



APPROVED

by Order of the Chief Executive Officer
of Ilim Group JSC
dated January 23, 2020 No. GD-0019/20

STANDARD ON PERFORMANCE OF HAZARDOUS WORK AT ILIM GROUP JSC

**Part of "Take Care of Life" Program
of General Manufacturing System of Ilim Group JSC (GMS)**

Saint Petersburg
2019

Table of contents

1. SCOPE OF APPLICATION	3
2. TERMS, DEFINITIONS AND ABBREVIATIONS	3
3. GENERAL PROVISIONS	4
4. ORGANIZATION OF SAFE HAZARDOUS WORK	4
5. OFFICIALS RESPONSIBLE FOR ORGANIZATION OF SAFE WORK HAZARDOUS WORK ..	6
6. PROCEDURE FOR THE TEAM BEING ADMITTED TO WORK	9
7. WORK EXECUTION PROCEDURE.....	11
8. WORKS COMPLETION PROCEDURE	13
9. SPECIFIC FEATURES OF ORGANIZATION AND SAFE PERFORMANCE OF WORK AT CONSTRUCTION SITES (TERRITORIES) TRANSFERRED UNDER THE OPERATIONS CERTIFICATE. CONCURRENT WORK.....	13
10. PROCEDURE FOR ADMISSION TO WORK OF PERSONAL OF OTHER STRUCTURAL DIVISIONS OF THE BRANCH	15
11. PROCEDURE FOR ADMISSION TO REPAIR WORK PERFORMED BY MAINTENANCE PERSONNEL ON DUTY	15
12. RESPONSIBILITY AND CONTROL.....	16
13. APPENDIX 1	17
14. APPENDIX 2	19
15. APPENDIX 3	22
16. APPENDIX 4	24
17. APPENDIX 5	25
18. APPENDIX 6	26
19. APPENDIX 7	27
20. APPENDIX 8	37
Reference list	37

1. SCOPE OF APPLICATION

- 1.1. The standard "On Performance of Hazardous Work at Ilim Group JSC" (hereinafter referred to as the "Standard") has been developed in accordance with the requirements of the "Standard Regulation on the Procedure for Performing Hazardous Work at Timber Industry Enterprises and Organizations" (Appendix No. 6 to [1]), "Construction Health and Safety Rules" approved by Order No. 336n dated June 01, 2015 [2], Health and Safety Rules during Arrangement, Assembly, Maintenance and Repair of the Process Equipment [3], Health and Safety Regulations RO 00-97 Health and Safety Regulations in the Pulp and Paper and Wood Chemical Industries approved by the State Committee for Forest, Pulp and Paper and Woodworking Industry of the Russian Federation dated June 06, 1997. [1].
- 1.2. The standard establishes requirements for the procedure of performance of hazardous work, aimed at ensuring safe and harmless working conditions.
- 1.3. This Standard does not apply to hazardous work performed according to the special rules given in Appendix 1.

2. TERMS, DEFINITIONS AND ABBREVIATIONS

- 2.1. In these Standard, the following terms with the corresponding definitions and abbreviations are applicable:

Operations certificate shall mean a written permit to perform the work by a contractor at the duly allocated individual production site or area of the Branch territory.

Permit to work shall mean a written instruction defining the content, place, time of conditions of works performance, the required safety precautions, team staff and officials in charge of the safe working practices.

Health and safety shall mean a system of preserving the life and health of employees in the course of labor activity, including legal, social and economic, organizational and technical, sanitary and hygienic, medical and preventive, rehabilitation and other measures.

Work conditions shall mean a set of factors of the working environment and the labor process that affect the ability to work and health of employees.

Zero energy system shall mean a system of management and engineering steps intended for lockout of hazardous energy sources, informing the employees, and bringing the equipment to the condition which precludes unauthorized/erroneous supply of hazardous energy to the working zone during performance of works on the equipment.

Occupational safety shall mean a set of measures and actions, means and methods established in Ilim Group JSC aimed at maintaining the safe condition of production facilities in order to ensure safe operation, as well as prevent, detect, localize and eliminate threats to life, health, environment, property and the readiness of the management and staff to emergency response.

HSD shall mean the Health and Safety Department.

HS shall mean health and safety.

MS shall mean the method statement.

HM shall mean the hoisting machinery.

SNiP shall mean construction standards and regulations.

FS&ER shall mean fire safety and emergency response service.

PS shall mean the process sheet.

G shall mean the guideline.

FRR shall mean the federal rules and regulations.

3. GENERAL PROVISIONS

- 3.1. The purpose of this Standard is to establish a unified procedure for organizing, documenting and performing hazardous work in the Branches of Ilim Group JSC.
- 3.2. The Standard is binding on:
 - supervisors, specialists and employees of all structural divisions of Ilim Group JSC (hereinafter referred to as the "Branches");
 - management and employees of contractors performing work in the territory of the Branches, including the situation when the territory has been transferred to the contractor under an operations certificate.
- 3.3. This Standard is recommended for use by subsidiaries and affiliates of the Company. Application of the requirements established hereby shall be reached in subsidiaries and affiliates by approval and enforcement of the relevant internal regulations by the authorized governing bodies of subsidiaries and affiliates.

4. ORGANIZATION OF SAFE HAZARDOUS WORK

- 4.1. Hazardous work includes work in the performance of which a manufacturing hazard may be present or may occur that is not related to the nature of the work being performed, as well as work that cannot be safely performed without special organizational and technical measures developed separately for each specific production operation.
- 4.2. Hazardous work includes the work, except the types of work specified in Appendix 1, that is performed:
 - in operating workshops and at production facilities of Branches, when a hazard arising from the operating equipment, technological process is present or may occur;
 - in buildings and structures in a critical condition;
 - at construction sites transferred under the operations certificate;
 - in the areas with ongoing hazardous or harmful production factors;
 - in the protective zones of overhead transmission lines, gas pipelines, of the warehouses of highly inflammable or combustible liquids, inflammable or liquefied gases;
 - at height, except for the work performed in a special manner provided for in the health and safety regulations for work at height [11].
- 4.3. A standard list of hazardous work (hereinafter referred to as a "Standard List of Work") is given in Appendix 2. Based on the specified standard list of hazardous work at each Branch, a specific list of hazardous work is prepared and approved by the Maintenance Manager.
- 4.4. The list of hazardous work shall be agreed with the HSE Director of the Branch and be reviewed at least once a year.
- 4.5. Repair, construction, installation, commissioning work, as well as diagnostics and testing of equipment in the territory of the Branches, as well as in the operating production workshops carried out by the engaged contractors, shall be deemed to be hazardous work, regardless of the Standard List of Work.
- 4.6. A permit to work shall be drawn up according to the form given in Appendix 3 to perform the work stipulated by the hazardous work list. Branches can, if necessary, may supplement sections and paragraphs of the permit to work form, however, it is unacceptable to abbreviate and/or to delete sections and paragraphs from the form.
- 4.7. Prior to beginning of performance of work, it is necessary to determine and implement organizational and technical measures to ensure the safety of workers. Measures shall be developed separately for each specific work (operation). Prior to beginning of performance of work, measures shall be specified in the permit to work. Such measures include, but not limited to:

4.7.1. Technical measures:

- air blowing, ventilation of gas ducts and equipment, and, if necessary, washing with water;
- removal of products, cleaning of gas pipelines, air ducts, purging and steaming of pipelines, cleaning equipment from dust and dirt, fuel oil, acid, spills of alkaline solution, oil, etc.;
- neutralization of equipment (if provided for by operations manual);
- disconnection of stop valves on pipelines from connected communication lines with installation of plugs with clearly visible shanks, with registration in the plug installation log;
- release of air pressure in pneumatic pipelines to zero;
- cut off the power supply, remove the fuses, disconnection of all electric motors of drives, with a visible break or with installation of safety keys;
- ensuring a visible break in the power supply circuit of the power-consuming units of the process equipment with rotating parts;
- installation of a protective fence in the hazard area where falling of objects is possible;
- installation of a protective fence in the hazard area against the effects of operating equipment and pipelines;
- bringing the equipment to the "zero energy" state (installation of blocking devices at the points of disconnection of hazardous energy);
- determination of the points of connection of electricity, water, steam, air and other necessary resources to perform the work;
- installation of collective protective equipment, such as stop nets, local ventilation systems, additional lighting, etc.;
- installation of knock-down scaffolding, use of mobile lifts, hoisting machinery and equipment;
- warning fences.

4.7.2. Organizational activities:

- training and ad hoc briefing of team members;
- hanging posters and safety signs;
- assigning responsible persons in charge of performance of work under the permit to work;
- risk assessment before starting work;
- determination of schedule of work and rest.

4.8. Personal protective equipment (hereinafter referred to as PPE) specified in the permit to work is mandatory for use. In the permit to work, it is necessary to indicate the methods of their use, for example, for PPE protecting from falling, it is necessary to indicate the places of fastening of safety lanyards of a safety harness when working at height.

4.9. In the event of an emergency that entails a threat to the safety of people, it is possible to carry out work without getting a permit to work by the process support personnel, maintenance personnel of a division, in some cases by contractors, in coordination with the branch director. The emergency shall be registered by the dispatcher of the branch, the work shall be organized in the presence of heads of the branch and with SPASS service on duty. In the case of performance of an emergency hazardous work without a permit to work by employees of contractors, the person in charge of elimination of the emergency shall be responsible for ensuring safety of employees, who shall personally monitor the progress of emergency work at the site.

4.10. The circumstances that necessitated the emergency work, a brief summary thereof and the safety measures taken must be recorded by the person in charge of elimination of the emergency in the operational log of the branch dispatcher. If such works last longer than it has been planned (more than 3 hours), it is mandatory to issue a permit to work.

5. OFFICIALS RESPONSIBLE FOR ORGANIZATION OF SAFE HAZARDOUS WORK

5.1. Persons responsible for organizing and performing work under the permits to work are:

- an official issuing a permit to work;
- a job authorizer;

- a work supervisor;
 - a site supervisor;
 - an inspector;
 - members of the team (employees performing work under the permits to work).
- 5.2. Persons responsible for organizing and performing work under the permits to work shall undergo occupational safety training in the manner established by the Company. An order prepared by the production department shall be issued to determine the list of persons responsible for organizing and performing the work under the permits to work, persons issuing and admitting to work, work supervisors and site supervisors.
- 5.3. Heads of contractors shall issue an order to appoint persons responsible for organizing and performing the hazardous work¹. Orders for appointment of responsible persons shall be submitted by contractors to HSD of the Branch and division of the Branch at the place of performance of work. Periodicity of submission of copies of orders is determined taking into account the period of validity of the contract with the contractor.
- 5.4. **Official that issues the permit to work:**
- 5.4.1. The official who prepares and issues the permit to work is the head of the structural division or the person replacing him/her according to the established procedure, who is in charge of the facility (equipment, buildings, structures and territory).
- 5.4.2. When performing work in the divisions with equipment, pipelines, communication lines owned by other division, the permit to work is drawn up by owner of the equipment, while the owner of the territory (facility) where the work is being performed approves the safety measures specified in the permit to work in section "admission".
- 5.4.3. An official issuing a permit to work shall:
- determine the need for issue of permits to work for hazardous work performed according to special rules (specified in Appendix 1);
 - appoint a work supervisor, a site supervisor, a job authorizer, and if necessary, an inspector;
 - determine the contents of the work and conditions of its safe performance together with the work supervisor;
 - fill out the section "Permit" in two copies of the permit to work and sign them deliver it to the work supervisor;
 - in section "Special conditions of work", specify (mark) all basic hazards and risks of influence of dangerous and harmful operational factors on employees involved in work (noise, vibration, chemical substances, micro climate, lack of illumination, work at height, risk from operating equipment, etc.);
 - in section "Safety measures" of the permit to work, indicate (mark) all the safety measures necessary for performance of the work (use of "Zero energy", use by the personnel of the necessary PPE, installation of fences, use of serviceable loading and hoisting machinery, places for attaching safety harnesses, etc.), and also indicate (establish) the measures that must be carried out before starting the safe performance of work – with mandatory indication of the following positions (shutdown, emptying, flushing of equipment, de-energization, closing valves, installation of plugs, opening of drainage system, ventilation, hanging notices, installation of scaffolding, etc.).
- 5.4.4. If work is performed by a contractor, the permit to work shall specify number of agreement with the contractor, in which the occupational safety measures shall be provided for. If there is no agreement, it is prohibited to issue a permit to work for performance of hazardous work by a contractor.
- 5.4.5. An official issuing a permit to work shall be responsible for:
- accuracy and integrity of safety measures indicated in the permit to work;
 - team of specialists and sufficient level of qualification of persons appointed by him/her;

¹A work supervisor and a sites supervisor are assigned as persons responsible for issuing the permits to work at Ilim Group JSC.

- suspension of work in case of detection of violations of the safety requirements;
- determination of the points of connection of electricity, water, steam, air and other necessary resources to perform the work;
- coordination of work of several teams;
- risk assessment.

5.5. A job authorizer:

5.5.1. An employee from among managers and specialists of a workshop, a production site, a department or a team leader (senior employee) may be appointed as the job authorizer.

5.5.2. A job authorizer shall be responsible for:

- correct preparation of the facility for performance of work or inspection;
- completeness of safety measures during preparation of the facility for performance of work or inspection;
- ensuring that members of the team have safety knowledge assessment certificates, permits for performance of special work (electrical tools, work with hoisting machinery, work at height, etc.) and copies of qualification certificates prior to getting an admission to perform the work;
- availability and readiness of collective and individual means of protection of team members;
- use of serviceable equipment, mechanisms and power supply sources;
- suspension of work in case of detection of violations of the safety requirements;
- absence of external hazardous factors affecting the safety of the work site.

5.6. A work supervisor:

5.6.1. An employee from among managers and specialists may be appointed as a work supervisor.

5.6.2. A work supervisor shall be responsible for:

- implementation of safety measures according to the permit to work in the course of performance of work;
- conducting and documenting ad hoc briefing for a site supervisor and team members in accordance with the scope of work and health and safety guidelines;
- number of members of the team, determined based on the conditions for ensuring supervision of the team work by the site supervisor, adequacy of qualifications of the team members;
- ensuring that employees have safety knowledge assessment certificates, permits for performance of special work (electrical tools, work at substations, work at height, etc.) health and safety record books with detachable coupons and copies of qualification certificates;
- provision and use of overalls, personal and collective protective equipment, tools and devices appropriate to the nature of work and ensuring the safety of work;
- ensuring that the site supervisor would have a method statement or a process flow diagram;
- suspension of work in case of detection of violations of the safety requirements;
- compliance by himself/herself, the site supervisor and team members with the safety measures specified in the permit to work.

5.7. A site supervisor:

5.7.1. An employee from among managers and specialists or a team leader certified for health and safety within the scope of the requirements of this Standard may be appointed as the site supervisor.

5.7.2. It is allowed to appoint highly qualified workers of at least 4th category with a relevant work experience of at least two years as site supervisors for performance of hazardous work.

5.7.3. A site supervisor shall be responsible for:

- observance by the team members and himself/herself of the safety measures specified in the permit to work and established health and safety guidelines, process documents, technical regulations;
- observing the sequence of work provided for by regulatory documents (method statement, technical specifications, regulations, work instructions, health and safety guidelines, etc.);
- correct use by employees of overalls, safety shoes, protective equipment and safety devices, collective protective equipment, tools and devices for the entire period of performance of work under the permit to work;

- safekeeping of temporary fencing, stoppers, locking devices, safety signs installed at the work site;
 - suspension of work in case of detection of violations of the safety requirements;
 - serviceability and safety of the tool used during operation.
- 5.8. **An inspector:**
- 5.8.1. An employee from the team of responsible persons or from the team of process support or maintenance personnel of the structural division where the work is performed may be appointed as an inspector. The need for appointing an inspector is determined by the person issuing the permit to work.
- 5.8.2. An inspector shall exercise control over work of the team, in case the works are carried out in close proximity to the operating equipment posing danger to the employees, during installation and dismantling of scaffoldings, dismantling of equipment and in other cases.
- 5.8.3. From the moment of admission, the inspector shall be constantly at the place of performance of work and supervise the work of the team members. It is forbidden to combine the supervision of work of the team with performance of any other work.
- 5.9. **Team members:**
- 5.9.1. The team members may be employees who have undergone special training and assessment of knowledge for occupational health and safety and who have no medical contraindications to execution of such work.
- 5.9.2. A team shall consist of at least two persons.
- 5.9.3. Team members shall be responsible for:
- compliance with the safety requirements set forth in the occupational safety guidelines, provided for by the permit to work;
 - correct handling of equipment, tools, materials;
 - proper use during the work of special clothing, footwear, protective devices and safety appliances.
- 5.10 The combination of duties of persons responsible for the safe working practices is allowed in the following cases:
- When the works of small scope are carried out within one shift an official issuing a permit to work may at the same time act as a job authorizer.
 - If a work supervisor exercises control over performance of work at only one workplace, then it may concurrently perform the duties of a site supervisor and shall be constantly present at the place of performance of work.
- 5.11 Concurrent performance of duties of a work supervisor and a site supervisor is not allowed if a team leader or a skilled worker is appointed as the site supervisor.
- 5.12 Concurrent performance of duties of a job authorizer and a work (site) supervisor as well as an official issuing a permit to work and work (site) supervisor is forbidden.

6. PROCEDURE FOR THE TEAM BEING ADMITTED TO WORK

- 6.1 A permit to work is issued to perform hazardous work before the start of performance of such work. A permit to hazardous work is issued for a period of not more than 15 calendar days from the date of commencement of work and may be extended for a period of not more than 15 calendar days.
- 6.2 Coordinates of the place of performance of hazardous work shall be clearly defined in the permit to work in horizontal and vertical direction of the territory, indicating the mark, axes and rows of buildings, structures and equipment.
- 6.3 If the work is performed according to the special rules specified in Appendix 1, a permit to work shall be issued in accordance with the requirements and in the form established by these rules. All activities for preparation and safe performance of work (including work at height, staying in the territory, etc.) shall be indicated in the permit to work, and there is not need to prepare additional permit to work according to the form given in Appendix 3 hereof.

- 6.4 When carrying out work on electrical installations, an official issuing a permit to work in electrical installations shall:
- inform the engineer-on-duty (shift foreman) of a structural division (a workshop, a work area), where the work will be carried out with an indication of the scope and duration of the work;
 - after completion of work, inform the engineer-on-duty (shift foreman) of a structural division (a workshop, a work area) on completion of work.
- 6.5 The engineer-on-duty (shift foreman) of the workshop (work area) shall:
- make an entry in the operating logbook on the nature and start time of the work performed;
 - discuss with the shop power engineer, whether it is necessary to specify in the permit to work any additional safety measures for the existing production to be taken while preparing the workplace and safety requirements for repairs;
 - coordinate safety measures specified in the permit to work by putting its signature in the permit to work;
 - make a note on completion of works in the operating logbook.
- 6.6 When carrying out work using the hoisting machinery, an official issuing a permit to work is required to issue the permit to work and organize the work in accordance with the requirements of FRR [6].
- 6.6.1 When carrying out work using the hoisting machinery, a person responsible for the safe working practices when using the hoisting machinery is appointed from among the trained and certified managers and specialists by issuing an administrative document of the company. A specialist in charge of safe working practices using HM shall be specified in the permit to work. One person can concurrently perform duties of a work supervisor according to the permit to work and a person responsible for the safe working practices using HM.
- 6.6.2 When carrying out work with HM, using load-lifting mechanisms (including manual hoists, winches), a work supervisor under the permit to work shall submit to the person issuing the permit to work the sling arrangement diagram, method statements or process flow diagrams agreed in the established manner with which all employees involved in the organization and conduct of work shall be familiarized.
- 6.6.3 It is forbidden to carry out work with HM, using load-lifting mechanisms (including hand hoists, winches) without the sling arrangement diagrams, method statement or the process flow diagrams.
- 6.7 It is forbidden to give slings, hand hoists, winches and other means for loading operations at Ilim Group JSC to employees of contractors, except for specialized loose lifting gear.
- 6.8 Where necessary, the permit to work shall be accompanied with the following:
- circuits of the equipment disconnection (connection) from operating units specifying connectors, plug locations, etc.;
 - a permit according to the Zero Energy system;
 - temporary ventilation and lighting structure diagrams, etc.;
 - documents confirming consent of stakeholders (owners of power lines (OHPL), ground and underground communication lines) to carry out work in the OHPL protective zone, near ground and underground communication lines and adequacy of the safety measures taken during performance of work at these sites.
- 6.9 Sections of the permit to work may be filled out in handwritten or printed form. It is forbidden to additionally make handwritten entries in the "Permit" section after issuing a permit to work in case of identifying unaccounted hazards or measures. If it is necessary to indicate safety measures not provided for when issuing a permit to work for the preparation or performance of work, the permit to work shall be re-issued. Corrections and erasures, filling out the permit to work with a pencil, through carbon paper are not allowed. Signatures of responsible persons, site supervisors (team members) are entered into sections of the permit to work with a ballpoint pen and blue ink. All lines of the permit to work shall be legible. It is forbidden to curtail words and phrases when filling out sections of the permit to work. The permit to work shall be filled out in accordance with the wordings of the under-line inscriptions.

- 6.10 Employees who maintain the equipment shall be provided with the permit to work only in cases where such equipment is used for carrying out test works with the use of combustible, explosive and harmful substances or for the period of trial operation and testing.
- 6.11 To carry out preparatory work, the job authorizer gives a task to the workshop personnel to prepare the equipment for repair (turning off the equipment, opening the drains and air vents, flushing the equipment, installing locks, locking them, installing fences, hanging posters or safety signs, etc.).
- 6.12 The preparatory work shall be performed by employees of the workshop, the work area, the department which owns the facility where the work is being performed.
- 6.13 It is forbidden to involve contractors in the organization and management of the preparatory work without production shutdown.
- 6.14 The job authorizer, together with the work supervisor and site supervisor, shall directly at the place of performance of work, check completion of the preparatory work specified in the permit to work, availability and serviceability of collective and individual protective equipment, and also shall instruct on what equipment and communication lines at the place of performance of work are disconnected, de-energized, drained or remain under pressure, energized, at high temperature, pose a fire and explosion threat, etc., shall warn that other teams may work in the immediate vicinity (electricians, fitters, technicians). In addition, the job authorizer informs about the procedure to be followed by employees in emergency situations.
- 6.15 The work supervisor shall instruct the site supervisor and team members on safety precautions to be observed when performing the works under the permit to work.
- 6.16 The work supervisor, prior to granting a permit, shall check that each member of the team has personal protective equipment, safety knowledge assessment certificate, a permit to carry out special types of work (with power tools, work with HM, work at height, etc.), copies of qualification certificates, safety record books with detachable coupons.
- 6.17 Work place acceptance from the job authorizer and admission to work shall be recorded in the permit to work by signatures of the job authorizer, a work supervisor and a site supervisor in section "Permit". In the absence of a signature of any of the above persons the permit to work shall be deemed invalid.
- 6.18 The site supervisor, directly at the workplace, together with members of the team, shall assess the safety of the workplace. The site supervisor, while determining the stages of the work performed, shall check on site the availability and serviceability of the tool, devices, personal protective equipment, protective equipment from falling from a height, and provides a permit to work to the team only after the above measures have been taken.
- 6.18.1 If team members, during inspection of the workplace, identify hazards that are not indicated in the permit to work, the site supervisor shall report the above to the work supervisor and not allow the team to work until the identified hazard has been eliminated.
- 6.19 The job authorizer shall check that members of the team have personal protective equipment, safety knowledge assessment certificates, permits for performance of special work (electrical tools, work at substations, work at height, etc.) and copies of qualification certificates.
- 6.20 The job authorizer checks the appropriate number of members of the team and presence of signatures of the work supervisor, site supervisor, members of the team confirming the fact of undergoing the ad hoc briefing in the permit to work and after that registers the permit to work in the logbook of permits to work (Appendix 5), transfers one copy of the permit to work to the site supervisor and keeps the second copy. The numbering system for permits to work is established by the person issuing the permits to work in the department. Numbering of the permits to work is organized from the beginning to the end of the calendar year. Dates of daily permit to work are specified in column "Notes".
- 6.21 During the process of filling out, the logbook for registering the permits to work shall be kept by the hazardous work authorizer. After making the last entry on registration of the permits to work, the registration log shall be stored at the workplace of the job authorizer. The filled out logbook of permits to work issued shall be kept for the period of 1 months since the date of

registration of full completion of work according to the last permit to work registered in the logbook.

7 WORK EXECUTION PROCEDURE

- 7.1 The site supervisor shall always be at the work site and personally monitor the activities carried out by the team.
- 7.2 If it is necessary for the site supervisor to leave the site, and if no work supervisor is able to replace him/her for this time, the team should be removed from the work site to a safe area.
- 7.3 The work supervisor, the official issuing a permit to work and the job authorizer shall periodically inspect progress of the work performed.
- 7.4 In case of detection of a violation of the safety requirements, the work supervisor, the official issuing a permit to work, the job authorizer, health and safety specialist or other manager (specialist) shall withdraw the permit to work from the site supervisor and remove the team from the work site until the violations are eliminated. The time of suspension of work and re-admission after elimination of defects shall be specified in the copy of the site supervisor in the section of daily admission in the permit to work.
- 7.5 In case of the two-shift or three-shift work the job authorizer of the outgoing and incoming shift shall compare the actual process circumstance with the working conditions specified in the permit to work, and shall hand over the shift against signature in the shift handover logbook with simultaneous handover of the permit to work.
- 7.6 During the break in the work shift the team shall be removed from the worksite and the permit to work shall be kept by the site supervisor. After the break, no member of the team shall have the right to begin work prior to arrival of the site supervisor, who shall compare the actual working conditions with the contents of the permit to work.
- 7.7 Throughout the entire period of performance of work, the work supervisor shall check compliance by the site supervisor and team members with the safety requirements provided for in the permit to work, which shall be confirmed with its signature in the column "inspection" in one copy kept at the workplace, which means that no comments on health and safety issues have been made and that the team may continue work performance.
- 7.8 Every day after the end of the work, the team shall tidy up the workplace, clean the workplaces and remove waste, close open apertures, restore removed railing, etc. The work supervisor submits the permit to work with a mark in the daily admission section on completion of work to the job authorizer. At the end of the work day, notice plates, safety signs and guards shall remain at the work sites.
- 7.9 It is allowed to proceed to the interrupted work on the next day after the workplace is examined by the job authorizer and the work supervisor and the permit to work is given back to the site supervisor with a mark in the section of daily admission to work.
- 7.10 During the validity period of the permit to work the work supervisor may change members of the team by making a mark in the "Admission" section indicating the name of the team members and putting its signature in both copies of the permit to work on conduction of the ad hoc briefing with new members of the team, with a signature of the job authorizer on inspection of qualification certificates of a new member of the team and giving an authorization to start work.
- 7.11 Should the works fail to be completed within the due time, an official who issued a permit to work (or, in his absence, any other official entitled to issue the permit to work) may extend the same for a period not exceeding 15 days since the date of its extension with making a mark on the new period of its validity in both copies thereof under his signature. Repeated extension of the permit to work is not allowed.
- 7.12 In the event of loss of one of the copies of the permit to work, the work shall be terminated, the team withdrawn from the worksite. A new permit to work shall be issued to enable continuation of work with making an entry into the logbook for registration of the permits to work, and a new

admission to work shall be initiated.

- 7.13 The works shall be ceased, the permit to work shall be re-issued and the admission to work shall be initiated again in case prior to completion of work under the said permit to work:
- at least a part of the site being repaired is connected to the operating equipment;
 - non-compliance of the actual state of the production environment with the safety requirements has been detected or there appeared a threat to life and health of the employees;
 - the scope of works or the working conditions have changed;
 - the location of works has changed;
 - the equipment cutoff circuit was changed;
 - a work or a site supervisor was replaced;
 - if there is a change in membership of the team by more than 50%;
 - the break in the works under the permit to work was more than 24 hours.

8 WORKS COMPLETION PROCEDURE

- 8.1 After completion of the work, the team shall clean the workplace, remove the installed temporary fences, restore permanent fences, remove portable notice plates and safety signs, anchor devices, check cleanliness of the workplace, check that no tools were left. The site supervisor shall remove the team from the workplace, put a signature in both copies of the permit to work, and inform the work supervisor about the completion of work.
- 8.2 The work supervisor checks completeness and reliability of the work performed, and the state of the workplace, puts a signature in both copies of the permit to work, and submits it to the job authorizer. If necessary, the official that issued the permit to work may accept the workplace.
- 8.3 The job authorizer shall examine the workplace, sign off the permit to work in both copies, put its signature in the "Admission" section and give it back to the official having issued the same, whereupon it shall make a record on signing off of the permit to work in a logbook for registration of the permits to work. The signed off permits to work should be kept during one month by the official having issued a permit to work or at a place of registration of hazardous works (a job authorizer work place).
- 8.4 The equipment which was under repair should be put into operation only after return of the signed off permit to work, check up of the workplace, removal of temporary fencing, stoppers, blocking units etc., removal of safety signs, restoring of permanent fencing, etc.
- 8.5 The heads of the production structural departments shall ensure that the works completion certificates and work permits are signed only provided that the works are fully completed, fences are installed, the work site is cleaned and there is a signed off and duly executed permit to work.
- 8.6 If accidents, incidents, and accidents involving injuries occurred during the performance of work under the work permits, such work permits shall be stored in the organization's archive together with materials on investigation of causes and circumstances of accidents, incidents, and accidents involving injuries.

9 SPECIFIC FEATURES OF ORGANIZATION AND SAFE PERFORMANCE OF WORK AT CONSTRUCTION SITES (TERRITORIES) TRANSFERRED UNDER THE OPERATIONS CERTIFICATE. CONCURRENT WORK

- 9.1 Individual production facilities, buildings, marks, land plots, territories and production lines where the production process is completely stopped, there is no operating equipment in the work area (including live power cables and pressure pipelines), as well as buildings and structures located outside the operating production facilities allocated for the performance of construction and installation hazardous work by contractors or other units of Ilim Group JSC, shall be transferred to them according to the operations certificate. If there is operating

- equipment and communication lines that do not affect the safety of the contractor's work, the operations certificate shall provide for the organizational and technical measures necessary to carry out work at the facility, which are established in the method statement, including installation of fences, notice plates and safety signs, supervision of the work of the contractor in the area of operating equipment, appointment of an observer from among the staff of the production department, if necessary, the access procedure for the facility personnel to management of equipment and suspension of work of contractors in case of an emergency.
- 9.2 The operations certificate is executed by the head of the unit (facility, territory) where the work is planned (hereinafter referred to as the Customer) and the head of the contractor. Depending on the specifics of the work, specialists with experience in the relevant field shall be engaged. In this case, the permits to work are given to employees of contractors by a person appointed by order from among managers of the contractor that have undergone health and safety training responsible for coordination of safety operation of the contractor, admission and registration of the permits to work in the logbook of registration of the permits to work in the territory transferred under the operations certificate.
- 9.3 If work is performed by several contractors in the transferred territory (facility), one general contractor or one contractor performing the function of the general contractor shall be appointed according to the operations certificate, which coordinates the hazardous work, admission and registration of the permits to work in the logbook. In some cases, the function of the general contractor can be performed by the project manager of Ilim Group JSC, in which case it shall accept the territory according to the operations certificate and issue the permits to work to the contractors.
- 9.4 An operations certificate may be drawn up subject to the conditions stated below:
- absence of operating equipment that poses a threat to the performance of work in close proximity to the repair works site;
 - determination of organizational and technical measures during the transfer of the territory where the operating equipment and communication lines remain;
 - the place of performance of work by the contractor is defined and indicated with the help of a warning fence;
- 9.5 When a contractor uses electrical equipment, an annex to the operations certificate shall contain a certificate of balance sheet attribution and delineation of operational responsibilities for electrical installations and structures.
- 9.6 The operations certificate shall be drawn up in two copies according to the form given in Appendix 4, of which one copy shall be issued to a contractor or project manager, and the second copy shall be kept by the head of the SD where the works are executed in the folder of applicable permits to work until completion of works.
- 9.7 Before commencement of work, the organization to which the territory is assigned according to the operations certificate shall enclose the work area, install warning signs and a plate indicating the name of the organization/project, name of the person responsible for maintenance of the construction site, contact telephone numbers.
- 9.8 The production manager, who has transferred the territory under the operations certificate, shall at least once a week verify compliance with the safety requirements provided for in the operations certificate, as shall immediately suspend the work of the contractor in case of violations of safety requirements.
- 9.9 Construction and installation works that are carried out at the same site, facility (building) simultaneously by several organizations (divisions), while their work areas are in contact or overlap one another are deemed to be concurrent work.
- 9.10 If the work is performed by different teams in the same territory, a schedule of concurrent work shall be drawn up, the simultaneous performance of work in the same territory by two or more teams is prohibited. The permit to work for concurrent work shall be issued by the responsible employees of the organization or project to which the territory has been transferred under the operations certificate, appointed by virtue of an order.

- 9.11 CEO of organization or project manager to which this construction site (territory) has been transferred under the operations certificate shall be responsible for safe organization of the concurrent work in general for the whole scope of construction and installation work. When organizing the work, the official issuing the permit to work shall take into account the possible impact of the work performed on employees of adjacent teams (work performed near, below, above, behind the wall, dismantling, scattering of falling objects, etc.). Repeated transfer of the territory to organizations involved in the performance of work under the operations certificate is prohibited.
- 9.12 To transfer territory under an operations certificate of a contractor or a project, it is necessary to provide for the following:
- persons responsible for issue and performance of work according to the permit to work at the facility, trained and certified for industrial safety in the manner prescribed by JSC Ilim Group have been determined;
 - A HS specialist has been identified and appointed who will supervise the above work;
 - A HS Plan has been prepared;
 - A HS meeting regulations has been developed;
 - concurrent work schedule has been developed;
 - OHSAS has been approved by the contractor.

10 PROCEDURE FOR ADMISSION TO WORK OF PERSONAL OF OTHER STRUCTURAL DIVISIONS OF THE BRANCH

- 10.1 When performing work in the territory of the division by personnel of other structural divisions of Ilim Group JSC carrying out control of welded joints, equipment diagnostics, equipment lubrication, and others works that do not require issue of a permit to work (according to the list of hazardous work), however, there is or may arise a hazard caused by the operating production, to determine the following procedure for performance of work:
- 10.1.1 Prior to execution of works an employee of the said structural divisions shall be obliged:
- in a mandatory manner to inform the production engineer on duty, the shift foreman of the work area (shop), where the works will be carried out, specifying the scope and duration of work;
 - during routine inspections and work performed in structural divisions, to wear personal protective equipment necessary for the given structural division;
 - upon completion of works to notify the engineer on duty (shift foreman) on completion of works.
- 10.1.2 The engineer on duty (shift foreman) shall be obliged:
- to make an entry in the operations logbook or in the special log – Appendix 6, in the absence of an operations logbook, on the nature of the work being performed and the time of its commencement;
 - to provide for ad hoc briefing for the employees who came to perform the works, specifying hazardous production factors and risks, safety measures with making an entry in the Workplace Briefing Registration Logbook. To check up availability and use by the employees of the personal protective equipment (safety helmets, headsets, earplugs, safety glasses, etc.);
 - to make a note in the operations or special logbook on completion of works by the employees of other structural departments of the mill.

11 PROCEDURE FOR ADMISSION TO REPAIR WORK PERFORMED BY PERSONNEL ON DUTY AND MAINTENANCE PERSONNEL

- 11.1 The shift personnel on duty is allowed to carry out minor repairs, setting, adjustments,

lubrication and cleaning of the equipment specified in the assignment without issuing a permit to work, if the work does not fall under the definition of hazardous work provided for in Appendix 2.

- 11.2 Unauthorized execution of work or unauthorized extension of workplaces determined by the assignment given by the supervisor is not allowed.
- 11.3 Before commencement of works the process staff shall prepare the workplace under the direction of a foreman or an engineer on duty (shift foreman) (the equipment shall be powered-off, disconnected, emptied, washed, ventilated, all blocks shall be closed, the drainages and air taps shall be open, etc.).
- 11.4 A person who provided for preparation of the workplace shall make a record in the shift turnover logbook on the equipment being ready for repair specifying measures taken to prepare the workplace. Before commencement of work, the maintenance personnel on duty shall study this record and put a personal signature in the logbook with acknowledgement of the above fact.
- 11.5 Before commencement of repair works the maintenance personnel on duty shall take actions ensuring safe execution of repairs, availability, serviceability and correct use of the required protective equipment, tools, fixtures and appliances. Prior to performing minor maintenance work without the presence of hazardous types of energy for repairing, setting, adjusting, lubricating and cleaning of equipment, the maintenance employee on duty shall make sure that the unit (equipment) is turned off, a notice "Do not turn on – people work" shall be posted on the starting device or the equipment shall be transferred to the state necessary for performance of work provided for in the equipment manual.

12 RESPONSIBILITY AND CONTROL

- 12.1 Directors of branches shall be responsible for ensuring compliance with the requirements of this Standard in Branches of Ilim Group JSC.
- 12.2 Persons guilty of violation of the requirements set forth in this Standard shall be liable in accordance with the applicable law of the Russian Federation. The heads of the structural divisions of the Branches shall monitor the compliance by their subordinates and employees of contractors with the requirements of this Standard and, for the violations committed, take disciplinary measures against violators: **dismissal** of the Company's employees, and to employees of contractors – **suspension from work** in the territory of the Company and **imposition of fines** provided for in the agreement.
- 12.3 Directorates for occupational safety and health and environmental protection of the Branches shall conduct a quarterly self-examination of compliance with the requirements of this Standard in the structural divisions according to checklist Appendix 7, with identification of problem areas and drawing up plans for improvement. In addition to checking according to the checklist, a quarterly analysis of correctness of preparation of documents and performance of hazardous work shall be carried out in relation to at least 75 percent of all issued permits to work in each structural division for open and signed off permits to work. Based on the results of the analysis, a report shall be drawn up in a form agreed with the HSE and Fire Safety Directorate of the Head Office.
- 12.4 Supervision of implementation of the Standard shall be entrusted to the HSE and Fire Safety Directorate of the Head Office which shall be performed by inspections of the activities of the Company's divisions and contractors. In case of detection of violations of the requirements of this Standard, information thereof shall be communicated to the branch director, the relevant head of the SVP level and the Directorate for Asset Protection in order to arrange measures in accordance with the procedure and in the manner established by the Company.
- 12.5 Heads of the structural divisions where the work is performed, officials and site supervisors specified in the permit to work shall be responsible for organization of safe performance of hazardous work, in accordance with the requirements of this Standard.

(mandatory)

**List of hazardous work
performed according to special rules**

Work description	Document regulating the procedure of performance of work
1	2
Temporary hot works, electric welding works, gas welding works, associated with emergency repair of equipment, cut and warming of equipment and communication lines, as well as work in fire hazardous areas.	Fire prevention rules in the Russian Federation approved by Resolution of the Government of the Russian Federation No. 390 dated 25.04.12 "Health and safety regulations for performance of electric welding and gas welding work" approved by order No. 1101n dated 23.12.2014
Work in thermal power and electrical workshops, repair work on electrical installations, in open switchgears and circuits.	Safety regulations for operation of thermal and mechanical equipment of electric stations and thermal networks, Guideline RD 34.03.201-97 "Occupational health and safety regulations for operation of electrical installations", approved by order No. 328n dated 24.07.2013 "Occupational health and safety regulations for operation of heat-generating power plant" approved by Order No. 551n dated 17.08.2015
Crushing hot blocks, foundations and other masonry, industrial furnaces in workshops, dismantling of buildings, structures, factory pipes, produced using blasting.	Safety regulations for blasting operations approved by order of the Federal Service for Ecological, Technological and Atomic Supervision No. 605 dated 16.12.2013
Gas hazardous work (including opening, cleaning, inspection, preparation for repair and repair work in tanks), according to the list of gas hazardous work of the structural division.	FRR in the field of industrial safety "Rules for the safe conduct of gas hazardous, firing, repair work", approved by Order No. 485 dated 20.11.2017
In confined (enclosed) spaces (with the exception of wells, tanks, sewer channels with a depth of more than 1 m, the work in which is carried out according to the permit to work for gas hazardous operations).	Order GD-150 dated 29.05.2015. "On approval and implementation of the Standard for organization of safe entry into confined spaces at facilities of Ilim Group JSC"
Installation and operation of fully mobile cranes and excavators at a distance closer than 30 m from the edge wire of a power line or electric network with a voltage of more than 42 volts.	FRR in the field of industrial safety "Safety rules for hazardous production facilities where lifting machinery is used" were approved by order of the Federal Service for Ecological, Technological and Atomic Supervision, approved by Order No. 533 dated 12.11.2013.
Explosive operations during installation, commissioning, repair, adjustment and testing of control systems, etc. must exclude sparking.	FRR in the field of industrial safety "General rules of explosion safety for explosion and fire hazardous chemical, petrochemical and oil refining industries", approved by Order No. 96 dated 11.03.2013 (as amended on 26.11.2015)
Works without the use of padding , performed at a height of 5 m and higher, as	"Health and Safety Regulations for Work at Height" approved by Order No. 155n dated

well as works performed at a distance of less than 2 m from unfenced level difference over 5 m at platforms without protective fences, or if the height of protective fences is less than 1.1 m.	28.03.2014 (as amended on 20.12.2018)
--	---------------------------------------

List of hazardous work

Name of facility, unit, installation	Name of hazardous work
<i>1. Repair and construction and installation work</i>	
Buildings, constructions, large-sized equipment	<p>Repair, construction and installation works, inspection of technical equipment and building structures performed:</p> <ul style="list-style-type: none"> -At a distance of less than 2 m from unfenced (or having protective fences less than 1.1 m high) level difference of 1.3 m or more with the use of padding. -Work on the roofs of buildings, roof cleaning, incl. from snow and ice, dismantling and laying of cornices, roofing and other works on roofs of buildings with a slope, on roofs without a slope in the absence of fences along their perimeter, and also if the height of the fence is less than 1.1 m. -Installation and dismantling of scaffolds. -Work with use of hoisting machinery. -Work on crane ways and connecting passages. -Dismantling (collapse) of buildings and structures, and their parts, restoration repair of buildings and structures. -Reinforcement of metal trusses, girders, beams in operating workshops. -Punching of walls and ceilings in the existing workshops with hidden wiring present. -Painting equipment with paint in industrial premises.
Construction facilities in the territory	<p>Construction and installation works carried out on the territory of the operating enterprise, if there is or may be an occupational hazard from functioning enterprise (equipment, process).</p> <p>Excavation work with a depth of more than 0.3 m.</p>
Buildings, structures, process equipment	Construction and installation works performed on sites where there is or may be an occupational hazard from other types of works performed on the adjacent sites.
<i>2. Installation and repair of process and energy equipment</i>	
Heavy and large-sized equipment and cargo.	<p>Installation and dismantling (more than 5 tons) of large-sized equipment when it is impossible to use hoisting machinery.</p> <p>Lifting and transporting heavy large-sized cargo by two cranes. Moving cargo of more than 0.5 tons manually using hoists, winches.</p> <p>Rigging work for relocation of heavy, bulky items without the use of lifting and transporting machines and mechanisms.</p>
Hoisting machinery (hoisting cranes, elevators, hoists, etc.)	Repair, installation, commissioning and dismantling, inspections, cleaning of sites, crane tracks.
Process equipment (units, pumps for pumping corrosive liquids, etc.)	Repair between operating equipment and units.
Dust collecting plants and assemblies.	Repair and cleaning of filters, cyclones and other types of dust collecting devices and installations.
Water pipes, steam pipelines,	Assembly, dismantling and repair of systems.

pipelines, sewage and heating systems.	
Hot surfaces.	Thermal insulation of hot surfaces (at a temperature of the outer walls of more than 45 degrees), as well as in constraint environment, where operating hot pipelines are laid.
Pipelines and fittings. Pressure vessels and pipelines.	Chlorination, degreasing. Opening, repair, hydraulic and pneumatic testing.
<i>3. Work with potent toxic substances, flammable liquids, acids and alkalis, radioactive substances.</i>	
Cylinders, barrels and other containers with potent toxic substances and flammable liquids and gases.	Discharge and disposal.
Work on cleaning and repairing ventilation systems, cyclones and other production facilities where toxic substances and wood dust are released.	Cleaning and repair of equipment, facilities and production sites (outdoor work only).
<i>4. Other work provided for in the health and safety regulations</i>	
Arrangement, installation, maintenance and repair of technical equipment.	Installation and repair work in close proximity to open moving parts of operating equipment, as well as near energized electrical wires. Installation and repair work carried out in the conditions of operation production facilities of one unit of the organization by employees and equipment owned by other unit (concurrent work). Testing vessels working under pressure. Repair of hoisting machines (except wheeled and tracked self-propelled), crane trucks, crane runways. Repair of rotating machinery. Work in areas hazardous from the point of view of gas contamination, explosiveness, electric shock, and with limited access mode. Thermal insulation works, applying anti-corrosion coatings.
In the course of construction.	Scheduled repair, dismantling of equipment, as well as repair or any construction and installation work in the presence of hazardous factors of an operating hazardous production facility. Work in areas where there is a hazard or where a hazard may occur associated with the performance of hazardous work in adjacent areas. Works in the immediate vicinity of the road or carriageway of operated roads and railways. Gas hazardous work (connecting newly constructed gas pipelines to the operating gas network, starting gas into gas pipelines and other gas supply system facilities during commissioning, after their repair or depreservation, all types of repairs associated with conducting fire and welding work on operating internal and external gas pipelines, gas-consuming installations and other gas equipment).

	Roofing using flame plating. Installation of equipment, pipelines and air ducts in the protective zones of overhead transmission lines, gas pipelines, of the warehouses of highly inflammable or combustible liquids, inflammable or liquefied gases.
When using certain types of chemicals and materials	Opening of vessels and pipelines working under pressure. Work on repair of equipment and pipelines in which hazardous chemicals are handled (transported).
Timber cutting and woodworking industry. Forest management work	Wood felling operations in especially dangerous conditions. Dismantling of tilted and dangerous (improperly laid) stacks of round timber.

Enterprise (contractor): _____ (No. of contractor agreement)

Production, shop, site: _____

Permit to work No. _____

PERMIT

1. The work supervisor _____
(position, full name, telephone number)

The site supervisor _____
(position, full name, telephone number)

with a team consisting of _____ persons
are requested to perform: _____

(specify: name of work; level, axels, rows of building; No. of equipment item)

2. Special work conditions, main hazards while performing work (put V sign):

- | | | |
|---|--|--|
| <input type="checkbox"/> work in the operating workshop | <input type="checkbox"/> exposure to electric current | <input type="checkbox"/> work with hoisting machinery |
| <input type="checkbox"/> revolving and moving part of equipment | <input type="checkbox"/> exposure to harmful substances in air (gas, dust, aerosols, etc.) | <input type="checkbox"/> increased/decreased temperature |
| <input type="checkbox"/> tight working space | <input type="checkbox"/> insufficient lighting | <input type="checkbox"/> work in explosive atmospheres |
| <input type="checkbox"/> exposure to chemical substances (acids, alkalis, etc.) | <input type="checkbox"/> work at height | <input type="checkbox"/> excessive noise |
| <input type="checkbox"/> confined space | <input type="checkbox"/> work near moving vehicle | <input type="checkbox"/> falling of objects |
| | <input type="checkbox"/> work of adjacent teams | <input type="checkbox"/> work with electric tools |

3. Safety precautions provided:

3.1. Measures to be taken prior to commencement of work (mandatory fields):

- ☐ Apply "Zero Energy" (put V sign)

3.1.1. Turn off: _____

(indicate: disconnect, de-energize, with the name of the equipment, valves, position number, etc.)

3.1.2. To remove: _____

(indicate: empty, clean, open the drain, air vent, flush (ventilate) the equipment, indicating the position number, etc.)

3.1.3. To install: _____

(indicate: install a plug, fencing, additional lighting, rail, scaffolding, local ventilation, etc.)

3.2. Additional safety measures:

(indicate: the person responsible for the safe work practices with the use of the hoisting machinery, measurements of the air of the working area in an enclosed space, places of fastening of safety harness, etc.)

3.3. When performing the work use PPE (put V sign):

- | | | |
|--|--|---|
| <input type="checkbox"/> protective clothing | <input type="checkbox"/> respirator | <input type="checkbox"/> safety harness |
| <input type="checkbox"/> safety-toed footwear | <input type="checkbox"/> filtering protective mask | <input type="checkbox"/> hazardous materials suit |
| <input type="checkbox"/> safety helmet with chin strap | <input type="checkbox"/> protective glasses of closed type with light filtration | <input type="checkbox"/> acid alkali resistant gloves |
| <input type="checkbox"/> signal vest | <input type="checkbox"/> protective glasses of open type | <input type="checkbox"/> rubber boots |
| <input type="checkbox"/> earphones/earplugs | <input type="checkbox"/> protective glasses of closed type | <input type="checkbox"/> full face mask |
| <input type="checkbox"/> protective gloves | <input type="checkbox"/> protective face shield | <input type="checkbox"/> _____ |

4. Start work at _____ hours _____ min "____" _____ 20 _____

5. Finish working at _____ hours _____ min "____" _____ 20 _____

6. Appendix: _____

7. Shall be appointed as a job authorizer _____
(position, full name)

8. Shall be appointed as an inspector _____
(position, full name)

9. Permit to work issued by: _____
(date, position, full name, signature)

10. Permit to work extended until _____ hours _____ min "____" _____ 20 _____
(position of issuing person, full name, signature)

ADMISSION

1. The workplace and working conditions have been checked, the safety measures indicated in the permit to work have been completed, there is a written permission of the operating organization to perform the work. Safety action plan has been approved:

(full name, signature of authorized representative of the operation production facility according to the operations certificate or other structural division)

I hereby permit to proceed to work, authorizing official:

(date, time, full name, signature)

2. The workplace is accepted, the works are commenced at _ hours _ min “ _____ ” _ 20 _

Work supervisor _____
(Signature)

Site supervisor _____
(Signature)

3. A workplace safety briefing is given to the team members according to the instruction:

(number and name of an instruction)

Item No.	Full name	Position, grade	Date, time	Trainee's signature	Trainer's signature

4. Issue of daily permit, intermediary inspections and completion of work:

Admission to work				Inspection of work		Completion of work		
Safety measures have been checked. The team has been admitted to the workplace				Safety measures have been checked		The team has been removed, the permit to work has been delivered		
Date, time	A job authorizer (full name, signature)	Work supervisor (signature)	Site supervisor (signature)	Date, time	Work supervisor (signature)	Date, time	Work supervisor (signature)	A job authorizer (full name, signature)

5. Changes in the composition of the team and briefing at the workplace, to be filled out by the work supervisor:

Add to members of the team, has undergone briefing (full name, signature)	Removed from the team members (full name)	Date, time	Briefing has been carried out, work supervisor (full name, signature)	Permit granted, job authorizer (full name, signature)

6. Work fully completed at _____ hours _ min “ _ ” _____ 20__

Site supervisor _____
(Signature)

Work supervisor _____
(Signature)

The workplace is examined, no comments were made, the permit to work is signed off.

A job authorizer _____
(date, time, full name, signature)

OPERATIONS CERTIFICATE

date of conduction of construction and assembly work or repair work in the territory
of the operating company (structural division)

_____ “ ” _____ 20 ____
(name of company (structural division))

We, the undersigned, head of SD

(Full name, position)
and representative of the general contractor responsible for the performance of work

(Full name, position)
have executed this Certificate as follows:
The Customer (enterprise) provides a site (territory) limited by positioning coordinate,

(name of coordinates, marks and number of drawing)
For execution of works regarding

(description of works)
under supervision of technical personnel – representative of the general contractor for the
following period:
start “ ” _____ 20__ completion “ ” _____ 20__.
Prior to commencement of work, the following events have to be organized that provide for
safety of execution of works

Item No.	Hazards Events	Completion period	Responsible person

Head of structural
division _____
(Signature)

Responsible representative
of the contractor _____
(Signature)

Notes:

*If it is necessary to continue performance of work after expiration of period of validity of this operations certificate, it is necessary to prepare another operations certificate for the new period of time.
When a contractor uses electrical equipment, an annex to the operations certificate shall contain a certificate of balance sheet attribution and delineation of operational responsibilities for electrical installations and structures.*

The form of the logbook for registration of permits to work

Date of issue	Number of permit to work	Surname of the official issuing the permit to work	Full name of the site supervisor, name of contractor	Place of performance of work	Date of signoff of the permit to work	Surname of the person who signed off	Note

Service logbook

(name of equipment, systems etc.)

Party 1

Item No.	Date and time of work commencement	Full name, position, profession of the employee	Work description
1	2	3	4

Party 2

The production of work is permitted. Full name, position	Signature of job authorizer	Signature of person who performed the work	Work completed. Date, time	Signature of job authorizer	Signature of person who performed the work
5	6.	7	8	9	10

Check list “On organization of hazardous work” at Ilim Group JSC		Document No.			
<p>Listed below are the requirements of the Standard which shall be implemented and continued compliance with which by all subdivisions, subsidiaries and contractors shall be ensured.</p> <p>Use the drop-down list with a rating from 1 to 5: 1 – unsatisfactory, 2 – low, 3 – satisfactory, 4 – good, 5 – excellent, in case of a rating of 1 or 2, it is necessary to fill in the comments/activities column.</p> <p>Assessment shall be carried out by a team of competent employees who fully possess information, who are able to assess the situation professionally and impartially, as well as guarantee continuous compliance with the requirements after the implementation of the Standard.</p> <p>Rating criteria:</p> <p>1 - in case of complete noncompliance with the requirement, immediate corrective actions are required;</p> <p>2 - in case of partial compliance which requires significant improvements;</p> <p>3 - in case of compliance with the requirement while minor improvements are required;</p> <p>4 - in case of full compliance with the requirement;</p> <p>5 - in case of full compliance with the requirement; may be used as an example for implementation in other subdivisions and branches of the Ilim Group.</p>					
Name of branch/division/project:			Filled out Name:		
Grounds for the assessment:			Date		
Item No.	Requirements of the Standard to be implemented / criteria:	Assessment: (drop-down list)	Comments / events:		
1.0	Based on the standard list of hazardous work (Appendix 2 of the Standard), a specific list of hazardous work was compiled and approved by the production manager. Hazardous work includes work in the performance of which a manufacturing hazard may be present or may occur that is not related to the nature of the work being performed, as well as work that cannot be safely performed without special organizational and technical measures developed separately for each specific production operation.				
1.1	The list of hazardous work shall be agreed with the HSE Director of the Branch and be reviewed at least once a year.				
1.2	Repair, construction, installation, commissioning work, diagnostics and testing of equipment, as well as work in operating production shops carried out by contractors are carried out according to the permit to work.				
1.3	A permit to work shall be issued in the form of Appendix 3 to the Standard to perform the work stipulated by the list of hazardous work, all sections of the form and clauses of the form shall be preserved.				
1.4	There are examples that unequivocally prove that prior to the start of hazardous work, organizational and technical measures have been identified in the permit to work and implemented to ensure the safety of workers individually for each specific work (operation).				
1.5	There are examples that unequivocally prove that prior to the start of hazardous work, measures shall be included in the permit to work and such measures include, but are not limited to: technical measures, organizational measures, personal protective equipment and methods				

	of their use.		
1.6	All cases of performance of hazardous work in case of emergency situations without issue of permits to work shall be registered by the dispatcher of the branch.		
1.7	The circumstances that necessitated the emergency work, a brief summary thereof and the safety measures taken were recorded by the person in charge of elimination of the emergency in the operations logbook of the branch dispatcher, if the work lasted longer than planned (more than 3 hours), permits to work were issued.		
1.8	All hazardous work in emergency situations were organized with the presence of branch managers and the SPASS service on duty.		
1.9	Hazardous work includes the work, except the types of work specified in Appendix 1.		
2.0	The lists of persons responsible for organizing and performing work under the permits to work in the structural divisions of the branch were defined: issuing and authorizing persons, work supervisors and site supervisors.		
2.1	Persons responsible for organizing and performing work under the permits to work have undergone occupational safety training in the manner established by the Company.		
2.2	The officials who prepare and issue the permits to work are the heads of the structural division in charge of the facility (equipment, buildings, structures and territory) or substituting persons acting according to the established procedure.		
2.3	The heads of contractors, by issuing relevant orders, appoint persons responsible for organization and performance of hazardous work and authorize the officials of Ilim Group JSC to issue permits to work for hazardous work performed by the contractor in the territory and facilities of the branch. Orders on appointment of responsible persons are submitted by the contractor to HSD of the branch and the branch division where they work, on annual basis at the beginning of the year.		
2.4	When performing work in the divisions with equipment, pipelines, communication lines owned by other division, the permit to work is drawn up by owner of the equipment, while the owner of the territory (facility) where the work is being performed approves the safety measures specified in the permit to work in section "admission".		
2.5	If work is performed by a contractor, the permit to work shall specify number of agreement with the contractor, in which the occupational safety measures shall be provided for.		
2.6	Officials issuing permits to work are responsible for: <ul style="list-style-type: none"> - risk assessment; - accuracy and integrity of safety measures indicated in the permit to work; - team of specialists and sufficient level of qualification of persons appointed by him/her; - suspension of work in case of detection of violations of the safety requirements; - determination of the points of connection of electricity, water, steam, air and other necessary resources to perform the work; 		

	<ul style="list-style-type: none"> - coordination of work of several teams; - determine the need for issue of permits to work for hazardous work performed according to special rules (specified in Appendix 1); - the contents of the work and conditions of its safe performance together with the work supervisor; - they fill out the section "Permit" in two copies in the permit to work, sign it and hand it to the work supervisors. - they fill out the section "Special conditions for performance of work", in which they indicate all basic hazards and risks of impact of the hazardous production factors on employees who perform the work; - they fill out the section "Safety Measures Provided", in which they specify all safety measures necessary for performance of work. 		
2.7	<p>Job authorizers for performance of hazardous work according to the permits to work are responsible for:</p> <ul style="list-style-type: none"> - correct preparation of the facility for performance of work or inspection; - completeness of safety measures during preparation of the facility for performance of work or inspection; - ensuring that members of the team have safety knowledge assessment certificates, permits for performance of special work (electrical tools, work with hoisting machinery, work at height, etc.) and copies of qualification certificates prior to getting an admission to perform the work; - availability and readiness of collective and individual means of protection of team members; - use of serviceable equipment, mechanisms and power supply sources; - suspension of work in case of detection of violations of the safety requirements; - absence of external hazardous factors affecting the safety of the work site. 		
2.8	<p>Work supervisors for performance of hazardous work according to the permits to work are responsible for:</p> <ul style="list-style-type: none"> - implementation of safety measures according to the permit to work in the course of performance of work; - conducting and documenting ad hoc briefing for a site supervisor and team members in accordance with the scope of work and health and safety guidelines; - number of members of the team, determined based on the conditions for ensuring supervision of the team work by the site supervisor, adequacy of qualifications of the team members; - ensuring that employees have safety knowledge assessment certificates, permits for performance of special work (electrical tools, work at substations, work at height, etc.), health and safety record books with detachable coupons and copies of qualification certificates; - provision and use of overalls, personal and collective protective equipment, tools and devices appropriate to the nature of work and ensuring the safety of work; - ensuring that the site supervisor would have a method statement or a process flow diagram; - suspension of work in case of detection of violations of the safety requirements; <p>compliance by himself/herself, the site supervisor and team members with the safety measures specified in the permit to work.</p>		

2.9	Highly qualified workers of at least 4th category with a relevant work experience of at least two years are appointed as site supervisors for performance of hazardous work.		
2.10	<p>Site supervisors for performance of hazardous work according to the permits to work are responsible for:</p> <ul style="list-style-type: none"> - observance by the team members and himself/herself of the safety measures specified in the permit to work and established health and safety guidelines, process documents, technical regulations; - observing the sequence of work provided for by regulatory documents (method statement, technical specifications, regulations, work instructions, health and safety guidelines, etc.); - correct use by employees of overalls, safety shoes, protective equipment and safety devices, collective protective equipment, tools and devices for the entire period of performance of work under the permit to work; - safekeeping of temporary fencing, stoppers, locking devices, safety signs installed at the work site; - suspension of work in case of detection of violations of the safety requirements; - serviceability and safety of the tool used during operation. 		
2.11	<p>The combination of duties of persons responsible for the safe working practices is allowed only in the following two cases:</p> <ul style="list-style-type: none"> - when the works of small scope are carried out within one shift an official issuing a permit to work may at the same time act as a job authorizer; - if work is performed at only one workplace, then the work supervisor may combine duties of the site supervisor and shall be constantly present at the place of performance of work. 		
2.12	No cases are recorded when the site supervisor is a team leader or a skilled worker who concurrently performs duties of the work supervisor and the site supervisor.		
2.13	No cases of concurrent performance of duties of a job authorizer and a work (site) supervisor as well as an official issuing a permit to work and work (site) supervisor, have been recorded.		
3	A permit to work is issued to perform hazardous work before the start of performance of such work.		
3.1	A permit to hazardous work is issued for a period of not more than 15 calendar days from the date of commencement of work and may be extended for a period of not more than 15 calendar days.		
3.2	Coordinates of the place of performance of hazardous work shall be clearly defined in the permit to work in horizontal and vertical direction of the territory, indicating the mark, axes and rows of buildings, structures and equipment.		
3.3	<p>Officials issuing permits to work in electrical installations shall:</p> <ul style="list-style-type: none"> - inform the engineer-on-duty (shift foreman) of a structural division (a workshop, a work area), where the work will be carried out with an indication of the scope and duration of the work; - after completion of work, inform the engineer-on-duty (shift foreman) of a structural division (a workshop, a work area) on completion of work. <p>Engineers on duty (shift foremen) of the shop (section) shall:</p>		

	<ul style="list-style-type: none"> - make an entry in the operating logbook on the nature and start time of the work performed; - discuss with the power engineers, whether it is necessary to specify in the permit to work any additional safety measures to be taken while preparing the workplace and safety requirements for repairs; - coordinate safety measures specified in the permit to work by putting their signature in the permit to work; - make a note on completion of works in the operating logbook. 		
3.4	When carrying out work using the hoisting machinery, persons responsible for the safe working practices when using the hoisting machinery are appointed from among the trained and certified managers and specialists of the branch by issuing an administrative document of the divisions.		
3.5	If work using the hoisting machinery is performed by a contractor, a person responsible for the safe working practices when using the hoisting machinery shall be specified in the permit to work appointed from among the trained and certified managers and specialists of the contractor.		
3.6	Sections of the permit to work shall be filled out in handwritten or printed form. Signatures of responsible persons, site supervisors (team members) are entered into sections of the permit to work with a ballpoint pen and blue ink. All lines of the permits to work shall be eligible. The permit to work shall be filled out in accordance with the wordings of the under-line inscriptions. There are no cases of filling out the permits to work with a pencil, through carbon paper, making additional handwritten entries in the "Permit" section after issuing the permit to work when identifying unaccounted hazards and measures, abbreviation of a word and a phrase, as well as corrections and erasures.		
3.7	It is forbidden to involve contractors in the organization and management of the preparatory work without production shutdown.		
3.8	There are examples that unequivocally prove that the job authorizers, together with the work supervisors and the site supervisors, check completion of the preparatory work specified in the permit to work, availability and serviceability of collective and individual protective equipment, directly at the place of performance of work, and also shall instruct on what equipment and communication lines at the place of performance of work are disconnected, de-energized, drained or remain under pressure, energized, at high temperature, pose a fire and explosion threat, etc., shall warn that other teams may work in the immediate vicinity (electricians, fitters, technicians), as shall inform about the procedure of operations of employees in case of emergencies and accidents.		
3.9	There are examples that unequivocally prove that the work supervisors organize briefings for the site supervisors and members of the team on safety measures when performing work in accordance with the permit to work.		
3.10	The work supervisors, prior to granting a permit, shall check that each member of the team has personal protective equipment, safety knowledge assessment certificate, a permit to carry out special types of work (with power tools, work with HM, work at height, etc.), copies		

	of qualification certificates, safety record books with detachable coupons.		
3.11	Acceptance of workplaces and work permits are executors of job authorizers, work supervisors and site supervisors in the section "Admission" of the permits to work, and site supervisors directly at the workplace, together with the team members assess the safety of the workplace.		
3.12	The site supervisors, while determining the stages of the work performed, shall check on site the availability and serviceability of the tool, devices, personal protective equipment, protective equipment from falling from a height, and provide a permit to work to the team only after the above measures have been taken.		
3.13	When identifying hazards during inspection of workplaces that are not indicated in the permit to work, the team members report this to the site supervisors and work supervisors, and the latter, in their turn, do not allow the team to work until the identified hazards are eliminated.		
3.14	The job authorizers shall check that members of the team have personal protective equipment, safety knowledge assessment certificates, permits for performance of special work (electrical tools, work at substations, work at height, etc.) and copies of qualification certificates.		
3.15	The job authorizers check the appropriate number of members of the team and presence of signatures of the work supervisor, site supervisor, members of the team confirming the fact of undergoing the ad hoc briefing in the permit to work and after that registers the permit to work in the logbook of permits to work (Appendix 5), transfer one copy of the permit to work to the site supervisor and keep the second copy.		
4	There are examples that unequivocally prove that the site supervisors are constantly present at the places of performance of work and carry out personal supervision of the work of the teams, and if a site supervisor needs to leave the place of performance of work and the work supervisor cannot replace him/her, then the team shall be removed from the place or performance of work to a safe area.		
4.1	There are examples that unequivocally prove that the work supervisors, officials issuing the permits to work and job authorizers periodically check the progress of the work performed, and in case of detection of violations of the safety requirements, the officials issuing the permits to work, job authorizers and health and safety specialists withdraw permits to work from the site supervisors and remove the teams from the place of performance of work until the violations are eliminated. The time of suspension of work and re-admission after elimination of defects shall be specified in the copy of the site supervisor in the section of daily admission in the permit to work.		
4.2	In case of the two-shift or three-shift work the job authorizer of the outgoing and incoming shift shall compare the actual process circumstance with the working conditions specified in the permit to work, and shall hand over the shift against signature in the shift handover logbook with simultaneous handover of the permit to work.		

4.3	During breaks in work the teams are withdrawn from the places of performance of work, and the site supervisors keep the permits to work. After the break, no member of the team shall have the right to begin work prior to arrival of the site supervisor, who shall compare the actual working conditions with the contents of the permit to work.		
4.4	Throughout the entire period of performance of the work, the work supervisors carry out verification of compliance by the site supervisors and team members with the safety requirements provided for in the permits to work, and in case no violations have been found, sign off the column "verification" in one copy of the permit to work at the workplace.		
4.5	Every day after the end of the work, the team shall tidy up the workplace, clean the workplaces and remove waste, close open apertures, restore removed railing, etc. The work supervisor submits the permit to work with a mark in the daily admission section on completion of work to the job authorizer. It is allowed to proceed to the interrupted work on the next day after the workplace is examined by the job authorizer and the work supervisor and the permit to work is given back to the site supervisor with a mark in the section of daily admission to work.		
4.6	If necessary, the work supervisor may change members of the team by making a mark in the section "Admission" indicating the name of the team members and putting its signature in both copies of the permit to work on conduction of the ad hoc briefing with new members of the team, with a signature of the job authorizer on inspection of qualification certificates of a new member of the team and giving an authorization to start work.		
4.7	<p>The hazardous work shall be suspended, the permit to work shall be reissued and admission to work shall be granted again if there are the following conditions:</p> <ul style="list-style-type: none"> -at least a part of the site being repaired is connected to the operating equipment; -non-compliance of the actual state of the production environment with the safety requirements has been detected or there appeared a treat to life and health of the employees; -the scope of works or the working conditions have changed; -the location of works has changed; -the equipment cutoff circuit was changed; - a work or a site supervisor was replaced; -members of the team have been changed for more than 50%; the work interruption according to the permit to work was more than one day (24 hours). 		
5	Individual production facilities, buildings, marks, land plots, territories and production lines where the production process is completely stopped, there is no operating equipment in the work area (including live power cables and pressure pipelines), as well as buildings and structures located outside the operating production facilities allocated for the performance of construction and installation hazardous work by contractors or other units of the branch, shall be transferred to them according to the operations certificate.		
5.1	If there is operating equipment and communication lines that do not affect the safety of the contractor's work, there are examples that		

	unequivocally prove that the operations certificate provide for the organizational and technical measures necessary to carry out work at the facility, which are established in the method statement, including installation of fences, notice plates and safety signs, supervision of the work of the contractor in the area of operating equipment, appointment of an observer from among the staff of the production department, if necessary, the access procedure for the facility personnel to management of equipment and suspension of work of contractors in case of an emergency.		
5.2	The operations certificate is issued by the heads of divisions (facilities, territories) where work is planned and the heads of contractors.		
5.3	In the event of transfer of the territory according to the operations certificates, the permits to work are given to employees of contractors by a person appointed by order from among managers of the contractor that have undergone health and safety training responsible for coordination of safety operation of the contractor, admission and registration of the permits to work in the logbook of registration of the permits to work in the territory transferred under the operations certificate.		
5.4	If work is performed by several contractors in the transferred territory (facility), one general contractor or one contractor performing the function of the general contractor shall be appointed according to the operations certificate, which coordinates the hazardous work, admission and registration of the permits to work in the logbook.		
5.5	Operations certificates are drawn up subject to the conditions stated below: - absence of operating equipment that poses a threat to the performance of work in close proximity to the repair works site; - determination of organizational and technical measures during the transfer of the territory where the operating equipment and communication lines remain; - the place of performance of work by the contractor is defined and indicated with the help of a warning fence.		
5.6	When a contractor uses electrical equipment, an annex to the operations certificate shall contain a certificate of balance sheet attribution and delineation of operational responsibilities for electrical installations and structures.		
5.7	The operations certificate shall be drawn up in two copies according to the form given in Appendix 4 to the Standard, of which one copy shall be issued to a contractor or project manager, and the second copy shall be kept by the head of the SD where the works are executed in the folder of applicable permits to work until completion of works.		
5.8	Before commencement of work, the contractors to which the territory is assigned according to the operations certificate shall enclose the work area, install warning signs and a plate indicating the name of the organization/project, name of the person responsible for maintenance of the construction site, contact telephone numbers.		
5.9	There are examples that unequivocally prove that production managers, who has transferred the territory under the operations		

	certificate, at least once a week verify compliance with the safety requirements provided for in the operations certificate, and immediately suspend the work of the contractor in case of violations of safety requirements.		
5.10	If the work is performed by different teams in the same territory, a schedule of concurrent work shall be drawn up, there are no examples of simultaneous performance of work in the same territory by two or more teams.		
5.11	CEO of organization or project manager to which this construction site (territory) has been transferred under the operations certificate shall be responsible for safe organization of the concurrent work in general for the whole scope of construction and installation work.		
5.12	When organizing the work, the officials issuing the permits to work shall take into account the possible impact of the work performed on employees of adjacent teams (work performed near, below, above, behind the wall, dismantling, scattering of falling objects, etc.). There are no cases of repeated transfer of organizations engaged by the operations certificate for performance of work.		
6	The shift personnel on duty is allowed to carry out minor repairs, setting, adjustments, lubrication and cleaning of the equipment specified in the assignment without issuing a permit to work, if the work does not fall under the definition of hazardous work provided for in Appendix 2.		
6.1	There are no cases of unauthorized execution of work or unauthorized extension of workplaces determined by the assignment given by the supervisor.		
6.2	Before commencement of works the process staff shall prepare the workplace under the direction of a foreman or an engineer on duty (shift foreman) (the equipment shall be powered-off, disconnected, emptied, washed, ventilated, all blocks shall be closed, the drainages and air taps shall be open, etc.).		
6.3	A person who provided for preparation of the workplace shall make a record in the shift turnover logbook on the equipment being ready for repair specifying measures taken to prepare the workplace. Before commencement of work, the maintenance personnel on duty shall study this record and put a personal signature in the logbook with acknowledgement of the above fact.		
6.4	Before commencement of repair works the maintenance personnel on duty shall take actions ensuring safe execution of repairs, availability, serviceability and correct use of the required protective equipment, tools, fixtures and appliances. Prior to performing minor maintenance work without the presence of hazardous types of energy for repairing, setting, adjusting, lubricating and cleaning of equipment, the maintenance employee on duty shall make sure that the unit (equipment) is turned off, a notice "Do not turn on – people work" shall be posted on the starting device or the equipment shall be transferred to the state necessary for performance of work provided for in the equipment manual.		
7.0	There are examples that unequivocally prove that persons guilty of violation of the requirements set forth in this Standard are made liable		

	in accordance with the applicable law of the Russian Federation.		
7.1	The heads of the structural divisions of the Branches shall monitor the compliance by their subordinates and employees of contractors with the requirements of this Standard and there are examples when for the violations committed, disciplinary measures are taken against violators: dismissal of the Company's employees, and to employees of contractors' suspension from work in the territory of the Company and imposition of fines provided for in the agreement.		
7.2	Heads and specialists of the Directorate for occupational safety and health and environmental protection of the Branches conduct a quarterly self-examination of compliance with the requirements of this Standard in the structural divisions according to checklist, with identification of problem areas and drawing up plans for improvement.		
7.3	Heads and specialists of the Directorate for occupational safety and health and environmental protection of the Branch carry out a quarterly analysis of correctness of preparation of documents and performance of hazardous work in relation to at least 75 percent of all issued permits to work in each structural division for open and signed off permits to work. Based on the results of the analysis, reports have been drawn up in a form agreed with the HSE and Fire Safety Directorate of the Head Office.		
	Total rating:		Number of ratings 2 or less:
Total rating criteria:			
Standard is fully implemented and maintained at a good level:			(> 277 and no more than 2 ratings 1 and 2)
In order to implement the Standard, it is necessary to develop and implement an action plan:			(207 to 276 and/or no more than 2 ratings 1 and 2)
The Standard is not implemented, urgent measures are required:			(< 206 and/or two or more ratings 1 and 2)
General comment / confirmation of the assessment results:			
I confirm the assessment, the data are correct and true:			
Full name, position:		Signature and date:	
Full name, position:		Signature and date:	
Full name, position:		Signature and date:	
Full name, position:		Signature and date:	
Approved by (Full name, position):		Signature and date:	

Reference list

[1] POT RO 00-97 "Health and Safety Regulations in the Pulp and Paper and Wood Chemical Industries" approved by the State Committee for Forest, Pulp and Paper and Woodworking Industry of the Russian Federation dated June 06, 1997

[2] "Health and Safety Regulations in Construction" approved by Order No. 336n dated June 01, 2015

[3] "Health and Safety Rules during Arrangement, Assembly, Maintenance and Repair of the Process Equipment" approved by Order of the Labor Department of Russia No. 310n dated June 23, 2016

[4] The policy of Ilim Group JSC "On the procedure for conducting fire operations at the facilities of Ilim Group JSC" approved by order No. GD-142 dated August 22, 2012

[5] Order of the Ministry of Labor of Russia No. 328n dated July 24, 2013 "Health and Safety Regulations during Operation of Electrical Installations", registered with the Russian Ministry of Justice dated December 02, 2013 under No. 30593 (as amended by No. 1 dated February 19, 2016)

[6] Order of the Federal Service for Environment, Technological and Nuclear Supervision dated November 12, 2013 No. 533 "On Approval of Federal Standards and Regulations in the Field of Occupational Safety "Safety Rules for Hazardous Industrial Facilities where Hoisting Machinery is Used" registered with the Russian Ministry of Justice on December 31, 2013. under No. 30992 (as amended by No. 1 dated April 12, 2016)

[7] Order of the Federal Service for Environment, Technological and Nuclear Supervision dated November 21, 2013 No. 559 "On Approval of Federal Standards and Regulations in the Field of Occupational Safety "Safety Rules for Chemically Hazardous Production Facilities" dated December 31, 2013 Registered in the Ministry of Justice on December 31, 2013 under No. 30995

[8] Order of the Federal Service for Environment, Technological and Nuclear Supervision dated November 20, 2013 No. 554 "On Approval of Federal Standards and Regulations in the Field of Occupational Safety "Safety Rules for the Production of Chlorine and Chlorine-Containing Media" registered with the Russian Ministry of Justice on December 31, 2013 under No. 30968

[9] Order of the Federal Service for Environment, Technological and Nuclear Supervision dated March 14, 2014 No. 102 "On Approval of Federal Standards and Regulations in the Field of Occupational Safety "Requirements to Welding Operations at Hazardous Industrial Facilities", registered with the Russian Ministry of Justice on May 16, 2014 under No. 32308

[10] Standard "On Organization of Safe Work using Scaffoldings" approved by order of the Chief Executive Officer of Ilim Group JSC dated November 15, 2017 No. GD-0615/17

[11] Order of the Ministry of Labor and Social Protection of the Russian Federation dated March 28, 2014 No. 155n "On Approval of Occupational Safety Regulations when Performing Work at Height".

[12] Order of the Ministry of Labor and Social Protection of the Russian Federation dated April 19, 2017 No. 371n "On Approval of the Occupational Safety Regulations When Using Individual Types of Chemical Substances and Materials".