

GENERAL INSTRUCTION MANUALG. I. Number **7.031** Approved

ISSUING ORG. TRANSPORTATION AND EQUIPMENT SERVICES DEPARTMENT

ISSUE DATE **09/12/2013** REPLACES **03/07/2012**

SUBJECT EQUIPMENT SERVICES

APPROVAL **SNG** PAGE NO. **1 OF 10****PURPOSE**

This General Instruction describes equipment services provided to User organizations by Transportation and Equipment Services Department (T&ESD), with procedures for forecasting and obtaining the full-time assigned equipment, shared equipment unit, shared equipment services, User organizations responsibilities and equipment dispatching operation.

1.0 OBJECTIVE

- 1.1 Describe the equipment services provided by T&ESD.
- 1.2 Describe procedure for forecasting equipment services requirements.
- 1.3 Identify the User responsibilities for operation and/or use of equipment.
- 1.4 Describe equipment dispatching (Issue/Return) procedure.

2.0 APPLICABLE GENERAL INSTRUCTIONS, FORMS**2.1 GENERAL INSTRUCTIONS**

- 7.025 Heavy Equipment Operator Testing and Certification
- 7.026 Cranes and Heavy Equipment Accident Reporting
- 7.027 Crane Suspended Personnel Platform (Manbasket) Operations
- 7.028 Crane Lifts: Types and Procedures
- 7.029 Rigging Hardware Requirements
- 7.030 Inspection and Testing Requirements for Elevating/Lifting Equipment
- 216.611 Vehicle Usage Cost Allocation
- 216.616 Equipment Usage Time Reporting
- 216.965 Cost Distribution Rates

2.2 APPLICABLE FORMS & TRANSACTIONS

- SA-7522 Heavy Mobile Equipment Accident Report
- SA-7522-1 Mobile Aerial Baskets Accident Report
- SA-7981 Use SAP E-Care T-Code ZIH003 to generate Heavy Equipment Issue/Return Record
- SA-9028 Use SAP T-Code ZIH002 for Heavy Equipment Services Request (online form for SSF/FAE)

* Approval Authority for User:
For an increase in Full-time Assigned Equipment after the forecast cycle, the User organization's Business Line Head and the Department Head of Transportation & Equipment Services (T&ESD).

* For any Shared Industrial Equipment assignment or Services:
a) Unit Head for up to 2 weeks (14 days) cumulative period
b) Division Head for up to 3 months (90 days) cumulative period
c) Department Head for up to 12 months (365 days) cumulative period

- SA-9033 Full-Time Assigned Heavy Equipment Transfer

Approval Authority for User: For transfer within User department, releasing and receiving division heads and for transfer from one User department to another User department, releasing and receiving department heads.

- SA-9094 Notification of Equipment Accident, Non-Collision or Abuses Damage

GENERAL INSTRUCTION MANUAL

ISSUING ORG. TRANSPORTATION AND EQUIPMENT SERVICES DEPARTMENT

ISSUE DATE 09/12/2013 REPLACES 03/07/2012

SUBJECT EQUIPMENT SERVICES

APPROVAL SNG PAGE NO. 2 OF 10

3.0 ABBREVIATIONS AND DEFINITIONS**3.1 ABBREVIATIONS**

T&ESD	Transportation & Equipment Services Department
PM	Preventive Maintenance Service
E&TSD	Engineering & Technical Support Division of T&ESD
JSP	Joint Service Planning
FAE	Full-time Assigned Equipment under User custody
SSF	Shared Services Fleet under T&ESD custody
SAP e-Care	Equipment Fleet Management System (Equipment Care)

3.2 DEFINITIONS

- 3.2.1 Assigned Equipment – An equipment unit from T&ESD's Assigned fleet which is assigned to Users on full-time assigned basis as FAE against their approved annual forecast requirements, and/or on as needed basis as SSF in response to approved shared equipment services request.
- 3.2.2 Approved Plan Level – The User organizations' approved annual forecast of full-time assigned equipment requirements, by specific equipment activity types, which is established after incorporating any exception requirements as approved by the Management Committee to the forecast level and mutually agreed between User and T&ESD representatives in the JSP session; it excludes T&ESD's shared equipment assigned to the organization on as needed basis and tracked as shared equipment hours. The Approved Plan level remains fixed throughout the Plan year for Accountability reporting purposes.
- 3.2.3 Current Plan Level – The User organizations' current approved forecast of full-time assigned equipment requirements incorporating any changes from the Original or Approved Plan Level.
- 3.2.4 SAP e-Care – A SAP based T&ESD's equipment fleet management system to manage online Users' equipment services requests including approvals and workflows, to monitor owned and rented equipment fleet and operators, forecast, assignment, availability, utilization, charging, major component cataloging and provision of shared equipment services.
- 3.2.5 Forecast – User organizations' annual forecast of full-time assigned equipment requirements as well as shared equipment hours by specific equipment activity types prepared in March/April each year in support of their following year's Operating Plan.
- 3.2.6 Equipment Fleet – Fleet consists of mobile or portable construction, earthmoving, Industrial equipment, maintenance and materials handling equipment of the types listed in Section-5.0 which are procured, maintained, and administered by T&ESD. The fleet is segregated into Full-time Assigned Fleet (FAE) which is dedicated to support Users' approved full-time assigned equipment requirements, and Shared Services Fleet (SSF) to provide shared equipment services, as well as Users' approved temporary assignment requests and to provide replacements for out of service assigned equipment, and Emergency Response Fleet to respond to any emergency situation in a timely manner
- 3.2.7 Joint Services Planning – Meetings conducted during the month of March/April to discuss with User organizations their equipment and specialized equipment requirements level for the next year. In the JSP sessions both T&ESD and User organization's representatives work jointly to develop the User's requirements forecast taking into consideration the economic and production projections, User's assigned equipment utilization levels, re-deployment possibilities, and T&ESD's planned or existing fleet limitations. The JSP session helps in establishing a mutually agreed requirements forecast level for the next year, and also in identifying those additional or type change equipment requirements as the Exceptions which cannot be provided from the existing or planned T&ESD fleet. For the purpose of identifying the additional and/or type change requirements level the User's Current Plan Level is used as the reference level.

GENERAL INSTRUCTION MANUAL

ISSUING ORG. TRANSPORTATION AND EQUIPMENT SERVICES DEPARTMENT

ISSUE DATE **09/12/2013** REPLACES **03/07/2012**

SUBJECT EQUIPMENT SERVICES

APPROVAL **SNG** PAGE NO. **3 OF 10**

3.2.8 Industrial Equipment – or some time described as heavy equipment unit. The Industrial Equipment include the following classes; 03X, 04X, 5X, 6X, 8X, 16X, 24X, 43X, 58X & 89X.

3.2.9 Industrial Vehicles – the Industrial Vehicles include the following classes;

00X Trailers & Semi-Trailers
01X Light vehicles
02X Medium & Heavy Duty Trucks

3.2.10 Shared Equipment – An Equipment unit from T&ESD's Shared Equipment Services fleet which is assigned to a User on a temporary (loan) basis to meet short-term temporary requirements (e.g., for T&I support, unplanned workload, etc.), in response to a properly initiated and approved online Equipment Service Request through SAP e-Care.

3.2.11 Shared Equipment Services – Provision of equipment services, mainly crane and rigging support (Rigger I & II), through the established area Shared Services Operation Units under T&ESD administration utilizing the full-time assigned units, user's equipment support manpower and other resources in a geographical area or location as per a service level agreement.

**

Relevant SAP e-Care requests with approved work orders are exempted from workflow approvals, if the requested period is less than 30 days for only normal working hours/days with no overtime requirement.

User's division head and T&ESD area division head must be secured for approving any SAP e-Care request which has overtime requirements.

Relevant SAP e-Care requests with overtime requirements are require minimum level approval by user's division head as well as T&ESD area division head.

3.2.12 Spot Rental – Leased equipment for short assignment to fulfill unplanned requirement.

3.2.13 User – SAUDI ARAMCO organization who has requested T&ESD for provision of equipment services and/or who has been assigned by T&ESD one or more equipment on a full-time basis in response to the approved annual requirements forecast and/or on as needed basis in response to an approved shared equipment services request in support of SAUDI ARAMCO's operation.

4.0 POLICY

4.1 T&ESD is the sole organization in SAUDI ARAMCO responsible and authorized to develop Users' annual equipment requirements forecast, and to procure, rent, administer, assign, perform shared equipment services and maintain the mobile and portable equipment required by the User organizations in support of oil, gas and related support services operations of SAUDI ARAMCO's operations kingdom wide.

4.2 All SAUDI ARAMCO organizations requiring the use of equipment to support SAUDI ARAMCO's operations, must forecast their annual full-time assigned and/or shared equipment services fleet requirements with T&ESD. Users are NOT authorized to purchase, rent or contract equipment (listed below under Paragraph 5.0) without T&ESD's specific prior written approval, which will be granted in extreme and exceptional situations only where it is not technically feasible or economically attractive for T&ESD to meet the User's requirements.

GENERAL INSTRUCTION MANUAL

ISSUING ORG. TRANSPORTATION AND EQUIPMENT SERVICES DEPARTMENT

SUBJECT EQUIPMENT SERVICES

G. I. Number **7.031** ApprovedISSUE DATE
09/12/2013REPLACES
03/07/2012APPROVAL
SNGPAGE NO.
4 OF 10**5.0 EQUIPMENT CLASSIFICATION**

Equipment, for purposes of this document, consists of two types; Industrial Vehicle and Industrial Equipment.

Type	Class	Description
Industrial Vehicles	00X	Trailers & Semi-Trailers (i.e. Flatbed/Lowbed, Water Tank, Fuel Tank)
	01X	Light Vehicles (i.e. Relamper Truck, PDD Cable Test Van, V-SAT)
	02X	Medium & Heavy Duty Trucks (i.e. Crane Truck, Aerial Bucket, Digger Derrick, Hole Borer, Insulator Washer, Fire Trucks, Mobile Library, 6X6 Truck Tractor)
Industrial Equipment	03X	Dozers, Sidebooms, Backhoes, Front-end Loaders, Pipeloaders, Skid Loader, Towing Tractor
	04X	Cranes: Lattice Boom (Crawler and Truck Mounted), and Hydraulic (Rough Terrain, All Terrain and Truck Mounted), 5 to 500 ton
	05X	Air Compressors (Diesel Engine-driven): 5 to 22 CMM (Cubic Meter/Minute)
	06X	Welding Machines (Diesel Engine-driven): 400 Amps
	08X	Excavators, and Graders
	16X	Centrifugal Pump, Diesel 6"
	24X	Generators 30 to 1000 KW; Floodlight sets 6-8 KW and Utility Power Units
	43X	Air Conditioning Machines (Diesel Engine-driven) 10 - 20ton
	58X	Hydraulic Manlifts: Telescopic and Articulated 11 to 38 M
	89X	Diesel Forklifts 2.5 to 40-ton and Electric Forklifts 1 to 2-ton
	R	To identify Rental Equipment in any of the above classes by replacing 'X' with 'R'.

The above equipment classes/types are further sub-divided into specific activity types based on equipment capacity and/or capability as shown in the Cost Distribution Rates GI 216.965.

6.0 EQUIPMENT SERVICES PROVIDED BY T&ESD

- 6.1 T&ESD provides equipment to meet User organization's approved annual forecast for full-time assigned equipment requirements and shared service equipment request via properly approved SAP Equipment Service request in accordance with the procedure explained herein within the constraints imposed by equipment availability and budget limitations.

GENERAL INSTRUCTION MANUAL

ISSUING ORG. TRANSPORTATION AND EQUIPMENT SERVICES DEPARTMENT

ISSUE DATE
09/12/2013REPLACES
03/07/2012

SUBJECT EQUIPMENT SERVICES

APPROVAL
SNGPAGE NO.
5 OF 10

- 6.2 T&ESD provides shared equipment services, mainly crane and rigging support, to the User organizations through the established area Shared Services Operation Units.
- 6.3 T&ESD provides equipment support in response to any Saudi Aramco emergency.
- 6.4 T&ESD performs field repair, scheduled preventive maintenance, major breakdown repair, and scheduled major preventive maintenance on Saudi Aramco-owned equipment as recommended by T&ESD.
- 6.5 T&ESD provides replacement for User-assigned Saudi Aramco-owned equipment, if required and as available, when such equipment is removed from service and taken to an T&ESD shop repair facility for breakdown repairs or scheduled maintenance services. (No replacement is provided for class 00X, 01X, 02X)
- 6.6 T&ESD's equipment rental Contractor(s) provides the services explained in paragraph 6.4 above when Users are assigned with rental equipment (i.e. 3R, 4R, 5R, 6R, 8R, 58R, 89R, etc.). No replacement is provided for rental equipment.

7.0 FORECASTING EQUIPMENT UNIT & EQUIPMENT SERVICES

All User organizations of T&ESD assigned equipment are required to develop an annual forecast of their full-time assigned equipment requirements as well as shared Industrial equipment hours by specific equipment activity type in March/April each year in support of their following year Operating Plan workload level as explained below:

- 7.1 To assist Users in the development/monitoring of their forecasts, T&ESD has provided on-line User Reports of Admin Area Forecast, Equipment Assigned vs. Forecasted, Full-time Assigned Equipment Utilization, Assigned Equipment List, Spot Rental Report, Overdue SSF Equipment List and Shared Equipment Hours which can be retrieved from Support Services /SAP e-Care.
- 7.2 T&ESD's area Shared Services Operation Unit Heads will conduct meetings with the area User departments for establishing shared equipment hour requirements forecast in order to identify any exceptional increase or decrease in level of shared equipment services support activity by month and enter the data in Support Service/ SAP e-Care.
- 7.3 T&ESD's Fleet Planning representatives will conduct JSP sessions with the User department's representatives at the Administrative Area Level to develop a mutually agreed requirements forecast for full-time assigned equipment units in order to identify any additional or type change requirements as 'Exceptions' which cannot be met from T&ESD's existing or planned fleet.
- 7.4 All Exception requirements must be fully explained and justified by the User in the form of a letter signed by the User's Administrative Area Head to Manager, T&ESD for review and concurrence. The justification is essentially required for obtaining executive management approval of funds required for procurement of approved additional equipment units through purchase or operating lease.
- 7.5 The mutually agreed Users' requirements forecast is then entered/recorded by T&ESD into the Support Services of Finance & Logistics in SAP R/3 for consolidation, and also to allow Users' Department, Administrative Area and Business Line to retrieve forecast information for performing appropriate management reviews.
- 7.6 After appropriate management review and approval, the forecast becomes Approved Plan Level, known also as BGT (Original Budget), which remains fixed throughout the Plan year for Accountability reporting purposes.
- 7.7 The Management Committee approved Exception items will require purchase or lease of equipment; Users must be aware of that the procurement lead time on such equipment may be as long as one year or more. Only those Exception requirements that are approved by the Management Committee with associated Capital and/or Net Direct Budget funds will then be added to the mutually agreed requirements forecast level in the Support Services to establish the final Approved Plan Level.
- 7.8 For full-time assigned equipment, any changes from the Approved Plan Level as result of any increase or decrease as explained hereunder will be recorded as Current Plan Level, known also as CBG (Current Budget), of the forecast:

GENERAL INSTRUCTION MANUAL

ISSUING ORG. TRANSPORTATION AND EQUIPMENT SERVICES DEPARTMENT

ISSUE DATE **09/12/2013** REPLACES **03/07/2012**

SUBJECT EQUIPMENT SERVICES

APPROVAL **SNG** PAGE NO. **6 OF 10**

- 7.8.1 An increase authorized by processing of a Form SA-9028 approved by the User organization's Business Line Head and the Senior Vice President, Operations Services; OR
- 7.8.2 A transfer between User organizations authorized by processing a Form SA-9033 approved by the appropriate authorities; OR
- 7.8.3 A change in equipment activity type is treated like an additional assignment (see 7.8.1 above); OR
- 7.8.4 A decrease in assigned equipment effected by a User organization via a letter or by processing a Form SA-9033 for returning the assigned equipment unit to T&ESD as excess to User's operational requirements.
- 7.9 Requirements for Industrial Vehicles are formulated by user organizations through the annual Support Services Forecast using SAP T&ESD owned equipment planning, which must be approved by their Business Line Heads. Any additions to the fleet previously held must carry an individual 6-point justification for each Vehicle.
- 7.10 T&ESD develops proposals for replacement of Industrial vehicles that have reached the end of their economic life, by evaluating existing units and recommending their replacement if and when necessary. T&ESD will ensure that each vehicle considered for replacement is still needed and all alternatives been evaluated such as owning versus leasing or retaining the old unit in service for one or more additional years.
- 7.11 Procurement proposals for additional and replacement vehicles are developed by the T&ESD and used by the Facilities Planning Department for inclusion in the corporate Capital Budget, for review and approval by Management and the Board of Directors. Action for actual vehicle purchases can only start after funding has been approved as a part of the Capital Budget.

8.0 USER RESPONSIBILITIES

User organizations using T&ESD supplied equipment to meet their full-time assigned and/or short term shared equipment/services requirements are responsible for the following:

- 8.1 Ensuring that the equipment will be used only in support of SAUDI ARAMCO work-related activities.
- 8.2 Ensuring that equipment will always be retained under the custody of User department's authorized representative(s).
- 8.3 Ensuring that equipment will not be released for use by other organization(s) without obtaining prior approval of T&ESD's authorized representative.
- 8.4 Providing equipment operators and ensuring that the assigned equipment is operated in accordance with the equipment operating instructions. Cranes, earthmoving equipment, forklifts and similar types of equipment should be operated ONLY in accordance with the requirements of General Instructions 7.025, by the User organization's operators who possess valid appropriate Saudi Government License and SAUDI ARAMCO Certification.
- 8.5 Ensuring that all vehicle drivers and operators are authorized to drive/operate Company vehicles and in compliance with all requirements related to driving licensing, training and safety, as defined in applicable Saudi Arabian Government regulations and Saudi Aramco General Instructions.
- 8.6 Ensuring that all cranes, manlifts, arial platforms and sidebooms are periodically inspected by a third party certified inspector, certified by the Inspection Department in accordance with G.I 7.030, and are fitted with a properly executed inspection sticker as evidence of such inspections.
- 8.7 Ensuring that the equipment is maintaining proper fuel level.
- 8.8 Ensuring that equipment is shutdown when not in use, and is never left running while unattended.
- 8.9 Ensuring that equipment's per-operational check is performed at least before every use or at each shift for monitoring proper levels of fuel, oil and coolant as well as tire pressure and all the observations, any failures, breakdowns, or other malfunctions or defects are reported promptly to T&ESD for corrective action.

GENERAL INSTRUCTION MANUAL

ISSUING ORG. TRANSPORTATION AND EQUIPMENT SERVICES DEPARTMENT

ISSUE DATE 09/12/2013 REPLACES 03/07/2012

SUBJECT EQUIPMENT SERVICES

APPROVAL SNG PAGE NO. 7 OF 10

- 8.10 Ensuring that inoperative equipment is not abandoned or left unattended while waiting for T&ESD service personnel to arrive.
- 8.11 Ensuring that loading, off-loading and transportation of T&ESD supplied equipment at the job site is performed in a safe manner to avoid causing any damage to the equipment.
- 8.12 Ensuring that equipment scheduled for preventive or routine maintenance service is released promptly to T&ESD as scheduled, or when requested by T&ESD to do so.
- 8.13 Ensuring that any accidents, incidents or accidental failures/abuses involving any T&ESD supplied heavy equipment are reported promptly using 'Notification of Equipment Accident, Non-Collision or Abuses Damage' Form SA-9094, Heavy Mobile Equipment Accident Report SA-7522, or Mobile Aerial Baskets Accident Report SA-7522-1, as applicable, in accordance with the provisions of General Instructions 6.001, 7.026 for accident/incident notification requirement and 6.029 for Reporting and Recording of Motor Vehicle Accidents. User is liable to receive any material and /or invoice charges associated with any abuse related repairs.
- 8.14 Ensuring that T&ESD is promptly informed about any changes in operating location or organization code of the assigned equipment.
- 8.15 Ensuring that shared equipment unit(s) are returned to T&ESD in a timely manner on expiration of the assignment period, or requested for extension of the assignment (up to a maximum of twelve months) properly approved by the appropriate authority through SAP e-Care online heavy equipment services requests workflow, prior to the assignment end date.
- 8.16 Returning Full-time Assigned unit(s) to T&ESD in a timely manner which are in excess of an organization's Current Plan Level, and in accordance with the quarterly assignment levels specified in the User's annual requirement forecast.
- 8.17 Ensuring that utilization of assigned equipment is monitored through the Reports in SAP E-Care for achieving increased utilization of the fleet by reviewing requirement of any low utilized unit and returning it to T&ESD as explained in 8.15.
- 8.18 Ensuring that equipment returned to T&ESD is complete with all auxiliary attachments and accessories which were installed on the equipment when assigned, including safety equipment, fire extinguisher(s), spare tires, welding cables, AC ducts, pump piping, etc., as appropriate. User is liable to receive any material and /or invoice charges associated with any missing of the Auxiliary attachment.
- 8.19 Ensuring that mobile equipment such as air compressors and generator sets provided by T&ESD to Users are NOT used to replace, or as backup for, stationary plant equipment as these equipment are not intended for continuous duty service.

Note: Users are not authorized to perform any repair or modification on the vehicles. They are not authorized to order work to be performed at commercial workshops either.

9.0 EQUIPMENT DISPATCHING AND ASSIGNMENT PROCEDURE

The following procedure shall be followed by T&ESD's Area Fleet Administration and Area Shared Services Operation Units' personnel responsible for handling equipment dispatching operations:

9.1 ISSUING EQUIPMENT TO USERS

The Foreman, Area Shared Services Operation Unit in coordination with the Area Rental Fleet Administration Unit of T&ESD 's division is authorized to issue equipment from T&ESD's custody only under the following situations:

- 9.1.1 To meet User's approved full-time assigned equipment additional or type change assigned equipment requirements, only when advised in writing by Fleet Planning of T&ESD's Engineering & Technical Support Division (E&TSD).

GENERAL INSTRUCTION MANUAL

ISSUING ORG. TRANSPORTATION AND EQUIPMENT SERVICES DEPARTMENT

ISSUE DATE **09/12/2013** REPLACES **03/07/2012**

SUBJECT EQUIPMENT SERVICES

APPROVAL **SNG** PAGE NO. **8 OF 10**

- 9.1.2 To meet User's approved shared equipment assignment requirements, only when the online equipment services request is approved by the appropriate designated approval authority of T&ESD.
- 9.1.3 To plan and execute shared equipment services as per User requests received through SAP e-Care.
- 9.1.4 To provide replacement equipment units to User whenever their full-time assigned or shared equipment assigned units become out-of-service for a prolonged period of time, only when approved by the Superintendent of the area T&ESD.
- 9.1.5 To promptly re-issue (return) an assigned equipment unit to its User, only when released by the Area Equipment Maintenance Unit upon completion of required repairs at T&ESD's facility.
- 9.1.6 To respond to an emergency situation, only when verbally notified by Manager, T&ESD or Superintendent of the Area Equipment Division or Area Disaster Control Coordinator.
- 9.1.7 To release/move retired equipment units to Auction Yard or transferred equipment units to User's custody, only when approved Form SA-630, or SA-112, as applicable, is received from E&TSD/Fleet Planning. All documents pertaining to this action (approved Material Gate Pass and Freight Waybill Form SA-431) must be retained in a separate file marked "EQUIPMENT RETIRED".
- 9.1.8 To issue/release/move equipment other than those situations as explained above, the Foreman, Shared Services Operations Unit must obtain prior approval of his Division Head.

9.2 RECEIVING EQUIPMENT FROM USERS

Area Shared Services Operation Units are authorized to receive T&ESD's equipment fleet units when returned by User(s) to T&ESD's custody under the following situations:

- 9.2.1 Return/release by User of a full-time assigned equipment unit due to a reduction in their approved requirement level.
- 9.2.2 Return by User of a shared equipment assigned unit upon completion of approved temporary assignment period. If User fails to return/release the equipment upon completion of approved temporary assignment period, then the Foreman area Shared Services Operation Unit must notify (via Fax or e-mail) the User in writing to return immediately the shared equipment unit.
- 9.2.3 Return of replacement equipment upon completion of the required service.
- 9.3.4 Release by User of full-time assigned equipment units for performing scheduled preventive, routine maintenance service or major breakdown repairs in T&ESD's repair facility.
- 9.2.5 Return of emergency response fleet equipment upon completion of the required service.
- 9.2.6 Receiving T&ESD's equipment units when returned from the field for any reason other than those explained above.

9.3 PREPARATION OF FORM SA-7981 FOR ISSUING AND RECEIVING EQUIPMENT

- 9.3.1 For full-time assigned equipment or shared equipment assignment, a Form SA-7981 (Equipment Issue/Return Record) is generated online through SAP e-Care, filling all the fields correctly whenever an equipment unit is issued or returned from the User's custody.
- 9.3.2 All the information such as Actual Issue Date, Actual Issue Time, Current Hour Meter Reading, Daily Usage Hours, Weekly Usage Days, Issue details and Equipment Attachment details must be entered accurately and promptly into the SAP e-Care while issuing the equipment.
- 9.3.3 All the information such as Actual Return Date, Actual Return Time, Current Hour Meter Reading, Return Details, Equipment Attachment returned (verify with the issue record), and Equipment Return Condition must be entered accurately and promptly into the SAP e-Care while receiving the equipment.

GENERAL INSTRUCTION MANUAL

ISSUING ORG. TRANSPORTATION AND EQUIPMENT SERVICES DEPARTMENT

ISSUE DATE
09/12/2013REPLACES
03/07/2012

SUBJECT EQUIPMENT SERVICES

APPROVAL
SNGPAGE NO.
9 OF 10

9.3.3 The system generated form must be printed and it must be properly signed as required in the form; in situations where the User representative cannot come to the dispatching office then utilize the fax or e-mail service to secure the signature.

9.3.4 The signed Form SA-7981, Material Gate Pass copy, and Freight Waybill copy (Form SA-431 - only when the equipment unit is hauled/transported from T&ESD 's facility by a truck) should be properly filed together in a file marked 'EQUIPMENT ISSUED', and retained for future reference.

9.3.5 The signed Form SA-7981 and Freight Waybill Form SA-431, if the equipment unit is hauled/transported to T&ESD's facility by a truck, should be properly filed together in a file marked 'EQUIPMENT RETURNED', and retained for future reference.

9.4 **EQUIPMENT DOWNTIME RECORDING** (Ref. GI 216.616)

Equipment downtime is done online through SAP Plant Maintenance Minor Maintenance Ticket or Notification, whenever any inoperable equipment is reported by the user to the area T&ESD Fleet Administration, Shared services Operation Units or Field Repair Unit as per the G.I Number 1000.500

9.5 **EQUIPMENT TRANSPORTATION** (Ref. GI 216.616)

9.5.1 T&ESD Shared Services Operation Unit at each area prepares online Truck Request Form SA-431A specifying the user's cost center, work order or WBS for hauling equipment to the user's point of use. Transport cost will be charged to the user account.

9.5.2 When equipment is no longer required, the user/ T&ESD Shared Services Operation Unit prepares online Truck Request Form SA-431A specifying the user's cost center, work order or WBS for hauling the equipment from the job site back to T&ESD. Transport cost will be charged to the user account.

9.5.3 T&ESD Shared Services Operation Unit at each area prepares online Truck Request Form SA-431A for hauling inoperable equipment from the job site to T&ESD, and the replacement equipment from T&ESD to the job site. In both cases the transport costs will be charged to the responsible area T&ESD account.

9.5.4 For proper record and reference, planners, as possible, shall input SAP E-Care request number at the relevant SA-431A online form.

9.6 **ISSUING EMERGENCY RESPONSE FLEET**

9.6.1 In response to any Saudi Aramco emergency, T&ESD Shared Services Operation Unit to dispatch required equipment immediately when verbally notified by Manager, T&ESD or Superintendent of the Area Equipment Division or Area Disaster Control Coordinator.

9.6.2 The emergency equipment identified by a flag to the Shared Equipment in the SAP e-Care, may be used for replacement/ temporary assignment purposes if doing so does not adversely affect any potential emergency requirement with approval of T&ESD Manager or delegated authority.

9.6.2 To maintain the preapproved quantity figures of emergency equipment fleet, Fleet Control Man of E&TSD should be notified when any of the emergency designated equipment become down or out of service in order to coordinate and facilitate temporary alternative unit. The emergency flag box maybe unchecked form the broken down unit and input the flag on another unit that can be utilized in case of emergency. In all the time, emergency fleet list should have ready or limited temporary assign statuses.

9.7 **MONITORING**

Area Shared Services Operation Units are to ensure the following:

GENERAL INSTRUCTION MANUALG. I. Number **7.031** Approved

ISSUING ORG. TRANSPORTATION AND EQUIPMENT SERVICES DEPARTMENT

ISSUE DATE **09/12/2013** REPLACES **03/07/2012**

SUBJECT EQUIPMENT SERVICES

APPROVAL **SNG** PAGE NO. **10 OF 10**

- 9.7.1 User returns shared equipment unit(s) to T&ESD in a timely manner on expiration of the assignment period, or initiates request for extension of the assignment (as explained in 2.2) through SAP E-Care online equipment service request workflow, prior to the assignment end date.
- 9.7.2 The equipment received from the user is without any damages, complete with all the auxiliary attachments and accessories, verifying the issue with return record (9.3).
- 9.8.3 Investigate and report all equipment (accidental) failures/abuses using 'Notification of Equipment Accident, Non-Collision or Abuses Damage' form SA-9094.
- 9.8.4 Conduct monthly hour meter reading survey of all the equipment and enter all the equipment hour meter readings correctly in SAP Plant Maintenance / SAP e-Care.
- 9.8.5 Record hour meter reading of any equipment assigned with high usage (> 8 hours per day) on a weekly basis and any equipment assigned for T&I and Shutdown support on a daily basis in SAP Plant Maintenance to trigger the required preventive maintenance on time.
- 9.8.6 Integrity of accurate and timely data entry of equipment issue, return, downtime and hour meter readings in SAP Plant Maintenance /SAP e-Care.
- 9.8.7 Review fleet performance reports to monitor fleet utilization, assignment, and availability. Plan and execute initiatives to improve the assigned fleet performance

APPROVED:_____
Manager

Transportation & Equipment Services Department