



GENERAL DIRECTOR

ORDER

ON APPROVAL OF THE OF AB "IGNITIS GAMYBA" DESCRIPTION OF THE PROCEDURE FOR ORGANIZING THE WORK OF SECONDED PERSONNEL, CONTRACTORS AND OTHER EXTERNAL ORGANIZATIONS AT THE COMPANY'S OBJECTS.

___ of December 2019 . IS –

1. **I approve** AB "Ignitis gamyba" (hereinafter - Company), description of the procedure for organizing the work of seconded personnel, contractors and other external organizations at the Company's facilities (hereinafter - Description) (annexed).

2. **I oblige** the Head of the Occupational Safety and Health department to arrange the publication of this Description on the website of the company www.gamyba.ignitis.lt no later than in 3 working days from the date of its approval.

3. **I establish** that the provisions of this Description apply to the seconded (posted) personnel, contractors and other external organizations who will perform works at the Company's facilities from the date of entry into force of this Order.

4. **I declare** the 31 May 2018 Order of the General Director of the Company No. IS-47 "Regarding the approval of the description of order of organizing the work of "Lietuvos energijos gamyba", AB, seconded personnel, contractors and other external organizations at the Company's objects" as void from the date this order enters into legal effect.

5. **I order** the Company's employees organizing the works to follow the approved Description.

6. **I entrust** the control of the execution of this order to the Head of the Occupational Safety and Health Department of the Company.

7. **I determine** that this order will come into force from the date of its signing.

General director

Rimgaudas Kalvaitis

Sent for familiarization: to all departments of the Company

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APPROVED by
AB „Ignitis gamyba“
General director's
___ May 2019 Order No. IS –

AB "Ignitis gamyba", description of the procedure for organizing the work of seconded personnel, contractors and other external organizations at the Company's facilities

Objective: To regulate the procedure for organizing and performing the work of seconded personnel, contractors and other external organizations at the Company's facilities.

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1. Terms used in the description of the procedure

Company / Customer	AB „Ignitis gamyba“.
Description of the procedure	AB "Ignitis gamyba", description of the procedure for organizing the work of seconded personnel, contractors and other external organizations at the Company's facilities
Contractor / Contractor organization	A legal or natural person with whom the Customer has entered into contracts for the provision of services, performance of works, supply of goods or equipment as well as the contracts for Company's non-operated assets, supply or purchase AND sale contracts. In case of sale of the Company's non-operating assets - the Buyer .
Lessee	A legal or natural person with whom the Company has concluded lease agreements for premises and / or equipment in accordance with the procedure established by internal legal acts. The Lessee performing the works becomes the Contractor for the Customer.
Seconded staff	Employees of state institutions who come to the Company's facilities to perform planned / unscheduled (operational) inspections or control functions, as well as employees of other companies who perform maintenance or other work or provide other services for equipment located in the Company's facilities but not owned by the Company.
Object of the company	Elektrėnai complex, Vilnius Third Cogeneration Power Plant, Kruonis Hydro Accumulation Power Plant, Kaunas Algirdas Brazauskas Hydroelectric Power Plant.
Structural unit	The structural subdivision of the company - service, department, division, team.
Contract	An agreement between the Company and one or more Contractors, the purpose of which is to determine the conditions concluded between the Company and the Contractors for a specified period.
Contract owner	An employee of the Company who manages the Contract and ensures that the provisions specified in the Agreement are properly executed and enforced.

Occupational safety and health limits of liability act / Limits of liability act	A document establishing the Contractor's / Lessee's responsibility for employee safety issues and the Customer's responsibility against the Contractor / Lessee when performing works / activities at the Customer's facilities.
DMS	Document management system.
OSH section	Occupational Safety and Health division.
PD	Prevention division.
AAMD	Administration and Asset Management Division.
HES	Head of electric shift.
Instructing person	The person appointed by the customer and / or the head of the department operating the equipment and / or the head of the structural unit, who was granted the right to organize the works.
Head of rescue operations	The company's head of rescue operations before the arrival of the Head of rescue of the Fire and Rescue Service.
Rules on liability for breaches of safety requirements	Annex to the General Part of the contract concluded with the Contractor / Lessee, which sets out the rules on liability for safety breaches.
Supervising employee of the Company	An employee responsible for the operation and maintenance of equipment at the Company's facilities and / or the Head of operation at the Company's Object.

2. General provisions

- 2.1. This Description of the procedure applies in all cases when:
 - 2.1.1. Contractor organizations perform works at the Company's facilities in accordance with the Contracts concluded with the Company, as well as for execution of unscheduled and planned inspections or control functions performed by employees of the State controlling institutions, as well as for recording measurements and sampling works, when control procedures include the use of inspection or measurement equipment not owned by the Company.
 - 2.1.2. Personnel seconded to the Company's facilities by other companies perform maintenance or other work or provide other services for equipment located in the Company's facilities but not owned by the Company;
 - 2.1.3. Individual employees of foreign companies or their groups come to the Company's facilities to perform warranty maintenance of equipment, installation, adjustment, testing and similar works of the installed equipment or provide other services;
 - 2.1.4. Lessee companies carry out economic activities at the Company's facilities in accordance with the Contracts (Agreements) concluded with the Company.
- 2.2. All Contracts with Contractors and companies whose equipment is at the Company's facilities set out the main limits of liability for occupational safety and health, as well as the essential obligations of the parties, as well as the rules of liability for violations of safety requirements.

3. Recording of works

- 3.1. Employees of state institutions who come to the Company's facilities to perform planned / unscheduled (operational) inspections or control functions shall submit to the head of the Company's unit under whose jurisdiction the control is performed a document confirming that their visit to the Company's facilities is legal and if the inspection is planned, introduces the inspection program (methodology), procedure and duration to said Company employee. The annual inspection plans of public authorities are public and published on the websites of public authorities.
- 3.2. Scheduled inspections are performed during the working hours of the Company's administration. An official of a state institution shall, if necessary, present his official duties certificate.

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- 3.3. In the event of an emergency or investigation of accidents and malfunctions of energy facilities and equipment, an official of the National Energy Regulatory Council, having submitted a service certificate, has the right to inspect energy equipment at any time of the day without the participation of a representative of the Company.
- 3.4. Employees of state institutions performing control functions established by laws or other regulatory enactments and personnel seconded to the Company's facilities shall be instructed by their employers or persons representing employers in accordance with the procedure established by them.
- 3.5. If specific preventive or protective measures against current or potential risks are applied at the Company's facility where control functions or other work are performed, the head of the Company's structural unit in whose area of control (facilities operated by him) the control measures are being implemented shall inform the arriving employees specifying and confirming the fact by making them sign the seconded personnel instruction log and, having assessed the nature of the work to be performed, organizes the proper recording of work in accordance with the procedure established by the Company.
- 3.6. Employees of state institutions performing planned control functions established by laws or other regulatory enactments in accordance with the agreements concluded with the Company, after assessing the nature and scope of work to be performed, are instructed and their work is properly recorded by the head of the Company's structural unit in whose area of control (facilities operated by him) the control measures are being implemented, in accordance with the provision of this Description of the procedure.
- 3.7. Companies registered abroad, which have entered into a contract with the Company and who have posted employees to perform work at the facilities operated by the Company, must submit the same documents as provided for in clause 5.1 of this Description of the procedure. The works are organized and carried out in accordance with the provisions of this Description of the procedure.
- 3.8. Individual employees of foreign companies planning to work (equipment warranty service, performance of demonstration works, installation, adjustment, testing of installed equipment, etc.) at the Company's facilities shall submit to the head of the structural unit in whose jurisdiction the equipment they will work with is located, a document or a copy approved by their company stating which employees and what work they will perform, which employees are entitled to be supervisors and executors of the works, and provide documents confirming the qualifications of the employees.
- 3.9. Designers, surveyors, persons performing maintenance or repair of fire extinguishing equipment, representatives of control institutions (who do not have the right to personally inspect the equipment) are allowed to enter the Company's facilities or premises with the oral permission of the head of the relevant department or division, and after appointing a supervising person, and in cases of electrical equipment and distribution points such persons are allowed to enter after the appointment of a supervisor and a Company employee issuing an order regarding the works to be performed at the electrical equipment. In all cases, permission from the on-call HES is obtained.
- 3.10. If it becomes necessary to carry out the work on holidays or public holidays, this must be agreed in advance with the head of the structural unit whose facilities will be used for the work, informing the OSH department, PD staff and HES in writing or by e-mail.
- 3.11. If there is a need to import consumables on holidays or public holidays, the import and unloading of these materials shall be organized by HES in accordance with the procedure established by the Company.

4. Occupational safety and health limits of liability act / Limits of liability act

- 4.1. The Limitation of liability act with the Contractor / Lessee shall be signed before the commencement of the works in the Company / transfer of the premises to the Lessee. The drafting of the Limitation of liability act shall be initiated by the owner of the Contract or his deputy. The Contract owner, in cooperation with the employees responsible for the operation and maintenance of the facilities at the Company's site, prepares a statement of limits of responsibility and agrees it with the Contractor / Lessee, OSH and PD managers or their deputies and the employee responsible for environmental protection at the Company's facility. The Contract owner who prepared the Limitation of liability Act and the employees responsible for the operation and maintenance of the equipment at the Company's facility are responsible for the proper determination of the conditions required for the performance of the work and the selection of the means necessary for the performance of the work. **It is strictly forbidden to perform works / activities in the Company without signing the Limitation of liability act.**
- 4.2. The Limitation of liability act signed with the Lessee must describe the limits of liability for the operation of electrical and automation equipment, heating, plumbing, sewerage and ventilation / ventilation systems, building maintenance, etc.
- 4.3. The Limitation of liability act shall be signed by the Contract Owner or his / her direct manager or the Head of the Elektrėnai complex operation department or the Head of the Hydroelectric power plant

- operation department. The Contract owner or his / her deputy shall upload the signed Limitation of liability act to the DMS and send it to the coordinators and other interested employees of the Company for information.
- 4.4. When the Contractor uses one or more subcontractors for the works, the Customer shall conclude a Limitation of liability act only with a person authorized by the Contractor. The Contractor shall be responsible for the safety and health of the subcontractors' employees by concluding a Limitation of liability act with each subcontractor separately, and at the request of the Customer, the Contractor must submit these acts.
- 4.5. When two or more Contractors will work in one facility or workplace, the Company's person responsible for coordination of works must be appointed, when several brigades of one Contractor will work in one facility or workplace, then the Contractor's person responsible for coordination of works must be appointed. In such cases, the name, position and contact telephone number of the person responsible for the coordination of works must be indicated in the "Other requirements" section of the Limitation of liability act.
- 4.6. The Limitation of liability act shall be signed in 2 (two) copies, one for the Customer and one for the Contractor / Lessee.
- 4.7. If necessary, the validity of the Limitation of liability act may be extended by agreement of the parties. In this case, the new term of validity of the Limitation of liability act shall be entered in the section "Works extended to" of the act concluded by the Contractor and the Customer and signed by the authorized persons of the Contractor and the Customer after the new date. After the extension, the Limitation of liability act is re-registered in the DMS and sent to the responsible persons for information. Extension of the Limitation of liability act does not mean extension of the term of performance of works under the Contract (or its amendments / additions) and does not release the Contractor from the penalty for delays in performance and does not deprive the Customer of rights related to improper performance of the Contractor's contractual obligations.
- 5. Recording applications for execution works at the Company's facilities or applications for a permit**
- 5.1. Contractors shall submit a request for work to be performed at the Company's facilities by the person in charge of the Contractor's organization (Annex 1 to the Description of the procedure) approved by the Company's Production director 3 business days in advance to the start of execution of works. The application for performance of works at the Company's facilities shall indicate the name of the Contractor's organization, nature of works, location of works, Contract number, dates of start and end of works, Company's employee responsible for performance of the Contract, Contractor's employee responsible for performance of the contract, a list of employees, who can enter and perform works at the Company's objects, including the recording of subcontractors (with their duties/positions and qualifications categories held), as well as lists of cars (vehicles), mechanisms used for the execution of their works and their drivers. If the Contractor's employee is not a citizen of the Republic of Lithuania, the employee's citizenship must be indicated. Only the vehicles specified in the application for materials, equipment, parts, etc. are allowed to be brought into the Company's territory. If the Contractors envisage that the works will be carried out additionally during weekends, public holidays, extended days or shifts, this shall be indicated in the submitted request for the performance of the works by underlining the necessary condition. If the Contractors intend to use the Company's lifting mechanisms, the request shall indicate the names, surnames and numbers of valid certificates of the Contractor's crane work supervisors and cargo hangers. Contracts for the use of lifting cranes and lifting accessories may be concluded with the Contractors. The request for work must be signed by a physical or certified electronic signature of the responsible employee of the Contractor.
- 5.2. Contractors / Lessees who perform works when the works are not performed directly in the facilities and are not related to hazardous factors (administrative and other similar works) as well as natural or legal persons who have the right of ownership of the objects located in the Company's territory and want to enter them - fill in the application to obtain a permit (see Annex 2 to the Description of the permit regime procedure of AB "Ignitis gamyba").
- 5.3. If the Contractor / Lessee requires power tools, devices, equipment or other means to perform the works, services or activities, a list of these means shall be provided in a separate copy upon arrival at the Customer 's facility before entering the territory (see. Annex 4 to the Description of the permit regime procedure of AB "Ignitis gamyba"), which should be checked against by the security personnel, with the list being kept safe at the main security post.
- 5.4. If during the performance of contractual obligations there is a need to supplement the list of measures, an additional list shall be filled in and submitted when bringing / importing measures to the security officer, confirming the Contractor's / Lessee's responsible person that these measures are introduced / imported into the Company's facilities. The Security employees shall perform the check and

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- accounting of the list of measures in accordance with the procedure, established by the Company. In this case, the blank document form may be picked up and filled in by the Contractor's responsible person upon arrival at the Company's facility at the security post or brought by as a completed document, a sample of which is provided on the Company's website.
- 5.5. In fulfillment of contractual obligations, when importing / bringing in materials, parts or raw materials, a cargo consignment note or a copy thereof shall be presented at the security post, which shall be made by security staff, if necessary, with the signature of the Contractor's responsible person confirming that they are brought into the Company's facilities.
 - 5.6. Material values can be brought out / removed from the Customer's Object territories only with the permission of the Head of the Company's structural unit supervising the Contractor / Lessee or the head of the structural unit responsible for the execution of the Contract / Lease Agreement in accordance with incoming (brought in)/ imported electrical tools, devices, equipment and other means.
 - 5.7. If during the performance of the contractual obligations there is a need to supplement the list of the Contractor's employees, an additional request shall be submitted, completed analogously to the application for work to be performed at the Company's facilities, specified in clause 5.1. of the Description of the Procedure, including in the submitted application those employees who are not named in the previous application for work at the Company's facilities.
 - 5.8. Documents named in clauses 5.1. and 5.6. of the Description of the procedure, are submitted in a scanned form by e-mail gamyba@ignitis.lt or submitted directly to the responsible employee of AAMD, may also be submitted directly to the head of the structural unit of the Company supervising the Contractor or the Contract owner, who ensures proper processing of received documents.
 - 5.9. The application for the performance of works at the Company's facilities shall indicate the employee of the Contractor / Lessee who has signed the Act on the limits of mutual liability of employees occupational health and safety (Annex 2 to the Description of the Procedure).
 - 5.10. The AAMD responsible employee uploads the received application for the performance of works at the Company's facilities or the application for a permit to the DMS and starts the formalization process, during which the application is forwarded to the interested employees of the Company. A list of tools, devices, equipment and other means may be attached to the DMS as an annex to the application.
 - 5.11. When approving the received application with DMS, the employee of the OSH department checks whether the application for work at the Company's facilities has been filled in correctly. An employee of the OSH department may write remarks on the organization, execution of work or refer to additional information or reject a request due to an improper form, insufficient or excessive scope.
 - 5.12. By approving the received application with the DMS, the PD employee may write comments on the issues of entry into the territory or reject the application regarding the entry of unwanted persons or the entry of vehicles into the territory of the Company.
 - 5.13. If the request is rejected, the reasons shall be stated, the document shall be returned to the responsible employee of AAMD, who shall return it to the employee of the Contractor / Lessee who sent the document with the specified reasons for rejection.
 - 5.14. When the Contractor's employees arrive for the first time in the current year at the Company's structural unit where the works will be performed, the Instructing person, in case the works are performed not on the equipment operated by the Head of the division responsible for the performance of the Contracting works agreement, shall instruct the Contractors heads (managers/supervisors) on the procedure and responsibility for safety at work, existing and potential risk factors, check the qualification certificates of these Contractor's employees, make sure that the qualification of the Contractor's employees is sufficient to perform the works provided for in the Contract. The instruction shall be recorded in the instruction log of the seconded personnel. The Instructor shall ensure that the Contractor's employees do not start work until they are familiar with this Description of the Procedure and are not informed about existing and potential risk factors. The Head of the contractor's works instructs its own and subcontractors' employees.
 - 5.15. The Head of the Company's structural unit supervising the work performed by the Contractor, under whose supervision and direction the employees seconded by the Contractor work, instructs these employees (heads of works and employees performing the works) (the Contractor's Supervisor instructs his own and subcontractors' employees) and periodically records the instruction process periodically once per 12 months and (or):
 - 5.15.1. when transferring an employee to another job, change of work organization;
 - 5.15.2. in case of introduction of new or upgraded work equipment;
 - 5.15.3. in case of introduction of new technologies;
 - 5.15.4. following the amendment or adoption of new regulatory enactments on occupational safety and health.
 - 5.16. The instructor also introduces the Contractor's supervisors to:
 - 5.16.1. the evacuation plan of employees and actions that are provided for in the Company and are obligatory for everyone in case of danger at the workplace in case of accidents, natural disasters, the Company's accident prevention and liquidation measures plans;

- 5.16.2. The employee appointed by the Company, responsible for the organization of rescue work, fire-fighting and evacuation measures and what measures will be used to protect the health and life of employees in the event of danger;
- 5.16.3. Company waste management instruction no. PT-8a (current version).
- 5.17. After the instruction, the head of the structural unit of the Company makes sure that the Contractor's employees have understood how to perform the assigned work safely and not to harm themselves and other employees. An employee who has not understood how to work safely and not endanger the health of himself and other employees must be re-instructed.

6. Issuance of access permits to the Contractor's employees

- 6.1. According to the list provided to the Customer, the Contractor's employees shall be admitted to the Company's objects upon submission of a valid identity document. The Contractor shall be liable if, without notifying the Customer in writing and without his permission, he has changed the employees and the employees have entered the object were not listed.
- 6.2. The Contractor's employees, if the works will be performed for less than 60 calendar days, enter the Company's objects in accordance with clause 5.1 of the Description of the Procedure and upon presentation of an identity document, the security guard shall register the fact of entry into the territory in the access system.
- 6.3. If the Contractor's employees do their work for more than 60 calendar days in the performance of their contractual obligations, they may be issued temporary permits for access to the Company's Objects during the term of validity of the Contract.
- 6.4. PD employees produce and issue permits to the Contractor's employees within 7 calendar days from the date of submission of the application for the works.
- 6.5. The transfer of permits is formalized in the Permit Transfer-acceptance act (see Annex 3 to the Description of the permit regime procedure of AB "Ignitis gamyba").
- 6.6. Permits shall be returned no later than the next working day after the signing of the Deed of Transfer and Acceptance of Works.
- 6.7. The Contractor / Lessee may be subject to a fine of EUR 20, which will be deducted in the course of payments for services or works, for violations of the Company's effective permit regime (presence on the Company's territory without a permit, use of another person's permit, non-return / loss of issued permit / card, etc.).

7. Organization and execution of construction works

- 7.1. Recording and execution of Contractors' construction works in the Company's structures, buildings and territory is organized while ensuring the safety and health of employees, and is applied to the following above-ground and underground construction works - mining, land, construction, assembly and dismantling, reconstruction or renovation, restoration, demolition, destruction, scheduled repairs, minor repairs, painting and cleaning, surface water drainage and other works.
- 7.2. The Customer and the Contractor must follow the laws and other legal acts of the Republic of Lithuania regulating safety and health at work, the Company's internal legal acts, safety and health at work instructions and other normative documents.
- 7.3. Prior to the commencement of construction works, the Contractor and the person appointed by the Customer, in whose territory, object or facilities the works will be performed, shall draw up a Limit of liability act (Annex 2 to the Description of Procedure) when construction works are carried out in working (operating) equipment or their protection areas and an "Act - permit" for construction works (Annex 4 to the Description of the Procedure). These acts must include measures to ensure the safety of workers.
- 7.4. An "Warrant - Permit" must be issued for the performance of work in hazardous areas where risk factors are constant or may be (may occur) regardless of the nature of the work to be performed (Annex 5 to the Description of the Procedure).
- 7.5. The Warrant - permit is issued for the Head of works by the person appointed by the Customer. He must monitor the implementation of the occupational safety and health measures specified in the Warrant - permit. The Head of works must acquaint the employees with the necessary safety and health measures and formalize the instruction in the Warrant - permit.
- 7.6. The Contractor shall appoint a construction safety and health coordinator for the safe execution of the works on the construction site.
- 7.7. The person appointed by the Company shall instruct the Contractor's Head of works on the dangerous and harmful risk factors at the workplace in accordance with the procedure established in clauses 5.14 - 5.16 of the Description of the Procedure.

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- 7.8. The Contractor may start the construction or demolition of the structure only after preparing the project of the work technology (execution). The work technology (execution) project may not be prepared for simple (small) buildings. This is decided by the construction manager together with the construction maintenance manager.
- 7.9. The employees of the company responsible for the construction project, working for more than one contractor, must appoint one or more coordinators for the construction safety and health at work. The appointment of a construction safety and occupational health coordinator must be specified in the Occupational health and safety mutual liability limit act.
- 7.10. The Contractor must give prior notice on the commencement of construction to the territorial division of the State Labour Inspectorate when the duration of the works exceeds 30 working days and he will employ more than 20 workers at a time, or the volume of works is expected to exceed 500 working days (shifts), not later than 10 calendar days before the start of construction works.
- 7.11. A plan of safety and health measures at work must be prepared for the performance of work hazardous to the safety and health of workers or, and the State Labour Inspectorate must be notified when it is necessary. The plan of safety and health measures at work is prepared and approved by the Contractor and agreed with the Customer.

8. Execution of works

- 8.1. The works executed by the Contractors are performed:
 - 8.1.1. in accordance with the instructions issued by the employee of the Company named in the Act on the Limits of Mutual Liability for Occupational Safety and Health. Where a single general instruction is issued for the complex repair of equipment, the intermediate instructions shall be issued by a person appointed by the Head of works in accordance with the general instruction;
 - 8.1.2. according to the orders issued by the Company's employees;
 - 8.1.3. Maintenance order - upon submission of safety and health instructions for the performed work.
- 8.2. The lists of works performed in accordance with the instructions, orders, warrants and maintenance procedures are compiled in the structural units of the Company and approved by the Production Director or his authorized persons.
- 8.3. When works are performed in areas not serviced by operative (on-call) employees, the Contractors are allowed to work by the heads of the Company's structural divisions supervising them or by the Company's employees who have been granted the right to organize relevant works in accordance with the Company's procedure. They shall inform HES of the work carried out.
- 8.4. When working close to operating facilities, a supervisor may be appointed at the discretion of the person issuing the instruction.
- 8.5. Scaffolding built by the employees of the contracting organization shall be accepted by a commission appointed by the order of the head of this organization. The Contractor's manager or a responsible person appointed by him shall be responsible for the safety of the works related to the erection, dismantling, operation and work on the scaffolding and the proper execution of the documentation.
- 8.6. When ordering lifting mechanisms for moving cargo or repairing equipment, the Contractor's Works Manager, who has the right to be the Crane works Manager, submits to the Company's Crane maintenance master a completed application for ordering cranes (hereinafter - the Application).
- 8.7. The Application shall specify the object of work, the place of work, the order period, the beginning and end of the work. The Contractor's head of works is responsible for ensuring that the responsible persons appointed by him have valid certificates attesting to the relevant qualifications during the work. The Contractor's Head of Works is responsible for the proper selection and use of lifting accessories.
- 8.8. Upon submission of the Application, the Contractor's Head of crane works shall be instructed by the Company's Head of crane maintenance Master who accepted the Application. The Contractor's Head of crane works instructs the crane operator and cargo hangers at the workplace.
- 8.9. When the Contractor uses equipment connected to the Company's communications, the Limit of liability act sets out the limits of mutual liability for occupational safety and health.
- 8.10. Instructions for performing the work of divers are issued by a person appointed by the Customer. According to this instruction, the workplace for divers is prepared by the employees of the Technological equipment maintenance division, and permission to start work is obtained from the operational (on-call) staff, who are responsible for the implementation of the technical measures specified in this instruction. The Customer's order is signed by the Head of diver's work and the head of diving. From this point on, the entire responsibility for the safety of the divers lies with the head of works of the divers.
- 8.11. The Customer's instruction is attached to the diver's warrant - permission. Upon completion of the work by the divers, the completion of the work shall be formalized by the head of diving and the head of diving works in the Customer's instruction.
- 8.12. In case of production necessity, the Customer's operative (on-call) employees have the right to terminate the work performed by the Contractor. The Contractor shall renegotiate the further possibility to continue the work with the Customer.

- 8.13. Lessees organize work in the premises they leased from the Company, which are not directly related to energy economy, in accordance with the provisions of external legal acts approved by the Company and corresponding to the nature of the Lessees' activities.

9. Contractor's obligations

- 9.1. Contractor's obligations:
- 9.1.1. to obtain all permits, licenses and approvals required to carry out the relevant work. the Company shall provide the Contractor only with those permits and consents that can be obtained only by the Company. all other permits must be obtained by the Contractor at his own expense, unless otherwise specified in the Contract;
- 9.1.2. to ensure compliance with occupational health safety, fire safety and environmental requirements and occupational hygiene conditions;
- 9.1.3. to install temporary structures that are necessary for the safe performance of work;
- 9.1.4. to provide its employees with work clothes, tools, devices and other personal and collective measures for the protection of the health and safety of workers and to ensure that they are used in the course of work;
- 9.1.5. upon warning the Customer, suspend the work when the material, equipment, other property or documents provided by the Customer are unsuitable, when compliance with the instructions on the performance of work provided by the Customer poses a threat to the suitability of the work or work safety;
- 9.1.6. immediately inform the Customer about accidents and incidents;
- 9.1.7. in the event of an accident or incident with the Contractor's employees, take all possible measures to reduce possible losses of the Company, organize and carry out an investigation of these events, involving a representative of the Company;
- 9.1.8. upon completion of the works, tidy up the workplace, environment and remove the waste generated during the works and hand over the work area to the Customer;
- 9.1.9. the responsible person of the Contractor must inform the responsible person of the Company about the comments made about the inspection of the object belonging to the Company performed by the employees of the State institutions. If the responsible persons of the Contractor have eliminated the non-compliance established during the inspection, they must inform the employees of the State institution that performed the inspection and the responsible persons of the Company in writing.
- 9.2. Contractor's employees are obliged:
- 9.2.1. to have a qualification suitable for the performance of work, i.e. to have documents issued by state institutions granting the right to perform corresponding work;
- 9.2.2. to submit the documents confirming the qualification to the responsible persons of the Customer upon his request;
- 9.2.3. if they include citizens of a non-European Union Member State, they must have work permits to work in Lithuania;
- 9.2.4. to hold Energy Workers' Qualification Certificates for the relevant work. When carrying out construction and installation works of equipment, heads of work must have qualification certificates entitling them to hold the position of special construction works construction work manager and / or special construction, special works construction works technical maintenance manager;
- 9.2.5. Wear work clothes with the Contractor's logo on the company's territory.
- 9.3. Contractors or their employees must, by their actions or omissions, avoid actions that could adversely affect or damage the Company's reputation.

10. Contractor / Lessee employees actions in case of emergency

- 10.1. In the event of an emergency (activation of the fire alarm or other hazard), all Contractor / Lessee employees, including heads of works and their executors, leave their workplaces and go to meeting places designated by the Company and marked with special signs. Employees of the Contractor / Lessee shall be informed about the location of meeting places in the Company's facilities during the introductory instruction.
- 10.2. The responsible persons of the Contractor / Lessee (heads of works, their executors) must ensure that all employees leave their jobs.
- 10.3. At the meeting place, the person in charge of the Contractor / Lessee shall notify the Rescue Operations Manager of the exact number of evacuated employees if all employees have evacuated or how many employees are missing and are awaiting further instructions.
- 10.4. Return to workplaces is possible only upon the oral instruction of the Rescue Operations Manager or the person in charge of the Company.

11. Contractor's / Lessee's liability for violations

AB "Ignitis gamyba", description of the procedure for organizing the work of seconded personnel, contractors and other external organizations at the Company's facilities

- 11.1. Employees of the Customer's PD and OSH departments and employees performing maintenance and control have the right to suspend works if they find violations of the requirements for the safety and health of employees and fire safety until their elimination.
- 11.2. Work may be suspended in the following cases of serious breaches of safety requirements:
 - 11.2.1. the works are performed by the Contractor's employees who do not have a permit to work in the Customer's operating facilities;
 - 11.2.2. the Contractor's employees do not have the necessary qualifications to perform the intended work;
 - 11.2.3. the identity or qualifications of the employees does not correspond with those submitted in the application for the performance of works;
 - 11.2.4. there is no person responsible for the safety and health of employees appointed by the Contractor at the workplace (the person named in the "Other requirements" section of the order);
 - 11.2.5. the Contractor's employees do not have personal protective equipment, have no work clothes marked with the logo of the Contractor's organization, have no protection against electrical equipment, no collective protection equipment is required to perform the work provided for in the Contract;
 - 11.2.6. tools, devices and lifting appliances are not in order or are insufficient to ensure the safety and health of workers or are not used by workers;
 - 11.2.8. the technological processes of the performed works are violated;
 - 11.2.9. the Contractor's / Lessees employees present at the Customer's facilities are drunk, intoxicated by narcotic or toxic substances;
 - 11.2.10. for others violations of occupational safety and health and fire safety requirements .
- 11.3. If the works are suspended due to violations, the contractual deadlines for the performance of the works shall not be extended.
- 11.4. Upon suspension of the works, the Contractor's Head shall be informed. An obligation is drawn up for the Contractor (Annex 3 to the Description of the Procedure) to eliminate the identified violations.
- 11.5. The obligation shall be drawn up in 3 copies (for the Contractor, the Contract owner and the employee of the Company who has suspended the works).
- 11.6. Upon elimination of violations, the Contractor shall immediately inform the responsible person of the Customer in writing.
- 11.7. In the event of suspension of work due to breaches of occupational safety and health and fire safety requirements, the Customer shall apply to the Contractor the financial sanctions provided for in the Contract for each case where the work has been suspended and shall send a notice (see Description of the contract execution procedure of AB "Ignitis gamyba" Annex 3).
- 11.8. If an employee of the Contractor / Lessee who is drunk or intoxicated with narcotic, psychotropic and/or toxic substances is identified during the performance of the Works, then the Contractor / Lessee shall be subject to a fine of the amount specified in the Contract, for each specified case. The employee's exhaled air, blood, urine, saliva or in other body fluids, should have the alcohol concentration not exceeding 0,00 promille (after application of the tolerance specified by the manufacturer of the tester), unless the employee informs his direct supervisor in advance regarding the use of medicinal products, which are necessary for the health of the latter, and which contains ethyl alcohol.
- 11.9. The Contractor's / Lessee's employees must protect the Company's property, as well as take the necessary steps to prevent the Company's property illegal use, damage or theft.
- 11.10. If, due to the fault of the Contractors / Lessees or their employees, information damaging the Company's reputation and / or inaccurate data about the Company has been disseminated through the media (press, television, radio, etc.), the Company has the right to defend the damaged reputation, i.e. demand that the Contractor / Lessee, through whose fault this data and / or information has been disclosed, should deny the disseminated information that damages the Company's reputation and does not correspond to reality (write a denial of such information) and demand that the media publish or otherwise publish this disclaimer free of charge.

AB „Ignitis gamyba“

To the Director of Production 202 ____ . ____ . ____ .

REQUEST FOR WORK TO BE PERFORMED AT THE COMPANY'S FACILITIES

(This request does not provide the right to execute the works)

Organization _____
Nature of works _____
Place of works _____ Contract No. _____
Start of works _____ End of works _____
Execution of works (underline choice): weekends, holidays, extended by ____ business days, shifts.
Employee of AB "Ignitis gamyba" responsible for the performance of the Contract (name, surname):

Contractor's employee responsible for the performance of the Contract (name, surname, telephone number):

Work supervisors (name, position, telephone number, qualification categories, certificates available, etc.):*

1. _____
2. _____
3. _____
4. _____

Contractors (name, position, qualification categories, certificates available, etc.):

1. _____
2. _____
3. _____
4. _____

Members of the working team (name, position, qualification categories, certificates held, etc.):*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

Contractor's person signing the Act on the limit of responsibility for Occupational health and safety of workers (position, name, surname):

Planned to use: cars, machinery and their drivers (name, qualification categories, certificates available, etc.):*

1. _____
2. _____
3. _____
4. _____
5. _____

The data in the request is correct:

Contractor's responsible person

(Position) Seal (Signature) (Name, surname)

* - If the Contractor's person is not a citizen of the Republic of Lithuania, the employee's citizenship must be indicated.

ACT ON THE LIMIT OF MUTUAL RESPONSIBILITY FOR OCCUPATIONAL HEALTH AND SAFETY OF WORKERS

___ of _____, 202__

AB "Ignitis gamyba" _____ (hereinafter - Customer),
(Company object name)

represented by _____
(position) (name, surname)

and _____ (hereinafter referred to as the Contractor /
Lessee),
(Name of the contracting organization / Lessee's company)

represented by _____
(position) (name, surname)

have signed this act, which establishes the limits of liability for the safety and health of employees during the performance of the works / activities provided for in the Contract.

Object and works / activities performed in it

Start of works / activities _____ End of works / activities _____
(date and time) (date and time)

Before starting work / activity, the following measures must be taken to ensure the safety of work / activity:

No	Name of the measure	Implementation term	Responsible for implementation (name and surname)
1.	Acquaint the responsible employees of the Contractor / Lessee with the procedure of organizing the work of personnel seconded to AB "Ignitis gamyba", , contractors and other external organizations at the Company's facilities (current wording).		
2.	Acquaint the responsible employees of the Contractor / Lessee with the procedure of the permit regime at AB "Ignitis gamyba" (current wording).		
3.	Acquaint the responsible employees of the Contractor / Lessee with the procedure of testing employees for intoxication (drunkenness) or intoxication from psychoactive substances at the Company (current wording).		
4.	Acquaint the responsible employees of the Contractor / Lessee with the Company's waste management instruction no. PT-8a (current version).		
5.	Acquaint the responsible employees of the Contractor / Lessee with the Company's plans and actions for the evacuation of employees at the Company's facilities, which are planned and obligatory in the Company in case of danger in the workplace.		
6.	To acquaint the responsible employees of the Contractor / Lessee with other internal procedures and rules of AB "Ignitis gamyba".		
7.			

The following procedures and responsibilities for the performance of works shall be established

1. The Contractor and the Customer must follow the valid (relevant) rules for operation of electrical and electricity supply networks, safety rules for operating electrical equipment, safety rules for operating thermal power plants, safety rules for operating electric hydro technological structures and hydropower equipment, safety and health rules in construction, workplace installation regulations, General regulations on the use of equipment, Regulations on the provision of personal protective equipment to workers, Regulations on the installation of safety and health signs at workplaces and other applicable legislation on occupational safety and health and environmental protection, technical regulations, standards, methodological instructions, Waste management instructions PT-8a (current version) requirements.
2. Before the start of the works, the Contractor's employees are instructed
3. A warrant / work order is issued by
4. Employees are instructed on the job by
5. The work site is prepared and the work permit is prepared by the Customer's operative (on-call) employees.
6. By signing the instruction in the column "Other requirements" or "Special conditions", the head of works confirms his responsibility for the supervision of employees and the safe performance of work.
7. The Contractor's employees shall be admitted to the Customer's territory upon presentation of identity documents at the security post, which the Security Officer shall verify with the permit issued by the Customer.
8. The Contractor's employees shall formalize the daily work permit, end of work or transfer to another place of work in writing to the Company's operational (on-call) employees and receive their work permit.
9. The Contractor shall be responsible for providing the Contractor's employees with occupational safety and personal protection, hygiene, primary fire-fighting and environmental protection measures.
10. In the event of a change in working conditions, a new Act on the Limits of Liability of Occupational Safety and Health shall be signed and the Customer shall additionally instruct the Contractor's employees.
11. In the event of a change in the Contractor 's employees, an additional request shall be submitted for the performance of works at the Company' s facilities (see clause 5.7 of the Description of procedure).
12. By signing this act, the Contractor confirms that he is acquainted with and agrees with the requirements set forth in the AB "Ignitis gamyba" Description of the Procedure for the organization of works of seconded personnel, contractors and other external organizations and undertakes to comply with them. The Contractor understands and agrees that the non-compliance or improper performance of the requirements may be subject to the liability measures provided for in the Description of the Procedure.
13. The contractor must enclose the work area during the work and mark it with warning signs.
14. The Customer must prepare and coordinate with the responsible employees of the PD and OSH departments, the schemes of movement of employees and vehicles in the Company's facilities.
15. Other requirements:

Contractor

Customer

(signature)
(name and surname)

(signature) (name and surname)

The works are extended until
Contractor:

Customer:

(name, surname, signature)

(name, surname, signature)

(Company object name)

(Name of the Contracting authority)

OBLIGATION

__ of _____, 202____, Hours:____ minutes:_____

We stop the work carried out in accordance with Order No. _____ and oblige to eliminate violations of the requirements of regulatory enactments on occupational safety and health and to perform the following work:

No	Basis of the obligation (title, article, item, etc. of the law or other regulatory enactment whose requirements have been violated)	Infringement location, description	Content or works of the obligation	Deadlines for fulfilment of the obligation

The undertaking was compiled by:

(Name, surname) (position) (signature)

(Name, surname) (position) (signature)

(Name, surname) (position) (signature)

I have received the obligation on 202____, _____, _____,

(Name, surname, signature of the contractor's representative)

ACT - PERMIT

To carry out construction works at the Company's facilities

_____ of _____, 202_

(Company object name)

We, the undersigned:

Person appointed by the customer

(name, surname, position)

and Contractor's Head of construction works

(name, surname, position, qualification certificate No.)

have drafted this act - permit.

The company (customer) indicates the place of construction works:

(names of axis, markings, technical drawing numbers)

works to be performed:

(title of works, construction project, drawings)

Terms of construction works:

Commencement date _____ of _____, 202_

Completion date _____ of _____, 202_

Implement measures to ensure work safety before the start of work.

No .	Name of the measures	Performance deadlines	Executor

Person appointed by the Customer

(signature)

Contractor's _____ Head _____ of _____ construction works _____

(signature)

WARRANT - PERMIT

For work at places where hazardous or noxious risk factors are present

Issued ____ of _____, 202_

Valid until ____ of _____, 202_

1. To the Head of Works

(name, surname, position)

2. For the performance of works

(name, place and conditions of work)

3. Risk factors which are present and effective or may occur at the places of work, regardless of the work performed:

4. The following measures must be taken before work begins:

No .	Name of the measure	Performance time	Responsible for implementation
1	2	3	4

Commencement date ____ of _____, 202_

Completion date ____ of _____, 202_

5. The following measures must be taken in the course of the work:

No .	Name of the measure	Performance time	Responsible for implementation
1	2	3	4

6. Employees:

Name, surname	Qualification, profession	I introduced and have instructed employees with the working conditions	I got acquainted with the working conditions

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7. Warrant - permit issued by

_____ (name, surname, position, signature, date of the person appointed by the employer)

Account - permission received

_____ (name, surname, position, signature)

8. There is a written permission of the operating company (operating organization) to perform the works. Construction safety measures have been agreed upon

_____ (name, surname, position, signature of the person appointed by the operating company (operating organization))

9. Workplace and working conditions checked. Safety and health measures specified in warrant-permit have been implemented.

I allow to start the work

_____ (Name, surname, position, signature, date)

10. Warrant-permit extended until _____

_____ (signature of the person who issued the account - permit, date)

11. The works are completely finished. Materials, tools, aid measures collected (removed) from workplaces. All people came out.

Head of works _____ (signature, date)

Person who issued the warrant-permit _____ (signature, date)

Note. Warrant - permit is issued in two copies (the first is reserved for the issuer of the warrant - permit, the second is handed over to the head of works); in the case of works in the territory of an operating enterprise, the warrant - permit is issued in triplicate (the third copy shall be issued to a person appointed by the operating enterprise).

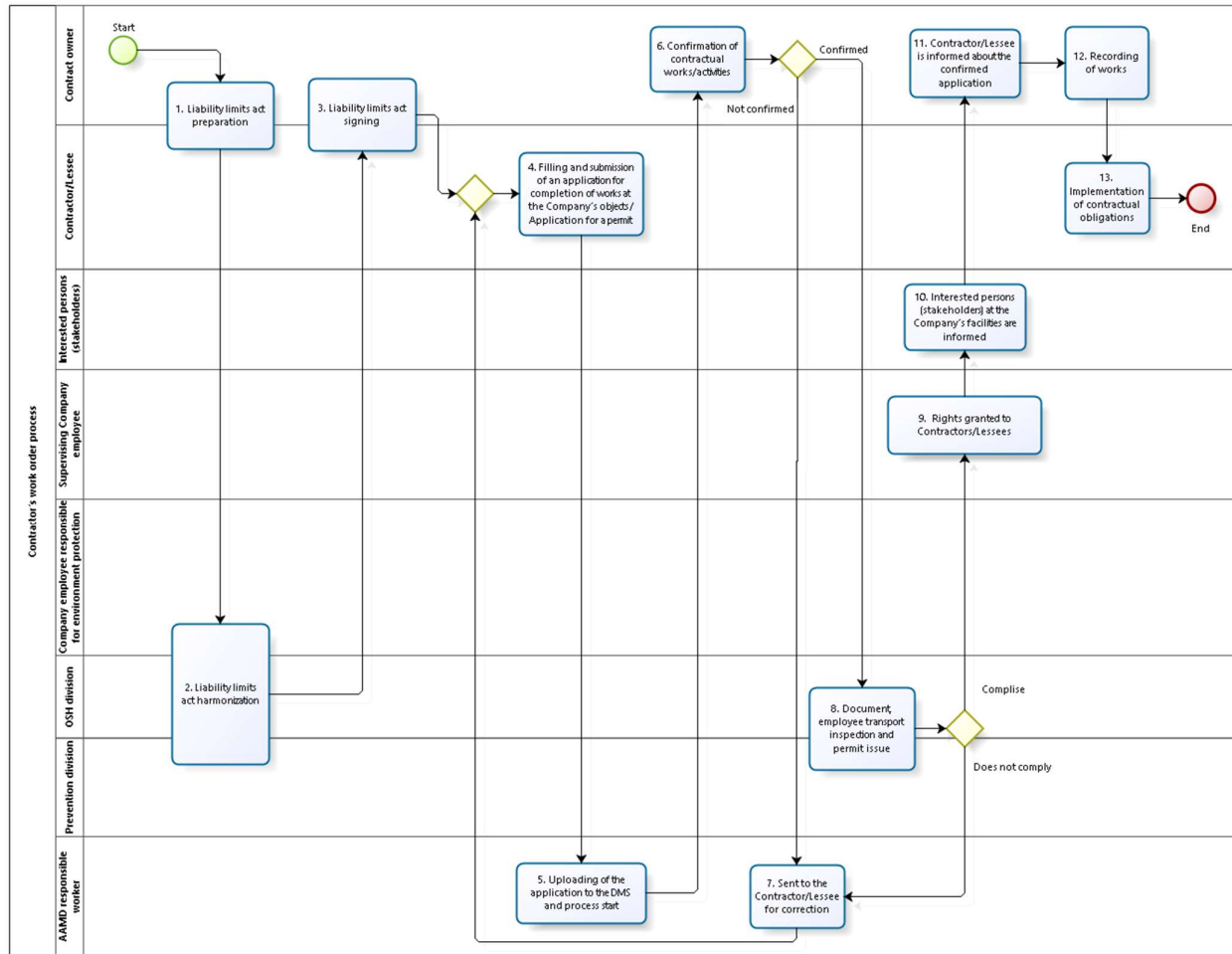
RULES ON LIABILITY FOR BREACHES OF SAFETY REQUIREMENTS

- 1.1. During the performance of the Contract, the Contractor shall be responsible for maintaining a safe workplace: During the implementation of work, he must enclose the Working area and it should be marked with warning signs, he is also obliged to provide primary fire-fighting equipment, in accordance with the requirements of the General fire safety rules. Fence trenches, erect appropriate road signs on site, etc. If the Contractor fails to comply with the requirement of this clause, upon the Customer's request, the Contractor shall pay the Customer a fine in the amount of EUR 1,500.00 (one thousand five hundred euros 00 ct).
- 1.2. Employees of the Customer's OSH and PD departments and other employees of the Customer inspect and consult the Contractor's / Lessee's employees working or operating in the Customer's facilities, oblige the Contractor's / Lessee's employees to eliminate violations of safety and health at work, environmental and fire safety legislation by providing an undertaking (obligation)/works stop act to the Head of the Contractor or by providing an oral remark to the responsible person of the Lessee.
- 1.3. Employees of the Customer's OSH and PD departments, as well as employees performing maintenance and control of the facilities, must suspend the Works / Activities, if serious violations of the requirements of employee health and safety and fire safety are identified, until their elimination.
- 1.4. Works may be suspended in the following cases:
 - 1.4.1. the works are performed by the Contractor's employees who do not have a permit to work at the Customer's facilities;
 - 1.4.2. the Contractor's employees work in the Customer's territory without signing the Limits of liability act; the Contractor's employees do not have the necessary qualifications required to perform the Works provided for in the Contract;
 - 1.4.3. there are no responsible persons for the safety of employees appointed by the Contractor at the workplace;
 - 1.4.4. Works are executed in operating electrical equipment without the permission of the Head of electricity shift of the Customer on duty; technical measures have not been fulfilled or they are not sufficient to ensure the safety of employees as provided for in the "Rules for Safety in the Operation of Electrical Equipment" or "Rules for the Safety in the Operation of Heating Equipment" and other legal acts when performing work at the Customer's facilities;
 - 1.4.5. The Contractor's employees do not have or do not have sufficient personal protective equipment, protection against electrical equipment or protective measures when working in the gas environment and during construction works, collective protection measures, needed for the safe performance of the Works, specified in the Contract, in accordance with the safety rules, are not installed;
 - 1.4.6. tools, devices and lifting appliances are not in order or are insufficient to ensure the safety and health of workers or are not used by workers;
 - 1.4.7. the Contractor's / Lessee's employees are not provided with work clothes that meet the requirements of the standards and/or they are not marked with the Contractor's organization / Lessee's company marks (logos);
 - 1.4.8. an employee of the Contractor / Lessee is determined to be drunk or intoxicated by narcotic, psychotropic or toxic substances (the employee is recognized as drunk when the concentration of alcohol in the biological mediums of the body - exhaled air, blood, urine, saliva or other bodily fluids exceeds 0,00 ‰ promille, after the application of the error rate, specified by the manufacturer of the alcohol testing equipment), except in cases when the worker informs his immediate supervisor in advance about the use of medicinal products necessary for the latter's state of health and which contain ethyl alcohol);
 - 1.4.9. due to acts or omissions of other employees of the Contractor / Lessee when an accident may take place according to the assessment of the Customer's employees, specified in clause 1.2.
 - 1.4.10. for other violations of the requirements for the safety and health of employees and fire safety, technology of work performance, if they pose a threat to human health and life.
- 1.5. Upon suspension of the Works due to violations of safety at work or fire safety requirements, in the cases provided for in clause 1.4., as well as due to violations of the technology of execution of works or the threat of an accident, the Contractor / Lessee, at the request of the Customer, must pay a fine of EUR 1,500.00 (one thousand five hundred euros 00 ct).
- 1.6. If the Works are not suspended, at the request of the Customer, the Contractor / Lessee shall also be subject to the provisions of clause 1.5. regarding the imposition of a fine if the Contractor's / Lessee's employees violate:
 - 1.6.1. work safety rules and other legal requirements when performing work / activities at the Customer's facilities and as a result of such violations, accidents occur during which people are injured or killed;
 - 1.6.2. the technological requirements for the performance of the work, as a result of which there is or has been a direct risk of damage to the equipment or personal injury;

- 1.6.3. the requirements of occupational safety and health, fire safety rules, work performance technology when the Works were not suspended due to these violations, and the violations were established 3 (three) times at the Customer's facilities where the Contractor performs the Works under this Contract.
- 1.7. In case of suspension of works due to violations of work safety and fire safety requirements, the Contractor's Works Supervisor or Construction Works Manager shall be informed thereof, and the Customer's employee shall be responsible for the performance of the Contract. An obligation / act of suspension of works shall be drawn up for the Contractor to eliminate violations of the requirements of safety and health legislation, fire safety, safety and health regulations of the Customer.
- 1.8. After eliminating the violations, the Contractor must inform the responsible employee of the Customer.
- 1.9. In the event that the Contractor / Lessee performs erroneous switches during the implementation of Works / Activities, which threatens or threatened to damage the equipment and the transmission of electricity to the Customer's clients is interrupted, the Contractor / Lessee shall pay the Customer a fine of EUR 300.00 (three hundred).

AB "Ignitis gamyba", description of the procedure for organizing the work of seconded personnel, contractors and other external organizations at the Company's facilities

AB "Ignitis gamyba", process of description for the procedure for organizing the work of seconded personnel, contractors and other external organizations at the Company's facilities



AB "Ignitis gamyba", description of the procedure for organizing the work of seconded personnel, contractors and other external organizations at the Company's facilities

AB "Ignitis gamyba", process of description of procedure for organizing the work of seconded personnel, contractors and other external organizations at the Company's facilities

No.	Step	Step description	Responsible units / persons
1.	Preparation of the Limitation of Liability Act	The Limitation of Liability Act must be signed with the Contractor / Lessee before the start of work / activities in the Company. The drafting of the Limitation of liability act shall be initiated by the owner of the Contract or his deputy. The owner of the contract, in cooperation with the employees responsible for the operation and maintenance of the equipment at the Company's facility, prepares a statement of the limits of liability and coordinates it with the Contractor / Lessee.	Contract owner and Contractor / Lessee
2.	Harmonization of the Limitation of Liability Act	The prepared report on the limits of responsibilities is coordinated by e-mail with the responsible employee of the OSH department, the employee responsible for the PD and the employee responsible for environmental protection at the Company's facility.	The responsible employees of the OSH and the PD department and the employee of the Company's facility are responsible for environmental protection
3.	Signing of the Limitation of Liability Act	The Limitation of liabilities act with the Contractor/Lessee shall be signed by the Contract Owner or his / her direct manager or the Head of the Elektrėnai complex operation department or the Head of the Hydroelectric power plant operation department.	Contract owner and Contractor / Lessee
4.	Completion and submission of an application for work at the Company's facilities / Application for a permit	Contractors shall submit an application to the Company's Production Director for work at the Company's facilities, and Lessees shall submit an application for a permit to enter the Company's facility to receive a permit to perform contractual works and activities 3 working days in advance and it should be approved by the Contractor's organization / Lessee's responsible person. The application for the performance of works at the Company's facilities must be completed in accordance with Annex 1 to the Description of the Procedure. The application for a permit must be completed in accordance with Annex 2 to the description of the permit procedure of AB "Ignitis gamyba".	Contractor / Lessee:
5.	Upload the request to the DMS and starting the process	The AAMD employee responsible for uploads the received application for work at the Company's facility or the application for a permit to the DMS, indicates the employee of the Company responsible for the performance of the contract and starts the clearance process. A list of tools, devices, equipment and other means may be uploaded to the DMS as an attached annex to the application.	AAMD responsible employee
6.	Approval of contract works / activities	Upon receipt of a request from DMS for the performance of works or activities, the Contract owner shall inspect and approve if such works or activities will be performed at the Company's facility.	Contract owner
7.	Sent to Contractor / Lessee for harmonization	The Contract owner shall reject the application after he has inspected and verified the application submitted by the Contractor / Lessee's responsible person in the DMS and determined that such works / activities cannot be performed. The responsible employee of AAMD informs the Contractor / Lessee by phone or e-mail and indicates the reasons for the rejection of the application.	AAMD responsible employee
8.	Inspection of documents, personnel, transport and issuance of permits	Once the request has been approved by the contract owner via the DMS, the request for verification is further received by the responsible staff of the OSH and PD departments. The OSH employee checks that the application has been filled in correctly. The PD employee inspects the Contractor's / Lessee's employees and vehicles specified in the request. If the OSH department or the PD reject	OSH Division and PD

AB "Ignitis gamyba", description of the procedure for organizing the work of seconded personnel, contractors and other external organizations at the Company's facilities

		the request, they state the reason for the rejection and the request is returned to the AAMD responsible employee who informs the Contractor / Lessee that the request needs to be adjusted according to the comments provided. If OSH and PD have not submitted comments, then the OSH responsible person shall indicate the supervising employee of the Company.	
9.	Rights granted to Contractors / Lessees	The supervising employee of the Company confirms the request at the DMS that works or activities may be performed in the equipment of the Company's facilities.	Supervising employee of the Company
10.	Interested persons at the Company's facilities are informed	At the DMS, the interested employees of the Company are acquainted with the confirmed request (application), and the security staff at the Company's facilities is informed by e-mail.	Interested Company and security employees
11.	Inform the Contractor / Lessee of the approved application	The Contract owner shall inform the Contractor / Lessee of the approved application by telephone or e-mail.	Contract owner
12.	Recording of works	Recording of works is performed in accordance with the "Description of the procedure for recording and registration of the execution of works performed in accordance with instructions, warrants and orders of AB "Ignitis gamyba", at the facilities in the integrated Energy asset management system (IBM MAXIMO ASSET MANAGEMENT)".	Contract owner
13.	Fulfilment of contractual obligations	The Contractor / Lessee must fulfil all obligations under the contract.	Contractor / Lessee: