SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL	G.I. NUMBER	Approved
	1000.250	
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CONTENT:

This general instruction outlines the procedure for identifying mothballed Technical Object, which represents Equipment/facilities and/or Functional Location, in the SAP Plant Maintenance (PM) system.

1. <u>PURPOSE</u>:

To facilitate identification of mothballed equipment/Facilities and functional locations in SAP Plant Maintenance in order to:

1.1   Modify the issue of Preventive Maintenance Task Lists, if currently being used, when any equipment or facility is mothballed or de-mothballed.

1.2   Establish a means of adjusting any equipment or facility spare parts requirements thus optimizing material inventory levels.

2. <u>PROCEDURE</u>:

Mothballing technical object (Equipment, Facility or Functional location) is taking this Technical Object out of service for a defined period of time for production changes or plant modifications.

2.1   The proponent of the Technical Object will request Maintenance Department via notification to do the mothballing.

2.2   A maintenance order would be created to physically mothball the Technical Object, and as a part of the feedback from the work order, it would be necessary to update the status of the Technical Object master record.

2.3   Once the Technical Object is physically mothballed, the **'Equipment Processor'** or '**Functional Location Processor'** changes the user and system status of the technical object master record under SAP to reflect the service condition of the equipment as follows:

2.3.1 The User status "MOTH-Mothballed" of the Equipment or the Functional Location should be ticked via Transaction IE02 "Change Equipment" or via Transaction IL02 "Change Functional Location" respectively.

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2.3.2 It may be necessary to prevent any work orders from being created for the Technical Object until it is de-mothballed. This is accomplished by setting the system status of the technical object as **inactive**. This is an **optional** step, as it is feasible that mothballed Technical Object may still require regular preventive/predictive maintenance. In the case where preventive/predictive maintenance is required, the system status should remain **active**.

The equipment system status is set as "INACTIVE" following the menu path within transaction IE02: Equipment ® Functions ® Active<->Inactive ® Deactivate

The functional location system status is set as "INACTIVE" following the menu path within transaction IL02: Functional location ® Functions ® Active<->Inactive ® Deactivate

2.3.3 Check if any preventative/predictive maintenance plans are active for the Technical Objects and change or de-activate them as appropriate.

2.4 The **'Equipment Processor'** or '**Functional Location Processor'** notifies the appropriate persons of the Technical Object master record status changes.

2.5 When Technical Object is returned to service, the **'Equipment Processor'** or '**Functional Location Processor'** needs to remove the tick mark from the User status "MOTH-Mothballed". At the same time, he should ensure that the Technical Object system status is set to **Active**.

NOTE: If it is necessary, Maintenance or the Proponent of the Technical Object may need to contact the Internal Order issuers within the Finance Organization to issue a special Internal Order to monitor and capture cost for mass mothballing activities. This Special Internal Order can be used against Maintenance Order Type PM07 with Activity Type 07C.

Approved:

Date: _____   _____

AMER A. AL-SULAIM, Executive Director
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