

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

1310.001

ISSUING ORG. AVIATION DEPARTMENT

ISSUE DATE

* 01/16/2005

REPLACES

02/19/2001

SUBJECT PROCEDURES FOR CARRIAGE OF CARGO 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 cargo 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 cargo on board the Company's aircraft. This general instruction applies whether a shipper sends a courier to accompany the cargo or not. Anyone not complying with this General Instruction is likely to have the consignment returned and subsequently delayed until proper documentation or correct packing is completed.

2.0 MARKING:

- 2.1 Cargo delivered for carriage on Saudi Aramco aircraft must be contained in a very strong outer cover that has been previously sealed by the shipper; otherwise, shipper's will be responsible for any damages. 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.
- 3.1.1 The maximum weight of any single piece loaded on a passenger flight should not exceed 250 lbs.
- NOTE: Heavy loads should be coordinated through Aviation Department, Planning and Scheduling Office.
- 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.
- 3.3.1 Any hazardous liquid should be packed with certified inner and outer package, the hazardous liquid should comply with IATA regulations.

* CHANGE

** ADDITION

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3.3.2 Cargo which has a bad smell will not be accepted for shipment unless it is well packed.

3.3.3 Shipments should be delivered to Aviation Terminal 24 hours before departure unless previously coordinated with Aviation Department.

3.3.4 Frozen cargo should be delivered to the Aviation Terminal two hours prior to departure time.

4.0 DOCUMENTATION:

4.1 The shipper is responsible to assure each consignment of cargo is 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, phone contact if known, DPC if known

4.1.3 Description of each item of the consignment, i.e., car parts, books, etc.

4.1.4 Number of items

4.1.5 Weight of each consignment

4.1.6 Special Handling Instructions

4.1.7 Prepared By: With ID number and phone number

4.2 Dangerous goods must be dealt with separately and in strict compliance with current International Air Transportation Association (IATA) regulations. Shippers will complete the Saudi Aramco Form 2057 and 9131 attachment #2 (see GI 1310.000) and will be held responsible for packaging, marking, and classification of consignments.

5.0 CONSOLIDATION:

5.1 When numerous small items are to be shipped to a single destination, the items should be placed in an overpack and manifested as a single item with all supporting documents attached.

5.2 Small and expensive items should be placed on sealed or locked containers.

5.3 Cargo should have a stick-on tag placed on it to show its destination. Aviation will provide the color code to users and users should provide these stick-on tags.

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6.0 DISTRIBUTION OF DOCUMENTATION:

- 6.1 One copy of the manifest will be signed by the Saudi Aramco Aviation Department representative and will be returned as a receipt.
- 6.2 One copy of the manifest will be retained by the Saudi Aramco Aviation Department at the departure airfield.
- 6.3 Two copies will be used to make up aircraft documentation of the flight.
- 6.4 One copy of the manifest will be signed by receiver and retained by arrival airfield.

7.0 HANDLING:

- 7.1 Delivery to and collection from aircraft loading locations is solely the responsibility of shipping departments. Items of cargo stored for collection at these points must be removed as soon as possible. The Aviation Department is not responsible for any loss or damage of stored cargo waiting collection.

Approved:
Manager, Aviation Department

Attachment #1

Refer to Saudi Aramco Form 2057 (Airfreight Manifest)

Attachment #2

Refer to Saudi Aramco Form 9131 (Shipper's Declaration for Dangerous Goods)

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