

1. Objective

These guidelines define the steps to be followed for obtaining photography permit in QAPCO operated facilities in MIC and RLIC as per Industrial Security & QatarEnergy (QE) requirements.

2. Scope

This Instruction applies to all types of photography or videography that include, but not limited to recording still or moving (video and movie) images by any type of digital or analog cameras, in QAPCO operated facilities in MIC and RLIC.

3. Summary

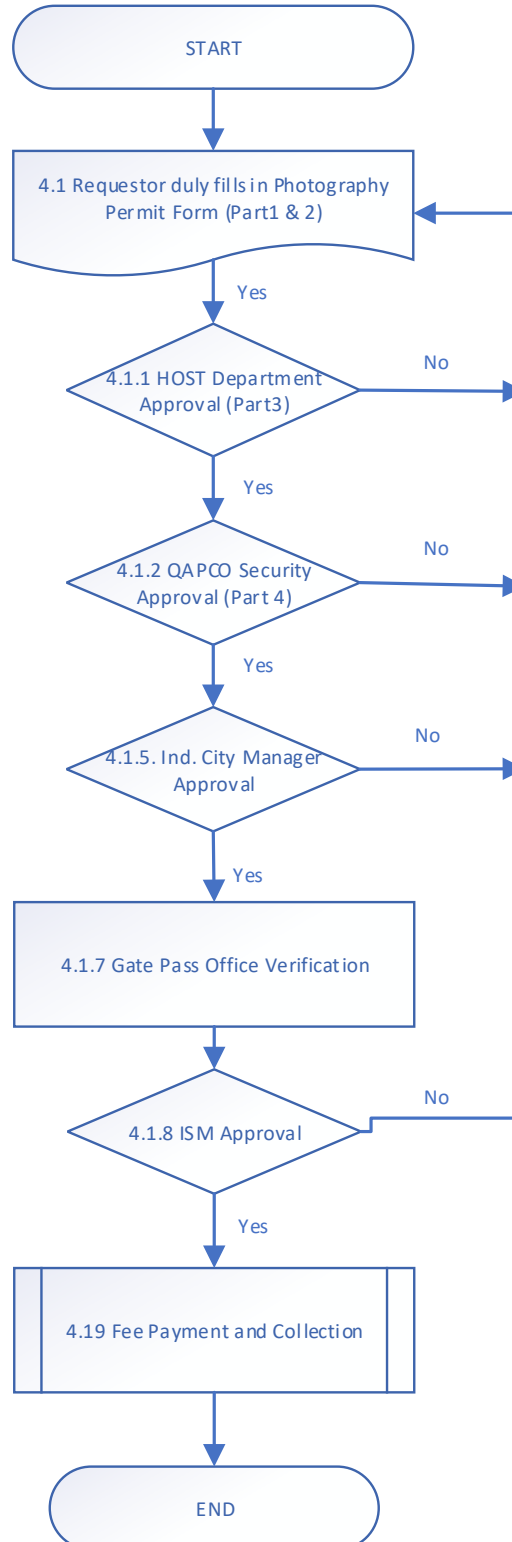
Photography in QatarEnergy (QE) Industrial Areas is strictly forbidden without a valid Photography Permit authorized by the host Department, QE Regional Management, and Industrial Security Department under MOI.

These guidelines explain how to obtain a Photography Permit as per QE and Industrial Security procedures.

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4. Photography Permit Process



The following steps are to be followed to obtain a Photography Permit (IN-ST-06-F01).

- 4.1. Requestor fills up Part 1 and Part 2 of the permit and Requestor Department endorses Part 3.
 - 4.1.1. Requestor fills up Part 1 and Part 2 of the permit and Requestor Department endorses Part 3.
 - 4.1.2. QAPCO Security Manager approves the permit by endorsing Part 4.
 - 4.1.3. If the requestor is a contractor: After filling up Parts 1 -3, forwards the permit to Host Department in QAPCO. The host then forwards it to Security for endorsement.
 - 4.1.4. For QAPCO Staff, QAPCO Security shall submit the request for the remaining approvals. For Contractor the original document shall be handed over to the PRO to follow up the remaining approvals.
 - 4.1.5. The form is then submitted to Industrial City Management for Approval.
 - 4.1.6. If purpose of photography is broadcasting or publishing in any media, approval of QatarEnergy Public Relations Manager shall be obtained.
 - 4.1.7. If approved, the same is submitted for verification of Gate Pass Office.
 - 4.1.8. If approved, the application is then submitted to GDIS Regional Manager Approval
 - 4.1.9. If approved, then submitted to ISM Gate Pass Office to get the final approved Photography Permit.
 - 4.1.10. Photography Permit fees to be paid at the Pass Office. Amount is shown in the permit.
 - 4.1.11. In case the number of photographers is more than 1 then Photography Permit Attachment Form (IN-ST-06-F02) to be duly filled in and submitted along with IN-ST-06-F01. No person's name to be written on first page in this case. Instead, phrase "As per the attached list" is to be written in the name column. Names of all individuals shall be written on page 2 (list) only.
- 4.2. Aerial Photography
 - 4.2.1. Aerial photography shall only be carried out from an aircraft, usually a helicopter or Unmanned Aerial Vehicle. (UAV)
 - 4.2.2. Clause 4.1.1 through 4.1.4 shall be applicable as above.
 - 4.2.3. Additionally, the request needs to be approved by QE Joint Services Operations Manager.
 - 4.2.4. If approved, proceed to Industrial City Manager's approval.
 - 4.2.5. If approved, submit for QatarEnergy EVP Industrial Cities approval.
 - 4.2.6. Follow clause 4.1.7 through 4.1.10
 - 4.2.7. The request to be submitted at ISM minimum 7 working days prior to the intended photography session, to complete their procedures.

5. Work Permits

- 5.1 A cold work permit is needed to take any photograph within QAPCO Premises outside Process Area.
- 5.2 A Hot Work Permit is needed to take any photograph within the battery limits of plant area.

6. Control Measures

- 6.1 Unauthorized position and use of photographic equipment in MIC may result in the confiscation of such equipment.
- 6.2 Such incident will attract investigations from ISM, QE authorities and State Security Departments.

7. Records

The owner / executor shall maintain the following records / documents for reference:

#	Document / Record name	Retention period	Retention policy	Retention method	Classification
1	Photography Permit Form QE and MOI Form	Validity Period	Maintained at Security and Gate pass Office	Hardcopy	Internal
2	Photographs taken in QAPCO	1 year	Maintained by Host Department	Softcopy	Internal
3	Original Permits	Validity Period	Owner shall maintain	Hardcopy	Internal

8. Document References / Attachments

#	Document ID	Document name	Summary of dependency or use
8.1 Document References			
1.	PR-SO-001	Investigation and Reporting of HSSE Events	Reporting Security Incidents
2.	PR-PSS-114	Permit To Work Procedure	Work permit
3.	PR-ST-002	Gate Pass Procedure	Gate Pass
4.	Circular No.: VI/2022/002	New Photography Permit Application	Photography Permit
8.2 Attachments			
1.	IN-ST-06-F01	Photography Permit – QE & MOI Form	Photography Permit. Its second page explains how to fill up and what steps to be followed to obtain approvals.
2.	IN-ST-06-F02	Photography Permit Attachment – QE & MOI Form	To be used along with OS-ST-02-F01 if the number of photographers is more than one.

9. Revision History

Rev #	Date	Section No.	Reason for revision / modification
00	22/10/2018	All	New Document issued.
01	As per Achiever Publishing date	All	Instruction Title Changed from “Instruction Photography Permit in Mesaieed Facility” To “Photography Permit Instruction” and number changed from IN-254-SCR-06 to IN-ST-06. Instruction changed to comply with the new requirements of QatarEnergy and MOI.