

**SAUDI ARABIAN OIL COMPANY (Saudi Aramco)  
GENERAL INSTRUCTION MANUAL**
**G. I. NUMBER**      *Approved*  
6.008

**ISSUING ORG.**      LOSS PREVENTION DEPARTMENT

**ISSUE DATE**  
08/04/2008

**REPLACES**  
NEW

**SUBJECT**            RESTRICTION OF PORTABLE ELECTRICAL/ELECTRONIC  
DEVICES

**APPROVAL**  
HJK

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SUPPLEMENT 1: Example Signs for Restriction of Portable Electrical/Electronic Devices

**1. PURPOSE**

This General Instruction establishes company policy and minimum requirements for the use and restriction throughout Saudi Aramco of portable electrical/electronic devices, which may be a potential source of interference or ignition.

**2. DEFINITIONS**

**Portable electrical/electronic device (PED):** Any non-stationary electrical or electronic apparatus such as PDAs, cellular/mobile phones, pagers, email devices, audio/video recording and playback devices, hand portable radio devices that operate via the Push-To-Talk mechanism, navigation receivers/transmitters, portable wireless communication equipments and hand-held/laptop computers.

**Restricted areas:** Refer to GI 2.100, Work Permit System, for definition.

**Classified location:** Refer to SAES-B-068, Electrical Area Classification, for definition.

**Personal digital assistant (PDA):** A generic term for a class of small, easily carried electronic devices used to store and retrieve information.

**Listed:** Equipment, materials, or services included in a list published by a qualified testing agency whose listing states that either the equipment, material, or service meets the appropriate designated standards or has been tested and found suitable for a specified purpose. For this GI, the specified purpose is the electrical classifications described in SAES-B-068.

**Shall:** Indicates a mandatory requirement.

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### 3. REFERENCES

- GI 2.100: Work Permit System
- GI 6.030: Traffic and Vehicle Safety
- SAES-B-067: Safety Identification and Safety Colors
- SAES-B-068: Electrical Area Classification
- SAES-T-492: VHF/UHF Land-Mobile and Fixed Radio Communication
- SAES- J-903: Intrinsically Safe Systems
- SAMSO Medical Services Policy, MSP-200-10: Medical Equipment Management Program
- SAMSO Medical Services Policy, MSP-200-02: Security
- American National Standards Institute, ANSI Z535.4: Product Safety Signs and Labels
- National Fire Protection Association, NFPA 30A: Motor Fuel Dispensing Facilities and Repair Garages

### 4. GENERAL POLICY

- 4.1 The use of PEDs in restricted areas as defined in GI 2.100, Work Permit System, shall be controlled by operating organizations through work permit procedures.
- 4.2 The use of PEDs in non-restricted areas, such as company vehicles and aircraft, shall follow the requirements specified in this GI.
- 4.3 The control of PEDs is under the jurisdiction of proponent organizations. Management shall be responsible for developing and implementing procedures controlling use of these devices and for giving employees, contractors, and visitors the appropriate information needed to understand their responsibilities as they relate to this policy.
- 4.4 Where organizations have their own specific requirements for their facilities or operations, they shall develop their own practices or procedures to supplement the requirements in this GI.
- 4.5 Proponents shall designate areas requiring listed PEDs and appropriately label them at all entrances. Proper signs shall be posted in Arabic and English and followed according to SAES-B-067 and to ANSI Z535.4. Refer to SUPPLEMENT 1: Example Signs for Restriction of Portable Electrical/Electronic Devices.
- 4.6 All employees, contractors, and visitors shall switch off their PED as indicated by the posted signs throughout areas where it may be a source of ignition or may interfere with the operation of equipment.

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**5. PEDs IN RESTRICTED AREAS**

- 5.1 In Saudi Aramco restricted areas all PEDs that are not listed for the applicable classifications shall be governed like any potential source of ignition.
- 5.2 A hot work permit shall be issued if a PED not listed for the applicable hazard classification is carried into a classified location.
- 5.3 Devices that are listed as safe for use in classified locations may be used without a work permit provided they are listed for the level and type of hazard, as defined in Saudi Aramco Engineering Standard SAES-B-068.
- 5.4 Wireless radios and mobile phones shall not be used within two meters of process automation cabinets.

**6. PEDs IN SAUDI ARAMCO AIRCRAFT AND AIRPORT FACILITIES**

- 6.1 The use of PEDs inside airport hangars and leading to the aircraft is prohibited. Mobile phone signals may cause false alarms and activate the fire alarm system inside the hangars.
- 6.2 The use of PEDs is prohibited on aircraft during take-off and landing. Saudi Aramco Aviation Department regulations prohibit in-flight use of wireless devices because of potential interference to the aircraft's navigation and communication systems.

**7. PEDs IN VEHICLES DRIVEN WITHIN SAUDI ARAMCO COMMUNITIES OR FACILITIES**

- 7.1 Employees and contractors are prohibited from using mobile phones, including hands-free mobile use, for all Saudi Aramco vehicles as well as private and contractor vehicles while driving in Saudi Aramco communities or facilities. See GI 6.030, Traffic and Vehicle Safety, for specific requirements.

**8. PEDs IN SAUDI ARAMCO GAS STATIONS**

- 8.1 PEDs shall not be used by anyone near the restricted area of the dispensers that have an electrically classified hazardous environment per NFPA 30A, i.e., within 6 meters of dispensers.
- 8.2 PEDs shall not be used in the vehicle while refueling.

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**9. PEDs IN SAUDI ARAMCO MEDICAL FACILITIES**

- 9.1 Patients, visitors, and all medical staff employees must adhere to Saudi Aramco Medical Services Organization (SAMSO) policies and regulations in regard to the use of PEDs. Refer to SAMSO Medical Services Policies MSP-200-10, Medical Equipment Management Program, and MSP-200-2, Security, for specific requirements.

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

**H. J. KASSEM**, Manager  
 Loss Prevention Department

DATE: \_\_\_\_\_

CONCURED: \_\_\_\_\_

**A. I. AL-SAADAN**, Vice President  
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**SUBJECT** SUPPLEMENT 1: EXAMPLE SIGNS FOR RESTRICTION OF  
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GAS STATIONS



CONTROL ROOM, PIB, ETC.



RESTRICTED AREAS ENTRANCE



RESTRICTED AREAS

\*ARABIC TRANSLATION OF THE ABOVE SIGNS MUST ALSO BE PROVIDED.