in camp or local communities and the dependent wife staying in-camp or Ar'Rabiyah compound provided they can drive the vehicle. This also includes issuing special need stickers to dependent father and son of 11+ employee residing in camp and Ar'Rabiyah compound provided they hold valid driving licenses (**Note:** Special need sticker shall be issued provided community-facility sticker is already placed on the car).
- 9.7 **Ar-Rabiyah housing stickers** are issued to regular and retired Executives/non-Executives, and eligible dependent sons residing in Ar-Rabiyah compound for their privately owned vehicles. This also includes issuing Ar'Rabiyah stickers to dependent son(s) of deceased employees living in Ar'Rabiyah compound against the deceased employee's badge number.
- 9.8 Refer to **supplement-7** for more details relating to sticker privileges.

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10.0 ISSUING MULTIPLE OR SINGLE ACCESS STICKERS

The company, private, government vehicles and vehicles belonging to contractors/haulers shall be issued multiple or single access privileged stickers to satisfy operational strategies, as follows:

- 10.1 Company assigned vehicles used by regular Executives/General Management and other regular employees may be issued multiple stickers for the same vehicle, e.g., after-hours use sticker, restricted area access sticker or Dhahran core area sticker.
- 10.2 Private vehicles used by Executives and General Management may be issued multiple stickers for the same vehicle, e.g., community sticker and Dhahran core area sticker.
- 10.3 Private vehicles belonging to Executives/General Management, employees and retirees staying in camp or in the local community may be issued multiple stickers for the same vehicle, e.g., community sticker or special needs sticker.
- 10.4 Private vehicle used by a government official shall be issued one community sticker and government owned vehicle shall be issued only one restricted area sticker.
- 10.5 Contractor or hauler's vehicles shall be issued **ONLY** one restricted or non-restricted area stickers. Contractor employees shall also be issued one non-restricted area sticker for privately owned vehicles (**Note:** In the event a contractor employee is allowed to staying in family camp and issued a community-facility ID, restricted area sticker issued for the contractor owned vehicle shall be accepted at the gate).
- 10.6 Refer to **supplement 2** for more details pertaining to sticker type and approval requirement.

11.0 VEHICLE STICKERS ARE NOT ISSUED

In the following circumstances, Industrial Security shall not issue stickers to vehicles:

- 11.1 In fire or disaster situations, Government security vehicles, FrPD Fire Trucks, Ambulances from SAMSO/designated medical facility and Industrial Security vehicles containing Saudi Aramco Industrial Security logo may enter facilities and communities without stickers as requested by Incident Commander. Also, Industrial Security/FrPD vehicles operated in rotating shift shall not be issued after-hours shift stickers and these vehicles shall be identified by company insignia and Industrial Security/FrPD logo.
- 11.2 Company assigned vehicles shall not be issued non-restricted area stickers. These vehicles identified by company insignia and door numbers shall be allowed to enter non-restricted areas and communities as needed. U-drive and replacement vehicles are not issued emergency/business after-hours stickers.
- 11.3 Distribution customers entering distribution facilities and the guests/personal visitors from local communities visiting Saudi Aramco employees in family or bachelor camps shall not be issued any type of stickers. In this regard, log-in procedure shall be followed at the security control center or designated security gates.
- 11.4 Distribution customers (owners, drivers, or employees) and rental vehicles used by contracting firms and contractor vehicles leased in Saudi Arabia or registered in other gulf countries do not qualify for stickers to be issued. (**Note:** Only contractor consultants working at Saudi Aramco and their vehicles registered in other gulf country may receive non-restricted area stickers on prior approval from proponent organization and AISOD Manager).
- 11.5 Commercially-designed taxis operated by individuals are not issued any type of stickers. Other commercial vehicles such as limousines, rental cars, pick-up, vans, buses, coasters and trucks are not issued community-stickers except pickup/van used for family members living in main camp or Ar'Rabiyah compound shall be issued temporary stickers.

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- 11.6 Privately owned vehicles in the use of executives and general managers are not issued after-hours use stickers. The vehicles driven by sponsored drivers for drop and pickup purposes are not issued special need stickers. The dependents of deceased employees living in local communities and Ar'Rabiyah compound are not eligible for in or out-camp community stickers.
- 11.7 Except cases specified in this GI manual, vehicles without endorsement from Saudi Traffic department shall not be issued community stickers. Also, if vehicle registration documentation has expired, community sticker or other type of stickers shall not be issued.
- 11.8 All persons non-grata (PNG) shall not be issued any type of stickers.
- 11.9 Stickers shall not be issued to the following equipment; golf carts, dirt bikes, all-terrain vehicles and motor cycles used by employees in community area (**Note:** These equipment must be driven from home to specified location and back through the most direct route possible defined by the Community Services).
- 11.10 Vehicles with tinted or shaded glass-windows in violation of government directives are not issued stickers. Only vehicles with factory tinted glass shall be issued stickers provided there is no violation of the government law (**Note:** Industrial Security stickers shall be removed from vehicles which display tinted glass in violation of government law which prohibits the shading of the windscreen, rear window and glasses of the front door on both sides of the driver, excluding the two back of seat windows).
- 11.11 Vehicles belonging to subsidiary/joint venture companies, contractors, SEC, haulers, customers, SASV drivers and those of contractors used by Saudi Aramco employees or retirees are not issued community, after-hours use, special needs, core area and Ar'Rabiyah compound stickers.
- 11.12 Vehicles bearing temporary license plates assigned through Saudi Customs do not qualify for any type of stickers to be issued (If needed, a 7-14 day's temporary sticker can be issued through visitor control center or at the designated gate).
- 11.13 Contractor vehicles displaying restricted area stickers shall restrict to the areas where they are operationally assigned according to the codes/groups and contract requirements. Also, contractor vehicles affixed with restricted area stickers shall not enter community areas unless proponent shall coordinate with Area Industrial Security Operations Department.
- 11.14 Company and contractor's licensed and unlicensed heavy equipment shall not be issued any type of stickers. The equipment shall be allowed to enter facilities following the implementation of inspection protocol with appropriate approvals as stated in **supplement-5** attached to this instruction manual.

12.0 REPLACEMENT OF DAMAGED STICKERS

In the event company/contractor/private vehicle's windshield is completely damaged and it cannot be transported, a broken piece of windshield showing the community sticker's serial number is also presented to ASO in addition to a service request initiated through e-Security application. If vehicle or its windshield is completely smashed or damaged, vehicle cannot be transported or there is no evidence of a sticker's serial number, the matter is referred to STS/TS&C group.

13.0 REMOVAL AND CANCELLATION OF STICKERS

All type of stickers must be removed from vehicles and cancelled, and/or retention action is processed for retirees as stated in this GI manual for the following reasons; permanent separation on resignation, normal/early retirement, PTD/CMC action, termination, loanee transferred back to joint venture/subsidiary company, completion of an assigned project or a contract, vehicle is to be sold, move-out from company camp to local community and other reasons that require no sticker any longer:

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- 13.1 Vehicle stickers must be removed through ASO or Security Operations during business hours, after-hours, during weekends or holidays (**Note**. Non-compliance with this requirement shall be subject to referral to STS group).
- 13.2 Contracting firms requiring vehicle sticker's removal shall take their vehicles to ASO during business hours, or security shift superintendent/area supervisor's offices after business hours, during weekends and holidays.
- 13.3 Employees, consultant, contractor firm or other category must immediately notify the nearest Security Control Center when company, private or contractor vehicle containing Industrial Security is missing, stolen. Contracting firm shall also notify ASO or if employee quits the firm and he did not have a sticker removed from his car.
- 13.4 For company assigned vehicle involved in a Motor Vehicle Collision (MVA) and considered total loss and the vehicle is within the custody of Traffic Police; the vehicle user shall notify Transportation Department/Area Operations Division representative to coordinate with ASO to remove sticker from the vehicle. The vehicle will be towed to ASO or the section of windshield showing the Industrial Security vehicle sticker's serial number shall be taken to ASO to process the sticker's cancellation.

14.0 REPORTING MISUSE OF COMPANY ASSIGNED VEHICLES

- 14.1 Industrial Security shall report misuses of company assigned vehicles, including misuse of sticker privileges to the department using form SA-8928 when employees and/or company assigned vehicles are found violating the company rules and regulations as stated in Industrial Relation manual and this general instruction.
- 14.2 Departments shall take appropriate action upon receiving notices (SA-8928) on misuse of company assigned vehicles and associated privileges from Industrial Security and shall send their response to AISOD in two (02) weeks time. If no response is received at the end of two (02) week's time, the matter shall be escalated to the Corporate/Executive Management.

15.0 HEAVY EQUIPMENT ACCESS TO FACILITIES

All company and contractor's licensed or unlicensed heavy equipment shall be permitted to enter restricted/non-restricted facilities and community areas to perform mobile construction work, earthmoving work, maintenance work, materials handling, or other jobs in line with the procedures and requirements stated in **supplement-5** attached to this instruction manual (**Note**: Equipment that appeared to be unsafe shall not be granted entry inside the facilities).

16.0 APPROVAL AUTHORITY

Department Managers or higher are default approvers for service requests to issue designated stickers for vehicles belonging to company, contractors, haulers, and government agencies. They may delegate one or multiple services to selected division heads and executive assistants with realistic begin and end dates using e-Security application. Department Managers or higher may, however, assign new, modify, update or delete delegation(s) any time. The division heads and executive assistants delegated by Admin Area Head or Business Line Head to sign manager's level documents shall be considered default approvers (**Note**: Re-delegation to subordinates by division heads or executive assistants is not acceptable). The following guidelines shall also be used:

- 16.1 Delegation to approve service requests of restricted area vehicle stickers shall be limited to the plant division heads who are actually administering or sharing responsibility for restricted facilities and pipeline corridors in line with responsibility of the department.

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- 16.2 Service requests for vehicles belonging to domestic subsidiary/joint venture companies and SEC shall continue to be submitted by head of subsidiary/joint venture company and SEC Industrial Security Department Manager respectively.
- 16.3 Service requests for after hours use emergency or after-hours use business stickers and upgrade from business to emergency privileges shall require approval from Admin Area Head or Business Line Head.
- 16.4 Employees shall automatically cease using after-hours sticker privileges when they are transferred to other departments. In the event of re-organization process with or without changes to the business needs and duties of the users, after-hours use sticker's privileges shall remain unchanged. In this case, required information for the reorganized department and users must be updated through e-Security application.
- 16.5 The following guidelines shall be used for company assigned vehicles (affixed with stickers) that require to be replaced due to repairs or maintenance process, require to be re-assigned to new user(s), or when vehicles are temporarily or permanently to be returned to Transportation Department:
- 16.5.1 For a temporary replacement vehicle issued by Transportation Department and user is performing assigned duties and functions for the same department, change of information service request of after-hours use sticker shall require approval from department manager or delegated division head (**Note:** User shall make sure the after-hours sticker placed on temporary replacement vehicle is removed through ASO before vehicle is returned to Transportation Department).
- 16.5.2 For a vehicle which requires to be re-assigned to a new user who is performing the same duties and functions as primary user for the same department, change of information service request of after-hours use sticker shall require approval from department manager or higher.
- 16.5.3 In the event a user has ceased to perform previously assigned duties and function and that a user wants to cancel the sticker or if vehicle requires to be returned to Transportation Department without requesting vehicle replacement, service request shall require approval from delegated division head or higher for cancellation of after-hour use sticker.
- 16.5.4 User shall apply for after-hours use sticker through e-Security application with appropriate approval while changing company assigned vehicle issued by the Transportation Department under a global replacement program. The user shall first take the old vehicle to ASO to remove the sticker (**Note:** New vehicle shall be taken back to ASO to replace the same sticker privileges on the new vehicle).
- 16.5.5 For company assigned vehicles (affixed with restricted area stickers) that require to be replaced by Transportation Department under a replacement program, user(s) shall initiate service requests for issuing new stickers by obtaining appropriate approvals (**Note:** User shall first take the old vehicle to ASO to remove the sticker and new vehicle shall be taken back to ASO to replace the same sticker on the new vehicle).
- 16.6 All exceptions, deviations from the procedure and requirements, items not listed in this instruction manual, items not updated in SAP HR system and/or items not confirmed by HRP&PD/Personnel Department shall require out-of-policy guidelines and approval from ISO General Manager, and shall be appropriately communicated to AISOD Managers for implementation for issuing designated stickers to applicants.

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CONCURRENCES AND APPROVALS

CONCUR:

Director, Human Resources Policy & Plng Dept

Date: _____

CONCUR:

Director, Personnel Department

Date: _____

CONCUR:

Manager, Staffing Services Department

Date: _____

CONCUR:

Manager, Central Community Services Department

Date: _____

CONCUR:

Manager, Transportation Department

Date: _____

CONCUR:

Director, Medical Support Services Department

Date: _____

CONCUR:

General Manager, Government Affairs

Date: _____

APPROVAL:

General Manager, Industrial Security Operations

Date: _____

GENERAL INSTRUCTION MANUAL

ISSUING ORG: INDUSTRIAL SECURITY OPERATIONS

SUBJECT: SAUDI ARAMCO VEHICLE STICKERS AND HEAVY EQUIPMENT TO COMPANY FACILITIES

SUPPLEMENT-01**(Page 1 of 2)****STICKER TYPE AND VALIDITY**

No.	Sticker Type	Issued to:	Validity
1	SC11+/SC3-10 COMMUNITY STICKERS- PERMANENT	Regular/retired Executives/General Management, regular/retired SC15+/SC11-14/SC3-10 employees-male/female (including loanees to subsidiary/joint venture companies) as per entitlement, Members of the Board of Directors, VIP Guests, Dignitaries, Diplomats and Government officials for privately owned and leased cars.	Permanent (*)
2	SC11+/SC3-10 COMMUNITY STICKERS- TEMPORARY	Regular Executives/General Management, SC15+/SC11-14/SC3-10 employees-male/female, loanees and consultants while using rental cars.	3-months
		Saudi female employee for a vehicle owned by non-Aramco employed husband, son, father, mother, brother, or guardian on presentation of a family card (If female owns a car, permanent sticker shall be issued).	1-Year
		IKLH expatriate female employees for a car registered in husband name.	1-Year
		Private car of a dependent son of 11+ employee against the badge number and entitlement of the employee without power of attorney from son.	2-Years
		Employees who have written permission from owner with endorsement from Traffic Police Department or under power of attorney from Saudi court for privately owned car.	3-6 months
		Trainees (APNE/CDPNE), internship candidates and faculty members consistent with ID validity for properly registered vehicles.	1-Year
		Employees whose vehicles are registered under their name in gulf country	1-Year
		Domestic helpers/drivers sponsored by Saudi Aramco or sponsored by regular/retired Executives/General Management and SC15+/SC11-14 employees for privately owned cars against employee's entitlement.	1-Year
		Employees in use of other gulf country's license plates; not registered in their name, having the endorsement of Saudi Traffic Police Department or used under power of attorney from Saudi or other gulf country Court.	6-Months
		Co-op/summer students (male/female), faculty members or internship candidates who own vehicles in their name or if vehicles are not registered in applicant's name on presenting written permission from original owner under power of attorney from Saudi court or endorsement from Traffic Police Department. This includes company visitors for rental vehicles as per validity of visitor ID.	3-Months
		<ul style="list-style-type: none"> Visitor (husband) of female employee living in 11+ camp accessing facilities using contractor vehicle registered under contractor company name without company body logo. Female employees (Aramco & contractor) or female retiree accessing facilities using vehicles registered to member of her family (father, mother, husband, brother, sister, son and guardian). Female employees (Aramco & contractor) accessing facilities using family company vehicle owned by one of her family company without company body logo. 	1-Year.

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SUPPLEMENT-01**(Page 2 of 2)****STICKER TYPES AND VALIDITY**

No.	Sticker Type	Issued to:	Validity
3	SPECIAL NEEDS STICKER	Regular Executives/General Management, and SC15+/SC11-14/SC3-10 employees staying in and out camp and dependents of 11+ employees provided community sticker is already placed on privately owned or leased car.	1-18 Months.
4	CORE AREA STICKER	Regular and Retired Executives/General Management using company and privately registered or leased vehicles.	Permanent
5	AR'RABIYAH STICKER	Regular and Retired Executives/non-Executives and dependents staying in Ar'Rabiyah compound or privately owned or leased car.	Permanent
6	AFTER-HOURS USE STICKERS	Company assigned vehicles used by employees or other authorized personnel.	Permanent
7	RESTRICTED AREA STICKERS (ARAMCO/GOVT/ CONTRACTOR & OTHER AGENCIES)	<ul style="list-style-type: none"> Company assigned vehicles. SEC vehicles. Domestic subsidiary/joint venture company vehicles. 	2-Years
		Government vehicles, including Port authority vehicles.	1-Year
		Vehicles belonging to contractors, servicing firms, haulers, shipping agencies, insurance companies, SAS drivers and SEC contractors	6-Months
		Vehicles belonging to contractors/haulers under short form contract and other agencies that are providing services without any contract obligations	3-Months
		Note: With no active contract in SAP or without contract obligations, proponent shall seek endorsement from Contracting Department before the designated stickers are issued.	
8	NON-RESTRICTED AREA STICKER (CONTRACTOR & OTHER AGENCIES)	Vehicles belonging to contracting firms, servicing establishments, contractor employees, domestic subsidiary/joint venture companies, SEC, telecommunication companies, insurance companies, travel agencies, Bank employees, airlines, and SASV drivers.	1-Year

(*) Permanent community stickers are valid until replacement or changes are effective with new designs approved by General Manager - Industrial Security Operations. Other types of stickers are also subject to changes or replacement as approved by ISO Management.

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SUPPLEMENT-02

STICKER TYPE AND APPROVAL REQUIREMENT

No.	Sticker Type	Action	Approval
1	After-hours use emergency sticker issued to company assigned vehicles.	<ul style="list-style-type: none"> New or upgrade from Business to Emergency Replace(*), re-assign vehicle to a new user within the same dept., or cancel 	<ul style="list-style-type: none"> Business Line Head OR Admin Area Head Dept. Manager or delegated div. head
2	After-hours-use business sticker issued to company assigned vehicles.	<ul style="list-style-type: none"> New Replace(*), re-assign vehicle to a new user within the same dept., or cancel 	<ul style="list-style-type: none"> Admin area head or above. Dept. Manager or delegated div. head
3	Shift sticker issued to company assigned vehicles.	<ul style="list-style-type: none"> New Replace(*), or cancel 	<ul style="list-style-type: none"> Dept. Manager Delegated Div. Head
4	Restricted-area sticker issued to company assigned vehicles.	New, renew, cancel, or additional access.	Department Manager or delegated div. head
5	Restricted-area stickers issued to vehicles belonging to contractors, SEC, haulers, vendors, shipping agents, SAS drivers, subsidiary or joint venture companies and insurance companies.	New, renew, cancel or additional plant access	<ul style="list-style-type: none"> Prop. Dept. Manager or delegated division head Plant Manager or delegated division head. PDD Manager for SEC vehicles
6	<ul style="list-style-type: none"> Restricted-area sticker issued to government vehicles used by government ministries and security agencies and port authorities. Contractor non-restricted area stickers issued to airlines and telecommunication companies. 	New, renew, cancel or additional plant access.	<ul style="list-style-type: none"> Government Affairs or delegates AISOD Manager for restricted area sticker issued to Govt. agencies.
7	Non-restricted sticker issued to vehicles belonging to contractors, SEC employees, vendors, Bank employees, insurance companies and SASV drivers.	New, renew, additional access to non-restricted sites or cancel	Dept. Manager or delegated division head
8	Community stickers issued to govt. officials, VIPs, dignitaries and diplomats.	New/renewal requests and exceeding entitlement	Government Affairs or delegates
9	Core area sticker.	<ul style="list-style-type: none"> Within entitlement. Exceeding entitlement 	<ul style="list-style-type: none"> No approval required. ISO General Manager.
10	Special-needs stickers (1-18 months).	<ul style="list-style-type: none"> New/renewal Exceeding entitlement 	<ul style="list-style-type: none"> SAMSO physician and Liaison Office ISO Mgr or delegate
11	Ar'Rabiyah compound sticker.	Unlimited	No approval required
12	Additional community stickers (permanent/temporary).	Beyond entitlement	ISP&SSD or AISOD Manager
13	Community stickers issued to Board of Directors.	New/renewal/exceeding entitlement	Law Department or ISO GM

(*) Replacement when sticker is damaged or when car is under routine maintenance. This excludes scheduled vehicle replacement announced through Transportation Department.

Note: Issuance of community stickers within entitlement does not require approval from AISOD Manager unless specified in the GI.

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SUPPLEMENT-03**STICKER TYPE AND ENTITLEMENT****1. COMMUNITY-STICKERS (PERMANENT/TEMPORARY)**

No.	Issued To	Entitlement
1	<ul style="list-style-type: none"> Regular Executives/General Management and SC15+/SC11-14/SC3-10 employees, including loanees to subsidiary/joint venture companies with marital/family status in SAP HR system (Saudi & Expatriate – male/female). Saudi retired Executives and retired General Management. VIPs, Dignitaries and Diplomats (Saudi/Expatriate). 	3
2	<ul style="list-style-type: none"> Regular Executive/General Management and SC15+/SC11-14/SC3-10 employees, including loanees to subsidiary/subsidiary companies with non-marital/single status in SAP HR system (Saudi & Expatriate – male/female). Saudi retired non-Executive staying in Ar'Rabiyah compound and SC15+/SC11-14 retirees with marital/non-marital status staying out camp. Saudi early/normal SC15+/SC11-14 retirees (male/female). 	2
3	<ul style="list-style-type: none"> Saudi SC15+/SC11-14/SC3-10 PTD and CMC annuitants (male/female). Saudi SC3-10 female retirees with marital/non-marital status. Saudi SC3-10 retiree (male). Casual employee-wife of SC11+/SC3-10 expatriate employee staying in camp (casual employee staying out-camp shall receive sticker as per entitlement of her spouse). 	1
4	<ul style="list-style-type: none"> IKLH expatriate females (married) staying in local community. This includes female employee who got converted from regular to a casual status after marrying with non-Aramco employee. 	1
5	Member of the Board of Director.	2
6	Government official requesting community sticker.	1
7	ASC/AOC/AAC employees, consultants, company visitors and contractor employees staying in-camp.	1
8	Trainees (APNE/CDPNE), students, internship candidates and faculty members.	1

2. CORE AREA, AR-RABIYAH HOUSING AND SPECIAL-NEEDS STICKERS

1	Core area stickers are issued to regular Executives and General Management for their private vehicles.	2
2	Core area stickers are issued to company assigned vehicles used by regular Executive and General Management, including retired Executive and retired General Management for their private vehicle.	1
3	Ar'Rabiyah housing stickers are issued to regular Executives, retired Executives and non-Executives, including eligible non-married dependent son/daughter, wife and non-Aramcon residents staying in Ar'Rabiyah compound. This includes issuing Ar'rabiyah housing stickers to the deceased employee's eligible dependents (wife, unmarried son & daughter) staying in Ar'Rabiyah compound.	unlimited
4	Special-needs stickers are issued to employees staying in camp/local community area and dependent wife residing in camp. This includes dependent son & father staying in camp/local community provided they are holding valid driver's license.	1

3. AFTER-HOURS USE, RESTRICTED AND NON-RESTRICTED AREA STICKERS

Multiple privileged or one type of stickers (e.g., after-hours use, restricted or non-restricted area stickers) are to be issued to vehicles belonging to company, contractor, subsidiary/joint venture company, SEC, insurance company, hauler, SAS driver, shipping agent and government agency.

(Note: Issuance of additional stickers in excess of stickers listed shall require prior approval from ISP&SSD or AISOD Manager.

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SUPPLEMENT-04

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DOCUMENTS REQUIRED FOR VERIFICATION

Note: Except specified in the GI Manual, original of the documents listed below shall be presented to ASO while obtaining stickers for the vehicle(s).

No.	Sticker type	Documents required
1	Permanent SC11+/SC3-10 community stickers.	<ul style="list-style-type: none"> Completed service request. Community ID. Valid vehicle registration booklet issued in Saudi Arabia. Valid vendor's authorization for leased vehicle registered in Saudi Arabia.
2	Temporary SC11+/SC3-10 community stickers.	<ul style="list-style-type: none"> Completed service request. Community ID. This includes community ID of domestic helper/driver if temporary sticker is to be issued against the employee's entitlement. Vehicle registration issued in Saudi Arabia or other gulf country. Valid registration for privately-owned vehicle of a contractor employee who is visiting wife in main camp. Valid vendor's authorization for rental car. Iqama and vehicle registration booklet of IKLH female's spouse. Permission from a vehicle owner under power of attorney with endorsement from Saudi government or other gulf country's authorities. Endorsement letter from Saudi Traffic Police Dept. Government family card showing relationship between husband, father, or guardian of regular female employee/retiree if vehicle is not registered in regular female employee's name. Government family card for female trainee if vehicle is owned by non-employed husband, father, or guardian. Endorsement from Saudi Traffic Police Department for vehicle containing non-Saudi license plate number. Copy of contract signed by Personnel Department for Saudi Aramco-sponsored domestic/helper. No Power of attorney or endorsement is needed for employee's sponsored domestic helper/driver.
	Stickers for vehicles registered under contracting company's name without company body logo and used by a visitor (husband) of expatriate female employee living in main camp.	<ul style="list-style-type: none"> Completed service request. Female employee's community ID. Valid vehicle registration booklet. Residence permit (Iqama) and NCF ID of expatriate female employee's husband. <p>(Note: No sticker is issued to a vehicle containing company body logo).</p>

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SUPPLEMENT-04**(Page 2 of 2)****DOCUMENTS REQUIRED FOR VERIFICATION**

No.	Sticker type	Documents required
	Private vehicle registered by a family member of Saudi Arab female employee or retiree (without endorsement from Traffic Police Department).	<ul style="list-style-type: none"> Completed service request. Female employee's community ID. Valid vehicle registration booklet issued in Saudi Arabia. Family card showing relationship between female employee/retiree and family member. NIC (Saudi) of father, husband, brother, son or guardian. (Note: No sticker is issued to a vehicle containing company body logo).
	Contractor vehicle without company body logo, owned by one of family members of Saudi Arab female employee (without endorsement from Traffic Police Department).	<ul style="list-style-type: none"> Completed service request. Female employee's community ID. Valid vehicle registration booklet owned by a family member (father, mother, husband, brother, sister, son and guardian). Family booklet showing relationship between female employee/retiree and family member. NIC (Saudi) of father, husband, brother, son or guardian. (Note: No sticker is issued to a vehicle containing company body logo).
3	Restricted area sticker issued for company assigned and contractor vehicles (new/renewal).	<ul style="list-style-type: none"> Completed service request. Vehicle registration booklet for contractor/hauler owned vehicle issued at Saudi Arabia.
4	Non-restricted-area sticker issued for contractor vehicles (new/renewal).	<ul style="list-style-type: none"> Completed service request. NCF ID issued to a driver (contractor employee). Vehicle registration booklet issued in Saudi Arabia. Vehicle registration booklet issued in Saudi Arabia and owned by a family member of contractor female employee (father, mother, husband, brother, sister, son and guardian). Family booklet showing relationship between contractor female employee and family member (father, mother, husband, brother, sister, son and guardian). Contractor's vehicle registration registered in Saudi Arabia and contractor consultants who own vehicles registered in other gulf countries. Certified copy of SEC or subsidiary/joint venture company vehicle registration.
5	Restricted-area sticker issued for government vehicles (new/renewal/replacement of damaged)	<ul style="list-style-type: none"> Completed service request. Letter from concerned Government Agency requesting sticker for government vehicle. Saudi Aramco ID card issued to government employee. Registration booklet for government vehicle.
6	Special-needs stickers.	<ul style="list-style-type: none"> Completed service request approved by SAMSO physician and liaison office. Community ID of employee or dependent. Vehicle registration booklet issued in Saudi Arabia or other gulf country.
7	After-hours-use stickers issued for company assigned vehicles (new/renewal/replacement/re assignment).	<ul style="list-style-type: none"> Completed service request with justification and appropriate approvals as needed. This includes inspection notice from Transportation Department.

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SUPPLEMENT-05**(Page 1 of 2)****HEAVY EQUIPMENT ACCESS TO FACILITIES****1. COMPANY AND CONTRACTORS' ELEVATING/LIFTING EQUIPMENT & CRANES****(MOBILE)**

The elevating/lifting equipment, e.g. side boom tractors, elevating work platforms (man-lifts, hydraulics, scissors & telescoping), vehicle mounted elevating & rotating aerial devices and articulating boom cranes shall require pre-operational inspection performed by certified inspectors, placement of green color inspection sticker in accordance with GI 7.030 and plant manager's approval (*Note:* Company equipment shall not require plant manager's approval).

2. COMPANY'S NON-ELEVATING/LIFTING EQUIPMENT

The maintenance strategy program requirements for company's non-elevating/lifting equipment listed below shall continue to be implemented in line with GI 7.031 (Heavy Equipment Services), which requires that all equipment must be periodically inspected and fitted with plant identification number and inspection sticker (SA-7791) placed at an exposed clear area to the left side of a driver's cabin or equipment and a business material movement gate pass (SA-61) to be issued to enter into a facility:

No.	Description	No.	Description
1	Asphalt spreader	15	Rock drilling machines
2	Auger	16	Thrust boring machines
3	Backhoe/rock breakers/excavators	17	Tractor (farm)
4	Bulldozer	18	Tractor-scraper
5	Cable plows	19	Traxcavator
6	Crawler drill	20	Skid loader (e.g. bobcats)
7	Forklift	21	Road stripe painter
8	Front end loader	22	Welding machine
9	Grad-all	23	Air compressor
10	Hammer truck	24	Light plants
11	Motor grader	25	Grader
12	Pavement & soil rollers	26	Wheel loader
13	Pile drivers	27	Trailers
14	Power broom		

3. CONTRACTOR-OWNED OR RENTED NON-ELEVATING/LIFTING EQUIPMENT

Proponent organizations and the contractor firms shall ensure all non-elevating/lifting equipment are inspected by certified inspectors for use in company facilities and have e-form (SA-9598) completed with approvals from Division Head or above. E-form (SA-9598) shall be valid up to six (6) months and renewable for a further period if operational needs are warranted for using the equipment on the following requirements:

- Contractor's name and equipment serial number shall visibly be painted in as large a size as practical (easily readable from distance) on both the left and right sides of the equipment. Driver or operator of the equipment must possess a valid plant or non-plant ID for the facility he intends to enter and a valid Saudi Aramco certificate to operate the particular equipment as stated in GI 7.025.

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SUPPLEMENT-05**(Page 2 of 2)****HEAVY EQUIPMENT ACCESS TO FACILITIES**

- Proponent (user) shall obtain approval from plant manager(s) by using a letter similar to the supplement-6 attached to this instruction manual. If plant manager is user of the equipment, his signatures on the e-form SA-9598 are sufficient.
- Completed e-form SA-9598 and letter containing plant manager's approval shall be sent to AISOD Manager or delegated Division Head before the equipment are transported or taken to the facility. Only letter shall be sent to AISOD Manager or delegated Division Head if equipment is used in a non-restricted facility.
- Non-elevating/lifting equipment shall be re-inspected by certified inspectors every six (6) months to assess mechanical integrity and correct any deficiencies affecting safe operation of the equipment.
- User organization shall ensure their responsible employees perform frequent visits to the equipment until the assigned job is completed and the equipment is immediately removed to a site outside of the facility when further inspection is required or no longer needed at the site. Driver/operator shall present approved e-form SA-9598 at the security gate when the equipment is taken out of the facility (Note: Equipment shall possibly be kept at safe area away from the plant but still inside the plant area).

4 ADMITTANCE OF OTHER THAN NON-ELEVATING/LIFTING EQUIPMENT

- Company equipment shall enter into a facility on periodic maintenance inspection sticker (SA-7791) and material movement gate pass (SA-61) issued by R&HED/Transportation Department.
- Company heavy equipment and cranes (mobile) must enclose approved safety inspection stickers (green color) issued by the certified inspectors to enter into any restricted or non-restricted facility.
- Driver/operator of contractor heavy equipment must present letter containing plant manager's approval at the security gate and approved e-form SA-9598. Driver/operator shall keep plant manager's approval and e-form SA-9598 with him at all times until the assigned job is accomplished.
- If lubrication or gasoline of the equipment leaks during transport or hauling from owner facility or inside the facility before or after the re-inspection time, it shall be immediately fixed or equipment is removed from the facility to an outside location.
- In no case, a heavy Truck or Tractor-Trailer shall be allowed to haul contractor equipment classified as licensed or unlicensed into a facility unless each item loaded on the truck or Tractor-Trailer has a separate approved e-form SA-9598.

5 TRANSPORTING AND TOWING HEAVY EQUIPMENT

User organizations shall ensure all safe practices are used for transporting or towing company and contractor heavy equipment, including Trailer operating in or outside of company's operating facilities in accordance with the procedures and requirements established by Equipment Services Department or Transportation Dept.

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SUPPLEMENT-06**SAMPLE LETTER REQUESTING PLANT MANAGER'S APPROVAL
FOR CONTRACTOR HEAVY EQUIPMENT ACCESS**

(Department name, address, place, telephone & fax number)

(Date)

Ref: No. _____

**CONTRACTOR HEAVY EQUIPMENT ACCESS
TO SAUDI ARAMCO FACILITIES**

To: Plant Manager

Your approval is required for granting access to the listed below contractor heavy equipment that is to be used in restricted facility for executing assigned job; _____ (purpose). Please note that the equipment has been inspected by the contractor inspector using e-form SA-9598.

Also, my staff has checked the equipment that is safe for use in the facility. The equipment shall be removed from facility immediately on completion of required job:

No.	Type of equipment	Lic. plate or serial no.	Contractor name	Plant code or non-restricted location name
1				
2				
3				

The requested access shall be valid for a period of _____ (not exceeding six months). For any questions, please contact _____ on _____ (Telephone).

APPROVALS:

Proponent department manager or division head (name & signature)	ID No.	Telephone
Department/Division (name)	Org. Code	Location
Plant manager or division head (name & signature)	ID No.	Telephone
Department/Division (name)	Org. Code	Location

INDUSTRIAL SECURITY CONCURRENCE

AISOD Manager or delegated Division Head (Name & Signature)	Telephone	Date

(Note: This letter should accompany original of completed e-form SA-9598).

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SUPPLEMENT-07**(Page 1 of 2)****STICKER TYPE AND ACCESS PRIVILEGES**

No.	Sticker type	Access Privileges
1	SC11+ COMMUNITY STICKERS (Permanent/Temporary)	<ul style="list-style-type: none"> • Admittance to family camps, beaches, administrative offices, hospitals, clinics and other non-restricted premises during permitted hours. • Parking in designated parking areas. • Limited access to SC3–10 bachelor camps during hours specified by Community Services and/or by Industrial Security.
2	SC3-10 COMMUNITY STICKERS (Permanent/Temporary)	<ul style="list-style-type: none"> • Admittance to SC3–10 bachelor camps, administrative offices, hospitals, clinics and other non-restricted premises during permitted hours. • Limited access to a family camp during business hours provided employee is working inside community area. This allows SC9&10 employees holding ID with letter “M” to enter family camp for watching movie during permitted hours. • Parking in designated parking areas.
3	SPECIAL NEEDS STICKERS	Allows parking in parking area reserved for “ special needs ” at company hospitals, clinics, administrative offices and community areas.
* 4	AFTER-HOURS USE EMERGENCY STICKER	<ul style="list-style-type: none"> • Admittance to administration offices (Not Dhahran core area where special access procedure needs to be followed), warehouses, hospitals, clinics, and community areas during normal business hours, after-hours, weekends and holidays. • Parking is allowed in a designated parking lot during normal non-emergency business hours and at private residence in camp or in local community area after-hours, weekends and holidays. • Vehicle can be parked in any parking lot while responding to an emergency situation. • Allows inter-area travel for business activities, limited personal trips to shopping/recreational area and transport family members in a limited manner during business hours (0600-2000 hrs) in the same operating area. • Not allowed to transport family members after-hours (2000–0600 hrs) weekends or holidays. • Allows company guests to be accompanied during normal business hrs only. • Do not allow unauthorized person to drive the vehicle.
* 5	AFTER-HOURS-USE BUSINES STICKER	<ul style="list-style-type: none"> • Admittance to administration offices (Not for Dhahran core area where special access procedure needs to be followed), warehouses, hospitals, clinics, and community areas during normal business hours, after-hours, during weekends and holidays as stated in GI Manual. • Parking is allowed at private residence in camp or in the local community area and in designated parking lots during normal business hours, after-hours, weekends and holidays. • Limited permission to transport family members during normal business hours (0600-2000 hrs) only. • Not allowed to transport family members, not allowed to transport personal items and not allowed for personal trips to shopping or recreational areas after-hours, weekends or holidays. • Allows company guests to be accompanied by the driver during normal business hours only. • Do not allow unauthorized person to drive the vehicle.

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SUPPLEMENT-07**(Page 2 of 2)****STICKER TYPES AND ACCESS PRIVILEGES**

No.	Sticker type	Access Privileges
6	SHIFT STICKER	<ul style="list-style-type: none"> • Admittance to administration offices (Not Dhahran core area where special access procedure needs to be followed), hospitals, clinics and community areas during normal business hours, after-hours, during weekends and holidays if user is working in rotating shift. • Parking is allowed in designated parking lots during scheduled shift hours. • Not allowed to transport family members, not allowed to transport personal items and not allowed for personal trip to shopping/recreational areas. • No parking is allowed at private residence in company premises or local community area. • Do not allow unauthorized person to drive the vehicle.
7	RESTRICTED AREA STICKER ISSUED FOR ASSIGNED COMPANY VEHICLES	<ul style="list-style-type: none"> • Admittance to vital installations or restricted facilities as per codes/groups specified on the sticker and limited access to community areas, hospitals, clinics, administration office areas (Not Dhahran core area where special access procedure needs to be followed), and other premises during normal business hours only. • Parking is allowed in designated parking areas near work site. • Not allowed for parking at private residence. • Loaning to an unauthorized person is not allowed. • Not allowed to transport family members, not allowed to transport personal items and not allowed for personal trips to shopping/recreational areas. • Allows company guests to be accompanied by the driver during normal business hours only.
8	RESTRICTED AREA STICKER ISSUED FOR CONTRACTOR & GOVT VEHICLES	<ul style="list-style-type: none"> • Admittance to vital installations and restricted facilities as per codes/groups specified on the sticker during normal business hours or as specified by the proponent. • Not allowed to enter community areas unless admittance is approved by the proponent and/or Industrial Security. • Parking is allowed in designated parking areas.
9	NON-RESTRICTED-AREA STICKER ISSUED FOR CONTRACTOR VEHICLES	<ul style="list-style-type: none"> • Limited admittance to administration offices (excludes Dhahran core area where special access procedure needs to be followed), hospitals, clinics and other locations as shown on the sticker during normal business hours or as specified by the proponent. • Limited admittance to community areas during normal working hours as specified by the proponent and/or Industrial Security. • Parking in designated parking areas.
10	CORE AREA STICKER	Admittance to Dhahran core area, warehouses, hospitals, clinics, administration offices and limited access to Ar'Rabiyah compound.
11	AR'RABIYAH HOUSING STICKER	Admittance to Ar'Rabiyah compound only through designated security gates.