

# SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

1305.000

ISSUING ORG. AVIATION DEPARTMENT

ISSUE DATE

07/05/2017

REPLACES

09/15/2013

SUBJECT BUDGETING, CONSTRUCTION, APPROVAL AND  
MAINTENANCE OF AIRSTRIPS AND HELIPORTS

APPROVAL

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## CONTENT:

This instruction describes the procedure for budgeting, construction approval and maintenance of airstrips and heliports.

### 1.0 DEFINITIONS:

- 1.1 Saudi Aramco Airstrip: A runway intended for use by Saudi Aramco aircraft. Generally, these airstrips will be built and maintained by Saudi Aramco within the Saudi Aramco working areas.
- 1.2 Saudi Aramco Heliport: A helicopter landing site intended for use only Saudi Aramco aircraft or contracted aircraft by Saudi Aramco. Generally, these heliports will be built and maintained by Saudi Aramco within Saudi Aramco working areas. Helidecks are included within this definition.
- 1.3 Remote Site Airstrip: A Saudi Aramco Airstrip for temporary use only. Generally, these airstrips will not be paved and are used primarily by the Drilling & Workover and Exploration Organizations.
- 1.4 User Department: A Saudi Aramco Department, Division, or Saudi Aramco contractor requiring air transportation services (either airplane or helicopter) by the Saudi Aramco Aviation Department.

### 2.0 BUDGETING PROCEDURES FOR AIRSTRIPS AND HELIPORTS AND REMOTE SITE AIRSTRIP:

- 2.1 Aviation Department is the proponent for all airstrip and heliport construction. As the proponent, the department must be included early in the planning and budget cycle of airstrips and heliports construction.
- 2.2 Aviation User Departments will prepare an estimate of their airstrip and heliport construction requirements during the annual budget cycle. The estimate for construction will be submitted to Aviation Department along with the User Department annual estimate of requirements for flying support hours, if appropriate. Upon agreement of airstrip and heliport construction requirements between Aviation User Department and Aviation Department, the construction requirements will be submitted to the construction agency for their acceptance and estimate of costs.
- 2.3 A decision is then made between Aviation User Department and the construction agency whether the construction cost will be budgeted in construction agency or Aviation User Net Direct Expenditure. The distribution of costs by account will be given to Aviation Department.
- 2.4 Costs for each airstrip and heliport will be accumulated in a Cost Center account established by Aviation for this purpose, namely 727-422 on each Maintenance Work Order (MWO).

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### 3.0 CONSTRUCTION AND APPROVAL:

- 3.1 Aviation User Department will notify Aviation Department of the need for an airstrip or heliport by sending a letter to Aviation Department, Ground Support Operations Division (GSOD), Box 80, Dhahran. The letter will specify the type of airstrip or heliport with the approximate location by longitude and latitude and other details as appropriate. Aviation Department will issue a MWO with cost data entered as chargeable to 727-422 if an account from Aviation User Department is to be used.
- 3.2 The construction agency will create a MWO in SAP and send the MWO workflow to Aviation User and Aviation Department.
- 3.3 Aviation Ground Support Operations Division will arrange for a preliminary site selection visit with Aviation User Department, the construction agency, Facilities Planning Department if appropriate and Aviation Ground Support Operations Division representatives. A preliminary site inspection form, Attachment 1, will be used and copies given to all parties insuring agreement on airstrip specifications, including length, width, orientation, maximum gradients, clearways, lighting, markings, facilities, and other details using Standard Drawings as references. Aviation Ground Support Operations Division will issue marked up standard drawings to the construction agency at the time of the preliminary site selection visit, indicating thereon the agreed specifications. The marked-up drawings will have the appropriate MWO clearly marked for file reference purposes.
- 3.4 The construction agency will then proceed with the construction. GSOD will make site visits during the construction to insure specification compliance. Upon completion of construction, the construction agency will provide GSOD with a certification on the airstrip length, width and gradient at five hundred feet intervals along the runway edge and center line. This certification will be accomplished on the final acceptance inspection worksheet. Final "as built" drawings will be provided with each helipad and airstrip constructed at the final acceptance inspection.
- 3.5 Ground Support Operations Division will arrange for a separate survey of the airstrip or heliport according to the survey form attached for obstacle clearances.
- 3.6 Ground Support Operations Division will arrange for a final acceptance inspection visit along with all the parties who attended the initial site selection visit. The final acceptance inspection worksheet will be accomplished, signed by all and copies distributed.

### 4.0 MAINTENANCE OF AIRSTRIPS, HELIPORTS AND REMOTE SITE AIRSTRIPS:

- 4.1 Maintenance costs for airstrips and heliports will be accumulated under the type 727-422 account referenced above and cleared to an appropriate account by Saudi Aramco Form #SA-690 [Special Project (SP) Notice] in

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accordance with current budget preparation philosophies and agreements between Transportation & Equipment Services Department and Aviation Department for each budget cycle.

- 4.2 Maintenance on airstrips in the eastern, western and other regions will normally be accomplished by Transportation & Equipment Services Department, upon approval of the work order in SAP workflow from the Aviation Department. Budgeting details will be coordinated between the two departments annually.
- 4.3 Desert airstrips are an exception to the above procedure where Drilling & Workover Services Department/ Wellsites Division will construct Desert Airstrips at Drilling and Workover or Exploration working areas as required. Selection of sites and construction methods are to be approved by Aviation Department. For existing Desert Airstrips, Wellsites Division may only require to grade, water, and compact airstrips to bring them to usable conditions. After construction of new Desert Airstrips or renovating of existing ones, Aviation Department is to approve the airstrip for utilizations. Drilling & Workover Services Department will request Aviation Ground Support Operations Division representative to review the airstrip for approval.

Approved

\_\_\_\_\_  
Mohammad A. Abuhumoud  
Manager, Aviation Department

Concur:

\_\_\_\_\_  
Salleh A. AL-Maghlouth. Manager  
Exploration Operations Department

\_\_\_\_\_  
Ali O. AL-Qarni, Manager  
Drilling & Workover Services Department

\_\_\_\_\_  
Sultan. AL-Ghadery, Manager  
Transportation and Equipment Services Department

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### ATTACHMENT 1 - AIRSTRIP AND HELIPORT APPROVAL FORM

#### AIRSTRIP/HELIPORT APPROVAL FORM

AIRSTRIP/HELIPORT NAME \_\_\_\_\_

AIRSTRIP/HELIPORT COORDINATES N \_\_\_\_\_

E \_\_\_\_\_

ACTIVITY SERVED:

DEPARTMENT \_\_\_\_\_

DIVISION OR CAMP \_\_\_\_\_

PERSON RESPONSIBLE FOR COORDINATION  
AND MAINTENANCE:

NAME

PHONE

#### PRELIMINARY SITE INSPECTION

Attended by:(Name) \_\_\_\_\_ (Dept.) \_\_\_\_\_ Date: \_\_\_\_\_

Location:

Acceptable: \_\_\_\_\_ Exceptions \_\_\_\_\_

Length of Site: \_\_\_\_\_

Vertical Clearances: \_\_\_\_\_

Orientation: \_\_\_\_\_

Surface: \_\_\_\_\_

Slope: \_\_\_\_\_

#### FINAL AIRSTRIP INSPECTION

Attended by:(Name) \_\_\_\_\_ (Dept.) \_\_\_\_\_ Date: \_\_\_\_\_

Strip Length: \_\_\_\_\_

Meter Acceptable: \_\_\_\_\_ Exceptions & \_\_\_\_\_

Width: \_\_\_\_\_

Meter Descriptions \_\_\_\_\_

Orientation: \_\_\_\_\_

Degree \_\_\_\_\_

Surface: \_\_\_\_\_

Vertical Clearances: \_\_\_\_\_

Windsock & Markers: \_\_\_\_\_

Strip Elevation: \_\_\_\_\_

Slope: \_\_\_\_\_

CAMP LOCATION: N \_\_\_\_\_

E \_\_\_\_\_ CAMP NAME \_\_\_\_\_

CAMP RADIO CALL: \_\_\_\_\_ RADIO FREQUENCY: \_\_\_\_\_

/ x/ NM

BEACON FREQUENCY AND IDENT.

RADIAL & DISTANCE (BEACON TO AIRSTRIP)

Survey request from attached \_\_\_\_\_

Approved for \_\_\_\_\_ aircraft.

(TYPE)

AVIATION REPRESENTATIVE \_\_\_\_\_

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ATTACHMENT 2 - AIRSTRIP SURVEY FORM

AIRSTRIP SURVEY FORM

1. Reference dimensions to Saudi Aramco Drawing AA-036257 (Permanent Airstrip) / AA-036783 (Temporary Airstrip)

2. Specifics:

- a) Date of survey information \_\_\_\_\_
- b) Runway name \_\_\_\_\_
- c) Runway location (longitude/latitude) \_\_\_\_\_
- d) Length \_\_\_\_\_ (meter).
- e) Width \_\_\_\_\_ (meter).
- f) Elevation \_\_\_\_\_ (meter).
- g) Mag heading of runway \_\_\_\_\_
- h) Surface composition \_\_\_\_\_
- i) Turnarounds (if any) \_\_\_\_\_
- j) Windsock positions from R/W centerline and ends \_\_\_\_\_

3. Provide the following information:

- a) Obstructions within 6km radius from runway center.
  - 1. Coordinates (UTM) and elevation of obstacles in meter.
  - 2. Ground elevation of each obstacle in meter.
- b) Obstructions in the airplane approach/departure path.
  - 1. The obstacles above 1.5% gradients for a distance of 15km.
- c) Profile of runway showing the elevation changes throughout the length (every 150 meters).
- d) Loading ramp details.
- e) Fence details.
- f) Overrun or clearway details.

SUPERVISOR/SURVEYOR

Certifying the above information

\_\_\_\_\_

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