SAUDI ARABIAN OIL COMPANY (Saudi Aramco) G. I. Number **Approved** 0850.007 **GENERAL INSTRUCTION MANUAL** ISSUE DATE REPLACES ISSUING ORG. PUBLIC RELATIONS DEPARTMENT 07/26/2004 NEW APPROVAL PAGE NO. **SUBJECT** PHOTO LAB UNIT MATERIAL REQUEST AII 1 OF 6

Content:

This instruction sets forth definitions, procedures and interdepartmental responsibility for following the Media Production Division Guidelines. The text includes:

- 1. Introduction
- 2. Purpose
- 3. Conditions
- 4. Procedure
- 5. Responsibilities
- 6. Attachments

1.0 Introduction

- 1.1 The Media Production Division (MPD) of the Public Relations Department (PRD) is charged with providing media services to other departments and subsidiaries. This document identifies these services and how they are requested.
- 1.2 The Photo Lab Unit Unit (PLU) of MPD maintains and operates a photo developing laboratory using high quality films, cutting edge technology, and digital imaging. The PLU also also maintains an archive of photos that can be requested by departments and approved outside organizations.
- **1.3** The term "Contractor" refers to one of several approved outside vendors utilized by PLU for photographic services.

2.0 Purpose

2.1 The main goal of the PLU is to support all of Saudi Aramco's business lines by providing photographic services for all departments.

3.0 Conditions

- **3.1** Written guidelines for requested services for PLU can be found at http://prd/PRD_Internal_Procedures/MPD%20Procedures/Photo_Lab.pdf.
- **3.2** Written guidelines for photography in restricted areas can be found in 710.011 of the GI at http://gi.aramco.com.sa/html/data/0710_011.PDF.

4.0 Procedures

- **4.1** Photographic Assignment Request
 - 4.1.1 The Proponent department completes Saudi Aramco form SA-5763 indicating the location, date, and time of the event at least ten (10) working days in advance. The form requires Division head approval.
 - 4.1.2 PLU stamps request with date and time, and assigns control number.
 - 4.1.3 The Photographer group leader places the request into assignment distribution..
 - 4.1.4 Completed assignment is forwarded to the Proponent department.
 - 4.1.5 If assignment is performed by contractor, a supporting invoice must be submitted.
- **4.2** Photographic Laboratory Services Request
 - 4.2.1 The Proponent organization initiates a Laboratory Services request when, film developing, duplicating, and photographic prints are required. Digital imaging services are available primarily for PRD requirements.
 - 4.2.2 Proponent organization completes SA form 5610, identifying the services required. Form must be endorsed by the Proponent Division head or above.
 - 4.2.3 Completed form is processed by PLU: stamps date and time, assigns control number.
 - 4.2.4 Completed job is forwarded to the Proponent department.

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SUBJECT	PHOTO LAB UNIT MATERIAL REQUEST	AII	2 OF 6

- 4.2.5 If assignment is completed by contractor, PLU forwards original request and invoice to contractor for inclusion in monthly billing statement.
- 4.2.6 PLU attaches Service Order (form SA -4291), approved by PRD manager, to the contractor-submitted monthly invoice.

4.3 Color and Black-and-White Printing

- 4.3.1 PLU processes all requests for printing (form SA-5610), stamping time and date, and affixing control number.
- 4.3.2 Completed job is forwarded to the proponent. PLU retains negatives in Archives unless otherwise requested by Proponent. In the case of restricted areas, PLU keeps all negatives/slides and digital images.

4.4 Film Processing

- 4.4.1 All film submitted for processing must be accompanied by form SA-5610.
- 4.4.2 PLU processes all requests for processing (form SA-5610), stamping time and date, and affixing control number.
- 4.4.3 Processed film is then attached to the customer/photographer work request and forwarded to the Proponent for delivery or pick-up. For restricted areas, PLU keep all negatives and send either contact sheet or CD for proponent selection.
- **4.5** The Photo Lab Unit performs in-house digital imaging activities primarily in support of its Photo Archive responsibilities and for PRD publications requirements.
 - 4.5.1 All digital imaging requests must be accompanied by form SA-5610.
 - 4.5.2 PLU processes all requests for digital imaging (form SA-5610), stamping time and date, and affixing control number.
 - 4.5.3 Digital scanning requirements must be specified regarding: color format, image size, resolution, and file formats including. TIFF, JPEG and GIF.
 - 4.5.4 Digital photography flash cards are received directly from photographers, or through the front desk for CD copies.
 - 4.5.5 Completed digital imaging requests are copied onto CDs and forwarded to the Proponent.
 - 4.5.6 Low-resolution scanned images can be e-mailed to Proponents as necessary.

4.6 Requesting Archival Materials from Photo Lab Archives

- 4.6.1 PLU receives Proponent's (Manager or above) letter stating the purpose of the request (forwarded from PRD Manager).
- 4.6.2 Requests from non-Saudi Aramco and Government requests received from SAA or PRD manager.
- 4.6.3 PLU contacts Proponent representative to determine specific requirements.
- 4.6.4 PLU receives completed SA form 5610, endorsed by Proponent Division head or above.
- 4.6.5 PLU stamps date and time, assigns control number.
- 4.6.6 PLU locates and retrieves selected materials from the Archives
- 4.6.7 Completed job is sent to the Proponent.

5.0 Responsibilities

- **5.1** The Photo Lab Unit shall be responsible for all technical matters related to the production, storage, and retrieval of photographic images.
- **5.2** The Proponent Organization shall be responsible for specifying the image format and site permits as required.

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6.0 Attachments 6.1 Form 5 6.2 Form 5 6.3 Form 4	5610 5763			
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