**approved**

**General Director**

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# «\_\_\_» \_\_\_\_\_\_\_\_\_\_ 20\_\_

**Design and construction**

1. POLICY

This Policy is to regulate the conduct of \_\_\_\_\_\_\_\_ activities in sphere of design and construction of production plants, buildings and facilities and also construction of field facilities on oil and gas fields in accordance with the international standards and construction norms and rules of the Republic of Kazakhstan.

The main objective of this policy is determination of principals of the Company in the sphere of design and construction. These principals will be based on positions which allow the provision of the commissioning of production facilities and objects using progressive technologies assuring life and health safety, minimal ecological impact.

In order to achieve this objective \_\_\_\_\_\_\_\_ Company will be ruled by following principals:

* 1. To give paramaunt attention to labour safety, safety measures, health and environmental safety;
  2. To cooperate actively with sience, design, construction and other organizations providing progressive technologies and systems in the area of the oil and gas field facilities construction and environmental safety;
  3. To execute project and construction activities only with attraction of companies who has qualified and competent personel, has experience in design and construction in petroleum industry;
  4. To observe provisions of law, norms and regulations in the sphere of design and construction and demand this from contracors;
  5. To use rationally the material-technical, fuel-power and human resourses by performing control and registration;
  6. To improve constantly oraganization of design and construction activities by introduction of advanced methods of control and quality system;
  7. To provide continuous process of advanced training and creative potential of Company employees by getting education on special courses, seminars and exhibitions;
  8. To cooperate actively with a relevant government authorities in order to control and technical supervision of design and construction.

Consistent policy observance will provide a realization of strategic plans of the Company with maximal efficiency.

1. APPLICATION

This Policy applies to all production services and departments of the Company, engaged in the process of design and construction, conducted on the \_\_\_\_\_\_\_\_ contract territories.

1. Observance

Constructions manager and heads of relevant departments shall develop the respective production procedures for the adherence of this Policy.

Chiefs of departments having a relation to design and construction shall provide for observance of this policy, procedures, rules, orders and instructional guidelines of \_\_\_\_\_\_\_\_, and respective applicable laws of the Republic of Kazakhstan, construction norms and rules at organization of design and construction activities, except if such nonobservance was caused by contingency or force-majeure circumstances.

The immediate remedial actions should be taken in regard of every instance of nonobservance, in accordance with the established order. In case it is impossible to take the remedial measures timely, one should get the instructions of its direct manager for the following actions

1. EXCEPTIONS

There are no exceptions applicable to this Policy.

1. RESPONSIBILITY

The overriding responsibility for observance of the requirements of this Policy is laid on the heads of production departments and field services of the Company within the frames of their functional responsibilities and authorities.

Constructions manager is responsible to manage development of programs and plans for implementation of this Policy. He also is responsible for provision of instructional and consultancy assistance to the managers of field services in estimation of efficiency of measures directed to implementation of this Policy.

1. REPORTING

The requirements for reporting in connection with this Policy shall be determined in the respective production procedures.

1. EFFECTIVE DATE

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

1. TERM AND REVISION DATE

This policy shall be revised every 5 years or earlier according to the decision of the Committee on approval of policies.

1. SUPERVISOR

Operations Director