

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER 1020.000 Approved

ISSUING ORG. **INDUSTRIAL SERVICES / CORPORATE MAINTENANCE SYSTEMS**

ISSUE DATE
12/24/2005

REPLACES
01/08/2005

SUBJECT **Daily Work Schedule and Manpower Distribution**

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CONTENT:

This general instruction outlines procedures for the use of the Daily Work Schedule and Manpower Distribution (DWS&MD) Form. The text includes:

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1.0 OVERVIEW:

1.1 GENERAL

The DWS&MD is a SAP system printed form via Transaction ZI0021 to manually schedule Maintenance Work Orders (MWOs) and to record ACTUAL hours used by employees to accomplish the work. It is an input document for the on-line time-reporting feature of the Saudi Aramco SAP Plant Maintenance (PM) System.

NOTE: The use of this form is optional. Maintenance organizations may, at their discretion, use alternate means of work scheduling and time recording for entry into SAP PM System.

1.2 DAILY WORK SCHEDULE (DWS) SECTION

The left half of the form is used for scheduling MWOs against resources available. The MWOs are worked upon by maintenance craftsmen assigned by the maintenance foreman (Supervisor).

1.2.1 The DWS section is prepared by Maintenance Work Center. It must account for 100% of the craft manpower allocated to the Area.

1.2.2 MWOs entered on the DWS are selected from a daily or weekly schedule, if used, or entered directly in priority/ranking sequence.

1.2.3 It is recommended that Maintenance obtain approval of Operations on this schedule before start of work. However, this is at the discretion of local Operations and Maintenance management.

1.3 MANPOWER DISTRIBUTION SECTION

1.3.1 The Manpower Distribution section (right half of the form) is used for recording craft man-hours expended either on MWOs or on an overhead category. This is done by entering the actual hours worked by an employee against his ID number.

1.3.2 This section is for collection of ALL hours used in the work center, including:

1.3.2.1 All scheduled work, including Priority "1" jobs added to the schedule.

1.3.2.2 Overhead time; e.g., Personal, Training, Sick, and "No Work Order" hours.

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2.0 DETAILS ON USE OF DWS&MD:

2.1 OPERATIONS

At the discretion of local Operations and Maintenance management, Operations approves the Daily Work Schedule.

2.2 PLANNING/SCHEDULING

2.2.1 The schedule will be prepared by Planning/Scheduling personnel, by Work Center, and will list the MWOs to be worked on.

2.2.2 Maintenance Planning/Scheduling personnel prepare the DWS&MD as a Daily Schedule.

2.2.2.1 100% of Work Center craft manpower should be accounted for on the schedule.

2.2.2.2 Priority 1 work is for emergencies only and will normally be added to the schedule as the day progresses. Manpower should not be scheduled as an "emergency reserve". Any manpower required for Priority 1 work should be diverted from lower priority scheduled work as the need arises. When Priority 1 work is complete, the manpower should be reassigned to the scheduled work.

2.2.3 Scheduled jobs are selected from a daily or weekly schedule, if used.

2.2.4 Planning/Scheduling forwards the DWS&MD to Maintenance Foreman (Supervisor).

2.2.5 The Manpower Distribution section is used to record expended craft hours.

Planning/Scheduling enters the following information:

2.2.5.1 DATE: The date work is performed and should be in MM (month) DD (day) YY (year) format.

2.2.5.2 PM WEEK: The PM Week the work is being performed and should be in 01-52 formats.

2.2.5.3 DAY: The day of the week and should be numbered 1 - 7, with Saturday as day 1.

2.2.5.4 WORK ORDER NUMBER: Enter the seven characters SAP PM MWO number in priority/ranking sequence.

2.2.5.5 SCHEDULED HOURS: Enter the scheduled hours planned for today.

2.2.5.6 PREPARED BY: Signature of the person preparing the schedule.

2.3 MAINTENANCE FOREMAN (SUPERVISOR)

2.3.1 The Maintenance Foreman (Supervisor) assigns men to MWOs, which have been scheduled on the DWS. He distributes copies of the MWOs to the craftsmen who will be carrying out the tasks.

2.3.2 MWOs are assigned in priority/rank sequence from TOP to BOTTOM of DWS to comply with Operational needs.

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2.3.3 The Maintenance Foreman (Supervisor) adds Priority 1 jobs to the schedule as the requirement arises during the working day.

NOTE: Priority 1 MWOs must comply with G.I. 1000.500.

2.3.4 The Maintenance Foreman (Supervisor) records all daily hours used by the craftsmen. ALL hours include scheduled hours worked:

- a) Overhead hours: e.g., Training, Personal, Sick and "No-Work Order" hours.
- b) Regular hours and Overtime hours.

2.3.5 The Maintenance Foreman (Supervisor) completes and forwards the DWS&MD to Planning/Scheduling at the end of the day's work. Following is the information to be entered by the Maintenance Foreman (Supervisor):

2.3.5.1 EMPLOYEE NUMBER: The badge number(s) of the employee(s) working in the work center on that day.

2.3.5.2 ACTUAL HOURS (Item 13): Enter regular and overtime hours used.

2.3.5.3 APPROVED BY: Signature of the Maintenance (Supervisor) accountable for the Maintenance Manpower within the work center.

2.4 TIMEKEEPER

2.4.1 The Timekeeper uses the DWS&MD as SAP Plant Maintenance System input document for the USED Craft hours. All Craft hours are entered through the relevant SAP PM transactions.

****** 2.4.2 All Craft hours' entries should be verified and checked via Transaction ZI0044 "Display Confirmation" once the entries under SAP are completed to spot and correct any variation from what was recorded in DWS&MD form.

2.4.3 All original DWS&MD forms are to be filed and retained for 24 Months (2 years), for future reference by Auditing, if required.

Approved:

Date: _____

AMER A. AL-SULAIM, Executive Director
Industrial Services

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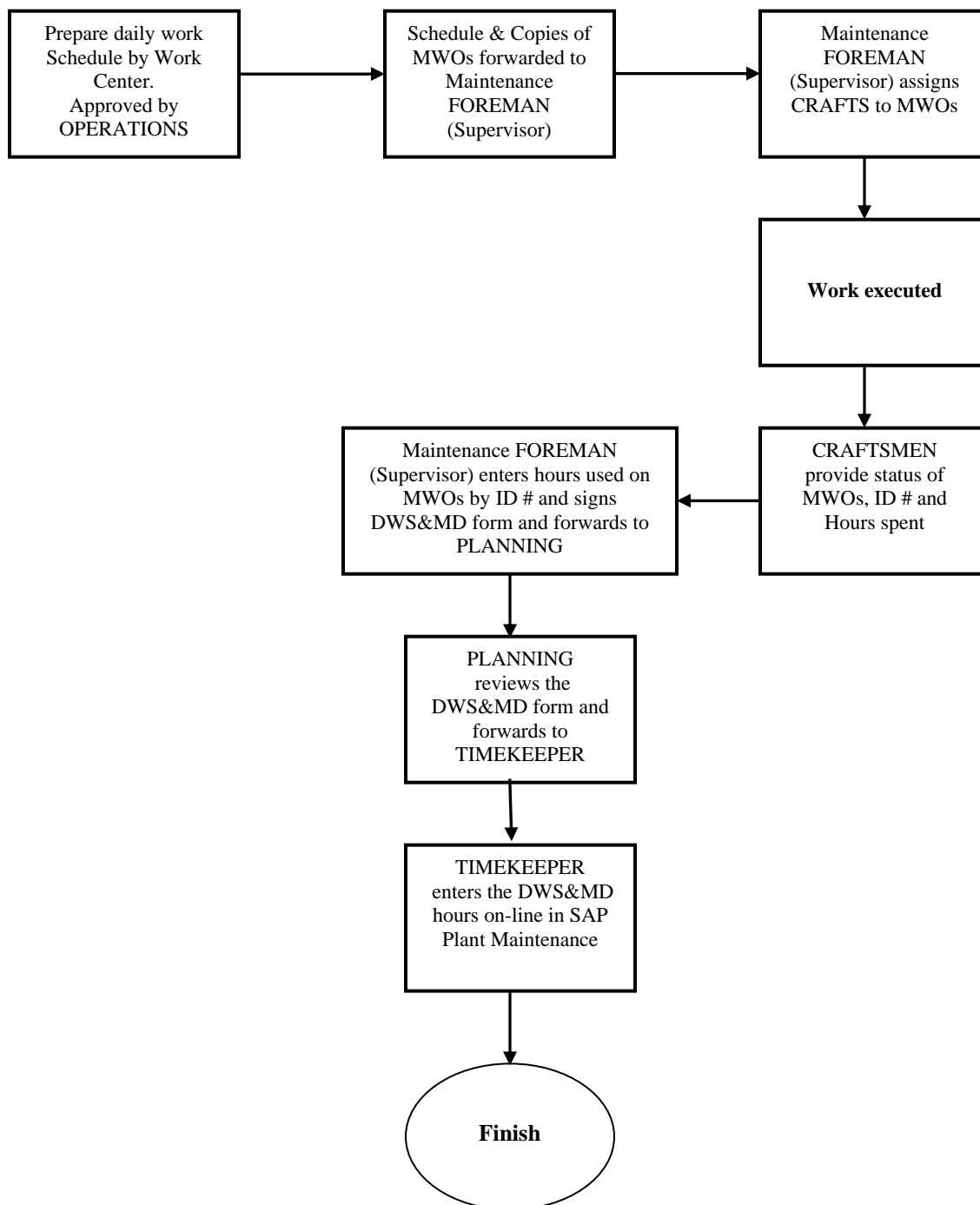
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EXHIBIT 1
Flow of Daily Work Schedule and Manpower Distribution (DWS&MD)



* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐

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EXHIBIT 2

Sample of Daily Work Schedule and Manpower Distribution (DWS&MD) Form Generated from SAP Plant Maintenance System

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