

**Saudi TOTAL Petroleum  
Products Company Limited (STPP)  
Blending Plant**



**TotalEnergies**

**Visitor HSE  
PASSPORT**



At TotalEnergies,  
we consider safety first  
above all else

## WELCOME TO STPP

Here at STPP, we wish to make your visit to our facility as safe as possible. We therefore request you to read this passport carefully. The passport is intended to familiarize you with important HSE requirements of the site that you are expected to comply to.

Should you have any queries in this respect, please consult your host.

Your valued suggestions for improving the prevailing standards of HSE will be appreciated.

HSE Passport issued to: .....

HSE Passport issue date:.....

# Emergency Contact Number



## FOR ALL EMERGENCIES SUCH AS

Fire, Spill, Accident & Illness

- |                      |                  |
|----------------------|------------------|
| • HSEQ Manager       | +966 50 880 8367 |
| • HSEQ Engineer      | +966 53 909 0535 |
| • 24 Hrs Duty Mgr    | +966 54 263 2565 |
| • Police / Emergency | 911              |
| • KAEC Fire Dept.    | 8001180010       |





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## VISITOR PASS

- Please put on your visitor's pass at all times while on site

- The entire site is a **Non-Smoking** area.  
For designated smoking area, contact your host.



- Obey all **safety and road warning signs.**



- **PPE** (Personal Protective Equipment) may be required to be worn in certain areas please check with your host.



- **Mobile Phone** is prohibited in certain areas.  
Please check with your host



- **Photography is Prohibited** in **STPP** premises.



- **Alcohol is Prohibited** in **STPP** premises.



- For **First Aid** requirements please contact your host.



- Be alert to potential hazards of moving Forklifts.



# EMERGENCY EVACUATION PLAN

## UPON HEARING THE FIRE ALARM:

- ✓ On Hearing the Fire Alarm, (or information from the witness), all persons must rush to the Emergency Assembly Point (EAP) located inside the plant main gate (Refer to the map on HSE Passport.)
- ✓ There is no need to panic.
- ✓ Visitors will be guided to EAP by one of STPP representative.



## EMERGENCY TELEPHONE NUMBERS

**FIRE/POLICE/AMBULANCE**

**911**

**KAEC EMERGENCY**

**800 11 80010**

**KAEC CLINIC**

**+966 12 51 04 190**

**SAUDI GERMAN HOSPITAL (JEDDAH)**

**92 000 7997**

**STPP DUTY OFFICER**

**+966 54 26 32565**

## DO'S IN STPP PREMISES

- ✔ Park the vehicles in reverse at designated parking areas only.
- ✔ Proceed to Security office to get your visitor pass & then contact your host.
- ✔ Visitors need to be accompanied by STPP's or contractor's representative at all times.
- ✔ ALWAYS dispose waste correctly & maintain good housekeeping.
- ✔ Hold railings when using staircases.

## DONT'S IN STPP PREMISES

- ⊘ Smoking is prohibited inside STPP premises
- ⊘ DO NOT walk in areas other than those dedicated for pedestrians.
- ⊘ DO NOT touch any mechanical or electrical equipment, unless authorized to do so.
- ⊘ DO NOT stand or walk under suspended loads.



## Dear Guest,

In Saudi Total Petroleum Products Co. Ltd (STPP), we are very glad to inform you that we have defined & implemented our “Community Grievance Management” process. The process will be followed in order to consider and resolve all complaints/grievances raised by our valued stakeholders.

Complaints are accepted verbally or in writing (e-mail, phone, letter, in a meeting, etc.). There are several ways, community members/complainants can register a complaint with STPP:

1. Send an e-mail or fill out the complaint form and send it to: [ms.sa.stppgrievancemgt@total.com](mailto:ms.sa.stppgrievancemgt@total.com)
2. Contact our Grievance Officer  
Mr. Hani AL HARBI on 0583188830
3. Fill out a complaint form and mail it or hand deliver it to STPP offices for the attention of Mr. Hani AL HARBI.

### \* **KAEC Plant:**

SAUDI TOTAL PETROLEUM PRODUCTS CO LTD (STPP)  
7969 Industrial Area, Phase 1, IV1A-C41, Unit No. 705  
King Abdullah Economic City , Post Code 23989-2230  
Kingdom of Saudi Arabia

**\* Jeddah Head Office:**

Saudi TOTAL Petroleum Products Co. Ltd (STPP)  
Zahran Business Center, Tower-B Office 1007,  
Prince Sultan St. PO Box 4861, Jeddah 21463,  
Kingdom of Saudi Arabia

**\* Riyadh Sales Office:**

Saudi Total Petroleum Products Co. Ltd.  
Exit 14 eastern ring road  
Ar rayyan area, abu suliman al rajhi building, 3rd floor  
P.O. Box 222283, Riyadh 11495, Kingdom of Saudi Arabia

**\* Dammam Sales Office:**

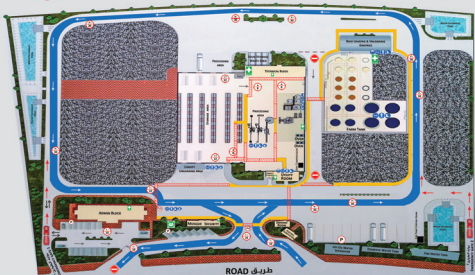
Saudi Total Petroleum Products Co. Ltd  
4th floor, #401, Al-Jazeera building, king saud road,  
Al Safa Dist. P.O. box 69342, dammam 31547,  
kingdom of Saudi Arabia

4. Go to STPP's Web Site <https://www.totalsaudi.com/en>  
and fill the complaint form under Contact us.



# خريطة حركة المرور للمصنع في مدينة الملك عبدالله الاقتصادية

## KAEC BLENDING PLANT SITE TRAFFIC PLAN



Common Area for Vehicles & Pedestrians "CAUTION" منطقة عامة للمركبات والمشاة - تحذير		Walkway الممشى	External Vehicles Movement Direction (Light Vehicle / Heavy Vehicle) الاتجاهات الخارجية للمركبات الخارجية (سيارة خفيفة / سيارة ثقيلة)	
First Aid الإسعافات الأولية	Assembly Point نقطة التجمع	No Smoking Beyond This Point يمنع التدخين بعد هذه النقطة	Parking المواقف	
FLT & Pedestrian Crossing 8	تقاطع المشاة والرافعات الشوكية	Regulated Road 10 طريق منظم	FLT Free Road 12 طريق حر للرافعات الشوكية	Free Road 30 طريق حر



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**[www.totalsaudi.com](http://www.totalsaudi.com)**