

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

ISSUING ORG. ORGANIZATION CONSULTING DEPARTMENT

SUBJECT GENERAL INSTRUCTIONS

GI NUMBER **Approved**

0.001

ISSUE DATE
02/03/2016

REPLACES
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APPROVAL
ZAM

PAGE NO.
1 OF 5

CONTENT

This General Instruction controls all Saudi Aramco General Instructions documents. It contains the following information:

1. Classes of Documents
2. Authority and Purposes
3. General Instruction Responsibilities
4. Supplements

1.0 CLASSES OF DOCUMENTS:

1.1 The General Instructions: Are a compilation of instructions and information of **general** interest to Saudi Aramco - SAO organizations, maintained on the Saudi Aramco Intranet. The on-line documents at <http://sharek/cop/GI/Pages/home.aspx> are the current and official General Instructions. Organization Consulting Department (OCD) has functional responsibility for maintaining the integrity of the General Instructions. No confidential documents are included in the General Instructions collection.

1.2 Mandatory Saudi Aramco Engineering Requirements: include engineering standards (SAES), specifications (SAMSS), procedures (SAEP) and drawings (SASD) that are developed for uniformity and applied Company-wide. (Source: SAEP-301)

SAESs are standards, approved by Saudi Aramco Management, that establish minimum mandatory requirements for the selection, design, construction, maintenance, and repair of equipment and facilities. The requirements in these standards apply Company-wide. (Source: SAEP-125)

SAEPs Saudi Aramco Engineering Procedures (SAEPs) establish instructions and responsibilities associated with various engineering activities. This document contains the instructions to initiate, format, prepare, revise, coordinate and obtain approvals for all SAEPs.

SAEPs are procedures, approved by Saudi Aramco Management, that establish minimum requirements for dealing with their associated subject material. They are mandatory and apply on a Company-wide basis.. (Source: SAEP-134)

1.4 A Special Manual (not General Instructions): Is a compilation of instructions of **special** interest to a limited number of organizations, mainly the originating department. Examples: various engineering manuals, medical manuals, aviation manuals, Refinery Instruction Manuals (RIM), Operating Information Manuals (OIM), etc. The originating organization is totally responsible for the distribution and maintenance of such special manuals. All documents which are identified as Confidential are Special Manuals.

The controlling organization for a Special Manual does the following:

1.4.1 Determines the name and purpose of the Special Manual and states the authority upon which it is issued. Special Manuals are not to be named "General Instructions".

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐

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APPROVAL
ZAM

PAGE NO.
2 OF 5

1.4.2 Prepares and reviews (with other concerned organizations) all of its own Special Manuals and their Supplements.

1.4.3 Supplies copies to other organizations according to its own discretion.

1.4.4 Assumes sole responsibility for the content of the Special Manual.

1.4.5 All confidential documents must be treated as Special Manuals.

1.4.6 Special Manuals are issued over the signature of the Head of the Controlling Organization.

1.5 The Materials Instructions Manual (MIM): is available on the Intranet at this location:
<http://ms.aramco.com.sa> . The MIM is maintained by the Materials Planning and Systems Department.

2.0 AUTHORITY AND PURPOSE:

The authority of a General Instruction does not extend beyond the approving and concurring organizations. General Instructions and their cancellations are issued over the approval signature of the Head of the proponent organization. Minor revisions to an existing General Instruction need only be approved by the Head of the proponent organization. Major or Complete Revisions need to be approved by all approvers of the General Instruction as well as the head of the proponent organization. A cover (transmittal) letter should accompany the revised GI to OCD. OCD will add, delete and revise the General Instruction files in electronic file format.

Minor revision examples include (not limited to): clarification of text or paragraph, or change in form number.

Major revision examples include (not limited to): new procedure to conduct business due to implementation of new technology, adding new organization responsibility to existing GI, or a complete rewrite of the GI.

Permission for a variance from a General Instruction must be granted by the Department Head (or higher) of the proponent organization.

In order to change the signature level of any General Instruction the following needs to be accomplished:

- Prepare a transmittal letter addressed to OCD stating the change in signature level for the GI.
- Have the letter signed as “approved” by the highest original signature level. For example: if the GI was originally approved by Sr. VP, and it is now desired to have approval only by a VP, the original Sr. VP (or current incumbent) must sign the transmittal letter.

****** In order to remove an approval authority from the GI, obtain the written confirmation from each authority that need to be removed from the GI. Once the confirmation letter is received, send the letter to OCD along with the GI approved by new approval authorities.

General Instructions accomplish one of three different management functions:

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐

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GI NUMBER		Approved
		0.001
ISSUE DATE	REPLACES	
02/03/2016	05/24/2011	
APPROVAL	PAGE NO.	
ZAM	3 OF 5	

ISSUING ORG. ORGANIZATION CONSULTING DEPARTMENT

SUBJECT GENERAL INSTRUCTIONS

- 2.1 Provide specific instructions of general interest for business and management procedures. Example: Aviation or Transportation. If the General Instruction is not complied with by the user, there will be a denial of service.
- 2.2 Provide a platform for organizations to formalize agreements concerning general regulations, procedures, guidelines, and directives for implementing policy and major plans.
- 2.3 Interpret government and international laws and regulations that must be complied with by all Saudi Aramco organizations.

3.0 GENERAL INSTRUCTION MANUAL RESPONSIBILITIES:

- 3.1 The OCD performs the following functions:
 - 3.1.1 Establishes and regulates the format, numbering, access, maintenance, approvals and organizational reviews for each General Instruction.
 - 3.1.2 Maintains the list of proponent organizations which have authority to issue General Instructions and Supplements for specified functions. Department Heads are the preferred organizational level for GI proponents and most GI approvals.
 - 3.1.3 Determines whether a proposed document meets the criteria for being designated as a General Instruction or General Instructions supplements. OCD assigns the General Instruction Number accordingly.
 - 3.1.4 Establishes the timing and procedures for proponent organizations' reviews of General Instructions. Every five years, a complete review of all General Instructions will be conducted by all proponent organizations. This review will be sponsored and coordinated by OCD. OCD will monitor the review process.
 - 3.1.5 Maintains General Instructions in electronic file format on the Saudi Aramco Intranet and gives instructions for user access and printing. The official copies of the General Instructions and Management Guide are maintained for on-line access and printing on the Saudi Aramco Intranet (<http://sharek/cop/GI/Pages/home.aspx> and <http://mgtg.aramco.com.sa>). Contact your LAN Administrator to install the Intranet on your desktop computer. No passwords are needed. The General Instructions and Management Guide on the Intranet are not confidential documents.
 - 3.1.6 Reviews General Instructions and Supplements for proper format, appropriateness of the subject to the proponent organization, concurring signatures of the concerned organizations and approval signatures of the controlling organization.
 - 3.1.7 Requires re-approvals and re-concurrences of the General Instructions where OCD finds that proposed changes significantly affect the meaning, the scope or the intent. Concurrences are necessary to avoid creating procedures or other obligations for another organization without its review and consent.

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

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REPLACES
05/24/2011

SUBJECT GENERAL INSTRUCTIONS

APPROVAL
ZAM

PAGE NO.
4 OF 5

3.1.8 Edits the General Instructions (per proponent organization's request) for changes that OCD finds to be minor and reasonable. Proponent organizations are encouraged to update and clarify their General Instructions at any time. All changes to Supplements are considered as minor revisions. Proponent authorization for minor revisions is accomplished by the proponent Manager signature on an attached marked up GI.

3.2 The Designated proponent organization performs the following:

3.2.1 Requests OCD to designate a proposed document as a General Instruction and assign a General Instruction Number to the document.

3.2.2 Reviews and coordinates new or revised General Instructions with all other concerned organizations. Obtains Department Head concurring signatures from concerned organizations showing this concurring review took place prior to submission of the final draft of the General Instruction to OCD.

3.2.3 General Instructions approval signatures may be obtained concurrently (in parallel) by the proponent organization by sending separate copies for signatures to each approving organization at the same time. The proponent organization will collect and file the required signature originals. The on-line copy will only list the approving executive positions and organizations, without the handwritten signatures.

3.2.4 Retains the signed original General Instruction document. Sends photocopy of signed document to OCD. Provides OCD with a copy of proposed new General Instructions. The copy should be E-mailed to OCD and must be in Microsoft Word.

3.2.5 Maintains its own file copies of previous revisions, including the number, title, and revision date of past General Instructions, plus any pertinent Special Manuals references. It is the responsibility of the G. I. proponent organization to assure that its on-line documents are current and correct in every respect.

3.2.6 Grants specific variances from the General Instruction. The proponent organization may send a draft copy of a GI to OCD to review the proposed changes and advise if the changes are legitimate to proceed with.

3.2.7 Reviews all of its General Instructions periodically to verify their continuing usefulness. To indicate the accomplishment of review and approval, the proponent organization should send a memo to that effect to OCD. In addition to the periodic review, frequent updating of General Instructions is encouraged.

3.2.8 Designates a contact person to coordinate General Instructions revisions with OCD.

3.2.9 In case of transferring a General Instruction from its issuing organization to another, a letter approved by the current GI issuing organization and concurred by the receiving organization, should be sent to OCD Manager to that effect. OCD will shift the ownership of the GI to the new organization accordingly. All approvals of the GI must be retained during the transfer.

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐

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05/24/2011

SUBJECT GENERAL INSTRUCTIONS

APPROVAL
ZAM

PAGE NO.
5 OF 5

4.0 SUPPLEMENTS:

4.1 Authority

Supplements and Attachments may be added or revised as minor changes to the General Instruction under the authority of the proponent Head of the proponent organization.

4.2 Drawings:

Drawings, forms and charts that are necessary for inclusion in General Instructions must be submitted in a format that will produce a satisfactory electronically scanned image.

4.3 Forms:

Standard Saudi Aramco forms will not be included in the General Instruction. The standard form number and name should be referred to in the text of the General Instruction for the purpose of electronic retrieval.

Approved By: _____ Date: _____

Zaki A. Al-Musharraf, Manager
Organization Consulting Department.

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** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐