Shanghai Chemical Industry Park

Administration Committee

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# Preface

The first volume of “Shanghai Chemical Industry Park Administration Committee Bulletin” was issued in 2003. It published applicable regulations, policies and procedures of SCIP for organization management, enterprise establishment, planning and construction, administrative approval etc. The bulletin ensured sufficient policies and information for development and constructions of SCIP. By the end of June 2006, with a batch of main projects headed by 900 ktpa ethylene plant of SECCO completed for production, SCIP attracted investment summed up to US$ 9.23 billion. SCIP has constructed brief profile of global level base of petrochemical industry and formed primary shape of example base for recycling economy.

With the completion of main projects, SCIP has transferred from construction phase to production phase with equal stress on construction. The work emphasis of Administration Committee has been transferred from original unitary service of plan and construction to current intensified service for production and operation of enterprises in SCIP. At the same time, following the issue and implementation of applicable batch of important administrative laws, regulations and rules as “Administrative Permission Code” and “Regulation for Publication of Governmental Information of Shanghai Municipality” etc. every department of Administration Committee will deepen the reform of administrative system to promote transition of governmental functions for improving execution level by laws. With further opening of government affairs, the innovation of government administrative style will be realized. With such backgrounds Administration Committee of SCIP promptly sorted out respective official documents issued by the committee according to the requirements of new laws, regulations and the committee conditions. So the second volume of “Shanghai Chemical Industry Park Administration Committee Bulletin” is published to convey applicable laws, regulations, rules, policies and normative documents of Administration Committee to the owners in SCIP promptly and continuously in official style. Thus the realization of rights of owners for knowing facts is ensured. It is also for convenient implementation of owners and for owners to effectively monitor the work of every department of the Administration Committee of SCIP.

Thus the publishing of “Shanghai Chemical Industry Park Administration Committee Bulletin” is an critical action of Administration Committee for fulfillment of park administration by law and for construction of “Judicial government, Responsible government and Serving government”. It is important matter for information publicity of administrative affairs. It is the main carrier for Administration Committee to intensify the service conception and to improve efficiency of executions. We hope the “Shanghai Chemical Industry Park Administration Committee Bulletin” becomes the window of government service in SCIP and the partner of all the owners investing in SCIP!

On the reasons of historical evolution, for any inconsistency in this bulletin with respective laws or regulations etc, the official documents of laws, regulations and rules will be taken as standards.

Shanghai Chemical Industry Park Administration Committee
Comprehensive Office

## Administrative procedures of SCIP

(Promulgated by Shanghai Municipal People's Government on January 18, 2002; Executed from Feb1, 2002. Revised according to the “Shanghai Governmental Decisions on Revision for 32 Items of Government Regulations of ‘Shanghai Supervising Measures on Production Safety for Hazardous Chemical Products’ etc ” issued by Shanghai Government on 24 June 2004.**)**

**Article 1** (Purpose)

With a view to normalizing the administration of Shanghai Chemical Industry Area, promoting the construction and development of the Chemical Industry Area, these Procedures are formulated in accordance with laws, regulations and relevant policies, and with full consideration of the actual situation in Shanghai.

**Article 2** (Scope of Application)

These Procedures apply to the Shanghai Chemical Industry Area (hereinafter referred to as the SCIA) established under the approval of the Municipal People's Government.

**Article 3** (Location)

Planned area of SCIP locates in the south of Shanghai and to the northern bank of Hangzhou Bay. It lies between Caojing town of Jinshan District and Zhelin town of Fengxian District. Total layout area is 29.4 k ㎡.

**Article 4** (Direction of Construction and Guidance of Project)

According to the strategy of economic development of this Municipality and the requirements of overall planning, the SCIA shall be built into a specialized development zone consisting mainly of petro-chemistry and fine chemical industry.

Investors at home and abroad shall be encouraged to invest in various chemical industrial projects in the SCIA, in accordance with the provisions of the catalogues of industries, products and technologies emphatically encouraged by the State, and the guiding catalogues of relevant industries inviting foreign investors. Investors shall be encouraged to invest in the construction of infrastructures and necessary accessories for public utilities.

**Article 5** (Legal Protection)

The investment, property, profits and other legal rights and interests of investors in the SCIA shall be protected by the State laws and regulations.

**Article 6** (Administration Committee)

The Municipality shall set up the Administration Committee (hereinafter referred to as AC) of the SCIA. The AC is an agency of the Municipal People's Government.

**Article 7** (The Duties of the AC)

The AC shall exercise the following powers in accordance with these Procedures and the entrustment of relevant administrative departments:

(1) Be in charge of drawing up and revising the development planning, plan and industrial policies of the SCIA;

(2) Be in charge of the examination and approval of investment items and use of land, and the administration of construction projects;

(3) Coordinate the routine administration of the enterprises in the SCIA by the Customs, the administrative departments of commodity inspection and quarantine, the People's Bank of China Shanghai Branch, and the administrative department of foreign affairs;

(4) Provide necessary guidance and service to enterprises in the SCIA; and

(5) Accomplish other tasks given by the Municipal People's Government.

**Article 8** (Centralization of Administration and Service in Administrative Affairs)

The AC shall be responsible for the relevant administrative affairs in the SCIA. The relevant municipal administrative departments, in matters involving administration in the SCIA, shall solicit the opinions of the AC, with the exception of matters involving national safety and public security.

Jointly with the Municipal Industrial and Commercial Bureau, Municipal Environmental Protection Bureau, Municipal Quality and Technology Supervision Bureau, Municipal National Tax Bureau and Municipal Local Tax Bureau, Municipal Labor Protection Bureau, Municipal Personnel Bureau and Municipal Public Security Bureau, etc. the AC shall set up corresponding departments in the SCIA, provide "All formalities handled at one place"

service, and perform relevant administrative duties and responsibilities.

**Article 9** (Development Organization)

The Shanghai Chemical Industry Area Development Corporation (hereinafter referred to as SCIADC) shall be specifically responsible for the development of construction and infrastructures of the SCIA, and for inviting investors and applying for approval of enterprises settled in the SCIA and other routine works. The SCIADC shall also provide services for enterprises and organizations in the SCIA.

**Article 10** (Approval and Adjustment of Planning)

According to the strategy of the municipal economic development and the requirements of overall planning, in consideration of the professional features of petro-chemistry and fine chemistry, the AC shall make a development program for the SCIA, and report the program to the Municipal People's Government for approval, and then organize its implementation.

The development program shall be adjusted, if necessary, in accordance with the preceding clause, and be reported for approval.

**Article 11** (Environmental Protection)

Any project that enters the SCIA shall pass through strict appraisal of its effect on the environment, adopt advanced cleaning technology in production, and guarantee that the discharge of pollutants complies with the set standards of the State and this Municipality.

Any project with serious pollutants shall be forbidden in the SCIA.

**Article 12** (Supervision and Administration of Safety)

In accordance with relevant laws, rules, regulations, bylaws and standards on the safe administration of dangerous chemical commodities, the AC shall coordinate with the supervision department and fire-fighting department to ensure safety in production, apply closed up administration in the SCIA, provide necessary facilities of safety and protection, and full-time safety agents, adopt various effective measures as well as strengthen the safety supervision of production, operation, transportation, loading and unloading, storage, research and study of dangerous chemical commodities.

**Article 13** (Examination and Approval of a Foreign-funded Project)

Entrusted by the Municipal Foreign Investment Committee, the AC shall examine, check, confirm and approve the following foreign-funded projects and enterprises in the SCIA, and report them to the relevant administrative department for the record:

(1) Examine and approve projects that are encouraged by the State and that need no comprehensive balance by the State;

(2) Examine and approve projects in permissible type, with total investment below USD30 million;

(3) Examine and approve projects in restricted type A, with total investment below USD5 million;

(4) Examine and approve the alterations in agreements and articles of association of foreign-funded enterprises under Items (1), (2) and (3) of this Article.

**Article 14** (Examination and Approval of a Domestic Project)

Entrusted by the Municipal Planning Committee, the AC shall examine, approve and administrate domestic projects in encouraged and permissible types in the SCIA, and report them to the relevant administrative department for the record.

**Article 15** (Contract of Transfer of Land-use Right)

Any enterprise or organization in the SCIA shall sign a contract of transfer of land-use right with the SCIADC if it needs a piece of land, and shall go through land-use procedures in the AC.

**Article 16** (Administration of Construction Project)

The Shanghai Administration Office of Public Bidding of Construction Projects, shall entrust the AC to do the routine works of survey, design, invite and tender bidding for the construction, etc. in projects in the SCIA. The Shanghai Administration Office of Public Bidding of Construction Project shall be responsible for giving assistance and doing selective examination on the spot.

The Municipal Quality Supervision General Station of Construction Projects and the Municipal Safety Supervision General Station of Construction Projects shall entrust the AC to administrate and supervise the quality and safety of all municipal construction projects, with the exception of large-scale installation project, in the SCIA, and the two General

Stations shall be responsible for the supervision and selective examination.

**Article 17** (Setting up of an Enterprise)

The Industrial and Commercial Administrative Department shall give its approval within 3 working days if an enterprise is going to be set up in the SCIA and the materials are all ready.

If some matters are to be settled in accordance with laws and regulations previous to the examination and approval, the relevant department shall adopt the policy "the industrial and commercial agent shall receive the case, report the application to relevant departments, examine and approve the case jointly, finish the work within the time limit", and shall finish the previous examination and approval within 5 working days.

**Article 18** (Relevant Services Provided)

At the site of public offices, the Administration Committee should promulgate the background documents, contents, conditions, procedures and date limitation etc involved in approval, and the catalog of all materials for submission, and specimen of application papers.

When applicants need explanations for promulgated documents, the Administration Committee should provide accurate and reliable information.

SCIP should perfect its intermediary service system to provide services of talented personnel, labor, accounting affairs, finance, standards, measurement, patent, law and notarization etc for enterprises and institutions in the SCIP.

SCIP could establish customs declaration agency and commodity inspection agency etc by laws and regulations to provide services involved in foreign trade for enterprises and institutions in the Park.

**Article 19** (Effective Date)

These Procedures shall become effective on February 1, 2002.

## Issue Notice of “Archives Administration Measures in SCIP”

HHG [2003] No.199

To SCIP Development Co., Ltd. and all units in SCIP:

SCIP Administration Committee issued “Archives Administration Temporary Measures in SCIP” numbered “HHG (2002) No. 085” on 29 July 2002. After more than one year implementation, the archives administration affairs in SCIP gradually get formal. In order to perfect administrative affairs continuously, the temporary measures are revised and supplemented with reference to situations of former implementation. With approval of Shanghai Archives Bureau, new document of Measures is now issued to every unit. Please learn it conscientiously and implement it strictly.

Annex: “Archives Administration Measures in SCIP”

31 Dec. 2003

## Archives Administration Measures in SCIP

### Chapter 1 General Provisions

**Article 1.** In order to stress the archives administration affairs in Shanghai Chemical Industry Park (hereinafter referred to as SCIP), the “Archives Administration Measures in SCIP” hereof is constituted with reference to “Shanghai Municipal Archives Statute”, “Archives Administration Temporary Measures in Shanghai Development Zones”, “Administration Measures of SCIP”, other applicable national and municipal provisions and archive facts in SCIP.

**Article 2.** The archives mentioned hereof are historical records of different carriers or forms of literals, diagrams, audio and videos, practicalities etc which have value of preservation for nation and the unit. They are the records formed during executive activities of all units within SCIP.

**Article 3.** The Administration Measures hereof are applicable to all departments of

Administration Committee of Shanghai Chemical Industry Park (hereinafter referred to as Administration Committee), corporations and enterprises within SCIP.

## Chapter 2 System, Institution and Respective Responsibilities of Archives Administration

**Article 4.** According to provisions of "Administration Measures of SCIP" the Administration Committee works as agency of People's Government of Shanghai Municipality. The Committee takes responsibilities for centralized management of relevant administrative affairs in SCIP. Abiding by basic principles of archive affairs, the Administration Committee would implement uniform leadership on archive administration affairs in SCIP. The archives work is contained in the development and administration plan of SCIP. The Administration Committee would assign responsible leader, constitute archive institution and assign necessary archive staff members. The cost necessary for archive work would be insured to keep the evolvement of archive affairs. The archive institution is subject to comprehensive bureau of Administration Committee of SCIP. It would take responsibilities for its own archives and supply guidance for units in SCIP on respective work. It also is subject to supervision and direction of administrative archive department of municipality.

**Article 5.** Missions for Archive Institution of Administration Committee in SCIP

1. To implement national laws, regulations and policies on archive affairs.

2. To be responsible for overall planning of archive work of SCIP and to constitute respective administration systems

3. To determine reception range of archives of SCIP with approval of municipal archive department

4. To take responsibilities for administration, development and utilization of archives of its own department by archive administration provisions of relevant national and municipal departments. The archives of different department should be administrated in centralized unitary method. File works of every department would be directed by Archive Institution.

5. To take responsibilities for archives inspection, checking, putting on records of infrastructure projects/engineering in SCIP. For the archive inspection of key construction projects/engineering listed on municipal grade, it would be inspected by Administration Committee of SCIP together with Shanghai Archive Bureau according to relevant national and municipal provisions.

6. To direct, supervise and inspect archive affairs of subordinate units and other units in SCIP. To store archives scientifically and develop them reasonably.

7. To train the archive staff members in SCIP. To organize and establish cooperation net of archive affairs. To direct affair communication of cooperative team. To research and develop new archive administration style corresponding to the reality of SCIP.

**Article 6.** Every unit registered in SCIP should establish archive office assigned professional archive personnel. The unit archives should be under centralized and uniform administration. The archive personnel should be kept stable relatively.

**Article 7.** Organization and responsibilities of archive affairs for enterprises in SCIP.

1. The archive affairs should be under leadership of a deputy administrative leader. The specific affairs should be implemented by administrative bureau or affair responsible department.

2. The archive affairs should be listed in relevant administrative regulations including economic liabilities and post responsibilities.

3. The enterprise leader should list the archive affairs in annual work plan and in the agenda of administrative meeting. The leader should be responsible for filing of archives of each department and for respective administration. The leader should also provide necessary conditions for normal archive affairs.

**Article 8.** Responsibilities of Archive Office.

1. To learn and implement the "Archive Act" conscientiously. To strengthen administration by regulations. To constitute and implement all regulations for archive affairs.

2. To guide and supervise the archive settling and filing work of each department and subordinate units. To organize and hold periodic archive cooperative meeting. To sum up experiences and lessons of archive affairs to improve work quality continuously.

3．To direct part time archive personnel to accumulate and settle files. To supervise the routine pre-filing and periodic filing work.

4．To finish filing tasks to requirements of time, quality and quantity by provisions of filing range, classifying and numbering to insure integrity, accuracy, systematism and convenience for consultancy.

5．To periodically check, arrange, raise statistics, identify and destroy relevant archives. To keep records consistent with practicality to insure accuracy of archives.

6．To take responsibilities for utilization of archives. To serve all departments satisfactorily on active, enthusiastic, prompt and accurate utilization. At the same time to make derived literature from archives for leaders on decision-making.

7．To take part in all activities of archive inspection work for infrastructure projects/engineering, approval and certifying results of scientific research, package opening of equipment and instruments etc for integrate and accurate archive collecting.

**Article 9.** Archive responsibilities of project principal and inner affair personnel in each department.

1．To collect and check the documents, drawings, pictures, videos, electronic files etc of relevant project by filing range and requirements of the unit. To pre-file and file the documents and transfer to archive office within given time limitation.

2．To take part in activities of archive cooperation net.

## Chapter 3　Documents Collecting and filing.

**Article 10.** Every unit should set up and perfect documents filing regulations. All documents with preservation value formed in different activity should be settled and filed by secretary or affair department. The filed documents should be transferred to archive department periodically. They should not be possessed by any department or person separately.

**Article 11.** The filing range includes all literatures, audio and videos, certificates, honored awards, drawings, diagrams, practicalities etc with preservation value formed during work of equipment procurement, project construction, removing, sale of real estate, asset management, party activity, labor union, Communist Youth League and other activities, and the activities of executive administration, operation, production and scientific research etc of the proper unit.

**Article 12.** The archive filing and holding of enterprise in SCIP should be implemented abiding by “Provisions for Enterprise Archive Administration”, “Accounting Archives Administration Measures”, “Temporary Measures for Archive Disposal on Transition of National Enterprise Assets and Property Rights”, “Temporary Detailed Rules for ‘Trial Rules of Archive Classifying for Industry Enterprises’ of Shanghai Municipality”, “Temporary Provisions for Archive Administration of Foreign-funded Enterprises” of National Archive Bureau and Shanghai Archive Bureau.

For enterprises in Shanghai owned by Nation should be implemented by regulations of national administrative departments.

Development Corporation and its subsidiaries could be implemented by “Archive Classification Provisions (Trial Version) for Shanghai Development Zone”.

**Article 13.** Collecting of Document Materials

1．The part time archivists of each department and project should collect and pre-file the documents by items of literatures, leasing projects, assets of real estate, infrastructure construction, equipment, accounting files etc.

2．For package opening after delivery of equipment and instruments within filing range, the responsible department should inform the archivist to participate in inspection. The archivist should check the filing documents and attached documents for signature on inspection sheet. The archivist could refuse to sign on inspection sheet and refuse to complete transferring procedures for equipment or instruments without integrate, accurate and systematic documents.

**Article 14.** Filing requirements

1．The filed documents should be integrated, accurate and systematic to reflect all activities and historic courses.

2．Every department should do routine pre-filing work. At the end of each year, the

filed documents should be arranged, formally filed, added inner catalog sheet. The catalog should be prepared in the two same copies. One copy should be remained in department and the other copy should be bound with the file.

The file title should be concise and accurate. The file binding should meet respective requirements. The filed documents should be arranged by storage time limitation (Permanently, Long term, Short term) for convenience of finding and utilization.

3．The files should be uniform paper of A4 size for convenience of binding. The inner catalog and covers should be printed by computer. The comments and signatures should be written in Carbon ink.

For draft typed directly on computer, the final document as file should be signed by drafter, checker and approver. The received easily fading fax should be copied in time. The original fax and copy should be filed together.

**Article 15.** Filing time

1．The disposed documents should be filed before 30 June of next year after that the documents formed. The filed documents should be approved by the principal of respective functional department and then transferred to Archive Office for final filing.

2．Science and technology archives should be submitted to Archive Office by phases of project, product, subject etc or be submitted within two months after inspection for completion.

3．The archives of real estate and assets should be filed in unit of one whole building for preservation within half a year after sale or leasing. The filed archive should then be submitted to property right department or asset management department.

4．Finance and accounting archives should be kept by finance department of the unit for one year after the end of accounting year. Within the first quarter of second year for preservation, the archives should be arranged to requirements of filing and then submitted to Archive Office.

5．Audio & video archives, different kinds of major certificates etc should be filed together after the end of relevant activities.

6．The equipment archives should be arranged and filed at the time of package opening after delivery.

**Article 16.** Archive arrangement is to classify, combine, permute and make up catalogue of relatively disordered archives. Then the archives are systemized for easy preservation and utilization.

Early arrangement of filing is often implemented by document disposing department and responsible unit for project.

## Chapter 4　Archive Management

**Article 17.** Archive custody.

1．The offices, reading room and repository should be apart separately in the whole archive area.

2．In order to preserve archives properly, archive cabinets, trunk, binding tools, computers, and printers should be supplied for archive management together with necessary equipment of duplicators, dehumidifiers, air conditioners, recorders, cameras etc.

3．When enterprises in SCIP go in to bankruptcy, close down, ceasing operation, consolidation, diversion, joint ventured, cooperated etc with liquidation for expiration of enterprise contract, for dismiss, close down, bankruptcy etc, the archive disposal should be fulfilled according to the national regulations. The archives of equipment and construction should be transferred with practicality. Other archives should be disposed by the enterprise leader and respective archivists according to national and municipal regulations on archive clearance and transferring.

**Article 18.** Archival repository management

1．Archival repository is important house for archive custody. The technical requirements of archival repository should be met strictly to ensure archive integrity and safety.

2．The periodic inspection rule should be set up for archives and equipment in the custody. The inspection record should be kept properly. The temperature and humidity should be recorded twice a day. The custody temperature should be kept between 14~24℃.

The relative humidity should be kept between 45~60%. The custody for audio and video archives should be kept under the temperature between 14~24℃ and relative humidity between 45~60%. The audio tapes and video tapes should be stored in the room away from the magnetic field strong above 30 AUST.

3．The internal protection facilities should be quipped against light, high temperature, moisture, dust, insects, hazardous gas etc.

4．The archival repository is the important confidential spot. The safe protection measures for confidential purposes should be executed strictly. Persons except archivists are forbidden to enter the repository without permission. For special conditions, the outsiders should be accompanied by personnel of archives for entry into repository.

5．The fire and smoking are forbidden in the archival repository. The hazardous goods are also forbidden. The fire-against apparatus should be equipped. The demand of fire in the repository should be approved by the head of department. Respective protection should be applied for usage of fire.

6．Before everyday off-duty time, archivists should carefully check the doors and windows for locking, cut off all lighting apparatus and electric apparatus.

7．The archivists should lock office doors before leaving archival repository. The lending of keys is forbidden. Duplication of keys is also forbidden without permission of responsible deputy director of respective department. Loss of keys should be reported promptly.

**Article 19.** Archival statistics

1．The archival statistics should be executed strictly abiding by respective regulations to keep authenticity and reliability of statistics data.

2．The archivists should be responsible for statistics of archive management data once a year.

3．The statistics include archive quantity, times of use, file volumes, persons, usage effects, conditions of archivists, archival equipment, archival research etc.

4．The archivists should record and collect routine data of archival entry, transferring, arrangement, identification, storage, utilization etc to set up statistics forms.

**Article 20.** Archival security

1．The archivists should learn conscientiously and abide by strictly the security regulations. They should cope with the relations correctly between security and use.

2．The archives on security are divided into grades of “Secret”, “Confidential”, “Top-secret” for identification according to regulations of “Confidential Code of Peoples Republic of China” and national standards of GB / T7156 “Identification of archive security classification”.

3．The archivists should check and inspect archives periodically. Any archive loss or theft should be reported promptly.

4．Any archive leakage or loss will be punished according to severity of loss and negative effects by respective regulations.

## Chapter 5. Archive Development and Usage.

**Article 21.** Archive usage affairs should be developed actively. Compilation of retrieval tools should be prepared. The archivists should know demands of different departments for compilation work to prepare for practical collection of documents. The archivists should supply good service for prompt and accurate archive information.

**Article 22.** Every archive department should prepare an archive reading room and set up rules for archive reading and duplication.

**Article 23.** The archives in custody of archive office are mainly for use of headers of the unit and different departments. Other units in demand of archives for affairs should have introduction paper with unit seal and specific usage and contents for reading. Before they read the archive they should fill the archive reading form with the permission of the responsible header of archive department. In principle the archive should not be brought out of archive department.

**Article 24.** When the archivists of the same unit need to consult archives involving this unit and having relation with respective work, they should fill respective reading form without other approval. When they consult files trans-department, they should be permitted

by respective department header or responsible deputy office director. For any audio and video archives, the original tapes or disks are usually forbidden to bring out of the department.

The lent archives should be strictly registered and checked face to face. The returned archives should be strictly inspected for any damage or pollution, and then be cancelled on the registration book.

**Article 25.** Archive borrowing duration for personnel: The duration for secretary archives is 15 days in general. The duration for technical archives is one month in general. The duration for audio and video archives is 7 days in general. For special conditions, the duration can be prolonged with full renewal procedures.

The archive borrowers should return all archives before they travel for public affair, visit their family, transfer their work, leave or retire from work.

**Article 26.** Anybody consulting archives should keep integrity of files and be responsible for the safety and security of files. Do not damage, spoil, fold, or dismantle files. Do not sub-lend, copy or bring out of unit without permission. Altering and marking on files are strictly forbidden. Any duplication of important files in security should be permitted by office director with quantity of copies, usage and whereabouts.

## Chapter 6. Archive Identification and Destruction

**Article 27.** Archive identification and destruction.

1. Archive identification should be implemented by identifying team consisting of responsible leaders, personnel of respective department, archivists to directly appraise the archive contents, value, and storage duration. The identification report should be given. The destroyed archives should be listed in destruction book. The identified archives should be followed with comments, date and signature of team leader.

2. By national archive conservation time limit standards, any archive exceeding time limitation without value of storage and utilization any more should be submitted for identification and destruction in the requisition report and identification plan.

3. Archive destruction should be implemented under strict control with careful conduct. The confidential regulations should be strictly implemented. The reports and destruction book formed during identification and destruction should be kept for permanence.

## Chapter 7 Modern Management of Archive.

**Article 28.** Modern management of archive is a part of modern management of unit. It should be listed in the overall modern management plan with overall consideration.

**Article 29.** The archive department should actively adopt measures of computer technology, micrographics etc to continuously improve modern archive management level.

## Chapter 8 Archival Encouragement and Penalty

**Article 30.** The conscientious archivists who actively develop and utilize archives to improve the unit work efficiency and increase the enterprise economic efficiency should be praised and encouraged.

**Article 31**. The archives of SCIP are under protection of national laws and regulations. Any unit or personnel violating archive laws and regulations would be investigated and punished by municipal archive administrative department according to provisions stipulated in “Archive Act of People’s Republic of China”, “Implementation Measures for Archive Act of People’s Republic of China” and “Shanghai Municipal Archives Statute”.

## Chapter 9 Accessory Provisions

**Article 32.** This “Archives **Administration** Measures in SCIP” goes into application from the date of issue. Every unit should constitute respective application rules corresponding to actual unit conditions.

**Article 33.** Any inconsistency of this “Archives Administration Measures in SCIP” to national and municipal regulations would be disposed by national and Shanghai Municipal regulations.

**Article 34.** This “Archives Administration Measures in SCIP” is constituted and explained in responsibility by the Administrative Committee of SCIP.

**Article 35.** This “Archives Administration Measures in SCIP” will go into effect from 1 January 2004.

**Issue Notice of "The Provisions for Compilation and Submission of Audio & Video Archives for Construction Engineering Projects in SCIP"**

HHG[2004] No.20

To all enterprises in SCIP:

"The Provisions for Compilation and Submission of Audio & Video Archives for Construction Engineering Projects in SCIP" is now issued for you. Please implement these provisions conscientiously corresponding to actual conditions of each unit or department.

Issued on 23 February 2004

## The Provisions for Compilation and Submission of Audio & Video Archives for Construction Engineering Projects in SCIP

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**Chapter 3. Requirements for Compilation**

（I）Prerequisite Conditions.

（II）Civil Engineering.

（III）Installation Engineering.

（IV）Production Equipment.

（V）After Conditions.

（VI）Requirements for Compilation.

**Chapter 4. Requirements for Filing**

## The Provisions for Compilation and Submission of Audio & Video Archives for Construction Engineering Projects in SCIP

In order to strengthen audio and video archive management for construction engineering project, to compile audio and video archives on criterion and satisfactorily, these provisions are constituted according to the "Temporary Measures for Audio and Video Archive Administration of Shanghai Municipality" issued by Shanghai Archive Bureau and to the compilation requirements of Audio & Video Archives for Construction Engineering issued by Shanghai Archives for Municipal Construction corresponding to actual conditions of SCIP.

### Chapter 1 General Provisions.

**Article 1.** Audio & Video Archives for Construction Engineering is an important part of completion archives. They include photographs and video archives reflecting the original conditions and physiognomy of construction site, main courses of constructions, and the buildings of completed construction.

**Article 2.** Audio & Video Archives for Construction Engineering should comply with following requirements:

（I）For engineering projects of total investment over RMB50 million (including RMB50 million) and less than RMB100 million, the archives of engineering photographs should be submitted.

（II）For important construction projects / engineering of municipal level or engineering projects of total investment over RMB100 million (including RMB100 million), besides archives of engineering photographs, the professional special subject videos should also be submitted.

### Chapter 2 Contents on Filing

**Article 3.** Audio and video archive contents on filing for construction engineering projects.

（I）Original Address, Physiognomy and Features.

1. Photographs and video of original physiognomy, features and important original objects.

2. Photographs of important memorials.

（II）Groundwork and foundation video.

1. Photographs and video of foundation type of construction building, the craftwork and construction technology.

2. Photographs and video of construction displacement, sedimentation, deformation and respective disposals.

（III）Principle engineering construction.

1. Photographs of design models for principle engineering.

2. Photographs and video of overall circumstances of construction spot.

3. Photographs of technical execution and treatment for embedded constructions.

4. Photographs of bar layout, types and node welding in bar fabrication engineering.

5. Photographs of bracing bar layout, concrete grouting quality in principle engineering.

6. Duct types of pipes, equipment engineering and installation engineering.

（IV）Organization for engineering construction and quality of engineering.

1. All photographs and video of engineering foundation laying ceremony, engineering completion ceremony and major affair settlements during engineering construction.

2. Photographs and videos of respective inspections and directions of party or national leaders, national department leaders and municipal leaders.

3. Photographs and videos formed during foreign affair activities involving this engineering project.

4. Photographs and videos of quality tests and inspections among engineering construction.

## Chapter 3 Compilation Requirements

**Article 4.** Compilation requirements for contents of special subject video for engineering projects

（I）Prerequisite Conditions.

1. The purpose, reason and significance of construction project in SCIP.

2. Brief introduction of historic conditions, current status and appraisement status of project owner.

3. Project approval of the corresponding unit, approval date, project property (solely funded, jointly funded), total investment amount.

4. Introduction of the area the project located, the position and circumstance of surrounding area.

5. Construction tenet and anticipated quality objectives of the project of project owner.

6. The area, land shape, length, width, average elevation etc of the construction project.

7. The construction project belongs to major engineering or not, the date it was listed as major engineering, years of duration.

8. The introductions of project bidding conditions, reconnaissance unit, design unit, supervision unit and construction unit.

9. Participation conditions of higher administrative departments during project construction.

10. Start working and completion date and engineering scale of every main engineering node during construction.

11. Brief introduction to quality, schedule, and fund control during project construction.

12. The final project completion date, inspection and assessment result of quality supervision station.

13. Others.

（II）Civil Engineering

1. Quantity of unitary buildings, overall layout and conceptive originality.

2. Introduction of unitary building.

（1）Function and purpose introduction of the building.

（2）The land area for the building, floor area of the building, structure of the building, stories, average story height, cornice height and overall height etc.

（3）The building appearance, the construction technology and required effects.

（4）Inner divisions of the building, the name of each division, the scale, function and purpose of each division.

（5）Inner decoration of the building, the decoration technology and required effects.

（6）Whether there are special construction means or technology. The required effects.

3. Afforest engineering.

（1）The features of overall layout of afforest engineering and required effects.

（2）The categories, names, quantity and features of planted trees, flowers and grass.

（3）The land area and rate of afforest engineering.

4. Others.

（III）Installation Engineering

1. Fire fighting system.

（1）The categories and quantity of all fire fighting apparatus and equipment. The respective installation location and position.

（2）The name of fire fighting and security system, the respective functions and locations of control and observation.

（3）The inspection date and result of higher fire fighting department.

2、Environmental protection system.

（1）The names of all categories of environmental equipment and respective locations.

（2）Brief introduction of environmental treatment technology and methods for purification and sound insulation etc.

（3）The inspection date and result of higher environmental protection department.

3. The air-conditioning and ventilation system.

（1）The name, quantity, installation area, location of different air-conditioning equipment.

（2）The action scope, function and usage of whole air-conditioning and ventilation system.

4. Security monitoring system.

（1）The name and location of different monitoring equipment.

（2）The name, function, action scope and locations of control and observation of whole security monitoring system.

5. Others.

（IV）Production Equipment

1. The name, quantity, resource and use of production equipment after completion of the project (manufacturing enterprise).

2. The name, quantity, resource and use of test equipment after completion of the project (manufacturing enterprise).

3. The name, quantity, resource and use of production management apparatus after completion of the project (manufacturing enterprise).

4. Others.

（V）After Conditions

1. The total number of staff members and composing after the project (manufacturing enterprise) put into production.

2. Brief introduction of the production name, use and honours after the project (manufacturing enterprise) put into production.

3. Production amount, production capacity and forecast of prospects after the project (manufacturing enterprise) put into production.

4. If there were inspections and visiting of higher leaders after completion of the project and how about the appraisal.

5. Features of assets management after the project (civil constructions) put into use.

6. Others.

（VI）Requirements for Compilation

1. The project owner should compile in order by the feature of project. The descriptions irrespective to the project could be omitted in the abstract.

2. The data of compiled content should be factual. The sentences should be fluent. Connections among passages should be natural. No lines for deleting should appear on the paper.

### Chapter 4 Requirements for Filing

**Article 5.** Requirements for filing of audio and video archives of construction engineering projects

（I）The filed audio and video materials should original versions. The photographs and respective films should be filed together.

（II）The filed engineering photographs should be matched with descriptions of date, location, contents (background), main figures, photographer, item number.

（III）The specification of filed engineering photographs should be 7 inches ferrotype pictures. The photograph container should abide by uniform regulations of the Administrative Committee of SCIP.

（IV）The filed engineering video should be edited and professionally fabricated. The images should be clear, beautiful, integrate. The explanation should be correct and concise with standard voice.

（V）The specification of engineering video should be made of special tape (Betacam tape).

（VI）The lasting time of engineering video should be between 15 to 20 minutes.

（VII）The container of engineering video should be marked with concise description. The description should contain the name of project owner, name of engineering project, the time of making, the lasting time (minutes), recorder, checker and approver.

(VIII) In order to ensure the quality of audio and video archives for projects in SCIP, the unit without enough recording ability should promptly inform the Administrative Committee. The professional service would be arranged by the Administrative Committee.

## Issue Notice of “The Temporary Provisions for Archives Management for Infrastructure Projects (Engineering) in SCIP”

HHG[2005] No.78

To all enterprises in SCIP:

“The Temporary Provisions for Archives Management for Infrastructure Projects (Engineering) in SCIP” is now issued for you. Please implement these provisions conscientiously corresponding to actual conditions of each unit or department.

Issued on 16 May 2005

## The Temporary Provisions for Archives Management for Infrastructure Projects (Engineering) in SCIP

### Chapter 1 General Provisions.

**Article 1.** These temporary provisions are constituted according to the “Science and Technology Archive Statute” , “Quality Control Statute for Construction Engineering”, “Documents Filing Requirements and Archive Arrangement Regulations for Major National Construction Projects” and DA/ T28-2002 etc to actual conditions of SCIP.

**Article 2.** Archives of construction project (engineering) (hereinafter referred to as Engineering Archives) are documents having value for preservation of different carriers formed during the whole courses of lodge of the construction project (engineering), project establishment, approval, reconnaissance and design, course of construction, and the completion for production (trial production).

## Chapter 2 Responsibilities of Archive Affair

**Article 3.** Engineering documents are actual records of construction. They are not only useful to the project construction but also to the use, production, maintenance, renovation, enlargement etc after completion. Every unit, department and staff member participated in the construction work should implement respective archive work of collection, arrangement and filing corresponding to applicable responsibility.

**Article 4.** The Engineering Archives management affair in SCIP is charged by comprehensive office of SCIP Administration Committee. The respective functional department is Archive Management Center in comprehensive office of SCIP Administration Committee.

Responsibilities of Archive Management Center including：

（1）Organize archive affair training for construction project (engineering) in SCIP to improve work grade of archivists；

（2）Responsible for archive affair instruction on archives of construction project (engineering) in SCIP；

（3）Responsible for organizing, coordinating, checking and registering of inspection for completion archives of construction project (engineering) in SCIP. To inspect municipal level major projects (engineering) with Shanghai Archive Bureau, SCIP Administration Committee, archive institute of administrative department of the project, the Archives accepting respective files according to national and municipal regulations；

（4）Accept the project completion archives submitted by project owners in SCIP.

**Article 5.** One director responsible for archive affairs should be assigned of project owner, engineering spot directing institute, engineering general contracting unit, engineering construction unit and supervision unit. The administrative department for engineering archives should be set up with archivists and respective administration system to supervise archive documents uniformly. The archival repository and equipment should be prepared for safety of archives during construction courses.

**Article 6.** The archive management for infrastructure projects (engineering) in SCIP should be implemented with the rule of “Three Synchronizations”. i.e. When the project tasks are assigned, the archive tasks should be assigned at the same time. When the engineering quality and schedule are inspected, the archive schedule should be inspected at the same time. When the project (engineering) completion is inspected, the archives should be inspected at the same time.

**Article 7.** When project owner applies for “Certificate for the Plan of Construction Engineering” from Planning Department of SCIP Administration Committee, the “Informing Sheet for Directing, Supervising, Checking of Archive Affairs for Construction Project in SCIP” should be filled at the same time. (As detailed in Annex 2).

**Article 8.** The archivists undertaking Engineering Archives in each unit should strictly abide by Secrecy Regulations of our party and nation to classify the grade of archives clearly. The security and secrecy of archives should be ensured and the consultancy and use of archives should be maintained at the same time.

## Chapter 3 Archive Management

**Article 9.** Engineering documents include all literatures, drawings, diagrams, calculation materials, photographs, films, tapes, magnetic disks, CDs etc formed during construction of project. The whole construction can be divided into phases of Researching, Decision Making, Design, Construction, Completion Inspection and Trial Production etc. Every unit and department should properly collect and file the documents according to filing scope, program, procedures, and requirements.

**Article 10.** Project owner, engineering general contracting unit, engineering spot directing institute, reconnaissance and design unit, engineering construction unit and supervision unit etc should work conscientiously with archive affairs of document forming, collection, arrangement, filing and custody. For archive documents within the filing range of project owner, every respective unit should collect and arrange them in time then submit to the project owner.

**Article 11**. For the project on general contract, every subcontractor should be responsible for collection and arrangement of documents within subcontracted range. The

collected archives should then be submitted to general contractor. With completion of the project the general contractor should submit integrate and accurate project archives to project owner.

For the project supervised by spot directing institute, the institute should submit integrate and accurate project archives to project owner after completion of the project.

**Article 12.** If the project is contracted by some contractors, they should be responsible for collection and arrangement of documents within contracted range. With completion of the project every contractor should submit integrate and accurate project archives to project owner. Or one contractor assigned by project owner takes responsibility to collect and arrange all archives.

**Article 13.** Filing of infrastructure project documents should comply with principle of "Integrate, Accurate and Systematic". The collected documents should have clear script. The drawings should be clear and tidy. The signatures and approvals should be complete. They should meet requirements of regulation. Easy fading inks are forbidden in writing and drawing.

**Article 14.** For imported technology or equipment, attached drawings, documents should be collected and arranged by archivists. At the time of package opening after delivery the archivists must participate to register all attached documents as instruction manuals and drawings etc.

All collected documents from different channel relating to imported technology and equipment should be arranged and filed. Documents in foreign language should be filed together with translated version.

**Article 15.** All land within SCIP must have original photographs and videos of original physiognomy, land objects, construction course and actual conditions after completion. These photographs and videos should be filed and arranged with catalogue list. The images of filed photographs (with films) should be clear. They should be filed with integrate and accurate description and the name of photographer. The videos should be processed, dabbed and combined to professional video tapes. The content should reflect whole courses of construction (project) activities.

**Article 16.** Engineering archives should be collected, arranged and pre-filed by departments. Then they should be submitted to assigned archive management department or administrative archivists.

**Article 17.** The technical documents of engineering projects should be promptly filed after completion of project construction. If the project is big, respective documents could be filed by phases or sections (single engineering or unit engineering).

**Article 18.** Archives of paused or slowed projects (engineering) in SCIP should be kept in custody by project owner. Archives of postponed projects (engineering) should be arranged by special personnel assigned by the unit to compile the catalogue and to bind in volumes for submission to archive department of SCIP Administration Committee.

## Chapter 4 Filing Range and Custody Duration

**Article 19.** The project owner should determine specific filing range and custody duration by engineering scale and documents formed during whole course to ensure the integrity of documents. Respective details are showed in "Filing Range and Content of Submission for Construction Engineering in SCIP" (Details in Annex 5).

**Article 20**. The archive custody duration of infrastructure project (engineering) are sorted into three category time limitation of permanency, long term, short term. The actual custody duration for permanent archives of infrastructure project should not be shorter than actual life of the project.

## Chapter 5 Arrangement, Inspection and Submission of Completion Archives

**Article 21.** Arrangement of project completion archives should comply with principle of "Integrate, Accurate and Systematic". Any completion documents without integrate filing, inconsistent with actual construction, or archive arrangement (classification, volume, catalogue) inconsistent with standard requirements of engineering archives should be revised and complemented in time.

**Article 22.** In order to ensure the quality of completion archives, all the archives formed during construction phase involving the quality of engineering such as documents, completion drawings, comprehensive duct completion drawings compiled for project

(engineering) within planned scope of SCIP should be checked and approved with signatures by engineering supervisors.

**Article 23.** Lining up of engineering documents

（1）The documents of prophase engineering and completion inspection should be filed in volumes by the order of approvals before applying files, formal text before final version, main documents before attachments, literal documents before accessory drawings.

（2）Engineering materials should be filed into volumes by the order of design.

（3）Supervision documents should be filed into volumes by the order of supervision.

（4）Technical documents of construction should be filed into volumes by the group of unitary engineering, unit engineering or plant, phases, structures, specialties. Dependable documents for design revision and other documents difficult to be filed in volume by unit engineering should be filed into collective volume by project or by unitary items.

**Article 24.** Completion drawings reflect actual engineering conditions. They are most important part of engineering archives. Respective provisions should be given in the engineering contract or construction agreement corresponding to national requirements on compilation of completion drawings.

Completion drawings should be compiled by construction unit. The supervision unit should supervise and help compiling unit and check the conditions of compilation. Any problems should be revised and complemented in time. The completion drawings should be checked by construction project administrator and supervisor with signatures and then be submitted to project owner. The construction task would not be regarded as completion without submission of eligible completion drawings. The construction unit would take respective responsibilities.

**Article 25.** Completion drawings should be consistent with actual conditions. The drawing specifications should be uniform. The drawing face should be clean, tidy and legible. No ball pen, pencil or other easily fading ink are permissive for drawing.

Completion drawings should be drawn correctly and cautiously. The contents of completion drawings should be consistent with construction drawings, design revisions, negotiations, material revisions, records of construction and quality inspections. A revision informing sheet involving joint signatures could not be contained in different volume. The copies could be contained in respective volumes or give respective description in record forms.

（1）If the construction is implemented by construction drawings without revision, only seal the construction drawings and signing on the completion seal.

（2）If construction drawings were revised during construction course, the original new blueprint could be used to record revisions and respective evidence and then seal these construction drawings and signing on the completion seal.

（3）If magnitude revisions involving structure, technology, layout or project happened and the revised drawing area exceeding 1/3 of drawing, the completion drawings should be drawn newly.

For revisions by design, the design unit should be responsible for redrawing the construction plots meeting requirements of material and equipment procurement, fabrication of non-standard equipment and construction tasks. Newly drawn plots should be submitted to project owner for compilation of completion drawings. For revisions by construction needs, the construction unit could be responsible for redrawing the construction plots and submit to design unit for confirmation of construction drawing then used for compilation of completion drawings. For revisions by other reasons, the revised drawings should be finished by construction unit or be consigned to design unit. The construction unit should be responsible for sealing the new drawings with the sign of “Completion Drawing” and adding respective recording and descriptions.

Newly drawn or revised completion drawings should be checked by respective persons with responsibility. These drawings would become valid after signing.

Seal for completion drawings：

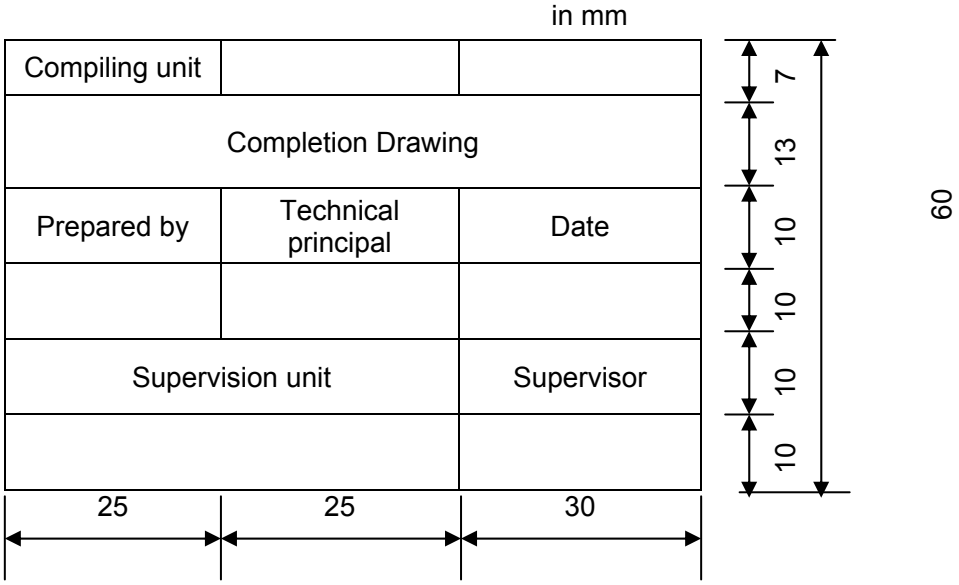



Figure 1. Seal for completion drawings

Size of the Seal for completion drawings：50mm×80mm。

All completion drawings should be stamped one by one with signing. The content of seal should be filled completely and clearly. Substitute signature is forbidden.

The seal for completion drawings must be stamped with red inkpad. It should be located in the nearby blank space of title form.

Completion drawings need no binding. The drawings large than A4 size should be folded to A4 size (297mm×210mm). The face of folded drawings should face to inner side. The title form of folded drawings should expose to outside. The page number should be marked on right down corner. The completion drawings should be arranged in the order of unitary engineering. The completion drawings of unitary engineering should be arranged in the order of specialty.

**Article 26.** The cost for compilation of completion drawings should be born according to national regulations or mutual agreement.

**Article 27.** Inspection of project completion archives in SCIP.

It would be disposed according to following provisions：

（1） SCIP Administration Committee would be responsible for organization, coordination, check and registration of completion archive inspection for infrastructure project (engineering).

（2） The archive inspection of key construction projects/engineering listed on municipal grade would be inspected by Administration Committee of SCIP together with Shanghai Archive Bureau, Archive Institute of Project Administration Department and the Archives accepting these archives by respective provisions. The archive inspection of national key projects would be implemented according to respective regulations of National Archive Bureau.

（3）After completion of engineering entity of infrastructure project (engineering), the application should be submitted to Archive Department of SCIP Administration Committee at least 30 days before implementation of inspection. The “Application Form for Completion Archive Inspection of Construction Project in SCIP”(details in Annex 6) should be filled. Then the organization of inspection would be implemented.

For key construction projects/engineering listed on municipal grade, the project owner should fill the “Application Form for Archive Inspection of Construction Project of Shanghai Municipality” (details in Annex 8). After checked by Administration Committee of SCIP it would be submitted to Municipal Archive Bureau for application of inspection.

（4）For the comments brought about during inspection, the project owner should make respective revisions. After revision the unit could apply for final inspection. The eligible

final inspection would be certified with “Archive Inspection Certificate for Construction Project (Engineering) in SCIP”(details in Annex 7). After the project owner gets the archive inspection certificate, the archives should be submitted to the Archive Management Center in Comprehensive Office of SCIP Administration Committee within 6 months after project completion inspection.

For the archive inspection of key construction projects/engineering listed on municipal grade, the eligible final inspection would be certified with “Archive Inspection Certificate for Construction Project (Engineering) of Shanghai Municipality”. After the project owner gets the archive inspection certificate, the archives should be submitted to the Archive Management Center in Comprehensive Office of SCIP Administration Committee within 6 months after project completion inspection.

（5）For ineligible archive inspection, the project owner should revise and dispose within given time limitation then apply for next inspection according to actual condition.

According to national regulations of laws, if archive inspection is ineligible or without archive inspection, the project could not pass final inspection and could not be submitted for appraisal of any good quality engineering. If ineligible archives (including completion drawings) caused by submission of Construction Implementation Unit, the Project owner would not settle left payment of engineering to the Implementation Unit.

**Article 28.** Ownership and submission of completion archives of project in SCIP.

（1）For the construction project (engineering) approved by SCIP Administration Committee, a set of completion archive should be submitted to the Archive Management Center in Comprehensive Office of SCIP Administration Committee within 6 months after project (engineering) completion inspection.

The project owner should specify clear requirements on version, quantity, quality, compilation cost, delivery date and responsibilities for breach etc of completion archives at the time of bidding or signing contracts with units of reconnaissance, design, construction, supervision etc.

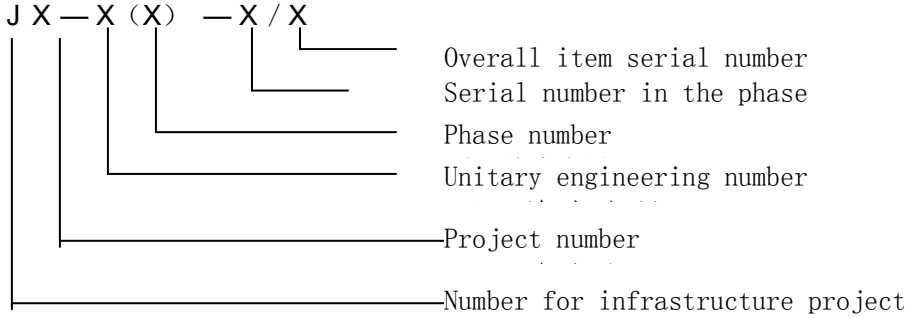
（2）For eligible completion archives inspected by Municipal Archive Bureau and SCIP Administration Committee, the submission scope would be disposed according to “Filing Range and Submission Content of Project Documents in SCIP” (details in Annex 5).

（3）If project owner did not submit completion archives to Archive Management Center in Comprehensive Office of SCIP Administration Committee within 6 months after project completion inspection, the municipal department of government would punish project owner, responsible principal of project owner and other responsible members according to article 59 and article 73 of “Quality Administration Statue for Construction Engineering”.

（4）SCIP Administration Committee owns the right to collect project engineering archives of the infrastructure engineering completed before execution of these “Temporary Provisions”. Every respective unit has responsibilities to collect, settle and submit respective documents.

**Article 29.** Project completion archives submitted to SCIP Administration Committee should be filed and packaged correctly and cautiously. They should also be compiled with “Description of Completion Archive Compilation of Construction Project” and “Content Index” with reference to “Compilation Instructions (Guidelines) on Completion Archives of Construction Projects in SCIP” (details in Annex 3).

Volume numbers of engineering archives in SCIP are consisted of item number, phase number and serial volume number etc. The form is as following style：




Note: Project number is determined by project owner. Archive submission number is

determined by SCIP Administration Committee.

**Article 30**. Quantity of sets of completion archives should be determined by actual demand. The project owner should reserve at least two sets of them by national archive filing scope of infrastructure projects (one set of originals filed in archive, another set of copies submitted to using unit). The set quantity stipulated in project investment contract or construction contract should be abided by as stipulation. Moreover, the project owner must submit a whole free set of completion archive to SCIP Administration Committee according to submission scope. For national level major projects, suitable sets of completion archives should be added for submission to respective departments according to national submission provisions of completion archives.

**Article 31.** The containers for archives submitted to SCIP Administration Committee should comply with national standards. Volumes should be filed in standard and uniform style. The archive covers and inside content sheets should be printed with computer. Soft disk of content should be submitted with archives. Archive containers of substitute projects should be submitted to project owner according to requirements of project owner.

**Article 32.** When archives are transferred, the volumes should be counted clearly. Transferring parties should sign on content sheets or list sheets page by page. For archives transferred to the Archive Management Center in Comprehensive Office of SCIP Administration Committee, the submitting party should fill “Acceptance Form for Completion Archive Transferring of Construction Project in SCIP” (details in Annex 4) with official seal.

## Chapter 6 Accessory Provisions

**Article 33.** Every unit should list applicable contents of these provisions in respective management systems. The provisions should also be contained in post responsibilities of respective personnel to ensure smooth evolvement of completion archives.

**Article 34.** Any incomplete or inaccurate collection of archives, compiled completion drawings inconsistent with actual conditions caused by mistakes of project principals or construction unit would be investigated for any damage of building, structure, duct lines over or under ground, or any other accidents by severity according to respective regulations.

**Article 35.** Any construction development unit, construction project unit in SCIP and units of design, renaissance, supervision, construction etc for project development and construction in SCIP should all comply with the requirements of these provisions. All project (engineering) archive affairs should be implemented strictly, cautiously and accurately.

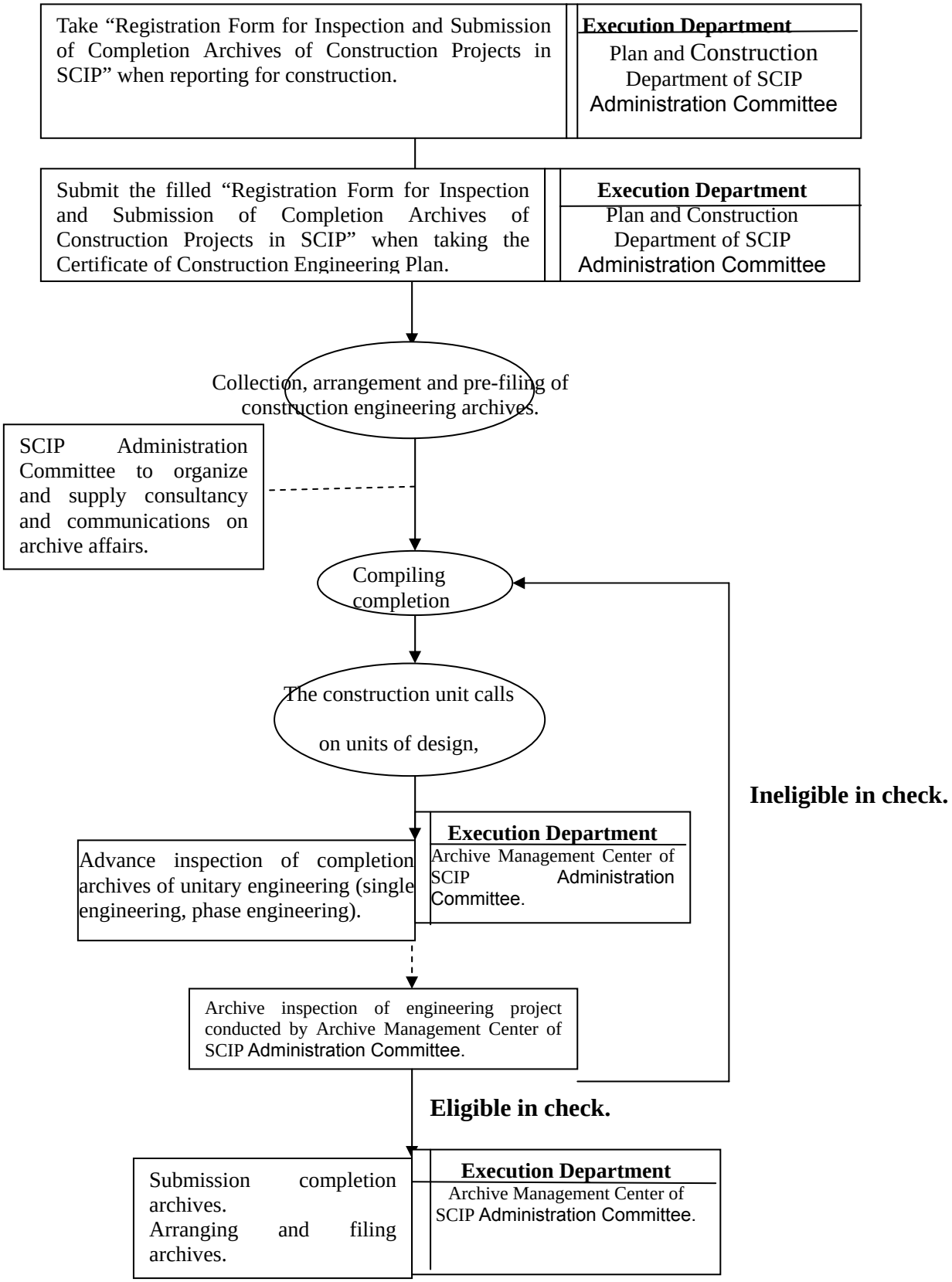
**Article 36.** These provisions are explained by the Administrative Committee of SCIP. Any inconsistency with newly issued documents by higher departments should be executed following new provisions of higher departments.

**Article 37.** These provisions will go into effect from the date of issue.

Annex 1. Engineering Archive Management Flow Chart of Construction Projects in SCIP
Annex 2. Informing Sheet for Directing, Supervising, Checking of Engineering Archive Affairs for Construction Project in SCIP.
Annex 3. Compilation Instructions (Guidelines) on Completion Archives of Construction Projects in SCIP.
Annex 4. Acceptance Form for Completion Archives Transferring of Construction Project in SCIP.
Annex 5. Filing Range and Content of Submission for Construction Engineering in SCIP
Annex 6. Application Form for Completion Archive Inspection of Construction Project in SCIP
Annex 7. Archive Inspection Certificate for Construction Project (Engineering) in SCIP.
Annex 8. Application Form for Archive Inspection of Construction Project of Shanghai Municipality

Annex 1

**Engineering Archive Management Flow Chart of Construction Projects in SCIP**



Annex 2.

**Informing Sheet for Directing, Supervising, Checking of Engineering Archive Affairs for Construction Project in SCIP**

| | | | | | | |
|---|---|---|---|---|---|---|
| Project | | | | | | |
| Project owner | Name | | | | | |
| | Address | | | | POC | |
| | Contact for Archive | | Tel: | | Address | |
| | | | Fax: | | | |
| Construction unit | Name | | | | | |
| | Address | | | | POC | |
| | Contact for Archive | | Tel: | | Address | |
| | | | Fax: | | | |
| Construction supervision unit | Name | | | | | |
| | Address | | | | POC | |
| | Contact for Archive | | Tel: | | Address | |
| | | | Fax: | | | |

Affairs and comments: ----------

Annex 3.

**Compilation Instructions (Guidelines) on Completion Archives of Construction Projects in SCIP**

**Part 1. Project (Engineering) Profile**

（I）Project (engineering) profile (including: Name of project investor, project name, operation duration, investment control and implementation conditions, magnitude quality accidents during construction etc.)

（II）Project evidence (including: project feasibility report, preliminary design approved by which department on what date with which document).

（III）Engineering investment scale.

（IV）Engineering address.

（V）Area of engineering (including: total land area for the project, total construction area of the project).

（VI）Unit names of engineering design, construction, supervision.

（VII）Structure type.

（VIII）Key equipment and technology.

（IX）Start and completion date.

（X）Construction management conditions.

（XI）Engineering budget and final accounts.

**Part 2. Overall conditions of completion archive arrangement and filing.**

（I）Compilation evidence (including: the evidence documents for project archive arrangement, project classification, lining and division. Number of unitary engineering and respective name).

（II）Arrangement and filing (including: overall amount of completion archives and respective document amount of each phase; completion drawings; photographs; soft discs etc; the project security classification; custody duration).

（III）Serial number style (including: the constitution of overall number, the definition of each symbol).

**Part 3. Division schedule of project unitary engineering**

**Annex 4. Acceptance Form for Completion Archives Transferring of Construction Project in SCIP**

Item No.:

Project: _____
Total file volumes: _____
（Documents: _____ Volumes,
Drawings: _____ Volumes,
Audio / Video: _____ Volumes）
Certificate No. for the Plan of Construction Engineering_____
Archive No. after acceptance: _____
Archive No. of infrastructure project: _____

Attachment: File list and in volume list of archives transferred.

Transferring unit (with seal): Accepting unit (with seal):
Transferring person: Accepting person:
Transferring date: Accepting date:

（This form is filled on two same copies. One copy for transferring unit and the other for accepting unit.）

Annex 5. Filing Range and Content of Submission for Construction Engineering in SCIP

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
|---|---|---|---|---|
| Part 1. Prophase Documents. | **Project establishing documents.** | | | |
| | 1 | Approval to project proposal (Approval to application of project establishment). | | * |
| | 2 | Project proposal (Application of project establishment). | | * |
| | 3 | Approval to feasibility report. | | * |
| | 4 | Feasibility report. | | * |
| | 5 | Project appraisal documents. | | * |
| | 6 | Environmental prediction and investigation report, environmental affection report and approval. | | * |
| | 7 | Approval to mission schedule. | | * |
| | 8 | Mission schedule. | | * |
| | **Location selecting documents.** | | | |
| | 1 | Advice notice of project location. | | |
| | 2 | Approval to location of construction project. | | * |
| | 3 | Application or report for location of construction project. | | * |
| | **Planning documents.** | | | |
| | 1 | Approval to specific plan for control. | | |
| | 2 | Specific plan description. | | |
| | 3 | Submission note for construction project plan. | | |
| | **Land documents.** | | | |
| | 1 | Notice on certificate of land plan for construction. | | |
| | 2 | Certificate of land plan, red line drawing and coordinate drawing. | | * |
| | 3 | Application for construction land. | | |
| | 4 | Notice for land assignment of engineering. | | |
| | 5 | Application for land assignment. | | |
| | 6 | Land assignment schedule. | | |
| | 7 | Land boundary reconnaissance report. | | * |
| | 8 | Certificate for use of national land. | | * |
| | 9 | Land leasing contract. | | * |
| | 10 | Land leasing application. | | |

| | | | | |
|---|---|---|---|---|
| | 11 | Land expropriation, remove and dismantlement documents. | | |
| | **Special application and approval documents.** | | | |
| | 1 | Notice for check and issue the certificate of construction engineering plan. | | |
| | 2 | Construction license. | | |
| | 3 | The certificate of construction engineering plan, checked relief map of engineering location and overall layout plan. | | * |
| | 4 | Approval for environment, fire fighting, labour safety, civil air defense, sanitation etc. | | * |

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
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| | 5 | Agreements for water, heat, electricity, gas, telecommunication, drainage etc. | | |
| | 6 | Agreements for raw material, processed material, fuel etc. | | |
| | **Bidding documents.** | | | |
| | 1 | Notice for management authorized by municipal bidding bureau. | | |
| | 2 | Registration form of bidding projects (including bidding team application documents). | | |
| | 3 | Agreement for agency of bidding. | | |
| | 4 | Submission of lowest bid base for approval, checked lowest bid base. | | |
| | 5 | Bid inviting documents, bid revision documents, bidding complementary documents, replying documents. | | |
| | 6 | Bidding documents, qualification documents, implementation guarantee, consignment authorization. | | |
| | | Bid clarification document, revision documents. | | |
| | 7 | | | |
| | | Documents formed during bidding course (appraising measures, appraising records, signature form for appraisers). | | |
| | 8 | Advice notice for winning of bidding. | | |
| | 9 | Advice notice for losing of bidding. | | |
| **Part 2. Design documents.** | 1 | Overall plan design. | | |
| | 2 | Concept design. | | |
| | 3 | Preliminary design and approval. | | |
| | 4 | Technical design. | | |
| | 5 | Documents of technical secrecy, patent documents. | | |
| | 6 | Engineering structure design calculation paper (or custody certificate for calculation paper) and instructions. | | * |
| | 7 | Design assessment, appraisal and approval. | | |
| | 8 | Engineering budgetary estimate. | | |
| | 9 | Design for construction drawings. | | |
| | 10 | Hydrogeology reconnaissance report and geological diagram. | | * |
| | 11 | Design contract, contract revisions and complementary documents. | | |

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| Part 3. Supervision documents. | 1 | Supervision guidelines (Task schedule for supervision of engineering project). | | |
| | 2 | Supervision contract. | | * |
| | 3 | Supervision institute of engineering project and list of responsible personnel. | | |
| | 4 | Supervision plan, detailed rules and approval. | | |
| | 5 | Submission form of construction organization and plan for approval. | | |
| | 6 | Engineering start working report. | | |
| | 7 | Submission for inspection note of construction measurement and lofting. | | |
| | 8 | | | |
| | | Conference minutes (Coordinating conference, regular meeting, transition of design details, joint approval for drawings etc). | | |
| | 9 | Submission form of technical auditing note for approval. | | |
| | 10 | | | |
| | | Liaison note of affairs (to project owner, contractor, design unit etc). | | |

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
|---|---|---|---|---|
| Part 3. Supervision documents. | 11 | Supervision memo. | | |
| | 12 | Supervision advice notice | | |
| | 13 | Construction memo. | | |
| | 14 | Examination records of stand-by supervision. | | |
| | 15 | Application form of monthly expenditure for project. | | |
| | 16 | Application form of revision cost for engineering. | | |
| | 17 | Auditing recording of engineering budget and final accounts, payment records. | | |
| | 18 | Submission form of claim for approval. | | |
| | 19 | Submission form of prolonged duration for approval. | | |
| | 20 | Submission form of sub-contractor qualification for approval. | | |
| | 21 | Submission form of construction schedule (regulating plan) for approval. | | |
| | 22 | Submission form of qualification of product and semi-product suppliers for approval. | | |
| | 23 | Submission form of construction materials for approval. | | |
| | 24 | Submission form of main equipment selection for approval. | | |
| | 25 | Equipment procurement and supervision of making material. | | |
| | 26 | Advice notice for engineering stoppage. | | |
| | 27 | Report of engineering quality (accidents). | | * |
| | 28 | Submission form of engineering quality accident disposal for approval. | | * |
| | 29 | Submission form of revision re-checks for approval. | | |
| | 30 | Application for resumption of construction. | | |
| | 31 | Special report. | | * |

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| | 32 | Submission form of engineering for approval. | | |
| | 33 | Check and record form for actual measurement items. | | |
| | 34 | Appraisal form for appearance items. | | |
| | 35 | Check and record form for quality guarantee documents. | | |
| | 36 | Preliminary inspection report of sub-project engineering. | | |
| | 37 | Quality inspection record of section (sub-section) engineering. | | |
| | 38 | Quality inspection record of unit (sub-unit) engineering. | | |
| | 39 | Check-up record of quality control documents of unit (sub-unit) engineering. | | |
| | 40 | Preliminary inspection report of engineering. | | |
| | 41 | Inspection record of the quality of inspection lot. | | |
| | 42 | Supervision log. | | |
| | 43 | Monthly report of supervision. | | |
| | 44 | Summarization of supervision. | | |
| | **Civil engineering, Part 1 (Piling)** | | | |
| | 1 | Construction contract and overall budget diagram. | | |
| | 2 | Quality inspection certificate for unitary and sectional engineering of pile foundation. | | * |
| | 3 | Report for construction and completion. | | * |

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
|---|---|---|---|---|
| **Part 4. Construction technology documents.** | 4 | Joint approval for drawings, summary for transition of technical details. | | * |
| | 5 | Technical confirmation paper, liaison note of affairs. | | * |
| | 6 | Locating and lofting record of pile position. | | * |
| | 7 | Overall diagram of pile driving record. | | * |
| | 8 | Inspection record of concealed engineering. | | |
| | 9 | Report form of general engineering quality accident. | | * |
| | 10 | Report form of major quality accident. | | * |
| | 11 | Test report on sequential curves of bore shape for pile cast. | | |
| | 12 | Test report on slump of reinforced concrete. | | |
| | 13 | Intensity test report of nondestructive concrete. | | |
| | 14 | Compression test report of concrete brick. | | |
| | 15 | Intensity appraisal of concrete with non-statistics method. | | |
| | 16 | Test report on selective examination of tacked steel bars in practicality. | | |
| | 17 | Test report of steel. | | |
| | 18 | Chemical analysis report of steel. | | |
| | 19 | Test report of coarse aggregate. | | |
| | 20 | Test report of fine aggregate. | | |
| | 21 | Test report of cement. | | |
| | 22 | Quality certificate for cement. | | |
| | 23 | Quality certificate for steel. | | |
| | 24 | Quality certificate for coarse aggregate. | | |
| | 25 | Quality certificate for fine aggregate. | | |

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| | 26 | Test report of static, dynamic load on piles. | | * |
| | 27 | Organization plan for construction. | | |
| | 28 | Construction management (summary of construction). | | |
| | 29 | Quality appraisal documents. | | * |
| | 30 | Others. | | |
| | 31 | Completion drawings. | | * |
| | **Civil engineering, Part 2 (Main foundation body)** | | | |
| | 1 | Register form for quality of construction engineering in Shanghai. | | * |
| | 2 | Construction contract and overall budget diagram. | | |
| | 3 | Engineering profile. | | |
| | 4 | Quality inspection certificate for unitary and sectional engineering of foundation. | | * |
| | 5 | Quality inspection certificate for unitary and sectional engineering of main foundation body. | | * |
| | 6 | Quality inspection certificate for engineering of structure installation. | | * |
| | 7 | Report for construction start and completion. | | * |
| | 8 | Joint approval for drawings, summary for transition of technical details. | | * |
| | 9 | Technical confirmation paper, liaison note of affairs. | | * |

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
|---|---|---|---|---|
| **Part 4. Construction technology documents.** | 10 | Check-up form for structure measurement. | | * |
| | 11 | Observation result of structure sedimentation. | | * |
| | 12 | Result form of vertical measurement. | | |
| | 13 | Inspection record of foundation. | | * |
| | 14 | Inspection record of concealed engineering. | | |
| | 15 | Report form of general engineering quality accident. | | * |
| | 16 | Report form of major quality accident. | | * |
| | 17 | Compression test report of grout brick. | | |
| | 18 | Inspection and appraisal of grout intensity. | | |
| | 19 | Test report on slump of reinforced concrete. | | |
| | 20 | Intensity test report of nondestructive concrete (First) (Second). | | |
| | 21 | Impermeability test report on reinforced concrete. | | |
| | 22 | Compression test report of concrete brick. | | |
| | 23 | Intensity appraisal of concrete with non-statistics method. | | |
| | 24 | Intensity appraisal of main structure concrete with mathematic statistics method. | | |
| | 25 | Test report of steel. | | |
| | 26 | Chemical analysis report of steel. | | |
| | 27 | Test report of coarse aggregate. | | |
| | 28 | Test report of fine aggregate. | | |
| | 29 | Test report of pitch. | | |
| | 30 | Test report of special material. | | |
| | 31 | Test report of cement. | | |
| | 32 | Tension record of pre-stress. | | |
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| | 33 | Test report on selective examination of tacked | | |

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| | | steel bars in practicality. | | |
| | 34 | Report on selective practical examination of butt welded steel bars and pre-embedded irons. | | |
| | 35 | Test report of sand bed with cutting ring. | | |
| | 36 | Density test report of filling earth. | | |
| | 37 | Test report of bricks. | | |
| | 38 | Quality certificate for steel. | | |
| | 39 | Quality certificate for cement. | | |
| | 40 | Quality certificate for coarse aggregate. | | |
| | 41 | Quality certificate for fine aggregate. | | |
| | 42 | Quality certificate for bricks. | | |
| | 43 | Certificate for qualification of reinforced concrete structures. | | |
| | 44 | Certificate for qualification of steel windows and steel doors. | | |
| | 45 | Certificate for qualification of metal structures. | | |
| | 46 | Certificate for qualification of wooden wares. | | |
| | 47 | Organization plan for construction. | | |

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
|---|---|---|---|---|
| Part 4. Construction technology documents. | 48 | Construction management (summary of construction). | | |
| | 49 | Quality appraisal documents. | | * |
| | 50 | Others. | | |
| | 51 | Completion drawings. | | * |
| | **Steel structures.** | | | |
| | 1 | Register form for quality of construction engineering in Shanghai. | | * |
| | 2 | Construction contract and overall budget diagram. | | |
| | 3 | Engineering profile. | | |
| | 4 | Quality inspection certificate for unitary and sectional engineering of foundation. | | * |
| | 5 | Quality inspection certificate for unitary and sectional engineering of main body. | | * |
| | 6 | Quality inspection certificate for engineering of structure installation. | | * |
| | 7 | Advice notice construction start and completion. | | * |
| | 8 | Joint approval for drawings, summary for transition of technical details. | | * |
| | 9 | Technical confirmation paper, liaison note of affairs. | | * |
| | 10 | Check-up form for structure measurement. | | * |
| | 11 | Observation result of structure sedimentation. | | * |
| | 12 | Result form of vertical measurement. | | |
| | 13 | Inspection record of foundation. | | * |
| | 14 | Inspection record of concealed engineering. | | |
| | 15 | Report form of general engineering quality accident. | | * |
| | 16 | Report form of major quality accident. | | * |
| | 17 | Compression test report of grout brick. | | |
| | 18 | Inspection and appraisal of grout intensity. | | |
| | 19 | Test report on slump of reinforced concrete. | | |
| | 20 | Intensity test report of nondestructive concrete (First) (Second). | | |

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|---|---|---|---|---|
| | 21 | Impermeability test report on reinforced concrete. | | |
| | 22 | Compression test report of concrete brick. | | |
| | 23 | Intensity appraisal of concrete with non-statistics method. | | |
| | 24 | Intensity appraisal of main structure concrete with mathematic statistics method. | | |
| | 25 | Test report of steel. | | |
| | 26 | Chemical analysis report of steel. | | |
| | 27 | Test report of coarse aggregate. | | |
| | 28 | Test report of fine aggregate. | | |
| | 29 | Test report of pitch. | | |
| | 30 | Test report of special material. | | |
| | 31 | Test report of cement. | | |
| | 32 | Tension record of pre-stress. | | |
| | 33 | Test report on selective examination of tacked steel bars in practicality. | | |

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
|---|---|---|---|---|
| Part 4. Construction technology documents. | 34 | Report on selective practical examination of butt welded steel bars and pre-embedded irons. | | |
| | 35 | Test report of sand bed with cutting ring. | | |
| | 36 | Density test report of filling earth. | | |
| | 37 | Test report of bricks. | | |
| | 38 | Quality certificate for imported steel. | | |
| | 39 | Quality certificate for profile metal sheet. | | |
| | 40 | Quality certificate for paint. | | |
| | 41 | Quality certificate for weld rods. | | |
| | 42 | Quality certificate for flux cored weld wires. | | |
| | 43 | Quality certificate for profiles. | | |
| | 44 | Quality certificate for high intensity bolts. | | |
| | 45 | Quality certificate for ready-made structures of steel. | | |
| | 46 | Test report on ready-made structures of steel. | | |
| | 47 | Appraisal certificate of tensile sensors. | | |
| | 48 | Quality certificate for torque wrench. | | |
| | 49 | Test report of high intensity bolts. | | |
| | 50 | Test report on anti-slide of friction surface of high intensity bolts. | | |
| | 51 | Appraisal report on weld process. | | |
| | 52 | Test report on technical data of stud welding. | | |
| | 53 | Ultrasonic test report on weld seam. | | |
| | 54 | Organization plan for construction. | | |
| | 55 | Construction management (summary of construction), self assessment of construction unit. | | |
| | 56 | Quality appraisal documents. | | * |
| | 57 | Quality appraisal form of sectional engineering. | | * |
| | 58 | Quality test and appraisal form for tall steel structure installation of sectional engineering. | | * |
| | 59 | Test record form for treatment quality of friction surface of high intensity bolts in steel structures. | | |
| | 60 | Test record form for treatment quality of friction surface of installation intensity bolts in steel | | |

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| | | structures. | | |
| | 61 | Test and appraisal form for installation quality of bolts in steel structures. | | * |
| | 62 | Self inspection form for rectification of steel post. | | |
| | 63 | Self inspection form for weld construction of steel structure installation. | | |
| | 64 | Storey elevation. | | |
| | 65 | Test and appraisal form for quality of sectional installation engineering of profile metal sheet. | | * |
| | 66 | Test and appraisal form for quality of sectional engineering of stud welding. | | * |
| | 67 | Visual quality appraisal form for fabrication and installation of steel structure engineering. | | * |
| | 68 | Quality appraisal form for fabrication and installation of unitary engineering of steel structure . | | * |
| | 69 | Quality appraisal form for fabrication of sectional engineering of steel structure . | | * |
| | 70 | Visual quality appraisal form for fabrication of steel structures. | | * |
| | 71 | Comprehensive quality appraisal form for fabrication of steel structures. | | * |

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
|---|---|---|---|---|
| | 72 | Others. | | |
| | 73 | Completion drawings. | | * |
| **Part 5. Construction technical documents for equipment installation (pipelines).** | **Water, heating, fuel gas and sanitation.** | | | |
| | 1 | Construction contract. | | |
| | 2 | Construction budget diagram. | | |
| | 3 | Report for construction start and completion. | | * |
| | 4 | Joint approval for transition of technical details. | | * |
| | 5 | Technical confirmation paper, liaison note of affairs. | | * |
| | 6 | Measurement record of outdoor pipelines. | | * |
| | 7 | Functional test record and quality appraisal. | | * |
| | | (1)Pressure test record of water supply, drainage pipes, sanitation, hydrant system. | | |
| | | | | |
| | | (2)Pressure test record of water pipes of heating system and fuel gas pipes. | | |
| | 8 | Inspection record of concealed engineering. | | |
| | 9 | Detailed list and test record of materials and equipment. | | |
| | | Detailed list and quality certificate of materials and equipment. | | |
| | | (2)Records of selective test of equipment, trial running, installation. | | |
| | 10 | Report on pipeline consultancy. Installation application of pipeline and equipment. | | |
| | 11 | Quality appraisal form for heating, sanitation and fuel gas engineering. | | |
| | 12 | Others. | | |
| | 13 | Completion drawings. | | * |

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| | **Electric power.** | | | |
| | 1 | Construction contract. | | |
| | 2 | Construction budget diagram. | | |
| | 3 | Report for construction start and completion. | | * |
| | 4 | Joint approval for transition of technical details. | | * |
| | 5 | Technical confirmation paper, liaison note of affairs. | | * |
| | 6 | Test record of directly buried outdoor cables. | | * |
| | 7 | Electric power test and commissioning record and quality appraisal form. | | |
| | | (1)Test record of lightning rod (web) with wire, insulation and grounding resistance. | | |
| | | (2)Test and trial record of automatic control, fire fighting, television and security system. | | |
| | 8 | Inspection record of concealed engineering. | | |
| | 9 | Detailed list and test record of materials and equipment. | | |
| | 10 | Report on pipeline consultancy.<br>Installation application of pipeline and equipment. | | |
| | 11 | Quality appraisal form for electric engineering. | | * |
| | 12 | Others. | | |
| | 13 | Completion drawings. | | * |
| | **Ventilation and air-conditioning.** | | | |
| | 1 | Construction contract. | | |

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
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| **Part 5. Construction technical documents for equipment installation (pipelines).** | 2 | Construction budget diagram. | | |
| | 3 | Report for construction start and completion. | | * |
| | 4 | Joint approval for transition of technical details. | | * |
| | 5 | Technical confirmation paper, liaison note of affairs. | | * |
| | 6 | Commissioning, test record and quality appraisal form. | | |
| | 7 | Inspection record of concealed engineering. | | |
| | 8 | System commissioning report. | | |
| | 9 | Detailed list and test record of materials and equipment. | | |
| | 10 | Quality appraisal form for ventilation and air-conditioning engineering. | | * |
| | 11 | Others. | | |
| | 12 | Completion drawings. | | * |
| | **Lifters.** | | | |
| | 1 | Quality inspection certificate for unitary and sectional engineering of lifters. | | * |
| | 2 | Detailed list of main lifter equipment. | | |
| | 3 | Joint approval for drawings. Revision of design. Technical confirmation paper. | | * |
| | 4 | Test record of insulation and grounding resistance. | | |
| | 5 | Trial running record of no load, full load and over load. | | |

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| | 6 | Commissioning and test report. | | |
| | 7 | Quality certificate. | | |
| | 8 | Equipment package opening inspection record. | | |
| | 9 | Instruction manual for lifter installation. | | |
| | 10 | Self inspection and mutual inspection record during installation. | | |
| | 11 | Quality appraisal form for sectional installation engineering of lifters. | | * |
| | 12 | Others. | | |
| | 13 | Completion drawings. | | * |
| | **Pipe net over and under ground.** | | | |
| | 1 | Construction contract. | | |
| | 2 | Construction budget diagram. | | |
| | 3 | Report for construction start and completion. | | * |
| | 4 | Joint approval for drawings and record on transition of technical details. | | * |
| | 5 | Revision of design. Technical confirmation paper. | | * |
| | 6 | Measurement record of pipelines. | | * |
| | 7 | Inspection record of concealed engineering. | | |
| | 8 | Consultancy report of pipelines. | | |
| | 9 | Inspection record of pipeline installation. | | |
| | 10 | Test record for node of pipelines. | | * |
| | 11 | Measurement record of elevation, location and gradient of pipelines. | | * |
| | 12 | Trial record of pipeline installation. | | |

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
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| **Part 5. Construction technical documents for equipment installation (pipelines).** | 13 | Weld test record of pipeline installation. | | |
| | 14 | Quality appraisal form for unitary installation engineering of pipelines. | | * |
| | 15 | Quality appraisal form for sectional installation engineering of pipelines. | | * |
| | 16 | Others. | | |
| | 17 | Completion drawings.(Drawings of over and under ground integrated pipe net within land for construction. Including connection location of pipelines). | | * |
| | **Installation of other equipment and pipelines.** | | | |
| | 1 | Construction contract and budget diagram. | | |
| | 2 | Quality inspection certificate for unitary and sectional engineering. | | * |
| | 3 | Report for construction start. | | * |
| | 3 | Report for construction completion. | | * |
| | 4 | Summary on transition of technical details and joint approval for drawings. | | * |
| | 5 | Technical confirmation paper, liaison note of affairs. | | * |
| | 6 | Procurement, bidding and ordering of equipment and respective measures. | | |
| | 7 | Quality certificate of equipment ex-works. | | |
| | 8 | Equipment packing list and package opening inspection record. | | |
| | 9 | Equipment drawings and respective | | |

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| | | instructions. | | |
| | 10 | Equipment test and inspection record. | | |
| | 11 | Commodity inspection documents of imported equipment; Customs application and clearance documents. | | |
| | 12 | Equipment installation and commissioning record. | | |
| | 13 | Identification documents of equipment technical features. | | |
| | 14 | Installation record of pipelines. | | |
| | 15 | Test record of pipeline nodes. | | * |
| | 16 | Measurement record of elevation, location and gradient of pipelines. | | * |
| | 17 | Commissioning and test record of system. | | |
| | 18 | Quality appraisal form for unitary installation engineering of equipment and pipelines. | | * |
| | 19 | Quality appraisal form for sectional installation engineering of equipment and pipelines. | | * |
| | 20 | Others. | | |
| | 21 | Completion drawings. | | * |
| Part 6. Technical documents for construction of building glass curtain. | 1 | Quality inspection certificate for unitary and sectional engineering of glass curtain. | | * |
| | 2 | Construction contract and budget diagram. | | |
| | 3 | Advice notice for construction start and completion. | | * |
| | 4 | Summary on transition of technical details and joint approval for drawings. | | * |
| | 5 | Advice notice for revision of design. Technical confirmation paper. | | * |
| | 6 | Measurement report. | | * |
| | 7 | Inspection record of concealed engineering. | | |
| | 8 | Quality certificate and ex-works certificate of glass curtain. | | |
| | 9 | Customs general inspection certificate of imported glass curtain and profile materials. | | |

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
|---|---|---|---|---|
| Part 6. Technical documents for construction of building glass curtain. | 10 | Experiment report on wind pressure intensity of glass curtain. | | |
| | 11 | Test report on voice and temperature insulation features of glass curtain. | | |
| | 12 | Experiment report on air permeability of glass curtain. | | |
| | 13 | Quality guarantee for coating of curtain glass. | | |
| | 14 | Test report on lightning rod of glass curtain. | | |
| | 15 | Experiment report on rain permeability of glass curtain. | | |
| | 16 | Quality certificate of profile materials. | | |
| | 17 | Experiment report on profile materials. | | |
| | 18 | Quality guarantee for oxide coating of aluminum alloy profile. | | |
| | 19 | Quality certificate of structural glue and sealing glue. | | |

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| | 20 | Experiment report on compatibility and bonding intensity of structural glue and sealing glue. | | |
| | 21 | Quality certificate and performance certificate of curtain studs. | | |
| | 22 | Quality certificate and test report on physical performance of bolts. | | |
| | 23 | Test report on tensile intensity of expansive bolts. | | |
| | 24 | Quality certificate and performance certificate of packing materials. | | |
| | 25 | Quality certificate of ex-works ready-made structures. | | |
| | 26 | Organization plan for construction. | | |
| | 27 | Construction management (summary of construction). | | |
| | 28 | Quality appraisal documents. | | * |
| | 29 | Others. | | |
| | 30 | Completion drawings. | | * |
| Part 7. Technical documents for construction of decoration. | 1 | Quality inspection certificate for unitary and sectional engineering of decoration. | | |
| | 2 | Construction contract and budget diagram. | | |
| | 3 | Report for construction start and completion. | | * |
| | 4 | Summary on transition of technical details and joint approval for drawings. | | * |
| | 5 | Advice notice for revision of design. Liaison note of affairs. | | * |
| | 6 | Inspection record of concealed engineering. | | |
| | 7 | Inspection record of engineering completion. | | |
| | 8 | Self appraisal record on unitary and sectional engineering. | | |
| | 9 | Construction summary. | | |
| | 10 | Structures. | | |
| | | (1) Quality certificate of ex-works steel. | | |
| | | (2) Quality certificate of ex-works cement. | | |
| | | (3) Test report on bricks of reinforced concrete and grout. | | |
| | | (4) Quality certificate and test report on water-proof materials for roof. | | |
| | | (5) Quality certificate and test report of ex-works bricks. | | |
| | | (6) Quality certificate of structures. | | |
| | 11 | Decoration. | | |

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
|---|---|---|---|---|
| Part 7. Technical documents for construction of decoration. | | (1) Quality certificate of steel windows and steel doors. | | |
| | | (2) Quality certificate for material, doors, windows of aluminum alloy profile. | | |
| | | (3) Quality certificate of wall paper and wall cloth. | | |
| | | (4) Surface planks (board, plasterboard, three-ply). | | |
| | | (5) Decorating planks (marble, granite, floor bricks and decorating board). | | |
| | | (6) Quality certificate of glass curtain. | | |

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| | 12 | Electric appliance. | | |
| | | (1) Quality certificate of main electric equipment and materials. | | |
| | | (2) Test record of insulation and grounding resistance. | | |
| | 13 | Water supply, heating, ventilation and air conditioning. | | |
| | | (1) Quality certificate of pipe fittings, spare parts, material and equipment. | | |
| | | (2) Quality certificate of sanitary appliances. | | |
| | | (3) Test record of pressure. | | |
| | | (4) System record. | | |
| | | (5) Test record of water supply, water drainage and water filling. | | |
| | | (6) Test record on commissioning of air conditioning system. | | |
| | | (7) Others. | | |
| Part 8. Technical documents for construction of afforestation. | 1 | Quality inspection certificate for unitary and sectional engineering of afforestation. | | |
| | 2 | Construction contract and budget diagram. | | |
| | 3 | Engineering profile. | | |
| | 4 | Report for construction start. | | * |
| | 5 | Report for construction completion. | | * |
| | 6 | Summary on transition of technical details and joint approval for drawings. | | * |
| | 7 | Liaison note of affairs. Advice notice for tasks. | | * |
| | 8 | Advice notice for revisions. | | * |
| | 9 | Check-up contents of engineering. | | |
| | 10 | Spot signing form of engineering. | | |
| | 11 | List of plants. | | |
| | 12 | Summary of construction | | |
| | 13 | Organization of construction. | | |
| | 14 | Construction log. | | |
| | 15 | Others. | | |
| | 16 | Completion drawings. | | * |
| Part 9. Technical documents for inspection of completion. | 1 | Registered documents for inspection of engineering completion. | | * |
| | | (1) Registered form for inspection of construction engineering completion. | | |
| | | (2) Inspection report of construction engineering completion. | | |
| | | (3) Inspection report on quality of engineering by reconnaissance unit (Quality certificate). | | |
| | | (4) Inspection report on quality of engineering by design unit (Quality certificate). | | |

| Category | Serial No. | Filing content | In custody by project owner | Submitted to SCIP Administration Committee |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| Part 9. Technical documents for inspection of completion. | | (5) Inspection report on quality of engineering by construction unit (Quality certificate). | | |
| | | and Engineering warranty certificate for repair. | | |
| | | (6)Appraisal report on quality of engineering by supervision unit (Quality certificate). | | |
| | | (7) Check-up certificate for construction engineering archives of Shanghai municipality and collection. | | |
| | | (8) Registration document of responsible person on quality of whole life for inspection of construction engineering completion of Shanghai municipality. | | |
| | 2 | Report on final accounting and price audit of engineering (Overall diagram). | | * |
| | 3 | Inspection certificate for archives of construction project (engineering) in SCIP. | | * |
| | 4 | Inspection certificate for completion plan of construction project in Shanghai. (Including measurement results of inspection for completion plan.) | | * |
| | 5 | Ownership certificate of real estate in Shanghai (Including technical report on mapping of land and house). | | * |
| | 6 | Other appraisal certificates for completion inspection of different specialty (including fire-fighting, environmental protection, epidemic prevention, general sanitation, lifters and labour safety etc). | | * |
| | 7 | Other inspection certificate for different items. | | * |
| | 8 | Audio and video (photographs) documents. | | * |
| | | (1) Photographs and videos of original spot conditions, physiognomy and finished structures of construction. | | |
| | | (2) Photographs and videos of whole construction course of major engineering. | | |
| Part 10. Technical documents for preparation of production, technology and trial production. | 1 | Preparation plan for trial production. | | |
| | 2 | Technical responsibility system for management of trial production. | | |
| | 3 | Start and stop plan. | | |
| | 4 | Technical data, performance and drawings of products. | | |
| | 5 | Process regulations (including Approval certificate). | | |
| | 6 | Process cards. | | |
| | 7 | Operation regulations for every post. Technical training documents. | | |
| | 8 | Operation regulations for safety. Accident analysis report. | | |
| | 9 | Analysis regulations (including approval certificate for test methods of raw material and finished products). | | |
| | 10 | Records on equipment commissioning, inspection, running and maintenance. | | |

| | | | | |
|---|---|---|---|---|
| | 11 | Identification report on product quality of trial production. | | |
| | 12 | Documents of industrial sanitation and labour protection. | | |
| | 13 | Summary for trial production. | | |

Annex 6. **Application Form for Completion Archive Inspection of Construction Project in SCIP**

<table>
<tr><td colspan="2">Project</td><td colspan="3"></td><td>Project location</td><td colspan="3"></td></tr>
<tr><td rowspan="3">Applicant</td><td>Name</td><td colspan="6"></td></tr>
<tr><td>Address</td><td colspan="4"></td><td>POC</td><td></td></tr>
<tr><td>Contact person for archive</td><td colspan="3"></td><td>Tel.</td><td colspan="2"></td></tr>
<tr><td colspan="3"></td><td>Fax.</td><td colspan="2"></td></tr>
<tr><td colspan="2">Application date fo inspection.</td><td colspan="2"></td><td colspan="2">Inspection date fo project completion.</td><td colspan="2"></td></tr>
<tr><td rowspan="3">Engineering profile.</td><td colspan="2">Start date</td><td></td><td>Completion date</td><td colspan="3"></td></tr>
<tr><td colspan="2">Floor area of construction</td><td></td><td>License for land plan</td><td colspan="3"></td></tr>
<tr><td colspan="2">Total investment</td><td></td><td>License for engineering plan</td><td colspan="3"></td></tr>
<tr><td colspan="3">Remarks of applicant</td><td colspan="5">Juridical person of project owner:<br>Seal of project owner<br>Date:</td></tr>
<tr><td colspan="3" rowspan="2">Remarks of administrative department for archive inspection.</td><td colspan="5">Seal of administrative department<br>Date:</td></tr>
<tr><td colspan="5">Seal of administrative department<br>Date:</td></tr>
</table>

Note: 1. This form should be made in two original copies. Administrative Committee and applicant hold one copy each.

2. Main documents submitted for approval.

（1）Compilation instructions on completion archives of construction projects in SCIP.

（2）Report on compilation conditions of completion drawings.

（3）Remarks on self inspection of archive quality of applicant.

Annex 7. **Archive Inspection Certificate for Construction Project (Engineering) in SCIP**

Inspection No.

This construction project (engineering) complies with inspection standards and requirements by applicable regulations of “Quality Control Statute for Construction Engineering”, “Municipal Plan Statute of Shanghai”, “Archive Statute of Shanghai Municipal”, “The Temporary Provisions of Archives Management for Infrastructure Projects (Engineering) in SCIP” (Trial version).

<table>
<tr><td>Project</td><td colspan="3"></td><td>Project owner</td><td colspan="2"></td></tr>
<tr><td>Project location</td><td colspan="3"></td><td>Total investment</td><td colspan="2"></td></tr>
<tr><td>Approval unit</td><td colspan="3"></td><td>Approval No.</td><td colspan="2"></td></tr>
<tr><td colspan="2">License for construction project plan</td><td colspan="5"></td></tr>
<tr><td>Floor area of construction</td><td colspan="3"></td><td>Land occupation</td><td colspan="2"></td></tr>
<tr><td>Design unit</td><td colspan="3"></td><td>Construction unit</td><td colspan="2"></td></tr>
<tr><td>Supervision unit</td><td colspan="3"></td><td>Completion date</td><td colspan="2"></td></tr>
<tr><td>Archive quantity</td><td></td><td>Documents (volumes)</td><td></td><td>Drawings (volumes)</td><td colspan="2"></td></tr>
<tr><td colspan="2">Audio and video archives (package or volume)</td><td></td><td colspan="2">Code for project archive</td><td colspan="2"></td></tr>
<tr><td colspan="7">Inspection remarks on project archives:<br>Inspection unit:<br>Responsible person:<br>Date:</td></tr>
</table>

Annex 8.

**Application Form for Archive Inspection of Construction Project of Shanghai Municipality**

| | | | |
|---|---|---|---|
| Project | | | |
| Applicant | | | |
| Application date | | Inspection date of project completion | |
| Contact | | Tel. | |
| Remarks of applicant | （Official seal）Date: | | |
| Examination remarks of higher administrative unit | （Official seal）Date: | | |
| Remarks of inspection unit | （Official seal） Date: | | |

**Unification Notice of "Completion Seal" Pattern**

HHGB [2006] No.2

To all project owners and construction units in SCIP:

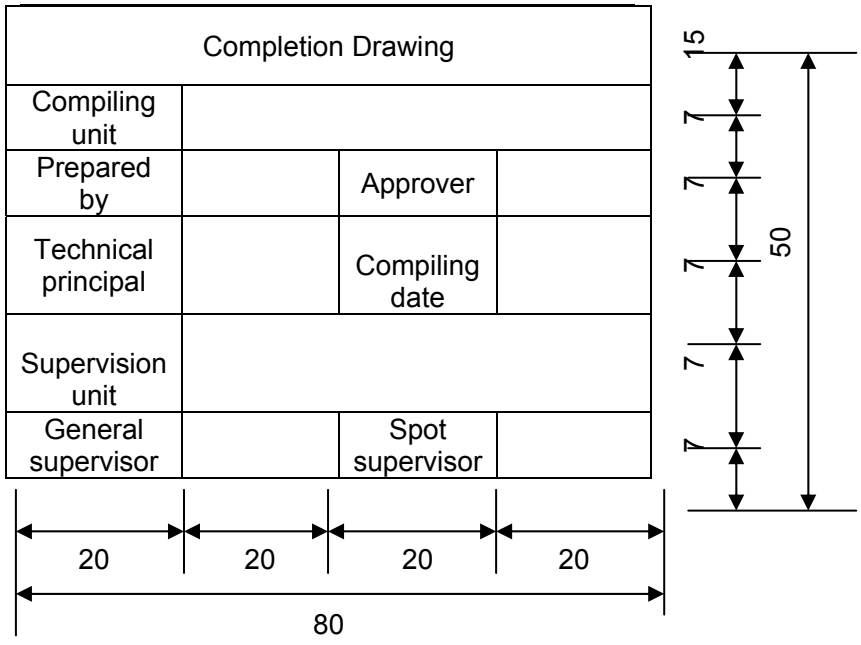
Completion drawings reflect the fact of construction engineering. They are main part of inspection for project archives. At present, different pattern of "Completion Seal" is used in SCIP. On requisition of project owners and construction units in SCIP, the uniform pattern of "Completion Seal" is now supplied for use. Details can be referred to in the Annex.

After reception of the notice, every project owner should promulgate applicable standards to respective construction units for implementation.

Annex: Completion Seal.

15 March 2006

Annex: in mm.




**Administration Committee of SCIP Advice on further reinforcement of information affairs (Trial version)**

HHG(2004) No. 84

To every department of SCIP and all units in SCIP：

Shanghai Chemical Industry Park (hereinafter referred to as SCIP) is the first

professional development zone majored on petrochemicals in China. It is also major industrial base of Shanghai. After years of development and construction, it has already preliminary scale and exposed a brief profile. This year is the “Image Year” of SCIP development and construction. In 2005, many major projects in SCIP were put into production and brought economic benefits. Following the hastened steps of construction in SCIP, the information affairs become more and more important. SCIP needs to promulgate widely and to set up affiliation with municipal communist party committee, government, respective departments, committees, offices and bureaus for communication. The evolvement of every unit and construction achievements of SCIP should be shown completely to promote the development of whole SCIP. Therefore the following advices are brought forward.

A. Pay high attention to the submission of information to Administration Committee of SCIP.

Administration Committee of SCIP is the agency of People’s Government of Shanghai Municipality. It takes responsibilities for routine administrative affairs. Every department of Administration Committee of SCIP, every enterprise in SCIP, every administrative unit and governmental agency should pay full attention to the submission of information to Administration Committee of SCIP by assignment of personnel and adoption of measures.

Every unit and department should bring the information affairs to the height of promoting construction of SCIP and realization of overall objective of “First rate in the world” chemical industry park. We must strengthen the leadership and management of information work. The work of information submission should be regarded as important affair. The information department, responsible leader and information member should be assigned. Respective post responsibilities should also be established.

B. Significant information should be submitted promptly, accurately and impersonally.

Every unit should submit significant information promptly, accurately and impersonally according to actual affairs of different phase and construction conditions. The information for submission includes:

1. Annual work plan and work arrangement of specific phase of each unit.

2. The formation of significant regulations, execution of major activities, start and completion of construction engineering, project negotiation and agreement signing etc.

3. Construction conditions of project. Evolvement of project on approval, start preparation and construction conditions of approved project, production and operation status of completed project etc.

4. Safety and management conditions. All measures should be implemented to stabilize routine affairs. Strengthening spot management methods and achievements. Evolvement conditions of safe construction and safe production. Emergency response, danger rescue, disaster elimination plan. Communication and coordination among units and departments.

5. Methods and experiences to innovate interior administration within units, to strengthen the construction of talents team and worker team.

6. Problems discovered or encountered. Such as colony incident, serious emergent accident, difficulties, issues, opinions and advices etc happened during production courses and routine affairs.

7. Other information necessary for submission.

Every unit and department should improve the timeliness and accuracy of submission. The submission frequency could be determined by actual conditions of every unit and department. Usually at least one information should be submitted in one week. Periodic work should be submitted by schedule. Significant events should be submitted case by case. Emergent events should be submitted to Administration Committee of SCIP within half an hour with sequential reports. The emergent events can also be reported orally followed by written report.

C. Strengthening leadership and fulfilling responsibilities to establish information net of Administration Committee of SCIP.

Information net of Administration Committee of SCIP is consisted of all departments of Administration Committee, responsible leaders of each unit, liaison members of

information. It would be set up and managed by comprehensive office of Administration Committee on responsibility. Net conference participated by all information members would be held in every season to communicate and exchange information. Job training would be supplied for liaison members of information. Respective rewards and punishment mechanism would be instituted. Comprehensive office of Administration Committee would be responsible for appraisal and selection of annual active information units and individuals. “Top Ten Messages” would be promoted. Respective units and individuals would be encouraged and awarded. Conditions of hidden significant information and submission of false information would be blamed and criticized in circulation. Such negative events brought serious sequels would be investigated for blame on respective personnel.

22 June 2004

**Management notice of design approval, inspection and test of lightning protection engineering in SCIP**
HHG(2002)No.145

To all units in SCIP：

For implementation of “Administration Measures of Lightning Protection in Shanghai”(HFF［2000］No.8) and “Execution measures for design approval and inspection of lightning protection engineering of constructions in Shanghai” (HQF［2001］No.30), advices are brought forward as following corresponding to practicality in SCIP.

I. Shanghai Chemical Industry Park (hereinafter referred to as SCIP) is professional development zone on production and logistics of petroleum, chemicals. It is major area of inflammables, explosives, lightning protection for electric power and communication. Every unit should be aware of the importance of lightning protection in safe construction of SCIP. The municipal regulations of “Administration Measures of Lightning Protection in Shanghai” (hereinafter referred to as Administration Measures) and “Execution measures for design approval and inspection of lightning protection engineering of constructions in Shanghai” (hereinafter referred to as Execution Measures) issue by municipal weather bureau and construction committee should be conscientious implemented for strengthening administration of lightning protection in construction engineering.

II. As stipulated in Execution Measures, construction structures of category 1, 2, 3, production and storage spot of petrochemicals, important power equipment, communication and information equipment are the main contents of approval for preliminary lightning protection design. The conventional requirements and standards for lightning protection design are giving description of lightning protection engineering and specifications of lightning protection apparatus with quantity. Such design manner would gradually be transferred to the drawing standards required in Execution Measures. The check-up of preliminary design would be gathered to approval of preliminary design by Administration Committee of SCIP. Approval of construction drawings of lightning protection apparatus would be submitted to Drawing Approval Corporation without individual submission for approval. The participation of Lightning Protection Center for approval of lightning protection design would not be asked for any fee.

III. Test of lightning protection apparatus would be implemented by Lightning Protection Center with coordination of Safety and Quality Monitoring Station in SCIP. The staff members of Lightning Protection Center should ensure implementation of engineering schedule with determined standards and test quality. The completion inspection of lightning protection engineering would be implemented with method of individual inspection. An individual inspection report would be issued by Lightning Protection Center. The report would be one condition of project completion inspection.

IV. Annual test tasks after completion of lightning protection engineering would be implemented by Test Station of municipal Lightning Protection Center. The test agreement would be signed between municipal Lightning Protection Center and each project owner. The test would be implemented by national code. The Test and Inspection Report would be issued for eligible engineering. The test fee would be charged by documents of Finance Bureau and Price Bureau. No extra burden of test cost etc would be added.

V. In order to gradually normalize works of approval, test, inspection and administration of Lightning Protection Engineering in SCIP, the Administration Committee of SCIP would supplement the unified regulations of design with provisions of lightning protection design corresponding to practicality of SCIP. The regulation would be executed in SCIP.

24 December 2002

**Annex：** 1. Issue notice of "Administration Measures of Lightning Protection in Shanghai"(HFF［2000］No.8) by Shanghai Municipal Government.

2. Issue notice of "Execution measures for design approval and inspection of lightning protection engineering of constructions in Shanghai" (HQF［2001］No.30) by Municipal Weather Bureau and Construction Committee.

## Administration Measures of Lightning Protection in Shanghai

HFF［2000］No.8

**Article 1.** Purpose

In order to strengthen administration of lightning protection, to prevent or relieve the disaster of lightning, the Administration Measures are constituted according to provisions of "Weather Act of People's Republic of China" corresponding to municipal practicality.

**Article 2.** Application Scope

The Administration Measures are suitable for all respective activities as lightning protection design, construction, inspection and apparatus test etc within administrative area of municipality.

**Article 3.** Administrative department and assistant department

Weather Bureau of Shanghai Municipality (hereinafter referred to as Municipal Weather Bureau) is municipal weather administrative institution responsible for lightning protection administration affairs. Weather administrative institutions in each district and county would be responsible lightning protection administration affairs within respective area. The administrative departments of fire-fighting department of Public Security, Technical Supervision, Municipal Plan, Municipal Construction, Real Estate etc would assist Weather Bureau to implement these Administration Measures by their respective responsibilities.

**Article 4.** Scope with lightning protection apparatus

The following spots or plants should be installed with lightning protection apparatus：

A. Construction structures of category 1, 2, 3 stipulated in Criteria for Lightning Protection Design.

B. Production or storage spot of petroleum and chemicals.

C. Production plants and distribution system of electric power.

D. Main equipment of public facilities of telecommunication, transportation, broadcasting and television, medical care and sanitation, finance and bonds, computer information etc.

E. Any spot or equipment needing lightning protection apparatus stipulated by law, regulations, rules and respective technical norms.

**Article 5.** Qualification management for lightning protection design and construction

The units responsible for lightning protection design and construction should have Qualification Certificate of Construction Engineering Design and Construction issued by municipal administrative department. The units except those mentioned in article 4 hereof on lightning protection design and construction should undergo certification of qualification level by the regulations of national weather department.

**Article 6.** Design requirements of lightning protection engineering.

The design unit should strictly abide by national and municipal lightning protection design regulations according to local lightning regularity and conditions of geography, geology, soil and environment etc corresponding to the scope and objectives of lightning protection.

**Article 7.** Approval of lightning protection engineering

When fire-fighting department of public security bureau needs assistance for approval or technical certification, municipal weather bureau would give advices for approval or certification. For the lightning protection engineering described in item 4 of article 4 hereof, project owner should submit respective design plan, drawings and documents directly to municipal weather bureau for approval. Revisions of lightning protection engineering design should be approved by original procedures.

**Article 8.** Approval procedures

The fire-fighting department of public security bureau should approve the project following given procedures within fixed time limit. The lightning protection engineering directly approved by Municipal Weather Bureau should be disposed within 20 days after reception of application materials. The design meeting requirements would be approved with Approval Document. The ineligible design would be refused with written advice to applicant.

**Article 9.** Construction of lightning protection engineering

Construction of lightning protection engineering should be implemented following design documents approved and accepting technical directions of Municipal Weather Bureau.

**Article 10.** Inspection of lightning protection engineering

When fire-fighting department of public security bureau needs participation for approval of lightning protection engineering, municipal weather bureau would give Inspection Report for lightning protection engineering. The Municipal Weather Bureau takes responsibilities for approval of lightning protection engineering. The project owner should apply inspection service from Municipal Weather Bureau. Ineligible lightning protection engineering could not be put into use.

**Article 11.** Test institution of lightning protection apparatus.

The establishment of test institution of lightning protection apparatus should be approved by Municipal Weather Bureau and fire-fighting department of public security bureau. The institution could start work with Measurement Certification of Technical Supervision Department. The test institution of lightning protection apparatus can supply technical services for lightning protection engineering with entrustment of departments of establishment, design, construction.

**Article 12.** Test of lightning protection apparatus.

Routine maintenance of lightning protection apparatus installed by article 4 hereof should be implemented with eligible annual test of test institution of lightning protection apparatus. After completion of lightning protection engineering, the project owner should apply for test of lightning protection apparatus. The assets management enterprises should takes responsibilities for routine maintenances for lightning protection apparatus. High story building over 19 stories (including 19 stories) should pass through annul test of institution of lightning protection apparatus. For high story building less than 18stories (including 18 stories), the assets management enterprises could apply for test by necessity.

**Article 13.** Treatment of test results

After completion of test, the test institution of lightning protection apparatus should inform the consigner with test report. Ineligible lightning protection apparatus should be corrected in time.

**Article 14.** Test scope.

The test institution of lightning protection apparatus should implement missions according to respective regulations and provisions of law, rules and technical norms. The test data issued by test institution of lightning protection apparatus should be fair and accurate. The test institution of lightning protection apparatus would take corresponding liabilities for test.

**Article 15.** Quality administration of lightning protection products

The lightning protection products should meet the quality requirements of national and municipal provisions. They should be eligible with certificate of technical supervision department or the agent authorized. Ineligible or forbidden lightning protection products would be prevented from sale and use.

**Article 16.** Monitoring, forecast and research of lightning protection.

Administrative weather institutions of different level should strengthen monitoring and forecast of lightning and organize scientific research, popularization and utilization of lightning protection technology.

**Article 17.** Investigation and identification of lightning accidents

The lightning accidents of any personal hurt or property loss should be submitted by respective provisions. They should also be reported to Municipal Weather Bureau and local administrative weather institution. Administrative weather institutions of different level should assist respective departments to investigate and identify the lightning accident.

**Article 18.** Disposal of breaches

Any breaches to article 4, item 2 of article 5, item 2 of article 7, item 2 of article 10 and article 12 would be informed to correct in time or be criticized in circulation by Municipal Weather Bureau or administrative weather institution of every district or county. Any breach would be disposed by law, regulations and rules.

**Article 19.** Administrative and civil responsibilities

Any breach to these Administration Measures resulting in lightning fire, explosion, personal hurt or serious property loss would be investigated by law. Any responsible unit or person would disposed by law.

**Article 20.** Lightning Protection for electric power equipment

The lightning protection engineering design, construction and inspection of electric power generating equipment, high voltage lines and transformer stations etc would be on the responsibility of administrative department of electric power with supervision and direction of Municipal Weather Bureau.

**Article 21.** Meaning of respective glossary

The meaning of respective glossary used in these Administration Measures：

A. lightning protection engineering: the construction project of lightning protection. The engineering can be divided into following categories by performance:

Direct lightning protection engineering: consists of connecter (including lightning rod, tape, wire and net), conduct downward wires, grounding apparatus and other conductors. It is systematic construction project for protection of direct lightning.

Electromagnetic pulse protection engineering of lightning: consists of electromagnetic screen, equipotential connection, common grounding net, over voltage protector and other conductors. It is systematic construction project for protection of electromagnetic pulse of lightning (including lightning induction and invasion of lightning wave).

B. Lightning protection apparatus: overall terminology for lightning connecter, conduct downward wire, grounding apparatus, over voltage protector and other conductors having performances of protection for direct lightning, lightning induction and invasion of lightning wave.

**Article 22.** Explanation department for implementation

Any specific questions on implementation of these Administration Measures would be explained by Municipal Weather Bureau.

**Article 23.** Execution date

These Administration Measures would be executed from 1 May 2000.

25 February 2000

## Execution measures for design approval and inspection of lightning protection engineering of constructions in Shanghai

HQF［2001］No.30

**Article 1.** In order to strengthen the work of design approval and inspection of lightning protection engineering and to improve lightning protection ability of construction projects, the Execution Measures are constituted according to provisions of “Weather Act of People’s Republic of China”, “Quality Administration Statue of Construction Engineering”, “Administration Measures for Lightning Protection and Disaster Relief”, “Administration Measures of Lightning Protection in Shanghai”.

**Article 2.** These Execution Measures are applicable to any lightning protective activity

on building structures inside municipal area.

**Article 3.** The routine administrative work of lightning protection would be on the responsibility of Administrative Office for Lightning Protection of Shanghai Municipal Weather Bureau (hereinafter referred to as Lightning Protection Office of Weather Bureau). Shanghai Municipal Lightning Protection Center (hereinafter referred to as Lightning Protection Center) would takes responsibilities for professional technical tasks of design approval, test and inspection of lightning protection engineering and supply technical support for other institutions involving design approval and test of lightning protection engineering.

**Article 4.** Lightning protection engineering of construction project should be designed, constructed and put into use at the same time of main engineering.

**Article 5.** The design of Lightning protection engineering of following construction projects should be approved.

1. Construction structures of category 1, 2, 3 stipulated in Criteria for Lightning Protection Design.

2. Production or storage spot of petroleum and chemicals.

3. Production plants and distribution system of electric power.

4. Main equipment of public facilities of telecommunication, transportation, broadcasting and television, medical care and sanitation, finance and bonds, computer information etc.

5. Any spot or equipment needing lightning protection apparatus stipulated by law, regulations, rules and respective technical norms.

**Article 6.** The design of lightning protection engineering should strictly abide by national and municipal lightning protection design regulations according to local lightning regularity and conditions of geography, geology, soil and environment etc corresponding to the scope and objectives of lightning protection.

**Article 7.** The design of lightning protection engineering should contain following items:

I. Preliminary design.

1. Design description (including design evidence, lightning protection category etc).

2. Sketch of lightning protection system.

3. The specifications and types of lightning protection apparatus intended for use.

4. Respective drawings and descriptions corresponding to specific conditions.

II. Construction design.

1. Design description (including design evidence, lightning protection category etc).

2. Grounding diagram of grounding apparatus, conduct downward wire, lightning connecter, electric equipment and information system.

3. Drawings of prepared equipotential connection, equal voltage ring, equipotential connection and screen.

4. Layout drawings for surge protection of electric equipment and information system.

5. Respective drawings and descriptions corresponding to specific conditions.

**Article 8.** For application of preliminary design check and approval of construction projects mentioned in article 5 of these Execution Measures, the project owner should submit preliminary design documents of lightning protection engineering and respective materials together to construction administrative department for approval. The result and documents of approval would be submitted by construction administrative department to Lightning Protection Office of Weather Bureau for registration.

For ineligible preliminary design of construction projects mentioned in article 5 hereof, the construction administrative department would not approve the preliminary design.

**Article 9.** For preliminary design of construction projects mentioned in article 5 hereof, the project owner should submit construction design drawings of lightning protection engineering to construction administrative department and approval institute consigned by Municipal Weather Bureau for approval. The approval documents would be submitted by approval institute to Lightning Protection Office of Weather Bureau for registration.

**Article 10.** The approval institute should finish checking and approving within fixed time after reception of construction drawings. The approval institute would issue approval documents for eligible drawings. No approval documents would be issued for ineligible

drawings.

The Lightning Protection Office of Weather Bureau for registration would supervise and check the approvals of approval institute.

**Article 11**. Before start work of construction projects mentioned in article 5 hereof, the project owner should finish register program for test of lightning protection engineering in Lightning Protection Center.

The Lightning Protection Center would constitute respective test plan for lightning protection engineering by the features of the project within fixed time. Then the project owner would be informed.

**Article 12.** After start work of the project, the Lightning Protection Center would implement tests of lightning protection engineering by the test plan. Any ineligible test would be informed to project owner for rectification.

**Article 13.** After completion of the project, the project owner should promptly apply for completion test by Lightning Protection Center. The Lightning Protection Center should organize completion test and inspection of lightning protection engineering within 10 working days.

**Article 14**. For eligible completion inspection of lightning protection engineering, the "Inspection report of lightning protection engineering in Shanghai Municipality" would be issued.

The Lightning Protection Center would issue rectification advice promptly for any problem found in inspection. The project owner should rectify as soon as possible for second inspection.

The lightning protection engineering of construction project could not be put into use without test and inspection or ineligible in inspection.

**Article 15.** Any breaches to these Execution Measures would be punished by "Weather Act of People's Republic of China", "Quality Administration Statue of Construction Engineering", "Administration Measures for Lightning Protection and Disaster Relief", "Administration Measures of Lightning Protection in Shanghai".

**Article 16.** Any specific questions on implementation of these Execution Measures would be explained by Municipal Weather Bureau.

**Article 17.** These Execution Measures would be executed from 1 August 2001.

Shanghai Municipal Weather Bureau
Shanghai Municipal Construction Administrative Committee
22 June 2001

**Management notice of road construction (Digging and occupying road) in SCIP**
HHG(2003)No.088

To all project owners and construction units in SCIP：

In order to ensure traffic safety and normal usage of roads and accessory devices, the Administration Committee of SCIP and Public Security Bureau in SCIP would manage the road construction (digging and occupying road) as followings.

I. According to regulations of road plan and traffic management, the Administration Committee of SCIP and Public Security Bureau in SCIP would implement uniform management on road construction (digging and occupying road) to ensure traffic safety and normal usage of roads.

II. The plan and construction department of Administration Committee of SCIP would plan and manage the road construction (digging and occupying road). The "Application form of road construction (digging and occupying road) in SCIP" (Refer to Annex) should be filled and submitted before start work. The submission should be advised by Engineering Department of Development Co., Ltd. of SCIP and Assets Management Corporation of SCIP. Then submit the documents to the Plan and Construction Department of Administration Committee of SCIP for approval.

III. The Public Security Bureau in SCIP would examine the permission of road construction (digging and occupying road) and organize traffic management. The project

owner could only start construction after acquired the “License for Road Construction” or “License for Temporary Occupation of Road” with submission of approved “Application form of road construction (digging and occupying road) in SCIP”, construction guideline, construction plan drawing and Devices Layout for Traffic Safety during Construction.

IV. During road construction, the requirements of “Construction with traffic running” should be strictly abided by for safe traffic. The warning signs should be laid evidently. Safe enclosure measures should be used for construction. Respective construction signs should be set up during nights and foggy days. After completion of construction, the traffic should be resumed as soon as possible with clean spot and no material left.

V. The Municipality Supervision Team of SCIP would examine and supervise road construction (digging and occupying road) in SCIP. Any following breach activities would be dissuaded and reported to the Administration Committee of SCIP and Public Security Bureau in SCIP for disposal.

（1）Any road construction (digging and occupying road) not approved.

（2）Any road construction (digging and occupying road) inconsistent with the contents approved.

（3）Out of line construction resulting in road and accessories damaged seriously or obstructing traffics.

VI. The notice would come into effect from 1 July 2003.

Notifying hereby for implementation of every unit.

25 June 2003

**Comprehensive management notice for transportation of engineering slag, sand and stone in SCIP**

HHG(2003)No.108

To all project owners and construction units in SCIP：

In order to strengthen transportation management of engineering slag, sand and stone in SCIP to maintain tidy environment and ensure traffic safety, the Administration Committee of SCIP and Public Security Bureau in SCIP would strengthen transportation management of engineering slag, sand and stone in SCIP with measures as followings according to respective regulations of “Management statutes for environment sanitation of Shanghai”, traffic laws, environmental laws, and provisions in the document of HRF[2002] No.12 .

1．Vehicles on transportation of engineering slag, sand and stone in SCIP should abide by requirements of HRF [2002] No.12 “Notice for closed transportation of engineering slag, sand and stone in Shanghai”. The vehicles should be equipped with close mechanical devices. All project owners and construction units in SCIP should promise not to use vehicles without close mechanical devices for transportation of engineering slag, sand and stone.

2．The over load and over speed cases of vehicles on transportation of engineering slag, sand and stone are strictly forbidden. No engineering slag, sand and stone could be dumped or temporarily piled within the scope of road or green land of SCIP without permission by approval.

3．All vehicles on transportation of engineering slag, sand and stone should access SCIP through the entrance at Tianhua Road. The temporary road (Location at planned Pugong Road) from stone dock of Nanzu Port in Fengxian District to SCIP along eastern levee would be enclosed by Development Corporation of SCIP. Public Security Bureau in SCIP would assign security guards to strengthen management at the gate of Muhua Road. Access of vehicles on transportation of engineering slag, sand and stone in SCIP at Muhua Road is forbidden.

4．Public Security Bureau in SCIP would strengthen management for over load and over speed cases of vehicles on transportation of engineering slag, sand and stone. The Municipality Supervision Team of SCIP would strengthen examination and supervision on vehicles on transportation of engineering slag, sand and stone in SCIP. Any breach activity would be dissuaded and reported to the Administration Committee of SCIP for disposal.

5. The notice would come into effect from the day of issue.

Notifying hereby for implementation of every unit.

15 July 2003

**Strengthening management notice of sewage and waste water in SCIP**

HHG (2003)No.120

To all project owners and construction units in SCIP:

As development and construction work of SCIP is deepening continuously, the construction work in SCIP is going to climax. For current conditions of no treatment and irregular drainage of temporary living sewage and construction waste water in the course of engineering construction in SCIP, the Administration Committee of SCIP would strengthen management of sewage and waste water in construction of SCIP. The detailed advice contents are as followings.

I. Temporary living sewage.

If large temporary facilities are built within construction area, the living sewage should be connected to nearby living sewage pipe net for treatment in sewage treatment plant in SCIP. If no large temporary facilities are built within construction area, suitable number of toilets should be set up in construction area. The sewage of these toilets could be drained and treated by Sino-French Water Development Co., Ltd.

II. Construction waste water.

The deposit pool should be built in construction area. Relatively clean waste construction water of precipitation at well point, waste water for vehicle and road washing etc should be first drained into deposit pool for cleaning and then be drained into nearby municipal rainwater net. The waste water containing oil in construction area should be collected uniformly for treatment by Sino-French Water Development Co., Ltd.

III. The project owner and construction unit applying for building of large temporary facilities in construction area should submit treatment and drainage measures for temporary living sewage and construction waste water. The plan and construction department of Administration Committee of SCIP should supervise and urge the project owner and construction unit to carry out treatment and drainage measures for temporary living sewage and construction waste water when the department approves the application.

IV. Environmental protection office of the Administration Committee of SCIP would strengthen management of treatment and drainage of temporary living sewage and construction waste water. It would also supervise, urge and examine implementation conditions in every construction area. Any illegal drainage of temporary living sewage and construction waste water without treatment to the requirements of this notice would be reported to the Administration Committee of SCIP for disposal. Any illegal drainage causing filling up of municipal rainwater net and affecting its flood draining function would be disposed by Flood Prevention Office of SCIP with participation of Development Co., Ltd. of SCIP.

V. When Sino-French Water Development Co., Ltd. in SCIP supplies temporary construction water for project owner and construction unit, it should also assist Environmental protection office of the Administration Committee of SCIP on management of drainage and treatment of sewage and waste water.

Notifying hereby for implementation of every unit.

4 August 2003

**Implementation notice for "Rules for civilized construction and Safety device setting during road construction phase in SCIP"**

HHG(2003)No.178

To all project owners and construction units in SCIP:

In order to standardize civilized construction and safety device setting during road construction phase in SCIP and maintain traffic order, “Rules for civilized construction and Safety device setting during road construction phase in SCIP” is constituted by Public Security Branch Bureau in SCIP according to respective national laws and regulations and the municipal document HJJ［98］No.929 with combination of practicality in SCIP. The notice is now issued to your unit. Please implement respective missions with compliance.

Annex: “Rules for civilized construction and Safety device setting during road construction phase in SCIP”.

2 December 2003

**Rules for civilized construction and Safety device setting during road construction phase in SCIP**

In order to standardize civilized construction and safety device setting during road construction phase in SCIP, this “Rules for civilized construction and Safety device setting during road construction phase in SCIP” is constituted according to the spirit of “Notice for management on civilized construction of municipal road and underground pipelines in Shanghai”.

1. Before construction.

The construction unit should compile construction guidelines, traffic organization plan for construction and safety device setting diagrams etc on the basis of circumstance analysis on the scope of construction and surrounding environment. The “License for pipeline plan”, “License for road digging” and “License for road construction” should be obtained by regulations.

2. During construction phase.

1) Tidy and sequential construction rails should be set up around the construction area (as details in Annex 1 “Safety signs for road construction”). At the access for vehicles and passersby, the bridge board should be set for safe traffic.

2) The construction area and non-construction area should be separated strictly at construction spot. Construction materials, apparatuses and equipment should be stacked regularly in assigned area enclosed with rails.

3) When digging ditches or holes, tidy and sequential construction rails should be set up around the work area and at two ends. The rails on one side of ditches should be at least 1.2 m away from the edge of ditch or hole for stack of slag and earth. The stack height of slag or earth should not exceed 0.7 m. The stack should be at least 0.6 m away from the edges of ditches, grooves or holes. The distance of other rails from edges of ditches, grooves or holes could be determined by spot conditions.

4) The site machines, utilization of power, digging work etc should comply with safety regulations. At important access or gate for public bus, fire fighting or police cars, steel boards should be laid for temporary safety protection measures to ensure safe traffic for vehicles. Stack of tools, materials or slag on footpath is forbidden. If the pavement belongs to area of construction, solid and level temporary pass way should be put up for safety protection to secure the passage for passerby.

5) At two ends of construction area all applicable kinds of striking traffic signs as vehicle guiding sign and painted traffic lines should be set up according to regulations of traffic department (as details in annex 2 “Setting specimen of safety devices for road construction”). On complicated section of busy traffic, responsible persons should be assigned to conduct. The conductors must wear arm sign for duty. For duty at night the conductors should wear glistening clothes.

6) Alarming lights and lighting lamps should be set on construction site or stacking site at night. Necessary persons for duty could be assigned.

7) At two ends of construction area the construction nameplates must be set up. The contents of construction plate should include engineering description, construction area, work time, start date and completion date, construction unit, design unit, supervision unit,

construction unit, name of responsible person, supervision telephone number, names and telephone numbers of responsible persons for safety or pipeline protection.

The nameplate should be made with hard material. Nameplate for unitary engineering should be 0.9 m long and 0.6 m wide. Nameplate for comprehensive engineering and overhead highways should be 2 m long and 1 m wide. The colour standard for nameplate is red characters on white background. Fixed characters should be printed of black type pattern with area no less than 36 square cm. Filled characters should not be less than 25 square cm. Lower edge of the nameplate should be 1.3 m high.

8) Construction workers and supervising personnel at spot should wear chest plate for duty.

9) Operation regulations and respective rules should be strictly complied with to ensure safety of underground pipelines.

10) Effective measures should be constituted to prevent underground pipes from jam of slurry, to ensure smooth drainage, to decrease affections on city appearance, afforestation and environment.

11) Each administrative unit for construction must set up perfect installation and dismantling approval system for enclosure rails and road rails. Dismantling of rails is strictly forbidden without permission. Temporary dismantling of rails should be resumed within fixed time limitation.

12) If the road surface is not stable enough, the rails could be dismantled. Any accident of person hurt or vehicle loss caused by advance dismantling would be compensated by construction unit on responsibility.

13) Project department on construction site should set up 7 series of interior documents and construction management log of comprehensive management, engineering quality, safety administration, environment sanitation, sanitary epidemic prevention, fire-fighting management.

3. After construction.

After completion and inspection of road or pipeline engineering, stacked earth and piled goods should be removed within given duration and then level the road and compile completion drawings of pipeline engineering. Construction unit should implement transition procedures for road digging and resumption. Engineering constructed by sections could be disposed section by section. The resuming unit should resume by agreement promptly without any deliberate delay. After completion of whole engineering, the rule of “tasks finished and materials used” should be implemented and go through completion procedures at respective departments within fixed time limitation.

## Notice of preventing burning of reed or weed from fire in SCIP

HHG〔2004〕No.51

To all units in SCIP：

Recently some cases of fire were caused by burning of reed or weed in SCIP. Fire safety of SCIP was threatened seriously. Moreover, the safety of high voltage cables, communication cables and natural gas pipeline net was also threatened. It also spoiled the overall image of SCIP. Now it is easy fire days in spring. In order to ensure overall fire safety in SCIP, the Administration Committee of SCIP plans to strengthen fire management for prevention of similar accidents. Specific requirements are noticed as followings:

1. All dry reed or weed in every land should be removed by respective land owners on responsibility. Removed reed or weed should be sent out of SCIP. Littering reed or weed into sea or nearby rivers is forbidden.

2. Grass burning in 10 $km^2$ land of first phase is strictly forbidden. Present dry reed or weed should be removed mechanically. Grass burning method for removing reed or weed in second phase land should be controlled by construction unit with careful construction plan and control plan. The control plan should be approved by Public Security Bureau in SCIP.

3. Public Security Bureau in SCIP should strengthen fire supervision management. Any unorganized grass burning would be strictly forbidden. Fire Fighting Station and Municipality Supervision Team of SCIP should be organized on spot to control grass burning and ensure

safety.

4. Emergency Responding Center of SCIP should constitute emergency responding plan for respective accidents. The fire caused by burning of reed or weed should be extinguished by Public Security Bureau in SCIP and Fire Fighting Station of SCIP organized and coordinated by Emergency Responding Center of SCIP. The fire in the area outside the reach of fire engines or other fire fighting equipment should be monitored and controlled with applicable measures.

5. Municipality Supervision Team of SCIP should strengthen site patrol and management. Any unorganized grass burning, deliberately set fire or other uncertain fires should be reported promptly to Public Security Bureau in SCIP and Emergency Responding Center of SCIP for disposal.

Notifying hereby for implementation of every unit.

16 April 2004

**Notice of further strengthening management of radial source in SCIP**

HHG〔2004〕No.95

To all project owners and construction units in SCIP：

At present many units in SCIP use radial source to test equipment. As no perfect management system was set up by some units, there were many hidden dangers to safety in the course of use, transportation and storage of radial source. So pollution accident of radial source would easily happen. Public safety and healthy are seriously threatened.

In order to prevent and reduce occurrence of radiation pollution and radiation accidents, to remove hidden dangers to safety and promote safe utilization of radial source, really ensure public safety and healthy, after research the Administration Committee of SCIP plans to take measures for further strengthening management of radial source in SCIP. The plan complies with requirements of special activity of national and municipal “Unveil all radial sources to satisfy every people”. Specific requirements are noticed as followings:

1. From the issue date of this notice, all project owners and unit in SCIP should promptly unveil all radial sources and find conditions of emitter users. The check results should be submitted to Safety Production Supervision Department (Environmental protection office) of the Administration Committee of SCIP.

The work of check should be on responsibility of special person. The work should also be updated in time. The check report should include unit name, responsible person, category of radial source, quantity, resources, activity base and storage location, registration code of radial source, safety license number for radial work, respective administration regulation and safety protection measures ready or not.

Naught Report Rules should be executed for units not engaged in production, marketing, transportation, storage and use of radial source.

2. The construction units engaged in radial source should register in Environmental Protection Office and apply for “Safety License for Radial Work” according to national and municipal administration regulations.

Any construction units without registration and respective safety license could not be contracted.

3. Construction units engaged in radial work should set up perfect safety management regulations for radial source. Safety protection measures should be implemented in whole courses and safety management should be assigned to specific responsible person.

4. Safety Production Supervision Department (Environmental Protection Office) of the Administration Committee of SCIP should be responsible for registration and specific management of construction units and units holding radial source. The department should report respective information to Public Security Bureau in SCIP, Safety and Quality Monitoring Station for Construction Engineering in SCIP, Emergency Responding Center of SCIP and Medical Center of SCIP.

5. Safety and Quality Monitoring Station for Construction Engineering in SCIP should strengthen safety supervision management of construction units with radial source. The

Monitoring Station should have spot checks periodically to put forward rectification advices on safety dangers and rectification duration. The check emphasis should be put on safety management regulations and safety protection measures of construction units. Identification of radial source, registration conditions and safety license should be verified.

Any construction units with inconsistent identification of radial source, no registration, no safety license, no safety management regulations, no safety protection measures, or no implementation of rectification work for safety dangers within given duration would be ordered to stop construction promptly. Such units would be disposed according to regulations for no qualification unit.

6. Any case of radial loss and theft happened in SCIP should be reported to Public Security Bureau in SCIP promptly by the holding unit. Any emerged radial industrial diseases or radial symptoms should be reported to Medical Center of SCIP.

7. Contact items of respective administrative departments are shown in Annex.

Notifying hereby for implementation of every unit.

12 July 2004

Annex: **Contact items of administrative departments for radial source management in SCIP**

1. Safety Production Supervision Department (Environmental Protection Office) of the Administration Committee of SCIP
   Address： Room 1511 SCIP Manson at 201 Muhua Road.
   Contact： Wu Bin.
   Tel：67126666-6626
   Fax：67120626
   Email： wubin@scip.com.cn
2. Public Security Bureau in SCIP
   Address： 88 Beihe Road.
   Contact： Chen Tianbao
   Tel：67120707-61934
   Fax：67120008
3. Safety and Quality Monitoring Station for Construction Engineering in SCIP
   Address： 185 Muhua Road.
   Contact： Zhu Guoxing.
   Tel：67120005
   Fax：67120771
4. Emergency Responding Center of SCIP
   Address： 3rd Floor 201 Muhua Road.
   Contact： Chen Bei
   Tel：67120880
   Fax：67120882
5. Medical Center of SCIP
   Contact： Shou Yongming.
   Tel：67120720

## Notice of strengthening safety management of foodstuff and implementation of safety responsibility on foodstuff of units in SCIP

HHG（2004）No.113

To all units in SCIP：

Recently high temperature would still continue in Shanghai. More attentions were paid on foodstuff safety. It has direct relations to survival and development of enterprises. In order to effectively control food poisoning and other diseases from food and to ensure

healthy and life safety of all staff members, the respective conditions of strengthening safety management of foodstuff sanitation are noticed as followings:

1. Every unit must pay high attention to safety management work of foodstuff sanitation. The significance of full implementation of safety management work of foodstuff sanitation should be recognized from the view point of maintaining social stability and ensuring health of all staff members. Provisions of "Foodstuff Sanitation Act of People's Republic of China" and "Management Measures for Dinning Room in Shanghai" etc should be learned conscientiously. Education and training for staff members of food service and dinning rooms should be strengthened. Issues existing in management of sanitation and quality management of foodstuff should be researched seriously. Respective regulations should be constituted and perfected.

2. Every project owner and respective construction unit should set up perfect post responsibility system and responsibility investigation system. The system should be controlled level by level. Everybody should take respective responsibility. Implementation of every regulation and system should be ensured. Emergency plan system for food poisoning, outburst of epidemic diseases should be set up and perfected. Every project owner should sign responsibility agreement with contracting construction unit on food stuff safety (the agreement format as following). The signed agreement should be submitted for registration to Safety Production Supervision Department (Environmental protection office) of the Administration Committee of SCIP. Any school principal's ignoring responsibility and neglecting management causing food poisoning and other diseases from food, any unit and principal hiding the facts would be criticized on circulation by respective regulations. The severe circumstances would be investigated for penal responsibility.

Notified hereby for special attention.

30 July 2004

**Revision notice of "Uniform provisions for design phase of SCIP" (Version 01)**

HHG〔2005〕No.19

To all project owners in SCIP:

Since the "Uniform provisions for design phase of SCIP" (Version 01, hereinafter referred to as "Uniform Provisions for Design") was approved and issued by Administration Committee of SCIP, it brought about significant guiding functions during project design.

As development and construction work of SCIP is progressing continuously, part of contents or evidences of "Uniform Provisions for Design" has already changed. In order to keep effectiveness of "Uniform Provisions for Design", some revisions have be implemented by the Administration Committee of SCIP according to respective documents, standards and actual conditions of development and construction in SCIP. They are issued hereby for implementation (details referable in Annex).

Notifying hereby for implementation of every unit in project design.

Annex: Revisions of "Uniform provisions for design phase of SCIP" (Version 01).

16 February 2005

Annex: **Revisions of "Uniform provisions for design phase of SCIP"**

Part 1. "2.3 Precipitation".

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| | |
|---|---|
| Average annual thunderstorm days | 49.9 days |
| Maximum annual thunderstorm days in past years | 53.0 days |
| Minimum annual thunderstorm days in past years | 18.0 days |

"2.4.2 Wind speed and wind pressure"

……

Maximum wind speed and wind pressure at different altitude (Once within 50 years).

| Altitude（m） | Wind speed（m/s） | | Basic wind pressure（kN/m$^2$） | |
|---|---|---|---|---|
| | Once within 30 years | Once within 50 years | Once within 10 years | Once within 50 years |
| 10 | 27.9 | 29.8 | 0.4 | 0.55 |

Wind load calculations detailed in “Load Regulations for Buildings”（GB50009-2001）。

“2.5 Snow depth and snow pressure”

| Recurrence duration | years | years |
|---|---|---|
| Maximum snow depth（cm） | 11.6 | 13.4 |
| Maximum snow pressure（kg/m$^2$） | 10 | 20 |

“2.10 Earthquake”

Basic intensity：7 degree；

Design standards detailed in “Code for seismic design of buildings”（GB50011-2001）。

Part 2. “4 Levee standards”

4.2 New western land enclosing levee.

New western land enclosing levee of SCIP was completed in January 2005. Whole levee length is 5740 m. The top height of levee is 9.4 m. The levee width is 9.5 m. The levee was designed in I grade quality. The design standard was highest tide level once within 200 years (6.40 m) and wind strength of 12 grade (32.8 m/s).

Part 3. “5.1.4 Industrial water supply and fire fighting water system”.

Industrial water and fire fighting water is supplied by same supply system in SCIP. The water supplier is Industrial Water Plant of Sino-French Water Development Co., Ltd. The first stage engineering has been finished for supply (production capacity is 200,000 tons/day).

“6.2.2 Living water supply.”

……

② Water quality: Complying with “Sanitary Standard for Drinking Water” issued in 2001 by Health Department. Present water source is underground water from deep well.

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Part 4. “6.3 Drainage.”

In the scope of SCIP different kind of sewage was collected by category and transported separately.

……

6.3.3 Production sewage.

（1） Production sewage, washing water for over ground equipment, initial stage rain water, fire fighting water.

Production sewage, washing water for over ground equipment, initial stage rain water, fire fighting water should be conveyed to Waste Water Treatment Plant of SCIP by respective enterprise with self laid pipes. The treated water should meet 2$^{nd}$ grade standard of “Integrated Wastewater discharge Standard of Shanghai” (DB31/199-1997). The treated water is conveyed to blue water for discharge by overall sea pipe of SCIP.

Note 1: Separating method for initial stage rain water.

The initial stage rain water could be separated with 2 methods: ① water collection duration is 20 minutes on ground by standard precipitation calculating formula of Shanghai area. ② Set up online monitoring apparatus at the discharge end of main pipe for precipitation. If quality of rain water reaches IV grade standard of “Quality Standards for Ground Surface Water Environment” （GB3838-2002）, it could be discharged into river or precipitation pipe. The rain water before this point is separated as initial stage rain water.

Note 2: Separating method of fire fighting water.

Set up online monitoring apparatus at the discharge end of main pipe for collection of fire fighting water. If quality of collected water reaches IV grade standard of “Quality Standards for Ground Surface Water Environment”（GB3838-2002）, it could be discharged into river or precipitation pipe. The rain water before this point is separated as fire fighting water. The fire fighting water should be conveyed to sewage plant for treatment.

（2） Inorganic salty waste water and clean drainage (including sewage from cycling water system).

The inorganic salty waste water with salt content less than 10 g/l would be drained with

clean drainage into main pipe for inorganic salty waste water and clean drainage. The discharge of collection pipes for inorganic salty waste water and clean drainage should meet 2nd grade standard of "Integrated Wastewater discharge Standard of Shanghai" (DB31/199-1997) at the same time.

In order to promote enterprises to develop clean production and to save water, the use of advanced cycling cooling water technology in enterprises would be encouraged. The concentration multiple and usage ratio of cycling water could be increased. The concentration multiple of cycled cooling water could be controlled at 5 times on recommendation by SCIP.

Part 5. "6.7.1 Steam supply."

①…… Steam pressure: the layout plan of steam pipeline net of combined project for steam and power would use double main pipes and two kinds of pressure of high and medium pressure. Low pressure steam would be decompressed at the user end.

Part 6. "6.9 Environmental protection."

6.9.2 Collection standards for production sewage.

Biochemical treatment technology is used by Sino-French Water Development Co., Ltd. in SCIP. The approved treatment capacity is 50,000 tons/day. At the beginning of 2003 when the sewage plant completed, the treatment capacity is 7,000 tons/day. In March 2005, the treatment capacity is 12,500 tons/day.

The sewage treatment plant of Sino-French Water Development Co., Ltd. in SCIP would accept all living sewage from different apparatus and industrial sewage (including initial rain water, washing water for production plant, fire fighting water etc) complying with contracted standard for final treatment.

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6.9.4 Treatment of solid waste and waste liquid.

Implemented by the rule of classified collection and classified treatment.

（1）The waste unsuitable for incineration or hazardous generated after incineration should be sent to Shanghai Hazardous Waste Burying Center for uniform treatment.

Each enterprise could directly register in Shanghai Hazardous Waste Treatment Center of Municipal Environmental Protection Bureau for category of solid waste, quantity, composition features etc. The waste for treatment should be collected, packaged and transported by category. Blending collection, packaging and transportation are forbidden. Storage of hazardous waste mixed with non-hazardous waste is also strictly forbidden.

During transition of solid waste, safe packaging material and packing method should be strictly selected. The requirements for consigners, carriers and loaders should comply with management regulations of national and municipal transportation of hazardous goods and hazardous chemical goods. During the course of transportation, prevention measures should be taken against leakage, dispersing and damage. The bill of lading system for waste transportation should be implemented according to requirements of Municipal Environmental Protection Bureau to ensure safe transportation to Shanghai Hazardous Waste Burying Center.

Shanghai Hazardous Waste Burying Center locates in Yuhua Village Zhujiaqiao Town Jiading District in Shanghai. The scale of first stage can accept 25,000 tons solid waste annually. The operation duration is 47.6 years. It is now completed for operation.

SCIP has obtained the permission of solid waste treatment by Shanghai Hazardous Waste Burying Center.

（2）Combustible liquid waste and solid waste.

For projects put into service before August 2006 the respective combustible liquid waste and solid waste would be consigned to Swire SITA Waste Services Limited in SCIP. They would contact qualified unit for collection and treatment of hazardous waste.

For projects put into service after August 2006 the respective combustible liquid waste and solid waste would be sent to Centralized Incineration Plant in SCIP for treatment of incineration. At present, the incinerating plant locates in land D2 invested and constructed by Swire SITA Waste Services Limited in SCIP.

（3）Living waste.

It would be consigned to assets management company of SCIP for uniform collection and treatment.

Part 7. Complements.

1．“Safety regulations for production of phosgene and phosgenated products”（GB19041 -2003） is complemented in design standards.

According to the document of ZHA (2005) No. 01 “Reply to the definition of ‘relatively dense area of persons’” issued by standard constituting unit of Chemical Safety Special Committee of Chinese Chemical Industry Academy, the “relatively dense area of persons” in “3.2 Safety protection distance” refers to the relatively dense area of people as residential area, business area etc. It is not the industrial area and its staff members.

2．About emergency response.

A comprehensive regional emergency responding center has been established in SCIP gathered all functions of fire fighting, environmental protection, public security, traffic management, chemical rescue, preventing and relieving disaster, medical first aid, municipal rescue etc.

Chemical production enterprise in SCIP should set up branch emergency center for uniform coordination and treatment of emergent accidents. The branch emergency center or central control room of every enterprise should preserve respective communication and data transmission interfaces to Emergency Responding Center of SCIP. A dial free hotline alarming telephone should be connected to the Emergency Responding Center of SCIP.

## Notice of perfecting plan management of construction projects of SCIP

HHG〔2005〕No.56

To all project owners in SCIP：

According to newly revised “Statutes for City Plan of Shanghai Municipality”(November 2003), Shanghai City Plan Management Bureau continuously issued documents of “Implementation advices for Task Assignment in City Area on Management of Construction Plan of Shanghai”, “Notice of Further Strengthening of Plan Management and Supervision Work” and “Temporary Provisions for Check Illegal Constructions in Plan Management of Shanghai”. At the same time the uniform electronic report system is required to be implemented in all plan management department in Shanghai with advantage of information platform of plan management since 2005. The Administration Committee of SCIP is the executive department of plan management of SCIP. In order to ensure smooth implementation of construction in SCIP, the contents, procedures and requirements of plan management work in SCIP are informed as followings:

**Part 1. Profile**

Main contents of plan management work in SCIP include Plan Management for Location Selection, Land Plan Management, Plan Management of Construction Engineering, Check and Management of Plan Supervision. i. e. “one advice and two licenses” of “Location Advice of Construction Project”, “License for Planned Land of Construction Project”, “License for Plan of Construction Engineering” should be registered during implementation course of the project. And management procedures as application of lime line re-check for start work and inspection for completion of plan etc should also be implemented.

**Part 2. Location Selection Management**

Location selection management is executive management work of confirming or selecting location for construction project according to approved plan and respective laws and regulations by the plan management department, putting forward requirements for the plan, examining and issuing “Location Advice of Construction Project”.

1．Application scope

Except the land with remised or transferred ownership of national land by respective regulation and provisions, any land demand for new constructed or moved project and the land demand for enlargement on original location and the project needing change of land property should all apply for “Location Advice of Construction Project”.

2．Application documents

⑴ Application form for “License for Planned Land of Construction Project” (each copy

of printed file and packed electronic file)

⑵ Advice of Construction Project or other approved documents.

⑶ Land scope diagram for construction project and a copy of electronic file (Submission requirements in annex).

⑷ 3 sets of relief map (drawing requirements as in annex).

⑸ "Certification report on location of the plan" compiled by qualified plan and design unit should be submitted for large scale construction projects, the project causing significant effects on layout of the park, the project having special requirements on environment.

⑹ Other documents should be submitted by project owner include conference summary, project description or plan drawings etc.

**Part 3. Land plan management.**

License for Plan of Construction Engineering is executive management work of further putting forward or confirming the requirements of land plan according to approved plan and respective laws and regulations by the plan management department, and examining and issuing "License for Plan of Construction Engineering".

1. Application scope

Any land demand for new project, enlargement on original location, temporary use, the signed "National land property remised or transferred contract", the changed project plan etc should all apply for "License for Planned Land of Construction Project".

2. Application documents

⑴Application form for "License for Planned Land of Construction Project" (each copy of printed file and packed electronic file).

⑵ Feasibility report or other plan approval document of construction project.

⑶ "Location Advice of Construction Project Plan" (Notice, Advice and accessory diagrams), or "National land property remised or transferred contract", land agreement for land confiscation or temporary use for construction work.

⑷ A copy of project design plan.

⑸ Land scope diagram for construction project and a copy of electronic file (Submission requirements in annex).

⑹ 6 sets of relief map (drawing requirements as in annex).

⑺ Other respective documents needed for the particularity of the project.

**Part 4. Plan management of construction engineering**

Plan management of construction engineering is executive management work of checking and examining the design documents for construction project according to approved plan and respective laws and regulations, coordinating examination advices of each functional department, necessary control or guidance for construction activity, examining and issuing "License for Plan of Construction Engineering". "License for Plan of Construction Engineering" (including temporary license) is classified into 3 categories of Construction engineering, municipal pipeline, municipal traffic.

1. Construction engineering

● Application scope

New construction, construction innovation, enlarged constructions or structures; overhauling engineering with change of main structure; city sculptures or parergon structures along main road or plaza.

● Application documents

⑴ Application form of "License for Plan of Construction Engineering" (each copy of printed file and packed electronic file).

⑵ Copied documents of "Location Advice of Construction Project", "License for Planned Land of Construction Project" (Notice, licenses and accessory diagrams).

⑶ License for authorization of land use, or Approval for land use of construction project.

⑷ Approval documents for preliminary design of construction project.

⑸ Budget (or general budget form) for preliminary design of construction project.

⑹ Approval opinions on construction drawings from departments of fire fighting, environment protection, sanitation, safety supervision, lightning protection, traffic police etc.

⑺ Construction drawings of the project (4 sets of overall plan; 2 sets of structure plan, elevation, sectional drawings and foundation plan, pile location drawings; 1 set of electronic copies of drawings hereof).

⑻ 4 sets of relief map, 1 set of electronic copy (electronic copy requirements as in annex).

⑼ Promises paper on Submission and Registration of Completion Archives of Construction Project Engineering, and Contact Note for Archive Compilation.

2．Municipal pipeline engineering

● Application scope

Include municipal public pipelines of rainwater, sewage, water supply, fuel gas etc; lined conducts for electricity power, telecommunication and street lamp etc or overhead cables; special pipes for thermal supply, gas, chemical materials etc; underground engineering tunnels and channels for buried pipelines.

● Application documents

⑴ Application form of “License for Plan of Construction Engineering (pipeline)” (each copy of printed file and packed electronic file).

⑵ Documents of “Location Advice of Construction Project”, “License for Planned Land of Construction Project” (Notice, licenses and accessory diagrams).

⑶ License for authorization of land use, or respective agreement.

⑷ Approval documents for preliminary design of construction project.

⑸ Budget (or general budget form) for preliminary design of construction project.

⑹ Approval opinions on phase of construction drawings from departments of fire fighting, environment protection, sanitation, safety supervision etc.

⑺ A copy of “Consignment contract of following test for construction of pipelines”.

⑻ Promises paper on Submission and Registration of Completion Archives of Construction Project Engineering, and Contact Note for Archive Compilation.

⑼ Construction drawings of the project (4 sets of overall plan, sectional design drawings etc; 2 sets of additional structure foundation drawing of tunnels, high voltage column, pipe holders; 1 set of electronic copies of drawings hereof).

3．Municipal traffic engineering

● Application scope

New construction or construction innovation of municipal ways, railways, bridges and accessory engineering; overhauling engineering of municipal ways.

● Application documents

⑴ Application form of “License for Plan of Construction Engineering (municipal traffic)” (each copy of printed file and packed electronic file).

⑵ Copied documents of “Location Advice of Construction Project”, “License for Planned Land of Construction Project” (Notice, licenses and accessory diagrams).

⑶ Approval for authorization of land use, or other authorization or license documents.

⑷ Approval documents for preliminary design of construction project.

⑸ Budget (or general budget form) for preliminary design of construction project.

⑹ Approval opinions on phase of construction drawings from departments of fire fighting, environment protection, sanitation, traffic police etc.

⑺ Construction drawings of the project (3 sets of overall plan, sectional design drawings; 1 set of electronic copies of drawings hereof).

⑻ Promises paper on Submission and Registration of Completion Archives of Construction Project Engineering, and Contact Note for Archive Compilation.

**Part 5. Supervision and examination of plan management**

Supervision and examination of plan management is executive management work of examination and disposal of illegal constructions on the use of land and implementation of project construction by the plan management department according to approved plan, license of plan and respective laws and regulations.

1．Lime line re-check for start work

● Application conditions

“License for Plan of Construction Engineering” and “License for Implementation of

Construction of Project" have already obtained. Site lofting and re-check of construction positioning have been completed.

● Application documents

⑴ Application form of lime line re-check (each copy of printed file and packed electronic file).

⑵ Re-check form of construction positioning for construction engineering (signed by project owner, construction unit and supervision unit with seals); Technical report on land bordering of mapping department should be submitted for the project along municipal road; Technical report on center piling of mapping department should be submitted for the road engineering.

⑶ License for construction

2、Completion inspection of the plan.

Completion inspection of the plan would be implemented item by item according to design requirements proposed by plan management department during approval and according to approved construction drawings of the project. Eligible project plan would be licensed of "Quality certificate for plan inspection of project completion". Ineligible project would be given disposal advice by circumstance.

● Application conditions

After completion of project construction and environment construction, the project owner could apply for plan completion inspection of construction engineering from plan management department according to requirements of "License for Plan of Construction Engineering" and accessory drawings.

● Application documents

※ Construction engineering

⑴ Application form of "Quality certificate for plan inspection of project completion" (each copy of printed file and packed electronic file).

⑵ Documents of "Location Advice of Construction Project", "License for Planned Land of Construction Project" (Notice, licenses and accessory diagrams); "License for Plan of Construction Engineering" (License and project list).

⑶ Technical report on completion measurement of construction project (each copy of report, relief map and respective electronic file).

⑷ "Quality Certificate of Completion Archive Inspection" or approval proposals; specialty inspection certificates of fire fighting etc.

⑸ Each copy of overall plan of the construction project and completion drawing of afforestation layout.

※ Municipal pipeline engineering

⑴ Application form of "Quality certificate for plan inspection of project completion (pipeline)" (each copy of printed file and packed electronic file).

⑵ Documents of "Location Advice of Construction Project", "License for Planned Land of Construction Project" (Notice, licenses and accessory diagrams); "License for Plan of Construction Engineering".

⑶ Technical report on following test of municipal pipeline project (each copy of report, relief map and respective electronic file).

⑷ "Quality Certificate of Completion Archive Inspection" or approval proposals.

⑸ A copy of completion drawing of layout plan for pipeline engineering of construction project.

※ Municipal traffic engineering

⑴ Application form of "Quality certificate for plan inspection of project completion (traffic)" (each copy of printed file and packed electronic file).

⑵ Documents of "Location Advice of Construction Project", "License for Planned Land of Construction Project" (Notice, licenses and accessory diagrams); "License for Plan of Construction Engineering".

⑶ Technical report on completion measure (each copy of report, relief map and respective electronic file).

⑷ "Quality Certificate of Completion Archive Inspection" or approval proposals.

⑸ A copy of completion drawing of overall layout plan and sectional design drawings of construction project.

3、Examining and disposing of illegal construction.

According to “Plan Act of People’s Republic of China” and “Statutes for City Plan of Shanghai Municipality”, the plan management department would take measures of administrative penalty or compulsory methods to dispose the project owners offending the plan, legal regulations but not committing a crime. Examination stress is on the construction land without license of plan, the validity of Plan License of Construction Project, implementation conditions, and other items stipulated by regulations.

Unmentioned affairs above would be explained by the plan and construction department of Administration Committee of SCIP.

Notifying hereby for implementation.

Annex: “Technical Requirements for Submission of Construction Project Plan”.

8 April 2005

Annex:

In order to promote implementation of electronic administrative affairs of plan management, the submission requirements for application materials of “one advice and two licenses” and procedures of lime line re-check for start work and inspection for completion of plan etc are specified as followings according to respective regulations of Shanghai Municipal Plan Bureau and “Notice of implementation of electronic submissions of construction plan management in Shanghai”.

1. These requirements are applicable to submission affairs of plan management of constructions project in SCIP.

2. The project owner should fill application forms fully and correctly. The calculation of index should be standard and accurate. Accessory documents should be real and valid corresponding to actual conditions of the project. The projector owner should take legal responsibilities for concealed conditions and false documents.

3. License application documents of construction project should be submitted in original copies and duplicated copies. After examined by the staff members of plan department, the original copies would be returned back. The duplicated copies without original copies should be confirmed by project owner with official seal.

4. When applying for license of construction engineering plan, the project owner should specify definitely the investment source (national or local fiscal appropriation or not) in the application form and engineering budget of civil construction and water/electricity project in total investment based on the budget on preliminary design.

5. Submitted construction design drawings should comply with national and municipal regulations on construction drawings stamped with official seal of design unit, drawing issue seal, seal of design principal and seal of registered engineer. The design drawing of overall plan should contain same design factors of relief map. The construction land area, construction scale and density etc should be calculated accurately and be marked in Chinese characters.

6. The submitted relief map should be marked out the land scope or other plan factors by design unit according to different application stage.

⑴ In the stage of location selection advice, the intent land scope, land user and land area should be marked out with red pencil. The municipal pipeline and traffic engineering should be marked out of start point, end point, bypass points, direction of road or pipeline and respective scope.

⑵ In the stage of license of land plan, the border of land for use should be marked out with solid red pencil line on the relief map. The land nearby municipal road should be marked out of location of road limit line with black line. For determined land scope, the border point coordinates should be marked out.

⑶ In the stage of license of engineering plan of construction, the land scope should be marked out with solid read line. The surrounding landform (current conditions, planed construction), planed control line, building position, positioning measurements, descriptions,

stories, inside road, afforestation layout etc. should be marked out with black line.

7. In all stages of plan management affairs of construction projects, except stipulated paper documents, all other documents should be submitted together with electronic files. Software of electronic submission could be downloaded from website of “Shanghai Plan” (http://www.shghj.gov.cn). The submission software would pack above documents into disk. Submission of one or multiple disks are all acceptable.

8. Electronic relief map should be stamped with official seal of municipal mapping institute on the disk face. The disks of design drawings should be stamped with official seal of design institute on the disk face.

9. Making requirements for submission of electronic drawing files.

1. The provisions for file names of drawing files.

● The unitary construction structures within the land scope should be numbered with cycle number of 1#，2#，3#…….

● File names：

| Submission stage | File content | File name |
|---|---|---|
| Location selection, land use, engineering | Document catalogue. | catalogue.xls |
| Location selection | Location selection scope | Locationselection.dwg. |
| Land use | Land scope for use | Landuse.dwg |
| Engineering | ** overall plan of the project. | ***overallplanofproject.dwg |
| | *** building plan | ****** buildingplan.dwg |
| | *** building elevation | ***** buildingelevation.dwg |
| | *** building section | ****** buildingsection.dwg |

2. Making requirements for drawing files

● Drawing files should be drawn with software of AUTOCAD R14 or versions above R 14 in the format of DWG. If the software version is improved in the future, respective measures would be stipulated by the time.

● The drawings should be drawn strictly in the coordinates of Shanghai municipality. The dimensional unit complies with metric system.

● The drawing files should be consistent with submitted paper drawings. Border point of land used should be marked with coordinates. The coordinates should be in metric system (i.e. Drawing scale is 1：1). Two digital decimal fractions are preserved.

● Following contents of drawing files should be strictly drawn separately in different layer.

Drawing of location selection scope: location selection scope, literal marks.

Drawing of land use: land use scope, literal marks.

Drawing of overall plan of construction: land use scope, underground structures, integrated grass land, all planed control lines, marks for construction space, literal marks etc.

● Layer name should be respective Chinese name. It should be different from the layer name of relief map of municipal mapping institute.

● Sectional lines for different constructions:

| Construction condition. | Line width. | Line type. | Line colour. |
|---|---|---|---|
| Completed / Under constructing. | 1 | Continue | 7（Black / White） |
| Plan to construct. | 2 | Continue | 1（Red） |
| Waiting to construct. | 1 | Dashed | 7（Black / White） |

● “Completed / Under constructing” is the project obtained Plan License and just under construction or completed.

"Plan to construct" is the project not obtained Plan License.

"Waiting to construct" is the project obtained Plan License but not started.

The profiles land scope and construction structures must be drawn with close multiple lines. Line segment or node should not be overlapped or crossed.

● The drawings of location selection drawing, construction overall plan, overall layout of plan, unitary building plan, unitary building elevation, unitary building sectional drawing should be saved as one separate drawing file.

3. Precision requirements.

Precision requirements for data: unit for area is square meter in integers. Other data should be kept for two digital decimals.

Part 10. Acceptance department and contact items:

Department: The plan and construction department of Administration Committee of SCIP.

Address: Room 1506 SCIP Mason 201 Muhua Road SCIP.

Contact: Shi Junming, Zhang Yefeng.

Tel：67126666-6625 67120626（Fax）

Email：shijunming@scip.gov.cn
zhangyefeng@scip.gov.cn

Administration Committee of SCIP
April 2005

**Transmission Notice of "Issue Notice of 'Several Provisions for further strengthening integrate insurance affairs of out workers of construction enterprise in Shanghai' "**

HHG（2005）No. 120

To all project owners in SCIP：

In order to ensure legal rights of out workers in construction enterprises and to standardize the employment activity of enterprises to maintain construction market order, "Transmission Notice of 'Issue Notice of Several Provisions for further strengthening integrate insurance affairs of out workers of construction enterprise in Shanghai'"(HJJ［2004］No. 349) is now transmitted to you. The notice specified affairs for integrate insurance affairs of out workers of construction enterprise in Shanghai. Each unit should implement conscientiously corresponding to actual conditions.

Notifying hereby for implementation.

Annex 1: Issue Notice of "Several Provisions for further strengthening integrate insurance affairs of out workers of construction enterprise in Shanghai" (HJJ［2004］No. 349).
Annex 2: Notice of further cooperating to implementation of integrate insurance affairs of out workers. (HJZ（2005）No. 015)

8 July 2005

**Issue Notice of "Several Provisions for further strengthening integrate insurance affairs of out workers of construction enterprise in Shanghai"**

(HJJ［2004］No. 349).

To all respective units:

"Several Provisions for further strengthening integrate insurance affairs of out workers of construction enterprise in Shanghai" is now issued to you for implementation. Please abide by these regulations. Any question of implementation could be consulted from us on prompt contact.

Shanghai Construction and Management Committee
Shanghai Labour and Social Security Bureau
10 June 2004

**Several Provisions for further strengthening integrate insurance affairs of out workers of construction enterprise in Shanghai**

In order to ensure legal rights of out workers in construction enterprises and to standardize the employment activity of enterprises to maintain construction market order, according to respective provisions of “Temporary measures for integrate insurance affairs of out workers employed in Shanghai” (Shanghai municipal government order No. 123) (referred to briefly as “Measures”), “Execution details for implementation of ‘Temporary measures for integrate insurance affairs of out workers employed in Shanghai’” (HLBJF (2002) No. 38) etc the respective execution affairs are constituted as followings for further strengthening integrate insurance affairs of out workers of construction enterprise in Shanghai.

Part 1. Applicable scope

All out workers employed by construction enterprises working within Shanghai Municipality should hand in integrate insurance by the provisions stipulated in “Measures”.

Part 2. Management departments

Shanghai Labour and Social Security Bureau (briefly referred to as “Labour and Security Bureau”) is administrative department of municipal integrate insurance. Shanghai Construction and Management Committee (briefly referred to as “Construction Committee”) takes responsibilities of implementation and management of integrate insurance affairs of out workers of construction enterprise in Shanghai.

Shanghai Construction Engineering Intelligence and Qualification Management Office (briefly referred to as “Intelligence and Qualification Office”) and Shanghai Out Labourer Employment Management Center take responsibilities for implementation.

Constructions Administrative Department of each district (county) specifically manage integrate insurance affairs of out workers of construction enterprise. Construction Engineering Contracting Market of each district (county) specifically organize implementation.

Construction Management Department of Shanghai Office of other provinces or municipalities (including Central Enterprises) should assist Constructions Administrative Department of each district (county) to implement integrate insurance affairs of out workers of construction enterprise.

Part 3. Enjoyable treatment

Out workers participated in integrate insurance of construction enterprise working in Shanghai could enjoy two items of insurance of occupational injury and curing in hospital.

Part 4. Execution procedures

(1) Take “Prepaid integrate insurance notice”.

The unit winning the bid (general contractor) could take “Prepaid integrate insurance notice” from Bidding Management Department when the unit take “Winning Bidding Notice” or direct consignment procedures.

(2) Apply for “Payment card”.

The general contractor should go through registration procedures for integrate insurance at local Construction Engineering Contracting Market with submission of “Prepaid integrate insurance notice”. After verification without errors, Construction Engineering Contracting Market would let the contractor unit to fill application form of Integrate Insurance Payment Card and issue “Notice of Taking Payment Card”. The contractor unit should submit the Notice to Social Insurance Management Center for taking the “Payment Card”.

(3) Prepaid integrate premium.

I. For the construction project on bidding, the bid inviter or bid agency should give specific requirements on insurance in bidding documents. The bidding units should separately list the estimated worker number. After bidding the project owner should appropriate the estimated premium once to the unit winning bid. (Estimated integrate

premium = estimated worker number by bid winner X monthly average wage of last year X 60% X 5.5% X Duration of months).

2. For the construction project on direct consignment, the project owner should appropriate the estimated premium once to the general contractor. (Estimated integrate premium = estimated worker number by bid winner X monthly average wage of last year X 60% X 5.5% X Duration of months).

3. The general contractor should promptly hand over the Estimated integrate premium into the Integrate Premium Card and take the respective receipt of “Social Insurance Payment Card” from China Construction Bank Shanghai Branch. (Briefly referred to as Receipt).

4. Project owner should submit payment Receipt to respective administrative department when implementing procedures of Engineering Supervision Registration and License for Construction.

(4) Personnel Registration.

Before start work, the general contractor should take “Submission software of integrate insurance for out workers in Shanghai” (briefly referred to as Software) from local Construction Engineering Contracting Market. The personal information of actual employed workers should then be registered into the software and print “Registration form of individual information of out workers” (one copy for one worker). Each form should be attached with personal photograph and copy of identification card. The name and respective ID number should be marked down the photograph. The general contractor should then submit all “Registration form of individual information of out workers” and respective soft disc to local Construction Engineering Contracting Market.

The local Construction Engineering Contracting Market should promptly load the information into information management system.

(5) Take employment certificate of out workers in Shanghai.

“Employment Registration Manual of Out Workers in Shanghai” (briefly referred to as “Employment Registration Manual”) would record out worker employment conditions in Shanghai. It is employment certificate of out worker in Shanghai.

The Municipal Out Worker Employment Management Center would print “Employment Registration Manual” after received the uploaded information from Construction Engineering Contracting Market. The Center would then send the manuals to every respective Construction Engineering Contracting Market. After the general contractor takes the “Employment Registration Manual”, the manuals should be handed over to the worker for custody. The worker having “Employment Registration Manual” could mobilize among projects. Construction Engineering Contracting Market should record mobilization condition in time on the “Employment Registration Manual”.

(6) Personnel variation.

During the course of construction the variation of actual personnel should be recorded in the soft disc by general contractor. The “Variation booklet of out workers” would be created. Submit these booklets to local Construction Engineering Contracting Market.

1. When the unit resigns the worker, the unit should go through cancellation procedures in local Construction Engineering Contracting Market with submission of sealed “Variation booklet of out workers”.

2. When the unit employs new workers, the unit should register by respective procedures with submission of sealed “Variation booklet of out workers” and wait for notice of taking the “Employment Registration Manual” for new out workers.

(7) Payment of premium for integrating insurance.

Worker number of the payment should be actual number by the date of 25 of each month. Payment cycle is one month. The rate is 15% of 60% of monthly average wage of last year. Municipal Social Insurance Management Center would appropriate premium for integrate insurance from the payment card of general contractor and set up payment record on 5 every month (postponed correspondingly in holidays). On the date of 5 the unit could be appropriated successfully would be appropriated again on 12 of current month (postponed correspondingly in holidays). The premium for integrate insurance would be appropriated only once a month for one person.

(8) Urging appropriation.

Municipal Social Insurance Management Center would notice failed appropriation information to local Construction Engineering Contracting Market. The market then prints "Urging notice of premium for integrate insurance" and inform the general contractor.

(9) Superaddition of prepaid premium for integrate insurance.

When the prepaid premium for integrate insurance in the Payment Card is not enough, local Construction Engineering Contracting Market would print "Hint note for the balance of prepaid premium for integrate insurance" and inform the general contractor.

(10) Cancellation of Payment Card.

After completion of engineering, the general contractor should apply for cancellation of registration for integrate insurance at local Construction Engineering Contracting Market with submission of Registration Certificate Of Completion Inspection. The Cancellation Advice of Payment Card for Integrate Insurance should be filled by general contractor and then be verified by Intelligence and Qualification Office. After verification the cancellation could be implemented at the municipal Labour Security Department. After cancellation of Payment Card of Integrate Insurance, the capital amount of the Payment Card would be transferred to the account assigned the general contractor.

Part 5. Identification of occupational injury and settlement

(1) The occupational injury and disease of out construction workers should be reported to local Identification Department of Labour Security Bureau, Safety Supervision Station and Commercial Insurance Corporation. The identification of occupational injury and disease should be implemented by local Identification Department of Labour Security Bureau.

(2) The identification and identifying measures of occupational injury and disease of out construction workers, the application measures of treatment from integrate insurance should all comply with respective provisions stipulated by municipal government and Social Security Bureau.

Part 6. Supervision and management

(1) The administrative construction department at all levels should take responsibilities on supervision and management of payment conditions of integrate insurance for out construction workers.

1. Bidding administrative departments at all levels should strengthen supervision during the course of bidding. The certificate of prepaid premium for integrate insurance should be verified when the general contractor applying for license of construction.

2. Safety and quality supervision departments at all levels should verify the certificate of prepaid premium for integrate insurance. The holding conditions of "Employment Registration Manual" should be examined during daily spot supervision works.

3. The municipal "Intelligence and Qualification Office" should verify and confirm respective uploaded information by local Construction Engineering Contracting Market.

4.Every local Construction Engineering Contracting Market should conscientiously implement the registration of integrate insurance, worker information treatment, issuance of "Employment Registration Manual" for out workers of construction enterprise in Shanghai.

(2) The labour supervision department of administrative labour security bureau should strengthen payment supervision of premium for integrate insurance of out workers of construction enterprise.

Part 7. Others

These provisions would come into effect on the day of issuance.

The "Notice of integrate insurance affairs for out worker of construction enterprises" (HJJ (2002) No. 893) and "Notice of expanding trial implementation of 'Unexpected injury insurance for construction workers in engineering construction'" (HJJG (97) No. 329) would be abolished at the same time.

22 December 2004

**Shanghai Bidding Management Office for Construction Engineering**

HJZ (2005) No. 015

**Notice of further cooperating to implementation of integrate insurance affairs of out workers.**

To all Bidding Offices of every district and county, Consigned Management Units, every Department of Shanghai Office：

After issuance of document HJZ (2005) No. 015 “Notice of cooperating to implementation of integrate insurance affairs of out workers”, the affair has been listed in the content of Contracting Supervision and Approval of Construction License. Most of units have executed by provisions. But minority units paid little emphasis. Every unit should now conscientiously implement following measures:

1. Bidding documents of construction should be marked with: The bidder should submit “Labour Schedule”. Separate list of estimated out worker numbers.

2. Any project on public bidding, inviting bidding, direct contracting or extensive bidding, any application of Bid Winning Notice (successful transaction) should be filled with “Estimated out worker numbers” in the remark column of the Notice. The estimated out worker numbers should corresponding to the actual project conditions. No use or less use of out workers should be specified in written by the contractor. The written description should be transmitted to the local construction management office.

As approving the Construction License the return receipt of “Payment Card of Social Insurance” issued by China Construction Bank Shanghai Branch must be verified.

4. The supervisors of every unit must mind the affair. They should verify and approve the out worker numbers submitted by bidding unit to ensure basic accuracy of the number.

Shanghai Bidding Management Office for Construction Engineering

20 June 2005

Distributing to: Municipal Construction Management Office and Municipal Intelligence and Qualification Office.

**Implementation notice of management measures for road and pipeline construction in SCIP**

HHG〔2006〕No.31

To Development Co., Ltd. of SCIP, Public Security Bureau in SCIP, Assets Management Co., Ltd. of SCIP, Municipality Supervision Team of SCIP, all project owners and construction units in SCIP：

In order to ensure normal operation of road and pipelines in SCIP and to strengthen management of construction sites, “Management measures for road and pipeline construction in SCIP” is constituted with combination of actual conditions of road and pipelines in SCIP. Each unit should comply conscientiously.

Notifying hereby for implementation

Annex：

1．Management measures for road and pipeline construction in SCIP.

2．Application form of road construction (digging and pipeline) in SCIP.

3．Note for transaction of application of road and pipeline construction in SCIP.

4．Contact form of construction administrative unit for road and underground pipeline and ownership unit of pipeline.

28 February 2006

Annex 1: **Management measures for road and pipeline construction in SCIP**

According to respective provisions of ““Management measures for plan of pipeline engineering of Shanghai”, “Temporary management measures for municipal road and underground pipeline construction of Shanghai” and “Provisions for protection of road and underground pipeline of Shanghai” and in order to ensure normal operation of road and pipelines in SCIP and to strengthen management of construction sites, these management measures are constituted with combination of actual conditions of road and pipelines in

SCIP.

Part 1. Applicable scope

These management measures are applicable to any constructions of road and pipeline within the red line scope of road in SCIP, and to any constructions outside the red line scope of road having affection to road and pipelines.

Part 2. Administrative department and respective responsibilities

The plan and construction department of the Administration Committee of SCIP (hereinafter referred to as “plan and construction department”) would be responsible for application registration and supervision of road and pipeline construction in SCIP. The Public Security Bureau in SCIP would be responsible for traffic organization and administration of road and pipeline construction and be responsible for examination and issuance of License for Road Construction. The Emergency Responding Center of SCIP would be responsible for emergencies of road and pipeline. The Municipality Supervision Team of SCIP would be responsible for routine examination and management of road and pipeline construction.

Part 3. The liabilities of project owner

1. Before application the project owner should get ready of “License for Engineering Plan” and “License for Construction”. The maintenance engineering without “License for Engineering Plan” and “License for Construction” could be approved as temporary construction.

2. The project owner should examine design plan for construction organization compiled by construction unit. The project owner should then hold special conference for pipeline protection in road construction attended by pipeline ownership units and construction unit. By “Conference Summary” and respective drawings and documents the project owner should submit technical details to pipeline ownership unit.

3. Filling up “Application form of road construction (digging and pipeline) in SCIP” (details as in Annex 1) to apply for road and pipeline construction.

4. Simultaneously filling up and submitting “Promise agreement on safety and protection of road and pipeline for construction engineering in SCIP” (details as in Annex 2).

Part 4. The liabilities of construction unit

1. To compile design plan for construction organization and examine the submitted technical details. To take “Technical detail submission card” and to register in Plan and Construction Department. Start construction with “License for road construction” issued by Public Security Bureau in SCIP.

2. Pipeline damage caused by unapproved construction would be compensated by liability. The construction unit would be punished for damage.

3. Mechanic digging is forbidden within the scope of 1 meter from original pipelines under the road.

4. The construction unit should be responsible for protection of pipelines within the scope of construction.

Part 5. The liabilities of pipeline ownership unit

1. The pipeline owners in SCIP should be responsible for submission of pipeline details. Development Co., Ltd. of SCIP as construction unit of some pipelines in SCIP should be responsible for submission of pipeline details of some pipelines not transferred with ownership.

2. The ownership unit should supply accurate documents of respective pipelines. The submission of details should be implemented by written files. The pipeline owner could also submit details at site with directions by actual demand.

3. The pipeline owner should promptly submit rectification advice on illegal construction found during examination of pipelines. The pipeline owner could instruct the construction unit to take protection measures. Any accident should be repaired promptly and reported to Plan and Construction Department and Emergency Responding Center of SCIP.

Part 6. Other measures

1. The Emergency Responding Center of SCIP should be responsible for emergent repair of exterior damage accident of pipeline in SCIP.

2. The Municipality Supervision Team of SCIP should be responsible for routine pipeline examination and disposal of breach. The case could not be disposed should be reported in

written to Plan and Construction Department and Public Security Bureau in SCIP for disposal.

3. The exterior damage accident of pipeline causing serious negative results with significant loss (Magnitude casualty, huge property loss) would be examined and disposed by Plan and Construction Department. The Plan and Construction Department could also give advice to respective department for corresponding penalty.

4. The application for road occupation in SCIP still complies with respective provisions of “Management notice of road construction (digging and occupying road) in SCIP”.

Part 7. Implementation date

The management measures take effect from the date of issuance. Any consultancy would be explained by the Plan and Construction Department.

Annex 2 (1): **Application form of road construction (digging and pipeline) in SCIP**

HHGL ____(200 ) No.____

<table>
<tr><td>Applicant (with Seal)</td><td colspan="2">Address</td><td>POC</td></tr>
<tr><td></td><td colspan="2"></td><td></td></tr>
<tr><td>Deputy</td><td></td><td>Tel:</td><td></td></tr>
<tr><td>Construction unit(with Seal)</td><td colspan="2">Address</td><td>POC</td></tr>
<tr><td></td><td colspan="2"></td><td></td></tr>
<tr><td>Deputy</td><td></td><td>Tel:</td><td></td></tr>
<tr><td>Engineering (or Device) description</td><td>Pipeline diameter or capacity (dimensions)</td><td colspan="2">Road category</td></tr>
<tr><td></td><td></td><td colspan="2"></td></tr>
<tr><td colspan="2">Construction location (with layout plan)</td><td colspan="2">Dimensions of dug road surface</td></tr>
<tr><td colspan="2"></td><td colspan="2">Point Length m Width m</td></tr>
<tr><td colspan="4">Construction date: Start from_____to completion date of_____.</td></tr>
<tr><td colspan="4">Sketch of the digging location (the large scale engineering should be supplied with pipeline plan in scale of 1/500).</td></tr>
<tr><td colspan="4">Content</td></tr>
<tr><td colspan="4">Condition of Submission of Pipeline Details.<br>Natural gas pipe. ☐ Water supply pipe. ☐ Telecommunication cable. ☐ Information cable. ☐<br>High voltage power cable. ☐ Steam. ☐ Sewage. ☐ Street lamp cable. ☐<br>Medium/Low voltage power cable. ☐ Rain water ☐ Others. ☐</td></tr>
<tr><td colspan="2">License conditions of last phase.</td><td>License for engineering plan. ☐</td><td>License for construction. ☐</td></tr>
<tr><td colspan="2">Approval conditions of assets management company.</td><td>Road restoring plan. ☐</td><td>Afforestation protection plan. ☐</td></tr>
<tr><td colspan="4">Remarks of the Plan And Construction Department of Administration Committee of SCIP:<br>（Seal）:<br>Date:</td></tr>
</table>

(The form is made in two same copies. One copy for applicant to apply for License for Road Construction from Public Security Bureau in SCIP, the other copy for registration in Plan and Construction Department.)

Annex 2 (2): **Promise agreement on safety and protection of road and pipeline for construction engineering in SCIP**

_____ : Engineering (Project).

When this engineering (project) was registered, we had received “Note for transaction of application of road and pipeline construction in SCIP”. In order to strengthen safety and protection of road and pipelines in SCIP and to ensure normal operation of municipal

infrastructures, we hereby make promise of following articles.

I. During the whole course of engineering (project) construction, we would strictly abide by all provisions of “Provisions for protection of road and underground pipeline of Shanghai” and “Management measures for road and pipeline construction in SCIP” issued by Shanghai Municipal Engineering Management Bureau.

II. The construction engineering (project) has been registered and obtained following documents:

1. “License for Engineering Plan of Shanghai Construction”.

2. “License for Construction of Shanghai Construction Engineering”.

III. The construction engineering (project) has finished following affair items:

1. Hold coordinate conference of pipeline supervision and protection attended by respective units. The “Conference Summary” has been created.

2. By “Conference Summary” we would apply “Detail submission card for supervision of road and pipeline of Shanghai” or directly take “Detail submission card” from pipeline ownership unit.

IV. Before start of this construction engineering (project), we would finish following affairs:

1. To explore objective reconnaissance in the area having possible dangers to pipeline.

2. To definitely specify technical measures for pipeline protection in “Construction Organization Design”.

3. To consign respective unit compiling “Design Plan for Holding Structures of Infrastructure Engineering”.

4. The design plan for holding structures of deep foundation holes would strictly abide by the provisions of article 10 in “Temporary provisions for engineering management of deep foundation holes of Shanghai”.

V. Following affairs would be implemented at the construction site to ensure the safety of pipelines.

1. Never start work with indefinite conditions of underground pipelines.

2. If pipe location is difficult to determine, site consultancy would be executed. Otherwise the engineering would not be started.

3. If we found any variation of pipe location which may cause infection on underground pipeline and respective maintenance, we would stop construction promptly.

4. No mechanic digging would be implemented within the preserved scope of original underground pipeline.

The promised items are real and reliable and would be implemented conscientiously. We take respective responsibilities for any breach and accept respective disposals.

Promising unit (with Seal): Judicial deputy (signature):

Address: Tel: Contact person:

Date:

(This promise agreement is made in two same copies. One copy for preservation of promising unit, the other copy for registration in Plan and Construction Department.)

## Annex 3: **Note for transaction of application of road and pipeline construction in SCIP**

I. Application documents.

1. License for Engineering Plan.

2. License for Construction.

3. Construction Drawings.

4. Construction Organization Design

5. Other respective documents demanded by the specialty of project.

II. Application procedures.

1. The project owner should get all application documents ready before the application of road digging and pipeline construction.

2. The project owner should submit Construction Organization Design Plan to every pipeline owner or unit for transition of details. (The conference for submission of pipeline details could be held. By “Conference Summary” the project owner could apply Detail

Submission Card or directly to pipeline ownership unit to apply Detail Submission Card.

3. After getting Detail Submission Card and other written approval, the applicant could fill up “Application form of road construction (digging and pipeline) in SCIP”, and simultaneously fill up “Promise agreement on safety and protection of road and pipeline for construction engineering in SCIP” for submission to Plan And Construction Department of Administration Committee of SCIP.

4. Plan and Construction Department of Administration Committee of SCIP would register the application with full documents and complying with regular procedures and requirements.

5. The registered application and Traffic Organization Plan for Construction would be submitted to Public Security Bureau in SCIP for approval. The issue of “License for Road Construction” (Road Digging License) would be based on the result of examination and approval conditions.

III. Contact units (as details in Annex 2).

Annex 1: Application form of road construction (digging and pipeline) in SCIP.
Annex 2: Contact form of construction administrative unit for road digging and underground pipeline and ownership unit of pipeline.

Annex 4: **Contact form of construction administrative unit for road digging and underground pipeline and ownership unit of pipeline.**

| Serial No. | Unit description | Address | Contact person | Tel. | Fax. | Emergency Number | Remarks |
|---|---|---|---|---|---|---|---|
| **Administrative units** | | | | | | | |
| 1 | Plan And Construction Department of Administration Committee of SCIP | Room 1506, 201 Muhau Road SCIP. | Zhang Yefeng | 67126666 *6625 | 6712 0626 | | |
| 2 | Emergency Responding Center of SCIP | 201 Muhau Road SCIP | | | | 67120911 | |
| 3 | Public Security Bureau in SCIP | 88 Beihe Road SCIP. | Xu Weixiong | 67120707 *61947 | | | |
| 4 | Municipality Supervision Team of SCIP | 2nd Floor Integrate Building SCIP | Zhang Yin | 67120041 | | | |
| **Ownership unit of pipelines** | | | | | | | |
| 1 | Development Co., Ltd. of SCIP | 17th Floor 201 Muhua Road SCIP | Lu Linjun | 67120026 13701671916 | | | |
| 2 | Assets Management Co., Ltd. of SCIP (Rain water pipes, street lamp cable, low pressure natural gas, steam) | 2nd Floor Integrate Building SCIP | Wang Yuming | 67120002 | | | |
| 3 | Shanghai Natural Gas Pipe Net Co., Ltd. | | Huang Weihua | 13901660789 | 5891 6808 | 50420699589 16688*801 | |
| 4 | Shanghai Electricity Power Corporation Cable Transmission and Distribution Corporation (high voltage cable) | 2501 New Gonghe Road | Shen Yubin | 28618771 | 5665 2282 | （夜间、双休日 56655634） | |
| 5 | Eastern City Cable (low voltage cable in the east to Lianhe road) | | Xu Bing | 13003178620 | 5839 1049 | | |
| 6 | Southern City Cable (low voltage cable in the west to Lianhe road) | 1050 Gudai Road | Wang Qisheng | 13701836228 | | 54881391 | |
| 7 | Sino-French Water Development Co., Ltd. of SCIP | | Guo Changhua | 67120099*8321 | | | |

| Serial No. | Unit description | Address | Contact person | Tel. | Fax. | Emergency Number | Remarks |
|---|---|---|---|---|---|---|---|
| 8 | Shanghai Telecommunication Corporation Jinshan Branch (The west to Lianhe road) | 450 Lincang Street Zhujing Town Jinshan District | Lu Zhenyong | 57318095；13801818080 | 57318096 | | |
| 9 | Shanghai Telecommunication Corporation Fengxian Branch (The east to Lianhe road) | Information Building 169 Eastern Jiefang Road Nanqiao Town Fengxian District | Zong Zhengmao | 67180710；27565454 | 67180709 | | |
| 10 | Shanghai Telecommunication Corporation Chief Customer Department | | Zhu Yuezeng | 52128017 | 52128124 | | |
| 11 | Public Pipe Corridor Co., Ltd. of SCIP | | Shi Yimin | 13381528725 | 67250986 | | |

Note: For any emergency dial 67120110 promptly to report to Emergency Responding Center of SCIP. Emergency Numbers or contact numbers of pipeline ownership units are optional for dialing.

**Shanghai Chemical Industry Park Administration Committee Transmission Notice of "Advices on Statistics Management Affairs of SCIP" of Municipal Statistics Bureau**

HHG[2003]No.075

To all enterprises and institutions:

In order to strengthen the management and supervision on statistics affairs of SCIP, to normalize the statistics affairs of enterprises and institutions in SCIP, the Municipal Statistics Bureau issued "Advices on Statistics Management Affairs of SCIP".

The "Advices" is now transmitted to you for your implementation with combination of "Trial Measures on Statistics Management Affairs of SCIP" (HHG[2002] No.144).

28 May 2003

**Advices on Statistics Management Affairs of SCIP**

Documents of Shanghai Municipal Statistics Bureau

HTZ (2003) No.27

To the Administration Committee of SCIP:

According to applicable provisions of "Statistics Law of People's Republic of China", "Statistics Management Statute in Shanghai Municipality", "Transmission Notice issued by General Office of Shanghai Government for Trial Implementation Plan of 'Statistics on the Spot' by Municipal Statistics Bureau" (HFBF [2002] No.29), we bring forward following advices on statistics management affairs of Shanghai Chemical Industry Park (hereinafter as SCIP):

I. The Administration Committee of SCIP should set up Statistics Institution by applicable provisions of Statistics Law and Regulations. The Administration Committee of SCIP should alternatively assign staff members for statistics in suitable department. A principal for statistics should also be appointed. The statistics management affairs of SCIP should be implemented conscientiously.

II. During municipal implementation of trial 'Statistics on the Spot', the statistics affairs of Administration Committee of SCIP should be under the guidance of Shanghai Municipal Statistics Bureau. The Administration Committee of SCIP is authorized to implement administration, coordination, supervision and inspection on statistics affairs in SCIP.

The Administration Committee of SCIP would be responsible for collection, gathering, check and approval of statistics forms from every unit in SCIP. The Administration Committee of SCIP would then submit the forms directly to Municipal Statistics Bureau

according to provisions.

All units of Central or Municipal Government located in SCIP should submit a copy of statistics forms to Administration Committee of SCIP as they submit the forms to respective administration departments.

III. According to the provision of "Statistics institutions and statistics staff members should be responsible for commercial secrets of respective units learnt during statistics investigation" stipulated by Item 2 of Article 15 in "Statistics Law of People's Republic of China", the Administration Committee of SCIP should be responsible for keeping secrets of respective units in SCIP submitting statistics forms.

14 May 2003

**Issue notice of "Specific Measures of Allowance for Electricity Price of Enterprises in SCIP (Trial)"**

HHG〔2004〕No.39

To all enterprises in SCIP:

"Specific Measures of Allowance for Electricity Price of Enterprises in SCIP (Trial)"is now issued to you. Please implement them conscientiously.

Notifying hereby.

29 March 2004

**Specific Measures of Allowance for Electricity Price of Enterprises in SCIP**

(Trial)

According to the spirit of "Notice of Electricity Price for Users in SCIP" （HJJG［2003］No.005） issued by Development and Plan Committee of Shanghai, the Special Development Fund of SCIP would be used to properly compensate production electricity of eligible enterprises. Respective specific measures are constituted as followings:

**I. Eligible enterprises on compensation.**

The production electricity of general industrial users in SCIP.

**II. Criteria for compensation and duration.**

The criteria for compensation of production electricity of general industrial users in SCIP by Special Development Fund of SCIP: The price is directly reduced of 0.035 yuan/kwh based on the price of same category of electricity. Then the price is compensated of 0.015 yuan/kwh by Special Development Fund of SCIP. The compensation duration will be ended by the end of December 2005 (Temporary decision).

The above electricity compensation policy is not suitable for preferential users of intensive energy consumption industry.

**III. Compensation procedures of** Special Development Fund of SCIP：

1.Confirming the qualification. Before enjoy favorable electricity price and compensation, the general industrial users in SCIP should fill up 4 same copies of "Confirming form for application of favorable electricity price of production electricity for enterprises in SCIP". The forms would be submitted to Economy and Trade Department of Administration Committee of SCIP and other respective units for examination and confirmation. The confirmed documents would be stamped.

2.Registration. The confirmed eligible users would enjoy the compensation in the proper month. "Application Form of Special Development Fund of SCIP" should be filled. Respective confirmation documents should be complemented. Above documents would be submitted to Plan and Finance Department of Administration Committee of SCIP for registration.

3.Applying for appropriation. The confirmed eligible users should fill the form of "Appropriation Form of Special Development Fund of SCIP" from the second month on. Monthly payment receipt of electricity with a copy should be together submitted. Above documents would be submitted to Plan and Finance Department of Administration Committee of SCIP.

4. Appropriation for compensation. After Plan and Finance Department of Administration Committee of SCIP examined the documents, it would be submitted for approval by the leader of Administration Committee of SCIP. For full eligible documents the appropriation would be assigned to account within 5 working days after receiving the application documents.

**IV. These Specific Measures would be explained by Administration Committee of SCIP.**

Annex：1.Confirming Form for Application of Favorable Electricity Price of Production Electricity for Enterprises in SCIP.

2.Application Form of Special Development Fund of SCIP.

3.Appropriation Form of Special Development Fund of SCIP.

Annex 1: **Confirming Form for Application of Favorable Electricity Price of Production Electricity for Enterprises in SCIP.**

<table>
<tr><td>Applicant</td><td colspan="2"></td><td colspan="2">Consumption Location</td><td></td></tr>
<tr><td>Contact</td><td></td><td>Tel.</td><td></td><td>POC</td><td></td></tr>
<tr><td colspan="6">Consumption conditions of the enterprise</td></tr>
<tr><td>Power serial No.</td><td colspan="2">Supply voltage（KV）</td><td colspan="3">Transformer capacity（KVA）</td></tr>
<tr><td>1</td><td colspan="2"></td><td colspan="3"></td></tr>
<tr><td>2</td><td colspan="2"></td><td colspan="3"></td></tr>
<tr><td></td><td colspan="2"></td><td colspan="3"></td></tr>
<tr><td>Total</td><td colspan="2">／</td><td colspan="3"></td></tr>
<tr><td colspan="3">Estimated start date of consumption（Note 1）</td><td></td><td>Applying date</td><td></td></tr>
<tr><td colspan="3">Application reasons, judicial deputy of applicant, signature by deputy, official seal.</td><td colspan="3">Signature by judicial deputy:<br>Official seal: Date:</td></tr>
<tr><td colspan="3">Remarks of Economy and Trade Department of Administration Committee of SCIP, with official seal.</td><td colspan="3">Date:</td></tr>
<tr><td colspan="3">Remarks of Marketing and Financial Department of Shanghai Electricity Corporation, with official seal.</td><td colspan="3">Market Dept. : Financial Dept. :<br>Date: Date:</td></tr>
<tr><td colspan="3">Remarks of Budget Department of Shanghai Fiscal Bureau, with official.</td><td colspan="3">Date:</td></tr>
<tr><td colspan="3">Remarks of Public Product Price Department of Shanghai Price Bureau, with official seal.</td><td colspan="3">Date:</td></tr>
</table>

Note 1. Start date of favorable price of production electricity is the supply date of first line production electricity listed in this form.

2. The form is made in four same copies: two copies for Shanghai Electricity Corporation, one copy for Administration Committee of SCIP, one copy for applying enterprise.

Annex 2. **Application Form of Special Development Fund of SCIP**

Filling Date:

<table>
<tr><td rowspan="3">Unit description</td><td rowspan="3">Comprehensive Office of Administration Committee of SCIP</td><td>Contact</td><td></td></tr>
<tr><td>Address</td><td></td></tr>
<tr><td>Tel.</td><td></td></tr>
<tr><td>Project description</td><td colspan="2"></td><td>Project No.</td><td></td></tr>
<tr><td>Project profile</td><td colspan="4"></td></tr>
<tr><td colspan="2">Approval unit for preliminary design, date, file No.</td><td colspan="3"></td></tr>
<tr><td colspan="2">Approval unit for project budget, date, file No.</td><td colspan="3"></td></tr>
<tr><td>Budget amount</td><td colspan="4">RMB in words:</td></tr>
<tr><td colspan="2">Total applied amount of Development</td><td colspan="3">RMB in words:</td></tr>
</table>

| Fund | | | |
|---|---|---|---|
| Project payment schedule and specific date (could be complemented) | Payment date | Payment amount | Payment causes |
| | | | |
| | | | |
| | | | |
| | | | |
| Remarks by business department:<br><br>Signature (seal)<br>Date: | | Remarks by plan and financial department:<br><br>Signature (seal)<br>Date: | Approval remarks by responsible principal:<br>Signature (seal)<br>Date: |
| Approval remarks by leading group of development: | | | |

Note 1: This form should be filled up at the initial stage of the project. This form is made in 2 same copies (1 copy for leading group of development of SCIP, another copy for the administration committee of SCIP.

2. Submission of this form should be complemented with project budget and respective approval.

Annex 3. **Appropriation Form of Special Development Fund of SCIP (Exterior)**

Filling date:

| Applicant description (seal) | | | |
|---|---|---|---|
| Unit (project) principal | | Tel. | |
| Financial principal | | Tel. | |
| Bank accounts | | | |
| Issuing bank | | | |
| Project description | | Project No. | |
| Application causes for appropriation | | | |
| Applied appropriation | | | |
| amount (in words) | | | |
| Summation of appropriated amount (in words) | | | |
| Project profile | | | |
| Remarks by executives | | | |
| Remarks by business department:<br>Signature (seal) | Remarks by plan and financial department:<br>Signature (seal) | | |
| Remarks: | | | |

Note: 1. This form is made in 2 same copies. (1 copy for leading group of development, another copy for administration committee).

2、This form should be complemented with Final Accounting Form of Completed Tasks of the Project and Original invoices etc.

**Transmission Notice of "Notice of Respective Issues on Linked Fluctuation of Coal and Electricity Price of Shanghai Power Net"**

HHG[2005] No.93

To all respective units in SCIP：

Recently Shanghai Price Bureau issued "Notice of Respective Issues on Linked Fluctuation of Coal and Electricity Price of Shanghai Power Net" (HJG[2005]No. 010). The linked fluctuation of coal and electricity price would be implemented according to the spirit of respective documents from Party Center. Ultra electricity price would be cancelled. The net electricity price would be regulated properly. The electricity price on sale would be increased properly. Ratio of peak and hollow price in summer would be enlarged.

Now we transmit the notice to you for implementation. Any consultation could be submitted to the Economy and Trade Department of Administration Committee of SCIP. The Economy and Trade Department would collect all consultations to submit to Shanghai Price Bureau together.

2 June 2005

**Notice of Respective Issues on Linked Fluctuation of Coal and Electricity Price of Shanghai Power Net**

HJG [2005] No.010

To Shanghai Electricity Corporation and all respective units：

The National Development and Reforming Committee issued “Notice of Respective Issues on Linked Fluctuation of Coal and Electricity Price of East China Power Net” (FGJG [2005] No.665). The linked fluctuation of coal and electricity price would be implemented with approval by State Department to mitigate the contradictions of electricity price. The price of electricity for net and the price of electricity for users would be regulated correspondingly. The implementation conditions of Shanghai are notified as followings:

1. The linked fluctuation of coal and electricity price would be implemented, ultra electricity price would be cancelled, and electricity price for net would be regulated properly.

（1）In order to eliminate the effects on electricity price by increase of coal price and ultra electricity generation price since June 2004, the price of electricity for net of generating plant would be increased properly. The price of electricity for net (including tax, following price same) would be increased by 2.09 Fen per 1 kwh for coal plants (including thermal electricity combined plants) uniformly regulated by Shanghai net. At the same time, part of contradictions of price would be regulated by adjustment of price of electricity for net. Adjusted price of electricity for net is shown in “Price List of Electricity for Net of Power Plants in Shanghai” (Annex 1). The price of electricity for net from hydro plants is increased by 0.96 Fen per 1 kwh.

Ultra electricity price would be cancelled. Power plants should implement the government approved net electricity price.

（2）The price of electricity from Three Gorges would be regulated to 0.3747 Yuan per kwh at end. The settled price of electricity for net is regulated to 0.2616 Yuan per kwh. The price of transmitted electricity from Three Gorges and allowable transmission loss would still abide by the provisions in document of National Development and Reforming Committee [2003] No.1028.

（3）The price of planned uniform electricity of East China Electricity Net Co., Ltd. would be regulated to 0.307 Yuan per kwh.

（4）Every power plant should strengthen management to lower consumption. The affection of coal cost should be eliminated with effort. The power supply work should be implemented properly, especially for the current circumstance before the peak season of summer.

2. The sales price would be increased properly. The average increase of electricity price of Shanghai Net is 2.8 Fen/kwh. The seasonal price would be implemented. Summer price (July, August and September) would be increased by 3.5 Fen/kwh. The price of other seasons would be increased by 2.5 Fen/kwh. Other regulations for different users are specified as followings:

（1）The electricity price of residential, agricultural, medium and small fertilizer production would not be increased.

（2）The electricity price for projects encouraged by national industrial policy as Chlo-alkali production with ionic film process would be increased by 2.4 Fen/kwh in summer and 1.5 Fen/kwh in other seasons.

（3）The electricity price for other users would be increased by 4.1 Fen/kwh in summer and 3.0 Fen/kwh in other seasons.

（4）Price structure in summer is regulated as followings: the ratio of peak to hollow is

4.5:1. The price of peak duration from 13:00 to 15:00 would be peak price. The limitation of 90% of maximum demand for users of two systems would be cancelled at the same time. The relay users would still be compensated for avoidance of peak. The compensated price would be shared equally in summer increase.

Electricity price for different users after regulation could be referred in “Electricity price list of Shanghai Power Net” (Annex 2) and “Electricity price list in summer of Shanghai Power Net” (Annex 3).

3. The electricity price for net of new power plant would be increased. The electricity price for net of new coal plant (including thermal-electric combined plant) uniformly distributed within Shanghai would be increased to 0.396 Yuan/kwh for the plant without desulfurating equipment. For plants with desulfurating equipment the price would be increased by 0.015 Yuan/kwh from the increased price hereof. New plants into commercial operation would all implement this price.

4. The different electricity price policy for 6 high energy consumption industries of electrolytic aluminum, iron alloy, calcium carbide, caustic soda, cement, iron and steel etc and the policy for the price of individual power plant and charges would still implement the documents of National Development and Reforming Committee.

5. The price regulation would come into effect since recorded amount on 1 May 2005. Summer price would be implemented from 1 July to 30 September.

Every electricity enterprise and each respective unit should organize carefully and arrange affairs considerately following the requirements of National Development and Reforming Committee to promulgate and explain properly for prompt implementation of all measures stipulated in this notice. Every respective department should implement current affairs of price stabilization together to keep the stabilization of society and economic order. Any issues emerged during implementation should be submitted to Shanghai Price Bureau.

Annex：1. Price List of Electricity for Net of Power Plants in Shanghai.

2. Price List of Electricity on Sale of Shanghai Net. (User with no time division, user with time division of two systems, user with time division of unitary system).

3. Price List of Electricity on Sale in Summer of Shanghai Net. (User with no time division, user with time division of two systems, user with time division of unitary system).

Shanghai Price Bureau
28 April 2005

Annex 1: **Price List of Electricity for Net of Power Plants in Shanghai**

| Power Plant | Capacity | Price including tax | Remarks |
|---|---|---|---|
| | 10MW | Yuan/k.kwh | Yuan/k.kwh |
| Shanghai Waigaoqiao 2nd Power Plant Co., Ltd. | 180 | 396 | New set with desulfurization would be increased more by 15 Yuan/k.kwh. |
| China Energy Shanghai Shidongkou 1st Power Plant | 124 | 358 | |
| China Energy Shanghai Shidongkou 2st Power Plant | 120 | 358 | |
| Shanghai Waigaoqiao Power Plant Co., Ltd. | 120 | 398 | |
| Shanghai Wujing Power Plant Co., Ltd. | 60 | 409 | |
| Shanghai Wujing 2nd Power Plant Co., Ltd. | 120 | 418 | |
| Shanghai Electric Power Co., Ltd. Minhang Power Plant | 81.5 | 404 | |

| | | | |
|---|---|---|---|
| Shanghai Electric Power Co., Ltd. Wujing Thermal Power Plant | 35 | 404 | |
| Shanghai Electric Power Co., Ltd. Nanshi Power Plant | 14.5 | 404 | |
| Shanghai Electric Power Co., Ltd. Yangshupu Power Plant | 13.5 | 404 | |
| Shanghai Electric Power Co., Ltd. Yangshupu Power Plant New Sets. | 22.4 | 404 | |
| Shanghai Xinghuo Thermal Power Co., Ltd. | 2.4 | 639 | |
| Shanghai Qingpu Industrial Park Thermal Power Co., Ltd. | 1.2 | 520 | |
| Shanghai Changxingdao 2nd Power Plant Co., Ltd. | 2.4 | 978 | |

Annex 2: **Price List of Electricity on Sale of Shanghai Net (User with no time division)**

Unit: Yuan / K.KwH

| Category | | | Lower than 400 V | 10 kV | 35 kV | 110 kV and above |
|---|---|---|---|---|---|---|
| Unitary system | Residential living | | 0.61 | 0.605 | | |
| | Junior and middle school lighting | | 0.709 | 0.694 | | |
| | General lighting | | 0.844 | 0.829 | | |
| | Uncommon power | | 0.736 | 0.721 | 0.706 | |
| | Drainage power | | 0.536 | 0.521 | 0.506 | |
| | Agriculture production | | 0.606 | 0.591 | 0.576 | |
| | Agricultural by-production power | | 0.299 | 0.297 | 0.294 | |
| | irrigation and drainage | | 0.244 | 0.242 | 0.239 | |
| Two system | Price by kwh | General industry | 0.614 | 0.599 | 0.584 | 0.569 |
| | | iron alloy, calcium carbide, caustic soda. | | 0.444 | 0.429 | 0.414 |
| | | caustic soda (ionic film process). | | 0.429 | 0.414 | 0.399 |
| | | Ammonia synthesis | | 0.258 | 0.243 | 0.228 |
| | | Coal gas | | 0.584 | 0.569 | 0.554 |
| | | Lighting | 0.794 | 0.779 | 0.764 | |
| | Base electricity cost | | 20 Yuan / KVA.month (by transformer capacity). | | | |
| | | | 30 Yuan / kw.month (by Maximum demand). | | | |

**Price List of Electricity on Sale of Shanghai Net. (User with time division of two systems)**

Unit: Yuan / K.KWH

| Category | | | Lower than 400 V | 10 kV | 35 kV | 110 kV and above |
|---|---|---|---|---|---|---|
| kwH price | Peak phase （8-11 hours、18-21 hours） | Industry | 0.988 | 0.976 | 0.961 | 0.946 |
| | | No-industry business | 1.014 | 1.002 | 0.987 | 0.972 |
| | | Agricultural production (Trial) | 0.721 | 0.721 | | |
| | Plain phase （6-8 hours、11-18 hours、21-22 hours） | Industry | 0.614 | 0.599 | 0.584 | 0.569 |
| | | No-industry business | 0.691 | 0.676 | 0.661 | 0.646 |
| | | Agricultural | 0.446 | 0.446 | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | production (Trial) | | | | |
| | Hollow phase（22 hours- 6 hours next day） | Industry | 0.299 | 0.294 | 0.289 | 0.284 |
| | | No-industry business | 0.302 | 0.297 | 0.292 | 0.287 |
| | | Agricultural production (Trial) | 0.240 | 0.240 | | |
| Base electricity cost: | | | 20 Yuan / kVA.month (by transformer capacity). | | | |
| | | | 30 Yuan / kW.month (by Maximum demand). | | | |

**Price List of Electricity on Sale of Shanghai Net. (User with time division of unitary system)**

Unit: Yuan / K.KWH

| Category | | Lower than 400V | 10 kV | 35 kV |
|---|---|---|---|---|
| Peak phase（6-22 hours） | Industry | 0.895 | 0.880 | 0.865 |
| | No-industry business | 0.942 | 0.927 | 0.912 |
| | Agricultural production (Trial) | 0.610 | | |
| | Residents | 0.610 | | |
| Hollow phase（22 hours- 6 hours next day） | Industry | 0.423 | 0.408 | 0.393 |
| | No-industry business | 0.423 | 0.408 | 0.393 |
| | Agricultural production (Trial) | 0.330 | | |
| | Residents | 0.330 | | |

**Price List of Electricity on Sale in Summer of Shanghai Net (User with no time division)**

Unit: Yuan / K.KWH

| Category | | | Lower than 400 V | 30 kV | 35 kV | 110 kV and above |
|---|---|---|---|---|---|---|
| Unitary system | Residential living | | 0.610 | 0.605 | | |
| | Junior and middle school lighting | | 0.727 | 0.712 | | |
| | General lighting | | 0.862 | 0.847 | | |
| | Uncommon power | | 0.754 | 0.739 | 0.724 | |
| | Drainage power | | 0.554 | 0.539 | 0.524 | |
| | Agriculture production | | 0.606 | 0.591 | 0.576 | |
| | Agricultural by-production power | | 0.299 | 0.297 | 0.294 | |
| | irrigation and drainage | | 0.244 | 0.242 | 0.239 | |
| Two system | Price by kwh | General industry | 0.632 | 0.617 | 0.602 | 0.587 |
| | | caustic soda. | | 0.462 | 0.447 | 0.432 |
| | | caustic soda (ionic film process). | | 0.438 | 0.423 | 0.408 |
| | | Ammonia synthesis | | 0.276 | 0.261 | 0.246 |
| | | Coal gas | | 0.602 | 0.587 | 0.572 |
| | | Lighting | 0.812 | 0.797 | 0.782 | |
| | Base electricity cost | | 20 Yuan / kVA.month (by transformer capacity). | | | |
| | | | 30 Yuan / kW.month (by Maximum demand). | | | |

Note: Electricity price of iron alloy, calcium carbide production by industrial time division price of two systems.

**Price List of Electricity on Sale in Summer of Shanghai Net. (User time division of two systems)**

Unit: Yuan / K.KWH

| Category | | | Lower than 400 V | 10 kV | 35 kV | 110 kV and above |
|---|---|---|---|---|---|---|
| Price by kwh | Peak phase（8-11 hours、13-15 hours、18-21 hours）18-21 时） | Industry | 1.000 | 0.988 | 0.973 | 0.958 |
| | | No-industry business | 1.014 | 1.002 | 0.987 | 0.972 |
| | | Agricultural production (Trial) | 0.721 | 0.721 | | |
| | Plain phase（6-8 hours、11-13 hours、15-18 hours、21-22 hours） | Industry | 0.632 | 0.617 | 0.602 | 0.587 |
| | | No-industry business | 0.697 | 0.682 | 0.667 | 0.652 |
| | | Agricultural production (Trial) | 0.446 | 0.446 | | |
| | Hollow phase（22 hours- 6 hours next day） | Industry | 0.229 | 0.224 | 0.219 | 0.214 |
| | | No-industry business | 0.232 | 0.227 | 0.222 | 0.217 |
| | | Agricultural production (Trial) | 0.240 | 0.240 | | |
| Base electricity cost | | | 20 Yuan / kVA.month (by transformer capacity). | | | |
| | | | 30 Yuan / kW.month (by Maximum demand). | | | |

**Price List of Electricity on Sale in Summer of Shanghai Net. (User with time division of unitary system).**

Unit: Yuan / K.KWH

| Category | | Lower than 400 V | 10 kV | 35 kV |
|---|---|---|---|---|
| Peak phase（ 6-22 hours） | Industry | 0.915 | 0.900 | 0.885 |
| | No-industry business | 0.962 | 0.947 | 0.932 |
| | Agricultural production (Trial) | 0.610 | | |
| | Residents | 0.610 | | |
| Hollow phase（22 hours- 6 hours next day） | Industry | 0.433 | 0.418 | 0.403 |
| | No-industry business | 0.433 | 0.418 | 0.403 |
| | Agricultural production (Trial) | 0.330 | | |
| | Residents | 0.300 | | |

**Transmission Notice of "Notice for Implementation of Three Simultaneities of Safety Devices of Construction Projects" of Shanghai Production Safety Supervision Bureau**

HHG [2004] No.140

To all units in SCIP：

The document HAJGJE［2004］No.109 "Notice for Implementation of Three Simultaneities of Safety Devices of Construction Projects" of Shanghai Production Safety Supervision Bureau is now transmitted to you. Please implement it complying with respective requirements.

Every unit in SCIP should insist on the principle of "Safety the first, Prevention the priority" by the provisions of "Production Safety Act of People's Republic of China". Every unit should strengthen management of Three Simultaneities of "Safety devices should be simultaneously designed with main engineering, simultaneously constructed, simultaneously put into use" in the project construction of new building, innovation and enlargement engineering. Dangerous and harmful factors of new construction project should be controlled to ensure safety devices effective and in good order.

Notify hereby for conscientious implementation.

20 September 2004

**Notice for Implementation of Three Simultaneities of Safety Devices of Construction Projects**

HAJGJE［2004］No.109

To Supervision Bureau of every district and county, every department, share hold corporation, group head quarter：

According to provisions of “Administrative License Act”, Shanghai Municipality has regulated the examination scope and points of Three Simultaneities work for Safety Devices of Construction Projects since 1 July 2004. The respective affairs are informed as followings：

1. The examination of Three Simultaneities is regulated as: Design examination and completion inspection of safety devices for mine construction project and construction project for production and storage of hazardous goods. These projects should undergo safety condition certification and safety appraisal.

Three Simultaneities for Safety Devices of other non-mine construction projects and other construction projects not for production and storage of hazardous goods would not undergo administrative procedures by production safety supervision and management departments.

2. Production and storage construction project for hazardous chemicals should be applied for Project Establishment Approval before preliminary design. The application documents include: Certification Report on Safety Conditions, Feasibility Report, and Safety Appraisal Report etc. It would be examined and approved by Shanghai Production Safety Supervision Bureau.

Production enterprise of hazardous chemicals should apply for Production Safety License from Shanghai Production Safety Supervision Bureau within 10 working days after eligible completion inspection of construction project. The Production Safety License should be obtained before start of production.

3. Production or trading units should insist on the principle of “Safety the first, Prevention the priority”. Dangerous and harmful factors of new construction project should be controlled. The safety devices of new building, innovation and enlargement engineering should comply with the provisions of “Production Safety Act of People’s Republic of China” and the rules of Three Simultaneities of “Safety devices should be simultaneously designed with main engineering, simultaneously constructed, simultaneously put into use” to ensure safety devices effective and in good order. Thus it would improve the intrinsic safety degree of production and trading units.

The administrative department of production safety in production and trading units should participate in the respective examination of feasibility and design for the construction project. The technical certification of safety devices should be executed by organized specialists or be consigned to professional technical service institute. The safety department should urge the implementation of safety devices by design and construction units. The safety devices should be inspected before put into production or use according to design requirements, certification advices, national and industrial standards. They could only be put into use after eligible inspection.

The production and trading units should set up archive management system for all stages of safety devices design, examination, approval, inspection in the whole construction project. Every unit should accept supervisions and examinations of industrial administrative department, production safety supervision department, and labour union.

4. Every industrial administrative department should strengthen supervisions on Three Simultaneities affairs for the construction projects of production and trading units. The industrial work system for Three Simultaneities affairs should be constituted to standardized examination and approval activities to perfect the guidance and service

work. The administrative departments should also organize the inspection and examination work for projects to control issues from start. New hidden dangers of new projects would thus be prevented. The full supervision and production safety would also be ensured.

5. The production safety supervision and administration departments at all levels should strengthen supervision intensity on safety devices of projects of production and trading units. The departments should examine the implementation conditions of safety devices in construction projects. Rectifying remarks and advices on prevention measures should be put forward. The Three Simultaneities work for Safety Devices of Construction Projects should be regarded as important affairs of routine supervision work. Any illegal production safety activities should be disposed with penalty.

6. The original “Approval procedures for safety devices of construction projects in Shanghai”(HAJGJY 〔2003〕No.12) and “Approval and registration procedures for advance appraisal report on safety of construction projects (engineering) in Shanghai” (HAJGJY 〔2003〕No.45) constituted by Safety Supervision Bureau would be abolished at the same time.

30 August 2004

**Provisions for Report on Abnormal Production Conditions in SCIP**

HHG〔2005〕No.206

To all enterprises in SCIP：

In order to strengthen supervision and administration on production safety in SCIP and to standardize report procedures on different abnormal production conditions, these provisions are constituted according to “Statistics form provisions for production safety accidents” (AJGBZ [2004] No.6) and “Administrative provisions for prompt report on production safety accidents in Shanghai” with combination of features of SCIP.

I. Responsible part for reporting.

The responsible part for reporting includes construction enterprises, production enterprises and trading enterprises in SCIP.

II. Reporting management part.

Safety Supervision Department of Administration Committee of SCIP is the comprehensive administrative department for production safety in SCIP. The Safety Supervision Department takes responsibilities of statistics of abnormal production conditions, constitution of statistics reporting system, supervision and guidance on respective information statistics affairs of enterprises in SCIP. The department would collect all statistics according to requirements of statistics report within stipulated time. One time of comprehensive circulation of abnormal production conditions for each season would be implemented by the Safety Supervision Department. Special abnormal production condition would be circulated promptly.

III. Report principle.

Report of abnormal production condition would comply with the principle of “Area on priority, lines combined with area, localized statistics”.

IV. Report scope.

All kinds of abnormal production conditions happened during construction and production of enterprises.

V. Categories on report.

According to national regulations and actual conditions of SCIP, the abnormal production conditions could be divided into 4 categories:

1. Poisonous and harmful discharges: including poisonous and harmful discharges of gas, liquid and solid waste, heavy smoke, brown smoke etc easily cause environmental pollution.

2. Noises: including noise conditions over 65 dB and lasting more than 1 hour.

3. Shut-down for repair: the situations of emergency causing large scale shut-down for more than one day, or conditions affect normal productions of other enterprises; planed

large scale overhaul should also be reported to Safety Supervision Department before starting maintenance or restarting.

4. Other conditions: including those affecting normal production of other enterprises, or easily making people uncomfortable and causing people panic of other enterprises.

VI. Time limit for reporting.

1. Poisonous and harmful discharges and other conditions: These conditions should be promptly reported to Safety Supervision Department (Emergency Responding Center).

2. Noises: If the estimated lasting time would be more than one hour, it should be reported to Safety Supervision Department (Emergency Responding Center) at first.

3. Shut-down for repair: These conditions should be reported to Safety Supervision Department two days before maintenance or restart. Emergent shut-down should be reported to Safety Supervision Department (Emergency Responding Center) within one hour.

Brief report (refer to Accessory Form) on above abnormal production conditions should be submitted to Safety Supervision Department within one working day after happening.

For abnormal production conditions could not be reported before or during the course of happening, it should be reported to Safety Supervision Department within six hours after that case. Respective brief report should be submitted to Safety Supervision Department within 12 hours after happening case.

VII. Report contents.

Reported abnormal production conditions should contain following items:

1) Happening time, location, unit of abnormal production conditions.

2) Category, current status, brief course of happening of abnormal production conditions.

3) Main protection measures adopted.

4) Preliminary analysis of causes.

VIII. Report requirements.

1) All kinds of abnormal production conditions should be reported to Safety Supervision Department of Administration Committee of SCIP.

2) One case on one report; Urgent case reported promptly; Written circulation after case.

3) Reported conditions should be objective and real.

4) Brief report on abnormal production conditions should be issued with signature of department principal of production or safety etc. The brief report could be submitted to Safety Supervision Department of Administration Committee of SCIP in the form of fax （67120883）or email （anjianchu@scip.gov.cn）.

5) Circumstances of no report to Safety Supervision Department of Administration Committee of SCIP on abnormal production conditions or no report even after case would be criticized by circulation in SCIP. It would be ordered to rectify within given time limit. The case causing serious results would be investigated by regulations and the responsible staff member would be dealt with.

IX. Any consultancy on these provisions would be explained by Safety Supervision Department of Administration Committee of SCIP.

These provisions take effect from 1 January 2006.

Annex: Report Form for Abnormal Production Conditions of SCIP.

26 December 2005

Annex： **Report Form for Abnormal Production Conditions of SCIP**

| | |
|---|---|
| Case Unit: | Report time: |
| Case happen time: | Case location: |
| Category: | |
| Brief course: | |
| Current conditions: | |

| Protection measures: |
| --- |
| Cause analysis: |

Issuing person (signature):

**Provisions for Report on Safety Accident in SCIP**

HHG〔2005〕No.207

To all units in SCIP：

In order to strengthen supervision and administration on production safety in SCIP and to standardize report procedures on different safety accidents, these provisions are constituted according to “Statistics form provisions for production safety accidents” (AJGBZ [2004] No.6) and “Administrative provisions for prompt report on production safety accidents in Shanghai” with combination of features of SCIP.

I. Responsible part for reporting.

The responsible part for reporting includes construction enterprises, production and trading enterprises and enterprises supplying management services in SCIP.

II. Reporting management part.

Safety Supervision Department of Administration Committee of SCIP is the comprehensive administrative department for production safety in SCIP. The Safety Supervision Department takes responsibilities of statistics of safety accidents, constitution of statistics reporting system, supervision and guidance on respective information statistics affairs of enterprises in SCIP. The department would collect all statistics according to requirements of statistics report within stipulated time. One time of comprehensive circulation of safety accidents for each season would be implemented by the Safety Supervision Department. Special safety accident would be circulated promptly.

III. Report principle.

Report of safety accidents would comply with the principle of “Area on priority, lines combined with area, localized statistics”.

IV. Report scope.

All kinds of safety accidents happened during construction and production of enterprises. And all kinds of safety accidents happened during management services.

V. Categories on report.

1．Death accident

2．Accidents of injury, poisoning etc

3. Accident of doubtful poisoning symptoms on multiple persons.

4．Accident causing affection on other enterprises

VI. Report grade.

According to national regulations and actual conditions of SCIP, by the extent of harm and coverage the safety accidents could be classified into two grades of serious accident and common accident in SCIP.

A. The safety accident causing one of the following harmful results would be regarded as serious accident：

1. Causing more than one (including one1) person to death.

2. More than three persons (including three) were seriously injured (Permanently lost whole labour ability), or more than five persons (including five) were injured (Temporary lost whole labour ability).

3. More than three persons (including three) were urgently poisoned, or more than five persons (including five) were poisoned by inhaling of poisonous and harmful chemical vapour.

4. More than two (including two) other enterprises were affected on normal production or operation and causing serious results of equipment shut-down, stop production etc.

B. The safety accident causing one of the following harmful results would be regarded as common accident：

1. Less than two persons (including two) were seriously injured, or more than two

persons (including two) were injured.

2. Less than two persons (including two) were urgently poisoned, or more than two persons (including two) were poisoned by inhaling of poisonous and harmful chemical vapour.

3. Doubtful poisoning symptoms (observed in hospital, inhaled or absorbed poisonous and harmful chemicals, irritated reactions) causing more than five persons feel uncomfortable, or causing more than 30 persons dispersed.

VII. Time limit for reporting.

Serious accident: When the accident happens, it should be reported to Safety Supervision Department (Emergency Responding Center) within half an hour. Brief report (refer to Accessory Form) on serious accident should be submitted to Safety Supervision Department within 6 hours after disposal of accident. The full report should be finished within two weeks meeting the requirements of “4 Items Never Missing”.

Common accident: When the accident happens, it should be reported to Safety Supervision Department (Emergency Responding Center) within half an hour. Brief report on common accident should be submitted to Safety Supervision Department within 12 hours after disposal of accident. The full report should be finished within one week meeting the requirements of “4 Items Never Missing”.

VIII. Report contents.

Reported accidents should contain following items：

A) Happening time, location, unit of accident.

B) Accident category and grade.

C) Brief course and current control status of accident.

D) Preliminary judgment of causes, preliminary estimation of direct economic loss.

E) Main disposal measures taken after accident happened and main protection measures adopted.

IX. Report requirements.

A) All kinds of safety accidents should be reported to Safety Supervision Department of Administration Committee of SCIP.

B) One case on one report; Urgent case reported promptly; Written report after disposal.

C) Reported conditions should be objective and real.

D) Brief report on accidents should be issued with signature of principal of the enterprise or unit. It could also be issued with signature of respective department principal authorized or consigned by principal of the unit or enterprise. The report could be submitted to Safety Supervision Department of Administration Committee of SCIP in the form of fax （67120883） or email（anjianchu@scip.gov.cn）.

E) Circumstances of no report, give false information or deliberately delaying report to Safety Supervision Department of Administration Committee of SCIP would be investigated by regulations. The responsible principal and respective members of enterprise or unit would be investigated according national “Provisions for Report and Disposal on Accident of Injury or Death of Enterprise Employees”.

X、Any consultancy on these provisions would be explained by Safety Supervision Department of Administration Committee of SCIP.

XI、These provisions take effect from 1 January 2006.

Annex: Report Form for Safety Accidents of SCIP.

26 December 2005

Annex: **Report Form for Safety Accidents of SCIP**

| | |
|---|---|
| Case Unit: | Report time: |
| Accident happen time: | Case location: |
| Accident category: | Accident grade: |
| Brief course: | |
| Current control conditions: | |

| |
|---|
| Main disposal measures and protection measures: |
| Personnel conditions (Injury and death, poisoning etc) : |
| Direct economic loss (Preliminary estimation): |
| Accident causes (Preliminary judgment): |

Issuing person (signature):

**Transmission Notice of "Urgent Notice of Urging Chemical Enterprises to Implement some Items of Safety and Environmental Protection Emphases"**

HHG〔2006〕No.49

To all units in SCIP:

Recently some cases of environmental pollution events were caused by accidents of hazardous chemicals. Within 3 months after serious water pollution of Songhuajiang on 13 November 2005, some other cases of environmental pollution happened in succession in Liaoning, Guangxi, Hunan etc. These cases of pollution brought great influences on public safety and health, social stability and economic development. It attracted great social attention.

In order to control environment safety risks, to eliminate and reduce hidden dangers on environment safety, to really improve prevention ability against hazardous chemicals and respective environmental pollution, to further strengthen production safety and environmental protection work, we now transmit the "Urgent Notice of Urging Chemical Enterprises to Implement some Items of Safety and Environmental Protection Emphases" issued together by National Safety Supervision Bureau and National Environmental Protection Bureau to you with following requirements.

1. Fully developing risk appraisal on environmental influence and perfect prevention measures on pollution under accident circumstance.

All production and storage enterprises in SCIP should unfold risk appraisal on environmental influence to determine potential serious risk on environmental influence at which location and by what kind of chemical. Enterprises should analyze what kind of equipment accident or personal errors could cause environment pollution. Based on these affairs the enterprise should constitute and implement specific accident prevention measures and influence reducing measures. At the same time, the effectiveness of present safety prevention measures should be appraised and perfected. The appraisal affairs should be finished before 30 April 2006. The appraisal report should be submitted to Safety Supervision Department and Environmental Protection Department of Administration Committee of SCIP.

2. Implement innovation of drainage system; stop any drainage directly to rivers.

In order to prevent harmful chemicals directly drained into rivers and sea through drainage system under accident circumstance causing environmental pollution, the "clean drainage" system must be innovated by adding collecting and disposing facilities and measures to urgently close and switch to accident pool of sewage treatment system or collecting pool of "clean drainage" system. It would be discharged after eligible treatment. The innovation of "clean drainage" system should be finished before 30 September.

3. Perfect the chemical plant, hazardous chemicals storehouse, leakage and flow prevention measures in tank area.

The collecting pool, cofferdam and fireproofing mound should be made for production plant, hazardous chemicals storehouse and tank area to prevent from leakage and dispersing under accident circumstance. All categories of chemical enterprises should examine carefully and fully for innovation. The capacity, intensity, endurance to corrosion etc of current cofferdam and fireproof mound should comply with requirements of "Storage rules for general hazardous chemicals" and "Design norms for fireproof mound in tank area". The drainage pipes of cofferdam and fireproofing mound to outside should be equipped with controllable valves. Special examiners should be assigned to regularly check them for insurance of good conditions.

4. Revise emergency rescue plan for accidents of hazardous chemicals and strengthen

respective training and practices to improve disposal ability for chemical accidents.

According to requirements of “Compilation rules for emergency rescue plan for accidents of hazardous chemicals”, enterprises in SCIP should further revise and perfect emergency rescue plan for accidents of hazardous chemicals with actual productions to ensure the pertinence, scientificalness and operationalness of rescue plan. The emergency rescue plan for accidents of hazardous chemicals should include emergent measures and plan for prevention of environmental pollution. Every unit should submit emergency rescue plan to Safety Supervision Department of Administration Committee of SCIP, Emergency Responding Center of SCIP for registration. The plan should also be copied to Environmental Protection Department of Administration Committee of SCIP. Every unit should strengthen respective training and practices to improve disposal ability for emergency chemical accidents. The participators of the plan should be familiar with disposal measures and capable of utilization of apparatus.

5. Strengthen supervision and specify responsibilities to ensure all measures for production safety and environmental protection fulfilled.

Safety Supervision Department of Administration Committee of SCIP and Emergency Responding Center of SCIP should urge all enterprise to promptly revise emergency rescue plan for accidents of hazardous chemicals (including emergent measures and plan for prevention of environmental pollution). All enterprises should strengthen respective training and practices to improve disposal ability for emergency chemical accidents. Enterprises should also to strengthen site management and rectify all illegal activities in time to standardize safety activity of staff members for insurance of safe production.

Environmental Protection Department should urge and guide enterprises to promptly carry out risk appraisal on environmental influence and implement respective prevention measures. Environmental Protection Department should still examine and supervise enterprises to innovate “clean drainage” system in given duration for perfect emergency measures against sudden environmental pollution event.

Production safety and environmental protection involve life and health of people and stable social status. It is also important insurance for harmony society. All administrative units and all enterprises should pay full attention to safety affairs. The sense of responsibility, mission and urgency should be strengthened. Really effective measures should implement to prevent safety accidents like water pollution in Songhuajiang.

From April on, Safety Supervision Department, Environmental Protection Department of Administration Committee of SCIP, Municipal Safety Supervision Bureau and Environmental Protection Bureau would selectively examine respective implementation conditions.

10 April 2006

**Urgent Notice of Urging Chemical Enterprises to Implement some Items of Safety and Environmental Protection Emphases**

AJZWH [2006] No.10

To Safety Supervision Department, Environmental Protection Bureau of each province, autonomy region, municipality, and Xinjiang production construction regiment, and respective central enterprises:

Recently some cases of environmental pollution events were caused by accidents of hazardous chemicals. These cases of pollution attracted great social attention. The party center and state department paid high attention to these cases. On 13 November 2005, explosion happened in the workshop of Jilin Petrochemical Branch of China Petrol caused by breach of operation regulations. The accident caused eight persons to death. After explosion, the enterprise did not realize seriousness of environmental pollution. Chemicals in sewage flew into Songhuajiang through “Clean Drainage” system with no prevention measures under accident circumstance. The emergency plan for environmental protection was not strictly implemented to prevent pollution. The accident resulted in serious water body pollution in Songhuajiang. On 6 January 2006, an action kettle exploded in the workshop of Shangyu Changzhen Chemical Co., Ltd. of Shaoxing City in Zhejiang Province.

The accident caused two persons to death. After accident happened, this company collected site sewage by rain water recovery system and sewage pre-treatment pool. The collected sewage was pre-treated and then sent to sewage treatment plant. No second pollution happened on environment. Two accidents all resulted in personal death and economic loss. But the results of influence on environment were different. Two different cases show critical importance of necessary pollution prevention equipment and respective disposal measures for prevention of environmental pollution by accidents of hazardous chemicals.

Safety Supervision Departments, Environmental Protection Departments of different level and different chemical production enterprises should all be fully aware of importance and urgency of “clean drainage” collection and disposal under accident circumstance. We should learn the accident lessons conscientiously. We should check process design, facilities and equipment, emergency management, training and education etc for existing issues and negligence. The pertinent measures corresponding to enterprise actual conditions should be constituted promptly and implemented to improve prevention ability against hazardous chemicals and respective environmental pollution. The production safety and environmental protection should be ensured. At present we should implement following work in three aspects.

1. Promptly perfect measures for prevention against environmental pollution under accident circumstance.

All categories of chemical production enterprises should organize specialists to diagnose jointly on prevention measures against possible environmental pollution caused by accidents of hazardous chemicals. The contents on joint diagnosis include:

（1）Whether accident emergency rescue plan and environment emergency rescue plan are scientific and reasonable? Are they pertinent and operative? Are training and examination of operators on post skills, disposal procedures for abnormal conditions, management on emergency plan practices etc systemized, standardized? How about actual effects?

（2）Are key production apparatus, storage tank area of hazardous chemicals and storage houses equipped with facilities of cofferdam and fireproofing mound for prevention of pollution under accident conditions? How about their maintenance conditions?

（3）Are there any facilities and measures to prevent environment pollution by “clean drainage” under accident circumstance? If “clean drainage” collecting and disposing facilities and measures are ready for accident circumstance, are they scientific and effective for demands under emergency? They should be appraised.

All categories of chemical production enterprises should finish individual “joint diagnosis” work before 28 February 2006. Specific rectifying measures should be brought forward after “joint diagnosis”. They should be implemented hurriedly. Central enterprises should finish rectification before 30 June. Other enterprises should finish such tasks before 30 September.

2. Fulfill examination on environmental protection facilities in projects under current construction and future construction.

For started chemical projects just under construction, the special re-examination should be fulfilled on safety and environmental protection facilities in design plan. The examination stress should be laid on project plan for if they are equipped with accident pool or damping pool to collect and dispose “clean drainage” under accident circumstance. If there are no collecting and disposal facilities, the design should be complemented and perfected. These facilities should be constructed and inspected together with main engineering structures.

For chemical projects not started, the design plan should take full considerations on “clean drainage” collecting and disposing facilities under accident circumstance. Ineligible treatment should not be discharged. For projects passed examinations of safety appraisal and environmental influence appraisal, the appraisal institute should implement specially complemented safety appraisal and environmental influence risk appraisal on “clean drainage” collecting and disposing facilities under accident circumstance. The examination institute should examine the appraisal report again to ensure appraisal report containing specified measures.

3. Safety Supervision Department and Environmental Protection Department should

strengthen supervision and examination.

Safety Supervision Department should urge enterprises to implement activities against habitual operation breaches. The production safety activities of staff members should be standardized. Safety department should supervise and guide enterprises to fulfill overall safety technique training to improve their abilities of disposing abnormal conditions. Enterprises should strengthen duty system of principals at night and on holidays. Key devices and posts should be examined regularly. The report system and confirmation system for disposal of abnormal conditions should be standardized and implemented.

Environmental Protection Department should organize environmental safety examination and urge all categories of chemical production enterprises especially the enterprises alongside river, lake and sea to implement environmental influence risk appraisal. Environmental Protection Department should supervise and guide enterprises to implement construction of environmental emergency disposing facilities suitable for actual demands.

All Safety Supervision Departments and Environmental Protection Departments at different levels should supervise and urge all categories of chemical production enterprises in respective regions to examine hidden dangers and to rectify respective facilities. Enterprises should set up archives of examination and rectification conditions for severe hidden risks. The supervision responsibilities should be assigned. The rectification work for hidden risks of enterprises should be implemented actually with real effects. The State Safety Supervision Bureau and State Environmental Protection Bureau would examine implementation conditions in every region from the second season on.

24 January 2006

**Issue Notice of "Enclosed Administration Measures for SCIP"**

HGF (2003) No.242

To respective units of Municipal Public Security Bureau, Fengxian and Jinshan branch:

"Enclosed Administration Measures for SCIP" is now issued to you. Please implement correspondingly. For any issues during execution, please contact Shanghai Municipal Public Security Bureau SCIP Branch.

Shanghai Municipal Public Security Bureau
Administration Committee of SCIP
30 June 2004

**Enclosed Administration Measures for SCIP**

**Article 1.** Purpose and Evidence

In order to strengthen safety supervision on hazardous chemicals of Shanghai Chemical Industry Park (hereinafter as "SCIP"), to ensure safety of national, collective and personal properties and safety of people's life, and to maintain good order of production, work and living, these Administration Measures are constituted with actual conditions of SCIP according to "Temporary Provisions for Security and Defense Work of National Major Construction Project" and "Administration Measures of SCIP".

**Article 2.** Application Scope

These Measures are suitable for planned regions in SICP under enclosed administrations.

**Article 3.** Administration Rules

The enclosed administration would be implemented by the rule of "Implement in steps, Realize gradually; Assign reasonably, Take respective responsibilities; High efficiency with safety, Regular administration".

**Article 4.** Administrative Institute

Enclosed administration of SCIP would implement with responsibility system of

assignment directed uniformly by Administration Committee of SCIP. Shanghai Municipal Public Security Bureau SCIP Branch (hereinafter as Security Bureau of SCIP) would be responsible for security administration within planned regions of SICP under enclosed administrations. Guard corporation and assets management corporation should assist Security Bureau of SCIP to implement enclosed administration.

**Article 5.** Entrance Administration

People entering regions under enclosed administrations of SICP should comply with following provisions.

1. Staff members of units in SCIP should enter SCIP by individual employment certificate registered in Security Bureau of SCIP or “Pass card”.

2. Staff members of construction units working in SCIP should enter by the pass supervised by Security Bureau of SCIP.

3. Exterior personnel should show effective certificate to enter regions under enclosed administrations of SICP. Any entering at night should be registered at the entrance.

**Article 6.** Administration on Motor Vehicle Entrance

Motor vehicles entering regions under enclosed administrations of SICP should comply with following provisions.

1. Motor vehicles (except check free vehicles) should enter SCIP by Motor Vehicle Pass issued by Security Bureau of SCIP uniformly or “Pass card”.

2.The police car, fire engine, engineering rescue vehicle and ambulance on mission are check free for entrance.

**Article 7.** Administration on Exit of Goods

Security Bureau of SCIP is responsible for making, supervision and comprehensive administration of “Exit Certificate for Goods”. Every project owner is responsible for management and issue of Exit Certificate for Goods.

**Article 8.** Customs Supervision

Commodities in SCIP under Customs supervision would be managed by Customs.

**Article 9.** Validity of Certificate

The validity of Motor Vehicle Pass is classified into 2 kinds by duration as 1 year pass and half year pass.

Exit Certificate for Goods is valid only for one time.

**Article 10.** Legal Responsibilities

Any violation to provisions of these measures offending security administration rules would be penalized by Security Bureau of SCIP according to “Security Administration Penalty Statue of PRC”. The cases constitute a crime would be investigated for penal responsibility by laws.

**Article 11.** Explanation Department

Specific utilization issues would be explained by Security Bureau of SCIP.

**Article 12.** Execution Date

These provisions would be effective since 1 July 2003.

**Transmission Notice of “Implementation Details for Enclosed Administration of SCIP”**

HHG〔2004〕No.201

To all departments of SCIP and all units in SCIP：

In order to strengthen safety guard, to maintain good order of production, work and living, “Implementation Details for Enclosed Administration of SCIP” constituted by Security Bureau of SCIP is now transmitted to you for your conscientious implementation. Any issue during implementation could be consulted promptly from Security Bureau of SCIP.

15 December 2004

**Implementation Details for Enclosed Administration of SCIP**

According to respective provisions of “Interior Security Guard Statue for Enterprise Units” (State Department order No.421 of PRC) and “Issue Notice of ‘Enclosed Administration Measures for SCIP’” (HGF (2003) No.242) issued jointly by Shanghai Security Bureau and Administration Committee of SCIP. These Implementation Details are constituted with combination of actual conditions of SCIP.

**I. The Scope of Enclosed Administration.**

A.10 $km^2$ public area located south to southern Yinhe road, east to Xihe road, north to Haiwan avenue, west to Donghe road (including respective road) would be under fully enclosed administration for 24 hours a day. The public area (13.4 $km^2$) located north to southern Yinhe road would be under intermittent enclosed administration （20:00-8:00）.

Motor vehicles enter by Motor Vehicle Pass (except police car, fire engine, engineering rescue vehicle and ambulance on mission). Personnel enter by respective individual valid certificate (Identification Card) or temporary Identification Card.

B. The gates at southern Yinhe road, Lianhe road, Chuhua road would be closed. Necessary demand for construction would be executed according to rule of “The user takes responsibility”.

C. The unit of Project Owner would be responsible for interior security guard (enclosed administration) according to provisions of “Interior Security Guard Statue for Enterprise Units” (State Department order No.421 of PRC).

D. Any entry into SCIP of irrespective motor vehicles (motor cycles), tricycles, trailers, barrows and personnel is strictly forbidden.

**II. Administration of Motor Vehicle Pass**

A. Categories and validity of Motor Vehicle Pass.

1. Annual Motor Vehicle Pass: including two kinds of Motor Vehicle Pass for Whole Park and Motor Vehicle Pass for specified region (13.4 km2). All would be valid in respective year.

2. Temporary Motor Vehicle Pass: including two kinds of Motor Vehicle Pass for Whole Park and Motor Vehicle Pass for specified region (13.4 $km^2$). All would be valid in given period.

B. Application of Motor Vehicle Pass.

1. Annual pass is applicable for motor vehicles registered by project owner for long term use of production and living (including motor vehicles supply service for project owners more than one year).

2. Temporary pass is applicable for motor vehicles supplying temporary service for construction in SCIP, project owners in SCIP, and vehicles for visit or affairs.

C. Applying and utilization of Motor Vehicle Pass.

1. Annual Motor Vehicle Pass.

For motor vehicles registered by project owner for long term use of production and living (including motor vehicles supply service for project owners more than one year), the special administrator of project owner should be responsible for collection of Driving Certificate (Drivers from other province should supply temporary living card), Motor Vehicle Riding Card, Compulsory Policy of Insurance for Third Party Responsibility etc. The administrator should copy above documents and fill up “Application Form of Motor Vehicle Pass in SCIP” (see Annex 1) with seal and then submit to Traffic Police Team of Security Bureau of SCIP for approval. Eligible application would be approved with issue of Motor Vehicle Pass within 5 working days.

2. Temporary Motor Vehicle Pass.

（1）The special administrator of project owner should be responsible for collection of Business License Copy of service supplier, Driving Certificate (Drivers from other province should supply temporary living card), Motor Vehicle Riding Card, Compulsory Policy of Insurance for Third Party Responsibility etc. The administrator should copy above documents and fill up “Application Form of Motor Vehicle Pass in SCIP” with official seal of project owner and then submit to Traffic Police Team of Security Bureau of SCIP for approval. Eligible application would be approved with issue of Motor Vehicle Pass within 5 working days.

（2）Motor vehicle supplying temporary transportation service for project owner and vehicle for affairs are admittable.

The responsible person for transportation or affairs should register valid certificate and fill up “Visit (Delivery) Registration Form” (See annex 2). The entry is admittable with temporary pass. After visit or delivery the applicant should have the “Visit (Delivery) Registration Form” stamped with seal. With submission of “Visit (Delivery) Registration Form” and temporary pass to gate guard, the applicant could then leave SCIP.

“Note for admitting vehicle for delivery or person for visit” (see Annex 3) should be filled up by receiver unit. The receiver faxes the note to the gate at Muhua Road or Tianhua Road. The gate guard would check the fax and issue a temporary pass for admittance. After visit or delivery the applicant should submit temporary pass to gate guard, the applicant could then leave SCIP.

D. Utilization requirements for Motor Vehicle Pass.

1. Pass exchange. One week before expiration of the pass the special administrator of project owner should take old pass to exchange new pass at Traffic Police Team of Security Bureau of SCIP.

2. Renew for loss. The lost pass could be renewed by projector owner with submission of written report to Traffic Police Team of Security Bureau of SCIP.

3. The pass complies with the rule of “One vehicle one pass”. Any unit or person could not forge, apply with imitation, alter, embezzle or lend the pass. The used temporary pass applied by project owner should be returned to Traffic Police Team of Security Bureau of SCIP by special administrator of project owner.

**Ⅲ. Personnel Entrance Administration**

A. Making and issuing of Identification Card. The project owner would be responsible for making and issuing of Identification Card or temporary Identification Card for staff members and personnel of construction unit.

B. Utilization management of Identification Card. The project owner should manage all Identification Cards. Any person passes the gate should pin the card at chest pocket position. When any staff member resigned or the guest left, the Identification Card or temporary card should be drawn back.

C. The people following the vehicle should be identified by the user. The policeman on duty or gate guard would examine selectively.

D. The project owner should submit specimen of Identification Card and temporary Identification Card (8 sets each) to Security Bureau of SCIP for registration.

E. Temporary contact person for affairs should submit valid certificate and fill up “Visit (Delivery) Registration Form”. After visit the applicant should have the “Visit (Delivery) Registration Form” stamped with seal. With submission of “Visit (Delivery) Registration Form” and temporary pass to gate guard, the applicant could then leave SCIP.

IV. Logistics Administration.

A. “Exit Certificate for Goods” would be designed and printed by project owner.

B. “Exit Certificate for Goods” would be on the responsibility of project owner for issue, check and management.

C. “Exit Certificate for Goods” complies with the rule of “One vehicle one pass”. The certificate should be specified with items of date etc (any alteration would be regarded as invalid). The certificate should be stamped by special administrator for validity.

D. When the lorry driver arrive at the gate, the driver should submit valid “Exit Certificate for Goods” issued by project owner for leaving.

**V. Others.**

A. These implementation details would be executed with responsibility of Security Bureau of SCIP.

B. Every project owner in SCIP should assign or consign the direct contractor to assign some special administrator for management of application, use and issue of pass and “Exit Certificate for Goods”. The project owner should strengthen education for personnel and persons of construction unit, transporter, visitors etc. They should initiatively cooperate with gate guard for examination.

C. The information of special administrators as name, unit, post, tel., mobile number etc, the seal specimens for “Visit (Delivery) Registration Form”, “Note for admitting vehicle for delivery or person for visit” “Exit Certificate for Goods” should all be submitted by project owner to Security Bureau of SCIP for registration.

D. Any violation to provisions of these details would be submitted to Administration Committee of SCIP. It would also be submitted to the project owner for disposal. Besides critics on circulation in the whole park, the pass lent or embezzled would be withdrawn. Any violation to security administration would be penalized by Security Bureau of SCIP according to “Security Administration Penalty Statue of PRC”. The cases constitute a crime would be investigated for penal responsibility by laws.

E. These details would be effective since 1 January 2005. “Work Plan for Enclosed Administration of SCIP” [HHG（2003）No.098] would be abolished at the same time.

Annex：1. Application Form of Motor Vehicle Pass in SCIP
2. Visit (Delivery) Registration Form
3. Note for Admitting Vehicle for Delivery or Person for Visit

Annex 1: **Application Form of Motor Vehicle Pass in SCIP**

<table>
<tr><td>Project Owner</td><td colspan="5"></td></tr>
<tr><td>Contact Person of Project Owner</td><td colspan="2"></td><td>Tel.</td><td colspan="2"></td></tr>
<tr><td>Construction Unit</td><td colspan="5"></td></tr>
<tr><td>Contact Person of Construction Unit</td><td colspan="2"></td><td>Tel.</td><td colspan="2"></td></tr>
<tr><td>Address</td><td colspan="5"></td></tr>
<tr><td>Pass Quantity</td><td></td><td colspan="2">Construction Duration</td><td colspan="2">From To</td></tr>
<tr><td colspan="3">Seal of Project Owner：<br>Signature：<br>Date:</td><td colspan="3">Seal of Construction Unit：<br>Signature：<br>Date:</td></tr>
</table>

Note：

I. Submission of necessary materials:

1. Projector owner: Duplicated Copies of Driving Certificate, Motor Vehicle Riding Card, Compulsory Policy of Insurance for Third Party Responsibility, Temporary Living Card of Driver from Other Province.

2. Construction unit: Duplicated Copies of Business License, Driving Certificate, Motor Vehicle Riding Card, Compulsory Policy of Insurance for Third Party Responsibility, Temporary Living Card of Driver from Other Province.

II. Application procedures: see “Implementation Details for Enclosed Administration of SCIP”.

III. Office time: 9:30-11:30 at Tuesday and Thursday (Except national holidays).

IV. Office address: License Hall at ground floor 88 Beihe Road.

V. Undertaker policeman: Xu Weixiong

VI. Tel：021-67120707*61967 or 61947、27572767

VII. Pass exchange or examination should be executed before expiration.

Annex 2: **Visit (Delivery) Registration Form**

| | | | | | |
|---|---|---|---|---|---|
| Description of unit | | | | | |
| Name | | Tel: | | | |
| No. of persons | | Causes | | | |
| Vehicle No. | | | Category | | |
| Objective unit | | | | | |
| Driver name | | Tel. | | | |
| No. of persons in vehicle | | Goods description and quantity | | | |
| Vehicle No. | | | Category | | |
| Entry time: | | Departure time: | | | |
| Objective unit:<br>Signature:<br>Seal:<br>Date: | | | | | |

Annex 3: **Note for admitting vehicle for delivery or person for visit**

| | | | |
|---|---|---|---|
| Name | | Unit | |
| No. of persons on visiting | | Vehicle No. | |
| Driver name | | Objective unit | |
| No. of persons in vehicle | | Goods description and quantity: | |
| Vehicle No. | | | |
| Objective unit:<br>Signature:<br>Seal:<br>Date: | | | |

Note: The form should be made by project owner.

**Notice for Official Issue of "General Emergency Rescue Plan for Outburst of Public Accident in SCIP" (Trial version)**

HHG〔2006〕No.18

To all units in SCIP:

According to applicable requirements of municipal implementation conference on national emergency administration affairs and the "State Department Decision on Execution of National General Emergency Rescue Plan for Outburst of Public Accident" (GF [2005] No. 11), the "General Emergency Rescue Plan for Outburst of Public Accident in SCIP" (Trial version) was submitted to Municipal Emergency Office for approval after permission of Specialists Consultancy Committee of SCIP. Before discussion and approval of Specialists Consultancy Committee of SCIP, the Plan had been discussed and revised for multiple times by Combined Units for Emergency.

"General Emergency Rescue Plan for Outburst of Public Accident in SCIP" (Trial version) is the general guidelines for system of emergency rescue plan of SCIP. It is very significant. Every unit should strengthen guidance and plan as a whole. You should implement the plan strictly to fully play critical role of Emergency Rescue Plan in prevention and disposal of Outburst of Public Accident. You should also continuously complement and perfect the Emergency Rescue Plan during practices.

"General Emergency Rescue Plan for Outburst of Public Accident in SCIP" (Trial version) is now officially issue to you. It would come into force from 1 February 2006.

Notify hereby for conscientious implementation.

25 January 2006

**Shanghai Chemical Industry Park Overall Emergency Response Plan for Public Accident**

Shanghai Chemical Industry Park Administration Committee

January 2006

## Foreword

Shanghai Chemical Industry Park Overall Emergency Response Plan for Public Accidents (discussed version) has been revised in accordance with implementation of the spirit of the state emergency response governance work meeting of the municipal government and the Decision of the State Council on implementation of State Emergency Response Plan for Public Accidents (State Document [2005] No. 11), Meanwhile we have listened and inquired the opinions and advises of each management body and enterprises in the park, thereby forming Shanghai Chemical Industry Park Overall Emergency Response Plan for Public Accidents (proposed version).

Attention should be given to well mastery of continuity to the Shanghai Chemical Industry Park Overall Emergency Response Plan as regarding to the emergency response governing organization system and operating procedure for disposal of emergency response, while the operating and normative characteristics should be embodied noticeably, both in conjunction with the specialties of the Shanghai Chemical Industrial Park, when organizations in the park is compiling plans for specific projects and that for enterprises.

The text of this plan should be cared in a good manner, as it is the internal document for work of the chemical industrial park of the time being. No outer transmission should be permitted without the consent of the Shanghai Chemical Industrial Park Emergency Response Center.

## 1. General principle

### 1.1. Purpose of compilation

In order to deal with and dispose of various types of public accidents that are likely to occur within SCIP, to increase the capability of the Shanghai Chemical Industrial Park Management Board for protecting public safety and disposing of public accidents, to prevent and reduce public accidents and its impairment to the greatest extend, to protect the safety of the life and properties of the public, and to maintain the safety of the production operation and social stability, as well as to promote a comprehensive, coordinated, and sustainable development of the construction work in the chemical industrial park, the present Emergency Plan is hereby formulated.

According to the requirements set down by the Shanghai Municipal Emergency Coalition Center, it is necessary to do the followings:

- To have the organizations, resources and information within SCIP integrated.
- To set up a unified, standardized and highly efficient Emergency Response Disposal Commanding System.
- To set up a year-long effective Guaranteeing System of Emergency response for accident hazards that is characterized by clear-cut divisions of responsibilities and unambiguous definitions of individual persons' duties.
- To establish an Emergency Response System for Prevention & Control of Accident and Hazards that features information sharing and an optimal functional mechanism, thus to prevent accident hazards from emerging.
- To make endeavors to enable SCIP, as far as its emergency disposal of accident hazards is concerned, to have the actions taken by cadres unified, command in an intellectualized manner, make scientific decisions, strike up a well-structured logistic system, and a sound system for preventing accident hazards from arising.
- To furnish SCIP with even strong abilities in term of emergency disposal and comprehensive management.

1.2. Principle of compilation

1.2.1. Principle of human-orientation

It is required to give priority consideration to guarantee the personal safety and health of the general public when conducting emergency disposal work, and minimize the calamities and damages

1.2.2. Principle of putting first prevention

It is required to enable the Emergency Response Center to serve as a platform on which accident hazards are prevented and disposed of, consummate the working mechanism of the Center, employ informative means, integrate the six links “testing, reporting, preventing, fighting, rescuing and aiding” closely, adhere to combination of prevention and emergent response, constant status with non-constant status, and in making well various works for preparedness of response to public accidents.

1.2.3. Principle of unified leadership

It is required to follow the concrete guidance granted by Shanghai Coalition Emergency Response Center, Shanghai Emergent Response Office, and the unified leadership by the Management Board of SCIP, to establish an emergent response management system with governance in categorization, classification responsibility, combination of details and emphases, apanage management as the main subject.

1.2.4. Principle of undertaking responsibilities in a layered way

It is required to manage the emergency disposal of accident hazards in a layered way, and have the responsibilities for such work undertaken in a layered way. In case of occurrence of natural disasters and accidents, the Typhoon and Flood Prevention departments should take the major responsibility for action in coordination with relevant functional department; In case of occurrence of abrupt disaster events, the fire department and concerned enterprises shall take the leading role in coordinate with relevant functional department; In case of occurrence of public sanitary accidents, the medical departments shall take the major responsibility with relevant functional departments in coordination; In case of occurrence of accidents concerning social stability, the security body shall take the major responsibility with relevant departments in coordination.

1.2.5. Principles of standardization and high efficiency

It is required to bring into full play the usefulness of the team of experts, adopt advanced predicting, pre-alarming, preventing and emergency disposing techniques, enhance the scientific & technological values of the ERP; clarify the duties and tasks of each of the emergency disposal organs, use standardized, well-ordered and effective disposal measures, and ensure the ERP to appear standard, scientific, comprehensive, far-sighted and practically feasible.

1.3. Bases of compilation:

1.3.1. State laws and rules & regulations:

<Law of Safety Performance in Production Work of the People’s Republic of China>
<Law of Fire Control of the People’s Republic of China>
<Law of Environmental Protection of the People’s Republic of China>
<Law of Earthquake Prevention and Disaster Relief of the People’s Republic of China>
<Law of Flood Prevention and Control of the People’s Republic of China>
<Law of Air Defense of the People’s Republic of China>
<Regulations upon Control Dangerous Chemicals>

1.3.2. Local laws and rules & regulations:

<Shanghai Municipal Regulations upon Fire Control>
<Shanghai Municipal Regulations upon Safety Performance in Production Work>
<Shanghai Municipal Regulations upon Environment Protection>
<Shanghai Municipal Regulations upon Flood Prevention>

<Shanghai Municipal Regulations upon Emergency Rescue against Chemical Accidents>
<Shanghai Municipal Overall City Planning Scheme (1999~2020)>

1.3.3. Guiding and Reference Documents and Materials:

<Frame Guidance to the Emergency response plan for Fortuitous Public Incidents> of the State Council
<State Overall Emergency response plan for Fortuitous Public Incidents>
<Shanghai Municipal General Regulations with Regard to the Emergency response disposal plan for Fortuitous Public Incidents>
<Shanghai Municipality Overall Plan of Emergency Response for Fortuitous Public Incidents>
<Shanghai Municipality Overall Plan of Emergent Disposal for Accidents and Disasters>
<Shanghai Municipality Plan of Emergency Response for Dangerous Chemical Accidents>
<US Federal Emergency Plan>
<EU Universal Emergency Plan>

1.4. Requirements upon the compilation work

1.4.1. Practicality

The ERP must meet the requirements upon practical work, address practical issues, and turn out practical in reality.

1.4.2. Compatibility

The Emergency Response Center of SCIP is one of the first 17 units liable for emergency disposal as approved by Shanghai Coalition Emergency Response Center. Hence, this ERP shall meet the requirements set down by Shanghai Municipality Emergency Response Management Committee, and act as a branch ERP of the Overall ERP upon Emergency Disposal of Shanghai Municipality; and also satisfy the needs for emergency disposal work of those enterprises within SCIP, and become compatible with the ERPs upon emergency disposal of all the enterprises within SCIP.

1.4.3. Systematism

The ERP shall give prominence to the 3-tiered emergency organizing and commanding system; under concrete guidance granted by Shanghai Coalition Emergency Response Center and Shanghai Municipality Office of Emergency Response, The Steering Team for Emergency Response Disposal of SCIP and the Emergency Disposal Headquarters set up by the Management Board of SCIP stay on the first layer; the Emergency Response Center of SCIP and various emergency response force stay on the second layer; and those enterprise-level emergency response sub-centers stay on the third layer, thus forming a full fledged, fully functional organizing and commanding system that features “unified commanding, flexible information, fast response, and highly efficient disposal” (see details in the attached table)

1.4.4. Disposal by layering

The ERP shall refer to the scales & sizes of, degrees of harm caused by, and regions involved in, accident hazards, thus to ascertain the 4 grades of accident hazards, and then conduct emergency disposal in a layered way.

1.4.5. High efficiency

The ERP shall put first “quick response and highly efficient disposal”, specify the duties and tasks to perform, and objectives to achieve, take full control of the consequences and influences exerted by accident hazards.

1.5. Classification of public accidents

Emergent public accidents refers to emergent accidents that happens abruptly, and could or may result casualties, property damage, ecological environment impairment and serious social risks, endangering public safety, as per the definition and classification of the state to emergent public accidents. In accordance with the nature, evolution process and

mechanism for occurrence of emergent public accidents, and in pursuant to the state classification method, emergent public accidents mainly are classed in 4 categories:
Natural disasters: mainly including typhoon, tide, earthquake, and climatic, geological disasters, as well as ecological disasters, etc.
Accidental disasters: mainly including various safety accidents, traffic and transportation accidents, utility and facility accidents, nuclear and radioactive accidents, environment pollution, and ecological damage events, etc.
Public sanitary accidents: mainly including infection epidemics, unknown popular diseases, food safety, occupational endangerment, animal epidemics, and other events seriously affecting public health and human life safety.
Social security events: mainly including terror attacks, national and religious events, economical security incidents, and emergent circumstances concerning foreign affairs, as well as popular events.
The above mentioned are crossed and interlinked, and a particular one could happen concurrently with other category events, or cause derivative events. Thus concrete analysis and comprehensive countermeasures should be adapted.

1.6. Emergency response plan system

SCIP emergency response plan includes: SCIP Overall Plan for Emergency Response of Public Events, Special Emergency Response Plan, Enterprise Emergent Response Plan, and Enterprise-level Special Emergency Response Plan.

1.6.1. SCIP Overall Plan for Emergency Response of Public Events

The overall plan is a standardized document for the SCIP Management Board in dealing with emergent public accidents, promulgated by the Board and publicized for implementation (refer to attached table 2 for the Overall Emergency Response Plan Frame).

1.6.2. SCIP Special Plan for Emergency Response of Public Accidents

The Special Emergency Response Plan is for supplementing and deepening the Overall Emergency Response Plan. It is formulated by responsible emergency response competent bodies of SCIP, and has been submitted to the Board for approval ready to go for implementation (details per the attached table 3 for the Special Emergency Response Plan constitution).

1.6.3. Emergency Response Plan of Enterprises in SCIP

Enterprises should formulate the emergency response plan as per the requirements of relevant laws and regulations and in combination of the actual situation of its own, thereafter submit the plan to the SCIP Emergency Response Center for approval and implementation,

1.6.4. Special Emergency Response Plan of Enterprises of SCIP

Based on the emergency response plan of enterprises, and as per the requirements of the special plan of SCIP, the Special Plan is formulated respectively and submitted to the SCIP Emergency Response Center for accreditation.

1.7. Scope of application

This ERP is applicable upon the entire land area of SCIP, being 29.4 square kilometers (relating to specific competent departments as per the jurisdiction area)

## 2. Profile of SCIP

2.1. Area coverage

Shanghai SCIP is a development zone that is specialized in handling petrochemical products. In stage 1 of its development work, RMB 150 billion will be invested, with a focus on developing petroleum and natural gas projects, and synthesizing new materials, refined chemicals and other products as a result of post-processing of petroleum.
Shanghai SCIP is adjacent to Hangzhou Bay to the south, and Shanghai~Hangzhou Road to the north, close to Nan-zhu Port in Feng-xian District to the east, and neighbors on Dong-ding Embankment at Jiu-er-tang. It has a planned land area totaling 29.4 square

kilometers (please see details in the attached table 2).

## 2.2. Natural environment

### 2.2.1. Weather

SCIP is located in the monsoon climatic region of the northern tropical zone, and its climatic features include: clearly defined four seasons, rainy seasons and hot seasons take place at the same time, ample rainwater, generous sunshine, longer frost-free period, mild and moist weather. Due to alternating influences exerted by cold air and warm air, such disastrous weather conditions as typhoon, cyclone, water logging, and spring tide, etc. break out at times (please see the climatic statistics throughout a full year in the attached table 3).

### 2.2.2. Wind regime

The whole land of SCIP is influenced mainly by southeast monsoon; throughout a year, southeastward wind breaks out at the highest frequency; the outbreak probability of the wind flow “ESE-SE-SSE” is 27%, being the highest; then comes the second the northeastward wind “NNE-NE- ENE”, whose outbreak probability is 23%; the lest possibly emerging wind flow is the southwestward one, the outbreak probability of the wind flow “SSW-SW-WSW” is 6% only.
The variations in terms of wind regime in different seasons feature: From April to August, summer monsoon prevails; on more than 40% of its outbreaks, summer monsoon goes southeastwards; among others, in July, 47% of summer monsoon’s outbreaks goes southeastwards. From November to February of next year, under control by cold high pressure from the north, northwestward wind prevails; on 29~38% of its outbreaks, the wind goes northwestwards; among others, in December and January, up to 36~38% of the wind outbreaks feature a northwestward flow. March, September and October see reversals of monsoon; most of the wind outbreaks feature a northeastward flow; while the lest possibly emerging wind flow is the southwest one, in all the other months of a year except for June and July (when the lest possibility emerging wind flow is the northwestward one), registering an outbreak frequency of 3~7% only.
Each year, this region is influenced by 2~4 tropical cyclones or typhoons on average, most of which appear in July, August, and September.

### 2.2.3. Tide

Hangzhou Bay sees force tides, a big tidal range, asymmetry between flood tide and ebb tide, and a relatively strong stormy wave incurred power.
In this sea area, tidal waves present comparatively apparent standing wave features; that is to say, turns of tide current usually appear before or after a flood slack or ebb slack; the maximum flood current and maximum ebb current normally emerge around the ordinary water level; however, flood currents and ebb currents last different periods of time (flood currents lasting between 5h 52min~6h 42min, while ebb currents lasting between 5h 17min~6h 26min).
Tide height characteristics are:
Maximum tide height over years: 5.93m
Minimum tide height over years: -1.78m
Average high tide level: 3.68m
Average low tide level: -0.19m
Maximum tidal range over years: 6.57m
Minimum tidal range over years: 0.65m
Average tidal range: 3.80m.

### 2.2.4. Earthquake

The basic intensity of earthquake in the entire land of SCIP is Grade 6.

## 2.3. Entrant enterprises

### 2.3.1. Enterprises specialized in producing chemicals

#### 2.3.1.1. Enterprises in production

2.3.1.1.1 Shanghai SECCO Petrochemical Co., Ltd.

Project name: 900,000 t/a ethylene project
Project site: Shanghai SCIP Land Sections A1-A3, and B1
Investing organizations: China Petrochemical Group Corporation,
SinoPec Shanghai Petrochemical Co. Ltd.,
British BP Co.
Area of the land covered: 204.14 hectares
Safety supervisor: Su Gao-tong
Number of persons handling dangerous chemicals: 65 persons
Number of staff members and workers: 1080 persons

2.3.1.1.2. Gaoqiao Petrochemical Cao-jing 200,000 ton phenol acetone installation

Project name: 200,000 t/a phenol acetone project
Project site: Shanghai SCIP Land Section B3
Investing organization: SinoPec Gaoqiao Petrochemical Company
Area of the land covered: 7.36 hectares
General Manager: Zhou Jianming (division manager of Gaoqiao Company)
Safety supervisor: Gao Wei
Number of persons handling dangerous chemicals: 67 persons
Number of staff members and workers: 100persons

2.3.1.1.3 Lucite International (China) Chemicals Co., Ltd.

Project name: 90,000 t/Amma Project
Project site: Shanghai SCIP Land Section A1
Investing organization: British Ineos Acry Lics Company
Area of the land covered: 4.12 hectares
Safety supervisor: Xu Liang
Number of persons handling dangerous chemicals: 35 persons
Number of staff members and workers: 75 persons

2.3.1.1.4. Bayer (Shanghai) Polymer Co., Ltd.

Project name: 200,000 t/a polycarbonate project
Project site: Shanghai SCIP Land Section F3
Investing organizations: Bayer (China) Co., Ltd.
Area of the land covered: 2.76 hectares
General Manager: Jacob
Safety Supervisor: Yang Wenlin
Number of persons handling dangerous chemicals: 42
Number of staff members: 58

2.3.1.1.5.Shanghai Tian-Yuan (Group) Tian-Yuan Petrochemical Plant

Project name: Removal of Tian-Yuan Chemical Plant of Shanghai Tian-Yuan (Group)
Project site: Shanghai SCIP Land Section B3
Investing organization: Shanghai Chlor-alkal Chemical Co. Ltd.
Area of the land covered: 21.15 hectares
Plant manager: Wang Chengtian
Safety supervisor: Huang Gan-lin
Number of persons handling dangerous chemicals: 100 persons
Number of staff members and workers: 460 persons

2.3.1.1.6. BASF Chemical Co., Ltd.

Project name: BASF Intermediate --- Polytetrahydrofuran Project
Project site: Shanghai SCIP Land Section E1
Investing organization: BASF Chemicals Co., Ltd.
Area of the land covered: 12.9 hectares
General Manager: Fu Lide
Safety supervisor: Wu Keng-hui

Number of persons handling dangerous chemicals: 14 persons
Number of staff members and workers: 132 persons

2.3.1.2. Enterprises in construction

2.3.1.2.1. Shanghai Tian-Yuan (Group) Hua-sheng Chemicals Co., Ltd.

Project name: 250,000 t/a caustic soda,, 300,00 t/a chloroethylene and 300,000 t/a PVC project
Project site: Shanghai SCIP Land Section C2
Investing organization: Shanghai Tian-Yuan (Group) Co., Ltd.
Area of the land covered: 34 hectares

2.3.1.2.2. Bayer (Shanghai) Polymer Co., Ltd.

Project name: 200,000 t/a polycarbonate project
Project site: Shanghai SCIP Land Section F3
Investing organizations: Bayer (China) Co., Ltd.
Shanghai Chlor-alkali Chemical Co., Ltd.
Area of the land covered: 17.72 hectares

2.3.1.2.3. Shanghai Lian-Heng Isocyanate Co., Ltd. (SLIC)

Shanghai Huntsman Co., Ltd. (HPS)
Shanghai BASF Polyurethane Co., Ltd. (SBPC)
Project name: Sino-Foreign Shanghai IIP
Project site: Shanghai SCIP Land Section D1
Investing organizations: The foreign party: Huntsman Co., Ltd.
BASF Co., Ltd.
The Chinese party: Shanghai Tian-Yuan (Group) Co., Ltd.
China Petrochemical Group Company
SinoPec Shanghai Gaoqiao Petrochemical Company
Shanghai Hua-Yi (Group) Company
Area of the land covered: 45 hectares

2.3.1.2.4. Bayer (Shanghai) Polyurethane Co., Ltd.

Project name: Isocyanate and polyether project --- MMDI rectification installation
Project site: Parts C400 and D400 in Land Section F2 and Part D300 in Land Section F3 in SCIP of Shanghai
Investing organization: Bayer (China) Co., Ltd.
Area of the land covered: 42 hectares

2.3.1.2.5. TCI (Shanghai) Chemical Industry Development Co., Ltd.

2.3.1.2.6. Lamberti Specialty Chemicals (Shanghai) Co., Ltd.

2.3.1.2.7. Degussa Specialty Chemicals (Shanghai) Co., Ltd.

2.3.2. Enterprises engaged in undertaking public works

2.3.2.1. Enterprises in Production

2.3.2.1.1.Shanghai SCIP Industrial Gases Co., Ltd.

Project name: Air separation installation and HYCO installation
Project site: Shanghai SCIP Land Section C2
Investing organization: Singapore SINOPAL Co.
Area of the land covered: 2.3 hectares
General Manager: Jean-Maro. Belot
Safety supervisor: Jiang Minhai
Number of persons handling dangerous chemicals: 16 persons
Number of staff members and workers: 54 persons

2.3.2.1.2. Shanghai SCIP Sino-French Water Development Co., Ltd.

Project name: Water plant and sewage disposal plant

Project site: Shanghai SCIP Land Sections E4 and E7
Investing organizations: Shanghai SCIP Development Co., Ltd.
Shanghai SCIP Industrial Investment Co., Ltd.
HK Sino-French (Shanghai SCIP) Sewage Disposal Co., Ltd.
Area of the land covered: 2.2 hectares
General Manager: Gao Dehui
Safety supervisor: Li Ming
Number of persons handling dangerous chemicals: 25 persons
Number of staff members and workers: 100 persons

2.3.2.1.3. Shanghai Vopark Port Service Co., Ltd.

Project name: Storage Zone and Wharf for Liquids
Project site: Shanghai SCIP Land Section C1 and the sea area by the wharf for liquids
Investing organizations: Shanghai SCIP Development Co., Ltd.
Holland VOPAK Asia Pacific Co., Ltd. (PTAP)
Shanghai SCIP Investment Industrial Co., Ltd.
Area of the land covered: 30 hectares
General Manager: Eric S.Arnold
Safety supervisor: Dai Mengqi
Number of persons handling dangerous chemicals: 60 persons
Number of staff members and workers: 150 persons

2.3.2.1.4. Shanghai SCIP Thermo-electric Co., Ltd.

Project name: CHP Installation
Project site: Shanghai SCIP Land Section C2
Investing organizations: Shanghai SCIP Development Co., Ltd.
Shanghai Power Co., Ltd.
SHENERGY Co., Ltd.
Singapore Sheng-Ke Public Utilities Proprietary Co., Ltd.
Area of the land covered: 8.6 hectares
General Manager: Ji Yiping
Safety supervisor: Zhuge Jie
Number of persons handling dangerous chemicals: 12 persons
Number of staff members and workers: 41 persons

2.3.2.1.5. Shanghai SCIP Conduits Co., Ltd.

Investing organizaiton:
SCIP Development Co., Ltd.,
SCIP Investment Industrial Co., Ltd.
General Manager: Zhu Mingliang
Safety Supervisor: Pan Hairong
2.3.2.1.6. CITIC Logistics Co., Ltd SCIP Branch
Investing organization:
SCIP Storage and Transportation Co., Ltd.
General Manager: Shen Qisanshang
Safety Supervisor: Zhang Hehai

2.3.2.1.7. Shanghai SCIP Development Co., Ltd.

2.3.2.1.8. Bayer Technology Service (Shanghai) Co., Ltd.

2.3.2.1.9. Shanghai SCIP Gas Station Co., Ltd.

2.3.2.2. Enterprises in construction

Shanghai SCIP Taikoo Sheng-Da Harmful Wastes Disposal Co., Ltd.
Schuetz Vessels (Shanghai) Co., Ltd.
Shanghai Hua-lin Industrial Gases Co., Ltd.

2.3.3. Enterprises engaged in provision of managerial service

2.3.3.1. AiKouMu Enterprise Management Ltd.

2.3.3.2. Shanghai SCIP Industrial Co., Ltd.

2.3.3.3. Shanghai SCIP Logistics Company

2.3.3.4. Shanghai SCIP Import and Export Company

2.3.3.5. Shanghai SCIP Property Management Co., Ltd.

2.3.3.6. Shanghai SCIP Construction Project Quality Inspection Co., Ltd.

2.3.3.7. Shanghai SCIP Technical Consultation Co., Ltd.

2.3.3.8. Shanghai SCIP Property Co., Ltd.

2.3.3.9,, Shanghai SCIP Customs Declaration and Inspection Co., Ltd.

2.3.3.10,, Shanghai SCIP Storage and Transportation Co., Ltd.

2.3.3.11. Bayer Technical Service (Shanghai) Co., Ltd.

2.3.3.12. Shanghai SCIP Compositive Service Co., Ltd.

2.3.3.13. Shanghai Chemicals Trading Market

2.3.3.14. Shanghai Security Service Co. in SCIP

2.3.3.15. Shanghai SCIP De-You Designing & Engineering Co., Ltd.

2.3.3.16. Shanghai SCIP Investment and Industrial Co., Ltd.

2.3.3.17. Shanghai SCIP Staff and Workers' Technological Association

2.3.3.18. Fluor Daniel Engineering Consultation (Shenzhen) Co., Ltd. Shanghai Subsidiary

2.3.3.19. Shanghia Jiupeng Chemical Industry Co., Ltd.

2.3.3.20. Shanghia Haoyang Trade Co., Ltd.

2.3.3.21. Shanghai Chengchao Chemical Industry Co.,Ltd.

2.3.3.22. Shanghai SCIP Licheng Trade Co., Ltd.

2.3.3.23. Shanghai Aohong International Trade Co., Ltd.

2.3.3.24. Shanghhai SCIP State Trade Chemical Industry Co., Ltd.

2.3.3.25. Shanghai Fengjin Automotive Service Co., Ltd.

2.3.3.26. Shanghai Suqi Chemical Industry Co., Ltd.

2.3.3.27. Shanghai Hongsheng Jinsen Import and Export Co., Ltd.

2.3.3.28. Shanghai BoAo Chemical Industry Co., Ltd.

2.3.3.29. Shanghai Chenxin Chemical Industry Co., Ltd.

2.3.3.30. Shanghai Jieqiang Machinery Electronics & Technology Co., Ltd.

2.4. Dangerous substances

At present, SCIP hosts 50 main kinds of dangerous chemicals (see details in the attached table 4).

2.5. Dangerous equipment

Concrete distribution of production facilities within SCIP (see details in the attached table 5) Those dangerous equipment items in concern may be categorized into: storage tanks, pressure vessels (including reactors), towers, and warehouses, etc.

2.6. Peripheral regions

2.6.1. SCIP Subarea in Fengxuan District

SCIP Subarea in Fengxuan District has a total planed land space of 12 square km, with a

jurisdiction of 3 management communities, 2 executive villages, and 1 neighbor's committees, and the overall population is approximately 20, 000. There are now 103 enterprises in the area.

2.6.2. SCIP Subarea in Jinshan District

SCIP Subarea in Jinshan District has a land area of 45.11 square km with jurisdiction for 12 executive-level villages and the overall population is 35,000 approximately. There are 1 middle school, 1 primary school, 1 kindergarten, and medical health facilities such as Shanghai Jinshan District Center Hospital Caojing Branch, in addition to 1 police station, and about 70 enterprises.

## 3. Organizing Mechanism (details per the attached table 8)

3.1. Steering mechanism

The team leader post of the Emergency Response Steering Team of SCIP is taken by the competent leader of SCIP Management Board, and a deputy General Manager of the Development Company and the Police Bureau director will take the positions of vice team leader respectively.

3.2. Commanding Mechanism

The Emergency Disposal Headquarters of SCIP is under the leadership of the Steering Team of Emergency Response Disposal of SCIP, and is in full responsibility for the emergent disposal work of public accidents, with a headquarter set up at site subject to the actual situation. The post of the Commander-in-chief is taken up by the director of the Emergent Response Center; and the deputy Commander post is taken up by the deputy director of the Emergency Response Center, in coordination of the Commander-in-chief for conducting disposal works; members of the Headquarter consists of relevant leaders from the Emergency Response Center, Police Bureau, Fire Forces, Medical centers, environment protection bodies, Safety and Supervision body, Safety and Quality Supervision institutes, Flood Prevention authorities, and Property companies.(see the attached Table 9 for the List of the Headquarter Members)

3.3. Working mechanism

The SCIP Emergency Response Center is the working institute for emergent response disposal occurred in SCIP, carrying out relevant works designated by the Emergency Response Steering Team of SCIP, and being subject to the work guidance of the Municipality Emergent Response Coalition Center.

3.4. Expert mechanism

Guided by SCIP, it is to engage relevant experts from the Municipality departments and from SCIP, to form the SCIP Expert Consultation Committee, which will provide consultations for management decisions and work proposes for the SCIP Board at normal time, and when there happens emergent public accidents and if necessary, participate in the disposal work. (see the attached Table 10 for the List of the Expert Consultation Committee members)

3.5. SCIP Emergency Response Center

The SCIP Emergency Response Center is set up by the Board as the functional body for emergency disposal and as a platform of the commanding work, with a police alarm telephone number 67120911, and a 24-hour on duty and preparation for duty mechanism, accepting the guidance for operation of the Municipality Emergency Response Coalition Center in terms of higher level and being responsible for guidance to enterprise emergency response centers (control centers) in SCIP at the lower level. Meanwhile it will provide coordination to departments such as Police Bureau, Fire Control Forces, medical institutes, environments protection departments, safety and supervision bodies, flood prevention authorities, and property management companies for the coalition work).

3.5.1. Organizing mechanism

The Emergency Response Center appoints one director, two deputy director, some shift

leaders and some watchers. The post of director is usually taken up by a cadre with the Public Security Sub-bureau concurrently, who presides over the work at the Center; the executive deputy directors is dispatched by the Management Board of SCIP; the other post of deputy director is taken up by the head for fire control detachment concurrently. Shift leaders are dispatched by the Public Security Sub-bureau, and liable for coordinating with the disposal of ordinary accident hazards, disposing of relatively big accident hazards at their own discretion, and conducting preliminary disposal of grave or exceptionally grave accident hazards.
The Emergency Response Center appoints one director, two deputy director, some shift leaders and some watchers. The post of director is usually taken up by a cadre with the Public Security Sub-bureau concurrently, who presides over the work at the Center; the executive deputy directors is dispatched by the Management Board of SCIP; the other post of deputy director is taken up by the head for fire control detachment concurrently. Shift leaders are dispatched by the Public Security Sub-bureau, and liable for coordinating with the disposal of ordinary accident hazards, disposing of relatively big accident hazards at their own discretion, and conducting preliminary disposal of grave or exceptionally grave accident hazards.

3.5.2. Major Duties

The Emergency Response Center of SCIP is responsible for receiving alarms about those accident hazards that suddenly taken place within SCIP and forwarding these alarms to Shanghai Coalition Emergency Response Center; coordinating with the disposal of ordinary and relatively big accident hazards; helping the Emergency Disposal Headquarters of SCIP and Shanghai Coalition Emergency Response Center conduct emergency disposal of grave or exceptionally grave accident hazards; and offering guidance upon the practical work of those enterprise-level emergency disposal sub-centers within SCIP.

3.6. Emergency forces resources within SCIP

3.6.1. The Public Security Sub-bureau

The Public Security Sub-bureau of SCIP is a branch organ accredited by Shanghai Municipal Public Security Bureau, being fully responsible for public security work within SCIP. Address: No.88 Beihe Road. Tel. (operator): 6712-0707.
The Public Security Sub-bureau of SCIP is responsible for public security work within the entire SCIP, including road traffic and safety control, fire control, social security control, entrance & exit control, management over those people who enter the SCIP from outside, and internal safety control, as well.
In case of sudden occurrence of a disaster or accident, it is required to dispatch police officers to arrive at the site, set up a caution area, effect traffic control, ensure those emergency disposal vehicles to go in and out of the site smoothly; in case any dangerous chemical has leaked or spread out, it is necessary to organize police officers to set up an evacuation area, and take emergency measures to help people hide from dangers.

3.6.2. Public fire control forces

According to the SCIP development plan, it is required to set up a fire control detachment and four public fire hose stations on a land area of 29.4 square kilometers, which are liable for fire control work within the entire SCIP. So far, two public fire hose stations have been set up; 2 other public fire hose stations will be built up by 2007.

3.6.2.1. Fire control detachment

Full name: The SCIP fire control detachment of Shanghai Municipal General Fire Brigade affiliated to China Armed Police Corps.; qualified as a regiment-level unit; governs four fire control lochuses;
Its major duty is: responsible for emergent disposal of various disasters and accidents, conduct work deep inside the first line, and takes primary liability in rescue operation in fire disaster as well as disposing of dangerous chemical accidents.

3.6.2.2. No.1 Fire Brigade of SCIP

Hua-Yi Fire Control Special Service Squadron is a lochus directly under the SCIP Detachment of Shanghai Municipal General Fire Brigade, and currently liable for taking care of the entire land of SCIP. The squadron is equipped by regulation with 55 fire fighters and 8 fire fighting trucks. Address: No.118 Bei-he Road. Tel. (operator): 6712-0119.

3.6.2.3. No.2 Fire Brigade of SCIP

Full name: No.2 Fire Brigade of the SCIP Detachment of Shanghai Municipal General Fire Brigade affiliated to China Armed Police Corps; this squadron is equipped with 60 fire fighters and 6 fire .fighting trucks, with its address telephone number of the switch board: 67250952.

3.6.3. Enterprise-level fire control forces

According to the State government's requirements upon large-sized chemical enterprises in terms of fire control work, each large-sized chemical enterprise must set up a fire brigade of its own, so as to quickly and effectively dispose of various types of accidents that it may suffer. As planned, four enterprise-level fire control stations have been built up; 2 other stations are to be constructed.
In case of occurrence of a grade or exceptionally grave disaster or accident within SCIP, the concerned enterprise's fire brigade must follow the unified maneuvering by the Emergency Response Center of SCIP, and obey the unified commanding by the fire control detachment of SCIP.

3.6.3.1. SECCO fire brigade

SECCO fire brigade is a quasi-public-security-organ-role fire fighting force, established by use of investment, and managed by, SECCO Co. Its cadres and drivers have been dispatched by Shanghai Municipal General Fire Brigade; while fire fighters are dispatched by some hose company. It is liable for taking care of the land area covered by SECCO Co., and responsible for both fire fighting and emergency disposal, with 31 fire fighters and 4 fire fighting trucks. Address: Land Section A3 in SECCO Co. Tel.: 6725-0425.

3.6.3.2. BASF fire brigade

BASF fire brigade is a quasi-public-security-organ-role fire fighting force, established by use of investment made by, and also managed by, BASF Co. Among others, its cadres and drivers are dispatched by the Municipal General Fire Brigade; while fire fighters hail from some hose company. It is responsible for taking care of the land area covered by BASF Co., and liable for both fire fighting and emergency disposal, with 16 fire fighters and 3 fire fighting trucks. Address: Land Section E2 within BASF Co. Tel.: 6712-0270 ext. 6190.

3.6.3.3. Tian-Yuan fire brigade

Tian-Yuan fire brigade is a corporate fire fighting force, being liable for taking care of the land area covered by Tian-Yuan Co., and responsible for both fire fighting and emergency disposal with 20 fire fighters that are all internal staff members of the plant and 2 fire fighting trucks. Address: Land Section B3 within Tian-Yuan Co. Tel.: 6725-0246

3.6.3.4. GPC fire brigade

GPC fire brigade is a corporate fire fighting force, being liable for taking care of the area covered by the phenol acetone manufacturing installation of GPC Co. It is responsible for both fire fighting and emergency disposal, with 8 fire fighters who are all from the plant and 1 fire fighting truck. Address: Land Section B3, within the land area covered by the phenol acetone manufacturing installation of GPC Co. Tel.: 67250819.

3.6.4. The Medical Treatment Center

The Medical Treatment Center is a non-profit medical first aid organ that has been acknowledged officially by Shanghai Municipal Board of Health and set up by the SCIP Board. It is jointly supported by the Fudan University and the Attached Jinshan Hospital of Fudan University and its 120 connecting police center is located in the SCIP Emergency Response Center, that is being temporarily employing 30 persons, including 20 doctors and nurses at various levels, and the remaining 10 other professionals concerning

management and medical technology, The medical center now has 2 advanced domestic multifunctional ambulances for rescue work as well as for well wardship operation, of which one is an original Benz high class ambulances. Land section: E7. Tel: 67120120
Main duties: The Medical Treatment Center is responsible for providing all the enterprises within SCIP with such services as medical first aid, rescue in case of occurrence of any chemical accident, prevention and control of occupational diseases, public health, physical checkup in an integrated way, exercising partial executive administration functions of public health, medical services and in cooperation for inspection and quarantine etc. It is the only medical emergency rescue force for abrupt public accidents ad chemical rescue operation inside SCIP, and in offering coordination for the high level authority to exercise medical rescue commanding right.

3.6.5. SCIPAC Plan & Construction Office (Environ. Protection Office)

The Environmental Protection Office under the Management Board of SCIP, located in the Planning and Construction Office building, is fully responsible for environmental protection and safety work within SCIP in coordination for the work of the Municipality Health Bureau .Now it employs 2 part time workers . Address: 15/F. No.201 Mu-hua Road, SCIP. Tel.: 6712-0626.
Major duty: in coordination of the SCIP Emergency Response Center, The Environmental Protection Office is responsible for acquire relevant information from the body concerned about the reason of pollution, current contamination status, and the nature of the pollutants along with the dangerous extend, fast judgment of the affection degrees of accidents so as to provide technical support and assistance to make decisions concerning emergency disposal matters; for cooperation with the SCIP Emergency Response Center, to establish an expert team for emergent disposal of environment pollution accidents.

3.6.6. Safety Supervision Office

The Safety Supervision Office of SCIP Management Board is responsible for the safety production management and supervision of enterprises in SCIP, carrying out investigation and handling for safety accidents. Add: 3/F. No. 201 Muhua Rd., Tel. No.: 67120882
Major duty: for comprehensive management of safety production work in SCIP, responsible for safety publicity, education and training, and establishing major database of dangerous resources for enterprises in SCIP, carrying out special governance to production , usage, storage, and transportation of dangerous chemicals, as well as treatment of wastes. Once safety accidents happened, it is responsible for coordination in conducting emergency response disposal works, and to get done well with the disposal of accident investigation.

3.6.7. The Flood Prevention & Control Office

The SCIP Flood Prevention & Control Office is fully responsible for flood/typhoon prevention & control within SCIP, and accepts the guidance granted by Shanghai Municipal Flood Prevention & Control Office, as well as takes joint actions with the Flood Prevention & Control Offices in Jin-shan District and Feng-xian District. The office is currently located inside the SCIP Property Management Co., Ltd. and it will move into the Emergency Response Center during the flood prevention period, taking into operation with a 24-hour duty system. Address: Room 202, Complex Tower, No.185 Muhua Road, SCIP. Tel.: 67120023.
Its major duty is: in a flood season, it shall dispatch specialists to stay in the Emergency Response Center for keeping watch for 24 hours, get connected with Shanghai Municipal Flood Prevention Network, conduct real-time monitoring of typhoon that has caused an influence, or may cause an influence, towards SCIP, send out pre-alarms, reinforce the watch-keeping forces, prepare materials and equipment items for emergency disposal purpose, and ensure the safety in SCIP.

3.6.8. The Property Management Company

The Property Management Company is mainly responsible for conducting management over and routine repair & maintenance work upon those public utilities within SCIP. Address: No.185 Muhua Road, SCIP. Tel: 6712-0068.
Its major duty regarding emergency disposal is: in ordinary time, responsible for maintaining

and ensuring the safety of the embankment; responsible for repair and maintenance of public facilities, flood prevention infrastructures, especially for the management of drainage of rivers and water area within SCIP.

3.7. Enterprise-level Emergency Response Sub-center

The Enterprise-level Emergency Response Sub-center is the commanding and dispatching center for safety production of the enterprise and also is the comprehensive department for response and disposal of various accidents.
Its major duty is: formulating the Emergency Response Plan of the enterprise, responsible for scheduling and commanding as well as disposal of various accidents occurred in the enterprise; responsible for sending alarm message to the Emergency Response Center of SCIP, providing coordination to the center in handling various accidents, and after disposal accidents, reporting the specific situation to the center.

## 4. Pre-warning mechanism

Based on the characteristics of SCIP, especially the situation that dangerous chemicals are highly assembled, a pre-warning mechanism should be set up and further improved according to the principle of discovering in time, reporting in time and disposing in time.

4.1. Setting up a monitoring network

The Emergency Response Center of SCIP must earnestly fulfill the job of monitoring all kinds of emergent public accidents by further intensifying the monitoring of the roads in zone, public pipeline lanes, sea walls, docks and intensifying high altitude outlook, and by setting up a toxic and harmful gas monitoring network to improve the atmosphere monitoring network in SCIP. All enterprises in SCIP also should further improve the monitoring network, according to the characteristics of their great danger sources.

4.2. Improving the prediction mechanism

The Emergency Response Center of SCIP must earnestly collect, compile, analyze and handle the information of various kinds of emergent public accidents to establish and improve the prediction mechanism. On the ground of linked up to Shanghai Flood Prevention & Control web, the Emergency Response Center of SCIP should further link up to Shanghai Weather Forecast web, Shanghai Earthquake web and Shanghai Working Safety web in order to collect all relevant information in time, make prediction in time and distribute pre-warning announcement in time by means of cell phone's group sending and fax's group sending

4.3. Enhancing information reporting

The Emergency Response Center of SCIP must earnestly collect and study all kinds of dynamic information, and specify the requirements on communicating and reporting of emergent public accidents information, such as the means, time limit, scope and procedure. All enterprises in SCIP should report to relevant department(s) of SCIP the information about any abnormal situation in their productions and operations, about overhauls and re-operations, thus to create and improve an interconnected, shared emergency information system.

4.4. Grading pre-warning levels

According to the possible damage degree, emergent degree and developing tendency caused by emergent public accidents, and in compliance with the State and Shanghai 's universal stipulations, pre-warning has 4 levels, i.e. ordinary level (Ⅳ level), relatively grave level (Ⅲ level), grave level (Ⅱ level) and exceptionally grave level (Ⅰ level), represented by blue, yellow, orange and red respectively.

4.5. Adopting pre-warning action

After reported to and gained the approval of the carders with the Management Board of SCIP, the Emergency Response Center of SCIP can adopt the following pre-warning actions according to the situation: (1) Directly start corresponding counter-emergency counter plan; (2) Release to all enterprises in SCIP the pre-warning alarm of possible harms caused by emergent public accidents; (3) When necessary, transfer, evacuate or disperse personnel and important properties; (4) Organize units liable for counter actions against disasters/accidents, emergency disposal forces liable for rescuing and professionals to stand by; (5) Assemble and raise required resources and equipments.

## 5. Emergency disposal

### 5.1. Grading of emergent incidents

Pursuant to relevant stipulations of the State, all public accidents can be divided into four levels according to their controllability, degrees and scopes of influence: ordinary ones, relatively big ones, grave ones and exceptional and emergent grave ones.
The *State overall Counterplan against Emergency* clearly offers the grading criteria (trial) of exceptionally grave public accidents and grave and emergent public accidents and stipulates that the correspondent department in Congress should make another grading criteria for relatively big public accidents and ordinarily emergent public incidents to serve as a reference in emergent public accident information reporting and disposing according to its grade. In view of the urban characteristics of Shanghai's urgent public accidents, those involving 3 casualties or more at one time are stipulated as great projects in emergency disposal should be reported to the central government. In terms of SCIP's circumstances that chemical enterprises are high assembled together and it is a highly dangerous industry, those involving 1 casualty or 3 heavily injured or more are stipulated as l great projects in emergency disposal and should be reported to the city government. In order to meet the requirement of effective prevention and disposal, those concerning foreign affairs, sensitive or tending to deteriorate should be defined as special emergent public accidents to elevate its correspondence level and enforce its information reporting,

### 5.2. Disposal of accidents and disasters

Almost all enterprises located in SCIP are dangerous chemical enterprises with the characteristics of flammable, explosive, high temperature and pressure, toxic and harmful. The most common emergent accidents in SCIP are various accidents and the disasters ensued by accidents. Therefore, rapidly and effectively disposal of accidents and disasters is the key in SCIP’s emergency disposal. (Refer to the attached figure 11: Emergency Disposal Flow of Security Accidents in SCIP)

### 5.3. Categorizing of accidents and disasters

In SCIP, accidents and disasters can be divided into: production safety accident, dangerous chemical leakage accident, transportation accident, fire accident, environment pollution accident and underground pipe network accident.

### 5.4. Grading of accidents and disasters

Pursuant to relevant stipulations of the State, and according to the damage degrees, occurred regions, the ability to control and extinguish, and possible aftermaths of accidents, further in view of the actual circumstances of SCIP, accidents and disasters can be divided into 4 grades: ordinary ones, relatively big ones, grave ones and exceptionally grave ones.

#### 5.4.1. Ordinary accidents

Ordinary accidents refer to those accidents that have incurred a relatively small damage upon, or constituted a relatively small threat against, some installation, the production safety in a production workshop, and the safety of personnel in an enterprise within SCIP, and shall be disposed by the concerned enterprise at its own discretion. After occurrence of an ordinary disaster or accident, a Grade-D alarm is released accordingly; and the concerned enterprise shall make a decision on how to dispose of such an accident on its own (see the attached figure 1).

##### 5.4.1.1 Commanding and dispatching procedures

In case of occurrence of an ordinary accident, the concerned enterprise must dispose of the accident immediately as per the counterplan, and report to the Emergency Response Center of SCIP. After receiving such a report, the Emergency Response Center of SCIP shall notify relevant force to reach the spot to monitor.

##### 5.4.1.2. Information reporting procedures

When the concerned enterprise is disposing of an emergency case, it must report the information about the site to the Emergency Response Center, and also summarize and report the information, within the ensuing one hour after completion of emergency disposal

work, to the Emergency Response Center of SCIP. The Emergency Response Center shall then sum up the collected information and report it to the cadres with the Management Board of SCIP.

5.4.1.3. Disposal flow

In case of occurrence of an ordinary accident, in principle the concerned enterprise shall be responsible for disposing of the case on its own; the Emergency Response Center shall notify the relevant emergency forces to help the enterprise to stand by (see the attached figure 2).

5.4.2. Relatively big accidents

Relatively big accidents refer to those accidents that have incurred a relatively big damage upon, or constituted a relatively big threat against, the production safety and the safety of personnel in an enterprise within SCIP; have caused, or may cause, injury or death of any person, or loss of property; and have to be treated by the concerned enterprise with some assistance granted by related forces within SCIP. After occurrence of a relatively big accident, a Grade-C alarm is released accordingly; the concerned enterprise shall decide how to dispose of the case on its own, and report the case to the Emergency Response Center for filing purpose (see the attached figure 3).

5.4.2.1 Commanding and dispatching procedures

In case of occurrence of a relatively big accident, the concerned enterprise must dispose of the case immediately pursuant to the counterplan, and report to the Emergency Response Center of SCIP at the first time. After receiving such a report, the Emergency Response Center shall refer to the actual circumstances, dispatch emergency forces to arrive at the site, release pre-warning announcement to neighboring enterprises, and also report to the Management Board of SCIP and Shanghai Municipal Center for Joint Counteractions Against Emergency Cases.

5.4.2.2 Information reporting procedures

When the concerned enterprise is conducting emergency disposal and after those competent emergency forces within SCIP have all arrived at the site, it is required to swiftly report the information about the site to the Emergency Response Center of SCIP, and continue with such reporting, as per the actual circumstances. After completion of emergency disposal work, it is required to report to the Emergency Response Center of SCIP within the ensuing 12 hours; the Emergency Response Center shall sum up various kinds of information and then report it to the cadres with the Management Board of SCIP and Shanghai Municipal Center for Joint Counteractions Against Emergency Cases.

5.4.2.3 Disposal flow

In case of occurrence of a relatively big accident, the concerned enterprise’s emergency force shall conduct preliminary disposal; the Emergency Response Center of SCIP shall dispatch competent emergency forces to arrive at the site to assist the concerned enterprise in disposing of the accident (see the attached figure 4).

5.4.3. Grave disasters and accidents

Grave accidents refer to those accidents that have incurred a grave damage upon, upon constituted a grave threat against, the production safety and safety of personnel in some enterprise within SCIP; and have caused a grave influence upon the production safety and safety of personnel in those enterprises in the vicinity; have incurred, or may incur, injury or death of any person, or loss of property; and have to be treated by the concerned enterprise by means of seeking help from those emergency forces and resources within SCIP and in its peripheral regions. After occurrence of a grave accident, a Grade-B alarm is released accordingly; the Emergency Response Center shall report to the Management Board cadres to make a decision (see the attached figure 5).

5.4.3.1. Commanding and dispatching procedures

In case of occurrence of a grave accident, the concerned enterprise must dispose of the case immediately pursuant to the counterplan, and give an alarm to the Emergency

Response Center at the first time, and actively organize relevant personnel to conduct emergency disposal. After receiving such a alarm, the Emergency Response Center shall swiftly dispatch emergency forces within SCIP to arrive at the site, and immediately notify all the enterprises within SCIP to conduct safety protection work well; immediately invite those members with the Steering Committee of Emergency Disposal Experts of SCIP to have a meeting at the Emergency Response Center and set up an Emergency Disposal Headquarter In the meantime, it is required to report to Shanghai Municipal Center for Joint Counteractions Against Emergency Cases, which shall then dispatch those emergency forces and resources in those regions in the vicinity of SCIP to offer assistance.

5.4.3.2. Information reporting procedures

When those emergency disposal forces in charge of different types of disaster/accident-relief work within SCIP have arrived at the site, they shall swiftly report their respectively obtained information to their cadres and the Emergency Response Center, and continue with such reporting of the disposal work. After the On-site Headquarters is established, those emergency forces in charge of different types of disaster/accident-relief work shall report the disposal details to the On-site Headquarters and the Commander-in-chief. The On-site Headquarters shall then sum up its obtained information and report it to the Emergency Response Center. The Emergency Response Center shall report such information in time and from time to time to Shanghai Municipal Center for Joint Counteractions Against Emergency Cases. After completion of emergency disposal work, those emergency disposal forces in charge of different types of disaster/accident-relief work shall sum up the information and report to the Emergency Response Center within the ensuing 6 hours. The Emergency Response Center shall sum up various kinds of information and report it to the cadres with the Management Board of SCIP and Shanghai Municipal Center for Joint Counteractions Against Emergency Cases.

5.4.3.3. Disposal flow

In case of occurrence of a grave accident, the concerned enterprise’s emergency force shall conduct preliminary disposal of the case. The Emergency Response Center shall dispatch competent emergency forces to arrive at the site and work together with the concerned enterprise to dispose of the case jointly. In the meantime, it is required to set up an On-site Headquarters in time; and those emergency forces shall all obey the unified commanding by the On-site Headquarters. The On-site Headquarters accepts cadres with the Emergency Disposal Headquarters of SCIP; the Emergency Disposal Headquarters is set up within the Emergency Response Center. Important decisions shall be made by the Steering Committee of Emergency Disposal Experts of SCIP (see the attached figure 6).

5.4.4. Exceptionally grave accidents

Exceptionally grave accidents refer to those accidents that have incurred a grave damage upon, or constituted a grave threat against, the production safety and safety of personnel in some enterprise within SCIP; have even caused an influence upon those regions outside SCIP; have caused, or may cause, injury or death of any person, or loss of property; and have to be treated by means of uniformly organizing and dispatching related public resources and forces in the entire city for taking joint counteractions. After occurrence of an exceptionally grave accident, a Grade-A alarm is released accordingly; the Emergency Response Center shall report to the cadres with the Management Board of SCIP to make a decision, and also report to Shanghai Municipal Center for Joint Counteractions Against Emergency Cases for filing purpose (see the attached figure 7).

5.4.4.1. Commanding and dispatching procedures

In case of occurrence of an exceptionally grave disaster or accident, the concerned enterprise must dispose of the case immediately pursuant to the counterplan, and give an alarm to the Emergency Response Center at the first time, and actively organize related personnel to conduct emergency disposal. After receiving such an alarm, the Emergency Response Center shall swiftly dispatch all the emergency forces within SCIP to rush to arrive at the site, and notify all the enterprises within SCIP and related governmental agencies in the peripheral regions, to conduct safety protection work well; immediately invite

the members with the Steering Committee of Emergency Disposal Experts of SCIP and Expert Consultant Committee to go to the Emergency Response Center, establishing an Emergency Disposal Headquarter ; in the meantime, it is required to report to Shanghai Municipal Center for Joint Counteractions Against Emergency Cases, which shall then dispatch related public resources and forces in the whole city to conduct emergency disposal.

5.4.4.2. Information reporting procedures

When those emergency disposal forces within SCIP in charge of different types of disaster/accident- relief work have arrived at the site, they shall report their respectively obtained information swiftly to the Emergency Response Center of SCIP, and continue with such reporting of the disposal details. After the On-site Headquarters is set up, those emergency forces in charge of different types of disaster/accident- relief work shall report the disposal details to the On-site Headquarters; the On-site Headquarters shall then report such information to the Emergency Response Center. After those competent emergency disposal forces in the whole city have arrived at the site in succession, it is required to set up a Commanding Headquarters. The Emergency Response Center of SCIP is responsible for reporting various kinds of information in time to the cadres with the Management Board of SCIP and Shanghai Municipal Center for Joint Counteractions Against Emergency Cases, thus to offer technical support for cadres' decision-making. After completion of emergency disposal work, those emergency forces within SCIP in charge of different types of disaster/accident-relief work shall sum up such information and report it to the Emergency Response Center within the ensuing 3 hours; the Emergency Response Center shall report such information respectively to the cadres with the Management Board of SCIP and Shanghai Municipal Center for Joint Counteractions Against Emergency Cases and Shanghai Municipal Office for Counteractions Against Emergency.

5.4.4.3. Disposal flow

In case of occurrence of an exceptionally grave accident, the concerned enterprise's emergency force shall conduct preliminary disposal. The Emergency Response Center shall dispatch competent emergency forces to arrive at the site, and work together with the concerned enterprise to dispose of the case jointly. In the meantime, it is required to set up an On-site Headquarters in time; those emergency forces shall all obey the unified commanding by the On-site Headquarters. When the emergency forces in the whole city have arrived at the site in succession, it is required to set up a Commanding Headquarters in the Emergency Response Center, which comprises competent cadres and those cadres with the Management Board of SCIP; significant decisions shall be made by such a Commanding Headquarters; while competent experts in the city and those members with the Steering Committee of Experts of SCIP shall provide technical supports (see the attached Figure 8).

5.5. Preliminary disposal

Under the steering of the Management Board of SCIP, the Emergency Response Center of SCIP via organizing, commanding, dispatching various kinds of resources and forces in VIZ and adopting necessary actions, conduct preliminary disposal of emergent public accident in the scope of VIZ, thus to rapidly control and eliminate the dangerous status. The head of duty of the Emergency Response center is in charge of preliminary disposal.

5.6. On-site Headquarters

In case of occurrence of a grave or exceptionally grave accident, the Emergency Response Center shall refer to the needs for on-site disposal work, set up the On-site Headquarters in time, and command the emergency forces, liable for disposing of the case within SCIP, on the site in a unified way.

5.6.1. Major Duties

The On-site Headquarters shall refer to the conditions of the accident, follow the counter-plan and cadres' instructions, take charge of the organizing, commanding, dispatching & coordinating on the site; swiftly control or cut off the chain of disasters and accidents,

prevent “amplification effects”, and other secondary or derivative disasters and accidents from arising, and minimize the losses incurred; be aware of and report important information in time, and make an organic fusion of the on-site emergency disposal and outside-the-site emergency dispatching.

5.6.2. Locality

The On-site Headquarters shall be set up at an appropriate place in the vicinity of the site where the accident arises, and bear an apparent identification mark, thus to make sure disposal information is acquired in time, information is reported and communicated without a hitch, and commanding is swift and uninterrupted. Those enterprises within SCIP must provide a necessary land for setting of the On-site Headquarters, and provide the On-site Headquarters with necessary logistic conditions for its functioning.

5.6.3. On-site Commander-in-Chief

The post of on-site Commander-in-Chief is usually taken up by a cadre with the major responsible unit whose name is specified in the Overall Emergency Response Plan; the Emergency Response Center can also refer to the on-site circumstances, dispatch or designate a person to play the role of On-site Commander-in-Chief.

5.7. Fast judgment of the Danger Zone

Within SCIP, as to accidents, and especially those involving leakage, combustion of and explosion incurred by dangerous chemicals, it is necessary to swiftly judge where the danger zone is, in view of the conditions and degree of spreading of, and scope of influence exerted by the accident, notify related units and those regions in the vicinity of SCIP, organize personnel to close windows and doors, and prohibit personnel from going out and arrange them to evacuate, as well as take other necessary countermeasures.

5.7.1. Conditions upon fast judgment:

When judging where the Danger Zone is, it is necessary to consider two basic conditions: the first is external factors, mainly referring to weather factors, such as wind speed, wind direction and air temperature, etc.; the other is internal factors, mainly referring to the physical and chemical properties of leaked dangerous chemicals, degree of risks, area of leakage, storage quantity, temperature and level of pressure, etc.

5.7.2. Emergency disposal measures

In case of occurrence of a grave or exceptionally grave accident, it is necessary to swiftly judge where the Danger Zone lies, and adopt emergency countermeasures. Firstly, it is required to release a Grade-A or Grade-B alarm according to the scope of influence exerted by the disaster or accident; secondly, it is necessary to instruct the fire fighting department to arrive at the site, deploy water curtain, belts and shielding water guns, thus to dilute the poisonous gas, and prevent it from spreading at will; thirdly, it is essential to notify those enterprises and regions in the vicinity of the disaster or accident site according to the wind direction, to take emergency countermeasures; fourthly, it is required to immediately contact Shanghai Municipal Environmental Monitoring Center, and ask the Center to swiftly dispatch competent forces to conduct monitoring on the site.

5.8. Release of information regarding disasters and accidents

The information released regarding those grave or exceptionally grave disasters and accidents that take place within SCIP shall, in full, be summed up by the Emergency Response Center of SCIP in a unified way, and then be rendered to the cadres with the Management Board of SCIP for examination and approval; Shanghai Municipal Center for Joint Counteractions Against Emergency Cases shall render such information to the News Office of the City Government, which shall then release such information in the society. Without approval, none of those organizations responsible for joint counteractions against emergency cases and those enterprises within SCIP shall be entitled to release any related information to the public or via media. The information released regarding relatively big accidents shall be firstly summed up by the Emergency Response Center of SCIP, and then rendered to the cadres with the Management Board of SCIP for approval. At opportune

times, such information will be communicated to those enterprises within SCIP.

5.9. Clearing of an alarm against disaster/accident:

After the emergency disposal of a relatively big accident is completed, the Emergency Response Center of SCIP will announce the clearing of the disaster/accident; after the emergency disposal of a grave accident is completed, the Emergency Response Center of SCIP shall report to the cadres with the Management Board of SCIP for approval, before announcing the clearing of the disaster/accident. After the emergency disposal of an exceptionally grave accident is completed, the Emergency Response Center of SCIP shall report to the cadres with the Management Board of SCIP for approval, and also report to Shanghai Municipal Center for Joint Counteractions Against Emergency Cases, before announcing, within SCIP and its peripheral regions, the clearing of the disaster/accident, and ending of the emergency state, and resumption of a normal working order.

## 6. Emergency disposal guaranteeing system

6.1. Guarantee in terms of information

6.1.1. Establishment of an “emergency disposal information” complex platform:

It is required to establish a “Compositive Emergency Disposal Information Platform”, on the basis of the local area network in SCIP, by making full use of those optical cables deployed by the Emergency Response Center within SCIP, thus to allow those enterprises within SCIP to have access to the Emergency Response Information Sharing Platform of SCIP. This platform acts as a communication carrier, and functions in such a way: those enterprises within SCIP provide the Emergency Response Center with updated related data and non-confidential related information; the Emergency Response Center also provides the enterprises within SCIP with air monitoring data, pre- warning information and documents & stipulations formulated by competent authorities liable for supervision over the safety performance in production work.

6.1.2. Establishment of a dangerous chemicals database for SCIP

It is advised to establish a dangerous chemicals database for those enterprises within SCIP, pursuant to the characteristics of SCIP. Those enterprises within SCIP shall (they have the responsibility and obligation to provide the Emergency Response Center of SCIP with those documents and information necessary for emergency disposal purpose, and the Emergency Response Center of SCIP has the responsibility of strictly keeping them confidential) on a monthly basis, report the consumption and storage conditions of dangerous chemicals to the Emergency Response Center of SCIP , and must report all the important information and changes of any important information to the Emergency Response Center of SCIP immediately. The Emergency Response Center of SCIP shall utilize the compositive information management system of the emergency response sub-center in the possession of each enterprise within SCIP, thus to timely collect and command various kinds of information, before integrating, analyzing and processing such information in a comprehensive way, and further provide basic information and data in literal and audio-visual forms for commanders and decision-makers liable for emergency disposal work, in an accurate, timely and all-round way.

6.2. Guarantee in terms of communication

It is required to strike up an emergency communication system that is flexible, movable, stable and reliable; and is able to employ multiple means and routes of communication, make quick response, conduct both wired communication and wireless communication, and run across multiple departments as well.

6.2.1. Wired communication system

The Emergency Response Center of SCIP shall make upward contacts with Shanghai Municipal Center for Joint Counteractions Against Emergency Cases and Shanghai Municipal Office for Counteraction Against Emergency Cases , and downward contacts with those Emergency Disposal Sub-centers at Enterprise Levels within SCIP. Each enterprise must furnish itself with a hotline at its emergency sub-center, which shall be linked with the

Emergency Response Center of SCIP without a hitch.

6.2.2. Wireless communication system

It is required to make use of Unicom Guomai's 800M digital cluster communication system only, which is to serve as the emergency response communication system of SCIP. Those emergency disposal (public security, fire control, medical care, environmental protection, flood prevention & control, public utilities emergency handling, etc.) units and vehicles within SCIP shall be divided into different groups by functions; all the enterprises within SCIP must have their hand-held stations and car-borne stations set at the right channels for communication purpose, so as to allow them to follow the unified commanding in case of emergency. As to the intramural contacts in public security and fire control departments, it is still required to use the special-purpose 800M/350M digital cluster wireless communication system.

6.3. Guarantee in terms of provision of technical support

It is necessary to adopt more advanced scientific & technological methods, establish and consummate a scientific supporting system for commanding & decision-making. The Emergency Response Center of SCIP is responsible for integrating the supporting system for commanding & decision-making of SCIP, make greater efforts in terms of research upon, development, production and deployment of geographical information system (GIS), uninterruptedly develop and update the hardware facilities and software technology for the supporting system for commanding & decision-making, user in intellectual and data-based practices on the basis of integrating, analyzing, handling information in a comprehensive way, and appraising disasters & accidents, thus to guarantee the scientificalness of decisions made.

6.4. Guarantee in terms of personnel organizing

The Emergency Response Center of SCIP shall reinforce its organization of, coordination among and guidance over those units liable for joint counteractions against disasters and accidents, thus to make sure that these units will take effective counteractions in emergency cases. The public security, fire control and medical treatment screws constitute the basic forces of SCIP for relieving, rescuing and disposing of disasters and accidents; and shall be organized, established and managed by competent functional departments. It is required to further strengthen the network of emergency disposal forces, which comprises fire brigades and those screws in charge of disposing of other types of disasters and accidents, make greater efforts in constructing such backbone screws as fire brigades, bring into full play the role played by public fire fighting forces, foster and organize fire fighting forces within enterprises, and upgrade the related equipment items, so as to improve the practical abilities in disposing of disasters and accidents.

6.5. Guarantee in terms of traffic control

It is required to take more effective traffic control measures in case of emergency, and maintain a fast and highly effective traffic order on roads for the good of disposing of disasters and accidents in a proper way. After occurrence of any disaster or accident, the public security organ in SCIP shall take traffic control on the concerned road(s), and set up a "green passageway for emergency disposal". In case of damage of any road facilities, it is required to swiftly organize competent departments to rush to repair, and restore the good conditions of the damaged facilities as quickly as possible. In case any the disaster or accident arises in the sea area by SCIP, the Emergency Response Center shall coordinate with the marine authority and frontier inspection department to take joint actions for emergency disposal purpose.

6.6. Guarantee in terms of medical treatment

Medical rescue and treatment shall be conducted according to the principle "rescue and treatment at different layers (i.e. on the site, pre-hospital, and at the right department)", and as per the actual needs.
The Medical Treatment Center of SCIP is mainly responsible for offering first aid on the site and before the injured is taken into a hospital. After occurrence of a disaster or accident, the

medical rescue screw shall enter the disaster or accident site swiftly, bind up the wound, stop bleeding, fix the injured person's body, and resuscitate the injured person's heart or lungs, ascertain the conditions of the injury, before carrying the injured person out of the Danger Zone and into a hospital for rescue or treatment. Those personnel who are injured or damaged by chemical accidents or in any radioactive pollution accident shall be taken to a professional hospital to receive treatment. It is required to refer to the characteristics of the concerned disasters and accidents, coordinate with the competent environmental protection department to control diseases and prevent epidemics from arising.
When providing medical first aid service, it is necessary to stick to the principle "heal the wounded and rescue the dying, and remain human-oriented"; combine the strengths of professional medical first aid screws and non-governmental health service teams. The Medical Treatment Center shall offer more intensive trainings on a cyclic basis, to those competent personnel with enterprises within SCIP, with regard to medical first aid service. In the same breath, it is necessary to make harder efforts in constructing a public health care system, whip into shape a system for disease prevention, prevention and control of occupational diseases, and physical checkups for staff and members; coordinate with the commodity inspection and quarantine department to prevent and control diseases from arising from those commodities flowing into and out of the customs; and strengthen the abilities of SCIP in public health management and emergency disposal, in a comprehensive way.

6.7. Guarantee in terms of engineering work

It is required to make harder efforts in constructing public works in SCIP, organize personnel to put into force a mechanism for operating, and maintaining in case of emergency, those public conduits and pipe racks on the ground, and underground pipelining & networking projects with regard to supplies of water, power and natural gas, etc. in abnormal circumstances. Those pipelines for transit of dangerous chemicals must bear clearly visible marks; underground pipelines and networks must be supplied with standard pipeline/network flow illustrations. The SCIP Development Co., Sino-French Water Sources Co., Public Conduits Co., Combined Heat and Power (CHP) Supply Co., Natural Gas Co. and related functional departments shall follow the principle "the supervisory department shall be held responsible", formulate their respective counterplans upon emergency disposal, and organize technical personnel to put into force these emergency disposals counterplans.

6.8. Guarantee in terms of security control

After occurrence of any disaster or accident, the public security organ in SCIP shall swiftly organize personnel to take control of the security, and keep vigilance, in the disaster or accident site, by setting a caution area in the periphery of the disaster or accident site, maintain a due order; when necessary, it is entitled to disperse the personnel in the site, and take stronger preventive and protective measures towards major areas, targets and installations.

6.9. Guarantee in terms of supply of materials

It is required to set up a system governing the storage of chemicals and those disaster-relief materials and equipment items of enterprises within SCIP, thus to guarantee the supply of those materials and equipment items as needed for disaster relief purpose, in case of emergency. The Medical Treatment Center of SCIP is responsible for storing and supplying first aid drugs; while the Flood Prevention & Control Office of SCIP temporally rely on the Jinshan district (by the subsidizing method) for storing those materials and equipment items for prevention and control of flood; those enterprises within SCIP shall each guarantee to keep a necessary quantity of disaster-relief materials and equipment items, as well as apparatuses for rescuing those poisoned by chemicals, in storage.

6.10. Guarantee in institutional terms

In order to meet the needs arising from the construction and development of SCIP in Shanghai in the future, and help SCIP adopt internationally acknowledged practices, it is necessary to standardize those practices with regard to emergency disposal of disasters

and accidents. It is required to quicken up the pace in formulating rules and regulations upon emergency disposal work, based upon the “Provisional Method of Shanghai Municipality for Joint Emergency Counteractions against Disasters and Accidents”, so as to gradually realize the objective upon emergency disposal work, known as “there are laws to go by, make sure that the laws are strictly observed, and violators must be brought to justice”.

## 7. Publicizing, Trainings and maneuvers

In an end to guarantee the safety in SCIP, it is necessary to adhere to the principle of “put major heed to prevention, and take preventive measures in advance”. When it comes to prevention work, publicize trainings and maneuvers jointly constitute the most important link.

### 7.1 Publicizing

It is necessary to widely publicize the counter-emergency laws and regulations, and the common knowledge like prevention and avoidance of disasters/accidents, self-rescue, mutual rescue and minimizing disaster/accident’s influence. And it is necessary to release brief editions of counteractions against relevant emergent public accidents, city security hotline number and security hotline number in VIZ, etc,, and compile publicize materials on emergency disposal and pamphlets on disasters prevention in emergency , which take care of the enterprises in SCIP and the corresponding employees.

### 7.2. Trainings

In order to make sound preparations for emergency disposal of accidents, it is necessary to offer structured trainings to those legal persons, cadres in charge of working safety, personnel with HSE departments, and those personnel engaged in handling dangerous chemicals of those enterprises within SCIP, thus to reinforce their awareness of safety control and accident prevention, and enhance their abilities in disposing of disasters and accidents.

#### 7.2.1. Pre-job trainings

Those personnel who are to handle dangerous chemicals must receive pre-job trainings, and shall not start handling dangerous chemicals until after having obtained necessary certificates. Any personnel who have not gone through pre-job trainings, or failed to obtain necessary certificates after receiving such pre-job trainings, shall be not entitled to start handling dangerous chemicals.

#### 7.2.2. Ordinary trainings

Those personnel engaged in handling dangerous chemicals shall be exposed to ordinary trainings, even after they have already started handling dangerous chemicals. Ordinary trainings are offered once a year, in a major aim to allow these personnel to get acquainted with the telephone numbers, emergency disposal measures, harbors of refuge, basic methods of self-rescue and mutual rescue, etc.

### 7.3. Maneuvers

In order to know the emergency counterplan well, enhance the response speed and disposing abilities of those emergency forces within SCIP, it is necessary to conduct emergency disposal maneuvers at least one time in each year, as per the schedule of the emergency counterplan.

#### 7.3.1. Single-item maneuvers

Single-item maneuvers are usually organized by enterprises, and intend to inspect certain nodes in the production process and the trial operation conditions (normally with a focus on fire control abilities). The maneuver proposal shall be rendered to the Emergency Response Center of SCIP for filing purpose by one week in advance.

#### 7.3.2. Compositive maneuvers

Compositive maneuvers are usually launched by the Emergency Response Center of SCIP, assisted by relevant enterprises, and attended by those emergency forces within SCIP. Compositive maneuvers are conducted normally once a year. When it is time to conduct

such a maneuver, it is necessary to invite those carders with relevant Shanghai Municipal departments and those persons in charge of enterprises within SCIP to appear in the site for seeing and simulating purposes. After compiled and identified by all relevant departments, the maneuver proposal shall be rendered by the Management Board of SCIP for approval in advance, and also submitted to Shanghai Municipal Center for Joint Counteractions in Emergency Cases for filing purpose.

7.3.3. Practical maneuvers

Practical maneuvers are normally launched by the Emergency Response Center of SCIP or fire control departments, without prior notice. It requests those emergency units liable for joint counteractions against accidents to arrive at the site, thus to examine the abilities of these emergency forces in making quick responses; meantime, the voluntary fire fighters within enterprises and professional fire fighters and officers are organized to join in the maneuver, thus to improve their practical fire fighting abilities.

7.3.4. Simulative maneuvers

Simulative maneuvers, also called maneuvers on table, are launched by the Emergency Response Center, and participated by those emergency disposal forces in charge of different types of disaster/accident-relief work within SCIP and relevant enterprises. In simulative maneuver, an artificial accident situation is set up to examine the on-cite positions and counteractions of the emergency disposal forces and the abilities of those staff members in the Emergency Response Center in terms of launching counterplan, commanding and dispatching.

## 8. Appraisal and approval of the Counterplan

8.1. Management over the Counterplan

The Emergency Response Center of SCIP shall be responsible for formulating, revising and managing the Overall Emergency Response Plan. Those emergency forces in charge of disposing of handling different types of disasters and accidents within SCIP shall refer to their respectively undertaken tasks with regard to emergency disposal of disasters and accidents, organize personnel to formulate their respective counterplans, which shall supplement the Overall Emergency Response Plan of SCIP. Those enterprises within SCIP shall consider the characteristics of their respective business operations and follow the requirements under the Overall Emergency Response Plan of SCIP, organize personnel to formulate their respective counterplans.

8.2. Appraisal of the Counterplan

The Overall Emergency Response Plan of SCIP shall be updated, revised and improved constantly on the basis of the “General guidance upon formulation and revision of the counterplan upon emergency disposal of public accidents” provided by the Administrative Office of the State Council, according to the requirements under the “Overall counterplan of Shanghai Municipality upon emergency disposal of disasters and accidents” and the “Counterplan of Shanghai Municipality upon emergency disposal of accidents arising from dangerous chemicals”, and in view of the actual conditions in SCIP. The Steering Committee of Experts of SCIP shall examine and appraise the “Overall Emergency Response Plan” of SCIP, and revise the present Counterplan at an opportune time according to the maneuvering and disposing experience. In principle, it is required to conduct such revision work once every year; and those branch counterplans of those emergency forces in charge of different types of disaster/accident-relief work and all the enterprises within SCIP shall be revised once a year.

8.3. Approval of the Counterplan

The Overall Emergency Response Plan of SCIP, after having been discussed repeatedly by those emergency forces in charge of different types of disaster/accident-relief work and all the enterprises within SCIP, shall be rendered to the Management Board of SCIP for examination and approval. After being approved by the Director of the Management Board, the Overall Emergency Response Plan of SCIP shall be put into force officially, and also be

rendered to Shanghai Municipal Center for Joint Counteractions in Emergency Cases and Shanghai Municipal Working Safety Control and Supervision Bureau for filing purpose. Those branch counterplans upon emergency disposal of those emergency forces in charge of different types of disaster/accident-relief work within SCIP shall be examined and approved by their superordinate department, and also rendered to the Emergency Response Center for filing purpose. The Counterplan upon Emergency Disposal of each enterprise within SCIP shall be examined and approved by the Emergency Response Center.

8.4. Annotations to the Counterplan

The Emergency Response Center of SCIP is responsible for formulating, maintaining and interpreting the Overall Emergency Response Plan of SCIP, which shall be put into force officially since the date of approval.

## Documents Issue Notice of "Administration measures for high quality structure (civil engineering, installation) of construction engineering of SCIP (Temporary)" etc

HHG〔2005〕No.41

To all project owners, supervision units and construction units:

"Administration measures for high quality structure (civil engineering, installation) of construction engineering of SCIP (Temporary)", "Administration measures for civilized building site of construction engineering of SCIP (Temporary)"and "Administration measures for eligible safety and standardization supervision building site of construction engineering of SCIP (Temporary)" are issued to you for your implementation. Original HHG［2003］No.090 "Documents Issue Notice of 'Appraisal measures for high quality structure of construction engineering of SCIP (Temporary) ' etc" is abolished from now.

Annex：1. Administration measures for high quality structure (civil engineering, installation) of construction engineering of SCIP (Temporary)

2. Administration measures for eligible safety and standardization supervision building site of construction engineering of SCIP (Temporary)

3. Administration measures for civilized building site of construction engineering of SCIP (Temporary)

25 March 2005

## Administration measures for high quality structure (civil engineering, installation) of construction engineering of SCIP (Temporary)

In order to further promote high quality structure of construction engineering of Shanghai Chemical Industry Park (hereinafter as SCIP), implement the construction guideline of "Plan for century, Quality the first" and encourage construction enterprises to strengthen quality administration, these measures are constituted specifically to improve quality of main structures and quality of installation during structure construction. They would also improve overall quality of construction projects of SCIP.

The award of "high quality structure of construction engineering of SCIP" is the highest prize for the quality of main structure of construction engineering. The engineering won the award should the first rate quality in SCIP. It also is the prerequisite for recommendation of municipal high quality structure appraisal.

I. Applicant.

Any unit or group of engineering complying with the appraisal conditions for the award of "high quality structure of construction engineering of SCIP" would be brought forward by the construction bidding unit or sub-contractor agreed with by general contractor (hereinafter as "construction unit"). The recommended unit would fill up application form with permission of supervision unit and project owner.

II. Appraisal conditions.

1. The construction area is more than 3000 m2.

2. The volume of installation should be more than RMB 6 million.

3. From start to completion of main structure, no quality accident or occupational injury happened during whole course of construction.

III. Appraisal items.

1. Site safety and quality guarantee conditions.

2. Actual measurement data.

3. Visual quality.

4. Quality of buried components of water and electricity supply system.

5. Quality guarantee documents.

6. Civilized construction conditions.

7. Quality features of the engineering.

IV. Appraisal Standards.

The appraised items would be marked by specialty according to “Appraisal marking form for high quality structure of construction engineering of SCIP”. Comprehensive marks should be more than 85.

V. Appraisal procedure.

1. Within 2 weeks after start of construction, the construction unit should submit administration measures for the objective of high quality structure to Safety and Quality Supervision Station of SCIP to register in advance.

2. When civil structure is capped, more than 75% of the main structure is completed, or more than 80% of practicality in installation structure engineering is completed, installations and equipment are nearly finished, the project owner (supervision unit) could implement self appraisal together with construction unit and design unit. If the quality level (by “Appraisal standards for high quality structure of construction engineering of Shanghai”) reaches good level, the engineering has high level and some special characters, the construction unit could fill up “Application form of high quality structure”. With prepared video reflecting whole engineering quality the construction unit could apply for participation of appraisal for high quality structure of construction engineering from Safety and Quality Supervision Station for Construction Engineering of SCIP

3. After Safety and Quality Supervision Station for Construction Engineering of SCIP received the application, it would organize respective personnel to inspect again on the engineering. The inspection conditions would be recorded in written literature and video for archives. Before re-check, no decoration should be added. The installation engineering should not be painted, insulated for thermal, treated for anti-corrosion before re-check. Necessary decoration, paint, insulation, anti-corrosion treatment for the reason of schedule should be agreed with by Safety and Quality Supervision Station for Construction Engineering of SCIP. For such appraisal the video could be used instead of vision of original conditions.

4. Every time the appraisal on applied engineering would implemented by specialist group. Final high quality structure engineering would be created by secret ballot.

VI. Appraisal institute.

1. Main department for appraisal activity of high quality structure of construction engineering in SCIP would be Administration Committee of SCIP.

2. The appraisal of high quality structure of construction engineering in SCIP would be implemented by Safety and Quality Supervision Station for Construction Engineering of SCIP.

3. The appraisal group would be consisted of 3-5 specialists casually selected from specialist bank for appraisal of high quality structure (civil engineering, installation) of construction engineering of SCIP.

4. The eligible high quality structure would be submitted to Administration Committee of SCIP for approval with the form of appraisal remarks filled by Safety and Quality Supervision Station of SCIP.

VII. Honour.

1. The construction unit and supervision unit win the honour of “high quality structure of construction engineering of SCIP” would be awarded medal and be praised on circulation by

Administration Committee of SCIP.

2. Safety and Quality Supervision Station for Construction Engineering of SCIP would submit the construction unit list of winners of high quality structure to the Safety and Quality Supervision Head Station for Construction Engineering of Shanghai.

## Administration measures for civilized building site of construction engineering of SCIP (Temporary)

In order to further boost civilized construction on building site of construction engineering of Shanghai Chemical Industry Park (hereinafter as SCIP), promote every unit strive to set up civilized building site, these measures are constituted specifically according to “Administration provisions for civilized building site (spot, station) of Shanghai”.

I. Basic application conditions.

1. The engineering contracted price over RMB 6 million (including 6 million).

2. Construction duration more than 5 months.

3. Already passed re-check of eligible safety and standardization supervision building site of construction engineering of SCIP.

4. No engineering (product) safety or quality accident over 4 degree (including 4 degree) happened during whole course of construction.

5. No events of serious disease or food poisoning more than 10 persons happened.

6. No cases of fire, security or economy happened.

7. No serious accident of pipeline etc happened.

8. No circulated criticizing by SCIP or respective municipal departments during all inspections happened.

9. No events of approved prosecution, appeal, media exposure during construction happened.

10. No events causing serious social affection as wage delayed etc happened.

II. Application procedure.

1. Within 30 days after construction start. Before the end of January for construction taken over from last year.

2. The application form of civilized building site in SCIP could be filled up by the construction bidding unit (general contractor) or sub-contractor agreed with by general contractor. The form could be submitted with permission and stamped seal of supervision unit and project owner to Safety and Quality Supervision Station for Construction Engineering of SCIP together with submission of construction management plan for setting up civilized building site.

3. For building site participating appraisal of Shanghai civilized building site, it should comply with respective municipal provisions.

III. Inspection and appraisal.

1. The engineering applying appraisal of civilized building site of SCIP would be examined by Safety and Quality Supervision Station of SCIP. The routine examination is in uncertain style.

2. Appraisal would be based on results of routine examinations, respective documents and no events of 4-10 in “Basic application conditions” hereof happened.

3. Respective appraisal documents include: comprehensive management, safety facilities, quality management, environmental protection, propaganda and education, sanitation and epidemic prevention, documents management, conditions of examination on site circumstance etc. Details could be checked in “Collection form of inspection marking on civilized building site of SCIP”.

4.Within 60 days after the engineering building site passed re-check of “Eligible safety and standardization supervision building site of construction engineering of SCIP”, the applicant could participate the appraisal of civilized building site in SCIP. The marking results of self check by requirements of “Collection form of inspection marking on civilized building site of SCIP”, recommendation remarks of supervision unit should be submitted at the same time to Safety and Quality Supervision Station for Construction Engineering of SCIP.

5. After completion of engineering, Safety and Quality Supervision Station of SCIP would appraise in detail. The eligible building site would be submitted with “Form of appraisal remarks” filled by Safety and Quality Supervision Station of SCIP to Administration Committee of SCIP for approval.

IV. Appraisal institute.

The appraisal activity of civilized building site in SCIP would be uniformly directed by Administration Committee of SCIP. It would be specifically implemented by Safety and Quality Supervision Station for Construction Engineering of SCIP.

V. Honour.

The construction unit wins the honour of “Civilized building site of construction engineering of SCIP” would be awarded medal and be praised on circulation by Administration Committee of SCIP. The awarded unit would be recommended for appraisal of municipal civilized building site.

## Administration measures for eligible safety and standardized supervision building site of construction engineering of SCIP (Temporary)

In order to further promote safety management of construction site of construction engineering of Shanghai Chemical Industry Park (hereinafter as SCIP), strengthen consciousness of construction unit for setting up civilized building site, standardize re-check of eligible safety and standardization supervision building site of construction engineering of SCIP, these measures are constituted respectively.

I. Basic application conditions

1.The engineering contracted price over RMB 6 million (including 6 million).

2.Construction duration more than 3 months (Contracted duration).

3.Safety production ensuring system of construction site complies with the standards of “Safety production ensuring system of construction site of Shanghai” [DGJ 08-903-2003] and is certified by the system.

4.The applicant unit should fill up the “Collection form of inspection marking on safety standardized management of construction site”. The marks of every item should be more than 80.

II. Executive standards.

1.HJJG (1997) No.242 “Shanghai construction engineering safety standardized management of construction site” issued by Administration Office of Shanghai Construction Industry.

2.HJAJ (1997) No.061 “Inspection marking standards on safety standardized management of construction site of Shanghai construction engineering” issued by Safety and Quality Supervision Head Station for Construction Engineering of Shanghai.

3.JGJ59-99 “Safety inspection standards for construction of building” issued by State Construction Department.

III. Application conditions of visual progress of engineering.

If the construction engineering progress reaches 50%-70% of total workload, the applicant unit could apply.

IV. Applicant eligible.

The construction bidding unit (general contractor) or sub-contractor agreed with by general contractor should submit “Preliminary inspection report of eligible safety and standardization supervision building site of construction engineering of SCIP” with “Collection form of inspection marking on eligible safety and standardization supervision building site of construction engineering of SCIP” to Safety and Quality Supervision Station of SCIP for repetitious inspection.

V. Repetitious inspection.

1.Safety and Quality Supervision Station of SCIP would finish repetitious inspection within 10 working days after received the “Preliminary inspection report of eligible safety and standardization supervision building site of construction engineering of SCIP”.

2.Eligible building site after repetitious inspection, the unit wins the honour of “Safety

and standardization supervision building site of construction engineering of SCIP" would be praised on circulation in SCIP. The unit meets the requirements of "Safety and standardization supervision building site of construction engineering of Shanghai" would be recommended to participate the repetitious inspection of Shanghai safety and standardization supervision building site.

**Notice of Strengthening Administration on General Contracting and Sub-Contracting of Construction Engineering of SCIP**

HHG [2005] No.151

To all units in SCIP:

Recently some construction projects under construction are sub-contracted layer by layer. Some project owners and construction general contractor (managing unit) neglected administration on sub-contractors. Some sub-contracted engineering became short in duration and small of contracted amount. Some engineering was constructed even without contract. Especially some labour contracting enterprises have no respective qualification and economic strength, even had not signed labour contract with constructing personnel. Some labourers could not be ensured of legal rights. Different contradictions and issues were caused. In order to strength effective management on construction projects of SCIP, to eliminate contradictions at preliminary state, we brought about following requirements and administration measures according to regulations and policies of State and other respective departments.

I. According to the provision of "Except stipulated sub-contracts in general contract, any other sub-contract should be approved by project owner" in "Construction Act of PRC", the project owner or consigned general contractor unit should approve and control the qualification of all sub-contractors. The general contractor and sub-contractors should be informed to Safety and Quality Supervision Station of SCIP in time.

II. According to article 28 "Contractor unit divides whole construction into different sections for sub-contract is forbidden" and the provisions of recently issued HJJG (2005) No.109 "Notice of respective affairs for strengthening sub-contract registration on specialty and labour of construction engineering of Shanghai", the construction unit (general contractor) should sign specialty or labour sub-contract with respective qualified construction unit. The sub-contractor should sign contract with individual labourer. All signed contracts should be registered within given duration to local "Specialty sub-contracting and labour market".

III. According to article 36 in State Department Order No.279 "Quality administration statues on construction engineering" and article 14 in State Department Order No.393 "Safety production administration statues on construction engineering", supervision unit should implement respective responsibilities of supervision on construction quality and safety production of construction engineering. The dynamic administration on construction site should be strengthened. The qualification and certificates of sub-contractors entered construction site should be approved. Safety educations for labourers by construction unit (general contractor) should be urged. Specialty workers should hold respective certificate. Any circumstance of refusing to accept rectifying advices or refusing to implement rectification would be reported to Safety and Quality Supervision Station for Construction Engineering of SCIP or Plan and Construction Department of Administration Committee of SCIP.

IV. Safety and Quality Supervision Station for Construction Engineering of SCIP would record above implementation conditions into afterward honesty and credibility appraisal activity. The units give less implementation would be criticized by circulation.

Annex: "Notice of respective affairs for strengthening sub-contract registration on specialty and labour of construction engineering of Shanghai".

16 September 2005

**Notice of respective affairs for strengthening sub-contract registration on specialty and labour of construction engineering of Shanghai**

HJJG (2005) No.109

To construction committee (Construction Bureau) of every district and county, every respective unit：

In order to implement provisions of “Shanghai construction market administration statues”, “Construction sub-contracting administration measures for building construction and municipal infrastructure engineering” and “Provisions for enterprise qualification administration in construction industry” issued by Construction Ministry, and to standardize the construction market order, to ensure engineering quality and safety, to strengthen specialty and labour sub-contracting administration, the respective affairs of administration on contract registration are notified as following:

I. Strengthen sub-contracting administration, implement contract registration.

1. The construction unit (general contractor) should sign specialty or labour sub-contract with respective qualified construction unit.

2. The construction unit (general contractor) winning the bid should implement comprehensive insurance with submission of Bid Winning Notice, Contract, Checked estimation of labourer numbers for construction to local sub-contracting and labour market within 3 days after received Bid Winning Notice.

3. When the construction unit (general contractor) implements procedures of comprehensive insurance, it should consent in written to sign sub-contracts strictly abiding by provisions of Construction Ministry Order No.87 and No.124. It should urge and supervise the sub-contractors of specialty or labour to register contracts in time in local specialty sub-contracting and labour market.

4.The specialty sub-contractor and labour sub-contractor should register signed contract within 7 days after signing of contract with submission of original contract and “Honesty and credibility manual” to local specialty sub-contracting and labour market.

5. The specialty sub-contract and labour sub-contract should be stamped with mutual special contract seal.

6. The specialty sub-contract and labour sub-contract should be the uniform “The specialty sub-contract and labour sub-contract of construction engineering” (Annex 1).

7. The specialty sub-contractor and labour sub-contractor should register signed individual employment contracts and comprehensive insurance in local specialty sub-contracting and labour market within 7 days after signing of individual employment contracts.

8. The individual employment contract for labourers should be the uniform “The labour contract for labourers of construction engineering” (Annex 2).

II. The mission of local specialty sub-contracting and labour market.

Every local specialty sub-contracting and labour market should implement respective responsibilities for registration work of specialty sub-contract and labour sub-contract. The registration work mainly include following items:

1. The market should witness labour demander and supplier signing labour employment contract and should register the labour employment contract.

2. The market should supervise and urge all sub-contractors to set up and provide special bank accounts for wage of labourers (The reserved deposit in special bank accounts should be more than 10% of total amount of labour contracts). The special bank accounts should also be registered.

3. The market should supervise and urge sub-contractors to prepare wage card of labourers ready. The wage card complies with regulation of actual name. The sub-contractors should assign the wage of labourers in full amount periodically with the help of wage cards.

4. The labourers from outside of Shanghai with registered labour employment contracts should be supplied with education and training of law knowledge and specialty knowledge. The pre-training certificates should be issued to eligible labourers. The validity of pre-training certificate is one year in temporary decision.

5. The market should set up card No. of comprehensive insurance to convenience of

sub-contractors for handing in the comprehensive insurance fee.

6. The market should collect comprehensive insurance fee handed in by sub-contractors complying with provisions. The market should still collect, dispose and save all respective administration data.

7. The market should share information on net. The municipal labour employment trends should be reflected promptly. The market should supply demand and supply information of sub-contract market. The market should also accept and issue information for sub-contractors.

8. The market should implement regular examination and appraisal on operation activity and on standardized employment of construction enterprises. The results of examination and appraisal should be registered in the "Honesty and credibility manual" of enterprises.

III. Specify assignment of responsibilities and strengthen mutual collaboration.

1. Administration Office of Shanghai Construction Industry is administrative department for specialty sub-contracting and labour sub-contracting market of construction engineering.

2. The municipal administration department of construction engineering and construction enterprises would take specific responsibilities of coordination and management on specialty sub-contracting and labour sub-contracting market of construction engineering.

3. The municipal bidding administration department of construction engineering would take specific responsibilities to examine the estimated labour employment specified in the notice of bid winning engineering and to convey basic information of bid engineering conditions.

4. The municipal Safety and Quality Supervision Station for Construction Engineering of Shanghai would take responsibilities to examine respective contracts at the time of inspection and registration of engineering completion.

5. The construction administration department of every district and county should take responsibilities of management on local specialty sub-contracting and labour sub-contracting market of construction engineering.

6. Every specialty sub-contracting and labour sub-contracting market of construction engineering of every district and county should take responsibilities to register specialty sub-contract and labour sub-contract of construction engineering and to collect comprehensive insurance fee for labourers of construction.

7. Administrative execution departments of construction at all levels should actively collaborate to strictly investigate any illegal activity.

This notice would come into effect from 1 September 2005. Every administrative department should strengthen communication during implementation.

Annex: 1. The Specialty Sub-Contract and Labour Sub-Contract of Construction Engineering.

2. The Labour Contract for Labourers of Construction Engineering.

Administration Office of Shanghai Construction Industry

12 August 2005

## Annex 1: **The Specialty Sub-Contract and Labour Sub-Contract of Construction Engineering (For Reference)**

Awarder（Contract awarding unit）：_____

Sub-contractor（Contracting unit）：_____

According to "Contract Act of PRC", "Construction Act of PRC", and other respective laws and regulations, the two parties hereof reach mutual agreement by negotiation on labour collaboration of construction engineering. By the rule of equality, voluntary, fair, honest and credible, the two parties signed this labour sub-contract for mutual compliance and implementation.

I. Engineering description：_____

II. Engineering location：_____

III. Engineering contents, features and quantity：

IV. Engineering duration：

V. Engineering quality requirements：

VI. Engineering cost：

VII. Engineering contract style and payment provisions：

VIII. Payment and settlement method：

IX. The material of the engineering would be supplied by Awarder according to the construction schedule. The Awarder would examine respective specifications and types etc for confirmation of and delivery to the Sub-contractor. The included：

X. Examination and inspection：The Awarder hereof require to examine four aspects of the Sub-contractor. Then the settlement could be implemented.

1. Production safety: The Sub-contractor should strengthen safety education. It should strictly comply with technical safety regulations and provisions. The safety measures should be implemented to ensure construction safety.

2. Engineering quality: The Sub-contractor should abide by engineering quality standards. The construction should be carefully organized meeting respective requirements of drawings, construction inspection regulations, construction organization design, construction technology plan etc to ensure engineering quality reaches stipulated quality requirements.

3.Engineering duration：

4. Civilized construction: The Sub-contractor should strengthen construction site administration. It should strictly implement administrative provisions of construction administrative department, environmental protection department, firefighting department, environment sanitation department etc to realize civilized construction.

XI. Responsibilities of Awarder：

1. The Awarder would implement education of safety, quality, civilization, comprehensive administration etc on labourers employed by Sub-contractor to perfect routine supervision work.

2. The Awarder would organize and be responsible for detail transition of construction technology and measures to labourers employed by Sub-contractor.

3. The Awarder would be responsible for guidance and supervision on safety, engineering quality, civilized construction etc for labourers employed by Sub-contractor.

4. The Awarder would be responsible for accommodation of labourers employed by Sub-contractor. The Awarder would promptly implement guidance and supervision on their sanitation etc.

5. The Awarder would fulfill payment liability promptly and fully by stipulations in contract.

XII. Responsibilities of Sub-contractor：

1. The Sub-contractor carefully organizes construction by applicable national regulations and construction inspection regulation to meet respective requirements of transferred details.

2. The Sub-contractor should carefully compile construction schedule by the requirement of duration schedule from Awarder.

3. The Sub-contractor should fulfill wage of labourers promptly and fully by stipulations in contract.

4. The Sub-contractor should implement production safety measures on construction site to perfect all fundamental work abiding by provisions stipulated in the safety agreement.

5. The Sub-contractor should implement standardized labour employment procedures before entering into site according to respective provisions by State and Shanghai Municipality.

（1）The Sub-contractor should submit valid certificates of “Business license for judicial person” and “Enterprise qualification certificate” etc.

（2）The labourers employed by Sub-contractor in construction area of the Awarder should submit valid certificates of ID card, specialty operation certificates etc.

6. The Sub-contractor should strengthen administration on labourers to consciously comply with all administrative provisions.

XIII. Mutually negotiated labour cost:

| Sub-engineering and items description | Construction unit | Manpower cost（Yuan） | After inspection, the eligible job would be increased from basic cost. The ineligible job would be decrease from basic cost. | | | Remarks |
|---|---|---|---|---|---|---|
| | | | Quality | Duration | Civilized construction | |
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XIV. As signing this contract, two parties hereof should simultaneously sign following contract accessories. These accessories have same legal effect as this contract.

1. Production safety agreement.

2. Agreements on security, guard, fire fighting etc.

XV. The two parties could stipulate separately on items of material, equipment, tools, technology etc.

XVI. Responsibilities for breach：

1.The Awarder should take responsibilities for breach in any case of following cases：

（1）If the Awarder did not examine the engineering volume of the Sub-contractor by stipulations, did not pay the engineering labour cost by stipulations, did not pay the remained engineering labour cost by stipulations, the Awarder should pay the interest of delayed engineering labour cost to the Sub-contractor by the loan rate of the same term paid by the Sub-contractor to the bank. The Awarder should also pay a penalty to the Sub-contractor at the daily rate of _____‰ of delayed amount.

（2）If the Awarder did not fulfill liability or be inconsistent with stipulations, the Awarder should pay a penalty of RMB_____to the Sub-contractor. The Awarder should also compensate for economic loss suffered by Sub-contractor for the breach. The work duration of the Sub-contractor would also be prolonged correspondingly.

2.In case of following conditions, the Sub-contractor should bear corresponding liability for breach：

（1）The Sub-contractor delayed the engineering duration by the cause of itself. The Sub-contractor should pay a penalty of ____ for one delayed day to the Awarder.

（2）The construction engineering quality of the Sub-contractor did not comply with stipulated quality requirements but meet the lowest standard requirements of national provisions. The Sub-contractor should pay a penalty of ____ to the Awarder.

（3）If the Sub-contractor did not fulfill liability or be inconsistent with stipulations, the Sub-contractor should pay a penalty of RMB_____to the Awarder. The Sub-contractor should also compensate for economic loss suffered by Awarder for the breach. The work duration of the Sub-contractor would not be prolonged.

3、Any party breached the contract should still fulfill respective obligations on request of the other party for continuance after the breach liability accepted.

XVII. The Awarder hereof assigns_____as the site manager. The Sub-contractor hereof assigns_____as the site manager. The site managers would be mutually responsible for implementation of stipulations in the contract hereof.

XVIII. Dispute.

Any dispute arose from the fulfillment of the contract hereof would be settled by mutual

negotiation. If no agreement could be reached, it would be submitted to local court for arbitration.

XIX. The contract hereof would come into effect after signing. It would be invalid after completion inspection of whole engineering contents contracted and the engineering cost is settled.

Any affair uncovered in the contract hereof would be stipulated in other complement agreements with mutual negotiation. This contract is made in same 3 original copies. Each party would hold one copy. The other copy would be submitted to the specialty sub-contracting and labour sub-contracting market for registration. The duplicated copies would be_____copies. The Awarder would hold_____duplicated copies. The Sub-contractor would hold_____duplicated copies.

| | |
|---|---|
| Awarder（contract seal）: | Sub-contractor（contract seal）: |
| Judicial deputy: | Judicial deputy: |
| Assigned deputy: | Assigned deputy: |
| Add: | Add: |
| Tel.: | Tel.: |
| Accounts Bank: | Accounts Bank: |
| Accounts No.: | Accounts No.: |
| Date: | Date: |

Annex 2: **The Labour Contract for Labourers of Construction Engineering (For Reference)**

Employer: _____

Registered Address: _____Qualification category: _____

Operation Address: _____

Tel.（or Hand Mobile）: _____POC: _____

Labourer: _____Sex: _____

ID No.: _____

Address of registered identification: _____

On demand of construction market and according to respective laws and regulations, and the rule of equality, voluntary, fair, honest and credible, the two parties hereof reach mutual agreement on labour with negotiation for mutual compliance and implementation.

I. Work content:

1.Engineering description: _____

2. On demand of the employer, the labourer agrees to undertake the work of post.

II. Contract duration:

1.Options for contract duration (tick one of the following two items:

（1）（ ）The duration of this contract is _____months。

Effective from_____to_____.

The renewal of this contract could be signed within one month before expiration of this contract on mutual demand.

（2）（ ）The duration of this contract would be terminated on the completion date of the work on stipulated post.

III. Wage for labour:

1. The employer would pay the labourer wage of _____ Yuan/working day. The payment would be fulfilled in cash before_____of each month. If the pay day is in Spring Festival duration, the employer would pay wage of the labourer 15 days before Spring Festival.

2.Other mutual stipulations on wage: _____

_____

IV. Mutual rights and obligations:

1.The rights and obligations of Employer:

（1）The Employer would implement necessary administration on the Labourer according to the work requirements, the regulations of the construction unit and stipulations of this contract.

（2）The Employer could change the stipulated post of the Labourer according to the behaviour and capability of the Labourer.

（3）The Employer would protect legal rights of the Labour to pay the wage according to the stipulations in the contract.

（4）The Employer would implement safety education and post training before the Labourer starts work. The Employer would also supply working conditions complying with requirements of safety and sanitation.

（5）The Employer would implement registration procedures for “Employment Registration Manual” of the Labourer and Social Comprehensive Insurance etc.

2. The rights and obligations of the Labourer：

（1）The Labourer should comply with all regulations of respective department of Shanghai during the labour duration.

（2）The Labourer should implement construction post liability according to all the regulations of the Employer.

（3）The construction quality of the Labourer should comply with respective regulations and technical standards.

（4）The Labourer should consciously accept labour training before start work and should obtain respective Training Certificate.

（5）The Labourer has the right to obtain the wage payable according to the stipulations of this contract.

（6）The Labourer has the right to obtain Shanghai Social Comprehensive Insurance during labour duration. The Labourer could also enjoy two items of insurance of Industrial Injury and Medical Treatment in Hospital.

X. Contract revision：

Any item of this contract could only be revised by mutual negotiation with agreement. The revised contract or accessories would be effective with mutual signatures. Other stipulation on contract revision in this contract should also be complied with.

XI. The expiration and cancellation of the contract：

1 In any one of the following cases, this contract would be terminated：

（1）The contract duration expires；（2）The stipulated termination conditions happened；（3）The Employer go bankruptcy, is dismissed or cancelled ；（4）的 The death of the Labourer。

2.If the Labourer has any case of following conditions, the Employer could cancel the contract：

（1）Seriously offended the labour discipline or the regulations of the Employer；（2）Seriously neglected respective duty, plotted jobbery, caused significant loss of the Employer；（3）Was investigated for penal liabilities；（4）Not capable for the job, still not capable for the job after training or changed the post；（5）The contract hereof could not be implemented for the reason of serious variation of actual conditions from that at signing of this contract and the parties hereof could not reach mutual agreement on the revision of the contract by negotiation；（6）Other conditions stipulated by laws and regulations.

3.If the Employer has any case of following conditions, the Labourer could cancel the contract：

（1）The Employer obliges the Labourer to work with violence, threatening or other illegal means confining the liberty of the Labourer；（2）The Employer did not pay the wage by the contract stipulation；（3）The work and sanitation conditions supplied by the Employer are scurvy to seriously harm the health of the Labourer；（4）The Employer did not register the “Employment Registration Manual” and Social Comprehensive Insurance etc for the Labourer.

4. After the contract hereof is terminated or cancelled, the Labourer should transfer respective work to the Employer with one week after invalidation of the contract.

VII. Responsibilities for breach：

1. Any party hereof not implementing stipulated obligations hereof should takes respective legal responsibilities.

2.Settlement for breach of this contract：_____

VIII. Dispute arbitration：

Any dispute arose from the fulfillment of the contract hereof would be settled by mutual negotiation. If no agreement could be reached, it would be submitted to local governmental labour dispute arbitration department or local court for arbitration.

IX. Others：

1.Other items stipulated mutually on demand：_____

2. This contract is made in same 3 original copies. Each party would hold one copy. The other copy would be submitted to the local specialty sub-contracting and labour sub-contracting market for registration.

3. Any affair uncovered in the contract hereof would be stipulated in other complement agreements with mutual negotiation.

4. Any items hereof inconsistent with laws and regulations would abide by the laws and regulations.

| | |
|---|---|
| Employer（Contract seal）： | Labourer（Signature）： |
| Judicial deputy： | |
| Address： | Address： |
| Tel.： | Tel.（or Hand mobile）： |
| Date: | Date: |

**Organization Structure of Shanghai Chemical Industry Park**