



AL MANSOORI SPECIALIZED ENGINEERING L.L.C.

MASTER LIST OF COMPANY FORMS, REPORTS AND CHECK - LISTS

FORM NO.	ISSUE DATE	FORM NAME	DEPT/PERSON RESPONSIBLE	REVISION DATE									
				REV. 01	REV. 02	REV. 03	REV. 04	REV. 05	REV. 06	REV. 07	REV. 08		
1/91	01/01/91	SOS Daily Service Report	W/L (Qatar)										
2/79	01/01/79	Export Order	ALL	01/01/82			Obselete. Superseded by F-271/95						
3/94	01/01/94	SOS Drill Pipe Inspection Report	TIS										
4/79	01/01/79	Capital Purchase Request	ALL	01/01/83			Obselete. Superseded by F-256/86						
5/79	01/01/79	Statement of Spares	ALL				Obselete						
6/80	01/01/80	Inter Departmental Charges	ALL	01/01/80			Obselete. Superseded by F-209/84						
7/80	01/01/80	Wireline Operators Report on Rig Jobs	W/L	01/01/80			Obselete						
8/80	01/01/80	Weekly / Wireline Operators Report	W/L	01/01/83			Obselete						
9/80	01/01/80	Weekly Wireline Activity Report	W/L	01/06/80			Obselete. Superseded by F-91/96						
10/80	01/01/80	Pressure Gauge Calibration Report	TIS	01/01/83									
11/80	01/01/80	Temperature Survey Calculations	W/L	01/01/96									
12/80	01/01/80	Pressure Survey Calculations	W/L	01/01/94									
13/80	01/01/80	Pressure Survey Continuation Sheet	W/L	01/01/83	01/01/84	Obselete							
14/80	01/01/80	Temp Survey Calculation cont. sheet	W/L	01/01/96									
15/80	01/01/80	E.M.R	ALL	01/06/80	01/01/83								
16/80	01/01/80	MOS Invoices	ALL				Obselete. Superseded by F-79/82						
17/80	01/01/80	Expense Statement Sheets	ALL	01/10/81	01/01/84	01/01/93							
18/80	01/01/80	Requisition Payment Voucher	Finance	01/01/81	01/01/83	Obselete. Superseded by F-168 & F-169							
19/80	01/01/80	MOD Invoices	ALL			Obselete. Superseded by F-79 /82							
20/80	01/01/80	MOS Receiving Slip	ALL	01/01/91	01/01/95								
21/80	01/01/80	MOS Invoice Instructions	ALL	01/01/95	01/06/95								
22/80	01/01/80	MOS Invoice Instructions Cont. Sheet	ALL			Obselete							
23/80	01/01/80	MOS Credit Instructions	ALL			Obselete							
24/80	01/01/80	MOD Pay Roll	ALL	01/01/90	01/01/94								
25/80	01/01/80	Analysis Sheets	Finance										
26/80	01/01/80	MOD Compliments	Administration	01/01/82	01/01/84								
27/80	01/01/80	Calibration Charts-Envelopes	W/L	01/01/84	01/01/95								
28/80	01/01/80	Transmittal Slip	ALL										
39/80	01/01/80	ASE Envelopes-Local	ALL	01/01/83	01/01/84	01/01/90							
30/80	01/01/80	ASE Envelopes-Airmail	ALL	01/01/84									



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				REV. 01	REV. 02	REV. 03	REV. 04	REV. 05	REV. 06	REV. 07	REV. 08		
31/80	01/01/80	ASE Inter Office Correspondence	ALL	01/01/82	01/01/84	30/05/99							
32/80	01/01/80	ASE Absence Notification	ALL	01/01/83	01/01/84	01/01/92							
33/80	01/01/80	Container Pressure PSIG	TIS	01/01/91									
34/80	01/01/80	Administrative Procedure Manual	Administration										
35/80	01/01/80	MER / Rental ON/OFF	W/L										
36/80	01/01/80	Sampling & Transfer Conditions	W/L	01/01/91									
37/80	01/01/80	Formal Enquiry	ALL										
38/80	01/01/80	Journal Voucher (ASE)	Finance	01/01/83									
39/80	01/01/80	Journal Voucher (MOS)	Finance										
40/80	01/01/80	MOD Payment Receipts	Finance	01/01/83	01/01/84								
41/80	01/01/80	Overtime Claim MOD ADCO Contract	W/L			Obselete							
42/80	01/01/80	ASE Dirhams Cheque	Finance			Obselete							
43/80	01/01/80	ASE US Dollar Cheques	Finance			Obselete							
44/80	01/01/80	MOS Dirhams Cheques	Finance			Obselete							
45/80	01/01/80	ADMA/MOD W/L DSR Cont. Sheet	W/L			Obselete. Superseded by F-089/92							
46/80	01/01/80	MOS L.P.O	ALL			Obselete							
47/81	01/01/81	MOS Invoice Continuation Sheet	ALL			Obselete. Superseded by F-087/92							
48/81	01/01/81	MOS Invoice Continuation Sheet	ALL			Obselete							
49/81	01/01/81	MOS Export Order	ALL			Obselete							
50/81	01/01/81	MMR	ALL	01/01/95									
51/81	01/01/81	Remittance Advice	Finance			Obselete. Superseded by F-187/83							
52/81	01/01/81	Inter Office Correspondence Small	ALL										
53/81	01/01/81	Personal Action	ALL			Obselete. Superseded by F-174/98							
54/81	01/01/81	Wireline Training Manual	W/L										
55/80	01/01/81	Pay Roll Sheet	Finance										
56/81	01/01/81	MER Invoices	ALL	01/06/81		Obselete							
57/81	01/01/81	Damaged Equipment Report	ALL	01/01/96	29/05/99								
58/81	01/01/81	Leave Application	ALL			Obselete. Superseded by F-95/82							
59/81	01/01/81	MOS Letter Heads	ALL			Obselete. Superseded by F-88/82							
60/81	01/01/81	ADMA W/L Daily Job Assignment	W/L	01/01/83		Obselete							



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				REV. 01	REV. 02	REV. 03	REV. 04	REV. 05	REV. 06	REV. 07	REV. 08		
61/81	01/01/81	ADMA W/L Monthly Wire / Report	W/L			Obselete							
62/81	01/01/81	Mod Letter Head	ALL			Obselete							
63/81	01/01/81	Memo – Salary Chang	ALL			Obselete Superseded by F-189/96 & 190/96							
64/81	01/01/81	Invoice Schedule	ALL			Obselete							
65/81	01/01/81	Weekly Attendance	ALL	01/01/93	03/06/99								
66/81	01/01/81	Equipment Request	ALL	01/01/82	01/01/92								
67/81	01/01/81	DSR, 300 System – Report Sheet	W/L	01/01/83									
68/81	01/01/81	Application for Employment	ALL	01/01/92	01/01/94	01/01/95							
69/81	01/01/81	MSE Brown Envelopes Size 10" X 7"	ALL	01/01/84									
70/81	01/01/81	MSE Brown Envelopes Size 12" X 10"	ALL	01/01/84	01/01/96								
71/81	01/01/81	MSE Brown Envelopes Size 15" X 10"	ALL										
72/81	01/01/81	New Employment Check List	ALL			Obselete Superseded by F-191/99							
73/81	01/01/81												
74/81	01/01/81	Weekly Crew Movement Record	W/L			Obselete							
75/81	01/01/81	Trucks Daily Service Check List	W/L			Obselete							
76/82	01/01/82	Stuffing Box Test & Repair Report	W/L	01/01/82	01/05/82	01/01/83							
77/82	01/01/82	Wireline BOP Test & Repair Report	W/L	01/01/82	01/01/83								
78/82	01/01/82	Lubricator Test Report	W/L	01/01/82	01/01/83	01/01/96							
79/82	01/01/82	MSE Invoices	ALL	01/06/82	01/01/83	01/06/83	01/01/84	01/0/85	01/01/91	01/01/95			
80/82	01/01/82	Salary, Leave and Service Indemnity	Finance	01/01/83	01/01/84	01/01/93							
81/82	01/01/82	MSE Service Report	MES	01/01/96									
82/82	01/01/82	MES Daily Report	MES	01/01/84									
83/82	01/01/82	MES Phase Record	MES	01/01/88									
84/82	01/01/82	MES Mud Programme	MES										
85/82	01/01/82	MES Mud Properties	MES										
86/82	01/01/82	Equipment Loss or Damage Report	ALL			Duplicate of F-57/81							
87/82	01/01/82	MOD Continuation Invoice Sheets	ALL										
88/82	01/01/82	MSE General Letter Head	ALL	01/01.82	01/01/83	01/01/88	01/01/90	01/01/92	01/01/95				
89/82	01/01/82	MSE DSR Continuation Sheet	ALL	01/01/82									
90/82	01/01/82	Imprest Account Cheuqe Leaf	Finance										



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				REV. 01	REV. 02	REV. 03	REV. 04	REV. 05	REV. 06	REV. 07	REV. 08		
91/82	01/01/82	Weekly W/L Activity Report	W/L	01/01/82	01/01/83	01/01/84	01/01/96						
92/82	01/01/82	Pressure Survey Calculations	W/L	01/01/94									
93/82	01/01/82	Press. Survey Calculations Cont. Sheet	W/L			Obselete. Superseded by F-12/94							
94/82	01/01/82	MES Monthly Emp Movement Record	MES										
95/82	01/01/82	MSE Leave Application	Administration	01/01/82	01/01/83	01/01/84	01/01/93						
96/82	01/01/82	MER Check List – Offshore MER	MER			Obselete							
97/82	01/01/82	MSE Equipment Receipt Confirmation	ALL										
98/82	01/01/82	MSE Wireline Daily Service Report	W/L	01/01/96									
99/82	01/01/82	Formulas and rules of Thumb	ALL										
100/81	01/01/81	DSR for Tubular Services	TIS										
101/81	01/01/81	Monthly Equipment Status	TIS			Obselete							
102/81	01/01/81	Monthly Personal Status	TIS			Obselete							
103/82	01/01/82	Monthly Footage Bonus Record	TIS			Obselete							
104/82	01/01/82	Monthly Footage Location Bonus Record	TIS			Obselete							
105/													
106/													
107/													
108/													
109/													
110/													
111/													
112/													
113/													
114/													
115/													
116/													
117/													
118/													
119/													
120/82	01/01/82	Tubular Inspection Services	TIS										



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				REV. 01	REV. 02	REV. 03	REV. 04	REV. 05	REV. 06	REV. 07	REV. 08		
121/82	01/01/82	Tubular Inspection Services	TIS										
122/82	01/01/82	Drill / Pipe / Tubing Worksheet	TIS	01/01/88									
123/82	01/01/82	Drilling Equipment Worksheet	TIS										
124/84	01/01/84	Daily Staff House Movement Record	TIS			Obselete							
125/84	01/01/84	Weekly Truck Movement Record	TIS			Not available in master file							
126/84	01/01/84	Quarterly Bonus Claim	TIS										
127/84	01/01/84	Drilling Equipment Service Report	TIS	01/01/88									
128/84	01/01/84	Drill Pipe Tubing Service Report	TIS										
129/88	01/01/88	Sand Blasting	TIS	01/01/94	01/01/98	14/07/99							
130/88	01/01/88	Heavy Weight Drill Pipe	TIS	01/01/89									
131/88	01/01/88	Type of Inspection	TIS	01/01/89	01/01/96								
132/88	01/01/88	Insp. Report Tubular Goods	TIS	01/01/89									
133/88	01/01/88	Delivery Note	TIS										
134/88	01/01/88	Your order Number	TIS										
135/88	01/01/88	Drill Pipe Inspection Tally Sheet	TIS	01/01/94	01/01/95	01/01/96							
136/88	01/01/88	Inspection Report of Used Drill Pipe	TIS	01/06/88	01/01/89	01/01/90							
137/88	01/01/88	Tools Inspection Report	TIS										
138/88	01/01/88	Drill Collar Inspection Report	TIS										
139/88	01/01/88	Work Order	TIS	01/01/89									
140/89	01/01/89	Tubular Goods Inspection Report	TIS										
141/89	01/01/89	Inspection Report of used Drill Collars	TIS										
142/92	01/01/92	Insp. Report Tools/Subs/Collars etc.	TIS	01/01/94	01/01/95								
143/92	01/01/92	MPI and Dye Penatrant Report	TIS	01/01/95	01/01/97	01/01/99							
144/92	01/01/92	New / Used Casing Tubing Report	TIS	14/07/99									
145/92	01/01/92	Used Drill Pipe Inspection Report	TIS										
146/92	01/01/92	Ultrasonic Inspection Report	TIS										
147/92	01/01/92	Miscellaneous Report	TIS										
148/92	01/01/92	Heavy Weight Drill Pipe	TIS										
149/92	01/01/92	Equipment Tags	TIS										
150/82	01/01/82	Martin Decker Y-13 Charts	TIS										



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				REV. 01	REV. 02	REV. 03	REV. 04	REV. 05	REV. 06	REV. 07	REV. 08	
151/82	01/01/82	Capital Disposal Request	ALL			Obselete. Superseded by F-256/86						
152/82	01/01/82	MSE Invoice Dubai	Dubai									
153/82	01/01/82	MMC Job Card	M. Base			Obselete						
154/82	01/01/82	Identity card (White)	ALL			Obselete						
155/82	01/01/82	Identity Card (Green)	ALL			Obselete						
156/82	01/01/82	MOD Job Card	M. Base			Obselete						
157/82	01/01/82	ADMA-OPCO Field Division Forms(For ADMA)	W/L			Not available in Master File						
158/82	01/01/82	Wireline Contract Forms	W/L			Not available in Master File						
159/82	01/01/82	Oil Jar Test Reports	W/L			Not available in Master File						
160/82	01/01/82	Personal Record Form	ALL									
161/82	01/01/82					Not available in Master File						
162/82	01/01/82	ADMA-MSE W/L DSR-Production	W/L									
163/83	01/01/83	Accident Report	Safety			Obselete. Superseded by F-390/99						
164/83	01/01/83	Vehicle Book out -In Slip	ALL			Obselete						
165/83	01/01/83	Payroll Record	Finance			Obselete						
166/83	01/01/83	Salaries System	Finance									
167/83	01/01/83	Adjustment DR/CR Note	Finance									
168/83	01/01/83	Cash Payment Voucher	Finance			Not available in Master File						
169/83	01/01/83	Cheque Payment Voucher	Finance			Not available in Master File						
170/83	01/01/83	ADMA MSE Wireline Service Report	W/L			Obselete						
171/83	01/01/83	MSE Dubai Letter Head	Dubai									
172/83	01/01/83	MOD W/L Vehicle Report Log Book	W/L			Not available in Master File						
173/83	01/01/83	Personnel Requisition	Administration			Obselete						
174/83	01/01/83	Payroll Authorization Form	Finance	01/01/83	01/01/84	01/01/90	01/01/98					
175/83	01/01/83	Confidential Report	ALL	01/01/92	01/01/95	Obselete. Superseded by F-397/98						
176/83	01/01/83	MSE General Letter Cont. Sheets	ALL	01/01/84	01/01/86	01/01/88						
177/83	01/01/83	MSE Credit Notes	ALL	01/01/97								
178/83	01/01/83	Overtime Work Hours (TIS)	TIS	01/01/83								
179/83	01/01/83	Expense Statement Record	ALL	01/01/84		Obselete. Superseded by F-269/86						
180/83	01/01/83	3 Year Award Letter	Administration	01/01/84								



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				R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11	R12	R13	R14	R15
181/83	01/01/83	Bonus Letter	Administration															
182/83	01/01/83	Access Card to oil Installations(Blue)	Administration	OBSOLETE														
183/83	01/01/83	Access Card to Oil Installations (White)	Administration	OBSOLETE														
184/83	01/01/83	Window Type Confidential Envelopes(Small)	ALL															
185/83	01/01/83	Window Type Confd. Envelopes(Medium)	ALL															
186/83	01/01/83	Personnel Policy Manual	Administration															
187/83	01/01/83	Remittance Advice	Finance	1/1/83														
188/83	01/01/83	Supplier's Invoice Payment Input	Finance	OBSOLETE, SUPERSEDED BY F-198/84														
189/83	01/01/83	Excess Work Schedule Claim	ALL	1/1/88	1/1/96	1/1/99												
190/83	01/01/83	Short Work Schedule and Advice	ALL	1/1/83	1/1/91													
191/83	01/01/83	New Employee Check List	ALL	1/1/92	1/1/95	1/1/96	1/1/98	1/1/99	9/1/00	12/5/01	2/8/03	30/3/04	15/9/04	1/11/05	21/1/06	13/5/06		
192/83	01/01/83	Paid off Employee Check List	ALL	OBSOLETE, SUPERSEDED BY F-250/99														
193/83	01/01/83	Telephone Log Sheet	ALL															
194/84	01/01/84	Weekly Time Sheet	ALL															
195/84	01/01/84	Gift Envelopes	ALL															
196/84	01/01/84	Employees Movement Record	ALL															
197/84	01/01/84	Payment Authorization	Finance	1/1/87	1/1/96													
198/84	01/01/84	Supplier's Invoice Payment Input(Revised)	Finance															
199/84	01/01/84	Work Planning and Programming Form	ALL															
200/84	01/01/84	Order – Historical Record	ALL															
201/84	01/01/84	MOD Bahasa Daily Works Programme	W/L															
202/84	01/01/84	MOD Bahasa Daily Petrol/Diesel Issue Chart	W/L	1/1/89	1/1/99													
203/84	01/01/84	Bahasa Camp Weekly Staff Roster	W/L															
204/84	01/01/84	Charges for loss of labour and Security Cards	ALL	1/1/85														
205/84	01/01/84	Capital Project Completion Report	Finance															
206/84	01/01/84	Capital Appropriations Contract Sheet	Finance															
207/84	01/01/84	Executive Bonded Letter Head MSE	Administration															
208/84	01/01/84	Vehicle Accident Report	ALL	OBSOLETE, SUPERSEDED BY F-390/99														
209/84	01/01/84	Inter Departmental Charges	ALL	1/1/84														
210/84	01/01/84	Oil Field Equipment Serviceability Form	W/L															



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211/84	01/01/84	MSE Rough Sheets	Finance										
212/84	01/01/84	Guest House Room Record	ALL			Obselete							
213/84	01/01/84	MSE Brown Envelopes 16" x 12"	ALL										
214/84	01/01/84	Telephone Chart	ALL										
215/84	01/01/84	Telex Form	Administration										
216/84	01/01/84	Five Years Service Award	Administration										
217/84	01/01/84	Employee Annual Leave Calculation	Administration										
218/84	01/01/84	New Contract Form	ALL	01/06/84		Obselete. Superseded by F-320/96							
219/84	01/01/84	Employee Agreement Form	ALL										
220/84	01/01/84	Employee Agreement Form	ALL										
221/84	01/01/84	ADMA/MSE W/L Contract Equipment Utilization	W/L			Obselete							
222/84	01/01/84	Computer Program Request Form	Computer										
223/84	01/01/84	Adjustment Debit/Credit Note	Finance										
224/84	01/01/84	Goods Received Note (Cyclostyled)	M. Base										
225/84	01/01/84	Hardness Calibration Test	TIS										
226/84	01/01/84	Vehicle Service Schedule	M. Base										
227/84	01/01/84	MOD Buhasa Outgoing Telephone Register	W/L										
228/84	01/01/84	Temporary Employment-Personnel Action	ALL	01/01/92	01/01/93	01/01/97							
229/84	01/01/84	Advise of Visa Under Process	Administration	01/06/84	01/01/85								
230/84	01/01/84	Vehicle Accident Report (Revised)	Safety	01/01/86									
231/84	01/01/84	Computer Form With MSE Logo	W/L										
232/84	01/01/84	Accident Investigation Report	Safety	01/01/86		Obselete. Superseded by F-388/99							
233/84	01/01/84	Coveralls, Safety Boots Distribution Form	M. Base										
234/84	01/01/84	Fixed Assets Transfer Advice	Finance	01/01/93									
235/84	01/01/84	Prepayment Input Form	Finance										
236/85	01/01/85	MSE Airmail Envelope for Dubai Office	Dubai										
237/85	01/01/85	MSE Local Envelope for Dubai Office	Dubai	01/01/89									
238/85	01/01/85	Buhasa Work Order for Carrying out Works	W/L			Obselete							
239/85	01/01/85	Weekly Wireline Condition Report	W/L	01/01/86		01/07/99							
240/85	01/01/85	Temporary Employment Termination Action	ALL	01/01/86		Obselete							



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241/85	01/01/85	Mechanics Service Report											
242/85	01/01/85	W/L Operation/Attachments to Section II											
243/85	01/01/85	Coveralls											
244/85	01/01/85	MSE Property Stickers											
245/85	01/01/85	Purchase Order(Revised)											
246/85	01/01/85	Inter Office Mail Envelopes											
247/85	01/01/85	Salary Advance Form											
248/85	01/01/85	BHP Gauges in Well – Buhasa											
249/86	01/01/86	Job Information Form											
250/86	01/01/86	Paid off Employee Check List											
251/86	01/01/86	Income Accrual Statement	Finance	01/01/87									
252/86	01/01/86	Excess Work Schedule And Claim	ALL			Not available in master file							
253/86	01/01/86	Quotation	Mktg.										
254/86	01/01/86	Quotation Continuation	Mktg.										
255/86	01/01/86	Stock Cards	M. Base										
256/86	01/01/86	Capital Request	Finance	01/01/86	01/06/86	01/01/87	01/01/96						
257/86	01/01/86	MSE Loading Note	MES										
258/86	01/01/86	MSE Fax Form	W/L	01/01/89	01/01/92	17/05/99							
259/86	01/01/86	Photocopy Log Sheet	Administration			Obsolete							
260/87	01/01/87	Declaration	Administration	01/01/93									
261/87	01/01/87	Warning Letter	ALL	01/01/93									
262/87	01/01/87	Loan Agreement	Finance										
263/87	01/01/87	Delivery Note (Marketing)	Mktg.			Not available in master file							
264/87	01/01/87	Daily Filtration Report (MSE)	MES										
265/87	01/01/87	T.S.S / P.S.D (MSE)	MES										
266/87	01/01/87	Final Filtration Job Report By Well	MES										
267/87	01/01/87	Daily Time Sheet	ALL										
268/87	01/01/87	Advance	Finance	01/01/93									
269/87	01/01/87	Food Allowance,Taxi & Expense Form	Finance	01/06/87	01/09/87	01/01/92	01/01/97						
270/87	01/01/87	Final Settlement	Finance										



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				REV. 01	REV. 02	REV. 03	REV. 04	REV. 05	REV. 06	REV. 07	REV. 08		
271/88	01/01/88	Export Order	ALL			01/01/88	01/01/92	01/01/95					
272/88	01/01/88	Personnel Policy Manual Distribution	Administration			Not available in master file							
273/88	01/01/88	Excess Card to Oil Installation(Temp.)	ALL			Obsolete							
274/89	01/01/89	Acknowledgement of Emp. Offer	ALL	01/01/94	01/01/98								
275/89	01/01/89	Service Report Instructions	W/L										
276/89	01/01/89	Pressure Survey Calculations	W/L										
277/89	01/01/89	Pressure Survey Calculations	W/L										
278/89	01/01/89	MSE – TD 35 – 001	W/L										
279/89	01/01/89	MSE – 35 – 001	W/L										
280/89	01/01/89	MSE – 60 - 001 – H	W/L										
281/89	01/01/89	MSE – DD – 115	W/L										
282/89	01/01/89	MSE – GIS – 10	W/L										
283/89	01/01/89	MSE – TRM	W/L										
284/89	01/01/89	MSE – SKID – 8 – HP	W/L										
285/89	01/01/89	MSE – 15 – 001	W/L										
286/89	01/01/89	7 Year Award Certificate	Administration			Not available in master file							
287/89	01/01/89	10 Year Award Certificate	Administration			Not available in master file							
288/89	01/01/89	Standing Interactions to BCC(E)	Finance										
289/90	01/01/90	Responsibilities of Company Vehicle Drivers	Safety										
290/91	01/01/91	ABC's of Hydrogen Sulphide	Safety										
291/91	01/01/91	Safety Meeting Report	Safety										
292/91	01/01/91	Monthly Accident Register	Safety										
293/91	01/01/91	Monthly Safety Status Report	Safety			Not available in master file							
294/91	01/01/91	Fire Investigation Report	Safety			Not available in master file							
295/91	01/01/91	Payroll Log	Finance										
296/91	01/01/91	Company Accident Graph	Safety			Not available in master file							
297/91	01/01/91	Monthly Safety Statistics	Safety			Obsolete. Superseded by F-378 / 98							
298/91	01/01/91	Wireline Daily Service Charges	W/L			Obsolete							
299/91	01/01/91	Notes / Comments on Meeting	ALL			Obsolete							
300/91	01/01/91	Job Turnover Report	W/L			Obsolete							



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				REV. 01	REV. 02	REV. 03	REV. 04	REV. 05	REV. 06	REV. 07	REV. 08		
301/91	01/01/91	Distribution of Coveralls	M. Base			Obsolete							
302/91	01/01/91	W/L Employee Assessment Report	W/L										
303/91	01/01/91	Utilization of Call Out Equipments	W/L			Obsolete							
304/91	01/01/91	Customer Contact Report	ALL	17/05/99									
305/92	01/01/92	Termination Action	ALL										
306/92	01/01/92	Completion DSR	W/L										
307/92	01/01/92	Completion DSR Continuation	W/L			Not available in master file							
308/92	01/01/92	Unit Service Schedule	W/L										
309/92	01/01/92	Quotation Analysis to CPR	Finance	01/01/95									
310/92	01/01/92	Job Description	ALL										
311/93	01/01/93	15 Year Award Certificate	Administration			Obsolete. Superseded by F – 397 / 99							
312/93	01/01/93	Corporate Brochure	Administration										
313/93	01/01/93	Employee's Suggestion Form	ALL										
314/93	01/01/93	Second Warning Letter	ALL										
315/93	01/01/93	Final Warning Letter	ALL										
316/93	01/01/93	Map				Not available in master file							
317/94	01/01/94	Accident / Incident Report	Safety			Obsolete							
318/94	01/01/94	Undertaking	Administration	01/01/97									
319/94	01/01/94	TIS Identity Card	TIS			Not available in master file							
320/94	01/01/94	New Contract Information	ALL	01/01/96									
321/94	01/01/94	Trouble Shooting Guide	W/L										
322/94	01/01/94	Employment Visa	Administration										
323/94	01/01/94	Supplier's List	ALL										
324/94	01/01/94	Purchase Order	ALL										
325/94	01/01/94	Supplier's Invoice Register	Finance										
326/94	01/01/94	Purchase Day Book Input	Finance										
327/94	01/01/94	Request for Letter of Credit	Finance										
328/95	01/01/95	Confidentiality Undertaking	Administration										
329/95	01/01/95	Capital Purchase Request Register	Finance			Not available in master file							
330/95	01/01/95	Fixed Assets Register	Finance			Not available in master file							



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				REV. 01	REV. 02	REV. 03	REV. 04	REV. 05	REV. 06	REV. 07	REV. 08	
331/95	01/01/95	Fixed Assets Listing Report	Finance			Not available in master file						
332/95	01/01/95	Damaged and Unusable Assets	Finance			Not available in master file						
333/95	01/01/95	Lost Fixed Assets	Finance			Not available in master file						
334/95	01/01/95	Fixed Assets Physically Present	Finance			Not available in master file						
335/95	01/01/95	Assets Reconciliation Statement	Finance			Not available in master file						
336/95	01/01/95	Safety Passport	Safety			Not available in master file						
337/95	01/01/95	Request for Bank Guarantee	Finance									
338/95	01/01/95	Orange Binding Covers	ALL									
339/95	01/01/95	½" Orange Ring Binder	ALL									
340/95	01/01/95	Calibration Certificate	W/L			Not available in master file						
341/95	01/01/95	Service Report	W/L			Not available in master file						
342/95	01/01/95	Service Report Continuation	W/L									
343/95	01/01/95	Inward Check Log	Finance									
344/95	01/01/95	Stickers for Diskettes	Computer									
345/95	01/01/95	Requisition for Passport	Administration	01/01/96								
346/96	01/01/96	One Year Award Certificate	Administration									
347/96	01/01/96	Requisition for Emp. Visa / Transfer etc.	Administration	01/01/97								
348/96	01/01/96	Request for Employee Training	ALL									
349/96	01/01/96	Inspection Report of Drill Collars	TIS									
350/96	01/01/96	Salary History	Finance									
351/96	01/01/96	Policy on Ethical Business Conduct	Administration									
352/97	01/01/97	Post Machinery Inspection Report	TIS									
353/97	01/01/97	Drill Pipe End Area Report	TIS									
354/97	01/01/97	1-1/2" Binder	Administration									
355/97	01/01/97	ADMA MSE W/L Contract DSR	W/L									
356/97	01/01/97	ADMA DSR for Production	W/L									
357/97	01/01/97	ADMA W/L Contact Continuation Sheet	W/L									
358/97	01/01/97	Declaration of Schedule Work	Administration									
359/97	01/01/97	Declaration of Employee	Administration									
360/97	01/01/97	ADMA Daily Equipment Utilization Report	W/L									



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				REV. 01	REV. 02	REV. 03	REV. 04	REV. 05	REV. 06	REV. 07	REV. 08		
361/97	01/01/97	Notice for Renewal of Tenancy	Administration										
362/97	01/01/97	MSE-Service Report/Inspection Summary(NDC)	TIS										
363/97	01/01/97	Work Completion Certificate (NDC)	TIS	01/01/99									
364/97	01/01/97	Vehicle Daily Checklist	M. Base										
365/97	01/01/97	Vehicle Service Request	M. Base										
366/98	01/01/98	Declaration (Heavy Driver)	Administration										
367/98	01/01/98	Driver of the Month – Evaluation	ALL										
368/98	01/01/98	New Driver Evaluation	ALL										
369/98	01/01/98	20 Years Award	Administration										
370/98	01/01/98	Jet Lube Letter Head	Mktg.										
371/98	01/01/98	Jet Lube Letter Head Continuation	Mktg.										
372/98	01/01/98	4" x 9" Envelope	Mktg.										
373/98	01/01/98	15" x 10" Envelope (F/S Size)	Mktg.										
374/98	01/01/98	Employee Training Action	ALL										
375/98	01/01/98	Check List for Emp. Status Change	ALL										
376/98	01/01/98	Contractor HSE MS Audit Questionnaire	Safety	18/05/99									
377/98	01/01/98	DSF Form	Safety	01/06/98	01/10/98	01/05/99							
378/98	01/01/98	MSE Accident Statistics	Safety	01/01/98	01/05/99								
379/98	01/01/98	Corrective Action Report	Safety										
380/98	01/01/98	MSE Planned Inspection Report	Safety	30/05/99									
381/98	01/01/98	Employee Safety Orientation Checklist	Safety										
382/98	01/01/98	MSE Minutes of Meeting	M. Base										
383/98	01/01/98	Daily Tool Box Job Checklist	Safety										
384/98	01/01/98	W/L Requisition Form	W/L										
385/98	01/01/98	Policy on Health Safety Environment	Safety										
386/98	01/01/98	HSE Safety TT Procedure	Safety										
387/99	01/01/99	Termination Notice of Employment	Administration										
388/99	01/01/99	Accident / Incident Investigation	Safety		01/01/99								
389/99	01/01/99	Accident / Incident Fax Message	Safety										
390/99	01/01/99	Vehicle Accident Report	Safety	01/01/84	06/02/99								



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				REV. 01	REV. 02	REV. 03	REV. 04	REV. 05	REV. 06	REV. 07	REV. 08		
391/99	01/01/99	Weekly Time Sheet (TIS)	TIS	14/07/99									
392/99	01/01/99	PRO Dept- New Employee Orientation	Administration										
393/99	23/03/99	Rope Block&Manila Rope Insp. Report	W/L										
394/99	01/01/99	MSE – Estimate Repair Approval	M.Base										
395/99	23/03/99	MSE Quality Improvement / Suggestion Form	Quality										
396/99	01/01/99	MSE Employee Family Status Report	Administration										
397/99	01/01/99	MSE Job Description Assessment Form	Administration										
398/99	01/01/99	Sup –R– Jar Envelopes (Normal Size)	Mktg.										
399/99	01/01/99	Sup –R– Jar Envelopes (A4 Size)	Mktg.										
400/99	01/01/99	Sup –R– Jar Envelopes (F/S Size)	Mktg.										
401/99	01/01/99	Termination Notice/Under Probation Period	Administration										
402/99	01/01/99	Jet Lube Invoice	Mktg.										
403/99	01/01/99	Sup –R– Jar Invoice	Mktg.										
404/99	25/04/99	Master List of Company Forms	Quality										
405/99	25/04/99	Document Transmittal Note	Quality										
406/99	01/05/99	Weekly Checklist	W/L										
407/99	18/05/99	Jet Lube Middle East	Mktg.										
408/99	08/06/99	Letter to Bank Requesting Loan	Finance										
409/99	02/06/99	Call Out Services	W/L										
410/99	03/06/99	Monthly Safety Report	Safety										
411/99	05/06/99	Group life, Medical Motor Insurance	Finance										
412/99	12/06/99	Next service due (Maintenance)	M. Base										
413/99	16/06/99	Wire Change Report	W/L										
414/99	16/06/99	Wire Identification and Log Sheet	W/L										
415/99	16/06/99	W/L Units, Maint., Insp., Test Schedule	W/L										
416/99	16/06/99	Wireline Performance (Monthly)	W/L										
417/99	21/06/99	Medical Fitness Certificate	ALL										
418/99	21/06/99	Employee Request for Loan to Bank	ALL										
419/99	21/06/99	Employee Personal Details	ALL										
420/99	21/06/99	Sick Leave without Pay	ALL										



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				REV. 01	REV. 02	REV. 03	REV. 04	REV. 05	REV. 06	REV. 07	REV. 08		
421/99	04/07/99	Computer Generated Document	M. Base										
422/99	05/07/99	Material Receipt Voucher	M. Base										
423/99	05/07/99	Material Issue Voucher	M. Base										
424/99	05/07/99	External Service Order Acknowledge	M. Base										
425/99	05/07/99	Purchase Requisition	M. Base										
426/99	05/07/99	Store Return Voucher	M. Base										
427/99	25/07/99	New/Emp. Notification&Confmn. Of Meeting	ALL										
428/99	28/07/99	Tender, Quotation & Contract Register	ALL										
429/99	28/07/99	Tender Review	ALL										
430/99	28/07/99	Offer Checklist	ALL										
431/99	28/07/99	Contract Review	ALL										
432/99	28/07/99	Daily Material Issue Report	W/L / M. Base										
433/99	28/07/99	Test Data Sheet	W/L										
434/99	28/07/99	Gauge History Sheet	W/L										
435/99	28/07/99	QC Log Sheet for Electronic Gauges	W/L										
436/99	28/07/99	QC Log Sheet for Amerada Gauges	W/L										
437/99	29/07/99	QC Log Sheet for PDS System	W/L										
438/99	29/07/99	Inspection Report for Cross Over	W/L										
439/9	29/07/99	Non-Conformance / Corrective Action Report	Quality										
440/99	29/07/99	Non-Conformance / Corrective Action Register	Quality										
441/99	29/07/99	Customer Complaint Form	Quality										
442/99	29/07/99	Customer Complaint Register	Quality										
443/99	29/07/99	Vendor Quality Assurance Questionnaire	Quality										
444/99	29/07/99	Audit Non-Conformance Report	Quality										
445/99	29/07/99	Quality System Internal Audit Checklist	Quality										
446/99	29/07/99	Internal Quality Audit Schedule	Quality										
447/99	30/07/99	Training Record Sheet	Quality										
448/99	30/07/99	Job Request	ALL / M. Base										
449/99	31/07/99	Mati Req. (MRQ)/External Service Order (ESO)	M. Base										
450/99	31/07/99	Purchase Order (MMS)	M. Base										

