

# Engineering Procedure

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SAEP-120

31 March, 2004

Saudi Aramco Security Drawings

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Document Responsibility: Engineering Drawing Services

## Saudi Aramco DeskTop Standards

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## 1 Scope

This Saudi Aramco Engineering Procedure provides guidelines and procedures for preparing Security Drawings of Saudi Aramco's vital facilities.

### 1.1 Purpose

The Saudi Arabian Government Supreme Commission for Industrial Security, in keeping with its comprehensive industrial security plan, has requested Saudi Aramco to provide Security Drawings for existing and future vital facilities.

### 1.2 Definition of Vital Installation or Facility

A vital installation or facility is defined by [SAES-O-100](#) as "any installation deemed essential to the industrial productivity of the Kingdom and where destruction or damage to the installation would result in an unacceptable interruption of the industrial productivity of the Kingdom". Such facilities include all oil and gas, communication, computer centers, marine installations, and all other vital projects such as dynamite storage facilities.

## 2 Applicable Documents

Saudi Aramco Engineering Standards

[SAES-A-202](#)

*Saudi Aramco Engineering Drawing Preparation*

[SAES-O-100](#)

*General Requirements Safety and Security*

Saudi Aramco Engineering Procedure

[SAEP-334](#)

*Retrieval, Certification, and Submittal of  
Engineering & Vendor Drawings*

## 3 Instructions

### 3.1 Preparation

Security Drawings shall be prepared in accordance with accepted practices established in the Saudi Aramco Engineering Standard [SAES-A-202](#). All Security Drawings must be marked as "CONFIDENTIAL" while preparing. Security Drawings shall be included in Project Proposals and Final Design Packages.

### 3.2 Numbering

Security Drawing Numbers shall be unique within, and separate from, normal Saudi Aramco sequences, and shall have a MS or MI prefix. All Security

Drawing Numbering is handled by Engineering Drawing Services Division (EDSD).

### 3.3 Information

Security Drawings shall include the following information;

- Facility Layout
- Boundaries and Adjacent Property
- Future Expansion Areas
- Identification of Incoming and Outgoing Pipelines (e.g. size, contents, destination)
- Tank Capacity, Contents, and Number
- Number of employees at the Plant (Maintenance and Operations)
- Type of Security Measures Provided by Saudi Aramco
- Source of Water, Electricity and Other Utilities; and
- Plant Producing Capacity

### 3.4 As-built Drawings

All Security Drawings shall be As-built at the completion of the project.

### 3.5 Approvals

Security Drawings shall be reviewed and approved by the appropriate Operations Department and the Industrial Security Organization (ISO) General Manager.

### 3.6 Distribution

Security Drawings shall be transmitted to the ISO. The ISO General Manager will determine the distribution of copies of Security Drawings.

## 4 Responsibilities

### 4.1 Originating Department

Originating Department (Operating Department) shall be responsible for the following items:

- Coordinate with the ISO General Manager the Security Drawings requirements.

- Assure that Security Drawings and As-built Security Drawings are properly prepared.
- Assure that Security Drawings receive proper review and acceptance by required departments and organizations.
- Update Security Drawings (per markup prints)

#### 4.2 Industrial Security Organization (ISO)

Industrial Security shall:

- be designated as the proponent agency of the Security Drawings
- review the Security Drawings received from the Originating Departments.
- be responsible for the safekeeping of the master and backup of the electronic files of the Security Drawings.
- be responsible for the shredding of unwanted Security Drawings electronic files, hard copies and prints.

#### 4.3 Engineering Drawings Services Division (EDSD)

EDSD shall provide in-house plotting of the Security Drawings as required.

#### **Revision Summary**

31 March, 2004

Revised the "Next Planned Update". Reaffirmed the contents of the document, and reissued with editorial changes.