

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

ISSUE DATE

9/01/2009

REPLACES

01/22/2001

SUBJECT PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS

APPROVAL  
CEOPAGE NO.  
1 OF 20**CONTENT**

This General Instruction (G.I) provides administrative policies and procedures for photography or filming of Saudi Aramco vital installations, restricted facilities and operating areas in line with Company guidelines and Saudi Arab Government directives issued under the auspices of the Ministry of Interior. The instruction also addresses responsibilities of all organizations, affiliated agencies and employees who are involved in the photography process:

- 01.0 GI Proponent.
- 02.0 Definitions.
- 03.0 Glossary.
- 04.0 Pre-requisites for photography or filming.
- 05.0 Government specified photography categories.
- 06.0 Non-government specified photography cases.
- 07.0 Index of vital installations and restricted facilities.
- 08.0 Responsibilities and approvals through designated forms.
- 09.0 Use of cameras and devices for ground, aerial and underwater photography/filming.
- 10.0 Requirements for aerial, ground and underwater photography/filming.
- 11.0 Permission from Saudi Government authorities.
- 12.0 Photography or filming for construction projects.
- 13.0 Photography or video filming during emergency situations.
- 14.0 Photography or video filming of Saudi Aramco facilities and operating areas by non-affiliated organizations or agencies.
- 15.0 Photography or filming of Saudi Aramco non-operating areas (offshore) in the Arabian gulf/red Sea.
- 16.0 Developing, printing, releasing and archiving of photographs and films.
- 17.0 Preparation of photography completion and approval reports.
- 18.0 Investigation of photography violation cases.
- 19.0 Carrying of cameras and photography/filming equipment onboard through company flights.
- 20.0 Communication of information to government agencies.
- 21.0 Personal photography or filming.

**\*1.0 GI PROPONENT**

Industrial Security Planning & Support Services Department (ISP&SSD) is the proponent of this instruction and shall review and coordinate photography functions within ISO. Further inquiries about the procedures and associated requirements shall be referred to the ISP&SSD Manager, Box 90, Dhahran. The Industrial Security Operations General Manager may be consulted to resolve any problem encountered in the photography of vital installations and restricted facilities.

**2.0 DEFINITIONS**

- \* 2.1 The aerial, ground and underwater photography or filming is defined as the taking of pictures, films, images or motion pictures by any type of cameras for Saudi Aramco vital installations and restricted sites, civil and military sectors and those installations which are under the supervision of Supreme Commission for Industrial Security (SCIS).
- \* 2.2 The photographers assigned to the Media Production Division of Public Relations Operations Department, Public Affairs are the only photographers considered "official photographers" eligible to carry an Official Photographer's Identification Card for photography or video filming in restricted facilities. Photographers working for Surveying Services Division and other

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS		APPROVAL CEO	PAGE NO. 2 OF 20
SUBJECT PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS			

organizations including contractors are considered “non-official photographers”. All photography and video/filming taking place within Saudi Aramco non-restricted facilities and areas must be coordinated through Saudi Aramco Public Affairs.

- 2.3 The vital installations, facilities or operating areas are defined as “restricted”, which are usually composed of critical properties and its photography or filming inside, outside or outlook, as well as access is subject to strict security controls.

### 3.0 **GLOSSARY**

* <b>3.1 <u>Abbreviations &amp; acronyms</u></b>		
AISOD	:	Area Industrial Security Operations Department
COD	:	Computer Operations Department
DSS	:	Division Shift Superintendent
EXPEC	:	Exploration Petroleum Engineering Center
ISO	:	Industrial security Operations
ISP&SSD`	:	Industrial Security Planning & Support Services Department
OSPAS	:	Oil Supply Planning and Scheduling Department
PS&CD	:	Project Support & Control Department
PRD	:	Public Relations Department
PROD	:	Public Relations Operations Department
SAG	:	Saudi Arab Government
SAA	:	Saudi Aramco Affairs
SCC	:	Security Control Center
SACS	:	Security Access Control System
SSD	:	Surveying Services Division
SSS	:	Security Shift Superintendent
SCIS	:	Supreme Commission for Industrial Security
STS	:	Security Technical Services

### 3.2 **Forms used**

SA-9557 - Government photography permission.

SA-9558 - Photography control report.

SA-9559 - Photography approval report.

SA-7835 - Photography Permit for Saudi Aramco facilities (As a controlled form, it shall be issued on a request letter from the department manager or higher).

SA-5763 - Photography assignment report.

\*\* SA-9456 - Multiple Use Gate Pass (This form shall be used for cameras and photography/filming equipment which are frequently carried in and out of vital installations and restricted facilities by the photographers).

\*\* SA-9578 - Receipt for retrieved photographs and films.

\*\* SA-9666 - Video assignment request.

\*\* (**Note:** Except Form SA-7835, the printed copies of forms stated above shall be requested through SAP B2B system).

### 3.3 **References**

The below listed letters received from Ministry of Interior and the Amirate of the Eastern Province (Dammam) and Company documents shall provide a reference to applicable policies

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

ISSUE DATE  
9/01/2009REPLACES  
01/22/2001SUBJECT PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED  
FACILITIES AND OPERATING AREASAPPROVAL  
CEOPAGE NO.  
3 OF 20

and requirements:

- 3.3.1 436/3/13/W/H, dated 1 Rabi'I, 1395 (13<sup>th</sup> March, 1975) from Ministry of Interior.
- 3.3.2 41S/1041, dated 5 Safar 1405 (29<sup>th</sup> October, 1984) from Ministry of Interior.
- 3.3.3 41S/SW/6521, dated 16 Rajab 1415 (18<sup>th</sup> December, 1994) from Ministry of Interior.
- 3.3.4 812/S/6142, dated 25 Rajab 1415 (25<sup>th</sup> December, 1994) from Amirate of Eastern Province – Dammam.
- 3.3.5 8/2/S/7811, dated 18 Shawwal 1415 (19<sup>th</sup> March, 1995) from Amirate of Eastern Province – Dammam.
- 3.3.6 8/2/S/9342, dated 24/25 Dhu al-Hijjah 1415 (23/24 May 1995) from Amirate of Eastern Province – Dammam.
- \*\* 3.3.7 SAEP-1021, dated 30<sup>th</sup> April 2007 - Engineering Procedure for Surveying Services Division Project Control
- \*\* 3.3.8 General Instruction 710.001 – Saudi Aramco ID Cards.
- \*\* 3.3.9 General Instruction 710.002 – Classification and Handling of Sensitive Information.
- \*\* 3.3.10 General Instruction 710.009 – Material Movement Gate Passes

**\*4.0 PRE-REQUISITES FOR PHOTOGRAPHY OR FILMING**

4.1 The media delegations hosted by the Ministry of Information are exempt from the rules and controls governing the photography or filming of Saudi Aramco vital installations, restricted sites or other locations as long as appropriate coordination is established between the government officials or Amirate of the Province and that photographs are taken under the orders and supervision of the office of the Deputy Minister for Information and/or the Amirate of the Province. The photography for applicable facilities shall be coordinated through SAA and AISOD

\*\* 4.2 The aerial, ground and underwater photography, filming, or imaging of vital installations and restricted facilities shall be executed by the photographers (Saudi national) in the presence of security personnel designated by Area Industrial Security Operations Department or as specified in this instruction. The photography of non-restricted locations inside corporate/executive management offices, or administration buildings/offices, including community areas, may be performed by a non-Saudi photographer.

\*\* (Note: The non-Saudi photographers may take photographs or video filming of restricted facilities provided they are issued official photographer ID or photography permit (SA-7835) on prior request with justification from department manager and approval from the Industrial Security Operations General Manager).

\*\* 4.3 No personal cameras or photography/filming equipment shall be allowed to be taken or used inside vital installations, restricted plants/sites, data centers, corporate/executive management offices, administration buildings/offices, and Dhahran core area offices without prior permission from AISOD Manager or his delegates. If needed, personal cameras or photography equipment being taken inside non-restricted facilities shall be surrendered to security guards at the gate and retrieved when a scheduled visit is completed. Also, the pens and watches designed with novelty cameras through mobiles and automatic flashes must not be used for photography purposes in any of the restricted facilities or other offices.

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG.	INDUSTRIAL SECURITY OPERATIONS	APPROVAL CEO	PAGE NO. 4 OF 20
SUBJECT	PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS		

\*\* 4.4 The VIP guests, diplomats, government delegations or other dignitaries shall be allowed to carry their personal cameras and photography equipment inside corporate/executive management offices, Dhahran core area and other administration offices on the advice from Public Affairs or Saudi Aramco Affairs.

\* 4.5 The photography of employees for service award events or other purposes under non-government specified cases inside the offices of restricted facilities, corporate/executive management offices, administration buildings, Dhahran core area and other sites such as OSPAS, EXPEC, and COD's Database Network shall be performed by the photographers working for Public Affairs or proponent organizations. A prior verbal or written permission can be obtained from the AISOD Manager or his delegate (division head or security shift superintendent) before the planned photography begins inside the specific offices or other non-restricted areas.

\*\* (Note: All company or contractor-owned cameras and photography/filming equipment, including personal cameras taken infrequently inside the specified offices without approved photography permit shall be logged at the security gate and retrieved without a gate pass requirement when anticipated job is completed. The cameras, photography or filming equipment frequently/infrequently carried by the photographers inside vital installations or restricted facilities shall require approved gate pass SA-61 or multiple gate pass SA-9456. The photography through mobile cameras, pens and watches designed with novelty cameras inside the vital installations and restricted facilities shall be investigated and appropriate action is taken.

## 5.0 **GOVERNMENT SPECIFIED PHOTOGRAPHY CATEGORIES**

The following categories are described in accordance with the SAG directives for the purpose of photography or filming within Saudi Aramco vital installations and restricted facilities regardless of the usage of photographs, pictures or images in or outside the company:

- 5.1 Publicity, information and advertising media.
- 5.2 Training of company personnel.
- 5.3 Construction phases and follow-up during the construction phase until completion of the Project.
- 5.4 Insurance companies requirement.
- 5.5 Periodical maintenance of the plant/ project/equipment and training purposes.
- 5.6 Accidents and emergencies.
- 5.7 Daily/ routine maintenance of the plants/projects/equipment and training purposes within Saudi Aramco.
- 5.8 Company management review.

## 6.0 **NON-GOVERNMENT SPECIFIED PHOTOGRAPHY CATEGORIES**

The following are non-government specified categories for the purpose of photography or filming within vital installations and restricted facilities. The photography of administration offices and residential areas shall be allowed provided none of the vital installation or restricted facilities is photographed in the background. The following categories for company use do not require permission from Amirate or District authorities:

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

ISSUE DATE

9/01/2009

REPLACES

01/22/2001

SUBJECT PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS

APPROVAL

CEO

PAGE NO.

5 OF 20

- 6.1 Photography for emergencies and accident coverage purposes.
- 6.2 Photography for daily/routine maintenance purposes.
- 6.3 Photography for periodic maintenance purposes or recording history of plant and equipment.
- 6.4 Photography for training purposes.
- 6.5 Project photography and follow up during construction phases until completion of the project.
- \*\* 6.6 All other categories need to be specified by the proponent organization and reviewed by the AISOD manager.

**7.0 INDEX OF VITAL INSTALLATIONS AND RESTRICTED FACILITIES**

- \* 7.1 The photography or filming of all vital installations, restricted facilities and sites which are enclosed by security fencing or other controlled locations where signboards placed is prohibited without prior approvals from concerned authorities. The vital installations and restricted facilities, which are identified in the listings by codes and groups and placed through Security Web site (<http://security.aramco.com.sa>) include the following:
  - 7.1.1 All onshore and offshore hydrocarbon plants and platforms, sea islands, terminals, piers, refineries, gas plants, oil & gas wells, pipelines and pipeline corridors, pump stations, tank farms, bulk plants, fuelling units, strategic storage sites, gosps, onshore & offshore drilling rigs, water plants and other associated facilities.
  - 7.1.2 All computer and data centers such as OSPAS, EXPEC, COD's Database Network and SACS.
  - 7.1.3 All communication facilities and sites, including antenna towers.
  - 7.1.4 All aviation facilities such as airports, airstrips, aircrafts, hangars, aprons, maintenance shops, etc.
  - 7.1.5 All Saudi Electric Company's electrical facilities & installations including power substations or plants within Saudi Aramco premises.
  - 7.1.6 All marine facilities, seaports, Water Injection Plants (WIPs) and pump stations.
  - \* 7.1.7 All material warehouses and yards, including explosive storage facilities (Note: The photography of a store item inside the storage for identification purpose may be allowed in a limited manner on the approval of department manager without photo permit from Area Industrial Security Operations Department).

**\*8.0 RESPONSIBILITIES AND APPROVALS THROUGH DESIGNATED FORMS****8.1 PROPONENTS AND PLANT MANAGERS**

The department managers or higher, including plant managers who are intending photography or filming of company's restricted or other specified facilities shall be responsible for the following:

- 8.1.1 Obtaining blanket or scheduled approvals from the Government agencies (Amirate of the Province or District Authority - Mohafadh) for photography in conjunction with SAA, at least 30 days in advance of planned photography session.



SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS		APPROVAL CEO	PAGE NO. 6 OF 20
SUBJECT PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS			

\*

8.1.2

To begin with planned photography under government specified categories, form SA-9557 shall be completed in Arabic with signatures from department manager or higher and AISOD Manager. After completing the form, the proponent department manager shall communicate to SAA Manager requesting to prepare an outgoing letter to the concerned government authority. The completed outgoing letter shall then be forwarded to concerned government authority for approval.

\*

8.1.3

Upon government approval for specified categories or if there is no approval for non-specified cases, the department manager or higher shall request Public Affairs to assign official photographer(s) for taking photographs or films of relevant vital installations or restricted facilities by completing form SA-5763 or SA-9666, which must specify duration, time, type of cameras or photography equipment to be used for photography. The form (SA-5763 or SA-9666) shall be processed at least 10-14 days before the planned photography begins. If photography is to be performed by the non-official photographer, the department manager or higher shall request a blank form (SA-7835) from the AISOD Manager, at least two (02) weeks prior to the start of the photography process.

8.1.4

The blank form (SA-7835 - one form is used for each non-official photographer) shall be requested by sending a letter addressed to AISOD Manager. The letter shall provide photographer’s information such as name, badge number, employer name, nationality, purpose of photography/filming and a photo of the photographer (photo is to be kept on Industrial Security file). Upon receiving form SA-7835, it shall be filled with information required, affixed by a photographer’s fresh picture and signature on the reverse of the form, which shall be sent to concerned plant manager(s) and AISOD Manager for their approvals. The form SA-7835 must clearly specify type of cameras or photography equipment to be used for photography in or outside the facilities.

8.1.5

Original approved form (SA-7835, SA-5763 or SA-9666) shall always be hand-carried by the photographers at all times until the photography sessions are completed during the period stated therein. The copies of these forms shall be distributed according to the distribution order of the form(s).

8.1.6

The validity of form (SA-7835, SA-5763 or SA-9666) shall be from one day up to six (06) months to complete required photography in different phases. If photography process is not completed in six (06) months period, renewal shall be requested with fresh approvals as needed.

8.1.7

Each photography session in restricted facility shall be documented through a photography control report (SA-9558) within a week’s time from the date of completion of the photography session. The photography control and completion reports (SA-9558 & SA-9559) shall concurrently require signatures from a photographer, requesting department manager and the AISOD Manager in order to transmit copies to the government agencies available in the area.

\*

8.1.8

A notification memorandum signed by the requesting organization shall be sent to the Plant Manager and the AISOD Manager, 10 days in advance concerning actual photography start-up to avoid delays in the photography process. This is also necessary to

\* CHANGE

\*\* ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION☐

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG.	INDUSTRIAL SECURITY OPERATIONS	APPROVAL CEO	PAGE NO. 7 OF 20
SUBJECT	PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS		

facilitate clearance from SAG security agencies such as Facility Security Forces (FSF) and Frontier Guards available in the area.

- 8.1.9 If photography permit (SA-7835) is lost, the department manager or photographer shall ensure the loss is reported to the AISOD (SCC or SSS). If a form (SA-5763/SA-9666) is lost, the incident shall be reported to Public Affairs. In this case, new form(s) shall be reprocessed with approvals as stated in this instruction. The validity of re-issued form(s) shall not exceed the dates as stated in old form(s). The loss of SA-7835 is subject to evaluation and penalty assessment.

- \*\* 8.1.10 The Plant Manager(s) shall ensure placing warning instructions for their restricted facilities outside the plant gates by providing awareness to employees, visitors, consultants, contractors and others – so they become familiar with the photography or filming regulations and associated requirements. The warning instructions shall explicitly state that photography or filming of the plant facilities, including general outlook through any type of camera or device without prior approval is prohibited. The warning instructions should include that any violation shall be investigated and appropriate action taken.

## \* 8.2 SAUDI ARAMCO AFFAIRS

SAA shall assist all proponents, affiliated or non-affiliated organizations, agencies, institutions, subsidiary/joint venture companies and non-Aramco associated contractors in obtaining prior permission from the concerned government authorities when they are intending photography of company's vital installations or restricted facilities, including other operating areas. The outside organization, agency, institution or contractor that is not affiliated with Saudi Aramco and requesting photography of Saudi Aramco restricted facilities shall be dealt with as follows:

- 8.2.1 SAA shall prepare letters seeking approvals from the Amirate of the Province, District Authority (Mohafadh) or Government Military agencies, as deemed appropriate, upon receiving completed form(s) (SA-9557) in Arabic from the proponent department managers.
- 8.2.2 SAA shall provide proponent departments and AISOD Manager with copies of the approval via e-Zajil system after obtaining approvals from the Amirate, District Authority (Mohafadh) or Military agencies.
- 8.2.3 SAA shall maintain appropriate coordination with all outside organizations, agencies, institutions subsidiary companies, joint venture entrepreneurs, contactors or other delegations assigned by SAG agencies while they are intending to take photographs of company's facilities.
- 8.2.4 SAA shall also maintain appropriate communication with the government security agencies available in the area for transmittal of copies of the completion and approval reports (SA-9558/SA-9559) after the photography sessions are completed. This task shall be executed in coordination with AISOD Managers or their delegates as needed.

## \* 8.3 PUBLIC AFFAIRS

Public Affairs (PRD/PROD) that provide ground or aerial photography/filming services to the company organizations, corporate/executive offices for vital installations, restricted facilities or other locations shall ensure the following:

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

ISSUE DATE

9/01/2009

REPLACES

01/22/2001

SUBJECT PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS

APPROVAL

CEO

PAGE NO.

8 OF 20

8.3.1 The official photographers (company or contracted employees) are assigned for photographing or filming on completion of designated form (SA-5763/SA-9666) after making sure that requesting organizations have already obtained prior permission or approvals from the government authorities or other concerned organizations.

\* 8.3.2 All films, pictures, images and photographs taken by official photographers or by non-official photographers for vital installations, restricted facilities or when photography materials received through AISOD are appropriately developed, printed, documented and archived in PRD/PROD photo laboratories. The developed and/or printed photographs/films shall be released after they have been finally approved by the proponent department manager and the AISOD Manager.

\*\* 8.3.3 The service requests are initiated through e-Security application to issue official photographer IDs for their official photographers in order to identify them as official photographers to Saudi Aramco security guards and government security forces present at vital installations and restricted facilities. The service requests must include nationality of a photographer, company name and duration of the official photographer ID not exceeding one (01) year. The photographers shall be photographed for their official photographer IDs by Dhahran ID office (Note: The official Photographer IDs shall not be issued to photographers (Saudi/expatriate) who are intending photography or filming of non-restricted facilities).

8.3.4 The service requests shall also be initiated through e-Security application for Plant IDs (new/renewal) as well as replacement of lost photographer IDs to be issued to official photographers as per procedure stated in GI 710.001, Saudi Aramco ID Cards.

8.3.5 The photo laboratories shall supervise the developing process of all photographs or films and maintain archiving of negatives and developed photographs and films taken by the official or non-official photographers, including associated photography documentation with its clearly specified retention period as stated in G.I. 710.002, Classification and Handling of Sensitive Information.

8.3.6 The loss of official photographer ID card shall be reported to Industrial Security (SCC or SSS). If negligence is found to have caused the loss, the following penalties shall be assessed for Saudi Aramco employees as well as contractor personnel with deduction from employee's salary or paid by the contracted employee at ATM card system available through ID office as follows:

8.3.6.1 1st time loss: SR300.

8.3.6.2 2nd time loss: SR500.

8.3.6.3 3<sup>rd</sup> time loss: SR600.

8.3.6.4 The replacement of 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> lost photographer ID shall require approval from ISO General Manager.

8.3.6.5 Individual shall be denied replacement of further photographer ID beyond third time loss.

\*\* 8.3.6.6 Refund of penalty rule on the lost and found official photographer ID card shall be processed in accordance with the procedure stated in GI 710.001, Saudi Aramco ID Cards.



SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG.	INDUSTRIAL SECURITY OPERATIONS	APPROVAL CEO	PAGE NO. 9 OF 20
SUBJECT	PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS		

8.3.7 The photo laboratory unit and official photographer must jointly prepare forms (SA-9558/SA-9559) in Arabic with signatures from all concerned parties (as indicated in the form), if filming or photography was performed by the PRD's official photographer.

#### **\* 8.4 SURVEYING SERVICES DIVISION**

The Surveying Services Division under the administration of Project Support & Controls Department shall be responsible for providing high quality aerial, ground and underwater photography, hydrographic and land surveying services, which include video and still pictures of underwater structures and obstructions, to the company departments/organizations in their planning, construction and operational activities by engaging their qualified photographers as needed. The following guidelines shall apply:

- \* 8.4.1 All photographs, images, films or pictures taken by SSD official photographers for Saudi Aramco restricted facilities (ground, aerial or underwater) shall be taken direct to SSD facilities without surrendering to security personnel at the gate. If photography is taken for aerial or underwater facilities, the data can be offloaded in a digital format and transported for proponent review or it is sent direct to the SSD facilities/laboratories for processing, quality control or product development as needed.
- 8.4.2 The ground, aerial or underwater films (used/unused) taken by SSD photographers shall not be opened or x-rayed at security gates in any situation.
- 8.4.3 A photographer shall be issued a certificate to identify as SSD photographer for aerial or underwater photography for which form SA-7835 is not used. The photographers shall, however, carry approved form SA-7835 if they pass through security gates for ground photography or filming in vital installations or restricted facilities, including sites under construction.

#### **\* 8.5 OFFICIAL AND NON-OFFICIAL PHOTOGRAPHERS**

The official and non-official photographers (Saudi Aramco employees and contracted personnel) must be aware of photography or filming rules and the sensitivity of ground, aerial and underwater facilities when photography or filming is intended through any camera or photography/filming equipment. They shall use cameras or other photography equipment as listed in form (SA-5763, SA-9666 or SA-7835) and confine photography or filming to the specified installations or facilities. The photographers shall be responsible for the following:

- 8.5.1 An official photographer shall hand carry approved form (SA-5763/SA-9666), valid official photographer and Plant IDs for the facilities to be photographed. After completing the photography session, he shall take the films, digital images, video tapes, pictures and photographs direct to PRD laboratory in Dhahran for necessary developing and printing. The contracted photographers working for Public Affairs shall ensure that the films, images, pictures or tapes are taken or delivered direct to Public Affairs photo laboratories.
- 8.5.2 A non-official photographer shall hand carry approved form (SA-7835), valid Plant ID showing codes/groups for restricted facilities to be photographed. A SSD photographer shall hand carry a certificate issued by SSD for photography in the facilities where no photography permit SA-7835 is used. Except SSD photographer, he shall surrender all films, video tapes, pictures and photographs, including digital images contained through flash diskettes, compact flash chips or other devices to security personnel at the gate in exchange for a receipt (SA-

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG.	INDUSTRIAL SECURITY OPERATIONS	APPROVAL CEO	PAGE NO. 10 OF 20
SUBJECT	PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS		

9578) before he quits the facility. The SSD photographers shall take or deliver all aerial, ground and underwater films and photographs or transmit required data direct to SSD facilities or laboratories.

8.5.3 The official and non-official photographers shall take cameras and photography equipment, which are listed in form (SA-5763, SA-9666 or SA-7835). The photography cameras or equipment fixed in the plane shall not be listed or identified in form SA-7835. The photographers intending photography in restricted facilities must inform AISOD (SSS) and the Plant Management while they enter into the facilities (**Note:** The cameras or equipment not included in the form shall not be allowed to be taken inside the facility).

8.5.4 The ground photography or filming by non-official photographers in restricted facilities shall be performed in the presence of security personnel and a representative of plant manager as needed. It excludes presence of security personnel while non-official photographers are intending photographing or filming of aerial and underwater facilities. It also excludes presence of security personnel while SSD photographers are performing ground photography for under construction facilities which are not manned by Industrial Security men.

8.5.5 When a non-official photographer, including SSD photographer arrives at security gate for ground photography, security personnel shall inform plant management of photography process by the photographers and request them to designate their representative to come to the gate and escort the photographer(s) together with security representative to the facility.

8.5.6 The non-official photographer shall return form SA-7835 to the same office that issued it or to area security at the gate if it is expired or no longer needed. In the event a photographer has lost the form SA-7835 in or outside the facility, the incident shall be reported to AISOD (SCC/SSS). The loss of the form regardless of its replacement shall be investigated by STS with a penalty assessment.

8.5.7 In the case of negligence, a penalty similar to that of a lost photographer ID shall be deducted or charged from the photographer. The replacement of form SA-7835 on third time loss is subject to the penalty assessment rule and approval by the ISO General Manager. The refund of penalty payment on the lost and found photography permit (SA-7835) shall be processed similar to that of a lost photographer ID as stated in GI 710.001, Saudi Aramco ID Cards.

8.5.8 In the event a form (SA-5763 or SA-9666) is lost by the official photographer, the incident shall be reported to Public Affairs. If photography still needed, a new form shall be processed with approvals required and validity as per old form.

\*\* 8.5.9 The cameras and photography equipment listed in a designated form (SA-5763, SA-7835 or SA-9666) and carried by the photographers in or out of vital installations or restricted facilities daily or infrequently shall be allowed to exit on presentation of a completed material gate pass.

\*\* 8.5.10 The photographers shall comply with photography regulations and shall ensure all the photographs or images taken or stored in cameras, flash card diskettes, compact flash chips, memory card storage, optical disc storage or computer diskettes used through digital cameras, laptop or portable computers must be directly delivered to photo laboratory for developing or printing in accordance with the procedures stated in this instruction. Non-compliance with the

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

ISSUE DATE

9/01/2009

REPLACES

01/22/2001

SUBJECT PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS

APPROVAL

CEO

PAGE NO.

11 OF 20

rules or violation shall be investigated and appropriate action taken.

**\*\* 8.6 APPROVALS THROUGH FORM (SA-5763/SA-9666/SA-7835)**

8.6.1 In addition to the plant manager's approval, the form(s) used in photography or filming (SA-5763/SA-9666/SA-7835) shall require concurrence by the AISOD Manager to facilitate photography or filming of vital installation or restricted facilities. The form SA-7835 shall be affixed by the Industrial Security stamp before it is laminated with a plastic paper and issued to a photographer. If photography is required inside vital installations or restricted facilities in multiple areas, e.g., Dhahran Area, Ras Tanura, Abqaiq Area, Riyadh Area or Jiddah Area, the form shall be signed by one of the AISOD Managers who shall ensure its copies are distributed to other AISOD Manager(s) for further handling at their end.

8.6.2 The validity of form(s) shall be from one day up to six (06) months to complete photography or filming process in different phases. If the photography or filming project is not completed within six months, further renewal of the form shall be requested and approved as per procedure stated in this instruction.

**\*9.0 USE OF CAMERAS AND DEVICES FOR GROUND, AERIAL AND UNDERWATER PHOTOGRAPHY/FILMING**

Any kind of cameras or photography devices can be used for photography, pictures, films or capturing images in restricted or underwater facilities. Photographers must take all cameras/photography equipment out of the facility, after completing the photography session. Under exceptional circumstances, instant cameras and digital cameras, including those devices connected with computers and bore-scoping video cameras shall be allowed for photography, pictures or images with the following requirements:

9.1 The instant cameras shall be allowed for photography for the cases, **which do not require permission** from the Amirate or District Authority (Mohafadh) as follows:

9.1.1 Form SA-7835 is to be completed with approvals before the anticipated photography begins.

\* 9.1.2 The non-official photographer carrying approved form SA-7835 shall inform AISOD personnel to witness photography when it is intended to be taken inside vital installations or restricted facilities (**Note:** The official photographers and SSD photographers shall not use the instant cameras for aerial, ground or underwater photography).

9.1.3 All finished photographs or images taken through digital or instant cameras shall be surrendered to security personnel, who witnessed the photography, for review and approval by the AISOD Manager. The SSD photographers shall, however, take photos or send files to any of SSD's facilities without review by the AISOD Manager.

9.1.4 Only approved photographs shall be released to proponent organization and the rest of photos shall be sent to Public Affairs photo laboratory for safekeeping and archiving through photo library.

9.2 The digital cameras and other photography devices connected or not connected with laptop or portable computers shall be allowed for photography or filming under the cases, **which do not require permission** from the Amirate or District Authority (Mohafadh) as follows:

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG.	INDUSTRIAL SECURITY OPERATIONS	APPROVAL CEO	PAGE NO. 12 OF 20
SUBJECT	PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS		

- 9.2.1 Form (SA-5763/SA-9666/SA-7835) is completed with approvals before the anticipated photography begins.
- 9.2.2 The photography, filming or imaging is executed in the presence of security personnel in the area.
- 9.2.3 All flash card diskettes, compact flash chips, memory card storage, optical disc storage or computer diskettes used through digital cameras are immediately removed from cameras or computers and surrendered to security personnel in exchange for a receipt (SA-9578) and they shall forward these items to Public Affairs (Bldg 3160, Dhahran) for developing, printing or exposure.
- 9.3 The bore-scoping video filming taken for diagnostic analysis for wear, corrosion and cracking of underwater installations or facilities shall be used by the SSD photographers is exempt from the requirements related to the completion and approval reports.

**\*10.0 REQUIREMENTS FOR AERIAL, GROUND AND UNDERWATER PHOTOGRAPHY/FILMING**

**10.1 AERIAL PHOTOGRAPHY OR VIDEO FILMING**

- 10.1.1 The routine and non-routine aerial photography or video filming shall be handled by Public Affairs or SSD in accordance with the business needs of the proponent departments/organizations. The requests of non-routine aerial photography or video filming for executive management review or other operational needs shall be sent to Public Affairs after obtaining permission from concerned Government agencies in coordination with SAA.
- 10.1.2 The permission to conduct routine aerial photography or video filming for the purpose of monitoring and recording the current status of Saudi Aramco oil and gas processing, storage, production facilities, pipelines, access roads, exploration activities and other related operations is granted annually by the Ministry of Defense, Aviation and Inspectorate General, Riyadh, upon a written request letter initiated by the PS&CD Manager or SSD Chief in coordination with SAA. The request letter to be signed by the SAA Manager shall be addressed as follows:
- The Director, Military Survey Department, Armed Forces Operations Staff, General Staff Headquarters - Ministry of Defense and Aviation, and the Inspectorate General, Riyadh.
  - A copy of the letter shall be sent to His Excellency, The Deputy Minister of Petroleum and Mineral Resources, Riyadh.
- 10.1.3 The routine aerial photography flight schedule prepared by SSD shall be submitted, on a quarterly basis, to the Military Survey Department through SAA with the following information:
- 10.1.3.1 Date and purpose of flight(s).
- 10.1.3.2 Area(s) to be photographed.
- 10.1.3.3 Track number(s) that identify the region(s) to be flown as defined by the annual permit.

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

ISSUE DATE

9/01/2009

REPLACES

01/22/2001

SUBJECT

PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS

APPROVAL

CEO

PAGE NO.

13 OF 20

10.1.3.4 Aircraft to be used.

10.1.3.5 Latitude and longitude of the center of area to be flown.

10.1.4 The letter must be prepared at least one (01) month prior to scheduled photography or video filming of the specified facilities. For example; if photography or filming is scheduled in the month of June, the letter should be ready for signature by the beginning of May.

10.1.5 The scheduled flights may be restricted by SAG (Ministry of Defense & Aviation) for security considerations. It is the responsibility of SAA and Aviation Department to keep all organizations informed of any changes or additional requirements (e.g., proponent, AISOD, Public Affairs, or SSD).

10.1.6 Any special permission required for landings in the location other than recognized Saudi Aramco airports or airstrips must be obtained, in advance, from the concerned Government agencies by SAA or Aviation Department.

10.1.7 The photographers must be aware of the sensitivity of the aerial photography or video filming process. On helicopter flights, they must be accompanied by representatives from SAA and/or AISOD. All photographs or films (including ones exposed during photography process) taken from an airplane or helicopter are subject to developing and editing through Public Affairs or SSD photo laboratory as needed.

10.1.8 All flights must be cleared through appropriate civil and military authorities by Aviation Department prior to its take-off or landing.

\* 10.1.9 The AISOD personnel at the airport or airstrip shall be informed prior to the flight for clearance of hand-held cameras or other photography equipment which are taken onboard the plane.

\* **10.2 GROUND OR UNDERWATER PHOTOGRAPHY/VIDEO FILMING**

The security personnel (SSS or his staff) shall witness ground photography that is taken in vital installations and restricted facilities when the photographers are in the possession of approved forms and official photographer IDs.

\* **11.0 PERMISSION FROM SAUDI GOVERNMENT AUTHORITIES**

The cases, which do or do not require prior permission from the Amirate or District Authority (Mohafadh), are identified in the following paragraphs. In cases where prior permission is not required, proponent organization, in coordination with AISOD Manager or his delegates, shall provide notification to the concerned government security forces or military agency present at the installation, restricted facility or other operating area given prior to the photography process.

11.1 The photography cases **which do not require prior permission** from the Amirate or District authority (Mohafadh) are as follows:

11.1.1 Photography for emergencies and accident coverage purposes.

11.1.2 Photography for daily/routine maintenance purposes.

11.1.3 Photography for periodic maintenance purposes or recording history of plant and equipment.



SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG.	INDUSTRIAL SECURITY OPERATIONS	APPROVAL CEO	PAGE NO. 14 OF 20
SUBJECT	PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS		

11.1.4 Photography for training purposes.

11.1.5 Project photography and follow up during construction phase(s), until completion of the project.

11.1.6 Other cases that need to be specified by proponent organization.

11.2 The photography cases **which require prior permission** from the Amirate or District authority (Mohafadh) are as follows:

11.2.1 Photography for publicity, information and advertising purposes.

11.2.2 Photography for insurance companies' requirements.

11.2.3 Photography for installations and restricted facilities adjacent to military sites belonging to the Ministry of Defense.

11.2.4 For cases specified in paragraph 11.2.1 & 11.2.2, authorization may be granted either from the Amirate or District authority (Mohafadh), but for the cases specified in paragraph 11.2.3, permission must be obtained from the Amirate of the Province.

## **12.0 PHOTOGRAPHY OR VIDEO FILMING FOR CONSTRUCTION PROJECTS**

The proponent organizations or contractors wishing to photograph or video filming of any of Saudi Aramco vital installations or restricted facilities under construction process shall comply with the following:

12.1 The proponent organization shall request photography or video filming of construction project through Public Affairs official photographers or contractor photographers by using form SA-5763, SA-9666 or SA-7835 with necessary approvals as stated in this instruction.

12.2 A contractor may take construction-related photographs or films, which include progress and problems photographs under close supervision of the proponent Department Manager or his delegated Project Manager. In this context, a contractor must make a request, in writing, to the proponent department manager stating the reason and purpose for which the photographs or films shall be used. The photography process shall begin when request is approved by the project department manager.

12.3 The project department manager shall ensure that photographs to be taken by the contractor photographer, and require or do not require prior permission from the Amirate or District Authority (Mohafadh) must be handled according to the guidelines stated in this instruction.

12.4 If the department manager approves the contractor's request, he shall initiate a reply to the contractor stating that Saudi Aramco has no objection to the photography or filming process. At the same time, he shall ask the contractor to provide the details of the photographer with his recent picture and then request a blank form (SA-7835) from the AISOD Manager. This form shall be completed with proponent department manager's signature and approvals from the Plant Manager and the AISOD Manager.

12.5 The department manager or his delegated project manager must ensure that no films or photographs are taken for vital installations or restricted facilities located in the background. He shall also ensure that photography of the adjacent installations or facilities shall be avoided by controlling the angle of the photography. The photography of vital installation or

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG.	INDUSTRIAL SECURITY OPERATIONS	APPROVAL CEO	PAGE NO. 15 OF 20
SUBJECT	PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS		

restricted facility under construction shall be undertaken in the presence of security personnel and representatives of project department.

- \* 12.6 In cases where construction facilities are manned by security personnel, the photographs or films taken by a contractor photographer must be delivered to security personnel at the gate in exchange for a receipt (SA-9578). These photographs or films shall be forwarded to PRD photo laboratory in Dhahran for developing and printing. The SSD photographers shall take or send photos taken for under construction facilities direct to any of SSD facilities.
- \* 12.7 The photographs or films together with negatives and other devices for a facility which is not manned by security personnel shall be taken by the Saudi Aramco project manager and shall be sent to PRD photo laboratory for developing and printing as needed. The completion and approval reports for photography sessions shall also be prepared as stated in this instruction. The developed films or photographs shall be released to the contractor after approvals required from the proponent department manager and AISOD Manager. The SSD photographers are exempt from preparing completion or approval reports for photos taken for under construction facilities which are not manned by Security personnel.
- 12.8 All construction photographs, including progress and problems films or photographs are the property of Saudi Aramco and must be turned over to the Department Manager when the project is completed and finally accepted by the project management. On behalf of Department Manager, the Project Manager shall make sure that all photographs or films are retrieved from the contractor and forwarded to PRD for permanent storage in their library. The contractor shall not be allowed to retain any copies of the photographs, films or images without approval from the project department manager.

### **13.0 PHOTOGRAPHY OR VIDEO FILMING DURING EMERGENCY SITUATIONS**

- \* 13.1 In the event, a photography or video filming response is needed during the emergency situation like fire, disaster, etc., the concerned department manager (proponent) shall immediately contact Public Affairs, SAA, SSD and AISOD to have the official or non-official photographer(s) permitted into vital installation or restricted facility to be photographed pending approvals from the government authorities, plant manager and AISOD Manager for specified or non-specified cases. These approvals shall be obtained similar to the normal photography or video filming as stated in this instruction (Note: Personal photography or video filming at the scene is completely prohibited).
- 13.2 The temporary access shall be requested by the proponent department manager or his delegated division head if a photographer is not holding a valid Plant ID for the installation, facility or project to be accessed and photographed. The temporary access for a facility which is under construction shall be available in coordination with the AISOD or Project Management's department.
- 13.3 The photography process shall require completion of photography forms (SA-5763, SA-9666, or SA-7835) and other designated forms (SA-9558/SA-9559) within 72 hours on completion of photography or filming assignment for a facility. All designated forms must properly be filled out, signed by all concerned parties and distributed accordingly.

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS		APPROVAL CEO	PAGE NO. 16 OF 20
SUBJECT PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS			

#### **4.0 PHOTOGRAPHY OR VIDEO FILMING OF SAUDI ARAMCO FACILITIES AND OPERATING AREAS BY NON-AFFILIATED ORGANIZATIONS OR AGENCIES**

The non-affiliated organizations or agencies are defined as outside organizations, including government agencies or institutions other than media delegations hosted by the Ministry of Information. The following guidelines shall be implemented:

- 14.1 A non-affiliated organization, agency or institution wishing to take or request from archive the photographs or films of Saudi Aramco vital installations or restricted facilities must first obtain written permission from the Amirate of the Province and then approach Saudi Aramco Affairs or Public Affairs. Any organization, agency or institution approaching Saudi Aramco department/organization without prior approval of the Amirate of the Province shall be directed to the concerned Government authorities for doing the needful.
- 14.2 On approval from the Amirate of the Province, the head or an authorized person (general management level) of the organization or agency must request permission from Saudi Aramco, in writing, at least one (01) month before the photography begins. The letter supported by a copy of the approval from the Amirate of the Province should be addressed to:
  - 14.2.1 Saudi Aramco Affairs - For all Government agencies
  - 14.2.2 Public Affairs - For all Non Government agencies
- \* 14.3 SAA or Public Affairs shall review the request and shall send it to concerned department/organization. Before the photography or video filming begins, the concerned department/organization shall confirm that if the requested photographs or films were available through the archive at photo library which is maintained by Public Affairs or SSD. If the requested photographs or films are not available, a designated form (SA-7835, SA-5763 or SA-9666) shall be completed by the concerned organization to take photographs or films for specified facilities. The AISOD Manager shall ensure that photography or video filming is witnessed by the security personnel who shall make efforts to keep it to a minimum. The photos available through arrive or those photographs or films taken by official or non-official photographer shall be developed or printed by Public Affairs or SSD laboratory and shall be released after they are appropriately reviewed and approved by all concerned parties.
- 14.4 The photographs or films taken by a non-affiliated organization photographer shall be surrendered to security personnel who in turn shall send to Public Affairs for necessary developing or printing as needed. The only approved photographs or films shall be released to the organization according to the procedure stated in GI 710.002, Classification and Handling of Sensitive Information.

#### **15.0 PHOTOGRAPHY OR FILMING OF SAUDI ARAMCO NON-OPERATING AREAS (OFFSHORE) IN THE ARABIAN GULF/RED SEA**

- \* 15.1 Any Saudi Aramco department or organization wishing to photograph or film non-operating areas (offshore) in the Arabian Gulf or Red Sea must originate a request for Saudi Aramco Affairs for preparing a letter for approval from the government authorities, with a copy to the AISOD Manager. The SAA Manager shall then prepare a letter addressed to the concerned Government authorities requesting their permission (letter addressed to the Commander of the Frontier Force in the Province - Ministry of Interior shall be signed by SAA Manager) as follows:

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS		APPROVAL CEO	PAGE NO. 17 OF 20
SUBJECT PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS			

15.1.1

Purpose of photography

15.1.2

Date of photography project

15.1.3

Subject and location(s) to be photographed

15.1.4

Particulars of photographer(s), i.e. name, nationality, badge number, National ID Card number (Saudi), Tab'iyah/passport number (expatriate) and list of cameras or photography equipment to be used.

15.1.5

Name of marine craft & type of craft (For example; vessel of the 'Karan' class).

\*

15.2

After obtaining approval from government authorities, SAA Manager shall inform proponent department manager by sending copies via e-Zajil system. The proponent department manager shall then process a designated form for assigning official or non-official photographer to take photographs or films of the locations.

15.3

A photographer aboard the vessel is required to carry approved form together with a copy of the permission from the Commander of the Frontier Force to facilitate clearance through designated check point. The photographer carrying a copy of the government permission shall also give a copy to the captain for his file.

\*

**16.0 DEVELOPING, PRINTING, RELEASING & ARCHIVING OF PHOTOGRAPHS AND VIDEO FILMS**

\*

The proponent organizations shall ensure all ground, aerial and underwater photographs and films taken through any kind of cameras or photography device for vital installations or restricted facilities, are appropriately developed, printed, documented and archived inside Saudi Aramco photo laboratories or its facilities operated under the administration of Public Affairs and SSD respectively. The Public Affairs shall release photos or films to the proponents in conjunction with the AISOD Manager by using designated form(s). The SSD shall, however, be releasing photos, images, films or drawings in line with Engineering Procedure (SAEP-1021). In addition to that, the following rules shall apply:

16.1

The security and safekeeping of developed or printed photographs, films and its associated information must be ensured during and after developing and printing the films.

16.2

A filing system must be developed for all photographs and films pertaining to vital installations and restricted facilities as well as retaining and storing negatives and/or copies of the selected prints in a secure area.

\*

16.3

All photos and films must be recorded in appropriate logs or computer file with its classification level and retention period before they are released to the proponents or other organizations. The duplicate or additional copies must be retained in the permanent safe storage of the photo laboratories.

\*

16.4

The Public Affairs, SSD and other organizations that are intending to utilize photos or films must use their identification code, either alone or in its final format (e.g., presentation, brochure, book, etc.) with the classification level in accordance with GI 710.002, Classification and Handling of Sensitive Information.

16.5

All relevant data, documents and associated information shall be stored in a computerized system in regard to which photographers were assigned to take photographs or films and who developed the photos or films, as well as origin of the photographs taken for what organization (i.e.,

\* CHANGE

\*\* ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION☐

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS		APPROVAL CEO	PAGE NO. 18 OF 20
SUBJECT PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS			

proponent, Public Affairs, SSD or other agency).

- 16.6 The developing or printing of photographs or films by photo laboratories within Kingdom other than Saudi Aramco photo laboratories must be approved by the department's executive management. The developing or printing outside Saudi Arabia both for specified and non-specified cases shall require prior approval of the Amirate of the Province.

#### **\*17.0 PREPARATION OF PHOTOGRAPHY COMPLETION AND APPROVAL REPORTS**

- 17.1 The proponents and photographers shall ensure that photography completion report (SA-9558) is prepared in Arabic within a week's time from the date of completion of each ground photography session in vital installation or restricted facility, including under construction project. This form, which requires signature from photographer and proponent department manager, shall be sent to the AISOD Manager for his signature and onward transmittal to government agencies that are available in the area. The copies of completed form SA-9558 shall be distributed according to the distribution order of the form (Note: The aerial and underwater photography or filming performed by SSD photographers is exempt from the requirement of completion report).
- 17.2 The photography approval report (SA-9559) shall be prepared and signed by the Photo Lab Supervisor and sent to proponent department manager together with content sheet supported by developed prints, transparencies, photos, film or videotape footage for review and selection. After his selection, department manager shall forward the form SA-9559 supported by selected photographs to AISOD Manager who shall review and sign form SA-9559 (Note: the aerial and underwater photography performed by SSD photographers are exempt from the requirement of approval report SA-9559).
- 17.3 In the event of security concern over the selected photographs, AISOD Manager shall request for a meeting among concerned department manager(s) and Photo Laboratory Supervisor to discuss release of the selected photographs or films. When the developed or printed photographs or films are finally selected and approved, form SA-9559 shall be signed by AISOD Manager with a copy sent to government authorities.
- 17.4 After the completion of ground photography sessions restricted or under construction facilities during emergency situation, department manager shall ensure that photographs or films are immediately developed and then a control report (SA-9558) is properly filled out and signed by all concerned parties within 72 hours.
- \* 17.5 Although the photographs or films taken through digital cameras connected with laptop or portable computer are exempt from the preparation of completion and approval reports (SA-9558/SA-9559); they shall be reviewed by the AISOD Manager prior to release to other organization. The photographs taken through instant cameras shall jointly be reviewed and approved by the department manager and the AISOD Manager.

#### **\*18.0 INVESTIGATION OF PHOTOGRAPHY VIOLATION CASES**

All photographs, films or images taken through any type of camera or device, including mobile equipped with built-in camera for vital installations, restricted facilities and other sites described in this instruction are subject to strict control for its usage under specified purposes. The company and government regulations deal with investigations of photography violations, including transgression or unauthorized dissemination of photographs, films or associated information during and after the photography process. The following guidelines apply to photography violations:



SAUDI ARABIAN OIL COMPANY (Saudi Aramco)		G. I. Number <b>Approved</b> 710.011	
<b>GENERAL INSTRUCTION MANUAL</b>		ISSUE DATE 9/01/2009	REPLACES 01/22/2001
ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS		APPROVAL CEO	PAGE NO. 19 OF 20
SUBJECT PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS			

18.1 If photography or filming of a suspect nature indicating sabotage, espionage or other means, which affects the reputation of the company and the Kingdom, is observed and the photographer cannot show an approved photography permit, the Security Operations shall immediately confiscate all films, photographs, negatives and cameras or photography equipment in the possession of a photographer and shall refer for investigation. The photographer's identity shall also be determined for retention as evidence.

18.2 The confiscated film(s) or photographs shall first be developed through Public Affairs or SSD's photo laboratory. After developing or printing process, a special report shall be prepared and the investigation results, together with confiscated films and equipment shall be forwarded to the AISOD Manager for review.

18.3 If photographs or films are found of no suspect nature or it is not conflicting with specific reason, the case shall be decided by the AISOD Manager. Should the case provide critical security concern and it requires referral to Government authorities; the ISO General Manager shall be consulted (Note: The photographs must not be tampered or destroyed until the investigation process is completed and approval from concerned authorities is obtained).

18.4 Once the ISO General Manager makes a decision that no referral is needed to the Government authorities, the case shall become an internal matter with an action taken and closed. The photographs and films or any other related material shall be filed with a report for future reference for a period of six (06) months. When directed by the ISO General Manager, the materials shall be destroyed.

\* 18.5 If circumstances are suspicious; ISO General Manager shall ask Government Affairs General Manager or SAA Manager to initiate a letter requesting for a committee to be formed by an Order of the Amir of the Province for investigation. The committee shall be comprised of representatives from the Amirate, SAG security agency, Ministry of Information, SAA, AISOD and the proponent of the installation or facility, which was photographed or filmed. The recommendations of the Committee shall be submitted to the Amir of the Province who shall then forward to the Minister of Interior for approval.

18.6 The confiscated camera or photography devices shall be released to a photographer after the approval providing clearance is received from the Amirate of the Province, or the Ministry of Interior. The developed photographs/films and cameras or photography devices, which do not violate Saudi Aramco and Government photography policy, shall be returned to the photographer.

## \* 19.0 **CARRYING OF CAMERAS AND PHOTOGRAPHY/FILMING DEVICES ONBOARD THROUGH COMPANY FLIGHTS**

19.1 The personal cameras and photography equipment shall **NOT** be taken onboard with the passenger's hand-carried baggage through company flights. Passengers shall be allowed to carry their personal cameras or photography devices provided they declare to the security personnel at the airport or airstrip that he/she is carrying the camera or photography device in packed luggage only and it shall be given to Aviation staff for manifestation. If personal camera or photography device is found in the hand-carried luggage through X-ray check, it shall be taken out from the luggage and given to the flight staff for delivery at the destination.

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

ISSUE DATE

9/01/2009

REPLACES

01/22/2001

SUBJECT PHOTOGRAPHY AND FILMING OF SAUDI ARAMCO RESTRICTED FACILITIES AND OPERATING AREAS

APPROVAL

CEO

PAGE NO.

20 OF 20

19.2 The cameras and associated photography equipment taken by official or non-official photographers for company business shall be permitted provided the photographer presents necessary approvals and that the cameras or equipment are checked-in with the baggage or given to the plane pilot after inclusion in the manifest.

\* 19.3 To avoid conflict with Air Base Security and delays of the flight or passengers, it is required that the proponent organization notifies SAA Manager of Eastern, Central or Western Province of the photographer's travel and his photography assignment, at least 24 hours in advance, so they can inform the respective government agencies at the airport or airstrip.

19.4 The cameras and photography equipment shall not be used in areas located in the proximity of the airport, airstrip or other company sites after the passenger disembarks from the plane. Non-compliance shall be subject to investigation.

**20.0 COMMUNICATION OF INFORMATION TO GOVERNMENT AGENCIES**

The AISOD Manager or his delegates shall maintain appropriate relationship with government security agencies that are in charge of guarding installations in the area. They shall be provided with copies of completed photography control and approval reports (SA-9558/SA-9559). This includes providing information related to the violations of the photography rules. If needed, AISOD Manager or his delegates may seek assistance of SAA Manager or his representatives in the area.

**\*21.0 PERSONAL PHOTOGRAPHY OR FILMING**

21.1 Saudi Aramco employees, their dependents, consultants, visitors, contractor personnel and others shall not be allowed to take their personal cameras or photography/filming devices inside vital installations, restricted facilities, corporate/executive management offices, Dhahran core area, warehouses, and administration offices without prior approvals. The mobiles fixed with built-in cameras shall not be used for photography or filming purposes inside vital installations, restricted facilities or other specified facilities.

\* 21.2 If needed, employees and others may contact SAA to provide information on how to approach government departments or agencies to photograph or film any sites in Saudi Arabia outside the company premises such as towns, villages, land, historical or archeological sites.

(Note: Saudi Aramco is not responsible for employees, dependents and others who conduct personal photography or filming outside company premises. It is the absolute responsibility of individuals to be aware of personal photography or filming procedures and its requirements which are established by the government authorities).

Date: \_\_\_\_\_

APPROVED: \_\_\_\_\_

**PRESIDENT & CHIEF EXECUTIVE OFFICER**