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| 0000.001 | 05/24/2011 | General Instructions | Organization Consulting Dept. | B. A. Al-Jaroudi | 874-6178 |
| 0000.003 | 01/20/2010 | Job Design, Job Description And Job Evaluation | Organization Consulting Dept. | B. A. Al-Jaroudi | 874-6178 |
| 0001.200 | 12/04/2010 | Work Schedule - SAO | Organization Consulting Dept. | Nasser F. Hazzani | 874-6837 |
| 0002.100 | 04/21/2009 | Work Permit System | Loss Prevention Dept | Wael Jamaan | 872-9812 |
| 0002.102 | 10/28/2008 | Pressure Testing Safely | Loss Prevention Dept | Subhi Abderrezaq | 872-9684 |
| 0002.104 | 08/01/2009 | Leak And Spill Reporting | Marine Dept. | Ali A. Al-Mohsen | 678-1111 |
| 0002.400 | 07/01/2006 | Offshore Oil Spill Contingency Plan | Marine Dept. | Ali A. Al-Mohsen | 678-1111 |
| 0002.401 | 1/22/2006 | Inland Oil Spill Response | Marine Dept. | Ali A. Al-Mohsen | 678-1111 |
| 0002.402 | Cancelled- | Leak And Spill Reporting - Red Sea | Marine Dept. | It is part of GI 2.104 | |
| 0002.600 | 06/19/2002 | Plant/Unit acceptance after T&I Shutdown | Inspection Department | Husam Al-Dossary | 873-1678 |
| 0002.700 | 07/16/2002 | Permission To Be Obtained Before Starting Large Electric Motors | Power Distribution Dept. | Khaled Balhareth | 872-8251 |
| 0002.701 | 02/24/2001 | Starting Duty On Large Motors | Consulting Services Dept. | Ahmed Al-Ghamdi | 876-0269 |
| 0002.702 | 04/01/2003 | Moving Drilling Rigs, High Clearance Equipment / Loads, Or Operating Cranes Under Or Near Power-Lines | Power Distribution Dept. | Khaled Balhareth | 872-8251 |
| 0002.703 | 06/16/2002 | Electrical Load Planning And Connection/disconnection | Power Distribution Dept | Khaled Balhareth | 872-8251 |
| 0002.705 | 02/09/2005 | Certification Of High Voltage Cable Splicers | Power Distribution Dept | Khaled Balhareth | 872-8251 |
| 0002.709 | 05/05/2009 | Gas Testing Procedure | Loss Prevention Dept | Moh'd Al-Dossari | 872-9656 |
| 0002.710 | 03/15/2010 | Mechanical Completion & Performance Acceptance Of Facilities | Project Management | A Sawaya | 873-9701 |
| 0002.714 | 01/22/2001 | Environmental Conservation Policy Implementation | Environmental Protection Department | Ramzi Hejazi | 876-0383 |
| 0002.716 | 10/24/2010 | Land Use Permit Procedures | Facilities Planning Dept. | Saleh Al-Mayouf | 873-9136 |
| 0002.717 | 02/01/2011 | Procedures and Guidelines for Handling Polychlorinated Biphenyls (PCBS) | Environmental Protection Department | Ramzi Hejazi | 876-0383 |
| 0002.718 | 03/01/2010 | Contractor Sites Allotment Procedure | Saudi Aramco Affairs Svcs dept. | Mohamed Saber Mohamed | 874-6575 |
| 0002.721 | 10/05/2009 | Electrical arc flash hazards Mitigation | Power Distribution Dept | Khaled Balhareth | 872-8251 |
| 0005.002 | 01/31/2011 | Loss Prevention Policy Implementation | Loss Prevention Dept | Anderson, Eric | 872-7581 |
| 0005.005 | 12/01/2009 | Signposting To Saudi Aramco Facilities | Industrial Security | Shehri, Abdulla | 876-2339 |
| 0005.007 | 10/26/2008 | Safety Recognition and Incentive Programs (SRIPs) | Loss Prevention Dept | Subhi Abderrezaq | 872-9684 |

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| 0006.001 | 03/03/2010 | Notification Requirement For Incidents (Including Fires) | Loss Prevention Dept | Alba, Roberto | 872-966 |
| 0006.003 | 08/10/2009 | Incident Investigation | Loss Prevention Dept | Alba, Roberto | 872-966 |
| 0006.004 | 12/02/2006 | Near Miss Reporting Process | Loss Prevention Dept | Alba, Roberto | 872-966 |
| 0006.005 | 08/01/2011 | Reporting, Investigation and Recording of Injuries/ Occupational Illnesses | Loss Prevention Dept | Ray Cruz | 872-966 |
| 0006.006 | 05/10/2010 | Loss Prevention Compliance Reviews | Loss Prevention Dept | Robert Smith | 872-965 |
| 0006.007 | 07/01/2007 | Reporting of Contractor On- Job Injuries/Occupational Illnesses | Loss Prevention Dept | Ray Cruz | 872-966 |
| 0006.008 | 08/04/2008 | Restriction of Portable Electrical/Electronic Devices | Loss Prevention Dept | Nader Y. Rafie | 872-963 |
| 0006.011 | 04/19/2009 | Quarterly Safety Inspections | Loss Prevention Dept | Wael Jamaan | 872-981 |
| 0006.012 | 07/22/2007 | Isolation, Lockout and Use of Hold Tags | Loss Prevention Dept | Wael Jamaan | 872-981 |
| 0006.020 | 10/31/2009 | Personal Flotation Devices (PFDs) For Work On, Over or Near Water | Loss Prevention Dept | Mohammed Al- Dossari | 872-965 |
| 0006.021 | 04/25/2007 | Safety Requirements for Abrasive Blast Cleaning | Loss Prevention Dept | Subhi Abderrezaq | 872-968 |
| 0006.025 | 01/25/2005 | Control of Remote Area Travel and Search/Rescue Procedures | Industrial Services Organization | Mubarak M. Al- Gahtani | 873-823 |
| 0006.029 | 12/20/2011 | Reporting and Recording of Motor Vehicle Accidents | Loss Prevention Dept | Ray Cruz | 872-966 |
| 0006.030 | 12/01/2011 | Traffic and Vehicle Safety | Industrial Security Ops | Shehri, Abdulla | 876-233 |
| 0007.021 | 08/25/2009 | Operating Requirements for Lifesaving Appliances at Offshore Installations | Loss Prevention Dept | Mohammed Al- Dossari | 872-965 |
| 0007.024 | 07/03/2011 | Marine and Offshore Crane, Hoist, and Rigging Operations | Transportation & Equipment Services Dept. | Tariq Al-Wakil | 876-879 |
| 0007.025 | 06/29/2011 | Heavy Equipment Operator Testing and Certification | Transportation & Equipment Services Dept. | Tariq Al-Wakil | 876-879 |
| 0007.026 | 03/30/2009 | Crane and Heavy Equipment Incident Reporting Procedures | Loss Prevention Dept | Alba, Roberto | 872-966 |
| 0007.027 | 07/03/2011 | Crane Suspended Personnel Platform (Manbasket) Operations | Transportation & Equipment Services Dept. | Tariq Al-Wakil | 876-879 |
| 0007.028 | 07/03/2011 | Crane Lift: Types and Procedures | Transportation & Equipment Services Dept. | Tariq Al-Wakil | 876-879 |
| 0007.029 | 07/03/2011 | Rigging Hardware Requirements | Transportation & Equipment Services Dept. | Tariq Al-Wakil | 876-879 |
| 0007.030 | 08/11/2008 | Inspection and Testing Requirements for Elevating/Lifting Equipment | Inspection Department | Husam Al-Dossary | 873-167 |

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| 0007.031 | 07/03/2011 | Heavy Equipment Services | Transportation & Equipment Services Dept. | Tariq Al-Wakil | 876-8796 |
| 0008.001 | 10/01/2011 | Safety Requirements for Scaffold | Loss Prevention Dept | Tabanao, Fernando J. | 572-1208 |
| 0008.002 | 03/09/2010 | Safety Spectacles | Loss Prevention Dept | Mohammed Al- Dossari | 872-9656 |
| 0008.005 | 06/07/2011 | Protective (Safety) Footwear | Loss Prevention Dept | Mohammed Al- Dossari | 872-9650 |
| 0020.000 | 02/20/2010 | Programming & Budgetary System | FA&PAD/OPF&A | Kevin M Bergfield | 874-6990 |
| 0020.004 | 02/20/2010 | Operating Plan Budget Instruction- Confidential- Restricted Distribution. | FA&PAD | Kevin M Bergfield | 874-6990 |
| 0020.008 | 02/20/2010 | General Accountability Report Instruction | FA&PAD | Kevin M Bergfield | 874-6990 |
| 0020.031 | 06/11/2011 | Capital Budget & Program | FA&PAD | Jeff Myers | 874-6445 |
| 0020.081 | 06/01/2010 | Exploration Budget & Program | FA&PAD | Jeff Myers | 874-644 |
| 0020.101 | 06/01/2010 | Development Drilling & Program Budget | FA&PAD | Jeff Myers | 874-644 |
| 0020.110 | 06/01/2010 | Non-capital Programs & Budget | FA&PAD | Jeff Myers | 874-644 |
| 0020.151 | 06/01/2010 | Home Ownership & Community Development Budget & Programs | FA&PAD | Jeff Myers | 874-644: |
| 0020.161 | 5/10/1980 | Rentals/Leases/Charters | Treasurer's Org | Y A Marzooq | 873-3514 |
| 0020.500 | 05/01/2011 | Expenditure Control- expenditure Request Forms | FA&PAD | Jeff Myers | 874-644 |
| 0020.510 | 5/1/1991 | Budget Items, expenditure Request & Job Order Numbering System | FA&PAD | Khalid Al-Hatlan | 874-644 |
| 0020.520 | 1/1/2001 | Instruction For Preparing Project Change Request | FA&PAD | John Dolan | 874-645 |
| 0020.520-1 | 1/1/2001 | Instruction For Preparing Project Change Request (S A Form 3000-C) | FA&PAD | John Dolan | 874-6454 |
| 0020.620 | 07/01/2010 | Miscellaneous Projects & Purchase Master Appropriation (BI-19) | FA&PAD | Dossari, Abdallah E | 874-645 |
| 0020.700 | 06/06/2011 | Post Project Appraisals | FA&PAD | Jeff Myers | 874-644 |
| 0020.720 | 07/18/2009 | Maintain Potential Master Appropriations | FA&PAD | Jim Stephens | 874-6450 |
| 0021.201 | 06/22/2009 | Approval Authority | AP&SD | Beachy, Eric P | 874-747 |
| 0050.005 | 05/13/2007 | Company Exchange Rates And Forecasts, And The Reporting Of Foreign Currency Liabilities | Treasurer's Organization | H.A. Al-Shawaf | 876-352 |
| 0053.006 | 02/27/2010 | Custodianship of Company Funds | Treasurer's Ops Dept. | Dhamin, Abdalla A | 873-314 |

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| 0053.0 | 007 11/27/20 | 10 American Express Corporate Purchasing Credit Card | Treasury Services Department | Mirdad, Ruwaida I | 873-4899 |
| 0059.0 | 002 03/21/20 | | Treasurer's Ops Dept. | S. H. Al-Khalaf | 875-5623 |
| 0070.5 | | | Fire Protection Dept. | Ahmed Zahran | 872-7061 |
| 0082.0 | 001 10/01/20 | O2 Emergency Response Operations Roles & Responsibilities In Offshore Oilfields | Safaniya Offshore Producing Department | Hassan A Al-Faraj | 378-1823 |
| 0086.0 | 001 11/04/20 | O7 Handling, Storage, Inspection and Testing in the Field of SPM System Loading Hoses | Term. Opers. Dept. | Mohammad, Nasser M | 678-6085 |
| 0086.0 | 05/02/20 | | Term. Opers. Depts. | Mohammad, Nasser M | 678-6083 |
| 0086.0 | 04/28/20 | Tanker Vetting Procedure at Saudi Aramco Pots and Terminals | Term. Opers. Depts. | Mohammad, Nasser M | 678-6085 |
| 0101.0 | 001 01/04/20 | Special Needs Hiring Program | Staffing Services department | Kifah Al-Nassir | 873-5400 |
| 0150.0 | 000 09/25/20 | O7 Industrial Hygiene and Occupational Health Aspects of Loss Prevention Policy | Environmental Protection Department | Ramzi Hejazi | 876-0383 |
| 0150.0 | 001 6/1/2005 | Asbestos Hazard Management | Environmental Protection Department | Ramzi Hejazi | 876-0383 |
| 0150.0 | 05/01/20 | Heart Saver First Aid with CPR & AED Training | Medical Services Org | Siraj Khan | 877-8500 |
| 0150.0 | 003 10/20/20 | | Environmental Protection Department | Ramzi Hejazi | 876-0383 |
| 0150.0 | 005 1/19/201 | I Ionizing Radiation Protection Requirements For Medical Radiation Producing Equipment | Environmental Protection Department | Ramzi Hejazi | 876-038 |
| 0150.0 | 006 1/22/201 | I Ionizing Radiation Protection Requirements For Analytical X-Ray Equipment | Radiation Protection Committee/ Environmental Protection Department | Ramzi Hejazi | 876-0383 |
| 0150.0 | 01/08/20 | Ionizing Radiation Protection Handling Unsealed Radioactive Sources and Contamination Control | Radiation Protection Committee/ Environmental Protection Department | Ramzi Hejazi | 876-0383 |
| 0150.0 | 01/03/20 | Program (SAWP) | Medical Services Org | Siraj Khan | 877-8500 |
| 0150.1 | 6/30/200 | Communication Program (HAZCOM) | Environmental Protection Department | Ramzi Hejazi | 876-0383 |
| 0150.1 | 110 06/06/20 | Periodic Occupational Physical Examination Programs | Medical Services Org | Siraj Khan | 877-8500 |
| 0151.0 | 001 08/01/20 | - | Clinical Services | Abdulrazack A Amir | 877-8394 |

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| 015 | 1.003 | 04/16/2001 | Vacation Medical Payment Plan for Saudi Arab Employees | Medical Services Org | Ahmed S. Al-Malki | 877-8202 |
| 015 | 1.004 | 06/13/2009 | Eligibility for Medical & dental Care | Medical Services Org | Mohammed K. Al- Otaibi | 877-8336 |
| 015 | 1.005 | 03/09/2005 | Preparation of Saudi Aramco Form 3941: Medical Examination Request/Notice | Medical Services Org | Siraj Khan | 877-8506 |
| 015 | 1.006 | 02/16/2005 | Implementing the Saudi Aramco Sanitary Code | Environmental Protection Department | Ramzi Hejazi | 876-0383 |
| 151. | .112 | 03/02/2011 | Saudi Aramco Smoking Cessation Program | Medical Services Org | Siraj Khan | 877-8506 |
| 015 | 5.001 | 03/01/2011 | Workmen's Compensation Claim Handling | Personnel Department | Khabbaz, Mousa J | 880-0925 |
| 015: | 5.002 | 03/01/2011 | Investigation & Reporting of Third Party Injury Claims | Personnel Department | Khabbaz, Mousa J | 880-0925 |
| 015: | 5.003 | 11/01/2011 | Initiation of On-Line Injury/Incident Log Saudi Aramco Form 3208 - "Request for Medical Treatment of Injury or Occupational Illness" | Personnel Department | Khabbaz, Mousa J | 880-0925 |
| 015 | 5.005 | 03/01/2011 | Handling Of Permanent & Total Disability Cases | Personnel Department | Khabbaz, Mousa J | 880-0925 |
| 015: | 5.006 | 05/01/2011 | Procedure For Handling Requests For Special Benefits | Personnel Department | Khabbaz, Mousa J | 880-0925 |
| 015 | 5.007 | 06/14/2011 | Procedure For Termination Of Services Of Saudi Arab Employees With Chronic Medical Conditions | Staffing Services Dept | Hejji, Mohannad | 874-9093 |
| 015: | 5.008 | 01/01/2012 | Procedure For Handling Saudi Arab And Foreign Contract Employees' Retirement And Post-retirement Death Benefits | Personnel Department | Khabbaz, Mousa J | 880-0925 |
| 015 | 5.009 | 03/01/2011 | Procedure For Payment Of Diyah (Compensation for Loss of Life) To The Legal Heirs Of Deceased Employees | Personnel Department | Khabbaz, Mousa J | 880-0925 |
| 0200 | 0.001 | 02/09/2010 | APM&S General Instruction Manual Index | AP&SD | Beachy, Eric P | 874-7476 |
| 0200 | 0.002 | 02/09/2010 | Index of Cancelled Instructions | AP&SD | Beachy, Eric P | 874-7476 |
| 0200 | 0.004 | Cancelled | Accounting Manual - Table of Contents | AP&SD | Beachy, Eric P | 874-7476 |
| 0202 | 2.300 | 11/11/2008 | Accounting for Major Casualty Costs | AP&SD | Beachy, Eric P | 874-7476 |
| 0202 | 2.301 | 01/22/2011 | Definition of Property, Plant and Equipment Accounts in the General Ledger | AP&SD | Bager, Abdulhamid | 874-7102 |
| 0202 | 2.303 | 10/24/2010 | Plant & Equipment Facilities Subclasses | AP&SD | Beachy, Eric P | 874-7476 |
| 0202 | 2.304 | 10/06/2010 | Plant & Equipment Item Rate | AP&SD | Beachy, Eric P | 874-7476 |

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| 0202.305 | 04/24/2010 | Accounting Plant Numbering & Preparation of Form SA 9032-1 "Create Asset Master Data". | AP&SD | Beachy, Eric P | 874-7476 |
| 0202.305 | -1 Cancelled | Accounting Plant (Prime) Numbers | AP&SD | Beachy, Eric P | 874-7476 |
| 0202.309 | 03/21/2010 | Allocation of Costs - New Facilities Start-up | AP&SD | Beachy, Eric P | 874-7476 |
| 0202.320 | 11/05/2008 | Accounting for the Cost of Computer Software Developed or Obtained for Internal Use | AP&SD | Beachy, Eric P | 874-7476 |
| 0202.330 | 12/20/2011 | Capital Assets - Service Lives and Depreciation | AP&SD | Beachy, Eric P | 874-7470 |
| 0202.331 | 03/09/2010 | Drilling Equipment - Service Lives and Depreciation | AP&SD | Beachy, Eric P | 874-747 |
| 0202.451 | 12/18/2010 | Engineering Work Order Authorization for Project Proposal Preparation- Saudi Aramco Form SA 6891 | AP&SD | Beachy, Eric P | 874-747 |
| 0207.001 | 10/14/2006 | Accounting Reports | AP&SD | Beachy, Eric P | 874-7470 |
| 0207.050 | 07/24/2010 | Form SA 630 - Capital Assets Change Authorization | AP&SD | Beachy, Eric P | 874-7470 |
| 0207.056 | 03/10/2010 | Cash Deposit by Community Services Facilities | AP&SD | Beachy, Eric P | 874-747 |
| 0207.060 | 05/18/2009 | Physical Inventory of Fixed Assets | AP&SD | Beachy, Eric P | 874-747 |
| 0211.050 | 10/01/2011 | Cash Advance and Expense Settlement Using e-Travel | AP&SD | Beachy, Eric P | 874-747 |
| 0211.060 | 02/28/2009 | Expense Reports Form SA- 165 | AP&SD | Beachy, Eric P | 874-747 |
| 0211.070 | 04/07/2010 | Miscellaneous Payments | AP&SD | Beachy, Eric P | 874-747 |
| 0211.070 | -1 3/30/2003 | Saudi Aramco Forms Used for Company's Banking and Investment Activities | AP&SD | Beachy, Eric P | 874-747 |
| 0211.071 | 09/2/2006 | Settlement of Third Party Liabilities Incurred While Using Company Vehicles | AP&SD | Beachy, Eric P | 874-747 |
| 0211.080 | 1/27/2008 | Driving License and Renewal of Company Owned Vehicles Registration | AP&SD | Beachy, Eric P | 874-747 |
| 0216.600 | 09/26/2010 | Accounting Basic Code System | AP&SD | Beachy, Eric P | 874-747 |
| 0216.604 | -6 03/20/2004 | Operating Expense And Organization Codes - Clearance Accounts | FA&PAD | Beachy, Eric P | 874-747 |
| 0216.608 | 10/15/2008 | Well Accounting & Development Costs | AP&SD | Beachy, Eric P | 874-747 |
| 0216.611 | 09/19/2007 | Vehicle Usage Cost Allocation | AP&SD | Beachy, Eric P | 874-747 |
| 0216.613 | | Marine Department Vessel or | AP&SD | Beachy, Eric P | 874-747 |

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| | | Service Charges to User Accounts | | | |
| 0216.616 | 01/14/2008 | Equipment Usage Time Reporting | AP&SD | Beachy, Eric P | 874-7476 |
| 0216.771 | 11/07/2009 | Pona Sample Charges to Offtakers | AP&SD | Beachy, Eric P | 874-7470 |
| 0216.815 | 05/26/2003 | Exploration Costs | AP&SD | Beachy, Eric P | 874-7470 |
| 0216.964 | 06/30/2007 | Allocation Of Tlx, Overheads & Support Services | AP&SD | Beachy, Eric P | 874-747 |
| 0216.965 | 01/01/2012 | Cost Distribution Rates | FA&PAD/OPF&A | Kevin M Bergfield | 874-699 |
| 0221.990 | 07/11/2007 | Payments for Special Services | Public relations Dept | Embleton, Philip J | 873-269 |
| 0230.002 | 06/21/2006 | Leases, Contracts, and Other Sources of Financial Liability | AP&SD | Beachy, Eric P | 874-747 |
| 0230.010 | 09/15/2009 | Identification of Embedded Derivatives | AP&SD | Beachy, Eric P | 874-747 |
| 0230.031 | 07/10/2006 | Miscellaneous Invoices to Outsiders | AP&SD | Beachy, Eric P | 874-747 |
| 0230.035 | 03/21/2011 | Invoice Accrual Procedures | AP&SD | Beachy, Eric P | 874-747 |
| 0241.014 | 08/25/2008 | Procedures For Domestic Sales Of Petroleum Products | AP&SD | Beachy, Eric P | 874-747 |
| 0241.018 | 04/27/2008 | Reconciliation of Marine Transfers of Diesel | AP&SD | Beachy, Eric P | 874-747 |
| 0241.021 | 05/15/2007 | Material Balancing of Refined Hydrocarbon Products | AP&SD | Beachy, Eric P | 874-747 |
| 0242.001 | 12/20/2009 | DZIT Certificates and Reports to DZIT | AP&SD | Beachy, Eric P | 874-747 |
| 0250.001 | 07/23/2011 | Cost Sheet Review and Approval | AP&SD | Beachy, Eric P | 874-747 |
| 0270.001 | 05/30/2010 | Payroll Procedures | AP&SD | Beachy, Eric P | 874-747 |
| 0270.002 | 04/07/2001 | Directory of Payroll Related Questions | Payroll Division | Stephen Gomes | 873-343 |
| 0270.003 | 10/31/2010 | Labor Costing and Analysis | AP&SD | Beachy, Eric P | 874-747 |
| 0270.004 | 08/31/2010 | Area Payroll Representatives - Payroll Related and Check Disposition and Query Handling Procedures | AP&SD | Beachy, Eric P | 874-747 |
| 0274.001 | Cancelled | Invoice Reporting- | AP&SD | Beachy, Eric P | 874-747 |
| 0286.020 | 10/08/2007 | Accounting for Expenses of Visitors and Employees on Assignment | AP&SD | Beachy, Eric P | 874-747 |
| 0286.030 | 10/15/2008 | Policies And Procedures For Saudi Aramco Appointees Compensation And Expenses | AP&SD | Beachy, Eric P | 874-747 |
| 0286.031 | 10/08/2007 | Financial Reporting Controls Assessment program | AP&SD | Beachy, Eric P | 874-747 |
| 0287.002 | 10/01/2010 | Tihama Power invoice Verification and monthly accrual Process | AP&SD | Beachy, Eric P | 874-747 |
| 0287.003 | 03-23-2008 | Segregation of Duties (SoD) | AP&SD | Beachy, Eric P | 874-747 |

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| 0288.001 | 02/10/2010 | Subsidiary & Affiliate Cash Calls | AP&SD | Beachy, Eric P | 874-7476 |
| 0288.002 | 02/17/2008 | Provision of Services and Sale of Materials to External Parties | AP&SD | Beachy, Eric P | 874-7476 |
| 0288-003 | 07/24/2010 | KAUST Funding Controls | AP&SD | Tanguay, Andrew J | 873-6218 |
| 0289.000 | 08/01/2001 | Audit Communication/ | Auditing Dept. | Bruce N. Jahnke or | 873-5147 |
| | | Reporting Procedures | | Sharifa A. Hasan | 874-6223 |
| 0289.100 | 11/01/2010 | Audit Communication/ Reporting Procedures for Irregularities | Internal Auditing | Kahtani, Waheed | 874-7568 |
| 0298.003 | 05/20/2011 | Office Equipment and Audio- Visual Devices Procurement, Issuance, Inventory, Management and Service Maintenance. | Community Services | Moh'd N Ansari | 872-5910 |
| 0298.004 | 04/15/2009 | Office Furniture Requisition | Community Services | Moh'd A. Tarzan | 872-981 |
| 0298.006 | 03/01/2011 | Printing and Graphic Arts Services | Community Services | Fayez Moaibed | 876-7717 |
| 0298.008 | 04/15/2009 | Office Space Management | Community, Buildings and Office Services | Moh'd A. Tarzan | 872-981 |
| 0298.009 | 03/31/2011 | Building Types And Office Services | Community, Buildings and Office Services | Moh'd N Ansari | 872-5910 |
| 0298.010 | 12/04/2010 | Administration Procedure of Contractor Camps/Parks and Construction Camps | Community Services | Sajjad Sheikh | 872-7298 |
| 0299.010 | Cancelled | | Information Technology | | |
| 0299.070 | Cancelled | | Information Technology | | |
| 0299.080 | 05/2010 | General Business Computing Product Approval, Funding, and Categories | Information Technology | Abdulsalam Ahmed | 872-995 |
| 0299.110 | 06/2010 | Computer Asset Management System | Information Technology | Abdulsalam Ahmed | 872-995 |
| 0299.120 | 03/01/2010 | Sanitization and Disposal of Saudi Aramco Electronic Storage Devices and Obsolete/Unneeded Software | Information Technology | Abdulsalam Ahmed | 872-995 |
| 0299.200 | 03/2010 | Saudi Aramco Electronic Mail (E-mail) Use | IT/ Information Protection Division | Abdulsalam Ahmed Albertus Wilson | 872-9952 872-8490 |
| 0299.210 | 03/2010 | Saudi Aramco Internet Use | IT/ Information Protection Division | Abdulsalam Ahmed Albertus Wilson | 872-9952 872-849 |
| 0299.220 | 05/2010 | Remote Access to Saudi Aramco Computer Systems and Networks | IT/ Information Protection Division | Abdulsalam Ahmed Albertus Wilson | 872-9952 872-8490 |
| 0299.222 | 03/2010 | IT Change Management | IT/ Communications Ops Dept | Abdulsalam Ahmed | 872-995 |
| 0299.223 | 04/2010 | Saudi Aramco Information Protection Management | IT/ Information Protection Division | Abdulsalam Ahmed | 872-995 |

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| 0300-0399 | All GIs Repla | ced by Materials Instruction Manu | uals http://ms.aramco.com. | <u>sa</u> | , p. 1.0.1.0 |
| 0400.001 | 02/26/2005 | Quality System Roles and Responsibilities | Inspection Department | Husam Al-Dossary | 873-167 |
| 0405.001 | 10/03/2011 | Custody Transfer of Liquid Hydrocarbon Products | Process & Control Systems Dept. | Moh'd Al-Torairi | 880-137 |
| 0405.002 | 05/10/2011 | Custody Transfer of Natural Gas and Ethane | Process & Control Systems Dept. | Moh'd Al-Torairi | 880-137 |
| 0405.004 | 02/12/2005 | Royalty Tank Gauging of Crude Oil | Process & Control Systems Dept. | Moh'd Al-Torairi | 880-137 |
| 0405.005 | 08/4/2007 | Royalty Measurement Facility Responsibilities | Process & Control Systems Dept. | Moh'd Al-Torairi | 880-137 |
| 0405.007 | 06/09/2007 | Royalty Measurement of Hydrocarbon Liquids | Process & Control Systems Dept. | Moh'd Al-Torairi | 880-137 |
| 0405.008 | 12/24/2006 | Ship/shore Loading & Discharge Quantity Comparison For Releasing Ships For Sailing | Process & Control Systems Dept. | Moh'd Al-Torairi | 880-137 |
| 0425.000 | 05/21/2006 | Management of CFC & HCFC Refrigerants | Consulting Svcs. Dept. | Ahmed Al-Ghamdi | 876-026 |
| 0428.001 | 06/07/2010 | Cathodic Protection Responsibilities | Consulting Svcs. Dept. | Ahmed Al-Ghamdi | 876-026 |
| 0430.001 | 01/01/2010 | Waste Management | Environmental Protection Department | Ramzi Hejazi | 876-038 |
| 0431.001 | 08/2007 | Protection Of Intellectual Property | Engineering Services | William Sheppard | 873-232 |
| 0465 - 0474 | Note: All | Contracting GIs Replaced by Cont | tracting Manual | | |

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| 0710.007 | Cancelled | Merged into GI 710.005 | Industrial Security | Shehri, Abdulla | 876-2339 |
| 0710.009 | 06/29/2004 | Material/Equipment Movement Gate Passes | Industrial Security | Shehri, Abdulla | 876-2339 |
| 0710.010 | Cancelled | Merged into GI 710.005 | Industrial Security | Shehri, Abdulla | 876-2339 |
| 0710.011 | 09/01/2009 | Photography and filming of Saudi Aramco restricted facilities and operating areas | Industrial Security | Shehri, Abdulla | 876-2339 |
| 0710.012 | 06/01/2008 | Dealing with Communicated Threats (Bomb and Other Threats) and Suspect Items | Industrial Security | Shehri, Abdulla | 876-2339 |
| 0710.013 | CONFIDEN' | nagement Program - TIAL be requested from the Manager | Industrial Security | Shehri, Abdulla | 876-2339 |
| | | Security Planning & Support partment, Box 90, Dhahran | | | |
| 0710.014 | 03/01/2009 | Temporary Access For Restricted and Non-restricted Facilities | Industrial Security | Shehri, Abdulla | 876-2339 |
| 850.001 | 01/13/2005 | Control of Company Sponsored Visitors | Government Affairs Org. | Sajjad Sheikh | 874-7323 |
| 850.002 | 07/12/2004 | Corporate Gifts Website | Public Relations Dept | Embleton, Philip J | 873-2699 |
| 850.003 | 01/19/2009 | Corporate Identity Guidelines | Public Relations Dept | Embleton, Philip J | 873-2699 |
| 850.004 | 07/26/2004 | Audio Visual Review Guidelines | Public Relations Dept | Embleton, Philip J | 873-2699 |
| 850.005 | 07/26/2004 | Media Library & Archives | Public Relations Dept | Embleton, Philip J | 873-2699 |
| 850.006 | 05/10/2011 | Review and Approval of Information for Public Release | Public Relations Dept | Embleton, Philip J | 873-2699 |
| 850.007 | 07/26/2004 | Photo Lab Unit Material Request | Public Relations Dept | Embleton, Philip J | 873-2699 |
| 850.010 | 10/10/2006 | Corporate Sponsorship | Public Relations Dept | Embleton, Philip J | 873-2699 |
| 850.011 | 07/12/2004 | Review And Approval Of Saudi Aramco Intranet Web Content And Web Sites | Public Relations Dept | Embleton, Philip J | 873-2699 |
| 850.012 | 08/22/2010 | Interaction with External Media | Public Relations Dept | Allen Collingwood | 873-0709 |
| 0885.000 | 10/01/2002 | Leasing of Government Sector Improved/Unimproved Real Property | Contracting Dept | Makrami, Hussain M | 873-8585 |
| 0885.001 | 04/19/2005 | Removal of Encroachments | Land Affairs Division. | Abdel Hameed O. Medani | 874-6931 |
| 0885.002 | 04/19/2005 | Handling of Land Claims | Land Affairs Division. | Abdel Hameed O. Medani | 874-6931 |
| 0885.003 | 04/19/2005 | Acquisition of Land | Land Affairs Division. | Abdel Hameed O. Medani | 874-6931 |
| 0885.004 | 04/19/2005 | Handling of Title Deed Request | Land Affairs Division. | Abdel Hameed O. Medani | 874-6931 |
| 0886.000 | 01/26/2005 | Public Service Projects | Saudi Aramco Affairs | Joe Pinto | 874-7092 |
| 0887.000 | 03/15/2010 | Coordination of Saudi Aramco Projects with Non-Saudi Aramco Agencies | Saudi Aramco Affairs Services. Dept. | Mohamed Saber Mohamed | 874-6575 |

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| 1000.000 | 03/16/2010 | Saudi Aramco Maintenance Policy and Guidelines | Abqaiq Plants Maintenance Dept | Salah Juaidan | 572-4835 |
| 1000.250 | 01/08/2005 | Identification Of Mothballed Equipment And Technical Object In SAP PM | Ind. Svcs/Corp. Maint. Sys. | Abdulelah Abdulbaqi | 872-6345 |
| 1000.500 | 01/10/2005 | Maintenance Work Order | Ind. Svcs/Corp. Maint. Sys. | Abdulelah Abdulbaqi | 872-6345 |
| 1000.501 | 06/01/2010 | Mechanical Services Shops Dept. Policies and Practices | Mech. Svcs. Shops Dept. | Faleh S. Al-Dilaijan | 876-3636 |
| 1000.502 | Cancelled | MSSD Repair of Industrial Services Equipment & Forecasting of Spare Parts | Mech. Svcs. Shops Dept. | | |
| 1000.700 | Cancelled | Standard Job Plan Catalog | Ind. Svcs./Corp Maint. Sys. | | |
| 1000.900 | Cancelled | Accounting Plant Numbers for the Identification of Equipment and Facilities | Ind. Svcs./Corp Maint. Sys. | | |
| 1001.100 | 03/19/2002 | Responsibility For Power System Operation And Maintenance At Support Services And Community Facilities | Power Distribution Dept. | Khaled Balhareth | 872-8251 |
| 1010.007 | 07/03/2011 | Safe Practices For Towing Equipment And Trailers | Transportation & Equipment Services Dept. | Tariq Al-Wakil | 876-8796 |
| 1020.000 | 12/24/2005 | Daily Work Schedule & Manpower Distribution | Ind. Svcs./Corp. Maint. Sys. | Abdulelah Abdulbaqi | 872-6345 |
| 1021.000 | 03/17/2010 | Street and Road Closure: Excavations, Reinstatement and Traffic Controls | Transportation & Equipment Services Dept. | Saad Al-Rubya | 876-2908 |
| 1022.000 | 03/17/2010 | Roads and Paved Surfaces Maintenance Svcs. | Transportation & Equipment Services Dept. | Saad Al-Rubya | 876-2908 |
| 1100-1129 | All G.I.s Rep | blaced by Materials Instruction Ma | | m.sa | |
| 1183.005 | 1/21/2006 | Procedure for Requesting Cargo Hauling, SAP Transaction ZTCV431A, Truck Request | Transportation & Equipment Services Dept. | Saad Al-Rubya | 876-2908 |
| 1183.215 | Cancelled | | Transportation & Equipment Services Dept. | Converted into OIM | |
| 1185-1199 | All G.I.s Rep | blaced by Marine Instruction Man | uals http://marine.aramco.c | om.sa >>> Safety | |
| 1230.000 | 06/01/2011 | Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares | Transportation & Equipment Services Dept. | Saad Al-Rubya | 876-2908 |
| 1230.000-01 | 08/13/2006 | Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares | Transportation & Equipment Services Dept. | Saad Al-Rubya | 876-2908 |

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| 1230.000-02 | 08/13/2006 | Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares | Transportation & Equipment Services Dept. | Saad Al-Rubya | 876-2908 |
| 1230.000-03 | 08/13/2006 | Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares | Transportation & Equipment Services Dept. | Saad Al-Rubya | 876-2908 |
| 1230-000-04 | 04/01/2009 | Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares | Transportation & Equipment Services Dept. | Saad Al-Rubya | 876-2908 |
| 1230.000-05 | 08/13/2006 | Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares | Transportation & Equipment Services Dept. | Saad Al-Rubya | 876-2908 |
| 1230.000-06 | 08/13/2006 | Saudi Aramco Service Vehicle Fares (SASV)/Limousine Service fares | Transportation & Equipment Services Dept. | Saad Al-Rubya | 876-2908 |
| 1245.001 | 06/18/2011 | Services Provided by the Transportation Dept. | Transportation & Equipment Services Dept. | Saad Al-Rubya | 876-2908 |
| 1250.001 | 01/08/2005 | Industrial Services Emergency/Disaster Response For Vehicle And Heavy Equipment | Transportation & Equipment Services Dept. | Tariq Al-Wakil | 876-8796 |
| 1305.000 | 02/19/2001 | Budgeting, Construction, Approval and Maintenance of Airstrips and Heliports | Aviation Department | Abdulaziz Abohamla | 877-4990 |
| 1310.000 | 02/19/2001 | Transportation of Dangerous Goods Onboard Saudi Aramco Aircraft | Aviation Department. | Abdulaziz Abohamla | 877-4990 |
| 1310.001 | 02/19/2001 | Procedures for Carriage of Cargo on Saudi Aramco Aircraft | Aviation Department. | Abdulaziz Abohamla | 877-4990 |
| 1310.002 | 02/19/2001 | Procedures for the Carriage of Mail on Saudi Aramco Aircraft | Aviation Department | Abdulaziz Abohamla | 877-4990 |
| 1310.003 | 05/01/2011 | Procedures for Passengers Traveling on Saudi Aramco Aircraft | Aviation Department | Abdulaziz Abohamla | 877-4990 |
| 1320.000 | 02/19/2001 | Operation Procedures for Saudi Aramco Airstrips | Aviation Department | Abdulaziz Abohamla | 877-4990 |
| 1321.015 | 02/19/2001 | Request for Air Medical Evacuation | Aviation Department | Abdulaziz Abohamla | 877-4990 |
| 1400.001 | 07/27/2010 | Non-electric utilities procedures for connection / disconnection to Saudi | Community Services | Mohammad H. Abdulatif | 872-1232 |

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| | | Aramco's water, wastewater, chilled water, or fuel gas distribution systems | | | |
| 1420.001 | 05/05/2001 | Saudi Aramco Hostility Reaction Plan | Community Bldg & Office Svcs. | David K. Churches | 876-328 |
| 1601.002 | Cancelled | | Information Technology | | |
| 1603.000 | 02/2010 | Importation of Communications Equipment | Information Technology | Abdulsalam Ahmed | 872-995 |
| 1780.001 | 03/01/2011 | Atmosphere - Supplying Respirators | Fire Protection Dept. | Ahmed Zahran | 872-706 |
| 1781.001 | 01/03/2009 | Inspection, Testing and Maintenance of Fire Protection Equipment | Fire Protection Dept. | Ahmed Zahran | 872-706 |
| 1783.001 | 06/01/2006 | Fire Fighting Training Company Personnel | Fire Protection Dept. | Ahmed Zahran | 872-706 |
| 1784.001 | 10/09/2011 | Reserve Fire Brigades | Fire Protection Dept. | Ahmed Zahran | 872-706 |
| 1785.001 | 3/10/2002 | Plant Emergency Response Team (PERT) | Fire Protection Dept. | Ahmed Zahran | 872-706 |
| 1786.001 | 20/03/2008 | Hazardous Material Emergency Response | Fire Protection Dept. | Ahmed Zahran | 872-706 |
| 1787.000 | 07/17/2010 | Report of Fire, Emergency, or False Alarm | Fire Protection Dept. | Ahmed Zahran | 872-706 |
| 1800.003 | 11/24/2009 | Part Time Teachers | Training & Development | Sherief Al Sharawi | 872-601 |
| 1808.001 | 05/24/2009 | Industrial Training Centers | Training & Development | Sherief Al Sharawi | 872-601 |
| 1809.001 | 12/26/2010 | On-Job Training & Job Certification | Training & Development | Sherief Al Sharawi | 872-601 |
| 1809.002 | 04/26/2010 | Job Skills Training Centers | Training & Development | Sherief Al Sharawi | 872-601 |
| 1809.003 | 06/21/2011 | Vendor Training e-Services | Training & Development | Sherief Al Sharawi | 872-601 |
| 1809.004 | 12/19/2005 | Saudization Of The Contractor Workforce | Corporate Contractors Saudization | Mubarak Al-Hoty | 874-188 |
| 1826.001 | 02/01/2005 | Extra Curricular Compensation Procedure | Saudi Aramco School Division | Mark Pachiorka | 877-168 |
| 1850.001 | 01/20/2009 | Onshore Wellsite Emergency Response Operations Roles and Responsibilities | Drilling & Workover | Igbal Ahmed | 875-945 |
| 1851.001 | 08/12/2009 | Drilling And Workover Operations Offshore Contingency Plan | Drilling & Workover Services Dept. | Igbal Ahmed | 875-945 |
| 1852.001 | 10/29/2011 | Rig Site Flare Gun & Communication Equipment | Drilling & Workover | Igbal Ahmed | 875-945 |
| 1853.001 | 11/01/2011 | Isolation Barriers for Wells During Drilling & Workover Operations (With and Without Rigs) | Drilling & Workover | Igbal Ahmed | 875-945 |