



Pursuant to article 59 and 62 of the Law No. 03/L-163, on Mines and Minerals and pursuant to article 5, article 6, article 7 paragraph 1.6, 3.1 and article 13 paragraph 1.16 of the Law No.04/L-161 on Safety and Health at Work, Regulation 06/2011 on Mining Safety, the Board of the Independent Commission for Mines and Minerals in the meeting held on 25.03.2016, hereby issues this:

ADMINISTRATIVE INSTRUCTION

No. 05/2016

ON RULES OF PERSONAL PROTECTION EQUIPMENT AND OFFICIAL UNIFORM FOR FIELD OFFICIALS IN ICMM

Article 1

Purpose

1. ICMM with this Instruction aims at improving work conditions and improving the level of safety and health of employees at work, as it is foreseen by the Law No.04/L-161 on Safety and Health at Work
2. The purpose of this Instruction is to set rules by which are determined the standards and specifications of protection equipment at work and official uniforms for the ICMM officers performing duties in field and in the ICMM's office (according to Annex 1)

Article 2

Scope

1. By this Administrative Instruction are set rules for supply, usage and use of protection personal protection equipment and official (clothes) uniform, the standard of personal protection equipment and uniforms, forms and seasons of using, and punitive measures for the Field Officers of the Independent Commission for Mines and Minerals (ICMM).
2. This Administrative Instruction applies to all ICMM officers that the fieldwork is in the job description. Staff who may use the Official Uniform of field officers are:

- 2.1.1 Member of the Governing Board
- 2.1.2 Director
- 2.1.3 Inspectors
- 2.1.4 Geologists
- 2.1.5 Surveyors
- 2.1.6 Inspectors of Finance

Rr. Armend Daci Nr.1
Prishtinë, Kosovë
Tel: +381 (38) 240 252
Fax: +381 (38) 245 844
E-mail: ICMM@kosovo-mining.org
Web: www.kosovo-mining.org

Kuvendi i Kosovës
Skupština Kosova
Assembly of Kosovo

3. Any other member of ICMM who needs to perform certain representative duties for ICMM may be equipped with official uniform, representative uniform and personal protection equipment with decision of the ICMM Director.

Article 3 **Definitions**

1. Terms used in this Administrative Instruction have the following meanings:

- 1.1.**ICMM**- means the Independent Commission for Mines and Minerals;
- 1.2.**Protection equipment** – are all equipment used for protection at work and which are indispensable for the work of field staff.
- 1.3.**Uniforms** – the meaning in this Administrative Instruction are the official field clothes, which have unique design and specifications differing inspectors and field officers of ICMM.
- 1.4.**Representative uniforms** - the meaning in this Administrative Instruction are the official clothes in cases of ICMM's presentation at different meetings and conferences within the country and abroad.
- 1.5.**Field Officers** – are all of the ICMM officers who work outside the ICMM offices and who due to their engagement and work they perform, they need to carry protection equipment and uniforms.
- 1.6.**Standard of protection equipment and uniforms** – presents a norm or requirement regarding the specifications of protection equipment and uniforms, and it presents a formal criterion.
- 1.7.**Purchase of equipment and uniforms** –means the purchase and supply of ICMM with equipment and uniforms according to the requirements of this Instruction based on legal procedures regulated by law.
- 1.8.**Technical specifications** – presents all specifications of protection equipment for work and uniforms, including material, shape, standard, virtues and quality of products.

1.9. **Hazard** - possibility that employees suffer injuries, illnesses or health difficulties, immediate or consequent, as a result of exposure to work environment containing hazardous physical, chemical and biological elements, exposure to working tools or machinery without protection equipment and unsafe to use, wrong way of using working tools and machinery and wrong way of work organization.

1.10. **Punitive measures** – are verbal, written measures, remarks and disciplinary measures to be taken against any of ICMM officer who acts in violation of This Administrative Instruction.

Article 4

Standard of Protection equipment and Uniforms

1. Protection equipment and uniforms of official clothes which are ensured by the Administrative Instruction according to quality and destination shall respond to standards for use in mines and shall be in compliance with the provisions for security and safety at work by various risks appears.

2. It is allowed only the use of those protection equipment and uniforms – official clothes which manufacturers, besides the instruction for use, prove by test that they are manufactured according to the standards and applicable provisions, by which the conditions which must be fulfilled are defined.

3. Protection equipment and Uniforms must have a certain period of use and that a term of at least 2 years and for this the contractor must submit the warranty related to the certain period of use.

4. If Protection equipment and Uniforms are damaged within 2 year period without the fault of user, then the contractor is obliged to change them with new equipment.

5. Exceptionally if protection equipment and uniforms of official clothes are damaged prior to the expiry of the term of norm, new protection equipment and new official uniform are given to personnel with the request of the responsible person of the department, and by final approval of the ICMM Director.

6. Form, design and colour of uniforms for field staff must be unique. Changing the form, colour or design is made only by decision of the ICMM Director.

6.1. Change can be made only after the expiry of use (two years).

Article 5

Supply with Protection equipment and Uniforms

1. Supply with protection equipment and uniforms from the ICMM will be done every two years.
2. The procedure of purchase and supply shall be done by the applicable Law on Public Procurement.
3. Supplies with summer clothes shall be made at the latest in April of the respective year whereas with winter clothes no later than October.
4. This term can only change due to technical and procedural circumstances foreseen by the applicable Law on Public Procurement.

Article 6

Use

1. Protection equipment and uniforms shall be used only in the performance of duties and time related to working hours or also overtime works if this work schedule is approved by the Head of Department.
2. Giving to use the equipment and uniforms to other persons who are not ICMM employees is misuse and abuse of official duty, it violates this Administrative Instruction and is subject to punitive measures.

Article 7

Seasons of Use

1. Uniforms will be distinguished by seasons in summer and winter seasons and will be used in compliance with the seasons during the year.
2. The summer season begins in April and ends in October, while the winter season begins in October and ends in April. Adjusting the uniforms is done based on climatic conditions.

Article 8

Identification cards and vests

1. ICMM officers are obliged to keep identification cards of the ICMM visibly and in the upper part of uniform or to hang them around the neck during field work.

2. Identification cards must be in a frame of water resistant and scratch proof.

Article 10

Protection equipment and uniforms

1. Protection equipment and uniforms include:

- 1.1. Summer and winter shoes,
- 1.2. Summer/winter trousers,
- 1.3. Jackets – Summer/Winter
- 1.4. Summer T-shirt,
- 1.5. Summer Shirt,
- 1.6. Rubber boots,
- 1.7. Protection helmet,
- 1.8. Eyeglasses,
- 1.9. Protection gloves,
- 1.10. Belt,
- 1.11. Bags for work
- 1.12. Reflective vest - obligatory to dress in work-places.

Article 11

Specifications of Protection equipment and uniforms

1. ICMM shall comply with these specifications:

1.1. **Summer and winter shoes (male/female):** High-quality shoes. Elegant or field model with design that suit to uniform administration officials, to be comfortable for walking, model with or without shoelaces and to be standardized, waterproof and different oils proof, and to have internal lining. Deep winter shoes and frost and slips resistant.

1.2. **Summer/winter trousers:** Suitable and uniformed trousers, modern - elegant of high quality, which can be cleaned and dried, material that retains its colour, which can be worn with waist belt.

1.3. **Jacket – Summer/Winter:** high quality, waterproof and windproof, the design that suit to the uniformed administrative officers for the winter and summer season, deep isolated with lining. With sewing to put epaulets on shoulders, to be with fly zipper. Washable and dryable, material that retains its colour, resistant fly zipper with one-way or a two-way zipper on the front side,

1.4. **Summer T-shirts:** suitable for field work, shall have the ICMM logo.

1.5. **Summer shirts:** suitable for field work, shall have the ICMM logo.

1.6. **Rubber boots:** Boots must have two or more layers covered with protection measures in fingers and heel and sole should be made of two or more layers where one of them must be irony. Slip resistant, hit resistant and water penetration resistant. To have reflective signs in heel.

1.7. **Protection helmet:** Helmets shall be suitable, it shall contain a mechanism for setting the lamp and it shall be according to standards.

1.8. **Protection eyeglasses:** Eyeglasses shall not have dioptries. Eyeglasses shall be of two types transparent for underground mines or dark places and dark in surface mines where there are enough light.

1.9. **Protection gloves:** Gloves shall be made of cold proof and waterproof materials, to be suitable and elastic.

1.10. **Waist belt:** Shall be of strong material, attested to be suitable for work clothes.

1.11. **Reflective Vest:** shall have reflective colour, resistant to all other factors, such as scratches and Vests shall have the ICMM logo.

1.12. **Bags for work:** must be made of hard material with many pockets, water proof, are suitable to carry and have the size that meets the criteria and have spaces to carry the uniforms and other work tools.

2. Depending on the budget means in certain cases all the equipment cannot be purchased described in article 10 of this Administrative Instruction.

Article 12

Technical specifications of the uniform and field shoes

1. Field clothes shall be according to the attached technical specifications. Specifications may vary depending on ICMM requirements from year to year. Specifications for other field equipment will be prepared by the requirement unit at the time of the requirement for purchase. The colour of the uniforms shall be suitable and can be determined from year to year.

Article 13

Maintenance of Protection Equipment - Uniforms

1. Protection equipment and uniforms must be clean and in good condition.

2. Maintenance of protection equipment and uniforms shall be made by Officials who use them.

Article 14 **Punitive Measures**

1. Failure to use protection equipment and uniforms in field by officials determined by article 2 of the Instruction is considered a disciplinary violation.
2. Official is responsible for any change of standards uniform created based on this AI and it is considered a disciplinary violation.
 - 2.1. Failure to respect the official uniform is considered a disciplinary violation and sanctions will apply for this.
3. Failure to respect this Instruction and official uniform is considered a disciplinary violation which will be prosecuted by the "Code of Conduct for Civil Servants No. 01/2006" and other applicable provisions.

Article 15 **Transitional provisions**

1. This Administrative Instruction shall enter into force 8 days after its publication in the Official Gazette of the Republic of Kosovo.
2. Upon the entry into force of this Administrative Instruction, it is abrogated the Administrative Instruction No.02/2010 ICMM dated 26.03.2010.

Musa Shabani
Chairman of the Board
Independent Commission for Mines and Minerals



ANNEX 1
TECHNICAL SPECIFICATIONS

OBLIGATORY TECHNICAL SPECIFICATIONS		
Article		Specification
1.	Summer shoes M/F	<p>Summer shoes (men & women)</p> <p>Waterproof leather and breathable Performance laminate technology, with climate system, waterproof, breathable Leg height from inner part 7.5 cm, antistatic</p> <p>Upper Material Leather, hydrophobic, breathable, 1.6 – 2.0 mm thick</p> <p>Inner Lining Technology with laminate characteristics, 4-layer, laminate, waterproof and breathable. Highly abrasion-resistant lining with fleece midlayer. It allows wearing the shoes for all year seasons. Increased chemical protection.</p> <p>Foot bed Anatomically formed, exchangeable, washable, very good moisture absorption, dries quickly. Foot bed to absorb sweat and moisture</p> <p>Sole Rubber with a sporty street/terrain tread. Optimal step and bend behaviour due to toes and heel rounding. The low-weight. Oil and gasoline resistant, non-marking. Compliant with EN ISO (Adequate standard for protective equipment at work). Required size – according to the attached list, EU standard. Minimum 2 years warranty.</p>
2.	Winter shoes M/F	<p>Winter shoes (men & women).</p> <p>Deep or half-deep</p> <p>Waterproof leather and breathable Performance laminate technology, with climate system, waterproof, breathable Leg height from inner part 7.5 cm, antistatic</p> <p>Upper Material Leather, hydrophobic, breathable, 1.6 – 2.0 mm thick</p> <p>Inner Lining Technology with laminate characteristics, 4-layer, laminate, waterproof and breathable. Highly abrasion-resistant lining with fleece midlayer. It allows wearing the shoes for all year seasons. Increased chemical protection.</p> <p>Foot bed Anatomically formed, exchangeable, washable, very good moisture absorption, dries quickly. Foot bed to absorb sweat and moisture</p> <p>Sole Rubber with a sporty street/terrain tread. Optimal step and bend behaviour due to toes and heel rounding. The low-weight. Oil and gasoline resistant, non-marking. Compliant with EN ISO (Adequate standard for protective equipment at work). Required size – according to the attached list, EU standard. Minimum 2 years warranty.</p>
3.	Winter Trousers	<p>Men's Winter Trousers</p> <p>FABRIC</p> <p>Components: 60-70% Polyester, 30-40% cotton; tear- resistant and with teflon water and stain resistant finish. Pocketing: 60-70% Polyester 30-40% Cotton</p> <p>FEATURES</p> <p>Self adjusting tunnel waist; deep front pockets; large pockets and 2- compartment pockets with feature inside; Back pockets with flaps. The trousers have double knees of self-fabric, and a double seat of self fabric. Leg openings have removable draw cords.</p>

		<p>LABELS : The woven logo label, care label, size label, country of origin label and fiber content label are permanently attached to the trousers.</p> <p>Required size – according to the attached list, EU standard. Minimum 2 years warranty.</p>
4.	Summer Trousers	<p>Summer Trousers</p> <p>FABRIC TYPE: Components:</p> <p>Elastic mechanic Polyester 25-45%, Polyester 20-30%, and cotton 30-40%</p> <p>Pockets: 70-80% Polyester 20-30% , stain resistance</p> <p>Pockets to be deep ones.</p> <p>Back pockets are with flap closures</p> <p>The knee part shall have a double knee with knee pad access inside.</p> <p>CLOSURES: Fly zipper is metallic.</p> <p>Waist snap is metallic. Minimum 2 years warranty.</p>
5	Winter Jacket	<p>Winter Jacket</p> <p>FABRIC TYPE: Outer Jacket with hat: The outer layer is 100% Nylon with ventilation with or without inner jacket Inner Jacket : soft 100% Polyester</p> <p>FEATURES AND BENEFITS: waterproof nylon jacket, inner softshell jacket, and both worn at the same time as one jacket. Jacket has on outer part vertical chest pockets, hand pockets, and sleeve pockets.</p> <p>To have chin part with suitable soft material and protection from abrasions.</p> <p>Outer jacket:</p> <p>Outer jacket is fully seam sealed and sewed and made of waterproof, windproof and breathable fabric. Fully waterproof, adjustable hood and it can be rolled up into the collar or completely detached.</p> <p>It shall have removable ID panels on left chest and back.</p> <p>Badge tab panel on right chest. Spare tab shall be included.</p> <p>Side zipper system for sufficient ventilation.</p> <p>Inner jacket:</p> <p>Inner jacket is made of wind resistant fabric, soft fabric (softshell).</p> <p>Hand pockets and chest pockets shall have zipper garages to keep out water.</p> <p>Key clip inside left pocket.</p> <p>LABELS: Each jacket has a care label, size label, country of origin and fiber content label permanently attached to the garment.</p> <p>COLORS: Black, and light brown (Tundra) or depending on request.</p> <p>Minimum 2 years warranty.</p>

6.	Summer Jacket	<p>Summer Jacket</p> <p>FABRIC TYPE : Outer Jacket with or without hat: The outer layer is 100% Nylon with ventilation with or without inner jacket Inner Jacket : soft 100% Polyester</p> <p>FEATURES AND BENEFITS: waterproof nylon jacket, inner softshell jacket, and both worn at the same time as one jacket. Jacket has on outer part vertical chest pockets, hand pockets.</p> <p>It shall have removable ID panels on left or right chest or back.</p> <p>Side zipper system for sufficient ventilation.</p> <p>COLORS: Black, and light brown (Tundra) or depending on request. Minimum 2 years warranty.</p>
7.	Summer T-Shirt	<p>T-Shirt</p> <p>Men's Professional</p> <p>FABRIC TYPE: 100% Cotton</p> <p>FEATURES AND BENEFITS: 100% Cotton resistant to reduce wrinkling and shrinking.</p> <p>Tough buttons with flexible collar stays knitted into collar ends</p> <p>Back neck half moon for added comfort</p> <p>Pocket on front part in left side.</p> <p>COLOR</p> <p>White, Grey, Black, Dark Blue or depending on request. Minimum 2 years warranty</p>
8.	Summer Shirt	<p>Shirt</p> <p>FABRIC TYPE: the outer fabric should be Light Weight Ripstop, 60-70% Polyester /30-40% Cotton,</p> <p>Lining: Polyester Mesh, 100% Polyester.</p> <p>DESIGN, FEATURES AND FINISHING</p> <p>The shirt shall incorporate two (2) bellowed chest pockets with hook and loop closure flaps, and two hidden document pockets. The shirt comes with art pit vents that are reinforced for stability. The shirt comes with professional cuff strap feature at four rolls of the sleeve and adjustable cuffs. The sleeves have reinforced elbow patches.</p> <p>POCKET DESIGN:</p> <p>The two chest pockets have an inverted pleat.</p> <p>FINISH : Professional is finished with Teflon, anti-wrinkle and anti-fade finishing.</p> <p>LABELS : The care, size, country of origin, content and logo information</p>

		<p>are sewn permanently.</p> <p>Minimum 2 years warranty.</p>
9.	Waist Belt	<p>(Men).Belt. The wider belt. Elegant model, to be fitted to uniform and trousers, to keep equipment. Content:</p> <ul style="list-style-type: none"> • Qualitative Material leather or polyester 100% content by knitting • Black colour <p>Required size – according to the attached list, EU standard. Width of belt shall fit the width of belt loops for trousers.</p> <p>Minimum 2 years warranty.</p>
10.	Reflective Vest	<p>Reflective tapes in retro-reflective values with vertical and transversal tapes with tape width of 5-8 cm. Resistible to washes and not be shrunk after washing and to be resistant to scratches. To be made according to the standards.</p> <p>2 years warranty</p>