

**Technical conditions and requirements for contractors performing  
design, construction and installation works in the pavilions and  
outdoor areas of the main venue of the Russia–Africa Economic and  
Humanitarian Forum in 2023  
(ExpoForum Convention and Exhibition Centre)**

## 1. General information

1.1. Contracting companies certified for compliance with ISO 9000 (ISO 9001-2015) series of international standards may be permitted to perform work at the main venue of the Russia–Africa Economic and Humanitarian Forum in 2023 (64/1, Peterburgskoye Shosse, St. Petersburg) (hereinafter, Event MV).

1.2. When performing work regulated by Russian Ministry of Regional Development Order No. 624 dated 30 December 2009, the organization must present the original of the Excerpt from the Register of Members of the Self-Regulatory Organization (SRO) in the form approved by Order No. 86 of the Federal Environmental, Industrial, and Nuclear Supervision Service dated 4 March 2019, which confirms the right to develop a detailed design and perform general construction and electrical installation works.

1.3. The Technical Directorate of the Event will oversee compliance with the following requirements for contractors performing assembly, maintenance, and dismantling of temporary rooms and facilities being constructed in the pavilions and outdoor areas of the Event MV:

- a detailed design
- Safety regulations (PTB)
- Fire safety requirements
- Occupational safety rules when working at heights
- Regulations for the operation of consumer electrical installations (PTEEP)
- Regulations for the design of electrical installations (PUE)
- Building codes (SNiP), Summary of regulations (SP)
- Technical conditions and requirements for contractors performing design, construction and installation works in the pavilions and outdoor areas of the Event MV

1.4. Pursuant to the *Regulations on work permits for contractors performing assembly, dismantling, and maintenance of temporary facilities in the pavilions and outdoor areas of the Event MV*, in order to obtain a work permit for assembly, maintenance, and dismantling of Event facilities, including electrical power supply and utility lines, in the pavilions and outdoor areas of the ExpoForum Convention and Exhibition Centre, contractors shall submit the following documentation to the Event Technical Directorate:

1.1.1. An electronic copy of the detailed design (in PDF format) approved by the Client, including:

- Title page
- Statement of work
- Summary
- Technical conditions for all types of work to be performed developed on the basis of the *Technical conditions and requirements for contractors performing design, construction and installation works at the Event MV*
- Detailed designs and electrical diagrams (including datasheets indicating maximum heat dissipation for each type of electrical equipment)
- Specifications for materials, parts, assemblies and equipment
- Fire safety assurance measures (including technical and organizational) developed on the basis of *Fire safety requirements for contractors performing design, construction and installation works as well as operation of temporary facilities at the Event MV*
- Calculations of electrical equipment's heat emissions and their offsetting
- HV Section (heating and ventilation)

- Suspended structures Section

The detailed design, including the design project, shall be approved by the Client and submitted to the Roscongress Foundation by the deadlines indicated in the *Regulations on work permits for contractors performing assembly, dismantling, and maintenance of temporary facilities in the pavilions and outdoor areas of the Event MV*.

1.1.2. An electronic copy of documents required to obtain work permit (in PDF format).

1.1.3. The detailed design and the documents required to obtain work permit printed in 3 (three) copies. The complete printed package is accepted by the Event Technical Directorate only filed in a folder. All copies must contain the same set of documents.

**All project documentation shall be approved by the Client and executed in accordance with the Unified System of Engineering Documentation.**

1.5. When developing detailed designs and performing work, contractors shall follow the *Technical conditions and requirements for contractors performing design, construction and installation works at the Event MV*, the *Fire safety requirements for contractors performing design, construction and installation works as well as operation of temporary facilities at the Event MV* and the following requirements in the buildings and outdoor areas of the Event MV:

- A limit of **0.16 kWt** per 1 sq. m. of structure has been set on the electrical power output for the buildings and outdoor areas of the Event MV.

- When installing electrical equipment, electrical wiring and cables, it is essential to ensure that there is unimpeded access to the equipment, wiring, and cables in order to permit monitoring of any hidden abnormal heating.

1.6. When developing detailed designs and assembling facilities (performing work) in the ExpoForum Convention and Exhibition Centre pavilions, the contractor shall not exceed the maximum allowable distributed load on the floor:

- **Pavilion F (1) – 2,500 kg/sq. m**
- **Pavilion G (2) – 2,500 kg/sq. m**
- **Pavilion H (3) – 2,500 kg/sq. m**
- **Passage, Small Passage, Congress Centre hall – 2,500 kg/sq. m**
- **Congress Centre: Congress Hall E1–E6 – distributed load of 2,500 kg/sq. m, concentrated load of 1,000 kg**
- **Congress Centre: restaurant for participants E7–E12 – distributed load of 2,500 kg/sq. m, concentrated load of 1,000 kg**
- **Congress Centre: conference halls D1–D4 – distributed load of 500 kg/sq. m, concentrated load of 200 kg**

1.7. The maximum permissible height of temporary facilities, measured from the finished floor at the highest point, shall not exceed:

- **Pavilion F (1) – 8.0 m**
- **Pavilion G (2) – 4.5 m**
- **Pavilion H (3) – 4.5 m**
- **Congress Centre (first floor) – 3.5 m**
- **Passage – 4.5 m**

#### **PLEASE NOTE:**

The stand exhibition space, or the stand size, is specified in the Contract and the Set of plans.

The building spot is the area where structures, wall partitions, podiums, etc. may be erected.

The venue plan shows the options for constructing stand walls:

**Red lines show that building up the wall is required, the height is strictly 4.5 m;**

The construction of blank walls along the aisles is only allowed with prior permission from the Roscongress Foundation.

It is necessary to provide for wall openings of at least 30% of the stand exhibition space.

Any deviations from the specifications above must be approved by the Roscongress Foundation during the development of the stand design project.

The detailed design for the stand is only approved by the Technical Directorate after the design project's approval by the Organizing Committee.

## **2. Special requirements for the construction of networking areas**

Special requirements are introduced for the networking areas built by partners / exhibitors in order to implement epidemiological safety recommendations of Rospotrebnadzor, including the following:

2.1. Exhibits, furniture, equipment (screens, touch screens, etc.), stands, etc. must be installed at a distance of at least 1 m from the edge of the exhibition area;

2.2. The layout of the networking area (with exhibits, furniture, equipment, etc.) should be submitted to the Organizing Committee of the Event for approval.

2.3. Each networking area must have an explanatory note indicating the fulfillment of the requirements of Rospotrebnadzor (clause 12), filled out logs (Appendix No. 5, Appendix No. 6), a signed epidemiological safety certificate which indicates the person in charge (Appendix No. 4).

Each networking area's epidemiological safety certificate must contain the following:

- the number, type and locations of air recirculators with technical passports
- the number of disinfectants and their locations with technical passports
- location of PPE distribution
- stand cleaning schedule

An explanatory note to the project, an epidemiological safety certificate indicating the locations of exhibits, furniture, equipment, etc., and an employee briefing log should be sent to the Technical Directorate upon submission of the project of the networking area for approval.

A logbook should be used to record the body temperature of employees and to enable a survey and examination of employees to be carried out (Appendix No. 6). A copy of this must be sent every day to [epid-td@rk-em.com](mailto:epid-td@rk-em.com) and [ns@roscongress.org](mailto:ns@roscongress.org). The original log is kept by the person in charge.

## **3. Special requirements for dining areas**

Partner and exhibitor stands can only be equipped with kitchens and dining areas (including cafes) that serve hot and cold drinks, or snacks if approved by the Organizing Committee of the Event. Requirements will be published separately.

No kitchen equipment, including kettles, coffee machines, microwave ovens, etc., is allowed at partner / exhibitor stands without the approval of the Organizing Committee and the Technical Directorate of the Event.

Stands must not be equipped with temporary kitchens that have electric or gas stoves, steam convectors, or any ovens.

#### **4. Requirements for performing construction work**

4.1 Contractors shall perform assembly/dismantling work on a 24-hour work schedule in compliance with the Work schedule for temporary construction in the pavilions and outdoor areas of the Event MV (hereinafter, Schedule).

4.2 All builders performing works at the construction site are obliged to provide their employees with uniform with the company logo for work on the territory of ExpoForum Convention and Exhibition Centre. It is forbidden to perform work wearing uniform not related to the official selected building company performing work on a temporary facility.

4.3 Vehicles belonging to contractors must obtain an entrance pass from the Accreditation Centre to enter the Event MV to perform assembly work. When leaving the Event MV, vehicles used by contractors to perform dismantling work must obtain permission to remove property (equipment) belonging to the contractor, in accordance with a completed consignment note.

4.4 Vehicles must obey the Traffic Regulations. Within the Event MV, there is a speed limit for all vehicles of 20 km/h. The single axle-weight limit for vehicles must not exceed 10 tonnes. Movement of vehicles within pavilions is prohibited. Specialist vehicles for performing work within pavilions (hoists, loaders) must not exceed a speed of 5 km/h. Specialist vehicles shall only be allowed to enter the pavilions for loading and unloading purposes and for lifting equipment, according to the Schedule, and with the permission of the pavilion administrator. Vehicle engines must be shut off while loading and unloading.

4.5 Only the use of tempered glass shall be permitted, and at a height of more than 1.8 m from floor level to the top edge of a facility, only the use of Triplex safety glass shall be permitted. Glass walls and doors must have a prominent inscription or drawing at a height of 1.5 m.

4.6 Where any continuous ceilings or other structural elements are installed which result in the creation of separate new, temporary spaces (rooms, halls, areas, exhibit spaces, etc.) inside the ExpoForum Convention and Exhibition Centre pavilions and areas, or the overhead automatic fire protection systems are blocked, the spaces under such ceilings and structural elements must be protected by additional fire protection systems according to the requirements of the codes (including: fire alarms and (or) fire extinguishers (including self-contained type)). Additional automatic fire protection systems do not need to be installed if the ceiling and other structural elements have a structure with perforations (evenly distributed over the area of the corresponding structure) over an area of no less than 40% of the area of the ceiling and other structural elements, while the minimum size of each perforation must be no less than 10 mm in any direction, and the thickness of the ceiling or other construction must not be more than three times the minimum cell size of the perforations.

If the distance between the ceiling inside the pavilions and venues of ExpoForum Convention and Exhibition Centre and the top of temporary structures is 0.6 m or less, it is necessary to install additional fire detectors for the fire alarm system.

If the distance from the ceiling inside the pavilions and premises of ExpoForum Convention and Exhibition Centre to the top of temporary structures is 1 m or less, if the temporary partitions, exhibitions and other structures violates the coverage area of the equipment of stationary automatic fire extinguishing installations, it is necessary to provide additional autonomous extinguishers designed to extinguish fires of classes A, B, C, and E.

4.7 The securing of temporary facilities and structural elements to fixed walls, columns, or the floor of the ExpoForum Convention and Exhibition Centre shall not be permitted.

4.8 Construction work in the pavilions and outdoor areas of the Event MV shall be performed using prefabricated assemblies and elements that have been pre-assembled and painted at processing sites belonging to the contracting company. Only fireproofing and work to join prefabricated elements and finish and paint joints may be performed inside the ExpoForum Convention and Exhibition Centre pavilions and other premises. Work site must be protected from colouring materials and fire-retardant materials by organizations engaged in the construction of temporary buildings.

4.9 The use of bench circular saws, sanders not equipped with dust collectors, open flame, or welding units shall be prohibited.

4.10 Podium edges shall not be sharp, they must be round-shaped.

4.11 When constructing facilities, the contractor shall ensure that the exterior surfaces of walls and partitions adjoining passageways Event participants may use are attractive, by using decorative finishes, displays, etc. Partitions and facilities that adjoin adjacent rooms shall be neutral in appearance and fit with the designs of adjacent facilities.

4.12 The interior rooms of the ExpoForum Convention and Exhibition Centre, pavements, and equipment of outdoor areas of the Event MV shall not be damaged, soiled, or altered in any manner.

4.13 Painting, wallpapering, or posting material on the surfaces of walls and equipment at the Event MV shall be prohibited. Pillars and columns located on construction sites may be covered to the permitted height provided that they are not damaged.

4.14 The designs of stairs, ramps, steps, and walkways shall conform to fire and occupational safety requirements. All stairs and elevated platforms and areas shall have railings. If the height of stairs is more than 45 cm, railings with handrails should be provided. With a width of stairs more than 1.5 m, handrails must be provided on both sides, and with a width of 2.4 m or more, intermediate handrails must be provided. Stair enclosures and railings shall be continuous, equipped with handrails, and designed to bear a load of not less than 0.3 kN/m. The height of the railings of stairs of the 3rd type (external open according to Federal Law No. 123 "Technical Regulations on Fire Safety Requirements"), terraces, operated roofs must be at least 1.2 m. The height of railings inside the building, including stairs and ramps, must be at least 0.9 m. If there is a gap between flights of stairs and ramps of more than 0.3 m, a difference in floor elevations of more than 1.0 m (except for the edge of the stage facing the auditorium) and in rooms with the possible presence of children, the height of the fence should be at least 1.2 m. The height of the porch fence when climbing three steps or more and with a height of more than 0.45 m from the pavement level must be at least 0.9 m.

Platforms must be designed for a load of at least 4.0 kN/sq. m and pass static tests.

The width of flights of stairs and landings must be at least 1.2 m (1.35 m – if the stairs lead to any floor, except for the ground floor, with more than 200 people), in other cases, the width may be reduced to 1.2 m (for stairs leading to single workplaces or intended for evacuation of no more than 5 people, the width of flights of stairs and landings must be at least 0.7 m).

The slope of the stairs on the escape routes should be no more than 1:2, the width of the tread should be at least 25 cm; step height – not more than 22 cm and not less than 5 cm. The construction of spiral, curved, etc. stairs is prohibited (except as provided for in clause 4.3.6 of SP 1.13130.2020).

Floor differences on the tracks must be made through at least 3 steps or through a ramp with a slope of no more than 1:6. If there is a need to provide wheelchair access for a temporary building,

it is required to provide a ramp with a slope of no more than 1:12 and comply with the provisions of SP 59.13330.2020.

The width of doors (or doorways) must be at least 0.8 m clear (at least 1.2 m clear – for rooms with 50 or more people, for rooms with more than 15 people belonging to low-mobility groups M2–M4, for rooms with more than 5 people belonging to low-mobility groups NM and NT), and the height is at least 1.9 m in the clear.

In case of stay in the premises of people belonging to the mobility group M4, the width of the emergency exit should be at least 0.9 m in the clear (clause 9.3.3 of SP 1.13130.2020).

Thresholds in doorways should be no more than 50 mm high, doorways provided for evacuation routes for people with limited mobility belonging to the M4 mobility group should not have thresholds more than 1.4 cm high.

The width of horizontal sections of escape routes and ramps must be at least:

1.2 m – for corridors and other evacuation routes through which more than 50 people can evacuate;

0.7 m – for passages to single workplaces;

1.0 m – in all other cases.

The width of horizontal sections of evacuation routes, as well as ramps, should be at least 1.2 m – for evacuation routes that can evacuate more than 15 people of groups M2, M3, or intended for the evacuation of people belonging to group M4.

4.15 Where it is necessary to construct bases and podiums, they shall be constructed above floor level. Excavation shall be prohibited. Painting of pavilion floors and outdoor venue pavements of the ExpoForum Convention and Exhibition Centre shall be prohibited.

4.16 Where mortar must be used, it shall be mixed and applied using metal or plastic sheets or tarpaulins.

4.17 Application of mortar to pavilion floors or pavements shall be **prohibited**.

4.18 Drilling into the asphalt coverings at the outdoor areas of the Event MV is **prohibited**.

4.19 In the event that oil and similar substances are spilled on floor surfaces or pavements, they must be immediately removed. Rugs and carpeting shall be installed in compliance with safety regulations and shall not extend beyond the borders of the construction site. Only adhesive polyethylene or polypropylene tape may be used to attach carpeting to a floor or pavement. Such materials must not leave marks.

4.20 Where loose materials (soil, sand, etc.) are used, process hatches or openings in the ExpoForum Convention and Exhibition Centre pavilions and outdoor areas shall be covered and protected against soiling. If there is dust, it must be removed by suitable means.

4.21 When developing the detailed designs as they apply to decoration and design of facilities, the contractor shall ensure compliance with the requirement that all lettering on walls of temporary facilities, company names, and logos shall not extend beyond the permitted height of the structures and must be attractive from all points of view.

4.22 When developing the design projects and the detailed designs for objects placed in the Passage along the exterior glazing, the contractor shall ensure the side of the stand facing the glazing is finished in white colour. Its branding is only allowed with prior written permission from the Roscongress Foundation.

4.23 The use of audio equipment in temporary facilities without the prior approval of the Roscongress Foundation and the Event Technical Directorate is **prohibited**.

4.24 When designing temporary facilities at outdoor areas of the ExpoForum Convention and Exhibition Centre, the temporary facility must be able to withstand wind loads of air flow of not less than **30 m/s**.

4.25 The securing of temporary facilities erected at outdoor areas of the Event MV must be done with the aid of weights.

4.26 Storage of construction materials, equipment, and furniture, while performing assembly and dismantling work, at a distance of more than 1 m from the edges of the facility being constructed or at a distance at which the width of the free passage between the temporary facilities will be less than 1 m is not permitted.

4.27 Stairs, escape passages, corridors, and vestibules must be kept free from objects that could impede movement.

4.28 When performing work at the Event MV, the persons responsible for occupational safety who are appointed by order must independently monitor compliance with the rules and regulations established by the regulatory acts of the Russian Federation. If an employee of the Technical Directorate of the Event identifies any violations, penalties may be imposed on the contractor.

4.29 Employees of contractors who perform work in buildings and outdoor areas of the Event MV must comply with the following safety rules:

4.29.1 At construction sites, they must wear and perform work in special work clothes based on the type of work being performed in accordance with Order No. 209n of the Russian Ministry of Health and Social Development dated 1 June 2009 (as amended on 27 January 2010) “On the approval of the Intersectoral Rules for Providing Workers with Special Work Clothes, Special Footwear, and Other Personal Protective Equipment”.

4.29.2 They must use personal protective equipment (PPE) when performing any type of work. Only certified PPE may be used.

4.29.3 When performing work and moving around construction sites, they must strictly follow the requirements of occupational safety instructions for each employee in accordance with his/her profession (area of expertise).

4.29.4 In order to prevent falls and injuries when moving around the territory of construction sites and premises, they must move at a normal pace. The use of bicycles, electric and conventional scooters, segways, or roller skates to move around the Event MV is **prohibited**.

4.30 When performing assembly and dismantling work at each temporary facility, there must be a stand-alone information pillar within the line of sight from the main aisles with information about the builder performing the work, specifically:

- Name of the facility under construction
- Name of the builder’s organization
- Full name of the person responsible for the work along with the person’s mobile phone number
- Full name of the person responsible for electrical work along with the person’s mobile phone number
- Full name of the person responsible for occupational safety along with the person’s mobile phone number
- Full name of the person responsible for fire safety along with the person’s mobile phone number



- Full name of the person responsible for the organization and safe performance of work at height, indicating the mobile phone (when performing this type of work);
- Full name of the person responsible for the safe performance of work using lifts, towers, indicating a mobile phone (when performing this type of work).

These employees must be present when work is being performed.

4.31 Boxes, tool grids, and structures of the temporary facility may not be used as an information indicator.

4.32 Temporary structures may not be dismantled using the collapse method.

4.33 If damage to the property or facilities of the Event MV caused during assembly, maintenance, or dismantling is detected, the responsible employee of the Technical Directorate of the Event shall accept a set of documents (property damage report, calculation of the cost of damage, and photographic materials) from the responsible representative of the owner of the ExpoForum Convention and Exhibition Centre, which shall be sent to the contractor to compensate for damage to the Event MV.

## 5. Requirements for suspended structures and work at height

5.1 A limited number of structures and equipment may be suspended from roof beams in the ExpoForum Convention and Exhibition Centre pavilions. The maximum allowable load on roof beams (trusses) of construction shall not exceed:

**E (1) – 200 kg at the suspension point**

**F (1) – 100 kg at the suspension point**

**G (2) – 100 kg at the suspension point**

**H (3) – 100 kg at the suspension point**

In this case, the minimum distance between the suspension points on the supporting roof beam (truss) is 1 m.

The maximum allowable height of suspended temporary structures (excluding hoists and cables/chains) from the highest point of the suspended structure to the finished floor level of the pavilion **must not exceed 8 m**. The distance from the top point of the wall structures (the maximum allowable height is 4.5 m) to the bottom point of the suspended structure must be **no less than 1.5 m**. In places where there is no building, the minimum allowable height of the lower suspension point from the level of the finished floor of the pavilion shall be **4.5 m**.

Any deviation from this requirement is only possible with the approval of the Organizing Committee of the Event.

Suspension of structures and equipment as well as structures and equipment of temporary facilities must not obstruct the coverage of the automatic fire protection systems.

The placement of images/graphics on a suspended structure from adjacent stands is prohibited.

The use of suspended structures at the stand must be approved by the Technical Directorate.

5.2 Work to suspend structures to the supporting structures of the pavilions must be performed in accordance with the designs approved by the Clients and the Technical Directorate. **In addition, the calculation of the number of winches (type, load capacity), trusses (type), slings (type, load capacity), and suspension points required for suspension to supporting structures must be performed by a contractor that is accredited by the organizer for this type work at the contractor's request.**

5.3 The design of the suspended structure should contain: a plan for the location of the suspension in the building spot (with a scale grid and linear dimensions of indents relative to the building spot), sections indicating elevations, the type of trusses used (specification), the mass of the truss structure, the mass of the suspended equipment, the attachment points of the suspended equipment to the truss, as well as duplication of lighting fixtures (specification of the rigging used), points of attachment of suspended equipment to the truss.

5.4 When designing or assembling/dismantling suspended structures, only lifting equipment and devices that have valid certificates and data sheets may be used. The appropriate statements must be submitted for lifting equipment, which must undergo periodic technical examinations. The load on the main lifting equipment (winches, slings, and aluminium trusses) must not exceed **0.5 (half)** of its nominal carrying capacity (indicated in the data sheet or certificate).

All used elements of suspended structures and lifting equipment must be marked or serial numbered. In the absence of factory marking, the contractor must put his own.

5.5 Aluminium girders used in suspensions must have the load characteristics specified in the catalogues for this equipment. The use of non-certified farms at the Event main venue is **PROHIBITED**.

5.6 Slings of goods must be carried out with slings made in accordance with RD 10-33-93 and RD 10-231-98. Slings of winches to the supporting structures of the halls and aluminium trusses is carried out with textile slings with cores made of steel cables (steel-flex technology).

5.7 Work at height must be performed in accordance with the requirements of the Rules for Occupational Safety at Height (Order No. 782n of the Russian Ministry of Labour and Social Protection dated 11 November 2020), the Federal Standards and Rules Concerning Industrial Safety ‘Safety Rules for Hazardous Production Facilities at Which Lifting Facilities Are Used’ (Order No. 461 of the Federal Service for Ecological, Technological and Nuclear Supervision dated 26 November 2020).

5.8 Managers and employees of organizations performing work at height must have qualifications that are consistent with the nature of the work being performed:

- workers performing work at height must have group 1 or 2 safety clearance for working at height
- foremen (responsible persons performing work) – group 2
- persons responsible for organizing and safely performing work at height, workers issuing work permits, managers responsible of work at height, persons who approve the work plan (WP) and flowsheets – group 3

All the aforementioned employees as well as specialists in working professions that are hired to work at height and support such work (slingers, hoist drivers, tower operators, and winches) must have documents confirming their qualifications.

5.9 To ensure the safety of work, the head of the contractor shall appoint the following for the period of assembly, the duration of the event, and dismantling:

- a person responsible for organizing and safely performing work at height
- a person responsible for safely performing work using lifts (towers) (if they are to be used in the work).

## **6. Requirements for electrical wiring work**

6.1 Electrical work must be carried out in accordance with the requirements of the Electrical Installation Code, Regulations for the Technical Operation of Consumer Electrical Installations, and Russian National Standard GOST R 50571.5.52-2011. In order to perform electrical wiring

work during assembly, dismantling, and maintenance of rooms and facilities, the contractor must present the original of the Excerpt from the Register of Members of the Self-Regulatory Organization (SRO) in the form approved by Order No. 86 of the Federal Environmental, Industrial, and Nuclear Supervision Service dated 4 March 2019, which confirms the right to develop a detailed design and perform general construction and electrical installation works.

6.2 The contractor's electricians must hold a group three electrical safety permit or higher. The individual who is responsible for electrical equipment (for installation of electrical equipment) must hold a group four electrical safety permit or higher to be permitted to work as administrative and technical personnel. All electricians shall carry documents confirming their qualifications while working.

6.3 Measures to minimize the possibility of electric shock trauma shall be implemented to ensure electrical safety. A TN-S earthing system shall be used during electrical wiring work to ensure this (the neutral protective and neutral supply conductor shall be separated over the entire length of the electrical circuit).

6.4 Electrical diagrams indicating the cross section of the input cable and the lines leading from the electrical panel, the complete list of electrical and lighting equipment, and the voltages and powers of the loads connected shall be developed for each facility. All installed electrical equipment shall have technical datasheets (or other documents which include a datasheet indicating the maximum electrical load of each type of electrical equipment).

6.5 All power connectors used according to the CEE system standard must comply with the calculated current values according to the developed project.

6.6 All electrical circuits must be equipped with circuit breakers to protect against overloads and short circuits as well as a residual current device (RCD) with a leakage current of 30 mA. RCDs do not necessarily have to be installed on group networks that are responsible for the visual design of a temporary facility, specifically, electrical consumers of audio and video equipment systems as well as equipment for hardware communications and broadcasting.

6.7 Power supplies for LED strips must be installed in places which maintenance personnel can freely access.

6.8 Circuit breakers for lighting and other electrical equipment in rooms and facilities shall be located outside the rooms protected. Unimpeded access to input electrical distribution equipment and other electrical equipment shall be ensured.

6.9 Halogen/metal halide lamps may not be used for lighting at temporary building facilities.

6.10 Cables and electrical wiring shall be made of copper strands. Only the use of cables and electrical wiring of ng-LS, HF, FRLS, and HRLS class (fire resistant, low smoke and gas emissions) with a cross-sectional area of not less than 0,75 sq. mm shall be permitted.

6.11 Electrical wiring located at a height of less than 2.5 m above floor level shall be enclosed in self-extinguishing PVC conduits, corrugated tubes or cable support systems. The use of HDPE pipes and corrugated tubes is prohibited. Where conductors are routed along the floors of pavilions and pavements of outdoor areas, the conductors and cables shall be covered by plastic or rubber covers and rubber crossing supports (ramps) that do not interfere with the movement of people and vehicles, but at the same time prevent damage to the insulation. The laying of cable lines in the pavilions along and across the main aisles between construction footprints is prohibited in accordance with GOST 31565-2012 *Cableware. Fire safety requirements*.

6.12 It shall be prohibited to perform electrical wiring work using exposed splices, twists and terminal blocks (exposed connections). All electrical wiring connections shall be performed using

electrical connectors or WAGO 221, 2273 terminals blocks. All wired plugs shall conform to the German standard (Eurostandard).

6.13 The fixed working sockets available in the Event MV pavilions and outdoor areas shall be used for temporary connection of power tools during assembly work. The use of these sockets during the Event shall be prohibited.

6.14 Connecting independently to the networks of the Event MV without the consent of the Technical Directorate is prohibited.

6.15 Before voltage is applied to the power supply system for the temporary facility, representatives of the Technical Directorate, an ExpoForum Convention and Exhibition Centre electrician, and the electrician for the temporary facility shall check that the temporary electrical supply system is ready and complies with the detailed design for the electrical loads connected to it (equipment, tools, panels, etc.).

The following shall be verified here:

- the conformity of the parameters of the electrical equipment of a facility with the parameters previously indicated in the detailed design for construction
- electrical installation test reports, including:
- testing of the insulation resistance of electric wires and cables
- verification of the zero-sequence circuit in electrical installations with a rated voltage of up to 1 kV with the TN system (measuring the impedance of the zero-sequence loop with the subsequent determination of the short-circuit current)
- testing (verification) of RCDs
- verification of the operation of release circuit breakers
- verification of the presence of a circuit between the grounded equipment and the grounding conductor

6.16 A decision on whether or not to connect the electrical equipment of a facility to the working electrical circuit of the ExpoForum Convention and Exhibition Centre shall be made based on the results of this check. A Certificate of Limitation of Responsibility for the Circuits and Liability of the Parties shall be signed prior to connection.

6.17 In the event that electricians employed by the contractor do not comply with the PTEEP, PUE, PTB, and POT (Russian Ministry of Labour Order No. 903n dated 15 December 2020) in force during electrical wiring work, representatives of the Technical Directorate shall have the right to prohibit electrical wiring work, with issuance of a notice on the required form.

6.18 It shall not be permitted to connect additional electrical equipment not indicated in the electrical wiring diagrams of the detailed design for the temporary construction to the input device without the consent of the Technical Directorate.

6.19 Free access to the connection point must be provided at the point of connection to the existing utility lines to enable use of temporary electrical circuits in the utility areas of a temporary facility.

6.20 When designing low-voltage systems, visual design systems and television broadcasting systems at temporary construction sites of the Event main venue, the contractor must provide for the power supply of the equipment of these systems, taking into account the category of power supply reliability in emergency situations. If it is impossible to interrupt the power supply, during the period of operation of the ATS, the power supply of these systems must be carried out according to a special group of the first reliability category using a UPS and provided by the Customer's contractor.

## **7. Requirements for low current systems**

7.1 The design, installation, and operation of low current systems must be performed by companies having a permit for the type of work indicated above issued by an SRO.

7.2 The work must be performed in strict accordance with the plans agreed upon with the Technical Directorate and technical services for the use of the ExpoForum Convention and Exhibition Centre and confirmed by the Client.

7.3 The plans for the low current systems for the Event MV temporary facilities must be combined into a single plan and agreed upon with the Technical Directorate and the technical services for the use of the ExpoForum Convention and Exhibition Centre.

7.4 For operation of temporary local area networks, unimpeded access to the connection point must be provided in the existing utility ducts.

7.5 When designing a temporary system of low-voltage networks at the Event main venue (LAN systems with Internet access, telephone network, active equipment interaction systems, access control systems), the contractor must provide for the power supply of the equipment of its low-voltage systems, taking into account the category of power supply reliability in emergency situations.

7.6 In order to provide the power supply of especially important communication and data transmission systems on the territory of the Event main venue, the contractor must provide the following technical solutions:

- 1) power supply from two independent mutually redundant power sources;
- 2) an automatic load transfer panel allowing remote monitoring of the incoming feeds
- 3) use of a true-on-line UPS in N+1 parallel operation, with battery life at the maximum active power consumption of the equipment at the temporary facility of at least 30 minutes. For the most important electrical consumers, it is recommended to use a true-on-line or line-interactive UPS with battery life at a maximum active power consumption of the temporary facility equipment of at least 30 minutes, with the mandatory use of a surge protector with remote monitoring capability.

## **8. Requirements for work related to the transmission of an audio and video signal to the Event's internal closed-circuit television (ICCT) system and video-conferencing system**

To perform work related to the transmission or reception of an audio-video signal to the Event's ICCT and video-conferencing systems, including to ensure remote connection of business programme speakers and the formation of broadcast streams, the following conditions must be met:

8.1 In order to carry out work, the Partner/Exhibitor's contracting organization is obliged to develop and submit for approval to the technical directorate a picture/sound transmission plan that reflects interaction with other contracting organizations (including those engaged by the Roscongress Foundation) that are associated with the task of transmitting audio and video signal to the ICCT and video-conferencing systems of the Event. The plan must show the boundaries of operational responsibility when interacting with other contractors. If such plan for delineating operational responsibility is not provided, the Roscongress Foundation reserves the right, in the event of a malfunction, to independently decide on those parties responsible and involve them in eliminating the identified deficiencies.

8.2 In case of connection to the Event's video-conferencing system during the preparation period (when installing equipment and training personnel), the contractor must test the operation

of the equipment, for which it is necessary to assemble a working stand to check compliance with the requirements for audio and video signals. Testing of equipment is carried out no later than 7 working days before the start of installation work in agreement with the person responsible at the technical directorate.

8.3 The contractor shall provide a test signal no later than one day before the start of the first day of the Event and ensure the uninterrupted operation of equipment and connecting cords within the scope of its operational responsibility. Connecting cords from the contractor's equipment to the Roscongress Foundation's equipment are included in the operational responsibility of the Roscongress Foundation's contractors.

8.4 The contractor must ensure that an animated splash screen ('video file, stub') is turned on when there is no programme on the equipment for generating a director's video programme from a particular hall (or other shooting location). The animated splash screen must be on throughout the duration of the event, including preparatory days.

8.5 The contractor must prepare operational and technical instructions for each workplace, taking into account specific working conditions, in accordance with fire safety rules, safety and industrial sanitation rules, and the rules for the operation of technical equipment. If a separate workspace needs to be provided, a request must be prepared and sent to the technical directorate. A workspace shall only be provided upon request and subject to the availability of the required space.

8.6 The contractor's technical staff shall be responsible for the safety and proper operation of technical equipment.

8.7 The quality and safety of equipment must comply with the requirements of the relevant state standards, specifications, and regulations approved for this type of equipment. Quality certificates, quality authorization documents, and other documents that confirm the origin and quality of equipment must be submitted as part of the design documentation for the equipment.

8.8 All switching equipment, namely patch cables, must have the following characteristics:

- Cables must not have external or structural damage.
- Cables that are laid in areas where the event participants have free access must be clean and free of adhesive tape and other insulating/fixing materials.
- All cable routes shall be hidden (through cable channels, under a raised floor, in a false ceiling structure, or in the walls of temporary premises).

8.9 All technological equipment and cables must be hidden: in a control room, inside a podium table, behind decoration panels, in wall spaces between halls, through cable channels, under a raised floor, etc.

8.10 Cables along routes that cannot be hidden shall be laid in cable channels. On the floor, they must be in caps (in places where there is high traffic) or in floor boxes; along the walls, they must be in wall boxes. Cables shall not be laid on the floor in places where VIPs pass. In technical areas, cables shall also be subject to measures to protect against damage/accidental disconnection.

8.11 The assembly of cable systems in the halls and the laying of cable routes to technical and equipment areas shall be performed in advance in accordance with the work schedule and instructions of the technical directorate's specialists.

8.12 Technical requirements for ensuring signal reception/transmission to the Event's video-conferencing system:

Sound:

- Ensure the reception of 1 signal from the provider of video-conferencing services (original from the video-conferencing system) - 1 XLR line;

- Ensure the formation and transmission of MIX towards the provider of video-conferencing services – the sum of the microphones of the hall minus the sound of the video-conferencing – 1 XLR line;
- Ensure the formation and transmission towards the provider of video-conferencing services of the Russian translation channel (translation only, without floor) – 1 XLR line;
- Ensure the formation and transmission of an English translation channel towards the provider of video-conferencing services (only translation, without floor) – 1 XLR line;
- Ensure the formation and transmission towards the provider of video-conferencing services of the Russian translation channel + original Russian language (floor) + video-conferencing – 1 XLR line;
- Ensure the formation and transmission towards the provider of video conferencing services of the English translation channel + original English (floor) + video conferencing – 1 XLR line.

Video:

- Hardware video-conferencing (inside the booth / hall / networking area) sends the video-conferencing signal to the screen in HD-SDI 1080/50i format via HD-SDI coaxial cable, BNC connector;
- The video-conferencing equipment (inside the booth / hall / networking area) must send to the video-conferencing service provider the signal of video presentations in HD-SDI 1080/50i or 1080/25p format via HD-SDI coaxial cable, BNC connector.

## **9. Requirements for water supply and sewer systems**

9.1 When planning the design of temporary water supply and sewer systems for the temporary facilities, the contractor shall provide for a connection of these temporary systems to the existing ExpoForum Convention and Exhibition Centre system. A household grease trap must be installed in the drainage system.

Connection to the existing systems shall be made in the utility lines.

Specifications of the connection points to the existing systems:

9.1.1 water supply – DN 15, internal thread

9.1.2 sewer – DN 50

9.2 Documentation for installation of water supply and sewer systems shall be a mandatory component of the detailed design of the temporary facilities and must include:

- general information
- equipment specifications
- key indicators (water consumption and discharge volumes)
- plan of the temporary water supply and sewer systems

9.3 It shall not be permitted to connect additional equipment not indicated in the diagrams to the water supply and sewer system without the consent of the Technical Directorate.

9.4 Before connecting the water supply and sewer systems for temporary facilities, representatives of the Technical Directorate and the technical services for use of the ExpoForum Convention and Exhibition Centre shall verify that the system as a whole and its equipment are ready for connection.

9.5 The conformity of the parameters of the equipment of a facility with the parameters previously indicated in the detailed design for the temporary construction shall be verified. A

**Certificate of Delimitation of Responsibility for the Networks and Operational Responsibility of the Parties** shall be signed prior to connection

The task of connecting the water supply and sewer systems is to be performed by the technical staff of the ExpoForum Convention and Exhibition Centre.

9.6 Access must be provided at the point of connection to the existing utility lines to enable operation of water supply and sewer systems in the utility areas of the temporary facilities.

## **10. Fire safety requirements**

10.1 When designing and performing construction work, compliance must be ensured with all fire safety requirements contained in the regulatory legal acts of the Russian Federation, regulatory documents on fire safety, the Fire Safety Requirements for contractors that perform design, construction, and installation work as well as operate temporary facilities at the Event venue, and the instructions on fire safety measures during the assembly, maintenance, and dismantling of temporary facilities in the Event pavilions and outdoor areas.

10.2 The fire-retardant treatment of materials and structures as well as the installation, maintenance, and repair of fire safety equipment for buildings and structures may only be performed by an organization that has a license from the Ministry of Emergency Situations for such activities, Certificate of admission to work on project documentation that affect the safety of capital construction objects, Certificate of admission to construction, reconstruction and repair of capital construction objects, as well as certified specialists that are part of staff of the organization that has access to design fire safety of buildings and structures (the access should be available from 1 March 2022 in accordance with the provisions of Article 24 of the Federal Law dated 21 December 1994 No. 69-FZ (as amended on 16 April 2022)), as well as a set of equipment, tools, technical means, including measuring instruments, according to the list provided for by part four of Article 24 of the Federal Law "On Fire Safety", verified in accordance with the Federal Law "On Ensuring the Uniformity of Measurements", and technical documentation for them, owned or held on other legal grounds attributing the right of possession and use, and necessary for the implementation of the licensed activity.

10.3 In accordance with clause 51(1) of the Regulations on licensing installation, maintenance and repair of fire safety equipment for buildings and structures, approved by Decree of the Government of the Russian Federation dated 28 July 2020 No. 1128, organizations performing work to ensure fire safety are required to send an electronic notification of the works performed no later than 5 working days from the date of signing an agreement (contract), and in case of no agreement (contract) the notification must be sent before the actual works (services) are started, as well as within 5 days from the completion of works. The notification must be sent electronically by filling in an interactive form. The interactive form can be found on the federal state information system "Unified portal of state and municipal services (functions)" at [gosuslugi.ru/609985/1/form/](https://gosuslugi.ru/609985/1/form/).

10.4 Works on fire-retardant treatment of materials and structures should be carried out only at Event main venue. Materials previously treated with flame retardant materials must not be reused without confirmation of fire-retardant properties immediately before the start of construction work.

## **11. Premises cleaning requirements**

11.1 During the period of assembly and dismantling work at the premises and construction sites, contractors must regularly clean up and remove industrial waste to specially designated places during working hours and prevent garbage from accumulating at construction sites and in the



aisles. Leaving the working area at the end of the shift/working day without cleaning and removing industrial waste is prohibited.

11.2 Waste must be sorted during the assembly period, the duration of the Event, and dismantling. Prior to the disposal of construction and other waste, it must be sorted as:

- paper
- polyethylene
- other construction and household waste

11.3 During the assembly and dismantling period, waste must strictly be disposed of in specially designated places. Large construction waste must be compacted as much as possible: length of 1 measurement (length and/or width) – no more than 2 linear metres; thickness – no more than 5 cm (boxes, three-dimensional elements, etc. must be broken down to reduce the volume they occupy).

11.4 During the Event, small garbage must be disposed in special sorting bins that indicate what type of garbage they are intended for.

11.5 Before the construction site is returned after the dismantling of the temporary facility, the contractor must clean the area that is being returned (remove adhesive tape and any traces thereof, wash away any traces of paint, remove small and large construction debris, etc.).

## **12. Requirements for measures to prevent the spread of the novel coronavirus infection (COVID-19)**

12.1 Personnel involved in the assembly/dismantling of temporary structures must be instructed by the person responsible for the work to comply with security measures and prevent the spread of the novel coronavirus infection (COVID-19), including the use of disinfectants (Appendix No. 5).

12.2 Meeting rooms, conference rooms, and other closed places where people gather must be equipped with a ventilation system with a switched-off recovery system (use of exhaust air as part of the air mixture that is supplied).

12.3 Meeting rooms, conference rooms, and other closed places where people gather must be equipped with an air disinfection system that can be used when people are present.

12.4 During the assembly/dismantling process, contact not related to common tasks and production processes must be limited between the personnel of different functional units, contractors, etc.

12.5 During assembly and dismantling work, employees may only eat food at a specially organized place within the area where the contractor is working. Requirements for organizing a catering site within the area where the contractor is working (on the installation of special equipment, a schedule for disinfecting the catering site, limits on the number of personnel who may eat at one time, etc.) will be announced separately.

12.6 All temporary construction sites must have hand sanitizer stations, including with the use of dispensers or wet wipes.

12.7 Employees working at the event site must be provided with a supply of personal respiratory protection equipment (disposable masks and respirators), masks must be changed at least once every 3 hours based on the duration of the work shift. The persons responsible for work shall monitor the use and disposal of protective masks by employees during assembly/dismantling work.

12.8 Used masks must be collected in plastic bags and subsequently disposed of.

12.9 Prior to the start of the event, the stand must be complete disinfected.

12.10 All contact surfaces must be disinfected at least every 2 hours.

12.11 At the exhibition stand during the event, sanitizers, and medical masks must be freely available to visitors.

12.12 The explanatory note to the project should contain a section on anti-epidemiological safety describing the fulfillment of the above requirements.

12.13 Together with the design documentation, an epidemiological safety certificate filled in according to the general form (Appendix No. 4) must be submitted to the Technical Directorate. It should indicate the arrangement of anti-epidemic equipment and documentation for it.

12.14. The completed employee briefing log (Appendix No. 5) must be submitted to the Technical Directorate before the start of work.

12.15. A logbook should be used to record the body temperature of employees and to enable a survey and examination of employees to be carried out (Appendix 6). A copy of this must be submitted to the Technical Directorate every day.

### **13. Regulation on the use of wireless access networks (Wi-Fi) and other radio transmitting devices on the territory of the Event**

13.1 You may only use your own device to provide Wi-Fi coverage in accordance with the rules and on condition that you have obtained a permit to use radio-transmitting equipment (hereinafter 'RTE') as set forth in this Appendix.

13.2 The procedure for obtaining a permit to use RTE during the Event applies to all radio-transmitting devices that operate across licensed frequencies (two-way radios, wireless access points, etc.).

13.3 Employees of contractors who will be at the Event venue to meet operational needs as well as organizations and their employees who will participate in the Event (hereinafter 'RTE Users') shall designate a responsible person to obtain a permit to use radio frequencies for the duration of the Event and shall notify the Technical Directorate accordingly.

13.4 The procedure for obtaining a permit to use radio frequencies is as follows:

1) The RTE User must fill out an application form (Appendix No. 3) to use RTE at the Event venue and submit it to the following email address: [td@rk-em.com](mailto:td@rk-em.com).

2) Once the application has been checked to ensure that it has been correctly filled out, an order to assign a radio frequency will be generated and submitted to the Russian Federal Protective Service (the Regulator) requesting that a temporary permit for the use of RTE at the main venue during the Event be issued.

3) The RTE User shall receive a notification about the status of their radio frequency application at the email address that was specified on the application.

4) Once the temporary permit has been obtained, the RTE User should read over the terms of use of radio frequencies and reprogram their RTE to use the radio frequencies that have been assigned to them prior to arriving at the Event venue.

13.5 Please note: Radio frequency resources are limited. RTE Users must apply for a permit to use the requested radio frequencies and radio frequency channels no later than 15 (fifteen) business days prior to the Event. A decision on the submitted radio frequency application shall be made within 10 (ten) business days.

13.6 There is no need to register your RTE if you have a permit to use a radio frequency. It is prohibited to use an RTE on any radio frequency at the Event MV without a permit. If the contractor's employees use their own Wi-Fi network coverage equipment, the Client may dismantle the unauthorized equipment and impose financial penalties on the contractor in the amount of RUB 100,000 (one hundred thousand roubles) for each violation that is detected.

### 13.7 Requirements for Wi-Fi networks on the territory of the Event:

13.7.1 The use of the official identifiers of Event Wi-Fi networks is strictly prohibited. If a working access point (Wi-Fi router) broadcasting the official Event SSID is detected, this access point (Wi-Fi router) will be disconnected from the power supply regardless of whether this access point may also be a wired router.

13.7.2 The 2.4 GHz band is closed for use and must be disabled in the Wi-Fi hotspot configuration. If an access point (Wi-Fi router) operating in the 2.4 GHz band is detected, this access point shall be disconnected from the power supply.

13.7.3 In the allowed band of 5 GHz, only channels 48 or 165 with a bandwidth of 20 MHz may be used. If a working access point (Wi-Fi router) is detected in other subchannels of the 5 GHz band or if a subchannel with a bandwidth greater than 20 MHz is used, this access point shall be disconnected from the power supply. Should it prove impossible to use the aforementioned allowed channels and bandwidth for one reason or another, other channels must be submitted for approval with an indication of the reasons for the failure of the proposed channels 48 and 165.

13.7.4 The transmitter power of the Wi-Fi access point operating in the 5 GHz band must be set to the minimum value or no more than  $-75$  dBm.

13.7.5 Wi-Fi equipment certified for operation in the Russian Federation must be used on the territory of the Event. In the event that a working Wi-Fi access point broadcasting on subchannels prohibited in the territory of the Russian Federation is detected, a statement will be prepared for submission to the relevant regulatory authorities.

**LIST**  
**of types of radio transmitting equipment that may be used at the Event venue without**  
**obtaining a prior permit to use radio frequencies**

1. Individual devices (USB modems) providing wireless access using GSM, IMT-MC, UMTS, Wi-Fi, WiMax, 4G LTE, 5G radio technologies, either built-in or forming parts of other devices.

**The use of USB modems is permitted only for personal purposes; creating a wireless network for ensuring the work of a cluster of devices or personnel groups is prohibited without obtaining a prior permit!**

2. Individual cell phones using GSM, IMT-MC, UMTS standards, including built-in or forming parts of other devices.

3. Individual ground stations providing mobile satellite connection: INMARSAT, Globalstar, Thuraya, Iridium.

4. Remote control devices for car alarm systems.

5. Bluetooth radio electronic devices, including built-in or forming parts of other devices.

6. Radio electronic equipment used to search for, and rescue victims of natural disasters.

7. User satellite navigation system receivers: GPS/GLONASS, including built-in or forming parts of other devices.

8. Medical implants and other medical equipment implanted in human body.

9. Hearing aids for the hearing impaired.

10. Remote controls for cameras and flash lights.

11. Equipment as part of fire alarm and warning systems and management of people evacuation in case of fire.

**LIST**  
**of types of radio-electronic equipment whose use is prohibited at the Event venue without**  
**obtaining a prior permit to use radio frequencies**

1. Wi-Fi access points
2. Portable and vehicle-mounted radio transmitters and walky-talkies

**Application form for the use of radio transmitting equipment**

Organization's official name	
Contact person at the organization	
Contact person's email	
Contact phone	
Contact person (technical specialist) in charge of setting up and launching Wi-Fi equipment at the venue	
Technical specialists' contact phone	
Type of equipment which requires a permit	
Manufacturer and model	
Number of units	
Place of use	
Description of tasks which require radio transmitting equipment	
Wi-Fi network SSID (Wi-Fi network name)	
Comments	

Signature of person authorized to submit the application

\_\_\_\_\_ / \_\_\_\_\_ /

Stamp

## EPIDEMIOLOGICAL SAFETY CERTIFICATE

Pavilion/Stand: \_\_\_\_\_

Partner/Contractor: \_\_\_\_\_

Full name and mobile phone number of the person responsible for epidemiological safety at the stand: \_\_\_\_\_

### 1. Sanitary cleaning

#### 1.1. Stand sanitary cleaning schedule:

Name	14–17 June 2023						
	00:00	02:00	04:00	06:00	08:00	10:00	12:00
1. Wet cleaning					+	+	+

Name	14–17 June 2023						
	12:00	14:00	16:00	18:00	20:00	22:00	00:00
1. Wet cleaning	+	+	+	+	+		

#### 1.2. Description of hand sanitizers:

- Liquid sanitizer (name) .....
- Liquid volume.....
- Certificates for the sanitizer (Appendix No. 4.2);

### 2. Air disinfectants permitted for use where people are present:

No	Name	Productivity, cubic metre / hour	Number, items	Location	Certificates
1.				Appendix No. 4.1	Appendix No. 4.2
2.				Appendix No. 4.1	Appendix No. 4.2

### 3. Contactless hand sanitizers:

No	Dispenser (Type, name)	Number, items	Location	Certificates
1.			Appendix No. 4.1	Appendix No. 4.2

### 4. Provision of personal protective equipment:

- Type
- Quantity, items
- Principle for issuance
- Certificates of the PPE (Appendix No. 4.2)

### 5. Scenario and schedule for the sanitization of equipment which event participants may touch (exhibits, screens, touchscreens, promo stands).

.....

.....

.....

#### **Appendix No. 4.1. Layout of anti-epidemic equipment**

**(air recirculators, dispensers, PPE distribution points, social distancing instructions)**



#### **Appendix No. 4.2. Technical documentation for anti-epidemic equipment**

**(product passport, operation manual, certification)**

---

Name of the organization

**EMPLOYEE BRIEFING LOG**

**instructing workers on the rules of personal and public hygiene in order to prevent the spread of the new coronavirus infection (COVID-19)**

Started \_\_\_\_ 2023

Finished \_\_\_\_ 2023



---

Name of the organization

## **LOGBOOK**

**to record the body temperature of employees and to enable a survey and examination of employees to be carried out  
to prevent the spread of the new coronavirus infection (COVID-19)**

Started \_\_\_\_ 2023

Finished \_\_\_\_ 2023

---

Date

Full name of the employee	Job title of the employee	Body temperature measurement, C°			Examination (+/—)	Survey (+/—)	Surname and initials of the person in charge	Signature	
		Morn ing	After noon	Evenin g				Person in charge	Employee
1	2	3	4	5	6	7	8	9	10

**CHECK LIST**  
**for carrying out a survey and examination of employees**

<b>Employee survey</b>		<b>Employee examination</b>
Have you experienced any of the following symptoms in the last 7 days:	Increase in body temperature (37 C <sup>0</sup> and above)	Conjunctivitis or redness of the eyes
	Dry cough or wet cough	Skin rashes
	Nasal congestion	Pale skin colour
	Fatigue	
	Loss of smell and/or taste	
	Headaches, dizziness	
	Pain in joints and muscles	

---

Name of the organization

**Fire safety briefing**

**LOGBOOK**

Started \_\_\_\_ 2023

Finished \_\_\_\_ 2023

Date	Type of briefing	Person briefed		Theory			Date	Practice		
		Full name	Job title	Full name of the person carrying out the briefing, serial number of the certificate confirming qualification	Signature			Full name of the person carrying out the briefing, serial number of the certificate confirming qualification	Signature	
					Person carrying out the briefing (from column 5)	Person briefed (from column 3)			Person carrying out the briefing (from column 9)	Person briefed (from column 3)
1	2	3	4	5	6	7	8	9	10	11

## **REQUIREMENTS TO THE CONTENT OF FIRE SAFETY BRIEFING PROGRAMMES**

1. Requirements for the content of introductory fire safety briefing programmes:

1.1. General information about the specifics of fire and explosion hazard of buildings, structures, premises, vehicles, cargo, technological installations, equipment, units, territories.

1.2. Maintenance of territories, buildings, structures and premises, including evacuation and emergency routes and exits, fire prevention and fire protection systems.

1.3. Statistics, causes and consequences of fires at the organization's facilities.

1.4. Rights and obligations of persons responsible for fire safety in the organization. Responsibility of persons engaged in labour or service activities in the organization for violation of mandatory fire safety requirements.

1.5. The main provisions of the legislation of the Russian Federation on fire safety. Fire prevention rules in the Russian Federation.

1.6. General measures to prevent and extinguish fires. Fire safety system: fire prevention and fire protection system, a set of organizational and technical measures to ensure fire safety.



1.7. Responsibilities and procedure for actions to be taken by persons employed in the organization, upon detection of a fire or signs of burning at the organization's protection facilities, including when calling the fire brigade, emergency shutdown of process equipment, turning off ventilation, electrical installations and electrical equipment in case of fire and after working day, using systems, fire extinguishing means and fire automatics, evacuating property and material assets, inspecting and bringing all premises (divisions), workplaces into a fire-safe condition.

2. Requirements for the content of primary fire safety briefing programmes at the workplace:

2.1. Responsibility of employees to comply with the mandatory requirements of fire safety. Responsibility of employees for violation of mandatory fire safety requirements.

2.2. Knowledge of the instructions on fire safety measures for buildings, structures, premises, technological processes, technological and production equipment, approved by the head of the organization or other official authorized by the head of the organization, including, among other things, the procedure for maintaining the territory, buildings, structures and premises, evacuation routes and exits, as well as access routes for fire departments to protection facilities; measures to ensure the fire safety of technological processes during the operation of equipment at the workplace, the performance of fire hazardous work; procedure for inspection and closing of premises upon completion of work; the location of smoking areas, the use of open fire, the passage of vehicles, the conduct of hot or other fire-hazardous work.

2.3. Conditions for the occurrence of combustion and fire in the workplace. General concepts of the explosion and fire hazard of substances and materials, and manufactured products. Primary fire extinguishing agents designed to extinguish electrical installations and industrial equipment.

2.4. Information about the ways of evacuation of people in case of fire, safety zones, systems and means of preventing fire, fire protection. Primary fire extinguishers. Types of fire extinguishers and their use depending on the class of fire (type of combustible substance, equipment features). Learning evacuation plans with evacuation routes and exits; stairs, stairwells and emergency exits intended for evacuation of people; the location of the evacuation plan itself; locations for fire protection equipment, rescue and medical equipment, communications equipment.

2.5. Responsibility and procedures of employees in case of fire or detection of signs of burning, including when calling the fire brigade, emergency shutdown of process equipment, evacuation of people and property, use of fire extinguishing equipment. Features of the operation of warning systems and evacuation control in case of fire, other automatic fire protection systems. Shutdown of general ventilation and electrical equipment in case of fire and at the end of the working day. Inspection and bringing of the workplace to a fireproof condition.

2.6. Personal safety measures in the event of a fire. Personal protective equipment, rescue and self-rescue in case of fire. Locations and methods of using personal protective equipment for respiratory and vision organs, rescue and self-rescue from high-altitude levels in case of fire (if any).

2.7. Methods of providing first aid with burns.

2.8. Practical training on working out actions in the event of a fire, on using primary fire extinguishing equipment, internal fire water supply (with activation, if available), personal protective equipment, rescue and self-rescue equipment (if any).