

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL ISSUING ORG. LOSS PREVENTION DEPARTMENT SUBJECT: QUARTERLY SAFETY INSPECTIONS	G.I.NUMBER Approved 6.011	
	ISSUE DATE 04/19/2009	REPLACES 06/12/2002
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CONTENT:

This General Instruction outlines procedures to be followed in scheduling and conducting quarterly safety inspections of Company facilities. The following topics are covered:

1. PURPOSE
2. RESPONSIBILITIES
3. INSPECTION PROCEDURES
4. CORRECTIVE ACTIONS AND FOLLOW-UP

1.0 PURPOSE:

- ★ To provide guidelines relative to Saudi Aramco requirements to conduct quarterly safety inspections (QSI) of facilities, equipment, and work areas to detect and correct unsafe practices and conditions as outlined in G.I. 5.002, "Loss Prevention Policy Implementation" and Saudi Aramco Safety Management System.

2.0 RESPONSIBILITIES:★ 2.1 Proponent Department

- 2.1.1 It shall be the responsibility of the proponent departments to plan, conduct and document QSIs for their facilities.
- 2.1.2 The proponent department shall appoint an inspection team chairman and members with appropriate qualifications and experience (dependent on the nature of the facility). The inspection team should include the supervisor or foreman of the facility to be inspected. It is recommended that the proponent manager and division head attend at least one of the quarterly inspections per year of each facility within their jurisdiction.
- 2.1.3 The proponent department shall be responsible for implementing the recommendations resulting from quarterly safety inspections. This implementation shall be completed, preferably before the next quarterly inspection.

★ 2.2 Loss Prevention Department

- 2.2.1 The area Loss Prevention office will support operating departments in developing and implementing their local QSI process.
- 2.2.2 Participate in all operating departments' QSIs for hydrocarbon handling facilities and a minimum of two QSIs per year for other support facilities.

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3.0 INSPECTION PROCEDURES:

- 3.1 Each inspection team will review the previous quarter's inspection report as a guideline and to confirm that the recommendations have been implemented.
- 3.2 Inspection teams should use checklist as an aid during inspections.
- 3.3 The inspection team members will report unsafe conditions, unsafe acts, housekeeping deficiencies, and other observations to the inspection team chairman. The team members may also suggest corrective actions.
- 3.4 After noting the deficiencies, hazards or other deviations, and suggestions for corrective actions (if any), the team chairman shall make a report in writing to the division head of the facility. A copy of this report shall be sent to the area Loss Prevention superintendent.

4.0 CORRECTIVE ACTIONS AND FOLLOW-UP:

- 4.1 The proponent division head shall initiate corrective action as soon as possible. He will consult the area Loss Prevention office, when necessary.
- 4.2 The proponent division head shall ensure that a proper follow-up system is maintained. The area Loss Prevention office will monitor proponent follow-up on major or high risk recommendations.
- 4.3 Where a serious hazard to life or property exists, it shall be controlled immediately.

RECOMMENDED: _____
Manager,
Loss Prevention Department

DATE: _____

CONCURRED: _____
Executive Director,
Safety & Industrial Security

DATE: _____

APPROVED: _____
President & Chief Executive Officer

DATE: _____