### ORDER № 10-P

### \_\_\_\_\_\_\_\_ \_\_ 20\_\_

***On improvement of control and accounting of inventory holdings***

For the purpose to improve the control over signing-off of Company inventory holdings, timely and correct paper work proving the signing-off of Company inventory holdings,

**I Direct:**

* + 1. Appoint from among \_\_\_\_\_\_\_\_ employees the persons, responsible for signing-off of inventory holdings. Such responsible persons shall have right to control the actual consumption of inventory holdings, signing of acts, references, and shall carry responsibility for credibility of the information in the above documents. The persons, having right of control shall be additionally liable for:

1. Observance of HSE norms and rules in signing-off of the inventory holdings in accordance with \_\_\_\_\_\_\_\_ Company requirements and normative documents.

2. Signing-off on a monthly basis.

For signing-off of the inventory holdings, to appoint the responsible persons with right of signature of acts on consumption (signing-off) of the inventory holdings:

* 1. \_\_\_\_\_\_\_\_ office:
	2. Commission chairman: Director for administration
	3. Commission members: Material and logistics manager

Materials Accountant

Accountant Assistant

1. Responsible person
	1. \_\_\_\_\_\_\_\_ office
	2. Commission chairman: Director for administration
	3. Commission members: Customs and local purchasing agent

Regional manager

\_\_\_\_\_\_\_\_ office Accountant

* 1. Responsible person
	2. \_\_\_\_\_\_\_\_ field – production
1. Commission chairman: Operations Director
2. Commission members: Production manager

Field coordinator

\_\_\_\_\_\_\_\_ office Accountant

1. Responsible person
	1. South \_\_\_\_\_\_\_\_ field – construction
		1. Commission chairman: Operations Director
		2. Commission members: Field construction manager

Constructions engineer

\_\_\_\_\_\_\_\_ office Accountant

* + 1. Responsible person
	1. \_\_\_\_\_\_\_\_ – Fuel and lubricating materials
		1. Commission chairman: Operations Director
		2. Commission members: Production manager

Regional manager

\_\_\_\_\_\_\_\_ office Accountant

* + 1. Responsible person

* 1. \_\_\_\_\_\_\_\_ office – Fuel and lubricating materials
		1. Commission chairman: Director for administration
		2. Commission members: Chief mechanic in \_\_\_\_\_\_\_\_

Office administrator

Accountant Assistant

* + 1. Responsible person
1. All Act on signing-off in the Company activities, listed above should be agreed with Accounting Manager and approved by the signature of Commission chairman.
2. The other activities, not listed in this Order shall be controlled as decided by the Company General Director.
3. Managers of services and departments shall supplement the Job descriptions of the above listed persons in accordance with this Order.
4. HR manager shall bring this order to attention of \_\_\_\_\_\_\_\_ personnel, involved into the procedure of controlling of work of subcontracting organizations.