

METHODOLOGY FOR COMPLETING THE "PERMIT" FORM, WORKING WITH AN EXTRAORDINARY LEVEL OF DANGER

The "Work Permit" (hereinafter referred to as the "Permit") is issued by the issuer in two or three copies. One copy is given to the contractor, the second copy is retained by the issuer. If the assistance of the Fire and Rescue Service Unit is required, the commander of the Fire and Rescue Service Unit shall receive the third copy of the "Permit" from the issuer; at the same time, he shall confirm on the issuer's copy that a request for fire assistance has been made.

The "Permit" must have a precisely defined personal, temporal, spatial, and material scope, i.e., it must be issued for each work crew, group, for a specific period of time (see section 6.2 of this directive), for the repair of specific equipment, for excavation, shaft, closed container, etc.; The "Permit" must confirm the elimination of hazardous influences and specify other conditions for safe work in accordance with the points listed in the form.

All persons involved in the performance of the work task must be demonstrably familiar with the work task and the entire work procedure. They shall confirm their familiarity by signing section 11 of the "Work Permit."

The issuer shall notify the Safety Department **in advance** of the commencement of all work for which a "Permit" to enter the facility or below ground level has been issued (see section 3.2 of this directive) by calling 3166, 2213, 2531, 6284 or by email to the Safety Department staff.

1 Filling in the "Permit"

The persons listed below (issuer, manager or authorized employee of the contractor, manager of the adjacent area or a person authorized by him) confirm with their signatures the correctness of the measures listed and their verification.

1.1 Exhibitor

- In the header of the form, they will check which activities are permitted (or add text) and cross out the other activities.
- Write the registration number (serial number within the given department and calendar year).
- In the case of work in an explosive environment, select the option "V".

SPOLANA s.r.o. Neratovice						Reference number:			
FOR THE COMPANY:						SAP number:			
Work permit									
DATE:		TIME: FROM/TO:		OPERATION:		OBJECT NUMBER:			
NAME OF FACILITY:				FACILITY NUMBER:					
DESCRIPTION:									
EXHIBITOR	1. Description, type, and scope of work:		BPN		ZPN		VPN		
	on equipment		for handing over and taking over equipment for repair and operation:				work in the substation		
	explosion hazard areas "V"				for entering the equipment		hazardous area		
	below ground level		in enclosed spaces		in the track area		No. of closures:		
	at heights		temporary structures		need to use non-sparking tools (Ex)				
	high-pressure equipment		hazardous substances		medium:				

- Defines the time required for the activity – date, time (from - to).
- Defines the place where the activity is performed (name of the unit, object number, equipment number, machine, shaft, excavation, floor, etc.) and the subject of the activity.

In cooperation with the contractor's authorized representative, they shall assess the risks (see the exhibitor's obligations – section 7.2 of this directive) and determine the measures necessary to ensure the safety of the work being performed.

The contractor's manager is responsible for providing PPE to the contractor's employees.

1.2 Employee performing air analysis

If necessary, an employee of the ÚŘJ or HZSP Unit shall perform an air analysis and enter the measured concentrations of hazardous substances into the "Permit."

1.3 Head of the adjacent district or an employee authorized by him

If, during the performance of work in accordance with the "Permit," the adjacent district may also be endangered, or, conversely, the work may be endangered by the activities of the adjacent district, the issuer shall request the head of the adjacent district to confirm that the measures specified in the "Permit" are sufficient; the head of the adjacent area shall confirm this by signing all copies of the of the "Permit."

In the case of repairs to electrical wiring, water distribution, sewage, technological and energy distribution systems on bridges, excavation work, etc., the head of the adjacent circuit is the head of the operation to which the repaired equipment belongs.

The relevant employees shall specify any other necessary measures or conditions and confirm them with their signature (e.g., fire assistance from the Fire and Rescue Service, use of insulating breathing apparatus).

2 Work involving an exceptional degree of danger

For work involving an exceptional degree of danger resulting from the nature of the workplace where the work is performed and where it is not possible to fully ensure the safe performance of the work, the issuance of a "Permit" is based on the decision of the commission. The commission shall decide on the basis of documentation prepared in advance and submitted by an authorized employee of the operator in cooperation with the contractor or other departments (Safety Department, Fire and Rescue Service Unit, etc.).

The documentation includes a detailed description of the work procedure, cooperation and follow-up, conditions under which the work may be performed, and the scope of extraordinary safety measures, including the method of waste disposal (see S-3.22.2).

The commission's decision shall be in writing and shall include its approval or, where applicable, the conditions under which the commission approves or disapproves of the procedure according to the submitted documentation, and its reasons. The decision shall be signed by all members of the commission, who shall receive a copy.

Composition of the commission:

chair:	- head of the operator's department
Members	- head of the contractor
	- Authorized employee of the Safety Department

The heads may invite other experts to attend the committee's meetings. The committee's documentation and decisions form an integral part of the "Permit."