

Appendix No.1 to the order
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**Corporate Requirements
to Occupational Health and Safety
for Contracting Companies and Organizations Rendering Services**

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1. General provisions.

1.1. Severstal is committed to protecting the life and health of its own employees and the employees of contracting companies.

1.2. These Corporate requirements to occupational health and safety for contracting companies and organizations rendering services, i.a. for transporting passengers and cargoes, as well as operating special-purpose machinery (hereinafter referred to as the Corporate Requirements) contain mandatory rules, conditions, restrictions, prohibitions and obligations in the areas of labor safety, industrial safety, fire safety, environmental protection and road safety.

1.3. The provisions of the Corporate Requirements apply to all contracting companies operating at the Company's premises, as far as they are concerned.

1.4. Current Corporate Requirements are posted on the Company's website at: <https://suppliers.severstal.com/support-center/occupational-safety-and-security/>. Contracting companies undertake to monitor the changes made to these Corporate Requirements by themselves. The Company has the right to unilaterally amend the text of the Corporate Requirements. The changes come into force and apply to contracting companies from the moment when these Corporate Requirements are introduced, unless otherwise provided for in such changes. If a non-compliance with the Corporate Requirements is detected, the version of the Corporate Requirements which was effective at the time when the non-compliance was detected shall apply.

1.5. The penalties for a non-compliance with the Corporate Requirements are set forth in Appendix D to these Corporate Requirements.

2. Terms, definitions and abbreviations.

2.1. Audit is a method of monitoring / control with the evaluation of compliance of an audited item with the established criteria defined in the check-list, evaluation module.

2.2. Auditor is the Company's employee who checks compliance with the requirements to labor safety, industrial safety, fire safety, environmental protection and road safety by the employees of the Company and contracting companies.

2.3. Outstaffing is the use of the personnel which work for another company that provides employees with the required qualifications.

2.4. Occupational Health and Safety is the requirements imposed to ensure labor safety, industrial safety, fire safety, environmental protection and road safety, including the Corporate Requirements.

2.5. General Contracting Company (General Contractor) is a contracting company that has signed a Contractor Agreement with the Customer, according to which it undertakes to perform certain work under the Customer's instructions, independently or by engaging subcontracting companies, which is liable to the Company for non-fulfillment or improper fulfillment of the obligations by subcontracting companies.

2.6. Mining Excavation is an artificial hollow space created in the subsurface or on the surface of the ground (underground or surface mining excavation).

2.7. Company is AO Severstal Management and legal entities of Severstal Group.

2.8. Contracting Company Manager is an employee of the HSE service of the Company's enterprise who occupies a respective staff unit and/or whose duties include working with contracting companies.

2.9. Contracting Company (Contractor) is an individual or legal entity that undertakes obligations to perform a certain work or render services for the customer by a specified date for a payment agreed upon with the customer.

2.10. Company's Enterprise is a legal entity which is a part of Severstal Group.

2.11. Inspection is a method of monitoring / control with an evaluation of the compliance of an inspected item with the established requirements.

2.12. Top Manager of the Contracting Company is a person entitled to act on behalf of the contracting company without a power of attorney in accordance with the constituent documents.

2.13. Working Days are calendar days from Monday to Friday, not including Saturday, Sunday and non-working public holidays.

2.14. Head of the HSE Department of the Company's Enterprise is the head of the HSE function of the enterprise.

2.15. Head of the HSE Department of the Structural Subdivision is the head of the HSE function in the structural subdivision (in a direct or functional way).

2.16. Head of the Structural Subdivision is a person heading a structural subdivision.

2.17. Self-Propelled Lifting Devices are the lifting devices which take the power for their own movement and operation of the mechanisms from their own energy source, i.a.: lifting cranes mounted on automobile chassis, special automobile-type chassis; lifting cranes on pneumatic - caterpillar, tractor, railway tracks; manipulator cranes; elevators (lifting towers) including elevators with working platforms; cranes-excavators designed only for working with a hook.

2.18. HSE Department is the employees of the HSE function at the level of the Company's Enterprise.

2.19. Special-Purpose Machinery is vehicles such as: graders, motor graders, road rollers, bulldozers, excavators, loaders, conveyors, tractors, self-propelled lifting devices, etc.

2.20. Structural Subdivision is the largest structural unit within the Company's enterprise (directorate, mine, pit, production, center, management, etc.).

2.21. Subcontracting Company (Subcontractor) is subcontractors and suppliers engaged by the General Contractor to perform the works / render services and supply materials and equipment necessary to perform the works / render services.

2.22. Company's Premises are the premises of the Company's enterprises and/or the premises of stand-alone facilities owned by the Company's enterprises.

2.23. Digital System of the Company's Enterprise is the software package called "Labor Safety Control" (hereinafter - SP LSC).

2.24. TMHL – truck-mounted hydraulic lift.

2.25. RTS – road traffic safety.

2.26. BLSR – basic life-saving rules.

2.27. OHS – occupational health and safety.

2.28. UAV – unmanned aerial vehicles.

2.29. HOF – harmful occupational factor.

2.30. EO - explosive ordnance.

2.31. LSM – labor safety manual.

2.32. CSB – critical safety barriers.

2.33. CP – checkpoint.

2.34. LR – local regulations.

2.35. PTL – power transmission line.

2.36. WP – work permit.

2.37. HSE – health, safety and environmental protection.

2.38. EP – environment protection.

2.39. HPF – hazardous production facility.

2.40. HIF – hazardous production factor.

2.41. BSA – behavioral safety audit.

2.42. CMP- construction master plan.

2.43. WEP – work execution plan.

2.44. PLR – potentially fatal risk.

2.45. LD – lifting devices.

2.46. PPE – personal protective equipment.

2.47. AMCS – access monitoring and control system.

2.48. OP – operating procedure.

2.49. PC – process chart.

2.50. OTWC – one-time work chart.

2.51. LC RF – Labor Code of the Russian Federation.

2.52. C&M – commodities and materials.

2.53. TV – transport vehicle.

2.54. TSM – technical security means.

2.55. SAP SRM – a digital system for the interaction with contracting companies.

3. Requirements for employees at the premises of the Company's enterprises.

3.1. In order to get access to the Company's premises all employees of contracting companies shall pass an introductory briefing at the Company's enterprises and the final testing is carried out based on its results. An employee who has not passed the test shall not be allowed to enter the premises of the Company's enterprise, and a personal pass shall not be issued.

3.2. The companies connected to SP LSC system shall register their employees for introductory briefing in the section called "Apply for introductory briefing". At the Company's enterprises, where the application for introductory briefing is not automated, or contracting companies are not connected to SP LSC system, it is necessary to send an application for introductory briefing to the responsible specialist of HSE Department of the Company's enterprise.

3.3. A personal pass indicating the name of the company which the employees are working for, or which they are sent to for a job interview, is issued for employees of contracting companies at the pass office.

3.4. Entering and exiting the premises are allowed only through CPs upon showing an appropriate personal pass and successful passing of the test for the presence of ethanol in exhaled breath with the use of breathalyzers (if available).

The transit of a vehicle, regardless of who it belongs to, through the premises of Companies is possible only through CPs if there is a vehicle pass and at the time specified in the pass.

3.5. When moving around the shop, production areas, mining excavations, only the established passage ways shall be used. Crossing bridges shall be used for walking across conveyors, roller tables, ditches and trenches.

3.6 Moving around the production site is allowed on foot or by automobiles. The use of other movement methods, other transportation means and devices is forbidden except for the cases specified in LRs of the Company's enterprises.

3.7. The following is forbidden:

3.7.1. to take out/export C&M from the Company's premises without appropriate accompanying documents and/or under invalid documents;

3.7.2. to wear special clothes with Severstal logo;

3.7.3. to wear protective boots without a hard toe-puff (at least 200 J);

3.7.4. to walk/drive to/from the premises of the Company and/or to be at the premises of the Company under the influence of alcohol, drug or toxic intoxication;

3.7.5. to carry/transport drugs, alcoholic beverages, alcohol-containing liquids, psychotropic and toxic substances to/from the premises of the Company;

3.7.6. to walk/drive to/from the premises of the Company through the CPs and/or to be at the premises of the Company without a personal pass;

3.7.7. to drive through the CPs and/or to be at the premises of the Company without a vehicle pass;

3.7.8. to use invalid and other persons' passes of all kinds;

3.7.9. to hand over own passes of all kinds for the use by others;

3.7.10. to walk/drive to/from the premises of the Company outside the CPs;

3.7.11. to break the established rules of walking/driving through AMCS;

3.7.12. to enter the Company's premises in a vehicle with unreadable state registration numbers: (dirty, erased, closed with blinds or frames for registration numbers);

3.7.13. to bring/carry to/from the premises of the Company and/or to hold bladed weapons, traumatic, fire, gas, pneumatic weapons and their components, electroshock devices, explosive items, explosives, blasting agents, explosive-filled items, ammunition, pyrotechnic products and special non-fatal agents;

3.7.14. to perform actions that disturb the established modes of operation of the TSM (turnstiles, barriers, readers, video cameras, sensors, etc.);

3.7.15. to hinder with the performance of official duties by security guards on implementation of access control and on-site security at the premises of the Company and on protection of the Company's facilities;

3.7.16. to guide (to bring in vehicles as passengers or with cargo) any persons in violation of the established procedure;

3.7.17. to bring (transport) UAVs to the premises of the Company, store and use them at the premises of the Company, except for the cases of using UAVs for production purposes to assess the condition of the territory and facilities of the Company in accordance with local regulations of the Company;

3.7.18. to use players, mobile (cellular) phones, smartphones, tablets, laptops and other electronic devices (including those equipped with hands-free devices):

- in the areas of possible exposure to hazardous production factors;

- when crossing over the railways;

- when walking on the driveway, the side of the road and when crossing the driveways;

3.7.19. to damage/soil the top surface of roads, remove, block, damage, install without authorization barriers, signs and other technical means to arrange traffic and free access to the Company's premises; to leave items/cargoes on the roadway that interfere with the movement of other vehicles;

3.7.20. to step on broken electrical wires, touch or approach them at the distance closer than 10 meters;

3.7.21. to remain standing on the bridges over the rolling line during rolling operations;

3.7.22. to pour water or throw wet or frozen items into liquid metal or slag;

3.7.23. to stay in reduced clearance areas during movement of automobile and railway transport, to stay under loads being lifted, lowered, transferred or to stay under scaffold floors and trestles;

3.7.24. to approach the areas of magnet or clamshell crane operation at the distance closer than 10 meters;

3.7.25. to blow the dust off the clothes using compressed air;

3.7.26. to obstruct the aisles, passages and clearance limits of railroad tracks;

3.7.27. to stand, sit, lean on railings, fences, barriers, window openings, step on their elements, bend over them;

3.7.28. to stand on the covers of manholes and wells;

3.7.29. to use heating appliances with an open coil;

3.7.30. to use electric heating devices (heating appliances, electric stoves, electric kettles, etc.) without thermal protection devices or with defective (missing) heat controllers provided by the design;

3.7.31. to stay in places not related to the performance of labor duties, without the assignment from an immediate or superior manager;

3.7.32. to engage in activities not related to the work, distract others from their work;

3.7.33. to climb over fences;

3.7.34. unauthorized keeping of dogs at the Company's premises by employees, and unauthorized use of dogs for protection of facilities;

3.7.35. to use office furniture for the purposes other than intended, e.g., standing with your feet on a desk or chair, rocking on a chair; stacking of items and other stuff on top of cabinets;

3.7.36. to leave production waste and consumption residue in undesignated places;

3.7.37. to discharge wastewater and technological solutions to the terrain;

3.7.38. to wash and repair cars and other vehicles in the places not designated for this purpose;

3.7.39. Unauthorized film, photo, video recording using professional film, photo, video recording equipment, mobile phones or other technical means with the possibility of photo/video recording of secured facilities within the premises of the enterprise, as well as from the premises adjacent to the enterprise.

3.8. Attention must be paid to the signals of the operating mechanisms and transportation vehicles; the instructions of warning signs and posters must be followed; respect the guidance of safety signs and signal markings.

3.9. Safety requirements when crossing railroad tracks.

3.9.1. Pedestrians should cross the railway tracks, roads at specified crossings at a right angle after making sure that there are no moving vehicles nearby.

3.2.9. The following is forbidden:

- to cross railway tracks in the presence of an approaching rolling stock at the distance closer than 100 meters, including those approaching on adjacent railway tracks (at sections consisting of several railway tracks (2 or more));

- when the railway crossing is equipped with a barrier - to cross the railway crossing at the red traffic light regardless of the position of the barrier;

- to pass between uncoupled carriages, if the distance between them is less than 6 meters;

- to approach railway tracks closer than 2.5 meters when a train is moving;

- to stay between the railway tracks if there is no special passway there and such stay is not related to the performance of the job;

- to cross railway tracks at the locations of switches, tongue rails and crosspieces, step between the frame rail and the tongue rail or into the switch flangeways, step on rails and the ends of reinforced concrete sleepers, crawl under the rail cars, walk on the couplers and frames of railway cars;

- to walk in the track gage between the rails;

- to walk through the break platforms of a rolling stock, automatic couplers, buffers and crawl under the rail cars.

3.9.3. Cross the tracks at the distance of at least 3 meters from the closest car (locomotive) if it is necessary to walk round rail cars, gondola cars, platforms, etc. (hereafter – cars) or locomotives standing on the railway tracks. Employees operating railway transport on non-public railway tracks and in outdoor areas shall cross railway tracks at the distance of at least 5 m away from the outermost car (locomotive).

3.9.4. When a train with hot metal, slag or oversize cargo or rail platforms with hot ingots/slabs are approaching, it is required to move to a safe place at least 10 m away.

3.10. Safety requirements for pedestrians.

3.10.1. Pedestrians should walk along the sidewalks or footpaths, and in case of their absence - along the side of the road. In case no sidewalks, footpaths or sides of the roads are available or if it is not possible to walk along them, the pedestrians may walk in single file along the driveway edges. When walking along the driveway edges the pedestrians shall face the approaching vehicles.

3.10.2. Where the traffic is controlled, the pedestrians shall be guided by the traffic lights or manual signals of the traffic-controller.

3.10.3. Pedestrians should cross the driveways at pedestrian crossings, including overhead bridges and subways, and in the absence of them – at the crossroads following the sidewalk or road side lines.

In case there are no pedestrian crossings or crossroads in the visibility range, pedestrians should cross the road at a right angle in the areas without dividing strip and fencing and where the road is clearly visible in both directions.

3.10.4. At pedestrian crossings pedestrians may start crossing the road after they evaluate the distance to approaching vehicles, their speed and make sure crossing the road is safe.

However, when crossing the road outside the pedestrian crossing the pedestrian shall not interfere with the movement of vehicles. It is forbidden to walk out on the road from behind of a stopped vehicle or other obstacle that limits visibility, without making sure that there are no approaching vehicles on the road.

3.10.5. The pedestrian shall not linger when crossing the road or stop walking unless it is required for safety concerns.

A pedestrian who was unable to complete crossing of the road shall stop at the line dividing traffic flows moving in opposite directions. Crossing of the road may be resumed only after making sure that it is safe to continue walking and/or when green traffic light comes on (permissive manual signal is given by the traffic controller) (if available).

3.10.6. When vehicles with blue flashing beacons on or blue and red flashing beacons and special audible signal are approaching, pedestrians shall not cross the road and if already on their way to cross the road - yield right of way to such vehicles and immediately clear the driveway.

When the vehicles with orange flashing beacons which perform cleaning and de-icing of the sidewalks and pedestrian routes approach, the pedestrian must also yield right of way to such vehicles.

3.10.7. Running is forbidden when moving on the territory of the Company and inside the buildings. It is recommended not to wear shoes with high unsteady heels on the territory of the Company.

3.11. Safety requirements for drivers.

3.11.1. The driver who drives the vehicle at the premises of the Company shall respect the existing Traffic Rules of the Russian Federation. When driving a vehicle equipped with seat belts, the driver may only start driving after he/she has fastened himself/herself and made sure that all passengers are fastened with seat belts.

The driver of a vehicle is obliged to have with him/her the following documents and upon the request of the HSE employees of the Company's enterprises and other authorized persons of the Company to stop and hand over for verification:

- personal and transport passes for entering the premises of the Company's enterprises;
- a driving license for the right to drive a vehicle of the appropriate category or subcategory;
- registration documents for this vehicle and, if there is a trailer, also for the trailer;
- in established cases, a trip ticket and documents for the transported cargo, as well as special permits, in the presence of which in accordance with the legislation on highways and on road activities it is allowed to drive a heavy vehicle, a large-sized vehicle or a vehicle transporting dangerous cargoes on highways;
- in cases where the obligation to insure one's civil liability is established by the Federal Law "On Compulsory Insurance of Civil Liability of Vehicle Owners", the insurance certificate of compulsory insurance of civil liability of a vehicle owner;
- a document confirming the fact of disability, in the case of driving a vehicle on which the identification sign "Disabled person" is installed.

3.11.2. The driver who drives a car at the premises of the Company is obliged to undergo a pre-trip or post-trip (depending on the work conditions) medical examination in accordance with the established procedure after which the mark is made in the trip ticket.

3.11.3. Transportation of people is allowed only by motor vehicles designed for passenger transportation.

3.11.4. When driving a vehicle at the Company's premises the following is prohibited:

- transportation of people in truck beds (trailers);
- transportation of more people in the cabin or passenger compartment than it is specified in the vehicle manufacturer's certificate;
- driving the vehicle with people on the footrests, wings, bumpers;
- driving over green lawns and pedestrian sidewalks, stopping and parking thereon (except for special maintenance and cleaning vehicles);
- washing, repairing and refueling of vehicles on green lawns, pedestrian sidewalks and other places not designated for that purpose;
- taking a rest or sleeping in the cabin, passenger compartment or truck bed of the TV when the vehicle is parked with the engine running.

3.11.5. Parking of vehicles at the Company's premises is allowed in parking lots, as well as in other places in accordance with the Traffic Rules.

3.12. Safety requirements for passengers.

3.12.1. The passengers are allowed to wait for route busses only on the boarding platforms elevated above the driveway level, and in case of absence of such platforms - on the sidewalk or the side of the road. At the stopping points not equipped with elevated boarding platforms it is allowed to come out to the driveway for boarding into the vehicle only after the vehicle stops. After dropping-off the passengers shall clear the driveway without delay.

3.2.12. Requirements to passengers:

- when traveling in a vehicle equipped with seat belts, the seat belts shall be fastened;
- boarding and dropping-off shall be done from the sidewalk or curb side only after the vehicle has come to a complete stop (if boarding and dropping-off from the sidewalk or curb is impossible, it may be done from the driveway, provided that it is safe and does not interfere with other road users);
- wait for the bus on the boarding platform and in its absence - on the sidewalk, at least 1 m away from the curb;
- hold on to the handrails while boarding and dropping-off from the bus;
- hold on to the handrails while the bus is moving;
- avoid actions that may cause harm to the health and life of passengers and driver;
- inform the driver about any unattended items and documents found in the bus cabin, and about any malfunctions;
- upon arrival at your stopping point, leave the bus and take away personal belongings.

3.12.3. The following is prohibited for passengers:

- while the vehicle is moving: to distract the driver from driving the vehicle, jump out of the vehicle; grab hold of the vehicle from the outside and jump into it; walk inside the vehicle cabin;
- to wait for the vehicle on the driveway and approach it before it comes to a complete stop;

- to open the doors of a bus by yourself or interfere with their opening or closing;
- to interfere with the driving of a vehicle;
- to throw away items out of the windows and hatches of a vehicle, hang out of a vehicle;
- to use mobile devices when boarding/dropping-off;
- to sit in the truck bed (trailer).

3.13. When moving on the stairs it is necessary to hold on to the handrails, stand on the steps steadily; running up and down the stairs, jumping from the steps, using a mobile (cellular) phone, portable radio, smartphone, tablet, netbook, other electronic devices is forbidden.

3.14. When using the elevator it is necessary to follow the rules of its safe operation.

3.15. The cargoes stored along railway tracks shall be placed at least 2 m away from the head of the nearest rail if the height of the cargo (stack) is up to 1.2 m, and for higher cargoes or stacks that distance shall be at least 2.5 m.

3.16. When any materials, tools, equipment, office supplies, etc. have to be taken down from under-ceiling storage shelves or upper shelves of racks, access to which is difficult, special devices (stepladders, portable ladders) shall be used.

3.17. Requirements to the use of personal protective equipment at the Company's premises.

3.17.1. It is necessary to have and properly apply the required personal protective equipment on production sites, in the areas of possible exposure to harmful or hazardous production factors and when performing labor duties.

3.17.2. Safety goggles are mandatory in the following cases:

- at production premises (except for indoor pulpits and control rooms, enclosed cabins for control of mechanisms, offices, electrical rooms, shift meeting rooms, welfare facilities);
- during the performance of the works for which the use of safety goggles is required according to LSM for specific jobs or type of work;
- when performing work in the areas where safety signs require wearing of safety goggles.

3.17.3. The requirement on mandatory use of safety goggles is not applied in the following cases:

- for works requiring other personal protective equipment for protection of eyes and face (masks, face shields) to be worn by an employee in accordance with the established safety requirements;
- production premises and(or) types of works where there is no risk of eye injury. The list of premises and(or) types of work (if any) is defined by the head of the shop (production area);
- workers in a vehicle with a glazed cabin.

3.17.4. Employees shall wear safety goggles with side shields when impact tools are used and full face masks when they work with aggressive media (acids, alkalis, hot steam, etc.).

3.17.5. Machining of products, blanks, parts using cutting and grinding tools shall be carried out with the use of personal eye and face protection equipment (safety goggles with side shields or full face shields).

The use of full face shields is mandatory in the following cases:

- when work is performed using cutting and grinding tools with formation of sparks or metal splashes, or if there is a risk of grinding wheel (disk) destruction;
- when work is performed with cutting wheels.

3.17.6. For the performance of one-time works, works of increased danger associated with the risk of eye and face injuries by flying particles, aggressive media, the need of mandatory use of protective equipment is defined by the line manager of workers (supervisor) and the employees shall be informed thereof during targeted safety briefing.

3.17.7. When performing gas-cutting operations, a risk-oriented approach shall be applied for the use of heat-resistant helmet liners.

Heat-resistant helmet liners must be used in operations with confirmed risk of sparks and metal splashes (scale) hitting the ears and when other effective measures to manage such risk have not been implemented: screens, removal of the employee from the hazardous area, automation, use of PPE protecting from other HIF and HOF which physically prevent splashes and sparks from entering the ear, etc.

The necessary and sufficient safety measures shall be defined by the head of the contracting company.

Information on safety measures is specified in the LSM for the particular job/type of work.

3.17.8. The following rules of wearing special protective clothing and special footwear must be complied with:

a) Protective clothing must be buttoned up (it is allowed to leave the top button of the protective jacket unbuttoned), the boots must be laced; hair must be tucked under a protective helmet or (if wearing a helmet is not regulated) under another headgear required to be worn by an employee in accordance with the organization's norms for issuance of PPE.

In the conditions of possible exposure to open fire, glowing particles, aggressive substances, electric arc the protective pants shall be worn over the boots.

b) For outdoor work and when moving around the territory at air temperatures below 0 °C outside indoor premises special warm footwear issued according to the norms shall be used.

c) Wearing a safety helmet is mandatory at workplaces and in the areas where head protection is required. When wearing a safety helmet, a chin strap must be used, which must be fastened and appropriately adjusted to prevent spontaneous falling or displacement of the helmet from the head.

3.17.9. If there is ice, packed snow, snow, it is necessary to use non-slip covers for special footwear. The list of jobs and types of work for which the use of non-slip covers is mandatory shall be determined by the head of the organization. The requirements for the mandatory use of the covers should be specified in the respective LSM by job (type of work) or be brought to the attention of employees during targeted briefing when performing one-time works, high-risk works. For other employees of contracting companies it is recommended to use non-slip covers when performing work operations associated with the risk of slipping on icy surfaces.

3.17.10. It is forbidden to bring PPE outside of the Company's premises. Exceptions are the cases where an employee leaves the site within his/her professional responsibilities and has respective safety clothing, safety footwear and other PPE on hand. For the divisions in Cherepovets, the top manager of the organization shall apply for the PPE take-away (Appendix F) and send it to the following e-mail address: The heads of the duty shift of OOO Akvilon-Sever Security Agency, leaders.ds@severstal.com. When exiting the CP, the employee must show this application along with a personal pass.

4. Requirements to the arrangement of works/services.

4.1. Any contracting company that has signed a contract to perform works/render services with Severstal for the first time, or a subcontracting company performing works/rendering services under a subcontract for the first time, or an organization that has not been rated for 12 months, shall undergo a procedure to verify its compliance with the Company's labor safety and industrial safety requirements (hereinafter referred to as prequalification).

4.2 The Company maintains a rating of contracting companies performing works/rendering services at the Company's premises. The rating is calculated monthly for all organizations (regardless of their headcount) and is formed by accruing or subtracting points according to the criteria established in the Company. The results of the rating of contracting companies performing works/rendering services:

- are taken into account when making a decision during a tender / when approving a subcontracting company;
- have an impact on the amount of penalties imposed on contracting companies;
- they are taken into account by the heads of structural divisions when arranging control at the facility;
- are posted on the Company's website at: [Document library — Severstal. For suppliers and contractors \(severstal.com\)](#).

4.3. Within the first month from the date of signing the contract all organizations operating at the Company's enterprises shall register and get access to their personal account in SP LSC after connecting to the Contractor's Portal application software package (Contractor's Portal ASP). The information about any identified violations of production safety requirements by a contracting/subcontracting company at the premises of the Company's enterprise during the performance of works/rendering of services is displayed in the form of a digital report (hereinafter referred to as the report) in the personal account in SP LSC. The User Manual for Labor Safety Control software package for contractors' employees is included in the list of LRs (Section 14 of the Corporate Requirements).

4.4 The top manager of a contracting company shall ensure within the first 10 working days after giving access to SP LSC the entry of information on employees (employee's photo, knowledge check (certification) on labor safety, industrial safety, medical examination and psychiatric examination (if necessary), etc. according to the sections in the chart of a contracting company).

4.5. The procedure for carrying out audits (inspections) of the activities of contracting companies and the imposing of penalties for the detected violations.

4.5.1. Audits (inspections) of the activities of a contracting company in the field of production safety are carried out in order to assess the compliance of the labor safety and industrial safety management system of a contracting company with the established requirements.

Inspections in the field of road traffic safety can be carried out using special technical devices (vehicle speed meters, vehicle speed measurement and video recording complexes, other video surveillance and violation recording devices) operating manually or automatically.

The top manager of the contracting company shall give access, provide the requested documents and arrange the conditions for employees of the HSE function of the Company's enterprises and other authorized persons of the Company for audits (inspections) of the activities of contracting companies in the field of production safety.

4.5.2. If any violations of production safety requirements committed by the personnel of contracting/subcontracting companies are detected during audits (inspections), a report shall be issued by the Customer in SP LSC and the breached clause of the regulatory document must be specified. Each violation in the report shall have its own registration number and date.

4.5.3. Information about the audit (inspection) results shall be recorded in SP LSC and brought down to the top manager of a contracting company and responsible persons by sending a notification via email with a message about an event/non-compliance created in SP LSC.

In case a contracting/subcontracting company is not registered in SP LSC, an act of violations shall be issued on paper (hereinafter - the act) if any violations of occupational health and safety requirements committed by the personnel of contracting/subcontracting companies are detected during audits (inspections).

4.5.4. The contracting company shall be considered notified of the detected violation(s) of occupational health and safety requirements on the date of entry of the information on the violation(s) into SP LSC or on the date of delivery against receipt or e-mailing of the act (if any).

4.5.5. For the companies that are not connected to SP LSC, in case of disagreement with the detected violation the contracting company can write a dissenting opinion on a paper act of violations.

The auditor who has detected a violation shall transmit the original of the act to the person from the HSE Department of the Company's enterprise responsible for organizing and conducting the Contractor Management Committee within 3 working days from the date of drawing up and signing the act. In case of disagreement with the detected violation the person from the HSE Department of the Company's enterprise responsible for organizing and conducting the Contractor Management Committee shall arrange a review of the detected violation(s) within 2 working days involving the auditor and a representative of the contracting company. Based on the results of the review the auditor shall decide whether to keep the detected violation unchanged, or to amend or cancel the act. The decision made by the person from the HSE Department of the Company's enterprise responsible for organizing and conducting the Contractor Management Committee on a dissenting opinion shall be communicated to the top manager (deputy head of the contracting company) of the contracting company via a phone call / an e-mail.

4.5.6. For the companies connected to SP LSC in case of disagreement with the detected violation the contracting company can send a substantiated dissenting opinion to the auditor who detected the violation within 3 working days from the date of receipt of the notification in SP LSC.

The dissenting opinion on the violation submitted by the contracting company shall be reviewed by the auditor within 3 working days. Concerning the substantiated dissenting opinion, the auditor shall make a decision whether to keep the detected violation unchanged, or to correct or to cancel the record in SP LSC. The decisions made by the auditor on the dissenting opinion shall be sent to the top manager of the contracting company (deputy head of the contracting company) to the personal account of the contracting company.

If the auditor has not responded to the dissenting opinion sent by the contracting company, the information shall be sent to the auditor's head within 3 working days. The auditor's head shall, within 2 working days, make a decision whether to keep the detected violation unchanged, or to correct or to cancel the record in SP LSC. The decisions made by the auditor's head on the dissenting opinion shall be sent to the top manager of the contracting company (deputy head of the contracting company) to the personal account of the contracting company.

If the contracting company does not agree with the decisions of the auditor/ auditor's head on the dissenting opinion, the contracting company has the right to send a repeated substantiated dissenting opinion to the contracting company manager within 2 working days from the date of receipt of the notification in SP LSC.

A repeated dissenting opinion sent by the contracting company shall be reviewed within 2 working days by the contracting company manager of the Company's enterprise. Concerning the substantiated dissenting opinion, the contracting company manager of the Company's enterprise shall make a decision whether to keep the detected violation unchanged, or to correct or to cancel the record in the electronic system. The decisions made by the contracting company manager of the Company's enterprise on the repeated dissenting opinion shall be sent to the top manager (deputy head of the contracting company) of the contracting company, the auditor and the head of the auditor.

After receiving information from the HSE Department of the Company's enterprise in the electronic system of the Company's enterprise the auditor/ head of the auditor shall make the necessary adjustments or cancel the record in SP LSC within 1 working day. If it is impossible to make the necessary adjustments or cancel the record in SP LSC by the auditor/ head of the auditor, it is allowed to make adjustments or cancel the record in SP LSC by the contracting company manager of the Company's enterprise.

The contracting company shall bear the risk of failure to read or untimely reading of the information on violation of occupational health and safety requirements in SP LSC. The contracting company shall take measures to obtain up-to-date information in SP LSC in a timely manner.

If SP LSC is found to be inoperative, the top manager of the contracting company is obliged to inform the Company's technical support thereof (to create an incident), but no later than the next working day from the moment of detection, after which to transmit the information about SP LSC inoperativeness to the contracting company manager. The top manager of the contracting company who failed to notify of SP LSC inoperativeness on time shall have no right to refer to such circumstances as a basis for non-receipt of information and/or exemption from liability for the detected violation.

4.5.7. The top manager of the contracting company shall ensure the following:

4.5.7.1. Review of the results of audits (inspections) and taking measures to eliminate detected violations of occupational health and safety requirements.

4.5.7.2. After receiving a notification of a violation within 3 working days (from the date of entering the information about the violation (violations) into SP LSC), the type of contract shall be entered into SP LSC (if the violation is committed under a direct contract) or the nonconformity shall be sent to the general contractor (if the violation is committed under the subcontract), so that the general contractor could confirm the type the contract.

4.5.7.3. Development and entering of corrective and/or compensatory measures into SP LSC for all detected violations (internal and external). If there is a violation with a potentially fatal risk, the measures shall be developed within 12 hours, for all other violations - within 3 calendar days after receiving information about the nonconformity.

4.5.7.4. Appointment of the persons responsible for the implementation of activities within the time limits set for them. After completing the activities the responsible persons shall put appropriate marks in SP LSC.

4.5.7.5. Monitoring of meeting the deadlines, implementation of activities and evaluation of the effectiveness of the developed activities.

4.5.7.6. Entering of information about the measures taken against BLSR violations into SP LSC within 30 calendar days from the date of the detected violation, dangerous action.

4.5.7.7. If an employee of a contracting company has violated BLSR when performing works at height, the employee shall be suspended from performing works at height (a suspension order must be issued) until he/she passes an assessment of theoretical knowledge and practical skills in the training area successfully. For the Company's enterprises that do not have their own training areas for heights the employee who committed a violation shall be sent to the training center for training with subsequent assessment of theoretical knowledge and practical skills for working at height (contracting companies shall train their personnel at their own expense).

If the result of the assessment is positive (a supporting document from the training center is provided, an assessment from SP LSC for the training area is submitted), the employee's access shall not be restricted and the employee can be allowed to perform works at height.

In case of a repeated violation of BLSR on height during the calendar year, the employee shall be suspended from performing works at height and a suspension order must be issued. The Contractor Management Committee shall address the matter of restricting the access to the Company's premises for such employee.

4.5.7.8. If the work supervisor (superintendent) receives an "unsatisfactory" grade according to the check-list:

— upon receipt of the first "unsatisfactory" grade (for the last 12 months), a conversation involving an employee of the HSE Department of the contracting company with the supervisor (superintendent) of the works shall be arranged in order to find the root causes of the unsatisfactory grade and take the necessary corrective measures. A month after the "unsatisfactory" grade was received, the employee of the HSE Department of the contracting company shall conduct a re-assessment of the performance of the work supervisor (superintendent);

— upon receipt of the second "unsatisfactory" grade the work supervisor (superintendent) shall be sent to unscheduled comprehensive training with a check of knowledge on labor safety requirements in the committee of the Company's enterprise. Prior to the successful passing of the knowledge test this work supervisor (superintendent) shall not be allowed to work as per work permits/ shall not be appointed as a work supervisor (superintendent) (suspension from performing the functions shall be mentioned in the order), his/her appointment as the work supervisor (superintendent) in the electronic system for working with work permits shall be interlocked automatically, or by the program administrator;

— upon receipt of the third "unsatisfactory" grade the work supervisor (superintendent) shall not be allowed to work as per work permits/ shall not be appointed as a work supervisor (superintendent) (suspension from performing the functions shall be mentioned in the order), his/her appointment as the work supervisor (superintendent) in the electronic system for working with work permits shall be interlocked automatically, or by the program administrator before the situation is reviewed and the decision is made at the Contractor Management Committee.

4.5.7.9. After 12 months the "unsatisfactory" grade shall be canceled.

4.5.8. Violations of occupational health and safety requirements formalized with reports in SP LSC or with the acts shall entail penalties for contracting companies.

The amount of penalties for the violations of occupational health and safety requirements committed by the personnel of contracting (subcontracting) companies at the Company's premises is set forth in Appendix D to these Corporate Requirements.

4.5.9. The top manager of the contracting company shall ensure the implementation of the decisions made by the Contractor Management Committee at each enterprise of the Company.

4.5.10. For the companies connected to SP LSC the penalties shall be imposed every month automatically for all violations committed entered by the Customer into SP LSC after a monthly calculation of the contracting company's rating no later than the 20th day of the month following the reporting month by taking into account the company's rating for the reporting month.

The decision on imposing of penalties and the amount of penalties to be charged shall be made by the Contractor Management Committee for the organizations that are not connected to SP LSC.

4.6. The contracting company shall enter the data on all conducted internal inspections of compliance with HSE requirements during the performance of works/rendering of services at the Company's premises and the non-compliances detected by all levels of internal production control of the company into SP LSC no later than on the next working day from the date of inspection.

Intentional corruption (falsification) of data based on the results of production control is not allowed.

4.7. Obligations of the general contracting company when engaging subcontracting companies.

4.7.1. The top manager of the general contracting company who engages a subcontracting company for the performance of works/rendering of services shall ensure the compliance with the occupational health and safety requirements by its employees.

4.7.2. In case of engaging a subcontracting company to perform the works/render the services the top manager of the general contracting company shall be obliged to:

a) ensure that a subcontracting company passes pre-qualification in accordance with the procedure defined in the Standard called "Occupational Health and Safety Management for Contracting Companies";

b) approve the engaged subcontracting companies in accordance with the procedure stipulated by the contract for performance of works/rendering of services;

c) ensure that the head of the customer's subdivision is provided with the following information and documents at least three days prior to the commencement of works/services:

- information on the forthcoming work of the subcontracting company (the kind of work and at which facility it is engaged, the planned start and end dates of works/services);

- copy of the general contractor's order on appointment of the person responsible for organization of safe work execution by the personnel of subcontracting companies out of the number of competent managers, specialists who have passed the knowledge test (qualification) in the field of HSE;

- the documents held by the subcontracting company authorizing the performance of the planned type of works/services;

d) familiarize employees of the subcontracting company with the regulatory legal acts and local legal acts of the Company's enterprise and the consequences in case of their violation (before its engagement for the performance of works/rendering of services);

e) ensure that employees of the subcontracting company have appropriate training and qualifications for the work performed;

f) ensure increased control in accordance with the Standard called "Occupational Health and Safety Management for Contracting Companies" in case of engaging a new subcontracting company or if it has some issues with the rating level. The Standard called "Occupational Health and Safety Management for Contracting Companies" is included in the list of LR (section 14 of the Corporate Requirements);

g) ensure that employees of the subcontracting company meet the requirements in the field of occupational health and safety;

h) monitor and evaluate the activities of the subcontracting company;

i) analyze the work of the subcontracting company on occupational health and safety, improve its efficiency;

j) ensure payment of penalties for the violations of safety requirements committed by the personnel of the subcontracting company in accordance with the procedure defined in the Company;

k) ensure periodic assessment of work supervisors (superintendents) at least 1 time per year in accordance with the procedure defined in the Company.

4.8. When performing works at investment facilities, the contracting companies, both general contractors and subcontractors, must comply with the requirements in accordance with the methods of work arrangement (Appendix A). The method of work arrangement shall be determined by the head of the structural subdivision of the Company's enterprise together with the project manager.

4.9. The procedure for training employees of contracting companies in labor safety requirements and the provided training programs, taking into account the target trainees, are specified in Appendix H.

4.10. In case employees of the contracting company get unsatisfactory grades after training in one of the training programs, the manager of the contracting company shall be responsible for the employee's suspension.

If an employee of the contracting company got an unsatisfactory grade for three times, the Contractor Management Committee can make a decision to limit the access to the Company's premises for such employee.

4.11. Unscheduled labor safety knowledge examination.

4.11.1. Contractors' managers and foremen (team leaders) involved as supervisors shall undergo an unscheduled labor safety knowledge examination before the Company's enterprise committee:

- according to the decision of the head of the HSE Department of the Company's enterprise,

- according to the decision of the Internal Incident Investigation Committee,

- according to the decision of the contractor's top manager,

- according to the decision of the Contractor Management Committee.

4.11.2. The pre-condition for the unscheduled knowledge examination is an employee assignment for the unscheduled labor safety examination under Program 1 as specified in Appendix I.

4.12. The Company allows the contractors' employees to undergo industrial safety certifications using the Unified Testing Portal of the Federal Service for Environmental, Technological and Nuclear Oversight of Russia. The procedure for rendering this service is regulated according to Appendix I.

4.13. The contractor's personnel shall know and comply with the Basic Life Saving Rules applicable in the Company. When any additional BLSR are implemented that were not mentioned in the Severstal Occupational Risk Management Standard (included into the local regulation list in Section 14 of the Corporate Requirements), such rules shall be communicated to the contractor's top manager by the Company's enterprise and shall be binding.

4.14. Contractors' top managers are responsible for the learning and implementation of the Company's Health and Safety Policy (Appendix B), Environmental Protection Policy of the Company and related legal entities (Appendix C) by their employees.

4.15. In case any contractor's employee is found out to be under influence of alcohol, drugs or other toxic substances at the workplace (or at the Company's premises) the contractor's top manager shall immediately inform the shift supervisor of the security provider (or the Company's representative if there is no security provider at the Company's enterprise) and make such employee leave the premises (do not allow them to enter the premises) notifying the Company thereof in writing.

In case any contractor's employee is found out to be under influence of drugs or other toxic substances at the workplace (or at the Company's premises), the employee's access to the premises of all Company's enterprises will be restricted for indefinite term. This information shall be communicated to the responsible for organizing and conducting a meeting of the Contractor Management Committee to include it into the Committee's report.

Contractors' employees shall pass testing for presence of ethanol in their breath (if breathalyzers are available at the Company's checkpoints). If the results of testing are disputed, the contractor's top manager has the right to promptly (within 3 hours after detection of signs of intoxication) arrange a medical examination for intoxication for the identified offender at a medical institution licensed to perform medical activities including medical examinations for intoxication; the results of the examination shall be reported to the Company.

4.16. The contractor's top manager shall ensure the following:

4.16.1. Compliance of the company's personnel with the occupational safety requirements.

4.16.2. Introductory briefing on occupational safety at the Company's enterprise for all contractors' employees (subcontractors' employees as well).

4.16.3. Mandatory pre-employment medical examination (upon employment) and periodic medical examinations (checkups) of employees engaged in heavy works and works under harmful and (or) hazardous working conditions.

4.16.4. Provision of qualification certificates and medical examination conclusions to establish the qualification and absence of medical contraindications for specific work in specific production conditions when admitting employees to work at the HPF.

4.16.5. Implementation and compliance with the OHS Responsibility Matrix (Appendix E). The matrices are prepared with account for the specific features of the works to be performed and split into 3 parts: outsourcing companies, maintenance/investment activities, transport companies.

In order to comply with the occupational health and safety requirements, the contractors' top managers shall ensure implementation and execution of the Matrices in their companies.

Implementation and execution of the OHS Responsibility Matrices in subcontracting companies shall be ensured by the general contractor's top manager.

All occupational health and safety responsibilities set forth in the Matrices shall be fulfilled. In case there is no position (-s) specified in the Matrix, the contractor's top manager shall re-allocate responsibilities among the employees based on a written decision (resolution, order, prescription).

The Company's employees shall check how the requirements to use and implement the matrices are complied with in the course of inspections/audits.

4.16.6. Engaging of foreign citizens to perform work/render services is subject to the following conditions:

- compliance with the current procedure for labor activities of foreign citizens on the territory of the Russian Federation (registration of the citizen with the Department of the Ministry of Internal Affairs of Russia in the constituent entity of the Russian Federation where the foreign citizen temporarily stays, permanently or temporarily resides and works; availability of patent/work permit/temporary residence permit/permanent residence permit);

- the citizen's command of the Russian language or providing of an interpreter, unless otherwise specified in the contract for the performance of work/rendering of services.

4.16.7. When performing works/rendering services by a team consisting of foreign citizens the foreman/supervisor shall know the Russian language, with this knowledge evidenced by relevant documents, or the foreman/supervisor shall be a citizen of the Russian Federation or an official interpreter shall be always available at the site.

4.16.8. A permit to operate a vehicle (both company-provided and personal one) when moving within the Customer's premises is given only to personnel who are citizens of the Russian Federation or to foreign citizens of the contractor who have Russian residence permits and allowed to operate vehicles under the Russian legislation.

4.16.9. The company's personnel shall be provided with protective clothing with the company logo, protective steel toe cap shoes (at least 200 J) and personal protective equipment taking into account the working conditions and nature of the works performed/services rendered. Proper use of protective clothing, footwear and personal protective equipment by the company's personnel shall be ensured at the Company's premises, at places where their use is mandatory. The personnel shall be provided with the necessary tools and accessories required for the performance of works/rendering of services.

4.16.10. The company's employees shall follow the instructions of warning notices, posters and observe the requirements of safety signs and signal markings. Signal colors, signal markings and safety signs in accordance with the requirements established in the Company shall be used on a mandatory basis on the territory handed over to the contractor.

4.16.11. Presence of a labor safety specialist with appropriate training or experience in this area shall be ensured during the performance of works/rendering of services at the Company's premises when the number of employees engaged for the performance of works/rendering of services at the Company's premises ranges from 50 to 100 people (including the subcontractors' employees).

Permanent presence of the occupational safety service shall be ensured at the Company's premises consisting of specialists with relevant training or experience in this area (at the rate of 1 specialist per 100 employees), if the number of employees engaged to perform works/render services at the Company's premises exceeds 100 people (including the subcontractors' employees).

4.16.12. When the contractor uses its own process control and engineering documentation to perform maintenance, construction and installation works the staff shall include an operating and technical engineer or an expert who has a specific degree in construction and operation of buildings, structures, utility networks, and equipment maintenance.

4.16.13. The process control and engineering documentation shall be developed subject to the developer visiting the place of future works.

4.16.14. Correct application of the quality design documentation containing all necessary stages of work in accordance with the employed technology, as well as safety measures for each stage of work.

4.16.15. A supervisor (foreman) or a competent worker (team leader) shall be available at the place of work.

4.16.16. Employees shall return their access badges in due time in case they have a restricted access to the Company's premises and/or legal relationships with them have been terminated.

4.16.17. Performance of any works/rendering of services not included in the labor duties of the employee without the assignment from the supervisor and targeted briefing on safe performance of work shall be excluded.

4.16.18. Appointment of responsible persons appropriately trained in the field of environmental protection and environmental safety for the performance of activities that have or may have a negative impact on the environment. Compliance with local regulations of the Company's enterprises in the field of waste management.

4.17. The following is forbidden for the contracting company:

4.17.1. Engage personnel for works/services at the Company's premises under civil law contracts actually regulating labor relations between the employee and the employer (including subcontractors' personnel).

4.17.2. Engage personnel for works/services at the Company's premises without establishing legal relations (including subcontractors' personnel).

4.17.3. Use outstaffed labor (performance of work by an employee at the employer's instruction in the interests, under the management and control of an individual or legal entity which is not the employer of such employee), engage employees under outstaffing agreements (except for works/services determined by the order of the HSE Director).

4.17.4. Engage the following personnel (including subcontractors' personnel) for the performance of works/rendering of services:

- those who have not been trained with knowledge testing (attestation) on labor safety and industrial safety, who did not pass the medical examination and psychiatric examination (if necessary) in accordance with the established procedure;

- those who have contraindications according to the results of medical examination or psychiatric examination.

4.17.5. Use defective, beyond design, uncertified auxiliary equipment, tools, accessories and personal protective equipment for the performance of works/rendering of services.

4.17.6. Engage the personnel who have not passed the introductory briefing on labor safety at the Company's enterprise (including subcontractors' personnel) for the performance of works/rendering of services at the Company's premises.

4.17.7. Engage line managers (supervisors) who do not have vocational/higher professional technical education or work experience in a managerial position (more than 2 years) in the field of work performed (mechanical engineering, construction, electrical engineering, power and utilities engineering, etc.) for the performance of works/rendering of services.

4.17.8. Engage supervisors, foremen and workers authorized to work with electrical installations (electrical personnel) with less than 1 year of independent work experience with electrical installations for the performance of work at the Company's premises.

4.17.9. Assign more than 12 team members (front-line workers) to one supervisor when high hazard works are performed. More than 12 team members (front-line workers) are allowed in exceptional cases upon decision of the head of structural subdivision - customer (production plant / department).

4.17.10. Use faulty vehicles, machinery and equipment for the performance of works/rendering of services.

4.17.11. Use techniques which do not ensure personal safety and safety of wider public when performing works (to perform dangerous actions / unsafe operations specified in the relevant labor safety regulations for the jobs and types of works).

4.18. Contractors'/subcontractors' employees who are foreign citizens are not allowed to violate the requirements set forth in the Contractor Responsibilities Agreement while engaging foreign citizens to perform works at the Customer's premises.

4.19. Persons with the appropriate vocational or higher specialized education shall be admissible to technical supervision at mining and minerals processing facilities.

Mining engineering education is required for the following personnel of mines, quarries, pits, dredges, open-pit mines and non-mining subsoil development facilities:

- managers, technical managers of organizations (facilities), managers of production areas (shops), specialists of engineering departments and their deputies;
- shift (site) supervisors, technical supervisors and shift dispatchers.

5. Requirements for the performance of works/rendering of services.

5.1. In order to exclude negative influence of radio-electronic devices (radios) of the engaged company on the Company's industrial radio communication facilities, the contracting company shall provide information on its radio communication facilities (type, number of radios, capacity and frequency, availability of permission/license) used for day-to-day communications to the e-mail address: radio@severstal.com prior to commencement of works with the use of radio-electronic devices. It is allowed to start using such devices only after obtaining of written approval.

5.2. The top manager of the contracting company shall ensure that the requirements to vehicle traffic management are met.

5.3. Contracting companies performing transportation of passengers and cargoes shall be guided by the plans of transport movement on the territory of the Company's business units, loading and unloading areas developed by structural subdivisions or contracting companies on the territories assigned (handed over) to them.

5.4 Movement inside the production facilities is allowed only through the established passages and driveways.

5.5. The contracting company shall ensure compliance with the requirements for maintenance of the territory, roads and pedestrian routes in technically sound and safe condition.

5.6. The top manager of the contracting company shall ensure maintenance of the assigned (handed over) pieces of territory in technically sound and safe condition, including:

a) appointing by the instruction (order) the persons responsible for timely cleaning up and housekeeping of the assigned (handed over) pieces of territory, spraying of slippery areas with deicing materials;

b) arranging of regular (at least twice a year - in spring and autumn) inspections of the assigned (handed over) pieces of territory and ensuring elimination of the deficiencies found;

c) arranging of work to address any remarks revealed during checking of the contracting companies' compliance with the terms and conditions of contracts in terms of maintaining of the handed over pieces of territory in technically sound and safe condition;

d) ensuring maintenance of fire hydrants located on the handed over territories in technically sound and operable condition; appointing persons (among managers and specialists) responsible for maintenance of fire hydrants.

5.7. In case of using self-propelled lifting devices for the performance of works/rendering of services, the obligations of the top manager of the contracting company shall include the following:

- if self-propelled lifting devices are on the balance sheet of the contracting company - to coordinate the use of a self-propelled lifting device with the owner of the territory and to ensure that the self-propelled lifting device is checked according to the check-list,

- if the contracting company does not have any self-propelled lifting devices, to inform the owner of the territory about the need to use a self-propelled lifting device, order it and ensure that it is checked according to the check-list.

5.8. Cleaning of rooms, equipment and any works other than high risk works performed by the personnel of contracting companies shall be carried out in accordance with operating procedures, regulations, etc. (jointly developed by the customer and the contractor, agreed with the customer, approved by the contractor) which define:

- hazards present at the work site (customer's hazards) and measures to manage them;
- hazards arising from the work performed and measures to manage them.

5.9 In case when operating procedures (regulations, etc.) are not developed, or in case when the necessary requirements are absent in operating procedures (regulations, etc.), the works not related to high risk works and performed by the contracting company at the premises of the subdivision's production site shall be carried out under the direct supervision of the line manager of the company performing the works (area of responsibility - hazardous factors of the work performed) in the presence of the customer subdivision's representative from among managers and specialists, or in the presence of an observing person appointed by him.

5.10 In case when operating procedures (regulations, etc.) are not developed, or in case when the necessary requirements are absent in operating procedures (regulations, etc.), the works not related to high risk works and performed by the personnel of contracting companies outside the subdivision's production sites, company enterprises shall be carried out under the direct supervision of the line manager of the company performing the works.

5.11. A work permit or a work admission certificate shall be issued for all works performed by the contracting company at a hazardous production facility where mining and processing of mineral resources take place.

6. Requirements to placing of contractors' construction trailers at the Company's premises.

6.1. The contracting company shall be allowed to place construction trailer(s) at the Company's premises for the period of work performance/services rendering. In order to place a construction trailer at the Company's premises, a written permission shall be obtained from the head of the structural subdivision (enterprise), on the territory of which the construction trailer will be placed (or the head of the workshop / department to whom that function is delegated), or from the head of the contracting company which accepted the territory under the work admission certificate, lease agreement, territory transfer agreement. In order to obtain a permission for placing of a construction trailer, the following documents shall be submitted: a filled-out form of permit for placing of a construction trailer; a filled-out check-list "Compliance with the established requirements for mobile buildings, structures (construction trailers)" (Appendix K); technical specifications for the trailer.

The permission and technical specifications with appendices to it shall be kept by the following persons:

- the head of the shop (department, site) of the structural subdivision (enterprise), on the territory of which the construction trailer is placed,
- the area manager of the company which accepted the territory under the work admission certificate if the construction trailer is located on that territory.

6.2 The construction trailer shall meet the following requirements:

- the construction trailer shall be manufactured in accordance with the design document specifying the construction trailer application, power supply diagram including lighting, installed heaters, machines, electric welding machines and other electric appliances, ground fault interrupters, electric power meters and connections to the electrical grid.

- a dry chemical powder fire extinguishing module must be installed in each construction trailer which is connected to the electrical grid;

- a sign (plate) with the following information must be placed on the construction trailer entrance door: abbreviated name of the company, its legal address, inventory stock number of the construction trailer, number of the permission for installation of the construction trailer and its validity period, name, initials, phone number of the person responsible for the technical condition and safe operation of the construction trailer.

The construction trailers without such information plates shall not be admitted to the Company's premises through the checkpoint.

6.3. A slinging diagram and grounding sign at the external grounding circuit connection point shall be shown on the construction trailer. A wheeled construction trailer shall have an operable towing attachment.

6.4. The construction trailer shall be placed on a prepared site. The location of the trailer shall be as specified in the permission, and safe walking routes to the trailers and access roads for fire-fighting machinery shall be provided.

6.5. Before electric power is supplied to the installed trailer, it shall be grounded in accordance with electrical safety requirements.

6.6. The construction trailer located at the Company's premises shall be connected to the electrical grid upon written request addressed to the person responsible for electrical facilities of the corresponding subdivision.

6.7. The construction trailer shall be connected to the heating network by the specialized subdivision of the Company's enterprise upon written request from the owner of the construction trailer.

6.8. It is forbidden to place construction trailers in the following locations:

- directly under pipelines, trestles;
- on wells, heating and power supply routes, in gas hazardous places, in firebreaks;
- in clearances for movement of transport vehicles;
- closer than 1.5 m from parking lots;
- closer than 3.5 m from the centerline of railway tracks;
- in the protection zone of overhead power lines (up to 1 kV - 2 m; 1-20 kV - 10 m; 35 kV - 15 m; 110 kV - 20 m; 220 kV - 25 m). closer than 5 m from transmission line towers (regardless of voltage);
- closer than 15 m to pipelines, pipeline trestles, administrative and welfare buildings and structures.

6.9. The following is forbidden:

- storage of any gas-filled cylinders inside the administrative and welfare trailers and annexes to them, as well as inside the trailers made of combustible materials, without natural ventilation and natural lighting
- storage of gas-filled cylinders and empty cylinders, materials, equipment, tools in places where flammable gas cylinders are stored;
- storage of gas-filled cylinders together with empty cylinders;
- tracing of pipelines with flammable gas, air separation products, steam into the construction trailer;
- unauthorized connection of the trailer to the electrical grids, connection to the electrical grid of the construction trailer with the electrical equipment which does not comply with the electrical safety requirements;
- use of the construction trailer for purposes other than intended;
- trailer installation without permission;
- use of the trailer by companies not specified in the permission;
- handing over of the trailer for use to a company not specified in the permission;
- use of the trailer after the expiration or revocation of the permission;
- storage of materials and equipment on the roof of a construction trailer;
- leaving switched-on electric heaters unattended if such operating mode is not stipulated in the manufacturer's documentation; drying of clothes and footwear on electric heaters.
- leaving windows, doors of the trailer open after the end of the working day.

7. Requirements to the connection and operation of electrical equipment (electric power consumers) by contracting companies, electrical safety requirements during electric welding works.

7.1 Requirements to the connection of electrical equipment (power consumers):

7.1.1. The contractors' electrical equipment (power consumers) shall be connected to electrical grids of the Company's business units upon written request addressed to the person responsible for electrical facilities of the subdivision. The request shall contain the following information:

- name of the power consumer (connection point, compressor, pump, welding machine, power tools, etc.);
- power consumer class by the type of electric shock protection;
- power rating, voltage;
- the open-circuit voltage restriction function or a separate unit (open-circuit voltage reduction unit) for welding machines;
- employees responsible for safe operation of power consumers and their sound technical condition.

The request shall be signed by the work superintendent of the contracting company. The person in charge for electrical facilities of the subdivision owning the electrical installation to which the connection shall be made shall sign the request to permit connection of such power consumer with specification of the power supply take-over point (disconnecter, circuit breaker, etc. and its dispatch name).

7.1.2. When stationary electrical equipment (transformer substations, connection points, construction trailers, etc.) is connected to the electrical grids of the Company's business units, a Certificate of Delineation of the Balance Sheet Attribution and Operational Responsibilities of the Parties on electrical grids shall be issued. The person in charge for electrical facilities in the Company's business unit is responsible for drawing up of such certificate.

When such electrical equipment is located on the territory of industrial site (including the territory handed over under the work admission certificate), the person responsible for electrical facilities of the subdivision which is the owner of the territory shall check whether electrical safety rules are complied with by the contractors' personnel operating the electrical equipment before connecting the equipment.

7.1.3. The power consumers shall be connected to (disconnected from) the electrical grid, except for plug and socket connections, by electrical personnel of the Company's business unit operating such electrical grid.

7.2 Requirements for the operation of portable and mobile power consumers and their auxiliary equipment:

7.2.1 Portable and mobile power consumers, their auxiliary equipment shall meet the requirements of state standards or technical specifications. Portable and mobile power consumers may be used only for the intended purpose specified in their manufacturers' certificates.

7.2.2. The top manager of the contracting company shall define the following in the appropriate instructing document:

- the employees from among managers or specialists responsible for safe operation of electric power consumers;
- the employees from among electrical personnel of electrical safety category 3 or higher, responsible for the safe operation of electric power consumers;
- number and storage locations of the logbooks of inventory records and periodic inspection and repair of portable and mobile electric power consumers and their auxiliary equipment.

7.2.3 Record keeping, issuance, repair and inspection of portable and mobile power consumers (power tools, lamps, electric machines, pumps, compressors, electric welding units, etc.) and their auxiliary equipment (extension cables, step-down and isolating transformers, protective disconnecting devices, etc.) used in production activities shall be reflected in the logbook of inventory records, periodic inspection and repair of portable and mobile power consumers and their auxiliary equipment (hereinafter referred to as the "Logbook").

The logbook shall be kept for one year after the date of the last entry.

7.2.4 Battery-powered power tools (drills, hammer drills, angle grinders, etc.) shall be registered together with the charger (it is allowed to use one inventory number); the class according to the method of protection against electric current shall be indicated only for the charger.

7.2.5 Inventory numbers and the date of the next inspection shall be indicated on the housings of power consumers (tags or stickers may be used). For the battery-powered tools it is allowed to indicate the above mentioned information on the charger, and only the inventory number shall be indicated on the tools themselves.

7.2.6 The employees responsible for the safe operation of electric power consumers shall be obliged to:

- maintain and safe-keep the logbook;
- register the newly received power consumers in the logbook and apply inventory numbers on them;
- prior to the initial issue of the power consumer into use, together with the employee responsible for its sound condition, organize checking of its technical condition, determine the class of protection against electric shock and the categories of rooms (with regard to the risk of electric shock to people) in which it may be used based on the information in its manufacturer's certificate;
- update the information on the date of the next inspection indicated on the power consumer;
- within the established time limits make the power consumers available to the employees responsible for their technical condition for periodic inspection, as well as for extraordinary inspection after repairs;
- arrange issuance and return of power consumers with appropriate entries in the logbook;
- withdraw from circulation the defective power consumers (with a record and signature in the logbook) which were not registered or operated in violation of electrical safety requirements;
- arrange repair of power consumers by trained qualified personnel.

7.2.7. The employees responsible for technically sound condition of electric power consumers shall be obliged:

- at least once in six months (at the request of the employee responsible for safe operation) to inspect the technical condition of power consumers, including the quality of previous repairs, with a record of the inspection results in the logbook: "good" or "defective";
- to record the results of inspection after repair with signature in the logbook and determine the possibility of further operation of the power consumer.

7.2.8 The requirements specified in Section 7.2 do not apply to household electrical appliances, office machines and their auxiliary equipment (power strips, extension cables, etc.).

7.3 Electrical safety requirements for the operation of electric welding units:

7.3.1. When carrying out works in high-risk facilities, extremely hazardous facilities, outdoors or in extremely adverse (extremely hazardous) conditions, the following electric welding units shall be equipped with an automatic open-circuit voltage tripping device or an automatic device for restricting open-circuit voltage to a value safe under these conditions:

- electric welding units for semi-automatic AC arc welding;
- all electric welding units for manual arc welding.

For electric welding units equipped with an integrated open-circuit voltage restriction device (VRD function), the safe open-circuit voltage level is no higher than 12 V for AC units and no higher than 30 V for DC units.

In cases where an electric welding unit is not fitted with the VRD function, the welding is performed with an additional device (voltage reduction unit) reducing open-circuit voltage to a value not exceeding 12V.

7.3.2. The application procedure of electrical safety devices when operating electric welding equipment (for all types of arc welding):

A welder shall use electrical safety devices only when he/she is welding (including electrode change during manual arc welding);

- when performing welding works in extremely hazardous (adverse) conditions (inside metal tanks, wells, tunnels, boilers, etc.), the welder must use two means of protection: insulating gloves and insulating carpet (or insulating overshoes/boots, for example, if the carpet cannot be used due to uneven floor);

- when carrying out welding works in high-risk facilities, extremely hazardous facilities and outdoors, a welder must use at least one means of protection: insulating carpet (or insulating overshoes/boots, or insulating gloves).

A manager responsible for organization of electric welding works shall determine the requirements for the application of specific electrical safety devices.

8. Requirements for the operation of vehicles, rendering of services (work performance) with the use of special-purpose machinery by the company's own personnel or involving third parties.

8.1. The top manager of the contracting company shall ensure availability and proper use of the required PPE by the personnel performing transport vehicle operation and passenger/cargo transportation, operating special equipment, organizing cargo transportation.

8.2. The top manager shall provide for the compliance with the requirements to transport vehicles.

8.2.1. The technical state and equipment of transport vehicles shall meet the requirements of the Road Traffic Rules of the Russian Federation and the Basic Provisions on admission of transport vehicles to operation and executive officers' obligations to ensure road traffic safety.

8.2.2 A transport vehicle shall be suitable for the execution of the task and shall meet the following criteria:

- the design and configuration of a transport vehicle shall be compatible with the cargo to be transported (open or enclosed body, high or low frame, open or sliding body sides, wooden or steel platform, anchorage for cargo clamping, etc.).

- the mass of the transported cargo and the axial load distribution shall not exceed the ratings specified by the manufacturer for this transport vehicle.

8.2.3. The body shall be reliably fixed on the frame of a transport vehicle.

8.2.4. The locking devices on the body sides shall have serviceable pillars, hinges and handles preventing their self-opening.

8.2.5. Body sides and flooring shall be free from mechanical damages, cracks, cover plate tears, significant corrosion damages.

8.2.6. A cover of a truck flat body and a box body shall be free from damages and tears and shall be securely fastened. Cover frame elements shall have no damages and shall be securely fastened in the fastening devices. Devices, mechanisms, accessories by means of which the cover is removed (installed) shall be in serviceable (operable) condition.

8.2.7. Truck flat bodies, cargo platforms for cargo stowage, vehicle bodies shall be equipped with devices for lashing and strapping the cargo (hooks, eye rings, brackets, etc.).

8.2.8. The number and strength of cargo securing devices shall correspond to the maximum (nominal) load capacity of the transport vehicle and the dimensions of the transported cargo, as well as to the requirements established by the contract for performance of works/rendering of services.

8.2.9. Securing equipment (locking mechanisms, fasteners, etc.) shall be in good working order and in sufficient quantity to ensure that the cargo is reliably fastened.

8.2.10. A body of a transport vehicle for transporting bulk goods (soil, clay, gravel, sand and gravel mix, etc.) shall be equipped with a serviceable covering (canvas cover or canopy) to prevent falling out (spraying) of cargo from the body while the vehicle is moving.

8.2.11. The flat body flooring of the vehicles provided for loading shall be cleaned from snow, ice and dirt.

8.2.12. After finishing loading of inert materials, it is necessary to clean the sides and protruding parts of the body from the loaded material to prevent it from falling out on the driveway while the transport vehicle is moving. The cleaning area and special cleaning means shall be provided by the consignor.

8.2.13. Such transport vehicles as dump trucks and self-propelled lifting devices shall be equipped with sound and light signals warning about body and boom lifting. It is forbidden to drive with a raised body, boom and to use a defective transport vehicle.

8.2.14. A transport vehicle shall be equipped depending on the terms and conditions of the contract for work performance/ service rendering:

- cargo securing means (lashing straps, chains, ropes, angles, pads, etc.),
- special devices (racks) necessary for cargo transportation,

- special hook for removing (installing) the canvas cover,
- certified ladder (for climbing to the platform and (or) for removal (installation) of the canvas cover),
- a pattern of cargo stowage and securing in the vehicle body (if the contract for performance of works / rendering of services specifies the requirement to the carrier for the development of such pattern).

8.2.15. Lashing straps, ropes, chains, special devices (racks), special hooks and ladders (for climbing onto the platform and (or) for removal (installation) of the canvas cover) shall be in good condition.

8.2.16. Securing means shall have a marking. The text on the marking plates of belts, ropes and chains shall be legible.

8.2.17. A transport vehicle of a contracting company/ individual entrepreneur shall have a logo if it is owned by the contracting company/ individual entrepreneur as property or used by it under a contract signed for a period of 1 year or more.

The logo shall be placed from both sides of a vehicle cabin.

The logo shall contain the name of the contracting company/ individual entrepreneur and its contact details (phone number).

Recommended requirements to the logo:

- rectangular shape;
- white background;
- black text.

This requirement does not apply to passenger vehicles.

8.3. When passing through the checkpoint on the way to the territory/ from the territory of the Company's enterprise, the driver of a transport vehicle shall:

- drive in (drive out) with readable license plates (clean, not covered with blinds or flip-up license plate frames) strictly in his/her own lane (driving in the oncoming lane is allowed only at the guard's command);
- move at a speed not exceeding 5 km/h with at least 5m distance from the vehicle ahead in the same lane;
- stop the vehicle in a place marked with road signs and markings or indicated by the security guard, turn off the low (high) beam headlights and take measures to prevent spontaneous movement of the vehicle;
- submit the documents granting the right to travel to/from the territory of the enterprise to the security guard for inspection; in case of transportation of commodities and materials, submit shipping documents for the movement of commodities and materials;
- submit the imported or exported cargo, transport vehicle to the security guard for inspection, open the cabin doors, luggage compartment lid, underhood space lid, toolboxes, glove boxes, various compartments, etc...;
- assist the guard in inspecting the transport vehicle and the cargo, checking passes and shipping documents for the cargo;
- resume movement of the vehicle, including through the open barrier, only after the permission of the security guard, wearing a seat belt and turning on the low beam headlights.

8.4. A transport vehicle shall be equipped with a video surveillance and video recording device in the direction of the vehicle movement, except for the cases determined by the local regulations of the Company's enterprises; in case of passenger transportation (if the capacity of the vehicle is more than 8 seats) such technical device shall be additionally installed in the passenger compartment of the vehicle.

Video recording shall be continuous from the moment the vehicle enters the Company's premises until the moment the vehicle leaves the Company's premises. The top manager of the contracting company shall ensure safe-keeping of the video recording for 24 hours and make it available to the Company enterprises upon request.

8.5. A vehicle (dump truck) shall be equipped with the technical safety barriers preventing movement of the vehicle until the flat body is fully lowered. The requirement to equipment of transport vehicles will be applied from 01.06.2025 for vehicles engaged to satisfy the requests assigned to transport companies according to the tender results (permanent need), as well as for vehicles rented to satisfy requests for a fixed scope of services, provided that the requirements to equipment of transport vehicles are included in the statement of requirements.

8.6. Movement of the vehicle to the place of loading and unloading shall be in accordance with the traffic plan of the Company's enterprise.

8.7. The driver shall park the vehicle at the ready-to-load place according to the plan of vehicles traffic (parking) on the territory of the shop (production site), loading and unloading area.

8.8. When stopping and parking the driver shall make sure that the vehicle does not interfere with other vehicles, pedestrians and work. Leaving the cab, the driver shall take measures to prevent spontaneous movement of the transport vehicle in accordance with the requirements of the road transport labor safety rules.

8.9. Loading (unloading) and transportation of cargo shall be performed in accordance with the requirements of the Cargo Securing Standard available on the website <https://suppliers.severstal.com/support-center/occupational-safety-and-security/>, as well as in compliance with the rules established by normative legal acts and local normative acts of the Company's enterprises.

8.10. The driver shall be obliged to blow horn in the following cases:

- when driving in or out through the workshop or warehouse gates,
- when backing,
- in places of limited visibility,
- in all cases of possible danger of running over or collision.

8.11. When driving a vehicle through the danger zone of special equipment operation, the driver must:

- stop before entering the danger zone,
- attract the attention of the driver of special equipment by blowing the horn,
- establish eye-to-eye contact with the driver of the special equipment,
- make sure that the driver of the special equipment sees the vehicle and gives way to it.

Driving is allowed only if the load-grabbing attachment of the special equipment is lowered to the ground.

8.12. Systematic transportation of passengers shall be organized only according to the bus routes plan developed by the Company enterprise; or the route developed by the contracting company and agreed with the representative of the Company enterprise.

The top manager of the contracting company shall provide the driver performing systematic transportation of passengers with the route plan.

8.13. Passenger transportation, except for systematic transportation, shall be in accordance with the plan of traffic on the roads of the industrial site.

8.14. The following is prohibited for drivers and forwarders:

- get in/off a vehicle body using elements and structures which are not intended for that purpose, move in a vehicle body on the unfastened/fastened cargo.
- use electric heaters and open flame appliances for cooking and other purposes (gas-fired heaters, portable gas stoves, etc.);
- transport any persons in violation of the established procedure;
- move inside the rooms/within the territory of sites unescorted.

8.15. The top manager of the contracting company shall ensure that the requirements are met when a heavy/large transport vehicle moves through the Company's premises:

8.15.1. The movement of heavy/large vehicles shall be carried out subject to the Federal Law "On Motor Roads and Road Activities in the Russian Federation and on Amendments to Certain Legislative Acts of the Russian Federation", "Requirements for the Organization of Movement of Heavy and (or) Large Vehicles on Motor Roads".

8.15.2. Written permission for movement of heavy/large vehicles on the roads on the Company's premises shall be issued in accordance with the procedure established in the Company's enterprises.

8.15.3. If a route of a vehicle runs through railroad crossings, the permission shall be additionally approved by the owner of the Railway Transport infrastructure if:

- vehicle width with or without cargo is equal to or exceeds 5 meters;
- vehicle length with one trailer exceeds 22 meters or if trailer train consists of more than 2 trailers;
- vehicle speed is less than 8 km/h.

8.15.4. If the weight of a vehicle (trailer train) with or without cargo exceeds the allowed weight specified for road structures located on a vehicle route, and if a self-moving track machine has to move on roads under its own power, the permission shall be additionally approved by the motorway owner.

8.15.5. If a route of a vehicle runs in places where the motorway crosses overhead power lines, the permission shall be additionally approved by the owner of the overhead power lines, if the height of a vehicle (or trailer train) with or without cargo is equal to or exceeds 5 m.

8.15.6. Transportation of oversize and heavy weight cargo at the Company's premises shall be performed under supervision of an officer responsible for transportation if such requirement is specified in the permission.

8.15.7. Contracting companies performing transportation of dangerous goods at the Company's premises shall follow the route plan for dangerous goods transportation developed by the Company's enterprises.

If necessary, contractors can develop specific route plans for dangerous goods transportation. Route plans developed by contractors shall be agreed with the representatives of the Company's enterprises and approved by their managers.

8.15.8. Transportation of dangerous goods, which are classified as High Consequence Dangerous Goods according to the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), shall be allowed with a permission issued in accordance with the requirements of the "Procedure for Issuing a Special Permit for Movement on the Roads of a Vehicle Transporting Dangerous Goods"

9. Labor safety requirements to the work at heights.

9.1. It is forbidden to engage employees with less than 1 year of experience in working at heights to perform work at heights.

9.2. The type and location of anchoring devices as part of safety systems for work at heights shall be specified in the WEP for work at heights, in the PC or in the work permit.

9.3. The anchoring device of restraint and positioning systems is considered suitable if it can withstand a load of at least 13.3 kN without breaking.

9.4. The anchoring device of safety systems for one worker is considered suitable if it can withstand a load of at least 22 kN without breaking.

9.5. The anchor points for connecting the safety systems of two workers must be able to withstand a load of at least 24 kN without breaking, and 2 kN shall be added for each additional worker (e.g. for horizontal flexible anchor lines - 26 kN for three workers, 28 kN for four workers).

9.6. It is allowed to use several anchor points as an anchoring device that are connected to each other, according to the calculation of the load value in the anchoring device.

9.7. The service life of means of protection against falling from height shall be determined taking into account the requirements of the product datasheet - the service life specified in the datasheet shall be calculated from the date of manufacture (the date of issuance for use is not taken into account).

9.8. Before being admitted to work at the premises of the Company's enterprises and further on at least once in 3 years, employees of the contracting company (superintendents of works at height, lead workers, workers) shall pass a test for the knowledge of safety requirements when performing work at heights at the training ground of the Company's enterprises. For the Company's enterprises that do not have their own training grounds at heights, employees of contracting companies shall undergo training and subsequent test for the knowledge of safety requirements when performing work at heights at the training center.

10. Requirements to the performance of high risk works.

10.1. High risk works shall be performed under work permit issued in accordance with the established form: ND-Severstal form, ND-Severstal-2 form, work permit form specified in the "Occupational Safety Rules during Construction, Revamping and Repair" (may be applied not at a hazardous production facility if another form is not set forth in the contractor agreement, work admission certificate, other joint document of the customer and the contractor).

10.2. When works are performed at one site (facility, building, equipment) simultaneously by several companies, the general contractor shall develop and coordinate a schedule of joint and combined works with all the companies involved in the works. The schedule of joint and combined works provides for safe work practices and required time for all companies whose working areas are adjacent or overlapping. When any adjustments of the work schedule are made in the course of work execution, the schedule of joint and combined works shall be coordinated with all the companies involved for the works.

10.3. When high-risk works are performed, the supervisor (superintendent) shall carry out risk assessment in accordance with the Risk assessment procedure for high risk works existing in the Company.

When works are performed under work permit of form ND-Severstal-2, the supervisor (superintendent) shall be allowed not to fill in the risk assessment form on a shift basis if the technology and work conditions remain unchanged. Unchanged conditions shall be confirmed by the supervisor (superintendent) with a record on the risk assessment form (in hard or soft copy) ("Conditions have not changed", date, signature, full name).

10.4. Employees involved in high risk works must know their obligations in organizing and performing of such works and fulfill their functions:

a) The person who issues work permits shall:

- make risk assessment at the site of the upcoming work; identify hazards originating from the production shop - equipment, power and utilities networks, technological process, etc., as well as combined works;

- develop and include into the work permit the measures to exclude or reduce the risk level for the identified hazards. When developing such measures technology of the upcoming works and presence of combined works shall be taken into account;

- bear responsibility for completeness of the safety measures specified in the work permit;

- appoint persons responsible for the implementation of measures specified in the work permit;

- inform the person who admits employees to work aware of the developed safety measures.

b) The person who admits employees to work shall:

- organize and check the implementation of preliminary measures specified in the work permit;

- instruct the work supervisor (superintendent) on specific features of the works to be done;

- show the pedestrian route to the work supervisor by accompanying him/her to the work site.

- ensure observation of the fire work area for 2 hours after the end of the shift.

c) the work supervisor (superintendent) shall:

- get familiarized with the work conditions;

- perform all the actions attributed to him/her as specified in the work permit;

- assess the risks of all hazards that may arise during the work in accordance with the Risk assessment procedure for high risk works existing in the Company, the source of hazards - the process technology of the upcoming work; develop all necessary measures to reduce the risks and ensure their implementation;
- record the assessment results for the identified potentially fatal hazards in the risk assessment form;
- familiarize front-line workers with the risk assessment form against their signatures (in case it is available in a hard copy), or confirm with his/her signature the fact of front-line workers' familiarization with the results of risk assessment (in case they are available in a soft copy);
- have the front-line workers acknowledged against their signatures with the procedure (technology) of the work;
- give target briefing on safety measures to the front-line workers;
- show the pedestrian route to the front-line workers by accompanying them to the work site;
- carry out the works in a safe manner in accordance with the process control and management documentation;
- control compliance of the work stages with the technology applied and design documentation;
- control the correct use of protective clothing and personal protective equipment by the team members and operable condition of technical means of labor safety;
- provide for the control of the fire works area during the work performance and until the end of the shift;
- at the end of the shift inform the person who admits to work about the fire works performed in the shift.

Any identified hazards that cannot be eliminated by the work supervisor (superintendent) independently shall be reported to the person who admits employees to work or the person who issues work permits if the hazards are in the area of responsibility of the customer (production shop); and to his/her immediate superior if the hazards are in the area of responsibility of the company performing the work.

d) The front-line worker (team member) shall:

- know potentially fatal hazards existing in the course of work performance,
- know and follow safety requirements when performing the works;
- know and follow the procedure (technology) of the work performance;
- correctly use the necessary PPE, tools and equipment;
- make sure that the work place is safe;
- make sure that there is no threat of injury or harm from the actions of his/her colleagues working in the same area.

In the presence of risk to life or health of the employee or other persons, accidents, or any obstacles to fulfill the above requirements, the employee shall inform his/her immediate superior about it and shall not start working.

10.5. Risk assessment form:

- is issued for the work in scope of one work permit as per the form in accordance with the Company's acting procedure for risk assessment of high-risk work;
- is an attachment to the work permit (the electronic version of WP form for fire work safety specifies for the number of the work permit as an attachment to which it is issued);
- does not substitute the WEP or PC;
- does not cancel obligatory compliance with the WEP, PC, labor safety manuals. It is not allowed to substitute the wordings of safety measures in the risk assessment form by referring to the WEP, PC, labor safety manuals;
- is kept by the supervisor (superintendent) until the shift works are finished;
- upon completion of work in the shift shall be handed over together with the work permit to the person admitting employees to work.
- all the boxes of the risk assessment form shall be filled in according to the contents of the sub-text.

10.6. Permissible number of work permits issued during the shift for one front-line worker:

- no more than 3 when working in different shops / at different sites (including when working under work admission certificates);
- no more than 5 when working in one shop / at one site (including when working under work admission certificates).

10.7. When work is performed under work permit for high-risk work, the simultaneous combination of functions (at least two of them) of the person who issues work permits, the person who admits to work, work supervisor (superintendent) by one employee of the contracting company is prohibited, including when working at a site (facility) accepted under the work admission certificate.

The supervisors of work may be persons from among managers and specialists (site manager, supervisor, etc.) who were qualified in the field of industrial safety in the areas of certification relevant to the works and who passed tests for knowledge of labor safety requirements. Before being admitted to work, the newly appointed work supervisors shall additionally pass the test on the basic requirements to arrangement and performance of high-risk works by means of a pre-shift examiner. By the decision of the head of the contracting company, in individual cases, when work is performed by one team of workers, the work supervisors (superintendents) may be appointed from foremen (team leaders) who were qualified in the field of industrial safety in the areas of certification relevant to the works, completed corporate training and training to labor safety requirements and passed tests for knowledge of labor safety requirements before the Committee of Severstal enterprise. The order, resolution on assignment of the functions of the work supervisor (superintendent) to this employee shall be submitted before the beginning of the works to the head of the shop, site (maintenance supervisor, person who issues work permits) where the works are supposed to be performed.

10.8. The contractors' employees admitted to work under work permits shall have appropriate qualifications, certifications. Availability of the necessary qualifications/certifications of the employees shall be checked in accordance with the "Unified requirements for checking of the availability of necessary qualifications, certifications of the contractors' employees admitted to work under work permits" (Appendix G).

11. Designer's (technical) supervision, installation supervision, commissioning supervision.

11.1. Works with the participation of specialists – representatives of equipment manufacturers (including foreign citizens), who carry out designer's (technical) supervision, erection supervision and commissioning supervision of the equipment shall be carried out taking into account the requirements of this section.

11.2 If direct involvement of such specialists in the work performance is not required (their duties include control and advisory functions) their presence at the production site is allowed without work permit in the following cases:

- option 1: when escorted by a Company representative from among managers and specialists qualified in the field of industrial safety and tested for knowledge of labor safety requirements;
- option 2: independently after duly provided target briefing on safety measures at the production site and familiarization with the pedestrian route plans (where permissible).

11.3 Independent (unattended) work performance by such specialists outside the hazardous industrial factors area (hereinafter - HIF) of the Company (office work with a computer, work in control room, etc.) is possible without work permit after the duly provided target briefing and familiarization with the pedestrian route plans.

11.4. If direct participation in erection and commissioning is required in the HIF area of the Company's enterprise, the works shall be performed under work permit in accordance with the established procedure, in which case the work supervisor's (superintendent's) functions shall be fulfilled by the specialist carrying out designer's (technical) supervision, erection supervision and commissioning supervision of the equipment. Such person shall be trained/qualified in LS and IS issues (if necessary), electrical safety (if necessary), working at heights (if necessary) in accordance with the laws of the Russian Federation. Specialists are allowed to the Company's premises to perform work after familiarizing themselves with these corporate requirements.

12. Requirements in the field of environmental safety.

12.1. Waste management requirements.

During performance of works/rendering of services at the Company's premises, the contracting company shall comply with local normative acts of the Company's enterprises on waste management.

a) When the contracting company uses its own raw materials, materials, semi-finished products, its obligations shall include the following:

- defining of hazard categories of generated wastes in accordance with the procedure specified by the federal authorities in the area of waste management;
- obtaining of the necessary permits in the field of waste management from the authorized state bodies;
- clearing of the sites of work performance/services rendering from wastes with subsequent transportation, disposal and/or use of wastes in accordance with the obtained permits in the field of waste management.

b) The contracting company shall arrange accumulation places for the wastes generated as a result of its activities in compliance with the requirements of regulatory legal acts and local regulations of the Company's enterprise where works are performed/ services are rendered.

Waste accumulation conditions shall be defined by their hazard category and further waste management operations. Waste accumulation places shall be identified and marked with the name of the accumulated waste or a group of similar wastes.

c) The contracting company shall be obliged to ensure separate collection of plastic and paper waste in accordance with the requirements of environmental legislation and local regulations of the Company's enterprise where works are performed/ services are rendered.

d) The contracting company shall be obliged to independently conclude an agreement with a regional operator for the transfer of solid municipal waste (SMW) generated from activities of employees.

e) The contracting company shall be obliged to ensure timely waste removal, prevent overfilling of containers.

e) During transportation of wastes the contracting company shall ensure the following:

- exclusion of losses and contamination of environment along the transportation route;

- application of dust suppression devices (covering with tarpaulin or similar material) when transporting fine wastes.

f) The following is prohibited at the Company's premises:

- littering with production and consumption wastes;

- storage, burial, neutralization, incineration of production and consumption wastes.

When complying with the requirements of production safety, it should be taken into account that the ownership of wastes generated as a result of the contractor's activities and the burden of its management arises with the contractor from the moment of generation of such wastes (except for ferrous and non-ferrous metal wastes, the ownership of which remains with the original owner of such materials).

12.2. The top manager of the contracting company shall be obliged to exclude leakage of solutions containing petroleum products, acids, alkalis and other process solutions on the terrain, as well as their discharge into any sewage systems without coordination with HSE function.

In case of leakage, spillage or smudges of solutions containing petroleum products, acids, alkalis and other technological solutions, the top manager of the contracting company shall immediately take measures to eliminate them. In the place of oil/solutions/liquids spillage on the soil the contaminated layer of soil shall be removed into specially equipped container and the resulting excavation shall be filled with fresh soil or sand.

Construction, excavation works and discharge of waste water from the construction sites into the sewerage system may be done only upon coordination with HSE department.

12.3. Contracting companies shall investigate the environmental violations independently in accordance with local regulations of the Company's enterprise. After receiving information about environmental violation, the contracting company shall establish the causes of environmental violation, develop corrective actions with the time frames for their implementation, appoint the responsible persons and draw up a report of investigation of the causes of environmental violation.

12.4. For transportation of hazardous cargoes on the territory of the industrial site contracting companies shall develop route plans for transportation of hazardous cargoes in accordance with local regulations of the Company's enterprise.

12.5. Requirements for the construction, revamping of capital construction facilities related to Category I facilities in accordance with the environmental legislation and carried out on the basis of construction permits:

12.5.1. State registration of the construction facility (construction site) as a facility which has negative environmental impact;

12.5.2. Inventory of emission sources and air pollutant emissions;

3.5.12. Calculation of permissible discharge standards, permissible discharge standards for pollutants of hazard classes 1, 2;

12.5.4. Arrangement of data sheets for wastes of hazard classes I-IV;

12.5.5. Availability of industrial environmental control program, organization of control;

12.5.6. Payment for negative environmental impact;

12.5.7. Training of managers and specialists in the field of environmental protection;

12.5.8. Solid municipal waste management;

12.5.9. Other waste management (transfer for disposal, recycling, neutralization, treatment);

12.5.10 Reporting (waste accounting data, report according to form 2-TP (waste), report according to form 2-TP (air), report on industrial control program).

13. Actions in case of incidents and deviations in operation.

13.1. Employees shall immediately notify their immediate or superior manager or call the Company Hotline at 8-800-700-72-77 about abnormalities in operation of the equipment, disturbances in the process and any other situation (incident) that threatens the life and health of people or poses a danger to equipment, facilities, transportation vehicles or the environment.

When receiving information about an emergency situation, employees of the contracting company shall follow the instructions of the shop (site) employees.

13.2. The top manager of the contracting company shall ensure that the Company is immediately informed of all incidents, cases of injuries, deterioration of health that occurred to the personnel of the contracting company and engaged subcontractor companies in accordance with the procedure defined in the Company's enterprise where this contracting company performs work/ renders services. Such procedure shall be communicated to the contracting company by the heads of structural subdivisions of the Company's enterprise; if it was not communicated, the top manager of the contracting company shall request it and bring it to the notice of the subordinate personnel, as well as the personnel of the engaged subcontracting companies.

13.3. In case of deterioration of health, including injury or signs of acute occupational disease (poisoning), the employee shall immediately notify his/her immediate or superior manager (if the state of health and the circumstances allow for it).

13.4 Actions in case of an accident:

(a) Anyone who found an employee injured in an accident or who became an eyewitness of the accident shall proceed as follows:

- assess the situation for the presence of danger to oneself and dangerous factors affecting the injured person, eliminate if necessary (with observance of personal safety measures) dangerous factors threatening oneself and factors threatening the life and health of the injured person (release from the action of electric current, extinguish burning clothes, pull out of water, extract the injured person from a hard-to-reach place, etc.);

- assess the condition of the injured person, determine the need for further action taking into account his/her condition (escort or deliver the injured person to the nearest first-aid station, call a paramedic of the subdivision's first-aid station to the scene of the accident, call an ambulance to the scene of the accident);

- administer first aid to the injured person until the arrival of medical personnel at the scene of the accident;

- report the incident in accordance with the procedure defined in the Company's enterprise, where this contracting company performs work/renders services, as well as to his/her immediate or superior manager;

- upon arrival of medical personnel at the scene of the accident, follow their instructions;

- until the arrival of persons from among the managerial staff, take all possible measures to preserve the situation as it was at the time of the accident, if it does not threaten the life and health of other persons and does not lead to an accident.

b) The immediate or superior manager of the contracting company, who received information about injury, signs of acute occupational disease (poisoning), other deterioration of the employee's health, shall determine the necessity of further actions taking into account the information received:

- escort or deliver the injured person to the nearest first-aid station;

- call a paramedic of the subdivision's first-aid station to the scene of the accident;

- call an ambulance crew to the scene of the accident;

- upon receiving of information from an eyewitness about an ambulance call, contact the Company's dispatcher, verify the information and, if necessary, coordinate further actions;

- make arrangements to meet the ambulance crew.

All cases of injury or acute occupational disease (poisoning) shall be reported by the manager, who received the information, to the representatives of the Company's enterprise in accordance with the procedure defined in the Company's enterprise, where that contracting company performs work/ renders services.

13.5. The top manager of the contracting company shall ensure that:

- accidents and minor injuries occurred at the premises of the Company's enterprises with the contracting company's own personnel (personnel of the engaged subcontracting companies) are investigated in accordance with the requirements of regulatory legal acts in force in the Russian Federation;

- representatives of the Company's enterprise are included (upon request) in the Commission for investigation of accidents, including accidents that occurred with the personnel of the engaged subcontracting companies;

- the representatives of the contracting company participate in the internal investigation of incidents occurred at the premises of the Company's enterprises with the personnel of the contracting company (personnel of the engaged subcontracting company).

13.7. By signing of the contract for performance of works/rendering of services the contracting companies give their consent to use the information, except for personal data, received within the framework of investigation of accidents and minor injuries with their personnel, including its distribution by any means (including electronic communication, placing on information stands, etc.) and to any persons.

The top manager of a contracting company may engage a subcontracting company to work on the Company's premises only after obtaining approval to extend provisions of this clause to the subcontracting company engaged.

14. Additional special requirements.

14.1. In addition to the provisions set forth in these Corporate Requirements the top manager of the contracting company shall ensure the fulfillment of special requirements determined additionally and specific to the particular conditions of production facilities (shop, subdivision, enterprise).

14.2. Additional special requirements shall be defined, if necessary, by a local normative act of the Company's enterprise and brought to the attention of the top manager of the contracting company.

14.3. Local regulations of the Company's enterprises binding on the contracting companies are posted on website [Requirements to occupational health and safety \(OHS\) — Severstal. For suppliers and contractors \(severstal.com\)](#) in separate folders for each enterprise. Contracting companies working on the premises of the respective enterprise shall:

- ensure that these requirements are complied with to the extent applicable to them,
- independently monitor any changes made to these requirements.

Appendix A

(mandatory)

The methods of work arrangement at the investment facilities

One general contractor at the facility, work under the work admission certificate Method 1	Several general contractors at the facility, work under the work admission certificate Method 2	Without a general contractor at the facility, work without work admission certificate Method 3	Without general contractor at the facility, work without work admission certificate Method 4
<p>1. The facility is handed over to the general contractor under the work admission certificate.</p> <p>2. The general contractor issues work permits for all works at the facility, including work permits to Severstal subdivisions.</p> <p>3. The general contractor appoints a supervisor from among managers for each subcontractor's work who has the following responsibilities:</p> <ul style="list-style-type: none"> - quality control of the WEP and its conformity to the facility conditions; - Evaluation of readiness (availability of equipment and materials) of the site supervisors for work performance under the given conditions. <p>4. The general contractor shall ensure periodic assessment of supervisors (superintendents) at least 1 time per year in accordance with the procedure defined in the Company.</p> <p>5. Project Manager shall conduct an assessment (by himself, or delegate it to the member of the project team) of the readiness to execute the WEP.</p> <p>6. The general contractor shall determine the necessary quantity of the persons who issue work permits and persons who admit to work to ensure safe work performance.</p>	<p>1. Dividing the facility into sub-facilities and handing them over to the general contractors under work admission certificates.</p> <p>2. Each general contractor issues work permits for all the works performed at the facility, including work permits to Severstal subdivisions and other companies (having no contractual relations with it).</p> <p>3. Each general contractor appoints a supervisor from among managers for each subcontractor's work who has the following responsibilities:</p> <ul style="list-style-type: none"> - quality control of the WEP and its conformity to the facility conditions; - evaluation of work supervisors' readiness (availability of equipment and materials) to perform work under the given conditions. <p>4. The general contractor shall ensure periodic assessment of supervisors (superintendents) at least 1 time per year in accordance with the procedure defined in the Company.</p> <p>5. Project Manager shall conduct an assessment (by himself, or delegate it to the member of the project team) of the readiness to execute the WEP.</p> <p>6. The general contractor shall determine the necessary quantity of the persons who issue work permits and persons who admit to work to ensure safe work performance.</p>	<p>1. The facility shall be transferred from the shop to the Investment Directorate in accordance with an agreement (capital facilities coordinated by Investment Directorate).</p> <p>2. Work permits for the works to be performed under the framework of capital investment project shall be issued by a project manager according to the standard procedure.</p> <p>3. A project manager shall agree (himself, or delegate to the member of the project team) on the WEP.</p> <p>4. Before the initial admission to work, the project manager (himself or a delegated member of the project team) together with the head of the customer shop shall assess whether the superintendents of the contracting companies are ready to execute the WEP (whether equipment and materials are available).</p> <p>5. The project manager shall ensure periodic assessment of supervisors (superintendents) in accordance with the procedure established in the Company.</p> <p>6. The project manager shall determine the necessary quantity of the persons who admit to work to ensure safe work performance.</p>	<p>1. A head of the shop is responsible for ensuring safety at the facility.</p> <p>2. Work permits for the works to be performed under the framework of the capital investment project shall be issued by the shop managers in accordance with the standard procedure.</p> <p>3. The head of the shop shall approve himself or delegate approval of the WEP for the works to be performed under the framework of the capital investment project to another competent manager on the basis of the decision formalized by the resolution/order in the structural division;</p> <p>4. Before the initial admission to works, the head of the shop together with the investment project manager shall assess whether superintendents of contracting companies are ready to execute the WEP (whether equipment and materials are available).</p> <p>5. The head of the shop shall ensure periodic assessment of supervisors (superintendents) in accordance with the procedure established in the Company.</p> <p>6. The head of the shop shall determine the necessary quantity of the persons who issue work permits and persons who admit to work to ensure safe work performance.</p>

Appendix B
(mandatory)
The Company's Health and Safety Policy

Severstal's high priority is taking care of safety and well-being of its employees and contractors. Industrial safety is the core value of our Company. We believe that a safe working environment can facilitate us to achieve our business goals.

Our main goal is to become a safety leader. We are striving for reducing the injury rate to the maximum extent possible and preventing all fatalities and accidents.

The Company undertakes the following commitments to achieve this goal:

- Provide and maintain safe labor conditions corresponding to or exceeding applicable occupational health and safety requirements accounting for individual characteristics of employees.
- Comply with applicable legal health and safety requirements, demand contractors working at the Company's facilities and site to follow such requirements, take into account health and safety requirements of parties concerned.
- Apply the best available techniques and take measures to prevent injuries, accidents and other incidents, identify and eliminate dangers, analyze and mitigate health and safety risks.
- Consult employees and partners on health and safety issues, involve them in health and safety activities and stimulate their interest in participating in such activities.
- Ensure that all employees in the Company can develop their occupational safety skills and facilitate contractors to develop such skills.
- Analyze the Occupational Health and Safety Management System performance on a regular basis and improve it all the time.
- Form a corporate culture focusing on the employees' safety and well-being based on a safe behavior and high personal responsibility.

Employees are obliged to:

- Commit to safety principles and be responsible for both their own and their colleagues' lives and health.
- Be safety leaders and use a proactive approach to safety culture development.
- Identify hazards and inform the management on occupational risks and incidents as well as their initiatives to improve safety at workplaces.
- Talk openly about their concerns regarding potentially hazardous works, stop works if they pose a threat to employees' and contractors' lives and health.

The Company management undertakes to implement this Policy and ensure safe working conditions, including provision of required resources, and encourages all employees to be leaders in implementing this Policy.

Occupational safety at Severstal is always and at all times our unconditional obligation.

Appendix C
(mandatory)
The Company's environmental protection policy

General provisions

PAO Severstal and its associated legal entities which statements are used to prepare PAO Severstal's consolidated statements as per IFRS (hereinafter collectively referred to as the "Company") consider environmental protection matters very important.

Our position:

Environmental protection is one of our top priorities at all stages of production activities: from coal and ore mining, coke production, iron and steel smelting to high-tech product manufacturing.

Priority areas of our activities in the field of EP:

- to prevent and minimize the environmental impact;
- to participate in solving the problem of greenhouse gas emissions;
- to use the energy and natural resources prudently and rationally;
- to effectively manage the waste that is generated.

Our EP commitments:

- comply with the applicable legal requirements and require this of contractors hired for our facilities;
- plan the development of production with this policy in mind;
- openly engage with parties of interest on environmental issues;
- direct the efforts of managers at all levels to identify and assess environmental risks and reduce their possible consequences;
- conduct environmental performance analysis;
- minimize the impact of emissions on the environment;
- improve the quality of wastewater in order to achieve the established standards;
- control waste disposal;
- ensure rational land use and reclamation of disturbed lands;
- ensure the rational use of water resources;
- voluntarily carry out biodiversity monitoring and conservation activities.

To ensure continuous improvement in the EP field, we will:

- continually improve our management practices, increase our environmental knowledge, and reward our employees for their environmental contributions;
- set challenging environmental goals and objectives, monitor its implementation, and publicly report on the progress being made;
- introduce modern technologies and equipment to reduce the impact on the environment.

We expect all of our managers and employees to:

- have responsible attitude towards environmental protection, strict compliance with the requirements in this field;
- immediately inform management of all industrial accidents and hazardous events that pose a threat to the environment;
- be personally involved in the company's environmental activities and initiatives.

By improving environmental performance, we contribute to improving the quality of people's lives and the Company's competitiveness!

Appendix D

(mandatory)

Amounts of penalties for violation of safety requirements

No.	Type of violation	Severstal Russian Steel Division, Construction & Steel Structures Directorate	Yakovlevsky GOK	Severstal-Metiz	Severstal Wire Ropes, OSPAZ	Karelskiy Okatysh, Olcon
		Penalty amount (RUB, in thousands)	Penalty (RUB, in thousands)	Penalty (RUB, in thousands)	Penalty (RUB, in thousands)	Penalty (RUB, in thousands)
I	Incidents:					
1	Fatality	500	500	500	500	500
2	Major incident	300	300	300	300	300
3	Accidents happened on technical facilities, buildings and structures, vehicle accidents, other Class 1 accidents	500	500	500	500	500
4	Class 2 accidents	150	150	150	75	100
5	Potential fatality (except for cl. 2, cl.4)	50	150	50	50	50
6	Environmental violation	150	150	150	75	150
7	Road traffic accident on the territory of the Company's enterprise	25	50	5	5	25
II	Violations (for each case):					
8	Concealing injuries of any severity and circumstances which caused such injuries	100	100	100	100	100
9	Using or providing false documents (e.g. on personnel qualifications, certificates of conformity for products, licenses, evidence, etc.) Data falsification	50	50	50	25	50

10	Engaging employees under civil contracts which actually govern labor relations between the employee and employer, without any legal arrangements, engaging sub-contractors, personnel leasing and engaging employees under outstaffing contracts	25	100	25	12.5	25
11	Engaging employees without required qualification, training, certification; who have not undergone induction training	25	50	25	12.5	25
12	Violating the corporate requirements caused by the general contractor's failure to fulfill its obligations and assure safe jobs conducted by the sub-contractor	25	25	25	12.5	25
13	Violation of Basic Life Saving Rules	50	100	50	50	50
14	Working without work permits	50	100	50	12.5	50
15	Violation with potentially fatal risk	15	50	15	15	15
16	Improper preparation of process control and management documentation	10	30	10	10	10
17	Other violations of occupational health and safety, fire safety, environmental protection, traffic safety rules, regulations and instructions, including the corporate requirements (except for clauses 1-16)	5	10	5	5	5

Appendix E
(mandatory)
Responsibility Matrix

I. OHS Responsibility Matrix for Contractors' Jobs
(outsourcing companies*)

*Outsourcing companies are companies that perform similar works at certain intervals in the workshop (at the area), except for overhauls, periodic and running repairs.

No.	Element	Contractor's worker	Contractor's supervisor (workers' line manager)	Contractor's superintendent (supervisors' line manager)	Contractor's Occupational Health & Safety Function	Contractor's director (top manager)	Shop/area manager of the Company's enterprise
1	2	3	4	5	6	7	8
1	Organization	-	Ensure that subordinate workers undergo mandatory medical check-ups in due time	Ensure that all required OHS documents are developed and updated.	Ensure implementation of corporate tools and coordination of OHS projects. Provide methodological assistance in using the corporate tools in a correct and meaningful way	Organize: - implementation of corporate tools and best OHS practices/coordination of OHS projects; - development of activities in the Labor Safety Control software and their implementation in due time - implementation of accident preventing activities recommended by the Company.	Ensure that the OHS Responsibility Matrix for Contractors' Jobs is implemented in outsourcing companies.
2	Provision	-	Provide workers with functioning PPE, equipment, critical safety barriers, tools and accessories.	-	-	Ensure that: - subordinate managers have all required resources for them to fulfill their OHS obligations, including those to handle critical safety barrier failures - there shall be an OHS expert per 100 employees.	-
3	Direct execution	Comply with the OHS requirements set forth in guidelines, regulations and other documents to be followed.	Train and give instructions to subordinate workers. Arrange works accounting for subordinate worker qualifications.	Adhere to decisions developed together with the customer shop.	Assess how managers execute their OHS responsibilities (contractors' supervisors and superintendents) on a monthly basis Inform the director of the company about the results.	Be personally involved in investigating all incidents (within the area of responsibility) according to the Company's standard requirements. Develop and take measures to eliminate incident causes. Review manager assessments, OHS proposals and take respective managerial decisions. Assess the OHS function performance.	Personally participate in investigating incidents (within their area of responsibility). Prepare proposals for the Contractor Management Committee.
4	Supervision	Every shift: - condition of passways, crossings, platforms, stairs, handrails; - integrity of fixed equipment and tools; - availability and integrity of barriers, safety guards, interlocks, alarms, personal and collective protective equipment; - knowledge and execution of responsibilities related to critical safety barrier control	Every shift: - knowledge and execution of supervision-related responsibilities by workers; - knowledge and compliance with regulatory OHS requirements while performing works by workers; - knowledge and execution of responsibilities related to critical safety barrier control by subordinate workers	Every week: - knowledge and execution of OHS responsibilities by supervisors; - checks whether supervisors know critical safety barrier methods to control fatal risks. Reviews violations identified and takes measures to those who made such violations.	Implementation of OHS activities and assessment of their performance; Implementation and performance of completed OHS projects. Check whether occupational health and safety requirements are complied with due to gemba visits (within the area of responsibility) - at least 3/week (if the company headcount is 50 employees and more), at least 4/week (if the company headcount is less than 50 employees) Analyze violations identified every month (including violations related to the basic life-saving rules, potentially fatal violations, reoccurred violations) and develop measures to avoid them.	- personally make leadership walkarounds (at least twice a month) Personally review all identified violations of the basic life-saving rules using the 5 Whys practice and take measures to those who made such violations.	Randomly check how the OHS requirements are complied with by contractor workers involving subordinate personnel (at least twice a month). Personally make leadership walkarounds at least once a month

No.	Element	Contractor's worker	Contractor's supervisor (workers' line manager)	Contractor's superintendent (supervisors' line manager)	Contractor's Occupational Health & Safety Function	Contractor's director (top manager)	Shop/area manager of the Company's enterprise
1	2	3	4	5	6	7	8
5	Inform on problems	Do not start working in case of violations (non-conformances) identified as part of inspections, including critical safety barriers, and inform the line manager if eliminating thereof is not their responsibility. Inform the line manager immediately in case the prescribed requirements cannot be fulfilled. Inform the line manager about all incidents, including injuries and ill health.	Take appropriate measures in due time when workers inform about any problem (including critical safety barrier failures) (involving representatives from the workshop (area) as well), stop any work in case of injury risks until such risks are eliminated.	Review and solve problems outlined by supervisors (involving representatives from the workshop (area) as well). Inform the contractor director about problems that cannot be solved by themselves (within their area of responsibility).	Inform the contractor director (if the problem is the responsibility of the contracting company) or the occupational risk manager (if the problem is the responsibility of the workshop) when receiving any information on OHS problems that cannot be solved by own efforts.	Review and solve problems outlined by superintendents (involving representatives from the workshop (area) as well). Inform the head of the structural subdivision/head of the HSE function in the structural subdivision on any problem that cannot be solved by own efforts (except for overhauls).	Ensure that problems outlined by contractors are solved.
6	Actions in abnormal situations	In case of no response to the requests from managers, call the Hot Line and inform about the violations (non-conformances, including CSB failures).	In case of violations (non-conformances), do not permit subordinate employees to work/stop works, eliminate the violations (non-conformances) (involving representatives from the workshop (area) as well).	-	-	-	-

II. OHS Responsibility Matrix for Contractors' Jobs (maintenance, investment projects)

No.	Element	Contractor's worker	Contractor's supervisor (workers' line manager)	Contractor's superintendent (supervisors' line manager)	Contractor's Occupational Health & Safety Function	Contractor's director (top manager)	Shop manager/supervisor in charge of maintenance the contractor is involved in	Project manager at the site where the contractor works *(in case there is no project manager at the site their functions shall be fulfilled by the shop manager)
1	2	3	4	5	6	7	8	9
1	Organization	-	Ensure that subordinate workers undergo mandatory medical check-ups in due time	Keep the assigned area, equipment, tools, accessories in safe condition	Ensure that corporate tools and best OHS practices are implemented/OHS projects are coordinated Provide methodological assistance in using the corporate tools in a correct and meaningful way.	Approve WEPs personally or delegate a right to approve them to their deputies by order (Technical Director, Chief Engineer, Operations Director, Deputy Director) provided such functions are prescribed in deputies' job descriptions. Persons who approve WEP shall have a university degree in technical fields. Before the WEP is approved, visit the area where works will be performed and personally assess (or have the person responsible for WEP approval do it) the following: - whether the technology is relevant and can be used at the specific site; - adequacy of activities protecting from hazardous/harmful production factors caused by the work practice. Ensure that the OHS Responsibility Matrix for Contractors' Jobs is implemented in the company under control. Organize: - implementation of corporate tools and coordination of OHS projects; - development of activities in the Labor Safety Control software and their implementation in due time - implementation of accident preventing activities recommended by the Company.	For investment activities: at the facility not handed over under the work permission certificate, assess the contractor's superintendent (supervisors' line manager) together with the project manager before permitting them to work at the facility for the first time and check whether the WEP can be executed (all required utilities, tooling, machines, accessories, instruments prescribed by the WEP are available and such equipment, accessories, tools can be used at the facility). The fact that the WEP can be executed by the contractor shall be confirmed by relevant signatures of the project manager and shop manager on the WEP cover page stating that it is READY FOR EXECUTION and indicating the assessed contractor, superintendent (full name, position, assessment date). For maintenance activities: ensure that the OHS Responsibility Matrix for Contractors' Jobs is implemented in contracting companies involved in maintenance.	Approve personally (or ensure that the project team members approve) the work practice (WEP) for works to be done under the project. Assess the contractor's superintendent (supervisors' line manager) before permitting them to work at the facility for the first time and check whether the WEP can be executed (all required utilities, tooling, machines, accessories, instruments prescribed by the WEP are available and such equipment, accessories, tools can be used at the facility). - if the facility has not been handed over under the work admission certificate: do it personally (or assign a responsible from the project team) together with the shop (area) manager - facility owner; - if the facility has been handed over under the work admission certificate - do it personally (or assign a responsible from the project team). The fact that the WEP can be executed by the contractor shall be confirmed by relevant signatures of the project manager and shop manager (in case the facility has not been handed over under the work admission certificate) or of the project manager (in case the facility has been handed over under the work admission certificate) on the WEP cover page stating that it is READY FOR EXECUTION and indicating the assessed contractor, superintendent (full name, position, assessment date). When works are performed at the site handed over under the work admission certificate the WEP readiness for execution shall be assessed by the investment project manager (project team member) without involving the shop (area) manager who handed over the site under the work admission certificate. Ensure that the OHS Responsibility Matrix for Contractors' Jobs is implemented in contracting companies that perform works under investment projects.

No.	Element	Contractor's worker	Contractor's supervisor (workers' line manager)	Contractor's superintendent (supervisors' line manager)	Contractor's Occupational Health & Safety Function	Contractor's director (top manager)	Shop manager/supervisor in charge of maintenance the contractor is involved in	Project manager at the site where the contractor works *(in case there is no project manager at the site their functions shall be fulfilled by the shop manager)
1	2	3	4	5	6	7	8	9
2	Provision	-	Provide workers with functioning PPE, equipment, critical safety barriers, tools and accessories.	Provide subordinate supervisors with required resources (qualified personnel, tools, etc.) and proper technical documentation (WEP, process charts, etc.); Ensure that subordinate supervisors have required qualifications.		Ensure that: - subordinate superintendents have all required resources for them to fulfill their OHS obligations, including those to handle critical safety barrier failures; - there shall be an OHS function at the site assuming 1 OHS expert per 100 employees. - the company staff includes an operating and technical engineer or an expert who has a specific degree in construction and operation of buildings, structures, utility networks, and equipment maintenance.	-	
3	Direct execution	Comply with the OHS requirements set forth in guidelines, regulations and other documents to be followed. Adhere to the safety requirements set forth in process control documentation (WEP, process chart, structural concept, work management plan) to the extent relating to them, and also in labor safety manuals for their professional occupation, pedestrian traffic diagrams Use the required PPE, work with well functioning tools, equipment, accessories.	Train and give instructions to subordinate workers. Arrange works accounting for subordinate worker qualifications. Assess risks for works to be done. Inform subordinate workers on what kind of works shall be done during their shift, on the relevant work procedure, hazards identified as part of the risk assessment and safety requirements. Do not permit workers to start working if they have not grasped this information. Adhere to the safety requirements set forth in permits/simultaneous work logs/process control documentation (WEP, process chart, one-time work chart, work management plan) to the extent relating to them	Adhere to decisions developed together with the customer shop.	Assess how managers execute their OHS responsibilities (contractors' supervisors and superintendents) on a monthly basis Assess each supervisor within 10 days from the first day they start working as supervisors (foremen) on their own according to the supervisor assessment procedure established in the Company.	Visit the area and personally assess whether WEP and PC are updated or not or ensure that employees who have delegated rights to approve WEP and PC make such assessment. The WEP adequacy shall be assessed in a month after putting the WEP in effect and then every month until the works are completed; before each repeated application. Process chart relevance shall be assessed in a month after putting the process chart into effect before using the process chart each time. Be personally involved in investigating all incidents (within the area of responsibility) according to the Company's standard requirements. Develop and take measures to eliminate incident causes. Assess all supervisors (foremen) from time to time (at least once a year) according to the supervisor assessment procedure established in the Company. Review manager assessments, OHS proposals and take respective managerial decisions. Assess the OHS function performance. Develop correcting and remedial measures to the extent relating to them following the inspections at the site within 3 calendar days after preparing an inspection report and enter them to the electronic system.	Approve hazardous works to be performed by contractors on days-off, holidays, at night with the head of the structural subdivision. Personally participate in investigating all incidents (within their area of responsibility). Prepare proposals for the Contractor Management Committee. Develop correcting and remedial measures to the extent relating to them following the inspections at the site within 3 calendar days after preparing an inspection report and enter them to the electronic system (for companies that are not connected to the Labor Safety Control system). Assess all supervisors (foremen) from time to time according to the supervisor assessment procedure established in the Company.	Approve hazardous works to be performed by contractors on days-off, holidays, at night with the head of the structural subdivision. Develop correcting and remedial measures to the extent relating to them following the inspections at the site within 3 calendar days after preparing an inspection report and enter them to the electronic system (for companies that are not connected to the Labor Safety Control system). Assess adequacy of activities developed by contractors working at the site. Personally participate in investigating all incidents (within their area of responsibility). Prepare proposals for the Contractor Management Committee. Assess all supervisors (foremen) from time to time according to the supervisor assessment procedure established in the Company.

No.	Element	Contractor's worker	Contractor's supervisor (workers' line manager)	Contractor's superintendent (supervisors' line manager)	Contractor's Occupational Health & Safety Function	Contractor's director (top manager)	Shop manager/supervisor in charge of maintenance the contractor is involved in	Project manager at the site where the contractor works *(in case there is no project manager at the site their functions shall be fulfilled by the shop manager)
1	2	3	4	5	6	7	8	9
4	Supervision	<p>Every shift:</p> <ul style="list-style-type: none"> - integrity of applicable PPE, equipment, tools and accessories - knowledge of safety requirements set forth in process control documentation (WEP, process chart, structural concept, work management plan) to the extent relating to them, and also in labor safety manuals for their professional occupation, pedestrian traffic diagram - knowledge of fatal risks, Basic Life Saving Rules attributable to their job and relevant control measures - knowledge and execution of CSB supervision-related responsibilities 	<p>Every shift:</p> <ul style="list-style-type: none"> - knowledge and execution of follow-up responsibilities by subordinate workers; - check whether each worker has the required qualification and is medically fit for such work; - knowledge and compliance with regulatory OHS requirements while performing works by subordinate workers; - knowledge of fatal risks attributable to workers' job and respective control measures; - knowledge and execution of responsibilities related to critical safety barrier control by subordinate workers 	<p>On the first day of work performance at the site or when the supervisor is changed, onward on a daily basis:</p> <ul style="list-style-type: none"> - knowledge and execution of OHS responsibilities by subordinate supervisors; - checks whether supervisors know critical safety barrier methods to control fatal risks. <p>Reviews violations identified and takes measures to those who made such violations.</p>	<p>Implementation of OHS activities and assessment of their performance;</p> <p>Implementation and performance of OHS projects done</p> <p>Check whether occupational health and safety requirements are complied with due to gemba visits (within the area of responsibility) - at least 3/week (if the company headcount is 50 employees and more), at least 4/week (if the company headcount is less than 50 employees)</p> <p>Analyze violations identified every month (including violations related to the basic life-saving rules, potentially fatal violations, reoccurred violations) and develop measures to avoid them.</p>	<p>Personally check how the OHS requirements are complied with (at least twice a month).</p> <p>Personally make leadership walkarounds at least once a month.</p> <p>Personally review all identified violations of the basic life-saving rules using the 5 Whys practice and take measures to those who made such violations.</p>	<p>When approving works to be done by contractor employees at night, on holidays or days-off, ensure that such works are supervised by competent supervisors.</p> <p>Assess site supervisors as appropriate.</p> <p>Follow-up contractors' activities when they are working in the workshop (at the area).</p>	<p>When approving works to be done by contractor employees at night, on holidays or days-off, ensure that such works are supervised by competent supervisors.</p> <p>Personally check whether the OHS requirements are adhered to at each site during civil works (at least once every 2 weeks for the project manager responsible for more than 5 sites at the same time, and at least once a week for other cases).</p> <p>Ensure that subordinate personnel check whether the OHS requirements are complied with or not (at least twice a week) at all sites (during construction and installation operations) within a month.</p> <p>Assess site supervisors as appropriate.</p> <p>Follow-up contractors' activities when they are working at the site.</p>
5	Inform on problems	<p>Do not start working in case of violations (non-conformances) identified as part of inspections, including critical safety barriers, and inform the line manager if eliminating thereof is not their responsibility.</p> <p>Inform the line manager immediately in case the prescribed requirements cannot be fulfilled.</p> <p>Inform the line manager about all incidents, including injuries and ill health.</p>	<p>Take appropriate measures in due time when workers inform about any problem (involving representatives from the workshop (area)/head of the maintenance department/project manager as well), stop any work in case of injury risks until such risks are eliminated.</p> <p>Delegate safety problems which they cannot solve by themselves to the superintendent.</p> <p>Stop any work in case of CSB failures and take measures to eliminate them</p>	<p>Review and solve problems outlined by supervisors (involving representatives from the workshop (area)/head of the maintenance department/project manager as well).</p> <p>Inform the contractor director about problems that cannot be solved by themselves.</p>	<p>Inform the contractor director (if the problem is the responsibility of the contracting company) or the occupational risk manager (if the problem is the responsibility of the workshop) when receiving any information on OHS problems that cannot be solved by own efforts.</p>	<p>Review and solve problems outlined by those in charge (involving representatives from the workshop (area)/head of the maintenance department/project manager as well).</p> <p>Inform the head of the structural subdivision/head of the HSE function in the structural subdivision on any problem that cannot be solved by own efforts (except for overhauls).</p>	<p>Ensure that problems outlined by contractors are solved.</p> <p>Give feedback on the problem solving to those involved in the maintenance/project.</p>	<p>Ensure that problems outlined by contractors are solved.</p> <p>Give feedback on the problem solving to those involved in the maintenance/project.</p>

No.	Element	Contractor's worker	Contractor's supervisor (workers' line manager)	Contractor's superintendent (supervisors' line manager)	Contractor's Occupational Health & Safety Function	Contractor's director (top manager)	Shop manager/supervisor in charge of maintenance the contractor is involved in	Project manager at the site where the contractor works *(in case there is no project manager at the site their functions shall be fulfilled by the shop manager)
1	2	3	4	5	6	7	8	9
6	Actions in abnormal situations	In case of no response to the requests from managers, call the Hot Line and inform about the violations (non-conformances), including CSB failures.	In case of violations (non-conformances), do not permit subordinate employees to work/stop works, eliminate the violations (non-conformances) (involving representatives from the workshop (area) as well).					

III. OHS Responsibility Matrix for Contractors' Jobs (transport companies*)

* A transport company means a company (sole entrepreneur) operating vehicles, transporting cargo and (or) passengers at the Company's premises or organizing such transportation by engaging other companies (sole entrepreneurs) and rendering services using special-purpose machinery or organizing rendering of such services by engaging other companies (sole entrepreneurs) under contracts with the Company's enterprises.

No.	Element	Driver	Responsible for pre-trip inspections and allowing a vehicle to start a journey	Responsible for road traffic safety	Transport company's Occupational Health & Safety Function	Transport company's director (top manager)	Severstal shop/area manager
1	2	3	4	5	6	7	8
1	Provision	-	-	Ensure that: <ul style="list-style-type: none"> - employees meet the occupation and qualification requirements set for transportation activities; - drivers have functioning PPE, equipment, tools and accessories; - vehicles are equipped with recording tachometers as appropriate; - vehicles transporting passengers (for vehicles that can seat 8 or more passengers) are equipped with video cameras and video recorders both in the passenger cabin and in the driver's cabin; - vehicles are equipped with technical means of video surveillance and video recording systems (in the direction of travel); - such vehicles as dump trucks and self-propelled hoisting machinery are equipped with sound and light alarm systems warning of lifting their body or jib arm, etc.; - vehicles used for cargo transportation are equipped with proper accessories and devices to secure the cargo; - drivers who transport passengers systematically have route plans. 	Ensure that corporate tools and best OHS practices are implemented.	Ensure that: <ul style="list-style-type: none"> - subordinate managers have all required resources for them to fulfill their OHS and road traffic safety obligations; - there shall be an OHS function at the site assuming 1 OHS expert per 100 employees; - the OHS Responsibility Matrix and the Basic Life Saving Rules are implemented in the company under their control and in other companies involved. 	Ensure that: <ul style="list-style-type: none"> - the contractor has traffic plans to move on the main roads of the Company's site (upon request); - drivers have proper handling facilities in case they are missing or malfunctioning (for the handling operation period); - drivers have portable respiratory equipment and gas analyzers before loading/unloading the vehicle in gas hazardous places (Gas Hazard Class 2); The place where the driver shall stand during handling operations shall be clearly designated.

No.	Element	Driver	Responsible for pre-trip inspections and allowing a vehicle to start a journey	Responsible for road traffic safety	Transport company's Occupational Health & Safety Function	Transport company's director (top manager)	Severstal shop/area manager
1	2	3	4	5	6	7	8
2	Organization	-	-	Organize: - drivers' work according to the road traffic safety requirements.	-	Organize: - implementation of corporate tools and best OHS practices; - implementation of accident preventing activities recommended by Severstal Organize compulsory medical check-ups and training for drivers to improve their driving skills and provide first aid to the injured in road traffic accidents.	Ensure that: - drivers and forwarders are aware of parking plans, pedestrian management plans applicable in the workshop (at the area); places where vehicles will wait for entering the loading (unloading) zone; hazardous and harmful occupational factors, protection measures; places where drivers shall stand during loading (unloading); safety requirements to be followed when vehicles enter the loading (unloading) zone; gate opening sizes; - drivers are aware of cargo arrangement and securing diagrams (when such diagrams are prepared by consignors), weight and size of the prepared cargo; - drivers have information on weight and size of the accepted cargo.
3	Direct execution	Comply with the OHS requirements set forth in guidelines, regulations and other documents to be followed. Undergo preliminary (periodic), pre-shift (pre-trip) medical check-ups. Comply with driving regulations and other road traffic safety regulations. Follow the work and rest schedule. Use necessary PPE. Provide facilities to secure the cargo in the vehicle body that are designated in the request or cargo arrangement and securing diagrams. Check whether the cargo is properly secured and arranged in the vehicle body as indicated in the cargo arrangement and securing diagram. Secure the cargo in the vehicle body as indicated in the cargo arrangement and securing diagram if it is set forth in the contract.	Ensure that the vehicle technical condition is in line with the road traffic safety legislation of the Russian Federation and do not allow operation of the vehicle when it has any malfunction prohibiting operation of the vehicle. Allow the vehicle to start a journey with a trip ticket issued.	Train and give instructions to drivers and managers in charge. Organize works with account for occupation and qualification requirements to drivers and managers in charge. Analyze causes of road traffic accidents and traffic violations relating to vehicles belonging to them. Develop and implement activities to prevent road traffic accidents and ensure their follow-up.	Assess how managers fulfill their OHS and road traffic safety obligations on a monthly basis.	Provide conditions for drivers and other motor vehicle employees who ensure road traffic safety to improve their driving skills. Ensure that vehicle owners fulfill their public indemnity insurance obligations. Be personally involved in investigating all incidents (within the area of responsibility) according to Severstal's standard requirements. Develop and take measures to eliminate incident causes. Review manager assessments, OHS proposals and take respective managerial decisions. Assess performance of the responsible for road traffic safety and OHS Department.	Assign a responsible (responsibles) for meeting the vehicle; making the driver and forwarder aware of safety requirements when they are in the workshop (at the area) and are entering the loading (unloading) zone; parking and loading (unloading) the vehicle in the workshop (at the area). Ensure that: - with account for specific nature of the production plant, develop information and requirements communicated by accompanying employees to drivers and forwarders (information and requirements to be communicated may be included into occupational safety regulations of the accompanying employee and be finalized as a dedicated ordinance or program); - document data on persons who got to know and made aware of this information in the prescribed manner. Be personally involved in investigating incidents (within the area of responsibility) according to Severstal's standard requirements. Prepare proposals for the Contractor Management Committee.

No.	Element	Driver	Responsible for pre-trip inspections and allowing a vehicle to start a journey	Responsible for road traffic safety	Transport company's Occupational Health & Safety Function	Transport company's director (top manager)	Severstal shop/area manager
1	2	3	4	5	6	7	8
4	Supervision	<p>Every shift:</p> <ul style="list-style-type: none"> - integrity of the vehicle, PPE, tools and accessories in use; - knowledge of the traffic regulations of the Russian Federation and other road traffic safety regulations, traffic plans to move along the main roads at the site; - proper arrangement and securing of cargo in the vehicle body, integrity of fasteners after the cargo is loaded and secured and during its transportation; - compliance with the work and rest schedule. 	<p>Every shift:</p> <ul style="list-style-type: none"> - make pre-trip or pre-shift inspections to check the vehicle technical condition; - ensure that drivers undergo pre-trip (pre-shift) medical check-ups; - ensure that valid approvals are available (driver's license, vehicle registration certificate, third party liability insurance policy, etc.) before starting a journey to allow the vehicle and driver to be on the road 	<p>Every shift:</p> <ul style="list-style-type: none"> - knowledge of and compliance with regulatory OHS requirements while performing works by drivers and their supervisors in charge; - allow drivers to drive vehicles according to their qualification grade; - ensure that drivers undergo compulsory medical check-ups; - ensure that drivers follow the road traffic regulations, labor regulations, vehicle operation manuals, ensure availability, compliance and proper condition of documents prescribed by the traffic regulations; - ensure that drivers comply with the work and rest schedule. 	<p>Supervision:</p> <ul style="list-style-type: none"> - implementation of OHS activities and assessment of their performance; - implementation and performance of the best OHS practices. <p>Check whether occupational health and safety requirements are complied with due to gemba visits (within the area of responsibility) - at least 3/week.</p> <p>Analyze violations identified every month (including potentially fatal ones, reoccurred violations, potentially hazardous events) and develop measures to avoid them.</p>	<p>Personally check how the OHS and road traffic safety requirements are complied with (at least twice a month).</p> <p>Personally review all identified potentially fatal violations, potentially fatal accidents and take measures to those how made such violations.</p>	<p>Follow-up:</p> <ul style="list-style-type: none"> - ensure that the vehicle is fit for securing and transportation of the specific cargo; - accessories and facilities to secure the cargo meet the safety requirements before loading and unloading; - the cargo is secured as indicated in the cargo arrangement and securing diagram; - the vehicle is placed for loading or unloading according to the parking plan applicable in the workshop (at the area).
5	Inform on problems	<p>Inform the line manager about all incidents, including injuries and ill health. Inform the line manager immediately in case the prescribed requirements cannot be fulfilled.</p> <p>Do not start working in case of violations (non-conformances) identified as part of inspections and inform the line manager if eliminating thereof is not their responsibility.</p> <p>In case of disputable (abnormal) situations that cannot ensure safe parking of the vehicle at the handling area or cannot ensure its safe loading/unloading, inform the road traffic safety responsible in the company.</p> <p>Do not transport the cargo in case the transported cargo was found out to be secured not according to the diagram or secured improperly, inform the responsible for road traffic safety of the company thereof.</p> <p>In case of traffic accidents, fulfill obligations according to the road safety regulations and immediately inform the responsible for road traffic safety in the company.</p>	<p>Inform the responsible for road traffic safety in the company about problems that cannot be solved by themselves (within their area of responsibility).</p>	<p>Take appropriate measures in due time when drivers inform about any problem (involving Severstal's representatives as well), stop any work in case of injury risks until such risks are eliminated.</p> <p>When a driver informs on any disputable (abnormal) situation that cannot ensure safe parking of the vehicle at the handling area or cannot ensure its safe loading/unloading, take a decision jointly with the responsible for safe operations at the Company's area (with an employee who is in charge thereof or assigned by order).</p> <p>If a traffic accident occurs at the Company's premises, immediately inform Severstal's dispatcher, Severstal's representative (line manager) and the top manager.</p> <p>Inform the top manager of the company about problems that cannot be solved by themselves.</p>	-	<p>Review and solve problems outlined by supervisors (involving Severstal's representatives as well).</p> <p>Inform Severstal's shop (area) manager about problems that cannot be solved by themselves.</p> <p>If a traffic accident occurs at the Company's premises, inform Severstal's dispatcher immediately.</p>	<p>Ensure that problems outlined by contractors are solved.</p> <p>In case any violations or issues are outlined by a driver, stop parking the vehicle and continue the process only after all identified violations are corrected.</p> <p>In case of disputable (abnormal) situations when safe parking of the vehicle is difficult, ensure the vehicle moving and parking upon agreement with the driver's line manager and accompanying person, under direct supervision of the responsible for safe operations at the area (under supervision of an employee who is in charge thereof or assigned by order).</p> <p>Ensure that the cargo is re-secured if the driver does not accept the cargo for transportation because it is not secured as indicated in the cargo securing diagram.</p>
6	Actions in abnormal situations	<p>In case of no response to the requests from managers, call the Hot Line and inform about the violations (non-conformances).</p>		<p>In case of violations (non-conformances), do not permit subordinate employees to work/stop works, eliminate the violations (non-conformances) (engaging Severstal's representatives as well).</p>	-	-	-

Appendix F

(mandatory)

Request No. _

for carrying PPE through check-point No. _____

« __ » __ 20__ (as needed for production purposes)

No.	Company	Full name	Employee ID	PPE	Quantity	Ground for carryover
1.						

« __ » _____
(date)

(title)

(signature)

(printed name)

Appendix G

(mandatory)

Unified requirements for checking of the availability of necessary qualifications, certifications of the contractors' employees admitted to work under work permits

1.1 Before working, **the contractor manager** shall provide the work permit issuer with a signed list of employees who will be involved in the work with data on their certifications, qualifications and knowledge checks.

1.2 Work permit issuer:

1.2.1 Using the Matrix of Requirements for Qualifications and Certifications of Employees Performing Various Hazardous Works available at the web-site shall check that the site supervisors and workers are in line with the specified requirements to certification, qualification and knowledge checks.

1.2.2 After issuing the work permit (signing and evidencing it has been issued), the issuer confirms that the site supervisors and workers have the required certifications, qualifications and have undergone the required knowledge checks. Work permits cannot be issued to workers who haven't got the required certifications, qualifications or haven't undergone the required knowledge checks.

1.2.3 The issuer provides people admitting to work with lists of site supervisors and workers (in paper or electronic form) submitted by contractors and checked by the issuer when issuing the work permit.

1.3 Job authorizer:

1.3.1 Checks whether the site supervisors and workers who have come to perform works correspond to those listed (par. 1.2.3) (whether their full names correspond to those who actually have come).

1.3.2 Employees who were not included into the list (par. 1.2.3) are admitted to work only after checking that they have the required certifications, qualifications and have undergone the required knowledge checks (checking whether certificates and reports are available and relevant using the Matrix of Requirements for Qualifications and Certifications of Employees Performing Various Hazardous Works).

1.3.3 After admitting to work (signing and evidencing about the job authorization) the job authorizer confirms that:

- employees whose certifications, qualifications, knowledge were checked by the work permit issuer are admitted to work (par. 1.2.1);
- employees who were not included into the list (par.1.2.3) have the required certifications, qualifications, and have undergone the required knowledge checks.

Appendix H

(mandatory)

Procedure for organizing and conducting occupational health and safety training and industrial safety certifications for contractors' (subcontractors') employees

1. General requirements

1.1 This Procedure sets out requirements for organizing and conducting:

- labor safety training, including Severstal's corporate requirements, as well as certification in the Unified Information Occupational Health and Safety System of the Federal Labor and Employment Department of the Russian Federation;

- industrial safety certification for contractors' (subcontractors') employees by the certification committee of the Company's enterprise using the Unified Testing Portal of the Federal Service for Environmental, Technological and Nuclear Oversight of Russia.

1.2 This service is rendered free of charge.

1.3 Following the training, a knowledge test report shall be issued and information on the training shall be entered into the Labor Safety Control software together with the scanned report within 5 working days upon completion of the training course.

1.4 In case contractor employees get unsatisfactory grades after training in one of the training programs, the contractor's manager is responsible for the employee suspension.

1.5 If the contractor's employee gets 1 or 2 unsatisfactory grades after training the coach of the Company's enterprise shall inform the contractor about the knowledge test results of such employee by e-mail (the e-mail shall be specified when the employee registers for the training course at the Allforms platform). If the contractor's employee gets three unsatisfactory grades the coach of the Company's enterprise shall inform the contractor and Contractor Management Committee which will address the matter of limiting access to the Company's premises for such employee.

2. Labor safety training procedure

2.1. There are six labor safety training programs, including training in Severstal's corporate occupational safety requirements, for contractors' (subcontractors') employees.

Training programs available for the Company's specific enterprise are determined by order of the HSE director of the Company's enterprise.

Typical programs and qualifications to be closed in the Labor Safety Control software are given in Appendix 1. Topic-related training plans are given in Appendix 2.

2.1.1. Comprehensive labor safety training program (46b, 46v, First Aid, PPE and WP).

Training courses may be taken by contractors' managers and specialists participating in the organization of works and ensuring their safe performance as well as supervising over safe performance of works by contractors.

This training program is mandatory for employees who shall undergo an unscheduled labor safety knowledge assessment.

This training is in-person training. Employees will practice received skills using real-life cases and simulators and take oral exams answering examination questions.

The duration is 40 hours. Training frequency: once every 3 years.

A test report is issued based on training results. Employees who have completed the First Aid training course receive the I can render first aid badge and methodological instructions.

Training results are entered into the Employee Training Register of the Federal Labor and Employment Service.

2.1.2. Mandatory labor safety training for foremen (team leaders) involved as supervisors to perform hazardous works.

This training shall be conducted before involving foremen (team leaders) as supervisors and then at least once every three years.

This training is in-person training. Employees will practice received skills using real-life cases and take oral exams answering examination questions.

The duration is 24 hours. Training frequency: once every 3 years.

A test report is issued based on training results.

Training results are entered into the Employee Training Register of the Federal Labor and Employment Service.

2.1.3. Mandatory corporate occupational safety requirements training for line managers.

This training course is mandatory for all contractors' managers and specialists participating in the organization of works and ensuring their safe performance as well as supervising over safe performance of works by contractors.

They shall complete training within 60 days since they started working at the Company's enterprise premises, after assignment, and then at least once every three years.

This training is in-person training. Employees will practice received skills using real-life cases and take oral exams answering examination questions.

The duration is 16 hours. Training frequency: once every 3 years.

A test report is issued based on training results.

2.1.4. Rules of rendering first aid to the injured and applying (using) personal protective equipment.

Training under this program is voluntary. The number of training teams is determined by the Company's enterprise employee (coach).

This training is in-person training. Employees will practice received skills using simulators and take a test to check their knowledge.

The duration is 8 hours. Training frequency: once every 3 years.

After training, a training report is issued and employees receive the I can render first aid badge and methodological instructions.

Training results are entered into the Employee Training Register of the Federal Labor and Employment Service.

2.1.5 See & Act and See in a New Way training programs. A training assignment for the contractor's employees is accepted by the company director. The number of training teams is determined by the Company's enterprise employee (coach).

2.2. Employees shall register for the above training programs using the Allforms platform. An updated QR code and link will be e-mailed by the Company's enterprise employee (coach) to the contractor's (subcontractor's) representative on a monthly basis.

3. Procedure for organizing and conducting industrial safety certification

3.1 Industrial safety certification is performed using technical means of the Company's enterprise.

3.2 The certification shall be performed in line with the requirements of the Unified Testing Portal of the Federal Service for Environmental, Technological and Nuclear Oversight of Russia:

- cryptographic security of communication channels shall be ensured;
- a photo and video system is in place to monitor the certification process.

3.3 Industrial safety certification by the certification committee of the Company's enterprise is only possible for the industrial safety areas typical for the Company's enterprise operations. Areas available for certification are listed in Appendix 3.

3.4 The industrial safety certification is conducted by the certification committee of the Company's enterprise based on a request issued according to Appendix 4 and signed by the contractor's (subcontractor's) director. The signed request shall be forwarded to the certification committee of the Company's enterprise at least 14 working days before the expected certification date.

3.5 A consent to personal data processing shall be attached to the certification request for each contractor's employee mentioned in the certification request. The form of consent to personal data processing is given in Appendix 5.

3.6 After receiving the industrial safety certification request the secretary of the certification committee of the Company's enterprise shall ensure the following within 1 working day:

- connection (if necessary and technically possible) to preliminary tests in the Pre-shift Examiner software;
- registration of the employee to be certified at the Unified Testing Portal of the Federal Service for Environmental, Technological and Nuclear Oversight of Russia;
- inform the employee of the certification date and time to the e-mail indicated in the request (the template is given in Appendix 6 hereto).

3.7 On the certification day, the secretary of the certification committee of the Company's enterprise shall provide methodological assistance to the employee to be certified in using the Unified Testing Portal of the Federal Service for Environmental, Technological and Nuclear Oversight of Russia (except for helping to choose the correct answers on the test questions).

If the employee is late for the certification for more than 15 minutes, the secretary of the certification committee of the Company's enterprise is entitled to deny the employee undergoing certification and shall immediately inform the contractor's (subcontractor's) director and/or contract person mentioned in the request.

If the employee does not come to undergo certification without a preliminary notice (to be provided at least 1 working day before the certification), the secretary of the certification committee of the Company's

enterprise shall inform the contractor's (subcontractor's) director and/or contract person mentioned in the request.

3.8 Upon completion of the certification, the secretary of the certification committee of the Company's enterprise shall forward an extract from the industrial safety certification report to the contractor's (subcontractor's) director within three days.

Appendix 1 to the Procedure for organizing and conducting occupational health and safety training and industrial safety certification for contractors' (subcontractors') employees

Programs and qualifications to be closed in the Labor Safety Control system

Training program	Qualification in the Labor Safety Control system
Comprehensive labor safety training program (46b, 46v, First Aid, PPE and WP)	Comprehensive labor safety for managers, specialists, clerks (Severstal)*
Labor safety training program for foremen (team leaders)	Labor safety for foremen (Severstal)*
Corporate OHS requirements training for line managers	Corporate OHS requirements
Rules of rendering first aid to the injured and applying (using) personal protective equipment	First Aid+PPE (Severstal)
Industrial safety certification (scopes are described in Appendix 2)	Industrial safety certification "code" (Severstal)
See & Act	See & Act (for workers)
See in a New Way	See in a New Way (for managers, specialists, clerks)

*In addition to the above qualification, information on mandatory labor safety training according to the training program and Decree of the Government of the Russian Federation No.2464 will be also entered into the Labor Safety Control software.

Topic-based labor safety training plans for contractors' (subcontractors') employees

Program 1: Comprehensive labor safety training program

Day	Sphere	Topic*	Duration, hour
Day 1	46b Risks	Safety culture. Injuries in the contractors' environment	1.5
		Notions of hazardous production factor, harmful occupational factor, hazard, risk, occupational risk. Basic life-saving rules. Assessment of occupational risk levels for identified hazards	1.5
		Development of occupational risk mitigation activities. Hierarchy of occupational risk control measures	1
		Personal protective equipment used to protect from harmful occupational factors and hazardous production factors (theory)	1
		Lockout/tagout and interlock systems	1
		Working with the Labor Safety Control software	2
Day 2	WP	Hazardous work organization. Work permit system	8
Day 3	46v	Safe work methods and practices for hand tools	1
		Safe methods and practices for hot works	2
		Safe methods and practices for fire works	
		Safe methods and practices for civil works, including painting works. Safety requirements for painting works	1
		Safe work methods and practices for repair, installation and dismantling of buildings and structures	
		Safe methods and practices for earthworks	1
		Safe methods and practices for works in enclosed and confined spaces	1
		Safe methods and practices for works associated with lifting equipment operation. Safety requirements for handling operations	2
Day 4	46v	Safe methods and practices for works at height	2
		Safe methods and practices for works associated with operation of overpressure vessels	1
		Safe methods and practices for gas hazardous works	1
		Usage (application) of personal protective equipment (portable breathing devices, gas respirator, harness). Drill	1
		Actions to be taken in case of an accident and an emergency	1
		Preparation for knowledge tests. Answers to questions	2
Day 5	First Aid + knowledge test	Rendering first aid to the injured at a production site	4
		Knowledge test	4

*46v training topics may vary depending on work specifics at the Company's enterprise

Program 2: Labor safety training program for foremen (team leaders)

Day	Sphere	Topic*	Duration, hours
Day 1	46b Risks + corporate requirements	Safety culture. Injuries in the contractors' environment	1.5
		Notions of hazardous production factor, harmful occupational factor, hazard, risk, occupational risk. Basic life-saving rules. Assessment of occupational risk levels for identified hazards	1.5
		Development of occupational risk mitigation activities. Hierarchy of occupational risk control measures.	1
		Corporate requirements	2
		Labor Safety Control software	2
Day 2	WP + 46v	Hazardous work organization. Work permit system	4
		Safe work methods and practices for hand tools	0.5
		Safe methods and practices for hot works	1.5
		Safe methods and practices for fire works	
		Safe methods and practices for civil works, including painting works. Safety requirements for painting works	1
		Safe work methods and practices for repair, installation and dismantling of buildings and structures	
		Safe methods and practices for works associated with lifting equipment operation. Safety requirements for handling operations	1

3 day	46v + knowledge test	Safe methods and practices for earthworks	0.5
		Safe methods and practices for works in enclosed and confined spaces	0.5
		Safe methods and practices for works at height	2
		Safe methods and practices for works associated with operation of overpressure vessels	1
		Safe methods and practices for gas hazardous works	1
		Knowledge test	3

*46v training topics may vary depending on work specifics at the Company's enterprise

Program 3: Corporate OHS requirements training for line managers

Day	Topic	Duration, hours
Day 1	Safety culture. Injuries in the contractors' environment	1.5
	Notions of hazardous production factor, harmful occupational factor, hazard, risk, occupational risk. Basic life-saving rules	1
	In-process inspection and hierarchy of occupational risk control measures	1.5
	Corporate requirements	2
	Labor Safety Control software	2
Day 2	Hazardous works organization. Work permit system	4
	Frame tool	2
	Knowledge test	2

Program 4: Rules of rendering first aid to the injured and applying (using) personal protective equipment

Sphere	Topic	Duration, hours
First aid*	Procedural and legal aspects of first aid	0.5
	First aid in case of unconsciousness, respiratory arrest and blood circulation failure	1.5
	First aid in case of external hemorrhage and injuries	1
	First aid in other cases	1
PPE	Personal protective equipment. Procedure for providing PPE to employees	1
	Respiratory protection equipment Practice in using filter-type RPE: civil full-face respirators Practice in using isolation-type RPE: isolating portable self-rescuer device PDU 5K	1.5
	Personal protective equipment to protect from falling from height Practice in harness wearing Practice in rejecting PPE preventing from falling from height	1.5

*The precondition for the practical part is the First Aid to the Injured training course in the e-learning system

Program 5: See & Act

Topic	Duration, hours
Challenges, current situation in OHS, accident statistics	0.5
Safety culture	0.3
Searching for hazards	0.5
Actions in case of emergency	0.7
Designation of BLSR	0.25
Knowledge test	0.25

Program 6: See in a New Way

Topic	Duration, hours
Challenges, current situation in OHS, accident statistics	1
Safety culture	1
Leadership in safety	1
Terms related to the risk-oriented approach	1
Communication with employees	0.5
Frame tool	2
Knowledge test	0.5

Industrial safety areas* available for certification by the certification committee of the Company's enterprises

Code	Scope of certification
A.1	Industrial safety basis
B.1.1	Operation of chemically hazardous production facilities
B.1.12	Chemically hazardous production facilities associated with the production, use, processing, generation, storage, transportation, disposal of inorganic liquid acids and alkalis
B.1.13	Chemically hazardous production facilities associated with the production, use, processing, generation, storage, transportation, disposal of inorganic paints
B.1.14	Chemically hazardous production facilities associated with the production, use, processing, generation, storage, transportation, disposal of yellow phosphorus, phosphorus pentasulfide, zinc phosphide, thermal phosphoric acid, and other inorganic phosphorus compounds, in the production of which elemental phosphorus is used as one of the components of the raw materials
B.3.1	Foundry production of ferrous and non-ferrous metals
B.3.3	Coke plant
B.3.6	Ironmaking and steelmaking
B.3.8	Integrated steelmaking plant
B.3.9	Design, construction, reconstruction, overhaul of steelmaking facilities
B.4.1	Mineral enrichment
B.4.3	Open-pit mining of mineral deposits
B.6.1	Mine surveying support for safe mining operations when performing works related to the use of subsoil and their design
B.6.4	Mine surveying support for safe mining operations during open-pit mining of mineral deposits
B.7.1	Operation (including maintenance, diagnostics, regular repair) of gas distribution and gas consumption networks
B.7.5	Design, construction, reconstruction, upgrading and overhaul of gas distribution and gas consumption networks
B.8.1	Operation of hazardous production facilities that use boilers (steam, hot water, electric boilers as well as boilers that use organic and inorganic heat carriers)
B.8.2	Operation of hazardous production facilities that use steam and hot water pipelines
B.8.3	Operation of hazardous production facilities that use overpressure vessels
B.8.6	Design, construction, reconstruction, overhaul and upgrading of hazardous production facilities, manufacture, installation (dismantling), maintenance and repair (reconstruction) by means of welding and adjustment of equipment operating under excessive pressure used at hazardous production facilities
B.8.7	Filling, technical inspection and repair of cylinders for storage and transportation of compressed, liquefied and dissolved gases under pressure used at hazardous production facilities
B.9.3	Operation of hazardous production facilities that use lifting equipment
B.9.4	Design, construction, reconstruction, re-equipment, overhaul, preservation, removal of hazardous production facilities using lifting facilities
B.9.5	Installation, adjustment, maintenance, repair, reconstruction or upgrading of lifting equipment used at hazardous production facilities
B.10.1	Transportation of hazardous substances by rail
B.10.2	Transportation of hazardous substances by road
B.12.2	Open-pit blasting and special blasting operations
B.1	Hydraulic structures at production facilities
D.1.1	Electrical unit operation
D.2.1	Thermal power plant operation
D.2.2	Electric grid operation
A.1	Industrial safety basis
B.1.1	Operation of chemically hazardous production facilities
B.1.12	Chemically hazardous production facilities associated with the production, use, processing, generation, storage, transportation, disposal of inorganic liquid acids and alkalis
B.1.13	Chemically hazardous production facilities associated with the production, use, processing, generation, storage, transportation, disposal of inorganic paints

*The certification areas available for certification using the Unified Testing Portal at a specific enterprise of the Company are specified by the secretary of the certification committee of the enterprise

Industrial safety certification application form

To the Chairman of the Certification Committee of the Company's enterprise

from _____
(company's manager title)

(company name)

(number of contract with PAO Severstal)

The following employees are sent for the certification by the PAO Severstal certification committee:

Item	Full name	Date of birth	Position	Company name	Necessary certification areas (to be specified)	Preparation using the Pre-shift Examiner system (yes/no)

Expected certification period _____
(date / period)

E-mail to inform on the date and time of certification _____
(please specify e-mail)

Phone number and full name of contact person _____

I guarantee that the employees will be available for the certification.

(position) (signature) (full name)

Consent for Personal Data Processing

I, _____
full name, title, company name

(identification document, details on the number and date of issue of the mentioned document as well as on the issuing authority)

(residential address indicated in the passport)

in accordance with Article 9 of the Federal Law on Personal Data No.152 as of July 27, 2006, hereby express my consent to the processing of my personal data by the operator – *For example, PAO Severstal, legal address: 30, Mira street, Cherepovets, Vologda region, Russian Federation 162608* (hereinafter referred to as the Operator) on the following terms and conditions:

1. The Operator is entitled to process my personal data either automatically or without any automation means (collect, record, systematize, accumulate, store, clarify (update, modify), extract, use, distribute, anonymize, block, delete, destroy) both in hard and electronic form.
2. Personal data for the processing of which this consent is given: last name, first name, patronymic name, date of birth, company name, position, details of identity document, residential address, contact telephone number, e-mail.
3. The operator is entitled to process my personal data for the purpose of industrial safety certification.
4. I agree to the communication of my personal data to the Unified Testing Portal of the Federal Service for Environmental, Technological and Nuclear Oversight of Russia used for conducting the industrial safety certification.
5. I also agree to the communication of my personal data to AO Severstal Infocom (123A, Lenin street, Cherepovets) for the purpose of technical support.
6. This consent is valid for 1 year.
7. The condition for the Operator to stop processing the personal data is the expiration of the period specified in this consent or the Operator's receipt of my written revocation of this consent (this consent is revoked by drawing up a dedicated written document which can be sent by me to the Operator by registered mail with a return receipt or delivered in hand to a representative of the Operator against acknowledgment). The Company shall stop processing my personal data and destroy it within the period not exceeding 30 days after receipt of the above mentioned revocation.

_____/_____
(Signature) (Full name)

« ____ » _____ 20__.

Industrial safety certification communication form

The following employees shall take part in the certification by the certification committee of the Company's enterprise:

Item	Full name	Date of birth	Position	Company name	Necessary certification areas (to be specified)	Date and time of certification

Place of certification _____

Please come strictly at the scheduled time.

Employees shall have personal passes and passports (or other identity documents) with them.

If you are unavailable for the certification on the scheduled date and time, please notify thereof by e-mail no later than 1 working day before _____.

Secretary of the Certification Committee of the Company's enterprise

Full name

Contact phone

Appendix I
(mandatory)

Checklist
Compliance with the established requirements to mobile buildings, structures (construction trailers)

Construction trailer owner (shop, area, subdivision, company): _____

Premises owner (shop, area, subdivision, company): _____

Facility to be inspected (assessed): _____

Item	Requirements	Compliance with requirements (yes / no)	Non-conformities (to be specified)
1	<p>There is a permit allowing the trailer to be located on site issued according to the specific format and including the following information:</p> <ul style="list-style-type: none"> - company, subdivision - owner; - trailer identification number; - responsible persons (for technical condition, safe operation) and their phone numbers. 		
2	<p>The construction trailer is located pursuant to the applicable requirements:</p> <ul style="list-style-type: none"> - not under pipelines, trestles; - not on wells, heating and power supply routes, in gas hazardous places, in fire separation clearances; - not in clearances for vehicle movement (not closer than 1.5 m from curbs or roadside); - not closer than 1.5 m from parking lots; - not closer than 3.5 m from the railway track centerline (for railway tracks used for transporting molten metal - closer than 10 m); - not in the protection zone of overhead power lines (up to 1 kV - 2 m; 1-20 kV - 10 m; 35 kV - 15 m; 110 kV - 20 m; 220 kV - 25 m); closer than 5 m from transmission line towers (regardless of voltage); - not closer than 15 m to pipelines, pipeline trestles, office and amenity buildings and structures (applies to office and amenity trailers manufactured using flammable materials or intended for storing flammable materials). 		
3	<p>The construction trailer has access for fire-fighting machinery.</p>		
4	<p>The construction trailer is manufactured according to the design which includes:</p> <ul style="list-style-type: none"> - application, - power supply diagram with account for lighting, heating devices, other electrical appliances, protective equipment, tripping relays, electricity meters and connections to the electrical network. 		

Item	Requirements	Compliance with requirements (yes / no)	Non-conformities (to be specified)
5	<p>The construction trailer has a data sheet (with appendices) including the following information:</p> <ul style="list-style-type: none"> – owner; – application; – identification number; – dimensions and weight; – material; – title and full name of responsible for technical condition and safe operation; – interior plan; – power supply diagram including power input; – slinging scheme (except for wheeled trailers); – note of trailer contents; – location plan on the subdivision (company) site; – manufacturer's documents for electric heaters; – resistance measurement report for the construction trailer grounding connection; – insulation resistance measurement report for the cable line feeding the construction trailer. 		
6	<p>The construction trailer has the GROUNDING sign in the place of connection of the external grounding circuit.</p>		
7	<p>There is a slinging scheme on the construction trailer (except for wheeled trailers). A wheeled construction trailer shall have an operable towing attachment.</p>		
8	<p>The construction trailer:</p> <ul style="list-style-type: none"> – has emergency fire-fighting equipment; – its type and quantity correspond to the regulatory requirements; – emergency fire-fighting equipment is well visible, easily accessible and has safety signs. 		
9	<p>Construction trailers used to store gas cylinders are made of non-combustible materials and have natural ventilation and natural lighting. They are located not closer than 20 m from construction trailers and other office and amenity buildings and structures.</p>		
10	<p>No pipelines with flammable gas, air separation products or steam go into the construction trailer.</p>		
11	<p>A dry chemical powder fire extinguishing module must be installed in each trailer which is connected to the electric power supply network.</p>		
12	<p>The trailer electrical equipment corresponds to the electrical safety requirements:</p>		

Item	Requirements	Compliance with requirements (yes / no)	Non-conformities (to be specified)
	<ul style="list-style-type: none"> - wires and cables have no visible insulation or thermal damages; - sockets, switches and other electric fittings are not damaged; - no homemade electrical receivers are used; - lamps with caps are used. 		
13	<p>Electric heaters:</p> <ul style="list-style-type: none"> - have well functioning thermal protection devices (thermostats) according to the design; - may be switched off in case of overheating (thermal protection, thermal fuse, thermal relay); - Class 1 devices (according to the method of protection against electric shock) are connected to the electrical network protected by a differential circuit breaker or a residual current device; - Class 1 devices are connected to a three-wire (with a protective PE conductor) electrical network. 		

The assessment was carried out by a representative of the trailer owner:

(title)

(full name)

(signature)

(date)