

Regulations on Work Permits for Contracting Companies Carrying Out Assembly, Dismantling, and Maintenance of Temporary Facilities in Pavilions and at Outdoor Venues of SPIEF 2019 (EXPOFORUM Convention and Exhibition Centre)

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Regulations on Work Permits for Contracting Companies Carrying Out Assembly, Dismantling, and Maintenance of Temporary Facilities in Pavilions and at Outdoor Venues of the Central Venue of SPIEF 2019 (EXPOFORUM Convention and Exhibition Centre)

The Central Venue for St. Petersburg International Economic Forum 2019 (hereinafter, SPIEF 2019 CV) is the EXPOFORUM Convention and Exhibition Centre.

The objective of the work carried out by contracting companies to assemble, maintain, and dismantle temporary facilities, including electrical circuits and utility lines, in pavilions and at outdoor venues at the SPIEF 2019 CV is to support SPIEF 2019 events in full and within the specified deadlines.

The primary areas of activity of SPIEF 2019 Technical Directorate are:

- To review and endorse the designs for the construction of temporary facilities at the SPIEF 2019 CV;
- To issue work permits to contracting companies;
- To provide technical monitoring of compliance by contracting companies with the existing regulatory and technical documentation during the assembly, maintenance, and disassembly of temporary facilities, including electrical circuits and utility lines, in pavilions and at outdoor venues at the SPIEF 2019 CV.

1. Key terms and definitions.

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

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

1.3. **Design documentation** is the set of text and graphic design documents, which define the architectural, functional, process, structural, technical, engineering and other solutions of the building (structure) necessary to assess the design's conformity with the design specifications and technical requirements, as well as guidelines on standardization and its sufficiency to develop engineering documentation for construction (GOST R 21.001-2013, Section 3.1.5).

1.4. **Engineering Documentation** is the set of text and graphic design documents that enable the technical solutions outlined in the approved design documentation to be implemented and that are required for performance of construction and assembly operations, as well as supply of equipment and materials for construction and/or production of construction materials (GOST R 001-2013, Section 3.1.6).

1.5. **Technical supervision (control)** is the set of technical and inspection measures aimed at ensuring timely performance of construction and assembly operations by the contractor according to the specified designs, the quality of all materials used, verification of datasheets, licenses, certificates, etc.

2. Regulations for work permits for contracting companies carrying out assembly, dismantling, and maintenance of temporary facilities, including electric power supply and utility lines, in pavilions and at outdoor venues of the SPIEF 2019 CV (EXPOFORUM Convention and Exhibition Centre).

2.1. SPIEF 2019 Technical Directorate has established a step-by-step technical oversight procedure, which prescribes the following actions that must be carried out by Customers and Contractors in order to obtain a work permit for assembly, maintenance and dismantling of temporary facilities, including electrical circuits and utility lines, in pavilions and at outdoor venues at the SPIEF 2019 CV.

2.1.1. Prior to **15 April 2019**, the Customer shall provide the Roscongress Foundation with the information on the contracting companies that will perform work under contract with the Customer at SPIEF 2019 CV by means of an official letter, including the following information:

- Name of contracting company, including design company;
- Mailing addresses of contracting company;
- Legal addresses of contracting company;
- Full name, email address, and contact mobile telephone number (applies to managers of contracting company, including design company);
- Full name, email address, and contact mobile telephone number (applies to individuals from contracting company, including design company, in charge of the operation);
- Notarized copies of Certificate of Compliance with ISO 9000 (GOST R ISO 9001-2015) international standards and Permit for General Construction, Electrical and Design Work issued by a self-regulatory organization (SRO) in accordance with the form approved by Order No. 58 of the Federal Environmental, Industrial and Nuclear Supervision Service of Russia (Rostehnadzor) of 16 February 2017;
- Full name and contact mobile telephone number of person responsible for electrical safety;
- Full name and contact mobile telephone number of person responsible for fire safety;
- Full name and contact mobile telephone number of person responsible for accident prevention and occupational safety during the performance of works.

2.1.2. The Customer reviews the design of a temporary facility, which has been approved by the SPIEF 2019 Organizing Committee, and approves it for use prior to **15 April 2019**.

2.1.3. Prior to **15 April 2019**, Customers and their contracting companies shall submit the designs that have been approved for use to the SPIEF 2019 Technical Directorate:

- 5 hard copies;
- Digital copy (on CD) in PDF format.

2.1.4. The SPIEF 2019 Technical Directorate shall review the designs approved for use by the Customer and the SPIEF 2019 Organizing Committee, issue comments that must be acted upon, and give final approval of the designs by **1 May 2019**.

2.2. No later than **1 May 2019**, contracting companies that received the approval for their designs from the SPIEF 2019 Technical Directorate shall submit the following set of documents required to obtain a Work Permit:

2.2.1. A letter from the Customer with a request for a work permit for the contracting company;

2.2.2. An information card about the contracting company indicating the following:

- Name of the contracting company;
- Mailing address of the contracting company;
- Legal address of the contracting company;
- Bank account information for the contracting company;
- Full name, email address, and contact telephone number (of manager of contracting company);
- Full name, email address, and contact telephone number (of person responsible for operation);
- Certificate of government tax registration;
- Certificate of state registration of legal entity;
- Transcript of the Unified State Register of Legal Entities.

2.2.3. Notarized copies of Certificate of Compliance with ISO 9000 (GOST R ISO 9001-2015) international standards and Permit for Construction and Assembly Work issued by a self-regulatory organization (SRO) in accordance with the form approved by Order No. 58 of the Federal Environmental, Industrial and Nuclear Supervision Service of Russia (Rostekhnadzor) of 16 February 2017;

2.2.4. 3D design project (coloured 3D visualisation of the facility);

2.2.5. Designs approved for use by the client;

2.2.6. Compliance certificates for the materials and equipment used in construction, copies of fire safety certificates (or compliance certificates containing information on fire safety), as well as health and sanitation certificates;

2.2.7. Copies of datasheets for all electrical devices and units;

2.2.8. List of materials, equipment, and parts transported to the SPIEF 2019 CV for operation.

2.2.9. Instructions from the management of the contracting company on a form bearing the company's seal, which appoint:

- The person responsible for electrical work and electrical equipment installation, with a group four electrical safety permit or higher;
- The person responsible for assembly, maintenance, and dismantling work, and for compliance with safety regulations;
- The person responsible for compliance with Fire Safety Regulations during construction.

2.2.10. List of accredited workers and engineers involved in construction and assembly work (on the company's letterhead), certified by the management of the contracting company. All workers and engineers listed must be citizens of the Russian Federation.

2.2.11. List of electricians carrying out electrical installation work (on company letterhead), signed by the manager of the organization (all workers and engineers listed must be citizens of the Russian Federation).

2.2.12. Photocopies of the certificates of all those listed as electricians demonstrating their knowledge of the Regulations for the Operation of Electrical Installations and Safety Regulations for Electrical Installations, with a group three electrical safety permit or higher.

2.2.13. Photocopy of the Record of Testing of Electrical Installation Staff, signed and sealed by the company manager, and copy of Rostekhnadzor Test Records for members of the certification commission.

2.2.14. Copy of contracting company's liability insurance for damage to third party life, health and property during the assembly, maintenance, and dismantling work;

2.2.15. Copies of valid certificates confirming training on basic fire safety requirements for managers or persons representing them during the operation, specialists and employees responsible for fire safety. Training on basic fire safety requirements must be conducted within an organization holding the right to carry out educational activities, issued by the Committee for Education of any region in the Russian Federation.

2.2.16. A Work Plan approved by the Customer, with a construction schedule, in compliance with the requirements of SNIIP 12-01-2004 (updated version – Summary of Regulations SP 48.13330.2011, SNIIP 12-01-2004. Construction Management, approved by Order No. 781 of the Ministry of Regional Development of the Russian Federation of 27 December 2010, effective as of 20 May 2011).

2.2.17. A general work log, numbered, bound, bearing all signatures on the title page, and with a seal affixed in compliance with Appendix Г of SNIIP 12-01-2004 (updated version – Summary of Regulations SP 48.13330.2011, SNIIP 12-01-2004. Construction Management, approved by Order No. 781 of the Ministry of Regional Development of the Russian Federation of 27 December 2010, effective as of 20 May 2011).

2.3. The SPIEF 2019 Technical Directorate will check the set of documents submitted and issue a Work Permit within three business days. The Work Permit grants the right and is the basis for obtaining permits for vehicles to haul equipment and materials according to the lists of equipment to be transported to the site.

2.4. The SPIEF 2019 Technical Directorate reserves the right to deny the Permit to the contracting company in the event that:

- The set of documents is not submitted in full or in a timely manner;
- The documents and information submitted do not conform to the requirements of Russian Federation statutory regulations, the design, the Technical Specifications for Construction of Pavilions and Outdoor Venues at the SPIEF 2019 CV, the Technical Requirements for Contracting Companies Carrying Out Design, Construction and Installation Work at the SPIEF 2019 CV, and the EXPOFORUM Convention and Exhibition Centre Manual for Event Organizers and Exhibitors.

2.5. During the performance of work by the contractor, the outcome of work concealed by subsequent work shall be documented by Certificates of Completion of Concealed Work (Appendix No.3 to the Requirements to procedures and scope of as-build documents for construction, reconstruction and capital repairs, as well as requirements to examination certificates for operations, structures and utilities networks approved by Order No. 1128 of the Federal Environmental, Industrial and Nuclear Supervision Service of Russia (Rostekhnadzor) of 26 December 2006 (version adopted by Order No. 470 of

Rostechnadzor of 9 November 2017, effective as of 27 February 2018). The contracting company must submit the Certificates to the SPIEF 2019 Technical Directorate.

2.6. The results of acceptance of individual constructions shall be documented by Certificates of Acceptance of Structures (Appendix No.4 to the Requirements to procedures and scope of as-build documents for construction, reconstruction and capital repairs, as well as requirements to examination certificates for operations, structures and utilities networks approved by Order No. 1128 of the Federal Environmental, Industrial and Nuclear Supervision Service of Russia (Rostechnadzor) of 26 December 2006 (version adopted by Order No. 470 of Rostechnadzor of 9 November 2017, effective as of 27 February 2018). The contracting company must submit the Certificates to the SPIEF 2019 Technical Directorate.

2.7. The contracting company must submit electrical system and equipment parameters protocols for the installed electrical units and lines to the SPIEF 2019 Technical Directorate. The protocols shall be drafted by the company certified for these operations.

2.8. Upon completion of the work specified in the design documentation by the contracting company, a final assessment of the conformity of the finished construction of the facility shall be carried out. A Certificate of Acceptance of Completed Construction of a Temporary Structure shall be issued according to the results of the assessment, using the form from SNiP 12-01-2004 (updated version – Summary of Regulations SP 48.13330.2011, SNiP 12-01-2004. Construction Management, approved by RF Ministry of Regional Development Order of 27 December 2010 No. 781, effective as of 20 May 2011). The contracting organization must submit the certificates to the Technical Directorate of the SPIEF 2019.

2.9. In the event that SPIEF 2019 Technical Directorate has concerns regarding the performance and completion of the work identified during the inspection process, or other circumstances arise which make continuation of work impossible, in violation of:

- RF building codes;
- the working design;
- the Technical Specifications;
- the Technical Requirements;
- Manual for Event Organisers and Exhibitors;

SPIEF 2019 Technical Management shall have the right to prohibit the work and issue an applicable stop work order.

Work may only be resumed after the violations have been corrected and a Work Permit has been issued on behalf of the entity prohibiting the work.