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ORLEN Unipetrol RPA s.r.o. (excluding the registered branches)

ORLEN Unipetrol Doprava s.r.o.

**PERMIT TO WORK**

Approved by:

Managing Directors of Companies

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## List of changes

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## 1 Purpose

The Directive sets out requirements for ensuring the protection of health on the job and fire protection, coordination of activities and mutual information about risks when carrying out work on production equipment, buildings and land owned by the ORLEN Unipetrol Group, with the exception of work carried out by own employees of the unit or district where the work is carried out.

Furthermore, the Directive sets out the conditions, procedures and responsibilities for permitting of works with other sources of ignition (sparks), open flames in order to protect the life and health of persons and property from fires and explosions in compliance with applicable generally binding legislation.

The above requirements also apply to work carried out on other people's property in the company's districts where the owners of the property do not have their own permitting system in place. In such cases, the owners are obliged to temporarily adopt the work permit system specified in this Directive.

## 2 Scope of Validity

The document is valid for the following designated companies / registered branches:

- ORLEN Unipetrol a.s.     ORLEN Unipetrol RPA s.r.o.     BENZINA, odštěpný závod
- POLYMER INSTITUTE BRNO, odštěpný závod     ORLEN Unipetrol Doprava s.r.o.
- PARAMO a.s.     SPOLANA s.r.o.

This document is binding for all employees of the companies mentioned above involved in setting and ensuring the conditions for the execution of the works and for employees of other organisations (contractors).

The availability of the Directive to other persons is ensured via the Internet:

<https://www.orlenunipetrolpa.cz/en/ServicesandChempark/ChemparkZaluzi/BindingRegulationsandInformation/Pages/default.aspx>

**This edition replaces** Directive 465 "Permitting of Works", 4<sup>th</sup> edition dated October 31, 2023, amended on June 1, 2024.

This edition avoids Directive 435 "Work Permits," 7<sup>th</sup> edition dated July 16, 2014, amended on June 1, 2024, valid for the Litvínov/Kralupy Refinery Units, effective January 22, 2026.

## 3 Terms, Definitions and Abbreviations

Job Hazard Analysis (JHA)	<ul style="list-style-type: none"><li>– The process of systematically analysing work practices and activities to ensure that they are carried out in a safe and effective manner.</li></ul>
Surroundings Analysis	<ul style="list-style-type: none"><li>– The process of monitoring the concentration level of gases or vapours for which the analyser/detector is designed and calibrated. The initial analysis is carried out at the work site (or inside the facility) before the actual work begins. Continuous analysis is carried out at the work site (or inside the facility) throughout the duration of the activities. It is usually performed by portable detectors.</li></ul>
Application e-PtW (Permit-to-work) (Application)	<ul style="list-style-type: none"><li>– Application for electronic issuing of PkP and PnO.</li></ul>
Safety Technician	<ul style="list-style-type: none"><li>– A professionally qualified person in risk prevention.</li></ul>
OSH	<ul style="list-style-type: none"><li>– Occupational Safety and Health.</li></ul>
EPS	<ul style="list-style-type: none"><li>– Electronic Fire Alarm System.</li></ul>
GDS	<ul style="list-style-type: none"><li>– Gas Detection System.</li></ul>
Risk Assessment	<ul style="list-style-type: none"><li>– The overall process involving the identification, analysis and assessment of risks.</li></ul>

Combustible Material	<ul style="list-style-type: none"><li>– A substance mixture consisting of a flammable substance and an oxidiser that can be ignited by a suitable energy source (heat source) and can continue to burn.</li></ul>
FBUN	<ul style="list-style-type: none"><li>– Plant Fire Rescue Brigade. It includes the department of prevention of FP and Occupational Health and Environmental Protection in FP.</li></ul>
Recipient's Information	<ul style="list-style-type: none"><li>– Job description, risks, measures</li></ul>
Reporting Book	<ul style="list-style-type: none"><li>– A book used to record the movement of persons on the relevant operations during the execution of the works referred to in paragraph 4.1.1.3 – The reporting book is usually kept at the place of issue of the PkP.</li></ul>
Work Handover Book	<ul style="list-style-type: none"><li>– The book used to record the handover of the work site when working on Annual Permission (see paragraph 4.1.3).</li></ul>
M&R	<ul style="list-style-type: none"><li>– Measurement and Regulation.</li></ul>
Emergency	<ul style="list-style-type: none"><li>– Is a temporally and spatially limited undesirable event resulting in a threat or damage to the health or life of persons, property, environment, workplace, reputation.</li></ul>
Local Conditions	<ul style="list-style-type: none"><li>– Familiarisation with work site risks, security and fire protection of the area (building number, demarcation of the activity area, prohibited areas, contact persons for reporting presence, health and safety risks, presence of gases, fire hazards at the workplace, location of fire extinguishing agents, safety showers and EPS, familiarity with warning signals, types of media in piping branches, first aid stations, places for arrival of ambulance and FBUN, acquaintance with the method of evacuation and places of evacuation at the workplace in case of accident, leakage of hazardous substances, special requirements for OSH and FP according to the work task).</li></ul>
Hazardous concentration	<ul style="list-style-type: none"><li>– Concentration of a mixture of flammable gases, vapours or dusts with air or other oxidising agent from 10% of the lower explosive limit for gases, vapours and dusts.</li></ul>
Hazardous Area	<ul style="list-style-type: none"><li>– This is a fully or partially enclosed area or a area below ground level that is subject to any of the following hazards: hazardous oxygen concentration, accumulation of toxic, flammable or explosive substances, restricted entry or exit, temperature above 50°C. See Directive 429 "Working in hazardous areas"</li></ul>
Non-sparking agents	<ul style="list-style-type: none"><li>– Non-sparking tools, equipment, machines, and devices manufactured and approved for use in explosion hazardous areas.</li></ul>
District/Facility	<ul style="list-style-type: none"><li>– Part of a company's territory or facility.</li></ul>
PPE	<ul style="list-style-type: none"><li>– Personal Protective Equipment.</li></ul>
PQP	<ul style="list-style-type: none"><li>– Professionally Qualified Person.</li></ul>
Permission	<ul style="list-style-type: none"><li>– Permission to Work (hereinafter referred to as a Permit) is a written document, prepared in accordance with this Directive, authorising persons to perform the work in question, warning of potential hazards, and listing the precautions measures to perform the work safely.</li></ul>
Written Permit to Work (PkP)	<ul style="list-style-type: none"><li>– A set of technical and organisational arrangements set out using the form in Appendix A.1.</li></ul>
On-Demand Work (PnO)	<ul style="list-style-type: none"><li>– Work for which a permission is not required within the scope of the PkP. Work authorised using the form in Appendix A.2.</li></ul>
Electrical/M&R/DCS works	<ul style="list-style-type: none"><li>– These are works that require professional capability in electrical engineering, they are carried out in places where a person without such capability cannot access independently (e.g. electrical substations, switchboards, DCS cabinets,</li></ul>

etc.). Persons without capability may only enter the premises in the presence of a person with capability.

FP

- Fire Protection.

Fire Surveillance

- The activity of a designated person aimed at fire safety during, during interruption and after completion of welding requiring special fire safety measures. Fire Surveillance may also be carried out during activities with other sources of ignition, even by a member of a preventive fire watch. See also paragraph Fire Surveillance Fire Surveillance 4.8.2.6.

Work Site/Location

- The location/facility in or on which the work will be performed.

Worker of Another Organisation

- The Contractor and all persons who provide specific performance to the Company on behalf of the Contractor.

Fire Prevention Patrol

- A person undergoing professional training whose activity is focused on adherence to guidelines for fire protection and, in the event of a fire, takes the necessary measures to rescue persons at risk, calls the fire protection unit and takes part in the liquidation of the fire.

Fire Hazardous Area

- A structurally separated or non-separated area, including equipment or parts thereof (e.g., storage tank, ventilation ductwork, piping system), in which flammable or combustible substances, solid, liquid, or gaseous, or combustible substances contained in building structures or equipment are or have been present; may be ignited and cause a fire if a given welding technology or other ignition source is used.

Explosion Hazardous Area with subsequent fire

- An area, whether structurally separated or not, including equipment or parts thereof (e.g., storage tank, ventilation ductwork, piping system), in which hazardous concentrations or explosive substances and materials are or have been present and, in combination with the welding technology or other ignition source, may cause an explosion with subsequent fire.

Operation

- Organisational unit of the company, (factory, department, section, division).

Transitional Welding Work Site

- A working area designated for welding, including technological equipment used for welding. Technological stations and handling areas where welding operations are carried out are also considered to be welding work sites.

Directive V

- Document – content defined by Government Regulation No. 406/2004 Coll., on more detailed requirements for protection of health on the job in explosive environments, as amended. The PkP form fulfils the requirements of the Directive V.

Adjacent Area

- An area bordering the area where the work specified in the Permission is being carried out, which may be endangered by the ongoing activities or could pose a risk to the safety of the work being performed. See also paragraph 4.4.7.

Specific Risk

- The risk of a welding work site in terms of the occurrence or spread of fire or explosion followed by fire which is not readily apparent to persons qualified to weld (e.g. flammable insulation under material, concealed pipes carrying flammable or combustible substances, flammable substrate covered by paint or thermal insulation material, open channels carrying flammable liquids).

Standard (PPE)

- A predefined mandatory PPE standard. The standard defines the basic PPE, the specific PPE of manufacturing plants and exceptions to the standard.

Welding Work Site

- A working area defined for welding, including technological equipment used for welding; technological stations and handling areas where welding operations are performed are also considered as welding work sites.

UBEZ	<ul style="list-style-type: none"><li>– An organisational unit responsible for personnel security, process security, fire security (prevention, repression), and the transportation of dangerous goods (ADR/RID).</li></ul>
Allocated Site / Work Site	<ul style="list-style-type: none"><li>– A part of the territory, facility or building within the district, defined by the agreement on the allocated site and assigned to the management of individual departments of the company or for use by external companies (by the so-called Protocol on the handover of the site / work site).</li></ul>
Basic Fire Safety Measures	<ul style="list-style-type: none"><li>– Technical and organisational measures to ensure fire safety before, during and after work with open flames and other sources of ignition, including measures resulting from the type of equipment used and the type of work.</li></ul>
Basic Welding Risk	<ul style="list-style-type: none"><li>– A risk that may lead to the generation or spread of fire or explosion with subsequent fire due to the effects of heat by conduction, radiation or convection (e.g., flame or electric arc temperature, spattering of hot metal particles and slag, spillage of hot material from cutting joints, thermal radiation, high temperature of welding materials, high temperature of welding fumes) and the presence of flammable and combustion promoting gases or welding current circuits.</li></ul>
Ignition Source	<ul style="list-style-type: none"><li>– An energy-generating product of various kinds that can, under given conditions, cause a combustible substance to ignite. For example, flame, burning substances, mechanical or electrical sparks, electromagnetic and other types of radiation.</li></ul>
Special Zone	<ul style="list-style-type: none"><li>– A part of a territorial unit or facility designated for permitting and controlling activities during work on them.</li></ul>
SFSM	<ul style="list-style-type: none"><li>– Special fire / safety measures – Technical and organisational measures to ensure fire safety before, during and after completion of the work with open flames and other sources of ignition with regard to the specific type of hazard (explosion hazardous area and subsequent fire hazard and fire hazardous area), location of the welding workplace, fire safety provision of the building, fire protection system not only at the welding workplace but also in adjacent areas. The determination of the technical and organisational measures shall be made by the Submitter using the form set out in Appendix B.</li></ul>

## 4 Permitting of works

### 4.1 Methods of permitting of works

#### 4.1.1 Work outside the PnO and PkP systems

##### 4.1.1.1 Work on protocol designated work sites

At these sites, the permitting of works system is set out in the relevant Protocol. In the case of a protocol allocation of the work site, the relevant safety engineer and the PQP in the FP are obliged to participate in this management..

##### 4.1.1.2 Work at Risk of Delays

Work related to averting danger to life of persons, work related to averting damage to the environment and work related to preventing damage to assets. Work can only be carried out if the conditions that would have been specified when the PkP was issued (e.g. PPE, environmental analysis) are securing collateral.

Interventions (including training) of the integrated safety system units and the work of the security agency serving to ensure the closure of endangered areas, in the event of solving or preventing emergencies according to the request of the intervention commander (the Fire Rescue Brigade of the company) or the company's control room.

##### 4.1.1.3 Work without interference with production equipment

Work without interference with production equipment subject to reporting responsibilities according to the company's basic organisational and management standards. The reporting responsibility shall be made in writing where a Reporting Book is in place.

Only persons with proven local training may carry out this work independently. In other cases, work may only be carried out under the supervision of an operating employee.

In explosion hazardous area, only non-sparking agents may be used in these activities, or provide conditions that would have been specified in a PkP exposure (in particular continuous environmental analysis).

Taking photo documentation and/or video recordings in the course of performing work duties or in connection with the investigation of an incident, subject to compliance with the provisions of Directive 402 "Safety Rules for Other Organisations' Employees", and other conditions for ensuring OSH and FP with respect to the premises in which this activity is carried out.

#### **4.1.2 Long-term permission to work with open flames**

- 4.1.2.1 For workshops, non-production buildings and premises where there is no fire and explosion hazards and no danger from the neighbouring area and vice versa, a long-term permission for working with open flames may be issued (Appendix A.3).
- 4.1.2.2 The long-term permission is issued by the PQP in the FP, with the approval of the district manager or the facility manager, based on the submitted application and the submission of documentation on the inclusion and evaluation of the fire security conditions of the activities.
- 4.1.2.3 The long-term permission must be posted in the work site in a manner that is easily visible and accessible to all persons. A long-term permission is valid until the time stated on the permission. Its validity expires, in addition to the validity mentioned above, if the legal or natural person for whom it was issued changes or if there are changes to the original conditions and thus to the measures subsequently imposed.

#### **4.1.3 Work on Annual Permission**

##### **4.1.3.1 Issue of Annual Permission**

- 4.1.3.1.1 The Annually Work Permission cannot be issued for all activities, it is primarily intended for activities associated with preventive or scheduled maintenance of equipment (form in Appendix A.4).
- 4.1.3.1.2 Activities that can be performed on an Annually Work Permission must meet the following criteria:
  - it is a repetitive activity, the conditions and risks for the execution of the work can be clearly defined,
  - the extent of the work is fixed or only certain selected activities described in the Permission are carried out,
  - the risks associated with the activity being carried out or arising from the technology being operated are low or are eliminated by effective measures.
- 4.1.3.1.3 The preparation of the Annual Permission, the so-called Card, is the responsibility of the Issuer, who also initiates the preparation of the Card. In cooperation with a representative of another organisation that carries out the activity, the Card shall contain a description of the activity with emphasis on the individual steps involved in the activity. It then identifies the risks arising from either the technology or the activity being carried out and sets out effective measures to address them.
- 4.1.3.1.4 Annual Permission must be processed and approved by a committee consisting of representatives of the production unit (Submitter), the relevant maintenance department (Issuer), UBEZ, FBUN (in the case of work with OO – open flames) and a representative of the contractor (Recipient) who is responsible for carrying out the activity. The Commission may modify the conditions in the Card, and has the power to refuse the use of the Card for a selected activity.

##### **4.1.3.2 Persons working on Annual Permission**

- Only designated staff of another organisation who have been shown to be familiar with the contents of the Card and are knowledgeable about the risks arising not only from their activities but also from the company's technology may work on the Annual Permission.

- Familiarisation of staff of another organisation takes place once a year and is carried out by a professionally qualified person of the contractor in risk prevention for dealing with safety issues and a professionally qualified person of the contractor in the field of FP.
- Attendance at the briefing will be confirmed to the staff of the other organisation in the badges prepared for this purpose. The Contractor's representative conducting the familiarisation shall enter the Card number, date and signature on the card.

#### 4.1.3.3 Start of work on the Annual Permission

4.1.3.3.1 Staff from another organisation perform work on the Annual Permission following the work schedule established for that week.

4.1.3.3.2 Staff of another organisation shall report the commencement of operations to the Section Supervisor or the designated operator in the section where the work is to be carried out. The handover of the work site shall be confirmed by both parties by signing the Work Handover Book. For these purposes, the following information is required:

- date and time of commencement (if the activity lasts more than 1 day, the handover must be recorded each day),
- the location/facility where the work will take place,
- the name and signature of the person who handed over the work site,
- the name and signature of the person who took over the work site,
- the name of the company carrying out the work,
- **the number of the Card that relates to the activity**,
- **additional conditions** – used to record actual conditions that cannot be assessed in advance and thus cannot be part of the identification and evaluation of risks listed on the Card. At the same time, the results of the air measurements at the work site prior to the start of work shall be recorded.

4.1.3.3.3 When the work is finished, it is necessary to complete the following information:

- the time of termination of the activity,
- the name and signature of the person who handed the work site back into operation,
- the name and signature of the person who took the work site back into operation.

4.1.3.3.4 The Shift Manager, Section Supervisor or designated operator in the section in question must check that only employees of another organisation who have valid training will carry out the work. For this purpose, the representative of another organisation taking over the Permission is obliged to present, when taking over the work site, ID cards with valid training dates for all employees who will be involved in the activity.

4.1.3.3.5 Employees of another organisation are required to keep a copy of the Card they are working on at the place of work. It is their responsibility to know all the risks associated with the activity being carried out and arising from the work site (the part of the technology). If the work is carried out in an explosion hazardous environment, the Recipient is also obliged to have at the place of work a form called the "List of Employees" according to Government Regulation No. 406/2004 Coll., which contains the names and surnames of the persons who will perform the work and their signatures confirming that these persons have been properly instructed, familiarised with the method of securing the work site and understood the method of carrying out the work and the warning signals that will be used at the work site to alert of the risk of explosion.

4.1.3.3.6 The handover of the work site is normally carried out by an employee of the company, who familiarises the employees of the other organisation with the local conditions, especially in the event of an emergency, i.e. the location of fire protection equipment or EPS push-button detectors, GDS stable detectors, warning signals, the location of the safety shower and the location of the nearest landline with the stated Fire Alarm Directive for calling the FBUN or rescue services.

4.1.3.3.7 The Annually Work Permission cannot be used for activities that require a statement from the adjacent/special district (work on pipeline bridges, etc.). Annual Permission cannot be used for work in hazardous areas. In these cases, a Work Permission must be issued to the working party on a standard form.

4.1.3.4 Approval and Retention of Cards

4.1.3.4.1 The approved Card must be signed by all representatives of the Commission upon the Issuer's request, after which the Issuer shall ensure that it is converted into electronic form and made available to the relevant Submitters.

4.1.3.4.2 Copies of the approved and signed paper versions of the Cards are kept at the work sites of the persons responsible for authorising the start of work on the section (typically the foremen or the designated operators for that section). The Production Team/Section Manager is responsible for the currency of the approved and signed paper copies of the Cards located at the above mentioned work sites. In the event of an update, the current version of the Cards will be placed at the mentioned work sites.

4.1.3.4.3 At the beginning of each calendar year, at the latest by the end of January, a review of all existing Cards (including those prepared during the previous year) must be carried out. The full Commission shall participate in the Revision. The Commission will discuss the table of contents of the Cards and propose any alterations. The Revision is completed by all members of the Committee signing the revised Card.

#### 4.1.3.5 Validity of the Annual Permission

4.1.3.5.1 The validity of the Annual Permission is indicated on the Long-Term Permission Card, usually by the end of the calendar year in which the Card was issued, unless otherwise stated on the Card.

### 4.1.4 On-Demand Work (PnO)

4.1.4.1 Work that fulfils all the criteria below:

- a) work is carried out outside the explosion hazardous area. This does not apply to work carried out exclusively with non-sparking agents and to work carried out without interference with production equipment, buildings and land where non-sparking agents are used exclusively,
- b) work is carried out outside the hazardous area,
- c) work is carried out outside the area at risk of toxic substances (ammonia, hydrogen sulphide),
- d) work with open flames is only carried out with basic fire/security precautions,
- e) the work is carried out without the use of radiation sources,
- f) neighbouring districts are not endangered by the work carried out or vice versa,
- g) the work does not require the operation to provide PPE above a defined standard.

4.1.4.2 Work carried out in compliance with operational documentation

These are cases where the selected works and the conditions for their execution are specified in the operational-technological documentation of the unit. This documentation must be demonstrably familiar to the persons carrying out the work before the work begins. If there is a risk of endangering neighbouring districts by the work carried out or vice versa, the documentation must be approved by these districts in the context of the comment procedure.

### 4.1.5 Work on Written Permission to Work (PkP)

Other work not listed in the Art.4.1.1 to 4.1.4.

## 4.2 Procedure for the permitting of On-Demand Work (PnO)

4.2.1 The use of the option to issue a PnO is permitted by the Submitter. The PnO is issued electronically via the Application. The PnO can be issued in writing without the use of the Application only in the event of its malfunction, in the event of malfunction of PCs and printers (only provided that the fault is properly reported to the Helpdesk), based on the decision of UBEZ, based on the decision of the head of the production plant/department (the safety department must be informed of this decision immediately via e-mail: [BOZP@orlenunipetrol.cz](mailto:BOZP@orlenunipetrol.cz)) or if the Application is not available in the Company.

4.2.2 The PnO is always issued in two counterparts, both of which MUST be identical throughout the validity of the PnO. One counterpart shall be given to the Recipient, the other shall remain with the Submitter. A more detailed specification of the content of the PnO form is given in Appendix C and in the User Manual (e-learning) for the use of the Application, which is part of it.

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- 4.2.3 The PnO may be authorised for a maximum of one working shift of the Submitter and cannot be extended. In the event of all persons leaving the work site for more than 60 minutes or upon completion of the work, the Recipient must always properly terminate the PnO. On re-entry, a new PnO permission is issued. The PnO is completed on printed forms and subsequently also executed in the Application.
- 4.2.4 The PnO permission shall be archived for 1 year after the completion of the work. In the event of an emergency occurring during the performance of work (e.g. accident, fire, explosion and crash), the permission shall be archived for 5 years by UBEZ as part of the documentation of the investigation of the emergency.

### 4.3 Procedure for authorising work on a Written Permission to Work (PkP)

- 4.3.1 The PkP is issued by the Issuer, then by the Submitter in cooperation with the Recipient or other invited participants in the permitting procedure. The PkP is issued electronically via the Application. The PkP can be issued in writing without the use of the Application only in the event of its malfunction, in the event of malfunction of PCs and printers (only provided that the malfunction is duly reported to the Helpdesk), based on the decision of UBEZ and based on the decision of the head of the production plant/department (the safety department must be informed of this decision immediately via e-mail: [BOZP@orlenunipetrol.cz](mailto:BOZP@orlenunipetrol.cz)) or if the Application is not available in the Company.
- 4.3.2 The PkP shall always be issued in two counterparts, both of which MUST be identical throughout the validity of the PkP (except for the specifics listed in Appendix C of this Directive). One counterpart shall be given to the Recipient, the other shall remain with the Submitter. A more detailed specification of the content of the PkP form is provided in Appendix C and in the User Manual for the Application, which is part of the Application.
- 4.3.3 The Recipient's PkP must be available at the site of the performance of the works throughout the duration of the works. After the interruption/termination of the PkP, this counterpart remains with the Recipient.
- 4.3.4 The PkP shall be issued for one standard working shift of the Submitter and may be extended for 14 consecutive calendar days, including the date of issue. This period may be extended to a maximum of 12 months, subject to the approval of the factory/department/section supervisor. Changes to the maximum extension period are made in the Application or by issuing a written instruction from the head of the factory/department supervisor, in the case of a written issue.
- 4.3.5 PkP is extended by the Submitter. The PkP is extended if necessary when:
  - a) leaving the work site by all persons for more than 60 minutes,
  - b) the end of the Submitter's work shift,
  - c) the expiry of the time range specified by the Submitter for the execution of the works.
- 4.3.6 Extension of the PkP is only possible if there is no change in the specified conditions. Interruption of work and extension of the PkP is performed only by printed forms, this is not recorded in the e-PkP Application.
- 4.3.7 The Recipient must always properly terminate the PkP upon completion of the work or upon expiration of the maximum term of the PkP. The termination of the PkP is performed by the Recipient together with the Submitter on printed forms and subsequently by the Submitter also in the Application.
- 4.3.8 The PkP shall be archived for 1 year after the end of the work. In the event of an emergency occurring during the performance of work (e.g. accident, fire, explosion and accident), the permission shall be archived for a period of 5 years by UBEZ as part of the documentation of the investigation of the emergency.

### 4.4 Participants in the Permission Procedure

The assignment of individual roles is the responsibility of the production factory/department supervisor.

#### 4.4.1 Issuer

- 4.4.1.1 An Issuer is a person authorised by a senior member of staff. The capability for the activities of the Issuer is ensured and verified by UBEZ. Issuer capability is demonstrated by inclusion in the Application as an Issuer at a minimum. The PnO/PkP is issued by the Issuer in cooperation with the Submitter and the Recipient.
- 4.4.1.2 The Issuer is usually a representative of the maintenance or management (in the case of buildings) of the equipment or a representative of the strategic investment department for newly installed equipment. These include maintenance technicians, asset management technicians, head of laboratories, project managers, etc.  
In the case of performing works necessary to provide access to the facility (excavation jobs, scaffolding, insulation, etc.), the Issuer for these works shall be the same as the Issuer of the PnO/PkP for the facility.

In the event of a decision by the production team/department supervisor, the Issuer will also be assigned the role of Submitter.

The Issuer's responsibilities are set out in section 5 of this directive.

4.4.1.3 The Issuer fills in the PnO/PkP header. It indicates the type and detailed description of the work to be carried out, the planned commencement (date from which the PnO/PkP can be issued), specifies the exact location (technical site, facility) and indicates the name of the Recipient's company carrying out the relevant activity. For investment works, indicate the project number designation. If the systems used in the company allow it, the required data can be filled in automatically by exporting the data from the custom system – e.g. Infor system, e-service module.

This includes the following data:

- Type of performance/work
- Type of order
- Designation of the technical place
- Designation of the project number if the PnO/PkP is established for investment works
- Name of work (contract)
- Job description (operation name)
- Detailed job description
- Company

4.4.1.4 The Issuer is responsible for the quality of the information in the electronic Permission header, in particular for ensuring that the electronic Permission header contains sufficient information to subsequently establish the general and actual working conditions.

#### 4.4.2 Submitter

The person authorised by the manager to establish, ensure and implement the conditions for the safe execution of work by the operation. Capability for the activities of the Submitter is ensured and verified by UBEZ. The capability of the Submitter is demonstrated by inclusion in the Application at least in the role of the Submitter.

In the event of a decision by the production team/section supervisor, the Submitter will also be assigned the role of Issuer, in accordance with paragraph 4.4.1.2

This is a representative of the owner or operator of the facility (building). The Submitter is usually the shift leader, the shift leader's representatives.

The responsibilities of the Submitter are set out in the chapter 5 of this Directive.

4.4.2.1 The Submitter is entitled, when setting the conditions for the work, to invite an Invited Person (see paragraph 4.4.6) to participate in the permitting procedure to assess and set the conditions for the safe execution of the work which go beyond its competence and expertise. (The Invited Person is usually a representative of UBEZ (usually for work in hazardous areas, hazardous work), FBUN (usually for work with fire)).

4.4.2.2 In the implementation of investment actions, the Submitter is the representative of the future owner/operator of the newly installed structure/equipment.

4.4.2.3 For the execution of electrical/M&R/DCS works (including in FARs and electrical substations), the Submitter shall only specify conditions from the operating side. The conditions for the work itself (including risks, PPE, and other measures) shall be determined by the Recipient, who is professionally qualified in electrical engineering and performs the work on the basis of a valid mandate contract.

This provision applies when the Contractor performs shift maintenance work.

If the work is not carried out by shift maintenance, the maintenance technician responsible for the equipment is the Submitter for the conditions of work (in FARs and electrical substations).

#### 4.4.3 Transmitter (operation)

A person capable of communicating in the Czech language, delegated by the Submitter to ensure the fulfilment of the obligations set out in chapter 5 of this Directive (see "The Submitter is also responsible for:"). Only the responsibility for the physical handover of the work site can be delegated to external persons delegated on the basis of concluded mandate contracts.

#### 4.4.4 Recipient

A person capable of communicating in the Czech language, designated by the Contractor to establish, ensure and implement conditions for the safe execution of the work and to ensure the actual safe execution of the work. The capability to carry out the activities of the Recipient is ensured and verified by UBEZ.

UBEZ is entitled to designate other responsible persons authorised to carry out training of Recipients.

The Recipient proves eligibility by means of a personal ID card (authorisation). The Recipient is obliged to submit the authorisation to the Submitter each time before the start of the authorisation procedure. The capability of the Recipient can also be proven by its existence in the Application.

Capability for the activities of the Recipient acquired before the effective date of this Directive shall be considered valid.

The Recipient's responsibilities are set out in the chapter 5 of this Directive.

#### 4.4.5 Accepting (Contractor)

A person capable of communicating in the Czech language, delegated by the Recipient, to ensure the fulfilment of the Recipient's duties at the place of work, as listed in the chapter 5 of this Directive (see "The Recipient is also responsible for:").

#### 4.4.6 Invited Person

An Invited Person by the Issuer, Submitter or Recipient to the permitting process to assess and determine conditions for the safe performance of work that is beyond the scope and expertise of the Issuer, Submitter or Recipient.

4.4.6.1 Within the scope of his/her professional competence, the Invited Person is responsible for:

- a) assessment of the specified conditions,
- b) establishing other conditions and measures for the safe execution of work.
- c) the implementation of the conditions and measures set by it.

#### 4.4.7 Adjacent / special district representative

A person required by the Issuer/Submitter to undertake a permission procedure to assess and determine the conditions for the safe execution of the work where there is a risk of adjacent districts being endangered by the work being carried out or vice versa.

4.4.7.1 The adjacent / special district representative is responsible, within the scope of his/her expertise and authority, for:

- a) assessment of the specified conditions,
- b) the establishment of other conditions and measures for the safe execution of work,
- c) the implementation of the conditions and measures imposed on it.
- d) checking compliance with the conditions and measures laid down by it
- e) informing the Submitter in the event of a change in conditions during the execution of the works

4.4.7.2 The adjacent / special district representative reviews and sets the terms and conditions for the entire maximum validity period of the PkP. If he wishes to be an integral participant in any extension or wishes to limit his statement in time, he shall indicate his request in box 5. "Note" of the PkP form. He is also entitled to indicate other conditions for the implementation of the works in this box.

## 4.5 Work Site Preparation

4.5.1 The Submitter sets, ensures and implements the conditions from the operations side for the safe execution of the work. It determines the necessary preparation based on the nature of the facility and hazards identification and assessment of risks to the life and health of persons. For selected facilities, the scope of preparation is determined by normative and legislative requirements, or by operational and technological documentation and organisational and management standards.

4.5.2 According to the nature of the work site, the necessity must be assessed:

- decommissioning of the equipment,
- emptying and cleaning its contents,
- separation of a part of the equipment from access to pollutants or from the equipment in operation (so-called blanking),
- mechanical security of the equipment,
- securing electrical equipment,
- disconnection of electrical equipment
- securing using the LOTO system.

In cases where it is not possible to prepare the work site in such a way that the risks of possible danger to life and health of persons are eliminated, the Submitter is obliged to set additional conditions for the safe execution of the work or not to allow the work.

### 4.5.3 Permanent Supervision

A person designated by a party to a permit procedure to exercise permanent supervision of the work.

#### 4.5.3.1 The Permanent Supervisor is responsible for:

- continuous monitoring of the progress of work, especially with regard to ensuring the safety of persons in the endangered area, or guarding the endangered area against the entry of other persons,
- not carrying out any activity other than permanent supervision, except for the management of rescue work until the arrival of integrated rescue system units,
- immediate interruption of work in the event of a change in specified conditions, non-compliance or inability to exercise permanent supervision,
- taking the necessary measures to rescue people at risk in the event of an emergency.

#### Comment:

In cases when the Recipient of the PkP is an employee of ORLEN Unipetrol RPA s.r.o. and cannot provide the necessary number of persons performing "Permanent Supervision" and "Protection" (in case of work in a hazardous area), this activity is performed by an external Contractor. The Recipient is then the representative of this external Contractor, who is responsible only for activities related to the permanent supervision and provision of persons. Other duties are the responsibility of the person carrying out the work as specified in the PkP.

### 4.5.4 Co-ordinator

The Submitter within the entrusted district at work sites where work is carried out by employees of 2 or more employers and the work carried out may affect each other or may affect the safety of surrounding work sites even after the implementation of the specified measures.

#### 4.5.4.1 The Co-ordinator is responsible for organising and managing the continuity of work and coordinating the implementation of measures for the safe execution of work within the assigned district.

### 4.5.5 Construction Site Co-ordinator (OHS Co-ordinator)

A professionally qualified person according to Act No. 309/2006 Coll. with the relevant authorisation, fulfilling the requirements set out by the legislation. The activities of a construction coordinator are required for investment projects involving employees of multiple construction contractors and construction projects:

- for notification or building permission according to the Building Act,
- where the duration of the work exceeds 30 working days, with more than 20 persons working at the same time for more than 1 working day,
- where the volume of work exceeds 500 working days per person.

On the above-mentioned sites, the Co-ordinator assumes the responsibilities of the Co-ordinator according to paragraph 4.5.4.1.

## 4.6 Work Site Status

The Submitter informs the Recipient of the current state of the work site in terms of potential danger to life and health of persons. A more detailed specification is given in Appendix C of this Directive.

## 4.7 Definition of Areas

### 4.7.1 Explosion Hazardous Area

An area classified by the explosion protection documentation into individual zones, based on the frequency of occurrence of an explosive atmosphere.

- An explosive atmosphere is present frequently, for long periods of time or permanently.
  - Zone 0 – explosive atmosphere (gas, steam, fog)
  - Zone 20 – explosive atmosphere (dust)
- An explosive atmosphere is likely to occur from time to time.
  - Zone 1 – explosive atmosphere (gas, steam, fog)
  - Zone 21 – explosive atmosphere (dust)
- The formation of an explosive atmosphere is unlikely (if so, it is rare and short-lived).
  - Zone 2 – explosive atmosphere (gas, steam, fog)
  - Zone 22 – explosive atmosphere (dust)

### 4.7.2 Hazardous area with regard to increased risk to health at work (hereinafter referred to as Hazardous Area)

A wholly or partially enclosed area or area below ground level in which at least one of the following hazards is present:

- hazardous oxygen concentration (outside the range 19.5–23.5 % vol.);
- accumulation of toxic, flammable or explosive substances;
- limited input or output;
- temperature above 50°C.

This could be, for example:

- storage facilities for bulk, liquid or gaseous materials;
- production equipment (e.g. distillation boxes, scrubbers, large pipe systems, furnaces, boilers);
- rail and car tankers;
- industrial, rainwater, sewage and water supply network, sewage pits, sewage treatment plants, septic tanks, ducts;
- underground shafts, cable ducts;
- excavations, etc.

To work in Hazardous Areas, it is also necessary to comply with the requirements set out in Directive 429 "Work in Hazardous Areas".

### 4.7.3 Other Areas

Other areas that do not meet the definitions of an explosion hazardous area and a hazardous area.

## 4.8 Definition of works and their specification by individual areas

### 4.8.1 Basic works

#### 4.8.1.1 Basic work in explosion hazardous areas

Work carried out exclusively with non-sparking means and inspection and errand activities carried out without interference with production equipment, buildings and land, in which non-sparking agents are used exclusively.

#### 4.8.1.2 Basic work in hazardous areas

Work carried out without excavation jobs, work with fire and without the use of radiation sources.

#### 4.8.1.3 Basic work in other areas

Work carried out without excavation jobs, work with fire and without the use of radiation sources.

### 4.8.2 Working with fire

#### Working with fire is considered to be:

- welding, which means the thermal joining, grooving and thermal cutting of metallic and non-metallic materials when carried out by open flame, electric arc, plasma, electric resistance, laser, friction, aluminothermic welding,
- heat treatment, annealing and shaping of metals,
- **use of electric soldering irons, gasoline soldering lamps and torches,**
- **heating of resins in melting vessels,**
- grinding and cutting of metal material, except when using unpowered hand tools,
- use of sparking tools and apparatus, machinery and equipment not complying with the requirements for use in an explosion hazardous area (zones 0, 20, 1 and 21) according to the specified classification.

#### Work with fire is divided into:

- a) Working with fire requiring special fire/safety measures

Working with explosion hazardous area and working with fire in areas where the presence of flammable or combustible substances (flammable insulation, open ducts, paint or non-insulating materials, residual substances, etc.) is not obvious to those carrying out the work.

- b) Working with fire requiring basic fire/safety measures

Working with fire in areas not listed in a).

#### 4.8.2.1 Working with fire in explosion hazardous areas

Working with fire always requires special fire/safety measures.

#### 4.8.2.2 Working with fire in a hazardous area

Working with fire requiring basic or special fire/safety measures.

#### 4.8.2.3 Working with fire in other areas

Working with fire requiring basic or special fire/safety measures.

#### 4.8.2.4 Long-term permission to work with open flames

- a) For workshops, non-production buildings and premises where there is no fire and explosion hazards and no danger from the neighbouring area and vice versa, a long-term permission for working with open flames may be issued (Appendix A.3).
- b) The long-term permission is issued by the PQP in the FP, with the approval of the district manager or the facility manager, based on the submitted application and the submission of documentation on the inclusion and evaluation of the fire security conditions of the activities.
- c) The long-term permission must be posted in the work site in a manner that is easily visible and accessible to all persons. A long-term permission is valid until the time stated on the permission. Its validity expires, in addition to the validity mentioned above, if the legal or natural person for whom it was issued changes or if there are changes to the original conditions and thus to the measures subsequently imposed.

- d) The permanent welding work site must comply with the provisions of the applicable legislation.
- e) All employees carrying out working with fire shall be demonstrably familiar with their duties arising from such activities.
- f) In the event of a change in conditions that may affect the safety of a work site for which a long-term permission to work with open flames has been issued, the employee's supervisor must stop work and inform the PQP in the FP of the company that owns the premises in question.

#### 4.8.2.5 Requirements for temporary welding work sites

- a) Parts of equipment and materials shall be placed in the welding worksite in such a way as to maintain free passage and avoid confined and collision areas.
- b) Welding equipment shall be secured in such a way as to prevent its movement or the movement of its parts, and thus damage to it, which would lead to the start or spread of fire or to an explosion with subsequent fire, possibly making it difficult for persons to escape.
- c) Welding material shall be stored at the work site in such a way as to prevent movement of the material or movement of parts of the material which could damage the welding equipment, in particular damage to moving wires and electrical parts of the welding equipment, gas lines, hoses, damage to which could lead to the start or spread of fire and/or explosion with subsequent fire.
- d) Temporary welding work sites (in addition to permanent fire-fighting equipment and fire extinguishers) shall be equipped with at least two portable fire extinguishers with suitable cartridges, including one portable powder extinguisher with a weight of 5 kg of extinguishing agent. The Contractor is obliged to equip the temporary welding work site with his own fire extinguishing agents. Fire extinguishing agents, which are permanent equipment of the work site, cannot be used for these purposes.
- e) If any part of the welding equipment is damaged, welding cannot be started or continued.
- f) The electric current conductors and the hoses distributing the gas to the welding equipment shall be routed and stored in such a way as to avoid damage from sharp bends, material, grease, chemicals, effects of the welding process, etc. In the event of danger of mechanical damage, the equipment shall be protected by rigid covers.
- g) Do not place cylinders of welding gases or acetylene generators or sources of electricity for welding work in areas where flammable gases, vapours or dusts may be present. If it is necessary to place cylinders with welding gases or acetylene generators and sources of electrical power in these areas, the safety conditions for work must be tightened.
- h) Whenever the premises are left, the burners and the welding gas supply hoses shall be removed from the premises.
- i) If there is a danger of the welding wires or hoses being pulled off, they shall be secured to a fixed structure or other suitable fixed device.
- j) Welding on machinery and equipment in an area where a hazardous concentration may be formed (hazardous concentration means a concentration of a mixture of flammable gases, vapours or dusts with air or other oxidising agent of 10% or more of the lower explosive limit for gases, vapours and dusts, i.e., The hazardous concentration applies not only to dusts but also to all fire-hazardous substances which are or may be present in the premises with a specific risk) may only be carried out on machinery and equipment which cannot be removed from the premises. It is necessary to remove flammable gases, vapours and dusts from the area, machinery and equipment, to prevent the escape of gases, vapours and dusts into the area, machinery and equipment and to measure the concentration in the air before and during work with open flames and other sources of ignition.
- k) When welding in areas from 2 m above the height of the places to be protected from the effects of such work, protective zones are established from the point of view of the work site safety. These zones shall specify the minimum distances from which combustible materials shall be removed or safely isolated before welding commences, or other effective measures shall be taken, in particular against the effects of hot particles. The Protection Zones are determined individually from the point of view of the protection against welding with regard to the technology and welding method used, so that the centre of the Protection Zone is always below the welding site and a circle with a radius of 10 m in the horizontal plane is determined as a minimum. When welding at heights exceeding 2 m, the Protection Zone is extended by at least 0.3 m for each additional 1 m of height up to a height of 7 m; for each additional 1 m of height, the Protection Zone is extended by 0.1 m up to a height of 20 m. These increments shall be added to the radius. The Protection Zones for welding at heights exceeding 20 m shall be determined individually. In the application of technologies using compressed gases (e.g. oxygen cutting) and in the case of co-

induced air flow for air velocities exceeding  $1 \text{ m.sec}^{-1}$ , the protection distance extends to the area defined by the ellipse up to a distance of 20 m according to the individual fire risk assessment.

#### 4.8.2.6 Fire Surveillance

A person designated by the Submitter/Recipient to provide continuous fire surveillance during and during interruption of fire work and fire surveillance at specified intervals after completion of fire work requiring special fire/safety measures. This does not apply to other work in explosion hazardous areas (zones 0, 20, 1 and 21).

#### 4.8.2.7 Implementation of Fire Surveillance:

- a) Fire Surveillance is carried out continuously during the welding process. When welding is interrupted or after its completion, Fire Surveillance shall be carried out continuously for a specified period of time or, due to the nature of the work and the area, at intervals specified by special fire safety measures.
- b) After the completion of welding operations requiring special fire safety measures, the fire surveillance shall check the fire safety of the welding work site and adjacent areas and ensure fire surveillance at specified intervals. The intervals shall be determined taking into account the basic or specific risk of the welding work site. The shortest fire surveillance time is 8 hours. In justified cases, particularly in the case of thermal cutting of metals and in the case of structured spaces, the possibility of fire after 8 hours must be taken into account when determining the time for which fire monitoring is to be carried out.
- c) It is not necessary to carry out fire surveillance after the welding process if the welding work site and adjacent areas are equipped with a working electrical fire alarm and a stable fire extinguishing system. If the premises are equipped with only an electrical fire alarm system, fire surveillance may be waived only if there is a person on site who is able to carry out the initial fire-fighting action.
- d) Fire Surveillance is recorded in the SFSM Appendix – "Special Fire Safety Measures" in the case of work with fire with specific risks. If the relevant boxes are completed, the next "SFSM" Appendix shall be used.
- e) If Fire Surveillance is carried out by a representative of the operation after the work has been completed, the Fire Surveillance must be recorded on the SFSM – "Special Fire Safety Measures" form. In this case, the fire surveillance is recorded only in a printout that remains in service.

### 4.8.3 Working with other ignition sources

#### 4.8.3.1 Work in explosion hazardous areas (Zone 2 only) using equipment that may cause sparks (including single sparks) and heating, or equipment not designed for use in a potentially explosive atmosphere. These especially include:

- electromechanical, pneumatic, hydraulic tools (except grinding and cutting);
- portable hot air equipment;
- hand tools, measuring, diagnostic and recording instruments;
- entry of motor vehicles;
- the use of aggregates with internal combustion or electric motors;
- operation of electricity sources;
- assembly, disassembly and modification of scaffolding structures.

#### 4.8.3.2 Working with other sources of ignition in a hazardous area

Working with other ignition sources is not defined for these areas. The term is only related to Zone 2.

#### 4.8.3.3 Working with other sources of ignition in other areas

Working with other ignition sources is not defined for these areas. The term is only related to Zone 2.

### 4.8.4 Working with sources of ionising radiation

These are devices that can cause radiation sickness, clouding of the lens of the eye, or attenuation of blood formation (radiators for defectoscopy purposes, operational level meters, laboratory analysers).

#### 4.8.4.1 Working with radiation sources in explosion hazardous areas

Working with radiation sources in Zone 2. This is a work with other ignition sources.

Work with radiation sources in zone 0 and 1. This is work with fire requiring special fire/safety measures.

#### 4.8.4.2 Working with radiation sources in a hazardous area

Working with radiation sources in a hazardous area.

#### 4.8.4.3 Working with radiation sources in other areas

Working with radiation sources in other areas.

### 4.8.5 Excavation Jobs

Work that creates an earth object, which is shaped by disconnecting the rock, removing the excavation and dumping it, or loading it onto a transport vehicle, while creating slopes and bottoms with their eventual levelling and grooving.

#### 4.8.5.1 Excavation jobs in explosion hazardous areas

- 1) Excavation jobs in zone 2. This is a work with other ignition sources.
- 2) Excavations jobs in Zone 0 and 1. This is work with fire requiring special fire/safety measures.

#### 4.8.5.2 Excavation jobs (hazardous area)

Excavation jobs (hazardous area).

#### 4.8.5.3 Excavation jobs in other areas

Excavation jobs in other areas.

In order to carry out excavation jobs, it is also necessary to meet the requirements set out in Directive 372 "Excavation Jobs and Earthworks, landscaping".

## 4.9 Determination of conditions with regard to the area and the type of work to be carried out

The conditions for the safe execution of the work are specified in more detail in Appendix C. A graphical representation of selected conditions specified by individual areas and the type of work to be performed is given in Appendix D.

### 4.10 Inspection and Sanctions

- 4.10.1 Inspection of compliance with the conditions set out in this Directive and related documents shall be carried out by participants in the permission procedure, operational employees, senior employees at all levels of management, persons whose inspection activities result from concluded contractual relations, persons equipped with a grey stripe (inspection) card, representatives of UBEZ, FBUN and factory safety inspectors at the basic trade union organisation.
- 4.10.2 A record of the results of the permitting of works system checks must be made in the ZERO application. On the basis of the evaluation of the audit findings, UBEZ proposes further actions in relation to the external Contractors concerned in accordance with Directive 402 "Safety Rules for Other Organisations' Employees" and Directive 402/1 "HSE Sanctions".

## 5 Responsibility

Responsibility is determined by the individual provisions of the chapter 4. Failure to comply with individual points of this directive will be sanctioned, depending on the severity, in accordance with the Company's regulations and standards, in accordance with the contractual arrangement.

### 5.1 Determination of Responsibility

#### Heads of departments that operate or manage company assets

The head of the production department, who has overall responsibility for OHS and FP management in the operating units, is responsible for:

- applying the permitting of works system and ensuring its implementation in accordance with the current Directive 465 (setting general and actual conditions of work, handover and acceptance of the work site, archiving, etc.);
- establishment and maintenance of competent resources through appropriate training programmes (appointing individual professions of employees of the production section and assigning to these professions the roles of ISSUER, SUBMITTER, TRANSMITTER according to their competencies);
- ensuring an ongoing appropriate and effective system of work authorisation through monitoring, auditing and periodic reviews based on identified irregularities (inspection bodies, audits, security patrols, etc.), ensuring effective remediation (e.g. appointing a specific competent employee to address or remediate);
- cooperation in the preparation Long-term Permission Work Card, nomination of subordinate staff involved in the preparation.

### **Head of Maintenance, Investment, Services and IT**

Head of the relevant section/department is responsible for:

- applying the relevant permission works system and ensuring its implementation in accordance with the current Directive 465 (setting general and actual working conditions, handover and acceptance of the work site, archiving, etc.);
- establishment and maintenance of competent resources through appropriate training programmes (appointing individual professions of the staff of the relevant section/department and assigning to these professions the roles of ISSUER, SUBMITTER, TRANSMITTER according to their competencies);
- ensuring an ongoing appropriate and effective system of work authorisation through monitoring, auditing and periodic reviews based on identified irregularities (inspection bodies, audits, safety walkthroughs, security patrols, etc.), ensuring effective remediation (e.g. appointing a specific competent employee to address or remediate);
- cooperation in the preparation Long-term Permission Work Card, nomination of subordinate staff involved in the preparation.

### **Process Owner / UBEZ**

The Process Owner is responsible for:

- establishing a system for authorising work and providing a source of qualification during its application;
- monitoring the performance of the permission works system;
- obtaining feedback from users of the permission works system;
- conducting training of users at different levels (roles);
- periodic labour inspections managed as part of the permission works process;
- carrying out systematic inspections/audits of the permission works system;
- cooperation with the ISSUER in the preparation of Long-term Permission Work Cards;
- participation in the approval committee for Long-term Permission Work;
- checking the placement of the current Cards at the relevant work sites of the persons responsible for authorising the start of work on the given section (typically at the foremen for the given section) and on the intranet;
- informing the ISSUER in the event of a change in the procedure of any of the activities or inadequate identification and evaluation of risks to the work. The ISSUER shall subsequently prepare an update of the risk assessment.

### **Application Administration/IT Department/IT Administration/SW and HW**

The application administrator is responsible for:

- deployment, operation and maintenance of HW equipment and SW applications related to the electronic permission work system;
- application development, system upgrade;
- providing expert consultancy to users of the application;
- support for users of the app.

### **ISSUER**

The Issuer is responsible for:

- Discuss the planned works with the relevant Submitter in advance, including agreeing the type of Permit (PnO/PkP / Annual Permission);
- processing of documentation for PnO and PkP in the scope specified by him;
- giving a description of the work, site/structure and equipment, that is: a description of the work planned to be carried out, identification and description of the equipment/structure to be worked on, description of the method to be used, area. These details are specified by the Submitter, based on the specific conditions at the work site at the time;
- indication of the Submitter who is carrying out the work on the basis of a task/mandate contract in the case of electrical/M&R/DCS work;
- preparation of all documents to enable the SUBMITTER to determine the conditions for the work;
- ensuring contact with Contractors;
- participation in the approval committee for the Annually Work Permission;
- The Issuer is entitled to check compliance with the conditions and in the event of non-compliance, the Issuer is entitled to suspend or terminate the work.

## **SUBMITTER**

The Submitter is responsible for:

- decision on the method of work authorisation (PnO, PkP, outside the PnO and PkP system);
- specifying the dates given by the Issuer, based on the specific conditions at the site of the work at the time, so that it is clear what work will be carried out at that site, or how it will be carried out;
- determination of the period of validity of the PnO/PkP (day, time from, time to);
- identification of hazards, preventive measures and operational risk evaluation;
- processing of documentation for PnO and PkP in the scope specified by him;
- acceptance of the work procedure established by the Recipient- and the risks introduced by the Recipient in establishing the necessary preparations and conditions for the safe execution of the work by the operation;
- determining the necessary site preparation and conditions and then ensuring the specified preparation;
- inviting adjacent/special districts in the event of a potential mutual threat;
- checking the accuracy and completeness of the Permission, including the existence of all prescribed appendices;
- specification (in the Permission) of additional precautions to be taken during the work, including the use of protective equipment and safe equipment; in the case of electrical/M&R/DCS work, this will be specified only in terms of operation; the conditions for electrical/M&R/DCS work will be specified by the Recipient;
- monitoring whether the operating conditions under which the Permission was issued have changed;
- identifying conflicts between the proposed and/or planned work and other activities in the area, taking appropriate action and making cross-references to the Permission where necessary;
- informing all persons who may be affected by the work;
- ensuring that the Recipient / Accepting of the permission knows the exact place of work, any risks arising from the activity being carried out, and any preventive measures and/or conditions that must be taken during the work;
- ensuring the participation of operations staff and familiarising them with the terms and conditions;
- a review of the activities as they are in progress (where possible and/or available using monitoring equipment) and communication of the status of the incoming shift at handover;
- checking compliance with the conditions set out in the Permission throughout its validity;
- monitoring the conformity of both copies of the Permission for the duration of its validity;
- extension of the Permission, provided that there has been no change in the specified conditions under which the Permission was issued;
- taking over the work site after the completion of the work on the PnO and PkP;
- termination, suspension and cancellation of the Permission after the work has been completed or suspended;
- designation of a person to carry out fire surveillance after the completion of welding operations requiring special fire safety measures;
- cooperation in the preparation of Long-term Permission Work Cards;
- checking documents on training of workers of another organisation when authorising work on the Long-term Permission Work Card, if the worker of another organisation does not have training, the SUBMITTER informs the ISSUER, who resolves the situation with the Contractor;

- the accuracy of the information including the current conditions listed in the Work Handover Book, and shall check the conditions for the execution of the work listed on the Annually Work Permission Card with the RECIPIENT as part of the handover of the work;
- for informing the ISSUER in the event of a change in the procedure of any of the activities carried out on the basis of the Annual Permission Card or inadequate identification and risk assessment of the work in question. The ISSUER shall then prepare a risk evaluation update and convene an approval committee to update the Annual Permission Card.

Furthermore, the Submitter is also responsible for:

- a) the implementation of site preparation and operating conditions;
- b) carrying out an initial analysis, if required;
- c) handing over the workplace;
- d) ensuring and monitoring of unchanging conditions by the operation for the duration of the work;
- e) ongoing monitoring of compliance with the specified conditions;
- f) interruption or termination of activities in the event of a change in conditions by the operation or failure to comply with specified conditions.

The Submitter is entitled to delegate the responsibilities referred to in this paragraph (a) to (f) to the Transmitter (operation).

### **RECIPIENT (Contractor)**

The Recipient of the permission is responsible for:

- determining the work procedure and passing on information about the risks involved, in terms of the activity being carried out;
- discussing the progress of the work with the Permission Issuer prior to signing the Permission;
- the establishment of conditions for the safe performance of the work by the Recipient;
- informing the Submitter of the incompatibility of the measures established by the Recipient with the measures required by the Submitter;
- identification of the form of fire surveillance, the number of persons and a written definition of the rights and duties of fire surveillance during, during interruption and after completion of welding requiring special fire safety measures related to a specific PkP;
- familiarisation of the fire surveillance with the defined duties and rights. The document must contain the names of the persons and their signatures;
- familiarisation of all welding participants with the SFMS (the document must contain the names and surnames of the persons and their signatures confirming the familiarisation), ( can be provided by Appendix A.5 of this directive );
- preparation of appendices in the work area (e.g. "List of employees for work in explosion hazardous areas – Demonstrable familiarisation of the work group with the contents of the Permission and the warning signals to be used to warn of explosion hazards"), this is Appendix A.5 of this Directive;
- warning of the TRANSMITTER or SUBMITTER in the event of identification of conflicts between the proposed and/or planned work and other activities in the area, warning of potential conflicts;
- warning by the TRANSMITTER or SUBMITTER of a change in the working conditions that requires a modification in the determination of the conditions of work in the PCP;
- interruption/extension of the PkP;
- termination of PnO, PkP and Annual Permission;
- cooperation in the preparation of Annually Work Permission Cards;
- participation in the approval committee for the Annually Work Permission;
- deploying only trained workers when working on the Long-Term Permission Work Card;
- proof of having completed the training to perform work on a specific Card;
- informing the ISSUER in case of a change in the procedure of any of the activities carried out on the basis of the Annual Permission Card, or inadequate identification and risk assessment of the work in question. The ISSUER shall then prepare an update of the risk assessment and convene the approval committee;
- the accuracy of the data, including the current conditions, as stated in the declaration book;
- the accuracy of the information including the current conditions listed in the Work Handover Book, and shall check the conditions for the execution of the work listed on the Annually Work Permission Card with the RECIPIENT as part of the handover of the work;

- indicating the risks arising from the activities to be carried out (box 4) and for establishing the conditions (including measures, PPE, etc.) for carrying out the activities (box 10) in the case of performing electrical/M&R/DCS work.

The Recipient is also responsible for:

- compliance with the legislative and normative requirements, contractual requirements and contractually obligatory regulations;
- the status and use of the applied means in compliance with the conditions specified by the manufacturer and in compliance with the legislative and normative requirements;
- quality and implementation of the specified scope of work;
- performing works only by properly technically and medically qualified persons;
- ensuring that all specified conditions and measures are observed during work;
- ensuring the measures resulting from the activities it carries out, manages and coordinates;
- familiarisation of all workers carrying out the activity with the measures and conditions laid down, the risks of possible danger, the place and manner of performing the work;
- familiarisation of all personnel working in explosion hazardous areas with the warning signals that will be used to warn of explosion hazards;
- ensuring that the Recipient's conditions remain unchanged for the duration of the activities;
- implementation of continuous inspections conducted with the objective to make sure that the specified conditions are fulfilled;
- ensuring continuous management of the work progress;
- physical takeover of the work site;
- his/her permanent presence at the place of work and have the PnO/PkP / Annual Permission Card including the prescribed attachments;
- interruption or termination of activities in the event of a change in the specified conditions or their non-fulfilment, reporting this fact to the Submitter, in case of danger of delay to another representative of the operation;
- within the framework of the interruption or termination of the PkP, to provide the Submitter, or the Transmitter (operation), with information on the work in progress or on the scope of the work performed; at the same time, the Submitter is obliged to secure the work site so that an Emergency cannot occur during the interruption of the work;
- physical handover of the work site in a safe and tidy condition.

The Recipient shall be entitled to delegate the responsibilities referred to in this paragraph (a) to (p) to the Accepting (Contractor).

#### **ACCEPTING (Contractor)**

The responsibilities are defined in paragraph (a) to (p) Recipient, see above.

#### **TRANSMITTER (operation)**

Upon handing over the work, at the place of its execution, the employee confirms by his signature that:

- the conditions set out in the Permission for the preparation of the site/facility are met;
- the Company provides all facilities and cooperation to comply with the conditions set out in the Permission;
- persons present at the handover of the work site are equipped with relevant PPE;
- all required environmental and work site safety analyses have been carried out (in terms of the presence of monitored substances) – this will be confirmed by signature;
- record the time of handover of the site to the Contractor;
- the RECIPIENT is familiar with the local conditions/risks prevailing on the day and at the work site;
- the activity can be carried out and will not create a hazard or conflict with other ongoing and/or planned work;
- the permission work contains all the necessary attachments;
- discuss other safety precautions that it proposes to add to the permission work if it considers that the working environment is unsafe (discussion with the SUBMITTER);
- notifies the SUBMITTER of a change in working conditions that requires a modification in the determination of the conditions of work in the PkP;
- upon completion/interruption of work, inspect the area and/or equipment/systems for safe and orderly condition.

**ACCEPTING (operation)**

- upon completion/interruption of work, inspect the area and/or equipment/systems for safe and orderly condition.

**Person carrying out Permanent Supervision**

The person carrying out Permanent Supervision (if supervision is required by the Permission or other legislation) is responsible for:

- familiarisation with the contents of the Permission;
- monitoring the work, the hazardous area and the work environment for changes that may affect the safety of persons;
- calling for help in an extraordinary emergency;
- providing a qualified representative in the event of leaving the work site.

The person carrying out the supervisory activity shall not carry out any other unrelated work.

**Fire Surveillance****Person carrying out Fire Surveillance during and during interruption of work with an open flame**

The person carrying out Fire Surveillance (if surveillance is required by the Permission or other legislation) is responsible for:

- familiarisation with the contents of the Permission;
- checking the prescribed equipment and securing the work site in accordance with the Permission before commencing work with fire;
- inspection of the fire work area and adjacent areas, during welding, during breaks and after the end of fire work;
- immediate interruption of work in the event of a change in specified conditions, non-compliance, interruption of Fire Surveillance or in the event of a fire hazard or fire;
- familiarisation with the organisation of fire protection (location of fire alarm directives, EPS, method of announcing a fire alarm, etc.);
- take necessary measures to rescue persons at risk in the event of a fire/emergency (e.g. remove cylinders from the range of the fire, summon the fire protection unit, attend the fire);
- providing a qualified representative in the event of leaving the work site;
- making a record of the Fire Surveillance carried out on the relevant form.

**Person carrying out Fire Surveillance during and during interruption of work with an open flame**

The person is responsible for:

- familiarisation with the contents of the Permission;
- carrying out Fire Surveillance after welding has been completed for a specified period / at specified intervals;
- checking the fire safety of the work site and adjacent areas;
- recording the date, time of the Fire Surveillance in the appropriate form;
- familiarisation with the organisation of the fire protection system – in particular with the content and location of fire alarm directives, the method of announcing a fire alarm, the location of EPS push-button detectors, etc.);
- to take the necessary measures in the event of a fire, in particular rescuing persons at risk, calling for first aid and fighting the fire.

**Persons signing the appropriate documents (e.g., UBEZ representative, special and adjacent district representative, and open flame permission signers) are responsible for:**

- confirmation that hazards have been identified in relation to the work at risk contained in the relevant documents and that adequate measures have been defined in the planning and preparation of the work;
- specifications (on the relevant documents) of the work risks and preparations to be carried out by both the Submitter and the Recipient of the Permission;
- determining the measures that must be taken during the work.

## 6 List of Related Documents

### 6.1 ORLEN Unipetrol RPA s.r.o.

#### Basic organisational and management standards

Directive 401 "Basic Regulation in the Field of Occupational Safety and Health"

Directive 402 "Safety Rules for Other Organisations' Employees"

Directive 402/1 – "Sanctions in the HSE Field"

Directive 403 "Basic Fire Protection Regulation"

Directive 406 "Electrical Securing of Machinery for Machine Repair"

Directive 416 "Basic requirements for the implementation of a locking and labelling system – LOTO"

Directive 422 "Service and use of breathing equipment"

Directive 429 "Works in dangerous areas"

Directive 372 "Excavation Jobs and Earthworks, Landscaping"

N 11 007 – Use of power hand tools and related electrical items

Decree No. 87/2000 Coll. "Decree of the Ministry of the Interior which stipulates the fire safety conditions when welding and heating of bitumen in fuse vessels"

<https://www.orlenunipetrolrpa.cz/en/ServicesandChempark/ChemparkZaluzi/BindingRegulationsandInformation/Pages/default.aspx>

User manual (e-learning) for the use of the e-PkP Application – is part of the e-PkP Application.

### 6.2 ORLEN Unipetrol Doprava s.r.o.

#### Basic organisational and management standards

Directive 26 "Basic Safety Code"

Decision 2015/02 "Permission Works"

Directive 429 "Works in dangerous areas"

## Appendix A Forms for PnO and PkP (ORLEN Unipetrol RPA s.r.o.)

### Appendix A.1 Form PkP

<input type="checkbox"/> Povolení k práci Na den <input type="text"/> Čas od <input type="text"/> do <input type="text"/> Číslo <input type="text"/> Pro firmu <input type="text"/>		<input type="checkbox"/> Specifikace prostoru a druhu práce <input type="checkbox"/> se zdroji zapalení (zóna 2) <input type="checkbox"/> Prostor s nebezpečím výbuchu <input type="checkbox"/> s ohněm (základní) <input type="checkbox"/> s ohněm (příloha ZBBO) <input type="checkbox"/> se zdroji záření <input type="checkbox"/> výkopové práce - číslo		<input type="checkbox"/> Nebezpečný prostor <input type="checkbox"/> Kyslik mimo 19,5 - 23,5% <input type="checkbox"/> Obsahuje hořlavé/exploz. látky <input type="checkbox"/> Unikovodík <input type="checkbox"/> Vodík <input type="checkbox"/> Teal <input type="checkbox"/> Obsahuje totoxické látky <input type="checkbox"/> sirovodík <input type="checkbox"/> čpavék <input type="checkbox"/> Obsahuje žíravé látky <input type="checkbox"/> Kyselinyl <input type="checkbox"/> Louhy <input type="checkbox"/> Obsahuje jiné látky <input type="checkbox"/> Voda <input type="checkbox"/> Dusík <input type="checkbox"/> Olej <input type="checkbox"/> Zadýlované vody <input type="checkbox"/> Pára <input type="checkbox"/> Tavenina <input type="checkbox"/> Uhevný prach	
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<input type="checkbox"/> 62 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 63 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 64 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
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<input type="checkbox"/> 68 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 69 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 70 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 71 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 72 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 73 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 74 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 75 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 76 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 77 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 78 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 79 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 80 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 81 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 82 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 83 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 84 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 85 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 86 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 87 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 88 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 89 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 90 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 91 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 92 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 93 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 94 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 95 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 96 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 97 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 98 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 99 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 100 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 101 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 102 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 103 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 104 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 105 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 106 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 107 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 108 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 109 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 110 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 111 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 112 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 113 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 114 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 115 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 116 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 117 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 118 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 119 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 120 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 121 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 122 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 123 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 124 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 125 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 126 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 127 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 128 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 129 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 130 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 131 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 132 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 133 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	
<input type="checkbox"/> 134 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 135 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>		<input type="checkbox"/> 136 Příjemce Hasiči tel.150 <input type="checkbox"/> Lékař tel.155 <input type="checkbox"/> Číslo stavby <input type="text"/>	

## Appendix A.1.1 Interruption and extension of work on PkP

## Appendix A.2 Form PnO

1 Povolení k práci		Číslo			
Na den	Čas od	:	do	:	
Pro firmu					
2 Popis práce/místo		ID místa	Název místa		
3 Vjezd vozidel		Počet	OA	NA	
				VZV	
				Jeřáb	
Stání					
4 Informace od příjemce		Záření, vlnění	Provozu doporučená OOPP		
<input type="checkbox"/> Pád, náraz předmětu <input type="checkbox"/> Toxické, žiravé látky Druh <input type="text"/>		<input type="checkbox"/> Ventilace, odsávání <input type="checkbox"/> Odletavající části <input type="checkbox"/> Práce elektro a MaR			
<input type="checkbox"/> Hořlavé, explozivní látky Druh <input type="text"/>		<input type="checkbox"/> Zabezpečení pracoviště <input type="checkbox"/> Trvalý dozor <input type="text"/> osob <input type="checkbox"/> Ohraničení <input type="checkbox"/> Zábrana	Kotvíci bod		
<input type="checkbox"/> Hluk, vibrace Jiné <input type="text"/>					
		Počet osob <input type="text"/>			
5 Poznámka					
6 Odsouhlasení PnO		Příjmení a jméno	Podpis	Telefon	
Zadavatel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Příjemce	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Přizvaná osoba	útvary <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Obvod	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Obvod	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Obvod	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Obvod	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7 Ukončení PnO		Příjmení a jméno	Podpis	Datum	Čas
Zadavatel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Příjemce	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Hasiči tel.150  Lékař tel.155					Číslo stavby <input type="text"/>

### Appendix A.3 Long-term permission form for work with open flames

<b>Dlouhodobé povolení k práci s otevřeným ohněm</b> vydané ORLEN Unipetrol RPA s.r.o.		Evidenční číslo:	pořadové číslo/rok
		Platnost:	
		Pro firmu:	
Číslo stavby/Blok	Místo		
Popis činnosti			
Povolení je vydáno dle S 465 na základě předloženého vyhodnocení požárního nebezpečí a dle stanovených požárně bezpečnostních podmínek ze dne: <b>XX.XX.XXXX</b>			
Pro zajištění požární bezpečnosti se dále stanovuje:			
1) Dodržovat ustanovení platných právních norem pro práci s otevřeným ohněm a jinými zdroji zapálení . 2) Při vzniku požáru na pracovišti postupovat dle „POŽÁRNÍCH POPLACHOVÝCH SMĚRNIC“ a v případě vyhlášení mimořádné situace přerušit práce s otevřeným ohněm a postupovat podle vydávaných pokynů. 3) Všechny osoby, které vykonávají práce s otevřeným ohněm a jinými zdroji zapálení nebo se těchto zúčastňují, musí být prokazatelně seznámeny s požárně bezpečnostními opatřeními. 4) V případě změny podmínek, na základě kterých bylo toto povolení vystaveno, je osoba vykonávající práce s otevřeným ohněm a jinými zdroji zapálení povinna tyto přerušit a informovat neprodleně nadřízeného a OZO v PO ORLEN Unipetrol RPA s.r.o.			
Odpovědný vedoucí pracoviště (jméno a příjmení):			
Podpis:		Dne:	
Za ORLEN Unipetrol RPA s.r.o. schválil vedoucí obvodu: (jméno a příjmení):			
Podpis:		Dne:	
Za ORLEN Unipetrol RPA s.r.o. vydal: (jméno a příjmení):			
Podpis:		Dne:	
<b>PRODLOUŽENÍ</b>			
Platnost do	Schválil (jméno a příjmení)	Podpis	Datum

**Appendix A.4 Annual Permission Card**

<b>Karta ročního Povolení k práci</b>		
<b>Název karty :</b>	<b>Číslo karty :</b>	
<b>Platí pro :</b> Oddělení údržby : Jednotka / provoz :		
<b>Zařízení :</b>  Hlavní zdroj rizika :		
<b>Popis / postup činností :</b>		
<b>Schválil :</b>		
Jednotka / provoz :	<i>Jméno a příjmení</i>	<i>Podpis</i>
Údržba :	<i>Jméno a příjmení</i>	<i>Podpis</i>
UBEZ :	<i>Jméno a příjmení</i>	<i>Podpis</i>
Za kontraktora :	<i>Jméno a příjmení</i>	<i>Podpis</i>
<b>Vydáno dne :</b>		
<b>Platnost do :</b>		

Identifikace a hodnocení rizik		
Činnost	Riziko / nebezpečí	Opatření
<b>Mimořádná událost</b> <ul style="list-style-type: none"><li>• Úraz, požár, únik, apod.</li></ul>	Před zahájením práce seznámit s místními podmínkami na pracovišti – informace předá zástupce provozu ( Zadavatel ) <ul style="list-style-type: none"><li>• Zdravotní a bezpečnostní rizika, riziková media na pracovišti</li><li>• Umístění prostředků požární ochrany a tlačítkových hlásičů elektronické požární signalizace (EPS)</li><li>• Umístění nejbližšího telefonu pro přivolání HZSP či LSPP a číslo nejbližší stavby k místu práce</li><li>• Umístění čidel plynové detekce (GDS)a větrných pytlů</li></ul>	

## Appendix A.5 List of designated personnel carrying out work in explosion hazardous areas.

By my signature I certify that I have been instructed and acquainted with the contents of the Permission including all Appendices, in particular with the method of securing the work site in terms of explosion protection, with the warning signals used at the work site to warn of explosion hazards and with the method of carrying out the work and that I have understood the above.

## Appendix to Permission no.

Appendix B Form for SFSM – Special fire/safety measures (ORLEN Unipetrol RPA s.r.o.)

Zvláštní požární bezpečnostní opatření		15 Číslo PkP	16 Způsob provedení	17 Místo	18 Požární bezpečnostní opatření	19 Činnosti HZS	20 Požární dohled po práci	21 Poznámka	22 Zahajení ukončení práce s ohněm																																			
<input type="checkbox"/> Zplýsnout	<input type="checkbox"/> Tření	<input type="checkbox"/> Plamen	<input type="checkbox"/> Živice	<input type="checkbox"/> Odpor	<input type="checkbox"/> Broušení, rezání	<input type="checkbox"/> Oblouk	<input type="checkbox"/> Laser	<input type="checkbox"/> Plazma	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce																																		
<input type="checkbox"/> Ostatní práce v zónách (0 a 1) nepravidelně vyšše uvedeným způsobem	<input type="checkbox"/> Pájení	<input type="checkbox"/> Pájení	<input type="checkbox"/> Pájení	<input type="checkbox"/> Pájení	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce	<input type="checkbox"/> Ukončení práce																																		
		<input type="checkbox"/> Ochranné pásmo	<input type="checkbox"/> Zakrytí prostupu, kanálu	metrů	<input type="checkbox"/> Hasební prostředky	<input type="checkbox"/> Pěnový	<input type="checkbox"/> Asistence HZS	<input type="checkbox"/> Požární dohled	<input type="checkbox"/> Identifikace svářeců	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce																																	
		<input type="checkbox"/> Zakrytí prostupu, kanálu	<input type="checkbox"/> Zamezovat rozletu žhavených částic		<input type="checkbox"/> Přáškový	<input type="checkbox"/> Asistence HZS	<input type="checkbox"/> Požární dohled	<input type="checkbox"/> Příjemce	<input type="checkbox"/> Doklad	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce																																	
		<input type="checkbox"/> Ochrázenov konstrukci	<input type="checkbox"/> Zamezení výronu hofravín		<input type="checkbox"/> Sněhový	<input type="checkbox"/> Požární dohled	<input type="checkbox"/> Požární dohled	<input type="checkbox"/> HZS	<input type="checkbox"/> Doklad	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce																																	
		<input type="checkbox"/> Bezpečná vzdálenost zelezničních vozů	<input type="checkbox"/> Kontrola těsnosti okolního zařízení		<input type="checkbox"/> Vědro s vodou	<input type="checkbox"/> Požární dohled po práci	<input type="checkbox"/> Požární dohled	<input type="checkbox"/> Obvod	<input type="checkbox"/> Doklad	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce																																	
		<input type="checkbox"/> analyzátor	<input type="checkbox"/> vizuální		<input type="checkbox"/> Písek	<input type="checkbox"/> Požární dohled po práci	<input type="checkbox"/> Požární dohled	<input type="checkbox"/> Doba	<input type="checkbox"/> Doklad	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce																																	
		<input type="checkbox"/> Uložení svářecí soupravy			<input type="checkbox"/> Vermikult	<input type="checkbox"/> Požární dohled po práci	<input type="checkbox"/> Požární dohled	<input type="checkbox"/> hod.	<input type="checkbox"/> Doklad	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce																																	
						<input type="checkbox"/> Požární zařízení	<input type="checkbox"/> Požární dohled po práci	<input type="checkbox"/> hod.	<input type="checkbox"/> Doklad	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce																																	
						<input type="checkbox"/> Stabilní hasicí zařízení	<input type="checkbox"/> Požární dohled po práci	<input type="checkbox"/> hod.	<input type="checkbox"/> Doklad	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce																																	
						<input type="checkbox"/> Počistitelná hasicí zařízení	<input type="checkbox"/> Požární dohled po práci	<input type="checkbox"/> hod.	<input type="checkbox"/> Doklad	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce																																	
						<input type="checkbox"/> Plynová detekce	<input type="checkbox"/> Požární dohled po práci	<input type="checkbox"/> hod.	<input type="checkbox"/> Doklad	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce																																	
						<input type="checkbox"/> El. požární signálizace	<input type="checkbox"/> Požární dohled po práci	<input type="checkbox"/> hod.	<input type="checkbox"/> Doklad	<input type="checkbox"/> Zahajení práce	<input type="checkbox"/> Ukončení práce																																	
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## Appendix C Further specification of the content of the forms and the obligations for entering the conditions of work (ORLEN Unipetrol RPA s.r.o.)

### Colour resolution of the PkP form

Once printed, a coloured bar is displayed in the header of the PkP form to indicate the riskiness of the work being carried out.

Red dashed stripe = for work with open flames requiring PPE and work in hazardous areas.

Green solid stripe = other work.

When printing on a black-and-white printer, the riskiness can be distinguished by the form of the stripe (interrupted/uninterrupted).

**Box 1**

### Permission for PnO / PkP

#### Number/ID

Automatically generated number. In the case where it is not generated, the Issuer provides its own PnO / PkP identification number. The format is not prescribed. That number shall be shown on all physical attachments, except for the excavation permission per Directive 372, "Excavation jobs, Earthwork, Landscaping".

#### Reporting

The Issuer/Submitter shall indicate the Reporting number by selecting from the code list. In the case of PkP creation from the INFOR module for creating Orders/Reporting (hereinafter referred to as INFOR), the data is filled in automatically. Entering the Order/Reporting number will automatically fill in part of boxes 1 and 2.

#### Order

The Issuer/Submitter shall indicate the contract number by selecting from the code list. It then selects the job operation from the code list that is associated with the currently created permission. In the case of PkP creation from INFOR, the data is filled in automatically.

#### Issuer

The name of the Issuer is given automatically (the person currently logged in to the PC).

#### Type of work

The Issuer shall specify the Contract Type by selecting from the code list. In the case of PkP creation from INFOR, the data is filled in automatically.

#### For the company / Contractor

The Issuer always indicates the employer of the Recipient by selecting from the code list.

In the case of electrical/M&R/DCS works, the Issuer shall indicate only the company/Contractor with a valid mandate contract.

#### Validity (Per day)

The Issuer shall indicate the specific date for which the Permission is issued. In the case of a Permission where the time span required to execute the work carries over to the next day (night shift), only the date on which the time span started shall be indicated.

If no entry is given, the day on which the Permission is issued in the application is automatically filled in.

#### Time (from–to)

The Submitter indicates the time scale required for the execution of the works on the first day of the PkP. The time "From" is generated automatically by the application (the current time on the PC). This time can be adjusted by manual input.

The time scope is stated as a maximum of one working shift of the Submitter. This time (5:30 p.m. or 5:30 a.m.) is automatically preset in the Application, but the time of validity can be shortened manually by the Submitter (e.g. for operational reasons)

### Box 2

#### Place Name

The Submitter shall specify (or modify the data provided/exported by the Issuer) the Place Name by selecting from the code list. In the case of PkP creation from INFOR, the data is filled in automatically.

The job title can be specified in the Job Description field or in an attachment. It is necessary that the place of work or facility is clearly indicated!!! The appendix is used especially in the case of work executed under the same conditions at different locations in the production department/unit (e.g. steam pipes, scaffolding, insulation). The appendix shall then specify the specific work location for each extension.

#### Job Description

The Submitter shall provide (or modify the data provided/exported by the Issuer) an unambiguous description of the work (multiple works). In the case of works to separate a part of the installation from access to pollutants or from the installation in operation, a clear specification of the location of the separation shall be given.

In cases where the above requirements are not listed in this box, reference is made to the specific document or Appendix to the PkP where these requirements are clearly specified. The reference must make it clear to the Recipient which works and scope of work are specifically covered by the relevant authorisation. The document referred to must be demonstrably known to the Recipient. Familiarisation must be done in advance or during the permitting process.

### Place ID

The data is automatically filled in after selecting "Place Name".

### Box 3

#### Vehicle Entry

In the case of vehicle entry, the Submitter specifies the number of vehicles of a given type (PV – passenger vehicle, TRK – truck, TL – trolleys, pallet loaders, lifting platforms, other). This information is used for the purpose of determining the conditions for the work to be carried out and for an indicative overview of road clearance during an emergency.

The entry of motor vehicles is prohibited into the explosion hazardous area (zones 0 and 1), unless these vehicles are manufactured and approved for use in these areas.

The Submitter has the right, in justified cases, to restrict the entry of vehicles only for unloading/loading of materials, or not to allow the entry of vehicles.

#### Parking

The PkP Submitter shall designate a parking / deployment location for the vehicle it allows to enter.

When determining the parking / deployment location, the load capacity must be taken into account, especially when deploying cranes. Preference must be given to paved areas in the determination.

### Box 4

#### Information from the Recipient

The Recipient shall specify the risks involved, the measures taken and any other information that may be relevant. In addition, recommend appropriate PPE for persons moving in the vicinity of the work being performed. If the risk that the Recipient's activity introduces is not prescribed in the form, it shall be indicated in the "Other" box.

In the case of work on the PnO, the Recipient shall indicate the number of persons with whom he/she will start work.

If the Recipient decides to use personal protective equipment (safety harness with accessories), specify the "Anchor Point" in this box or in the technological procedure attached to the Permission. In the case of works where the Anchor Point is established on the Recipient's equipment, this point is not indicated in the PkP (Anchor Point on the scaffolding structure, Anchor Point resulting from rescue means). Furthermore, the Anchor Point shall not be indicated in cases where the safety harness is used as a preventive measure to free persons from a hazardous area and does not serve as fall protection.

It is up to the Submitter to determine the Anchor Point in terms of the influence of the technological equipment or the possibility of damage to it.

#### Electrical and M&R work

The box is ticked when the work involves electrical/M&R/DCS work where there may be an electrical threat to life, health or property. These activities may only be carried out by employees with a professional qualification in electrical engineering.

In the case of such works, the Recipient also sets out the conditions (including measures, PPE, etc.) for carrying out the activities (Box 10). At the same time, the Recipient assumes the responsibilities of the Transmitter / Accepting under paragraph 4.4.3 and 4.4.5 in the event that the work is executed in an area not accessible to employees without electrical expertise. (these are boxes 11 and 12)

#### **Box 5**

#### Comment

Further specifications or information shall be provided according to the individual needs of the parties to the permission procedure.

The Application records and saves every change in box 5. Used to indicate the conditions and requirements of the adjacent/special district representative. The adjacent/special district representative is authorised to request attendance at the site takeover in this box as specified in box 12 or 14. It may also limit the period of validity of the statement for the adjacent/special district in this box. Unless a restriction on the validity of the statement is specified, it shall be valid for the duration of the authorisation.

This box can also be used, for example, to record the inspection of the activities carried out at the work site.

#### **Box 6**

#### Approval of PnO/PkP

The parties to the permitting procedure shall agree on the PkP/PnO. The Recipient certifies by his signature that all persons involved in the work will be shown to be familiar with the terms and conditions set forth in this Permission and the related documentation listed on the Company's website prior to commencement of work. In particular, these documents concern information on risks to the life and health of employees and Directive 402 "Safety Rules for Other Organisations' Employees".

In the case of issuing PkP/PnO via the Application, the call for approval of the Permission can be sent to the adjacent districts via this Application (by e-mail). In case of their approval, the system automatically generates the approval in the permission form. The consent so given shall be taken as an approval by the signature and it shall not be necessary for the PkP / PnO to be physically signed by the representative of the adjoining district. If the consent of the adjoining district is not secured through the Application, the signature of that person must be secured on the printed PkP/PnO form.

If the Invited Person or adjacent district limits the validity of their statement when the PkP is first issued (see text at box 5), their statement must be physically secured when the PkP is renewed.

**Box 7****Termination of PnO/PkP**

To be carried out by the Submitter and the Recipient together on both counterparts of the Permission, after the site has been taken back (see Box 12).

Termination shall also be done electronically in the Application by the Submitter.

**Important telephone numbers**

The Submitter shall add the structure number, usually the nearest to the place of work. The number must be written out manually.

In the case of multiple locations, the box is not filled in. The Recipient is then oriented according to the standard numbering of structures at the work site.

**The next part of the manual is only for work on PkP****Box 8****Specification of area and type of work**Area

The Submitter shall specify the areas where the work is to be carried out. In the event that it does not specify, it shall be deemed to be other areas according to Article 4.7.3.

In case of the explosion hazardous area designation, the Application displays other obligations that must be fulfilled (so-called validation).

In the event that the Submitter ticks the box that it is a Hazard Area, the following must be followed in accordance with Directive 429 "Work in Hazardous Areas". After ticking this item, the Application automatically expands the form with other mandatory Appendices to the PkP (JHA, Rescue Plan).

Work type

The Submitter, on the basis of the designation of the type of area and the machines, tools, instruments used, specifies the work to be carried out. In the case of excavation work, indicate the number of the excavation Permission according to Directive 372 "Excavation Jobs and Earthworks, Landscaping".

In the case of the Work with Fire (SFSM) designation, the Application automatically extends the form with another mandatory attachment PkP – Special Fire Safety Measures (SFSM).

**Information for the use of hand tools, instruments and equipment in potentially explosive environments**

These are devices that are not in Ex design, i.e., not approved for use in explosion hazardous area:

- a) Screwdrivers, wrenches, impact drivers, assembly/disassembly of scaffolding, measuring instruments, etc. – hand tools, instruments that can produce single sparks when used.
- b) Power hand tools, cordless tools – hand tools, instruments that can produce a number of sparks.

Work in Zones 0 and 20 – these hand tools must not be used.

Work in Zones 1 and 2 – these hand tools may only be used if it is ensured that no explosive atmosphere is present at the work site. This must be monitored by continuous environmental analysis (DMV/flammables – portable detector).

Work in Zones 21 and 22 – the hand tools (referred to in a) may be used;

- the hand tools referred to in point (b) may be used only if the work site is screened from its surroundings and the dust deposit has been removed from the work site or the work site is kept moist so that the dust cannot be stirred up and smouldering cannot occur.

When working with open flames in Zone 20, the above measures must also be applied to the surrounding area of the work site, taking into account the possibility of sparks.

### **Box 9**

#### **Work site preparation/status**

The Submitter shall tick the appropriate boxes or add another form of training/work site status as appropriate.

#### **Inerting**

Select from the code list the substance by which the device was inerted. If the substance used for inerting is not in the codebook, it is necessary to select "Other" and enter it manually in the box.

#### **Secured (electrical, M&R)**

It is necessary to indicate the identification of the document on the basis of which the security was performed (e.g. PkP number, etc.).

#### **LOTO**

If a "LOTO – Lockout/Tagout" system is in place at the work site, the Submitter shall check the appropriate LOTO box and fill in the required information in the appropriate fields – the number of the LOTO lockout box (containing the keys to the locked energy sources of the machine/equipment) and the number/name of the appropriate LOTO instruction (the instructions developed for securing the machine/equipment).

#### **Permanent Supervision (operation)**

The Submitter shall tick the appropriate box where the work requires Permanent Supervision by the plant. As a standard, one person performs Permanent Supervision from the operations side. If it is necessary for more than one person to carry out this activity, this must be indicated in the "Other" section of this box.

#### **Hot surfaces, substances**

The Submitter shall inform the Recipient by ticking the appropriate box in all cases where the equipment at the work site presents thermal risks (contact heat, radiant heat, spraying with melt, hot substance).

A temperature of up to 50°C is considered a safe level. The box shall be ticked when the safe level cannot be reached even after all technical and organisational measures related to the preparation of the equipment for repair have been taken.

After ticking the box, you must also specify the temperature class, either by selecting from the dial or by entering a specific temperature in degrees Celsius.

T1 – 51–100°C

T2 – 101–250°C

T3 – 251–350°C

T4 – 351–500°C

If the box is ticked, the Submitter (the Invited Person) must specify (in Box 10) the need for the Recipient to use extra PPE according to the nature of the equipment. The determination must be based on the identification of risks and risk

assessment of the unit, prepared by the relevant safety engineer. In cases where these risks are not included in the documentation, it is the responsibility of the safety engineer to define the appropriate PPE for this activity, which is then specified by the Submitter in the PkP.

The Submitter specifies for the Recipient, in Box 10, only general terms (gloves, special clothing, gloves). In the case of inclusion of another type of PPE, it is necessary to specify it in general terms in the "Other" box, e.g. protective clothing or armband. The specific type of PPE (e.g. gloves against thermal hazards) is then indicated for the Recipient in the "Hot surface, substances" box.

### **Cool surface, substances**

The Submitter shall inform the Recipient by ticking the appropriate box in all cases where the equipment at the work site poses a risk of frostbite (contact, spraying with a substance). If the box is ticked, the Submitter must specify the need for the Recipient to use extra PPE according to the nature of the equipment. The determination must be based on the identification of risks and risk assessment of the unit, prepared by the relevant safety engineer. In cases where these risks are not included in the documentation, it is the responsibility of the safety engineer to define the appropriate PPE for this activity, which is then specified by the Submitter in the PkP.

The Submitter specifies only general terms (gloves, special clothing) for the Recipient. The specific type of PPE (e.g., cold gloves) for the Recipient is then indicated by the "Cold Surface, substances" box.

### **Without collective security**

The Submitter shall inform the Recipient by ticking the appropriate box in all cases where the Recipient will carry out work on equipment that cannot be carried out from areas equipped with technical fall protection from a height/depth greater than 1.0 m or from approved scaffolding and working platforms.

### **Working from scaffolding – Equipment accessible from temporary structures**

The Submitter shall inform the Recipient by ticking the appropriate box in all cases where the Recipient will carry out works from temporary structures. Temporary structures must be used in accordance with Directive 425 "Use of Temporary Structures (Scaffolding)".

### **Work in the excavation**

The Submitter shall inform the Recipient by ticking the appropriate box in all cases where the Recipient will carry out work in the excavation area. When this box is ticked, the Submitter is required to assess whether it is a Hazardous Area.

### **Ice, frost**

The Submitter shall inform the Recipient by ticking the appropriate box in all cases where hazardous frost or ice formation occurs on the work site. Always at the announcement of Winter Measures.

### **EPS off (Electrical Fire Alarm)**

The Submitter shall inform the Recipient of the deactivation of the EPS.

### **Out of order**

The Submitter shall inform the Recipient by ticking the appropriate box in all cases where the equipment is shut down, i.e. electrically disconnected, decontaminated or mechanically secured, so that no risks arise from the operation of the equipment.

### **Contains substances**

The Submitter shall inform the Recipient by ticking the appropriate box in all cases where the equipment contains/may contain residual amounts of the substance concerned. In the case where this substance is not prescribed, the Submitter shall specifically mention it in the Other box.

In particular, if the box is ticked, the Submitter must assess the need for the provision of superior PPE for the Recipient or the need for an initial and sustained analysis.

The determination of PPE must be based on the identification of risk and risk assessment of the department, prepared by the relevant safety engineer. In cases where these risks are not included in the documentation, it is the

responsibility of the safety engineer to additionally assess this activity and, if necessary, define the appropriate PPE, which is then further specified by the Submitter in the PkP.

The Submitter specifies only general terms for the Recipient (gloves, special clothing, protective mask). The specific type of PPE for the Recipient is then indicated in this box.

Escape masks in the standby position and hearing protection in areas marked with the appropriate safety plate are not specified in the PkP. This obligation for the Recipient is based on the identification of risk and risk assessment provided on the company's website and on training from local conditions.

#### **Box 10**

#### **Conditions for work**

The Submitter shall tick the relevant boxes or add additional conditions.

In the case of electrical/M&R/DCS works, the Recipient is responsible for the correctness of the determination of the conditions.

#### **Continuous Analysis**

It is determined in the event of the possible occurrence of dangerous oxygen concentrations or the possibility of the accumulation of toxic, explosive, inflammable substances or substances displacing oxygen from the air. Continuous Analysis shall not be carried out when working with non-sparking agents unless the formation of dangerous concentrations of toxic substances or oxygen is possible.

The Submitter or adjacent district representative shall prescribe the required media in box 11 or 14 of the PkP (when renewing the PkP). The Recipient shall be responsible for carrying out the Continuous Analysis for the above substances at the work site.

In the event that vehicles are required to enter in explosion hazardous area (Zone 2), the safety of the parking/deployment area must be verified in advance by an initial analysis. Continuous Analysis is not performed during the vehicle's journey to the staging/deployment site. The entry of motor vehicles is prohibited into the explosion hazardous area (zones 0 and 1), unless these vehicles are manufactured and approved for use in these areas.

#### **The Non-sparking Agents**

Determined by the Submitter. The exclusive use of non-sparking tools, implements and apparatus, machinery and equipment manufactured and approved for use in explosion hazardous areas shall be provided by the Recipient.

#### **Covering of passages, ducts, covering of flammable substances**

It is specified as a measure against the occurrence and spread of fire when working with fire requiring basic fire / safety measures. Covering, covering or sealing shall be done with a non-sparking or non-flammable material isolating the flammable substance from the source of ignition.

Determined by the Submitter by ticking the appropriate box. Provided by the Recipient.

#### **Sprinkle**

It is specified as a possible technical measure to protect against explosion, to prevent the formation of a dangerous explosive atmosphere (dust wetting is ineffective for non-wetting substances).

Determined by the Submitter by ticking the appropriate box. Provided by the Recipient.

#### **Ventilate**

It is provided as one of the possible support measures in cases where there is an accumulation of toxic substances or high temperatures in a given area.

Determined by the Submitter by ticking the appropriate box. Provided by the Recipient.

### **Inerting**

It is specified as a possible technical measure for explosion protection, preventing the formation of a dangerous explosive atmosphere.

Determined by the Submitter by ticking the appropriate box and specifying the medium. If the substance used for inerting is not in the codebook, it is necessary to select "Other" and write it in the box manually.

When prescribing inerting during the execution of the works, the Submitter shall assess whether the use of respiratory protection will be necessary.

### **Work Site Security**

It is specified in cases where it is necessary to designate a work site with a no-entry policy, e.g. when there is a risk of falling objects from elevated areas, flying parts or exposure to chemical substances.

The Submitter shall tick the appropriate box and specify the method of security in cases of possible danger to other persons carrying out other activities in the area, and only where the security of the work site does not result from legislative and normative requirements set for the activities of the Recipient. Provided by the Recipient.

In the event that the Submitter decides to provide the work site with Permanent Supervision, it shall also specify the number of persons who will provide Permanent Supervision. Permanent supervision shall be carried out by the Recipient.

In cases where legislative and normative requirements stipulate for the activities carried out by the Recipient the method and condition of worksite security, the Recipient sets this condition in the PkP (box 4) and ensures its fulfilment.

#### **Method of Security**

- 1) Permanent Supervision (continuous monitoring of the progress of the work and the area at risk),
- 2) Boundary (demarcation of the work site by safety tape or safety markings),
- 3) Barrier (fixed barrier according to legislative and normative requirements).

### **Extra PPE for Recipient**

The Submitter shall tick the appropriate boxes or add additional PPE.

#### **Above-standard PPE**

They are established in cases where a given work activity requires the use of above-standard PPE (not listed in the mandatory PPE standard), resulting from the identification of identification of risk and risk assessment of a given department, prepared by the relevant safety engineer. Means set in excess of the binding standard shall be prioritised and, in the event of incompatibility with the standard, shall take precedence over it.

Only the general names of the PPE are listed here and their specific protective properties must correspond to the conditions and hazards listed in Box 9 (e.g. chemicals, hot surfaces, etc.).

Determined by the Submitter or adjacent district representative by checking the appropriate box. PPE specified by the Recipient in Box 4 is not to be overwritten in this section.

The Recipient shall notify the Submitter or adjacent district representative of any incompatibility between the specified PPE and PPE resulting from the Recipient's activities. The binding standard defines the most common possible incompatibilities of commonly used PPE. The incompatibility of this PPE is then not addressed by the Recipient. In other cases, the limitations on the use of the specified PPE must be recorded in box 5 (Note).

In the event that the specified above-standard PPE will not need to be used for the entire duration of the work, the Submitter shall specifically specify the period of use in Box 5 (Note).

Escape masks in the standby position and hearing protection in areas marked with the appropriate safety plate are not specified in the PkP. This obligation for the Recipient is based on the identification of risk and risk assessment provided on the company's website and on training from local conditions.

The Recipient is responsible for providing the above-standard PPE.

### **Isolating Breathing Apparatus (IBA)**

It is established in cases of real occurrence of dangerous oxygen concentration or exceeding the permissible limits of toxic or other dangerous substances. When using these devices, it is necessary to comply with Directive 422 "Service and Use of Respiratory Equipment".

The Submitter or the representative of the adjacent district shall tick the appropriate box. The equipment of the IBA is provided by the Recipient.

**Box 11**

### **Handover of the Work site**

Performed by the Submitter or the Transmitter (operation) by indicating the name, surname, signature and time of transfer. The time indicated is the time from which the work can actually be carried out. In cases where an initial analysis is specified by the Submitter or adjacent district, the Submitter shall ensure that the analysis is performed prior to transmittal. The person who carried out this initial analysis shall state his name and surname and certify by his signature that the measured values do not exceed the limit values set. Exceeding the limits is indicated by a calibrated instrument.

The person handing over the workplace (the Submitter or the Transmitter / operator) is also responsible for checking that all the points listed in box 9 work site preparation / condition have been met.

The work site is taken over by the Recipient or the Accepting (Contractor) by indicating the name, surname, signature and number of persons with whom the work is to commence. This number is updated only when the Permission is renewed.

In cases where the handover of the site and the initial analysis will be carried out directly by the Submitter or the Recipient, it is sufficient to indicate only the signatures, the time of handover and the number of persons. The specific names are then visible from box 6 or 14 or are automatically generated.

### **Initial Analysis**

It is carried out in the event of a possible hazardous oxygen concentration or the possibility of the accumulation of toxic, explosive or flammable substances. It is carried out prior to the actual commencement of work to verify the effectiveness of the measures taken and to check the current state of the work site. The initial analysis shall not be carried out when working with non-sparking agents in explosion hazardous areas, if only an accumulation of explosive or flammable substances is possible.

#### **1. Individual Work Site**

To be performed by the Submitter or the Transmitter on behalf of the operation in cases where the work is performed in the Submitter Officer's PkP district.

Performed by a representative of the adjacent district in cases where the possibility of hazardous concentration results from the activities of the adjacent district (ORLEN Unipetrol RPA s.r.o. district).

The required media shall be indicated in box 11 or 14. The execution is confirmed by entering the name, surname and signature in the PkP.

In the event that an exceedance of the limits is signalled during the initial analysis, the site will NOT be moved and work cannot commence.

#### **2. Shared work site (multiple individual sites), unknown work site (e.g. inspection activities)**

The required media shall be indicated in box 11 or 14. Based on this information, the Recipient performs a permanent analysis on the required media. An initial analysis is not carried out.

#### **3. Work carried out outside of the Submitter's district (possible hazardous concentration arising only from the Submitter's activities)**

Determined by the Submitter by prescribing the required media in box 11 or 14. The initial analysis is carried out by the PkP Recipient. The execution shall be confirmed by indicating the name, surname and signature in his copy of the PkP.

**Box 12****Takeover of the Work Site Back**

Work site takeover shall only take place after the work has been fully completed or at the end of the PkP and shall precede the completion of the PkP as per Box 7.

In the extension process, the work site is not taken back from the contractor when work is interrupted.

Carried out by the Submitter or the Transmitter (operation) by indicating the date and time of taking over, name, surname and signature. The work site is handed over by the Recipient or the Accepting (contractor) by indicating the name, surname and signature.

After the physical takeover of the work site by the Submitter, this will be done in the IT application.

**"Extension" form (usually the second page of the PkP)**

To be filled in only in cases of interruption/extension of works. If more than one page is attached, these pages must be numbered. In the introductory part, the PkP number shall be followed by a slash and the number of the attached page. The "PkP can be extended until" field is filled in automatically by the Application.

**Box 13****Interruption**

To be carried out by the Recipient in cases where all its employees leave the place of work for more than 60 minutes and where the work has to be extended. The Recipient shall record the time of the interruption immediately after the interruption and confirm this by signing on both copies of the PkP.

**Box 14****PkP extension****Per day**

The Submitter shall indicate the specific date for which the PkP is extended/issued. In the case of a Permission where the time span required to execute the work carries over to the next day (night shift), only the date on which the time span started shall be indicated.

**Time (from–to)**

The Submitter indicates the approximate time scale required for the execution of the works. The time range is given up to the end of the Issuer's shift.

Other records shall be made in accordance with Boxes 6 and 11.

## SFSM form

To be filled in only in cases of work with fire in explosion hazardous areas and work with fire in areas where the presence of flammable or combustible substances (flammable insulation, open ducts, coatings or non-insulating materials, residual substances, etc.) is not obvious to the persons carrying out the work.

**Box 15**

### PkP number

Automatically generated number. In the case where it is not generated, the Submitter shall quote the PkP identification number given in box 1 of the basic PkP form.

**Box 16**

### Method of Execution

The Submitter shall specify, in cooperation with the Recipient, the method of carrying out work with open flames.

**Box 17**

### Location

The Submitter shall give a clear description of the location/facility for which special fire safety measures are provided. It is only indicated where this is not specified in Box 2 – Basic Form or in other appendices to the PkP.

**Box 18**

### Fire/safety Measures

The Submitter ticks the relevant boxes or adds additional conditions and specifies the responsibility for their implementation (Z = Submitter, P = Recipient, O = District).

#### Protection Zone

The Submitter states the required Protection Zone. The centre of the Protection Zone is always below the welding site and a circle with a radius of 10 m in the horizontal plane is defined as the minimum. When working with open flames at heights exceeding 2 m, the Protection Zone is extended by at least 0.3 m for each additional 1 m of height up to a height of 7 m; for each additional 1 m of height, the Protection Zone is extended by 0.1 m up to a height of 20 m.

Combustible materials shall be removed or safely insulated within the specified distance or other effective measures shall be taken.

#### Covering of passages, ducts

Specified by the Submitter as a measure against the occurrence and spread of fire. Covering, covering or sealing shall be done with a non-sparking or non-flammable material isolating the flammable substance from the source of ignition.

#### Preventing the spread of hot particles

Specified by the Submitter as a measure against the flight of hot particles. The measures taken must reliably prevent the spread of sparks, metal particles and slag.

#### Cool the construction

Specified by the Submitter as a possible measure against the occurrence and spread of fire.

### Preventing flammable spillage

The Submitter stipulates that no manipulation will be carried out during the performance of work with open flames that would lead to the release of flammable substances. In particular, blowdown, expansion of products into the atmosphere, separation and discharge of products will not be carried out.

### Safe distance of railway carriages

The Submitter specifies that rail tank cars and tank trucks that are being filled, pumped or parked must be removed from the work site to a distance of at least 10 metres. For a tanker containing liquefied hydrocarbons, the minimum permissible distance for working with fire is 40 metres. For a larger number of tankers, the distances increase proportionally.

### Checking the leakage of the surrounding equipment

Specified by the Submitter, specifying the method of execution.

### Welding set storage

The Submitter specifies the place of storage of the welding set during the interruption of welding.

### Extinguishing agents

To be determined by the Submitter by adding a number to the relevant box or by ticking additional boxes. The minimum equipment for working with fire requiring special fire safety measures is two fire extinguishers, one of which is a powder extinguisher with a weight of extinguishing agent of min. 5 kg. The second is determined by the nature of the work site.

This does not apply to other work in explosion hazardous areas (zones 0 and 1) box 16.

The Submitter shall only specify extinguishing media when working with fire requiring special fire/safety precautions. When working with fire with basic fire safety measures, the Recipient must always use two powder extinguishers with a weight of extinguishing agent of min. 5 kg, or a combination of a powder extinguisher and CO<sub>2</sub> extinguisher.

### Fire-fighting Equipment

The Submitter shall inform the Recipient of the fire-fighting facilities available at the place of work.

#### **Box 19**

### Activities of the Plant Fire Rescue Brigade (FBUN)

The Submitter specifies the conditions implemented through the FBUN.

#### FBUN assistance

A set of technical and organisational measures to be carried out by a unit of the Plant Fire Rescue Brigade unit of ORLEN Unipetrol RPA s.r.o. when working on equipment, with open flames or other technological procedures for which the obligation to carry out these measures is determined in advance by the Submitter.

#### **Box 20**

### Fire Surveillance after completion/interruption of work

The Submitter shall determine who will provide the Fire Surveillance, the duration of the Fire Surveillance (the minimum is 8 hours) and the interval of inspections within the specified Fire Surveillance period. The actual record of the individual inspections is made by the person carrying out the Fire Surveillance through box 25.

The Submitter has the option of setting different intervals for the performance of Fire Surveillance after the work, but the sum of the time of its performance shall be at least 8 hours. (e.g. the first 2 hours after 30 minutes and the following 6 hours after 60 minutes).

This does not apply to other work in explosion hazardous areas (zones 0 and 1) box 16.

In the case where the Fire Surveillance is performed alternately by both the Submitter and the Recipient, both the Submitter and the Recipient boxes are ticked and the abbreviation Z – Submitter or P – Recipient is entered after the name and surname of the person performing the surveillance in box 25.

**Box 21**

#### **Comment**

Further specifications shall be provided according to the individual needs of the parties to the permission procedure.

**Box 22**

#### **Start/finish of work with fire** (outside the Application – to be filled in manually after printing)

The record is made by the Recipient by specifying a specific date and time. This does not apply to other work in explosion hazardous areas (zones 0 and 1) box 16.

**Box 23**

#### **Welders identification** (outside the Application – to be filled in manually after printing)

The record shall be made by the Recipient by indicating the names and surnames of the welders involved and their document numbers. Where no welding work is carried out directly, the Recipient shall only state the name of the employee who will carry out the work with open flames.

**Box 24**

#### **Fire Surveillance at work (Recipient)** (outside the Application – to be filled in manually after printing)

The record shall be carried out by the person designated by the Recipient to carry out fire surveillance. It shall state the specific date, name, surname and signature. The time of commencement of the fire surveillance activity at work is shown in box 22.

**Box 25**

#### **Fire supervision after completion/interruption of work** (outside the Application – to be filled in manually after printing)

The record shall be carried out by a person designated by the Recipient or the Submitter to carry out fire surveillance. Indicate the specific date, time of commencement of the activity, name and signature for each individual check as per box 20.

In the case where the Fire Surveillance conducts the operation after the completion of the work, the record shall be completed on the Submitter's copy only.

In the case of post-work Fire Surveillance by the Recipient's designee at non-shift work sites, the record shall be completed on the Recipient's counterpart only.

In the event that there are insufficient fields to record the execution of the Fire Surveillance after the completion/interruption of works, an additional Appendix to the SFSM with the relevant PKP number is printed from the Application.

#### **General information about the form**

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In case of insufficient number of boxes, need to add more boxes or expand them, you can use the "Other" spaces next to each box. If the pre-set range of boxes in the Application is exceeded, the overlapping text is automatically generated in the permission appendix. In case of written issuance, any appendix may be attached to the PkP form. This appendix must show the PkP number as per Box 1 (except for the excavation permission). The particulars shall be identical in both counterparts except for the differences described in the above specification.

## **Personal Rescue Plan Form**

If it has already been prepared in advance, the Submitter shall mark the box "already prepared" and attach this form to the printed counterparts of the PkP. The Submitter shall add the relevant PkP number to the form so attached.

If it is not pre-processed, the Submitter will fill in the individual fields of the form (Appendix A of Directive 429) in cooperation with the Recipient and then confirm with a signature.

## **JHA form**

The form must be completed separately, stamped with the number of the PkP to which it belongs, signed and attached to both counterparts of the PkP.

## Appendix D A graphic illustration of selected conditions determined by individual premises and type of work performed (ORLEN Unipetrol RPA s.r.o.)

ZÁKLADNÍ PRÁCE		PRÁCE S OHNĚM		PRÁCE SE ZDROJI IONIZUJÍCÍHO ZÁŘENÍ		VÝKOPOVÉ PRÁCE	
		Zvláštní požárně / bezpečnostní opatření	Zvláštní požárně / bezpečnostní opatření	nebezpečí výbuchu (zóna 2)	nebezpečí výbuchu (zóna 1)	nebezpečí výbuchu / výbuchu	nebezpečí výbuchu / výbuchu
VŽDY	- stanovuje se vždy	POS	POS	VŽDY	VŽDY	VŽDY	VŽDY
POS	- nutno posoudit	POS	POS	POS	POS	POS	POS
ZF	- základní formulář	POS	POS	VŽDY	VŽDY	VŽDY	VŽDY
ZPBO	- příloha ZPBO	POS	POS	VŽDY	VŽDY	VŽDY	VŽDY
PKV	- příloha "Povolení k výkopu"	POS	POS	POS	POS	POS	POS
Inventarace							
Zkrájet							
Trvalý dozor							
Zajíždění							
Zajíždění vstupní/výstupní							
Oznámení pracoviště							
Způsob dorozumívání							
Používání el. předmětu (N 11007)							
Nejistivé prostředky							
Nadstandardní OOPP							
Odstranění hořlavých látek							
Zakrytý prostup, kamáň, překrytí hořlavých látek							
Zaklepání pracoviště							
Zvláštní požárně bezpečnostní opatření							
Požární dohled po skončení práce							
Hasení prostředky							
Povolení k výkopu dle S 372							

Podmínky se stanovují  
prostřednictvím

ZF	ZF	ZF
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PRO JINÉ PROSTORY NEJLÍTEJTO DRUH PRÁCE DEFINOVÁN

PRO PROSTOR S NEBEZPEČNÍM VÝBUCHU NEJLÍTEJTO DRUH PRÁCE DEFINOVÁN