

|  |  |
| --- | --- |
|  | APPROVEDby RusChemAlliance Order«\_\_» \_\_\_\_\_\_\_\_ 202\_\_ No. \_\_\_\_\_\_\_\_\_\_\_ |

REGULATIONS
 on Traffic Safety during Project Implementation of the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster

**Р-08-2024**

Revision 3

St. Petersburg

**Introduction**

|  |  |  |
| --- | --- | --- |
| **1.** | Developed by | Transportation Department – Administrative and Maintenance Division |
| **2.** | Identification code and Revision No.  | Р-08-2024 Revision 3 |
| **3.** | BUSINESS Process | О – 5 «Construction Management» |
| **4.** | Superseding  | Regulations on Traffic Safety at the Construction Site of the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster approved by RusChemAlliance Order No. РХА-П/119 dated 05.10.2023. |

**Table of Content**

[1. Purpose and Scope 4](#_Toc256000000)

[2. Regulatory references 4](#_Toc256000001)

[3. Terms, definitions and acronyms 7](#_Toc256000002)

[4. General provisions 9](#_Toc256000003)

[5. General requirements 9](#_Toc256000004)

[6. Requirements for Drivers 12](#_Toc256000029)

[7. Requirements for vehicles 14](#_Toc256000030)

[8. Requirements for the arrangement of passenger and cargo transportation 16](#_Toc256000031)

[9. Requirements for the road (access road) conditions 25](#_Toc256000032)

[10. List of documents 31](#_Toc256000033)

[11. Liability for violation of the Regulations requirements 40](#_Toc256000034)

[Attachment No. 1 Form of Inspection report on checking sanitary&hygienic, technical condition of the vehicle provided to the RusChemAlliance employees 42](#_Toc256000035)

[Attachment No. 2 List of malfunctions and conditions under which the vehicle operation is prohibited 44](#_Toc256000038)

Attachment No. 3 Logo layouts of RusChemAlliance LLC and Contractors to be applied on vehicles 46

[Attachment No. 4 Driver and and passenger safety information card 49](#_Toc256000048)

[Attachment No. 5 List of passenger bus transportation routes form 51](#_Toc256000051)

[Attachment No. 6 Road conditions inspection schedule form 52](#_Toc256000052)

[Attachment No. 7 Road accident report form 53](#_Toc256000054)

[Attachment No. 8 Form of report on incidents with vehicles 54](#_Toc256000056)

[Attachment No. 9 RTA internal investigation report form 58](#_Toc256000060)

[Attachment No. 10 Checklist form 62](#_Toc256000062)

[Attachment No. 11 Violation report on the detected violation of the Russian legislation and other Company's policies and procedures on traffic safety form 77](#_Toc256000064)

# Purpose and Scope

* 1. The Regulations[[1]](#footnote-1) incorporates the best applicable practices in road traffic safety and determines the key requirementsto drivers, vehicles, procedure for arrangement of passengers and/or cargoes transportation as well as transportation of process equipment, transportation of hazardous, oversized and heavy-lift cargoes, and control over the road safety, arrangement and resources, accident investigation, analysis and reporting.
	2. Regulations is intended for reducing the potential risks of injuries to the Owner's and Contractor's employees, including Subcontractors and third parties while operating the vehicles, transporting the passengers and damaging during cargo transportation as well as prevention of road traffic accidents.

# Regulatory references[[2]](#footnote-2)

The Regulations references to:

* 1. The international, interstate and national standards in force:
		1. ISO 9001 Quality Management System. Requirements.
		2. ISO 14001 Environmental Management Systems. Requirements and Guidelines for Use.
		3. ISO 45001 Occupational Health and Safety Management System Requirements and Recommendations for Use.
		4. ISO 26000 Guidance on Social Responsibility.
		5. IQNet SR10 Social Responsibility Management Systems. Requirements.
		6. TR CU 018/2011 Technical Regulations of the Customs Union
		"On Safety of Wheeled Vehicles".
		7. Decision of the Customs Union Commission No. 877 “On approval of the Technical Regulation of the Customs Union “On safety of wheeled vehicles” dated December 9, 2011.
		8. European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) concluded in Geneva on 30.09.1957.
	2. Current legislation, Russian regulatory and legal acts and industry-related rules and regulations.
		1. Labor Code of the Russian Federation.
		2. Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995.
		3. Federal Law No. 283-FZ "On State Registration of Vehicles in the Russian Federation and amendments to the certain Russian legislative acts" dated 03.08.2018.
		4. Federal Law No. 40-FZ "On compulsory Insurance of Civil Liability of Vehicle Owners" dated 25.04.2002.
		5. Federal Law No. 170-FZ "On Technical Inspection of Vehicles and Amendments to the Certain Legislative Acts of the Russian Federation" dated 01.07.2011.
		6. Federal Law No. 323-FZ "Basics of Health Protection in the Russian Federation" dated 21.11.2011.
		7. Federal Law No 99-FZ "On Licensing of Certain Activities" dated 04.05.2011.
		8. Federal Law No. 259-FZ "Charter of the Road Transport and City Land Electric Transport" dated 08.11.2007.
		9. Federal Law No. 116-FZ "Industrial Safety of Hazardous Production Facilities" dated 21.07.1997.
		10. Russian Government Decree No. 1090 "On Traffic Rules" dated 23.10.1993.
		11. Russian Government Decree No. 1097 "On Authorization to Drive the Vehicles" dated 24.10.2014.
		12. Russian Government Decree No. 796 "Approval of the Rules for Authorization to Drive Self-Propelled Vehicles and Issue Tractor Driver / Machine Operator Licenses" dated 12.07.1999.
		13. Russian Government Decree No. 1616 "On Licensing of the Activities for Passengers and other Persons Transportation by Buses" dated 07.10.2020.
		14. Russian Government Decree No. 2200 “On approval of road transportation rules and amendments to para. 2.1.1, Traffic Rules of the Russian Federation” dated 21.12.2020 (hereinafter – Decree No. 2200 dated 21.12.2020).
		15. Russian Government Decree No. 1502 "On Approval of Road Traffic Accident Record Rules, on Amendment and Invalidating of Certain Russian Government Acts" dated 19.09.2020.
		16. Russian Government Decree No. 1479 “On approval of fire prevention regime in the Russian Federation” dated 16.09.2020 (hereinafter – Decree No. 1479 dated 16.09.2020).
		17. Russian Labor Ministry Order No. 766n "On approval of the Rules for providing employees with personal protective equipment and washing agents" dated 29.10.2021.
		18. Russian Health and Social Development Ministry Order No. 1122n "Approval of standard norms of washing and (or) decontaminating agents’ free issue to employees and labor protection standard "Providing employees with washing and (or) decontaminating agents" dated 17.12.2010.
		19. Russian Ministry of Health Order No. 266n "On approval of the Procedure and frequency of pre-shift, pre-trip, post-shift, post-trip medical examinations, medical examinations during the business day (shift) and the list of examinations (tests) included in them" dated 30.05.2023.
		20. Russian Ministry of Health Order No. 933н "Procedure for Medical Examination for intoxication (alcohol, drug or other toxic intoxication)" dated 18.12.2015.
		21. Russian Ministry of Health Order No. 29n "on Approval of the Procedure for Mandatory Preliminary and Periodic Medical Examinations according to Part VI, Article 213, Russian Labor Code, the list of Medical Contraindications to Work with Harmful and (or) Hazardous Occupational Factors as well as works which require Mandatory Preliminary and Periodic Medical Examinations" dated 28.01.2021.
		22. Russian Ministry of Transport Order No. 9 “On Approval of the Procedure for the Pre-trip or Pre-shift Technical Inspection of Vehicles” dated 15.01.2021.
		23. Russian Ministry of Transport Order No. 145 "On Approval of the Rules for Safety Control of Transportation by Road Transport and City Land Electric Transport" dated 30.04.2021.
		24. Russian Ministry of Transport Order No. 424 "On Approval of the Features for Drivers Work and Rest Hours and Drivers Work Conditions" dated 16.10.2020.
		25. Russian Ministry of Transport Order No. 399 "Approval of the Samples for Special Distinguishing Marks, which mean Waste Hazard class, as well as Procedure for its Application on Transportation Vehicles, Containers, Trucks, used for Waste Transportation" dated 22.11.2021.
		26. Russian Transport Ministry Order No. 283 "On approval of the Procedure for certification of a person responsible for traffic safety for the right to сarry out the relevant activities" 31.07.2020.
		27. Russian Ministry of Transport Order No. 264 "On Approval of the Procedure for Professional Selection and Professional Training of Employees hired for a Job directly related to the Movement of Vehicles, Road Transport and Urban Land Electric Transport" dated 29.07.2020.
		28. Russian Ministry of Transport Order No. 390 "On Approval of the Composition of the Information specified in Part III, Article 6, Federal Law No. 259-FZ "Charter of the Road Transport and City Land Electric Transport" dated 08.11.2007 and the Trip Ticket Execution Procedure" dated 28.09.2022.
		29. Russian Ministry of Transport Order No. 127"On Approval of the Procedure to Issue Special Authorizations for Vehicles Transporting Hazardous Cargoes to Move on the Roads" dated 11.04.2022.
		30. Russian Ministry of Transport Order No. 343 “On approval of the requirements for arrangement of heavy-lift and (or) oversized vehicle transport movement on the roads” dated 31.08.2020.
		31. Russian Labor Ministry Order No. 871n "On Approval of the Rules for Occupational Safety on Road Transport " dated 09.12.2020.
		32. Russian Labor Ministry Order No. 988n, Russian Ministry of Health Order No. 1420n "On Approval of the List of Harmful and (or) Hazardous Production Factors and Works, during which the Mandatory Preliminary Medical Examinations shall be carried out upon Pre-employment and Periodic Medical Examinations" dated 31.12.2020.
		33. Rostekhnadzor Order No. 390 "On Approval of Safety Guidelines for Transportation of Hazardous Substances at Hazardous Production Facilities by Railway and Motor Vehicles" dated 30.10.2023.
		34. SP 9.13130.2009. Codes of Rules. Fire Equipment Fire Extinguishers. Operating requirements.
		35. GOST R 52289-2019 Russian Federation National Standard. Traffic Management Facilities. Rules for the use of traffic signs, markings, traffic lights, road barriers and guides.
		36. GOST R 52290-2004 Russian Federation National Standard. Traffic Management Facilities. Traffic Signs. General Technical Requirements.
		37. GOST 33997-2016. Interstate Standard. Wheeled vehicles. Requirements to Operation Safety and Verification Methods.
		38. GOST 32565-2013. Russian Federation National Standard. Safe Glass for Ground Transport. General specifications.
		39. GOST R 50577-2018. Russian Federation National Standard. Vehicle State Registration Numbers. Types and Main Dimensions. Specifications.
	3. RusChemAlliance current internal policies and procedures:
		1. Regulations on the Interaction Between the Parties on Health, Industrial and Fire Safety, and Environmental Issues.
		2. Regulation on access arrangement to the Territory and construction facilities of the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster.
		3. RusChemAlliance Policy on Occupational Safety, Industrial Safety, Fire Safety and Traffic Safety.
		4. RusChemAliance Environmental Policy.
		5. RusChemAlliance Quality Policies.
		6. RusChemAlliance Social Responsibility Policy.

# Terms, definitions and acronyms

* 1. The following terms are used with the relevant definitions hereunder:

**Escort vehicle**– means a special vehicle used for activities to ensure traffic safety and escort oversized cargoes.

**Motor road**– means transport infrastructure facility, used for movement of transport vehicles, which includes the land plots within the motor road right of way and the structural elements (road embankment, road surface and similar elements) located on or above them and the road facilities, being the technological part of it, road protection facilities, artificial road facilities, industrial facilities, road installation elements, temporary and intrasite roads.

**Traffic safety**– means a set of administrative and technical, health care activities intended to prevent road traffic accidents, which demonstrates the level and state of the road users safety.

**Driver**– means a person driving any vehicle while performing job/
official responsibilities.

**Cargo**– means an object (including products, items, natural resources, materials, raw materials, production and consumption wastes) duly accepted for transportation.

**Traffic control**— means a centralized transportation control on the Territory carried out by a single centre.

**Contract**— means an agreement between two or more parties as contemplated wherein the counterparty Contractor/Subcontractor (third party) undertakes to perform the works, render services (perform certain actions or carry out certain activities), according to the Company's assignment, whereas the Company undertakes to pay these works (services) off.

**Road**— means a right of way or surface of the man-made structures installed or equipped or used for vehicular traffic. The road includes one or several roadways, as well as sidewalks, roadsides and lane dividers if any.

**Road traffic accident**— means an occurrence, happened in the vehicular traffic on the road and with the vehicle involvement, which people were wound up dead or injured in; vehicles, cargoes and facilities were damaged in; or other material damage caused.

**Company**– RusChemAlliance Limited Liability Company (RusChemAlliance LLC).

**Traffic safety control**– means the activities aimed at controlling and eliminating the root causes of the road traffic accidents, mitigating their consequences.

**Contractor**– means a legal entity or natural person, who performs the works (renders the services) under the Contract with the Company.

**Project** – means the Gas Processing Complex within Ust-Luga Ethane-Rich Gas Processing Cluster.

**Regulations**– Regulations on Traffic Safety during Project Implementation of the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster.

**Traffic controller**– means a person who, in accordance with the established procedure, has the authority to control [vehicular traffic](https://ru.wikipedia.org/wiki/%D0%94%D0%BE%D1%80%D0%BE%D0%B6%D0%BD%D0%BE%D0%B5_%D0%B4%D0%B2%D0%B8%D0%B6%D0%B5%D0%BD%D0%B8%D0%B5) using [signals](https://ru.wikipedia.org/wiki/%D0%A1%D0%B8%D0%B3%D0%BD%D0%B0%D0%BB), set out by the traffic rules and other instructions.

**Traffic safety control system** – means a multi-level set of mutually agreed administrative, legal, social & economic, supervisory and other actions implemented by the authorized officials, made to prevent road traffic accidents, increase the level of employees` safety against road traffic accidents and their consequences.

**Construction site** – means a land plot (areas) within the Territory, where the works or services will be rendered on/under/through, to be handed over to the Contractor based on the acceptance certificate signed by the parties.

**Subcontractor** – means a legal entity or natural person performing the works (rendering services) under the Project implementation pursuant to the Contract with the Contractor.

**Territory** – means the Project construction site, infrastructure auxiliary facilities, land allotment adjacent area at the distance of 50 metres, as well as temporary site facilities, transport parking areas.

**Vehicle**— means any vehicle intended for movement and/or transportation of people, cargoes or equipment installed on it by roads.

**Transportation**— means any transportation of passengers and cargoes
 by road using a vehicle.

* 1. The following acronyms are used in the Regulations:

**TS**– traffic safety.

**STSI**— State Traffic Safety Inspectorate of the Russian Ministry of Internal Affairs.

**ADR**– transportation of dangerous goods by road.

**RTA** – road traffic accident.

**HSE** – occupational safety, industrial safety and fire safety, and environmental protection.

**TR**– Traffic rules of the Russian Federation approved by Russian Government Decree No. 1090 dated 23.10.1993.

**RF** – Russian Federation.

**TSCS**– traffic safety control system.

**TM**– technical maintenance.

**RR** – routine repairs.

**VHC** – vehicle.

# General provisions

* 1. The Regulations has been developed to establish the uniform requirements for Traffic Safety for vehicles during the passengers transportation, cargoes transportation, process equipment transportation, transportation of hazardous, oversized and heavy-lift cargoes to ensure business and economic activities of the Company, including on the Territory.
	2. The Regulations requirements are mandatory for all the employees of the Company, Contractor and Subcontractor including third parties, located on the Territory by consent or on behalf of the Contractor/Subcontractor, when transporting cargoes or passengers on the Territory while rendering services, performing the works, supplying goods, fulfilling other contractual obligations.
	3. In case of any discrepancies between the provisions of the Regulations and the Contract, the Contract provisions shall prevail.

# General requirements

* 1. The TSCS Goals are as follows: protection of life, health and property of people,
	as well as protection of the Company`s interests by preventing RTAs, mitigating their consequences, potential risks to injure the employees while operating the vehicles and damage cargoes during the transportation, identifying the causes and conditions contributed to the improvement of the system, and taking the remedial and preventive actions.
	2. The Contractor is responsible for compliance with the Company's TS requirements (including for violations by its employees) as well as for violations committed by the Subcontractor (Subcontractor's employees).
	3. The Contractor/the Subcontractor shall issue an order to appoint the persons in charge (hereinafter - the PIC) of the TS arrangement, who have passed a certification for the right to be engaged in the relevant activities as per Russian Ministry of Transportation Order No. 283 dated 31.07.2020 with confirmation of successful certification on [www.rosavtotransport.ru](http://www.rosavtotransport.ru) and shall submit the copy of the order and extract from the Certification committee MoM to the Company.
	4. The Contractor/the Subcontractor shall provide the PICs with Escort vehicles.
	5. The Contractor/the Subcontractor shall issue an order to appoint the persons in charge of Drivers' medical check up: pre-shift, pre-trip and post-shift medical examinations, arrangment and carrying out pre-trip or pre-shift inspection of VHC technical condition in order to exclude the release of malfunctioned VHCs and shall submit the copy of administrative documents to the Company.
	6. The Contractor's/The Subcontractor's PICs shall monitor that the TS on the Territory is ensured, as well as they shall control over transportation.
	7. TS control includes:
* supervision and monitoring of vehicles and pedestrians movement by visual surveillance and (or) using technical surveillance equipment;
* monitoring the state of traffic engineering equipment, roadway, road structures and road facilities.
* release of vehicles in serviceable condition on the route;
* observing the work and rest hours for the Drivers;
* fulfilling the TS requirements of the Russian legislation, the Company's policies and procedures;
* development and taking measures to ensure traffic safety, as well as establishing and eliminating RTA reasons.
	1. When monitoring traffic on the Territory, as well as transportation, the following measures shall be taken:
* preventing TR violations by road users;
* making drivers aware of a dangerous situation on the way, which they are unable to timely detect;
* identifying traffic issues, pre-congestive and congestive situations and other obstacles to the movement of VHCs and implementation of due response measures;
* identifying and restraining the TR violations by road users;
* detecting, capturing and removing a VHC from the Territory, if its driver has no pass to the Territory issued in accordance with the requirements of the existing Regulations on access arrangement to the construction facilities of the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster;
* facilitating the unhindered access for fire-fighting vehicles, ambulances and emergency service vehicles to emergency response areas;
* ensuring safe and free access for organized VHC convoys and VHCs transporting oversized and heavy-lift cargoes;
* recording and transfer of information to the Company regarding identified violations of TS rules, regulations and standards, maintenance deficiencies of the roads, engineering facilities, traffic management facilities and deficiencies in road work areas threatening TS.
	+ 1. The vehicle is stopped by the Company's representative as well as by the Contractor's/the Subcontractor's PIC, taking into account the TR requirements and compliance with measures aimed at ensuring safety of road users.
		2. PICs shall monitor compliance by the Contractor and Subcontractor with the Regulations not only within the boundaries of the transferred Construction Site, but also within the entire Territory, as well as adjacent roads and in nearby settlements where TS violations with respect to vehicles involved in the Construction Site activities have been identified. PICs shall take actions against violators in accordance with the Contracts concluded depending on the nature of the violations.
		3. The request to stop the vehicle is made using a traffic wand or disc with a red signal (retroreflector) or with a hand gesture directed at the vehicle. At the same time, an additional whistle signal, special light and (or) sound signals can be used to attract the attention of road users.
		4. At night or under limited visibility conditions, the signal to stop the vehicle shall be given using special light signals (if possible).

When giving stop signals, the place of the vehicle stop shall be indicated.

* + 1. The grounds for the PIC to request the vehicle driver to stop are the following:
* signs of TS requirements violations visually witnessed or recorded using technical means;
* the need for temporary restriction or prohibition of vehicle movement;
* availability of information indicating the involvement of the driver in the TS requirements violation;
* the need to ensure safe and unhindered passage of special purpose vehicles;
* the need to involve the driver and (or) passengers to assist other road users;
* the threat to road safety caused by malfunction or improper installation of traffic management facilities, violation of the rules for road repair works, natural disaster, industrial (man-made) accident, fire, leakage of hazardous substances and other emergencies.
	+ 1. It is not allowed to require the vehicle to stop on road sections where their stopping is prohibited by [the traffic rules](https://www.consultant.ru/document/cons_doc_LAW_391769/824c911000b3626674abf3ad6e38a6f04b8a7428/#dst100015), except in cases when such a stop is associated with the need to prevent violations of the TS requirements, implementation of administrative and regulatory actions, prevention of a real threat of harm to life, health and (or) property of road users, as well as cases of marking the stopping place by a patrol vehicle with special light signals turned on, other means of regulating and managing traffic.

If it is required to stop the vehicle in places where their stopping is prohibited by the traffic rules, the PIC shall take measures to ensure traffic safety in this place.

* + 1. Having stopped the vehicle, the PIC shall immediately approach the driver, introduce himself/herself, briefly state the reason for the stop, state the requirement to hand over the documents necessary for checking or documenting the violation.
		2. The vehicle driver shall have the following documents on hand and, at the PIC's request, hand over them to him/her for checking:
* [a driver license](https://www.consultant.ru/document/cons_doc_LAW_368469/72f46733a3a2b546960723e271abe3b13ca6ef2a/#dst100074) or a temporary permit for the right to drive a vehicle of the corresponding category or subcategory;
* a waybill and a pass to the Territory, issued in accordance with the established procedure;
* registration documents for the vehicle and trailer (if any);
* in the cases stipulated, a permit to carry out activities for the passenger and baggage transportation by passenger taxi, [trip ticket](https://www.consultant.ru/document/cons_doc_LAW_411083/32bc3e8226df0147195b476df79ba455eb8c7696/#dst100053), license card and documents for the cargo transported (waybill, service order, transportation manifest which can be provided on paper or in electronic form, or their copies on paper), as well as special permits, which, if available, in accordance with the Russian legislation on roads and road activities allow movement of heavy vehicles, oversized vehicles or vehicles carrying hazardous cargoes on roads.
	1. The Contractor shall develop and obtain the Company's approval for the Territory vehicle traffic plan considering the vehicle traffic intensity. The Contractor/the Subcontractor quarterly or, as required, in case of actual changes in the existing Territory vehicle traffic plans, shall arrange work on their updating and submit them to the Company for approval.
	2. The vehicle routes shall be created considering that transportation of hazardous substances by the shortest route with a minimum number of stops along the way, the acces of fire and emergency vehicles to separate facilities, the lowest speed limit, and traffic safety are ensured.
	3. The vehicle traffic plan shall indicate the direction of the traffic, temporary traffic signs, places where temporary traffic signs are installed, traffic management facilities and places where traffic controllers are located.
	4. The vehicle traffic plan approved by the Company the Contractor shall forward to the Subcontractor, as well as it shall be installed at the arranged points of entry to the Territory along the vehicle route in prominent places.
	5. In accordance with the approved vehicle traffic plan and GOST R 52289-2019, the Contractor/Subcontractor shall install temporary traffic signs and traffic management facilities at the transferred Construction site at his own expense, which meet the requirements of GOST R 52290-2004, as well as perform weekly maintenance.
	6. The speed of VHC on the Territory shall be determined according to the characteristics of the road sections, but shall not exceed 20 km/h on Access Roads and 10 km/h on the Territory. The speed in the vicinity of work areas shall not exceed 5 km/h.
	7. If it is required to transfer a vehicle with a crew to the Company for use, the Contractor/the Subcontractor shall ensure the vehicle transfer by issuing an Inspection report on checking sanitary&hygienic, technical condition of the vehicle provided to Company's employees (Attachment No. 1), unless otherwise expressly stipulated by the Contract concluded between the Company and the Contractor.
	8. The Contractor/the Subcontractor shall develop a safety information card for vehicle drivers entering with a one-time pass. The rules of conduct on the Territory, traffic routes, emergency phone numbers shall be included therein. Before entering the Territory, the driver shall read the safety information card.
	9. When moving tracked vehicles, oversized vehicles on the Territory, the Contractor/the Subcontractor shall provide escort for these vehicles by specialized vehicles with identification markings or provide escort of tracked vehicles and oversized vehicles by PICs with special signaling means.
	10. When moving tracked vehicles on the Territory's roads the Contractor/
	the Subcontractor shall carry out the movement with the use of lowboy trailers intended for the transportation of special equipment.
	11. In order to ensure the road surface is kept safe, the movement of tracked vehicles on the Territory's roads shall be carried out by the Contractor/the Subcontractor with the use of special means that prevent the destruction of the road surface (laying special mats on the road crossing or using special rubber track shoes).
	12. At the equipment access points the Contractor/the Subcontractor shall place information boards with up-to-date traffic routes on the Territory.

# Requirements for Drivers

* 1. Any Contractor’s/Subcontractor’s employee who drives the VHC shall be trained to drive this category of the VHC and shall not have medical contraindications to drive the VHC.
	2. The Contractor/Subcontractor shall ensure the sufficient qualification of the drivers in accordance with the Russian legislation, namely: availability of driving license for drivers with the category which the respective VHC belongs to, availability of driver training certificate for drivers transporting dangerous cargoes (ADR certificates),
	availability of certificates for persons authorized to transport class I–IV hazardous wastes, – qualification documents which were issued on the basis of vocational training or further vocational education, required to deal with class I–IV hazardous wastes.
	3. When fulfilling contractual obligations to the Company, the Contractor/
	the Subcontractor shall not allow drivers to drive a vehicle who have foreign national or international driver licenses, excluding citizens of the states specified in para. 13, Article 25, the Federal Law No. 196-FZ dated 10.12.1995.
	4. The Contractor/Subcontractor shall provide VHC drivers who work on the Territory with safety clothing, safety boots and other personal protective equipment with the entity logos in accordance with the Interindustry rules for providing workers with safety clothes, safety boots and other personal protective equipment approved by the Russian Labor Ministry Order  No. 766n dated 29.10.2021, as well as washing and (or) decontaminating agents in accordance with the Russian Health and Social Development Ministry Order No. 1122n dated 17.12.2010.
	5. When walking around the Territory, the driver shall be provided with a hard hat equipped with a chin strap, safety clothes and steel-toe safety boots, as well as reflective vest and safety spectacles if there is restricted visibility.
	6. All the drivers arriving at the Territory shall be instructed by the Contractor/
	the Subcontractor on TS (introductory, seasonal, special, pre-trip briefings), HSE, civil defence and emergency response and familiarized with the Territory traffic plan, Regulations and required policies and procedures of the Company and the Contractor, including, but not limited to:
* Regulations on the parties interaction on health, industrial and fire safety, and environmental issues;
* Regulation on access arrangement to the Territory and construction facilities of the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster;
* RusChemAlliance Policy on Occupational Safety, Industrial Safety, Fire Safety and Traffic Safety;
* RusChemAliance Environmental Policy;
* RusChemAlliance Quality Policies;
* RusChemAlliance Social Responsibility Policy.
	1. The records confirming the safety briefings have been carried out shall be entered in the Contractor’s/Subcontractor’s safety briefing log.
	2. While being on the Territory, the Contractor`s/Subcontractor`s drivers shall have qualification certificates on hand that confirm completed training and authorization for independent professional work, as well as knowledge assessment certificates in occupational safety (safe working methods and techniques), first aid treatment to those injured at work, trip ticket issued in accordance with the Russian legislation requirements.
	3. The Contractor/the Subcontractor shall arrange so that all the drivers annually pass a 20-hours advanced training program as well as annually complete programs "defensive driving", "winter driving or driving in adverse conditions".
	4. The Contractor/Subcontractor shall arrange and supervise the mandatory medical examinations of drivers, including pre-trip and post-trip examinations, mandatory psychiatric examinations.
	5. Drivers who did not pass medical check-ups (examinations)
	are not allowed to drive VHC on the Territory.
	6. The Contractor/the Subcontractor shall take measures to remove and
	prevent further access for drivers involved in two (2) TR violations on the Territory in accordance with the Regulations on access arrangement to the construction facilities of the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster.
	7. The Contractor's/the Subcontractor's PICs shall keep records of persons who have violated the Regulations on access arrangement to the territory and construction facilities of the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster and TR, if required, they remove those persons from the Territory in cooperation with a security contractor and take measures to prevent such persons from further access to the Territory.
	8. The Contractor's/the Subcontractor's drivers shall:
* have a pre-trip and post-trip medical examination, daily inspection of vehicle technical condition before leaving on route and upon returning to the parking area, with the participation of the Contractor's/the Subcontractors employee, who is in charge of monitoring the vehicle technical condition, having a record in the trip ticket;
* follow the Regulations and Traffic Rules during transportation;
* when driving a vehicle equipped with seat belts, be fastened and not carry passengers who are not fastened with seat belts.
	1. If the vehicle is granted access to the Territory with a one-time pass, the vehicle driver shall be familiarized with the rules of conduct when being on the Territory according to the Regulations.

# Requirements for vehicles

* 1. Technical condition, equipment and equipping level of vehicles of all the types, makes and purpose (including those operated with trailers and semi-trailers) and all the other motor VHCs located on the Territory shall comply with the requirements of the Russian legislation, including those set out by the Russian Government Decree No. 1090 dated 23.10.1993.
	2. Each VHC shall be equipped with an operating manual, seat belts, digging tools, first aid kit, fire extinguisher, emergency stop sign, wheel stoppers (at least two) and a spare wheel.
	3. Equipping vehicles with fire extinguishers, their placement and maintenance shall be carried out in accordance with the requirements of SP 9.13130.2009.
	4. It is not allowed to install hand-made components and assemblies on the vehicles, as well as equipment not envisaged by the manufacturer.
	5. A VHC with malfunctions (Attachment No. 2) creating threat to human life, health and environment shall be taken out of service and removed from the Territory in accordance with the Regulations on access arrangement to the territory and construction facilities of the Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster and it shall not be used when performing works and (or) rendering services in the Company's interests.
	6. The Contractor/Subcontractor at its own expense shall install movement control and monitoring system (GPS/Glonass) (hereinafter - the System) on all the vehicles and special equipment as well as the vehicles engaged in transportation of wastes, waste waters, liquid household wastes.
	7. The System shall be configured with motor hours monitoring, location tracking, speed control, the System's website external control and provide the Company with the System's archives.
	8. The Contractor/the Subcontractor shall provide VHC movement visualisation chart upon the Company’s request.
	9. The Contractor/the Subcontractor shall carry out activities for the transportation of hazard classes I-IV waste only if there is a license to carry out activities for the collection, transportation, treatment, disposal, neutralization and placement of wastes.
	10. Vehicles, containers, tanks used during transportation of wastes shall have special distinctive signs indicating a certain hazard class of waste, complying with the provisions and samples stipulated by the Russian Ministry of Transport Order No. 399 "On establishment of samples of special distinctive signs indicating the hazard class of waste, as well as the Procedure for their application to vehicles, containers, tanks used in the transportation of waste" dated 22.11.2021.
	11. The Contractor/the Subcontractor, when carrying activities on transportation of hazard classes III-IV construction waste on the Leningrad region territory, shall ensure at its own expense that a permit for the movement of construction waste with an individual identification QR-code is obtained.
	12. Each VHC shall have a state registration plate. The nominal load capacity shall be indicated on the VHC side or platform.
	13. The pass, issued in accordance with the Regulations on access arrangement to the Territory and Project facilities, shall be placed at the bottom right of a windshield of VHCs and special equipment.
	14. The Contractor's/Subcontractor's vehicle, including vehicles provided by the Contractor/Subcontractor to the Company under the contract shall have the Contractor's identification logos approved by the Company (Attachment No. 3), which are applied to the doors of the front part of the cabin/body, with the exception of vehicles entering with one-time passes. Round logos shall have a diameter of at least 500 mm, rectangular logos shall have a width of at least 500 mm. The use of logos allows scaling their sizes in accordance with proportions to adapt to the parameters of different vehicle models.

Concerning the Subcontractor's VHCs, the name of the Subcontractor shall be indicated in the logo instead of the Contractor's name, while the indication of the Project (subproject) shall be kept (Attachment No. 3).

* 1. Identification logos required by the Contractor's/Subcontractor's regulatory documents are subject to the Company's mandatory approval.
	2. The requirements to mandatorily have identification logos do not apply to vehicles of the management of the Company, Gazprom PJSC, the Russian executive bodies and local authorities, vehicles of fire & rescue and emergency services.
	3. The yellow-orange light-reflective strips similar in appearance, size and location (from 50 up to 150 mm width) shall be applied on the front, rear and side parts of the Escort vehicles' body.
	4. The Escort vehicles shall be equipped with two yellow or orange flashing beacons which can be structurally combined in the same enclosure, dashboard camera with speed recording and position determination.
	5. All VHCs shall be timely technically inspected to ensure safety of their operation in accordance with the requirements of the manufacturer and the Russian legislation. VHC maintenance shall be planned by drawing up a schedule indicating the validity of diagnostic cards and and keeping records of VHC manufacturing dates.
	6. Certificates on VHC authorization to transport dangerous cargoes shall be issued for VHCs transporting dangerous cargoes and special permits to travel on roads for a vehicle carrying dangerous cargoes shall be available.
	7. The movement of VHCs without spark arresters around the territory of the Project explosion- and fire- hazardous facilities is not allowed.
	8. The use of loaded VHCs for storage of hazardous substances is not allowed.
	9. It is not allowed to use short-term rental cars with per-minute billing (car sharing) to move around the Territory.

# Requirements for the arrangement of passenger and cargo transportation

* 1. **General requirements**.
		1. Transportation arrangement on the Territory shall be carried out by traffic flow control with the provision of monthly reports. This shall be performed by a company contracted by the Contractor and/or the Company under supervision of the Company's Logistics and Project Procurement Coordination Department.
		2. Prior to perform the transportation the Contractor/Subcontractor shall:

– ensure that the drivers involved are qualified and authorized to drive the corresponding type of VHCs and drive under conditions which the transportation will be carried out in, as well as the required briefings are passed by the drivers;

– ensure the drivers have pre-trip and post-trip medical examination;

– arrange monitoring of the VHC technical condition before departure;

– check availability of the trip ticket with records on VHC technical inspection and driver’s medical examination.

* + 1. The Contractor/the Subcontractor shall provide each driver carrying out transportation with the Territory traffic plan approved by the Company and a safety information card specifying the rules when being on the Territory.
		2. The Contractor/the Subcontractor shall develop transportation schedules.
		3. The transportation schedule shall be developed on the basis of speed limiting on existing traffic routes and the Russian legislation requirements, including orders and directives of the Committee on Road Facilities of the Leningrad Region on introduction of temporary restrictions on the vehicular movement on public regional roads and it shall be approved by the Company.
		4. If the Territory road conditions are critically changed, and they pose a threat to traffic safety and (or) hindrance of transportation caused by the works being performed, the Contractor's/the Subcontractor's PICs shall promptly adjust the traffic plan, have it approved by the Company via official letter and communicate to the other Territory road users in accordance with para. 5.12 Hereof. The Contractor/the Subcontractor shall post Traffic controllers, promptly adjust traffic schedules, and communicate the adjusted schedule and plan to the drivers.
		5. The traffic controller shall perform traffic control by means of the signals specified in the TR and (or) other instructions of the Contractor/Subcontractor. The traffic controller shall have distinctive gear.
		6. Vehicle drivers shall strictly comply with the instructions of the Traffic controllers.
		7. The Contractor's/the Subcontractor's PICs, after receiving information regarding the conditions dangerous for the vehicular movement, shall make a decision to terminate and (or) resume transportation, which they immediately inform the Company about.
		8. When driving on the Territory, it is prohibited to overtake moving vehicles (one or more), except for the vehicles performing road maintenance activities (snow removal, grading, compaction, watering, sprinkling, mechanical brushing).
		9. The Contractor/Subcontractor shall ensure the most environmentally friendly routes of cargo delivery to the Territory. By environmentally friendly routes of cargo delivery shall be meant building a logistic model of cargo delivery and selecting VHCs that ensure a minimal impact on the environment and public health.
		10. Organized VHC convoys shall move within the Territory being escorted by the Contractor's/Subcontractor's escort vehicle and (or) special-purpose traffic safety contractor.
		11. Prior to the VHC back run, the driver shall ensure that the manoeuvre is safe and does not interfere with other road users, honk horn twice and start driving afterwards.
		12. Parking of VHCs during downtime and (or) repair shall be carried out only in specially designated areas determined by the Contractor.
		13. It is prohibited to repair and park VHCs on roads located on the Territory, public roads and nearby settlements. In case of a vehicle malfunction, the Contractor/Subcontractor shall arrange, by its own efforts, the evacuation of such a vehicle from the Territory, public roads, as well as from nearby settlements, to the areas specially designated for vehicle repairs.
		14. A VHC shall be fueled with oil and lubricants on the Territory only in specially designated areas determined by the Contractor.
		15. It is prohibited to refuel the VHC on the roadway or work areas.
		16. The Contractor/Subcontractor shall furnish the Territory facing public roads with vehicle cleaning stops and wheel washing facilities at the vehicular exits.
		17. Vehicle cleaning stops and wheel washing facilities shall be provided with water, lighting and personnel all year round as well as with waste containers or waste collection hoppers.
		18. The vehicles shall move on the Territory in accordance with the traffic plan developed by the Contractor's/the Subcontractor's PICs and approved by the Company, as well as in accordance with traffic signs.
		19. It is prohibited to deviate from the traffic plan in order to look for a shortcut, except for emergency situations or Traffic controler instructions.
		20. The Contractor/the Subcontractor shall ensure that the VHC driver complies with work and rest hours when transporting passengers and cargoes.
		21. In order to transport the passengers with no exceeding the vehicle capacity limits, the Contractor/the Subcontractor shall form up the passenger vehicle trip plan considering the changes in passenger flow per days of week and hours of day.
		22. It is prohibited to use personal vehicles and special equipement within the Territory.
	1. **Passenger transportation**
		1. When carrying out passenger transportation, the Contractor/Subcontractor shall observe the safety requirements for passenger transportation by vehicles, these include:
* ensuring that vehicle drivers are professionally competent and fit;
* passing medical examinations and analyzing the health of vehicle drivers;
* developing and introducing efficient vehicle routes;
* monitoring compliance with the work and rest regime of vehicle drivers;
* ensuring safe conditions for the transportation of passengers and cargoes;
* recording and analysis of traffic safety main indicators;
* setting out the requirements for arrangement and ensuring safe transportation of passengers by the Contractor's/the Subcontractor's vehicles carrying out passenger and cargo transportation in the Company's interests as well as monitoring compliance with them;
* control measures in ensuring traffic safety;
* preventive activities with the participation of employees;
* analysis of the TSCS functioning.
	+ 1. The Contractor/Subcontractor shall carry out the transportation of passengers on vehicles registered in STSI bodies according to the established procedure, specially designed for the relevant types of transportation, which have passed a pre-trip technical condition inspection considering the check for operability of the vehicle components, units and systems which have an impact on traffic safety, modification or installation of additional devices, installation of additional seats or modification of seats for passengers which are not envisaged by the manufacturer, equipping installation and mounting locations of firefighting means, first aid kits, tools.
		2. During transportation of passengers the following is prohibited:
* the vehicle movement if persons not belted are identified;
* movement of passengers in the vehicle cabin while the vehicle is moving, up to the moment the vehicle completely stops;
* transportation of passengers having exceeded a number of seats in the vehicle cabin;
* transportation of passengers in vehicle bodies and van cargo areas;
* dismantling of head restraints, seat belts, bringing them into a state when it is impossible to use them as intended, including using of seat belts retainers and locking devices.
	+ 1. In order to ensure safety before carrying out shift transportation, group transportation (more than eight passengers) the Company appoints a person in charge of accompanying passengers by an order signed by the Head of the Administrative and Maintenance Division.
		2. To make a list of passengers transported, deputy general directors, directors for different areas, stand-alone business unit managers of the Company shall submit a list of subordinate employees indicating the person in charge to the Head of the Administrative and Maintenance Division via a inter-office memo served up in the Automated Business Support Documentation System (ABSDS) no later than 1 (one) business day (before 15.00) before transportation.
		3. Vehicles carrying passengers shall be equipped with visual propaganda on the mandatory use of seat belts (safety information cards, stickers, posters).
		4. The passenger and driver's safety information cards shall be placed in the vehicle (Attachment No. 4).
		5. During passenger transportation hand luggage and baggage shall be placed:
* in a light vehicle – by the driver in the vehicle trunk;
* in a bus – by a passenger individually in the bus passenger compartment under the supervision of the driver and person in charge of accompanying passengers.
	+ 1. The following is prohibited to do in the passenger compartment and the driver's cabin:
* to transport baggage, heavy and oversized items;
* to place hand luggage on the seats, in the aisle between seats, near the vehicle entrance/exit, including emergency exit;
* to transport firearms, explosives, piercing and cutting objects, flammable, poisonous, toxic, malodorous and caustic substances;
* to transport objects and things with a size of 60х60х30 cm and/or weighing more than 10 kg (if there is a baggage compartment);
* to transport objects and things that make the clothes of passengers and the VHC interior dirty;
* to transport construction materials, tools, fuel and lubricants, antifreezes, flammable liquids and other materials and substances that can cause injuries and harm to the health of passengers.
	+ 1. If it is impossible to place cargo or baggage in a vehicle carrying passengers due to insufficient space in cargo compartments or their absence, the cargo or baggage shall be transported separately from passengers in another specially equipped vehicle.
		2. When the newly employed or seconded persons board the transport for the first time on this vehicle, the person in charge for accompanying passengers shall explain them the established passenger transportation procedure.
		3. If there are regular personnel transportation to the work place, the Contractor/the Subcontractor shall establish traffice routes (Attachment No. 5), draw traffic schedules and plans indicating dangerous sections and traffic accident hotspots.
		4. The Contractor/the Subcontractor shall assign collective passenger transportation to the most disciplined and experienced drivers who have more than three years of experience driving a vehicle in a contracting, subcontracting company and have not violated the traffic rules for at least one (1) year and have not committed RTAs for three (3) years.

The Contractor/Subcontractor shall apply speed limits when transporting passengers and cargoes on departmental roads (for example, a Construction site, flow lines, etc.) taking into account the road surface, climatic conditions, vehicles used, emergency road sections, traffic accident hotspots.

* 1. **Transportation and movement of cargoes**
		1. During transportation and moving cargoes the Contractor/Subcontractor shall be guided by the Russian Ministry of Labor Order No. 753n dated 28.10.2020, the Russian Government Decree No. 2200 dated 21.12.2020, the Rostekhnadzor order No. 390 dated 30.10.2023 and observe the following requirements:
			1. Cargoes shall be placed (stacked) and secured on the vehicle in such a way that they are not displaced and fallen during transportation.
			2. During transportation the cargo shall be placed and secured on the VHC so that it does not endanger the VHC driver and others, does not restrict the driver's view, does not violate the VHC stability, does not cover the light and signal devices, the state registration plate number of the vehicle, does not interfere with the perception of the signals given by hand.
			3. Packaging with the use of pallets, containers and other packaging means shall be used for the transportation of packaged cargo. The unit loads (packaged cargo) shall be fastened together.
			4. The cargo on a pallet shall not protrude more than 20 mm from each side of the pallet; for boxes longer than 500 mm this distance can be extended up to 70 mm.
			5. When transporting long cargoes with a length of more than 6 m, they shall be safely secured to the vehicle trailer.
			6. When simultaneously transporting long cargoes of various lengths, shorter cargoes shall be placed on top.

It is prohibited to place a long cargo diagonally in the vehicle body, leaving the ends protruding beyond the vehicle sides as well as block the vehicle cabin doors with the cargo.

* + - 1. So that the cargo does not move towards the vehicle cabin during braking or movement of the vehicle downhill, the cargo shall be placed on the vehicle higher than on the pole trailer by a value equal to the VHC springs deformation (draft) caused by the cargo.
			2. Large-sized lightweight concrete structures not designed for bending as well as products with a thickness of less than 20 cm shall be placed in a vertical position for transportation.
			3. During transportation of reinforced concrete wall panels in a vertical position the panels shall be laid with the entire flat surface on the VHC platform or rest on pads placed at a distance of no more than 0.5 m from each other.
			4. If wall panels are transported in an inclined position, they shall be supported by lower and side surfaces on pads placed at a distance of not more than 0.5 m from each other.
			5. In a horizontal transportation position floor slabs shall be supported where embedded parts are installed.
			6. Panels transported vertically shall be secured from two sides, and in an inclined position – from one side, above the center of gravity position of the panel.
			7. When transporting several panels at the same time, spacers shall be placed between them which prevent the panels from coming into contact and possible damage from impact or friction during transportation.
			8. Reinforced concrete girders shall be placed on the VHC for transportation in a vertical position with support at the ends where embedded parts are installed or at the lower-chord corners having a denser reinforcement mesh there.
			9. Reinforced concrete roof and floor slabs shall be transported in a horizontal position with support where embedded parts are located. During transportation, slabs can be stacked on pads with a thickness exceeding the height of lifting eyes by 20 mm.
			10. Small-piece wall materials (bricks, ceramic wall stones, concrete and small cinder concrete blocks, limestone pieces) shall be transported using a palletized packaging method or on multiple-use devices using a general-purpose materials-handling vehicle.
			11. Placing unit loads of small-piece wall materials on the VHC depends on the unit load dimensions and method of handling operations:
* when using lifting tongs for handling in the bodies of motor vehicles, semi-trailers and trailers with a load capacity of 5 ton, single-line or
T-shape stacking of unit loads is advisable;
* in heavy-lift long combination vehicles – stacking unit loads across the body in separate piles.
	+ - 1. When moving loose materials (including inert materials) a special stretching cover (top) shall be installed on the vehicle which completely covers the trailer from all sides and shall prevent the cargo from scattering itself when the vehicle is moving.
		1. The procedure for loading, unloading, moving when bringing for loading, unloading cargo with hazardous substances shall be developed and included in process instructions, indicating, among other things:
* duties of persons working at each workplace;
* the normal operation and emergency procedures;
* safe handling operations methods, their possible violations, signs and elimination methods.
	+ 1. During handling operations the following shall be avoided:
* using open fire in the hazardous substances handling areas;
* smoking at a distance of less then 50 m from the areas of loading or unloading of hazardous cargoes;
* performing works during a thunderstorm;
* carrying out handling operations at night.
	+ 1. Hazardous cargo handling areas shall be equipped with PPE emergency kits as well as emergency containment means and first aid kits in case of emergency (safety shower or bath, eyewash station).
	1. **Transportation of dangerous goods**
		1. The Contractor/the Subcontractor shall arrange transportation of hazardous cargoes in accordance with the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) concluded in Geneva on 30.09.1957 (hereinafter – ADR) and Russian Government Decree No. 2200 dated 21.12.2020.
		2. The Contractor/the Subcontractor shall ensure fulfillment of additional requirements for the hazardous cargo transportation vehicles:
* when arranging transportation of explosion and fire hazardous substances and materials, the Contractor/the Subcontractor shall comply with the requirements of the fire prevention regime in the Russian Federation approved by Russian Government Decree No. 1479 dated 16.09.2020, and other duly approved technical documentation related to its transportation;
* side or rear protective devices shall be installed along the perimeter of the tank on tanker trucks and tank trailers (semi-trailers), on vehicles for transportation of portable tanks and vehicles with tube trailers;
* there is no need to have a rear protective device on the VHCs with a self-dumping tank, which is unloaded through the rear wall, intended for transportation of powdered or granular cargoes provided that the tank body is protected with the rear body fittings;
* the distance between the tanker truck rear wall and the protective device rear part (from the extreme rear point of the tanker truck wall or from protruding fittings in contact with the cargo transported) shall be at least 100 mm;
* it is prohibited to use fuel heaters in the driver cabin (including those running on gaseous fuel) and place them in the vehicle cargo compartment;
* it is allowed to use a tear-resistant, waterproof and low-flammable material as a vehicle cover (the VHC shall be equipped with the cover specified). The vehicle cover shall be stretched, overlap the body sides from all the sides by at least 200 mm and secured by fixing devices.
	+ 1. The VHC for the hazardous cargo transportation is equipped with:
* at least two anti-rollback stoppers for each vehicle (trailer of a long combination vehicle), which dimensions correspond to the wheel diameter;
* two emergencies stop signs;
* means for neutralization of the hazardous cargoes transported;
* a hand tools kit for emergency vehicle repair;
* two self-powered lamps with flashing or permanent orange lights;
* a shovel and sandbags to extinguish the fire;
* bright-colored clothing for each crew member;
* pocket lights for each crew member;
* in accordance with the emergency card instructions and transportation specification with neutralization means for the hazardous cargo transported, personal protection of crew members and personnel accompanying the cargo;
* special safety equipment specified in the emergency card.
	+ 1. It is prohibited to perform or to have:
* equipping of vehicles with fire extinguishers, which fire extinguishing compounds emit toxic gases.
* dismantling of the removable spark arrester from the exhaust pipe;
* dismantling, inoperable condition, change of placement or restricted visibility of a visual signaling device with yellow (orange) radiation on the roof or above the vehicle roof.

When transporting cylinders with compressed or liquefied gases on vehicles with a flat body, it is required to observe the following requirements:

* transportation in an upright position using a hemp rope (rubber rings) with a cross-section diameter of at least 25 mm to protect against impacts;
* transport in a horizontal position, in special-purpose wooden pallets with sockets cut out according to the diameters of cylinders with compressed and liquefied gases;
* using a tarpaulin blanket to cover cylinders in order to protect them from heating by sunlight.
	+ 1. The tanker truck shall be equipped with a sign with a warning inscription: "When filling up (emptying) with fuel a tanker truck shall be grounded".
		2. Two"Danger" signs, a sign "Speed limit", a red flashing light or an emergency stop sign, a fire blanket, a sand container weighing at least 25 kg shall be placed on the tanker truck.
		3. The tanker truck shall be equipped with an orange flashing beacon.
	1. **Transportation of oversized and heavy-lift cargoes**
		1. Oversized and heavy-lift cargoes shall be transported on the Territory taking into account the requirements of the Cargo transportation rules approved by Russian Government Decree No. 2200 dated 21.12.2020.
		2. Arrangement of traffic within the Territory for heavy-lift and (or) oversized VHCs shall be ensured by the Contractor in accordance with the requirements of Russian Ministry of Transport Order No. 343 dated 31.08.2020.
		3. If it is required to deliver oversized and heavy-lift cargoes to the Territory, the Contractor/the Subcontractor shall develop a Territory vehicle traffic plan and submit it to the Company for approval 5 days before the cargo arrival on the Territory. When developing traffic plans the Contractor/Subcontractor shall ensure there are additional Traffic controllers at the intersection of roads, power transmission lines, railway crossings along the VHC route (indicating the locations of Traffic controllers on the plan).
		4. The Contractor/Subcontractor shall ensure fulfillment of additional requirements for the cargo transportation vehicle:

8.5.4.1. The following shall not be used for securing the cargo:

* various fastening means together (a belt with a cable, a belt with a chain, etc.)
* mechanical auxiliary means (rods, levers, crowbars and other means not intended for securing cargoes);
* knotted lashing belts, chains, cables.

8.5.4.2. Lashing belts, chains, cables shall be protected from protruding cargo surfaces with protective accessories in order to avoid mechanical damage, such as corner edge protectors, pads and other accessories. Tags of lashing belts, cables and chains shall not be damaged, they shall have clear marking inscriptions.

8.5.4.3. Lashing belts are prohibited to use in the following cases:

* if there are ruptures, transverse cracks or cuts, delaminations, significant corrosion areas on metal parts, damage to clamping or connecting elements;
* if bearing seams are damaged;
* if there is no lashing belt marking.

8.5.4.4. Lashing cables are prohibited to use in the following cases:

* if the cable is worn out, when its nominal diameter is reduced by more than 10%;
* if there is flattening, when the cable is squeezed by more than 15% or it has a sharp edge.

8.5.4.5. Lashing chains are prohibited to use in the following cases:

* if the links' thickness is reduced in any area by more than 10% of the nominal thickness;
* when the link is lengthened by any deformation by more than 5%;
* if there are cuts.

8.5.4.6. In order to ensure safety during transportation of oversized and (or) heavy-lift cargoes and to inform other road users on their dimensions listed in the table "Mandatory conditions for using Escort vehicles", it is required to use Escort vehicles.

8.5.4.7. The escort vehicle shall be equipped with:

* reflective yellow-orange strips;
* two yellow or orange flashing beacons (flashing beacons can be structurally combined in the same enclosure);
* a reflective or lit information board of yellow color, size 1m x 0.5m, with the text "GREAT WIDTH", "GREAT LENGTH" made of a blue reflective film, font height is 14 cm;
* a device for determining the height of artificial facilities and other utilities;
* a dashboard camera with speed recording and position determination;
* a flashing beacon installed on the VHC roof or above it. Flashing beacons installation methods shall ensure the reliability of their fasteners in all movement and braking modes of the vehicle.

8.5.4.8. A reflective or internally lit information board shall be installed on the roof of the Escort vehicle or above it behind the flashing beacon in the direction of traffic and used for additionally informing road users on the vehicle overall dimensions.

8.5.4.9. If the vehicle width with a oversize cargo is more than 3,5 m, the "GREAT WIDTH" board shall be placed.

8.5.4.10. If the vehicle length with a oversized cargo is more than 25 meters and at the same time the width is not more than 3.5 meters - the "GREAT LENGTH" board shall be placed.

8.5.4.11. If the vehicle width with a oversized cargo is over 3.5 meters and at the same time the length is more than 25 meters, the "GREAT WIDTH" board shall be placed on the front Escort vehicle, and the "GREAT LENGTH" board shall be placed on the back Escort vehicle.

8.5.4.12. The placement and securing of oversized and (or) heavy-lift cargo on the vehicle shall comply with tie-down schemes developed by the cargo manufacturer. Cargo extreme points (length, width) and (or) the vehicle shall be marked with the identification sign "Oversized cargo" and flashing lights (signals) of yellow or orange color.

8.5.4.13. Mandatory conditions for using Escort vehicles are given in Table 1:

Table 1. Table 1 – Mandatory conditions for using Escort vehicles

|  |  |
| --- | --- |
| Traffic safety measures | Overall dimensions of the vehicle or the loaded vehicle |
| Height more than 4.5 m | Width |
| less than 3 m | from 3 to 3.5 m | from 3.5 to 4 m | from 4 to 4.5 m | from 4.5 to 5 m | from 5 m and more |
| Length |
| from 25 to 40 m | more than 40 m | from 25 to 40 m | more than 40 m | less than 25 m | from 25 to 40 m | more than 40 m | less than 25 m | from 25 to 40 m | more than 40 m | less than 25 m | from 25 to 40 m | more than 40 m | All lengths |
| Front escort vehicle | 1 | 1 | 2 | 1 | 2 | 1 | 1 | 2 | 1 | 1 | 2 | 2 | 2 | 2 | It is determined by the road traffic management plan |
| Back escort vehicle |  | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

# Requirements for the road (access road) conditions

* 1. **General requirements**

The Contractor shall ensure the maintenance of roads being within the Contractor's responsibility under the Contract (s) with the Company. The maintenance of roads includes a number of measures for ensuring safe and uninterrupted traffic on roads including protection and cleaning of roads, roadsides, ditches as well as the following measures.

* 1. **In spring-summer-autumn period**:
		1. Asphalt concrete (and other "black") and cement concrete surfaces:
* cleaning from garbage, dust and dirt;
* maintenance of crash and noise barriers in good condition;
* sealing of cracks and seams;
* elimination of minor damage (potholes, settlement, rutting, etc.);
* elimination of slipperiness caused by bitumen bleeding;
* surface treatment (including double treatment), including cleaning of the surface from dust and dirt, spreading of bituminous binder, spreading of crushed stone (including treated with bitumen), rolling, removal of unstuck crushed stone;
* cleaning of drainage ditches (including pipe culverts
in accordance with the Contractor/the Subcontractor responsibility assignment matrix approved by the Company for maintenance, upkeep and repair of road sections);
* cleaning of railings and fences from dust and dirt;
* painting of railings and fences (except for galvanized);
* cleaning of trays and pipe culverts from dirt, snow and ice;
* elimination of minor damage inflicted on trays and pipes;
* cleaning of the right of way from garbage and foreign objects;
* levelling of the right of way with cleaning and blading of ditches and water drainage trenches;
* mowing of grass and removal of shrubs; chemical removal of unwanted vegetation;
* cleaning of roadsides, slopes and dividing strip from foreign objects and garbage.
	+ 1. Gravel and crushed stone surfaces:
* restoration of the gravel and crushed stone surfaces' profile (which includes adding new material);
* levelling and dedusting of gravel and crushed stone surfaces;
* cleaning of the roadway, sidewalks and bridges from dirt and garbage;
* elimination of minor damage inflicted on reinforced bridge elements;
* repair or replacement of individual sections for railings or fences on bridges;
* cleaning of railings and fences from dust and dirt;
* painting of railings and fences (except for galvanized);
* cleaning of trays and pipe culverts from dirt, snow and ice;
* elimination of minor damage inflicted on trays and pipes;
* cleaning of the right of way from garbage and foreign objects;
* levelling of the right of way with cleaning and blading of ditches and water drainage trenches;
* mowing of grass and removal of shrubs; chemical removal of unwanted vegetation;
* cleaning of roadsides, slopes and dividing strip from foreign objects and garbage;
* elimination of minor damage (including washaways) on soft roadsides and slopes with filling in certain places with soil, levelling and compaction;
* elimination of minor damage on hard roadsides (including on asphalt-concrete, crushed stone-gravel ones);
* mowing of grass on roadsides, slopes and dividing strip;
* removal of shrubs on slopes and roadsides.
	1. **In winter period:**
* patrol clearing of the roadway from snow;
* removal of snow banks from roadsides: moving, rehandling, rehandling at barrier fences, moving with loading into dump trucks (mainly at two-level interchanges), etc.;
* removal of compacted snow and ice from the roadway;
* removal of snowdrifts up to 0.4 m thick, from 0.4 to 0.6 m, from 0.6
 to 1.0 m, and more than 1.0 m;
* protection from winter slipperiness, including: sprinkling of sand&salt mixture, spreading pure solid reagents, spreading moistened reagents, spraying liquid reagents;
* snow trenching or snow banking on the roadside to protect the road from snowdrifts.
	+ 1. The Contractor/the Subcontractor shall develop a maintenance and upkeep responsibility assignment matrix for the road sections on the Territory for the site preparation period and submit it to the Company's Capital Construction Division for review and approval.
		2. The Contractor/the Subcontractor shall annually in spring-summer and autumn-winter periods develop a road conditions inspection schedule (Attachment No. 6) submitting it to the Company's Capital Construction Division for approval.
		3. Roadsides shall be cleared of snow along their entire width.
		4. The state of road facilities (lay-bys, landing pads, rest and parking areas) after snow removal works are completed shall comply with the requirements of Table 2.

Table 2. Requirements for the state of road facilities

|  |  |  |  |
| --- | --- | --- | --- |
| Type of snow-ice formations | Road category | Size | Snow removal time limit\*, hour, not more than |
| The presence of loose (compacted) snow on lay-bys and landing pads of fixed-route vehicle stops with a layer thickness of, cm, not more than | IA, IB | 2 (0) | 6 |
| IV, II, III | 6 (4) |
| IV, V | 8 (6) |
| The presence of loose (compacted) snow on rest and parking areas with a layer thickness of, cm, not more than | IA, IB | 6 (4) | 24 |
| IV, II | 8 (6) |
| III-V | 12 (8) |
| \*The time limit for snow removal is calculated from the moment the snowfall ends. |

* + 1. After works on snow removal and winter slipperiness elimination are completed, it is allowed to have compacted snow with a thickness of no more than 6.0 cm without separate irregularities with a height/depth of more than 4 cm, which shall be treated with friction materials within 3 hours after the end of a snowfall or blizzard.
		2. After the onset of a positive daily average air temperature removal of the compacted snow in spring period shall be done within no more than one (1) day.
		3. The formation of snowbanks along the roads is not allowed:
* on roadsides;
* before a railway crossing;
* before intersections at the same level;
* before intersections at the same level, railway crossings, pedestrian crossings and fixed-route vehicle stops;
* on sidewalks.
	+ 1. It is allowed to have a compacted snow cover with a thickness from 3 to 8 cm during the winter maintenance of roads assigned to the Contractor/the Subcontractor for maintenance having daily traffic of no more than 1500 vehicles. After the onset of a positive daily average air temperature removal of the compacted snow cover shall be done within no more than two (2) days.
		2. The Contractor/the Subcontractor shall ensure clearing up of pipe culverts, ditches from snow, ice, various contaminants that prevent the passage of water in spring-summer-autumn period.
		3. The whole winter maintenance management of the roads assigned to the Contractor/Subcontractor is done in such a way as to provide normal conditions for the movement of vehicles with maximum facilitation and cost reduction of the works performed.
		4. To ensure normal operation of the road assigned to the Contractor/the Subcontractor for maintenance and assessment of its conditions, reducing labor and monetary costs for winter maintenance, during the road operation the Contractor/the Subcontractor shall identify places being snowdrifted and icy, establish why winter slipperiness and snowdrifts occur, develop and implement measures that reduce or completely eliminate these defects.
		5. To ensure fulfillment of tasks during maintenance of roads assigned to the Contractor/Subcontractor for maintenance, the following activities shall be carried out during a cold period:
* preventive: to prevent or minimize the formation of snow and ice deposits on the road. Such measures include reducing snowdrifting on roads and preventive treatment of surfaces with anti-acing reagents;
* protective: to block access of snow to the road. These include snowdrift protection, and the main criterion for the quality of snow protection shall be considered the complete exclusion of snow deposition on the road so that the snow removal patrol only removes snow fell during a snowfall;
* on removal of snow and ice depositions already formed. For instance, snow and ice removal as well as reducing their impact on the vehicle movement.
	1. **Measures on safe work performance by road construction (snow removal) equipment, marking, warning and work performance. Basic means for traffic management in work areas**
		1. The basic means for traffic management in work areas are temporary road signs, fences and directional signs and other technical means. By temporary road signs shall be understood those signs which are installed only for the work duration.
		2. Signs, fences and directional signs shall be placed starting from the end of the site most remote from the work area, and first of all from the side where works are not performed. The removal of fences and directional signs shall be carried out in a reverse manner.
		3. In the absence of artificial road lighting in settlements, fences and directional signs shall be equipped with retro-reflective elements (5x5 cm) in order to ensure visibility at night.
		4. The color of signal lights or retro-reflective elements used together with fences shall be red.
		5. Highly dangerous places (trenches, excavation pits, holes, etc.) shall be fenced using panels or barriers, signal cords or traffic cones which are installed along the entire length of a work area (each 10 meters) and equipped with signal lights.
		6. Portable traffic cones, delineators or posts shall be used for dividing oncoming traffic flows in work areas, indicating lanes and ensuring safe trajectories of movement.
		7. When performing small-scale works, in order to ensure the least loss of time by passing motor vehicles, the length of the closed section should be chosen as minimum considering work methods.
		8. The sizes of temporary signs used for traffic management in work areas shall not be less than those used for this category of road.
		9. Traffic management in areas of short-term works (waste and snow removal):
* when performing short-term works, the placement of road signs and fences can be carried out without narrowing the roadway;
* if short-term works do not cause narrowing of the roadway, the work area shall be fenced;
* during short-term works that cause narrowing of the roadway, it is required to use temporary signs 4.2.2. "Detour" and 3.24. "Maximum speed limit" installed on the barrier fencing as well as two signs 1.2.5. "Road works", one of which is fixed on the front of road construction equipment and the second one is installed 50 m before the area under repair. It is possible to install signs on fencing boards or barriers.
	1. **The main provisions on fulfilling requirements when performing works in traffic**
		1. Before starting work (including cleaning of roads from snow and ice) it is required to check the availability and operability of technical means required to perform works, and replace the means worn out or install the lacking means.
		2. Prior to commence works the Contractor/the Subcontractor is required to conduct a target occupational safety briefing for employees giving instructions for safe performance of a specific work considering work procedures.
		3. The team members shall be provided with high-visibility vests of bright orange color worn over regular clothes.
	2. **Marking (fitting with retro-reflective strips) of road construction (snow removal) equipment**
		1. Marking (fitting with retro-reflective strips) of road construction (snow removal) equipment shall be made with retro-reflective marking materials, solid or dashed strips placed along the contour of side and rear surfaces of motor vehicles in such a way that it facilitates the most accurate identification of their shape.
		2. The cabins of trucks are marked with a solid horizontal strip. It is allowed to mark side surfaces of motor vehicles with dashed horizontal strips, and rear surfaces - along the contour.
		3. Marking with reflective marking materials shall be made in such a way that it facilitates identification of at least 80% of motor vehicles length and width (for categories B - no less than 75%).
		4. The color of reflective marking materials shall be yellow.
		5. A flashing beacon of yellow or orange color shall be installed on road construction and special equipment which carries out road repair and maintenance works (including snow removal). The flashing beacon of yellow or orange color being turned on does not give an advantage in traffic and serves to warn other road users of possible danger.
	3. **Rules and procedure to be followed when safely overtaking (detouring) road cleaning and snow removal equipment**
		1. Before starting overtaking the driver shall make sure that the lane he/she is going to go is clear at a sufficient distance for overtaking and during overtaking he/she will not create a danger to traffic and interference with other road users.
		2. The driver is prohibited from overtaking in cases where:
* the VHC moving in front is overtaking or detouring an obstacle;
* the VHC moving in front on the same lane has indicated that it turns left;
* the VHC following the driver has started overtaking;
* upon completion of overtaking the driver is not able to return to the previously occupied lane without creating a danger to traffic and interference with the VHC being overtaken.
	+ 1. The driver shall keep a safe distance from all vehicles. If necessary, it is required to be ready not only to stop, but to change the direction of movement in a timely manner.
		2. When overtaking (snow removal and road construction equipment) on a slippery road, it is required to bear in mind at least one option to avoid a collision in case the vehicle being overtaken gets in the way, and if there are no such options, it is better to refrain from overtaking.
	1. **Road cleaning equipment overtaking (detour) procedure**

When overtaking (detouring) road cleaning equipment, it is required to:

* approach the road cleaning and snow removal equipment which carries out the work, while moving to the left;
* keep a safe distance, determine the speed of the VHC being overtaken;
* visually determine the width of the roadway for overtaking (detour);
* determine if there are vehicles going in the opposite and same direction as well as the absence of obstacles during overtaking (detour);
* determine whether visibility is sufficient in the overtaking (detour) area, with sufficient visibility for overtaking (detour), use the left turn signal in good time making sure there is no overtaking vehicle (in case of limited visibility give a short warning with a horn or briefly switch the headlights from the low beam to the high beam);
* gradually increasing the speed for overtaking (detour), go to another lane;
* having overtaken (detoured), use the right turn signal, look in the rear-view mirror making sure that the vehicle being overtaken is at a safe distance behind;
* start a smooth return to the previously occupied lane.
	1. **Rules of overtaking (detour) in winter**
		1. When overtaking in winter period:
* it is required to reduce the speed as much as possible when approaching the working special, snow removal and road construction equipment;
* maintain an even speed;
* do not press the brake pedal when in a skid because when overtaking (detouring) on a slippery road, the rear of the vehicle may skid.
* if the vehicle has skidded than it is required to gently and tightly turn the steering wheel in the skid direction. On a rear-wheel drive vehicle, release the gas pedal, on a front-wheel drive vehicle, put a little pressure on the accelerator.
* when driving the vehicle out of a skid, the steering wheel should be returned to the straight driving position.
* the motor vehicle will return to its initial trajectory if the maneuver is properly performed.
	+ 1. When overtaking (detouring) it is prohibited to:
* overtake on the right side (on the roadside);
* drive too close to a special (snow removal) vehicle;
* overtake special (snow removal) vehicles on the ascents.
* start overtaking (detour) if there is a solid horizontal marking line.

# List of documents

* 1. The Contractor/the Subcontractor shall maintain the required traffic safety documents (Table 3).

Table 3. List of traffic safety documents

| **Item No.** | **Description** | **Frequency of keeping records** |
| --- | --- | --- |
| 1. | Traffic safety briefing logbook | continually |
| 2. | Materials for giving traffic safety briefings (approved briefings, incoming letters, messages, etc.) | continually |
| 3. | Logbook for drivers traineeships conducted | continually |
| 4. | VHC drivers traineeship sheets | continually |
| 5. | Trip tickets issue register | continually |
| 6. | Trip tickets | continually |
| 7. | Logbook for VHC pre-trip technical condition inspection results and records of starting the route (completing the route) | continually |
| 8. | Maintenance schedule | monthly |
| 9. | Maintenance (repair) logbook | continually |
| 10. | Repair sheets | continually |
| 11. | Traffic rules violations logbook | continually |
| 12. | Traffic safety violations materials (administrative offence reports, administrative decisions, payment documents, orders, statements, decisions of judicial authorities, etc.) | continually |
| 13. | RTA logbook | continually |
| 14. | RTA materials (RTA report, internal investigation report with attachments) | continually |
| 15. | 20-hours drivers training program logbook | annually |
| 16. | Road inspection reports | twice a year |
| 17. | RTA prevention action plan | continually |
| 18. | Reports on inspection of the person responsible for traffic safety | quarterly |
| 19. | Vehicle accident report | quarterly, annually |
| 19. | Maintenance and routine repairs schedule | continually |
| 20. | Diagnostic card (a copy shall be kept in the VHC) | continually |

* + 1. Traffic safety documents shall be mandatorily included in the file register, the terms of storage are determined by the Russian legislation and/or contractual obligations.
	1. **RTA and traffic rules violations records keeping**
		1. The Contractor/Subcontractor shall develop requirements for the detection of traffic rules violations as well as take actions according these requirements.
		2. The Contractor/the Subcontractor operating VHCs of various purposes shall keep records of all the RTAs and traffic rules violations involving the VHCs being operated (including VHCs engaged under lease agreement). All the RTAs are subject to records keeping, regardless of the place of occurrence, its consequences, the amount of material damage and whether the Contractor's/the Subcontractor's driver (machine operator, tractor driver) is guilty for commiting a RTA.
		3. RTA records keeping shall be carried out to study the causes and conditions of their occurrence and take actions to eliminate these causes and conditions.
		4. The Contractor/Subcontractor operating VHCs shall keep records of all the traffic rules violations committed by drivers (machine operators, tractor drivers). All the violations detected by the Company, the Contractor as well as the Subcontractor exercising control on the road as well as taking the materials received from the STSI into account are subject to records keeping.
		5. The Contractor's/the Subcontractor's officials who keep records of RTAs and traffic rules violations shall record all the RTAs involving VHCs (engaged in the Project construction works and/or in other works being performed on the Territory under the contract(s) with the Company) and traffic rules violations committed by drivers (machine operators, tractor drivers) in the RTA logbooks and traffic rules violations logbooks respectively which shall be maintained as per the form prescribed by the Russian legislation.
		6. A RTA, regardless of the place of its occurrence, its consequences, the amount of material damage and the presence of the driver's (machine operator, tractor driver) guilt, shall be recorded in the RTA logbook not later than one day after the internal investigation is completed.
		7. The Contractor's/the Subcontractor's PIC shall monthly verify the information available for all the RTAs involving the Contractor's/
		the Subcontractor's VHCs in the regional STSI unit by the 10th of each month following the reporting month.
	2. **RTA and traffic rules violations record keeping**
		1. After the RTA involving the Contractor's/the Subcontractor's VHC occurred the Contractor's/the Subcontractor's employees shall prepare a report on the RTA (Attachment No. 7) which shall be submitted to the Company's Transportation Department of the Administrative and Maintenance Division within a day after the RTA occurred.
		2. The Contractor/the Subcontractor who operates VHCs shall have the following recording documents with regard to the RTAs committed:
* RTA report;
* orders on the appointment of RTA internal investigation committees;
* RTA internal investigation reports;
* RTA logbook;
* duly certified copies of reports as per the form (RTA).
	+ 1. Based on the traffic rules violations records the Contractor's/Subcontractor's PIC shall analyze the violations for each quarter of the current year.
		2. The analysis of traffic rules violations should identify:
* the number of traffic rules violations, including recurrent violations;
* the number of traffic rules violations registered by STSI;
* the most frequently recurrent traffic rules violations commited by a particular driver (machine operator, tractor driver) or the Contractor's/the Subcontractor's drivers (machine operators, tractor drivers).
	+ 1. Based on the work results for each quarter and for the whole year the Contractor/the Subcontractor shall draw up a vehicle accident report (Attachment No. 8). The report shall be drawn up on a cumulative basis from the beginning of the year and signed by the Contractor's/Subcontractor's PIC.
		2. The Contractor/the Subcontractor's report shall be submitted to the Company's Transportation Department of the Administrative and Maintenance Division by the 10th of the month following the reporting period.
		3. There shall not be blank spaces in the report. If no RTAs were registered for specific items in the reporting period, then the figure "0" shall be entered in the corresponding column of the report.
	1. **Analysis of the traffic accident incidence rate**
		1. The Contractor/the Subcontractor shall analyze a traffic accident incidence rate in order to identify the RTA causes and conditions and further develop traffic accident preventive measures.
		2. The traffic accident incidence rate is described with the following indicators:
* the total number of RTAs;
* the number of persons injured as a result of accidents (fatal injuries, non-fatal injuries);
* the number of RTAs caused by the Contractor's/the Subcontractor's drivers (machine operators, tractor drivers) including those driving a VHC being drunk.
	+ 1. RTA analysis is divided into qualitative and quantitative types of analysis.
		2. Qualitative analysis is used to determine the causes of a RTA. At that, violations of the established regulations, rules, instructions and other regulatory documents in traffic safety are emphasized and shortcomings in the work of the Contractor/the Subcontractor and separate persons who directly or indirectly created preconditions for an accident are indicated. The analysis materials should reveal the causal regularities and recurrence rate of the causes (factors) that led to the RTA.
		3. Quantitative analysis of RTAs is made for all the accidents occurred during the quarter, year in comparison with the same period of the previous year. The following is included:
* the total number of RTAs involving the Contractor's/the Subcontractor's VHCs, including RTAs occurred during the period under review;
* dates, name of settlements, places or kilometer points of the road corresponding to the places of occurrence of each RTA;
* categorization of RTAs by the week days and months of the year;
* categorization of RTAs by hours of the day;
* categorization of RTAs by types (collision, rollover, hitting an obstacle, etc.);
* the established RTA causes;
* RTA consequences (the number of injured, including non-fatal injuries, fatal injuries);
* material damage, the number of damaged VHCs by type;
* a list of injured persons including employees of the Contractor/the Subcontractor, the Company;
* categorization of RTAs by VHC types.
	+ 1. The quarterly analysis of the road traffic accident incidence rate of the Contractor/the Subcontractor who operate VHCs shall be submitted to the Company's transportation department of the Administrative and Maintenance Division by the 10th of the month following the reporting period.
	1. **The procedure and sequence for the RTA internal investigation**
		1. All RTAs involving VHCs belonging (including leased) to the Contractor/the Subcontractor are subject to internal investigation.
		2. The Contractor/the Subcontractor shall immediately inform (via e-mail and by phone, mobile phone) the Company's representatives regarding all the accidents related with VHC operation, including RTAs, no later than two hours from the moment the accident occurred in accordance with the incident/accident communication chart approved.
		3. The Company's transportation department of the Administrative and Maintenance Division shall analyze the information received with regard to VHC accidents and make a decision on categorizing this accident as a RTA and inform the Head of the Administrative and Maintenance Division.
		4. The Contractor/the Subcontractor shall send an official letter to the Company on establishing a RTA internal investigation committee together with the proposal to participate in the investigation.
		5. After the Contractor's/the Subcontractor's official letter is received by the Company, a decision shall be made on the need to be part of the RTA investigation committee.
		6. PIC actions at the RTA scene involving the Contractor's/the Subcontractor's VHCs:
			1. Upon arrival at the RTA place, the Contractor/
			the Subcontractor shall determine the need to provide emergency aid to the injured, including those in deformed VHCs and hard-to-reach places.

The presence of co-factors is established:

* high traffic intensity and speed of traffic flow on the road section;
* if there is dangerous cargo in the VHC involved in the RTA;
* the threat of fire for damaged vehicles, environmental damage, etc.
	+ - 1. The Contractor/the Subcontractor shall immediately take measures to render first aid to injured persons before the arrival of rescue services, ensure unobstructed access to the scene of the accident for medical and rescue personnel, if possible, retain the position of VHC after the RTA and put emergency stop signs on both sides of the road.
			2. The Contractor/the Subcontractor shall take remedial actions to minimize and further eliminate RTA consequences, as well as reasons which led to its occurrence.
			3. Being at the accident scene, before the arrival of STSI employees, special services, the Contractor/the Subcontractor shall:
* identify the number of injured persons;
	+ - assess the severity of their condition and take measures to terminate the effect of damaging factors (pulling the injured out from under the vehicle, extinguishing areas of fire, smoke, etc.);
		- if required, provide premedical first aid, call an ambulance or, if it is not possible to call it, arrange the transportation of the injured persons to medical facilities by available service or passing-by VHCs getting their full names, place of residence (place of work) and record the information about drivers and VHCs;
		- report the accident to the immediate manager or to the Contractor’s/the Subcontractor’s, Company’s traffic safety PIC;
		- identify the VHC drivers (machine operators, tractor drivers and other persons involved in the accident;
		- record statements of accident witnesses and their passport and contact details;
		- ensure that the RTA scene or a VHC emergency stopping place are properly indicated;
		- take measures to preserve and secure physical evidence, traces, property and other items related to the accident;
		- if possible, it is required to make a photo- and video- recording of the accident scene, audio-recording of the interview of accident participants and witnesses.
			1. It is required to do the following at the scene of an accident involving a VHC carrying dangerous cargo or at the vehicle emergency stopping place:
* ensure that the RTA scene or a VHC emergency stopping place are properly indicated;
* inform the duty centre of the regional STSI unit regarding the time and place of the accident, its causes and consequences (VHC technical malfunction, cargo packaging damage that caused its leakage), the number of injured people, the nature of their injuries, the name of dangerous cargo and its quantity.
	+ - 1. If it is impossible to establish dangerous properties of the transported cargo, block a road and prevent unauthorized persons from entering the scene under the guidance of a STSI employee. If required, use personal protective equipment.
			2. When collecting materials at the RTA scene the Contractor's/Subcontractor's officials shall interact with a STSI employee during the clarification of:
* surname, name, patronymic, address and phone number of the person who reported the accident;
* place, time, type and circumstances of the accident;
* information on injured persons;
* information regarding the medical care rendered to the injured;
* which medical institutions the injured were transported to and by whom;
* type, makes, colors and state registration plates of the VHCs the injured were transported on;
* information regarding the VHCs involved in the accident;
* road conditions at the RTA scene.
	+ 1. A committee shall be appointed by the manager's order of the Contractor/Subcontractor for each RTA to conduct an internal investigation of the causes and conditions that led to the RTA occurrence and the circumstances preceding the accident.
		2. The Contractor/the Subcontractor shall conduct an internal investigation of the RTA and fill out the form (Attachment No. 9) no later than three business days from the RTA date. If it is required to perform additional verification of the RTA circumstances, obtain appropriate conclusions, the period specified in this paragraph may be extended by the committee chairman, but it shall not exceed fifteen (15) calendar days.

If it is not possible to complete the RTA internal investigation within the established time frame due to the need to consider its circumstances in organizations carrying out expertise, bodies of inquiry, investigative authorities or in court, then the decision to extend the period of accident investigation shall be made considering the decisions taken by them.

* + 1. When conducting a RTA internal investigation, the Committee shall collect, clarify and document facts, objects and circumstances confirming (supplementing or changing) the investigative task force information. If required, an autotechnical examination is carried out.
		2. When drawing up a diagram at the RTA scene, the driver (machine operator, tractor driver) or the Contractor's/the Subcontractor's PIC has the right to insist that changes, additional items, parameters and facts (potholes on the road, puddles, clothing items, brake tracks, etc.) shall be included in it.
		3. In case of a disputable situation and the impossibility of making such changes and additions, the Contractor's/the Subcontractor's PICs without interfering with the work of the STSI employees and investigative authorities, shall draw up its own accident diagram, substantiating the traces, parameters and circumstances of the accident recorded on it with photographs, signatures of witnesses and the VHC insurer's representative (insurance agent) and shall provide all the materials to the Company.
	1. **The procedure for establishing the RTA causes and circumstances during an internal investigation**
		1. The person responsible for establishing the RTA causes and circumstances shall:
* get familiarized with the RTA materials, inspect the RTA scene;
* draw up an accident diagram with the road situation geometric parameters;
* take photographs and shoot on a video the location of the VHC on the roadway, physical evidence, braking tracks;
* collect information regarding road conditions at the RTA scene, etc.
	+ 1. During the internal investigation of a RTA involving a VHC the Contractor/
		the Subcontractor shall analyze the causes and conditions that contributed to the RTA occurrence, the results of which are formalized with a report, the report is entered into the file register of the Company's transportation department of the Administrative and Maintenance Division, the storage periods are determined in accordance with the current Russian legislation requirements. The analysis shall mandatorily contain:
			1. The date and time of the RTA, the exact location with the address, kilometer point and the road's ownership.
			2. Information about the driver (machine operator, tractor driver) operating the VHC:
* full name;
* total driving experience for this VHC category;
* work experience in the Contractor's/the Subcontractor's company;
* experience working on this VHC;
* medical indications – permitted or not to drive a VHC (reasons for refusal of permission);
* the driver's compliance with the work and rest regime during the period preceding the RTA;
* passing by the driver a medical examination for intoxication. With regard to the driver who was under influence of alcohol, drugs or other intoxicant at the time of the RTA, – the circumstances under which he was driving in such a state;
* compliance by the driver with the Russian legislation provisions on traffic safety and ensuring the safety of passenger and cargo transportation by road;
* whether the driver had had traffic and labor discipline administrative offenses during the year preceding this accident, whether this driver has had any penalties during the year;
* availability of the driver's advanced training and professional skills development, compliance with the driver's traineeship conditions;
* if a VHC carrying dangerous cargo is involved in an accident, information about the driver's special training and permission for such transportation shall be provided.
	+ - 1. Information on the VHC:
* make, model, modification;
* state registration plate;
* VHC malfunctions at the time of the RTA;
* availability of a diagnostic card confirming the VHC passed the maintenance (excluding VHCs specified in para. 2, article 15, Federal Law No. 170-FZ dated 01.07.2011);
* arrangement of VHC repair and maintenance including VHC maintenance intervals and dates of the last VHC maintenance as well as the person responsible for carrying out maintenance; observance of mileage service intervals; presence and list of malfunctions detected during VHC maintenance; availability of drivers' written reports to the Contractor's/the Subcontractor's management on malfunctions identified during VHC operation.
	+ - 1. Information regarding the Contractor's/the Subcontractor's officials responsible for permitting the VHC and drivers to work on the route:
* surname, name, patronymic of the person who carried out the pre-trip VHC technical condition inspection, compliance of the specified person with qualification and professional requirements;
* compliance with the conditions and procedure for conducting a pre-trip VHC technical condition inspection;
* surname, name, patronymic of the person who carried out the drivers' briefing
(where applicable), compliance of the specified person with qualification and professional requirements;
* compliance with the requirements for conducting briefings;
* surname, name, patronymic of the person who carried out the pre-trip medical examination, compliance of the specified person with qualification and professional requirements;
* compliance with the conditions and procedure for conducting a pre-trip medical examination;
* compliance with the Russian legislation provisions on traffic safety and ensuring the safety of passenger and cargo transportation by road;
* measures taken by the Contractor/the Subcontractor against the drivers who have administrative traffic offenses.
	+ - 1. RTA circumstances:
* description of accident circumstances;
* the results of the accident scene inspection indicating information regarding the weather conditions at the time of the RTA;
* visibility conditions, the availability and condition of lighting at night (including the presence of obstacles that limit visibility in both directions);
* road conditions (characteristics of the operational condition of roads, the condition of the roadway (irregularities, potholes, wheel tracking, width and depth of track, snow cover, the presence of snowbanks, snow piles, icy areas and their binding to the terrain), the number and width of traffic lanes in both directions; type of pavement; width and condition of the roadside; the presence of, the type and condition of fences or other elements of passive road safety; the grade and compliance with building rules and regulations of longitudinal and transverse slopes, radii of curvature in the plan; the presence and condition of road facilities (bridges, overhead crossings, tunnels, railway crossings), the availability of special road surface treatment in winter);
* the presence and location of road signs, markings, technical means of traffic management, etc.;
* what traffic rules violations were committed by the driver (machine operator, tractor driver) at the time of the accident.
	+ - 1. Information on RTA occurred at the railway crossing:
* compliance of the crossing category with traffic conditions;
* geometric elements of the road at the approaches to the crossing, the number of railway tracks crossed by the road;
* ensuring visibility of the crossing and the railway track, the approaching train from the driver's seat (machine operator, tractor driver);
* equipping the crossing with road signs, light, sound alarms, traffic lights, main and additional barriers, artificial lighting, fences, crossing gates preventing from unauthorized VHC entry to it;
* availability of pedestrian paths;
* road surface and the roadway condition at the crossing and approaches, flooring;
* the presence of roadway markings on the approaches to the crossing and vertical markings on road facilities.
	+ - 1. Information on RTA consequences:
* if there are died and injured or not;
* mechanical damage to the VHC;
* the amount of material damage resulting from damage to the VHC and damage to the cargo.
	+ - 1. The Contractor's/the Subcontractor's traffic safety activities:
* the traffic safety official;
* the official responsible for the VHC operation;
* compliance with the traffic safety requirements.
	+ - 1. The Committee's conclusion.
			2. The Committee's suggestions and recommendations on the detected deficiencies elimination.
		1. After the RTA internal investigation is finished, the original or a duly certified copy of the internal investigation report (Attachment No. 9) with conclusions on the RTA, a list of measures to eliminate the accident causes and consequences shall be submitted to the Company's Transportation Department of the Administrative and Maintenance Division no later than one day from the date the report was approved.
		2. The Contractor/the Subcontractor shall compensate the Company's losses in full that resulted from the RTA for the circumstances attributable to the Contractor/the Subcontractor and caused damage to the Company's property, its personnel and environment.
		3. If, as a result of the investigation, the Contractor’s/the Subcontractor`s driver is found guilty of the RTA regardless of its consequences and the extent of the material damage, such driver shall be suspended from all the works and shall later on not be granted access to the Territory.
		4. Failure to provide, withholding information regarding the RTA occurred on the Territory is a violation of the Regulations.
	1. **Traffic safety inspections**
		1. In order to fulfill the safe road transportation requirements and check the traffic safety management system the Contractor/the Subcontractor shall carry out annual inspections.
		2. Inspections are carried out by the Contractor's/Subcontractor's PIC.
		3. The inspection results are documented with the Checklist (Attachment No. 10) and kept by the Contractor or the Subcontractor.
		4. Originals and/or duly certified copies of inspection reports shall be provided to the Company's Transportation Department of the Administrative and Maintenance Division no later than the 5th day of the month following the reporting half-year in PDF format.

# Liability for violation of the Regulations requirements

* 1. The relevant Contractor is responsible for the Subcontractor to comply with the requirements of the Regulations. The Contractor shall include in the Contract with the Subcontractor an obligation to observe the Regulations requirements.
	2. Any deviations from the requirements Hereof, except if it is required to observe the Russian legislation requirements, shall be approved by the Company.
	3. Persons guilty of violating the traffic safety requirements can be brought to disciplinary, administrative or criminal proceedings in accordance with the current legislation of the Russian Federation.
	4. Each violation of the Regulations shall be recorded by a violation report on the detected violation of the Russian legislation and other Company's policies and procedures in traffic safety (Attachment No. 11).
	5. The Contractor shall conduct an investigation for each violation of the Regulations. 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 Company in written.
	6. If the facts of the Regulations violation are detected, the Company has the right to withdraw a pass to the Territory from persons subject to the Regulations (the persons from whom the pass to the Territory is withdrawn are determined by the Company taking all factual circumstances into account), as well as to collect a fine from the Contractor in accordance with the Classifier of safety rules violations commited by the Contractor's employees attached to the current Regulations on Interaction between the parties on health, industrial and fire safety, environmental issues.
	7. In case of non-compliance by the Contractor/the Subcontractor and/or other third party engaged by the Contractor, with any of the Regulations requirements, the Contractor shall pay the Company a penalty in the amount of 50,000 (fifty thousand) rubles for each violation.

Payment of the penalty does not release the Contractor from other liability measures specified by the Contract and the Russian legislation including compensation for damages.

# Attachment No. 1

# Form of Inspection report on checking sanitary&hygienic, technical condition of the vehicle provided to the RusChemAlliance employees

**INSPECTION REPORT**

**on checking sanitary&hygienic, technical condition of the vehicle provided to the RusChemAlliance employees**

 \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 202\_\_

We, the undersigned, are the Committee composed of:

|  |  |  |
| --- | --- | --- |
| Committee chairman: | Head of Transport Department | Ivan Ivanov |
| Committee members: | Mechanic | Ivan Ivanov |
|  |
|  |  |  |
|  |  |  |

The car has been inspected:

|  |  |  |
| --- | --- | --- |
| Item **No**. | **Description** | **Description** |
| 1 | Name make model |  |
| 2 | Vehicle registration plate |  |
| 3 | Inventory number |  |
| 4 | Year of manafacture |  |
| 5 | VIN |  |
| 6 | Speedometer readings |  |
| 7 | VHC registration certificate |  |
| 8 | CMTPL Insurance Policy (compulsory motor third party liability) |  |
| 9 | Diagnostic card |  |

to check sanitary&hygienic and technical condition and suitability for further operation by RusChemAlliance LLC.

After the vehicle was inspected, the following was established:

year of car's manufacture \_\_\_\_\_\_\_\_, mileage and date of the last maintenance \_\_\_\_\_\_ km, «\_\_\_» \_\_\_\_\_\_\_\_\_\_20\_\_\_.

Attachment: At least four photographs of the vehicle taken from all sides (side view, front view, rear view).

|  |  |  |  |
| --- | --- | --- | --- |
| **№**No. | **Description** | **Technical condition** | **Conclusion on further use** |
| 1 | Seats |  |  |
| 2 | Heating system |  |  |
| 3 | Air conditioning/ventilation system |  |  |
| 4 | Seat belts |  |  |
| 5 | Brake system |  |  |
| 6 | Steering |  |  |
| 7 | External lighting devices |  |  |
| 8 | Windshield wipers and windshield washers |  |  |
| 9 | Wheels and tires |  |  |
| 10 | Other structural elements |  |  |

Driver Ivan Ivanov, driver's license category B1, C1, experience since 2001, deprived of rights to drive (was/was not)

Conclusion:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Committee chairman:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee members:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachment: photographs of the vehicle**

# Attachment No. 2

# List of malfunctions and conditions under which the vehicle operation is prohibited.

**1. Brake systems**

1.1. The braking performance standards of the service braking system do not comply with GOST 33997-2016. "Interstate standard. Wheeled vehicles. Requirements to Operation Safety and Verification Methods.

1.2. The tightness of the hydraulic brake actuator of a vehicle (hereinafter – VHC) is violated.

1.3. Violation of the tightness of pneumatic and pneumohydraulic brake actuators causes a drop in air pressure with the engine not running by 0.05 MPa and in more than 15 minutes after they are fully activated. Compressed air leakage from the wheel brake chambers.

1.4. The pressure gauge of pneumatic or pneumohydraulic brake actuators does not work.

1.5. The parking brake system does not keep a motionless state:

* VHCs fully loaded - on a slope up to 16% inclusive;
* light vehicles and buses loaded - on a slope up to 23% inclusive;
* trucks and long combination vehicles loaded - on a slope
 up to 31% inclusive.

**2. Steering**

2.1. The total steering play exceeds the following values:

* light vehicles and trucks created on their basis, and buses – total play no more than 10 degrees;
* buses – total play no more than 20 degrees;
* trucks – total play no more than 25 degrees.

2.2. The parts and assemblies have been shifted which is not envisaged by the design. Threaded connections are not tightened or fixed in the manner established. The device for fixing the steering column position is inoperable.

2.3. Power steering unit or steering damper (for motorcycles) envisaged by the design either is defective, or lacking.

**3. External lighting devices**

3.1. The number, type, color, location and mode of operation of external lighting devices do not meet the requirements of the vehicle design (it is allowed to install external lighting devices from VHCs of other makes and models on vehicles discontinued).

3.2. Headlight adjustment does not comply with GOST 33997-2016.

3.3. External lighting devices and retroreflectors do not work in the mode set or they are dirty.

3.4. There are no diffusers on the lighting devices or diffusers and lamps are used which are not appropriate for the type of this lighting device.

3.5. The installation of flashing beacons, their mounting methods and the visibility of the light signal do not meet the established requirements.

3.6. The following is installed on the VHC:

* front side - lighting devices with lights of any color other than white, yellow or orange, and retroreflective devices of any color other than white;
* rear side - reversing lights and illumination of the state registration plate with lights of any color other than white, and other lighting devices with lights of any color other than red, yellow or orange, as well as retroreflective devices of any color other than red.

The provisions of this paragraph are not applied to state registration, distinctive and identification signs installed on vehicles.

**4. Windshield wipers and windshield washers**

4.1. The wipers are not operated in the mode set.

4.2. The windshield washers envisaged by the VHC design are inoperable.

**5. Wheels and tires**

5.1. The residual tire tread pattern depth (in the absence of wear indicators) is not more than:

* for L category VHCs - 0.8 mm;
* for N2, N3, O3, O4 category VHCs - 1 mm;
* for M1, N1, O1, O2 category VHCs - 1.6. mm;
* for M2, M3 category VHCs - 2 mm.

The residual tire tread pattern depth of winter tires intended for use on icy or snow-covered road surfaces, marked with a sign in the form of a mountain with three peaks and a snowflake inside it as well as marked with signs "M+S", "M&S", "M S" (in the absence of wear indicators) is not more than 4 mm during operation on the specified surface.

Specifying the vehicle category in this paragraph is established in accordance with Annex No. 1 to the Technical Regulations of the Customs Union "On the safety of wheeled vehicles", adopted by the Customs Union Commission decision No. 877 dated December 9, 2011.

5.2. Tires have external damage (punctures, cuts, tears), exposing the cord as well as carcass delamination, detachment of the tread and sidewall

5.3. There are no mounting bolt (nut) or there are cracks in the disk and wheel rims; there are visible violations of the shape and size of the mounting holes.

5.4. The tires do not match the VHC model in size or permissible load.

5.5. Tires of various sizes, designs (radial, diagonal, tube, tubeless), models with different tread patterns, frost-resistant and non-frost-resistant, new and restored, new and with a deepened tread pattern are installed on one axle of the VHC. The VHC has studded and non-studded tires.

**6. Motor**

6.1. The content of harmful substances in the exhaust gases and their smokiness exceed the values established by GOST 33997-2016.

6.2. Fuel system integrity is violated.

6.3. The exhaust system is faulty.

6.4. Integrity of the crankcase ventilation system is violated.

6.5. The permissible level of external noise exceeds the values established by GOST 33997-2016.

**7. Other structural elements**

7.1. The number, location and class of rear-view mirrors do not comply with GOST 33997-2016, there are no glasses envisaged by the VHC design.

7.2. The horn is not working.

7.3. Additional items have been installed or coatings have been applied that limit visibility from the driver's seat.

Transparent color films can be attached to the upper part of the windshield of cars and buses. It is allowed to use tinted glasses (except mirrored ones), the light transmission of which is in line with GOST 32565-2013. It is allowed to use blinds on the windows of tourist buses, as well as blinds and louvers on the rear windows of light vehicles if there are exterior rear-view mirrors on both sides.

7.4. The following envisaged by the design is inoperable: the locks of the vehicle body doors or vehicle cabin doors, the locks of the cargo platform sides, the locks of the tank necks and fuel tank plugs, the driver seat adjusting mechanism, the emergency door switch and the request stop signal, the internal lighting devices of the bus interior, emergency exits and devices for activating them, the door control drive, speedometer, tachograph, anti-theft devices, glass heating and blowing devices.

7.5. There are no rear protective device, mudguards and mud flaps envisaged by the design.

7.6. The traction and coupling devices of the traction truck and trailer are faulty, as well as the safety cables (chains) envisaged by their design are missing or faulty. There are plays in the motorcycle frame joints with the side trailer frame.

7.7. Lacking:

* on buses, light vehicles and trucks, wheeled tractors - first aid kit, fire extinguisher, emergency stop sign;
* on trucks with a permitted maximum weight of more than 3.5 tons and buses with a permitted maximum weight of more than 5 tons - anti-rollback stoppers (must be at least two);

7.8. Illegal equipping the vehicle with the identification sign "Federal Guard Service of the Russian Federation", flashing beacons and (or) special sound signals devices, or the presence on the vehicle external surfaces of special color design, inscriptions and markings that do not comply with the Russian state standards.

7.9. There are no seat belts and (or) seat headrests, if their installation is stipulated by the VHC design or the Basic Provisions for permitting a VHC to operate and the duties of road safety officials.

7.10. Seat belts are inoperable or have visible tears on the strap.

7.11. The spare wheel holder, the winch and the mechanism for lifting and lowering the spare wheel are not operable. The ratchet device of the winch does not fix the winch rope drum.

7.12. There are no support device, support transport position fixators, mechanisms for lifting and lowering the supports on the semi-trailer or they are faulty.

7.13. The tightness of the seals and connections of the engine, gearbox, final drives, rear axle, clutch, battery, cooling and air conditioning systems and hydraulic devices additionally installed on the VHC has been violated.

7.14. The technical parameters indicated on the gas cylinders outer surface of cars and buses equipped with a gas supply system do not correspond to the technical passport data, there are no dates of the last and planned inspection.

7.15. VHC state registration plate or the method of its installation does not meet GOST R 50577-2018.

7.15.1. There are no identification signs that shall be installed in accordance with para. 8, Basic Provisions for permitting a vehicle to operate and the duties of road safety officials approved by Russian Government Decree No. 1090 dated 23.10.1993, namely: long combination vehicle, speed limit, hazardous cargo, oversized cargo, slow-moving vehicle, long vehicle, etc.

7.18. The modification to VHC was made without permission of the State Traffic Safety Inspectorate of the Russian Ministry of Internal Affairs or other authorities specified by the Russian Government.

**Attachment No. 3
Logo layouts of RusChemAlliance LLC and Contractors to be applied on vehicles.**



**OWNER GPC**

**OWNER GPC**

**OWNER Infrastructure and Linear Faculities**

**OWNER Infrastructure and Linear Faculities**

**OWNER NPF**

**OWNER NPF**

**OWNER LNG & PSL**

**OWNER LNG & PSL**

**Stickers to be applied on the contractor’s vehicles. Round templates.**

**OWNER GPP & UI&O**

**OWNER GPP & UI&O**

**Stickers to be applied on the Owner’s vehicles. Rectangular templates.**

**The use of logos allows scaling their sizes in accordance with proportions to adapt to the parameters of different vehicle models.**

The font used is Pragmatica Bold.

**Stickers to be applied on the Owner’s vehicles. Round templates.**

**Logo layouts to identify vehicles of the participants in the implementation of the project Gas Processing Complex within Ust-Luga Ethane-rich Gas Processing Cluster during the investment period.**

# Attachment No. 4

# Driver and

# and passenger safety information card

**Driver and passenger safety information card**



# Attachment No. 5 List of passenger bus transportation routes form

**List of passenger bus transportation routes**

|  |
| --- |
|  |
| (company (business unit) name) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Route number** | **Route name** | **Route** | **The total length of the route, km.** | **Company** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

The list was made by:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| (position of a specialist in charge of passenger transportation) |  | (date) |  | (signature) |  | (Full name) |

# Attachment No. 6

# Road conditions inspection schedule form

**SCHEDULE**

**of road conditions inspections on routes**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(company (business unit) name)

in \_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Route number** | **Route name** | **Destination of the route (transportation of passengers, transportation of dangerous goods)** | **Planned inspection dates** | **Inspection conducted****(date, signature)** |
| **spring-summer period** | **autumn-winter period** | **autumn-winter period** | **spring-summer period** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

The schedule was made by:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| (position of a specialist in charge of passenger transportation) |  | (date) |  | (signature) |  | (Full name) |

Familiarized with:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| (position of a specialist in charge of traffic safety) |  | (date) |  | (signature) |  | (Full name) |

# Attachment No. 7

# Road accident report form

**REPORT**

**on a road traffic accident**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(company (business unit) name)

1. Date, time and place of the accident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. settlement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(the address of the settlement is indicated)

1. VHC model and vehicle plate number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Who was driving the vehicle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name)

3.1. Work experience as a driver:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(class, work experience)

1. At what hour of the driver's work the accident occured, the driver's condition:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Type and brief description of the accident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(on the back of the sheet)***

1. Weather, visibility conditions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Road conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Accident cause: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Consequences of the accident:

9.1. Killed or died from injuries (people) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of which:

driver, passengers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

pedestrians \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Received bodily injuries \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of which:

driver, passengers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

pedestrians \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.3. The technical condition of the vehicle and material loss
 (in rubles) caused by its damage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.4. Other damage (loss of cargo, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Which of the employees of enterprise, organization, institution went to the scene of the accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| (Manager) |  | (signature) |  | (Full name) |

# "\_\_\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_Attachment No. 8

# Vehicle accident report form

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company's address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VEHICLE ACCIDENT REPORT**

for \_\_\_\_\_\_\_ – \_\_\_\_\_\_\_ 202\_\_\_

 (months are specified)

1. **All accidents with vehicles**
	1. Accidents by their type and place

|  |  |  |
| --- | --- | --- |
| **Indicator name** | **Line No.** | **Number of accidents with the company's VHCs involved** |
| **Total** | **including through the fault of the company's employees** |
| Road traffic accidents – total | 01 | 0 | 0 |
| including by types: |  |  |  |
| collisions | 02 | 0 | 0 |
| rollovers | 03 | 0 | 0 |
| hitting a stationary vehicle | 04 | 0 | 0 |
| hitting an obstacle | 05 | 0 | 0 |
| pedestrian knockdown | 06 | 0 | 0 |
| other accidents | 07 | 0 | 0 |
| From line 01 – by the accident place: |  |  |  |
| cities and settlements | 08 | 0 | 0 |
| motor roads (excluding cities and settlements) | 09 | 0 | 0 |
| other places | 10 | 0 | 0 |

* 1. Accidents by type of vehicles

|  |  |  |
| --- | --- | --- |
| **Vehicle name** | **Line No.** | **Number of accidents with the company's VHCs involved** |
| **Total** | **including through the fault of the company's employees** | **of these, caused by drunk drivers** |
| Motor vehicles – total  | 01 | 0 | 0 | 0 |
| of which: |  |  |  |  |
| buses | 02 | 0 | 0 | 0 |
| light vehicles | 03 | 0 | 0 | 0 |
| trucks | 04 | 0 | 0 | 0 |
| Special-purpose equipment – total | 05 | 0 | 0 | 0 |
| Road construction and lifting equipment – total | 06 | 0 | 0 | 0 |

* 1. Accidents due to the reasons

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicator name** | **Line No.** | **Total** | **Number of accidents caused by the company's employees** |
| Violation of traffic rules by drivers – total | 01 | 0 | 0 |
| of which: |  |  |  |
| speeding | 02 | 0 | 0 |
| going into the oncoming lane | 03 | 0 | 0 |
| non-compliance with the right-of-way rules | 04 | 0 | 0 |
| Violation of the passenger transportation rules – total,  | 05 | 0 | 0 |
| including getting passengers in and getting passengers off | 06 | 0 | 0 |
| Operation of a technically defective vehicle  | 07 | 0 | 0 |
| Insufficient experience of drivers | 08 | 0 | 0 |
| Driver fatigue, sleep at the wheel | 09 | 0 | 0 |

* 1. Accidents with casualties

|  |  |  |
| --- | --- | --- |
| **Indicator name** | **Line No.** | **Number of accidents with the company's VHCs involved** |
| **Total** | **Including through the fault of the company's employees** | **Of these, caused by drunk drivers** |
| Road traffic accidents with casualties – total  | 01 | 0 | 0 | 0 |

* 1. Accident casualties caused by the company's employees

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the casualty category** | **Line No.** | **Died** | **Injured** |
| Pedestrians | 01 | 0 | 0 |
| Cyclists | 02 | 0 | 0 |
| Passengers | 03 | 0 | 0 |
| Drivers | 04 | 0 | 0 |

* 1. Number of damaged vehicles

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicator name** | **Line No.** | **Total** | **Including subject to write-off** |
| Number of damaged vehicles – in total  | 01 | 0 | 0 |
| of which: |  |  |  |
| light vehicles | 02 | 0 | 0 |
| buses | 03 | 0 | 0 |
| trucks | 04 | 0 | 0 |
| special-purpose equipment | 05 | 0 | 0 |
| road construction and lifting equipment  | 06 | 0 | 0 |
| other | 07 | 0 | 0 |

* 1. Material loss caused by vehicle accidents

|  |  |  |
| --- | --- | --- |
| **Indicator name** | **Line No.** | **The value of the indicator, thousand rubles** |
| Loss caused by damage – in total, | 01 | 0 |
| of which: |  |  |
| light vehicles | 02 | 0 |
| buses | 03 | 0 |
| trucks | 04 | 0 |
| special-purpose equipment | 05 | 0 |
| road construction and lifting equipment | 06 | 0 |
| other | 07 | 0 |
| cargo | 08 | 0 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| (Manager) |  | (signature) |  | (Full name) |

"\_\_\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_\_

# Attachment No. 9

# RTA internal investigation report form

|  |
| --- |
| **APPROVED BY** |
|  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| (signature) | (position) |
|  |
| "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ |

**REPORT**

**on internal investigation of the road traffic accident committed**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(when and where)

"\_\_"\_\_\_\_\_\_\_\_\_\_\_\_ 20\_ \_

The Committee consisting of:

|  |  |  |  |
| --- | --- | --- | --- |
| Committee chairman: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (position) | (signature) | (Full name) |
| Committee members: |  |  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (position) | (signature) | (Full name) |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (position) | (signature) | (Full name) |

The committee appointed by the order of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ №\_\_\_\_\_\_\_\_ dated "\_\_\_\_\_" \_\_\_\_\_\_ 20\_\_ , having examined the scene of the accident, familiarized with the documents, examined the VHC and interviewed persons involved and witnesses, established:

1. The accident happened: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date, time, at what hour of the driver's work)

1. Accident place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (city, street, federal or local road)

1. Make, vehicle plate number, year of manufacture, belonging to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Full name)

1. Accident type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Other parties involved in the accident (transport):

|  |  |  |  |
| --- | --- | --- | --- |
| **Make** | **License plate****number** | **Driver's full name** | **Ownership of****the vehicle** |
|  |  |  |  |

Total: fatalities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, injured \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№****No.** | **Full name** | **Employee of the company****(yes, no)** | **Age** | **Died, injured****(nature of injury)** | **Driver, pedestrian,****passenger.** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. The material damage caused by damage to the vehicle is \_\_\_\_\_\_\_ rubles.
2. Full name of the driver driving the vehicle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (year of birth)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ assigned in \_\_\_\_\_\_\_\_\_\_\_\_\_ ,

 (class)

total work experience as a driver \_\_\_\_, including this company \_\_\_\_, on this vehicle \_\_\_\_.

Driver's condition (according to the doctor's opinion): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (medically fit, sober, fatigued)

1. Date of the pre-trip medical examination, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, examination results \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(allowed (not allowed) to perform work duties; person who conducted it)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with qualification and professional requirements

(compliant, not compliant)

date of mandatory periodic medical assessment \_\_\_\_\_\_\_\_\_\_\_\_, date of mandatory (preliminary) medical examination \_\_\_\_\_\_\_\_\_.

1. Is the driver on the lists of persons prone to alcohol abuse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( yes, no)
2. The driver's compliance with the work and rest regime during the period preceding the RTA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .
3. How many RTA cases \_\_\_\_\_\_\_, road traffic violations during the year preceding this violation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, violations of labor discipline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ were there,

(from the driver's personal card)

1. Penalties imposed on this driver throughout the year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Measures taken by the company against the driver who has administrative traffic offenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Advanced training and professional skills development \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Compliance with the conditions of the driver's traineeship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has the driver previously been deprived of the right to drive a vehicle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (when, for what)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. it was transported by vehicle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (what kind of cargo, passengers)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. as per the trip ticket No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

the route \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

use for personal advantage \_\_\_\_\_\_\_\_\_\_\_

 (yes, no)

unauthorized departure \_\_\_\_\_\_\_\_\_\_\_

 (yes, no)

1. Technical condition of the vehicle before departure \_\_\_\_\_\_\_\_\_\_, the inspection was carried out by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with qualification and professional requirements

 (compliant, not compliant)

1. Availability of a diagnostic card confirming that a vehicle technical inspection is passed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Frequency of vehicle maintenance \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date of the last maintenance or repair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, PIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(position, full name)

defects identified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (presence and list of identified malfunctions)

1. Observance of mileage service intervals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Presence of the driver's written reports on identified malfunctions during operation of the vehicle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date of the last occupational safety briefing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the briefing was conducted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Date of the last road safety briefing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the briefing was conducted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with qualification and professional requirements (compliant, not compliant).

1. Description of accident circumstances: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Violations that resulted in a RTA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Persons at fault: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Conclusions of the Committee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Committee proposals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Committee chairman: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (position) | (signature) | (Full name) |
| Committee members: |  |  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (position) | (signature) | (Full name) |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (position) | (signature) | (Full name) |

# Attachment No. 10

# Checklist form

**Checklist**

**of** *contractor's name* **carrying out the transportation of goods and passengers by road under contract No. \_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_.**

| **Item No.** | **The checklist specifying the contents of mandatory requirements** | **Regulatory act containing the mandatory requirements (details, its structural item)** | **Supporting evidence** | **Compliant** | **Not compliant** | **Not related to the activity** | **Brief description of the discrepancy** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Does the driver of the audited legal entity or individual entrepreneur who departures have an insurance policy for compulsory civil liability insurance of vehicle owners (hereinafter – VHC)? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Federal Law No. 40-FZ "On compulsory insurance of civil liability of vehicle owners" dated 25.04.2002. |  |  |  |  |  |
| 2. | Does the audited legal entity or individual entrepreneur have a notification on the commencement of cargo transportation activities? | Federal Law No. 294-FZ "On protection of the rights of legal entities and individual entrepreneurs in the implementation of state control (supervision) and municipal control" dated 26.12.2008;Rules of notification on commencement of certain types of entrepreneurial activities and recording of the notifications approved by Russian Government Decree No. 584 dated 16.07.2009. |  |  |  |  |  |
| 3. | Has the validity period of VHC technical inspection diagnostic cards established by the types of transportation expired for the audited legal entity or individual entrepreneur? | Federal Law No. 170-FZ "On Technical Inspection of Vehicles and Amendments to the Certain Legislative Acts of the Russian Federation" dated 01.07.2011;Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995. |  |  |  |  |  |
| 4. | Does the audited legal entity or individual entrepreneur observe the following with regard to trip tickets when carrying out transportation within the Russian borders: | Federal Law No. 259-FZ "Charter of the Road Transport and City Land Electric Transport" dated 08.11.2007.Russian Ministry of Transport Order No. 390 "On Approval of the Composition of the Information specified in Part III, Article 6, Federal Law No. 259-FZ "Charter of the Road Transport and City Land Electric Transport" dated 08.11.2007 and the Trip Ticket Execution Procedure" dated 28.09.2022. |  |  |  |  |  |
| 4.1. | procedure of filling in? |
| 4.2. | procedure of records keeping? |  |  |  |  |  |
| 4.3. | terms of storage? |  |  |  |  |  |
| 5. | Does the audited legal entity or individual entrepreneur have VHC registration certificates? | Federal Law No. 283-FZ "On State Registration of Vehicles in the Russian Federation and amendments to the certain Russian legislative acts" dated 03.08.2018;Rules of vehicles state registration in registration departments of the State Traffic Safety Inspectorate, Russian Ministry of Internal Affairs approved by Russian Government Decree No. 1764 dated 21.12.2019; |  |  |  |  |  |
| 6. | Does the audited legal entity or individual entrepreneur have documents confirming the availability of parking for VHC storage: | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995. |  |  |  |  |  |
| 6.1. | Document of car parking place ownership or other legal foundation? |  |  |  |  |  |
| 6.2. | a contract with a third-party company on rendering of relevant services? |  |  |  |  |  |
| 7. | Does the audited legal entity or individual entrepreneur have documents confirming the right to conduct pre-trip (post-trip) medical examinations of drivers: | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Rules for Safety Control of Transportation by Road Transport and City Land Electric Transport approved by Russian Ministry of Transport Order No. 145 dated 30.04.2021;Procedure for pre-shift, pre-trip and post-shift, post-trip medical examinations approved by Russian Ministry of Health Order No. 266n dated 30.05.2023  |  |  |  |  |  |
| 7.1. | a license to carry out medical activities? |  |  |  |  |  |
| 7.2. | a contract with a third-party company on rendering of relevant services? |  |  |  |  |  |
| 8. | Are pre-trip (post-trip) medical examinations of drivers carried out by the audited legal entity or individual entrepreneur? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Federal Law No. 323-FZ "Basics of Health Protection in the Russian Federation" dated 21.11.2011;Rules for Safety Control of Transportation by Road Transport and City Land Electric Transport approved by Russian Ministry of Transport Order No. 145 dated 30.04.2021; |  |  |  |  |  |
| 9. | Does the audited legal entity or individual entrepreneur conduct: | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Federal Law No. 323-FZ "Basics of Health Protection in the Russian Federation" dated 21.11.2011;Rules for Safety Control of Transportation by Road Transport and City Land Electric Transport approved by Russian Ministry of Transport Order No. 145 dated 30.04.2021;Procedure for mandatory preliminary and periodic medical examinations stipulated by part 4, article 213, Russian Labor Code approved by Russian Ministry of Health Order No. 29n dated 28.01.2021. |  |  |  |  |  |
| 9.1. | Mandatory preliminary medical examinations of drivers? |  |  |  |  |
| 9.2. | Mandatory periodic medical examinations of drivers? |  |  |  |  |
| 10. | Does the audited legal entity or individual entrepreneur keep documentary records of: | Procedure for mandatory preliminary and periodic medical examinations stipulated by part 4, article 213, Russian Labor Code approved by Russian Ministry of Health Order No. 29n dated 28.01.2021;Procedure for pre-shift, pre-trip and post-shift, post-trip medical examinations approved by Russian Ministry of Health Order No. 266n dated 30.05.2023. |  |  |  |  |  |
| 10.1. | results of mandatory medical examinations of drivers (driver candidates)? |  |  |  |  |
| 10.2. | medical contraindications to VHC driving? |  |  |  |  |  |
| 10.3. | medical indications to VHC driving? |  |  |  |  |  |
| 10.4. | medical restrictions to VHC driving? |  |  |  |  |  |
| 11. | Has the audited legal entity or individual entrepreneur assigned a person in charge of traffic safety (hereinafter - TS)? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Professional and qualification requirements imposed on employees of legal entities and individual entrepreneurs during transportation specified in the first subparagraph of para. 2, Article 20 of the Federal Law "Road Traffic Safety" approved by Russian Ministry of Transport Order No. 282 dated 31.07.2020. |  |  |  |  |  |
| 12. | Does the audited legal entity or individual entrepreneur have qualification certificates of: | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Rules for Safety Control of Transportation by Road Transport and City Land Electric Transport approved by Russian Ministry of Transport Order No. 145 dated 30.04.2021. |  |  |  |  |  |
| 12.1. | management? |  |  |  |  |
| 12.2. | TS specialists? |  |  |  |  |  |
| 13. | Does the audited legal entity or individual entrepreneur have documents confirming the planning of measures to prevent road traffic accidents (hereinafter – RTA)? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995; |  |  |  |  |  |
| 14. | Does the audited legal entity or individual entrepreneur have documents confirming the RTA causes analysis is made? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Rules for Safety Control of Transportation by Road Transport and City Land Electric Transport approved by Russian Ministry of Transport Order No. 145 dated 30.04.2021. |  |  |  |  |  |
| 15. | Does the audited legal entity or individual entrepreneur comply with the driver briefing procedure? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Rules for Safety Control of Transportation by Road Transport and City Land Electric Transport approved by Russian Ministry of Transport Order No. 145 dated 30.04.2021. |  |  |  |  |  |
| 16. | Does the audited legal entity or individual entrepreneur have documents confirming compliance with the requirements for professional competence and suitability of persons performing the functions of employees for whom such requirements are mandatory? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Professional and qualification requirements imposed on employees of legal entities and individual entrepreneurs during transportation specified in the first subparagraph of para. 2, Article 20 of the Federal Law "Road Traffic Safety" approved by Russian Ministry of Transport Order No. 282 dated 31.07.2020;Rules for Safety Control of Transportation by Road Transport and City Land Electric Transport approved by Russian Ministry of Transport Order No. 145 dated 30.04.2021. |  |  |  |  |  |
| 17. | Does the audited legal entity or individual entrepreneur comply with the driver traineeship procedure? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Procedure for Professional Selection and Professional Training of Employees hired for a Job directly related to the Movement of Vehicles, Road Transport and Urban Land Electric Transport approved by Russian Ministry of Transport Order No. 264 dated 29.07.2020. |  |  |  |  |  |
| 18. | Does the audited legal entity or individual entrepreneur have documents confirming that the measures to improve drivers' first aid skills to the injured in a RTA have been taken? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Federal Law No. 259-FZ "Charter of the Road Transport and City Land Electric Transport" dated 08.11.2007. |  |  |  |  |  |
| 19. | Has the audited legal entity or individual entrepreneur approved drivers work schedules? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Features for Drivers Work and Rest Hours and Drivers Work Conditions approved by Russian Ministry of Transport Order No. 424 dated 16.10.2020. |  |  |  |  |  |
| 20. | Does the audited legal entity or individual entrepreneur observe driver work and rest regimes? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Features for Drivers Work and Rest Hours and Drivers Work Conditions approved by Russian Ministry of Transport Order No. 424 dated 16.10.2020;Rules for Safety Control of Transportation by Road Transport and City Land Electric Transport approved by Russian Ministry of Transport Order No. 145 dated 30.04.2021;European agreement concerning the work of crews of vehicles engaged in international road transport (AETR) (Geneva, 01.07.1970) (in the case of international transport); |  |  |  |  |  |
| 21. | Does the audited legal entity or individual entrepreneur verify the RTAs with the local internal affairs bodies? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Road Traffic Accident Record Rules, on Amendment and Invalidating of Certain Russian Government Acts approved by Russian Government Decree No. 1502 dated 19.09.2020;Annex to Russian Ministry of Transport Order No. 22 "On Form to record road traffic accidents involving vehicle owners" dated 02.04.1996. |  |  |  |  |  |
| 22. | Does the audited legal entity or individual entrepreneur conduct a pre-trip inspection of the VHC technical condition? | Procedure for the pre-trip or pre-shift technical condition inspection of vehicles approved by Russian Ministry of Transport Order No. 9 “On approval of the Procedure for the pre-trip or pre-shift technical condition inspection of vehicles” dated 15.01.2021. |  |  |  |  |  |
| 23. | Does the audited legal entity or individual entrepreneur have a pre-trip VHC technical condition inspection log? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Rules for Safety Control of Transportation by Road Transport and City Land Electric Transport approved by Russian Ministry of Transport Order No. 145 dated 30.04.2021;Procedure for the pre-trip or pre-shift technical condition inspection of vehicles approved by Russian Ministry of Transport Order No. 9 “On approval of the Procedure for the pre-trip or pre-shift technical condition inspection of vehicles” dated 15.01.2021; |  |  |  |  |  |
| 24. | Does the audited legal entity or individual entrepreneur document the transportation of passengers by orders with freight contracts or work orders? | Federal Law No. 259-FZ "Charter of the Road Transport and City Land Electric Transport" dated 08.11.2007.Rules for transportation of passengers and baggage by road transport and city land electric transport approved by Russian Government Decree No. 1586 dated 01.10.2020. |  |  |  |  |  |
| 25. | Do the buses' route indicators of the audited legal entity or individual entrepreneur released for transportation of passengers and baggage comply with the Passengers and baggage transportation rules? | Rules for transportation of passengers and baggage by road transport and city land electric transport approved by Russian Government Decree No. 1586 dated 01.10.2020. |  |  |  |  |  |
| 26. | Does the audited legal entity or individual entrepreneur have documents confirming compliance with the established due dates for VHC maintenance? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995; |  |  |  |  |  |
| 27. | Does the legal entity or individual entrepreneur have the global navigation satellite system equipment (hereinafter - GLONASS) installed on the VHCs released? | Russian Ministry of Transport Order No. 413 "On approval of vehicle types used for transportation of passengers, hazardous cargoes, transportation of municipal solid wastes and which are to be equipped with GLONASS or GLONASS/GPS satellite navigation systems" dated 07.10.2020. |  |  |  |  |  |
| 28. | Does the audited legal entity or individual entrepreneur have a compulsory civil liability insurance contract of a carrier for damage to life, health, passengers property and on procedure for compensation of such damage inflicted during transportation of passengers?  | Federal Law No. 67-FZ "On compulsory civil liability insurance of a carrier for the damage inflicted to life, health, passengers property and on procedure for compensation of such damage inflicted during transportation of passengers by the metro system" dated 14.06.2012. |  |  |  |  |  |
| 29. | Does the audited legal entity or individual entrepreneur provide passengers with information about the insurer? | Federal Law No. 67-FZ "On compulsory civil liability insurance of a carrier for the damage inflicted to life, health, passengers property and on procedure for compensation of such damage inflicted during transportation of passengers by the metro system" dated 14.06.2012. |  |  |  |  |  |
| 30. | Is the audited legal entity or individual entrepreneur included in the register of Russian carriers allowed to provide international road transportation? | Rules for the admission of Russian road carriers to international road transportation, annulment of Russian Government Decree No. 1588 dated 01.10.2020 and amendments to certain Russian Government acts approved by Russian Government Decree No. 845 dated 01.06.2021. |  |  |  |  |  |
| 31. | Have the audited legal entity or individual entrepreneur appointed a person responsible for arrangement of international road carriage? | Rules for the admission of Russian road carriers to international road transportation, annulment of Russian Government Decree No. 1588 dated 01.10.2020 and amendments to certain Russian Government acts approved by Russian Government Decree No. 845 dated 01.06.2021. |  |  |  |  |  |
| 32. | Does the audited legal entity or individual entrepreneur have documents confirming the conclusion of contracts for the carriage of goods for a fee: | Federal Law No. 259-FZ "Charter of the Road Transport and City Land Electric Transport" dated 08.11.2007.Road Transportation Rules and Amendments to para. 2.1.1, Traffic Rules of the Russian Federation approved by Russian Government Decree No. 2200 dated 21.12.2020 (hereinafter – Decree No. 2200 dated 21.12.2020) |  |  |  |  |  |
| 32.1. | waybills? |  |  |  |  |  |
| 32.2 | freight contracts? |  |  |  |  |  |
| 32.3 | work orders? |  |  |  |  |  |
| 33. | Does the audited legal entity or individual entrepreneur issue special permits for movement of VHCs carrying out the high-risk cargoes transportation on the motor roads? | Federal Law No. 257-FZ On motor roads and road activities in the Russian Federation and on amendments to certain legislative acts of the Russian Federation dated 08.11.2007; |  |  |  |  |  |
| 34. | Does the audited legal entity or individual entrepreneur issue special permits for international road carriage of hazardous cargoes? | Federal Law No. 127-FZ On state control over international road carriage and liability for violation of the procedures governing such carriage dated 24.07.1998;European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) (concluded in Geneva on 30.09.1957) |  |  |  |  |  |
| 35. | Do the drivers of the audited legal entity or individual entrepreneur engaged in the transportation of hazardous cargoes have certificates of appropriate training? | European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) (concluded in Geneva on 30.09.1957); |  |  |  |  |  |
| 36. | Have the audited legal entity or individual entrepreneur issued permits for VHCs used for the transportation of hazardous cargoes? | European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) (concluded in Geneva on 30.09.1957) |  |  |  |  |  |
| 37. | Does the audited legal entity or individual entrepreneur have written instructions for drivers on the transportation of hazardous cargoes? | European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) (concluded in Geneva on 30.09.1957);Road Transportation Rules approved by Russian Government Decree No. 2200 dated 21.12.2020. |  |  |  |  |  |
| 38. | Does the audited legal entity or individual entrepreneur have a high-risk cargoes transportation safety plan? | European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) (concluded in Geneva on 30.09.1957); |  |  |  |  |  |
| 39. | Does the audited legal entity or individual entrepreneur have permits for transportation of certain hazardous cargoes prescribed by the European Agreement concerning the International Carriage of Dangerous Goods by Road (hereinafter - ADR)? | European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) (concluded in Geneva on 30.09.1957);Road Transportation Rules approved by Decree No. 2200 dated 21.12.2020. |  |  |  |  |  |
| 40. | Is the audited legal entity's or individual entrepreneur's VHC released for hazardous cargoes transportation equipped with additional equipment stipulated by the ADR? | European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) (concluded in Geneva on 30.09.1957);Road Transportation Rules approved by Decree No. 2200 dated 21.12.2020. |  |  |  |  |  |
| 41. | Does the audited legal entity or individual entrepreneur have an advisor on the dangerous goods road transportation safety? | European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) (concluded in Geneva on 30.09.1957);Road Transportation Rules approved by Decree No. 2200 dated 21.12.2020. |  |  |  |  |  |
| 42. | Are special permits for the carriage of goods issued by the audited legal entity or individual entrepreneur in cases when, in accordance with the transport documents, the VHC total weight exceeds the established limits? | European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) (concluded in Geneva on 30.09.1957);Road Transportation Rules approved by Decree No. 2200 dated 21.12.2020. |  |  |  |  |  |
| 43. | Are the tachographs installed on vehicles? | Federal Law No. 196-FZ "Road Traffic Safety" dated 10.12.1995;Requirements for tachographs installed on vehicles, categories and types of vehicles equipped with tachographs, rules for the use, maintenance and control of tachographs installed on vehicles approved by Ministry of Transport Order No. 440 dated 28.10.2020. |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| RusChemAlliance manager  |  | Manager contractor's name |
|  |  |  |
| (signature) (initials, surname) |  | (signature) (initials, surname) |
|  |  |  |
| (date) |  | (date) |

# Attachment No. 11

# Violation report on the detected violation of the Russian legislation and other Company's policies and procedures on traffic safety form

RUSCHEMALLIANCE LIMITED LIABILITY COMPANY

(RusChemAlliance LLC)

**VIOLATION REPORT**

on violation of the Russian legislation

and other Company's policies and procedures

on traffic safety

**No. \_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_, 20\_\_**

By me/by Committee members:

(position, full name)

Witnessed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position, surname, first name, patronymic, who were present when the report was drawn up)

In relation to the Contractor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(official abbreviated name of the company, OGRN/INN)

under the Contract \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(details of the applicable contract(s))

the Report is drawn up that the Contractor/its Subcontractor/other third party involved by the Contractor have violated the following:

| Item No. | Violations detected | Regulatory document clause | Due date |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Appendix: photographic materials fixing the above-mentioned violations.

**Persons who carried out the inspection/detected the violation:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |   |  |   |
| position  |  | signature |  | full name |  | date |

**Persons present:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |   |  |   |
| position  |  | signature |  | full name |  | date |

**I have been familiarized with the Violation Report, I have received a copy of the Report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |  |  |  |   |  |   |
| Position of the Contractor's representative  |  | signature |  | full name |  | date |

Attachment to the Violation report on the detected violation of the Russian legislation and other Company's policies and procedures in traffic safety

**No. \_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_, 20\_\_**

**PHOTOGRAPHIC EVIDENCE OF THE VIOLATIONS DETECTED**

|  |  |
| --- | --- |
| Itemof the Violation report | Photographic evidence |
| 1. |  |
| 2. |  |
| 3. |  |

Note: the Violation report on the detected violation of the Russian legislation and other Company's policies and procedures in traffic safety is the main way of fixing and confirming traffic safety violations. Photographic evidence is used for additional confirmation that the Russian legislation and other Company's policies and procedures in traffic safety are violated. Impossibility to photograph a specific violation is not a ground for contesting the fact of violation. The fact of violation may be recorded in a different manner that does not violate the Russian legislation requirements.

**Persons who carried out the inspection/detected the violation:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |   |
| position  |  | signature |  | full name |

**Persons present:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |   |
| position  |  | signature |  | full name |

Appendix: photographic materials fixing the above-mentioned violations.

**I have been familiarized with the Violation Report, I have received a copy of the Report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |  |  |  |   |
| Position of the Contractor's representative  |  | signature |  | full name |

1. Terms, definitions and abbreviations are given in section 3. [↑](#footnote-ref-1)
2. It is required to verify the regulatory documents are valid when using the Regulations. In case if a reference document is superseded (amended), then a new (amended) document shall be applied while using the Regulations. If a reference document is cancelled without being superseded, the Regulations shall be applied to the extent not affected by this reference. [↑](#footnote-ref-2)