**Technical Documentation for equipment (OPS.03.04.06)**

In accordance with the Oil and Gas Industry Safety Rules and Regulations of the Republic of Kazakhstan, the necessary technical documentation shall be provided for all well servicing equipment. The term "Technical Documentation" means equipment passport or inspection checklists in an established form, specifying technical characteristics of equipment, as well as operating manuals for equipment installed.

It is **prohibited** to operate equipment without technical passport. Before commencement of well servicing operations Contractor shall have a full set of necessary technical documentation.

Technical passports for equipment installed or copies of such shall be kept by well servicing foreman, who shall make entries respectively on operation, testing, repair and defect detection of equipment.

Upon request of controlling authorities, a foreman should submit technical documentation for equipment and operating and servicing instructions.

The procedure is as follows:

* After a contract is signed with well servicing Contractor for conduct of operations, he shall submit to drilling supervisor the technical documentation for equipment used for acquaintance with and check of completeness of documents.
* In case any documents are absent, Contractor shall provide the missing documents upon request of drilling supervisor before commencement of operation.

(Persons in charge: Well servicing Contractor, drilling supervisor, drilling department).