

GENERAL INSTRUCTION MANUAL

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

ISSUE DATE
12/01/2016REPLACES
11/01/2015

SUBJECT MATERIAL MOVEMENT GATE PASSES

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SCOPE: This General Instruction (GI) provides guidelines and procedures for using material gate passes in order to transport company materials/equipment, contractor and personal property items through security gates or posts.

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Appendix-I Sample of Business Material Gate Pass form used for transporting materials/equipment through security gates or posts.

Appendix-II Sample of Personal Gate Pass [SA-61D] used for personal use effects or give away items while exiting residential areas.

Appendix-III Sample of Multiple Use Gate Pass used for frequent transporting company, personal and contractor's materials/equipment.

Appendix IV Sample of Emergency Gate Pass used during system unavailability.

1.0 DEFINITION

The material gate pass is a document, which assists in transporting the materials in a vehicle or hand carried out of Saudi Aramco facilities, including residential areas, with approvals from proponents or sponsors. This empowers security personnel to inspect materials, verify required information/approval authorizations and confirm accuracy before the materials exit through security gates or posts. Also, it includes reporting illegitimate practices to department manager or higher when discovered during the verification process at a security gate or post.

2.0 GLOSSARY AND FORMS USED**2.1 Abbreviations and acronyms**

- 2.1.1 AISOD Area Industrial Security Operations Department
- 2.1.2 ASD Area Storehouse Department
- 2.1.3 BMGP Business Material Gate Pass
- 2.1.4 CS Community Services

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2.1.5	DPC	Delivery Point Code
2.1.6	ISO	Industrial Security Operations
2.1.7	ISSD	Industrial Security Support Department
2.1.8	MGPS	Material Gate Pass System
2.1.9	MUGP	Multiple Use Gate Pass
2.1.10	SEC	Saudi Electric Company
2.1.11	SMP	Supplemental Manpower
2.1.12	TSG	Technical Services Group
2.1.13	UAMT	User Access Management Tool

2.2 Forms Used in Gate Pass Transactions

- 2.2.1 Personal Property Gate Pass [SA-61D]
- 2.2.2 Material & Equipment Gate Pass Emergency Form

3.0 TYPES OF MATERIAL GATE PASSES

All material gate passes are controlled documents, which will be issued to employees, company organizations and subsidiary companies located within Saudi Aramco facilities against specified transactions or approved requests. The gate passes and their applications are as follows:

Type	Gate Pass Application
Business Material Gate Pass	1. This gate pass is to be used for transporting photocopy machines, shredders, typewriters, projectors, videos, telephones, television sets, desks, chairs, tables, file cabinets, furniture and associated accessories including intellectual property and electronic media containing corporate data, service and safety awards, engineering drawings, industrial trash, and other Company property items, out of restricted/non-restricted facilities, administration offices, storehouses, warehouses and community areas. 2. Gate pass is not required for individual laptop computers; tablet PC, storage media, mobile phones and smart phones. 3. This gate pass will be used for Company owned unlicensed heavy equipment that is transported/hailed from proponent's premises to the user's location. It includes contractor heavy equipment that require exit from Saudi Aramco facilities. 4. This gate pass can also be used for transporting employee's personal items (not from residential area), contractor and other agencies' property items excluding personal data and storage media, e.g., computer flash memory or other storage media, for which no gate pass is required. 5. This gate pass will not include consumable and stationery items.
Personal Property Gate Pass [SA-61D]	1. This gate pass is to be used for personal effects or give away items while exiting residential areas including temporary/permanent check out, vacation or leaving on chapter 8-14 assignment.
Multiple Use Gate Pass	1. This gate pass is to be used for company, personal and contractor's materials/equipment that are frequently taken out of the gates/posts and returned to its original location such as tools, intellectual property items, Company/ Contractor's computer equipment and associated peripherals...etc 2. This gate pass will not include consumable and stationery items.
Emergency Gate Pass	1. This gate pass will be used during MGPS unavailability due to network, power failure...etc 2. The form can be downloaded from the e-Security website.

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3 OF 19**4.0 OBTAINING BLANK PERSONAL GATE PASS [SA-61D]**

The blank Personal Gate Passes will be issued to the issuing organization through ISSD or AISOD material custodian offices against (SA-61D) through Security Shift Superintendent or Area Supervisor's office. The following rules will apply:

- 4.1 Only authorized employees including SMP personnel will collect the gate passes and acknowledge that they have checked/received blank gate passes before leaving material custodian office and confirm that there are no missing gate passes or discrepancies in the packages.
- 4.2 While requesting blank personal gate passes (SA-61D), an employee or dependent wife (camp resident) will sign a log sheet, which includes pre-printed gate pass number, employee name, badge number, house number where employee is staying, work/house telephone numbers and employee's signature as recipient of the gate passes.

5.0 MGPS ROLES & FUNCTIONS

Users may apply for an authorization request via PRH (Human Resources) and select the required MGPS SAP Role Assignments in order to issue, verify or approve material gate pass requests as required by their organization. Users will also have the option to revoke their MGPS access through the SAP Revoke Access Authorization should their authorization access is no longer needed. **Note: SAP End-User online training courses are also available via T&D website.**

5.1 The following roles and functions are required for MGPS end users:

5.1.1 ISSUER:

The issuer can issue the request, view, print and/or cancel non-approved gate pass requests, recall and resubmit for BMGP/MUGP. This role/function is to be performed by eligible users, only one organization on the vertical hierarchy level can have this role/function.

5.1.2 APPROVER:

Approver can approve request, cancel approved requests. The approver's role/function is restricted to Saudi Aramco active Employees. Approver can be assigned for only one organization, but an organization can have multiple approvers assigned by the department manager & above. Approvers shall not perform verifier's functions.

5.1.3 VERIFIER:

Verifier can view, print and verify executed Material Gate Pass requests. The verifier role is restricted to Saudi Aramco active Employees. Verifier can be assigned for only one organization, but an organization can have multiple verifiers assigned by the department manager & above. Verifiers shall not perform approver's functions.

5.2 The following functions are processed through the MGPS in the logical order as indicated below:

Function	Description	Type of Gate Pass
Generate gate pass	- MGPS issuer will be able to generate gate pass for his assigned organization code. - Users will be required to fill essential information such as the carrier, vehicle,	BMGP & MUGP

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	loading points, destination, material details, gate pass approver...etc 3. Issuers must reflect all related IT assets, fixed asset, or environmental waste manifest to be referenced under the appropriate field in the gate pass.	
Re-Submit gate pass	Issuer can 1. Recall an un-approved gate pass in order to make some modifications such as information update of carrier, vehicle, loading points, destination, material details, gate pass approver ...etc 2. Resubmit or cancel the gate pass. The system will not allow issuers to recall or resubmit generated gate passes which has been approved.	BMGP & MUGP
Approve or Reject gate pass	1. Department Mangers and above are default approvers of material gate passes. 2. The system will allow approvers to approve or reject a gate pass generated for the organization after he/she has received an e-mail notification from the Issuer. 3. Upon approval of the gate pass, an email notification will be sent to the Issuer informing the approved status. The Issuer can print the gate passes for execution at the gate or post.	BMGP & MUGP
Cancel gate pass	1. The system will allow an Approver to cancel a gate pass generated for his/her organization before its execution at the gate or post.	BMGP
Print approved gate pass	1. The system will allow any Issuer or Approver to print multiple copies of an approved gate pass that is in the system. 2. The Issuer or Approver will be allowed to print gate passes generated by his/her assigned organization code.	BMGP & MUGP
Execute Gate Pass	1. The security man will check and verify the gate pass information. 2. The security man will sign all material gate pass copies and take one copy for reference and record keeping. 3. The security man will update the system to confirm material movement.	BMGP
Verify gate pass	1. Ensuring that the required material has been executed and delivered safely at the desired destination without any discrepancy. Thus, a verifier is required to exercise all necessary checks to confirm material delivery at the specified destination. 2. Copy of the signed gate pass executed by the security man at the final exit should be handed over to the verifier to confirm	BMGP

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material movement through the designated security gate or post.

The system will allow verifier to verify approved gate pass which has not been executed in the system after total of fourteen (14) days from the day of material gate pass issuance date. Verifiers should ensure that the specified material has been safely delivered to the required destination before completion of the material gate pass process.

5.3 User can generate the following reports for MGPS:

5.3.1 **Generate Role Report:** Authorized MGPS users can generate reports to view issuers, approvers, verifiers belonging to a given organization.

5.3.2 **Generate Gate Pass General Report:** Authorized MGPS users can generate report to list all the gate passes generated for a specific organization code for the last (24) months.

6.0 GENERAL REQUIREMENTS FOR GATE PASSES

The electronically produced Material Gate Pass will be recorded in a log-sheet by the Issuer before they are processed and taken to the gate or post. Only clear computer printed Material Gate Pass will be accepted. The issuer/user will not write vehicle information if the items are to be hand carried. Incomplete or illegible handwriting found on the gate pass will cause the gate pass to be rejected. The following requirements will apply:

Gate pass	Requirements
Business Material Gate Pass	- The gate pass should be dated in month/day/year and the Issuer or Approver will clearly describe the information of the materials with its ownership, carrier, plant tag number, physical ID number or serial number regardless of whether the items are packed in boxes, packages or crates with ownership to facilitate quick verification and execution at the gate or post. See Appendix-I - All items must be listed in the gate pass and the system will generate multiple copies [depending on the number of gates the material should go through]. No separate listings, sheets, manifest or forms will be attached to the gate pass. - The carrier of the material must sign the printed gate pass copies and ensure providing another copy to the issuer signed by the carrier. - The approved gate pass will be utilized and the materials are to be taken out of the gate or post within a week's time (1-7 days). If seven days' time has elapsed, the gate pass shall be cancelled and re-issued by the issuer of the proponent organization. - In case an employee is deceased, terminated, or did not return to Saudi Aramco, the ASD will handle the transfer of personal effects from residential area to his/her destination by using BMGP under their org. code. The ASD authorized personnel will pronounce on the BMGP that "this gate pass is being issued for personal effects belonging to an employee (indicate badge number) who has expired, terminated, or did not return to Saudi Aramco".
Personal Gate Pass/ [Form SA-61D]	Camp residents who have permanent house assignments are eligible to access the MGPS and generate personal gate passes and print multiple copies depending on the number of gates the material will go through. If required, they may also obtain a pre-numbered gate

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	pass from the designated Security Shift Superintend office to fill the required information (handwritten) and sign accordingly. See Appendix-II - The gate pass should be dated in month/day/year. The gate pass should be used and the materials taken out within a week's time (1-7 days). If seven days' time has elapsed and the listed items are not taken out, the gate pass will be cancelled and a new one to be issued. - The camp residents will fill in all the details in form [SA-61D]. - Camp resident/ Driver must present the original copy to the 1st approaching security gate and present the other copies to the onward security gate if available and retain the other remaining copies to the employee. - If listed items exceed the space of a form, second form will be used with complete information and signature as needed. No separate listings, sheet, manifest or form will be attached to the gate pass.
Multiple Use Gate Pass	- Should be prepared for a period consistent with operational needs, not exceeding one (01) year and ensure that the items are returned to the original location as needed. This excludes non-consumable materials. - It may be used for more than one employee and more than one authorized areas. This type of gate pass will not be used for U-drive or temporary replacement vehicles. It will include destination (location/sites) where user(s) will take materials for their use during assigned job and the work location where they will return on a daily basis. - This type of gate pass will be completed with all necessary information, i.e., material type with plant tag number, physical ID number and/or serial number and ownership. Do not include personal or contractor items with company items. The requirement of plant tag number or physical ID number will not apply to the contractor's or personal property items, See Appendix-III - Vehicle information must be filled out in the gate pass if items are to be transported by a vehicle. This includes company and contractor assigned vehicles. - All material items should be listed in the multiple gate pass. No separate listings, sheet, manifest or form will be attached to the gate pass. - Users of the multiple gate pass may print a copy of the approved multiple gate pass to facilitate their movement through Saudi Aramco security gates. - All multiple gate pass requests must be approved by proponent department head or above. <i>Delegation is not allowed for this type of gate pass.</i> - Area Industrial Security Superintendent Concurrence is required for MUGP. If the multiple gate pass contain more than one execution area within the same department, issuers will have the option to select from the dropdown concurrence list the Superintendent name to concur the multiple gate pass request. In the case of different execution areas that belong to different area departments, issuers will have the option to select one of the security managers from the dropdown list to concur the multiple gate pass request.
Emergency Gate Pass	Refer to the requirement stipulated under section 14.0

7.0 ISSUING ORGANIZATION AND EMPLOYEE'S RESPONSIBILITIES

7.1 In addition to the procedures and requirements stated in this instruction, department managers will also ensure the following:

7.1.1 Only authorized employees approve the gate passes. Employees on vacation, business assignment or other type of leaves must not issue or approve gate passes.

7.1.2 The company intellectual property and storage media containing proprietary materials are properly labelled with ownership rights before transporting through security gates or posts. The contractors working within company premises must also label their materials/equipment,

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which are intended to be used for company operations or frequently transported through security gates or posts.

- * 7.1.3 For extra or less items listed on the gate pass found during its check/execution, an additional gate pass is required. The extra or less materials will not be allowed to exit until approved gate pass is presented or otherwise the materials be taken back to the site where it came from. In both cases the matter will be referred to TSG for investigation if the circumstances are found suspicious.
- 7.1.4 All MGPS SAP roles authorizations are periodically reviewed and required changes are updated accordingly. Moreover, the verifiers should verify the approvers list through the system without any request from AISOD Manager.
- 7.1.5 Material Gate Pass including MUGP is used for materials/equipment belonging to contractor or sub-contractor regardless of whether the items are hand carried or taken by a vehicle. All MUGP requests must be approved by proponent department head or above. **Delegation is not allowed for this type of gate pass.**
- 7.1.6 All issued Multiple Use Gate Passes are reviewed every six (6) months ensuring that employees have returned the listed items to the department after they have completed their assigned jobs. When a Multiple Use Gate Pass is no longer needed, proponent manager should address an official letter to the concerned AISOD Manager or his delegate requesting the cancellation of the Multiple Use Gate Pass.
- 7.1.7 In cases of missing or lost materials or other suspicious action related to the BMGP or MUGP should be reported by the proponent manager immediately, in writing, to the AISOD Manager.
- 7.1.8 A log sheet of all issued gate passes should be maintained and periodically reviewed. In addition, ensure copy of all generated gate passes signed by the carrier is archived.
- 7.1.9 Ensure maintaining and keeping the records of all business material gate passes which have been executed and signed by the Industrial Security men at the security gates for future reference.
- 7.2 **Employees** who are Issuers, Approvers or carriers of gate passes (Business, Multiple Use or Personal Gate Passes) must comply with the following:
 - 7.2.1 The approved gate passes must be presented to security personnel at the gate or post while exiting the facility or residential camp whether or not security men have requested it. For individual personal computer flash memory or storage media, laptop computers, tablet PC, mobile phones, and smart phones; a gate pass is not required but employee will confirm that the contents are completely personal. Incorrect confirmation is subject to TSG investigation.
 - 7.2.2 The gate passes must not be altered or overwritten with information after they are approved and issued. In the case of errors occurred in the information, the gate pass should be cancelled and a new one should be issued.
 - 7.2.3 Copy of Multiple Use Gate Pass with approved status concurred by Industrial Security must always be kept in a vehicle or hand carried and presented to security personnel while exiting

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the gate or post.

- 7.2.4 Any item not intended to be taken in a vehicle should not include vehicle's information. A statement will be used that vehicle information is unspecified.
- 7.2.5 Ensure cancelled gate passes are not presented at the security post or gate. Such cases will be subject to TSG investigation.

8.0 DELIVERY OF MATERIALS TO COMPANY FACILITIES

The drivers (Saudi Aramco employees and contractor personnel) who are assigned company or contractor vehicles will be allowed to load materials from area storehouse for pick up, delivery and use in the facility and will comply with the following guidelines:

- 8.1 The driver must sign all printed copies of approved Business Material Gate Passes and ensure providing a signed copy to the issuer for future reference.
- 8.2 Present all printed copies of approved Business Gate Pass to security men at the gate or post while exiting with loaded materials. The generated Business Gate Pass will specify destination(s) with DPC's, buildings and the department (end user) where the materials are to be delivered.
- 8.3 If the delivered materials are packed in boxes to be delivered or off-loaded inside or outside restricted or non-restricted facilities, the proponent will comply with the following:
 - 8.3.1 Appoint representative(s) who will be responsible for possible off-loading of the materials inside or outside the gate and coordinating with Security personnel who will also witness the off-loading of the materials. An official letter request signed by the proponent organization department head must be addressed and concurred by AISOD manager. The letter should determine appointed representatives' badge numbers, names, specified dates, purpose, and security gate numbers.
 - 8.3.2 Identify the gates or posts in coordination with Security in the area where large materials are to be inspected and provide inspection tools, such as X-ray machine, etc. This task will be accomplished in the presence of security personnel.
 - 8.3.3 The representative will confirm to Security what materials are to be inspected before Security allows materials to enter the restricted facility.
 - 8.3.4 The representative will verify the materials and will immediately report the discrepancies to the Security personnel for further action.
 - 8.3.5 If the loaded materials cannot be off-loaded inside a facility for any reason, the department's representative will verify the materials and coordinate its exit through designated gate or post in coordination with the concerned AISOD.
 - 8.3.6 All exit materials will require the initiation of Business Gate Pass.
- 8.4 For transporting refuse, i.e., trash, garbage or unwanted personnel effects from community areas, gate pass is not required. In this case, CS will ensure that contractor personnel must load only refuse and unwanted materials, and that no other items are taken with it. Any violation or discrepancies

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discovered at the gate/post will be subject to confiscation and investigation with results reported to the proponent.

9.0 COLLECTION/EXECUTION OF COMPLETED GATE PASSES AT THE GATE OR POST

- 9.1 A bearer (carrier) of approved Business Gate Pass will present Multiple copies of the gate pass to the security gate where a security man will check materials, verify required information, sign all copies in the box "checked/executed at gate", retain a copy for execution at the gate, give back the other signed copies to the bearer (carrier) who will take the materials to the next gates. The bearer will present the remaining copies taken from the previous gates where a security man will perform the same function, check materials, verify required information, sign all the copies, retain one for execution at the gate, hand back the remaining to the bearer for next gate to perform the same functions until the materials are at its proper destination. A copy of the signed pass can be sent by the carrier to the issuing organization for reference.
- 9.2 The executed Personal Gate Passes (SA-61D) will be collected at the designated gates or posts according to the distribution list on the form. A camp resident will return unused gate passes to the same Security offices from where the gate passes were issued.
- 9.3 All copies of the executed or non-executed Business Gate Passes will be forwarded to Security Shift Superintendent or Area Supervisor where they will act as processors and ensure that the gate passes are properly executed at the gates or posts.

10.0 VERIFICATION OF EXECUTED GATE PASSES AND OTHER INFORMATION

Issuing organization will ensure the following:

- 10.1 The required material has been executed and delivered safely at the desired destination without any discrepancy. Thus, a verifier is required to exercise all necessary checks to confirm material delivery at the specified destination.
- * 10.2 All executed Business Gate Passes must be verified by the Verifiers and the hardcopies are maintained in chronological order by control number for a period of two (2) months from the date they were issued/executed.
- 10.3 Executed gate passes are to be verified within fourteen (14) days, if not a reminder will be sent to the Verifier. In the case of no response from Verifier, a message will be sent to department manager to complete the verification process within seven (7) days. If no response is received in seven (7) days, the next level of management will be notified.

11.0 RETURN OF UNUSED OR CANCELED GATE PASSES

Assigned issuers will have the option to cancel the gate pass if not yet approved. In the case the Business Gate Pass is approved, only approvers are authorized to cancel the Business Material Gate Pass. The Business Material Gate Pass status will be reflected and updated through MGPS. Camp residents will return unused gate passes to the same offices from where the gate passes were obtained.

12.0 AUTHORIZATIONS FOR APPROVING GATE PASSES

* CHANGE

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- 12.1 Department Managers and those delegated to sign manager's level documents will process online the approval authorizations for themselves and supervisory level & above to approve Business Gate Passes on their behalf. The authorizations below supervisory level will be justified for approval by the proponent department head through the UAMT.
- 12.2 Department Managers who primarily authorized their employees to approve Business Material Gate Passes will update authorizations, especially when changes in authorized employee's status such as transfer, separation, retirement, or business assignment have occurred.

13.0 DESTRUCTION OF EXECUTED GATE PASSES

- 13.1 After the verification process has been completed for executed Personal and Business Material Gate Passes or when Auditing have completed its verification, the verified executed gate passes (hardcopies) will be destroyed beyond recognition through a shredder or other means with the approval of department manager.
- 13.2 Expired MUGP will be retained in department's file for one year from the date of its expiry date or until the Auditing have completed verification. Hardcopies should be destroyed through a shredder or other means with the approval of department manager.

14.0 EMERGENCY GATE PASS

Upon formal announcement by Industrial Security Support Department (ISSD) pertaining MGPS unavailability, proponent organization requiring material gate pass shall fill out the Material & Equipment Gate Pass emergency form (See Appendix IV). The following guidelines should be followed:

- 14.1 Business Gate Pass approver must sign the emergency gate pass.
- 14.2 Emergency Gate Pass approver should accompany the carrier at the security gate to complete the check and authentication process.
- 14.3 The security man at the gate should coordinate with ISO Help Desk to confirm requirements on using the emergency gate pass.
- 14.4 The security man, in turn, will check the approver Aramco ID card and verify the list of material to be exited from the security gate.
- 14.5 The security man is accountable to update all manual processed material gate passes upon MGPS restoration or when the system is back to its normal operation.
- 14.6 A notification will be sent accordingly to designated proponent department manager briefing on the executed material with approver information details that took place during system unavailability.
- 14.7 As a final step, department manager will have the option to accept or refer the case to the TSG for investigation if the circumstances are found suspicious. If accepted, the emergency gate will be considered as "verified".

15.0 GATE PASS WORK FLOW/ EXECUTION/ VERIFICATION PROCESS

* CHANGE

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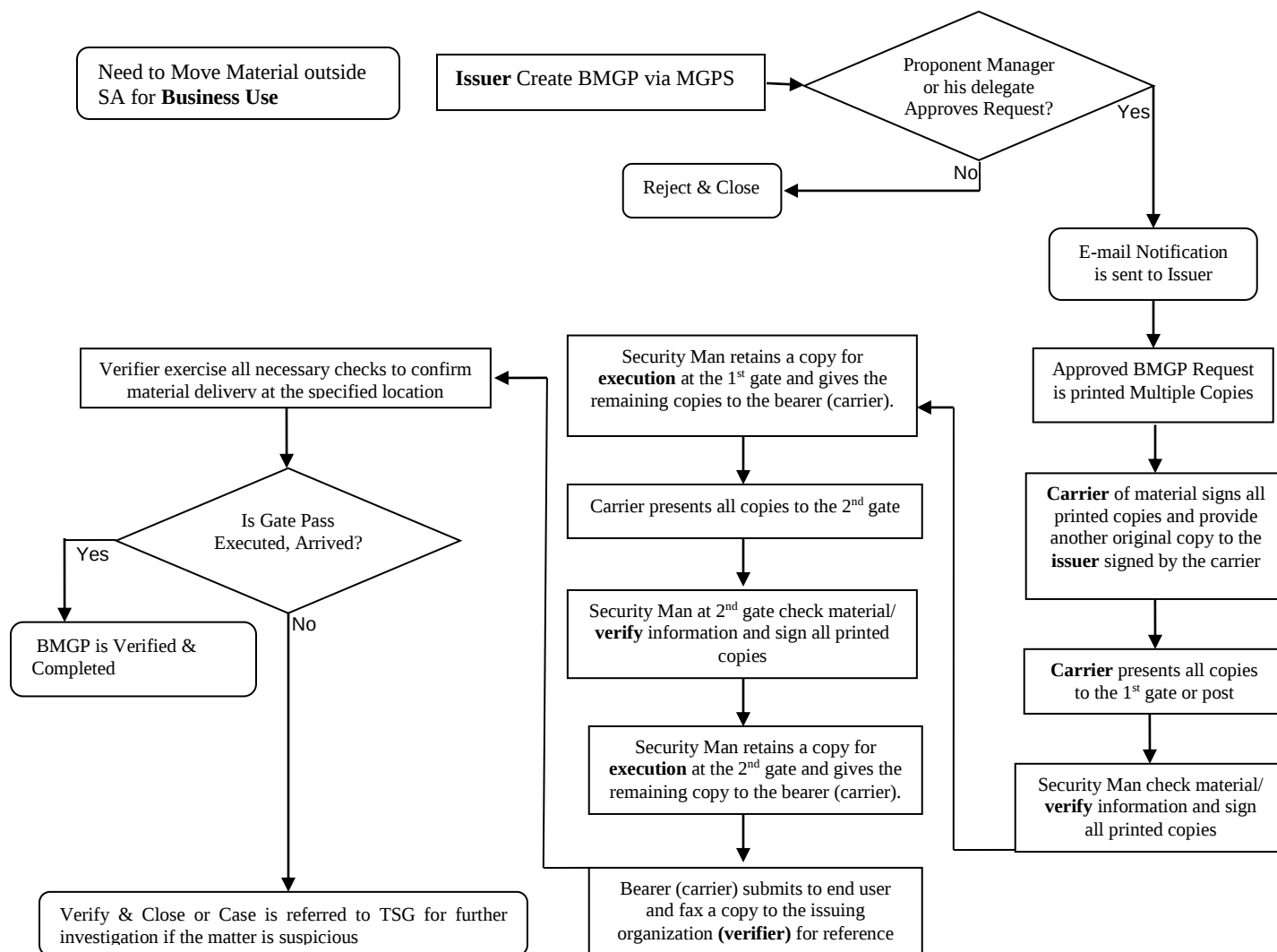
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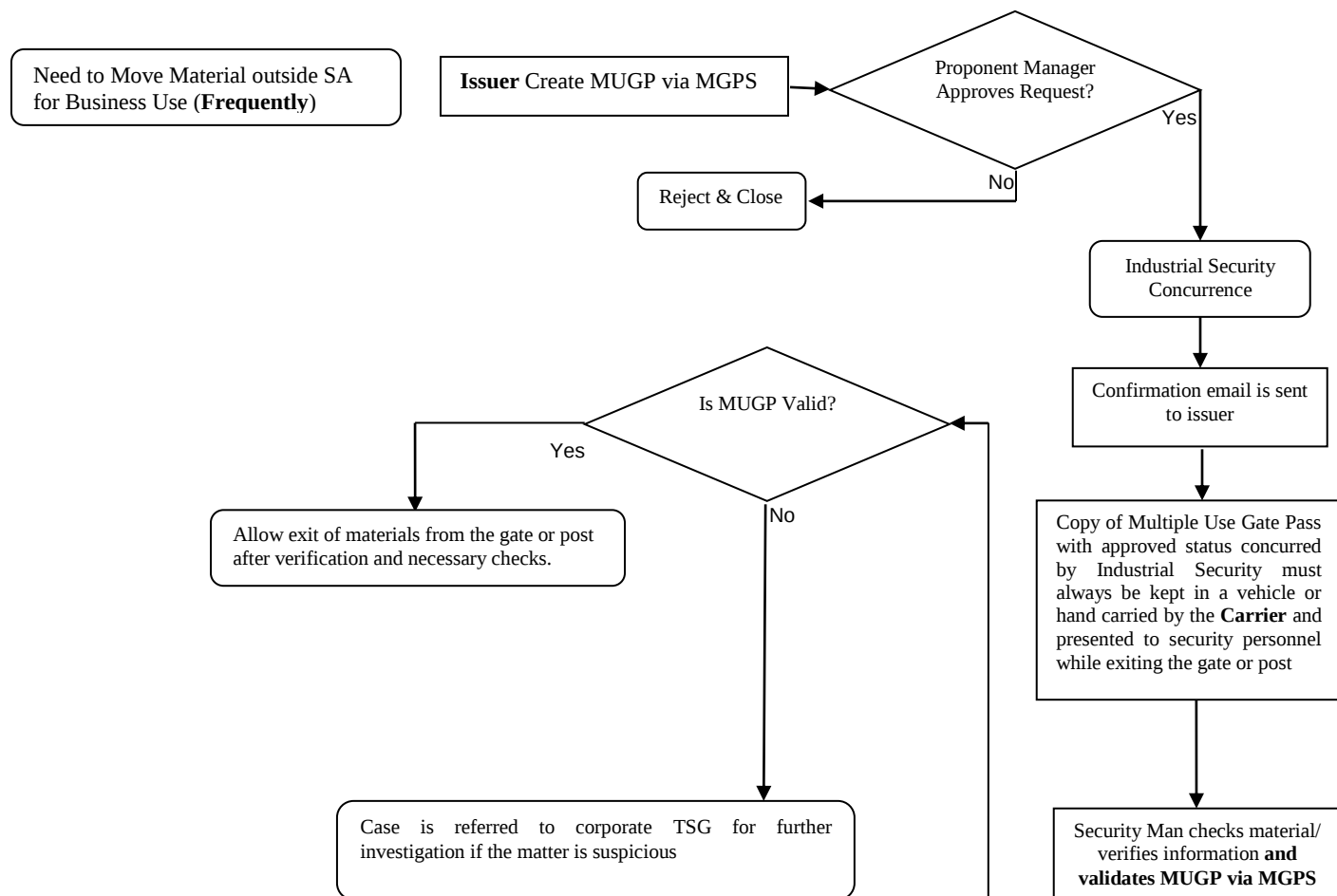
Below is an illustration of the work-flow process for the aforementioned types of material gate passes:

15.1 BMGP Process Diagram:

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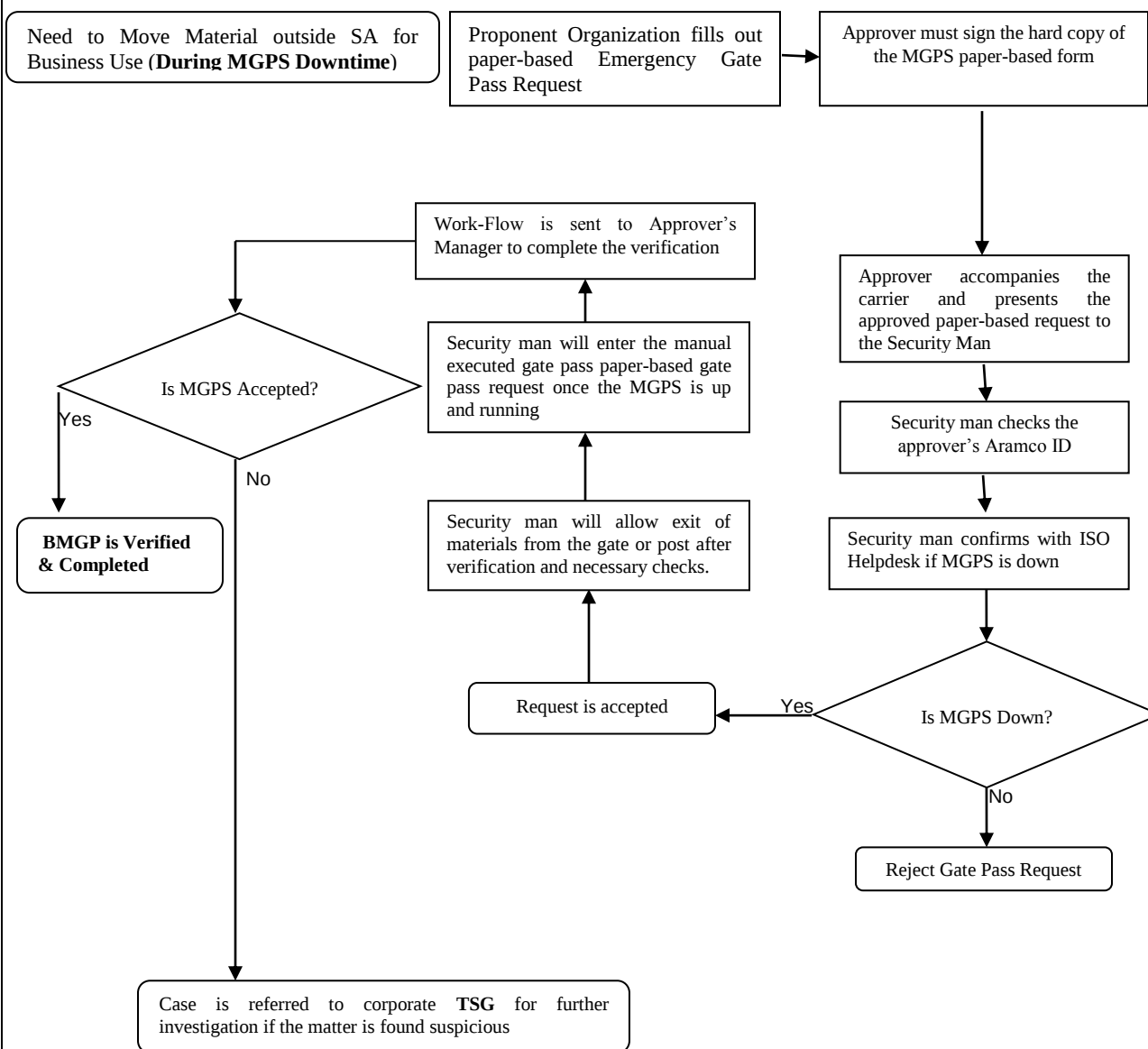
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Need to Move Material outside
SA for **Personal Use**

Issuer create Personal Gate Pass request through MGPS system or Fill-in the paper-based Personal Gate Pass form from Shift Superintendent Office



Approve the Personal Gate Pass in the system or manual form



Present the Personal Gate pass to Security gate



Security man Executes Gate Pass Request manually or in the MGPS



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Appendix I sample (Business Material Gate Pass)

MATERIAL & EQUIPMENT GATE PASS		Control No.			
Status:					
TYPE OF MATERIALS/EQUIPMENT					
Materials/Equipment belongs to:					
USER ORGANIZATION					
Prepared By (Name):	Badge No:	Org. Code:	Unit/Division/Department:	Area:	
TYPE OF CARRIER					
Vehicle Information:			Execution Area:		
Door No:	License Plate No:	Driver's / Carrier's Name:		Badge/Iqama No:	
Loaded at (Bldg/DPC/Site):		Loaded By:		Driver's/Carrier's Signature:	
Destination (Bldg/DPC/Site):		Contact Telephone:			
MATERIALS/EQUIPMENT TO BE EXITED FROM SECURITY GATE total line items: 3					
Quantity	Type of Material Loaded	Brief Description (Commodity or Generic)	Serial Number	Destination	
Sample					
MATERIAL GATE PASS APPROVAL					
Department's approver:		Badge No:	Date:	Telephone No:	
Org Code:	Unit/Division/Department (Name):		Location:		
FOR INDUSTRIAL SECURITY USE ONLY					
Checked/executed at 1st gate by (name):	Badge No:	Signature:	Date:	Time:	Station/Post No:

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16 OF 19**Appendix II sample form (SA-61D Personal Gate Pass)**

PERSONAL PROPERTY GATE PASS					
Saudi Aramco 81-D (10/95)			Refer to G.I. 710.009 for details.		
NOT FOR DEPARTMENTAL USE					
Issued at (Location)		Date		Control No.	
The undersigned is residing in Company camp and responsible for movement of personal property through security gates on the following reason:					
☐ Sold item ☐ Gift item ☐ Transfer ☐ Vacation ☐ Check out ☐ Other (Specify) _____					
Name of the Bearer		Badge No. (If any)		Contact Telephone	
Address					
Quantity of Loaded Material (Box, Package, Crate, Item, etc.)			Description		
Issued by (Name)				Badge Number	
Signature		House No.	Location	Home Telephone	
FOR INDUSTRIAL SECURITY USE					
Checked by (Name)	Badge #	Signature	Date	Time	Station/Post #
INSTRUCTIONS: 1. Employee must ensure that he/she is moving ONLY personal property item(s). 2. Unused gate pass should be cancelled and returned to issuing organization.					
DISTRIBUTION: Original - 1st Security Gate; 2nd copy - Employee 1st copy - 2nd Security Gate					

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17 OF 19**Appendix III sample form (Multiple Use Gate Pass)**

MULTIPLE USE GATE PASS		Control No.																							
status:																									
Issuer Badge:	Issuer Name:	Issued On:	Valid Until:																						
Vehicle Door No:	License Plate No:	Plate Type/ Origin:																							
AUTHORIZED EMPLOYEES TO USE GATE PASS		AUTHORIZED AREAS																							
Sample																									
Department Head is responsible for the tools or equipment listed on this gate pass. Ensure all items listed in the form are returned to the Company after the assigned job is completed by individual(s). Any discrepancy should be reported to Industrial Security.																									
Department Code/ Name:	Gate Pass Org Code:	Telephone:	Location:																						
Proponent Approver (Name):	Approver Position:	Date:																							
<table border="1"> <thead> <tr> <th colspan="2">LIST OF THE TOOLS & EQUIPMENT</th> <th>total line items:</th> </tr> <tr> <th>Material/Equipment</th> <th>Plant Tag No / Physical ID No / Serial No.</th> <th>Quantity</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>					LIST OF THE TOOLS & EQUIPMENT		total line items:	Material/Equipment	Plant Tag No / Physical ID No / Serial No.	Quantity															
LIST OF THE TOOLS & EQUIPMENT		total line items:																							
Material/Equipment	Plant Tag No / Physical ID No / Serial No.	Quantity																							
FOR INDUSTRIAL SECURITY DEPARTMENT CONCURRENCE																									
Name:	Position:	Date:																							

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18 OF 19**Appendix IV sample form** (Can be downloaded from the security website)

EMERGENCY						
MATERIAL & EQUIPMENT GATE PASS						
TYPE OF MATERIALS/EQUIPMENTS						
Materials/Equipments belongs to:						
USER ORGANIZATION						
Prepared By (Name):	Badge No:	Org. Code:	Unit/Div/Department:	Area:		
TYPE OF CARRIER						
Vehicle Information:			Execution Area:			
Door No:	License Plate No:	Driver's / Carrier's Name:			Badge/Iqaman No:	
Loaded at (Bldg/DPC/Site):		Loaded By:		Driver's/Carrier's Singature:		
Destination (Bldg/DPC/Site):		Contact Telephone:				
Sample						
MATERIAL GATE PASS APPROVAL						
Department's approver:		Badge No:	Date:	Telephone No:		
Org Code:	Unit/Division/Department (Name):		Location:			
FOR INDUSTRIAL SECURITY USE ONLY						
Checked/executed at 1st gate by (name):	Badge No:	Signature:	Date:	Time:	Station/Post No:	
Checked/executed at 2nd gate by (name):	Badge No:	Signature:	Date:	Time:	Station/Post No:	

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19 OF 19**16.0 CLARIFICATION OF GI PROCEDURES**

Any clarifications on the procedures or requirements stated in this instruction will be referred to ISO General Manager, or ISSD Manager, Box 90, Bldg. 325, Room 254, Dhahran.

RECOMMENDED:

Manager, Industrial Security Support Department

Date:

APPROVED:

General Manager, Industrial Security Operations

Date:
