

CONDITIONS FOR WORKING WITH OPEN FLAMES

The use of open flames is **prohibited** on company premises (welding and cutting with flame, electric arc, heating with gas and other burners, use of grinders, drills and other tools that cause sparks or increase the temperature by more than 10°C above the ambient temperature, heating of resins in melting pots, etc.) without a permit to work with open fire.

Welding means thermal joining, grooving, and thermal cutting of metallic and non-metallic materials, if performed with an open flame, electric arc, plasma, electric resistance, laser, friction, aluminothermic welding, as well as the use of electric soldering irons and gasoline soldering lamps.

The terms used and the basic conditions for welding are taken from Decree No. 87/2000 Coll.

1 Permit to work with open fire (short-term)

1.1

For work with open flames (outside areas with permanent permits), a duly completed written permit must be issued. "Permit" (see Appendix 1 of this directive for a sample form) and recorded in accordance with Section 6.4 of this directive. Permits to work with open flames are not issued for installed technological production equipment (e.g., combustion furnaces, boilers, etc.) whose operation (including testing) has been approved by the building authority.

1.2

The "Permit" shall be issued prior to the commencement of work by the head of the department or an employee authorized by him/her who has completed fire safety training for senior employees in the department where the work is to be carried out. Prior to issuing the "Permit," he/she shall verify that the work cannot be carried out without the use of open fire at reasonable cost.

1.3

At workplaces where activities with a high fire risk (VPN) or increased fire risk (ZPN) are carried out, the conditions for working with open flames (in the "Work Permit" form) must always be approved by an employee of the Safety Department, **or**, in their absence, by an authorized employee of the SPOLANA s.r.o. Fire Department (shift commander or their deputy).

At workplaces where only activities without fire hazard are performed, the head of the department or an employee authorized by him who has completed fire safety training for managers is authorized to permit work with open flames and to establish measures to secure the workplace.

1.4

If work with open flames directly affects a neighboring department, the "Permission" must be approved in writing by the manager of the adjacent department.

1.5

Requirements for approval of work with open flames:

- During morning shifts on working days – an employee of the Safety Department checks between 7:00 and 8:00 a.m. at their workplace (if work with open flames is necessary outside the specified time), then approves the measures specified at individual workplaces.
- During afternoon and night shifts and on days off and public holidays, an employee of the SPOLANA s.r.o. Fire Brigade (shift commander or his deputy) is authorized to permit work with open flames in necessary cases.

1.6

In cases where working with open flames requires the assistance of the SPOLANA s.r.o. Fire Department, i.e. measuring the explosiveness of the environment, or the presence of firefighting equipment to secure the work or other form of securing the work, the authorization to work with open flames is confirmed, or the conditions and technical security of the work are extended, by an authorized employee of the SPOLANA s.r.o. Fire Brigade Unit.

The measurement of the air for the presence of explosive and toxic gases and vapors is performed by an authorized employee of the SPOLANA s.r.o. Fire Brigade Unit; the method of measurement is decided by an authorized employee of the Fire Brigade Unit. Depending on the severity, measurements are performed either before the start of fire-hazardous work or continuously throughout the entire duration of fire-hazardous work.

1.7

In particularly complex cases, especially during shutdowns, reconstruction, divestment, or investment work, the conditions for permitting work with open flames must be determined by a commission appointed in accordance with point 1.8 of this annex (in the form of a record). The minutes shall include a detailed description of the work procedure and conditions with safety measures under which the work may be carried out. It must be specified how and by whom fire supervision will be carried out, with written rights and obligations for such supervision.

1.8

The commission determining the conditions for permitting work with open flames shall be convened by the head of the department in which the work will be performed. The commission shall consist of the following members:

- Chair: head of the plant/department where the work will be performed
- Members:
- authorized employee of the Safety Department
 - head of the contractor,
 - authorized employee of the HZS SPOLANA s.r.o. department,
 - relevant chief mechanic / authorized employee of the Centralized Maintenance department,
 - mechanic (employee of the Centralized Maintenance Department responsible for the maintenance of equipment at the plant in the relevant field / employee authorized for the department outside the production area),
 - head of the immediately adjacent department (in case of potential danger),
 - in the event of possible exposure to toxic substances – a representative of the Environment Department,
 - in the event of an investment project – a representative of the Investment Department,
 - in the case of a divestment project – a person authorized for the Divestic department.

The record of the conditions for working with open fire shall be signed and a copy shall be received by all members of the commission. The record must be attached to the "Permit" as an appendix.

1.9

The "permit" is issued in two copies, or in three copies in the case of assistance from the SPOLANA a.s. Fire Department. The individual permits are received by:

- the original - the welder or the leader of the group performing the work, who shall confirm receipt by signing the "Permit",
- copy
- the issuer (i.e., the head of the department where the work will be performed or an employee designated by him/her in accordance with paragraph 1.2 of this annex)
 - authorized employee of the SPOLANA s.r.o. Fire Brigade Unit (in the case of assistance from the Fire Brigade Unit).

The welder or the leader of the group performing the work must have the permit available until the work is completed. The issuer is responsible for issuing multiple copies of the "Permit" if necessary.

1.10

The validity of the permit to work with open fire is set at a maximum of 8 hours. If the work cannot be completed within this period, the authorized employee (according to paragraph 1.2 of this annex) shall extend the validity of the "Permit" in writing for the time necessary to complete the work, but for a maximum of another 8 consecutive hours. In this case, they shall assume all the obligations of the original issuer of the "Permit." If the "Permit" includes the consent of the manager of the immediately adjacent department, the extension of the validity of the "Permit" must be approved in writing by the manager of the adjacent department.

If the work is not completed even during this time, a new "Permit" must be issued!

In exceptional cases, work with open flames may be permitted for a longer period of time (construction site, traffic stoppage) if it can be proven that there will be no change in conditions at the workplace. The workplace shall be secured in accordance with the conditions set by the commission or the measures specified in the "Permit" for work with open flames.

2 Fire supervision to ensure work with open flames

2.1

Fire supervision during welding is carried out continuously by the welder's assistant, who is properly instructed by the issuer. The person who will perform this fire supervision shall be indicated by the issuer on the "Permit" form in line 10. "Measures after completion of work".

2.2

Fire supervision of work involving open flames is always carried out at the start of work and randomly during the course of work by an employee who has completed professional training for employees assigned to preventive/assistant fire patrols, or training for managers on fire protection.

In particularly complex cases, fire supervision may be supplemented by assistance from the SPOLANA s.r.o. Fire Brigade Unit. The type and provision of such assistance shall be decided by an authorized employee of the Fire Brigade Unit based on a fire risk assessment.

3 Fire supervision after welding

3.1

After completion of welding requiring special fire safety measures, the fire safety of the welding workplace and adjacent areas shall be checked as part of fire supervision, and fire supervision shall be ensured at intervals specified in the "Permit" (according to Chapter 1 of this Annex). The intervals shall be determined with regard to the basic or specific risk of the welding workplace. The shortest period of fire supervision is 8 hours. In justified cases, especially in the case of thermal cutting of metals and in complex areas, the possibility of a fire occurring even after 8 hours must be taken into account when determining the period for which fire supervision is required.

3.2

Fire supervision after welding has been completed in workplaces with a high fire risk (VPN) or increased fire risk (ZPN) is carried out by an employee who has undergone professional training for employees assigned to preventive/assistant fire patrols, or training for managers on fire prevention.

Fire supervision after welding at workplaces without fire risk is carried out by an employee who has completed employee training on fire protection and has been instructed by the issuer.

Supervision is carried out for a specified period at intervals specified in the permit. A record of the supervision is made in point 10. "Permit".

3.3

Fire supervision after welding is not necessary:

- a) If the welding workplaces and adjacent areas are equipped with a functioning electric fire alarm system and stable fire extinguishing equipment. If these areas are equipped only with an electric fire alarm system, fire supervision may be waived only if there is a person on site capable of performing initial firefighting measures.
- b) At permanent welding workplaces – provided that hot particles could not come into contact with flammable substances before the end of welding, and that flammable substances will not come into contact with the ignition source after the technology is switched off.