

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL		G. I. NUMBER <i>Approved</i> 8.005	
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		APPROVAL AAG	PAGE NO. 1 OF 6

CONTENTS

- 1.0 SCOPE
- 2.0 REFERENCES
- 3.0 COMPANY POLICY
- 4.0 RESPONSIBILITIES
- 5.0 PROTECTIVE FOOTWEAR PROCUREMENT
- 6.0 MINIMUM PROTECTIVE FOOTWEAR REQUIREMENTS
- 7.0 SAFETY FOOTWEAR COMPLAINTS

1.0 SCOPE

- 1.1 This Instruction establishes company policy for providing protective footwear to employees.
- 1.2 This Instruction also covers the assignment of responsibilities to ensure that employees are provided with and use suitable protective footwear; the methods of obtaining protective footwear; minimum requirements for protective footwear; special types of protective footwear; and the method of submitting complaints regarding protective footwear.
- 1.3 For purposes of this Instruction, protective footwear is classified into two categories: protective footwear and special protective footwear. Protective footwear and special protective footwear can be requested through SAP B2B system; or ZPR requisition for 9COM direct charge material; or purchased petty cash from vendor's off-the-shelf stock in Saudi Arabia (refer to Paragraphs 5.1, 5.2 & 5.3).

*2.0 REFERENCES

References listed below are a part of this Instruction to the extent specified herein:

- ASTM F 2413-05: American Society for Testing and Materials
- EN12568: European Committee for Standardization for Protective Footwear.
- The Loss Prevention Department's "Safety Footwear Complaint Form".
- General Instruction 211.070: Saudi Aramco Forms Used for Check/Cash Disbursements.
- Supply Chain Management Manual (SCMM) 01.12 Requesting 9COM Material Using Purchase Requisition
- SCMM 01.13 Requesting Material Using B2B
- SCMM 01.06 Petty Cash Purchases By Saudi Aramco Organizations

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL		G. I. NUMBER <i>Approved</i> 8.005	
		ISSUE DATE 03/24/2013	REPLACES 06/07/2011
		APPROVAL AAG	PAGE NO. 2 OF 6

3.0 COMPANY POLICY

- 3.1 The company will provide appropriate protective footwear to employees in jobs where there is risk of foot injury from hazards like falling or rolling objects, moving equipment, electricity, fire, and foot hazardous materials.
- 3.2 The company will provide quantities of protective footwear to employees based on work requirements.

4.0 RESPONSIBILITIES

Department/division heads have the following responsibilities regarding protective footwear for employees under their jurisdiction:

- 4.1 Identify areas and/or jobs that require protective footwear and the type of protective footwear required. Area Loss Prevention offices are available to advise in this regard.
- 4.2 Determine new and replacement quantities of protective footwear to be supplied based on job needs within the following guidelines:
- 4.2.1 An employee may have one or two pairs of protective footwear in his possession depending on job requirements. For example, two pairs of footwear may be needed if an employee is required to wear safety footwear most of the time he is on the job in order to allow one pair to air for a day while the other is being worn.
- 4.2.2 Protective footwear may be replaced when worn-out or when no longer able to perform its intended function. Under normal usage, two pairs of footwear should last one year or longer. There may be exceptions for more extreme conditions.
- 4.3 Administer/authorize the issuance of protective footwear to each employee required to work in an area where protective footwear is needed.
- 4.4 Authorize safety footwear subsidies to employees under their jurisdiction who choose to purchase protective footwear off-the-shelf from vendor's stock in Saudi Arabia, in accordance with paragraph 5.3.
- 4.5 Ensure that employees wear required/approved protective footwear where needed.

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL		G. I. NUMBER <i>Approved</i> 8.005	
		ISSUE DATE 03/24/2013	REPLACES 06/07/2011
		APPROVAL AAG	PAGE NO. 3 OF 6

- 4.6 Ensure that footwear ordered through 9COM direct charge requisition or purchased petty cash from vendor's off-the-shelf stock in Saudi Arabia (Company subsidized) is in conformance with the minimum protection specifications stated in paragraph 6 and that the footwear is suitable for its intended use.

5.0 PROTECTIVE FOOTWEAR PROCUREMENT

5.1 SAP B2B Footwear Purchase Agreement:

Safety footwear and a number of special protective footwear types available through the SAP B2B system, such as steel toed rubber boots or firemen's boots, are listed in the *Loss Prevention Intranet Site*. Procedures in SCMM 01.13, Requesting Material Using B2B, should be used to obtain these shoes.

5.2 9COM Direct Charge Purchase:

5.2.1 Protective footwear and special protective footwear may be purchased through 9COM ZPR purchase requisition in the following situations:

5.2.1.1 B2B safety footwear covered by purchase agreement is unavailable (for example in very large or small sizes).

5.2.1.2 Special types of protective footwear are required which are not available through B2B. Special types of protective footwear include, but are not limited to:

- Metatarsal footwear
- Electrical hazard footwear
- Fireman's footwear
- Lineman's footwear
- Orthotic protective footwear as prescribed by Saudi Aramco Medical Services Organization (SAMSO)

5.2.1.3 Departments determine that certain models of protective footwear not available in B2B better suit their operating requirements.

5.2.2 Procedures in SCMM 01.12 Requesting 9COM Material Using Purchase Requisition, should be used to obtain these shoes.

5.2.3 Departments shall ensure that justifications/reasons for purchasing protective footwear through 9COM are documented and kept on file.

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL		G. I. NUMBER Approved 8.005	
		ISSUE DATE 03/24/2013	REPLACES 06/07/2011
		APPROVAL AAG	PAGE NO. 4 OF 6

5.3 Petty Cash Purchase of Company Subsidized protective footwear and Special Protective Footwear:

5.3.1 If preferred, employees may purchase protective footwear and special protective footwear off-the-shelf from vendor's stock in Saudi Arabia and be paid a subsidy that will not exceed the lesser of the actual cost or SR155 for each pair purchased.

5.3.2 Procedures in SCMM 01.06 Petty Cash Purchases by Saudi Aramco Organizations, should be used to obtain these shoes. In addition:

5.3.2.1 To qualify for this subsidy, employees must obtain written prior permission from their division head to purchase protective footwear. The division head shall ensure that the footwear to be purchased is suitable for the intended work environment in accordance with this GI. A list of acceptable protective footwear and a list of known protective footwear retailers in Saudi Arabia are shown at the *Loss Prevention Intranet Site*. Purchase of protective footwear by employees is not restricted to these retailers or models. However, protective footwear not listed in the approved protective footwear list shall be in conformance with the minimum protection specifications stated in paragraph 6.

5.3.2.2 For footwear not listed in the approved protective footwear list, questions pertaining to the acceptability of various models can be referred to the area Loss Prevention offices along with the manufacturing details of any models proposed. If the area Loss Prevention office does not have sufficient information on a particular model, and the requester cannot provide sufficient information on a footwear model, Loss Prevention will advise the proponent division head that the proposed model is not acceptable.

5.3.2.3 To obtain the subsidy (lesser of actual cost or SR155), employees shall submit form SA-60, Payment Authorization, in the amount of SR155 or less, together with a receipt from the retailer showing the cost, the make, and model number of the protective footwear supplied. For tracking purposes, this form SA-60 shall specify that SR155 or less is to be credited to the employee's paycheck. The division head shall confirm that an employee applying for the subsidy possesses the approved protective footwear that was purchased.

**SAUDI ARABIAN OIL COMPANY (Saudi Aramco)
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ISSUE DATE
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06/07/2011

SUBJECT PROTECTIVE (SAFETY) FOOTWEAR

APPROVAL
AAG

PAGE NO.
5 OF 6

6.0 MINIMUM PROTECTIVE FOOTWEAR REQUIREMENTS

6.1 Sole and Heel material

The soles and heels of protective footwear shall be of material suitable for the work. Leather soles and/or heels are not permitted on protective footwear because of their poor traction.

6.2 Uppers

For storehouse, construction, maintenance, plant operations and similar job environs, the uppers of protective footwear shall be leather to protect the feet. (The upper is the portion of the footwear above the sole.) "Track footwear" type protective footwear and materials such as nylon, polyester and canvas in the uppers of protective footwear are only permitted for use by employees in light duty (i.e. primarily indoors) occupations who nonetheless need toe protection against falling objects. Certain hospital workers may be an example.

6.3 Heel configuration

A definite heel rather than a flat tread shall be provided on protective footwear used in climbing ladders because flat treads have a tendency to slip off the ladder rung.

*6.4 Toe boxes

Toe boxes of protective footwear shall meet the highest compression and impact ratings from either the American (United States of America) or European standards, which are as follows:

ASTM F 2413-05: American Society for Testing and Materials

Compression newtons (pounds)	Impact joules (ft-lbf)	Labeling male foot	Labeling female foot
11,121 (2,500)	101.7(75)	ASTM F 2413-05	ASTM F 2413-05

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		ISSUE DATE 03/24/2013	REPLACES 06/07/2011
		APPROVAL AAG	PAGE NO. 6 OF 6

ISSUING ORG. LOSS PREVENTION DEPARTMENT

SUBJECT PROTECTIVE (SAFETY) FOOTWEAR

EUROPEAN COMMITTEE FOR STANDARDIZATION EN12568

Compression newtons (pounds)	Impact joules (ft-lbf)	Labeling male & female feet
8,000 (1,798)	200 (148)	BS 1870: Part 1: 1988 200 joules

Note: The protection provided by the toe boxes manufactured to the above American and European standards is essentially the same. That is, ASTM F 2413-05 is equivalent to EN12568, 200 joules. The compression and impact ratings differ because of differences in the testing methods.

7.0 PROTECTIVE FOOTWEAR COMPLAINTS

Employees should register protective footwear complaints for protective footwear available through the SAP B2B Footwear Purchase Agreement by completing the Protective Footwear Complaint Form, available from any Loss Prevention office or on the *Loss Prevention Intranet Site*. The complaint form should be forwarded to the area Loss Prevention office, which will forward it to the Loss Prevention Department's personal protective equipment coordinator for review and appropriate action.

Concurred:

MANAGER

Ops. Purchasing & Inventory Cont. Dept.

Date: _____

Approved:

A. A. AI-GHAMDI, Manager (A)
Loss Prevention Department

Date: _____