

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

1310.002

ISSUING ORG. AVIATION DEPARTMENT

ISSUE DATE

* 01/16/2005

REPLACES

02/19/2001

SUBJECT PROCEDURES FOR THE CARRIAGE OF MAIL ON SAUDI ARAMCO
AIRCRAFTAPPROVAL
AKDPAGE NO.
1 OF 3

CONTENT:

1.0 PURPOSE:

- 1.1 The purpose of this General Instruction is to ensure that shippers of mail within Saudi Aramco comply with regulations from the Aviation Department, the International Air Transport Association (IATA) and the Federal Aviation Administration (FAA)/Presidency Civil Aviation (PCA)
- 1.2 This instruction applies to all shippers and departments requiring the air shipment of any mail on board the Company's aircraft. This general instruction applies whether a shipper sends a courier to accompany the mail or not

2.0 MARKING:

- 2.1 Mail delivered for carriage on Saudi Aramco aircraft must be contained in an undamaged outer cover that has been previously sealed by the shipper. This outer cover must be clearly marked with the destination airfield, DPC, final delivery point of the consignment and phone number and contact name.

3.0 DEFINITIONS:

- 3.1 Cargo Aircraft is any aircraft other than a passenger aircraft, which is carrying goods or property.
- 3.2 Dangerous Goods are articles or substances which are capable of posing a significant risk to health, safety or property when transported by air, and which are classified according to Section 3 of the IATA regulations and described as "dangerous cargo" or "hazardous materials".
- 3.3 Overpack is an enclosure used by a single shipper to contain one or more packages to form one handling unit for convenience and stowage. Dangerous goods' packages contained in the overpack must be properly packed, marked, labeled and in proper condition as required by the IATA regulations.

4.0 DOCUMENTATION:

- 4.1 Each consignment of mail must be accompanied by four copies of the approved Saudi Aramco Air Freight Manifest, Saudi Aramco 2057 (7/89), Attachment #1. This manifest must show the following:
 - 4.1.1 The Destination Airfield
 - 4.1.2 The Final Delivery Point of the Mail, DPC if known, phone contact, if known

* CHANGE

** ADDITION

NEW INSTRUCTION ☐COMPLETE REVISION ☐

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

1310.002

ISSUING ORG. AVIATION DEPARTMENT

ISSUE DATE

* 01/16/2005

REPLACES

02/19/2001

SUBJECT PROCEDURES FOR THE CARRIAGE OF MAIL ON SAUDI ARAMCO
AIRCRAFTAPPROVAL
AKDPAGE NO.
2 OF 3

- 4.1.3 Description of the Consignment
- 4.1.4 Number of items
- 4.1.5 Weight of each Item
- 4.1.6 Seal Numbers or other Identification Marks
- 4.1.7 Prepared By: With Phone Number and ID Number

5.0 DISTRIBUTION OF DOCUMENTATION:

- 5.1 One copy of the manifest will be signed by the Saudi Aramco Aviation Department representative and will be returned as a receipt.
- 5.2 One copy of the manifest will be retained by the Saudi Aramco Aviation Department at the departure airfield.
- 5.3 One copy will be used to make up the aircraft documentation for the flight.
- 5.4 One copy to the arrival station.

6.0 SIGNATURE SERVICE:

- 6.1 Any mail that is considered high value i.e., ID cards, checks, stickers, etc., will be shipped as signature services mail. When the mail is delivered to the Aviation Traffic Unit, the Traffic Dispatcher will be notified. High value and confidential mail must be delivered to Aviation Traffic Unit in a sealed or locked pouch, container, case. Mail containing gold or cash money is not allowed to be shipped through Saudi Aramco aircraft. High value mail will be signed for at each transfer point and kept in a secure location until it is signed for by the next responsible individual. (See attachment #2 for sample Signature Service Manifest.)

7.0 HANDLING:

- 7.1 Delivery to and collection from aircraft loading locations is solely the responsibility of the shipping departments. If at any time there is no collecting agent at any point away from KFIA Dammam, all mail destined for that location will not be offloaded from the aircraft. This mail will be returned to Saudi Aramco Aviation Traffic Unit for return to the shipping department or shipped on the next aircraft to the destination airfield.
- 7.2 Mail pouch outer cover must be waterproof.

* CHANGE

** ADDITION

NEW INSTRUCTION ☐COMPLETE REVISION ☐

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)
GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

1310.002

ISSUING ORG. AVIATION DEPARTMENT

ISSUE DATE

* 01/16/2005

REPLACES

02/19/2001

SUBJECT PROCEDURES FOR THE CARRIAGE OF MAIL ON SAUDI ARAMCO
AIRCRAFT

APPROVAL
AKD

PAGE NO.
3 OF 3

- 7.3 Receiver must match the mail with the manifest and report shortage, overage, missing item(s) as soon as the mail is offloaded from the airplane.

Approved:
Manager, Aviation Department

Attachment #1

Refer to Saudi Aramco Form 2057 (Airfreight Manifest)

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐