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## **REGULATORY DOCUMENT**

**Ulba Metallurgical Plant Joint Stock Company**

Approved by:  
Executive Board Chairman  
*/signature/* S. Bezhetskiy  
August 18, 2025

**Instruction**  
**for the Organization and Safe Performance of High-Risk Work at UMP JSC**  
**RD OH&S No. 14.024-25**  
(to substitute RD OH&S No. 14.024-24)

Valid until August 29, 2030  
Order No. 1363 dated August 19, 2025

Developed by:  
Production Safety Director  
*/signature/* Y. Chumin  
August 18, 2025

Ust-Kamenogorsk

## 1 Scope

This regulatory document establishes the procedure for organizing and safely performing all types of repair, installation, dismantling, construction, emergency recovery and other works (hot works, gas-hazardous works, work at height, work in the security zone of power lines, work in wells, in tanks, work related to vessels operating under pressure, except for work in electrical installations performed by electrical personnel, and work in heat-consuming installations and heating networks performed by personnel specially trained for this), during the performance of which the most likely occurrence and impact on workers of hazardous and harmful production factors requiring the preparation of the workplace to exclude the possibility of injury (poisoning) of service personnel, to exclude accidents, incidents, contamination of production premises, the environment with hazardous substances, etc. (hereinafter – “high-risk works”, “HRW”) in the structural divisions of UMP JSC (hereinafter – “divisions”).

The requirements of this regulatory document are subject to application by the personnel of the divisions, as well as by the personnel of contracting organizations (hereinafter referred to as the “contractor”) performing HRW in the production premises of the divisions and on the territory of UMP JSC.

## 2 Regulatory References

The following reference documents are required for the application of this regulatory document. The latest revision of the referenced document (including any amendments) shall be used for undated references.

Rules and Terms for Conducting Training, Instruction and Knowledge Testing on Occupational Safety and Health Issues for Employees, Managers and Persons Responsible for Ensuring Occupational Safety and Health No. 1019 dated December 25, 2015 (hereinafter referred to as the “Training Rules”), approved by the Ministry of Health and Social Development of the Republic of Kazakhstan.

Rules for Ensuring Occupational Safety and Health when Working at Height No. 109 dated March 31, 2022 (hereinafter referred to as the “Safety Rules for Working at Height”), approved by the Ministry of Health and Social Development of the Republic of Kazakhstan.

Rules for the Preparation and Application of Work Permits for Work in Hazardous Conditions No. 344 dated August 28, 2020 (hereinafter referred to as the “Rules for the Preparation and Application of Work Permits”), approved by the Ministry of Labor and Social Protection of the Republic of Kazakhstan.

Rules for the Technical Operation of Electrical Installations of Consumers No. 246 dated March 30, 2015, approved by the Ministry of Energy of the Republic of Kazakhstan.

Safety Rules for the Operation of Electrical Installations of Consumers No. 222 dated March 19, 2015, approved by the Ministry of Energy of the Republic of Kazakhstan.

Safety Rules for the Operation of Electrical Installations No. 253 dated March 31, 2015, approved by the Ministry of Energy of the Republic of Kazakhstan.

Rules for the Safe Operation of Heat-Using Installations and Heating Networks, approved on June 15, 1972.

SN RK 1.03-05-2011. Occupational Health and Safety in Construction.

SP RK 1.03-106-2012. Occupational Health and Safety in Construction.

ST NAC 12.8-2022. The Procedure for Issuing and Applying Work Permits when Performing Work in Hazardous Conditions.

ST 14.0003. Occupational Health and Safety Management System. Risk Assessment.

ST 14.0020. Occupational Health and Safety Management System. Industrial Control.

ST 14.0028. Occupational Health and Safety Management System. Organization of Work to Ensure Occupational Safety at UMP JSC.

ST 20.0007. Terms and Definitions.

ST 28.0021. Procedure of Relations between UMP JSC and Contractors.

I 18.0006. Procedure for Managing Organizational and Administrative Documentation.

I 29.0008. Procedure for Carrying Out Technical Maintenance and Repair of Energy Equipment and Networks.

I 47.099. Procedure for Measuring and Monitoring the Characteristics of Working Conditions.

OISD RD No. 14.006. Fire Safe Procedures for Hot Works at UMP JSC.

OISD RD No. 14.035. Procedure for Conducting Work Safety Analysis.

### 3 Terms, Definitions, Symbols and Abbreviations

Terms and definitions in accordance with ST 20.0007, ST 14.0020, ST 14.0028, ST 28.0021, abbreviations in accordance with the Management Structure of UMP JSC and the following terms, definitions and abbreviations are used in this regulatory document:

**3.1 Permit Certificate** (according to the Rules for the Preparation and Application of Work Permit): A written document from an organization authorizing the transfer of production areas, process lines, or stand-alone equipment, buildings and structures, as well as other organizational assets, to a contractor for the production of HRW. The form for the Permit Certificate is provided in Appendix A.

Notes:

1 The Permit Certificate shall be registered in the logbook of works on permit certificates and orders (the logbook form is given in Appendix B);

2 It is permitted to keep the logbook in electronic form.

**3.2 Gas-hazardous work:** Work related to inspection, cleaning, repair, depressurization of process equipment, communications, including work inside containers (apparatus, drying drums, drying ovens, reactors, reservoirs, tanks and similar equipment), as well as work in gas ducts (air ducts), collectors, tunnels, wells, sumps and other similar places, during which hazardous substances (dust, gases, aerosols) are or may be released into the working area air (hereinafter – “WAA”), capable of exploding, igniting, having a harmful/hazardous effect on the human body, including work with an

oxygen content in the WAA that is insufficient for breathing (below 20% vol.) (an approximate list of gas-hazardous work is given in Appendix C).

**3.3 Briefing before performing work (hereinafter referred to as the “targeted briefing”):** Discussion among participants in the implementation of the HRW of the following stages:

- a) description of the work to be performed;
- b) setting tasks for individual employees;
- c) operating procedures to be used;
- d) requirements for the PPE used;
- e) hazards and risks associated with work and the implementation of risk control;
- f) actions in the event of emergency situations/adverse events;
- g) special precautions.

**3.4 Executors (team members):** Workers trained in safe working practices for their professions and instructed in Occupational Health and Safety in accordance with the requirements of the Training Rules (for employees of third-party contractors) or ST 14.0028 (for employees of UMP JSC).

Executors should:

- a) only do the work they’re assigned;
- b) keep in constant visual contact, as well as voice or radio contact with other team members;
- c) know how to use PPE, tools and technical means that ensure worker safety;
- d) personally inspect the PPE issued before each use;
- e) keep PPE, tools and technical equipment in good working order;
- f) be able to provide first aid to victims of industrial accidents;
- g) comply with the requirements for Occupational Health and Safety, Industrial Safety, Fire Safety and security measures specified in the work permit;
- h) comply with labor and production discipline.

**3.5 Person issuing the work permit (not related to work in electrical installations):** A member of the division’s management team who has undergone training and testing on Occupational Health and Safety and Industrial Safety at a training center that provides professional training, retraining and advanced training for employees, and who has the role of “Issuing” in the “Work Permit” module of the OSM SS.

The person issuing the work permit shall determine the need for work involving increased danger and the measures to ensure safe performance of the work, appoint the person responsible for supervising the work and authorize the work to proceed.

**3.6 Person authorizing work under a work permit (person permitting work):** A member of the division’s management team who has undergone training and testing on Occupational Health and Safety and Industrial Safety at a training center that provides professional training, retraining and advanced training for employees, and who has the role of “Authorizer” in the “Work Permit” module of the OSM SS.

The person authorizing work shall ensure that the measures to provide Occupational Health and Safety specified in the work permit are carried out, including:

- a) isolation of the facility from steam, water, gas, electrical and other energy sources and installation of grounding;
- b) installation of shut-off devices (blinds/spades) on all types of pipelines (utilities) and lockout devices in accordance with the LOTO system; cleaning of gas ducts and dust ducts; purging and steam cleaning of pipelines and vessels; removal of dust, dirt, fuel oil and acid from equipment; purging and ventilation of flues and equipment; performance of other preparatory works;

c) isolation of the work area from operating equipment and utilities by means of barriers, dead ends, safety signs, signaling devices, posters and other means ensuring personnel safety.

Person allowing work shall:

- a) obtain a work permit from the person issuing the work permit, which is recorded in the work permit issuance log (the log form is provided in Appendix D);
- b) review the work execution plan (hereinafter – “WEP”), design and technical documentation, emergency response and rescue operation plans and the logbooks required for the work, and ensure that this documentation is available during the performance of the work;
- c) upon arrival at the work site, organize, ensure and monitor through personal inspection the implementation of technical measures to prepare the workplace for the start of work, safety signs, protective barriers and fences around work sites and their correct placement in accordance with the work permit and/or WEP, including emergency PPE kits and rescue and evacuation equipment;
- d) check that the team has all the tools, materials, protective equipment, signs and barriers specified in the work permit. Check that team members have valid certificates of admission to the relevant work and that there are no restrictions on performing this work based on the results of regular medical examinations;
- e) check that the team’s composition matches the one specified in the work permit;
- f) inform team members about work safety measures, conduct targeted training for team members with their personal signatures in the work permit;
- g) during targeted briefings, explain the order of work, the procedure for action in emergency and extraordinary situations to team members, and inform them of their rights and obligations;
- h) after targeted briefing, conduct an audit of the completeness of the team members’ understanding of work safety measures in the form of an interview.

**3.7 Work Permit (not related to work in electrical installations):** A written order from the organization on the safe performance of high-risk work, specifying all necessary safety measures and persons responsible for the safe performance of work. The form of the work permit is given in Appendix E. An approximate list of HRWs for which a work permit shall be issued is provided in Appendix F. The preparation, registration and cancellation of work permits shall be carried out in the “Work Permit” module of the OSM SS.

**3.8 Responsible supervisor:** Supervisor/specialist who has undergone training and testing on Occupational Health and Safety and Industrial Safety at a third-party (specialized) organization that provides professional training, retraining and advanced training for employees.

Responsible supervisor shall:

- a) organize the implementation of safety measures specified in the work permit when preparing the workplace for the start of work, during work and upon its completion;
- b) interrupt work if additional hazardous production factors are identified that are not covered by the issued work permit, until a new work permit is issued;
- c) organize regulated breaks during work and allow employees to return to work after breaks.

**3.9 Contractor:** A third-party organization (including a subsidiary of UMP JSC) or a structural subdivision of UMP JSC performing HRW on the customer’s premises.

**3.10 Work Execution Plan, WEP** (according to SN RK 1.03-05): A project that defines the technology, deadlines and resource allocation schedules for HRW.

A standard WEP for third-party organizations is available on the external website of UMP JSC (Home/About Us/Corporate Governance/Corporate Documents/Other).

**3.11 Work provider (person responsible for performing the work):** an engineering and technical worker or an experienced employee with at least one year of experience in this position, who has completed training and testing in Occupational Health and Safety and Industrial Safety and has at least fifth category, who is familiar with the relevant instructions and appointed by a regulatory document for the division.

Work provider shall:

- a) receive a copy of the work permit from the person allowing work;
- b) carry out the orders of the responsible supervisor;
- c) be constantly present at the workplace and carry out continuous monitoring of the work of the team members, their implementation of safety measures and compliance with work production technology;
- d) in the presence of the responsible supervisor, check the preparation of work places, the implementation of safety measures stipulated by the work permit, the availability of the necessary PPE, equipment and tools, and consumables among team members during the work process and specified in the work permit;
- e) indicate to each member of the team his/her work station;
- f) prohibit team members from leaving the work site without permission and from performing work not provided for in the work permit;
- g) require team members to leave the work site during breaks during the work shift;
- h) resume the work of the team after a break only after a personal inspection of the work places;
- i) at the end of the work, organize the cleaning of materials, tools, equipment, fences, garbage and other objects, and lead team members out of the work area.

**3.12 HRW carried out by order:** Work requiring the shutdown of technical equipment which is performed by the division's operating and maintenance employees without a work permit. Registration of these works shall be carried out in the register of issuance of permits certificates and orders.

**3.13 Head of the customer workshop:** Head of a division (center, workshop, service, department, site) or his/her deputy.

**3.14 Crew/team:** A group of two or more individuals performing a specific set of tasks, including a work provider or observer. The size of the crew and its composition are determined by the responsible supervisor based on the scope of work, safety conditions and the ability of the work provider to supervise the crew members.

**3.15 Order:** This is a task for the performance of work, defining its content, place, time, safety measures (if required) and the persons entrusted with its execution.

## **4 Procedure for the Organization and Safe Production of HRW**

### **4.1 General Provisions**

4.1.1 Those responsible for the proper organization and safe execution of work in hazardous conditions are:

- a) the person issuing the work permit;
- b) the person giving the work permit;
- c) the responsible supervisor;
- d) the work provider;
- e) the work executor.

Note: It is permissible to combine the duties of the person giving the work permit and the responsible supervisor.

4.1.2 Before performing the HRW, a work safety analysis (WSA) shall be carried out. The WSA shall be an integral part of the work permit for the execution of the HRW. The procedure for conducting the WSA shall be in accordance with RD OH&S No. 14.035.

4.1.3 HRW shall be carried out during the daytime, with the exception of cases of liquidation of consequences of accidents, preparation of equipment for repair work in accordance with the schedules of scheduled preventive maintenance, if this is caused by production necessity, as well as work that, for safety reasons for those around, is recommended to be carried out in the smallest shifts.

If it is necessary to carry out pre-planned HRW under a work permit in the evening and at night, on weekends and holidays, the person issuing the work permit shall prepare it in advance and transfer it to the work provider, who in this case shall combine the duties of the person permitting the work and the responsible supervisor. The work provider, having familiarized himself/herself with the task, shall organize its implementation in accordance with the specified safety measures, fill out the remaining points of the work permit, permit the team to perform the work, monitor its implementation and compliance by the executors with occupational safety requirements.

In the event of urgent HRW performed under a work permit in the evening and at night, on weekends and holidays, the person issuing the work permit shall prepare the work permit, combining the duties of the work supervisor and the person permitting it, and transfer it to the work provider. In this case, the person issuing the work permit can issue only one work permit at a time, and the following combination is allowed: the person issuing the work permit/work supervisor/person permitting work.

The work permit shall be accepted by the person issuing the work permit upon completion of the HRW.

4.1.8 The following documents shall be drawn up in the division, signed by the Head of the division (center, workshop, office, department, site), approved by the Chief Technical Officer for Occupational Safety and Environmental Protection, Nuclear Safety, Radiation Safety of Uranium Operations, the Chief Technical Officer for Occupational Safety and Environmental Protection of Tantalum Operations, the Chief Technical Officer for Occupational Safety and Environmental Protection of Beryllium Operations for the main production facilities, and for auxiliary production of the Industrial Production Complex, the Occupational Safety and Environmental Protection Engineer of the division, approved by the Director of Production/Director of the Functional Area or his/her deputy:

- a) a list of HRWs, which is compiled annually and is also revised in cases of changes and additions to it within a week. The list includes both HRWs, for the performance of which it is necessary to issue a work permit, and HRWs carried out by order (the list form is given in Appendix G).
- b) lists of officials appointed by order (instruction) for the division:
  - 1) authorized to issue work permits, permit work under a work permit and issue orders for the performance of HRW without a work permit;
  - 2) responsible work supervisors.

Notes:

- 1 Persons who have the right to issue orders for the execution of HRW without issuing a work permit are the officials of the division responsible for the industrial safety, for maintaining the process installations in good condition, for the safe execution of work on the process installations (according to ST 14.0020).
- 2 It is permissible to combine the lists of the above-mentioned officials into one document.

4.1.9 The organization and admission of the contractor to the production of HRW shall be carried out in accordance with the requirements of ST 28.0021. The contractor shall develop WEP before starting work. It is prohibited to carry out work without an agreed and approved WEP.

4.1.10 The contractor shall carry out HRW:

a) under permit certificate: at a designated site where the division does not carry out a technological process and the communications of these sites (gas, steam, acid pipelines, etc.) are not in operation, except for those communications that ensure safety standards (for example, for microclimate: heating, lighting, etc.);

Note: An authorized person of the contracting organization shall additionally issue a work permit for the employees of his/her organization for HRWs performed by the contractor under the permit certificate issued for the provision of a territory/facility for the performance of work on the customer's territory.

b) under work permit: in the conditions of an existing production facility, when a division is carrying out a technological process at the place of work and/or existing communications (gas, steam, acid pipelines, etc.) pass through it. If there are operating electrical installations, an additional work permit shall be issued in accordance with the Safety Rules for the Operation of Electrical Installations for Consumers and the Safety Rules for the Operation of Electrical Installations.

4.1.11 The division's employees shall perform HRW (within their division):

a) in accordance with a work permit;

b) in accordance with an order (except for hazardous gas work).

4.1.12 The execution of the permit certificate/work permit shall be carried out by the managers and specialists of the customer division (operations, workshop, office, department, site). Measures to ensure the safety of both the division's employees and the contractor's employees shall be reflected when preparing the permit certificate/work permit. The preparation, registration and cancellation of work permit shall be carried out electronically in the "Work Permit" module of the OSM SS.

4.1.13 If the contractor is a division of UMP JSC or its subsidiary, then the execution of the permit certificate/work permit shall be carried out by the head of the customer division with a position not lower than the head of the department, office or site.

4.1.14 A risk map (newly developed or a copy of an existing one) shall be attached to the permit certificate/work permit (preparation of a risk map in accordance with ST 14.0003).

4.1.15 HRW of power equipment and networks shall be carried out in accordance with I 29.0008.

4.1.16 For HRW in electrical installations, heat-consuming installations and heating networks, a work permit shall be issued in accordance with the requirements of the Rules for the Safe Operation of Heat-Using Installations and Heating Networks, Safety Rules for the Operation of Electrical Installations of Consumers and Safety Rules for the Operation of Electrical Installations. In this case, additional security measures shall be reflected in the line of the work permit "Individual Instructions". If the procedure for carrying out work under the work permit is determined by other industry or inter-industry rules in effect at UMP JSC, then these rules should be followed when organizing and carrying them out.

4.1.17 Work in the security zones of high-risk facilities (overhead power lines, cable lines, gas pipelines, railways, etc.) shall be coordinated with the division operating these facilities and be carried out only with a work permit. Work permit shall be issued for work in electrical installations in the security zones of power transmission lines (including communication lines). The need to issue a work permit and the conditions for carrying out the work shall be determined by the owner of the power line. Plans (diagrams) of the work site indicating hazardous areas on the ground shall be issued to the executor and those performing the work, with the familiarization of all workers.

4.1.18 In cases where simultaneous performance of work is required at different production sites under the supervision of one responsible work supervisor, the presence of several work supervisors (one for each site) appointed by the order (instruction) of the head of the division (office, department, site, and the head of the workshop for the production facility) shall be permitted.

4.1.19 The head of the division shall not initiate the operation of equipment (unit, etc.) shut down for safety purposes during the execution of HRW under a work permit, until the closed work permit is returned to the issuing authority.

The person permitting work shall not have the right to start up shut down equipment until the work under this work permit is completed and closed.

4.1.20 When preparing an object for HRW production, the head of the customer's workshop shall:

- a) determine the boundaries of the allocated object;
- b) determine which divisions (workshops, departments, sites, offices) own the territory falling within the HRW production zone;
- c) organize a technical meeting of the heads and specialists of his/her division, the contractor and other interested divisions to develop the necessary measures to ensure the safety of their employees;
- d) clarify the start and end times of the HRW with the contractor;
- e) prepare a permit certificate (or work permit, depending on the conditions under which the work is being performed), coordinating it, if necessary:
  - 1) with the Heads of the relevant divisions;
  - 2) with the Chief Power Engineer of UMP JSC for work performed outside buildings and structures, and with the Power Engineer (Power Foreman) of the workshop for work performed inside buildings and structures;
- f) send one copy of the completed permit certificate/work permit with the attached documents (if any) to the contractor and the heads of other interested divisions, who are obliged to ensure the implementation of the activities specified in the permit certificate/work permit within the established timeframes.

4.1.21 Upon expiration of the deadlines for the implementation of all activities stipulated by the permit certificate/work permit, the head of the customer workshop shall check the actual status of the activities, paying attention to the presence of fencing of hazardous areas, the installation of temporary traffic signs, warning signs, signs indicating the directions of avoiding hazardous areas, etc.

4.1.22 In the case of construction of new detached buildings and structures on the premises of UMP JSC, the responsibility for drafting and issuing the site permit certificate shall be assigned to the division responsible for the territory allocated for the construction site. In this case, the permit certificate shall be agreed upon with the Chief Power Engineer of UMP JSC and, if necessary, with the Head of the Service Center.

4.1.23 In the case of excavation work, work near existing railways, highways, energy networks, gas pipelines, other existing open/hidden communications and technological devices, the head of the customer workshop shall hand over a permit for excavation work to the contractor (the permit form is given in Appendix H).

An excavation permit shall be accompanied by an extract from the general plan with precise indications of the boundaries of the excavation work and the presence of underground structures and utilities in the area. The boundaries of the excavation work at the site where it is carried out shall be marked by the contractor with signs (pointers) and fencing of the work site.

4.1.24 The permit certificate/work permit shall be filled out with precision and clarity of entries; corrections and erasures are not permitted; all columns shall be filled out in accordance with the content of the subscript text. In the columns that do not require filling, a dash shall be entered.

4.1.25 The completed copy of the permit certificate/work permit shall be kept by the work provider at the workplace for the entire duration of the work. If it is necessary to carry out work after the expiration of the permit certificate/work permit, a permit certificate/work permit shall be drawn up for a new period.

4.1.26 The permit certificate/work permit for which work has been completed shall be kept by the head of the customer workshop. The retention period for closed permit certificate/work permit shall be one year from the date of closure.

4.1.27 Permit certificate/work permit for HRWs, during the production of which accidents or incidents occurred, shall be stored together with the investigation materials of the accidents/incidents.

4.1.28 If the permit certificate/work permit is lost, the work shall immediately suspend. A new permit certificate/work permit shall be issued for the continuation of work, and the work authorization procedure shall be carried out again.

4.1.29 Registration and management of permit certificate/work permit shall be carried out in accordance with I 18.0006. The completed and signed permit certificate shall be registered in the logbook for the issuance of permit certificates and orders. The completed and signed work permit shall be registered in the logbook for the issuance of work permit and in the Work Permit module of the OSM SS.

4.1.30 When performing HRW, the team shall consist of at least two people (the composition of the team during the performance of gas-hazardous work according to par. 4.4 of this RD).

Completion of the work may be carried out by a team smaller than that initially determined by the work permit, but no less than two workers, with a corresponding entry made in the work permit.

4.1.31 If the contractor plans to use mobile electrical equipment or portable power tools, then an application for connection of mobile electrical equipment or portable power tools (the application form is free-form) and a certificate of delimitation of balance sheet ownership and operational responsibility between consumers and the energy supply organization (the form of the certificate is given in I 29.0008, Appendix D) shall be completed, which shall be noted in the permit certificate.

4.1.32 In the case of detection of violations of Occupational Safety requirements during the performance of the HRW, the head of the customer workshop, head and engineers of the Occupational Safety and Environmental Protection Office of the Production, Engineer for Occupational Safety and Environmental Protection of the division, managers and specialists of the Production Safety Director Service, Equipment Operation Service, Chief Power Engineer's Department, Department of Capital Construction and Reconstruction, as well as the person permitting the work and the responsible work supervisor shall have the right to stop these works, if necessary, withdraw the work permit from the work provider, notifying the person issuing the work permit.

The head and engineers of the Service of the Chief Technical Officer for Occupational Safety and Environmental Protection, Nuclear Safety, Radiation Safety of Uranium Operations, the Chief Technical Officer for Occupational Safety and Environmental Protection of Beryllium Operations, the Chief Technical Officer for Occupational Safety and Environmental Protection of Tantalum Operations for the main production facilities, and for auxiliary production of the Industrial Production

Complex, the Occupational Safety and Environmental Protection Engineer of the division shall have the right to check the correctness of the execution, issuance for work and delivery upon completion of the work of the permit certificate/work permit.

4.1.33 If it becomes necessary to carry out work that is not included in the approved lists of HRW and gas-hazardous work, they shall be carried out under a work permit in accordance with the requirements of this RD, with their subsequent inclusion in the lists within ten days.

4.1.34 In the event of emergency response, work shall be carried out without a work permit until the direct threat to human life has been eliminated under the supervision of an official appointed by the order of the department. Further work to eliminate accidents and their consequences shall be carried out after the issuance of a work permit.

## **4.2 Execution of Works according to the Work Permit**

4.2.1 The work permit shall be issued in two copies.

4.2.2 The work permit is issued for a period of no more than five working days per team. The work permit remains valid during this period unless the safety conditions stipulated by the work permit change.

The work permit shall be issued for a shift or for the entire period of work in the case of a continuous nature of work, with an extension for each shift. The extension of the work permit shall be issued and carried out by the person authorizing admission to work prior to the start of each shift.

4.2.3 When several contractors work simultaneously at one site, before issuing a work permit, the customer organization, together with the contractors, shall develop additional measures to ensure occupational safety and specify them in the work permit, which is issued to the work provider of each organization.

4.2.4 During the period of preparation for the execution of work under the work permit, the person permitting work shall:

- a) submit an application for disconnection of electrical equipment with an entry in the application log for non-electrical personnel (the log form is provided in I 29.0008, Appendix B);
- b) upon completion of all work safety measures, personally check their completion and make a corresponding note in the work permit;
- c) when combining the duties of the responsible work supervisor, familiarize the work provider and performers with the working conditions and instruct them on safety measures related to the presence of operating equipment at the work site and the implementation of the technological process, which should be recorded in the work permit, obtain the signature of the work provider and transfer one copy of the work permit to the work provider.

4.2.5 When preparing for the HRW, the work provider shall:

- a) study the WEP;
- b) determine the materials, tools, devices, PPE, etc. necessary for the performance of work and provide them to the performers;
- c) issue a permit to carry out hot works in accordance with OISD RD No. 14.006, if the execution of the task is associated simultaneously with the performance of hot works.

4.2.6 If the responsible supervisor or work provider is replaced, the team composition changes or the working conditions change, the work permit shall be cancelled, and work shall be resumed after a new work permit is issued.

4.2.7 The transfer of a team to another work location shall be carried out by the responsible supervisor or the work provider, if the person issuing the work permit has instructed them to do so, with the authorizing resolution of the person admitting them to work in the work permit.

4.2.8 Admission to subsequent shifts at the prepared work place shall be carried out by the person admitting to work, and in the event of his/her absence (in the evening and at night, on weekends and holidays), repeated admission shall be carried out by the work provider, who in this case combines the duties of the person admitting to work and the responsible work supervisor.

When accepting a shift, the work provider shall accept the work from the shift worker along with the work permit, personally check the production conditions, make a note in the work permit about the extension of the work and begin work after receiving the permission.

4.2.9 Daily work interruptions and subsequent re-admission to work shall be formalized by the signatures of the authorizing person and the person responsible for work. Lunch breaks are not subject to documentation.

If it is necessary to temporarily stop work under a work permit (as instructed by the person permitting work), the work provider shall ensure that the team members leave the worksite and shall return the work permit to the person permitting work. Resumption of work shall be carried out with the permission of the person permitting work after checking the implementation of all initial measures to ensure the safety of workers under the work permit and the return of the work permit to the work provider.

4.2.10 If there is a break in work during one shift, the work permit shall remain with the work provider, and the team shall resume work with his/her permission.

If there is a break in work for more than one shift, re-admission shall be carried out after the person admitting the work and the work provider have checked that the conditions for safe performance of work specified in the work permit have not been changed.

When performing work on a shift schedule, responsible work providers shall be appointed for each shift for the entire period of validity of the work permit.

4.2.11 If the operating personnel's shift ends while personnel working under a work permit continue their work, the responsible work supervisor shall notify the supervisor of the incoming shift of the work being carried out under the permit.

4.2.12 If the completion of the work is assigned to another team, then a new work permit shall be issued for the new team.

4.2.13 The person authorizing work (responsible work supervisor) shall stop the work, withdraw the work permit, reissue it, and issue a new work permit if, before the completion of work under this work permit:

- a) an abnormal situation, incident or accident occurs;
- b) a discrepancy is discovered between the actual state of the work conditions and the requirements of the safe work measures stipulated by the work permit;
- c) there is a need to connect at least part of the operating equipment or power grids in the work area (to the device, facility).

4.2.14 Upon completion of the work, the work provider shall ask the team to leave the workplace, remove the temporary barriers installed by the team, restore the permanent barriers, remove portable safety posters, flags, anchor devices, check the cleanliness of the workplace, ensure there are no tools, document the full completion of the work in the work permit with his/her signature and return the work permit to the person permitting the work.

After inspecting the work places, the person allowing work to begin shall document the complete completion of the work in the work permit and return the work permit to the person issuing the work permit no later than the following day. If the person authorizing the work is absent, the work permit shall be closed and signed by the work provider and the permit issuer.

Completion of work under a work permit after inspection of the work site shall be recorded in the appropriate column of the work permit issuance log and in the Work Permit module of the OSM SS.

4.2.15 The management of the division where the contractor carried out the HRW shall not begin operating the equipment until the work provider returns the closed work permit.

### **4.3 Execution of Works according to the Order**

4.3.1 The order shall be issued to the work provider, under whose supervision the performers will carry out the HRW, against personal signature and registration in the logbook of issuance of permit certificates and orders. The work provider shall make an entry in the logbook regarding the scope and time of completion of the work upon conclusion of the work.

4.3.2 Before issuing a work order, officials from the division shall inspect the work site and determine measures for its safe execution.

It shall not be permitted to issue work orders for work to be carried out in locations that do not meet safety requirements, with the exception of orders to remedy violations of these requirements. In this case, the work shall be performed by at least two employees.

If, during the course of work, it becomes apparent that it is impossible to perform the work safely, the work shall be suspended until organizational and technical measures are taken to ensure occupational safety. The work provider shall make a corresponding entry in the logbook for recording the issuance of permit certificates and orders, report the identified hazards to the person who issued the work order, or, in their absence, to the head of the division (site, office) or shift supervisor, and act in accordance with their instructions.

4.3.3 Persons who issued the order to perform work shall carry out production control for the safe performance of work. The control procedure is established in ST 14.0020.

### **4.4 Execution of Gas-Hazardous Works**

4.4.1 Employees shall perform gas-hazardous work within their division:

- a) according to a work permit;
  - b) according to an order registered in the gas-hazardous work log without issuing a work permit.
- The log form is provided in Appendix I.

Gas-hazardous work performed without a work permit shall include work that is repeated periodically, is an integral part of the technological process, is characterized by similar conditions of performance, a constant location and nature of work, and a constant team of performers. Methods for

safely performing such work and the sequence of actions to be taken by employees shall be set out in Technical Regulations and Instructions on Occupational Health and Safety.

Note: Gas-hazardous work related to the prevention of accidents and the need for their localization shall be carried out in accordance with the Emergency Response Plan (ERP).

4.4.2 Gas-hazardous work performed under a work permit shall be carried out during daylight hours.

In exceptional cases, urgent gas-hazardous work may be permitted during nighttime hours in the presence of a person authorized to allow the work to proceed. At the same time, the work permit shall provide for additional measures to ensure safe work practices, taking into account the conditions of their performance during nighttime hours. It is prohibited to increase the scope of work specified in the work permit.

4.4.3 Persons not younger than 18 years of age who have passed a medical examination in the established manner, who have no contraindications to performing this type of work, who have been trained in safe working techniques and methods, rules for using PPE, who have undergone instruction in Occupational Health and Safety, training and testing of knowledge in Occupational Health and Safety and Industrial Safety for the relevant profession in the manner established in ST 14.0028 and I 30.0006, and who are allowed to perform independent work by order of the division shall be allowed to perform gas-hazardous work.

4.4.4 Only persons who have undergone special training may be involved in gas-hazardous work involving the use of oxygen-isolating gas masks and air-isolating apparatus.

4.4.5 The head of the division (site, office/service) shall be responsible for preparing the facility for gas-hazardous work.

The person responsible for gas-hazardous work shall be the manager who directly supervises the workers performing the work. In exceptional cases, when the preparation and performance of gas-hazardous work is carried out by a single team of workers, it is permissible for one person to combine the duties of the person responsible for preparation and the person responsible for the performance of gas-hazardous work.

4.4.6 Before starting gas-hazardous work, laboratory or automatic analysis of the WAA shall be carried out to determine the content of oxygen and hazardous substances (capable of exploding, igniting or causing poisoning):

- a) laboratory analysis shall be performed by LOTOS Test Center employees (on call), who issue the relevant certificate (certificate form according to I 47.099, Appendix 9). The certificate shall be attached to the work permit (or to the gas hazard work log) and kept by the work provider;
- b) automatic analysis shall be performed by employees of the division (if there are appropriate measuring devices that have been calibrated and approved for use in accordance with established procedures) with the results of the analysis recorded in the gas hazard work log.

4.4.7 Before starting gas-hazardous work, the persons responsible under par. 4.4.5 of this RD (or those authorized to work under a work permit) shall take measures to reduce the degree of danger of the work by relieving pressure, removing hazardous substances from the WAA and eliminating possible sources of sparking.

4.4.8 For the entire duration of the work, a poster (or posters) reading "Gas-Hazardous Work" shall be displayed in a prominent place (or places) and shall be removed after completion of the work with

permission to proceed. If necessary, checkpoints shall be set up to prevent unauthorized persons from entering the danger zone.

4.4.9 Containers that are subject to opening, inspection, cleaning or repair shall be emptied of product, disconnected from operating equipment and piping systems using standard plugs, and, depending on the properties of the chemical products they contained, washed, steamed with superheated steam, purged with inert gas and clean air.

Note: Cleaning containers and gas ducts (air ducts) from product may be classified as gas-hazardous work. In this case, flushing, steam cleaning with superheated steam, purging with inert gas and clean air are not required.

4.4.10 When applying a protective coating to the inner surface of a container, which is accompanied by the release of hazardous substances, the forced removal of the released substances from the container shall be ensured.

4.4.11 Heated containers shall be cooled to a temperature not exceeding 45°C before allowing workers to enter them. In exceptional cases, when it is necessary to perform work at higher temperatures, additional safety measures shall be developed (continuous fresh air supply, use of heat-protective suits and footwear, frequent work breaks, etc.).

4.4.12 Portable lamps with a voltage not exceeding 12 V or rechargeable lamps corresponding to the category and group of the explosive mixture shall be used for lighting.

4.4.13 Entry into a gas-hazardous area shall only be allowed with the permission of the person authorized to work (or the responsible supervisor) wearing appropriate protective equipment worn outside the hazardous area.

Before starting work, the person responsible for gas-hazardous work shall ask each worker how they are feeling. If an employee is found to be unwell, they shall be sent to the medical center.

4.4.14 As a rule, gas-hazardous work shall be performed by a team of at least two people (including in thermal wells). In other wells (sewage, industrial, sewer, etc.), as well as in tanks and gas ducts, the team shall consist of at least three people.

4.4.15 Team members shall be provided with appropriate PPE, tools, equipment and auxiliary materials.

Hose-type, oxygen-isolating gas masks or air-isolating devices are used inside containers, wells, collectors, tunnels and trenches to protect the respiratory system (Respiratory Protective Equipment, RPE). The use of filtering gas masks shall be prohibited.

Working inside wells, collectors, tunnels and other similar devices and structures without RPE shall be not permitted. The maximum continuous working time for a person wearing a hose-type RPE shall not exceed 20 minutes (after every 20 minutes, a 10-minute rest period on the surface shall be provided).

Note: In buildings, structures, gas ducts, filter chambers, etc., where there is a centralized air supply system to insulating RPE, it is permissible to use pneumatic helmets, pneumatic jackets and pneumatic suits during work.

4.4.16 Gas-hazardous work inside tanks/containers and gas ducts (air ducts) shall be performed by a team of at least three people (one worker and two observers). As a rule, only one person shall be allowed inside the tank/container at a time.

If it is necessary for a larger number of workers to be present in the container, safety measures shall be developed, included in the work permit, and additionally implemented, providing for an increase in the number of observers (at least one observer per worker in the container), the procedure for entering and evacuating workers, the procedure for placing hoses, intake pipes, isolating RPE, signal and rescue ropes, the availability of communication and signaling devices at the work site, etc.

4.4.17 In all cases, the worker descending into the container shall wear a safety belt with a signal and rescue rope. If there is no visual contact between the worker and the observer, a system of conventional signals shall be established.

The observer shall be located at the hatch (entrance) of the container wearing the same equipment as the worker, with insulating RPE in a “ready” position. At the same time, he/she shall:

- a) monitor signals and the behavior of the worker, the condition of the gas mask air hose and the location of the air intake device;
- b) if necessary, call the person authorizing work to the work site using the means of communication and signaling specified in the work permit;
- c) provide assistance to the injured person (wearing insulating RPE) with prior notification of the person allowing access to work.

4.4.18 The descent of the worker into the container, work inside the container and ascent from it shall be carried out using portable ladders that have been tested in accordance with established procedures.

When descending into or exiting the container, workers shall not hold any objects in their hands. All tools and materials necessary for work shall be placed in the container in such a way as to prevent them from falling and injuring workers.

4.4.19 If the actions of a worker inside a container deviate from normal behavior (signs of illness, attempts to remove a gas mask), or if other circumstances arise that threaten their safety, work should be stopped immediately and the worker should be evacuated from the container.

4.4.20 After completion of work inside the container, the person in charge of the work shall personally ensure that no people remain in the tank, that tools and materials have been removed, that no foreign objects remain and make a note of this in the work permit before closing the hatches.

4.4.21 If work in wells, sewer networks, tunnels and similar structures is technologically linked to facilities where sudden releases of hazardous substances and migration of these substances to the work site are possible, measures shall be taken to reduce the content of hazardous substances in the WAA to the MAC by using natural and/or artificial ventilation. In this case, the work shall be coordinated (with a record in the work permit) with the managers of these facilities.

4.4.22 During the period of work, open hatches shall be fenced off and illuminated at night.

4.4.23 Hot work in the container shall be carried out in accordance with OISD RD No. 14.006. In this case, the hatches (entrance) of the container shall be fully open, and air exchange shall ensure normal working conditions (air regime) in the work area.

## 5 Appendices

- 5.1 Appendix A Form for the Permit Certificate.
- 5.2 Appendix B Form of the Logbook for the Issuance of Permit Certificates and Orders.
- 5.3 Appendix C Approximate List of Gas-Hazardous Work.

- 5.4 Appendix D Form of the Logbook for the Issuance of Work Permits.
- 5.5 Appendix E Work Permit Form.
- 5.6 Appendix F Approximate List of HRWs for which a Work Permit shall be Issued.
- 5.7 Appendix G Form of the List of HRW.
- 5.8 Appendix H Form for Permit for Excavation Work.
- 5.9 Appendix I Form for Gas-Hazardous Work Log without Issuing a Work Permit.

## Appendix A

(mandatory)

### Form for the Permit Certificate

#### Permit Certificate for Performing Work on the Premises of an Operating Organization (Enterprise)

dated \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
(name of the organization)

We, the undersigned, the Head of the workshop (site) \_\_\_\_\_

\_\_\_\_\_  
(full name (if available), position)

hereby certify the following:

The Organization allocates an area defined by the following coordinates

\_\_\_\_\_  
(designation of grid lines, elevation marks and drawing numbers)

for the performance of \_\_\_\_\_  
(name of works)

under the supervision of the Contractor's technical representative for the following period:

start date: \_\_\_\_\_ end date: \_\_\_\_\_.

Prior to commencement of work, the following safety measures shall be implemented:

| No. | Activity Description | Deadline | Performer (full name<br>(if available), position) | Signature |
|-----|----------------------|----------|---|-----------|
|     |                      |          |   |           |
|     |                      |          |   |           |

Head of Workshop (Site) \_\_\_\_\_ (signature)

Responsible Representative of the Contractor \_\_\_\_\_ (signature)

Note: If it is necessary to continue work after the expiration of this permit certificate, a new certificate shall be issued for a new period.



**Appendix B**  
(recommended)

**Form of the Logbook for the Issuance of Permit Certificates and Orders**

**Logbook for the Issuance of Permit Certificates and Orders**

| Permit certificate/<br>order No. | Location and name of the work | Work provider (full name, signature) | Member of the team working on orders (full name, signature) | Person who gave the order (full name, signature) | Work started (date, time) | Work completed (date, time) |
|----------------------------------|-------------------------------|--------------------------------------|---|--|---------------------------|-----------------------------|
|                                  |                               |                                      |   |  |                           |                             |

Note: When there are a large number of works on orders, it is permissible to restart their sequential numbering on a monthly basis.

**Appendix C**  
*(informative)*

**Approximate List of Gas-Hazardous Work**

1 Work with the registration of a work permit:

- a) electric and gas welding and gas cutting operations performed inside closed containers such as repulpators, reactors, process tank, gas ducts (air ducts), filter chambers, etc.;
- b) electric gas welding and gas cutting operations for the repair of containers for flammable, explosive, corrosive and toxic substances;
- c) electric gas welding and gas cutting operations near and on pipelines containing combustible, explosive, aggressive and toxic gases, liquids and slurries;
- d) operations inside underground engineering structures (in wells, channels, chimneys, chambers, etc.);
- e) repair work on closed furnaces involving people inside the furnace;
- f) repair work on pipelines carrying flammable and explosive gases and liquids;
- g) rubber lining operations performed outside specially equipped workshops.

**Appendix D**  
*(mandatory)*

**Form of the Logbook for the Issuance of Work Permits**

**Logbook for the Issuance of Work Permits**

| No. | Date and time (start and end) of initial permit to commence work | Date and time (start and end) of re-admission to work | Work Permit No. | The person who issued the permit | Nature of work performed |
|-----|--|---|-----------------|----------------------------------|--------------------------|
|     |  |   |                 |                                  |                          |

Note: Work permits shall be registered in chronological order as they are received, regardless of the date and time of issue.

## Appendix E

*(mandatory)*

### Work Permit Form

Organization, site, workshop \_\_\_\_\_

#### Work Permit No. \_\_\_\_\_ for Performing High-Risk Work

1. Work provider \_\_\_\_\_

(full name (if available), organization, department, workshop, position)

2. Approved for execution \_\_\_\_\_

(place of work, name of equipment, brief description of the scope of work)

3. Person allowing access to work \_\_\_\_\_

(full name (if available), position)

4. Responsible supervisor \_\_\_\_\_

(full name (if available), position)

5. Measures to ensure work safety:

5.1. Stop \_\_\_\_\_

(place of stopping, position)

5.2. Turn off \_\_\_\_\_

(circuit breaker, valve, main line, etc.)

5.3. Install \_\_\_\_\_

(dead ends, plugs, signal lamps, etc.)

5.4. Take a sample for air analysis \_\_\_\_\_

(specify locations and analysis results, gas contamination group)

5.5. Fence off \_\_\_\_\_

(work area, and put up signs)

5.6. Provide safety measures when working at heights and in wells

(scaffolding, safety belts, ropes, etc.)

5.7. Notify \_\_\_\_\_

(operators of neighboring cranes and cranes in adjacent spans with a signature in the logbook)

5.8. Provide safety measures at railroad tracks \_\_\_\_\_

(install signs, posters, fences, dead ends, etc.)

5.9. Indicate routes to the place of work \_\_\_\_\_

(attach a map if necessary)

5.10. Additional activities \_\_\_\_\_

6. The work permit was issued by \_\_\_\_\_

(full name (if available), position, signature, date)

7. Activities completed \_\_\_\_\_

(activity number; full name (if available), position, signature)

8. Approved by: \_\_\_\_\_

(Head of the shift (site), full name (if available), signature)

8.1. \_\_\_\_\_

(position, full name (if available), signature)

9. The measures have been completed, the safety of the work is ensured, the work provider has been familiarized with the working conditions and instructed, the person allowing the work permits the work to be performed

(position, full name (if available), signature, date)

10. The work provider has been familiarized with and instructed on the working conditions, checked the preparation, and accepted the workplace \_\_\_\_\_

(position, full name (if available), signature, date, time)

11. Team composition and instruction completion mark

| No. | Date and time of work | Full name (if available) of team members | Occupation | I have read the terms and conditions of the work and received the briefing (signature) | Briefing conducted by (full name of the authorized person (if available), signature) |
|-----|-----------------------|--|------------|--|--|
|     |                       |  |            |  |  |

A team of \_\_\_\_ people has been instructed and has started work at \_\_\_\_\_  
(date, time)

Work provider \_\_\_\_\_  
(full name (if available), signature)

12. Extension of the work permit

| Date, time | The conditions have not changed; the shift has been handed over by the work provider |           | Number of workers in the shift team | The work provider is familiar with the terms and conditions of the work and has accepted the shift |           | Person who admits to work in a shift permits access to work |           |
|------------|--|-----------|-------------------------------------|--|-----------|---|-----------|
|            | full name (if available)   | signature |                                     | full name (if available)   | signature | full name (if available)                                    | signature |
|            |  |           |                                     |  |           |   |           |

13. The work is finished at \_\_\_\_\_, workplace cleaned up,  
(date, time)  
personnel have been withdrawn from the work site.

The work permit was submitted by the \_\_\_\_\_  
(position, full name (if available), signature of the work provider)

The workplace and work permit were accepted by the \_\_\_\_\_  
(position, full name (if available), signature of the person allowing access to work)

The work permit form shall be completed and registered electronically in the OSM SS. After filling out the electronic form, the document shall be printed in duplicate and signed by the responsible persons and executors. All columns of the work permit shall be filled out.

## **Appendix F** (informative)

### **Approximate List of HRWs for which a Work Permit shall be Issued**

1. Excavation work on the company's site. Work in trenches, pits and other structures deeper than 1.5 m.
2. Dismantling of building and structure elements. Work to reinforce and restore damaged parts and elements of buildings and structures.
3. Installation of scaffolding and platforms.
4. Work using a construction and installation gun.
5. Work inside bunkers containing bulk materials, if the possibility of a collapse of the materials cannot be ruled out.
6. Repair of lifting cranes involving personnel access to crane tracks and walkways.
7. Work at height (including from a lift basket (tower)).
8. Any work in an area where there is a possibility of an overhead crane or its parts colliding with personnel.
9. Other work, if its preparation and implementation are associated with the presence of conditions of increased danger for performers or other personnel.
10. Work in confined spaces: closed apparatus, tanks, cisterns, containers, chambers, channels, wells.
11. Hot work. Electric gas welding, gas cutting and working with an angle grinder (outside of designated areas).
12. Work using cranes and other special equipment.

### ***Objects and equipment, routine and major repairs of which are carried out according to a work permit:***

1. Metal-cutting equipment: machines weighing over 5 tons.
2. Forging and pressing equipment: presses with a force of over 1,000 tf.
3. Mineral processing equipment: crushers and mills weighing over 5 tons.
4. Chemical equipment:
  - containers, tanks, scrubbers, reservoirs, reactors with a volume of more than 20 m<sup>3</sup> (during dismantling of large-sized units and parts; during electric and gas welding work inside the containers; if there is a risk of fire and/or explosion during repairs).
5. Lifting and transport equipment: overhead cranes (for repair of load-bearing elements and metal structures), in the absence of a permanent repair site.
6. Fans, ducts and pipelines:
  - fans of all types, starting from No. 12;
  - air ducts with dimensions greater than 400×400 mm (Ø 400 mm), length of 2,000 mm or more and located at a height of 5 m or more from the ground level in the absence of service platforms;
  - pipelines with a diameter greater than 320 mm.
7. Power equipment:
  - electric furnaces, when disassembling units weighing more than 2 tons;
  - electric motors, when removing a rotor weighing more than 0.5 t;
  - transformers, switches, disconnectors, work in open/closed switchgear.
8. Pumping equipment:
  - pumps of all types weighing more than 1 t.
9. Vessels and pipelines operating under pressure.

## Appendix G

(informative)

### Form of the List of HRW

**APPROVE BY:**

Production Director/Head of Department

\_\_\_\_\_

(full name, signature)

\_\_\_\_\_ 20\_\_\_\_

### List of High-Risk Work

for \_\_\_\_\_

(name of the department)

| No.   | Location and nature of work (equipment position number according to the diagram) | Potential hazardous and harmful occupational factors | Work performers | Key activities                     |                        |
|---|--|--|-----------------|------------------------------------|------------------------|
|   |  |  |                 | on preparing the facility for work | on safe work practices |
| 1   | 2  | 3  | 4               | 5                                  | 6                      |
| Work carried out with the issuance of a work permit   |  |  |                 |                                    |                        |
|   |  |  |                 |                                    |                        |
| Work carried out without issuing a work permit, but with a registration in the logbook for issuing permit certificates and orders (in the logbook for gas-hazardous work) |  |  |                 |                                    |                        |
|   |  |  |                 |                                    |                        |

Head of department (service, division, site, workshop manager)

\_\_\_\_\_

(full name, signature)

**AGREED BY:**

the Chief Technical Officer for Occupational Safety and Environmental Protection, Nuclear Safety, Radiation Safety of Uranium Operations/  
the Chief Technical Officer for Occupational Safety and Environmental Protection of Beryllium Operations/  
the Chief Technical Officer for Occupational Safety and Environmental Protection of Tantalum Operations, and for auxiliary production of the Industrial Production Complex, the Occupational Safety and Environmental Protection Engineers of the division

\_\_\_\_\_

(full name, signature)

## Appendix H

(mandatory)

### Form for Permit for Excavation Work

#### Permit for Excavation Work

(name of the facility)

1 Location of excavation work \_\_\_\_\_

2 Work supervisor \_\_\_\_\_  
(position, full name)

3 Nature of excavation work \_\_\_\_\_

Approvals:

| Fire and Emergency Response Unit, UMP JSC | Energy Center       | Storage Facility    | Service Center      |
|---|---------------------|---------------------|---------------------|
| _____                                     | _____               | _____               | _____               |
| position, signature                       | position, signature | position, signature | position, signature |
| Workshop No.                              | Workshop No.        | Workshop No.        | Workshop No.        |
| _____                                     | _____               | _____               | _____               |
| position, signature                       | position, signature | position, signature | position, signature |

The execution of works is coordinated with the following departments and workshops (cross out as appropriate).

4 Safety conditions for production work \_\_\_\_\_

5 I am familiar with the terms and conditions of the work and have received a copy of the master plan.

Work supervisor \_\_\_\_\_  
(signature, date)

6 Team composition and completion of training \_\_\_\_\_

(person authorizing work, full name, position)

| No. | Full name | Occupation | Signature of the person being instructed on completing the training |
|-----|-----------|------------|---|
| 1   | 2         | 3          | 4   |
|     |           |            |   |

7 The permit is issued in two copies. I authorize the execution of excavation works.

Head of the customer's workshop \_\_\_\_\_  
(signature, date)

**Appendix I**  
*(mandatory)*

**Form for Gas-Hazardous Work Log**

**Gas-Hazardous Work Log without Issuing a Work Permit**

for \_\_\_\_\_  
(name of department)

| <b>No.</b> | <b>Date and time of work</b> | <b>Location of work (department, site, facility)</b> | <b>Nature of work performed</b> | <b>Measures to prepare the facility for gas-hazardous work have been performed by (full name, signature of the person responsible)</b> | <b>Measures to ensure safe working conditions have been performed (full name, signature of the person responsible)</b> | <b>The team members are familiar with the safety rules (full names, signatures)</b> | <b>Air quality test results</b> | <b>Note</b> |
|------------|------------------------------|--|---------------------------------|--|--|---|---------------------------------|-------------|
| <b>1</b>   | <b>2</b>                     | <b>3</b>   | <b>4</b>                        | <b>5</b>   | <b>6</b>   | <b>7</b>  | <b>8</b>                        | <b>9</b>    |
|            |                              |  |                                 |  |  |   |                                 |             |