

SITE REGULATIONS OF AURUBIS BULGARIA AD

The present requirements shall apply to any operation carried out on the site of Aurubis Bulgaria /AB/, in compliance with the legislation in force in the Republic of Bulgaria, the applicable European directives and the good manufacturing practice.

All specified requirements shall also refer to the subcontractors of the company. The contractor shall be treated automatically as a coordinator in case of using subcontractors. In case of hiring subcontractors, the Contractor shall be required to submit this Appendix to the Agreement with AB for information and implementation by the subcontractors.

QUALITY

1. Each commodity, product, material, etc., purchased, brought in, produced or used by the Contractor on the site of AB has to be accompanied by a quality certificate, a document of compliance and a material safety data sheet /MSDS/ of chemical substances and products provided by the Contractor.
2. The Contractor shall be required to provide staff with the necessary legal capacity and qualification for carrying out the activities pursuant to the agreement.
3. The Contractor shall be required to observe the applicable procedures and work instructions provided by Aurubis Bulgaria.
4. The Contractor shall be required to allow representatives of Aurubis Bulgaria to make an inspection/audit for an assessment of the implementation of the work and requirements on safety, health and environment protection.

HEALTH AND SAFETY AT WORK

5. Before starting work the Contractor and all the Contractor's subcontractors have to present at Health and Safety Department on hard copy the required documentation according to FM-HNSD-006-E Checklist – contractor's health and safety documentation.
6. Before starting of work activities a Health & Safety agreement according to article 18, Bulgarian Health & Safety Act, must be signed between Aurubis Bulgaria and the Contractor.
7. The Contractor must assign one responsible person for health and safety on site **on full time** when the Contractor has **30 or more employees** on the territory of Aurubis Bulgaria per shift including the Contractors' subcontractors. Second responsible person for health and safety on site on full time is required when the Contractor has **100 or more** employees on the territory of Aurubis Bulgaria per shift including the Contractors' subcontractors.
8. When the Contractor less than 30 employees on the territory of Aurubis Bulgaria AD per shift including the Contractors' subcontractors the Contractor must assign responsible person on non-full time or this duty to be assigned as an additional responsibility of a person assigned on another job position but with defined minimum work time to execute the health and safety duties.
9. The responsible person for health, safety, prevention and accidents reporting must be qualified and must have the authority to give instructions and initiate the necessary preventive action to avoid and incidents and accidents. The Contractors must provide anything what is necessary to the Health & safety responsible person to execute his obligations for time of the contract. Only trained staff in a state of health that corresponds to the job requirements and Risk assessment will be allowed to work. The Contractor and the Contractor's subcontractors shall be required to organize at own expense preliminary medical examinations complied with the nature of the work carried out and the specific

labor conditions. Copies of the Fit to work conclusions of the conducted medical examinations shall be submitted to the Health & Safety department of AB before the actual start of work of the Contractor. In case of emergence of severe, life threatening traumas in the workplace, cooperation of the medical team working on the site of AB has to be sought immediately. The telephone number for urgent calls shall be 2222. The costs on transportation and rendering of emergency aid of the sufferer shall be at the expense of the Assignor.

10. The whole staff of the Contractor/Subcontractor, including specialists with managerial functions and support personnel shall be given:
 - 10.1. **Initial safety instruction** in the Health and Safety Department and
 - 10.2. **Safety instruction at the workplace** by a representative of the respective production unit, in compliance with Regulation ПД-07-2 for Safety instructions of Workers and Employees for Safety work, Hygiene and Fire Safety.
 - 10.3. **Contractor's employees are allowed to Initial safety instruction at Aurubis Bulgaria only if they are equipped with the required personal protective equipment and working clothes.**
 - 10.4. When more than one company have to work in the same workplace at the same time, an instruction shall be drawn up in advance regarding safe mutual performance of work between the Contractors and a representative of AB.
 - 10.5. Suitable workwear appropriate to the working area /with visible and readable indication of the name/company of the Contractor/, helmets (EN397), gloves (EN420), safety glasses (EN166), masks (EN140) and safety shoes (EN345), are compulsory for use. The necessary individual protection equipment and special workwear /with certificates of origin and inspection/ shall be provided by the Contractor at the Contractor's expense according to the preliminary risk assessment.
11. Permits /for hot work; excavation work; for carrying out activities on the supervision regulations; for work in closed vessels (equipment) for carrying out blasting activities; for mechanical protection; for switch-off the supply of electricity, water, steam, air, gas, oil and other specific documents/ have to be always available on the site. Before the beginning of work valid certificates from preliminary inspections made by authorities should be submitted.
12. The work equipment – owned or leased by the company Contractor, including electric welding machines; equipment for gas cutting and welding; safe lighting; hoisting equipment; temporary maintenance scaffolding and scaffold ladders; fire protection equipment and first aid kit – has to be in good order, checked and used according to its function. Valid certificates from inspections have to be submitted to the Health and Safety Department before the start of work. The inspection books of lifting equipment will be checked in the Health and Safety Department before their mobilization on the site of Aurubis Bulgaria. Hoisting equipment without certificates from an inspection will not be allowed to operate. The certificates from the inspection have to be always available on the site. Subject to inspection shall be projects for scaffolding – own stock and instructions for standard modular scaffolding. The Contractor can use own scaffold ladders only after they are inspected and approved pursuant to form FM-MTEC-002-B.
13. Organization on the working site:
 - 13.1. The specific safety regulations for Aurubis Bulgaria, submitted during the safety instructions and the working meetings, have to be observed by everyone, always and at any time.
 - 13.2. The use of production equipment or parts hereof without the permission of the coordinator of Aurubis Bulgaria shall be prohibited.

- 13.3. The permitted speed of movement of a motor vehicle shall be 30 km/h, with fastened safety belts and switched daytime running lights or dipped beams.
 - 13.4. In work at height, the workers, equipment and used materials have to be protected from falling /net, harnesses/.
 - 13.5. The Contractor shall be required to mark clearly its site with suitable fencing /obstructions, bands, detachments/ and shall put around it safety signs and signboards. Only roads specified in advance with the coordinator of AB shall be used for transportation of materials and people.
 - 13.6. In case of occurrence of an emergency or an industrial breakdown the response shall be in accordance with the emergency plan.
 - 13.7. The oxygen and gas bottles shall be used only in upright position, safeguarded against falling, with pressure reducing valves and caps in working order. They shall be maintained clean and degreased. They shall be used at the recommended fire protection distances one from another and away from flammable materials. They shall be stored and transported in accordance with the Regulations on Safety Work. The Contractor shall provide the necessary suitable fire-extinguishing equipment in case of carrying out hot work. During own supply of cylinders with volume up to 0.1 cubic meters and barrels for transporting compressed, liquefied or dissolved under pressure gases, the Contractor has to present the organization created for engineering supervision by licensed persons.
 - 13.8. The Contractor – owner or user of facilities with increased danger, shall be required to ensure their servicing by a staff with the necessary qualification and legal capacity. The number of the staff shall be determined in the project of the facility or by the engineering supervision bodies. The Contractor - owner or user and the operating personnel shall be required not to allow any operation of facilities:
 - with a device that does not comply with the normative requirements
 - which indicate damage or defect in operation
 - on which no engineering supervision has been carried out according to the provisions of the Act on Technical Requirements to Products and the regulations on implementation hereof.
 - 13.9. Using electrical power from external contractors in Aurubis Bulgaria:
 - External contractor use own electrical boxes and supply cables, plugs and sockets according to the electrical standards - BDS EN 60439-1 harmonized with European standards
 - In case of using Aurubis Bulgaria electrical boxes to connect electrical instruments, external contractor must use own proper electrical plug according to Aurubis Bulgaria standards for the work site – in compliance with harmonized European standards EN 60309-1 and EN 60309-2
 - Aurubis Bulgaria personnel defines connection's place and max. electrical power for each electrical connection
 - External contractor must agree with Aurubis Bulgaria needed power before start of work filing form FM-UTLS-001-B
 - Using bigger power written in form FM-UTLS-001-B is not allowed.
 - 13.10. In case of loading and unloading activities the vehicles incl. semitrailers and trailers must be secured with wheel chocks, placed near to the wheels of the rear axle.
14. Rules of conduct:
- 14.1. Use of alcohol, light and heavy drugs on Aurubis Bulgaria site is forbidden.
 - 14.2. All accidents, incidents, near misses, dangerous occurrences, injuries, rendered first aid, material damage, have to be reported immediately to the coordinator of AB on the site and to Health and Safety Department.
 - 14.3. The obligations and responsibilities of the Contractor, Aurubis and concerned parties are mentioned in the Health and Safety at Work Act and Health and Safety Agreement (p.6) .

15. Order and cleanness:

- 15.1. All materials and spare parts shall always and at any time be arranged in order and the waste on the site shall be cleaned immediately after work.
- 15.2. Eating on the site shall be prohibited. This can be done only in premises meeting the sanitary requirements. Before meal hands shall be washed thoroughly with suitable washing detergents.
- 15.3. The premises for changing and breaks must be kept clean and in good order. Smoking is forbidden at the premises.

ENVIRONMENT PROTECTION

16. The Contractor shall be responsible for observing the legal requirements regarding environment and the requirements determined by Aurubis Bulgaria.
17. The Contractor shall be required to carry out the activities under the agreement by taking care of the environment protection and prevention of pollution.
18. The Contractor shall be responsible for training the Contractor's staff regarding the aspects of environment related to the activities subject of the agreement and the applicable mechanisms for control and prevention of pollution.
19. The Contractor shall be required at own expense to collect, transport and deposit in the places determined for that purpose in AB /Please see OD-ENVD-001-B Map of Depots, Sites and Warehouses for Waste Storage/ the waste formed in the performance of the operations pursuant to the agreement.
20. Waste generated as a result of the used by the Contractor own raw-materials and materials, shall be considered the Contractor's property and therefore the same has to take measures for its processing outside the territory of the Assignor in compliance with the requirements of the Waste Treatment Act.
21. The preparation of waste for transporting and storing by separation per type shall be made on the site by the causer of the waste, and by no means causing damages to the environment shall be allowed.
22. The pre-treatment of waste shall be carried out by the Generator in place and in a way as specified in table OD-ENVD-003-B Classification of waste generated by the activities of Aurubis Bulgaria. The disposal shall be carried out in the presence of an Environmental Inspector to the Environment Department, with the exception of the waste for which this shall be done according to the instructions of the manufacturer and/or MSDS, by keeping the requirements for ensuring safety at work and taking into account the specific qualities of the waste to be disposed.
23. The loading and transport of waste shall be provided and organized by the Generator. The transport of waste shall be performed on routes on the bases of the shortest distance between the point of generation and the place of storage, using the existing roads /Please see OD-ENVD-001-B Map of Depots, Sites and Warehouses for Waste Storage and OD-ENVD-002-B Depots, Sites and Warehouses for Waste Storage on the site of Aurubis Bulgaria/.
24. A costs control specialist and waste management to the Environment Department shall check for the correct separation of waste and shall determine where the storage will be carried out. If necessary, the same person shall require measuring the waste or parts of it and the issue of a weighing note. If necessary, the same shall require the carrying out chemical analysis at the expense of the Generator of waste. The storage of waste shall be realized in facilities specified in OD-ENVD-001-B Map of depots, sites and warehouses for waste storage. The function and status of the depots are specified in table OD-ENVD-002-B.

25. The unloading shall be carried out in the determined place in the presence of a costs control specialist and waste management. Loading and unloading and transporting shall be carried out by keeping the requirements for ensuring safety work and environment protection (instruction WI-ENVD-002-B).
26. The Contractor shall be required to throw the generated domestic waste in the containers determined for that purpose.
27. In case of allowing ecological damages regarding the components of the environment /air, water, waste, soils/ through the fault of the Contractor, the same shall be responsible for their removal at own expense.

ISSUE OF ACCESS CARDS AND ADMISSION REGIME

28. Each employee of an external organization shall receive **an access card** with a term – the term of the agreement with Aurubis Bulgaria, if the same expires in the current year. For companies with a long-term agreement, the cards shall be issued with a term of validity – 31 December of the current year, and the Managers of companies shall submit from 15 December to 31 December an updated list of the individuals from the company, with a view to extend the term of access during the next year. The access cards are personal and giving them to another person shall be **prohibited**.
29. The employees of external organizations shall be required **always** to take with them their access cards and shall show them at request of the security company, or in front of an employee from Aurubis Bulgaria, in case of violations.
30. Employees of external companies, who have forgotten or lost their access card, can enter through the South Entrance. Issue of temporary passes shall be carried out only in that place.
31. Bringing in and taking out materials by workers of external companies working on the site of Aurubis Bulgaria:
 - 31.1. In case of bringing in materials and equipment, the companies shall draw up a certificate according to a form /please see form FM-SRMD-013-B/, with the brought in materials and equipment which shall be certified by the employee on duty of the security company.
 - 31.2. In case of taking out the companies shall submit a certificate of brought in materials to the employee on duty from the security company. **Materials and tools not listed in the certificate will be retained until their statute is clarified.**
32. Workers from external companies taking out tools and equipment owned by Aurubis Bulgaria, for repair or for work on a site outside the area of Aurubis Bulgaria, have to submit to the employee on duty from the security company an export note /please see form FM-SRMD-011-B/ signed by the Head of the respective department with a placed seal of Aurubis Bulgaria. This note shall be drawn up in three copies and shall be entered in the outgoing register by an Administrative Service Specialist in the Central entrance. In case of returning the equipment in the plant, the same shall be checked compulsorily by the employee on duty from the security company and the export note shall be delivered to the security employee.
33. Issue of access cards to external companies working on the territory of Aurubis Bulgaria:
 - 33.1. The managers of external companies shall make lists of employees and motor vehicles that will work on the site of Aurubis Bulgaria. The lists shall be made in 2 copies according to a form /please see form FM-SRMD-001-B/. Forms for making the lists shall be received by the Security Technical assistant.

- 33.2. The employees of external companies, who are given access, shall be given compulsorily initial safety instructions in Health and Safety dept, submitting the second copy of the list in the safety instructions hall, accompanied by their manager. After conducting the safety instructions, the list signed by an employee of the Health and safety Department, verifying that the group has been instructed, shall be given by the Manager of the instructed employees to the Security Technical assistant for issuing the access cards. The security technical assistant shall issue the cards up to 48 hours after the safety instructions in Health and Safety department. The number of the cards shall be entered in the respective column of the list.
 - 33.3. Aurubis Bulgaria shall reserve its right for its own reasons to deny access for work in the plant site of people hired as workers of external companies or their subcontractors.
 - 33.4. The access cards shall have the following inscription: "Employee of an external company" and the number of the access card written on them.
 - 33.5. The ready cards shall be received by the security technical assistant. The access cards shall be given personally to the person in charge of the external company after a paid-in deposit equal to the value of the card, in the main pay office.
 - 33.6. In case of damage, loss or theft of an access card, the holder shall be required to inform immediately his/her manager who shall inform by telephone or personally the Security Department and the security technical assistant.
 - 33.7. In case of losing or damaging a card the companies shall be required to pay the value of the card.
 - 33.8. Upon termination of employment relations with the staff of the companies – contractors, before the expiry of the term the person in charge of the company shall be required to collect and return the cards to the discharged persons or to inform immediately the Security Department for blocking the cards. Retainment of cards shall be considered as an violation of the internal organization in Aurubis Bulgaria and the company access procedure.
 - 33.9. After the expiry of the agreement of the company, the manager of external company has to collect and return all access cards within 3 days to a security technical assistant. The paid-in deposit shall be refunded with the return of the cards. In case of not returned or damaged cards, the company shall pay the value of the card for each not returned or damaged card, or shall be deducted from the paid-in deposit upon its refunding.
 - 33.10. Cards issued under agreement with an expired term of validity cannot be used by the company contractor/subcontractor pursuant another agreement without the respective approval by the Head of Department - Aurubis Bulgaria and safety instructions in the Health and Safety department.
 - 33.11. Upon conclusion of a new agreement, the employees of the company have to pass initial safety instructions in Health and Safety department, and safety instructions at the workplace.
34. Access for using motor vehicles to employees of external companies in Aurubis Bulgaria:
- 34.1. Access of motor vehicles of external companies shall be given only for the term of the agreement and if the nature of work requires the use of cars.
 - 34.2. Access to mini-buses or vans shall be given only if materials, tools or equipment are transported with them.
 - 34.3. No access shall be given to buses, mini-buses and vans for transport of people.
 - 34.4. The managers of companies shall complete a form in 2 copies /please see form FM-SRMD-002-B/ for giving access to company cars.
 - 34.5. Forms shall be received by the security technical assistant in the building in front of the administration.

- 34.6. The form shall be approved and signed by the Director or Head of the respective department, responsible for the work carried out, confirmed by the Security Department and submitted to the security technical assistant for giving access.
- 34.7. An employee of an external company shall be given access to enter only with one motor vehicle. If it is necessary to change the motor vehicle, a form shall be completed again /please see form FM-SRMD-002-B/, and the word “REPLACEMENT” shall be put in the column for license plate.

SANCTIONS

35. Procedures of sanctioning the Contractor in case of non-observation the site regulations of Aurubis Bulgaria:
- In case of first infraction of the staff of the Contractor – sanction of the company to the amount of BGN 200.
 - In case of second infraction of the staff of the Contractor – sanction of the company to the amount of BGN 400.
 - In case of third and every following infraction of the staff of the Contractor – sanction of the company to the amount of BGN 500.
- 35.1. In case of a repeated non-observation of the regulations for health and safety, and environment protection of one and the same person in a period of 1 (one) year, the person will be removed from the site and will be forbidden the access to the site of Aurubis Bulgaria for a period of 2 years.
- 35.2. Within 2 days of receiving the tickets for registered violations, the Health & Safety Department shall draw up a Record for Violation of the Site Regulations of AB /FM-PROC-014-B/, shall inform the company about it by email, telephone or fax and send the same to Finance Department.
- 35.3. Within 3 /three/ work days from the date of the record the Contractor can pay in the pay office of Aurubis Bulgaria the determined sanction, otherwise the Finance Department shall deduct the sum due from the first following receivable of the Contractor.

Infractions of the site regulations of Aurubis Bulgaria shall be ascertained and documented by authorized employees of Aurubis Bulgaria pursuant to procedures PR-HNSD-003-B and PR-SRMD-002-B.

36. Infractions subject to sanction are, as follows:
- 36.1. Not wearing workwear and personal protection equipment, required according to the risk assessment for the activities and work conditions.
- 36.2. Not using safety equipment in working at height.
- 36.3. Passing through places when it is prohibited with guide signs, danger signs, and enclosures with a protective limiting band or when passing is controlled by a person.
- 36.4. Deliberate removal or destruction of guide signs, danger signs or enclosures with a protective limiting band from a place where passing brings risks and danger from an accident or an incident at work.
- 36.5. Infractions of the safety regulations in mutual work of two or more companies on the same site.
- 36.6. Infractions of the regulation for Safe Operation and Engineering Supervision of Hoisting Equipment, made by representatives carrying out or managing an activity on the sites with the equipment.
- 36.7. Not using safety belts in transport with motor vehicles on the territory of the company.

- 36.8. Not using daytime running lights or dipped beam during the night when driving a motor vehicle on the territory of the company.
- 36.9. Breach of Bulgarian Traffic Act when driving motor vehicle or construction mechanisation (not stopping on pedestrian pathway, speeding up more than 30 km/h., not giving advantage).
- 36.10. Non-observance of procedures and instructions of Aurubis Bulgaria for the respective activity, compulsory for external companies-contractors.
- 36.11. Infractions of the requirements determined in the Regulations for Safety Work in Construction and Assembly Works.
- 36.12. Lack of control by a contractor's supervisor in immediate danger for the life and health of employees of the Contractor and/or of AB and third parties.
- 36.13. Making ecological damages regarding the environment components /air, water, soil, waste/.
- 36.14. Motion of motor vehicles on the site of Aurubis Bulgaria at a speed above the maximum allowed – 30 km/h.
- 36.15. Infractions of the Company access regime – using another person's card and taking out /attempts for taking out/ materials, tools, scrap, non-finished goods and finished products not according to the normal procedure.
- 36.16. Entry /work/ on the territory of Aurubis Bulgaria after consumption of alcohol, light and heavy drugs.

In addition to the terms and procedures for sanctioning, mentioned above, the last three infractions shall be sanctioned in compliance with separate Orders of the Executive Director, as follows: Order No.72/24.03.2015 for infraction of access control; Order No.73/24.03.2015 for exceeding the speed limit and Order No.74/24.03.2015 for consumption of Alcohol. Acquaintance with the contents of the above mentioned Orders shall be made in issuing access cards against a signature from the technical manager or another authorized representative of the Contractor.

ASSESSMENT

37. When operations are carried out in AB, quality and implementation in time, as well as all their aspects - including healthy and safe work conditions, impact on the environment - shall be subject to **assessment**.
38. The result of this assessment shall have influence on making a decision on eventual assignment of future tasks in AB.

PROCEDURE FOR ACCEPTANCE OF WORKS PERFORMED BY EXTERNAL CONTRACTORS IN AURUBIS BULGARIA

39. Agreements and orders not subject to independent construction supervision

Depending on the conditions in the Agreement/Order one of the following procedures shall be applied:

39.1. Agreement/Order without a warranty period

In this case only an acceptance protocol for final acceptance shall be necessary.

The Contractor shall be obliged immediately after the completion of works to inform the Coordinator under the Agreement from AB site and Purchasing Department that the site is ready for inspection and handover. Date and hour will be set within 5 work days from the date of receipt of the written notification, on which date the Contractor, Coordinator, the Coordinator under the Agreement from AB site (responsible for the process/maintenance of the performed work) will inspect and assess the performed work.

In case of defects or bad quality, a protocol will be prepared and signed, where the remarks will be pointed and a term for their correction will be fixed. A new date for inspection and assessment will be set.

During the performance of works, corresponding to the agreed volumes and quality, in a term up to 10 calendar days since completion of works, the Contractor shall draw up an acceptance protocol which shall be presented for approval by the AB Coordinator according to the Agreement. Within 5 work days after the submission of the certificate, the AB Coordinator according to the Agreement shall be required to review the proposed acceptance protocol. If there are no objections the protocol shall be signed by all above mentioned parties.

In case the Contractor does not submit the acceptance protocol within the 10-day term mentioned above after completion of works, AB shall be entitled to refuse to accept the works or to impose financial sanctions to the Contractor.

Only after receiving an acceptance protocol signed by all parties concerned, the final payment to the Contractor can be made in case all other obligations of the Contractor are fulfilled.

The Contractor shall be responsible for the authenticity of the submitted information in the acceptance protocol and in ascertained deviations shall be subject to sanctioning by AB, as follows:

- first infraction – BGN 100 (one hundred leva)
- second infraction – BGN 500 (five hundred leva)
- third infraction – termination of the Agreement.

39.2. Agreement / Order with an agreed warranty period

In this case, the following are necessary:

- **Acceptance protocol for preliminary acceptance** of the performed work after the completion of works
- **Acceptance protocol for final acceptance**, after the expiry of the warranty period.

The procedures and requirements specified in para 39.1. shall be applicable for organizing the acceptance.

The date of the acceptance protocol regarding preliminary acceptance shall be regarded as beginning of the term of the guarantee, if nothing else is concluded in the contract.

In case of problems in connection with the work carried out during the warranty period, AB in due time shall inform the contractor and require to solve the problem in compliance with the provisions in the agreement.

Depending on the case, a protocol specifying the respective time shall be prepared, with which the warranty period shall be extended.

At the end of the warranty period the Contractor shall notify in writing the Purchasing Department for the expiry of the period and request an issue of an acceptance protocol for final acceptance.

Date and hour will be set within 5 work days from the date of receipt of the written notification, on which date the Contractor and the Contracts Coordinator from AB site (responsible for the process /maintenance of the performed work) will inspect and assess the finished work.

In case of defects or bad quality a protocol will be drawn up and signed, where the remarks will be pointed and a term for their correction will be fixed. A new date for inspection and assessment will be set.

In satisfactory condition of the respective equipment, the Contractor shall draw up an acceptance protocol for final acceptance, signed by all above mentioned parties, with which the Contractor will be released by the Contractor's contractual obligations.

The granted bank guarantees or deducted sums for quality performance will be repaid/ refunded respectively, as agreed between the parties.

39.3. Agreements and orders at an hourly rate and/or machine-shift

In this case it is necessary to submit an acceptance protocol after completion of works, complete with attendance form where the Contractor shall declare the actually hours put in the site /blanks FM-MAIN-003-B and FM-MAIN-008-B/.

The Contractor shall be required immediately after the completion of work to inform the person about contacts on the site – representative of AB, that the same is ready for inspection and delivery.

In case of defects or poor quality a protocol will be drawn up and signed, where the remarks will be entered and a term for their correction will be fixed. A new date for inspection and assessment will be set.

In case of work carried out satisfactorily, the Contractor shall draw up an acceptance protocol.

The procedures and requirements specified in para 39.1. shall be applicable for organizing the acceptance.

Only after receiving an acceptance protocol signed by the respective parties and the submission of all documents required by the Contractor regarding the reporting of the put in man hour of work and/or machine-shifts and performed services, the final payment to the Contractor can be made provided that all other obligations of the Contractor are fulfilled.

40. AGREEMENTS AND ORDERS SUBJECT TO INDEPENDENT SUPERVISION

In addition to the above mentioned regulations, the requirements of the Spatial Development Act and the orders, technical regulations, norms, forms and instructions related to its implementation shall be observed.

41. MANDATORY ESSENTIAL ELEMENTS OF THE ACCEPTANCE PROTOCOLS

The acceptance protocols shall be drawn up by the Contractor, their preliminary coordination with the Contract Coordinator from AB site is recommended.

41.1. Description of the Site/Project and referl to No. Order/Agreement

- Description of the period/term for which the reporting is made in the cases of complex and subscription agreements
- Description of the enclosed documents when such are a part of the acceptance of the volume of carried out works – bill of quantities of works and materials for actually carried out works, attendance forms for put in man hours, reports for used machine-shifts, lists of defects, repair forms and other reports.
- Presence/lack of drawn up reports on variance for the period under review shall be pointed out in subscription service agreements.

41.2. Date of completion of works.

41.3. Total price of works carried out on the respective acceptance protocol.

41.4. Date of expiry of the warrantee. In cases when it is not applicable this shall be recorded.

41.5. Fulfillment on the following obligations shall be recorded

- Final cleaning of the site
- Returned access cards

- Demobilization of temporary facilities and equipment.
- Delivered/accepted documentation on the performance of works – including:
 - Delivered /executive/ documentation /a protocol of delivery shall be enclosed, certified by the technical Records of AB/
 - delivered certificates of quality and origin of put in materials
 - delivered passports, declarations of conformity, operating instructions and warranty cards for the whole equipment, which is a part from the project implementation
- A copy of a bank order verifying made payment of renting premises, costs for electricity, telephone and other services rendered from AB to the Contractor.

41.6. Notes

- All changes that have occurred during the implementation, which have influenced on the preliminarily agreed volumes, terms and/or parameters of the implementation shall be entered and the documents verifying the coordination of these changes /notifications of for temporary termination of the implementation, records from technical committees, etc./ shall be enclosed or referred.
- The ascertained debts of the Contractor to AB on the implementation of the works or the observance of the rules specified in this document shall be recorded. The term, form, warranties which have been agreed for their payment shall be specified.

41.7. Signatures – all people, representatives of both parties under the agreement, which are responsible coordinators for the control and acceptance of implementation shall be recorded by names. It shall be compulsory to write the date upon signing the document.

42. DRAWING UP AND COMPLETION OF DOCUMENTATION

The whole documentation on reporting and acceptance of works carried out by external contractors for AB shall be drawn up and signed in three original copies.