



Engineering Standard

SAES-O-211

10 March 2012

Identification Cards

Document Responsibility: Safety and Security Standards Committee

Saudi Aramco DeskTop Standards

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1 Introduction

- 1.1 This Standard covers mandatory requirements governing identification cards used at Class 1, 2, 3 & 4 facilities.
- 1.2 This Standard shall be used in conjunction with Security Directive SEC-11 issued by the High Commission for Industrial Security (HCIS), Ministry of Interior, Government of Saudi Arabia. The details of the requirements can be found in SEC-11.

2 Conflicts and Deviations

- 2.1 All conflicts between Standards, Requisitions for Material, related Specifications, Codes, Forms, Drawings and other documents shall be resolved as per [SAES-O-201](#), Section 2.
- 2.2 Any deviations from the provisions of this Standard shall be resolved as per [SAES-O-201](#), Section 2.

3 References

All referenced Specifications, Standards, Codes, Forms, Drawings and similar material shall be of the latest issue (including all revisions, addenda and supplements) unless stated otherwise.

3.1 Saudi Aramco References

Saudi Aramco Engineering Standard

[SAES-O-201](#) *Application of Security Directives*

3.2 Other References

Security Directives

SEC-05 *Integrated Security System*

SEC-11 *Identification Cards*

4 General Requirements

Identification cards shall be issued, after proper verification of a person's identity, by a system compliant with the requirements stated in SEC-05. The cards must comply with the following general requirements:

- 4.1 Card shall be printed on plain feedstock and shall include anti-counterfeiting features, visual authenticators and machine readable data in a smart card format.
- 4.2 Card data shall be encrypted as specified in SEC-11.
- 4.3 Biometrics, when used, shall comply with industry standards.
- 4.4 Cards permitting access to industrial facilities shall be retrieved during personnel vacation unless access to all company facilities use electronic authentication with automatic updates of employees status.
- 4.5 Card designs shall be renewed on a periodic basis.

The specific details of the requirements can be found in SEC-11. This security directive covers applicable industry standards, card design, issue and management.

10 March 2012 **Revision Summary**
New Saudi Aramco Engineering Standard.