

Engineering Procedure

SAEP-134

30 April 2003

Saudi Aramco Engineering
Procedure Preparations

Document Responsibility: Standards Coordinator

Saudi Aramco DeskTop Standards

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1 Scope

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.

2 Applicable Documents

The requirements contained in the following documents apply to the extent specified in this procedure.

Saudi Aramco Engineering Procedures

[SAEP-301](#)

*Instructions for Establishing and Maintaining
Mandatory Saudi Aramco Engineering
Requirements*

[SAEP-302](#)

*Instructions for Obtaining a Waiver of a
Mandatory Saudi Aramco Engineering
Requirements*

3 Instructions

3.1 Purpose

The purpose of an SAEP is to establish and approve a systematic method or process of accomplishing an engineering related activity.

3.2 Organization and Contents

3.2.1 The content of each SAEP is to be divided and the material organized into a minimum of four mandatory sections:

- **Scope:** This section of the procedure is normally used to describe the subject matter of the document, including the extent of its application. It can also make an overall general statement encompassing the content or functional intent of the SAEP.
- **Applicable Documents:** This section lists all documents that are referenced within the procedure. Do not list documents that are not referred to.

- **Instructions:** This section provides the procedure's instructions or guidelines to be followed.
- **Responsibilities:** This section establishes the responsibilities, authority and approvals associated with carrying out the procedure's instructions.

3.2.2 Additional sections may be included as necessary, depending upon the subject matter involved. Add more sections only when it is necessary to include material that does not logically fit within one of the mandatory sections.

3.2.3 Appendices may be included to provide information in support of the main text of the SAEP. This may include tables, charts, graphs, examples, etc. Do not include Saudi Aramco forms in the procedure. Instead, make reference to them by their form number.

Identify appendices as Appendix A, B, etc., on consecutively numbered pages. Locate appendices after the last page of the last SAEP section and list each appendix in the Table of Contents.

3.3 Deviation from Procedure Requirements

Approval to deviate from the requirements given in an SAEP shall be obtained by following the waiver instructions of [SAEP-302](#).

3.4 Cancellation of SAEP

Cancel existing SAEPs by obtaining the signature of the procedure's Approval Authority.

3.5 Document Numbering

Document numbers will be assigned to SAEPs based on the following:

- Two digit numbers: Approval by Senior Vice President
- Three digit numbers: Approval by Vice President or General Manager
- Four digit numbers: Approval by Department Manager

4 Responsibilities

4.1 Saudi Aramco Responsible Organization (SARO)

The SARO is the department responsible for the procedure. All SAEP must have an assigned SARO. Specific responsibilities of the SARO include:

- Determine the need for new SAEPs, and review existing SAEPs, at least once every five (5) years per [SAEP-301](#), to determine if they are still valid. Where required, revise procedures to achieve broadest company-wide application, maintain overall cost-effectiveness, ensure technical adequacy, and generally keep them up-to-date.
- Determine the approval authority for the procedure.
- Determine if company-wide input is needed for procedures containing major revisions or new SAEPs.
- Forward draft documents to the Standards Coordinator to either route for BOE review or for the completion of approval, publication, and distribution processes per [SAEP-301](#).
- Forward all original approval copies of procedures to the Standards Coordinator for historical filing. Include other documents judged important enough to be kept with the document file.

4.2 Board of Engineers (BOE)

- Review SAEPs as required by paragraph 4.1, ensuring they are acceptable from the technical, safety, economics and implementation standpoint.
- Recommend to the Approval Authority, appropriate changes to achieve an optimum balance of technical, safety, economic and implementation factors.

4.3 Approval Authority

The Approval Authority, determined by the SARO for each procedure, shall review each procedure to ensure that the final draft procedure should be approved for use. For documents reviewed by the BOE, ensure that all major comments have been resolved.

4.4 Standards Coordinator

The Standards Coordinator is responsible for administration of the SAEPs. Specific responsibilities include:

- Maintain accurate records of approved SAEPs, including issue date and next planned revision. Keep historical files and copies of all SAEPs, including original document approval signatures.

- Assign document numbers to new SAEs.
- Establish document format and content requirements. Review all SAEs prior to final approval for conformance to these requirements.
- Forward draft SAEs to the BOE for review, and completed SAEs to the document's Approval Authority.
- Approve minor editorial changes to the procedure for such things as typographical errors, organization name and title changes approved by Management, and reference document name changes.
- Disseminate the information of all approved SAEs per [SAEP-301](#).
- Notify SARO representatives of approaching planned revision dates in sufficient time to allow an orderly review and rewrite of the procedure, if required.

30 April 2003

Revision Summary

Document renumbered to align with other similar nature of procedures such as SAEP-119 and SAEP-125.
Editorial revisions to include reference to [SAEP-301](#).
"Next Planned Update" was reset to 1 May 2008.