



APPENDIX No.

to Order No. _____ of
_____, 2022

**STANDARD FOR
CONDUCTING HIGH HAZARD WORK
IN JSC ILIM GROUP**

Second revision

**It's about LIFE program element
Ilim Group's Production System (GMS)**

St. Petersburg
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1. AREA OF APPLICATION

- 1.1. Conducting high hazard work in JSC ILIM Group Standard (hereinafter, the Standard) is developed in accordance with the Occupational Safety Rules in the Pulp and Paper and Wood Chemical Industry approved by Order No. 859n of December 12, 2020 [1], Health and Safety Regulations for Construction, Reconstruction and Repair Operations approved by Order of the Ministry of Labor and Social Protection of the Russian Federation No. 883n of December 11, 2020 [2], Occupational Safety Rules with regard to Installation, Maintenance, and Repair of Process Equipment [3] Rules for safe performance of gas hazardous, fire and repair work approved by Order No. 528 of December 15, 2020. [4].
- 1.2. The Standard establishes requirements for an high hazard work procedure to ensure safe and non-hazardous working conditions.
- 1.3. This Standard does not apply to the high hazard work carried out in accordance with the special safety rules outlined in Appendix 1.

2. TERMS, DEFINITIONS AND ABBREVIATIONS

2.1. The following terms with corresponding definitions and abbreviations are used in this Standard:

Operations Certificate: written permission issued to the contractor to start work at an allocated production or Mill site in accordance with the established procedure.

Work order: written order (organizational regulation) which determines work scope, site, time and working conditions, necessary safety measures, team assigned to work and persons responsible for safe work performance.

PM Order form: SAP ERP site system document which is used for type, scope, schedule and resources for detailed action planning, control over the implementation of actions, account assignment, calculation and budgeting rules, as well as cost input, assignment and estimation while implementing actions. Shall be issued during repair work. Procedures for formalization and release of a PM Order form are described in the Rules of Procedure for maintenance and repair, *Manufacturing System Planning (MWS)* R 07-09.

Process chart (incl. Equipment Repair Charts): organizational and process control document which is developed for recurring process and repair operations. It sets out:

- occupational safety and health, industrial, fire and environmental safety measures including safety measures based on workplace risk assessment results;
- mix and succession of operations;
- technical devices, tools and instruments required for work performance.

Route map: document which is developed for ongoing and recurrent work performed by one employee (duty maintenance personnel rounds, equipment lubrication, temperature replacement, vibration, etc.).

Occupational health and safety: system designed to secure life and health of employees in the course of work which includes legal, socio-economic, organizational and technical, sanitary and hygienic, therapeutic, rehabilitation and other activities.

Working conditions: combination of production and working environment factors that affect the employee's health and work capacity.

Zero Energy System: set of organizational and technical actions used to block the sources of hazardous energy, notify employees and bring equipment to the state when unauthorized/erroneous supply of hazardous energy to the work area during equipment operation is impossible.

Industrial safety: set of measures and activities, means and methods provided by JSC ILIM Group to maintain the safe condition of production facilities in order to ensure safe operation, as well as to

prevent, detect, localize and eliminate any threats to life, health, environment and property as well as preparedness of management and personnel to act in emergencies.

HSO: health and safety office.

OHS: occupational health and safety.

MS: method statement.

HE: hoisting equipment.

SNiP: building codes and regulations.

FSEPS : fire safety and emergency prevention service.

PC: process chart.

RG: relevant guideline.

FR: federal rules.

OSHMS: occupational safety and health management system.

ERC: equipment repair charts.

3. GENERAL PROVISIONS

- 3.1. The main objective of this Standard is to determine a unified procedure for arrangement, formalizing and conducting of high hazard works at JSC Ilim Group branches.
- 3.2. The standard shall apply to:
 - managers, experts and workers of the structural units of JSC Ilim Group (hereinafter, the Branches);
 - contractor managers and workers who perform work at Branch locations, including the case when the location is assigned to the contractor under the work order.
- 3.3. The Standard is recommended for use by the subsidiaries and affiliates of the Company. Application of the requirements established by this Standard in the subsidiaries and affiliates is achieved through approval and enactment of relevant internal regulations by the authorized management bodies of the subsidiaries and affiliates.

4. SAFE PROCESS FOR HIGH HAZARD WORK

- 4.1. High hazard work includes any work where an occupational hazard is present or may appear regardless of the nature of the work performed, as well as work where organizational and technical actions developed separately for each specific production operation are essential.
- 4.2. High hazard work, except for work specified in Appendix 1, includes work performed at:
 - existing production areas of the branches where operated equipment or process occupational hazard is present or may appear;
 - category 4 confined spaces;
 - buildings or structures which are in emergency state;
 - construction sites which were transferred under the work order;
 - areas with permanent hazardous and/or harmful industrial factors;
 - exclusion zones of power transmission and gas lines as well as flammable or combustible liquids and combustible or liquefied gases storages;
- 4.3. work at heights, except for works performed in accordance with the special procedure stipulated in the job safety rules for work at heights [12]. The standard list of high hazard work (hereinafter, the standard list of work) is provided in Appendix 2. A specific list of high hazard work shall be

prepared and approved by a structural unit manager in each structural unit of the Branch based on this standard list of high hazard work.

- 4.4. The specific list of high hazard work shall be approved by the Branch Health and Safety Service manager and revised at least once per year. The list shall be revised out of schedule in case of new equipment is started up or rebuilt; in case of new or amended laws and other regulations, which contain hazard work safety regulations are rolled out.
- 4.5. Repair, construction, installation and commissioning, as well as technical diagnostics and testing of the equipment at Branch locations and existing process areas performed by contractors are considered to be high risk works regardless of the standard list of work.
- 4.6. A work order shall be issued in accordance with the format provided in Appendix 3 for carrying out works from the specific list of high hazard work. The Branches can add work order form clauses and sections if needed, but it is prohibited to abridge and/or delete them.
- 4.7. The work order in the Company's Branches with SAP EHSM software in commercial operation shall be issued at a functional system unit.
- 4.8. Work arrangements and technical preparatory actions aimed to ensure employee safety shall be determined, reflected in the work order and performed prior to starting work. Actions shall be developed according to each specific work assignment (operation). Such actions include but are not limited to:
 - 4.8.1. Technical actions:
 - air-purging, gas ducts and equipment airing, rinsing with water if necessary;
 - product removal, gas pipeline and air duct treatment, purge and steaming of pipelines, cleaning equipment from dust and dirt, oil fuel, acid, liquor spills, oil, etc.;
 - equipment neutralization (if required by local regulations, operating manuals, process rules, etc.);
 - disconnecting pipeline lock valves from connected utilities and installation of blinds with clearly visible tail pipes with a blinds installation log;
 - air pressure relief to zero in pneumatic lines;
 - electric energy disconnection, fuses removal, all drive electric motors deactivation, with visible break or safety key status installation;
 - ensuring visible break of the power circuit to the electrical receivers of process equipment with rotating parts;
 - installation of a protective fence around the falling objects hazardous area;
 - installation of a protective fence around the impact-hazardous area of operated equipment and pipelines;
 - bringing systems into the Zero energy state (lockout devices installation on hazardous energy lockout points);
 - determining places of electric energy, water, steam, air and other necessary resources connection for work performance;
 - collective protective equipment such as protective nets, spot ventilation system, additional lighting and other equipment installation;
 - installation of scaffolding and use of mobile lifting and hosting devices and equipment;
 - warning lines installation;
 - 4.8.2. Arrangements:
 - crew members training and safety briefing;
 - hanging out of posters and safety signs;
 - appointment of responsible employees for work performance under the work order;
 - pre-job risk assessment;
 - determining work and rest requirements.
- 4.9. Personal protective equipment (hereinafter, PPE) specified in the work order is mandatory for all employees; Operating procedure of special PPE shall be specified in the work order, e.g., points for attaching safety lanyards must be provided for standby fall protection.

- 4.10. Work not related to current equipment repair and handling hazardous chemicals carried out by contractors, performed on a regular basis and by a permanent team under the same conditions may be performed without a work order (such works include the following: cleaning, lubrication, process operations, sampling, evaluation as a part of industrial control, etc.). The list of such works shall be indicated in the specific list of high hazard work. Process flow charts or route maps shall be developed for such works.
- 4.11. Process flow charts for process operations which are performed by Mill personnel are developed by the head of the structural unit where equipment is used in coordination with the EHS employee of the branch.
- 4.12. Equipment repair process flow charts are developed by Maintenance Department experts in mandatory coordination with the Branch EHS department employee. Contractor experts may be engaged in ERC development.
- 4.13. Process flow charts for equipment repair, blanks manufacturing, pre-assembly and other similar works which are performed by contractor workers in repair rooms and allocated repair areas are developed by the contractor's authorized head/expert.
- 4.14. Process flow charts for works not associated with equipment repair which are performed by contractor workers are developed by the contractor's authorized head/expert jointly with the head of the structural unit of the Branch where work is performed. Process flow chart shall be coordinated with an EHS employee.
- All employees performing work under process flow charts work shall read them against signature, safety requirements shall be included in safety training program.
- 4.15. Route maps are developed by employees managers who perform works in coordination with the heads of structural units where work is performed.
- 4.16. In case of an accident which may put human safety at risk (mass fatality on the premises of and outside the Mill, risk of explosion and collapse of buildings and structures) operators, the Branch repair services workers and contractors (in certain cases) may perform work without a work order.
- 4.17. Accident shall be recorded by the Branch dispatcher, works shall be attended by Branch managers (director or higher position) and SPASS duty service. In case of engaging contractor employees to carry out emergency operations without a work order for high hazard work, SU branch emergency response leader shall be directly responsible for employee safety and emergency response supervision at the work site.
- 4.18. The head of emergency operations shall report the summary of circumstances which required an emergency response and safety measures taken to the Branch dispatcher who shall record this data in the logbook. In case this response takes much time (more than 3 hours), a work order shall be issued.

5. PERSONS RESPONSIBLE FOR SAFE PERFORMANCE OF HIGH HAZARD WORK

- 5.1. Persons responsible for work performance under work orders are:
- official responsible for work order issuance;
 - job authorizer;
 - responsible works supervisor;
 - contractor;
 - observer;
 - team members (who perform work on the basis of work orders).
- 5.2. Persons responsible for arranging and performing work under work orders shall have industry safety training in accordance with the procedure established by the Company. The list of persons responsible for arranging and performing work on the basis of work orders, for issuance of permits and work admission and for managers and foremen shall be identified by order in each structural unit.

- 5.3. Contractor managers shall appoint persons to be responsible for high hazard work¹. Orders to appoint responsible persons are provided by the contractor to the Branch HSO and the Branch unit at work sites, the submission frequency for the copies of orders is determined by an agreement with contractor and periods of employment contracts with contractor employees.
- 5.4. Person responsible for work order issuance:**
- 5.4.1. Person responsible for work order issuance is head of the structural unit or his/her deputy who is responsible for the facility (equipment, buildings, facility and locations). The head of production area, plant process engineer, head of area can be assigned responsibility for work order issuance. The work order is issued by the person responsible for work order issuance.
- 5.4.2. Shift supervisors (shift foremen, duty engineers) of the Branch structural units are responsible for work orders issuance over the weekends/public holidays and during the evening and night time (from 5 p.m. to 8 a.m.). Shift supervisor (shift foreman, duty engineer) may be responsible for the issuance of work orders and permits to carry out high hazard work at the same time.
- 5.4.3. In case work is performed at the unit using the equipment, pipelines and utilities which are owned by another structural unit, a work order shall be issued by equipment owner, while the owner of the site (facility) where the work is performed shall approve safety measures in the permit section of the work order.
- 5.4.4. Person responsible for work order issuance:
- determines whether work orders need to be issued to perform high hazard work in accordance with the special safety rules outlined in Appendix 1;
 - appoints responsible works supervisor and contractor who shall approve and observe if necessary;
 - determines the scope of work and conditions of safe operation together with the responsible works supervisor;
 - fills in the Work section in two work order copies, signs and hands them over to the responsible works supervisor.
 - in the Special working conditions section, indicates (notes) all risks of exposure to any key industrials harms or hazards for employees who perform work (noise, vibration, chemical substances, microclimate, insufficient lighting, work at height, current equipment hazard, etc.)
 - in the work order Safety measures section, indicates (notes) all safety measures required to perform the work and mitigation/elimination of risks from identified hazards (use of the Zero Energy system, use of PPE by employees, installation of fences, compliance with the MS and FC requirements and a reference to these requirements, use of final product functioning devices, anchor points, manual hoists, etc.), and also indicates (specifies) actions which need to be completed before the start of safe work while indicating items to complete (disconnection, emptying, equipment rinsing, de-energizing, lock valves closure, blinds installation, drainage opening, venting, warning signs installation, scaffoldings installation, etc.).
- 5.4.5. In case work is performed by the contractor, the number of contract with the contractor shall be specified in the work order, industrial safety requirements shall be specified in this contract. In case the contract is not available, a work order to perform high hazard work by contractor employees may not be issued.
- 5.4.6. The person responsible for work order issuance is responsible for:
- complete and correct safety measures as specified in the work order;
 - the list of experts and adequate qualification of the responsible persons appointed;
 - suspension of work in case of safety requirements violation;
 - determination of places of electric energy, water, steam, air and other necessary resources connection for work performance;
 - coordination of several team employees;
 - assessment of risks and indication of safety measures for their mitigation/elimination up to an acceptable level in the work order.
- 5.5. Job authorizer:**

¹ The manager and the foreman to be responsible for work orders issued by JSC Ilim Group shall be appointed.

5.5.1. Job authorizer shall be appointed out of the managers and shop, area, service, manufacturing experts or senior day shift (shifter) employee from maintenance staff (Ober or team leader - senior worker).

5.5.2. Job authorizer is responsible for:

- availability of the issuer's signature in the work order;
- correctness of facility preparation for work or inspection;
- completeness of safety measures during facility preparation need to carry out work or inspection;
- monitoring of the crew members' safety certificates before starting work;
- availability and readiness of the crew members' collective and personal protective equipment;
- proper functioning of equipment, mechanisms and power sources use;
- work performance using commission-approved and serviceable scaffold/scaffolding platforms;
- suspension of work in case of safety requirements violation;
- the absence of external hazards that affect safe work performance.

5.6. Responsible works supervisor:

5.6.1. Responsible work supervisor shall be appointed out of the managers and subject-matter experts.

5.6.2. Responsible works supervisor is responsible for:

- complete and correct safety measures taken during performance of the work specified in the work order;
- implementation of safety measures during work performance under the work order;
- performance and preparation of safety briefings for the foreman and team members in accordance with the scope of work and OHS manuals;
- team headcount determined based on team supervision performed by the contractor as well as for the adequate qualification of the team members;
- checking if the employees have safety certificates and certificates for special work (power tools, operation of LE, work at heights, etc.), tear-off coupon system, qualification certificates copies;
- provision and use of protective clothes, personal and collective protective equipment, tools and devices which are appropriate for the nature of the work and ensure safe work performance;
- provision of contractor with MS or process layout;
- suspension of work in case of safety requirements violation;
- compliance with the safety measures specified in the work order by the responsible works supervisor personally as well as by foreman and team members.

5.7. Contractor:

5.7.1. Contractor shall be appointed out of the managers and subject-matter experts. Team leader who is certified in safety rules within the scope of this Standard requirements can also be appointed.

5.7.2. It is allowed to appoint highly skilled employees with at a skill category of 4 and above and at least two years of relevant working experience as high hazard work contractor.

5.7.3. Contractor is responsible for:

- compliance with the safety measures specified in the work order and safety requirements outlined in the OHS manual, process documentation, technical regulations by the contractor personally as well as by team members;
- control over the sequence of work in accordance with regulatory documents (MS, PC, regulations, occupational safety manuals, OSH manuals, etc.);
- correct use of protective clothes and shoes, protective equipment, safety appliances, collective protective equipment, tools and devices by workers over the entire period of work performance under the work order;
- protection of temporary protective fences, blinds, locking devices, safety signs at the job site;
- suspension of work in case of safety requirements violation;
- serviceability and safety of the tools used.

5.8. Observer:

- 5.8.1. Observer shall be appointed out of the team assigned to work or operating and maintenance staff of the structural unit where the work is performed. The need to appoint an observer is determined by the person responsible for work order issuance.
- 5.8.2. The observer is appointed if works are performed near the operated equipment, which poses a threat to health and life of employees. The observer is responsible for the team members' safety in case of their possible exposure to industrial harms from operated process equipment. Makes sure team members are at a safe distance from the operated equipment and utilities and do not come close to it. Ensures safe passage of the employees to their workplace and protection of fences and safety signs.
- 5.8.3. Observer shall always be present at the work site and perform direct supervision of team members from the date he has been given access to work. It is prohibited to combine team supervision and any other duties.
- 5.9. Team members:**
- 5.9.1. Team members to perform this work shall be appointed out of the specially trained workers without any health restrictions who underwent safety competence assessment.
- 5.9.2. A team shall include at least two people, including the contractor (provided that a responsible foreman is not a responsible manager at the same time).
- 5.9.3. Team members are responsible for:
- compliance with the safety requirements set forth in safety rules prescribed by the work order;
 - proper handling of equipment, tools, materials;
 - correct use of protective clothes and shoes, protective equipment, and safety appliances when carrying out work.
- 5.10. Combining multiple jobs is allowed to people responsible for safe work performance:
- person responsible for work permit issuance may also perform the job authorizer's responsibilities in case of low production volumes during one shift;
 - in case responsible works supervisor only ensures control over work performed in the same workplace, he/she may at the same time perform the contractor's responsibilities and shall always be present at the work site.
- 5.11. Combining responsible the works supervisor's and contractor's responsibilities is not allowed if the contractor is a team leader or a qualified worker.
- 5.12. Responsible works supervisor (contractor) **may not** combine his/her own responsibilities and the responsibilities of a job authorizer as well as a person responsible for work permit issuance.

6. PERSONNEL ADMITTANCE PROCEDURE

- 6.1. The work order to perform high hazard works shall be issued prior to starting work. A high-hazard work order is issued for a period of up to 15 calendar days as from the start of work performance and may be extended for a period of up to 15 calendar days.
- 6.2. In order to optimize the process of providing employees with an access to carry out work, work orders shall be issued in advance at least:
- on the day preceding work performance during current repairs;
 - three days prior to the start of preventive maintenance;
 - five days prior to the start of a major shutdown;
- exceptions: changes in the list of team members and work scope.
- 6.3. SU Branch managers shall ensure additional staff transfer to another shift in accordance with the Labor Code of the Russian Federation to accelerate the process of equipment preparation for repairs during field and outage days.
- 6.4. Employees shall be provided with access to carry out work within one hour after their mobilization from the work site. SU managers shall record any cases of delays in admittance (more than 1 hour) and analyze the causes for delays while determining corrective actions.
- 6.5. High hazard works site coordinates shall be clearly defined on the horizontal and vertical axes in the work order with elevation, grid-lines and building, facilities and equipment rows data.

- 6.6. It is allowed to issue a single work order to carry out the following work:
- using identical/similar equipment units, which are located at the same level and are in the contractor's visibility range for safe behavior control;
 - using a single equipment unit which has several pieces that need to be repaired (inspected);
- in case works are carried out one by one and these equipment units are prepared, as well as in case of their simultaneous release from repair and start up. Such works shall be carried out by one team.
- 6.7. In case works are carried out in accordance with the special safety rules provided in Appendix 1, work order is issued in accordance with the requirements and format which are specified in these rules. All preparation and safe work performance actions (including work at height, presence at Mill site, etc.) shall be specified in the work order for these types of work. An additional work order in accordance with the format provided in Appendix 3 of this Standard is not required.
- 6.8. When working at electrical installations, the person responsible for work order issuance needed to carry out work at electrical installations shall:
- inform the structural unit (production area, area) duty engineer (shift foreman) about the place where the work will be performed stating the work scope and the duration of work;
 - inform the structural unit (production area, area) duty engineer (shift foreman) about work completion after work.
- 6.5. Production area (area) duty engineer (shift foreman) shall:
- make a note in the logbook about the general type of work performed and work start date;
 - discuss with shop floor power engineer the need to indicate additional safety measures for workplace preparation and repair work safety requirements in the work order for the existing process area;
 - endorse the safety measures specified in the work order by signing it;
 - make a note in the logbook about work completion.
- 6.6. During work performance involving the operations using LE, the person responsible for work order issuance shall issue the work order and arrange work in accordance with FR requirements [7].
- 6.6.1. During work performance involving operations using LE, the person responsible for safe working practices involving operations using LE is appointed by Company-wide order documents out of the trained and certified managers and experts. The employee responsible for safe working practices involving operations using LE is specified in the work order. Responsible work supervisor may combine his/her responsibilities and the responsibilities of the employee responsible for safe working practices involving operations using LE.
- 6.6.2. During work performance involving operations using LE and lifting devices (including manual hoists and winches) responsible works supervisor shall provide slinging diagrams, method statements or process flow charts endorsed in accordance with the established procedure to the person responsible for work order issuance. All employees involved in work arrangement and performance shall read these documents.
- 6.6.3. It is prohibited to carry out works involving operations using LE and lifting devices (including manual hoists and winches) without slinging diagrams, method statements or process flow charts.
- 6.7. It is prohibited to provide slings, manual hoists, winches and other means used for loading at JSC Ilim Group to the contractors' workers, except for specialized removable load-carrying equipment.
- 6.8. The following documents shall be attached to the work order if necessary:
- operating units equipment disconnection (connection) diagrams stating the connectors points, blinds installation and others;
 - ZES system permit;
 - diagrams of temporary ventilation, lighting, etc.;
 - documents confirming the consent of stakeholders (power lines owners (power line installation), overland and underground facilities) to have works performed in the power line installation buffer area near overland and underground facilities and adequate safety measures during work performance at these sites.

- 6.9. It is allowed to fill out work order sections both in printed and hand-written form. It is prohibited to make handwritten notes in the Work section after work permit issuance if unrecorded hazards and actions are found. If safety measures for the preparation and performance of work which were not covered during work order issuance need to be added, the work order shall be reissued. It is not allowed to amend and erase sections from the work order or to fill it out with a pencil and using copying paper. The signatures of authorized persons and team members assigned to work are filled out in the work order sections with a pen with blue writing ink. All lines of the work order shall be completed in print. It is prohibited to abridge words and phrases when filling out the work order. The work orders shall be filled out in accordance with interlinear drafts.
- 6.10. A work order shall be issued to maintenance staff if experimental works involving the use of combustible, explosive or hazardous substances are carried out on the equipment, as well as during the performance of a trial run and testing.
- 6.11. Prior to the start of work, the job authorizer and responsible works supervisor shall check safety measures specified in the work order in accordance with actual conditions. In case necessary equipment preparation and/or personnel safety activities for employees are not available, a permit may not be issued and a work order shall be re-issued.
- 6.12. For preliminary work performance, the job authorizer assigns area personnel to prepare equipment for repair (emergency shutdown, drainage and air valves opening, equipment washing, lockout devices installation and locking, fences installation, posters and safety signs hanging out, etc.) or performs this work unassisted.
- 6.13. Preliminary works shall be carried out only by area, shift, service personnel that own the work sites.
- 6.14. It is prohibited to engage third party employees in preliminary works arrangement and management without interruption of operations.
- 6.15. Preliminary works shall be carried out before the team starts work:
- 6.16. Job authorizer together with responsible works supervisor and contractor check the implementation of preliminary works specified in the work permit, availability and serviceability of individual and collective protection equipment directly at the work site, as well as conduct briefing about the equipment and utilities at the work site to be disconnected, turned off, drained or pressurized, as well as about high temperature, flammable and explosive, etc. equipment and utilities and warn if any other teams are working in the immediate vicinity (electricians, repair technicians, process engineers). Additionally, job authorizer informs of employees emergency and incident situations procedure.
- 6.17. Responsible work supervisor delivers briefing about safety measures during work performance in accordance with the work order to the contractor and team members.
- 6.18. Responsible work supervisor shall check if each team member has PPE, safety certificates, certificates for special work (power tools, operation of LE, work at heights, etc.), qualification certificates copies, tear-off coupon system before the work.
- 6.19. Acceptance of the work place and admittance procedures shall be assigned by job authorizer, responsible works supervisor and contractor in the Order section of the work order. A work order shall be recognized as invalid without signatures of all listed officials.
- 6.20. Contractor together with team members check workplace safety directly in the workplace. While defining work stages, contractor has to check tools, equipment, personal protective and fall protection equipment availability and serviceability at the work site first to perform personnel admittance procedure.
- 6.20.1. In case team members identify any hazards while inspecting a workplace that are not specified in the work order, contractor shall report to responsible works supervisor thereof. He shall not authorize the team to work before the elimination of any identified hazard.
- 6.21. Job authorizer shall check if team members have PPE, safety certificates, certificates for special work (power tools, operation of LE, work at heights, etc.), as well as qualification certificates copies.
- 6.22. Job authorizer checks team headcount and the availability of the signatures of responsible works supervisor, the contractor and team members confirming special briefing and thereafter records

the work order in the work order logbook (Appendix 5) with one copy of the work order to be provided to the contractor and the other to be kept for his records. A work order numbering system shall be set by the person responsible for work orders issuance at the Branch. A work order numbering procedure shall be performed from the beginning until the end of the calendar year. Daily work permits are recorded in the Comments section.

- 6.23. Person responsible for issuance permits to carry out high hazard work shall have work permits registration log to be completed. After the recording of the last work order, the log shall be kept at the workplace of the person responsible for issuing permits to carry out high hazard work. The retention period of a completed work order issuance log is 6 months since work completion registration based on the last recorded work order.

7. WORKING PROCEDURE

- 7.1. Contractor shall always be present at the work site and perform direct supervision over the team.
- 7.2. If contractor needs to leave the work site and responsible works supervisor is unable to substitute for this period of time, team workers shall be evacuated from the work site to a safe area.
- 7.3. Responsible work supervisor, person responsible for work order issuance and job authorizer shall check the progress of work from time to time.
- 7.4. In case of violations of the safety requirements the contractor's work order shall be withdrawn and the team shall be sent off the work site by work supervisor, person responsible for work order issuance, job authorizer and OHS SME or any other manager (expert) until the violations are eliminated. The time of work interruption and refresher admittance after elimination of identified deficiencies is indicated in the contractor's copy in the work order daily work permit section.
- 7.5. During two- or three-shift schedule incoming and outgoing shifts job authorizers verify effective output against work requirements specified in the work order, hand over the shift and sign in the shift handover logbook, work order shall also be transferred.
- 7.6. Team workers shall be evacuated from the work site during shift breaks and the work order is kept by the job authorizer. After shift break neither team member may start work before the job authorizer arrives who shall verify actual working conditions against the work order requirements.
- 7.7. During the entire period of work, responsible works supervisor shall conduct inspections of the job authorizer and team workers to make sure they comply with the safety requirements prescribed by the work order. Responsible work supervisor shall assign one of the copies in the Inspection section at the workplace, it means that no safety requirements violations were identified and team workers may continue with the work.
- 7.8. Team workers shall clean up the workplace daily upon work completion, perform treatment of workplaces and waste removal, close the openings, reestablish removed service platforms, etc. Responsible work supervisor shall hand in the work order to the job authorizer with record made in the work completion daily permit section. Local information boards, safety signs and fences shall remain in their places at the end of the work day.
- 7.9. It is allowed to restart work on the next day after workplace inspection by job authorizer and responsible works supervisor and handing-in of the work order to the contractor with a record made in the daily permit section.
- 7.10. Until work order expiry, responsible works supervisor may change the team headcount by making a note in the Permit section specifying the full name of team members and signing two copies of the work order on conducting special briefing for new team members. Person responsible for issuing permits to start high hazard work shall also sign the work order on confirming new members qualification certificates and authorization to start work.
- 7.11. In case works were not carried out within the set timeframe, person responsible for work order issuance (if absent, other official entitled to issue work permits) may extend it for a period of up to 15 days as from the day of its extension with a relevant record of a new date of expiry in both copies of the work order. Work order may not be prolonged again.

- 7.12. If one of the work order copies is lost, the work shall be stopped and team workers shall be sent off the work site. A new work order registered in the relevant log shall be issued to cover work restart, permitting procedures shall be repeated.
- 7.13. The work shall be stopped, the work order shall be re-issued, permitting procedures shall be repeated if prior to work completion in accordance with this work order the following happens:
- at least one part of the repaired workshop is connected to the operating equipment;
 - effective output is not in compliance with safety requirements, there is risk for life or health of employees;
 - the scope and conditions of work performance have been changed;
 - work site has been changed;
 - equipment disconnection diagram has been changed;
 - the manager-in-charge or foreman has been substituted;
 - team headcount has changed by more than 50%;
 - an off-work work in accordance with the work order was more than 1 day (24 hours).

8. WORK COMPLETION PROCEDURE

- 8.1. Team workers shall clean up the workplace upon work completion, remove temporary fencing, install permanent fencing, remove information boards, safety signs and anchorage devices, as well as make sure the cleaning was done and there are no tools at the workplace. Contractor shall evacuate team workers from the workplace, sign both copies of the work order and notify responsible works supervisor of work completion.
- 8.2. Responsible works supervisor shall make sure the work is completed fully and reliably and also check the workplace condition, sign both copies of the work order and hand it in to the job authorizer. The workplace may be accepted by a person responsible for work order issuance if needed.
- 8.3. Job authorizer checks the workplace:
- closes both copies of the work order, fills in the actual work completion time, puts his signature in the Permit section;
 - returns these copies to a person responsible for work permit issuance;
 - makes an entry about closing the work order in the logbook; Closed work orders shall be retained by the person responsible for work order issuance or at the place of high hazard work for 1 month.
- 8.4. Repaired equipment shall be used only after handing in a closed work order, workplace inspection, removal of temporary fences, blinds, interlocks, etc., as well as removal of safety signs and installation of permanent enclosures.
- 8.5. The heads of industrial structural units shall ensure endorsement of the work acceptance certificates and work orders only after the work is completed, enclosures are installed, the work site is cleaned and closed and appropriate work order is available.
- 8.6. In case there were emergencies, incidents, fatalities during work performance on the basis of the work orders, these work orders shall be retained in the Company's archives together with the materials explaining reasons of emergencies, incidents and fatalities.

9. SPECIFIC FEATURES OF SAFE WORK AT CONSTRUCTION SITES TRANSFERRED UNDER THE WORK ORDER. COMBINING WORKS

- 9.1. Individual production facilities, buildings, elevations, workshops, locations and processing lines where the production process is completely shut down and no operating equipment is present in the area where the work is performed (including live power cables and pressure pipelines), as well as buildings and structures located outside the operated facilities used for high hazard construction and installation work by contractors or other structural units of JSC Ilim Group shall be transferred under the work order. In case there is operated equipment and utilities which do not affect safe

- work performance by the contractor, work arrangements and technical preparatory actions required to perform the work shall be specified in the work order. These work arrangements and technical preparatory actions are outlined in method statements and / or process flow charts and include fences, warning and safety signs installation, supervision of the contractor's work in the area of operated equipment, appointment of an observer if necessary, procedure for employee access to the operated equipment and suspension of the contractor's work in case of emergency.
- 9.2. An operations certificate shall be issued by the head of structural unit (facility, location) where work performance is planned (hereinafter, the Customer) and the contractor. Subject matter experts shall be hired depending on the type of work. In this case work orders to contractor employees shall be issued by the person appointed by the order out of the trained OHS SME contractor managers who coordinates the contractor's safe working practices, work orders permit and registration in the work orders registration logbook at the site assigned under the work order.
 - 9.3. If work is performed by several contractors, one general contractor or one organization acting as the general contractor shall be appointed at the site (facility) assigned under the work order to coordinate safe work practices, work orders permit and registration in the log. In certain cases, Ilim Group's project manager may act as the general contractor, in which case he/she shall take over the site assigned under the work order and issue work orders to the contractors.
 - 9.4. Work order may be issued if the following conditions are met:
 - there is no hazardous operated equipment in the immediate vicinity of the existing process area;
 - determination of organizational and technical precautions when handing over the site where operated equipment and utilities are still located;
 - determination and marking of the contractor's work site with warning lines;
 - 9.5. During the usage of electrical equipment by the contractor, additionally to the operations certificate, a report of delineation of balance and operational responsibility of electrical installations and structures shall be drawn up.
 - 9.6. A work order is issued in two copies in accordance with the format provided in Appendix 4, one of which is issued to the contractor or project manager, the other one is retained in the current work order folder by the head of the Company's structural unit where work is performed until work completion.
 - 9.7. The contractor assigned the site under the work order shall fence the work area, place warning signs and boards with the names of contractors/projects, full name of the persons responsible for construction site maintenance and contact telephone numbers prior to starting work.
 - 9.8. The manager of the production facility who transferred the site assigned under the work order shall conduct checks for safety requirements prescribed by the work order at least once a week and suspend the contractor's work immediately in case of safety requirements violation.
 - 9.9. Combined works are the construction and installation works which are performed at the same site, facility (building) by several contractors (structural units) simultaneously with their work spaces contacting or overlapping.
 - 9.10. In case works were performed by different teams at the same work site combined works schedule shall be drafted, simultaneous operations at the same work site by two or more teams are prohibited. A work order for combined works shall be issued by the responsible employees of the contractor or project assigned the site under the work order.
 - 9.11. Contractor manager or project manager assigned the work site under the work order is responsible for safe combined works at the construction and installation site. Person responsible for work order issuance shall take possible harmful factors during work performance into consideration and their impact on related teams (the types of work performed near, below, up or beyond the walls, demolition works, falling objects distribution, etc.). Re-assignment of the site under the work order to contractors engaged to perform work is prohibited.
 - 9.12. Transfer of the site assigned under the work order to the contractor or the project is possible if:
 - certified persons responsible for work permits issuance and work performance under the work order at the facility had industry-wide safety training in accordance with the procedure established by the Company;
 - OHS SME expert who shall supervise these works is identified and appointed;

- Health and Safety plan is drafted;
- procedure for holding Health and Safety meetings is developed;
- combined works schedule is drafted;
- contractor's OSHMS is approved.

10. PROCEDURE FOR ADMITTING PERSONNEL FROM OTHER MILL STRUCTURAL UNITS

10.1. In case work is performed by personnel from other structural units of JSC Ilim Group responsible for welds quality control, equipment diagnostics, equipment lubrication and other types of work which do not require work order issuance (according to the specific list of high hazard work) but an occupational hazard is present or may appear, the following operational procedures shall be specified:

10.1.1. A worker of these structural units shall do the following prior to performing work:

- inform duty production engineer, shift foreman of the warehouse (plant) where the work will be conducted stating the work scope and the duration of work;
- have personal protective equipment during preventive inspections and works in the structural units which are necessary for this structural unit;
- inform duty engineer (shift foreman) about work completion.

10.1.2. Duty production engineer (shift foreman) shall:

- make a record of the nature of work performed and work start date in the log or special logbook (Appendix 6) in case the log is not available;
- hold a special briefing with employees who arrived to perform work stating industrial harms, risks and safety measures with the relevant entry made in the On-the-job training log; check if employees have PPE (hard hat, earmuffs, earplugs, safety goggles, etc.) and know how to use it;
- make a note in the log or special log about work completion by employees from other structural units of the Mill.

11. PROCEDURE FOR ADMITTING TO CARRY OUT WORK PERFORMED BY DUTY MAINTENANCE PERSONNEL

- 11.1. Duty shift employees are authorized to perform minor repairs, equipment adjustment, fine-tuning, lubricating and cleaning indicated in the request without work order issuance in case this work is classified as high hazard work specified in Appendix 2.
- 11.2. Unauthorized work performance or expansion of workplaces determined by the head of operations task is prohibited.
- 11.3. Operating staff under supervision of a senior worker or duty engineer (shift foreman) shall set up a workplace (the equipment shall be de-energized, disabled, emptied, washed and aired, all shut-off valves shall be closed, all drains and air valves shall be opened, etc.) prior to work performance.
- 11.4. The person responsible for work site preparation shall make an entry in the shift registration log about equipment readiness for repair stating the completion of work site preparation actions. Duty maintenance employees shall read this entry and put their personal signatures in the log to confirm acknowledgment prior to performing work.
- 11.5. Duty shift employees shall perform actions aimed at ensuring repair work safety, as well as required PPE, equipment, tools and devices availability, serviceability and proper use prior to work performance. Prior to minor equipment repairs, adjustment, fine-tuning, lubrication and cleaning not involving hazardous types of energy, a repair employee on duty shall ensure that pump (equipment) is disabled, launch unit has *Do not switch on - work in progress* safety sign or is in the appropriate state for performing work specified in the operating manual of the equipment.

12. RESPONSIBILITY AND CONTROL

- 12.1. Directors of the branches of JSC Ilim Group shall be responsible for the provision of necessary resources required for the implementation of this Standard.
- 12.2. The heads of the structural units of JSC Ilim Group shall be responsible for:
- communication of Standard to the employees;
 - ensuring compliance with the requirements of the Standard in their reporting organizational units;
 - conducting high hazard work in their structural units;
- 12.3. Health and safety directors of the Branches shall be responsible for:
- supervision of compliance with the requirements of this Standard;
 - conducting self-audits to check compliance with the requirements of this Standard in the structural units using the checklist provided in Appendix 7. Based on self-audit results, a plan for the implementation of the Standard shall be drafted;
 - ensuring quarterly analysis of the correct issuance of documents and high hazard work completion with at least 75 percent of all issued work permits in each structural unit and closed work orders.
- 12.4. Persons involved in violation of the requirements set forth in this Policy shall be liable in accordance with the applicable laws of the Russian Federation. The heads of the Company's structural units shall ensure control over the application of this Standard requirements by Company and contractor employees and take relevant disciplinary actions against offenders: **termination of employment** of Company employees, **suspension** of contractor employees from work at the Company's site, and **imposition of penalties** stipulated by the contract.

13. REVISION PROCEDURE

- 13.1 The Standard shall be approved by the Company's Chief Executive Officer.
- 13.2 This Standard may be amended or supplemented by an Order of the Company's Chief Executive Officer.

(mandatory)

**List of high hazard work
carried out based on special safety rules**

Work description	Document governing the work process
1	2
Temporary hot works, electric welding, gas welding works, associated with emergency equipment repair, cutting and equipment and facilities warming, work performance in fire and explosion hazardous premises.	Resolution of the Government of the Russian Federation No. 1479 of September 16, 2020 <i>On approval of Fire Safety Rules in the Russian Federation</i>
Works in steam power and electrical area, repairs on electrical installations in open power distribution units and networks.	Safety Rules during operation of thermal mechanical equipment of power plants and thermal grids RG 34.03.201-97 Safety Rules during operation of electrical installations approved by Order No. 903n of December 15, 2020 Safety Rules during operation of heat supply units and heat consumer units approved by Order No. 924n of December 17, 2020
Crushing of hot solids, foundations and other stone works, industrial furnaces in production areas, demolition of buildings, facilities, chimney stalks involving explosion works.	Order of RTN of December 03, 2020 No. 494 Approval of the Federal industrial safety rules <i>Safety Rules for Production, Storage and Use of Industrial Explosive Materials</i>
Gas hazardous work (including unpacking, cleaning, inspection, preparation for repair and repairs in tanks) according to the list of gas hazardous activities of duty engineer.	Rules for Safe Performance of Gas Hazardous, Fire and Repair Work” Federal Rules in the Area of Chemical Safety, approved by Order No. 528 of December 15, 2020.
Installation and operation of mobile jib cranes and excavators at a distance of less than 30m from the power transmissions or electrical grid’s outer main at the voltage of more than 42V.	Order No. 461 of RTN of November 26, 2020 on Approval of the Federal industrial safety rules <i>Rules of Safe Operation of Hazardous Industrial Facilities.</i>
Explosive operations involving installation, fine tuning, repair, adjustment and testing of control, management and other systems shall prevent sparks.	Order No. 500 of December 07, 2020 on Approval of the Federal industrial rules <i>Rules of Safe Operation of Chemically Hazardous Industrial Facilities.</i> General Explosion Safety Rules for Fire Explosive Chemical, Petrochemical and Oil Refining Industries approved by Rostekhnadzor Order No. 533 of December 15, 2020

<p>Work entailing high risk of a worker falling from heights. i.e. work performed at a height of 5 m and more without scaffolding devices, work performed at the roofs with a pitch exceeding 12° and false ceilings, work performed at the sites located at a distance of less than 2 m from unfenced uneven surfaces (if there are no safety fences) with a height difference of more than 5 m or if the height of the safety fence installed around such sites is less than 1.1 m.</p>	<p>Safety Rules for work at heights approved by Order No. 782n of November 16, 2020</p>
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List of hazard works.

Description of the facility, unit or installation	Description of high hazard work
<i>1. Repair and construction, and installation</i>	
Buildings, structures, large-sized equipment	Repair, construction and installation works, inspection of technical devices and building structures carried out: <ul style="list-style-type: none"> – at a distance of less than 2m from unfenced (or including safety guards at the height of less than 1.1m) pressure differences at a height of 1.3m or more, using scaffolding devices; – work on building roofs, roof cleaning, including from snow and ice, dismantling and brick lining of aprons, conducting roof and other works on the roofs with a pitch, on the roof without a pitch without fences along the perimeter, and if the height of the fence is less than 1.1m; – on false ceilings; – Installation and dismantling of scaffolds. – Work using hoisting equipment. – Work on crane rails and gangways. – Dismantling (collapse) of buildings and structures, and their parts, restoration of buildings and structures. – Reinforcement of steel trusses, balks and beams in operated production areas; – Wall and floor perforation in operated production areas when there is concealed wiring; – Equipment painting at production facilities.
Construction facilities at the site	Construction and installation works, conducted in the operated unit where a related occupational hazard is present or may appear (equipment or process). Earthworks at a depth of more than 0.3m.
Buildings and structures, process equipment	Construction and installation carried out at the sites where occupational hazard may appear from other types of work conducted in adjacent areas.
<i>2. Installation and repair of technical and electrical equipment</i>	
Heavy-weight and large-sized equipment and cargoes.	Installation and dismantling (more than 5 tons) of large-sized equipment when hoisting equipment cannot be used. Lifting and transporting heavy-weight, large-sized cargoes by two cranes. Manual handling of cargoes weighting over 0.5 tons by using hoists, winches. Rigging work to relocate heavy-weight and large-sized objects without using construction machinery and mechanisms.
Hoisting equipment (hoisting	Repair, installation, commissioning and dismantling,

cranes, elevators, lifting equipment, etc.)	inspection, cleaning platforms, crane rails.
Process equipment (units, aggressive liquid transfer pumps, etc.)	Repair in the area between operated equipment and units.
Dust-collecting units and devices.	Repair and cleaning of filters, flash tanks and other types of dust-collecting units and devices.
Water pipelines, steam lines, piping, sewage and heating systems.	Installation, dismantling and repair of systems.
Hot surfaces.	Thermal insulation of hot surfaces (outer wall temperature exceeds 45 degrees) and constrained working conditions where existing hot pipelines are installed.
Valves and piping. Pressure vessels and pipelines.	Chlorination, degreasing. Opening, repair, hydraulic and pneumatic tests.
<i>3. Work with concentrated toxic substances, flammable liquids, acids, alkali, and radioactive materials.</i>	
Cylinders, barrels and other containers with concentrated toxic substances and flammable liquids and gases.	Drain and destruction.
Work involving cleaning and repair of ventilation systems, flash tanks and other industrial facilities releasing toxic substances and wood dust.	Cleaning and repair of equipment, facilities and production area (external work only).
<i>4. Other works stipulated in occupational safety rules</i>	
Placement, installation, maintenance and technical equipment repair	Installation and repair work in the immediate vicinity of the open moving parts of working equipment, and in the vicinity of live electric wires. Installation and repairs, performed in operated production areas in one company unit by another unit (joint operations). Testing of pressure vessels. Repair of lifting equipment (excluding wheeled and tracked self-propelled equipment), crane trolleys and crane rails. Repair of rotating mechanisms. Works in areas exposed to gas accumulation, explosion hazard, electric shock, and areas with limited access. Heat insulation work, anti-corrosive coating application.
During construction	Performing current repairs, equipment dismantling, repair or other construction and installation involving hazardous factors of a hazardous industrial facility. Work performance at the sites where a hazard related to the performance of hazardous work in adjoining areas is present or may appear. Works in the immediate vicinity of pavement or roadway used as motor roads and railways. Gas hazardous work (connection of newly built pipelines towards the existing gas network, start of gas supply to

	<p>gas pipelines and other facilities of gas supply systems during the start-up after their repair or demothballing, all types of repair related to the performance of hot and welding works in existing internal and external gas pipelines, gas consumption units and other gas equipment).</p> <p>Roof work using gas flame method.</p> <p>Installation of equipment, pipelines and air lines in the exclusion zone of power transmission and gas lines as well as flammable or combustible liquids and combustible or liquefied gases.</p>
During the use of certain types of chemicals and materials	Opening of pressure vessels and pipelines. repair of equipment and pipelines where hazardous chemicals are handled (transported).
Harvesting and woodworking production. Forest management	Wood felling in special hazardous conditions. Disassembly of slanted and hazardous (incorrectly placed) roundwood in stacks.

Company (contractor): _____ **(mandatory)**
 (Contractor Agreement No.)

Production plant, Area, Section: _____

Work – order No. _____

WORK

1. Responsible works supervisor _____
 (position, full name, telephone number)

Contractor _____
 (position, full name, telephone number)

with a team of ____ members are assigned:

(please specify work description; elevation, grid lines, building rows; equipment unit No.)

2. Special working conditions and most significant dangers during work performance (mark with V):

- | | | |
|---|--|--|
| <input type="checkbox"/> working in the running process area | <input type="checkbox"/> exposure to electric shock | <input type="checkbox"/> working with hoisting equipment |
| <input type="checkbox"/> rotating and moving equipment parts | <input type="checkbox"/> exposure to hazardous substances in the air (gas, dust, aerosols, etc.) | <input type="checkbox"/> high/low temperature |
| <input type="checkbox"/> constrained working conditions | <input type="checkbox"/> inadequate lighting | <input type="checkbox"/> working in explosive medias |
| <input type="checkbox"/> exposure to chemicals (acid, alkali, etc.) | <input type="checkbox"/> working at height | <input type="checkbox"/> high noise level |
| <input type="checkbox"/> confined space | <input type="checkbox"/> working close to moving vehicle | <input type="checkbox"/> fall of objects |
| | <input type="checkbox"/> related teams working | <input type="checkbox"/> use of power tools |

3. Required safety measures:

3.1. Actions before the start of work (fields shall be filled):

Use ZES system (mark with V)

3.1.1. Shut down:

(please specify: shut down, de-energize, specifying equipment and lock valves, item No., etc.)

3.1.2. Release:

(please specify: empty, clear, open drains, wash (ventilate) equipment with item No., etc.)

3.1.3. Install:

(please specify: install plug, fence, additional light, lifeline, forest, local ventilation, etc.)

3.2. Additional safety measures:

(please specify: employee responsible for safe work using LE, measurement of air in confined working space, anchor points, etc.)

3.3. PPE is needed when performing work (mark with V):

- | | | |
|---|--|---|
| <input type="checkbox"/> protective clothing | <input type="checkbox"/> respirator | <input type="checkbox"/> safety harness |
| <input type="checkbox"/> special footwear with a protective toe cap | <input type="checkbox"/> filtering gas masks | <input type="checkbox"/> chemical protection suit |
| <input type="checkbox"/> hard hat with chin straps | <input type="checkbox"/> indirect vented safety goggles with light filtering | <input type="checkbox"/> acid and alkali resistant gloves |
| <input type="checkbox"/> high visibility vest | <input type="checkbox"/> safety goggles | <input type="checkbox"/> rubber boots |
| <input type="checkbox"/> earmuffs/earplugs | <input type="checkbox"/> mask type safety goggles | <input type="checkbox"/> full-face mask |
| <input type="checkbox"/> safety gloves | <input type="checkbox"/> face shield | <input type="checkbox"/> _____ |

4. Work started at : _____, **20**_____

5. Work finished at : _____, **20**_____

6. Appendix: _____

7. Appointed job authorizer _____
 (full name and position)

8. Appointed observer _____
 (full name and position)

9. Provided work permits: _____
 (date, position, full name, signature)

10. Work permit extended until _____:_____, **20**_____

(position of a person responsible for issuance, full name, signature)

PERMIT

1. Workplace and work conditions are inspected, safety measures specified in the work order are taken, written permission of the operator to carry out work is available.

Actions for safety are approved:

(full name, signature of the authorized representative of the existing industrial facility under the work order or another SU)

Allow to start work, job authorizer:

(date, time, full name, signature)

2. Job site was accepted, work was started at: _____, 20__

Responsible works supervisor _____
(signature)

Contractor _____
(signature)

3. Safety briefing for crew members was conducted at their workplaces as per manuals:

(manual No. and title)

Item No.	Full name	Profession, grade	date, time	The signature of briefing attendants	Signature of the instructor

4. Daily work permit issuance, conducting an interim examination and work completion:

Authorization to operate				Work check		Work completion		
Safety measures were checked. The team was authorized to access their workplace				Safety measures were checked		The team was sent off, work is completed		
Date, time	Job authorizer (full name, signature)	Works supervisor (signature)	Contractor: (signature)	Date, time	Works supervisor (signature)	Date, time	Works supervisor (signature)	Job authorizer (full name, signature)

5. Changes in team members and on-site briefing is filled in by the works supervisor:

Added to the team, received briefing (full name, signature)	Excluded from the team (full name)	Date, time	Briefing conducted, works supervisor (full name, signature)	Authorized, job authorizer (full name, signature)

6. Work is fully completed at : _____, 20__

Contractor _____
(signature)

Responsible works supervisor _____
(signature)

Workplace is inspected, no concerns raised, work order was signed off:

Job authorizer _____

(date, time, full name, signature)

OPERATIONS CERTIFICATE

For construction and installation or repairs at the industrial state (structural unit)

city: _____, 20__

(company (structural unit))

We, the undersigned, works supervisor

(full name and position)

and general contractor's representative responsible for work performance,

(full name and position)

have drawn up this Report as follows:

The Customer (company) provides an area (location) which is limited by coordinates,

(grid-lines and elevations name and drawing numbers)

to carry out

in this area

(work description)

under the supervision of maintenance staff - general contractor's representative for the next period:

start on _____ 20__, completion on _____ 20__

Prior to work performance, the following arrangements aimed to ensure safe work performance shall be completed

Item No.	Hazards. Actions.	Period	Activity owner

Head of the structural unit _____
(signature)

Contractor's responsible representative

(signature)

Notes:

If the work needs to be continued after the expiry of the period of the operations certificate, it is required to draft an operations certificate for a new period.

During the use of electrical equipment by the contractor, additionally to the operations certificate, a report of delineation of balance and operational responsibility of electrical installations and structures shall be drawn up.

Work orders registration log form

Date issued	ID number of the work permit	Last name of the person who issued the work order	Full name of the works supervisor, contractor name	Location of work	Date of work order closure	Last name of the person who closed the work order	Note

Maintenance log

(equipment, system description, etc.)

Party 1

Item No.	Start date and time of the work	Full name, position and profession of the worker	Work description
1	2	3	4

Party 2

The work may be performed. Full name and position	Signature of the person who authorized the work	Signature of the person who carried out the work	The work is completed. Date, time	Signature of the person who authorized the work	Signature of the person who carried out the work
5	6	7	8	9	10

The checklist for the Standard on arrangement of high hazard work operations in JSC Ilim Group		Document No.:	
<p>The Standard requirements that shall be implemented and continuously followed by all structural units, subsidiaries and contractors are listed below.</p> <p>Use the drop-down list with scores from 0 to 2. If the score is 0 or 1, the comments/activities column shall be filled in.</p> <p>Assessment must be carried out for each unit (production site) by competent staff with full knowledge of information and who can assess the situation professionally and impartially, as well as ensure continued compliance after the implementation of the Standard.</p> <p>Evaluation criteria:</p> <p>0: if absolutely non-compliant with the requirement, corrective actions are necessary.</p> <p>1: if partially compliant with the requirement, corrective actions are necessary.</p> <p>2: if fully compliant with the requirements.</p>			
Mill/department/project:		Filled by (Name):	
Basis for assessment:		date:	
No.	Requirements of the Standard to be implemented/criteria:	Score: (drop-down list)	Remarks/actions:
1	The specific list of high hazard work has been developed and approved. High hazard work includes work except for work specified in Appendix 1. The list shall be revised at least once a year.		
2	Process flow chart or work order shall be issued in accordance with the format prescribed by the Standard for carrying out works from the specific list of high hazard works.		
3	A work order is issued in SAP EHSM system in the Branches where this system is implemented.		
4	The team receives permit to carry out work for 1 hour maximum.		
6	All cases of high hazard work in emergency situations without issued work orders shall be recorded by the Branch dispatcher.		
7	The lists of people responsible for arranging and performing work under work orders at the structural units of the Branch are identified: issuers and permit approvers as well as managers and foremen.		
8	People responsible for arranging and performing work under work orders shall have industry safety training in accordance with the procedure established by the Company.		
9	Contractor managers shall issue orders to appoint employees responsible for arranging and performing high hazard work. Orders to appoint responsible employees shall be provided by the contractor to the Branch HSO and the Branch unit at work sites on an annual basis at the beginning of the year.		
10	In case work is performed in the unit at the equipment, pipelines, utilities owned by another structural unit, a work order shall be issued by equipment owner, while the owner of the site (facility) where the work is performed shall approve safety measures in work order's permit section.		

11	In case work is performed by the contractor, the number of contract with the contractor shall be specified in the work order and industrial safety requirements shall be specified in this contract.		
12	Highly skilled employees with at least skill category four and above and at least two years of relevant working experience shall be appointed works supervisors for high hazard work.		
13	High-hazard work order is issued for a period of up to 15 calendar days as from the start of work performance and extended for a period of up to 15 calendar days.		
14	Work orders shall be issued in advance at least: <ul style="list-style-type: none"> - on the day preceding work performance during current repairs; - three days prior to the start of preventive maintenance; - five days prior to the start of major shutdown. 		
15	High hazard works site coordinates are clearly defined on the horizontal and vertical axes in the work orders with elevation, grid-lines and building, facilities and equipment rows data.		
16	During the work performance involving operations using Branch LE, the person responsible for safe working practices involving operations using LE is appointed out of the trained and certified managers and experts of the Branch by orders of the structural units.		
17	During the work performance involving operations using contractor LE, the person responsible for safe working practices involving operations using LE is appointed out of the trained and certified managers and experts of the contractor.		
18	Fill out work order sections both in printed and hand-written form is performed. Signatures of the authorized persons and team members assigned to work are filled out in the work order sections with a pen with blue writing ink. All lines of the work order shall be filled out legibly. The work order shall be filled out in accordance with drafts. There shall be no cases of filling out a work permit with a pencil, through copying paper, no additional handwritten notes in the Work section after work permit issuance if unrecorded hazards and actions are found, no abridged words, phrases, corrections or erasures.		
19	Acceptance of the work places and admittance procedures shall be assigned by job authorizer, responsible works supervisor and contractor in the Order section of the work order, contractors together with team members shall check the work site safety directly at the work site.		
20	With two- or three-shift schedule, incoming and outgoing shift job authorizers shall verify actual conditions in the workplace effective output against work requirements specified in the work order, hand over the shift and sign in the shift handover logbook, work order shall also be transferred.		
21	During the whole period of work, heads of operations are conducting inspections of the job authorizer and team worker to make sure they comply with safety requirements prescribed by the work order, which is signed in the Inspection section at the workplace in one copy.		
22	Daily upon work completion, team members are cleaning the workplace, perform treatment of workplaces and waste removal, close the openings, reestablish removed service platforms, etc.		
23	Responsible for work supervisors if needed change the team members headcount by making a note in Permit section with specified team members full name and by signing two copies of the work order on conducting special briefing including new members of the team. Person responsible for high hazard types of work admittance shall also sign the work order on confirming new members qualification certificates and authorization to start work.		
24	The area is transferred under the work order if required.		

25	Before starting work, the contractors assigned an area under the work order shall fence the work area, place warning signs and boards with the indication of the names of organizations/projects, full name of the person responsible for construction site maintenance and contact telephone numbers.		
26	There are no cases of unauthorized work performance and unauthorized expansion of workplaces which are determined in the works supervisor's assignment.		
27	The heads of the Company's structural units shall ensure control over the compliance with the requirements outlined in the Standard by Company and contractor employees and take relevant actions against offenders, such as termination of employment of Company employees and suspension of contractor employees from carrying out work at the Company's site with imposition of penalties stipulated by the contract.		
28	The analysis of the correct issuance of documents and high hazard work completion with at least 75 percent of all issued work permits in each structural unit and closed work orders is performed on a quarterly basis. The report based on analysis findings was drawn up		
	Overall score:		Number of scores 0
General scoring criteria:			
The standard is fully implemented and well maintained:			(≥ 95 % and no 0 score)
In order to implement the Standard, it is necessary to develop and implement an action plan:			(70-94 % and no more than one 0 score)
The Standard has not been implemented, <u>urgent action</u> is required:			(≤ 69 % or more than one 0 score)
General comment/validation of evaluation results:			
I confirm the evaluation, the data is true and correct:			
Full name/position:		Signature/ date:	
Full name/position:		Signature/ date:	
Full name/position:		Signature/ date:	
Full name/position:		Signature/ date:	
Approved by (name/position)		Signature/ date:	

21. APPENDIX 8

Reference List:

[1] Occupational and Health Safety Rules in Pulp and Paper and Forest Chemicals Industry, approved by Order of the Ministry of Labor of the Russian Federation No. 859n of December 14, 2020.

[2] Health and Safety Regulations for Construction, Reconstruction and Repair Operations, approved by Order of the Ministry of Labor of the Russian Federation No. 883n of December 11, 2020.

[3] Safety Rules with regard to Installation, Maintenance and Repair of Process Equipment, approved by Order of the Ministry of Labor of the Russian Federation No. 833n of November 27, 2020.

[4] *Rules for Safe Performance of Gas Hazardous, Fire and Repair Work*” Federal Rules in the Area of Chemical Safety, approved by Order No. 528 of December 15, 2020.

[5] OJSC Ilim Group’s Policy on the Procedure for Hot Work Performance at the Facilities of OJSC Ilim Group, approved by CEO-142 Order of August 22, 2012.

[6] Health and Safety Regulations Applied to Electrical Installation Operation approved by Order of the Ministry of Labor and Social Protection of the Russian Federation No. 903n of December 15, 2020.

[7] Order No. 461 of RTN of November 26, 2020 on Approval of Federal industrial safety rules *Rules of Safe Operation of Industrial Manufacturing Facilities*.

[8] Order No. 500 of December 07, 2020 on Approval of the Federal industrial safety rules *Rules of Safe Operation of Chemically Hazardous Industrial Facilities*.

[9] Order No. 486 of December 03, 2020 on Approval of Federal industrial safety rules *Safety Rules for Production, Storage, Transportation and Use of Chlorine*.

[10] Order No. 519 of December 11, 2020 on Approval of Federal industrial safety rules *Requirements of Welding Work Production at Hazardous Industrial Facilities*.

[11] The Standard of JSC Ilim Group on Work with the Use of Scaffolds Safe Operation, approved by Order of the Chief Executive Officer of October 11, 2018 No. GD-0506/18.

[12] Order of the Ministry of Labor and Social Protection of the Russian Federation No. 782n of November 16, 2020 on Approval of safety rules for working at height.

[13] Order of the Ministry of Labor of the Russian Federation No.834n of November 27, 2020 on Approval of safety rules when using certain types of chemical substances and materials, dry-cleaning, washing, carrying out disinfection and decontamination.

[14] Order No. 533 of December 15, 2020 on Approval of Federal industrial safety rules *General Explosive Safety Rules for Fire Explosive Chemical, Petrochemical and Oil Refining Industries*.