

GENERAL INSTRUCTION MANUAL

ISSUING ORG. SAUDI ARAMCO AFFAIRS SERVICES DEPARTMENT

ISSUE DATE

03/15/2010

REPLACES

02/27/2005

SUBJECT COORDINATION OF SAUDI ARAMCO PROJECTS WITH NON-SAUDI ARAMCO AGENCIES

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CONTENT:

This General Instruction describes the procedures Saudi Aramco proponent organizations are to use in coordinating Saudi Aramco projects with Government and private non-Saudi Aramco agencies when there is an immediate or expected physical impact on these agencies in the design, construction, or post-construction stages of a Saudi Aramco project. The text includes:

1. Introduction
2. Preparing Proposals for Non-Saudi Aramco Review
3. Technical Preparation
4. Responsibilities
5. Government Review Requirements

1.0 INTRODUCTION:

- 1.1 Various Company Organizations sponsor projects impacting non-Saudi Aramco land or facilities. Such projects include, but are not limited to, new hydrocarbon pipelines construction, communication cables, roads, fences, utility lines and cathodic protection equipment. A non-Saudi Aramco Work Permit is required in almost all cases where proposed Saudi Aramco projects cross non-Saudi Aramco facilities or land.

Non-Saudi Aramco agencies have their own technical standards and requirements. These may have to be built into the Saudi Aramco projects design and construction requirements. Proponent departments should familiarize themselves with these requirements prior to preparation of proposals.

* To expedite issuance of work permits, all Company organizations planning to undertake projects that generate impact on non-Saudi Aramco facilities and (prior to proceeding with final design or implementation of these projects) should submit an online request through the SAP Land Management System (transaction ZR1015). The request can be submitted by all employees; however, once submitted the request will go through the standard Saudi Aramco Approval Authority Engine (AAE). Proponent departments are responsible for completing the request form attributes correctly, providing soft copy of the drawings for their project per section 5.0 detailed in this General Instruction according to the review requirements of the concerned Government agency.

- * 1.2 Information provided in the requested form attributes should briefly describe the Saudi Aramco project, its assessed impact on non-Saudi Aramco agencies, completion schedule requirements, and other information as indicated in the form. Complete information is required for effective coordination with all non-Saudi Aramco agencies affected by the proponent department projects. The following fields are mandatory:

1. Request Title.

- Clear project description, including the duration of work, method of crossing (dimensions of cut and cross-section), if available, and the expected impact on non-Saudi Aramco facilities
- LUP number. This field is not mandatory if the shape file or coordinates are provided.
- Work permit start and completion date. Start date is the targeted date for required approval.
- Location, which includes region, area and/or city.

- 1.3 For confidentiality purposes, non-Saudi Aramco agencies should not be provided with confidential Company drawings showing details of un-related information. Projects Review and Coordination Division

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(PR&CD) /Saudi Aramco Affairs Services (SAASD) recommends that a drawing be developed depicting the project, but omitting all unrelated sensitive land information.

- 1.4 Request approved by division head level should be submitted to PR&CD/SAASD at least three months ahead of the date the work permit is required. Any request submitted to PR&CD/SAASD less than three months before the work permit is required is considered a "Rush Request".
- 1.5 "Rush" requests require approval of the proponent manager and should include strong justification. However, PR&CD/SAASD cannot guarantee obtaining the work permit or approval on time as some non-Saudi Aramco agencies often require a minimum of 6 to 8 weeks to complete their review of our requests.
- 1.6 Proponent organizations undertaking projects involving any of the Company's vital industrial facilities are required to obtain Industrial Security and Consulting Services consent to ensure compliance with pertinent Safety and Security Directive (SSD) requirements per SAES-O-100, General Requirements Safety and Security. Company industrial facilities include hydrocarbon pipelines, GOSPs, etc. SAES-O-100, also outlines concurrence procedures to be followed.

2.0 PREPARING PROPOSALS FOR NON-SAUDI ARAMCO REVIEW:

- 2.1 Obtain written consent from Land Affairs Division and Facilities Planning Department (Land Use Permit, Saudi Aramco Form 8037). A preliminary visit to PR&CD offices to review general guidelines and possible problems is recommended. Internal Company coordination and approvals are the responsibility of the proponent department.
- * 2.2 After securing the consent of Land Affairs Department and Facilities Planning, and a site survey of actual field conditions has been completed, the proponent should complete the SAP land Management request form online.
- * 2.3 Proponents should evaluate exact field conditions before submitting the online request form. The proponent may wish to hold discussions with other concerned departments to ensure that all information needed by the concerned non-Saudi Aramco agency has been provided.

3.0 TECHNICAL PREPARATION:

Non-Saudi Aramco agency requirements include, but are not limited to, the following:

- 3.1 Drawings that are clear and easily interpreted by the agency concerned. Highlight POINTS OF IMPACT with a yellow magic marker.
- 3.2 Use the non-Saudi Aramco agency facility reference (kilometer points, for example), if at all possible. This procedure reduces review time by making it easier for the agency to see ON ITS OWN DRAWINGS where YOUR PROJECT impacts its facilities/land. Use of UTM (Universal Transverse Mercator) survey coordinates and the metric measurement system is advisable.

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- 3.3 Verify site conditions (such as soil type and new facilities) BEFORE you contact PR&CD and BEFORE you begin work in the field. Changes may affect the status and completion dates of your project.

4.0 RESPONSIBILITIES:

- 4.1 On receipt of the above information, Coordinator, PR&CD reviews the package to ensure that all non-Saudi Aramco requirements are available and will then prepare a cover letter which details the proponent's proposals to the non-Saudi Aramco agencies affected by the project. Non-Saudi Aramco review will normally take about two months, with a wide range upward or downward. Review time will depend upon the availability of Government engineers, existing procedures in force at the time, the nature of the project, and other variables.
- * 4.2 PR&CD is basically involved in securing the permit from the non Aramco agencies, setting up meetings to resolve open items or for general coordination purpose, recording the minutes of meetings, conducting site visits to get Saudi Aramco and non-Saudi Aramco agencies to iron out mutual concerns and providing more information, if required, to non-Saudi Aramco agencies.
- 4.3 PR&CD communicates to Saudi Aramco project proponent during the review by non-Saudi Aramco agencies any information on the status that may arise and also deals with any urgent matters involving field problems, design changes and /or policy matters.
- * 4.4 Once approval is received from each non-Saudi Aramco agency, PR&CD will forward the approvals to the Saudi Aramco concerned departments for action through the SAP Land Management System. Responsibilities end only when all issues related to an interface have been successfully resolved.
- 4.5 Close contact and coordination with Managers of Saudi Aramco Affairs (EP, CP and WP) and Deputy Managers are vital as they are the Company's representatives in dealing with the Saudi Government.

5.0 GOVERNMENT REVIEW REQUIREMENTS:

Specific non-Saudi Aramco agencies requirements for review of Saudi Aramco projects are as follows:

5.1 Eastern Province Roads Department/Ministry of Communications

- 5.1.1 SSD-29 should be used for all Company projects involving hydrocarbon pipelines. Deviations from SSD-29 requirements should be reviewed by Consulting Services and Industrial Security per SAES-O-100 procedures. If the proposal cannot be approved per SAES-O-100, then the proponent organization should prepare a transmittal request for SCIS review and approval. Again Consulting Services and Industrial Security should review and agree to the presented proposal prior to formal transmittal.

Obtaining Ministry of Communications approval for Saudi Aramco roads that will be linked with Government roads is essential. Detailed design drawings for the subject intersection should be prepared by project proponent and according to Ministry of Communications Engineering standards prior to submittal for their review. Locations of the working areas should be returned to its original condition after work completion and according to Ministry standards.

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For sleeve/pipelines installation, thrust boring is generally required. Approval for open cutting of paved highways and installation of overhead power lines across highways is difficult to obtain. For pipeline maintenance or repair, open cutting may be rarely permitted if sufficient justification exists and the duration of obtaining the required permit can be specified or defined.

5.1.2 Approvals from the Roads and Department often take a minimum of two months. Longer review time will result when E.P. Roads submits Saudi Aramco's design proposals to the Ministry of Communications in Riyadh. Forwarding to Riyadh for final approval is the present practice in road design projects, once the design is approved by Eastern Province Roads Department.

5.1.3 Ministry of Transportation's work permit application form should be signed by the construction contractor and the Company proponent organization agreeing to comply with the Ministry's approval conditions and repair to any damage inflicted on the existing facility(ies) affected by the Company project.

5.2 Mayoralties and Municipalities

The Coordinator, PR&CD will normally coordinate meetings between Saudi Aramco departments, mayoralties and municipalities when physical interfaces of projects occur.

5.3 Saudi Telecommunications Company (STC)

PR&CD shall contact STC to arrange an office or field meeting, during which an agreement shall be formulated on any proposed crossings. The agreement will be recorded and a copy of the minutes forwarded to Projects Review and Coordination Division, if the latter is not represented in the meeting. Financial penalties are extremely heavy for damaging STC's communication cables.

5.4 Saudi Railways Organization (SRO)

Utility services to be constructed under SRO's railbed are to be placed at least 1.67 meters below the bottom of rail, preferably perpendicular to the railroad right-of-way (usually thrust-bored). Hydrocarbon line crossings should be in accordance with SSD-29. Once SRO reviews the request it receives from Saudi Aramco it shall invite PR&CD for a meeting in Dammam to go over the project, and to provide assurances that the work will be carried out in strict conformance to SRO/Saudi Aramco standard requirements. After an agreement has been reached, it will usually be minuted on the spot and signed by attendees. SRO shall then:

1. Coordinate with its field personnel to permit Saudi Aramco's contractor to do the work.
2. Advise Saudi Aramco officially of its approval by a formal letter addressed to Saudi Aramco Affairs.

5.5 Saline Water Conversion Corporation (SWCC)

SWCC may pass on such requests to its consultant and reply to Saudi Aramco when its consultant has completed a review. SWCC has developed a detailed set of standard requirements for crossing its water transmission lines, service roads and vital communication cables, and has asked that these standards be strictly followed.

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5.6 Supreme Commission for Industrial Security (SCIS)

The Supreme Commission for Industrial Security issues Safety and Security Directives (SSDs), which are adopted by Saudi Aramco. Waivers are provided only on a case-by-case basis. Proponent departments with projects that impact non-Saudi Aramco facilities or land should ensure that SCIS requirements, as well as Saudi Aramco standards, are being complied with when submitting design/construction packages to PR&CD for soliciting non-Saudi Aramco approval of these projects.

All contacts with the SCIS concerning the Company's industrial facilities should be coordinated with Industrial Security and Consulting Services Department's Government Standard Coordination Group. In situations where deviation from SSD requirements is needed, and if no internal approval can be reached via procedures outlined in SAES-O-100, proposals should be presented to the SCIS for their review and approval. Company proponents should route such proposals to Consulting Services, Industrial Security, and Loss Prevention for review prior to formal submittal to the SCIS. The length of time for the SCIS to review and grant approval for a presented proposal varies from three to four months. Deviation requests should include clear drawings, solid justifications, and each deviation associated cost, as well as a projects summary and breakdown of each deviation.

5.7 Other non-Saudi Aramco Organizations

Other non-Saudi Aramco organizations, such as Saudi Electric Company (SEC) Kingdom-wide, Royal Commission for Jubail and Yanbu (RC), Ministry of Defense and Aviation (MODA), and Ministry of Interior (MOI), have land and facilities on which Saudi Aramco projects may have some effect. All specific requirements for impacting non-Saudi Aramco agencies must be adhered to by following the procedures described in this General Instruction.

5.8 Non-Saudi Aramco Projects

For information and coordination related to non-Saudi Aramco projects interfaces with Saudi Aramco facilities, please call Coordinator, Projects Review And Coordination Division.

Approved by:

 Manager, Saudi Aramco Affairs Services Department