

APPROVED
by RusChemAlliance Order
No. PXA-Π/209 dated 29.12.2022

REGULATIONS
on access arrangement to the territory and the facilities of the Gas Processing
Complex within Ust-Luga Ethane-rich Gas Processing Cluster
Amendment No.1 (Order No. PXA-Π/91 dated July 18, 2023)

St. Petersburg

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1. General

1.1. Regulations on access arrangement to the territory and the facilities of the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster (hereinafter - the Regulations) sets out the access arrangement requirements for the contractors/subcontractors and other legal entities regardless the property forms or incorporation forms and individuals to the GPC construction site, infrastructure auxiliary facilities, territory at the distance of 50 meters adjacent to the land allotment, as well as the Contractor's temporary site facility areas (hereinafter - the Territory) and determine the rules for access arrangement and intrasite regime at the Territory.

1.2. The Regulations cover the GPC entire construction, commissioning periods and shall be observed by all the contractors/subcontractors, other legal entities, visitors, individuals, located at and/or involved in the Project works.

2. Terms, definitions and acronyms *(as revised by Amendment No.1)*

The following terms, definitions and acronyms are used in the Regulations:

Unlawful intervention act is an illegal act (act of omission), including a terrorist attack or an attempt to commit an attack threatening the safe operation of the Facility and Territory, which entails the injury to life and health of people, damage or destruction of the property or poses a threat that such consequences may occur.

Badge office is the business unit, which accepts, records and keeps the pass forms, registrates, issues, re-registrates and replaces the passes, and cancels the passes as well.

Intrasite regime is a set of actions aimed at implementing Territory and Facility established rules and procedures ensuring the efficiency of the Company, safety of material assets, arrangement of special regime in restricted access locations/premises.

GPC, Project is the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster.

Contract is an agreement between two or more parties, as contemplated wherein the Contractor undertakes to render the services (perform certain actions or carry out specific activities) as per the Owner's assignment, whereas the Owner undertakes to pay these services off.

Pass is an authorization to pass (drive) to the Territory and (or) the Facility.

Owner is RusChemAlliance LLC.

Non-resident is an individual being not a Russian citizen and having evidences of a foreign state citizenship (partiality).

E&T is the engineers and technicians.

Checkpoint is a specially equipped point for individuals or vehicles to pass, import and export (remove and exit) the material assets as per the appropriate procedure.

Apatride is an individual being not a Russian citizen and having no evidences of a foreign state citizenship (partiality).

Nominated private security contractor is a single-source subcontractor, which ensures the security of the Project construction facilities.

Personal data processing is an action (operation) or their combination performed with or without the use of automated tools with the personal data, including data acquisition, recording, systematization, accumulation, storing, clarification (update, modification), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destroying.

Facility is a building, structure, unit, located at the Territory to be secured (protected) from the unlawful intervention act.

Inspection is an external visual inspection using technical testing means (inspection mirrors, metal detectors) not related to the forced breaking (opening) of a vehicle (its cargo compartments) and damage of cargo and goods / personal belongings packing integrity.

HSE means labor safety, industrial safety and fire safety, environmental protection.

Contractor is a counter-party rendering services / performing the Project works under the Contract.

Visitor is an individual, who's purpose to visit the Territory is to take part in the construction operations, including engineering surveys, construction and commissioning works.

LE is a Lifting equipment;

Pass is a formal identity document including in the electronic systems of different levels and purposes for the entrance (exit), ingress (egress) and stay at the Territory and (or) the Facility as well as for the import (export) of material assets.

Access regime is a combination of actions and rules eliminating the possibility of unauthorized persons entry, import (export) of the material assets and ensuring safety of material assets and internal documents, limiting the persons visiting the secured Facility and the Territory, as well as adherence by the persons being on the Territory and the Facilities to the intrasite regime.

Security officer is an employee of a private security company, which a contract for the rendering of security services has been concluded with.

Regulations is the regulations on access arrangement to the construction facilities of the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster

ACS is an access control system, which means a combination of access monitoring and control means, having technical, informational and operational compatibility and aimed at the controlling and authorizing the persons to the Facility (premises).

EDMS is an electronic data management system.

PPE is a personal protective equipment.

Territory is the GPC construction site, infrastructure auxiliary facilities, land allotment adjacent area at the distance of 50 metres, as well as temporary site facilities.

MA is material assets.

Vehicle, for the purposes of the Regulations, is cars, buses, motor bikes, quad-bikes, mopeds, tractors, self-propelled road construction equipment and other self-propelled machinery.

Vehicle is a vehicle.

Security Contractor or **Private Security Contractor (PSC)** is a company incorporated respectively for rendering security services, registered according to the law and having a license for security activities.

Emergency, Emergency situation is a circumstance on a certain territory that has developed as a result of the accident, hazardous natural phenomenon, disaster, spread of a disease dangerous to people around, a natural or other disaster that may or have caused human toll, damage to human health or environment, significant material losses and deterioration of human-being living conditions.

Checklist is an HSE compliance checklist.

EAC, electronic access card is an element of access control system intended to grant access for an individual to the facility (premises) via electronic security gates.

Works means supply of materials/equipment, construction and installation, commissioning, early (preparatory), special and other associated services and activities, elimination of Deficiencies, security services, all other actions and activities which shall be

performed, delivered and undertaken by the Contractor under the Contract, in particular including those not directly mentioned in the Contract, but required for the full performance of Works under contracts entered into in favor of the Owner.

Deficiencies means any defects, deviations, errors in Works occurred due to any causes including the materials or quality of the Works, and deviations of the Works from the Contract requirements, Russian Legislation, including the requirements to the Works quality.

3. Regulatory documentation

The Regulations have been developed pursuant to the regulatory documentation as follows, but not limited to it:

- Labour Code of the Russian Federation No. 197-FZ dated 30.12.2001;
- Federal Law No. 116-FZ «On Industrial Safety of Hazardous Production Facilities» dated 21.07.1997;
- Federal Law No. 7-FZ «On Environmental Protection» dated 10.01.2002;
- Federal Law No. 69-FZ «On Fire Safety» dated 21.12.1994;
- Federal Law No. 196-FZ «On Road Traffic Safety» dated 10.12.1995;
- Federal Law No. 68-FZ «On Protection of the Population and Territories against Natural and Man-made Emergencies» dated 21.12.1994;
- Federal Law No. 52-FZ «On Sanitary and Epidemiologic Well-Being of the Population» dated 30.03.1999;
- Federal Law No. 256-FZ «On Safety of Fuel and Energy Complex Facilities» dated 21.07.2011;
- Federal Law No. 230-FZ «Amendments to Federal Law "On Safety of Fuel and Energy Complex Facilities" and separate enactments of the Russian Federations» dated 28.06.2022;
- Federal Law No. 35-FZ «On Antiterrorism» dated 06.03.2006;
- Federal Law No. 2487-1 «On Private Detective and Security Activity in the Russian Federation» dated 11.03.1992.
- Federal law No. 152-FZ «On Personal Data» dated 27.07.2006.

4. General

4.1. All the persons, visiting the Territory and the Facility shall know and comply with access and intrasite regime procedures, the Russian Legislation in HSE as well as the Regulations on site works execution (developed by the Owner), Regulations on the parties interaction regarding labor protection, industrial and fire safety, environment protection (developed by the Owner), approved regimes and the personnel and vehicle traffic diagrams on the Territory.

4.2. Being guided by the Russian Legislation, bylaws, requirements of the Regulations, the Contractor shall develop, review and approve the instruction on access and intrasite regime at the Territory and the Facility (hereinafter - the Instruction) with a Nominated security contractor within 10 days once the Territory handover certificate is signed off.

4.3. The Instruction is the main administrative document aimed at ensuring Project facilities security and protection, which sets out the requirements to ensure access and intrasite regime to be mandatorily observed by all the Territory visitors.

4.4. The Instruction determines the procedure arranged by the combination of rules and activities eliminating the possibility of uncontrolled access (exit) of persons, ingress (egress) of vehicles, import (bring in), export (move out) of property, material assets to and from the

secured facility as well as familiarization of the secured facility personnel and visitors with the rules and actions to be observed by the persons located at the secured facility territory, in accordance with the Contractor's requirements.

4.5. The Instruction for Territory and the Facilities, approved by the Contractor cannot contradict with the rules and requirements of the Regulations and shall specify in details the actions of subjects to follow the access and intrasite regime, which is the Territory and (or) the Facility specific.

4.6. The Contractor shall supervise the arrangement and control the access and intrasite regime at the Territory and (or) the Facility is observed beginning from the moment, when the Territory handover certificate has been signed.

4.7. Access and intrasite regimes are the integral part of the security system/protection and shall include:

- arrangement of Checkpoint work at entrances (exits) and ingresses (egresses) to (from) the Territory (and) the Facility;
- arrangement of badge office work;
- issue of permanent, temporary, single-use passes and material manifests;
- arrangement of recording, issue, return and destruction of passes;
- determination of the list of items prohibited for import and ingress to the Territory and (or) the Facility;

4.8. Security system is an arranged and duly approved management decision taken by the Contractor and the Owner to apply security and protection forces and means to protect construction site and GPC facilities, which determines the number and the location of security stations, their functions and aims.

4.8.1. Security system shall be arranged and incorporated based on the reasonable sufficiency principle with regards to security forces and means to ensure safety, security and protection GPC energy complex facilities being built (considering the construction schedule).

4.8.2. Security system shall be documented and represented as the plan to ensure security and protection of the Territory and (or) Facility, followed by mandatory attachment of the following documents:

- text document (background statement) on taking the decision to arrange and ensure security (protection) for the construction site during the construction and commissioning;
- site facilities security layout, which reflects the locations of the security stations, checkpoints, rapid response teams, patrols and their traffic routes as well as facility boundaries and the main technical security equipment.

4.8.3. Security system shall be developed by the Contractor, and approved by the Owner within 30 business days, once the Territory handover certificate is signed, and shall then be communicated to the security contractor within 7 (seven) business days before the service rendering commence.

4.9. The Contractor shall enter into Agreement with the nominated security contractor to make sure access and intrasite regime on the Territory and Facilities is arranged.

4.10. In case when the Owner envisages the division of the Territory into several sites (work areas, without Territory physical separation) followed by work areas handover to the different Contractors, each Contractor shall undertake the obligations to enter into an Agreement with the Nominated security company performing the security activities and/or arrangement of access to the Territory and the Facility.

4.11. The Contractor shall be promotive of de-escalating the conflicts and immediately inform the Owner on any cases of injuries, threats and aggressive/hostile

behavior entailing reasonable apprehension of harassments.

4.12. The Security contractor employees shall be located at the Territory and the Facilities on a round-the-clock basis, ensure the security of the protected facility property, maintain the established access and intrasite regime, monitor the situation on the secured Territory and the Facility and near it to prevent illegal actions.

4.13. The Security contractor employees shall adhere to the principles of respect for the rights of those persons located at the Territory and the local communities as well as the prevent from aggression and the abusive application of force and riot control weapons.

4.14. The actions of private security contractor employees shall comply with the requirements of Article 16, Law No. 2487-1 «Private Detective and Security Activity in the Russian Federation» dated 11.03.1992.

4.15. Persons and vehicles shall be authorized to access the Territory and the Facility via Checkpoint based on the pass or the list, verified by the Contractor's authorized representative. The Contractor shall provide the authorized representatives list to the Security Contractor.

4.16. The authorized representatives of federal executive bodies arriving to the Territory and the Facilities are allowed to the construction areas to perform their duties and responsibilities based on the official ID and resolutions, tasks, orders, instructions, business trip permits escorted by the Contractor's or the Owner's representatives without application (request) and issue of single-use passes.

4.17. Fire and rescue crews, emergency-rescue teams, search and rescue services, ambulances arrived, shall be allowed to the Territory and (or) the Facility without arrangement of application (request) of single-use pass, in order to eliminate fires, accidents and other man-made or natural emergencies as well as evacuate victims and seriously ill persons.

5. Requirements to legal entity to be allowed to the Territory

5.1. Legal entities (Entrepreneurs), who's employees arrive to the Territory to perform the construction operations, including engineering surveys, construction works, commissioning works, shall comply with the assessment criterias, specified within the Checklist as the HSE requirements to be complied with (Attachment No. 1).

6. Approval procedure to arrange access to the Territory

6.1. Legal entity shall provide the Contractor with the materials confirming its compliance with the assessment criteria, specified in the Checklist.

6.2. The Contractor shall review the information provided by the legal entity as per the Checklist and the Regulations and assess the level of legal entity compliance with the HSE requirements (hereinafter - the Requirements) to make the final decision to allow it for works on the Territory.

6.3. If the Entity meets the requirements, the Contractor shall conduct the HSE induction, emergency response induction, followed by granting the legal entity a written authorization to the Territory and (or) the Facility (hereinafter - the Authorization) (Attachment No. 2) attaching the Checklist as well as the copy of Site works procedure (developed by the Owner), information on the approved regimes and diagrams for personnel & vehicle traffic on the Territory. The Contractor shall send the Copy of the Checklist filled in to the Owner's Industrial Safety Department (HSE@baltlng.ru). The Owner and Construction Supervision Entity under the Contract with the Owner is entitled to verify the information stated in the Checklist signed by the Contractor.

6.4. The Owner and the Construction Supervision Entity under the Contract with the Owner is entitled to independently assess the legal entity for the compliance with the Requirements to make the decision to allow the legal entity for works.

7. Visitors authorization procedure

7.1. No later than 7 (seven) calendar days before the Territory visit (*with no construction operations*) the Visitor shall submit an official letter to the Owner or the Contractor (hereinafter - the Visitors arrival letter), specifying the following data:

- visit purpose;
- visit area;
- visit dates;
- visitors data (surname, initials, position);
- list of documentation and other information required to achieve the visit purposes.

7.2. When the Owner obtains the Visitors arrival letter, it shall be registered in EDMS and sent to the Owner's addressee, the Head of Industrial Safety Department.

7.3. The addressee, who obtained the Visitors arrival letter in EDMS shall make:

- a notification to the Contractor on Visitors arrival to the Territory, transferred to the Contractor no later than 3 (three) calendar days before the visit to the Territory for further interaction;
- a request for issue of personal protective coveralls, safety boots and other personal protective equipment no later than 3 (three) calendar days before the visit to the Territory;
- an e-mail with the Visitors arrival letter and the information on the visitors (in case the Visitors arrival letter does not include such data), specified in clause 7.1, to the Head of the Owner's Industrial Safety Department in order to arrange a labor safety induction, no later than 2 (two) days before the visit to the Territory;
- a request to issue the Visitor's pass to be done as per the provisions of section 10 (Instruction).

7.4. Once the Contractor received the Visitors arrival letter, the Contractor shall arrange the HSE induction for the visitors and make sure the Visitors are issued with the PPE to be used on the Territory, and familiarized them with the Instruction and issue the passes.

8. The requirements to individuals authorized to the Territory

8.1. The persons authorized to the Territory and (or) the Facility, shall:

8.1.1. Pass the Contractor's HSE induction, emergency response induction, familiarize with Construction works procedure, Regulations on parties interaction regarding HSE requirements implementation, have the qualification certificates with them confirming the training and authorization to work independently is obtained for the discipline, as well as the certificates for labor protection knowledge check (safe work practices), industrial safety, fire safety and environmental protection, first aid for victims suffered and injured at production site (hereinafter - the Qualification certificates), shall have the supporting documents on mandatory preliminary (periodical) medical examination, mandatory psychiatric examination, trip tickets with records of mandatory pre- and post-trip medical examination, work permit for the foreign citizens to work in the Russian Federation.

8.1.2. Be provided with PPE (minimum set includes the special coveralls, safety boots, safety helmet with a chin-strap, safety glasses) with the entity logo.

8.1.3. Shall read and understand the intrasite and access regime instruction, as well as information on the approved regime and diagram for personnel & equipment traffic on the

Territory.

8.1.4. Provide the Security employee with the identification document (Id) or its copy to verify. The visitors who refused to provide the ID documents are not allowed to the secured facility.

9. The requirements to the vehicles authorized to the Territory

9.1. All the vehicles and special equipment used at the Territory shall be fully suitable for operations and maintained by the legal entity in the condition ensuring its safety, in addition they shall be equipped with servicable seat belts, have a first aid kit and fire extinguisher, get timely service that ensures safety of their operation as per the manufacturer's requirements and the requirements of the current Russian Legislation.

9.2. Authorization of personnel on its own light-duty vehicle to the Territory (as well as ingress of personal vehicle to the Territory) is prohibited.

9.3. When entering the Territory the driver (machinery operator) shall have:

- the documents, confirming the licence to drive (operate) the corresponding vehicle or special machinery;
- the documents confirming good technical condition of the vehicle, special machinery (trip ticket, construction machinery operation report) arranged as per the current Russian Legislation;
- Confirmation of pre- (post-) trip medical examination;
- title documents for entering (imported) vehicle, special machinery;
- drivers, transporting I–IV hazard class wastes, hazardous cargoes, shall have:
- I–IV hazard class waste certificates available;
- documentation for waste transportation and transfer, issued in accordance with the rules for cargo transportation, indicating the volume of the waste transported, the waste transportation purpose and its destination;
- special distinction marks, which mean a particular waste hazard class, to be displayed on the vehicle, containers, tanks used to transport the wastes, established by the Order of the Russian Transportation Ministry No. 399 dated November 22, 2021;
- hazardous cargo transportation certificate (ADR certificate) and I–IV hazard class waste handling certificate;
- authorization with an individual identification QR-code for construction waste transportation.

9.4. The driver shall perform all the required actions connected with vehicle inspection upon the security contractor employee's request:

- kill the engine, engage the parking brake and give the cabin (passenger compartment), cargo compartment (trunk) for inspection;
- give and handover the documents established by this Regulations to the Security contractor's employee;
- If the driver refuses to provide the vehicle for inspection, the vehicle is not allowed to the Facility or not released from the Facility which is immediately reported to the Contractor.

10. Procedure to issue the pass to the Territory

10.1. To obtain the pass the legal entity shall submit the Request (application), with a Permit enclosed, to the Contractor 7 (seven) calendar days before but not later than 24 (twenty four) hours before authorization to the Territory and (or) the Facility. The Request

(application) will not be reviewed without an Authorization.

10.2. Written application (request) to authorize an individual to the Territory and (or) the Facility shall include the legal entity full name or entrepreneur surname and initials, which initiate the pass issue, surname and initials, position taken as well as the purposes of the person arrival to the construction site and the dates (period) the pass is required to be arranged for. (Attachment No. 3).

10.3. Written application (request) to authorize company vehicles, industrial vehicles, self-propelled machinery and mechanisms, other vehicles shall include the full name of legal entity or name, initials of an entrepreneur, which are used to initiate the pass issue, data on vehicles, self-propelled machinery and mechanisms that require a pass, including type, brand, model, color, state registration sign (number), information on position of the persons to be driving these vehicles, self-propelled machinery, mechanisms, his/her surname and initials as well as the information on arrival purposes to the Territory and (of) the Facility construction areas and the dates (period) the pass is required to be arranged for (Attachment No. 3).

10.4. Written applications (requests) to issue permanent and single-use passes the individuals list shall be filled in Russian clearly handwritten or by technical means without acronyms, abbreviations, corrections or blots.

10.5. Following the results of application review the decision shall be made to issue or refuse to issue a pass.

11. Badge office

11.1. Badge office is an integral part of the access regime.

11.2. Arrangement and establishment of badge office shall be supervised by the Contractor once the Territory handover certificate is signed for the works to be performed.

11.3. Badge office operations related to registering, preparing, issuing, returning, keeping and destroying the passes shall be supervised by the nominated Security Contractor.

11.4. Badge office shall arrange and issue permanent, temporary and single-use passes and other documents granting the right to access (exit) to (from) the Territory and (or) the Facility as per the appropriate procedure.

11.5. Passes shall be issued based on the Contractor's Authorization.

11.6. Once the Authorization is obtained, the legal entity initiating the passes issue, shall send the authorized persons to the Badge office to get passes.

11.7. The Contractor is responsible for data acquisition, recording, systematization, accumulation, storage, clarification (update, change), extraction, use, transfer (provision, access), depersonalization, blocking, deletion and destruction of personal data, when issuing any and all types of passes for individuals. The Contractor's employees shall get consent from individuals to process the personal data as per the established procedure (Attachment No. 4) in order to process the data used for pass arrangement.

11.8. In case if Subject refuses to give the consent, the badge office employee shall clarify the legal consequences for such refusal. Standard clarification form is set forth in Attachment 5 Hereof.

11.9. A person who has refused to give the consent for the personal data processing is not allowed to the Facility and Territory.

11.10. Arrangement and issue of all types of passes is carried out strictly as per the request (application) or as per the Contractor's Authorization list to issue the passes. No passes shall be issued upon the verbal directions.

11.11. Individuals shall be issued with the passes when the ID document is provided only.

11.12. The pass is issued to the individual whom the pass is issued for against signature.

11.13. Actions of the Badge employees shall comply with the requirements of Federal Law No. 152-FZ "Personal Data" dated 27.07.2006.

12. Pass types and requirements

12.1. Permanent passes shall be issued to:

- the Owner employees for the duration of labor contract but not exceeding 5 (five) years;
- for the Owner's business vehicles, industrial vehicles, self-propelled machinery and mechanisms for the period not exceeding 5 (five) years.

12.2. Temporary passes shall be issued to:

- Legal entities employees performing the activities at the Territory and (or) the Facility for a certain period within the current calendar year (not exceeding 1 year);
- for business vehicles, industrial vehicles, self-propelled machinery and mechanisms and legal entities machinery for no more than 1 year followed by prolongation if required.

12.3. Single-use passes grant the right for single visit to the Territory and (or) Facility.

12.4. Permanent and temporary passes for individuals shall contain the following information:

- pass No.;
- authorizing company name;
- place of work (service), position, surname, name, patronymic (if any) and pass holder photo;
- validity;
- the borders of the Territory and (or) the Facility which the pass holder is authorized to. In case if the pass is issued for all the Facilities and the Territory the pass shall display "without restrictions".

12.5. Permanent and temporary passes for business vehicles and industrial vehicles, self-propelled machinery and mechanisms as well as single-use passes contain the following information:

- pass No.;
- authorizing company name;
- type, brand, model, color, state registration plate (number);
- information on its owner (name for the legal entities; surname, name, patronymic (if any) for individuals including entrepreneurs);
- validity;
- surname, name, patronymic (if any) of the person who shall drive (operate) these vehicles, self-propelled machinery and mechanisms;
- the borders of the Territory to which the vehicles is admitted. In case if the pass is issued for the Territory the pass shall display "without restrictions" then.

12.6. Single-use passes for shall individuals contain the following information:

- pass No.;
- surname, name and patronymic (if any) of the pass holder;
- authorizing company name;
- the validity and period of the pass (within one day);

- the borders of the Territory and (of) the Facility to which the holder is admitted.

12.7. When receiving a pass, the Individuals not being the Russian citizens shall provide the work permit (patent) valid on the territory of Russia with exception of citizens of countries belonging to the Eurasian Economic Union: Russia, Belarus, Kazakhstan, Kyrgyzstan, Armenia.

12.8. Material manifests shall be issued for the Material assets imported/exported from/to the Territory and (or) the Facility.

12.9. Material manifests shall be prepared based on the transport (shipping) documents. The material manifest is a single-use pass and is valid for one export (import) of specific goods and materials only.

12.10. Passes shall only be issued upon the personal request of persons allowed to the Territory and (or) the Facility, and the pass (EAC) issue shall then be recorded in the pass issue register.

12.11. The Security contractor, who issued the pass, shall ensure the data database and the details for passes issued or planned to be issued is protected from unauthorized access.

12.12. Electronic or hard copy carriers (blanks) for the passes are kept in conditions that ensure impossibility of unintended use.

12.13. The passes shall be withdrawn and cancelled in the following cases:

- termination of employment between the Legal entity and an Individual, who obtained the pass.
- terms and conditions of the Regulations are not observed.
- violation of the the Contractor's access and intrasite regime instruction.
- pass validity expiry.

12.14. Cancelled passes and expired passes shall be destroyed followed by registering the destruction data.

13. Rules for authorization of individuals to the secured facility

13.1. The Contractor establishes checkpoints to arrange access regime on the territory of secured facility.

13.2. The Contractor shall place the information stand next to Checkpoint where the following is posted: the Contractor's personal data processing policy; information on prohibition to be on the Territory with no PPE on (M01, M02, M05, M07 signs as per GOST 12.4.026-2015), location map, plan with the main and auxiliary facilities being built, entrances, accesses, water-source locations, fire extinguishing means, telecommunication means, code of conduct, emergency service phones.

13.3. The access of individuals and vehicles is carried out via checkpoints only.

13.4. For the Owner's employees the basis for the access is the Owner's EAC.

13.5. The access for the legal entities personnel doing the works on the Territory and (or) the Facility is granted with the passes issued by the Contractor.

13.6. The authorization of individuals under single-use passes is carried out only when ID is provided.

13.7. In case of short visit, individuals are authorized to the Territory and (or) the Facility by single-use passes escorted by the Contractor's or the Owner's representative. Visitor's document data (serial, ID number, full name), date, time of arrival and departure shall be recorded in visitor register book in the form established by the Security contractor.

14. Rules for Material assets entry and exit

14.1. Material assets shall be exported (imported) from/to the Territory and (or)

Facility as per material manifest form set out by the Contractor.

14.2. Material manifest is valid for the date specified in it only.

14.3. It is allowed to access/exit the Territory and (or) the Facility without the material manifest if the material assets are the personal belongings (backpacks, cases, women bags, small domestic bags).

14.4. List of authorised signatures granted the right to sign the material manifests shall be submitted by the Contractor to PSC Checkpoint pursuant to the requirements of Federal Law No. 152-FZ "On Personal Data" dated July 27th, 2006.

14.5. In case of export of some substances, materials and equipment from the Territory and (or) the Facility, the individuals shall provide the Material exit manifest to Security contractor's employee.

15. Rules for entry and exit, import and export of material assets:

15.1. The rules of entry for vehicles with material assets:

- The vehicle is allowed to enter the Territory and (or) the Facility if the vehicle pass and individual passes, as well as transport (shipping) documents are available;
- if the discrepancy in number (quantity) of the imported material assets is found, then the Security contractor employee shall report to PSC Management, and follow the PSC Management instructions in relation to the vehicle and material assets;
- Entrance of special vehicles without material assets (mobile crane, manlift, municipal tractor, water truck, tractor-loader, etc.) is granted upon showing the vehicle passes, passes of the individuals inside the vehicle, trip ticket;
- personal vehicles are not allowed to enter the Territory and (or) the Facility.

15.2. The rules for exit of vehicles with material assets:

- When exporting material assets under the material manifest, the vehicle is released only once the compliance of the material assets to the quantity and name specified in the materials manifest is properly checked;
- Material assets belonging to the Legal entities is exported pursuant to the Legal entity material manifest with the Contractor's authorization to export the material assets.

15.3. In case if the material assets do not comply with the ones specified in the back-up documents or absence of documents, the vehicle shall not be released from the Territory and (or) the Facility.

16. Rules for material assets acceptance for the security

16.1. There shall be material asset storages (warehouses) arranged at the Territory and (or) the Facility as per the project documentation.

16.2. The Contractor shall determine the required number of round-the-clock security stations for the storage areas (warehouses).

16.3. Storage areas (container, room, area) shall correspond to the technical security (resistance) requirements and to be approved by the PSC management as per the form established by the Security contractor.

16.4. The vehicle and other construction equipment for temporary storage on the Territory and (or) the Facility shall be located at special designated parking areas, which meet the requirements of the Russian regulatory documents and approved with the PSC management.

16.5. Small-scale plants, electric & mechanical tools, hand-held equipment (perforators, grinders, portable electric welding machines) shall be placed in specially

equipped closed warehouses once the working day is over.

16.6. Closed warehouses shall comply with the requirements of technical resistance (security) and approved by the PSC management in written as the Certificate in the form established by the Security contractor. In case if the premises does not meet the technical resistance requirements the PCS management suggests to modify the premises in compliance with the PSC requirements before storing the material assets.

17. Violation of access and intrasite regime and response actions *(as revised by Amendment No.1)*

17.1. At the Territory and (or) the Facility it is not allowed (prohibited) to:

- stay or move with no pass available;
- give own passes to someone else, swipe another's access card to ACS reader or let other persons to the Territory and (or) the Facility using your own pass;
- pass the area, bypassing the checkpoints;
- leave the doors open equipped with access controls, restricting the entry to the Territory and (or) the Facility (doors to the stairs, corridors, vestibules, elevator halls, etc), remove and dismantle the door holders;
 - damage the security technical means (security and fire alarm system detectors, video-cameras, ACS readers);
 - transport and carry firearms and cold weapons, ammunition, explosives, explosive objects, highly toxic, radioactive, narcotic drugs and psychotropic substances (except for persons who have the right to do so in accordance with the procedure established by the legislation of the Russian Federation);
 - make photo and video recording without the Owner's approval;
 - stay with no documents, set forth by the Regulations;
 - stay in non-business hours without business needs;
 - live in production, service, auxiliary and facilities under construction located at the Territory and (or) the Facility;
 - transport the persons in the vehicle breaching the procedure envisaged Herein;
 - drive the vehicle at a speed exceeding 20 km/h;
 - take out (export) the material assets without corresponding back-up documents;
 - violate the requirements of Russian regulatory and legislative acts in labor protection, environmental protection, industrial safety and fire safety;
 - be under influence of alcohol or drugs, smuggle alcohol and drugs;
 - prevent the actions of the security contractor employees to perform their duties on security and protection of the Territory and (or) the Facility.

17.2. The pass holders shall keep their passes in proper condition.

17.3. An employee shall immediately notify the Contractor in case if the permanent pass is lost or damaged.

17.4. The Security contractor employee shall take the actions to prevent violations, right up to dismiss individuals, vehicles from the Territory (and) or from the Facility as per the job description approved by the Security contractor, and inform the Contractor or the Owner on revealed violations and actions taken, in case if it is revealed of information received the requirements of this Regulations, Access and intrasite regime instruction, construction work procedure or Regulations on parties interaction regarding HSE requirements implementation have been violated.

17.5. In case of public nuisance the guilty persons shall be transferred to Police upon

decision of the Contractor, Owner and Security contractor.

17.6. The material assets, prepared to be stolen, detected by PSC, shall be duly registered and handed over to the Contractor.

17.7. *In case the Contractor's employee is detected being at the Facility under the influence of alcohol, drugs or other intoxicant it is required to take actions in accordance with the Procedure (Attachment No. 7).*

18. Additional security activities during Emergency and Change of security level

18.1. In case of detection of suspicious items (unattended and giving the reason for doubt in personal security, etc.) on the Territory or (and) the Facility, the persons who have detected such objects shall immediately inform the Security contractor employees by any means (about place and circumstances the object has been detected, external features), inform the people around by any means and immediately leave the point of detection.

18.2. In case if suspicious items detected (unattended and giving the giving the reason for doubt in personal security, etc.) the following rules shall be observed:

- Do not take actions that break the continuity of item found (do not touch, relocate the item or other items in contact with it);
- Do not pour liquids on it, do not cover it with soil, do not cover it with various materials;
- do not use electrical, radio equipment, radio station near the item;
- do not expose it with temperature, sound, light, mechanical impact.

18.3. The Security contractor employees help in evacuation of personnel from the Territory and (or Facility) using the shortest escape routes from the suspicious item location.

18.4. In case of emergency or events contributing the development of emergency the PSC arranges evacuation of individuals and vehicles from the potential affecting factor areas by the shortest routes via any checkpoints without document verification. Single-use visitor passes shall be withdrawn by access security employees, when visitors going out from the Territory and (or) the Facility

18.5. In case of emergency, fire emergency response units, ambulance, law-enforcement authorities as well as emergency services engaged in emergency response are allowed to the Territory and (or) the Facility unhindered.

18.6. The security contractor shall inform the Contractor and the Owner about the call, arrival and departure of emergency services and, within the authority, provide full assistance to emergency services in eliminating and minimizing the consequences.

19. Equipping with security systems

19.1. Security systems are the key tools to ensure access, intrasite regime and prevention of unauthorized access to the Territory and (or) the Facility.

19.2. Equipping the Territory and (or) the Facility with the security systems shall be ensured by the Contractor as per the detailed design documentation approved by the Owner.

20. Rights and obligations of the security contractor

20.1. The Security contractor employees ensuring pass and intrasite regime are entitled to:

- request persons arriving to the Territory and (or) the Facility to comply with this Regulations on access and intrasite regime;
- verify the identity documents of persons arriving at the Territory and (or) the

Facility, as well as documents entitling to enter (exit), ingress (egress) the vehicles, bring (remove) and (or) import (export) the material assets;

- prevent individuals from entering the Territory and (or) the Facility who refused to show the documents, property (hand luggage, baggage, etc.), including those transported in the vehicle, from being checked/inspected;
- check the property storing conditions and the security equipment condition at the secured facilities;
- if the violations are identified, take actions to prevent from violations and eliminate the potential development of emergency, threat to people safety, or the conditions adding to property theft and eliminate all the above-mentioned conditions;
- prevent actions that have signs of offenses committed on the Territory and (or) the Facility, within its competence, in accordance with the current legislation of the Russian Federation;
- make suggestions to the Contractor and the Owner on improving security, access and intrasite regime, security equipment capability and security resistance of the Territory and (or) the Facility.

20.2. The Security contractor employees ensuring pass and intrasite regime shall:

- follow the job description;
- comply with the requirements of the Regulations and the Instruction on the access and intrasite regime at the Territory and (or) the Facility;
- secure and protect the Territory and (or) the Facility from unlawful intervention acts;
- identify, prevent and stop violations of the access and intrasite regime;
- search for persons who have illegally entered the Territory and (or) the Facility;
- report on any identified violations and actions taken to the security contractor's manager;
- immediately inform the Contractor and the Owner about upcoming or committed crimes, as well as about actions and circumstances that pose a threat to the people safety.

21. Liability for violation of the Regulations requirements

21.1. The persons guilty of violating access and intrasite regimes can be arraigned on disciplinary, administrative or criminal charge in accordance with the current legislation of the Russian Federation.

21.2. The Contractor shall conduct an investigation for each violations. Information on the actions taken, as well as the results of the investigation, indicating the causes and conditions of the violation and their elimination, that caused the violation shall be submitted to the Owner is written.

22. Other terms and conditions

22.1. The Contractor shall generally manage the activities related to the arrangement and fulfillment of access and intrasite regime on the Territory and (or) the Facility.

22.2. The security contractor shall provide the required and sufficient number of security stations to ensure access and intrasite regimes on the Territory and (or) the Facility are observed according to the security services agreement.

Attachment No. 1
to Regulations on access arrangement to the
territory and the facilities of the Gas Processing
Complex within Ust-Luga Ethane-rich Gas
Processing Cluster

HSE compliance checklist (form)

Contractor Name: _____

Subcontractor Name: _____

Planned activities: _____

Work area:

Period: from _____ to _____

Item No.	Questions	Yes/No/ N/A
1.	List of general questions on industrial safety	
1.1.	The Contractor personnel have undertaken mandatory medical examination (checks), psychiatric evaluation, that revealed no contraindications and are allowed for independent work within the qualification	
1.2.	The Contractor/Subcontractor personnel have respective qualification, undertaken training in labor safety and knowledge test in labor safety, fire safety, environmental protection, certification in industrial safety, training for the first aid to an injured person	
1.3.	The Contractor/Subcontractor employees are aware of the emergency procedure, emergency service phone numbers, locations of first aid stations, first aid kits, emergency firefighting equipment	
1.4.	The Contractor/Subcontractor employees are provided with the required PPE (item 8.2 Hereof).	
2.	High potential hazard works	
2.1.	Permit-to-work procedure for works at height is arranged	
2.2.	The Contractor/Subcontractor employees involved are provided with the works-at-height PPE	
2.3.	PTW procedure to work with electrical installations is arranged	
2.4.	Contractor/Subcontractor's employees are provided with PPE against electric shock	
2.5.	PTW procedure for earthworks is arranged	
2.6.	PTW procedure for working in proximity of electric power lines is arranged	
3.	Works using LE	
3.1.	Availability of HPF registration certificate by Rostekhnadzor.	
3.2.	Availability of mandatory third party liability insurance for HPF Owner for causing damage as a result of an accident at a hazardous production facility for the current period.	
3.3.	Drivers (operators) have a license to drive (operate) LE	

Item No.	Questions	Yes/No/ N/A
3.4.	LE technical condition is assessed in due time (partial technical examination, full technical examination)	
3.5.	LE is equipped with plates indicating their serial number, manufacturing number, rated capacity and dates of the next full or partial technical examination.	
3.6.	Responsible personnel have been designated (copies of orders): – for industrial monitoring during LE operation; – for LE maintenance in operable condition;	
3.7.	Data readout from the LE operating parameter registrators no less frequently as specified by the registrator operation guidelines (manual) is arranged.	
3.8.	Processing (decryption) of LE operating parameters data from the registrators is carried out followed by execution of Protocols (Certificates).	
3.9.	LE log is available	
3.10.	Timely inspections of lifting accessories and ensuring their operability	
3.11.	Technical logbook and inspection log for lifting accessories is available	
3.12.	Availability of LE operation guidelines	
3.13.	Availability of LE inspection and repair log.	
3.14.	Availability of scheduled preventive maintenance for the current year.	
3.15.	Availability of the industrial safety expert opinion (for LE which standard service life is expired);	
3.16.	Availability of a Certificate of Conformity for a crane load rope;	
4.	Using hazardous substances and materials	
4.1.	Safe storage and transportation of equipment and materials are arranged	
4.2.	Safe storage, handling, marking, disposal of residual hazardous substances and materials are ensured	
4.3.	Instructions are developed and PPE is provided to work with hazardous substances and materials	
5.	Works inside vessels, confined circuits (premises), zones with possible sources of gas emissions	
5.1.	PTW for gas hazardous works is arranged.	
6.	List of questions on environmental safety	
6.1.	Environmental Management System availability	
6.2.	Availability of a confirmation document on training in environmental protection and environmental safety for entity managers or specialists responsible for making decisions during business and other activities that have or can have a negative environmental impact	
6.3.	Availability of orders on appointment of the persons responsible for environmental safety at the enterprise, availability of instructions, briefing logs, acknowledgement records	
6.4.	Availability of the licence for collection, transportation, treatment, disposal, neutralisation and placement of I-IV hazard class wastes	

Item No.	Questions	Yes/No/ N/A
	when implementing of these activities	
6.5.	License for collection, storage, recycling and selling of ferrous and non-ferrous scrap	
6.6.	Persons, authorized to collect, transport, process, dispose, neutralize, place I - IV hazard class wastes, shall have the qualification documents, issued based on the results of occupational training or obtaining advanced professional education required to work with I - IV hazard class wastes	
6.7.	Drivers who transport hazardous cargoes (wastes) possess certificates of training for drivers transporting such cargoes (ADR)	
6.8.	Transportation of wastes using specially equipped vehicles provided with special signs and certificates for wastes and documentation indicating the amount of transported wastes, purpose and destination of transportation	
6.9.	Classifying respective wastes by certain hazard class	
6.10.	I-IV hazard class waste certificates are available	
6.11.	Availability of a contract for potable water supply	
6.12.	Availability of a contract for the installation and maintenance of mobile toilets, the removal and treatment of wastewater	
6.13.	Availability of a waste management contract	
6.14.	Availability of a MSW management contract with a regional operator	

The legal entity complies / does not comply with the qualifying safety requirements according to the assessment based on the checklist.

Checked:

Contractor's Representative:

(signature)

(position, full name)

Attachment No. 2
to Regulations on access arrangement to the
territory and the facilities of the Gas Processing
Complex within Ust-Luga Ethane-rich Gas
Processing Cluster

**Authorization for the Legal entity to access the construction site of the Gas Processing
Complex within Ust-Luga Ethane-rich Gas Processing Cluster
(form)**

Legal entity (entrepreneur) name:

Manager full name: _____

Planned activities: _____

Work area: _____

Access granted: from _____ to _____

position, full name, signature of the person granting the Authorization

SEAL HERE

Attachment No. 3
to Regulations on access arrangement to the
territory and the facilities of the Gas Processing
Complex within Ust-Luga Ethane-rich Gas
Processing Cluster



**LIMITED LIABILITY COMPANY
RUSCHEMALLIANCE
(RusChemAlliance LLC)**

**Attn.: General Director
«_____» LLC**

18A, room 306, Vorovskogo St.,
Kingisepp, Leningrad region, Russian Federation, 188480
tel.: +7 (812) 2400072, e-mail: reception@baltlng.ru

For correspondence: Shkiperskiy protok 12 building 2 block 1, Saint-
Petersburg, Russian Federation, 199106

OGRN 5167746407054, INN 9705082619, KPP 470701001

_____ No. _____

Your Ref. _____ dated _____

Access of personnel and equipment

Dear _____,

In order to _____
_____ you are
requested to ensure the access of personnel and equipment of _____ LLC to the
territory of _____ according to the list (Attachment No. 1).

Attachment: 1.

List
for issue of a (permanent, single-use) pass

Item No.	Surname and initials	Position held:	Period	Access area

By submitting this application, it is confirmed that when these persons are on the territory of _____ we are responsible for their compliance with the Instruction on access and intrasite regime at the facility, fire safety, the Russian statutory regulations in occupational safety, environmental protection, traffic rules.

SEAL HERE _____ (Position of the Person's Line Manager issued the application) _____ (Signature) _____ (Surname, initials)

List
for issue of a (permanent, single-use) vehicle pass

Item No.	Type	Make	Color	State number	Surname and initials	Position	Access area

By submitting this application, it is confirmed that when these persons are on the territory of _____ we are responsible for their compliance with the Instruction on access and intrasite regime at the facility, fire safety, the Russian statutory regulations in occupational safety, environmental protection, traffic rules.

SEAL HERE _____ (Position of the Person's Line Manager issued the application) _____ (Signature) _____ (Surname, initials)

Attachment No. 4
to Regulations on access arrangement to the
territory and the facilities of the Gas Processing
Complex within Ust-Luga Ethane-rich Gas
Processing Cluster

Form
Consent to personal data processing
of the personal data subject to be authorized to the facility
located at: _____

I, _____ ,
(full name)
identity document _____
(document type)
_____ No. _____ issued _____
(series) (number) (date issued)

(issued by)

in accordance with Federal Law No. 152-FZ

"On Personal Data" dated 27.07.2006, I express, at my will and in my interest, to
_____ LLC (hereinafter – the Operator), located at:
_____ ,

in order to make arrangements for my pass to the facility at:
_____ (hereinafter – the
Facility) **consent to data processing**, involving acquisition, recording, systematization, accumulation,
storage, clarification (update, change), extraction, use, transfer (provision, access), blocking, deletion
and destruction of my **personal data**, including
_____ .

(specify the list of personal data)

I agree to the transfer of my personal data to the extent specified above to the following third
party(s) who processe(s) personal data on behalf of the
Operator: _____ ,
(name of the person processing personal data)

located at: _____ ,
(address of the person processing personal data on behalf of the Operator)

in order to _____ .
(specify the purpose of personal data processing)

Personal data processing is carried out both with the use of automatic tools, including the
information and telecommunications networks, or without the use of such tools.

The consent comes into force from the date of its signing and is valid for 30 days from the
date of expiry of the pass to the Facility.

The consent may be revoked at any time upon my written request to the Operator. In case of
revocation of this Consent or in case of expiration of its validity, the Operator is entitled to process
my personal data on the grounds and in accordance with the procedure prescribed by the Federal Law
"On Personal Data".

«__» _____ 20_____
(date) (signature) (full name)

Attachment No. 5
to Regulations on access arrangement to the
territory and the facilities of the Gas Processing
Complex within Ust-Luga Ethane-rich Gas
Processing Cluster

**Clarification of
legal consequences for refusal to give consent to
personal data processing to the personal data subject**

I, _____
(full name)

residing at: _____,
(residence as per the passport)

in accordance with part 2, Article 18 of Federal Law No. 152-FZ "On Personal Data" dated
27.07.2006, was given explanations regarding the legal consequences of refusal to consent to the
processing of my personal data which are stipulated by

_____*

Such legal consequences include

_____**.

_____ 20____
(date) (signature) (full name)

**The specific provisions of regulatory acts prescribed the consent to the processing of personal data are indicated.*

***indicate as appropriate:
refusal to grant access to the territory _____*

Attachment No. 6
to Regulations on access arrangement to the
territory and the facilities of the Gas Processing
Complex within Ust-Luga Ethane-rich Gas
Processing Cluster

Permanent pass template

PASS NO. _____	
PHOTO	Surname _____
	Name _____
	Patronymic (Middle name) _____
	Company _____
	Position _____
	Access is granted for (to) _____
Issued by: Jupiter LLC	

Temporary pass template

PASS NO. _____	
Surname	_____
Name	_____
Patronymic (Middle name)	_____
Company	_____
Position	_____
Access is granted for (to) _____	
Valid from _____ to _____	
Issued by: Jupiter LLC	

Single-use pass template

PASS NO. _____

Surname _____

Name _____

Patronymic (Middle name) _____

Company _____

Position _____

Access is granted for (to) _____

Valid for _____ (from _____ to _____)

Issued by: Jupiter LLC

Vehicle pass template

LLC __ " _____ "

Approved
LLC __ « _____ »

« _____ » _____ 20__ .

Pass No _____

Type Dump truck Make KAMAZ Model 54115 Color Blue

E 566 KH

Owner Mars LLC

Valid: from _____ to _____ (inclusive)

Attachment No. 7

to Regulations on access arrangement to the territory and the facilities of the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster

(As revised by Amendment No.1)

Procedure to be followed when the contractor's employee is detected being under the influence of alcohol, drugs or other intoxicant during the GPC ERGPC implementation.

1. Signs of the Contractor's employee being intoxicated.

The main visual criteria, in the presence of which there are sufficient grounds to believe that the Contractor's employee is intoxicated:

- alcohol breath smell;
- instability of posture;
- slurring of speech;
- visual and auditory disturbances of surroundings perception;
- disorientation in space and reduced clarity of consciousness;
- a sharp change in color of the face skin;
- nausea or vomiting;
- tremor (trembling of the fingers and forearm);
- excessive sweating;
- severe headache, heaviness in the head;
- inappropriate behavior (pronounced emotional excitement or a feeling of anxiety).

The fact of the use of intoxicating substances is determined by the presence of absolute ethyl alcohol in a concentration exceeding the possible total measurement error, namely 0.16 milligrams per liter of exhaled air.

Specific signs of drug or other intoxication are similar to alcohol intoxication: violation of movement coordination, skin reddening. In the presence of the following signs, there are sufficient grounds to believe that the Contractor's employee is being under the influence of drug or other intoxicant:

- gratuitous fun;
- shortness of breath;
- head shaking;
- hallucinations;
- pupils are fixed, do not react to the change of lighting: they can be greatly narrowed or maximally dilated;
- symptoms that resemble a cold: chills, sweating, lacrimation, swelling of the nose or runny nose;
- a person addicted to drugs experiences dry mouth, consumes a large amount of liquid;
- reddening of the sclera of the eyes.

2. Response procedure.

Action (subprocess) / Performer / Term	Incoming information / Requirements for performing an action (subprocess) / Result
<p>Informs regarding the detection of the Contractor's employee with signs of intoxication.</p> <p><u>Performer:</u> Employee of RusChemAlliance LLC, PSC employee</p> <p><u>Term:</u> immediately upon detection of the Contractor's employee with signs of intoxication.</p>	<p><u>Information used:</u> The presence of signs of alcohol, drug or other intoxication of the Contractor's employee (in accordance with section 1 hereof)</p> <p><u>Requirements for performing an action:</u> Notifies the PSC employees regarding the detection of the Contractor's employee with signs of alcohol, drugs or other intoxication.</p>
<p>Does not allow the movement of the Contractor's employee with signs of intoxication within the Territory in order to draw up a Report on violation of the access (intrasite) regime and hand over it to the Contractor's representatives.</p> <p><u>Performer:</u> PSC employee does not allow the movement of an employee within the Territory, withdrawal of a pass</p> <p>RusChemAlliance employee informing the Contractor's representative on detection of the Contractor's employee being under intoxication, drawing up a Report on violation of the access (intrasite) regime*</p> <p><u>Term:</u> immediately after receiving information on detection of the Contractor's employee with signs of intoxication.</p> <p>*if the fact that the Contractor's</p>	<p><u>Information used:</u> The results of the initial visual examination of the Contractor's employee.</p> <p><u>Requirements for performing an action:</u> A PSC employee arrives at the place where the Contractor's employee with signs of intoxication is detected to restrict his/her movement and withdraw a pass before the arrival of an authorized representative or the Contractor's manager. The Company's employee informs the authorized representative or the Contractor's manager regarding the case detected as well as the Owner's industrial safety department in accordance with the Owner's local regulations on access and intrasite regime. The Owner's employee draws up a Report on violation of the access (intrasite) regime (hereinafter – Report) (Attachment No. 8). Upon arrival, the Contractor's representative:</p> <ul style="list-style-type: none"> – immediately takes actions to remove the Contractor's employee from performing the work; – takes actions to prevent the Contractor's employee from being on the Territory under the influence of intoxicants; – requests the Contractor's employee to provide an explanation regarding his/her presence on the Territory under the influence of intoxicants and sign the Report. If the Contractor's employee refuses to give an explanation and sign the Report, an appropriate record of the refusal is made in the Report. <p>Note: If the authorized representative or the manager of the Contractor does not appear to sign the Report within one hour from the moment the Contractor is notified of the fact that its employee has been detected with signs of intoxication or the authorized representative or the manager of the Contractor</p>

Action (subprocess) / Performer / Term	Incoming information / Requirements for performing an action (subprocess) / Result
<p>employee is being under the influence of alcohol, drug or other intoxicant is revealed during the absence of the Owner's employees on the Territory (weekends, holidays, the period from 18:00 to 09:00 Moscow time), the obligation to draw up a Report on violation of the access (intrasite) regime is assigned to the Contractor's employees.</p>	<p>avoids signing the Report, the Report is drawn up unilaterally with the involvement of at least two persons (representatives of the PSC/Owner/ Contractor may be involved). In this case, the Report is considered valid without the signature of the Contractor's representatives.</p> <p>The Contractor shall arrange that the Contractor's employee passes a medical examination in a specialized medical institution.</p> <p>If negative results of the medical examination are received, the pass is returned to the Contractor's employee.</p> <p><u>Result:</u> Report.</p>
<p>Arranges that the Contractor's employee with signs of intoxication passes a medical examination in a specialized medical institution that has a license to carry out medical activities, including the performance of work (provision of services) to undergo a medical examination for intoxication (alcohol, drugs or other intoxication)</p> <p><u>Performer:</u> The Contractor's manager or authorized representative</p> <p><u>Term:</u> no later than two hours from the moment the Report on violation of the intrasite regime is drawn up</p>	<p><u>Requirements for performing an action:</u> The Contractor's manager or authorized representative shall ensure the possibility to undergo a medical examination for intoxication for the employee with signs of intoxication as per the Russian Ministry of Health Order No. 933n dated 18.12.2015 On the procedure for conducting a medical examination for intoxication (alcohol, drug or other intoxication) (hereinafter – the Russian Ministry of Health Order No. 933n dated 18.12.2015) (or any other regulatory document instead of it) in a specialized medical institution.</p> <p>If the Contractor's employee refuses to undergo a medical examination for intoxication (alcohol, drugs or other intoxication), a Refusal statement of the employee to undergo a medical examination for intoxication (alcohol, drugs or other intoxication) is drawn up (Attachment No. 9).</p> <p><u>Result:</u> Medical examination for intoxication (alcohol, drugs or other intoxication) report according to the form, Attachment No. 2 to the Russian Ministry of Health Order No. 933n dated 18.12.2015 (or any other regulatory document instead of it)</p> <p>or Refusal statement of the employee to undergo a medical examination for intoxication (alcohol, drugs or other intoxication)</p> <p><u>Note:</u> Medical examination for intoxication (alcohol, drugs or other intoxication) report together with a medical opinion on alcohol intoxication absence shall be provided to the Owner's industrial safety department not later than one business day from the moment the Contractor's employee passes a medical examination.</p>
<p>Draws up a report on detected violation of the</p>	<p><u>Information used:</u> Medical examination for intoxication (alcohol, drugs or other</p>

Action (subprocess) / Performer / Term	Incoming information / Requirements for performing an action (subprocess) / Result
<p>Russian legislation, other Owner's HSE policies and procedures</p> <p><u>Performer:</u> The Owner's employee of the industrial safety department</p> <p><u>Term:</u> Within 5 days of receiving a Medical examination for intoxication (alcohol, drugs or other intoxication) report as per the form, Attachment No. 2 to the Russian Ministry of Health Order No. 933n dated 18.12.2015 (or any other regulatory document instead of it)</p>	<p>intoxication) report as per the form, Attachment No. 2 to the Russian Ministry of Health Order No. 933n dated 18.12.2015 (or any other regulatory document instead of it)</p> <p>or</p> <p>Refusal statement of the employee to undergo a medical examination for intoxication (alcohol, drugs or other intoxication)</p> <p>Report.</p> <p><u>Requirements for performing an action:</u> Obtains the required information from the employee who drew up the Report and the PSC employee regarding detection of the Contractor's employee with signs of intoxication. Draws up a Report on detected violation of the Russian legislation, other Owner's HSE policies and procedures in accordance with the RusChemAlliance Regulations on parties interaction in occupational safety, industrial safety, fire safety and environmental safety which records a fact of the Contractor's employee being under the influence of alcohol. Informs the corresponding business unit of the Owner (executor under the relevant contract with the Contractor under the Regulations on Contractual Work in RusChemAlliance) to perform further actions with regard to the initiation of claim work against the Contractor in accordance with the applicable Owner's regulations.</p> <p><u>Result:</u> Report on detected violation of the Russian legislation, other Owner's HSE policies and procedures.</p>

Attachment No. 8
 to Regulations on access arrangement to the
 territory and the facilities of the Gas Processing
 Complex within Ust-Luga Ethane-rich Gas
 Processing Cluster
 (As revised by Amendment No.1)
 Form

**Report
 on violation of the access (intrasite) regime**

« ____ » _____ 20 ____ № _____

I, _____
 (position, surname, name initials of the person who drew up the report)

Witnessed by _____
 (position, surname, name initials)

_____ (position, surname, name initials)

this report has been drawn up to certify that the following person violated the access regime:

full name _____

place of work and position _____

type of violation¹: _____

the place where the violation is detected²: _____

if there are visual criteria³:

<input type="checkbox"/>	alcohol breath smell	<input type="checkbox"/>	nausea or vomiting
<input type="checkbox"/>	instability of posture	<input type="checkbox"/>	tremor (trembling of the fingers and forearm)
<input type="checkbox"/>	slurring of speech	<input type="checkbox"/>	excessive sweating
<input type="checkbox"/>	visual and auditory disturbances of surroundings perception	<input type="checkbox"/>	severe headache, heaviness in the head
<input type="checkbox"/>	disorientation in space and reduced clarity of consciousness	<input type="checkbox"/>	inappropriate behavior (pronounced emotional excitement or a feeling of anxiety)
<input type="checkbox"/>	a sharp change in color of the face skin	<input type="checkbox"/>	other ⁴ : _____ _____

It is withdrawn from the violator⁵ _____

Explanations of the violator _____

The report has been drawn up on " ____ " _____ 20 ____ at ____: ____.

Signatures:

 (position of the person who drew up the report)

 (signature)

 (surname and name initials)

¹ being under the influence of alcohol, drugs or other intoxicant, or otherwise

² the name of the place where the violation is detected within the Territory is indicated

³ a mark is placed opposite the item (check mark, cross or otherwise)

⁴ other specific criteria are indicated

⁵ it is indicated what was withdrawn from the violator (pass, alcohol or otherwise)

Witnessed by:

(signature)

(surname and name initials)

(signature)

(surname and name initials)

Violator:

(surname and name initials)

Attachment No. 9
 to Regulations on access arrangement to the
 territory and the facilities of the Gas Processing
 Complex within Ust-Luga Ethane-rich Gas
 Processing Cluster
(As revised by Amendment No.1)
Form

**Refusal statement
 of the employee to undergo a medical examination for intoxication
 (alcohol, drugs or other intoxication)**

« ___ » _____ 20 ____ _____

I, _____
 (position, surname, name initials of the person who drew up the report)

Witnessed by _____
 (position, surname, name initials)

this statement has been drawn up to certify that the following person refuses to pass
 a medical examination for intoxication:

full name _____

place of work and position _____

for a reason: _____

The statement has been drawn up on " ___ " _____ 20 ____ at ____:____.

Signatures:

 (position of the person who drew up the report)

 (surname and name initials)

Witnessed by:

 (surname and name initials)

 (surname and name initials)

Violator:

(surname and name initials)

(surname and name initials)