

GENERAL INSTRUCTION MANUAL

ISSUING ORG. ROADS & HEAVY EQUIPMENT DEPARTMENT

ISSUE DATE
* 01/08/2005REPLACES
06/30/2003SUBJECT INDUSTRIAL SERVICES EMERGENCY/DISASTER RESPONSE
FOR VEHICLE AND HEAVY EQUIPMENTAPPROVAL
AASPAGE NO.
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Attachment -1, Industrial Services Emergency/ Disaster Response Activation

1.0 PURPOSE:

This General Instruction describes the administrative procedure for the Industrial Services Emergency/Disaster Response (ISER), specifying the methods, procedures and responsibilities for Industrial Services to support Saudi Aramco facilities or projects with vehicle and heavy equipment during any declared emergency or disaster situation kingdom wide.

2.0 OBJECTIVE:

- 1.1 Describe the ISER organization and mode of operation
- 1.2 Describe procedure for ISER operation responsibility
- 1.3 Describe the ISER emergency drill procedure
- 1.4 Describe the ISER emergency response procedure

3.0 SCOPE:

Any vehicle and/or heavy equipment support in response to any emergency or disaster occurring within Saudi Aramco facilities, on Saudi Aramco jobsites outside of operating facilities, off Saudi Aramco property under a Saudi Aramco contract or off Saudi Aramco property through Saudi Aramco Affairs.

4.0 APPLICABLE GENERAL INSTRUCTIONS:

- | | |
|--------|---|
| 6.025 | Control of Remote Area Travel and Search / Rescue Procedures |
| 7.031 | Heavy Equipment Services |
| 70.500 | Disaster Contingency Plan, Dhahran Area |
| | Saudi Aramco Facilities/ Plants Emergency /Disaster Contingency Plans |

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AAS PAGE NO.
2 OF 17**5.0 ABBREVIATIONS AND DEFINITIONS:****5.1 ABBREVIATIONS :**

CHED Central Heavy Equipment Division of R&HED
 NHED Northern Heavy Equipment Division of R&HED
 SHED Southern Heavy Equipment Division of R&HED
 WHED Western Heavy Equipment Division of R&HED
 C&RATD Cargo & Remote Area Transportation Division of TD
 E-Care Web based heavy equipment fleet management system
 R&HED Roads & Heavy Equipment Department
 TD Transportation Department

5.2 DEFINITIONS:

- 5.2.1 Emergency Response Plan:** A plan outlining the duties and responsibilities of Roads & Heavy Equipment Department and Transportation Department action staff/personnel to provide heavy equipment and vehicles support during any emergency or disaster situation.
- 5.2.2 Industrial Services Emergency Response (ISER) :** The coordinated emergency response support action taken by Roads & Heavy Equipment Department and Transportation Department with heavy equipment and vehicles during any emergency or disaster situation.
- 5.2.3 Industrial Services Emergency Response Center (ISERC):** A facility located at R&HED to be utilized as a Command Control Center in case of any emergency, drill or disaster situation.
- 5.2.4 Industrial Services Emergency Response Fleet (ISERF):** R&HED's heavy equipment fleet and TD's vehicles designated as emergency response units. The R&HED supplied equipment are kept at the areas' R&HED yard and TD supplied vehicles are kept at TD yard on stand-by basis.

6.0 'ISERC' ORGANIZATION AND OPERATING MODE:

ISER is a joint operation by Roads & Heavy Equipment Department (R&HED) and Transportation Department (TD) for an immediate response to any emergency or disaster situation in all the four operating areas' heavy equipment divisions based locations at Dhahran, Ras Tanura, Abqaiq and Jeddah, as illustrated in Supplement-1, Industrial Services Emergency/Disaster Response Activation and administered as following:

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- 6.1 The area heavy equipment divisions' Superintendents or designated relief are the primary on call contact for providing any emergency heavy equipment support in the areas where the emergency/disaster situation is declared by the activation authority as per the area emergency/disaster contingency plans.
- 6.2 The Superintendent, CHED or designated relief will provide back-up ISER in response to any emergency/ disaster situation in other areas.
- 6.3 The Area Heavy Equipment Divisions' Superintendent and the Area Fleet Administration Group Supervisor are responsible for the day-to-day stand by mode operation of ISER.
- 6.4 Specific employees of the Area Heavy Equipment Divisions have responsibilities to maintain the emergency response fleet of ready-to-use equipment, mobilize the ISER as requested by the area emergency/ disaster activation authority, maintain telephone and/or radio communication with appropriate authorities during the term of the emergency and arrange for the dispatch of equipment that may be required through TD.
- 6.5 ISERC is kept in the 'STAND-BY' operating mode at all times. All equipment, facilities, and communication systems will be kept in ready-to-use condition. When activated in response to any emergency or disaster situation, the ISER will shift to the "EMERGENCY RESPONSE" operating mode. Relevant procedures explained hereunder will be applied.

7.0 EMERGENCY RESPONSE:**7.1 ACTIVATE AREA ISER**

The affected Area Heavy Equipment Division Superintendent, (R&HED Manager as alternate) or the designated emergency call-out person will activate the ISER soon after receiving first notification of emergency or disaster with location and required heavy equipment support through the following authorities:

Emergency Notification:

7.1.1 Superintendent of the affected plant, facility or project.

7.1.2 Saudi Aramco Affairs Representative

Disaster Notification:

7.1.3 The Area Disaster Commander

7.1.4 Search & Rescue Response Commander

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4 OF 17**7.2 MOBILIZE THE AREA ISER ACTION STAFF**

The affected Area Heavy Equipment Division Superintendent will notify the Manager, R&HED, Superintendent, CHED and Superintendent C&RATD and mobilize the affected Area Heavy Equipment Division's emergency call-out personnel according to the Area Emergency/ Disaster Contingency Plan.

7.3 MOBILIZE THE AREA EMERGENCY EQUIPMENT

The affected Area Heavy Equipment Division Superintendent in coordination with C&RATD Superintendent or designated Area Cargo Operation call-out person will mobilize the designated area emergency heavy equipment and personnel.

7.4 INFORM DHAHRAN BASED ISER ACTION STAFF

The Superintendent of CHED should contact the Superintendent of C&RATD, Managers of R&HED and TD and CHED's emergency call-out personnel and advise them of the nature of the emergency and to be in stand-by mode for any back-up response. The R&HED Manager, in turn, will contact the Executive Director, Industrial Services, to agree on a communications procedure for the duration of the emergency.

Soon after receiving emergency notification, The C&RATD personnel shall ensure that all the trailers specified under Paragraph 8.1.2 must be immediately hooked with proper tractors and kept ready to dispatch upon receiving any request. In addition, the designated mechanics and vehicle drivers must be available to operate the emergency wrecker and refrigerated van vehicles.

7.5 ASSES SITUATION

The affected Area Heavy Equipment Division Superintendent should asses the situation, notify R&HED Manager and CHED Superintendent and request activation of Dhahran based ISER for mobilizing any back-up emergency response personnel and/or heavy equipment. If area response is adequate, Area Heavy Equipment Division Superintendent should issue All-Clear at the conclusion of emergency and submit a written report to R&HED Manager.

7.6 ACTIVATE DAHRAN BASED ISER FOR BACK-UP RESPONSE

The Superintendent of CHED should contact the Superintendent of C&RATD, Managers of R&HED and TD and CHED's emergency call-out personnel to activate Dhahran based ISER and proceed to the R&HED main conference room which is referred as ISER Command Center during the emergency. The R&HED Manager, in turn, will appraise the Executive Director, Industrial Services with the situation.

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5 OF 17**7.7 ACTIVATE THE COMMUNICATION LINKS**

Supervisor, CA Fleet Administration Group or the designated employee (Equipment Dispatcher) will proceed to ISER Command Center and activate the following communication links:

Superintendent's Office	876-1379
Communicator's Desk	876-1380
Clerk's Desk	876-1377
Radio (R&HED)	Freq: 159.20 M Hz.
Radio (TD)	Freq: 158.84 M Hz.

7.8 CONTACT THE EMERGENCY AREA R&HED/TD SUPERINTENDENTS

The Equipment Dispatcher will contact the R&HED and TD Superintendents in the area where the emergency has occurred; determine the nature of the emergency and the type/quantity of equipment that are immediately required.

7.9 NOTIFY THE AREA TRANSPORTATION DISPATCHER

The Equipment Dispatcher will contact the TD/DH Cargo Control Unit for making immediate arrangement to dispatch and transport all urgent equipment and ensure that the appropriate support and maintenance equipment and personnel are also mobilized. Refer to Paragraph 9.2 and 9.3 for more details.

7.10 NOTIFY DHAHRAN INDUSTRIAL SECURITY COORDINATOR

The CA Fleet Admin Group Supervisor or his alternate should notify Dhahran Industrial Security Coordinator for providing security staff to establish traffic control at Station # 5 main road intersections in order to expedite safe movement of emergency equipment.

7.11 CONTACT OTHER R&HED OPERATING DIVISION SUPERINTENDENTS

The Equipment Dispatcher should contact the other R&HED Operating Division Superintendents and all R&HED dispatchers to advise them of the emergency and to request them to "HOLD" equipment for possible emergency use.

7.12 MAINTAIN CONTACT WITH EMERGENCY AREA SUPERINTENDENT

The Equipment Dispatcher and Cargo Segment Head will maintain contact with the emergency area Superintendents and coordinate the dispatch of all required vehicles and equipment.

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Superintendents of CHED and C&RATD or their designated employee(s) will remain at the ISER, R&HED main conference room in Bldg. 3182 throughout the term of the emergency or until relieved by the Manager, R&HED or Manager, TD, or receiving "ALL CLEAR" signal from Management.

7.14 RECORD ALL COMMUNICATION MESSAGES

Superintendents of CHED or C&RATD will appoint a clerk to record the time of all telephone calls, radio communications, vehicle and equipment dispatch, and all other significant events during the term of the emergency.

7.15 ISSUING "ALL CLEAR" AND REPORT FINDINGS

At the conclusion of the emergency, the Superintendents of CHED and C&RATD should announce on each of his department radio frequency an "ALL CLEAR" signal, for demobilizing actions of R&HED, TD emergency response personnel, Industrial Security, Fire Protection, and Medical Services. The Superintendents of CHED and C&RATD will submit a complete written report including a discussion of all problems and recommended corrective action for the Managers, R&HED and TD.

8.0 STAND-BY OPERATION:**8.1 ISER HEAVY EQUIPMENT & VEHICLES:****8.1.1 ISER HEAVY EQUIPMENT FLEET**

R&HED's Fleet Planning will designate the following ISERF flagged as 'Emergency Equipment' in E-Care, in compliance with the area disaster contingency plans in each area of operation. All the ISERF designated equipment will be kept in stand-by ready-to-use mode and its temporary usage shall be restricted and controlled in accordance of Para. 8.2.

ISERF at Dhahran Heavy Equipment Yard

<u>Quantity</u>	<u>Description</u>
3	Dozer
1	Backhoe
1	Rubber-Tire Bucket Loader
1	Front End Loader

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<u>Quantity</u>	<u>Description</u>
1	5 CMM Air Compressor
1	11 CMM Air Compressor
1	22 CMM Air Compressor
3	400 Amp. Welding Machine
1	Gradall/ Hydraulic Excavator
1	Motor Grader
1	10 cm Centrifugal Pump
1	15 cm Centrifugal Pump
4	6 Kilowatt Floodlight/Generator
2	35-75 Kilowatt Portable Generator Set
1	100-150 Kilowatt Portable Generator Set
1	200-250 Kilowatt Portable Generator Set
1	400-800 Kilowatt Portable Generator Set
1	600-1000 Kilowatt Portable Generator Set
2	10 Ton Portable Air Conditioner
2	2.5 to 7.5 Ton Diesel Forklift

Additionally, the following R&HED supplied heavy equipment will be available on as needed basis in Dhahran area.

<u>Quantity</u>	<u>Description</u>
1	Front End Loader
2	18 Ton Crane
1	50 Ton Crane
2	250 Kilowatt Portable Generator Set

ISERF at Riyadh Heavy Equipment Yard

<u>Quantity</u>	<u>Description</u>
1	Wheeled Dozer
1	Front End Loader
1	5 CMM Air Compressor
1	11 CMM Air Compressor
2	22 CMM Air Compressor
2	400 Amp. Welding Machine
1	15 cm Centrifugal Pump

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<u>Quantity</u>	<u>Description</u>
2	6 Kilowatt Floodlight/Generator
1	100 Kilowatt Portable Generator Set
1	500 Kilowatt Portable Generator Set
1	10 Ton Portable Air Conditioner
1	7 Ton Diesel Forklift

Additionally, the following R&HED/CHED supplied heavy equipment will be available on as needed basis in Riyadh area.

<u>Quantity</u>	<u>Description</u>
1	50 Ton Crane
1	90 Ton Crane

ISERF at Ras Tanura Heavy Equipment Yard

<u>Quantity</u>	<u>Description</u>
1	Dozer
1	Wheeled Dozer
1	Front End Loader
2	22 CMM Air Compressor
4	400 Amp. Welding Machine
4	6 Kilowatt Floodlight/Generator
2	250 Kilowatt Portable Generator Set
1	600-1000 Kilowatt Portable Generator Set
2	10 Ton Portable Air Conditioner

Additionally, the following R&HED/NHED supplied heavy equipment will be available on as needed basis in Ras Tanura area.

<u>Quantity</u>	<u>Description</u>
1	300 Ton Lattice Boom Crane
2	18Ton Crane
2	22 CMM Air Compressor
6	400 Amp. Welding Machine
6	6 Kilowatt Floodlight/Generator

ISERF at Juaymah Heavy Equipment Yard

<u>Quantity</u>	<u>Description</u>
1	Wheeled Dozer
1	Front End Loader
1	15 cm Centrifugal Pump

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<u>Quantity</u>	<u>Description</u>
1	Wheeled Dozer

ISERF at Safaniya Heavy Equipment Yard

<u>Quantity</u>	<u>Description</u>
1	Dozer
1	Wheeled Dozer
1	Front End Loader

Additionally, the following R&HED/NHED supplied heavy equipment will be available on as needed basis in Safaniya area.

<u>Quantity</u>	<u>Description</u>
1	200 Ton Mobile Crane

ISERF at Abqaiq Heavy Equipment Yard

<u>Quantity</u>	<u>Description</u>
2	Dozer
1	Front End Loader
1	22 CMM Air Compressor
1	400 Amp. Welding Machine
1	15 CM Centrifugal Pump
1	6 Kilowatt Floodlight/Generator
1	600-1000 Kilowatt Portable Generator Set

ISERF at Shedgum Heavy Equipment Yard

<u>Quantity</u>	<u>Description</u>
1	Wheeled Dozer
1	Backhoe Loader
1	22 CMM Air Compressor
2	400 Amp. Welding Machine
1	1000 Kilowatt Portable Generator Set

ISERF at Udhailiyah Heavy Equipment Yard

<u>Quantity</u>	<u>Description</u>
1	Dozer
1	Sideboom
1	Bobcat Loader

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<u>Quantity</u>	<u>Description</u>
1	Front End Loader
1	34 CMM Air Compressor
1	400 Amp. Welding Machine
1	15 cm Centrifugal Pump
3	6 Kilowatt Floodlight/Generator
1	35 Kilowatt Portable Generator Set
1	75 Kilowatt Portable Generator Set
1	250 Kilowatt Portable Generator Set

Additionally, the following R&HED/SHED supplied heavy equipment will be available on as needed basis.

<u>Quantity</u>	<u>Description</u>
1	500-Ton Crane
1	200-Ton Crane
1	100-Ton Crane
1	50 Ton Crane
1	18 Ton Crane

ISERF at Jeddah Heavy Equipment Yard

<u>Quantity</u>	<u>Description</u>
1	Dozer
1	Wheeled Dozer
1	Front End Loader

Additionally, the following R&HED/WHED supplied heavy equipment will be available on as needed basis in Jeddah area.

<u>Quantity</u>	<u>Description</u>
1	100 Ton Crane
1	50 Ton Crane
2	22 CMM Air Compressor
1	400 Amp. Welding Machine
2	15 cm Centrifugal Pump
2	6 Kilowatt Floodlight/Generator
3	8 Ton Diesel Forklift

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<u>Quantity</u>	<u>Description</u>
1	Dozer
1	Front End Loader

Additionally, the following R&HED/WHED supplied heavy equipment will be available on as needed basis in Rabigh area.

<u>Quantity</u>	<u>Description</u>
1	18 Ton Crane
1	50 Ton Crane
1	5 CMM Air Compressor
1	22 CMM Air Compressor
1	400 Amp. Welding Machine
1	Motor Grader Medium
1	10 CM Centrifugal Pump
1	15 CM Centrifugal Pump
1	6 Kilowatt Floodlight/Generator
1	35 Kilowatt Portable Generator Set
2	100-150 Kilowatt Portable Generator Set
1	400 Kilowatt Portable Generator Set
1	Hydraulic Manlift

ISERF at Yanbu Heavy Equipment Yard

<u>Quantity</u>	<u>Description</u>
1	Front End Loader
1	600-1000 Kilowatt Portable Generator Set

Additionally, the following R&HED/WHED supplied heavy equipment will be available on as needed basis in Yanbu area.

<u>Quantity</u>	<u>Description</u>
1	50 Ton Crane
1	200 Ton Crane
1	11 CMM Air Compressor
2	22 CMM Air Compressor
3	400 Amp. Welding Machine
2	6 Kilowatt Floodlight/Generator
2	100-150 Kilowatt Portable Generator Set
2	10-Ton Portable Air Conditioner
1	2.5 Ton Diesel Forklift
1	20 Ton Diesel Forklift

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The following TD vehicles will be available on as needed basis at TD Dhahran facilities.

<u>Quantity</u>	<u>Description</u>
1	40-ton Low bed Semi-Trailer
2	6,000 US Gallon Sweet Water Tank Semi-Trailer
2	40-foot Wire Rack Semi-Trailer
1	Refrigerated Van
1	Wrecker

8.2 TEMPORARY ASSIGNMENT OF ISER EQUIPMENT:

8.2.1 Temporary assignment of any dedicated ISER heavy equipment listed in Para. 7.1.1 should be restricted. If in case, any of the emergency equipment is required to temporarily meet any user requirement, then the required equipment should be released only with the approval of either respective Area Heavy Equipment Division Superintendent or Manager, R&HED.

8.2.2 The Supervisor, Area Fleet Administration Group should update and monitor the emergency equipment assignment record in E-Care.

8.2.3 The Supervisor, Area Fleet Administration Group should download the Area Emergency Equipment List from E-Care, obtain approval of the Area Heavy Equipment Division Superintendent, and publish it on R&HED Web <http://rhed.aramco.com.sa> in the Emergency Response Center page every month.

8.3 ISER OPERATION RESPONSIBILITY:

The Area Heavy Equipment Division Superintendents backed-up by the Superintendent, CHED and Superintendent, Cargo & Remote Area Transportation Division (C&RATD) are responsible for the entire operation of the ISER. They will identify individual employees to be on "Stand-By" duty at all times and ensure that these employees are aware of all ISER procedures.

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13 OF 17**8.3.1 EMERGENCY CALL OUT ROSTER:**

The emergency call-out numbers for R&HED, TD and all other departments will be made available at the Area Heavy Equipment Divisions Superintendent's office, Area Fleet Administration Group Office, and Emergency Response Center of R&HED Web home page at <http://rhed.aramco.com.sa>. The emergency call-out numbers for R&HED & TD personnel should be updated and distributed each quarter and/or as soon any personnel changes take place. A copy should be mailed to all the areas emergency/ disaster activation authorities as per the area disaster contingency plans.

8.3.2 ISER HEAVY EQUIPMENT CONTROL :

The Area Fleet Administration Group will maintain a log of any heavy equipment removed from the area ISER yard.

Keys for all units of equipment are to be kept in the ignition switch of each equipment unit. A properly identified spare key for each unit of equipment will be kept in the Area Fleet Admin Group Foreman's office (on a wall-mounted cabinet).

8.3.3 WEEKLY EQUIPMENT CHECK-UP :

On Tuesday, a weekly equipment check-up should be conducted by mechanics from Area Heavy Equipment Maintenance Units. This check-up is to include an inspection of all equipment batteries, tires, accessories (i.e., welding cables, air supply hoses, pump suction hoses, AC duct pipe, etc., as applicable) including general inspection of equipment condition, and operation. Weekly equipment check-up findings with all corrective actions are to be logged in a journal maintained by the Area Heavy Equipment Maintenance Unit's Foreman. The scheduled preventive maintenance (PM) should be planned on the Tuesday and will substitute the weekly check-up of the particular week. Similar PM check should be conducted for all emergency vehicles at TD yard by Transportation Department.

8.3.4 MONTHLY SAFETY & HOUSEKEEPING INSPECTION:

Monthly safety and housekeeping inspection is to be conducted by the Area Heavy Equipment Division Superintendent. This will include a functional check of all telephone and radio communication systems, a review of the ISER records, and checking of all fire extinguishers. Any defects identified during this monthly inspection should be immediately reported to the Manager, R&HED, who will insure that necessary action is taken to correct any deficiency.

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14 OF 17**8.3.5 QUARTERLY MANAGER'S INSPECTION:**

A Quarterly Manager's Inspection will be conducted by the Manager of R&HED in conjunction with area Quarterly Safety Inspection. This should include all activities normally accomplished by the Superintendent during the safety and house-keeping inspection, plus a review of the ISER records and files of all equipment. If possible, the Manager's inspection should coincide with the Monthly Safety & Housekeeping Inspection.

9.0 EMERGENCY DRILL:

Two emergency drills shall be conducted during a calendar year, one of which should be an unannounced drill, called by the Manager, R&HED, with prior notification to the Manager of TD. The first drill shall be conducted during the first half of the calendar year, and the other one, during the second half of each year. The time between the two drills should be no less than five months.

9.1 DRILL DATES AND SCENARIO

The dates and scenarios of the drills are to be approved by the managers of R&HED & TD. The drills should include full mobilization of the ISER Dhahran-based CHED and C&RATD personnel only.

9.2 TELEPHONE AND RADIO COMMUNICATION

In case of emergency drill, R&HED should establish telephone and radio communication using telephone numbers and radio frequencies listed in Paragraph 7.7 with Transportation Department, Fire Protection Department, Medical Services Organization, Industrial Security Department, Loss Prevention Department, Communications Operations Department, and other R&HED Division Heads to inform all parties about the emergency drill situation.

9.3 EQUIPMENT MOBILIZATION

R&HED designated personnel shall contact C&RATD Superintendent/ TD Shift Coordinator to inform him about the Emergency Drill. Pick-up and destination points must be provided in order to dispatch the required vehicles. All required units of equipment should be dispatched and taken to a convenient location within the Dhahran area.

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Within five working days, a full written report of the effectiveness of the ISER responses, and any recommended corrections, will be sent to the Executive Director, Industrial Services Organization.

Recommended:

NASSER A. AL-AJMI, Manager
Roads & Heavy Equipment Department

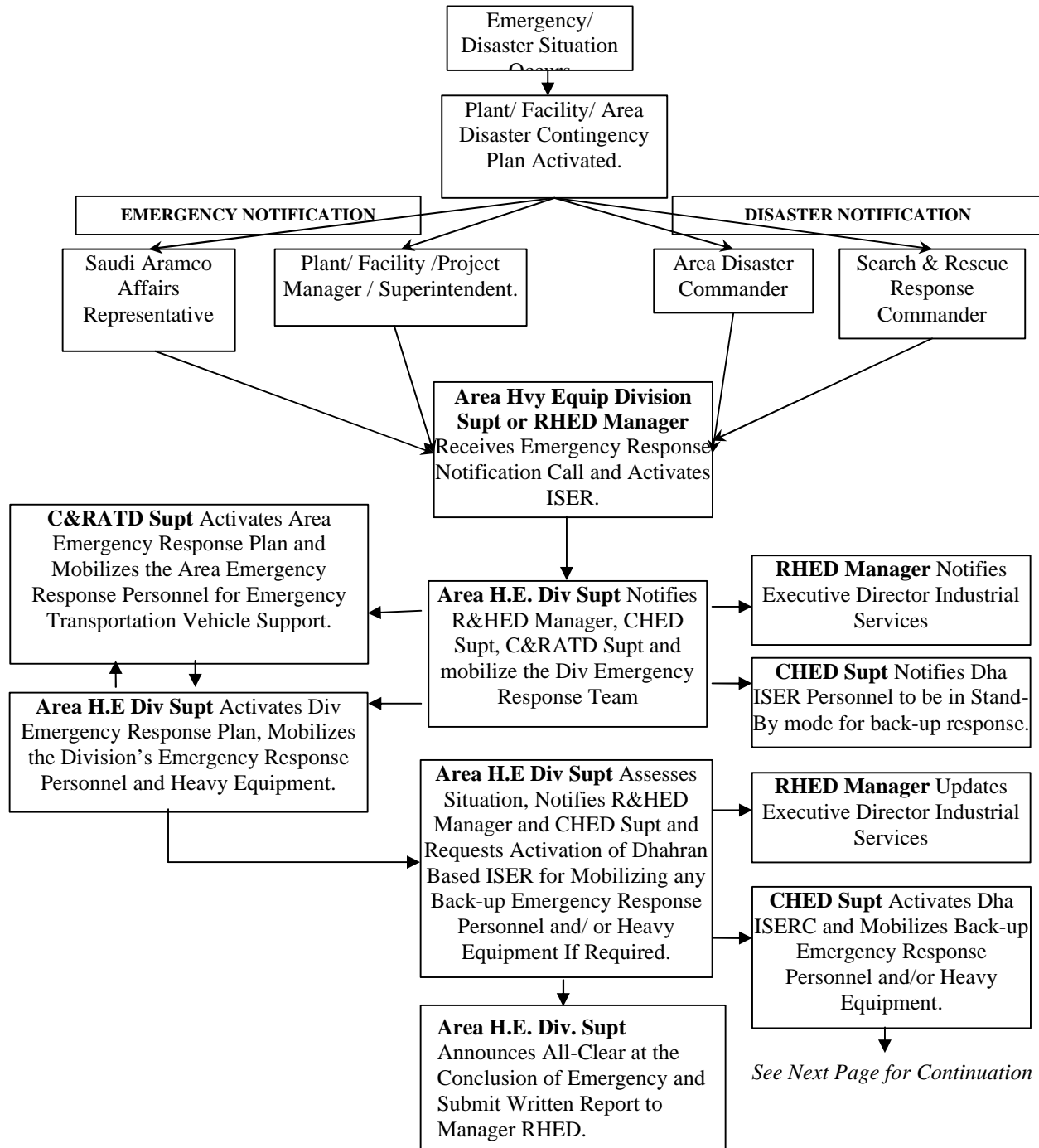
MOHAMMAD F. AL-OTAIBI, Manager
Transportation Department

Approved :

AMER A. AL-SULAIM, Executive Director
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