

GENERAL INSTRUCTION MANUAL

6.003

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE
10/12/2017REPLACES
04/12/2017

SUBJECT INCIDENT INVESTIGATION

APPROVAL
GGAPAGE NO.
1 OF 13**CONTENT**

This General Instruction (GI) contains procedures for the investigation of all incidents that occur at Saudi Aramco facilities or result from Company operations and activities, which impact people, assets, environment, or cause a reputation concern including fatalities, injuries and fires, but excluding motor vehicle accidents. The text includes:

1. PURPOSE
2. DEFINITIONS: MAJOR, MODERATE AND MINOR INCIDENTS
3. PROCEDURE FOR MAJOR INCIDENT INVESTIGATIONS
4. PROCEDURE FOR MODERATE INCIDENT INVESTIGATIONS
5. PROCEDURE FOR MINOR INCIDENT INVESTIGATIONS
6. LESSONS LEARNED

SUPPLEMENTS

6.003-1, SAMPLE LETTER OF APPOINTMENT

6.003-2, SAMPLE PRELIMINARY REPORT

6.004-3, SAMPLE LETTER TO ACTIONABLE PARTIES

1.0 PURPOSE

- 1.1 This GI provides a uniform approach to Saudi Aramco organizations for investigating incidents to ensure that incident investigations go beyond human errors and equipment failures to determine the underlying reasons (root causes) why the incident occurred, and to ensure compliance with Saudi Arabian Government (SAG) regulations.
- 1.2 This GI emphasizes that the aim of an incident investigation is to recommend feasible, reasonable, and cost-effective ways towards avoiding recurrence of similar incidents.

2.0 DEFINITIONS: MAJOR, MODERATE AND MINOR INCIDENTS

- 2.1 Major Incident: An incident shall be classified as *major* if it meets one or more of the following criteria:
 - 2.1.1 An incident within Saudi Aramco premises resulting in the loss of life of one or more personnel.
 - 2.1.2 An incident injuring three or more personnel resulting in permanent disability (total or partial) or loss of any part of any extremity.
 - 2.1.3 An incident injuring five or more personnel resulting in temporary disability (lost work time or restricted duty cases).
 - * 2.1.4 An incident resulting in fire or damage loss of \$5 million or more. The cost of an incident includes all costs incurred to bring the facility/plant/operation back to its pre-incident condition. It includes all losses of product or production for that plant, i.e. operation unit. For the purposes of incident categorization, the loss shall not be offset by any proportions recoverable through insurance or from contractors or from third parties. Crime related losses, where funds of material result from robbery, embezzlement, burglary, etc., are outside the domain of this GI.

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)
GENERAL INSTRUCTION MANUAL

G. I. Number **APPROVED**

6.003

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE 10/12/2017	REPLACES 04/12/2017
--------------------------	------------------------

SUBJECT INCIDENT INVESTIGATION

APPROVAL GGA	PAGE NO. 2 OF 13
-----------------	---------------------

- 2.1.4 An inland oil spill of 1600 cubic meters (10,000 barrels) or more, irrespective of the proportion recovered; or an offshore oil spill more than 5,000 barrels.
- 2.1.5 A pipeline, trunkline, or flowline rupture, or any other unintentional release of flammable and/or toxic vapor or liquid large enough to require significant evacuation of plant personnel, closure of any public road or evacuation of any public area, or large enough to force curtailment of delivery of gas, condensate or sulfur to SAG or private sector users for eight hours or more.
- 2.1.6 Under some circumstances a moderate or minor incident may be declared *major* by the proponent Vice President/Executive Director (or higher authority).

* 2.2 Moderate Incident: An incident shall be classified as *moderate* if it meets one or more of the following criteria:

- 2.2.1 Injury to one or two personnel resulting in permanent disability (total or partial) or loss of any part of any extremity.
- 2.2.2 Injury to two to four personnel resulting in temporary disability (lost work time or restricted duty cases).
- * 2.2.3 Fire or damage loss greater than or equal to \$100,000 but less than \$5 million (refer to Section 2.1.4).
- 2.2.4 An inland oil spill greater than or equal to 160 cubic meters (1,000 barrels) but less than 1600 cubic meters (10,000 barrels), irrespective of the proportion recovered; or an offshore oil spill between 50 and 5,000 barrels.
- 2.2.5 An unintentional release of flammable and/or toxic vapor or liquid requiring evacuation of the non-essential on-site personnel, or forcing curtailment of delivery of gas, condensate or sulfur to SAG or private sector user for between one to eight hours.
- 2.2.6 Any minor incident may be declared moderate by the proponent manager at his discretion.

2.3 Minor Incident: An incident less serious than a moderate incident is defined as a minor incident. Some criteria are given below:

- 2.3.1 Injury to one employee or contractor resulting in lost work time or restricted duty.
- 2.3.2 Damage loss over \$5,000 (except fires) but less than \$100,000 (refer to Section 2.1.4).
- 2.3.3 Any fire with damage loss less than \$100,000.
- 2.3.4 An inland oil spill less than 160 cubic meters (1,000 barrels); or an offshore oil spill less than 50 barrels.
- 2.3.5 Any unintentional release of flammable and/or toxic vapor or liquid not addressed in the definitions for major (Section 2.1) or moderate (Section 2.2) incidents.

3.0 PROCEDURE FOR MAJOR INCIDENT INVESTIGATIONS

3.1 Formation of the Committee: A major incident shall be investigated by an investigation committee to be formed within one day of the incident.

- 3.1.1 The Vice President/Executive Director (or higher level) of the proponent organization shall appoint the committee chairman who will not be from the proponent department, and who will be from

* CHANGE

** ADDITION

NEW INSTRUCTION

COMPLETE REVISION

GENERAL INSTRUCTION MANUAL

6.003

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE
10/12/2017REPLACES
04/12/2017

SUBJECT INCIDENT INVESTIGATION

APPROVAL
GGAPAGE NO.
3 OF 13

management ranks (superintendent or above). Appointment shall be recorded via an appointment letter. See Supplement 6.003-1 for the sample.

3.1.2 The following shall always be invited to become members of the committee:

- (a) Representative(s) of the SAG (to be invited through the appropriate area manager of Government Affairs).
- (b) Loss Prevention Department representative who is trained in incident investigation techniques and root cause analysis.
- (c) Representative from the Treasurer's Organization (Financial Risk Management Department) if the damage is expected to exceed \$5 million.
- (d) A technical representative for the committee who shall be appointed by the Chief Engineer.

3.1.3 The Vice President/Executive Director of the proponent organization shall appoint the other members of the committee (e.g., from engineering, maintenance, operations, and/or an Industrial Security Operations [ISO] technical representative in cases where other than operational/technical factors are suspected) through their respective department managers.

* 3.1.4 A representative from the Law Organization shall be appointed as a legal advisor to the committee at the onset of the investigation.

3.1.5 In cases where a representative of the SAG accepts an invitation, a representative from Government Affairs shall accompany him on the committee.

3.1.6 In cases where the Fire Protection Department (FrPD) was involved in controlling the incident, it is recommended that a representative from FrPD be appointed to become a member of or advisor to the committee.

3.1.7 In case damage loss is expected to exceed \$10 million, it is recommended that a representative from the Controller's Organization be appointed to become a member of or advisor to the committee.

3.1.8 With the exception of the SAG representative and the Government Affairs representative accompanying him, all members of the committee will be regarded as "working members" functionally under the control of the committee chairman for the duration of the investigation.

3.1.9 The chairman shall appoint a secretary to the committee. It is recommended that the secretary be from the proponent organization, and ideally be an engineer or a person of technical competence, who is familiar with the area/operations of the incident.

3.2 Investigation: If practicable, the committee should not begin its formal investigation until members of the SAG are present, unless they have declined to participate. This does not prevent the early and immediate collection of pertinent data such as flow charts, logs, etc., which will be needed during formal committee deliberations. Given below is a list of the type of information that will be useful in any subsequent investigation. The operations management shall promptly collect this information.

- (a) Computer log of at least 24 hours prior to the incident
- (b) Computer logs of process upsets during the recent past
- (c) Operating supervisor's log
- (d) Duty roster
- (e) Plant foreman's log and shift coordinator's log
- (f) Process flow diagrams and piping and instrumentation diagrams
- (g) Layout maps

* CHANGE

** ADDITION

NEW INSTRUCTION

COMPLETE REVISION

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)
GENERAL INSTRUCTION MANUAL

G. I. Number **APPROVED**

6.003

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE 10/12/2017	REPLACES 04/12/2017
--------------------------	------------------------

SUBJECT INCIDENT INVESTIGATION

APPROVAL GGA	PAGE NO. 4 OF 13
-----------------	---------------------

- (h) Schematic sketches of process, fluid flow
- (i) Log of safety system alarms such as H₂S/combustible gas detectors
- (j) Flow, temperature and pressure controller chart output
- (k) Startup and shutdown sequence documentation
- (l) Recent T&I reports
- (m) Inspection reports
- (n) Work permits issued and received
- (o) List of potential eye witnesses
- (p) Pressure surge records
- (q) Relief valve test reports
- (r) Fluid stream composition documents
- (s) System and product specification documents
- (t) NDT, radiography, hydrotest, corrosion monitoring results of the recent past
- (u) All still photographs and movie/video taken during the incident
- (v) All voice recordings of emergency notification and the log of the Emergency Control Center

- 3.2.1 The chairman shall inform all committee members that the purpose of the investigation is to identify the factual sequence of events, including causal factors, leading to the incident, determine the underlying (root) causes of the incident, and make recommendations to avoiding recurrence of similar incidents.
- 3.2.2 All department managers/organization heads shall instruct their personnel to give information only to committee members during the investigation.
- 3.2.3 The proponent organization's management shall ensure, through the area Industrial Security manager, that the scene of the incident is secured and that access to the scene is limited to those authorized by him, with the concurrence of the investigation committee chairman and, when applicable, by appropriate SAG personnel.
- 3.2.4 Prompt collection of data and interviews of witnesses are vital. Therefore, the proponent organization's management shall provide the investigation committee immediate assistance with reports, statements, photographs, recorder charts, drawings, and other relevant material.
- 3.2.5 The incident investigation/analysis shall include identification of immediate causes and root causes. An immediate cause (also known as a "causal factor") is an equipment failure, human error, or condition that caused an incident, allowed an incident to occur, or allowed the consequences to be worse than they might have been. For a typical incident event, there are multiple causal factors. A root cause is the most basic cause that can reasonably be identified, which management has control to fix and for which effective recommendations for preventing recurrence can be generated. As such, root causes are the absence, neglect, or deficiencies of management systems that allowed the causal factors to occur or exist. Typical management systems include procedures, standards, planning, design, personnel selection, supervision, safety/hazard reviews, emergency planning, work permitting, training, communications, maintenance, inspection, etc. For a typical causal factor, there are usually several root causes. The investigation committee shall determine root causes using a structured root cause analysis technique.

* CHANGE

** ADDITION

NEW INSTRUCTION

COMPLETE REVISION

Saudi Aramco: Company General Use

GENERAL INSTRUCTION MANUAL

6.003

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE 10/12/2017	REPLACES 04/12/2017
--------------------------	------------------------

SUBJECT INCIDENT INVESTIGATION

APPROVAL GGA	PAGE NO. 5 OF 13
-----------------	---------------------

- 3.2.6 The investigation committee chairman shall finalize the report and obtain concurring signatures from all members. He shall allow members to record dissent and deviation from the majority view when signing the report.
- 3.2.7 The investigation committee chairman shall have complete procedural freedom to direct the course of the investigation and the manner in which the investigation is conducted. For example, he may assign specific tasks to the working members of the committee, divide the committee into groups in order to utilize efficiently the expertise of the members available to him, or obtain the assistance of non-member specialists.
- 3.2.8 Investigation committee members shall be committed full time by their department/organization heads as requested by the chairman.
- 3.2.9 An initial report for major and moderate incidents shall be submitted within 24 hours of the incident by the proponent department in collaboration with the appointed incident investigation chairman to the Manager, Loss Prevention Department. It shall include information on what happened, initial findings and estimated losses. Additional preliminary report after the initial report will follow within 72 hours, including more information on incident summary and lessons learned. See Supplement 6.003-2 for the sample.

3.3 The Report: The committee shall prepare two versions of the report: a complete version and a summarized version. The reports shall be in English. English translations of statements originally made in any other language(s) by witnesses shall be attached to the report. In both the complete and the summarized versions, use of difficult technical terms and acronyms or abbreviations should be avoided in order to facilitate subsequent translation into Arabic. Where this is not practical, an explanation of these terms should be given in the "Definitions and Acronyms" section of the report. The requirements in GI 710.002, *Classification and Handling of Sensitive Information*, shall be complied with for labeling, handling, storing, and transmitting the report.

- 3.3.1 The original complete version shall be retained in the Loss Prevention Department files and shall include, at a minimum, the following:
- (a) Cover sheet (with incident title/date and date of issue of the report)
 - (b) Executive summary
 - (c) Table of Contents
 - (d) Letter of appointment of the chairman
 - (e) List of committee members with concurring signatures
 - (f) Definitions of terms (if required)
 - (g) Description of facilities and operations prior to the incident
 - (h) Description of the incident
 - (i) Timeline sequence of events
 - (j) Incident notifications
 - (k) Incident response
 - (l) Post-incident actions
 - (m) Findings and analysis
 - General findings
 - Causal factors and items of note

GENERAL INSTRUCTION MANUAL

6.003

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE 10/12/2017	REPLACES 04/12/2017
--------------------------	------------------------

SUBJECT INCIDENT INVESTIGATION

APPROVAL GGA	PAGE NO. 6 OF 13
-----------------	---------------------

- Root cause analysis

- (n) Recommendations

- (o) Appendices (organized as Appendix 1, 2, 3... or Appendix A, B, C...), to include copies of pertinent corporate or departmental documents, sketches, drawings and photographs, cost estimates of repairs, witness statements and transcripts of interview notes, advisor and consultant technical reports, final report distribution list, letters to actionable parties (see paragraph 3.6), etc.

3.3.2 The summarized version shall consist of, at a minimum:

- Cover sheet (with incident title/date and date of issue of the report)
- Executive summary
- Causal factors and items of note
- Root causes
- Recommendations
- Definitions of terms (if required)

3.3.3 Each page of the complete and summarized versions, including appendices, shall contain a header of "CONFIDENTIAL" in accordance with the requirements of GI 710.002.

3.3.4 All pages of the report (including appendices), for both the complete version and the summarized version, shall be paginated as 1 of n, 2 of n, etc., where n is the total number of pages, so that missing pages can readily be discovered, as required by GI 710.002.

3.4 Guidelines for Making Recommendations:

The SAG has expressed its interest in monitoring the implementation of recommendations arising from investigations of major incidents. The Loss Prevention Department maintains a computerized follow-up system recording the status of implementation programs. Investigation committee chairmen should, therefore, take into account the following guidelines when making recommendations.

3.4.1 Recommendations that are applicable exclusively to the plant or site of the incident are to be made in specific terms, with action parties or responsible organizations clearly identified.

3.4.2 A recommendation with a wide scope of applicability should be accompanied by a statement of the underlying intent and purpose of the recommendation and, if possible, guidance on locations for which the recommendation is applicable.

3.4.3 Recommendations are to address a root cause or an immediate cause and be technically feasible and cost-effective ways to avoid recurrence of similar incidents. "Technical feasibility" refers to well established methods and systems utilized by modern oil companies. "Cost-effectiveness" means that due consideration is given to the degree of improvement achievable by the recommendation in relation to the cost of implementing it.

3.4.4 Recommendations are to generally comply with existing Saudi Aramco GIs, engineering standards, and procedures laid down in plant operating manuals. Exceptions in the case of engineering standards will be assigned to the Chief Engineer for review prior to implementation. Where recommendations do not comply with engineering standards, but are technically feasible and cost-effective (as defined in paragraph 3.4.3), proposals for modifying existing standards should be made so that these recommendations may be incorporated in new and existing facilities.

GENERAL INSTRUCTION MANUAL

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE
10/12/2017REPLACES
04/12/2017

SUBJECT INCIDENT INVESTIGATION

APPROVAL
GGAPAGE NO.
7 OF 13

3.4.5 Broad, open-ended, generalized recommendations that offer no specific changes or improvements, or merely recommend enforcing an already existing requirement, are to be avoided. Examples of recommendations to avoid include statements such as “follow safety procedures” or “ensure safe operations.” These types of statements offer little of substance in the way of concrete improvements, yet significant efforts must be expended to track them for company-wide implementation. Recommendations are to be a stand-alone statement, providing enough detail and specific information to be adequately implemented and closed.

3.4.6 Recommendations are to be assigned only to Saudi Aramco organizations. For a recommendation with responsibility assigned to a specific organization, the investigation committee should ensure that the organization is the correct agency for implementation.

3.5 Preview Arrangements:

3.5.1 The chairman shall ensure that all draft copies of the report are clearly identified as “DRAFT” on every page, and all copies are numbered. He shall ensure that all draft copies are withdrawn and destroyed upon finalization of the report. Personnel receiving draft copies should be warned against making any copies of any kind of the draft document.

3.5.2 Draft copies shall not be released to any organizations outside Saudi Aramco without prior authorization from Government Affairs and the Law Department.

3.5.3 Draft reports may be given on demand to the SAG representatives participating in the investigation.

3.5.4 The Loss Prevention Department and Law Department shall be sent a soft (i.e., flash drive) and hard copy of the complete draft report for review prior to finalizing the report. After review, the draft report shall be returned to the chairman.

3.5.5 A draft report shall be submitted to LPD for a second review before issuing a final report when requested. This applies to both major and moderate incidents.

3.5.6 The chairman shall ensure that the final report adequately addresses all review comments.

3.6 Notifications to actionable parties:

3.6.1 This requirement only pertains to recommendations in the final report that identify specific organizations, other than the proponent organization, with responsibility for implementing the recommendation. To ensure actionable parties have prompt notice of their responsibilities, the investigation committee chairman shall issue a letter to each responsible organization/department. Each letter shall include a summary of the incident and sufficient information on the findings and conclusions to enable the actionable party to address the pertinent recommendation(s). Letters to actionable parties shall be included in an appendix of the complete version of the report. The Manager, Loss Prevention Department, shall be copied on each letter. See Supplement 6.003-3 for the sample.

3.6.2 Actionable parties shall develop their response(s) and submit them through SAP-EHSM under SAMIR. None shall respond to the incident investigation chairman.

3.7 Distribution of the Report:

3.7.1 The complete version shall be distributed only to the following:

- (a) Manager, Loss Prevention Department (original copy and flash drive)
- (b) Manager, proponent organization (one copy without witness statements)

GENERAL INSTRUCTION MANUAL

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE
10/12/2017REPLACES
04/12/2017

SUBJECT INCIDENT INVESTIGATION

APPROVAL
GGAPAGE NO.
8 OF 13

- (c) Vice President/Executive Director of the proponent organization (one copy)
- (d) Vice President, Corporate Affairs, for transmittal to the appropriate SAG authorities (one copy)

3.7.2 The summarized version shall be distributed only to the following:

- (a) Manager, Loss Prevention Department (original copy and flash drive)
- (b) Five copies to the Vice President, Corporate Affairs, who shall send three copies to the Ministry of Energy, Industry and Mineral Resources, arrange to translate one into Arabic and send it to the Ministry of Interior through the Ministry of Energy, Industry and Mineral Resources, and send the remaining copy to Corporate Affairs' files
- (c) President and Chief Executive Officer (one copy)
- (d) All Senior Vice Presidents (one copy each)
- (e) All Vice Presidents (one copy each)
- (f) The Chief Engineer (one copy)
- (g) Manager, Financial Risk Management Department (one copy)

4.0 PROCEDURE FOR MODERATE INCIDENT INVESTIGATIONS

4.1 In incidents involving cranes and heavy equipment, the investigation shall be per GI 7.026, *Crane and Heavy Equipment Incident and Investigation Reporting Procedures*.

4.2 Formation of the Committee: The proponent manager/organization head shall, within one day of the incident, appoint a committee chairman who will not be from the proponent department, and who will be from management ranks (superintendent or above) to head the incident investigation committee. Appointment shall be recorded via an appointment letter. See Supplement 6.003-1 for the sample.

4.2.1 The chairman shall form the committee by inviting members from various functions as appropriate to the incident under investigation, including Loss Prevention, operations, maintenance, and engineering personnel from the affected area. The Chief Engineer shall appoint a technical representative to the committee. It is recommended that a representative from the Fire Protection Department (FrPD) be appointed to the committee for cases where FrPD was involved in controlling the incident.

4.2.2 The investigation committee shall be small enough to carry out the investigation in an efficient and objective manner. Other personnel can be called in as subject matter experts, as needed.

4.2.3 In general, SAG representatives do not participate in the investigation of moderate incidents; however, they may specifically request to do so through Corporate Affairs.

4.3 Investigation: The incident investigation committee shall promptly collect data, interview witnesses and analyze evidence. The committee shall be afforded every assistance with reports, statements, photographs, recorder charts, drawings, etc. The investigation shall include identification of immediate causes and root causes in accordance with paragraph 3.2.5.

4.4 The Report: The committee shall prepare a full report, using the format described in section 3.3. A summary version is not required.

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)
GENERAL INSTRUCTION MANUAL

G. I. Number **APPROVED**

6.003

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE 10/12/2017	REPLACES 04/12/2017
--------------------------	------------------------

SUBJECT INCIDENT INVESTIGATION

APPROVAL GGA	PAGE NO. 9 OF 13
-----------------	---------------------

- 4.4.1 Guidelines for making recommendations as given in section 3.4 are also applicable to incident investigations for moderate incidents.
- 4.4.2 The Loss Prevention Department and Law Department shall be sent a soft (i.e., flash drive) and hard copy of the draft report (clearly stamped “draft” on each page) for review prior to finalizing the report. After review, the draft report shall be returned to the chairman. The chairman shall ensure that the final report adequately addresses all review comments. Personnel receiving draft copies should be warned against making any copies of any kind of the draft document.
- 4.4.3 Each page of the report shall contain a header of “CONFIDENTIAL” in accordance with the requirements of GI 710.002.
- 4.4.4 The original version of the final report, plus an electronic version on flash drive, shall be sent to the Manager, Loss Prevention Department, and a hard copy shall be sent to the proponent manager.
- 4.4.5 Requests for copies of the report from outside Saudi Aramco shall be handled by Corporate Affairs.
- 4.5 Notifications to actionable parties: This requirement only pertains to recommendations in the final report that identify specific organizations, other than the proponent organization, with responsibility for implementing the recommendation. To ensure actionable parties have prompt notice of their responsibilities, the investigation committee chairman shall issue a letter to each responsible organization/department. Each letter shall include a summary of the incident and sufficient information on the findings and conclusions to enable the actionable party to address the pertinent recommendation(s). Letters to actionable parties shall be included in an appendix of the final version of the report. The Manager, Loss Prevention Department, shall be copied on each letter. See Supplement 6.003-3 for the sample.
- 4.6 Follow-up on implementation of recommendations shall be through the Safe Operations Committee (SOC)/Safety Management Committee (SMC) of the affected department/organization.
 - ** 4.6.1 Recommendations of incidents with damage loss higher than \$250,000 shall follow section 3.6.2.

5.0 PROCEDURE FOR MINOR INCIDENT INVESTIGATIONS

- 5.1 Investigation and recording of these shall be in accordance with applicable General Instructions, e.g.:
 - 5.1.1 GI 2.104, *Offshore Oil Spill Reporting Procedures*
 - 5.1.2 GI 2.400, *Inland Oil Spill Response*
 - 5.1.3 GI 6.005, *Reporting, Investigation and Recording of Injuries/Occupational Illnesses*
 - 5.1.4 GI 7.026, *Crane and Heavy Equipment Incident Reporting and Investigation Procedures*
 - 5.1.5 GI 150.003, *Ionizing Radiation Protection*
 - 5.1.6 GI 1787.000, *Report of Fire, Emergency or False Alarm*
- 5.2 For minor incidents with the potential for significant loss, the proponent manager shall arrange an investigation to determine the underlying causes of the incident, record factual information relating to the incident, and make recommendations aimed at preventing recurrence. The investigation shall include identification of immediate causes and root causes in accordance with paragraph 3.2.5, as applicable. Before issue, the investigation report shall be reviewed for completeness by proponent management.
- 5.3 A copy of the final report shall be sent to the Manager, Loss Prevention Department.

* CHANGE

** ADDITION

NEW INSTRUCTION

COMPLETE REVISION

Saudi Aramco: Company General Use

GENERAL INSTRUCTION MANUAL

6.003

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE
10/12/2017REPLACES
04/12/2017

SUBJECT INCIDENT INVESTIGATION

APPROVAL
GGAPAGE NO.
10 OF 13

5.4 Notifications to actionable parties: This requirement only pertains to recommendations in the report that identify specific organizations, other than the proponent organization, with responsibility for implementing the recommendation. To ensure actionable parties have prompt notice of their responsibilities, the proponent manager shall issue a letter to each responsible organization. Each letter shall include a summary of the incident and sufficient information on the findings and conclusions to enable the actionable party to address the pertinent recommendation(s). The Manager, Loss Prevention Department, shall be copied on each letter. See Supplement 6.003-3 for the sample.

5.5 Follow-up on implementation of recommendations shall be through the Safe Operations Committee (SOC)/Safety Management Committee (SMC) of the affected department/organization.

6.0 LESSONS LEARNED

As may be appropriate, for significant incidents the Loss Prevention Department shall:

6.1 Arrange for communication of lessons learned within the company.

6.2 Extend recommendations to company organizations not directly involved in the incident.

APPROVED:

Manager (A)
Loss Prevention Department

DATE: _____

GENERAL INSTRUCTION MANUAL

6.003

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE
10/12/2017REPLACES
04/12/2017

SUBJECT INCIDENT INVESTIGATION

APPROVAL
GGAPAGE NO.
11 OF 13**Supplement 6.003-1, SAMPLE LETTER OF APPOINTMENT**

ANDRES.TOMAGAN.1

Admin Area
Mailing/Physical Location
Telephone/Fax
Date

Correspondence Number**NAME OF INCIDENT****INVESTIGATION TEAM CHAIRMAN ASSIGNMENT****Name, Title**ANDRES.TOMAGAN.1
Division

Department

Mailing/Physical Location

You have been appointed as chairman of a team to investigate the (event) that took place on (date) at (location). This incident has been initially classified as (moderate or major) as per GI 6.003 (*Incident Investigation*).

Please assemble the team, conduct a comprehensive investigation of this incident and produce a written, confidential report in accordance with GI 6.003 detailing causal factors, root causes, critique of the organizations that responded to the incident, lessons learned and recommendations to the prevent recurrence of such incidents in the future.

The team shall have members from (Affected Organization), Loss Prevention, a technical representative appointed by the Chief Engineer, as well as any other organization and/or subject matter expert that can specifically contribute to the investigation as per the requirements of GI 6.003.

NAME, Title

Division/Department

ANDRES.TOMAGAN.1

ANDRES.TOMAGAN.1

Saudi Aramco: Confidential

* CHANGE

** ADDITION

NEW INSTRUCTION

COMPLETE REVISION

GENERAL INSTRUCTION MANUAL

6.003

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE
10/12/2017REPLACES
04/12/2017

SUBJECT INCIDENT INVESTIGATION

APPROVAL
GGAPAGE NO.
12 OF 13**Supplement 6.003-2, SAMPLE PRELIMINARY REPORT**

Department
Mailing/Physical Location
Telephone/Fax
Date

Correspondence Number**PRELIMINARY REPORT (NAME OF INCIDENT)**

Name, Manager
Loss Prevention Department
Mailing/Physical Location

What happened?

[Provide a detailed description of the incident in this section. This section should be clear, concise, and must describe the incident in sufficient detail so that a reader would have a basic understanding of the incident]

Initial primary failures:

Preliminary report suggests that ... (procedures of what by name and #) were not followed prior to allowing the ... operation to commence. The ... does not appear to have been verified as being free of hazardous materials as part of the work permit issuance process. A full investigation is in process to identify all causal factors and root causes. [The immediate cause (causal factor) should be identified and described in this section as well as its underlying cause (root cause) to the best available information]

Immediate precautions to take:

Provide a viable, specific safeguards recommendation based on the available findings as necessary. Specify the precautions that must be taken before conducting that specific activity involved in the incident or similar activities.

Note: Additional information will be available after the conclusion of the investigation and the Investigation Committee reserves the right to alter, supplement, or delete any part of this Preliminary Incident Report accordingly.

NAME, Title
Department

ANDRES.TOMAGAN.1

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* CHANGE

** ADDITION

NEW INSTRUCTION

COMPLETE REVISION

GENERAL INSTRUCTION MANUAL

6.003

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE
10/12/2017REPLACES
04/12/2017

SUBJECT INCIDENT INVESTIGATION

APPROVAL
GGAPAGE NO.
13 OF 13**Supplement 6.003-3, SAMPLE LETTER TO ACTIONABLE PARTIES**

Department Name
of
Incident Investigation Committee Chairman
Mailing/Physical Location
Telephone/Fax
Date

Correspondence Number

NAME OF INCIDENT
NOTIFICATION TO ACTIONABLE PARTIES

Name, Manager
Proponent Department Responsible
For Implementing the Assigned Recommendation(s)
Mailing/Physical Location

[Provide a detailed summary description of the incident in one paragraph. This section should be clear, concise, and must describe the incident in sufficient detail so that a reader would have a basic understanding of the incident]

Your organization has been assigned the following recommendation in the final report.

Recommendation	Responsible Parties
Institute a "Safe Working Contract" to be signed by all employees annually. It should highlight safety responsibilities as well as empower employees to stop and report unsafe activities.	Saudi Aramco Proponent(s)
Revise GI (name the GI) to mandate double isolation requirement.	Saudi Aramco Proponent(s)
Conduct an immediate comprehensive review of Fire Water Systems to identify deficiencies & weaknesses for corrective actions.	Saudi Aramco Proponent(s)

Please do not respond to the incident investigation chairman. If there are any questions, please contact the undersigned.

ANDRES.TOMAGAN.1

Name, Chairman
Investigation Committee

cc: Manager, LPD

Saudi Aramco: Confidential