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**Regulations on Work Permits for Contracting Companies  
Carrying Out Assembly, Maintenance, and Dismantling of  
Temporary Facilities in Pavilions and at Outdoor Venues of  
SPIEF 2023 (EXPOFORUM Convention and Exhibition Centre)**

St. Petersburg  
2023

The central venue for St. Petersburg International Economic Forum in 2023 (hereinafter, SPIEF 2023 CV) is the EXPOFORUM Convention and Exhibition Centre, St. Petersburg, 64/1A Peterburgskoe shosse.

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 of the event CV is to support the event in full and within the specified deadlines.

## 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 48.13330.2019, SNiP 12-01-2004. Construction Management, approved by the Ministry of Construction, Housing and Utilities of the Russian Federation, Order No. 861/pr of 24 December 2019, effective as of 25 June 2020).

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 48.13330.2019, SNiP 12-01-2004. Construction Management, approved by the Ministry of Construction, Housing and Utilities of the Russian Federation, Order No. 861/pr of 24 December 2019, effective as of 25 June 2020).

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 21.101-2020, section 4.1).

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 at the capital construction project, 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 21.1001-2020, section 4.2).

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.

1.5.1. **Technical control in the field of fire safety** is the implementation by an organizer of a mass event (and/or a person or an organization authorized by him) of work to verify compliance with fire safety requirements of:

- documentation for the construction of temporary buildings and structures;
- temporary buildings and structures under construction at all stages of their life cycle.

**The SPIEF 2023 Technical Directorate (hereinafter referred to as the Event Technical Directorate)** is the body authorized by the Roscongress Foundation that carries out a full range of measures for the technical preparation and control of the operation of the pavilions and open areas of the central venue of the Event for the period of its preparation and holding, including issues of ensuring the compliance of the preparatory measures to current regulatory requirements, namely SP 49.13330.2010 *Labour Safety in Construction*. The main activities of the Event Technical Directorate include:

- organizing safe construction and installation works, minimizing possible damage to third parties and causing harm to life and health of people in the period leading up to and during the Event;
- approving of design documentation for temporary construction at the Event venue and issuance of certificates to contractors with permit to carry out construction work;
- technical supervision and control over assembly, dismantling and maintenance of temporarily erected facilities, including electric power supply and utility lines, in pavilions and at outdoor venues of the EXPOFORUM Convention and Exhibition Centre;
- supervision over the implementation of the Customer approved Schedule for the construction and operation of temporarily erected facilities and sections of engineering networks during the preparation, assembly, maintenance and dismantling at the Event venue;
- control of compliance of temporary structures with the Diagram Album of the Event.

**1.7. Temporary buildings and temporary structures for holding a mass event (temporary buildings and structures)** are non-capital structures featuring three-dimensional, planar or linear building systems (or their combination) that may include premises, networks and systems of engineering and technical support, and are intended for providing and (or) holding mass events. The service life of temporary buildings and temporary structures should not exceed the duration of a mass event.

Note: temporary structures also include stages, podiums, advertising and design structures, stands and canopies.

**1.8. Stand** is a platform (structure) for the demonstration of goods and services, including those designed to provide functions related to this process (negotiations, reception of visitors, storage and operation of equipment and materials). Stands can be assembled from special factory-made structures or other structures and materials, have temporary premises and temporary engineering communications, consist of one or two levels.

## **2. Regulations for work permits for contracting companies carrying out assembly, maintenance, and dismantling of temporary facilities, including electric power supply and utility lines, in pavilions and at outdoor venues of the Event CV**

**2.1.** The Event 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 Event CV.

**2.1.1.** Prior to **14 April 2023**, the Partners/Exhibitors shall provide the Roscongress Foundation with the information on the contracting companies that will perform work under contract with the Customer at the Event Central Venue, by means of an official letter, including the following information:

- name of the contracting company (including the one that works on the design project);
- mailing address of the contracting company;
- legal address of the 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);
- a certified copy of the Certificate of Compliance with ISO 9000 (GOST R ISO 9001-2015) international standards and an extract from the register of members of the self-regulating organization (SRO) in accordance with the form approved by Order No. 86 of the Federal Environmental, Industrial and Nuclear Supervision Service of Russia of 04 March 2019,

confirming the right to work out design documentation and perform general construction and electrical work;

- full name, contact mobile telephone number, number and date of the last certification of the person responsible for ensuring electrical safety;
- full name, contact mobile telephone number, number and date of the last certification of the person responsible for fire safety;
- full name, contact mobile telephone number, number and date of the last certification of the person responsible for safety and labour protection during the performance of work;
- full name, contact mobile telephone number, number and date of the last certification of the person responsible for the organization and safe conduct of work at height (if this type of work is performed);
- full name, contact mobile telephone number, number and date of the last certification of the person responsible for safe performance of works with the use of construction lifts or towers (if this type of work is performed).

Copies of certificates of conformity to international standards of the ISO 9000 series (GOST R. ISO 9001-2015) must be attached to the letter.

2.1.2. Partners/exhibitors submit design projects to the Roscongress Foundation for approval by **14 April 2023**, in accordance with the Regulations for Submitting Design Projects for Approval (see the *SPIEF 2022 Exhibitor Handbook*).

2.1.3. Before **27 April 2023**, Partners/exhibitors review, approve and permit the design documentation for the construction of the Event facilities.

2.1.4. Before **28 April 2023**, Contractors submit their approved design documentation to the Event Technical Directorate in a PDF document.

2.1.5. Within 3 working days, the Event Technical Directorate shall review the designs approved for use by the Partner/Exhibitor, and issue comments that must be acted upon.

2.2. Contracting companies that received the approval for their designs from the Event 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. A certified copy of the Certificate of Compliance with ISO 9000 (GOST R ISO 9001-2015) international standards and an extract from the register of members of the self-regulating organization (SRO) in accordance with the form approved by Order No. 86 of the Federal Environmental, Industrial and Nuclear Supervision Service of Russia of 04 March 2019, confirming the right to work out design documentation and perform general construction and electrical work.

2.2.4. Notification of record of incorporation into the National Register of Specialists in the field of engineering surveys and architectural and construction design (NOPRIZ) of the chief engineer of the project;

2.2.5. An approved 3D design project.

2.2.6. Diagrams with a layout of consumers of electricity and suspended equipment, as well as with the section regarding measures to ensure fire safety.

2.2.7. Electrical circuit diagram.

2.2.8. 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;

2.2.9. Copies of datasheets for all electrical devices and units, lifting equipment (winches, aluminum trusses, slings), for technological equipment (scaffolding, access towers).

2.2.10. Certificates of technical examination of lifting equipment.

2.2.11. List of materials (specifying the area for each type of construction and finishing materials), equipment, and parts transported to the Event CV for operation.

2.2.12. 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, admitted to work as administrative and technical staff;
- 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 and maintenance of facilities;
- the person responsible for the organization and safe conduct of work at height (if this type of work is performed);
- the person responsible for safe performance of works with the use of construction lifts or towers (if this type of work is performed).

2.2.13. List of all employees, certified workers (on the company's letterhead) and engineers involved in construction and assembly work, certified by the management of the contracting company. All workers and engineers listed must be citizens of the Russian Federation and carry certificates of qualification and training in health and safety.

2.2.14. 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 and carry a certificate of qualification and training in electrical safety).

2.2.15. 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.

2.2.16. 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.

2.2.17. List of personnel (on the company's letterhead) involved in the organization and performance of work at height (including the use of lifts) indicating the access group and what duties each worker performs.

2.2.18. Photocopies of certificates and protocols for testing the staff indicated in the list, participating in the organization and performance of work at height (including the use of lifts).

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

2.2.20. Copies of valid certificates confirming training on basic fire safety requirements for managers or persons representing them during the operation, and specialists and employees

responsible for fire safety, as well as workers performing gas-electric welding and other hot work. Copies of journals documenting targeted fire safety briefings with employees.

This fire safety briefing shall be carried out in accordance with the procedure for training fire safety measures by persons engaged in labour or service activities in the organization and trained on fire safety measures according to additional professional programmes in the field of fire safety, or who have secondary vocational and (or) higher education in the Fire Safety specialty or in the Technosphere Safety training programme in the field of fire safety (hereinafter, fire-technical education), or who have passed the procedure of independent qualification assessment, during the period of validity of the certificate of qualification:

- by the head of the organization;
- by a person who, by his position or the nature of the work performed, is responsible for ensuring fire safety at the protected facility in the organization, appointed by the head of the organization;
- an official appointed by the head of the organization responsible for conducting fire safety briefings in the organization;
- by other persons by the decision of the head of the organization.

Persons who have been trained on fire safety measures under additional professional programmes in the field of fire safety, or persons with fire-technical education, or persons who have passed the procedure of independent qualification assessment, during the period of validity of the certificate of qualification, may be involved in conducting fire safety briefings on the basis of a civil contract.

2.2.21. A Work Plan approved by the Customer, with a construction schedule, in compliance with the requirements of SNiP 12-01-2019 (updated version – Summary of Regulations SP 48.13330.2011, SNiP 12-01-2004. Construction Management, approved by Order No. 861/pr of the the Ministry of Construction, Housing and Utilities of the Russian Federation of 24 December 2019, effective as of 25 June 2020).

2.2.22. A general work log, numbered, bound, bearing all signatures on the title page, and with a seal affixed in compliance with SNiP 12-01-2004 (updated version – Summary of Regulations SP 48.13330.2019, SNiP 12-01-2004. Construction Management, approved by Order No. 861/pr of the Ministry of Construction, Housing and Utilities of the Russian Federation of 24 December 2019, effective as of 25 June 2020).

2.3. Within 3 working days, the Event Technical Directorate shall review the submitted set of documents and, in case of the absence of comments, shall email a confirmation of approval to the Contractor.

2.4. In order to obtain a work permit, it is necessary to submit a complete package of approved design documentation to the Event Technical Directorate (hard copy) in a set of three copies and send an Application for an admission certificate (Form A10 of the SPIEF 2023 Exhibitor Handbook). The issued certificate of admission gives the right and is the basis for obtaining transportation passes to vehicles to haul equipment and materials according to the lists of equipment to be transported to the site.

2.5. The Event 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, to the design documentation, the Technical Specifications for Construction of Pavilions and Outdoor spaces of the event central venue, the fire safety regulations for the contracting companies carrying out design, construction and installation work and maintenance at the event venue;
- unfulfilled financial obligations to the Organizer and/or third parties involved by the Organizer.

2.6. During assembly and dismantling work, each construction site must have a general work log on registration of safety briefing, in compliance with SNiP 12-01-2004 (updated version – Summary of Regulations SP 48.13330.2019, SNiP 12-01-2004. Construction Management, approved by Order No. 861/pr of the Ministry of Construction, Housing and Utilities of the Russian Federation of 24 December 2019, effective as of 25 June 2020), as well as a work log on registration for conducting targeted fire safety briefings with employees of the contractor, issued in accordance with the requirements of the Order No. 806 of the Ministry of the Russian Federation for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters of 18 November 2021 *On determining the order, types, and terms of training of persons engaged in labour or service activities in organizations according to fire safety instruction programmes, requirements for the content of these programmes and categories of persons undergoing training in additional professional programmes in the field of fire safety* (registered with the Ministry of Justice of Russia on 25 November 2021 as No. 65974).

2.7. 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 B of SNiP 12-01-2004 (updated version – Summary of Regulations SP 48.13330.2019, SNiP 12-01-2004. Construction Management, approved by Order No. 861/pr of the Ministry of Construction, Housing and Utilities of the Russian Federation of 24 December 2019, effective as of 25 June 2020), with the mandatory attachment of photographs.

2.8. Upon completion by the contractor of the installation of suspended structures provided for in the design documentation, they are inspected by representatives of the Event Technical Directorate in order to assess their compliance with the project and safety requirements. Acceptance Certificate of the suspended structure is drawn up on the basis of the assessment, and allows the Event Technical Directorate to approve elevating the structure to the design height.

2.9. Upon completion of the contractor's work provided for by the design documentation, a final assessment of the compliance of the completed facility with the project is carried out, after which static, dynamic and electrical tests are conducted. The tests include testing the insulation resistance of electrical wires and cables, checking the phase-zero circuit in electrical installations with a rated voltage of up to 1 kV with the TN system (measurement impedance of the phase-zero loop with subsequent determination of the short circuit current), testing (checking) of residual current devices (RCD), checking the operation of circuit breakers, checking the circuit between grounded equipment and the ground electrode. Based on the results of the assessment, an Acceptance Certificate for the completed construction of a temporary structure is drawn up in accordance with SNiP 12-01-2004 (updated version – Summary of Regulations SP 48.13330.2019, SNiP 12-01-2004. Construction Management, approved by Order No. 861/pr of the Ministry of Construction, Housing and Utilities of the Russian Federation of 24 December 2019, effective as of 25 June 2020).

2.10. If in the process technical control over the performance of work, the Event Technical Directorate identifies issues regarding the works or circumstances that make it impossible to perform work due to violation of the requirements of:

- occupational safety rules;
- work at height safety rules;
- building codes of the Russian Federation;
- design documentation;
- technical conditions and building requirements;
- fire safety for contractors performing design, construction and installation work, as well as maintenance of temporary facilities, the Event Technical Directorate shall have the right to prohibit work and issue an appropriate order to suspend work until the issues are eliminated, and shall immediately inform the project manager about this. The final decision on the suspension of work is made by the project manager or other person authorized by the project manager. If the project manager or a person authorized by the project manager decides to continue work, regardless of the

instructions of the Event Technical Directorate, the responsibility for the safety of the work lies with the project manager.

Work can only be continued after the identified issues have been eliminated and a work permit has been issued by the person who prohibited the work.