

**Regulations on Work Permits for Contractors Performing Assembly, Dismantling, and Maintenance of Temporary Facilities in Buildings and at Outdoor Areas of the Central Venue of the International Far Eastern Maritime Show in 2018
(FEFU Campus)**

St. Petersburg
2018

The Central Venue of the International Far Eastern Maritime Show in 2018 (hereinafter the IFEMS 2018 CV) is the campus of Far Eastern Federal University (hereinafter FEFU).

The objective of the work performed by contractors to assemble, maintain, and dismantle temporary facilities, including electrical circuits and utility lines, in buildings and at outdoor areas at the Central Venue of the International Far Eastern Maritime Show 2018 is to support the staging of the International Far Eastern Maritime Show (hereinafter the IFEMS, the Show) in full and within the specified deadlines.

1. Key terms and definitions

1.1. **Customer** – a legal entity or individual which has signed a contractor agreement or government contract for the construction of a facility and which operates in compliance with the Civil Code of the Russian Federation (updated version – Code of Regulations SP 48.13330.2011, ‘SNiP 12-01-2004. Construction Management’, approved by Russian Ministry of Regional Development Order No. 781 dated 27 December 2010, effective as of 20 May 2011).

1.2. **Contractor** (construction and assembly company, equipment supplier) – a legal entity or individual which performs work under a contractor agreement and/or government contract concluded with the Customer pursuant to the Civil Code of the Russian Federation (updated version – Code of Regulations SP 48.13330.2011, ‘SNiP 12-01-2004. Construction Management’, approved by Russian Ministry of Regional Development Order No. 781 dated 27 December 2010, effective as of 20 May 2011).

1.3. **Design documentation** – the set of text and graphic design documents which define the functional process, structural, and technical engineering designs necessary to assess the design’s conformity with the design specifications and the requirements of the laws, statutory regulations, and documents in the sphere of standardization and sufficient to develop working documentation (GOST R 21.1001-2009, clause 3.1.2.).

1.4. **Working documentation** – the set of text and graphic design documents which enable the technical solutions outlined in the approved design documentation to be implemented and which are required to perform construction and assembly operations, and supply of equipment and materials for construction (GOST R 21.1001-2009, clause 3.1.8.).

1.5. **Working design** – the design documentation developed for facilities constructed for large-scale and repeated use, as well as for basic technical facilities and consisting of: the part to be approved and working documentation; (SNiP 11-01-95, clause 2.6.).

1.6. **Technical oversight (monitoring)** – the set of technical and inspection measures aimed at ensuring timely performance by the Contractor of the construction and assembly operations according to the specified designs, the quality of all materials used, verification of datasheets, licenses, certificates, etc.

1.7. **Technical Directorate of the International Far Eastern Maritime Show (hereinafter the IFEMS Technical Directorate)** – the Contractor authorized by the Roscongress Foundation to perform the full range of events involving technical preparations and control for the operation of the buildings of the FEFU campus and open areas of the Show’s Central Venue during preparations for and the staging of the IFEMS

2018, including ensuring compliance of the planned preparatory events with the existing regulatory and legal requirements in accordance with SNiP 12-03-2001 Occupational Safety in Construction. The main areas of the IFEMS Technical Directorate's activities include:

- organizing the safe performance of construction and assembly work and the maximum prevention of damage to third parties and harm to the life and health of people when preparing for and staging the IFEMS;
- endorsing the designs for the temporary construction of the Show venue and issuing permits for Contractors to perform work;
- technical oversight and monitoring of work involving the assembly, dismantling, and maintenance of temporary facilities and utility network sections in the buildings of the FEFU campus and at open areas of the Show's Central Venue;
- monitoring the Customer's fulfilment of the Work schedule for the development and operation of temporary facilities and utility network sections during the period of preparation, assembly, maintenance, and dismantling at the Show's Central Venue;
- monitoring the temporary structure's compliance with the Show Diagram Manual.

2. Regulations on Work Permits for Contractors Performing Assembly, Dismantling, and Maintenance of Temporary Facilities, including Power Supply Networks and Utility Lines, in Buildings and at Outdoor Areas of the Central Venue of the International Far Eastern Maritime Show in 2018

2.1. The IFEMS Technical Directorate has established a step-by-step technical oversight procedure that prescribes the following actions which must be carried out by Customers and Contractors in order to obtain a work permit for the assembly, dismantling, and maintenance of temporary facilities, including power supply networks and utility lines, in buildings and at outdoor areas at the IFEMS 2018 CV.

2.1.1. Prior to **29 June 2018**, Customers shall provide the Roscongress Foundation with an official letter containing information about the Contractors that will perform work under a contract with the Customer at IFEMS 2018 CV, including the following information:

- name of the Contractor, including design company;
- mailing addresses of the Contractor;
- legal addresses of the Contractor;
- full name, email address, and contact mobile telephone number (of managers of the Contractor, including the design company);
- full name, email address, and contact mobile telephone number (of individuals from the Contractor, including the design company, responsible for performing work);

- notarized copies of the Certificate of Compliance with ISO 9000 (GOST R ISO 9001-2008) international standards and the original copy of an Extract from the Registry of Self-Regulatory Organization (SRO) Members using the form approved by Order No. 58 of the Federal Environmental, Industrial, and Nuclear Supervision Service dated 16 February 2017, which confirms the right to perform types of work that affect the safety of permanent facilities;
- full name, contact mobile telephone number, and the number and date of the last attestation of the person responsible for electrical safety;
- full name, contact mobile telephone number, and the number and date of the last attestation of the person responsible for fire safety;
- full name, contact mobile telephone number, and the number and date of the last attestation of the person responsible for accident prevention and occupational safety during the performance of work.

Copies of the Certificates of Compliance with ISO 9000 (GOST R ISO 9001-2008) must be attached to the letter.

2.1.2. The Customers shall review, approve, and issue work permits for working designs for the construction of IFEMS facilities prior to **3 July 2018**.

2.1.3. The Contractors shall provide the IFEMS Technical Directorate with working designs that have been approved for work in electronic PDF format prior to **6 July 2018**.

2.1.4. The IFEMS Technical Directorate shall review the working designs approved for work by the Customer, issue comments which must be addressed, and give final approval of the designs by **10 July 2018**.

2.2. No later than **13 July 2018**, Contractors whose working designs were endorsed shall provide the IFEMS Technical Directorate with a package of documents required to obtain a Work Permit, consisting of the following:

2.2.1. A letter from the Customer with a petition for issuance of a work permit to the Contractor;

2.2.2. An information card about the Contractor indicating the following:

- name of the Contractor;
- mailing address of the Contractor;
- legal address of the Contractor;
- bank account information for the Contractor;
- full name, email address, and contact telephone number of the manager of the Contractor;
- full name, email address, and contact telephone number of the person responsible for performing work;
- certificate of government tax registration;
- certificate of state registration of legal entity;
- extract from Unified State Register of Legal Entities.

2.2.3. Notarized copies of the Certificate of Compliance with ISO 9000 (GOST R ISO 9001-2008) international standards and the original copy of an Extract from the Registry of Self-Regulatory Organization (SRO) Members using the form approved by Order No. 58 of the Federal Environmental, Industrial, and Nuclear Supervision Service dated 16 February 2017, which confirms the right to perform types of work that affect the safety of permanent facilities;

- 2.2.4. 3D design project;
- 2.2.5. Drawings with a diagram showing the location of water and electrical power outlets and suspended equipment, as well as a 'Fire safety assurance measures' section;
- 2.2.6. Electrical diagrams;
- 2.2.7. Compliance certificates for the materials and equipment used in construction as well as copies of fire certificates (or compliance certificates containing information on fire safety) and health and sanitary certificates.
- 2.2.8. Copies of datasheets for all electrical devices and assemblies;
- 2.2.9. List of materials, equipment, and parts delivered to the IFEMS 2018 CV to perform work;
- 2.2.10. Instructions from the management of the Contractor on its letterhead bearing the company's seal, which appoint:
- the person responsible for electrical work and electrical equipment installation, with a group four electrical safety permit or higher;
 - the person responsible for assembly, maintenance, and dismantling work, and for compliance with safety regulations;
 - the person responsible for compliance with Fire Safety Regulations during the construction and operation of the facilities.
- 2.2.11. List of accredited workers and engineers involved in construction and assembly work (on the company's letterhead) certified by the Contractor's director (all the workers and engineers listed must be citizens of the Russian Federation and possess certificates about their qualification and training in occupational and fire safety).
- 2.2.12. List of electricians carrying out electrical installation work (on the company's letterhead) signed by the Contractor's director (all workers and engineers listed must be citizens of the Russian Federation and possess certificates about their qualification and training in occupational and fire safety).
- 2.2.13. Photocopies of the certificates of all the electricians listed demonstrating their knowledge of the Regulations for the Operation of Electrical Installations and Safety Regulations for Electrical Installations, with a group three electrical safety permit or higher.
- 2.2.14. Photocopy of the Record of Testing of Electrical Installation Staff, signed and sealed by the company's director, and a copy of Rostekhnadzor Test Records for members of the certification commission.
- 2.2.15. Copy of the Contractor's liability insurance agreement for damage to the life, health, and property of third parties during the assembly, maintenance, and dismantling work;
- 2.2.16. Copies of valid certificates of training on minimum fire safety requirements for managers or persons representing them in the performance of work, specialists and employees responsible for fire safety, and employees performing gas and electric arc welding and other open flame operations. Training on minimum fire safety requirements conducted within the organization holding a license to carry out educational activities issued by the Committee for Education of any region in the Russian Federation.
- 2.2.17. A Work Plan approved by the Customer with a construction schedule in compliance with the requirements of SNiP 12-01-2004 (updated version – Code of Reg-

ulations SP 48.13330.2011, ‘SNIIP 12-01-2004. Construction Management’, approved by Russian Ministry of Regional Development Order No. 781 dated 27 December 2010, effective as of 20 May 2011).

2.2.18. A general work log that is numbered, bound, and bears all signatures on the title page, with a seal affixed in compliance with the requirements of SNIIP 12-01-2004 (updated version – Code of Regulations SP 48.13330.2011, ‘SNIIP 12-01-2004. Construction Management’, approved by Russian Ministry of Regional Development Order No. 781 dated 27 December 2010, effective as of 20 May 2011).

2.3. Within three business days, the IFEMS Technical Directorate will check the package of documents submitted and, if there are no comments, send confirmation of its endorsement to the Contractor’s email.

2.4. In order to obtain a Work Permit for the right to perform work, two hard copies of the full set of endorsed technical documentation must be submitted to the Technical Directorate. The Work Permit that is issued grants the right and is the basis for obtaining permits for vehicles to haul equipment and materials according to the lists of equipment brought onto site.

2.5. The IFEMS Technical Directorate reserves the right to deny a Permit to the Contractor in the event that:

- documentation is not submitted in full or in a timely manner;
- the documents and information submitted do not conform to the requirements of Russian Federation statutory regulations, the working design, the Technical Specifications for the Construction of Buildings and Outdoor Areas at the Central Venue of the International Far Eastern Maritime Show.

2.6. During the performance of installation and dismantling work, each facility under construction must have a logbook confirming safety briefings prepared in accordance with the requirements of SNIIP 12-01-2004 (updated version – Code of Regulations SP 48.13330.2011, ‘SNIIP 12-01-2004. Construction Management’, approved by Russian Ministry of Regional Development Order No. 781 dated 27 December 2010, effective as of 20 May 2011).

2.7. During the performance of work by the Contractor, the outcome of work concealed by subsequent work shall be documented by Certificates of Completion of Concealed Work (Appendix C to SNIIP 12-01-2004 (updated version – Code of Regulations SP 48.13330.2011, ‘SNIIP 12-01-2004. Construction Management’, approved by Russian Ministry of Regional Development Order No. 781 dated 27 December 2010, effective as of 20 May 2011) with the mandatory attachment of photos.

2.8. Upon completion of the work specified in the design documentation by the Contractor, a final assessment of the conformity of the finished construction of the facility shall be carried out in addition to static, dynamic, and electrical testing, including - insulation resistance testing of electrical wires and cables, verification of the L-N circuit in electrical installations with rated voltage up to 1 kW with the TN system (measurement of the L-N loop impedance with the subsequent detection of short-circuit current), testing (checking) of residual current devices (RCDs), checking the operation of the circuit breaker releases, and checking to ensure there is a circuit between the grounded equipment and the grounding switch. A Certificate of Acceptance of Completed Construction of a Temporary Structure shall be issued according to the results of the assessment, using the form from SNIIP 12-01-2004 (updated version – Code of Regulations SP 48.13330.2011, ‘SNIIP 12-01-2004. Construction Management’, approved by

Russian Ministry of Regional Development Order No. 781 dated 27 December 2010, effective as of 20 May 2011).

2.7. In the event that the IFEMS Technical Directorate makes comments regarding the performance and scope of the work identified during the inspection process, or other circumstances arise which make continuation of work impossible, in violation of:

- RF building codes;
- the working design;
- the Technical Specifications for Construction.

The IFEMS Technical Directorate shall have the right to prohibit the work and issue an applicable stop work order until the comments have been rectified by immediately informing the Project Manager about this. The final decision to stop work shall be made by the Project Manager or another individual authorized by the Project Manager. If the Project Manager or another individual authorized by the Project Manager decides to continue work regardless of the instructions from the Technical Directorate, the Project Manager shall be responsible for work safety.

Work may only be resumed after the comments have been rectified and a Work Permit has been issued by the individual who prohibited the work.