

Engineering Procedure

SAEP-342

31 March, 2004

Engineering Drawings Emergency Delivery Plan

Document Responsibility: Engineering Drawing Services

Saudi Aramco DeskTop Standards

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1 Content

This procedure defines a process to quickly identify, obtain and distribute usable CADD files of engineering drawings required to repair/rebuild Saudi Aramco facilities in emergency situations upon proponent request. In doing so, it identifies the responsibilities and actions of various agencies involved.

2 Scope

This procedure covers the following:

- 2.1 Saudi Aramco plants.
- 2.2 Responsibilities and actions for the quick identification and delivery of Saudi Aramco Engineering Drawings in an emergency situation.

3 Definitions

Engineering Drawing Services Division or EDS: of Engineering Services (ES) charged with the custody and management of all Saudi Aramco Engineering Drawings.

PlantDoc: Drawing Management System.

Proponent: shall mean the department of a Saudi Aramco operations organization responsible for operation, maintenance, safety and protection of a Saudi Aramco facility, equipment or property.

Engineering Drawing: as used throughout in this procedure, is a document produced on an approved Saudi Aramco engineering form, by Saudi Aramco (or for Saudi Aramco by approved sources) which bears a Saudi Aramco engineering drawing number and which was prepared for the purpose of identifying engineering related information to be used for the construction, operation or maintenance of a Saudi Aramco plant and facility.

Design Agency: refers to any Saudi Aramco organization or Contractor charged by Saudi Aramco with the responsibility of developing and/or modifying a Saudi Aramco Engineering Drawing.

Construction Agency: Any Saudi Aramco organization or the contractor responsible for the construction or the repair of the affected facility.

QVP: Query, View and Print engineering drawings.

APCD: Aperture Card.

4 Applicable Documents

Saudi Aramco Engineering Procedure

[SAEP-334](#)

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

5 General Information

- 5.1 Engineering Drawing Services Division (EDSD) provides technical support in the area of engineering drawing management and drawing control. EDSD is responsible for the corporate Drawing Management System (PlantDoc).
- 5.2 The technical contents of the engineering drawings are the responsibility of the Proponent.
- 5.3 All action and responsibility items included in this Plan are to be handled on top priority basis and in the fastest manner under the direction of Chief Engineer.
- 5.4 EDSD will provide electronic files of drawings on CDs that are comprehensible by the proponents.
- 5.5 All Saudi Aramco PlantDoc users including EDSD shall assist the proponent if required in printing drawings from electronic files.
- 5.6 The contact persons identified in paragraphs 5.1, 6.1, 7.1, and 8.1 must work together to maximize efficiency of this procedure while meeting requirements of Saudi Aramco drawing security.

6 Proponent Responsibility

- 6.1 Manager (or his delegate) will assign contact person(s) to interface with EDSD administrator (or his delegate) to support day to day activity during the emergency period.
- 6.2 Identify and prioritize list of required Engineering drawings.
- 6.3 Request EDSD to deliver engineering drawings that are related to the affected plant(s).
- 6.4 Request EDSD to provide Query View and Print (QVP) access of drawings to design or operations personnel that are involved in the rebuild of the facility.
- 6.5 Identify and deliver drawings for on-going projects that are not in PlantDoc to EDSD. Proponent to identify specific drawing numbers, rev. etc. of 'on-going

project drawings not in PlantDoc and supply CADD files to EDSD, or identify PMT responsible for these drawings.

- 6.6 Request FPD "Facility Planning Department" and PMT "Project Management Team" to identify any upcoming projects close to the emergency area that may affect the rebuild of the affected plants. Supply any drawings available.

7 Engineering Services Responsibility

- 7.1 Chief Engineer (or his delegate) shall assign contact person(s) to support day to day activity during the emergency period.
- 7.2 Locate the drawings requested by the proponent.
- 7.3 Copy electronic files of the latest revisions of CADD drawings, including vector and/or raster images that are available in the PlantDoc.
- 7.3.1 Utilize "Drawings Emergency Delivery System" to copy electronic CADD files onto CDs.
- 7.3.2 The CD shall include:
- 7.3.2.1 Engineering Drawing Index
- 7.3.2.2 CADD files
- 7.3.2.3 Viewer for QVP
- 7.4 Scan non-CADD drawings from the Aperture Card library and copy electronic files onto CDs.
- 7.5 Ensure that drawings on CDs can be Queried, Viewed and printed from a stand-alone system.
- 7.6 Provide the electronic files of drawings to the proponent or designated design office.
- 7.7 Process on-line drawings QVP access requests to design or operations personnel requested by proponent that are involved in the rebuild of the affected plant.
- 7.8 Coordinate the installation of CADD equipment and software if required.
- 7.9 Assist proponent to print drawings as required.
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8 Design Agency Responsibility

- 8.1 VP of Project Management (or his delegate) shall assign contact person(s) to communicate with EDSD and the Proponent.
- 8.2 Search at the site and in the proponent libraries for any additional information related to engineering drawings. Contact equipment vendors if necessary. Coordinate searches with Proponent.
- 8.3 Assist proponent to print drawings as required.

9 Construction Agency Responsibility

- 9.1 VP of Project Management (or his delegate) shall assign contact person(s) to communicate with EDSD, Design Agency and the proponent.
- 9.2 Request any additional information related to engineering drawings or other required for construction from the Design Agency.
- 9.3 Assist proponent to print drawings as required.

Revision Summary

29 January, 2003	Revised the "Next Planned Update". Reaffirmed the contents of the document, and reissued with editorial revisions to change the title of SAEP-127 and delete SAEP-128 from references.
31 March, 2004	Editorial revisions.

Appendix A – Summary Flow Chart of Activities

