

ST AO-620100210058-TsRPB-02-2021

Approved
by order of the Chief Engineer of
the joint-stock company
"National company
"Kazakhstan Temir Zholy"
dated April 15, 2021 No. 301-

**SAFETY MANAGEMENT WHEN PERFORMING WORK BY A CONTRACTOR IN
THE JOINT STOCK COMPANY "NATIONAL COMPANY "KAZAKHSTAN" TEMIR
ZHOLY" AND ITS SUBSIDIARIES
ST AO-620100210058-TsRPB-02-2021
(first edition)**

Designed by
Department of Industrial
Safety and Ecology
April 15, 2021

Script Holder:

Joint-Stock Company
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Preface

1 DEVELOPED AND INTRODUCED Production Department safety and ecology

2 APPROVED AND PUT INTO EFFECT by order of the Chief engineer of the joint stock company "National Company "Kazakhstan Temir Zholy" dated April 15, 2021 No. 301-TsZ

3 INTRODUCED TO REPLACE Standard "Safety Management in performance of work by contractors in the joint stock company "National Company "Kazakhstan Temir Zholy" and its subsidiaries", approved by the decision of the Board of JSC "NC "KTZ" dated August 21, 2017 (minutes No. 02/22).

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STANDARD ORGANIZATION

SAFETY MANAGEMENT WHEN PERFORMING WORK BY A CONTRACTOR IN THE JOINT STOCK COMPANY “NATIONAL COMPANY “KAZAKHSTAN TEMIR ZHOLY” AND ITS SUBSIDIARIES

Introduction date April 15, 2021

1. Area of use

1. This Standard is subject to application and implementation structural divisions of the Company and subsidiaries when working with contractors to the extent of the requirements of concluded contracts.

2. Terms, definitions and abbreviations

1) This Standard uses the following basic concepts and abbreviations:

- | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accident | - destruction of buildings, structures and (or) technical devices, uncontrolled explosion and (or) release of hazardous substances. |
| Outsourcing | - transfer to the competitive environment of the functions of the joint-stock company "National Company "Kazakhstan Temir Zholy" or its subsidiaries for their implementation by concluding contracts. |
| Customer | - branches of the joint-stock company "National Company "Kazakhstan Temir Zholy" and subsidiaries. |
| Contractor | - an organization or an individual who, according to the contract, performs work and provides services, including on outsourcing terms, that can affect the quality of ensuring industrial safety. |
| Incident | - deviation from the technological process mode, failure or damage to technical devices, as well as the event(s) during and/or as a result of which injury or deterioration of health or death occurs or may occur. |
| Corrective action | - an action aimed at eliminating the cause of the identified discrepancy or other undesirable situation. |
| Accident | - unintentional exposure of an employee to a harmful and (or) dangerous production factor in the performance of his labor (official) duties or tasks of the employer, as a result of which an industrial injury, sudden deterioration of health or poisoning of the employee occurred, which led to temporary or permanent disability or death. |

Objects	<ul style="list-style-type: none">- railway stations, stages, buildings, structures, premises, artificial structures, railway rolling stock, special rolling stock, production sites and other objects related to the production processes of the Joint stock company "National Company "Kazakhstan Temir Zholy" and its subsidiaries.
Industrial safety, IS	<ul style="list-style-type: none">- a management system that includes processes in the field of occupational safety and health, industrial safety and environmental protection (ecology).
Incident	<ul style="list-style-type: none">- a negative or potentially dangerous event that occurred during the storage, conservation, operation or liquidation of an object (for example: accident, incident, occupational disease, failure of a technical device, fire, fire, traffic accident, negative impact on the environment or violation when handling hazardous substances).
Structural divisions of the Company (SD)	<ul style="list-style-type: none">- departments, services, departments of the central office, branches, assigned staff, representative offices of the Company, including those located outside the Republic of Kazakhstan.
Customer's Industrial Safety Service (ISS)	<ul style="list-style-type: none">- structural divisions of the Customer, whose functions include ensuring industrial safety
Contractor's Industrial Safety Service, Contractor's IS service	<ul style="list-style-type: none">- structural subdivision of the Contractor /responsible person for industrial safety, whose functions include ensuring industrial safety.
Installation meeting	<ul style="list-style-type: none">- a meeting with the participation of the Customer's IS service and the Contractor's IS service, organized in order to explain to the Contractor's representatives the Company's and subsidiaries' requirements in the field of industrial safety.
JSC "NC KTZ", The Company Subsidiaries	<ul style="list-style-type: none">- the Joint-Stock Company "National Company "Kazakhstan Temir Zholy".- subsidiaries of the joint-stock company "National Company "Kazakhstan Temir Zholy" are legal entities, fifty or more percent of the voting shares (participation shares) of which belong to the joint-stock company "National Company "Kazakhstan Temir Zholy" on the right of ownership or trust management.

3. General provisions

3. The influence of a Company or subsidiaries on Contractors in the field of IS is carried out by:

1) inclusion in contracts for the performance of works/provision of services of the Contractor's obligations to comply with the requirements of legislative acts and local Company acts and subsidiaries to;

2) conducting an installation meeting;

3) conducting an introductory briefing on safety and labor protection with the Contractor's personnel;

4) ensuring monitoring of compliance by the Contractor's personnel with the requirements of legislative acts and local acts of the Company or subsidiaries when performing works, rendering services at Facilities.

4. Each Customer's IS service creates a database of Contractors in accordance with Annex 1 to this Standard. Based on the specified database, the Customer's IS service determines the hazards and assesses the associated risks to the health of the employee, identifies and evaluates the environmental aspects inherent in the Contractor's activities at the Facilities.

4. Requirements and conditions for industrial safety in the organization of procurement and drafting of a contract for the performance of work/provision of services

5. Preliminary qualification of a potential Contractor is carried out in accordance with the procedure established by the acts of JSC "Samruk - Kazyna" on procurement issues.

6. When developing a draft contract for the performance of works/provision of services The Customer provides inclusion in it:

1) mandatory conditions for ensuring industrial safety (taking into account the subject of the contract and the specifics of the work and services provided by it) in accordance with Annex 2 to this Standard;

2) a list of violations of PB requirements when performing works and rendering services by Contractors at Facilities in accordance with Annex 3 to this Standard.

5. Conducting an installation meeting

7. Preparation, organization and holding of an installation meeting with the participation of representatives of the Company and the Contractor is carried out by the Customer's Industrial Safety Service before the start of work or services. If the work or services under the contract are performed at several geographically disparate Facilities, then it is allowed to hold installation meetings separately for each Facility.

8. The Customer is obliged to send a notification to the Contractor about the installation meeting in advance, but no later than two days before the installation meeting.

9. An approximate list of issues to be considered at the installation meeting is given in the Program of the installation meeting (Annex 4 to this Standard).

Copies of the Company's and subsidiaries' documents establishing the requirements of industrial safety at the Facilities are transmitted by the Customer's PB Service to the Contractor on electronic media according to the act of acceptance and transfer.

10. An employee of the Customer's Industrial Safety Service draws up the results of the installation meeting with a protocol signed by representatives of the Customer and the Contractor who took part in the installation meeting.

6. Organization of introductory instruction on safety and labor protection

11. After the conclusion of the contract for the performance of works/provision of services before the start of work/In order to provide services at the Facilities, the Contractor's personnel are given introductory instruction in order to familiarize themselves with working conditions, internal labor regulations and the main issues of safety and labor protection at the Facilities. Introductory instruction on safety and labor protection is carried out by the Customer's IS service or by an employee of a line-level division, who, in accordance with the order and / or job description, is entrusted with the duties of ensuring safety and labor protection.

7. Monitoring Contractors' compliance with industrial safety requirements when performing work at Facilities

12. Representatives of the Company or subsidiaries carry out inspections and audits at the Facilities for the implementation of standards, regulations, instructions and other documents of the Company and subsidiaries that establish requirements for industrial safety at the Facilities and the effectiveness of control measures in the presence of a representative of the Contractor.

13. Schedules of inspections and audits for Facilities are developed by representatives of the Customer's IS service, approved by the head of the Customer with an indication of the persons responsible for organizing the inspection and audit, and sent to the Contractor for review. Schedules of inspections and audits, response notifications about the Contractor's familiarization with the Schedule of inspections and audits, are sent in accordance with the procedure provided for in the contract for the performance of work/provision of services, or in the manner specified for sending and exchanging notifications, in the minutes of the installation meeting.

14. Checks are carried out using checklists developed according to the forms specified in Annex 5 to this Standard. The audit is performed using a checklist for evaluating the management system of the Contractor specified in Annex 6 to this Standard.

15. Corrective actions developed by the Contractor based on the results of inspections and audits aimed at eliminating the cause of nonconformity and preventing its recurrence are coordinated with the Customer's IS service in the manner specified in the minutes of the installation meeting.

16. In cases of non-fulfillment by the Contractor of corrective actions within the established time limits to eliminate violations of the requirements of legislative and local acts of the Company and subsidiaries in the field of IS, which led to the incident, authorized representatives of the Company or subsidiaries have the right to stop work in the manner prescribed by the Rules of the organization of behavioral dialogue of safety in the joint stock company "National Company "Kazakhstan Temir Zholy" and its subsidiaries in the field of industrial safety, approved by a separate local act of the Company, until the Contractor completely eliminates the existing violations.

17. In case of accidents during the performance of work by the Contractor, the latter notifies the Customer's IS service in accordance with the procedure established by the contract for the performance of work/provision of services.

8. Evaluation of contractors' activities in the field of industrial safety

18. The Customer's IS service analyzes the information on the state of the IS provided in accordance with the terms of the work contract/provision of services by the Contractor quarterly in accordance with Annex 7 of this Standard and based on the results of the analysis prepares proposals for the Customer to take appropriate measures in accordance with the established procedure. After completion of the work/rendering of services stipulated by the contract for the performance of works/rendering of services, the Customer's PB service evaluates the Contractor's activities in the field of IS using the existing IS indicators of the Customer, followed by entering the evaluation results into the Contractor database (Annex 1 to this Standard).

9. Responsibility

19. The responsibility for the proper fulfillment of the requirements of the Standard is borne by the heads of the Company's branches and subsidiaries, heads of IS services, heads of departments at whose Facilities the Contractor performed work or provided services.

20. The Customer's IS Service is responsible for timely communicating the requirements of the Company's local acts and regulations in the field of IS to the Contractor.