

Process title	Standard for the organisation of activities of external organisations and tenants at AB Ignitis Gamyba facilities
Process owner (unit)	Occupational Safety and Health Department
Approving company	AB Ignitis Gamyba
Position/body of the certifying officer	Company Manager
Effective date	Effective upon approval of the document

## **STANDARD FOR THE ORGANISATION OF ACTIVITIES OF EXTERNAL ORGANISATIONS AND TENANTS AT AB IGNITIS GAMYBA FACILITIES**

### **1. PURPOSE AND SCOPE**

1.1. The purpose of the Standard for the Organisation of Activities of External Organisations and Tenants at AB Ignitis Gamyba Facilities is to establish uniform requirements for occupational health and safety, environmental protection, fire safety and civil protection for the persons referred to in sub-paragraph 1.2 of the Standard at the Company's facilities. This Standard sets only the minimum requirements that must be adhered to. External organisations and tenants may adopt and implement stricter requirements than those outlined in this Standard, provided they ensure better employee safety and health and reduce the negative environmental impact of economic activities.

1.2. This Standard applies to:

1.2.1. External organisations performing work and/or providing services at the Company's facilities (including remotely provided services) under contracts concluded with the Company;

1.2.2. Tenants conducting economic activities at the Company's facilities under contracts concluded with the Company;

1.2.3. Employees responsible for contract execution;

1.2.4. Managers of the Company's structural units and employees designated by them who are responsible for monitoring the performance of contracts with external organisations;

1.2.5. Company's Business Security Department;

1.2.6. Company's Occupational Safety and Health Department.

### **2. DEFINITIONS**

2.1. **Person responsible for execution of the contract** – the individual specified in the contract who ensures proper contract implementation in accordance with the requirements set forth in the Company's internal legal acts.

2.2. **AAMD** – Company's Administration and Asset Management Department.

2.3. **Company** – AB Ignitis Gamyba, Legal Entity Code: 302648707.

2.4. **Company's Facility** – the Elektrėnai Complex, Vilnius Third Combined Heat and Power Plant, Kruonis Hydroelectric Power Plant, Kaunas Algirdas Brazauskas Hydroelectric Power Plant, and their associated territories (including when services are provided remotely).

2.5. **CS** – Civil Safety.

2.6. **Employee** means a person working for the Company under an employment contract.

2.7. **Document Management System (DMS)** – an information system designed to manage documents (preparation, handling, registration, storage, receipt, etc.), control document-related tasks, perform document audits, and register responses or queries, as well as execute processes.

2.8. **OSHD** – the Company's Occupational Safety and Health Department.

2.9. **OSH** – Occupational Safety and Health.

2.10. **Structural Unit** – a department, division, service, or other independent structural entity specified in the Company's organisational structure, tasked with implementing its assigned objectives and functions.

2.11. **EPV** – Shift Manager of the Elektrėnai Complex, Kaunas Hydroelectric Power Plant, or Kruonis Hydroelectric Power Plant.

2.12. **FS** – Fire Safety.

2.13. **External Organisation** – a contractor or service provider.

2.14. **Tenant** – a legal or natural person with whom the Company has concluded a premises and/or equipment lease contract in accordance with the internal legal acts of the Company.

2.15. **MX System** – the integrated asset management system for energy facilities (IBM MAXIMO ASSET MANAGEMENT).

2.16. **MX NPŽ System** – an electronic journal for documenting and registering instructions, assignments, and tasks (a module of the MX system).

2.17. **Contractor** – any legal or natural person performing work at the Company's facilities under a contract, including their subcontractors or other third parties they engage.

2.18. **Standard** – the Standard for Organising the Activities of External Organisations and Tenants at AB Ignitis Gamyba Facilities; this document.

2.19. **Contract** – a verbal or written arrangement between the Company and one or more External Organisations/ Tenants concerning the performance of work, provision of services, lease of premises and/or equipment, or establishment of other legal relations between the parties, specifying the terms and conditions for fulfilling contractual obligations.

2.20. **Statement on the Boundaries of Mutual Responsibilities** (hereinafter referred to as the **ARA**) – a document signed by the Company and the External Organisation/Tenant that defines the External Organisation's responsibility for compliance with occupational safety and health (OSH), environmental, and business security requirements in fulfilling contractual obligations, as well as the Company's responsibilities when the External Organisation performs work or provides services at the Company's facilities.

2.21. **SLI** – State Labour Inspectorate under the Ministry of Social Security and Labour.

2.22. **BSD** – Company's Business Security Department.

### 3. STATEMENT ON THE BOUNDARIES OF MUTUAL RESPONSIBILITIES

3.1. The ARA establishes the procedures for organising and executing work or providing services at the Company's facilities or using rented premises or equipment, the relationships and allocation of responsibilities between the External Organisation/Tenant and their employees, and the procedures for acquainting and instructing the External Organisation's employees on OSH, fire safety (FS), civil safety (CS), and environmental documentation.

3.2. The ARA (a model form of deed is provided in Annex 1 to the Standard) shall be signed with the External Organisation/Tenant after the signing of the Contract, prior to the commencement of the execution of works or the provision of services or the commencement of the use of the Company's leased premises or facilities. The Person responsible for execution of the contract initiates the preparation of the ARA and ensures its final approval. After coordinating with the heads of the Company's facility operation and maintenance designated by the Head of the Company's Planning Department, the Person responsible for execution of the contract prepares the ARA draft and submits it for review to the heads of the OSH Department (OSHD), Business Security Department (BSD), and the employee responsible for environmental matters at the Company's facility (or their substitutes). The Person responsible for execution of the contract who prepares the ARA is responsible for properly incorporating the conditions into the ARA and coordinating them with the relevant Structural Units and/or employees.

3.3. The ARA, coordinated with the External Organisation/Tenant, is signed by the Head of the Elektrėnai Complex Operations Department (for the Elektrėnai Complex) or the Head of the Hydroelectric Power Plants Operations Department (for the Kruonis Hydroelectric Power Plant and Kaunas Algirdas Brazauskas Hydroelectric Power Plant) and the representative of the External Organisation/Tenant. The person responsible for the execution of the contract sends the agreed ARA for signature via the DMS; for signature via the Document Management System (DMS) and forwards the signed ARA for review to other interested employees involved in the performance of work, provision of services, or the commencement of use of rented Company premises or equipment. Without a signed ARA, the External Organisation is prohibited from performing work, providing services, or the Tenant from commencing the use of rented Company premises or equipment at the Company's facilities.

3.4. If the External Organisation engages one or more subcontractors or sub-suppliers for work or service delivery, the Company signs the ARA only with the External Organisation with which the Contract was concluded. The External Organisation is responsible for ensuring that its

subcontractors or sub-suppliers comply with OSH requirements. The External Organisation must sign a separate ARA with each subcontractor or sub-supplier following the procedure and form approved by the External Organisation. Upon request by the Company, the External Organisation must immediately provide the Company with the ARA signed with subcontractors or sub-suppliers.

3.5. The ARA is signed in two (2) copies, one for the Company and one for the External Organisation/Tenant, except in cases where both parties sign the ARA electronically with a qualified electronic signature.

3.6. When the ARA expires, a new ARA must be concluded.

3.7. If two or more Contractors are working at the same worksite, the Company's manager may appoint a competent Employee responsible for coordinating the work.

3.8. If several teams from one Contractor are working at the same facility or worksite, a person authorised by the Contractor and responsible for work coordination in the OSH field must be appointed. In such cases, the "Other Requirements" section of the ARA must specify the name, surname, position, and contact phone number of the person responsible for coordinating the work. No.

3.9. A layout of the Company's rented premises or equipment must be attached to the ARA. The ARA must outline the boundaries of responsibilities between the Tenant and the Company concerning the operation of electrical, heating, water supply equipment, and other systems. The Person responsible for execution of the contract is accountable for signing the ARA with the Tenant.

3.10. A layout of the rented premises or equipment and, if necessary, an access plan for the Company's facilities must be attached to the ARA.

#### **4. PROCESSING OF THE REQUEST FOR PERFORMANCE OF WORK OR DELIVERY OF SERVICES AT THE COMPANY'S FACILITIES**

4.1. After signing the ARA, the External Organisation/Tenant must submit a Request for performance of work or delivery of services at the Company's Facilities (Annex 2 of the Standard, hereinafter referred to as the Request) to the Company no later than three (3) business days before the commencement of work, service delivery, or the use of rented Company premises or equipment. The Request, signed by the responsible person of the External Organisation/Tenant, must be sent via email. [gamyba@ignitis.lt](mailto:gamyba@ignitis.lt). The request received by email is registered in the DMS by the Company's IMS Office Manager. The External Organisation/Tenant is responsible for the accuracy of the information provided in the Request. The Request form is available on the Company's website at: <https://ignitisingamyba.lt/kontaktai/administracija/67>. The Request can also be submitted directly to the Person responsible for execution of the contract, who ensures the proper processing of the received documents.

4.2. Potentially hazardous equipment brought to the Company's facilities must be certified for use in the European Union (with a CE mark), and hazardous chemical substances must have safety data sheets in Lithuanian.

4.3. If the External Organisation engages subcontractors to perform work or provide services, it must submit an additional Request for performance of work or delivery of services at the Company's Facilities to the Person responsible for execution of the contract. The additional request must include the data of the subcontractors' employees, specifying the External Organisation's name in the "Company" field, followed by the subcontractor's name in parentheses, for example: UAB "External Organisation Name" (UAB "Subcontractor Name").

4.4. Only vehicles specified in the Request, intended for transporting materials, equipment, components, etc., are allowed entry to the Company's facilities. If the External Organisation/Tenant anticipates that work or services will be performed outside the Company's standard working hours and/or on weekends or public holidays, this must be noted in the Request by underlining the applicable condition. If the External Organisation plans to use the Company's lifting equipment, the Request must include the names, surnames, and valid certification numbers of the External Organisation's crane operation supervisors and riggers. The Request must be signed by the responsible employee of the External Organisation either with a physical or a qualified electronic signature. Requests are valid until the completion of the contractual obligations specified therein.

4.5. If the External Organisation/Tenant's employees include foreign nationals, they must have valid work permits in the Republic of Lithuania in accordance with the Lithuanian legal requirements. Upon the Company's request, the External Organisation/Tenant must provide these permits without delay.

4.6. If, during the execution of Contracts, it becomes necessary to update or supplement the list of External Organisation/Tenant employees authorised to access and perform work or provide services at the Company's facilities, the list of vehicles, machinery, and their drivers used for work or services, or the list of hazardous chemicals and potentially dangerous equipment planned for entry into the Company's facilities, an updated Request must be submitted. This updated Request should include those employees, vehicles, machinery, chemicals, or potentially dangerous equipment not indicated in the previous Request. The Request must also be updated if there are changes to the External Organisation/Tenant employees (e.g., work supervisors, executors, team members, etc.), their positions, phone numbers, qualification categories, or the validity periods of their certifications.

4.7. The IMS Office Manager registers the received Request in the DMS. The coordination of the Request in the DMS proceeds as follows:

4.7.1. A task is assigned to the Person responsible for execution of the contract, who must confirm within one business day in the DMS that the Contract is valid and that the specified work/services will be performed/provided at the Company's facilities.

4.7.2. Once the Request has been approved by the Person responsible for execution of the contract, the task is sent to a BSD employee, who must approve or reject the Request within one business day in the DMS, specifying any necessary corrections to the Request regarding the access of External Organisation/Tenant employees, vehicles, machinery, or chemicals to the Company's facilities.

4.7.3. After the BSD employee approves the Request, the task is forwarded to an OHS employee, who verifies the correctness of the Request before approval. The OHS employee must approve or reject the Request within one business day in the DMS, specifying any necessary corrections regarding the access of External Organisation/Tenant employees, vehicles, machinery, or chemicals to the Company's facilities.

4.7.4. If the BSD or OHS employee rejects the Request, the document is returned via the DMS to the IMS Office Manager, who sends it back to the External Organisation/Tenant by email with the stated reasons for rejection. After correcting the Request, the External Organisation may resubmit it following the procedures established by the Standard.

4.8. If the External Organisation/Tenant fails to submit the Request as specified in this section, or if the Company does not approve the Request (e.g., due to identified discrepancies, incomplete or improperly filled-out information, or missing required data), the employees of the External Organisation/Tenant are prohibited from entering the Company's facilities, performing work, or using vehicles, equipment, or chemicals.

4.9. Upon receipt of a new or supplementary Request, the Person responsible for execution of the contract evaluates whether the initial (previous) Request (if applicable) should be cancelled, amended, or supplemented, or whether only the data provided in the newly submitted Request shall apply.

## **5. INTRODUCTORY TRAINING FOR EXTERNAL ORGANISATIONS/TENANTS**

5.1. The Person responsible for execution of the contract, after signing the ARA with the External Organisation/Tenant, initiates introductory OHS, FS and CS training for the responsible employees of the External Organisation/Tenant (as specified in the ARA).

5.2. The introductory OHS, FS and CS training for the responsible individuals of the External Organisation/Tenant is conducted by the Company's OHS Employee at a mutually agreed time. The training is formally documented in the registration log for the training of employees from External Organisations/Tenants (Annex 3 of the Standard). By signing the log, the responsible individuals of the External Organisation/Tenant confirm that they understand the provided information, are capable of working safely, and can ensure compliance with OHS, FS and CS requirements for the employees of the External Organisation/Tenant and any engaged third parties at the worksite.

5.3. During the OHS, FS and CS training, the responsible individuals of the External Organisation/Tenant (as specified in the ARA) are introduced to this Standard and other internal regulatory documents of the Company related to OHS, FS and CS, depending on the scope and location of the work conducted by the External Organisation/Tenant at the Company. Additional documents are described in the ARA and provided to the responsible individuals of the External Organisation/Tenant.

5.4. After the training of the responsible individuals of the External Organisation/Tenant, those specified in the ARA are tasked with training other employees of the External Organisation/Tenant as well as subcontractors/sub-providers (following the procedure established by the External Organisation/Tenant). They are responsible for properly documenting such training and providing information about it to the Company upon request by the OHS Employee or another responsible staff member.

5.5. The responsible individual of the External Organisation/Tenant must ensure that all employees of the External Organisation/Tenant, subcontractors/sub-providers, or other third parties are familiar with this Standard.

5.6. External Organisations are prohibited from engaging employees for work or service provision (except in cases specified in the Contract).

5.7. The Company reserves the right to conduct inspections of the work locations of the External Organisation/Tenant at the Company's facilities at any time without prior notice.

5.8. The Company reserves the right to immediately suspend the work or service provision of External Organisation/Tenant employees at the Company's facilities or their use of leased premises or equipment if they fail to comply with the requirements of this Standard, notifying the responsible individuals of the External Organisation/Tenant and the Person responsible for execution of the contract.

5.9. The responsible individuals of the External Organisation/Tenant, as specified in the ARA, are re-trained when the scope of work changes, occupational health and safety regulations are updated, or other circumstances arise that may affect employee safety and health.

5.10. Employees of the External Organisation/Tenant are granted access to the Company's facilities upon presenting a valid work identification card and in accordance with the Request submitted to the Company. The External Organisation/Tenant must ensure that no employees not listed in the Request gain access to the Company's facilities.

## **6. RIGHTS AND OBLIGATIONS OF THE EXTERNAL ORGANISATION/TENANT**

6.1. The External Organisation / Tenant shall nominate a person to be responsible for the OSH, FS and CS for the period of execution of works or provision of services or use of the leased premises or facilities of the Company for the period of time specified in the Contract, and this shall be recorded in the ARA.

6.2. The appointed responsible person of the External Organisation/Tenant coordinates and supervises the work performed and services provided by the employees of the External Organisation/Tenant at the Company's facilities, as well as their use of the leased premises or equipment, in accordance with the Contract. This person must ensure that all work is performed, services are provided, and use of leased premises or equipment is conducted in compliance with the provisions of the Contract, the requirements of this Standard, and other internal and external Company regulations on OHS, FS, CS, and environmental protection, as introduced to the appointed responsible person of the External Organisation/Tenant in accordance with Section 5 of this Standard.

6.3. The External Organisation/Tenant is obliged to:

6.3.1. Begin work, service provision, or use of leased premises or equipment only after assessing hazardous risk factors, implementing necessary preventive safety measures to eliminate these risks, and informing the employees of the External Organisation/Tenant as well as other personnel involved about these measures;

6.3.2. At their own expense (unless otherwise specified in the Contract), obtain all permits, licenses, and approvals required for the performance of the respective work, service provision, or use of leased premises or equipment.

6.3.3. Ensure compliance with OHS, FS, CS, and environmental protection requirements, as well as maintain proper occupational hygiene conditions. Additionally, ensure that every employee

of the External Organisation/Tenant undergoes a health examination suitable for work in hazardous and/or harmful environments (in accordance with the specific nature of the performed work or provided services).

6.3.4. If it becomes necessary to use work equipment or tools belonging to the Company, obtain the Company's permission under the conditions specified in the Contract and the ARA. Employees of the External Organisation/Tenant are prohibited from using the Company's equipment or tools without prior authorisation.

6.3.5. Provide safe and healthy working conditions for the employees of the External Organisation/Tenant;

6.3.6. Store chemical substances, as agreed with the responsible employees specified in the ARA, in designated areas or in locations identified by the responsible employees, ensuring compliance with the requirements specified in the safety data sheets (SDS). Ensure that hazardous chemical substances are inaccessible to unauthorised individuals.

6.3.7. For all questions regarding the organisation of safe work at the Company's facilities, consult with the OHS Department or the Person responsible for execution of the contract.

6.3.8. Assign employees to perform the work or provide services specified in the Contract who have the necessary qualifications for the specific work or services and hold supporting documents/certificates/training protocols.

6.3.9. Ensure that employees of the External Organisation performing work on electrical, heating, or gas equipment hold valid qualification certificates for energy sector employees appropriate for the specific tasks.

6.3.10. Ensure that the responsible employee of the External Organisation/Tenant, as specified in the ARA, who performs work or provides services at the Company's facilities or uses leased Company premises or equipment under the Contract, introduces employees of the External Organisation/Tenant to this Standard and other internal Company regulations related to the execution of the Contract. Before commencing work, the responsible employee must provide training on OHS, FS, CS, and environmental requirements to employees performing work or using the leased Company premises or equipment.

6.3.11. Before the commencement of work, service provision, or use of leased Company premises or equipment, submit proof (such as the employee training log, sheet, or equivalent document) to the Person responsible for execution of the contract, confirming that employees of the External Organisation/Tenant have been introduced to the documents specified in section 6.3.10 of this Standard.

6.3.12. Operate only technically sound vehicles, work equipment, and tools at the Company's facilities. Ensure that tools and equipment are selected to guarantee safe work execution.

6.3.13. Ensure that all tools and equipment are technically sound and have valid inspections.

6.3.14. Install temporary structures, enclosures, coverings, or other collective OHS measures required for safe work execution, ensuring that unauthorised individuals do not enter the work area.

6.3.15. Provide employees of the External Organisation/Tenant with work clothes, tools, devices, and other personal and/or collective protective equipment, and ensure they are used throughout the work process, service provision, or use of leased Company premises or equipment. Ensure that employees of the External Organisation/Tenant wear work clothes with identifying logos of the External Organisation/Tenant and other personal protective equipment appropriate for the specific work at the Company's facilities.

6.3.16. Ensure that employees of the External Organisation/Tenant follow the safety signs installed at the Company's facilities.

6.3.17. In the event of an incident where an employee of the External Organisation/Tenant suffers health damage while performing work or using leased Company premises or equipment under the Contract, promptly provide the relevant information to the Person responsible for execution of the contract. After conducting an investigation, share the main causes of the incident and the planned corrective actions to prevent similar incidents in the future.

6.3.18. Protect the Company's property and take necessary actions to prevent unauthorised use, damage, or theft of the Company's assets.

6.3.19. Conduct sobriety checks for employees of the External Organisation/Tenant. Employees are prohibited from arriving at the workplace at the Company's facilities while intoxicated or under the influence of alcohol, narcotics, psychotropic substances, or other toxic substances. Possession or consumption of such substances is prohibited at the Company's facilities. The concentration of ethyl alcohol in employees' exhaled air, blood, urine, saliva, or other bodily fluids must not exceed 0.00‰. If an employee of the External Organisation/Tenant is identified as being intoxicated or under the influence of narcotic, psychotropic, or toxic substances while performing work or providing services at the Company's facilities or using leased Company premises or equipment, the External Organisation/Tenant will be subject to the liability specified in the Contract and applicable laws.

6.3.20. When state authorities' representatives conduct an inspection of the Company's facility, the Person responsible for execution of the contract must be informed in writing about any remarks made. After addressing non-compliances identified during the inspection, the responsible persons of the External Organisation/Tenant must inform the Person responsible for execution of the contract in writing.;

6.3.21. When performing work or providing services at the Company's facilities or using leased Company premises or equipment, environmental protection requirements must be followed, waste must be sorted, and electricity and water must be used efficiently.

6.3.22. If it becomes necessary to perform work or provide services at the Company's facility, bring operational materials into the Company's facilities, or use leased Company premises or equipment outside the Company's working hours or on public holidays, this must be coordinated in advance in writing with the Person responsible for execution of the contract and the OSHD, BSD, and EPV must be informed via written notice or email.

6.3.23. Measures must be taken to prevent any negative impact or damage to the Company's reputation during the performance of work or provision of services or use of leased Company premises or equipment.

6.3.24. Upon completion of work, service provision, or cessation of use of leased Company premises or equipment, the work/service area, used Company premises or equipment, and surrounding environment must be cleaned, and any waste generated during the work/service provision or use of leased Company premises or equipment must be removed and the area must be handed over to the Company.

6.3.25. After informing the Company in advance, work execution or service provision must not begin, or it must be stopped if the Company's provided materials, equipment, other assets, or documents are inadequate or if following the Company's instructions for work execution/service provision creates a threat to proper and/or safe performance.

6.3.26. During work execution, service provision, or use of leased Company premises or equipment, employees must comply with the laws and regulations of the Republic of Lithuania concerning workplace health and safety, as well as with the Company's internal regulations, with which they have been familiarised.

6.3.27. Ensure that employees of the External Organisation/Tenant access the leased Company premises or their work area only via the routes specified by the ARA. Tenant employees are prohibited from wandering around the Company's production premises and facilities.

6.4. The External Organisation/Tenant is responsible for:

6.4.1. the removal and disposal of waste generated during its activities at the Company's facilities in accordance with legal requirements;

6.4.2. damages caused to the Company due to non-compliance with the OSH, FS, CS, or environmental protection requirements, use of unacceptable or undesirable materials, improper organisation of work execution or service provision, use of leased Company premises or equipment, or the unprofessional behavior of employees of the External Organisation/Tenant;

6.4.3. violations of OSH, FS, CS, and environmental protection requirements caused by the actions or omissions of the External Organisation/Tenant. Company employees have the right to stop work or service provision by the External Organisation/Tenant or the use of leased Company premises or equipment if violations of OSH, FS, CS, or environmental protection requirements are identified, and to issue an order to rectify the violations (Annex 4 of the Standard). The order to rectify the violations is delivered to the responsible person of the External Organisation/Tenant. The External Organisation/Tenant must provide a written response to the order to rectify the violations within 5 (five)

working days, specifying the measures planned to address the violations. If a violation of OSH, FS, CS, or environmental protection requirements is identified during work execution, service provision, or use of leased Company premises or equipment, the External Organisation/Tenant will be subject to the liability specified in the Contract and applicable laws.

6.5. The work or services performed by the External Organisation/Tenant or the use of leased Company premises or equipment may be suspended if violations of OSH, FS, CS, or environmental protection requirements are recorded:

6.5.1. work is carried out or services are provided by employees of the External Organisation without an instruction to work at the Company's facilities;

6.5.2. the identity or qualifications of employees of the External Organisation/Tenant do not match those specified in the Application.

6.5.3. There is no responsible person from the External Organisation at the workplace (the person indicated in the "Other Requirements" section of the instruction to work at the Company's facilities);

6.5.4. Employees of the External Organisation/Tenant do not have personal protective equipment, work clothes marked with the External Organisation/Tenant logo, electrical safety equipment, or collective protection measures required for performing the work or providing the services specified in the Contract or using the leased Company premises or equipment;

6.5.5. The tools, devices, and lifting mechanisms used by employees of the External Organisation/Tenant are in poor condition;

6.5.6. Technological processes for the work performed or services provided are violated during the work or service provision by the External Organisation at the Company's facilities;

6.5.7. An employee of the External Organisation/Tenant present at the Company's facilities is intoxicated (drunk) (the concentration must not exceed 0.00‰), under the influence of narcotic, toxic, psychotropic, or other psychoactive substances;

6.5.8. Employees of the External Organisation/Tenant, while performing work or providing services at the Company's facilities or using the leased Company premises or equipment, violate OSH, FS, CS, or environmental protection requirements.

6.6. After the identified violations have been rectified, the External Organisation/Tenant must immediately inform the person responsible for the execution of the contract and the OSHD in writing.

6.7. If the information disseminated in the mass media (press, internet, television, radio, etc.), due to the fault of the External Organisation/Tenant and/or its employees, damages the Company's reputation and/or discloses untrue data about the Company, the Company shall have the right to demand the External Organisation/Tenant to deny the information disseminated by writing a denial. The rebuttal must be disseminated by means of mass media.

6.8. Employees of the External Organisation / Tenant performing work or services at the Company's facilities are prohibited from filming, photographing or otherwise capturing critical infrastructure, equipment and machinery at the facilities, except where filming or photographing is necessary for the purpose of securing the Contract or for the execution of the production process. Requests for filming or photographing must be agreed upon in writing in advance with the person responsible for the execution of the contract and BSD.

6.9. Employees have the right to inspect the work performed/provision of services by the External Organisation/Tenant or how the leased Company premises or equipment are being used.

6.10. In the event of suspension of the performance of works / provision of services or use of the leased premises or facilities of the Company due to the breaches committed by the External Organisation / Tenant, the terms of performance of works / provision of services by the External Organisation / Tenant or the use of the leased premises or facilities of the Company set out in the Contract shall not be extended.

## **7. PROCEDURES FOR THE ORGANISATION OF SAFE WORKING PRACTICES BY AN EXTERNAL ORGANISATION WITHIN THE COMPANY**

7.1. All work performed and services provided by the External Organisation at the Company's facilities must be carried out according to written instructions, assignments, and permits issued by the Company.

7.2. Instructions, appointments and permits shall be issued by an Employee designated by ARA.

7.3. Work according to instructions and assignments is carried out in the Company's facility areas serviced by operational (on-duty) employees. Instructions are issued based on the list of works performed according to instructions, approved by the Company. Assignments are issued for work performed in natural gas, liquefied petroleum gas, and biogas environments.

7.4. Work performed in areas not serviced by the Company's operational (on-duty) employees is carried out after a permit is issued (Annex 5 of the Standard).

7.5. When organising work by the External Organisation according to instructions and assignments, the procedure description of the MX system and the relevant versions of the following legal acts are followed:

7.5.1. Safety rules for operating heat equipment;

7.5.2. Safety rules for operating electrical equipment;

7.5.3. Safety rules for work in natural gas, liquefied petroleum gas, and biogas environments;

7.5.4. General fire safety rules;

7.5.5. Rules for operating electric plants and electrical networks;

7.5.6. Other legal acts regulating OSH, FS, CS, and environmental protection under Lithuanian law.

7.6. When the Company's equipment is being repaired comprehensively by the External Organisation, it is allowed to issue one general instruction for the entire unit, several workplaces, or several sections of the heating network. General instructions/assignments may be issued by the head of the Structural Division to which the equipment belongs or their deputy.

7.7. Interim instructions/assignments are issued by the Employee appointed as the work manager according to the general instruction. The External Organisation is prohibited from starting work or providing services without receiving an instruction/assignment.

7.8. Work according to permits is organised in the following order:

7.8.1. The person responsible for the execution of the contract provides the External Organisation's responsible employee with the permit form (Annex 5 to the Standard);

7.8.2. The External Organisation's responsible employee, after assessing the risks of the work to be performed, fills out the provided form;

7.8.3. The completed form is reviewed and signed by: The person responsible for the execution of the contract and the responsible employee of the External Organisation;

7.8.4. The permit is assigned a number of the Contract/Procurement Certificate. The signed permit is stored in the Document Management System (DMS) as an ARA Annex. The signed paper copy is kept by the person responsible for the execution of the contract for 30 calendar days after the completion of contractual obligations;

7.8.5. The permit is valid until the completion of contractual obligations under the Contract, but no longer than 30 calendar days;

7.8.6. The permit must be filled out again if there is a change in the External Organisation's responsible person, working conditions, nature, or risks.

7.9. When the External Organisation performs work or provides services remotely or with its equipment located at the Company's facility and related to the Company's technological equipment, the External Organisation must:

7.9.1. Submit a request to the Company's Production Service Manager (Annex 2 to the Standard);

7.9.2. before starting work or providing services and inform the EPV of the Company's facility where the work or services will be performed (the contact details of which are provided in ARA).

7.10. When performing work that increases the risk of workplace accidents (high-risk work, such as work in confined spaces, work in potentially explosive environments, work with potentially dangerous equipment, work at height, underwater work (diving), etc.), the External Organisation must follow the relevant recommendations, rules, and/or other approved legal acts prepared and published by the State Labour Inspectorate (SLI).

7.11. The External Organisation must assess the hazardous risk factors of the work to be performed and implement preventive measures before starting high-risk work. The External Organisation must issue permits (or assignments – permits) to its employees for carrying out higher-

risk work in accordance with the established procedures within the External Organisation. When performing high-risk work, the responsible person of the External Organisation must personally monitor the execution of the work or appoint a supervising person.

7.12. When carrying out construction, repair, or reconstruction work at the Company's facilities, it is necessary to comply with the Construction Law of the Republic of Lithuania, adhere to the Regulations for Workplace Setup at Construction Sites approved by the Minister of Social Security and Labour and the Minister of Environment of the Republic of Lithuania, as well as the SLI methodological recommendations and other relevant requirements of the laws of the Republic of Lithuania.

7.13. A Construction Safety and Health Coordinator is appointed in accordance with the procedure established by the Republic of Lithuania Law on Construction and the Republic of Lithuania Law on Occupational Safety and Health.

7.14. The External Organisation carrying out construction works must ensure that all employees of the External Organisation working on the construction site have a valid Transparent Person's ID code established in accordance with the procedure laid down by the Republic of Lithuania Law on State Social Insurance, and in cases where the code cannot be established for them, they shall have the documents supporting the data encoded in the code, referred to in Article 151(8) of the Republic of Lithuania Law on State Social Insurance, and shall provide them to the controlling bodies.

7.15. The external organisation shall be responsible for the compliance of the scaffolding erected by the external organisation's employees with the requirements of the OSH. The External Organisation shall be responsible for the compliance with the requirements of the OSH during the use, maintenance and execution of works on the scaffolding and for the proper documentation.

7.16. When ordering the Company's lifting equipment for cargo transfer or equipment repair, the External Organisation's work manager, authorised to be the crane operations manager, submits a completed lifting crane order form to the Company's Production Service Manager.

7.17. Upon receiving the lifting crane order form, the External Organisation's crane operations manager is instructed by the Company's crane maintenance supervisor according to the Lifting Crane Operation Instruction No. R-4a approved by the Company's Production Service Manager. The External Organisation's crane operations manager must instruct the crane operators and cargo handlers at the worksite on how to safely operate the cranes and provide instruction on all other OSH-related matters.

7.18. When the External Organisation uses equipment connected to the Company's communications, the responsibility limits are defined by the ARA.

7.19. During the execution of work and provision of services at the Company's facilities, the External Organisation must implement the planned preventive safety measures and supervise the work execution area of the External Organisation, as indicated in the ARA and/or the Contract, and, upon completion of the work or services, ensure it is properly arranged.

7.20. All work performed at the Company under instructions and assignments is formed and registered using the MX NPŽ system, with each system user accessing it in an authorised manner according to their granted rights.

7.21. All entries in the MX NPŽ system are archived in the MX system.

7.22. All instructions, permits, and assignments must be printed in two copies, double-sided, on A4-sized paper, with one copy for each party to the Contract. Once the work is completed, the paper instructions, assignments, and permits are stored in accordance with legal requirements.

7.23. Persons responsible for the execution of the contract, in contracts with the External Organisations, establish, where necessary, the primary safety responsibility limits for employees and the essential commitments and responsibilities of the parties to the Contract regarding safety violations, based on the nature of the work/services.

7.24. Vehicle traffic within the Company's facilities is organised according to the Road Traffic Rules of the Republic of Lithuania. External Organisations must adhere to these rules and to the speed limit and other road signs indicated at the entrances to the Company's facilities.

## **8. ENVIRONMENTAL REQUIREMENTS FOR EXTERNAL ORGANISATIONS/TENANTS**

### **8.1. Requirements for Tenants:**

8.1.1. All waste generated during the use of the rented Company premises or equipment must be removed by the Tenant from the rented Company's premises and territory and handed over to waste managers at the Tenant's expense, unless otherwise specified in the Contract.

8.1.2. The Tenant shall be entitled to store the waste generated in the operation only in a location agreed with the Person responsible for execution of the contract, in a location that complies with fire safety requirements and does not interfere with the movement of vehicles within the Company's premises.

8.1.3. If the Company's facility area is polluted with contaminants during the use of the rented premises or equipment, the Tenant must eliminate the environmental pollution or reimburse the reasonable costs of pollution removal.

8.2. Requirements for External Organisations (where, according to the requirements of STR 1.06.01:2016 "Construction Work. Supervision of construction" the Construction Works must be completed):

8.2.1. The External Organisation, at its own expense and without violating environmental protection requirements, organises and performs the collection, sorting, labelling, and transfer of waste generated during work/services to waste handlers;

8.2.2. Unless otherwise provided for in the Contract, the External Organisation is strictly prohibited from disposing of its own waste in waste containers belonging to the Company;

8.2.3. A waste generation log must be maintained at the construction site on the Company's premises, tracking the generated and transferred construction waste, indicating the quantity, and providing waste accounting reports in accordance with the Rules on Construction Waste Management and the Rules on Record Keeping and Reporting on the Generation and Management of Waste approved by the Minister of Environment;

8.2.4. At the construction site on the Company's premises, waste must be sorted and stored separately into:

8.2.4.1. Municipal waste – food scraps, textiles, other household and similar waste resembling household waste in nature or composition;

8.2.4.2. Inert waste – concrete, bricks, ceramics, and other waste that does not undergo noticeable physical, chemical, or biological changes;

8.2.4.3. Recyclable and reusable waste – packaging, paper, glass, plastics, and other waste suitable for direct recycling, or materials derived from waste that can be recycled or reused;

8.2.4.4. Hazardous waste – solvents, paints, adhesives, resins, their containers, and other harmful, flammable, explosive, corrosive, toxic, or corrosive materials that could negatively impact the environment and human health;

8.2.4.5. Non-recyclable waste – insulation materials, stone wool, etc.

8.2.5. When work/services generate waste containing asbestos – asbestos dust, thermal asbestos insulation waste, etc., where asbestos fibers are exposed, it is necessary to dampen the material, place it in double polyethylene bags, and label it with hazardous waste labels. All other materials containing asbestos – floor panels, ceiling tiles, slate boards, etc. – must be loaded into closed containers or onto pallets, which are securely covered with a single layer of polyethylene or another type of covering. If asbestos dust could be generated from these materials, they must be additionally dampened before being placed in temporary storage locations.

8.2.6. If officers from traffic control or environmental protection monitoring authorities identify violations related to waste management activities, including waste collection, transportation, and processing activities performed by the External Organisation, the External Organisation must assume responsibility and compensate for the damage.

8.2.7. The Person responsible for execution of the contract and/or the Company's employee appointed by the Company's management to oversee environmental protection has the right, upon completion of work/services, to request the External Organisation to provide summarised waste generation data, indicating the type and quantity (waste codes) of waste generated and the waste handler to whom the waste was transferred for processing.

8.3. Requirements for External Organisations (where according to the requirements of STR 1.06.01:2016 "Construction work. Supervision of the construction of a building" keeping a Construction Work Log is not mandatory):

8.3.1. The External Organisation, at its own expense and without violating environmental protection requirements, organises and performs the collection, sorting, labelling, and transfer of waste generated during work/services to waste handlers;

8.3.2. Unless otherwise provided for in the Contract, the External Organisation is strictly prohibited from disposing of its own waste in waste containers belonging to the Company;

8.3.3. The External Organisation is permitted to store generated waste only in a location agreed upon with the Person responsible for execution of the contract, ensuring that it complies with fire safety regulations and does not obstruct vehicle movement within the area;

8.3.4. If officers from traffic control or environmental protection monitoring authorities identify violations related to waste management activities, including waste collection, transportation, and processing activities performed by the External Organisation, the External Organisation will be required to assume responsibility and compensate for the damage.

8.3.5. If pollution occurs on the Company's premises during the execution of activities outlined in the Contract, the External Organisation must remove the environmental contamination or reimburse reasonable pollution removal costs.

8.3.6. The Person responsible for execution of the contract and/or the employee responsible for environmental protection has the right, after the completion of the construction works, to request the External Organisation to provide summarised waste generation data, indicating the type and quantity (waste codes) of waste generated and the waste handler to whom the waste was transferred for processing.

## **9. FINAL PROVISIONS**

9.1. For contracts entered into before the effective date of this Standard, the organisation and management procedures for the Company's personnel, contractors, and other external organisations performing work at the Company's premises, as outlined in the description of procedures in effect at the time of signing the contracts, shall apply until the full completion and/or expiration of these contracts. This description was approved by

9.2. The standard is approved and amended by the decision of the Company's manager.

9.3. The OSHD manager is responsible for the review and update of the standard.

9.4. The implementation and control of the standard within the Company are the responsibility of the department heads in accordance with their assigned areas of activity.

## **10. ANNEXES**

*Annex 1. Employee safety and health Statement on the Boundaries of Mutual Responsibilities (form);*

*Annex 2. Request for performance of work or delivery of services at the Company's Facilities (form);*

*Annex 3. Log Book of Induction Briefings for External Organisations / Tenants (form);*

*Annex 4. Obligation to correct violations (form);*

*Annex 5. Permit for work to be performed at the Company's premises (form).*

## **11. RELATED LEGISLATION**

1. Republic of Lithuania Law on Occupational Safety and Health;
2. Order No. 102 of the Minister of Social Security and Labour of the Republic of Lithuania, dated 22 December 1999, "On the approval of general provisions for the use of work equipment";
3. Order No. A1-331 of the Minister of Social Security and Labour of the Republic of Lithuania, dated 26 November 2007 "On the approval of provisions for supplying employees with personal protective equipment";
4. Order No. 95 of the Minister of Social Security and Labour of the Republic of Lithuania, dated 24 November 1999 "On the provisions for the use of safety and health signs in workplaces";

5. Order No. 1-246 of the Minister of Energy of the Republic of Lithuania, dated 13 September 2016 “On the approval of safety rules for the operation of heating equipment”;
6. Order No. 1-100 of the Minister of Energy of the Republic of Lithuania, dated 30 March 2010 “On the approval of safety rules for the operation of electrical equipment”;
7. Order No. 1-191 of the Minister of Energy of the Republic of Lithuania, dated 28 September 2012 “On the approval of safety rules for work performed in flammable gas environments”;
8. Order No. 1-211 of the Minister of Energy of the Republic of Lithuania, dated 29 October 2012 “On the approval of rules for the operation of electrical stations and electrical networks”;
9. Order No. D1-367 of the Minister of Environment of the Republic of Lithuania, dated 3 May 2011 “On the approval of rules for the generation and management of waste accounting and reporting”;
10. Order No. D1-637 of the Minister of Environment of the Republic of Lithuania, dated 29 December 2006 “On the approval of construction waste management rules”;
11. Order of the Director of the Fire Protection and Rescue Department of the Ministry of the Interior of the Republic of Lithuania, dated 18 February 2005 “On the approval of general fire safety rules”.
12. [SLI recommendation: Minimum safety and health requirements for organising and performing construction work](#);
13. Company's Instruction No R-4a on the Operation of Lifting Cranes;
14. Company's Permit Regime Standard;
15. Description of the procedure for the documentation and recording of works carried out on the Company's sites in accordance with instructions, accounts and orders in the Integrated Asset Management System for Energy Facilities (IBM MAXIMO ASSET MANAGEMENT);
16. Company Standard for Checking Intoxication (drunkenness) or Impairment Due to Psychotropic Substances;
17. Company Waste Management Instruction No. PT-8a.

Annex 1 to the Standard for the organisation of activities of external organisations and tenants at AB Ignitis Gamyba facilities

**STATEMENT ON THE BOUNDARIES OF MUTUAL RESPONSIBILITIES  
(Sample form)**

\_\_\_\_\_ 20 \_\_\_\_\_

AB Ignitis Gamyba \_\_\_\_\_ (hereinafter referred to as the Company),

(Name of the Company's facility)

represented by \_\_\_\_\_  
(position title) (full name)

and \_\_\_\_\_ (hereinafter referred to as the "External Organisation / Tenant"),  
(Name of the External Organisation / Tenant)

represented by \_\_\_\_\_  
(position title) (full name)

have signed this statement setting out the boundaries of responsibility for occupational health and safety in the performance of the works/services/activities covered by Contract No. \_\_\_\_\_.  
(Contract number)

The Company's site and the location of the works/services/activities to be carried out on it:

\_\_\_\_\_  
(specific workplace named)  
to perform the work:

\_\_\_\_\_  
(brief description of the works/services/activities to be carried out or work project)  
\_\_\_\_\_

Start of works/services/activities \_\_\_\_\_ End of works/services/activities \_\_\_\_\_  
(date and time) (date and time)

The following safety measures must be implemented before the start of work/services/activity and during the work.:

No.	Measure	Completion deadline	Responsible for execution (full name)
1.	<i>Familiarise and obligate the responsible persons of the External Organisation / Tenant with the Standard for the organisation of activities of external organisations and tenants at AB Ignitis Gamyba facilities.*</i>	<i>Before the start of work, during the introductory briefing,</i>	<i>OSH department specialist</i>
2.	<i>Familiarise and obligate the employees of the External Organisation / Tenant with the Standard for the organisation of activities of external organisations and tenants at AB Ignitis Gamyba facilities.*</i>		<i>Responsible person of the External Organisation/Tenant</i> _____ <i>(full name)</i>
3.	<i>Familiarise and obligate the responsible persons of the External Organisation / Tenant with the access procedure to the AB Ignitis Gamyba facility and the movement scheme (attached).*</i>	<i>Before the start of work, during the introductory briefing,</i>	<i>BSD Employee</i>
4.	<i>Familiarise and obligate the employees of the External Organisation / Tenant with the access procedure to the AB Ignitis Gamyba facility and the movement scheme.*</i>	<i>Before starting the work</i>	<i>Responsible person of the External Organisation/Tenant</i> _____ <i>(full name)</i>

No.	Measure	Completion deadline	Responsible for execution (full name)
5.	<i>Familiarise and obligate the responsible persons of the External Organisation / Tenant with the Company's Waste Management Instruction No. PT-8a.*</i>	<i>Before starting the work</i>	<i>Company's Employee Responsible for Environmental Protection</i> _____ <i>(full name)</i>
6.	<i>Familiarise and obligate the employees of the External Organisation / Tenant with the Company's Waste Management Instruction No. PT-8a.*</i>	<i>Before starting the work</i>	<i>Responsible person of the External Organisation/Tenant</i> _____ <i>(full name)</i>
7.	<i>Familiarise and obligate the responsible persons of the External Organisation / Tenant with the employee evacuation plans for the specific Company facility where the External Organisation / Tenant will work / provide services / engage in activities, the post-evacuation meeting place, and actions that are mandatory for all employees in the Company in the event of danger at the workplace.*</i>	<i>Before the start of work, during the introductory briefing,</i>	<i>OSH department specialist</i>
8.	<i>Familiarise and obligate the responsible employees of the External Organisation / Tenant with the employee evacuation plans for the specific Company facility where the External Organisation / Tenant will work / provide services / engage in activities, the post-evacuation meeting place, and actions that are mandatory for all employees in the Company in the event of danger at the workplace.*</i>	<i>Before starting the work</i>	<i>Responsible person of the External Organisation/Tenant</i> _____ <i>(full name)</i>
9.	<i>Appoint the responsible person of the External Organisation for organising and ensuring safe work at the facility.*</i>	<i>Before starting the work</i>	<i>External Organisation</i>
10.	<i>Obtain an instruction/assignment for the performance of the work/service from an employee of the Company who is authorised to issue the instruction/assignment.*</i>	<i>Before starting the work</i>	<i>Company's employee authorised to issue instructions / assignments</i> _____ <i>(full name)</i>
11.	<i>Assess the risks and hazards of the work to be performed and determine appropriate preventive measures to avoid risks. Communicate the results of the risk assessment to your employees.*</i>	<i>Before starting the work</i>	<i>Responsible person of the external organisation</i> _____ <i>(full name)</i>
12.	<i>Continuously ensure that employees of the External Organisation / Tenant do not walk through the Company's premises where Company employees are working.*</i>	<i>Continuously</i>	<i>Responsible person of the External Organisation/Tenant</i> _____ <i>(full name)</i>
13.	<i>Familiarise and obligate the responsible persons of the External Organisation / Tenant with the AB Ignitis Gamyba standard for testing alcohol intoxication or intoxication from psychotropic substances.</i>	<i>Before starting the work</i>	<i>Person responsible for execution of the contract</i>
14.	<i>Familiarise and obligate the employees of the External Organisation / Tenant with the AB Ignitis Gamyba standard for testing alcohol intoxication or intoxication from psychotropic substances.</i>	<i>Before starting the work</i>	<i>Responsible person of the External Organisation/Tenant</i> _____ <i>(full name)</i>

No.	Measure	Completion deadline	Responsible for execution (full name)
15.	<i>Immediately remove drunk or otherwise intoxicated employees from the Company's premises and inform the Person responsible for execution of the contract at the Company about the incident..*</i>	<i>If an drunk or otherwise intoxicated person is noticed</i>	<i>Responsible person of the External Organisation/Tenant</i> _____ <i>(full name)</i>
16.	<i>Continuously ensure that the employees of the External Organisation at the Company's facilities wear clothing with distinguishing marks of the External Organisation and use other personal protective equipment as required by the nature of their work, including protection against electrical hazards.*</i>	<i>Continuously</i>	<i>Responsible person of the external organisation</i> _____ <i>(full name)</i>
17.	<i>The External Organisation, while performing work, must enclose the work area with appropriate barriers (considering risks and hazards) and mark it with warning signs.*</i>	<i>Before starting the work</i>	<i>Responsible person of the external organisation</i> _____ <i>(full name)</i>
18.	<i>Provide the External Organisation with all the necessary equipment diagrams and technical documentation for supervised devices (in digital or paper form).*</i>	<i>Before starting the work*</i>	<i>Responsible Person of the Company</i> _____ <i>(full name)</i>
19.	<i>Prepare the worksite.*</i>		<i>Responsible Person of the External Organisation / Responsible Person of the Company</i> _____ <i>(full name)</i>
20.			
21.			
22.			

*\*Recommended standard points*

**The procedure for performing work / providing services / carrying out activities and responsibilities is established.**

1. By signing this act, the External Organisation confirms that it and its employees are certified and qualified to perform the work specified in the Contract.
2. Employees of the External Organisation / Tenant are allowed to enter the Company's premises at the security checkpoint by presenting identity documents, which the security officer verifies against the Company-issued permit.
3. If work conditions change, a new Statement on the Boundaries of Mutual Responsibilities is signed.
4. By signing this Statement, the External Organisation / Tenant confirms that it has reviewed, understands, and agrees with the requirements established by the Standard and undertakes to comply with them. The External Organisation / Tenant understands and agrees that failure to comply with the requirements or improper execution of them may result in liability as outlined in the Contract and/or the Standard.
5. The External Organisation / Tenant must prepare and coordinate with the Company the employee and vehicle movement diagrams for the Company's facilities.
6. Other requirements:

---



---



---

External Organisation / Tenant Company

(signature) (signature)

(full name) (full name)

Work / Service provision / activity extended until  
External Organisation / Tenant:

Company:

(full name, signature)

(full name, signature)

**Annex 2** to the Standard for the organisation of activities of external organisations and tenants at AB Ignitis Gamyba facilities

AB Ignitis Gamyba

To the Production Service Manager \_\_\_\_\_ . \_\_\_\_\_ 20\_\_\_\_\_

**REQUEST FOR WORKS TO BE PERFORMED / SERVICES TO BE PROVIDED AT THE COMPANY'S FACILITIES**

(This request does not confer the right to carry out works/services)

External Organisation \_\_\_\_\_

Nature of work \_\_\_\_\_

Place of work \_\_\_\_\_ Contract

No. \_\_\_\_\_

Commencement date \_\_\_\_\_ End of work \_\_\_\_\_

Execution of works / provision of services (underline the applicable option): weekends, public holidays, extended working hours, shifts.

The person responsible for the execution of the contract is an employee of AB Ignitis Production (name, surname, telephone number):

Employee of the External Organisation responsible for the performance of the Contract (name, surname, telephone number):

Work supervisors (full name, position title, telephone number, qualification categories, certificates held, etc.) (If the person from the External Organisation is not a citizen of the Republic of Lithuania, the employee's citizenship, the document number granting the right to be in the Republic of Lithuania, and the validity period must be specified):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Work performers (full name, position title, qualification category, certifications, etc.) (if the person from the External Organisation is not a citizen of the Republic of Lithuania, the employee's citizenship, the document number granting the right to be in the Republic of Lithuania, and the validity period must be specified):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Team members: (full name, position title, qualification category, certifications, etc.) (if the person from the External Organisation is not a citizen of the Republic of Lithuania, the employee's citizenship, the document number granting the right to be in the Republic of Lithuania, and the validity period must be specified):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

The responsible person from the External Organisation who signed the Occupational Health and Safety Statement on the Boundaries of Mutual Responsibilities (full name, position title):

\_\_\_\_\_

a. Vehicles, machinery to be used (licence plate No.) and their drivers (full name, qualification category, certifications, etc.) potentially dangerous equipment is brought in, dangerous chemicals are brought in.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The information provided in the request is correct:  
Responsible person of the external organisation

---

(Position title) (signature) (full name)  
L.S.

**Annex 3** to the Standard for the organisation of activities  
of external organisations and tenants at AB Ignitis  
gamyba facilities

**IŠORĖS ORGANIZACIJŲ / NUOMININKŲ DARBUOTOJŲ INSTRUKTAVIMO REGISTRAVIMO ŽURNALAS**  
**CONTRACTOR / TENANT EMPLOYEES TRAINING REGISTRATION LOG**  
**ЖУРНАЛ РЕГИСТРАЦИИ ИНСТРУКТАЖЕЙ СОТРУДНИКОВ ВНЕШНИХ ОРГАНИЗАЦИЙ/АРЕНДАТОРОВ ПОМЕЩЕНИЙ**

Žemiau išvardyti Išorės organizacijų / Nuomininkų darbuotojai buvo instrukuoti saugos ir sveikatos klausimais  
The following Contractor / Tenant employees have been briefed (instructed) regarding questions of safety and health concerns  
Указанные ниже сотрудники внешней организаций/арендатора помещений были проинструктированы по вопросам здоровья и безопасности

**Instruktavimo temos:**

Vidaus tvarkos taisyklės; saugaus elgesio taisyklės; rizikos veiksniai ir apsaugojimo būdai, priemonės; reikalavimai esant pavojingose zonose; Asmeninių apsaugos priemonių dėvėjimas; veiksmai kilus ekstremalioms situacijomis arba gaisrui, evakuavimas; pirmos pagalbos suteikimas; saugos ir sveikatos ženklai ir jų reikšmės.

**Training topics:**

Rules of internal procedure; rules of safe conduct; risk factors and methods of protection, measures; requirements in hazardous areas; wearing Personal protective equipment; actions in emergency situations or fire, evacuation; providing first aid; safety and health signs and their meanings.

**Темы инструктажа :**

Правила внутреннего распорядка; правила безопасного поведения; факторы риска и методы защиты, меры; требования во взрывоопасных зонах; носить средства индивидуальной защиты; действия при чрезвычайных ситуациях или пожаре, эвакуация; оказание первой помощи; знаки безопасности и гигиены и их значение.

Data Date Дата	Įmonės pavadinimas Name of the company Название компании	Darbuotojo pareigos Employee title Должность сотрудника	Vardas, Pavardė Name, Surname Имя Фамилия	Darbuotojo, išklausiusio instruktavimą, parašas Briefed guests' signature Подпись выслушавшего инструктаж	AB Ignitis gamyba Instruktavusiojo AB Ignitis gamyba Instructor AB Ignitis gamyba Инструктор	
					Vardas, Pavardė, pareigos Name, Surname, title Имя Фамилия должность	Parašas Signature Подпись
1	2	3	4	5	6	7

Annex 4 to the Standard for the organisation of activities of external organisations and tenants at AB Ignitis Gamyba facilities

\_\_\_\_\_  
(Name of the Company's facility)

\_\_\_\_\_  
(Name of external organisation)

**OBLIGATION TO REMEDY INFRINGEMENTS**

\_\_\_\_\_ 20\_\_ \_\_\_\_\_ [time].

We suspend the works performed under \_\_\_\_\_ (specify the instruction, assignment, permit, or Contract number) and require the elimination of violations of employee safety and health, fire safety, civil safety, and environmental protection regulatory legal acts, as well as the completion of the following tasks:

No.	Basis for the commitment (name of the law or other regulatory legal act whose requirements were violated, article, paragraph, etc.)	Location and description of the violation	Content of the commitment or work to be performed	Deadline for fulfilment of the commitment

Commitment drawn up by:

\_\_\_\_\_  
(full name)                      (position title)                      (signature)

\_\_\_\_\_  
(full name)                      (position title)                      (signature)

\_\_\_\_\_  
(full name)                      (position title)                      (signature)

I received the commitment \_\_\_\_\_ 20\_\_  
\_\_\_\_\_



Responsible Company employee:		Responsible Contractor employee:		6)
-------------------------------	--	----------------------------------	--	----

### POTENTIAL HAZARDS AND SOURCES OF RISK (underline the applicable)

PHYSICAL FACTORS		ERGONOMIC FACTORS	CHEMICAL FACTORS
Crushing risk	Confined spaces	Manual lifting (>22 kg)	Suffocation risk
Cutting risk	Falling from a height	Repetitive lifting motions	Skin contact risk
Jamming in equipment	Vibrations	High pressure	Cutting, welding fumes
Fire	Ventilation	Body load	Airborne dust
Hanging loads	Electrical hazards	Twisting	Mold/asbestos
Tripping	Remote control	Use of force	Chemical reaction
Slipping	Rotating equipment	Confined space	Carbon monoxide (CO)
		OTHER FACTORS	
Insufficient lighting	Explosion	Weather conditions	Flammable substances
Temp. (heat/cold)	Confined space	Radiation	Other: _____
Noise	Adjacent traffic	Work performed above/below the workplace	
Pressurised equipment	Other: _____		

### TOOLS AND EQUIPMENT (underline the tools used, check if the equipment is safe for use)

Hand tools Power tools Ladders Scaffolds ATEX tools for explosive environments Other \_\_\_\_\_

### REQUIRED PPE (underline the required items)

Hearing protection Eye protection Work boots Harness Head protection Mask

High-visibility clothing Gloves Electrician PPE Heat protection Other: \_\_\_\_\_

### REQUIRED ADDITIONAL SAFETY EQUIPMENT

Fire extinguisher                      Barrier (chain, cone)                      CO indicator                      Warning tape

Grounding                      First aid kit                      Other: \_\_\_\_\_

### CERTIFIED TRAINING (underline as required)

Forklift                      Scaffold assembly

Mobile working platform                      Lifting equipment

Work at height/rope access                      Potentially hazardous installations

Work in confined spaces                      Energy (electricity, heat, gas, petroleum products)

### ENVIRONMENTAL IMPACT

Can substances harmful to the environment be released into the environment? (tick)					Preventive actions:
No	Yes:	Air	Earth	Water	

### POST-WORK ACTIONS (underline as appropriate)

Restore the guards                      Test the equipment                      Clean up                      Remove barriers                      Return equipment

Post-work inspection (if necessary)                      Return of hot work/confined space permits (if necessary)                      After completing the work, contact: \_\_\_\_\_

Post-work comments regarding disruptions and suggestions for improvements:

