

Engineering Procedure

SAEP-201

31 March, 2004

Saudi Aramco Engineering Reports

Document Responsibility: Technical Information Center

Saudi Aramco DeskTop Standards

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1 Scope

Saudi Aramco Engineering Reports (SAERs) are a special category of reports prepared by the various Engineering and Operations Services' Departments within Saudi Aramco covering subjects having a general interest to the Company or a specific interest to a particular Department.

Commentary Note:

This name is used to be the name of business line but not anymore. Replace by Engineering and Operations Services or Engineering Services and Project Management.

The basic purpose of an SAER is to establish a mechanism in which useful information can be compiled and put into a form which can be easily referred to, cataloged and kept as a permanent record for future reference.

Although many reports are issued daily in Saudi Aramco only a few qualify for SAER processing and numbering. The reports should be submitted to the Technical Information Center. The TIC will determine, in consultation with each engineer, which of these reports are to be categorized as SAERs. In order for a report to be categorized as an SAER, it should be one that will be referred to frequently, used as a permanent reference, or one incorporating some unique quality that qualifies it for SAER status. All SAERs issued shall be indexed by the Technical Information Center and included in the DOBIS/LIBIS Online Library Catalog.

SAER subject matter may include but is not limited to the following material:

- Process studies of existing installations
- Economic evaluation of new materials or processes
- Results of an Engineering Study Program (ESP)
- Analysis of existing information on a specific subject
- Material referred to frequently
- Material to be used as a permanent reference
- Compilation of information used for or related to Company activities
- Design Basis Scoping Papers
- Project Proposals
- Special problems occurring in the field during construction
- Technology Program Reports

2 Applicable Documents

None.

3 Instructions

3.1 Format

SAERs consist of the following sections:

- a. Cover Page
- b. Executive Summary
- c. Distribution List
- d. The Report Paper
- e. Appendix
- f. Bibliography

Depending upon the formality of the report, title page, table of contents, list of figures, list of tables and list of plates may also be included.

3.1.1 Cover Page

The cover page of the report shall consist of the following:

- a. Report Title
- b. SAER Number
- c. Budget Item Number (BI, ER), if applicable
- d. Engineering Study Program (ESP) Number
- e. Date of Issue
- f. Author
- g. Approval

3.1.2 Executive Summary

This includes the reasons for preparing the report and a summary of the results.

3.1.3 Distribution List

There is no fixed distribution list for SAERs. The actual distribution list depends upon the nature of the report, the organizations affected by the

subject matter and individuals involved in it's review. The following individuals shall always be included in the distribution of the SAER:

- Vice President, Engineering Services
- Manager, Facilities Planning Department
- Manager, Consulting Services Department
- Technical Information Center (1 hard copy and 1 electronic copy)
- Corporate Information Center at Aramco Services Company (1 hard copy and 1 electronic copy)

3.1.4 The Report Paper

The material and format presented in the report paper depends upon the subject matter involved. In most cases, the report paper shall provide sufficiently detailed information and discussion to authoritatively support the element of the problem, method of solution, conclusions and recommendations.

3.1.5 Appendix

The appendix shall include all pertinent charts, photographs, figures, tables and other data or information referred to in the main body of the report.

3.1.6 Bibliography

The bibliography lists library references and other useful references to books related to the subject which have been used in the report. Saudi Aramco references shall also be included.

3.2 Numbering

SAER numbers are issued by the Technical Information Center. Each report shall be numbered in sequence and each number shall be unique.

3.3 Revisions

SAERs may be revised to keep them up to date. Revisions shall be handled the same as that of the original and are subject to the same approval.

3.4 Electronic format shall be the latest company approved version of Microsoft Word (WinWord)

3.5 Style manual to be followed is the Franklin Covey Style Guide for Business and Technical Communication, Third Edition.

The manual is available in the Technical Information Center, Room E-3100, Dhahran.

4 Responsibilities

4.1 E&OS Departments

Each E&OS Department is responsible for the preparation, requesting the SAER number and issuing the report to the distribution list indicated in section 3.1.3 and any other concerned individuals.

The Manager of the respective Department is the approval authority for the SAER.

4.2 Technical Information Center

The TIC issues all SAER numbers and is responsible for maintaining a complete reference library of all SAERs issued.

The TIC shall also catalog all SAERs into the DOBIS/LIBIS Automated Library System and other computerized databases for reference and cross-reference purposes.

Revision Summary

31 March, 2004

Revised the "Next Planned Update". Reaffirmed the contents of the document, and reissued with no other changes.