



Policy in the field of maintenance, reliability, and
safe operation of hoisting machinery
of Ilim Group JSC

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1. Purpose

The policy in the field of maintenance, reliability, and safe operation of hoisting machinery of Ilim Group JSC (hereinafter, the Company) determines the requirements of the company for the safe operation of hoisting machinery.

The purpose of this Policy is to prevent accidents, incidents, emergencies, loss of life and health of people during installation (dismantling), adjustment, operation, including repair, reconstruction, modernization, and disposal (liquidation) of hoisting machinery.

This policy has been developed taking into account the requirements of regulatory documents of the Russian Federation and international standards, including the International Paper Policy “Maintenance and Reliability of Cranes” P-4008, as part of the implementation of the Ilim’s Global Manufacturing System (GMS), taking into account local conditions and best practices.

For the effective implementation of best practices of maintenance, reliability, and safe operation of the Company’s hoisting machinery, taking into account the requirements of international standards, regulatory documents shall be developed (revised) by the branches of the Company.

2. Scope of application

- 2.1. This Policy is mandatory for use by all employees of the Company, all other persons admitted to the production facilities of the Company, and shall be applied to works performed by personnel in existing workshops during installation (dismantling), adjustment, operation, including repair, reconstruction, modernization, and disposal (liquidation) of HM.
- 2.2. This Policy is recommended for use by subsidiaries and affiliates of Ilim Group JSC. Application of this Policy in subsidiaries and affiliates is reached by a statement and enforcement of the relevant local regulations by the authorized governing bodies of subsidiaries and affiliates.

3. Definitions

ISERR – industrial safety expert review report;

RTD – Regulatory and Technical Documentation;

the Company – Ilim Group JSC;

IS – Industrial Safety;

MS – Method Statement for cranes;

HM – hoisting machinery (permanently installed hoisting mechanisms, including cranes, telfers, and hand-driven hoists, as well as equipment covered by the requirements of the FRR IS);

FTI – full technical inspection;

LLG – loose lifting gear;

SSD – structural subdivision.

PS – process sheet;

TR CU 010/2011 – Technical Regulation of the Customs Union *On the Safety of Machinery and Equipment*;

FZ No. 116 – Federal Law *On Industrial Safety of Hazardous Production Facilities*;

FRR IS – Federal Rules and Regulations in the field of Industrial safety *Safety Rules for Hazardous Production Facilities Using Hoisting Machinery*;

PTI – partial technical inspection;

ISER – Industrial Safety Expert Review.

4. Basic requirements

- 4.1. By issuing orders, the branches of the Company appoint persons from among the managers and specialists responsible for:

- industrial control when operating HM;
 - HM keeping in operating condition, and
 - safe performance of works with the use of HM.
- 4.2. The specialist responsible for the industrial control shall be responsible for monitoring and coordinating the safe operation of HM in the SSD subordinated to the branch in accordance with the job description, the order on the implementation of industrial control, and other local regulations developed at the branch.
 - 4.3. The specialist responsible for the operating condition of HM, LLG, containers, equipment used together with HM, gantry rails shall be responsible for organizing the works on keeping HM in good condition during its operation.
 - 4.4. The specialist responsible for the safe performance of works shall be responsible for organizing the safe conduct of works using HM in accordance with the RTD and other local regulations developed at the branch.
 - 4.5. Violations of IS which entail prohibition of the HM operation are described in the FRR IS, manual (instructions) for HM installation and operation of the manufacturer, RTD, and other local regulations developed at the branch.
 - 4.6. HM purchased and installed at the HIF of the Company and accompanying documents must comply with the requirements of TR CU 010/2011, FRR IS, manufacturer's manual (instructions) for installation and operation of HM, RTD, and design documentation.
 - 4.7. Acceptance, control of HM installation, and commissioning quality and the final documentation shall be executed in accordance with the requirements of FRR IS, manufacturer's manual (instructions) for HM installation and operation.
 - 4.8. Initial technical inspection of a newly installed HM shall be carried out in accordance with the requirements, manufacturer's manual (instructions) for HM installation and operation and the requirements of FRR IS.

5. Design requirements

- 5.1. New HM shall be designed on the basis of the terms of reference and in accordance with the requirements TR CU 010/2011 and related standards (determined by the decision of the Customs Union Commission when approving this technical regulation).
- 5.2. Modernization and reconstruction of HM covered by the requirements of FRR IS and operated at the HIF shall be carried out in accordance with the developed design documentation which has passed ISER and is registered in the Rostekhnadzor Register.
- 5.3. The design documentation for the modernization and reconstruction of HM shall include an assessment of the HM compliance with the requirements of existing RTD, an assessment of the condition, and strength analysis when the load on the building and structure is changed.

6. Requirements for installation (dismantling), adjustment, reconstruction or modernization of HM, repair and composition of turn-over documentation after HM repair

- 6.1. Installation (dismantling), adjustment, reconstruction or modernization of HM during the operation by HIF shall be carried out in accordance with the manufacturer's manual (instructions) for HM installation and operation, requirements of FRR IS.
- 6.2. The HM repair works, the preparation of turn-over documentation on the works performed, as well as its composition, are determined by the requirements of FRR IS.
- 6.3. The results of the repair of metal structures, replacement of mechanisms, ropes, load-handling devices, safety devices, as well as information on the HM reconstruction shall be registered in the HM certificate and repair log.

7. Requirements for the organization of safe works

- 7.1. Construction, installation and handling operations shall be carried out in accordance with the requirements of FRR IS, RTD in the field of IS and other local regulations developed at the branch.

8. Requirements for safe operation of HM

- 8.1. HM commissioning and registration with Rostekhnadzor authorities (if required) shall be carried out in accordance with the requirements of FRR IS.
- 8.2. Before commissioning and during operation, HM used in the Company shall be subject to technical inspection in accordance with the requirements of FRR IS, unless otherwise specified in the manufacturer's manual (instructions) for HM installation and operation.
- 8.3. During operation, HM are subject to periodic technical inspection in the manner and terms specified in FRR IS unless otherwise specified in the manufacturer's manual (instructions) for HM operation.
- 8.4. The results of the inspections shall be recorded in the HM certificate by the person responsible for the industrial control with a signature of the person responsible for the operating condition.
- 8.5. Upon the expiration of the standard service life specified in the certificate, the HM to be registered with Rostekhnadzor shall pass ISER in accordance with the requirements of FRR IS in order to determine the further operation feasibility. ISERR for HM is an integral part of the certificate and shall be stored with the HM certificate.
- 8.6. During operation, HM controlled from the cab, LLG, and containers shall be subject to a shift inspection by crane operators of outgoing and incoming shifts in the scope of the job description and requirements of other local regulations developed at the branch with a record made in the HM log book.
- 8.7. Inspection of HM, LLG, and containers by a person authorized to control the crane from the floor shall be carried out before the HM use in the scope of the job description and the requirements of other local regulations developed at the branch.

9. Training / qualification and admission of personnel to HM operation

- 9.1. Persons operating HM and responsible for the operating condition and safe operation of HM, as well as those responsible for the industrial control must be certified in accordance with the requirements of Article 9, Cl. 2 No. 116-FZ, FRR IS.
- 9.2. Workers of third party organizations having the "Slinger" certificate shall mandatorily pass assessment of knowledge of technical guidelines for slingers on the safe works with hoisting machines. Based on the results of knowledge assessment of employees of third party organizations, a Knowledge Assessment Protocol shall be drawn up and sent to the SSD for further control of the works performance by employees of third party organizations in terms of safe work performance.

10. Maintenance requirements

- 10.1. Maintenance of HM operated at the branches of the Company shall be carried out in accordance with the requirements of the manufacturer's manual (instructions), FRR IS, and other local regulations developed at the branch.

11. Personnel actions in case of emergency

- 11.1. At the branch, instructions determining the personnel actions in case of emergency shall be developed and communicated to the employees engaged in HM operation against signature.
- 11.2. The composition and content of documents determining the actions of personnel in emergencies,

along with the requirements determined by the specifics of production, shall comply with the requirements of FRR IS.

11.3 Responsibility for the availability of these instructions shall be borne by the head of the SSD operating HM, and that for their implementation in case of emergency – by each employee of the SSD.

12. Assessment of conformity of HM used in SSDs and industrial safety expert review

12.1 Mandatory requirements for HM used in SSD of branches and methods of assessing their compliance with these requirements shall be established in accordance with Federal Law No. 184-FZ *On Technical Regulation*. Unless TR CU 010/2011 establishes a different method of assessing compliance of HM with the mandatory requirements for such HM, it shall be subject to industrial safety expert review.

12.2 An industrial safety expert review shall be carried out only for HM that is subject to registration with Rostekhnadzor in accordance with the requirements of FRR IS; all the rest HM shall be subject to technical diagnostics.

13. Procedure for dismantling (disposal)

13.1 HM that have reached an inoperative state in which further operation is unallowable or unfeasible, or restoration of an operational state is impossible or unfeasible, must be dismantled and disposed of.

13.2 Dismantling and disposal shall be carried out in accordance with the requirements of the manufacturer's manual (instructions) for installation and operation, TR CU 010/2011, FRR IS, and other local regulations developed at the branch.

14. Responsibility

14.1. Supervision of the implementation of the requirements of this Policy shall be entrusted with the HSE and Fire Safety Director.

14.2. The branch managers shall be liable for complying with the requirements of this Policy.

15. Revision procedure

15.1. This Policy shall be approved by the Senior Vice President for Operations of Ilim Group JSC.

15.2. Amendments and additions to this Policy shall be made based on the order of the Senior Vice President for Operations of Ilim Group JSC.

Developed by (Subdivision): HSE and Fire Safety Directorate

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