

<b>SAUDI ARABIAN OIL COMPANY (Saudi Aramco)</b> <b>GENERAL INSTRUCTION MANUAL</b> <b>ISSUING ORG.</b> PROJECT SUPPORT & CONTROLS DEPARTMENT <b>SUBJECT:</b> SUPPLEMENTAL MANPOWER (SMP)		<b>G.I. NUMBER</b> 480.001 <span style="color: blue;">Approved</span>	
		<b>ISSUE DATE</b> 02/18/2001	<b>REPLACES</b> 9/15/1990
		<b>APPROVAL</b> MGR PS&CD	<b>PAGE NUMBER</b> 1 OF 2

## CONTENT:

This General Instruction defines Supplemental Manpower and the policies governing its recording and reporting.

### 1.0 DEFINITIONS:

Supplemental Manpower are contractor employees who work for Saudi Aramco for more than four months who are temporarily filling an approved Saudi Aramco organization position that is intended to be filled by a Saudi Aramco employee.

- \* 1.1 Project Support & Controls Department, Project Support Services Division, Manpower Services Unit is responsible for monitoring Supplemental Manpower and reporting on the subject to management.
- 1.2 Each Business Line that utilizes Supplemental Manpower will report additions or changes to the Employee Information System.
  - 1.2.1 The Corporate Employee Information System (EIS) is the single source of information for all Saudi Aramco and Supplemental Manpower.

### 2.0 PURPOSE:

Supplemental manpower reporting provides Corporate Management a realistic picture of the actual workforce of Expatriates, and the Contractor labor that is required to do the business for which there are not enough qualified Saudi Aramcons to perform, either by training or by choice.

### 3.0 GENERAL INSTRUCTION MANUAL RESPONSIBILITIES:

- 3.1 Business Line Organizations with Supplemental Manpower, as Defined in Paragraph 1 above:
  - \* 3.1.1 Completes/Reviews and Submits Form 5806 to Foreign Contract Processing.
    - 3.1.1.1 Addition of new contractor employees (SMP & others).
    - 3.1.1.2 Deletion of employees who are no longer with SMP Contractor.
    - 3.1.1.3 Modification of any information required for SMP.
- \* 3.2 Manpower Services Unit
  - 3.2.1 Receives EIS database report.
  - 3.2.2 Maintains a copy for SMP file.

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3.2.3 Generates the quarterly report (summary).

3.2.4 Distributes the quarterly report (summary to Corporate Management).

3.2.5 Provides additional information to Business Lines on request.

3.3 Personnel Department/ Foreign Contract Processing

3.3.1 Completes Data-Trac for Input to On-Line.

3.3.2 Batches to Data Entry.

3.3.3 Receives Batch from Data Entry.

3.3.4 Rejects - routes to appropriate Business Line Organizations for correction.

3.3.5 Creates and maintains an On-Line EIS extract that can be accessed by organizations to list their Supplemental Manpower.

CONCURRED/APPROVED:

\_\_\_\_\_ Date \_\_\_\_\_  
 Manager, Project Support & Controls Department

SMP Coordinator for Exploration & Producing

SMP Coordinator for Engineering & Operations Services

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\* SMP Coordinator for Manufacturing Operations

SMP Coordinator for Industrial Relations