■ Pass for employees in HMMR2

1 Documentation for Pass Issues

Item		Detail	Doc prepare and approval				Related Doc.
			Prepare		Check / Approval		
			company / Div.	Person	Div	Person	
1	Get Permit and Safety training for site Pass	1) Input request data →submission to HER safety person	request Company	request Person or Sub-con staff	HER – Safety Div.	Maxim Olga	1-1) Sub-con Pass Request (orange mark)
		2) get Safety approval	HER – Safety Div.	Maxim Olga	HER – Safety Div.	Maxim Olga	1-2) HER Pass Request (pink Mark)
		3) get HMMR confirmation	HER – Safety Div.	Maxim Olga	HMMR – Construction Div.	Igor Kosarev Ivan Drebot	1-3) HMMR Pass Request (green mark)
		4) get Security confirmation	request Company	request Person or Sub-con staff	Security HMMR-2	Supervisor	1-4) Security Pass Request (blue mark)
2	List of follow out requirement	1) Input request data →submission to HER safety person	request Company	request Person or Sub-con staff	HER – Safety Div.	Maxim Olga	2-1) Employees signature (orange mark)
2	Instruction for Factory	1) Input request data →submission to HER safety person	Request company	request Person or Sub-con staff	HER – Safety Div.	Maxim Olga	3-1)Sub-con employees list (orange mark)
		2) get HER Safety training and approval	HER – Safety Div.	Maxim Olga	HER – Safety Div.	Maxim Olga	3-2) HER Safety instruction (pink Mark)
		3) get HMMR confirmation and HMMR Safety training	HER – Safety Div.	Maxim Olga	HMMR Procure. Div.	Igor Kosarev Ivan Drebot Safety engineer	3-3a.b) HMMR approval HMMR Safety instruction (green mark)
4	Application for the production of works	1) Input request data →submission to HER safety person	request Company	request Person or Sub-con staff	HER – Safety Div	Maxim Olga	4-1) Sub-con work information (orange mark)
		2) get HMMR confirmation	HER – Safety Div.	Maxim Olga	HMMR Procure. Div.	Igor Kosarev Ivan Drebot Safety engineer	4-2a) HMMR approval 4-2b)HMMR Safety approval (green mark)
		3) get Security confirmation	request Company	request Person or Sub-con staff	Security HMMR-2	Supervisor	4-3) Security approval (blue mark)

■ Pass for employees in HMMR2

2 **Process for Pass Issues**

	Detail	PIC		Duration	Related Doc.	Remark
1	1) at the beginning Sub-con make Doc (1.2,3,4) 2) then submit to HER safety	Sub-con	Sub-con manager	2 days before	Doc 1,2,3,4	
2	1) HER safety training to request person and confirm sign – Doc 1, 3 2) Then HER get HMMR1 team approval – Doc 1, 3, 4 sign	HER safety	Maxim Olga	1day	Doc 1,2,3,4	
3	HMMR sends scans of signed documents to the security supervisor and to HER (By scan to email)	HMMR1 Responsible	Kosarev Igor Brebot Ivan	1day(half day)	Doc 1,2,3,4	not stay every day.. Check in advance in office
4	Sub-con staff visit to Guard house HMMR2: 1) HMMR2 safety training to request person and confirm sign – Doc 3, 4 2) HMMR2 Security issue pass	HMMR2 Security And HMMR2 Safety	Security Supervisor Safety engineer	0.5 ~ 1 hour	Site pass issue	HMMR2 training 09:00-15:30

■ Pass for employees in HMMR2

1 Documentation for visitors

Item		Detail	Doc prepare and approval				Related Doc.
			Prepare		Check / Approval		
			company / Div.	Person	Div	Person	
1	Get Permit	1) Input request data →submission to HER responsible person	request Company	request Person or Sub-con staff	HER – Responsible Div.	HER maintainer	1-1a,b,c) Sub-con Pass Request (orange mark)
		2) get HER approval	HER –Responsible Div.	HER maintainer	HER –Responsible Div.	HER maintainer	1-2) HER Pass Request (pink Mark)
		3) get HMMR confirmation	HER –Responsible Div.	HER maintainer	HMMR – Construction Div.	Igor Kosarev Ivan Drebot	1-3) HMMR Pass Request (green mark)
		4) get Security confirmation	request Company	request Person or Sub-con staff	Security HMMR-2	Supervisor	1-4) Security Pass Request (red mark)

2 Process for Pass Issues

	Detail	PIC		Duration	Related Doc.	Remark
1	1) at the beginning Sub-con make Doc (1) 2) then submit to HER maintainer	Sub-con	Sub-con manager	2 days before	Doc 1	
2	HER get HMMR1 team approval – Doc sign	HER	HER maintainer	1day	Doc 1	
3	HMMR sends scans of signed documents to the security supervisor and to HER (By scan to email)	HMMR1 Responsible	Kosarev Igor Brebot Ivan	1day(half day)	Doc 1	not stay every day.. Check in advance in office
4	Sub-con staff visit to Guard house HMMR2: HMMR2 Security issue visitors pass	HMMR2 Security	Security Supervisor	0.5 hour	Site pass issue	

■ Pass for employees in HMMR2

1 Documentation for temporary bring in/out item

Item		Detail	Doc prepare and approval				
			Prepare		Check / Approval		Related Doc.
			company / Div.	Person	Div	Person	
1	Get Permit	1) Input request data →submission to HER	request Company	request Person or Sub-con staff	HER – Responsible Div.	HER responsible person	1-1) Sub-con Pass Request (orange mark)
		2) get Security supervisor approval	request Company	request Person or Sub-con staff	Security	Supervisor	1-2a) Security Pass Request (red Mark)
		3) get Security guard approval bring in/out	request Company	request Person or Sub-con staff	Security	Guard	1-2b) Bring in Security Approval 1-2c)Bring out Security Approval (red Mark)

2 Process for Pass Issues

	Detail	PIC		Duration	Related Doc.	Remark
1	1) at the beginning Sub-con make Doc (1) 2) then HER check document	Sub-con	Sub-con manager	1 days before	Doc 1	
2	Sub-con staff visit to Guard house HMMR2 get Security Supervisor approval – Doc sign	Security	Supervisor	0.5 hour	Doc 1	
3	After that Sub-con staff bring all item and get Security Guard approval – Doc sign	Security	Guard	0.5 hour	Doc 1	

■ Pass for employees in HMMR2

1 Documentation for bring electronic devices

Item		Detail	Doc prepare and approval				
			Prepare		Check / Approval		Related Doc.
			company / Div.	Person	Div	Person	
1	Get Permit	1) Input request data →submission to HER	request Company	request Person or Sub-con staff	HER – Responsible Div.	HER responsible person	1-1a,b,c) Sub-con Pass Request (orange mark)
		2) get HMMR confirmation	HER –Responsible Div.	HER responsible person	HMMR –Construction Div.	Igor Kosarev Ivan Drebot	1-2a,b,c) HMMR Pass Request (green mark)
		3) get Security supervisor approval	request Company	request Person or Sub-con staff	Security	Supervisor	1-3a,b) Security Pass Request (red Mark)
2	List of follow out requirement	1) Input request data →submission to HER responsible person	request Company	request Person or Sub-con staff	HER – Responsible Div.	HER responsible person	2-1) Employees signature (orange mark)

2 Process for Pass Issues

	Detail	PIC		Duration	Related Doc.	Remark
1	1) at the beginning Sub-con make Doc (1,2) 2) then HER check document	Sub-con	Sub-con manager	1 days before	Doc 1,2	
2	HER get HMMR1 team approval – Doc sign	HER	HER maintainer	Half day	Doc 1,2	
3	HMMR sends scans of signed documents to the security supervisor and to HER (By scan to email)	HMMR1 Responsible	Kosarev Igor Brebot Ivan	Half day	Doc 1,2	not stay every day.. Check in advance in office
4	Sub-con staff visit to Guard house HMMR2 get Security Supervisor approval – Doc sign	Security	Supervisor	0.5 hour	Doc 1,2	

■ Pass for employees in HMMR2

1 Documentation for buildings material and construction machinery

Item		Detail	Doc prepare and approval				Related Doc.
			Prepare		Check / Approval		
			company / Div.	Person	Div	Person	
1	Get Permit	1) Input request data →submission to HER	request Company	request Person or Sub-con staff	HER – Responsible Div.	HER responsible person	1-1) Sub-con Pass Request (orange mark)
		2) get HMMR confirmation	HER –Responsible Div.	HER responsible person	HMMR –Construction Div.	Igor Kosarev Ivan Drebot	1-2) HMMR Pass Request (green mark)
		3) get Security supervisor approval	request Company	request Person or Sub-con staff	Security	Supervisor	1-3) Security Pass Request (red Mark)

2 Process for Pass Issues

	Detail	PIC		Duration	Related Doc.	Remark
1	1) at the beginning Sub-con make Doc (1) 2) then HER check document	Sub-con	Sub-con manager	2 days before	Doc 1	
2	HER get HMMR1 team approval – Doc sign	HER	HER maintainer	1 day	Doc 1	
3	HMMR sends scans of signed documents to the security supervisor and to HER (By scan to email)	HMMR1 Responsible	Kosarev Igor Brebot Ivan	Half day	Doc 1	not stay every day.. Check in advance in office
4	Sub-con staff visit to Guard house HMMR2 get Security Supervisor approval – Doc sign	Security	Supervisor	0.5 hour	Doc 1	