

REQUEST FORM for PHOTOGRAPHIC PERMIT(Notes & Form)

Read these explanatory notes - before completing the “Photographic / Filming Request Form”

PART 1 - DETAILS OF PHOTOGRAPHY / FILMING

1.1 Location (of photography). The main QP locations are listed. Tick the box(s) of the area where the photography/filming is planned to take place.

1.2 Purpose (of photography). Two options are available (Accident/Incident & Operational). Tick the Accident/Incident box if the photography/filming is for purposes related to: Evidentiary collection or HSE Requirement. Tick the ‘Operational’ box if the photography/filming is for purposes related to: technical, maintenance, investigations reporting, or operational HSSE requirements.

1.3 Method (of photography). Three options are listed (Aerial (Manned), Aerial (Unmanned) UAV & Land). Tick whichever are applicable. If photography/filming will be executed from an aircraft, tick ‘Aerial’. If photography/filming will be executed from a UAV tick “UAV”. If the photography/filming will NOT be from an aircraft or UAV, tick ‘Land’.

Notes: For aerial (Manned) photography - no Production or Refinery area may be over flown.

1.4 Specific sites (per location) to be photographed. Refer to par 1.1 above. Identify each specific location where photography/ filming is planned, e.g.: RLC Port. This information may be attached as a separate typed list, if form space is inadequate to list all intended locations.

1.5 Planned date(s) and time of the photography/ filming. This aspect documents the period over which photography is to occur and it is regarded as the *Photography/Filming Permit Validity Period*.

The ‘Start Date’ and ‘Start Time’ is for the intended first day of photography/filming. (If photography/filming is planned for one day only – complete this item only). The ‘End Date’ and ‘End Time’ is for the intended last day of photography/filming.

An ‘Alternate Date’ option is available, as a back-up should the conditions for photography/filming over the ‘Start – End’ period, be unsuitable. (If this option is used, provide an alternate date only. The timing for photography/filming will remain the same as stipulated in the ‘Start – End’ period).

1.6 Provide a short summary to explain the reason for this request: This aspect should briefly, but concisely, describe the reason why the photography/filming permission is being requested.

PART 2 - PHOTOGRAPHER DETAILS

2.1 Photographer and/or Support Staff Initial & Surname. Insert person’s details that will be carrying out the photography/filming activities. For this aspect - the Requesting Department is responsible to ensure that the photographer(s) and supporting staff are “who they say they are” and that photography/filming will be used for purposes as stated in par 1.6.

2.2 Photographer and/or support staff Qatar Id Number /or Passport Details. Insert the identification details for each person who will be carrying out the photography/filming activities. Attach a readable copy, of the relevant supporting document, for each person.

2.3 Camera equipment list - Make & Serial No. Insert for equipment that will be used for the photography/filming activities. Attach as a separate typed list – if form space is inadequate to record all items.

PART 3 - VERIFICATION AND DECLARATION

3.1 Requesting Department (Authorized Requestor). Insert details for the entity initiating the request for the photography/filming and which is accountable to finalize all photographic related administration. The term ‘Requesting Department’ applies to: QP, Joint Ventures, Subsidiaries and Main Contractor. Therefore, any Photography/Filming Request Form must be initiated and submitted via one of the aforementioned entities. Any other entity that is not defined as a Requesting Dept, will have to approach QP, a Joint Venture, Subsidiary or Main Contractor and request them to act as a host (i.e. to support the photo request).

3.2 Authorized Signatory Name. Person(s) registered with the QP Security Pass Office as an Authorized Signatory. The Authorized Signatory is responsible & accountable to verify that the information inserted in Part 1 and Part 2 of the photo application Form is correct. In addition to ensure that all required attachments are included and are readable.

3.3 Signature. Of the Authorized Signatory who is registered with the QP Security Pass Office. If not registered, the application will be rejected.

3.4 Stamp & Date. Of the Requesting Department, namely a QP Dept, a Joint Venture, Subsidiary or Main Contractor who are registered as such with the QP Security Pass Office.

PART 4 – ASSET HOLDER ENDORSEMENT

4.1 Name of Asset Holder. Insert business name of the QP Dept, Joint Venture, Subsidiary or Main Contractor.

4.2 Authorizing Signature. Is the signature of the management, who are authorized to approve such request?

4.3 Date. For Management approval.

*Note: * It is the responsibility of the Asset Holder to inform their related departments on any planned photography (HSE, Security, Operations etc.). * Allow two (2) working days for each Asset Holder approval process.*

PART 5 – QP & MOI GDIS ENDORSEMENT

5.1 – 5.7. These signature blocks are to be completed as per the stated requirement of the Purpose (1.2) & Method (1.3) of the photography/filming request.

Notes: For Operational photography (Land) - only regional level approval is required.

For any Aerial (Manned) & UAV photography – regional & SO approval is required. Allow corporate five (5) working days for processing of Qatar Armed Forces (QAF) approval. GDIS office is mandated to facilitate the QAF approval in this regard.

Note: * Any Request for UAV Photography shall be processed through General Directorate of Industrial Security, Assistant Director General. Such request SHALL be accompanied by an Authorization from Qatar Civil Aviation Authority. Any request for photographic permit that does NOT have Civil Aviation Authority authorization attached shall be rejected.

*** This process will only be applicable for normal daily routine requirement and will be excluded in case of any Security Emergency situation.**

PHOTOGRAPHY PERMIT NO. : _____

PART 1 - DETAILS OF PHOTOGRAPHY / FILMING				
Instruction: To Be Completed By Requesting Department (Authorised Requestor)				
1.1 Location (Tick whichever is applicable)	1.2 Purpose (Tick whichever is applicable)	1.3 Method (Tick whichever is applicable)	1.4 Specific sites (in each location) to be photographed (Attach as a separate typed list – if more space is required)	1.5 Planned date(s) and time of the photography / filming (This constitutes PERMIT VALIDITY)
<input type="checkbox"/> RLC <input type="checkbox"/> MIC <input type="checkbox"/> Offshore <input type="checkbox"/> Dukhan	<input type="checkbox"/> Accident/ Incident <input type="checkbox"/> Operational	<input type="checkbox"/> Aerial (Manned) <input type="checkbox"/> UAV <input type="checkbox"/> Land	_____ _____ _____	Start Date: _____ Start Time: _____ End Date: _____ End Time: _____ Alternate Date: _____
1.6 Provide a short summary to explain the reason for this request: _____ _____				
PART 2 - PHOTOGRAPHER DETAILS				
Instruction: To Be Completed By Requesting Department (Authorised Requestor)				
2.1 Photographer and/or support staff initial & surname	2.2 Photographer and/or support staff Qatar id number /or passport details (Attach copy of supporting document, for each person)	2.3 Cameras & Equipments list - Make & Serial No (Attach as a separate typed list – if more space is required)		
_____	_____	_____		

PART 3 - VERIFICATION AND DECLARATION				
Instruction: To Be Completed By Requesting Department (Authorised Requestor/Signatory)				
<i>"I hereby verify and declare that the above details as provided are accurate and correct. I confirm that the Requesting Department shall adhere to the requirements as documented in the QP Photographic Procedures".</i>	3.1 Requesting Department:			3.4 Stamp & Date
	3.2 Authorised Signatory Name:			
	3.3 Signature:			

PART 4 - ASSET HOLDER ENDORSEMENT				
Instruction: The Requesting Department (Authorised Requestor/Signatory) To Forward To Asset Holder Management. (Attach as a separate typed list – if more space is required)				
4.1 Name of Asset Holder #1	4.2 Authorising Signature #1	4.3 Post Title & Date #1		
4.1 Name of Asset Holder #2	4.2 Authorising Signature #2	4.3 Post Title & Date #2		
4.1 Name of Asset Holder #3	4.2 Authorising Signature #3	4.3 Post Title & Date #3		

PART 5 – QATAR PETROLEUM & MOI-GDIS ENDORSEMENT				
Instruction: To Be Completed By MOI/DG and Qatar Petroleum Management				
5.1 Regional QP VP or Manager	5.2 QP Regional PR Office	5.3 QP Public Relations Manager	5.7 GDIS Security Stamp & Date	
5.4 QP President & CEO Office (Aerial & UAV Only)	5.5 Industrial Security Regional Department	5.6 Industrial Security DS (Aerial & UAV)		

PART 6 – PHOTOGRAPHY PERMIT PAYMENT				
Instruction: To be Completed by Industrial Security department - Finance				
1.1 (Tick appropriate Box)	6.2 POS Sequence/Invoice No.		6.3 Pass Office Stamp & Signature	
<input type="checkbox"/> Daily Photographic Permit QR 10.00 <input type="checkbox"/> Monthly Photographic Permit QR 100.00 <input type="checkbox"/> Annual Photographic Permit QR 600.00	Date: _____			