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A COMPUTERIZED INDUSTRIAL DATA BANK (MOIEDAB)

FOR THE

MINISTRY OF INDUSTRY AND ELECTRICITY

KINGDOM OF SAUDI ARABIA

Prepared by

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UNIDO Consultant

UNIDO

Vienna

November 1985

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MISSION REPORT

1. INTRODUCTION AND TERMS OF REFERENCE

The general purpose of the project in the Ministry of Industry and Electricity in Riyadh, Saudi Arabia is to set up an institutional infrastrucure which will contribute through systematic collection, generation and processing of industrial and technolopgical information to the greater flow of such information to governmental and private bodies and enterprises.

The specific duties of the mission can be summarized as follows:

1. To assist with selection of new hardware and appropriate software, or if the present hardware system is to continue, to assist in upgrading of hardware system and appropriate software;

2. To study comments madeby different departments of the Ministry on the expert's report of the first part of the mission;

3. On the basis of (2) above, and recommendations in his report, to advise on the design of the industrial database system and to give necessary guidance in the implementation thereof;

4. To advise on the method of evaluation and monitoring of the system;

5. To advise on the training of personnel;

6. Prepare technical report in both English and Arabic.

11. IMPLEMENTATION

1. Selection of hardware:

My first meeting with Mr.Mohammed Ashour Abdullah al-Rifa'i,the new director of the Department of Planning and Budget and who supervises the Computer Center, convinced me that the Ministry was not prepared to adopt my earlier recommendation regarding the purchase of new computer hardware and off-the-shelf-software to establish the much needed industrial database which the Ministry wants to establish. Therefore, we agreed to go to the second alternative which I have proposed in the same study. This alternative calls for the improvement and upgrading of the present hardware system. I informed Mr. Ashour of the necessity to acquire a new and bilingual printer since the present printer is very slow and suffers from the poor printing quality. As a matter of fact, the only printer which is connected to the computer was down most of the time when I was at the MOIE. The addition of a new printer will enhance the printing capability of the existing computer and will result in having a spare terminal when one of the terminals ceases to function properly.

During my visit, I met with representatives of Electronic Systems Co. which was recently awarded the computer maintenance contract, and asked them to provide price quotations for installing and operating bilingual printers to DG 350. This data could not be obtained readily from the computer marketplace since the DG 350 system, as we stated before, is an old system which must be modified before adding to it any new peripherals.

I also discussed with Mr. Ashour and submitted to the Deputy Minister a third proposal which calls for the shared use of the new computer recently purchased by the Electricity Corporation. The VAX 11/730 computer is a new model which represents the latest in computer hardware technology for a minicomputer of this size. The software being used is top quality database management system which could be used to produce the desired MOIEDAB. If necessary, the Industrial Agency could negotiate with the Electricity Corporation a charge-back system which could benefit both agencies.

There are advantages and disadvanatages for each of these alternatives. The use of the VAX computer may provide fast access and quality product, but it will also require more time from the MOIE computer center staff who must be trained on the use and programming of the new computer. There is also the danger of treating the computer tasks of the Industrial Agency as low priority that is handled when all the Electricity Corporation's Tasks are completed.

The use of DG 350 computer, on the other hand, does not require retraining of the present MOIE computer staff who are very familiar with operating the system and programming the machine. With the removal of most of the Electricity Corporation's work from the DG 350, the machine is now underutilized and therefore the MOIEDAB system will occupy a top priority in the Computer Center, both in its development and future maintenance.

2. Comments Made by Different Departments:

Comments on my report of the first mission were compiled by the Office of the Deputy Minister and were made avilable to me upon arrival to the MOIE. The comments were very constructive and expressed support and enthusiasm for the project. As a follow-up to these comments I decided to interview the directors of the three departments: Industrial Department(ILD), Foreign Investments Department(FID), and Statistics Departments. They all agreed that the time has come for the Ministry to computerize its industrial licenses system and follow the recommendations detailed in my report on the first mission. The director of the statistics department, however, warns that without additional staffing and the training of that staff, his department will not be able to process the license applications it now has. He did not agree with my recommendation that some of the existing staff could be relieved from their existing responsibilities to devote their time to organize, edit and verify the license applications available in his department and prepare them for input into the computerized system once it becomes operational.

The director of the FID was more optimistic and he informed me that his department has already selected six staff members to visit licensed factories and fill out reports which will be used to update data on the licenses granted to these factories. This is a commendable step in the direction of solving the problem of gathering information on the latest status of the licensed factories since many of these factories seem reluctant to provide the Ministry with the needed follow-up data requested by the Ministry.

There was a comment by the director of the statistics department regarding the restriction of input and output functions to the staff of the respective departments. According to this propostion, the staff of the ILD will not be allowed to enter or change data in the FID files and vice versa. This is a situation which needs to be investigated by the dpartment heads and for them to reach a mutually acceptable agreement on this point. I could understand the reasons for not allowing departments to change or edit or alter in any way or fashion information entered by another department without prior authorization or approval. However, there is no reason why another department, say IL can not view data entered by the FID. This is known as viewing or showing data without altering it. The system in its design form will allow departments to view each others data but not to alter it. If this will not be acceptable to department heads, we can revise our plans so each department will be restricted by the use of authorized passwords to enter only its own files and not the others.

The system could be perfected at a later stage to allow for message exchange system. The objective of the message exchange system will be to facilitate communication and dialogue between users in the Ministry. It is an electronic mail system where messages are exchanged between the parties involved using the terminals avaialble in their offices. This will expedite information transfer and exchange among the various departments.

I. Design of the Database

I held daily meetings with the computer center staff: Reynaldo Estudillo, Wilfredo Torio and Imad Rashid. I discussed with them database requirements, users' needs, and specifics of designing computer programs that take these needs and requirements into consideration. While the users' requirements are few at this time, we expect the users to articulate their needs and requirements once they begin using the system.

Input forms were discussed with the computer staff. Two forms were designed: Industrial License Input Form, License Alterations and Cancellations Input Form, and Foreign Investments Form. Types of reports to be generated were identified and their functions delineated. Input of data will be entered directly on the screen from the completed license application forms, instead of the old method of

recopying the data on special input sheets. The latter process is time consuming and will result in an increase in the number of errors made by the individual(s) transcribing the information from the actual license application. This procedure will be facilitated by the training of the staff from the ILD. This same staff will be responsible for the accuracy of data by eliminating the intermediaries.

The Industrial Database will consist of the following files:

A) Input files consisting of four such files:

1. International Satandard Industrial Classification Code (ISIC) File: This is a numeric field file consisting of six digits which represent the ISIC code and two digits for the product code.

2. Geographic File:
This is also a numeric field file consisting of three digits which represent each country and/or nationality of a foreign investor.

3. Transaction File:
This file will contain actual licenses. The information will be taken from the completed license application forms. This is a mixed field, i.e. alphanumeric.

4. Industrial License File:
This file will contain validated data from the transaction file. The master file will contain data on all licenses entered into the system. This file is also alphanumeric.

Input in the above files will be in both Arabic and English languages. Thus, the user can retrieve any of the codes by inputting the Arabic or English term and vice versa.

Once the geographic and ISIC codes which are currently available are input into the system, they must be edited and verified by staff members in the ILD and FID to ensure accuracy.

The enlosed computer flowcharts(Appendix 1) illustrate the procedures which will be followed in creating each of these four files. The other three charts show procedures for the master file update, print reports,and online inquiries

B) Output Files:

The output files will consist of 25 files.These files have been identified in my report of the first part of my mission. The files are now known to the computer center staff. There will be two levels of information provided by MOIEDAB. At the first level, the system can deliver either all of the licensors available for a specific product or all of the products available from a specific licensor. At the second level, the system can provide detailed information about a particular industry or product and its licensors. The database will

also maintain statistical data for products on a list of parameters that are related and required for market analysis and evaluation. There will be three key elements in the system. They are: 1) product code; 2) geograpgic; and 3) type of information. The general idustries file will provide the user with general information covering all manufacturing companies in the Kingdom. This file will be organized by industry. Information can be retrieved from the file by using the ISIC code. The code, like the other three codes will be availble online.

System Flowchart:

As the attached system flow chart (Appendix 11) shows, a good part of the work on the MOIEDAB must be done outside the computer room. The flow of work will require the ILD and the FID in particular to receive and verify datain the license applications. If the data is incomplete, it must be returned to applicant for completion. If the application is complete, it must be assesed and approved and then sent on to the encoder/verifier. He will code all coded data and verify it. The license application will then be placed in folder or special cover for proper handling and then sent on to the control clerk who will prepare a transmittal form and send it along with the application to the Computer Department. There, the control clerk will verify the number of documents and send them to the data entry operator who will enter the documents into the computer. The data entry will be followed by computer validation. If the document is rejected, it will be added to the list of rejected documents. If it is accepted it will be added to the list of accepted documents. A series of comparisons will be made between the rejected or accepted documents and the accepted or rejected listings until corrections are made and incorporated in the corrected listing. This listing will then be used to update the master file and produce needed reports.

One of the most imporatant aspects of the database is the follow-up. According to established procedures in the ILD and FID, follow-up letters are sent to projects and industries every six month. This is designed to ensure the gathering of the latest data on the progress being made by the licensed project. In the computerized system, the same follow-up letters will be prepared and sent to the projects. The system will be programmed in such a way that it will automatically issue a list of projects which are due for follow-up. A by-product of the system will be a word processing component which will contain a standard follow-up letter with variables in it which will allow the system operattor to complete these variables based on the merits of the individual claims. These letters will be automatically addressed to the projects as it is identified in the system. The letters will be ready for mailing to these projects. Once the follow-up response is received by the ILD or FID, the information will be incorporated in a follow-up form, which in turn will be sent to the control clerk. The clerk will then prepare transmittal form and forward it to the Computer Center. There, the clerk will verify the number of documents transmitted and sign the transmittal form before sending it over to the data entry operator. The operator will enter the documents into

the computer and generate computer prinouts of follow-up listings. The printouts will be checked against documents and the follow-up file wil be completed.

The above description of the work flow shows that the ILD and FID are ultimately responsible for the gathering and verifying of the industrial data. No one else can do it for them, and no matter how sophisticated the computer system or how powerful the programs are, they are worthless if the data generated by the two departments is inaccurate,incomplete or outdated. The task of sorting out licenses and separating the licenses issued which are estimated at 3,000 from the actual in operation licensed factories which are known to be only 1,800 is not going to be easy, yet someone has to be responsible for completing this important task. Otherwise the MOIE may wind up having a good computer program for industrial licenses and no database.

In order for the work to proceed as smoothly as planned, the two departments must begin to pull out the industrial licenses applications, verify the data contained therein, update the license information through established procedures and ready the applications for input into the system during its first trial run and later on when the system is up and running. It is recommended, therefore that each dpea tment in the Ministry should select or appoint two staff memebers to be trained and later assume responsibility for storing and retrieving industrial data using MOIEDAB. The second person is a backup in case the first person leaves the Ministry or the department for some reason. Immediate selection should be made by the following departments: Industrial Licenses; Foreign Investments; and Statistics. These departments are the prime producers and users of data to be stored in or retrieved from the System. Other departments can select representatives from their staff at a later date. I will elaborate further on the subject of training of personnel in section 5.

Record Layout:

As the enclosed record and screen layouts (Appendix III) show, the Industrial License Database record has been Arabized and defined as to the field name, its length, and format. The field name is derived from the IL application form. The length of the field is determined on the basis of our evaluation of each of these fields and whether or not the field will be coded. We have also identified the format of the field on the basis of our analysis and study of the available license applications. The format of the field can be numeric or alphabetic or mixed (alphanumeric). Some numeric fields will be compounded to facilitate mathematical computations

Programs:

Each of the location and transaction programs wil contain the following routines: 1. add; 2. change; 3. delete; 4. examine (review); and 5. print. I have also advised the programmers to write a program for updating the master file.

Time Table:

The time required to develop all programs will be eight to nine months using the present computer programmer and system analyst. It was made clear to Mr. Ashour, Director of the Department of Planning and Budget that the time could be cut in half if the two could be allowed to work overtime between now and February 1986. This will expedite the process and will enable the Ministry to have the programs ready for testing and trial runs before actual implementation.

Simultaneous with the time table for writing the programs should be a time table for readying all IL and FI applications for entry into the system. Any delay in this process will result in significant delays in the implementation of the MOIEDAB project.

4. Method of Evaluation and Monitoring of the System:

The most effective way to monitor the system will be through a MOIEDAB user's group or council formed in a standing committee . The group or council should consist of represenatives of the prime users of the system in the Ministry, particularly the following departments: IL, FI and Statistics in addition to the CD programmers and system's analyst(s) . The group will evaluate the system as its members use it on daily basis. Their comments and suggestions will be taken into consideration by the designers of the system and every effort must be made to implement all valid recommendations and suggestions that could lead to the improvement of the system and making it responsive to the needs of the users. If it becomes necessary, the services of this or another consultant could be requested to evaluate the system and its use. The ongoing evaluation, however, should take into consideration the structure and format of the database, the extent of its userfriendliness, its ability to relate fields together and combine them by using boolean operators(and, or, not) and availability of user aids and the ease by which these search or user aids could be used.

In addition to evaluating the system, the contents of the database should also be evaluated as to their up-to-dateness, accuracy and organization. The system's harware will also be a factor in evaluating the system, for example the speed by which the system responds, the quality of printed reports both in English and Arabic languages and its ability to produce statistical charts and graphs in black & white and in color,

5.Training of Personnel:

The most effective and expedient form of training will be in-service training ,i.e. training by the Ministry's Computer Department staff. The training will concentrate on the use of the Ministry's computer hardware and the MOIEDAB system. This will include adding, editing, or deleting data. Since the MOIEDAB system as it is presently perceived will be user friendly, the training will be easy and fast.

The training program should take into consideration the needs of the MOIE to follow national policy of Saudization by selecting and training Saudi employees to take over positions currently being held by non-Saudis. Since the cancellation of the MOIE contract with SIAM Company which had Arab-speaking staff in the Ministry's Computer Department, the Ministry does not have Arab-speaking computer experts, except in the Computer Dept. of the Electricity Corporation. I would like to emphasize, once again, my earlier recommendation concerning the joint UNIDO/MOIE appointment of an Arab-speaking system's analyst capable of supervising the Computer Department(CD) in the absence of a Saudi Director of this Department,and who can work with the existing CD staff on the actual implementation of the MOIEDAB project, and train the Saudi staff in the Ministry on the use of the computer and the MOIEDAB system. A proposed job description for the system's analyst position was provided in my report of the first part of the mission. I would urge the Ministry to work with UNIDO on this important joint appointment

As part of the training program, a user's manual should be produced. The manual should describe, in greater detail, the scope and contents of MOIEDAB, signon procedure, organization of the database, the search process, basicsearch logic, printing search results and documents online, displaying search results online. The manual must include the following chapters: General functions and description; Signing-in procedures; Inquiry System; Contents of the MOIEDAB system;and Message Exchange system. The manual should be written in Arabic and in such a way as to make it easy for a lay person (non-computer expert) to understand the system, follow instructions and operating procedures of MOIEDAB online inquiry sytem, the contents of MOIEDAB, its coverage, as well as its limitations. The manual must ,therefore, be simple in its design, non-technical in its language and user-oriented.

To facilitate the system's use and training staff on its use, all codes will be interpreted in both Arabic and English and stored into the system as subfiles. This method will allow users to identify the code number for any coded subjects whether it is the ISIC code, or geographic, or materials code, or codes for cities and regions in Saudi Arabia.

I am also recommending that the system's guide or instruction manual be incorporated into the system and can be called online. This will faciliate use of the system by any authorized individual without the need to go back and forth to the printed manual.

5. I am pleased to submit this report in both English and Arabic as requested by UNIDO and the MOIE.

Acknowledgements:

I wish to express my sincere thanks to HE the Deputy Minister for Industrial Affairs and all directors of departments in the Ministry for their support and cooperation during the conduct of this study.

Special thanks to Mr. Mohammed Ashour and his staff in the Computer Center Department, Mr. Samir Gindi and Mr. Ranjit Withana and Mr. Gabriel Rezek, I hope that this report will help the Ministry in building a sound database for industrial information that will be of help to all industrialists and decision makers in the Kingdom of Saudi Arabia. I feel confident that the recommendations presented to the officials in the Ministry will, under their close supervision and with their support, lead to the establishment of the proposed database.

Dr. Mohammed M. Aman
November, 1985

APPENDIX I

بسم الله الرحمن الرحيم

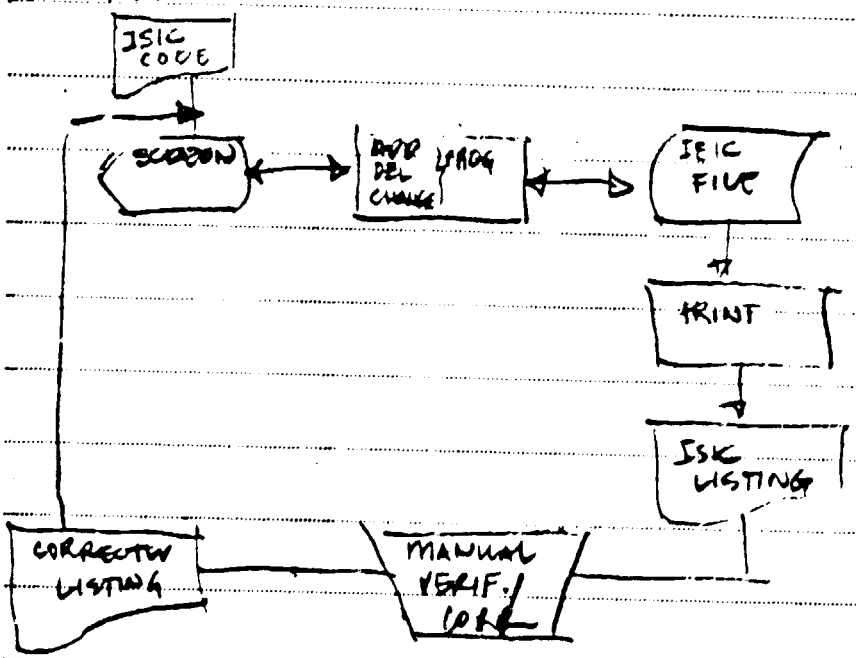
المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع COMPUTER FLOWCHART .....

ISIC FILE



بسم الله الرحمن الرحيم

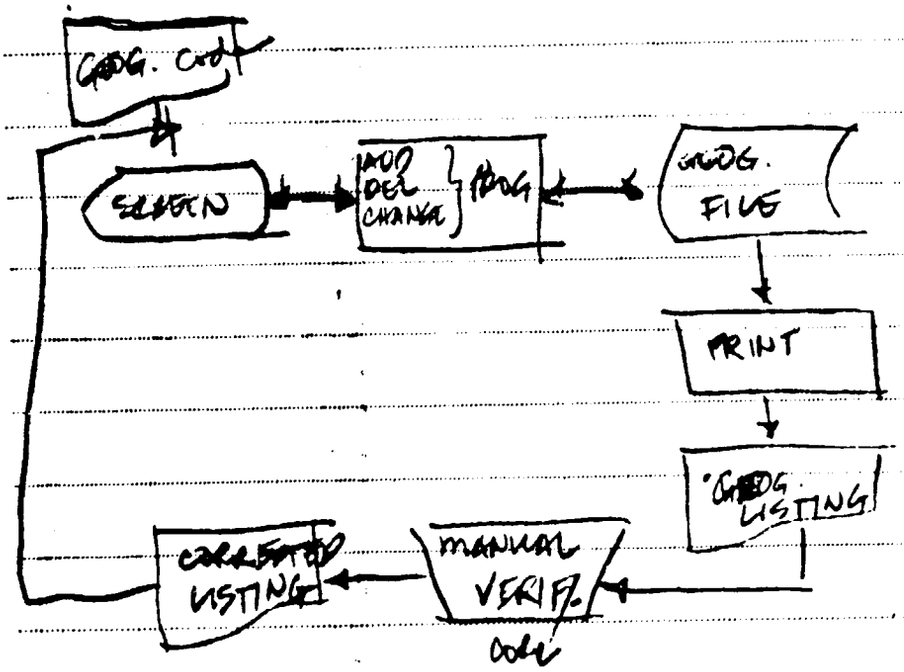
المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

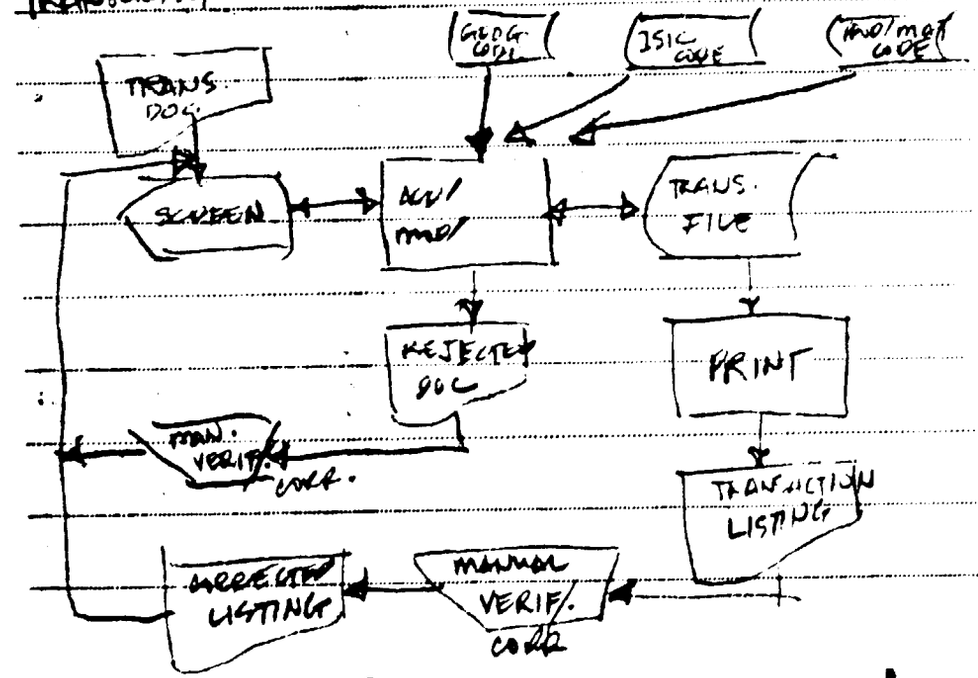
التاريخ .....

الموضوع .....

GEOGRAPHIC FILE



TRANSACTION FILE



بسم الله الرحمن الرحيم

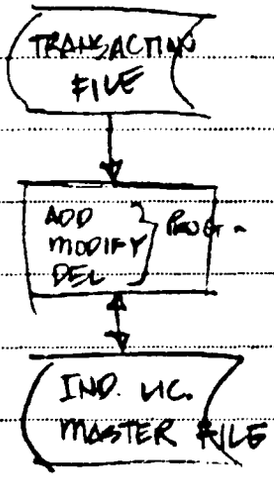
المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

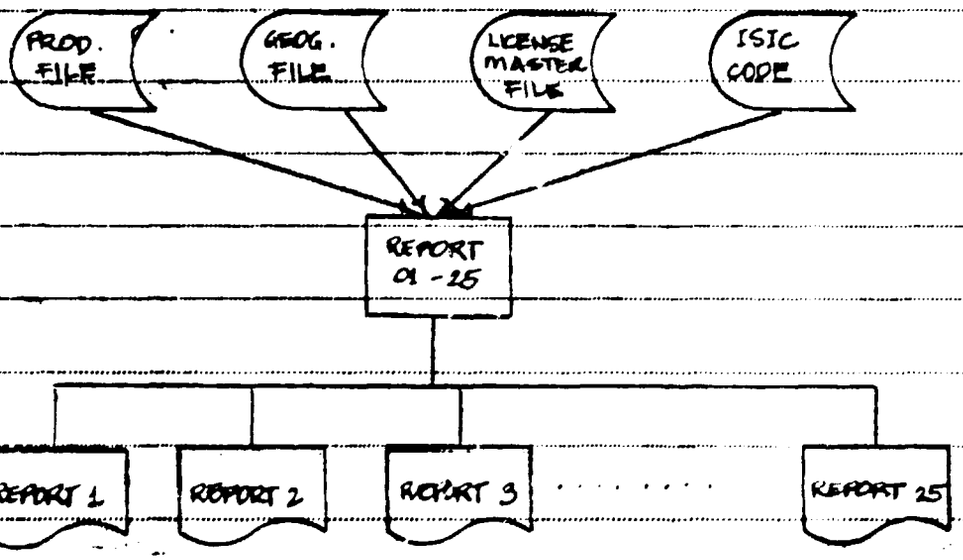
الموضوع .....

MASTER FILE UPDATE



TRANS. CODES
1 - ADD
2 - MODIFY
3 - DELETE

PRINTED REPORTS



بسم الله الرحمن الرحيم

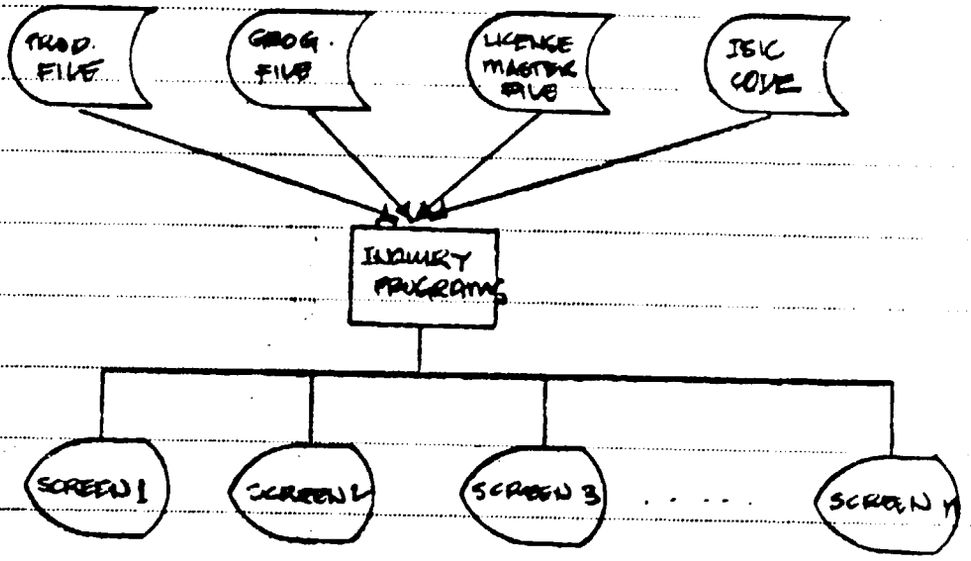
المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

ON-LINE INQUIRIES



APPENDIX II

بسم الله الرحمن الرحيم

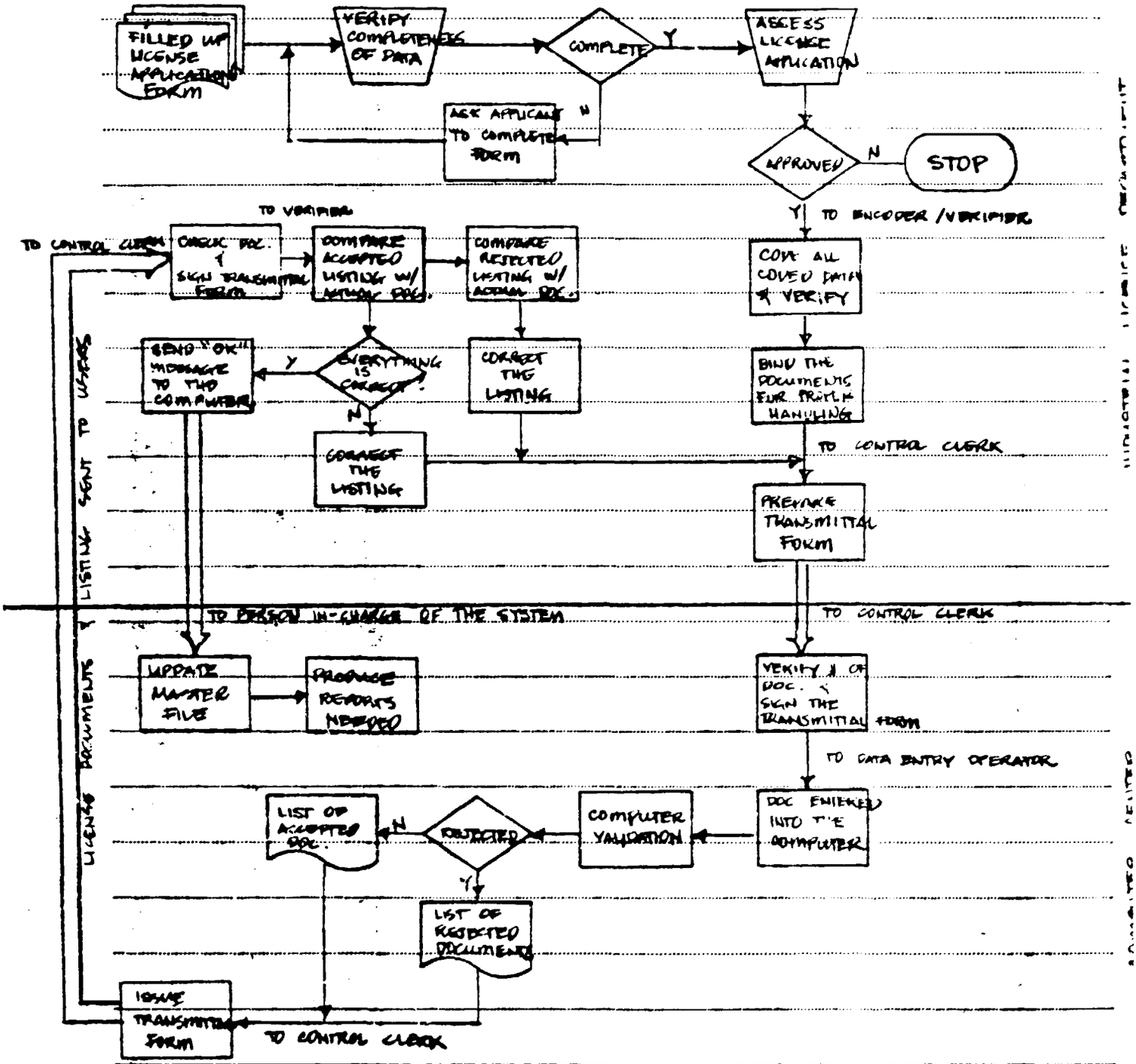
المملكة العربية السعودية

وزارة الصناعة والكهرباء

اسم المحرر ..... الترقيم .....

التاريخ .....

الموضوع ..... SYSTEM FLOWCHART



بسم الله الرحمن الرحيم

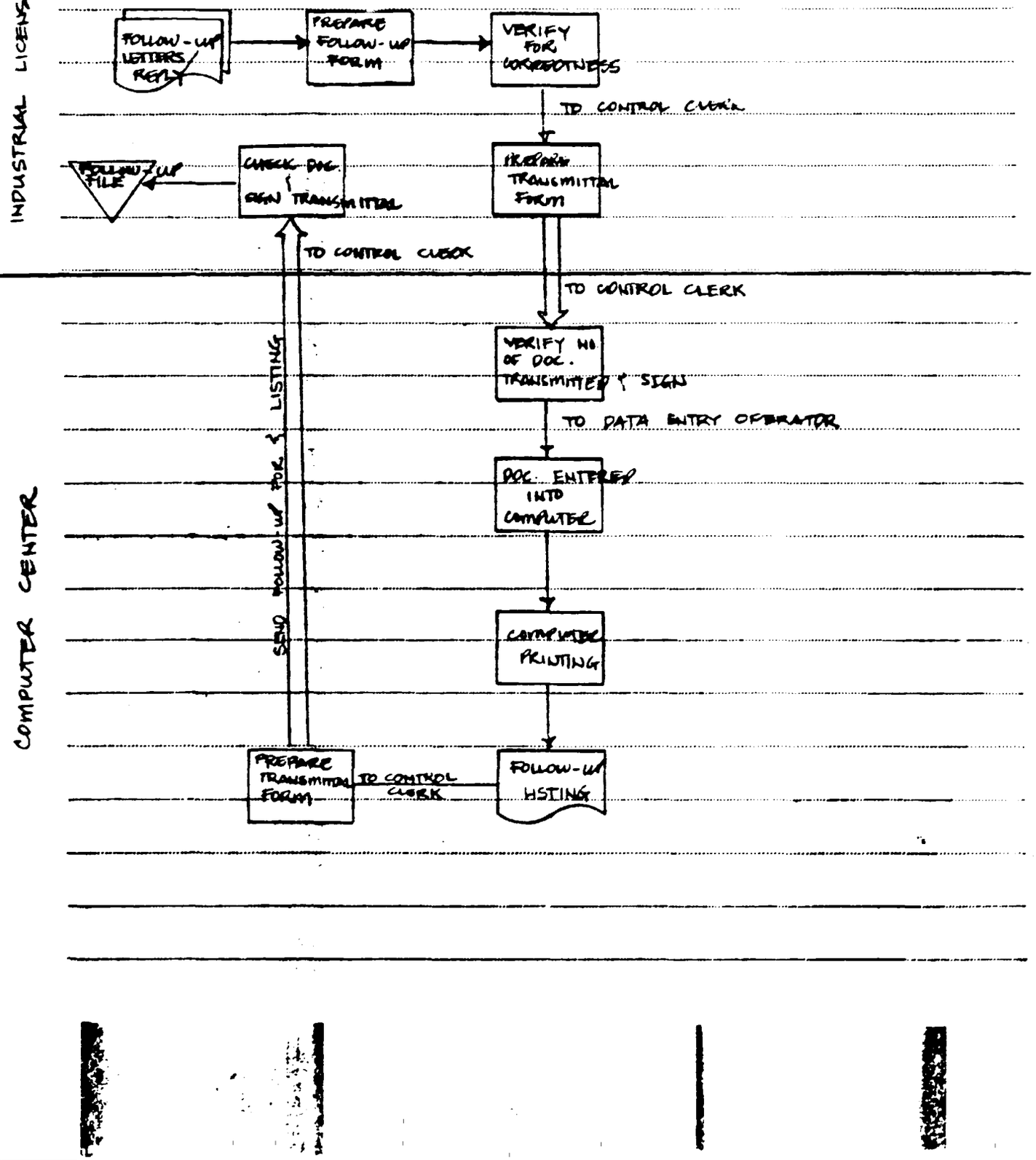
المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ——— التوقيع

التاريخ

الموضوع

FOLLOW - UP



APPENDIX III

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

RECORD LAYOUT

LICENSE DATABASE (Licenses.dat)

FIELD NAME	LENGTH	LOCATION	FORMAT
License Number	7	1-7	Numeric
1. License Details			
Company's Arabic Name	70	8-	Alphanumeric
Company's English Name	70		Alphanumeric
Region	1		Numeric
City/Town	2		Numeric
License Date	7		Numeric
Investment Type	1		Numeric
Project Status	1		Numeric
Classification Code	6		Numeric
Statutory Entity	1		Numeric
Filler	5		
2 Project Owners & Share Capital	occurs 10 times		
Arabic Name	40		Alphanumeric
English Name	40		Alphanumeric
Nationality Saudi-Other(s)	9		Alphanumeric
Address	60		Alphanumeric
Telephone	7		Numeric
Telex	15		Alphanumeric

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

RECORD LAYOUT (Cont.)

FIELD NAME		LENGTH	LOCATION	FORMAT
Telegram		20		Alphanumeric
% Share	99.999	3		Comp-3
Filler		11		
3 Similar Projects		occurs 60 times.		
Arabic Name		70		Alphanumeric
English Name		70		Alphanumeric
Region		1		Numeric
City/Town		2		Numeric
Annual Production Output		20		Alphanumeric
Follow-up Status		19		Alphanumeric
Filler		8		
4 Materials Imported		occurs 16 times.		
Type				Numeric
Authorization Number		10		Numeric
Measurement Unit		10		Alphanumeric
First Year Amount		9(8)		Comp-3
Second Year Amount		9(8)		Comp-3
Third Year Amount		9(8)		Comp-3
Filler		8		
5 Products		occurs 16 times.		
Type				Numeric
Number Of Working Hours		2		Numeric

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

RECORD LAYOUT (Cont.)

FIELD NAME	LENGTH	LOCATION	FORMAT
Number of Annual Working Hours	3		Numeric
Annual Production Output	20		Alphanumeric
Filler	5		
6. Materials Needed in Production	occurs 50 times		
Raw Material	20		Alphanumeric
Measurement Unit	10		Alphanumeric
Quantity	9(10)		Comp-3
Unit Price	99999.99	4	Comp-3
Amount	9(10)		Comp-3
Type	1		Numeric
Source	1		Numeric
Filler	5		
7. Machinery & Equipment	occurs 95 times		
Type	40		Alphanumeric
Quantity	9(4)	4	Comp-3
Unit Price	9(5)99	4	Comp-3
Amount	9(10)		Comp-3
Comments	15		Alphanumeric
Filler	5		
8. Manpower Requirements			
Job Classification	1		Numeric
Number of Saudi Employees	2		Numeric

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر _____ التوقيع _____

التاريخ _____

الموضوع _____

RECORD LAYOUT (Cont.)

FIELD NAME		LENGTH	LOCATION	FORMAT
Number of Non-Saudi Employees		2		Numeric
Total Number of Employees		2		Numeric
Average Monthly Wage		9(5)		Comp-3
Total Monthly Wage		9(6)		Comp-3
Total Annual Wage		9(7)		Comp-3
Benefits	9(7)/9(2)	10		Alphanumeric
Filler		5		
9 Details of Project Management		300		Alphanumeric
Filler		10		
10 Plans for Training Saudi Employees		300		Alphanumeric
Filler		10		
11 Provision On Equipment For Environmental Protection		300		Alphanumeric
Filler		10		
12 Land & Building Requirements				
Land Total Area		9(5)		Comp-3
Land Cost Per Square Mtr		9(3)		Comp-3
Land Rental Cost Per Square Mtr		9(3)		Comp-3
Land Total Value		9(6)		Comp-3
Land Total Annual Rental		9(7)		Comp-3
Buildings Total Fiber Area		9(5)		Comp-3
Production Building Total Area		9(5)		Comp-3
Production Building Construction Type		1		Numeric
Production Building Cost Per Square Mtr		9(9)		Comp-3

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

RECORD LAYOUT (cont.)

FIELD NAME	LENGTH	LOCATION	FORMAT
Production Building Total Cost	9(8)		Comp-3
Warehouses Total Area	9(5)		Comp-3
Warehouses Construction Type	1		Numeric
Warehouse Cost Per Square Mile	9(4)		Comp-3
Warehouses Total Cost	9(8)		Comp-3
Administration Building Total Area	9(5)		Comp-3
Administration Building Construction Type	1		Numeric
Administration Building Cost Per Square Mile	9(4)		Comp-3
Administration Building Total Cost	9(8)		Comp-3
Total Building Cost	9(9)		
Filler	8		
B Electricity & Water Requirements			
Electricity Source	1		Numeric
Volts Required	1		Numeric
Operational Capacity	9(5)		Comp-3
Capacity For Lighting & Misc.	9(4)		Comp-3
Annual Electric Cost	9(6)		Comp-3
Water Source	1		Numeric
Water Annual Consumption Quantity	9(4)		Comp-3
Cost Per Ton	9(2)		Comp-3
Water Annual Cost	9(6)		Comp-3
Filler	8		

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

RECORD LAMAT (Cont.)

FIELD NAME	LENGTH	LOCATION FORMAT
14 Capital		
Land	9(8)	Comp-3
Bulding	9(9)	Comp-3
Machinary & Equipment	9(10)	Comp-3
Installation Wages	9(6)	Comp-3
Vehicles	9(6)	Comp-3
Furniture	9(6)	Comp-3
Total Fixed Capital	9(11)	Comp-3
Annual Land Rental	9(7)	Comp-3
Annual Bulding Rental	9(7)	Comp-3
Raw Material	9(6)	Comp-3
Salaries & Wages	9(6)	Comp-3
Fuel	9(5)	Comp-3
Electricity	9(5)	Comp-3
Water	9(5)	Comp-3
Maintenance	9(6)	Comp-3
Marketing	9(6)	Comp-3
Total Working Capital	9(8)	Comp-3
Total Capital	9(11)	Comp-3
Filler		

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

RECORD LAYOUT (Cont.)

FIELD NAME	LENGTH	LOCATION	FORMAT
15. Finances			
Paid-up Capital	9(8)		Comp-3
Percent	99.99		Comp-3
Percent Interest	99.9		Comp-3
Interest	9(7)		Comp-3
Loan Period	99		Comp-3
Long Term Loan	9(8)		Comp-3
Percent	99.99		Comp-3
Percent Interest	99.9		Comp-3
Interest	9(7)		Comp-3
Loan Period	99		Comp-3
Short Term Loan	9(8)		Comp-3
Percent	99.99		Comp-3
Percent Interest	99.9		Comp-3
Interest	9(7)		Comp-3
Loan Period	99		Comp-3
Total	9(9)		Comp-3
Filler	10		

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

RECORD LAYOUT (Cont.)

FIELD NAME	LENGTH	LOCATION	FORMAT
K. Annual Operating Expenditure			
Building Installation	9(6)		Comp-3
Machinery & Equipment	9(6)		Comp-3
Installation Wages	9(5)		Comp-3
Vehicles	9(5)		Comp-3
Furniture	9(5)		Comp-3
Installation Expenses	9(6)		Comp-3
Total Consumption Cost	9(6)		
Building Rental	9(7)		Comp-3
Land Rental	9(7)		Comp-3
Total Rental	9(7)		Comp-3
Buildings & Installations Maintenance	9(5)		Comp-3
Machinery & Equipment Maintenance	9(6)		Comp-3
Transport Maintenance	9(6)		Comp-3
Furniture & Office Equipment Maintenance	9(6)		Comp-3
Total Maintenance	9(6)		Comp-3
Salaries	9(6)		Comp-3
Fringe Benefits	9(5)		Comp-3
Social Security	9(5)		Comp-3
Total Salaries & Wages	9(6)		Comp-3

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

RECORD LAYOUT (Cont.)

FIELD NAME	LENGTH	LOCATION	FORMAT
Raw Materials	9(5)		Comp-3
Electricity	9(5)		Comp-3
Water	9(5)		Comp-3
Fuel	9(5)		Comp-3
Marketing	9(5)		Comp-3 25-1/
Others	9(5)		Comp-3
Total Operating Expenses	9(7)		Comp-3
Filler	10		
17. Profitability			
Production Value at Sale Price	9(9)		Comp-3
Annual Profit	9(7)		Comp-3
Return on Capital Investment	99.99		Comp-3
Filler	5		

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

CODING SCHEME USED :
For Input Document & System

City / Town

Region

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

Statutory Entity

1- Individual Firm

2- General Partnership Co.

3- Limited Partnership Co.

4- Partnership Limited by Shares

5- Limited Liability Co.

6- Joint Stock Co.

Type of Investment

1- National

2- Foreign in Full

3- Joint

Project Status

1- Implemented
2- Not Yet Implemented
3- In Production
4- Not Yet In Production

Classification Code

Nationality

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر _____ التوقيع _____

التاريخ _____

الموضوع _____

Product

Material

1- Basic

2- Semi-finished

3- Finished

Country

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

Job Classification

1- Administrative Staff

2- Engineers

3- Technical Workers

4- Non-Tech Workers

Type of Construction

1- Steel Hangers

2- Pre-engineered steel structure

3- Centered block structure

4-

Electricity Source

1- Public Network

2- Private generator sets

Volts Required

1- 380/220 volts

2- 13800 volts

For System

Water Source

1- Water Network
2- Drilling of Wells
3- Water Trucks

بسم الله الرحمن الرحيم

المملكة العربية السعودية
وزارة الصناعة والكهرباء

اسم المحرر ..... التوقيع .....

التاريخ .....

الموضوع .....

Programs

Location

1- Add

2- Change

3- Delete

4- Examine

5- Print

Transaction

1- Add

2- Change

3- Delete

4- Examine

5- Print

Report (25 reports)

Update the masterfile

APPENDIX IV

Kingdom of Saudi Arabia
Ministry of Industry and Electricity

المملكة العربية السعودية
وزارة الصناعة والكهرباء

SCREEN LAYOUT

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SYSTEM MESSAGE
PROGRAM MESSAGE

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المملكة العربية السعودية
وزارة الصناعة والكهرباء

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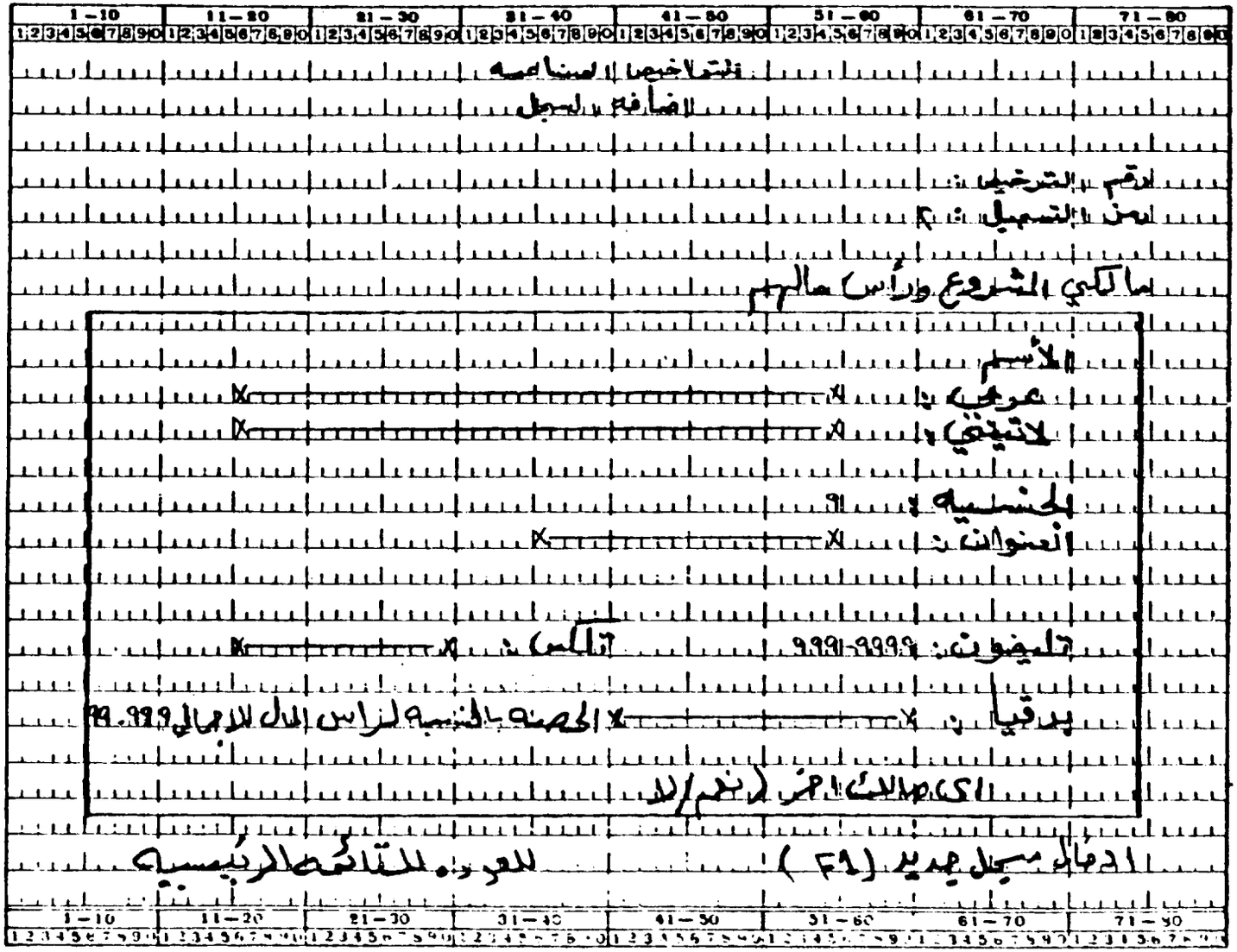

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Ministry of Industry and Electricity

المملكة العربية السعودية
وزارة الصناعة والكهرباء

SCREEN LAYOUT

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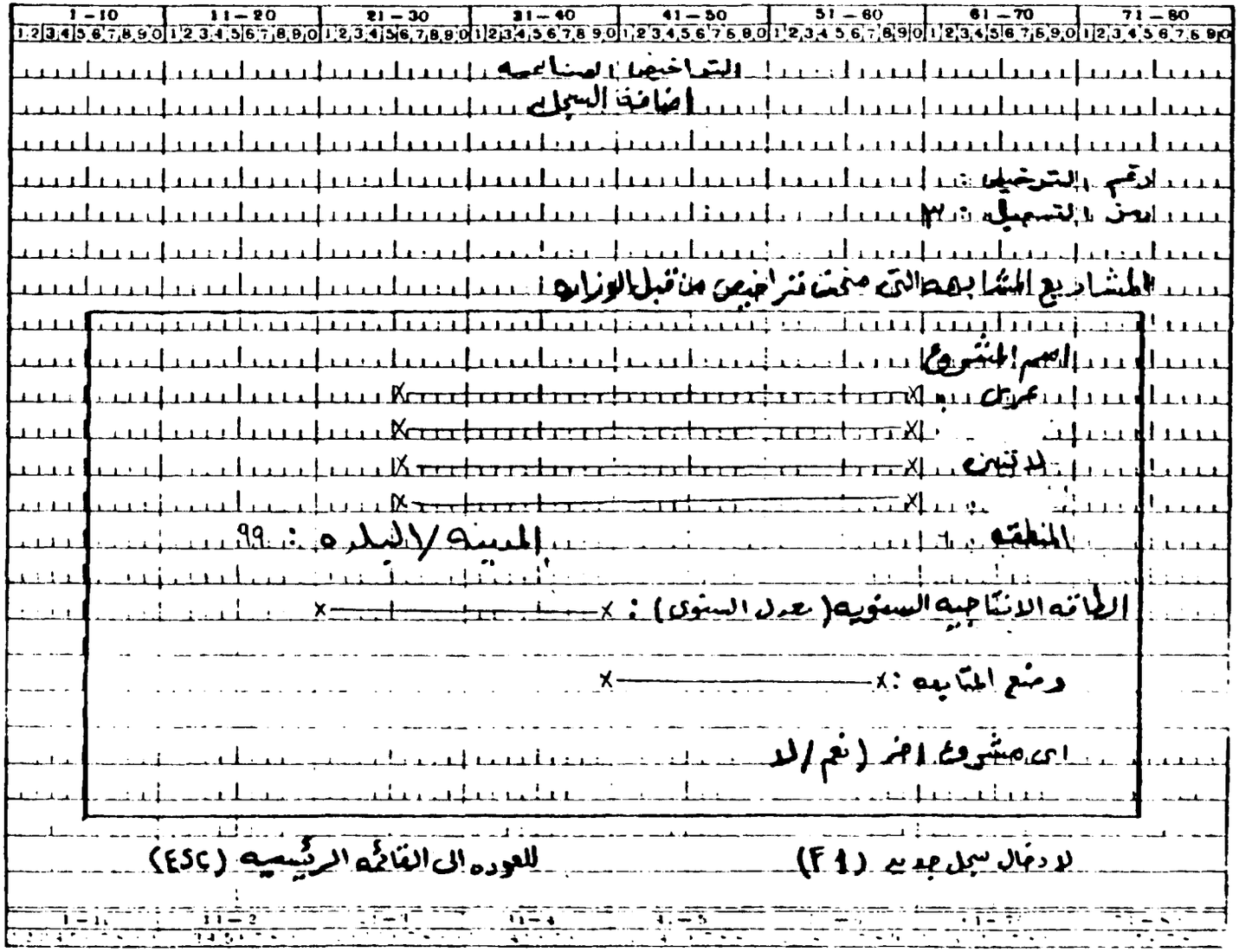

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Ministry of Industry and Electricity

المملكة العربية السعودية
وزارة الصناعة والكهرباء

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1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0

01 التماخيص الصناعيه
02 اضافه لسجل
03
04 ارقم الترخيص :
05 اسم التسهيل :
06
07 كميه المواد المستورده خلال اثنتي عشر سنوات الماضيه
08
09 نوع المادة :
10
11 رقم التفويض : 9999999999
12
13 وحدة القياس : XXXX
14
15 الكميه المستوردة :
16 السنه الاولى : 99999999
السنه الثانيه : 99999999
السنه الثالثه : 99999999
20 في مواد اخرى (نعم/لا)
21
22
للعودة الى القائمه الرئيسيه (F3) لأدخال سجل جديد (F4)

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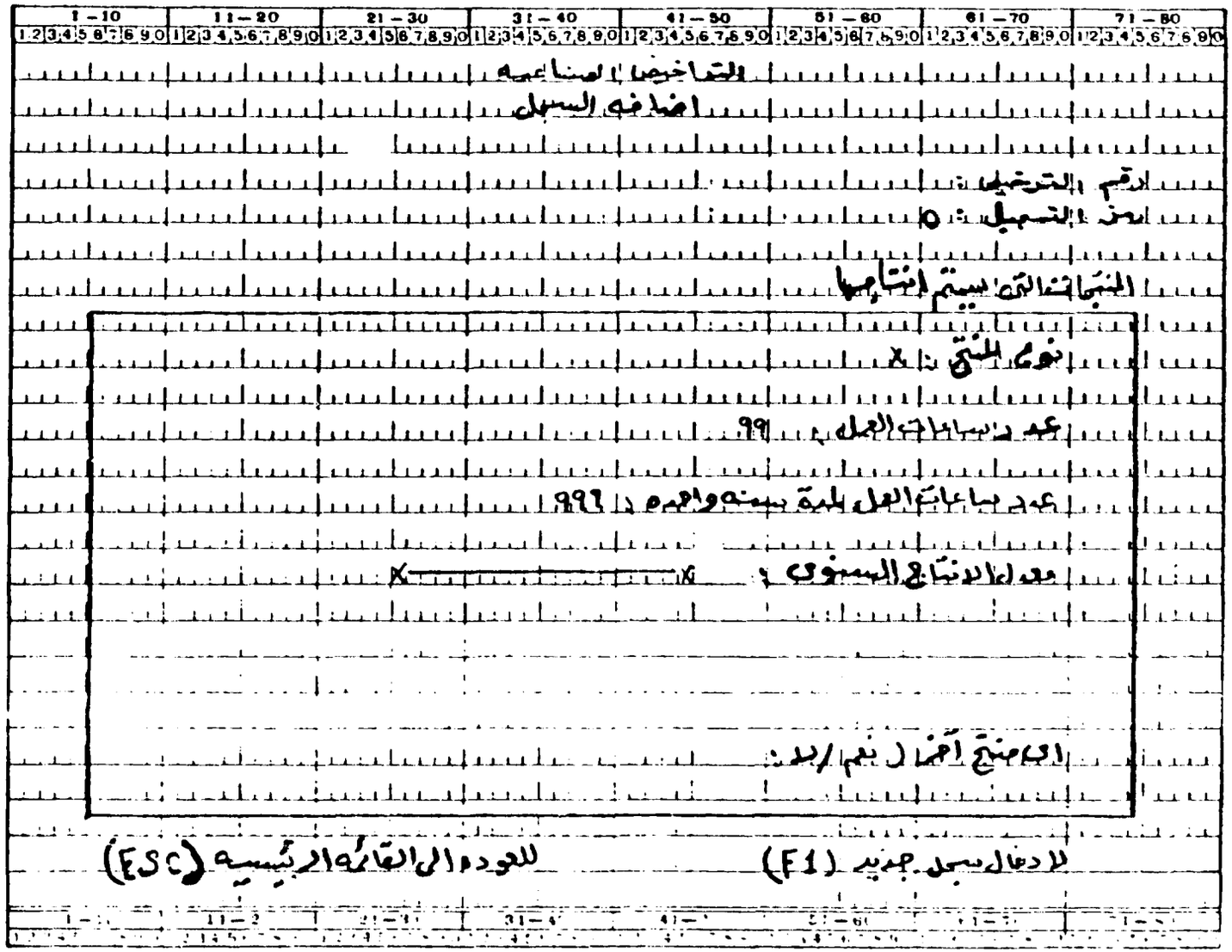

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المملكة العربية السعودية
وزارة الصناعة والكهرباء

SCREEN LAYOUT

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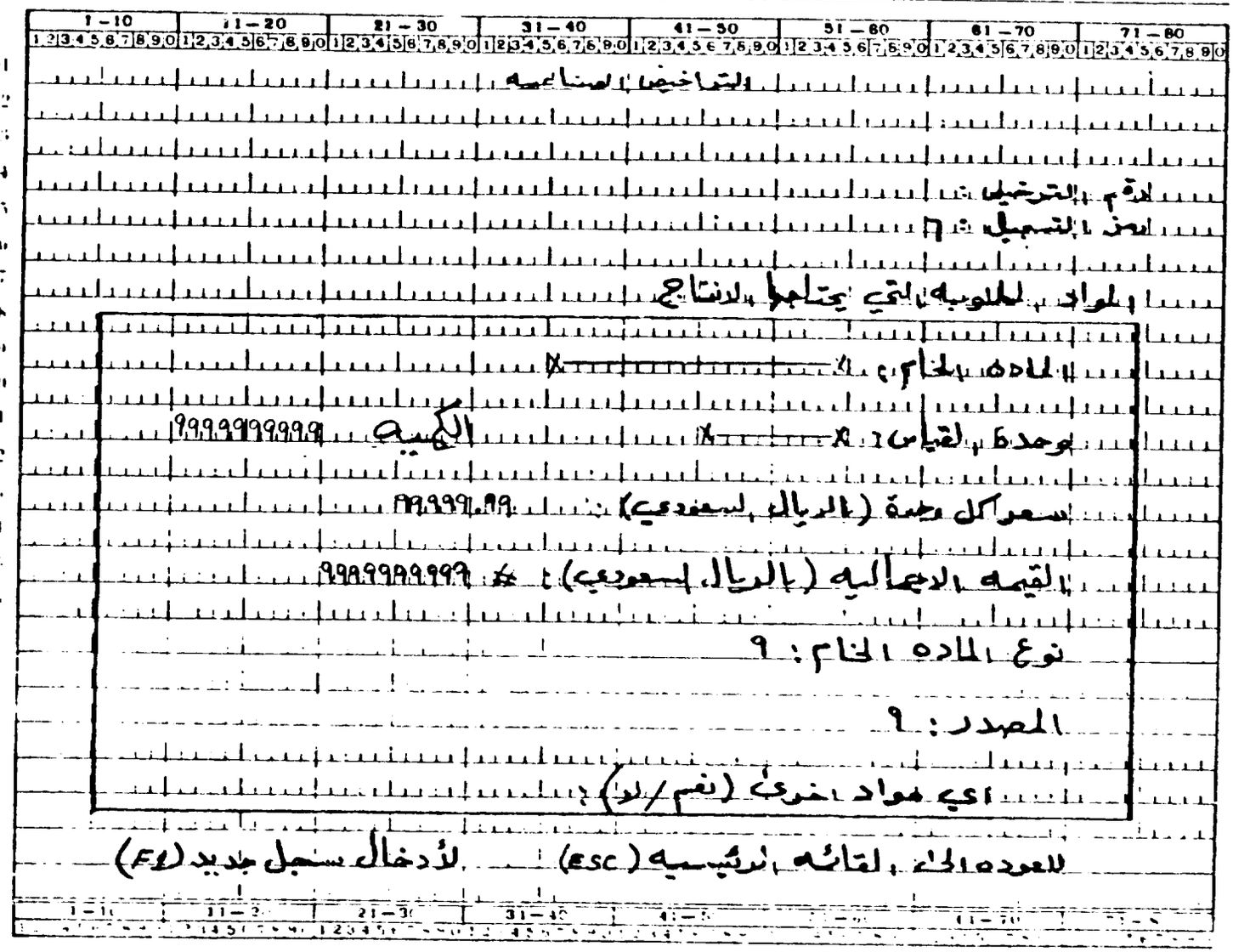

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المملكة العربية السعودية
وزارة الصناعة والكهرباء

SCREEN LAYOUT

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التراخيص الصناعية

اضافة السجل

رقم الترخيص :

رمز التسجيل : ٧

المكينات والمعدات التي يتطلبها المشروع

نوع المكينات :

عدد المكينات : 9999

سعر كل وحدة بالدولار : 99999.99

السعر الاجمالي بالدولار : 9999999.9999

تعليقات : X————X

اي مكينات اخرى (نعم/لا)

لادخال سجل جديد (F1)　　　للعودة للقائمة الرئيسية (ESC)

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المملكة العربية السعودية
وزارة الصناعة والكهرباء

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1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0

01 التماخيص الصناعيه
02 الاضافه للسجل
03
04 لرقم الترخيص :
05 لرمز التسهيل : A
06
07 متطلبات المشروع من القوى العامله :
08
09 تصنيف الوظيفه :
10
11 عدد الموظفين :
12 سعوديين : 99
13 غير سعوديين : 99
14 اجمالي : 99
15
16 معدل الاجور الشهريه : # 99999
17
18 اجمالي الاجور الشهريه : # 999999 اجمالي الاجور السنويه : # 9999999
19
20 الفوائد (الايداع) : # 999999/99
21
22

لادخال سجل جديد (F1) لادخال انواع اخرى من السجلات (F2)
للعوده للقائمه الرئيسيه (ESC)

Kingdom of Saudi Arabia
Ministry of Industry and Electricity

المملكة العربية السعودية
وزارة الصناعة والكهرباء

SCREEN LAYOUT

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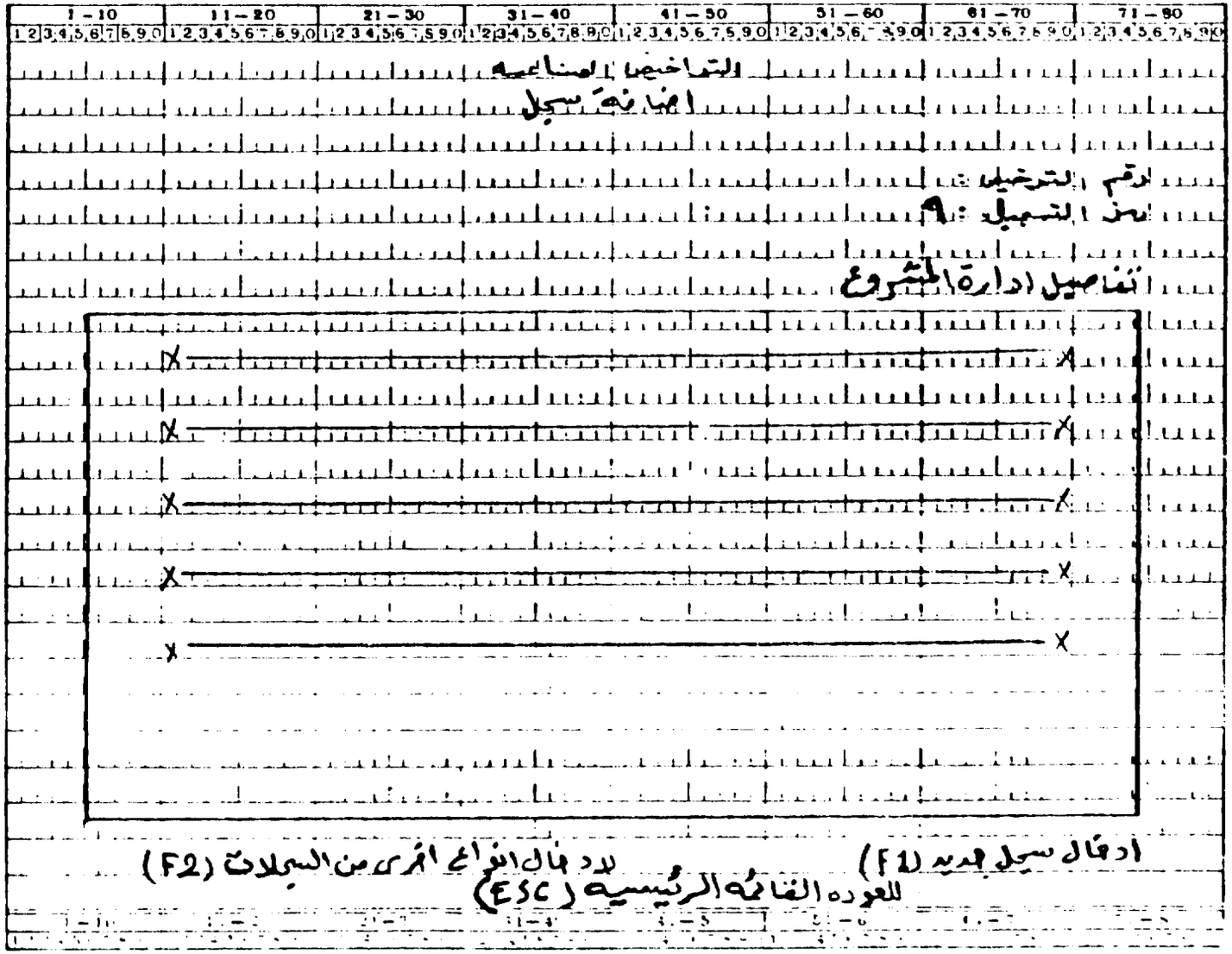
MODULE _____ VERSION _____ PREPARED BY _____



Kingdom of Saudi Arabia
Ministry of Industry and Electricity

المملكة العربية السعودية
وزارة الصناعة والكهرباء

SCREEN LAYOUT

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التراخيص الصناعية

رقم الترخيص :
رمز التسجيل : 01
خطط تدريب المواطنين السعوديين

X ———————————— X
X ———————————— X
X ———————————— X
X ———————————— X
X ———————————— X

لإدخال سجل جديد (F1) لإدخال أنواع أخرى من السجلات (F2)
للعودة للقائمة الرئيسية (ESC)

Kingdom of Saudi Arabia
Ministry of Industry and Electricity

المملكة العربية السعودية
وزارة الصناعة والكهرباء

SCREEN LAYOUT

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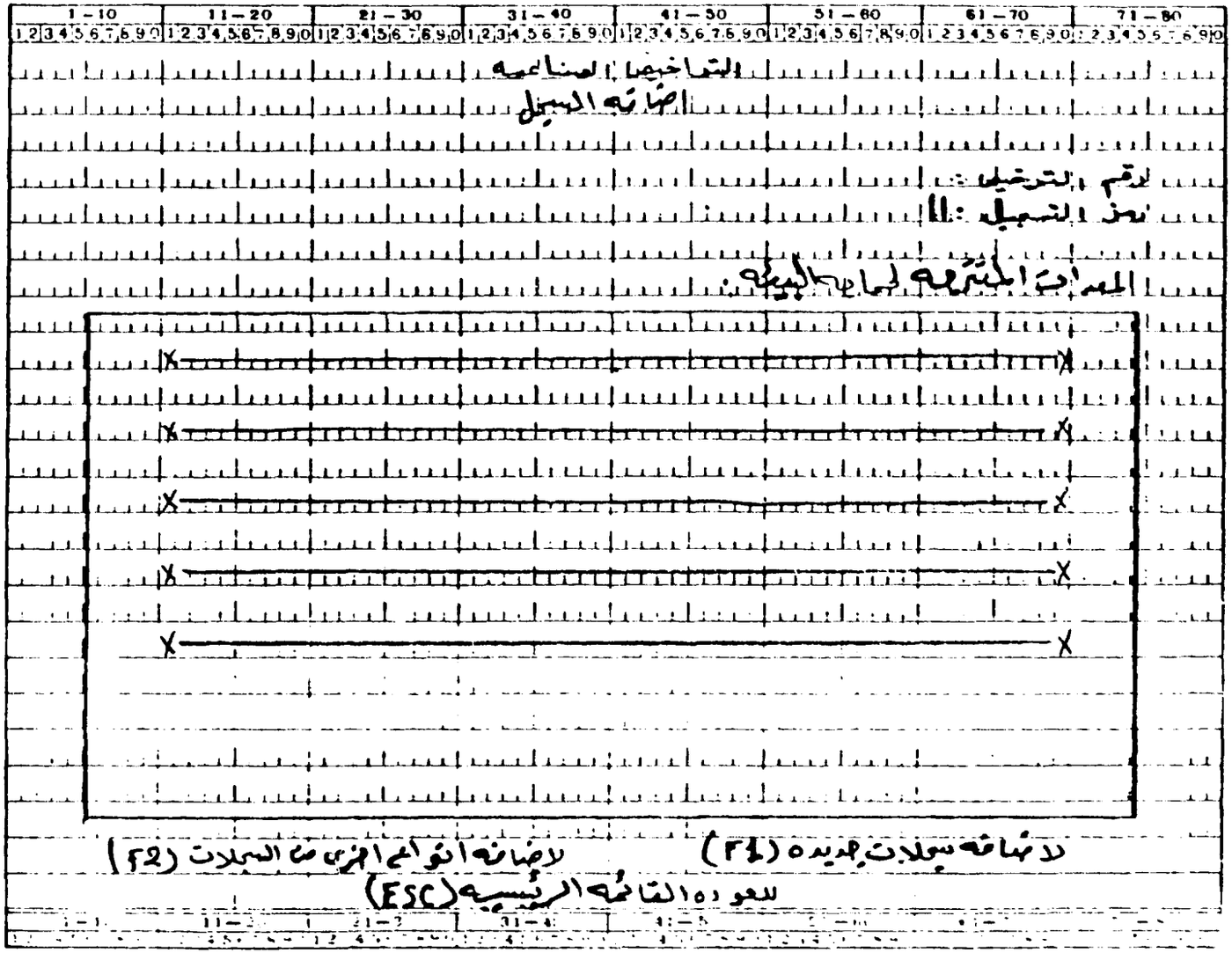

Kingdom of Saudi Arabia
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المملكة العربية السعودية
وزارة الصناعة والكهرباء

SCREEN LAYOUT

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1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0

01 التماخيص الصناعيه
02 اضافه السجل
03
04 ارقم الترخيص
05 رمز التسهيل :9
06
07 متطلبات الارض والمباني
08
09 أ- الأرض
10 المساحه الأجماليه (بالميل المربع) 99999
11 تكاليف كل ميل مربع (اذا كانت مملوكه) بالدولار 999
12 تكاليف مستأجرة كل ميل مربع (بالدولار) 999
13 القيمه الدفترية (بالدولار) 9999999
14 الدين (بالدولار) 9999999
15
16 ب- المباني
17 مساحه الأرض الاجماليه (بالميل المربع) 99999
18 مساحه الأنتاج
19 المساحه الأجماليه 99999
20 أنواع الأنشاء 9
21 التكلفه/ميل مربع/دولار امريكي 9999 التكلفه الاجماليه 99999999

لادخال انواع اخرى من السجل (F2) لادخال سجل جديد (F1)
للعودة الى القائمه الرئيسيه (ESC)

Kingdom of Saudi Arabia
Ministry of Industry and Electricity

المملكة العربية السعودية
وزارة الصناعة والكهرباء

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1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0

01 التأخيص الصناعي
02 اضافة السجل
03
04 ارقم الترخيص :
05 اسم التسهيل : 12
06
07 متطلبات الارض والمباني (تكملة)
08
09 المخازن :
10 المساحة الكلية (بالميل المربع) : 999999999
11 نوع الانشاء : 9
12 التكلفة / ميل مربع : 9999 التكلفة الاجمالية : $ 99999999
13
14 مبنى الادارة
15 المساحة الاجمالية (بالميل المربع) : 9999
16 نوع الانشاء : 9
17 التكلفة ميل مربع : ($) 9999
18 التكلفة الاجمالية : ($) 99999999
19 التكلفة الاجمالية للمبنى : ($) 999999999
20
21
22
23 ادخال سجل جديد (F1) لادخال نوع آخر من السجل (F2)
24 العوده للقائمة الرئيسية (ESC)

Kingdom of Saudi Arabia
Ministry of Industry and Electricity

المملكة العربية السعودية
وزارة الصناعة والكهرباء

SCREEN LAYOUT

SYSTEM ____ REPORT OPERATION ____ PAGE ____ of ____
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التراخيص الصناعية

الرقم الترخيص :
تاريخ التسجيل : ١٣/

متطلبات الكهرباء وامدادات المياه

٢- الكهرباء
المصدر (١+٢) 9
١- مولد خاص
كمية الطاقة المطلوبة 9
١- استهلاك منخفض ٢٢٠/٣٨٥ فولت ٦٠ هيرتز
٢- استهلاك عالي ١٣٢٠٨٠٠ فولت ٦٠ هيرتز
الطاقة (القدرة) الموجودة (القدرة القائمة)
دورة التشغيل 99999 /
اجمالي رأس المال للاضاءة والتكييف 9999
الاستهلاك الكهربائي السنوي 9999999

ادخال تسجيل جديد (F1) لادخال الانواع الاخرى من التسجيل (F2)
للاستمرار (F3) للعودة للقائمة الرئيسية (FSC)

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Ministry of Industry and Electricity

المملكة العربية السعودية
وزارة الصناعة والكهرباء

SCREEN LAYOUT

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التراخيص الصناعية
اضافة سجل

رقم الترخيص :
رمز التسجيل : ١٣
متطلبات الكهرباء والماء (تكملة)

[illegible]
المصدر : (١-٣) 9
١- شركة الكهرباء (موزعين) ٢- الديزل ٣- المنقول بالشاحنات
الاستهلاك السنوي (الكهرباء بالطن) : $ 9999
التكلفة الاجمالية للطن (بالريال السعودي) $ 99
التكلفة الاجمالية السنوية (بالريال السعودي) $ 999999

لادخال سجل جديد (F1) لادخال انواع اخرى من السجل (F2)
للعودة للقائمة الرئيسية (ESC)

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المملكة العربية السعودية
وزارة الصناعة والكهرباء

Kingdom of Saudi Arabia
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Line	Content
01	التراخيص الصناعية
04	رقم الترخيص :
05	رمز التسجيل : ع
07	رأس المال الاجمالي المطلوب للمشروع
09	أ- رأس المال الثابت
10	قيمة الأرض بالدولار الأمريكي : 99999999
11	تكلفة البناء بالدولار الأمريكي : 999999999
12	قيمة المكينات والمعدات بالدولار : 999999999
13	أجور التركيب على أساس 1% من المكائن : [illegible]
14	قيمة الملحقات والمعدات بالدولار : 999999
15	قيمة الشاحنات والمركبات الديناميكية بالدولار : 999999
16	قيمة الأثاث بالدولار : 99999
17	رأس المال الاجمالي الثابت بالدولار : 99999999999

(F2) لادخال انواع اخرى من السجل (F1) لادخال سجل جديد
(ESC) العودة للقائمة الرئيسية (F3) للاستمرار

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1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 5 7 8 9 0	1 2 3 4 5 8 7 9 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 7 8 9 0	1 2 3 4 5 6 2 8 9 0

01 التراخيص الصناعيه
02 اضافة السجل
03
04 رقم الترخيص :
05 اسم التسهيل :
06
07 راس المال المدفوع المطلوب للمشروع (تكامله)
08
09 ب - راس المال العامل (المشغل)
10 استئجار الارض لمدة سنه واحده : 999999 $
11 استئجار المبنى لمدة سنه واحده : 999999 $
12 قيمة المواد الخام وتشمل التعبئه والتغليف : 999999 $
13 أجور العمال والموظفين : 999999 $
14 قيمة الوقود : 99999 $
15 تكلفة الكهرباء : 99999 $
16 تكلفة المياه : 99999 $
17 تكلفه الصيانه : 99999 $
18 تكلفه التسويق : 99999 $
19 مجموع راس المال العامل (المشغل) : 99999999 $
20 راس المال الاجمالي المطلوب للمشروع : 99999999999 $
21
22

ادخال سجل جديد (F1) ادخال انواع اخرى من السجل (F2)
العوده للقائمه الرئيسيه (ESC)

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02				اضافه بسجل				
03								
04				ادخل الترخيص				
05				ادخل التسهيل : 01				
06								
07				تمويل المشروع				
08								
09				١- المصدر				
10				ادخل راس المال المدفوع 99999999				
11				نسبه من اجمالي التمويل % 99.99				
12				العمولة				
13				نسبتها 99.9				
14				قيمتها 9999999				
15				مدة القرض 99				
16				٢- قروض طويلة الاجل 99999999				
17				نسبه من اجمالي التمويل % 99.99				
18				العمولة				
19				نسبتها 99.9				
20				قيمتها 9999999				
21				مدة القرض 99				
22								
23								
24								

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SYSTEM MESSAGE OPERATOR INPUT
ERROR MESSAGE

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01 التراخيص الصناعية
02 اضافة سجل
04 رقم الترخيص
05 رمز التسجيل :15
07 تمويل المشروع
09 ٣- قروض قصيرة الاجل 99999999
10 النسبة من اجمالي التمويل % 99.99
11 العمولة :
12 نسبتها : % 99.9
13 قيمتها 9999999
14 مدة القرض : 99
15 ٤- الاجمالي بالريال السعودي 999999999

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التراخيص الصناعية
اضافة السجل

رقم الترخيص :
رمز التسجيل : ١٦٠

مصروفات (نفقات) التشغيل السنوية التقديرية

أ- الاستهلاك
تركيب المباني : $ 9999999
المكتب والآلات : $ 999999
اجهزة التركيب : $ 99999
الشاحنات والسيارات والمركبات الاخرى : $ 99999
الاثاث : $ 99999
مصاريف التركيب : $ 999999
التكاليف الاجمالية للاستهلاك : $ 999999
ب- الايجار
المباني : $ 9999999
الارض : $ 9999999
الايجار الكلي : $ 9999999

لاول من سجل جديد / (F1) للانتقال الى الحقل التالي من السجل (F2)
للاستمرار تحت الحقل (F3) للعودة للشاشة الرئيسية (ESC)

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التراخيص الصناعيه

اضافه سجل

رقم الترخيص :

سنه التسجيل : ١٩٩٦

نفقات التشغيل السنويه التقديريه

١- تكلفه الصيانه

البناء والتركيب : (بالدولار) 999999

الآلات والمعدات : (بالدولار) 999999

النقل : (بالدولار) 999999

الأثاث ولوازم المكتب : (بالدولار) 999999

التكاليف المالية : (بالدولار) 999999

٢- الرواتب والأجور :

الراتب : (بالدولار) 999999

امتيازات عينيه للموظفين : (بالدولار) 99999

الأمن الاجتماعي : (بالدولار) 99999

اجمالي الرواتب والاجور 999999

٣- المواد الخام : بالعدد 999999

٤- استهلاك الكهرباء : بالعدد 99999

لإدخال سجل جديد (F1)
للاستمرار في نفس العمل (F2)

لإدخال انواع اخرى من إسجل (F3)
للعوده للقائمه الرئيسيه (ESC)

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التراخيص الصناعيه
اضافه لسجل
رقم الترخيص :
نوع التسجيل : 1
نفقات التشغيل السنويه (تكلفه)
ت- المياه بالدولار 99999
ج- الوقود بالدولار 99999
ط- كلفه التسويه بالدولار 999999
ي- نفقات (مصاريف) اخرى (بالدولار) 999999
و- نفقات التشغيل الاجماليه السنويه بالدولار 9999999

لأدخال سجل جديد (F1)
لأدخال انواع اخرى من السجل (F2)
للعوده للقائمه الرئيسيه (ESC)

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01 التماخيص الصناعيه
02 اضافه السجل
03
04 ارقم الترخيص
05 سن التسجيل : 17
06
07 ارباع المشروع
08
09 قيمه المنتج بالنسبه للمبيعات : 999999999
10
11 الربح السنوي : 9999999
12
13 عوائد استثمار رأس المال : 99.99
14
15
16
17
18
19
20
21
22
23

لادخال سجل جديد (F4) لادخال انواع اخرى من السجل (F2)
للعوده للقائمه الرئيسيه (ESC)