

GENERAL INSTRUCTION MANUAL

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	GI #	Issue Date	Instruction Title	Issuing Organization	Contact Person	Contact phone
.	0000.001	03/29/2005	General Instructions	Organization Consulting Dept.	B. A. Al-Jaroudi	874-6178
	0000.003	03/29/2005	Job Design, Job Description And Job Evaluation	Organization Consulting Dept.	Helmi Qaid	874-6527
	0001.200	09/19/2005	Work Schedule - SAO	Organization Consulting Dept.	Sameer Al-Zahrani	874-6568
	0002.100	09/01/2006	Work Permit System	Loss Prevention Dept	James W. Taber	872-7548
	0002.102	07/22/2001	Pressure Testing Safely	Loss Prevention Dept	Tariq S. Al-Ghamdi	872-8988
	0002.104	10/01/2004	Leak And Spill Reporting	Marine Dept.	Hasan A. Anbar	678-1700
	0002.400	07/01/2006	Offshore Oil Spill Contingency Plan	Marine Dept.	Harbi, Khalid D	678-1700
	0002.401	1/22/2006	Inland Oil Spill Response	Marine Dept.	Ali A. Al-Mohssen	678-1111
	0002.402	Cancelled-	Leak And Spill Reporting -Red Sea	Marine Dept.	It is part of GI 2.104	
	0002.600	06/19/2002	Plant/Unit acceptance after T&I Shutdown	Inspection Department	Paul K. Smith	874-5021
	0002.700	07/16/2002	Permission To Be Obtained Before Starting Large Electric Motors	Power Distribution Dept.	Motaz Taj	872-8251
	0002.701	02/24/2001	Starting Duty On Large Motors	Consulting Services Dept.	Nabil A. Al-Nuaim	874-5434
	0002.702	04/01/2003	Moving Drilling Rigs, High Clearance Equipment / Loads, Or Operating Cranes Under Or Near Power-Lines	Power Distribution Dept.	Motaz Taj	872-8251
	0002.703	06/16/2002	Electrical Load Planning And Connection/disconnection	Power Distribution Dept	Motaz Taj	872-8251
c	0002.705	02/09/2005	Certification Of High Voltage Cable Splicers	Power Distribution Dept	Motaz Taj	872-8251
	0002.708	Cancelled	Gas Testing Procedures (Bacharah)	Loss Prevention Dept	Replaced by GI 2.709	
	0002.709	12/24/2001	Gas Testing Procedure-using 3-In-1 gas Monitor	Loss Prevention Dept	Mohammed Al-Dossari	872-9656
	0002.710	07/13/2002	Mechanical Completion & Performance Acceptance Of Facilities	Project Management	Raif Houry	572-2397
	0002.714	01/22/2001	Environmental Conservation Policy Implementation	Environmental Protection Department	Sharif, Amer A	874-6430
	0002.716	3/11/2003	Land Use Permit Procedures	Facilities Planning Dept.	Ali Al-Maskin	874-6596
	0002.717	08/12/2003	Handling Polychlorinated Biphenyls (PCBS)	Environmental Protection Department	Sharif, Amer A	874-6430
c	0002.718	02/27/2005	Contractor Sites Allotment Procedure	Saudi Aramco Affairs Svcs dept.	A. M. Khan	874-6969
	0005.002	02/22/2006	Loss Prevention Policy Implementation	Loss Prevention Dept	Steven Hemler	872-9644
c	0005.005	02/26/2005	Signposting To Saudi Aramco Facilities	Industrial Security	Imam Malik	876-7350

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	0005.007	01/10/2007	Company Safety Incentive Program	Loss Prevention Dept	Mohammed Al-Dossari	872-9656
	0006.001	02/27/2005	Notification Requirement For Incidents (Including Fires)	Loss Prevention Dept	Roberto Alba	872-9661
	0006.003	7/14/2001	Guide For Committees Investigating Major Incidents	Loss Prevention Dept	Steve Hemler	872-9664
**	0006.004	12/02/2006	Near Miss Reporting Process	Loss Prevention Dept	Jim W. Taber	872-7548
	0006.005	01/01/2007	Recording Of Injury/motor Vehicle Accident Data	Loss Prevention Dept	Roberto Alba	872-9661
	0006.006	02/01/2005	Loss Prevention Compliance Reviews	Loss Prevention Dept	Alan Chen	872-7581
	0006.011	06/12/2002	Quarterly Safety Inspections	Loss Prevention Dept	Anwar Haque	872-9633
	0006.012	07/22/2001	Isolation, Lockout and Use of Hold Tags	Loss Prevention Dept	Tariq S. Al-Ghamdi	872-8988
	0006.020	5/22/2001	Personal Flotation Devices For Work On, Over or Near Water	Loss Prevention Dept	Mohammed Al-Dossari	872-9656
	0006.021	10/16/2001	Safety Requirements for Abrasive Blast Cleaning	Loss Prevention Dept	Anwar Haque	872-9633
c	0006.025	01/25/2005	Control of Remote Area Travel and Search/Rescue Procedures	Industrial Services Organization	Mubarak M. Al-Gahtani	874-6012
	0006.029	11/19/2001	Reporting and Recording of Motor Vehicle Accidents	Loss Prevention Dept	Roberto Alba	872-9661
*	0006.030	08/01/2006	Traffic and Vehicle Safety	Industrial Security Ops	Imam Malik Abdulla S. Al-Sheri	876-7350 876-2339
	0007.021	12/3/1983	Operating Requirements Offshore Escape Devices	Loss Prevention Dept	Mohammed Al-Dossari	872-9656
	0007.024	05/22/2001	Marine and Offshore Crane, Hoist, and Rigging Operations	Loss Prevention Dept	Steve Hemler	872-9644
	0007.025	03/19/2006	Heavy Equipment Operator Testing and Certification	Roads & Heavy Equip Dept	Hosam Hashem	872-6362
	0007.026	11/28/1993	Cranes and Heavy Equipment Accident Reporting Procedures	Loss Prevention Dept	Steve Hemler	872-9644
	0007.027	05/07/2005	Crane Suspended Personnel Platform (Manbasket) Operations	Roads & Heavy Equip Dept	Hosam Hashem	872-6362
	0007.028	09/27/2006	Crane Lift: Types and Procedures	Roads & Heavy Equip Dept	Hosam Hashem	872-6362
	0007.029	03/19/2006	Rigging Hardware Requirements	Roads & Heavy Equip Dept	Hosam Hashem	872-6362
	0007.030	05/07/2005	Inspection and Testing Requirements for Elevating/Lifting Equipment	Inspection Department	Hlelah, Hamad N	872-4683
	0007.031	09/11/2006	Heavy Equipment Services	Roads & Heavy Equip. Dept.	Naseem, Mohammed	876-4433
	0008.001	06/28/2004	Safety Requirements for Scaffolding	Loss Prevention Dept	Steve Hemler	872-9644
	0008.002	03/31/2004	Safety Spectacles	Loss Prevention Dept	Ali Al-Salmi	872-8037
	0008.005	04/11/2006	Protective (Safety) Footwear	Loss Prevention Dept	Mohammed Al-Dossari	872-9656
	0020.000	01/01/2005	Programming & Budgetary System	PF&AD/OPF&A	Jim Stephens	874-6450

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c	0020.004	03/01/2004	Operating Plan Budget Instruction- Confidential-Restricted Distribution.	PF&AD	Jim Stephens	874-6450
c	0020.008	01/31/2005	General Accountability Report Instruction	PF&AD	Jim Stephens	874-6450
	0020.031	12/01/2002	Capital Budget & Program	PF&AD	Jim Stephens	874-6450
c	0020.081	01/31/2005	Exploration Budget & Program	PF&AD	Jim Stephens	874-6450
c	0020.101	01/31/2005	Development Budget & Program	PF&AD	Jim Stephens	874-6450
	0020.110	12/01/2002	Non-capital Budget & Programs	PF&AD	Jim Stephens	874-6450
c	0020.151	01/31/2005	Home Ownership & Community Development Budget & Programs	PF&AD	Jim Stephens	874-6450
	0020.161	5/10/1980	Rentals/Leases/Charters	Treasurer's Org	Y A Marzooq	873-3514
	0020.500	10/5/1988	Expenditure Control-expenditure Request Forms	PF&AD	Jim Stephens	874-6450
	0020.510	5/1/1991	Budget Items, expenditure Request & Job Order Numbering System	PF&AD	Jim Stephens	874-6450
	0020.520	1/1/2001	Instruction For Preparing Project Change Request	PF&AD	Jim Stephens	874-6450
	0020.520-1	1/1/2001	Instruction For Preparing Project Change Request (S A Form 3000-C)	PF&AD	Jim Stephens	874-6450
c	0020.620	01/31/2005	Miscellaneous Capital Items Master Appropriation (BI-1900)	PF&AD	Jim Stephens	874-6450
	0020.700	05/13/2006	Post Project Appraisal s	Financial Analysis & Performance Advisory Department	James Mcturk	873-8945
	0021.201	04/02/2006	Approval Authority	APM&S Dept.	A. Al-Nuaim	874-6475
	0050.005	1/20/2002	Company Exchange Rates and Non-US Dollar Currency Transactions	Treasurer's Organization	H.A. Al-Shawaf	876-3528
	0053.005	12/27/2005	Form SA-315 Cash Receipt Cancelled	APM&S Dept.		
	0053.006	03/21/2005	Custodianship of Company Funds	Treasurer's Ops Dept.	S. H. Al-Khalaf	875-5623
	0059.001	Cancelled	Safes and Vaults	Treasurer's Ops Dept.		
c	0059.002	03/21/2005	Payment Authentication	Treasurer's Ops Dept.	S. H. Al-Khalaf	875-5623
	0070.500	07/05/2000	Disaster Contingency Plan, Dhahran Area	Fire Protection Dept.	George Allison	872-2689
	0082.001	10/01/2002	Emergency Response Operations Roles & Responsibilities In Offshore Oilfields	Safaniya Offshore Producing Department	Vargas, Jr., Ramon	378-8027
	0086.001	03/12/2002	Handling, Storage, Inspection and Testing in the Field of SPM System Loading Hoses	Term. Maint. Oper. Dept.	M. Akram	678-6110
	0086.010	02/10/2001	Claims Against Third Parties For Damage Or Loss And Exceptional Marine Assistance	Term. Maint. Oper. Depts.	M. Akram	678-6110

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	0100.503	Cancelled	Form Saudi Aramco 1180-C, Personnel Separation	Employee Relations Policy & Planning	Info in the GI was added to form SA-1180-C, on the e-forms website	
c	0150.000	02/16/2005	Implementing Occupational Health Aspects of Loss Prevention Policy	Environmental Protection Department	Sharif, Amer A	874-6430
	0150.001	6/1/2005	Asbestos Hazard Management	Environmental Protection Department	Sharif, Amer A	874-6430
	0150.002	03/09/2005	First Aid/CPR Training and First Aid Kits	Medical Services Orgn.	Siraj Khan	877-8506
	0150.003	01/22/2001	Ionizing Radiation Protection	Environmental Protection Department	Sharif, Amer A	874-6430
	0150.005	6/12/2005	Ionizing Radiation Protection Requirements For Medical Radiation Producing Equipment	Environmental Protection Department	Sharif, Amer A	874-6430
	0150.006	6/12/2005	Ionizing Radiation Protection Requirements For Analytical X-Ray Equipment	Radiation Protection Committee/ Environmental Protection Department	Sharif, Amer A	874-6430
	0150.007	6/12/2005	Ionizing Radiation Protection Handling Unsealed Radioactive Sources and Contamination Control	Radiation Protection Committee/ Environmental Protection Department	Sharif, Amer A	874-6430
	0150.100	6/12/2005	Hazardous Materials Communication Program (HAZCOM)	Environmental Protection Department	Sharif, Amer A	874-6430
	0150.110	06/06/2006	Periodic Occupational Physical Examination Programs	Medical Services Orgn.	Siraj Khan	877-8506
	0151.001	06/01/2002	Medical Referral Plan	Medical Services Orgn.	Sami S. Al-Dossary	877-8202
	0151.003	04/16/2001	Vacation Medical Payment Plan for Saudi Arab Employees	Medical Services Orgn.	Sami S. Al-Dossary	877-8202
c	0151.004	02/07/2005	Eligibility for Medical Care	Medical Services Orgn.	Maratab Siddiqi	877-8226
	0151.005	03/09/2005	Preparation of Saudi Aramco Form 3941: Medical Examination Request/Notice	Medical Services Orgn.	Siraj Khan	877-8506
c	0151.006	02/16/2005	Implementing the Saudi Aramco Sanitary Code	Environmental Protection Department	Sharif, Amer A	874-6430
c	0155.001	02/05/2005	Workmen's Compensation Claim Handling	Employee Rels Svcs. Dept.	Mulla, Sameer M	874-8550
c	0155.002	02/05/2005	Investigation & Reporting of Third Party Injury Claims	Employee Rels Svcs. Dept.	Mulla, Sameer M	874-8550
c	0155.003	02/05/2005	Form 3208 - "Request for Medical Treatment of Injury or Occupational Illness"	Employee Rels Svcs. Dept.	Mulla, Sameer M	874-8550
c	0155.004	Cancelled	Form 681 - "Supervisor's Investigation of a Job Related Injury or Illness"	Employee Rels Svcs. Dept.	Incorporated in GI 6.005	
	0155.005	08/24/2005	Handling Of Permanent & Total Disability Cases	Employee Rels Svcs. Dept.	Mulla, Sameer M	874-8550

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0155.006	07/02/2006	Procedure For Handling Requests For Special Benefits	Employee Rels Svcs. Dept.	Mulla, Sameer M	874-8550
0155.007	01/01/2007	Procedure For Termination Of Services Of Saudi Arab Employees With Chronic Medical Conditions	Employee Rels. Svcs. Dept.	Mulla, Sameer M	874-8550
0155.008	11/28/2005	Procedure For Handling Saudi Arab And Foreign Contract Employees' Retirement And Post-retirement Death Benefits	Employee Rels. Svcs. Dept.	Mulla, Sameer M	874-8550
0155.009	03/06/2005	Procedure For Payment Of Diyah (Compensation for Loss of Life) To The Legal Heirs Of Deceased Employees	Employee Rels. Svcs. Dept.	Mulla, Sameer M	874-8550
0200.001	01/25/2004	APM&S General Instruction Manual Index	APM&S Dept.	A. Al-Nuaim	874-6475
0200.002	01/25/2004	Index of Cancelled Instructions	APM&S Dept.	A. Al-Nuaim	874-6475
0200.004	09/12/2005	Accounting Manual - Table of Contents Cancelled	APM&S Dept.	A. Al-Nuaim	874-6475
0202.300	03/23/2003	Accounting for Major Casualty Costs	APM&S Dept.	A. Al-Nuaim	874-6475
0202.301	05/06/2002	Definition of Property, Plant and Equipment Accounts in the General Ledger	APM&S Dept.	A. Al-Nuaim	874-6475
0202.303	04/14/2006	Plant & Equipment Facilities Subclasses	APM&S Dept.	A. Al-Nuaim	874-6475
0202.304	07/17/2006	Plant & Equipment Item Rate Codes	APM&S Dept.	A. Al-Nuaim	874-6475
0202.305	04/24/2006	Accounting Plant Numbering & Preparation of Form SA 9032-1 "Create Asset Master Data".	APM&S Dept.	A. Al-Nuaim	874-6475
0202.305-1	01/12/2004	Accounting Plant (Prime) Numbers	APM&S Dept.	A. Al-Nuaim	874-6475
0202.309	05/20/2003	Allocation of Costs - New Facilities Start-up	APM&S Dept.	A. Al-Nuaim	874-6475
0202.320	05/03/2003	Accounting for the Cost of Computer Software Developed or Obtained for Internal Use	APM&S Dept.	A. Al-Nuaim	874-6475
0202.330	05/20/2003	Capital Assets - Service Lives and Depreciation	APM&S Dept.	A. Al-Nuaim	874-6475
0202.331	06/22/2003	Drilling Equipment - Service Lives and Depreciation	APM&S Dept.	A. Al-Nuaim	874-6475
0202.451	07/01/2003	Engineering Work Order Authorization for Project Proposal Preparation- Saudi Aramco Form SA 6891	APM&S Dept.	A. Al-Nuaim	874-6475
0207.001	10/14/2006	Accounting Reports	APM&S Dept.	A. Al-Nuaim	874-6475
0207.050	01/28/2002	Form SA 630 - Capital Assets Change Authorization	APM&S Dept.	A. Al-Nuaim	874-6475
0207.056	07/21/2003	Daily Report of Cash Deposited "Form SA-1144"	APM&S Dept.	A. Al-Nuaim	874-6475

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0207.060	02/12/2006	Physical Inventory of Fixed Assets	APM&S Dept.	A. Al-Nuaim	874-6475
0211.060	06/15/2003	Expense Reports Form SA-165	APM&S Dept.	A. Al-Nuaim	874-6475
0211.070	11/25/2006	Saudi Aramco Forms Used for Check/Cash Disbursements	APM&S Dept.	A. Al-Nuaim	874-6475
0211.070-1	3/30/2003	Saudi Aramco Forms Used for Company's Banking and Investment Activities	APM&S Dept.	A. Al-Nuaim	874-6475
0211.070-2	11/01/2003	Supporting Documents & Approval Signature Levels Required for Check/Cash Disbursements	APM&S Dept.	A. Al-Nuaim	874-6475
0211.071	09/2/2006	Settlement of Third Party Liabilities Incurred While Using Company Vehicles	APM&S Dept.	A. Al-Nuaim	874-6475
0211.080	1/28/2002	Driving License and Renewal of Company Owned Vehicles Registration	APM&S Dept.	A. Al-Nuaim	874-6475
0216.600	07/01/1997	Accounting Basic Code System	APM&S Dept.	A. Al-Nuaim	874-6475
0216.604	Cancelled	Organization Codes & Operating Expense Accounts	PF&AD		
0216.606	Cancelled	Entry Codes	PF&AD		
0216.608	10/07/2003	Well Accounting & Development Costs	APM&S Dept	A. Al-Nuaim	874-6475
0216.611	09/24/2006	Vehicle Usage Cost Allocation	APM&S Dept	A. Al-Nuaim	874-6475
0216.613	3/6/1999	Marine Department Vessel or Service Charges to User Accounts	APM&S Dept	A. Al-Nuaim	874-6475
0216.616	9/14/1999	Equipment Usage Time Reporting	APM&S Dept	A. Al-Nuaim	874-6475
0216.771	1/21/1996	Pona Sample Charges to Offtakers	APM&S Dept	A. Al-Nuaim	874-6475
0216.815	05/26/2003	Exploration Costs	APM&S Dept	A. Al-Nuaim	874-6475
0216.964	06/20/2006	Allocation of Labor Costs, Labor Prorates, Overheads & Service Expenses	APM&S Dept	A. Al-Nuaim	874-6475
0216.965	01/01/2007	Cost Distribution Rates	PF&AD/OPF&A	Jim Stephens	874-6450
0221.990	10/18/2005	Payments for Special Services	APM&S Dept	A. Al-Nuaim	874-6475
0230.002	06/21/2006	Leases, Contracts, and Other Sources of Financial Liability	APM&S Dept	A. Al-Nuaim	874-6475
0230.010	07/06/2002	Identification of Embedded Derivatives	APM&S Dept.	A. Al-Nuaim	874-6475
0230.031	07/10/2006	Miscellaneous Invoices to Outsiders	APM&S Dept.	A. Al-Nuaim	874-6475
0230.035	11/13/2006	Invoice Accrual Procedures	APM&S Dept.	A. Al-Nuaim	874-6475
0241.014	01/20/2003	Local Sales and Purchases of Crude Oil, Refined Products, Natural Gas, and Empty Drums	APM&S Dept.	A. Al-Nuaim	874-6475
0241.018	09/11/2002	Reconciliation of Marine Transfers of Diesel	APM&S Dept.	A. Al-Nuaim	874-6475
0241.021	11/30/2440	Material Balancing of Refined Hydrocarbon Products	APM&S Dept.	A. Al-Nuaim	874-6475

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.	0242.001	12/31/2003	DZIT Certificates and Reports to DZIT	APM&S Dept.	A. Al-Nuaim	874-6475
	0250.001	02/06/2002	Cost Sheet Review and Approval	APM&S Dept.	A. Al-Nuaim	874-6475
	0270.001	07/11/2006	Payroll Procedures	APM&S Dept.	A. Al-Nuaim	874-6475
	0270.002	4/7/2001	Directory of Payroll Related Questions	CB&ETA	Salem M. Jafari	874-7752
	0270.003	07/30/2006	Labor Cost Information and Analysis	APM&S Dept.	A. Al-Nuaim	874-6475
	0270.004	06/28/2006	Area Payroll Representatives - Payroll Related and Check Disposition and Query Handling Procedures	APM&S Dept.	A. Al-Nuaim	874-6475
	0274.001	10/18/2005	Invoice Reporting- Cancelled	APM&S Dept.	A. Al-Nuaim	874-6475
	0286.020	2/28/1998	Accounting for Expenses of Visitors and Employees on Assignment	APM&S Dept.	A. Al-Nuaim	874-6475
	0286.030	06/03/2002	Policies And Procedures For Saudi Aramco Appointees Compensation And Expenses	APM&S Dept.	A. Al-Nuaim	874-6475
**	0286.031	10/24/2005	Financial Reporting Controls Assessment program	APM&S Dept.	A. Al-Nuaim	874-6475
	0289.000	8/1/2001	Audit Communication/ Reporting Procedures	Auditing Dept.	Bruce N. Jahnke or Sharifa A. Hasan	873-5147 874-6223
	0298.003	01/23/2001	Office Equipment Requisition, Assignment and Control	Information Technology	Tag Tageldin	872-9019
	0298.004	02/28/2006	Office Furniture Requisition	Community Services	Rajeh A Drees	874-5170
	0298.005	Cancelled	Stationery Supply	Office Services Dept.		
	0298.006	06/01/2005	Printing Of Saudi Aramco Forms And Other Printed Materials	Information Technology	Tag Tageldin	872-9019
c	0298.008	01/12/2005	Office Space Management	Community, Buildings and Office Services	Rajeh A Drees	874-5170
c	0298.009	11/14/2006	Building Types And Office Services	Community, Buildings and Office Services	Rajeh A Drees	874-5170
	0299.010	02/2005	Integrated Solution Service Requests	Information Technology	Tag Tageldin	872-9019
	0299.070	06/01/2005	Destruction and Disposal of Obsolete/Unneeded Microcomputer Software	Information Technology	Tag Tageldin	872-9019
	0299.080	8/2006	General Business Computing Product Approval, Funding, and Categories	Information Technology	Tag Tageldin	872-9019
	0299.100	Replaced by GI 299.220	Computer Dial-up Access	Information Technology		
	0299.110	04/26/2005	Computer Asset Management System (CAMS)	Information Technology	Tag Tageldin	872-9019
	0299.120	12/2005	Sanitization and Disposal of Saudi Aramco Electronic Storage Devices and Obsolete/Unneeded Software	Information Technology	Tag Tageldin	872-9019

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0299.200	08/2005	Saudi Aramco Electronic Mail (E-mail) Use	IT/ Information Protection Division	Tag Tageldin Albertus Wilson	872-9019 872-8490
0299.210	08/2005	Saudi Aramco Internet Use	IT/ Information Protection Division	Tag Tageldin Albertus Wilson	872-9019 872-8490
0299.220	08/2005	Remote Access to Saudi Aramco Computer Systems and Networks	IT/ Information Protection Division	Tag Tageldin Albertus Wilson	872-9019 872-8490
0300-0399	All GIs Replaced by Materials Instruction Manuals http://ms.aramco.com.sa				
0400.001	02/26/2005	Quality System Roles and Responsibilities	Inspection Department	Paul K. Smith	874-5021
c 0405.001	02/12/2005	Custody Transfer of Liquid Hydrocarbon Products	Process & Control Systems Dept.	Hussain H. Al-Qahtani	874-6161
c 0405.002	02/12/2005	Custody Transfer of Natural Gas and Ethane	Process & Control Systems Dept.	Hussain H. Al-Qahtani	874-6161
c 0405.004	02/12/2005	Royalty Tank Gauging of Crude Oil	Process & Control Systems Dept.	Hussain H. Al-Qahtani	874-6161
c 0405.005	02/12/2005	Royalty Measurement Facility Responsibilities	Process & Control Systems Dept.	Hussain H. Al-Qahtani	874-6161
c 0405.007	02/12/2005	Royalty Measurement of Hydrocarbon Liquids	Process & Control Systems Dept.	Hussain H. Al-Qahtani	874-6161
c 0405.008	12/24/2006	Ship/shore Loading & Discharge Quantity Comparison For Releasing Ships For Sailing	Process & Control Systems Dept.	Hussain H. Al-Qahtani	874-6161
0425.000	05/21/2006	Management of CFC & HCFC Refrigerants	Consulting Svcs. Dept.	Adel Al-Hamid Khalid Al-Mulhim	874-5231 874-5230
0428.001	07/07/2001	Cathodic Protection Responsibilities	Consulting Svcs. Dept.	Nabil A. Al-Nuaim	874-5434
0430.001	01/22/2001	Waste Management	Environmental Protection Department	Sharif, Amer A	874-6430
0465 - 0474	Note: All Contracting GIs Replaced by Contracting Manual http://contracting.aramco.com.sa				
0475.001	08/02/2004	Blasting Near Existing Facilities	Proj. Supp. & Con. Dept.	M. A. Al-Jamaan	874-7215
0480.001	02/18/2001	Supplemental Manpower Reporting	Proj. Supp. & Con. Dept.	M. A. Al-Jamaan	874-7215
0555.001	09/30/2002	Electrical System, Operation and Maintenance	Southern Area Oil Operations	Adurdy Rao	576-6438
0557.001	01/31/2005	North Ghawar Producing Emergency Response Plan	Southern Area Oil Operations	Adurdy Rao	576-6438
0558.002	Cancelled	South Ghawar Producing Emergency Response Plan	Southern Area Oil Operations		
0558.003	8/19/2006	Central Ghawar Producing Emergency Response Plan	Southern Area Oil Operations	Adurdy Rao	576-6438
0558.004	03/14/2006	Emergency Response Plan For Gas Wells	S A Production Engineering Dept	Hasan Jubran	577-7206
0559.001	06/20/2001	Seawater Injection Emergency Response Plan	Southern Area Oil Operations	Adurdy Rao	576-6438
0610.001	06/05/2002	Special Regulations for the Use of Explosives in Seismic Operations	Exploration Operations Department	Richard J Berquist	873-8287
0710.001	06/01/2004	Saudi Aramco ID Cards	Industrial Security	Imam Malik	876-7350

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.	0710.002	1/15/2002	Classification of Sensitive Documents	Industrial Security	Imam Malik	876-7350
	0710.005	03/13/2004	Privately Owned Vehicle and Camp Car Stickers	Industrial Security	Imam Malik	876-7350
	0710.007	09/01/2003	Restricted and Non-Restricted Area Vehicle Access Stickers	Industrial Security	Imam Malik	876-7350
	0710.009	06/29/2004	Material/Equipment Movement Gate Passes	Industrial Security	Imam Malik	876-7350
	0710.010	03/13/2004	"After Hours Use" Authorization - Company Assigned Vehicles	Industrial Security	Imam Malik	876-7350
	0710.011	01/22/2001	Photography of Saudi Aramco Facilities and Operating Areas	Industrial Security	Imam Malik	876-7350
c	0710.012	02/26/2005	Dealing with Communicated Bomb Threats and Suspected Threats	Industrial Security	Imam Malik	876-7350
	0710.013	Weapons Management Program - CONFIDENTIAL GI copy can be requested from the Manager of Industrial Security Planning & Support Services Department, Box 90, Dhahran		Industrial Security	Imam Malik	876-7350
c	850.001	01/13/2005	Control of Company Sponsored Visitors	Government Affairs Org.	Shahid Naeem	874-7676
	850.002	07/12/2004	Corporate Gifts Website	Public relations Dept	Embleton, Phil P	873-2699
	850.003	07/12/2004	Corporate Identity Guidelines	Public relations Dept	Embleton, Phil P	873-2699
	850.004	07/26/2004	Audio Visual Review Guidelines	Public relations Dept	Abdulkareem Al-Mousa	874-7774
	850.005	07/26/2004	Media Library & Archives	Public relations Dept	Abdulkareem Al-Mousa	874-7774
	850.006	07/26/2004	Review And Approval Of Saudi Aramco Publications & Articles	Public relations Dept	Abdulkareem Al-Mousa	874-7774
	850.007	07/26/2004	Photo Lab Unit Material Request	Public relations Dept	Abdulkareem Al-Mousa	874-7774
	850.010	10/10/2006	Corporate Sponsorship	Public relations Dept	Pinto, Persopio (Joe)	874-7092
	860.000	01/22/2001	Registration of Local Manufacturers and Utilization of Their Products	Purchasing Department	Ali S. Al-Ruzaiqi	874-0322
	0885.000	10/01/2002	Leasing of Government Sector Improved/Unimproved Real Property	Contracting Dept	Makrami, Hussain M	873-8585
	0885.001	04/19/2005	Removal of Encroachments	Land Affairs Division.	Abdel Hameed O. Medani	873-2903
	0885.002	04/19/2005	Handling of Land Claims	Land Affairs Division.	Abdel Hameed O. Medani	873-2903
	0885.003	04/19/2005	Acquisition of Land	Land Affairs Division.	Abdel Hameed O. Medani	873-2903
	0885.004	04/19/2005	Handling of Title Deed Request	Land Affairs Division.	Abdel Hameed O. Medani	873-2903
	0886.000	01/26/2005	Public Service Projects	Saudi Aramco Affairs	Bushra A. Adam	874-7113
	0887.000	02/27/2005	Coordination of Saudi Aramco Projects with Non-Saudi Aramco	Saudi Aramco Affairs Services. Dept.	A. M. Khan	874-6969

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			Agencies			
	1000.000	02/22/2005	Saudi Aramco Maintenance Policy and Guidelines	Abqaiq Plants Maintenance Dept	Jawad A. Al-Nassir	572-6738
	1000.250	01/08/2005	Identification Of Mothballed Equipment And Technical Object In SAP PM	Ind. Svcs/Corp. Maint. Sys.	Mohammed Salim	872-6348
	1000.500	01/10/2005	Maintenance Work Order	Ind. Svcs/Corp. Maint. Sys.	Mohammed Salim	872-6348
	1000.501	01/22/2001	Mechanical Services Shops Dept. Policies and Practices	Mech. Svcs. Shops Dept.	Faleh S. Al-Dilaijan	876-3636
	1000.502	Cancelled	MSSD Repair of Industrial Services Equipment & Forecasting of Spare Parts	Mech. Svcs. Shops Dept.		
	1000.700	Cancelled	Standard Job Plan Catalog	Ind. Svcs./Corp Maint. Sys.		
	1000.900	Cancelled	Accounting Plant Numbers for the Identification of Equipment and Facilities	Ind. Svcs./Corp Maint. Sys.		
	1001.000	2/20/1993	Responsibility for Power System Operation and Maintenance	Power Distribution Dept.	Motaz Taj	872-8251
	1001.100	03/19/2002	Responsibility For Power System Operation And Maintenance At Support Services And Community Facilities	Power Distribution Dept.	Motaz Taj	872-8251
c	1010.007	01/08/2005	Safe Practices For Towing Equipment And Trailers	Roads & Heavy Equipment Dept.	Naseem, Mohammed	876-4433
	1020.000	12/24/2005	Daily Work Schedule & Manpower Distribution	Ind. Svcs./Corp. Maint. Sys.	Mohammed Salim	872-6348
c	1021.000	01/08/2005	Street and Road Closure: Excavations, Reinstatement and Traffic Controls	Roads & Heavy Equipment Dept.	Naseem, Mohammed	876-4433
c	1022.000	01/08/2005	Roads and Paved Surfaces Maintenance Svcs.	Roads & Heavy Equipment Dept.	Naseem, Mohammed	876-4433
	1100-1129	All G.I.s Replaced by Materials Instruction Manuals http://ms.aramco.com.sa				
	1183.005	1/21/2006	Procedure for Requesting Cargo Hauling, SAP Transaction ZTCV431A, Truck Request	Transportation Dept.	Saad Al-Rubya	876-2908
	1183.215	6/1/1965	Transporting Explosives in Company Owned/Leased/Rented Motor Transport Vehicles	Transportation Dept.	Saad Al-Rubya	876-2908
	1185-1199	All G.I.s Replaced by Marine Instruction Manuals http://marine.aramco.com.sa >>> Safety				
	1230.000	08/13/2006	Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares	Transportation Dept.	Saad Al-Rubya	876-2908
	1230.000-01	08/13/2006	Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares	Transportation Dept.	Saad Al-Rubya	876-2908
	1230.000-02	08/13/2006	Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares	Transportation Dept.	Saad Al-Rubya	876-2908

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	1230.000-03	08/13/2006	Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares	Transportation Dept.	Saad Al-Rubya	876-2908
	1230.000-04	08/13/2006	Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares	Transportation Dept.	Saad Al-Rubya	876-2908
	1230.000-05	08/13/2006	Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares	Transportation Dept.	Saad Al-Rubya	876-2908
	1230.000-06	08/13/2006	Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares	Transportation Dept.	Saad Al-Rubya	876-2908
	1245.001	11/24/1998	Services Provided by the Transportation Dept.	Transportation Dept.	Saad Al-Rubya	876-2908
c	1250.001	01/08/2005	Industrial Services Emergency/Disaster Response For Vehicle And Heavy Equipment	Roads & Heavy Equipment Dept.	Naseem, Mohammed	876-4433
c	1305.000	02/19/2001	Budgeting, Construction, Approval and Maintenance of Airstrips and Heliports	Aviation Department	Abdulaziz Abohamla	877-4990
c	1310.000	02/19/2001	Transportation of Dangerous Goods Onboard Saudi Aramco Aircraft	Aviation Department.	Abdulaziz Abohamla	877-4990
c	1310.001	02/19/2001	Procedures for Carriage of Cargo on Saudi Aramco Aircraft	Aviation Department.	Abdulaziz Abohamla	877-4990
c	1310.002	02/19/2001	Procedures for the Carriage of Mail on Saudi Aramco Aircraft	Aviation Department	Abdulaziz Abohamla	877-4990
c	1310.003	08/01/2004	Procedures for Passengers Traveling on Saudi Aramco Aircraft	Aviation Department	Abdulaziz Abohamla	877-4990
c	1320.000	02/19/2001	Operation Procedures for Saudi Aramco Airstrips	Aviation Department	Abdulaziz Abohamla	877-4990
c	1321.015	02/19/2001	Request for Air Medical Evacuation	Aviation Department	Abdulaziz Abohamla	877-4990
	1420.001	05/05/2001	Saudi Aramco Hostility Reaction Plan	Community Bldg & Office Svcs.	Moh'd A. A-Eid	872-6813
	1601.002	06/2004	Radio Asset Control and Accountability Program (RECAP)	Information Technology	Tag Tageldin	872-9019
	1603.000	08/2001	Importation of Communications Equipment	Information Technology	Tag Tageldin	872-9019
	1780.001	03/01/2005	Atmosphere - Supplying Respirators	Fire Protection Dept.	George Allison	872-2689
	1781.001	02/22/2005	Inspection, Testing and Maintenance of Fire Protection Equipment	Fire Protection Dept.	George Allison	872-2689
	1782.001	Cancelled	It is now part of 1781.001	Fire Protection Dept.		

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c	1783.001	06/01/2006	Fire Fighting Training Company Personnel	Fire Protection Dept.	George Allison	872-2689
	1784.001	05/08/2004	Reserve Fire Brigades	Fire Protection Dept.	George Allison	872-2689
	1785.001	3/10/2002	Plant Emergency Response Team (PERT)	Fire Protection Dept.	George Allison	872-2689
	1786.001	9/13/2000	Chemical Emergency Response Team	Fire Protection Dept.	George Allison	872-2689
	1787.000	9/1/1999	Fire Reports	Fire Protection Dept.	George Allison	872-2689
	1800.003	12/27/2005	Part Time Teachers	Training & Career Development	Sherief Al Sharawi	872-6014
	1808.001	11/13/2002	Industrial Training Centers	Training & Career Development	Sherief Al Sharawi	872-6014
	1809.001	04/04/2005	Job Certification	Training & Career Development	Sherief Al Sharawi	872-6014
	1809.002	04/22/2006	Job Skills Training Centers	Training & Career Development	Sherief Al Sharawi	872-6014
**	1809.003	12/24/2005	Vendor Training e-Services	Training & Career Development	Sherief Al Sharawi	872-6014
**	1809.004	12/19/2005	Saudization Of The Contractor Workforce	Corporate Contractors Saudization/Training & Career Development	Aboudi, Fahad S	874-7138
c	1826.001	02/01/2005	Extra Curricular Compensation Procedure	Saudi Aramco School Division	Brent Mutsch	877-1676
	1850.001	03/16/1999	Onshore Contingency Plan	Drilling & Workover Services Dept.	Abdullah A. Al-Garni	862-8338
	1851.001	03/16/1999	Drilling And Workover Operations Offshore Contingency Plan	Drilling & Workover Services Dept.	Abdullah A. Al-Garni	862-8338
	1852.001	3/10/1999	Rig Site Flare Gun & Communication Equipment	Drilling & Workover	Abdullah A. Al-Garni	862-8338
	1853.001	2/14/1999	Isolation Barriers for Wells During Drilling & Workover Operations (With and Without Rigs)	Drilling & Workover	Abdullah A. Al-Garni	862-8338
	2350.100	Cancelled	Central Region Distribution Emergency Response Plan	Central Region Distribution Dept.		

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