

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. PUBLIC RELATIONS DEPARTMENT

SUBJECT PHOTO LAB UNIT MATERIAL REQUEST

G. I. Number 0850.007 **Approved**ISSUE DATE  
07/26/2004REPLACES  
NEWAPPROVAL  
AIIPAGE NO.  
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 (PLU) of MPD maintains and operates a photo developing laboratory using high quality films, cutting edge technology, and digital imaging. The PLU 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](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](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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AIIPAGE NO.  
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.

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

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NEW

APPROVAL  
AII

PAGE NO.  
3 OF 6

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**Abdulla Al Isa, Manager,  
Public Relations Department**

### 6.0 Attachments

- 6.1 Form 5610
- 6.2 Form 5763
- 6.3 Form 4291

\* CHANGE

\*\* ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☒

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NEWAPPROVAL  
AIIPAGE NO.  
4 OF 6

*Forward ALL copies to Photolabs Unit, Box 94, Dhahran  
The Photography Unit will assign control number and make distribution.*

**LABORATORY SERVICES****PHOTOGRAPHIC REQUEST**

Saudi Aramco 5610 (8/92)

**TO: PHOTO LAB**

<b>Date</b>		<b>Date &amp; Time Required</b>		<b>Control No.</b>	
<b>Prepared by</b>	<b>Dept./Division</b>		<b>Box or Room</b>	<b>Area</b>	<b>Telephone</b>
<b>Authorized Signature</b>				<b>Organization Code</b>	
<b>REQUESTED MATERIAL IS FOR:</b> <input type="checkbox"/> PUBLICATION <input type="checkbox"/> DISTRIBUTION <input type="checkbox"/> PRESENTATION					
<b>OVERTIME AUTHORIZED TO MEET DEADLINE:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO					
<input type="checkbox"/> Film Developing B & W	<input type="checkbox"/> Enlargements Full Negative	<input type="checkbox"/> Dry Mounting Bleed			
<input type="checkbox"/> Film Developing Color Trans. (Unmounted)	<input type="checkbox"/> Enlargements Full Paper	<input type="checkbox"/> Copy Negative B & W			
<input type="checkbox"/> Film Developing Color Trans. (36 Exp. Mounted)	<input type="checkbox"/> Glossy Finish Prints	<input type="checkbox"/> Copy Negative Color to B & W			
<input type="checkbox"/> Film Developing Color Trans. (24 Exp. Mounted)	<input type="checkbox"/> Matte Finish Prints (Double Weight)	<input type="checkbox"/> Copy Negative B & W from Color			
<input type="checkbox"/> Film Developing Color Negative	<input type="checkbox"/> Dry Mounting in Mount	<input type="checkbox"/> Duplicate Color Transparency			
<input type="checkbox"/> Other (see instructions)	<input type="checkbox"/> Contact Prints	<input type="checkbox"/> Internegative			
<b>Special Instructions</b>					
<b>DESCRIPTION OF WORK</b>		<b>PRINTS REQUIRED</b>		<b>REMARKS</b>	
		<b>No.</b>	<b>Size</b>		
<b>TOTAL PRINTS</b>					
<b>TO BE COMPLETED BY PHOTOGRAPHY UNIT</b>					
THIS ORDER IS BEING PROCESSED: <input type="checkbox"/> CONTRACT <input type="checkbox"/> SAUDI ARAMCO					
<b>Job Completed by</b>			<b>Checked by</b>		



طلب خدمة SERVICE ORDER		Date Initiated	تاريخ اعداده	Service Order No.	رقم طلب الخدمة	Check as appropriate		ضع علامة إزاء الوصف المنطبق	
Saudi Aramco 4291 (3/99) 792-530 (Contracting Dept.)						<input type="checkbox"/> New S.O	طلب خدمة جديد	<input type="checkbox"/> Lump Sum	طلب خدمة على أساس مبلغ إجمالي مقطوع
						<input type="checkbox"/> Cancel & Supersedes S.O	يلغى طلب خدمة ويحل محله	<input type="checkbox"/> Not to Exceed S.O.	لا يتجاوز المبلغ الوارد في الطلب
Brief Title / Description of Work				الموضوع/وصف موجز العمل		Revision No.		رقم التعديل	Charge/W.O. No.
Contractor's Name		اسم المقاول	Saudi Aramco Contractor No.	رقم المقاول في أرامكو السعودية	Contract No.	رقم المعاولة	Expiration Date	تاريخ الانتهاء	
الإشارة في الجدول "ج" Schedule C Reference	الخدمة المطلوبة تنفيذها SERVICE TO BE PERFORMED			الكمية Quantity	الوحدة Unit	سعر الوحدة Unit Price	مجموع المبلغ (ريال سعودي) Total Amount (SR)		
							0.00		
							0.00		
							0.00		
							0.00		
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Initiator Signature	توقيع مقدم الطلب	Empl. No.	رقم الموظف	Dept.	الإدارة	Tel. No.	رقم الهاتف	المجموع الكلي (ريال سعودي) GRAND TOTAL (Saudi Riyals)	
Start Date	تاريخ بدء العمل	Completion Date	تاريخ إنجاز العمل						0.00
FOR THE SAUDI ARAMCO OIL COMPANY (Saudi Aramco)									
Authorized Signature				توقيع الشخص المفوض	Empl. No.	رقم الموظف	Job Title	اسم الوظيفة	Date
FOR THE CONTRACTOR - I agree to perform the work described herein in conformance with the above start & completion dates.									
Signatory Name (Print)				اسم الموقع	Signature		التوقيع	Date	التاريخ
DISTRIBUTION					شهادة عن العمل المنجز - أشهد بهذا أنني عاينت العمل الموصوف أعلاه شخصياً فوجدته منجزاً بصورة مرضية:				
Original - Contractor 1st Copy - Contractor 2nd Copy - Proponent 3rd Copy - User					4th Copy - CRCCD*  * If required				
CERTIFICATION OF WORK PERFORMED - I certify that I have personally inspected the work described above and it has been performed satisfactorily.									
التوقيع اسم الوظيفة Job Title					رقم الموظف Employee No. التاريخ Date				