

GENERAL INSTRUCTION MANUAL

ISSUING ORG. *TRANSPORTATION & EQUIPMENT SERVICES DEPARTMENT

ISSUE DATE
06/29/2011REPLACES
07/25/2008

SUBJECT HEAVY EQUIPMENT OPERATOR TESTING AND CERTIFICATION

APPROVAL
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1 OF 7**1.0 PURPOSE**

This General Instruction (GI):

- 1.1 Specifies the requirements for testing and certification of Saudi Aramco and contractor onshore and offshore heavy equipment operators.
- 1.2 Identifies personnel authorized to operate heavy equipment.
- 1.3 Identifies the USER responsibilities to certify heavy equipment operators.
- 1.4 Improves Saudi Aramco and contractor safety performance when using heavy equipment.

2.0 REFERENCES

It shall be the responsibility of Saudi Aramco USERS and contractors to be familiar with the current version of the publications referenced below.

API: American Petroleum Institute

- A) API - SPEC 2C Specification for Offshore Cranes-1995
- B) API - RP 2D Recommended Practice for Operation and Maintenance of Offshore Cranes (4th Edition-1999)
- C) GI 6.001 Notification Requirements for Incidents (Including Fires)
- D) GI 6.003 Guide for Committees Investigating Major Incidents and Engineering Reviews of Other Incidents
- E) GI 7.024 Marine and Offshore Crane, Hoist and Rigging Operations
- F) GI 7.026 Cranes and Heavy Equipment Accident Reporting Procedures
- G) Saudi Aramco Construction Safety Manual, 4th edition, 1993
- H) Saudi Aramco Medical Services Policy MSP-98, Attachment E "Mobile Heavy Equipment Operators"
- I) Saudi Aramco Safety Handbook

3.0 SCOPE

This GI covers all onshore and offshore Saudi Aramco and contractor personnel operating heavy equipment within Saudi Aramco facilities, on Saudi Aramco jobsites outside of operating facilities, off Saudi Aramco property under a Saudi Aramco contract, and in applicable Saudi Aramco domestic joint venture companies.

4.0 DEFINITIONS

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- 4.1 HOME COUNTRY CERTIFICATION – Certification for non-Saudi Aramco marine personnel from a recognized international institution (Refer to GI 7.024 for additional information).
- 4.2 PROPONENT – See USER
- 4.3 SAG – Saudi Arab Government
- 4.4 USER - Saudi Aramco proponent department or other organization authorized to act on behalf of the Saudi Aramco proponent department.

5.0 HEAVY EQUIPMENT REQUIRING OPERATOR CERTIFICATION

- 5.1 Use Table #1 below to verify the operator certification requirements for a particular piece of equipment.

NOTE #1: Additional pieces of equipment, not currently listed in Table #1, may also require a specific certification. Contact the USER department for information regarding unlisted equipment.

TABLE #1

EQUIPMENT TYPE	SAUDI ARAMCO CERTIFICATION	HEAVY SAG LICENSE W/STAMP	SAG PUBLIC DRIVER'S LICENSE
Backhoe	YES	YES	-----
Boom Truck – Articulating	YES	-----	YES
Boom Truck – Telescoping	YES	-----	YES
Bulldozer	YES	YES	-----
Crane – Mobile	YES	YES	-----
Crane – Pedestal	YES	-----	-----
Crane – Tower	YES	-----	-----
Forklift	YES	YES	-----
Gradall	YES	YES	-----
Grader	YES	YES	-----
Loader – Skid (Bobcat)	YES	YES	-----
Loader – Wheel	YES	YES	-----
Manlift – Hydraulic	YES	-----	-----
Manlift – Scissor	YES	-----	-----
Manlift – Telescoping	YES	-----	-----
Sideboom – Pipelayer	YES	YES	-----
Straddle Carrier	YES	-----	-----
Telehandler	YES	-----	-----
Tractor - Scraper	YES	YES	-----
Traxcavator	YES	YES	-----

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5.2 A home-country certification for non-Saudi Aramco marine personnel from a recognized international institution shall be accepted for heavy equipment used offshore (See GI 7.024 for additional information).

5.3 Heavy equipment operators for onshore fixed cranes (i.e. pedestal cranes) and tower cranes (fixed or on rails) shall be required to pass a written and performance test.

6.0 GENERAL

6.1 Craftsmen (mechanics, electricians, inspectors, etc.) operating equipment for maintenance and testing reliability shall be designated in writing by the USER department manager to operate such equipment for repair, maintenance, and testing purposes only.

6.2 For this GI, equipment mounted on off-shore facilities/craft shall be considered 'fixed' equipment. Regulations for operator testing and certification shall be implemented as stated in API-Specification 2C, API-Recommended Practice 2D, and GI 7.024.

6.3 The Saudi Aramco Heavy Equipment Operator Certificate (Saudi Aramco or home country certificate for offshore operations) shall be valid.

6.4 A SAG Public driver's license (if required) shall be valid.

6.5 The USER shall verify that all onshore heavy equipment operators have been certified by Saudi Aramco to operate the specific heavy equipment to which they are assigned.

6.6 The USER shall verify that all offshore heavy equipment operators have been certified by Saudi Aramco or by a recognized international institution (See GI 7.024 for additional information).

6.7 The USER may request re-certification of a heavy equipment operator at any time.

7.0 HEAVY EQUIPMENT OPERATORS

7.1 An online request should be submitted by an approved initiator by using the ITD online Certification and Tracking system for each request. The heavy equipment operator applicant shall provide Soft-copies of the following documents to the initiator to upload;

- a) Saudi Aramco ID copy (if required),
- b) SAG Public Driver's License or SAG Heavy Equipment Operator License copy (if required) with specific equipment stamp, and a copy of the Government Driving License Printout showing the specific equipment Type.
- c) SA 9663 - Saudi Aramco/Contractor's Medical Examination for Heavy Equipment Operators "Physician's Examination Form" – Completed, signed, and stamped (See Attachment #1), and

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NOTE #2: For Saudi Aramco heavy equipment operators, form SA 9663 shall be completed by a Saudi Aramco physician in accordance with Saudi Aramco Medical Services Organization (SAMSO) Medical Services Policy MSP-98, Attachment E. Form SA 3941, "Medical Examination Request/Notice", shall then be completed by the physician and the SA 9663 placed in the Saudi Aramco heavy equipment operator's medical records. The heavy equipment operator's supervisor shall submit the completed soft copy of SA 3941 and any other required documents, to their assigned initiator for online request submission.

For contractor heavy equipment operators, form SA 9663 shall be completed by a physician in accordance with SAMSO Medical Services Policy MSP-98, Attachment E. Upon completion, the contractor heavy equipment operator's supervisor shall submit the completed soft-copy of SA 9663 and any other required documents, to their proponent assigned initiator for the online request submission.

d) Colored clear recent photographs scan copy of the applicant.

NOTE #3: Any Additional crane attachments need to be specified in the online request.

NOTE #4: Written certification tests (if required) for heavy equipment operators shall be in the English language only.

7.2 A heavy equipment operator shall have a valid Saudi Aramco Heavy Equipment Certificate (or, if offshore, a valid Saudi Aramco or home country certificate) to operate the specific heavy equipment listed in Table #1 to which he is assigned.

7.3 The Saudi Aramco Heavy Equipment Certificate shall be valid for three (3) years.

NOTE #5: Certifications for all crane attachments and additional crane manufacturers shall also expire with the expiration of the Saudi Aramco Heavy Equipment Certificate.

7.4 A heavy equipment operator shall possess a valid Heavy SAG license (if required per Table #1), with the specific equipment stamp and the government driving license printout showing the specific equipment type which he is assigned.

7.5 A heavy equipment operator shall immediately provide his Saudi Aramco Heavy Equipment Certificate (or, if offshore, a valid Saudi Aramco or home country certificate) and SAG license [if required] to any authorized Saudi Aramco representative, upon request.

7.6 A heavy equipment operator, involved in a crane incident, shall immediately surrender his Saudi Aramco Heavy Equipment Certificate to the USER representative during the investigation. Based on the outcome of the investigation, the operator certificate will be

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returned to the operator or forwarded to ITD until such time as the operator is re-certified (Refer to GI 7.026 for additional information.)

- 7.7 A heavy equipment operator, involved in a heavy equipment incident other than a crane incident, shall immediately surrender his Saudi Aramco Heavy Equipment Certificate to the USER representative during the investigation. Based on the outcome of the investigation, the operator certificate will be returned to the operator or forwarded to ITD until such time as the operator is re-certified. The heavy equipment operator shall not be allowed to operate any other piece of heavy equipment for which he may also be certified until his operator certificate is returned to him (Refer to GI 6.001 and GI 6.003 for additional information).

8.0 ATTACHMENTS

- 8.1 Attachment #1 - Saudi Aramco/Contractor Medical Examination For Heavy Equipment Operators – “Physician’s Examination Form” (SA 9663)

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Recommended by: _____
Manager
Transportation & Equipment Services Department

Concurred by: _____
Manager
Loss Prevention Department

Concurred by: _____
Director
Industrial Training Department

Concurred by: _____
Executive Director
Industrial Services

Concurred by: _____
Chief
Preventive Medical Services Division

Approved by: _____
Senior Vice President
Operations Services

SAUDI ARAMCO/CONTRACTOR MEDICAL EXAMINATION GI 7.025 – Attachment #1
FOR HEAVY EQUIPMENT OPERATORS

PHYSICIAN'S EXAMINATION FORM*

*(UPON COMPLETING FORM, PHYSICIAN SHALL SIGN IN THE BOX AT THE BOTTOM
 AND VERIFY SIGNATURE WITH HIS PERSONAL STAMP AND HIS FACILITY STAMP)

EMPLOYEE NAME _____ SAUDI ARAMCO BADGE # _____
 (PLEASE PRINT)

COMPANY NAME _____ DATE _____
 (PLEASE PRINT)

VISION	NORMAL	ABNORMAL
1 – The vision shall not be less than 20/40 in each eye separately, with or without the use of eyeglasses or contact lenses.		
2 – Color vision and visual fields should be normal.		
3 – Diplopia is UNACCEPTABLE.		

HEARING	NORMAL	ABNORMAL
4 – Hearing shall be adequate for normal speech communication with or without a hearing aid.		

POTENTIAL SUDDEN INCAPACITY	NORMAL	ABNORMAL
5 – Any condition likely to cause sudden incapacity is UNACCEPTABLE. This includes, but is not limited to, a history of seizures after the age of 5 years, vestibular disorders, heart disease, and diabetes mellitus.		

MISCELLANEOUS – The following must be considered:	NORMAL	ABNORMAL
6 – Impairment of musculo-skeletal capacities.		
7 – Coordination and progressive or disabling neurological disease.		
8 – A history of psychiatric illness or emotional instability.		
9 – Substance abuse.		
10 – Medication and its side effects.		

FIT TO WORK?	YES	NO
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REMARKS: _____

 PHYSICIAN'S NAME (PLEASE PRINT)

 PHYSICIAN'S SIGNATURE

 FACILITY NAME (PLEASE PRINT)

 FACILITY LOCATION (CITY)

 FACILITY TELEPHONE#