

Engineering Procedure

SAEP-127

30 June, 2004

Security and Control of
Saudi Aramco Engineering Data

Document Responsibility: Engineering Drawing Services

Saudi Aramco DeskTop Standards

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1 Scope

This procedure covers handling, control, transmission, confidentiality, security, storage, protection against unauthorized disclosure; modification; reproduction and eventual destruction of Saudi Aramco Engineering Data while they are created or modified by (work-in-progress), or while in the custody of, Saudi Aramco organizations and others outside of Saudi Aramco. Included here are drawings of facilities, equipment and properties whose ownership or operation has been entrusted to Saudi Aramco.

Survey maps, cartographic data and photographs (including plant aerial photographs), Engineering Data handled by Fabrication Shops, Library Drawings (Plant No. M88) and Saudi Aramco Standard Drawings (Plant No. 990) do not need to be covered by this procedure. Applicable procedures set out in this SAEP shall be part of instructions to construction bidders.

2 Definitions

2.1 Engineering Data

Any Saudi Aramco Engineering or Vendor drawing and/or electronic database(s) bearing information related to a Saudi Aramco facility, equipment or property disseminated in any format (including non-Saudi Aramco formats) and media including, and not limited to, paper; Mylar; microfilm; microfiche; sepia; photographs; electronic files on magnetic tapes, cartridges, diskettes, spools, hard disks, optical disks, compact disks, or other electronic storage devices. Hereinafter, all Engineering and Vendor Drawings and electronic databases covered by this definition are referred to in this SAEP as "Engineering Data" and shall be considered the sole property of Saudi Aramco.

2.2 Plant Drawing Online Collaboration – PlantDoc

An automated system designed for administration and control of Saudi Aramco engineering drawings and data in a centralized library for the purpose of querying, viewing, printing, creating, retrieving and submitting. Refer to Saudi Aramco Engineering Procedure [SAEP-334](#) for PlantDoc access authorization.

2.3 Organizations

For the purpose of this SAEP, the following definitions apply:

- 2.3.1 Saudi Aramco shall mean Saudi Arabian Oil Company and its affiliated companies, including, but not limited to Aramco Overseas Company, and Aramco Services Company.

- 2.3.2 The department of a Saudi Aramco operations organization charged with the overall operation, maintenance, safety and protection of a Saudi Aramco facility, equipment or property, is the "Proponent".
- 2.3.3 The Saudi Aramco organization, which creates, controls and/or contracts engineering, procurement and/or construction work to outside contractors is the "User". If there is no separate User organization, the "Proponent" is the "User".
- 2.3.4 Design, Construction and Service Contractors; Manufacturers; Vendors; Government Agencies; and other similar organizations having a contractual relationship or a prospective contractual relationship with Saudi Aramco that may receive Engineering Data from Saudi Aramco are referred to as "Contractors".
- 2.3.5 EDSD shall mean the Engineering Drawing Services Division of Engineering Services, reporting to the Chief Engineer and charged with the custody and management of all Saudi Aramco Engineering Drawings defined in, and governed by, this SAEP, [SAES-A-202](#) and [SAEP-334](#). EDSD also oversees the compliance assurance to the drawing related Engineering Standards and drawing preparation standards and procedures.

3 Applicable Documents

Saudi Aramco Engineering Procedures

SAEP-120	<i>Saudi Aramco Security Drawings</i>
SAEP-334	<i>Certification and Submittal of Saudi Aramco Engineering Drawings</i>
SAEP-342	<i>Engineering Drawings Emergency Delivery Plan</i>

Saudi Aramco Engineering Standard

SAES-A-202	<i>Saudi Aramco Engineering Drawing Preparation</i>
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Saudi Aramco Engineering Forms

0145-ENG	<i>Engineering Data Transmittal</i>
9594-ENG	<i>Drawing Completion Certificate (DCC)</i>
9601-ENG	<i>Drawing Access Request</i>

Saudi Aramco General Instruction

<i>GI-0710.002</i>	<i>Classification of Sensitive Documents</i>
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4 Instructions

4.1 Engineering Data

The User, Proponent and Contractor shall:

- 4.1.1 Be accountable for all Engineering Data as well as Drawing Numbers transferred to their custody.
- 4.1.2 Ensure that Engineering Data is protected against loss, unauthorized disclosure; modification; reproduction and destruction.
- 4.1.3 Ensure that only the needed amount of original and duplicate original Engineering Data, to efficiently perform the specified work, shall be transferred to their custody.
- 4.1.4 Restrict the number of copies, duplicate reproducible originals, and reference prints made of Engineering Data on the basis of "need-to-know" only. All such documents must be destroyed by shredding beyond recognition immediately when no longer required.
- 4.1.5 The Contractor shall be responsible for the safety, security and confidentiality of all Engineering Data the Contractor generates in the course of performing work under a contract with Saudi Aramco. This includes all data generated, including the manner in which such Engineering Data are put into hard copy form such as printing and/or plotting of drawing electronic files. Work will be done in the same secured environment as where the computer workstations are located.
- 4.1.6 Engineering Data, which includes information that could lead to making a Saudi Aramco facility, equipment or property vulnerable to sabotage and/or intentional damage, shall be classified as per GI-0710.002, Classification of Sensitive Documents.

4.2 Transmittals

- 4.2.1 All Engineering Data shall be formally transferred using the appropriate forms as listed in Item 3, APPLICABLE DOCUMENTS, above or similar format as issued by the affiliated companies.
- 4.2.2 Pickup or delivery of Engineering Data within Saudi Aramco shall be accomplished by the requester of such data or by Saudi Aramco internal mail system or designated couriers only.
- 4.2.3 Pickup or delivery of Engineering Data outside of Saudi Aramco shall be accomplished by the Saudi Aramco User approved custodian or other

secured delivery system, authorized by the User such as a courier service provider. Transfer of custody by any other mail system shall be avoided.

- 4.2.4 Electronic transfer of Un-encrypted Engineering Data may be permissible only where secure electronic delivery is assured. Where Engineering Data must be transferred via unsecured lines (e.g., modem or commercial e-mail), files must be encrypted and encryption keys must be exchanged via an alternate communications method. Unauthorized copying and/or transmittal of files are strictly prohibited.

4.3 Minimum Security Requirements

- 4.3.1 The areas where Engineering Data are handled and stored must be secured and inaccessible to unauthorized personnel at all times. For Engineering Data to be removed from the secured areas for the purpose of cross checking, design reviews, etc., prior written approvals must be acquired from the User. Furthermore, during the time such Engineering Data is outside the secured area, it must be kept in locked cabinets during non-working hours.
- 4.3.2 User shall designate a "custodian" to receive the Engineering Data from the Contractors and to assume responsibility for their safety, security and confidentiality. The custodian shall be responsible for limiting and logging the access to these original and duplicate original drawings on a need-to-know basis and advising other personnel on the security procedures. This custodian and designated alternate(s) shall be responsible for tracking all Engineering Data requested by, or in the custody of, the Contractor.
- 4.3.3 All unwanted hard and electronic copies of Engineering Data must be destroyed beyond recognition, by means of mechanical shredding equipment or erased, either when the Engineering Data is no longer needed or at the completion of a job. Every reasonable effort shall be made to ensure no unwanted copies of Engineering Data left. Outside of Saudi Aramco, all documents ready for destruction must be placed in locked receptacles prior to destruction. The documents must be either shredded or erased on site by the Contractor in witness of the User's representative. Unwanted hard copies may be shredded by an outside bonded contractor approved by the User. The User and the Contractor shall make every reasonable effort to ensure no unwanted copies of Engineering Data left.
- 4.3.4 Access to the restricted area(s) by janitorial, maintenance and other personnel shall be minimized and scheduled during working hours.

4.3.5 All drawing reproduction made by Contractors shall be performed within the Contractors' facilities or in premises outside of Contractors' facilities approved by the User in writing. Such approval must be given based on an objective evaluation of such premises' internal control procedures to handle confidential and restricted documents for clients. Such written approval must be in place before any Engineering Data are delivered to such firms.

4.3.6 The Contractor shall obtain the User's written permission prior to transferring Engineering Data to any third party. The Contractor shall ensure that the third party agrees in writing to comply with this SAEP.

4.3.7 The Contractor shall return all original Engineering Data to the User immediately, upon completion of work or when they are no longer needed. The User and the Proponent shall submit all original Engineering Data per [SAEP-334](#) to EDSD immediately upon completion of work or when they are no longer needed.

4.4 Electronic Engineering Data Access

4.4.1 An electronic Engineering Data access system shall be implemented, restricting access to only those personnel whose work requires them to have an access to specific set of Engineering Data. Such access system shall utilize a combination of individual user LOGON ID, password and access rules.

4.4.2 Unauthorized electronic access of Engineering Data is strictly prohibited under any circumstances and shall be reported to the User/Proponent management.

4.4.3 Users of electronic Engineering Data equipment must have individual user LOGON IDs and passwords that shall be changed according to Saudi Aramco Domain Password Security policy or when necessary. Access for personnel leaving their organizations, or whose jobs no longer require access to Engineering Data, shall be canceled immediately. LOGON IDs and passwords must not be shared.

4.5 Electronic Engineering Data Files Back-up and Storage

Daily and weekly back-ups are required for the electronic Engineering Data files (work-in-progress). Weekly back-up files must be stored in off-site secured back-up storage and shall be kept for the duration of the job until three (3) months after the submittal of the original Engineering Data to EDSD. Daily and weekly back-ups are required for all electronic Engineering Data files. Contractors must make weekly back-up files, which must be stored in off-site

fireproof safe(s) approved by the User and shall be kept for the duration of the job and three (3) months after the submittal of all the Engineering Data to the User. Upon inclusion of the data into the Saudi Aramco drawing system, all back-ups must be destroyed by means of mechanical shredding equipment when approved by the User.

5 Responsibilities

5.1 Proponents

- 5.1.1 The Proponents must safeguard all Engineering Data in their custody per this SAEP.
- 5.1.2 Proponents must submit all original drawings in their custody to EDSD through PlantDoc immediately when not being used for revision purposes.

5.2 Users

- 5.2.1 The Users shall meet the minimum requirements of this SAEP.
- 5.2.2 The Users shall ensure the Engineering Data designated by the Proponents as "CONFIDENTIAL" are stamped as such in the designated space of the drawing borders.
- 5.2.3 The Users shall be accountable for all Engineering Data and drawing numbers released through PlantDoc, EDSD or the Proponent under their care for their use or for use by Contractors.
- 5.2.4 The Users shall review and approve in writing of the Contractors' security procedures to ensure they meet the minimum requirements of this SAEP prior to releasing any Engineering Data to the Contractors.
- 5.2.5 Prior to releasing Engineering Data to a Contractor, the User shall assign a member of his project team to oversee the Contractor's compliance with this SAEP throughout the execution of the project.
- 5.2.6 If no contractual relationship for the work exists between a Contractor and Saudi Aramco (e.g., subcontractors), the Users must ensure that each Contractor agrees in writing to committing himself to meet the minimum security requirements by signing a confidentiality agreement as provided by the Contracting organization prior to transferring any original, or copies of, Engineering Data or related documents to the Contractor which shall be returned to the User after the completion of the purpose for which these documents were provided to the Contractor.

5.2.7 The Users shall review the Contractors' utilization of the Engineering Data and drawing numbers, in the Contractors' custody, at each project review phase and perform final counts prior to signing each Final Release Receipt Agreement (FRRA).

5.3 Engineering Drawing Services Division (EDSD)

EDSD maintains centralized control of all Saudi Aramco Drawings. EDSD shall:

- a) Safeguard the Engineering Data in its custody as set forth in this SAEP.
- b) Track drawings overdue for submission by the Users or Proponents.
- c) Maintain/control through PlantDoc issuance of drawing numbers for the purpose of development of new drawings as well as revision numbers for modification of existing drawings as set forth in the Saudi Aramco Engineering Procedure [SAEP-334](#).
- d) Verify drawings submitted conform to drawing related Saudi Aramco Engineering Standards as well as Drafting and CADD standards as set forth in the [SAES-A-202](#) and [SAEP-334](#).

5.4 Aramco Services Company/Information & Imaging Services Unit (ASC/IIS)

In North America, ASC IIS serves as the liaison to EDSD to respond to requests from North and South American Users. ASC/IIS shall:

- Safeguard the Engineering Data collection in its custody as set forth in this SAEP.

6 Non-Compliance

6.1 Mishandling by Saudi Aramco Personnel

In the event of mishandling by any Saudi Aramco personnel of any Engineering Data, the Proponent, or the User jointly with the Proponent, shall investigate the matter and determine the appropriate action(s).

6.2 Mishandling by non-Saudi Aramco Personnel

In the event of mishandling by the Contractor, or his personnel, of any Saudi Aramco Engineering Data, in the custody of the Contractor, the User, jointly with the Proponent, shall investigate the matter and bring their findings to the attention of the Saudi Aramco contract proponent who may take appropriate

punitive measures including, without limitation, terminating the contract and/or suspending the Contractor from bidding on future contracts.

Revision Summary

31 December, 2002	Revised the "Next Planned Update". Reaffirmed the contents of the document, and reissued with minor changes to incorporate requirements of SAEP-128 into this SAEP and changed title.
30 June, 2004	Reflected the changes occurred due to the replacement of Saudi Aramco Drafting Manual and introduction of new Corporate Drawing Management System (PlantDoc).