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PROCESS OWNER:

SENIOR DIRECTOR - HEAD OF HEALTH, SAFETY, ENVIRONMENT AND QUALITY

N. SMORYAKOVA
0. EXECUTIVE SUMMARY

- Objectives
This Organizational Procedure aims to set forth requirements for the procedure of management of PJSC Enel Russia with the contractors and subcontractors in the area of occupational health and safety, environment protection and quality (further HSEQ) during performance of works/ rendering services in the Company’s territory, buildings and premises.

- Key elements
The main features of this Organizational Procedure are:
  - Occupational Health and Safety requirements for contractors and subcontractors;
  - Procedure of contractors and subcontractors admission to PJSC Enel Russia premises;
  - Procedure of safe work performance organization;
  - Procedure of safety checks and safety violations record;
  - Contractors and subcontractors rights and liabilities in the context of environment protection;
  - Quality requirements imposed on contractors and subcontractors.

- Sub-processes
This Organizational Procedure is structured in the following sub-processes:

  I. Procedure of contractor’s admission to company premises and safety work performance organization;
  II. Check of contractor’s compliance with health and safety requirements during the performance of works/provision of services on the Company’s territory, in the buildings and premises.

1. DOCUMENT AIDS AND APPLICATION AREA

The present Organizational Procedure is to be implemented in and applied to PJSC Enel Russia as far as it meets the requirements of the Russian legislation, the procedures of economic disaggregation, the Charter and other documents of PJSC Enel Russia that are based on it.

This Procedure establishes the order of PJSC Enel Russia contractors and subcontractors HSEQ interaction and control during performance of works/ rendering of services on the PJSC Enel Russia territory, buildings and premises. This Procedure doesn’t cover the relations of PJSC Enel Russia with the contractors beyond the scope of ensuring the compliance with HSEQ requirements on the territory, buildings and premises of the Company.

This Procedure is applicable to all the units and employees of PJSC Enel Russia.

Control over the process of contractors and their subcontractors management engaged for works performance/services rendering shall be charged to responsible persons under the relevant civil law contract. All HSE&Q requirements specified in this procedure refer both to contractors and subcontractors in full scope.
2. UNIT IN CHARGE OF THE DOCUMENT

Responsible for the documents elaboration:
PJSC Enel Russia: Health, Safety, Environment and Quality Directorate.

Responsible for the approval of the document:
- Senior Director - Head of Health, Safety, Environment & Quality;
- Head of Gas Generation;
- Head of Coal Generation – Vice President – Director of RGRES;
- Senior Director - Head of Legal and Corporate Affairs;
- Head of the Organization Group;
- Chief Specialist of the Document Management Group.

Responsible for the final authorization of the document:
- Senior Vice-President – Chief Operating Officer.

3. REFERENCES

This Procedure is based on principles and/or contains references to the following documents:

- Articles of association of Enel Russia PJSC;
- The Code of Ethics of PJSC Enel Russia;
- Enel Russia PJSC Zero Tolerance of Corruption Plan;
- 231 Guidelines applied to non-Italian subsidiaries pursuant to legislative decree no. 231 of June 8 2001;
- International standard ISO 14001:2004 «Environmental management systems. Requirements with guidance for use»;
- Health, safety and environment policy of OJSC Enel Russia No. 0093-PL-HSE;
- Policy "On reliability and efficiency of power generation at PJSC Enel Russia" No. 0140-PL-GEN;
- Policy of zero tolerance to consumption of alcohol, drugs or other intoxicants and limitations of smoking at workplace (Order of OJSC Enel OGK-5 dated 21.09.2009 No. 115);
- Procedure of PJSC Enel Russia No.0166-OP-PRC "Procurement management";
4. **ALLOCATION WITHIN THE GROUP PROCESS MAP**

**Major process:** Occupational Health, Safety, Environment and Quality

**Process:** Interaction with contracting organizations within HSEQ

**Sub-process L1:** Procedure for permitting the contractor for works and arrangement for safe works performance

**Sub-process L2:** Check of compliance with the safety measures and recording of occupational health requirements in the course of works performance
5. DEFINITIONS AND ACRONYMS

- **Accident** - destruction of structures and (or) technical devices, uncontrolled explosion and (or) hazardous substances release.

- **Permit certificate** - document jointly drawn up by authorized representatives of the parties of the relevant contract for works performance prior to works commencement in the territory of the operating plant. The permit certificate defines the place of works, description of works, works fulfillment time, safety measures to be fulfilled before works commencement and the executive works supervisor of the contractor.

- **Administrative Order** - A task for safe performance of works (within the scope of the contract), defining its content, place, time, safety measures and persons assigned to complete it; it is given directly or by other means to the contractor and a person in charge, is of non-recurrent nature and issued for a period of one working day.

- **Safety** - absence of inadmissible risk associated with the possibility to damage.

- **Safe labour conditions** – labour conditions under which the impact of harmful and hazardous production factors is excluded or their impact levels do not exceed the established standards.

- **Requesting Unit** - shall mean the Company unit forming the requirement for materials/works/services and initiating performance of procurement procedures, contract (arrangement/additional agreement) signature to meet the Company needs.

- **Environmental impact** – any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects (GOST R ISO 14001-2007).

- **Harmful production factor** – a production factor which impact on the employee can cause their disease.

- **The Customer or Company** - PJSC Enel Russia.

- **Quality** - degree to which the aggregate of inherent characteristics meet the requirements (ISO 9000:2005, 3.1.1).

- **Permit-to-work** – a task for safe performance of works executed in a specific form and defining the content, place of work, commencement and completion time, provisions of safe performance, composition of the team and employees in charge of safe performance of works.

- **Negative environmental impact (NEI)**– any adverse change in the environment, fully or partially being the result of the Company activity, its products or services.

- **Accident** - event meeting the criteria of an accident specified in Article 227 of the Labour Code of the Russian Federation.

- **Company** - Enel Russia PJSC.

- **Dangerous area - the area** within which there is danger for people to be injured. Border of dangerous areas shall be specified in the Method Statement (MS) and in the maintenance task lists and prior to works commencement they shall be designated on site by warning signs, inscriptions or fenced. Should the MS does not specify the dangerous area borders then the person responsible for works performance at the facility shall determine the same on site, having preliminary agreed with Requesting Unit.

- **Emergency Situation**: an event that led to equipment, tools, buildings, premises damage, damage or interruption of the equipment normal operation (only process violations that were caused by Violations of safety standards or that are able to threaten people's health and safety shall be considered).

- **Hazardous production factor** – a production factor which impact on the employee can cause
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injury, professional disease.

**Authorized representative of the Customer** - shall mean the specialist (specialists) of PJSC Enel Russia and/or specialists of third party specialized companies rendering services for PJSC Enel Russia, participating in quality control on behalf of the Customer.

**HSE&Q** - Health, Safety, Environment and Quality.

**Worked man-hours**: actually worked man-hours. Actually worked man-hours include hours worked by relevant categories of employees with account for overtime and days worked on holidays (non-work) and week-ends (according to the schedule), both in primary position and part time in the same company, including work hours during business trips. Worked man-hours do not include the time of: annual, extra, study leaves, illnesses, inter-shift downtime, breaks in work for mothers to feed the child, participation in strikes and other, irrespective of the fact whether the salary was kept for the employee or not.

**Occupational health and safety** - a system intended to protect life and health of employees involved in working activities, including legal, social and economic, organizational and technical, sanitary and hygienic, medical and preventive, recovery, and other activities.

**PJSC Enel Russia, Company** – Public Joint Stock Company Enel Russia.

**WSP** - works safety plan.

**Company (contractor)** - companies entrusted with performance of construction, installation, maintenance and other works at the Customer facilities that act subject to the Contract (agreement).

**CMS** - Construction Method Statement.

**FSR** – fire safety rules.

**MS** – Method Statement.

**MSc** - Method Statement for cranes.

**Incident** - incident related to work when happened or could happen injury or damage to health or fatal incident (OHSAS 18001:2007), including with contractors working in the territory of the Company and for its benefit.

**Near miss** - event that did not result in injury, disease or equipment damage, but the one which had the potential to, and only a lucky chance had prevented an injury, fatality or equipment damage.

**Health and safety (H&S)** - terms and factors that influence or can influence health and safety of employees, temporary employees and any natural persons being at the workplace.

**SR** – safety rules.

**OR** – operation rules for electric power plants and grids.

**PP** - power plants of PJSC Enel Russia: Konakovskaya GRES branch of PJSC Enel Russia, Nevinnomysskaya GRES branch of PJSC Enel Russia, Reftinskaya GRES branch of PJSC Enel Russia, Sredneuralskaya GRES branch of PJSC Enel Russia.

**Contractor employee** - any employee of the third party company (contractor or subcontractor) that performs work (construction, installation, maintenance, etc.) under the contract with the company.

Administrative Order – task for safe performance of works (within the effective contract) defining scope, place of work, time, safety measures and employees assigned to perform this work, which was given directly or using communication means to the contractor and permitting person, having non-recurrent nature, and being valid within the contractor’s working day.

Rostekhnadzor (RTN) - Federal service for ecological, technological and atomic supervision.

Works supervisor under the permit-to-work, administrative order - specialist carrying out management of the works according to the permit-to-work or administrative order. Granting the right of the works supervisor according to the work sheets and/or administrative orders is executed by the guiding documents on the part of the company head.

Severe accident - event qualified as severe accident that caused injury with recovery period of over 30 (Thirty) days.

Quality Management System (QMS) shall mean the management system for the company management and control as far as quality is concerned (ISO 9000:2005, 3.2.3).

Subcontractor - approved by Customer specialized (construction, installation, setting up, etc.) company that performs particular type of works at production facilities of the Customer based on the Contract requirements.

EDMS - electronic document management system of PJSC Enel Russia.

TS - shall mean terms of reference for the relevant civil law contract signed between PJSC Enel Russia and the Supplier.

Technical Supervisor - managers of the Operating Directorate, Engineering and Construction Directorate: Vice President - Chief Operating Officer, Senior Director - Director for Engineering and Construction, managers of the Engineering and Construction Directorate, PP Director, PP Deputy Director, Deputy Director for Production – Chief Engineer, Deputies of PP Chief Engineer.

MTL - maintenance task list.

Safety requirements - safety requirements set forth by regulatory legal acts of the Russian Federation, safety rules and instructions.

Serious Accident: event that caused injury classified as damage to health of serious degree according to the scheme approved by Order of the Ministry of Health and Social Development of the Russian Federation No.160 dated 24.02.2005.

HQ - Headquarters Branch of PJSC Enel Russia.

Environmental aspect – element of activity of the Company, its products or services, which can interact with the environment (GOST R ISO 14001-2007).

Environmental incident environmental near-miss - unexpected event, defect or failure of the equipment which caused environment pollution, nuisance to environment, concern as for the compliance with legislation, claims of society or a combination of all these consequences (for example, break or failure of sewage disposal, leakage or flooding of hazardous substances, occasional non-authorized discharge of polluted sewage waters, non-observance of legal regulations, non-compliance with requirements of licensing documents, etc.).

Vendor Rating - process of the Supplier rating in the course of contractual obligations performance.
6. PROCESS DESCRIPTION

6.1. HEALTH AND SAFETY, ENVIRONMENTAL AND QUALITY REQUIREMENTS FOR MANAGING OF CONTRACTING ORGANIZATIONS

6.1.1 Scope of application

The Customer shall pay special attention to the issues of occupational health, safety, environment and quality (hereinafter – HSE&Q) and request from the Contractor and its subcontractors to ensure the highest HSE&Q standards.

This Procedure is developed on the basis of regulatory and technical documents of the Russian Federation and effective corporate rules of PJSC Enel Russia to ensure safe labour conditions provided for by the Customer contracts.

The Procedure is aimed at setting the procedure to organize safe works performance, occupational health, safety, environment and quality.

The Procedure includes all the requirements to Contractor and subcontractor activity related to compliance with industrial, fire safety and safety requirements during works performance, but they are not limited by the same taking into account compliance with the requirements of relevant effective safety rules in full scope.

Purpose of this procedure is to regulate interaction between the Customer and Contractors as regards compliance with HSE&Q, control over safe works arrangement and performance, determination of rights and obligations of the work supervisors and is binding for all the companies involved in works performance, irrespective of their departmental affiliation and reporting.

Requirements of this procedure shall be applicable at all organizational units of PJSC Enel Russia, and third parties performing works under the contract.

Terms and procedure of special works performance controlled by bodies of Rostekhnadzor are not considered in this procedure.

6.1.2 Roles and responsibilities of Customer and Contractor

The Requesting unit shall ensure implementation and application of the provided when performing works under the contract.

The Requesting unit shall include into PTS the HSE&Q requirements pursuant to the work types performed (Annexes 1-7). In case of any difficulties to determine requirements the Requesting unit shall address the PP HSE&Q Service for advice.

| Annex 1 | HEALTH AND SAFETY REQUIREMENTS TO CONTRACTORS (SUBCONTRACTORS) WITHIN WORK EXECUTION (ENGINEERING AND CONSTRUCTION, MAINTENANCE WORKS) |
| Annex 2 | HEALTH AND SAFETY REQUIREMENTS TO CONTRACTORS (SUBCONTRACTORS) WITHIN SERVICE WORKS |
| Annex 3 | HEALTH AND SAFETY REQUIREMENTS TO CONTRACTORS (SUBCONTRACTORS) WITHIN SUPPLY WORKS |
| Annex 4 | ENVIRONMENTAL REQUIREMENTS TO CONTRACTORS (SUBCONTRACTORS) WITHIN |

All copies of this document are uncontrollable, any user is responsible to make sure that the latest revision is being used. An actual version of the document is located in the electronic document management system.
The Contract with Contractor shall define regulations, managing conditions and requirements to comply with the laws of the Russian Federation, contract conditions and applications.

The Customer representatives shall hold regular inspections of the Contractor and request from the Contractor to eliminate deficiencies.

Should in the result of the inspection or in any other way the Customer identify non-compliance with HSE&EQ requirements provided for by the laws of the Russian Federation and the Contract, the Customer and Contractor shall agree the plan, terms and progress for such violations elimination.

RU shall arrange with the Contractor HSE&EQ Committee meetings and hold them at least once a month for the purposes of works performance analysis subject to the procedure, review procedure violations identified in the course of the Health and Safety Day, audits and other inspections related to HSE&EQ. Composition of the HSE&EQ Committee shall be approved by RU. Should works under the contract last for less than one month the RU shall take decision on the necessity to hold a HSE&EQ Committee meeting as regards this type of works.

6.1.3 Health and safety requirements to Contractors

The requirements of the Company regarding occupational health and safety and industrial safety to the contractors and subcontractors performing maintenance, construction, installation and other works on Company premises, set out in Appendixes 1-3, must be included into the terms of reference for performance of works.

The Procurement Directorate shall inform potential contractors on the Company requirements as regards occupational health and safety, and documentation to be submitted for review to prove that the contractor complies with these requirements.

The Company requirements in part of occupational health and safety to works performance, list of works related to safe works performance control and liability of the contractor for violations of occupational health and safety are included into the relevant sections of contracts for works performance/services rendering.

These requirements shall not be applicable to companies that perform works in the Company territory and these works are not included into the list of hazardous works and to perform these works now permit-to-work or permit certificates are required, and the subcontractor representatives move about production premises (territory) being accompanied by PP representative (e.g. documentation preparation, advisory services, study and measuring labour conditions, etc.).

Assessment of compliance with the requirements specified shall be performed at the stage of contractor selection within procurement procedures of the Company as follows:

- expert examination of the bidders' documents, documents that evidence occupational safety and health management systems shall be an integral part of these documents;
- occupational safety and health management systems assessment at the place of its legal, de-facto address or at the place of works performance.
Expert examination of the bidding documents shall be performed in relation to all the potential subcontractors that claim to perform works for the benefit of PJSC Enel Russia.

The assessment of the job safety management in the contracting organization at its location or on work site is carried out if the organization bids to perform the following special and hazardous works in the interests of the Company:

- Climbing works including inspection and maintenance of fume chimneys;
- Diving and underwater works connected to people submerging under water;
- Assembly, disassembly of scaffoldings including suspended scaffoldings;
- Removal of asbestos containing insulation and materials.

By the decision of the Procurement Director on agreement with Head of HSEQ – Senior Director this list can be extended.

The assessment of the job safety management system in the contracting organization on site shall be carried out if, on the preliminary stage, in the course of examination of the tender documentation, is established the compliance of the documentation to the job safety system of the Company. The contract cannot be concluded with the company, which does not comply with the requirements of the Russian legislation in connection with health and safety or additional requirements of the Company listed in the Technical specification. The check of compliance of the submitted health and safety documentation with the requirements of the technical specification shall be carried out by HSEQ PP Service / HSEQ Direction employees prior to the assessment of the commercial offer of the potential contractor. Negative conclusion on contractor’s job safety management system on site can be the reason to refuse signing of the contract for performance of work.

The assessment of contractors performing hazardous works (see above) is carried out on request of the Procurement Directorate by the HSEQ Direction (assembly, disassembly of scaffoldings and suspended scaffoldings, as well as removal of asbestos containing insulation and materials) and technical experts of the Operations&Maintenance Directorate (climbing work, inspection and repair of fume stacks, diving works). The assessment of other contractors is held by HSEQ PP Services.

The check of the contractor organization for the compliance with the H&S requirements is carried out both in case of once-only jobs and in the process of contractor qualification for work performance in the framework of the commodity group. Contractor rating by commodity groups shall be arranged by the Procurement Directorate subject to Procedure No. 0167-OP-PRC "Vendor Rating".

Following the qualification based on job safety system document examination and questionnaires filled in after visiting the contractor premises, the Procurement Directorate shall make decision whether to qualify the contractor for the specific commodity group (supply group). Qualification doesn’t release the contractors from their obligation to maintain the job safety management system to the level required by the Company.

In the process of performing works in the Company premises periodic inspections of contractor’s compliance with H&S requirements shall be carried out a Contractor’s Inspection Certificate (Annex 9).

The Contractor’s Inspection Certificate approved by the PP Director serves for the purposes of the identified violation recording committed by the contractor to be entered into the SAP system “Occupational Health” pursuant to OI “Documenting of EOH&S IMS processes in SAP Occupational Health” No.0146-OI-HSE, and written document to impose fines on the subcontractor subject to the contract terms.

### 6.1.4 Environmental requirements to Contractors

The Requesting unit when drawing up the purchase technical specification for works performance (services rendering) shall determine whether activity of contractors and subcontractors have negative environmental impact or not. Decision that the scope of contractor and subcontractor activity has no negative environmental impact (NEI), shall be agreed with the Head of the PP Ecology Department/Group;

Annex 4 specifies the Company requirements related to environment protection towards contractors and
subcontractors that perform maintenance, construction and installation and others works in the Company territory; during their performance a negative environment impact is possible and they shall be included into the purchasing technical specification for performance of works during PTS drawing up. As required (depending on the works performed) additional requirements shall be specified in the purchase technical specification.

The specified requirements to contractors and subcontractors shall not be applicable to companies that perform works (render services) in the Company territory should these works have no negative environmental impact (documentation preparation, advisory services, sampling for analysis, etc.), and to companies that perform works (render services) outside the Company territory. The Company requirements related to environment protection to these contractors and subcontractors are specified in Annex 5 and shall be included into the purchase technical specification for performance of works (services rendering).

The Company requirements related to environment protection when performing works, list of activities related to control over compliance with these requirements in the course of works performance and liability of the contractor for environment protection requirements violation shall be included in the relevant sections of contractor agreements/services contracts.

The Company requirements related to environment protection shall be revised and updated from time to time.

6.1.5 Quality requirements to Contractors

The Company requirements related to quality specified for contractors and subcontractors that perform maintenance, construction and installation and others works in the Company territory are specified in Annex 7, and the Requesting unit shall include them into the purchase technical specification for works performance.

The Company requirements when organizing and controlling compliance with the quality in the course of equipment manufacture/maintenance at production (maintenance) sites of the Suppliers (Subsuppliers) within performance of relevant civil law contracts with PJSC Enel Russia, are specified in OI 0238-OI-HSEQ “Quality control over manufacture/maintenance of equipment at the production (maintenance) sites of the Suppliers”.

6.1.6 Selection of Contractor, review of Contractor’s compliance to imposed HSEQ requirements

6.1.6.1 Selection of Contractor

Contractor selection includes:
- identifying the need for works and service;
- analysis of the contractor safety status.

Determination of the need in works/services to be performed/rendered by the contractor shall be effected by the Requesting unit (RU).
When analyzing the safety rules the following shall be taken into account:

- types of works performed;
- equipment used;
- weather/season requirements;
- interference with other works performed at the production site;
- requirements related to layout at the production site;
- arrangements for first medical aid and evacuation;
- personal safety issues;
- requirements of permitting documents and licenses;
- compliance of the qualification and required training of the personnel engaged for works performance (in accordance with the requirements of rules for these works type).

The Requesting unit and representative of the PP HSE&Q Service shall analyze compliance of documents submitted by the Contractor (Subcontractor) with the Health and Safety requirements of PJSC Enel Russia (Annex 8).

Simultaneously with the purpose of analysis of compliance with the requirements specified at this stage the contractor shall submit information on the rate of industrial injuries, occupational diseases, fires, accidents and incidents for the last 3 years (provided that the company exists for more than 3 years) and for the period of the company existence (provided that the company exists for less than 3 years).

On the basis of the materials submitted the contractor compliance shall be analyzed and decision shall be taken on reasonableness of further works performance related to contract signing.

### 6.1.6.2 Assessment of Contractor’s readiness for work execution in compliance to health and safety requirements

Should the Company win and awarded with the contract with PJSC Enel Russia the Company shall submit documents specified in the Declaration within 5 business days prior to works/services commencement specified in the Contract. For hazardous works - 10 business days prior to works/services commencement depending on their type. This documentation is mandatory for the Contractor admission to the Power plants of PJSC Enel Russia.

Assessment of the submitted documentation for compliance with the earlier Declaration shall be performed by the Requesting unit and representatives of the PP HSE&Q Service / HSE&Q Directorate.

The Requesting unit shall provide for and be liable for the Contractor non-admittance to works performance / services rendering under the contract in case the documentation submitted does not comply with the Declaration, PTS.

The Requesting unit shall submit to the PP HSE&Q Service / HSE&Q Directorate the documentation in single package structured subject to the Declaration items. (in the form of Annex 8).

### 6.1.6.3 Involvement of Subcontractors

The Contractor may involve Subcontractors by to perform works/render services at the facilities (in the territory) of the Customer subject to written consent of the Customer only. Should the Contractor involve Subcontractors subject to the Customer written consent the Contractor shall include into the contracts signed with the Subcontractor that are similar to the terms and conditions in the contract signed by and between the Contractor and the Customer and control compliance therewith.

Subject to the Customer request the Contractor shall submit copies of contracts signed with the Subcontractor, except for commercial terms and conditions that are the Contractor’s trade secret, and...
should the Customer representatives have remarks to the text as regards HSE&Q requirements, the Contractor shall introduce relevant amendments into the contract. Should the Customer find systematic violations by the Subcontractor of the HSE&Q requirements specified the Customer shall be entitled to request from the Contractor to suspend the Subcontractor from works performance and remove it from the facilities (territory) of the Customer, all expenses (losses) in this regard shall be borne by the Contractor.

Should the Contractor involve Subcontractors, the Subcontractors shall not be permitted to transfer the whole or part of works performed to third parties.
6.2. ADMISSION TO COMPANY PREMISES AND ORGANIZATION OF SAFE PERFORMANCE OF WORK

A. Sending of the Subcontractor’s letter of enquiry for rights requisition in the Permit to Work system for Contractor/Subcontractor

Before work execution Contractor shall be informed in written way by Requesting unit about the following:
Within 5 business days (for hazardous works - 10 business days) prior to works/services commencement specified in the Contract the Contractor shall send to the PP Director a letter of enquiry to authorize the contractor/subcontractor employees in the permit-to-work system. The letter of enquiry shall include the following information:

- details of the contract and data on the works types;
- Full name, position (profession) of employees, their qualification, category, electrical safety group, rights in the permit-to-work system;
- full names, dates of birth and positions of the employees for whom the passes are requested, as well as the passes validity term;
- contact details of the persons responsible for safe works arrangement in the PP territory;
- list of equipment used in the PP territory (type and ID of equipment delivered) with specification of the officer responsible for equipment operative condition, period of its use;
- the above data in case a subcontractor is involved and it is agreed with the Procurement Directorate of the Company for performance of works under the relevant contract (agreement) with the Company (if applicable);
- documentation specified in the Declaration of the Contractor compliance with Health and Safety of PJSC Enel Russia.

B. Letter of enquiry appraisal

PP Director shall consider the letter of enquiry for the contractor/subcontractor employees to be authorized in the permit-to-work system and shall send the same to the Requesting unit with resolution on the decision taken (accept/reject).

C. Letter of enquiry processing

The Requesting unit shall in 3 working days check the letter of enquiry with attachments submitted by the Contractor for compliance with PTS, contract, HSE&Q requirements.

Should the package of documents comply with the above requirements the Requesting unit shall send the documents the HSE&Q Service.

Should the package of documents not comply with the above requirements the Requesting unit shall interact with the Contractor for the non-compliances to be eliminated.

D. Letter of enquiry check

The HSE&Q Service shall check the Contractor’s letter of enquiry with attachments submitted by the Requesting unit for compliance with HSE&Q and within 3 (three) business days shall give its opinion on the Contractor documentation compliance with the HSE&Q requirements.

Should the package of documents comply with the requirements, an employee of the HSE&Q Service:
Title: Interaction with contracting organizations within HSEQ

E. Arrangement of pass request for Contractor/Subcontractor employees

After receiving information from the HSE&Q Service on the Contractor/Subcontractor documents compliance with the HSE&Q requirements The Requesting unit shall execute the enquiry in EDMS for the Contractor/Subcontractor to be issued single-use passes for undergoing the induction briefing and temporary passes for the period required to perform works under the contract, the contractor employees who underwent induction briefing on occupational health and safety, fire safety, environment protection, and issue of passes for the cars and special vehicles to enter the territory.

F. Issue of pass to PP territory access for Contractor/Subcontractor employees for HSE Induction

The Security Group of PP on the basis of the enquiry in EDMS shall make passes for single-use by the Contractor/Subcontractor employees when entering the PP territory to undergo induction briefing. Entry of the Contractor/Subcontractor employees with single-use passes to the PP territory is allowed only when accompanied by the Requesting unit.

G. Carrying out of HSE Induction for Contractor/Subcontractor employees

Contractor/Subcontractor employees shall be accompanied by the Requesting Unit to PP HSEQ Service for health and fire safety, and environment protection Induction briefing.

During the briefing the Contractor’s/Subcontractor’s employees shall be made familiar with the Company’s HSEQ local regulations, basic risks and significant environmental aspects of PP. Employees shall show documents: passport ID, H&S certificates of knowledge examination on OHSAS regulatory documents, certificates for the right to perform certain kinds of works. These documents shall comply with the documents submitted in the letter of enquiry by the Contractor.

After completion of the briefing the employees shall be tested on the briefing issues by the means of oral examination, and the executive persons – by cards with questions or computer programs. Upon completion of the briefing and successful testing of the Contractor/Subcontractor employees PP HSEQ Service shall:

- issue special supplement to the certificate on knowledge examination (insert) with information on briefings held for the Contractor/ Subcontractor employees (Annex 13).
- then he/she shall make a note in EDMS on the briefing held which is the ground for temporary pass issue subject to the enquiry in EDMS;
- draw up an executive document on authorizing Contractor/Subcontractor employees in the permit-to-work system of PP PJSC Enel Russia and send the same for approval to the PP Director.
- send the copy of the executive document on authorizing Contractor/Subcontractor employees in the permit-to-work system of PP PJSC Enel Russia (or letters with resolution by the PP Director) within 1 (one) business day after of the document registration by email to the responsible person under the contract and to the workplaces of the PP operating personnel. It is allowed to place the executive document in a certain place on the server of PJSC Enel Russia accessible for the responsible person under the contract and operating personnel.

The Contractor/Subcontractor employees who failed to present a certificate (valid and meeting the state regulatory requirements) on knowledge examination as regards regulatory documents, occupational health

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and safety, fire safety, a certificate to perform special works, or employees who had unsatisfactory knowledge when testing shall be rejected the right to work under permits-to-work and administrative orders as responsible persons until the identified deviations are eliminated.

H. Arrangement of temporary pass for Contractor/Subcontractor employees for the duration of contract works

The Contractor/Subcontractor employees who underwent the induction briefing on occupational health and safety, fire safety shall be issued temporary passes for the period of works performance under the contract, and passes for cars and special vehicles entry the territory; this passes issue shall be arranged by the PP Security Group in the day of passing the induction.

I. Conduction of HSE Induction for Contractor/Subcontractor employees

Prior to works commencement under the contract the Requesting unit shall arrange for initial briefing at the work place before starting the work execution for the Contractor/Subcontractor employees, in the course of this briefing they should be familiarized with the risks, safety measures and procedure of interaction with the unit personnel as regards issues of works performance at the work place. Note on the briefing held shall be recorded in the "Log of briefings for contractor employees at the workplace", it shall be signed by the person who held the briefing and the person who underwent the briefing; it shall also be noted in the supplement to the certificate on knowledge examination of the Contractor/Subcontractor personnel (insert to the certificate) by the signature of the person who held the briefing.

J. Development of Works Safety Plan

Prior to works commencement in the Company territory a works safety plan (WSP) shall be developed (Annex 10). WSP can be not developed in case when CMS, MS or MTL contain the information about HS in the volume required in Annex 10. WSP shall be developed prior to works commencement in advance jointly by authorized representatives of the Contractor and Requesting unit.

K. Approval of Works Safety Plan

WSP agreed by RU, shall be sent in 5 working days in two copies to the PP HSE&Q Service for agreement. WSP agreed by the PP HSE&Q Service shall be sent to the Requesting unit. One copy of WSP shall be kept by RU, the other copy - by the Contractor/Subcontractor.

If necessary works shall be performed according to the Construction Methods Statement, Methods Statement and (or) maintenance task lists agreed by the Company representatives. After agreement one copy of CMS, MS, MTL shall be forwarded to the representative of the Requesting unit.

Should WSP be not available, and should CMS, MS or MTL be not available in cases when they are required no works performance shall be permitted.

WSP cannot replace CMS, MS or MTL, or permit-to-work (permit certificate).

L. Work authorization of Contractor/Subcontractor

The Requesting unit, Operation personnel shall arrange for the Contractor/Subcontractor personnel authorization for works according to Operating Instruction No.0129-OI-HSEQ “Permit-to-work system”.

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Title: Interaction with contracting organizations within HSEQ
6.3. VERIFICATION OF THE COMPLIANCE WITH HEALTH AND SAFETY REQUIREMENTS

A. Conduction of check for HSEQ compliance

The company shall control the compliance to HSEQ requirements by contractors and subcontractors while conducting regular inspections by the authorized personnel. The periodicity of inspections depends on the character of the executed works and result analysis of previously held inspections of contracting organization. The Contractor/Subcontractor is not always informed beforehand and about the place and time of inspection.

The inspections shall be carried out by the authorized Company personnel:

- Company executives;
- administrative units’ executives;
- Maintenance Service specialists (technical assistants);
- Chief Specialists for Operation and operations supervisors;
- PP HSEQ Service employees.

Authorized personnel of the Company shall inspect the works performed by Contractors/Subcontractors in part of their compliance with the safety requirements, along with other requirements specified in the contracts for works performance/services rendering. Inspection of the Contractor/Subcontractor shall be performed using the Contractor’s Inspection Certificate (Certificate) (Annex No.9).

Should any violations by the Contractor/Subcontractor be found by the Controller, the Controller shall be entitled to request immediate elimination of the violation and suspend works with the permit-to-work withdrawal. The works suspension and causes for its suspension shall be immediately reported to the Technical assistant who supervises this work and to the Shop shift supervisor (SSS). The works suspension shall be recorded in the operations log. Within 10 minutes the SSS shall inform the PP HSE&Q Service of the works suspension.

Staying in the Facility of works/services execution of persons with the signs of alcohol or narcotic intoxication is not allowed.

Should the contractor employee be found with signs of alcohol or narcotic intoxication at the check point of in the PP territory it is required to act pursuant to Operating Instruction No. 0232-OI-HSEQ "Alcotesting system" and local documents of PP.

B. Arrangement of Contractor’s Inspection Report

Each inspection shall be executed by the Contractor's Inspection Certificate (Certificate) (Annexes No.9).

In the Certificate the inspecting person shall record violations committed by the Contractor/Subcontractor. Violations by the Contractor/Subcontractor shall be recorded separately.

In the notes to the Certificate a detailed description of the violation shall be specified with the signature of the person who performs the inspection and of the authorized representative of the Contractor/Subcontractor (works manager or foreman). Should the Contractor’s/Subcontractor’s representative refuse to sign the Certificate with the Health and Safety violations specified the inspecting person shall record the violation using the camera. The Contractor’s/Subcontractor’s representative shall be entitled to sign the Certificate with his/her opinion specified as to the violation identified.

Correction and corrective actions developed for the purposes of identified violations elimination shall be recorded in the Certificate.

C. Listing and registration of inspection
Accounting and recording of inspections shall be executed by the inspecting person subject to Operating Instruction No.0146-OI-HSE "Documenting of EOH&S IMS processes in SAP Occupational Health".

D. Approval of Contractor’s Inspection Report

Should Health and Safety violations be identified on the day of recording the Certificate shall be forwarded to the PP Director for approval, within 10 (ten) business days the PP Director shall decide on penalties imposition/non-imposition on the Contractor/Subcontractor. The Certificate with the PP Director resolution shall be forwarded to the responsible person under the contract.

The responsible person under the contract shall forward the copy of the approved Certificate (with pictures of violations identified, if any) to the PP HSE&Q Service, Procurement Unit and to the contractor/subcontractor inspected for corrective actions implementation. The letter sent to the Contractor/Subcontractor shall include the request on provision of the PP HSE&Q Service and unit in charge of the contract of information on actions taken to eliminate violations.

If in the course of the inspection it is established that a worker (workers) of Contractor/Subcontractor tamper with the work of the functioning equipment of the Customer; or unauthorizedly remove barriers, stoppers, locks, warning and prohibiting banners, or a worker of Contractor/Subcontractor is intoxicated (hereinafter, worker-violator), the Power plant director shall make decision on annulling (blocking) the pass of the worker-violator for his admission to the PP territory.

E. Preparation of information for application of penalties

After receiving the Certificate with the PP Director resolution on penalties imposition within one business day the responsible person under the contract shall initiate the procedure of the Contractor/Subcontractor bringing to responsibility subject to the contract terms and conditions and Procedure No.0085-OP-LCA "On the claim work procedure".

Penalty rate shall be determined by the contract and depends on the severity of violation committed by the Contractor/Subcontractor. The definition of severity level is carried out in accordance with the correspondent section of Contractor’s Inspection Certificate (Appendix 9).

In case of taking decision on the annulling (blocking) of the Contractor/Subcontractor employee's pass, the head of the unit which requested the pass for this worker, shall send to the PP Security group within 1 working day the request for annulling (blocking) the pass.

F. Recording of actions in Penalties Register

The responsible person shall forward the information on penalties imposition on the Contractor/Subcontractor to the PP HSE&Q Service for this information to be recorded in the Penalties Register (PeR) (Annex No.12). On a quarterly basis by 10th day of the month following the reporting one the PP HSE&Q Service shall send data from PeR to the HQ HSE&Q Directorate.

G. Managing and control of corrective and preventive actions implementation

PP HSEQ Service shall manage and control the implementation of corrective and preventive actions on HSEQ violations remediation.
Title: Interaction with contracting organizations within HSEQ
1. GENERAL CONDITIONS

The Purchase Technical Specification for performance of works (engineering, construction, maintenance and similar works) shall include the following requirements of PJSC Enel Russia (Customer) and obligations on the part of the Contractor:

1.1. The Contractor shall prove availability (by itself and its Subcontractors) of occupational health and safety system that meets requirements of the applicable legislation of the Russian Federation. For this purpose, the Contractor shall provide the following supporting documents:

1.2. List of documents to be submitted by the Contractor (Subcontractor) in the course of the procurement procedure:

- Copies of the certificate of admission of self-regulating organization (in the cases provided by the Russian Legislation);
- Copy of the protocol and report on examination of knowledge on health and safety of the Contractor's Director;
- Copies of certificates on attestation by Rostekhnadzor for managers and specialists according to the works specified (in case of works at hazardous production facilities, hydraulic facilities or hoisting devices use);
- Declaration of conformity of the Contractor (Subcontractor) with the Health and Safety requirements of PJSC Enel Russia in the form of Annex 8;
- Copy of the document evidencing "Actual results of labour conditions assessment (workplace charts) for employees specified for works performance at the PP of PJSC Enel Russia;
- Information on the production injury rate, occupational diseases, fires, accidents and incidents for the last 3 years (provided that the company exists for more than 3 years) and for the period of the company existence (provided that the company exists for less than 3 years).

1.3. The responsible person of the winner in the procurement that signed contract with PJSC Enel Russia shall submit to the Customer (power plant of PJSC Enel Russia) copies of documents signed by the technical manager and sealed by the Contractor within 5 business days prior to works/services commencement (for hazardous works - 10 business days); the documents to be submitted are specified in the Contractor's (Subcontractor's) Declaration on compliance with the Health and Safety requirements of PJSC Enel Russia that was earlier submitted by the Contractor (Subcontractor) (Annex 8).

1.4. For hazardous works the Contractor shall develop and agree with the Customer representative a Works Safety Plan within 5 business days prior to works/services commencement (for hazardous works – within 10 business days) (Annex 10), and in the required cases Method(s) Statement and (or) maintenance task lists for individual operations, and, after their agreement by the Customer representatives, one copy of each document shall be submitted to the Customer representative.

1.5. All occupational health and safety, fire safety requirements related to the Contractor shall be applicable to subcontractors involved by the contractor. Responsibility to the Customer for observance of safety requirements by the employees of the subcontractor shall be assigned to the Contractor.

1.6. The Contractor shall familiarize its employees and subcontractor employees with requirements of PJSC Enel Russia Procedure “On internal security and access policy” No. 0124-OP-SEC and Operating Instruction “Alcotesting system” No. 0232-OI-HSEQ.
2. REQUIREMENTS TO CONTRACTORS IN THE COURSE OF WORKS PERFORMANCE
(ENGINEERING AND CONSTRUCTION, MAINTENANCE WORKS)

The Purchase Technical Specification for performance of works (engineering, construction, maintenance and similar works) shall include the following requirements of PJSC Enel Russia (Customer) and obligations on the part of the Contractor:


2.2. When performing works for the benefit of the Customer and (or) in the territory of the Customer the Contractor shall be fully liable for its employees and subcontractor employees, third parties involved by the Contractor for works performance compliance with the requirements of occupational health and safety, fire safety, sanitary laws, civil defense laws, traffic rules of the Russian Federation and other applicable laws of the Russian Federation, laws of the constituent entities of the Russian Federation and shall observe production discipline in the territory of the Customer, employees permitting procedure, procedure of special vehicles, other vehicles movement within the specified territory of the Customer and shall comply with employees permitting procedure for independent works performance established in the territory of the Russian Federation, ensure safe labor conditions at its production facilities, facilities of the subcontractor and third parties involved by the Contractor for works performance, ensure control over timely inspections and tests of the operated equipment, devices, machines and mechanisms.

2.3. The Contractor shall ensure presence of its own Health and Safety Group employees at the Facility, 1 inspector (specialist) per 50 Contractor and Subcontractor employees during the entire period of works performance.

2.4. The Contractor's Health and Safety Group shall control compliance with occupational health and safety, fire safety requirements by the Contractor (Subcontractor) employees.

2.5. The Contractor shall authorize its Health and Safety Service employees to suspend works should any violations of the effective laws of the Russian Federation in part of occupational health and safety, fire safety be found until such violations are eliminated.

2.6. The Contractor shall take immediate corrective measures related to occupational health and safety, fire safety, and eliminate causes and situations that threaten life and health of employees.
2.7. The Contractor shall hold HSE&Q operating meetings at least once a month with Subcontractor managers involvement; provide to the Customer minutes of HSE&Q operating meetings with analysis of accidents and incidents causes, industrial accidents, microtraumas, hazardous incidents, action plans related to deficiencies (non-compliance with the procedure) elimination and non-admittance of procedure violations in the course of further works performance under the Project, and reports on performance of previous action plans.

The Contractor shall provide to the Customer a monthly report on works results of the Contractor and Subcontractor as regards HSE&Q for the last reporting period as regards works performed (services rendered) subject to the Contract.

The report shall contain the following information:

- Number of hours worked in the territory of the Customer by the contractor and subcontractor personnel;
- Information on industrial accidents;
- Report on elimination of HSE&Q requirements violations recorded earlier;
- Information proving personal protective equipment availability for the personnel, as well as special clothing and special footwear according to the special clothing provision standards.

2.8. The report shall be submitted on or prior to the 5th day of the month following the reporting period.

2.9. The Customer shall reserve the right to hold at any time independent audits and control inspections as regards compliance with occupational health and safety, fire safety, taking measures to prevent and natural or man-caused emergency situations; and compliance with the sanitary and epidemiological laws of the Russian Federation at the sites and facilities of contractual works and compliance with additional requirements of the Customer specified in the Purchase Technical Specification.

Violations found in the course of inspections and audits shall be recorded in the report signed by authorized representatives of the parties. In case of failure by the Contractor compilation (including signing) of the Act breaches of the regulations, Customer shall be entitled to fix the breach of thecamera, and this fixing violations will be sufficient proof of infringement by the Contractor (its subcontractors) the requirements of regulations on labor protection, technology safety, industrial sanitation, technical documentation on fire safety and industrial security requirements of the legislation on environmental protection, environmental legislation.

The act of identifying violations of the Contractor’s personnel labor protection requirements, legal requirements on environmental protection, environmental legislation and safety with application photos of violations, is the basis for the payment of fines by the Contractor under the Agreement, regardless of the specified act of signature of the representative of the Contractor.

2.10. The Customer shall reserve the right to impose penalties (fines) for violations of or non-compliance with the requirements of this Contract

The report on the violation committed executed by the Customer representatives of minimum 3 (three) persons shall be the basis for fines accrual. Other documents evidencing the fact of violation can be attached to the report on violation committed provided that they are executed according to the established procedure: Administrative offence report executed by competent authorities, report on medical examination and other evidence.

In case of repeated violations of this Contract requirements the Customer shall be entitled to unilaterally terminate the contract without reimbursing the Contractor for losses incurred due to the Contract termination.

2.11. Prior to works commencement the Contractor shall submit to the Customer documents on occupational health and safety, fire safety evidencing attestation of the engineering and technical personnel and workers, operability of machines/mechanisms used, etc., subject to the requirements of applicable laws of the Russian Federation. The Contractor shall provide for own employees and Subcontractor employees training as regards H&S standards and requirements. All employees of the Contractor and subcontractors shall have certificates of examination of the H&S standards and requirements.
knowledge of the established form. The Customer shall have the right to carry out random examination of knowledge, specified standards and requirements.

The Contractor shall permit to perform works at the Customer facilities only to own employees or subcontractor employees, or other persons, including seconded ones, who underwent briefing and are certified with the required certificates and qualification certificates according to the procedure set forth by the laws of the Russian Federation.

2.12. The Contractor shall ensure use of equipment, tools and devices according to the procedure set forth by the laws. All equipment used at the production sites of the Contractor and Subcontractor shall be duly certified and have permits according to the laws of the Russian Federation. Copies of such certificates or licenses shall be provided to the Customer's representatives to obtain permit for use in the territory of the Customer.

2.13. The Contractor shall provide its employees and the Subcontractors' employees engaged with:
- technically operating equipment, tools and devices meeting the works performance conditions;
- first-aid means;
- primary fire-extinguishing means according to the applicable standards and requirements.

2.14. The Contractor shall immediately inform the corresponding representative of the Customer by phone (or any other means available) of the accidents, microtrauma cases, occupational diseases occurred to its employees and employees of the Subcontractors, as well as process disturbances, accidents, road accidents, emergency situations, serious incidents to the equipment that could be near misses. The Contractor shall send the detailed notice in writing to the Customer before the end of the working day following the day of the incident.

2.15. The Contractor shall provide the Customer with the information about the number of persons involved into works in the Customer's territory and the number of man-days worked for the reported period including the reports for subcontractors.

2.16. When performing hot, fire and gas dangerous works the Contractor shall comply with the instruction requirements for all types of works applicable with the Customer and provided as of the works commencement date and ensure that they are adhered to by the personnel of the Subcontractors involved.

2.17. Contractor shall provide own and Subcontractor's personnel with relevant personal protection equipment (further PPE) and collective protective equipment, and ensure its use based on the labour conditions, approved technology of work performance and legal and other requirements of Russian Federation, and ensure its correct use.

The obligatory list of PPEs for Contractor's and Subcontractor's personnel when performing works in the production facilities and Company territory shall include:
- Protective footwear;
- Hard hat;
- Goggles;
- work clothing;
- Working gloves;
- Hearing protection equipment;
- Respiratory protective device (RPD).

The personnel that perform hazardous works and being exposed to harmful production factors shall be additionally equipped with other protection equipment defined by the Contractor on the basis of the List of hazards and harmful production factors present at the places of works performance, provided by the Customer before commencement of works.

The Contractor shall ensure obligatory use of personal protective equipment by own and subcontractor employees, visitors, seconded persons subject to industry standards of PPE issue and not permit the persons specified to perform works without PPE.
2.18. The Contractor shall not permit to work (dismiss from the work) of the employees, and in the case of engaging the Subcontractor its employees as well, who appeared at workplace (facility) in a state of alcoholic, narcotic or toxic intoxication; take actions to prevent bringing and availability of any alcoholic, illicit or toxic substances in the territory of the Facilities, except for substances required for production in the territory of the Facilities; immediately dismiss from the work own or Subcontractor employees should any facts of employees with signs of alcohol intoxication in the territory of the Customer facilities be found.

2.19. The areas of continuously hazardous production factors include: places next to non-insulated conductive parts of electrical installations; places at a distance of less than 2 m from unfenced height differences more than 5 m on platforms should protective fencing be unavailable or should protective fencing height be less than 1,1 m (including openings in walls in case flooring (covering) adjoins them on one side only, or should the lower edge of the opening be lower than the flooring as to the height at a distance of 0.7m); places where it is possible for maximum permissible concentrations in the air of the working area to be in excess. The areas of potentially hazardous production factors include: parts of territory next to the building (facility) being constructed; floors (tiers) of buildings and structures in one work zone over which structures or equipment is being installed (dismantled); areas of vehicles, equipment or its parts, tools movement; places above which cargoes are moved by cranes. Places of temporary or continuous presence of employees shall be beyond borders of dangerous areas. At borders of continuous hazardous production factors areas the Contractor shall install protective fencing, and of potentially hazardous production factors areas - warning fencing and safety signs.

2.20. The Contractor shall ensure compliance with the safety standards when performing work at height using scaffolding and staging.

2.21. When performing works for the benefit of the Customer, including in the territory of the Customer, its production and construction facilities, areas of work the Contractor shall:

2.21.1. create safe labor conditions at workplaces for own employees and employees of other companies;

2.21.2. In cases provided by the laws it shall register with the local body of Rostekhnadzor hoisting mechanisms it plans to use for Works prior to their mobilization at the construction site;

2.21.3. It shall notify the Customer in writing on subcontractors involvement for works performance in the territory of the Customer;

2.21.4. Should the Contractor involve third parties to perform contractual works the Contractor shall include terms and conditions provided for by this procedure into the contracts to be signed, and control their compliance. Subject to the Customer request the Contractor shall submit copies of Contracts signed with third parties and should the Customer have any notes to the text that do not contradict the laws of the Russian Federation, the Contract shall introduce relevant amendments and additions to the Contract;

2.21.5. In cases provided for by the laws of the Russian Federation, prior to works commencement and according to the established procedure it shall develop and agree activities related to prevention and response to emergency situations subject to the applicable laws of the Russian Federation and equally of the constituent entity of the Russian Federation in the territory of which the works are being performed, laws, construction standards and rules, standards related to population and territory protection against natural or man-caused emergency situations;

2.21.6. It shall perform works related to development, implementation and maintenance in operating condition of efficient warning and activities systems in emergency situations at the facilities in conjunction with warning and activities systems in emergency situations at the Customer facilities, and in conjunction with Russian territory subsystems of warning and activities in case of possible emergency situations;
2.21.7. It shall ensure required and sufficient measures of safety and protection of life and health for the personnel working and population within hazardous facilities subject to the applicable laws;

2.21.8. It shall provide at each production facility, area of work where the servicing personnel is continuously present with round the clock phone (radio and phone) communication with the dispatch point (office) of the Customer;

2.21.9. It shall provide for warning signs and inscriptions at workplaces and in all places of the production facility, where the person may be exposed to harmful and/or hazardous production factors;

2.21.10. It shall provide for lighting of work places, facilities, passes and approaches to them during hours of darkness;

2.21.11. Subject to the Customer request and according to the procedure established by federal laws and other regulations of the Russian Federation it shall submit information requested executed according to the laws of the Russian Federation (certificates, certificates of compliance, equipment and materials datasheets, substances (materials) safety datasheets, sheets for material safe handling, technical specifications for equipment and materials, licenses, authorizations, test and examination certificates, certificates, opinions, sanitary and epidemiological opinions, certificates of the hazardous facility registration, insurance policies for hazardous facility, and other documents provided for by federal laws and other regulations of the Russian Federation);

2.21.12. Works related to increased hazard shall be performed subject to the permit-to-work and Method Statement executed according to the established procedure and approved;

2.21.13. Immediately inform the Customer, control, supervision bodies, government authorities and other organizations provided for by Article 228 of the Labour Code of the Russian Federation, on accidents, incidents, emergencies, fires and acts of God that took place at the work facilities;

2.21.14. Subject to the Customer request include the Customer representative into the commission for incident, accident, emergency, fire investigation;

2.21.15. Permit personnel to be present at the hazardous production facilities should it be certified in safety according to the procedure established by the laws of the Russian Federation and have undergone training and examination of safety and fire safety knowledge, having duly executed certificates on safety and fire safety examination with the date of last examination being specified;

2.21.16. Ensure compliance with labour and production discipline by own employees and subcontractor employees, seconded persons when being at the Customer territory;

2.21.17. Perform (at the facilities) internal control, production control and monitoring of occupational health and safety, fire safety, civil defense, sanitary condition according to the procedure established by the laws of the Russian Federation;

2.21.18. Send to production facilities, lots of the Customer engineering and technical employees and blue collars that has no medical contraindications to works;

2.21.19. In a timely manner, within the terms agreed with the territorial department of Rospotrebnadzor perform regular medical examination of the employees according to the procedure established by the laws of the Russian Federation;

2.21.20. Fully support inspections of occupational health and safety, fire safety, measures related to sanitary laws supervision at the facilities performed by supervisory bodies and Customer;

2.21.21. Ensure maintaining clean, in operating and safe condition of all structures (buildings, access roads, overpasses, fencing, warning alarm, signs and other facilities) used by the Contractor (Subcontractor) for works performance;
2.21.22. In case of possible emergency at the facility where works are being performed, take immediate measures related to provision of safety for workers including suspension of works and evacuation of people, inform the Customer;

2.21.23. In case of accidents and emergencies perform investigation according to the procedure established by the laws of the Russian Federation, identify the cause of emergence, submit to the Customer complete package of documents (copies) following the investigation results;

2.21.24. Reimburse the Customer for damage and expenses through the fault of the Contractor and (or) third party involved by the Contractor related to the accident management, laws violations, fire extinguishing, grids damaging, restoration, emergency recovery and maintenance works at the Customer facilities, and fines, payments and other expenses incurred by the Customer through the fault of the Contractor and/or third party involved by the Contractor;

2.21.25. Reimburse the Customer for all costs related to first medical aid and medical aid administration to employees of the Contractor and/or third party involved by the Contractor, should this aid was administered by the Customer or was administered at the Customer expense;

2.21.26. Perform works within the border of land lots allocated determined by the design documentation;

2.21.27. Reimburse the Customer amount of not paid fines and reimburse the damage charged by supervisory and controlling bodies, that was caused by the Contractor and/or third party involved by the Contractor;

2.21.28. In cases provided for by the laws of the Russian Federation, comply with the procedure of construction, reconstruction, overhaul of the capital construction facilities, putting the same into operation subject to the laws of the Russian Federation. Construction, reconstruction, overhaul of the capital construction facilities shall be performed after obtaining permit for construction should construction permitting be provided for construction, reconstruction, overhaul of the capital construction facilities;

2.21.29. In cases provided for by the laws of the Russian Federation, comply with the terms set forth by the laws of the Russian Federation for sending to the federal executive body, executive body of the constituent entity of the Russian Federation authorized to perform construction supervision of the notification of the construction, reconstruction, overhaul of the capital construction facilities commencement or of the terms of works completion that are subject to inspection;

2.21.30. Suspend the works until drawing up the reports on elimination of deficiencies identified by federal executive body, executive body of the constituent entity of the Russian Federation authorized to perform construction supervision in the course of construction, reconstruction, overhaul of the capital construction facilities;

2.21.31. Not to permit the facility commissioning should opinions of the federal executive body, executive body of the constituent entity of the Russian Federation authorized for state construction supervision be not available should in the course of construction, reconstruction, overhaul of the capital construction facility the laws of the Russian Federation provide for state construction supervision;

2.21.32. In the cases provided for by the laws of the Russian Federation, not to operate the capital construction facility without authorizations for its commissioning, except for the cases when for construction, reconstruction, overhaul of the capital construction facilities not no permit for construction is required;

2.21.33. If required and within the authorities, according to the procedure established by the federal laws and other regulations of the Russian Federation, cut the trees, bushes only after receiving all the required permitting documents according to the established procedure;
2.21.34. Subject to laws of the Russian Federation prior to works commencement in the territory and at the facilities of the Customer the Contractor shall receive all required permits and certificates for contractual works performance, including for the equipment used, technical devices, accessories, and materials, have licenses to perform the licensed activity. Therefore the Contractor shall be solely responsibility for permits, certificates, licenses receipt and shall receive the same at its expense according to the procedure established by the laws of the Russian Federation;

2.21.35. The Contractor shall in a timely manner notify the Customer of the circumstances preventing contractual works performance;

2.21.36. In cases provided for by the laws of the Russian Federation, pursuant to Article 10 of Federal Law No.116 "On industrial safety of hazardous production facilities” have Emergency Response Plans (ERP) at the work facilities. The Emergency Response Plans shall provide for: prompt actions of the personnel related to accidents prevention and confinement; means and methods of accidents and their consequences containment; procedure for exclusion (minimization) of possibilities related to ignitions and explosions, mitigation of the accident possible consequences; evacuation of people not involved in the accident containment beyond the hazardous area borders;

2.21.37. Prior to any works commencement in the territory and facilities of the Customer the Contractor shall take required measures to mitigate protection risks and hazards, risks of protection injuries, emergency situations occurrence and provide the Customer management with complete information on such risks;

2.21.38. Not to allow transfer, storage, distribution (including sale) of alcohol, narcotic, toxic, psychotropic substances, explosive substances, weapons (including hunting) and ammunition; drinking, use of narcotic, toxic and psychotropic substances or being in state of alcohol, narcotic or any other intoxication by employees of the Contractor, subcontractor and (or) third party involved by the Contractor for works performance, in the territory of the Customer and other territories or facilities owned and (or) lawfully used by the Customer;

2.21.39. In cases provided for by the laws of the Russian Federation, in the course of works performance comply with the requirements of the design documentation and regulatory documentation related to construction, technical procedures, binding requirements of standards and construction rules, other regulatory documents related to construction, including in the course of construction, reconstruction, overhaul of the capital construction facilities, including use of construction materials (products);

2.21.40. Exclude use, including use of asbestos-containing construction materials (products);

2.21.41. Comply with the minimum required requirements to competency certificate issue when performing works that affect capital construction facilities safety;

2.21.42. Avoid damaging electric networks (air, underground and underwater cable power lines, input and switchgears), including at the Customer facilities;

2.21.43. Comply with the electric networks security rules;

2.21.44. Comply with the established procedure of putting into operation of fuel- and power consuming facilities and obtaining permit from bodies that perform state supervision at the facilities specified;

2.21.45. Not damage heat networks, fuel supply lines (air-pressure lines, oxygen supply lines, oil pipe lines, oil product pipelines, gas pipelines, condensate pipelines) or their equipment;

2.21.46. Comply with the rules for fuel, electric and heat power use, Electrical Installations Code, electrical installations, fuel- and power consuming installations, heat networks, facilities of storage, keeping, sale and transportation of energy carriers, fuel and their by-products;

2.21.47. Comply with the procedure of decommissioning the facilities for maintenance;
2.21.48. Comply with safety rules in the course of construction, operation or maintenance of main pipelines and similar not to allow their putting into operation with technical faults;

2.21.49. Arrange work for road safety at the facility where the works are being performed subject to requirements of Federal Law. No. 196-FZ “On road safety” and other regulatory legal acts of the Russian Federation and control compliance with the traffic rules of the Russian Federation by the Contractor drivers, persons permitted by the Contractor to drive motor vehicles and other vehicles, and third parties involved by the Contractor to perform the works. In case of the road traffic accident at the facilities and sites of the Customer immediately inform the Customer in writing;

2.21.50. When arranging and performing works use only certified vehicles that underwent technical inspection and servicing according to the procedure established by the laws or other regulatory documents and technical documentation and equipped according to the procedure established by the laws, including three-point seat belts for the driver and all passengers and complete with the spare wheel, first aid kit, fire extinguisher, warning triangle;

2.21.51. Ensure control over use of seat belts during the vehicle movement by the Contractor (or) third party involved by the Contractor;

2.21.52. Permit driving motor vehicles, tractors, self-propelled, road-building and other vehicles and equipment only to persons who underwent pre-trip medical examination and after-trip medical examination;

2.21.53. When performing works related to motor vehicles use comply with the schedule of work and rest of drivers set forth by the laws of the Russian Federation;

2.21.54. The Contractor shall stop for inspection motor vehicles, tractors, self-propelled, road-building and other vehicles and equipment of the Contractors, subcontractors and third parties involved by the Contractor to perform contractual works subject to the request of the Customer HSE&Q Service employee and employees of security firms with which the Customer signed contracts. In addition drivers of the motor vehicles, tractors, self-propelled, road-building and other vehicles and equipment of the Contractor, subcontractor and third party involved by the Contractor to perform contractual works shall present the vehicle and documents requested for inspection;

2.21.55. Comply with the rules and standards of operation of tractors, self-propelled, road-building and other vehicles and equipment;

2.21.56. Comply with the requirements related to transport safety of transportation facilities and motor vehicles;

2.21.57. Comply with the established schedule of work and rest of drivers of freight motor vehicles or bus that drive this vehicle;

2.21.58. To perform works use motor vehicles (and trailers, other self-propelled road-building and other vehicles) subject to state registration, registered according to the established procedure and that underwent technical inspection (examination) according to the procedure established by the laws of the Russian Federation;

2.21.59. Comply with the rules of license plates for motor vehicles (and trailers to them, other self-propelled road-building and other vehicles);

2.21.60. Permit to drive motor vehicles (and trailers to them, other self-propelled road-building and other vehicles) only to persons who have documents provided for by the Traffic rules of the Russian Federation and other laws of the Russian Federation;

2.21.61. Not to permit to drive motor vehicles should it have faults or there are conditions under which it is prohibited to operate motor vehicles by the Traffic rules of the Russian Federation and other laws of the Russian Federation;
2.21.62. Not to allow passengers transportation not fastened should the motor vehicle design provides for seat belts;

2.21.63. Not to allow the motor vehicle driving to the drivers who have no the driver's license;

2.21.64. Not to allow the motor vehicle driving by the drivers who are under influence of alcohol, transferring driving the motor vehicle to the person under alcohol intoxication;

2.21.65. Not to allow exceeding the speed limit by the drivers;

2.21.66. Not to allow passing when the traffic-controller, signalman or firm employee show prohibiting gesture;

2.21.67. Comply with the rules of cargoes transportation, rules of towing and rules of big size and heavy-load cargo transportation;

2.21.68. Comply with the rules of hazardous cargoes transportation.

2.21.69. Not to allow use of labour of persons under eighteen to perform works with harmful and/or hazardous labour conditions, to perform underground works and to carry and move loads that exceed limits set for them.

2.21.70. Ensure moving out of the Contractor employees and employees and other legal persons involved by the Contractor to perform works from the Customer territory within 5- days upon contract expiration (termination).
ANNEX 2. HEALTH AND SAFETY REQUIREMENTS TO CONTRACTORS (SUBCONTRACTORS) WITHIN SERVICE WORKS

1. GENERAL CONDITIONS

Terms of reference for performance of works/services shall contain the following requirements of PJSC Enel Russia (Customer) and obligations on the part of the Contractor:

1.1. The Contractor shall prove availability (by itself and its Subcontractors) of occupational health and safety system that meets requirements of the applicable legislation of the Russian Federation. For this purpose, the Contractor shall provide the following supporting documents:

1.2. List of documents to be submitted by the Contractor (Subcontractor) in the course of the procurement procedure:

- Copies of the certificate of admission of self-regulating organization (in the cases provided by the Russian Legislation);
- Copy of the protocol and report on examination of knowledge on health and safety of the Contractor's Director;
- Copies of certificates on attestation by Rostekhnadzor for managers and specialists according to the works specified (in case of works at hazardous production facilities, hydraulic facilities or hoisting devices);
- Declaration of conformity of the Contractor (Subcontractor) with the Health and Safety requirements of PJSC Enel Russia in the form of Annex 8;
- copy of the document evidencing "Actual results of labour conditions assessment (workplace charts) for employees specified for works performance at the PP of PJSC Enel Russia;
- information on the production injury rate, occupational diseases, fires, accidents and incidents for the last 3 years (provided that the company exists for more than 3 years) and for the period of the company existence (provided that the company exists for less than 3 years).

1.3. The responsible person of the winner in the procurement that signed contract with PJSC Enel Russia shall submit to the Customer (power plant of PJSC Enel Russia) copies of documents signed by the technical manager and sealed by the Contractor within 5 business days prior to works/services commencement (for hazardous works - 10 business days); the documents to be submitted are specified in the Contractor's (Subcontractor's) Declaration on compliance with the Health and Safety requirements of PJSC Enel Russia that was earlier submitted by the Contractor (Subcontractor) (Annex 8).

1.4. For hazardous works the Contractor shall develop and agree with the Customer representative a Works Safety Plan within 5 business days prior to works/services commencement specified in the Contract (for hazardous works - within 10 business days) (Annex 10), and in the required cases Method(s) Statement and (or) maintenance task lists for individual operations, and, after their agreement by the Customer representatives, one copy of each document shall be submitted to the Customer representative.

1.5. All occupational health and safety, fire safety requirements related to the Contractor shall be applicable to subcontractors involved by the contractor. Responsibility to the Customer for observance of safety requirements by the employees of the subcontractor shall be assigned to the Contractor.

1.6. The Contractor shall familiarize its employees and subcontractor employees with requirements of PJSC Enel Russia Procedure "On internal security and access policy" No. 0124-OP-SEC and Operating Instruction "Alcotesting system" No. 0232-OI-HSEQ.
2. REQUIREMENTS TO CONTRACTORS IN THE COURSE OF SERVICE WORKS

Terms of reference for performance of works/services shall contain the following requirements of PJSC Enel Russia (Customer) and obligations on the part of the Contractor:


2.2. When performing works for the benefit of the Customer and (or) in the territory of the Customer the Contractor shall be fully liable for its employees and subcontractor employees, third parties involved by the Contractor for works performance compliance with the requirements of occupational health and safety, fire safety, sanitary laws, civil defense laws, traffic rules of the Russian Federation and other applicable laws of the Russian Federation, laws of the constituent entities of the Russian Federation and shall observe production discipline in the territory of the Customer, employees permitting procedure, procedure of special vehicles, other vehicles movement within the specified territory of the Customer and shall comply with employees permitting procedure for independent works performance established in the territory of the Russian Federation, ensure safe labor conditions at its production facilities, facilities of the subcontractor and third parties involved by the Contractor for works performance, ensure control over timely inspections and tests of the operated equipment, devices, machines and mechanisms.

2.3. The Contractor shall comply with local regulatory documents of the Customer transferred by the Customer to the Contractor under the bilateral certificate in writing.

2.4. Subject to laws of the Russian Federation prior to works commencement in the territory and at the facilities of the Customer the Contractor shall receive all required permits and certificates for contractual works performance, including for the equipment used, technical devices, accessories, and materials, have licenses to perform the licensed activity.. Therefore the Contractor shall be solely responsibility for permits, certificates, licenses receipt and shall receive the same at its expense according to the procedure established by the laws of the Russian Federation;

2.5. The Contractor shall permit to perform works at the Customer facilities only to own employees or subcontractor employees, or other persons, including seconded ones, who underwent briefing and are certified with the required certificates and qualification certificates according to the procedure set forth by the laws of the Russian Federation.

2.6. The Contractor shall not permit to work (dismiss from the work) of the employees, and in the case of engaging the Subcontractor its employees as well, who appeared at workplace (facility) in a state of alcoholic, narcotic or toxic intoxication; take actions to prevent bringing and availability of any alcoholic, illicit or toxic substances in the territory of the Facilities, except for substances required for production in the territory of the Facilities; immediately dismiss from the work own or Subcontractor employees should any facts of employees with signs of alcohol intoxication in the territory of the Customer facilities be found.

2.7. The Contractor shall ensure use of equipment, tools and devices according to the procedure set forth by the laws. All equipment used at the production sites of the Contractor and Subcontractor shall be duly certified and have permits according to the laws of the Russian Federation. Copies of such certificates or licenses shall be provided to the Customer's representatives to obtain permit for use in the territory of the Customer.
2.8. The Contractor shall agree the list of materials used to perform the works under the Contract with the Customer.

2.9. The Contractor shall provide its employees and the Subcontractors' employees engaged with:
- technically operating equipment, tools and devices meeting the works performance conditions;
- first-aid means;
- primary fire-extinguishing means according to the applicable standards and requirements.

2.22. Contractor shall provide own and Subcontractor's personnel with relevant personal protection equipment (further PPE) and collective protective equipment, and ensure its use based on the labour conditions, approved technology of work performance and legal and other requirements of Russian Federation, and ensure its correct use.

The obligatory list of PPEs for Contractor's and Subcontractor's personnel when performing works in the production facilities and Company territory shall include:
- Protective footwear;
- Hard hat;
- Goggles;
- work clothing;
- Working gloves;
- Hearing protection equipment.

The personnel that perform hazardous works and being exposed to harmful production factors shall be additionally equipped with other protection equipment defined by the Contractor on the basis of the List of hazards and harmful production factors present at the places of works performance, provided by the Customer before commencement of works.

The Contractor shall ensure obligatory use of personal protective equipment by own and subcontractor employees, visitors, seconded persons subject to industry standards of PPE issue and not permit the persons specified to perform works without PPE.

2.10. The Contractor shall provide the Customer with the information about the number of persons involved into works in the Customer's territory and the number of man-days worked for the reported period including the reports for subcontractors.

2.11. The Contractor shall immediately inform the corresponding representative of the Customer by phone (or any other means available) of the accidents, microtrauma cases, occupational diseases occurred to its employees and employees of the Subcontractors, as well as process disturbances, accidents, road accidents, emergency situations, serious incidents to the equipment that could be near misses. The Contractor shall send the detailed notice in writing to the Customer before the end of the working day following the day of the incident.
ANNEX 3. HEALTH AND SAFETY REQUIREMENTS TO CONTRACTORS (SUBCONTRACTORS) WITHIN SUPPLY WORKS

1. GENERAL CONDITIONS

Terms of reference for performance of works shall contain the following requirements of PJSC Enel Russia (Customer) and obligations on the part of the Supplier:

1.1. All occupational health and safety, fire safety requirements related to the Supplier shall be applicable to subcontractors involved by the Supplier. Responsibility to the Customer for observance of safety requirements by the employees of the subcontractor shall be assigned to the Supplier.

1.2. The Supplier shall familiarize its employees and subcontractor employees with requirements of PJSC Enel Russia Procedure "On internal security and access policy" No. 0124-OP-SEC and Operating Instruction “Alcotesting system” No. 0232-OI-HSEQ.

2. REQUIREMENTS TO CONTRACTORS IN THE COURSE OF SUPPLIES

2.1. The Supplier shall ensure performance of works subject to the legal acts, regulations, rules and standards on occupational health and safety, fire safety (hereinafter H&S) sanitary standards and rules effective in the territory of the Russian Federation.

2.2. The Supplier shall not permit to work (dismiss from the work) the employees, and in the case of engaging the subcontractors its employees as well, who appeared at workplace (facility) in a state of alcoholic, narcotic or toxic intoxication; take actions to prevent bringing and availability of any alcoholic, illicit or toxic substances in the territory of the Facilities, except for substances required for production in the territory of the Facilities; immediately dismiss from the work own or subcontractor employees should any facts of employees with signs of alcohol intoxication in the territory of the Customer facilities be found.

2.3. Control compliance with the traffic rules of the Russian Federation by the Supplier drivers, persons permitted by the Supplier to drive motor vehicles and other vehicles, and third parties involved by the Supplier to perform the works. In case of the road traffic accident at the facilities and sites of the Customer immediately inform the Customer in writing;

2.4. When arranging and performing works use only certified vehicles that underwent technical inspection and servicing according to the procedure established by the laws or other regulatory documents and technical documentation and equipped according to the procedure established by the laws, including complete with the spare wheel, first aid kit, fire extinguisher, warning triangle;

2.5. The Supplier shall stop for inspection motor vehicles and other vehicles and equipment of the Supplier, subcontractors and third parties involved by the Supplier to perform contractual works subject to the request of the Customer H&S employee and employees of security firms with which the Customer signed contracts. In addition drivers of the motor vehicles and other vehicles and equipment of the Contractor, subcontractor and third party involved by the Supplier to perform contractual works shall present the vehicle and documents requested for inspection;

2.6. Comply with the requirements related to transport safety of transportation facilities and motor vehicles;
2.7. Not to allow the motor vehicle driving to the drivers who have no the driver's license;

2.8. Not to allow exceeding the speed limit by the drivers;

2.9. Comply with the rules of cargoes transportation, rules of towing and rules of big size and heavy-load cargo transportation;

2.10. Comply with the rules of hazardous cargoes transportation.
ANEX 4. ENVIRONMENTAL REQUIREMENTS TO CONTRACTORS (SUBCONTRACTORS) WITHIN WORKS WITH POTENTIAL NEGATIVE IMPACT TO ENVIRONMENT (MAINTENANCE, CIVIL AND OTHER WORKS)

Purchase technical specification for performance of works shall include the following rights and obligations of the Contractor in part of compliance with the environment protection requirements:

"During works performance in the territory of the Customer the Contractor shall:

- ensure compliance with the requirements of the laws as to protection of ambient air, protection of water and land resources, production and consumption waste management;
- perform works subject to design documentation, procedures;
- prior to commencing works under the Contract send to the Customer written contact information on the person responsible for environmental issues and compliance with requirements of the environmental laws;
- perform necessary activities on environmental protection and sustainable use of the territory;
- Choose the variant:

1. Within the terms agreed with the Customer, using its own efforts and resources, ensure collection, segregation, loading and unloading, removal and transfer of industrial and domestic waste from materials and equipment owned by the Contractor (Supplier) under the contract between the Contractor and the company taking waste (with the right transfer to the waste).

2. Within the terms agreed with the Customer, using its own efforts and resources, ensure collection, segregation, loading and unloading, removal and transfer of industrial and domestic waste from materials and equipment owned by the Customer under the contract between the Customer and the company taking waste.

3. Ensure collection, segregation, transportation to the temporary accumulation sites for industrial wastes from materials and equipment owned by the Customer in compliance with the terms agreed with the Customer using own resources and at own expense.

4. Within the terms agreed with the Customer, using its own efforts and resources, ensure collection, segregation, loading and unloading, removal and transfer of industrial and domestic waste from materials and equipment generated in the course of works performance under the contract between the Contractor and the company taking waste (with the right transfer to the waste).

- transfer wastes to the company having effective license to handle wastes subject to requirements of Federal law No. 99-FZ “On licensing of certain types of activities” dated 04.05.2011;
- Provide the Customer with copies of the contracts between the Contractor and the company taking the Contractor's wastes;
- provide the Customer with the copy of the license of the company that takes the Contractor's wastes; this license to certify activity associated with wastes handling subject to requirements of Federal law dated 04.05.2011 No. 99-FZ “On licensing of certain types of activities”;
- perform separate waste collection of hazard class I-V, mark own containers and indicate places (sites) for temporary wastes accumulation. Containers for temporary waste storage used by the contractor shall have own marking (waste type, company name, inventory number, volume, container weight, hoisting capacity, full name of the responsible person, phone). It is prohibited to use non-marked containers in the territory of the Customer. Places of containers location shall be agreed with the Customer. It is prohibited to use overfilled containers;
- Provide the Customer with certificates (licenses) on the professional training of persons admitted to treatment of wastes with I-IV class of hazard;
- ensure collection and segregation of wastes of ferrous and non-ferrous metals generated during works, if required provide for their cutting, loading using own forces and transfer the same to the Customer against the certificate to the place provided for wastes accumulation;
Title: Interaction with contracting organizations within HSEQ

- transport wastes of hazard class I-IV using trucks specially equipped and with special signs, if required equipped with GLONASS/GPS, having permit to transport hazardous cargoes with execution of the required documents subject to the hazardous cargoes transportation and other regulatory acts;
- to obtain permissions for pollutant emissions, discharge, waste disposal, if required with specially authorized agencies in the field of environment protection;
- when using materials in the territory of the Customer that are procured at the Contractor's expense mandatory provide to the head of the unit in which the works are being performed copies of documents:
  - certificate of state registration of products in the Russian Federation or states of the Customs Union according to the Unified list of the Customs Union;
  - Certificate of quality of the products supplied;
  - material safety datasheet (MSDS safety datasheet) pursuant to GOST 30333-2007 “Material safety datasheet. General requirements”;
  - expert opinion on products compliance with the Unified sanitary and epidemiological and hygienic requirements to the goods subject to sanitary and epidemiological supervision (control), attachment to the expert opinion;
  - Technical specifications or other documents for the products manufacture conditions (GOST exception).
- reimburse to the Customer the amount of penalties imposed against it by inspecting organizations for environmental laws violations, as well as for excessive emissions, pollutants discharges, waste disposal in non-designated areas, which occurred through the Contractor's fault;
- ensure maintenance and cleaning of the facility (territory, working area) at the end of each shift. The Customer shall accept completed works only after the Contractor fulfills its obligation on due territory maintenance and cleaning in the place of works performance or services rendering;
- inform the Customer on all environmental incidents, emergency situations, environmental near misses and violations of the rules related to its labor activity and take immediate measures for their elimination;
- immediately inform the Customer on changes in waste generation, increase in their quantity or generation of new waste not provided by the Customer's Quantitative Estimates of Waste Generation and their Disposal Limits", document on approval of waste generation and their disposal limits;
- independently pay for the negative environmental impact caused during the works performance.

The Contractor shall be entitled to:
- request from the Customer an instruction on handling wastes generated in the course of the Customer activity, waste datasheets, document on approval of waste generation standards and limits for their disposal;
- request the contract between the Customer and the company taking wastes from the Customer, in case the Contractor is involved in collection, segregation, handling, removal of the Customer's wastes".

The terms of reference for performance of works shall include the following Customer’s rights and obligations (PJSC Enel Russia):

"The Customer shall:
- organize training of the Contractor’s personnel on significant environmental aspects associated with the Contractor’s activity and notify the Contractor of its environmental policy. The Policy on occupational health and environment is available for external stakeholders at:
Title: Interaction with contracting organizations within HSEQ

http://www.enel.ru/about/sustainable_development/environmental_protection/

- if required support the Contractor in defining the list, quantity of wastes, identification of wastes description according to the Federal Classification Catalogues of Wastes (FCCW) planned for generation in the course of works performance, services rendering,

The Customer shall be entitled to:

- inspect compliance by the Contractor (Supplier) with the requirements of regulatory acts in environment with execution of the reports on requirements violation; assist in legal inspections of the Contractors (suppliers) working in the territory of the Customer to be conducted by the state supervisory authorities;

- stop (prohibit) works performance by the Contractor in case of repeated (two and more times) violations by the Contractor of the requirements of the environmental laws. In case the Contractor fails to eliminate the violation of the environmental laws within the terms set forth by the Customer (unless any other term is agreed between the parties) waive this Contract unilaterally and extrajudicially and claim reimbursement of losses incurred.

- The Customer shall determine requirements to the Contractor personnel: certain qualification or training during works performance required in compliance with the environmental laws. Selection of contractors shall to the extent possible, be based on the competence in performance of the required work in a reliable and safe manner for the environment”.

Contractor’s responsibility as to environment protection:

- The contracting company is liable for compliance with the requirements of the laws of the Russian Federation as to protection of ambient air, protection of water and land resources, production and consumption waste management.

- The Customer shall be entitled to impose penalties for violation by the contractor of the requirements of the laws of the Russian Federation in atmospheric air protection, land and water resources protection, industrial and consumption wastes handling pursuant to the contract terms:
  - for joint accumulation without separation into hazard classes;
  - for no labeling of containers for waste;
  - for untimely removal of waste, overfilling of waste containers;
  - for placing containers with waste in areas not provided for waste dumping;
  - for waste accumulation at open areas unequipped for waste storage.
ANNEX 5. ENVIRONMENTAL REQUIREMENTS TO CONTRACTORS (SUBCONTRACTORS) WITHIN EXECUTION OF WORKS/SERVICES WITHOUT NEGATIVE IMPACT TO ENVIRONMENT

Purchase technical specification for performance of works shall include the following rights and obligations of the Contractor in part of compliance with the environment protection requirements:

When performing the works, the Contractor shall:

- ensure compliance with the requirements of the laws as to protection of ambient air, protection of water and land resources, production and consumption waste management;
- inform of all environmental incidents, emergencies, environmental near misses identified in the course of its activity in the territory of the Customer and take immediate measures for their elimination.

The Customer shall:

- arrange for the Contractor personnel training in significant environmental aspects associated with the Contractor activities,
- communicate to the Contractor main principles and approaches of the Policy on occupational health and environment. The Policy on occupational health and environment is available for external stakeholders at:

http://www.enel.ru/about/sustainable_development/environmental_protection/
ANNEX 6. ENVIRONMENTAL REQUIREMENTS TO SUPPLIERS

Purchase technical specification for performance of works shall include the following rights and obligations of the Contractor in part of compliance with the environment protection requirements:

When supplying goods to the territory of the Customer the Supplier shall:

- comply with the requirements of the Nature Conservation Laws, perform supply reliably and without any risk for environment;
- ensure compliance with the requirements of the laws as to protection of ambient air, protection of water and land resources, production and consumption waste management;
- provide for removal of returnable containers owned by the Supplier used for Products with the terms agreed with the Customer.

When undergoing expert examination within tender procedures the Supplier shall submit copies of documents:

- material safety datasheet (MSDS safety datasheet) pursuant to GOST 30333-2007 “Material safety datasheet. General requirements”;
- certificate of state registration of products in the Russian Federation or states of the Customs Union according to the Unified list of the Customs Union with attachment to the certificate;
- Certificate of quality of the products supplied;
- expert opinion on products compliance with the Unified sanitary and epidemiological and hygienic requirements to the goods subject to sanitary and epidemiological supervision (control), attachment to the expert opinion;
- Technical specifications or other documents for the products manufacture conditions (GOST exception).
- Material safety datasheet (MSDS safety datasheet) shall be available in the following cases - when using, storing the following product types:
  - Chemicals and their mixtures – reagents for water treatment at water treatment units. (acids, alkali, coagulants, decontaminating agents and components for their production), reagents for water correction in the water and steam cycle of GRES (aqua-ammonia solution, carbohydrazide, sodium phosphate, corrosion inhibitors), reagents for feed water correction prior to its supply to the district heating system (scale inhibitors, sodium silicate, etc.).
  - Lubricating oils of all types and hydraulic liquids.
  - Coating materials and solvents.
  - Fuel oil.

After Supply contract signing submit:

- material safety datasheet (MSDS safety datasheet) pursuant to GOST 30333-2007 “Material safety datasheet. General requirements” (should the supplier be changed);
- Certificate of quality of the products supplied for each lot with ink stamp;
- Technical specifications or other documents for the products manufacture conditions with ink stamp;
- Standard test piece to determine main substance content (possibly include into the products cost);
- List of methods required to control technical characteristics of the reagent. When controlling parameters according to foreign methods of control provide list of Russian methods equivalents;
Control methods (foreign) in Russian (original or controlled copy), provided that parameters are controlled only according to foreign methods (possibly include into the products cost).

The Buyer shall:
- communicate to the Supplier the Policy on occupational health and environment, arrange for the Supplier personnel training in significant environmental aspects associated with its activities.

The Buyer shall be entitled to:
- stop (prohibit) works performance by the Supplier in case of repeated (two and more times) violations by the Supplier of the requirements of the environmental laws. In case the Supplier fails to eliminate the violation of the environmental laws within the terms set forth by the Supplier (unless any other term is agreed between the parties) waive this Contract unilaterally and extrajudicially and claim reimbursement of losses incurred.
ANNEX 7. QUALITY REQUIREMENTS TO CONTRACTORS (SUBCONTRACTORS)

Purchase technical specification for performance of works shall include the following rights and obligations of the Contractor in part of compliance with quality assurance:

The Contractor shall provide evidence of the Quality system available. It is desirable that the Contractor has Certificate of Conformity with the requirements of standard ISO 9001:2008 "Quality Management System. Requirements" (or "GOST ISO 9001-2011. Quality Management System. Requirements").


For equipment and materials included into the scope of work the Contractor shall draw up the Quality Control Plan (QCP) with specification of the type and scope of inspections and tests to be performed for the materials procured in the course of production and the installation and agree with the Customer (if applicable).

For each equipment, materials and services to be procured/rendered by the Subcontractor/Subsupplier within the scope of works under the Contract the Contractor shall choose the appropriate quality management system. The Contractor, irrespective of the Customer actions shall independently inspect the quality management system of Subsuppliers/Subcontractors.

PJSC Enel Russia shall reserve the right to inspect the Quality Management System functioning (whether it is certified or not) of the Contractor and if required of Subcontractors/Subsuppliers by QMS inspections. Should any non-compliances be identified PJSC Enel Russia shall request performance of the following corrective actions. The Contractor shall perform corrective actions required for the works compliance at its own expense.
ANNEX 8. DECLARATION OF CONTRACTOR’S (SUBCONTRACTOR’S) COMPLIANCE TO PJSC ENEL RUSSIA H&S REQUIREMENTS

On the Company letterhead

DECLARATION OF CONFORMITY OF THE CONTRACTOR (SUBCONTRACTOR) with the Health and Safety requirements of PJSC Enel Russia.

Date: __________

Legal entity ".............." TIN No. (hereinafter referred to as the "Company")

Represented by the official representative full name "..............." 
(Full name of the General Director)

Was informed about the following:

• PJSC Enel Russia has effective Procedure "Contractors management in HSE&Q" No. 0057-OP-HSE and procedure No. 0037-OP-PRC "Contractors management" (available for familiarization at web-site: enel.ru);

• this document imposes obligations and responsibility on the Contractor when conducting business and providing for reliability, fairness and transparency in the Company activity;

• objective of PJSC Enel Russia - guarantee maximum correctness, transparency and traceability of all the processes related to procurement and further performance of contractual obligations by the process Participants;

AND ACKNOWLEDGES THAT,

1. By signing this Declaration it realizes that non-compliance with the requirements of this Declaration in the course of the contract performance shall entail liability of the Contractor under the contract as failure to meet main terms and conditions of the contract.

2. Should Company ".............." be chosen as a winner in the open procurement procedure for _______________ and awarded with the contract with PJSC Enel Russia it shall submit within 5 business days prior to works/services commencement specified in the Contract and for hazardous works - within 10 business days, following documents treated as obligatory (depending on the work/service type) for the Contractor authorization at the power plants of PJSC Enel Russia.

3. Below is the questionnaire with documents to be submitted from the General list of documents (Table No. 1) depending on the type of works performed under the contract.

(When filling in the questionnaire tick yes/no depending on the works type).
QUESTIONNAIRE

(Below are the document number from the List (Table No. 1) the Contractor acknowledges to submit within the terms and on conditions specified above in this Declaration)

<table>
<thead>
<tr>
<th>No.</th>
<th>Types of works in the course of the contractor agreement performance.</th>
<th>Item No. from the List (Table No.1) of documents to be submitted prior to works commencement</th>
<th>I acknowledge to submit Yes/no</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Minimum mandatory list of documentation for the works not related to cl. 1-12 of this list of work types</strong></td>
<td>1, 3, 5, 7, 12, 14, 16, 18, 23, 24, 25, 26</td>
<td></td>
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<tr>
<td>1</td>
<td>Work at height</td>
<td>10, 11, 13, 17, 19, 20, 21</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Works in the confined space</td>
<td>13, 17, 19, 20, 21</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Works with using hoisting devices</td>
<td>2, 6, 8, 13, 15, 17, 19, 20, 21</td>
<td></td>
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<tr>
<td>4</td>
<td>Works with using gas welding, electric welding equipment</td>
<td>6, 9, 13, 15, 17, 19, 20, 21</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Works with using electrical tools</td>
<td>6, 13, 17, 19, 20, 21</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Works with using trucks.</td>
<td>13, 17, 19, 20, 21</td>
<td></td>
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<tr>
<td>7</td>
<td>Works with using special purpose construction machinery</td>
<td>13, 17, 19, 20, 21</td>
<td></td>
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<tr>
<td>8</td>
<td>Works with using measuring equipment</td>
<td>13, 17, 19, 20, 21</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Works related to handling operations</td>
<td>4, 13, 17, 19, 20, 21</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Works with using mobile equipment (compressors, monitors, sand-blast equipment, painting equipment, etc.)</td>
<td>13, 17, 19, 20, 21</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Works with using pressure vessels (receivers, etc.)</td>
<td>2, 9, 13, 15, 17, 19, 20, 21</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Works in the electric installations.</td>
<td>6, 13, 17, 19, 20, 21</td>
<td></td>
</tr>
</tbody>
</table>
Title: Interaction with contracting organizations within HSEQ

Table No.1

"List of Documentation provided by the Contractor prior to works commencement to be authorized for works performance at power plants of PJSC Enel Russia.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Order of appointment a responsible for industrial control of fulfillment the industrial safety requirements in Organization (if there are hazardous industrial objects or devices under RF Rostechnadzor in Organization) (Federal Law No. 116-FZ from 21.07.1997 &quot;On Industrial Safety of Hazardous Industrial Objects&quot;).</td>
</tr>
<tr>
<td>3.</td>
<td>Order(s) of appointment a person (s), who is (are) responsible for health and safety during vehicles and equipment exploitation on the Site (SNIP 12-03-2001 &quot;Safety in construction. Part 1: General requirements&quot;, Decree of the Construction Committee of Russia dated 23.07.2001 No.80).</td>
</tr>
<tr>
<td>4.</td>
<td>Order of appointment a responsible for loading and unloading organization works on the site (&quot;Regulations on labor protection in cargo handling and distribution of goods&quot;, approved by Order of the Ministry of Labour from 17.09.2014 года № 642н).</td>
</tr>
<tr>
<td>5.</td>
<td>Order on organization of education and knowledge checks on health and safety requirements, Order of assignment of constantly working examination committee (Decree of the RF's Ministry of Labour and Ministry of Education N1/29 from 13.01.2003 &quot;On H&amp;S Training Procedure and Check of Awareness of H&amp;S Requirements of Organization Workers&quot;).</td>
</tr>
<tr>
<td>6.</td>
<td>Order of appointment a responsible for electrical facilities and equipment, and ensurance of electrical safety on the site (Rules of technical operation of electrical consumers, approved by Order of the Ministry of Energy RF from 08.07.2002 13.01.2003 № 6).</td>
</tr>
<tr>
<td>10.</td>
<td>Order of appointment a responsible for organization and safe work performance for works on height (&quot;Regulations on labor protection when working at height&quot;, approved by Order of the Ministry of Labour of Russia from 28.03.2014 N 155n)</td>
</tr>
<tr>
<td>11.</td>
<td>Order of appointment persons responsible for issuing Permint to Work for works at heights (&quot;Regulations on labor protection when working at height&quot;, approved by Order of the Ministry of Labour of Russia from 28.03.2014 N 155n)</td>
</tr>
<tr>
<td>12.</td>
<td>List of personal protective equipment, equipment, devices, tools, accessorizes used at the facility (their type, model). Order on appointment of employees responsible for keeping the tools in operative condition. Documents evidencing the fact of equipment verification, results of tests,</td>
</tr>
</tbody>
</table>
expert examination, inspection (Rules on occupational health and safety when working with tools and accessories, approved by order of the Ministry of Labour and Social Protection of the Russian Federation dated August 17, 2015. N 552н)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>List of job descriptions of responsible persons appointed pursuant to the Rules of Safety of Rostekhnadzor (Federal Law No. 116-FZ dated 20.06.1997. “On Industrial Safety of Hazardous Industrial Objects”). Personnel acknowledgment sheets and instructions are provided at random upon the Customer request</td>
</tr>
<tr>
<td>16.</td>
<td>The register of obligatory logbooks on the site.</td>
</tr>
<tr>
<td>17.</td>
<td>Copies of effective knowledge examination minutes as regards special requirements of occupational health, fire safety, industrial safety of managers and specialists, managers engaged at the facility, specialists and workers.</td>
</tr>
<tr>
<td>18.</td>
<td>Certificate on occupational health and safety rules examination of managers, specialists and workers engaged at the facility.</td>
</tr>
<tr>
<td>19.</td>
<td>Reports on measurements and tests of electrical equipment (mobile accommodation modules (trailers), arc-welding sets, cranes electrically driven, electric tools, electric lamps, electrical control units, etc.).</td>
</tr>
<tr>
<td>20.</td>
<td>Reports on vehicles, mechanisms, equipment, protective equipment, tools, manometers, technical inspection of vehicles, special and construction machinery testing.</td>
</tr>
<tr>
<td>21.</td>
<td>Passports for vehicles, mechanisms, equipment, protective equipment, tools and documents to ensure their up-to-date condition.</td>
</tr>
<tr>
<td>22.</td>
<td>Schedule of periodic control over labor conditions and safety status at the facility and, in case at the facility of the Customer there are devices of the Contractor subject to supervision by Rostekhnadzor of the Russian Federation, schedule of safety status inspection at the facility (Rules on occupational health and safety in construction, approved by order of the Ministry of Labour and Social Protection of the Russian Federation dated June 1, 2015 No. 336н)</td>
</tr>
<tr>
<td>23.</td>
<td>Maintenance task lists, Method Statements (MS), Method Statements for cranes (MSc), Works Safety Plan.</td>
</tr>
<tr>
<td>24.</td>
<td>Copy of the final act of the healthcare provider that performed mandatory periodic medical examination of the Contractor personnel involved for works performance under the contractor agreement or opinion following the results of preliminary medical examination should the term of periodic examination be not due yet (Order of the Ministry of Health Care and Social Development of the Russian Federation dated April 12, 2011. No. 302н)</td>
</tr>
</tbody>
</table>
| 25. | Copies of minutes and certificates of knowledge examination of the certification commission of the contractor ("On the way of education and attestation of employees under the activities of Federal
Committee for Environmental, Technical and Nuclear Control”, approved by Rostekhnadzor Order from 29.01.2007 N37).


4. The undersigned on behalf of the legal person represents that this Declaration was done in compliance with the applicable laws of the Russian Federation on information, personal data protection subject to internal inspections.

In addition, it is confirmed that PJSC Enel Russia may at any time request the Company to confirm the information contained in this declaration, and the Company shall submit all required documents.

General Director of "....................." Full name /Signature /

L.S.

END OF THE FORM
ORGANIZATIONAL PROCEDURE № 0057-OP-HSEQ
VERSION № 4 DATED 30.12.2015

Title: Interaction with contracting organizations within HSEQ

ANNEX 9. CONTRACTOR’S INSPECTION REPORT

Contractor’s Inspection Report

PJSC Enel Russia branch
Contract
Contract date and number
Working area location
PJSC Enel Russia inspector
Contractor’s representative
Inspected Permit to Work (if available)

Date of inspection

Yes No N/A Safety requirements

WORKPLACE CONDITION

☐ ☐ ☐ The platforms and ladders must be maintained clean. The spilled or leaked fluids must be neutralized and removed. M

☐ ☐ ☐ Passages, driveways, crossings, ladders, platforms and railings must be in operating condition and not damaged during performance of works. Open apertures must be immediately fenced or closed with the structures sustaining the corresponding load. MJ

☐ ☐ ☐ When carrying out hot works, emergency firefighting equipment must be readily available. MJ

☐ ☐ ☐ Crossings, stories, stairs and emergency exits must be free from obstruction to ensure safe passage. M

☐ ☐ ☐ Weight of equipment and materials located at the sites must not exceed the maximum load capacity. MJ

☐ ☐ ☐ The premises and working areas must have the required lighting and comply with the electrical installation requirements. M

☐ ☐ ☐ Stage platforms and scaffolds must comply with the Building Codes and Regulations, installed according to the safety instructions, signed off and cleared for use by the Client’s representative. The site of installation must be fenced and provided with necessary warning signs. M

☐ ☐ ☐ Excavation sites must be fenced and necessary measures must be taken in order to prevent wall caving; safe access must be provided and warning signs (alarms) installed. M

☐ ☐ ☐ Interference in the work of the existing equipment, as well as unauthorized removal of fences, locking devices, locks, prohibiting and warning posters. MJ

PERFORMANCE OF HAZARDOUS OPERATIONS

☐ ☐ ☐ Elevated work must be performed in accordance with the authorized WES (process flowchart) by qualified and certified staff only; the use of personal protection equipment is mandatory. The area under the work site must be sectioned off. MJ

☐ ☐ ☐ When working in confined spaces, a Client’s representative must have a daily access to the site and air samples taken on a regular basis. Other safety measures are specified in the process flowchart and the work permit. MJ

☐ ☐ ☐ Unauthorised installation of switching in the circuits and on the Customer’s equipment is not allowed. MJ

ORGANIZATIONAL SECURITY MEASURES

☐ ☐ ☐ The works must be carried out pursuant to the permit certificate, work permit, administrative order, list of works performed in accordance with the procedure of day-to-day operation with application of process flow charts and WES (if relevant). OC

☐ ☐ ☐ A site foreman must be present at the working site and hold a copy of a work permit; all staff must be qualified and listed on the team roster. OC

☐ ☐ ☐ The work permit must be correctly executed. C

The total amount of work performed by contractors shall not exceed 30% of the total volume of work under this Agreement (excluding the cost of materials and equipment) OC
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<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Personal Protection Equipment</th>
<th>Safety requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The employees must have their hard hats with chin straps fastened at all times.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>The employees must wear protective footwear complying with the requirements of safety norms.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>The employees must use the protective gloves in accordance with the type of work performed. The insulating gloves must be checked in accordance with the normative document requirements.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>The employees must use face masks in accordance with the type of work performed.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>When working at height an appropriate fall arrest system must be used. A safety belt must be checked and be in good order.</td>
<td>MJ</td>
</tr>
<tr>
<td></td>
<td>The employees must wear special clothing in accordance with the type of work performed.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>In the areas, where the eyes protection equipment is obligatory, the workers must wear goggles.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>In the areas, where the ear protection equipment is mandatory, all workers must wear the ear protectors (ear plugs).</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>While handling the insulating materials and other harmful agents, the workers must apply the corresponding respiratory protection equipment.</td>
<td>M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Materials, Equipment and Tools</th>
<th>Safety requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The distribution of equipment, materials and tools in the working area must be carried out in accordance with the authorized maps and safety requirements.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Timely check testing of equipment and tools that require testing must be performed.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>The tools and instruments used in operations correspond to particular task and operation conditions.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>The load lifting equipment, motor vehicles, aids for mechanization of operations, equipment, under RTN jurisdiction must comply with the safety requirements and must be allowed for application by the Customer on their premises.</td>
<td>MJ</td>
</tr>
<tr>
<td></td>
<td>The electric, pneumatic and abrasive tools, gas and electric welding equipment must comply with the safety requirements and be applied pursuant to them.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>During performance of unloading/loading works, the load lifting equipment and hoisting slings applied must be operable and comply with the corresponding safety standards.</td>
<td>M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Performance of Works</th>
<th>Safety requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>It is prohibited to be under the influence of alcohol or drugs while on the Customer’s premises.</td>
<td>MJ</td>
</tr>
<tr>
<td></td>
<td>During work, the safety measures stipulated by the instructions on occupational safety, process flow charts, WES, work permit and other regulatory documents must be followed.</td>
<td>MJ</td>
</tr>
<tr>
<td></td>
<td>Operative equipment interference, unauthorized removal of fences, securing devices, locks, prohibit and warning posters.</td>
<td>OC</td>
</tr>
<tr>
<td></td>
<td>The works supervisor according to the work sheet must periodically check observance of safety requirements by the workers.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>The smoking is allowed only in specially designed places.</td>
<td>MJ</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Safety Signs</th>
<th>Safety requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The safety signs indicating the place of works (&quot;Work here&quot;) must be installed at the workplace.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>The working area must be fenced off and have corresponding signs installed.</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>The safety signs set by the Customer during preparation of the workplace must be stayat places of their installation.</td>
<td>M</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Safety requirements</th>
<th>Severity rating of violation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The safety measures on preparation of the workplace must be adequate to the risks, assessed and authorized by the works supervisor and contractor according to the work sheet (to be checked using the survey method).</td>
<td>Minor (M), Major (MJ)</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The works are carried out under the Plan of safe performance of works authorized by the Customer, the Plan is readily available and the personnel has been familiarised with it.</td>
<td>M</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>Before commencement of works, the workers must hear the orientation on safe performance of works (to be checked with the interview method).</td>
<td>M</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>PERSONAL DATA AND SKILLS OF THE PERSONNEL</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The workers shall carry a certificate of examination of knowledge, notations on passing the examination of knowledge of the occupational safety and admission to the special works.</td>
<td>M</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>Contractor’s employees must be allowed on Customer’s premises in accordance with the authorized lists, according to temporary passes and after hearing the introductory briefings on occupational safety, environment protection and fire fighting orientation and carry the tickets on conducted introductory briefings.</td>
<td>Major (MJ)</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>TRANSPORT VEHICLES AND MACHINE EQUIPMENT</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The transport vehicles and / or machines used for fulfilment of tasks as well as auxiliary instruments / equipment comply with the Safety Rules and relevant technical specifications.</td>
<td>M</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The transport vehicle and the driver have the corresponding documents (rights, calibration sticker, way bill with the notation of the medical attendant, registration number of Rostekhnadzor if required).</td>
<td>M</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>Drivers must stay within speed limit and follow the road signs while on the customer’s premises.</td>
<td>M</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>Transportation of the personnel and equipment must be carried out in accordance with the requirement of the Safety Rules.</td>
<td>M</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>FIRST AID / EMERGENCY SITUATION</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The corresponding first-aid kit and the first aid equipment are provided.</td>
<td>M</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The workers are aware of their actions in emergency situations (to be tested with the survey method).</td>
<td>M</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The workers are trained to deliver first aid.</td>
<td>M</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>REQUIREMENTS TO OPERATIONS AT THE ELECTRICAL UNITS REQUIRING TENSION RELIEF</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The required shutdowns are performed and the measures are taken on prevention of the voltage supply to the workplace as a result of false and spontaneous turning on of switching devices.</td>
<td>Major (MJ)</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The prohibitive posters must be put up by the manual actuators and keys of remote control of the switching devices.</td>
<td>M</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The absence of voltage is checked on the conducting parts, which must be grounded for protection of people against electric-shock hazard.</td>
<td>Major (MJ)</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>Grounding is installed (the grounding blades are switched, and where they are absent, the temporary grounds are installed).</td>
<td>Major (MJ)</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The posters “Grounded” are put up, the workplaces and the remaining conducting parts under voltage are fenced, the warning and mandatory posters are put up if required.</td>
<td>M</td>
</tr>
</tbody>
</table>

Remarks

Signatures:
PJSC Enel Russia representative:  
Contractor’s representative:  

<table>
<thead>
<tr>
<th>position</th>
<th>signature</th>
<th>Full name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

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ANNEX 10. REQUIREMENTS TO WORKS SAFETY PLAN

The Plan of works performance shall contain the following information:

1. Information about the content and scope of works:
   a) address of the construction site (places of works performance);
   b) description of the territory, in which the construction site is located (place of works performance);
   c) brief description of the works, works fulfilment time, stages of works performance, planned scope of work represented in man-days;
   d) design, architecture, structural and technological solutions (works execution scheme, drawings, etc);
   e) list of hazardous works that require additional measures during organization of works and safety control (excavation, gas dangerous, fire and explosive dangerous works, etc.).

2. Use of motor vehicles.

3. Use of load-lifting and other machinery, machining equipment and tools installed by Contractor:
   a) machinery type;
   b) data about operating condition;
   c) electric power consumption (if connected to the plant power grid);
   d) place of installation and connection;
   e) temporary lighting system used;
   f) information about the person in charge of operation of the machinery.

4. Use of utilities:
   a) cold water (usage objectives, place of intake, pressure);
   b) hot water (usage objectives, place of intake, pressure);
   c) steam (usage objectives, place of intake, pressure);
   d) compressed air (usage objectives, place of intake, pressure);
   e) oxygen (usage objectives, place of intake, pressure).

5. Conveniences:
   a) accommodation of the contractor's personnel (indicate the utility space);
   b) shower rooms (number of places);
   c) allocation of temporary work shops, "dog houses".

6. Procedure of stocking and storage of materials, pressure vessels, scrap metal and industrial wastes.

7. The plan shall contain the following information in terms of organization of works at the construction site according to the activity types carried out:
   a) rules for enclosure of the construction site, arrangement of entrance/exit, installation of signs;
   b) sanitary rules;
   c) general layout of the main roads of the construction site;
   d) supporting systems (electric power, water, gas and other energy supplies);
   e) systems of grounding and lightening protection;
   f) various alternatives of entrance of transport vehicles carrying out delivery of the materials;
   g) location of buildings and structures at the construction site;
   h) arrangement of loading/unloading areas;
   i) areas for equipment, materials and wastes storage;
   j) special areas allocated for storing of explosive and highly flammable materials.

8. List of involved subcontractors with the description of the works types performed by these organizations and the schedule of the concurrent works performance ensuring safe working conditions mandatory for all organizations and persons on site;

9. Description of documents defining the works admission procedure:
a) SNIP 12-03-2001 “Occupational safety in construction”;
b) Rules for occupational safety during operation of electrical units”;
c) RD 34.03.201-97 “Safety rules during operation of the mechanocaloricequipment of electric power plants and heating systems”;
d) Federal norms and rules in the sphere of industrial safety “Safety rules for the systems of gas distribution and gas consumption”;
e) RPFR(Russian preventive fire fighting regulations) 01-02-95 “Fire safety rules for electric power enterprises”;
f) Federal norms and rules in the sphere of industrial safety “Rules for installation and safe operation of hoisting cranes”;
g) Procedure of admission to the works shall be defined by the employee of the H&S department on the basis of documents provided by the contractors.

10. Должность и фамилия руководителя работ со стороны Подрядчика, а также должностных лиц подрядной и субподрядных организаций, ответственных за безопасное производство работ:
a) for issuance of the Permit Certificate;
b) issuance of the work permit;
c) works supervisor;
d) foreman in charge(contractor);
e) staffin responsible for safe operation of cranes,
hoisting units, other transport vehicles and machinery, strappers, working cradles;
f) person in charge of fire safety;
g) person in charge of safe operation of pressure vessels;
h) person in charge of environment issues
i) during operation at electrical units - members of the team.

11. Plan of actions in emergency situations and fires with indication of telephone numbers of operative services and senior officers.


13. Position and name of the works supervisor on the part of the Customer as well as persons of the power plant personnel in charge of:
a) control over quality of works;
b) connection of electrical machines;
c) connection to the process pipelines;
d) storage of materials, garbage and wastes;
e) authorization of the programme of organization of works and works execution scheme and maintenance cards;
f) involvement of motor vehicles, load lifting equipment, loading/unloading works;
g) control over safe performance of works and supervision of the use of load lifting equipment and pressure vessels;
h) fire fighting issues;
i) granting work permits including high risk works permits on;
j) giving briefings to the contractor’s personnel;
k) common issues.
### ANNEX 11. PRELIMINARY LIST OF STATE LEGAL ACTS WITHIN ORGANIZATION OF WORKS IN THE FIELD OF ENERGY PRODUCTION

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Date/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Federal Law No.7-FZ &quot;On Environmental protection&quot; dated 10.01.2002</td>
<td></td>
</tr>
<tr>
<td></td>
<td>management system. Requirements, approved and put into effect by Order of the Federal Agency on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical Regulating and Metrology No.154-ct dated 06.07.2012</td>
<td></td>
</tr>
<tr>
<td></td>
<td>approved by Order of the Federal Agency for Technical Regulation and Metrology No.175-cr dated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.07.2007</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>&quot;Interindustry rules for providing workers with special clothing, special shoes and other personal</td>
<td></td>
</tr>
<tr>
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<td>protective equipment&quot;, approved by Order of the Ministry of Health and Social Development of the</td>
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<td>Russian Federation dated 01.06.2009 No. 290н.</td>
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<td>11.</td>
<td>&quot;Procedure for occupational health training and occupational health requirements knowledge</td>
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<td>examination of company employees”, approved by Decree of the Ministry of Labour of the Russian</td>
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<td>12.</td>
<td>&quot;Procedure for obligatory preliminary and periodic medical examinations of employees involved in</td>
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<td>heavy work and work with harmful and (or) hazardous labour conditions&quot;, approved by Order of the</td>
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<td>13.</td>
<td>&quot;HR management policies at the energy companies of the Russian Federation”, approved by Order of</td>
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<td>14.</td>
<td>Russian National Standard “Occupational safety standards system. Safety management system at the</td>
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<td>company. General requirements to development, application, assessment and enhancement” GOST R 12.0.007-2009.</td>
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<td>Federation dated April 25, 2012. No. 390</td>
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<td>16.</td>
<td>&quot;Occupational health and safety rules for electrical installations operation”, approved by Order of</td>
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<td>17.</td>
<td>SO 34.03.201-97 “Safety rules for operation of thermal and mechanical equipment of power plants and</td>
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<td>heating systems RD 34.03.201-97”, approved by the Ministry of Fuel and Energy of the Russian Federation</td>
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<td>18.</td>
<td>SO 153-34.03.603-2003 “Instruction on operation and testing of protective equipment used in electric</td>
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<td>installations RD 34.03.603&quot;, approved by Order of the Ministry of Energy of the Russian Federation No.</td>
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<td>261 dated 30.06.2003</td>
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<td>19.</td>
<td>Operational regulations of consumer electric installations, approved by order of the Ministry of</td>
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<td>Energy of the Russian Federation dated 13.01.2003 No. 6</td>
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<td>20.</td>
<td>Rules on occupational health and safety when working with tools and accessories, approved by order of</td>
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<td>21.</td>
<td>&quot;Rules on occupational health in the course of handling operations and cargo placement&quot;, approved</td>
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<td>by Order of the Ministry of Labour of the Russian Federation dated September 17, 2014 N 642н</td>
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23. "Rules on occupational health when performing electric welding and gas welding works", approved by Order of the Ministry of Labour dated December 23, 2014 No.1101н
26. "Rules on occupational health and safety in construction", approved by Order of the Ministry of Labour dated June 1, 2015 N 336н
29. POT RM-017-2001 "Interindustry rules on occupational health when performing painting works" Decree of the Ministry of Labour of the Russian Federation dated 10.05.2001 No. 37.
30. POT RM-022-2002 "Interindustry rules on occupational health when performing works on soldering and tin plating of products" Decree of the Ministry of Labour of the Russian Federation dated 17.06.2002 No. 41.
32. POT RM-026-2003 "Interindustry rules on occupational health when operating gas facility of the company", Decree of the Ministry of Labour of the Russian Federation dated 12.05.2003 No. 27.
36. "Regulation on training and certification of specialists of companies supervised by the Federal Agency for Environmental and Nuclear Supervision", approved by Order of Rostekhnadzor of the Russian Federation dated 29.01.2007 No. 37.
41. SR 03-581-03 "Rules of arrangement and safety operation of stationary compressor plants, air and gas ducts", Decree of Gosgortekhnadzor of Russia dated 05.06.03 No. 60.
42. Federal codes and regulations in safety "Safety rules for hazardous production facilities that use hoisting devices", Order of Rostekhnadzor No.533 dated November 12, 2013
43. SR 03-598-03 "Rules of safe hydrogen production by means of water electrolysis". Decree of Gosgortekhnadzor of Russia dated 06.06.03 No. 75.
44. SR 09-579-03 "Safety rules for above ground warehouses of liquid ammonia". Decree of Gosgortekhnadzor of Russia dated 05.06.03 No. 62.
45. RD 15-73-94 "Safety rules for hazardous cargoes transportation by railway". Decree of Gosgortekhnadzor of Russia dated 16.08.94 No. 50.
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46. SR 03-438-02 “Safety Rules for hydraulic structures of liquid industrial waste accumulators”. Decree of Gosgortekhnadzor of Russia dated 28.01.02 No. 6.

47. SO 153-34.03.352-2003 “Instruction on explosion safety for fuel feeders and pulverization and combustion units”. Order of the Ministry of Energy of Russia dated 24.06.03 No. 251.


49. "Regulations on operation and servicing non-public railway tracks", approved by Order of the Ministry of Transportation of Russia dated June 18, 2003 N 26a

50. SanPiN 2.1.7.1322-03 "Hygienic requirements to industrial and consumption waste disposal and deactivation".

51. "Instruction on fire safety measures for performance of hot works at energy enterprises” Order of the Ministry of Energy of Russia dated 30.06.03 N 263 (SO 153-34.03.305-2003).

52. SanPiN 2.2.3.2887-11 "Hygienic requirements for production and use of chrysotile and chrysotile containing materials"

53. SO 34.04.181-2003 , "Rules on arrangement for technical maintenance and maintenance of equipment, buildings and structures of power plants and grids, approved by RAO UES of Russia 25.12.2003


59. GOST 27321-87 "Frame scaffold for construction works".

60. GOST 26887-86 "Platforms and ladders for construction and installation works".

61. Order of the Ministry of Labour of Russia dated 17.08.2015 No.551n "On approval of Safety rules when operating thermal power units"

ANNEX 12. PENALTIES REGISTER

| Date | Company | Contract No. | Contract Value | Nature of violation | Severity of infringement | Grounds for penalty | Actions taken |
|------|---------|--------------|----------------|---------------------|-------------------------|---------------------|--------------|--------------|

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ANNEX 13. RECOMMENDED SUPPLEMENT FORM TO THE CERTIFICATE OF KNOWLEDGE EXAMINATION

Front side of supplement form to the certificate of knowledge examination

In case of emergency call:
- Plant Shift Supervisor:____________________
- Medical aid service:______________________
- Fire station: ____________________________
- PP HSEQ Service: ________________________

Musterpoint location in case of emergency:
_____________________________________

Back side of supplement form to the certificate of knowledge examination

INITIAL TRAINING CONDUCTED BY

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