Ref. No.1938 dated February 22, 2024

**COMPANY STANDARD**

Ulba Metallurgical Plant Joint Stock Company

**APPROVED BY:**

Quality Director

/*signature*/ A. Yashin

February 19, 20\_\_

**PROCEDURE OF RELATIONS BETWEEN UMP JSC AND CONTRACTORS**

**ST 28.0021-24**

(to substitute ST 28.0021-19)

Valid until February 26, 2029

Oreder No. 265 dated February 20, 2024

**DEVELOPED BY:**

Head - Capital Construction & Reconstruction Department

/*signature*/ O. Zamchiy

February 02, 2024

Ust-Kamenogorsk

**1 Scope**

This Standard specifies a common procedure of relations between Ulba Metallurgical Plant Joint Stock Company (hereinafter – UMP) and contractors, including the procedure of contracting for the purchase of works and services (hereinafter - the Subcontract), access of contractors to the UMP’s site, inbound and outbound transportation of equipment and tools of contractors, and also the procedure of the development and approval of the projects for construction and installation works.

This Standard with the exception of Clause 7 may be applied for the performance of other types of contractors’ works.

Study of this Standard by the potential contractors is carried out at the stage of study of the tender documentation at the UMP’s website. The Head of the contracting company as a winning bidder assumes responsibility for compliance with this Standard when signing the Subcontract.

When carrying out the activities according to this Standard:

* UMP JSC’s employees shall be obliged to comply with the Law of the Republic of Kazakhstan "On Anti-corruption" and the Policy of UMP JSC on Anti-corruption and Fraud Management;
* Contractor’s employees shall comply with requirements established by the Law of the Republic of Kazakhstan "On Anti-corruption" and Code of UMP JSC Suppliers ethics.

**2 Regulatory References**

The following regulatory documents shall be required for the application of this Standard. The specified revision of the regulatory document shall be used for the dated references, and the latest revision of the referenced document (including any amendments) shall be used for undated documents.

2.1 Law of the Republic of Kazakhstan "On Anti-corruption" No.410-V RKL dated 18.11.2015;

2.2 RK SR 1.03-00-2011 Construction Engineering. Arrangement of the Construction of Facilities, Buildings and Structures;

2.3 Sanitary Regulation of the Republic of Kazakhstan (RK SR) 1.03-05-2011 Occupational Health and Safety in Construction;

2.4 Sanitary Rules of the Republic of Kazakhstan (RK SR) 1.03-106-2012 Occupational Health and Safety in Construction;

2.5 ST NAC 5.0.1-2017 Occupational Safety Standards System. Requirements for Contractors in the Field of Industrial Safety;

I 14.0018-16 Emergency Response Plans. Emergency Response Drills and Practice;

2.6 ST NAC 5.0.6-2023 Unified system for occupational safety management.

2.7 Instruction of NAC Kazatomprom OHS 18 22 АЕ Requirements to content of report on condition of occupational health and safety in jointly managed subsidiaries and affiliates and explanatory note attached to it.

2.8 Policy of UMP JSC on Anti-corruption and Fraud Management approved by the Chairman of the Board of UMP JSC on 24.10.2019;

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

2.10 ST 20.0007 Terms and Definitions;

2.11 I 14.0010 Procedure of the Identification and Updating of Environmental Aspects;

2.12 I 14.0025 Procedure of Communication of EMS and OH&S MS Requirements to the Contractors of UMP JSC;

2.13 I 18.0008 Procedure of accounting, management and storage of contracts (agreements).

2.14 I 18.0023 Procedure of Preparation and Reception of Delegations at Ulba Metallurgical Plant JSC;

2.15 I 32.0005 Procurement of Raw Materials, Reagents, Equipment, Energy Carriers, Works and Services by the UMP JSC Divisions;

2.16 I 19.0003 Procedure of property carrying through Entry Check Point of guarded security perimeter of UMP JSC

2.17 I 19.0010 Procedure of pass control at UMP JSC facilities not subject to guarding by State Guard.

2.18 Regulatory document of the Office of the Industrial Safety Director (OISD RD) No.14.006 Fire Safe Procedures for Hot Works at UMP JSC;

2.19 RD OH&S No. 14.024 Procedure of Safe Construction and Installation Works and Hazardous Operations at UMP JSC.

2.20 OISD RD No. 14.026 Procedure of Training in the Field of Fire Safety and Workers Access for Independent Works;

**3 Terms, Definitions and Abbreviations**

Terms and abbreviations according to ST 20.0007, abbreviations in accordance with the management structure of UMP JSC and the following abbreviations are used in this Standard:

3.1 **LW**: Liquid waste.

3.2 **Customer**: UMP.

3.3 **I**: Incident.

3.4 **ECP:** Entry Check Point.

3.5 **NC:** Normal conditions of the environmental aspects.

3.6 **ES**: Environmental safety.

3.7 **Contractor**: Contracting company.

3.8 **SW**: Solid waste.

3.9 **CIW**: Construction and installation works.

3.10 **WPP**: Work performance project.

3.11 **HW**: Hazardous work.

3.12 **OSM** **SS**: Software system “Occupational Safety Management”.

3.13 **SWC**: UMP JSC subdivision, works customer.

3.14 **BSA**: Behavioral safety audit.

3.15 **PPE**: Personal protection equipment.

3.16 **LSP**: Labor safety and protection

3.17 **OS**: Occupational safety.

3.18 **FS**: Fire safety.

3.19 **OHSD**: Department of Occupational Health and Safety.

3.20 **Occupational safety**: FS, OS, ES, LSP.

**4 Selection of the Contractor**

The Contractor for the performance of works at the UMP’s specific site shall be selected according to I 32.0005 in concordance with applications of UMP JSC subdivisions.

**5 Requirements to the Contract**

5.1 Subcontract text shall contain section with the following content: “In the course of execution of works/services at the Customer’s territory, the Contracting company shall be responsible for observation of requirements of occupational health and safety and the environmental management system of UMP JSC, stipulated in I 14.0025”.

Subdivision responsible for subcontract conclusion shall take into account the requirements to competence of the Contractor’s personnel.

Subcontract shall include obligations of the Contractor to provide report on “Information on production safety condition in contracting companies”, executed according to Annex Н ST NAC 5.0.6-2023, on monthly basis, before the 1st day of each month following the reporting month.

5.2 Procedure for accounting, management and storing of original copies of contracts and additional agreements to them, paper copies of electronic contracts versions, as well as procedure of electronic contracts management shall be in accordance with I 18.0008

5.3 Subdivision responsible for subcontract conclusion shall send notification of its conclusion to SWC no later than 5 business days after subcontract signing. Subdivision – contract holder shall enter the information on conclusion of contract with the Contractor to OSM SS (company name, UMP JSC subdivision where works will be performed, contract subject, number, term of works/services performance under the contract).

In case when term of CIW performance expired, but works are in progress and/or additional agreement is concluded, then the subdivision – contract holder shall enter corresponding changes to OSM SS.

**6 Contractor Clearance Procedure for Entering the UMP’s Protected Area**

The Contractor clearance procedure for entering the UMP’s protected area is described in Annex A.

**7 Documentation on the Arrangement of Construction and Installation Works**

7.1 Prior to starting CIW the Contractor shall develop WPP. CIW performance is not allowed without agreed and approved WPP. CIW without use of construction equipment, fire works, working at height are allowed without WPP development, with obligatory use of standard flow charts and instructions for performance of individual working operations and types of work.

7.2 Subdivision manager jointly with manager of the Subcontractor shall develop actions on FS ensuring prior to works start. Manager of the Subcontractor shall assign by order a person responsible for their performance. The assigned responsible persons shall be indicated in WPP.

7.3 Structure and content of WPP shall be in compliance with RK SR 1.03-00-2011, Regulation of development and agreement of works performance projects in UMP JSC[[1]](#footnote-1) subdivisions and this Standard.

7.4 WPP developed in accordance with “Draft standard works performance project1” shall stipulate:

* Construction overall plan which specifies the boundaries of the construction site and types of fencing, existing and temporary underground, ground and air networks and communications; permanent and temporary roads; traffic plan; places of installation of signs and benchmarks of the external geodetic base; places of installation of construction and lifting machines with the indication of the movement ways, action and dangerous areas; location of permanent and temporary buildings and structures; hazardous areas near these buildings; ways and means of lifting of workers to the required place (floor), and passways to the buildings and structures; location of power sources and lighting of the construction site with the indication of the location of grounding circuits; location of devices for removing construction waste; areas and rooms for storing materials and structures; sites for large-scale structures installation; location of sanitation, drinking facilities and recreation areas for the workers; hazardous areas and fencing methods, and  transport washing facilities. The construction overall plan can be developed for different construction stages (preparatory period, construction of underground and ground parts of buildings);
* Plans of individual parts of buildings and structures, and working areas;
* Technological maps (layouts) (with the use of the relevant regulatory documentation) to perform certain types of work with the inclusion of methods of operating control of quality, description of works performance methods, indication of labor costs and the demand in the materials, machines, equipment, devices and workers protection means, and also the sequence of dismantling, temporary protection of buildings and structures and typical units and sections of structures;
* LSP solutions as determined by RK SR 1.03-106-2012;
* Actions applicable to ES;
* FS solutions as determined by FS rules and OISD RD No. 14.006;
* Measures to ensure compliance with access and on-site modes, ensuring of safety of property and material resources of the Customer, and also measures to exclude damage of the site and local security systems, including video surveillance, security and fire alarm, automatic access control system, etc.;
* Explanatory note with justification of solutions on works performance; list of mobile buildings and structures with justification of conditions of linking to the construction sites; measures to ensure safety and exclude theft of materials, products and equipment at the construction site, in buildings and on structures; measures to protect existing buildings and structures from damage, as well as environment protection measures;
* Routing scheme of the Contractor’s people and road transport movements through the protected territory.

**8 Work Permit for the Contractor. Introductory briefing**

8.1 PSDO specialists carry out introductory briefing of the Contractor personnel in accordance with ST 14.0028 and enter the information about it to OSM SS.

After the briefing the Contractor employees obtain “Introductory Briefing Certificate” (Annex B). the Contractor employees provide this Certificate to access control department of Safety Department. Issuance of pass card to the Contractor’s personnel without “Introductory Briefing Certificate” shall not be allowed.

8.2 Prior to starting works performance the Head of the division on which balance sheet there are buildings and facilities (or sites) where these works will be performed shall conduct the primary briefing, familiarize the Contractor’s personnel who should put their signatures on the familiarization sheet (according to Annex B) and enter in OSM SS data on familiarization with:

* This Standard;
* The requirements of the EMS and OH&S MS to be fulfilled by companies performing works on the Customer territory according to I 14.0025;
* UMP JSC Management Policy as well as UMP JSC Management Policy in the field of energy saving and energy efficiency improvement;
* The divisions’ risk maps in the area of works performance and risk maps of the Contractor;
* Potential environmental aspects of their activity;
* Emergency response plan (if any in the division).

Contractor’s personnel familiarization sheet shall be stored together with operations certificate (work permit).

8.3 Territory for works performance, buildings and structures (either their parts or separate sites) shall be transferred to the Contractor according to operations certificate or work permit executed in accordance with OHSD RD No. 14.024. Operations certificate (work permit) is a permission for CIW performance on area indicated in it.

SWC shall enter data on works start by the Contractor in OSM SS (works start date, operations certificate/work permit in tab “Contracting companies”).

8.4 Head of division, in which premises or on the territory CIW will be performed, shall assign by order a person supervising compliance of the Contractor’s employees with OS requirements and requirements of access and on-site modes.

Person assigned by order over the division to be responsible for arrangement of fire works shall conduct FS briefing for the Contractor’s personnel according to PSDO RD No. 14.006 and PSDO RD No. 14.026.

8.5 Head of division, in which premises or on the territory CIW will be performed, shall check the Contractor’s personnel allowed to perform welding or another fire works for availability of permit for fire works, qualification certificate (for welders), certificate of knowledge assessment in the field of FS to the extent of Basics of Fire Safety.

Additionally, Head of division, in which premises or on the territory CIW will be performed, shall check the Contractor’s personnel for availability of certificates valid in the field of OS and LSP, and, if necessary, request protocols of knowledge assessment from the Contractor.

8.6 Manager of the Contractor shall provide the subordinate personnel with PPE, and, if necessary, collective protective equipment for protection against hazardous and harmful operation factors conditioned by operating production. When working in hazardous and (or) harmful labor conditions, the Contractor jointly with head of division, in which premises or on the territory CIW will be performed, shall provide the Contractor’s personnel with PPE and second workwear and boots to perform works in such conditions.

8.7 In case when changes planned to be performed in works area (change of works performance process, equipment modernization, development of new types of activity, etc.) will create new dangers, then head of division (or his representative) shall discuss the planned changes with the Contractor’s representative in timely manner and take necessary actions to ensure safe performance of the works.

8.8 When performing earthworks on the territory allocated to the division, SWC shall issue for the Contractor’s representative a permit for earthworks executed in accordance with OHSD RD No. 14.024 additionally to operations certificate (work permit). The permit shall be issued right after determination of actual networks location (or their absence) and designation of networks route by their owner (signal tape, signs, spiles, fences, etc.), and networks located 15 m from each side of area intended for earthworks performance.

Earthworks permit shall be enclosed with extract from UMP JSC overall plan with accurate indication of earthworks boundaries and location of underground facilities and communications (communication networks, power supply networks, water supply pipelines, air conduits, sewer networks – Energy Center; physical facility protection networks – Physical Protection and Security Department, communication networks – SWC).

8.9 Subdivision – contract holder shall enter the corresponding data in OSM SS (“Notification of Contractor’s works completion”) no later than 5 days after signing the Commissioning Certificate (Certificate of Performed Works) and completion of works under the Contract.

**9 Responsibility of the UMP’s and the Contractor’s personnel for occupational safety**

9.1 The Contractor’s Manager shall be responsible for

1. completeness and quality of occupational safety requirements development in WPP;
2. compliance of its personnel with occupational safety requirements;
3. compliance of its personnel with requirements of access and on-site modes when moving over the guarded territory (form ECP to works performance area and back);
4. taking fire precautions, LSP, ES and OS actions stipulated in WPP, provision of its personnel with firefighting means and PPE;
5. control over compliance with the requirements of LSP and OS by its personnel when carrying out CIW on sites transferred to the Contractor (access provided) according to operations certificate (work permit). The Contractor’s officials indicated by executors in operations certificate (work permit) shall be responsible for unfulfillment of actions on LSP and OS stipulated in this document.

9.2 The Customer’s managers of divisions in which premises or on the territory CIW are performed shall be responsible for:

1. control over compliance of the Contractor working on the Customer’s territory, with ES requirements;
2. compliance of the Contractor’s personnel with requirements of access and on-site modes (Annex A). Control over compliance with these requirements shall be performed by persons assigned by order of the Customer’s division manager, and copy of the order shall be sent to Physical Protection and Security Department;
3. engagement of the Contractor’s personnel in participation in emergency training exercise or emergency response drill, which must accurately meet the requirements of the Customer’s division manager.

9.3 Technical Supervision Bureau of Capital Construction & Maintenance Inspection Department shall monitor deadlines and quality of CIW.

9.4 Persons who violated the rules and requirements occupational safety depending on the nature of violations and consequences shall be responsible in accordance with the applicable law of the Republic of Kazakhstan.

9.5 Responsibility for compliance with LSP requirements when operating machines, hand-hold electric and pneumatic equipment and tooling according to RK SR 1.03-05-2011 (Section 5.1.3) shall be laid on:

* for their technical state – the company on which balance they are available; when transferring for the temporary use (lease) - the company manager specified in the contract;
* For fulfillment of the requirements of safe works performance – the company performing works.

9.6 In case of violation of safety requirements when operating electrical installations and electrical equipment used by the Contractor during CIW, responsibility shall lie on the Contractor and the Customer in accordance with the certificate of the balance ownership and operational responsibility of the parties.

9.7 Upon disclosure of violation of occupational safety requirements by the Contractor's personnel, the responsible representative of the UMP’s division shall have the right to cancel works and prepare STOP card (registered in OSM SS) until the violation is completely eliminated.

9.8 Control over compliance with requirements of occupational safety by the Contractor’s employees shall be carried out by persons assigned by order of the Customer division manager agreed by OHSD manager.

**10 Procedure of the Environmental Aspects Identification during Performance of the Contracting Works at UMP**

10.1 "List of Primary Works Performed by the External Contractors for UMP” (hereinafter - the List) and environmental aspects that can occur during performance of such works are given in Annexes D and E respectively.

10.2 The UMP’s division on which site the Contractor will perform works shall review the completeness of the List of works (see Section 10.1), and assess the significance of the environmental aspects arising during performance of these works in accordance with the I 14.0010. A sample assessment sheet of the environmental aspects significance is given in Annex F.

10.3 In case of a necessity to perform works not included in the List, the division shall identify the environmental aspects related to such works and make assessment of their significance.

10.4 When identifying a significant environmental aspect the division on which site the contracting works are planned to be performed shall notify in writing the UMP’s division which is responsible for contracting with the Contractor and establish requirements:

* To the level of competence of the Contractor's people performing works connected with the significant environmental aspect;
* By confirmation of the Contractor of the appropriate level of competence of people performing works connected with the significant environmental aspect, and maintaining the relevant records.

10.5 On the basis of the notification (see Section 10.4) the division responsible for the subcontracting shall take into account the requirements for the competence of the Contractor’s people when preparing the tender documentation and conducting the contracting works procurement process.

**11 Procedure of Hazards Identification and OH&S Risks Assessment during Performance of the Contracting Works at UMP**

11.1 The Head of the division on which balance there are buildings and structures (or sites) where the contracting works will be performed shall instruct the working group of the division to make assessment of risks from the contracting works prior to doing such works together with the Contractor’s representative and develop risk maps according to ST 14.0003.

11.2 Risks maps by the Contractor shall be communicated to the division’s people in accordance with ST 14.0003.

11.3 If necessary, the working group representatives shall consult the Contractor’s people on any issues related to OH&S MS applicable at UMP.

**12 Reporting and Evaluation of the Contractor’s Actions in the Field of Industrial Safety**

12.1 The procedure of reporting and evaluation of the Contractor’s activity in the field of occupational safety shall comply with that established in ST NAC 5.0.1-2017 (Section 7) and instruction OHS 18 22 АЕ.

12.2 Head of SWC in which premises or on the territory contracting works/services were performed, after signing Certificate of commissioning (Certificate of performed works) and completion of works under contract, shall fill in and send “Contractor’s Actions Evaluation Sheet” (Annex B ST NAC 5.0.1-2017) and “Conclusion on the Contractor compliance with requirements of labor protection, occupational safety and environmental protection” (Annex C ST NAC 5.0.1-2017) to PSDO. Table “Information on contracting companies inspection” (Annex G) shall be filled in and sent to PSDO on a quarterly basis, before the 5th day of a month following the reporting quarter.

12.3 The Contractor shall send report “Information on condition of occupational safety in contracting companies” (Section 5.1) to head of division – contract holder not later than the 25th day of every last month of quarter and send it to SWC.

Before the 6th day of a month following the reporting quarter, head of SWC shall prepare and send to PSDO the information on condition of occupational safety in contracting companies and inspections of contracting companies based on the provided reports.

12.4 Information on the results of the Contractors activity in accordance with ST NAC 5.0.1-2017 (Section 7.6) and Instruction on Labor Protection and Occupational Safety 18 22 АЕ (Section 5.3) shall be included in quarterly report directed to PSDO of Occupational Safety Department of NAC Kazatomprom JSC before the 15th day of a month following the reporting period.

12.5 Specialists of LP and ES divisions where the Contractors perform their work, shall carry out inspections of the Contractor personnel compliance with occupational safety requirements at least once a week. The certificate shall be based on the inspection results in form according to Annex H, and registered in OSM SS (“Contractors” tab) within 5 calendar days, enclosed with electronic version.

In case if at the moment of the inspection the personnel are absent, the inspection carrying out fact shall be registered in (“Contracting companies”, “Inspections” tab), at that, the line “Report” shall be filled in with words “Contractor absence”.

12.6 Inspections of compliance of the requirements of occupational safety by the Contractor personnel shall be carried out by types of performed works stated in OHSD RD No.14.024 and ST NAC 5.0.6-2021 (Section 1.2).

12.7 It is allowed not to carry out inspections of the Contractors performing:

- works, according to Section 7.4 hereof;

- works on design of manufacturing facilities, containment and elimination of accidents, emergencies, fire-fighting and rescue operations;

- one-time (short-term) works.

**13** **Procedure of delivery and acceptance of performed works**

13.1 Procedure of delivery and acceptance of performed works shall be determined by type of performed works (current repair, capital repair, works on technical modernization, reconstruction, design and survey works, inspection of buildings and structures, etc.):

- according to the terms and conditions of the contract;

- according to ST 28.0011 “Procedure of facility commissioning”;

- according to the Law of the Republic of Kazakhstan.

**Annex A**

*(mandatory)*

**Requirements of access and on-site modes**

**for admission and stay of the Contractor’s employees at UMP JSC facilities**

(see Section 6, par. 9.2 of this Standard)

**А.1 Requirements for admission to UMP JSC facilities**

A.1.1 The Contractor’s management (in case of the signed Subcontract with UMP) shall send a letter indicating the person responsible for receiving a guest pass, the period of visit and the name of the site to UMP’s Technical Preparation Director or another manager-holder of the Subcontract, on which basis the CC&RD shall prepare a letter for the Head of the Physical Protection & Security Department (PPSD). The letter shall be accompanied by copies of the identity cards of the Contractors’ employees, copies of the regional drug dispensary certificates, certificates issued by the Eastern Kazakhstan state psychoneurological dispensary, certificates issued by the Department of the Legal Statistics and Special Records Committee of the General Prosecutor's Office of the East Kazakhstan region of the Republic of Kazakhstan which confirm the absence of medical drifts and criminal records. The original copies of the certificates shall be submitted to PPSD for admission and be dated at least 1 month before access to the Customer facilities (access for foreign citizens to the Customer facilities shall be provided in accordance with I 18.0023). If it is necessary to admit transport, it is required to present the transport registration certificate and also a document confirming the right to drive this transport (driver's license, power of attorney, insurance certificate, travel sheet, etc.). In addition, the Contractor’s letter shall necessarily be accompanied by the Familiarization Sheet for the Contractors’ people to prove that they have studied the requirements contained herein.

The Contractor’s management shall update the above certificates every 3 months in case of long-term works.

If there is no Subcontract between the Customer and the Contractor, movements of the Contractor’s employees through the ECP and the Customer territory shall be allowed for a short time period (up to 10 business days) provided they are accompanied by the Customer employees.

If there is a signed Subcontract the Contractor’s employees and road transport shall move through the protected area according to the routing scheme enclosed to the works performance project. The routing scheme shall be made by the CC&RD and necessarily agreed with the Head of the Information Protection Department and Physical Protection & Security Department. It is not allowed to deviate from the agreed route.

A.1.2 Prior to obtaining the right of access to the Customer site, the Contractor’s management shall inform its employees (against their personal signature) of these requirements of access and on-site modes and send the Familiarization Sheet to the Head-holder of the Subcontract.

A.1.3 In exceptional cases, with appropriate justification, weekends work shall be allowed. To obtain access to the protected area on weekends, the Contractor's management shall send a letter to UMP’s Technical Preparation Director with a list of workers who need access, with indication of works performance time the facility name. If the Contractor’s arguments are agreed, CC&RD shall send application to the Head of PPSD, and if disagreed, they shall send an appropriate response to the Contractor.

**А.2 Requirements for the Contractor’s employees when staying at the UMP’s Sites**

A.2.1 The Contractor’s employees shall not be allowed to carry (transport) through the ECP of the UMP’s sites the following items and substances without any authorization:

1. Weapons (firearms; tuneless weapon with cartridges of traumatic, gas and light-sound action; cold weapon, as well as knives of various types that are not related to cold weapons; throwing; pneumatic; gas; electric; signal weapon; weapon with destructive effect based on the use of radioactive radiation and biological effects; weapon with destructive effect based on the use of electromagnetic, light, thermal, infrasonic or ultrasonic radiation);
2. Substances (explosive, poisonous, poisonous, radioactive, caustic, pyrotechnic, flammable);
3. alcoholic drinks, narcotic and psychotropic drugs;
4. Portable communication devices (cell and satellite communication devices, portable radio stations);
5. Video photographing devices and related accessories (devices for video or photo shooting of any format), and audio equipment smart watches with video-photography function;
6. Laptop computers and accessories (portable computers);
7. External storage media (magnetic, electronic and optical storage devices, paper storage media) in the absence of the “N/A” code stamped on the back of the copy of the ID card for the electronic pass;
8. Personal use items in the amount of more than two of the same type except for personal hygiene items;
9. Large bags and packages. It is allowed to carry personal things and food in easily visible bags and small packages which could be inspected (visually) at the Company’s ECP;

To obtain authorization to carry the above things and substances to the UMP’s sites the Contractor’s Manager shall send a relevant letter to the UMP’s Technical Preparation Director or another Manager-holder of the Subcontract.

А.2.2 The Contractor’s people shall not be allowed to:

1. Be in alcohol (drug) intoxication;
2. Movement in the categorized buildings is regulated by the UMP’s additional instructions;
3. Visit divisions and sites not specified in the application;
4. Hand over an electronic pass card (except for the persons responsible for handing pass cards over to the pass office and to the RK National Guard people at the ECPs during identification) or communicate the personal pass code to other persons;
5. Drive with the expired (invalid) insert to the electronic pass card which gives the right to move through the truck ECPs of the UMP’s peripheral facilities;
6. Stay for more than 1 hour after the end of working hours at the sites.

A 2.3 Workers and visitors entry (transport) through ECPs to the UMP’s protected area (including the internal and especially important area) shall be carried out using electronic pass cards. The pass card is a document that gives the right of access through the designated points of the access control management system (hereinafter - ACMS) only to its owner.

Note – The ECP guard shall have the right to temporarily withdraw the pass card from its owner (visitor) for more detailed identification of the person.

***А.2.4 Procedure of workers and visitors entry through pedestrian ECPs***

A worker (visitor) when coming up to one of the turnstiles shall put the electronic pass card for reading by the ACMS; when the traffic light turns green, he/she shall enter the turnstile cabin and dial an individual PIN code on the panel. Then he/she shall go through the stationary detector to the area of the ECP guard and present the electronic pass card for identification by the guard (if a military man – by the Security Department controller). The next worker (visitor) shall go through the stationary detector to the area of the ECP guard after the identification and examination of the previous person.

When the sound signal of the stationary detector is “triggered” when metal items are brought in, an employee shall return back to ECP guard (controller) pass area for a more detailed examination.

When leaving through the boundaries of the protected areas, an employee (visitor) when coming up to the pass area of ​​the ECP guard (controller) shall present an electronic pass card for person identification. After person identification and examination, the employee shall place the available metal items on the table (standing next to fixed stationary) and go through the frame of the stationary detector with his/her personal things on hand. If the sound signal of the stationary detector is “triggered” indicating presence of nuclear material or metal items, the employee shall return back to the pass area of the guard (controller) for more detailed examination. Exit of the employee through the turnstile shall be carried out in the same manner as the entry.

When an employee/visitor goes through the identification and examination procedure, the next person shall stay at a distance of at least 1m from the pass area of ​​the ECP guard (controller) and enter the pass area only after the person in front has completed the examination through the frame of the stationary detector.

It is allowed to carry food in easily visible bags and small packages, which can be examined at the Company’s ECP.

All personal items and substances prohibited from being brought into the protected territory of UMP JSC (cellular and satellite communication devices, portable radios, video and photography equipment and accessories for them, devices for photo and video filming of any format, audio equipment, laptop computers and accessories to them, external storage media - magnetic, electronic and optical information storage devices, paper storage media, items for personal use in quantities of more than two of the same type, except for personal hygiene items, large bags and packages) shall be handed over to storage rooms located in the buildings of ECP-1,2. When accepting items into the storage room, the storage room attendant shall inspect the items.

***А.2.5 Procedure of road transport entry through transport ECPs to/from the UMP’s protected area***

Road transport shall enter the ECP and stop in the examination area with the engine “turned off”; the driver shall present an electronic pass card to the ECP guard. The ACMS shall read the electronic pass card to identify the holder of the pass card by photo. Then the ECP guard shall examine the transport and persons inside to detect the available prohibited items and materials.

At the exit from the Customer’s protected area during the examination (inspection) all people shall leave the transport.

Procedure and duration of the transport and people examination (inspection) shall be determined by the ECP guard. In normal situation the examination (inspection) of vehicle shall not last more than 4 min. If a complete examination (inspection) is necessary by the decision of the facility commandant the transport shall be moved to a specialized examination area. Duration of the transport complete examination (inspection) shall be determined by the ECP guard depending on the complexity of the examination (inspection) and other circumstances. The facility commandant (the commandant's assistant on duty) shall inform the Physical Protection & Security Department of the complete examination (inspection) required.

The transport shall start moving when leaving the ECP examination area only with the permission of the ECP guard and only if the gate is fully opened for leaving the territory or the barrier is fully raised for entering the territory.

**А.3 Procedure of Carrying (Transporting) of the Contractor’s Property**

А.3.1 To carry (transport) the Contractor’s property through the ECP to the UMP’s territory (with necessary subsequent removal from the protected area), a person responsible for this property shall draw up temporary single entry certificate in advance in the pass office. Execution and registration of temporary single-entry certificate in the pass office only on weekdays from 08:00 a.m. till 04:45 p.m. (except for a one-hour lunch break) based on the appropriate written application signed by the Contractor’s Manager and agreed with the Head of the UMP’s CC&RD (or the official of the division which manager is the holder of the Subcontract). Carrying (transportation) of the property in accordance with the temporary single-entry certificates issued and registered by the pass office shall be is carried out during the business hours because when removing the property, the pass office which business hours are from 08:00 a.m. till 04:45 p.m. shall put the appropriate stamp taking into account the validity of the document. Temporary single-entry certificate shall be valid for 1 year. The certificate validity period may be prolonged provided that the Subcontract validity term is also prolonged. Drawing up a document for property carrying (transportation) by pass office shall be permitted after confirming signature of Head of CC&RD on the back side of temporary single-entry certificate.

Carrying out of a part of property shall be allowable when temporary entry certificate contains mark of Pass Office specialist indicating number of record in the act and date of carrying out. When carrying out a property, the ECP controller shall put his/her signature in every line of the item being carried out.

А.3.2 Carrying (transporting) of the property to the territory of base warehouses of fuels and lubricants and the tailing facility shall be allowed without issuing the temporary entry certificate. The property shall be carried (transported) by recording the identification details in log of imported property located at the ECP controller. Information entered to the log shall be confirmed by signatures of the ECP controller and a person carrying (transporting) property, and also it shall be sufficient to identify the property when removing through ECPs of base warehouses of fuels and lubricants, the tailing facility, Nitrogen-Hydrogen-Oxygen station, Car Fleet-1 and Car Fleet-2.

А.3.3 Construction waste produced from Contractor’s works shall be removed according to the pass for the materials or the bill of materials registered at the pass office. The pass for the materials or the bill of materials shall be issued by the division which owns the construction waste. During delivery of goods to the ECP the Contractors shall provide conditions that allow the ECP controllers performing visual inspection of goods without any contact with them and without use of any additional PPE. In case of impossibility to meet these requirements the management of the division where the contracting works/services are performed should send application well in advance (one day before) to the Security Department to control loading of goods to be removed from the site.

A.3.4 The Contractor’s employees shall be personally responsible for damage/loss of the Customer property (including the electronic pass card).

А.3.5 The Contractor’s employees shall be personally responsible for violation of the access and on-site modes.

Access for the Contractor’s people to the UMP’s sites who outraged of the access and internal security regime or who were arrested for an attempt to steal nuclear materials and inventories shall be cancelled until facts have been found.

Note – Outrage means violations of legislative requirements and rules and regulations of the Republic of Kazakhstan or the UMP’s regulatory documents.

**Annex B**

*(mandatory)*

**Form of Introductory Briefing Certificate**

(see Section 8.1 of this Standard)

**Introductory Briefing Certificate**

|  |  |
| --- | --- |
| Фамилия, инициалы работника |  |
| Наименование подрядной организации |  |
| Должность/профессия |  |

Briefing is conducted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ . job title signature full name

**Annex C**

*(mandatory)*

**Form of Familiarization Sheet**

(see Section 8.2 of this Standard)

FAMILIARIZATION SHEET

of people of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Name of Company

who have studied the documents\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of documents

| Item | Full name | Date  | Signature |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 Manager’s position Signature Full name Date

**Annex D**

*(informative)*

**List of Primary Works Performed for UMP by the Contractors**

(see Section 10.1 of this Standard)

1. Construction and installation works (including capital repair of buildings and structures; earth and special ground works; preparatory works related to the demolition of existing buildings and structures with the installation of temporary engineering networks, roads, storage areas as well as the vertical planning of territories; construction of load-bearing and (or) enclosing structures of buildings and structures (including bridges, transport overpasses, tunnels and subways, overpasses, other artificial structures); special construction and installation works for linear structures; installation of external engineering networks and structures as well as internal engineering systems; works for protection structures and equipment; construction of roads and railways; installation (dismantling) of process equipment, and set-up and start-up works)

2. Transportation of passengers and goods by road

3. Engineering and geological surveys

4. Remelting carbon structural steel

5. Survey of buildings and structures

6. Current repairs of buildings and structures.

**Annex E**

*(informative)*

**List of Environmental Aspects Occurring from Works Performed for UMP**

**by the External Contractors**

(see Section 10.1 of this Standard)

| **Item** | **Process, operation** | **Division, building** | **Involved people****(profession, position)** | **Environmental aspect** | **Impact** | **Condition of occurrence** | **Regulatory requirements** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Construction & installation works | UMP’s division | Contractor’s people | Pollutant emissions | Air contamination; respiratory organs impact | NC | [1], [3], [6],E contamination restrictions |
|  |  |  |  | Industrial waste production and disposal at the SC tailings facility | Land condemnation |  | E contamination restrictions |
|  |  |  |  | Metal scrap production | Environmental depletion |  | - |
|  |  |  |  | Metal scrap collection and delivery | Natural resource saving |  | - |
|  |  |  |  | Pollutant emissions (incineration product) | Air contamination; respiratory organs impact | I:inflammation | [1], [3], [6], E contamination restrictions |
|  |  |  |  | Solid and liquid industrial waste production and disposal at the SC tailings facility  | Land condemnation |  | [2], E contamination restrictions |
|  |  |  |  | Pollutant emissions | Air contamination; respiratory organs impact |  | [1], [3], [6], E contamination restrictions |
|  |  |  |  | Natural resources consuming | Environmental depletion |  | [5] |
| 2 | Transportation of people and goods by road | Inside and outside of UMP | Driver, people accompanying goods | Pollutant emissions (exhaust gas) | Air contamination; respiratory organs impact | NC | [1], [3], [4], [5], E contamination restrictions |
|  |  |  |  | Pollutants discharge | Soil and rain water contamination |  | [4], [2], E contamination restrictions |
|  |  |  |  | Industrial waste production | Soil contamination  | I:inflammation | [2], E contamination restrictions |
|  |  |  |  | Goods spillage | Soil contamination  |  | [2], E contamination restrictions |
|  |  |  |  | Pollutant emissions (incineration product) | Air contamination; respiratory organs impact | I:inflammation | [1], [3], [6],E contamination restrictions |
|  |  |  |  | Industrial waste production and disposal at the SC tailings facility | Soil contamination |  | [2], E contamination restrictions  |
| 3 | Site survey | Inside and outside of UMP | Driver, people accompanying goods | Pollutant emissions (exhaust gas) | Air contamination; respiratory organs impact | NC | [1], [3], [4], [6], E contamination restrictions |
|  |  |  |  | Pollutants discharge | Soil and rain water contamination |  | [4], [2], E contamination restrictions |
|  |  |  |  | Pollutant emissions (incineration product) | Air contamination; respiratory organs impact | I:inflammation | [1], [3], [4],E contamination restrictions |
|  |  |  |  | Industrial waste production and disposal at the SC tailings facility | Soil contamination |  | [2], E contamination restrictions |
| 4 | Remelting carbon steel | UMP divisions | Third party personnel | Pollutant emissions | Air contamination; respiratory organs impact | NC | [1], [3], [6],E contamination restrictions |
|  |  |  |  | Solid and liquid industrial waste production and disposal at the SC tailings facility | Lands condemnation |  | E contamination restrictions |
|  |  |  |  | Metal scrap production | Environmental depletion |  | - |
|  |  |  |  | Metal scrap collection and delivery | Natural resource saving |  | - |
|  |  |  |  | Pollutant emissions (incineration product) | Air contamination; respiratory organs impact | I:inflammation | [1], [3], [6], E contamination restrictions |
|  |  |  |  | Solid and liquid industrial waste production and disposal at the SC tailings facility  | Land condemnation |  | [2], E contamination restrictions |
|  |  |  |  | Pollutant emissions | Air contamination; respiratory organs impact |  | [1], [3], [6], E contamination restrictions |
|  |  |  |  | Natural resources consuming | Environmental depletion |  | [5] |
| 5 | Survey of buildings and structures | UMP divisions | Third party personnel | Pollutant emissions | Air contamination; respiratory organs impact | NC | [1], [3], [6],E contamination restrictions |
|  |  |  |  | Solid and liquid industrial waste production and disposal at the SC tailings facility | Lands condemnation |  | E contamination restrictions |
|  |  |  |  | Metal scrap production | Environmental depletion |  | - |
|  |  |  |  | Metal scrap collection and delivery | Natural resource saving |  | - |
|  |  |  |  | Pollutant emissions (incineration product) | Air contamination; respiratory organs impact | I:inflammation | [1], [3], [6], E contamination restrictions |
|  |  |  |  | Solid and liquid industrial waste production and disposal at the SC tailings facility  | Land condemnation |  | [2], E contamination restrictions |
|  |  |  |  | Pollutant emissions | Air contamination; respiratory organs impact |  | [1], [3], [6], E contamination restrictions |
|  |  |  |  | Natural resources consuming | Environmental depletion |  | [5] |
| 6 | Current repairs of buildings | UMP divisions | Third party personnel | Pollutant emissions | Air contamination; respiratory organs impact | NC | [1], [3], [6],E contamination restrictions |
|  |  |  |  | Solid and liquid industrial waste production and disposal at the SC tailings facility | Lands condemnation |  | E contamination restrictions |
|  |  |  |  | Metal scrap production | Environmental depletion |  | - |
|  |  |  |  | Metal scrap collection and delivery | Natural resource saving |  | - |
|  |  |  |  | Pollutant emissions (incineration product) | Air contamination; respiratory organs impact | I:inflammation | [1], [3], [6], E contamination restrictions |
|  |  |  |  | Solid and liquid industrial waste production and disposal at the SC tailings facility  | Land condemnation |  | [2], E contamination restrictions |
|  |  |  |  | Pollutant emissions | Air contamination; respiratory organs impact |  | [1], [3], [6], E contamination restrictions |
|  |  |  |  | Natural resources consuming | Environmental depletion |  | [5] |

**Annex F**

*(informative)*

**Sample List of Assessment and Significance of Environmental Aspects Occurring during Process Equipment Installation**

(see Section 10.2 of this Standard)

| Item | Process, operation | Division, building | Environmental aspect | Impact | Condition of occurrence | **Impact criteria and assessment** | Impact value | Impact significance | Impact mitigation factor | **Significance value (SV)** | Event probability | Impact significance | Risk mitigation factor | **Risk value (RV)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Regulatory requirements | Concerned parties opinion | E impact | Gross contaminants (waste) production  | Harm to the health | Payments and potential penalties | Survey costs | Best accessible technology  | Process equipment state |
| 1 | Construction & installation works  | UMP’s divisions | Pollutant emissions (welding aerosol) | Air contamination | NC | 10 | 10 | 5 | 5 | 5 | 5 | 5 | 5 | 10 | 60 | 2 | 25% | 90 | - | - | - | - |
| Industrial waste production and disposal at the SC tailings facility | Land condemnation | NC | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 45 | 2 | 20% | 72 | - | - | - | - |
| Metal scrap production | Environmental depletion | NC | 10 | 10 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 55 | 2 | 15% | 93.5 | - | - | - | - |
| Metal scrap collection and delivery | Natural resource saving | NC | 10 | 10 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 55 | 2 | 15% | 93.5 | - | - | - | - |
| Pollutant emissions (incineration product) | Air contamination | I:inflammation | - | - | - | - | - | - | - | - | - | - | - | - | - | 1 | 2 | 40% | 1.2 |

**Annex G**

*(informative)*

**Form of Report “Information on Contracting Companies Inspections”**

(see Section 12.2 of this Standard)

|  |  |  |
| --- | --- | --- |
| **Contracting company name** | **Contracting companies activity inspection in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Division name | **BSA performed in relation to employees of contracting companies** |
| **Quantity of performed inspections** | **Quantity of identified violations**  | **Quantity of eliminated violations** | **Quantity of registered dangerous conditions (DC)**  | **Quantity of registered dangerous actions (DA)**  | **Quantity of registered events without consequences (near miss)**  | **Quantity of interruption of works, technical devices**  | **Quantity of suspended employees** | **Quantity of BSA, when the Contractor’s employee works without safety requirements violation**  | **Quantity of BSA, when the Contractor’s employee works with safety requirements violation** | **Total** |
|
|  |  |  |  |  |  |  |  |  |  |  |  |

**Annex H**

*(informative)*

**Form of Certificate of Inspection of the Contractor**

(see Section 12.5 of this Standard)

**Certificate No.\_\_**

**of Inspection of the Contracting Company**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time:\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer (shop, division):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contracting company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description (type) and place of works performance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector(s) name and position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Basic requirements** | **Availability/Compliance\*** | **Remarks\*\*** |
| --- | --- | --- |
| **Yes** | **No** |
| 1 | Briefing (initial at the working place) |  |  |  |
| 2 | Availability of the permit for the works of higher danger |  |  |  |
| Accuracy of the Work Permit (if any) |  |  |  |
| 3 | Availability if the valid qualification certificate |  |  |  |
| 4 | Individual protective means (if any): **Hands protective means (gloves, etc.)** Availability |  |  |  |
| Use |  |  |
| **Eyes protective means (face mask, glasses, etc.)** Availability |  |  |  |
| Integrity |  |  |
| Use |  |  |
| **Special boots**Availability |  |  |  |
| Integrity |  |  |
| Use |  |  |
| **Special clothes**Availability |  |  |  |
| Integrity |  |  |
| Use |  |  |
| **Electrical protective means**Availability |  |  |  |
| Integrity |  |  |
| Use |  |  |
| **Ears protective means**Availability |  |  |  |
| Integrity |  |  |
| Use |  |  |
| **Respiratory protective means**Availability |  |  |  |
| Integrity |  |  |
| Use |  |  |
| **Face protective mask**Availability |  |  |  |
| Integrity |  |  |
| Use |  |  |
| 5 | Equipment, devices and tools:Availability |  |  |  |
| Integrity |  |  |
| 6 | Working place fencing |  |  |  |
| 7 | Availability of the permit for hot works |  |  |  |
| Fire extinguishing means on site:Availability |  |  |  |
| Integrity |  |  |  |
| Is hot works area fenced? |  |  |  |
| 8 | Protective means for working at heights (if necessary):Availability |  |  |  |
| Integrity |  |  |
| Use |  |  |
| 9 | Lifting equipment and machines:Consistency of removable load-gripping devices |  |  |  |
| Availability of the registration plate with the inspection dates |  |  |
| Availability of logbook and related records |  |  |
| No oil leaks |  |  |
| 10 | Are posters / safety signs posted |  |  |  |
| 11 | Works are performed in accordance with:Works performance project |  |  |  |
| Process diagrams |  |  |
| Instructions for occupational health and safety |  |  |
| 12 | Performance of works in accordance with the requirements of EMS and OH&S MS for the UMP’s Contractors: |  |  |  |
| Performance of works in accordance with the legislation of the Republic of Kazakhstan in the field of occupational safety |  |  |  |
| Compliance with the requirements of the plant-wide instruction for LSP |  |  |  |
| Compliance with the requirements of the sections "Environmental Protection" and "Environmental Impact Assessment" in the implementation of construction and installation works according to the approved design documentation provided to the Customer |  |  |  |
| Compliance with the requirements of general LSP instructions for beryllium operations - for the Contractor’s people involved in the performance of works in the production buildings of beryllium operations |  |  |  |
| Compliance with the requirements of the radiation safety instructions - for the Contractor’s people involved in the performance of works in the production buildings of uranium operations |  |  |  |
| Collection and disposal of waste produced from the Contractor's production activities in specially designated places |  |  |  |
| Prevention of spillage and leakage of fuels and lubricants, paints and varnishes and other hazardous and harmful chemicals |  |  |  |
| Cleaning of premises and territory after completion of works |  |  |  |
| Economical use of energy and water |  |  |  |
| Prevention of discharge of oil products and other liquid waste containing pollutants to the ground and into the wells of storm sewers |  |  |  |
| Cleaning of soil, storm drains, sidewalks, roads and premises in case of unintentional ingress of fuels and lubricants, paints and varnishes and other harmful chemicals, liquid waste containing pollutants, solid waste and other debris generated in the course of works |  |  |  |
| Use of proper motor and tractor equipment (cars, tractors, loaders, compressors and other mechanisms) that has passed technical inspection |  |  |  |
| Compliance with the labor regulations having effect at UMP |  |  |  |
| 13 | Unsafe works have been stopped by |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \* Describe violation(s) below the Table in case if it is impossible to put them into the Table. \*\* Indicates actions to eliminate the identified violation, or measures taken during the audit, or «Actions are not required." |

Violation(s) description:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_.

 Job title signature full name date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_.

 Job title signature full name date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_.

 Job title signature full name date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_.

 Job title signature full name date

Received by (the Contractor’s representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_.

 Job title signature full name date

**List of References**

[1] Environmental Code of the Republic of Kazakhstan No. 400-VL dated January 02, 2021

[2] Land Code of the Republic of Kazakhstan No. 442-II dated June 20, 2003

 [3] Labor Code of the Republic of Kazakhstan No. 414-V dated November 23, 2015.

[4] Water Code of the Republic of Kazakhstan No. 481-II dated July 09, 2003.

[5] Code of the Republic of Kazakhstan "On Subsoil and Subsoil Use" No. 125-IV dated December 27, 2017.

[6] Company-wide Instruction No. 14.001 on occupational safety and health for the UMP employees.

1. Placed on the official UMP JSC web-site, page “Corporate Management”, section “Corporate Documents”. [↑](#footnote-ref-1)