

PROVIDING OF TECHNICAL STANDARDS TO EXTERNAL COMPANIES

Providing of technical standards of UNIPETROL RPA, s.r.o. („company“) to external companies (third parties) can be ensured at Reliability and Documentation Branch.

a) Undirected copy order

The order of specified corporate technical standards for an external company on its request is drawn by special department of the company, for which the external company provides works (services) based on contractual agreement in terms of investment projects, production of spare parts etc., through its standards officer. The order is drawn on the internal "Internal communication" form on behalf of the head of department, who will approve it by his signature. Those departments, where is the standardization centre not established, are provided by relevant Head of department through nominated responsible employee.

The order of standards must consist of:

- Who ordered the standard – name of the company, supplier (holder, user) of the standard, firm domicile.
- Purpose of provided standards - e.g. in terms of investment project, purchase or production of spare parts, providing of service, etc.
- Standards identification incl. their name.
- Quantity – number of individual standards copies.

The special department, which presents required standards to an external company, has to warn in a demonstrable way of ban on making duplicates of provided standards and on providing them to third parties.

b) Directed copy order

By dealing with request on allocation of controlled copy, the requesting company has to have signed contract of providing services, or one-time order, whose part is also contractual providing of corporate technical standards. This contract is ensured by the Support Services Department (+420476164154, Jana.Korelova@unipetrol.cz).

On the basis of this contract, it is possible to order in writing the allocation of technical standard directed copy, the order must contain following information:

- Contact person / Phone.
- Term of delivery.
- Identification of standards incl. their name.
- Quantity - number of individual standards copies.

For implementation of orders is responsible the Reliability and Documentation Branch (+420476162355 Eva.Baresova@unipetrol.cz)