



HSE Employee Labor Protection Equipment (PPE) Management Procedure

Document No.: CLADDING-HSE-OC-17

1 Purpose

To standardize the full-lifecycle management of employees' Labor Protection Equipment (hereinafter referred to as "PPE") of the Company, ensure employees' safety and health during production and operation activities, prevent work-related accidents and occupational hazards, and guarantee the compliant provision, correct use, and effective maintenance of PPE. In accordance with the *Law of the People's Republic of China on Work Safety*, *Law of the People's Republic of China on the Prevention and Control of Occupational Diseases*, *Administrative Provisions on the Supervision and Administration of Labor Protection Equipment*, *Specifications for Selection of Personal Protective Equipment* (GB/T 29510, GB/T 11651), and PPE control requirements of Cladding Technology Shanxi Co., Ltd, a PPE management mechanism featuring "closed-loop management and clear responsibility assignment" is hereby established, and this procedure is formulated accordingly.

2 Scope of Application

This procedure applies to all departments of the Company involved in PPE management (HSE Management Department / Quality, Safety and Environmental Protection Department, Procurement Department, Administration Department, Logistics and Transportation Department, Warehousing Center, Equipment Management Department, all business departments, Human Resources Department) and all personnel (including regular employees, dispatched workers, interns, etc.), covering the following scopes:

2.1 Departments and Positions

- Warehousing Center: Material Handlers, Storekeepers (exposed to dust, falling objects, heavy lifting);
- Logistics and Transportation Department: Drivers, Escorts (exposed to noise, hazardous chemicals, night operation risks);

- Equipment Management Department: Maintenance Workers, Welders, Electrical Workers (exposed to noise, chemical solvents, welding fumes, mechanical injuries, electric shock risks);
- Administration Department: Printing Staff (exposed to toner dust), Canteen Staff (exposed to oil fumes, high temperature);
- Hazardous Chemical Management Positions: Personnel engaged in storage, transportation and use of hazardous chemicals (exposed to chemical burns, poisoning risks);
- High-Altitude Operation Positions: Personnel engaged in equipment installation and maintenance at height (exposed to falling risks);
- Other Departments: Office Employees (exposed to sedentary strain, requiring ergonomic protection), Laboratory Personnel (exposed to chemical toxicants, biological factors).

2.2 Types of PPE

- Special Labor Protection Equipment (mandatory certification required, with "LA" mark): Dust Masks (N95 and above), Anti-Noise Earplugs/Earmuffs, Gas Masks, Chemical-Resistant Clothing, Safety Helmets, Safety Belts, Welding Helmets, Insulated Gloves, Insulated Shoes, Safety Goggles, Chemical-Resistant Gloves;
- General Labor Protection Equipment (no mandatory certification required): Ordinary Work Clothes, Labor Protection Shoes (slip-resistant, impact-resistant), Ordinary Gloves, Ergonomic Chairs, Lumbar Cushions, Reflective Vests.

2.3 Management Links

Covering the full-lifecycle management of PPE, including hazard identification and demand assessment, procurement, acceptance, provision and distribution (including personal dedicated management), use and training, maintenance and storage (including inspection and testing), handling of special circumstances (emergency use, damage and loss), and scrapping and disposal.

3 Terms and Definitions

3.1 Labor Protection Equipment (PPE)

Refers to personal protective equipment provided by the Company to employees to protect them from or mitigate accident injuries and occupational hazards during work, including special PPE and general PPE.

3.2 Special Labor Protection Equipment

Refers to PPE directly related to employees' life safety and health, which must comply with national mandatory standards and obtain the "Special Labor Protection Equipment Safety Mark" (LA mark), such as safety helmets, safety belts, insulated gloves, gas masks, etc.

3.3 PPE Demand Assessment

Refers to the process of determining the protected body parts, protection level and suitable PPE type based on the severity and exposure frequency of workplace hazard factors (physical, chemical, biological, etc.) and combined with the characteristics of the working environment.

3.4 PPE Replacement Cycle

Refers to the service life of PPE from distribution to the point where it can no longer meet protection requirements, determined based on PPE type, frequency of use, degree of wear and national standards (e.g., dust masks: once a month, safety helmets: once every 2 years).

3.5 Personal Dedicated PPE

Refers to PPE that is in direct contact with the skin or needs to be adapted to personal body shape (such as gas mask facepieces, insulated gloves, safety helmets), which is exclusively used by individual employees and must be handed over or scrapped when employees leave their positions.

4 Responsibility Assignment

4.1 Company Top Management

- Ensure investment in funds required for labor protection equipment (procurement, testing, training, maintenance);
- Approve important decisions on labor protection equipment management (e.g., annual procurement budget, revision of provision standards, batch scrapping).

4.2 Management Representative

- Supervise the implementation of the labor protection equipment management procedure to ensure compliance with processes;
- Coordinate and resolve major issues in labor protection equipment management (e.g., disputes over supplier qualifications, cross-departmental management conflicts);
- Review major PPE management plans (e.g., selection of new-type PPE, emergency protection material reserve plans).

4.3 HSE Management Department / Quality, Safety and Environmental Protection Department (Leading Management Department)

- Take the lead in formulating and revising this procedure and the *Company PPE Provision Standards* (Appendix A), specifying the PPE type, specification, provision standard and service life for each position;
- Organize PPE hazard identification and demand assessment: collaborate with all business departments to identify workplace hazard factors, assess protection needs, and review demand plans;
- Supervise the full-lifecycle management of PPE: review procurement lists (to ensure compliance with standards and position needs), inspect the compliance of use and wearing, and verify the rationality of scrapping;
- Organize PPE use training: formulate training plans and conduct training on hazard identification, protection principles, wearing methods, maintenance and emergency use (Appendix C);
- Be responsible for PPE inspection and testing management: organize regular inspection and testing of special PPE requiring mandatory testing (e.g., safety helmets, safety belts, insulated gloves), and establish testing ledgers;
- Participate in PPE acceptance: collaborate with the Procurement Department and Administration Department to accept special PPE, and verify the LA mark, conformity certificates and performance parameters;
- Establish PPE management archives: file demand assessment records, procurement contracts, testing reports, distribution ledgers, training records and scrapping records.

4.4 Procurement Department (Newly Added Functions)

- Be responsible for the procurement of labor protection equipment: select suppliers from the qualified supplier list based on the approved demand plan;
- Supplier management: establish and maintain the qualified supplier list, review supplier qualifications (business license, LA mark authorization, product certification certificate), and regularly evaluate supplier product quality and services (e.g., delivery timeliness, after-sales response);
- Ensure compliance of procured products: special PPE for procurement must bear the "LA" mark and comply with national/industry standards (e.g., safety helmets complying with GB 2890, safety belts complying with GB 6095), and priority shall be given to products with good comfort and excellent protection performance;
- Sign procurement contracts: clarify product specifications, quantity, quality requirements (including requirements for providing conformity certificates and testing reports), delivery time, and after-sales services (return and replacement of unqualified products, compensation for quality problems);
- Track procurement progress: ensure timely delivery of PPE to avoid stock shortages affecting use, and give priority to procurement of special needs (e.g., emergency PPE).

4.5 Administration Department

- Be responsible for PPE warehouse management: set up a dedicated PPE warehouse, store PPE by category (special and general PPE stored separately, emergency PPE stored independently), with clear labels, and keep the warehouse dry and ventilated to avoid mixing with corrosive substances;
- Implement PPE acceptance: collaborate with the HSE Management Department and Procurement Department to conduct arrival acceptance, fill out the *PPE Procurement Acceptance Record* (Appendix B), inspect the appearance, labels and qualification documents (conformity certificate, user manual, testing report), conduct performance tests if necessary (e.g., airtightness check of masks), and reject unqualified products and require suppliers to return or replace them;
- Provision and distribution management: establish a distribution ledger (Appendix C) in accordance with the *PPE Provision Standards*, distribute PPE to new employees on their first day of employment, conduct regular replacement according to the cycle, and allow application for early replacement in special circumstances (e.g., PPE damage or contamination);
- Personal dedicated PPE management: establish personal use archives for PPE that is in direct contact with the skin (e.g., gas mask facepieces, insulated gloves), record the collection, replacement and maintenance of PPE; recover dedicated PPE when employees are transferred to other positions, and handle handover or scrapping procedures when employees leave the Company;
- Assist in PPE maintenance: guide employees in daily cleaning and maintenance of PPE, and regularly inspect the storage status of PPE in the warehouse (e.g., moisture-proof, anti-aging).

4.6 Human Resources Department

- Provide accurate position and personnel information: update the position list and personnel changes (employment, resignation, transfer) in a timely manner to ensure accurate PPE demand assessment and distribution;
- Assist in conducting PPE use training: incorporate PPE training into the new employee induction training system, cooperate with the HSE Management Department to organize training, record training attendance and assessment results, and ensure 100% training coverage;
- Cooperate in personal dedicated PPE management: assist the Administration Department in handling PPE handover procedures when employees are transferred or resign.

4.7 All Business Departments / Units (Workplace Responsibility Departments)

- Propose PPE demand plans for their own departments: based on the actual workplace hazards, submit the *PPE Demand Assessment Form* (including hazard identification results and demand quantity) for the next year to the HSE Management Department for review in December each year;

- Supervise employees in their own departments to use PPE correctly: conduct daily inspections of PPE wearing (e.g., safety helmets with chin straps fastened, safety belts used with high anchorage and low use), and correct non-standard behaviors (e.g., removing masks during work, modifying PPE without authorization);
- Be responsible for daily PPE management in their own departments: guide employees in maintaining personal dedicated PPE, and report PPE defects or damage (e.g., expired filter elements, worn safety belt webbing) in a timely manner;
- Cooperate in PPE inspection and testing: collect special PPE in their own departments that require inspection and testing (e.g., safety helmets, insulated gloves), and submit them to the Administration Department for unified inspection and testing;
- Handle special PPE circumstances in their own departments: organize the collection of emergency PPE (e.g., gas masks for accident rescue), report PPE damage and loss, and handle compensation and reissuance in accordance with regulations.

4.8 All Employees

- Wear and use PPE correctly: must wear PPE as required when entering the workplace, master the correct wearing method (e.g., airtightness check of dust masks, correct insertion of earplugs), and must not remove protective components without authorization;
- Participate in PPE use training: must participate in training before taking up the post (for new employees) and before using new-type PPE, and can only take up the post after passing the assessment; regularly participate in re-training;
- Properly keep personal dedicated PPE: clean and maintain personal dedicated PPE (e.g., clean safety goggles daily, inspect safety helmet liners weekly), store it in a dedicated location, and avoid loss or damage;
- Report problems in a timely manner: immediately stop using and report to the department head or Administration Department when discovering PPE defects (e.g., cracks, air leakage), damage or expiration;
- Cooperate in PPE management: handle handover procedures for personal dedicated PPE when resigning, and bear compensation liability in accordance with regulations for abnormal PPE damage.

5 Management Procedures

5.1 Hazard Identification and Demand Assessment

5.1.1 Hazard Identification

1. Identification Entity and Frequency: The HSE Management Department takes the lead, with the cooperation of all business departments, to conduct a comprehensive hazard identification once a year; special identification shall be completed within 15 days when new positions are added, work processes are changed, or new chemicals are used;

2. Identification Content:

- Physical Hazards: Falling objects (warehousing and handling), noise (equipment operation), high temperature (summer operations), electric shock (electrical operations), falling from height (high-altitude operations);
 - Chemical Hazards: Dust (warehousing, welding), chemical solvents (equipment cleaning), hazardous chemicals (storage and use), welding fumes (welding operations);
 - Biological Hazards: Bacteria/viruses in laboratories, food contamination in canteens;
 - Other Hazards: Mechanical injuries (equipment maintenance), sedentary strain (office work);
3. Assessment Method: Adopt the "risk matrix method", combining the severity of hazards (e.g., minor injuries, severe injuries) and exposure frequency (e.g., daily exposure, monthly exposure) to determine the risk level (high, medium, low).

5.1.2 Demand Assessment

1. Assessment Basis: Based on the results of hazard identification, combined with *Specifications for Selection of Personal Protective Equipment (GB/T 11651)* and *Selection, Use and Maintenance of Respiratory Protective Equipment (GB/T 18664)*, determine:
- Protected Body Parts: Head (safety helmets), face (safety goggles, face shields), respiratory tract (masks, gas masks), hands (gloves), feet (safety shoes), torso (chemical-resistant clothing, work clothes), fall protection (safety belts);
 - Protection Level: For example, N95 dust masks are selected for high-concentration dust positions, and earplugs with noise reduction value $\geq 25\text{dB}$ are selected for high-noise positions;
2. Formulate Provision Standards: The HSE Management Department formulates the *Company PPE Provision Standards* (Appendix A) based on the assessment results, specifying positions, hazard factors, PPE types, provision standards (quantity) and service life;
3. Submit Demand Plans: All business departments fill out the *PPE Demand Assessment Form* based on the provision standards and number of personnel, submit it to the HSE Management Department for review, and the approved plans are included in the annual procurement plan.

5.2 Procurement Management

5.2.1 Supplier Management

1. Supplier Access: The Procurement Department collects supplier qualification documents, including:
- Business license (business scope including PPE sales);

- Suppliers of special PPE shall provide LA mark authorization certificates and product certification certificates (e.g., safety helmet certification complying with GB 2890);
 - No PPE quality complaints and qualified testing reports in the past 3 years;
2. Qualified Supplier List: The Procurement Department establishes and dynamically updates the *Qualified Supplier List*, evaluates suppliers once a year (product quality, delivery speed, after-sales service), and removes unqualified suppliers from the list;
 3. Supplier Communication: Sign long-term cooperation agreements with major suppliers, clarifying quality commitments and emergency supply mechanisms (e.g., delivery within 48 hours for emergency needs).

5.2.2 Procurement Implementation

1. Procurement Plan: The Procurement Department formulates annual/quarterly procurement plans based on the approved *PPE Demand Assessment Form*, specifying PPE types, specifications, quantities, budgets and delivery times;
2. Procurement Methods:
 - Amount \geq RMB 100,000: Public bidding shall be adopted to select suppliers with optimal cost-effectiveness;
 - Amount $<$ RMB 100,000: Price comparison shall be adopted, and quotations shall be obtained from at least 3 suppliers in the qualified supplier list;
3. Contract Signing: The procurement contract shall clarify the following clauses:
 - Product Specifications: For example, safety helmets are medium-sized and comply with GB 2890; dust masks are N95 type and bear the LA mark;
 - Quality Requirements: Provide conformity certificates and user manuals together with the goods; special PPE shall be provided with recent testing reports;
 - Delivery Requirements: Deliver to the designated warehouse within the agreed time with intact packaging;
 - After-Sales Liability: Unconditional return and replacement for unqualified products; bear compensation liability for accidents caused by quality problems.

5.2.3 Acceptance Management (Integrating Appendix B)

1. Acceptance Entity: The Administration Department takes the lead, collaborating with the HSE Management Department and Procurement Department to conduct arrival acceptance and fill out the *PPE Procurement Acceptance Record* (Appendix B);
2. Acceptance Content:

| Inspection Item | Inspection Content | Inspection Standard | Inspection Method |
|-----------------|--------------------|---------------------|-------------------|
|-----------------|--------------------|---------------------|-------------------|

| | | | |
|-----------------------------|---|---|---|
| Qualification Documents | LA mark, product conformity certificate, testing report | LA mark is clear and valid; conformity certificate is consistent with product model; testing report is within the validity period | Visual inspection, document review |
| Appearance Quality | Surface condition, structural integrity | No damage, deformation or stains; buckles/straps are firm | Visual inspection, hand test (e.g., stretching webbing) |
| Specifications and Models | Product size, parameters | Consistent with the procurement contract (e.g., mask size, earplug noise reduction value) | Compare with the contract, check product labels |
| Performance Test (Sampling) | Airtightness (masks/facepieces), insulation (gloves) | No air leakage during mask exhalation; insulated gloves pass withstand voltage test | On-site test (e.g., mask airtightness check), commissioned test |

1. Result Handling:

- Qualified Acceptance: The Administration Department handles warehousing procedures and updates the inventory ledger;
- Unqualified Acceptance: The Administration Department immediately notifies the Procurement Department, which contacts the supplier for return or replacement, records the reasons for disqualification (e.g., missing labels, inconsistent sizes), and tracks rectification until qualification.

5.3 Provision and Distribution

5.3.1 Provision Principles

1. Provision Based on Needs: Provide corresponding PPE according to the *PPE Provision Standards* (Appendix A) based on workplace hazard factors; for positions with multiple hazard factors, supporting PPE shall be provided (e.g., hazardous chemical management

positions shall be provided with safety goggles, chemical-resistant gloves and gas masks simultaneously);

2. Emergency Priority: Emergency PPE (e.g., spare gas masks, first-aid protective gloves) shall be stored independently, and the quantity shall meet the accident rescue needs (1.2 times the maximum number of potentially affected personnel);
3. Combination of Shared and Dedicated Use: PPE not in direct contact with the skin (e.g., reflective vests, ordinary gloves) can be shared by the department; PPE in direct contact with the skin or requiring personal adaptation (e.g., safety helmets, gas mask facepieces, insulated gloves) shall be dedicated to individuals.

5.3.2 Distribution Management

1. Distribution Ledger: The Administration Department establishes the *PPE Distribution Ledger* (Appendix C), recording the employee's name, department, position, PPE type, specification, distribution date, service life, next replacement date and employee's signature;
2. Distribution Timing:
 - New Employees/Interns: The Human Resources Department notifies the Administration Department, which distributes the required PPE for the position on the employee's first day of employment;
 - Regular Replacement: Distribute PPE according to the service life (e.g., 2 dust masks per person per month, 1 safety helmet per person every 2 years); the Administration Department reminds the department to collect PPE 3 days in advance;
 - Early Replacement: If an employee applies for early replacement due to PPE damage, contamination or reduced protection performance, the application shall be signed by the department head, and the Administration Department shall verify and reissue PPE;
3. Distribution Requirements: When distributing PPE, the Administration Department shall explain the PPE use method, maintenance requirements and service life to employees to ensure that employees understand basic protection knowledge.

5.3.3 Personal Dedicated PPE Management

1. Scope of Dedicated PPE: Safety helmets, gas mask facepieces, insulated gloves, insulated shoes, safety goggles (personal adaptive models);
2. Personal Archives: The Administration Department establishes *Personal PPE Use Archives* for personal dedicated PPE, recording the collection, replacement, maintenance and testing of PPE;
3. Handover and Recovery:
 - Employee Transfer: If the new position does not require the original dedicated PPE, the employee shall return the dedicated PPE to the Administration Department, which re-allocates or scraps it after checking its integrity;

◦ Employee Resignation: The employee shall hand over all personal dedicated PPE to the Administration Department; if PPE is lost or abnormally damaged, compensation shall be made in accordance with the Company's regulations; the Administration Department shall update the archives after completing the handover.

6 Supporting Documents

- *Law of the People's Republic of China on Work Safety*
- *Law of the People's Republic of China on the Prevention and Control of Occupational Diseases*
- *Administrative Provisions on the Supervision and Administration of Labor Protection Equipment*
- *Specifications for Selection of Personal Protective Equipment (GB/T 29510)*
- *Personal Protective Equipment for Use in Workplaces - Selection, Use and Maintenance (GB/T 11651)*
- *Safety Helmets (GB 2890)*
- *Safety Belts (GB 6095)*
- *Respiratory Protective Equipment - Selection, Use and Maintenance (GB/T 18664)*
- *PIPING SYSTEM PTE LTD Labor Protection Equipment Management Specifications*
- *COMPANY Labor Protection Equipment Control Requirements*
- *Company Asset Management Regulations*

7 Appendices

Appendix A: Company PPE Provision Standards (Template)

| Department | Position | Hazard Factors | PPE Type | Specification | Provision Standard (Quantity/Period) | Service Life | Replacement Cycle |
|--------------------|------------------|--------------------------------------|---|---|--|---------------------------------------|--|
| Warehousing Center | Material Handler | Dust, falling objects, heavy lifting | 1. N95 Dust Mask 2. Safety Helmet 3. Labor Protection Shoes | 1. LA-certified 2. GB 2890, medium-sized 3. GB 21148, | 1. 2 pieces/person/month 2. 1 piece/person/2 years 3. 1 pair/person/1 year | 1. 1 month 2. 2 years 3. 1 year | 1. Monthly 2. Biennially 3. Annually |

| | | | | | | | |
|---|---------------|---|---|---|---|--|---|
| | | | (anti-slip, impact-resistant) | size 42-44 | | | |
| Logistics and Transportation Department | Driver | Noise, night operation, chemical exposure (hazardous chemical transportation) | 1. Anti-Noise Earplugs 2. Reflective Vest 3. Gas Mask (for hazardous chemical transportation) | 1. Noise reduction $\geq 25\text{dB}$ 2. High visibility 3. Organic vapor type, LA-certified | 1. 1 pair/person/month 2. 1 piece/person/6 months 3. 1 set/person/2 years | 1. 1 month 2. 6 months 3. 2 years | 1. Monthly 2. Semi-annually 3. Biennially |
| Equipment Management Department | Welder | Welding fumes, noise, arc light, mechanical injury | 1. Welding Helmet 2. N95 Dust Mask 3. Welding Gloves 4. Anti-Noise Earplugs | 1. Anti-arc light, adjustable 2. LA-certified 3. Heat-resistant, flame-retardant 4. Noise reduction $\geq 25\text{dB}$ | 1. 1 piece/person/1 year 2. 2 pieces/person/month 3. 1 pair/person/3 months 4. 1 pair/person/month | 1. 1 year 2. 1 month 3. 3 months 4. 1 month | 1. Annually 2. Monthly 3. Quarterly 4. Monthly |
| Administration Department | Canteen Staff | Oil fumes, high temperature, food | 1. Oil Fume Mask 2. Heat-Resistant Gloves 3. | 1. Oil-proof, breathable 2. High-temperature | 1. 1 piece/person/6 months 2. 1 pair/person/3 months 3. 2 | 1. 6 months 2. 3 months 3. 6 | 1. Semi-annually 2. Quarterly 3. Semi-annually |

| | | | | | | | |
|------------|----------------------|--|---|---|---|--|--|
| | | contamination | Work Clothes | resistant ≥200°C 3. Sanitary, easy to clean | sets/person/year | months/set | (1 set each time) |
| Laboratory | Laboratory Personnel | Chemical toxicants, biological factors | 1. Chemical-Resistant Gloves 2. Safety Goggles 3. Gas Mask 4. Chemical-Resistant Apron | 1. Acid and alkali resistant 2. Impact-resistant, anti-fog 3. Multi-gas type, LA-certified 4. Waterproof, chemical-resistant | 1. 1 pair/person/month 2. 1 piece/person/6 months 3. 1 set/person/2 years 4. 1 piece/person/1 year | 1. 1 month 2. 6 months 3. 2 years 4. 1 year | 1. Monthly 2. Semi-annually 3. Biennially 4. Annually |

Appendix B: PPE Procurement Acceptance Record (Template)

| Acceptance Date | Year Month Day | Procurement Contract No. | | Supplier Name | |
|-----------------|----------------|--------------------------|----------|-------------------------|------------------|
| PPE Information | Product Name | Specification/Model | Quantity | Standards Complied With | LA Mark (Yes/No) |
| | | | | | |

| | | | | | |
|---------------------------------------|--|--|--|-----------------------------|--|
| | | | | | |
| | | | | | |
| Qualification Document Inspection | Inspection Item | Compliance Status (<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified) | Remarks | | |
| | Product Conformity Certificate | | | | |
| | Testing Report | | | | |
| | LA Mark Authorization Certificate (for special PPE) | | | | |
| Appearance and Performance Inspection | Product Name | Appearance Status (<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified) | Performance Test Result (<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified) | Defect Description (if any) | |
| | | | | | |
| | | | | | |
| | | | | | |
| Acceptance Conclusion | <input type="checkbox"/> All qualified, agree to warehousing <input type="checkbox"/> Partially unqualified, require return/replacement (unqualified items:) <input type="checkbox"/> Totally | | | | |

| | | | | | |
|----------------------------------|---|--|--|--|--|
| | unqualified, reject the goods | | | | |
| Signatures of Participants | Administration Department: Date: HSE Management Department: Date: Procurement Department: Date: | | | | |

Appendix C: PPE Distribution Ledger (Template)

| Distribution Date | Employee Name | Department | Position | PPE Type | Specification/Model | Quantity | Service Life | Next Replacement Date | Employee Signature | Distributor | Remarks |
|----------------------|------------------|------------|----------|-------------|---------------------|----------|-----------------|-----------------------------|-----------------------|-------------|---------|
| | | | | | | | | | | | |
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Appendix D: Personal PPE Use Archive (Template)

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|-----------------------|-----------------------|---------------|---------------------|
| Employee Name | Employee ID | Department | Position |
| Dedicated PPE Type | First Collection Date | Specification | Collection Quantity |

| | | | |
|-----------------------|-----|-------------|----------------|
| --- | --- | --- | --- |
| Safety Helmet | | | |
| Gas Mask Facepiece | | | |
| Insulated Gloves | | | |
| Insulated Shoes | | | |
| Safety Goggles | | | |
| Archive Keeper | | Update Date | Year Month Day |

Appendix E: PPE Maintenance and Inspection Guide (Template)

| PPE Type | Maintenance Frequency | Maintenance Content | Inspection Standards | Responsible Entity |
|---------------|---|--|---|--|
| Safety Helmet | Weekly (by user); Quarterly (by department) | 1. Clean the outer shell and liner; 2. Check for cracks, deformation or damage of the shell; 3. Check if the chin strap and buckle are firm | 1. No dirt accumulation; 2. No cracks or deformation; 3. Chin strap can be adjusted and fastened | User (daily); Department (quarterly) |
| Safety Belt | Monthly (by user); Semi-annually (by HSE Management Department) | 1. Clean the webbing and metal parts; 2. Check for wear, fraying or aging of the webbing; 3. Check if the metal hooks and buckles are intact | 1. No oil stains or dirt; 2. Webbing wear $\leq 10\%$ of the original thickness; 3. Metal parts have no rust or deformation | User (monthly); HSE Management Department (semi-annually) |

| | | | | |
|------------------------------|---|--|--|---|
| Dust Mask/Gas Mask | Daily (by user); Before use (each time) | 1. Clean the mask body (for reusable types); 2. Check the airtightness (cover the air inlet and exhale); 3. Check if the filter element is expired or contaminated | 1. No dirt; 2. No air leakage; 3. Filter element is within the validity period and free from contamination | User |
| Insulated Gloves | Before use (each time); Monthly (by department) | 1. Clean the glove surface; 2. Check for cracks, pinholes or damage; 3. Conduct airtightness test (inflate and immerse in water) | 1. No oil stains; 2. No cracks or pinholes; 3. No air bubbles during water immersion | User (before use); Department (monthly) |
| Anti-Noise Earplugs/Earmuffs | Daily (by user); Weekly (by department) | 1. Clean the earplugs/earmuff cushions; 2. Check for wear or damage of the earplugs/earmuff cushions; 3. Check if the earmuff headband is elastic | 1. No dirt; 2. No wear or deformation; 3. Headband can be adjusted and fixed | User (daily); Department (weekly) |

8 Supplementary Provisions

8.1 This procedure shall be interpreted by the Company's HSE Management Department / Quality, Safety and Environmental Protection Department.

8.2 This procedure shall come into force on the date of issuance. In case of any inconsistency between the existing PPE management regulations and this procedure, this procedure shall prevail.

8.3 This procedure shall be revised once a year, or updated in a timely manner according to changes in national laws and regulations, CNPC/COMPANY management requirements, and adjustments to the Company's business scope (e.g., newly added hazardous chemical operations, laboratory projects).

8.4 For matters not covered in this procedure, refer to the *Labor Protection Equipment Management Specifications* and relevant national laws, regulations and standards.