

GENERAL INSTRUCTION MANUAL

6.001

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE 04/26/2017 REPLACES 02/26/2015

SUBJECT NOTIFICATION REQUIREMENTS FOR INCIDENTS

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1.0 PURPOSE

The purpose of this General Instruction (GI) is to establish the company's minimum notification and escalation requirements for incidents that may have an impact on Saudi Aramco employees, contractors, facilities (including offshore), communities, project sites, or reputation, as well as harm to the environment. This instruction refers to those activities for reporting and notifying various organizations and levels of management in order that the proper resources and assistance are provided to the response and recovery efforts.

2.0 SCOPE

- 2.1 This instruction describes the emergency level criteria that define the thresholds for incident escalation and notification of management, and their subsequent level of engagement as required to support the response and recovery efforts.
- 2.2 This instruction applies to industrial and nonindustrial incidents, including external incidents, which have an impact on Saudi Aramco (SA) employees, contractors, facilities (including offshore), communities, project sites, or reputation, as well as harm to the environment.
- 2.3 This instruction does not apply to:
 - Illnesses from work activities, such as food illnesses.
 - Incidents outside of SA communities/project sites with no impact to company interests.
 - *Off-job* injuries or illnesses.
 - Incidents involving personal motor vehicles, or to injuries or fatalities that result from these incidents.
- 2.4 This instruction does not apply to a plant process interruption or shutdown caused by an operational upset or equipment failure that is not attributable to an emergency event.

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- 2.5 This instruction does not supersede or replace the area management reporting/notifications as required by the local emergency response plan(s) and/or disaster recovery plan(s).

3.0 REFERENCES

GI 2.104, *Offshore Oil Spill Reporting Procedures*

GI 2.401, *Inland Oil Spill Response*

GI 6.003, *Incident Investigation*

GI 6.005, *Reporting, Investigation and Recording of Injuries/Occupational Illnesses*

GI 6.025, *Control of Remote Area Travel and Search/Rescue Procedures*

GI 6.029, *Reporting and Recording of Motor Vehicle Accidents*

GI 7.026, *Crane and Heavy Equipment Incident Reporting and Investigation Procedures*

GI 710.012, *Dealing with Communicated Security Threats*

GI 850.006, *Review and Approval of Information for Public Release*

GI 850.012, *Interaction with External Media*

GI 885.005, *Corporate Affairs Emergency Response Plan*

GI 887.001, *Communication with Non-Saudi Aramco Agencies (External Communication)*

GI 1787.000, *Report of Fire, Emergency or False Alarm*

Saudi Aramco Corporate Contingency Plan (SACCP)

4.0 DEFINITIONS

- 4.1 Critical Infrastructure: Assets that are essential for the function of a company hydrocarbon facility and/or community, including facilities for electricity generation, water supply, telecommunications, or security services.
- 4.2 Critical Information Technology (IT): Critical IT involves infrastructure, applications and processes that if disrupted may result in the direct interruption of oil/gas production; endanger health, safety and security of personnel; impact the supply chain network; or affect data acquisition, storage or integration.
- 4.3 Emergency: An incident that threatens life, assets, employees/citizens, product/service delivery or the environment.
- 4.4 Emergency Level: An *Emergency Level 1/2/3* classifies the level of an emergency and the subsequent notification required for incidents that have a potential negative impact on SA employees, contractors, facilities, communities, project sites, or reputation, as well as harm to the environment. See Section 6 of this instruction for the criteria of the three emergency levels.
- 4.5 Explosion: A violent release of energy resulting from a rapid chemical reaction that produces shock wave, heat, light and often a release of gases. Some examples of potential situations for an explosion scenario include boiling liquid expanding vapor explosion (BLEVE), boilover of a crude oil storage tank, runaway (exothermic) chemical reaction, unconfined vapor cloud explosion (UVCE) from a flammable vapor release, and detonation of a bomb.

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- 4.6 External Incident: Developing situations or conditions external to SA facilities, communities, or project sites that may negatively impact the company. These include external situations which require company resources to assist in the control measures, even where no company assets or personnel are immediately impacted.
- 4.7 Fire: Any incident that includes combustion of any material. Evidence of combustion shall be indicated by one (or any combination) of the following:
- Visible flame.
 - Abnormal electrical flashes and/or arcing.
 - Visible glow of combustible materials as a result of elevated temperature.
 - Damage or destruction of materials/equipment as a result of elevated temperature (e.g., short-circuiting, overheating or spontaneous combustion).
 - Generation of smoke.
- * Note: Any controlled or planned ignition of materials, including process-related activities such as flare, burn pit, or the ignition of fuel burners in furnaces, is not considered a *fire* per this instruction.
- 4.8 Incident Commander: The person responsible for all decisions relating to the execution of tactical response as specified in the respective emergency response plan (ERP). The Incident Commander coordinates personnel conducting on-scene emergency operations, firefighting, security, rescue and medical treatment of personnel, and coordinates the damage assessment of impacted facilities/operations.
- 4.9 Incident Manager: Typically the senior management person at the facility/site responsible for organizing, directing and coordinating logistics for all response activities. The Incident Manager provides resource allocation and strategic direction in support of the Incident Commander.
- 4.10 Major Fire: A fire that is beyond the capabilities of the local fire control unit having jurisdiction. The fire requires mobilization of responders or equipment from additional Fire Protection Department (FrPD) divisions.
- 4.11 Minor Fire: A fire that is determined to be within the capabilities of the local fire control unit having jurisdiction.
- 4.12 Missing/Unaccounted Person: A missing person is a person who has disappeared as a result of an incident and whose status as alive or dead cannot be confirmed as his or her location and fate are not known.
- 4.13 Regional Security Control Center (RSCC): Regional/area specific centers that provide consolidated communication of response efforts to support company operations (industrial and non-industrial). "110" calls initiated from within the SA directory are automatically dispatched to the respective RSCC where the call originates. RSCCs are located in Abqaiq, Dhahran, Yanbu, Ras Tanura and Riyadh.
- 4.14 Significant Evacuation: The clearance or removal of all nonessential personnel from an affected facility, community, project site, etc. Essential personnel are the individuals required to maintain stable operation of the facility and mitigate the emergency.
- 4.15 Unintentional Release: The spill/discharge/escape of a hazardous material to the environment from an enclosed system that was not anticipated nor planned. This includes releases resulting from incidents, human error, negligence, improper packing, or unusual conditions such as the result of over-pressurization, overfill or fire exposure.

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5.0 RESPONSIBILITIES

5.1 Proponent Management (managers, division heads and supervisors):

- 5.1.1 Develop a department incident reporting and notification process that will satisfy the requirements of this instruction. This process should be included/referenced in the proponent organization's ERP(s).
- 5.1.2 Provide immediate notifications of their respective management and parties identified in Section 7 upon declaring, or being notified, that an incident has occurred. Notifications shall follow the department's local emergency response plan (ERP) and this instruction. Supplement 6.001-1 provides the work flow for making the proper determination of the corresponding *Emergency Level* and the subsequent process for initiating notifications per this instruction.
- 5.1.3 Train employees involved in the process for reporting and notification of incidents to ensure they are in compliance with the requirements of this instruction and the applicable ERP.
- 5.1.4 Verify the department's incident reporting and notification process is implemented in accordance with this instruction by evaluating the proper reporting and classification of incidents during any subsequent incident investigations.

5.2 Incident Commanders and/or Incident Managers:

- 5.2.1 Declare the *Emergency Level* per the criteria in Section 6 and communicate to the corresponding parties per the organization's ERP and this instruction.
- 5.2.2 Provide routine updates to the applicable RSCC on the condition/status of the incident and the corresponding *Emergency Level*.
- 5.2.3 Escalate or de-escalate incidents to their corresponding *Emergency Level* based on the developments of the incident.

5.3 OSPAS Shift Superintendent

- 5.3.1 *Upon notification of an incident by the RSCC, classifies the *Emergency Level* according to the criteria in Section 6.0.

* Note: This is only provided that the RSCC has been notified of an incident and the corresponding *Emergency Level* was not communicated.

- 5.3.2 Communicates the *Emergency Level* to the RSCC for subsequent notification to the corresponding parties per this instruction.

5.4 Regional Security Control Centers (RSCCs):

- 5.4.1 Communicate to the corresponding parties per this instruction.

* Note: In the absence of any declaration by an Incident Commander/Incident Manager, the RSCC shall notify the OSPAS on duty Shift Superintendent and he shall classify the incident's *Emergency Level* per the criteria in Section 6.

- 5.4.2 Provide notifications to response personnel/teams and company management based on the corresponding *Emergency Level*, type of emergency condition, and any direction from the OSPAS Shift Superintendent, Incident Commander and/or Incident Manager. See Section 7 of this instruction for additional information.

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5 OF 14**6.0 INCIDENT CATEGORIES: EMERGENCY LEVELS**

- 6.1 Emergencies shall be classified by the affected organization to define the levels of notification and subsequent response that is required by Saudi Aramco and the Saudi Arabian Government (SAG).
- 6.2 **Emergency Level 1:** An incident for which the response and recovery is managed within a proponent department's immediate area of responsibility. The response normally involves locally available resources and equipment, may require assistance from neighboring areas and/or limited third party assistance. This type of incident results in limited consequences to company operations, facilities or employees; with no impact to the off-site environment or public. Potential reputational impact is limited to external stakeholders or community. Immediate control of the incident exists, and containment control and relief system(s) are functioning correctly. Examples of such incidents include, but are not limited to:
- a) Minor fires within a facility/community.
 - b) Incidents resulting in injuries to fewer than 3 company employees and/or contractors, with no fatalities.
 - c) Incident resulting in a partial plant shutdown with limited impact on production and no interruption of supply to the SAG or customers.
 - d) An unplanned power/utility interruption in a facility/community with an anticipated duration of less than 6 hours.
 - e) Severe weather causing limited damage to property and/or infrastructure.
 - f) Interruption to noncritical IT applications and/or loss of a small or remote communications site.
 - g) An unintentional release of flammable and/or toxic vapor or liquid that does not result in off-site impact, or requires the evacuation of personnel from the facility/site.
 - h) An inland hydrocarbon spill less than 160 cubic meters (1,000 barrels [BBL]), irrespective of the amount recovered.
 - i) An offshore hydrocarbon spill less than 8 cubic meters (50 BBL), irrespective of amount recovered.
- 6.3 **Emergency Level 2:** An incident that may require a wide range of company resources and equipment, additional assistance from government/external agencies, or partial evacuation of the site. This type of incident results in multiple injuries, a single fatality, missing persons, an impact on company operations and/or facilities, or a potential loss of company revenues. Consequences of the incident are currently limited to the site property, but have the potential for migrating off-site and affecting the public health, safety and/or environment for a limited period of time. Potential reputational impact may result from negative domestic mass media commentary. Some containment control(s) and/or relief systems are not operational; however, imminent control of the incident exists. Examples of such incidents include, but are not limited to:
- a) Major fire or explosion within a facility/community.
 - b) Incidents involving company employees and/or contractors that results in a single fatality.
 - c) Incidents resulting in injuries to 3-4 company employees and/or contractors, or any number of missing/unaccounted for personnel.
 - d) Incidents that cause an interruption to production or supply to SAG or customers.
 - e) An unplanned power/utility interruption in a facility/community anticipated for a period of time between 6 and 12 hours.
 - f) An incident resulting in the shutdown of critical infrastructure such as an IT data center.

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- g) A cyber security incident that affects a limited number of systems.
- h) A credible hostile threat on company assets, communities or employees, including a bomb threat.
- i) A large scale transportation related incident involving SA interests, such as a company bus transporting personnel to an off-site location.
- j) Threat of endemic disease that has resulted in multiple fatalities in the Kingdom.
- k) An unintentional release of flammable and/or toxic vapor or liquid that results in significant evacuation of the facility/site; however, there is no current off-site impact.
- l) An inland hydrocarbon spill greater than 160 cubic meters (1,000 BBL) but less than 1600 cubic meters (10,000 BBL), irrespective of the amount recovered.
- m) An offshore hydrocarbon spill greater than 8 cubic meters (50 BBL) but less than 800 cubic meters (5,000 BBL), irrespective of the amount recovered.
- n) Known or suspected operational defects of an aircraft that affects normal flight operations to the extent that there is danger of an incident (Aviation Emergency Alert II).
- o) External incidents that have a potential impact on SA facilities, communities, project sites or reputation.
- p) External incidents that require the response of SA resources to control or mitigate the emergency condition.

6.4 **Emergency Level 3:** An incident that requires multi-organizational response and recovery from emergency teams within the company and, in some cases, SAG/external agencies. This type of incident results in multiple fatalities, a major impact on company operations, sustained loss of company facilities, critical IT, or power systems. Consequences of the incident may extend beyond the site property and can impact public health, safety and/or the environment. The incident may provoke sustained national or international media commentary. Imminent control of the incident is not possible and containment control(s) and/or relief systems are not operational or effective. Examples of such incidents include, but are not limited to:

- a) Catastrophic fire or explosion within a facility/community.
- b) Incidents involving company employees and/or contractors that result in 2 or more fatalities.
- c) Incidents resulting in injuries to 5 or more company employees and/or contractors.
- d) Incidents that result in extended production loss or supply loss to the SAG or customers.
- e) Major disruption/loss of multiple utility system(s) within a facility/community for an extended period of time (i.e., greater than 12 hours) impacting the ability of critical infrastructure or production support systems to function properly. This may include security or production/operation monitoring systems.
- f) Uncontrolled cyber security incident that affects critical IT systems or applications.
- g) A hostile act on company assets, communities or employees, including the positive identification of an explosive device.
- h) A medical condition/disease that injures or incapacitates a large number of persons that results in overcapacity of company medical facilities (e.g., an Epidemic-Associated Medical Disaster).
- i) A pipeline rupture, or any other unintentional release of flammable and/or toxic vapor or liquid large enough to require significant evacuation of plant/site personnel, closure of any public road or evacuation of any public area. This includes a loss of well control (i.e., well blowout).

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- j) An inland hydrocarbon spill of 1,600 cubic meters (10,000 BBL) or more, irrespective of the amount recovered.
- k) An offshore hydrocarbon spill of 800 cubic meters (5,000 BBL) or more, irrespective of the amount recovered. An offshore oil spill of lower quantity may be classified as an *Emergency Level 3* if it occurs in an environmentally sensitive area (e.g., drinking water aquifer or water desalination plant inlet).
- l) An aircraft incident as defined by the SAG Aircraft Investigation Bureau (AIB) Regulation, Chapter 1 (Aviation Emergency Alert III).
- 6.5 Supplement 6.001-2 provides a quick reference guide to determine the applicable *Emergency Level* per the criteria described in Sections 6.2, 6.3 and 6.4.
- 6.6 The primary responsibility for declaring the event *Emergency Level* rests with the authority having jurisdiction of the incident, including the Incident Commander or Incident Manager. Absent the declaration by the authority having jurisdiction the OSPAS Shift Superintendent exercises this authority. See Sections 5.2 and 5.3.
- 6.7 The designated Incident Commander or Incident Manager may escalate or de-escalate an incident to the corresponding *Emergency Level* based on the developments of the emergency condition and information received from the incident scene. An incident shall be declared under control (i.e., "All Clear") per the requirements of the local ERP.
- 6.8 An incident may be escalated to a higher *Emergency Level* at any time by the Incident Commander, Incident Manager, or the respective executive management of the admin area affected by the emergency condition.
- * Note: An incident may be escalated to a higher *Emergency Level* by the advice of the Oil Supply Planning & Scheduling Department (OSPAS) Manager due to the potential impact to company operations or product/services delivery.
- 6.9 An emergency may be escalated to a higher *Emergency Level* by a decision from any member of corporate or executive management due to the current security threat level, extenuating circumstances of the incident, or potential impact to company personnel, operations, reputation or environment.

7.0 NOTIFICATION REQUIREMENTS

- 7.1 All emergencies shall be reported immediately by any of the following methods:
- 7.1.1 Contacting SA Industrial Security Operations (ISO) via telephone. Dial '110' from a SA phone, or the direct dial number of the respective area Regional Security Control Center (RSCC):
- Abqaiq/Southern Area: **013-572-0110**.
 - Dhahran/Central Area: **013-872-0110**.
 - Jeddah/Yanbu/Western Region: **012-427-0110**.
 - Ras Tanura/Northern Area: **013-673-0110**.
 - Riyadh/Central Region: **011-285-0110**.
- 7.1.2 Directly reporting the emergency condition to the nearest SA security gate/facility or RSCC.
- 7.1.3 Radio an operations group that has a telephone and ask them to dial "110" if you cannot contact the RSCC directly.
- 7.1.4 Contacting the project site security gate/facility via telephone, radio or messenger.

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7.2 When transmitting an emergency notification by telephone, radio or messenger, ensure the following information is provided:

- Report: "This is an emergency."
- Exact location.
- Nature of the emergency/incident.
- Number of injured/missing personnel.
- Type of service(s) required.
- Name and badge/ID number.
- Telephone number you are calling from, if available.

* Note: Stay on the telephone or radio until told to hang up. Repeat the message if asked to do so. (Additional information may be required based on the nature of the incident to assist responders, such as wind direction, site conditions, etc.)

7.3 Upon declaring or being notified that an incident has occurred, the affected organization shall immediately notify their respective management.

7.4 Incidents that require fire, medical or security response shall be immediately communicated to the RSCC/security per Section 7.1.

7.5 The RSCC shall make notifications to the respective individuals and organizations as specified in Sections 7.8, 7.9 and 7.10 of this instruction, based on the declared Emergency Level by the Incident Commander/Incident Manager, or the OSPAS Shift Superintendent.

7.6 An organization affected by an incident that does not require fire, medical or security shall contact the RSCC to initiate notifications to the respective individuals and organizations as specified in Sections 7.8, 7.9 and 7.10 of this instruction.

7.7 All notifications listed in Sections 7.8, 7.9 and 7.10 shall normally be made by telephone. If an individual/organization cannot be reached by telephone, their respective management shall be contacted by other means, such as short messaging service (SMS), email or messenger. The purpose of any follow up written notification is to give applicable organizations details of the incident. This will enable them to initiate their own response or transmit this information to various SAG agencies or others, as required.

7.8 **Emergency Level 1** notifications.

7.8.1 Proponent department management (per the department's ERP).

7.8.2 Manager, ISO Department in the respective area of operations.

7.8.3 Superintendent, Loss Prevention Department (LPD) area office.

7.8.4 Shift Superintendent, OSPAS Department.

7.8.5 Man-on-Call, Government Affairs (GA), in the respective area of operations.

7.8.6 Individuals/organizations as specified in applicable Saudi Aramco GIs (see Supplement 6.001-4).

7.9 **Emergency Level 2** notifications.

7.9.1 All individuals/organizations required for *Emergency Level 1* notifications (see Section 7.8).

7.9.2 President & CEO, Saudi Aramco

7.9.3 Corporate management members (i.e., Business/Service Line Heads).

7.9.4 General Counsel, or representative of the Law Department.

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- 7.9.5 Executive management members (i.e., Admin Area Heads).
- 7.9.6 General Manager, ISO.
- 7.9.7 Manager, Environmental Protection Department (only for incidents involving a hydrocarbon or chemical release).
- 7.9.8 Manager, Financial Risk Management Department (FRMD).
- 7.9.9 Manager, LPD.
- 7.9.10 Administrator, Insurance Management & Advisory Division, FRMD.
- 7.9.11 Division Head, Corporate Emergency Management and Continuity (CEMAC) Division, OSPAS.
- 7.9.12 Shift Superintendent, OSPAS (for all incidents).
- 7.9.13 Representative, GA.
- 7.9.14 Representative, Human Resources (for employee fatality)
- 7.10 **Emergency Level 3** notifications.
- 7.10.1 All individuals/organizations required for *Emergency Level 1* notifications (see Section 7.8).
- 7.10.2 All individuals/organizations required for *Emergency Level 2* notifications (see Section 7.9).
- 7.11 All notifications shall be performed each time an emergency is escalated or de-escalated. The purpose is to notify individuals/organizations of changes to the status of the incident.
- 7.12 Requests from senior management and/or support departments for additional information or status of the incident shall be communicated to the Incident Manager and not the applicable RSCC.
- 7.13 In addition to the notification requirements of incidents as prescribed in this instruction, incidents involving activities, equipment, or impacts as identified in respective Saudi Aramco GIs shall be reported and documented per the applicable GI (see Supplement 6.001-4).
- 7.14 Initial notification of ISO, GA, LPD and OSPAS per this instruction, is to provide the referenced departments with enough available information to effectively liaise with various SAG organizations, e.g., Ministry of Energy, Industry and Mineral Resources, Higher Commission for Industrial Security (HCIS), Civil Defense, Facilities Security Forces (FSF) and local municipalities.
- 7.15 It shall be the responsibility of the GA representative to notify the respective SAG agencies as required per GI 885.005. After the initial notification of concerned SAG agencies it shall be the responsibility of the appropriate manager of GA, or his deputy managers, to provide these agencies with any additional information they require regarding any of the incidents reported.
- * Note: Any notifications/communication to SAG agencies that occur directly from ISO representatives shall be immediately reported to the appropriate GA representative.
- 7.16 It shall be the responsibility of the Manager, LPD, to notify the HCIS, Ministry of Interior, in accordance with SAG requirements.
- * Note: Incidents in the Central and Western Regions are reported to the HCIS by the respective area ISO Department Manager.

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RECOMMENDED: _____ DATE: _____
 MANAGER,
 Loss Prevention Department

CONCURRED: _____ DATE: _____
 MANAGER,
 Oil Supply Planning & Scheduling Dept.

CONCURRED: _____ DATE: _____
 GENERAL MANAGER,
 Industrial Security Operations

APPROVED: _____ DATE: _____
 EXECUTIVE DIRECTOR,
 Safety & Industrial Security

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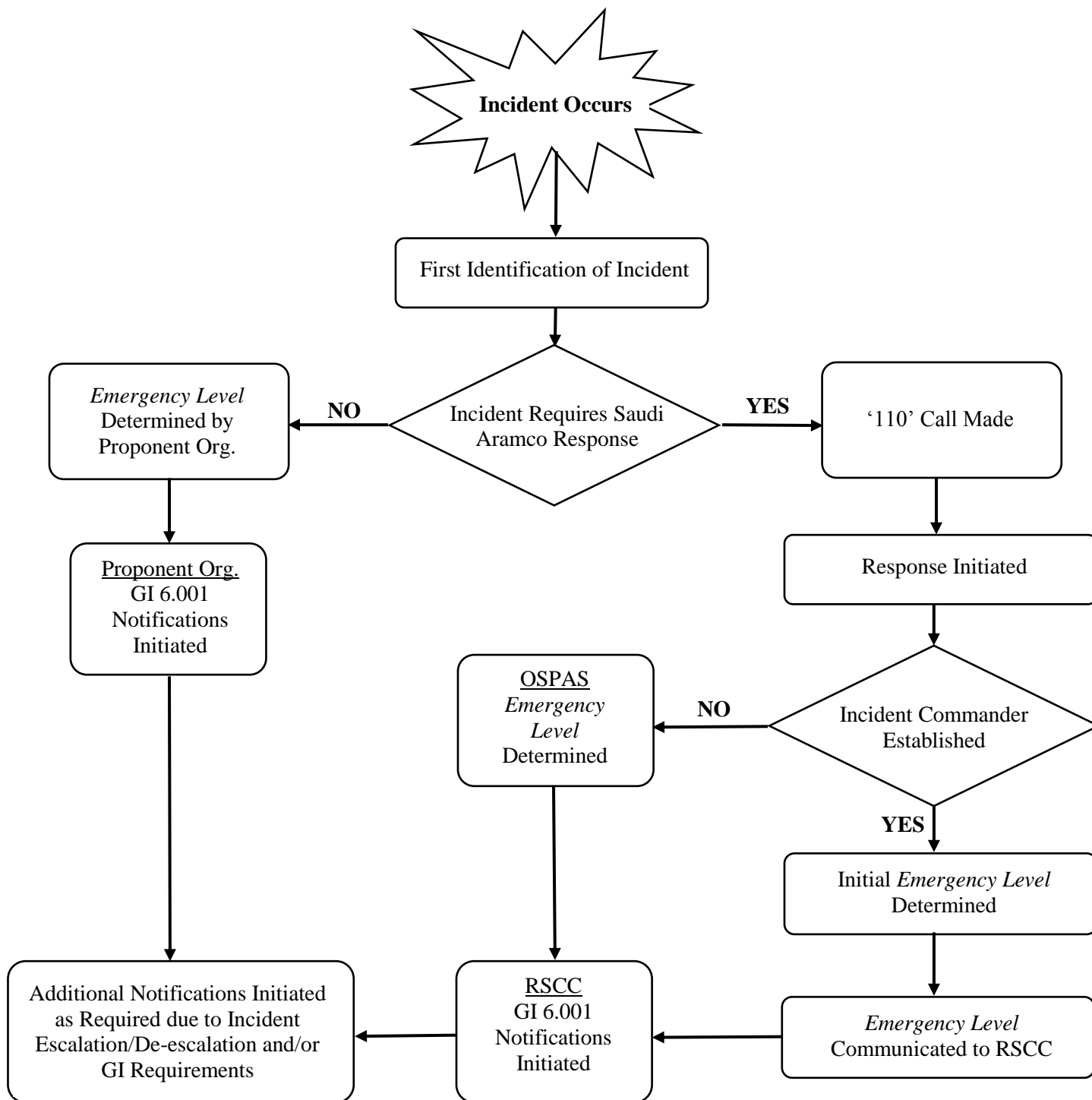
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SUPPLEMENT 6.001-1, Incident Notification Work Flow

The following work flow describes the process for notifications of incidents as per this instruction.



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The following table shall be used to assist with the determination of the appropriate *Emergency Level*. Select the Criteria Category and the corresponding consequence of the pending incident to identify the correct *Emergency Level* per the table below.

CRITERIA CATEGORY	EMERGENCY LEVEL 1	EMERGENCY LEVEL 2	EMERGENCY LEVEL 3
Fire	Minor	Major	Catastrophic
Injuries	Fewer than 3	3 - 4	5 or more
Fatalities	0	1	More than 1
Production	No Interruption	Limited interruption	Extended production loss
Power/Utility Interruption	Less than 6 hours	Between 6 hours and 12 hours	More than 12 hours
IT Services	Minor interruption	Shutdown of data center; cyber security incident affecting limited systems	Uncontrolled cyber security incident affecting critical systems
Hostile Act		Credible threat (e.g., bomb threat)	Hostile act (e.g., explosive device found)
Medical Condition		Endemic threat with multiple fatalities in the Kingdom	Overcapacity of medical facilities
Hazardous Material Release	No off-site impact; No evacuation required	Evacuation of the site required	Off-site impact
Onshore (inland) Hydrocarbon Spill	Less than 1,000 BBL	Between 1,000 BBL and 10,000 BBL	Greater than 10,000 BBL
Offshore Hydrocarbon Spill	Less than 50 BBL	Between 50 BBL and 5,000 BBL	Greater than 5,000 BBL
Aviation Emergency		Danger of an incident (Aviation Alert II)	Aircraft incident (Aviation Alert III)

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SUPPLEMENT 6.001-3, Notification Checklist**Notifications for All Incidents**

The applicable RSCC (or affected organization) shall notify the following:

- Proponent department management (per the department's ERP).
- Manager, area Industrial Security Operations (ISO) Department in the respective area of operations.
- Superintendent, Loss Prevention Department (LPD) area office.
- Shift Superintendent, Oil Supply Planning & Scheduling (OSPAS)
- Man-on-Call, Government Affairs (GA) in the respective area of operations.
- Individuals/organizations as specified in applicable Saudi Aramco GIs. See Supplement 6.001-4.

Notifications for Emergency Level 2 and Emergency Level 3 Incidents

The applicable RSCC (or affected organization) shall notify the following:

- Proponent department management (per the department's ERP).
- President & CEO, Saudi Aramco.
- Corporate management members (i.e., Business/Service Line Heads).
- General Counsel, or a representative of the Law Department.
- Executive management members (i.e., Admin Area Heads).
- General Manager, ISO.
- Manager, Environmental Protection Department (only for incidents involving hydrocarbon or chemical releases).
- Manager, Financial Risk Management Department (FRMD).
- Manager, ISO Department in the respective area of operations.
- Manager, LPD.
- Administrator, Insurance Management & Advisory Division, FRMD.
- Division Head, Corporate Emergency Management and Continuity (CEMAC) Division, OSPAS.
- Superintendent, LPD area office
- Shift Superintendent, Oil Supply Planning & Scheduling (OSPAS) (for ALL incidents)
- Man-on-Call, GA in the respective area of operations.
- Man-on-Call, Human Resources (only for incidents involving an employee fatality).
- Individuals/organizations as specified in applicable Saudi Aramco GIs. See Supplement 6.001-4.

Subsequent Notifications for ALL Incidents

- 1.) The **proponent department manager** shall notify his immediate superior as soon as practicable.
- 2.) Within seven days of the incident, the **proponent department manager** or his designee shall submit a notification report to the Law Department, the Asset & Casualty Risk Management Division (Treasurer's Organization), and the managers of all departments affected by the incident. The notification report shall include, at a minimum:
 - Type of incident (fire, leak, explosion, aircraft crash, oil spill, hostile act, etc.).
 - Time of incident onset and where incident occurred (facility name and area).
 - Injuries/deaths, and any personnel unaccounted for.
 - Impact on company operations/facilities, including disruption in production or supply to the SAG or customers.
- 3.) Additional incident reporting requirements are listed in applicable GIs (see Supplement 6.001-4).
- 4.) All incident notifications and reporting shall be documented and records maintained.

* CHANGE

** ADDITION

NEW INSTRUCTION

COMPLETE REVISION

GENERAL INSTRUCTION MANUAL

6.001

ISSUING ORG. LOSS PREVENTION DEPARTMENT

ISSUE DATE 04/26/2017 REPLACES 02/26/2015

SUBJECT NOTIFICATION REQUIREMENTS FOR INCIDENTS

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SUPPLEMENT 6.001-4, Additional Saudi Aramco GI Notification Requirements

- 1.0 In addition to the reporting and notification requirements of incidents as prescribed in this instruction, incidents involving activities, equipment, or impacts as identified in respective Saudi Aramco GIs shall be reported and documented per the applicable GI. This includes, but is not limited to the following:
- 1.1 Incidents involving oil/hydrocarbon spills shall be reported and documented per GI 2.104 (offshore) or GI 2.401 (inland).
 - 1.2 Company final classification (recording) and subsequent investigation of incidents shall be performed per the requirements of GI 6.003.
 - 1.3 Reporting, investigating, and recording of injuries and occupational illnesses shall be in accordance with GI 6.005.
 - 1.4 Saudi Aramco fleet motor vehicle accidents (MVAs) shall be reported in accordance with GI 6.029.
 - 1.5 Incident involving cranes or heavy equipment shall be reported and documented per GI 7.026.
 - 1.6 Incident involving fires or false alarms shall be reported and documented per GI 1787.000.

* CHANGE

** ADDITION

NEW INSTRUCTION

COMPLETE REVISION