

**البحريفة والصيانة**  
**AIA**  
**البحريفة**  
**OPERATION & MAINTENANCE**

## Alkhorayef Operation & Maintenance Company

- Operation and Maintenance of Water Purification and Desalination Stations
- Operation and Maintenance of Storm Water Drainage Projects
- Artesian Well Photography

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## Editorial

### How to Assume the Highest Ranks in Your Establishment?

This is the title of the book written by Mr. Jeffrey Fox, owner of the Fox Company dealing in the field of consultation and marketing and holder of the "Best American Marketer Award" granted by the "Sales and Marketing Management" Journal.

At the outset of his book, Fox says: "There are several factors that very much affect our job trends such as work habits, luck, timing, social intelligence, talent, persistent work and our selection of assistants and colleagues. These are all relative variables. But if we stood prepared, our chances of acquiring the leadership and job development rise comparatively higher to the chances of the others."

If the shortest way to be a general manager or CEO is by establishing a project or a private company, then Mr. Fox provides - in his book- some advices that help in job promotion in any company or establishment you are working in, whether private or public. The most important of these advices are:

\* Never ignore your boss, whether you are convinced with him or not, for it is impolite to ignore him or neglect his authorities. Confine your role in supporting him to acquire his trust and confidence, and work seriously to make him succeed. He ultimately has the best knowledge of the company and external influences. Your obedience is regarded as the model to what you expect from your subordinates in the future.

\* Never loose your temper. People do not like dealing with those who are characterized with violence and yelling. The self - confident individuals are not provoked by small mistakes. The successful employee remains in harmony with himself, concentrates on his aims and will not allow others to dictate his behaviour. He is always conscious, smiling and optimistic.

\* Arrive early in the workplace and leave late. Always try to come before the others. Those who arrive late are usually those who do not like their work. The early arrival has some psychological dimensions i.e you feel you are in the front and more active. So you do your job with a good mood yearning for achievement and distinction.

\* Take care of your appearance, with no exaggeration, and do not follow the latest fashion and take care of your office cleanliness and tidiness.

\* Strengthen your relation with the customers. Your distinguished relation with the customers is regarded as an incomparable advantage. Your concern about your customers and the public is infact a concern about your future.

\* Raise high the logo of the company, feel proud of it and of the products, memorize the message of the Company, represent its culture and do not mock at it, for it is unbecoming of the future executive officer but the manners of the losers.

After all, the book is full of advices, and what we have presented here is just a small amount of these advices that concern the ambitious seekers of success and leading posts in their workplaces and companies.



Saud Abdulaziz AlSwailem

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**Alkhorayef Message**

**To strive for leadership in all of its business activities by supplying quality products together with professional after-sales support through its carefully selected and highly performing employees and to play a vital role in technology transfer and environment protection.**

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**AlAhmadi Governor Receives Delegation from Al Khorayef**



Governor of Ahmadi Sheikh Ali Al-Abdullah Al-Salem Al-Sabah Tuesday received in his office a delegation from Alkhorayef Commercial Co, Kuwait branch, comprising regional manager of the company Faisal Abdul Qader and director of governmental and administrative relations Sabah Al-Sheemari. Maintenance of oil wells was discussed during the meeting. The delegation also presented the governor with a shield.



**Alkhorayef Holds A course in Storing and Distribution**

Human Resources Department in Alkhorayef Group has held a course for five days in storing and distribution as concepts and applications, at the training halls in Alkhorayef Commercial Company. The course, which was concluded by a field visit to the Company's distribution center by Mr. Asa'ad Jowdah - director of distribution stores in the Company - was attended by a number of Alkhorayef Group staff and some other companies. All participants in the course were provided with the course subject, which displayed the importance of storing, its leading role in rendering the commercial projects a success and its impact on the success of the activity of any organization through the reduction of costs and the satisfaction of the client to the maximum possible degree. At the end of the course sheikh Saad Abdullah Alkhorayef distributed certificates among the participants.

## **Extending Service and Maintenance Contract of ALHotah Oil Fields Between ARAMCO and Alkhorayef**

After seven years of import and maintenance works for Alhotah oil fields -south of Riyadh- by Alkhorayef Commercial Company, Saudi ARAMCO decided to extend this contract with Alkhorayef Commercial Company for further five years as of 1/7/2000.

ARAMCO has chosen Alkhorayef Commercial Company for the high standard, which characterized this Company, supported by the central workshop services in Riyadh and the competitive prices.

ARAMCO has also authorized Alkhorayef Commercial Company to import and install 14 submerged electric (Centerlift) pumps in the Kingdom's oil fields. Ten pumps are specified for Alghawar oil field in the Eastern Region, which is the largest productive oil field in the world, and four pumps in Alhotah oil field.

## **Agricultural Bank Thanks**

### **Alkhorayef Commercial Company**

Alkhorayef Commercial Company received a thanks message from H.E the General Manager of the Agricultural Bank Mr. Abdullah bin Sulaiman Alshuaibi for the facts exhibitid by the Company in Alyamamah journal supplement about the role of the bank in the development of agriculture in the Kingdom.

Mr. Alshuaibi said in his message: (Iam glad to present to your excellency my thanks and gratitude for your positive role in the informative supplement of Alyamamah journal, which displayed the leading and important bank role as a loan provider in supporting the agricultural development witnessed by our beloved country).

## **Alkhorayef Commercial Company Signs A contract with Coca Cola and Extends its Contract with Petrol Development of Oman (P.D.O)**

Petrol Division in Alkhorayef Commercial Company signed a contract with Saudi Arabia Coca Cola Company to import a submerged electric (Centerlift) pump to install it in the Company's well in Riyadh city as a gesture of confidence from Coca Cola in the standard of the Company's equipment and services, and fostering of the solid relations between Alkhorayef and a number of leading international companies.

On the other hand, the Company's branch in Sultanate of Oman signed a contract with P.D.O to extend the import, installment and maintenance contract of the submerged electric pumps in Alfahood oil fields to six months as of 1/8/2000.

This extension comes as an enhancement to the existing and continuing relations between the two companies for more than five years in the field of import, installment and maintenance of the submerged electric pumps for the use in oil production in Sultanate of Oman.

# TASKS SCHEDULING

By: Omar Othman



As part of knowledge management and sharing policy, which I will suggest to be adopted here in Al khorayef group, I present this article hoping that it will benefit at least two readers, because in this way knowledge will be spread in a geometric progression with a power of two.

Tasks are things, which you do in your day- to- day activities. They are consuming time and time per day is limited to 24 hours (1440 minutes). The competing activities to consume this time fall mainly in the following categories:

- Work activities.
- Rest.
- Social relations.
- Family.

Because work hours represent the major time consumer (approximately one third of your day as an employee is spent at the workplace), therefore we have to utilize this big portion of the time more effectively otherwise we will be wasting a very big part of our life and costing our employers very much against the lost time which rewards nothing to them.

As part of time management I am trying in this article to shoot out a very short and effective ways of scheduling your tasks.

### How to schedule your tasks?

By task scheduling I mean arranging and doing your tasks in a manner, which will reduce time, effort and releases stress.

Some of the ways of task scheduling which prove to be very useful and effective are:

First: Try to study the types of tasks your are doing to be able to categorize them in one of the categories which I will mention later.

Second: Identify where the tasks fall in the following categories:

- Important
- Urgent
- Long
- Short
- One which could be delegated

Based on the above categories we can have the following grid, which will help us in identifying different combinations for the tasks

	Urgent	Important
Short	1 urgent and short	3 important and short
Long	urgent and long	4 important and long

Urgent tasks are the ones for which the immovable

deadline becomes nearer, and the nearer the immovable deadline time the more urgent the tasks.

Important tasks are the ones, which will require more of your time.

Based on the above grid, tasks priority could be as follows:

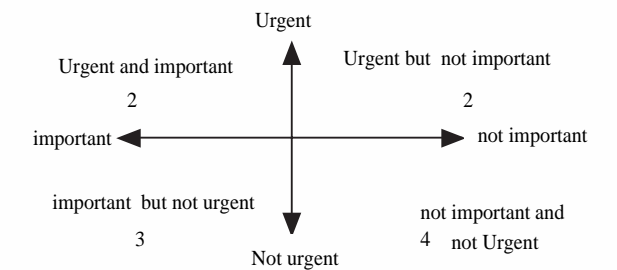
- First do the short and urgent tasks.
- Next do the urgent long tasks either by yourself or by delegating it.
- Next do the short important tasks.
- Lastly do the long important tasks.

Other combinations are possible such as short not important, long not important, short not urgent or long not urgent. This last group is subject to the short and long criteria. i.e do the shorter tasks first then the longer tasks.

### What tasks to delegate

Delegation is an art which if mastered could lead to a huge amount of time saving and on the job training facility.

For delegation purposes we can categorize tasks as follows;



You can effectively delegate tasks which fall within category2 and category 3 i.e you can delegate:

- Important but not urgent tasks - those tasks which require your input but do not need to be completed very soon.

- Urgent but not important tasks- those tasks which need to be completed very soon but which do not require your input

Also you can delegate:

- Tasks which will enable the employees to use their expertise.

- Tasks which give the employee experience.

- Whole tasks i.e those which do not depend on you doing something.

Try the above system and try to make it be a routine one and you will see the effect.



Alkhorayef Maintenance & Operation Company

# More than SR 500 million contracts

Alkhorayef Maintenance and Operation Company has dedicated men for water, the most life-supporting element on earth and the most precious in times of drought and poverty.

Alkhorayef Maintenance and Operation Company is one of Al-Khorayef Group of Companies. It started like any of the other companies, a division in the mother company. It began its activity in 1405H. with the first administration, operation and maintenance of the private wells project with the Ministry of Agriculture and Water. During that period, the Company successfully completed the replacement of the turbine pumps at the wells field with submerged electric pumps. The Company has also completed works at AL-Bowaib field, which feeds Riyadh city with drinking water, by replacing turbine pumps with submerged electric pumps.

Hence, the works of that division took off and expanded to include the operation, maintenance and administration of drinking water projects in different regions of the Kingdom.

The Company was established in 1411 H. - due to the increase of work size - to provide better services to its clients. Afterwards, the activities expanded and work

fields varied, where it entered in the projects of operation and maintenance of water purification plants all over the Kingdom with the following internationally recognized methods in the field of water purification and desalination:

1- In the field of water purification by reverse osmosis, the Company operates and maintains Onaiza water plant with a daily productivity capacity of 493000m<sup>3</sup>. It also operates and maintains the water purification plant of Rafhaa Refugee Camp and Hail water plant with a daily productivity capacity of 1200m<sup>3</sup> and 40,000m<sup>3</sup> respectively. Hail water plant daily productivity is expected to increase to 100,000m<sup>3</sup> and will be the biggest water purification plant in the Middle East.

2- In the field of water purification by dialysis, the Company operates and maintains AL Quwaiya water plant with a daily productivity capacity of 6700m<sup>3</sup>.

3- In the field of sea water desalination, the company operates and maintains Air Defense Force water plant by flash distillation and reverse osmosis with a daily productivity capacity of 1.340.000 gallons. This plant produces pure drinking

water conforming with the Saudi and international standards.

The Company is supported by its long experience in executing water projects whether for drinking or agriculture. It is also one of Alkhorayef Group of Companies that has a number of agencies for big international machine and pump companies; in addition to the manufacturing fields.

Alkhorayef Maintenance and Operation Company is keen to provide high standard services; for its field of work is highly sensitive



because of its close association with water- the most important element in life. For this reason the Company enhanced its human and technological resources and was able to have the Classification Certificate from Contractors Classification Agency in the Ministry of Public Works, which enabled it to compete in several big projects.

To maintain the international standard reached by the Company, H.E Sheikh Abdulrahman Alkhorayef - head of the board of directors - is keen to provide the best services to the clients of the Company, wherever they are.

H.E General Manager Mr.

Abdulmohsin AL Khamis emphasizes that - by the grace of Allah, credibility of the Company and good reputation - the Company is able to grow into one of the biggest companies in the Kingdom of Saudi Arabia in this field. This is proved by having several important projects with contracts exceeded S.R500 million, in addition to its work in the water field, wells and purification plants maintenance. The Company is, currently, carrying out and maintaining several storm water drainage projects and surface water drainage projects in different regions in the kingdom.

\* Utilizing storm and surface water for agriculture.

\* The Company operates the biggest plant for water purification in the Middle East.



The Company has resorted to the latest methods, equipment and technologies in maintaining the lines of water, sewage, water purification plants, storm and surface water drainage; for instance using special cameras to detect problems in the lines through displaying them on a video tape so that the specialized staff can determine the damage and choose the right method and equipment to solve the problem that obstructs easy flow of drinking water, sewage, storm or surface water drainage.

This is done through collaboration with specialized American companies in this field.

The Company does not stop at this limit. It is always searching for any modern technology to employ it in the projects in order to ensure the efficiency and quality to its clients with the latest international standards and competitive prices.