



**APPROVED BY**

Order of the Chief Executive Officer  
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## **ROAD TRAFFIC SAFETY STANDARD OF JSC ILIM GROUP**

**(*Driver Safety of It's About LIFE*  
Program)**

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## 1. PURPOSE

This Road Traffic Safety Standard (*Driver Safety* Element of It's About LIFE Program) (hereinafter, **the Standard**) of JSC Ilim Group (hereinafter, **the Company**) specifies road traffic safety key objectives and requirements which will help to reduce the number and severity of RTAs, as well as to reduce potential risks of damage to health of the Company's employees, property, and environment.

## 2. SCOPE

The Standard is binding on all Company and contractor employees.

This Standard is recommended for adoption by subsidiaries and affiliates of JSC Ilim Group. This Standard will be adopted by the subsidiaries and affiliates through approval and implementation of corresponding internal regulations by their duly authorized management bodies.

The Standard does not supersede or replace current laws of the Russian Federation and state regulations (hereinafter, current legislation) pertaining to road traffic safety.

## 3. TERMS, DEFINITIONS AND ABBREVIATIONS

**Supervised motor roads (supervised roads)** mean the roads that are recorded in the balance sheets of any legal entities and used for transportation of cargoes intended to support production process of such legal entities; such roads also serve as access roads to production sites and public roads. This category is broken down into forest roads (main roads, branches, and spurs), roads used for transportation of cargoes that support production process, internal roads located within a company site, service roads, roads used by patrol teams, etc.

**Winter motor roads (winter roads)** mean seasonal roads with the roadway and road pavement made of snow, ice or frozen soil and set on a soil or icy roadbed. This term also includes roads built on frozen lakes and rivers.

**Public motor roads (public roads)** mean state-owned motor roads open to traffic of motor vehicles that are compliant with duly established requirements (pertaining to permissible loads and dimensions). These roads are in the balance sheets of the road management bodies that, in turn, are in the balance sheets of municipal entities. Depending on their economic and administrative functions, public motor roads are broken down into federal and territorial roads.

**Road traffic safety** is a set of organizational and technical actions aimed to prevent RTAs and reflecting road user status and protection level.

**On-board vehicle monitoring systems** mean dashboard cameras, tachographs, Avtograf navigation system, on-board systems recording vehicle operation parameters, etc.

**RTS** - road traffic safety

**Driver** is a person driving a motor vehicle.

**STSI** – State Traffic Safety Inspectorate.

**Cargo** is an object (goods, fabricated products, items, natural resources, wood, materials, industrial and consumption waste, etc.) accepted for transportation in a duly manner.

**Road** is a transport infrastructure facility that is intended for vehicle traffic.

**Road traffic** is a combination of social relations that occur on roads when moving people and cargoes using a vehicle or without it.

**Road traffic accident (RTA)** is a traffic-related accident that took place on a road, outdoor site, in a warehouse, production area or other premises involving a vehicle and resulting in death or injury of people, vehicle, construction or cargo damage, or other material damage.

**Defensive driving** is a driving style that allows to prevent RTAs and accidents despite any actions performed by other road users as well as any weather and road conditions.

Defensive driving style includes:

- trip planning and pre-trip inspection of a vehicle;
- special psychological methods applied before the forthcoming trip and priority setting while driving;
- skills and habits of a systematic active monitoring of traffic situation as well as forecasting its development, including mistakes and unfriendly behavior of other road users;
- maintaining a safety area around the vehicle (distance, interval), selection of a correct speed;
- proper route planning and navigation with due regard to high-risk route sections;
- prompt decision making process in various traffic situations;
- correct use of driving techniques;

**Ice crossings** are crossings arranged on ice cover built up on rivers, lakes, water bodies, channels. Ice crossing may be a part of a winter road; it may temporarily replace a non-functioning bridge or a ferry crossing of a year-round road during winter.

**Vehicle Technical Condition Inspector** is a specialist who performs daily inspection of vehicles both before and after the trip and authorizes/forbids vehicle operation.

**Vehicle** is an engine driven machine intended for transportation of people, cargoes or installed equipment. The term also includes all types of tractors, self-propelled vehicles, and warehouse forklifts.

**Heavy-weight cargo** is a cargo which weight including the vehicle weight exceeds maximum permissible vehicle weight or axle load;

**Reduced visibility** is visibility reduced to less than 300 meters due to fog, rain, snowfall, nightfall, etc.

**Hazardous road sections (hazardous sections)** mean road sections driving along which entails a high risk of both a road traffic accident and severe road traffic injuries. These road sections require implementation of organizational and technical actions and must be equipped with the relevant road signs.

**Hazardous cargo** means substances, materials, fabricated items, production and other type of waste, which during transportation and handling due to their specific properties or operations may:

- pose a threat to life and health of people;
- pollute the environment;

- damage or destruct vehicles, facilities and inventories;
- OHS** - Occupational health and safety;

**Passenger** is an individual present in a vehicle, as well as an individual getting into/out a vehicle.

**Russian Road Traffic Rules** - Road Traffic Rules of the Russian Federation;

**Contractor** is a company that performs work or provides services (repair, transportation services, etc.) at Company facilities.

**Trailer** is a vehicle that is not equipped with an engine and designed to be towed by a motor vehicle. This term also includes semi-trailers and log trailers.

**Special-purpose machinery** means vehicles equipped with mechanisms, devices or equipment (a set of technical means), including heavy machinery used for performance of certain types of work/provide certain types of services;

**Technical inspection** means verification of vehicle technical condition and equipment compliance with the requirements of Russian regulations, rules, standards and technical guidelines pertaining to road traffic safety;

**Passenger vehicle** is a vehicle used for transportation of passengers designed to carry no more than eight passengers exclusive of the driver;

**Bus** is a vehicle used for transportation of passengers designed to carry more than eight passengers exclusive of the driver;

**Tachograph** is an on-board monitoring device that continuously records speed and driver's work/rest schedule.

## 4. ROAD TRAFFIC SAFETY KEY OBJECTIVES AND REQUIREMENTS

Road traffic safety is ensured through implementation of legal, organizational, engineering, preventive, and educational measures, including but not limited to:

- 4.1 Ensure operation of a vehicle that is in a good technical condition and compliant with safety requirements;
- 4.2 Ensure professional training for the drivers;
- 4.3 Determine people responsible for road traffic safety, performance of pre-trip inspections to ensure good technical condition of vehicles in operation, maintenance, repair and building of roads;
- 4.4 Ensure pre- and post-trip medical checkups;
- 4.5 Ensure that drivers comply with their work/rest schedule;
- 4.6 Ensure control over technical condition of vehicles (pre- and post-trip inspections, state technical inspection, repair and maintenance shall be performed in full and in a timely manner by skilled and experienced employees and/or by specialized companies);
- 4.7 Ensure safe transportation of passengers and various cargoes. Perform loading/unloading operations in accordance with safety requirements specified in instructions, process charts, etc.
- 4.8 Ensure regular control over compliance with road traffic safety requirements by responsible people;

- 4.9 Ensure provision of necessary regulations, guidance and information materials, visual promotional materials to support activities aimed to ensure road traffic safety.
- 4.10 Build and maintain roads, sidewalks, rainwater sewage system in a safe and good operating condition, equip the said facilities with road signs, fencing, marking, information signs, traffic lights, speed control bumps, etc;
- 4.11 Take actions to identify individuals violating road traffic rules, take disciplinary measures against such individuals, develop corrective action plans;
- 4.12 Conduct internal investigations, register and analyze RTA root causes, register violations of road traffic rules and requirements by drivers and pedestrians, identify causes contributing to such violations and develop action plan to prevent them;
- 4.13 Plan and implement actions aimed to ensure road traffic safety and eliminate causes and conditions resulting in road traffic accidents;
- 4.14 Develop specifications for vehicle purchase ensuring strict compliance with requirements of this Standard, prepare an action plan based on RTA investigation findings, prepare lessons learned followed by compulsory approval by the Director, Occupational Health and Safety (Mill) and Director, Environmental, Health and Fire Safety (HO);
- 4.15 Develop and implement five-year technical action plans aimed to ensure traffic safety and keep execution of these plans under control.

## **5. GENERAL REQUIREMENTS**

- 5.1. Operation of a vehicle is considered safe if the following conditions are met:
  - A vehicle is in a good technical condition, it has passed regular maintenance and pre-trip inspection performed by a Vehicle Technical Condition Inspector with relevant records made in the trip ticket and technical condition log during pre-trip inspection and upon return of the vehicle.
  - Number of passengers and cargo characteristics comply with technical characteristics defined by the vehicle manufacturer;
  - All vehicles are equipped with tires compliant with road conditions and season, as well as other devices that ensure safe driving;
  - Drivers have no medical contraindications (to perform the work), are not under the influence of alcohol, drugs or pharmaceutical products that deteriorate reaction and concentration, are not tired and have attended pre-trip medical checkup;
- 5.2. When driving a vehicle, the driver must have:
  - A driving license permitting to drive a vehicle of the relevant category;
  - Vehicle registration documents;
  - Trip ticket and documents for transported cargoes. When transporting heavyweight large-sized and hazardous cargoes, the driver must also have documents stipulated by the rules applicable to transportation of these cargoes.
  - Tachograph card (when driving a vehicle equipped with a tachograph)
- 5.3. Use of seat belts:
  - When driving a vehicle, the driver must use his seat belt.

- Prior to setting a vehicle in motion, the driver must make sure that all passengers use their seat belts.

5.4. Drivers are not allowed:

- to drive a vehicle being in a state of intoxication (caused by consumption of alcohol, drugs or other substances), being under influence of pharmaceutical products that deteriorate reaction and concentration, being ill or tired and therefore jeopardizing road traffic safety, his own life and lives of his passengers;
- delegate control of the vehicle to a third party that is not authorized to drive vehicles owned by the Company;
- leave keys in the vehicle ignition switch unattended.

5.5. When driving a vehicle, it is prohibited:

- to drive vehicle in an unsafe manner with regard to other road users: to drive in an aggressive manner, use the entire road space, use oncoming traffic lane, disrespect passenger rights, violate Russian Road Traffic Rules;
- to set vehicle in motion until the driver and all passengers fasten their seat belts. This requirement shall also apply to special-purpose machinery operators\drivers;
- to exceed set speed limits and drive vehicle with headlight lower beams switched off;
- to pick up and drop-off passengers while the vehicle is in motion;
- to drive a vehicle if the number of passengers exceeds the number of seats designed by the vehicle manufacturer (including standing room with regard to buses) and indicated in the relevant technical specification;
- to smoke when driving and fueling a vehicle;
- to quit the driver's cabin if the vehicle engine is on, unless vehicle is operated in the climate zones with low outside temperatures;
- to tow two or more vehicles at the same time. Towing must be performed only using special certified towropes or rigid towbars. When using towropes, it is mandatory to use dampers.
- to give a lift to hitchhikers;
- to use mobile communication equipment in any manner;
- to tune multimedia systems and navigation equipment when driving a vehicle.

5.6. Drivers, age, driving experience.

In order to ensure safety in the Company, the following minimum age has been defined:

- passenger vehicle drivers should be at least 21 years old, driving experience is not necessary;
- truck drivers should be at least 22 years old, driving experience is not necessary;
- drivers of log trucks and special-purpose machinery should be at least 25 years old and have at least 1.5-year experience of driving C and CE category vehicles;
- For drivers engaged in transportation of passengers: Bus drivers should be at least 22 years old and should have at least 3-year experience of driving B or C category vehicles; tram drivers should be at least 22 years old.

When hiring drivers who get their driving licenses for the relevant type of vehicles for the first time, internship period should be increased at the discretion of the Mill management depending on qualification of a driver. Drivers should be trained to drive vehicles of the relevant categories. Qualification, work experience and other professional competencies of a driver should meet the requirements applicable to specific transport operations and vehicles used in such operations.

All drivers must have driving licenses for the relevant vehicle categories issued by Russian authorities.

Newly hired drivers as well as drivers transferred to a new vehicle or to a new passenger transportation route must be allowed to drive vehicle after completion of the internship. The scope and contents of the internship shall be determined by internal documents of the Mills.

5.7. Requirements to medical checkups.

Driver category	Type of medical checkup
All drivers	Regular medical checkups at least once every two years
All drivers	Pre-trip and post-trip medical checkups

5.8. Training for drivers

The following traffic safety training courses shall ensure continuous training for drivers:

- introductory training<sup>1</sup>;
- pre-trip briefing;
- briefing prior to start of work/ seasonal safety briefing
- annual training (20-hour training program);
- special training courses.

Specialized software and training films that cover topics included in the briefing may be used during such briefings.

All drivers must attend annual compulsory training in traffic safety and first aid measures followed by a competence assessment. Information on training and competence assessment should be recorded in a special log.

The Mill traffic safety specialist has a right not to authorize the driver who failed to obtain the certificate upon completion of the training and competence assessment to drive vehicle on his own. The driver who was not permitted to work independently has a right to have another competence assessment within two months. If the driver fails to obtain the certificate for the second time, he may be dismissed in accordance with the applicable laws.

In case of a need to issue permit to a person who is not a Company driver to operate a Company vehicle, a respective order should be issued specifying all conditions related to the use of the vehicle.

Training scope includes the following special courses:

Training course	Frequency	Car drivers	Truck drivers	Bus drivers	Operators of road construction machinery and forklifts;
Winter driving	Training timeline is determined by the Mill/Forest Order before the winter	V	V	V	-

<sup>1</sup> Introductory training is followed by a compulsory testing organized for the Company and contractor employees. The employees who failed to pass the test will not receive entry passes



Defensive driving	At least once every 3 years	V (Except for drivers driving cars only within the Mill's premises)	V	V	-
Training in the cabin simulator	At least once per year. In case of an RTA, the training shall be conducted no later than 1 month after such traffic accident	-	V (Forest log truck drivers)	-	-
Training arranged by the manufacturers	After delivery of new vehicle types/models	-	V	V	V

Driver training schedules shall be developed every year by each Branch.

5.9. Ensuring compliance with the work/rest schedule

Driver's working hours include:

- Time spent for pre-trip and post-trip medical examinations;
- Time spent for performance of work before and after the trip and in case of long-distance trips time spent for performance of work while in transit (in the parking area) before and after the shift;
- Time spent for vehicle driving;
- Time for driving breaks and rest en route and at final destination points;
- Waiting time during cargo loading and unloading operations, at passenger pick-up areas, and during use of special-purpose vehicles;
- Downtime that occurs through no fault of a driver;

Daily work duration (shift) shall not exceed 12 working hours. Total time spent for vehicle driving within one shift shall not exceed 9 hours.

## 6. VEHICLE REQUIREMENTS

6.1. Vehicles must be operated in accordance with the manufacturer's instructions;

6.2. Weight of the cargo transported by a vehicle shall not exceed the weight specified in the vehicle certificate and vehicle operation manual

6.3. All vehicles approved for operation shall be in good technical condition and comply with safety requirements specified in the vehicle operation manual, Company's Policies and Standards.

6.4. Prior to release to the road, all vehicles must be inspected by drivers with the relevant record made in the vehicle inspection checklist (Appendix 1, form 1). This checklist is signed by the driver and approved by a person responsible for pre-trip inspection. A person responsible for pre-trip inspection ensuring good technical condition of a vehicle shall keep checklists for 2 months. Employees of the Traffic Safety Department/people responsible for traffic safety shall perform a random quality control of checklist filling, analyze main violations and develop action plan to prevent such violations.

<sup>2</sup> Minimum requirements are set forth in the appendix hereto.

6.5. EHS Department specialists shall check contractor vehicles for compliance with the requirements of this Standard and fill in the checklist (Appendix 1, form 2) until contractor is provided with permanent passes for its vehicles.

The following vehicles are subject to a compulsory inspection:

- Buses;
- Self-propelled lifting equipment (mobile cranes, truck-mounted elevated work platforms, etc.)<sup>3</sup>
- Dump trucks, trucks with gross weight over 3.5 tons (except for log trucks), chip trucks;
- Road construction and utility machinery.

If a vehicle is non-compliant with requirements of the Standard, a memo with a proposal not to issue the pass for this vehicle is sent to the Asset Protection Department.

6.6. Transportation of foreign objects/cargoes (spare parts, oils and lubricants, tools, materials, etc.) in the vehicle passenger compartment/cabin is prohibited. It is allowed to transport the said objects in emergencies (if an urgent work, repair, etc. is required). In this case, transported cargoes/items shall be properly fixed.

6.7. All vehicles intended for transportation of passengers (buses, trams, vehicles used for transportation of employees to shift camps) shall be equipped with a button allowing communication with the driver (and vehicles used for transportation of employees to shift camps shall be additionally equipped with radio and/video communication systems), information signs reminding passengers to fasten seat belts when vehicle is on the move and prohibiting driver to set the vehicle in motion if passengers fail to use their seat belts.

6.8. When using buses which weigh more than 5 tons to transport passengers, it is required to ensure availability of conductors to maintain discipline and ensure safety;

6.9. Each vehicle (except for warehouse forklifts and electrical trolleys) shall be equipped with a dashboard cameras resistant to exposure of severe operating conditions that record the road ahead, the driver and passenger compartment (for buses and trams). In addition to this, all vehicles shall be also equipped with first aid kit, powder fire-extinguisher with a capacity of at least 2 liters, warning triangle, two wheel chocks, high-visibility vest, tow rope damper, communication equipment as well as other necessary tools and devices;

6.10. When purchasing log trucks and specialized machinery, it is required to make sure that such machinery is equipped with on-board traffic safety monitoring systems, engine compartment fire suppression system, emergency communication system, radio and navigation system, dashboard cameras, tire temperature and pressure sensors, and other safety options available for this vehicle model. It is allowed to purchase forklifts and electrical trolleys to be operated in warehouses/production areas not equipped with emergency communication, radio stations, navigation systems, and dashboard cameras;

6.11. It is prohibited to modify design of vehicles, install additional lighting devices, protective structures of a bumper and cabin, increase, extend or expand of truck drop sides in any way. Increase the length of the wood bunk poles Use self-made equipment that has not been approved by the manufacturer;

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<sup>3</sup> Inspection is performed in line with a checklist "Rules of procedure for provision of safe operation of hoisting equipment during contractors' work in the facilities of JSC Ilim Group".

<sup>4</sup> Two powder fire extinguishers should be available in log trucks, buses, and trams.

<sup>5</sup> Any type of communication that consistently operates in the place of machinery place of work.

6.12. It is prohibited to install radar detectors in vehicles.

6.13. Seat belts.

- Vehicles' seat belts should be maintained in good working order, without any damage (punctures, tears, etc.);
- Newly installed seat belts should be certified and meet current legal requirements.

**6.14. On-board vehicle monitoring systems**

All vehicles and special-purpose machinery except for electric trolleys should be equipped with on-board vehicle monitoring systems (OVMS).

OVMS are used to record movement characteristics, such as speed, distance, travel time, collision, etc.

These systems are used to achieve the following:

- control over drivers' compliance with safety requirements;
- control over drivers' compliance with speed limits;
- control over collisions with structures, products;
- control over work/rest schedule of drivers;
- control over fastening of binding devices;
- control over operation of vehicles;
- reduction of road accident rate;
- reduction of vehicle downtime;
- optimization of transportation costs;
- improvement of driving culture.

To achieve these objectives, all roads are digitalized including all hazardous road sections, sections with speed limits, and areas of compulsory stops to fasten binding devices. Road digitalization schedule shall be made and approved by the Manager, Transportation Safety on the annual basis.

OVMS data is used during RTA investigation and analysis of driver/vehicle operations.

Interfering with OVMS design and operations, intentional damage of systems and their components, attempts to disconnect it are prohibited and result in disciplinary actions (Appendix 2).

## **7. FOREST ROAD REQUIREMENTS**

7.1. Each forest road built is accepted by a committee followed by issuance of road data sheets and road digitalization. It is a compulsory requirement for main road and branches;

7.2. Non-utilized roads (main roads, branches) should be marked with information boards and, if possible, closed off by barrier gates or other fences preventing free access. If installation of a barrier gate is not feasible, then a relevant statement including indication of reasons should be drawn up. The statement shall be signed by the Forest committee accepting the roads;

7.3. Each forest road - main road with adjoining branches should be marked with a 'Haul Road' warning sign.

7.4. Forest road condition (main road, branch, spur) should ensure safe vehicle transportation within the stipulated speed limit depending on haul load and longitudinal profile.

7.5. When building forest road crossings with other roads on the same level, it is important to provide visibility of crossing approaches for both roads.

- 7.6. Technical condition of structures (bridges, troughs) should ensure uninterrupted and accident-free access of fully loaded trucks within the stipulated load capacity of the road.
- 7.7. Transport ways in dead ends shall have bypass roads or turnaround areas for trucks.
- 7.8. At one-lane roads, two-way traffic should be provided using passing lanes of at least 30 m useful length located within the visibility range but no farther than 500 m from each other.
- 7.9. Transition from a one-lane to a two-lane road at the passing lanes should be set up within at least a 10 m long road section.
- 7.10. It is necessary to remove all hazardous trees within a span of at least of 30 m wide from the forest road axis (on both sides). It is also required to plan and implement annual clearings along the road bends.

Parameter	Main road		Branch road		Spur		Note
	Main	Permissible, in difficult conditions	Main	Permissible, in difficult conditions	Main	Permissible, in difficult conditions	
Roadway width, m	8.5	8.5	5.0	4.5	4.5	4.0	
Roadside width, m	1.0	1.0	0.75	0.75	0.5	0.5	
Turning angle, °	<<90°	90	<90°	90	<90°	90	40°-90°= sharp turn
Curve radius as per the plan, m	100	50	50	30	30	20	
Passing lanes	N/a		Within visibility range in 300-500 m	Within visibility range in 100-300 m	Within visibility range in 300-500 m	Within visibility range in 100-300 m	
Longitudinal slope	60‰	80‰	60‰	80‰	60‰	80‰	

## 8. ACTIONS PRIOR TO START OF WORK. PRE-TRIP INSPECTION.

- 8.1. In the beginning of each shift, the vehicle driver attends a pre-trip briefing, whereupon he is authorized to operate.
- 8.2. Once authorization to operate is obtained, the driver confirms his right to drive a vehicle by showing his driving license to a supervisory operator. The supervisory operator provides the driver with a trip ticket and information on route specific features, weather and road conditions.
- 8.3. After receiving a trip ticket, a driver passes a pre-trip medical checkup.
- 8.4. If no health restrictions are found, a medical professional makes a record in the medical checkup logbook and stamps the driver's trip ticket.
- 8.5. Upon completion of the medical checkup, the driver visually inspects the vehicle, fills in a checklist (Appendix 1) and provides the vehicle for technical inspection to a technical inspector.
- 8.6. Technical inspector conducts a technical inspection of the vehicle. In case of any technical failures, the vehicle is sent for repairs/troubleshooting. If the vehicle is in line with the technical condition safety requirements for the work, the technical inspector issues a work permit for the vehicle by making a respective mark in the trip ticket, vehicle technical control logbook (before and after the trip), and the check list filled in by the driver. After that, the driver may start his trip.

- 8.7. An official appointed by the order inspects technical condition of logging camp vehicles. Inspection findings are recorded in the vehicle technical condition logbook before and after the trip. Record in the trip ticket.
- 8.8. Control over technical condition of vehicles and special machinery, as well as pre-trip inspection of vehicles and special machinery is conducted in accordance with requirements of current Russian laws, current Standard, and local Company regulations.
- 8.9. Upon completion of work, the driver submits the vehicle for technical inspection to the technical inspector. In case of any technical failures, the vehicle is sent for repairs/troubleshooting. If the vehicle is in line with the technical condition safety requirements for the work, the technical inspector makes a respective mark in the trip ticket, vehicle technical control logbook (before and after the trip), and the check list filled in by the driver. After that the driver submits the trip ticket to the head of truck convoy and undergoes a post-trip medical examination.
- 8.10. SPECIAL ASPECTS PERTAINING TO PERFORMANCE OF CERTAIN TYPES OF WORK

## 9. SPEED LIMIT.

### 9.1. SPECIAL ASPECTS

Transport traffic flow could have potential negative impact on a driver and wider public. Therefore, the Company specifies the following speed limit requirements:

Motor road		Max speed, km/h
Site		30 <sup>6</sup>
Woodyard and Woodroom		20
Indoor facilities and closed warehouses		5 <sup>7</sup>
Federal, regional motor roads		70
– Trucks, including log trucks		90 <sup>8</sup>
– Cars		60
Transportation of passengers in trucks equipped for passenger transportation, logging camp vehicles, buses.		
Forest roads (main road, branch, spur)	Main road (two-lane road, width >8.5 m)	60
	Branch (one-lane road)	40
	Spur	20
Passing of other vehicles at forest roads		10-0 <sup>9</sup>
Ice crossings		15

<sup>6</sup> The specified speed limit is recommended. Based on risk assessment, some road sections may have a different speed limit to ensure safe traffic flow provided compulsory installation of road signs. <sup>7</sup> Speed may be increased in some facilities provided availability of controlled personnel access, forklifts with installed automatic slowdown systems in case of collision risks to a complete stop. All newly purchased forklifts should be equipped with speed limiting devices

<sup>8</sup> Except for main roads

<sup>9</sup> When passing the oncoming traffic at forest one-lane roads, empty vehicles should come a complete stop and give way to the loaded vehicles.

Exceptions:

- passing of vehicles uphill and downhill;

- in winter time in case of slippery (icy) conditions and in summer time in case of subsided roadsides - reduce speed to 10 km/h.

Drivers should select an appropriate speed considering changes (deterioration) of weather and road conditions, as well as traffic situation;

Vehicle's speed shall not exceed the stipulated limits. Speed limits may be stipulated by road signs, as well as by Company requirements/orders based on traffic flow intensity, specific characteristics and condition of a vehicle and cargo, road and weather conditions.

#### 9.2. Safety requirements when loading/unloading timber.

- Log trucks with trailers waiting for loading/unloading should be parked outside of maximum radius of range of loading devices and their components and come for loading/unloading only upon the operator's permission.
- Top parts of bunk poles on log trucks used for wood hauling should be painted in signal color at least 100 mm from the top part of poles. It is prohibited to load timber above the lower painted part of wood bunk poles (Appendix 3).
- During timber loading/unloading, a driver should wear a high-visibility vest, safety hat, and safety goggles, after that he should exit the cabin and unfasten the binding devices. Having unfastened the binding devices, the truck driver should walk to a safe distance (at least 25 m) or to a safety cubicle (installed at WY site) within the operator's visibility range. At WY/WR site, the driver removes the binding devices at the unstrapping rack.
- It is prohibited to perform log truck loading/unloading if the driver is not in the operator's visibility range or is in the log truck cabin.
- Cargo strapping using binding devices is performed the following way:
- The operator, having made sure that the driver is at the safe distance or in the safety cubicle (installed at WY site) makes a grip of the timber bundle from above and gives a sound/light signal to the driver permitting him to come close and fasten the binding devices on the log truck.
- If there is no a special unstrapping rack provided, then removal of the binding devices is performed as follows:
  - ✓ The operator, having made sure that the driver is at the safe distance or in the safety cubicle (installed at WY site) makes a grip of the timber bundle from above and gives a sound/light signal to the driver permitting him to come close and remove the binding devices on the log truck.
  - ✓ The driver coordinates the operator's actions during loading/unloading of his vehicle and use of the appropriate communication means (radio, voice, and visual).
  - ✓ Bundle unstrapping and removal of binding devices should be performed on the opposite side to timber loading/unloading.
  - ✓ To prevent timber falling due to loosening of binding devices, the driver should stop regularly en route for strap tightening. To ensure safe timber tightening on forest roads, the driver can stop only at the specially designated places, which are marked as 'area for binding device tightening'. The driver should use PPE (high-visibility vest with reflectors, safety hat, goggles, gloves) when exiting the cabin to tighten the straps.
- It is prohibited:

- ✓ to perform loading/unloading of two adjacent log stacks with a distance less than 25 m between them and at both ends of one stack at the same time;
- ✓ for a driver to be in the truck cabin during loading/unloading of logs by any type of lifting device.

## **10. SPECIAL ASPECTS PERTAINING TO TRANSPORTATION OF CERTAIN TYPES OF CARGOES**

10.1 Set up of large-sized and heavy cargo transportation traffic flow.

- Transportation of large-sized and/or heavy cargo is performed in accordance with special rules. A vehicle is deemed large-sized if its dimensions with or without cargo in height, width or length exceed requirements stipulated by Russian law.
- During heavy cargo transportation, the driver has no right to start a trip if cargo dimensions are not in line with cargo parameters listed in the special permit issued by the authorized body.
- It is mandatory to use a pilot car during large-sized cargo transportation. Transportation Director determines the need to use a pilot car during heavy cargo transportation based on transportation conditions;
- Transportation of large-sized and/or heavy cargo is performed against a special permit issued by road owners.

10.2 When driving, the driver shall:

- take all safety measures, all the way to a complete stop, to provide an unobstructed passing of oncoming vehicles;
- not obstruct traffic flow and regularly stop in convenient areas giving way for the behind vehicles to overtake the truck.

10.3 During large-sized and heavy cargo transportation it is prohibited to:

- deviate from the stipulated route;
- exceed the stipulated speed limit;
- drive on iced roads and at visibility below 100 m;
- drive on roadsides unless it is stipulated by transportation conditions;
- stop outside of specially allocated parking areas located off the road;
- continue transportation in case of vehicle's technical failure posing a threat to traffic safety;
- start a trip without a permit, with expired or non-conforming transportation permit, without signatures of officials listed in the permit.

10.4 Set up of hazardous cargo transportation traffic flow.

- Drivers who have at least 3 years of continuous employment as a driver, a driver's license of respective category, who have been trained and certified in special transportation rules for hazardous cargo can be permitted to transport hazardous cargo.
- A driver performing hazardous cargo transportation should have documents stipulated by road traffic rules, as well as a special permit for hazardous cargo transportation using vehicles.
- In case of an incident (accident, RTA, etc.), the driver should prevent unauthorized people from accessing the incident site, notify the management and the nearest department of State Traffic Safety Inspection, call ambulance if needed, rescue team, render first aid to the injured, take first actions to mitigate incident consequences, notify the State Traffic Safety Inspection and healthcare representatives upon their arrival regarding the hazard and the actions taken, and also present cargo transportation documents.

- Ⓔ When transporting a hazardous cargo, the driver is prohibited to:
- fill up the vehicle with fuel at public fuel stations;
  - use open flame, smoke, including electronic cigarettes in a vehicle cabin;
  - transport another cargo not specified in the shipping documents along with hazardous cargo;
  - leave the vehicle unattended;
  - drive off and brake sharply.

## **11. SPECIAL ASPECTS PERTAINING TO TRANSPORTATION IN WINTER**

- Ⓜ Before fall-winter period, a safety briefing on seasonal driving specifics should be held with the drivers, including issues of safe driving on temporary winter roads and ice crossings.
- Ⓝ Prior to the trip it is necessary to carefully check good technical condition of the vehicle, mechanism and system tuning, as well as integrity and reliability of all elements of winter fittings, especially engine and radiator insulation, cabin insulation and heating.
- Ⓞ Driving on ice crossings is allowed only upon acceptance and opening of the indicated routes including markers of maximum permitted load of the ice crossing and strictly in accordance with the road signs installed at the crossing.
- Ⓟ When driving along ice crossings:
- speed shall not exceed the stipulated speed limit; braking should be done gently avoiding any sudden turns of the steering wheel;
  - vehicles should stay in the indicated lane.
- Ⓠ It is prohibited for vehicles not designed for automobile traffic to use ice crossings;
- the drivers should have cabin doors open during movement;
  - seat belts should be unfastened during movement along ice crossings.

## **12. EMERGENCY SITUATIONS**

- Ⓡ In the event of hazardous conditions for traffic flow (Appendix 4), according to Russian Road Traffic Rules a right of temporary suspension of traffic is provided to:
- Company dispatcher and emergency response services immediately providing information to a transport safety unit.
  - if a driver makes a decision to suspend traffic independently, he notifies the Company dispatcher service and transportation safety unit about it.
- Ⓢ In case of an accident or a technical failure, the driver shall:
- assess hazard level of the situation and potential incident mitigation;
  - if elimination of the technical failure is impossible in accordance with the stipulated safety requirements, notify his direct supervisor or Mill dispatcher about it.



- Contact telephone numbers of dispatcher and emergency rescue services should be listed in a cabin of each Mill's vehicle.
- If emergency/contingency situation puts in danger employee's life or health, or third parties, the driver shall take all necessary actions to prevent consequences (install guards, put signs, etc.);
- In case of the required accident mitigation on site, the driver shall follow safety measures listed in safety rules, other regulations and vehicle operations;
- If it is impossible to eliminate failures on site, the driver shall call a wood reloader or a truck to tow the vehicle to maintenance area.

**IT IS PROHIBITED:** to replace wheels of the loaded log truck.

### **13. MEASURES TO ENSURE ROAD TRAFFIC SAFETY**

- 1 Ensuring road traffic safety assumes a set of measures aimed to prevent causes of RTA and their consequences.
- 2 Overall management of traffic safety is conducted by Director, Forest or direct report authorized on the basis of the order;
- 3 The order should appoint the following persons:
  - Responsible person for road maintenance, construction and repair;
  - Responsible person for traffic safety (responsibilities are listed in Appendix 10). Should have relevant qualification and certified by Rostransnadzor bodies;
  - Responsible person for performance of pre-trip inspections to ensure good technical condition of vehicles in operation;
- 4 Traffic flow at the Mill's site is conducted in accordance with the Mill's Traffic Diagram approved by the Mill Manager based on the Traffic Organization Project.
- 5 Transport companies rendering passenger transportation services should have a traffic diagram approved by a person responsible for general traffic safety.
- 6 Assessment of compliance of roads and access ways' condition at the Mill's premises with traffic safety requirements is performed by inspection team consisting of the following persons:
  - Responsible person for traffic safety;
  - Responsible person for road maintenance, construction and repair;
  - Employees of Health and Safety Department;
  - Employees of Fire Safety and Emergency Response;
  - Employees of other services and departments may be involved if needed;

Based on inspection findings, a report and an action plan to improve traffic conditions (if needed) are developed.

- 7 Inspection of the Mill's roads is performed at least once a year; inspection of the Forest's roads in operation is performed in accordance with the special schedule but not less than two times a year.
- 8 Large-sized and heavy machinery is transported over the Mill's premises upon approval of transportation time and route by the responsible person for traffic safety and responsible person for Fire Safety and Emergency Response.

- 9 When performing work at the Mill's premises related to roadway dismantling, draining of tanks and vessels requiring blocking of roads for vehicle passing, it is necessary to do as follows:
- Approve time and place of road blocking with the person responsible for traffic safety and head of Fire Safety and Emergency Response using a memo. Additionally, other stakeholders (Operations Manager, Director, Supply Chain, etc.) may be appointed as persons approving the road blocking in accordance with the Mill's order.
  - The memo should include a list of actions ensuring traffic safety (installation of temporary road signs, indication of a place of work using safety cones, tape, additional lighting). Contractor is responsible for installation. A traffic diagram (bypass road) in places of road blocking is enclosed to the memo.

## **14. INVESTIGATION OF ROAD TRAFFIC ACCIDENTS**

14.1. All road traffic accidents are subject to investigation, registration and analysis:

- involving employees of JSC Ilim Group when they were performing their duties;
- involving vehicles of JSC Ilim Group;
- involving employees and/or vehicles of contractors performing work and rendering services under contracts at JSC Ilim Group facilities;
- that took place at roads, open areas, warehouses, areas and other facilities of JSC Ilim Group regardless of who RTA participants were.

14.2. Availability of one or several following conditions is compulsory to classify an incident as RTA:

- a vehicle involved in RTA should be moving and the incident should be connected with this vehicle
- RTA involving vehicles of JSC Ilim Group that resulted in death and/or injuries of Ilim Group employees and/or third parties.
- RTA resulted in damage of vehicles, cargo, roads, road and other structures or other property.
- RTA involving JSC Ilim Group vehicles that resulted in damage of third party property, cargo, road, road and other structures or other property.

14.3. Specific features of RTA investigation and registration. Mill investigation team investigates the following RTAs:

- RTAs that took place at the Mill's premises involving the Mill's employees and/or vehicles, including Forest's employees and/or vehicles of Ilim Group
- RTAs that took place at the Mill's premises involving contractors;

Such RTAs are recorded by the Mills.

14.4. RTAs involving employees and/or vehicles of Fintrans GL LLC branches are investigated and recorded in these branches. Investigation team shall include a representative of the Mill's EHS Department and Head of Transportation Safety, HO.

14.5. Investigation team of RTAs that took place at the Mill's premises involving Forest's vehicles and/or employees or contractors shall include a Forest's traffic safety expert who should come to the RTA site to take part in collection of initial materials.

Investigation team of RTAs involving the contractor's or carrier's vehicle should also include a representative of these companies.

#### 14.6. Forest investigation teams investigate the following RTAs:

- RTAs involving Forest's employees and/or vehicles outside of the Mill's premises and facilities of JSC Ilim Group;
- RTAs that took place at Forest roads and facilities regardless of who the RTA participants were.

Such RTAs are recorded by the Forests.

#### 14.7. RTA notification and investigation procedures.

- Persons involved in a road traffic accident (RTA) shall immediately notify thereof the Mill/ Forest Branch controller and a head of the structural unit where the involved person is employed; the accident scene shall be protected from interference until the state traffic safety Inspection and/or the Company's traffic safety expert arrive, if this does not threaten human life or affects the traffic.
- The Mill/ Forest controller shall immediately notify the EHS Director about the RTA using prompt communication systems.
- EHS Director ensures communication about the RTA using Audit Modern software within 24 hours.
- Mill Manager or an authorized person appoints an RTA investigation team by the order. Investigation team shall include a person responsible for traffic safety. Investigation team may also include persons responsible for road maintenance, construction and repair, for pre-trip inspection of vehicles, other stakeholders.
- Investigation team should start an RTA investigation promptly and prepare an RTA investigation report (Appendix 5). If a third party company or an individual are involved in an RTA, then investigation report is drawn up in two copies. One copy (original with all materials) is kept by the person responsible for traffic safety along with the RTA registration log (Appendix 6). The second copy is given to a third party vehicle owner involved in RTA.
- Investigation team conducts investigation involving inspection of the vehicle's technical condition (using diagnostics equipment if needed), driver's condition (medical and work history, trainings, etc.), road and weather conditions, photo and video materials from the RTA site. Damage estimate is performed (repair costs, lost profit).
- Preliminary findings (in-house RTA investigation report, corrective actions and lessons learned) are sent for approval by the head of investigation team to the Head of Traffic Safety, HO of Ilim Group within 7 workdays from the RTA date.
- In case of poor quality of investigation and lessons learned, Head of Traffic Safety, HO of Ilim Group sends back materials and comments for additional investigation to the head of investigation team.
- Final RTA investigation findings and lessons learned are sent to Director, Environmental, Health and Fire Safety, HO or his/her deputy within 14 workdays from the accident date.

- All actions listed in the lessons learned should be registered in Audit Modern software and binding upon all Mills.
- The final RTA cause investigation report is approved by the Mill/Forest Manager (or his/her authorized person) who passes a resolution on development of a draft order concerning this RTA. Investigation report should contain full details on immediate and systemic RTA causes and corrective actions. The draft order shall outline measures aimed at RTA prevention, timeframe, and persons responsible for implementation of the measures as well as proposals on of material and disciplinary actions to be taken against the persons responsible for the RTA.

#### 14.8. RTA registration, recording and analysis.

- All RTAs that involved Company vehicles or took place at the Mill's premises and facilities shall be recorded.
- Materials associated with all RTA investigations shall be uploaded to a network resource: <Z:\Безопасность труда\РЕГИСТРАЦИЯ\ДТП> by the persons appointed by the Branches responsible for publication of information and reporting.
- Each RTA investigation report is given a registration number consisting of two parts: the first part is a registration logbook number; and the second one are the last two digits of the year when RTA took place.
- The person responsible for road traffic safety at least once per quarter shall perform RTA cause analysis and corrective actions.
- Quantity of RTAs is compared vs previous year (period) indicators.
- The analysis will be a basis for development of actions to prevent similar RTA in the future. Actions requiring costs should be included in five-year plans.
- Corporate RTA registration and recording is conducted by Environmental, Health and Fire Safety Department. RTA registration and recording is also conducted at each Mill.
- Every quarter<sup>10</sup>, by the 10th day of the reporting period, the Branches present to the transportation safety manager, HO a status report on implementation of the road traffic safety program for the previous period in accordance with the approved format (Appendix 7).
- On a monthly basis, by the 5th day of the reporting period, the Branches present to the transportation safety manager, HO a report on speeding incidents index, road accident rate and incurred damage with respect to Branch vehicles for the previous period in accordance with the approved format (Appendix 8).
- Every six months, by the 10th day of the reporting period, the Branches present to the transportation safety manager, HO a report on assessment of compliance with the road traffic safety parameters for the previous period.

### 15. TRANSPORTATION DEPARTMENT AUDITS

- 1 Traffic safety specialists or persons responsible for traffic safety conduct checks of all areas of activity to ensure traffic safety in accordance with the developed and approved schedules.
- 2 In case of road traffic safety violations: disciplinary actions will be taken against and safety stars obtained under the 'five safety stars' program will be removed from Ilim Group's drivers;
- 

<sup>10</sup> May be submitted more frequently upon request of Director, Environmental, Health and Safety

- contractor drivers will pay a penalty in accordance with the Contractor Safety Management Standard, and will be deprived of the access cards and/or vehicle;
- Employees of Health and Safety Departments, Fire Safety and Emergency Response Offices are entitled to withdraw the contractors' vehicle passes in accordance with current in-house standards.
- ⑤ Separate traffic safety inspections depending on inspection goals may cover all traffic safety areas or one or several focus areas (maintenance work; pre-trip vehicle inspection; preliminary, regular, pre-trip and post-trip medical checkups, etc.) as well as follow-up audits.
- ④ A report should be drawn up based on each inspection findings. Inspection findings are approved by Director, Health and Safety. In case of identified violations, a corrective action proposal is developed and sent to a head of structural unit who is responsible for correction of this violation. The report is submitted to the immediate structural unit manager where inspection was held or his/her deputy against their signature.
- ⑤ At least once every 6 months, an assessment of compliance with the present Standard requirements should be conducted against a checklist (Appendix 9) including identification of areas of concern and development of correction plans.

## **16. RESPONSIBILITY**

④ Mill Manager is responsible for:

- Compliance with the Standard requirements at the Mills/Forests;
- Provision of necessary resources required for implementation of the Standard and a five-year plan dedicated to traffic safety scope;

④ Heads of the Company's structural units shall be responsible for:

- communication of the present Standard to direct reports;
- ensuring compliance with the Standard requirements in their structural units;
- planning and implementation of actions based on RTA investigation results and audits;

④ Person responsible for traffic safety is responsible for:

- ensuring traffic safety of the Mill/Forest;
- ensuring timely and high-quality investigation of RTAs;
- control over corrective action implementation.

④ Responsible person for road maintenance, construction and repair is responsible for:

- ensuring timely road repairs, installation of road signs and marking. Maintenance of roads in a safe condition for all traffic participants.

④ Responsible person for pre-trip inspection of vehicles is responsible for:

- ensuring control over pre-trip and post-trip inspection of technical condition of vehicles.

All Company employees and contractors shall comply with the requirements of this Standard.

## **17. REVISION PROCEDURE**

The Standard shall be approved by the Company's Chief Executive Officer.

This Standard may be amended or supplemented by the resolution of the Company's Chief Executive Officer.

In the event of any changes in applicable legislation of the Russian Federation and/or in the Company's Articles of Association which may result in any provision of this Standard coming in conflict therewith, such provisions shall become null and void and the parties involved in the development, coordination, approval and implementation of the corporate policies and standards shall be governed by applicable legislation of the Russian Federation and the Company's Articles of Association.

**Minimum requirements to the vehicle inspection checklist<sup>11</sup>**

Form 1

	Yes	No
Serviceability of light equipment		
Serviceability and operability of windshield wipers, windshield washer/ availability of washer fluid		
Availability and completeness of a medical first aid kit (completeness, expiry date)		
Availability and operability of a fire extinguisher (expiry date, internal pressure)		
Availability of additional high visibility vests and hard hats for log truck drivers		
Lack of unfastened items		
Lack of flammable liquids, O&L, acids, liquors, etc. in a truck cabin		
Speedometer operability		
Availability of winter package <sup>12</sup>		
Availability of an emergency stop sign		
Brake system serviceability/leak-tightness		
Lack of sidewall tire cuts		
Availability of a spare wheel, if provided by the vehicle design		
PPE availability		
Lack of self-made (non-factory made) equipment and fixtures (hydraulic manipulators, loader cranes, etc.)		
Operability of dashboard cameras		
Operability of a tachograph, availability of a tachograph card		
Serviceability of a sound signal		
Leakage of technical liquids		

Driver \_\_\_\_\_  
 (signature) (full name, date)

Vehicle is serviceable, the trip is authorized  
 Person responsible for vehicle pre-trip inspection \_\_\_\_\_  
 (signature) (full name, date)

Post-trip:  
 Vehicle is serviceable/non-serviceable Person responsible for vehicle post-trip inspection \_\_\_\_\_  
 (signature) (full name, date)

\_\_\_\_\_

<sup>11</sup> Mill/Forest has a right to expand minimum requirements to checklist considering a vehicle type and manufacturer's recommendations

<sup>12</sup> For the trips outside of the Mill's (city) area over 30 km, the vehicles should be additionally equipped with a thermos, shovel, and heating devices.



## Minimum requirements to contractor vehicle inspection checklist

Form 2

	Yes	No
Available vehicle documentation (registration certificate, TPO vehicle insurance (OSAGO), state technical inspection certificate)		
Availability and integrity of rear view windows		
Lack of visibility restrictions from the driver's seat (tint coating, foreign objects, windshield damage, etc.)		
Serviceability of light equipment		
Serviceability and operability of windshield wipers, windshield washer		
Availability and completeness of a medical first aid kit (completeness, expiry date)		
Availability and operability of a fire extinguisher (expiry date, internal pressure)		
Availability of an emergency stop sign, wheel chocks		
Brake system leak-tightness		
Lack of sidewall tire cuts		
PPE availability		
Availability and operability of dashboard cameras in the driver's cabin		
Serviceability of a sound signal		
Technical liquid dripping		

Contractor representative

\_\_\_\_\_

(signature)

\_\_\_\_\_

(full name, date)

Inspector

\_\_\_\_\_

(signature)

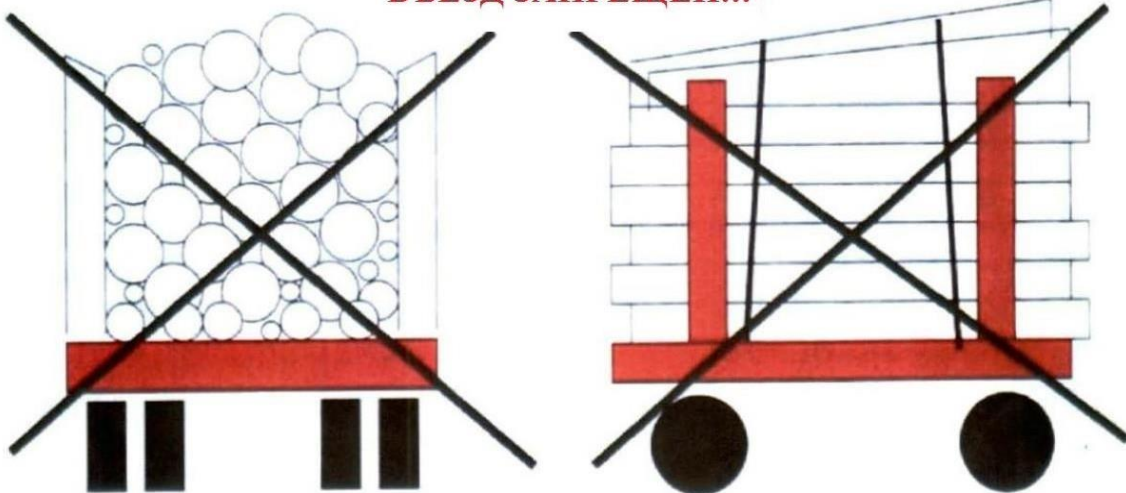
\_\_\_\_\_

(full name, date)

**Recommended disciplinary measures for the Safety of Drivers Standard violations**

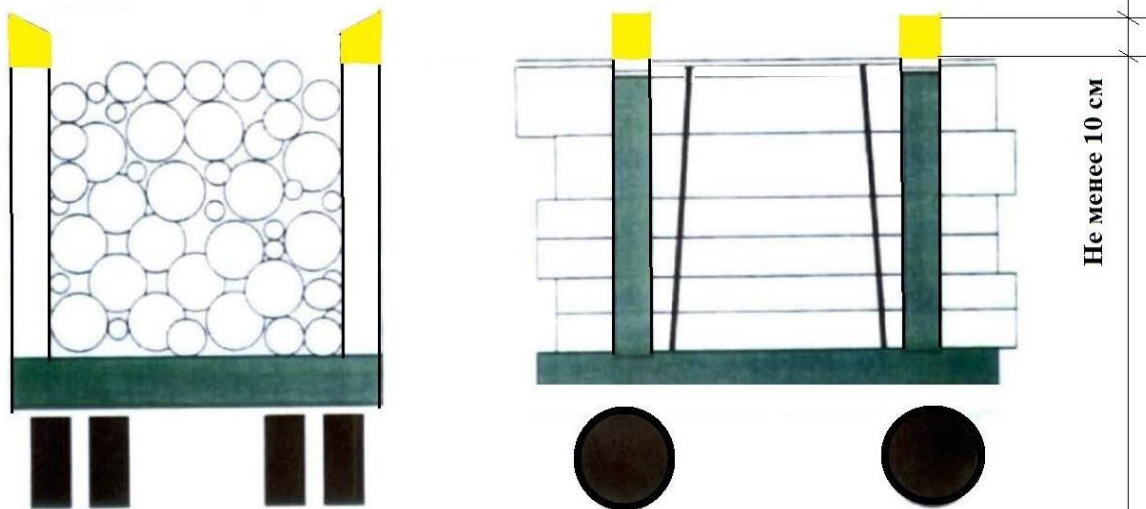
No.	Violation	First-time offense	Second-time offense	Third-time offense within a year
1.	The driver fails to use a seat belt when driving whereas it is provided by a vehicle design	admonition	reprimand	dismissal
2.	The driver starts driving with passengers who failed to fasten their seat belts	admonition	reprimand	dismissal
3.	The driver is driving under alcohol, drug or other toxic influence	dismissal		
4.	The driver is using communication equipment while driving	admonition	reprimand	dismissal
5.	The driver interferes with OVMS design and operations, intentionally damages systems and their components, attempts to disconnect it	reprimand	reprimand	dismissal
6.	The driver violates the OVMS parameters, including exceeding of speed limit	admonition	reprimand	reprimand
7.	The driver violates the Russian Traffic Rules resulting in road traffic accidents	reprimand	reprimand	dismissal
8.	The driver delivers timber stacked higher than the painted line of the wood bunk poles	reprimand	reprimand	dismissal
9.	During timber loading/unloading, the driver fails to leave the cabin, walk to a safe distance (safety cubicle) or removes binding devices in violation with the procedures stipulated by this Standard and in-house regulations.	reprimand	reprimand	dismissal

**ВЪЕЗД ЗАПРЕЩЕН!!!**



**ВЪЕЗД РАЗРЕШЕН!**

Погрузка в зоне обозначенной желтым цветом и выше нее ЗАПРЕЩЕНА !!!



ГРУЗИТЬ И ПЕРЕВОЗИТЬ ДРЕВЕСИНУ В ЗОНЕ, ОБОЗНАЧЕННОЙ НА СТОЙКАХ КОНИКОВ ЖЕЛТЫМ ЦВЕТОМ И ВЫШЕ НЕЁ

**ЗАПРЕЩЕНО!!!**



**Provisional list of hazardous road conditions when traffic is suspended**

1. In case of fog, heavy rain, hail, blizzard, heavy snowfall, dust storms, and wildfires when visibility range from the driver's cabin in the day and night time when using distance lights outside of residential areas is below 50 m, in town – below 30 m. Visibility out of the driver's cabin means a maximum distance of clear, unstrained vision of the driver to identify road objects, oncoming and preceding traffic, pedestrians, etc. Except for cases when visibility is limited to less than 50 m (in lowlands, hollows and river valleys) at certain route sections (not exceeding 300 m). Herewith, the driver should at least see a road curb, follow the required precautions and drive under 20 km/h speed.
2. In case of icy conditions and ice-covered roads, traffic speed should not exceed 20 km/h provided that traffic safety is ensured. Exceptions can be made for routes where icy conditions do not exceed 100 m in town, 1 km in suburban, and 3 km at intercity routes provided that the road slope does not exceed 4%.
3. At wind speed exceeding 25 m/s.
4. In case of available information of snow/sand drifts or other obstacles that may obstruct the traffic.
5. If air temperature is below minus 45°C. A deviation of this clause is allowed if passengers are transported by several shift vehicles in a group, when their seating capacity should permit for passengers to be relocated to other vehicles should one of them break down. Cargo forwarding or transport maintenance companies may deviate this clause if the main vehicle is driving in a group or with an escort car (cars). Herewith, the drivers should be equipped with mobile or satellite phone sets.
6. If the roadway is covered with water, snow or in other cases when the driver cannot see the road curb clearly.
7. If during road repairs some hazardous conditions for health and life of passengers and driver arose.
8. In case of fires, accidents at oil, gas, heat, electrical and other communication lines.
9. In case of natural disasters and conditions endangering transportation safety (mudslides, partial destruction of roads, engineering facilities resulting from landslides, ice movement, floods, and earthquakes).

**IN-HOUSE ROAD TRAFFIC ACCIDENT INVESTIGATION REPORT**

\_\_\_\_\_  
 Report date: \_\_\_\_\_ (Company name)  
 \_\_\_\_\_  
 \_\_\_\_\_ (date, month, year)

The investigation team:  
 Headed by: \_\_\_\_\_  
 \_\_\_\_\_ (Full name and position)

Including team members:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (Full name and position)

The standing investigation team appointed by the order... has investigated the accident site, analyzed the documents, examined the vehicle, interrogated the persons involved in the RTA and established that:

1. RTA time:

\_\_\_\_\_  
 \_\_\_\_\_ (date, time, driver's hour of work)

2. RTA place:

\_\_\_\_\_  
 \_\_\_\_\_ (town, street, federal/local road)

3. Make, year of manufacture, registration plate number of the Company's vehicle:

\_\_\_\_\_

4. Accident type: \_\_\_\_\_

5. Other vehicles involved in RTA:

Make:	Registration plate number:	Driver's full name:	Vehicle owner:

6. Injured: \_\_\_\_\_;

Item No.	Full name	Age	Fatality, injured (injury type, degree)	Driver, pedestrian, passenger

Total number of people: fatalities \_\_\_\_\_, injured: \_\_\_\_\_;

7. Material damage resulting from the RTA

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8. Driver's full name:

---

Year of birth: \_\_\_\_\_

Total professional driving experience: \_\_\_\_\_

Log truck driving experience: \_\_\_\_\_

Company work experience: \_\_\_\_\_

Vehicle work experience: \_\_\_\_\_

9. Driver's condition (based on medical report): \_\_\_\_\_

10. Pre-trip medical checkup date, regular medical examination date:

---

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11. Is the driver included in a list of potential alcohol abusers (yes/no): \_\_\_\_\_

12. Number of RTAs at the facility: \_\_\_\_\_

Traffic safety rules violations, labor discipline violations (based on the driver's personal card): \_\_\_\_\_

13. Was the driver's driving license suspended earlier: \_\_\_\_\_

14. Was the vehicle transporting cargo: \_\_\_\_\_

vehicle use for personal purposes (yes/no): \_\_\_\_\_

unauthorized driving (Y/N): \_\_\_\_\_

15. Pre-trip technical condition of a vehicle; a person who performed technical inspection:

---

16. Date of the last maintenance or repair: \_\_\_\_\_

Damages identified: \_\_\_\_\_

17. Date of the recent road traffic safety training : \_\_\_\_\_, 20\_\_\_\_

18. Description of RTA circumstances:

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19. Violations resulted in RTA:

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# APPENDIX 6

## RTA registration and follow-up log 13

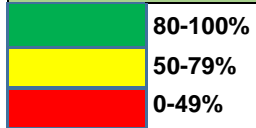
Item No.	Accident type:	Date	Vehicle	State	Inventory	Driver	RTA description	RTA causes	No. and date of the Investigation	Number and Date of the Offenders	No. and date of the Order	Actual cost of spare parts. VAT amount, RUB	Actual fee for the Services. Vat amount, RUB	Total amount of damage	Amount of a preliminary repair ticket (services + spare parts)	Costs for spare parts for vehicles repaired using own resources	Preliminary estimation of damage, incl. VAT	Costs for restoration, incl. VAT	Production losses	The amount of loss to be recovered	Recovery of losses
Contact person, Traffic Safety, tel.									Contact person: Technical Department, tel.							Contact person: Reliability Office, tel.			Contract person, Legal Support Department, tel.		



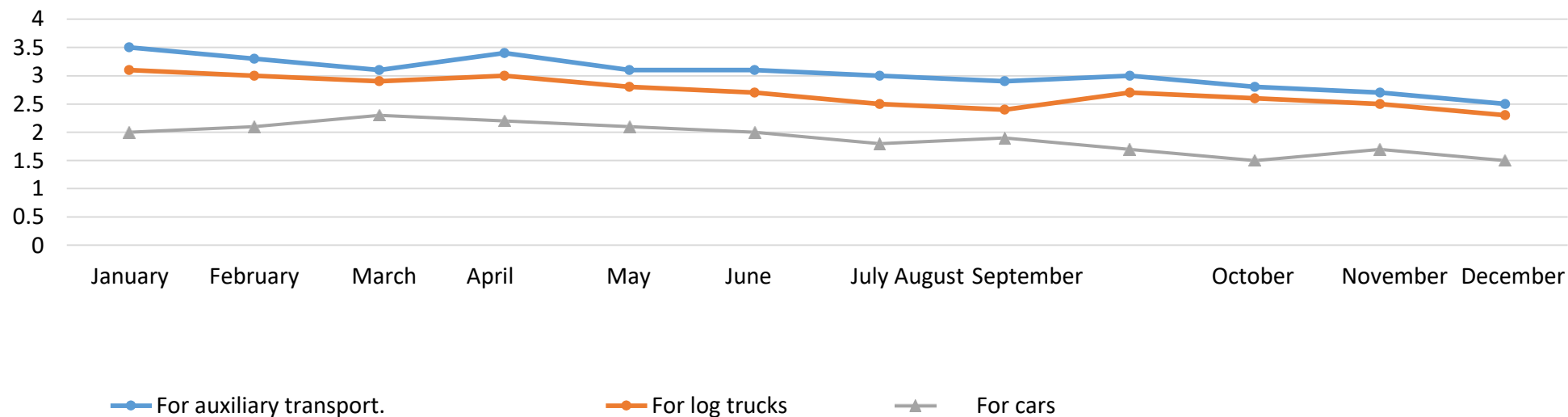
# APPENDIX 7

## Road Traffic Safety corporate program implementation status

Actions included in the corporate plan	Branch in ...		Status
Actions included in the corporate plan	Plan	actual	
Safety driving training	Plan	actual	
Clearings along the hazardous road parts	Plan	actual	
Training and passing internal exams using simulators	Plan	actual	
Psychological tests for drivers to identify drivers prone to violations	Plan	actual	
.....			



Speeding rate reduced/increased  
by N% for trucks and reduced/increased for cars (trend)



Speeding rate

$OR(t) = \sum N inc(t) / \sum T(t)$ , where

$OR(t)$  - is a speeding rate of trucks,

$\sum N inc(t)$  - is the number of speed limit non-compliances by trucks (by 10 km/h lasting longer than 40 seconds)

$\sum T(t)$  - is the aggregate time of truck operation (for the reporting period)

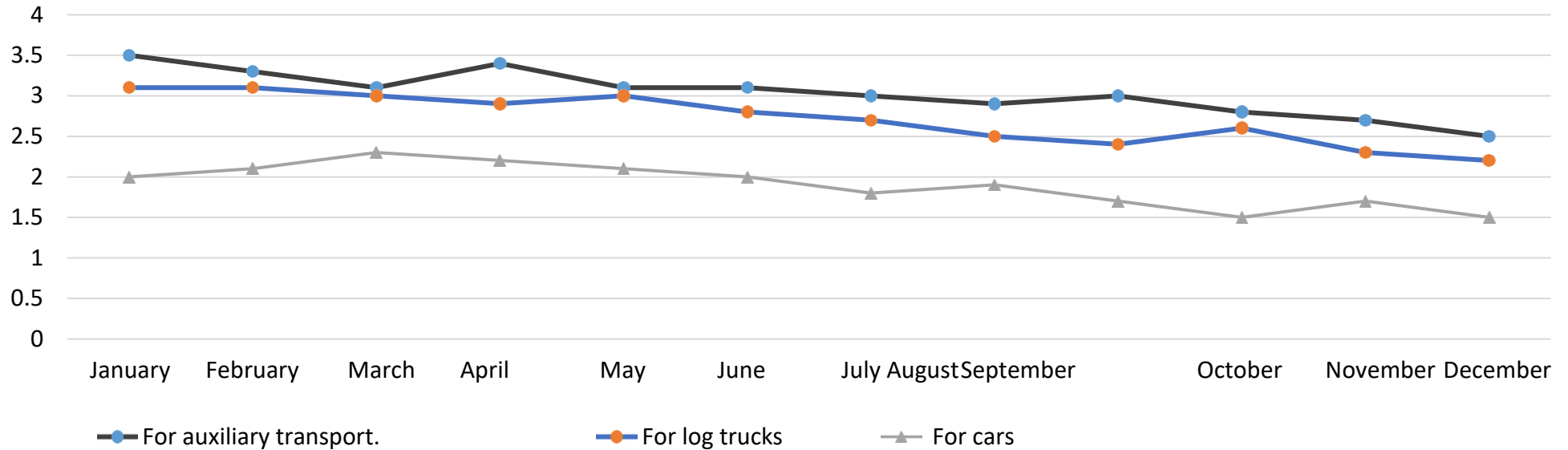
$OR(c) = \sum N inc(c) / \sum T(c)$ , where

$OR(c)$  - is a speeding rate of cars,

$\sum N inc(c)$  - is the number of speed limit non-compliances by cars (by 10 km/h lasting longer than 40 seconds)

$\sum T(c)$  - is the aggregate time of car operation (for the reporting period)

**Accident rate reduced/increased  
by N% for trucks and increased/reduced for cars (trend)**



**Accident rate**

**$R(A) = (\sum N / \sum S) * 100.000$ , where**

**R (A)** – Accident rate for trucks

$\sum N$  – an aggregate number of RTAs involving trucks in the Branch for the reporting period

$\sum S$  – an aggregate number of km covered by the vehicles of the Branch.

Example: Within 1 month the trucks covered 3.9M km, and 13 RTAs took place.  $R(A) = (13/3.900.000) * 100.000 = 0.33$

**R (A)** is calculated for trucks and cars separately

## APPENDIX 9

## APPENDIX 10

### Functions and rights of the person responsible for road traffic safety.

1. Functions of the responsible person:
  - 1.1. Development of actions to prevent RTAs and to control their implementation, together with other services and units.
  - 1.2. Systematic monitoring and inspections of the departments and structural units with regard to road traffic safety requirements compliance and proposals to the management regarding elimination of the detected non-compliances.
  - 1.3. Keeping record of the road traffic accidents and violations of traffic safety rules by the company's drivers with cause and effect analysis. Reporting on road traffic accidents and preventive actions.
  - 1.4. Elaboration and submission to the company's management of suggestions regarding prevention of road traffic accidents and traffic safety rule violations based on the analysis of inspections and road traffic accident details.
  - 1.5. Involvement in drafting the company's orders and instructions concerning the issues of safe operation of vehicles.
  - 1.6. Preventive action targeted at the employees involving lectures and educational talks.
  - 1.7. Informing the drivers and the company's management about the state of accident risks, causes and circumstances of the road traffic accidents on a systematic basis.
  - 1.8. Systematization and sharing of the experience related to successful traffic safety efforts within the Company.
  - 1.9. Involvement in investigation of causes and circumstances of the road traffic safety accidents.
  - 1.10. Ensuring control over permits issued to drivers to drive vehicles of relevant categories.
  - 1.11. Ensuring control over the pre- and post-trip medical checks of the drivers and compliance with the prescribed schedule of regular medical examinations.
  - 1.12. Ensuring control over the use of vehicles for their intended purpose, drivers' performance during the trips and their compliance with the work and rest distribution ratio.
  - 1.13. Methodology support to the services and units of the Company in providing trainings, discussions, instructions with regard to road traffic safety.
  - 1.14. Participation in the qualifications commission.
2. Rights:
  - 2.1. Checking the services and units with regard to operation of vehicles.
  - 2.2. Checking the driver's licenses and trip tickets of the drivers of vehicles in operation.
  - 2.3. Disqualification of the drivers whose condition or actions pose a threat to traffic safety; requiring that the management take appropriate action against such drivers.
  - 2.4. Propose to Company management to reward or impose sanctions on officers responsible for safe operation and good technical condition of vehicles.

## **Responsibilities of the person responsible for road maintenance, construction and repair**

1. Coordinate work to ensure compliance of the road conditions to traffic and pedestrian safety requirements: Remove macadam, sawdust, logs, bark, snow, ice build-up from and spread relevant materials on the roads and pedestrian ways;
2. Ensure compliance of the road conditions to traffic and pedestrian safety requirements;
3. Ensure painting of the line markings on the Company's roads;
4. Coordinate work to repair separate road damages, and restore subsided roadside soils;
5. Contribute to the development of a plan to ensure traffic safety on the Company's locations and roads;
6. Ensure installation of traffic signs on the Company's roads and maintain the road facilities in proper condition;
7. Coordinate cleaning of the water drainage facilities, storm water pits;
8. Coordinate grass mowing on the road sides and dividing strips;
9. Plan and coordinate repair work (repair of asphalt pavements, road beds, bus stops, pedestrian walk ways, boom barriers) on the Company's roads;
10. Control the quality of routine and major repairs of the Company's roads.

\* The Branches are entitled to change the responsibilities in their internal regulations with due regard to the specific local features.