APPROVED BY

the Order of Achim Development LLC

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REGULATIONS
on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities at Achim Development LLC

CONTENTS

APPENDIX

1. GENERAL PROVISIONS

1.1. These Regulations on the procedure for admission of contractors (subcontractors) and organizations of safe work at hazardous industrial facilities of Achim Development LLC (hereinafter - the Regulations) determine the admission of contractors to hazardous industrial facilities (hereinafter - HIF) as well as the procedure for organizing and carrying out the work at HIF.

1.2. The Provision development objectives:

establish ways of interaction between the Customer and Contractors (Subcontractors) in the field of occupational, industrial, fire and environmental safety;

assess the ability of the involved Contractor (Subcontractor) to perform works/provide services to satisfaction of the Customer in compliance with requirements of the health, safety, environment and with proper quality;

form a unified approach to the management of health, safety, environmental issues in the performance of works/provision of services at the Customer's work sites;

establish the sequence of admission for the Contractor's (Subcontractor's) personnel to perform works/provide services at the Customer's hazardous industrial facilities and other facilities located in the Customer's activity area;

determine the procedure for interaction of the Customer in the field of environmental protection, occupational health, industrial and fire safety with the Contractor (Subcontractor) carrying out its activities at the Customer's HIF.

1.3. Terms and conditions of the contract must include a clause on strict implementation of the Regulations' requirements by the Contractor (Subcontractor).

1.4. These Regulations apply to all business units of the Customer and Contractors (Subcontractors) that have concluded a contract with the Customer (including Subcontractors engaged by the Contractor), establish mandatory requirements for the sequence of works/provision of services and operations, for operational and territorial division of authority and responsibility, for registration of permits to arrange a safe preparation and performance of works/provision of services at the Customer's HIF.

1.4.1. Installation and dismantling, construction, reconstruction, overhaul repairs, technical re-equipment of engineering devices used at HIF.

1.4.2. Start-up, adjustment, maintenance, inspection, testing and operation of engineering devices and equipment at HIF.

1.4.3. Delivery, loading and unloading of cargo, mobilization and demobilization: and other types of works/services performed on the HIF sites.

1.4.4. Rig-installation work, well construction, sidetracking, hydraulic fracturing, waste management works, including drilling waste (drilling cuttings, spent drilling mud, drilling waste water) to be collected, transported, treated (if necessary), neutralization, disposal, geotechnical surveys (GTS) and well diagnostics; field and research works, field geophysical surveys and works performed in wells for the purpose of intensification, inflow and control over the development of areas on the Customer's activity area, minor repairs and overhaul of wells (including subsurface), reconstruction, technical re-equipment and upgrade of wells, suspension, re-entry and abandonment of wells, works on reclamation of well clusters and adjacent territories.

1.5. The Regulations establish the procedure of interaction between the

Customer and Contractors (Subcontractors), set up requirements for the organization, safe performance of works/ services by Contractors (Subcontractors) at the Customer's HIF as well as requirements and procedures for admission of the Contractor (Subcontractor) to perform works/ services at the Customer's HIF in order to

1.5.1. Ensure safe working conditions, protection of life and health of the Contractor's (Subcontractor's) employees in the course of their work activities.

1.5.2. Compliance with occupational, industrial, fire and environmental safety requirements in design solutions.

1.5.3. Technical supervision of compliance with design solutions and the quality of construction, overhaul repairs and reconstruction at the Customer's facilities.

1.5.4. Ensure the industrial safety of hazardous industrial facilities as part of the Customer's overall occupational, industrial and environmental safety management system.

1.5.5. Ensure the safety of technological processes (when drilling) and all activities during the construction and operation of explosive, flammable, fire-hazardous and other Customer facilities.

1.5.6. Ensure the compliance of the Customer's facilities (including equipment and materials) of new construction, reconstruction, technical re-equipment, overhaul with requirements of regulatory technical documents and design solutions.

1.5.7. Ensure a unified procedure of interaction between the Customer and the Contractor (Subcontractor).

1.5.8. Ensure the operability (including during construction) of necessary devices and systems for monitoring production processes and their availability.

1.5.9. Ensure an appropriate procedure for admission of employees to HIF and other facilities located on the Customer's activity area,

1.5. When performing works/ services at the Customer's HIF not stipulated by these Regulations, it is necessary to be guided by the relevant existing regulatory legal standards of the Russian Federation, local regulatory standards of the Customer.

1.6. When performing the works/services specified in Sections 1 and 4 of these Regulations, the Contractor (Subcontractor) shall comply with requirements of these Regulations, local regulations in force at Achim Development LLC, legislation and other applicable regulatory documents of the Russian Federation in the field of occupational, industrial, fire and environmental safety.

2. REGULATORY REFERENCES

These Regulations make reference to the following legislative, regulatory legal and regulatory technical standards.

2.1. Labor Code of the Russian Federation, No. 197-FZ dated 30.12.2001.

2.2. Federal Law No. 116-FZ On Industrial safety of hazardous industrial facilities dated July 21, 1997.

2.3. Federal Rules and Regulations in the Field of Industrial Safety “Oil and Gas Industry Safety Regulations”, approved by order of Rostekhnadzor dated March 12, 2013 No. 101.

2.4. Federal Law dated May 04, 2011 No. 99-FZ “On licensing of certain types of activities”.

2.5. Law of the Russian Federation dated 21.02.1992 No. 2395-1 “On

subsurface resources".

2.6. Federal Law No.7-FZ dated January 10, 2002 "On environmental protection".

2.7. Resolution of the Government of the Russian Federation dated 24.02.2009 No. 160 "On the procedure for establishing protection zones of electric grid facilities and special conditions for the use of land plots located within the boundaries of such zones",

2.8. "Rules for the protection of trunk pipelines" approved by the Resolution of the Government of the Russian Federation dated September 08, 2017, No. 1083.

2.9. Rules on labor protection during operation of electrical installations, approved by Order of the Ministry of labor of the Russian Federation No. 328n dated July 24, 2013.

2.10. Procedure for occupational health and safety knowledge assessment of employees approved by Decree of the Labor Ministry and Education Ministry of Russia No. 1/29 dated 13.01.2003.

2.11. Urban Planning Code of the Russian Federation dated December 29, 2004, No.190-FZ.

2.12. Civil Code of the Russian Federation (first part) dated ЗО.11.1994 No. 51-FZ.

2.13. Civil Code of the Russian Federation (second part) dated 26.01.1996 No. 14-FZ.

2.14. Federal norms and rules in the field of industrial safety "Explosive works safety rules" approved by Order of the Federal Service for Environmental, Technological and Nuclear Supervision dated 16.12.2013 No. 605.

2.15. Standard instructions for works safety in the construction of oil and gas fields, approved by Gosgortechnadzor of the Russian Federation on 12.07.1996 by order of the Ministry of Energy of the Russian Federation dated 12.07.1996 No. 178,

2.16. SNiP 12-03-2001. "Occupational safety in construction. Part 1. General requirements" adopted and enacted by the Decree of the State Construction Committee of Russian Federation dated 23.07.2001 No. 80.

2.17. Construction rules and regulations of the Russian Federation "Labor safety in construction. Part 2. Construction: production. SNiP 12-04-2002" approved by the Decree of the State Construction Committee of Russian Federation dated 17.09.2002 No. 123.

2.18. Resolution of the Government of the Russian Federation No. 390 "About fire prevention regime" dated April 25, 2012.

2.19. Federal Law No. 116-FZ About industrial safety of hazardous industrial facilities dated July 21, 1997.

2.20. Rules on labor protection during operation of heat-generating power plants approved by Order of the Ministry of labor of the Russian Federation No. 551n dated August 17, 2015.

2.21. Operating and maintenance rules for heat-generating power plants approved by Order of the Ministry of Energy of the Russian Federation No. 115 dated March 24, 2003.

2.22. "Regulation on the development of an action plan for the localization and elimination of the consequences of accidents at hazardous industrial facilities",

approved by Resolution of the Government of the Russian Federation No. 730 dated August 26, 2013.

2.23. Federal rules and regulations in the field of industrial safety “Safety rules for hazardous industrial facilities where hoisting devices are used”, Rostekhnadzor order No. 533 dated November 12, 2013.

2.24. Traffic Regulations of the Russian Federation approved by the Resolution of the Government of the Russian Federation No. 1090 dated October 23, 1993.

2.25. Order of the Ministry of Transport of Russia dated 18.09.2008 No. 152 "On approval of mandatory details and procedure for filling out the trip sheets”.

2.26. Federal Law No. 40-FZ dated 25.04.2002 "On compulsory civil liability insurance of the motor vehicle owners".

2.27. Order of the Ministry of Labor of Russia dated 06.02.2018 No. 59n "On approval of the labor protection rules of road transport”.

2.28. Order of the Ministry of Labor of Russia dated 02.02.2017 No. 129n "On approval of the labor protection rules in the performance of road construction and repair-construction works".

2.29. Resolution of the Government of the Russian Federation No. 1013 dated 13 November 2013 "On technical inspection of self-propelled vehicles and other types of equipment registered by the authorities exercising state supervision of their technical condition".

2.30. Order of the Ministry of Transport of Russia dated 09.07.2012 No. 202 "On approval of the issuing certificates for training drivers of vehicles carrying dangerous goods and approval of courses for such training".

2.31. European Agreement on the International Carriage of Dangerous Goods by Road (ADR).

2.32. Federal Rules and Regulations in the field of industrial safety “Rules of industrial safety for hazardous industrial facilities where equipment operating under excessive pressure is used” (approved by order of the Federal Service for Environmental, Technological and Atomic Supervision No. 116 dated March 25, 2014.

2.33. Federal Law No. 89-FZ dated June 24, 1998 "On Production and Consumption Waste".

2.34. GOST G 7.0.97-2016. National Standard of the Russian Federation. System of Standards for Information, Library and Publishing. Organizational and Administrative Documentation. Requirements for the preparation of documents, approved by Order of Rosstandart dated 08.12.2016 No. 2004-st.

2.35. Departmental building codes “VSN 51-1-80. Instructions for construction works in protection zones of main pipelines of the Ministry of Gas Industry", approved by Order of the Ministry dated 05.03.1980 No. VD-440.

3. TERMS, DEFINITIONS AND ABBREVIATIONS

3.1. In these Regulations the following terms and definitions are used:

Accident - destruction of structures and (or) technical devices used in hazardous industrial facility, uncontrolled explosion and/or release of hazardous substances;

Harmful occupational factor - occupational factor potentially liable to cause desease to exposed personnel.

Gas fields - business units (GP-41, GP-51) of the Customer, which operate wells, utilities, structures, roads and other facilities of the Customer in the territory of sections 4A and 5A of Achimov deposits of the Urengoy OGCF.

Customer - Achim Development LLC, which enters into a contract for certain types of work/services and performs its duties in accordance with the Civil Code of the Russian Federation. The customer is a representative of the business unit of a Company, which has concluded a contract for construction, repair, reconstruction, modernization, technical re-equipment, minor repairs and overhaul.

Procurement initiator - business unit of the Customer interested in the procurement of goods, works and services, initiating its implementation.

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

Well cluster is a group of wells wellheads of which are located on a common cluster pad and are separated from another cluster or a single well to a design distance.

Cluster pad - a limited area of the field where a special site has been prepared to accommodate a group of wells, oil and gas production equipment, service and amenity rooms, etc.

Work permit - an assignment to perform work drawn up on a prescribed form and defining the content, place of work, conditions of safe conduct, time of its beginning and end, staff of the team responsible for the safe performance of work.

Facility - freestanding buildings or structures of various functional purposes included in the construction (construction stages) and operation, linear part of gas pipelines, compressor stations, gas treatment and industrial facilities and/or other construction and operation facilities (reconstruction, modernization, technical re-equipment, current and: overhaul repairs) provided for in the design solutions.

Hot work - technological operations involving the use of open flame, new formation and heating to a temperature capable of igniting gas, flammable liquids, materials and structures (electric welding, gas welding, gasoline and kerosene cutting, soldering works, machining metal with the generation of sparks, etc.).

Hazardous area is an area in which hazards related or unrelated to the nature of the work being performed are or may be present at all times. Boundaries of hazardous areas are shown in Appendix No. 1 of these Regulations.

Hazardous industrial facility - enterprises or their shops, sites, platforms as well as other industrial facilities specified in Appendix 1 to the Federal Law dated 21.07.1997 No. 116-FZ "On industrial safety of hazardous industrial facilities".

Hazardous occupational factor - occupational factor liable to cause injury to exposed person.

Protection zone - area along engineering utilities (pipelines, product pipelines, overhead power lines, cable communication lines, etc.) in the form of land plot and (or) airspace limited by vertical planes on either sides of the outermost utilities when not disconnected (active) at a distance (in meters) established by special rules, norms and instructions. Dimensions of the protection zones are shown in Appendix No. 2 of these Regulations.

Contractor (Subcontractor) - a legal entity that performs works/provides services on cluster pads and in protection zones of the Customer (minimum allowable distance zones) on the basis of contractor's (subcontractor's) agreement in accordance with the

Civil Code: Russian Federation.

The Customer's authorized representative is a person representing interests of the Customer, authorized to act on behalf of the Customer.

The Contractor's (Subcontractor's) authorized representative is the person representing interests of the Contractor (Subcontractor) who is authorized to act on behalf of the Contractor (Subcontractor).

Hazardous operations - works (except in emergency situations), before the beginning of which it is necessary to implement a number of mandatory organizational and technical measures to ensure safety of workers during the performance of these works.

Head of the hazardous industrial facility - the head of site (service, etc.), authorized to make decisions and issue orders on the implementation of industrial safety requirements at the facility entrusted to him.

Well - a circular mining excavation drilled from the earth surface or from an underground mine without human access to the bottom hole at any angle to the horizon, the diameter of which is much less than its depth.

Equipment of individual and collective protection of workers - technical means used to prevent or reduce the exposure of workers to harmful and (or) dangerous production factors as well as to protect against contamination.

Well construction is the stage of the well lifecycle, where the process of its creation is implemented and its quality is formed. It follows the design phase and precedes the operation phase.

3.2. Abbreviations

DR – drilling rig;
EX – explosives;
EM – explosive materials;
MWKS – militarized well-kill service;
GOWI - gas, oil and water inflow;
GF– gas field;
PWL - production well logging;
GDR – gas dynamics research;
GD – geologic division;
GGH – gas gathering header;
HF – hydraulic fracturing;
HFU – horizontal flare unit;
GTS – geotechnical survey;
GTP – geotechnical plan of works;
GTM – geological-technical meeting;
KL – kill line;
CH – casing head;
WW – well workover;
SEC – subsurface equipment complex;
PL – power line;
MTR - material and technical resources;
TUB – tubing;
WDD – well drilling department;

CCD – capital construction department;
EP — environmental protection;
EPD – environmental protection department;
IS – industrial safety;
FS – fire safety;
OHIFSD – occupational health, industrial and fire safety department;
BEPE – blasting explosive perforation equipment;
BPE – blowout prevention equipment;
BPO – blasting perforation operations;
PDS – production dispatcher service FR – field research;
ERP – action plan for the localization and elimination of the consequences of emergencies (emergency response plan);
FGT – field geophysical surveys;
CMP – construction management project;
PHU – portable hoist unit;
WEP – work execution plan;
WBS – well blowout safety;
PPE — personal protective equipment;
TO – tripping operations;
CAO - construction and assembling operations;
VEH – vehicle;
FL – flare line;
XMT – X-mas tree.

4. GENERAL REQUIREMENTS FOR THE ORGANIZATION AND EXECUTION OF WORK AT THE CUSTOMER'S HIF

4.1. If the decision is made to engage a Contractor (Subcontractor) to perform works/services, it may be assessed for compliance with the Customer's EP & OHIFS requirements, if necessary.

4;2. Assessment of the Contractor (Subcontractor) is carried out to protect the Customer from the performance of works / services that do not meet requirements in the field of EP & OHIFS and consists of three stages.

4.2.1. Assessment of the Contractor (Subcontractor) before conclusion of the Agreement,

4.2.2. Assessment of the Contractor (Subcontractor) during the performance of works/ services under the Agreement.

4.2.3. The Contractor (Subcontractor) performance assessment upon completion of works/ services under the Agreement.

4.3. Assessment of the Contractor (Subcontractor) for compliance with EP & OHIFS requirements is carried out at the stage of pre-qualification or at the stage of procurement of works/ services.

4.4. Assessment of the Contractor (Subcontractor) for compliance with the Customer's requirements in the field of EP & OHIFS and fire safety is carried out when reviewing the Contractor's (Subcontractor's) proposal by the environmental protection departments, OHIFSD, business unit of the Customer being the initiators for the procurement of works/ services as well as by other business units of the Customer, if

necessary, when selecting the Contractor (Subcontractor) within not more than 5 (five) working days from the date of receipt of the documents package as well as in accordance with the method for assessment of competitive procurement based on the documents mandatory for submission by participants of the procurement. Registration of the assessments is made by the EPD and fire safety experts in the log, which includes information on the date of receipt of documents, name of the Contractor (Subcontractor) and the type of work/ services, the qualification zone to which the Contractor (Subcontractor) is assigned,

4.5. In order to perform works/ services at all the Customer's HIF of I, II, III hazard classes, ERP are developed by the Contractor (Subcontractor) in the manner prescribed by the Regulation on Development of Action Plans for Localization and Liquidation of Accidents at Hazardous Industrial Facilities, approved by the Russian Federation Government Regulation No. 730 of 26.08.2013. ERP with evacuation maps for the Contractor's (Subcontractor's) personnel shall be developed taking into account conditions of the work site. Before the start of work the ERP is agreed with the Customer.

4.6. Heads of the Customer’s business units being administrators of agreements on activity areas and Contractors (Subcontractors) shall ensure confidentiality and ensure safety of personal data processed in the course of performance of obligations under the agreement for works / services in accordance with requirements of the Federal Law No. 152-FZ of 27.07.2006 "On Personal Data" and other regulations adopted in accordance with it,

4.7. Performance of works/provision of services by the Contractor (Subcontractor) at the Customer's HIF in during the agreement conclusion is allowed upon availability of a written permission of the Customer’s General Director with the subsequent execution (provision) of documents provided for by this Regulation.

4.8. Engagement of the Subcontractor by the Contractor in order to ensure safe and effective execution of works/provision of services at the Customer's HIF is allowed only upon written permission of the Customer's General

Director and provided that the subcontract agreement reflects requirements for the Subcontractor to comply with these Regulations.

4.9. The Contractor (Subcontractor) shall independently conclude contracts with specialized organizations licensed to remove from the Customer's HIF, transport, transfer for use, neutralization, disposal of production and consumption waste, sewage, construction waste and household waste generated as a result of industrial and economic activities. Maintain a primary waste management log and submit documents confirming the removal and disposal of waste to the EP department.

4.10. The Contractor's (Subcontractor's) employees who come to the Customer's facilities to perform works/provide services shall be provided with special clothing, special footwear and other personal and collective protective equipment, washing and decontaminating agents that have undergone mandatory certification or declaration of compliance in accordance with the established standards and taking into account harmful and (or) hazardous production factors (hazards) that occur when performing works/providing services.

The Contractor's (Subcontractor's) employees must be trained in the first aid treatment.

4.11. In case of works/ services at the Customer's HIF

subject to licensing in accordance with legislation of the Russian Federation, the Contractor (Subcontractor) shall have a

license for relevant types of work and SRO (self-regulating organization) permit.

4.12. When preparing to perform the works/provide the services specified in Section 1.4 of these Regulations, responsible persons shall be appointed at the Customer's HIF by relevant orders of the Customer.

4.12.1. On the Customer's side, the Head of the HIF (or a person authorized by the order), for organizing and carrying out preparatory activities at the Customer's HIF for further safe performance of works/provision of services by the Contractor (Subcontractor).

4.12.2. On the part of the Contractor (Subcontractor) - responsible person, appointed by order of the Head of the Contractor (Subcontractor), for the organization of safe execution of works / provision of services, health, industrial and fire safety, safe execution of works by cranes and crane-manipulators at the Customer's HIF, for observance of terms of the agreement, the Customer's regulatory documents and approved plans, programs of works / services.

4.13. Persons with professional education in their specialty, who have passed the necessary training and appropriate knowledge tests, are allowed to manage and perform the work/provide the services specified in paragraph 1.4 of these Regulations.

4.14. Personnel of repair, adjustment and other specialized Contractors (Subcontractors) shall undergo mandatory training,

testing of knowledge of the rules and regulations and shall be allowed to work independently in their organizations.

4.15. Transportation of oversized, heavy and dangerous goods on the Customer's roads is carried out: in accordance with the local regulations of the Customer.

4.16. Traffic of vehicles and special equipment of the Contractor (Subcontractor) over the Customer's pipelines outside specially equipped places is prohibited.

4.17. In cases where the performance of work/provision of services by the Contractor (Subcontractor) requires moving over the pipelines outside specially equipped places, the move is arranged by the Contractor (Subcontractor) in accordance with the Industry-Specific Construction Standards "VSN 51-1-80. Instructions for construction works in protection zones of main pipelines of the Ministry of Gas Industry", approved by Order of the Ministry of Gas Industry dated 05.03.1980 No. VD-440.

4.18. It is forbidden to drive off the backfilled design roads onto reclaimed land, or to roll or cut new clearings through the tundra in summer. In the event of disturbance of the land cover or other violations of environmental legislation outside the land allotment, the Contractor (Subcontractor) shall restore the vegetation cover as soon as possible with preparation of the certificate and reimburse the documented losses incurred by the Customer and: penalties applied to the Customer for these violations.

4.19. If in order to perform works/provide services at the Customer's facilities and utilities, the Contractor (Subcontractor) needs to move equipment in the protection zones of other Organizations (crossing power lines, railway lines, main pipelines and

other natural and man-made obstacles), the Contractor (Subcontractor) must independently execute the necessary permits to perform works/provide services in the protection zones of these organizations.

4.20. When preparing and performing the work/services specified in cl.1.4 of these Regulations at the Customer's HIF, the following shall be taken into account.

4.20.1. Boundaries of hazardous areas (Appendix No. 1), within which the hazard applies.

4.20.1.1. Electric shock hazard.

4.20.1.2. Exposure to harmful substances.

4.20.1.3. Rotating parts of machines and equipment.

4.20.1.4. Areas, over which the loads are moved by lifting cranes.

4.20.1.5. During pneumatic and hydraulic testing of pipelines.

4.20.1.6. Sparks flying during electric welding (cutting).

4.20.2. The size of the protection zones (Appendix No. 2) to eliminate the possibility of damage.

4.20.2.2. Pipelines (any type of laying).

4.20.2.3. Power grid facilities.

4.20.2.4. Hazardous industrial facilities.

4.20.2.5. Gas distribution networks.

4.20.3. The works in the overhead and cable protection zones shall be performed only after coordination of the scope, terms and procedure of works/provision of services with the owner of the electric grid facilities.

4.20.4. In the protection zones of electrical networks and pipelines it is prohibited to carry out any actions that may disrupt the safe operation of facilities, including leading to their damage or destruction, causing harm to the life, health and property of citizens and individuals or legal persons as well as causing environmental damage and fires.

4.20.4.1. Throw foreign objects on wires and overhead line towers as well as climb over overhead line towers.

4.20.4.2. Drive under wires and near overhead power line towers with the risk of damaging them.

4.20.4.3. Arrange dumps.

4.20.4.4. Store or arrange storage facilities for all kinds of materials, including fuel and lubricants.

4.20.5. Contractors (Subcontractors) who have received written consent to perform works/provide services in the protection areas of electrical networks shall perform them in compliance with conditions ensuring the safety of these networks.

4.20.6. Following activities are forbidden within the protection zones without a written approval of the grid owners.

4.20.6.1. Construction, overhaul, reconstruction or demolition of any buildings and structures.

4.20.6.2. Traffic of machines and mechanisms with a total height with or without load from the road surface more than 4.5 meters.

4.20.7. Any works and activities carried out in the protection zones of pipelines except for repair and restoration and agricultural works, can be performed only after obtaining a permit from the Customer to perform works in the protection

zone of the main pipeline.

4.20.8. In the protection zones of pipelines, it is prohibited to perform any actions that may disrupt the normal operation of pipelines or cause damage to them, in particular:

4.20.8.1. Move, backfill and break identification and signal signs, test posts.

4.20.8.2. Open hatches, gates and doors of unattended cable communication amplifier stations, fences of line valve assemblies, cathodic and drainage protection stations, line and observation wells and other line devices open and close cocks and gate valves,

turn off or turn on communications equipment, power supply and pipeline telemechanics.

4.20.8.3. Arrange all kinds of dumps, pour out solutions of acids, salts and alkalis.

4.20.8.4. Destroy bank protection structures, culverts, earthworks and other structures (devices) protecting the pipelines from destruction and the adjacent area and surrounding terrain - from accidental spills of transported products.

4.20.8.5. Make a fire and place any open or closed sources of fire.

4.20.9. When preparing to perform the works/services specified in clause 1.4 of these Regulations, additional measures for safe work performance must be developed at the Customer's HIF taking into account an actual location of the field equipment and pipelines.

4.20.10. During the construction of facilities, CCD specialists together with the Head of the hazardous industrial facility (or a person authorized by the order) develop and agree on the diagram for delimitation of areas of responsibility in the Hazardous Industrial Facility of the Achim Development LLC (Appendix No. 7a) indicating the location of equipment, the route for movement of equipment and personnel of the Contractor (Subcontractor), means of collective protection, fire safety equipment.

4.20.11. When mobilizing machines on crawler tracks or with metal spurs on the wheels, it is prohibited to drive on roads with asphalt and concrete surfaces as well as on road slabs.

4.21. Places of work/provision of services, within which hazardous and harmful factors are or may potentially act, must be marked with appropriate safety signs in accordance with requirements of GOST R 7.0.97-2016. National Standard of the Russian Federation. System of Standards for Information, Library and Publishing. Organizational and Administrative Documentation. Requirements for the preparation of documents approved by Order of Rosstandart dated 08.12.2016 No. 2004-st.

4.22. Performing works/providing services in places that require a permit to work is allowed only after the permit has been issued. Recommended forms of work permits are shown in Appendices 3, 4, and 5 of these Regulations.

4.23. Organization and performance of hot and gas work as well as execution of work permit for hot and gas work in explosive and fire-hazardous facilities is carried out in accordance with the Federal norms and rules in the field of industrial safety "Rules of safe performance of gas, hot and repair works" approved by Order of Rostekhnadzor dated 20.11.2017 No. 485 and Rules of fire prevention regime in Russian Federation approved by Resolution of the Government of the Russian

Federation dated 25.04.2012 No. 390.

4.24. The Contractor shall provide target briefings to its own personnel as well as the Subcontractor's personnel involved in hot work and gas work.

4.25. Employees of the Contractor (Subcontractor) allowed to carry out works/provide services at explosive and fire-hazardous facilities must have a qualification certificate and a certificate of occupational safety as well as documents confirming the passing of training on fire safety basics; when working at the Customer wells (except for: water wells) a certificate on passing the course "Well Control is necessary. Well control during GOWI".

4.26. The Contractor (Subcontractor) shall ensure compliance with legislative and regulatory acts on health and safety, labor, fire, industrial and environmental safety on the areas allocated for the performance of works/ services to the Contractor (Subcontractor).

4.27. Unauthorized presence of employees, machinery and equipment outside the area of responsibility of the Contractor (Subcontractor) at the Customer's hazardous industrial facilities specified in the Certificate of Admission for works at the Customer's hazardous industrial facility (Appendix No. 6, Appendix No. 6a) and typical diagram for delimitation of responsibility areas at the territory of the Achim Development LLC gas condensate well cluster (Appendix No. 7), is prohibited.

4.28. The Contractor's (Subcontractor's) personnel having admission to the Customer's hazardous industrial facilities shall have the right and perform only those works and only in those places which are defined in the typical diagram for delimitation of areas of responsibility in the territory of Achim Development LLC gas condensate well cluster (Appendix No. 7), the Certificate of well (facility) handover (Appendix No. 21), Work plan, work permit for performing hot work (Appendix No. 3), work permit for gas work (Appendix No. 4), work permit for repair works (Appendix No.5) or work permit for performing works in the territory of hazardous industrial facility of the Customer (Appendix No. 6).

4.29. To ensure quality and failure-free performance of works/ services specified in paragraph 1.4 of this Regulation, the Customer shall assess the compliance of equipment, components and materials, production control of the (Subcontractor) performance of works by the Contractor. Business unit initiating the work/service shall ensure continuous control of the work by the Contractor (Subcontractor) on site with a continuous video recording of the work/services.

4.30. Heads of the HIF (or a person authorized by order) and business units of the Customer, the State Supervision authorities and the MWKS have the right to stop the work performed by the Contractor (Subcontractor) with violations of requirements specified in regulatory documents and these Regulations.

4.31. When stopping the performance of works / rendering of services, the representatives of the above supervision and control authorities, except for the representatives of business units of the Customer, prepare a relevant document (report, certificate, prescription, etc.) in the prescribed manner.

4.32. Heads of HIF (or a person authorized by the order) and business units of the Customer at work stoppage shall draw up an Instruction Act to stop the work in accordance with Appendix No. 8 of these Regulations. Resumption of work is permitted after the elimination of violations with the issuance of a permit by the person

who issued the Instruction Act to stop the work in accordance with Appendix No. 8.

4.33. The persons responsible for the operational management of the works, the head of the HIF (or a person authorized by the order) and the Customer's PDS shall be immediately notified of the suspension of works. Head of the works takes measures to eliminate the violations identified.

4.34. The Contractor (Subcontractor) shall be obliged to follow the Customer's instructions.

4.35. The Contractor (Subcontractor) shall assist in conducting inspections in the field of health, safety, industrial and fire safety and environmental protection activities by state regulatory authorities and business units of the Customer, provide necessary information upon request and inquiries.

4.36. Operational control over the implementation of the agreed and approved: plan, works to perform works/ services at the Customer's hazardous industrial facilities shall be carried out in accordance with their job descriptions by the engineering and technical staff of the Customer's business units.

4.37. The Contractor (Subcontractor) shall daily provide via communication channels (telephone, e-mail, etc.) information (daily summary) on performed works/services rendered at the Customer's HIF to the Customer's PDS and the Customer's business units by area of activity with indication of the main process parameters and time.

5. OBTAINING ADMISSION FOR THE CUSTOMER'S HIF

5.1. To perform the works/provide the services specified in paragraph 1.4 hereof, the Contractors with which the Customer has duly entered into contractor agreements shall be allowed to the Customer's HIF.

5.2. Subcontractors shall be allowed to perform work/services on the basis of subcontractor agreements signed with the Contractors in accordance with the established procedure subject to the Customer's written approval.

5.3. The Contractor, within three (3) working days after signing the contract with the Subcontractor, shall provide the Customer with a certified copy thereof.

5.4. Prior to the commencement of work/provision of services at the Customer's HIF, the Customer shall provide the Contractor (Subcontractor) with a diagram for the location

of subsurface and surface utilities, access roads, field facilities and residential settlements (if any).

5.5, Not later than 20 (twenty) days prior to the beginning of the works/provision of services at the Customer's HIF the Contractor (Subcontractor) shall submit the following documents with a register to head of the Customer's business unit, which is the supervisor of the contract for the activity area (according to the type of work).

5.5.1. Copy of joint order between the Customer and the Contractor (Subcontractor).

5.5.2. WTS (well testing shop) WEP.

5.5.3. Process charts and regulations for the works executed.

5.5.4. Schedules of combined works (if there are Subcontractors) ensuring safe working conditions, mandatory for all organizations and persons in the area.

5.5.5. Cover letter signed by an authorized person, indicating the type of work/services to be performed.

5.5.6. A register of documents attached to the cover letter, drawn up in duplicate and signed by an authorized person of the Contractor (Subcontractor).

5.5.7. A copy of the agreed and approved work/service plan.

5.5.8. Certificate for employees assigned to the Customer's hazardous industrial facility, indicating data on the profession (position) and training. Form of the certificate is given in Appendix № 10. The certificate is signed by an employee of the personnel service, an authorized person of the Contractor (Subcontractor) and is certified by seal of the organization. For all employees of the Contractor (Subcontractor) who will be additionally sent to the Customer's facilities, the Contractor (Subcontractor) shall issue an additional certificate.

5.5.9. Copies of protocols for certification of managers and specialists in the field of industrial safety.

5.5.10. Copies of protocols for testing the knowledge of occupational safety requirements of managers and specialists.

5.5.11. Copies of reports for safety knowledge assessment of workers in the main and combined occupations.

5.5.12. Copies of reports (certificates, excerpts from logs of knowledge testing) on electrical safety (if necessary).

5.5.13. Copies of reports on the fire safety basics.

5.5.14. Copies of protocols confirming completion of training in well control during GOWI (when necessary),

5.5.15. Copies of qualification documents of the Contractor's (Subcontractor's) employees (certificate, professional certificate, diploma (for engineers and technicians)).

5.5.16. A copy of the order appointing persons responsible for organizing and ensuring safe work at the well (facility).

5.5.17. Copies of orders for admission to independent work of production personnel in the main and related professions as well as types of work, to maintenance of specific types of equipment and work with tools.

5.5.18. Copies of process charts, regulations, instructions and other regulatory documents that outline organizational and technical solutions for the safe performance of work/services;

5.5.19. Copies of certificates of the main technical devices used in the operation of HIF, certificates and declarations of technological regulations of the Customs Union.

5.5.20. Copies of certificates for applied materials.

5.5.21. Certificate of personnel training in safe work practices.

5.5.22. A certificate for the provision of personnel with necessary protective clothing, special footwear and other PPE.

5.5.23. Register of main risks in the performance of the type of work/provision of services and preventive measures to reduce their level. The register preparation example is shown in Appendix 11.

5.5.24. Prior to the start of work/provision of services a typical diagram for delimitation of responsibility areas on the territory of the gas condensate well cluster,

where the work/provision of services, is planned. Typical diagram should reflect the location of machinery, equipment, materials, routes of the vehicles traffic, tractor and other equipment, protection zones of existing utilities, the location of welding stations, residential trailers. A typical diagram of delimitation of areas of responsibility in the territory of the gas-condensate wells cluster of Achim Development LLC is presented in Appendix No. 7.

5.5.25. The certificate on the involved specialized equipment with indication of state, garage numbers of VEH, vEH owners and full names of drivers allowed to drive this Specialized equipment. The application form is given in Appendix No. 12. The certificate is signed by the technical manager or an authorized person of the Contractor (Subcontractor) and certified by the seal of the organization. For all specialized equipment of the Contractor (Subcontractor), which will be additionally sent to the Customer's facilities, the Contractor (Subcontractor) shall issue an additional certificate.

5.5.26. Copies of the VEH registration certificate or certificate of registration of a self-propelled vehicle.

5.5.27. Certificate of providing the VEH with an on-board VEH monitoring system (GLONASS, GPS etc.).

5.5.28. Copies of certificates for crane equipment with marks of partial and full technical inspection.

5.6. Representatives of the Contractor (Subcontractor) and the Customer shall make a detour of the access roads to the place of

work/provision of services in advance to assess the quality and possibility of passage of the Contractor's (Subcontractor's) machinery and equipment.

5.7. In the process of admitting the VEH of the Contractor (Subcontractor), the submitted information about the VH, the technical condition of the VEH is checked.

5.8. Upon successful passing the admission procedure, vehicle receives the pass, form of which is given in the Appendix No. 18.

5.9. The authorized representative of the Customer together with an authorized representative of the Contractor (Subcontractor) shall inspect the VEH. Place and time of the vehicle inspection is agreed by the Contractor (Subcontractor) with an authorized representative of the Customer.

5.10. Based on results of the VEH inspection, a checklist for VEH inspection shall be drawn up in forms specified in Appendices Nos. 13, 14, 15, 16, 17.

5.11. Upon checking the completeness of the documents package provided in cl. 5.5 of these Regulations, the head of the Customer's business unit, which is the agreement administrator in the area of activity, makes a note in the second copy of the register of transferred documents and returns it to the Contractor (Subcontractor), and transfers the package of documents to the EP & OHIFSD for checking the compliance with EP & OHIFS and induction training in accordance with the induction training program for third parties.

5.12. Results of the induction training conducted for employees of the Contractor (Subcontractor) shall be recorded in a separate induction training log for third parties. Employees of the Contractor (Subcontractor) who have undergone induction training shall be provided with a permit certificate, the form of which is given in Appendix No. 19.

5.13. After the induction training, the Contractor's (Subcontractor's) representative shall hand over the package of documents to the Head of the HIF (or a person authorized by the order) for obtaining admission to the Customer's HIF.

5.14. Copies of the documents provided under these Regulations shall be certified by the Contractor (Subcontractor) in accordance with requirements of GOST R 7.0.97-2016, National Standard of the Russian Federation, System of Standards for Information, Librarianship and Publishing. Organizational and Administrative Documentation. Requirements for the preparation of documents approved by Order of Rosstandart dated 08.12.2016 No. 2004-st.

5.15. All handwritten documents, signatures with clarifications and signature dates shall be in blue (violet) paste, no gel pastes are allowed. Handwritten changes and additions are allowed in black paste, and handwritten changes and additions in diagrams must be certified by a signature indicating the name and position of the person who made changes and be in blue (violet) paste, it is not allowed to use gel pastes.

5.16. In order to allocate an area for the Contractor (Subcontractor) at the Customer's HIF for performing works/providing services, the Customer shall take

preparatory measures to organize the performance of works/providing services and draw up an Acceptance and Delivery Certificate for the area, HIF area (Appendix No. 32). The Acceptance and Delivery Certificate is supplemented by a diagram indicating the actual dimensions of the site allocated, the location of the Contractor's (Subcontractor's) equipment, the diagram of movement of equipment and personnel of the Contractor (Subcontractor) on the territory of HIF. The report with appendices is drawn up in three copies: one to the Customer, another one is for the Contractor (Subcontractor), the third is for the team performing work on the well (facility).

5.17. After acceptance of the territory of work/service provision, the Contractor (Subcontractor) shall make preparations for the organization of work/service provision in the Customer's HIF territory. Control over the completeness of the Contractor (Subcontractor) activities shall be carried out by the Customer's CCD (capital construction department). Preparatory activities should additionally include works by the Contractor (Subcontractor) to install temporary fencing and temporary structures to ensure the safety of workers and those near existing facilities (equipment, utilities etc.) from falling materials and equipment.

5.18. Upon completion of the preparatory activities, the Contractor (Subcontractor) together with the CCD shall draw up a Certificate of Readiness to perform works/provide services (Appendix No. 3.1).

5.19. On the basis of the set of documents submitted according to Clause 5.5 of these Regulations, Head of the hazardous industrial facility (or a person authorized by the order) under the Work Permit at the Customer's hazardous industrial facility (Appendix № 6) admits the Contractor (Subcontractor) team to the hazardous industrial facility to perform the works/provide the services specified in Clause 1.4 of these Regulations.

5.20. After the Contractor's (Subcontractor's) team moves to the territory to perform works/provide services, the authorized representative of the Contractor (Subcontractor) shall notify the Head of the HIF (or the person authorized by the order) by submitting message (telephone message) to the Customer's PDS about the arrival of

personnel to the well (facility).

5.21. After checking the full set of documents and moving the team, Head of the HIF (or a person authorized by order) organizes an initial briefing at the workplace, information about briefings and the results of the check of documents are recorded in special logs with the acknowledging signatures of the person instructed and the instructor.

5.22. To identify the designated area, the Contractor (Subcontractor) must install an information board with the following information on it:

Company Name;

name of facility;

description of works performed;

list of PPE required for use at the facility;

layout of structures, shacks and platforms, traffic routes and parking lots;

vehicle speed limit;

primary fire extinguishing equipment locations;

waste storage sites;

routes for evacuation of personnel and transport;

position, full name of person responsible for safe works and a person replacing him/her;

telephone numbers for prompt communication with an authorized representative of the Contractor (Subcontractor).

5.23. The object for works/services specified in paragraph 1.4 of these Regulations is handed over by the Report of well (facility) handover (Appendix No. 21), which should reflect the condition of surface well equipment and wellbore area, instrumentation and controls. The report is drawn up in three copies: one to the Customer, another one is for the Contractor (Subcontractor), the third is for the team performing work on the well (facility).

5.24. Obtaining a permit for wells (facilities) is performed in accordance with cl. 5.19-5.22.

6. PREPARATORY WORK

6.1. After conclusion of the contract agreement, within 10 (ten) working days the Contractor (Subcontractor) shall prepare a draft Plan-schedule of works/ services at the site and send it to the Customer, the Customer within 3 (three) working days shall consider the draft Plan-schedule and, if there are no comments, approve it. The deadline for review and approval of the Plan-Schedule begins on the next business day after its receipt. If the Customer has comments, a list of comments with a cover letter is sent to the Contractor (Subcontractor). The Contractor (Subcontractor) within two (2) days is to eliminate the comments and re-send for approval. The Plan-schedule can take into account unnumbered wells (facilities) by type of work with indication of standard duration.

6.2. In order to draw up a work plan for the performance of work/provision of services specified in clauses 1.4.1 - 1.4.4 of these Regulations, the Customer shall submit following documents to the Contractor (Subcontractor):

6.2.1. Work Order for works/services indicating the purpose and approximate scope of work (Appendices Nos. 23, 24) in accordance with the annual or updated

plan-schedule.

6.2.2. If necessary, the Customer shall additionally provide access to the available technical, geological and field geophysical information for preparation of the work plan, including data on well operation before the work/ services execution

confirmed by the well logging data or data of the studies of the idle well current state.

6.3. The Contractor (Subcontractor), within 5 (five) working days from the date of receipt of documents specified in clauses 6.2.1-6.2.2 of these Regulations, develops a work plan and submits it to the Customer.

6.4. Within 5 (five) working days the work plan is checked and approved by representatives of business units in the Customer's area of activity and agreed with the Chief Engineer - First Deputy General Director of the Customer or the Deputy General Director - Chief Geologist of the Customer. The deadline for review, alignment and approval of the work plan begins on the next business day after receipt by the Customer.

6.5. The Technical Manager of the Contractor (Subcontractor) approves the work plan agreed by the Customer.

6.6. After approval by the Customer, the work plan shall be submitted to the Contractor (Subcontractor) for execution.

6.7. The Contractor (Subcontractor) shall notify the Customer at least five (5) working days in advance of the date of commencement of work/provision of services by telephone to Customer’s PDS,

6.8. Depending on the type, place and conditions of work/service provision, the Customer's GF representatives shall perform preparatory work to organize the place of work/service provision, necessary to ensure the safety of work/service provision, including.

6.8.1. Release of the territory by the Customer within the Contractor's (Subcontractor's) area of responsibility to accommodate the team's equipment from foreign objects,

6.8.2. Clearing and preparation of access roads to facilities where work/services are performed.

6.8.3. Designation of subsurface utilities.

6.8.4. Transfer of the territory to the Contractor (Subcontractor) for the performance of works / services in accordance with the diagram for delimitation of areas of responsibility.

6.9. Maintenance of the area adjacent to the well, the territory at the cluster pad and the territory occupied by the team equipment (leveling, snow clearance in winter, etc.) during the performance of work/ services specified in paragraph 1.4 of these Regulations, shall be performed by the Contractor (Subcontractor).

6.10. Preparatory activities must be completed before the mobilization of the team (crew) to the cluster pad or work/service facility.

6.11. The Contractor (Subcontractor) shall check the readiness of the route of units (plants) and equipment before starting work/services for moving the team to the well (facility).

6.12. The Contractor (Subcontractor) organizes the traffic of vehicles, tractors and other equipment on the territory of HIF in accordance with cl. 4.15 - 4.18 of these

Regulations.

6.13. If hydrocarbons contaminate the soil/earth, water bodies located in the area of work/ services, the cleaning of the territory is made by the guilty party with the reclamation of land before the signing: Well (facility) Acceptance Certificate (Appendix № 20) after the works/ services have been performed.

7. ORGANIZATION AND PERFORMANCE OF WORKS AT THE CUSTOMER HIF

7.1. Organization and construction of facilities at HIF

7.1.1. The Contractor (Subcontractor) shall, prior to the commencement of work/ services at the Customer's hazardous facilities

7.1.2. Familiarize the team members, against their signature with the CMP, WEP, the work plan, possible complications and accidents during the work, the ERP.

OHIFSD specialists to hold briefings with team members in the workplace, as well as the necessary OHIFS and WBS briefings in accordance with the procedure and programs developed and approved in accordance with requirements of legislative and other normative and legal acts, technical and operational documentation. Information about briefings are recorded in special logs with the acknowledging signatures of the instructed and the instructor. Repeated training of the Contractor's (Subcontractor's) employees shall be carried out at least once every 6 months.

7.1.3. Ten (10) days prior to commencement of work/service performance, the Contractor (Subcontractor) shall submit the schedule of work performance to the Customer for agreement and approval.

7.1.4. Prior to commencing work, the Contractor (Subcontractor) together with the Customer's CCD specialists shall check the condition of the access roads and the area for work/ services.

7.1.5. During the period of preparation for the performance of work/services, the Customer's CCD shall provide the Contractor (Subcontractor) with all the design documentation necessary for the performance of work.

7.1.6. The Contractor (Subcontractor) together with the Customer's CCD shall submit for approval to the Head of the HIF (or a person authorized by the order) a diagram for delimitation of responsibility areas in the territory of the HIF indicating the locations of fencing, protective structures, Customer's facilities, equipment, the route for movement of machinery and personnel of the Contractor (Subcontractor). The Contractor (Subcontractor) is prohibited from using an area not specified in the diagram.

7.1.7. The Customer shall transfer to the Contractor (Subcontractor) a part of the territory of the HIF for performing works/providing services before the beginning of works and accept this territory from the Contractor (Subcontractor) after their completion according to Certificate of the established form (Appendix No. 32).

7.1.8. Prior to the start of construction, a real-time video surveillance system is installed at the site with broadcasting to the heads of interested departments of Achim Development LLC.

7.1.9. Before the start of each stage of the facility construction, MTR should be delivered storage and placement of which should be arranged in accordance with the equipment layout diagram (Appendix No. 31). The Contractor (Subcontractor) is

responsible for procurement (with the exception of the Customer's supply equipment) and delivery of equipment. Control over timely procurement and delivery of equipment for works/ services is carried out by Achim Development LLC business unit responsible for execution of the contract of construction, repair, reconstruction, modernization, technical re-equipment, minor repairs and overhaul, service rendering.

7.1.10. At the site of work/service provision the Contractor (Subcontractor) shall, according to the diagram, install a fence with warning and prohibiting signs in accordance with the requirements of Regulations (SNiPs, GOSTs, rules, etc.).

7.1.11. Responsible persons appointed by orders or instructions of the Contractor (Subcontractor) and the Customer's CCD to perform CAO in the allocated area (GP-41, GP-51, gas pipeline, condensate pipeline, GGH, crane unit, pad), must maintain continuous video recording throughout the working hours. Every day (or every shift) after the end of the work, the video material shall be handed over to head of the HIF (or a person authorized by the order).

7.1.12. Every day (every shift) after the completion of work/services, the staff must clean the workplace, remove the remains of materials generated in the production process to designated places, remove tools and equipment to the designated place for storage, check fire safety and present to the responsible manager.

7.1.13. Acceptance of the completed work shall be performed by the commission appointed by order of the Customer.

7.2. Organization and production of preparatory and rig-installation work

7.2.1. Ten (10) days prior to start of the rig-installation work, the Contractor (Subcontractor) shall send the network schedule of the rig-installation work to the Customer for approval and agreement.

7.2.2. Prior to the start of the rig-installation work, the Contractor (Subcontractor) must check the condition of access roads and a base of the cluster pad (including the construction of the pad under the BPE, FL, HFU building).

7.2.3. During the period of preparation for the construction of the well at the cluster, the Customer shall provide the Drilling Contractor (Subcontractor) with the approved design documentation at least sixty (60) days before the well construction start; the project should specify the location of gas field equipment and facilities taking into account the drilling operations.

7.2.4. The Customer shall transfer a part of the cluster pad area to the Drilling Contractor (Subcontractor) prior to the start of works and shall accept from the Drilling Contractor (Subcontractor) this area after the works under Certificates of the established form (Appendices No. No. 20,21).

7.2.5. The Customer shall provide the Drilling Contractor (Subcontractor) with an approved cluster plan, the Well Location Report, the direction azimuth of the machine, the layout of subsurface and surface utilities, access roads, field facilities and residential settlements in the area of work.

7.2.6. The Drilling Contractor (Subcontractor), within five (5) days after signing the Act of the well, shall submit the geological and technical order for the well, the bottom hole location plan and the well trajectory for the Customer's approval.

7.2.7. Prior to the start of the well drilling, work must be completed on the

installation of the drilling rig, the construction of external and internal utilities and facilities necessary for construction of the well. The works are performed by the Drilling Contractor (Subcontractor),

7.2.8. Installation of the drilling rig and associated installations should be carried out in accordance with the project for the construction of wells that passed state, industrial and environmental expertise.

7.2.9. The commission appointed by order of the head of the Contractor (Subcontractor) accepts the completed work.

7.2.10. Prior to each stage of well construction, materials and equipment should be delivered according to the list and in volumes determined by the well construction project, their storage and placement should be carried out in accordance with diagram of drilling equipment and surface facilities in the well construction project. The Drilling Contractor (Subcontractor) is responsible for procurement (with the exception of the Customer's supply equipment) and delivery of equipment.

7.3. **Organization and execution of works during the construction of wells**

7.3.1. Drilling of the well on cluster should be carried out in accordance with the well construction project and the initial data issued by the geological department and the Chief Surveyor Service of the Customer.

7.3.2. The Drilling Contractor (Subcontractor) develops a well drilling plan according to the well construction project and the initial data provided by the Customer (actual coordinates of the well cluster and wellheads and displaying the access road; azimuth of the machine direction; directive angle of the well direction; coordinates of the well entrance into the production formation roof and the well bottom). The borehole drilling program, the plan of the location of design faces, well paths of the cluster are approved by the technical manager of the Drilling Contractor (Subcontractor) and agreed with the geological department and the department of drilling wells of the Customer.

7.3.3. The Drilling Contractor (Subcontractor) draws up and approves with the Client the actual layout of the equipment available on the well cluster.

7.3.4. Drilling and anchoring of guide, intermediate casing, production casing and liner, installation of BPE is performed by Drilling Contractor (Subcontractor).

7.3.5. Geophysical support of the construction, GTS is performed by the PWL Contractor (Subcontractor).

7.3.6. Works on well construction after receiving a permit, equipment and materials for drilling shall begin with a daily briefing of personnel (drilling watch) by an authorized representative of the Drilling Contractor (Subcontractor) (drilling foreman, geologist, technologist) in the presence of the supervisor and Contractor (Subcontractor) for geophysics (geological and technological research), subcontractors of the Drilling Contractor.

7.3.7. During the shift-to-shift briefing of personnel (watch) and prior to admission to work by an authorized representative of the Contractor (Subcontractor), tasks for the shift are given, technological parameters of works are specified. The issued tasks are recorded in the drilling log signed by responsible persons of the Contractor (Subcontractor) who issued the task. The Contractor's (Subcontractor's) personnel signatures certify receipt of the shift assignment.

7.3.8. It is forbidden to change parameters of flushing fluids, technological parameters of well deepening, modes of equipment operation without agreement with the Customer and Contractor (Subcontractor) for designer's supervision.

7.3.9. If complications arise during drilling (sinkholes, cavings), prompt decisions (input of filler, changes in physicochemical, rheological and structural-mechanical properties of the drilling fluid, etc.) shall be made by the Drilling Contractor (Subcontractor) with immediate notification of the Customer. The decisions made in any case should not reduce the reliability and efficiency of the subsequent operation of the well and the safety of works. The decision to change the project is made by the Customer and the Supervision Contractor.

7.3.10. If any defects are found in the well, the Drilling Contractor (Subcontractor) shall be liable in accordance with its contractual obligations.

7.3.11. Deviations from the design documentation coordinated in the prescribed manner with the Customer and the design organization, are transferred to the well in the form of GTM Minutes (or copies thereof). It is allowed to transmit information about the agreed changes in the form of the telephone message by responsible persons with the subsequent transfer of the agreed change in hard copy.

7.3.12. If in the course of well construction deviations from the design documentation, regulatory documents are revealed that create an incident (threat to the health and life of workers) or may lead to an

incident, an authorized representative of the Contractor (Subcontractor) prohibits or suspends further work unless it leads to an aggravation of the situation. Further work is allowed only after the causes of the prohibition have been eliminated.

7.3.13. The process of running SEC in is performed by the Drilling Contractor (Subcontractor) under the supervision of authorized representatives of the Customer and includes the following works.

7.3.13.1. Liner calipering, scraping of the production isolation packer installation interval.

7.3.13.2. Receipt and delivery of SEC components to the well.

7.3.13.3. SEC re-entry and revision, preparing for running-in in accordance with the manufacturer's requirements.

7.3.13.4. SEC assembly.

7.3.13.5. Running-in of the production string with SEC, control and data lines to the design depth.

7.3.13.6. Shut-off valve running-in and installation of a suspended roller for lowering the shut-off valve hydraulic control line.

7.3.13.7. Mounting and pressure testing of the control line connection when the shut-off valve is run-in.

7.3.13.8. Dismantling of BPE, mounting and pressure testing of XMT, FL and KL.

7.3.13.9. Piping and completing the XMT of the well for the installation of downhole equipment.

7.3.13.10. Ensuring that the pressure in the control line is maintained throughout the ROH of the BHA.

7.3.13.11. The well conversion to the development liquid.

7.3.13.12. Installing (if necessary) a blind plug in the landing nipple to seal the

packer.

7.3.13.13. Packer activation and leak testing according to the manufacturer's instructions.

7.3.13.14. Removal (if necessary) of a blind plug from the landing nipple using wire rope technology with the assistance of a specialized organization.

7.3.13.15. Opening-closing of the circulation coupling window (if necessary).

7.3.13.16. Closing-opening of the shut-off valve (if necessary).

7.3.14. Binding of the packer installation interval is performed by the PWL Contractor (Subcontractor).

7.3.15. The launching of SEC should be carried out in accordance with the work plan agreed with the Customer, MWKS and other organizations involved in the works. The work plan must provide for the fulfillment of the requirements of the project for the construction of wells taking into account the conditions of a particular well and include a full description of the work carried out indicating the responsible persons and all measures for the safety of works.

7.3.16. If hydraulic fracturing of the well is necessary, the Drilling Contractor (Subcontractor) organizes this type of work.

7.4. Organization and performance of work on the drilling rig movement

7.4.1. The Drilling Contractor (Subcontractor) shall dismantle and move the drilling rig to subsequent wells.

7.4.2. The Drilling Contractor (Subcontractor) shall draw up and approve with the Customer the diagram for the drilling rig movement to the subsequent wells,

7.4.3. The Drilling Contractor (Subcontractor) shall notify the Customer's PDS at least five (5) working days prior to the planned movement of the drilling rig by telephone message.

7.4.4. All activities on the drilling rig movement to a new location are in accordance with Federal Norms and Rules in the Field of Industrial Safety "Rules for Safety in Oil and Gas Industry" (as approved by Order of the Federal Service for Environmental, Technological and Nuclear Supervision No. 101 dated March 12, 2013.

7.4.5. In the case of moving the drilling rig from one position to another within the same cluster pad, simultaneous performance of work in the hazardous area for the period of the drilling rig movement is not allowed.

7.4.6. Works on the drilling rig movement are carried out under the supervision of the responsible lead (foreman) of the high installation team appointed by order of the Drilling Contractor (Subcontractor).

7.5. Organization and performance of BPO

7.5.1. All BPO in wells are performed in accordance with requirements of the Federal Regulations and Rules in Industrial Safety "Safety Rules in Oil and Gas Industry" approved by Order of the Federal Service for Environmental, Technological and Nuclear Supervision No. 101 dated 12.03.2013, the Federal Regulations and Rules in Industrial Safety "Safety Rules for Blasting" approved by Order of the Federal Service for Environmental, Technological and Nuclear Supervision No. 605 of 16.12.2013 and Standard instructions for safety of work in the construction of oil and gas fields approved by Gosgortekhnadzor of the Russian Federation on 12.07.1996,

order of the Ministry of Energy of the Russian Federation dated 12.07.1996 No. 178.

7.5.2. The Contractor (Subcontractor) on BPO must provide the responsible manager of the Drilling Contractor (Subcontractor) and the Customer with proper documentation for all explosives used by them and submit the Engineering Design for the BPO.

7.5.3. Well Pad Supervisor in Charge ensures that the areas at the cluster site are allocated for BEPE rigging works in accordance with requirements of cl. 1117 Federal norms and rules in the field of industrial safety "Safety rules in the oil and gas industry" approved by Order of the Federal Environmental, Industrial and Nuclear Supervision Service of 12.03.2013 No. 101. In case of lack of territory or non-compliance of this territory with requirements of the above regulation The place for the BEPE rigging works must be chosen with minimum risk and must be approved

by territorial body of Rostekhnadzor and specified in the program of BPO.

7.5.4. It is allowed to start BPO on the well only after completion of works on preparation of its territory, wellbore and equipment for BPO, confirmed by the Certificate of readiness of the production well for geophysical surveys and works (Appendix No. 29) signed by the Client and the Contractor (Subcontractor). For the time of perforation, the well is handed over under the Report from the Drilling (WW) Contractor (Subcontractor) to the PWL Contractor (Subcontractor). Persons in charge of this work are appointed by order of the PWL Contractor. When performing BPO as part of complex well testing and development technologies that require interaction between the Contractor (Subcontractor) and the Customer, the work must be carried out according to plans jointly approved by their managers with indications of the degree of the responsibility delimitation.

7.5.5. Sites for the completing and charging BEPE should be prepared at the well by the Contractor. These sites must be at least 100 m away from residential and domestic premises, 50 m away from the wellhead. When charging BEPE in the perforating station laboratory - 20 m from the wellhead.

7.5.6. During the BPO performance, assembly and disassembly, electric and gas welding, firing, gas and other hazardous works in hazardous areas of blasting are not allowed.

7.5.7. During BPO on the cable at the well and within the radius of 400 m from it, the operation of transmitters of radio stations must be stopped except for those operating in the VHF band.

7.5.8. During BPO on the cable, unauthorized access to the danger zone of blasting operations is prohibited and the simultaneous performance of all other types of work on neighboring wells is not allowed.

7.5.9. Before conducting the BPO, it is necessary to obtain permission to conduct perforation from the territorial branch of the professional emergency rescue service of the MWKS. To do this, a representative of the MWKS checks directly on the Well the readiness of the wellhead equipment, special equipment and personnel involved in the BPO to perform perforation. In his presence, the drilling and PWL contractors perform hydraulic pressure tests of the XMT, preventer and lubricator assemblies.

In case of unpreparedness, incomplete readiness of special equipment and personnel of contractors (subcontractors) to carry out BPO, leakage of wellhead

equipment revealed during hydraulic pressure testing, the MWKS representative has the right to issue a ban on further work, indicating the detected remarks. In this case, it is prohibited to carry out BPO until the MWKS representative comments are fully eliminated, positive results of the reinspection of well readiness for BPO are obtained by the MWKS representative and an official permit is received.

7.6. Organization and execution of works on inflow stimulation and well development

7.6.1. Works on inflow stimulation and well development are carried out by Drilling Contractors (Subcontractors), WW according to the GTP. The work plan records the main technical and technological parameters of the well as of the date of inflow stimulation and development: construction, intervals of subsurface equipment installation, flow rate (injectivity), formation pressures and the date of their last measurement, wellhead (including inter-string) pressures, amount of water and mechanical impurities outflows, dates and results of earlier repairs and technical condition inspection, etc. Information on the well category, the scheme and type of BPE, density of the killing fluid, parameters of the flushing fluid, volume of the solution stock and conditions of its delivery from the solution unit, all the types of planned works, technologies, modes and parameters of technological processes, materials and technical means necessary for their fulfillment are also to be specified. Information on personnel safety, prevention of GOWI and open flowing and environmental protection is also provided.

7.6.2. Inflow stimulation during development should be carried out in the presence of XMT at the wellhead, tested and piped according to the diagram agreed and approved in the prescribed manner during daylight hours, and in the dark time of day - with sufficient artificial lighting.

7.6.3. It is necessary to have a stock of process fluid before the

well is developed. The well must be provided with a stock of fluid with an appropriate density to create a back pressure on the formation in an amount not less than two volumes of wellbore without taking into account the volume of solution in the killed well located directly on the well or on the mud room. Stock of process fluid must be directly at the well or at the mud room, the second one is allowed to be arranged in the form of materials and chemicals for its quick preparation.

7.6.4. The number of pumping units and special equipment required for well development is governed by the technological conditions of the well and the technology of the development process itself.

7.6.5. Well development is carried out by reducing the back pressure on the formation using:

the lower density liquids (solution, water, condensate);

two- and multi-phase foams;

natural gas;

inert gases (nitrogen, internal combustion engine exhaust gases).

7.6.6. The use of air for well development is prohibited.

7.6.7. If the current formation pressure is higher than the hydrostatic pressure (formation pressure anomaly ratio (K_a>1), the well fluid is gradually replaced with a lower density fluid

to induce inflow. The difference in densities of liquids replaced in series should

not be more than 500-600 kg/m^3.

7.6.8. If after replacing the well fluid with fluid having hydrostatic pressure less than formation pressure and if there is no fluid inflow from the formation, it is replaced with a gas-liquid mixture or foam using booster units with feeding of a gaseous agent (nitrogen, natural gas, exhaust gas from internal combustion engines) to the booster. To produce foam, a pumping unit pumps a foam-forming liquid through the liquid-gas ejector while simultaneously feeding the ejector with a gaseous agent. The foam is supplied by squeezing the fluid out of the well before the inflow is stimulated.

7.6.9. If there is no gas inflow from the formation after the well development operations, gas inflow stimulation is carried out in accordance with an additional plan agreed with the Customer.

7.6.10. Development work may be commenced if the following conditions are met.

7.6.10.1. Height of the cement slurry lift behind the production casing meets the requirements of detail design.

7.6.10.2. Flow string is calipered and pressure-tested together with casing head and preventer unit to a pressure that is 10% higher than the possible pressure during well operation, and is leak-tight at maximum expected wellhead pressure.

7.6.10.3. A separator (if necessary) is installed and connected at the wellhead. The use of flexible hoses in the piping is prohibited.

7.6.10.4. Permission was received to stimulate the inflow from the territorial formation of the professional emergency service of the MWKS.

7.6.10.5. Dismantling of released equipment and machinery (when developing with a mobile lifting unit).

7.6.11. Well development, stimulation of inflow from the formation on washers should be carried out when providing underbalance to the reservoir up to 20% of the formation pressure. The well should be flared until the wellhead parameters are stabilized. These works are performed by the Drilling Contractor (Subcontractor), well workover.

7.6.12. Development of the well, stimulation of inflow from the formation to the flare should be carried out only after a joint inspection of the Contractor (Subcontractor) and specialists of the Customer business unit responsible for the execution of the contract of construction, repair, reconstruction, modernization, minor repairs and overhaul, for the provision of service of the flare pit for compliance with the design documentation.

7.6.13. Control of pressure in the control line of the shutoff valve to keep it fully open is performed by the Drilling Contractor (Subcontractor), well workover.

7.6.14. All responsible operations (replacing fittings, opening and closing the well, tripping the tool, etc.) are performed in the presence of representatives of all organizations participating in the inflow stimulation and development processes.

7.6.15. After inflow is obtained, the well should be worked out according to the work plan and GDR should be performed to determine the productive characteristic of the well.

7.7. Organization and performance of CAO

7.7.1. All CAO at the Customer's facilities are performed in accordance with requirements of the Federal Regulations and Rules in the field of industrial safety

"Safety rules in the oil and gas industry" approved by Order of the Federal Environmental, Industrial and Nuclear Supervision Service dated 12.03.2013 No. 101, SNiP 12-03-2001. “Occupational safety in construction. Part 1. General Requirements", adopted and enacted by the Order of the State Construction Committee of the Russian Federation dated 23.07.2001 No. 80, building codes and regulations of the Russian Federation "Safety in Construction. Part 2. Construction. SNiP 12-04-2002", approved by Decree of the Russian State Construction Committee of 17.09.2002 No. 123, the Russian Federation Government Resolution of 25.04.2012 № 390 "On the fire regime", the Federal Law of 21.07.1997 No.116-FZ "On industrial safety of hazardous industrial facilities", the project documentation and other regulatory documents of the Russian Federation.

7.7.2. Before the CAO starts the Customer shall appoint a responsible manager for the work on the cluster pad by order.

7.7.3. CAO must be carried out in accordance with the developed and approved CMP, WEP, which should include measures for the safe performance of works on the cluster pad. No works shall be performed without CMP and WEP.

7.7.4. The construction Contractor (Subcontractor) must review the design documentation with layouts of cluster pads and access roads, action plans of personnel involved in the construction and installation work and the layout of the equipment available at the equipment cluster

7.7.5. The construction contractor should include in the organizational and technological documentation the requirements for the definition of methods and choice of means of mechanization to conduct work, establish a sequence of works and operations, the order of their beginning at the overlap in time, requirements for the development of installation and dismantling of equipment as well as its movement at the site, define the type and quantity of personal and collective protective equipment, the system of operational control over the course and quality of work, the level of their safe performance.

7.7.6. Responsible persons appointed by orders or decrees of the Customer shall review the layout of equipment (pile driving machines, welding machines, etc.) provided by the Construction Contractor (Subcontractor) and check its compliance with industrial safety requirements, construction standards and regulations as well as actual location of the equipment available at the site and shall arrange for verification of permits.

7.7.7. The construction Contractor (Subcontractor) must ensure the implementation of all work plans, safe passage of machinery and equipment to area of the cluster pad where the work is planned as well as the availability of sufficient space to place the necessary equipment in accordance with the project and the work plan. Prior to commencing work at the cluster pad, the Construction Contractor (Subcontractor) shall notify the Customer in advance in writing of the beginning of mobilization of equipment and personnel to the work site. The responsible manager of works at the cluster pad appointed by order of the Customer, must notify all adjacent subdivisions of the Contractors (Subcontractors) operating on the cluster pad in writing with the preparation of the review worksheet.

7.7.8. The construction Contractor (Subcontractor) (and other Contractors involved in the production process) must appoint from among the engineers and

technicians responsible for the safe production of works, those duly tested and certified in the field of industrial safety, labor protection, etc.

7.7.9. Construction Contractor (Subcontractor) shall

7.7.9.1. Before starting work, check serviceability of sound and signal devices, lifting height limiters for load-handling mechanisms, condition of lifting ropes and devices of hoisting mechanisms, serviceability of equipment and possibility of using this type of structures,

7.7.9.2. Provide the necessary certified PPE and its use at workplace in accordance with the Customer's standards defined for the facilities or work performed under the Contract.

7.7.9.3. Ensure that PPE is in good working order, in good condition and is used correctly by personnel.

7.7.9.4. Do not allow its employees to work without certified special clothing, footwear and PPE, in contaminated clothing and footwear or with faulty PPE.

7.7.10. The Contractor at the site of works, according to wells piping diagram, must install fencing (mesh partition, ropes, etc.) with warning and prohibiting signs in accordance with requirements of regulatory documents (SNiPs, GOSTs, rules, etc.).

7.7.11. When laying the GGH of well cluster by the Construction Contractor (Subcontractor), a plan of compensatory measures for the safe production of works in the hazardous area should be developed, which is agreed with the Customer.

7.7.12. The piping technology should provide for the piping of wells to begin on the side of the GGH approach to the well cluster. The GGH and FL piping should provide for shut-off valves (cocks) and flange connections with plugs: for serial connection of wells of the cluster according to the project.

7.7.13. CAO should be carried out in the sequence determined by the work plan agreed with the customer.

7.8. Organization and performance of minor repairs and overhaul of wells (including subsurface), reconstruction, technical re-equipment and modernization of wells, suspension, re-entry and abandonment of wells

7.8.1. Before starting repair work, the well must be killed in accordance with the procedure established by the GTP. All the wells with formation pressure, which is higher than hydrostatic pressure, and the wells in which (according to calculations) flowing or GOWI conditions are retained at formation pressures below hydrostatic pressure, are subject to killing.

7.8.2. Minor repairs and overhaul of wells without their preliminary killing is allowed on wells equipped with shutoff valves, and on fields with mining and geological conditions that exclude the possibility of spontaneous flow of formation fluid to the wellhead. The list of such wells by fields (or their separate areas) is approved by the Customer.

7.8.3. Prior to installation of Contractor's (Subcontractor's) equipment, intended for repair of the well, the following works are carried out by GF.

7.8.3.1. Excess gas pressure in gas pipelines and technical piping is discharged to an atmospheric pressure.

7.8.3.2. Technical pipelines are disconnected from the well and plugs are installed.

7.8.4. The arrangement of equipment of the overhaul teams of service Contractors (Subcontractors) is made in accordance with the standard equipment

arrangement diagrams by type of repair work. The service rooms should be located at a distance of at least the rig height of the unit plus 10 m.

Upon completion of the arrangement and installation of the equipment taking into account the type of repair work performed, size of the cluster pad, the availability of stationary field equipment Contractor (Subcontractor) draws up the actual diagram of the equipment arrangement and coordinates it with head of the HIF (or a person authorized by the order). Actual layout of the equipment is made in two copies: one is handed to the GF, the second one is with the team performing the repair work.

7.8.5. Assembled equipment shall be in accordance with requirements of the Federal Regulations and Rules in the field of industrial safety "Safety rules in the oil and gas industry" approved by Order of the Federal Environmental, Industrial and Nuclear Supervision Service dated 12.03.2013 No. 101, including.

7.8.5.1. Illumination of workplaces should be uniform and should exclude the occurrence of dazzling effects of lighting fixtures on working personnel. Work in unlit areas is not allowed.

7.8.5.2. Operation of technical devices and equipment, operating parameters of which do not ensure safety of the technological process, which is in a defective condition or with defective safety devices (locking, fixing and signaling devices and appliances) as well as with deviations from the operating parameters set by the manufacturer, is prohibited.

7.8.5.3. Shut-off valves (gate valves, cocks) installed on pipelines must have position indicators "Open" and "Closed".

7.8.5.4. A check valve or other device must be installed on the discharge lines of pumps and compressors to prevent the transported substances from moving in the opposite direction.

7.8.5.5. Shutoff, cutoff, relief and safety devices installed on the discharge and suction lines of the pump or compressor must be as close as possible to the pump (compressor) and must be located in an accessible and safe area for maintenance.

7.8.5.6. Installation, disassembly and adjustment of ground

power equipment, power supply systems, lighting, lightning protection and grounding must be performed by personnel authorized to service and repair electrical equipment. Operation of electrical equipment with defective explosion protection, interlocks, violations of control and protection diagrams is not permitted.

7.8.5.7. When repairing or reconstructing wells at the work site, the condition of the gas-air environment should be monitored and recorded in the control log. Frequency of control is set by the Contractor (Subcontractor), but not less than two (2) times a day.

7.8.5.8. Regardless of the presence of electrical installations, all metal structures of the well and equipment must have a reliable metal connection with each other and be grounded to a single grounding electrode (grounding grid of the well).

7.8.6. The Contractor (Subcontractor) performs work on the well in accordance with the work order under the agreed and approved well repair GTP (additional geological and technical

or technological plans).

7.8.7. The assembled installation and equipment shall be put into operation by a commission, the composition and procedure of which shall be established by technical

manager of the Contractor (Subcontractor). The Contractor (Subcontractor) prior to the start of work under the contractor agreement shall send proposals to the Customer on the composition and work order of the start-up commission for approval by the Chief Engineer-First Deputy General Director of the Customer.

7.8.8. Site preparation, installation and operation of hoisting and coiled tubing units must be carried out in accordance with the specifications and operating instructions of the manufacturer.

7.8.9. Before disassembling the wellhead fittings, the pressure in the pipe and annular space should be reduced to atmospheric pressure, the borehole conditions should ensure the impossibility of GOWI and open flowing.

7.8.10. The Contractor (Subcontractor) shall notify the Customer's PDS by telephone message of the start time and type of work requiring the presence of a representative in advance, at least one working day prior to its beginning. as per the Appendix No. 25 with confirmation 4 (four) hours before the beginning of work.

7.8.11. In case of non-arrival of an authorized representative of the Customer at the declared time, in order to avoid downtime the Contractor (Subcontractor) shall notify the Customer by telephone about the start of work without a representative and the technological operation shall be performed by the Contractor (Subcontractor) in full in accordance with the approved and agreed GTP with drawing up an unilateral act to perform this work.

7.8.12. Additional work, the need for which is determined in the course of repair, is performed according to the additional plans agreed by parties, which are developed on the basis of GTM decisions organized by its initiator.

7.8.13. If the projected duration of additional works does not exceed 24 (twenty-four) hours, the works are carried out without GTM/TM approval based on a joint decision of the Customer and the Contractor (Subcontractor). The list of additional works that do not require a GTM/TM and execution of protocol resolutions by the Parties is presented in Appendix No. 26 to these Regulations. The basis for the additional work is the Report on the well condition (Appendix № 27). Additional work is performed without execution of an additional work plan if the work to be performed is stipulated by the main GTP.

7.8.14. If the estimated duration of the additional work is more than twenty-four (24) hours, if the additional work consists of several different operations and/or requires calculations of the Contractor (Subcontractor) and/or Customer's specialists, the work is also performed on the basis of a joint decision of the Customer and the Contractor (Subcontractor) with the execution of the GTM Minutes. The draft Minutes are prepared by the specialists of the Contractor (Subcontractor) within 24 (twenty-four) hours after the decision of the GTM and are sent electronically to addresses of the meeting participants for approval.

7.8.15. Additional work, the need for which is determined in the course of repair without GTM/TM Minutes formalized in advance is allowed in emergency cases, when it is necessary to start its performance immediately and is carried out in accordance with the plan of measures for localization and elimination of consequences, the customer and the Contractor (Subcontractor) accidents. The Contractor (Subcontractor) shall immediately notify the Customer's PDS of the beginning of such work by telephone message.

7.8.16. In the event of complication and/or an emergency situation (deviation of technical parameters from the established GTP), authorized representatives of the Contractor (Subcontractor) and the Customer shall, within four (4) hours of receipt of notice, send their representatives to the work site to document the circumstances of the complication (emergency situation) and immediately initiate a meeting, inviting all Parties.

7.8.17. During the joint meeting, the Parties

7.8.17.1. Determine further actions on well.

7.8.17.2. Agree and approve the plan for further work.

7.8.17.3 . Determine the source of funding for additional work.

7.8.17.4. According to the meeting results, the Contractor (Subcontractor) shall draw up Minutes.

7.8.18. If there is a complication due to the fault of the Contractor (Subcontractor), the work to correct the defect is done at the expense of the Contractor (Subcontractor). In the event of a dispute, the Parties shall designate the participants to a commission for investigating causes of the complication. The Contractor (Subcontractor), within two (2) days from the date of the complication, creates by its order a commission to investigate causes of the complication with mandatory inclusion of the Customer representatives, the Contractor (Subcontractor).

7.8.19. The Commission within 7 (seven) working days investigates and determines causes of the complication (abnormal situation) and draws up a report of investigation. A copy of the investigation report is sent to all members of the commission.

7.8.20. Upon completion of the investigation and execution of the act within 3 (three) working days, the party performing work on the well at time of the complication shall initiate a GTM at which the party responsible for the complication (abnormal situation) shall be determined and the amount and order of payment for the work performed to eliminate the complication (abnormal situation) shall be determined.

7.8.21. The Contractor (Subcontractor) shall stop well workover operations in the event of extreme critical weather conditions for well work, based on a bilateral act of fixed idle hours according to the Contractor (Subcontractor) PDS summary, signed by representatives of the Parties, and a certificate of the meteorological center.

7.8.22. During well workover and reconstruction of the Well at the same time, the Contractor (Subcontractor) is provided with equipment (TUB, XMT, SEC) under the contract, excluding downtime of the Contractor (Subcontractor) crews associated with waiting for delivery to the site.

7.8.23. The well is considered as completed by repair after completion of the entire scope of works provided by the GTP, additional work plans as a result of which the purpose of repair is achieved or, by decision of the GTM, the well is considered as completed by repair as not having achieved the purpose of repair.

7.8.24. At the end of the work before dismantling the equipment and hoisting unit, the neighboring wells, one on the left and one on the right, are stopped and the

excess pressure is discharged. After the equipment and hoisting unit are dismantled and the wellhead is cleared, the neighboring wells, one to the left and one to the right, are put into operation. All work on shutdown and start-up of operating wells

is performed by the relevant services of the GF.

7.8.25. Upon completion of repair work, before accepting the well from overhaul or minor repairs, the Contractor (Subcontractor) is obliged to clean and level the cluster site around the repaired well according to the diagram of delimitation of responsibility areas allocated for placement of equipment and team facilities, and to remove its own equipment, tools, temporary structures, other property, make disposal of its own production waste.

7.8.26. Acceptance of the well after the workover is confirmed by the Acceptance Act of the well (facility) (Appendix № 20).

7.8.27. No later than ten (10) days after signing the Well Workover Acceptance Certificate, the Contractor (Subcontractor) shall provide the head of the HIF (or a person authorized by order) of the Customer with as-built documentation (Appendix No. 28).

7.9. Organization and performance of geophysical and research works

7.9.1. Geophysical work in oil, gas and gas condensate wells is performed by geophysical organizations.

7.9.2. Geophysical work must be carried out to the extent and with the frequency required by the geological and technical order to perform drilling operations, the plan of repair and restoration work and measures to control formation development, the condition and operation of wells and downhole equipment.

7.9.3. Geophysical work should be carried out after special preparation of the territory and wellbore providing convenient and safe operation of surface equipment, unhindered RIH (POH) of downhole tools and apparatuses on the cable to the survey interval or to the bottomhole. Readiness of the well for geophysical works is confirmed by a bilateral act of readiness of the production well for geophysical surveys and works between the Drilling Contractor (Subcontractor), WW or GF and the Geophysical Works Contractor (Appendix No. 29).

7.9.4. The Contractor (Subcontractor) for geophysical works shall notify the Customer's PDS by telephone messaging at least one (1) working day in advance of the start time of works requiring the presence of a representative of the Contractor (Subcontractor) for drilling, well workover or GF with confirmation 4 (four) hours before the start of works.

7.9.5. Before the start of geophysical works the responsible persons on the Customer's side shall check the geophysical teams performing works on the Customer's wells in accordance with the "Inspection Checklist of Contractors (Subcontractors) when conducting field geophysical surveys" (Appendix No. 30).

7.9.6. Geophysical work in oil and gas wells must be carried out using equipment, cable and instruments, technical characteristics of which correspond to the geological and technical conditions of drilling, operation and workover of wells.

7.9.7. Geophysical work must be carried out in the presence of a representative of the Drilling Contractor, WW or GF. The Customer's personnel and equipment may be involved in geophysical work, if it is necessary for the implementation of the research technology.

7.9.8. General management of the work including the involvement of the Customer's employees in the performance of geophysical works, is the responsibility

of the Contractor's (Subcontractor's) representative. Involved employees must be instructed in safe work practices.

7.9.9. In all cases of well testing through the tubing and through the tubular annulus, the cable pulling speed should be reduced when approaching the tubing funnel, downhole equipment and the wellhead.

7.9.10. Personnel operating non-geophysical equipment used to perform RIH/POH of apparatuses lowered on tubing or drill pipes must be instructed by the head of geophysical or blasting operations regarding safety measures and must work under his supervision. The result of the briefing should be reflected: in the log of briefings.

7.9.11. When lifting the BEPE used in the absence of hardware control over the fact and completeness of the blast, up to the inspection of the BEPE by the blast engineer, the regime of the danger zone around the wellhead must be strictly observed.

7.9.12. Complications arising in the process of geophysical work associated with the sticking of the cable, downhole device or load, shall be eliminated under the supervision of the person responsible for conducting geophysical work with the participation of the team employees.

7.9.13. If it is impossible to eliminate the sticking by reciprocation of the cable, an act must be drawn up and head of the relevant business unit of the Customer and the Contractor (Subcontractor) must be notified.

7.9.14. Accidents are eliminated in accordance with the plan made jointly by the Customer, the drilling or workover Contractor (Subcontractor) and the geophysical contractor, using the technical means of all parties involved.

7.9.15. Sketches must be prepared for all assemblies of operation and emergency tool/equipment prior to RIH.

7.9.16. To pull the instrument, apparatus, cargo from the borehole, fishing tool corresponding to the design of the cable lug protective cap must be used.

7.9.17. If it is impossible to remove the device with a radioactive source from the borehole, the latter, in agreement with the sanitary and epidemiological supervision authorities, must be run down to the bottom hole and cemented. These works are carried out under a separate work plan agreed by the Customer, the Contractor (Subcontractor) for geophysical works, sanitary and epidemiological supervision authorities and approved by the Drilling Contractor (Subcontractor) or WW. Further wellbore passage operations should be carried out with radiological control of the flushing fluid.

7.10. Organization and performance of work to improve oil and gas recovery and well productivity

7.10.1. Gas, steam, chemical and other agents are injected into the well in accordance with the work plan approved by the Customer. The plan must indicate the procedure of preparatory work, equipment layout, process technology, safety measures, the responsible manager of the Contractor (Subcontractor) work.

7.10.2. The flow string must be pressure tested to the pressure set in the work plan before the work to improve oil and gas recovery is carried out. The casing is considered to be leak-tight if the pressure during 30 minutes has not dropped by more than 5 kgf/cm^2 (0.5 MPa). The presence of the customer's representative during the

pressure testing is mandatory. Results of the pressure test shall be documented by a certificate signed by representatives of the Contractor (Subcontractor) and the Customer.

7.10.3. The Contractor (Subcontractor) shall notify the Customer by telephone message to the Customer's PDS at least one (1) day prior to the start time of pressure testing of the flow string and work requiring the presence of the GF representative with confirmation 4 (four) hours before the work start.

7.10.4. In the case of works (hydraulic fracturing, acid treatment, various pours, etc.) which require creation of pressures exceeding the pressure of casing pressure testing, it is necessary to install special valves at the wellhead and to protect the flow string by installing a packer.

7.10.5. At the place where aggressive chemicals (sulfuric, hydrochloric, fluoric, etc., acids) are injected, there must be:

7.10.5.1. Emergency supply of protective clothing, footwear and other PPE.

7.10.5.2. Stock of clean fresh water.

7.10.5.3. Neutralizing components for the solution (chalk, lime, chloramine)

7.10.6. After the injection of chemicals or other hazardous substances and before disassembling the unit's discharge system, an inert fluid must be pumped in sufficient volume to flush the unit's discharge system. Discharge of liquid after flushing should be carried out in a collecting tank.

7.10.7. Hydraulic fracturing is carried out under the direction of the responsible engineering and technical employee of the Contractor according to the work plan approved by the technical manager of the Customer.

7.10.8. General safety rules for subsurface and major overhaul of wells and relevant instructions must be followed during the work.

7.10.9. Equipment for hydraulic fracturing must meet requirements of standards and specifications for their manufacture, be assembled in accordance with projects and current norms of process design and ensure the full safety of products.

7.10.10. Equipment and pipelines must be equipped with monitoring devices (displaying the indications on the control panel), regulating and safety equipment and automatic control.

7.10.11. Before the start of hydraulic fracturing, the area with hazardous industrial factors should be marked in accordance with requirements of GOST R 12.4.026-2015 System of labor safety standards, approved by the Order of the Federal Agency for Technical Regulation and Metrology dated 10.06.2016 No. 614-st. During hydraulic fracturing all personnel of the Contractor (Subcontractor) are prohibited to be in the area with hazardous industrial factors.

7.10.12. In the course of work, the maintenance personnel of the Contractor (Subcontractor) must monitor the condition of the working mechanisms, pressure and working lines.

7.10.13. When the work is completed, the line pressure must be reduced to atmospheric pressure and then, the line can be dismantled.

7.10.14. Members of the Contractor's (Subcontractor's) team must be well aware of safety regulations, electrical safety rules, fire safety, first aid for injuries, burns, poisoning, frostbite, electric shock, etc.

7.11. Organization and performance of work in the existing electrical installations

7.11.1. Work in active electrical installations is performed in accordance with requirements of the Rules for Labor Safety in the Operation of Electrical Installations, approved by Order of the Ministry of Labor of Russia No. 328n dated 24.07.2013.

7.11.2. To obtain admission to operating electrical installations, the Contractor's (Subcontractor's) representative shall submit the documentation to the HIF Manager (or person authorized by the order)in accordance with requirements of clause 5.5 hereof.

7.11.3. In addition to clause 5.5 hereof, the Contractor (Subcontractor) shall provide.

7.11.3.1. Copies of energy safety certification protocols issued by the central (territorial) certification commission of Rostekhnadzor or the certification commission of the Contractor (Subcontractor) for energy safety.

7.11.3.2. Copies of protocols (excerpts from logs for assessment of knowledge in the rules of work at electrical installations in the commission of Rostekhnadzor or the commission for assessment of knowledge in the rules of work at electrical installations of the Contractor (Subcontractor).

7.11.4. Employees of the Contractor (Subcontractor) should be trained, their knowledge in rules of work at electrical installations should be assessed; then they are allowed to work independently in their organizations.

7.11.5. The Contractor's (Subcontractor's) manager is responsible for:

7.11.5.1. Relevance of the electrical safety groups assigned to the employees of the Contractor (Subcontractor).

7.11.5.2. Compliance of the Contractor's (Subcontractor's) employees with requirements of the Labor Safety Rules for Operation of Electrical Installations approved during work in electrical installations.

7.11.5.3. The fulfillment by the Contractor's (Subcontractor's) employees of instructions received at the time of admission to work.

7.11.6. Work in the operating electrical installations shall be performed by the Contractor's (Subcontractor's) personnel in accordance with the work permit, the form and instructions for its completion are provided in Appendix No. 7 to the Labor Safety Rules for Operating Electrical Installations, approved by Order No. 328n of the Russian Ministry of Labor dated 24.07.2013.

7.11.7. The procedure for admitting the Contractor's (Subcontractor's) employees as seconded personnel shall be carried out in accordance with the requirements of Chapter XLVI of the Occupational Safety Regulations for Operating Electrical Installations approved by Order No. 328n of the Russian Ministry of Labor dated July 24, 2013.

7.11.8. The procedure for admission of the Contractor's (Subcontractor's) employees as construction and installation personnel shall be carried out in accordance with the requirements of Chapter XLVII of the Labor Safety Regulations for Operation of Electrical Installations approved by Order No. 328n of the Russian Ministry OF LABOR DATED JULY 24, 2013.

7.12. Organization and execution of works in the operating thermal power

units

7.12.1. The operation, repair, adjustment and testing of thermal power units including those operating under pressure is carried out in accordance with requirements of the Rules for Labor Safety in the Operation of Thermal Power Units approved by Order of the Russian Ministry of Labor from 17.08.2015 No. 551n and the Rules for Technical Operation of thermal power units approved by Order of the Russian Ministry of Energy dated 24.03.2003 No. 115.

7.12.2. To obtain admission to the operating thermal power units, the Contractor's (Subcontractor's) representative shall provide the Head of the HIF (or a person authorized by the order) with the documentation in accordance with requirements of clause 5.5 of these Regulations.

7.12.3. In addition to clause 5.5 hereof, the Contractor (Subcontractor) shall provide

7.12.3.1. List of employees who have the right to issue orders and be a head of the work with their surnames, initials and position.

7.12.3.2. Copies of energy safety certification protocols issued by the central (territorial) certification commission of Rostekhnadzor or the certification commission of the Contractor for energy safety.

7.12.3.3. Copies of protocols (excerpts from logs for assessment of knowledge of the rules of work at thermal power units in the commission of Rostekhnadzor or the commission for assessment of knowledge of the rules of work at thermal power units of the Contractor.

7.12.4. Responsibility for the qualifications of the Contractor's (Subcontractor's) personnel rests with the Head of the Contractor (Subcontractor).

7.12.5. When performing repair and other works by the Contractor (Subcontractor), authorized representatives of the Customer and the Contractor (Subcontractor) shall draw up an admission certificate for works in the territory of the Customer's hazardous industrial facility (Appendix № 6) for the entire period of work execution, develop and implement organizational and technical measures to ensure safety of the specified works and safe operation of the operating equipment.

7.12.6. When several Contractors (Subcontractors) perform work on the same equipment or workshop (section) facilities simultaneously, the Customer together with the Contractors must develop a combined work schedule and general measures to ensure safe working conditions, which must be approved by the Chief Engineer-First Deputy General Director of the Customer or the person substituting him in the prescribed manner.

7.12.7. Work in and around thermal power units shall be performed by the Contractor's (Subcontractor's) personnel under work permits in accordance with the Rules of Technical Operation of Thermal Power Units approved by Order of the Ministry of Energy in the Russian Federation No.115 dated 24.03.2003.

8. OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS

8.1. Before starting work/providing services, all personnel involved in the work must be familiarized with tasks and types of work, rules, instructions for labor protection as well as actions in emergency situations with records in the Instruction log.

8.2. Workers involved in work at hazardous industrial facilities must be provided with certified PPE, detergents and decontaminants.

Special clothing intended for use in explosive and fire hazardous facilities (explosive and fire hazardous production areas) must be certified.

The program and scope of briefing by type of work is agreed upon by the Customer's OHIFSD. Knowledge testing and admission to work at hazardous industrial facilities shall be carried out by the Customer's commission.

8.3. Production control over compliance with industrial safety requirements is carried out in accordance with the Resolution of the Government of the Russian Federation dated 10.03.1999 No. 263 "On Organization and Implementation of Production Control over Compliance with Industrial Safety Requirements at Hazardous Industrial Facilities" and local regulations of the Customer.

8.4. Technical means, technological processes, materials, chemical substances, PPE of workers, tools and devices used in production processes must comply with occupational health and safety requirements established in the Russian Federation, have certificates of conformity, manufacturers' datasheet and, when necessary, permission to use obtained from Rostekhnadzor.

9. BLOWOUT SAFETY REQUIREMENTS

9.1. To prevent open fountains, it is necessary to meet requirements of the Safety Rules in the oil and gas industry approved by Order No. 101 of the Federal Environmental, Industrial and Nuclear Supervision Service dated 12.03.2013, the work plan for opening formations with abnormally high formation pressure, emergency schedules and measures for accident-free well drilling approved by the Chief Engineer and Chief Geologist of the Drilling Contractor (Subcontractor) and agreed with MWKS.

9.2. Workers and engineers who have not been trained in the course "Well Control during GOWI" and do not have the appropriate certificate are not allowed to work on wells.

9.3. Mounting of the BPE and XMT should be carried out in accordance with the factory installation and operating instructions and the diagrams agreed with the MWKS and the Customer.

9.4. After the assembly and pressure testing of the BPE together with the casing and the cement ring pressure testing, further drilling of the well can be continued only after obtaining the permission of the MWKS representative.

9.5. Before the penetration of productive horizons and further deepening of the well, check before the shift takeover the operability of preventer and manifold valves by blowing air into them.

9.6. During the installation of BPE in the process of well development it is necessary to monitor the quality of flange joints assembly, the proper placement of metal

O-rings, the uniform tightening of studs, bolts, ensure that the gap between the flanges is maintained.

9.7. After installation on the wellhead, the XMT must be pressure tested to the testing pressure of the casing. Pressure testing of all packers (seals) of casing head, annular spaces should be carried out in the presence of the Customer and MWKS

representatives. When accepting the well by the Customer after a series of gas dynamic, gas condensate studies, perform pressure testing of the upper master valve, control valves and working valves on pipe branches by static pressure of the well in the presence of the Customer representative. Pressure testing results are recorded in the report.

9.8. When carrying out perforation, inflow stimulation, hydraulic fracturing, dismantling of XMT or BPE, work involving the coiled tubing unit, it is necessary to obtain a permit from the MWKS.

9.9. For the entire period of work at night, the well must be illuminated in accordance with existing standards.

9.10. FL must be securely anchored and pressure tested to the XMT pressure while KL is pressure tested to one and a half times the maximum working pressure provided for in the work plan.

9.11. Flow lines exit should be located in places where there are no power lines, driveways, and devices with open flames, sparks, etc.

9.12. It is forbidden for unauthorized persons to be on the well during the development period, including when the well is flared.

9.13. In event of an open flow, you must immediately stop work and evacuate people from the gassed area, report the accident to the dispatch services of the Contractor (Subcontractor) and the Customer, shut off all internal combustion engines, turn off electricity, stop using open flame and take all measures to prevent spark formation in the well area, put up posts or prohibiting signs on the entry of outsiders into the area, notify the MWKS.

10. ENVIRONMENTAL REQUIREMENTS

10.1. In accordance with Clause 1.4 of these Regulations the Contractors (Subcontractors) should carry out work in full accordance with Federal Law No. 7-FZ from 10.01.2002 "On Environmental Protection", Federal Law dated 24.06.1998 No. 89-FZ "On Production and Consumption Waste".

10.2. In accordance with Art. 46 of the Federal Law dated 10.01.2002 No. 7-FZ "On Environmental Protection" and Art. 22 of the Law dated 21.02.1992 No. 2395-1 "On Subsoil", the Customer EPD carries out inspection control of the impact on the environment and compliance with environmental laws during the works.

10.3. The Contractor (Subcontractor) is obliged to get acquainted with the Regulations on Environmental Control for the period of construction of 4A and 5A sites of Achimov deposits of the Urengoy OGCF before starting work/provision of services. Requirements for contractors to comply with environmental legislation during the construction of Achim Development LLC facilities. The Contractor (Subcontractor) is responsible for compliance with requirements of the Regulations on Environmental Control during the construction of 4A and 5A sites of the Achimov deposits of the Urengoy OGCF. Requirements for contractors to comply with environmental legislation during the construction of Achim Development LLC facilities.

10.4. Having a negative impact on the environment during the period of work (before the start of work), the Contractors (Subcontractors) must duly execute the necessary permits on their own behalf and at their own expense.

10.4.1. Develop and coordinate (if necessary) with the supervisory authorities all necessary environmental protection documentation, and receive a permit for emissions, discharges, draft waste generation and disposal limits and a document on the approval of waste generation and disposal limits should also be obtained.

10.4.2. The Company should (if necessary) register facilities that have a negative impact on the environment (hereinafter referred to as NIE).

10.4.3. A comprehensive environmental permit (for the Category I NIE facilities) has to be developed and coordinated (if necessary) with regulatory agencies.

10.4.4. A declaration of environmental impact (for the Category II NIE facilities) has to be developed and approved (if necessary).

10.4.5. Standards for permissible emissions of radioactive, highly toxic substances, substances with carcinogenic, mutagenic properties (substances of hazard classes I, II) should be calculated (if necessary).

10.4.6. The Contractors (Subcontractors) provide (if necessary) the regulatory authorities reports on emissions of harmful (polluting) substances into the air and reports on the formation, use, neutralization, disposal of waste (for the category III NIE facilities).

10.4.7. Perform accounting in the field of management of wastes for hazard classes I-V, including the entire volume of drilling waste under the contract.

10.4.8. Waste management, including drilling waste (drill cuttings, spent drilling mud, drilling waste water) to be collected, transported, treated (if necessary), neutralized and disposed of is to be carried out by a specialized organization holding an appropriate license.

10.4.9. Calculate and pay the fee for negative environmental impact, including for excessive environmental impact.

10.4.10. Compensate for damage to the environment in the event of its occurrence.

10.5. The Contractor (Subcontractor) shall carry out activities related to the negative impact on the environment, within the established standards of permissible emissions, discharges, waste generation standards and limits on their disposal on the basis of permits in the field of environmental protection. If the established standards are exceeded, the Contractor (Subcontractor) shall independently, at its own expense, make payments on the excess volumes of waste generation.

10.6. The Contractor (Subcontractor) must provide the Customer's EPD with records (certificates, documents) of personnel training in hazardous waste management and environmental safety.

10.7. In the absence of a license, the Contractor (Subcontractor) shall independently conclude contracts with specialized organizations for the collection, transportation, treatment, recycling, neutralization, disposal of waste of hazard classes I-IV with an appropriate license.

10.8. The Contractor (Subcontractor) shall have title to the wastes generated as a result of business activities under this contract at the time of their generation.

10.9. The Contractor (Subcontractor) shall ensure that environmental documentation is maintained; implementation of primary accounting in the field of waste management, air emissions, quarterly execution of payments for negative environmental impact as well as reporting to the authorized state authorities in the

prescribed manner.

10.10. The Contractor (Subcontractor) shall provide assistance in carrying out inspections of environmental protection activities by state regulatory authorities and business units of the Customer, provide necessary information upon request and inquiries.

10.11. The Contractor (Subcontractor) must comply with the orders of the state regulatory authorities to eliminate the identified violations of environmental legislation.

10.12. The Contractor (Subcontractor) is obliged not to go beyond the lands allotted to it under the contract.

In the event of disturbance of the land cover or other violations of environmental legislation outside the land allotment, the Contractor (Subcontractor) shall reimburse documented losses incurred by the Customer and penalties imposed on the Customer for such violations.

10.13. If soils/earth and water bodies located in the work area are contaminated with hydrocarbons THROUGH THE FAULT of the Contractor (Subcontractor), the territory shall be cleaned by the Contractor (Subcontractor) with biological remediation of lands

before signing the Acceptance Report of the well (facility) (Appendix No. 20).

10.14. The Contractor (Subcontractor) is obliged within the period stipulated by the Regulations on Environmental Control during the construction of 4A and 5A sites of the Achimov deposits at the Urengoy OGCF. In terms of compliance with environmental legislation during the construction of Achim Development LLC, Contractors are required to provide reports on all detected violations.

11. ACTIONS OF THE CONTRACTOR'S (SUBCONTRACTOR'S) EMPLOYEES IN EMERGENCY SITUATIONS

11.1. In case of emergencies when the Contractor (Subcontractor) works at hazardous industrial facilities and in the Customer's protected areas, the Contractor (Subcontractor) employees act in accordance with requirements of ERP at hazardous industrial facilities of Achim Development LLC approved by the General Director of the Customer and coordinated with the branch of SVC LLC "Gazprom gazobezopasnost".

11.2. In the event of fire, the employee shall

11.2.1. Immediately notify the fire department.

11.2.2. Notify the immediate supervisor about the fire.

11.2.3. Stop all work not related to fire suppression activities.

11.2.4. If necessary, call the medical service.

11.2.5. Take possible measures to evacuate personnel and property.

11.2.6. Proceed to extinguish the fire with the primary fire extinguishing means available at the facility, site, well or workplace (fire extinguisher, fire blanket, internal fire hydrant, etc.) provided that there is no threat to life and health.

12. INVESTIGATION OF ACCIDENT AT WORK INVOLVING EMPLOYEE OF THE CONTRACTOR (SUBCONTRACTOR)

Accidents at work are investigated according to the Labor Code of Russian

Federation and Decree of Russian Labor Ministry No. 73 dated 24.10.2002 "On approval of documents required for investigation and registration of industrial accidents, and regulations on peculiarities of investigation of industrial accidents in specific industries and organizations".

Appendix No. 1
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Boundaries of danger zones

1. The boundaries of danger zones in places where cargo is moved by lifting devices, as well as near a building under construction, shown on Figure 1, are taken from the extreme point of the horizontal projection of the smallest external dimension of the cargo being moved or the wall of the building with the addition of the largest overall dimension of the cargo being moved (falling) and the minimum dropping distance from the cargo when it falls according to the Table 1.

Table 1 (SNiP 12-03-2001)

Height of possible fall of the load (item)[1], m	Minimum dropping distance of moving (falling) item, m	
	of the load moved by the crane in case of the load falling	of items falling from the building
up to 1:0	4	3.5
Up to 20	7	5
Up to 70	10	7
Up to 120	15	10
Up to 200	20	15
Up to 300	25	20
Up to 450	30	25

2. The boundaries of hazardous areas, within which there is a risk of electric shock, are set according to Table 2.

Table 2 (SNiP 12-03-2001)

Voltage, kV		Distance from people, tools, devices used by them and from temporary fences, m	Distance from mechanisms and lifting machines, in working and transport position, from slings, load-carrying equipment and cargo, m
Up to 1	On overhead line	0.6	1.0
	In the rest of electrical installations	Not standardized (without touch)	1.0
1-35		0.6	1.0
60, 110		1.0	1.5
150		1.5	2.0
220		2.0	2.5
330		2.5	3.5
400, 500.		3.5	4.5
750		5.0	6.0
800		3.5	4.5
1150		8.0	10.0

3. The boundaries of danger zones within which there is a danger of exposure to harmful substances are determined by measuring the excess concentrations of harmful

[1] For intermediate values of the height of the possible fall of the load (item), the minimum dropping distance is allowed to be determined by interpolation.

substances defined according to GOST 12.1.005-88.

4. Boundaries of danger zones in the vicinity of moving parts of machines and equipment are defined within 5 meters, if there are no other elevated requirements in the data sheet or in the manufacturer's instructions.

5. Safety zones for pneumatic testing of pipelines are shown in Table 3.

Table 3

Nominal pipeline diameter, mm	Radius of the danger zone when cleaning the cavity on either sides of the pipeline, m	Radius of the danger zone when cleaning the cavity in the direction of departure of the wall cleaner or piston, m	Radius of the danger zone when testing on either sides of the pipeline, m
Up to 300	40	600	100
300-500	60	800	150
500-800	60	800	200
800-1000	100	1000	250
1000-1400	100	1000	250

6. Safety zones for hydraulic testing of pipelines are shown in Table 4.

Table 4

Pipeline diameter, mm	Radius of the danger zone at test pressure of 82.5 kgf/cm2 on either sides of the pipeline axis, m	Radius of danger zone at test pressure of 82.5 kgf/cm2 in the direction of possible detachment of the plug from the end of the pipeline, m	Radius of the danger zone at test pressure over 82.5 kgf/cm2 on either sides of the pipeline axis, m	Radius of danger zone at test pressure over 82.5 kgf/cm2 in the direction of possible detachment of the plug from the end of the pipeline, m
100-300	75	600	100	900
300-500	75	800	100	1200
500-800	75	800	100	1200
800-1000	100	1000	150	1500
1000-1400	100	1000	150	1500

Appendix No. 2
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Dimensions of protection zones

1. To exclude the possibility of any damage to pipelines (for any type of laying), security ares shall be established:

along the routes of pipelines transporting oil, natural gas, oil products, oil and artificial hydrocarbon gases - in the form of a land plot bounded by conventional lines running 25 meters from the axis of the pipeline on each side;

along the routes of pipelines transporting liquefied petroleum gases, unstable gasoline and condensate - in the form of a land plot bounded by conventional lines running 100 meters from the axis of the pipeline on each side;

along the routes of multi-line pipelines - in the form of a land plot bounded by conventional lines running at the above distances from the axes of the outermost pipelines;

along underwater crossings - in the form of a water space section from the water surface to the bottom, enclosed between parallel planes that are 100 meters apart from the axes of the extreme lines of the crossings on each side;

around tanks for storage and degassing of condensate, earthen pits for emergency release of products - in the form of a land plot bounded by a closed line, 50 meters away from the boundaries of the territories of these facilities in all directions;

around technological unit for preparing products for transportation, head and intermediate pumping and loading pumping stations, tank farms, compressor and gas distribution stations, product measuring units, loading and unloading racks, subsurface gas storage stations, oil and oil products heating points - in the form of a land plot bounded by a closed line, at a distance of 100 meters from the boundaries of the territories of the indicated facilities in all directions.

2. Protection zones shall be established for electric grid facilities:

along overhead power lines - as part of the surface of the land and air space (to a height corresponding to the height of the overhead power line supports) bounded by parallel vertical planes on either sides of the

power line from the outermost wires with their position undisturbed at following distances:

Design rated voltage class, kV	Distance, m
up to 1	2 (for lines with self-supporting or insulated wires laid on walls of buildings, structures, etc., the protective zone is determined in accordance with the minimum allowable distances from such lines) established by the regulatory legal acts
1 - 20	10 (5 - for lines with self-supporting or insulated wires placed within boundaries of settlements)
35	15
110	20
150, 220	25
300,500, +/- 400	30:
750, +/- 750	40
1150	55

along subsurface cable lines - in the form of the surface part of the land plot, the subsoil plot located underneath (to a depth corresponding to the depth of laying cable lines), bounded by parallel vertical planes on either sides of the power line from the outermost cables at a distance of 1 meter;

along submarine cable lines - in the form of water space from the water surface; to the bottom bounded by vertical planes on either sides of the line from the outermost cables at a distance of 100 meters;

along overhead power line crossings through water bodies (rivers, canals, lakes, etc.) - in the form of an airspace above the water surface of water bodies (to a height corresponding to the height of overhead power line supports) limited by vertical planes on either sides of the power line from the extreme wires when they are not diverted, for navigable water bodies - at a distance of 100 meters, for non-navigable water bodies - at a distance provided for establishing protection zones along overhead power lines.

3. The protected area for the Company's hazardous industrial facilities is the entire territory of the OUGCF, which is a restricted access area fenced in accordance with requirements for these types of facilities and equipped with checkpoint systems and, in places where it is impossible - to provide round-the-clock protection and control pass regime (well cluster: etc.), marked with prohibiting signs for entry and exit.

4. For gas distribution networks, security zones are established: along the routes of external gas pipelines - in the form of a territory bounded by lines running at a distance of 2 meters on each side of the pipeline;

along the routes of subsurface gas pipelines made of polyethylene pipes when a copper wire is used to mark the route of the gas

pipeline - in the form of an area bounded by conditional lines running at a distance of 3 meters from the gas pipeline on the wire side and 2 meters - on the opposite side;

along routes of external gas pipelines on permafrost soils regardless of the pipe material - in the form of a territory bounded by conventional lines running at a distance of 10 meters on each side of the pipeline;

around freestanding gas regulating stations - in the form of a territory bounded by a closed line drawn at a distance of 10 meters from boundaries of these facilities. For gas regulating stations attached to buildings

, the protection zone is not regulated;

along underwater crossings of gas pipelines through navigable and floating rivers,

lakes, reservoirs, canals - as a section of water space from the water surface to the bottom, enclosed between parallel

planes on each side of the gas pipeline at a distance of 100 m ;

along the routes of inter-settlement gas pipelines passing through forests and wood

and shrub vegetation - in the form of clearings 6 meters wide, 3 meters on each side of the gas pipeline.

Appendix No. 3
to Regulations on the procedure for admission of Contractors (Subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

APPROVED BY

_____
(name of the Company, workshop)

_____
(Head or person responsible for fire safety, position, full name.)

_____
(signature)

«___ » 20 _____.

WORK PERMIT
for hot work

1. Issued (to) _____

_____
(position of the work manager responsible for the work. full name, date)

2. For the performance of works _____

_____
(nature and contents of work)

3. Work site _____

_____
(compartment, area, plant, apparatus, mine, room)

4. Prepared by: [1]

[1] If there are more than five executors/composition of executors and the required information are given in the attached list with a note to that effect in this paragraph.

Full name of Executors	Qualification (skill level)	Instructions on fire safety measures received by		Instructions conducted by, position, full name, signature
		signature	Date	

5. Works scheduled time:

Start _____ _____
time *date*

Finish _____ _____
time *date*

5.1. Results of air environment analysis (if harmful and hazardous gases are likely to enter the work area)

Sampling date and time	Sampling location	Air analysis results	Signature of the person who performed analysis, full name.

6. Measures to ensure fire and industrial safety of the place (places) of work

_____
(organizational and technical fire safety measures are indicated,

_____
in the preparation of the work site)

Organizational and technical safety measures implemented during hot work, collective and personal protective equipment, mode of operation:

7. Agreed by:
With the OHIFS expert _____
(full name, signature, date)
with interconnected shops, areas of the facility, where hot work will be carried out (if necessary)

_____
(shop, section, full name of a person in charge, signature, date)

_____
(name of service, full name of a person in charge, signature, date)

with the fire department serving the facility where the hot work will be carried out

_____
(name of service, full name of a person in charge, signature, date)

8. The site has been prepared:

(person responsible for preparatory work, last name, signature, date, time)

(person responsible for hot work, last name, signature, date, time)

I authorize the performance of hot work _____

(date, signature of the shop head, service, location of fire work, or his deputy)

9. The work permit is prolonged until[1] _____

(date, time, signature of the permit issuer, full name, position)

1 If the work is scheduled for two or more days, the prolongation of the work permit is carried out daily until the scheduled end of work

Work prolongation date and time	Work performance possibility is certified by (signature)			
	A person registering the work permit	Person responsible for work	Representatives of occupational safety and fire safety services	Managers of the shop (service) where hot work is carried out and of interconnected shops, sections

10. Prolongation of the work permit is agreed (if necessary, in accordance with clause 7)

(name of service, position of a person in charge,

full name, signature, date)

11. Change in the composition of executors

Included in the composition of executors					Excluded from the composition of executors			Supervisor (signature)
Full name	I am acquainted with the conditions of work, instructed (signature)	Qualification, skill level	Function performed	Date, time	Full name	Date, time	Function performed	

12. The work is completed in full, workplaces are cleaned up, tools and materials are put away, people are removed, the work permit is closed

(work manager, full name, signature, date, time) (shift supervisor (shift manager) at the place of work,

full name, signature, date, time) shop (service) supervisor, last name, signature, date, time)

Appendix No. 4
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

APPROVED BY
(name of the Company)

_____
(position)

_____
(signature)

«___» _____ 20 .

WORK PERMIT No.[1]
to perform gas-hazardous work

1. Shop (production, installation) _____
2. Work site _____
(department, area, apparatus, service line)
3. Work Type _____
4. Person responsible for preparatory works _____
(position, full name)
5. Person responsible for works_____
(position, full name)
6. Measures on the facility preparation for the gas-hazardous work and gas-hazardous work performance sequence _____
Appendix _____
(name of diagrams, sketches)
7. Measures to ensure the safety of work
8. Personal protective equipment and operation mode _____

_____
9. Section Manager _____
(full name, signature, date)
10. Measures are agreed by:
with interconnected workshops and specialists

_____
(position, full name, signature, date).

_____
(position, full name, signature, date)

11. Team composition and briefing record

[1] The next number in the logbook of gas work is assigned.
(signatures of the person responsible for the work performance and the head of the business unit, time, date)

Item No.	Work date and time	Full name of team members	Occupation	I have read the terms of work and passed the briefing, signature	The briefing was conducted by - position, full name, signature

12. An analysis of the air environment before the commencement and during implementation of work

Sampling date and time	Sampling location	Components determined	Permissible concentration	Analysis results	Full name and signature of the person who performed analysis

13. Measures on preparation for safe work performance according to work permit have been taken

Person responsible for preparatory work *(Full name, signature, date, time)*	Person responsible for gas-hazardous work *(Full name, signature, date, time)*

14.1. Work performance possibility is certified by:

(gas rescue service representative, full name, signature, time, date)

14.2. Permission to work given by:

(head of the business unit, full name, signature, time, date)

15. Work permit validity period is extended

Work date and time	Atmospheric test result (laboratory or automatic)	Person responsible for work	Work performance possibility is certified by		
			Appointed official carrying out the production process maintenance	Gas rescue service representative	Head of site

16. The work is completed in full, the work permit is closed_____

(time, date)

Appendix No. 5
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

WORK PERMIT
for Repair Work

1. Business Unit (shop, production, installation)
2. Work site
3. Scope of Work
4. Planned Time of Repair Work:

beginning_____ end_____
(Date, Time) (Date, Time)

5. The direct work manager of the operating or contracting organization _____
(position, full name)

6. The person responsible for the preparation and delivery of the facility for repair

_____
(position, full name)

7. The steps for the preparation of the facility for repair

_____

8. Preparatory works are performed in full. The facility is prepared for repair
(signature of person in charge of preparation, date)

9. The facility is accepted for repairs. The scope and conditions of work are read and understood

_____
(signature of the direct work manager, date)

10. Measures that ensure the safety of works

Item No.	Event List	Persons responsible for the implementation of measures (position, full name)	Marks on the Implementation (signature)

11. Instructions with the contractor's repair workers on fire and industrial safety measures were conducted by

_____
(head of the business unit, full name, signature, date)

12. Instructions with the contractor's repair workers on safety measures were conducted by

_____
(direct manager, full name, signature, date)

13. Repair workers who have been instructed and allowed to perform work.

# Item	Full Name	Qualification	I have read the terms of work, passed the	The briefing was conducted by position, full name,

No.			briefing, date, signature	signature

14. Permit for Repair Work

(head of the structural unit of the repaired object, full name, date, signature)

15. List of Documentation attached to the work permit:

16. An analysis of the air environment before the commencement and during implementation of work

Sampling date and time	Sampling location	Components determined	Permissible concentration	Analysis results	Signature of the person who performed analysis

17. Daily permit to work

The person responsible for the preparation and delivery of the facility for repair
(full name, signature, date, time)

Responsible work manager
(full name, signature, date, time)

(head of the structural unit of the repaired object, signature, date, time)

18. The work was completed in full, the tools and materials were removed, the performers of repair work were removed from the repair area of the object, the work permit was closed

(full name of the direct work manager, signature, date, time)

(full name of the person responsible for the preparation and delivery of the object for repair, signature, date, time)

(full name of the head of the structural unit of the repaired object, signature, date, time)

Appendix No.6
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Certificate of admission
for work performance
at a territory of the Customer's hazardous industrial facility

Novy Urengoy «___» _____ 20 ___

_____
(name of the operating organization, production unit)

Customer Representative _____
(full name and position)

Contractor's representative _____
(full name and position)

has drawn up this certificate as follows.

The customer provides the site (territory), in accordance with the diagram for delimitation of areas of responsibility,

_____

for running the production on it

_____
(work description)

under the supervision of technical staff - a representative of the Contractor for the next term:

beginning _____ end _____
(Date, Time) (Date, Time)

Before work starts, the following measures to provide works safety shall be implemented:

Event	Deadline	Contractor

Customer Representative _____
(signature, printed name)

Contractor's representative _____
(signature, printed name)

When it's necessary to perform works after the expiry of this admission certificate, a new admission certificate shall be drawn up for a new term.

Appendix No. 6a.
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Certificate of admission
for works
on the territory of the Customer's hazardous industrial facility (GP-41, GP-51, gas pipeline, condensate pipeline, GGH, crane unit)

Novy Urengoy «___» _____ 20 ___

_____
(name of the operating organization, production unit)

Head of the HIF (or a person authorized by the Order) _____
(full name and position)

Contractor's representative _____
(full name and position)

has drawn up this certificate as follows.
The customer provides the site (territory), in accordance with the diagram for delimitation of responsibility area, (annex chart with dimensions, safe zones) for running

_____
the production, on it.

_____
(work description)

under the supervision of technical staff - representative of the Contractor

_____ Last name, position
_____ Last name, position
_____ Last name, position

for the next period:
beginning _____ end _____
(Date, Time) (Date, Time)

Control of work execution on the part of the Customer (CCD)

_____ Last name, position
_____ Last name, position
_____ Last name, position

Before works start, the following measures to provide works safety shall be implemented:

Event	Deadline	Contractor

Head of the HIF (or a person authorized by the Order) _____
(signature, printed name)

Contractor's representative _____
(signature, printed name)

When it's necessary to perform works after the expiry of this admission certificate, a new admission certificate shall be drawn up for a new term.

Appendix No. 7

to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

AGREED BY

_____

position of the Contractor/ Subcontractor

Full name

«___» _____ 20 __.

APPROVED BY

Chief Engineer - First Deputy General Director

at Achim Development LLC

Full name

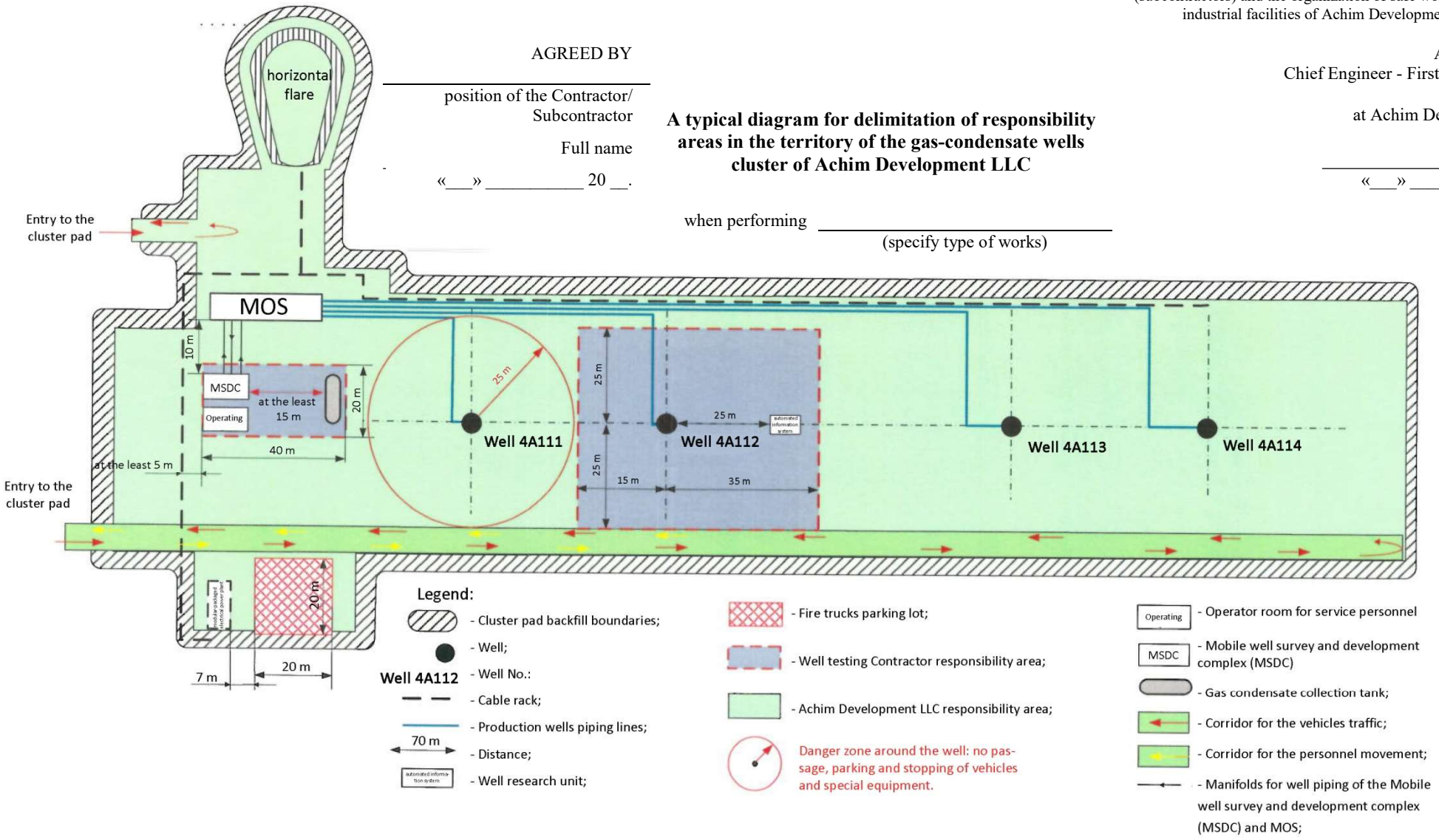
_____

«___» _____ 20 __.

A typical diagram for delimitation of responsibility areas in the territory of the gas-condensate wells cluster of Achim Development LLC

when performing _____

(specify type of works)



AGREED BY

Head of the Activity Area Department

at Achim Development LLC

_____ full name

«___» _____ 20 __.

AGREED BY

Manager of section No. ___ GF (___)

at Achim Development LLC

_____ full name

«___» _____ 20 __.

PREPARED BY

Representative of the Contractor

_____ full name

«___» _____ 20 __.

Appendix No. 7a.

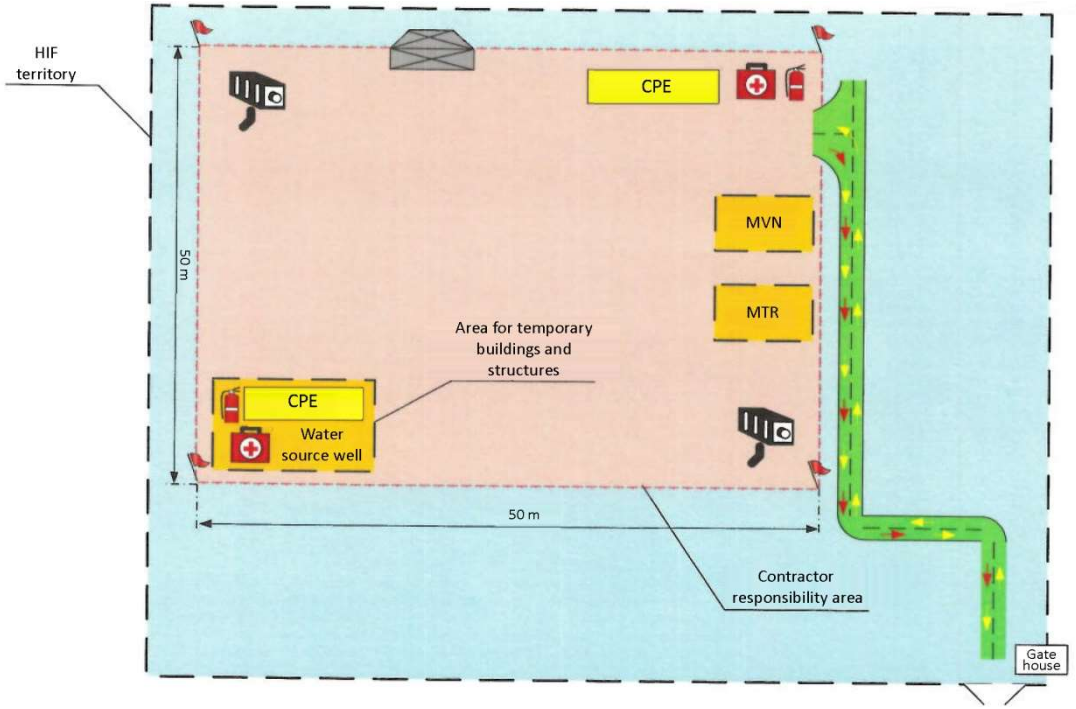
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities
at Achim Development LLC

AGREED BY
position of the Contractor/ Subcontractor
Full name
«___» _____ 20 __.

APPROVED BY
Chief Engineer - First Deputy General Director
at Achim Development LLC
Full name
«___» _____ 20 __.

Diagram for delimitation of responsibility areas in the territory of the hazardous industrial facility of Achim Development LLC
when performing _____
(specify type of works)

SAMPLE



- Temporary construction to ensure the safety of personnel and operating facilities
- Contractor responsibility area
- Achim Development LLC responsibility area
- Collective protection equipment
- First aid tools
- Fire extinguishing devices
- Temporary waste accumulation site
- Materials storage site
- Site fencing (to be arranged by the Contractor)
- Evacuation route direction
- Corridor for the movement of the Contractor's vehicles and personnel
- Gate house
- Video surveillance system location

* When several types of work are performed, the diagram highlights areas with name of the person responsible

AGREED BY
Head of the Activity Area Department
at Achim Development LLC
_____ full name
«___» _____ 20 __.

AGREED BY
Manager of section No. ___ GF (___)
at Achim Development LLC
_____ full name
«___» _____ 20 __.

PREPARED BY
Representative
of the Contractor
_____ full name
«___» _____ 20 __.

Appendix No. 8
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

«___»
_____
20 __.

_____ ____ _____
facility

Time _____
local time of issuing instruction

Instruction Act
to stop the work

_____ # *1* / _____ - _____
facility type

by Representative of Achim Development LLC _____ (*last name)*
(position)
in the presence of:
Representative of the Contractor (Subcontractor) _____ *(full name)*
(position, Company)
for the period since «___» _____ 20 till «___» _____ 20
the facility investigation was conducted:

As a result of the performed survey, the following was established

# Item No.	Summary of the identified violations	Indication of the designation and paragraph of the normative document, the requirements of which are violated
1	**2**	**3**

I hereby instruct

1 Suspend production activities _____

type of work

Deadline of execution _____, Note of fulfillment: completed/not completed.

2 Eliminate violations

Deadline of execution _____ Note of fulfillment: completed/not completed.

3 Obtain a decision on items in these instructions

Deadline of execution _____ Note of fulfillment: completed/not completed.

4 Managers and responsible executives are to take measures to prevent such violations.

Deadline of execution _____ Note of fulfillment: completed/not completed.

5 Notify in writing _____ that each item of these instructions has been corrected, listing the specific actions taken.

Deadline of execution _____ Note of fulfillment: completed/not completed.

6 This order is to be considered as the basis for the claim work.

Instructions No. _____/_____/_____ – accepted

Representative of the Contractor (Subcontractor):

_____

(position, Company) *(signature)* *(last*name *)* *(date)*

Copies sent to:

1

2

3

Instructions were issued by:

(signature) (last name) (date)

Appendix No. 9
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

«___»
_____
20 __.

_____ ____ _____
facility

Time _____
local time of issuing instruction

PERMIT
to the works performance

_____ # *1* / _____ - _____
facility type

by Representative of Achim Development LLC _____ (last name)
on the basis of full elimination of remarks shown in the Stop Work Instruction Act # / /

I authorize the
resumption and continuation of work _____
(type of work)

Copies sent to:
1
2
3

Permit issued by:

_____ _____
(signature) Full name, position

Appendix No. 10
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Certificate of professional training of employees sent to a hazardous industrial facility at Achim Development Ltd.

_____
(position of the Contractor/ Subcontractor)

sent to work on

_____
(type of activity)

Item No.	Full Name	Occupation, position (main)	Training in main occupation		Occupation, position (additional)	Training in additional occupation		For engineers and technicians Industrial Safety Certification (Code, report No., date)	Training in occupational health (report No., date)	Training in fire safety basics (report No., date)	First aid training (report No., date)	Electrical safety group (report No., date)	Training on GOWI (Report No., date)
			Certificate No.	Certification date		Certificate No.	Certification date						
1.													
2.													
3 .													

Head of the Contractor (Subcontractor)

_____

L.S.

Head of the Contractor's (Subcontractor's) HR Department

_____

L.S.

Appendix No. 11
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Register of key operational risks

When performing a type of activity _____

Hazard	Risk description	Risk consequences	Risk mitigation measures
Brief description of danger source The following hazard categories can be used: transport, pressure, electricity, lifting, working at height, entering confined spaces, chemical hazards, radiation, explosives, temperature extremes, fire, biohazards, etc.	Describe in detail the worst possible undesirable events associated with a specific hazard at various stages of the operation	Describe the worst-case scenario for workers, Customer equipment/facilities, the environment and the Customer's reputation	Describe existing measures to reduce the likelihood of an accident occurring and the severity of an undesirable event
Preparation example:			
Work at height	Falling of people or items from height	Death of personnel	1. Training in safety when working at height. 2. Occupational health and safety target briefing. 3. Using the fall protection equipment with two safety harnesses. 4. Using the harnesses for tools and other items.

_____

position of responsible person of the Contractor (Subcontractor) _____ signature _____ Full name date

Appendix No. 12
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Certificate on specialized equipment involved in hazardous industrial facility of Achim Development LLC

_____
(position of the Contractor/ Subcontractor)

sent to work on

_____
(type of activity)

Item No.	Name model/type of vehicle	Full name of the driver allowed for the vehicles driving	Vehicle owner	License plate	Garage number	Date of the latest tech. inspection	Date of the next partial /full technical inspection (if necessary)	Note
1.								
2.								
3.								

Head of the Contractor (Subcontractor)

_____

Appendix No. 13
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Checklist for inspection of wheeled vehicles (cars, trucks and buses)

Place of inspection _____ Date of inspection _____
Company _____ Contractor/ Subcontractor _____
Vehicle make _____
State registration number _____
Driver _____

Item No.	Evaluation criteria	Yes + No -	References to regulatory documents[1]	Remarks
1.	Driver's license		cl. 2.1.1 of Traffic Regulations of the Russian Federation approved by the Resolution of the Government of the Russian Federation No. 1090 dated October 23, 1993	
2.	Certificate of the vehicles registration			
3.	The trip sheet with notes of the pre-trip control of the technical condition of the vehicle and pre-trip medical examination of the driver		Order of the Ministry of Transport of Russia dated 18.09.2008 No. 152 "On approval of mandatory details and procedure for filling out the trip sheets"	
4.	Third party liability insurance police		art. 4 of Federal Law No. 40-FZ dated 25.04.2002 "On compulsory civil liability insurance of the motor vehicle owners"	
5.	Certificate of periodic technical inspection (for vehicles used to transport passengers with more than eight seats in addition to the driver's seat)		cl. 11 of the Basic provisions for the admission of vehicles to operation and the responsibilities of officials to ensure road safety approved by the Government of the Russian Federation dated 23.10.1993 No. 1090	
6.	Safety knowledge assessment certificate		cl. 3.7 of Resolution of the Labor Ministry and Education Ministry of Russia No. 1/290 dd. 13.01.2003 on Approval of Procedure for Occupational Health and Safety Knowledge Assessment of Employees	
7.	Availability, integrity and functionality of seat belts		Appendix to basic provisions for the admission of vehicles to operation and the responsibilities of officials to ensure the safety of road traffic "A list of defects and conditions THAT PROHIBIT the operation of vehicles" of the Traffic Regulations of the Russian Federation approved by the Government	
8.	Availability and serviceability of fire extinguisher(s)			
9.	Availability of the emergency stop sign			
10.	Availability and completeness of the first aid kit (for cars)			
11.	Serviceability of horn			
12.	Serviceability of windshield wipers and washers (if available)		of the Russian Federation dated 23.10.1993 No. 1090	
13.	Serviceability of exterior lights			
14.	Serviceability of body or cab door locks, cargo platform wall locks, tanker neck locks and fuel tank plugs, driver's seat adjustment mechanism			
15.	The serviceability of the emergency door		Appendix to basic provisions for the admission	

[1] In case of violation of requirements specified in the checklist, Achim Development LLC reserves the right to suspend work until the violations are eliminated:

	switch and stop demand signal on the bus, the interior lighting of the bus, emergency exits and their actuating device, the door control actuator		of vehicles to operation and the responsibilities of officials to ensure the safety of road traffic "A list of defects and conditions that prohibit the operation of vehicles" of the Traffic Regulations of the Russian Federation approved by the Government of the Russian Federation dated 23.10.1993 No. 1090	
16.	Serviceability of speedometer, tachograph, anti-theft devices			
17.	Serviceability of the windshield heating and blowing device			
18.	Hooking device serviceability			
19.	Brake system serviceability			
20.	No oil leaks in engine, gearbox, transmission, special equipment			
21.	Availability of wheel blocks			
22.	Condition of tires, wheel mounting			
23.	Presence of glasses provided for by design of the vehicle. There are no additional items or coverings that restrict visibility from the driver's seat.			
24.	Presence of rear-view mirrors (availability, integrity)			
25.	Personal protection equipment (presence)		Art. 221 of the Labor Code of the Russian Federation dated 30.12.2001 No. 197-FZ, cl. 12 of the Order of the Ministry of Labor and Social Protection of the Russian Federation dated 06.02.2018 No. 59n "On approval of the rules of labor protection on road transport"	
26.	Presence of spark arrestor		cl. 420, cl. 1138 Safety rules in the oil and gas industry approved by Order of the Federal Environmental, Industrial and Nuclear Supervision Service dated 12.03.2013 No. 101	

Driver (full name)	Signature
Inspecting person (full name, position) /	Signature

Appendix No. 14
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Checklist of the lifting structure inspection (truck crane, pipe layer) [1]

Place of inspection _____ Date of inspection _____
Company _____ Contractor/ Subcontractor _____
Vehicle make _____
State registration number _____
Driver _____

Item No.	Evaluation criteria	Yes + No	References to regulatory documents*	Remarks
1.	Document confirming completion, in the prescribed manner, of professional training in relevant activities of job specialties (certificate of the truck crane operator, pipe layer operator)		cl. 20 of Federal rules and regulations in the field of industrial safety “Safety rules for hazardous industrial facilities where hoisting devices are used” approved by the Order of Rostekhnadzor dated 12.11.2013 No. 533.	
1	Driver’s license.		cl. 2.1.1 of Traffic Regulations of the Russian Federation approved by the Resolution of the Government of the Russian Federation No. 1090 dated October 23, 1993	
3.	Vehicle registration certificate			
4.	The trip sheet with notes of the pre-trip control of the technical condition of the vehicle and pre-trip medical examination of the driver (operator)		Order of the Ministry of Transport of Russia dated 18.09.2008 No. 152 "On approval of mandatory details and procedure for filling out the trip sheets”	
5.	Third party liability insurance police (for vehicles intended for participation in road traffic, which are able to move faster than 20 km per hour)		art. 4 of Federal Law No. 40-FZ dated 25.04.2002 "On compulsory civil liability insurance of the motor vehicle owners".	
6.	Certificate of periodic technical inspection (inspection decal issued by the Gostekhnadzor bodies)		cl. 11 of the Basic provisions for the admission of vehicles to operation and the responsibilities of officials to ensure road safety, approved by the Government of the Russian Federation dated 23.10.1993 No. 1090	
7.	Safety knowledge assessment certificate		cl. 3.7 of Resolution of the Labor Ministry and Education Ministry of Russia No. 1/29 dd. 13.01.2003 on Approval of Procedure for Occupational Health and Safety Training and Knowledge Assessment of Employees	

[1]In case of violation of requirements specified in the checklist, Achim Development LLC reserves the right to suspend work until the violations are eliminated.

8.	Certificate of the hoisting device (hereinafter referred to as "HD"), information about its registration		cl. 255 of Federal rules and regulations in the field of industrial safety “Safety rules for hazardous industrial facilities where hoisting devices are used” approved by the Order of Rostekhnadzor dated 12.11.2013 No. 533.	
9.	Availability of a specialist responsible for industrial control during operation of the HD, a specialist responsible for maintaining the HD in working order, a specialist responsible for the safe execution of works using the HD			
10.	Conclusion of the industrial safety expertise in case the HD has worked out its standard service life			
11.	Availability and completion of the logbook		cl. 150 of Federal Rules and Regulations in the Field of Industrial Safety “Safety Rules for Hazardous Industrial Facilities where hoisting devices are used” approved by the Order of Rostekhnadzor dated 12.11.2013 No. 533.	
12.	Compliance with the procedure of periodic inspections, maintenance and repairs of lifting structure			
11.	Availability of work plan, flow charts, slinging diagrams			
14.	Presence and operability of a limiter or indicator of dangerous proximity to power lines		Appendix No. 11 of Federal rules and regulations in the field of industrial safety “Safety rules for hazardous industrial facilities where hoisting devices are used”, Rostekhnadzor order No. 533 dated November 12, 2013.	
15.	Availability and operability of mechanisms, electrical, pneumatic and hydraulic equipment, control systems and safety devices (limiters, pointers and recorders)		cl. 23 of Federal rules and regulations in the field of industrial safety “Safety rules for hazardous industrial facilities where hoisting devices are used” approved by the Order of Rostekhnadzor dated 12.11.2013 No. 533.	
16.	Condition of tires, wheel mounting		Appendix to basic provisions for the admission of vehicles to operation and responsibilities of officials to ensure the safety of road traffic "A list of defects and conditions that prohibit the operation of vehicles" of the Traffic Regulations of the Russian Federation approved by the Government	
37.	Availability, integrity and functionality of seat belts			
18.	Availability and serviceability of fire extinguisher(s)			
19.	Availability of the emergency stop sign			
20.	Availability and completeness of the first aid kit (for cars)			
21.	Serviceability of horn		of Russian Federation dated 23.10.1993 No. 1090. Requirements (including parameters) of the Rules for technical inspection of self-propelled vehicles and other types of machinery registered by bodies exercising state supervision of their technical condition, approved by Resolution No. 1013 of the Government of the Russian Federation dated 13.11.2013, imposed when conducting technical inspection of certain types of machines	
22.	Serviceability of windshield wipers and washers (if available)			
23.	Serviceability of exterior lights			
24.	Serviceability of body or cab door locks, cargo platform wall locks, tanker neck locks and fuel tank plugs, driver's seat adjustment mechanism			
25.	Serviceability of emergency exits and their actuation device, door control drive			
26.	Serviceability of speedometer, tachograph, anti-theft devices			

27.	Serviceability of the windshield heating and blowing device			
28.	Hooking device serviceability			
29.	Brake system serviceability			
30.	No oil leaks in engine, gearbox, transmission, special equipment			
31.	Availability of wheel blocks			
32.	Presence of glasses provided for by design of the vehicle. There are no additional items or coverings that restrict visibility from the driver's seat.			
33.	Presence of rear-view mirrors (availability, integrity)			
34.	Personal protection equipment (presence)		Art. 221 of the Labor Code of the Russian Federation dated 30.12.2001 No. 197-FZ, cl. 12 of the Order of the Ministry of Labor of the Russian Federation dated 06.02.2018 No. 59n "On approval of the rules of labor protection on road transport"	
35.	Presence of spark arrestor		cl. 420, cl. 1138 Safety rules in the oil and gas industry approved by Order of the Federal Environmental, Industrial and Nuclear Supervision Service dated 12.03.2013 No. 101	

Driver (full name)	Signature
Inspecting person (full name, position) /	Signature

Appendix No. 15
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Checklist of the self-propelled vehicles inspection (bulldozer, excavator, all-terrain vehicle, loader, grader, roller, swamp buggy)

Place of inspection _____ Date of inspection _____
Company _____ Contractor/ Subcontractor _____
Vehicle make _____
State registration number _____
Driver _____

Item No.	Evaluation criteria	Yes + No -	References to regulatory documents[1]	Remarks
1.	Tractor operator's license		cl. 2.1.1 of Traffic Regulations of the Russian Federation approved by the Resolution of the Government of the Russian Federation No. 1090 dated October 23, 1993	
2.	Certificate of the vehicles registration			
2.	The trip sheet with notes of the pre-trip control of the technical condition of the vehicle and pre-trip medical examination of the driver (operator)		Order of the Ministry of Transport of Russia dated 18.09.2008 No. 152 "On approval of mandatory details and procedure for filling out the trip sheets"	
4.	Third party liability insurance police (for vehicles intended for participation in road traffic, which are able to move faster than 20 km per hour)		art. 4 of Federal Law No. 40-FZ dated 25.04.2002 "On compulsory civil liability insurance of the motor vehicle owners".	
5.	Inspection decal issued by the Gostekhnadzor bodies		cl. 11 of the Basic provisions for the admission of vehicles to operation and responsibilities of officials to ensure road safety approved by the Government of the Russian Federation dated 1993 No. 1090	
6.	safety knowledge assessment certificate		cl. 3.7 of Resolution of the Labor Ministry and Education Ministry of Russia No. 1/29 dd. 13.01.2003 on Approval of Procedure for Occupational Health and Safety Knowledge Assessment of Employees	
7.	No foreign objects, fuel or other flammable liquids, or oily, wiping material in the cab of the self-propelled vehicle.		cl. 197 of Rules on labor protection during road construction and repair-construction works, approved by Order of the Ministry of Labor of Russia dated 02.02.2017 № 129n	
8.	Presence of emergency and evacuation exit (hatch in the cabin roof)		cl. 14.3 of Rules on labor protection during road construction and repair-construction works, approved by Order of the Ministry of Labor of Russia dated 02.02.2017 № 129n	
9.	Condition of tires, wheel mounting		Appendix to basic provisions for the admission of vehicles to operation and the responsibilities of officials to ensure the safety of road traffic "A list of defects and conditions that prohibit the operation of vehicles" of the Traffic Regulations of the Russian Federation approved by the Government of the Russian Federation dated 23.10.1993 No. 1090. Requirements (including parameters) of the	

[1]In case of violation of requirements specified in the checklist, Achim Development LLC reserves the right to suspend work until the violations are eliminated.

			Rules for technical inspection of self-propelled vehicles and other types of machinery registered by bodies exercising state supervision of their technical condition, approved by Resolution No. 1013 of the Government of the Russian Federation dated 13.11.2013, imposed when conducting technical inspection of certain types of machines	
10.	Availability, integrity and functionality of seat belts			
11.	Availability and serviceability of fire extinguisher(s)			
12.	Availability of the emergency stop sign			
13.	Availability and completeness of the first aid kit (for cars)			
14.	Serviceability of horn			
15.	Serviceability of windshield wipers and washers (if available)			
16.	Serviceability of exterior lights			
17.	Serviceability of body or cab door locks, cargo platform wall locks, tanker neck locks and fuel tank plugs, driver's seat adjustment mechanism			
18.	Serviceability of emergency exits and their actuation device, door control drive			
19.	Serviceability of the windshield heating and blowing device			
20.	Hooking device serviceability			
21.	Brake system serviceability			
22.	No oil leaks in engine, gearbox, transmission, special equipment			
23.	Availability of wheel blocks			
24.	Presence of glasses provided for by design of the vehicle. There are no additional items or coverings that restrict visibility from the driver's seat.			
25.	Presence of rear-view mirrors (availability, integrity)			
26.	Personal protection equipment (presence)		Art. 221 of the Labor Code of the Russian Federation dated 30.12.2001 No. 197-FZ, cl. 12 of the Order of the Ministry of Labor of the Russian Federation dated 06.02,2018 No. 59n "On approval of the rules of labor protection on road transport"	
27.	Presence of spark arrestor		cl. 420, cl. 113:8 Safety rules in the oil and gas industry approved by Order of the Federal Environmental, Industrial and Nuclear Supervision Service dated 12.03.2013 No. 101	

Driver (full name)	Signature
Inspecting person (full name, position) /	Signature

Appendix No. 16
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Checklist for inspection of vehicles for the transportation of dangerous goods

Item No.	Evaluation criteria	Yes + No-	References to regulatory documents[1]	Remarks
1.	Driver's license		cl. 2.1.1 of Traffic Regulations of the Russian Federation approved by the Resolution of the Government of the Russian Federation No. 1090 dated October 23, 1993	
2.	Certificate of the vehicles registration			
3.	The trip sheet with notes of the pre-trip control of the technical condition of the vehicle and pre-trip medical examination of the driver		Order of the Ministry of Transport of Russia dated 18.09.2008 No. 152 "On approval of mandatory details and procedure for filling out the trip sheets"	
4.	Third party liability insurance police		art. 4 of Federal Law No. 40-FZ dated 25.04.2002 "On compulsory civil liability insurance of the motor vehicle owners".	
5.	Certificate of periodic technical inspection (inspection decal issued by the Gostekhnadzor bodies)		cl. 11 of the Basic provisions for the admission of vehicles to operation and responsibilities of officials to ensure road safety, approved by the Government of the Russian Federation dated 23.10.1993 No. 1090	
6.	Dangerous goods driver training certificate (ADR certificate)		Order of the Ministry of Transport of Russia dated 09.07.2012 No. 202 "On approval of the procedure for issuing certificates for training drivers of vehicles carrying dangerous goods and approval of courses for such training".	
7.	Certificate on admission of the vehicle for transportation of dangerous goods		European Agreement on the International Carriage of Dangerous Goods by Road (ADR).	
8.	Safety knowledge assessment certificate		cl. 3.7 of Resolution of the Labor Ministry and Education Ministry of Russia No. 1/29 dd. 13.01.2003 on Approval of Procedure for Occupational Health and Safety Knowledge Assessment of Employees	
9.	Transport emergency card		cl. 5.4.3. of European Agreement on the International Carriage of Dangerous Goods by Road (ADR)	
10.	Special permit for high risk cargo		cl. 1.10.3. of European Agreement on the International Carriage of Dangerous Goods by Road (ADR)	

[1]In case of violation of requirements specified in the checklist, Achim Development LLC reserves the right to suspend work until the violations are eliminated.

11.	The presence of a wheel chock, the size of which should correspond to maximum weight of the vehicle and diameter of the wheels			
12.	The presence of two warning signs with their own support		cl. 8.1.5.2. of European Agreement on the International Carriage of Dangerous Goods by Road (ADR)	
13.	Availability of eye wash fluid			
14.	Availability of following equipment for each crew member of the vehicle: emergency vest; portable light; a pair of protective gloves; eye protection; mask for emergency exit of the vehicle			
15.	Presence of shovel		cl. 8.1.5.3 European Agreement on the International Carriage of Dangerous Goods by Road (ADR).	
1.6.	Availability of drain seal			
17-.	Presence of preassembled container			
18.	Availability of anti-lock braking system (for vehicles with a maximum permissible mass exceeding 3.5 tons)		cl. 9.2.3 European Agreement on the International Carriage of Dangerous Goods by Road (ADR).	
19.	Speed limiting device/speed limiting function (for vehicles with a maximum permissible mass exceeding 3.5 tons)		cl. 9.2.5 European Agreement on the International Carriage of Dangerous Goods by Road (ADR)	
20.	Availability, integrity and functionality of seat belts		Appendix to basic provisions for the admission of vehicles to operation and responsibilities of officials to ensure the safety of road traffic "A list of defects and conditions that prohibit the operation of vehicles" of the Traffic Regulations of the Russian Federation approved by the Government of the Russian Federation dated 23.10.1993 No. 1090.	
21.	Availability and serviceability of fire extinguishers			
22.	Availability of the emergency stop sign			
23.	Availability and completeness of the first aid kit (for cars)			
24.	Serviceability of horn			
25.	Serviceability of windshield wipers and washers (if available)			
26.	Serviceability of exterior lights			
27.	Serviceability of body or cab door locks, cargo platform wall locks, tanker neck locks and fuel tank plugs, driver's seat adjustment mechanism			
28.	Serviceability of speedometer, tachograph, anti-theft devices.			
29.	Serviceability of the windshield heating and blowing device		Appendix to basic provisions for the admission of vehicles to operation and responsibilities of officials to ensure the safety of road traffic "A list of defects and conditions that prohibit the operation of vehicles" of the Traffic Regulations of the Russian Federation approved by the Government of the Russian Federation dated 23.10.1993 No. 1090.	
30.	Hooking device serviceability			
31.	Brake system serviceability			

32.	No oil leaks in engine, gearbox, transmission, special equipment			
33.	Availability of wheel blocks			
34.	Condition of tires, wheel mounting			
35.	Presence of glasses provided for by design of the vehicle. There are no additional items or coverings that restrict visibility from the driver's seat.			
36.	Presence of rear-view mirrors (availability, integrity)			
37.	Personal protection equipment (presence)		Art. 221 of the Labor Code of the Russian Federation dated 30.12.2001 No. 197-FZ, cl. 12 of the Order of the Ministry of Labor of the Russian Federation dated 06.02.2018 No. 59n "On approval of the rules of labor protection on road transport"	
38.	Presence of spark arrestor		cl. 420, cl. 1138 Safety rules in the oil and gas industry approved by Order of the Federal Environmental, Industrial and Nuclear Supervision Service dated 12.03.2013 No. 101	

Driver (full name)	Signature
Inspecting person (full name, position) /	Signature

Appendix No. 17
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Checklist for Inspection of Special Wheeled Vehicles (Mobile Steam Generating Unit (MSGU), Cementing Unit (CU)

# Item No.	Evaluation criteria	Yes + No-	References to regulatory documents[1]	Remarks
1.	Driver's license		cl. 2.1.1 of Traffic Regulations of the Russian Federation approved by the Resolution of the Government of the Russian Federation No. 1090 dated October 23, 1993	
2.	Certificate of the vehicles registration			
3.	The trip sheet with notes of the pre-trip control of the technical condition of the vehicle and pre-trip medical examination of the driver		Order of the Ministry of Transport of Russia dated 18.09.2008 No. 152 "On approval of mandatory details and procedure for filling out the trip sheets"	
4.	Third party liability insurance police		art. 4 of Federal Law No. 40-FZ dated 25.04.2002 "On compulsory civil liability insurance of the motor vehicle owners"	
5.	Certificate of periodic technical inspection (for vehicles used to transport passengers with more than eight seats in addition to the driver's seat)		cl. 11 of the Basic provisions for the admission of vehicles to operation and the responsibilities of officials to ensure road safety approved by the Government of the Russian Federation dated 23.10.1993 No. 1090	
6.	Availability of equipment datasheet, technical certification, examination of industrial safety, technical diagnostics of equipment under pressure		Chapter VI of "Rules of industrial safety for hazardous industrial facilities where equipment operating under excessive pressure is used" (approved by order of the Federal Service for Environmental, Technological and Atomic Supervision No. 116 dated March 25, 2014.	
7.	Availability of documents confirming the certification in industrial safety for employees directly related to the operation of equipment,		cl. 221 of "Industrial safety rules of hazardous industrial facilities where equipment operating under overpressure is used" approved by order of the Federal service	
	certificates for the right to work independently on relevant activities		on Environmental, Process and Nuclear Supervision dated 25.03.2014 No. 116.	
8.	Availability of a plate with the number of equipment (according to the numbering system adopted by the operating organization): permitted parameters (pressure, temperature of the working environment); date of the next external and internal inspection and hydraulic test of boilers and vessels, external inspection of pipelines; date of expiration of service life established by the manufacturer or specified in the industrial safety expert report)		cl. 212 of "Rules of industrial safety for hazardous industrial facilities where equipment operating under excessive pressure is used" (approved by order of the Federal Service for Environmental, Technological and Atomic Supervision No. 116 DATED March 25, 2014.	

[1]In case of violation of requirements specified in the checklist, Achim Development LLC reserves the right to suspend work until the violations are eliminated.

9.	Production instructions for workers operating the equipment, developed on the basis of the manual (instructions) for the operation of a particular type of equipment taking into account the specifics of the technological process, established by the design and process documentation		cl. 218 of “Rules of industrial safety for hazardous industrial facilities where equipment operating under excessive pressure is used”, approved by order of the Federal Service for Environmental, Technological and Atomic Supervision No. 116 dated March 25, 2014.	
10.	Serviceability of the equipment (including the condition of the metal or other material from which the equipment is made)		cl. 218 of “Rules of industrial safety for hazardous industrial facilities where equipment operating under excessive pressure is used”, approved by order of the Federal Service for Environmental, Technological and Atomic Supervision No. 116 dated March 25, 2014.	
11.	Serviceability of fittings, I&C, safety and blocking devices, alarms and protection equipment.			
12.	Compliance with the manufacturer's declared service life (period of safe operation) specified in the equipment datasheet			
13.	Availability and serviceability of the necessary set of measuring instruments of direct and remote operation, permanently installed on the equipment under pressure and as part of the automated safety and control systems, as well as portable instruments, to monitor parameters			
14.	Safety knowledge assessment certificate		cl. 3.7 of Resolution of the Labor Ministry and Education Ministry of Russia No. 1/29 dd. 13.01.2003 on Approval of Procedure for Occupational Health and Safety Knowledge Assessment of Employees	
15.	Availability, integrity and functionality of seat belts		Appendix to basic provisions for the admission of vehicles to operation and responsibilities of officials to ensure the safety of road traffic "A list of defects and conditions that prohibit the operation of vehicles" of the Traffic Regulations of the Russian Federation approved by the Government of the Russian Federation dated 23.10.1993 No. 1090.	
16.	Availability and serviceability of fire extinguisher(s)			
17.	Availability of the emergency stop sign			
18.	Availability and completeness of the first aid kit (for cars)			
19.	Serviceability of horn			
20.	Serviceability of windshield wipers and washers (if available)			
21.	Serviceability of exterior lights			
22.	Serviceability of body or cab door locks, cargo platform wall locks, tanker neck locks and fuel tank plugs, driver's seat adjustment mechanism			
23.	Serviceability of speedometer, tachograph, anti-theft devices			
24.	Serviceability of the windshield heating and blowing device			
25.	Hooking device serviceability			
26.	Brake system serviceability			
27.	No oil leaks in engine, gearbox, transmission, special equipment			
28.	Availability of wheel blocks			
29.	Condition of tires, wheel mounting			
30.	Presence of glasses provided for by design of the vehicle. There are no			

	additional items or coverings that restrict visibility from the driver's seat.			
31.	Presence of rear-view mirrors (availability, integrity)			
32.	Personal protection equipment (presence)		Art. 221 of the Labor Code of the Russian Federation dated 30.12.2001 No. 197-FZ, cl. 12 of the Order of the Ministry of Labor of the Russian Federation dated 06.02.2018 No. 59n "On approval of the rules of labor protection on road transport"	
33.	Presence of spark arrestor		cl. 420, cl. 1138 Safety rules in the oil and gas industry approved by Order of the Federal Environmental, Industrial and Nuclear Supervision Service dated 12.03.2013 No. 101	

Driver (full name)	Signature
Inspecting person (full name, position) /	Signature

Appendix No. 18
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Vehicle pass for admission to the Customer's hazardous industrial facility

ACHIM DEVELOPMENT

VEHICLE PASS FOR ADMISSION No. _____[1]

Issued to: _____
(Contractor's name)

Brand, model of vehicle _____

License plate: _____

Garage number: _____

Vehicle pass for admission issued to: _____
(position, full name)

valid till: «_____» _____ 20 ____

L.S.

_____
(signature of a person issuing the vehicle pass for admission)

[1] To be drawn up on paper with sizes of height - 60 mm, width - 80 mm.

Appendix No. 19
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Certificate for admission

ACHIM DEVELOPMENT

CERTIFICATE FOR ADMISSION[1] No. _____

Issued by: _____
(Contractor's name)

(Full name of the employee)

(position / professions)

Induction training on occupational health, industrial and fire safety (OHIFS) was held " ____ " _____ 20 ____

Induction training conducted by: _____
(position, full name)

Occupational safety (signature) (Full name)

Fire safety (signature) (Full name)

Environment protection

Civil defense and emergency situations

Valid till: « ____ » _____ 20 ____ .

L.S.

_____
(signature of a person issuing the vehicle pass for admission)

Note: Invalid without qualification certificate

[1] To be drawn up on paper with sizes of height - 60 mm, width - 80 mm.
A note of the knowledge tests, if they were carried out by the EPD & OHIFSD, is made on reverse side.

Appendix No. 20
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Certificate
on acceptance of well (facility) No. _____ cluster No. _____
inv. No. _____ of aboveground equipment and territory
after performance of

Commission consisting of:

on behalf of the Customer _____
on behalf of the Contractor (Subcontractor) _____
hereby certify that « ___ » _____ 20 ___ .
The Customer _____ has accepted,
and the Contractor (Subcontractor) _____ has delivered the well
(facility) No. _____ cluster No. _____ inv. No. _____
for the performance of _____
(type of work)
Condition of access ways _____
Condition of work site _____
Technical condition of the wellhead equipment _____
Provision of the well with necessary instrumentation and shutoff valves _____
_____
Provision of the well with the necessary flanges and fasteners of XMT _____
Additional information _____
_____

on behalf of the Customer	**on behalf of the Contractor (Subcontractor)**
Accepted: _____	**Delivered:** _____
_____	_____
_____	_____

Appendix No. 21
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Report on acceptance of well (facility) No. _____ cluster No. _____ inv. No. _____ of aboveground equipment and territory for the performance of _____ _____

Commission consisting of:

on behalf of the Customer _____
on behalf of the Contractor (Subcontractor) _____
hereby certify that « ___ » _____ 20 ___ .
The Customer has delivered, and the Contractor _____ has accepted the well (facility) No. _____ cluster No. _____ inv. No. _____ for the performance of _____
(type of work)
Condition of access ways _____
Condition of work site _____
Technical condition of the wellhead equipment _____
Provision of the well with necessary instrumentation and shutoff valves_____
_____
Provision of the well with the necessary flanges and fasteners of XMT _____
Additional information _____
_____

on behalf of the Customer	**on behalf of the Contractor (Subcontractor)**
Accepted: _____	**Delivered:** _____
_____	_____
_____	_____
_____	

Appendix No. 22
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Certificate of
compliance of the submitted documentation with labor safety requirements and assessment of the Contractor's (Subcontractor's) readiness to carry out the work

_____
(type of work)

Commission consisting of:
Customer representatives:

_____
(position, full name)

_____

Representative of the Contractor (Subcontractor):

_____
(position, full name)

checked the documents submitted by the Contractor (Subcontractor), which are necessary for obtaining admission to the territory of hazardous facilities, for their compliance with safety requirements and drew up this report on the following:

1. Following documents have been submitted for verification:

_____
_____
_____
_____
_____
_____
_____

2. The submitted set of documents corresponds/does not correspond to the list of necessary documents specified in cl. 5.5 of the Regulations on the procedure of admission of Contractor (Subcontractor) and the organization of safe works at hazardous industrial facilities of Achim Development LLC, approved by order of Achim Development LLC dated_____ No. _____.

3. There are no deviations from requirements of norms, rules and standards of labor safety in the submitted documents.

Decision of the Commission:

Documents are submitted in full, according to the list specified in cl. 5.5 of the Regulations on the procedure for admission of Contractor (Subcontractor) and the organization of safe work at hazardous industrial facilities of Achim Development LLC, approved by order of Achim Development LLC dated _____ No._____.

Based on the above, it is allowed to prepare a certificate of admission.

Customer representatives: _____ _____

_____ _____

_____ _____

Contractor's representative
(Subcontractor): _____ _____

Appendix No. 23
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

APPROVED BY
Chief Engineer - First Deputy General Director
at Achim Development LLC

_____
(signature) (full name)
«___» _____ 20 __.

Work order

for _____
well No. _____ of cluster No. _____ of CGTP-41(51) _____ of the Achim sediments section of the Urengoy oil and gas condensate field
works complexity category: _____
Inv. No. _____

1. General information on well:

started by drilling _____
completed by drilling _____
commissioned _____
RTE _____
occurrence interval _____
of productive reservoir _____
well profile _____

2. Well design:

casing head _____
X-mas tree _____
total depth _____
plugged back total depth _____
current total depth _____
Surface casing: _____
diameter _____
running depth _____
top of cement _____
Technical: _____
diameter _____
running depth _____
top of cement _____
Flow string:
diameter _____
running depth _____
top of cement _____

wall thickness
test pressure
Liner:
diameter
running depth
top of cement
wall thickness
test pressure
Production tubing (TUB):
diameter
running depth
Bottom-hole assembly:

SEC layout scheme					
#	Depth	Length, m	ext. diam. mm	int. diam. mm	SEC description

Perforation intervals:
Type of perforator:
Number of holes/rm
Diameter of holes, mm:
Distance from the rotary table:

3. Operation history:

Since the beginning of operation the well has operated with Qform.gas- Formation gas withdrawn from the beginning of development in ths. m^3.

4. Description of earlier works:

5. Current condition:

Current pressure (20,): Phead = MPa, Wellhead temperature = °C, Pannulus = MPa,

$P_{form.}$ = = MPa

Well state during the delivery to WW:
Backfilling:
Filling the borehole annulus:
Access roads:

6. Purpose of overhaul:

7. Requirement to process fluids and solutions: __

8. Stages of works:

Item No.	List of planned operations

9. Expected results after overhaul: _____

Prepared by:
Geologist of the geological department of Achim Development LLC

Agreed by:
The Deputy Director General – Chief Geologist of the Achim Development LLC

Head of the geological department of Achim Development LLC

Head of Production and Technical Department of Achim Development LLC

Work order is accepted by the representative

_____

(position of the Contractor/ Subcontractor)

Acceptance date « ____ » _____ 20 ___ _____

Appendix No. 24
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

APPROVED BY
The Deputy Director General – Chief Geologist of the Achim Development LLC

_____
(signature) (full name)
«___» _____ 20 __.

Application
for field geophysical
(field and research) operations in well No. _____
cluster No._____ CGPT-41(51) _____ of section
Achim sediments section of the Urengoy oil and gas condensate field Inv. No. _____

1. General information on well:

started by drilling _____
completed by drilling _____
commissioned _____
RTE _____
occurrence interval _____
of productive reservoir

2. Well design:

casing head _____
X-mas tree _____
total depth _____
plugged back total depth _____
current total depth _____
Surface casing:
diameter _____
running depth _____
top of cement _____
Technical string:
diameter _____
running depth _____
top of cement
Flow string:
diameter _____
running depth _____
top of cement _____
wall thickness _____
test pressure _____
Liner: _____
diameter _____
running depth _____
top of cement _____
wall thickness _____

test pressure _____

Production tubing (TUB): _____

diameter _____

running depth _____

Bottom-hole assembly: _____

SEC layout scheme					
#	Depth	Length, m	ext. diam. mm	int. diam. mm	SEC description

Perforation intervals:

Type of perforator:

Number of holes/rm

Diameter of holes, mm:

Distance from the rotary table:

3. Operation history: _____

Since the operation start the well was operating with Qform.gas = ths. m^3/day

Formation gas withdrawn since the beginning of development in ths. m3.

4. Description of earlier works: _____

5. Current condition:

Current pressure (20): ____ Phead = MPa, Wellhead temperature = °C, Pannulus = MPa, Pform = MPa

Backfilling:

Filling the borehole annulus:

Access roads:

6. Purpose of study:

Visit of the crew (team) is to be agreed with the Geological Department Achim Development LLC by phone: _____

Prepared by:

Geologist of the geological department
at Achim Development LLC

Agreed by:

Head of the geological department of Achim Development LLC
Application is accepted by the representative

_____

_____

(name of contracting organization)

Acceptance date « ____ » _____ 20 ___ _____

Appendix No. 25
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

List of works requiring the presence of authorized representatives of the Customer

1. Delivery (acceptance) of wells for workover (from workover).
2. Replacement of gland seals of hanger devices, tubing and casing heads followed by their pressure testing after installation.
3. Installation of X-mas trees and/or its components with further pressure testing.
4. Assembly and RIH of the subsurface equipment BHA (bottom-hole assembly).
5. Installation of cement plugs with further pressure testing.
6. Tubing pressure testing.
7. Packing and pressure testing of packer.
8. Well development (gas inflow stimulation) during the well workover.
9. Casing pressure testing.
10. Wellbore acid treatment and hydraulic fracturing.
11. Special equipment RIH.
12. Performance of hot work at the wellhead.
13. HUD check and correlation during perforating.
14. Well killing.
15. Waterproofing operations.
16. Fishing.

Appendix No. 26
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

List of additional works that do not require a geological/technical meeting and execution of protocol resolutions by the Parties

1. Well re-killing.
2. Repeated running of fishing tools (taps, bells, tubing catcher).
3. Running the lead or tar impression block.
4. Rerun of the milling cutter.
5. Gate valves replacement.
6. Gate valves drain.
7. Repeated run.
8. Repeated level reduction during development including by running a coiled tubing.

Appendix No. 27
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Report on the well condition

«___» _____ 20 __.

We, the undersigned, the representative of the Customer _____

_____
(full name and position)

representative of the Contractor (Subcontractor) _____

_____
(full name, position)

hereby certify that team No. _____, performing workover on well No. _____ cluster No. _____ inventory No. _____ at Urengoy OGCF as per the plan of workover, carried out the following operations: _____

1. As a result of the work performed, the following result was obtained:

_____

2. As of « ____ » _____ 20 ___ the well condition is as follows:

_____

_____

3. It is suggested to perform following works:

_____

_____

_____

_____

The Customer representative: _____ _____
(signature) (Full name)

Representative of the Contractor (Subcontractor): _____ _____
(signature) (Full name)

Appendix No. 28
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

List of documents
(provided by the Contractor (Subcontractor) to the Customer on wells with completed repairs)

Item No.	Document title	Number of copies
1.	Geotechnical plan of the well workover.	1
2.	Additional plans of works.	1
3.	Report on the handover of the well to overhaul.	1
4.	Actual layout of the lifting equipment.	1
5.	Report on packing and pressure testing of the packer.	1
6.	Report on inspection and assembly of the subsurface equipment complex.	1
7..	Report on inspection and pressure testing of X-mas trees prior to installation on the wellhead.	1
8.	Special flange pressure testing report.	1
9.	Report on acid treatment.	1
10.	Aeration report.	1
11.	Report on pressure testing of tubing and casing head.	1
12.	Report on completed well workover.	1
13.	History of workover.	1
14.	Certificate for cement (in case of installing cement plugs).	.1
15.	Certificate for cement (copy).	1
16.	Report on installation and pressure testing of cement plug.	1
17.	Report of checking injectivity (piezometric, absorbing wells).	1
18.	Report (geological) on GTM operations.	1
19.	Report on phase injection of reagents.	1
20.	Report on the well inhibiting.	1
21.	Report on HUD check (impression blocks, pipe drifts RIH).	1
22.	Report on killing the well (specifying the killing fluid, volume, injection parameters) according to the process plan of works.	1
23.	Report on flushing the sand plug.	1
24.	Report on the thawing the paraffin-hydrate (hydrate-ice) plug.	1
25.	Report on the bottom hole reconstruction (by milling,	1

Item No.	Document title	Number of copies
	flushing).	
26.	Report on the injection of waterproofing composition during repair and insulation works according to the process work plan.	1
27.	Report on building up the cement plug according to the process work plan.	1
28.	Report on drilling out the cement plug.	1
29.	Report on pressure testing of flow string.	1
30.	Report on perforating the flow string.	1
31.	Report on the revision of wellhead packers, replacement of packer seals.	1
32.	Report on acid treatment and hydraulic fracturing.	1
33.	Report on the well development.	1
34.	Report on hydraulic fracturing.	1
35.	TUB tally (including all downhole equipment-packer; gas-lift assembly; filter).	1
36.	Report on TUB.	1
37	Report on the TUB extraction (indicating the number of lifted TUB pieces, meters).	1
38.	TUB inspection and rejection report.	1
39.	Report on transfer of rejected pipes to the field.	1
40.	Report on transfer of packer to the field.	1
41.	Report on the TUB running-in (indicating the number of pieces, meters). TUB lowered: new / after revision. Number of additionally delivered TUB).	1
42.	TUB circulation report.	1
43.	Additional casing tally.	1
44.	Additional casing cementing card.	1
45.	Datasheets, certificates, operating instructions for X-mas trees, subsurface equipment (item by item, when delivered by Agent or Contractor).	1
46.	Report on pressure testing of XMT after installation at wellhead.	1
47.	Reports on process complications (if they occur in the process of repairs). Report on investigation of the cause of defects in the work (if nature of the complication is the Contractor's fault).	1
48.	Report on a temporary work suspension (specifying the reason and period of suspension).	1
49.	Report on forced downtime of team.	1

Item No.	Document title	Number of copies
50.	Report on acceptance of the well after overhaul.	1

Appendix No. 29
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

REPORT
on readiness of the flow string for geophysical surveys and works

The report is made between representatives (for drilling, well workover or GCF-41(51) of Achim Development LLC) and the head of the geophysical crew (team) on readiness of the well No. _____ , cluster No. _____ of the section _____ for geophysical research and work under the work order, in tubing, through the tubing (underline as necessary).

1. **Well liquid.**

Тип, состав _____
Плотность _____ г/см ^{3}. Водоотдача ____, см^3/мин.
Вязкость _____ с.
СНС (статическое напряжение сдвига).
Уровень жидкости в скважине _____ м.

2. **Well design**

Bottom hole depth (natural, artificial) - underline as necessary, at the time of PWL _____ m.

Inner diameter of the casing (mm), depths of diameter transitions (m),

_____

Running depth (m) and diameter (mm) of the last string

Condition of the shoe and serviceability of the last string: - satisfactory, unsatisfactory (underline as necessary). Shoe depth (m) and diameter (mm) of the previous string _____m.

Maximum depth of the tubing during the latest running-in _____ m.

3. **TUB design.**

Diameters transition depths _____ m.

Design and condition of the tubing (socket, funnel with inner passage diameter ____ mm, "bare" end, cross, presence of a stud, etc.) - satisfactory, unsatisfactory, unknown (underline as appropriate). Minimum passage diameter in tubing (underline as necessary) _____ mm,

4. **Well preparation works.**

TUB is calipered (by what, when, to which depth) _____

Presence of stops, wiper trips at the last TUB run and their depth _____ m.

Presence of overpull when lifting tubing - yes, no (underline as appropriate). Intervals of overpull _____ m.

5. Special work conditions.

Availability and condition of access roads, work site, scaffolding, availability of a container for collecting liquids (for flowing wells), other conditions ___

Availability of a flowline, a measuring and receiving tank for well fluid .

Condition of surface equipment (serviceability of electrical equipment, condition of wellhead piping, etc.) - satisfactory, unsatisfactory (underline as necessary), availability of places for earthing connection.

Characteristics of lighting conditions in work areas _____, cable route, flow line and tanks _____.

Maximum diameter of the gauge to be run into the well _____mm

Maximum permissible depth of running the gauge _____m.

Well preparation ensures smooth passage of logging tools along the entire borehole during _____ hours required for PWL.

on behalf of the Customer[1]	on behalf of the Contractor (Subcontractor)
Accepted: _____	Delivered: _____
_____	_____
_____	_____

[1] The representative for drilling, well workover or GP-41, GP-51 of Achim Development LLC according to the area of responsibility should be indicated.

Appendix No. 30
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

Inspection Sheet for checking the Contractors (Subcontractors) during field geophysical surveys

Documents to be submitted to hazardous industrial facility for obtaining a permit

Item No.	Document title	Basis	Availability
1.	Copy of the contractor agreement.	Regulation on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities.	
2.	A copy of the standard technical project for field geophysical surveys in production wells.	Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities.	
3.	Copy of the order of Contractor's appointing of persons responsible for the works and the persons allowed to carry out the works.	Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities.	
4.	Copies of report of knowledge assessment (certification) of occupational health and safety. Employees of the Contractor	Regulations on the procedure for admission of contractors (subcontractors) and the	

	(Subcontractor) must have a copy of the report and certificate of industrial safety certification issued by the central (territorial) certification commission of Rostekhnadzor or the Contractor's (Subcontractor) certification commission for industrial safety.	organization of safe work at hazardous industrial facilities.	

5.	Copies of qualification documents (license, certificate by profession).	Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities.	
6.	Copies of documents confirming that the Contractor's (Subcontractor's) employees have undergone basics of fire safety.	Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities.	
7.	General list of employees and specialized equipment.	Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities.	
8.	Workplace briefing log.	Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities.	
Documents required by the crew to carry out works on well			
9.	Well acceptance report.	Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work	

		at hazardous industrial facilities.	
10	Application for field geophysical (field and research) works on the well.	Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities.	i
11.	Plan of works.	cl. 1094 of Safety rules in oil and gas industry	
12.	Report on readiness of the flow string for geophysical surveys and works.	Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities.	
13.	Report on hydraulic testing (pressure testing) of the lubricator for working pressure (conducted once every six months).	cl. 1074 of Safety rules in oil and gas industry	
Visual inspection of the equipment configuration on the well			
14.	Spark arresters are installed on the vehicle exhaust pipes.		
15.	Wheel blocks shall be placed under the wheels of the mobile logging system.		
16.	Whether the actual layout of equipment on the well cluster corresponds to the typical layout diagram. If it does not correspond but for reasons beyond the control of the executors (size of the bush, lack of backfill), whether the distances to		

	boundaries of danger areas are maintained.		
During the blasting perforation operations			
17.	Technical project for BPO.		
18.	Logger-puncher has BUC (blaster's uniform certificate) and a work manager has a certificate of the BPO supervisor in charge.		

Appendix No. 31
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

REPORT
for readiness to works/services on
« ____ » _____ 20 ___ .

Customer Representative _____
(Position, full name)

Representative of the Contractor (Subcontractor) _____
(Position full name)

inspected the completeness and quality of the preparatory work and have drawn up this report on the following:

1. Measures to ensure the safety of operations COMPLETE/INCOMPLETE.
2. Violations of occupational, industrial, fire and environmental safety requirements on the area transferred to the Contractor (Subcontractor) ARE DETECTED/NOT DETECTED.
3. Location of equipment, materials and roads for the movement of machinery according to the approved scheme EXECUTED/NOT EXECUTED
4. Placement of collective protective equipment and fire safety equipment according to the approved diagram EXECUTED/NOT EXECUTED.

Conclusion:

Based on the foregoing, it is authorized to proceed with the performance of works on _____

Customer Representative _____
(Position full name)

Representative of the Contractor (Subcontractor) _____
(Position full name)

Appendix No. 32
to Regulations on the procedure for admission of contractors (subcontractors) and the organization of safe work at hazardous industrial facilities of Achim Development LLC

CERTIFICATE
on the acceptance and delivery of the hazardous industrial facility site

« ____ » _____ 20 ___ .

We, the undersigned:
HIF Head
Customer Representative _____
(Position, full name)

Representative of the Contractor (Subcontractor) _____
(Position full name)

checked the completeness and quality of preparatory work and, according to the attached diagram, provide the territory _____
for the performance of _____
(work description)

beginning _____ end _____
(Date, Time) *(Date, Time)*

Based on the site survey results, following non-compliances were found/not found:

_____

_____

Customer Representative _____
(Position full name)

Representative of the Contractor (Subcontractor) _____
(Position, full name)