



Al Majlis

Magazine

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www.arabdrill.com



ADC-Newsletter@arabdrill.com



[ADC_KSA](https://twitter.com/ADC_KSA)



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Editor in Chief

Tawfeeq Al Halal

Design and Artistic Directions

Rahaf Allahyani



www.arabdrill.com



ADC-Newsletter@arabdrill.com



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TABLE OF CONTENTS

Enterprise Risk Management (ERM)	04
Inventory Centralization	06
Online Banking Vendor Payment	08
National Workforce Development (NWD)	10
LMS & SP Project	12
E-Personnel on Board Project	14
OFSAT Expansion	16
ADC Cup	20
Finance Team Visit to AD-47	22
Service Awards	27
Without LTI Achievement	28



Enterprise Risk Management (ERM)

Enterprise Risk Management (ERM) is a system that provides a set of tools to identify, evaluate, prioritize, and manage ongoing risks that are applicable to the company. It is a comprehensive program to identify and manage real and potential risks that may affect ADC's operations. Considering the vision and mission; Risk & Compliance Department is responsible for executing the ERM Framework.

Vision

To promote a culture of risk awareness and reduce the uncertainty to support Management's performance towards achieving ADC's Objectives in an efficient and profitable manner.

Mission

To provide ADC with structured capabilities to identify, assess, and manage risks through promoting and implementing leading practices in Enterprise Risk Management.

ADC has established its own ERM Framework as it enables us to gain a clear view of its overall risk level.

In order to align with the vision, mission & objectives, the compliance department has launched its first annual ERM refreshing workshop during the month of October and November 2020. The workshop has been completed successfully with the sponsorship of ADC management and full collaboration from all Department Heads. During the workshop, Compliance Team managed to achieve several objectives which included; building compliance team capabilities towards risk management, validating risk registers of the respective departments, increasing risk awareness, and promoting risk management culture. ADC is confident that risk management practices will be embedded as a part of any significant business decision making in the near future.





INVENTORY CENTRALIZATION


1. Reduce/control the total company inventory value.
2. The transformation from individual rigs warehouses to inventory centralization.
3. Easy identification of the excess spares.
4. Easy identification of the obsolete inventory.
5. Reduce both customs & freight cost with the order consolidation.
6. Decrease the number of procuring process through the consolidated orders.
7. Allow building up consignment stock with proper forecasting for the high volume of the regularly consumed spares.
8. Centralization of the company's inventory.
9. Digitalization of the rigs inventory.
10. Moving forward with the globalization.

Goals & Objectives




INVENTORY CENTRALIZATION CONCEPT

In June 2020, both Supply Chain & TLM departments worked alongside to move forward with the inventory centralization project; the project was initiated based on the similarity of each rig's model, equipment, and spare parts. The project's road map has been identified and presented to ADC's management to study it further and approve it to proceed with its implementation.



SAP BILL OF MATERIAL "BOM"

SAP BOM is a complete, formally structured list of the components that make up a product or assembly. The list of parts and identified spares is based on the similarity of the equipment that endures on the identical rigs. The list comprises the material number of each component, assembly, subassembly, spares, with minimum and maximum scale based on the actual consumption.



SAP MATERIAL REPLENISHMENT PLANNING MRP

SAP MRP is a system functionality where it restricts end-users to order any items unless it is pre-approved and maintained on the BOM list that is linked within' the MRP minimum and maximum scale. Using the MRP tool, end-users will be able to identify the consumed parts and obtain similar orders through SAP once it reaches the minimum stock.





Online Banking **Vendor** **Payments**

ADC Finance team achieved a significant milestone in October 2020 with the implementation of online banking payment for ADC's vendors. This historic move was made possible thanks to the cooperation of the finance, compliance, and IT department under the sponsorship of ADC's top management. With this transformation, ADC empowers and strengthens its reputation with its vendors. In addition, this change fostered a much-needed step due to the increasing volume of invoices.



The finance department has redesigned their processes in a way in which one weekly payment will occur automatically throughout the SAP system (Every Thursday) whereas the system will automatically select all approved invoices that are due in that particular week, as opposed to the manual process of selecting vendor due for payment. This new process will bring more impartiality and improve the relationship with ADC's vendors and service providers. Our current vision is to transform into a fully automated B2B platform between our SAP and the bank portal by the end of the year 2020. As a result of this change, we aim at eliminating labor-intensive manual transactional work and focus on more added-value tasks such as controlling and managing vendor relationships.



National Workforce Development (NWD)

At the beginning of 2017, ADC has taken the initiative to be part of his majesty crown Prince Mohammed bin Salman's 2030 vision. The decision was made to sponsor Saudi national educational programs which were held at Saudi Arabian Drilling Academy (SADA) and Saudi Petroleum Services Polytechnic (SPSP).



Today we have a total of 240 trainees

After graduation from the institute, the National Workforce Development Program (NWD) provides the recently graduated students with the knowledge, skills, and experience required to become Field Assistant Driller "Supervisor level". The program aims to fast-track high potential individuals to their positions of responsibilities.





Talent development department initiated field and class-based extensive program to shape potential NWD-AD prior to their graduation. With the support of the training department and asset management, the following programs started: well control, drilling practice, competency assurance program (CAP2), and practical training.

The objective of practical training which is conducted by Drilling Assessor in stacked rigs is to incorporate the practical work required by Assistant Driller in the field and to explain all related documents required for the job. On the other hand, Drilling practice training was conducted by drilling assessors in Dhahran Training Center (DTC) to shape and provide the needed knowledge for NWD's AD to be able to understand the theoretical concepts in drilling. Continuously, Talent Development Department, meet, monitor, and guide the trainee's performance to understand their concerns and provide them with the required assistance.



SAP LMS and Succession Planning Implementation Project

On the 8th of October, 2020 ADC have kicked off its new implementation project for Learning Management System (LMS) and Succession Planning (SP) in the SAP system. This project aims at replacing the current training system and career development program that ADC uses with a new, integrated, and advanced system.

SAP Learning Management System (LMS)

SAP SuccessFactors Learning provides innovative capabilities that help create a culture of continuous learning, flexible and open approaches to supporting learning content, and proven business results. With this project, we urge to improve employee skills, reduce compliance risk, and effectively train all learning audiences. LMS helps in creating personalized, innovative learning and complete the formal employee training with informal, collaborative, and social learning capabilities.

SAP Succession Planning & Development

SAP Succession and Development aims at optimizing succession planning and leverage other talent management processes. It assists at linking employee development initiatives with performance-related goals, close talent gaps with career paths that link to learning activities, inform recruiting plans and proactively identify potential open roles, and measure the effectiveness of the succession planning strategy.

Successful implementation of LMS & SP modules, which will meet the business requirements and provide adequate support in its business processes, to enable the ADC to satisfy its needs and facilitate a platform for the current and future business requirements.



- ✓ Replace the current Training Tracking System (TTS) & benefit from Cross-Module integration.
- ✓ Align IT strategy using one integrated system.
- ✓ Drive better business outcomes for ADC with employee career development.
- ✓ Identify, train, and measure the effectiveness of employee competency.
- ✓ Nominate successors, closely monitor trainee's progression toward their training curriculum.
- ✓ Reports and dashboard of training compliance, training completion, assessments evaluation, training exam scores.




E-Personnel on Board

To improve efficiency and accuracy in attendance recording, minimize administrative clutter, and enable traceability – ADC's HR department in co-ordination with the IT department, and the administration of Nasser Al-Shahrani, a TDP trainee, initiated a new project called Electronic Personnel on Board (ePoB).


Through the ePoB project, it is planned to install the latest Biometric-based time attendance machines (UBio-X ProLite by Nitgen) at all ADC rigs sites and office locations. These machines are capable of recording attendance based on facial and fingerprint scans for employees, contractors, and even visitors in real-time. As a future expansion, the same machines can be integrated with the building security system as well.

The other stakeholders in the project are QHSE & Operations departments who will use the data collected/generated by these devices to present in management dashboards for "Personnel on Board" and ADC Cup winners.

Due to the significant organizational change management aspect of this project, ADC management has decided to follow a unique approach of first completing a pilot project to identify and handle all possible scenarios. After the completion of the pilot project, a full deployment across the entire organization will be done.



Project Duration
6 Months



Project Start Date
November, 3rd 2020

Project Goals

- ✓ Install biometric machines in all rigs sites & ADC office locations.
- ✓ Register all employees and contractors.
- ✓ Gather data from all machines in one system on a real-time basis.
- ✓ Provide data to SAP ERP for payroll calculation.
- ✓ Provide data to SAP Business Warehouse for analytical reports and live dashboard.



E-POB Project Team



OFSAT Expansion

With OFSAT Arabia LLC expanding its fleet and business lines to external clients, OFSAT Arabia LLC achieved several milestones in QHSE, Driving, Business, and rig move.



QHSE - Administration

Assigned a new QHSE Manager to develop QHSE focus towards improved client satisfaction by improving the Service Quality (SQ) and health, safety, and environment (HSE) processes.



QHSE - Administration

Changed crew culture as the team started QHSE Engagement Meetings encouraging crew participation in the QHSE programs.



QHSE - Technical

Increased the frontline leadership skills, by sending all Truck Pushers on a newly developed leadership program to be taken at Dhahran Training Center (DTC).



In the month of September 2020, OFSAT started with a QHSE enhancement plan whereby;



QHSE - Technology

Registered into Training Tracking System (TTS) and redevelop HSE training needs to suit OFSAT requirements as a logistics provider. Developed OFSAT Share-Point site, with the access of compliance records directly to clients.



QHSE - Administration

Subcontractor management assessments and performance meetings carried, to ensure subcontractor processors' alignment to OFSAT expectations.



QHSE - Technical

Started Crane/Wheel loader operators Competency Assessment process enhancement; to improve operator output quality to fit OFSAT's customer needs.

OFSAT New Business Expansion

- Penetrate the general logistics business and signed the first external contract with Taqa Sanjel for Heavy Equipment transportation. The project officially started in early September 2020.
- Expansion plans for these projects are imminent and OFSAT aligning its readiness to take on the new business.
- OFSAT assigned equipment ADC rig business has increased to (75% cranes and 86% wheel loaders) with the prospect of more assignments in November 2020.
- OFSAT has plans to move to a new facility and has conducted assessments of prospective sites, capable to fit the expanding OFSAT business model.

Driving

Training

OFSAT employed and trained their own in-house Defensive Driver Trainer who has received Schlumberger LV DT 2,2 + HD Commentary DT 2,4 for Trucks and Bus training and commentary drive assessments.

Fleet Management

Daily tracking of TAQA fleet RAG driving performance is in place.



Journey Management

OFSAT has an expansion plan for a dedicated online Journey Management Tracking Centre that will improve fleet monitoring, safety, and utilization.

Tracking Management

Dedicated Tracking of driver performance using the RAG report is being followed up effectively and followed by accountability to correct the at-risk driving behaviors.



Rig Move

- OFSAT team played a key role in only the second mast up rig move for an HH rig in ADC; AD 58 was moved in September 2020 successfully during rig lockdown due to covid-19 pandemic.
- OFSAT rig move team is focused on achieving the client KPI targets by concentrating on safety and efficiency during the rig moves.
- The teams participate in client post rig move meetings and following up on improvement actions that is proposed by clients.

ADC Cup

The ADC Cup Award is an initiative that aims into encouraging healthy internal competition among ADC's active rigs to promote a culture of continuous enhancement within the ADC's operational fleet. Every rig participates with its own team name and logo. The ADC Cup award is conducted quarterly and annually to evaluate the performance of onshore and offshore rigs separately. The ADC Cup aspires to demonstrate ADC's commitment towards safety and rig operations and to align customers' interests by improving Rig Efficiency Index (REI) without compromising safety and integrity.

ADC CUP WINNERS (2020)

RIGS	Quarter 1	Quarter 2	Quarter 3
Gold Winner	AD-47 Phoenix	AD-54 Hawks	AD-54 Hawks
Silver Winner	AD-16 Team Stallions	AD-16 Team Stallions	AD-65 Iron Men
Bronze Winner	AD-54 Hawks	AD-66 Locomotives	AD-53 Challengers
Gold Winner OFF-SHORE	AD-70 OFFSHORE Masters	AD-70 OFFSHORE Mas- ters	AD-70 OFFSHORE Masters
Best Improver Award	AD-57 Red Falcons	AD-68 Rock Climbers	AD-63 Tigers





Gold Winner

For four consecutive Quarter: Q4 2019, Q1 2020,
Q2 2020, and Q3 2020.

Ranked #1

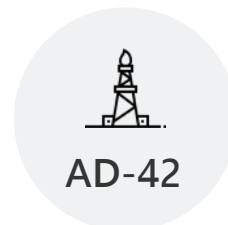
Among all ODD rigs in June 2020.



Best Rig (June 2020)
Ghawar Gas Project



Best Rig (July 2020)
Ghawar Gas Project



Best Rig (August 2020)
Ghawar Gas Project

Finance Team Visit to AD-47

On the 29th of October 2020, the ADC Finance department (comprising of more than 40 people and 3 buses) joined a field trip to ADC's yard (AD-47) where ADC's idle land rigs are being stacked. After the first stop at Dhahran Central Warehouse (DTW) where each member of the team received their proper Personal Protection Equipment (PPE) gear. After that, the team reached the AD-47 site where they were warmly welcomed by Mr. Ihab Reda Ahmed Ibrahim (AD-47 Rig Superintendent) and the rest of the stacking crew. ADC Finance Team was given a full guided tour around AD-47. The purpose was to get to know the basic operational drilling understanding. The tour was an eye-opener for the finance team members who haven't been in a drill yard. Mr. Ihab and the rest of the Stacking Team provided them a proper on-site lecture about the different rig equipment and its usages, along with the strict safety protocols that ADC follows in its day-to-day activities.

This visit has been and with no doubt a great help to the ADC's Finance team to understand the business basics and to better relate to ADC's rig day-to-day activities. ADC's Finance Team currently knows what a mud pump looks like, what a top drive does, and where is the drawworks located.

After visiting the site, the ADC Finance team was impressed by the efforts of ADC's operation and field employees, the ones who make sure to provide uninterrupted service 24/7 throughout the year, without compromising ADC's safety protocols.

By the end of the visit, Mr. Ihab treated the Finance team with well-deserved refreshments. Once again, on behalf of the Finance Team, Hubert Lafeuille (CFO) would like to thank Mr. Ihab and the Stacking Crew for their outstanding hospitality.



New Comers



Alver Dsilva
Preventive Maintenance Manager



Ahmed Mesilhi
Projects Head



Ahmed Rachid Lakhdar
Supply Chain Manager

New Born



Kayan Mohammed Aljanabi



Noora Omar Aldossary



Aseel Abdulshaheed Alsadiq



Muhammad Faraz Farewell



Mumtaz Khan Farewell

Service Award



Ajaykumar Marath

Division Support Leader
15 Years



Ali Alramadhan

Roller Reamer Specialist
5 Years



Ali Alkowitz

Roustabout
5 Years



Hussain Al-Matrood

Taxation Supervisor
15 Years



Suzan Al Fareed

SAP Application Specialist
5 Years



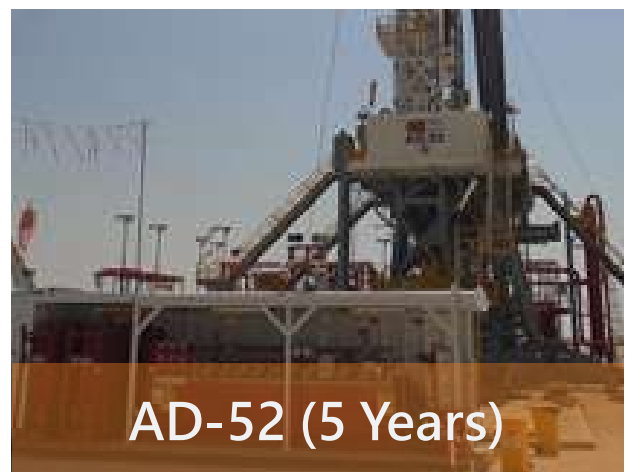
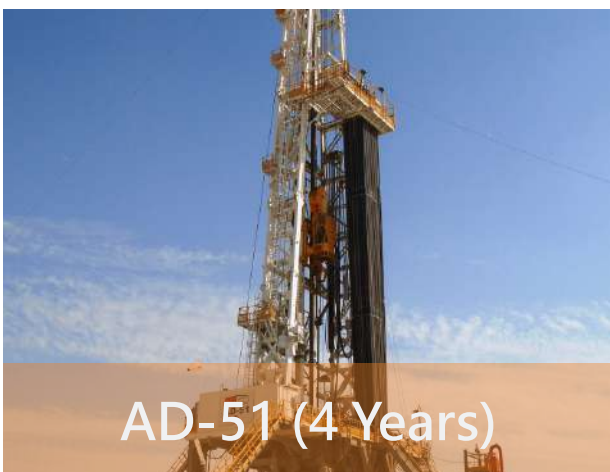
Muhammad Al-Karam

SAP Application Specialist
5 Years

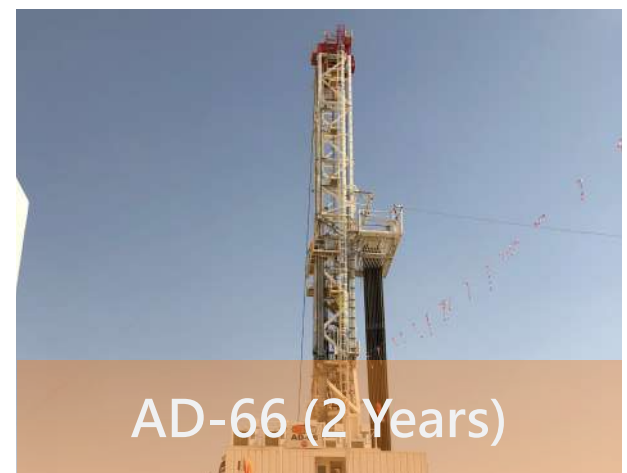
25 Years Seniority Award

Name	Job Title	Original Start Date
Fatehey Mohammed Ali Alheji	Roustabout Pusher	05/06/1995
Yaqoob Abdula Taher Alabdula	Rig Manager	11/06/1995
Yousef Ahmed Khalefah Alnefehey	Rig Superintendent	23/08/1995
Mansoor Hassan Ahmed Alhasan	Roustabout Pusher	21/11/1995

Without Lost Time Injury Achievement



Without Lost Time Injury Achievement



Coronavirus Prevention



**Wash your Hands
for at least 20
Seconds**



**Use Soap or
Sanitizer Regularly**



**Wear Face
Mask Constantly**



**Keep Social
Distance (1.5 Meter)**



**Avoid Physical
Contact**



**Disinfect Contact
Elements**

**Arabian Drilling Company Wishes its Employees &
their Families **Health and Safety.****

الوقاية من عدوى كورونا المستجد



غسل اليدين لمدة لا تقل

عن ٢٠ ثانية



إستخدام الصابون او

المعقم بانتظام



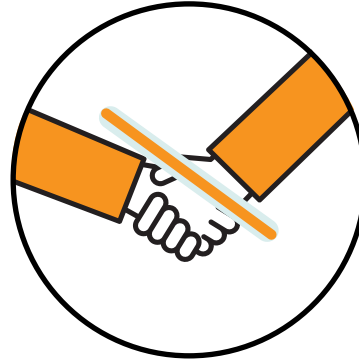
ارتداء كمامة الوجه

بإستمرار



الحفاظ على التباعد

الإجتماعي (متر ونصف)



تجنب الإتصال

المباشر



تعقيم الأماكن والأدوات

الملوثة

شركة الحفر العربية تتمنى لموظفيها وعائلاتهم دوام **الصحة**

والسلامة.