

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL

ISSUING ORG. AVIATION DEPARTMENT

SUBJECT OPERATION PROCEDURES FOR SAUDI ARAMCO AIRCRAFT

GI NUMBER **Approved**

1320.000

ISSUE DATE

* 01/16/2005

REPLACES

02/19/2001

APPROVAL

AKD

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CONTENT:

This instruction describes the procedures for safe operations at Saudi Aramco airstrips.

1.0 DEFINITION:

- 1.1 Saudi Aramco Airstrips are runways intended for use only by Saudi Aramco aircraft. Generally, these airstrips will be built and maintained by Saudi Aramco within the Saudi Aramco concession.
- 1.2 Remote Site Airstrips are Saudi Aramco Airstrips for temporary use only. Generally, these airstrips will not be paved and are used primarily by Drilling, Exploration and Equipment Services.
- 1.3 Aviation User is a Saudi Aramco Department, Division or Service Organization requiring air transportation services by the Saudi Aramco Aviation Department.

2.0 THE AVIATION USER IS RESPONSIBLE FOR THE FOLLOWING:

- 2.1 Notifying Flight Dispatch of any changes to the Saudi Aramco Airstrip Approval Form data whenever an Air Transportation Request is submitted for the designated airstrip, i.e., ramp and windsock location and condition, etc.
- 2.2 Prior to the departure of a flight to a Remote Site Airstrip:
 - 2.2.1 Notify Aviation Dispatch (via HZ-Y3, or telephone when possible of the following for the destination airstrip(s):
 - (a) Visibility in miles
 - (b) Any cloud, fog or dust condition
 - (c) Surface wind direction and velocity
 - (d) Operational status of the Non-Directional Beacon
 - (e) Passenger and cargo load for the return flight
 - (f) Frequency for air/ground communications between the airplane and the Aviation User representative at the destination airstrip.
 - 2.2.2 Fifteen minutes prior to the airplane's arrival at the Remote Site Airstrip, the Aviation User representative must have completed an inspection of the runway and windsock. If hazards such as animals, vehicles or deterioration of the runway are noted, these problems will either be eliminated or the flight crew will be informed prior to commencing their approach to land.
 - 2.2.3 The User Department representative at the runway will establish two way communications with his camp foreman or the aircraft fifteen minutes prior to estimated arrival of the aircraft. Either the camp foreman or the representative at the runway will establish two way radio communications with the aircraft prior to landing. In the event of an aircraft emergency, the optimum condition would be for the airstrip, aircraft, camp and HZ-Y3 all to have positive two way radio communications.

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐

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- 2.2.4 The User Department will provide personnel and supervision for loading, unloading and securing cargo. This supervision will be under the direction of the flight crew.
- 2.2.5 Drivers of vehicles must be briefed on the proper speeds, clearances and procedures for backing their trucks near airplanes. Motor vehicle safety and alertness are paramount when operating in close proximity to aircraft.
- 2.2.6 Truck mounted booms will not be used to load or unload cargo weighing more than 400 lbs.
- 2.2.7 Cargo loading boards will be used for cargo, if loaded or unloaded from a vehicle. Chocks will be used under vehicle approaching the aircraft.
- 2.2.8 Passenger Manifests (Saudi Aramco Form 2028, attachment 1), Air Freight Manifests (Saudi Aramco Form 2057, attachment 2), and/or Restricted Article Manifests (Saudi Aramco Form 9131, attachment 3) for returning passengers and cargo will be properly prepared and verified by signature of the camp foreman or his authorized designee, in accordance with GI 1310.001, 1310.002, 1310.003.
- 2.2.9 The Aviation User will remain at the airstrip until the aircraft departs. Radio communication will be maintained until 15 minutes after departure. The User Department will have a representative remain at the airstrip until the aircraft departs. Radio communication should be maintained until 15 minutes after departure.
- 2.2.10 The flight crew is responsible for:
- (a) Having the necessary weather and airstrip information prior to landing.
 - (b) Ensure two way HF radio communications with either HZ-Y3 or the camp prior to landing. Under no circumstances will a pilot attempt a landing at any Remote Site Airstrip unless a User Department Representative is physically present (with a vehicle) to observe the landing and HZ-Y3 has assumed his communications guard for emergency reporting.
 - (c) Ensuring a safe, orderly, loading and unloading process.
 - (d) Ensuring that the aircraft is kept within weight and balance limitations for the airstrips involved.

Approved:
Manager, Aviation Department.

Attachments

SA FORM 2028 PASSENGER MANIFEST
SA FORM 2057 AIRFREIGHT MANIFEST
SA FORM 9131 SHIPPER'S DECLARATION FOR DANGEROUS GOODS

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