

Engineering Procedure

SAEP-31

30 September, 2003

Corporate Equipment and
Spare Parts Data Requirements

Document Responsibility: Materials Control Department

Saudi Aramco DeskTop Standards

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1 Scope

This procedure details the requirements for the acquisition of technical and catalog data for equipment, spare parts and operating materials, commonly referred to as a **Spare Parts Data Package (SPDP)**, for all new or re-furbished equipment purchases originated for capital projects, BI 1900 projects, and by proponent/MRO organizations.

2 Applicable Documents

<u>SAEP-14</u>	<i>Project Proposal</i>
<u>SAEP-3101</u>	<i>Equipment and Spare Parts Data Requirements for Contractor Procured Equipment</i>
<u>SAEP-3102</u>	<i>Equipment and Spare Parts Data Requirements for SAPMT Originated Requisitions</i>
<u>SAEP-3103</u>	<i>Equipment and Spare Parts Data Requirements for Proponent/MRO Originated Requisitions</i>

Commentary Note:

SAEP-31 is an internal document for use within Saudi Aramco and shall not be referenced / included as an attachment to Purchase Requisitions/Orders.

3 Instructions

3.1 Purpose

The acquisition of technical and catalog data for the equipment, spare parts and operating materials required to operate and maintain new equipment is a complex and lengthy process. It requires teamwork, and the cooperation of Suppliers, Saudi Aramco **Project Management Teams (SAPMTs)**, Contractors, Materials Supply Departments, Proponents, and **Maintenance Repair and Operating (MRO)** organizations. As such, it is essential that each organization understands its role in the overall process and executes its responsibilities in a manner that will ensure availability of spare parts and operating materials when the new equipment is put into service. This procedure outlines the roles and responsibilities of all organizations involved in the cataloging data acquisition process.

3.2 Data Acquisition Process

3.2.1 The equipment and spare parts data acquisition process begins when a **Request For Quotation (RFQ)** is issued to a Supplier for any equipment that may require spare parts or operating materials for its operation and maintenance. The RFQ must contain specific instructions to the bidders

that shall require the successful Supplier to provide full and complete equipment, spare parts, and operating materials information referred to as a **Spare Parts Data Package (SPDP)**. One SPDP is required for each purchase order with subsections as required for each type of equipment. The SPDP must contain all the technical and spare parts data required by Saudi Aramco to identify, standardize and catalog spare parts and operating materials in the SAMS. Detailed requirements for the SPDP specific to the equipment being purchased are contained in the instructions provided with the RFQ and purchase order and in accordance with the procedures listed in section 2. The technical data and literature, that each Supplier is required to provide, are considered essential for Saudi Aramco to adequately catalog the spare parts and operating materials to assure their availability at start up.

- 3.2.2 Instructions for waiving a SPDP, in whole or in part, are contained in section 5 of this procedure.
- 3.2.3 Upon receipt of the SPDP, Saudi Aramco will review the package for completeness and accuracy. Any deficiencies will be directed to the Supplier for resolution. Once accepted, the SPDP information will be used to identify and catalog, purchase, store, replenish, and issue spare parts and operating materials.

4 Responsibilities

4.1 Saudi Aramco Project Management Team

The SAPMT is responsible to:

- 4.1.1 Make the Contractors aware of the spare parts cataloging data requirements during the job explanation meeting. **Materials Standardization Division (MSD)** of **Materials Control Department (MCD)** should be invited to help clarify these requirements.
 - 4.1.2 Ensure that the Contractors submit accurate and complete SPDPs for their originated purchases in accordance with [SAEP-3101](#).
 - 4.1.3 Obtain accurate and complete SPDPs for all SAPMT originated requisitions from suppliers for submittal to MCD, in accordance with [SAEP-3102](#).
 - 4.1.4 Coordinate with MCD to ensure that the SPDPs are submitted and accepted in a timely manner and SPDP deficiencies are promptly resolved and accepted by MCD.
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4.2 Saudi Aramco Direct Charge (DC) Purchase Requisition Originators

MRO organizations, BI-1900 projects, and Proponents other than SAPMTs who originate requisitions for DC purchases of equipment that may require spare parts and operating materials for its operation and maintenance are responsible to:

- 4.2.1 Transmit the Saudi Aramco Spare Parts Instructions to Suppliers as part of the requisition in accordance with [SAEP-3103](#).
- 4.2.2 Obtain accurate and complete SPDPs and submit them to MCD in accordance with the SPDP submittal schedule outlined in [SAEP-3103](#).
- 4.2.3 Ensure that any SPDP deficiencies are promptly resolved and that the SPDP is formally accepted by MCD.

4.3 Saudi Aramco Materials Control Department (MCD)

MCD is responsible to:

- 4.3.1 Review and approve SPDP Waiver requests.
- 4.3.2 Verify the accuracy and completeness of the SPDP data received from supplier, and resolve deficiencies with originators.
- 4.3.3 Catalog the spare parts and operating materials data in the **Saudi Aramco Materials System (SAMS)**.
- 4.3.4 Initiate purchase requisitions to procure the spare parts and operating materials.

4.4 Saudi Aramco **Purchasing Department (PD)**

PD is responsible to:

- 4.4.1 Procure spare parts and operating materials (included in the MCD initiated purchase requisitions) in time to support operation and maintenance of the new equipment.
- 4.4.2 Develop Volume Discount Purchase Agreements, Parts Management Programs and other strategies to ensure uninterrupted supply of the spare parts and operating materials.

4.5 The Proponent/MRO organizations are responsible to:

- 4.5.1 Identify and approve capital spares requirements.

- 4.5.2 Initiate requisition or **Project Change Request (PCR)** for additional long lead or capital spares identified by the Contractor.
- 4.5.3 Purchase selected unused startup spares from Contractor through the SAPMT in accordance with [SAEP-14](#), Project Proposal.

5 Exemptions and Waivers

Exemptions and Waivers from the requirement of submitting SPDPs are defined below:

- 5.1 Exemptions: For equipment already covered under an existing Maintenance Services Contract where the Contractor is responsible for supplying spare parts.
- 5.2 Waivers: For equipment identical or nearly identical to previously supplied equipment.

Detailed instructions to waive the SPDP submittal requirements are contained in [SAEP-3101](#), 3102, and 3103.

Revision Summary

31 August, 1998
30 September, 2003

New Saudi Aramco Engineering Procedure.
Revised the "Next Planned Update". Reaffirmed the contents of the document, and reissued with minor changes.