**Explanation to the structure of SC “Kvarts”**

On the basis of decree of the President of the Republic of Uzbekistan №УП-4720 on April 24 th 2015 “On measures to implement a modern methods of corporate governace at stock companies”, there had been changes at organizational structure of administration staff of the company, which was approved by shareholder’s meeting.

There was a company order №433 on august 24 th 2015 called “For making a change at staffing table”, according to which have been made the following changes:

**1. Excluded following positions from the staffing table:**

 **Administration**

- Vice-chairman on commercial and logistic issues – 1 pos.

- Vice-chairman on marketing, perspective development and investment issues – 1 pos

- Vice-chairman on production – 1 pos.

- Secretary of the Chairman – 1 pos.

And added following job positions

**Administration**

 - Production director – 1 pos.

 - Director on marketing, perspective development and investment issues – 1 pos.

 -Finance and Sale director - 1 pos.

 - Office-manager – 1 pos.

**2. Made the following changes on titles of departments and workshops according to approved structure:**

 -  «Planning and economic department» - renamed to «Department of Strategic planning of business development”

 -  «Staff department» -  renamed to «Staff management service»;

 - «Finance department» -  renamed to «Treasury and finance service»;

 - «Securities department» - renamed to «Management of corporate affairs with stockholders»;

 - «Safety department» - renamed to «Labor protection and safety service»;

 - «Chief mechanic department» and «Chief electrician department» -  renamed to « Chief mechanic service » and « Chief electrician service»;

 - «Supply department» - renamed to «Inventory management service»;

**Explanation on services of the company**

In order to increase management productivity there has been issued and approved a regulation about the services at SC “Kvarts”. The regulation defines a status of departments, shows their position at management system, therefore it is organized daily activity. In the regulation, tasks and functions of each department have been described.

Production workshops

**MVP zone 1, MVP zone 3** – production of glass jars and bottles at glass forming machines PVM-12A and air-blowing machines VV-7. Glass container is made by the way of melting a glass batch with a specific composition and forming glass goods from it.

**MVP zone 2** — production of glass jars and bottles. In 2017, a new production line has been started, equipped with 8-section glass forming machines made by companies “Bottero” and “BDF” (Italy). Reconstruction can enable to increase the capacity to 120 million pieces annually and improve quality of the final product.

**CPPS** — production of polished float-glass. Constructed in 1996 and based on thermal forming a glass ribbon passing above molten metal is the most modern and progressive method in the world. Glass furnace capacity is 200 ton a day. In 2002, there has been reconstruction of the production with a participation of firm “Techint” (Italy), on which annual capacity is reached to 10 million m2. Architectural and construction glass with a brand of M1,M2,M3 and M4 is used for glassing frames, furniture and in production of stained glass and tempered glass for ground transport vehicles. It is produced at the size of 800х1300mm, 1300х1600 mm, 2000х3000 mm and on agreed sizes with a customers. Glass thickness – from 2 mm till 10 mm.

**DSC** — Dosing and mixing workshop is used for treatment raw materials and preparing glass batch with a specific composition and delivering it to glass furnace.

**COI**— refractory workshop which produces silica refractory with a brand of D5 and a brand of DS is for using in furnace construction, as well as chamotte wares for general use with a brand of SHUS and SHB.

Auxiliary workshops and zones

**CMF** — metal form workshop produces metal molds for glass containers

**XKC** — cooling and compressing air workshop, where equipments is installed for obtaining compressed air for using it at further processing on pneumatic tools and for initializing various automatic devices, etc.

**CZA**— protective atmosphere station produces a mixture of nitrogen and hydrogen gases on a specific composition, characteristics, and delivering it to the polished glass production

**CUM** — packing materials workshop produces wooden boxes for packing flat glasses

**CZL** — central laboratory, it assesses the exactness of batch preparation, controls the chemical composition of both products: glass container and flat glass

**UKKSS** — Quality control management and standards, department is carrying out tests on final products on conformity to regulatory documents. This department of SC “Kvarts” is accredited by Gosstandart of the Republic of Uzbekistan. Quality management system in accordance with the requirements of ISO 9001:2000 has been implemented and is certified.

**UIT** — Information technology management, it is used for controlling the technological process with help of new automatic management system.

**Transport service** – provides all structural divisions of the company with transport facilities

There are 4 transport subdivisions in the company:

* railway (locomotives);
* vehicles (trucks and cars, buses);
* freight vehicles (fork-lift electric and diesel cars, loaders);
* Small-scale mechanization zone (tractors, truck-cranes, road-maintenance vehicles).

**Production coordinating department -** it provides organization of smooth activity of workshops and the company at all, mobilizing funds of production growth, implementing new and progressive technologies

**Inventory management service -**  is a division, allowing the company to get necessaries (raw materials, fuel, tools, spare parts, uniforms, accessories and so on) for its production activity

**Legal service** – the main function of the legal service is to monitor the lawfulness of the company activity and to protect its rights.

**Office manager** – is carrying out administrational and technical supply for activities of the Chairman of the company осуществляет работу по организационно-техническому обеспечению деятельности председателя правления предприятия.

**Corporate affairs management department** - is carrying out the issues, related to stockholders, securities and on privatization problems.

**Marketing and Sale department –** is a department engaged with product sale in accordance with concluded contract, delivering goods to customers

**Information technology service is** maintaining computers, printers, scanners, network appliances and IT equipments in a working condition

**Department of Strategic planning of business development** – is to provide managers with the works on economic planning and to participate on developing the strategy of the company.

**Staff management service** – supply the company with the staff of required specialty and qualification, changing job positions, dealing with recruitment and dismissal according to labor laws and so on.

 **Labor protection and safety service** – department responsible for creating safe labor conditions, organizing and providing a control on measures, aiming at formation of safe and healthy labor conditions at the company.

 **Chief mechanic service** – is for maintaining all types of equipments on properly functioning and good exploiting state, making the production on a smooth working condition by providing on-time and high-quality technical services.

**Chief electrician service** – is for maintaining electric equipments of the enterprise on a proper technical condition and doing rational exploitation, making a smooth supply with all types energy resources

**Administrative household service** – household service for divisions of enterprise, keeping buildings and rooms inside the company on a proper condition

**Chief technician service** – strengthening working and technological discipline in divisions of the company, quality control of the final product, raw materials and semi-final products, teaching skills during technological operation, examining the status of technological equipments and studying working conditions

**Civil defense service –** is organizing and carrying out measures on prevention and control of emergencies, informing employment the consequences and which action should be taken on a specific emergency situation.