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NAME: EXCAVATION WORK		
Manager: Safety Department		
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Prepared by: Responsible department Ing. Marek Ferenc Digitally signed by Ing. Marek Ferenc Date: 2025.03.19 08:50:45 '00	Reviewed by: Director of HSE&Q, PVISŘ Cech Digitally signed by CechM Date: 2025.03.21 08:09:48	Approved by: Director of HSE&Q, PVISŘ Cech Digitally signed by CechM Date: March 21, 2025 08:10:13 '00
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1 INTRODUCTION

This BI sets out the procedure and conditions for the approval and performance of excavation, earthworks, and landscaping (hereinafter referred to as "excavation") at all SPOLANA s.r.o. work sites and the conditions for the subsequent use of excavations.

The basic conditions for work at heights and above open depths are set out in B-3.16.16 "Work at heights".

This BI applies to all SPOLANA s.r.o. employees and other persons on the SPOLANA s.r.o. premises when working on excavations (including the obligation to use personal protective equipment). Violation of this BI may result in penalties and claims for damages, including damages caused to the health of persons in accordance with legal regulations.

2 SCOPE OF APPLICABILITY AND DISTRIBUTION LIST

This BI is binding for departments that authorize and perform excavation, earthworks, and landscaping. It is distributed in electronic form to company departments in the "Company Legislation" database in Lotus Notes and in the Dok-system application according to access rights, and to external entities on the SPOLANA s.r.o. website (<http://www.spolana.cz/> under "Services and Premises / Legislation").

3 EXCAVATION PERMITS

3.1 Conditions for excavation permits

All excavations on the premises of SPOLANA s.r.o. may only be carried out in accordance with S-3.11.5 "Permits for work on equipment and work under exceptional conditions" and under the conditions specified in this BI.

The process for issuing work permits is specified in S-3.11.5. The process for issuing excavation permits is described in this BI. A standard form is used for written Excavation Permits (hereinafter also referred to as PkV), as specified in Appendix No. 1 to this BI; the Excavation Permit is an appendix to the Work Permit.

The excavation permit is issued by the work assigner in cooperation with the work contractor, designated permit issuers, and the main permit issuer (see Chapter 13 for definitions). Excavation work may not commence without a valid excavation permit.

The excavation permit is valid for a maximum of 6 months. The excavation permit is recorded by the issuer (see section 3.3.4 of this BI) in the same way as the S-3.11.5 work permit and is stored for 1 year after the excavation permit expires. In the event of an emergency during the performance of work (e.g., accident, fire, explosion, or breakdown), the Safety Department shall store the Permit for a period of 5 years as part of the emergency investigation documentation.

In cases of danger due to delay, proceed according to paragraph 3.2.

3.2 Excavation work in cases of imminent danger

This involves work related to averting danger to life and health, work related to averting damage to the environment, and work to prevent damage to property (e.g., failure of a cable classified as a Level 1 repair priority).

The condition for commencing this work is:

- approval by the issuer (outside working hours by an authorized person, e.g., the shift foreman in the relevant district).
- Notification of the start and end of restrictions or interruptions to traffic flow from a landline (from a mobile phone, always with the prefix 315 66 xxxx):
 - SPOLANA s.r.o. dispatch center, or OS HZSP : 2555, 2585, 4444, or 2222
 - Centralized Maintenance Department : 2626, 2592
 - Safety Department : 3166, 6284, 2211
- ensuring safe conditions that would be specified in a standard excavation permit (this mainly involves precisely determining the location of the fault).
- Subsequent issuance of a proper PkV as soon as possible.

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3.3 Participants in the excavation permit

3.3.1 Excavation contractor

The contracting authority is a person designated by the head of the department that initiated the activities involving excavation work. Based on concluded mandate agreements, this person may also be a representative of an external entity.

Before commencing excavation, the contracting authority is obliged to:

- a) Ensure Notification of excavation work (the form is included in Annex 4), to which a clear overview of the situation must be attached, marking the excavation on the department/plant map (including the marking of all underground objects, e.g., utility networks, boreholes, etc.) and a detailed overview showing the location of the planned permanent and temporary excavations.
The sketch will be prepared by a GIS specialist – Site Management Department.
- b) Ensure that an excavation permit is issued, an integral part of which is to contact all designated permit issuers and the main permit issuer.
- c) Inform the Site Management Department about the excavation, its duration, and location.
- d) Ensure compliance with the conditions specified in the Excavation Permit and regularly check that the specified requirements are being met.
- e) To demonstrably familiarize the contractor with the conditions set out in the Excavation Permit and with the contractor's obligation to monitor compliance with the specified requirements, including on the part of its subcontractors (the contractor confirms this familiarization by signing the Excavation Permit).
- f) Suspend or terminate the contractor's activities in the event of a change in the specified conditions or their non-fulfillment.
- g) Ensure the termination of the Excavation Permit in the event of a change in the specified conditions. If certain conditions are no longer required or the specified conditions have been replaced by other effective measures, work may continue, but this fact must be recorded in the issued Excavation Permit. The record must include the date and signature of the issuer who made the change to the form.
- h) Notify the start and end of restrictions or interruptions to traffic on roads in accordance with paragraph 3.2 b).
- i) In the event of water in the excavation, contact the WWTP operator and request written instructions for water management through your client (the department that confirmed the Work Permit) and pass this information on to the excavation contractor.
- j) In cooperation with the main permit holder and responsible persons from adjacent districts, ensure the identification of unknown underground objects and immediately inform the Site Management Department (GIS specialist), which will arrange for their surveying in coordination with the network administrator. The results of the surveying will be used to update the geographic information system of the SPOLANA s.r.o. site. (GISA).
- k) Immediately inform the relevant issuer in writing if an underground object is damaged during excavation and agree on a method of repair with them.
- l) Ensure the surveying of the actual condition of all mapped objects that were created or changed during the excavation. The surveying of underground objects must be carried out before the excavation is backfilled. A list of mapped objects and instructions for the execution, processing, and handover of the survey will be provided in writing by the Site Management Department (GIS specialist) upon request. The client is obliged to submit the survey documents to the Site Management Department, which will check them and enter the information into GISA. Without the consent of the Centralized Maintenance Department, no consent can be given for backfilling the excavation.
- m) After completion of construction work at the cable route site, request in writing that a representative of the local distribution system operator (Elektro závod Energetika a vodní hospodářství) inspect the cable laying and cable route before backfilling the excavation.
- n) After completion of construction work at the site of water and sewer lines, request in writing that a representative of the Energy and Water Management plant inspect the insulation and placement of the pipes before backfilling the excavation.
- o) After completion of the construction work, inspect the excavation site, verify compliance with the specified conditions, including cleaning of the workplace by the contractor, and ensure that the contractor restores the terrain to its original condition.

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3.3.2 Contractor for the excavation

The contractor is a representative of a legal entity that performs earthworks on the basis of a contractual relationship with SPOLANA

s.r.o. (the client) – a person authorized to manage excavation work. The contractor is responsible for:

- Compliance with the measures and conditions set out in the Excavation Permit, including for any subcontractors and compliance with legislative and normative requirements, contractual requirements, and contractually binding regulations.
- Contacting the main excavation permit issuer in the event of water appearing in the excavation and the need to pump it out, and requesting further instructions from the permit issuer (see section 3.3.1 i)
- Condition and use of the equipment deployed in accordance with the conditions specified by the manufacturer and in accordance with legislative and regulatory requirements and the Excavation Permit.
- Quality and performance of the specified scope of work.
- Performance of work only by professionally and medically qualified persons.
- Ensuring that the excavation area is marked and secured with traffic signs in accordance with the legislative and regulatory requirements and conditions specified in this BI in the event of restrictions or interruptions to traffic flow.
- Ensuring measures resulting from the activities performed, managed, and coordinated by them.
- Demonstrable familiarization of all persons performing the activity with the specified measures and conditions, risks of possible danger, location, and method of performing the work.
- Ensuring geological surveys (see Chapter 6 of this BI) are carried out prior to the actual excavation work in cases where the local geological and hydrogeological conditions and physical and mechanical properties of the soil are unknown and it is not possible to determine measures that would eliminate the possible risks to life and health or damage to property.
- Performing ongoing checks to ensure compliance with the specified conditions.
- Ensuring regular professional inspections and necessary maintenance of barriers, railings, shoring, footbridges, crossings, level crossings, safety signs, markings and signals, and any other equipment ensuring the safety of persons and vehicles at excavations.
- Interruption or termination of activities in the event of a change in the conditions specified in the Excavation Permit or Work Permit, or failure to comply with them, and reporting this fact to the client.
- Interruption of activities in the event of the discovery of an unknown underground object and reporting this fact to the client. Work may not be resumed without the client's consent.
- Immediate interruption of activities in the event of the discovery of a possible object that could be a hidden explosive. Ensuring the further procedure specified in Chapter 7 of this BI.
- Performing subsequent excavation checks in accordance with the conditions specified in this BI.

3.3.3 Authorized persons

Authorizers:	tel. contact from a fixed company line (from a mobile phone, always with the prefix 315 66xxxx):
Centralized maintenance	: 2626, 2592
Facility management *	: 3705, 5899
HZSP Department – Fire and Accident Prevention	: 4364, 4365
EVH (head of the relevant department)	: 4540 (waterworks), 3880 (WWTP), 3582 (heating plant)
EVH (electrical)	: 3146 (electrical)
Central Dispatch	: 2555, 2585
Security department	: 3166, 6284, 2531, 4364, 2211
ORLEN Unipetrol RPA * (ethylene)	: 476 165 800 (Ethylene Control Room)

* The necessity of this department's participation in the permitting process is determined by the chief permit issuer

The main permit issuer is the relevant manager/authorized employee of the district in which the excavation is carried out.

The excavation permit is issued by the issuer designated in accordance with S-3.11.5 "Permitting work on equipment and work under exceptional conditions".

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3.3.4 Issuer of the excavation permit

The issuer is obliged to:

- When authorizing excavation, provide complete and accurate information about the situation in the excavation area, point out any risks, and set binding conditions for the performance of the work. In cases where binding conditions are set out in the excavation permit, it is not necessary to include these conditions in the work permit in accordance with S-3.11.5 "Authorization of work on equipment and work under exceptional conditions". The excavation permit is an annex to the work permit.
- Ensure compliance with the conditions set out in the Excavation Permit and regularly check compliance with the requirements set out therein.
- As a preventive measure for excavation work on underground distribution systems, ensure that no material is stored on underground distribution systems, i.e., in areas with special circuits; also, immediately clear the excavation area on underground distribution systems if any stored or deposited material is found there.
- Allow employees of companies that perform environmental services or monitor excavation work access to the perimeter where earthworks are being carried out and do not endanger the performance of environmental services by your own activities.
- Suspend or terminate the contractor's activities in the event of a change in the specified conditions or failure to comply with them. This fact must be reported to the client.
- Inform the responsible persons of the adjacent district, as necessary, about the performance of work that may affect activities in the adjacent district; these persons also sign the Excavation Permit.

In the case of excavation affecting multiple districts, an Excavation Permit may be issued for each district separately, or a summary Excavation Permit may be issued, agreed upon by the responsible persons of all adjacent districts. The obligations of the responsible persons of the adjacent districts are then always specified for their district.

3.3.5 Responsible persons of the adjacent district

Excavation affects	Responsible persons for the adjacent area *)
Less than 5 m from the edge of the steel bridge structure	Centralized maintenance department
For grassy areas and landscaping	Facility Management Department
In the protective zone of low-voltage cables	Centralized Maintenance Department
For optical or telephone cable routes	Information Technology Department
In the vicinity of railway tracks (less than 5 m)	ORLEN Unipetrol Doprava s.r.o.

*) Manager or authorized person

Responsible persons in the adjacent area are required to:

- When granting an excavation permit, provide complete and accurate information about the situation in the excavation area, point out any potential risks, and set binding conditions for the performance of the work. In cases where binding conditions are set out in the Excavation Permit, it is not necessary to include these conditions in the Work Permit in accordance with S-3.11.5 - Authorization of work on equipment and work under exceptional conditions. The excavation permit is an annex to the work permit.
- Ensure compliance with the conditions set out in the Excavation Permit and regularly check compliance with the requirements set out therein.
- Inform other persons in the relevant adjacent area as necessary.
- Suspend or terminate the contractor's activities in the event of a change in the specified conditions or failure to comply with them. They are obliged to report this fact to the client and the issuer.

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4 SECURING EXCAVATION WORK

- a) Before the start of earthworks, surrounding structures threatened by excavation must be secured.
- b) Excavations in built-up areas, public spaces, and enclosed structures where other activities are also taking place must be covered or, at the edge where there is a risk of people falling into the excavation, secured with railings, whereby the space between the top bar and the stop at the floor must be secured against persons falling through in a manner appropriate to the local and operating conditions, regardless of the depth of the excavation. At a distance of more than 1.5 m from the edge of the excavation, protection can be provided by a suitable barrier preventing persons from entering the area where there is a risk of falling into the depth. A suitable barrier is considered to be a railing that does not have to meet the requirements for strength or for securing the space under the top bar against falling through, portable sectional railings, safety signs indicating the risk of falling attached at the height of the top rail of the railing, an obstacle at least 0.6 m high, or soil from the excavation, stored in a loose state to a height of at least 0.9 m. Railings and barriers may only be interrupted at crossings or passages. If the excavation forms an obstacle on a publicly accessible pedestrian route, it must always be secured with a railing.
- c) In public areas and on publicly accessible roads, sufficiently load-bearing and safe crossings or passages must be provided over excavations. Crossings with a width of at least 1.5 m must be equipped with railings.
- d) On construction sites where unauthorized persons are prevented from entering, the edges of excavations must be secured against persons falling into the depth where the outer edge of the road approaches the edge of the excavation at a distance of less than 1.5 m. A crossing with a width of at least 0.75 m must be provided across an excavation deeper than 0.5 m; if the depth of the excavation does not exceed 1.5 m, the crossing must be equipped with railings on at least one side, in other cases on both sides.
- e) The edges of the excavation must not be loaded within a distance of 0.5 m from the edge of the excavation.
- f) For persons working in excavations, a safe descent and ascent must be provided by means of ladders, stairs, or sloping ramps. The surface of sloping ramps with a slope greater than 1:5 must be treated against slipping by means of properly secured crossbars or stops.
- g) Before individuals enter the excavation for the first time or after a work interruption of more than 24 hours, the contractor or a person authorized by the contractor shall inspect the condition of the excavation walls, shoring, and accesses; if there is a risk of dangerous vapors or gases in the excavation, the contractor shall ensure that their concentration is measured.
- h) In the protection zones of lines, buildings, or technical equipment, excavation work may only be carried out in compliance with the conditions set out in the Excavation Permit and Work Permit.
- i) The vertical side walls of hand-dug excavations must be secured with shoring when the excavation depth exceeds 1.3 m in built-up areas and 1.5 m in undeveloped areas. In cohesionless, waterlogged or otherwise landslide-prone soils and in places where repeated vibrations are to be expected, the walls of such excavations must be secured in accordance with the specified technological procedure even at depths less than those specified here.
- m) The shoring of excavation walls must be designed and constructed in such a way as to reliably withstand the pressure of the soil and thus ensure the safety of persons in the excavations, prevent the surrounding terrain from subsiding and the excavation walls from collapsing, and, where applicable, eliminate the risk of endangering the stability of structures in the vicinity of the excavation.
- o) The minimum clear width of excavations with vertical walls into which persons enter is 0.8 m. The dimensions of excavations must be selected so as to allow for the safe performance of all subsequent assembly work.

5 HANDLING OF EXCAVATED SOIL

Excavated soil is waste and must be handled as waste in accordance with Act No. 541/2020 Coll. on waste and its related implementing regulations.

The waste producer is always an external company (contractor) whose activities generate the waste, unless otherwise specified by the client in the contract or order. The company (contractor) must also comply with Directive S-4.1.5 Obligations of external entities on the premises of SPOLANA s.r.o.

The handling of excavated soil, including compliance with the conditions for remediation monitoring and operational monitoring, within the scope of work according to the approved project for the removal of old environmental burdens, is governed by the approved Implementation Project under the internal methodological supervision and technical supervision of the Environment Department, as well as under the supervision of the supervisory organization according to the contract with the Ministry of Finance of the Czech Republic.

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6 GEOLOGICAL WORK

When performing geological work, it is necessary to proceed in accordance with legislative and normative requirements, in particular in accordance with Act No. 62/1988 Coll., on geological work and the Czech Geological Survey, as amended, and Decrees No. 368/2004 Coll., on geological documentation and Decree No. 369/2004 Coll. on the design, implementation and evaluation of geological work, the reporting of risk geofactors and the procedure for calculating reserves of exclusive deposits, as amended.

The client commissioning the geological work shall send the final survey report to the Site Management Department, GIS specialist, for updating the SPOLANA s.r.o. site geographic information system (GISA).

7 FINDING OF HIDDEN EXPLOSIVES

If an object that could be a hidden explosive device is found, everyone at the site of the discovery and in its immediate vicinity is required to immediately stop all work, alert other members of the work group and people in the vicinity. They are also required to immediately inform the person in charge of managing the work.

Further procedure is specified in S-3.17.7 "Threat to the SPOLANA s.r.o. premises" (similar to receiving information about a bomb threat).

Note: Abandoned workplaces must remain secured to a basic extent in accordance with the instructions of the relevant managers and operating conditions.

Resumption of interrupted work

In the event of work being interrupted due to a suspected hidden explosive device, its resumption is conditional upon the approval of the Czech Police pyrotechnician, the chief dispatcher, and the issuer listed on the Excavation Permit.

8 USE OF THE EXCAVATION

8.1 Conditions for use of the excavation

- The excavation may only be used for the purposes for which it was designed and constructed, after its complete completion. The excavation must be equipped and secured in accordance with legislative and normative requirements.
- If the excavation does not meet the above requirements, it must be marked with a "No Entry" sign. The sign may be used without an additional text plate. The sign must be placed in a visible manner at all entrances to the excavation.
- The excavation must be handed over by the contractor for use to the user designated by the client. Upon handover, the contractor shall draw up a report confirming its complete completion and equipment on the basis of a professional inspection of the excavation carried out by the contractor. The user shall confirm its acceptance in the report.
- A sample report is provided in Appendix No. 2 to this BI.
- The log must be placed in a visible location on the excavation boundary structure. The log must be protected against weather conditions and securely fastened to the structure. It is prohibited to fasten the log with wires or other means that could pose a risk of injury to persons.
- A "No Entry" sign must be placed under each log so that it is covered by the log. When the log is removed, the excavation is automatically marked as no entry.
- For activities prohibited when using the excavation, see Chapter 9 of this BI.

8.2 Use of the excavation by another user

- For simultaneous use of the excavation by other users, it is necessary to request the written consent of the excavation user using Appendix 3 of this BI. The other user shall submit two copies of the form to the excavation user. After consent is granted, the original shall remain with the other user and the copy with the user. Consent to the use of the excavation must be available throughout its use.
- The user who has allowed another user to use the excavation is obliged to ensure the coordination of work activities in the excavation in accordance with its purpose and operational safety. In the event of consent being granted to multiple other users

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The user must designate in writing a person who will coordinate the work activities.

- c) The above provision does not apply to visual inspection activities carried out by the owners of individual underground structures with the user's knowledge and provided that the excavation is marked with a protocol documenting its safe use.

8.3 Use of the excavation by a subsequent user

If the user completes their work in the excavation and the excavation is to be used by a subsequent user, the user shall remove the protocol and hand it over to the contractor. The contractor shall assess the condition of the excavation and hand it over to the subsequent user. Upon handover, the contractor shall provide the excavation with a valid protocol.

8.4 Inspection of the excavation by the contractor

- The excavation must be subject to regular professional inspections by the contractor at least once a month.
- If extraordinary circumstances arise that could have an adverse effect on the safety of the excavation (e.g., adverse weather conditions), a professional inspection must be carried out immediately after the circumstances have ceased.
- Inspection records are entered directly into the log.
- If defects are found, proceed according to section 8.1 of this BI.

8.5 Inspection of the excavation by the user

- Persons using the excavation shall always carry out a cursory inspection of the excavation as a whole before starting work, checking in particular the completeness of the structure (shoring, accesses). In the event of any defects or unauthorized modifications being found, they shall report these facts to the contractor without delay.
- Until the repair is carried out, they shall remove the protocol from the excavation, and the excavation shall be automatically marked as off-limits. The same procedure shall be applied if there is a danger in the excavation due to frost, snow, spillage of industrial liquids, etc. The removed protocol must be handed over to the contractor immediately.

9 PROHIBITED ACTIVITIES RELATED TO THE EXCAVATION

- Entry by persons who are not performing work activities within their scope of authority and persons without the permission of the excavation user.
- Entering excavations in cases where the excavation is marked with a no entry sign or is unmarked.
- At remote work sites where supervision is not provided, excavation work deeper than 1.3 m must not be carried out alone.
- Load the edges and protective elements of the excavation.
- Store excavated soil or material within 1 m of the edge of the excavation. In the case of limited space (e.g., near buildings), excavated soil may be stored at a shorter distance – in this case, additional measures must be taken to prevent the excavated soil from sliding into the excavation (solid barriers, geotextiles, etc.).
- Place machinery at a distance of 2 m from the edge of the excavation – except in cases where the stability of the excavation walls is ensured in the manner specified in the project documentation or in the technological procedure.
- Make any modifications to the excavation and its equipment, except for the temporary removal of safety barriers for access to the excavation (after completion of the work, the safety barriers must be restored to their original condition).
- Use the excavation for activities other than those for which it was made.
- When excavation work is being carried out manually and mechanically at the same time, remain in the danger zone (i.e., the maximum reach of the machine's working equipment plus 2 m).
- Enter machine-dug, unsupported excavations unless their walls are secured against collapse.
- Use continuous excavations longer than 20 m without ensuring a sufficient number of safe entrances/exits.
- Moving within 1.5 m of the edge of an excavation without collective protection or personal protective equipment to prevent falls.
- Performing excavation work in unacceptable weather conditions, i.e., heavy or prolonged rain, strong winds exceeding 10 m/s, etc.

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10 INSPECTIONS AND SANCTIONS

The following persons are authorized to check compliance with the conditions set out in this BI and related documents: the client, user, exhibitor, senior employees/persons at all levels of management, managers and employees of the Safety Department, persons whose control activities arise from concluded contractual relationships, and occupational safety inspectors at the basic trade union organization.

11 RELATED DOCUMENTS

Act No. 62/1988 Coll., on Geological Works, as amended Act No. 541/2020 Coll.,
on Waste, as amended
Government Regulation No. 362/2005 Coll., on detailed requirements for occupational health and safety at workplaces with a risk of falling from a height or into a depth
Decree No. 368/2004 Coll., on Geological Documentation, as amended
Decree No. 369/2004 Coll., on the design, implementation, and evaluation of geological work, reporting of risk geofactors, and the procedure for calculating reserves of exclusive deposits, as amended
Decree No. 273/2021 Coll. on details of waste management, as amended
Government Regulation No. 375/2017 Coll. on the appearance, placement, and design of safety signs and markings and the introduction of signals Government Regulation No. 591/2006 Coll. on more detailed minimum requirements for occupational safety and health at
construction sites, as amended

S-3.12.1 "Records"
S-3.17.7 "Threats to the SPOLANA s.r.o.
premises" S-3.22.2 "Waste management"
S-4.1.5 "Obligations of external entities on the premises of SPOLANA s.r.o."
S-3.16.3 "Provision of personal protective equipment"
S-3.11.5 "Authorization of work on equipment and work under exceptional conditions" B-3.16.16 "Work at heights"
B-3.16.9 "Basic safety instructions for employees" Process P-3.9.1
"Information technology"

12 RECORD

Excavation permit, Work permit according to S-3.11.5 - Chapter 3, Appendix No. 1
A copy of the Permit shall be retained by the issuer for a period of 1 year from the expiry of the Excavation Permit.
In the event of an emergency during the performance of work (e.g., accident, fire, explosion, and crash), the Security Department shall store a copy of the Permit for a period of 5 years as part of the emergency investigation documentation.

Information on damage to underground structures during excavation - Chapter 3, Section 3.3.1
Storage: original - issuer, copy - contractor for a period of 5 years

Request for representatives of the local distribution system operator to inspect the laying of cables and cable routes - Chapter 3, Section 3.3.1
Request for representatives of the Energy and Water Management Department to inspect the insulation and laying of water and sewer pipes - Chapter 3, Section 3.3.1
Imposed by: original – client, copy – contractor for a period of 5 years

Protocol on the handover of the excavation for use - Chapter 8, Sections 8.1 - 8.3,
Annex No. 2 Storage: original - user, copy - contractor for a period of 1 year

Written consent of the user to the use of the excavation - Chapter 8, Section 8.2, Annex No.
3 Storage: original - other user, copy - user for the duration of use of the excavation

Records of excavation inspections in the log - Chapter 8, Section 8.4, Appendix No.
2 Stored by: contractor - for a period of 1 year

Appointment of a work coordinator – Chapter 8, Section 8.2 Required
by: original – user, copy – coordinator for a period of 1 year

Prepared by: Marek Ferenc, lead department Head of the Security Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Martin Čech Director of HSE&Q, PVISŘ	Copy no. / Revision / 0
			Effective from: 01. 04. 2025

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After the deadline for storing documents has expired, the records at the workplace shall be handled in accordance with S-3.12.1. The storage of records in electronic form is governed by process P-3.9.1.

13 INTERPRETATION OF TERMS AND ABBREVIATIONS

The interpretation of common (frequently used) terms and abbreviations used in this BI is part of the "Company Legislation" database in Lotus Notes.

"Permission" - within the meaning of S-3.11.5 Permission to work on equipment, to enter equipment or below ground level, to weld and work with open flames, to hand over and take over equipment for repair and operation, to issue a "V" command

Main authorizer - the relevant manager/authorized employee of the district in which the excavation is being carried out

Designated authorizers - within the meaning of S-3.11.5, authorized persons of the adjacent area who, in the event of work encroaching on their area, attach their statement to the "Permit"

Issuer - issuer within the meaning of S-3.11.5, i.e. an authorized employee of the operator's department who is authorized to issue a "Work Permit"

Excavation (excavation and earthworks) - work involving the creation of an earth structure by breaking up rock, removing excavated soil and disposing of it or loading it onto a means of transport, while simultaneously creating slopes and a base, which may be levelled and edged

Landscaping - surface treatment of the terrain that does not create an earth structure (application of gravel, laying of panels, raising of the existing surface)

Underground structure - underground utility lines or other underground structures

Unknown underground object - unknown (unmapped) underground utility lines or other underground objects User - a natural or legal person who uses the excavation.

Other user - a natural or legal person who uses the excavation on the basis of the written consent of the excavation user

Subsequent user - a natural or legal person who will use the excavation after the original user has completed their work Manager - director or manager of the relevant plant/department/operation

Contracting authority - The contracting authority is a person designated by the senior employee of the department that initiated the activities involving excavations. In some cases, the contracting authority may also be the "client."

BI - safety instructions - guidelines for ensuring health and safety at work at SPOLANA s.r.o., i.e. how to perform activities safely in the workplace, how to behave and act so as not to endanger the life and health of employees or cause an accident, disaster, fire, or explosion, and thus contamination of the workplace, the environment, or public danger; short-term instructions for ensuring safety and health at work issued to employees by their immediate superiors for the purpose of completing a specific task are also considered safety instructions

ČIŽP - Czech Environmental Inspectorate

WWTP - Wastewater treatment plant

PkV - Excavation permit

14 FINAL PROVISIONS

14.1 Familiarization with these safety instructions

It is the duty of managers/persons in charge to ensure that subordinate employees and persons involved in excavation, earthworks, and landscaping (including their permitting) are familiar with this BI before commencing such work.

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14.2 Cancellation of BI 00-16

This BI cancels and replaces BI 00-16 "Excavation Work," revision 0, valid from January 1, 2018.

15 LIST OF APPENDICES

Appendix No. 1 – Excavation Permit Form – Permit for excavation, digging, and landscaping
Appendix No. 2 – Protocol
Appendix No. 3 – Consent to the use of excavation
Appendix No. 4 – Notification of excavation work

Prepared by: Marek Ferenc, lead department Head of the Security Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Martin Čech Director of HSE&Q, PVISŘ	Copy no. / Revision / 0
			Effective from: 01. 04. 2025

PkV Form – Permit for excavation, digging and landscaping

Reference number					
	Name	Responsible person	Phone	Date	Signature
Contracting authority (client)					
Contractor					
Purpose of excavation					
Scope of work					
Duration of work	From:	Extended to:			
	to				

Approvers	First and last name	Phone	Attachment no.	Date of approval	Signature	Date of approval Extension	Signature
Department Centralized Maintenance							
	Conditions:						
Facility Management							
	Conditions:						
Fire and Emergency Prevention Department							
	Conditions:						
Fire department							
	Conditions:						
Security Department							
	Conditions:						
EVH (head of the department concerned)							
	Conditions:						
EVH (electrical)							
	Conditions:						
ORLEN Unipetrol RPA (Ethylene Plant)							
	Conditions:						

Other licensees	First and last name	Phone	Attachment	Date of approval	Signature	Date of approval Extension	Signature
ORLEN Unipetrol Doprava s.r.o.							
	Conditions:						

Main authorizers	First and last name	Phone	Appendix No.	Date of approval	Signature	Date of approval Extension	Signature
	Conditions:						
	Terms and conditions:						
	Conditions:						

Interruption of work due to suspected discovery of hidden explosives			
Work interrupted on		at	Interrupted by (first and last name) Signature
Approval of resumption of work by pyrotechnician of the Czech Police			
Date		hour	First and last name
Signature-Comment 			
Approval of resumption of work by the main permit issuer			
Date			First and last name Signature

Interruption of work due to a change in the specified conditions			
Work interrupted on		at	Interrupted by (first and last name) Signature
Approval of resumption of work by the main permit issuer			
Date		hour	First and last name Signature

Instructions for completing the PkV form:

Registration number: Enter the PkV identification number.

Identification of the client (customer) and contractor: The name of the company, the first and last name of the responsible person, contact telephone number, and signature of the responsible person are provided.

Purpose of excavation: A clear description of the purpose of the excavation must be provided.

Scope of work: The scope of the work to be performed or a reference to the document specifying the scope of the work (method of execution, parameters, etc.) must be stated.

Duration of work: State the start date of the PkV and the planned end date. If an extension of the PkV is requested, enter the date to which the PkV is extended in the "Extended until" field.

Identification of the person issuing the permit: The first and last name of the person issuing the permit, their contact telephone number, and their signature are provided. By signing, the person issuing the permit agrees to the PkV within the specified validity period, as indicated in the "Duration of work" field. If an extension of the PkV is requested, the caller agrees with the date to which the PkV is extended in the "Extended until" field by signing. If the permit issuer needs to provide additional specifications (e.g., restrictions on the specified validity), they shall attach an appendix with the specified specifications to the PkV and enter the identification number of the attached appendix in the "Appendix No." field. In the case of minor specifications, a free line in the PkV can be used for individual permit issuers.

Identification of the main authorizer: The department, first and last name of the authorizer, contact telephone number, and signature of the authorizer are provided. By signing, the authorizer agrees to the PkV within the specified validity period indicated in the "Duration of work" field. In the event of a request for an extension of the PkV, the authorizer agrees with the date to which the PkV is extended in the "Extended until" field with their signature. If the caller needs to provide additional specifications, they shall attach an appendix to the PkV and enter the identification number of the attached appendix in the "Appendix No." field. In the case of minor specifications, a free line can be used for individual callers.

Interruption of work due to suspicion of hidden explosives:

The date and time of the interruption of work, the first name, last name, and signature of the person who interrupted the PkV are stated.

Approval of the resumption of work by a Czech Police pyrotechnician

The date and time when work can be resumed, the first name, last name, and signature of the Czech Police pyrotechnician, and any comments are stated. The approval may be replaced by a document issued by the relevant pyrotechnician.

Approval of the resumption of work by the chief permit issuer

The date and time when work can be resumed, the first name, last name, and signature of the main permit issuer are stated. By signing, the permit issuer approves the resumption of work.

Interruption of work due to a change in the specified conditions

The date and time of the interruption of work, the first name, last name, and signature of the person who interrupted the PkV are stated.

Approval of the resumption of work by the main permit issuer

The date and time when work may be resumed, the first name, last name, and signature of the main permit issuer shall be stated. By signing, the permit issuer approves the resumption of work.

PROTOCOL

EXCAVATION COMPLETED

Location:

Number:

Purpose:

Client	Contractor

Date of completion		Date of acceptance	
Contractor		User	
First name, last name, signature		First name, last name, signature	
Phone		Phone	

Follow-up checks carried out by the contractor					
Date	First name and last name	Signature	Date	First and last name	Signature

SAFE TO USE

CONSENT TO USE OF EXCAVATION

Consent to use of excavation	
Protocol number:	
The transferee (excavation user) to whom the excavation has been transferred for use grants consent to the use of the excavation for the following persons/entities:	
Consent is granted for the period:	
Health and safety measures:	
Name and surname of the excavation user	Signature
The other user is authorized to use the excavation for the agreed period at the agreed location and in a manner appropriate to the type of excavation. The person/entity is prohibited from making any modifications to the excavation and is obliged to use the excavation in accordance with B-3.16.19 Excavation work and S-3.11.5 Authorization of work on equipment and work under exceptional conditions. Before starting work, the next user shall always perform a cursory inspection of the excavation as a whole, checking in particular the completeness of the structure (shoring, exits, safety measures, etc.). If any discrepancies are found, the excavation must not be used. If the excavation is marked with a no-entry sign or is unmarked, this permit shall be temporarily invalid.	

Notification of excavation work

Client (company/department, first name, last name + phone, email):	
Project designer (company/department, first name, last name + phone, email):	
Earthworks contractor (company/department, first name, last name + phone number, email):	
Description of planned activities (description of construction, excavation work):	
Expected start date of earthworks:	
Expected completion date of earthworks:	
Expected extent of pollution (if known):	

Scope of earthworks:	Excavation: (marking)	Width (m):	Length (m):	Depth (m):	Type of excavation (permanent/temporary):
Description:					

Attachments to the notification:

1. clear overview showing the excavation on a map of the SPOLANA s.r.o. premises
2. detailed overview showing the planned permanent and temporary excavations