

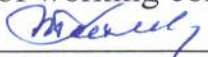
JSC "Mukhamedzhan Tynyshbayev ALT University"	Laboratory of Environmental Safety and assessment of working conditions	
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MANAGEMENT SYSTEM

REGULATIONS ON THE LABORATORY OF ENVIRONMENTAL SAFETY AND ASSESSMENT OF WORKING CONDITIONS P-01-2026

Developed by: Head of the Laboratory
"Environmental safety and assessment
of working conditions"

 Dyusembin E.A.
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1 GENERAL PROVISIONS

1.1 The Laboratory of Environmental Safety and Assessment of Working Conditions (hereinafter referred to as LESandAWC) is a structural unit of JSC "Mukhamedzhan Tynyshbayev ALT University" (hereinafter referred to as University).

1.2 LESandAWC is accredited in the accreditation system of the Republic of Kazakhstan as a testing laboratory in accordance with the declared scope of accreditation. Certificate of accreditation no.KZ.T.02.E1297 dated 09.13.2022, valid until 09.13.2027.

1.3 The laboratory is headed by the head (responsible for the Management Department), who directly reports to the head of JSC "ALT University named after Mukhamedzhan Tynyshpayev", organizes and controls the laboratory's activities, and ensures interaction with other divisions of the enterprise.

The organization and conduct of product testing, analysis and registration of their results is within the competence of the laboratory.

1.4 In its activities, LESandAWC is guided by the current Legislation of the Republic of Kazakhstan (Laws of the Republic of Kazakhstan: "On Technical Regulation", "On Ensuring the uniformity of Measurements", "On Accreditation in the field of conformity assessment"), "Law on Standardization of the Republic of Kazakhstan", organizational (resolutions, orders, assignments of the authorized state body) and regulatory and methodological documents of state systems: technical regulation, ensuring the uniformity of measurements (hereinafter referred to as - GSI RK) and the requirements of the GOST ISO/IEC 17025-2019 standard, the company's Charter, the Quality Manual and these Regulations.

1.5 The LESandAWC Regulation defines the main tasks, functions, duties, rights and responsibilities of LESandAWC staff.

1.6 The appointment and dismissal of LESandAWC employees, the approval of job descriptions and the setting of official salaries are carried out by the Board-Rector of University.

1.7 Laboratory staff is staffed by specialists with appropriate education, professional training, qualifications and experience in the field of conformity assessment of tested products. Their duties, rights and responsibilities are established by job descriptions.

1.8 The distribution of responsibilities among employees within the Laboratory is carried out by the laboratory manager according to job descriptions approved by the Chairman of the Board-Rector of University .

1.9 LESandAWC employees are allowed to work after certification for compliance with their position and safety briefing.

1.10 Professional development of LABORATORY staff is provided through training in advanced training courses on product conformity assessment and management systems (hereinafter referred to as QMS) in the field of quality, information seminars, internships, and on the bases of specialized educational and methodological centers.

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1.11 The organization and conduct of product testing, analysis and registration of their results is within the competence of the laboratory.

2. ORGANIZATIONAL STRUCTURE

2.1 The structure and staffing of LESandAWC is determined by the Chairman of the Board-Rector of University .

2.2 The organizational structure of LESandAWC is given in Appendix A of these Regulations on the Laboratory of Environmental Safety and Assessment of Working Conditions.

3. MAIN TASKS

3.1 The main tasks of LESandAWC are:

- conducting tests in accordance with the Law "On Accreditation in the field of conformity assessment" and the regulations of the State System of Technical Regulation of the Republic of Kazakhstan;
- ensuring the completeness and correctness of the tests, the objectivity and reliability of the results;
- ensuring the continuous operation of the CM;
- development and improvement of test methods and programs, test methods and tools, regulatory and technological documents for conducting tests;
- carrying out tests of samples, drawing up conclusions and test reports;
- Regular professional development of personnel in the development of new research and testing methods;
- Development of annual work plans and reports on the activities of LESandAWC, and their submission for approval in accordance with the established procedure.

4. FUNCTIONS

4.1 Organization and performance of work in accordance with the requirements of the Law "On Accreditation in the field of conformity assessment" and other established regulatory requirements by the State System of Technical Regulation and the accreditation system of the Republic of Kazakhstan.

4.2 Ensuring the completeness and correctness of the testing work, the objectivity and reliability of the test and measurement results.

4.3 To ensure continuous operation, SEE

4.4 Conducting tests of the product range in accordance with the scope of accreditation.

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4.5 The development of new types of tests to increase the level and expand the range of tested products. development of new methods to improve the quality of testing and expand the scope of the laboratory

4.6 Conducting an analysis of the test status and evaluating the achieved quality level.

4.7 Analyzing the level of regulatory documents used in the work, preparing proposals for their cancellation, limitation of validity, or revision.

4.8 Commissioning, storage and maintenance of testing and measuring equipment, and the study of their operational properties.

4.9 Ensuring the completeness and objectivity of the tests, reliability and accuracy of their results.

4.10 Compliance with the procedure and deadlines for conducting tests agreed with the customer of the services, as well as the conditions ensuring the confidentiality of their conduct.

4.11 Providing methodological and consulting assistance to the customer of services.

4.12 Collection, storage, systematization and provision of information about products tested in the testing laboratory to the customer.

4.13 Coordinating the execution of work under contracts concluded with customers for the purchase of works/services in the LESandAWC business profile, interacting with co-executors of work under contracts, and monitoring their timely fulfillment of their obligations.

4.14 Implementation of measures on labor protection, safety, industrial sanitation and fire protection.

4.15 Submission of necessary information to the authorized state body in accordance with the established procedure.

5. RIGHTS

The LESandAWC has the right:

- indicate in promotional materials, in various documents (including those containing test results) that it is accredited in the accreditation system of the Republic of Kazakhstan;
- to conclude contracts, contracts and agreements for conducting testing work with other organizations;
- to conduct arbitration tests on behalf of the relevant authorities;
- expand the scope of accreditation, in accordance with the established procedure;
- transfer materials to judicial authorities in case of violation by customers of the terms of the contract (agreement), which damages the activities of LESandAWC;

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- use the accreditation mark;
- apply to the accreditation body with an application for expansion or reduction of the scope of accreditation, revocation, return of the accreditation certificate and termination of the accreditation certificate;
- to carry out an examination of regulatory documents submitted by authorized state management bodies, individuals and legal entities and prepare opinions on draft regulatory documents in the field of product quality control tests;
- transfer materials to judicial authorities in case of violation by customers of the terms of business relations (applications, contracts, etc.), which damages the activities of LESandAWC;
- to correspond on issues within the competence of the laboratory;
- in accordance with the established procedure, represent University;
- on issues within the competence of LESandAWC in relations with government agencies, enterprises, organizations, and institutions.

6. RESPONSIBILITIES

The LESandAWC must:

- meet the requirements of the regulatory documents for which it is accredited;
- improve the quality and reliability of conformity assessment;
- to conduct tests and issue protocols within the scope of accreditation;
- ensure the reliability, objectivity and required accuracy of test results;
- to inform the relevant state supervision authorities about negative test results for requirements that ensure the safety of human life and health, property of citizens and environmental protection;
- the to provide the customer with the opportunity to observe the tests carried out for him;
- comply with the established test deadlines;
- to carry out control tests at the request of the accreditation body of the Republic of Kazakhstan to verify or confirm the technical competence of its or another laboratory;
- create the necessary conditions for conducting an inspection of the laboratory 's activities;
- keep records of submitted complaints based on test results;
- ensure confidentiality of information during testing of facilities;
- timely inform the accreditation body of the Republic of Kazakhstan about changes in the legal status of the laboratory, name, address, organizational structure;
- within ten calendar days calculated from the moment of occurrence of one of the grounds for the renewal of the accreditation certificate, as well as in the case of a reduction

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in the scope of accreditation, submit to the accreditation body an application for the renewal of the accreditation certificate, indicating new information and documents on the availability of relevant specialists, equipment, premises in the expanded area;

- in case of suspension or cancellation of the Accreditation Certificate, immediately cease testing activities in accordance with the requirements established by the State System of Technical Regulation and the accreditation system of the Republic of Kazakhstan;

- comply with the legislation of the Republic of Kazakhstan and the requirements of the regulatory documents for which they are accredited.;

- carry out work within the scope of accreditation;

- refer to the accreditation certificate within the scope of the accreditation;

- notify the accreditation body of the termination of activities in the approved area of accreditation or the upcoming liquidation;

- eliminate identified inconsistencies with the accreditation criteria within the time limits set by the decision of the accreditation body;

- provide persons carrying out the inspection with access to the premises, equipment, information and provide them with other necessary assistance;

- participate in interlaboratory comparative tests of products included in the scope of accreditation;

- in case of termination or revocation of the accreditation certificate, return the accreditation certificate within the time period established by the Law of the Republic of Kazakhstan "On Accreditation in the field of conformity assessment";

- when expanding the scope of accreditation, simultaneously with the application, provide the accreditation body (in accordance with Article 22 of the Law of the Republic of Kazakhstan "On Accreditation in the field of conformity assessment") with information on the availability of relevant specialists, equipment, and premises in the expanded area;

- to update the accreditation materials (in accordance with Article 23 of the Law of the Republic of Kazakhstan "On accreditation in the field of conformity assessment") in the following cases::

1. making amendments and (or) additions to the regulatory document specified in the Labor Code documents, and (or) putting into effect a new regulatory document instead of the one specified in the Labor Code documents;

2. changes in the composition of specialists who carry out work on tests in the field of conformity assessment of products and products;

3. replacement of measuring instruments and test equipment; The person responsible for the SM should promptly notify the accreditation body of any changes in the laboratory's activities in accordance with the Law of the Republic of Kazakhstan "On Accreditation in the field of Conformity Assessment".

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7. RESPONSIBILITY

LESandAWC is responsible for:

- violation of the conditions of the accreditation requirements;
- the issuance of unreliable test results;
- violation of the terms of contracts concluded with Customers;
- poor-quality testing work.

Compliance with the technical requirements of the management system, including requirements for personnel, premises and environmental conditions, test methods, equipment, measurement traceability, sampling, handling of test objects, quality assurance of test results, and reporting of results. The head of the laboratory (responsible for the SM) bears full responsibility for the quality and timeliness of the tasks and duties assigned to the testing laboratory by these Regulations, as well as for not using the rights granted, in accordance with the current legislation of the Republic of Kazakhstan.

8. INTERACTIONS WITH THIRD-PARTY ORGANIZATIONS

The organizations with which LESandAWC of University interacts, as well as the procedures and functions of this interaction are shown in Table 1.

Table 1 – LESandAWC 's interaction with third-party organizations

Name and address of the organization	Procedure, functions performed by the organization	The document (protocol, contract, agreement, etc.) that defines this procedure
1	2	3
Committee for Technical Regulation and Metrology of the Ministry of Trade and Integration of the Republic of Kazakhstan, 11 Mangilik El Ave., Reference Center building, 010000, Astana	State control	Laws of the Republic of Kazakhstan: "On technical regulation"; "On ensuring the uniformity of measurements"; Regulations on the Committee for Technical Regulation and Metrology of the Ministry of Trade and Integration of the Republic of Kazakhstan; "Law on Standardization" of the Republic of Kazakhstan

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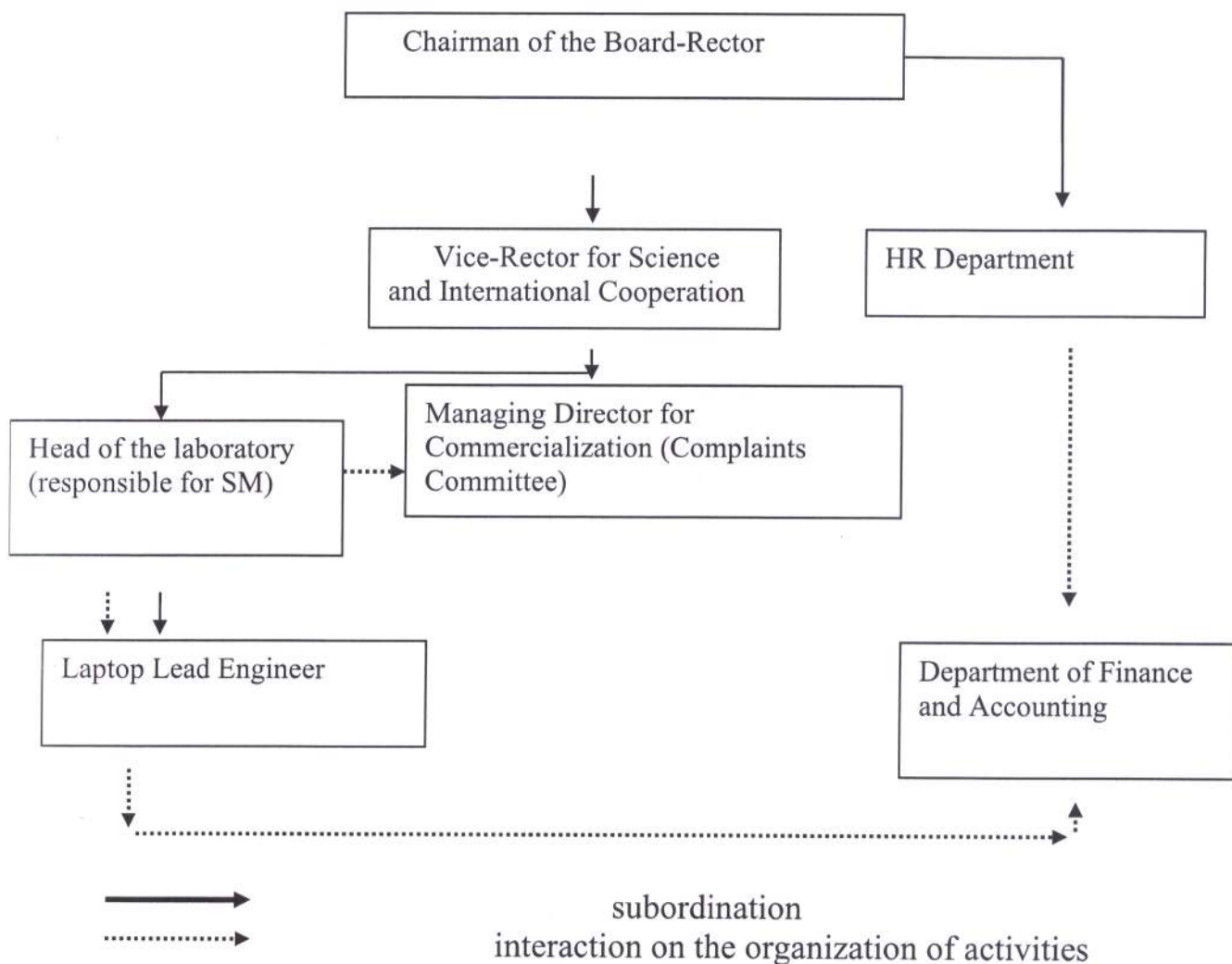
RSE "National Accreditation Center", Kabanbai Batyr Avenue 17, block E, 9th floor Representative office of RSE "National Accreditation Center" in Almaty 83 Altynsarina ave., 050035, Almaty	Examination of accreditation materials. Examination of the applicant at the location Accreditation. Planned assessment	The Law of the Republic of Kazakhstan "On accreditation in the field of conformity assessment" Pre-credit agreement No. 160 And dated 04/07/2021 Post-credit agreement
AF JSC "National Center for Expertise and Certification" (AF JSC "NatEC") 050035, Almaty, Altynsarina ave., 83	Verification of measuring instruments and certification of test equipment	Agreement No. 4319/18 dated 04/07/2023
Branch in Almaty and Almaty region of RSE "KazStandart"	Provision of information services and updating of regulatory documents	Contract.
Greenesta LLP , Almaty, Zhibek Zholy ave., 50	Participation in PC/MLS	Application
Customers (enterprises, organizations, regardless of their forms of ownership)	Conducting tests according to the scope of accreditation	Application. Contract. The act of sampling.

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**Appendix A
(required)**

“APPROVED”
Chairman of the Board – Rector
JSC “Mukhamedzhan Tynyshbayev
ALT University”
“26” January 2026

Organizational and structural scheme of the laboratory of environmental safety and assessment of working conditions



Head of the laboratory *Dyusembin E.A.* **Dyusembin E.A.**

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