

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL ISSUING ORG. LOSS PREVENTION DEPARTMENT SUBJECT: REPORTING AND RECORDING OF MOTOR VEHICLE ACCIDENTS	G.I.NUMBER Approved 6.029	
	ISSUE DATE 12/20/2011	REPLACES 08/30/2011
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1.0 PURPOSE

- 1.1 To provide a uniform method of recordkeeping consistent with worldwide established standards, and be able to compare the company's statistics with other petroleum companies or similar industries.
- 1.2 To establish a uniform database for the purpose of identifying trends and motor vehicle accident (MVA) causes to prevent recurrence.

2.0 SCOPE

- 2.1 This instruction applies to all Saudi Aramco vehicles (owned or leased). It establishes the requirements for reporting and recording MVAs through SAP EH&S. All organizations also need to comply with reporting requirements in other GIs, such as GI 6.030 (Traffic and Vehicle Safety) and GI 7.026 (Crane and Heavy Equipment Incident Reporting Procedures).
- 2.2 MVA recording is based on the requirements of ANSI D15.1-1976 (Method of Recording and Measuring Motor Vehicle Fleet Accident Experience and Passenger Accident Experience).

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ISSUING ORG. LOSS PREVENTION DEPARTMENT

SUBJECT: REPORTING AND RECORDING OF MOTOR VEHICLE ACCIDENTS

3.0 DEFINITIONS

3.1 Motor Vehicle Accident (MVA)

An MVA is any occurrence involving a Saudi Aramco motor vehicle that results in death, injury, or property damage. All MVAs, including those cases where the vehicle was properly parked, where the vehicle is driven by unauthorized non-company personnel, or where it is being test driven by a maintenance contractor should be reported to the Loss Prevention Department (LPD) through the SAP EH&S. LPD will determine recordability per the guidelines listed in Supplement 6.029-2 and ANSI D15.1.

3.2 Motor Vehicles

3.2.1 Automobiles, buses, golf carts, and other passenger-carrying vehicles, trucks of all types with and without trailers, motorcycles, and any other powered vehicle used for transportation of passengers or cargo are motor vehicles. The cargo carried by a motor vehicle is considered part of the vehicle.

3.2.2 A Saudi Aramco motor vehicle is any vehicle (defined above) which is owned, maintained and operated by Saudi Aramco, or rented/leased from a contractor who owns and maintains it for the use of Saudi Aramco employees or other users authorized by Saudi Aramco.

Contractor service vehicles and contracted bus or cargo services are not considered company motor vehicles for motor vehicle accident reporting purposes.

4.0 RESPONSIBILITIES

4.1 Driver

4.1.1 When an MVA occurs, the driver must obey the latest Traffic Regulations of the Saudi Arab Government. One current regulation is that vehicles involved in an accident shall not be moved from the scene of the accident until released by the Police or a Saudi Aramco Industrial Security representative.

4.1.2 Places warning triangles in front of and behind his vehicle, for the safety of other drivers.

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- 4.1.3 Reports the accident immediately to the Saudi Aramco Industrial Security Control Center (ISCC) in the nearest area. Currently the ISCCs are:

Area	Contact No.	Area	Contact No.
Abqaiq	572-3333	Ras Tanura	673-3333
Dhahran	876-3333	Riyadh Remote Area	578-6999
EWP 1-4 & Khurais	574-5555	Riyadh	285-3333
Haradh	576-2635	Shaybah	577-9663
Hawtah	574-6100	Shedgum NGL	577-1221
Jiddah	427-3333	South Ghawar	576-2900
Juaymah NGL	678-9227	Tanajib	378-3301
Mubarraz	577-2344	Udhailiyah	577-8212
Rabigh	425-2488	Yanbu	397-4500

If a call cannot be made from the accident scene, the driver may have someone make the call for him. In the case of field parties the call may be made to the department manager via radio or telephone.

- 4.1.4 Reports all MVAs immediately to his supervisor, ideally, before the end of shift.
- 4.1.5 Initiates form SA-8049 (Notification of Motor Vehicle Accident or Non-Collision Damage) if repairs to the vehicle are required.
- 4.1.6 Provides his supervisor with enough information required for entry into SAP EH&S.
- 4.1.7 Performs remedial actions such as taking the Driver Improvement Refresher Course (DIRC).

4.2 Supervisor

- 4.2.1 Reports all MVAs immediately to his/her division head or higher level as appropriate.
- 4.2.2 Within one hour of his learning of an MVA, the supervisor must advise the appropriate Loss Prevention (LP) area office by telephone or fax, giving preliminary details of the accident.
- 4.2.3 Investigates all MVAs. The investigation process should begin immediately after the accident and be completed as soon as practicable.

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4.2.4 Enters all required information from the accident into SAP EH&S within 48 hours receipt of MVA workflow (refer to supplement 6.029-1 for the procedure).

Note: An email notification to the next level of management will be initiated after 48 hours without action from the supervisor.

4.3 Next Level of Management (division head or above)

4.3.1 Reviews and recommends approval of MVAs reported by supervisor through SAP EH&S within 24 hours of receipt (refer to supplement 6.029-1 for the procedure).

Note: An email notification to the management (department head or above) will be initiated after 24 hours without action from the next level of management.

4.4 Management (department head or above)

4.4.1 Reviews and approves MVAs reported by division head or above through SAP EH&S (refer to supplement 6.029-1 for the procedure) within 24 hours of receipt.

4.4.2 Ensures that “unresolved cases” forwarded by the LP area office are resolved within two working days of receipt. These include the entry of information into SAP EH&S.

4.4.3 Ensures all additional accident reporting requirements are addressed such as those required by GI 6.030 (Traffic and Vehicle Safety) and GI 7.026 (Crane and Heavy Equipment Incident Reporting Procedures).

Note: An email notification to the management (department head or above) will be initiated after 24 hours without action from the management (department head or above). An email notification to the Admin Area Head (or above) will be initiated after 5 days without action from the management (department head or above).

4.5 The ISCC will contact the following organizations, as necessary, upon being notified of an MVA.

4.5.1 Saudi Aramco Industrial Security on-call representative.

4.5.2 Area LP division, if the accident involves death or total vehicle loss.

4.5.3 Area medical facilities (Emergency Room Section) in the event of injury/death.

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4.5.4 Area Personnel representative in the event of Saudi Aramco fatalities.

4.5.5 Area Workmen's Compensation office (during normal working hours only), in the event of injury/death of company employees.

4.5.6 The Industrial Security shift superintendent, who will assist in placing traffic warning signs and lights to make rescue easier and to make the roadway safe for other traffic.

4.6 Loss Prevention area office

4.6.1 Assists in the investigation of MVAs if requested by proponent.

4.6.2 Requests the ISCC for information on MVAs on a daily basis. Immediately follows up with the proponent department the entry of the information into the SAP EH&S within 24 hours of receipt.

4.6.3 Reviews and classifies MVAs as either recordable or non-recordable through SAP EH&S (refer to supplement 6.029-1 for the procedure) within 24 hours of receipt.

4.6.4 Follows-up “unresolved cases” with proponents when requested by Technical Services Unit/Loss Prevention Department (TSU/LPD). The cases should be resolved within two working days of receipt of the “unresolved cases.”

4.6.5 Follows-up with proponents the additional information or corrections required when requested by TSU/LPD.

4.6.6 Conducts a thorough investigation at a proponent department’s request for alteration or cancellation of a recorded MVA.

★ 4.6.7 Investigates incidents described on all electronic forms SA-8049 forwarded by TSU-SG (Statistical Group). After completing the investigation, notify the TSU Supervisor via email if MVA report is required (or not).

4.7 Technical Services Unit / Loss Prevention Department

4.7.1 Reviews SAP EH&S electronic report of MVAs and requests LP area office to coordinate with proponent if additional information or corrections are required.

★ 4.7.2 Creates an MVA report through SAP EH&S to initiate a workflow for the following MVA cases:

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- For “vehicle non-collision damage” reports classified by Transportation & Equipment Services Department (T&ESD) that is within the scope of the MVA definition of this GI.
- No damage to Saudi Aramco vehicle but with damage to other involved non-Saudi Aramco vehicle(s), death or injury to involved non-Saudi Aramco employee.
- LP area office recommendation (refer to paragraph 4.6.7.)

4.7.3 Provides the LP area office with a weekly “unresolved cases” list.

4.7.4 Analyzes and reports MVA data to identify trends and performance for management information and corrective action.

4.8 The LPD may independently investigate MVAs under the circumstances described below. These investigations do not affect other requirements for reporting motor vehicle accidents as described in this instruction.

4.8.1 Accidents causing death or serious injury to Saudi Aramco employees, and both supplementary and non-supplementary manpower.

4.8.2 When requested by Saudi Aramco Affairs, Industrial Security, Law, or Risk Management Division.

4.9 Transportation & Equipment Services Department

4.9.1 Processes form SA-8049 initiated by proponent.

5.0 RECORDING OF MOTOR VEHICLE ACCIDENTS

5.1 All MVAs should be reported through SAP EH&S. These include properly parked vehicles and other non-recordable MVAs.

5.2 Any accident on a public or Saudi Aramco roadway involving forklifts, cranes, graders, or similar devices equipped with tires or tracks, in which this equipment is operating as a vehicle, shall be reported using SAP EH&S. These accidents may or may not be included in LP's statistical databases as recordable cases (LPD will determine recordability). Other industrial accidents involving such equipment should be reported using one of the heavy equipment accident reporting forms: SA-7522 per GI 7.026 (Crane and Heavy Equipment Incident Reporting Procedures).

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<p>5.3 MVAs are recorded by the LPD and are charged to the department to which the vehicle is assigned, and which accrues the kilometers driven by the vehicle, irrespective of the affiliation of the driver. In the case of gray areas or conflicts, the ultimate determination of chargeability rests with the LPD. Blame, fault, and the extent and type of property damage are not factors in the determination of whether or not an accident is a recordable MVA.</p> <p>5.4 If a vehicle has been returned temporarily to the T&ESD or to one of the approved contractors for the purpose of servicing and/or repairs, and an MVA occurs while the vehicle is being test driven, the following shall apply.</p> <ul style="list-style-type: none"> • If the vehicle is being driven by T&ESD personnel, the MVA shall be logged under the T&ESD in such a manner that it shall not affect any departmental MVA incident rate, but it shall be counted in the company's MVA incident rate. The accident shall be entered by T&ESD in the SAP EH&S. • If a contractor employee is driving, the vehicle will not be considered part of the company fleet and no MVA will be recorded. However, the accident shall be entered by T&ESD in the SAP EH&S to document the accident. <p>5.5 U-drive and Contractor Replacement Pool (CRP) vehicle MVAs shall be recorded against the user department (i.e., the assignee organization and not the driver of the vehicle if they are different.) Driver service vehicle MVAs shall be recorded against the T&ESD or other driver service organizations as appropriate. Recordable MVAs will not affect the departmental MVA incident rate but will break the department's MVA-free record if such record is monitored by the department. These MVAs shall be included in the company's MVA incident rate. When completing the data entry through SAP EH&S, departments should ensure that "U-drive" field is properly marked to assure these types of MVAs are not included in the department's incident rate calculation. This exclusion results from unavailability of accumulated kilometers by vehicle users for these types of vehicles.</p> <p>5.6 In the event that two Saudi Aramco vehicles are involved in the same accident, this shall be considered as two MVAs and two separate entries into the SAP EH&S are required.</p> <p>6.0 RELEASE OF INFORMATION</p> <p>Release of any information to non-company personnel, such as the police or Saudi Arab Government officials, shall be through the Saudi Aramco Industrial Security representative only, if possible. Details of an accident involving a contractor vehicle shall be cleared through the Risk Management Division of the Treasurer's organization who will consult with the Law Department as necessary.</p>	
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SUPPLEMENT 6.029-1

SAP ENVIRONMENT, HEALTH & SAFETY (EH&S) MOTOR VEHICLE ACCIDENT (MVA) REPORTING PROCEDURE

1. Log on to the “Corporate Portal”.
2. Select the “EH&S”.
3. Select the “Create an Incident”.
4. Select the “Motor Vehicle Accident” on the “Type of Incident” field.
5. Follow the footnoted steps to guide you.
6. To review or approve, mouse click or select the “APPROVE” button (for Superior/Next Level of Management) upon receipt of the MVA record submitted by the driver supervisor.
7. To classify recordability (for LP area), mouse click the dropdown list of the “Recordability” field and select the appropriate classification.

The training simulation (REPORTING AND PROCESSING MVA) is available on the LPD website at <http://lp.aramco.com.sa> under *Services, E-Learning, Safety Related Courses, Incident Management (E-Learning Simulations)*.

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SUPPLEMENT 6.029-2

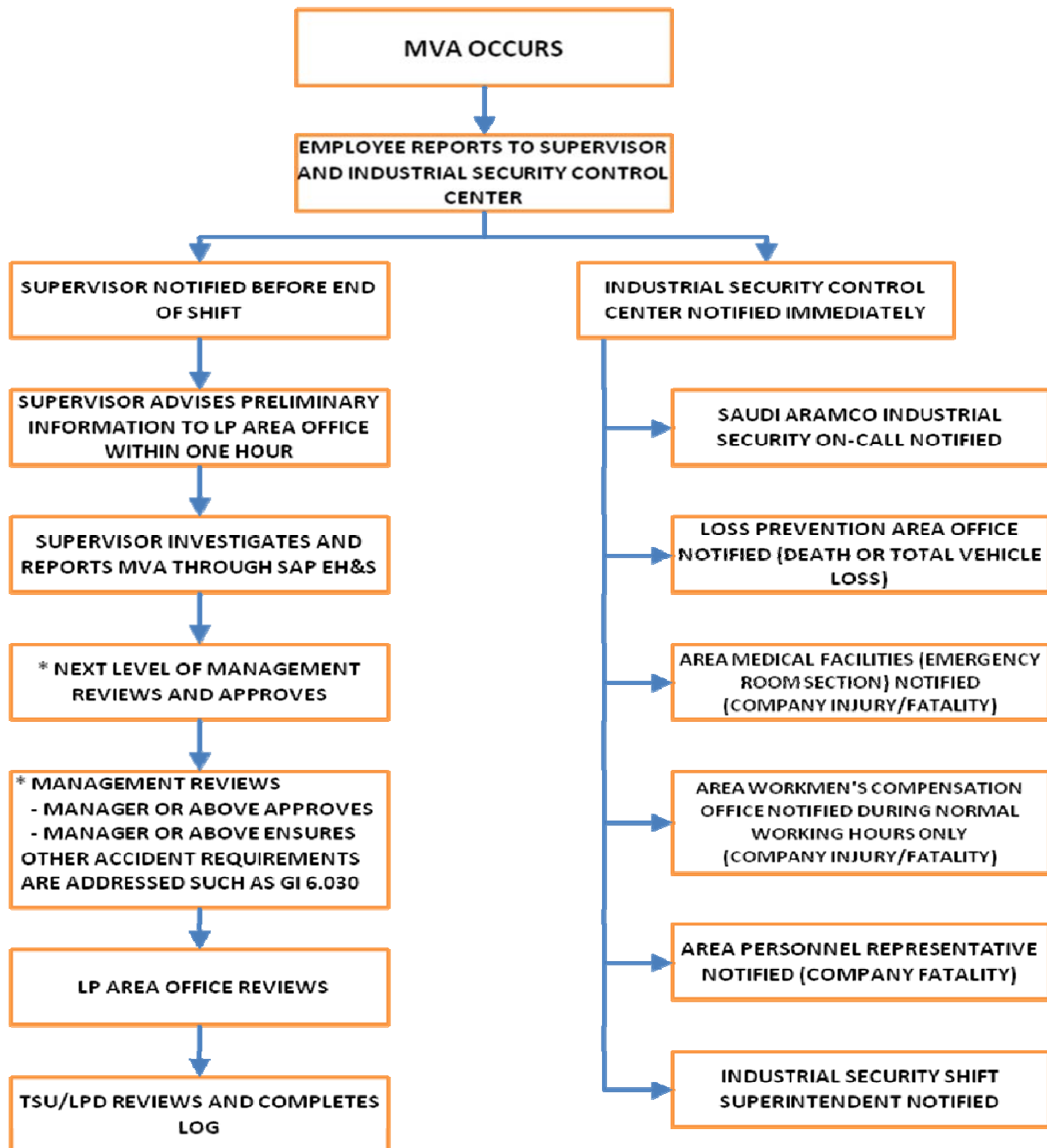
EXAMPLES OF RECORDABLE MOTOR VEHICLE ACCIDENTS

1. Collision with another vehicle or a fixed object (fence, pole, etc.).
2. Single vehicle accidents such as a rollover, jackknife, or run-off-the-road, in which the vehicle or property is damaged or someone is injured.
3. Collisions with animals.
4. Death or injury to pedestrians resulting from contact with a moving vehicle or object carried on the vehicle or set in motion by the vehicle.
5. Accidents resulting from loss of control of the vehicle.
6. Accidents resulting from evasive efforts of the driver, to avoid hitting some person or object.
7. Damage, death or injury caused directly by objects, materials or liquids falling from a motor vehicle. These include shifting of cargo which caused damage, death, or injury.

Damage to the Saudi Aramco vehicle when struck by objects/materials coming from another vehicle or any structure are not considered to be recordable; however, if because of being struck by the object/material the Saudi Aramco vehicle runs off the road and rolled over, struck another vehicle/structure and gets damaged, then it is recordable. Likewise, if a Saudi Aramco vehicle struck the stationary object/material that came from another vehicle or any structure, then it is recordable.

8. Accidents resulting from persons falling from moving motor vehicles.
9. Accidents caused by driverless motor vehicles while in motion.
10. Accidents caused by vehicle component failures, such as tires or brakes.
11. Damage to an improperly parked vehicle.
12. Damage caused if a vehicle is stopped at a stop sign, traffic light, or gate, or upon police order, and is struck by another vehicle.
13. No damage to Saudi Aramco vehicle but with damage to another involved non-Saudi Aramco vehicle, death or injury to non-Saudi Aramco employee.

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SUPPLEMENT 6.029-3**FLOW CHART OF MOTOR VEHICLE ACCIDENT REPORTING PROCEDURE**

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SUPPLEMENT 6.029-4

FLOW CHART OF DRIVER INSTRUCTIONS

