

**SAUDI ARABIAN OIL COMPANY (Saudi Aramco)
GENERAL INSTRUCTION MANUAL**
G. I. NUMBER Approved
6.020

ISSUING ORG. LOSS PREVENTION DEPARTMENT

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SUBJECT PERSONAL FLOTATION DEVICES (PFDs) FOR WORK ON,
OVER OR NEAR WATER

APPROVAL
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ATTACHMENT:

Supplement 1: Personal Flotation Devices in SAMS Stock

1.0 SCOPE

This Instruction establishes requirements for selecting and wearing approved personal flotation devices (PFDs) in any situation where a person could be exposed to drowning. This includes marine vessels, offshore facilities (e.g., drilling and production platforms, sea islands), industrial facilities (e.g. waste water reservoirs), and aircraft.

2.0 DEFINITIONS

Approved Personal Flotation Device: A personal flotation device that meets the requirements of paragraph 3.3.

Personal Flotation Device: A generic term for all of the following personal devices used throughout the industry to prevent drowning:

- Life buoys
- Life jackets
- Life rings
- Ring life buoys
- Work vests
- Life vests
- Personal flotation devices (Nomenclature used by the US Coast Guard)

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- Personal life saving appliances (Nomenclature used by the International Maritime Organization on Safety of Life at Sea, SOLAS)

3.0 PERSONAL FLOTATION DEVICES (PFDs)

3.1 Wearing of PFDs

Approved, wearable personal flotation devices appropriate for the application shall be worn by personnel whenever they are exposed to a drowning hazard. This includes the following:

- 3.1.1 While being transported by personnel basket/carrier between an offshore drilling rig or platform and crew boat.
- 3.1.2 While performing work from an approved personnel work platform that is suspended over water on a crane hook.
- 3.1.3 While moving a blowout preventer or a diverter stack on or off the wellhead and the personnel work platform is suspended over open water.
- 3.1.4 While being lowered to the water in a davit-launched life raft, life boat, survival craft, rescue craft, or inspection boat.
- 3.1.5 While being transported by helicopter over water, or when advised by the pilot in a fixed-wing aircraft.
- 3.1.6 While working and/or walking over water on temporary scaffolds, walkways, ladders, pontoons, or dredge claws.
- 3.1.7 While working and/or walking near the edges of facilities over water and there is no guardrail protection.
- * 3.1.8 While working below the main deck of any offshore facility, manned or unmanned.
Note: Personnel working on unmanned facilities shall be provided with PFDs for use when needed and during emergencies.
- 3.1.9 While the alarm is sounding to abandon ship, rig, or platform.
- 3.1.10 While transferring to or from any marine vessel.
- 3.1.11 While riding in any open or semi-open marine vessel.
- 3.1.12 While operating any marine vessel, with no other crew member.
- 3.1.13 While manually loading or unloading cargo from any marine vessel.
- 3.1.14 While fire and emergency drills are being held on any marine vessel, offshore facility, or installation over water.
- 3.1.15 While in a body of water to perform work (excluding diving operations).
- 3.1.16 When ordered by the boat/ship captain, supervisor, or the person in charge of the marine vessel, installation or work.
- 3.1.17 While an emergency response plan is in action in areas on, over or near water.

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3.2 Inspection and Maintenance of PFDs

- 3.2.1 Personal flotation devices shall be inspected by the proponent on a weekly basis for defects. All inspections shall be recorded on a checklist. PFDs with defects that could adversely affect their effectiveness shall be removed from the work site. The person responsible for the work site shall be notified immediately, and he shall then replace PFDs as soon as practical.
- 3.2.2 Inspection and maintenance of personal flotation devices shall comply with the regulations of the applicable organizations listed in Paragraph 3.3.1.
- 3.2.3 Inflatable personal flotation devices shall be serviced annually or as required by the vendor or applicable regulations. Servicing shall be conducted by an agency certified or authorized by the manufacturer to perform this function.

3.3 Selection of PFDs

- 3.3.1 Approved PFDs shall be determined by the Loss Prevention Department in conjunction with Marine (for PFDs used on marine vessels) and Aviation (for PFDs used in aircraft). PFDs will be selected to comply with user requirements as well as applicable standards such as:
- International Maritime Organization (IMO), the International Conference on Safety of Life at Sea (SOLAS). Saudi Arabia is a signatory to SOLAS and thus these requirements are generally applicable to Saudi Aramco marine operations.
 - Applicable regulations issued by Saudi Arab Government agencies who have jurisdiction.
 - United Kingdom Department of Transport, Marine Directorate
 - US Coast Guard (USCG)
 - US Federal Aviation Administration (FAA)
 - United Kingdom Civil Aviation Authority (CAA)

3.4 Stowage of PFDs

- 3.4.1 Wearable, personal flotation devices that are placed aboard marine vessels, aircraft or offshore/industrial facilities for use in an emergency shall be stowed such that they will not be damaged, are accessible and immediately available for use.

3.5 Training in Use of PFDs

- 3.5.1 Training & Career Development shall provide water survival training courses, and shall include instructions and training regarding personal flotation devices in their courses.

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3.5.2 Saudi Aramco organizations that have personnel (employees or contractors) exposed to drowning hazards shall ensure that their employees:

3.5.2.1 Successfully complete the water survival course as established by Training & Career Development.

3.5.2.2 Are properly instructed on the proper use and fitting of PFDs.

4.0 RESPONSIBILITIES

4.1 Personal Flotation Devices for Aircraft and Marine Vessels

The designated person in charge of an aircraft or marine vessel shall ensure that adequate quantities of personal flotation devices are available for the crew, passengers, and any additional coverage recommended by applicable user requirements, and that selection, inspection, maintenance and stowage of these devices conform to applicable industry standards.

4.2 Personal Flotation Devices for Offshore or Industrial Facilities

The superintendent or his designate in charge of an offshore or industrial facility shall ensure that adequate quantities of personal flotation devices are available for the personnel in the facility and that use, selection, inspection, maintenance and storage of these devices conform to applicable industry standards.

4.3 Contractor's Responsibilities

Contractors on Saudi Aramco projects or facilities shall provide their personnel with approved personal flotation devices if they face a drowning hazard and shall also provide training to their personnel on water survival and the proper wearing of the PFDs. Contractors shall implement inspection, maintenance, and replacement programs to comply with the requirements of this instruction. Saudi Aramco proponent organizations shall ensure that contractors comply with the above requirements.

APPROVED: _____
MANAGER, Loss Prevention Department

DATE: _____

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SUPPLEMENT 6.020-1

PERSONAL FLOTATION DEVICES IN SAMS STOCK

1. SAP material number 1000132681, life jacket; type I personal flotation device; unicellular plastic foam; with orange or red cover; with retroreflective tape on front and back; with whistle and battery powered light; 5-year storage life of battery; approved by USA Coast Guard and International Conference of Safety of Life at Sea (SOLAS) 74/83.

(Life preservers are permanently stored aboard vessels and offshore facilities for wearing in an emergency.)

2. SAP material number 1000131028, life jacket; self inflating within 5 seconds after immersion in water; twin chambered; orange and red; with 2 carbon dioxide cylinders, 2 oral inflation tubes, whistle, automatic light, 5-year storage life of battery, retroreflective panels, waist belt with adjustable buckle, lifting strap, manual override on inflator; approved by International Conference of Safety of Life at Sea (SOLAS), 1983, and UK Department of Transport Marine Directorate.

(Self-inflating life jackets are worn by personnel who need greater freedom of movement than that provided by a life preserver or a work vest.)

3. SAP material number 1000131062, work vest; type V personal flotation device; with unicellular plastic foam buoyant pads and retroreflective tape front and back; approved by USA Coast Guard.

(Work vests are worn by workers who need a rugged personal flotation device with greater freedom of movement than that provided by a life preserver, and who do not need the light and whistle on a life preserver.)

4. SAP material number 1000092320, life vest; airline type; twin cell; inflatable; water activated light; single strap donning and quick fit buckle; 16 kg. (35 lb.) buoyancy; approved by USA Federal Aviation Administration.

(Airline type life vests are worn by passengers in helicopters and stored in other aircraft for wearing in an emergency.)

5. SAP material number 1000132684, ring life buoy; type IV personal flotation device; plastic foam annular ring with 432 mm (17 inch) inside diameter and 762 mm (30 inch) outside diameter.

(Ring life buoys are provided on marine vessels, offshore platforms, piers, etc., for throwing to personnel who may fall overboard.)