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the Management Board
of JSC NMC Tau-Ken
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**Standard for Managing Contractors of JSC NMC Tau-Ken Samruk and Subsidiary
Dependent Organizations in the Field of Occupational Health and Safety**

Nur-Sultan, 2022

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Information
about the Standard for Managing Contractors in the Field of Occupational Health and Safety in JSC NMC Tau-Ken Samruk

Functional scope of the document	Documentation support
Document Purpose	Managing contractors in the field of occupational health and safety in order to protect the life and health of employees of JSC NMC Tau-Ken Samruk and subsidiary dependent organizations, employees of contractors
Developer	Project Office
It is introduced instead of	-
Effective date	From the date of taking by the authorized body of JSC NMC Tau-Ken Samruk the decision on approval of the document
Validity	Before taking by the authorized body of JSC NMC Tau-Ken Samruk of the decision on termination
Location of the original	The Office of JSC NMC Tau-Ken Samruk

1. Document Purpose

The main purpose of the Standard for Managing Contractors of JSC NMC Tau-Ken Samruk and Subsidiary Dependent Organizations in the Field of Occupational Health and Safety (hereinafter -the Standard) is the management of contractors of JSC NMC Tau-Ken Samruk (hereinafter - the Company) and subsidiary dependent organizations (hereinafter - Subsidiaries) in the field of occupational health and safety (hereinafter - OHS) in order to protect the life and health of employees of the Company and Subsidiaries, employees of contractors and other persons.

2. Scope of Regulation

Scope of regulation - the requirements of this Standard apply to all works/services of a production nature performed/rendered on the territory and in the interests of the Company and Subsidiaries, establish a unified procedure for interaction in the field of OHS between the Company's subdivisions, Subsidiaries and Contractors/Subcontractors.

3. Terms, Definitions and Abbreviations

3.1. Terms and Definitions

This Standard makes use of the following terms and their corresponding definitions:

Company - Joint Stock Company "National Mining Company "Tau-Ken Samruk";

Customer - Joint Stock Company "National Mining Company "Tau-Ken Samruk", subsidiary and dependent organization;

Contractor - a party to a contract/contract for rendering paid services, which undertakes to perform certain work/render services on behalf of the Customer using its own materials or the Customer's materials for a fee;

Subcontractor - an organization engaged by the contractor on a contractual basis to participate in performing work / rendering services. In this case, the contractor acts as the General Contractor;

Responsible Representative of the Customer - an official of the Customer, representing the interests of the Customer on implementing the construction project;

Goods, Works and Services Procurement Initiator - a structural subdivision and (or) a responsible employee of the Customer interested in procurement of works or services, developing technical specifications, qualification requirements, as well as responsible for the further execution of concluded contracts for procurement of works and services;

Work and Services Procurement Organizer - an official or structural subdivision of the Customer designated as responsible for the implementation of procurement procedures;

Criterion - a feature on the basis of which an assessment, definition or classification of something is made;

Forfeit (fine, penalty) - a monetary amount determined by a contract, which the Contractor is obliged to pay to the Customer in case of non-fulfillment or improper fulfillment of obligations provided for in the contract;

Danger - an object, situation, or action that is capable of harming a person in the form of injury and/or deterioration of health or a combination thereof;

Non-conformity - absence of one or more quality characteristics and/or deviation/absence from the established requirements;

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Occupational Health and Safety - a system for preserving the life and health of employees in the course of their work, including legal, social economic, organizational, technical, sanitary and hygienic and other measures;

Contract Work - work/service performed/rendered in accordance with the concluded contract for work/services;

Occupational Safety - the state of protection of vital interests of the individual and society from accidents at hazardous production facilities and the consequences of these accidents;

Employee - an individual who is in an employment relationship with an employer and directly performs work under an employment contract;

Works and/or Services of an Industrial Nature - performing individual operations during the performance of works and/or rendering services, monitoring compliance with established technological processes, carrying out repairs and maintenance of fixed assets, technical support of information systems and other similar works/services; works and services for the design and capital construction of industrial facilities; rent of real estate for industrial purposes and means of production (tools, equipment, etc.); transportation services for the transportation of goods and delivery of finished products and other similar works and services that directly support the production process;

High-risk work - work in which an employee or technical devices of hazardous production facilities may be affected by dangerous and (or) harmful production factors, including those unrelated to the nature of the work performed, for which appropriate safety measures must be taken;

Harmful Production Factor - a production factor, the impact of which on an employee can result in illness or disability and (or) a negative impact on the health of progeny;

Dangerous Production Factor - a production factor, the impact of which on an employee can result in temporary or permanent disability (occupational injury or industrial disease) or death;

Incident - failure or damage of technical devices used at a hazardous production facility, deviation from the technological process mode;

“Stop Point” - a violation that has entailed serious consequences (industrial accident, accident, catastrophe), or may knowingly pose a real threat of such consequences;

Work Site - a territory / part of the territory or premises of the Customer, transferred to the Contractor under the certificate and on which the Contractor performs work / renders services of a production nature, the project.

3.2.	...
IRDs	Internal regulatory documents
Subsidiary	Subsidiary dependent organization
EP	Environmental protection
WP	Work Project
OHS	Occupational health and safety
RoK	Republic of Kazakhstan
TC	Technological Chart

4. Regulatory Legal References

This Instruction makes use of references to the following regulatory legal documents:

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- 4.1. The Code of the Republic of Kazakhstan “On Health of the People and the Healthcare System”;
- 4.2. The Labor Code of the Republic of Kazakhstan;
- 4.3. The Law of the Republic of Kazakhstan “On Civil Protection”;
- 4.4. The Law of the Republic of Kazakhstan “On Road Traffic”;
- 4.5. “Fire Safety Rules” approved by the Decree of the Government of the Republic of Kazakhstan;
- 4.6. “Rules and Deadlines for Training, Instruction and Test of Knowledge on Occupational Health and Safety of Employees, Managers and Persons Responsible for Occupational Health and Safety”, approved by the Order of the Minister of Health and Social Development of the Republic of Kazakhstan;
- 4.7. “Rules for Development, Approval and Revision of Instructions on Occupational Health and Safety by the Employer”, approved by the Order of the Minister of Health and Social Development of the Republic of Kazakhstan;
- 4.8. “Safety Rules for the Operation of Electrical Installations” approved by the Order of the Minister of Energy of the Republic of Kazakhstan;
- 4.9. “On Approval of Forms for Registration of Materials for the Work-Related Accident Investigation”, the Order of the Minister of Health and Social Development of the Republic of Kazakhstan;
- 4.10. “Rules for Design and Application of Work Permits in the Production of Work in High-Risk Conditions”;
- 4.11. GOST 12.1.046-2014 “Construction. Lighting Standards of Construction Sites”;
- 4.12. CH PK 1.03-05-2011 “Occupational Health and Safety in Construction”.

1. Activity Description

- 1.1. The goals of managing the Contractors/Subcontractors in the field of OHS include:
 - Involvement of contractors in performing works by the Contractor/Subcontractors who meet the requirements of the Customer in the field of OHS;
 - Protection of the life and health of employees of the Company, subsidiaries, employees of the Contractor/ Subcontractors and other persons when the Contractor / Subcontractor performs works / services in accordance with the terms of the concluded contract.

The basic principles of the OHS management in interaction with the Contractor/Subcontractor include:

 - Safety of the Contractor/Subcontractor’s employees is no less a priority for the Company, Subsidiaries than the safety of their own personnel;
 - Requirements of the regulatory legal acts of the Republic of Kazakhstan in the field of OHS when performing Works and/or rendering services are binding for the Contractor/Subcontractor. The Contractor shall be informed of the requirements in the field of OHS provided for by this Standard against signature.
 - Executing by the Customer of control over the activities of the Contractor / Subcontractor in the field of OHS on the Customer’s territory, including Work Sites.
 - Evaluation of the Contractor/Subcontractor’s performance in the field of OHS based on the results of the contract execution.

2. Requirements for the content of work/paid services contracts

1. The standard conditions in the field of OHS, which are binding for the Contractor/Subcontractor, are given in *Annexes No. 1 and No. 2 to this Standard*.

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2. A contract with the Contractor must include conditions stating that the Contractor is familiar with this Standard, as well as other applicable IRDs of the Company, Subsidiaries that contain requirements in the field of OHS, as well as conditions providing for the Contractor's obligation to comply with the requirements of the Standard.

3. The procurement initiator, together with the procurement organizer, in agreement with the responsible person or subdivision of the Customer, who is responsible for ensuring and monitoring the OHS, ensure that the electronic procurement contracts include conditions for familiarization with this Standard and obligations to comply with the requirements for OHS when performing contract works or rendering services.

4. The contract provides for the Contractor's liability for non-fulfillment and/or improper fulfillment of the requirements in the field of OHS. Recommended liability measures for various offences in the field of OHS are provided in *Annex No. 3 to this Standard*.

5. If the Contractor agrees to involve a Subcontractor, the Contractor sends a corresponding notification to the Customer, with the attachment of the concluded contract with the Subcontractor and the terms of readiness of the Subcontractor for inspection by the Customer.

6. The Subcontractor engaged under the contract must comply with all the requirements in the field of OHS imposed on the Contractor when entering the contract, including the tender documentation and technical specifications for it.

7. The Subcontractor undergoes a full inspection in accordance with *Annex No. 1 to this Standard*. The Subcontractor who has not passed the inspection is not allowed to enter the Customer's facilities until the identified non-conformities are completely eliminated.

8. The Contractor/Subcontractor bears full financial and other liability provided for by the legislation of the Republic of Kazakhstan, as well as bears costs arising from accidents, occupational diseases, poisoning and other health damage that occurred during the performance of work duties with employees who are in an employment relationship with the Contractor/Subcontractor.

3. Requirements for interaction with contractors at the stage of work performing/services rendering

1. Before starting any work, in the absence of Work Projects (process charts) the Contractor, together with the Customer, is obliged to compile a "Safe Work Plan" (hereinafter - the Plan) in accordance with *Annex No. 4 to this Standard*, which must take into account the sources of danger and requirements ensuring the safety of work.

2. The responsible representative of the Customer is liable for organizing a meeting to discuss the Plan with the participation of a representative of the Contractor.

3. One copy of the Plan is stored during the entire period of work with the responsible representative of the Customer, the second copy of the Plan is transferred to the responsible person of the Contractor.

4. Before starting the performance of Contract work under the contract with the involvement of Contractors, a meeting on the OHS issues should be held under the leadership of the responsible representative of the Customer with the mandatory participation of a person responsible for compliance with the OHS requirements at the work site, the head/authorized person of the Contractor and the direct head of work on the part of the Contractor. The meeting should be held with a mandatory visit to the place of planned work to assess compliance with the WP (TC) for the Contractor's preparatory work, the need to adjust the "Safe practices plan".

If the performance of contract work is planned on the site (territory) transferred to the Contractor under the operations certificate, before the start of work, the Responsible Representative of the Customer shall transfer, according to the Operations Certificate, the site (territory) limited by coordinates, axes, marks on the map in accordance with the approved WP or “Safe practices plan” to the head / authorized person of the Contractor.

If the site (territory) on which the Contract Work is carried out is not planned to be transferred to the Contractor under the operations certificate, then admission of the Contractor’s personnel to this site (territory) to perform the Contract Works shall be carried out under a work permit for performance of high-risk operations.

Upon completion of all preparatory work in accordance with the WP (TC) and the operations certificate / work permit, the Responsible Contractor and the head (authorized person) of the contractor draw up the Certificate on compliance of performed preparatory works with labor protection requirements and readiness of the object for work execution (hereinafter - the Certificate). The Certificate is compiled in 3 copies in accordance with *Annex No. 5 to this Standard*.

After checking the implementation of all measures and the availability of necessary documents (orders, instructions, WP, TC), the responsible representative of the Customer issues a permit to start work with a signature in the specified Certificate.

6. Regular inspections are organized and conducted by the Customer with the involvement of the Responsible Representative of the Customer, dedicated experts and a OHS specialist.

7. The frequency of inspections is at least 2 times a month. With an increase in the intensity of work, as well as when performing simultaneous work on the same site (territory) by 2 or more contractors, the frequency of inspections may be increased.

8. The results of the regular inspection are executed as the Certificate in accordance with *Annex No. 5 to this Standard*, signed by a representative of the Customer performing the external inspection and a representative of the Contractor (Subcontractor) at the site (territory) which is being checked externally.

The Certificate is compiled in 2 copies: one copy is transferred to the Contractor (Subcontractor) to eliminate the identified comments, the second one remains with the Customer. If the Contractor (Subcontractor) refuses to sign the Certificate, the Certificate is compiled unilaterally with the indication “Contractor (Subcontractor) _____ (specify the name) refused to sign” and indicating the reasons for the refusal.

9. The responsible representative of the Customer shall form and register *Certificates of Inspections* in cases in accordance with the file register and their storage.

10. During the Contract Work, meetings are organized and held to analyze the Contractor’s compliance with the OHS requirements. Mandatory participation in meetings of the relevant managers of the Customer and Contractor. The frequency of meetings is at least once a month. The Minutes of meetings on the OHS issues are compiled by the responsible representative of the Customer in two copies, one each for the representatives of the Contractor and the Customer.

11. The certificates and other documents compiled by the Customer on violation of the requirements specified in binding *Annex No. 2 to this Standard* are documents confirming the existence of grounds for applying liability measures established by the contract, this Standard.

4. Requirements for evaluating the work of contractors in the field of OHS

1. Upon completion of the fulfillment of the Contractor’s obligations under the contract, the Contractor’s assessment in the field of OHS is carried out within 10 (ten) working days. The assessment is organized by the head of the Customer with the participation of the Responsible Representative of the Customer, OHS specialist of the Customer and representative of the Contractor. The evaluation criteria are given in *Annex No. 7 to this Standard*.

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2. Based on the results of the Contractor's assessment in the field of OHS, the responsible representative of the Customer fills out and signs the Evaluation Sheet of the Contractor's performance in the field of OHS in the form given in binding *Annex No. 7 to this Standard*.

3. The Evaluation Sheet is compiled in 2 copies. The first copy remains with the Customer in order to take into account information during subsequent procurement and analysis of the contractor's activities in the field of OHS. The second copy is sent by a cover letter to the Contractor.

5. Requirements for evaluating the maintenance of work sites of capital construction and mining facilities by contractors

1. Before starting the Contractor's work under the contract, as well as in the course of work, the Contractor's work on the maintenance of work sites of performing work/rendering services facilities, including capital construction facilities is evaluated periodically, but at least once a month, in accordance with the requirements of this Standard and regulatory legal acts of the Republic of Kazakhstan. The requirements for the quality of the maintenance of work sites are given in *Annex No. 8 to this Standard*.

2. The assessment is organized by the head of the Customer with the participation of the responsible representative of the Customer in the presence of a responsible person of the Contractor at the site (territory).

3. Based on the results of the assessment, the Evaluation Sheet of the Contractor's activities in the field of the quality of the maintenance of the work site is filled out in accordance with the form given in *Annex No. 7 to this Standard*. The value of the evaluation criteria given in the Evaluation Sheet is set by the Customer.

4. A copy of the completed Evaluation Sheet is sent by a cover letter to the Contractor within 3 working days.

5. Evaluation sheets are used to determine the actual level of compliance of the Contractor with the OHS requirements.

6. Registration, accounting and record storage

Registration, accounting and record storage are carried out by the head of the Customer in accordance with the IRDs of the Subsidiaries.

The records include:

- The OHS requirements for the Contractor;
- Safe practices plan;
- The Contractor's OHS compliance certificate;
- Minutes of meetings on the OHS issues;
- The Evaluation Sheet of the Contractor's activities in the field of OHS;
- The Evaluation Sheet of the Contractor's activities in the field of quality of the maintenance of the work site.

7. Responsibility

The heads of the Company's subdivisions and Subsidiaries are responsible for:

- Introducing this Standard in Subsidiaries;
- Organizing training for employees of the Company, Subsidiaries to comply with the requirements of this Standard;
- Conducting inspections and monitoring compliance with the requirements of this Standard;

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- Taking the necessary corrective measures;
- Ensuring compliance with the requirements of this Standard by Contractors performing/rendering work/ services on the territory and in the interests of the Company and Subsidiaries.

8. Final Provisions

12.1. This Standard applies to all Employees of the Company, Subsidiaries and contractors/subcontractors operating on the territory of the work site of the Company, Subsidiaries.

12.2. This instruction is valid from the date of its approval by the authorized body of the Company.

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REQUIREMENTS
in the field of occupational health and safety for Contractors/Subcontractors

Annex to the Technical Assignment received on _____, 202_.

1. Requirements of regulatory legal acts of the Republic of Kazakhstan in the field of OHS

No. s/i	Composition of the procurement subject (types of work, services)	Content and justification of the requirement	Format of confirming requirements	Note
Examples to fill in				
1	Works and/or services of a production nature	The Contractor/Subcontractor's personnel are trained in safe methods and techniques for performing work, providing first aid to injured persons at work: - The Labor Code of the Republic of Kazakhstan, Article 182; - CH PK 1.03-05-2011, item 4.2.6	Copies of Minutes on testing employees' knowledge in the field of labor protection bearing the stamp of the organization	
2		The Contractor's personnel is provided with special clothing, special shoes and other PPE that have passed mandatory certification and declaration of conformity in accordance with the legislation of the Republic of Kazakhstan on technical regulation, in accordance with established norms: - The Labor Code of the Republic of Kazakhstan, sub-item 4 of item 2 of Article 182; On approval of standards for providing special clothing and other personal protective equipment to employees of organizations of various types of economic activity"	The order on approval of standards for the issuance of PPE by profession	

3	Work with harmful and (or) dangerous working conditions. Traffic-related works	The Contractor/Subcontractor's personnel has no medical contraindications to the performance of their work duties: - The Labor Code of the Republic of Kazakhstan, sub-item 4 of item 2 of Article 182.	Copies of documents on passing a medical examination bearing the stamp of the organization	
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2. The list of the Customer's IRDs, containing OHS requirements, which should be applied when performing works and/or rendering services

s/i No.	Document index and name	Note
1	Standard for Managing of the Company's Contracting Organizations	
2		

Note:

Specific requirements in the field of OHS for the Contractor/Subcontractor should be formed by the Procurement Initiator in agreement with the person or subdivision responsible for ensuring and monitoring the Customer's OHS in accordance with the specifics of the subject of the work performed/ services rendered.

Head of the Customer's subdivision:

(position)

(full name)

(signature)

(date)

Agreed

OHS Specialist of the Customer:

(position)

(full name)

(signature)

(date)

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Standard conditions in the field of occupational health and safety

1. Contractor/Subcontractor undertakes, during the execution of work on the Customer’s work site, to comply with all applicable requirements of the current regulatory legal acts of the Republic of Kazakhstan in the field of OHS, waste disposal, applicable requirements of the Customer in the field of OHS, which the Contractor / Subcontractor has been acquainted with by representatives of the Customer.

2. Contractor/Subcontractor undertakes to ensure that the necessary OHS measures are taken to ensure the sanitary and epidemiological welfare of the population at the work site where the contract work is carried out, as well as to ensure and maintain the proper quality of the maintenance of the work site, the requirements for which are given *in Annex No. 8 to this Standard*.

3. Involvement by the Contractor of a Subcontractor to fulfill obligations under the Contract is permitted only subject to the written consent of the Customer. In the case of involvement by the Contractor subject to the written consent of the Customer, in accordance with the procedure established by the Subcontractor’s Contract, the Contractor is obliged to include in the contract concluded with the Subcontractor conditions for compliance of the Subcontractor with requirements and the liability in the form of a penalty for non-fulfillment/improper fulfillment of OHS requirements *in accordance with Annex No. 3 to this Standard*.

The Contractor is unconditionally responsible for monitoring, familiarization and fulfillment by the Subcontractor of the requirements and conditions in the field of OHS set forth in the Contract. At the request of the Customer, the Contractor is obliged to provide copies of the Contracts concluded by the Contractor with the Subcontractor and, if the Customer has comments on the text, take all necessary and dependent actions to amend the Contracts appropriately.

The Contractor is obliged to possess and/or obtain all necessary access, permits and licenses related to the performance of work, including for types of Work performed that require licensing and other permits.

4. Contractor/Subcontractor is obliged to:

4.1. Ensure the development, together with the Customer, of a “Safe Work Plan” with a detailed description of safety requirements, in accordance with *Annex No. 4 to this Standard*, and familiarization with this Plan of all its employees directly involved in the performance of contract work before starting a specific task.

4.2. Keep one copy of the “Safe Work Plan” with the responsible person of the Contractor for the entire duration of the work.

4.3. Participate in the OHS meeting held under the supervision of the Customer before the start of work to assess compliance with the WP (TC) for the Contractor’s preparatory work, the need to adjust the “Safe Work Plan”.

4.4. Ensure the performance of contract work on their own, or by the forces of an engaged Subcontractor in accordance with the OHS requirements.

4.5. Ensure that the special clothing of their employees has patches with an inscription containing the name of the Contractor/Subcontractor organization.

4.6. Upon completion of all preparatory work in accordance with the WP (TC) and the operations certificate / work permit in the form of Annex 1 to the “Rules for Design and Application of Work Permits in the Production of Work in High-Risk Conditions”, compile and sign the certificate on the compliance of the completed preparatory work with the OHS requirements and readiness of the facility to perform work according to the form of Annex 3 to the “Rules for Design and Application of Work Permits in the Production of Work in High-Risk Conditions.”

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4.7. Not to permit to work (suspend from work) the Contractor's employees, and in case of involvement of subcontractor organizations and Subcontractor's employees, who appeared at the work site, workplace of the Customer in the state of alcoholic, narcotic or toxic intoxication.

4.8. Prevent the carrying and presence on the Customer's territory of substances causing alcoholic, narcotic or toxic intoxication (hereinafter - Prohibited Substances), except for substances necessary for carrying out production activities on the Customer's territory.

4.9. Internal inspections are organized and conducted within the contractor, subcontractor organization. The Contractor determines the frequency of inspections independently, based on the results of the inspection, an act (report) must be compiled in accordance with the form established by the Contractor. Inspections on the territory of the Customer's hazardous production facilities must be carried out in the presence of the Customer's accompanying person, subject to prior agreement with him/her.

5. The Customer has the right to inspect and examine all vehicles, items and materials delivered to the work site. If Prohibited Substances are found as a result of such inspection, then the vehicle is not allowed on the territory of the Customer, the employee(s) of the Contractor/Subcontractor are not allowed to the workplace, work site.

6. The fact of the appearance of an employee of the Contractor/Subcontractor on the work site in a state of alcoholic, narcotic or toxic intoxication, carrying or finding Prohibited Substances on the Customer's territory may be recorded in any of the following ways: medical examination or examination; reports compiled by employees of the Customer and/or Contractor/Subcontractor; written explanations of employees of the Customer and/or Contractor/Subcontractor, in other lawful ways that do not violate human rights.

7. The Customer has the right at any time to check the Contractor's performance of the obligations stipulated in the Contract. If the Customer suspects that there are employees in a state of alcoholic, narcotic or toxic intoxication on the Customer's territory, the Contractor/Subcontractor undertakes, at the request of the Customer, to ensure that such employees are suspended from work and undergo medical examination. Payment for medical examination services is made at the expense of the Contractor/Subcontractor.

8. In preparation for contract work on the Customer's territory, the responsible representatives of the Customer and the Contractor/Subcontractor determine and coordinate the following:

8.1 Volumes, technological sequence, deadlines for the performance of contract work, as well as the conditions for their combination with the work of the Customer's subdivisions in which the contract work will be performed;

8.2 The procedure for operational management, including the actions of employees of the Contractor/Subcontractor and the Customer in the event of an emergency;

8.3 The sequence of structures disassembly, as well as disassembly or transfer of engineering networks, places and conditions for connecting temporary water supply networks, electricity supply, etc., places of execution of pre-construction surveys;

8.4 The procedure for the use of technical means and equipment by employees of the Contractor/Subcontractor;

8.5 Conditions for organizing complete and priority supply of equipment and materials, transportation, storage of goods and movement of construction equipment on the Customer's territory, as well as the placement of temporary buildings and structures and (or) use for the needs of contractors for the needs of contractors of buildings, structures and premises of the Customer.

9. Before the start of the contract work, the Contractor/Subcontractor provides the Customer with the following documentation:

- The draft WP or TC previously agreed with the Customer (in agreement with the Customer) in the amount established by the requirements of the regulatory legal documents of the Republic of Kazakhstan;
- An administrative document on establishing the OHS Service, appointment of an OHS responsible person, or conclusion of an agreement with a specialist or an organization providing OHS services;
- The order on the appointment of persons responsible for compliance with the OHS requirements at the work site;
- The order on the appointment of persons responsible for the safe operation of lifting mechanisms (cranes, lifts, towers, etc.);
- Orders on the appointment of a person with the right to issue a work permit, person with the right of a responsible supervisor, construction manager, team member, including for work on electrical equipment, indicating the assigned electrical safety groups to employees;
- Copies of Minutes and certificates of managers and specialists on the completion of training and testing the knowledge of the OHS requirements in the scope of the position held;
- Copies of protocols and certificates of employees who have undergone professional training, retraining, advanced training, protocols and certificates of training, verification and admission to work (gas-electric welders, slingers, machinists of compressor units, work, etc.);
- Documents confirming the organization of pre-route medical examinations by drivers of vehicles (order for medical examinations, agreement with a medical institution, order for the admission of a medical professional with the necessary qualifications).

Note: the Customer may make additions to this list, depending on the type of work performed by the Contractor/Subcontractor of the works, equipment and materials used within the limits of the requirements established by the regulatory legal acts of the Republic of Kazakhstan.

10. The admission of the Contractor/Subcontractor to the Customer's territory is possible after the employees have completed the following activities:

- The Contractor's/Subcontractor's employees undergo an introductory OHS briefing conducted by the Customer's OHS specialist in the format and according to the program defined by the internal regulatory documents of the Customer;
- Passing the initial on-the-job OHS training conducted by the Contractor's construction manager together with the Customer's representative according to the program and in the scope agreed with the Customer;
- Familiarization with the applicable requirements of regulatory legal acts of the Republic of Kazakhstan in the field of OHS during operation at hazardous production facilities, devices of the Customer and the Contractor/Subcontractor;
- Familiarization against the signature with the Customer's IRDs in the field of OHS;
- Familiarization against the signature with the "Action Plan for the localization and elimination of the consequences of accidents in terms of the Contractor/Subcontractor (when performing contract work at hazardous production facilities, devices);
- Passing the briefings provided for by the requirements of the legislation of the Republic of Kazakhstan, conducted by a representative of the Contractor /Subcontractor.

11. If, during the performance of contract work under the contract, there is a change of the person responsible for compliance with the OHS requirements, the Contractor undertakes to notify the Customer in writing within 3 (three) calendar days before the expected date of the change, as well as submit an information letter specifying the new responsible person with contact details.

12. The Customer has the right to demand from the Contractor/ Subcontractor the suspension from contract work of any of the Contractor's/Subcontractor's employees who violate the OHS requirements if there is a fact of repeated violation and the employee's guilt is confirmed by evidence (photo, video recording). Contractor/Subcontractor is obliged to ensure that the specified employee is suspended from performing contract work and may be allowed to perform /render services after the reasoned comments of the Customer are eliminated.

If the Customer reveals, as a result of inspection or otherwise, the facts of non-compliance by the Contractor with the OHS requirements, the Customer and the Contractor will agree on an action plan and deadlines for the elimination of such violations.

13. Contractor/Subcontractor keeps records and reporting on the results in the field of OHS and, at the request of the Customer, provides a report including the following information:

- On accidents and microtraumas that have occurred (if they occur immediately);
- On accidents and incidents, spills and emissions or other unplanned impacts that have led or could lead to injury, deterioration of personnel health/damage to property/losses or which should be reported to the competent public authorities;
- On traffic accidents related to the time period when the Contractor/Subcontractor performed work for the Customer;
- Data for calculating the LTIR indicator for the reporting period: the number of man-hours per period, the number of cases per period, the amount of time an employee is unable to work;
- Number of fatal/severe/group incidents during the period;
- Number and periods of work suspension;
- Total number of working hours worked out by the Contractor/Subcontractor's personnel at the work site, total number of employees involved in the work.

14. Contractor/Subcontractor is obliged to comply with the Customer's requirements regarding reporting on incidents, failures and accidents, accident investigation procedures, and the procedure for informing in case of accidents with employees that occurred on the Customer's territory.

Contractor/Subcontractor undertakes to immediately provide the Customer with information known to the Contractor/Subcontractor and related to the performance of contract work on industrial accidents (fatal, temporary or permanent disability, with first and/or medical care), accidents, employees being in a state of alcoholic, narcotic, toxic intoxication and other violations of the OHS requirements.

15. Contractor/Subcontractor undertakes to organize an investigation of emergencies, incidents and accidents in accordance with the requirements of regulatory legal acts of the Republic of Kazakhstan.

16. Upon completion of the contract work / specific stages of the contract work, the Contractor is obliged to ensure the removal of unused material and equipment during the contract work, clean up and garbage collection.

Clause on liability for violation of requirements in the field of OHS recommended for inclusion in work performing / services rendering contracts

1. Contractor/Subcontractor is responsible for violations of the applicable requirements of the current regulatory legal acts of the Republic of Kazakhstan in the field of OHS, waste disposal, applicable OHS requirements of the Customer, committed during the performance of contract work by the Contractor's personnel or the Subcontractor's personnel in respect of whom he/she acts as the Customer/Subcontractor was informed in writing, including payment of penalties (fines) and losses.

1-1. When performing Work on the territory of the Customer, the Contractor/Subcontractor is obliged to comply with the applicable rules of the Customer's internal corporate documents, as well as the environmental legislation of the Republic of Kazakhstan, including, but not limited to:

- Use materials (metal, building materials, etc.) that have passed radiation control;
- Prevent spills, leaks and seeping of harmful chemicals and waste and debris from entering the soil, storm drains, sidewalks and roads;
- Collect and dispose of waste generated during the performance of Work in the storage locations established by the Customer;
- Prevent sanitary treatment (cleaning, washing, etc.) of technical means, transport on the Customer's territory, perform processing in specially designated places.

2. If the Customer has been held liable by the state authorized body for the above violations due to non-fulfillment of the OHS requirements by the Contractor's employees or Subcontractors engaged by them, the latter shall reimburse the Customer for all losses caused by this, including, but not limited to, fines, penalties, court costs, etc.

3. If the Contractor/Subcontractor is guilty of fires, accidents, incidents and accidents that occurred during the performance of contract work, the Contractor/Subcontractor reimburses the Customer for the losses caused by these circumstances.

4. Conditions on liability for violation of the OHS requirements, recommended for inclusion in contracts providing for the performance of work/rendering services can be replaced by a model with measures for the control over and prevention of violations and incidents based on the results of the performance evaluation of the Customer and Contractors/Subcontractors in the field of OHS.

5. The Contractor/Subcontractor shall pay a penalty to the Customer for non-fulfillment and/or improper fulfillment of obligations under the contract in terms of the Contractor's/Subcontractor's compliance with the OHS requirements identified by the Customer's representative in the following amount:

No. s/i	Nature of OHS requirements violation	Amount of the penalty (fine) for each violation, KZT thousand
1	Finding an employee of the Contractor/Subcontractor at the work site in a state of alcoholic, narcotic or toxic intoxication, carrying or being on the territory of the work site of substances causing	100

	alcohol, narcotic or toxic intoxication (except in cases where these facts are revealed directly by a representative of the Contractor/Subcontractor with written notification to the Customer within 24 hours from the moment those responsible is identified and suspended from work)	
2	Failure to inform the Customer within 24 hours (concealment of information) about accidents, fires, incidents, industrial injuries, violations of the technological process that occurred during the performance of contract work, or notification with a delay of more than 24 hours from the moment of discovery of the incident	100
3	Implementation by the Contractor/Subcontractor of high-risk works without the necessary work permit	50
4	Disabling or violating the integrity of locks and other security devices on the Contractor's or Customer's existing equipment without appropriate permission	50
5	Smoking by employees of the Contractor/Subcontractor on the Customer's territory outside specially designated areas	50
6	Use of an open fire by employees of the Contractor/Subcontractor on the Customer's territory outside places specially designated for these purposes, unless this is provided for by the work permit, including garbage incineration	50
7	Involvement of the Subcontractor of the Contractor in performing contract work without appropriate agreement with the Customer	10% of the work cost under the
8	Detection of Contractor's/Subcontractor's employees at the Customer's facilities who carry out contract work without appropriate qualifications and certification, concluded labor relations with an employee	100
9	Damage to equipment, pipelines, power lines, cable communications that occurred on the Customer's territory due to the fault of the Contractor/Subcontractor during the performance of contract work without the agreement of the Customer, in addition to other payments related to direct and	50
10	Non-compliance with applicable requirements of regulatory legal acts of the Republic of Kazakhstan in the field of occupational safety, operating at hazardous production facilities of the work site	50
11	Absence of a responsible person (head of work) at the place of production of high-risk works performed according to the work permit	50
12	Performance of production operations by an employee: - without passing an introductory briefing, on-the-job briefing (primary, repeated, target); - who did not pass the knowledge test in a timely manner; - if the employee does not have a certificate at the workplace for the right to perform special work.	50
13	Non-compliance with the requirements of the rules on labor protection when performing electric and gas welding, fire works	50
14	Non-compliance with safety requirements during work at height, climbing (not using safety tethers, fences, etc.)	50
15	Non-compliance with the requirements of the fire safety rules of the Republic of Kazakhstan during the work on the Customer's work site	50
16	Failure to eliminate previously identified/recorded violations of the requirements in the field of OHS (for each violation) within the established	50
17	Non-compliance with the requirements for the removal from the work site of materials and equipment unused in the course of contract work, scrap metal upon completion of contract work, or individual stages of work	50
18	Failure to comply with the Customer's requirements to eliminate violations of the OHS requirements	100
19	The contractual relationship of the Contractor/Subcontractor with the employee performing contract work on the work site has not been formalized	50

6. The Customer has the right to send a notification to the Contractor demanding termination of the contract with the Subcontractor in the following cases:

- Fatal, severe and group accidents, as well as accidents, fires caused by the fault of the Subcontractor;
- Repeated violations by employees of the Contractor/Subcontractor of the OHS requirements, failure by the Subcontractor to eliminate within the prescribed time shortcomings identified during the OHS control at the work sites;
- The Customer is not responsible for injuries, damages or death of any employee of the Contractor/Subcontractor or a third party engaged by the Contractor that occurred through no fault of the Customer, as well as in case of violation of the requirements of labor protection, industrial and fire safety, industrial sanitation during the performance of contract work on the Customer's territory.

Safe practices plan

1. Information about Contract work	
1.1 Contracting agreement, details (No., date)	
1.2 Work name	
1.3 Work address (subdivision/facility/site)	
1.4 Planned work deadlines	dd.mm.yyyy - dd.mm.yyyy
2. Information about the contractor/subcontractor	
2.1 Contractor name	
2.2 Head of the contractor, position, full name, contact details	
2.3 Head of the contractor/subcontractor's site, full name, contact details	
2.4 Responsible persons of the contractor/subcontractor at the site (by shifts), position, full name, contact details	
3. Information about the Customer	
3.1 Name of the organization / subdivision / site	
3.2 Head of the Customer's subdivision, position, full name, contact details	
3.3 Emergency call group phone number	
3.4 Responsible representative of the Customer, position, full name, contact details	
3.5 Responsible persons of the Customer at the site (by shifts), position, full name, contact details	

4. Brief description of the technological sequence of contract work

5. **The list of the Contractor's technological documentation used to perform this type of contract work** (work organization projects, work production projects, technological maps, etc.)

S/i No.	Document number/cipher	Document name
1.		
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6. List of documentation of the Contractor/Subcontractor in the field of OHS, used to perform this type of contract work (internal regulations, regulations, instructions on labor protection, etc.)

S/i No.	Document number/cipher	Document name
1.		

7. Ensuring the safe evacuation of Contractor/Subcontractor personnel in the event of an accident at the Customer's/Contractor's facilities/equipment

7.1 Familiarization by the responsible person of the Customer of the Contractor's employees with the Accident Response Plan (hereinafter -the ARP) at the Customer's facilities/equipment at this site	
7.1.1 Full name of the ARP part	
7.1.2 Positions of the operational part of the ARP, for which familiarization was carried out	
7.1.3 Numbers of annexes, sheets of the graphic part of the ARP, according to which familiarization with safe evacuation routes was carried out (copies are transferred to the responsible person of the Contractor)	
7.2 Verification by the responsible person of the Customer and the Contractor of knowledge of the Contractor's employees of safe evacuation routes during scheduled emergency training by the Customer	
7.2.1 Place, date and time of training	
7.2.2 Assessment of the actions of the Contractor's employees to implement the ARP measures in terms of safe evacuation	It is given in the act according to the results of the drills

Agreed by:

 Representative of the Customer, Full name Signature date
 position

 Representative of the Contractor, Full name Signature date
 position

 Other participants, position Full name Signature date

Annex No. 5 to the Standard Form of the
 Inspection sheet of the
 Contractor/Subcontractor's activities in the
 field of occupational health and safety

Inspection sheet of the Contractor/Subcontractor's activities in the field of occupational health and safety

Contractor name		
Place of work (subdivision, site)		
Details of the contract (contract No., date of signing)		
Responsible representative of the Customer (Full name, position)		
Date of verification (dd, mm, yyyy)		
Commission members	From the Customer's side	From the Contractor's side
	Full name, position	Full name, position
	• • •	• •

S/i No.	Identified note/non-conformity	Re-identified		Deadline of elimination	Responsible person	Mark on elimination	
		YES	NO			On time	Deadline is violated
1		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
•		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Decision to suspend work: YES NO

Check list

* - significant non-conformities _____

In terms of OHS

S/i No.	Criterion name	Available	Not available	Note
1*	Diagnosics, testing, and inspection of equipment and technical devices have been provided (information is provided on the availability of specialized laboratories and technical facilities at the Contractor, in case of their absence, copies of the contract with specialized organizations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2*	Employees are fully provided with overalls, safety shoes and other personal protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3*	Availability of a requirement to constantly wear safety glasses when at the place of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4*	When performing work, use only a safety harness with two slings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5*	Availability of a contract for collecting all types of hazardous and non-hazardous waste for processing and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6*	Availability of log books for accounting of all types of waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7*	Availability of containers for separate waste disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8*	Availability of full-time employees who carry out inspections of compliance with the OHS requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Availability of a system for recording incidents without disability (microtrauma, seeking medical help, incidents without consequences, etc.). Accident statistics for the last calendar year are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Availability of a system for collecting, recording and analyzing indicators of injuries, accidents and incidents, periodic reporting in the field of OHS (statistics for the last 12 months are provided if available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Is an assessment of risks in the field of OHS carried out when performing contract work (if available, a description and map of critical risks and risk management methods are provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Availability of environmental protection measures (measures and appropriate permits are provided in terms of environmental protection(EP))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	There is a system for production control in the field of OHS and EP (copies of the Regulations on Production Control are provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Availability of the organization's logo on workwear and PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Availability of an operational incident reporting system (copies of current procedures and notification schemes are provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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16	Availability of an internal procedure for organizing and conducting an internal investigation of incidents (a copy of the current procedure and scheme is provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Availability of a developed waste management plan for production and consumption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In terms of transport support				
S/i No.	Criterion name	Available	Not available	Note
1*	Availability of special signs and route maps on vehicles and special equipment performing dangerous work (lifting and unloading, transportation of dangerous goods, etc.), including the presence of the “Logbook”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2*	Safety of vehicles for the transportation of passengers and goods (data on the state technical inspection is provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3*	Availability of car first aid kits, availability of a serviceable fire extinguisher, an emergency sign)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Have control inspections of vehicles been organized before departure to the route before the start of work? Availability of an approved Routine Maintenance Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In terms of Staff and health protection and living conditions				
1*	The list of employees involved in the work (copies of the identity card, permits for attracting foreign labor, registration are provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2*	The Contractor’s staff (including managers and specialists) have completed the necessary OHS training (copies of documents confirming qualifications and training are provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3*	Availability of qualified personnel with experience to perform work at hazardous production facilities, devices (copies of diplomas, certificates, lists, orders, etc. are provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Training and additional training in the field of OHS (training programs, documents on certification and work admission are provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5*	Driver training and appropriate qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6*	Availability of facilities for the accommodation of employees, or availability of a contract to provide accommodation in accordance with sanitary requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7*	Availability of facilities for feeding employees or a contract for providing food in accordance with sanitary requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8*	Availability of certificates of medical examination and work permit for the catering staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9*	Availability of medical personnel to conduct a pre-shift medical examination, or a contract for rendering medical examination services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10*	Is rendering emergency medical care organized on the Customer's territory (for facilities remote from medical institutions, availability of a medical center and ambulance vehicle is mandatory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In terms of Material and technical equipment, ISM and financial stability				
1*	Production equipment, machines and mechanisms are in satisfactory condition, meeting the requirements of the current regulatory legal acts of the Republic of Kazakhstan (a list of equipment, machines and mechanisms used in performing Contract work, equipment passports, operating permits, technical inspection is provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2*	The Contractor has the necessary permits for the right to carry out activities, if this is provided for by the current regulatory legal acts of the Republic of Kazakhstan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3*	Availability of permanent telephone and radio communication with the place of work and the Customer's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4*	Availability of energy personnel or an agreement with organizations for the maintenance of electrical equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5*	Availability of technological regulations and schedule for technical inspection and preventive maintenance on used equipment, machines and mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6*	Is the transportation of work crews from the workplace to housing and back provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7*	Availability of an insurance contract for employees against an industrial accident when performing work at the Customer's production facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8*	Availability of a civil liability insurance contract for owners of facilities whose activities are associated with the risk of harm to third parties (for facilities declared by occupational safety)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Availability of a OHS policy (written copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Internal standards and procedures have been developed that establish and regulate the order of work (supporting documents are provided by a general list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Is there a system for conducting internal quality audits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Availability of international certificates in the field of OHS and EP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational injuries, accidents (in the last 12 months)

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Average number of the Contractor's staff	
Number of actually worked persons/hours	
Accidents/number of injured persons, including:	
• Fatalities	
• Group, the number of injured persons	
• Road accident	
• Fires	
• Accidents	
• Incidents related to disability of an injured person	

Responsible person of the Customer:

Representative of the Contractor/Subcontractor:

Full name, signature

Full name, signature

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List
of “stop points” of violations, in case of detection of which it is necessary to
stop work until the non-compliance is eliminated

S/i No.	Non-conformity name
1	Failure to comply with the conditions of the issued work permit/ permit for high-risk work
2	Carrying out work without appropriate personal protective equipment (special clothing, protective helmet with a special chin guard, respirators, life belts and cables, ropes, safety vests)
3	Work in the absence of appropriate certificates (qualification, fire-technical minimum, work permits in the field of OHS, etc.)
4	Absence of a responsible person at the site of fire work, work at height, climbing work
5	No primary fire extinguishing equipment at the site of fire works
6	Production of works without properly issued permits (work permit, high-risk work permit)
7	Smoking on the territory of the Customer’s facilities outside specially designated areas
8	Violation of cargo slinging, the use of faulty slings
9	Contamination of the place of fire work
10	Operation of electrical equipment in the absence of grounding
11	Working with faulty, non-certified and homemade equipment
12	Operation/connection of equipment without plug
13	Finding an employee in a state of alcoholic or narcotic intoxication
14	Violation of the procedure for passing briefings or the presence of a Contractor’s employee on the Customer’s territory who is absent from the lists provided to the
15	Incident at work
16	Defective vehicles, equipment, machinery that have leaks of fuel and lubricants
17	Drivers and machinists do not undergo pre-shift medical examinations
18	Violations during installation/operation of scaffolding, ladders and equipment

**The Evaluation Sheet of the Contractor's Activities in the Field of Occupational Health
and Safety**

1	Contractor name and address	
2	Type of activity / subject of the contract	
3	Facility	
4	Actual term of performing work under the contract	
5	Accident statistics	

Incidents (number of injured persons)		
Microtrauma		
Minor industrial accident		
Severe industrial accident		
Group industrial accident		
Fatal industrial accident		
Road accident		
Fires		
Accidents		
Total number of injuries (people) with disability - X1		
Number of man-hours worked out - Y1		
Frequency coefficient of injuries with loss of working time - LTIR=X1*1 000 000/ Y1		

6. Results of control and preventive work/Audits

No. s/i	Indicators	Grades			
		Not applicable	3	2	1
1	Number of identified inconsistencies in the field of OHS during inspections, pcs				
1.1	Number of identified training inconsistencies and testing knowledge of the personnel on OHS, pcs	<input type="checkbox"/>	0 <input type="checkbox"/>	1-2 <input type="checkbox"/>	3< <input type="checkbox"/>
1.2	Number of identified inconsistencies on maintaining OHS documentation, pcs	<input type="checkbox"/>	0-2 <input type="checkbox"/>	3-4 <input type="checkbox"/>	5≤ <input type="checkbox"/>
1.3	Number of facts of PPE non-use by employees, unit	<input type="checkbox"/>	0 <input type="checkbox"/>	1-2 <input type="checkbox"/>	3< <input type="checkbox"/>
1.4	Number of identified non-conformities in of the Labor Code of the Republic of Kazakhstan, pcs	<input type="checkbox"/>	0-2 <input type="checkbox"/>	3-4 <input type="checkbox"/>	5≤ <input type="checkbox"/>
1.5	Number of identified non-conformities in the field of occupational safety, pcs	<input type="checkbox"/>	0-2 <input type="checkbox"/>	3-4 <input type="checkbox"/>	5≤ <input type="checkbox"/>
1.6	Number of identified non-conformities in the maintenance of documentation on traffic safety, pcs	<input type="checkbox"/>	0-2 <input type="checkbox"/>	3-4 <input type="checkbox"/>	5≤ <input type="checkbox"/>

1.7	Number of identified non-conformities in the field of traffic safety (equipment of transport), pcs	<input type="checkbox"/>	0-2 <input type="checkbox"/>	3-4 <input type="checkbox"/>	5≤ <input type="checkbox"/>
1.8	Failure to comply with EP measures for environmental protection	<input type="checkbox"/>	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2≤ <input type="checkbox"/>
1.9	Presence of an employee and Contractor's transport on the territory of the Customer's work sites without permits	<input type="checkbox"/>	0 <input type="checkbox"/>	1-3 <input type="checkbox"/>	4≤ <input type="checkbox"/>
1.10	The fact that the Contractor's / Subcontractor's employees are at the Customer's work sites in a state of alcoholic or narcotic intoxication (their analogues), including the use of substances during the working day that cause a state of alcoholic or narcotic intoxication (their analogues)	<input type="checkbox"/>	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2≤ <input type="checkbox"/>
1.11	The fact of the transportation of substances to the causing a state of alcoholic or narcotic intoxication (their analogues)	<input type="checkbox"/>	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2≤ <input type="checkbox"/>
1.12	Failure to ensure the safety of official documentation by the Contractor's employees	<input type="checkbox"/>	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2≤ <input type="checkbox"/>
1.13	Number of identified recurring non-conformities in the field of OHS, pcs	<input type="checkbox"/>	0 <input type="checkbox"/>	1-2 <input type="checkbox"/>	3≤ <input type="checkbox"/>
General assessment					

√ - must be specified in the box for assessing each item

Standard requirements for the quality of maintenance of the work site of the capital construction facility, performing work/rendering services at the Customer’s facilities

1. When executing the contract, the Contractor undertakes to comply with all applicable Customer OHS requirements, the quality of maintenance of work sites of capital construction facilities, and performance of work/rendering services at the Customer’s facilities, as set out in this Annex to the Standard, which the responsible representative of the Customer has familiarized the Contractor with.

2. These requirements **do not apply** to the work:
- In underground conditions (except for the Customer’s infrastructure facilities on the surface);
 - In the existing workshops;
 - For the construction of linear facilities, including power lines, communications, trunk (external) pipelines for various purposes and other similar facilities;
 - For the construction of facilities located in the exclusion zone (allotment) of railways, highways and other transport routes located outside the Customer’s work site.

3. The Contractor undertakes to ensure that the necessary measures are taken to ensure the following quality requirements for the maintenance of the work site.

3.1 Information board (passport of the construction site)

At the entrance to the construction site, an information board must be installed in the visible area indicating: the name of the reconstruction /construction object, the name of the Customer and Contractor, phone numbers, positions and surnames of responsible construction managers, planned dates of the beginning and end of reconstruction / construction (the recommended format of the Information Board is provided in *Annex 8 to this Standard*).

The size, possible design features of the Information Board and the methods of its installation are determined by the Contractor, depending on the characteristics of the work site.

3.2 The scheme of safe traffic of vehicles and routes of movement of pedestrians on the territory of the work site of the capital construction facility, performing works / rendering services at the Customer’s facilities

At the entrance to the construction site, in the visible area, a “Scheme of vehicles traffic and routes of movement of pedestrians on the territory of the work site of the capital construction facility” is installed, containing:

- Permitted routes for vehicles and pedestrians on the territory of the work site;
- Traffic signs regulating traffic;
- Places where vehicles and pedestrians intersect with each other and dangerous areas;
- Permitted parking and washing places for vehicles;
- Permitted maximum speed of vehicles;
- Vehicular exit from the work site.

The recommended format “Scheme of safe traffic of vehicles and routes of movement of pedestrians on the territory of the work site of the capital construction facility” can be found in *Annex 9 to this Standard*.

The size, possible design features of the execution of the “Scheme of safe traffic of vehicles and routes of movement of pedestrians on the territory of the work site of the capital construction facility” and methods of its installation are determined by the Contractor, depending on the characteristics of the work site.

3.3 Construction Headquarters of the Contractor

Construction headquarters of the Contractor is executed in the form of a modular container-type building, unless otherwise provided by the construction organization project and/or Customer requirements. The size/area and number of floors of the building are determined by the Contractor based on their need for the number of jobs for managers and specialists engaged by the Contractor to organize and support contract work.

The following premises should be organized in the Contractor’s construction headquarters:

- Meeting room (intended use - holding production meetings, planning meetings, headquarters);
- Offices/ “open spaces” for the work of managers and specialists of the Contractor;
- Restrooms;
- Premises for the documentation archive;
- Warehouse of equipment, workwear and personal protective equipment;
- Rooms for eating (provided that such rooms are not provided by the Customer).

3.3.1 Meeting room

It must be provided with the following information materials placed on the stands:

- Information plate with contact details of key employees of the Customer, Contractor, Subcontractors (full name, position, contact details (phone, e-mail);
- Information plate indicating the person responsible for fire safety;
- General construction plan (graphic part with explications);
- Construction master plan, graphic part with explications for all stages / construction phases / reconstruction);
- The current schedule of work on construction sites with the main milestones and the updated fact on the reporting date;
- The schedule of staff mobilization and the schedule of the need for machines and mechanisms;

At the request of the Customer, it must be equipped with equipment for audio/video conferences.

Offices / “open spaces” for the work of managers and specialists of the Contractor should be equipped with communication equipment, computers with Internet access, printing devices.

3.4 Temporary construction camp of the Contractor

The temporary construction camp of the Contractor/Subcontractor must be equipped in accordance with the construction organization project, the current requirements of sanitary rules and fire safety rules of the Republic of Kazakhstan.

Prior to the start of work on the equipment of the temporary construction camp, the Contractor, in order to coordinate with the Customer the possibility of delivering mobile household premises to the work site, must present the mobile household premises to the Customer’s representative for assessment and inspection of the general technical condition, compliance with sanitary and fire safety standards.

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Before placing the Contractor's/Subcontractor's personnel in the temporary construction camp, the Contractor develops detailed plans of the temporary construction camp with a layout scheme, types of structures, their dimensions, dimensions of premises in their composition, connection schemes to engineering communications, designation of approaches and entrances.

The territory of the temporary construction camp and all household premises in its composition must be decorated with appropriate inscriptions and signs (name of the Contractor/Subcontractor, purpose of the premises, responsible persons for fire safety, evacuation routes, etc.).

The standard composition of premises of the temporary construction camp:

- A room for conducting OHS classes;
- Dressing rooms;
- A room for rest and warming of workers;
- Shower, washroom;
- A room for drying clothes and shoes;
- Canteen;
- Restrooms.

Standard elements of landscaping of sites and zones within the temporary construction camp:

- Shoe washing/cleaning points (near the entrances of all buildings of the temporary construction camp)⁴
- Shed for recreation;
- Smoking areas;
- Information boards;
- Fire shields.

To organize the management of the temporary construction camp/shift camp, the Contractor appoints a commandant who organizes and implements the administrative and economic management of the temporary construction camp and the construction headquarters and informs the Customer about this.

3.5 Monitoring compliance with the requirements for the maintenance of the construction headquarters and the temporary construction camp

The Customer's representative, during weekly inspections of the work site, makes a detour of the temporary construction camp in order to monitor compliance by the Contractor/Subcontractor of the requirements for the maintenance of premises and the surrounding area, compliance with sanitary rules and OHS rules.

In case of violations of these rules, the Customer's representative draws up and issues a notification for the elimination of inconsistencies within a reasonable time.

3.6 Parking place for construction and special equipment

3.6.1 Requirements for covering the parking lot of construction and special equipment

Parking lot of construction and special equipment should be equipped with the use of building materials that exclude softening of the canvas and the formation of dirt / dust, regardless of possible climatic conditions - crushed stone, grades and fractions used in road construction, or precast or monolithic reinforced concrete. The decision on selection of materials for the arrangement of parking lots of equipment should be based on possibilities of obtaining/purchasing and using materials in the construction area.

3.6.2 Requirements for fencing parking lots for construction and special equipment

Fencing design, including type, choice of materials and geometric parameters of the fence are provided for by the Construction Organization Project.

3.6.3 Rules for maintenance of parking lots for construction and special equipment

In the places designated for the parking of vehicles, any maintenance is prohibited, including the replacement of technical fluids and repairs;

It is prohibited to place equipment in parking lots that is not involved in construction, as well as equipment that is in a faulty condition.

3.7 Open areas for temporary storage of materials and equipment

Temporary areas for temporary storage of materials and equipment should be located in accordance with the requirements of the Construction Organization Project/Construction Master Plan. The areas should have a smooth planned surface, providing for the possibility of natural drainage of surface waters. Expensive equipment should be stored in places enclosed by temporary fencing.

3.8 Points of installation of storage containers for household and construction waste

A site for the installation of containers for temporary collection of household and construction debris should be allocated and equipped near each construction site in accordance with the requirements of the sanitary rules of the Republic of Kazakhstan. The number of points for the installation of storage containers for household and construction waste is regulated by the total volume of generated garbage and the standards of the current sanitary rules of the Republic of Kazakhstan.

3.9 Toilets

Toilets should be located in the immediate vicinity (no further than 100 m) from each of the work sites. In the absence of stationary equipped toilets on work sites, it is necessary to ensure the installation of toilets with sealed containers of the “Bio toilet” type. It is necessary to conclude a contract for the maintenance of toilets (pumping waste from toilet tanks, filling with a special liquid that prevents the appearance of malodours, washing tanks and toilet cubicles)

It is prohibited to place and install toilets with cesspools within work sites.

3.10 Work sites

An information plate with the name of the site, name of the responsible subcontractor, name of the responsible person and contact details must be installed at each work site. Appropriate signs and information plates of welding posts, temporary storage of materials, storage of hazardous substances, gas cylinders, etc. must be installed at each site.

All sites must be fenced in accordance with the current building codes and regulations of the Republic of Kazakhstan. The places of work, fenced with a signal tape, signal fence, must be inspected daily by the Contractor/Subcontractor for integrity and the need for immediate restoration.

In order to maintain cleanliness and order, the Contractor is obliged to regularly perform both rounds and inspections of Subcontractors’ work sites. In case of detection of violations and inconsistencies from the requirements, take the measures necessary for unconditional elimination within a reasonable time.

3.11 Smoking areas

Smoking areas should be:

- Located in close proximity, at a safe distance from each of the work sites outside the work area;
- Equipped with sheds made of non-flammable materials, benches and urns;
- Marked with appropriate signs and information plates, primary fire extinguishing means;

Smoking outside of organized places **is prohibited**.

3.12 Requirements for the equipment used in the production of works

Machines and mechanisms must be duly registered with the supervisory authorities of the Republic of Kazakhstan.

Machines and mechanisms used on the construction site must be kept clean and in good condition, without traces of liquid and oil leaks. Car wash points

Car wash points should be located in accordance with the Construction Organization Project.

Washing of machines and mechanisms outside the equipped areas intended for washing **is prohibited.**

3.13 Requirements for cleanliness and organization of work site cleaning

Territory of the work site, including the territory of temporary construction camps, driveways,

passageways, storage areas and enlarged assembly of structures and elements, workplaces, as well as the surrounding area must be kept clean and tidy. For this purpose:

- In warm weather, roads and driveways should be cleaned as necessary with the help of a washing machine, and technological roads are regularly irrigated with water or bitumen emulsions for dust suppression purposes;

- In cold weather, snow removal equipment is cleaned on roads and driveways with a frequency that ensures its operable condition;

- Construction debris, household waste and snow are promptly removed from the work site.

It is not allowed to bury construction debris and waste into the ground, as well as their incineration directly on the territory of the work site.

Industrial and domestic wastewater generated at the work site must be cleaned and neutralized in accordance with the procedure provided for by the Construction Organization Project.

3.14 The requirement to lighting the territory of the work site

The lighting of the construction site must meet the standards not lower than those provided for by the international standard GOST 12.1.046-2014 “Construction. Lighting Standards of Construction Sites”. The lighting of the work sites should allow performing work around the clock.

In addition to the requirements stipulated by the Construction Organization Project, the following should be lighted:

- Entrance group, including separate lighting sources for information boards, traffic patterns;

- Territory in front of the construction headquarters;

- The territory of the temporary construction camp;

- Sites for storage and warehousing, unloading and reloading of materials and equipment (security lighting).

3.15 Requirements for signs and information plates

Recommended forms of plates and information signs for providing a work site are in *Annex 11 to this Standard.*

3.16 Requirements for remote video monitoring of the work site

In order to be able to remotely monitor the progress of the facility construction, construction sites are equipped with web cameras. The cameras are mounted on artificial structures at a height that provides the most complete overview of the construction site.

The image from the cameras should be displayed on a separate monitor installed in the Contractor’s construction headquarters and the premises of the Customer’s project office.

3.17 Requirements for the organization of a work site bypass route by official delegations

In order to fully and qualitatively familiarize officials with the current status of construction, a route is being developed for official delegations to bypass the site (hereinafter - the Route). The Route is graphically plotted on the Construction Master Plan.

Unless otherwise agreed, the route must start and end at the construction headquarters.

The bypass route should include the completed, most responsible and significant sections at the current stage of construction.

If necessary, and, if the terrain or artificial structures allow, an observation deck is equipped by constructing fenced platforms with the location of basic information about the progress of construction and the characteristics of visible objects on them.

The route must be updated monthly or by a specific date of the event.

The roads and footpaths included in the route should be as far away from the places of exposure to dangerous factors as possible.

3.18 Photofixation of construction progress

In order to inform the Customer about the progress of construction, the Contractor carries out periodic photographing of the main work sites.

To objectively reflect the progress of construction, the Customer forms a Photo Fixation Plan, which provides for the following:

- Photographing is performed from fixed locations fixed on the Construction Master Plan under a fixed shooting angle;
- At least 3 points spaced along the perimeter of the site are fixed for each site;
- The Photofixation Plan includes the premises in which the equipment is being installed;
- The photo fixation points are assigned with serial numbers, which are assigned to it until the completion of construction. If possible, some of the photo fixation points should coincide with the Route of the official delegations on the site. The points are selected at the lifting points, artificial and natural structures (upper points of buildings, overpasses, etc.).


The photo fixation points should allow shooting with the maximum number of details in the photos. For this purpose, a camera with the smallest focal length with a wide-angle lens is used.

The shooting is carried out weekly on a day of the week determined by the Customer. It is desirable to shoot with the same camera using the same focal length on its lens. Photographic materials must be uploaded by the Contractor to a special resource determined by the Customer on a weekly basis in a new folder with the name “DD.MM.YY (object name)”, and the photos are assigned the names “DD.MM.YY. NN (name of the construction site)”, where DD, MM, YY is the day, month, year of construction, NN is the serial number of the photo. During the entire construction period, the numbering should not be interrupted or begin anew. The following sequence numbers are assigned to the new points.

The plan for photographing the progress of construction is reviewed every time work begins or resumes on the relevant construction sites. In case of completion of work on specific construction sites, their photofixation stops, and the numbers of the photofixation points should not be transferred to new sites.

It is possible to install stationary video cameras with a resolution not less than camera resolution for photo-video fixation.

Annex No. 9 to the Standard
Information Board Format

Customer logo	Object name	Contractor logo
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Designer (name, phone, e-mail) </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> General Contractor (name, phone number, e-mail) </div> <div style="border: 1px solid black; padding: 5px;"> Head of Construction (full name, phone, e-mail) </div>	Graphic representation of the construction site	
<div style="border: 1px solid black; padding: 5px;"> Start of construction..... Q_ 202_ Completion of construction Q_ 202_ </div>		
<div style="border: 1px solid black; padding: 5px;">  </div>		Location of the signs

Recommended dimensions of the board (depending on the individual characteristics of the construction): 6000*3000, 4000*2000, 3000*1500, 2000*1000, 1000*500)

**Scheme
of safe traffic of vehicles and routes of movement of pedestrians on the territory of the
work site of the capital construction facility, performing works / rendering services at
the Customer's facilities**

**Logo
of the Customer**

**Scheme of safe traffic of vehicles and routes of
movement of pedestrians on the territory of the
Work site of the capital construction facility**

**Logo of the
Contractor**

**Object name
(.....)**

Traffic flow chart

Legend

**Recommended dimensions of the board (depending on the individual characteristics of the
construction): 3000*1500, 2000*1000**

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**Form
of nameplates and information signs to ensure the work site of the capital construction
facility**

Logo of the Customer	Object name	Logo of the Contractor
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General Contractor/Contractor (name, phone number, e-mail)

CONSTRUCTION HEADQUARTERS

Responsible for fire safety: (full name, phone number, e-mail)

Recommended size: A4

Logo of the Customer	Object name	Logo of the Contractor
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General Contractor/Contractor (name, phone number, e-mail)

PRODUCTION AND TECHNICAL DEPARTMENT

Responsible for fire safety: (full name, phone number, e-mail)

Recommended size: A4

Change registration sheet

No. s/i	Date of the change	No. of Section, Subsection, Item, to which the	Annex No., Version No.	Full name of the person who introduced the change	Signature of the person who introduced the change