



SAHARA PETROLEUM SERVICES

Company Objectives Work instruction

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1. Purpose:

- To determine method of issuing, planning and follow up Company Objectives.
- Considering the Company Policy is a framework for establishing and reviewing the company objectives.

2. Scope:

Quality Objectives of SAPESCO.

3. Responsibility:

- 3.1 President
- 3.2 Management Representative
- 3.3 Q. A. Manager
- 3.4 All Divisions Directors

4. Definitions:

- **Company Objectives** : Something sought, or aimed for, related to quality.
- It may fall into " SMART" category that is mean **S** (specific), **M** (measurable), **A** (accountable), **R** (realistic) and **T** (time measured)

5. Forms:

- *Company objective Report (QF-02-001)*
- *Divisional Objective Report (QF-02-002).*

6. Actions:

1. Before the end of the year, president will determine and issue general Quality Objectives of the company for next year in the light of shareholders direction utilizing "Company Objective report" the form # QF-02-001. The objectives are subjected to revision where and when needed.
2. Every Division Director prepares Division Objectives report for his division by using "Divisional Objective Report "form # QF-02-002 for every objective which contain the following items:
 - 1)Objective statement
 - 2)Objective interpretation.
 - 3)Resources required
 - 4)Steps and time table.
3. Division director may break the objectives down to the level of line managers following the same steps above.
4. Q. A. Manager follow up execution of Objectives through Internal Quality Audit, Company Objectives Schedule and every Quarter meeting.

5. By the end of the year, president will review the outcomes with Directors and Q.A .Manager to evaluate the execution. During Management Review Meeting, results will be presented.

7. References:

ISO 9001 standard issue 2000 – item No.5.4.1.

REVISION HISTORY

Rev. No.	Rev. Date	PAGE No.	CHANGES DESCRIPTION
1	3/2/2005	2	Adding a new form " Divisional Objectives Report (QF-02-002)

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